Tuesday, December 9, 2025
*Charles County Board of County Commissioners Regular Session

Charles County Commissioners' Meeting-Hybrid Virtual/In-Person

The County Commissioners will be holding these public meetings virtually and limited in-person. The public can watch this meeting on Comcast 95 (SD) and 1070 (HD), Verizon FIOS 10, Roku or Apple TV streaming devices (Charles County Government), and the web at www.CharlesCountyMD.gov. Residents without internet service can listen to the meeting at 301-645-0500.

Link: Live Streaming (Day of Meeting)

Link: Meetings on Demand (Previously Recorded Meetings)

[9:00 a.m.] Open Session In Person (Commissioners' Meeting Room, 200 Baltimore Street, La Plata, MD 20646)

- **Call to Order/Pledge of Allegiance**
- **Roll Call**

Recognition

- **2025 Charles County Truck Rodeo Awards**

[10:00 a.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)

- **Roll Call**

Commissioners' Comments

Approval of Minutes

- **Minutes of December 2, 2025**

Announcement(s)

- **Next Scheduled Session(s): January 6-7, 2026**

Approval of Items

- **Budget Amendment(s) and Budget Transfer(s):**
  (Mr. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

  FY2026 Budget Transfer Request #118 Mandated Local Share for Eligible Children in Private Prekindergartenc.pdf
  FY2026 Budget Transfer Request #736 CSM Construction of Waste Water Treatment Plant Replacement Projectc.pdf
  FY2026 Budget Amendment Increase #273 Split Funding from MDNR for Local Parks and Playground Infrastructurec.pdf
  FY2026 Budget Amendment Increase #274 Capital Improvement Project MDNR for Local Parks and Playground Infrastructurec.pdf

- **Letter of Request: To Charles County Public Schools Related to Swimming Pools in the Schools**
  (Ms. Kelli Beavers, Director, and Mr. Sam Drury, Deputy Director, Department of Recreation, Parks and Tourism; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

  Letter to CCPS RE Swimming Pools 2025.12.09 FINAL.pdf

- **Letter: Support Partnership with Charles County's Volunteer Fire and EMS Association Leadership**
  (Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator; and Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Ms. Michelle Lilly, Director Department of Emergency Services)

  Letter to Volunteers 2025.12.09.pdf

- **Request to Use Community Support Funds: Commission for Veterans Affairs Request**
  (Mr. Renaldo Waltson, Chairman, Mr. Mike Moses, Vice Chair, Charles County Commission for Veterans Affairs)

  Boards and Commissions Highlighted Community Support Policy.pdf
  CVA General Meeting minutes 6 August 2025.pdf

- **Request for Approval: Commission for Veteran's Affairs Bylaws**
  (Mr. Renaldo Waltson, Chairman, Mr. Mike Moses, Vice Chair, Charles County Commission for Veterans Affairs)

  Commission_VetAffairs.Draft_Bylaws.05.29.2025.pdf
  CVA Bylaws Draft Redline 112025.pdf

- **Approval: Acquisition of Land, Billingsley Road**
  (Ms. Sarah Guy, Chief of Property Acquisition and Ms. Victoria Rickett, Assistant Property Acquisition Officer, Office of the County Attorney for Charles County)

  12-9-25 Billingsley Rd Acquisition Open Session Summary.pdf

- **Approval: SOP Update - CP.CAD.04.001 Internal Audit Charter**
  (Mr. Johnnie Coleman, Senior Internal Auditor, and Ms. Danielle Mitchell, Action County Administrator, Office of the County Administrator)

CP.CAD.04.001 Internal Audit Charter 2025.12.08 - clean2.pdf
CP.CAD.04.001 Internal Audit Charter 2025.12.08 - redline2.pdf

- **Acceptance of Compensation Commission Report 2025**
  (Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County, and Ms. Vetoya Smith Chairperson, Compensation Commission)

  Final Compensation Commission Report with correction 12.09.25F2.pdf

Briefings-Morning

- **Briefing: Update on Public Arts and Cultural Master Plan**
  (Ms. Kelli Beavers, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley Planning Supervisor, Ms. Ashley Chenault, Chief of Tourism, and Ms. Brittney Gray, Tourism Outreach Specialist, Department of Recreation, Parks, and Tourism; Mr. Alexander Golob, Golob Art)

  2025.11.27 Commissioner Presentation for Master Plan - Charles County Public Art and Cultural Master Plan.pdf
  CharlesCounty_PublicArtCultural_MasterPlan_LoRes.pdf

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: Update on American Rescue Plan Act (ARPA)**
  (Mr. Jacob Dyer, Director, and Ms. Kelli Scherer, Budget Analyst II, Department of Fiscal & Administrative Services)

  ARPA County Plan 12092025.pdf

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: FY2026 General Fund Review-First Quarter**
  (Mr. Jacob Dyer, Acting Director, Ms. Samantha Chiriaco, Chief of Budget, and Ms. TaTanya Bowman, Assistant Chief of Budget Department of Fiscal and Administrative Services)

  FY26 General Fund 1Q.pdf

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: Sports and Wellness Complex - Current Status and Future Direction**
  (Ms. Keli Beaver, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley, Planning Supervisor, Department of Recreation , Parks, and Tourism; Mr. Jim Chandler, Director, Ms. Michelle Frye, Deputy Director, and Mr. Mark Thompson, Chief of Commercial Development, Department of Economic Development; and Mr. Jacob Dyer, Director, and Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative Services)

  Sports and Wellness-BOCC 12-9-25 Final (002).pdf
  FY2026 Budget Transfer Request #158 Outside Expertise to Develop and Evaluate Opportunitiesc.pdf

[12: 45 p.m.] Closed Session (Hybrid- Virtual and In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)

Closed Session: All or a portion of this session may be closed pursuant to Section 3-305(b)(1)(3)(7) of the General Provisions Article of the Annotated Code of Maryland.

[1:30 p.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)

- **Roll Call**

Additional Approval Items

- **Action on Boards and Commissions**
  Action on BC.pdf

- **Revised Letter: Support Partnership with Charles County's Volunteer Fire and EMS Association Leadership**
  Letter to Volunteers 2025.12.09. v2redline.pdf
  Letter to Volunteers 2025.12.09. v2CLEAN.pdf

Briefings-Afternoon

- ***TO BE RESCHEDULED* Briefing and Request to Introduce and Schedule a Public Hearing: Proposed Bill 2025-(08) Zoning Text Amendment (ZTA) #25-188 Proposed Encroachment Text Amendment.**
  (Ms. Sarah Guy, Chief of Property Acquisition, Ms. Victoria Rickett, Assistant Property Acquisition Officer, Mr. Marc Potter, Associate County Attorney I, Office of County Attorney for Charles County; Mr. Jason Groth, Director, Department of Planning and Growth Management)

  251121 ZTA 25-188.pdf

- ****TO BE RESCHEDULED** Update: Goals and Objectives-Resiliency and Sustainability**
  (Department of Public Works, and Department of Planning and Growth Management)

  Goals and Objectives Main Page

- **Briefing and Request for Approval: FY2026 General Fund Review-First Quarter**
  (Mr. Jacob Dyer, Acting Director, Ms. Samantha Chiriaco, Chief of Budget, and Ms. TaTanya Bowman, Assistant Chief of Budget Department of Fiscal and Administrative Services)

  FY26 General Fund 1Q.pdf

- **Briefing and Request for Approval: Update on American Rescue Plan Act (ARPA)**
  (Mr. Jacob Dyer, Director, and Ms. Kelli Scherer, Budget Analyst II, Department of Fiscal & Administrative Services)

  ARPA County Plan 12092025.pdf

- **Briefing and Request for Approval: Sports and Wellness Complex - Current Status and Future Direction**
  (Ms. Keli Beaver, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley, Planning Supervisor, Department of Recreation , Parks, and Tourism; Mr. Jim Chandler, Director, Ms. Michelle Frye, Deputy Director, and Mr. Mark Thompson, Chief of Commercial Development, Department of Economic Development; and Mr. Jacob Dyer, Director, and Ms. Samantha

Chiriaco, Chief of Budget, Department of Fiscal and Administrative Services)

Sports and Wellness-BOCC 12-9-25 Final (002).pdf
FY2026 Budget Transfer Request #158 Outside Expertise to Develop and Evaluate Opportunitiesc.pdf

- **Briefing: Discussion on American Federation of State, County and Municipal Employees (AFSME) Proposed Bill on Collective Bargaining**
  (Commissioner Collins)

  Draft Proposed Bill.pdf

- **Discussion: Information on Zoning for Cannabis Production, Manufacturing and Growing in Charles County**
  (Commissioner Bowling, Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Mr. Charles Rice, Planning Director, and Mr. Jason Groth, Director, Department of Planning and Growth Management)

- **Discussion: Inspections Related Agriculture and Nuisance Abatement Hearing Board and Agricultural Reconciliation Board**
  (Commissioner Bowling, Mr. Jason Groth, Director, Mr. Charles Rice, Planning Director, Mr. Raymond Shumaker, Chief of Codes, Permits and Inspections, Department of Planning and Growth Management; and Ms. Molly Meehan ,Agriculture and Rural Development Manager, Department of Economic Development)

Commissioners' New Business

[6:00 p.m.] Board of County Commissioners Quarterly Town Hall Meeting D4 (In-Person- St Charles High School, Waldorf, MD) The meeting will be held in the school auditorium. Please enter through door 28 in the performing arts wing and park adjacent to it in the student parking

This meeting is **in-person only.** There is no virtual speaking option for this meeting. In-person speaker sign in begins at 5:30 p.m.
If you have any questions regarding the Board of Commissioners Joint Town Hall Meeting, please contact the Commissioners Office at (301) 645-0550
or Commissioners@CharlesCountyMD.gov.

Submit Advance Questions Here

Adjournment

AGENDAS ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE:	December 9, 2025
SUBMITTED BY:	Carol DeSoto, Department of Public Works
ITEM TYPE:	Recognition
AGENDA SECTION:	Recognition
SUBJECT:	• **2025 Charles County Truck Rodeo Awards**
SUGGESTED ACTION:	
ATTACHMENTS:	

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE:	December 9, 2025
SUBMITTED BY:	Carol DeSoto
ITEM TYPE:	Minutes
AGENDA SECTION:	Approval of Minutes
SUBJECT:	• **Minutes of December 2, 2025**

SUGGESTED ACTION:

ATTACHMENTS:

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE:	December 9, 2025
SUBMITTED BY:	Carol DeSoto
ITEM TYPE:	Announcement: Next Scheduled Commissioners' Session(s)
AGENDA SECTION:	Announcement(s)
SUBJECT:	• **Next Scheduled Session(s): January 6-7, 2026**
SUGGESTED ACTION:	
ATTACHMENTS:	

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Budget Amendment(s) and Budget Transfer(s):**
  (Mr. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative)

SUGGESTED ACTION:

ATTACHMENTS:
FY2026 Budget Transfer Request #118 Mandated Local Share for Eligible Children in Private Prekindergartenc.pdf
FY2026 Budget Transfer Request #736 CSM Construction of Waste Water Treatment Plant Replacement Projectc.pdf
FY2026 Budget Amendment Increase #273 Split Funding from MDNR for Local Parks and Playground Infrastructurec.pdf
FY2026 Budget Amendment Increase #274 Capital Improvement Project MDNR for Local Parks and Playground Infrastructurec.pdf

Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach** to your transfer/amendment request in MUNIS.

Date	12/4/2025
Submitted by	DFAS
Department	DFAS

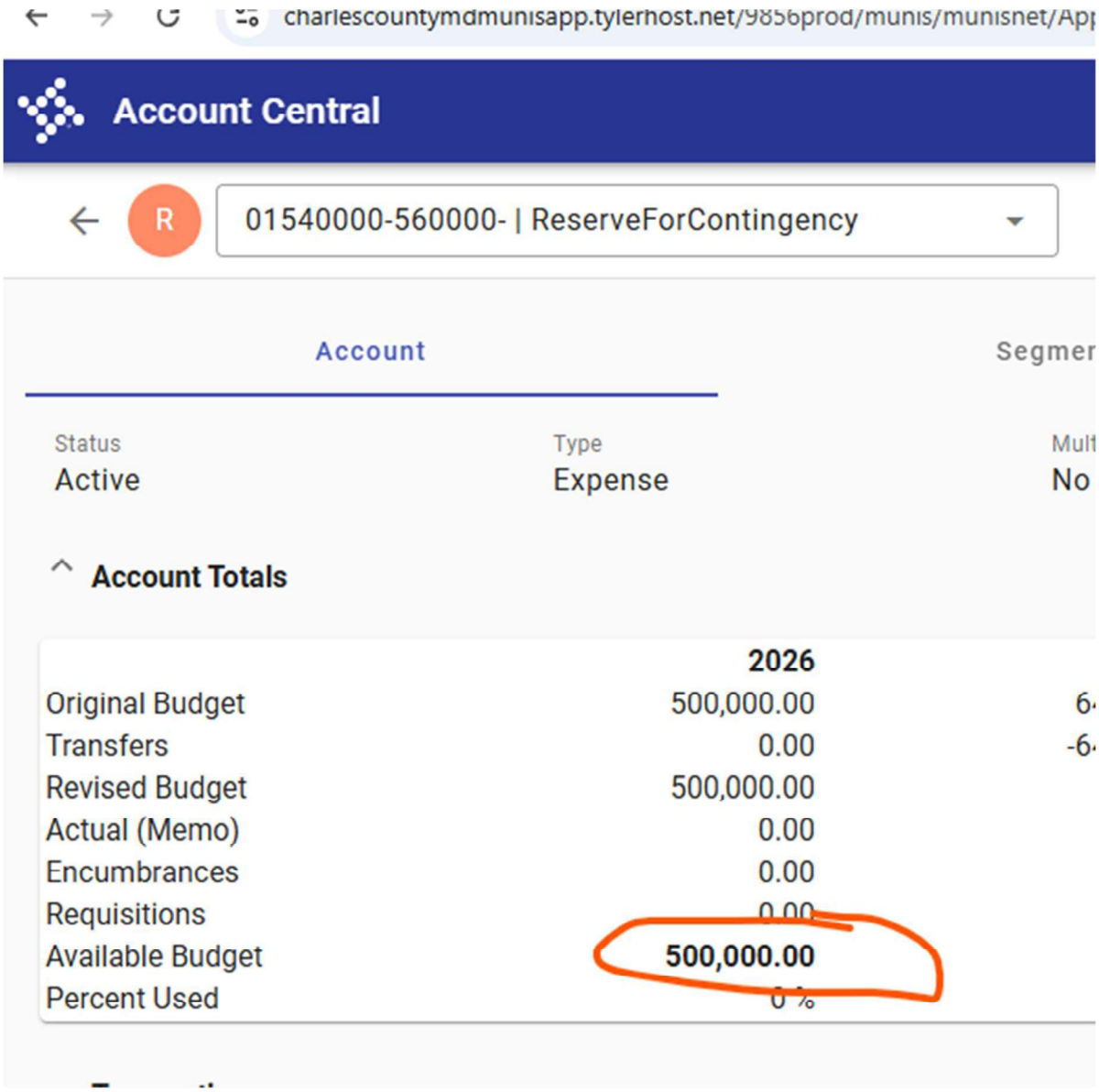
Funding Request: $141,860
Fiscal Year:
FY2026
Category:
Operating
Fund:
General Fund (01)

Reason transfer/amendment is requested?

County Governments are now responsible in paying the local share of the cost for eligible children enrolled in private prekindergarten. This is an unfunded state mandated that began in FY2026. This new change was not entirely communicated by MSDE to the Counties until after the FY2026 budget was adopted. Charles County's share is $141,853.

Reason for availability of funds?

The Contingency Budget has $500,000 available.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2026
Original Budget 500,000.00
Transfers 0.00
Revised Budget 500,000.00
Actual (Memo) 0.00
Encumbrances 0.00
Requisitions 0.00
Available Budget 500,000.00
Percent Used 0 %

Jacob Dyer

From: Alex Reese -MSDE- <alex.reese@maryland.gov>
Sent: Tuesday, December 2, 2025 10:47 AM
To: Jacob Dyer
Cc: Donna Gunning -MSDE-; Kevin Kinnally; Krishnanda Tallur -MSDE-
Subject: Re: MSDE Communication regarding Private Prekindergarten Funding

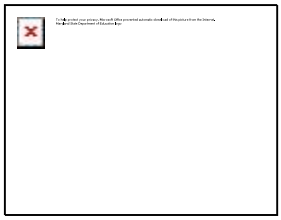
[External Content Warning] This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

Good morning, Jake -

I hope you and your family had a wonderful Thanksgiving.

MSDE is not able to assist local government leaders with presentations to local county boards. MSDE has provided the context, background and updates on this matter to local government CFOs and MACo that can be used to provide updates to the local county boards. If they have questions that are not addressed by our updates, you can send the questions to us. We will be glad to review and answer them.

Best regards,
Alex



Alex Reese (He/Him)
Chief of Staff
Office of the State Superintendent

O: (667) 406-2280
C: (443) 826-3819
alex.reese@maryland.gov

200 W. Baltimore Street
Baltimore, Maryland 21201
marylandpublicschools.org

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On Mon, Dec 1, 2025 at 6:58 PM Jacob Dyer <DyerJ@charlescountymd.gov> wrote:

Good evening Donna and Alex. Checking in on this request as I haven't heard back from anyone at MSDE. Please advise if anyone from MSDE is willing to participate in my funding request to my board to get the funding needed to support this year's invoice.

Thanks,

Jake

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Wednesday, November 19, 2025 7:08:10 AM
To: 'Donna Gunning -MSDE-' <donna.gunning@maryland.gov>; Alex Reese -MSDE- <alex.reese@maryland.gov>
Cc: Kevin Kinnally <kkinnally@mdcounties.org>
Subject: RE: MSDE Communication regarding Private Prekindergarten Funding

Good morning Donna and Alex. I am following up on my request from the October 23rd meeting between the County and MSDE that discuss the Private Prekindergarten Funding. During our meeting I requested if MSDE was able to assist with my presentation to the Charles County Board of County Commissioners that will request funding to support our FY2026 bill of $141,853. Alex said he would get back to me and I haven't heard back. This is my formal request for your assistance. Please advise.

Thanks,

Jake Dyer
Director of Fiscal & Administrative Services
Department of Fiscal & Administrative Services
Charles County Government
200 Baltimore Street
La Plata, MD 20646
301.645.0572

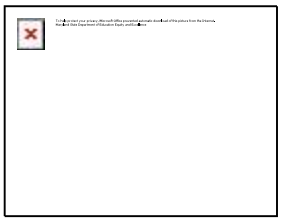
From: Donna Gunning -MSDE- <donna.gunning@maryland.gov>
Sent: Friday, October 10, 2025 4:01 PM
To: extrum99@aacounty.org; financeinfo@baltimorecountymd.gov; mary.andes@calvertcountymd.gov; Daniel Fox <dfox@carolinemd.org>; tzaleski@carrollcountymd.gov; Raymond Hamm <rhamm@cecilcountymd.gov>; Jenifer M. Ellin <EllinJ@charlescountymd.gov>; ktolley@docogonet.com; Weaver, Kelly <kweaver@frederickcountymd.gov>; Scott Weeks <sweeks@garrettcounty.org>; Sandlass, Robert <rfsandlass@harfordcountymd.gov>; Sun, Holly <hsun@howardcountymd.gov>; Pat Merritt <pmerritt@kentgov.org>; jennifer.bryant@montgomerycountymd.gov; saearley@co.pg.md.us; jrank@qac.org; vanetta.van.cleave@stmaryscountymd.gov; csapp@somersetmd.us; msparks@talbotcountymd.gov; kedlund@washco-md.net; Kimberly Reynolds <kreynolds@co.worcester.md.us>; Cenname, Robert <robert.cenname@baltimorecity.gov>; kdreed@baltimorecountymd.gov; Andrew Ondish <aondish@cecilcountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; balloyd@harfordcountymd.gov; bluffman@wicomicocounty.org; finance@alleganygov.org; jbennett@alleganygov.org
Cc: Michael Sanderson <msanderson@mdcounties.org>; kkenally@maco.org; ssample@maco.org
Subject: MSDE Communication regarding Private Prekindergarten Funding

[External Content Warning] **This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.**

County Budget Directors -

MSDE is providing the attached communication addressing concerns expressed by county representatives regarding the local share of private prekindergarten. Please let me know if you have additional questions.

Enjoy your weekend!



Donna Gunning (She/Her)
Chief Financial Officer
Division of Finance

O: (410) 767-0757
C: (443) 717-1782
donna.gunning@maryland.gov

200 W. Baltimore Street
Baltimore, Maryland 21201
marylandpublicschools.org

Jacob Dyer

From: Donna Gunning -MSDE- <donna.gunning@maryland.gov>
Sent: Friday, June 27, 2025 2:53 PM
To: Jacob Dyer
Cc: Joanne M Killian -MSDE-
Subject: Re: FW: FY 2026 Preliminary State Aid Calculations

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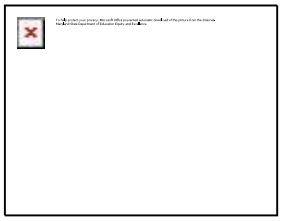
I think the intent was to make sure County officials understood these calculations are not final. The final calculations will be distributed shortly.



Donna Gunning (She/Her)
Assistant State Superintendent
Office of Finance

O: (410) 767-0757
C: (443) 717-1782
donna.gunning@maryland.gov

200 W. Baltimore Street
Baltimore, Maryland 21201
marylandpublicschools.org

On Fri, Jun 27, 2025 at 2:35 PM Jacob Dyer <DyerJ@charlescountymd.gov> wrote:

> Donna,
>
> Is this the January email you were referring to during our conversation? This was provided to me from our Acting Deputy County Administrator, Jenifer Ellin. The email below does talk about how this will be billed to County Governments directly. However, your email below also says more details will be provided later in the spring. Were those details provided? If so can you please share?
>
> Thanks,

Jake

From: Jenifer M. Ellin <EllinJ@charlescountymd.gov>
Sent: Thursday, January 16, 2025 4:16 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>
Cc: Deborah Hall <HallD@charlescountymd.gov>
Subject: FW: FY 2026 Preliminary State Aid Calculations

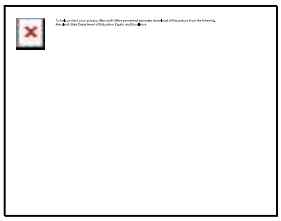
Just making sure you had this.

From: Donna Gunning -MSDE- <donna.gunning@maryland.gov>
Sent: Thursday, January 16, 2025 3:29 PM
To: countyadministrator@alleganygov.org; exande22@aacounty.org; dwalker@baltimorecountymd.gov; julian.willis@calvertcountymd.gov; jgoldman@carolinemd.org; rwindham@carrollcountymd.gov; dschneckenburger@cecilcountymd.gov; Mark Belton <BeltonM@charlescountymd.gov>; jjones@docogonet.com; jpeterson@frederickcountymd.gov; knull@garrettcounty.org; rmccord@harfordcountymd.gov; bganz@howardcountymd.gov; sherman@kentgov.org; richard.madaleno@montgomerycountymd.gov; thjackson@co.pg.md.us; tmohn@qac.org; david.weiskopf@stmaryscountymd.com; dtaylor@somersetmd.us; cbstamp@talbotcountymd.gov; mgordon@washco-md.net; bluffman@wicomicocounty.org; wyoung@co.worcester.md.us; faith.leach@baltimorecity.gov; extrum99@aacounty.org; financeinfo@baltimorecountymd.gov; sharon.strand@calvertcountymd.gov; Daniel Fox <dfox@carolinemd.org>; deffingham@carrollcountymd.gov; Shon McCollum <smccollum@cecilcountymd.gov>; Jenifer M. Ellin <EllinJ@charlescountymd.gov>; ktolley@docogonet.com; Weaver, Kelly <kweaver@frederickcountymd.gov>; Scott Weeks <sweeks@garrettcounty.org>; spence, kimberly <kkspence@harfordcountymd.gov>; Sun, Holly <hsun@howardcountymd.gov>; Pat Merritt <pmerritt@kentgov.org>; jennifer.bryant@montgomerycountymd.gov; sjmcgibbon@co.pg.md.us; jrank@qac.org; joyce.sapp@stmaryscountymd.gov; Faith Redmond <fredmond@somersetmd.us>; msparks@talbotcountymd.gov; kedlund@washco-md.net; Kimberly Reynolds <kreynolds@co.worcester.md.us>; mara.james@baltimorecity.gov; bennett@alleganygov.org; finance@alleganygov.org
Cc: Krishnanda Tallur -MSDE- <krishnanda.tallur@maryland.gov>; Mary Pat Fannon <marypat.fannon@pssam.org>; Rachel Hise -AIB- <rachel.hise@maryland.gov>
Subject: FY 2026 Preliminary State Aid Calculations

[External Content Warning] This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

County Government Leaders -

The Maryland State Department of Education (MSDE) is releasing the preliminary FY 2026 Major State Aid calculations that reflect the Governor's Allowance. Please note that the calculations are preliminary until the General Assembly passes the fiscal year 2026 budget.
For fiscal year 2026, the local share of prekindergarten for participating providers will be billed to the County Government directly. MSDE will provide more details on this process later in the spring.
For questions, please contact Donna Gunning, Assistant State Superintendent, Financial Planning, Operations and Strategy, at donna.gunning@maryland.gov or 410-767-0757.



Donna Gunning (She/Her)
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O: (410) 767-0757
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200 W. Baltimore Street
Baltimore, Maryland 21201
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TO: Michael Sanderson, Executive Director, Maryland Association of Counties

FROM: Carey Wright, Ed.D., State Superintendent of Schools

DATE: October 10, 2025

SUBJECT: Local Share of Publicly Funded Prekindergarten – Private Providers

Background

In May 2024, the Maryland Association of Boards of Education (MABE) contacted the State Board of Education and the Accountability and Implementation Board (AIB) to request an interpretation of Education Article §5-229(d). Specifically, MABE asked about the respective responsibilities of county boards of education and county governments when distributing funding to public and private prekindergarten providers.

The State Board and AIB responded that the statute requires county boards of education to distribute prekindergarten funding to public providers, §5-229(d)(1), and requires county governments to distribute the local share of funding for private providers to MSDE which, in turn, distributes both the State and local share to the private providers, §5-229(d)(2). The response also noted that, because the maintenance of effort calculation for fiscal year 2025 had included the local share for private providers, county boards and county governments should work together to determine who will distribute those funds to MSDE.

In June 2024, MABE and the Public School Superintendents' Association of Maryland (PSSAM) expressed concerns with the reference to maintenance of effort. MSDE and AIB explained that this was necessary because the fiscal year 2025 calculations were finalized before MABE's inquiry. While county governments had included the local share for private providers in their appropriation to county boards, the local share should have been directed to MSDE consistent with §5-229(d)(2). To remedy the issue, MSDE invoiced county boards of education for the local share of prekindergarten funding for private providers.

MSDE and AIB's response further explained that the local share of prekindergarten funding for private providers would be excluded from the annual maintenance of effort calculations. As a result, county governments would be responsible for distributing to MSDE the local share of prekindergarten funding for private providers. County budget directors received email notification in January 2025 including the preliminary fiscal year 2026 Major State Aid calculations.

Current Process

County boards of education were required to distribute the local share of private provider prekindergarten funding to MSDE in fiscal year 2025 because these funds were included in the annual Maintenance of Effort calculations and were therefore included in the local appropriation provided to county boards from the county governments. Beginning in fiscal year 2026 and beyond, the annual Maintenance of Effort calculations exclude the local share of private provider prekindergarten funding. MSDE will invoice county governments

directly for the local share of private provider prekindergarten funding. County governments will receive a list of students residing in their jurisdiction and attending a private prekindergarten provider along with the total annual local share cost for these students. The total cost can be broken into six bi-monthly payments and county governments have the option of paying the total amount or installments throughout the fiscal year. Installment invoices will be distributed throughout the fiscal year in July, September, November, January, March and May. The total cost must be paid by June of each fiscal year.

Next Steps

In August 2025, county government budget directors shared concerns with MSDE related to the expectation that county governments pay the local share of the cost for eligible children enrolled in private prekindergarten, particularly for fiscal year 2026. County government budget directors shared concerns about the annual Maintenance of Effort calculation as well as communication gaps regarding these process changes. MSDE is resolving the Maintenance of Effort calculation concerns for those counties with required local education funding at the Maintenance of Effort level in fiscal year 2026, fiscal year 2027, and beyond. Counties with required local funding at the Local Share level are not impacted because the Local Share calculation is not based on a prior year appropriation. The Local Share is calculated annually by summing the program-level local share requirements, including eligible adjustments. In fiscal year 2026, 15 counties provide required local education funding at the Maintenance of Effort level.

The fiscal year 2026 Maintenance of Effort calculation is resolved by reducing the fiscal year 2026 invoice for the local share of private prekindergarten. Invoices for those counties with required local education funding at the Maintenance of Effort level will be reduced by the fiscal year 2025 local share of private prekindergarten. The fiscal year 2027 Maintenance of Effort calculation is resolved by including the fiscal year 2025 local share of private prekindergarten as a program shift in the Maintenance of Effort calculation for those counties with required local education funding at the Maintenance of Effort level. This program shift will remove the fiscal year 2025 local share of private prekindergarten from the base calculation of Maintenance of Effort permanently. The attached table details, for the impacted counties, the fiscal year 2025 local share of private prekindergarten funding and the adjustment to the fiscal year 2026 local share of private prekindergarten funding.

In an effort to assist county governments with the fiscal year 2026 costs, MSDE consulted with the Department of Management and Budget (DBM) to identify flexibility options for county governments. DBM has agreed to allow county governments until November 2026 to pay the fiscal year 2026 invoices. County governments may choose to pay the total amount in one payment or in multiple payments. MSDE will distribute installment invoices beginning in November 2025. The total cost for fiscal year 2026 must be paid in full by November 2026.

In January 2026, once the Governor's budget is submitted to the General Assembly, MSDE will release the preliminary fiscal year 2027 Major State Aid calculations to county budget directors at the same time the data is released to the Local Education Agencies (LEAs). The preliminary fiscal year 2027 calculations file will include a separate tab that details the local share of prekindergarten funding for private providers, including estimated student counts and the estimated local share by jurisdiction. In June 2026, after the General Assembly's legislative appropriation is released, MSDE will distribute the final fiscal year 2027 Major State Aid

calculations to the county government budget directors at the same time the information is released to the LEAs.

In July 2026, MSDE will distribute the fiscal year 2027 local share of private prekindergarten funding invoices to county government budget directors. The communication will include a list of eligible students residing in the jurisdiction and a list of participating providers operating in the jurisdiction. The fiscal year 2027 invoice must be paid in full by June 2027.

Thank you for your patience as MSDE worked with State leaders to provide flexibility to county governments in funding the local share of private provider prekindergarten students. Please feel free to contact Donna Gunning, MSDE Chief Financial Officer, with any questions at donna.gunning@maryland.gov.

Fiscal Year 2026 Local Share of Private Prekindergarten

Local Education Agency	FY 2026 Local Share Private Prekindergarten	FY 2025 Local Share Private Prekindergarten	Final FY 2026 Invoice Local Share Private Prekindergarten
Allegany	14,280	9,345	4,935
Anne Arundel	238,360	159,695	78,665
Baltimore City	963,798	344,840	618,958
Baltimore	2,016,785	1,128,666	888,119
Calvert	39,764	116,354	0
Carroll	444,065	239,768	204,297
Charles	182,964	41,111	141,853
Frederick	663,340	261,807	401,533
Harford	702,565	82,716	619,849
Howard	1,568,411	881,265	687,146
Montgomery	2,467,288	967,066	1,500,222
Queen Anne's	96,147	25,986	70,161
St. Mary's	0	0	0
Wicomico	253,802	109,964	143,838
Worcester	418,282	510,286	0
TOTAL	**10,069,851**	**4,878,869**	**5,190,982**

August 29, 2024

Michelle Corkadel, President
Maryland Association of Boards of Education
621 Ridgely Avenue; Suite 300
Annapolis, MD 21401

Jeffrey A. Lawson, Ed.D., President
Public School Superintendent's Association of Maryland
1217 S. Potomac Street
Baltimore, MD 21224

Dear Ms. Corkadel and Dr. Lawson:

We are writing in response to your letter dated June 14, 2024, to the Maryland State Board of Education and the Accountability and Implementation Board. In your letter, you object to any connection of the maintenance of effort funding requirement, Md. Code Ann., Educ. § 5-235, to the requirement that county governments pay the local share of publicly funded private prekindergarten directly to the Maryland State Department of Education (MSDE), Md. Code Ann., Educ. § 5-229. This stems from a statement we made in our original response to you dated May 22, 2024, which attempted to capture a factual reality rather than offer a legal interpretation. We stated that "[t]he county's required appropriation as identified in the annual Maintenance of Effort (MOE) certification for Fiscal Year 2025 already includes the local share for private prekindergarten students." We appreciate the opportunity to clarify this statement.

For Fiscal Year 2025, county governments included the local share for private prekindergarten students in their appropriation to the county boards of education. Pursuant to § 5-229 of the Education Article, however, this was a mistake. The General Assembly plainly intended the counties to pay the local share directly to MSDE. Had that happened, the local share would not have been included in counties' annual MOE certifications. What is equally clear is that the General Assembly did not intend direct payments made by counties on behalf of county boards of education to become part of the MOE calculation. For instance, debt service paid directly by the county government to the bond issuer for school construction projects is excluded. Md. Code Ann., Educ. § 5-235(c)(iii). Such direct payments are made in lieu of appropriating funds to the county board of education operating budget.

Of relevance here, the MOE statute excludes from the MOE calculation costs of existing programs that are shifted from the county board of education operating budget to the county operating budget. Md. Code Ann., Educ. § 5-235(c)(ii). This is because the MOE funding requirement is anchored to a county government's annual appropriation to the school operating budget and the county board of education's responsibility, in turn, to pay costs associated with operating the school system. If a cost and the funds to

pay that cost are not a part of the school operating budget, it would not make sense to include them in the calculation of MOE. For Fiscal Year 2025, county governments appropriated to the county boards of education the local share for publicly funded private prekindergarten students rather than making a direct payment to MSDE.

MSDE expects the county boards of education to remit that local share payment to MSDE upon being invoiced. As noted in our original response, counties and county boards may work together to identify the most efficient way to effectuate payment, but proper calculation of MOE and prompt payment are both necessary to effectuate §§ 5-229 and 5-235 of the Education Article. Beginning in FY26, the MOE calculation will exclude the local share for publicly funded private prekindergarten students. MSDE will advise county governments to distribute the local share payment to MSDE directly. Thank you for your continued support of education and educators in Maryland. Should you have any questions, please contact Donna Gunning, Assistant State Superintendent, Division of Financial Policy Planning, Operations, and Strategy, MSDE, by email at donna.gunning@maryland.gov or by phone at 410-767-0757.

If you would like to discuss this matter further, we would welcome the opportunity to meet.

Sincerely,

Carey M. Wright, Ed.D.
State Superintendent of Schools
Maryland State Department of Education

Rachel Hise
Executive Director
Accountability and Implementation Board

Budget Transfer/Amendment Request Form

Please fill the form out **completely** and **attach it** to your transfer/amendment request in MUNIS.

Date	11/24/25
Submitted by	Budget
Department	Budget

Funding Request: $330,620

Fiscal Year:

FY2026

Category:

Capital Improvement Project - Other

Fund:

Capital Projects (02)

Reason transfer/amendment is requested?

Based on a financial analysis prepared by the College of Southern Maryland's consultant, a local funding shortfall of $330,620 for construction is currently anticipated (estimate) for their Waste Water Treatment Plant Replacement project. The Maryland Department of the Environment (MDE) is providing grant funding to support 69.06% of construction with the remaining being supported by local funds. For CSM to begin the Request for Proposal (RFP) process for construction, a funding source to support needs to be identified to support the local share.

Reason for availability of funds?

Over $1 million available in the contingency inflation project

College of Southern Maryland
Waste Water Treatment Plant (WWTP)

The 57-year-old waste water treatment plant which serves McDonough High School, Stethem Education Center, Craik Elementary School (CCPS accounts for 82% of usage), and the College of Southern Maryland (CSM accounts for 18% of usage) is long overdue for replacement. The College has been working with Charles County and the State of Maryland to replace this plant for well over ten years. After several stops and starts CSM secured Bay Restoration Funds through the Maryland Department of Environment (MDE) to apply toward this replacement project. In 2022 it was estimated that MDE would fund 69.06% of the project's construction costs and a portion of additional planning and design costs.

2022 Project Cost Estimate	
Construction cost estimate for the WWTP upgrades	$7,736,000
Engineering, Construction Management, and Inspection	$1,702,000
Total Project Cost Estimate	**$9,439,000**

2022 Project Funding Estimate	
MDE Share of Construction (69.06%)	$5,343,510
County Share of Construction	$2,393,490
Engineering, Construction Management, and Inspection (County Share)	$ 978,000
Engineering, Construction Management, and Inspection (CSM Share)	$ 724,000
Total Funding	**$9,439,000**

Over the ensuing three years costs have risen from the 2022 estimate. Continued post-COVID construction cost escalation, tariffs on steel and other material, and the need to add a second containment tank as part of the design/engineering process are major factors in the cost increase.

2025 Project Cost Estimate (as of November 14, 2025) *	
Construction cost estimate for the WWTP upgrades	$12,645,180
Engineering, Construction Management, and Inspection	$ 831,084
Total Project Cost Estimate	**$13,476,264**

2025 Project Funding Estimate (as of November 14, 2025) *	
MDE Share of Construction	$ 8,219,070
MDE Share of Engineering, Construction Management, and Inspection	$ 831,084
County Share previously allocated	$ 3,371,490
CSM Share previously allocated	$ 724,000
Unfunded Local Share	$ 330,620
Total Project Funding Estimate	**$13,476,264**

*Based on a financial analysis prepared by CSM's consultant RK&K a **Funding Shortfall** of **$330,620** is currently projected. This is based on the MDE grant funding all engineering, construction management, inspection and other costs. Construction costs are an estimate. An RFP for construction will be issued in December.

(CSM/OPP: 11-21-25)

PROJECT: **Waste Water Treatment Plant Replacement**

The College's waste water treatment plant is beyond its intended life span. It's imperative that a new plant is constructed as the current plant could cease operating at any time. The current plant not only serves the college but it also serves the three public schools adjacent to the CSM property. The waste water treatment plant will be located at the La Plata Campus.

PROJECT STATUS AS OF **30-November-2025**

PROJECT NUMBER **1343001029**

PROJECT TYPE: CSM

STATUS: ACTIVE

	LIFE TO DATE STATUS				
REVENUE BUDGET	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	0.00	0.00	0.00		
STATE	0.00	5,343,510.00	5,343,510.00	0%	1343001029.40342
OTHER: CSM	0.00	724,000.00	724,000.00	0%	1343001029.40388
BOND PROCEEDS	0.00	978,000.00	978,000.00	0%	1343001029.40389
PAY-GO OPERATING	2,396,490.00	2,396,490.00	0.00	100%	1343001029.40390
TOTAL	$2,396,490.00	$9,442,000.00	$7,045,510.00	25%	

EXPENSE BUDGET	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION	0.00	0.00	0.00		
FAS ADMINISTRATION	3,391.31	3,000.00	(391.31)	113%	1343001029.50442
A&E	0.00	1,702,000.00	1,702,000.00	0%	1343001029.50443
LAND & ROW	0.00	0.00	0.00		
CONSTRUCTION	0.00	7,737,000.00	7,737,000.00	0%	1343001029.50450
CONTINGENCY	0.00	0.00	0.00		
MISCELLANEOUS	0.00	0.00	0.00		
EQUIPMENT	0.00	0.00	0.00		
TOTAL	$3,391.31	$9,442,000.00	$9,438,608.69	0%	

PROJECT BALANCE	$2,393,098.69	$0.00

BUDGET HISTORY

3,903,000.00	FY22 Orig Bud:$2,925k State,$978k Bonds
5,539,000.00	FY23 Mid yr:$2,396K PayGo,$2,418K State,$724K CSM
9,442,000.00	Total LTD Budget

BOND FUNDING HISTORY

0.00 Total Local Funding to Date

	Bonded	**Expended**	**%**

COMMENTS:

PROJECT IS FULLY FUNDED.

PROJECT BUDGET REPORT

FOR 07/01/2020 - 11/30/2025

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 1343001029 - Waste Water Treatment Plant Rp								
F 1343001029.40342	.	.	WasteWt St					
	-2,925,000.00	-2,418,510.00	-5,343,510.00	0.00	0.00	0.00	-5,343,510.00	0.00%
F 1343001029.40388	.	.	TrmtPt CSM					
	0.00	-724,000.00	-724,000.00	0.00	0.00	0.00	-724,000.00	0.00%
F 1343001029.40389	.	.	WasteWt Bd					
	-978,000.00	0.00	-978,000.00	0.00	0.00	0.00	-978,000.00	0.00%
F 1343001029.40390	.	.	Wstwtr Pay					
	0.00	-2,396,490.00	-2,396,490.00	0.00	0.00	-2,396,490.00	0.00	100.00%
E 1343001029.50442	.	.	FAS Admin					
	3,000.00	0.00	3,000.00	0.00	0.00	3,391.31	-391.31	113.04%
E 1343001029.50443	.	.	A&E					
	273,000.00	1,429,000.00	1,702,000.00	0.00	0.00	0.00	1,702,000.00	0.00%
E 1343001029.50450	.	.	Construct					
	3,627,000.00	4,110,000.00	7,737,000.00	0.00	0.00	0.00	7,737,000.00	0.00%
FUNDING SOURCE TOTALS for Project: 1343001029 - Waste Water Treatment Plant Rp								
	-3,903,000.00	-5,539,000.00	-9,442,000.00	0.00	0.00	-2,396,490.00	-7,045,510.00	25.38%
EXPENSE TOTALS for Project: 1343001029 - Waste Water Treatment Plant Rp								
	3,903,000.00	5,539,000.00	9,442,000.00	0.00	0.00	3,391.31	9,438,608.69	0.04%
TOTALS for Project: 1343001029 - Waste Water Treatment Plant Rp								
	0.00	0.00	0.00	0.00	0.00	-2,393,098.69	2,393,098.69	
TOTALS FOR FUNDING SOURCE STRINGS								
	-3,903,000.00	-5,539,000.00	-9,442,000.00	0.00	0.00	-2,396,490.00	-7,045,510.00	100.00
TOTALS FOR EXPENSE STRINGS								
	3,903,000.00	5,539,000.00	9,442,000.00	0.00	0.00	3,391.31	9,438,608.69	0.04

REPORT TOTAL							
Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	
0.00	0.00	0.00	0.00	0.00	-2,393,098.69	2,393,098.69	

CHARLES COUNTY GOVERNMENT

BUDGET AMENDMENT /TRANSFER REQUEST FORM

Please complete the form and **attach it** to your transfer/amendment request in MUNIS.

Date	11/10/2025
Submitted by	DFAS/Parks
Department	DFAS/Parks

Funding Request: **$735,000**
Fiscal Year: FY2026
Category: Capital Improvement Project - Parks
Fund: Capital Projects (02)

What is the reason for the transfer/amendment?

Request approval to resubmit an application to the Maryland Department of Natural Resources for Local Parks and Playground Infrastructure (LPPI) - Project Open Space funding. The proposed project will support upgrades to the field lighting at Laurel Springs Park's synthetic turf field.

The total available funding is $3.0 million. We request to split the allocation funding between two projects.

This funding was previously approved to support the Waldorf Amphitheater.

What is the reason for the availability of funds?

Funding received by the Maryland Department of Natural Resources, LPPI-Project Open Space program.

CHARLES COUNTY GOVERNMENT
Department of Recreation, Parks & Tourism
Kelli Beavers, CPRP, CPM
Director

Phone | 301-932-3470
Fax | 301-934-5624
Email | CCPR@CharlesCountyMD.Gov

October 24, 2025

Margaret Lashar
Local Grants Supervisor
Land Acquisition and Planning Unit
Maryland Department of Natural Resources
580 Taylor Avenue, E-4
Annapolis, MD 21401
via email: Margaret.lashar@maryland.gov

Subject: Local Parks and Playgrounds Infrastructure (LPPI) Funding: Laurel Springs Regional Park Lighting Upgrade and Playground Replacement

Dear Ms. Lashar,

Enclosed is the request from the County Commissioners of Charles County, Maryland, to utilize Local Parks and Playgrounds Infrastructure (LPPI) funding for the replacement of the playground and turf field lighting at Laurel Springs Regional Park in La Plata, Maryland. We are asking for $3,000,000.00 in assistance to cover 100% of the cost of these projects. These funds will be encumbered during State Fiscal Year 26 and 27. The timeline for this project is as follows:

Replacement of Field Lighting:

- Application Submission: November 2025
- Planned Construction: January 2026
- Completed Project: March 2026

Playground Replacement:

- Application Submission: November 2025
- Planned Construction: July 2026
- Completed Project: November 2026

Upon your review, please let us know if you have any questions or need additional information. Thank you for your assistance with this project.

Sincerely,

Ben Yeckley
RPT Planning Supervisor

Enclosure: LPPI Application Packet
cc: Sam Drury, CPRP, Deputy Director

GRANT APPLICATION / PROPOSAL PROCESSING FORM

Please review the attached proposal summary and application forms.

If you approve this proposal information, sign page 2 of this form and other forms as indicated with witness signatures, if applicable, in sufficient time to meet the deadline date indicated below.

If you have questions regarding the proposed program/project, please contact the Senior Budget Analyst at Ext. 2404 or the Department contact listed below to address those issues in a timely fashion. After your questions have been satisfactorily addressed, your signature is required for the grant to be forwarded for the next signature, final approval, and submission to the granting agency.

Approval indicates authorization for county matching funds allocated for this project, if applicable, as indicated below. Upon final approval, the application/proposal will be automatically returned to the originating Department for submission and record retention.

Section 1: General Information

Grant Start Date: 11/1/2025

Grant End Date: 11/26/2026

Grant Amount: $735,000

Application/Proposal Deadline: 01/01/2026

Grant Type:
____Competitive (award on the basis of competitions among eligible grantees)
__✓__Entitlement (a set of money or an amount determined under a formula grant)
____Continuation (continued funding for existing grant from funding agency)
*If continuation of an existing grant, AS400 Acct No*_____
Other _____

Funding Source: _____ Federal __✓__ State _____ Foundation _____ Corporate

If Federal Grant, CFDA#: _____

Capital Grant Project No: _____

Funding Agency: MD DNR

CC Gov. Department: Recreation, Parks and Tourism

Funding Agency Grant Program: Local Parks and Playgrounds Infrastructure (LPPI)

Official Grant Title: Laurel SpringsTurf Field Lighting Replacement

Funding Agency Contact: Margaret Lashar

Department Grant Contact: Ben Yeckley

Phone Number/Ext: 410-260-8427

Phone Number/Ext: 240-695-2064

Does this grant require matching funds? ____YES __✓__NO

If YES, amount: _____

Amount of Matching Funds: _____ Cash _____ In-Kind

If In-Kind, how will the matching funds be tracked?

Section 2: Grant Description

Briefly summarize the overall purpose/objective of the grant and indicate how this grant will contribute to the needs and goals of the County. (Not Grant Activities)

The purpose of this project is to replace the existing field lighting at the Synthetic Turf Field located at Laurel Springs Regional Park. Although the turf field itself is relatively new, it was originally constructed as a football field, and the existing lighting system that was installed in 1987, is now in need of replacement. The new lighting system will be significantly more energy efficient and will provide enhanced brightness and visibility for all field users.

Section 2: Grant Description Cont.

Briefly list grant program activities (what is going to be done with the grant funds):

Please provide a brief explanation of pertinent budget items that will be funded through this grant.

(indicate if funds will be used for new/old staff positions, contracted services, travel, materials/supplies, equipment/furniture, facilities, and other applicable items.)

Field Lights

How will the grant activities be continued after the end of the grant period?

Upon completion, this Grant will be retired and RPT will continue to manage the lights with in-house staff.

Section 3: Grant Application Review / Approval

** Your signature indicates a full understanding of the program information provided and intent to implement the project according to all program guidelines, assurances and certifications.

	Signature:	**Required On:**	
1. Department Head	_____	Sign-off Sheet	Date: _____
2. Partner Agency *(if applicable)*	_____	Sign-off Sheet Assurances	Date: _____
3. Senior Budget Analyst or Budget Analyst I	_____	Sign-off Sheet	Date: _____
4. Chief of Budget	_____	Sign-off Sheet	Date: _____
5. Director of Fiscal and Administrative Services	_____	Sign-off Sheet	Date: _____
6. County Attorney	_____	Sign-off Sheet Assurances	Date: _____
7. County Administrator	_____	Sign-off Sheet	Date: _____
8. President County Commissioners	_____	Sign-off Sheet Assurances	Date: _____

Maryland Department of Natural Resources
Local Parks and Playgrounds Infrastructure

Development Application and Project Agreement

PROJECT # _____
(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME Laurel Springs Regional Park

PROJECT NAME Laurel Springs Regional Park - Turf Field Lighting Replacement

2. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: 5940 Radio Station Road MD Legislative District 28

City/Town La Plata County Charles Zip Code 20646

County Tax Map 33 Grid 11 Parcel 123 Lot _____

SDAT Account Identifier 0901026704
District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

3. PROJECT DETAILS:

Is this project located within a Coast Smart Climate Ready Action Boundary? https://mdfloodmaps.net/CRAB/ (If 'Yes', please answer the following) Yes ____ No X

a. Is the total cost of this project $500,000 or greater? Yes ____ No ____

b. Does this project include a structure? For the Coast Smart Construction Program, a "structure" is defined as a walled or roofed building; a manufactured home; or a gas or liquid storage tank that is principally above ground. Yes ____ No ____

c. If this project is located within a Coast Smart Climate Ready Action Boundary, is $500,000 or greater, and includes a structure, it may be subject to the Coast Smart Siting and Design Criteria. Please review the Coast Smart Construction Program document, and fill out and submit with your application the Coast Smart Project Screening Form in Appendix A: https://dnr.maryland.gov/climateresilience/Documents/2020-Coast-Smart-Program-Document-FINAL.pdf. Note that this form is still required even if the project qualifies for a categorical exemption.

d. A waiver may be requested from one or more of the specific Siting or Design Criteria. To request a Waiver Consideration, please fill out and submit with your application the Coast Smart Criteria Waiver Form in Appendix B of the Coast Smart Construction Program document: https://dnr.maryland.gov/climateresilience/Documents/2020-Coast-Smart-Program-Document-FINAL.pdf

e. Please acknowledge that the project will meet any Coast Smart Siting and Design Criteria, as applicable. Initial Here _____

4. PROJECT DESCRIPTION: Please provide a description of the proposed project and how it is eligible for this funding (design, construct and capital equip indoor and outdoor park infrastructure and other capital–eligible projects that enhance recreational amenities). Provide all of the information that you feel is necessary to explain and justify the project. Attach a separate sheet, if necessary.

The purpose of this project is to replace the existing field lighting at the Synthetic Turf Field located at Laurel Springs Regional Park. Although the turf field itself is relatively new, it was originally constructed as a football field, and the existing lighting system that was installed in 1987, is now in need of replacement. The new lighting system will be significantly more energy efficient and will provide enhanced brightness and visibility for all field users.

5. PUBLIC ACCESS: No amount of these funds shall be used for projects that are inaccessible to the general public. Please describe the general public access that will be available for this project and note any restrictions or limitations.

The updated lighting will allow users to safely utilize the Synthetic Turf Field during evening hours. The field is open to the public and may be used for practices, games, training sessions, and other recreational activities.

6. PROJECT PERIOD: From: _____ Date of Letter of Acknowledgement or Letter of Concurrence (DNR Use Only)

To: 3/31/2026 Estimated Date of Completion (Must be filled in by Applicant)

Please provide a provide a proposed development schedule:

Design Start Date (if applicable) 12/21/2025 Design End Date 1/10/2026

Construction Start Date 1/26/2026 Construction End Date 3/31/2026

7. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1	Replacement of Field Lighting	$735,000
	TOTAL DEVELOPMENT COSTS:	$735,000

8. PROJECT FUNDING:

LPPI FUNDS REQUESTED:	**$** 735,000	100 **%**		
PRIOR FUNDS APPROVED:	$	%	(Specify Source/Type)	
LOCAL FUNDS:	$	%		
OTHER FUNDS:	$	%	(Specify Source/Type)	
TOTAL PROJECT COST:	**$** 735,000	**100 %**		

9. APPLICANT INFORMATION: Note that the Applicant is also the County, Municipality, or certain nonprofit organizations that will be receiving the funding at reimbursement.

APPLICANT Charles County Government APPLICANT'S FEDERAL ID # 52-6000925

10. LOCAL PROJECT COORDINATOR:

Ben Yeckley	RPT Planning Supervisor	Recreation, Parks and Tourism	Charles County Government
(Print Name)	(Title)	(Department)	(Organization)

107 Centennial Street, Suite A	La Plata	MD	20646
(Mailing Address)	(City)	(State)	(Zip)

240-349-3022	240-695-2064	YeckleyB@CharlesCountyMD.gov
(Phone Number)	(Mobile Number)	(Email Address)

11. LOCAL GOVERNMENT OR CERTAIN NONPROFIT ORGANIZATION AUTHORIZATION:
As the authorized representative of this Political Subdivision or certain nonprofit organization, I have read the budget bill language and I agree to perform all work in accordance with all applicable Local, State and Federal statutes and regulations, and with the attachments included herewith and made a part thereof.

(Signature)	(Print Name)	(Title/Organization)	(Date)

PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

ON-SITE INSPECTION: DATE _____ BY _____

DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:		
(Signature)	(BPW Approval Date)	(BPW Agenda Item Number)

Maryland Department of Natural Resources
Program Open Space (POS) Local Grant

Funding Authorization Form

October 24, 2025
(Date)

Program Open Space Grants
Department of Natural Resources
Tawes State Office Building, E-4
580 Taylor Avenue
Annapolis, Maryland 21401

RE: Laurel Springs Regional Park – Turf Field Lighting Replacement
Park Name – Project Name

As the official designated by Charles for the purpose of dispensing the
(Specify County or Baltimore City)
Program Open Space apportionments for this political subdivision, I hereby certify that

Ben Yeckley
(Applicant)

may apply for the following funds on the above referenced project.

Name of Grant Program	Amount
Program Open Space (POS) Local	$
Land and Water Conservation Fund	$
Other (specify): Local Parks and Playgrounds Infrastructure Fund	$ 735,000
TOTAL:	**$ 735,000**

Ben Yeckley
Signature – County Liaison Officer

Ben Yeckley
Type Name of County Liaison

Revised 06/22

CHARLES COUNTY GOVERNMENT
Department of Planning & Growth Management
Jason R. Groth, AICP
Director

Phone | 301-645-0692
Email | PGMadmin@CharlesCountyMD.gov

October 23, 2025

Ben Yeckley, RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks and Tourism
107 Centennial Street, Suite A
La Plata, MD 20646

Dear Mr. Yeckley:

The Department of Planning & Growth Management has reviewed the proposed Local Parks and Playgrounds Infrastructure (LPPI) Grant applications for Laurel Springs Regional Park's turf field lighting and playground replacement. The project supports the County's goals of expanding accessible and safe recreational amenities, providing residents with enhanced passive and active recreation opportunities, and aligning with the priorities and objectives of the 2022 Land Preservation, Parks, and Recreation Plan (LPPRP).

Sincerely,

Charles Rice, AICP
Planning Director

Lowe's Home Improvement
Rosewick Rd
Rosewick Rd
St Charles Pkwy
Self Storage Plus
Walmart
Laurel Springs Regional Park
Recently viewed
Texas Roadhouse
Radio Station Rd
Tilghman Lake Park
WILLOW GATE
Hawthorne Rd
225
301
Radio Station Rd
La Plata Rd
MD-488 Rte
488
OLD COLONY
Grace Lutheran Church and School
6
6
La Plata
Port Tobacco Rd
Clark Run Nature Area

Real Property Data Search ( )
Search Result for CHARLES COUNTY

View Map **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District -** 01 **Account Identifier -** 026704

Owner Information

Owner Name:	CHARLES COUNTY COURT HOUSE	**Use:**	EXEMPT COMMERCIAL
		Principal Residence:	NO
Mailing Address:	PO BOX 2150 LA PLATA MD 20646-0167	**Deed Reference:**	/00368/ 00278

Location & Structure Information

Premises Address:	RADIO STATION RD LA PLATA 20646-0000	**Legal Description:**	118.8139 ACRES END RADIO STATION RD

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0033	0011	0123	30000.09	0000				2024	Plat Ref: 0053/ 0386

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			207.0000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
			/				

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2024	As of 07/01/2025	As of 07/01/2026
Land:	1,608,500	1,608,500		
Improvements	951,900	969,800		
Total:	2,560,400	2,578,300	2,572,333	2,578,300
Preferential Land:	0	0		

Transfer Information

Seller:	**Date:**	**Price:**
Type:	**Deed1:** /00368/ 00278	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	500	2,572,333.00	2,578,300.00
State:	500	2,572,333.00	2,578,300.00
Municipal:	500	0.00|0.00	0.00|0.00

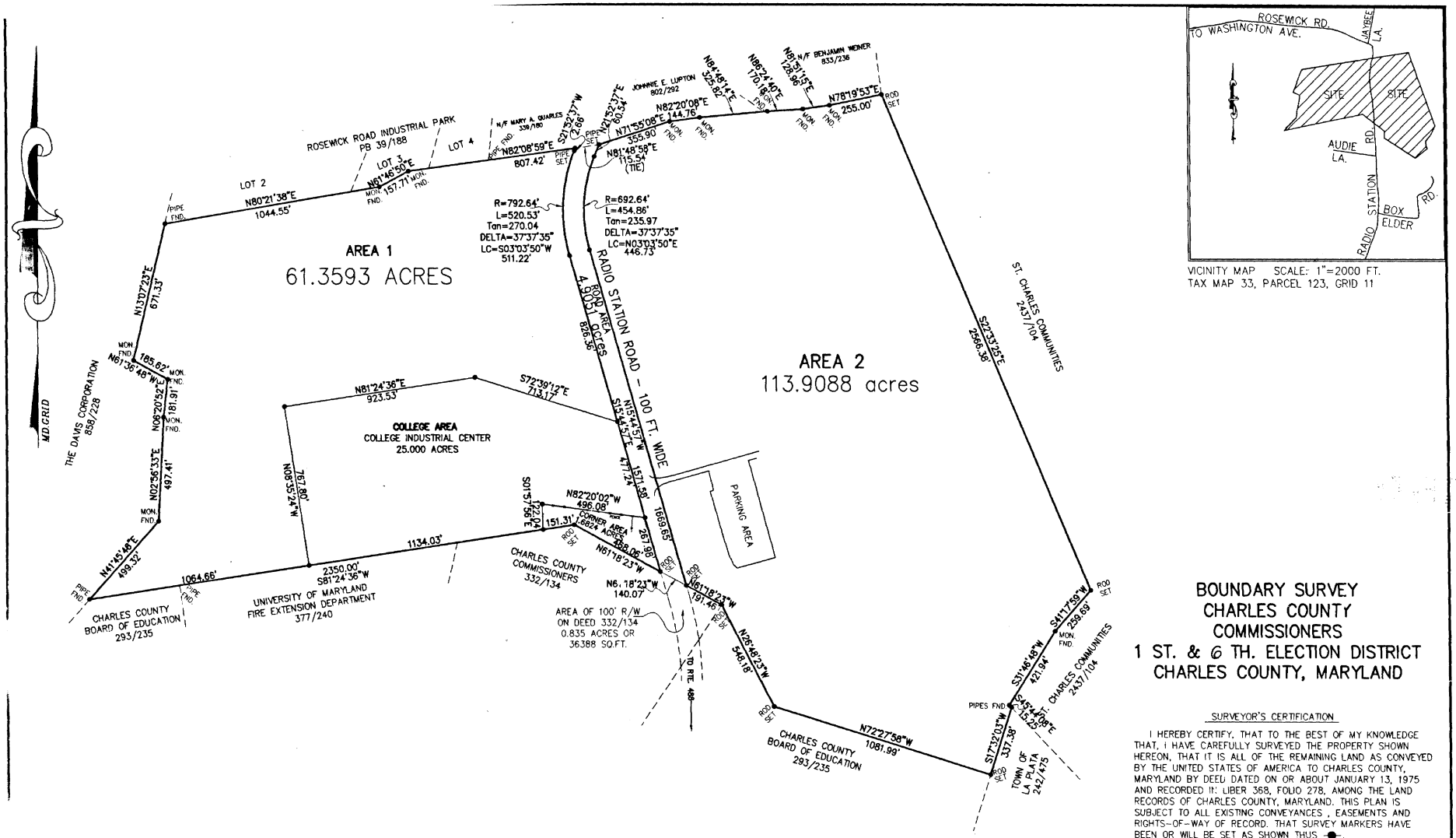
Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**



VICINITY MAP SCALE: 1"=2000 FT.
TAX MAP 33, PARCEL 123, GRID 11

BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS
1 ST. & 6 TH. ELECTION DISTRICT
CHARLES COUNTY, MARYLAND

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY, THAT TO THE BEST OF MY KNOWLEDGE THAT, I HAVE CAREFULLY SURVEYED THE PROPERTY SHOWN HEREON, THAT IT IS ALL OF THE REMAINING LAND AS CONVEYED BY THE UNITED STATES OF AMERICA TO CHARLES COUNTY, MARYLAND BY DEED DATED ON OR ABOUT JANUARY 13, 1975 AND RECORDED IN: LIBER 368, FOLIO 278, AMONG THE LAND RECORDS OF CHARLES COUNTY, MARYLAND. THIS PLAN IS SUBJECT TO ALL EXISTING CONVEYANCES , EASEMENTS AND RIGHTS-OF-WAY OF RECORD. THAT SURVEY MARKERS HAVE BEEN OR WILL BE SET AS SHOWN THUS ●.

