



September Work Session Agenda

Tuesday, September 01, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on Zoom:

<https://us02web.zoom.us/j/82222449142?pwd=UpjYOJpfSKcXKzOsLYFjTZ1KlZgUF.1>

Phone: 301-715-8592 | Meeting ID: 822 2244 9142 | Passcode: 380795

Call to Order and Roll Call

Review of Agenda

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the Board Work Session. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Business

1. Old Firehouse Final Design Presentation (Commission Discussion)
2. Peake Technology Partners First Amendment To IT Quote 11-15-15 (Commission Discussion)
3. Grant Update Presentation By John O'Connor (Commission Discussion)
4. Letter of Understanding To MNCPPC Regarding Cottage City Park Renovation (Commission Discussion)
5. House Located At 3813 Cottage Terrace (Commission Discussion)
6. Letters of Support For Port Towns Grants (Commission Discussion)
7. MOU Between The Town of Cottage City & Prince George's County Family Justice Center (Commission Discussion)
8. Proposed Streetlight On 37th Avenue (Commission Discussion)
9. Municipal IT & Cybersecurity Policy (AI) (Commission Discussion)
10. Town of Cottage City Calendar September to December 2026 (Commission Discussion)
11. America In Bloom Symposium September 24-26, 2026 (Commission Discussion)
12. Town of Cottage City Mural Discussion (Commission Discussion)

Town Manager Updates

Motion To Go Into A Closed Session

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)____“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public

body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Commission proposes to enter into closed session to conduct interviews of candidates for the CCPD position; discuss the potential conversion of one part-time Public Works position to full-time status; and discuss the proposed recommendation of the Office Manager position.

Open Session Following The Closed Session

Adjournment

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.





ABBREVIATIONS		SYMBOLS		NOTES		SHEET LIST																																					
ACT	ACOUSTICAL CEILING TILE	REF	REFRIGERATOR	GENERAL NOTES 1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK. 2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES. 3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY. 4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT. 5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN. 6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH. 7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK. 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEANUP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT. 9. THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS. 10. THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT. 11. IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES. 12. THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT. 13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.		<table><tr><th colspan="2">SHEET LIST</th></tr><tr><th>SHEET NUMBER</th><th>SHEET NAME</th></tr><tr><td colspan="2">GENERAL</td></tr><tr><td>CS-1</td><td>SHEET LIST & GENERAL NOTES</td></tr><tr><td>CS-2</td><td>CODE SUMMARY</td></tr><tr><td colspan="2">ARCHITECTURAL</td></tr><tr><td>A-001</td><td>ARCHITECTURAL SITE PLAN</td></tr><tr><td colspan="2">DEMOLITION PLANS</td></tr><tr><td>AD-100</td><td>DEMOLITION ELEVATIONS</td></tr><tr><td>A-100</td><td>LOWER LEVEL FLOOR PLANS</td></tr><tr><td>A-101</td><td>FIRST FLOOR PLANS</td></tr><tr><td>A-102</td><td>ROOF PLANS</td></tr><tr><td>A-103</td><td>LOWER LEVEL RCP</td></tr><tr><td>A-104</td><td>FIRST FLOOR RCP</td></tr><tr><td>A-200</td><td>BUILDING ELEVATIONS</td></tr><tr><td>A-201</td><td>BUILDING ELEVATIONS</td></tr><tr><td>A-300</td><td>BUILDING SECTIONS</td></tr><tr><td>A-301</td><td>BUILDING SECTIONS</td></tr></table>		SHEET LIST		SHEET NUMBER	SHEET NAME	GENERAL		CS-1	SHEET LIST & GENERAL NOTES	CS-2	CODE SUMMARY	ARCHITECTURAL		A-001	ARCHITECTURAL SITE PLAN	DEMOLITION PLANS		AD-100	DEMOLITION ELEVATIONS	A-100	LOWER LEVEL FLOOR PLANS	A-101	FIRST FLOOR PLANS	A-102	ROOF PLANS	A-103	LOWER LEVEL RCP	A-104	FIRST FLOOR RCP	A-200	BUILDING ELEVATIONS	A-201	BUILDING ELEVATIONS	A-300	BUILDING SECTIONS	A-301	BUILDING SECTIONS
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ADJ	ADJUSTABLE	RECD	REQUIRED																																								
AFF	ABOVE FINISHED FLOOR	R.H.	RIGHT HAND																																								
A.B.E.	ABOVE BENCHMARK ELEVATION	RM	ROOM																																								
A.H.U.	AIR HANDLING UNIT	SF	SQUARE FEET																																								
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APPROX	APPROXIMATE	SM	SIMILAR																																								
ARCH	ARCHITECTURAL	S.O.G.	SLAB ON GRADE																																								
@		SNT.	SEALANT																																								
B		SPRC.	SPECIFICATION																																								
B.C.	BASE CABINET	STD.	STANDARD																																								
BD.	BOARD	STL.	STEEL																																								
BITUM.	BITUMINOUS	S.S.	STAINLESS STEEL																																								
BLDG.	BUILDING	SSM	SOLID SURFACE MATERIAL																																								
BLK.	BLOCK	STOR.	STORAGE																																								
BLKD.	BULKHEAD	STRUCT.	STRUCTURE																																								
BLKS.	BLOCKING	SQ.	SQUARE																																								
		SUSP.	SUSPENDED																																								
C	CENTER LINE	T & G	TONGUE & GROOVE																																								
CL	CHALK BOARD	T.B.	TEMPORARY																																								
CL.	CLOSET	TH	THICK																																								
CLG.	CEILING	T.O.S.	TOP OF SLAB																																								
CMU	CONCRETE MASONRY UNIT	T.O.J.	TOP OF JOIST																																								
COL.	COLUMN	TLT.	TOILET																																								
CONC.	CONCRETE	TYP.	TYPICAL																																								
CONT.	CONTINUOUS	U.N.O.	UNLESS NOTED OTHERWISE																																								
C.J.	CONTROL JOINT	V.C.T.	VINYL COMPOSITION TILE																																								
CPT.	CARPET	VERT.	VERTICAL																																								
C.T.	CERAMIC TILE	V.I.F.	VERIFY IN FIELD																																								
D	DEEP	V.I.F.W.A.	VERIFY IN FIELD WITH ARCHITECT																																								
DEMO	DEMOLITION	W	WIDTH																																								
D.F.	DRINKING FOUNTAIN	W.	WIDTH																																								
DIM.	DIMENSION	W.B.	WALL BOARD																																								
DN.	DOWN	W.C.	WATER CLOSET																																								
DTL.	DETAIL	WD.	WOOD																																								
DIA.	DIAMETER	WIO	WITHOUT																																								
DS.	DOWN SPOUT																																										
DWG.	DRAWING																																										
E.J.	EXPANSION JOINT																																										
EL.	ELEVATOR																																										
ELEC.	ELECTRICAL																																										
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ETC.	ETCETERA																																										
E.T.R.	EXISTING TO REMAIN																																										
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EXT.	EXTERIOR																																										
F.E.C.	FIRE EXTINGUISHER CABINET																																										
F.D.	FLOOR DRAIN																																										
F.F.E.	FINISH FLOOR ELEVATION																																										
FIN.	FINISH																																										
FL OR FLR.	FLOOR																																										
FOM.	FACE OF MASONRY																																										
FT	FOOT, FEET																																										
F.V.W.A.	FIELD VERIFY WITH ARCHITECT																																										
GA.	GAUGE																																										
GALV.	GALVANIZED																																										
GYP. BD.	GYPSUM BOARD																																										
GSF.	GROSS SQUARE FEET																																										
GWB.	GYPSUM WALL BOARD																																										
GT	GLAZING TYPE																																										
H OR HT	HEIGHT																																										
HC	HANDICAPPED																																										
H.M.	HOLLOW METAL																																										
HORIZ.	HORIZONTAL																																										
HR.	HOUR																																										
HVAC	HEATING/VENTILATION, AIR CONDITIONING																																										
IN.	INCH																																										
INSUL.	INSULATION																																										
INT.	INTERIOR																																										
JAN.	JANITOR																																										
JT	JOINT																																										
L.	LENGTH																																										
LAV.	LAVATORY																																										
L.H.	LEFT HAND																																										
MACH.	MACHINE																																										
MATL.	MATERIAL																																										
MAX.	MAXIMUM																																										
M.E.	MATCH EXISTING																																										
MECH.	MECHANICAL																																										
MEP.	MECHANICAL/ELECTRICAL/PLUMBING																																										
MIN.	MINIMUM																																										
MISC.	MISCELLANEOUS																																										
M.O.	MASONRY OPENING																																										
MTD.	MOUNTED																																										
MTL.	METAL																																										
NO. OR #	NUMBER																																										
NOM.	NOMINAL																																										
N.I.C.	NOT IN CONTRACT																																										
NSF.	NET SQUARE FEET																																										
N.T.S.	NOT TO SCALE																																										
O.C.	ON CENTER																																										
OPNG.	OPENING																																										
P.LAM.	PLASTIC LAMINATE																																										
PLYWD.	PLYWOOD																																										
P.T.	PORCELAIN TILE																																										
PTD.	PAINTED																																										

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MURPHY & DITTENHAFF ARCHITECTS 805 North Charles Street, Baltimore, Maryland 21201 410-625-4823 voice 410-625-4674 fax 228 West Market Street, York, Pennsylvania 17401 717-845-8627 voice 717-845-2448 fax CLIENT: TOWN OF COTTAGE CITY 303 40TH AVENUE COTTAGE CITY, MD 20722 ATTN: JOHN HATHORN, TOWN MANAGER COPYRIGHT © LATEST DATE HEREON CHARLES P. JOHNSON & ASSOCIATES, INC. ALL RIGHTS RESERVED. UNAUTHORIZED USE OR REPRODUCTION IS PROHIBITED. NSIC GRID: 20SEH1 TAX MAP: 4E-0104026 DRAWN BY: SG SHEET NO: CHECKED BY: SIT CS-1 DATE: 06/01/2026 FILE NO: SCALE: AS NOTED 26108			

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BUILDING CODE ANALYSIS

PROJECT DESCRIPTION

APPLICABLE CODES

INTERNATIONAL BUILDING CODE 2021
INTERNATIONAL ENERGY CONSERVATION CODE 2021
INTERNATIONAL MECHANICAL CODE 2021
INTERNATIONAL EXISTING BUILDING CODE 2021
NATIONAL FIRE PROTECTION ASSOCIATION LIFE SAFETY CODE 101, 2021 EDITION
NATIONAL FIRE PROTECTION ASSOCIATION FIRE CODE - 2021 EDITION
NATIONAL ELECTRIC CODE (NEC), 2020 EDITION WITH LOCAL AMENDMENTS

1) BUILDING USE, CONSTRUCTION CLASSIFICATIONS AND HEIGHT

IBC 2021 Chapter 6) BUSINESS		IFBPA 2018
Use Group	(Section 303)	A-3
Building Height Allowable	(Table 504.3)	S=60' NS=40'
Actual Building Height		30'-0"
Number of Stories Allowable	(Table 504.4)	S=2 NS=1
Actual Number of Stories Above Gradeplane		1
Allowable Area Factor	(Table 506.2)	S = 18,000 NS = 6,000
Type of Construction	(Table 602)	VB

2) BUILDING AREAS

BUILDING ACTUAL GROSS AREAS	
Basement	772 sf
First Floor	803 sf
Total (GSF)	1,575 sf

3. OCCUPANCY LOADS

IBC LIFE SAFETY (Table 1004.5) (Table - 7.3.1.2)	
USE	A-3 - 7 sf/occ
1st Floor = 735 rnf + 7 sf/occ = 105 occ	
Basement Gathering Area= 292 rnf + 7 sf/occ = 41 occ	
A-3 - 15 sf/occ	
Basement Conference = 135 rnf + 15 sf/occ = 9 occ	
TOTAL = 155	

4. FIRE PROTECTION REQUIREMENTS

IBC 803.2.1 Group A-3 - not required
Fire area does not exceed 12,000 sf; occupant load <300

NFPA 101 13 - not required
Occupant load <300

5. EGRESS REQUIREMENTS

IBC 1005.3.2 - Egress Width at Doors

IBC (Section 1005)		LIFE SAFETY (Table - 7.2.2.2 7.2.2.1)	PROVIDED
Egress Width at Stairs (1005.3.1)	0.2x73=14.6'	0.3x73=21.9'	72"
Egress Width at Doors (1005.3.2)	15x73=10.95'	32" min.	72"
Egress Width at Corridors (1005.3.4)	44"	0.2x73=14.6'	48" min.

IBC 1006.3.3 - Minimum Number of Exits

Minimum Number of Exits per Story - occ		IBC 1006.3.3.2	2
1-500		NFPA 101 7.4.1.1	2
Provided @ 1st Floor			2
Stories with One Exit		IBC 1006.3.4(2)	Occ. Load <49, A Occupancy

IBC 1007.1.1 - Exit Access Configuration

Distance apart of not less than 1/2 overall diagonal dimension = min 20'-1.5" required
NFPA 7.5.1.3.2 = Distance not less than 1/2 overall dimension. 22'-3" provided

IBC 1017.2 - Maximum Travel Distance

IBC 1017.2 Allowed = 200'
NFPA 12.2.2.2 Allowed = 200'
MAX. PROVIDED = 53'

IBC 1020.3 - Corridor Width

IBC 1020.3 Minimum = 44"
PROVIDED = 44"

6. INTERIOR FINISH REQUIREMENTS

IBC 803.13		GLASS	FLAME SPREAD	SMOKE DEV.
NFPA 12.3.3.3		C	76-200	0-450
		C	76-200	0-450

7. PLUMBING

Assembly Occupancy 1:125 M + 1.65 F
Required WCs and Lav = 1 M + 1 F
Provided WCs and Lav = 2 total
Service Sink = 1 required, 1 provided
Water Fountain = 1 required, 1 provided

EXISTING BUILDING CODE - IBC 2021

CLASSIFICATION OF WORK

IBC 804 Alteration - Level 3
IBC 804.1 Level 3 alterations apply where the work area exceeds 50 percent of the building area.
IBC 805 - Change of Occupancy
805.2 Changes of Occupancy shall comply with the provisions of Chapter 10.

INTERNATIONAL ENERGY CONSERVATION CODE - IECC 2021

Thermal Envelope Requirements

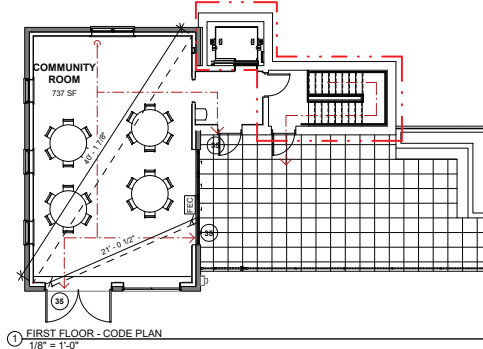
Table C402.1.3
Walls, above grade wood framed R-20
Roof, insulation entirely above roof deck R30 ci

LEGEND:
- - - 2-HR RATED FIRE BARRIER
- - - 1-HR RATED FIRE BARRIER
- - - SMOKE-TIGHT PARTITION

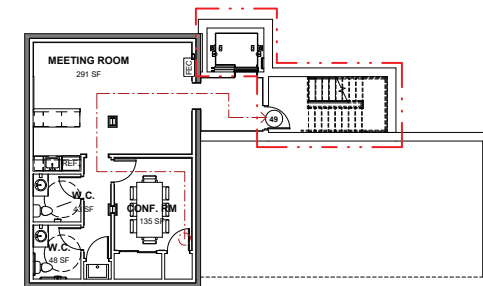
ALL RATED WALLS AND PARTITIONS SHALL BE PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING AS FOLLOWS:

A. IDENTIFICATION MARKINGS SHALL BE LOCATED WITHIN ACCESSIBLE CONCEALED FLOOR, FLOOR-CEILING AND ATTIC SPACES.
B. IDENTIFICATION MARKINGS SHALL BE LOCATED WITHIN 15'-0" OF THE END OF EACH WALL AND AT INTERVALS NOT EXCEEDING 30'-0" MEASURED HORIZONTALLY ALONG THE WALL OR PARTITION.
C. LETTERING SHALL NOT BE LESS THAN 3" IN HEIGHT WITH A MINIMUM 3/8" STROKE IN CONTRASTING COLOR INCORPORATING THE FOLLOWING WORDING:
"FIRE AND/OR SMOKE BARRIER - PROTECT ALL OPENINGS".

CAPACITY OF DOOR / STAIR
160
↓
FEC = FIRE EXTINGUISHER CABINET
FE = FIRE EXTINGUISHER ON WALL BRACKET



1) FIRST FLOOR - CODE PLAN
1/8" = 1'-0"



2) LOWER LEVEL PLANS - CODE PLAN
1/8" = 1'-0"



UPDATES/PROVISIONS

PROFESSIONAL CERTIFICATION

CODE SUMMARY

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

Murphy & Dittenhafer
ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201
410-625-4823 voice 410-625-4614 fax
228 West Market Street, York, Pennsylvania 17401
717-848-8027 voice 717-843-2440 fax

CLIENT: TOWN OF COTTAGE CITY
303 40TH AVENUE
COTTAGE CITY, MD 20722
ATTN: JOHN HATTON, TOWN MANAGER

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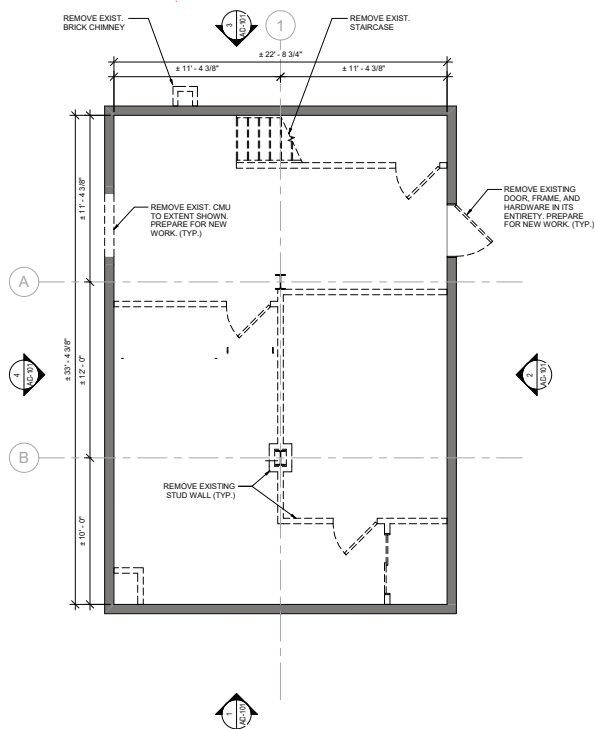
WSSC GRID	20SEH	TAX MAP	4E-010426
DRAWN BY:	Author	SHEET NO.	
CHECKED BY:	Checker		CS-2
DATE:	06/01/2026	FILE NO.	
SCALE:	AS NOTED		26108

DEMOLITION GENERAL NOTES

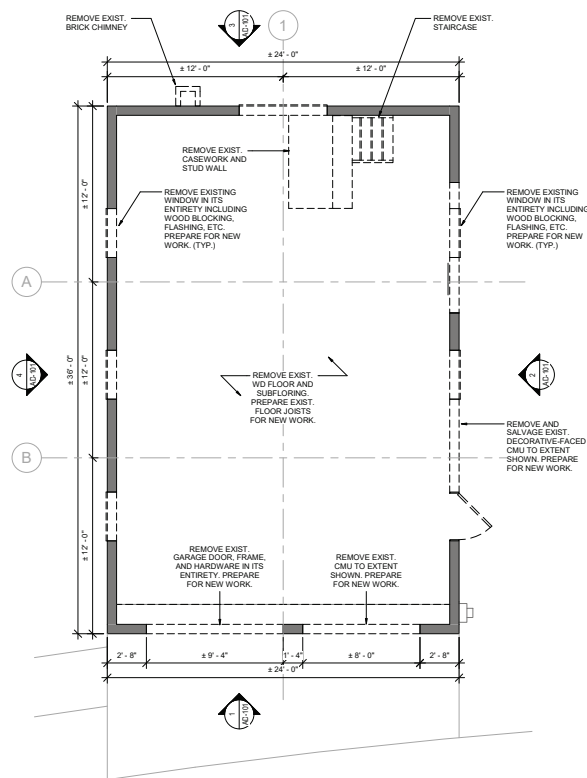
1. NO DEMOLITION MAY BEGIN UNTIL PREVIOUS PHASE HAS REACHED FINAL COMPLETION.
2. CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE WITH ADJACENT SPACES. PROTECT ALL EXISTING ITEMS, SURFACES AND FINISHES TO REMAIN.
3. PROVIDE SHORING AND BRACING WHERE NECESSARY.
4. REMOVE AND SAWCUT EXISTING FIXTURES AND DOORS. COORDINATE WITH OWNER FOR REMOVAL OF MATERIALS.
5. COORDINATE AND DISCONNECT UTILITIES. COORDINATE WITH MEP DRAWINGS.
6. CAP AND IDENTIFY ABANDONED UTILITIES AT TERMINATION POINTS.