D. H. STEFFENS COMPANY

4/2/01

DIETRICH H. STEFFENS, AGENT
PROFESSIONAL LAND SURVEYOR
MARYLAND No. 2048

AREA 1 = 61.3593 ACRES
AREA 2 = 113.9088 ACRES
COLLEGE AREA = 25.000 ACRES
CORNER AREA=1.6824 ACRES
ROAD AREA = 4.9051 ACRES
TOTAL AREA = 206.8556 ACRES

12/7/00

DH Steffens Co
Copyright ©
ESTABLISHED 1923
ENGINEERS · SURVEYORS · PLANNERS

317 Charles Street
P.O. Box 1709
La Plata, Maryland 20646
Telephone: (301) 934-2921
(301) 870-3253 (Metro)
Fax: (301) 884-3295

22335 Exploration Drive, Suite 1020
Lexington Park, Maryland 20653
Telephone: (301) 862-2226
1-800-331-1566
Fax: (301) 862-2350

53/386

REVISED 4/2/01 DIST. COR. LOT(FG)

If the surveyor's seal is not red colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

OWNER: CHARLES COUNTY DEPT. PLANNING AND GROWTH MANAGEMENT
ATTN: JUDY MICHAEL
P.O. BOX 2150
LA PLATA, MARYLAND 20646

DESIGN	FG	SHEET 1 OF 1	
DRAFT	FG	DATE MAY 23, 00	
CHECKED		SCALE 1"=300'	C2284-9901

MSA SSU 1242-3859

65262

CHARLES COUNTY CIRCUIT COURT (Subdivision Plats, CH) Plat Book 53, p. 386, MSA_S1242_3859. Date available 2001/12/07. Printed 10/24/2025.

QUITCLAIM DEED

THIS DEED made this 13 day of JUNE 1973, by and between the UNITED STATES OF AMERICA, acting by and through the Regional Director, Northeast Region, Bureau of Outdoor Recreation, with offices at The Federal Building, Room 9310, 600 Arch Street, Philadelphia, Pennsylvania, pursuant to authority delegated by the Secretary of the Interior, and as authorized by the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and particularly as amended by Public Law 91-485 (84 Stat. 1084), and regulations and orders promulgated thereunder (hereinafter referred to as Grantor), for and in consideration of the use and maintenance of the property herein conveyed for public park or public recreation purposes in perpetuity by Charles County, Maryland (hereinafter referred to as Grantee), does hereby remise, release, and quitclaim to Grantee, its successors and assigns, subject to the reservations, exceptions, restrictions, conditions, and covenants hereinafter set forth, all right, title, and interest of the Grantor in and to the following described property, situated in Charles County, State of Maryland, and more particularly described as follows:

Beginning at a concrete monument found fixed in the outline of the entire tract, said monument marking the northwest corner of the 61.432 acre Lake site now owned by the Town of La Plata; running thence with the line of the said Lake site S 20° 00' 57" W 423.13 feet more or less;

Thence leaving said Lake site and running N 69° 59' 03" W 1280 feet more or less;

Thence N 20° 00' 57" E 210 feet more or less;

Thence N 20° 30' W 275.0 feet more or less;

Thence N 55° W 800 feet more or less;

Thence S 87° 45' W 2350 feet more or less to a point in the outline;

Thence with the outline N 48° 05' E 500 feet more or less;

Thence N 09° 06' E 497.20 feet;

Thence N 12° 08' E 182.10 feet;

Thence N 55° 02' W 185.70 feet;

CHARLES COUNTY CIRCUIT COURT (Land Records) FOR 368, p. 0278, MSA_CE62_367. Date available 06/25/2006. Printed 01/19/2018.

Thence N 19° 24' E 671.10 feet;

Thence N 86° 48' E 1044.60 feet;

Thence N 67° 51' E 158.0 feet;

Thence N 88° 43' E 866.90 feet;

Thence S 03° 30' W 8.0 feet;

Thence N 78° 30' E 414.0 feet;

Thence N 88° 30' E 145.0 feet;

Thence S 89° E 326.0 feet;

Thence S 87° 30' E 170.0 feet;

Thence N 88° E 129.0 feet;

Thence N 85° E 255.0 feet;

Thence S 16° 15' E 2564.0 feet;

Thence S 46° 30' W 260.0 feet;

Thence S 37° W 423.0 feet to the point of beginning.

The property herein conveyed contains 207 acres, more or less, and was formerly a portion of the East Coast Radio Receiving Station, La Plata, Maryland, D-Md-514, under the administrative jurisdiction of the Department of the Army, an agency of the United States Government.

SUBJECT TO any and all outstanding reservations, easements and rights-of-way, recorded and unrecorded, for public roads, railroads, pipelines, drainage ditches, sewer mains and lines, and public utilities affecting the property herein conveyed.

TO HAVE AND TO HOLD the above premises, subject to the easements, reservations, exceptions, restrictions, conditions, and covenants herein enumerated and set forth, unto the Grantee, its successors and assigns, forever.

There are excepted from this conveyance and reserved to the Grantor all oil, gas, and other minerals in, under, and upon the lands herein conveyed, together with the right to enter upon the land for the purpose of mining and removing the same.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules, regulations and orders promulgated thereunder, the General Services

Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for conveyance to Charles County, Maryland.

It is understood and agreed by and between the Grantor and Grantee, and Grantee by acceptance of this deed does acknowledge that it fully understands the terms and conditions set forth herein and does further covenant and agree for itself, and its successors and assigns, forever, as follows:

1. The property shall be used and maintained for the public purposes for which it was conveyed in perpetuity as set forth in the program of utilization and plan contained in the application submitted by Grantee on the 10th day of November 1971, as amended the 5th day of January 1972, and the 13th day of January 1972, which program and plan may be further amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.

2. The Grantee shall within 6 months of the date of this deed erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreational area and has been acquired from the Federal Government for use by the general public.

3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subject to the same terms and conditions in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession

CHARLES COUNTY CIRCUIT COURT (Land Records) FCM 368, p. 0280, MSA_CE62_387. Date available 08/23/2006. Printed 07/19/2017.

agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.

4. From the date of this conveyance, the Grantee, its successors and assigns, shall submit biennial reports to the Secretary of the Interior, setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports and as further determined by the Secretary of the Interior.

5. If at any time the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title and interest in and to said premises, or part thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

6. As part of the consideration for this deed, the Grantee covenants and agrees for itself, its successors and assigns, that (1) the program for or in connection with which this deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with, all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this deed (43 C.F.R. Part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee, its successors and assigns, will (a) obtain from each other person (any legal entity), who, through contractual or other arrangements with the Grantee, its successors or assigns, is authorized to provide services or benefits under said

program, a written agreement pursuant to which such other persons shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior, or his successor; and that this covenant shall run with the land hereby conveyed, and shall in any event, without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of, and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

7. In the event there is a breach of any of the conditions and covenants herein contained by the Grantee, its successors and assigns, whether caused by the legal or other inability of the Grantee, its successors and assigns, to perform said conditions and covenants, or otherwise, all right, title and interest in and to the said premises shall revert to and become the property of the Grantor at its option, which in addition to all other remedies for such breach shall have the right of entry upon said premises, and the Grantee, its successors and assigns, shall forfeit all right, title and interest in said premises and in any and all of the tenements, hereditaments and appurtenances thereunto belonging; provided, however, that the failure of the Secretary of the Interior to require in any one or more instances complete performance of any of the conditions or covenants shall not be construed as a waiver or relinquishment of such future performance, but the obligation of the Grantee, its successors and assigns, with respect to such future performance shall continue in full force and effect.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and on its behalf this the 16th day of December 1974.

UNITED STATES OF AMERICA

BY _____

DEPUTY Regional Director
Northeast Region
Bureau of Outdoor Recreation
The Federal Building
Room 9310
600 Arch Street
Philadelphia, Pennsylvania

STATE OF Pennsylvania }
COUNTY OF Philadelphia } ss

On this 16th day of December, 1974, before me, the subscriber, personally appeared _____, to me known and known to me to be the Regional Director, Northeast Region, Bureau of Outdoor Recreation, of the United States Department of the Interior, a governmental agency of the United States of America, with offices at The Federal Building, Rm. 9310, 600 Arch Street, Philadelphia, Pennsylvania and known to me to be the same person described in and who executed the foregoing instrument as such Regional Director aforesaid, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary, and he acknowledged that he executed the foregoing instrument for and on behalf of the United States of America, for the purposes and uses therein described.

_____
NOTARY PUBLIC

My Commission expires:

CAROL ANN BEECHER, NOTARY PUBLIC
PHILADELPHIA, PHILADELPHIA COUNTY
MY COMMISSION EXPIRES OCT. 11 1975

The foregoing conveyance is hereby accepted and the undersigned agrees, by this acceptance, to assume and be bound by all the obligations, conditions, covenants and agreements therein contained.

CHARLES COUNTY, MARYLAND

BY _____
Raymond T. Tilghman
President
Title

STATE OF Maryland }
COUNTY OF Charles } ss

On this the 30th day of December, 19 74 before me, Nancy P. Hopkins, the undersigned officer, personally appeared Raymond T. Tilghman, of Charles County, Maryland, known to me to be the person described in the foregoing instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

_____
Notary Public
Title

TRANSFERRED
by _____
Clerk to the County Assessor
as of 1-10-75

Taxes levied and on record as of this date
JAN 10 1975
by _____
J. FRANKLIN WINKLER, Treas.

LIBER3445 FOLIO105

STATE OF MARYLAND

COUNTY OF CHARLES

RELEASE AND TRANSFER OF TERMS, CONDITIONS, COVENANTS AND RESTRICTIONS

THIS RELEASE AND TRANSFER OF TERMS, CONDITIONS, COVENANTS AND RESTRICTIONS is made this 7th day of January, 2002, by and between Charles County, the County Commissioners of Charles County, Maryland (hereafter referred to as (the "COUNTY") and the UNITED STATES OF AMERICA, acting by and through the National Park Service, an agency of the United States Department of the Interior (hereafter referred to as the "UNITED STATES").

The purpose of this instrument is to release the terms, conditions, covenants and restrictions imposed by the UNITED STATES upon one parcel of land identified below, and to impose those same terms, conditions, covenants and restrictions on a different parcel of land, also identified below.

RECORDING FEE 0.00
TOTAL 0.00
Rec#CH05 Rcpt#999999
KAD BAK Blk#1663
Jan 22, 2002 03:52 pm

WITNESSETH:

WHEREAS, the UNITED STATES, acting by and through the Regional Director, Northeast Region, bureau of Outdoor Recreation (since merged into the National Park Service), United States Department of the Interior, under and pursuant to the powers and authority contained in the provisions of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and the regulations and orders promulgated thereunder conveyed 207 acres of land to the COUNTY, by quitclaim deed dated December 16, 1974 and recorded in the Charles County Land Records at Liber 368, Folio 278 (the "1974 conveyance"); and

WHEREAS, the 1974 conveyance included terms, conditions, covenants and restrictions, more specifically described in Exhibit A, that required the property to be used and maintained for public park or public recreation purposes; and

WHEREAS, the COUNTY has determined that a 26.6824 acre portion of the 1974 conveyance, more specifically shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) and recorded among the land records of Charles County, Maryland at Plat Book 53, Folio 386, is no longer usable for public park or public recreational purposes; and

WHEREAS, on April 26, 2001 the COUNTY, with the concurrence of the National Park Service, acquired 144.304 acres, more particularly described in Exhibit C attached hereto, for public park and public recreation purposes; and

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0105, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

WHEREAS, in order to release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions, the COUNTY desires to impose the terms, conditions, covenants and restirctions found in Exhibit A on the property described in Exhibit C; and

WHEREAS, on May 25, 2001 the National Park Service requested concurrence from the General Services Administration (the "GSA") to release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions in Exhibit A and to impose the terms, conditions, covenants and restrictions from the property described in Exhibit A to the property described in Exhibit C; and

WHEREAS, by letter dated June 25, 2001 GSA advised the National Park Service that it concurred with the National Park Service's release of the terms, conditions, covenants and restrictions placed on that property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) and imposition of the terms, conditions, covenants and restrictions recited in Exhibit A to the property described in Exhibit C, provided three conditions were met; and

WHEREAS, the National Park Service has determined that the three conditions imposed by GSA for the release and transfer of the terms, conditions, covenants and restrictions from the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) to the property described in Exhibit C have been met;

NOW, THEREFORE, in consideration of and pursuant to all of the foregoing:

The UNITED STATES, in exchange for the COUNTY'S agreement to impose the terms, conditions, covenants and restrictions of Exhibit A to the property described in Exhibit C, does hereby release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions set forth in Exhibit A.

The UNITES STATES does hereby impose the terms, conditions, covenants and restrictions set forth in Exhibit A to the 144.304 acre tract described in Exhibit C.

The County, in exchange for the release of the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions set forth in Exhibit A, does by executing this document, hereby accept and agree that the terms, conditions, covenants and restrictions set forth in Exhibit A are imposed upon the property described in Exhibit C.

IN TESTIMONY WHEREOF, the COUNTY and the UNITED STATES, have caused this release and transfer to be executed for them and on their behalf and have caused to be affixed hereunder their seals, by their duly authorized officers or agents, the day and the year first above written.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0106, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 107

CHARLES COUNTY, MARYLAND

County Commissioners of Charles
County, Maryland

By: Murray D. Levy, President

UNITED STATES OF AMERICA
Acting by and through the Secretary of the Interior

Through:
Regional Director
Southeast Region
National Park Service

By: Wallace C. Brittain
Wallace C. Brittain
Chief, Recreation and
Conservation Division

ACKNOWLEDGMENT

STATE OF MARYLAND

COUNTY OF CHARLES

Before me, the undersigned authority in and for Charles County, Maryland, on this day personally appeared Murray D. Levy, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he is the President of the County Commissioners of Charles County, Maryland and is duly and properly authorized to execute this document and that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 20 day of December, 2001.

Carolyn M. Schoonover, Notary Public
Charles County
State of Maryland
My Commission Expires Sept. 1, 2002

Carolyn M. Schoonover
Notary Public in and for
the State of Maryland

My Commission expires:

9-1-02

CAROLYN M. SCHOONOVER
Typed or Printed Name of Notary

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0107, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER3445 FOLIO108

ACKNOWLEDGMENT

STATE OF GEORGIA

COUNTY OF FULTON

On this 7th day of January, 2002, before me, the subscriber, personally appeared Wallace C. Brittain, Chief, Recreation and Conservation Division, Southeast Region National Park Service, of the United States Department of the Interior, a governmental agency of the United States of America, and known to me to be the same person described in and who executed the foregoing instrument, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary and he acknowledges that he executed the foregoing instrument for and on behalf of the United States of America for the purposes and uses therein described.

NOTARY PUBLIC

My Commission expires:

July 23, 2003

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0108. MSA_CE52_3463. Date available 05/19/2004. Printed 07/19/2017.

LIBER3445 FOLIO109

EXHIBIT A

DEED FROM THE UNITED STATES TO THE COUNTY

LIBER 368 FOLIO 278

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0109, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER3445 FOLIO110

QUITCLAIM DEED

'75 JAN 13 AM 10 26

The UNITED STATES OF AMERICA, acting by and through the Regional Director, Northeast Region, Bureau of Outdoor Recreation, with offices at The Federal Building, Room 9310, 600 Arch Street, Philadelphia, Pennsylvania, pursuant to authority delegated by the Secretary of the Interior, and as authorized by the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and particularly as amended by Public Law 91-485 (84 Stat. 1084), and regulations and orders promulgated thereunder (hereinafter referred to as Grantor), for and in consideration of the use and maintenance of the property herein conveyed for public park or public recreation purposes in perpetuity by Charles County, Maryland (hereinafter referred to as Grantee), does hereby remise, release, and quitclaim to Grantee, its successors and assigns, subject to the reservations, exceptions, restrictions, conditions, and covenants hereinafter set forth, all right, title, and interest of the Grantor in and to the following described property, situated in Charles County, State of Maryland, and more particularly described as follows:

Beginning at a concrete monument found fixed in the outline of the entire tract, said monument marking the northwest corner of the 61.452 acre Lake site now owned by the Town of La Plata; running thence with the line of the said Lake site S 20° 00' 57" W 423.13 feet more or less;

Thence leaving said Lake site and running N 69° 59' 03" W 1260 feet more or less;

Thence N 20° 00' 57" E 210 feet more or less;

Thence N 20° 30' W 275.0 feet more or less;

Thence N 55° W 800 feet more or less;

Thence S 87° 45' W 2350 feet more or less to a point in the outline;

Thence with the outline N 48° 05' E 500 feet more or less;

Thence N 09° 06' E 497.20 feet;

Thence N 12° 08' E 182.10 feet;

Thence N 55° 02' W 185.70 feet;

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0110, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Thence N 19° 24' E 671.10 feet;

Thence N 86° 48' E 1044.60 feet;

Thence N 67° 51' E 158.0 feet;

Thence N 88° 43' E 866.90 feet;

Thence S 03° 30' W 8.0 feet;

Thence N 78° 30' E 414.0 feet;

Thence N 88° 30' E 143.0 feet;

Thence S 89° E 326.0 feet;

Thence S 87° 30' E 178.0 feet;

Thence N 88° E 129.0 feet;

Thence N 85° E 255.0 feet;

Thence S 16° 15' E 2564.0 feet;

Thence S 46° 30' W 260.0 feet;

Thence S 37° W 423.0 feet to the point of beginning.

The property herein conveyed contains 207 acres, more or less, and was formerly a portion of the East Coast Radio Receiving Station, La Plata, Maryland, D-Md-514, under the administrative jurisdiction of the Department of the Army, an agency of the United States Government.

SUBJECT TO any and all outstanding reservations, easements and rights-of-way, recorded and unrecorded, for public roads, railroads, pipelines, drainage ditches, sewer mains and lines, and public utilities affecting the property herein conveyed.

TO HAVE AND TO HOLD the above premises, subject to the easements, reservations, exceptions, restrictions, conditions, and covenants herein enumerated and set forth, unto the Grantee, its successors and assigns, forever.

There are excepted from this conveyance and reserved to the Grantor all oil, gas, and other minerals in, under, and upon the lands herein conveyed, together with the right to enter upon the land for the purpose of mining and removing the same.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules, regulations and orders promulgated thereunder, the General Services

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445. p. 0111, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 112

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0112, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for conveyance to Charles County, Maryland.

It is understood and agreed by and between the Grantor and Grantee, and Grantee by acceptance of this deed does acknowledge that it fully understands the terms and conditions set forth herein and does further covenant and agree for itself, and its successors and assigns, forever, as follows:

1. The property shall be used and maintained for the public purposes for which it was conveyed in perpetuity as set forth in the program of utilization and plan contained in the application submitted by Grantee on the 10th day of November 1971, as amended the 5th day of January 1972, and the 13th day of January 1972, which program and plan may be further amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.

2. The Grantee shall within 6 months of the date of this deed erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreational area and has been acquired from the Federal Government for use by the general public.

3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subject to the same terms and conditions in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession

LIBER3445 FOLIO113

agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.

4. From the date of this conveyance, the Grantee, its successors and assigns, shall submit biennial reports to the Secretary of the Interior, setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports and as further determined by the Secretary of the Interior.

5. If at any time the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title and interest in and to said premises, or part thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

6. As part of the consideration for this deed, the Grantee covenants and agrees for itself, its successors and assigns, that (1) the program for or in connection with which this deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with, all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this deed (43 C.F.R. Part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee, its successors and assigns, will (a) obtain from each other person (any legal entity), who, through contractual or other arrangements with the Grantee, its successors or assigns, is authorized to provide services or benefits under said

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0113, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

program, a written agreement pursuant to which such other persons shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior, or his successor; and that this covenant shall run with the land hereby conveyed, and shall in any event, without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of, and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

7. In the event there is a breach of any of the conditions and covenants herein contained by the Grantee, its successors and assigns, whether caused by the legal or other inability of the Grantee, its successors and assigns, to perform said conditions and covenants, or otherwise, all right, title and interest in and to the said premises shall revert to and become the property of the Grantor at its option, which in addition to all other remedies for such breach shall have the right of entry upon said premises, and the Grantee, its successors and assigns, shall forfeit all right, title and interest in said premises and in any and all of the tenements, hereditaments and appurtenances thereunto belonging; provided, however, that the failure of the Secretary of the Interior to require in any one or more instances complete performance of any of the conditions or covenants shall not be construed as a waiver or relinquishment of such future performance, but the obligation of the Grantee, its successors and assigns, with respect to such future performance shall continue in full force and effect.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and on its behalf this the 16th day of December 1954.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0114, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3145 FOLIO 115

LIBER 368 PAGE 263

UNITED STATES OF AMERICA

BY _____

DEPUTY Regional Director
Northeast Region
Bureau of Outdoor Recreation
The Federal Building
Room 9310
600 Arch Street
Philadelphia, Pennsylvania

STATE OF Pennsylvania }
COUNTY OF Philadelphia } ss

On this 11th day of December, 1974, before me, the subscriber, personally appeared _____, to me known and known to me to be the Regional Director, Northeast Region, Bureau of Outdoor Recreation, of the United States Department of the Interior, a governmental agency of the United States of America, with offices at the Federal Building, Rm. 9310, 600 Arch Street, Philadelphia, Pennsylvania and known to me to be the same person described in and who executed the foregoing instrument as such Regional Director aforesaid, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary, and he acknowledged that he executed the foregoing instrument for and on behalf of the United States of America, for the purposes and uses therein described.

Carol Ann Reuther
NOTARY PUBLIC

My Commission expires:
CAROL ANN REUTHER, NOTARY PUBLIC
PHILADELPHIA, PHILADELPHIA COUNTY
MY COMMISSION EXPIRES DEC. 11, 1978

The foregoing conveyance is hereby accepted and the undersigned agrees, by this acceptance, to assume and be bound by all the obligations, conditions, covenants and agreements therein contained.

CHARLES COUNTY, MARYLAND
BY _____
Raymond T. Tilghman
President
Title

STATE OF Maryland }
COUNTY OF Charles } ss

On this the 30th day of December, 19 74 before me, Nancy P. Hopkins, the undersigned officer, personally appeared Raymond T. Tilghman, of Charles County, Maryland, known to me to be the person described in the foregoing instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

Nancy P. Hopkins
Notary Public
Title

TRANSFERRED
by _____
Clerk to the County Assessor
as of 1-10-75

Taxes levied and on record as of 1975 date

JAN 10 1975

for _____ year
J. FRANKLIN GARDNER, Treas.

-5-

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD liber 3445, p. 0115, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 116

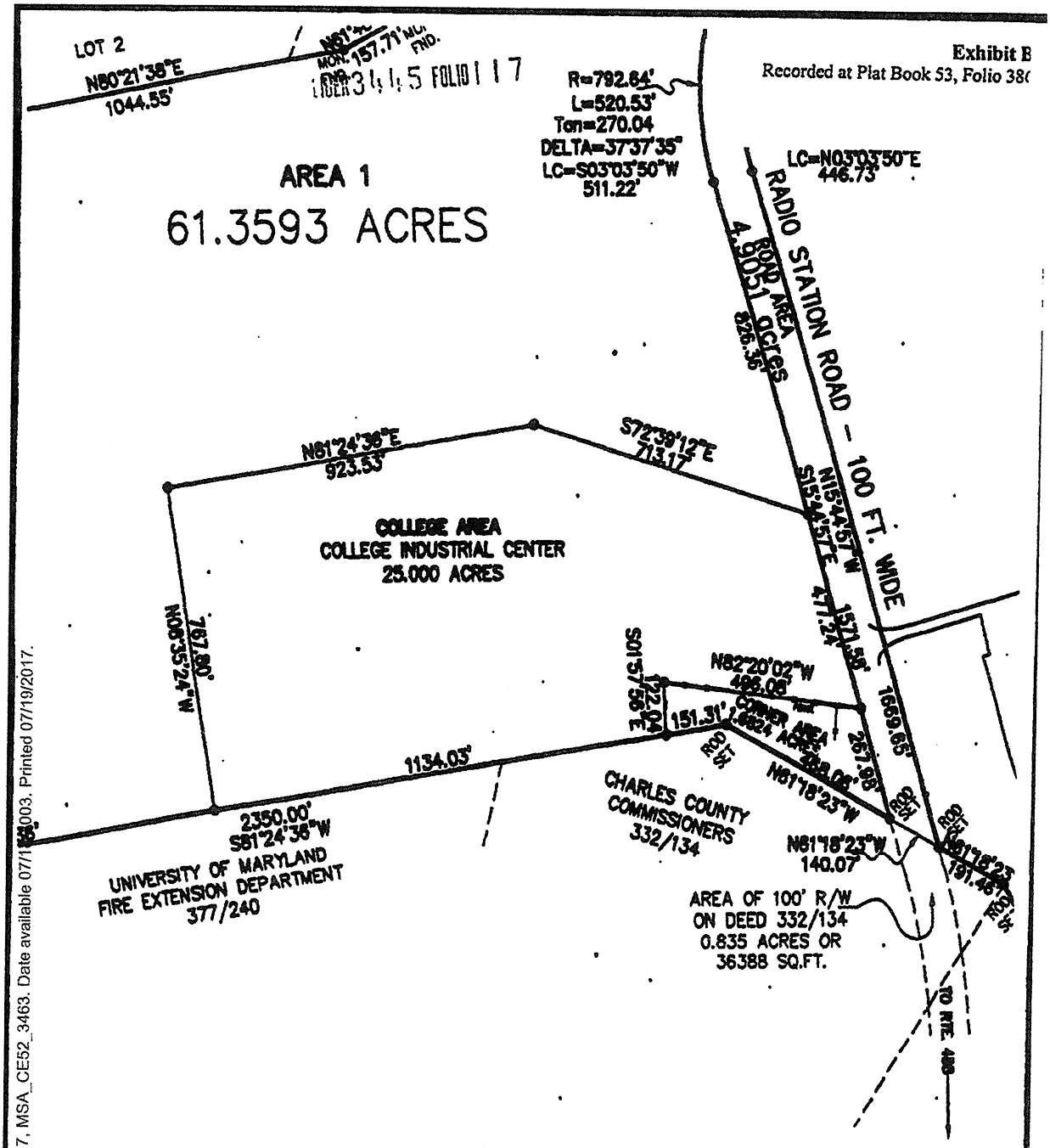
EXHIBIT B

26.6824 ACRES
"College Area" (25.000 acres) and "Corner Area" (1.6824 acres)

METES AND BOUNDS LEGAL DESCRIPTION

PLAT

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0116, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.



CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0117, MSA_CE52_3463. Date available 07/19/2003. Printed 07/19/2017.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0118, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3145 FOLIO 118

Exhibit B
Recorded at Plat Book 53, Folio 38(

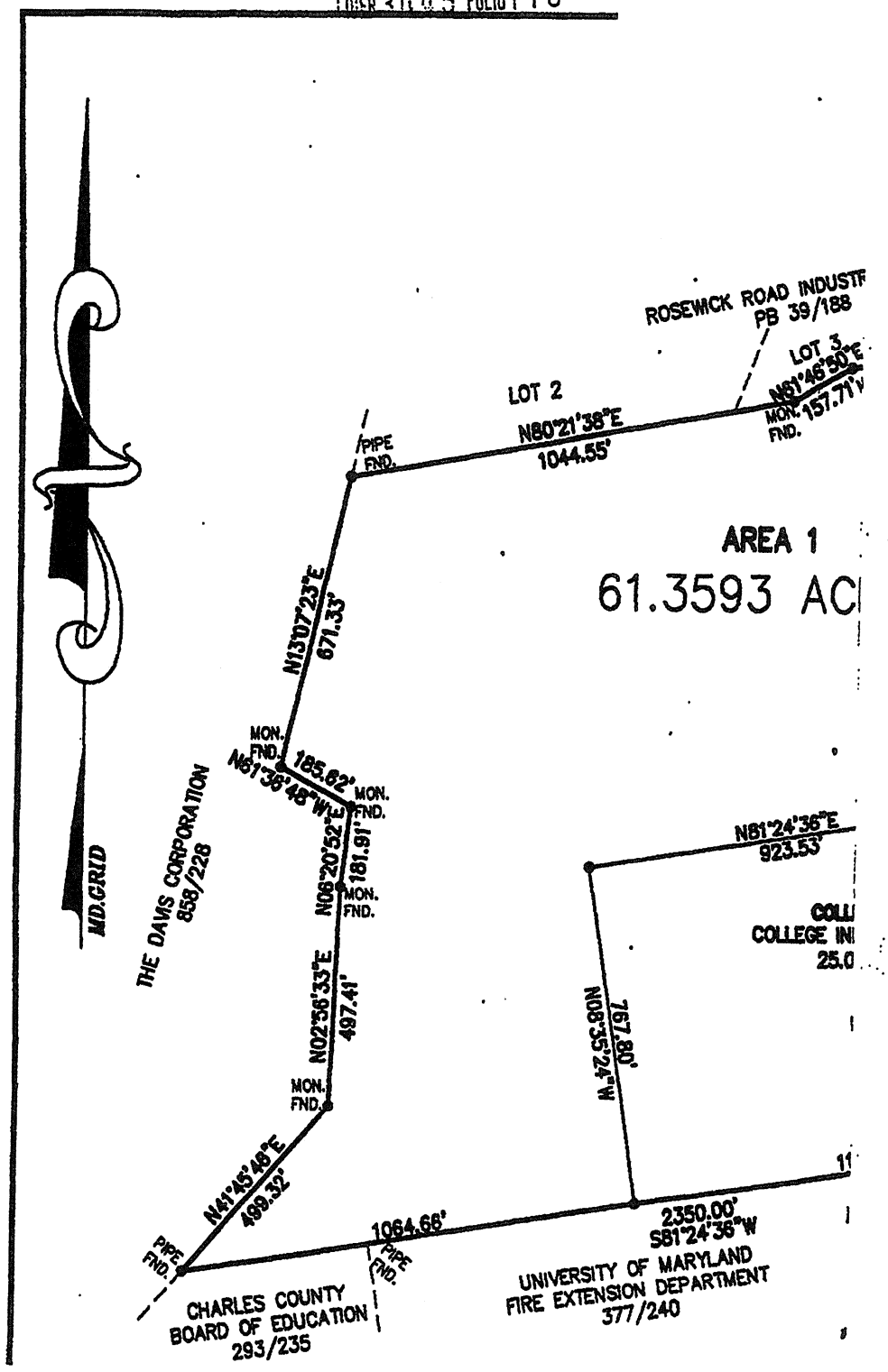
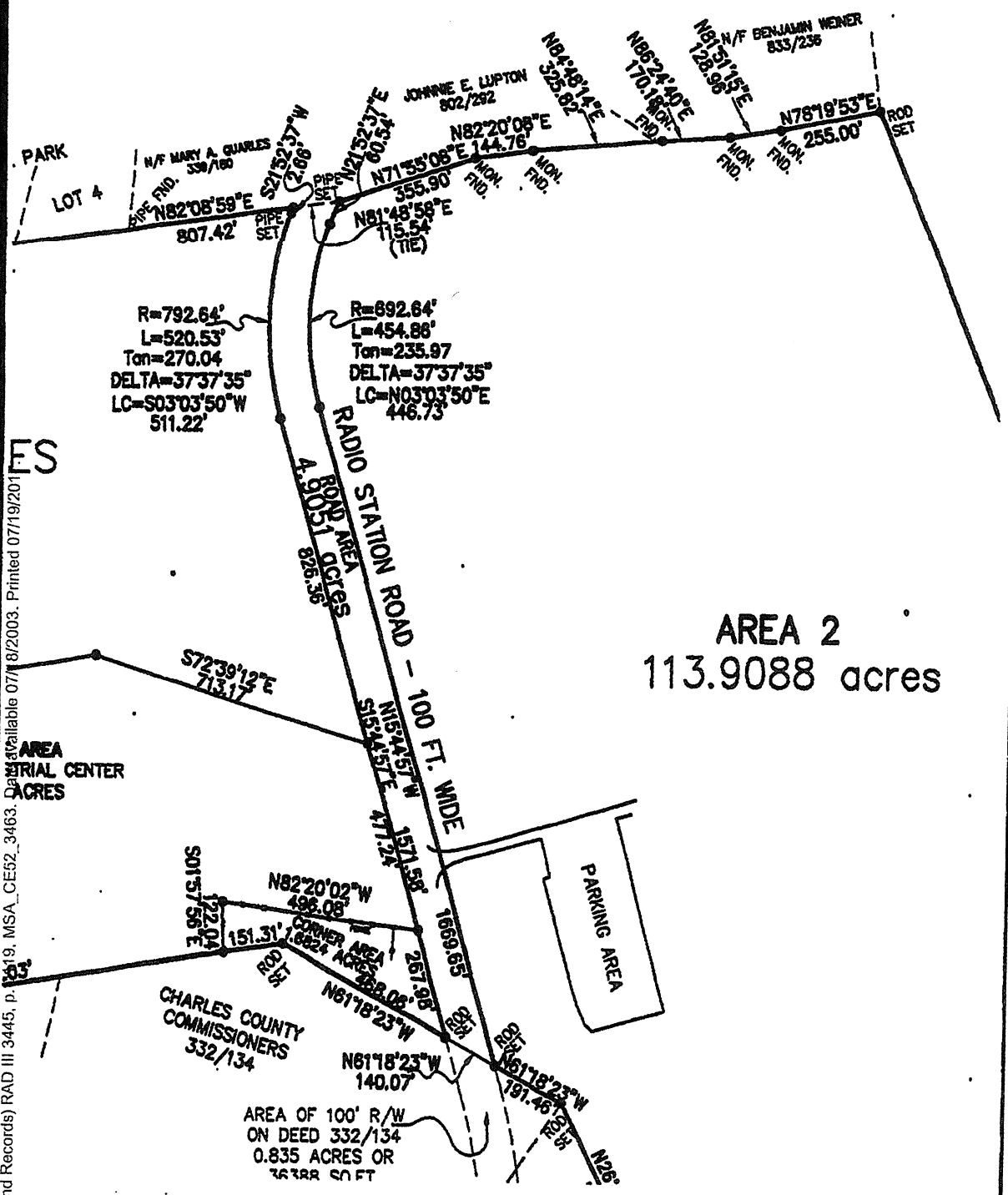
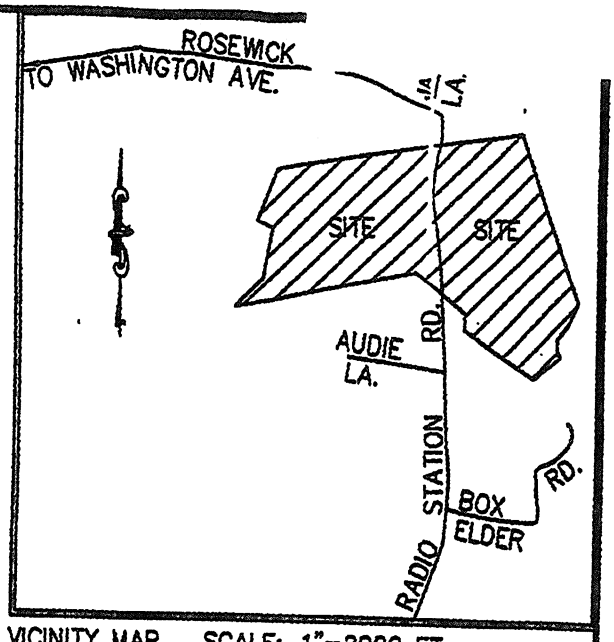


Exhibit E
Recorded at Plat Book 53, Folio 38(



CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0119, MSA_CE62_3463. Date available 07/18/2003. Printed 07/19/2017.

Exhibit B
Recorded at Plat Book 53, Folio 38(



VICINITY MAP SCALE: 1"=2000 FT.
TAX MAP 33, PARCEL 123, GRID 11

ST. CHARLES COMMUNITIES
2437/104

S22°33'25"E
2566.38'

S41°17'59"W
259.69'

ROD SET

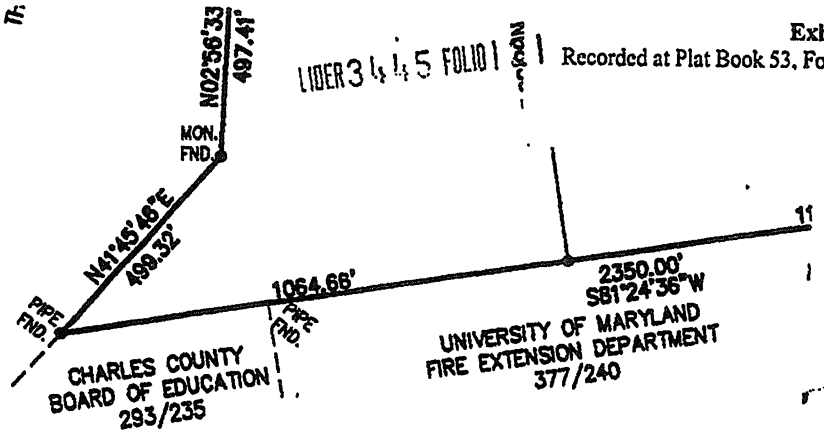
MON. FND.

'NITIES

BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0120, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 1



APPROVED FOR RECORDS
CHARLES COUNTY
PLANNING COMMISSION
DATE 12/7/01 BY

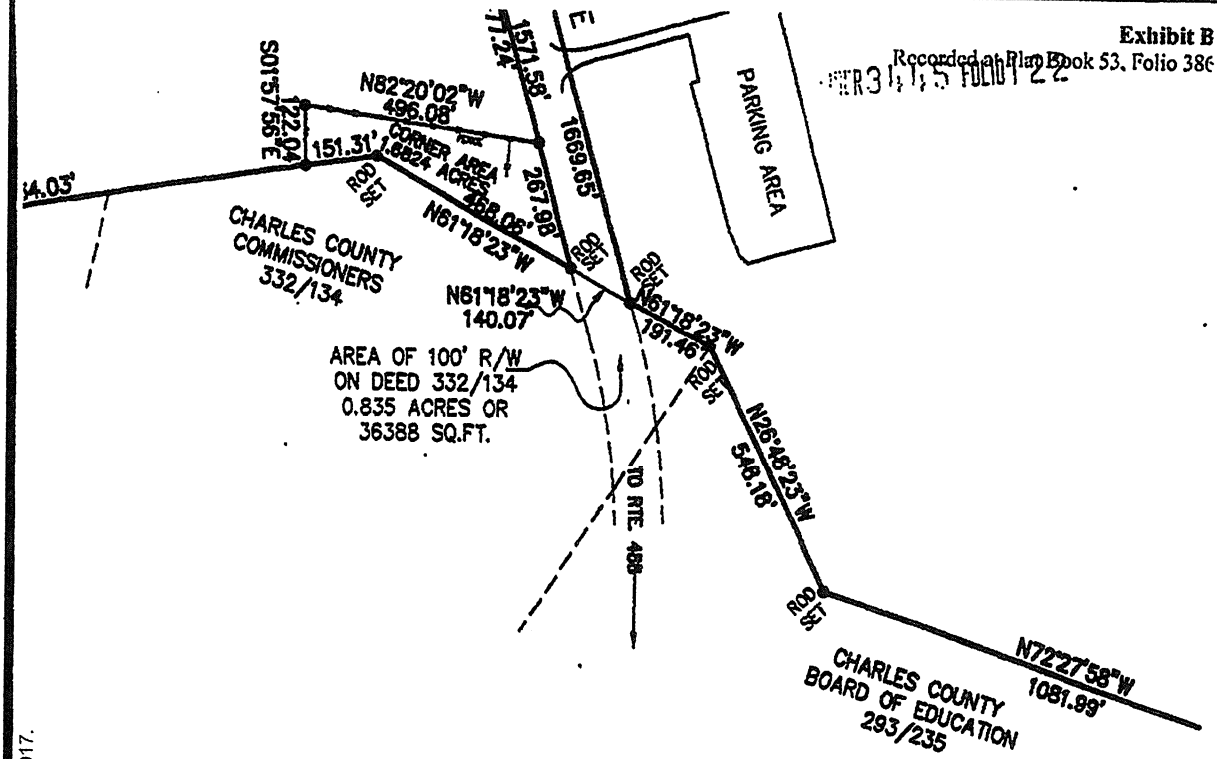
CHARLES COUNTY
PLANNING COMMISSION
DATE RECORDED 12/7/01
LIBER NO. 53
FOLIO NO. 386
RECORDED BY

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0121, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0122, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Exhibit B

Recorded at Plat Book 53, Folio 386



AREA 1 = 61.3593 ACRES
AREA 2 = 113.9088 ACRES
COLLEGE AREA = 25.000 ACRES
CORNER AREA=1.6824 ACRES
ROAD AREA = 4.9051 ACRES
TOTAL AREA = 206.8556 ACRES

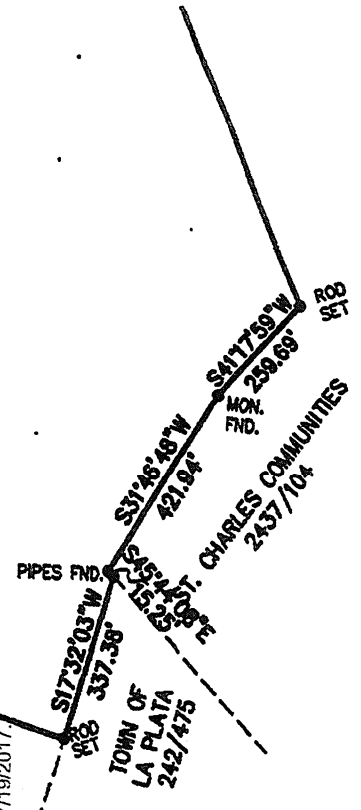
DH Steffens Co
Copyright ©
ESTABLISHED 1923
ENGINEERS • SURVEYORS • PLANNERS

317 Charles Street
P.O. Box 1709
La Plata, Maryland 20646
Telephone: (301) 934-2921
(301) 870-3253 (Met
Fax: (301) 934-3295

22335 Exploration Drive, Suite
Lexington Park, Maryland 2065
Telephone: (301) 862-2226
1-800-331-1568
Fax: (301) 862-2350

LIBER 3445 FOLIO 123

Exhibit B
Recorded at Plat Book 53, Folio 386



BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS
1 ST. & 4 TH. ELECTION DISTRICT
CHARLES COUNTY, MARYLAND

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY, THAT TO THE BEST OF MY KNOWLEDGE THAT, I HAVE CAREFULLY SURVEYED THE PROPERTY SHOWN HEREON, THAT IT IS ALL OF THE REMAINING LAND AS CONVEYED BY THE UNITED STATES OF AMERICA TO CHARLES COUNTY, MARYLAND BY DEED DATED ON OR ABOUT JANUARY 13, 1975 AND RECORDED IN LIBER 368, FOLIO 278, AMONG THE LAND RECORDS OF CHARLES COUNTY, MARYLAND. THIS PLAN IS SUBJECT TO ALL EXISTING CONVEYANCES , EASEMENTS AND RIGHTS-OF-WAY OF RECORD. THAT SURVEY MARKERS HAVE BEEN OR WILL BE SET AS SHOWN THUS -●-.

STATE OF MARYLAND
DIETRICH H. STEFFENS
NO. 2048
REGISTERED
PROFESSIONAL LAND SURVEYOR

D. H. STEFFENS COMPANY

4/2/01

DIETRICH H. STEFFENS, AGENT
PROFESSIONAL LAND SURVEYOR
MARYLAND No. 2048

If the surveyor's seal is not red colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

OWNER: CHARLES COUNTY DEPT. PLANNING AND GROWTH MANAGEMENT
ATTN: JUDY MICHAEL
P.O. BOX 2150
LA PLATA, MARYLAND 20646

DESIGN FG	SHEET 1 OF 1		
DRAFT FG	DATE MAY 23, 00		
CHECKED	SCALE 1"=300'	C2284-9901	

REVISED 4/2/01 DIST. COR. LOT(FG)

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0123, MSA_CE52_3443. Date available 07/18/2003. Printed 07/19/2017.

LIBER3445 FOLIO124

EXHIBIT C

REPLACEMENT PROPERTY

LIBER 3198 FOLIO 006

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0124, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Outlook

RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

From Estid Reedy <ReedyE@charlescountymd.gov>
Date Wed 11/5/2025 8:17 AM
To Tammie J. Kuss <KussT@charlescountymd.gov>
Cc Kelli Scherer <SchererK@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>

Hello after discussing and confirming with Kelli there needs to be two project requests for the two projects you are requesting not a parent. 4303000014 will be the replacement of field lights at Laurel Springs Park and the other CIP will be for the Laurel Springs Improvements I will create the number once you send me over the two excel requests.

From: Tammie J. Kuss
Sent: Tuesday, November 4, 2025 2:00 PM
To: Estid Reedy
Cc: Kelli Scherer ; Ben Yeckley
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good afternoon, Estid,
I am filling out the excel attachment for LPPI and was wondering if the project that you have set up would be the "parent" of the two projects we want to use the LPPI funds for or do I need to put them both within this one with a total funding of $3M??? If I can separate the projects, do I just fill out two of the forms? I just want to make sure I'm filling this out correctly.

Tammie J. Kuss, Financial Operations Manager
Department of Recreation, Parks, & Tourism
Charles County Government
107 Centennial St., Suite A | La Plata, MD 20646
240-349-3024 |E-mail: KussT@CharlesCountyMD.gov
Visit us online at www.CharlesCountyMD.gov

From: Estid Reedy <ReedyE@charlescountymd.gov>
Sent: Thursday, October 30, 2025 12:14 PM
To: Ben Yeckley <YeckleyB@charlescountymd.gov>
Cc: Tammie J. Kuss <KussT@charlescountymd.gov>; Kelli Scherer <SchererK@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Yes, I just created the CIP # 4303000014 for the LLPI the project is ready to become a BTR now:

1. Please fill out the excel attached and create a completed PDF copy for back up in Munis
2. Create a BTR in Munis with the sub projects needed
3. Attached proper back up to the BTR
4. Release BTR it will need BOCC approval

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Thursday, October 30, 2025 11:30 AM
To: Estid Reedy <ReedyE@charlescountymd.gov>
Cc: Tammie J. Kuss <KussT@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Hey Estid - just wanted to touch base on this. If there's anything we need to give you, please let us know.
Thanks,

Ben Yeckley

RPT Planning Supervisor

Charles County Government

Department of Recreation, Parks & Tourism

Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646

www.CharlesCountyParks.com

www.ExploreCharlesCounty.com

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 24, 2025 4:37 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good afternoon Everyone,

As discussed with the Budget team, please find the two (2) complete LPPI applications attached. Per my discussion with Estid / Kelli S., they will be sending for the appropriate signatures once necessary.

Thanks!

Ben Yeckley
RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks & Tourism
Direct: (240) 349-3022 | Mobile: (240) 695-2064
107 Centennial Street, Suite A, La Plata, MD 20646
www.CharlesCountyParks.com
www.ExploreCharlesCounty.com

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 24, 2025 2:49 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Afternoon Jake,

I spoke with Estid / Kelli S. earlier this week and I am finalizing the packet to send to them now. They should have it before COB today.

Thanks!

Ben Yeckley
RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks & Tourism
Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646
www.CharlesCountyParks.com
www.ExploreCharlesCounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Friday, October 24, 2025 2:48 PM
To: Ben Yeckley <YeckleyB@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good afternoon. Circling back to this. Please advise of the status.
Thanks,
Jake

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 10, 2025 10:55 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Morning Everyone,

I appreciate you talking through this with me earlier this morning. I will begin drafting the letter and will talk to Sam/Kelli regarding the BTR suggestion.
Thanks,

Ben Yeckley

RPT Planning Supervisor

Charles County Government

Department of Recreation, Parks & Tourism

Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646

www.CharlesCountyParks.com

www.ExploreCharlesCounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Friday, October 10, 2025 7:33 AM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers

<BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Good morning. You might want to check with the State to make sure the BOCC doesn't need to approve the selected project before submitting the LPPI application. I believe the last time we used these funds for the White Plains and Laurel Springs Turf Field, we went before the BOCC prior to submitting the application to the State. I think we did that because of this attached memo from FY2021 that said a letter from our local jurisdiction that outlines the proposed project(s) was a requirement.
Thanks,
Jake

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Thursday, October 9, 2025 4:28 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Good afternoon and thank you Jake. We will be completing the required LPPI application and project agreement and once we have the state's approval we will follow up to work with Budget on these next steps.
Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 5:51 PM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Sam D, you will need to work with Budget in getting the project set up in Munis before the budget amendment can be entered. We also need the BTR form completed by RPT when the BTR is entered and backup showing State approval.
Thanks,
Jake

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 11:34:09 AM
To: Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Will do, thank you.
Sam Drury, CPRP
Deputy Director,

Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Samantha Chiriaco <ChiriacoS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 11:26 AM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Hi All,
This will need to be a mid-year CIP submission that will require BOCC approval.
Please proceed with entering the BTR with the proper backup to initiate this process.

Please let me know if you have any questions.

Thank you!

Sam C.

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 10:55 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Sorry, resending again, it populated myself in the to, instead of Sam C.!

Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 10:54 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>
Subject: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good morning. This is an update and get direction from DFAS about moving forward with utilization of our $3 Million of LPPI funds that we have currently sitting and available for us. We have reached out to the State's Program Open Space program for their comments but we have identified and planned to utilize these with two projects that have not been funded through county CIP funding request for Laurel Springs. In discussing with staff amongst all of our projects, we are proposing to utilize $735,000 for replacement of field lights at Laurel Springs Park new synthetic turf field. Those lights were installed in 1987 and in need of replacement. We will looking to utilize the remaining $2,265,000 for Laurel Springs

Improvements, primarily to replace the playground to create a destination playground at that park with additional pavilions and shade structures.

I sent the state an email this morning for any questions/comments they had, but what are the next steps on our side to get this set up on the county side? Do we need to get this on as an approval item before the commissioners to create a CIP project to be set up. These funds are reimbursed through project completion similar to the Laurel Springs and White Plains synthetic turf field projects that utilized these funds.

We will be looking to utilize MUSCO and utilize their contracting and moving that project forward this winter to complete before the spring season. For the Laurel Springs Playground, our intent would be to issue a design/build RFP with not to exceed work $2,265,000 base price but requesting additional project enhancements/recommendations as bid alternates for consideration. We would like to work with purchasing figure out language of how to make this RFP inclusive of public input for design preference ideas. am not sure what may need to be done on the DFAS accounting

If we need to set up a time to meet and discuss for a few minutes, please let me know and will get something scheduled so we can chat. Thanks.

Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

CHARLES COUNTY GOVERNMENT

BUDGET AMENDMENT /TRANSFER REQUEST FORM

Please complete the form and **attach it** to your transfer/amendment request in MUNIS.

Date	11/10/2025
Submitted by	DFAS/Parks
Department	DFAS/Parks

Funding Request: **$2,265,000**
Fiscal Year: FY2026
Category: Capital Improvement Project - Parks
Fund: Capital Projects (02)

What is the reason for the transfer/amendment?

Request approval to resubmit an application to the Maryland Department of Natural Resources for Local Parks and Playground Infrastructure (LPPI) - Project Open Space funding. The proposed project will support upgrades to Laurel Springs Park to include the installation of modern playground equipment, shade structures, additional pavilions, and other amenities designed to enhance accessibility, comfort, and overall community enjoyment.

The total available funding is $3.0 million. We request to split the allocation funding between two projects at Laurel Springs Park.

This funding was previously approved to support the Waldorf Amphitheater.

What is the reason for the availability of funds?

Funding received by the Maryland Department of Natural Resources, LPPI-Project Open Space program.

CHARLES COUNTY GOVERNMENT
Department of Recreation, Parks & Tourism
Kelli Beavers, CPRP, CPM
Director

Phone | 301-932-3470
Fax | 301-934-5624
Email | CCPR@CharlesCountyMD.Gov

October 24, 2025

Margaret Lashar
Local Grants Supervisor
Land Acquisition and Planning Unit
Maryland Department of Natural Resources
580 Taylor Avenue, E-4
Annapolis, MD 21401
via email: Margaret.lashar@maryland.gov

Subject: Local Parks and Playgrounds Infrastructure (LPPI) Funding: Laurel Springs Regional Park Lighting Upgrade and Playground Replacement

Dear Ms. Lashar,

Enclosed is the request from the County Commissioners of Charles County, Maryland, to utilize Local Parks and Playgrounds Infrastructure (LPPI) funding for the replacement of the playground and turf field lighting at Laurel Springs Regional Park in La Plata, Maryland. We are asking for $3,000,000.00 in assistance to cover 100% of the cost of these projects. These funds will be encumbered during State Fiscal Year 26 and 27. The timeline for this project is as follows:

Replacement of Field Lighting:

- Application Submission: November 2025
- Planned Construction: January 2026
- Completed Project: March 2026

Playground Replacement:

- Application Submission: November 2025
- Planned Construction: July 2026
- Completed Project: November 2026

Upon your review, please let us know if you have any questions or need additional information. Thank you for your assistance with this project.

Sincerely,

Ben Yeckley
RPT Planning Supervisor

Enclosure: LPPI Application Packet
cc: Sam Drury, CPRP, Deputy Director

GRANT APPLICATION / PROPOSAL PROCESSING FORM

Please review the attached proposal summary and application forms.

If you approve this proposal information, sign page 2 of this form and other forms as indicated with witness signatures, if applicable, in sufficient time to meet the deadline date indicated below.

If you have questions regarding the proposed program/project, please contact the Senior Budget Analyst at Ext. 2404 or the Department contact listed below to address those issues in a timely fashion. After your questions have been satisfactorily addressed, your signature is required for the grant to be forwarded for the next signature, final approval, and submission to the granting agency.

Approval indicates authorization for county matching funds allocated for this project, if applicable, as indicated below. Upon final approval, the application/proposal will be automatically returned to the originating Department for submission and record retention.

Section 1: General Information

Grant Start Date: 11/1/2025 Grant End Date: 11/26/2026

Grant Amount: $2,265,000 **Application/Proposal Deadline:** 01/01/2026

Grant Type: ____Competitive (award on the basis of competitions among eligible grantees)
__✓__Entitlement (a set of money or an amount determined under a formula grant)
____Continuation (continued funding for existing grant from funding agency)
*If continuation of an existing grant, AS400 Acct No*_____
Other _____

Funding Source: _____ Federal __✓__ State _____ Foundation _____ Corporate

If Federal Grant, CFDA#: _____ Capital Grant Project No: _____

Funding Agency: MD DNR CC Gov. Department: Recreation, Parks and Tourism

Funding Agency Grant Program: Local Parks and Playgrounds Infrastructure (LPPI) Official Grant Title: Laurel Springs Playground Replacement

Funding Agency Contact: Margaret Lashar Department Grant Contact: Ben Yeckley

Phone Number/Ext: 410-260-8427 Phone Number/Ext: 240-695-2064

Does this grant require matching funds? ____YES __✓__NO If YES, amount: _____

Amount of Matching Funds: _____ Cash _____ In-Kind

If In-Kind, how will the matching funds be tracked?

Section 2: Grant Description

Briefly summarize the overall purpose/objective of the grant and indicate how this grant will contribute to the needs and goals of the County. (Not Grant Activities)

The purpose of this project is to replace the existing playground, originally constructed in 2001, with a new destination playground that will better serve the residents of Charles County. The current playground has experienced significant wear due to heavy use, as it is the most frequently visited playground in the County. The new facility will feature modern play equipment, shade structures, additional pavilions, and other amenities designed to enhance accessibility, comfort, and overall community enjoyment. The recently installed swing set and shade structures will be relocated to another area within the park.

Section 2: Grant Description Cont.

Briefly list grant program activities (what is going to be done with the grant funds):

Please provide a brief explanation of pertinent budget items that will be funded through this grant.

(indicate if funds will be used for new/old staff positions, contracted services, travel, materials/supplies, equipment/furniture, facilities, and other applicable items.)

Playground equipment
Shade structures
Pavilions

How will the grant activities be continued after the end of the grant period?

Upon completion, this Grant will be retired and RPT will continue to manage the lights with in-house staff.

Section 3: Grant Application Review / Approval

** Your signature indicates a full understanding of the program information provided and intent to implement the project according to all program guidelines, assurances and certifications.