DEMO LEGEND:

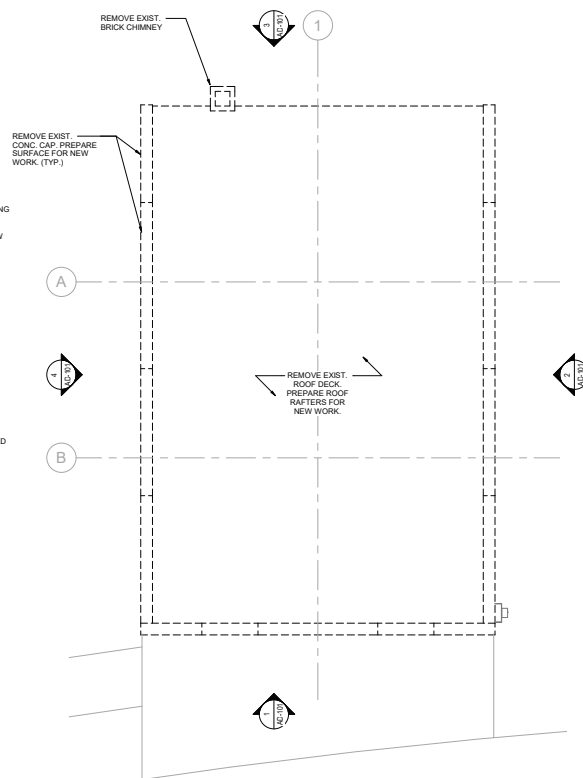
 EXISTING WALL TO REMAIN
 NEW WALL CONSTRUCTION



① LOWER LEVEL DEMOLITION PLANS
1/4" = 1'-0"



② FIRST FLOOR DEMOLITION PLANS
1/4" = 1'-0"



③ ROOF DEMOLITION PLANS
1/4" = 1'-0"



3101311089/ 3317041

PROFESSIONAL CERTIFICATION

DEMOLITION PLANS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

Murphy & Dittenhafer
ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201
410-625-4823 voice 410-625-4674 fax

226 West Market Street, York, Pennsylvania 17401
717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY
3820 40TH AVENUE
COTTAGE CITY, MD 20722
ATTN: JOHN HOATSON, TOWN
MANAGER

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CHECKED BY: SJT	AD-100
DATE: 06/01/2026	
SCALE: AS NOTED	
	FILE NO: 26108

DEMOLITION ELEVATIONS

**Murphy &
Dittenhafer**
ARCHITECTS

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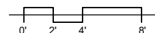
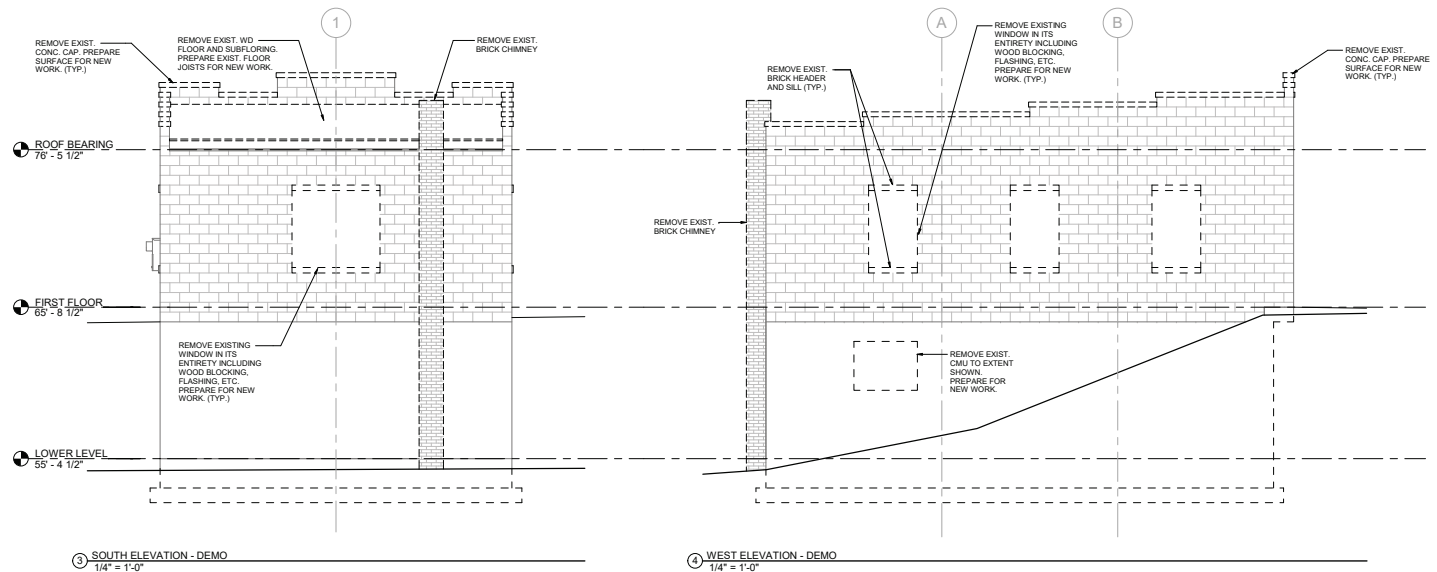
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FILE NO: 26108	

1. NO DEMOLITION MAY BEGIN UNTIL PREVIOUS PHASE HAS REACHED FINAL COMPLETION.
2. CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE WITH ADJACENT SPACES. PROTECT ALL EXISTING ITEMS, SURFACES AND FINISHES TO REMAIN.
3. PROVIDE SHORING AND BRACING WHERE NECESSARY.
4. REMOVE AND SALVAGE EXISTING FIXTURES AND DOORS. COORDINATE WITH OWNER FOR REUSE OF MATERIALS.
5. COORDINATE AND DISCONNECT UTILITIES. COORDINATE WITH MEP DRAWINGS.
6. CAP AND IDENTIFY ABANDONED UTILITIES AT TERMINATION POINTS.



GENERAL NOTES

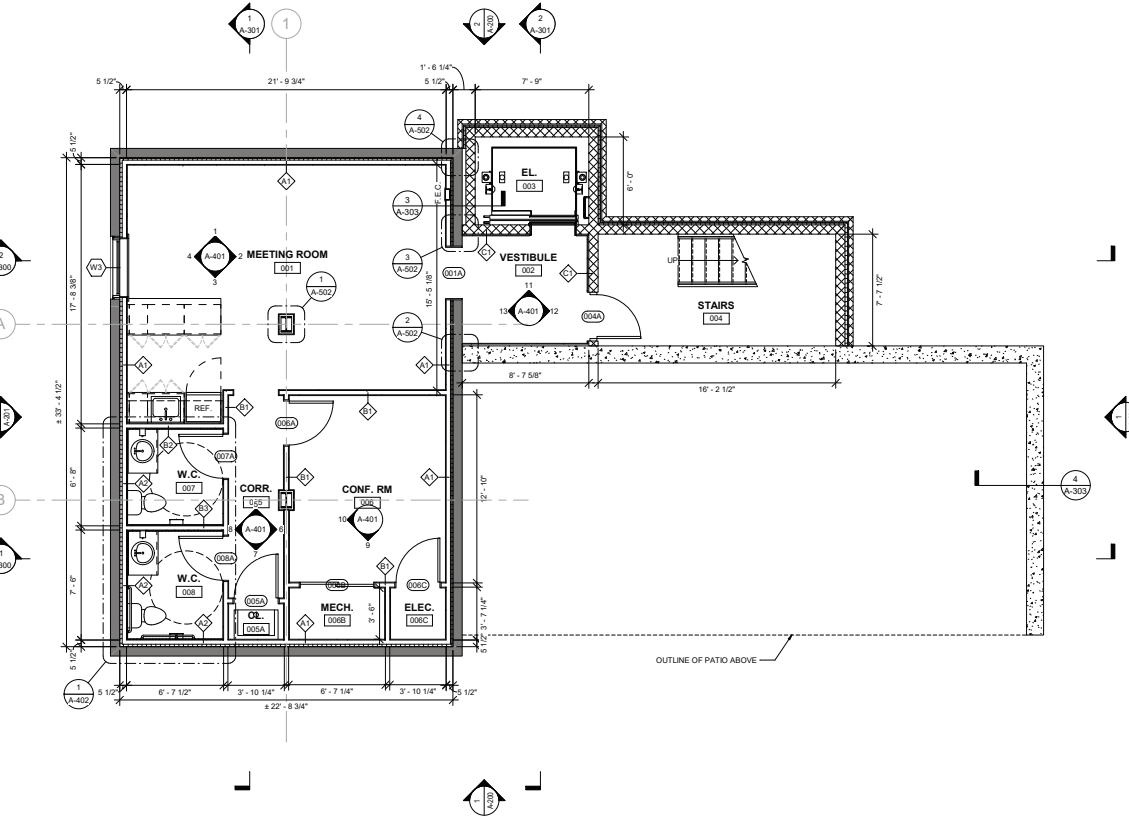
1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
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13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

FLOOR PLAN

1. DIMENSIONS ARE TO FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.
2. DO NOT SCALE DRAWINGS
3. REFER TO A-601 FOR PARTITION SCHEDULE & DETAILS
4. REFER TO A-600 FOR FINISH SCHEDULE & DETAILS
5. REFER TO A-605 FOR DOOR SCHEDULE & DETAILS
6. REFER TO A-610 FOR STOREFRONT / WINDOW SCHEDULE & DETAILS
7. REFER TO A-615 FOR TOILET ACCESSORIES SCHEDULE & DETAILS

PLAN LEGEND

- EXISTING WALL TO REMAIN
NEW WALL CONSTRUCTION



WORKS PROVIDED

PROFESSIONAL CERTIFICATION

LOWER LEVEL FLOOR PLANS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

Murphy & Dittenhafer
ARCHITECTS

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MANAGER

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DATE: 06/01/2026	FILE NO: 26108
SCALE: AS NOTED	

GENERAL NOTES

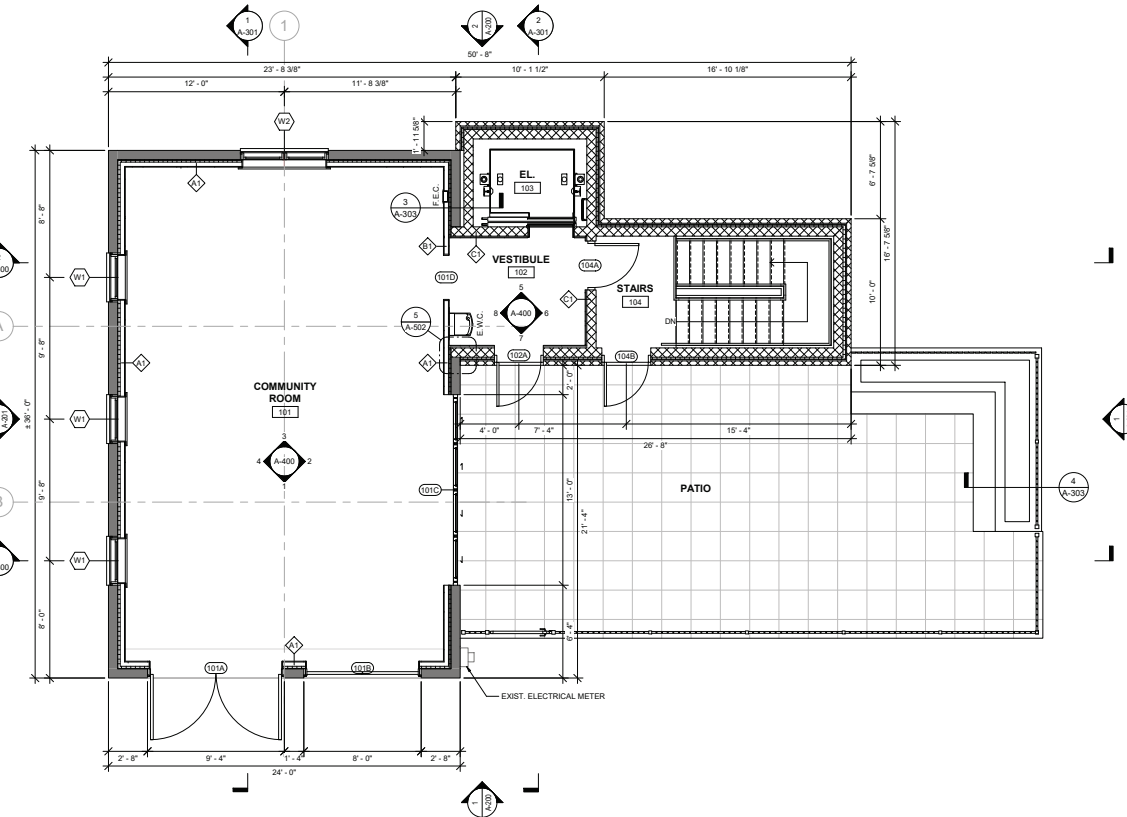
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PLAN LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL CONSTRUCTION



1 FIRST FLOOR PLANS
1/4" = 1'-0"



SPACES PROVIDED

PROFESSIONAL CERTIFICATION

FIRST FLOOR PLANS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

Murphy & Dittenhafer
ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201
410-625-4823 voice 410-625-4634 fax
228 West Market Street, York, Pennsylvania 17401
717-848-8627 voice 717-843-2448 fax

CLIENT: TOWN OF COTTAGE CITY
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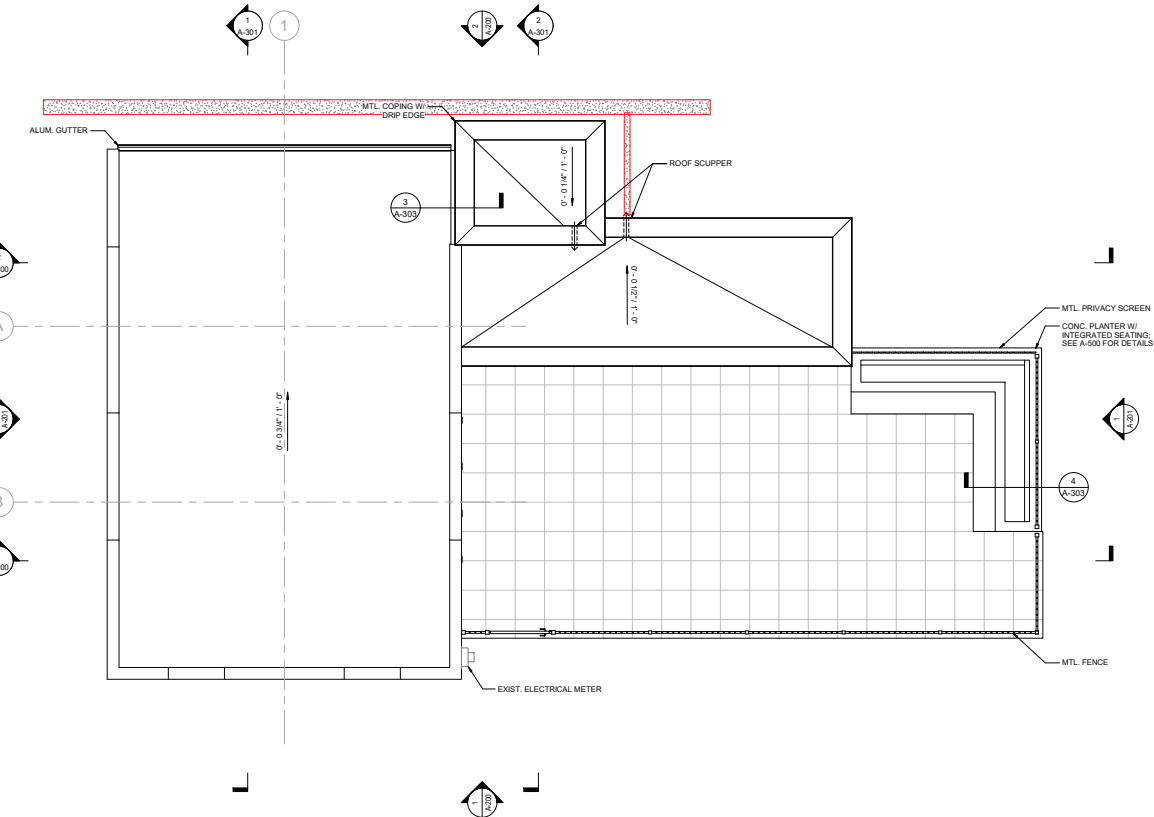
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CHECKED BY	ST		
DATE	06/01/2026	FILE NO.	26108
SCALE	AS NOTED		

GENERAL NOTES

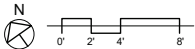
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PLAN LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL CONSTRUCTION



1 ROOF PLANS
1/4" = 1'-0"



SPACES PROVIDED

PROFESSIONAL CERTIFICATION

ROOF PLANS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

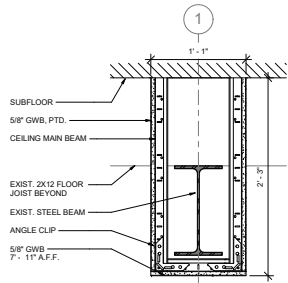
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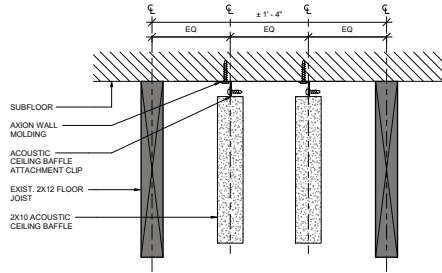
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2 DETAIL - CEILING @ BEAM
1 1/2" = 1'-0"



3 DETAIL - CEILING @ ACOUSTIC CEILING BAFFLE
3" = 1'-0"

NOTES:
1. ALL DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

CEILING LEGEND - LOWER LEVEL



- 2' X 2' ACT (ACT-1)



- PAINTED EXPOSED CEILING



- ACOUSTIC CEILING BAFFLE (ACB)



- GYPSUM WALL BOARD (GWB)



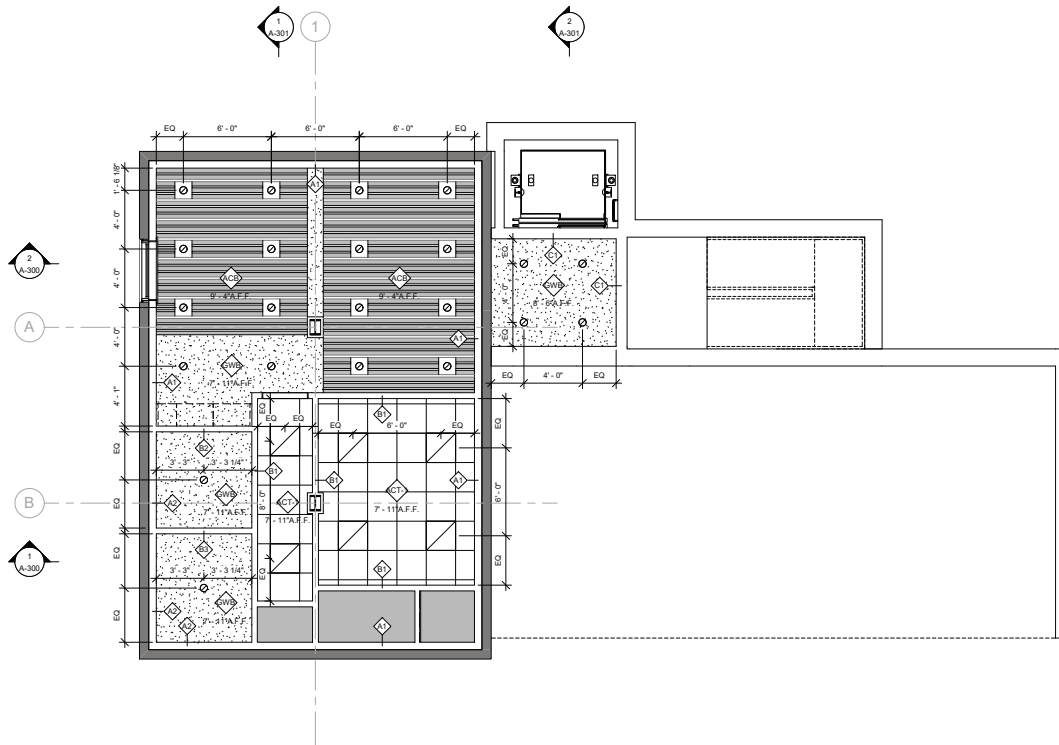
- LED RECESSED LIGHT FIXTURE



- RECESSED DOWN LIGHT FIXTURE



- EXHAUST FAN



1 LOWER LEVEL REFLECTED CEILING PLAN
1/4" = 1'-0"



SPACES/PROFILES

PROFESSIONAL CERTIFICATION

LOWER LEVEL RCP
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

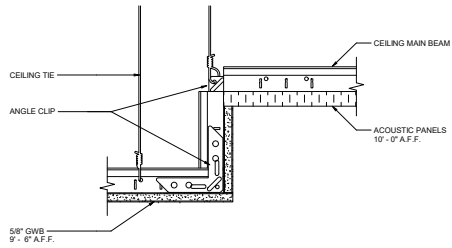
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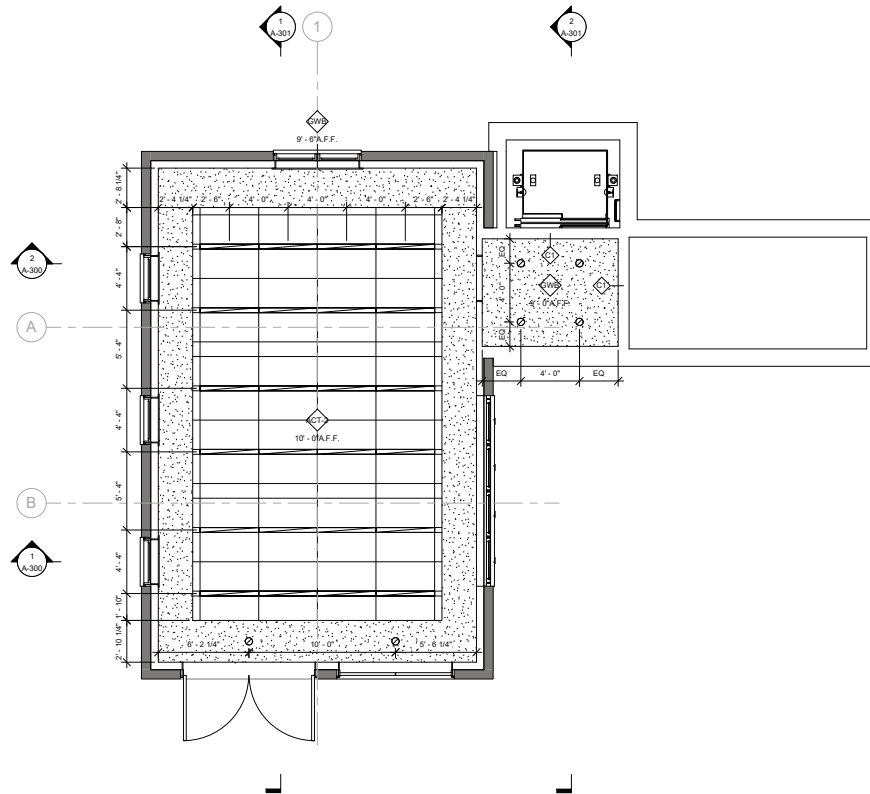