	Signature:	**Required On:**	
1. Department Head	_____	Sign-off Sheet	Date: _____
2. Partner Agency *(if applicable)*	_____	Sign-off Sheet Assurances	Date: _____
3. Senior Budget Analyst or Budget Analyst I	_____	Sign-off Sheet	Date: _____
4. Chief of Budget	_____	Sign-off Sheet	Date: _____
5. Director of Fiscal and Administrative Services	_____	Sign-off Sheet	Date: _____
6. County Attorney	_____	Sign-off Sheet Assurances	Date: _____
7. County Administrator	_____	Sign-off Sheet	Date: _____
8. President County Commissioners	_____	Sign-off Sheet Assurances	Date: _____

Maryland Department of Natural Resources
Local Parks and Playgrounds Infrastructure

Development Application and Project Agreement

PROJECT # _____
(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME Laurel Springs Regional Park

PROJECT NAME Laurel Springs Regional Park - Playground Replacement

2. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: 5940 Radio Station Road MD Legislative District 28

City/Town La Plata County Charles Zip Code 20646

County Tax Map 33 Grid 11 Parcel 123 Lot _____

SDAT Account Identifier 0901026704
District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

3. PROJECT DETAILS:

Is this project located within a Coast Smart Climate Ready Action Boundary? https://mdfloodmaps.net/CRAB/ (If 'Yes', please answer the following) Yes ____ No X

a. Is the total cost of this project $500,000 or greater? Yes ____ No ____

b. Does this project include a structure? For the Coast Smart Construction Program, a "structure" is defined as a walled or roofed building; a manufactured home; or a gas or liquid storage tank that is principally above ground. Yes ____ No ____

c. If this project is located within a Coast Smart Climate Ready Action Boundary, is $500,000 or greater, and includes a structure, it may be subject to the Coast Smart Siting and Design Criteria. Please review the Coast Smart Construction Program document, and fill out and submit with your application the Coast Smart Project Screening Form in Appendix A: https://dnr.maryland.gov/climateresilience/Documents/2020-Coast-Smart-Program-Document-FINAL.pdf. Note that this form is still required even if the project qualifies for a categorical exemption.

d. A waiver may be requested from one or more of the specific Siting or Design Criteria. To request a Waiver Consideration, please fill out and submit with your application the Coast Smart Criteria Waiver Form in Appendix B of the Coast Smart Construction Program document: https://dnr.maryland.gov/climateresilience/Documents/2020-Coast-Smart-Program-Document-FINAL.pdf

e. Please acknowledge that the project will meet any Coast Smart Siting and Design Criteria, as applicable. Initial Here _____

4. PROJECT DESCRIPTION: Please provide a description of the proposed project and how it is eligible for this funding (design, construct and capital equip indoor and outdoor park infrastructure and other capital–eligible projects that enhance recreational amenities). Provide all of the information that you feel is necessary to explain and justify the project. Attach a separate sheet, if necessary.

The purpose of this project is to replace the existing playground, originally constructed in 2001, with a new destination playground that will better serve the residents of Charles County. The current playground has experienced significant wear due to heavy use, as it is the most frequently visited playground in the County. The new facility will feature modern play equipment, shade structures, additional pavilions, and other amenities designed to enhance accessibility, comfort, and overall community enjoyment. The recently installed swing set and shade structures will be relocated to another area within the park.

5. PUBLIC ACCESS: No amount of these funds shall be used for projects that are inaccessible to the general public. Please describe the general public access that will be available for this project and note any restrictions or limitations.

The playground will be fully accessible to the general public. Laurel Springs Park is home to one of the most frequently used playgrounds in Charles County, serving as a popular destination for families and visitors throughout the community.

6. PROJECT PERIOD: From: _____ Date of Letter of Acknowledgement or Letter of Concurrence (DNR Use Only)

To: 11/27/2026 Estimated Date of Completion (Must be filled in by Applicant)

Please provide a provide a proposed development schedule:

Design Start Date (if applicable) 1/21/2026 Design End Date 6/10/2026

Construction Start Date 7/10/2026 Construction End Date 11/27/2026

7. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1	Design/Build Destination Playground	$2,265,000.00
	TOTAL DEVELOPMENT COSTS:	$2,265,000.00

8. PROJECT FUNDING:

LPPI FUNDS REQUESTED: **$** $2,265,000.00 100 **%**

PRIOR FUNDS APPROVED: $ _____ _____ % (Specify Source/Type) _____

LOCAL FUNDS: $ _____ _____ %

OTHER FUNDS: $ _____ _____ % (Specify Source/Type) _____

TOTAL PROJECT COST: **$** $2,265,000.00 **100 %**

9. APPLICANT INFORMATION: Note that the Applicant is also the County, Municipality, or certain nonprofit organizations that will be receiving the funding at reimbursement.

APPLICANT Charles County Government APPLICANT'S FEDERAL ID # 52-6000925

10. LOCAL PROJECT COORDINATOR:

Ben Yeckley	RPT Planning Supervisor	Recreation, Parks and Tourism	Charles County Government
(Print Name)	(Title)	(Department)	(Organization)

107 Centennial Street, Suite A	La Plata	MD	20646
(Mailing Address)	(City)	(State)	(Zip)

240-349-3022	240-695-2064	YeckleyB@CharlesCountyMD.gov
(Phone Number)	(Mobile Number)	(Email Address)

11. LOCAL GOVERNMENT OR CERTAIN NONPROFIT ORGANIZATION AUTHORIZATION:

As the authorized representative of this Political Subdivision or certain nonprofit organization, I have read the budget bill language and I agree to perform all work in accordance with all applicable Local, State and Federal statutes and regulations, and with the attachments included herewith and made a part thereof.

(Signature)	(Print Name)	(Title/Organization)	(Date)

PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

ON-SITE INSPECTION: DATE _____ BY _____

DEPARTMENT OF NATURAL RESOURCES – PROGRAM OPEN SPACE APPROVAL:		
(Signature)	(BPW Approval Date)	(BPW Agenda Item Number)

Maryland Department of Natural Resources
Program Open Space (POS) Local Grant

Funding Authorization Form

October 24, 2025
(Date)

Program Open Space Grants
Department of Natural Resources
Tawes State Office Building, E-4
580 Taylor Avenue
Annapolis, Maryland 21401

RE: Laurel Springs Regional Park - Playground Replacement
Park Name – Project Name

As the official designated by Charles for the purpose of dispensing the
(Specify County or Baltimore City)
Program Open Space apportionments for this political subdivision, I hereby certify that

Ben Yeckley
(Applicant)

may apply for the following funds on the above referenced project.

Name of Grant Program	Amount
Program Open Space (POS) Local	$
Land and Water Conservation Fund	$
Other (specify): Local Parks and Playgrounds Infrastructure Fund	$ 2,265,000
TOTAL:	**$ 2,265,000**

Ben Yeckley
Signature – County Liaison Officer

Ben Yeckley
Type Name of County Liaison

Revised 06/22

CHARLES COUNTY GOVERNMENT
Department of Planning & Growth Management
Jason R. Groth, AICP
Director

Phone | 301-645-0692
Email | PGMadmin@CharlesCountyMD.gov

October 23, 2025

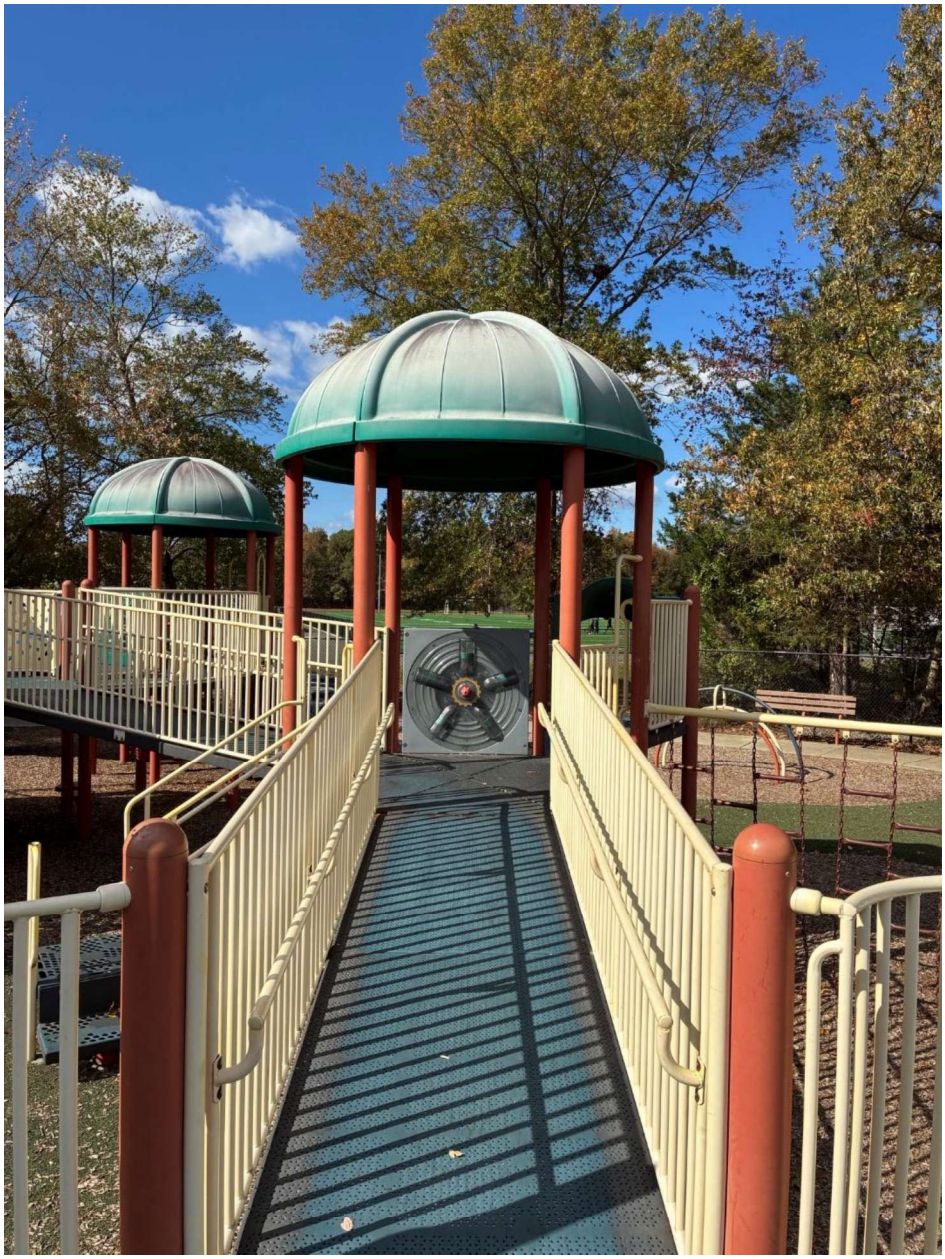
Ben Yeckley, RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks and Tourism
107 Centennial Street, Suite A
La Plata, MD 20646

Dear Mr. Yeckley:

The Department of Planning & Growth Management has reviewed the proposed Local Parks and Playgrounds Infrastructure (LPPI) Grant applications for Laurel Springs Regional Park's turf field lighting and playground replacement. The project supports the County's goals of expanding accessible and safe recreational amenities, providing residents with enhanced passive and active recreation opportunities, and aligning with the priorities and objectives of the 2022 Land Preservation, Parks, and Recreation Plan (LPPRP).

Sincerely,

Charles Rice, AICP
Planning Director



LAUREL SPRINGS PARK
SPECIAL PLAYGROUND
FOR ALL
WELCOME
Charles County Parks
2005
This playground was made possible by:
The Greater Waldorf Jaycees
Commissioners of Charles County
State of Maryland's
Comm. Parks & Playground Grant - DNR
Comm. Legacy Program Grant - DHCD

Lowe's Home Improvement
Rosewick Rd
Rosewick Rd
St Charles Pkwy
Self Storage Plus
Walmart
Laurel Springs Regional Park
Recently viewed
Texas Roadhouse
Radio Station Rd
Tilghman Lake Park
WILLOW GATE
225
Hawthorne Rd
301
Radio Station Rd
La Plata Rd
MD-488 Rte
488
OLD COLONY
Grace Lutheran Church and School
6
6
La Plata
Port Tobacco Rd
Clark Run Nature Area

Real Property Data Search ( )
Search Result for CHARLES COUNTY

View Map **No Ground Rent Redemption on File** **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District -** 01 **Account Identifier -** 026704

Owner Information

Owner Name:	CHARLES COUNTY COURT HOUSE	**Use:**	EXEMPT COMMERCIAL
		Principal Residence:	NO
Mailing Address:	PO BOX 2150 LA PLATA MD 20646-0167	**Deed Reference:**	/00368/ 00278

Location & Structure Information

Premises Address:	RADIO STATION RD LA PLATA 20646-0000	**Legal Description:**	118.8139 ACRES END RADIO STATION RD

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0033	0011	0123	30000.09	0000				2024	Plat Ref: 0053/ 0386

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			207.0000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
			/				

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2024	As of 07/01/2025	As of 07/01/2026
Land:	1,608,500	1,608,500		
Improvements	951,900	969,800		
Total:	2,560,400	2,578,300	2,572,333	2,578,300
Preferential Land:	0	0		

Transfer Information

Seller:	**Date:**	**Price:**
Type:	**Deed1:** /00368/ 00278	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2025	07/01/2026
County:	500	2,572,333.00	2,578,300.00
State:	500	2,572,333.00	2,578,300.00
Municipal:	500	0.00|0.00	0.00|0.00

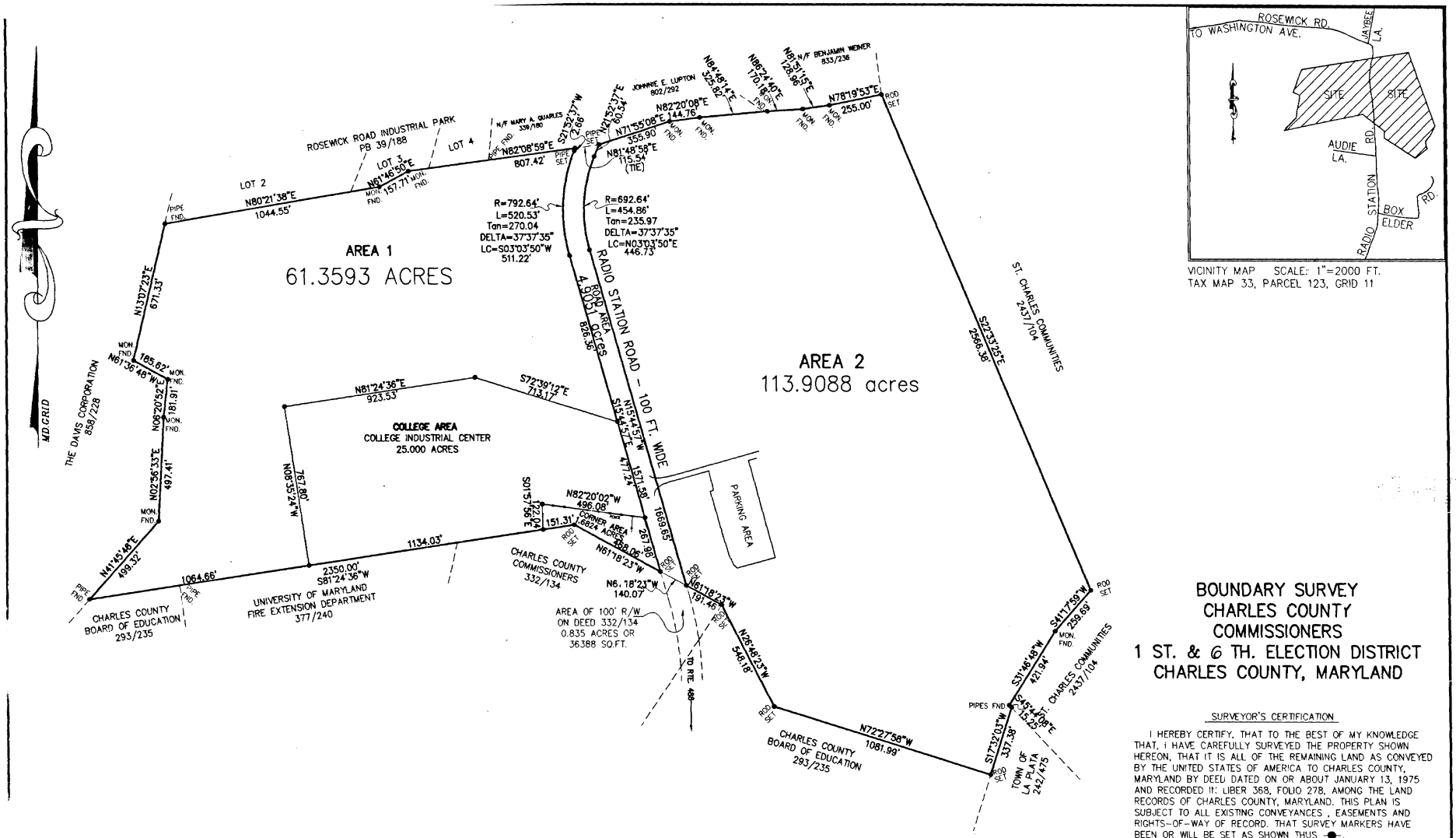
Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**



VICINITY MAP SCALE: 1"=2000 FT.
TAX MAP 33, PARCEL 123, GRID 11

BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS
1 ST. & 6 TH. ELECTION DISTRICT
CHARLES COUNTY, MARYLAND

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY, THAT TO THE BEST OF MY KNOWLEDGE THAT, I HAVE CAREFULLY SURVEYED THE PROPERTY SHOWN HEREON, THAT IT IS ALL OF THE REMAINING LAND AS CONVEYED BY THE UNITED STATES OF AMERICA TO CHARLES COUNTY, MARYLAND BY DEED DATED ON OR ABOUT JANUARY 13, 1975 AND RECORDED IN: LIBER 368, FOLIO 278, AMONG THE LAND RECORDS OF CHARLES COUNTY, MARYLAND. THIS PLAN IS SUBJECT TO ALL EXISTING CONVEYANCES , EASEMENTS AND RIGHTS-OF-WAY OF RECORD. THAT SURVEY MARKERS HAVE BEEN OR WILL BE SET AS SHOWN THUS ●.

D. H. STEFFENS COMPANY

4/2/01

DIETRICH H. STEFFENS, AGENT
PROFESSIONAL LAND SURVEYOR
MARYLAND No. 2048

AREA 1 = 61.3593 ACRES
AREA 2 = 113.9088 ACRES
COLLEGE AREA = 25.000 ACRES
CORNER AREA=1.6824 ACRES
ROAD AREA = 4.9051 ACRES
TOTAL AREA = 206.8556 ACRES

12/7/00

DH Steffens Co
Copyright ©
ESTABLISHED 1923
ENGINEERS · SURVEYORS · PLANNERS

317 Charles Street
P.O. Box 1709
La Plata, Maryland 20646
Telephone: (301) 934-2921
(301) 870-3253 (Metro)
Fax: (301) 884-3295

22335 Exploration Drive, Suite 1020
Lexington Park, Maryland 20653
Telephone: (301) 862-2226
1-800-331-1566
Fax: (301) 862-2350

53/386

REVISED 4/2/01 DIST. COR. LOT(FG)

If the surveyor's seal is not red colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

OWNER: CHARLES COUNTY DEPT. PLANNING AND GROWTH MANAGEMENT
ATTN: JUDY MICHAEL
P.O. BOX 2150
LA PLATA, MARYLAND 20646

DESIGN	FG	SHEET 1 OF 1	
DRAFT	FG	DATE MAY 23, 00	
CHECKED		SCALE 1'=300'	C2284-9901

MSA SSU 1242-3859

65262

CHARLES COUNTY CIRCUIT COURT (Subdivision Plats, CH) Plat Book 53, p. 386, MSA_S1242_3859. Date available 2001/12/07. Printed 10/24/2025.

QUITCLAIM DEED

THIS DEED, made this 13th day of January, in the year of our Lord one thousand nine hundred and seventy-four (1974), by and between the UNITED STATES OF AMERICA, acting by and through the Regional Director, Northeast Region, Bureau of Outdoor Recreation, with offices at The Federal Building, Room 9310, 600 Arch Street, Philadelphia, Pennsylvania, pursuant to authority delegated by the Secretary of the Interior, and as authorized by the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and particularly as amended by Public Law 91-485 (84 Stat. 1084), and regulations and orders promulgated thereunder (hereinafter referred to as Grantor), for and in consideration of the use and maintenance of the property herein conveyed for public park or public recreation purposes in perpetuity by Charles County, Maryland (hereinafter referred to as Grantee), does hereby remise, release, and quitclaim to Grantee, its successors and assigns, subject to the reservations, exceptions, restrictions, conditions, and covenants hereinafter set forth, all right, title, and interest of the Grantor in and to the following described property, situated in Charles County, State of Maryland, and more particularly described as follows:

Beginning at a concrete monument found fixed in the outline of the entire tract, said monument marking the northwest corner of the 61.432 acre Lake site now owned by the Town of La Plata; running thence with the line of the said Lake site S 20° 00' 57" W 423.13 feet more or less;

Thence leaving said Lake site and running N 69° 59' 03" W 1280 feet more or less;

Thence N 20° 00' 57" E 210 feet more or less;

Thence N 20° 30' W 275.0 feet more or less;

Thence N 55° W 800 feet more or less;

Thence S 87° 45' W 2350 feet more or less to a point in the outline;

Thence with the outline N 48° 05' E 500 feet more or less;

Thence N 09° 06' E 497.20 feet;

Thence N 12° 08' E 182.10 feet;

Thence N 55° 02' W 185.70 feet;

CHARLES COUNTY CIRCUIT COURT (Land Records) From 368, p. 278, MSA_CE62_367. Date available 08/25/2006. Printed 01/19/2018.

Thence N 19° 24' E 671.10 feet;

Thence N 86° 48' E 1044.60 feet;

Thence N 67° 51' E 158.0 feet;

Thence N 88° 43' E 866.90 feet;

Thence S 03° 30' W 8.0 feet;

Thence N 78° 30' E 414.0 feet;

Thence N 88° 30' E 145.0 feet;

Thence S 89° E 326.0 feet;

Thence S 87° 30' E 170.0 feet;

Thence N 88° E 129.0 feet;

Thence N 85° E 255.0 feet;

Thence S 16° 15' E 2564.0 feet;

Thence S 46° 30' W 260.0 feet;

Thence S 37° W 423.0 feet to the point of beginning.

The property herein conveyed contains 207 acres, more or less, and was formerly a portion of the East Coast Radio Receiving Station, La Plata, Maryland, D-Md-514, under the administrative jurisdiction of the Department of the Army, an agency of the United States Government.

SUBJECT TO any and all outstanding reservations, easements and rights-of-way, recorded and unrecorded, for public roads, railroads, pipelines, drainage ditches, sewer mains and lines, and public utilities affecting the property herein conveyed.

TO HAVE AND TO HOLD the above premises, subject to the easements, reservations, exceptions, restrictions, conditions, and covenants herein enumerated and set forth, unto the Grantee, its successors and assigns, forever.

There are excepted from this conveyance and reserved to the Grantor all oil, gas, and other minerals in, under, and upon the lands herein conveyed, together with the right to enter upon the land for the purpose of mining and removing the same.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules, regulations and orders promulgated thereunder, the General Services

Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for conveyance to Charles County, Maryland.

It is understood and agreed by and between the Grantor and Grantee, and Grantee by acceptance of this deed does acknowledge that it fully understands the terms and conditions set forth herein and does further covenant and agree for itself, and its successors and assigns, forever, as follows:

1. The property shall be used and maintained for the public purposes for which it was conveyed in perpetuity as set forth in the program of utilization and plan contained in the application submitted by Grantee on the 10th day of November 1971, as amended the 5th day of January 1972, and the 13th day of January 1972, which program and plan may be further amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.

2. The Grantee shall within 6 months of the date of this deed erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreational area and has been acquired from the Federal Government for use by the general public.

3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subhect to the same terms and conditions in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession

CHARLES COUNTY CIRCUIT COURT (Land Records) FCM 368, p. 0280, MSA_CE62_387. Date available 08/23/2006. Printed 07/19/2017.

agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.

4. From the date of this conveyance, the Grantee, its successors and assigns, shall submit biennial reports to the Secretary of the Interior, setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports and as further determined by the Secretary of the Interior.

5. If at any time the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title and interest in and to said premises, or part thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

6. As part of the consideration for this deed, the Grantee covenants and agrees for itself, its successors and assigns, that (1) the program for or in connection with which this deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with, all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this deed (43 C.F.R. Part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee, its successors and assigns, will (a) obtain from each other person (any legal entity), who, through contractual or other arrangements with the Grantee, its successors or assigns, is authorized to provide services or benefits under said

program, a written agreement pursuant to which such other persons shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior, or his successor; and that this covenant shall run with the land hereby conveyed, and shall in any event, without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of, and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

7. In the event there is a breach of any of the conditions and covenants herein contained by the Grantee, its successors and assigns, whether caused by the legal or other inability of the Grantee, its successors and assigns, to perform said conditions and covenants, or otherwise, all right, title and interest in and to the said premises shall revert to and become the property of the Grantor at its option, which in addition to all other remedies for such breach shall have the right of entry upon said premises, and the Grantee, its successors and assigns, shall forfeit all right, title and interest in said premises and in any and all of the tenements, hereditaments and appurtenances thereunto belonging; provided, however, that the failure of the Secretary of the Interior to require in any one or more instances complete performance of any of the conditions or covenants shall not be construed as a waiver or relinquishment of such future performance, but the obligation of the Grantee, its successors and assigns, with respect to such future performance shall continue in full force and effect.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and on its behalf this the 16th day of December 1974.

UNITED STATES OF AMERICA

BY _____

DEPUTY Regional Director
Northeast Region
Bureau of Outdoor Recreation
The Federal Building
Room 9310
600 Arch Street
Philadelphia, Pennsylvania

STATE OF Pennsylvania }
COUNTY OF Philadelphia } ss

On this 16th day of December, 1974, before me, the subscriber, personally appeared Aubrey M. Gehrung, to me known and known to me to be the Regional Director, Northeast Region, Bureau of Outdoor Recreation, of the United States Department of the Interior, a governmental agency of the United States of America, with offices at The Federal Building, Rm. 9310, 600 Arch Street, Philadelphia, Pennsylvania and known to me to be the same person described in and who executed the foregoing instrument as such Regional Director aforesaid, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary, and he acknowledged that he executed the foregoing instrument for and on behalf of the United States of America, for the purposes and uses therein described.

_____
NOTARY PUBLIC

My Commission expires:

CAROL ANN BEECHER, NOTARY PUBLIC
PHILADELPHIA, PHILADELPHIA COUNTY
MY COMMISSION EXPIRES OCT. 11 1975

The foregoing conveyance is hereby accepted and the undersigned agrees, by this acceptance, to assume and be bound by all the obligations, conditions, covenants and agreements therein contained.

CHARLES COUNTY, MARYLAND

BY _____
Raymond T. Tilghman
President
Title

STATE OF Maryland }
COUNTY OF Charles } ss

On this the 30th day of December, 19 74 before me, Nancy P. Hopkins, the undersigned officer, personally appeared Raymond T. Tilghman, of Charles County, Maryland, known to me to be the person described in the foregoing instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

_____
Notary Public
Title

TRANSFERRED
by _____
Clerk to the County Assessor
as of 1-10-75

Taxes levied and on record as of this date
JAN 10 1975
by _____
J. FRANKLIN WINKLER, Treas.

LIBER3445 FOLIO105

STATE OF MARYLAND

COUNTY OF CHARLES

RELEASE AND TRANSFER OF TERMS, CONDITIONS, COVENANTS AND RESTRICTIONS

THIS RELEASE AND TRANSFER OF TERMS, CONDITIONS, COVENANTS AND RESTRICTIONS is made this 7th day of January, 2002, by and between Charles County, the County Commissioners of Charles County, Maryland (hereafter referred to as (the "COUNTY") and the UNITED STATES OF AMERICA, acting by and through the National Park Service, an agency of the United States Department of the Interior (hereafter referred to as the "UNITED STATES").

The purpose of this instrument is to release the terms, conditions, covenants and restrictions imposed by the UNITED STATES upon one parcel of land identified below, and to impose those same terms, conditions, covenants and restrictions on a different parcel of land, also identified below.

RECORDING FEE 0.00
TOTAL 0.00
Rcpt#999999
RAD BAK Blk#1663
Jan 22, 2002 03:52 pm

WITNESSETH:

WHEREAS, the UNITED STATES, acting by and through the Regional Director, Northeast Region, bureau of Outdoor Recreation (since merged into the National Park Service), United States Department of the Interior, under and pursuant to the powers and authority contained in the provisions of the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and the regulations and orders promulgated thereunder conveyed 207 acres of land to the COUNTY, by quitclaim deed dated December 16, 1974 and recorded in the Charles County Land Records at Liber 368, Folio 278 (the "1974 conveyance"); and

WHEREAS, the 1974 conveyance included terms, conditions, covenants and restrictions, more specifically described in Exhibit A, that required the property to be used and maintained for public park or public recreation purposes; and

WHEREAS, the COUNTY has determined that a 26.6824 acre portion of the 1974 conveyance, more specifically shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) and recorded among the land records of Charles County, Maryland at Plat Book 53, Folio 386, is no longer usable for public park or public recreational purposes; and

WHEREAS, on April 26, 2001 the COUNTY, with the concurrence of the National Park Service, acquired 144.304 acres, more particularly described in Exhibit C attached hereto, for public park and public recreation purposes; and

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0105, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

WHEREAS, in order to release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions, the COUNTY desires to impose the terms, conditions, covenants and restirctions found in Exhibit A on the property described in Exhibit C; and

WHEREAS, on May 25, 2001 the National Park Service requested concurrence from the General Services Administration (the "GSA") to release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions in Exhibit A and to impose the terms, conditions, covenants and restrictions from the property described in Exhibit A to the property described in Exhibit C; and

WHEREAS, by letter dated June 25, 2001 GSA advised the National Park Service that it concurred with the National Park Service's release of the terms, conditions, covenants and restrictions placed on that property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) and imposition of the terms, conditions, covenants and restrictions recited in Exhibit A to the property described in Exhibit C, provided three conditions were met; and

WHEREAS, the National Park Service has determined that the three conditions imposed by GSA for the release and transfer of the terms, conditions, covenants and restrictions from the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) to the property described in Exhibit C have been met;

NOW, THEREFORE, in consideration of and pursuant to all of the foregoing:

The UNITED STATES, in exchange for the COUNTY'S agreement to impose the terms, conditions, covenants and restrictions of Exhibit A to the property described in Exhibit C, does hereby release the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions set forth in Exhibit A.

The UNITES STATES does hereby impose the terms, conditions, covenants and restrictions set forth in Exhibit A to the 144.304 acre tract described in Exhibit C.

The County, in exchange for the release of the property shown on Exhibit B as "College Area" (25.000 acres) and "Corner Area" (1.6824 acres) from the terms, conditions, covenants and restrictions set forth in Exhibit A, does by executing this document, hereby accept and agree that the terms, conditions, covenants and restrictions set forth in Exhibit A are imposed upon the property described in Exhibit C.

IN TESTIMONY WHEREOF, the COUNTY and the UNITED STATES, have caused this release and transfer to be executed for them and on their behalf and have caused to be affixed hereunder their seals, by their duly authorized officers or agents, the day and the year first above written.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0106, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 107

CHARLES COUNTY, MARYLAND

County Commissioners of Charles
County, Maryland

By: Murray D. Levy, President

UNITED STATES OF AMERICA
Acting by and through the Secretary of the Interior

Through:
Regional Director
Southeast Region
National Park Service

By: Wallace C. Brittain
Wallace C. Brittain
Chief, Recreation and
Conservation Division

ACKNOWLEDGMENT

STATE OF MARYLAND

COUNTY OF CHARLES

Before me, the undersigned authority in and for Charles County, Maryland, on this day personally appeared Murray D. Levy, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he is the President of the County Commissioners of Charles County, Maryland and is duly and properly authorized to execute this document and that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the 20 day of December, 2001.

Carolyn M. Schoonover, Notary Public
Charles County
State of Maryland
My Commission Expires Sept. 1, 2002

Carolyn M. Schoonover
Notary Public in and for
the State of Maryland

My Commission expires:

9-1-02

CAROLYN M. SCHOONOVER
Typed or Printed Name of Notary

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0107, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER3445 FOLIO108

ACKNOWLEDGMENT

STATE OF GEORGIA

COUNTY OF FULTON

On this 7th day of January, 2002, before me, the subscriber, personally appeared Wallace C. Brittain, Chief, Recreation and Conservation Division, Southeast Region National Park Service, of the United States Department of the Interior, a governmental agency of the United States of America, and known to me to be the same person described in and who executed the foregoing instrument, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary and he acknowledges that he executed the foregoing instrument for and on behalf of the United States of America for the purposes and uses therein described.

NOTARY PUBLIC

My Commission expires:

July 23, 2003

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0108. MSA_CE52_3463. Date available 05/19/2004. Printed 07/19/2017.

LIBER3445 FOLIO109

EXHIBIT A

DEED FROM THE UNITED STATES TO THE COUNTY

LIBER 368 FOLIO 278

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0109, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0110, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

QUITCLAIM DEED

'75 JAN 13 AM 10 26

The UNITED STATES OF AMERICA, acting by and through the Regional Director, Northeast Region, Bureau of Outdoor Recreation, with offices at The Federal Building, Room 9310, 600 Arch Street, Philadelphia, Pennsylvania, pursuant to authority delegated by the Secretary of the Interior, and as authorized by the Federal Property and Administrative Services Act of 1949 (63 Stat. 377), as amended, and particularly as amended by Public Law 91-485 (84 Stat. 1084), and regulations and orders promulgated thereunder (hereinafter referred to as Grantor), for and in consideration of the use and maintenance of the property herein conveyed for public park or public recreation purposes in perpetuity by Charles County, Maryland (hereinafter referred to as Grantee), does hereby remise, release, and quitclaim to Grantee, its successors and assigns, subject to the reservations, exceptions, restrictions, conditions, and covenants hereinafter set forth, all right, title, and interest of the Grantor in and to the following described property, situated in Charles County, State of Maryland, and more particularly described as follows:

Beginning at a concrete monument found fixed in the outline of the entire tract, said monument marking the northwest corner of the 61.452 acre Lake site now owned by the Town of La Plata; running thence with the line of the said Lake site S 20° 00' 57" W 423.13 feet more or less;

Thence leaving said Lake site and running N 69° 59' 03" W 1260 feet more or less;

Thence N 20° 00' 57" E 210 feet more or less;

Thence N 20° 30' W 275.0 feet more or less;

Thence N 55° W 800 feet more or less;

Thence S 87° 45' W 2350 feet more or less to a point in the outline;

Thence with the outline N 48° 05' E 500 feet more or less;

Thence N 09° 06' E 497.20 feet;

Thence N 12° 08' E 182.10 feet;

Thence N 55° 02' W 185.70 feet;

Thence N 19° 24' E 671.10 feet;
Thence N 86° 48' E 1044.60 feet;
Thence N 67° 51' E 158.0 feet;
Thence N 88° 43' E 866.90 feet;
Thence S 03° 30' W 8.0 feet;
Thence N 78° 30' E 414.0 feet;
Thence N 88° 30' E 143.0 feet;
Thence S 89° E 326.0 feet;
Thence S 87° 30' E 178.0 feet;
Thence N 88° E 129.0 feet;
Thence N 85° E 255.0 feet;
Thence S 16° 15' E 2564.0 feet;
Thence S 46° 30' W 260.0 feet;
Thence S 37° W 423.0 feet to the point of beginning.

The property herein conveyed contains 207 acres, more or less, and was formerly a portion of the East Coast Radio Receiving Station, La Plata, Maryland, D-Md-514, under the administrative jurisdiction of the Department of the Army, an agency of the United States Government.

SUBJECT TO any and all outstanding reservations, easements and rights-of-way, recorded and unrecorded, for public roads, railroads, pipelines, drainage ditches, sewer mains and lines, and public utilities affecting the property herein conveyed.

TO HAVE AND TO HOLD the above premises, subject to the easements, reservations, exceptions, restrictions, conditions, and covenants herein enumerated and set forth, unto the Grantee, its successors and assigns, forever.

There are excepted from this conveyance and reserved to the Grantor all oil, gas, and other minerals in, under, and upon the lands herein conveyed, together with the right to enter upon the land for the purpose of mining and removing the same.

Pursuant to authority contained in the Federal Property and Administrative Services Act of 1949, as amended, and applicable rules, regulations and orders promulgated thereunder, the General Services

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445. p. 0111, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 112

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0112, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Administration determined the property to be surplus to the needs of the United States of America and assigned the property to the Department of the Interior for conveyance to Charles County, Maryland.

It is understood and agreed by and between the Grantor and Grantee, and Grantee by acceptance of this deed does acknowledge that it fully understands the terms and conditions set forth herein and does further covenant and agree for itself, and its successors and assigns, forever, as follows:

1. The property shall be used and maintained for the public purposes for which it was conveyed in perpetuity as set forth in the program of utilization and plan contained in the application submitted by Grantee on the 10th day of November 1971, as amended the 5th day of January 1972, and the 13th day of January 1972, which program and plan may be further amended from time to time at the request of either the Grantor or Grantee, with the written concurrence of the other party, and such amendments shall be added to and become a part of the original application.

2. The Grantee shall within 6 months of the date of this deed erect and maintain a permanent sign or marker near the point of principal access to the conveyed area indicating that the property is a park or recreational area and has been acquired from the Federal Government for use by the general public.

3. The property shall not be sold, leased, assigned, or otherwise disposed of except to another eligible governmental agency that the Secretary of the Interior agrees in writing can assure the continued use and maintenance of the property for public park or public recreational purposes subject to the same terms and conditions in the original instrument of conveyance. However, nothing in this provision shall preclude the Grantee from providing related recreational facilities and services compatible with the approved application, through concession

LIBER3445 FOLIO113

agreements entered into with third parties, provided prior concurrence to such agreements is obtained in writing from the Secretary of the Interior.

4. From the date of this conveyance, the Grantee, its successors and assigns, shall submit biennial reports to the Secretary of the Interior, setting forth the use made of the property during the preceding two-year period, and other pertinent data establishing its continuous use for the purposes set forth above, for ten consecutive reports and as further determined by the Secretary of the Interior.

5. If at any time the United States of America shall determine that the premises herein conveyed, or any part thereof, are needed for the national defense, all right, title and interest in and to said premises, or part thereof determined to be necessary to such national defense, shall revert to and become the property of the United States of America.

6. As part of the consideration for this deed, the Grantee covenants and agrees for itself, its successors and assigns, that (1) the program for or in connection with which this deed is made will be conducted in compliance with, and the Grantee, its successors and assigns, will comply with, all requirements imposed by or pursuant to the regulations of the Department of the Interior as in effect on the date of this deed (43 C.F.R. Part 17) issued under the provisions of Title VI of the Civil Rights Act of 1964; (2) this covenant shall be subject in all respects to the provisions of said regulations; (3) the Grantee, its successors and assigns, will promptly take and continue to take such action as may be necessary to effectuate this covenant; (4) the United States shall have the right to seek judicial enforcement of this covenant; and (5) the Grantee, its successors and assigns, will (a) obtain from each other person (any legal entity), who, through contractual or other arrangements with the Grantee, its successors or assigns, is authorized to provide services or benefits under said

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0113, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

program, a written agreement pursuant to which such other persons shall, with respect to the services or benefits which he is authorized to provide, undertake for himself the same obligations as those imposed upon the Grantee, its successors and assigns, by this covenant, and (b) furnish a copy of such agreement to the Secretary of the Interior, or his successor; and that this covenant shall run with the land hereby conveyed, and shall in any event, without regard to technical classification or designation, legal or otherwise, be binding to the fullest extent permitted by law and equity for the benefit of, and in favor of the Grantor and enforceable by the Grantor against the Grantee, its successors and assigns.

7. In the event there is a breach of any of the conditions and covenants herein contained by the Grantee, its successors and assigns, whether caused by the legal or other inability of the Grantee, its successors and assigns, to perform said conditions and covenants, or otherwise, all right, title and interest in and to the said premises shall revert to and become the property of the Grantor at its option, which in addition to all other remedies for such breach shall have the right of entry upon said premises, and the Grantee, its successors and assigns, shall forfeit all right, title and interest in said premises and in any and all of the tenements, hereditaments and appurtenances thereunto belonging; provided, however, that the failure of the Secretary of the Interior to require in any one or more instances complete performance of any of the conditions or covenants shall not be construed as a waiver or relinquishment of such future performance, but the obligation of the Grantee, its successors and assigns, with respect to such future performance shall continue in full force and effect.

IN WITNESS WHEREOF, the Grantor has caused these presents to be executed in its name and on its behalf this the 16th day of December 1954.

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0114, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 368 PAGE 263

UNITED STATES OF AMERICA
BY [signature]
DEPUTY Regional Director
Northeast Region
Bureau of Outdoor Recreation
The Federal Building
Room 9310
600 Arch Street
Philadelphia, Pennsylvania

STATE OF Pennsylvania
COUNTY OF Philadelphia ss

On this 4th day of December, 1974, before me, the subscriber, personally appeared [illegible], to me known and known to me to be the Regional Director, Northeast Region, Bureau of Outdoor Recreation, of the United States Department of the Interior, a governmental agency of the United States of America, with offices at the Federal Building, Rm. 9310, 600 Arch Street, Philadelphia, Pennsylvania and known to me to be the same person described in and who executed the foregoing instrument as such Regional Director aforesaid, as the act and deed of the United States of America, for and on behalf of the Secretary of the Interior, duly designated, empowered and authorized so to do by said Secretary, and he acknowledged that he executed the foregoing instrument for and on behalf of the United States of America, for the purposes and uses therein described.

[signature]
NOTARY PUBLIC

My Commission expires:
CAROL ANN REECHER, NOTARY PUBLIC
PHILADELPHIA, PHILADELPHIA COUNTY
MY COMMISSION EXPIRES JAN. 10, 1976

The foregoing conveyance is hereby accepted and the undersigned agrees, by this acceptance, to assume and be bound by all the obligations, conditions, covenants and agreements therein contained.

CHARLES COUNTY, MARYLAND
BY [signature]
Raymond T. Tilghman
President
Title

STATE OF Maryland
COUNTY OF Charles ss

On this the 30th day of December, 19 74 before me, Nancy P. Hopkins, the undersigned officer, personally appeared Raymond T. Tilghman, of Charles County, Maryland, known to me to be the person described in the foregoing instrument and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

[signature]
Notary Public
Title

TRANSFERRED
by [signature]
Clerk to the County Assessor
as of 1-10-75

Taxes levied and on record as of 1975 date
JAN 10 1975
by [signature]
J. FRANKLIN GARDNER, Treas.

-5-

[signature]

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD liber 3445, p. 0115, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 116

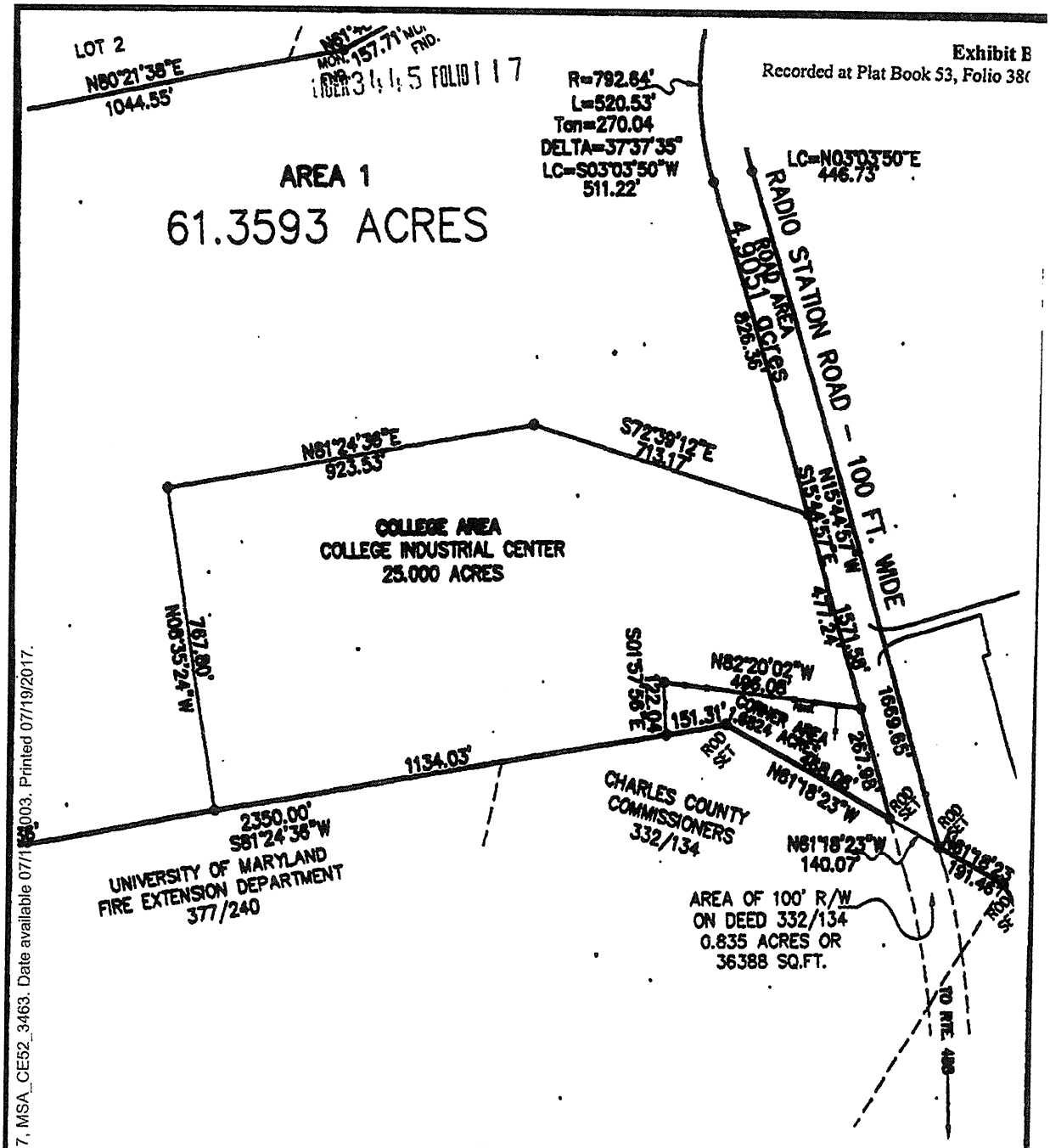
EXHIBIT B

26.6824 ACRES
"College Area" (25.000 acres) and "Corner Area" (1.6824 acres)

METES AND BOUNDS LEGAL DESCRIPTION

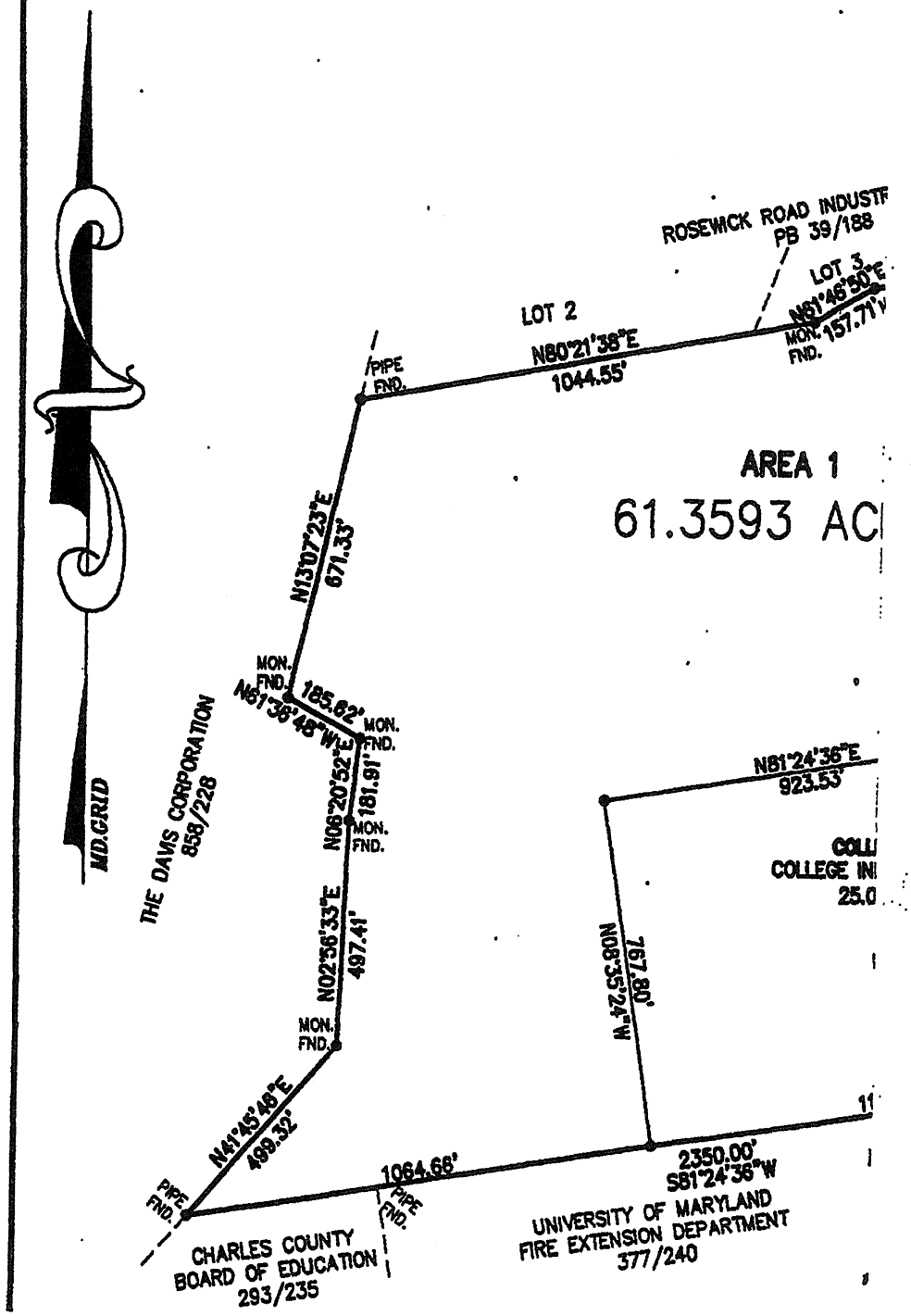
PLAT

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0116, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.



CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0117, MSA_CE52_3463. Date available 07/19/2003. Printed 07/19/2017.

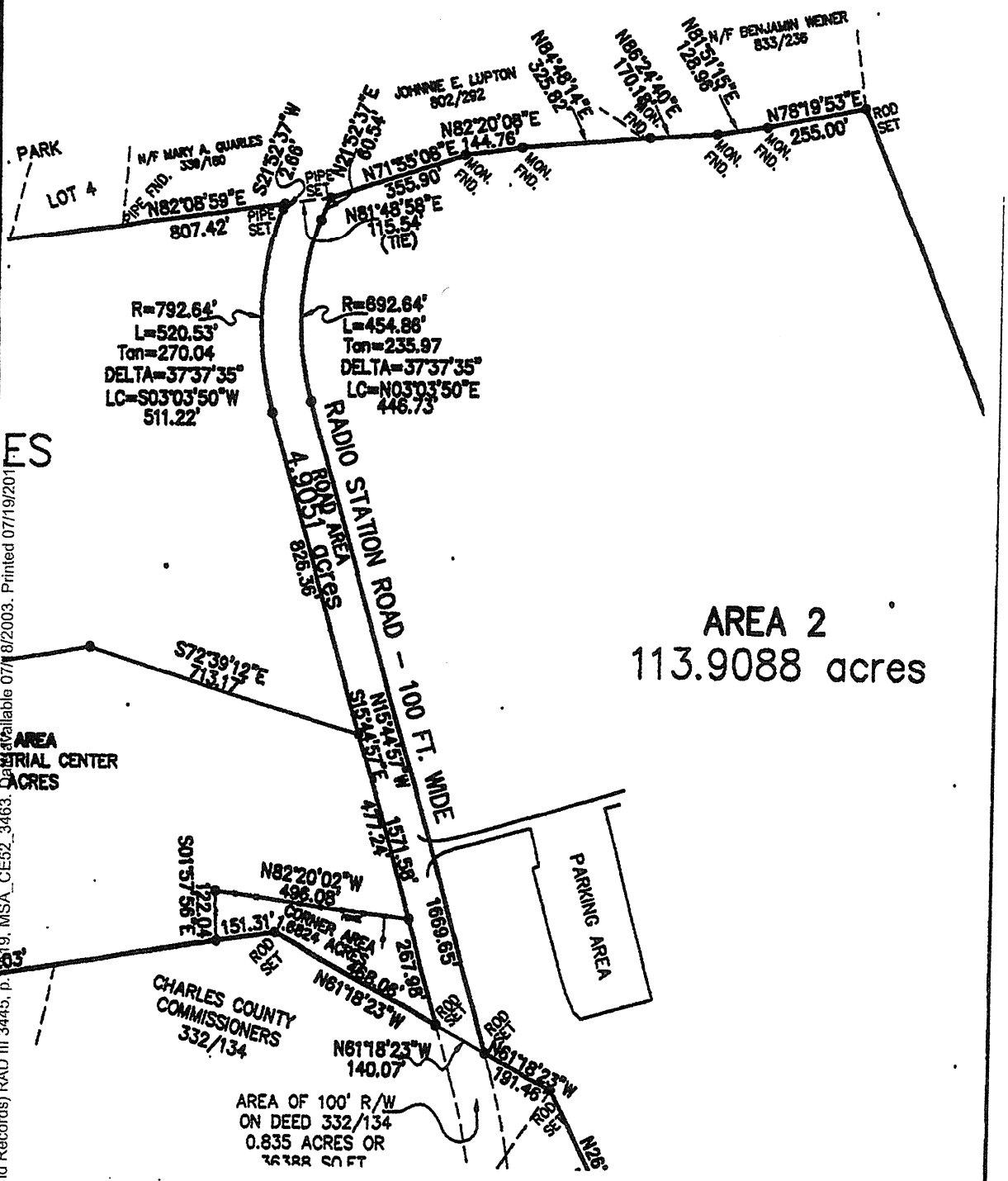
Exhibit B
Recorded at Plat Book 53, Folio 38(



CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0118, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

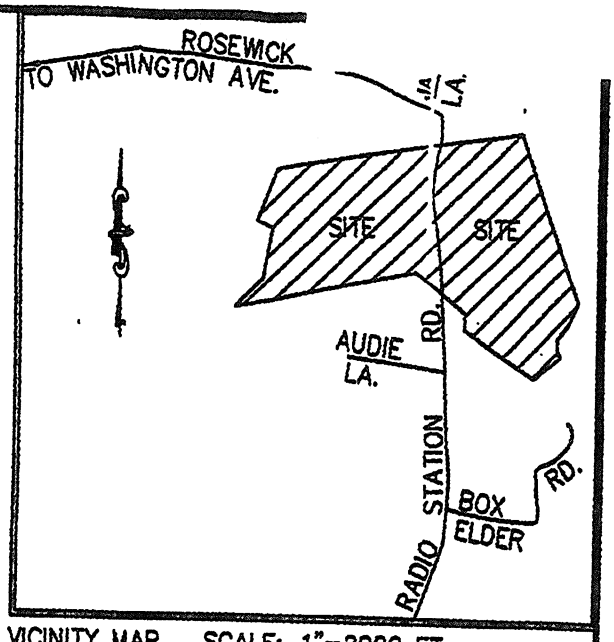
LIBER 3445 FOLIO 119

Exhibit E
Recorded at Plat Book 53, Folio 38(



CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0119, MSA_CE62_3463. Date available 07/18/2003. Printed 07/19/2017.

Exhibit B
Recorded at Plat Book 53, Folio 38(



VICINITY MAP SCALE: 1"=2000 FT.
TAX MAP 33, PARCEL 123, GRID 11

ST. CHARLES COMMUNITIES
2437/104

S22°33'25"E
2566.38'

S41°17'59"W
259.69'

ROD SET

MON. FND.

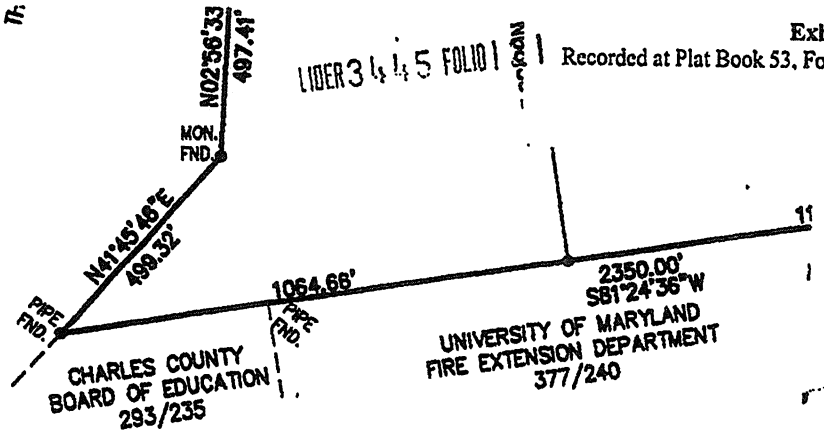
'NITIES

BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0120, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

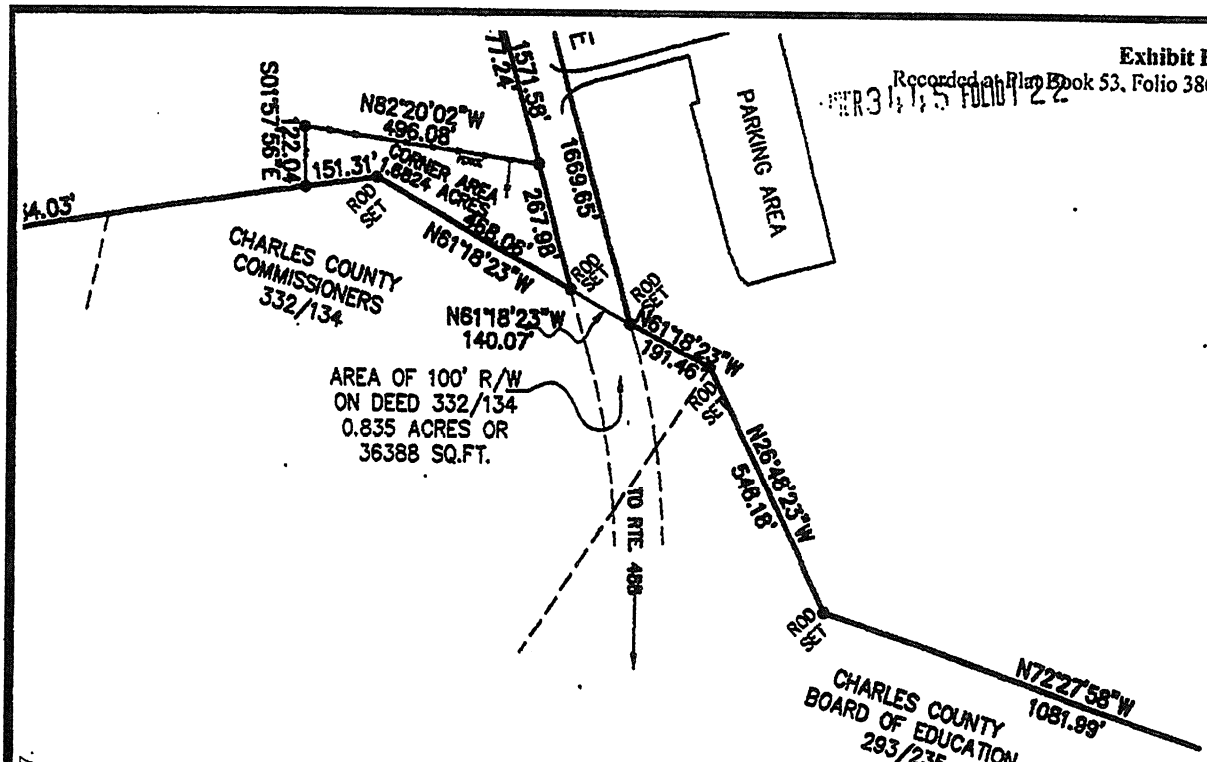
CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0121, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Exhibit B
Recorded at Plat Book 53, Folio 386



APPROVED FOR RECORDS
CHARLES COUNTY
PLANNING COMMISSION
DATE 12/7/01 BY

CHARLES COUNTY
PLANNING COMMISSION
DATE RECORDED 12/7/01
LIBER NO. 53
FOLIO NO. 386
RECORDED BY



AREA 1 = 61.3593 ACRES
AREA 2 = 113.9088 ACRES
COLLEGE AREA = 25.000 ACRES
CORNER AREA=1.6824 ACRES
ROAD AREA = 4.9051 ACRES
TOTAL AREA = 206.8556 ACRES

DH Steffens Co
Copyright ©
ESTABLISHED 1923
ENGINEERS • SURVEYORS • PLANNERS

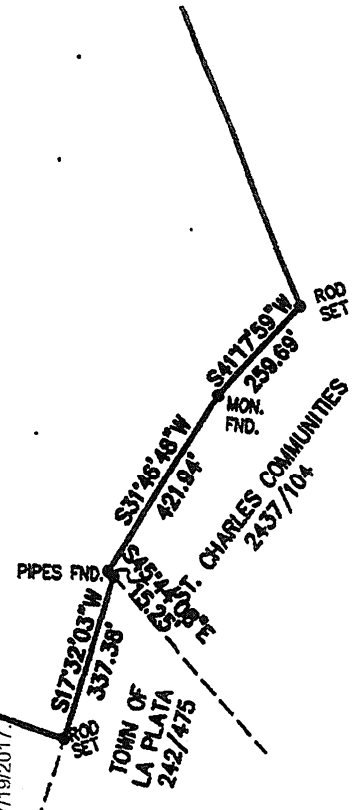
317 Charles Street
P.O. Box 1709
La Plata, Maryland 20646
Telephone: (301) 934-2921
(301) 870-3253 (Met
Fax: (301) 934-3295

22335 Exploration Drive, Suite
Lexington Park, Maryland 2065
Telephone: (301) 862-2226
1-800-331-1568
Fax: (301) 862-2350

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 5445, p. 0122, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER 3445 FOLIO 123

Exhibit B
Recorded at Plat Book 53, Folio 386



BOUNDARY SURVEY
CHARLES COUNTY COMMISSIONERS
1 ST. & 4 TH. ELECTION DISTRICT
CHARLES COUNTY, MARYLAND

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY, THAT TO THE BEST OF MY KNOWLEDGE THAT, I HAVE CAREFULLY SURVEYED THE PROPERTY SHOWN HEREON, THAT IT IS ALL OF THE REMAINING LAND AS CONVEYED BY THE UNITED STATES OF AMERICA TO CHARLES COUNTY, MARYLAND BY DEED DATED ON OR ABOUT JANUARY 13, 1975 AND RECORDED IN LIBER 368, FOLIO 278, AMONG THE LAND RECORDS OF CHARLES COUNTY, MARYLAND. THIS PLAN IS SUBJECT TO ALL EXISTING CONVEYANCES , EASEMENTS AND RIGHTS-OF-WAY OF RECORD. THAT SURVEY MARKERS HAVE BEEN OR WILL BE SET AS SHOWN THUS -●-.

STATE OF MARYLAND
DIETRICH H. STEFFENS
NO. 2048
REGISTERED
PROFESSIONAL LAND SURVEYOR

D. H. STEFFENS COMPANY

4/2/01

DIETRICH H. STEFFENS, AGENT
PROFESSIONAL LAND SURVEYOR
MARYLAND No. 2048

If the surveyor's seal is not red colored, the plan is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

OWNER: CHARLES COUNTY DEPT. PLANNING
AND GROWTH MANAGEMENT
ATTN: JUDY MICHAEL
P.O. BOX 2150
LA PLATA, MARYLAND 20646

DESIGN FG	SHEET 1 OF 1	
DRAFT FG	DATE MAY 23, 00	
CHECKED	SCALE 1'=300'	C2284-9901

REVISED 4/2/01 DIST. COR. LOT(FG)

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0123, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

LIBER3445 FOLIO124

EXHIBIT C

REPLACEMENT PROPERTY

LIBER 3198 FOLIO 006

CHARLES COUNTY CIRCUIT COURT (Land Records) RAD III 3445, p. 0124, MSA_CE52_3463. Date available 07/18/2003. Printed 07/19/2017.

Outlook

RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

From Estid Reedy <ReedyE@charlescountymd.gov>
Date Wed 11/5/2025 8:17 AM
To Tammie J. Kuss <KussT@charlescountymd.gov>
Cc Kelli Scherer <SchererK@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>

Hello after discussing and confirming with Kelli there needs to be two project requests for the two projects you are requesting not a parent. 4303000014 will be the replacement of field lights at Laurel Springs Park and the other CIP will be for the Laurel Springs Improvements I will create the number once you send me over the two excel requests.

From: Tammie J. Kuss
Sent: Tuesday, November 4, 2025 2:00 PM
To: Estid Reedy
Cc: Kelli Scherer ; Ben Yeckley
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good afternoon, Estid,
I am filling out the excel attachment for LPPI and was wondering if the project that you have set up would be the "parent" of the two projects we want to use the LPPI funds for or do I need to put them both within this one with a total funding of $3M??? If I can separate the projects, do I just fill out two of the forms? I just want to make sure I'm filling this out correctly.

Tammie J. Kuss, Financial Operations Manager
Department of Recreation, Parks, & Tourism
Charles County Government
107 Centennial St., Suite A | La Plata, MD 20646
240-349-3024 |E-mail: KussT@CharlesCountyMD.gov
Visit us online at www.CharlesCountyMD.gov

From: Estid Reedy <ReedyE@charlescountymd.gov>
Sent: Thursday, October 30, 2025 12:14 PM
To: Ben Yeckley <YeckleyB@charlescountymd.gov>
Cc: Tammie J. Kuss <KussT@charlescountymd.gov>; Kelli Scherer <SchererK@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Yes, I just created the CIP # 4303000014 for the LLPI the project is ready to become a BTR now:

1. Please fill out the excel attached and create a completed PDF copy for back up in Munis
2. Create a BTR in Munis with the sub projects needed
3. Attached proper back up to the BTR
4. Release BTR it will need BOCC approval

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Thursday, October 30, 2025 11:30 AM
To: Estid Reedy <ReedyE@charlescountymd.gov>
Cc: Tammie J. Kuss <KussT@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Hey Estid - just wanted to touch base on this. If there's anything we need to give you, please let us know.
Thanks,

Ben Yeckley

RPT Planning Supervisor

Charles County Government

Department of Recreation, Parks & Tourism

Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646

www.CharlesCountyParks.com

www.ExploreCharlesCounty.com

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 24, 2025 4:37 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good afternoon Everyone,

As discussed with the Budget team, please find the two (2) complete LPPI applications attached. Per my discussion with Estid / Kelli S., they will be sending for the appropriate signatures once necessary.

Thanks!

Ben Yeckley
RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks & Tourism
Direct: (240) 349-3022 | Mobile: (240) 695-2064
107 Centennial Street, Suite A, La Plata, MD 20646
www.CharlesCountyParks.com
www.ExploreCharlesCounty.com

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 24, 2025 2:49 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Afternoon Jake,

I spoke with Estid / Kelli S. earlier this week and I am finalizing the packet to send to them now. They should have it before COB today.

Thanks!

Ben Yeckley
RPT Planning Supervisor
Charles County Government
Department of Recreation, Parks & Tourism
Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646
www.CharlesCountyParks.com
www.ExploreCharlesCounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Friday, October 24, 2025 2:48 PM
To: Ben Yeckley <YeckleyB@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Good afternoon. Circling back to this. Please advise of the status.
Thanks,
Jake

From: Ben Yeckley <YeckleyB@charlescountymd.gov>
Sent: Friday, October 10, 2025 10:55 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Morning Everyone,

I appreciate you talking through this with me earlier this morning. I will begin drafting the letter and will talk to Sam/Kelli regarding the BTR suggestion.
Thanks,

Ben Yeckley

RPT Planning Supervisor

Charles County Government

Department of Recreation, Parks & Tourism

Direct: (240) 349-3022 | Mobile: (240) 695-2064

107 Centennial Street, Suite A, La Plata, MD 20646

www.CharlesCountyParks.com

www.ExploreCharlesCounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Friday, October 10, 2025 7:33 AM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers

<BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Good morning. You might want to check with the State to make sure the BOCC doesn't need to approve the selected project before submitting the LPPI application. I believe the last time we used these funds for the White Plains and Laurel Springs Turf Field, we went before the BOCC prior to submitting the application to the State. I think we did that because of this attached memo from FY2021 that said a letter from our local jurisdiction that outlines the proposed project(s) was a requirement.
Thanks,
Jake

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Thursday, October 9, 2025 4:28 PM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Good afternoon and thank you Jake. We will be completing the required LPPI application and project agreement and once we have the state's approval we will follow up to work with Budget on these next steps.
Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Jacob Dyer <DyerJ@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 5:51 PM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: Re: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Sam D, you will need to work with Budget in getting the project set up in Munis before the budget amendment can be entered. We also need the BTR form completed by RPT when the BTR is entered and backup showing State approval.
Thanks,
Jake

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 11:34:09 AM
To: Samantha Chiriaco <ChiriacoS@charlescountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million
Will do, thank you.
Sam Drury, CPRP
Deputy Director,

Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Samantha Chiriaco <ChiriacoS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 11:26 AM
To: Sam J. Drury <DruryS@charlescountymd.gov>; Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>; Estid Reedy <ReedyE@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Hi All,
This will need to be a mid-year CIP submission that will require BOCC approval.
Please proceed with entering the BTR with the proper backup to initiate this process.

Please let me know if you have any questions.

Thank you!

Sam C.

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 10:55 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>; Samantha Chiriaco <ChiriacoS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>
Subject: RE: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Sorry, resending again, it populated myself in the to, instead of Sam C.!

Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

From: Sam J. Drury <DruryS@charlescountymd.gov>
Sent: Tuesday, October 7, 2025 10:54 AM
To: Jacob Dyer <DyerJ@charlescountymd.gov>; William G. Deatley <DeatleyW@charlescountymd.gov>; Sam J. Drury <DruryS@charlescountymd.gov>; Shanna L. Reese <ReeseS@charlescountymd.gov>
Cc: James Sandy <SandyJ@charlescountymd.gov>; Tammie J. Kuss <KussT@charlescountymd.gov>; Jonathan Wells <WellsJ@charlescountymd.gov>; Ben Yeckley <YeckleyB@charlescountymd.gov>; Kelli Beavers <BeaversK@charlescountymd.gov>
Subject: Charles County Local Playground and Parks Infrastructure Fund / Projects $3 Million

Good morning. This is an update and get direction from DFAS about moving forward with utilization of our $3 Million of LPPI funds that we have currently sitting and available for us. We have reached out to the State's Program Open Space program for their comments but we have identified and planned to utilize these with two projects that have not been funded through county CIP funding request for Laurel Springs. In discussing with staff amongst all of our projects, we are proposing to utilize $735,000 for replacement of field lights at Laurel Springs Park new synthetic turf field. Those lights were installed in 1987 and in need of replacement. We will looking to utilize the remaining $2,265,000 for Laurel Springs

Improvements, primarily to replace the playground to create a destination playground at that park with additional pavilions and shade structures.

I sent the state an email this morning for any questions/comments they had, but what are the next steps on our side to get this set up on the county side? Do we need to get this on as an approval item before the commissioners to create a CIP project to be set up. These funds are reimbursed through project completion similar to the Laurel Springs and White Plains synthetic turf field projects that utilized these funds.

We will be looking to utilize MUSCO and utilize their contracting and moving that project forward this winter to complete before the spring season. For the Laurel Springs Playground, our intent would be to issue a design/build RFP with not to exceed work $2,265,000 base price but requesting additional project enhancements/recommendations as bid alternates for consideration. We would like to work with purchasing figure out language of how to make this RFP inclusive of public input for design preference ideas. am not sure what may need to be done on the DFAS accounting

If we need to set up a time to meet and discuss for a few minutes, please let me know and will get something scheduled so we can chat. Thanks.

Sam Drury, CPRP
Deputy Director,
Charles County Recreation, Parks & Tourism
107 Centennial Street, Suite A, La Plata, MD 20646
Main: 301-932-3470 Direct: 240-349-3019
www.charlescountyparks.com
www.explorecharlescounty.com

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, County Administrator's Office

ITEM TYPE: Letter of Request

AGENDA SECTION: Approval of Items

SUBJECT:

- **Letter of Request: To Charles County Public Schools Related to Swimming Pools in the Schools**
  (Ms. Kelli Beavers, Director, and Mr. Sam Drury, Deputy Director, Department of Recreation, Parks and Tourism; and Mr. Jacob Dyer, Director, Department of Fiscal and Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
Letter to CCPS RE Swimming Pools 2025.12.09 FINAL.pdf

Charles County Government

CHARLES COUNTY COMMISSIONERS
Reuben B. Collins, II, Esq., *President*
Ralph E. Patterson, II, M.A., *Vice President*
Gilbert O. Bowling, III
Thomasina O. Coates, M.S.
Amanda M. Stewart, Ed.D.

Deborah E. Hall, CPA
Acting County Administrator

December 9, 2025

Maria V. Navarro, Ed.D.
Superintendent of Schools
Charles County Public Schools
5980 Radio Station Road
PO Box 2770
La Plata, MD 20646

Dear Dr. Navarro,

For years, Charles County residents have relied upon the Charles County Public School (CCPS) system for access to swimming pools. However, the challenge with this model is the necessary limited access and availability to the public. There is a critical need for students to be able to safely engage in aquatic activity within a secure environment, and for CCPS to ensure the highest level of security for our youth during the school day.

Up until the pandemic, our residents could also utilize the pool at the La Plata campus of the College of Southern Maryland (CSM), which closed in 2020. At that time, the CSM pool needed several major improvements and costly renovations. As swimming was no longer a state requirement, the renovation costs and future operation were not supported financially by the state nor recommended by CSM. As a result, Charles County residents have had even more limitations on access to swimming pools, while demand has increased.

During the school year, the public access to the three indoor CCPS pools is generally limited to 3pm to 9pm weekdays and all day on weekends. There are even fewer operational hours during the winter months due to high school swim season. The Department of Recreation, Parks, and Tourism (RPT) have received countless requests for more access for lap swim, leisure swim, swim lessons, swim team practice, swim meets, etc. Our data – taken from the 2022 Land Preservation Parks & Recreation Plan, park master plans, and feasibility studies – all present a clear picture that Charles County residents overwhelmingly want and need more access to aquatic facilities.

In an effort to find a way to meet this need for our residents, the Charles County Board of County Commissioners have set aside some funds needed to design and construct a facility that would have multiple aquatics amenities. This facility would also be able to generate revenue, which will defray some costs. In July 2024, the County purchased the former Sears building at the St. Charles Towne Center to convert it into a Sports

& Wellness Complex. This new amenity will include an indoor competition swimming pool that will allow for daytime use by our residents, year-round. RPT is beginning the project's design phase with the goal of opening the pool by the end of calendar year 2028.

We are truly grateful for the collaboration with and support from CCPS staff on this issue. Since the FY2025 budget adoption, RPT has worked in partnership with CCPS to provide some additional daytime access to indoor pools for our residents during the school year. The FY2026-FY2030 CIP included funding for CCPS to make necessary safety modifications to both the Donald M. Wade Aquatic Center at St. Charles High School and the Lackey High School Indoor Pool to allow for daytime use.

- Effective December 1, 2025, the Wade Aquatic Center is now open for lap swimming every Monday through Friday from 5:30am to 8:30am for five months this school year.
- CCPS's safety modifications to the Lackey High School Indoor Pool will begin in summer 2026 with planned early morning operating hours available in the 2026-2027 school year.

Lastly, in taking a broader look at the future of aquatics in Charles County, we are exploring how and where funds could be invested. Our desire is to both increase and maximize access for the entire community.

As you know, the $181 million La Plata High School (LPHS) Modernization and Addition capital project includes approximately $18 million in County funding to build a new indoor pool facility, which was added to the Capital Improvement Plan (CIP) as part of the FY2025 adopted budget. It was requested by County Government leadership that this facility be constructed as a separate building on the LPHS campus in order to meet the safety needs for CCPS students while allowing for daytime pool use by residents.

Due to the County's plans and efforts regarding the Sports & Wellness Complex, we are respectfully requesting that the funding for the LPHS indoor pool facility be removed from the CCPS FY2027-FY2031 CIP request. This will save our taxpayers $18 million while still addressing their need for additional access to aquatic facilities.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*
District 4

Gilbert O. Bowling, III.
District 1

Thomasina O. Coates, M.S.
District 2

Amanda M. Stewart, Ed.D.
District 3

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Letter: Support Partnership with Charles County's Volunteer Fire and EMS Association Leadership**
  (Ms. Deborah Hall, Acting County Administrator, Office of the County Administrator; and Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Ms. Michelle Lilly, Director Department of Emergency Services)

SUGGESTED ACTION:

ATTACHMENTS:
Letter to Volunteers 2025.12.09.pdf

Charles County Government

CHARLES COUNTY COMMISSIONERS
Reuben B. Collins, II, Esq., *President*
Ralph E. Patterson, II, M.A., *Vice President*
Gilbert O. Bowling, III
Thomasina O. Coates, M.S.
Amanda M. Stewart, Ed.D.

Deborah E. Hall, CPA
Acting County Administrator

December 9, 2025

Dear Charles County's Volunteer Fire and EMS Association Leadership:

I want to express my sincere appreciation for the service you provide to the residents of Charles County. Our volunteer fire and EMS organizations form a vital part of our public safety system, and your continued commitment is genuinely valued.

During the May 6, 2025, Board of County Commissioners session, the Commissioners discussed opportunities to strengthen collaboration between the county and the volunteer associations. To support that effort, I outlined several focus areas including:

Enhancing Continuity Between County and Volunteer Personnel
Improving coordination, communication, and alignment between volunteer personnel and paid EMS staff remains a central priority to ensure consistent service expectations, shared operational standards, and strengthen professional relationships.

Strengthening Communication Among Volunteer Stations
Equally important is the need for improved communication between volunteer stations within the overall organization. Personnel matters, shared resources, and organizational decisions must be communicated in a timely, consistent, and transparent manner. This coordination is essential to ensure that all stations remain informed, unified, and aligned with clear and consistent expectations.

Increasing Accountability Within Volunteer Operations
Accountability, fairness, and clear expectations are essential to maintaining public trust and ensuring effective service delivery. Consistent reporting practices and transparent processes to address personnel or operational concerns across the volunteer system are vital.

Exploring a Unified Oversight Structure
To improve consistency and ensure that all stations work within shared standards, it is important to establish a centralized, clearly defined form of oversight. This structure would support equitable communication, accountability, and follow-through on personnel issues. The goal is not to minimize the independence of the volunteer stations but to create a framework that ensures information is shared appropriately and consistently across the entire system, with the county, and if needed, with the Board of County Commissioners.

Consolidation of Resources, Strategic Planning, and Budgeting
Greater efficiency can be achieved with long-term planning for equipment needs, training, and budget development by aligning efforts to reduce duplication, streamline investments, and support a more coordinated and sustainable system.

Feasibility of Establishing a County Fire Chief Position
Explore the feasibility of a paid Fire Chief to enhance countywide leadership and coordination. This review should seek to determine what organizational structure best supports the current model for fire and EMS services in Charles County.

Recommendation to Acquire an Independent, Qualified Consultant
To ensure a comprehensive and objective evaluation, consideration should be given to acquire the services of a qualified consultant with specialized experience with the current structure and operational best practices. This expert would:

- Assess communication practices and oversight structures
- Evaluate both operational and organizational challenges
- Provide recommendations for systemwide improvements
- Support the development of new processes, policies, or agreements
    - This may include drafting a mutually agreed-upon policy or Memorandum of Understanding (MOU) that formalizes expectations for communication, reporting, and notification protocols. This framework would ensure that matters requiring attention, particularly personnel issues, are shared with the appropriate volunteer leadership, the county, and when appropriate, the Commissioners.

Your partnership in this process is essential. I encourage all volunteer leaders to participate openly, collaboratively, and constructively. Thank you again for your service and commitment to our community. I look forward to our continued collaboration as we strengthen our public safety system for the residents we serve.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*
District 4

Gilbert O. Bowling, III.
District 1

Thomasina O. Coates, M.S.
District 2

Amanda M. Stewart, Ed.D.
District 3

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Request to Use Community Support Funds: Commission for Veterans Affairs Request**
  (Mr. Renaldo Waltson, Chairman, Mr. Mike Moses, Vice Chair, Charles County Commission for Veterans Affairs)

SUGGESTED ACTION:

ATTACHMENTS:
Boards and Commissions Highlighted Community Support Policy.pdf
CVA General Meeting minutes 6 August 2025.pdf

Charles County Government
Commissioner Standard Operating Policy

Title:	Community Support Policy	**SOP #:** CP.CC.01.005
Department:	Commissioners	**Effective Date:** 1/28/2016
Division:	Administration	**Last Review Date:** 3/30/2023
Purpose:	To provide a policy regarding the use, approval, and reporting of activity of the Community Support budget line item.	
References:	n/a	
Attachments:	Boards, Committees, and Commissions Eligible for Funding	

Policy:

This policy provides guidelines to help ensure uniform application and administration of community support expenses and reimbursements to reduce and control the County's costs related to this account.

1.0 Expenses Generally

1.1 The Budget Division of the Department of Fiscal and Administrative Services will recommend through the County Administrator during the annual budget process a monetary amount for the next fiscal year to establish an annual budget to support the Community Support line item.

1.2 This General Fund expense budget line item may be used only for official Charles County business, and at the discretion of the Board of Commissioners in compliance with this standard operating policy (SOP).

1.3 The Commissioners, with full understanding and appreciation that the funds allocated are public funds, are committed to full reporting and transparency. All receipts, records, and documentation associated with all expenses will be maintained in the Office of the County Commissioners by staff as assigned, and the Accounting Division of the Department of Fiscal and Administrative Services.

1.4 All supporting documentation will be available by the public upon request pursuant to the Public Information Act.

1.5 The budget amount will be determined annually with the adoption of the General Fund Operating Budget by the Board of County Commissioners.

1.6 Any movement of funds for community projects from this account must be approved according to the procedures outlined in section 5.0.

1.7 These funds are allocated annually and do not carry over into the following fiscal year.

1.8 No more than ten percent of the annually allocated funds in this account will be reserved for the Commissioners to use for Community Sponsorships. The actual percentage will be determined during each year's budget approval process. This allocated amount will be divided equally among the five Commissioners. Each Commissioner has the authority to approve, using their individual allocated funds from this account, to support any Charles County program or event of their choosing.

2.0 Objectives

2.1 To define and maintain proper accounting controls over charges associated with this account.

2.2 To assign responsibility for safekeeping the documentation and audit trail for the expenses paid from this account.

2.3 To establish standard procedures for the recognition in the accounting of the purchases.

2.4 To ensure that all the information is provided to establish the proposed expense as eligible for Community Support fund usage.

2.5 To ensure that proper approvals are obtained and established, procedures are followed for any transfer of funds.

2.6 To ensure compliance with accounting and reporting requirements as established by the Board of Commissioners.

3.0 Responsibilities

3.1 Board of Commissioners – The Board of Commissioners is responsible for the overall approval of this SOP and the review of the annual report of all of the expenses for this account.

3.2 Commissioner President – This official is responsible for the approval of all receipts and documentation as the final approving authority that this account is used as payment.

3.3 County Administrator – The County Administrator must ensure that his or her employees are adequately trained and supervised in the proper control and procedures and adhere to established policies, and that adequate means of communication of information pertaining to these purchases are established internally.

3.4 Accounting – This division is responsible to assist, educate, and maintain the supporting documentation to review any expense for this account.

4.0 Eligible Costs: Categories

4.1 Fees waived for enterprise fund operations including permit and inspection fees, landfill fees, and water and sewer fees.

4.2 Community gifts such as mugs, pen sets, paper weights, bags, and other items as determined.

4.3 Employee recognition for retirement, awards and/or special commemorations such as umbrellas, watches, portfolios, and other items as determined.

4.4 Flags such as United States, State of Maryland, Charles County, and Prisoner of War.

4.5 Memorialization items such as flags, shadow boxes, or other items to honor or commemorate a deceased citizen of Charles County.

4.6 Apparel items bearing the Charles County emblem and nametags for use by the Commissioners, Commissioners' Office staff, or members of a Commissioner-appointed Board, Committee, or Commission (BCC) during the course of their official duties.

4.7 Commissioner Sponsorship of a Charles County Community event or project.

4.8 Board of Commissioners digital engagement tools used to communicate to the residents, such as eNewsletters.

5.0 Procedures

5.1 All expenses under $2500 can be approved by the Commissioner President, except funding of a Commissioners' sponsorship event or project, or in support of a BCC.

5.2 All expenses $2500 and over and/or listed under Section 4.0 must be approved by a majority vote of the Board of Commissioners, other than funding of a Commissioner sponsorship event or project.

5.3 All expenses related to an individual Commissioner's sponsorship funding request can be approved by that individual Commissioner.

5.4 All requests for expenses from the Community Support account will be provided in writing via an inter-office memorandum from a Commissioner. The memorandum must provide the following information:

- 5.4.1 Requesting Commissioner,
- 5.4.2 Quote(s) for the requested product or service,
- 5.4.3 Justification for the expense, and
- 5.4.4 All other information considered pertinent in assisting in the decision-making process to utilize community support funds.

5.5 All items that are required for a majority of the Board of Commissioners approval will be submitted to the Clerk's Office to be added to the agenda for approval. The inter-office memorandum and all supporting documentation will be posted to the agenda..

5.6 An expense accountability report will be provided to the Board of Commissioners quarterly by the Commissioners Office staff as assigned.

6.0 Boards, Committees, and Commissions (BCC)

6.1 Eligible BCC, as listed in the attachment, may request up to $1500 per fiscal year from the Community Support account for qualifying purchases that meet the community engagement mission of the Commissioners.

- 6.1.1 Eligible BCC are those that have a direct community outreach mission, meaning they provide services to a group of people and work to engage and educate the community about the organization and its goals.
- 6.1.2 BCC that are funded directly by the County or through a County department are ineligible for funding through the Community Support account.
- 6.1.3 BCC that wish to be added to the eligible list should submit a written request to the Clerk's Office for consideration.

6.2 The proposed expense must be approved by the majority of that BCC.

6.3 The BCC Liaison/Clerk will submit an agenda request for the proposed expense to the Clerk's Office. The request must include:

- 6.3.1 Requesting BCC,
- 6.3.2 Quote(s) for the requested product or service,
- 6.3.3 Justification for the expense,
- 6.3.4 The minutes or a memorandum from the BCC meeting documenting the majority approval by the BCC members, and
- 6.3.5 All other information considered pertinent in assisting in the decision-making process to utilize community support funds.

6.4 The Clerk's Office will verify with Commissioners Office staff that funds are available in the Community Support account.

6.5 If funds are available, the Clerk's Office will add the BCC request to the Commissioners' agenda and include all supporting documentation. All expense requests from BCC must be approved by a majority of the Board of County Commissioners.

6.6 If approved by the Board of County Commissioners, all receipts or invoices for the expense will be submitted by the BCC Liaison/Clerk, through the Clerk's Office, to the Commissioners' Office staff for payment and recording.

7.0 Exceptions

7.1 Any and all exceptions to this policy must be approved in advance by the Board of County Commissioners.

Authorized:		**Date:** Mar 30, 2023

Revision Dates:	3/12/2019	9/21/2021		

Boards, Committees, and Commissions Eligible for Funding

The following Boards, Committees, and Commissions (BCC) are eligible for funding through the Community Support account as outlined in the Standard Operating Policy CP.CC.01.005:

- Area Council on Aging (Board #106)
- Commission for Veterans Affairs (Board #425)
- Commission for Women (Board #113)
- Commission on Individuals with Disabilities (Board #293)
- Interfaith Commission (Board #431)

This list is subject to change at the discretion of the Board of County Commissioners.

Charles County Commission for Veterans Affairs
200 Baltimore Street
LaPlata, Maryland 20646
CharlesCountyCVA@gmail.com
301-645-0695

General Body Meeting Minutes
6 August 2025

Call to Order: The Chair, Renaldo Walston called the virtual meeting to order at 06:12 pm with 11 CVA members in attendance.

Roll Call

CVA Member

Position	Name	Status
Chairman	Renaldo (Walt) Walston	✓
Vice Chair Harrell	Omyni Harrell	✓
Secretary	Sonya Harris	E
CVA Member	Joseph Barnette	✓
CVA Member	Rhona Bello	✓
CVA Member	Rebecca Collins	✓
CVA Member	Charles Cummings	E
CVA Member	Jonathan Lee	✓
CVA Member	Mike Moses	✓
CVA Member	Joan Sabree	✓
CVA Member	James Wade	✓
CVA Member	Richard Wallace	✓
CVA Member	Ramona Jones	✓

✓ *= Present at the start of the meeting * = Attended but started late E= Excused A=Absent*

Staff Liaison

Title	Name	Organization
Veteran Liaison	Pearl Zimmerman	Charles County Government

We have a quorum –11 out of 13 in attendance

Chairman Opening Remarks

- Opened with moment of silence to recognize Veterans that made the ultimate sacrifice.

Chairman acknowledged CVA members – Dr. Bello, Ramona Jones and Mike Moses for the Father's Day initiative in which socks were delivered to Charlotte Hall.

Additionally, thanks to Rebecca Collins for spear-heading the CSM Resource Day on Jun 7th and others who supported. Also on June 18th, we attended the Veterans employment event in White Plains. Special thanks to Dr. Bello, James Wade and Mike Moses for their support in volunteering.
Lastly, thanks to Joan Sabree for inviting us to the Joint Veterans Committee Banquet on June 18th, where Tiffany Daniels was celebrated as veteran of the year.

Approval of Minutes
Month Day: 4 June 2025
* **Note:** Correction was made to minutes to add Ramona Jones to the roll call as present.

Reports of Special Committees

Subcommittee Reports:

a. Resources for Veteran – Chair Joan Sabree
   i. **Maryland Veteran Trust Fund**. Established in 2013, to help veterans with financial issues. The money comes from private donors and the state lottery. Currently the trust fund has over $1M to support veterans across the state of Maryland with car/house payments, etc. Requirements for funding are the bill requesting to be paid and a DD214. The application is online to submit.

b. Outreach and Special Events – Chair Ramona Jones
   i. **Events**. Still working with Mikes Moses and Dr. Bello on finalizing upcoming events.
   ii. **Healthy Minds and Body**. A program that offers incentives for Veterans to include 1-year free gym membership with Jim's and Prince George's café. Additionally, you are also eligible for 15 free hours of personal training sessions and have your spouse join as they consider it an accountability partner.

   iii. **Budget Planning for Veteran Events**. Budget which was forwarded for review, included future events up to the next future year – breakdown below:

Event/Category	Estimated Cost	Notes/Purpose
Veterans Day Ceremony	$150	Refreshments, cutlery
Veterans Holiday Party	$350	Food, entertainment, desserts, décor,
Black History Veterans Event	$150	Refreshments, cutlery
Women's History Veterans	$150	Refreshments, cutlery
Marketing & Outreach (flyers, ads, swag)	$400	Printing: $175 Pens: $50 Flowers: $100 Socks: $75
Total Requested	$1,200	Overall estimated need for all events

Additionally, food was not included in the budget as the plan is to solicit from different organizations such as Famous Daves, Hannahs Catering (Veterans Day event), etc. The committee will look to start preparing for the holiday event in December. Vice Chair recommended Chef Selby as a point of contact.

Voting was unanimous from CVA members to move forward in requesting mentioned budget items for upcoming funding request.

c. Women's Veterans – Chair Dr. Rhonda Bello

i. **Woman's Space**. Attempting to contact Delegate Patterson regarding a woman's space in Charles County; like the space at the woman's hospital in DC. Vice Chair and Dr. Bello will meet offline to discuss the specifics.

d. Legislative – Chair Mike Moses

i. **Legislative Update**. Mike Moses discussed recent developments in legislation affecting veterans, particularly a new bill in Florida that is contentious due to its conflict with federal law. He is collaborating with multiple attorneys across several states and has engaged with state senators to garner support. Member Moses emphasized the importance of educating lawmakers about the implications of the proposed changes.

ii. **Veterans Court and Behavior Health Initiatives**. Member Moses discussed the establishment of a Veterans Court, which serves as a specialized court docket designed to address the unique challenges faced by veterans in the criminal justice system. This initiative focuses on providing an alternative path to restoration through structured treatment and peer support. He also highlighted the importance of gathering both qualitative and quantitative data from local veteran service organizations to support the initiative.

iii. **Economic Development**. Member Moses discussed economic development efforts, introducing two contacts, Antonio and Anthony Butler, who are helping veterans launch businesses. He stated the surge in interest from veterans wanting to start their own ventures and praised Pearlstone's effectiveness in resolving claims, noting a significant success rate.

e. Strategic Plan/Communications – Chair James Wade/Jonathan Lee

i. **Strategic Plan**. Still soliciting input from CVA members to place into the "new" Stratgeic Plan.

ii. **Veterans' Workforce Job Fair**. Still awaiting confirmation for the Reserve building in White Plains to be utilized as the venue for the job fair. Currently in contact with various organizations to support the event.

Unfinished Business

- CVA Funding Request – Documents needed to send up for funding request:
  - Estimate of items (to include pens, bottles, lanyards, items for upcoming events, etc)
  - Vote approval from CVA members

New Business

- Voting for secretary did not occur as no one volunteered or was nominated. Voting will commence during the next bi-monthly meeting.

Miscellaneous note: Vice Chair Harrell stated she would be resigning from her position.

Chair Walston Comments/Good of the Order

- Chair acknowledged the dedication the CVA members have exhibited to the veterans and the Charles County community.

Member Comments: Member Moses promoted a book titled, "What Every Veteran Should Know", which deals with assisting veterans with available resources. It was requested in the meeting to develop a resource roster to list organizations that support veterans and to promote the book at the next Four Corners Collaborative meeting.

Public Comments: N/A.

Adjournment

- The meeting adjourned at 7:49pm.

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Request for Approval: Commission for Veteran's Affairs Bylaws**
  (Mr. Renaldo Waltson, Chairman, Mr. Mike Moses, Vice Chair, Charles County Commission for Veterans Affairs)

SUGGESTED ACTION:

ATTACHMENTS:
Commission_VetAffairs.Draft_Bylaws.05.29.2025.pdf
CVA Bylaws Draft Redline 112025.pdf

ARTICLE I - NAME

The name of the Commission shall be the Charles County Commission for Veterans Affairs (the "Commission"). The Commission was formed by the Board of County Commissioners, via County Resolution 2018-02, adopted May 1, 2018.

ARTICLE II – MISSION STATEMENT

The Commission is steadfastly dedicated to serving as the paramount advocate and ally for the diverse and unique needs of veterans and their families residing within Charles County. Our unwavering mission is to provide essential services through partnering with various organizations within Charles County. The Commission will provide leadership that creates opportunities for all Charles County veterans and their families, and exists to evaluate, develop, and promote new and existing programs within Charles County.

ARTICLE III – VISION STATEMENT

The Commission will offer our veterans valuable information to ensure enrichment and enhancement of life for veterans and their families.

ARTICLE IV – PURPOSE

1) The purpose of the Commission is to establish an entity for all Charles County veterans of any military service; to maintain coordinated and communication with the Board of Charles County Commissioners, government entities, businesses, and other veterans within the County; and to provide valuable information to the business and academic communities, as well as, various levels of government to ensure adequate opportunities are being given to our veterans for employment, education, training and public programs. This Commission is an Advisory Board for the veterans who are residents of Charles County. This Commission is dedicated to making our County the best place to live, work and start a business for our veterans and their families in the state of Maryland. For future reference, when the title of "veteran" is used it will refer to both men and women.

2) The Commission, as an entity, shall not attempt to influence legislation unless it pertains to veterans' concerns. The Commission shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of statements.

(a) Nothing in this section shall prohibit individual members of the Commission from participating in political activities including, but not limited to, seeking, or holding public office.

(b) This section does not limit the ability of the Commission to dialogue with, in an open meeting, any Charles County candidate about his/her interests and intentions towards our veterans.

ARTICLE V – CORE VALUES

1) Integrity: We uphold the highest standards of honesty, transparency, and accountability in all our actions and decisions. Integrity forms the foundation of trust within the Commission and with the veterans and families we serve.
2) Service: We are dedicated to selfless service, putting the needs of veterans and their families above our own. Our commitment to serving those who have served our nation is unwavering and drives everything we do.
3) Excellence: We strive for excellence in all aspects of our work, setting high standards and continuously seeking to improve. Our pursuit of excellence ensures that we deliver the highest quality of support and assistance to the veteran community.
4) Respect: We honor the dignity, worth, and diversity of every individual, treating all with fairness, compassion, and understanding. Respect is the cornerstone of our interactions within the Commission and with veterans, families, and community partners.
5) Teamwork: We embrace the power of collaboration and teamwork, recognizing that we achieve our greatest successes when we work together. Through unity and cooperation, we leverage the collective strengths and talents of our members to better serve our mission, strategies and approaches to meet the evolving needs of the veteran community.
6) Adaptability: We remain flexible and resilient in the face of challenges and changes, adapting our strategies and approaches to meet the evolving needs of the veteran community. Our ability to adapt ensures that we remain responsive and effective in fulfilling our mission.
7) Courage: We demonstrate courage by advocating for what is right, standing up for the interests of veterans, and confronting obstacles with determination and fortitude. Courage empowers us to address difficult issues and champion positive change on behalf of the veteran community.
8) Honor: We hold ourselves and each other in the highest regard, recognizing the profound

sacrifices made by our veterans. Honor guides our actions and decisions, ensuring we always act with the utmost respect and integrity in service to those who have served our nation.

ARTICLE VI – CORE FUNCTIONS

The Commission serves to advise and assist the Charles County Commissioners through partnering with support organizations focusing on Charles County veteran needs.

Listening Tours: The Commission shall conduct "Listening Tours" periodically to ensure it remains informed and up to date on the prevalent needs and affairs facing veterans within Charles County.

Financial Oversight: The Commission shall exercise responsible stewardship over any allocated funds or resources, ensuring efficient and effective utilization towards advancing its mission and objectives. Financial transactions shall be conducted in accordance with established County government procedures and subject to periodic audits.

Annual Reports: The Commission shall submit an annual report of Commission's activities, and service hours for the current year to the Veteran Services Manager by March 1st of each calendar year for forwarding to the Board of County Commissioners concerning its activities and recommendations, unless requested sooner by the Board of Commissioners

ARTICLE VII – MEMBERSHIP

The Commission shall consist of thirteen (13) members appointed by and serving at the pleasure of the Board of County Commissioners. The Commission shall consist of no less than eight (8) voting members who are any member of the uniformed services (including active duty, Reservist, National Guard) or have served in the military discharged under honorable conditions. Membership will be sought from, but not limited to, residents who are familiar with, belong to, but not exclusive to the following organizations:

- American Former POW
- American Legion
- AMVETS
- Catholic War Veterans
- Disabled American Veterans
- Fleet Reserve Association
- Gulf War Veteran
- Iraq/Afghanistan Veteran

- Jewish War Veterans
- Korean War Veterans
- Marine Corps League
- Military Officers Association of America
- National Association of Black Veterans
- Order of the Purple Heart
- Paralyzed Veterans of America
- Polish American Veterans
- Retired Enlisted Association
- Veterans of Foreign Wars
- Vietnam Veterans Association
- Women Veterans; or
- Any other organization that affiliates with and/or supports Veterans organizations.

Persons appointed to the Commission shall serve without compensation. The initial appointments to the Commission will be staggered to ensure continuity of membership.

ARTICLE VIII – QUORUM AND VOTING

A quorum will consist of half of all the filled voting members plus one. With the exception of ex officio members, each Commission member in attendance at any given meeting shall have one (1) vote on all matters that shall come before the Commission. Any action taken by the Commission on any issue must be with the approval of a simple majority vote of the Commission members present.

ARTICLE IX – STAFF SUPPORT

The Charles County Veterans Services liaison and/or designee shall serve as an ex-officio member of the Commission.

ARTICLE X - TERMINATION

1) All members serve at the pleasure of the Board of County Commissioners. The Board of County Commissioners may remove a Commission member on its own motion or upon the recommendation of the Commission.
2) If the Commission determines by a majority vote that a member should be removed, the

Chairperson of the Commission shall report that recommendation to the Board of County Commissioners for its consideration.

3) Resignations by members shall be submitted, in writing, to the Board of County Commissioners. The Commission will follow the Board of County Commissioners' attendance policy for members of boards, committees, and commissions.

ARTICLE XI – MEETINGS

1) All regular meetings for the upcoming calendar year will be scheduled during the last meeting that occurs during the preceding calendar year. Meetings will occur on the First Wednesday of each month when a meeting is scheduled and will be held in the Government Building, other acceptable space, or virtually as determined by the Commission Chairperson. Regular and Special meetings are open to the public, unless closed to the public subject to an applicable exception to the Maryland Open Meetings Act.
2) The Commission will meet no less six (6) times per year in person or virtually, as determined by the Chairperson.
3) The Chairperson may call a special meeting of the Commission. Special meetings may be called with one week's notice to the membership. For its meetings, the Commission will follow all Charles County Government policies as they apply to inclement weather closures, early dismissal, or late arrivals. Commission members will be responsible to call the weather line for official weather conditions and closures. Meetings canceled due to inclement weather will not be rescheduled.
4) In the absence of the Chairperson or Vice-Chairperson for at a duly called meeting of the Commission, a majority of the Commission members present may elect a presiding officer for that meeting.
5) Unless modified by these by-laws, all Commission meetings shall follow Robert's Rules of Order**.**

ARTICLE XII – OFFICER DUTIES

1) The members of the Commission shall elect a Chairperson from amongst the Commission's membership.

This position requires strong leadership, communication, and advocacy skills, as well as a deep commitment to serving the needs of veterans and their families in the community. The Chairperson presides at all meetings and performs the following duties:

(a) Ensure compliance with the by-laws.

(b) Strive for achievement of the purpose and objective of the Commission.

(c) Represent the Commission at accepted functions.

(d) Shall appoint sub-committee chairpersons as deemed necessary.

(e) In the absence or inability of the Chairperson to perform his/her regular duties, he/she shall delegate the responsibilities to the Vice –Chairperson.

(f) Serves as the primary leader and spokesperson for the Charles County Commission for Veterans Affairs, overseeing all Commission activities and ensuring the fulfillment of its mission to support veterans.

(g) Facilitate communication and collaboration: The Chairperson plays a critical role in promoting communication and collaboration among Commission members, stakeholders, and community partners. By fostering open dialogue, sharing information, and building consensus, the Chairperson helps to strengthen relationships and enhance the Commission's effectiveness in serving veterans and their families.

(h) Provide guidance and support: As a leader within the Commission, the Chairperson provides guidance, mentorship, and support to other Commission officers and members in their respective roles. This may involve offering advice, sharing best practices, and aiding in navigating challenges or conflicts. By fostering a supportive and empowering environment, the Chairperson helps to cultivate a keen sense of teamwork and camaraderie among Commission members.

2) The members of the Commission shall elect a Vice-Chairperson from amongst its membership. The Vice Chairperson presides over all meetings of the Commission in the absence of the Chairperson. The Vice Chairperson serves as the second-in-command and provides essential support to the Chairperson in leading the Commission. This position plays a pivotal role in assisting the Chairperson in executing the Commission's mission, facilitating meetings, and representing the Commission in various capacities, and has the following duties:

(a) Support the Chairperson: Collaborate closely with the Chairperson to fulfill the commission's objectives, ensuring alignment with the mission and goals of the commission.

(b) Leadership: Assume leadership responsibilities in the absence of the Chairperson and assist in guiding the commission's activities, initiatives, and strategic direction. Vice Chairperson is also a de facto member of every subcommittee.

(c) Collaboration: Foster collaborative relationships with local, state, and federal agencies, nonprofit organizations, and community partners to enhance support services and resources for veterans and their families. Representation: Represent the commission at various events, meetings, and functions, including public hearings, conferences, and ceremonial occasions, as delegated by the Chairperson.

3) The members of the Commission shall elect a Secretary from amongst its membership. The Secretary has the following duties:

(a) Record, transcribe, and maintain a permanent file of the minutes of the Commission,

(b) Coordinate with Commission staff liaison to post meeting minutes on the Charles County Government website.

(c) Provide minutes via email to the Commission members within fourteen (14) calendar days of the meeting.

(d) Handle written or email correspondence for Commission activities and be responsible for maintaining all subcommittee reports.

(e) Ensure the smooth functioning of the Charles County Commission for Veterans Affairs by maintaining accurate records, facilitating communication, and supporting administrative processes.

(f) Provide members and the public with timely notice of meetings with assistance from the Commission staff liaison.

(g) Receive, prepare and transmittal any correspondence of the Commission, and will maintain a permanent file of such correspondence.

(h) Perform other duties as may be requested by the Commission in furtherance of the Commission's mission and purpose.

4) The members of the Commission shall elect a Treasurer from amongst its membership. The Treasurer shall keep and maintain all the financial accounting of the Commission, including all monies received and disbursed. He/she will provide an annual report to be included in the overall annual report to the Board of County Commissioners.

5) The Commission will hold elections yearly but with staggered two-year terms for officers of the Commission. All even years will be elections for the Chairperson and Secretary. All odd years will be elections for Vice-Chairperson (pending officer). The terms will run from January 1st through December 31st of every year.

6) The Commission may elect other officers from its membership as it deems necessary to fulfill the purpose of the Commission.

ARTICLE XIII – MEMBER DUTIES

Commission members contribute their expertise, insights, and passion to support veterans and their families. They play a vital role in shaping the direction and activities of the Commission, advocating for the needs of veterans, and fostering collaboration with stakeholders and community partners. Each Commission Member brings a unique specialty or area of expertise to the Commission, such as healthcare, employment, education, housing, legal affairs, mental health, or military service experience. These specialties inform their contributions to the Commission's work and enable them to address specific needs and challenges faced by veterans within their areas of expertise. Members have the following duties:

1. Attend Commission meetings regularly and actively participate in discussions, decision-making, and planning activities. Their input and engagement are essential for the effective functioning of the Commission and the fulfillment of its mission.

2. Serve on Commission committees or task forces: Commissioners may be assigned to serve on Commission committees or task forces focused on specific areas of veterans' affairs, such as healthcare, employment, education, or housing. In these roles, they contribute their expertise and insights to the development and implementation of initiatives to support veterans in their respective areas.

3. Represent the Commission at community events: Commissioners represent the Commission at community events, meetings, and outreach activities related to veterans' affairs. They serve as ambassadors for the Commission, raising awareness of veterans' issues, advocating for needed resources and services, and building partnerships with other organizations and agencies. Stay informed about relevant policies and resources: Commissioners stay informed about local, state, and federal policies, programs, and resources relevant to veterans' affairs. They actively seek out information and updates on legislative changes, funding opportunities, and best practices in veterans' services, and share relevant information with the Commission.

4. Collaborate with stakeholders and community partners: Commissioners collaborate with other Commission members, stakeholders, and community partners to identify needs, gaps, and opportunities in veterans' services and programs. They participate in strategic planning efforts, program development discussions, and community outreach initiatives to ensure that the Commission's efforts are aligned with the needs of veterans and their families.

5. Chair over at least one subcommittee: Each Commissioner is responsible for chairing at least one subcommittee focused on a specific aspect of veterans' affairs. This includes organizing meetings, setting agendas, facilitating discussions, and overseeing the work of the subcommittee. By leading subcommittees, Commissioners play a hands-on role in addressing key issues and advancing initiatives to support veterans within their areas of expertise.

6. Reporting on subcommittee activities: Commissioners provide regular updates to the full Commission on the activities and progress of their respective subcommittees. This includes sharing key insights, findings, and recommendations generated through subcommittee discussions and initiatives. By reporting on subcommittee activities, Commissioners ensure transparency and accountability in the Commission's work and enable informed decision-making by the entire Commission.

7. An immediate past-Chairperson will serve as an officer pretemporal for one (1) year after the election of a new Chairperson contingent upon there being at least one (1) year remaining on the term of the past-Chairperson.

ARTICLE XIV – SUBCOMMITTEE

All subcommittees will have a Chairperson who is appointed by a majority of the officers of the Commission. The Chairperson of any subcommittee will be responsible for scheduling, convening, and presiding at the meetings of their committees, coordinating the work of the committee, and all other duties associated with presiding over the subcommittee.

a. Subcommittees may be established for such purposes as the Commission shall determine in furtherance of the Commission purpose.

b. Subcommittees formed will meet no less than once (1) between each Commission meeting.

c. The subcommittee Chair should have junior and a senior member where the senior member is the Chair and Junior member is the Co-Chair.

d. All items to come before the Commission from a subcommittee will be presented in written form to the Secretary two weeks and one day prior to the scheduled Commission meeting for inclusion on the agenda.

e. Chairperson of the subcommittee shall submit an annual report of activities, accomplishments, recommendations, and program plans (if appropriate) at the end of each calendar year. All subcommittee end of the year reports will be turned into the Secretary.

f. The Chairperson of each subcommittee will submit a report in writing to the

Chairperson and Secretary of the Charles County Commission for Veteran Affairs at each meeting. These reports will be added to the minutes as recorded by the Secretary.

g. Every member of the Charles County Commission for Veteran Affairs must either chair a subcommittee or serve on a subcommittee.

ARTICLE XV - AMENDMENTS

These by-laws may be amended, repealed, or suspended at any meeting of the Commission, in whole or in part, by a two-thirds vote of the voting members of the Commission and with final approval of the Board of County Commissioners.

ARTICLE XVI - POLICY

1) The Commission for Veterans Affairs shall not adopt policies in conflict with the laws of the United States of America, the State of Maryland and/or the Charles County Code.
2) The Commission or membership on the Commission shall not be used to influence, directly or indirectly, any political election or activity for personal gain.
3) No member of the Commission shall have the authority to speak on behalf of the Commission without prior authorization of the Commission, nor bind or incur any liabilities on behalf of the Commission or Charles County Government. This restriction applies to all Commission members and prohibits any member from responding to media inquiries or communicating with Veterans Service Organizations (VSOs) on behalf of the Commission without prior authorization from the Commission.

The foregoing by-laws of the Charles County Commission for Veterans Affairs shall be the true original publication of this organization and adopted at the meeting by a majority of the members on this date:

Date Adopted: Initially adopted September 12, 2018. Amendments approved on October 2, 2024.

Board of County Commissioners Approval Date:_____

ARTICLE I - NAME

The name of the Commission shall be the Charles County Commission for Veterans Affairs (the "Commission"). The Commission was formed by the Board of County Commissioners, via County Resolution 2018-02, adopted May 1, 2018.

ARTICLE II – MISSION STATEMENT

The Commission is steadfastly dedicated to ~~provide~~ serving as the paramount advocate and ally for the diverse and unique needs of veterans and their families residing within Charles County. Our unwavering mission is to provide essential service through partnering with various organizations within Charles County. The Commission will provide leadership that creates opportunities for all Charles County veterans and their families, ~~. The Commission~~ and exists to evaluate, develop and promote new and existing programs within Charles County.

ARTICLE III – VISION STATEMENT

~~Charles County~~The Commission will offer our veterans valuable information to ensure enrichment and enhancement of life for veterans and their families.

ARTICLE IV – PURPOSE

1) The purpose of the Commission is to establish an entity for all Charles County veterans of any military service; to maintain coordinated communication with the Board of Charles County Commissioners, government entities, businesses, and other veterans within the County; and to provide valuable information to the business and academic communities, as well as, various levels of government to ensure adequate opportunities are being given to our veterans for employment, education, training and public programs. This Commission is an Advisory Board for the veterans who are residents of Charles County. This Commission is dedicated to making our County the best place to live, work and start a business for our veterans and their families in the state of Maryland. For future reference when the title of "veteran" is used it will refer to both men and women.

~~1)~~2) ~~The purpose of this Commission is:~~The Commission, as an entity, shall not attempt to influence legislation unless it pertains to veterans' concerns. The Commission shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of statements.

(a) ~~To strengthen the common veterans' causes and ensure that the community is aware of veteran's rights and needs.~~Nothing in this section shall prohibit individual members

of the Commission from participating in political activities including, but not limited to, seeking, or holding public office.

(b) ~~To preserve the honor due to all veterans.~~This section does not limit the ability of the Commission to dialogue with, in an open meeting, any Charles Cunty candidate about his/her interests and intentions towards our veterans.

~~(c) To help veterans and their families rapidly transition to civilian life in Charles County. Establish contact with active duty service members who intend to reside in the County to help them avoid transition problems related to unemployment, homelessness as well as physical and mental health challenges.~~

~~(d) To work cooperatively with other County boards, committees and commissions, and County staff with regard to policies, programs, and concerns relating to~~

~~veterans' interests, and to maintain a working relationship with all other agencies serving veterans within the County.~~

~~(e) To recognize and honor citizens in the County who distinguish themselves for community service, particularly in the area of veterans' needs and concerns.~~

~~2) The Commission, as an entity, shall not attempt to influence legislation unless it pertains to veterans' concerns. The Commission shall not participate in or intervene in any political campaign on behalf of any candidate for public office, including the publishing or distributing of statements.~~

~~(a) Nothing in this section shall prohibit individual members of the Commission from participating in political activities including, but not limited to, seeking or holding public office.~~

~~(b) This section does not limit the ability of the Commission to dialogue with, in an open meeting, any Charles County candidate about his/her interests and intentions towards our veterans.~~

ARTICLE V – ~~MEMBERSHIP~~ CORE VALUES

1) Integrity: We uphold the highest standards of honesty, transparency, and accountability in all our actions and decisions. Integrity forms the foundation of trust with the Commission and with the veterans and families we serve.
2) Service: We are dedicated to selfless service, putting the needs of veterans and their families above our own. Our commitment to serving those who have served our nation is unwavering and drives everything we do.
3) Excellence: We strive for excellence in all aspects of our work, setting high standards and continuously seeking to improve. Our pursuit of excellence ensures that we deliver the highest quality of support and assistance to the veteran community.
4) Respect: We honor the dignity, worth, and diversity of every individual, treating all with fairness, compassion, and understanding. Respect is the cornerstone of our interactions within the Commission and with veterans, families, and community partners.
5) Teamwork: We embrace the power of collaboration and teamwork, recognizing that we achieve our greatest successes when we work together. Through unity and cooperation, we leverage the collective strengths and talents of our members to better serve our mission, strategies and approaches to meet the evolving needs of the veteran community.
6) Adaptability: We remain flexible and resilient in the face of challenges and changes, adapting our strategies and approaches to meet the evolving needs of the veteran community. Our ability to adapt ensures that we remain responsive and effective in fulfilling our mission.
7) Courage: We demonstrate Courage by advocating for what is right, standing up for the interest of veterans, and confronting obstacles with determination and fortitude. Courage empowers us to address difficult issues and champion positive change on behalf of the veteran community.
8) Honor: We old ourselves and each other in the highest regard, recognizing the profound sacrifices made by our veterans. Honor guides our actions and decisions, ensuring we always act with the utmost respect and intercity in service to those who have served our nation.

ARTICLE VI – CORE FUNCTIONS

The Commissions serves to advise and assist the Charles County Commissioners through partnering with support organizations focusing on Charles County veteran needs.

Listening Tours: The Commission shall conduct "Listening Tours" periodically to ensure it remains informed and up to date on the prevalent needs and affairs facing veterans within Charles County.

Financial Oversight: The Commission shall exercise responsible stewardship over any allocated funds or resources, ensuring efficient and effective utilization towards advancing its mission and objectives. Financial transactions shall be conducted n accordance with established County government procedures and subject to periodic audits.

Annual Reports: The Commission shall submit an annual report of commission's activities, and service hours for the current year to the Veteran Services Manager by March 1st of each calendar year for forwarding to the Board of County Commissioners concerning its activities and recommendations, unless requested sooner by the Board of Commissioners.

ARTICLE VII - MEMBERSHIP

The Commission shall consist of thirteen (13) members appointed by and serving at the pleasure of the Board of County Commissioners. The Commission shall consist of no less than eight (8) voting members who are any member of the uniformed services (including active duty, Reservist, National Guard) or have served in the military discharged under honorable conditions. Membership will be sought from, but not limited to, residents who are familiar with, belong to, but not exclusive to the following organizations:

- American Former POW
- American Legion
- AMVETS
- Catholic War Veterans
- Disabled American Veterans
- Fleet Reserve Association
- Gulf War Veteran
- Iraq/Afghanistan Veteran

- Jewish War Veterans
- Korean War Veterans
- Marine Corps League
- Military Officers Association of America
- National Association of Black Veterans
- Order of the Purple Heart
- Paralyzed Veterans of America
- Polish American Veterans
- Retired Enlisted Association
- Veterans of Foreign Wars
- Vietnam Veterans Association
- Women Veterans; or
- Any other organization that affiliates with and/or supports Veterans organizations.

Persons appointed to the Commission shall serve without compensation. The initial appointments to the Commission will be staggered to ensure continuity of membership.

ARTICLE VIII – QUORUM AND VOTING

A quorum will consist of ~~seven (7)~~ half of all filled voting members plus one. With the exception of ex-officio members, each Commission member in attendance at any given meeting shall have one (1) vote on all matters that shall come before the Commission. Any action taken by the Commission on any issue must be with the approval of a simple majority vote of the Commission members present.

ARTICLE ~~VII~~ IX – STAFF SUPPORT

The Charles County Veterans Services Manager and/or designee shall serve as an ex-officio member of the Commission.

ARTICLE ~~VIII~~ X - TERMINATION

1) All members serve at the pleasure of the Board of County Commissioners. The Board of County Commissioners may remove a Commission member on its own motion or upon the recommendation of the Commission.

2) If the Commission determines by a majority vote that a member should be removed, the Chairperson of the Commission shall report that recommendation to the Board of County Commissioners for its consideration.