2 DETAIL - CEILING SOFFIT
3/8" = 1'-0"

NOTES:
1. ALL DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

CEILING LEGEND - FIRST FLOOR

- 4'-0"
- 2'-0"
- 2' X 4' ACT (ACT-2)
- GYPSUM WALL BOARD (GWB)
- LED RECESSED LIGHT FIXTURE
- Ø - RECESSED DOWN LIGHT FIXTURE



1 FIRST FLOOR REFLECTED CEILING PLAN
1/4" = 1'-0"



SPACES/PROVIDES

PROFESSIONAL CERTIFICATION

FIRST FLOOR RCP
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

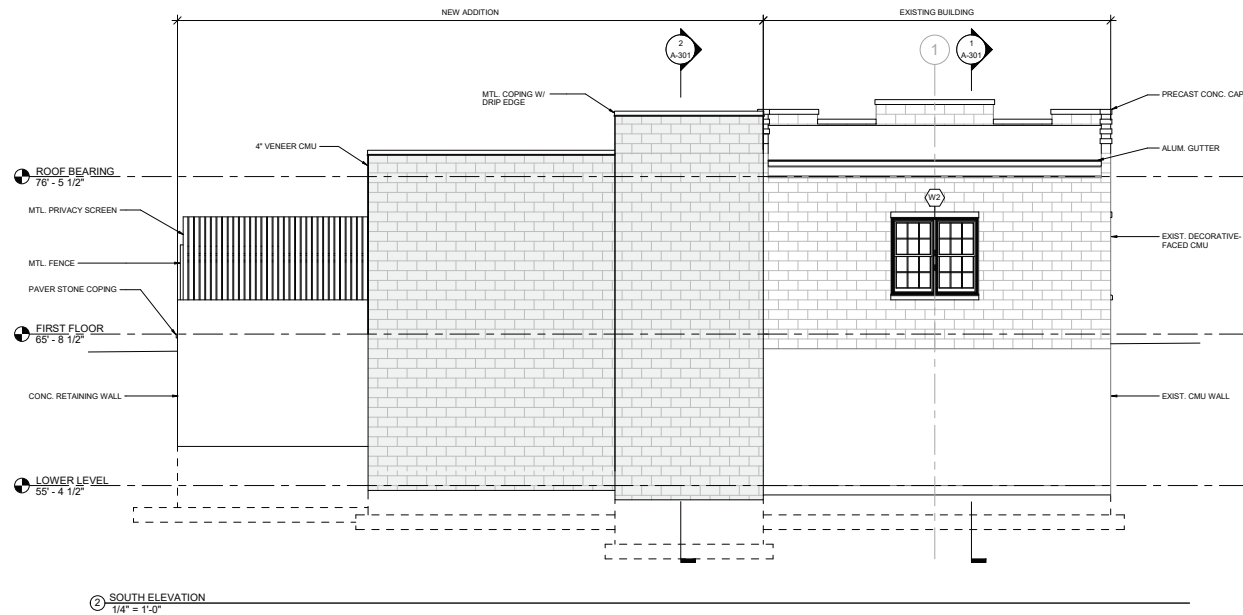
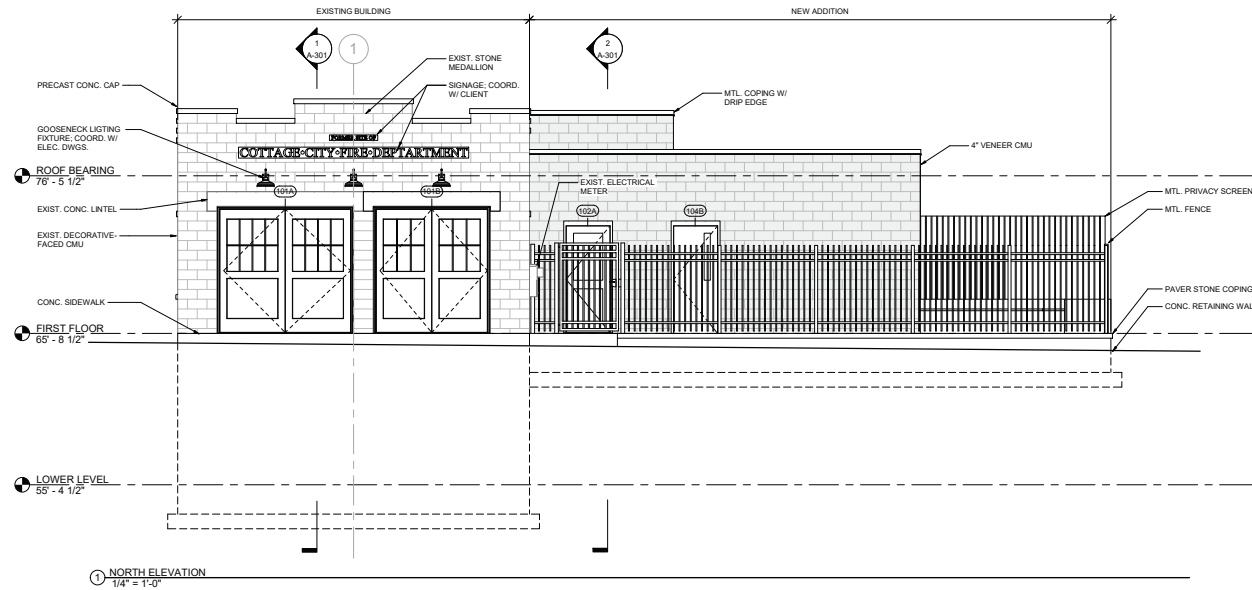
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UPPALS/PROPOSALS

PROFESSIONAL CERTIFICATION

BUILDING ELEVATIONS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

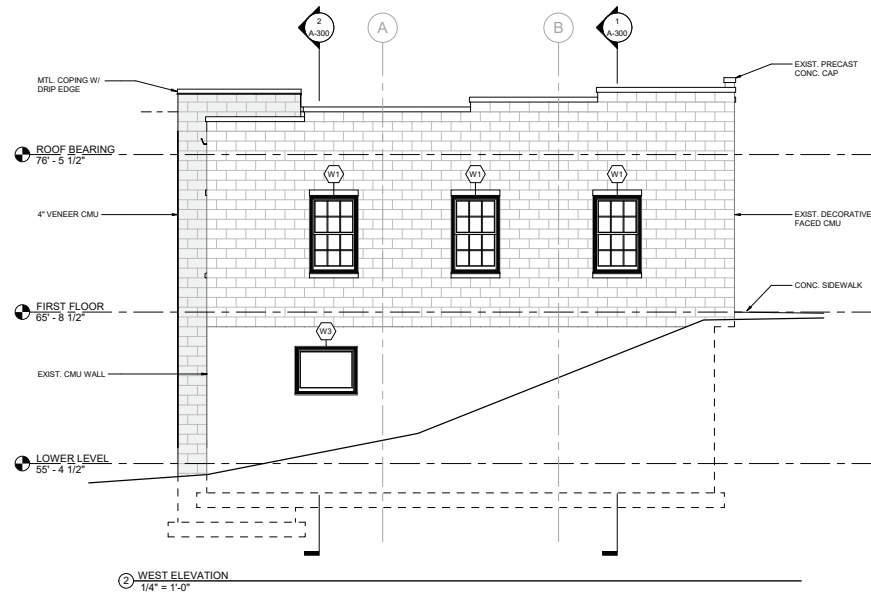
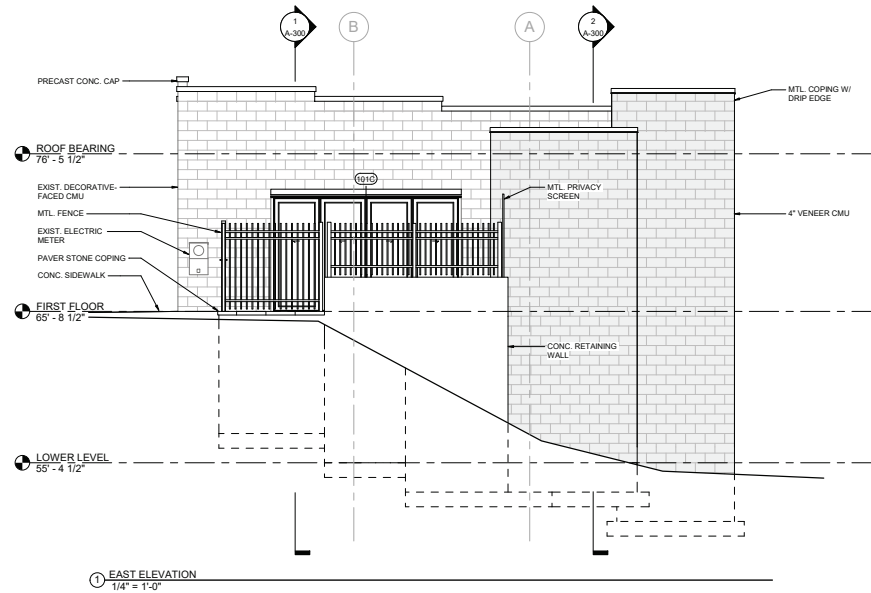
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PRINCE GEORGES COUNTY, MARYLAND

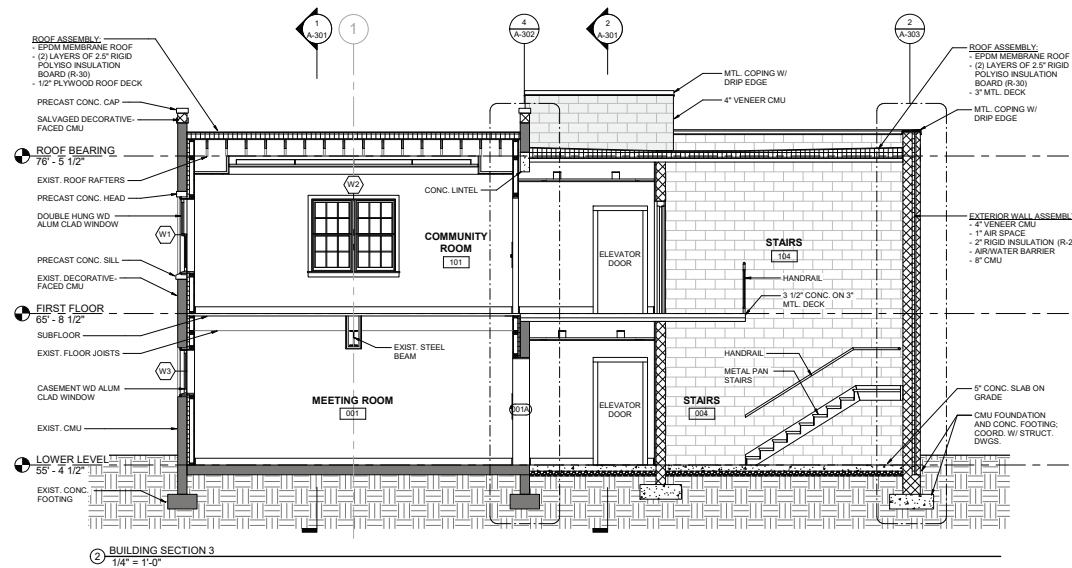
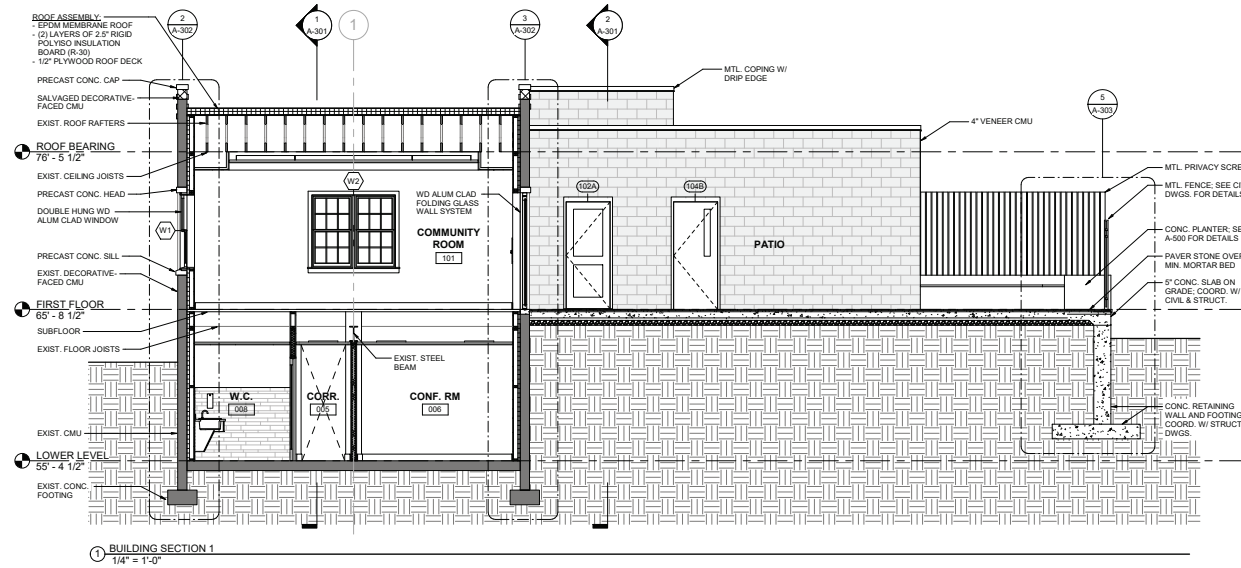
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ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201
410-525-4823 voice 410-525-4634 fax
228 West Market Street, York, Pennsylvania 17401
717-845-8627 voice 717-845-2440 fax

CLIENT: TOWN OF COTTAGE CITY
303 40TH AVENUE
COTTAGE CITY, MD 20722
ATTN: JOHN HATHORN, TOWN
MANAGER

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CHECKED BY: SIT	A-201
DATE: 06/01/2026	FILE NO:
SCALE: AS NOTED	26108



UPON REQUEST

PROFESSIONAL CERTIFICATION

BUILDING SECTIONS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

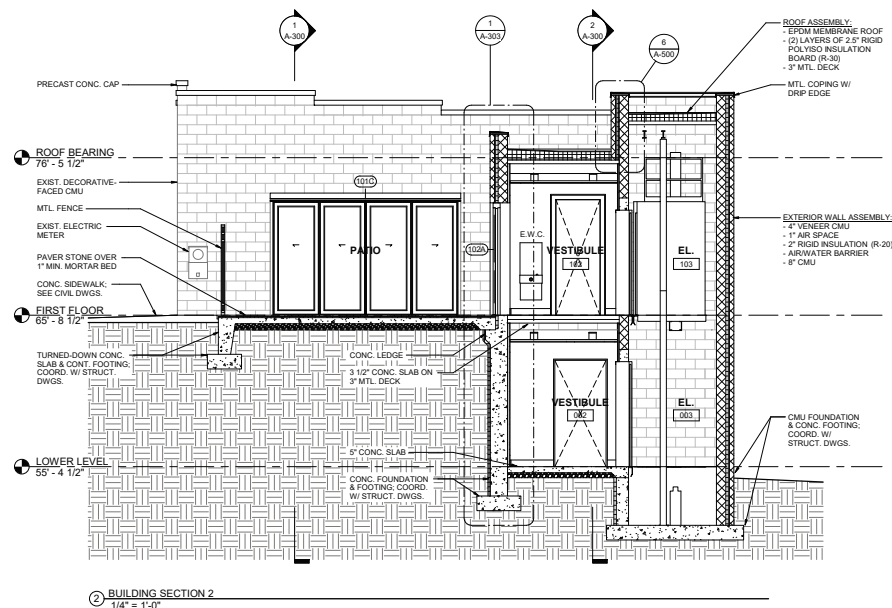
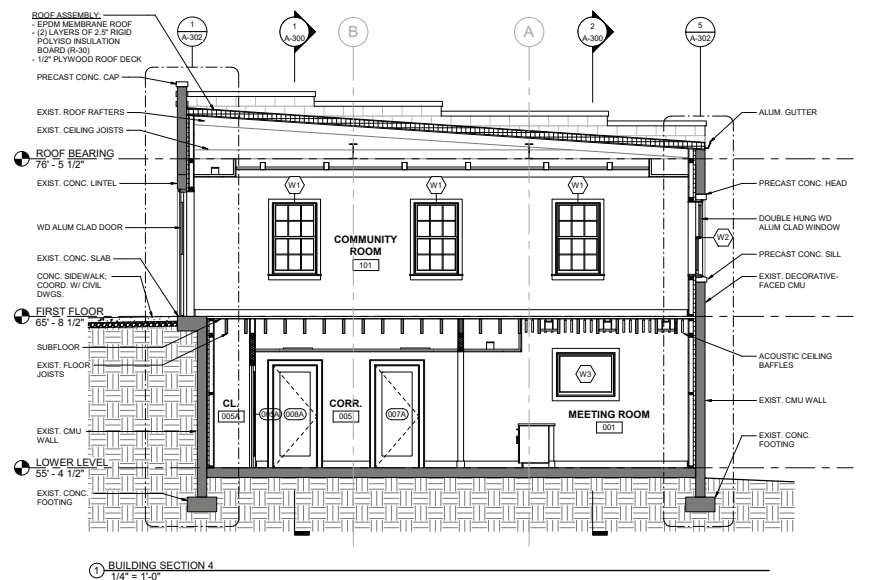
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DRAWN BY	SG	SHEET NO.	
CHECKED BY	ST		A-300
DATE	06/01/2026	FILE NO.	
SCALE	AS NOTED		25/108



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

BUILDING SECTIONS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION

**Murphy &
Dittenhafer**
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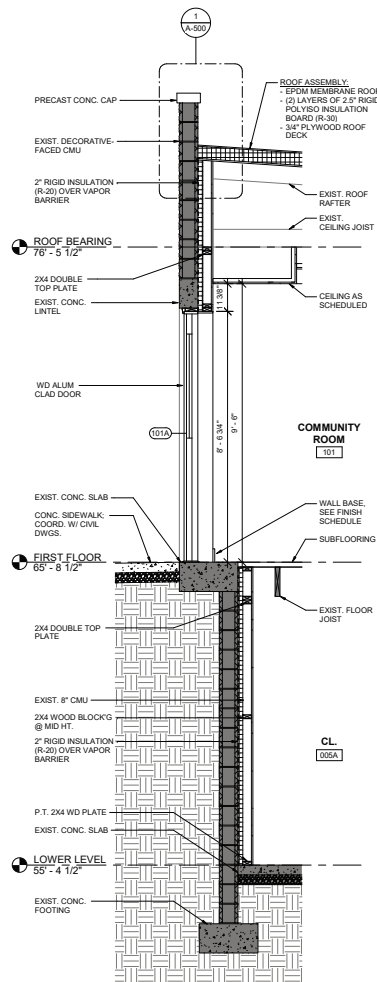
805 North Charles Street, Baltimore, Maryland 21201
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226 West Market Street, York, Pennsylvania 17401
717-848-8627 voice 717-843-2449 fax

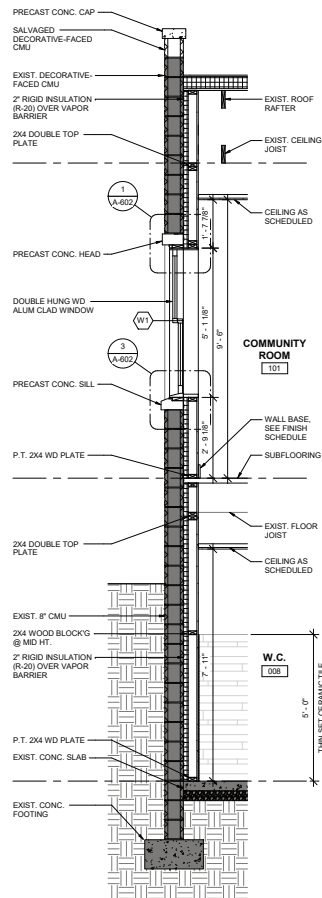
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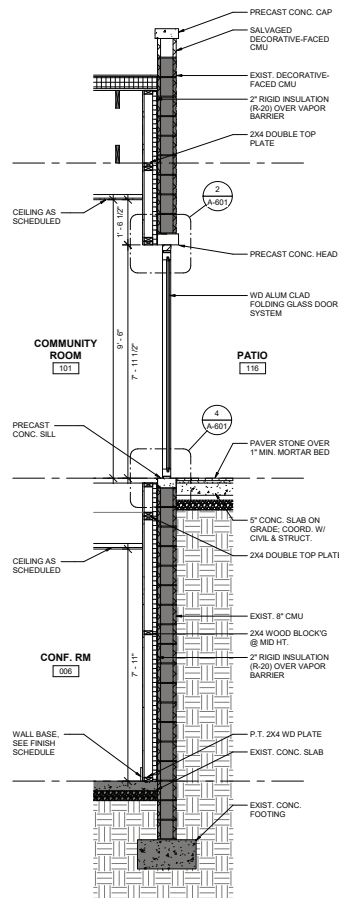
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SCALE: AS NOTED	FILE NO: 26108



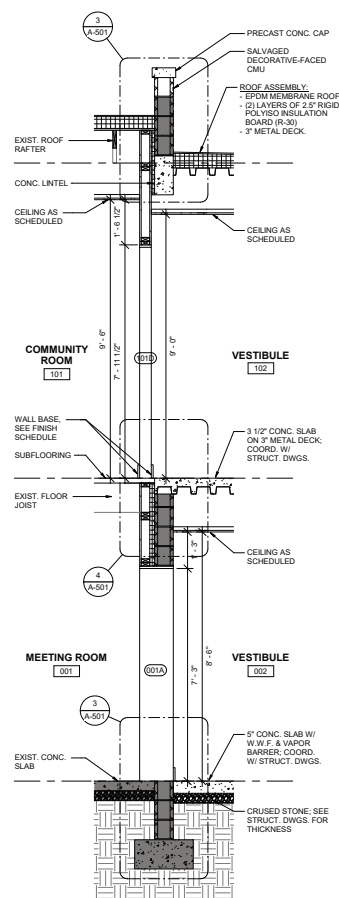
1 WALL SECTION - EXISTING NORTH
1/2" = 1'-0"



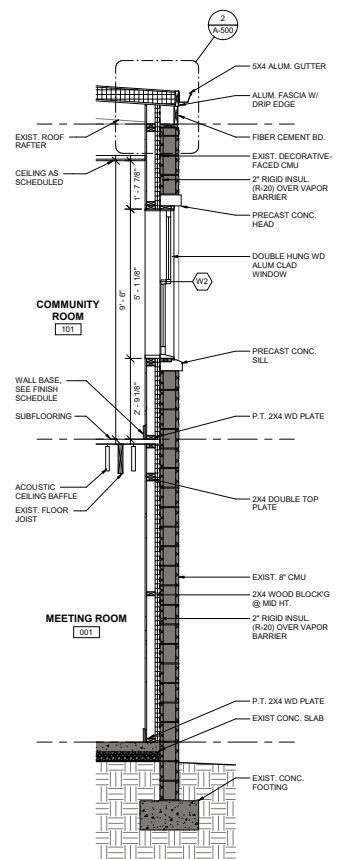
2 WALL SECTION - EXISTING WEST
1/2" = 1'-0"



3 WALL SECTION - EXISTING EAST @ NEW ADDITION
1/2" = 1'-0"



4 WALL SECTION - EXISTING EAST @ PATIO
1/2" = 1'-0"



5 WALL SECTION - EXISTING SOUTH
1/2" = 1'-0"

UPDATES/REVISIONS

PROFESSIONAL CERTIFICATION

WALL SECTIONS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

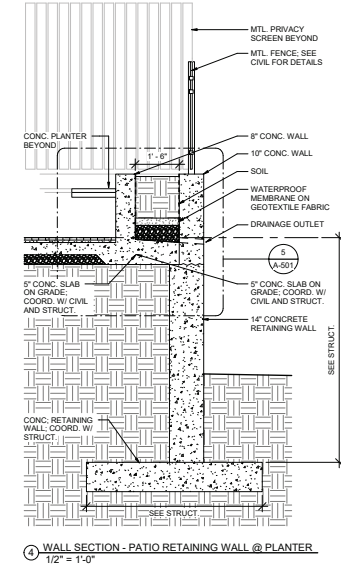
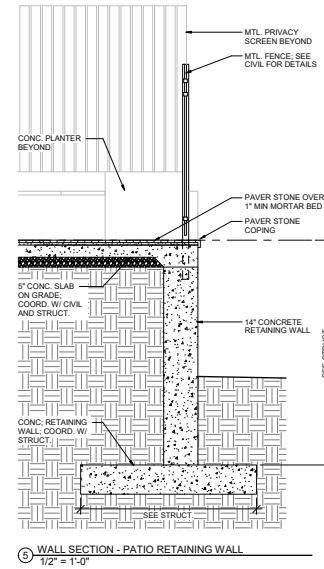
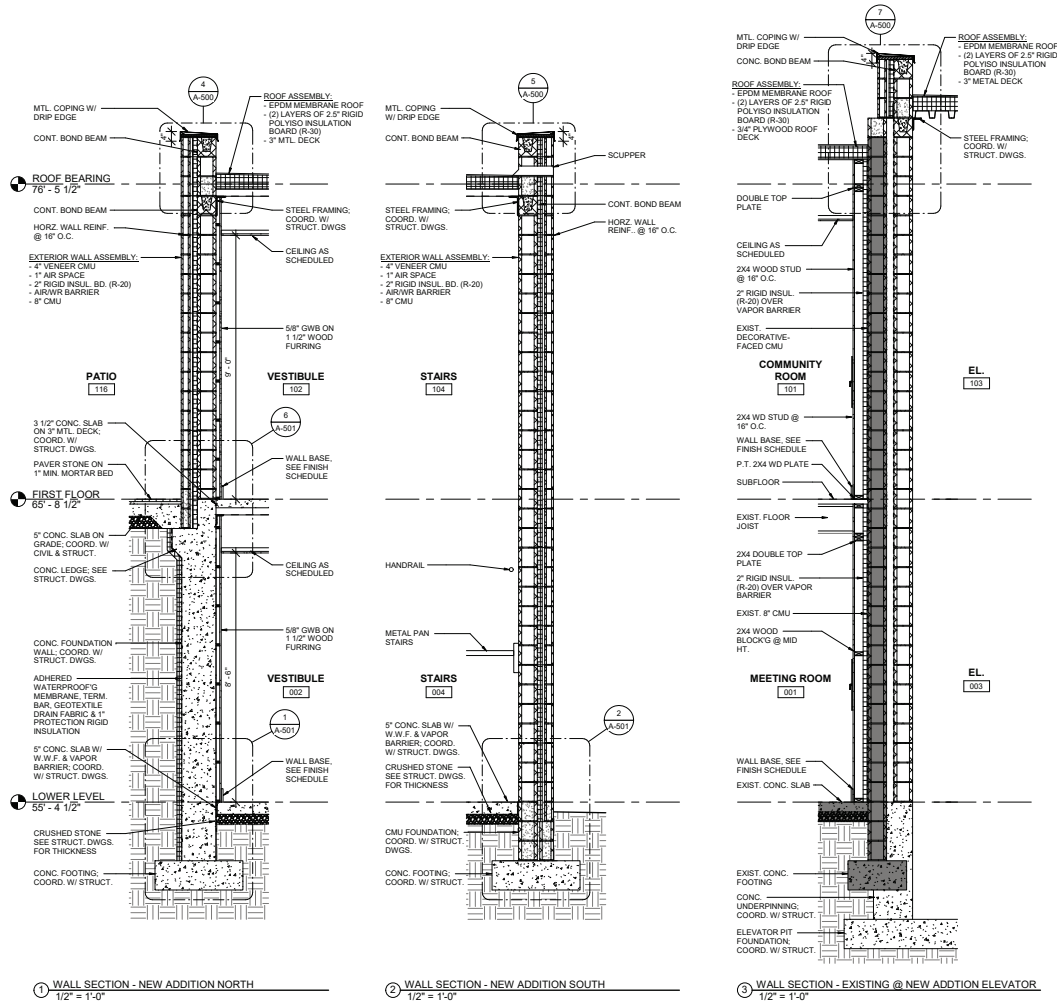
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DATE:	06/01/2026	FILE NO.	26108
SCALE:	AS NOTED		



PROFESSIONAL CERTIFICATION

WALL SECTIONS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

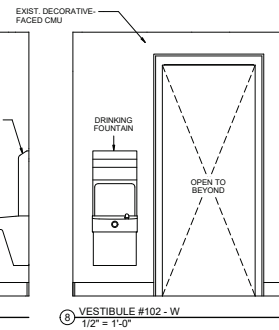
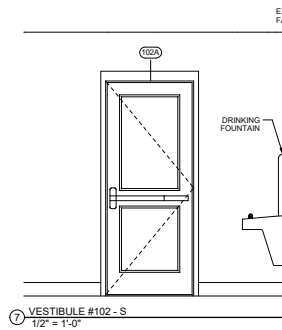
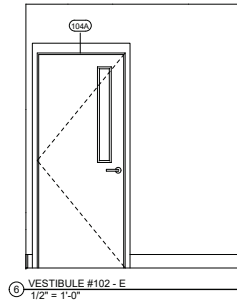
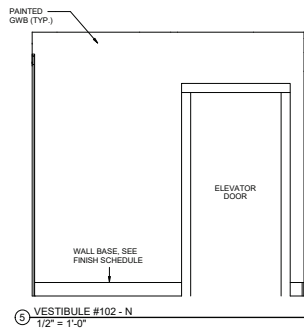
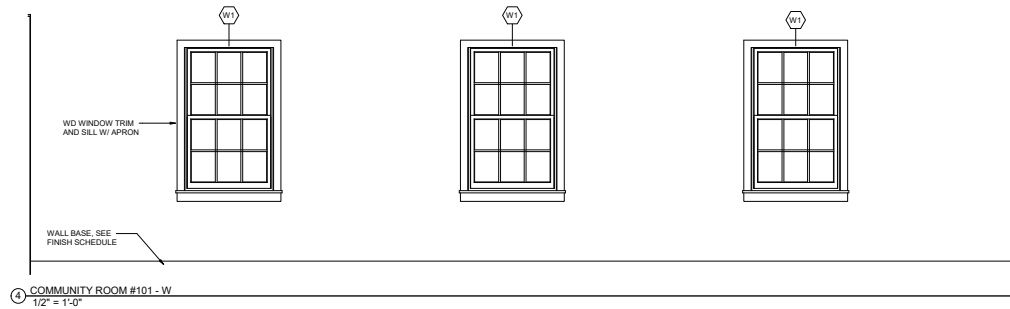
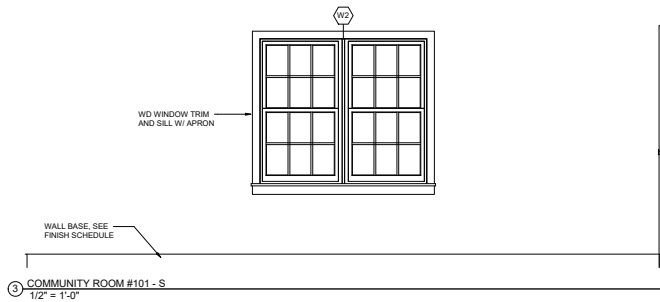
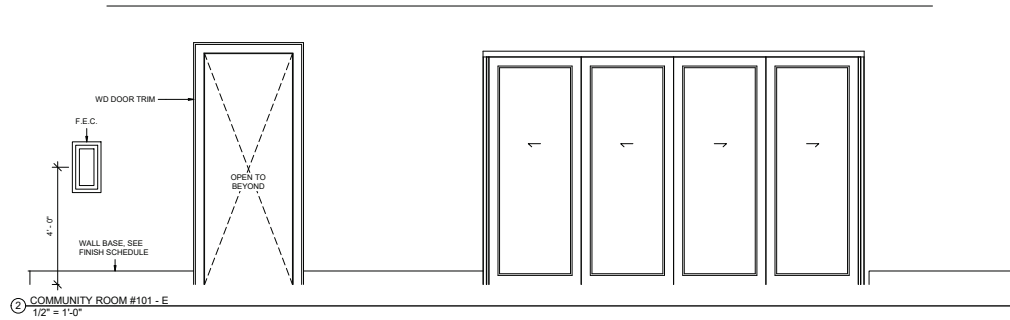
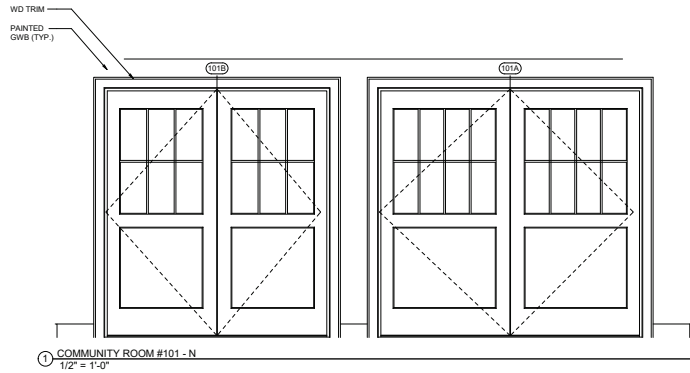
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SCALE	AS NOTED	FILE NO.	26108



DOORS/WINDOWS

PROFESSIONAL CERTIFICATION

INTERIOR ELEVATIONS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

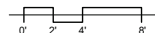
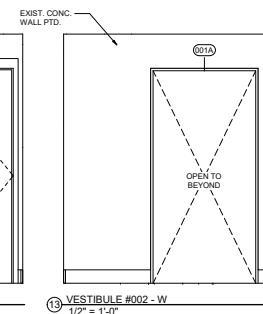
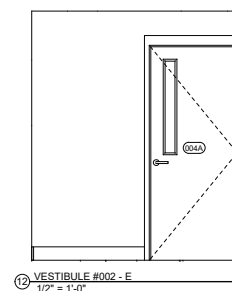
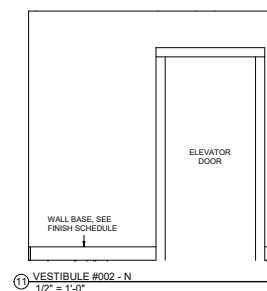
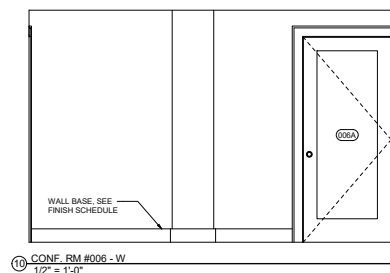
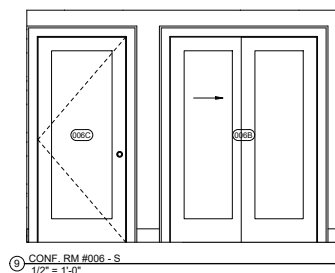
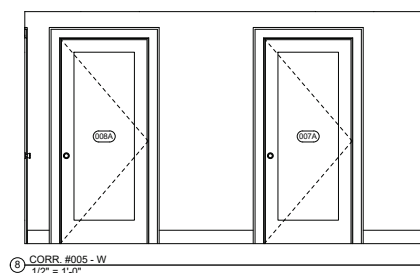
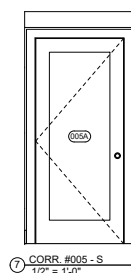
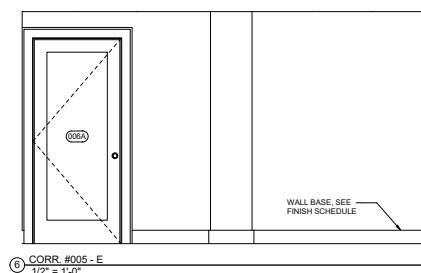
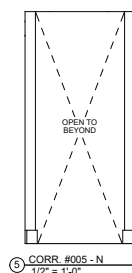
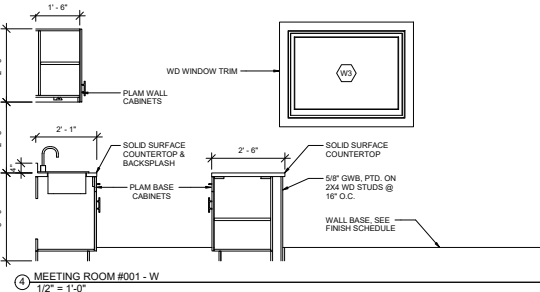
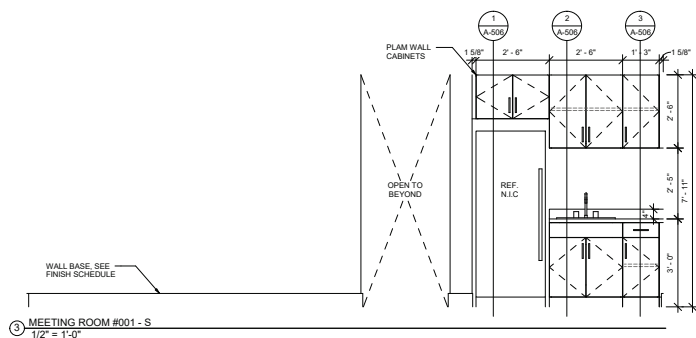
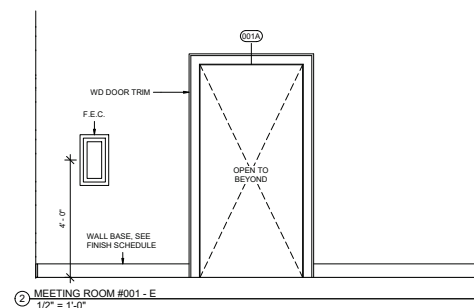
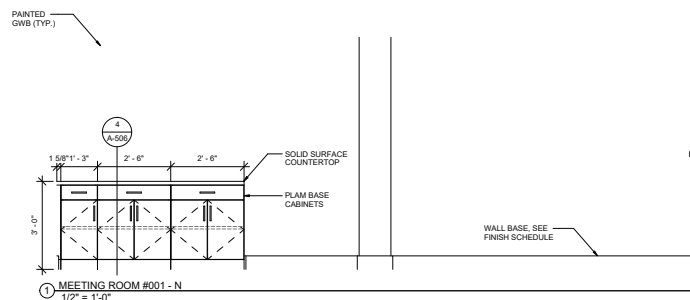
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SCALE:	AS NOTED		

3. WILSON, G. 1993. *Journal of Ecology* 81: 1051-1066.

PROFESSIONAL CERTIFICATION

INTERIOR ELEVATIONS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION

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Dittenhafer*
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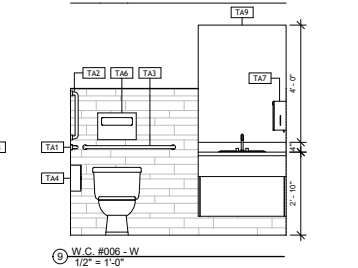
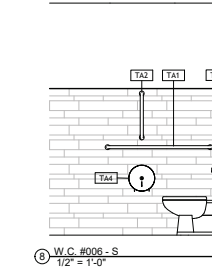
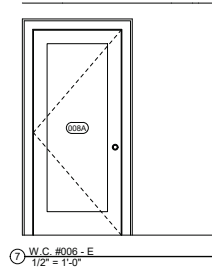
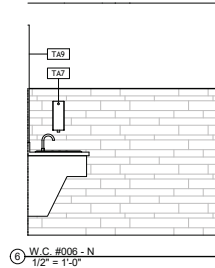
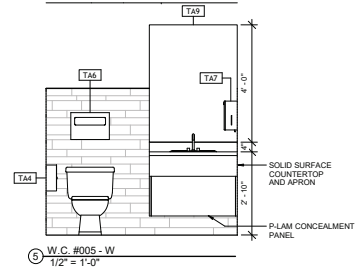
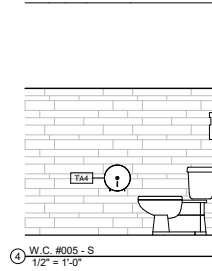
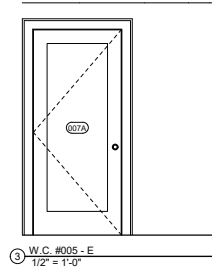
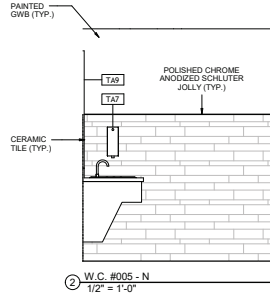
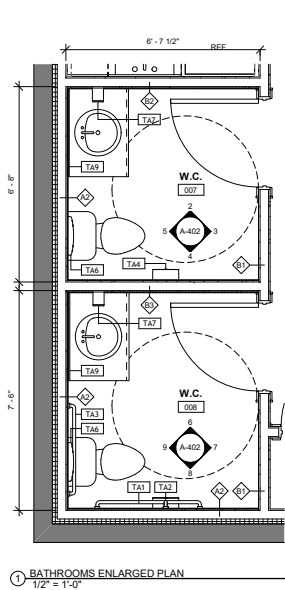
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ATTN: JOHN HOATSON, TOWN
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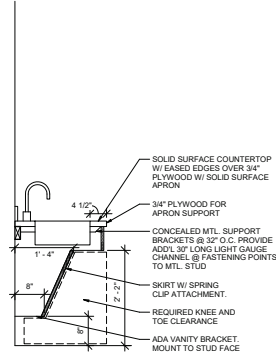
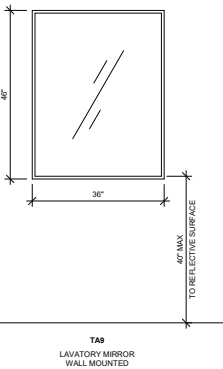
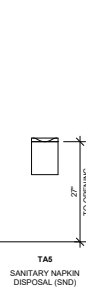
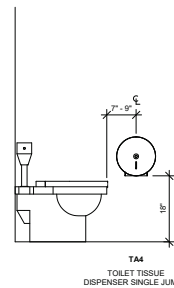
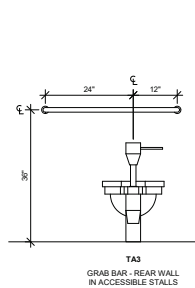
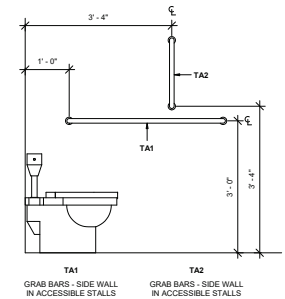
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DATE:	06/01/2026		
SCALE:	AS SHOWN	FILE NO:	26108

TOILET ACCESSORIES SCHEDULE						
MARK	QTY.	DESCRIPTION	MOUNTING	MOUNTING HEIGHT	FURNISHED BY	INSTALLED BY
TA1	1	42" GRAB BAR	SURFACE	34" TO BOTTOM	CONTRACTOR	CONTRACTOR
TA2	1	18" GRAB BAR	SURFACE	37" TO TOP	CONTRACTOR	CONTRACTOR
TA3	1	36" GRAB BAR	SURFACE	40" MAX TO BOTTOM	CONTRACTOR	CONTRACTOR
TA4	2	TOILET TISSUE DISPENSER	SURFACE	18" TO BOTTOM	CONTRACTOR	CONTRACTOR
TA5	2	TOILET SEAT COVER DISPENSER	SURFACE	48" MAX TO BOTTOM	CONTRACTOR	CONTRACTOR
TA7	2	SOAP DISPENSER	SURFACE	44" TO OPERABLE PART	CONTRACTOR	CONTRACTOR
TA9	2	WALL MOUNTED MIRROR	SURFACE	40" MAX TO BOTTOM	CONTRACTOR	CONTRACTOR



MOUNTING HEIGHTS:
NOTE: MOUNTING HEIGHTS SHOWN ARE TYPICAL FOR ALL NEW INSTALLATIONS.
ANY VARIATIONS FOR SPECIFIC CONDITIONS WILL BE SHOWN ON TOILET ROOM ELEVATIONS.