3) Resignations by members shall be submitted, in writing, to the Board of County Commissioners. The Commission will follow the Board of County Commissioners' attendance policy for members of boards, committees, and commissions.

ARTICLE ~~IX~~ XI – MEETINGS

1) All regular meetings for the upcoming calendar year will be scheduled during the last meeting that occurs during the preceding calendar year. Meetings will occur on the First Wednesday of each month that a meeting is scheduled and will be held in the Government Meeting Room ~~or~~, other acceptable space or virtually as determined by the Commission Chairperson. Regular and Special meetings are open to the public, unless closed to the public subject to an applicable exception to the Maryland Open Meetings Act.

2) ~~All meetings are open to the public~~The Commission will meet no less six (6) time per year in person or virtually, as determined by the Chairperson.

3) ~~The Commission will meet no less than four (4) times per year.~~The Chairperson may call a special meeting of the Commission. Special meetings may be called with one week's notice to the membership. For its meetings, the Commission will follow all Charles County Government policies as they apply to inclement weather closures, early dismissal, or late arrivals. Commission members will be responsible to call the weather line for official weather conditions and closures. Meeting canceled due to inclement weather will not be rescheduled.

4) ~~The Chairperson may call a special meeting of the Commission. Special meetings may be called with reasonable notice to the membership, giving the specific reason for such a meeting. The special meeting shall be limited to the special topic for which the meeting was called.~~In the absence of the Chairperson or Vice-Chairperson for at a duly called meeting of the Commission, a majority of the Commission members present may elect a presiding officer for that meeting.

5) ~~For its meetings, the Commission will follow all Charles County Government policies as they apply to inclement weather closures, early dismissal or late arrivals. Commission members will be responsible to call the weather line for official weather conditions and possible closures. Meetings canceled due to inclement weather will not be rescheduled.~~ Uless modified by these by-laws; all Commission meeting shall follow Robert's Rules of order.

~~6) In the absence of the Chairperson or Vice-Chairperson for at a duly called meeting of the Commission, a majority of the Commissioners present may elect a presiding officer for that meeting.~~

~~7) Unless modified by these by-laws, all Commission meetings shall follow Robert's Rules of Order.~~

ARTICLE ~~X~~ XII - OFFICERS~~, BOARDS AND APPOINTEES~~ DUTIES

1) ~~The Board of Charles County Commissioners shall appoint a Chairperson from amongst the Commission's membership. The Chairperson shall preside at all meetings of the Commission.~~The members of the Commission shall elect a Chairperson from amongst the Commission's membership. This position requires strong leadership, communication, and advocacy skills, as well as a deep commitment to serving the needs of veterans and their families in the community. The Chairperson presides at all meetings and performs the following duties:

a) Ensure compliance with the by-laws

b) Strive for achievement of the purpose and objective of the Commission

c) Represent the Commission at accepted functions.

d) Shall appoint sub-committee chairpersons as deemed necessary.

e) In the absence or inability of the Chairperson to perform his/her regular duties, e/she shall delegate the responsibilities to the Vice-Chairperson.

f) Serves as the primary leader and spokesperson for the Charles County Commission for Veterans Affairs, overseeing all Commission activities and ensuring the fulfillment of its mission to support veterans.

g) Facilitate communication and collaboration: The Chairperson plays a critical role in promoting communication and collaboration among Commission members, stakeholders, and community partners. By fostering open dialogue, sharing information, and building consensus, the Chairperson helps to strengthen relationships and enhance the Commission's effectiveness in serving veterans and their families.

h) Provide guidance and support: As a leader with the Commission, the Chairperson provides guidance, mentorship, and support to other Commission officers and members in their respective roles. This may involve offering advice, sharing best practices, and aiding in navigation challenges or conflicts.

~~a)~~ By fostering supportive and empowering environment, the Chairperson helps to cultivate a keen sense of teamwork and camaraderie among commission members.

2) The members of the Commission shall elect a Vice-Chairperson from amongst its membership.

The Vice Chairperson shall preside at all meetings of the Commission in the absence of the Chairperson. The Vice Chairperson serves as the second in command and provides essential support to the Chairperson in leading the Commission. This position plays a pivotal role in assisting the Chairperson in executing the Commission's mission, facilitating meetings, and representing the Commission in various capacities, and has the following duties:

a) Support the Chairperson: Collaborate closely with the Chairperson to fulfill the commission's objectives, ensuring alignment with the mission and goals of the commission

b) Leadership: Assume leadership responsibilities in the absence of the Chairperson and assist in guiding the commission's activities, initiatives, and strategic direction. Vice Chairperson is also a de facto member of every subcommittee.

C) Collaboration: Foster Collaborative relationships with Local, State, and Federal agencies, non-profit organizations, and community partners to enhance support services and resources for veterans and their families. Representation: represent the commission at various events, meetings, and functions, including public hearings, conference, and ceremonial occasions. As delegated by the Chairperson.

3. The members ~~absence of the Chairperson.~~

~~(a)~~ ~~The members~~ of the Commission shall elect a Secretary from amongst its membership. The Secretary ~~shall memorialize all actions, agendas and intentions of the Commission.~~ Has the following duties:

(b) a) Record, transcribe, and maintain a permanent file of the minutes of the Commission.

(c) b) Coordinate with Commission staff liaison to post meeting minutes on the Charles County Government website.

(d) C) Provide minutes via email to the Commission members within fourteen (14) calendar days of the meeting.

(e) d) Handle written or email correspondence for Commission activities and be responsible for maintaining all subcommittee reports.

(f) e) Ensure the smooth functioning of the Charles County Commission for Veterans Affairs by maintaining accurate records, facilitating communication, and supporting administrative processes.

(g) f) Provide members and the public with timely notice of meetings with assistance from the Commission staff liaison.

(h) g) receive, prepare and transmittal any correspondence of the Commission, and will maintain a permanent file of such correspondence.

(i) h) Perform other duties as may be requested by the Commission in furtherance of the Commission's mission and purpose.

4) The members of the Commission shall elect a Treasurer from amongst its membership. The Treasurer shall keep and maintain all the financial accounting of the Commission, including all monies received and disbursed. He/she will provide an annual report to be included in the overall annual report to the Board of County Commissioners.

5) The Commission will hold elections yearly but with staggered two-year terms for officers of the Commission. All even years will be elections for the Chairperson and Secretary. All odd years will be elections for Vice-Chairperson (pending officer). The terms will run from January 1st through December 31st of every year.

6) The Commission may elect other officers from its membership as it deems necessary to fulfill the purpose of the Commission.

~~(b) An immediate past-Chairperson will serve as an officer pro tem for one (1) year after the election of a new Chairperson. If the past-Chairperson's mandatory term limit is met, he/she will serve as an ex-officio member of the Committee.~~

~~(c) The Commission may elect other officers from its membership as it deems necessary to fulfill the purpose of the Commission.~~

ARTICLE XIII – MEMBER DUTIES

Commission members contribute their expertise, insights, and passion to support veterans and their families. They play a vital role in shaping the direction and activities of the Commission, advocating for the needs of veterans, and fostering collaboration with stakeholders and community partners. Each Commission Member brings a unique specialty or area of expertise to the Commission, such as healthcare, employment education, housing, legal affairs, mental health, or military service experience. These specialties inform their contributions to the Commission's work and enable them to address specific needs and challenges faced by veterans within their areas of expertise. Members have the following duties:

1. Attend Commission meetings regularly and actively participate in discussions, decision making, and planning activities. Their input and engagement are essential for the effective functioning

of the Commission and the fulfillment of its mission.

2. Serve on Commission committees or task forces: Commissioners may be assigned to serve on Commission committees or task forces focused on specific areas of veterans' affairs, such as healthcare, employment, education, or housing. In these roles, they contribute their expertise and insights to the development and implementation of initiatives to support veterans in their respective areas.

3. Represent the Commission at community events: Commissioners represent the Commission at community events, meetings and outreach activities related to veterans' affairs. They serve as ambassadors for the Commission, raising awareness of veterans' issues, advocating for needed resources and services, and building partnerships with other organizations and agencies. Stay informed about relevant policies and resources: Commissioners stay informed about local, state, and federal policies, programs, and resources relevant to veterans' affairs. They actively seek out information and updates on legislative changes, funding opportunities, and best practices in veterans' services, and share relevant information with the Commission.

4. Collaborate with stakeholders and community partners: Commissioners collaborate with other Commission members, stakeholders, and community partners to identify needs, gaps, and opportunities in veterans' services and programs. The participate in strategic planning efforts program development discussions, and community outreach initiatives to ensure that the Commission's efforts are aligned with the needs of veterans and their families.

5. Chair over at least one subcommittee: Each Commissioner s responsible for chairing at least one subcommittee focused on a specific aspect of veterans' affairs. This includes organizing meetings, setting agendas, facilitating discussions, and overseeing the work of the subcommittee. By leading subcommittees, Commissioners play a hands-on role in addressing key issues and advancing initiatives to support veterans with their areas of expertise.

6. Reporting on sub committee activities: Commissioners provide regular updates to the full Commission on the activities and progress of their respective subcommittees. This includes sharing key insights, findings, and recommendations generated through subcommittee discussions and initiatives. By reporting on subcommittee activities, Commissioners ensure transparency and accountability in the Commissions work and enable informed decision making by the entire Commission.

7. An immediate pas-Chairperson will serve as an officer protempore for one (1) year after the election of a new Chairperson contingent upon there being at least one (1) year remaining on the term of the past-Chairperson.

ARTICLE ~~XI~~ XIV – SUBCOMMITTEE

All subcommittees will have a ~~Chairperson~~chairperson who is ~~assigned~~ appointed by a majority the officers of the Commission. The Chairperson of the Subcommittee will be responsible for scheduling, convening and presiding at the meetings of their committees, coordinating the work of the committee, and all other duties associated with ~~the Chair of~~ presiding over the Subcommittee.

~~1)~~a. Subcommittees may be established for such purposes as the Commission shall determine in furtherance of the Commission purpose.

~~2)~~b. Subcommittees formed will meet no less than once (1) between each ~~official~~ Commission meeting.

~~3)~~c. ~~There is no age or residency requirements for subcommittee membership.~~ The subcommittee Chair should have junior and a senior member where the senior member is the Chair and Junior member is the Co-Chair.

~~4)~~d. All items to come before the Commission from a subcommittee will be presented in written form to the Secretary ~~one~~ two weeks and one day prior to the scheduled Commission meeting for inclusion on the ~~Agenda~~agenda.

e. Chairperson of the subcommittee shall submit an annual report of activities, accomplishments, recommendations and program plans (if appropriate) at the end of each calendar year. All subcommittee end of the year reports will be turned into the Secretary.

f. The Chairperson of each subcommittee will submit a report in writing to the Chairperson and Secretary of the Charles County Commission for Veteran Affairs at each meeting. These reports will be added to the minutes as recorded by the Secretary.

~~5)~~g. Every member of the Charles County Commission for Veteran Affairs must either chair a subcommittee or serve on a subcommittee.

~~ARTICLE XII - DUTIES OF OFFICERS~~

~~1) The Chairperson shall preside at all meetings to perform his/her duties:~~

~~(a) Ensure compliance with the by-laws;~~

~~(b) Strive for achievement of the purpose and objective of the Commission;~~

~~(c) Represent the Commission at accepted functions;~~

~~(d) Shall appoint sub-committee chairpersons as deemed necessary;~~

~~(e) In the absence or inability of the Chairperson to perform his/her regular duties, he/she shall delegate the responsibilities to the Vice Chairperson;~~

~~2) The Vice-Chairperson shall assist the Chairperson in all functions and chair all meetings in the absence of the Chairperson.~~

~~3) The Secretary will be responsible for the recording and accuracy of the minutes taken during the Commission meetings and:~~

~~1) Will provide members and the public with timely notice of meetings; and~~

~~2) Will record, transcribe and maintain a permanent file of the minutes of the Commission, and~~

~~3) Will provide minutes via email to the Commission members within fourteen (14) calendar days of the meeting. At the same time, the Secretary will post a DRAFT of the minutes on the County's website. The Secretary shall include the approval of the minutes on the agenda for the next meeting;~~

~~4) Will receive, prepare and transmittal any correspondence of the Commission, and will maintain a permanent file of such correspondence; and~~

~~5) Will perform other duties as may be requested by the Commission in furtherance of the Commission mission and purpose.~~

~~ARTICLE XIII - REPORTS~~

~~The Commission shall submit an annual report to the Veteran Services Manager by March 1st of each calendar year for forwarding to the Board of County Commissioners concerning its activities and recommendations.~~

ARTICLE ~~XIV~~ XV - AMENDMENTS

These by-laws may be amended, repealed or suspended at any meeting of the Commission, in whole or in part, by a two-thirds vote of the voting members of the Commission and with final approval of the Board of Commissioners.

ARTICLE XVI - POLICY

1) The Commission for Veterans Affairs shall not adopt policies in conflict with the laws of the United States of America, the State of Maryland and/or the Charles County Code.

2) The Commission or membership on the Commission shall not be used to influence, directly or indirectly, any political election or activity for personal gain.
3) No member of the Commission shall~~, obligate or incur any liabilities in the name of the Charles County Veterans Affairs Commission or the Charles County Government.~~ Have the authority to speak on behalf Commission without prior authorization of the Commission, nor bind or incur any liabilities on behalf of the Commission or Charles County Government. This restriction applies to all Commission members and prohibits any member from responding to media inquires or communicating with Veterans Service Organizations (VSOs) on behalf of the Commission without prior authorization from the Commission.

~~ARTICLE XVI - APPROVAL~~

The foregoing by-laws of ~~the~~the Charles County Commission for Veterans Affairs shall be the true original publication of this organization and adopted at the meeting by a majority of the members on this date:

Date Adopted: Initially adopted September 12, 2018. ~~Changes to original draft approved by Consensus on November 8, 2018.~~ **Amendments approved on _____.**

Board of County Commissions Approval Date: _____.

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Approval: Acquisition of Land, Billingsley Road**
  (Ms. Sarah Guy, Chief of Property Acquisition and Ms. Victoria Rickett, Assistant Property Acquisition Officer, Office of the County Attorney for Charles County)

SUGGESTED ACTION:

ATTACHMENTS:
12-9-25 Billingsley Rd Acquisition Open Session Summary.pdf

Acquisition of Land for Mulching Facility Relocation

12790 Billingsley Rd, Waldorf

OPEN SESSION December 9, 2025

Overview

July 2025, the Commissioners authorized the Chief of Property Acquisition to perform due diligence actions to assess the site at 12790 Billingsley Rd, Waldorf for potential relocation of the County's Mulching Facility. Secondary requests were to determine if the site could also accommodate the addition of a composting facility and potentially a transfer station.

The property at 12790 Billingsley Rd, Waldorf is listed as 117.3996 acres in tax records and lies on the north and south sides of Billingsley Rd near its intersection with Leonardtown Rd (Rt. 5). The property is less than ½ a mile from the Landfill.

The County obtained a survey which shows the parcel is larger than what is calculated on public tax records. The surveyed acreage is 123.77 acres. The acreage appraised at $1,609,000.

Property acquisition funds that exceed the proposed purchase price are already allocated in the LF Transfer Station Acquisition fund and the LF Mulching Facility Relocation fund. The Chief of Property Acquisition seeks approval in open session to enter into a Purchase Sale Agreement to acquire the property at $1,609,000.

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Approval of Items

SUBJECT:

- **Approval: SOP Update - CP.CAD.04.001 Internal Audit Charter**
  (Mr. Johnnie Coleman, Senior Internal Auditor, and Ms. Danielle Mitchell, Action County Administrator, Office of the County Administrator)

SUGGESTED ACTION:

ATTACHMENTS:
CP.CAD.04.001 Internal Audit Charter 2025.12.08 - clean2.pdf
CP.CAD.04.001 Internal Audit Charter 2025.12.08 - redline2.pdf

Charles County Government
Commissioner Standard Operating Policy

Title:	Internal Audit Charter	**SOP #:** CP.CAD.04.001
Department:	County Administration	**Effective Date:** 5/15/2018
Division:	Internal Audit	**Last Review Date:** 12/3/2020*
Purpose:	To establish the general authority and responsibility of the Internal Audit Division .	
References:	The Global Internal Audit Standards	
Attachments:	n/a	
Note:	This SOP incorporates and replaces CP.CAD.04.002 Internal Audit Oversight Committee.	

Policy:

It is the policy of Charles County Government (CCG) to maintain an Internal Audit Division to enhance and protect organizational value by providing independent, risk-based, and objective assurance, advice, and insight. The primary mission of Internal Audit is to conduct audits and/or special reviews to benefit the citizens of Charles County and the management of CCG.

The Internal Audit Division serves the Board of County Commissioners (BOCC), the County Administrator, and all levels of management by bringing a systematic, disciplined approach to evaluating and improving the effectiveness for governance, risk management, and control processes.

1.0 Mandate

1.1 The Internal Audit Division is established by the BOCC and operates under authority granted by the BOCC and applicable laws and regulations. This Charter, approved by the BOCC, defines the purpose, authority, and responsibility of the Internal Audit Division. The mandate is reflected in this Charter and aligns with the expectations of the Board and County Government Leadership.

2.0 Authority

2.1 The Internal Audit Division shall have the authority to conduct financial, compliance, operational, performance, and information systems audits for all departments, offices, activities, and programs under the control of CCG. This includes the Charles County Sheriff's Office (CCSO). Additionally, the Internal Audit Division shall have the authority to perform special reviews and investigate allegations of misuse of CCG assets and resources.

2.2 To properly carry out their responsibilities, internal audit personnel shall have full, free, and unrestricted access to all County functions, activities, operations, records, data files, information technology systems, physical properties, and personnel. This

includes access to any records maintained by third-party contractors and vendors as specified in their contracts with CCG.

2.3 Authority is granted to request reasonable assistance from appropriate CCG personnel in acquiring requested records, documents and files, as well as inspection and entry privileges to all assets owned, leased, or borrowed by the County.

2.4 Authority is granted to allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques, and issue communications to accomplish the function's objectives.

2.5 The Senior Internal Auditor and audit staff are accountable for confidentiality, safeguarding information, and using information for legitimate internal audit purposes.

3.0 Internal Audit Oversight Committee

3.1 The BOCC hereby establish the Internal Audit Oversight Committee (IAOC). The IAOC will serve as the body responsible for ensuring the effectiveness, independence, and accountability of the Internal Audit Division. Its oversight role is essential to maintaining public trust, promoting transparency, and enhancing organizational governance.

3.2 The IAOC will be comprised of five (5) members appointed by the BOCC.
- 3.2.1 IAOC members must be residents of Charles County.
- 3.2.2 IAOC members will serve for a term of three (3) years.
- 3.2.3 Appointment to the IAOC is not a compensated position.

3.3 The IAOC members shall have the following preferred experience:
- 3.3.1 Chairperson – Financial Expert
  - 3.3.1.1 Holds a professional certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).
  - 3.3.1.2 Has experience in auditing, accounting, or finance.
  - 3.3.1.3 Strong understanding of Generally Accepted Accounting Principles (GAAP) and internal controls.
- 3.3.2 Vice Chairperson – Risk Management Expert
  - 3.3.2.1 Has experience in risk management, information technology, auditing, or management.
  - 3.3.2.2 Possible experience in risk mitigation strategies, including cybersecurity risk, internal controls, and operational efficiency.
- 3.3.3 Legal / Compliance Expert (1 member)
  - 3.3.3.1 Legal degree and license to practice law with specialization in governance, ethics compliance, or public policy.
  - 3.3.3.2 Understanding of government regulations and ethics codes.
- 3.3.4 Two (2) additional members with local government experience.

3.3.4.1 Has experience with local government operations, budgets, and public policy.

3.3.4.2 Has a history of community leadership and an ability to represent the public interest in financial and operational matters.

3.4 Administrative support for the IAOC will be provided by staff from the County Administrator's Office.

3.5 The IAOC is responsible for:

- 3.5.1 Ensuring independence and objectivity by safeguarding the Internal Audit Division from undue influence and support its autonomy in all audit activities.
- 3.5.2 Supporting strategic alignment by collaboration with the Internal Audit Division to align audit priorities with CCG's strategic goals and risk landscape.
- 3.5.3 Approve the Internal Audit Division's roles and responsibilities as the Chief Audit Executive (CAE) and identify the necessary qualifications, experience, and competencies to carry out those roles and responsibilities.
- 3.5.4 Communicate the IAOC's perspective on CCG's strategies, objectives, and risks to assist the CAE with determining internal audit priorities.
- 3.5.5 Discuss with the CAE and CCG leadership the appropriate authority, roles, responsibilities, scope, and services (assurance and/or advisory) of the Internal Audit Division.
- 3.5.6 Approve the annual risk-based internal audit plan.
- 3.5.7 Ensure the Internal Audit Division is adequately resourced in terms of staffing, budget, and access to information.
- 3.5.8 Provide a direct channel for the Internal Audit Division to raise significant issues and ensure unrestricted access to the IAOC and CCG leadership. Ensure all interactions are in accordance with laws and/or regulations applicable to public records.
- 3.5.9 Review and approve this Internal Audit Charter annually to ensure continued relevance and alignment with global standards.
- 3.5.10 Ensure a quality assurance and improvement program has been established and review the results annually.
- 3.5.11 Assess the performance of the Internal Audit Division through internal and external quality assessments and periodic evaluations of the CAE.
- 3.5.12 Review and provide input to CCG leadership on the CAE's performance.
- 3.5.13 Ensure that CCG leadership takes appropriate actions in response to audit recommendations.

3.6 The IAOC shall meet at least semi-annually, with the authority to convene additional meetings as it deems necessary to perform its duties.

- 3.6.1 The quorum of the meeting shall be a majority of voting members.
- 3.6.2 Minutes shall be prepared in accordance with the Maryland Open Meetings Act.

3.6.3 The IAOC may require that certain County management attend meetings to address reports being discussed. Auditee departments will be invited to meetings where their internal audit report is discussed.

3.7 The IAOC, with support from the CAE, shall present an annual briefing to the BOCC.

4.0 Independence, Organizational Position, and Reporting Relationship

4.1 As the Chief Audit Executive (CAE), the Internal Audit Division reports functionally to the IAOC and administratively to the County Administrator or their designee. This dual reporting relationship ensures the internal audit function remains independent of management. In ensures the CAE has the authority and access necessary to communicate directly with senior leadership and, when appropriate to escalate concerns to the IAOC without obstruction.

4.2 The Internal Audit Division will not develop and install procedures, prepare records, make management decisions, or engage in other activity that could be reasonably construed to compromise their independence.

4.3 If the Internal Audit Division's independence is impaired, in fact or appearance, the CAE must disclose the details of the impairment to the IAOC.

4.4 The CAE must confirm to the IAOC the organizational independence of the internal audit function at least annually.

5.0 Scope of Internal Audit Activities

5.1 The scope of internal audit work shall be comprehensive and covers all CCG operations, programs, and activities. This includes CCSO.

5.2 The Internal Audit Division will provide the following scope of services:

- 5.2.1 Assurance Audits – Evaluate the effectiveness of internal controls, risk management, and governance processes. Safeguard public assets.
- 5.2.2 Compliance Audits – Assess adherence to applicable laws, regulations, policies, and procedures (e.g. contracts, procurement, grants, ethical expectations, and other agreements).
- 5.2.3 Performance Audits – Examine the efficiency, effectiveness, and economy of CCG departments, agencies, and contracted services. Safeguard public assets.
- 5.2.4 IT Audits – Review information systems, cybersecurity controls, data integrity, data protection, and system implementation projects.
- 5.2.5 Advisory services – Provide consulting support on process improvements, financial stewardship, operational efficiency, data integrity, fraud risk, and compliance with laws and regulations.

5.3 Services provided by the Internal Audit Division do not in any way substitute for other activities or relieve other persons in CCG of the responsibilities assigned to them.

6.0 Ethics and Professionalism

6.1 The CAE will ensure that internal audit staff:

- 6.1.1 Conforms with the Global Internal Audit Standards (GIAS) issued by the Institute of Internal Auditors, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- 6.1.2 Understand, respect, meet, and contribute to the legitimate and ethical expectations of CCG and be able to recognize conduct that is contrary to those expectations.
- 6.1.3 Encourage and promote an ethics-based culture in CCG.
- 6.1.4 Report behavior that is not consistent with CCG ethical expectations, as described in applicable policies and procedures.

6.2 The CAE will coordinate with the Ethics Commission on matters that may pertain to both Internal Audit and potential ethics violations.

- 6.2.1 Ethics complaints may originate in either area and should be shared or reviewed with the other.

7.0 Objectivity

7.1 The CAE will ensure that the internal audit function remains free from any conditions – whether actual or perceived – that could compromise the ability of internal auditors to perform their duties with impartiality. This includes safeguarding independence in all aspects of audit activity, such as the selection of engagements, determination of scope, choice of procedures, frequency and timing of work, and the communication of results.

7.2 To ensure objectivity, the CAE and audit staff will not have direct operational responsibility or authority over any of the activities or departments under review. They will remain free from any conditions that may impair their ability to perform their duties impartially.

7.3 The nature of any situation that may impair objectivity, in fact or appearance, must be promptly disclosed to the appropriate parties, as defined in this Charter and in accordance with professional standards.

7.4 Always uphold an unbiased mental attitude so engagements are performed with integrity and professional skepticism. Avoid any compromise in quality of work, and refrain from subordinating professional judgement on audit matters to the influence of others – whether such influence is real or perceived.

8.0 Management of Internal Audit Division

8.1 The CAE is responsible for managing the Internal Audit Division in accordance with this Charter and the GIAS. This responsibility includes strategic planning, obtaining and deploying resources, building relationships, communicating with stakeholders (the public, appointed, and elected officials), and enhancing the performance of the function.

8.2 Develop an annual risk-based audit plan considering the input of the IAOC and CCG leadership.

- 8.2.1 The plan shall be submitted to the IAOC for review and approval.
- 8.2.2 The plan shall be reviewed and adjusted, as necessary, to reflect changes in assessed risk, operations, programs, systems, and controls.
- 8.2.3 Resource limitations and significant changes impacting the plan must be communicated to the IAOC and CCG leadership.

8.3 Ensure internal audit engagements are performed, documented, and communicated in accordance with GIAS and any applicable laws and regulations.

8.4 Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the IAOC and CCG leadership, highlighting significant risks and control issues.

8.5 CAE will ensure the internal audit function collectively possesses the necessary knowledge, skills, and other competencies needed to meet the requirements of the GIAS and fulfill and CCG-required mandates.

9.0 Audit Procedures and Reporting

9.1 The CAE will provide written notice to the department director or auditee of a scheduled review. The notice will state the audit's objectives, scope, start date, expected duration, audit team, and any advance preparation needed.

9.2 At the completion of internal audit fieldwork, the Internal Auditor will discuss any audit findings and proposed recommendations with the auditee at an exit conference.

9.3 The Internal Auditor will prepare a draft report that includes their findings and proposed recommendations.

- 9.3.1 The draft report will be provided to management for an official response and to outline corrective actions to be taken.
- 9.3.2 Management's response to the draft report is due two (2) weeks after receipt of the draft report. The responses, action items, and target dates will be included in the Internal Audit final report.

9.4 The department director or auditee's manager must ensure corrective actions on Internal Audit recommendations are addressed.

9.4.1 Internal Audit will schedule a follow up with the auditee prior to the issuance of the final report to ensure the corrective actions have been taken.

9.4.2 Internal Audit must present information to the IAOC on any corrective actions not taken.

9.5 In the event an audit becomes investigative in nature, the Internal Auditor has the authority to administer an oath to the relevant employee(s) to affirm their commitment to tell the truth regarding the matter under investigation.

10.0 Responsibilities of County Leadership

10.1 Support and enable the internal audit function to fulfill its mandate.

10.2 Provide the CAE with the information and tools necessary to perform their duties.

10.3 Consider audit recommendations and develop action plans to address findings.

10.4 Enable the appointment, development, and remuneration of the CAE through the County Human Resources process.

11.0 Quality Assurance and Improvement

11.1 The CAE shall develop, implement, and maintain a comprehensive Quality Assurance and Improvement Program (QAIP) designed to evaluate and enhance the performance, effectiveness, and conformance of the Internal Audit Division.

11.2 The QAIP will be structured to ensure continuous improvement and alignment with the GIAS. It will include internal and external quality assessments of the internal audit function's conformance with the GIAS.

11.3 Internal quality assessments must be conducted regularly and may include self-assessments, internal peer reviews, performance metrics, and stakeholder feedback.

11.4 External quality assessments must be performed at least every five (5) years by a qualified, independent assessor or assessment team.

11.4.1 The CAE must develop a plan for the assessment and discuss it with County leadership and the IAOC.

11.4.2 The plan must document the form, frequency, and independence of the external assessment.

11.5 Results of these assessments, along with any corrective actions taken, shall be documented and communicated to County leadership and the IAOC to support continuous improvement and accountability. The results should include:

11.5.1 The internal audit function's conformance with GIAS and achievement of performance objectives.

11.5.2 If applicable, plans to address the internal audit function's deficiencies and opportunities for improvement.

12.0 Exceptions

12.1 Any and all exceptions to this policy must be approved in advance by the Board of County Commissioners and the Internal Audit Oversight Committee.

Authorized:		**Date:**

Revision Dates:	12/3/2020*			

* Indicates review date, but no changes needed

Charles County Government
Commissioner Standard Operating Policy

Title:	Internal Audit Charter	**SOP #:** CP.CAD.04.001
Department:	County Administration	**Effective Date:** 5/15/2018
Division:	Internal Audit ~~Office~~	**Last Review Date:** 12/3/2020*
Purpose:	To establish the general authority and responsibility of the Internal Audit Division ~~Office~~.	
References:	The Global Internal Audit Standards ~~The International Professional Practices Framework (IPPF)~~	
	~~CP.CAD.04.002 Internal Audit Oversight Committee~~	
Attachments:	n/a	
Note:	This SOP incorporates and replaces CP.CAD.04.002 Internal Audit Oversight Committee.	

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Policy:

It is the policy of Charles County Government (CCG) to maintain an Internal Audit Division ~~Office~~to enhance and protect organizational value by ~~as a means of~~ providing independent, risk-based, and objective assurance, advice, and insight. The primary mission of Internal Audit is to conduct audits and/or special reviews to benefit the citizens of Charles County and the management of CCG.

The Internal Audit Division serves the Board of County Commissioners (BOCC), the County Administrator, and all levels of management by bringing a systematic, disciplined approach to evaluating and improving the effectiveness for governance, risk management, and control processes. ~~with information to assist in the control of operations and in evaluating the overall control over assets and the effectiveness of the system of internal control in achieving its broad objectives.~~

1.0 Mandate

1.1 The Internal Audit Division is established by the BOCC and operates under authority granted by the BOCC and applicable laws and regulations. This Charter, approved by the BOCC, defines the purpose, authority, and responsibility of the Internal Audit Division. The mandate is reflected in this Charter and aligns with the expectations of the Board and County Government Leadership.

2.0 Authority

2.1 The Internal Audit ~~Office~~ Division shall have the authority to conduct financial, compliance, operational, performance, and information systems audits for all departments, offices, activities, and programs under the control of CCG~~the County~~. This includes the Charles County Sheriff's Office (CCSO). Additionally, the Internal

Audit ~~Office~~ Division shall have the authority to perform special reviews and investigate allegations of misuse of ~~County~~ CCG assets and resources.

2.2 To properly carry out their responsibilities, internal audit personnel shall have full, free, and unrestricted access to all County functions, activities, operations, records, data files, information technology systems, ~~computer programs,~~ physical properties~~y~~, and personnel. This includes access to any records maintained by third-party contractors and vendors as specified in their contracts with CCG.

2.3 ~~In addition, a~~Authority is granted to ~~the Internal Audit Office to~~ request reasonable assistance from appropriate CCG ~~ounty~~ personnel in acquiring requested records, documents and files, as well as inspection and entry privileges to all assets owned, leased, or borrowed by the County. ~~It is expected that the Internal Audit Office will exercise discretion in the review of records to ensure the confidentiality of all matters that come to their attention.~~

2.4 Authority is granted to allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques, and issue communications to accomplish the function's objectives.

2.5 The Senior Internal Auditor and audit staff are accountable for confidentiality, safeguarding information, and using information for legitimate internal audit purposes.

3.0 Internal Audit Oversight Committee

3.1 The BOCC hereby establish the Internal Audit Oversight Committee (IAOC). The IAOC will serve as the body responsible for ensuring the effectiveness, independence, and accountability of the Internal Audit Division. Its oversight role is essential to maintaining public trust, promoting transparency, and enhancing organizational governance.

3.2 The IAOC will be comprised of five (5) members appointed by the BOCC.
- 3.2.1 IAOC members must be residents of Charles County.
- 3.2.2 IAOC members will serve for a term of three (3) years.
- 3.2.3 Appointment to the IAOC is not a compensated position.

3.3 The IAOC members shall have the following preferred experience:
- 3.3.1 ~~President of the BOCC~~ Chairperson – Financial Expert
  - 3.3.1.1 Holds a professional certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).
  - 3.3.1.2 Has experience in auditing, accounting, or finance.
  - 3.3.1.3 Strong understanding of Generally Accepted Accounting Principles (GAAP) and internal controls.
- 3.3.2 ~~County Administrator or designee~~ Vice Chairperson – Risk Management Expert

3.3.2.1 Has experience in risk management, information technology, auditing, or management.

3.3.2.2 Possible experience in risk mitigation strategies, including cybersecurity risk, internal controls, and operational efficiency.

3.3.3 ~~County Attorney or designee~~ Legal / Compliance Expert (1 member)

3.3.3.1 Legal degree and license to practice law with specialization in governance, ethics compliance, or public policy.

3.3.3.2 Understanding of government regulations and ethics codes.

3.3.4 ~~Two (2) citizens that are appointed by a majority vote of the BOCC~~ Two (2) additional members with local government experience.

3.3.4.1 Has experience with local government operations, budgets, and public policy.

3.3.4.2 Has a history of community leadership and an ability to represent the public interest in financial and operational matters.

3.4 Administrative support for the IAOC will be provided by staff from the County Administrator's Office.

3.5 The IAOC is responsible for:

3.5.1 Ensuring independence and objectivity by safeguarding the Internal Audit Division from undue influence and support its autonomy in all audit activities.

3.5.2 Supporting strategic alignment by collaboration with the Internal Audit Division to align audit priorities with CCG's strategic goals and risk landscape.

3.5.3 Approve the Internal Audit Division's roles and responsibilities as the Chief Audit Executive (CAE) and identify the necessary qualifications, experience, and competencies to carry out those roles and responsibilities.

3.5.4 Communicate the IAOC's perspective on CCG's strategies, objectives, and risks to assist the CAE with determining internal audit priorities.

3.5.5 Discuss with the CAE and CCG leadership the appropriate authority, roles, responsibilities, scope, and services (assurance and/or advisory) of the Internal Audit Division.

3.5.6 Approve the annual risk-based internal audit plan.

3.5.7 Ensure the Internal Audit Division is adequately resourced in terms of staffing, budget, and access to information.

3.5.8 Provide a direct channel for the Internal Audit Division to raise significant issues and ensure unrestricted access to the IAOC and CCG leadership. Ensure all interactions are in accordance with laws and/or regulations applicable to public records.

3.5.9 Review and approve this Internal Audit Charter annually to ensure continued relevance and alignment with global standards.

3.5.10 Ensure a quality assurance and improvement program has been established and review the results annually.

3.5.11 Assess the performance of the Internal Audit Division through internal and external quality assessments and periodic evaluations of the CAE.

3.5.12 Review and provide input to CCG leadership on the CAE's performance.
3.5.13 Ensure that CCG leadership takes appropriate actions in response to audit recommendations.

3.6 The IAOC shall meet at least semi-annually, with the authority to convene additional meetings as it deems necessary to perform its duties.
3.6.1 The quorum of the meeting shall be a majority of voting members.
3.6.2 Minutes shall be prepared in accordance with the Maryland Open Meetings Act.
3.6.3 The IAOC may require that certain County management attend meetings to address reports being discussed. Auditee departments will be invited to meetings where their internal audit report is discussed.

3.7 The IAOC, with support from the CAE, shall present an annual briefing to the BOCC.

4.0 Independence, Organizational Position, and Reporting Relationship

4.1 As the CAE, the Internal Audit Division reports functionally to the IAOC and administratively to the County Administrator or their designee. This dual reporting relationship ensures the internal audit function remains independent of management. In ensures the CAE has the authority and access necessary to communicate directly with senior leadership and, when appropriate to escalate concerns to the IAOC without obstruction.

4.2 The Internal Audit Division will not develop and install procedures, prepare records, make management decisions, or engage in other activity that could be reasonably construed to compromise their independence.

4.3 If the Internal Audit Division's independence is impaired, in fact or appearance, the CAE must disclose the details of the impairment to the IAOC.

4.4 The CAE must confirm to the IAOC the organizational independence of the internal audit function at least annually.

5.0 Scope of Internal Audit Activities

5.1 The scope of internal audit work shall be comprehensive and covers ~~Internal Audit coverage will encompass, as deemed appropriate by the Internal Auditor, independent reviews and evaluations of any and all management~~ all CCG operations, programs, and activities. ~~to appraise:~~ This includes CCSO.
5.1.1 ~~Measures taken to safeguard assets, including tests of existence and ownership as appropriate.~~
5.1.2 ~~The reliability, consistency, and integrity of financial and operating information.~~

5.1.3 ~~Compliance with policies, plans, standards, laws, and regulations that could have significant impact on operations.~~

5.1.4 ~~Economy and efficiency in the use of resources.~~

5.1.5 ~~Effectiveness in the accomplishment of the mission, objectives, and goals established for the County's operations and projects.~~

5.2 The Internal Audit Division will provide the following scope of services:

5.2.1 Assurance Audits – Evaluate the effectiveness of internal controls, risk management, and governance processes. Safeguard public assets.

5.2.2 Compliance Audits – Assess adherence to applicable laws, regulations, policies, and procedures (e.g. contracts, procurement, grants, ethical expectations, and other agreements).

5.2.3 Performance Audits – Examine the efficiency, effectiveness, and economy of CCG departments, agencies, and contracted services. Safeguard public assets.

5.2.4 IT Audits – Review information systems, cybersecurity controls, data integrity, data protection, and system implementation projects.

5.2.5 Advisory services – Provide consulting support on process improvements, financial stewardship, operational efficiency, data integrity, fraud risk, and compliance with laws and regulations.

5.3 ~~In performing their functions, the Internal Auditor and Assistant Internal Auditor have neither direct authority over, nor responsibility for, any of the activities reviewed. The Internal Audit Office will not develop and install procedures, prepare records, make management decisions, or engage in any other activity that could be reasonably construed to compromise their independence. However, in connection with the complementary objectives of this audit function, the Internal Audit Office will recommend policies and procedures for approval and implementation by appropriate management. Internal audit review and appraisal~~ Services provided by the Internal Audit Division do not in any way substitute for other activities or relieve other persons in ~~the County~~CCG of the responsibilities assigned to them.

~~Reporting Structure~~

~~5.4 The Internal Auditor reports to the County Administrator or designee and is granted powers by the Board of County Commissioners. If the Internal Auditor is not an elected official, they will report to and be accountable to the County Administrator or designee for day to day operations. The Internal Auditor will also be accountable to the Internal Audit Oversight Committee (IAOC). The IAOC will be comprised of the President of the County Commissioners, County Administrator or designee, County Attorney or designee and two (2) citizens that are appointed by a majority vote of the Board of Commissioners.~~

6.0 Ethics and Professionalism

6.1 The CAE will ensure that internal audit staff:

6.1.1 Conforms with the Global Internal Audit Standards (GIAS) issued by the Institute of Internal Auditors, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.

6.1.2 Understand, respect, meet, and contribute to the legitimate and ethical expectations of CCG and be able to recognize conduct that is contrary to those expectations.

6.1.3 Encourage and promote an ethics-based culture in CCG.

6.1.4 Report behavior that is not consistent with CCG ethical expectations, as described in applicable policies and procedures.

6.2 The CAE will coordinate with the Ethics Commission on matters that may pertain to both Internal Audit and potential ethics violations.

6.2.1 Ethics complaints may originate in either area and should be shared or reviewed with the other.

7.0 Objectivity

7.1 The CAE will ensure that the internal audit function remains free from any conditions – whether actual or perceived – that could compromise the ability of internal auditors to perform their duties with impartiality. This includes safeguarding independence in all aspects of audit activity, such as the selection of engagements, determination of scope, choice of procedures, frequency and timing of work, and the communication of results.

7.2 To ensure objectivity, the CAE and audit staff will not have direct operational responsibility or authority over any of the activities or departments under review. They will remain free from any conditions that may impair their ability to perform their duties impartially.

7.3 The nature of any situation that may impair objectivity, in fact or appearance, must be promptly disclosed to the appropriate parties, as defined in this Charter and in accordance with professional standards.

7.4 Always uphold an unbiased mental attitude so engagements are performed with integrity and professional skepticism. Avoid any compromise in quality of work, and refrain from subordinating professional judgement on audit matters to the influence of others – whether such influence is real or perceived.

8.0 Management of Internal Audit Division

8.1 The CAE ~~Internal Auditor~~ is responsible for ~~properly~~ managing the ~~i~~Internal ~~a~~Audit Division ~~office~~ in accordance with this Charter and the GIAS. This responsibility includes strategic planning, obtaining and deploying resources, building relationships, communicating with stakeholders (the public, appointed, and elected officials), and enhancing the performance of the function. ~~so that (1) internal audit work fulfills the~~

~~purposes and responsibilities established herein; (2) resources are efficiently and effectively employed; and (3) internal audit work conforms to all applicable standards.~~

8.2 Develop an annual risk-based audit plan considering the input of the IAOC and CCG leadership.

8.2.1 The plan shall be submitted to the IAOC for review and approval.

8.2.2 The plan shall be reviewed and adjusted, as necessary, to reflect changes in assessed risk, operations, programs, systems, and controls.

8.2.3 Resource limitations and significant changes impacting the plan must be communicated to the IAOC and CCG leadership.

8.3 Ensure internal audit engagements are performed, documented, and communicated in accordance with GIAS and any applicable laws and regulations.

8.4 Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the IAOC and CCG leadership, highlighting significant risks and control issues.

8.5 CAE will ensure the internal audit function collectively possesses the necessary knowledge, skills, and other competencies needed to meet the requirements of the GIAS and fulfill and CCG-required mandates.

8.6 ~~The Internal Auditor will report in writing on all internal audits and reviews conducted and will attend the IAOC meetings on a regular basis to report on significant recommendations and the operations of the audit services function.~~

9.0 Audit Procedures and Reporting

9.1 ~~Generally, t~~The CAE ~~Internal Auditor~~ will provide written notice ~~notify~~ to the department director or ~~manager ("~~auditee~~") of that~~ a scheduled review. ~~is scheduled. This written notification should inform~~The notice will state the audit's ~~the auditee of when the audit is scheduled, who will be performing the internal audit, and why the internal audit has been planned (regularly scheduled, management or external auditor request, etc.). The notification should also include the~~ objectives, ~~and~~ scope, ~~of the audit; the expected~~ start date, ~~and planned~~ expected duration, audit team, and ~~of the internal audit; and~~ any advance preparation need~~s~~.

~~9.2 The director or manager of the department under audit is responsible for:~~

~~9.2.1 Ensuring that a spirit of cooperation prevails throughout the course of the examination.~~

~~9.2.2 Ensuring corrective action is taken if inadequacies are identified in the written internal audit reports.~~

~~9.2.3 Informing the Internal Auditor of any actual or suspected fraud or illegal acts for independent review.~~

~~The Internal Auditor is required to publish an annual internal audit plan to the IAOC for approval and perform the system audits contained within the plan. Unforeseen audit requirements and management requests for investigations into matters of fraud and compliance may create the need for changes in both internal audit programs and the overall plans; therefore, appropriate flexibility should be incorporated into the annual plan. The IAOC approves significant deviations from the objectives contained within the annual internal audit plan.~~

~~9.3~~9.2 At the completion of internal audit fieldwork, the Internal Auditor ~~should~~ will discuss ~~the proposed~~ any audit findings and proposed recommendations with the auditee at an ~~closing~~ exit conference.

~~9.4~~9.3 The Internal Auditor will prepare a draft report that includes their~~draft with their proposed~~ findings and proposed recommendations. ~~along with a space for management's responses.~~

~~9.4.1~~9.3.1 The draft report will be provided to ~~is then forwarded to the appropriate manager~~ management for an official response and to ~~to respond and~~ outline corrective actions~~, if any,~~ to be taken.

~~9.4.2~~9.3.2 Management's response to the draft report is ~~The responses are generally~~ due two (2) weeks after ~~the~~ receipt of the draft report. The ~~auditee's~~ responses, ~~will include comments,~~ action items, and target dates ~~and~~ will be ~~incorporated~~ included in the Internal Audit final report. ~~If a timely response is not received, the County Administrator or designee will be contacted for assistance in resolving the matter.~~

~~9.5~~9.4 The department director or auditee's manager must ensure corrective actions on Internal Audit recommendations are addressed.

~~9.5.1~~9.4.1 Internal Audit will schedule a follow up with the auditee prior to the issuance of the final report to ensure the corrective actions have been taken.

9.4.2 Internal Audit must present information to the IAOC on any corrective actions not taken.

~~9.6~~9.5 In the event an audit becomes investigative in nature, the Internal Auditor has the authority to administer an oath to the relevant employee(s) to affirm their commitment to tell the truth regarding the matter under investigation.

~~9.7 Subsequent to the issuance of the final report, the Internal Audit Office will schedule a follow up review to ensure that needed actions based on the audit were actually taken. The director or manager of the department is responsible for seeing that corrective action on recommendations are made or deficient conditions reported by the Internal Audit Office are planned and taken. If the proper corrective action is not taken, the Internal Auditor is responsible for presenting this information to the IAOC.~~

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10.0 Responsibilities of County Leadership

10.1 Support and enable the internal audit function to fulfill its mandate.

10.2 Provide the CAE with the information and tools necessary to perform their duties.

10.3 Consider audit recommendations and develop action plans to address findings.

10.4 Enable the appointment, development, and remuneration of the CAE through the County Human Resources process.

~~**Independence and Code of Ethics**~~

~~Independence is essential for effective operation of the internal audit function. Therefore, it is the policy of the County that all internal audit activities shall remain free of influence by any organizational elements. This shall include such matters as scope of audit programs, the frequency and timing of audits, and the content of audit reports. Furthermore, the Internal Audit Office has a responsibility to conduct themselves so that their good faith and integrity are not open to question. Standards of professional behavior are based upon the Code of Ethics issued by the Institute of Internal Auditors (IIA).~~

Commented [ER1]: This section relocated in different areas of the SOP (3.0 and 6.0).

11.0 Quality Assurance and Improvement

11.1 The CAE ~~Internal Auditor is responsible for~~ shall develop~~ing~~, implement, and maintain~~ing~~ a comprehensive ~~q~~Quality ~~a~~Assurance and I~~i~~mprovement P~~p~~rogram (QAIP) designed to evaluate and enhance the performance, effectiveness, and conformance of the Internal Audit Division.~~ The program should comply with the IIA's International Standards for the Professional Practice of Internal Auditing.~~

11.2 The QAIP will be structured to ensure continuous improvement and alignment with the GIAS. It will ~~This program should~~ include internal and external quality assessments of the ~~reviews which will assess~~ internal audit function's conformance with the GIAS.~~operations and share an objective perspective of the Internal Audit Office's compliance with professional standards and a comparison to best practices of other similar audit organizations.~~

11.3 Internal quality assessments must be conducted regularly and may include self-assessments, internal peer reviews, performance metrics, and stakeholder feedback.

11.4 ~~An e~~External quality assessments must ~~should~~ be performed at least every five (5) years by a qualified, independent assessor or assessment team. ~~in order to maintain conformity with the IIA Standards. The cost of the quality assurance and improvement program shall be a part of the Internal Audit Office's budget.~~

11.4.1 The CAE must develop a plan for the assessment and discuss it with County leadership and the IAOC.

~~11.4.1~~11.4.2 The plan must document the form, frequency, and independence of the external assessment.

11.5 Results of these assessments, along with any corrective actions taken, shall be documented and communicated to County leadership and the IAOC to support continuous improvement and accountability. The results should include:

11.5.1 -The internal audit function's conformance with GIAS and achievement of performance objectives.

11.5.2 If applicable, plans to address the internal audit function's deficiencies and opportunities for improvement.

11.6 ~~In an effort to continually improve the internal audit function, the Internal Audit Office shall be encouraged to attend continuing education courses and maintain membership in and attend meetings of local, state, and national organizations that serve to promote the modern practice of internal auditing.~~

12.0 Exceptions

12.1 Any and all exceptions to this policy must be approved in advance by the Board of County Commissioners and the Internal Audit Oversight Committee.

Authorized:		**Date:**

Revision Dates:	12/3/2020*			

* Indicates review date, but no changes needed

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Approval Item(s)

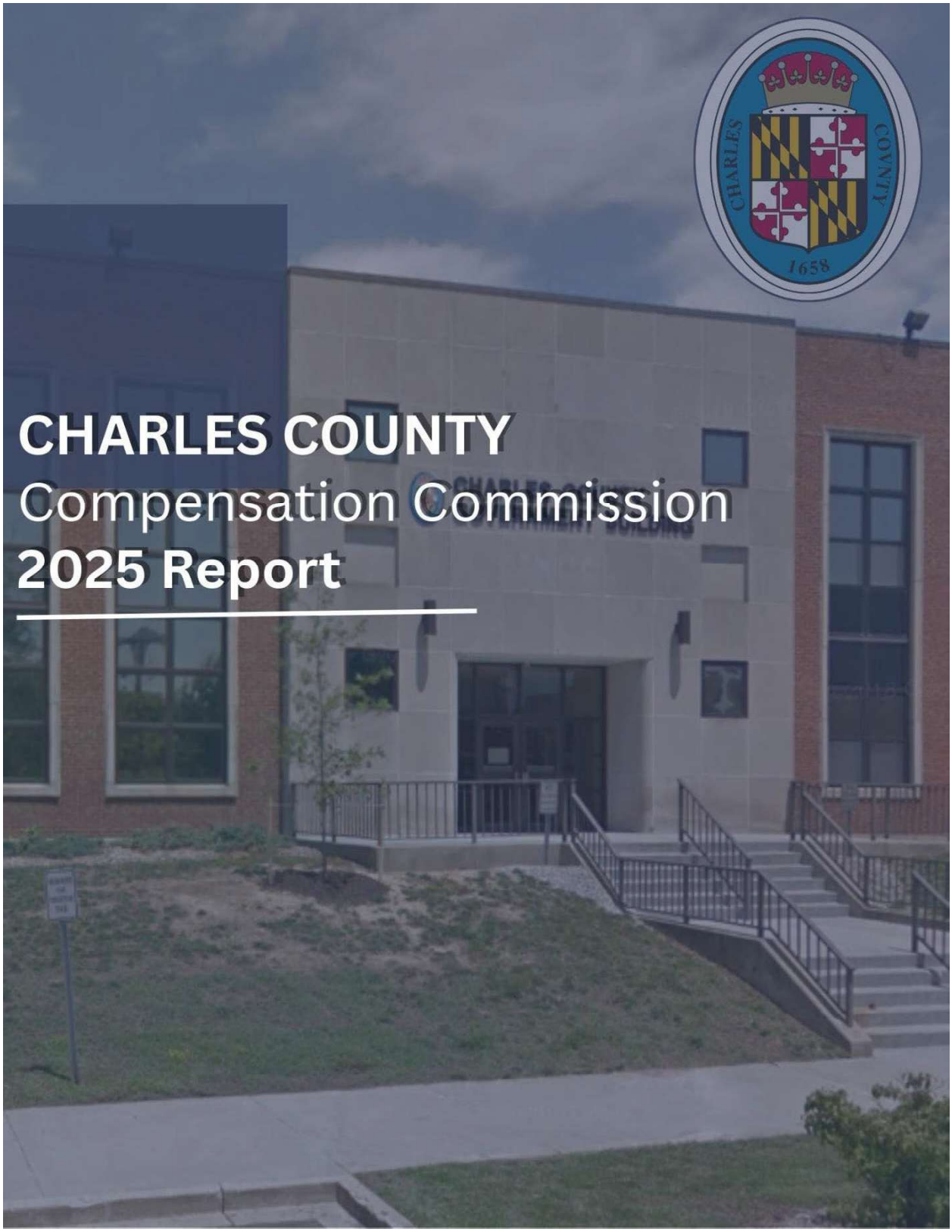
AGENDA SECTION: Approval of Items

SUBJECT:

- **Acceptance of Compensation Commission Report 2025**
  (Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County, and Ms. Vetoya Smith Chairperson, Compensation Commission)

SUGGESTED ACTION:

ATTACHMENTS:
Final Compensation Commission Report with correction 12.09.25F2.pdf



CHARLES COUNTY
Compensation Commission
2025 Report

2025 CHARLES COUNTY COMPENSATION BOARD MEMBERS

Vetoya Smith, Chairperson

Michelle Lyons, Commissioner

Jude Mutah, Commissioner

Sharlamar Taliaferro- Savannah, Commissioner

Terrah A. Dews, Attorney for the Commission

Melody Weschler, Clerk for the Commission

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   E. Human Resources Benefits Comparison Tables
   F. Comparative Compensation Table for Maryland Jurisdictions
   G. Summary of Compensation Commission Recommendations

December 1, 2025

Board of County Commissioners
Charles County Government
200 Baltimore Street
La Plata, Maryland 20646

Dear Members of the Board of County Commissioners:

The 2025 Charles County Compensation Commission has completed its review of compensation for the following County boards, committees, and commissions:

1. Board of County Commissioners
2. Board of Electrical Examiners
3. Board of License Commissioners (Liquor Board)
4. Planning Commission
5. Police Accountability Board
6. Administrative Charging Committee
7. Animal Matters Hearing Board
8. Nuisance Abatement Board
9. Board of Appeals

The Commission submits the enclosed compensation recommendations, which we believe are fair, reasonable, and grounded in the information provided throughout our review.

Overview of Process

The Commission gave significant consideration to the fiscal health of the County and the current economic climate. Should a budget freeze occur in the first fiscal year of implementation, all compensation will remain at current levels until the following fiscal year.

Our recommendations are based on:

- Comparative compensation data from counties across Maryland
- Findings from the 2017 and 2021 Compensation Commission reports
- Presentations from Fiscal Administrative Services regarding the FY25–FY26 budget
- Benefit analysis provided by the Department of Human Resources
- Direct testimony or written input from each board regarding duties, workload, and time commitment
- Services rendered by Board members for the benefit of the Charles County residents

This process provided essential firsthand insight into the responsibilities and dedication of board members, enabling the Commission to recommend equitable updates.

Key Principles and Amendments

The Commission recommends the following overarching compensation rules:

1. Stipends for County appointed boards shall be paid per meeting, consistent with the attendance policies in each board's governing resolution. Excused absences are eligible for compensation.
2. In the event of a budget freeze, stipends remain unchanged until the next fiscal year.

Boards Currently Without Compensation

The Animal Matters Hearing Board and Nuisance Abatement Board currently receive no stipend. Due to their meeting frequency, significant preparation requirements, and recurring quorum challenges, the Commission recommends implementation of compensation, either immediately or at the beginning of FY 2026 (whichever appropriate):

- **Nuisance Abatement Board (Meets once/mth)**
  Chair: $2,350
  Members: $1,900
- **Animal Matters Hearing Board (Meets twice/mth)**
  Chair: $2,880
  Members: $2,780

Board of County Commissioners

- **President:** Increase from $62,969 to $66,117
- **Commissioners:** Increase from $51,957 to $54,555

These adjustments are to remain the same and remain in place for the next four years are based on inflation and cost-of-living indicators.

Boards Recommended for Cost-of-Living Adjustments

The compensation for the following boards was not reviewed by the 2021 Compensation Commission and was last reviewed in 2017, if the board was in existence. The Commission recommends consistent COLA adjustments applied as follows:

• +$350 for Board Chairs
• +$250 for Board Members

Applied to:

- **Board of Appeals (Meets twice/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
  Recommended Stipend: Chair: $2,700 | Members: $2,175
- **Liquor Board (Meets once/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
  Recommended Stipend: Chair: $2,700 | Members: $2,175
- **Planning Commission (Meets twice/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
  Recommended Stipend: Chair: $2,700 | Members: $2,175

- **Board of Electrical Examiners (Meets once/mth)**
  Current Stipend: Chair: $2,100 Members: $1,900
  Recommended Stipend: Chair: $2,450 | Members: $2,150

Note: The Board of Electrical Examiners formally stated they do not request an increase; however, parity adjustments are recommended to maintain consistency across boards.

Police Accountability Board (PAB) (Meets once/qtr)

- **No changes to the Chair** ($2,300) **or Members** ($1,875) stipends given the board's 2022 creation.
- **Trial Board Members**: Recommend compensation of $187.50 per trial for PAB member who serves on a Trial Board.

Administrative Charging Committee (Meets once/mth)
Current Stipend: Chair: $2,880 Members: $2,880
Recommended Stipend: Chair: $3,230 Members: $3,230

Orphans' Court (Meets every Tuesday)
Adjusted to reflect increased caseload, travel and continuing education demands:
Current Stipend: Chief Judge: $13,850 Administrative Judge: $13,250 Travel Stipend: $500
Recommended Stipend:

- **Chief Judge:** $14,850
- **Administrative Judge:** $14,250
- **Travel Stipend:** Remains $500

Closing
The Charles County Compensation Commission respectfully submits these recommendations for your consideration.

Sincerely,

Vetoya Smith
Vetoya Smith (Dec 8, 2025 16:38:39 EST)

Vetoya Smith, Chairperson
2025 Charles County Compensation Commission

Executive Summary

The 2025 Charles County Compensation Commission has completed its review of compensation for appointed County boards, committees, and commissions, as well as the Board of County Commissioners. The review included: the Board of Appeals; Board of Electrical Examiners; Board of License Commissioners (Liquor Board); Planning Commission; Police Accountability Board; Administrative Charging Committee; Animal Matters Hearing Board; Nuisance Abatement Board; and the Board of County Commissioners.

The Commission's recommendations reflect the County's fiscal conditions, comparative analyses of compensation across Maryland jurisdictions, prior Compensation Commission reports (2017 and 2021), and presentations from Fiscal Administrative Services and the Department of Human Resources. Testimony and written input from respective boards provided additional insight into duties, workload, and operational challenges.

Key findings identified disparities in compensation structures: two boards currently receive no stipends; several boards have not received adjustments since 2017 or 2021; and some boards experience quorum challenges tied to uncompensated or under-compensated service. The Commission recommends maintaining a per-meeting stipend model tied to board attendance requirements and freezing compensation in any fiscal year where a countywide budget freeze is enacted.

Major recommendations include:
• Implementing stipends for the Nuisance Abatement Board and Animal Matters Hearing Board.
• Applying standardized cost-of-living adjustments (COLA) of $350 for board chairs and $250 for members for several boards.
• Maintaining current stipends for the Police Accountability Board due to its recent establishment.
• Introducing compensation for the currently unpaid Trial Board member who is a member of the PAB.
• Adjusting compensation for Orphans' Court judges to reflect significant workload increase and expanded continuing education and travel requirements.
• Updating salaries for County Commissioners based on population growth, increased constituent demands and cost-of-living metrics.