TOILET ACCESSORY MOUNTING HEIGHTS
3/4" = 1'-0"

RESTROOM CASEWORK @ SINK
3/4" = 1'-0"

PROFESSIONAL CERTIFICATION

RESTROOM PLANS & ELEVATIONS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

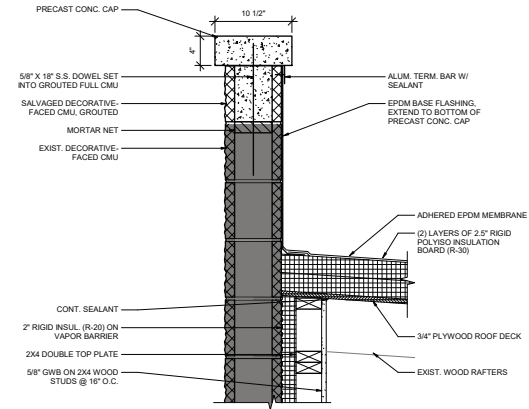
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228 West Market Street, York, Pennsylvania 17401
717-845-8827 voice 717-845-2440 fax

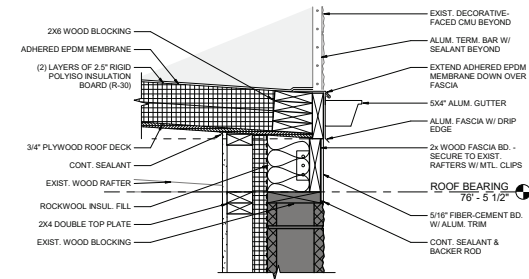
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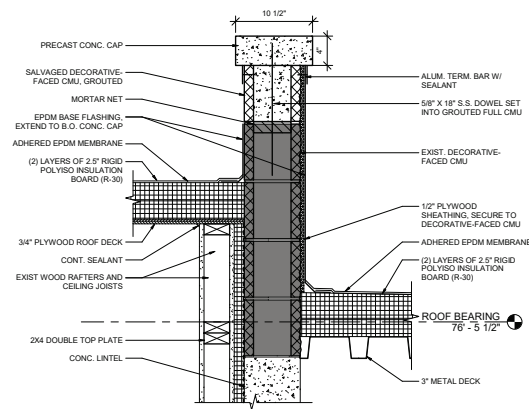
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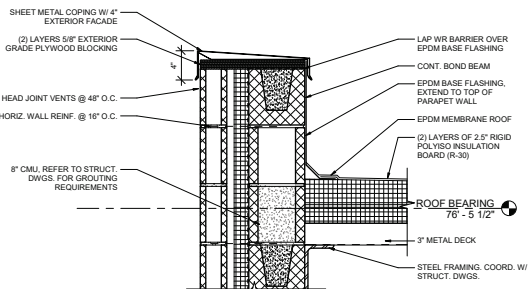
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1 1/2" = 1'-0"



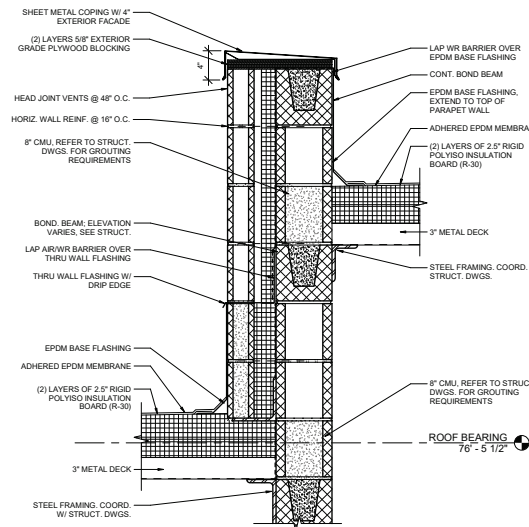
2 ROOF DETAIL - EXISTING REAR
1 1/2" = 1'-0"



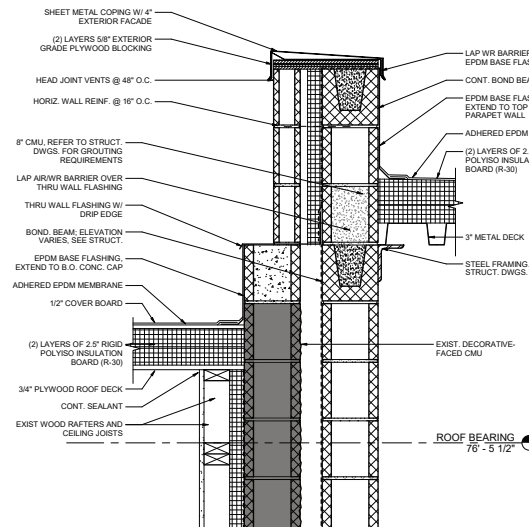
3 ROOF DETAIL - EXISTING TO NEW ADDITION
1 1/2" = 1'-0"



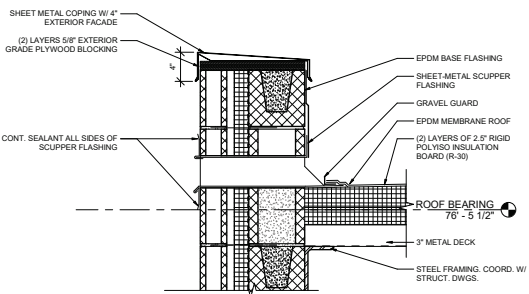
4 ROOF DETAIL - NEW ADDITION @ PARAPET
1 1/2" = 1'-0"



5 ROOF DETAIL - NEW ADDITION @ ELEVATOR
1 1/2" = 1'-0"



6 ROOF DETAIL - EXISTING TO NEW ADDITION @ ELEVATOR
1 1/2" = 1'-0"



7 ROOF DETAIL - NEW ADDITION @ SCUPPER
1 1/2" = 1'-0"

PROFESSIONAL CERTIFICATION

SECTION DETAILS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

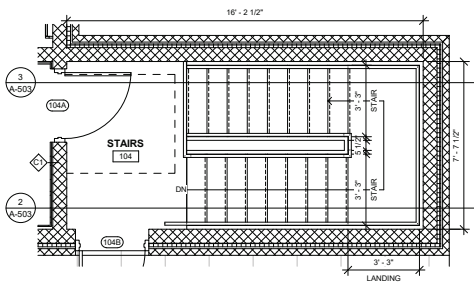
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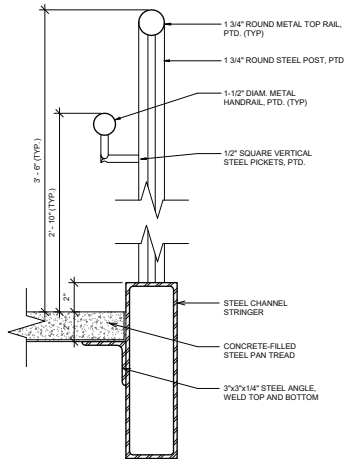
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ATTN: JOHN HARTSON, TOWN
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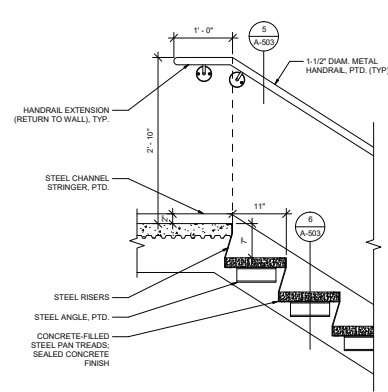
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CHECKED BY:	Checker		A-500
DATE:	06/01/2026	FILE NO.	
SCALE:	AS NOTED		26108



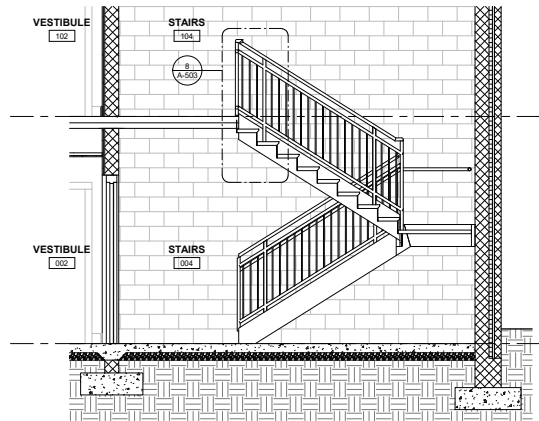
1 ENLARGED STAIR PLAN - FIRST FLOOR
3/8" = 1'-0"



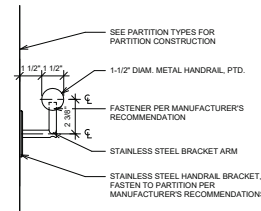
4 HANDRAIL DETAIL 2
3" = 1'-0"



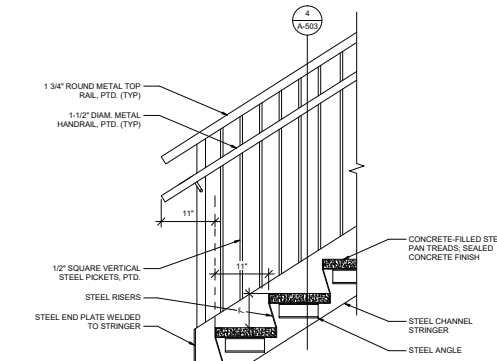
8 STAIR SECTION @ FIRST FLOOR
1" = 1'-0"



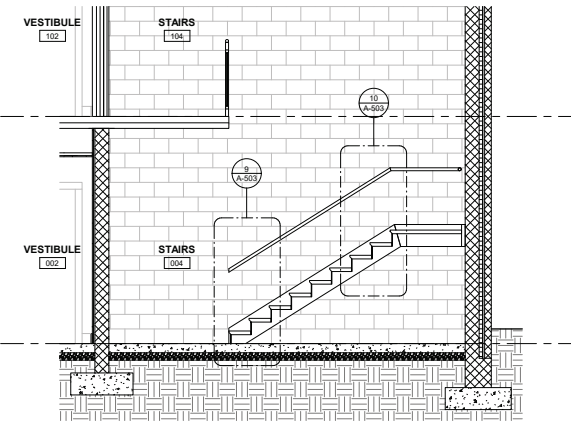
2 STAIR SECTION 1
3/8" = 1'-0"



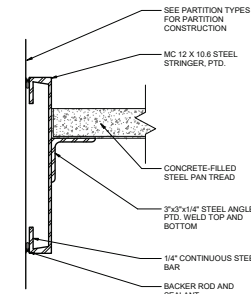
5 HANDRAIL DETAIL 1
3" = 1'-0"



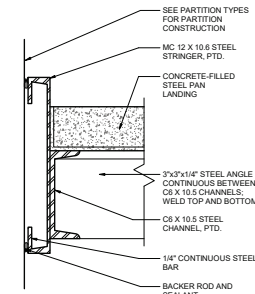
9 STAIR SECTION @ LOWER LEVEL
1" = 1'-0"



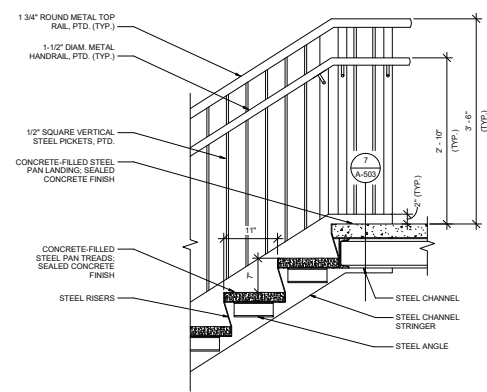
3 STAIR SECTION 2
3/8" = 1'-0"



6 TREAD DETAIL @ STRINGER
3" = 1'-0"



7 LANDING DETAIL @ STRINGER
3" = 1'-0"



10 STAIR SECTION @ LANDING
1" = 1'-0"

FOOTING/FOUNDATIONS

PROFESSIONAL CERTIFICATION

STAIR PLAN & DETAILS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGES COUNTY, MARYLAND

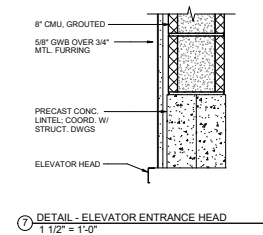
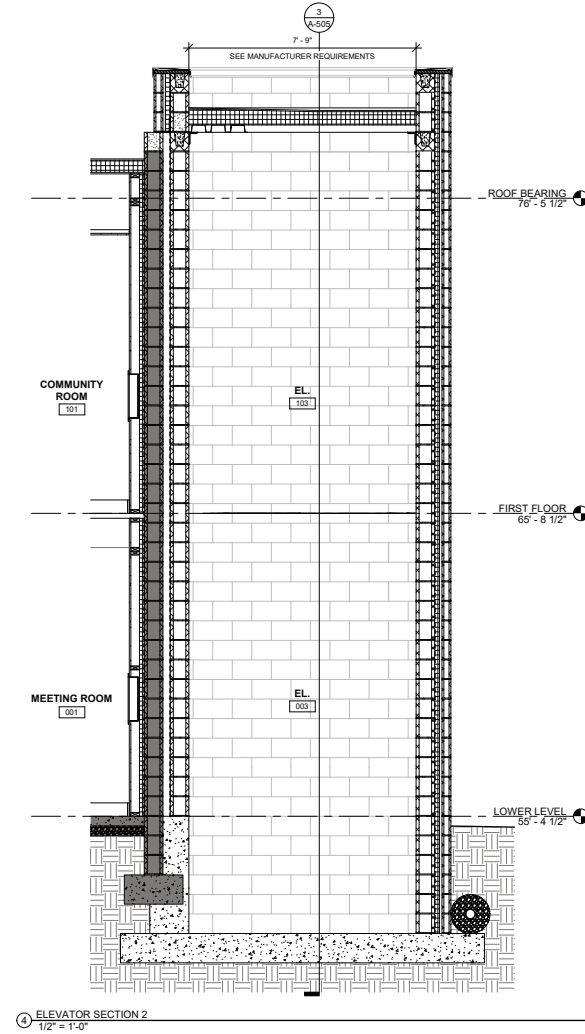
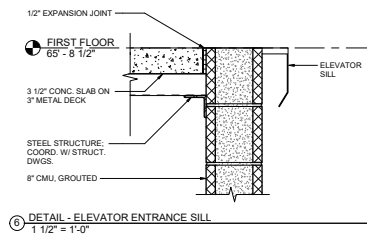
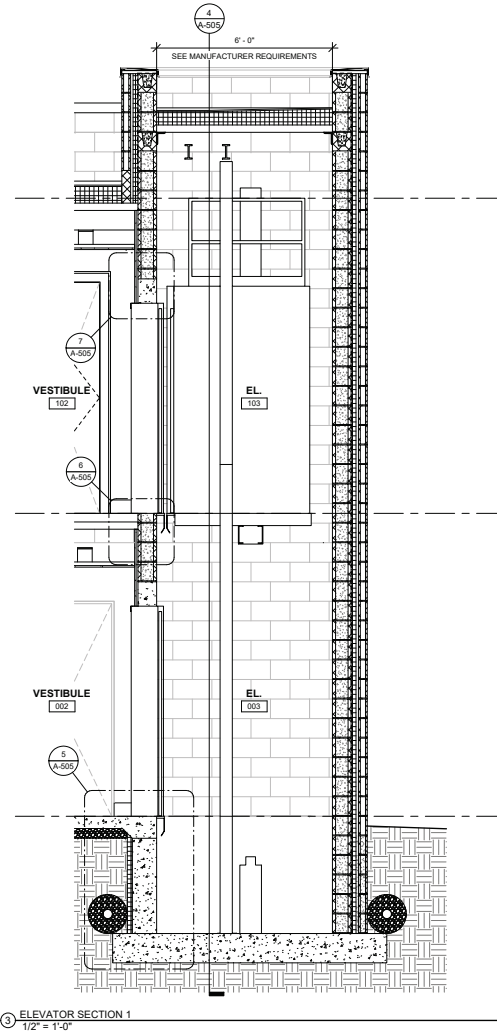
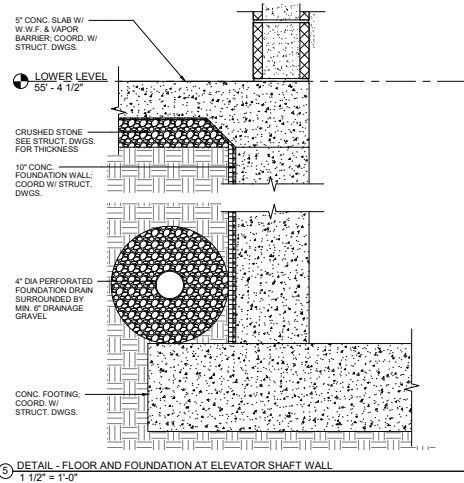
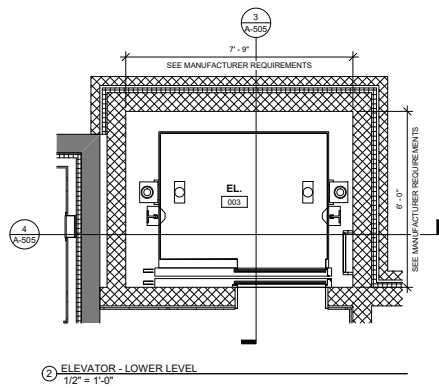
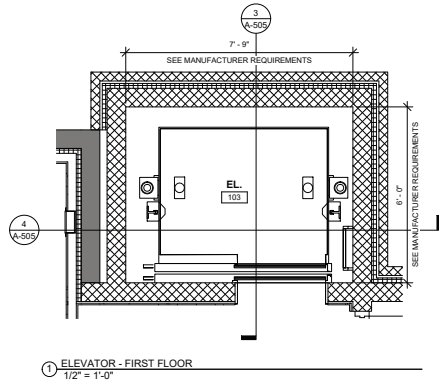
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ARCHITECTS

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228 West Market Street, York, Pennsylvania 17401
717-845-8627 voice 717-845-2448 fax

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ATTN: JOHN HATHORN, TOWN
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POWERS/PROLOGIS

PROFESSIONAL CERTIFICATION

ELEVATOR PLAN & DETAILS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

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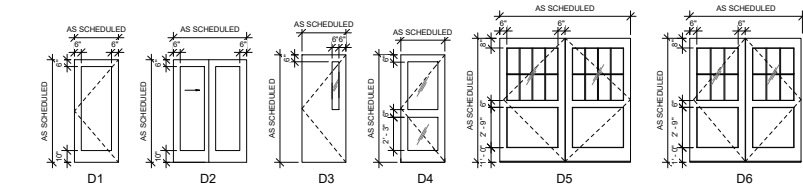
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MANAGER

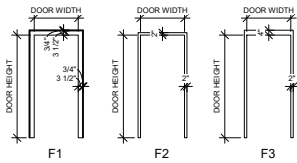
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DATE:	06/01/2026	FILE NO.	26108
SCALE:	AS NOTED		

DOOR SCHEDULE													
MARK	DIMENSIONS			DOOR		FRAME		CONSTRUCTION DETAILS			HARDWARE		COMMENTS
	WIDTH	HEIGHT	THICKNESS	TYPE	MATERIAL	TYPE	MATERIAL	HEAD	JAMB	SILL	SET		
001A	3'-6"	7'-3"	1 3/4"	D3	HM	F1	WD	H8	J8	S8			
004A	3'-0"	7'-4"	1 3/4"	D3	HM	F2	HM	H2	J2	S2			
005A	3'-0"	7'-0"	1 3/4"	D1	MDF	F1	WD	H1	J1	S1			
006A	3'-0"	7'-0"	1 3/4"	D1	MDF	F1	WD	H1	J1	S1			
008B	3'-0"	7'-0"	1 3/4"	D2	MDF	F1	WD	H1	J1	S1			
009C	3'-0"	7'-0"	1 3/4"	D1	MDF	F1	WD	H1	J1	S1			
007A	3'-0"	7'-0"	1 3/4"	D1	MDF	F1	WD	H1	J1	S1			
008A	3'-0"	7'-0"	1 3/4"	D1	MDF	F1	WD	H1	J1	S1			
101A	8'-1 3/8"	8'-6 3/4"	2 1/4"	D5	WD/ALUM CLAD	F1	WD	H4	J4	S4			
101B	7'-9 3/8"	8'-6 3/4"	2 1/4"	D5	WD/ALUM CLAD	F1	WD	H4	J4	S4			
101C	13'-0"	7'-11 1/2"	3 5/8"	D7	WD/ALUM CLAD	F1	WD	H6	J6	S6			
101D	3'-0"	7'-10 1/2"	1 3/4"	D1B									
102A	3'-0"	7'-4"	1 3/4"	D4	HM	F3	HM	H8	J8	S8			
104A	3'-0"	7'-4"	1 3/4"	D3	HM	F2	HM	H2	J2	S2			
104B	3'-0"	7'-4"	1 3/4"	D3	HM	F3	HM	H8	J8	S8			

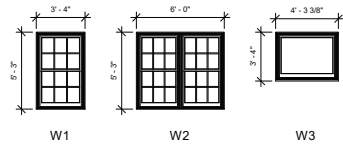


DOOR PANEL TYPES
1/4" = 1'-0"

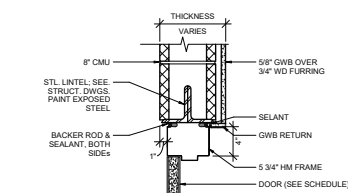


FRAME TYPES
1/4" = 1'-0"

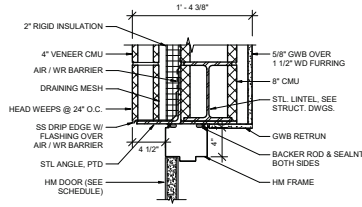
WINDOW SCHEDULE				
TYPE MARK	WIDTH	HEIGHT	WINDOW TYPE / MATERIAL	TYPE COMMENTS
W1	3'-1 3/8"	5'-1 1/8"	DOUBLE HUNG / WD ALUM CLAD	
W2	5'-9 3/8"	5'-1 1/8"	DOUBLE HUNG / WD ALUM CLAD	
W3	4'-0 3/4"	3'-1 3/8"	CASEMENT FIXED / WD ALUM CLAD	



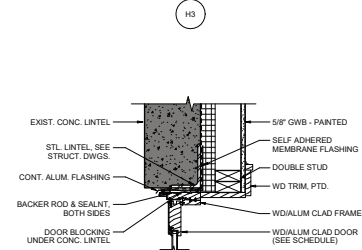
WINDOW TYPES
1/4" = 1'-0"



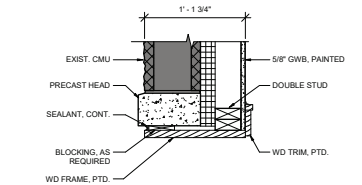
H1



H2

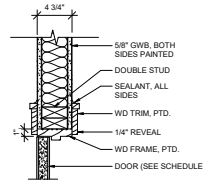


H3

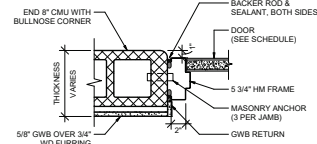


H4

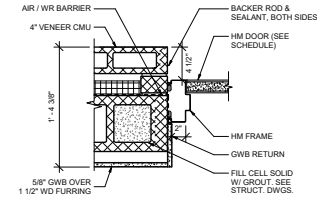
DOOR DETAILS
1 1/2" = 1'-0"



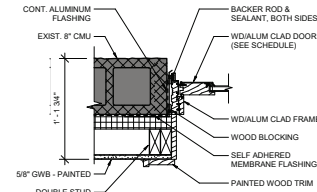
J1



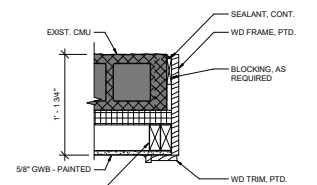
J2



J3

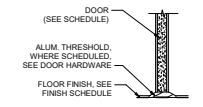


J4

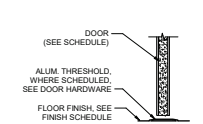


J5

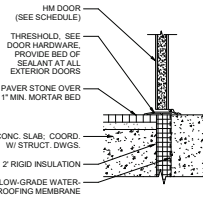
NOTE:
REFER TO SPECIFICATIONS FOR TRANSITIONS
BETWEEN DIFFERENT FLOORING MATERIALS
ON EITHER SIDE OF THE DOOR.



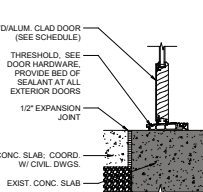
S1



S2



S3



S4

PROFESSIONAL CERTIFICATION

DOOR & WINDOW SCHEDULE & DETAILS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

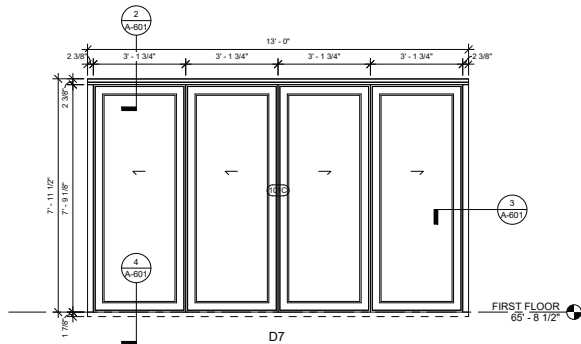
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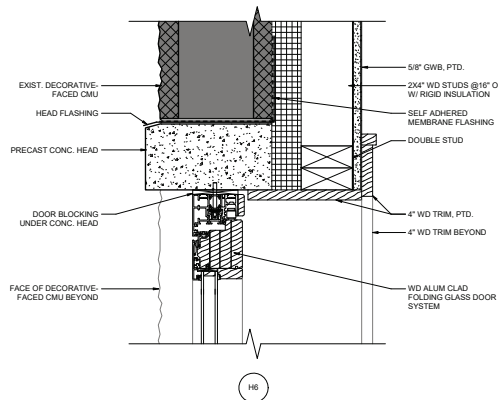
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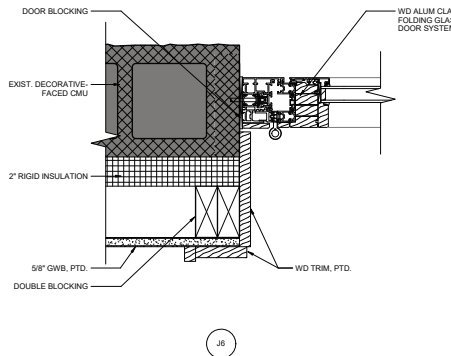
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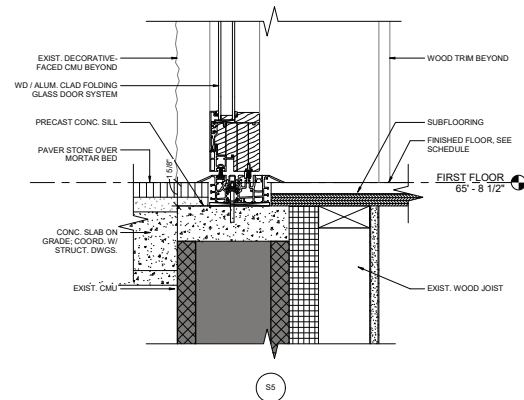
1 FOLDING GLASS DOOR SYSTEM - ELEVATION
1/2" = 1'-0"



2 FOLDING GLASS DOOR SYSTEM - HEAD
3" = 1'-0"



3 FOLDING GLASS DOOR SYSTEM - JAMB
3" = 1'-0"



4 FOLDING GLASS DOOR SYSTEM - SILL
3" = 1'-0"

UPDATES/REVISIONS

PROFESSIONAL CERTIFICATION

FOLDING GLASS DOOR DETAILS
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

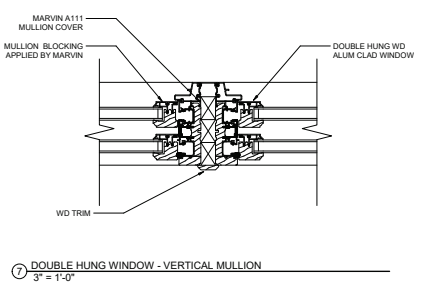
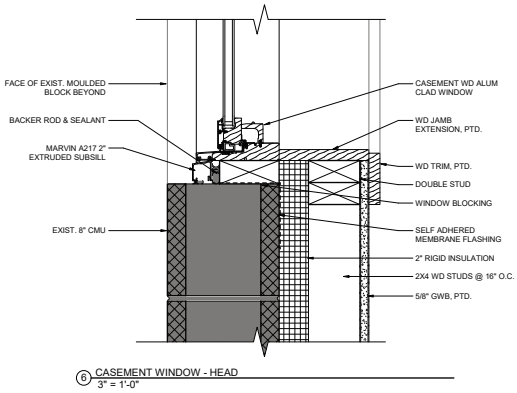
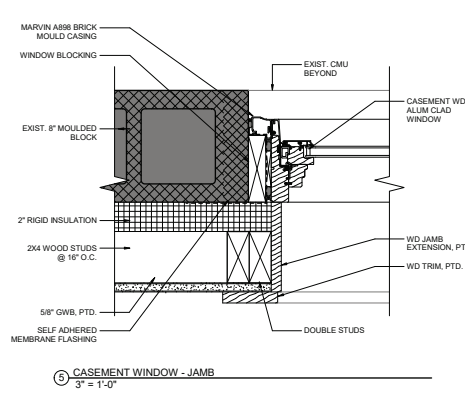
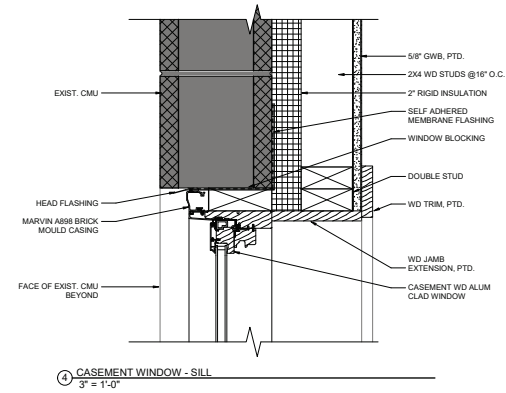
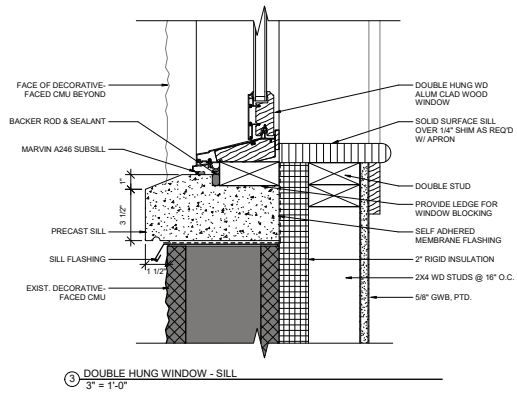
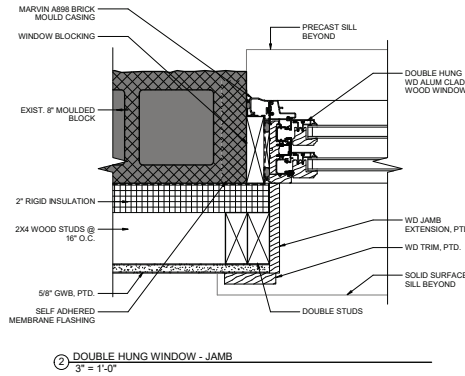
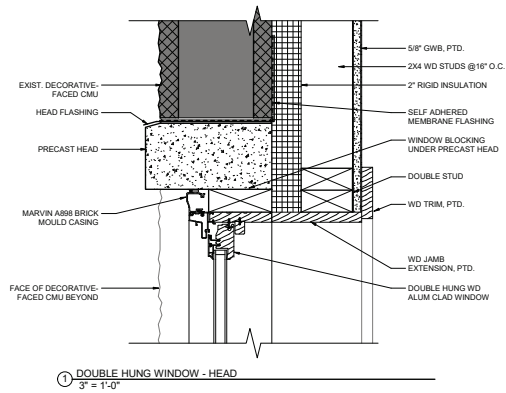
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UPON REQUEST

PROFESSIONAL CERTIFICATION

WINDOW DETAILS

COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

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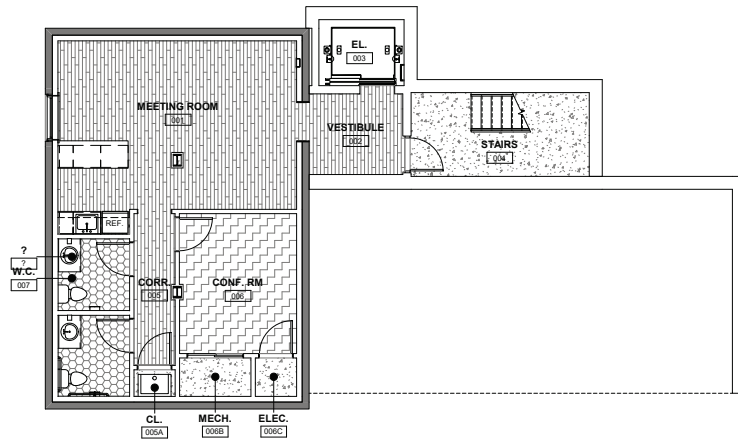
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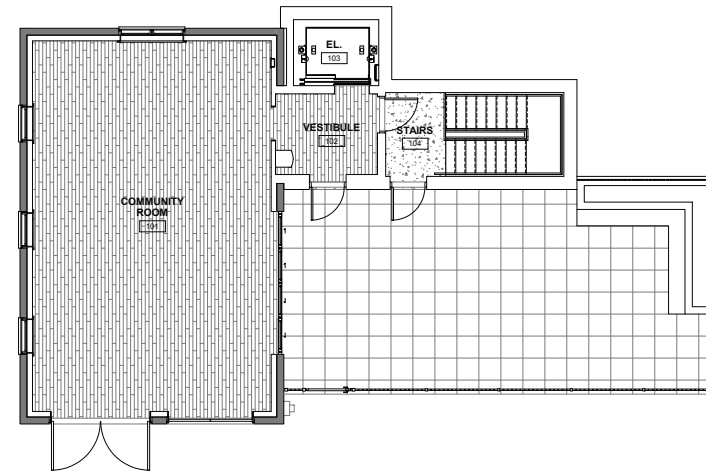
ROOM FINISH SCHEDULE										
ROOM NUMBER	ROOM NAME	FLOOR FINISH	BASE FINISH	WALLS				CEILING		REMARKS
				NORTH MATERIAL	EAST MATERIAL	SOUTH MATERIAL	WEST MATERIAL	FINISH	HEIGHT	
001	MEETING ROOM	HARDWOOD	WB-1	GWB	GWB	GWB	GWB	GWB/ACB	8' - 4"	
002	VESTIBULE	HARDWOOD	WB-1	GWB	GWB	GWB	MASONRY	GWB	8' - 0"	
003	EL									
004	STAIRS	CONCRETE		CMU	CMU	CONCRETE	CMU			
005	CORR.	HARDWOOD	WB-1	GWB	GWB	GWB	GWB	ACT-1	8' - 0"	
005A	CL	HARDWOOD		GWB	GWB	GWB	GWB	GWB	8' - 0"	
006	CONF. RM	CPT-1	WB-1	GWB	GWB	GWB	GWB	ACT-1	8' - 0"	
006B	MECH.	CPT-1		GWB	GWB	GWB	GWB	OPEN ABOVE		
006C	ELEC.	CPT-1		GWB	GWB	GWB	GWB	OPEN ABOVE		
007	W.C.	TILE	TB-1	TILE	GWB	TILE	TILE	GWB	8' - 0"	
008	W.C.	TILE	TB-1	TILE	GWB	TILE	TILE	GWB	8' - 0"	
101	COMMUNITY ROOM	HARDWOOD	WB-1	GWB	GWB	GWB	GWB	GWB/ACT-2	10' - 0"	
102	VESTIBULE	HARDWOOD	WB-1	GWB	GWB	GWB	MASONRY	GWB	8' - 0"	
103	EL									
104	STAIRS	CONCRETE		CMU	CMU	CMU	CMU			

FLOOR TYPES

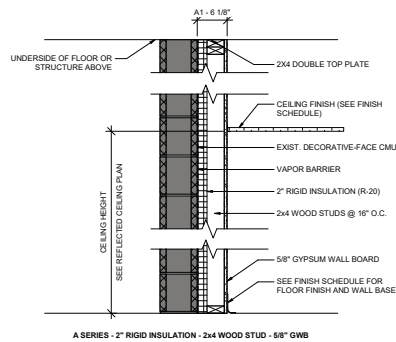
-  - CONCRETE
-  - CERAMIC TILE
-  - HARDWOOD
-  - CARPET (CPT-1)



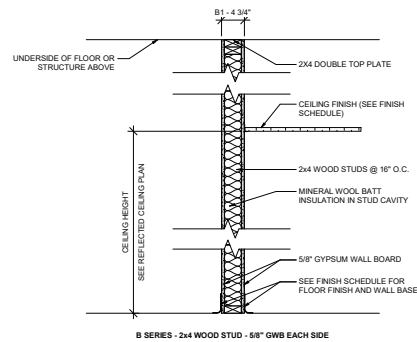
① LOWER LEVEL FINISHES PLAN
3/16" = 1'-0"



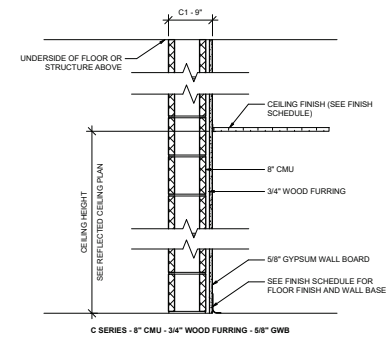
② FIRST FLOOR FINISHES PLAN
3/16" = 1'-0"



A SERIES - 2" RIGID INSULATION - 2x4 WOOD STUD - 5/8" GWB
A.1 AS SHOWN
A.2 AS SHOWN, BUT 1/4" CERAMIC TILE ON ONE SIDE TO 5' A.F.F.



B SERIES - 2x4 WOOD STUD - 5/8" GWB EACH SIDE
B.1 AS SHOWN
B.2 AS SHOWN, BUT 1/4" CERAMIC TILE ON ONE SIDE TO 5' A.F.F.
B.3 AS SHOWN, BUT 1/4" CERAMIC TILE ON EACH SIDE TO 5' A.F.F.
B.4 2x6 WOOD STUD - 5/8" GWB EACH SIDE



C.1 AS SHOWN

PARTITION TYPES
1" = 1'-0"

PROFESSIONAL CERTIFICATION

ROOM FINISH SCHEDULE & PARTITION TYPES
COTTAGE CITY FIRE HOUSE
COMMUNITY OUTREACH
CENTER CONVERSION
COTTAGE CITY (2nd) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

Murphy & Dittenhafer
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DATE: 06/01/2026	
SCALE: AS NOTED	

3708, 3706 38TH AVENUE COTTAGE CITY, MARYLAND 20722

SUSTAINABLE PARKING LOT CONCEPT



PERMEABLE PAVING

Permeable interlocking pavers reduce stormwater runoff, recharge groundwater and improve water quality.



EV CHARGING SPACES

EV charging stations located at select parking spaces conveniently serve drivers while maximizing green space.



NATIVE PLANTINGS

Native trees, shrubs, and perennials support pollinators, improve biodiversity, and require less maintenance.



SUSTAINABLE DRAINAGE

Rain gardens and planting areas capture and filter stormwater runoff.



ONE WAY TRAFFIC FLOW

Designated one way in and one way out for safe and efficient traffic circulation.



BENEFITS

- ✓ Reduces stormwater runoff
- ✓ Supports clean energy
- ✓ Enhances community beauty
- ✓ Promotes biodiversity
- ✓ Sustainable for the future

This concept supports a cleaner, greener, and more resilient Cottage City.



**FIRST AMENDMENT TO THE
COTTAGE CITY – IT INTEGRATION & SUPPORT - 11-15-15 QUOTE**

This First Amendment ("**Amendment**") to the Cottage City - IT Integration & Support - 11-15-15 Quote is made and entered into as of November 11th 2015] (the "**Amendment Effective Date**"), by and between PEAKE Technology Partners, LLC ("**PEAKE**") and Town of Cottage City ("**Customer**")

Recitals

WHEREAS, Customer and PEAKE are parties to that certain Cottage City - IT Integration & Support - 11-15-15 dated as of November 11th 2015, last executed by the parties on November 11th 2015 (collectively, the "**Original Agreement**"), as amended by that certain First Amendment with an effective date of November 11th 2015 (the "**First Amendment**"), and together with the Original Agreement and the First Amendment, collectively the "**Agreement**";

WHEREAS, Customer and PEAKE desire to amend the Agreement as more specifically set forth in this Amendment..

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **Defined Terms.** All capitalized terms used in this Amendment shall be as defined in the Agreement unless such capitalized term is defined herein, in which case the meaning set forth in this Amendment shall prevail.
2. **Term of Agreement.** This Agreement shall commence as of July 1st 2026 (the "**Effective Date**") and shall continue until June 30th 2027 (the "**Term**").
3. **Change to [IT Operations & Support] Pricing.** As of the Amendment Effective Date and continuing through the duration of the Term, the [IT Operations & Support] Recurring Price shall be \$56.50 per month, per user, with a minimum of 12 users.
4. **General.**
 - a) Except as expressly amended hereby, the Agreement remains in full force and effect.
 - b) In the event of any conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall prevail.
 - c) This Amendment may be executed electronically in two (2) or more counterparts, each of which when executed and delivered shall be deemed to be an original, and all of which when taken together shall constitute one and the same instrument.
 - d) No modification or amendment of the terms of the Agreement or any amendments thereto shall be effective except by a writing executed by both parties.
 - e) The terms and conditions outlined herein shall be governed by and adhere to the provisions of the latest Master Services Agreement (MSA) located at <https://peaketechnology.com/msa>

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Agreed By:

PEAKE TECHNOLOGY PARTNERS, LLC

By _____

Print Name: **Jim Barr**

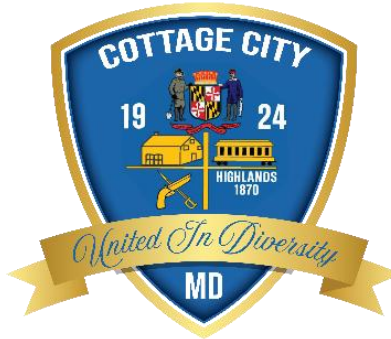
Title: **Technical Account Manager**

TOWN OF COTTAGE CITY

By _____

Print Name: **John Hoatson**

Title: **Town Manager**



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

September 1, 2026

Claire Worshtil, Capital Budget Manager
Capital Planning and Development Division
M-NCPPC, Department of Parks and Recreation, Prince George's County
6600 Kenilworth Avenue, Suite 301, Riverdale, MD 20737

Re: Cottage City Park Renovation

Dear Ms. Worshtil:

Based on the Town of Cottage City's email correspondence and telephone conversations with staff, it is the Town's understanding that the Maryland-National Capital Park and Planning Commission has already allocated funding in its budget for the renovation of Cottage City Park.