These recommendations aim to establish compensation equity across all boards, support member recruitment and retention, and align stipends with workload and the fiscal capacity of the County. The Commission respectfully submits these recommendations for adoption.

Board Recommendations

The following recommendations are based on fiscal responsibility, comparative analysis, workload assessments, testimony received from respective boards, and current economic conditions.

General Compensation Rules

1. Stipends shall be paid per meeting, contingent on adherence to each board's attendance policy.
2. Excused absences remain eligible for compensation.
3. If a budget freeze occurs in the first fiscal year of implementation, stipends and salaries will remain at current levels until the following fiscal year.

Boards Not Currently Receiving Compensation

1. **Nuisance Abatement Board**
   - **Chair:** $2,350
   - **Members:** $1,900
     Rationale: Frequent meetings, significant pre-hearing workload, and quorum challenges support immediate compensation.

2. **Animal Matters Hearing Board**
   - **Chair:** $2,880
   - **Members:** $2,780
     Rationale: Heavy workload, frequent meetings and difficulty maintaining quorum warrant implementing stipends immediately.

Board of County Commissioners

- **Commission President: Increase** from **$62,969** to **$66,117**
- **Commissioners: Increase** from **$51,957** to **$54,555**
  Rationale: **Increased responsibilities and workload due to substantial population growth and the increase in the complexity of policy and legislation necessary to respond to the proper constituents.** Adjustments reflect inflation and cost-of-living indicators

Boards Receiving Cost-of-Living Adjustments (COLA)

The compensation for the following boards was not reviewed by the 2021 Compensation Commission and was last reviewed in 2017, if the board was in existence. The Commission recommends consistent COLA adjustments applied as follows:

• +$350 for Board Chairs
• +$250 for Board Members
Applied to:

- **Board of Appeals (Meets twice/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
  Recommended Stipend: Chair: $2,700 | Members: $2,175

- **Liquor Board (Meets once/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
  Recommended Stipend: Chair: $2,700 | Members: $2,175

- **Planning Commission (Meets twice/mth)**
  Current Stipend: Chair: $2,350 Members: $1,925
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Note: The Board of Electrical Examiners formally stated they do not request an increase; however, parity adjustments are recommended to maintain consistency across boards.

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- **No changes to the Chair** ($2,300) **or Members** ($1,875) stipends given the board's 2022 creation.
- **Trial Board Members**: Recommend compensation of $187.50 per trial for PAB member who serves on a Trial Board.

Administrative Charging Committee (Meets once/mth)
Current Stipend: Chair: $2,880 Members: $2,880
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Orphans' Court (Meets every Tuesday)
Adjusted to reflect increased caseload, travel and continuing education demands:
Current Stipend: Chief Judge: $13,850 Administrative Judge: $13,250 Travel Stipend: $500
Recommended Stipend:

- **Chief Judge:** $14,850
- **Administrative Judge:** $14,250
- **Travel Stipend:** Remains $500

Boards With No Recommended Changes

Police Accountability Board

- **Chair:** $2,300
- **Members:** $1,875
  Rationale: Established in 2022; insufficient time has passed to warrant an adjustment.

Additional Recommendation:

- Trial Board Member who serves on the PAB: $187.50 per trial (currently uncompensated)

Orphans' Court

- **Chief Judge: Increase** from **$13,850** to **$14,850**
- **Administrative Judge: Increase** from **$13,250** to **$14,250**
- **Travel Stipend: Remains $500**
  Rationale: Increased workload, continuing education and travel requirements.

Conclusion

These recommendations promote fairness, support recruitment and retention, and align compensation with workload, responsibilities, and the County's fiscal capacity. They are respectfully submitted for the Board of Charles County Commissioners' consideration and approval.

Acknowledgments

The Commission extends its appreciation to the individuals and departments whose contributions ensured the accuracy, completeness, and overall quality of this report. Commission Clerk **Melody Weschler** and Commission Attorney **Terrah A. Dews** provided exceptional support and guidance throughout this process. Their responsiveness and dedication, particularly within a compressed timeline, were instrumental to the Commission's work.

The **Fiscal Administrative Services (FAS)** and **Human Resources** Departments of Charles County Government offered valuable insight into the County's budget structure, employee benefits, and operational processes. Their briefings enabled the Commission to conduct its duties with clarity and a well-informed understanding of County systems.

The Commission also recognizes the chairs and representatives of each County board who responded to our request for input. These individuals dedicated time outside of their regular commitments to share candid perspectives on board responsibilities, time requirements, and compensation needs. Their advocacy on behalf of their members, including for boards where leadership will transition next year, reflects a strong culture of service and camaraderie within Charles County. Their collective efforts significantly strengthened the Commission's analysis and recommendations.

COUNTY COMMISSIONERS OF CHARLES COUNTY,

MARYLAND

RESOLUTION NO. 2025-06

A Resolution concerning;

CREATION OF THE CHARLES COUNTY COMPENSATION COMMISSION

WHEREAS, State and County law provide for the appointment of a Compensation Commission; and

WHEREAS, Section 10-302, Local Government Article, Annotated Code of Maryland, provides that by ordinance, a county may establish a commission to recommend compensation and allowances for members of the county legislative body; and

WHEREAS, Charles County Code Section 27-2(C)&(D) contains the current provisions for the compensation of the Board of County Commissioners; and

WHEREAS, Subject to State law, Charles County Code Section 27-2(F) requires that a Compensation Commission be appointed by the Board of County Commissioners which shall set compensation to be paid to members of the Board of County Commissioners; and

WHEREAS, Charles County Code Section 27-2(F) requires that the Commission, by resolution, submit its determination for compensation to the Board of County Commissioners. It may recommend an increase or decrease in compensation, but in no event shall compensation be less than already provided pursuant to Section 27-2(C)&(D); and

WHEREAS, Charles County Code Section 27-2(F) requires that the Commission be comprised of five members, with one member from each Commissioner District and one which may reside anywhere in the County. The Board of County Commissioners shall, during each term, appoint the members and Chair; and

WHEREAS, The Commission shall set the compensation and allowances not later than 15 days after the beginning of the fourth year of the term of each Board of Commissioners; and the Board of County Commissioners may reduce or reject the Commission's recommendation, but may not increase the recommendation for compensation to the Board of County Commissioners.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners that there shall be a 2025 Charles County Compensation Commission in accordance with the following:

Charles County Compensation Commission shall:

1. Be comprised of five members, one residing in each of the four (4) Commissioner Districts, and one which may reside anywhere in Charles

County, who shall all be appointed by the Board of County Commissioners, one of whom shall be designated as Chair by the Board of County Commissioners.

2. Adhere to the Charles County Code of Ethics and Code of Civility.

3 Comply with the Maryland Open Meetings Act, Md. Ann. Code, General Provisions Art., §3-101, et seq.

4. Meet once per month or as needed as determined by the Chair.

5. No later than December 1, 2025, submit to the Board of County Commissioners its recommendation for compensation for the Board of County Commissioners to be effective December 1, 2026, if approved by the Board of County Commissioners.

6. No later than December 1, 2025, submit to the Board of County Commissioners its recommendation for compensation for the following appointed County boards, committees, and commissions:

   (i) Board of Appeals
   (ii) Board of Electrical Examiners
   (iii) Board of License Commissioners (Liquor Board)
   (iv) Planning Commission
   (v) Police Accountability Board
   (vi) Administrative Charging Committee
   (vi) Animal Matters Hearing Board
   (vii) Nuisance Abatement Hearing Board

7. No later than December 1, 2025, submit to the Board of County Commissioners its recommendation for compensation for the elected Charles County Orphans' Court Judges.

8. Serve without compensation, but members may be reimbursed for expenses in furtherance of its stated charge, such as mileage reimbursement.

9. Receive administrative and legal support from assigned employees of the Office of the County Attorney.

ADOPTED this 6th day of May 2025.

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

Reuben B. Collins, II, Esq., President

ABSENT

Ralph E. Patterson, II, M.A.,
Vice President

Gilbert O. Bowling, III

Thomasina O. Coates, M.S.

Amanda M. Stewart, Ed.D.

ATTEST:

Carol A. DeSoto, Clerk

Md. Local Government Code Ann. § 10-302

*** Current through the end of the 2025 Regular Session of the General Assembly. ***

Michie's™ Annotated Code of Maryland > Local Government (Divs. I — V) > Division III. Counties. (Titles 9 — 15) > Title 10. Express Powers Act. (Subts. 1 — 3) > Subtitle 3. Express Powers of Charter Counties and Code Counties. (§§ 10-301 — 10-330)

§ 10-302. County legislative body — Compensation.

(a) By ordinance, a county may establish a commission to recommend compensation and allowances for members of the county legislative body.

(b)

(1) Within 15 days after the beginning of the fourth year of the term, a commission established under this section, by resolution, shall submit to the county legislative body its recommendation for the compensation and allowances for members of the county legislative body.

(2) Subject to subsection (e) of this section, the commission may recommend an increase or decrease in the compensation and allowances for members of the county legislative body.

(c) On receiving the resolution, the county legislative body may reduce or reject the commission's recommendation, but may not increase any item.

(d) Any change in the compensation and allowances of members of the county legislative body shall be enacted by ordinance before the election for the members of the next succeeding county legislative body and take effect only for the members of the next succeeding county legislative body.

(e) The compensation or allowances for members of the county legislative body of a charter county may not be less than provided in the county charter.

Attachment C

Excerpt from Charles County Code outlining the process for establishing compensation for County Commissioners.

§ 27-2. Salaries and compensation; business hours established; reimbursement for expenses. [1959 Code, sec. 37; 1965 Code, sec. 28; 1969 Code, sec. 26. P.L.L., 1920, ch. 427; 1930, Art. 9, sec. 77; 1939, ch. 275; 1943, ch. 836; 1953, ch. 290; 1957, ch. 773, sec. 77(a); 1961, ch. 298, sec. 37; 1961, ch. 622; 1965, ch. 409, sec. 37(a); 1974, ch. 105, sec. 26; 1979, ch. 45; 1981, ch. 131; 1985, ch. 420; 1988, ch. 324; 1989, ch. 42[3]; 1994, ch. 305; 1995, ch. 62; 1995, ch. 101; 1997, ch. 537; 2001, ch. 66; 2001, ch. 68]

A. Meetings.

(1) The Commissioners shall meet for the transaction of business on the days the Commissioners set by resolution at a public place designated for its meetings.

(2) The County Commissioners may conduct an emergency closed meeting as authorized under

---

3. Editor's Note: Section 2 of Chapter 42 of 1989 provided "That the salaries for the President of the County Commissioners and the other County Commissioners specified in Chapter 420 of 1985 shall remain in effect for the remainder of the current term."

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§ 10-508 of the State Government Article.

(3) Notwithstanding Subsection A(1) or (2) of this section, the County Commissioners may cancel meetings because of:

(a) Illness;

(b) Vacations; or

(c) Any other reasonable cause.

(4) The County Commissioners shall give notice, in accordance with § 10-506 of the State Government Article, of:

(a) The day, place, and time that the County Commissioners meet; and

(b) The cancellation of scheduled meetings.

B. Legislative session days. **[Added 3-17-2003 by Bill No. 2003-01[4]; amended 1-30-2007 by Bill No. 2007-02]**

(1) The County Commissioners may hold regular legislative sessions on the first and third Tuesday or Wednesday of each month, not to exceed 45 legislative days per year. **[Amended 12-9-2009 by Bill No. 2009-14]**

(2) In the event that any regularly scheduled legislative session day shall fall on a County holiday or is otherwise not held due to an emergency, scheduling conflict, or other circumstance, the Tuesday or Wednesday immediately following that legislative session day may be designated as a substitute legislative session day. **[Amended 12-9-2009 by Bill No. 2009-14]**

(3) Additional legislative session days, not to exceed the total number of legislative session days, as limited by law, may be held following due notice as provided by law upon resolution of the County Commissioners.

(4) Executive and legislative sessions may be held on the same day.

(5) Any bill pending before the County Commissioners which is not passed or defeated within 12 months of its introduction shall be declared defeated and may not be further considered by the County Commissioners unless reintroduced in the same manner in which any bill must be introduced.

C. The salary of the President of the County Commissioners is: **[Amended 5-15-2006 by Bill No. 2006-03; 9-11-2018 by Bill No. 2018-03; 2-9-2022 by Bill No. 2022-01]**

(1) $62,875 for calendar year 2023;

(2) $62,969. for calendar year 2024;

(3) $63,064 for calendar year 2025; and

(4) $63,159 for calendar year 2026 and each subsequent year.

D. The salary for the other County Commissioners is: **[Amended 5-15-2006 by Bill No. 2006-03;**

4. Editor's Note: This ordinance also redesignated former Subsections B, C and D as Subsections C, D and E, respectively.

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9-11-2018 by Bill No. 2018-03; 2-9-2022 by Bill No. 2022-01]

(1) $51,957 for calendar year 2023;

(2) $51,957 for calendar year 2024;

(3) $51,957 for calendar year 2025; and

(4) $51,957 for calendar year 2026 and each subsequent year.

E. The County Commissioners are entitled to reimbursement for expenses in connection with their duties as County Commissioners in accordance with the County budget and guidelines, which shall be established by the County Commissioners. Reimbursement shall be made upon the submission of vouchers for the expenses monthly and after the approval of the vouchers by the Director of Fiscal Services for conformance to the adopted budget and guidelines. Any dispute over a reimbursement shall be referred to the County Administrator for resolution, who may refer it to the full Board of County Commissioners if he or she deems it necessary. Any Commissioner also may appeal a determination on an expense reimbursement to the full Board of County Commissioners.[5] **[Amended 10-6-2003 by Bill No. 2003-09]**

F. Compensation Commission. **[Added 5-2-2005 by Bill No. 2005-09]**

(1) There shall be a Compensation Commission, which shall set compensation to be paid to members of the Charles County Board of Commissioners. The Commission shall set the compensation and allowances not later than 15 days after the beginning of the fourth year of the term of each Board of Commissioners and Treasurer.

(2) The Commission shall be comprised of five members, with one member from each Commissioner District and one which may reside anywhere in the County. The Board of County Commissioners shall, during each term, appoint the members and Chair.

(3) The Commission, by resolution, shall submit its determination for compensation to the Board of County Commissioners. It may recommend an increase or decrease in compensation, but in no event shall compensation be less than already provided pursuant to § 27-2C and D. **[Amended 5-15-2006 by Bill No. 2006-03]**

(4) Upon receiving the resolution, the Board of County Commissioners may reduce or reject the Commission's recommendation, but it may not increase any item in the resolution.

(5) The recommendations contained in the resolution shall become effective upon adoption of an ordinance encompassing the recommendations, as may be modified pursuant to § 27-2F(4) above. The compensation specified shall only apply at the time the President of the County Commissioners and the Commissioners take office and shall not change for that period during which they were elected. The ordinance making any change in the compensation paid to the President and members of the Board of Commissioners shall be ordained prior to the election of the President and members of the next succeeding Board and take effect only for the next succeeding President and Board of Commissioners

County Budget in Brief (FY26); Budget in Brief

Benefits Available to Charles County Commissioners

Health Insurance
- Individual; EE and spouse; EE and child; family
- CareFirst Advantage PPO or Open Access HMO
- County pays 70% of total premium cost

Dental Insurance
- Individual; EE and spouse; EE and child; family
- CareFirst or Delta Dental
- County pays 70% of total premium cost

Flexible Spending Accounts (employee paid)
- Healthcare and Dependent Care

Supplemental Income Products (employee paid)
- Accident Plan, Critical Illness, and Hospital Indemnity plans

Long Term Disability
- 100% County paid
- 60% of monthly salary, up to $5000/month, after 120 days and approval

Life Insurance – Term
- 100% County paid
- 1.5 times annual salary up to $250k

Life Insurance – Term Supplemental Employee
- May purchase 1-, 2-, or 3-times annual salary up to $500k

Life Insurance – Term Supplemental Spouse (employee paid)
- May purchase up to $20k policy

Life Insurance – Term Supplemental Child(ren) (employee paid)
- May purchase up to $10k policy

Life Insurance – Whole Life (employee paid)
- May purchase up to $200k for employee; $50k for spouse; $10k for eligible children
- Long Term Care Rider

County Pension
- Optional for County Commissioners, 4% employee contribution
- Normal retirement at age 60 with 20 years of service or 62 with 5 years of service
- Early retirement provisions available

Elected Officials Retirement

Must serve 4 terms
Capped at 80% of highest salary

Retirement Health and Dental insurance

Has a minimum of 5 years of service; and has passed his/her 52nd birthday; and a combination of age and years of service that total a minimum of 70 years; and has been enrolled in the plan for the three (3) plan years immediately preceding retirement.
Employee pays between 33% - 90% of health insurance cost based on years of service

Deferred Compensation Plan – 457(b) Government Plan (employee paid)

Legal Resources – Prepaid legal plan (employee paid)

Employee Assistance Program (EAP) (no cost)

Wellness Programs – free to all employees

County Official Salary Comparisons – Commissioner Government (FY 2025)

Source: FY 2025 MACo report of County Employee Salaries, Health Benefits and Pensions

County Commissioners

**– denotes Code Home Rule Government*

County	Number of Commissioners	Salary – President	Salary – Commissioner
Allegany*	3	$37,209	$36,037
Calvert	5	$50,500	$48,000
Caroline*	3	$16,000	$15,000
Carroll	5	$49,998	$49,998
Charles*	5	$62,969	$51,957
Garrett	3	$32,510	$32,510
Kent*	3	$20,000	$20,000
Queen Anne's*	5	$25,000	$25,000
St. Mary's	5	$55,825	$50,750
Washington	5	$41,018	$38,002
Worcester*	7	$28,277	$28,277
Somerset	**5**	**$22,000**	**$20,000**

County Sheriffs

**– denotes Code Home Rule Government*

County	Salary	Does the Sheriff Provide Full Service Law Enforcement?
Allegany*	$100,000	Yes
Calvert	$187,649	Yes
Caroline*	$138,238	Yes
Carroll	$140,000	Yes
Charles*	$202,199	No
Garrett	$85,000	Yes
Kent*	$122,453	Yes
Queen Anne's*	$191,333	Yes
St. Mary's	$187,649	Yes
Washington	$126,630	Yes
Worcester*	$101,200	No
Somerset	**$85,000**	**Yes**

Final Compensation Table

Boards Not Previously Compensated

Board	Chair	Members	Notes
Nuisance Abatement Board	$2,350	$1,900	New stipend
Animal Matters Hearing Board	$2,880	$2,780	New stipend

Boards Receiving Cost-of-Living Adjustments (COLA)

Board	Prev Chair	New Chair	Prev Member	New Member
Board of Appeals	$2,350	$2,700	$1,925	$2,175
Liquor Board	$2,350	$2,700	$1,925	$2,175
Planning Commission	$2,350	$2,700	$1,925	$2,175
Board of Electrical Examiners	$2,100	$2,450	$1,900	$2,150
Administrative Charging Committee	$2,880	$3,230	$2,880	$3,230

Boards With No Stipend Change

Board	Chair	Members	Notes
Police Accountability Board	$2,300	$1,875	No adjustment
Trial Board Member	—	$187.50 per trial	New compensation

Orphans' Court

Role	Previous	New	Notes
Chief Judge	$13,850	$14,850	Increased requirements
Administrative Judge	$13,250	$14,250	Increased requirements
Travel Stipend	$500	$500	Unchanged

Board of County Commissioners

Position	Previous	New	Notes
Commission President	$62,969	$66,117	COLA adjustment
District Commissioners	$51,957	$54,555	Inflation adjustment

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE:	December 9, 2025
SUBMITTED BY:	Carol DeSoto, Department of Recreation, Parks, and Tourism
ITEM TYPE:	Briefing
AGENDA SECTION:	Briefings-Morning
SUBJECT:	• **Briefing: Update on Public Arts and Cultural Master Plan** (Ms. Kelli Beavers, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley Planning Supervisor, Ms. Ashley Chenault, Chief of Tourism, and Ms. Brittney Gray, Tourism Outreach Specialist, Department of Recreation, Parks, and Tourism; Mr. Alexander Golob, Golob Art)

SUGGESTED ACTION:

ATTACHMENTS:
2025.11.27 Commissioner Presentation for Master Plan - Charles County Public Art and Cultural Master Plan.pdf
CharlesCounty_PublicArtCultural_MasterPlan_LoRes.pdf

CHARLES COUNTY

Public Arts & Cultural Master Plan

2025

Charles County MARYLAND

GOLOB ART
ART IS EVERYWHERE IS ART

enviro collab

Three Ring Studio

SITE DESIGN

WHY A MASTER PLAN

FIRST-IN-COUNTY FRAMEWORK First-ever comprehensive County Government Framework for arts and culture

COMMUNITY-DRIVEN Responds to community demands for coordination, space, and investment

SMARTER GROWTH Aligns county growth with supporting economic development, education, tourism, and quality of life.

COUNTY OVERVIEW

POPULATION Rapid growth - 41% increase since 2000.

DEMOGRAPHICS Shifts in demographics, now the "wealthiest Black-majority county in the U.S.", with 64% of residents commuting to DC + surrounding suburbs.

NATURE AND NATURE LOSS

3rd most tree cover in Maryland, 13th most farming acreage in state, by population - but 20 percent decrease in farmland between 2007 and 2021.

CHARLES COUNTY STATS

643 Square miles

Fast-growing population

Population in 2000
121,000

Population in 2025
172,000

Median household income
$120,592

U.S. household income
$82,690

COMMUNITY ENGAGEMENT

Inclusive Planning Process

- Countywide survey - 101 survey responses
- 3 Public Meetings - La Plata, Waldorf, and Indian Head
- 3 sector conversations - 36 participants across arts, education, business, and government
- 11 one-on-one interviews
- 6 site visits across the county
- Comparative study of all 24 Maryland county arts councils

CHARLES COUNTY
Public Arts & Cultural Master Plan

WHAT WE HEARD
COMMUNITY + COUNTY NEEDS

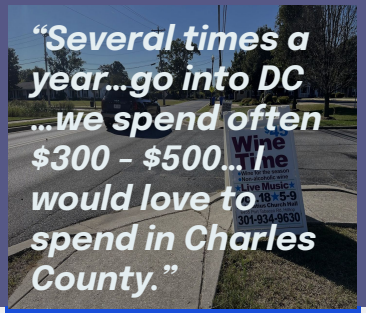
CHARLES COUNTY
Public Arts & Cultural Master Plan

Lack of arts spaces and a central arts venue

Only 8% of respondents say there are enough arts spaces

Underfunded and under supported arts ecosystem

Charles County ranks 2nd to the bottom statewide in arts investment per capita ($1.27 vs. MD median $4.12) - and creative sector lacks coordination.



Residents travel outside of County for arts and culture events

Respondents attend arts and cultural events in Charles County less often than events outside of Charles County. This is a *highly* unusual dynamic for a county.

Desire for placemaking

Residents frequently expressed desire for walkable communities with greater sense of place and character through the arts.

IMPACT OF THE ARTS – GENERAL

NATIONWIDE

Non-profit arts and culture organizations generated $151.7 Billion (NEA, 2025)

Per-person event-related spending is $38.44 (Americans for the Arts, 2023)

MARYLAND

- Supports 86,000 jobs
- Arts sector contributes **$13.7 Billion** to economy (MD State Arts Council, 2025)
- **Every dollar** spent by MD State Arts Council grantees **generates $1.86** in economic value
- **$7.6 Billion** towards art workers' compensation
- **5.3 million in-person** attendance, 3.9 million virtual attendance

IMPACT OF THE ARTS - DETAILS

- Arts and culture organizations, even small and medium ones, can act as neighborhood economic anchors (Kresge Study, 2019)
- Arts events even every few months can decrease health care system costs $1,000 per person (U.College of London, 2023)
- Regions with strong creative sectors increased business innovation - with a greater number of patents filed - not just in creative industries (S.Yum, 2020)

Neighborhoods with arts clusters showed (UPenn, 2017):

14%
decrease in child abuse and neglect

18%
decrease in serious crime

5%
decrease in obesity

18%
increase in kids scoring in top tier in English and math exams

RECOMMENDATIONS
FOUR PILLARS OF ACTION

BUILT ENVIRONMENT
Integrate arts into the built environment - including development and infrastructure.

CULTURAL INFRASTRUCTURE
Connect art, nature, and heritage through place-based projects.

COMMUNITY AND WORKFORCE
Build creative capacity and career pathways.

GOVERNANCE AND FINANCING
Establish clear structures, funding, and accountability.

BUILT ENVIRONMENT INITIATIVES

PUBLIC ART AND MICRO-GRANT PROGRAM

- Rolling small grants and larger scale public art commissions.

CENTRAL ARTS VENUE

- Feasibility study for a county arts center - priority siting in La Plata Town Center or Waldorf 301 Corridor.

ZONING INCENTIVES AND DENSITY BONUSES

- Encourage developers to include arts spaces and walkable neighborhoods via flexible codes and incentives.

PERCENT FOR ART

- Dedicate 1% of county capital budgets for public art and pool funds for larger impact.

CULTURAL INFRASTRUCTURE INITIATIVES

MULTI-USE TRAIL NETWORK

- Connect towns, historic sites, and parks through arts, signage, and experiences.

AGRITOURISM AND RURAL ARTS HUBS

- Combine farming, heritage, nature, and arts through agri-arts trails and rural arts hubs.

WATERFRONT ACTIVATION

- Make 183 miles of County waters a cultural destination for with artful access points, programming, and light-touch amenitization.

COMMUNITY & WORKFORCE INITIATIVES

CREATIVE WORKFORCE TRAINING GRANTS

- Support arts workers in business and technical skills.

SOUTHERN MARYLAND ARTS LEADERSHIP FELLOWSHIP

- Cross-county professional development for emerging arts leaders.

YOUTH MENTORSHIP AND MICRO-GRANTS

- Paid internships, visiting artists, youth-led projects.

MONTHLY ARTS CONVENINGS

- Regular meetups to build creative networks and collaboration.

GOVERNMENT AND FINANCING INITIATIVES

TRANSITION ARTS ALLIANCE TO ARTS COUNCIL

- County-appointed nonprofit partner for transparency and growth.

DEDICATED ARTS STAFF

- Dedicated staff within RPT for grants, coordination, and policy oversight - also supporting review of parklets and public art.

ESTABLISH ARTS CAPITAL GRANTS PROGRAM

- Annual fund to support arts space capital investments.

ENTERTAINMENT, RECREATION, AND ARTS (ERA) DISTRICTS

- La Plata (ready for MD A&E District) and Waldorf (ERA District).

DEDICATED ARTS FUNDING

- Fund county arts policies, programs, and grants from current $1.27 per capita to between state median ($4.12) and top third ($7.00+).

IMPLEMENTATION

YEARS 1–2
LAY THE FOUNDATION

- Hire arts staff and establish County Arts Council
- Launch microgrant and temporary public art pilots
- Begin feasibility study for Central Arts Venue
- Adopt Percent for Art ordinance
- Update zoning incentives and policies
- Secure State A&E designation for La Plata

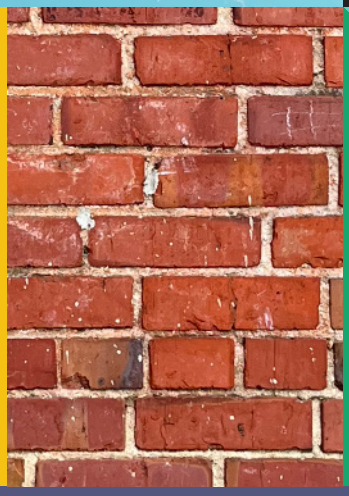
YEARS 3–5
BUILD MOMENTUM

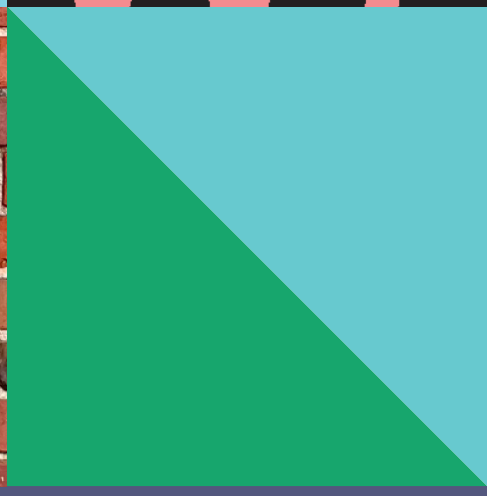
- Roll out countywide public art program and capital grants
- Finance and construct central arts venue
- Expand trail, waterfront, and agri-arts projects
- Launch Arts Leadership Fellowship and youth microgrant
- Develop ERA Districts in Waldorf

YEARS 6–10
SUSTAIN AND GROW

- Conduct five-year plan review and refresh
- Deepen private sector partnerships and donor support
- Position Charles County as a regional leader in the arts
- Expand ERA District program

2025





CHARLES COUNTY

Public Arts & Cultural Master Plan

Charles County MARYLAND
Legends Lo e and Room to Explore

GOLOB ART
ART IS EVERYWHERE IS ART

enviro collab

Three Ring Studio

SITE DESIGN 224

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1

INTRODUCTION

Charles County is a place where history, creativity, and culture come together to shape a unique and vibrant community. This Plan offers guidance and a shared vision, helping to direct public investment, strengthen partnerships across the community, and thoughtfully weave art into the County's public spaces and natural landscapes. It imagines a future where art is visible and accessible to all, where local talent is celebrated and nurtured, and where cultural experiences touch every neighborhood, park, and gathering place.

Built through collaboration with residents, artists, cultural leaders, and community organizations, this Plan captures the hopes and voices of the people who call Charles County home. It recognizes the character and charm of our rural landscapes, established towns, and growing urban centers, while highlighting the power of the arts to bring people together and inspire a shared sense of pride and belonging.

As we look to the future, Charles County remains committed to supporting initiatives that strengthen our creative economy, honor our cultural heritage, and spark new opportunities for artistic expression. Together, we will continue to grow a vibrant and inclusive cultural landscape that reflects the imagination, diversity, and spirit of our community

ACKNOWLEDGEMENTS

We gratefully acknowledge the many community members, artists, creative workers, business owners, educators, non-profit leaders, and County staff whose insight, leadership, and participation made this Public Arts and Cultural Master Plan possible.

County Commissioners

Commissioner President, Reuben B. Collins, II, Esq.
Commissioner Vice President, Ralph E. Patterson, II, M.A.
Gilbert "BJ" O. Bowling. III
Thomasina O. Coates, M.S.
Amanda M. Stewart, Ed.D.

Tri-County Council of Southern Maryland

Charles County Government Staff

Kelli Beavers
Sam Drury
Ashley Chenault
Ben Yeckley
Brittney Gray
Rachel Ammerman
Amy Blessinger
Cathy Thompson
Kelly Palmer
Devin Parker
Markus Tarjamo
Tony Felts
Mark Thompson
Brian Kagarise

Project Team

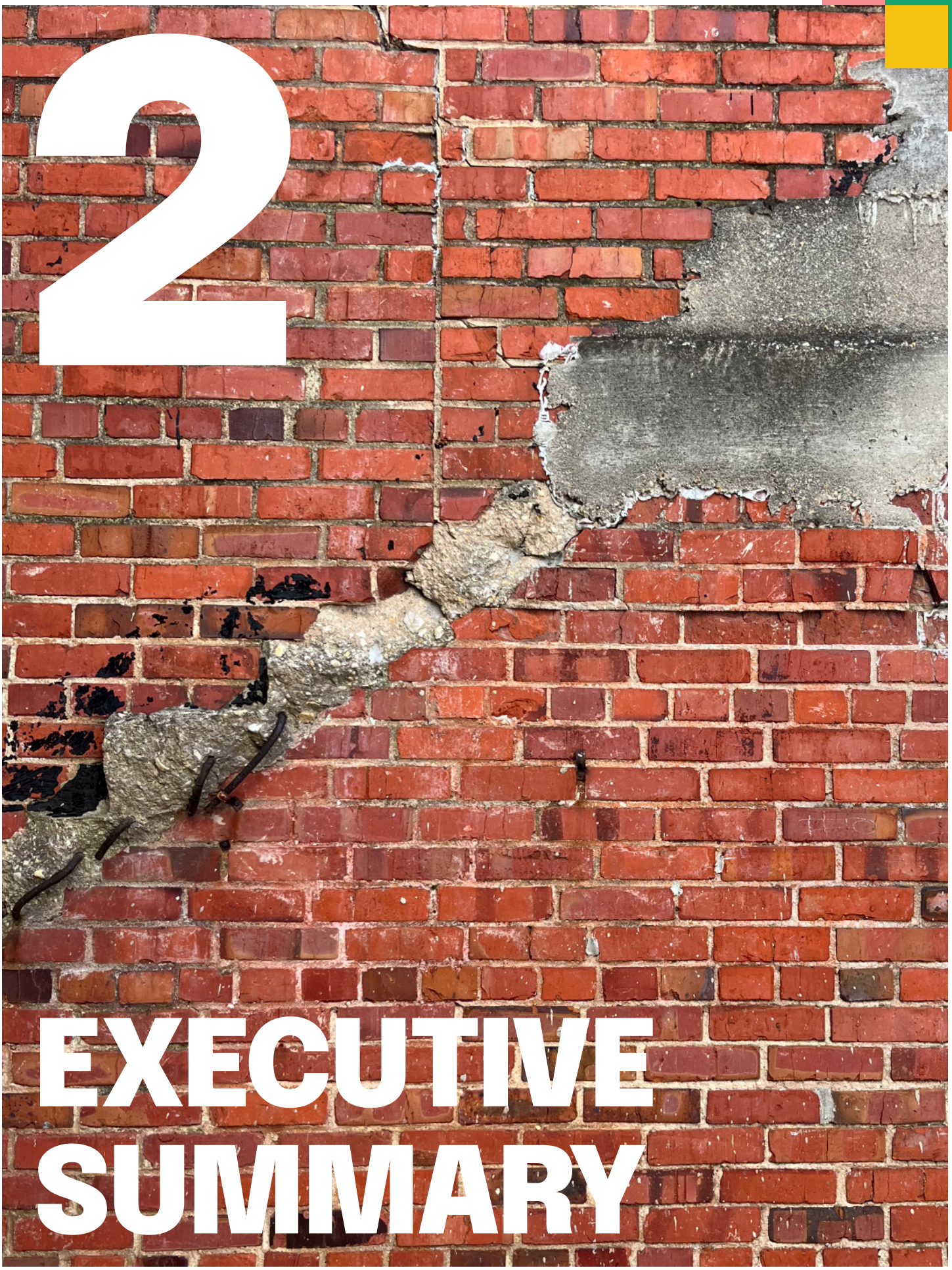
Golob Art: Alexander Golob, Sasha Kedzie
EnviroCollab: Heidi Thomas, Amy Sametshaw
Three Ring Studio: Donald Ely
RDA / Site Design Inc: Mark Ferguson, Stuart Eisenberg

Sector Conversation Participants

(those who shared contact information)

Alison McNeil
Ashley Muse
Kaprece James
Andrew Wodzianski
Krista Keysar
Terry Page
TC O'Brien
Monique Walker
Andrew Blumhardt
Mary Whitmore
Oscar Hawkins
Alli Rivera
Jana Heyl
Tim Bodamer
Georgia Bonney
Kathryn Guzman
Amy Henley
Kelly Philpps
Shannon Wang
AnnMarie Saunders
Diane Rausch
Terry Page
Angelica Jackson

Maryland State Arts Council



2 EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

The following is an executive summary of the Master Plan; please refer to the full document for a more detailed review of each section.

PURPOSE OF THE PLAN

Charles County's first Public Arts and Cultural Master Plan establishes a comprehensive County Government framework for arts and culture–the first in the County government's history. Built directly from community input and deep research, it responds to the clear desire for more sector coordination, creative spaces, and arts investments. The plan positions the arts as foundational to smarter growth, aligned with the County's goals for economic development, youth opportunities, tourism, and quality of life.

WHY ARTS MATTER HERE

Arts and culture are not just amenities but core economic drivers and social goods. **In Maryland, the arts contribute $13.7 billion to the state economy, support 86,000 jobs, and strengthen education, health, and community identity.**

National research shows that **cultural resources correlate with safer neighborhoods, improved student outcomes in math and English, and lower healthcare costs**.

Cultural industries are related to greater patent innovation and improved resident retention.

WHAT WE HEARD— KEY FINDINGS

◆ **A Need for Arts Spaces**
Only 8% of respondents say there are enough arts and culture spaces. Residents expressed frustration with the lack of venues for performances, classes, youth programming, rehearsals, studios, galleries, and maker spaces.

◆ **Underfunded and Undersupported Arts Ecosystem**
Charles County is second-lowest in Maryland for arts funding per capita ($1.27 vs MD median $4.12) and lacks creative sector coordination.

◆ **Residents travel outside of County for arts and culture events**
61% of respondents who attend arts and cultural events a few times a year say that they leave Charles County. This is a highly unusual dynamic for a county.

◆ **Desire for Placemaking**
Residents frequently expressed desire for **walkable communities with a greater sense of place and character** through the arts.

COUNTYWIDE ENGAGEMENT

✱ **Countywide survey**–101 survey responses ✱ **3 public meetings**–Indian Head, La Plata, and Waldorf ✱ **3 sector conversations**–36 participants across arts, education, business, and government ✱ **11 one-on-one Interviews** ✱ **6 site visits**–across the county ✱ **Comparative study** of all 24 Maryland county arts councils

A PLAN BUILT ON FOUR STRATEGIC PILLARS

BUILT ENVIRONMENT
The plan calls for a public art program, micro-grants, zoning incentives that encourage developers to include arts spaces, and a Percent for Art ordinance. These tools ensure that arts and culture grow alongside the County's built environment.

CULTURAL INFRASTRUCTURE
Multi-use cultural trails, rural arts hubs, agritourism partnerships, and waterfront activations create a network of places where residents can experience art, nature, and heritage together.

COMMUNITY AND WORKFORCE
The plan strengthens creative workforce development, expands youth arts pathways, supports collaboration across arts groups, and creates new channels for community-generated arts programming.

GOVERNMENT AND FINANCE
Dedicated arts staff, a renewed County arts council, a capital funding grant, and sustained public funding for the arts. A new county engagement model provides the support to catalyze long-term arts development.

ARTS FUNDING ACROSS MARYLAND

The MD state median for arts funding is $4.12 per capita, while the top third of counties fund at over $7.00 per capita. It is recommended that Charles County fund the arts between this range from its current $1.27 per capita.

A ROADMAP FOR A MORE VIBRANT COMMUNITY

This plan outlines a phased approach:

YEARS 1-2
LAY THE FOUNDATION
Hire staff, form new county arts council, launch microgrants, pilot new programs, establish arts zoning incentives, pursue A&E and ERA Districts, adopt Percent for Art, and plan central arts venue.

YEARS 3-5
BUILD MOMENTUM
Expand public art, capital, and youth supporting programs, develop trail networks, activate natural resources, launch regional Arts Leadership Fellowship.

YEARS 6-10
SUSTAIN GROWTH
Upgrade cultural infrastructure, expand ERA Districts, deepen private partnerships, and position Charles County as a regional cultural leader.

A COUNTY WHERE CREATIVITY BELONGS EVERYWHERE

The Public Arts and Cultural Master Plan imagines a Charles County that is more connected, expressive, and vibrant; where young people have creative pathways; where artists can build careers; where public spaces reflect local identity; and where the arts are a powerful engine for economic vitality, tourism, and community wellbeing.

With this plan, Charles County sets the foundation to build a thriving arts ecosystem, emerge as a regional cultural leader, and ensure that the arts become a part of daily life across the County.

> Art is what makes the world a vibrant place. I love going places to view art and really learn about a place and the culture of that place by experiencing their art.
>
> **–SURVEY RESPONDENT**

3 WHY A MASTER PLAN?

Why Charles County is Developing its First-Ever Public Arts and Cultural Master Plan

This first-ever Public Arts and Cultural Master Plan was commissioned by the Charles County Government Department of Recreation, Parks, and Tourism to establish a clear, coordinated framework for how arts and culture can enhance daily life and community programming, guide development of art spaces and public art, and strengthen the arts ecosystem. The Tri-County Council for Southern Maryland was a major project partner on this project, providing the funding for developing this Master Plan.

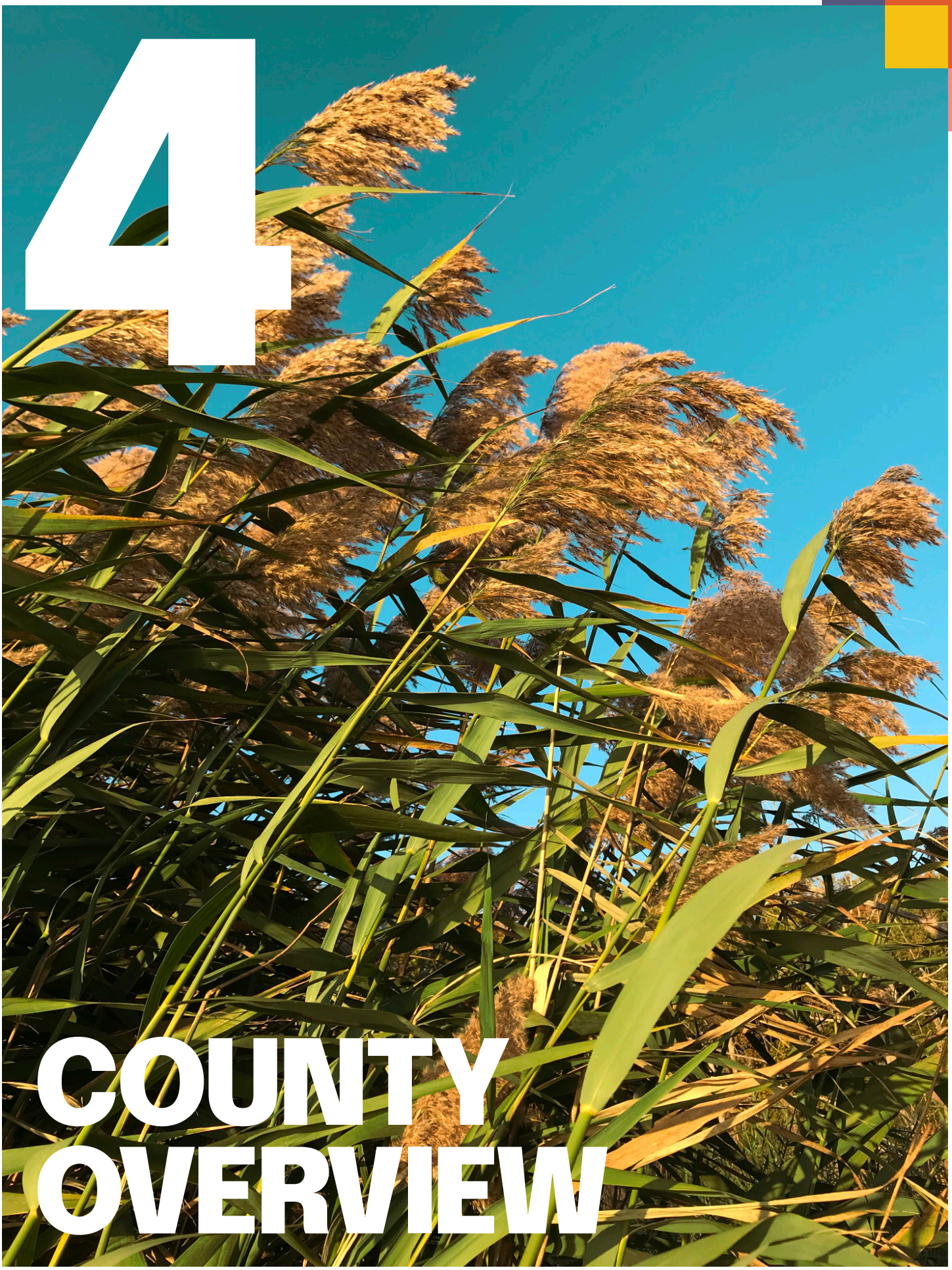
The Master Plan builds on a growing interest and recognition that the arts play a central role in County residents' everyday experiences–in recreation, education, business, or civic life. This Master Plan responds directly to the County's call for a comprehensive roadmap for public arts and culture that:

* Identifies key places for creativity where public art and cultural activity can have the strongest impact.
* Establishes a public art and culture policy framework that integrates the arts into processes, capital projects, infrastructure, and public spaces.
* Encourages design excellence across public buildings, streets, and open spaces.
* Builds stronger partnerships among County departments, local arts organizations, businesses, and residents.
* Supports arts education and creative workforce pathways that foster lifelong learning opportunities.
* Lays the foundation for new venues, cultural hubs, and thematic art programs that reflect the County's identity and diversity.

The Master Plan builds on a growing interest and recognition that the arts play a central role in County residents' everyday experiences

The Master Plan is designed to serve as a living document–part vision, part toolkit–to help County staff, policymakers, artists, creative workers, and community members turn ideas into action. This plan includes opportunity areas, model policies, funding strategies, and actionable recommendations that make the arts a tangible, visible part of County growth.

By bringing together artists, educators, planners, businesses, and government around shared values, this plan aims to make creativity a cornerstone of community life in Charles County.



4 COUNTY OVERVIEW

CHARLES COUNTY STATS

643 Square miles[1]

Fast-growing population[2]

Population in 2000
121,000

Population in 2025
172,000

Median household income[4]
$120,592

U.S. household income
$82,690

Neighboring household incomes:
Prince George's County, MD ($97,171)
Montgomery County, MD ($128,733)
Arlington County, VA ($140,160)
Fairfax County, VA ($150,113)
St.Mary's County MD ($114,580)
Calvert County MD ($132,059)

Commuting Community

64% of residents commute to DC and surrounding suburbs[33]

Framed by the Potomac River, the Chesapeake Bay, and rolling farmland, Charles County sits at the crossroads of rapid growth, ecology, and history. Once defined by its quiet agricultural landscape and waterways, the County today bridges the rural heritage of Southern Maryland and the bustlining energy of new development and commercial growth. Its 643 square miles encompass a remarkable range of places: from the commercial corridors of Waldorf and the historic heart of La Plata to the tranquil villages and woodlands of Hughesville, Indian Head, and Port Tobacco.

For centuries, the County has been shaped by its rivers and people. Indigenous communities stewarded this land long before and through initial European colonization; later, tobacco plantations dependent on enslaved persons and fishing defined the area's early economy. Its history includes roles in the American Revolution, the Civil War, and the complex evolution of Maryland's landscape. In the early and mid 1900s, the County became known as "Little Las Vegas" with a region spotted with small gambling parlors, river-side hotels, and performance venues. When gambling was banned In the 1960s and tobacco farms became ever less lucrative, the County's economy reorientated towards Washington DC, setting the stage for today's suburban and commercial expansion along U.S. Route 301.

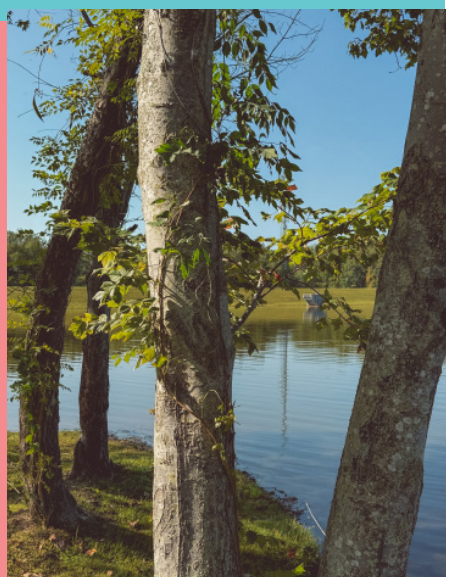
Today, Charles County is one of Maryland's fastest growing and most diverse counties, with a population of approximately 172,000 residents–an over 40 percent increase from 2000. The county has evolved from a predominantly rural region into a suburban hub deeply connected to the Washington metropolitan area–with farmland and forest rapidly decreasing in scale. Its residents reflect a richly multicultural community: a newly majority-Black or African American population, growing Hispanic, Asian, and multiracial communities, and a steady influx of individuals and families seeking affordability, open space, and access to the region's employment centers. The result is a county where traditions of stewardship and community pride meet the challenges and opportunities of rapid growth.

Culturally and economically, proximity to Washington D.C. defines much of Charles County's rhythm. Thousands of commuters cross the Potomac daily to federal agencies, military installations, and private employers, bringing home professional expertise, diverse experiences, and global perspectives. Increasingly, these residents are also investing their creative energy locally–founding arts organizations, teaching, and transforming civic spaces into venues for storytelling, performance, creativity, and connection.

As the County crafts its first Public Arts and Cultural Master Plan, it has the opportunity to weave these strands together–honoring the past, supporting the present, and imagining a future where creativity helps shape a more connected, expressive, and resilient county.

ArtsVision 2020–Precedents and what happened?

While this is the first official public arts and cultural master plan in the history of Charles County government, this plan builds on the precedent set by



the ArtsVision 2020 plan developed by the Charles County Arts Alliance. Founded in 1987, the Arts Alliance is an independent non-profit and is the County-designated Arts Council.[21] Between 2005 and 2007, the Arts Alliance prepared a thorough review of the existing arts landscape in Charles County and offered a number of action recommendations. Among these recommendations were forward looking proposals to include a permanent role for arts and culture in the County Government, establishing an arts venue, expanding arts programming for all, developing arts and entertainment districts, and increasing affordability of arts spaces.

Over the intervening twenty years, the Arts Alliance has done a great deal of work, but their larger goals have been left unrealized. Reasons for not reaching their desired outcomes include changes in county priorities, no dedicated county government advocate, instability of state grant funding for the arts, challenges with board retention, and the tumultuous periods of the Great Recession and Covid-19 Pandemic.

The project team recognizes and applauds the work of the Arts Alliance in championing the arts for Charles County and will be drawing from their efforts in the original ArtsVision 2020 plan along with lessons learned from the successes and challenges they had in implementing their ArtsVision.

Active agricultural industry and natural assets[1,5]

Thirteenth most farming acreage in state, by portion population, *and* third most tree coverage in the state

Diverse and changing community[3]

In 2022, Charles County was reported by the *Washington Post* as the "wealthiest Black-majority county in the U.S."

Rapid decline in forest and agriculture[27]

20% decrease in farmland between 2007 and 2021

LA PLATA TOWN HAL

5 DEFINING PUBLIC ART & CULTURE & ITS BENEFITS

EDUCATIONAL AND SOCIAL BENEFITS OF THE ARTS

Arts and culture are powerful drivers of health, education, and community. A growing body of research demonstrates that participation in the arts measurably improves quality of life across a range of indicators.

A 2017 University of Pennsylvania study found that in lower income neighborhoods, clusters of cultural resources are significantly linked to better health, education, and safety outcomes.[12]

18% increase
in **students scoring** in the top-tier on English and math exams

18% reduction
in **serious crime**

14% decrease
in **child abuse and neglect**

5% decrease in **obesity**

Arts participation also strongly correlates with educational and social mobility.

At-risk students involved in the arts are 23% more likely to attend college than peers with low arts engagement.[13]

Broad definition of the arts

The arts encompasses all creative practices and disciplines across visual, performing, literary, media, design, and folk forms, whether they be produced by individuals or organizations, or in formal venues or everyday community settings.

Description of benefits

Arts and culture strengthens local economies and workforce pipelines, support health, education, and community trust; catalyze commercial vitality and real estate value; expand opportunities for youth and lifelong learning; and create opportunities for community building and creative expression.

How Arts Have an Outsized Impact on the Government and Business

Although it may seem counterintuitive to some, major research suggests that a dynamic arts sector is a better predictor of a vibrant economy and responsive government than the other way around. In *Making Democracy Work*, political scientist Robert Putnam conducted a landmark twenty-plus year study of regional governments in Italy, uncovering why some regions thrived while others stagnated despite identical institutional frameworks. He found that prosperity and effective governance were not simply products of policy or structure, but of social capital, a dense networks of trust, reciprocity, and civic engagement that knit communities together.[11] Regions rich in cultural participation, local associations, and shared public life–often expressed through arts, festivals, and collective creative endeavors–exhibited more responsive governments, stronger economies, and higher quality of life. Putnam's findings suggest that the arts are not peripheral luxuries, but essential civic infrastructure: they cultivate the trust, collaboration, and civic identity that make democracy and economic vitality possible.

Economic benefits

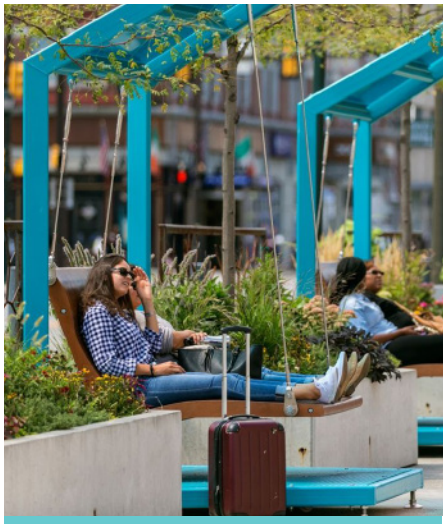
The arts are not just expressions of creativity, they are also powerful economic engines. Across the United States, the creative sector fuels business activity, employment, innovation, and community vitality at every scale.

National Impact

According to the Arts & Economic Prosperity 6 (2023)[18,19], the nonprofit arts and culture industry generates $151.7 billion annually, including $73.3 billion in direct spending by organizations, and an additional $78.4 billion in event-related spending by audiences. This activity supports 2.6 million jobs, $101 billion in personal income, and $29.1 billion in tax revenue each year.

On average, attendees at cultural events spend $38.44[18] in addition to the cost of admission–on dining, transportation, and other local businesses–demonstrating how arts participation ripples across the economy.

Importantly, the arts also drive the skills and creativity that power the broader workforce. In national surveys, business leaders rank "creativity" among the top five most important applied skills, with 72% identifying it as "high importance" for future success. The arts sector is not only a revenue generator, but a critical incubator for innovation and adaptable talent across industries.[14]



HOW ARTS IMPROVE HEALTH AND LOWER COST OF CARE

A 2017-2022 study out of the UK, looking at data from the US and the UK found that engagement with arts and culture produces an estimated £7,000,000 (~$9,240,000) in annual benefits–roughly £1,000 (~$1,310) per person in savings through improved health, wellbeing, and productivity. Even modest participation, such as attending arts events a few times per year, was linked to measurable gains.[8]

For example, older adults who took weekly drawings classes for three months saved the healthcare system an average of $1,310 each by reducing doctor visits and improving mental health.[8]

In 2009, nearly half of all U.S. medical institutions offered some sort of arts program–of those, 80% stated a main reason for having arts in healthcare is to benefit patient recovery.[9]

A 2017 study found that 67% of music therapy participants with dementia felt less anxious and reduced their use of medication.[10]

MARYLAND'S CREATIVE ECONOMY

Maryland's art sector is a major contributor to the state's prosperity.

$13.7 billion

Amount the arts sector contributes to Maryland's economy–supporting **86,000 jobs** and delivering **$7.6 billion in compensation to arts workers**.*[6,7]

Every $1 in grant funding generates $1.86 in statewide economic activity.

In total, **the creative sector had a $12.8 billion impact in Maryland**. Arts events drew **5.3 million in-person attendees** and **3.9 million virtual attendees**, with **visitor spending at $252 million** at arts events.**[6,7]

* 2024 study by the National Endowment for the Arts and U.S. Bureau of Economic Analysis ** The Maryland State Arts Council (MSAC)'s FY 2023 Economic Impact Report

Arts as Anchors and Innovation Catalysts

The arts also act as economic anchors and catalysts for innovation. The Kresge Foundation's Overlooked Anchors (2019) study shows that large, medium, and even small cultural spaces and organizations–like theaters, museums, and community arts center- function similar to hospitals and universities as stable neighborhood anchors that drive local business activity, foot traffic, and commercial clustering.[17] This is bolstered by Brookins' 2018 research that creative districts attract new investment, revitalize downtowns, and foster ecosystems where both artists and businesses thrive.

Another study, out of the Knight Foundation (2018) found that residents who choose where to live based on quality of life factors, including access to arts and culture, report stronger attachment to place and are less likely to leave their metro region.[16] In other words, arts investments result in a stronger sense of place and a more stable community.

Research also shows that the arts catalyze innovation and entrepreneurship far beyond the creative sector.[15] A 2020 study by S. Yum found a strong correlation between dense cultural sector clusters and higher patent submissions, suggesting that regions rich in arts activity experience measurable increases in innovation. These studies show that investing in the arts is an investment in the whole County economy.

6 RESEARCH & ENGAGEMENT PROCESS

COMMUNITY NOTES

Community notes throughout this document are a collection of comments taken from the online community survey and in-person meetings.

"We need more plazas and open spaces that are not parking lots...where there is open space surrounded by shops and housing. These could be great for all-purpose arts, and arts related buildings could be located nearby. I support any and all efforts to increase the County's pursuit of more prominent arts and culture programming."

"I would love for existing, vacant buildings to be turned into music venues. Also, more murals/sidewalk art celebrating/honoring underrepresented communities and identities."

"An all purpose arts center for youth to learn, rehearse, produce and present artistic performances. Include all types of the art form to include music, film, theatre, arts & crafts, dance, instruments. Develop a regular schedule up to 11:00pm. Provide opportunities for mentorship. Low cost to no cost opportunities that serve as delinquency prevention and youth development."

"We need a dedicated Arts Center with studios for classes and workshops, and gallery spaces to showcase local talent."

"Tax breaks and benefits for the arts workforce working in a designated arts zone and businesses in the same zone."

Research and Engagement Process

Developing a vision for the County requires working from the ground up–activating community networks, deepening existing relationships, and expanding the circle of participation at every step.

The project team began with comprehensive research to establish a strong factual contextual foundation for our work. From there, they held a series of sector conversations with leaders across government, arts and culture, education, and business. These structured discussions provided a framework for identifying both shared priorities, systemic challenges, and areas for deeper engagement. Next, the team engaged in one-on-one conversations with community members, artists, educators, creative workers, and county staff to develop a more nuanced understanding of county needs, pain points, and opportunities.

The insights gathered from these early engagements informed a public-facing phase of three public meetings and a broad county-wide survey designed to reach residents across the county. At the same time, the project team conducted a statewide survey of Maryland's 24 county-designated arts councils (plus Baltimore City) to benchmark funding models, revenue sources, governance structures, and relationships with respective county governments. Finally, the team conducted on-the-ground fact-finding site visits across six representative areas of the county: Waldorf, La Plata, Indian Head, Hughesville, Benedict, and the Indian Head Rail Trail.

This multi-stage engagement process ensures that the team builds a broad and deep quantitative and qualitative understanding of the county that represents its diversity while also being specific enough to guide actionable recommendations.

On Community Engagement–Connecting Community Members Through Planning

The project team's consulting philosophy is based in "consulting through action." This means that as the team engages community members, the team also encourages cross-community dialogue that builds local networks capable of advancing, enacting, and advocating for the recommendations within this plan. At every step of this process the project team prioritizes this arts ecosystem building: through sector conversations with open dialogues that energize participants to exchange contact information, to community meetings with interactive stations that encourage shared brainstorming, to surveys that ask how community members seek to participate in the arts.

Detailed review of engagement process

- **Research**–Comprehensive research that spans planning documents and data related to art, zoning, mapping, nature preservation, economic development, transportation planning, government budgets, and history.
- **Sector conversations**–three virtual sector conversations to guide initial work on the Master Plan along with framing for the public meetings and surveys. The sector conversations were organized for the three following sectors: 1. Government; 2. Arts + education; and, 3. business
- **One-on-Ones**–several one-on-one meetings with community members, arts leaders, and county staff in order to get a clearer picture of the arts in Charles County.
- **Public Meetings**–three public meetings across the county, in three weeks. Meetings took place in Indian Head, Waldorf, and La Plata. During these meetings, each participant had an opportunity to provide interactive feedback at three separate stations, with questions mirroring those on the survey
- **Surveys**–comprehensive survey open for three weeks, available to the entire county.
- **Site Visits**–three full days of site visits across the entire county and various types of places–from urban corridors and suburban town centers to rural villages and forested parks.
- **State-wide Study**–a review of the finances, funding sources, governance, and county-arts council relationships at the arts councils of each of the 24 county-designated arts councils (plus Baltimore City).

NUMBER OF PEOPLE & INSTITUTIONS REACHED

Survey

101 responses from residents, artists, educators, business owners, and community members across the County

Sector Conversations

36 participants representing arts, education, business, and government sectors

One-on-One Conversations

11 in depth interviews with key community, business, and arts leaders

Public Meetings

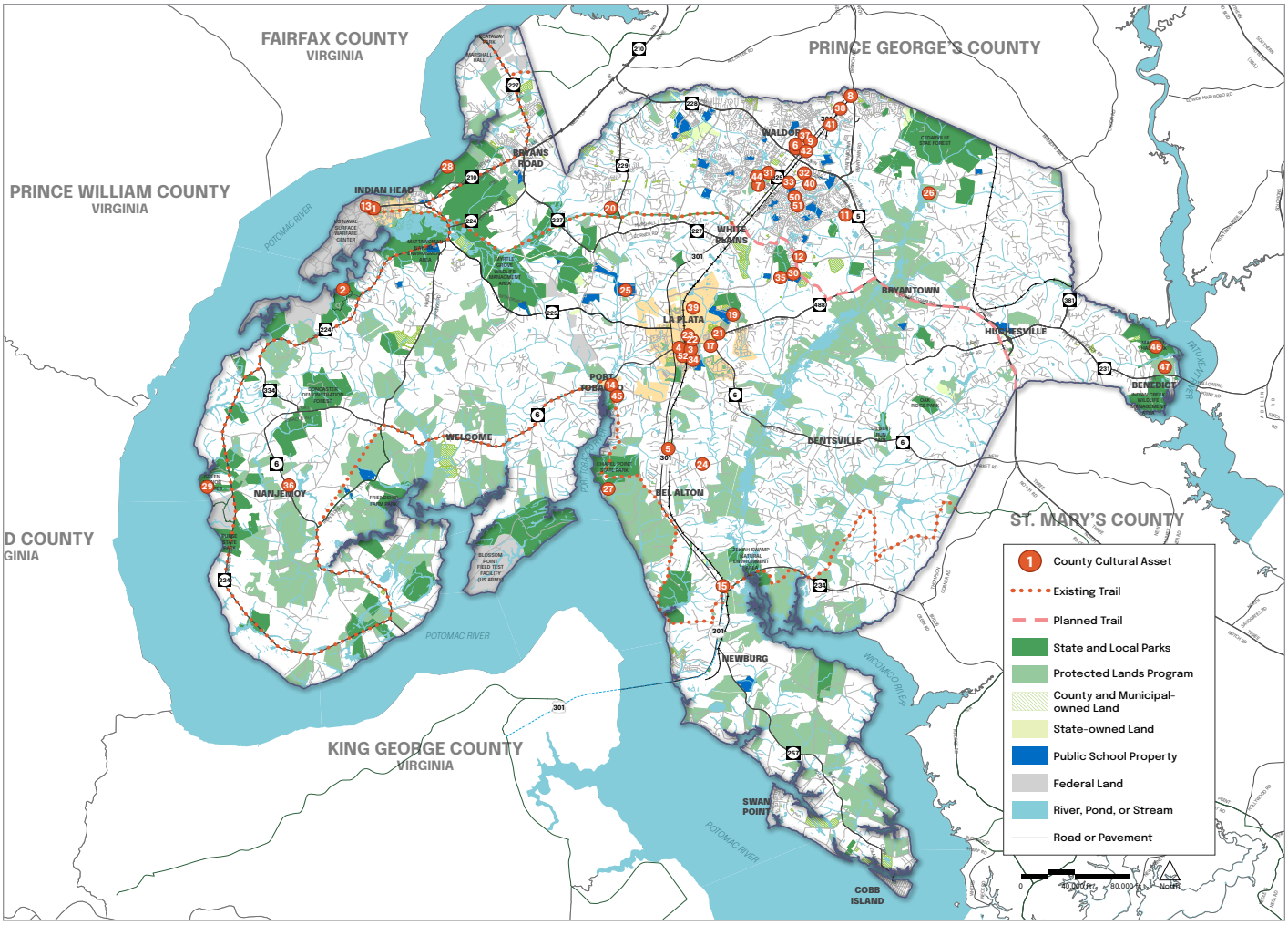
3 in-person meetings held in Indian Head, Waldorf, and La Plata, engaging 30+ community members.

Site Visits

Field observations across 6 parts of the county: Waldorf, La Plata, Indian Head, Hughesville, Benedict, Indian Head Rail Trail

Statewide Study

Analysis of 24 Maryland county arts councils and Baltimore City on funding, structure, and policy alignment.



COMMUNITY-IDENTIFIED CULTURAL ASSETS

1	Indian Head Center for the Arts	Indian Head	Theater
2	Mattawoman Creek Art Center	Marbury	Visual Arts
3	La Plata Town Concerts	La Plata	Event
4	Port Tobacco Players	La Plata	Theater
5	County Fair	La Plata	
6	Summer in the Park	Outside Mall	
7	Kulture Gallery	Waldorf	Visual Arts
8	Cup of Sugar	Waldorf	Restaurant
9	Silver Skewers	Waldorf	Restaurant
10	Pop-up and Grow weekend market place	Waldorf	Event
11	Graces Event Center	Waldorf	Gathering Space
12	Selbys Grab and Go	St.Charles	Restaurant
13	Artsfest	Indian Head	Event
14	Market Day	Port Tobacco Courthouse	Event
15	Maryland Veterans Museum	Newburg	Culture

Cultural Assets (cont.)

16	Christ Church	La Plata	Culture
17	La Plata CCYO Chamber Music Festival	La Plata	Event
18	Galleries at University of Maryland Charles Regional Hospital	La Plata	Visual Arts
19	Neighborhood Creative Arts Center	La Plata	Culture
20	Bensville Basketball Court	Bennsville	Gathering Space
21	Charles County Arts Alliance	La Plata	Organization
22	Chamber of Commerce	La Plata	Organization
23	Historical Society of Charles County	La Plata	Culture
24	Friends of Rich Hill	Bel Alton	Organization
25	College of Southern Maryland Theatre and Galleries	La Plata	Performing Arts
26	Mudd House Museum	Waldorf	Culture
27	St.Ignatius Church	Port Tobacco	Organization
28	Chapman's Landing	Indian Head	Nature
29	Mallows Point	Nanjemoy	Nature
31	St.Charles Mall	Waldorf	Gathering Space
30	James E. Richmond Science Center	Waldorf	Gathering Space
32	Juneteenth Celebration at Waldorf Senior and Rec Center	Waldorf	Culture
33	Upward Thrive Academy's Acting Up Theatre Troupe	Waldorf	Performing Arts
34	Studio 53 / Bird City Records	La Plata	Visual Arts
35	Mixtape Series	Waldorf	Event/ Performing Arts
36	Nanjemoy Heritage Day	Nanjemoy	Event
37	Lela Belle Dance Studio	Waldorf	Performing Arts
38	Oscar Hawkins Ballet Academy	Waldorf	Performing Arts
39	BFunk South	La Plata	Performing Arts
40	TNT Dance Academy	Waldorf	Performing Arts
41	Dance Therapy Arts	Waldorf	Performing Arts
42	Old Waldorf School Waldorf History Museum	Waldorf	Gathering Space
43	La Plata Bird City Pocket Park	La Plata	Gathering Space
44	Lifes Journey Writers Guild	St.Charles	Organization
45	Charles County Archaeological Society	La Plata	Organization
46	Maxwell Hall	Hughesville	Gathering Space
47	Serenity Farm	Benedict	Gathering Space
48	Southern Maryland Wood Carvers		Organization
49	Charles County Youth Orchestra		Organization
50	Chesapeake Choral Arts Society		Organization
51	SMCR's Arts4All Singers		Organization
52	Danin's Showbiz Boutique		Organization

COMMUNITY NOTES

"Art is what makes the world a vibrant place. I love going places to view art and really learn about a place and the culture of that place by experiencing their art."

"Personally, the arts are my safe haven. They are my means of connecting deeply with myself, others and the world around me. They've shaped my voice, my motivation, and my resilience."

"In this growing county, with housing going up in large numbers, we need to create an infrastructure for families and individuals that allows for artisitic experiences. I would like to see educators, civic leaders, and corporate donors to create a cohesive arts experience. For some it will be performances, for others art experiences (pottery or ballroom for adults, for others experiences for their children to develop their skills, minds, and appreciation."

SURVEY RESULTS

Residents Want To Have Fun, Express Themselves, And Learn

91.4%

nearly all respondents said that they were motivated by entertainment and fun

Over 50%

of respondents felt that social connections, learning something new, and supporting local artists were motivations in arts and cultural events.

The following benefits of arts and culture stood out as most important to respondents, with each being selected by over 50% of respondents.

* **Community connection and pride** (61.7%)
* **Youth engagement and education** (53.19%)
* **Creative self-expression** (52.13%)

Residents Leave Charles County for Arts And Culture

Almost across the board, Charles County residents go to more arts events outside of Charles County more frequently than they go to events in the county. Normally residents would be expected to attend local county-based arts and cultural events at a far higher level than outside county events. The fact that outside events receive similar or even greater attendance than Charles County-based events is a significant insight that demonstrates that residents are leaving the county for programming.

Frequency of Attending Arts and Cultural Events

	Charles County	Outside of Charles County
Never	12%	8%
Once a year	17%	10%
A few times a year	50%	61%
Monthly	18%	17%
Weekly or more	3%	4%

Not Enough Arts Spaces in Charles County

A strong majority of respondents, 56.67%, indicated a **need for arts and cultural spaces**, while only 7.78% indicated that there was enough arts and cultural spaces. The remainder, 35.56% were not sure.

When asked about types of spaces most needed, options received between 15% and 50%, indicating that there is a strong **need for a wide range of all types of arts spaces**.

Policy Priorities–Art Venue, Public Art, Programming, And Funding

When asked to pick top 3 arts policy priorities, respondents overwhelmingly indicated a desire for a **new county arts center** (48.28%).

After this policy, respondents indicated support for a cluster of policies including:

* **Art in public realm** (36.78%)
* **Arts funding** (31.03%)
* **More arts programming** (28.74%)
* **Arts for youth** (35.63%)

Preferred Types of Public Art

Respondents indicated support for a broad and eclectic range of public art. Murals were the most popular type, with 61.45% respondents placing these in their top 3 . Other popular types of art are community participatory art, functional art, temporary and pop-up public art, interactive art, large-scale iconic sculptures, and pavement + sidewalk art.

Preferred Arts Locations–Shared Spaces And Places

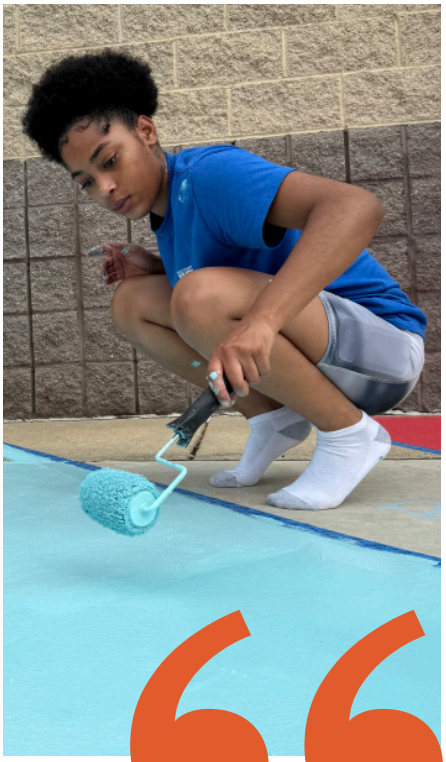
Respondents indicated a general preference for public art locations that were **shared communal places**, such as parks, commercial areas, public buildings, schools, and streetscapes.

Marketing–the Typical Suspects

Respondents shared that they learn about local and regional arts and cultural events and programming from the places typical in 2025: word of mouth, Facebook, email newsletters, Instagram, flyers, and newspapers.

Community Members Want to Help

60% of survey respondents said they'd be interested in supporting arts and culture in Charles County.



“It is critical that there is movement on this initiative. Our young people are growing up in an environment of isolation and poor mental health. We need opportunities for self-expression and the admiration of art to help them explore their inner creativity and appreciation for beauty.”

Additional Community Notes

Taking advantage of publicly owned spaces and private underused spaces (i.e. Neighborhood Community Centers HOA’s) for small group activities.

Nowhere in Charles County is there a kiln for ceramics.

GOBS of waterways and shoreline (mostly privately owned). Makes no sense there is so little access.

Pocket parks throughout neighborhoods community involvement.

Broader classes that teach art skills for teens and adults are sorely needed.

More venues, more ads to promote events.

After schools programs that provide tools for young artists.

County emphasis on Art in the County ‘Arts’ as a specific responsibility of some county agency.

A way to advertise arts activities and programming and spread the word more widely.

Ongoing creative placemaking committee to expand current public art and sustain it in the future.

Community-based classes and events that address cultural representation, across all ages.

Traditional theatre with a proscenium stage that has rehearsal space.

Funding for local arts programs. Art district zoning.

Art classes for seniors, professional music performances for youth / families to see professional artists in action.

Independent bookstores (and author visits)!

Advanced kids arts classes–go beyond basic crafts, especially for older kids.

Would love more interactive free recreational places to linger, learn, and enjoy community art.

More open mic nights supporting poetry.

More cross communication and events with other SoMD art groups and councils, more gallery space (public and private) for artists to exhibit. Youth engagement.

Public art integrated into activity centers, greater county support for heritage sites including Port Tobacco as an arts hub.

Programs that support youth in the arts, especially visual arts.

Live music venues that would attract known artists and create opportunities for local musicians.

In Minot, North Dakota they took two cultural symbols and made them engaging in an open park where community members could walk around on a daily basis. The city kept it clean and the park was respected. It encouraged free physical exercise, visual and mental engagement, cultural pride and opportunity for reflection. I can’t find that in Charles County. I not only miss it, I need it. I would drive 30 min just walk there in quiet reflection or for family engagement with technology. I have been to Mattawoman Creek Art Center which is nice, but more is needed as part of the planning of communities in Charles County in Waldorf and La Plata areas.

I would like to see more involvement overall with the established art communities, especially in public high schools and the community college.

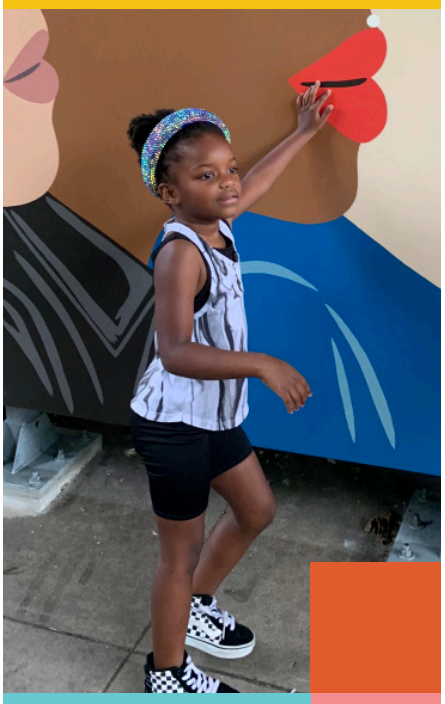
Support and promote the arts related businesses that are already established in Charles County and raise awareness of their existence.

7

CROSS-STATE ARTS FUNDING STUDY

Comparative Review of County-Designated Arts Organizations Across Maryland

Charles County has the second-lowest arts funding in Maryland



To better understand the possible options and opportunities for Charles County's arts ecosystem, our team conducted a study looking at funding and governance of each of the 24 county-designated arts councils in Maryland.

Funding review

Following a comprehensive review of all 24 counties in Maryland (including Baltimore City), the project team found that Harford County and Charles County, by a wide margin, are the two counties in the state with the lowest per person funding for the arts–at about $1.13 and $1.27 per capita, respectively.

The median arts funding per county in Maryland is $4.12 per capita. Meanwhile, the average art funding per person was $7.02. If removing the two lowest and highest outliers, the average arts funding per person is closer to $5.12. The range of arts funding per person goes from $1.13 to $46.52.

Funding Sources

The project team was able to assess publicly available data for funding sources for county art councils along with information from responding arts councils. The primary funding sources were, by a large margin, public resources such as the CAD grant, direct funding from the county government, and lodging fees. It may be useful for the Maryland State Arts Council to provide a more granular review of funding sources.

Funding sources include:

- Community Arts Development Grant (CAD) from MSAC
- Direct County Funding
- Direct Municipal Funding
- Grants
- Private Donors
- Foundation support
- Venue rentals
- Hotel / Lodging Fee
- Earned Revenue (through programs and events)
- Sales Revenue (of art + merchandise)

Structure + Relationship with County Review

County arts councils feature substantial variation, but certain trends emerge. Most, though not all, are independent or semi-independent non-profits. The two most common types of arts councils are fully independent non-profits with independently elected board members and semi-independent non-profits with county-appointed board members. Two counties, Harford County and Baltimore County have county government-run arts commissions. From interviews with leaders of these arts councils, the project team found that each model has certain benefits and responds to its county's size and unique contexts.

First Off, Why a Non-profit?

Non-profits, unlike government entities, allow counties to bring in additional donor funding, compete for grants, and engage community members for volunteer support of the arts.

Independent or County-Appointed Board?

The distinction between fully independent boards and county-appointed boards appears to be related to an arts council receiving substantial county funding in addition to the state funding provided by MSAC's Community Arts Development (CAD) grants. The project team theorizes that more public funding for the arts results in a greater need for public accountability, and, as a result, county-appointed board members answerable to democratically elected officials. However, there is no one-size fits all model–much seems to depend on specific county and individual personnel dynamics.

Non-Profits for Hire

Counties have also grown arts capacity without assuming responsibility for appointing the arts council board by contracting local non-profits who are capable of assuming the implementation of certain public policies. For instance, if there is an arts program that a county is hoping to develop, it might publish an RFP for arts services and then have that entity develop the program.

Percent for Art Programs

A percent for art program is a policy that requires a small percentage of all capital projects (typically .5%–1.5%) to be dedicated to the creation of public art. Along with the State of Maryland, three counties in Maryland have a percent for art program, and a fourth county is in the process of considering one. These counties are Baltimore County, Montgomery County, and Prince George's County. Frederick County is currently in the process of considering a percent for art program. Of the four existing programs at the state and county levels, two are half a percentage point and two are one percentage point. Each program varies in how the funds are allocated towards the arts, rules for use of the funds, and management of the program. As an outlier, in 2025, the City of Annapolis established public arts funding through a 3% hotel tax.

MARYLAND COUNTY ARTS COUNCIL REVIEW

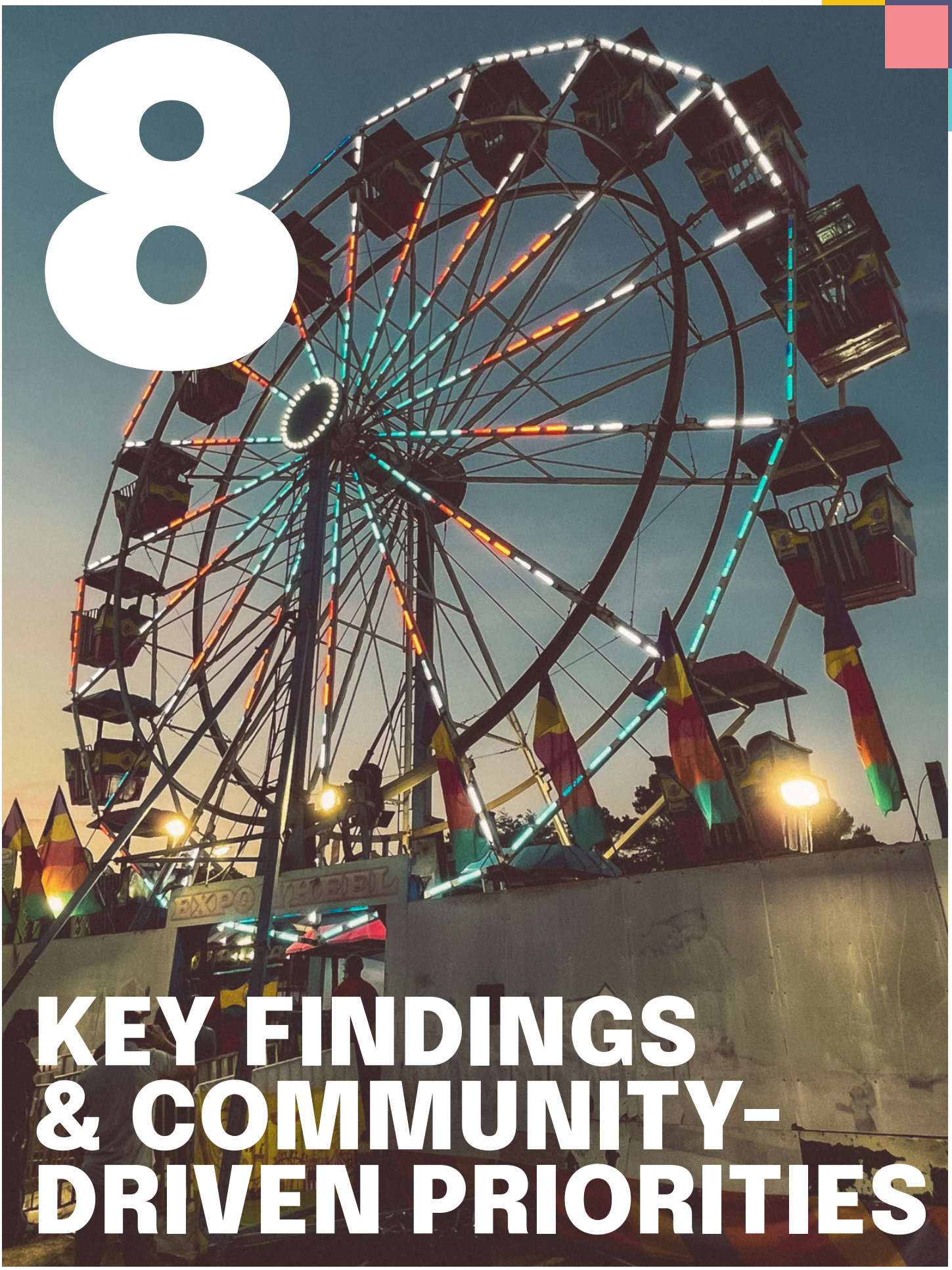
County	Population	Arts Council	FY 2024–County Arts Development Grants
Harford	265,514	Harford County Cultural Arts Advisory Board	$208,902
Charles	174,478	Charles County Arts Alliance	$201,297
Prince George's	966,629	Prince George's Arts and Humanities Council	$264,306
St. Mary's	116,469	St. Mary's County Arts Council	$189,491
Washington	157,228	Washington County Arts Council	$200,120
Anne Arundel	602,350	Arts Council of Anne Arundel County	$235,620
Calvert	94,913	Arts Council of Calvert County Inc.	$195,171
Wicomico	106,329	Salisbury Wicomico Arts Council	$195,989
Cecil	106,305	Cecil County Arts Council	$196,012
Baltimore County	852,425	Baltimore County Arts & Culture Commission	$256,130
Frederick	299,317	Frederick Arts Council	$210,784
Worcester	54,337	Worcester County Arts Council	$191,869
Carroll	177,108	Carroll County Arts Council	$201,719
Queen Anne's	53,688	Queen Anne's County Arts Council Inc.	$191,694
Howard	339,668	Howard County Arts Council	$214,704
Montgomery	1,082,273	Arts and Humanities Council of Montgomery County	$272,865
Talbot	38,244	Talbot County Arts Council	$190,577
Caroline	34,248	Caroline County Council of Arts	$190,212
Somerset	25,241	Somerset County Arts Council	$196,817
Baltimore City	568,271	Baltimore Office of Promotion and Arts	$233,726
Allegany	67,097	Allegany Arts Council	$192,956
Dorchester	33,138	Dorchester Center for the Arts	$190,154
Garrett	28,393	Garrett County Arts Council	$189,818
Kent	19,557	Kent Cultural Alliance	$189,067

County	Arts Council Budget	Per Capita	Percent for Art?	Structure
Harford	$298,902	$1.13	N	County Appointed Non-Profit–Library
Charles	$222,325	$1.27	N	Independent Non-Profit
Prince George's	$1,663,300	$1.72	at least 1% of new/majorly renovated County civic building construction costs	County Appointed Non-Profit
St. Mary's	$233,368	$2.00	N	Independent Non-Profit
Washington	$358,535	$2.28	N	Independent Non-Profit
Anne Arundel	$1,576,587	$2.62	N	Independent Non-Profit
Calvert	$250,000	$2.63	N	Independent Non-Profit
Wicomico	$291,823	$2.74	N	Independent Non-Profit
Cecil	$311,000	$2.93	N	Independent Non-Profit
Baltimore County	$2,600,000	$3.05	N	County Appointed Non-Profit
Frederick	$1,176,612	$3.93	N	Independent Non-Profit
Worcester	$214,535	$3.95	N	Independent Non-Profit
Carroll	$759,000	$4.29	N	Independent Non-Profit
Queen Anne's	$297,108	$5.53	N	Independent Non-Profit
Howard	$2,214,210	$6.52	N	Independent Non-Profit
Montgomery	$7,057,029	$6.52	Public Arts Trust with annual allocation equal to 0.05% of total programme captial expenditures in the county	County Appointed Non-Profit
Talbot	$276,000	$7.22	N	Independent Non-Profit
Caroline	$261,426	$7.63	N	Independent Non-Profit
Somerset	$196,817	$7.80	N	Independent Non-Profit
Baltimore City	$4,761,190	$8.38	1% of eligible capital construction costs	County Appointed Non-Profit
Allegany	$569,000	$8.48	N	Independent Non-Profit
Dorchester	$405,000	$12.22	N	Independent Non-Profit
Garrett	$486,429	$17.13	N	Independent Non-Profit
Kent	$909,712	$46.52	N	Independent Non-Profit

“

I hope all the funding and effort that was put into a plan actually comes to fruition.

–SURVEY RESPONDENT



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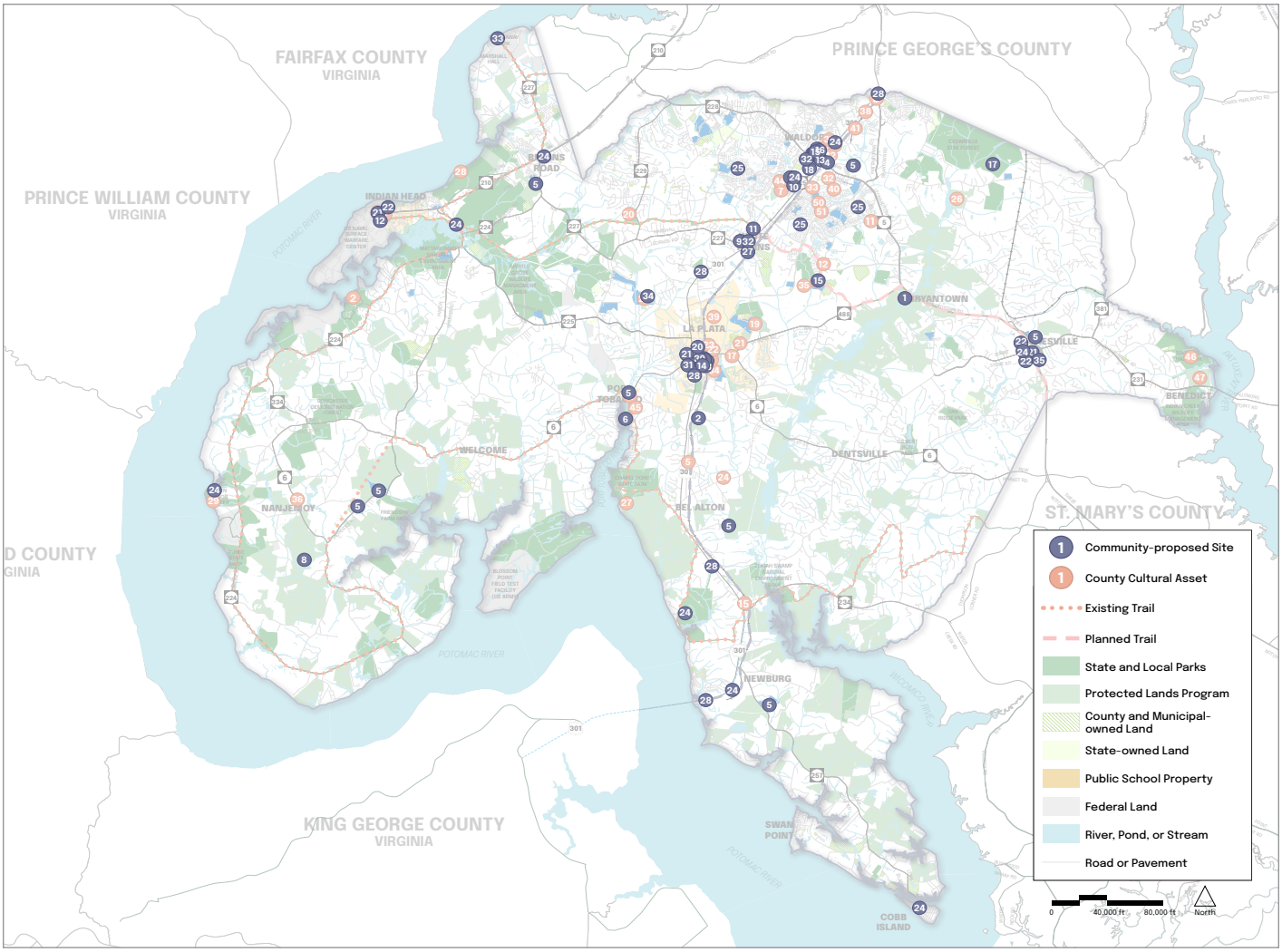
KEY FINDINGS & COMMUNITY-DRIVEN PRIORITIES



COMMUNITY-PROPOSED ARTS AND CULTURAL SITES

During the sector discussions and three public meetings, county community members identified proposed locations for new arts spaces, cultural activities, and works of public art. These arts and cultural sites were collated and mapped, highlighting the existing areas where activities are clustering in the County and identifying locations where new activities could be introduced or expanded upon. These community-proposed sites were studied in order to identify the community-driven priorities and themes.

1	Parks and Nature Trails
2	Art Festivals
3	Pop-Up Galleries
4	Art Classes
5	Arts Programming at Recreation Centers and Schools (especially Title I)
6	Sculpture at Port Tobacco River Park
7	Use St. Charles Town Center excess parking for arts, culture, parks
8	Cultural Arts Festival at park in Nanjemoy
9	Performing Arts Theater

10	Art Wall at St. Charles Mall Circle
11	Integrate arts, culture, parks on St. Charles Pathway Trail
12	Indian Head Rail Trail Arts
13	Indoor Theater
14	Arts Center (similar to Maryland Hall)
15	Maker Space
16	Rehearsal Space
17	Sculptures in public parks
18	Vendors show case
19	Creative spaces for all ages (esp 2-17) for paint, art, hands-on crafts, and projects
20	Performance/exhibit space for children and teen groups
21	Creative open space (like downtown Annapolis) that are walkable and encourage community connection
22	Open play area for children coupled with intellectual or creative workshops
23	Interactive outdoor arts (playgrounds, sculptures, gardens)
24	Open play area for children coupled with intellectual or creative workshops
25	Public art (could be murals, sculpture, interactive, functional (benches), play equipment, anything)
26	Connect artists with HOA's and community centers
27	Dedicated gallery for artists/bookshelves for local authors
28	County run art center–where children and adults can take classes
29	Art along major roads for beautification
30	Studio/class space
31	Gallery Spaces
32	Movie house w/ local food and drink
33	Performance venue for music, theater, spoken word, etc.
34	Multidisciplinary Art Center
35	Outdoor Amphitheater
36	Cultural Performing Arts Center–join with Calvert and St. Mary's Counties

COMMUNITY DRIVEN PRIORITIES

After considerable research, engagement, and community dialogue, certain community-driven priorities emerged from the surveys, stakeholder conversations, public meetings, and research as driving forces for a revitalized vision of public arts and culture in Charles County:

Arts Spaces

A need for physical spaces for convening, creating, showcasing, rehearsing, practicing, and performing.

Things to Do

A need for activities for various age ranges that offer opportunities to learn new skills or information, explore a new craft, connect with others, and have fun.

Workforce Development

A need for professional support for careers in the arts–educational opportunities, professional development, networking, and art creation / performance opportunities.

Beautiful Places

A need for beautiful and exciting places that include distinctive public art, thoughtful urban design elements, and lush nature and landscaping.

Community

A need for connection and opportunities for convening and exchanging information with other artists, creatives, and lovers of the arts.

Placemaking

A need for walkable neighborhoods with a sense of place and easy access to community amenities, creative programming, retail, parks

Nature

While this isn't as addressable through this Master Plan, a key finding was a strong desire to preserve the natural environment and agricultural production in Charles County and to increase access to recreational use of these lands.

9

RECOMMENDATIONS & IMPLEMENTATION

ABOUT THE RECOMMENDATIONS

The following are a list of thoughtfully developed recommendations and implementation considerations. Each of these recommendations is connected to direct goals and insight provided by Charles County community members via surveys, community meetings, and sector conversation.

Four Pillars of Recommendations

1 Built Environment

Integrating arts into the built environment–including development and infrastructure.

- Establish Public Art Program and Micro-Grant Program
- New Central Arts Venue
- Leveraging Zoning and Land Use to Incorporate Arts Priorities

2 Cultural Infrastructure

Connecting art, nature, and heritage through place-based projects.

- Develop a Multi-Use Walkway and Trail Network Across the County
- Agricultural Tourism and Rural Arts Experiences
- Waterfront and Shoreline Activation

3 Community & Workforce

Supporting arts programming, network building, and career pathways

- Professional Development Opportunities
- Support Additional Arts Programming
- Youth Arts Opportunities
- Support County Arts Ecosystem

4 Government & Finance

Establishing clear structures, funding, and accountability

- Evolve Arts Alliance Into a New Charles County Arts Council
- Establish New Arts Staff within RPT
- Establish Process for Reviewing Public Art
- Establish Process for Parklets
- Establish Capital Funding for Arts Spaces
- Percent for Art
- Establish Arts Districts and Seek State of MD Arts and Entertainment District Designations
- Annual/Semi-Annual Cross Department Meetings to Share Arts Updates and Opportunities
- Five-Year Master Plan Review
- Increase County Arts Funding

How To Read Recommendations

RECOMMENDATION TITLE

PRIORITIES

Share which of the community-identified priorities (see page 34) this recommendation connects to, so that each policy recommendation is clearly connected to community-identified data and conversation.

DESCRIPTION

Provides a community-identified issue to be addressed, provides contextual understanding, and offers guidance as to solutions

IMPLEMENTATION CONSIDERATIONS

When included, this provides a set of considerations for implementation. This method leaves room for county staff and community members to drive how these recommendations come to fruition, but offers expert guidance where needed.

Considerations While Developing Recommendations

Leveraging Public and Private Sector Capacities

To ensure a more sustainable, and county-wide approach, the project team constantly evaluates how to leverage public sector resources to activate private sector action, and how to balance arts priorities with financial and management sustainability. In short: Where is public investment most impactful and where can it empower community members and the private sector?

Benefits of Walkable Environments– Cost Efficiency and Greater Impact

In short, walkable environments require fewer resources to maintain cultural amenities and they result in more casual and organic activations that contribute to economic and social vibrancy. Conversely, the more spread out, car-centric, and stand-alone a cultural amenity is, the more likely it will require public financial support. This is not an inherently bad thing–remote cultural amenities can have positive impacts in driving new investment and creating destination spaces. However, it is a calculation that the County must make clear-eyed when pursuing policy priorities.

MINI CASE STUDY

Impact of Walkability and Density on Cultural Amenities

Bryan's Road Village Green vs. Indian Head Rail Trail

BRYAN'S ROAD VILLAGE GREEN

INDIAN HEAD RAIL TRAIL

Both the Bryan's Road Village Green and the Indian Head Rail Trail are county investments in placemaking–one a large community plaza and the other a nature-filled multi-use pathway. Both are well designed, beautiful spaces. The difference in use between the two is immense.

The park is empty with people going to the medical facilities nearby sitting at the periphery of it–it has overgrown shrubbery, dilapidated signage, and trash.

Meanwhile, the Indian Head Rail Trail is the opposite–well used and loved, with a wide range of users from sporty cyclists to retirees on a stroll, to families exploring nature.

While there are many reasons for the difference in use, one is clear: one space offers something people want near where they are, the other does not.

The Indian Head Rail Trail has a major trail head right off of the main commercial corridor of Route 301 and even has a distillery next to the trail head that hosts tastings and gatherings Thursday through Sunday. More can be done to leverage these trail heads, but the immediate impact of activation is clear.

While there are many reasons for the difference in use, one is clear: one space offers something people want near where they are, the other does not.

Meanwhile, the Bryans Road Village Green, while a similarly lovely space, is surrounded by a sea of parking and few sidewalks. There is no commercial or community activity that would be mutually beneficial with this space.

As this plan provides recommendations, it will be critical to consider this contrast in two spaces in the county and the impact that denser spaces that connect with where people are and leverage existing activity will be.

Establish Public Art Program and Micro-Grant Program

PRIORITIES: Workforce Development, Beautiful Places, Placemaking

DESCRIPTION: Develop a robust and stable annual public arts program that incorporates both physical artwork and arts programming. The public arts program should include programs at various budget levels to support various functions. Artworks can also support various parts of the arts ecosystem. Smaller projects being geared more towards local creatives, in order to build up an ecosystem of local artists who are capable of eventually moving to larger projects. Meanwhile, as projects become larger, they open up to larger and larger pools of artists–first regional and then national and international–in order to bring new visions to Charles County and to connect local artists with a larger community of creatives.

The project team also encourages the establishment of micro-grants–between $100 and $350, offered on a rolling basis, that encourage community and creative experimentation. These projects would be temporary or semi-permanent, with the goal of supporting new ideas, creating an on-road to the arts sector, and infusing arts into all parts of County community life.

RFQ vs RFP

- Requests for Qualifications (RFQ) ask artists to submit information about their experience, previous work, and other forms of evidence of their ability to create a public artwork. RFQs tend to have a two step selection process. First, semi-finalists are selected to create a proposal for the site. Second, proposals are considered and one is selected.
  - **Artist Rosters:** Artist Rosters are a way of simplifying the process for both the artist and the commissioning body. Artist rosters are best when there is dedicated staff to manage them and where there is a consistent stream of public art projects to warrant the work in establishing and maintaining an artist roster.
  - **An artist roster works as follows:** the county would request artists to share their portfolio and qualifications to be reviewed for a general artist roster. Then, as projects come up, county staff would prepare a shortlist of artists for an art selection panel to review. Upon review, the panel would select a grouping of semi-finalist artists who would then be invited to prepare a proposal. Then, proposals are considered and one is selected.
- Requests for Proposals (RFP) ask artists to develop and submit their ideas for a commission. Artworks are then selected for commissioning.

When to Use and RFQ and an RFP

- RFPs are best for smaller and time-sensitive projects, as RFPs allow artists to propose ideas and experiment at a manageable scale.
- RFQs are ideal for medium, large, and significant projects. RFQ is the best process for larger projects because it acknowledges that developing a public art proposal takes significant time and a great deal of work is needed to build the site-understandings to make excellent public art. By allowing artists to simply share their experience and interest, and then selecting a shortlisted few, who are compensated, the result is often a more successful artwork, a fairer process, and a larger pool of artists for the county to select from.

Compensation

Selection Process

Preparing and reviewing proposals work and must be compensated as such. Both jurors (when appropriate), and semi-finalists should be compensated commensurate with the work and scale of the project.

Competitive and Fair Artist Compensation

Creating a beautiful, interesting, safe, and long-lasting artwork takes substantial training, experience, and skill. It should be compensated at a rate that is commensurate with that level of work. While it can be challenging to estimate a fair rate, a good starting point, particularly for two-dimensional work, is to seek price points to have a contractor prepare a wall one or two colors or lay mosaics with a simple design–and then imagine that the work needs to be custom-designed and require more time and more trained and skilled artisan professionals.

Process Sheet

What to ask?

Whether it is an RFP or an RFQ, the most important two questions to ask about an application process are: 1) whether the information being requested is necessary for review; and 2) whether the information is reasonable to prepare? The priority for a call should be to make it as straightforward and easy as possible, to encourage as broad a pool of applicants as possible.

What to ask in an RFQ

Phase 1–Open RFQ

- Portfolio (6-10 artworks)
- CV/Resume
- Brief Artist Statement, 200 word max–500 word max (optional)
- References (optional)

Phase 2–Semi-Finalist Proposal

The larger the scale, the more information should be sought from Semi-Finalists.

- Narrative Summary
- Design Concept
- Fabrication and Installation Plan
- List of Subcontractors
- Project Schedule
- Project Budget
- Proof of Insurance or Capacity to Provide Insurance

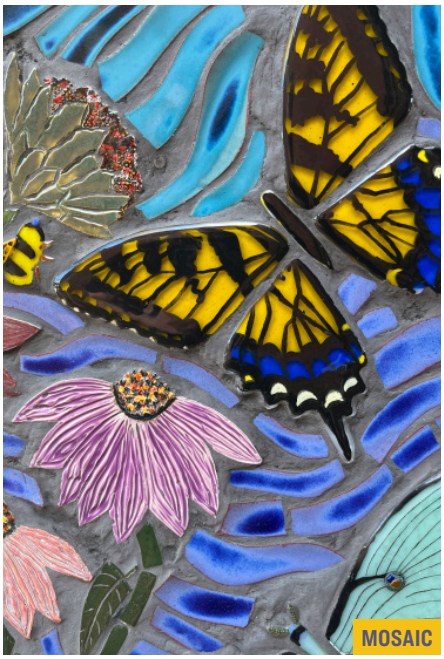
Scale of Projects

Scale	Price	Art Selection Process	Artist Eligibility	Funding Source	Description of Projects	Typical Locations
Micro Projects	$100–$1,000	RFP	County	Arts Council	Experimental, prototyping, quick deploy. Request for Proposal process because it should be a way for community members to develop concepts and try them out.	• Park Space • City Owned Facilities • Private Spaces, Publicly Accessible
Small-scale Projects	$1,000–$15,000	RFP / RFQ	County / Regional	Arts Council, Partnerships and Donations	Often more community and context-based projects that create small but impactful projects. Typically more Request for Qualifications process, but a Request for Proposal process may occasionally be appropriate.	• City Owned Facilities and Properties • Parks • Trails • Private Spaces, Publicly Accessible
Medium-scale Projects	$15,000–$75,000	RFQ	Mid-Atlantic / 200 miles	County Funds, Partnerships and Donations, Percent for Art	Often bridge local identity and regional excellence. Often involve greater scale, more complex fabrication and siting. These commissions could engage artists from across the Mid-Atlantic region and help raise the County's artistic profile while continuing to build partnerships with local fabricators, engineers, and arts organizations.	• Gateways • City Owned Facilities and Properties • Parks • Trails • Private Spaces, Publicly Accessible
Large-scale Projects	$75,000–$300,000	RFQ	National	Percent for Art	Signature public artworks that anchor civic sites, gateways, and redevelopment areas. These often draw attention beyond the region.	• Gateways • City Owned Facilities and Properties • Parks • Trails • Private Spaces, Publicly Accessible
Landmark Projects	$300,000+	RFQ	National International	Percent for Art	Transformative, destination-making artworks that become icons for the County. These projects are often integrated into major infrastructure, parks, or cultural campuses. They drive tourism, positions Charles County as a leader in arts investments, build county identity, and connects the county's creative ecosystem to a national and international creative network.	• Major Public Infrastructure • Gateways • City Owned Facilities and Properties • Parks • Trails • Private Spaces, Publicly Accessible

TYPES OF PUBLIC ART

Public art encompasses a wide range of creative expression that transforms everyday spaces where people live, work, gather, and visit.

Each category below reflects each type of public art below offers opportunities for community connection, storytelling, and placemaking across Charles County.



Murals

Murals transform blank walls into storytelling canvases that can reflect a community's past, present, and aspirations. They are powerful tools for local pride, cultural visibility, and neighborhood beautification. Murals can range from small-scale community projects to large commissioned works that anchor town centers, schools, and public corridors. When coordinated with design and planning initiatives, murals can also strengthen wayfinding and support walkability. Murals can be painted directly on walls, but can also be applied to parachute cloth or aluminum composite paneling. Particular care should be taken to longevity of murals–when appropriate, high quality, light-fast colors should be used.

2-D Art

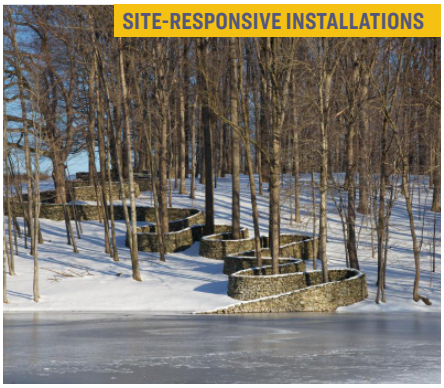
While murals are the most common form of two dimensional art, there are a number of other media and techniques that create unique and impactful public art. These can include projects that employ cut aluminum, bas-relief sculpture, mosaic, printed photography, and mixed media.

Mosaics

Mosaics use weather resistant materials to create brilliant and textured works of art that can be integrated into walls, benches, floors, architectural details, infrastructure elements or even sculptures. Mosaics also easily lend themselves to community participation in fabrication.

Textile

Textile arts can be quick-deploy knit art on trees to large-scale



permanent fabric installations. Whether indoor, or, occasionally outdoor, these artworks can celebrate heritage, honor traditions, or explore new creative expressions.

Interactive Installations

Interactive installations invite the public to engage directly–through motion, sound, touch, or digital technology. These pieces turn observers into participants, fostering play, curiosity, and social connection. They are particularly effective where interactivity encourages repeat visitation and multi-generational participation.

Community-participatory Artworks

Community-participatory artworks center collaboration, process, and shared authorship. Residents, youth, and local organizations are involved in idea generation, design, and sometimes fabrication. The result is an artwork that carries a community's collective voice and memory, building trust, visibility, and civic pride. These projects are especially effective in neighborhoods where community empowerment is a priority.

Small and Medium Scale Sculptures

Smaller sculptural works provide accessible opportunities for both emerging and established artists to contribute to the County's cultural landscape. These pieces may be located in parks, sidewalks, civic spaces, and publicly accessible private spaces. These artworks offer local focal points and moments of discovery and delight. They allow a wide range of materials from stone and metal to glass and wood to be integrated into a more human-scale streetscape or as wayfinding landmarks along a trail through parkland.

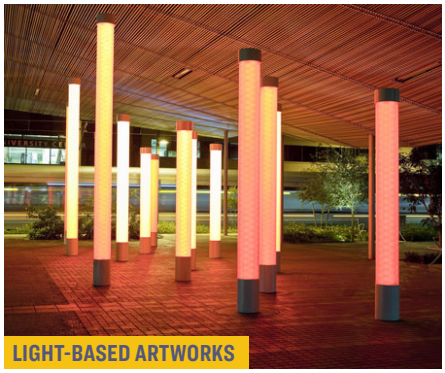
Large Scale Sculptures

Large-scale sculptures often serve as visual anchors or landmarks for major public spaces, gateways, civic spaces, and transportation corridors. These works define an identity for a place–whether through abstract form, historical symbolism, or local material reference. When thoughtfully sited, they become iconic landmarks of civic character and creative ambition, and a major draw for tourism.

Site-Responsive Installations

Site-responsive installations encompass contextual, often three

VIDEO, DIGITAL, AND MEDIA ART


LIGHT-BASED ARTWORKS

FUNCTIONAL ART

TEMPORARY / POP-UP PUBLIC ART

dimensional artworks designed to transform whole spaces or zones. These may include multimedia, environmental, or ephemeral elements that reframe a familiar space. Installations excel at activating underused areas such as building facades, bridges, parks, trails, and waterfronts, often finding connections between art, architecture, infrastructure, and landscape.

Temporary / Pop-Up Public Art

Temporary and pop-up artworks infuse everyday places with creative surprise. Because of their short lifespan, they allow experimentation, agility, and rapid response to community themes or seasonal events. From art pop-ups in vacant storefronts and wheatpasted art to sidewalk chalk art to ephemeral performances or projections, temporary art energizes the public realm and invites new audiences to participate in cultural life. Temporary artworks also provide excellent ways for aspiring and emerging artists to explore new ideas and techniques–also warming sometimes hesitant community members to new ideas and possibilities for public expression and art in public space.

Temporary art, like all art, takes work and requires real resources. While this art is temporary, it should be compensated appropriately for the work performed and scale of work delivered.

Video, Digital, and Media Art

Video, digital, and media art harness emerging technologies such as projection mapping, LED screens, augmented reality, and sound to create immersive and imaginative experiences. These projects can also be particularly effective in the darker months of the year, activating spaces for evening community programming or art–and creating reasons to visit commercial areas in the evening or to spend time together outdoors. These installations are also notable for their capacity to engage broad physical areas that may be challenging for more traditional media of public art, or where physical alterations to properties are not able to be made. A note, however, that lighting, projection, and digital art can have substantial costs for impactful and weather resistant lighting and programming.

WAYFINDING ART

PAVEMENT & SIDEWALK ART

PLACEMAKING PARKLETS

Light-Based Artworks
Light-based art transforms the built environment after dark, enhancing safety and ambiance while adding visual excitement. These works may range from facade art to illuminated path art to large-scale installations–making spaces feel majestic, welcoming, or magical. They often are also designed to be striking in the daytime, transforming as the sun descends.

Functional Art (Benches, Bike Racks, and other Infrastructure)
Functional art integrates creative expression into everyday infrastructure. Artist-designed benches, bike racks, bus shelters, signage, and planters become points of interest and county identity. These works humanize the built environment, especially when coordinated with larger streetscape or park projects. Even prosaic infrastructure such as stormwater management structures can be transformed by art.

Pavement and Sidewalk Art
Pavement and sidewalk art embeds creativity into the most accessible public surface: the ground. From stamped concrete and mosaics, to painted intersections and engraved pavers, these works bring joy, wonder, and character to streets, sidewalks, and plazas. These projects can increase pedestrian and vehicular safety, improve walkability, all while celebrating local themes underfoot.

Placemaking Parklets
Placemaking parklets convert portions of underused land into vibrant social spaces featuring art, landscaping, and seating. These parklets tend to be created in public right-of-way such as parking spaces or street edges along with private underused spaces, such as parking lots. Often created in partnership with businesses or community groups, parklets demonstrate how modest design interventions of creative placemaking can expand public space, encourage local commerce, and create exciting spaces for people to connect.

Wayfinding Art
Wayfinding art merges navigation with storytelling. Sculptural or artist-designed signage, pavement markers and gateway help people orient themselves or learn local history and stories, while expressing the character of a place.

New Central Arts Venue

PRIORITIES: Art Spaces, Things to Do, Workforce Development, Community, Placemaking

DESCRIPTION: Establish a central arts venue to act as the home for the arts in Charles County. Further study needs to be done to determine the ideal location, programming, costs, funding, and governance for this type of project.

- When placed as part of the neighborhood fabric, arts centers can help boost local economies and act as economic anchors. The project team strongly encourages that the central arts venue be located in a more accessible, dense area of the County.
- Placing an arts center in proximity to other commercial and residential spaces both improves access and attendance to the arts center and increases commercial activity at neighboring storefronts. In Maryland alone, there are several examples of the success of arts centers integrated into commercial and residential areas: Pyramid Atlantic in Hyattsville, Red Dirt Studio in Mt.Rainier, and Creative Alliance in Baltimore City.
- For this reason, the project team believes that Waldorf's main commercial corridor and La Plata's town center are ideal locations to consider for siting a central arts venue.

IMPLEMENTATION CONSIDERATIONS:

- Establish an advisory committee for arts spaces to guide feasibility studies, and process, possibly partnering with a/multiple local arts organizations in organizing this group
- Identify possible locations, ideally county owned or easily purchasable. Identify funding sources. Do whatever possible to activate the space, or even establish temporary arts spaces in the interim–keeping momentum is key.

Leveraging Zoning and Land Use to Incorporate Arts Priorities

PRIORITIES: Art Spaces, Things to Do, Workforce Development, Placemaking, Nature

DESCRIPTION: Charles County already faces a dire need for arts spaces–a need that will grow more acute as the county population continues to grow. Even if a central arts venue were to be funded and created in the next few years, it cannot alone meet existing and future demand. By embedding arts priorities into zoning regulations, the County can ensure that new developments can also contribute to the vibrancy of a growing Charles County and support the development and stability of arts spaces across the county. Doing so will leverage minimal public resources to result in maximum private-sector activity, and will also disperse demand on any new central arts venue, to ensure that it responds to the needs of the county for generations to come.

Language should be included in the County zoning code that supports the creation of artist work and rehearsal spaces, cultural venues, arts organization spaces, makerspaces, temporary and permanent public art installations, and creative placemaking elements.

Three-Tier Arts Density Bonus–County-Wide

An arts density bonus provides a clear, flexible incentive for private developers to include arts and cultural spaces within new projects By providing relief in Base Zone regulations to allow for increases in permissible density, building height, floor area ratio, lot coverage, and flexibility in site design, and including arts-related features as a part of the Superior Design Criteria for Planned Development Zones, the County can leverage private investment to deliver public benefits without requiring direct public expenditure.

Paired with partial property tax abatement for deed-restricted arts-use square footage to stabilize operating costs.

- **TIER 1 (Art Activation)**
  Public art; outdoor performance infrastructure → regulation relief to achieve 5% density bonus
- **TIER 2 (Art Space)**
  Small to medium arts spaces with modest equipment needs → regulation relief to achieve 25% density bonus
- **TIER 3 (Art Anchor)**
  Medium to large arts spaces that act as larger area arts anchors, often with greater equipment needs → regulation relief to achieve 40% density bonus

Density Bonuses

Arts and/or Cultural Element	Typical Space / Scale	Consolidated Density Bonus Tier	Cost Estimate (Capital or $/sq ft)
Small Performance Venue / Black Box Theater	2,500–5,000 sq ft, 80–150 seats	40.00%	
Specialty Makerspace (Ceramics/Metal/Wood)	1,500–3,000 sq ft with specialty infrastructure	40.00%	Specialized ventilation/ utility infrastructure required.
Residency / Incubator Suites (Short-Term Creative Housing/Workspace)	2–6 units, 200–450 sq ft each	40.00%	Residency program should have clear management plan.
Artist Studios–Expanded Cluster / Creative Incubator	8–16 studios, ~3,000–5,000 sq ft total	40.00%	
Dance / Movement Studio (Enhanced Spec)	1,200–2,500 sq ft	40.00%	Includes sprung floor, mirror wall, changing area, ventilation upgrades.
Artist Studios–Small Cluster	4–8 studios, ~200–350 sq ft each (1,000–2,500 sq ft)	25.00%	
General Makerspace (Shared Fabrication Space)	1,200–2,000 sq ft	25.00%	
Rehearsal Space	800–1,500 sq ft	25.00%	Must include sprung floor or acoustic treatment for performing arts suitability.
Youth Arts Teaching Space	800–1,800 sq ft with sinks, storage	25.00%	
Gallery / Exhibition Space (Street-Facing)	600–1,200 sq ft	25.00%	Must remain publicly accessible
Creative Production Studio (Podcast/Recording/Media)	400–1,000 sq ft modular	25.00%	Acoustic treatment or isolation booth required to qualify.
Public Art–Major Commission / Art Integrated Property-Wide	N/A – includes integration with landscape or building	5.00%	Must be permanent and well maintained
Cultural Seating / Shade / Play Features (Artist-Designed Landscape Elements)	Small plaza node (400–800 sq ft equivalent footprint)	5.00%	Design includes artistic fabrication, not standard site furniture.

A note on development incentives

Clarity, Simplicity, and Scale: In order to make a difference in community priorities, real estate development incentives must be clear, accessible, and substantial.

Requesting these community assets comes at real cost to developers–a cost that should be balanced by incentives to encourage private-sector developments that incorporate the arts. There are countless cautionary tales of communities across Maryland and the U.S. that offer real estate developers incentives for certain types of public priorities, without having considered the cost of these public priorities. The result is that these incentives are rarely leveraged–resulting in wasted time for the county and no further advancement of community priorities.

Why Density Bonuses? A property is multi-faceted and often one element ties to another. To ensure that an incentivized priority is actually realized, the project team encourages simplicity in incentives. That is why the project team recommends a generalized density bonus, which allows a developer to contextually adapt their project to the bonus–toggling the appropriate height, floor to area ratio, parking, and setback, and land-use blend.

A note on Implementation of Density Bonuses

Long Time Horizons: Benefits should last an essentially indefinite amount of time. For instance, if a space is to be designated as an arts use, it should be designated as such indefinitely or a very long time horizon–perhaps 99 years. There are many cautionary tales of 15, 20, or 30 year time horizons for community spaces being turned into commercial spaces the moment that the required year-amount is concluded. These anecdotes are so common because many real estate developers will eventually sell properties within that time frame. If a developer expects the art space to eventually become a market-rate commercial space by the time they sell the property, that additional revenue-generation will be factored into business plans and prospective sale price. This will inevitably lead to closures of arts spaces within a decade of opening, removing the purpose of the art incentive in the first place.

Partial Property Tax Abatements: A challenge for density-bonus incentivized arts spaces is that the arts tenant of these spaces can sometimes be burdened with substantial unforeseen costs in addition to base rent. These costs typically include the tenant's portion of utilities, common area management fees, and property tax. To alleviate the burden on arts spaces and encourage the flourishing of an arts ecosystem, the project team strongly encourages a partial property tax abatement for the square footage of space being used for designated arts spaces at the property. This would be paired with the density bonus so that not only would an arts space be built, but that it would be a stable arts spaces filled with local artists, arts collaboratives, and arts organizations.

Fit-Out Spaces: Spaces that are provided as part of a density bonus incentive must be delivered, to at least a base use, at the cost of the developer. For example, if a project includes a dance studio, a developer shall also provide the resources for the mirrored wall, sprung floor, and sound isolation.