The Town has provided a preliminary rendering to help begin the planning process. This rendering is conceptual and is not intended to serve as the final design. The project must still proceed through M-NCPPC's full planning, design, public-review, and public-input procedures. This process will build upon the preliminary work already completed by the Town.

M-NCPPC will carry the primary responsibility for managing and completing the park project. The Town will also remain actively involved and participate with M-NCPPC throughout the public-input and design process. The renovation will be a joint and cooperative effort between M-NCPPC, the Town, and the community.

It is the Town's understanding that M-NCPPC will first use the funding already allocated in its budget for the project. If additional funding is needed, Project Open Space funding may be used to supplement the project. If further funding is required beyond those sources, the Town will assist by applying for Community Parks and Playgrounds funding during the next available grant cycle.

The Town further understands that the project is expected to begin during the upcoming fiscal year, if work is not already underway. Please confirm that this accurately reflects the project's existing budget allocation, supplemental funding options, respective responsibilities, required public-review process, and anticipated timeline.

The Town appreciates M-NCPPC's partnership and looks forward to working together to complete this important community project.

Sincerely,

Wanda Wheatley
Commissioner Chair, Ward 3



Executive Briefing

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: September 1, 2026

Subject: DHCD and Maryland Historical Trust Review of 3813 Cottage Terrace

The 3813 Cottage Terrace, Commission-authorized packet has been fully submitted to the Maryland Department of Housing and Community Development (DHCD). That submission begins DHCD's research and project-development process and triggers the full historical review by the Maryland Historical Trust (MHT). MHT's cursory review has already identified preservation issues that materially affect the Town's original demolition and community-center concepts. Based on the preliminary findings and current DHCD guidance, the most practical path is to amend the grant request so the Town can obtain a feasibility study and architectural and engineering services to rehabilitate the existing house.

This next phase would develop reliable costs, design requirements, and reuse options without committing the Town to construction or a final use. All final decisions would return to the Commission after the required studies and public process are complete.

Consistent with the Commission's authorization, the Town completed and submitted the full DHCD packet for 3813 Cottage Terrace. As part of that submission, staff photographed the property and provided supporting documentation of Town ownership. The complete packet gives DHCD the information needed to begin project research and development and gives MHT the materials needed to conduct its formal historical review.

MHT's initial review indicates that the property is located within the Cottage City Historic District. MHT also identified the property as being within the Bladensburg Civil War Historic District. Certain site-specific historic-resource information is treated as confidential so that sensitive locations are not subjected to unauthorized digging, removal, or disturbance.

These findings are preliminary and will be developed through the full review. At this stage, however, MHT has advised that work on the property would need to respect the historic character of the area. The exterior design and facade would need to remain compatible with the period in which the home was built and with surrounding homes. The interior could be brought to modern standards, including electrical, building-system, safety, accessibility, and functional improvements, subject to the final scope and applicable review.

The preliminary review makes demolition an impractical course for the Town. Demolition would require detailed study of the house, a formal public process, additional preservation review, and mitigation for the loss of a historic resource. That mitigation could require the Town to support a separate preservation project in Cottage City or elsewhere in Maryland, with attention focused on the surrounding four-town area. The additional time, review, and expense make demolition neither reliable nor financially sensible for the Town.

For the same reason, replacing the house with a modern-style community center is not a viable concept for this site. Any new work would have to honor the historic setting. This does not necessarily prevent the property from serving a future public or community purpose, but it means that any such use would need to be achieved through a historically compatible rehabilitation or design approach rather than a contemporary replacement structure.

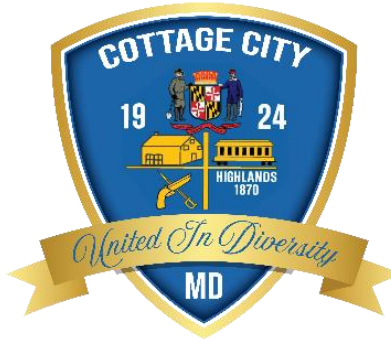
DHCD has advised that the Town may amend the application as part of the ongoing review process. The recommended amendment would request funding for a feasibility study and architectural and engineering services. That work would determine the building's condition, identify the improvements required to return it to service, establish a realistic rehabilitation cost, and develop design options that preserve the exterior historic character while allowing the interior to meet modern standards.

According to current DHCD guidance, the study and design phase can be grant-funded at no cost to the Town. This approach advances two public objectives at the same time: it protects the historic appearance and character identified by MHT, and it supports the housing and neighborhood-revitalization goals of DHCD and the State's current housing initiatives

The study and review process would include extensive public participation. MHT, DHCD, relevant preservation organizations, the community, and other reviewing parties would have opportunities to participate as the project is developed. The Commission would receive continuing briefings throughout the process. Proceeding with the amended request would authorize further study only; it would not authorize rehabilitation, construction, sale, or a final use of the property. The Commission would retain those decisions.

This is expected to be a process of at least two fiscal years. The near-term objective is to secure funding and complete the feasibility, architectural, engineering, and historical-review work. If the Commission later elects to proceed, physical rehabilitation would more likely occur in Fiscal Year 2028 or Fiscal Year 2029, subject to the study results, available funding, required approvals, public review, and a subsequent Commission decision.

The recommended next step is to amend the DHCD application so the Town can preserve the funding opportunity and obtain the professional information necessary for an informed decision. This approach avoids committing Town funds, recognizes the historic constraints identified in MHT's preliminary review, and keeps every final policy and property decision with the Commission.



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

July 31, 2026

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, Maryland 20706

Re: Joint Letter of Support—Port Towns Regional Wayfinding Initiative

Dear DHCD Application Review Committee:

We write jointly on behalf of the Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston to express our strong support for the Port Towns Regional Wayfinding Initiative and the Town of Cottage City's request for \$750,000 in State Revitalization Program funding. Cottage City will serve as lead applicant and central grant administrator for this coordinated four-town project.

The initiative will design, fabricate, and install at least 60 coordinated gateway, vehicular, pedestrian, parking, park/trail, and interpretive signs connecting residents and visitors to at least 25 public facilities, business districts, parks, trails, historic resources, transit connections, community services, and waterfront destinations. A shared design family will preserve each municipality's identity while making the region easier to navigate, strengthening community gateways, supporting locally owned businesses, and improving pedestrian, bicycle, recreational, and waterfront connections.

Each town will participate in destination and location review, community and agency coordination, local approvals, right-of-way and utility review, permitting, installation verification, and DHCD documentation. Final sites will be established during design and field verification. No sign will be installed until the controlling public entity has documented authorization and all applicable permits, utility clearances, and Maryland Historical Trust requirements are satisfied.

The governing bodies of the four Port Towns will return to session in September 2026. Formal resolutions supporting the application and authorizing each municipality's participation will follow and will be transmitted to DHCD after the respective governing bodies take action. The undersigned administrators confirm our shared commitment to completing the regional system within the proposed 12-month award period and sustaining its benefits beyond the grant term.

Sincerely.

Wanda Wheatley
Commissioner Chair, Ward 3

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

Memorandum of Understanding

WHEREAS, the Prince George’s County Family Justice Center (PGCFJC), an initiative of the Circuit Court for Prince George’s County has come together to collaborate with the **Prince George’s County Police Department** (Criminal Investigations Division, Districts V and VII), the **Office of the Sheriff for Prince George’s County**, local municipal law enforcement agencies, including **Bladensburg Police Department, City of Bowie Police Department, Cottage City Police Department, and Mount Rainier Police Department, Prince George’s County Community College** an institution of higher learning, the **University of Maryland SAFE Center for Human Trafficking Survivors**, a local human trafficking service provider, and **Community Crisis Services, Inc. (CCSI)**, a local nonprofit domestic violence provider, to make an application for the Office of Violence Against Women (OVW) Fiscal Year 2026 Improving the Criminal Justice Response Program grant; and

WHEREAS, the partners herein have agreed to enter into a collaborative agreement in which Prince George’s County Government is the named applicant, and the PGCFJC under the authority of the Circuit Court for Prince George’s County will be the lead agency and the above referenced agencies will be partners in this application; and

WHEREAS, the partners herein met to discuss this project on August 5th, 2026, and desire to enter a Memorandum of Understanding setting forth the services to be provided by this project entitled “Improving Criminal Justice Responses with Enhanced Access, Technology, Professional Development, and Partnerships;” and

WHEREAS, the application prepared and approved by the partners is to be submitted to the Office of Violence Against Women on or before August 20th, 2026;

I) *Authorized Official and Project Applicant*

Prince George's County Government was established in 1969 and is a nationally recognized jurisdiction that is a leader in the Washington Metropolitan Region and governs policies and practices that are innovative, results-oriented and sustainable. With a population of over 900,000 residents, Prince George's County is composed of the Executive and Legislative branches. The Judicial Branch consists of the County’s Circuit Court. The County Executive is the Chief Executive Officer of Prince George's County Government and is the highest-ranking elected official in the county. As the leader of the executive branch of government, the County Executive is responsible for the operation of all governmental departments and agencies and will serve as the Authorized Official for this application. The Office of the County Executive was not directly involved in the development of this Project, but the Executive Branch will serve as the fiscal agent and entity responsible for receiving the funds and distributing them to the PGCFJC in accordance with the requirements of this proposal.

II) *Partnering Organizations*

The Circuit Court for Prince George's County is in Upper Marlboro, the County seat of Prince George's County, Maryland receives an average of 1.2 million visitors a year (pre Pandemic). The Circuit Court is comprised of 24 Circuit Court Judges, 7 Family Magistrates, 1 Foreclosure Magistrate, 24 law clerks and 231 employees. Under the leadership of its Chief and Administrative Judge, the Honorable DaNeeka Varner Cotton, the Circuit Court is managed by an administrative team comprised of a Court Administrator, Deputy Court Administrator and a dedicated group of directors, supervisors and staff who work together to manage the operations of the

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

Court. The Circuit Court offers several services to citizens of Prince George's County through several of its divisions, including the Family Division, Problem-Solving Court, which operates the Adult Drug, Juvenile Drug, Re-Entry, Veteran's and Truancy Reduction Courts and the Family Justice Center, the lead implementing agency for this Project.

Prince George's County Family Justice Center (PGCFJC), an initiative of the **Circuit Court** was established in 2016 to enhance access to resources for survivors of domestic violence, sexual assault, human trafficking, and teen dating violence in the aftermath of trauma and abuse through a "one stop shop" service delivery process. With a mission *to serve the needs of citizens impacted by domestic violence, sexual assault, human trafficking, teen dating violence and elder abuse, in a caring and compassionate environment by delivering comprehensive client-centered and survivor-driven options from all service partners*, the PGCFJC provides services through a client-centered and survivor-driven approach. The focus is on advocacy (protective orders, safety planning, emergency shelter, crisis counseling, civil legal representation, court accompaniment), social services (housing and financial assistance), and basic supportive services, medical assistance, clothing, and food).

In FY25, more than 1,300 survivors were assisted by a dedicated team of 22 local government and private on-site community-based partners to include the Prince George's County Police Department, Prince George's County Office of the Sheriff, Prince George's County State's Attorney's Office, Prince George's County Department of Health, Prince George's County Department of Social Services, Prince George's County Department of Family Services, University of Maryland Capital Region Health (Domestic Violence-Sexual Assault Unit), Maryland Crime Victims' Resource Center, Maryland Legal Aid, Catholic Charities, Community Legal Services, Inc. House of Ruth, Women's Law Center of Maryland, Community Crisis Services, Inc, Courtney's House, Juanita C. Grant Foundation, University of Maryland SAFE Center for Trafficking Survivors, Sexual Assault Legal Institute (SALI), Community Advocates for Family and Youth (CAFY), The Training Source, and Forensic nurse Exam Solutions. The PGCFJC is the only Family Justice Center in the country that is administered through the court system.

Prince George's County Police Department (PGPD) is the fourth largest law enforcement agency in the State of Maryland and primary law enforcement agency in Prince George's County. Approximately 1,500 police officers and almost 450 civilians provide a full range of law enforcement services. PGPD responds to an average of 555,000 service per year, which includes an average of 1,500 annually for domestic violence. PGPD operates with nine (9) specialized units, including the Criminal Investigations Unit where the Domestic Violence Unit is housed.

Prince George's County Office of the Sheriff (PGSO) The mission of the Prince George's County Sheriff's Office (PGSO) is *to fulfill the duties of the Office of the Sheriff in a fair, professional and dignified manner so as to inspire and maintain the confidence and trust of the public; and to enhance the quality of life in Prince George's County in partnership with its citizens*. Toward this end, PGSO special victims' assistants (SVAs) serve as catalysts for change by serving court ordered peace and protective orders and facilitating victims' access to long-term intervention resources, respectively.

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

The PGSO's Domestic Violence Intervention Division (DVID), comprised of sworn deputies, SVAs, and civilian administrative aides, is the only dedicated domestic violence unit in the region that serves as a one-stop shop for victims of domestic violence. The DVID, through its SVAs and administrative component, assists through the provision of access to services or assistance-toward safety and freedom from violence. The SVAs serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking. They assist victims in navigating the various court and social service processes, essentially mitigating their anxiety and bolstering their resolve to break the cycle of violence, at a time in the beginning of the process, when they are most likely to take action.

Bladensburg Police Department (BPD) is the primary law enforcement agency in Bladensburg, serving a population of approximately 9,500 residents. As a small, 24-hour full-service community-oriented policing agency, BPD is comprised of 24 sworn officers with a criminal investigative unit, along with 13 non-sworn civilians, which include dispatch and administrative personnel. Bladensburg is very diverse community with a relatively large Spanish-speaking community approximately 72% of its residents identify as "Other" that includes African-American and Hispanic.

Bowie City Police Department (BCPD) is the primary law enforcement agency in the City of Bowie, serving a population of 57,192 residents and is among the largest municipalities in the State of Maryland. With a total of 65 sworn officers and 21 civilian personnel, BCPD responds to over 22,000 calls for service. Built on a community-oriented policing philosophy, BCPD is actively engaged in the community and spearheads numerous activities to engage with the community and foster ongoing positive relationships built on trust and legitimacy.

Cottage City Police Department (CCPD) Cottage City is a small, ethnically mixed community bordering Washington, DC. with approximately 1,250 citizens. With a force of 5 uniformed officers, CCPD is the primary law enforcement agency in the town of Cottage City providing police services, crime prevention and public safety. As a smaller, community-based law enforcement agency CCPD implements community-oriented policing as its officers are highly visible in the community and work to establish a friendly and cooperative attitude toward all residents under all circumstances. CCPD works with middle school-aged youth and participants in its Explorer Program to discuss and help prevent teen dating violence.

Mount Rainier Police Department (MRPD) is the primary law enforcement agency in Mount Rainier and operates- as a community-oriented police agency that is committed to a policing model of community policing. To that end, MRPD has well-established relationships within the community and works in partnership with city departments, the residential and business community, and other governmental and non-profit agencies to reduce crime, provide a sense of safety and security and improve the quality of life for those who visit, live, and work in the City of Mount Rainier.

Community Crisis Services, Inc. (CCSI) serves as the comprehensive domestic violence service organization providing the only safe haven for survivors of domestic violence in Prince George's County who are in need of asylum. In addition, CCSI is the only 24-hour crisis hotline for survivors and law enforcement officers responding to domestic violence calls. CCSI provides a comprehensive model of care which

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

incorporates wrap around services for victims in both its emergency shelter program and hotline support.

University of Maryland SAFE Center for Human Trafficking Survivors provides comprehensive survivor-centered and trauma-informed services that empower sex and labor trafficking survivors to heal and reclaim their lives. Since its 2016 inception, the SAFE Center has supported over 500 human trafficking survivors and their immediate families. Providing services and resources such as case management, legal assistance, career readiness assistance, education support, and mental health therapeutic services, the SAFE Center reduces the vulnerabilities to trafficking and uplifts survivors. Through the provision of over 3300 training initiatives, the SAFE Center has provided educators throughout the state of Maryland with the tools to recognize indicators of potential trafficking.

III) History of Relationship

As a multi-agency, multi-disciplinary survivor resource and support center, the **PGCFJC** has independently collaborated with most of the partners named herein since its inception in 2016. Many of these organizations were involved in the development and planning of the PGCFJC and forged working relationships during that seven- year process. The **PGSO** was one of the first organizations that committed resources and moved into the PGCFJC in 2016 with Special Victim Advocates (SVA's) that started implementing the proven model. **PGPD, CCSI, and the University of Maryland SAFE Center for Human Trafficking Survivors** soon thereafter in 2020 and committed resources to the PGCFJC and has been working together as on-site partners in the PGCFJC serving survivors in a coordinated and collaborative approach and have well- established working relationships.

Further, the **PGCFJC** has developed productive working alliances with these MOU partners, along with the local municipal police departments named in this MOU, having collaborated with them either formally as on-site partners, and in some instances informally through external community-based programs and initiatives; to include the Prince George's County Domestic Violence Coordinating Council, Prince George's County Domestic Violence Fatality Review Team, the Prince George's County Human Trafficking Task Force, Take Back the Night and Purple Lights Night, held annually in October in recognition of National Domestic Violence Awareness Month.

IV) Roles and Responsibilities

NOW, THEREFORE, in order to improve criminal justice responses to survivors of domestic violence, dating violence, sexual assault, stalking, human trafficking, and elder abuse, and thereby enhance victim safety through increased access to comprehensive, trauma-informed services, critical resources, and expanded service delivery locations within local law enforcement agencies and on the University of Maryland, College Park campus, the Parties agree to collaborate in accordance with the terms and conditions set forth herein. Further this Project will continue to increase the level of coordination and collaboration between law enforcement and the above-mentioned partnering organizations that are co-located at the PGCFJC.

All partners have reviewed the project budget and are aware of the total amount being requested. Each partner is being compensated equitably for their work under the grant or is agreeing to receive no compensation from the grant. It is hereby agreed by and between the partners, pending the receipt of necessary funding, that each Partner will contribute in the following manner:

Improving the Criminal Justice Response Program

Memorandum of Understanding

"Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships"

1) The PGCFJC under the authority of the **Circuit Court for Prince George's** will prepare and submit a proposal to OVW in accordance with this MOU by August 20th, 2026; administer all funds distributed from the County pursuant to the proposal; provide travel and training stipends for the mandated training budget for MOU partners to attend OVW trainings.

- **PGCFJC** will serve as the Project Lead Implementing Organization. Project related duties and responsibilities will be implemented by its Deputy Director.
- The PGCFJC will continue to provide staffing (Intake Specialist and Receptionist), office space, equipment and office supplies for the provision of confidential, client-centered, trauma-informed services to survivors of domestic violence, sexual assault and stalking in the PGCFJC for both walk-in and virtual client intakes,
- Provide a safe, secure client -centered and trauma-informed environment.
- Conduct quarterly training with law enforcement partners working on-site in the PGCFJC and those in the seven (7) satellite locations.
- Maintain Zoom accounts for virtual service delivery in each of the seven (7) satellite locations from the grant funds.
- Provide equipment and maintenance thereof as needed
- Be responsible for coordinating project activities with partners;
- Ensure oversight and administrative of programmatic and grant reporting responsibilities.

The **Circuit Court** will receive OVW Improving Criminal Justice Response (ICJR) Program funding for **PGCFJC** staff salaries and equipment, office supplies and a percentage of costs for shared program supplies (software maintenance, etc.) conferences, outreach/training materials/giveaways, assistance for disabled clients and mandated OVW travel for a total of \$932,632.93.

2) Prince George's County Police Department agrees, individually and through collaborations with the MOU partners, to assign a detective to the PGCFJC to work on- site during extended hours of operation to assist survivors and provide space in District V and District VII to house technology for virtual client intakes.

- Assign one (1) part-time detective to the PGCFJC for nineteen (19) hours during its extended hours of operation Tuesday - Thursday (5:00PM-8:00PM), Friday (5:00 PM – 9:00 PM), and Saturday (10:00AM - 10:00PM).
- Complement existing on-site partnering duties and responsibilities with the provision of police services to survivors seeking assistance at the PGCFJC during extended hours of operation.
- Provide a private location in District V and VII police stations located at 6707 Groveton Drive, Clinton, MD, 20735 and 11108 Fort Washington Road, Fort Washington, MD 20744, respectively for virtual client intakes.
- Attend and participate in mandatory trainings.

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

- Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate one part-time detective from the Criminal Investigations Division at an overtime rate of \$65 per hour for 19 hours per week @ \$64,220 per year for 36 months for \$192,660 and a shared percentage of other program supplies, equipment for operations at Districts V and VII police station, estimated at \$13,471, and attendance of two (2) officers to mandated OVW training and technical assistance for an estimated total of \$206,131.
- 3) Prince George's County Office of the Sheriff (PGSO)** agrees individually and through collaborations with the MOU partners to provide on-site security at the PGCFJC and facilitate processing of protective orders.
- Provide one (1) part-time equivalent Deputy Sheriff for an on-site security presence for nineteen (19) hours at the PGCFJC during its extended hours of operation Tuesday - Thursday (5:00PM-10:00PM), Friday (5:00 PM – 9:00 PM), and Saturday (12:00PM-6:00PM).
 - Facilitate efforts to process protective orders by providing information to survivors seeking assistance in the PGCFJC and refer to PGSO Special Victim Advocates (SVA) for follow up and supplemental reports.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate one Deputy Sheriffs at an overtime rate of \$60 per hour for 19 hours per week \$59,280 per year for 36 months for a \$177,840 and \$5,000 for a shared percentage of other costs for mandated OVW training and technical assistance for a total of \$182,840.
- 4) Bladensburg Police Department (BPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the BPD where survivors can interface with a PGCFJC Intake Specialist during its operating hours.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.

Improving the Criminal Justice Response Program

Memorandum of Understanding

"Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships"

- Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction, and OVW training and technical assistance for an estimated total of \$8,727.
- 5) Bowie City Police Department (BCPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the BCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings,
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 6) Cottage City Police Department (CCPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the CCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.

Improving the Criminal Justice Response Program

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“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

- Receive Zoom equipment and licensure, program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 7) **Mount Rainier Police Department (MRPD)** agrees, individually and through collaborations with the MOU partners to service as a satellite office location to enable survivors of domestic violence, sexual assault and stalking virtual access to a comprehensive array of services offered through the PGCFJC.
- Provide a secure and private location within the CCPD where survivors can interface with a PGCFJC Intake Specialist during all hours of operation.
 - Facilitate efforts to address survivors secondary needs to include food, clothing, cell phone, transportation or other resources/services provided through this grant.
 - Attend and participate in mandatory trainings.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive program supplies, printing and reproduction and mandated OVW training and technical assistance for an estimated total of \$8,727.
- 8) **Community Crisis Services Crisis, Inc. (CCSI)** agrees, individually and through collaborations with the MOU partners to facilitate intake for survivors seeking emergency shelter and assist with training for law enforcement Project partners.
- Facilitate client referrals and coordinate intake to the PGCFJC for survivors residing in shelter.
 - Serve as a resource providing information about the PGCFJC and services made available to survivors of domestic violence, both walk-in and virtual access as requested or deemed appropriate.
 - Facilitate training for law enforcement officers partnering in this Project to enhance their level of awareness and sensitivity to victims of domestic violence.
 - Conduct community outreach and training with emphasis on targeted community sites.
 - Attend meetings, communicate pertinent information to PGCFJC Director and/or necessary staff, and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
 - Collaborate with PGCFJC, staff and partners with ongoing meetings to ensure successful implementation and achievement of Project goals and objectives.
 - Receive grant funding to compensate a Support Services Specialist (10% FTE \$10K) for 36 months for \$30,000 and \$10,000 for a shared percentage of cost associated with printing and reproduction and mandated OVW training and technical assistance for a total of \$40,000.

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

9) University of Maryland SAFE Center for Human Trafficking Survivors agrees individually, and through collaborations with MOU partners to develop, coordinate and facilitate a training specifically for law enforcement officers and judges regarding human trafficking victim identification and forced criminality to improve the criminal justice response.

- Attend meetings and communicate pertinent information to the PGCFJC Director and/or necessary staff and serve on committees as necessary or required to facilitate the goals and objectives of the Project.
- Provide statistical and empirical data to the PGCFJC Director and Project Lead.
- Update the PGCFJC Director and Project Lead with training updates.
- Facilitate training for law enforcement officers and judges
- Collect information regarding training attendees for statistical purposes.
- Receive compensation in the amount of \$2,500 for provision of training.

10) The Prince George’s County Community College agrees to:

- Provide a secure, private, and confidential location on campus for the PGCFJC Advocate to meet with students and provide comprehensive victim services.
- Provide appropriate office space, furnishings, internet access, and other necessary accommodations to support the Advocate’s ability to deliver services on campus.
- Identify and refer students who may benefit from PGCFJC services based on reports received, disclosures made, or other identified needs, and facilitate timely referrals to the on-campus Advocate, consistent with University policies and procedures.
- Collaborate with the PGCFJC and project partners to address survivors’ immediate and secondary needs through coordinated referrals for safety planning, crisis intervention, emergency financial assistance, transportation, housing, and other grant-funded supportive services.
- Promote awareness of the on-campus Advocate and available victim services through appropriate University outreach, educational initiatives, and referral networks.
- Participate in required project meetings, trainings, technical assistance, and collaborative activities necessary to support implementation of the OVW-funded project.
- Communicate and coordinate with the PGCFJC Director, Advocate, and project partners to ensure successful implementation of project goals, objectives, and deliverables.
- Receive project-funded training, educational materials, technology, equipment, and other resources necessary to support implementation of the project, as permitted under the grant.

11) Other costs are included in the overall budget for printing and reproduction, and contractual services translation for deaf persons for an additional \$5,100.

The roles and responsibilities described above are contingent on **Prince George’s County Government** receiving funds requested for the project described in the OVW grant application.

Responsibilities under this Memorandum of Understanding would coincide with the grant period anticipated to be **10/01/2026** through **09/30/2029**.

V) Commitment to Partnership

Improving the Criminal Justice Response Program

Memorandum of Understanding

“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”

- The collaboration service area is Prince George's County.
- The partners agree to collaborate and provide comprehensive services to include direct victim services, civil/criminal justice advocacy and investigative services, assistance with protection orders, on-site security; supportive services to include case management, trauma therapy, crisis intervention/safety planning and transportation; outreach and education to community-based organizations, government partners and targeted area of rural areas, and law enforcement training, pursuant to the program narrative of the grant application (Attached).
- Compensation for partners' contributions to this project will be provided as outlined in the attached OVW budget detail worksheet.
- This MOU is conceptual in nature, a formal legally binding MOU will be forthcoming upon funding of this Project.

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

The Honorable Judge DaNeeka Varner Cotton
Administrative Judge, Circuit Court for Princ...

X

Dr. Denise C. McCain
Director, Prince George's County Family Just...

X

George R. Nader
Police Chief, Prince George's County Police ...

X

Major Glenn A. Goldring
Commander, District V - Prince George's Co...

X

Major Chad J. Schmick
Commander, District VII - Prince George's Co...

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

John D. Carr
Sheriff, Office of the Sheriff for Prince Geor...

X

Daniel Frishkorn
Interim Chief of Police, Bladensburg Police ...

X

Dwayne A. Preston
Police Chief, City of Bowie Police Department

X

Katherine Perez
Chief of Police, Mount Rainier Police Depart...

X

David Martini
Police Chief, Cottage City Police Department

Improving the Criminal Justice Response Program

Memorandum of Understanding

*“Improving Criminal Justice Responses with Enhanced Access, Technology, and Partnerships”***X**

Michelle S. Williams
Chief Operating Officer, Community Crisis S...

X

Susan Esserman
Founder, University of Maryland SAFE Cente...

X

Dr. Falecia D. Williams
President, Prince George's County Communi...



The Town of Cottage City
Police Department
3820 40th Avenue
Cottage City, MD 20722
Phone: (301) 927-9225



August 20, 2026

Dr. Denise C. McCain
Director
Prince George's County Family Justice Center
Circuit Court for Prince George's County
RE: Letter of Intent – OVW ICJR Continuation Application

Dear Dr. McCain:

On behalf of the Cottage City Police Department, I am pleased to provide this Letter of Intent in support of the Prince George's County Family Justice Center's continuation application to the U.S. Department of Justice, Office on Violence Against Women (OVW), under the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking (ICJR) Program.

The Cottage City Police Department values its partnership with the Prince George's County Family Justice Center and supports the continued collaborative efforts of the ICJR project to enhance coordinated criminal justice and community responses for survivors of domestic violence, dating violence, sexual assault, and stalking throughout Prince George's County.

The Cottage City Police Department intends to continue its participation as a project partner and to collaborate with the Prince George's County Family Justice Center in furtherance of the goals and objectives outlined in the ICJR continuation application.

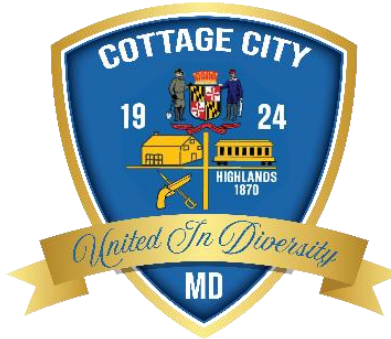
The Town of Cottage City requires formal approval by its Board of Commissioners for agreements involving the commitment of municipal facilities or personnel. Because the Board is currently in its regularly scheduled August recess, the Town is unable to complete the required administrative and legal review and formally execute the project Memorandum of Understanding prior to the grant application deadline.

Accordingly, this Letter of Intent confirms the Cottage City Police Department's support for the proposed continuation project and its intent to present the finalized Memorandum of Understanding for formal authorization by the Cottage City Board of Commissioners at the earliest possible opportunity following the Board's August recess. Final participation and any commitment of municipal resources remain contingent upon completion of the Town's required review and approval process.

The Cottage City Police Department appreciates the opportunity to continue its partnership with the Prince George's County Family Justice Center and remains committed to collaborative efforts that strengthen victim safety, offender accountability, and access to coordinated services throughout our community.

Sincerely,

David Martini
Chief of Police
Cottage City Police Department
Town of Cottage City



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161

Memorandum:

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: September 1, 2026

Subject: Proposed Streetlight At 37th Avenue Near CSX Railroad Tracks

PURPOSE:

The Town of Cottage City proposes the installation of a new streetlight on 37th Avenue near the CSX Railroad Tracks. Staff contacted Pepco to obtain information regarding the application process, existing infrastructure, estimated costs, permitting requirements, anticipated timeline, and the availability of a site assessment.

APPLICATION PROCESS:

To request the installation of a new streetlight, the Town must submit an application online to Pepco. Once the application is received, Pepco will assign the project to a Service Associate, Designer, and Engineer for review and coordination.

As part of this process, a Pepco representative will conduct a field assessment to evaluate the proposed location and determine the appropriate lighting configuration and infrastructure requirements.

EXISTING PEPKO INFRASTRUCTURE:

Pepco will need to conduct a field visit to determine whether existing electrical infrastructure is located at or near 37th Avenue that could support the proposed streetlight.

If suitable infrastructure is not currently available, Pepco has indicated that it can install the necessary cables and related infrastructure to provide electrical service to the new streetlight.

ESTIMATED INSTALLATION COSTS:

The final cost will depend on the type of streetlight selected and the infrastructure required at the site.

Pepco has provided the following preliminary estimate for one overhead LED streetlight:

- **Overhead LED Streetlight Installation:** Approximately **\$2,703**
- **New Supply/Service Connection:** Approximately **\$2,354**
- **Estimated Total:** Approximately **\$5,057**

Because this would be a new installation, a new supply connection fee will be required.

The final project cost will be determined following Pepco's field assessment and engineering review.

PERMITS AND APPROVALS:

Pepco will coordinate the necessary permitting associated with the installation. Pepco will notify the Town of Cottage City when work is scheduled so that the appropriate permits and approvals can be obtained for work within the Town's property or right-of-way.

ESTIMATED TIMELINE:

Pepco estimates that the installation process will take approximately **15 weeks** after the application is received and the project is assigned to a Designer for the field assessment, or "walk-down."

The actual timeline may vary depending on existing infrastructure, permitting requirements, engineering needs, material availability, and the scope of work required.

SITE ASSESSMENT AND RECOMMENDED LOCATION:

Staff can coordinate a field meeting with Pepco to review the 37th Avenue location and determine the best placement and lighting configuration.

NEXT STEPS:

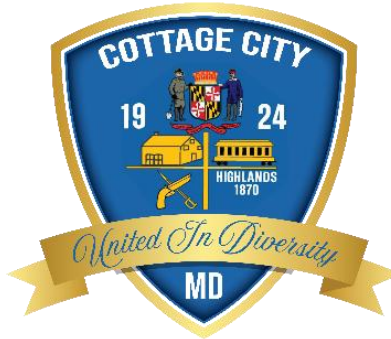
Staff recommends proceeding with the Pepco application for the proposed streetlight at 37th Avenue. Following submission of the application, staff will coordinate with Pepco to schedule a field assessment and obtain more specific information regarding the recommended location, infrastructure requirements, final project cost, and installation schedule.

CONCLUSION:

The proposed streetlight would improve visibility and safety along 37th Avenue near the CSX Railroad tracks. Based on Pepco's preliminary information, the estimated cost for one overhead LED streetlight and a new supply connection is approximately \$5,057.

A field assessment will be necessary before the Town can determine the final location, infrastructure requirements, and total project cost. Staff will provide the Commission with additional information following Pepco's site assessment and engineering review.

-



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161

Memorandum:

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: September 1, 2026

Subject: IT & Cybersecurity Policy – Commission Guidance

Following the Commission’s recess, I would like to keep the issue of the Town’s IT and Cybersecurity Policy on the radar and seek direction from the Commission regarding how you would like to proceed.

As you may recall, Advantage Technology, through Mike Nastick & Chis May, provided the Town with a Municipal IT and Cybersecurity Policy & Procedure Template. The template provides a comprehensive framework for addressing municipal cybersecurity, information technology, data protection, and technology use.

The template is organized around the NIST Cybersecurity Framework and Maryland Department of Information Technology guidance. It addresses important areas including account security, multi-factor authentication, ransomware, vendor management, backups, incident response, public records obligations, technology procurement, software and SaaS, and artificial intelligence (AI) use.

The document also includes a dedicated section addressing AI within the broader Technology Procurement, Software, SaaS, and AI Use Policy.

Commission Direction:

The template is intended to serve as a working template, rather than a document that a municipality must adopt in its entirety. Sections can be selected, modified, or removed to reflect Cottage City's existing policies, operational needs, vendors, insurance requirements, Charter and Code provisions, and available resources.

I would therefore like to obtain guidance from the Commission regarding what you would like to see included in a future Town policy or ordinance.

Among the issues for consideration are:

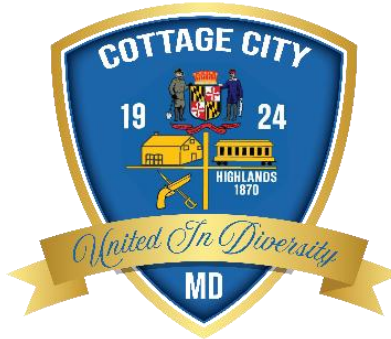
1. Whether the Town should adopt a comprehensive IT and Cybersecurity Policy;
2. Whether the policy should be adopted by ordinance, resolution, or administrative policy;
3. Whether the Commission would prefer a phased approach, beginning with the highest-priority areas such as:
 - Acceptable Technology Use;
 - User Access and Multi-Factor Authentication;
 - Data Security and Handling;
 - Incident and Cybersecurity Reporting;
 - Backup and Recovery Procedures;
 - Vendor and Third-Party Security; and
 - AI Use;
4. Whether the Town should establish specific requirements for employees and elected officials,
5. What level of oversight the Commission would like regarding cybersecurity incidents and technology-related policies; and
6. Whether the Town should incorporate portions of a standalone municipal AI ordinance into the broader IT and cybersecurity policy.

Next Steps:

Following the Commission's discussion, we can provide Advantage Technology with the Commission's preferred scope and request any additional guidance or recommendations.

Once the Commission provides direction, I can work with the Town Attorney to develop the appropriate ordinance, resolution, policy, or combination of documents for consideration.

At this stage, I am primarily seeking Commission guidance on what you would like the Town's IT and cybersecurity framework to accomplish and what provisions you believe should be included.



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161

Memorandum:

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: September 1, 2026

Subject: Proposed End-of-Year Calendar 2026

The Commission needs to address the following items regarding the proposed end-of-year calendar for 2026:

Veterans Day / Regular Town Meeting:

Veterans Day 2026 falls on the same day as our regularly scheduled Town Meeting. The Commission will need to decide whether to move the meeting to another date.

Events Requiring Final Dates:

The Commission also needs to finalize the dates for the following events:

- Senior Harvest Dinner

The proposed calendar is provided below for the Commission's discussion and consideration.

September:

Tuesday, September 1, 2026: Work Session | 6:30 PM | Zoom

Monday, September 7, 2026: Labor Day - Town Hall Closed

Wednesday, September 9, 2026: Regular Town Meeting | 7:00 PM | Hybrid

Friday, September 18, 2026: Hispanic Heritage Month Celebration | 6:30 PM

October:

Wednesday, October 7, 2026: Work Session | Regular Town Meeting | 6:30 PM | Hybrid

Monday, October 12, 2026: Indigenous Peoples Day - Town Hall Closed

Saturday, October 24, 2026: Pumpkin Picking In The Garden – 2:00 PM

Saturday, October 31, 2026: Halloween Event / Town Trunk-or-Treat - Tot Lot | 6:30 PM

November:

Tuesday, November 3, 2026: Work Session | 6:30 PM | Zoom

Wednesday, November 11, 2026: Veterans Day - Town Hall Closed

Wednesday, November 11, 2026: Regular Town Meeting | 7:00 PM | Hybrid - Need to decide new meeting date.

PROPOSED: Saturday, November 21, 2026: Senior Harvest Dinner | 3:00 PM until 5:00 PM

Thursday, November 26, 2026: Thanksgiving Day - Town Hall Closed

Friday, November 27, 2026: Day after Thanksgiving - Town Hall Closed

Saturday, November 28, 2026: Holiday Movie Series | 6:30 PM | Christmas Chronicles I

December:

Tuesday, December 1, 2026: Work Session | 6:30 PM | Zoom

Friday, December 4, 2026: Holiday Movie Series | 6:30 PM | Christmas Chronicles II

Wednesday, December 9, 2026: Regular Town Meeting | 7:00 PM | Hybrid

Saturday, December 12, 2026: Breakfast With Santa | 10:00 AM | Town Hall

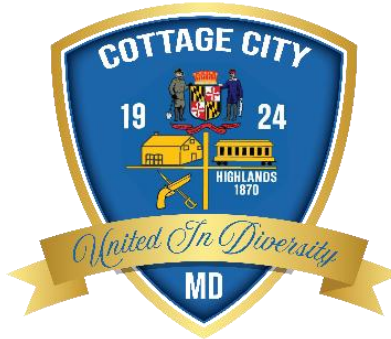
Friday, December 18, 2026: Community Holiday Mixer | 7:00 PM | Town Hall

Saturday, December 19, 2026: Holiday Craft Fair | Town Hall 10:00 AM until 2:00 PM

Monday, December 21, 2026: Staff Holiday Appreciation Event | 1:00 PM

Thursday, December 24, 2026 Christmas Eve - Town Hall Closed

Friday, December 25, 2026 Christmas Day - Town Hall Closed



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

Memorandum:

To: Cottage City Commission

From: John Hoatson, Town Manager

Date: September 1, 2026

Subject: America In Bloom Symposium 2026

The America in Bloom Symposium will be held September 24–26, 2026, in Alexandria, Virginia.

The cost to attend the full symposium is \$375, which includes meals, the Thursday evening dinner and awards ceremony, and the Saturday evening banquet.

Thursday Evening – Community Champions Awards

Thursday evening will feature the recognition of the Community Champions, with each participating town receiving a plaque in recognition of its outstanding criteria. Former Mayor Gant will serve as the Master of Ceremonies.

For those who are unable to attend the full symposium, there are also options to attend the evening events only:

Thursday AIB Dinner and Awards: \$150

Saturday AIB Dinner and Awards: \$150

This is a great opportunity to celebrate the accomplishments of participating communities and recognize their outstanding work.

Here is the America in Bloom itinerary for Friday, September 25 when we host the America In Bloom Symposium in the Port Towns and College Park.

America In Bloom Symposium Itinerary -Visit to Bladensburg, College Park, Colmar Manor, Cottage City and Edmonston

Friday, September 25, 2026

12:00 p.m. Lunch at the Westin – Alexandria, VA, 400 Courthouse Square, Alexandria, VA 22314

Videos presented

1:00 p.m. Board the Buses – Bus #1, #2 and #3.

2:00 p.m. – 3:00 p.m.

Bus #1 Arrives Bladensburg Eco City Farms/Compost Outpost and visits Town Hall for break and review of grounds. – Refreshment Break at Town Hall

Bus #2 Arrives Cottage City Town Hall to Tour grounds and Community Garden/Leaves for Colmar Manor to tour mural/dueling grounds/Town Hall – Refreshment Break

Bus #3 Arrives Edmonston Community Forklift/ Walk to Veteran’s Park/Murals/Rain Gardens

3:00 p.m. – 4:00 p.m.

Bus #3 Arrives Bladensburg Eco City Farms/Compost Outpost and visits Town Hall for break and review of grounds. – Refreshment Break at Town Hall

Bus #1 Arrives Cottage City Town Hall to Tour grounds and Community Garden/Leaves for Colmar Manor to tour mural/dueling grounds/Town Hall – Refreshment Break

Bus #2 Arrives Edmonston Community Forklift/ Walk to Veteran’s Park/Murals/Rain Gardens

4:00 p.m. – 5:00 p.m.

Bus #2 Arrives Bladensburg Eco City Farms/Compost Outpost and visits Town Hall for break and review of grounds. – Refreshment Break at Town Hall

Bus #3 Arrives Cottage City Town Hall to Tour grounds and Community Garden/Leaves for Colmar Manor to tour mural/dueling grounds/Town Hall – Refreshment Break

Bus #1 Arrives Edmonston Community Forklift/ Walk to Veteran's Park/Murals/Rain Gardens

5:00 -6:15 p.m. - Reception/Tour of LEED Certified City Hall at College Park

6:30 p.m. - Arrive at Bladensburg Waterfront Park – Salsa Lessons

7:00 p.m. - Dinner catered by Sardis

8:00 p.m. - Fireworks

8:15 p.m - Board buses to return to Westin Alexandria Old Town