Incompatibility of permitted densities with other regulations or economic constraints: Often, the availability of a density bonus will not be an economic motivator for a private developer because other economic constraints limit the highest return on a development site to something less than what a Base Zone's by-right permitted density will allow. In certain cases, other regulations will be the effective limitation on the development's return. Thus, it may be more effective to be able to offer relief from other regulations to incentivize the provision of arts components, including smaller lot sizes as discussed below.

EXAMPLES OF ARTS INVESTMENTS

The project team has prepared some examples of adequate incentives based on what the project team believes will reasonably entice local developers into incorporating arts in the future and attract regional and national developers who find this to be an attractive community for investment.

Small Performance Venue / Black Box Theater

A flexible, mid-sized performance space (typically 80–150 seats) designed for theater music, dance, and multimedia events. Requires acoustically treated, column-free space with lighting grid, backstage support, ADA access, and, ideally, flexible seating. Works well on ground floors of mixed-use developments.

Specialty Makerspace (Ceramics / Metal / Wood)

A shared workshop equipped for fabrication in specific materials–such as pottery kilns, welding bays, or woodworking tools–with appropriate safety and ventilation equipment. Requires durable floors, high ceilings, robust electrical and mechanical systems, and fire-rated separation. Works well in light industrial and adaptive reuse sites.

Artist Studios / Creative Incubator

Clusters of private or semi-private studios where artists can work, share resources, and connect with each other. Offer 150-500 sq. ft spaces with natural light, secure access, and 24/7 operation. Consider shared wash sinks, ventilation, gallery display corridors, and loading dock / shared intensive use space.

Residency / Incubator Suites (Short-Term Creative Housing / Workspace)

Affordable, short-term living or working units for artists-in-residence, visiting creatives, or early-stage cultural entrepreneurs. Should be partnered with an arts organization to manage the residency program. Can be co-located with studios or cultural facilities. Should have flexible lease terms, include small living units, or shared semi-private units with shared amenities.

Dance / Movement Studio

A dedicated space for rehearsal, classes, and performance preparation. Needs sprung flooring, mirrors, ventilation, and high ceilings.

Rehearsal Space

A multipurpose room for performing artists to practice, stage small workshops, or prepare for events. Needs acoustic insulation, soundproofing, and flexible lighting.

Public Art

Permanent or temporary artwork integrated into the built or natural environment. Could include murals, sculptures, mosaics, lighting installations, reliefs, and digital media.

General Makerspace

A collaborative workshop that provides shared tools for 3D printing, laser cutting, light fabrication, silkscreen printing, and prototyping.

Youth Arts Teaching Space

A classroom or studio designed for young people to explore artmaking, design, or performance in a safe, well-equipped environment. Needs sinks and storage.

Gallery / Exhibition Space

A street-visible space for the display of visual art, community exhibitions, or rotating cultural showcases. Needs public visibility, controlled lighting, wall systems for hanging art. Works well as ground-floor activation in mixed-use projects.

Artist Live / Work Space

Spaces that combine living with areas for creative production, allowing artists to both inhabit and practice their craft in the same unit. These spaces require flexible design standards–higher ceiling, durable flooring, good ventilation, and above average sound-proofing.

Creative Production Studio

Spaces for podcasting, recording, or small-scale media production. Needs soundproofing, modular recording booths, and strong electrical and data connectivity.

Artist-Designed Landscaping and Infrastructure

Functional public amenities designed or co-designed by artists. Could include benches, shade structures, crosswalks, and wayfinding elements that blend utility with creative expression.

Clarity on Building Standards–County-Wide

Artist Live / Work spaces frequently stumble under conventional building codes. The project team recommends that Artist Life / Work units be certified to comply with either the Residential Code or the Light Commercial Code (with habitable residential provisions, upon Building Official review. This flexibility lowers regulatory barriers and enables creative production and habitation to co-exist efficiently.

By-Right Artist Studios–County-Wide

To encourage a thriving creative economy and reduce barriers for small-scale artists, the County should permit artist studio spaces as a by-right use across residential zones. Allowing these spaces without requiring special exceptions or conditional use approvals will lower costs for artists, decrease traffic with fewer trips across the county, and accelerate the growth of local creative clusters.

Smaller Lot Minimums–Designated Areas Within the County

* High minimum lot-size thresholds hinder affordable, dynamic creative-district development–especially for infill, smaller-scale projects, and arts-organization-led projects. To support creative ecosystems, we encourage this as a feature of County Entertainment, Recreation, and Arts (ERA) Districts:
    - **Minimum lot area:** 1,000 SF (or 50% of the base district minimum, whichever is less)
    - **Front build to:** 0-10 ft; rear/side reduced if fire code is satisfied.
* These numbers were drawn from other regions where walkable and vibrant neighborhoods allow smaller-scale live/work spaces, studios, galleries, performance spaces, and adaptive reuse projects that are financially feasible and context-appropriate.[20]
* Smaller lot minimums could be incorporated into special County ERA Districts or, more simply, incorporated into proposed Mixed Use / Commercial zones.

Right-Sizing Existing Parking–County-Wide

Large surface parking lots are major obstacles to affordability and walkability–and they limit the sense of place and street life required for financially sustainable arts spaces. To address this:

* Permit private and public shared-use parking agreements. For example, a day office and a restaurant busy mainly in the evening could share resources.
* Enable the County to create parking districts with shared publicly-managed facilities, and waive minimum parking requirements for arts-space-inclusive properties in the parking district.
* Authorize infill of surface parking for residential, mixed-use, or commercial development, thereby converting under-used land into walkable, economically vibrant neighborhoods.
* Encourage temporary activation of open lots with programming such as parklets, pop-up events, and markets. This is already beginning to happen along some of the Route 301 properties and should be encouraged county-wide.

Develop a Multi-Use Walkway and Trail Network Across the County

PRIORITIES: Things to Do, Community, Beautiful Places, Placemaking, Nature

DESCRIPTION: Develop a multi-use trail network across Charles County to increase the opportunity for residents to experience the County's cultural and historic landscapes, as well as offer transportation alternatives to improve pedestrian connectivity and reduce vehicular congestion along County roads (trail corridors for future development have been identified on the Community-identified Public Arts and Culture Map). Further study needs to be done to determine the ideal trail corridors, phasing, costs, funding, and maintenance by the Department of Recreation, Parks and Tourism.

A multi-use trail system with enhanced and expanded multimodal (walking and biking) facilities will improve connectivity between local destinations, such as the denser commercial areas running along MD301 and the surrounding rural villages, as well as close gaps in the existing trail network of historic and cultural trails, including the Star Spangled Banner National Historic Trail and the Potomac Heritage National Scenic Trail. A successful trail network will provide residents and visitors of Charles County with more travel options and present a safe, comfortable, and enjoyable way for people to experience local arts and culture, which preserving and protecting County land. Additionally, a multi-use trail network will provide Charles County communities with transportation-specific benefits related to reductions in the number of vehicle miles traveled (VMT), including reductions in the estimated costs of congestion, vehicle collisions, road maintenance, and direct household vehicle expenses–as well as the estimate

IMPLEMENTATION CONSIDERATIONS

- Highlight the presence of existing trails by providing points of interest (historic signage and sculptural elements) and activities (interactive art installations) along the trails, generating more interest in the County's current multiuse trails, such as Indian Head Rail Trail. Whereas multi-use trails have historically been viewed as sites for exercise and transportation between communities, public art and cultural elements will help transform them into a continuum of arts experiences along the trail.
- Establish an advisory committee for trails, to include local trail advocacy and stewardship organizations, local artists, heritage and cultural organizations, County parks, transportation, and public works departments and the State Highway Administration, to guide a master planning process in developing trail locations, historic, cultural, and arts landmarks, amenities, and signage.
- Major considerations include American Disability Act (ADA) accessibility to ensure that any future trail development accounts for all abilities.
- Explore former (abandoned) rail lines for siting future trails and minimizing the environmental impact on existing natural resources and land.
- Develop public-private partnerships with trail advocacy organizations and volunteers to assist in the maintenance and stewardship of the trails.
- Consider expanding public waterway access and its role in a comprehensive trail system.

Agricultural Tourism and Rural Arts Experiences

PRIORITIES: Things to Do, Community, Nature

DESCRIPTION: Agricultural tourism–also known as agritourism–connects Charles County's agricultural heritage and natural beauty with new opportunities for economic growth, education, and community programming. By better integrating the arts into farm and nature-based experiences, the County can strengthen rural economies, expand tourism, preserve natural resources, and connect residents to local food systems and creative life.

Over the past few years, Charles County has made strong progress in supporting agritourism. Through efforts that span the Department of Economic Development, the Planning and Growth Management Division, and the County's Tourism Office, the County has preserved farmland, supported agribusiness operations, and promoted on-farm experiences such as farmers markets, pick-your-own farms, and educational tours. These programs form a strong foundation for creative rural tourism. The next step is to expand and coordinate these efforts with other mutually supportive sectors, particularly the arts.

By bringing together art, agriculture, and outdoor recreation, the County can foster unique Agri-Arts experiences that celebrate nature and the cultivation of the land. Agricultural tourism might include farm markets, artist residences on farms, seasonal festivals, vineyard and brewery events, outdoor performances, sculpture trails, artisan workshops, and eco-arts programming. More eclectic uses include haunted mazes, mini-monster-truck racing–all of the above is activity that, in one way or another, is already present in Charles County, but needs greater support and coordination to broaden community access and to improve financial viability for creatives and organizers. Together, these activities celebrate the County's landscape and traditions while diversifying farm income, strengthening rural economies, preserving natural resources, driving regional tourism, and connecting residents to local food systems and creative life.

IMPLEMENTATION CONSIDERATIONS

Expand Agritourism and Arts Planning and Program Support
Coordinate between proposed Arts Staff, proposed Arts Council, and various government departments and boards to incorporate arts elements into farm-supporting grant programs and align policies and marketing. Ensure professional development programming includes rural communities and farm-owners and workers. Continue expanding support for creative experiences such as haunted mazes, the mini-monster truck raceway, and outdoor movies.

Support the Development of Agri-Arts Hubs and Trails
Encourage and promote the establishment of Agri-Arts Hubs in key rural crossroads, such as Hughesville–spaces that highlight rural charm, are easily accessible to rural communities and agricultural producers, and are along well-traveled commuter and visitor routes. These hubs can include multi-farm single point-of-sale markets, artist studios, festivals, workshops, and seasonal events. In addition to these hubs develop a Charles County Agri-Arts Trail that links farms, wineries, vintage markets, and rural arts experience to create mutually supportive collaboration and marketing opportunities.

Waterfront and Shoreline Activation

PRIORITIES: Nature, Things to Do, Community, Beautiful Places

DESCRIPTION: With more than 183 miles of tidal shoreline, the rivers and creeks of Charles County are among its most treasured assets. These shorelines host valuable wetlands, forested edges, historic sites, and recreation access points used today for paddling, kayaking, bird-watching, and fishing. The next step is to enrich public access through art, culture, and light-touch placemaking–protecting the county's natural character while making the water's edge a meaningful and accessible cultural amenity.

IMPLEMENTATION CONSIDERATIONS

Small Town Shoreline Gateways

* Support towns such as Benedict in their roles as cultural water-edge gateways. Build on past plans from 1999, 2009, and 2012 to support arts programming, outdoor recreation, and small-scale public art as part of waterfront improvements
* Ensure public access points are enhanced with functional art design elements (seating, lighting, and signage).
* Explore whether existing or underutilized properties could be adapted for transformation into waterfront artist residencies or studios.

Waterways and Trails and Access

* Build on prior County waterfront and water path concepts to establish waterway trails across the county and a continuous trail connecting key access points to the water.
* Along the trail, install wayfinding art, benches, outdoor art pieces, and interpretive signage to transform access corridors into cultural routes
* Allow for light commercial activity near water access zones to support waterfront recreation while maintaining environmental integrity. This could include a kayak kiosk, a food truck, or equipment rental.

Professional Development Opportunities

PRIORITIES: Workforce Development, Community

DESCRIPTION: Artists, cultural producers, and arts administrators are drivers of a creative economy that requires both artistic excellence and managerial skill. Without deliberate consideration of the arts as a career and arts workforce development, creative careers stall or talent leaves Charles County for neighboring jurisdictions with stronger support infrastructure. Building local capacity through training, mentorship, and regional collaboration will help artists and cultural workers thrive–and ensure that Charles County supports a thriving creative workforce.

IMPLEMENTATION CONSIDERATIONS

Creative Workforce Training Grants
Establishing a recurring Creative Workforce Training Grant program to support artists, arts administrators, and creative entrepreneurs in pursuing professional development opportunities. These small grants ($100–$1,000) could fund attendance at workshops, conferences, business or marketing courses, or specialized technical training. The program would prioritize Charles County residents and arts professionals and could be administered by the proposed County arts staff or Arts Council.

Southern Maryland Arts Leadership Fellows
Create a Southern Maryland Arts Leadership Fellowship in collaboration with neighboring counties and regional partners such as the College of Southern Maryland, local arts councils, and cultural nonprofits. This program would support emerging arts leaders–particularly early to mid-career professionals–with learning about arts management, cultural planning, event coordination, and funding. Fellows would participate in peer-learning cohorts, rotating site visits, and professional development workshops. This regional fellowship model would build a connected network of professionals across Southern Maryland, fostering long-term collaboration, knowledge sharing, and leadership within the region's growing arts ecosystem.

Support Additional Arts Programming

PRIORITIES: Things to Do, Community, Placemaking

DESCRIPTION: This is a challenging matter without a cure-all solution: after extensive review of existing arts programming, arts organization offerings, arts leaders surveys, and general community surveys, it's clear there is both a strong presence of arts programming and, almost paradoxically, a stated lack of art programming. It's not that there isn't art in the county, it's that everybody is doing their own thing and not supporting each others' sales channels, that unstable arts spaces mean that community members regularly need to find new art spaces to get arts services from, and that non-walkable neighborhoods atomize communities and mean that marketing has to be more targeted. What's most needed are ways to stabilize arts spaces across the county, an easy way to improve access to marketing channels for all arts sector workers, and ways to connect people so that the most powerful outreach method-word of mouth- can do its job.

IMPLEMENTATION CONSIDERATIONS

- Incorporate private sector arts listings on "THE GUIDE"
  - This will also improve access to The Guide, because if more groups are involved, more groups will use it.
  - This will also increase access from the arts for a broader audience–survey respondents indicated a need for classes that are more geared towards teens and adults–without increasing costs or workload for the county.
- Having an arts liaison for the county would help with arts ecosystem connective tissue
- Create a 7 AM to 11 PM, seven days a week, goal for youth programming. This would seek arts programming for youth from morning through the late evening, approximately, to serve as youth development, delinquency prevention support, and support for working families.

> "It would be great having affordable spaces for events like our writing workshops or small performance spaces for performances. We offer creative programs for free, and it's hard to find good locations."
>
> **–YVONNE MEDLEY**
> THE LIFE JOURNEYS WRITERS GUILD INC.

COMMUNITY NOTES

"We need more programs that support youth in the arts, especially in the visual arts."

"I would love more advanced kids arts classes–go beyond basic crafts, especially for older kids."

"Charles County needs more community-based classes and events that address cultural representation across all ages and demographics."

"Would love to see art classes for seniors and professional music performances for youth/families to see professional artists in action"

"I would love to see more interactive and free recreational places to linger, learn, and enjoy community art."

"Broader classes that teach art skills for teens and adults are sorely needed in Charles County."

"Would love to see the county taking advantage of publicly owned spaces and private underused spaces (i.e. Neighborhood Community Centers HOAs) for small group activities and creative workshops."

Youth Arts Opportunities

PRIORITIES: Workforce Development, Things to Do

DESCRIPTION: While Charles County schools offer entry points in the arts, many youth report a lack of clear transition pathways into creative careers after graduation. Establishing structured mentorship pipelines ensures that creative youth can see a future in the arts locally–not just as hobbyists, but as professionals.

This could be further supported through additional support for visiting artists and arts professionals to the county school system, grants for paid internships for the arts, and tapping into proposed arts ecosystem networks to provide job fairs or arts career days.

IMPLEMENTATION CONSIDERATIONS

Visiting Artists and Arts Pathway Networks

Collaborate with local schools to fund bringing visiting artists into classrooms and afterschool programs. Pair these efforts with Creative Career Days or portfolio showcases to connect youth with mentors, internships, and higher education opportunities in the arts.

Creative Youth Micro-Grants

Establish annual micro-grants for youth-led arts projects, exhibitions, performances, and public art. These small awards ($100–$1,000) empower young creatives to develop their creative skills and bring art to their communities. Ideally, this program would also have a pool of arts mentors who could be paired with the youth to provide mentorship and guidance for the project.

Paid Arts Internships and Mentorship Programs

Provide grants or matching funds to arts organizations, nonprofits, and creative businesses to host paid youth interns, ensuring access and hands-on experience in the creative economy.

Support County Arts Ecosystem

PRIORITIES: Workforce Development, Community

DESCRIPTION: Charles County's arts ecosystem is scattered and siloed, with many talented individuals and organizations working in isolation. The lack of regular connection points leads to missed opportunities for collaboration, shared learning, and resource sharing. To build a strong arts ecosystem, the County should invest in a deliberate arts network infrastructure–spaces, programs, and relationships that help artists, organizations,and creative businesses build relationships with each other, learn through professional dialogue, and thrive in a shared arts ecosystem.

IMPLEMENTATION CONSIDERATIONS

Establish a Regular Arts Convening

The County should commit to supporting regular convenings for the arts ecosystem–ideally, monthly gatherings that blend professional dialogue with informal networking. One recommended model is a monthly themed conversation around professional issues in the creative sector, bracketed by light refreshments and conversation. This structure creates a sense of consistency for the arts sector, taps into a broad range of individual networks, offers professional development and networking opportunities, and establishes a broader dialogue and idea sharing in the county arts sector.

Provide Coordination and Capacity Support–Arts Ecosystem Capacity Grant

Hosting convenings and managing ongoing network coordination requires dedicated time and resources. The County should establish coordination funding grants or provide direct support through the proposed Arts Staff or Arts Council to manage these efforts. This support or grant would cover staff time, venue cost, facilitation, and outreach, ensuring that the work of connection and community-building is adequately resourced and sustained over time.

> "Several times a year, typically 3-5 in a group go into Washington DC to join others from around the area for a play, concert, etc. With dinner and the tickets for the event, we spend often $300–$500 (including the tickets) but had to drive to and fro. These are dollars that I would love to spend in Charles County. I'm confident we are not the only ones who do this either."
>
> **–SURVEY RESPONDENT**

Evolve Arts Alliance Into a New Charles County Arts Council

PRIORITIES: Workforce Development, Community, Placemaking

DESCRIPTION: A transparent, coordinated, and energetic arts council is absolutely critical for the execution of the recommendations within this plan and for a vibrant, dynamic, and well supported arts ecosystem. Our project team conducted a thorough review of peer arts councils in Maryland, interviewed Arts Alliance board and staff, and processed comments from community members to prepare this recommendation. The project team feels that in order to best support the county's arts ecosystem, this is the moment for the Arts Alliance to grow and evolve into a non-profit with a county-appointed board. Our research shows that as counties grow in population, their arts councils tend to shift from fully independent non-profits with county commissioner appointed board.

A transparent, coordinated, and proactive arts council is essential to realizing the recommendations of this plan and sustaining a vibrant, well-supported creative ecosystem. The current Charles County Arts Alliance has played an important role in advocating for the arts and managing the existing state block grant for the arts (CAD), but as the county grows, its cultural infrastructure must evolve to meet increasing demand for coordination, funding distribution, and community engagement.

Following a review of peer arts councils across Maryland, as well as interviews with Arts Alliance board members and staff, local arts leaders, and community members, this plan recommends that the existing Arts Alliance transition into a restructured Charles County Arts Council–a nonprofit organization established by the County Commissioners, with County-appointed board members.

This governance model is consistent with the structure found in a number of other Maryland counties, where the arts council serves as both a nonprofit and the county's official arts agency, enabling it to administer public funds transparently, expand programming, all while being able to access volunteer, donor, and grant resources.

IMPLEMENTATION CONSIDERATIONS

Memorandum of Understanding and Bylaws
outline new relationship between arts council and county government in a Memorandum of Understanding, plan transition process, governance structure, and funding framework.

Added Board Members
other examples of boards transitioning from independent non-profit to county-appointed non-profit will often include all existing board members. This ensures a smooth transition. There is also room, however, for then adding to this existing board, new members who can add fresh perspectives and additional energy.

Three-Year Strategic Plan
Develop a three year plan, aligning with Master Plan priorities.

Establish Dedicated Arts Staff Within RPT, with Goal of Growing Arts Team Within RPT

PRIORITIES: Workforce Development, Community, Placemaking

DESCRIPTION: This is a critical recommendation. Many of the recommendations included within this Master Plan will require skilled and dedicated staff capacity to manage, facilitate, or oversee their implementation. Moreover, in order to have a thriving arts ecosystem in Charles County, the county government desperately needs a clear point of contact for all matters art-related.

In the past two decades, the go-to person or division for the arts has shifted across PGM, Economic Development, and RPT, always dependent on the personnel preferences instead of a clear vision for the arts in the county. The lack of a go-to person or division also impacts county government operations–when an arts element is needed or is sought by another division, as appears to frequently happen, the county has no internal expertise of protocol.

A phased approach to address the need for dedicated arts staff is recommended. As an immediate step, the County should establish a dedicated full-time arts staff position within the Tourism Division. Of all County divisions, Tourism is currently the most closely aligned with arts-related activities, making it a practical initial home for this work. Housing arts within Tourism would require expanding the division's scope beyond its current, primarily visitor-focused mission–adding support for local arts development, programming, and creative ecosystem growth. A name such as Arts and Tourism may even be appropriate during this transitional period.

As programs mature, the County should reassess the staffing structure for the arts program and policy portfolio. When staffing increases to three or more full-time roles, the County should conduct a review as to whether programmatic workload has expanded to the point where a new structure or division may be warranted.

A dedicated full time staff and home within the County government would resolved the issues of resident services and internal organization, and would provide critical support to Charles County's arts ecosystem.

> "We need studio spaces like the Pyramid Atlantics in Hyattsville. It's a great community space and helped revitalize that corridor. It's small but it's big in its impact. It draws people in and is grounded in the place and its people."
>
> –PUBLIC MEETING ATTENDEE

IMPLEMENTATION CONSIDERATIONS

Interim Structure (1-2 Staff)

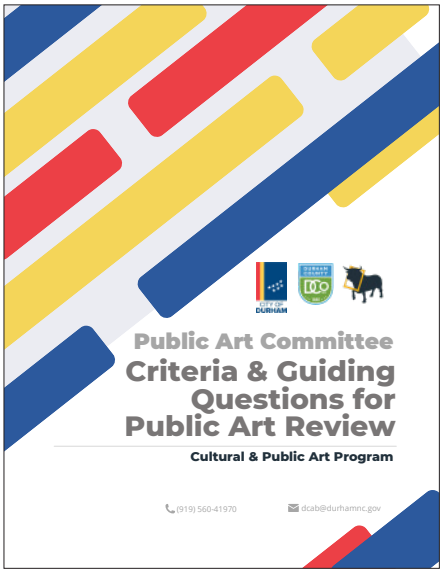
- Add a full-time Arts Coordinator or Arts Program Manager within the Tourism Division
- Expand the division's mandate to include arts support, cultural programming, and creative ecosystem development.
- Coordinate closely with other County departments and the proposed Charles County Arts Council.

Long-Term Structure (3+ Staff)

- Explore a dedicated Arts Division within RPT, responsible for countywide arts policy, program management, grants administration, public art oversight, and cultural planning.

Working with a new Arts Council

- If the proposed new Charles County Arts Council is established alongside a new arts staff, one of the roles of the arts staff will be to coordinate policy across the county government, communications, offer oversight, support with county-managed grants, seek regional, state, and federal grants, and oversee review of public art and parklet proposals.



Establish Process for Reviewing Public Art

PRIORITIES: Beautiful Places, Placemaking

DESCRIPTION: It is important that when a person, organization, company, or government entity in the county is seeking to create a work of art in the public realm, that there is a clear, efficient, rational, and consistent process for them to receive approvals. Moreover, there is a growing dialogue that murals and public art may often be considered as free speech, with lighter restrictions on its approval versus signage.

The project team recommends modeling this process on the City of Boston's Public Art and Design Proposal system and the Montgomery County Public Art Proposal Review system, which emphasizes collaboration, clarity, and inclusivity.

This process would be housed under the proposed division of art and culture.

Standardized Application Portal: A clear online submission process for individuals, organizations, developers, and County departments seeking to install public art.

Preliminary Staff Review: County public art staff (or designated arts council representative) review proposals for completeness, feasibility, and site appropriateness within two weeks of submissions.

Site Permissions: County staff coordinate with relevant property owners or departments to verify permissions and regulatory compliance (planning, historic, or environmental review)

Tiered Review Path:

- Temporary artworks
- Permanent artworks

IMPLEMENTATION CONSIDERATIONS

Adopt policy language to formally define review roles, meeting schedules, and documentation standards. Ideally, this is prepared in a clear and easily digestible 1-2 page document. Proposal information should be commensurate with the scale of the project and whether it is temporary or permanent.

* Reference models from City of Boston, Arlington County, and Montgomery County.[35, 36, 37, 38]
* Include clear distinctions between temporary, semi-permanent, and permanent artworks

Establish oversight structure

* Create a Public Art Review Committee overseeing by the proposed Division of Art and Culture, with representation from planning, parks, tourism, public works, arts leaders, community members, and the proposed arts council. Define quorum, meeting frequency, and decision-making authority.

Develop application and review forms

* Create standardized templates for proposals (art concept, site plan, maintenance plan, budget etc.)
* Include accessibility and ADA compliance questions.

Establish an online platform for submissions, transparency, and tracking

* Build or adapt a simple digital portal (example platforms include Submittable, Airtable, and a County website form)
* Include downloadable clear and digestible templates, FAQs, and guidance documents–Boston does an excellent job with this and can be used as a reference.

Develop a Public Art Process Guide

* Provide a step-by-step visual of the process
* Include checklists for artists, developers, community groups, and County staff.
* Feature contact information for County arts staff or designated liaisons.

Develop staff and reviewer capacity

* Hold training sessions for County staff, Arts Council members, and reviewers on criteria, evaluation standards, and communication protocols.
* Establish clear channels of communication for troubleshooting related to various subject areas, knowing how to refer a project to public works, planning, etc. for questions or review.

Pilot with one or two projects

* Test the process using both a County-initiated project and a community-led or developer-led project.
* Collect feedback from artists, staff, and community participants.
* Refine timelines, approval thresholds, and forms based on pilot results.

Establish regular review calendar

* Set predictable meeting dates
* Define clear turnaround times for application review (typically 4-6 weeks)

Integrate with capital planning and zoning review

* Embed the public art review step in the County's existing development and permitting workflow.

Create a public-facing project database

* Develop a searchable online map showing artworks, artists, and project details. GIS offers an excellent way of mapping this information.

Provide applicant support and outreach

* Offer technical assistance workshops for first-time applicants.
* Translate application materials as needed to ensure broad access.
* Develop an annual "How to Propose Public Art in Charles County" info session open to the public, perhaps in partnership with the Chamber of Commerce, an arts organization, or at an arts event such as Art Fest.

Create standardized templates for proposals, site agreements, and maintenance plans.

Provide clear review timelines

Ensure accessibility through community outreach, technical assistance, artist information sessions, and artist workshops.

Establish Process for Parklets (with Possible Program)

PRIORITIES: Beautiful Places, Placemaking, Nature

DESCRIPTION: A County parklet program would encourage re-use of parking or paved spaces for public and private benefit. Parklets are small public spaces that creatively repurpose portions of open space–typically on-street parking, street edges, or areas of excess pavement or surface lots–to provide people places to gather, rest, and interact. They can include seating, planters, shade, art, and other design features that make streets more welcoming, active, unique, and pedestrian-friendly.

Parklets demonstrate how modest, low-cost interventions can transform everyday infrastructure into lively community spaces. They represent an opportunity to connect arts, mobility, and local commerce–particularly in downtown La Plata, Waldorf's commercial corridors, and town centers and main streets across the County's towns and villages.

Currently, there is no formal process for public or private entities to propose and establish parklets in the County. Establishing a clear framework would enable residents and local businesses to participate in creating walkable, artful spaces in the County that also establish a unique identity and drive local commerce.

IMPLEMENTATION CONSIDERATIONS

Adopt County Parklet Policy with Guidelines

Establish clear policy language that allows temporary or semi-permanent parklets within public rights-of-way and private parking areas. Define eligible locations, timeframes and basic safety standards. Ensure that the standards are accessible and achievable. For process simplicity, this could also be reviewed by the proposed Public Art Review Committee.

Establish easily attainable waivers for existing parking minimums to create parklets in surface parking lots–many of the existing parking minimums in the county are very high and result in substantial empty lot space that could be converted into other use.

Launch Pilot Program with Straightforward Application and Small Support Grants

Draw from existing experience to craft a straightforward application where applicants can submit a design sketch, location map, and simple maintenance and removal plan.

Offer modest grant ($500–$2,500) to support local groups and small businesses with launching pilot parklets

Grow and Sustain Program

Evaluate pilot results, refine design standards, possible establish a rolling "Parklets and Placemaking" program with an application each spring and fall.

Establish Capital Funding for Arts Spaces

PRIORITIES: Arts Spaces, Things to Do, Workforce Development, Placemaking

DESCRIPTION: There is a dire need for arts spaces across the county, and this need will continue to grow as Charles County welcomes more residents. Moreover, local arts entrepreneurs establishing and managing arts spaces in the county are in need of capital investment to establish arts spaces with greater capacity and capacity for financial sustainability. Even if a large, county-wide arts center were to be developed, with the population growth that Charles County is expecting, the county will need additional arts spaces to avoid over capacity at a large central arts center.

The project team recommends that the County establish a rolling grant program for capital improvements for arts spaces. Such a program would offer funding to arts organizations and private arts ventures for capital projects that would create arts spaces in the county. This program would also bolster the likelihood of leveraging county dollars to aid local organizations in landing funds from the State's capital funding for the arts program. To have a sufficient impact, the project team proposes a $80,000–150,000 annual fund, leveraging this funding to double the investments in private sector arts infrastructure, and help to establish more stable arts spaces to serve county residents and to attract visitors.

IMPLEMENTATION CONSIDERATIONS

- Structure the fund as a competitive grant program with eligibility for nonprofits, small businesses, and community-based arts developers. Prioritize adaptive reuse of existing buildings, creation of shared-use facilities, and integration of arts into mixed-use and commercial developments.
- Grant should be on frequent grant-giving cycles, at least every six months, to better align with the time-sensitive needs of capital investments.
- Administer the program via the proposed arts staff, to ensure alignment with broader arts funding and policy priorities.
- Coordinate with zoning updates and ERA District development to ensure clustering of arts uses and alignment with County growth plans.

Percent for Art

PRIORITIES: Beautiful Places, Placemaking, Workforce Development

DESCRIPTION: A Percent for Art policy ensures that as Charles County grows, that art is built into its very foundation. This policy dedicates a small percentage of County capital construction and maintenance budgets–typically between .05% and 1.5%–towards the commissioning, fabrication, and maintenance of public art.

This policy ensures that new public buildings, parks, and infrastructure reflect the County's character, values, and aspirations–creating spaces that are not only functional, but beautiful, welcoming, and memorable.

Eligible expenditures would include permanent and integrated public artworks such as murals, sculptures, mosaics, functional art, and design features in civic and outdoor environments, as well as artist fees, project management costs, community engagement, and associated programming costs.

Pooling together funds

To maximize the impact of each project's Percent for Public Art, it is recommended that Charles County pool all Percent for Art contributions into a single Public Arts Fund in order to achieve a larger scale of project. Pooling funds allows the county to achieve greater scale and visibility, concentrating resources into major landmark projects. Pooling funds also allows strategic distribution of artworks across the county ensuring access across more urban, suburban, and rural areas.

When funds remain isolated within individual project construction budgets, projects often yield smaller, less visible results. The project team encourages the county to use this pool of funds for large and significant scale projects, with an occasional medium-scale project included.

Capital Funding vs. General Funding

Percent for Art programs are most effective when tied to capital funding because capital budgets support long-term, physical improvements–buildings, schools, parks, infrastructure–making them the appropriate source for commissioning permanent public artworks. These projects are one-time investments with long lifespans, aligning public art with capital construction ensures that artworks are integrated into public spaces for the outset and that funding grows proportionately as the County grows.

By contrast, recurring arts needs such as programming, community engagement, grants, and education, require predictable year-over-year support. These programs should not depend on Percent for Art dollars, which fluctuate with construction cycles and cannot provide stable operating funding. Keeping capital-based public art separate from general operating investments allows Charles County to pursue bold and impactful public art through its capital improvement program Percent for Art, while ensuring that ongoing arts programs remain reliable, resilient, and sustainably funded.

IMPLEMENTATION CONSIDERATIONS

Adopt Percent for Art Ordinance

Work with County Commissioners, county staff, the envisioned arts council, and legal counsel to establish a formal Percent for Art ordinance. Define eligible capital projects and specify contribution rate. The project team recommends 1% of capital costs.

Create Public Arts Fund

Pool all Percent for Art contributions into a dedicated, interest-bearing County fund. Allow funds to roll over each year, enabling the County to combine allocations to create larger and more impactful projects.

Oversight and Management

Assign the proposed Charles County Arts Council to oversee the selection of the public and to project manage its creation and maintenance. Integrate review and coordination with County departments early in project planning.

Establish County Entertainment, Recreation, and Arts Districts and Seek State of Maryland Arts and Entertainment District Designations

PRIORITIES: Arts Spaces, Things to Do, Workforce Development, Placemaking

DESCRIPTION: Designating areas as special Entertainment, Recreation, and Arts (ERA) Districts can help acknowledge the presence of creative sector clusters and support their growth. The State of Maryland has an Arts and Entertainment District designation that comes with a number of benefits, but the County can also designate areas as County Entertainment, Recreation, and Art Districts (ERA Districts) to great effect.

State Arts and Entertainment (A&E) Districts–TThe State A&E District designations offer access to state grants for operating support and creates a framework for local policy innovation. In addition to direct benefits from the State of Maryland, such a designation can incentivize important policy changes favorable towards a vibrant arts ecosystem and also drive additional private sector contributions towards the arts.[38]

Arts and Entertainment (A&E) Districts are formal designations for the state of Maryland that "help develop community involvement, tourism, and revitalization through tax-related incentives." There are currently 29 A&E districts across the state, and they have significantly contributed to the vibrancy, visibility, and the create sector where they are established.

State A&E District benefits for artists and investors in arts spaces:

Property Tax Incentives–The owner of a manufacturing, commercial, or industrial property is eligible for a property tax credit based on the difference between the pre- and post-renovation assessment of the property when it has been wholly or partially renovated for use by "qualified residing artists" or "arts and entertainment enterprises." The amount and duration of the tax credit, as well as the application process, is determined by the local government.

Artist Income Tax Subtraction Modification–A "qualified residing artist" who lives in Maryland and sells "artistic work" in any of the A&E Districts throughout the state is eligible for the income tax subtraction modification on income derived from their in-district sales (for performing artists, this includes income derived from performances in a district; for all "qualified residing artists," this includes internet sales originating in a district).

Admissions & Amusement Tax Exemption–Local governments may exempt the admissions and amusement tax gross receipts from any admissions or amusement charge imposed by an "arts and entertainment enterprise" or a "qualifying residing artist" in an A&E District.

County Entertainment, Recreation, and Arts Districts (ERA Districts): While Maryland has a statewide program for supporting established arts districts, there is nothing stopping a County from creating arts district designations to support nascent creative sector clusters and offer its own policy support. As described in this plan, there are certain land-use and policy programs that could support the creation of Entertainment, Recreation, and Arts Districts. Policy recommendations could include:

- Smaller Minimum Lot Size–To offer more opportunity for affordable arts spaces and walkable neighborhoods.
- Preference on County Arts Grants–Preference for applicants applying for the proposed grant for capital funding for arts spaces or proposed public arts grants.
- Waived Local Taxes and Fees–Mirror state program by waiving property taxes and local sales tax on sales on spaces and products involving the arts.
- County Support–Support from county staff or county arts council in managing and organizing ERA District and in helping to identify and secure additional grant funding support.
- Mixed-Use Zoning–Arts thrive with flexible, adaptable, and walkable spaces. Mixed-use is recommended for any County ERA District.

IMPLEMENTATION CONSIDERATIONS

While there are substantial benefits to this program, it requires thoughtful management, organizing, and upkeep. To be effective, an A&E District must be coordinated by a designated entity, maintain a registry of artists and arts businesses, and regularly track outcomes to maintain compliance with the Maryland State Arts Council's requirements.

Local action before State action–While a state designation of an Arts & Entertainment District can confer substantial benefits, the County can always take action to nurture and support creative clusters–implementing policies and support at a county level.

Possible State Arts Entertainment Districts and County Entertainment, Recreation, and Arts Districts

After review, three areas in Charles County stood out as strong candidates for becoming State Arts & Entertainment Districts and County Entertainment, Recreation, and Arts Districts. Some are more developed and organized than others, and will require various levels of attention to acquire a formal state designation.

La Plata Center–Town Center Arts District

La Plata Center is an ideal candidate for an Arts & Entertainment District. La Plata has a clear town center with a strong creative economy presence–including a playhouse, tattoo parlors, a gaming store, several art boutiques, resident artists, and a collaborative municipal staff. Keep La Plata Beautiful has also done significant organizing within the arts, non-profit, and business community–resulting in regular and well attended arts events, a new bird-city-themed park, multiple public art installations, and a community clean-ups.

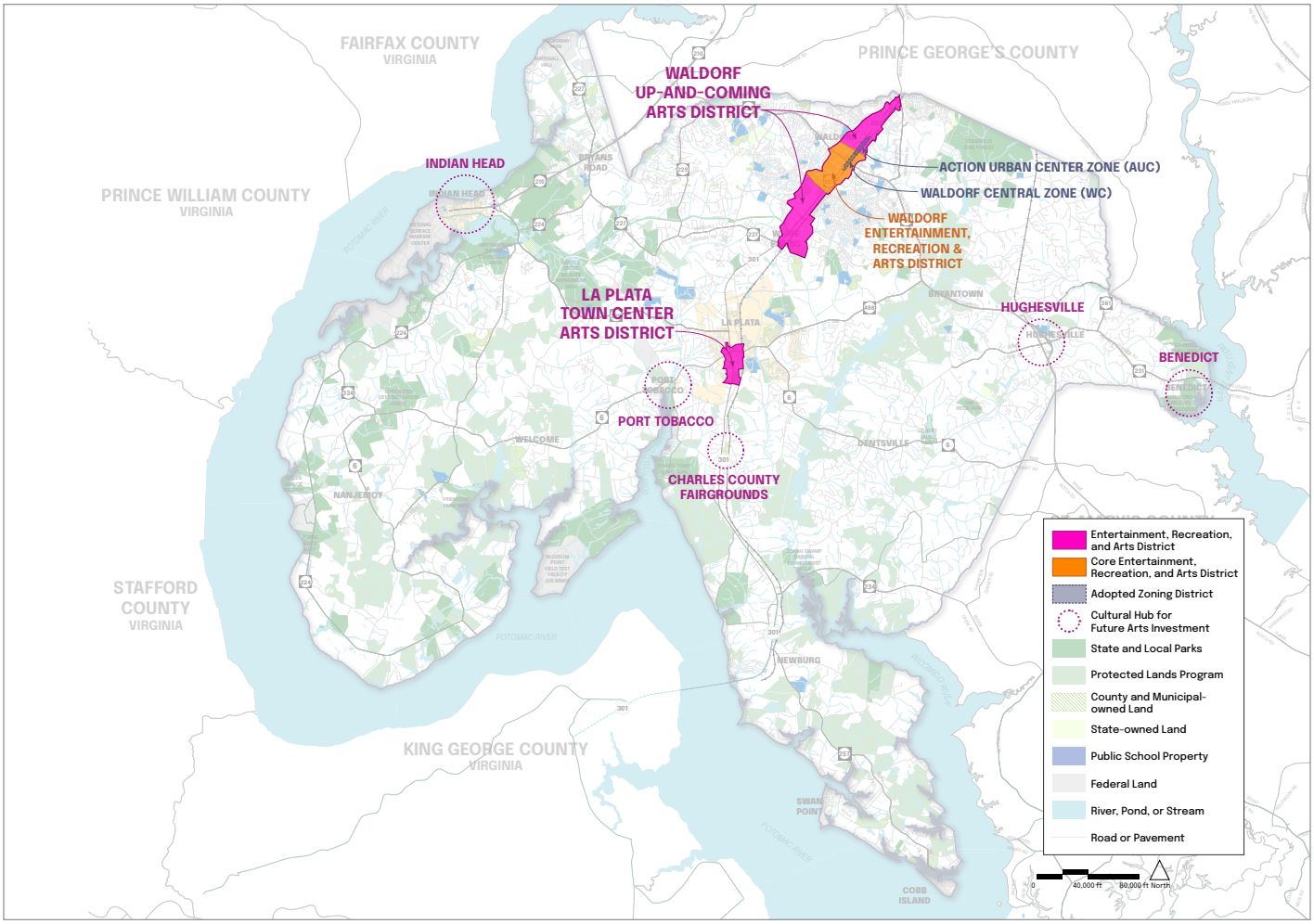
Between 2019 and 2021, La Plata conducted substantial groundwork to receive an Arts and Entertainment District designation–engaging 188 people in a community survey, identifying core arts leaders and businesses, and making a compelling case for a growing arts district in the county and the state of Maryland. Having reviewed the original A&E District submissions documents and having seen both the progress made since then and the continuing energy and momentum, the project team feels that now is the time for La Plata's Town Center to become an Arts & Entertainment District. With regards to the town center map area, the project team encourages the organizers to slightly expand the area to include the properties up to Rt.301 and east of Oak and Kent Street–these areas have substantial surface parking, which could be valuable development opportunities for artist studios and housing.

Route 301 X Old Washington Road–Up-and-Coming Arts District

The area in Waldorf and White Plains along Route 301 and reaching towards Old Washington Road presents a natural and timely opportunity for the eventual development of a County Entertainment, Recreation, and Arts (ERA) District and an eventual designation by the state as an Arts & Entertainment District. Both the population and commercial heart of the county, this area is also the home to a significant and growing cluster of artists, creative workers, and residents who value the arts. In the older shopping centers, the St.Charles Mall, and strip malls, arts uses have already begun to take root–arts schools, dance academies, boutique craft stores, paint and sips, banquet halls, galleries and rehearsal spaces–hinting at the area's creative potential. Moreover, the County is already supporting a major investment in the area with the upcoming Charles County Sports and Wellness Center adjacent to the St.Charles Mall.

Despite its role as the County's commercial hub, Waldorf lacks a true downtown or central gathering place. Efforts for a revitalized Old Washington Road are now underway. The County should plan the establishment, first, of a ERA District and, after some time, a State A&E District. Covering the area of the Old Washington Road revitalization through to the commercial corridor along Route 301 would create a sense of place, identity, and economic vitality driven by the arts.

To be successful, this district will require support from a lead organization, similar to Keep La Plata Beautiful, to organize and coordinate the arts organizations, small businesses, property owners, developers, civic leaders, and artists in the area. This group would champion the area's creative sector, coordinate marketing and events, maintain an artist registry, and guide the application process of State designation. The proposed arts council or the proposed County Arts Staff would both be excellent starting points for coordinating either a working group for Waldorf or spinning off a new organization. Once a critical mass of arts entities and momentum has formed, it will be appropriate to seek State designation as an A&E District.



Cultural Hub for Future Arts Investments

Indian Head and Hughesville Crossroads–among others–are identified as cultural hubs for future arts investments–while they may not yet meet the scale of arts activity required for a State-designated Arts & Entertainment District or County ERA Districts, their unique mix of small town and rural charm, natural beauty, and creative enterprise make them areas to keep in mind for future investments in the arts.

Situated in smaller and more rural communities across the county, these areas could leverage these features to celebrate the arts, sustainability, and the intersection of agriculture and culture. These areas could include farmers markets, vintage markets, seasonal festivals, artisan workshops, agricultural demonstrations, farm-to-table experiences, and nature-inspired public arts.

The County could work with local property owners, market operators, and regional agricultural and arts organizations and businesses to establish the framework for these areas by supporting small-scale infill, adaptive reuse of existing buildings, and flexible small-scale

mixed-use zoning for artisan agricultural enterprises. With these actions, the County can help cultivate these cultural hubs into models for small-town and rural creative placemaking–places where art, farming, and community life thrive together.

Annual or Semi-Annual Cross-Department Meeting to Share Arts Updates and Opportunities

PRIORITIES: Beautiful Places, Placemaking, Workforce Development

DESCRIPTION: To ensure that the arts are fully integrated into County decision-making, regular cross-departmental coordination meetings should be established. These meetings, held annually or semi-annually, would bring together staff from departments such as Planning Growth Management, Economic Development, Recreation Parks and Tourism, and Public Works, to share updates, opportunities, and project pipelines where the arts could add value.

By creating a standing forum for communication, the County can identify early opportunities for artist involvement in capital projects, infrastructure improvements, placemaking efforts, community programs, and outreach engagement. This coordination would help align goals, reduce duplication, and ensure that the arts are viewed as a strategic tool for a more thoughtful, responsive, and impactful county government.

IMPLEMENTATION CONSIDERATIONS

* Designate an Arts Liaison in each relevant department or division
* Host annual or biannual meeting led by a new County arts staff member. Use meetings to review upcoming capital improvements, grant opportunities, and creative collaborations.
* Track cross-departmental partnerships in an annual public summary to demonstrate impact.

DID YOU KNOW?

How Arts Help Government Engagement

There is a growing movement of Artist In Residence in Government programs, where artists are paired with departments such as water treatment, planning, libraries, transportation, schools, and more.

Artists work, embedded within departments, to develop artworks that explore the department's work–improving access and transparency, and even prompting new policy for the department regarding overlooked elements.

Two excellent examples: the City of Boston, MA, which has developed a robust artist in residence program over the course of nearly a decade.

In a much smaller town context, the town of Granite Falls, MN, pop.2260 began a highly impactful artist residency that improved awareness of government programs and increased social capital. This may be an exciting program to build into future planning for the County.[40, 41]

Regular Review of Master Plan– Every Five Years

PRIORITIES: Community, Placemaking, Beautiful Places, Workforce Development, Art Spaces

DESCRIPTION: To keep the Public Arts and Cultural Master Plan relevant and responsive, it should undergo a formal review and refresh every five years. This ensures that County priorities, community demographics, economic trends, and lessons learned, are consistently reflected in implementation efforts. Regular evaluation allows the County to celebrate progress, recalibrate funding strategies, and maintain momentum.

The review process should be community-informed and data-driven, combining public input, creative sector feedback, and measurable performance indicators. For instance, the update could include the number of new public art projects completed, workshops hosted, and creative businesses and organizations supported.

IMPLEMENTATION CONSIDERATIONS

- Establish five-year review cycle incorporated into eventual Arts Councils operating framework
- Host a community roundtable to gather feedback on needs, opportunities, and emerging trends.
- Send out survey for community engagement opportunity
- Use review outcomes to adjust implementation tactics, refresh creative placemaking goals, and reallocate program funding, if needed.
- Produce a public progress report summarizing achievements, challenges, and updated priorities

Increase County Arts Funding

PRIORITIES: Art Spaces, Things to Do, Workforce Development, Community, Beautiful Places

DESCRIPTION: To achieve the goals established by this Master Plan, Charles County must increase its investment in the arts. The County currently ranks among the bottom in Maryland for county arts funding, even as its population and economy continue to grow.

At present, the only dedicated arts funding in Charles County comes from the Maryland State Arts Council (MSAC). In FY24, the Charles County Arts Alliance received $222,325 in total revenue–equivalent to just $1.27 per resident. By contrast, the state median is $4.12 per capita and the average (excluding outliers) is $5.12 per capita.

These investments would generate a significant return in economic activity, quality of life, youth engagement, youth engagement, tourism, and civic identity, while positioning Charles County to attract new state, federal, and philanthropic resources.

To ensure responsible growth, the County should phase in new funding levels over three years, allowing both the proposed County arts staff and the proposed Arts Council to build administrative capacity, develop programs, and measure impact.

There are a number of funding options available for the county. These could include incorporating arts funding into a general county funding line item, adding it as a specific use related to a flat county-wide fee, a percentage of sales tax, or a hospitality or lodging fee. This funding to the arts should also reach the final funding amounts on an incremental basis over a three year period–particularly in the case of a more significant investment for the arts. This would allow both the arts staff of the county government and the arts alliance an opportunity to establish processes and build capacity in order to handle larger funding amounts and more complex programs.

Funding Options

County-wide Flat, Per-Person Fee–A dedicated, predictable funding stream based on a flat per-person fee that would directly support arts programming, public art, and arts grants.

General Fund Allocation–A recurring line item in the County's General Fund would provide flexible funding for the arts.

Sales Tax–Dedicate a small portion of existing or new sales tax revenue to the arts.

Transforming the Local Creative Landscape

Bringing Charles County to even the state median would transform the local creative landscape:

STATE MEDIAN

At **$4.12 per person**, county contribution of $497,262

STATE AVERAGE

(excluding outliers)

At **$5.12 per person**, county contribution of $671,740

TOP THIRD STATEWIDE

At **$7.00 per person**, county contribution of $999,758

Summary of Budget Impacting Programs

This Public Arts and Cultural Master Plan identifies a range of policies and programs to strengthen the arts ecosystem in Charles County. Some of these policies include programs that require recurring investment beyond staff capacity. The purpose of this section is to provide an overview of programs that will have direct budget implications.

How to Read This Section:

Recommended Grant Size:
The grant figures are starting points. Grant amounts may be adjusted as programs are piloted and revaluated.

Estimated Grants Per Year:
Initial estimates are based on county population, program demand, and possible funding size of the program.

Pilot-First, Scale Next:
Programs start small as pilot programs and then grow to meet the needs of the county.

Why No Final Budget:
This Master Plan is intended as a roadmap for the County and its partners to make priority decisions as to how to invest resources into the arts. Final budget allocations should be determined by County leadership as programs are developed and continuously assessed.

RECURRING PROGRAMS

Micro-Grant Art Program–
High-volume, low-cost grants supporting community-led creativity across the County.

- Recommended Grant Size: $100–$350
- Estimated Grants Per Year: 40–60

Creative Workforce Training Grants
Skill-building, professional development, and certifications for artists and creative workers.

- Recommended Grant Size: $100–$1,000
- Estimated Grants Per Year: 40–80

Southern Maryland Arts Leadership Fellowship
Developing regional arts leadership through cohort-based professional development.

- Costs: Programming and stipends for fellows
- Estimated Fellows Per Year: 6-24

Arts Ecosystem Capacity Grant
Support for collaboration, arts network building, and organizational capacity within the creative sector.

- Recommended Grant: $1,000–$10,000
- Estimated Grants Per Year: : 15

Creative Youth Micro-Grants
Funding for youth-led creative projects with artist-supervisor support

- Recommended Grant: $100–$1,000
- Stipend for Artist-Supervisor: $500
- Estimated Grants Per Year: 20–40

Paid Arts Internships and Mentorship Programs
Workforce pathways for young creatives matched with local businesses, nonprofits, and artists.

- Recommended Grant: $1,500–$3,000 per intern
- Recommended Stipend: $1,500 per placement
- Estimated Internships Per Year: 10-20

Parklet Program and Grant

Artist-designed outdoor public spaces and creative placemaking activations

* Recommended Grant: $500–$2,500
* Estimated Grants Per Year: 10-15

Capital Funding for Arts Spaces

Investment supporting development of cultural facilities, maker spaces, studios, and creative workspace .

* Recommended Grant: $10,000–$50,000
* Estimated Grants Per Year: 3–4

Percent for Art Ordinance–Public Art Program

A dedicated public art program funded through County capital projects.

Not included in this section because funding is tied directly to County capital expenditures rather than general funds.

ONE-TIME EXPENDITURES

These planning and feasibility studies may be required to support major cultural investments, but do not recur annually.

* Feasibility Study for Central Arts Venue
* Study for Parking Consolidation
* Study New Trails and Paths

IMPLEMENTATION CONSIDERATIONS

Adopt a County Arts Funding Policy

* Establish a clear target for annual per-capita investment, with phased funding benchmarks.
* Clarify who will be receiving these funds. Based on Master Plan recommendations, most funds will eventually be likely to be managed by the proposed arts council.

Adopt a County Arts Funding Policy

* Seek MSAC, National Endowment for the Arts, and other foundation matching funds.
* Develop public-private partnerships to support new funds.

Percent for Public Art vs. General Arts Funding

* A percent for public art ordinance is an impactful tool for supporting public art in a community. However, due to the irregular funding amounts that are dependent on public capital improvement projects, this funding is best used for one-time investments like public art–and its administration and surrounding programming. For regular arts programming and grants–that benefit from stability and predictability it is preferable to support these from a more stable funding source.

> Personally, the arts are my safe haven. They are my means of connecting deeply with myself, others and the world around me. They've shaped my voice, my motivation, and my resilience.
>
> –SURVEY RESPONDENT

10

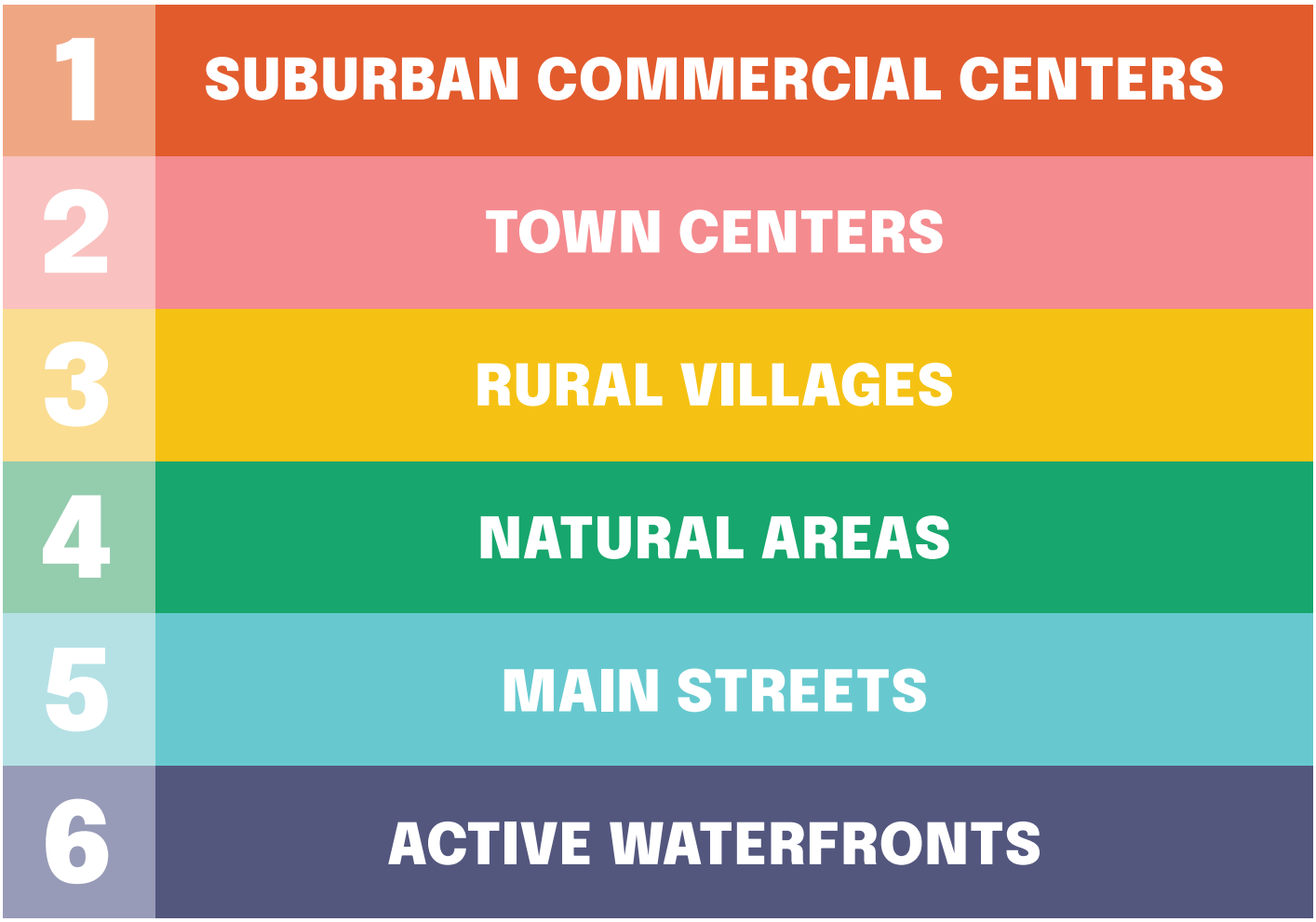
PUBLIC ARTS & CULTURE IN PRACTICE

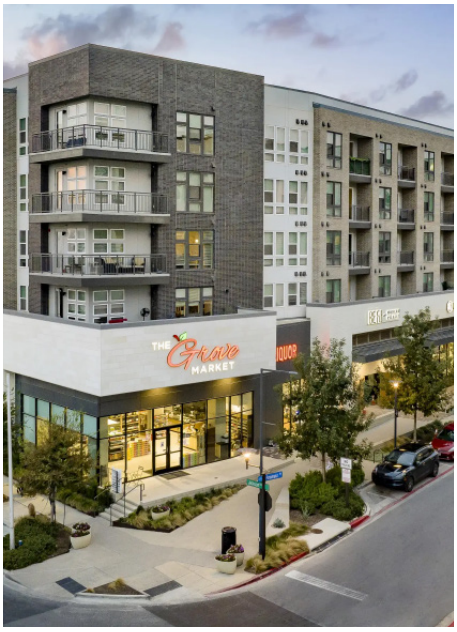
Typology of Public Arts and Cultural Sites

Charles County includes a wide range of landscapes and built environments across its 634 square miles, from busy commercial corridors to quiet forest trails–this Master Plan hopes to offer guidance on this broad range of spaces. The Master Plan proposes multiple, coordinated tactics, broken down into "public arts and cultural types" that highlight the kind of partnership needed to successfully implement arts and culture projects across the County. Each public arts and cultural type includes descriptions of specific features, amenities, and activities best suited for serving the goal of that type.

The typology was developed as a way of classifying public spaces in Charles County, based on their land use (function) and their physical and cultural characteristics. The purpose of this typology is to support a diverse County identity, encourage the potential of different public spaces, and inform design decisions at the community-level when approaching projects on any individual site. This approach also offers flexibility to the County, so that as the communities within the County evolve, it can draw from the appropriate type.

Typology of Sites





Suburban Commercial Centers–301 Strip Mall

Much of Charles County has been developed on the model of suburban commercial development: major arterial highways lined with shopping strips and out-buildings with large swaths of land utilized solely for parking and design focused mostly on vehicular accessibility. Placing retail-only uses within strip malls and commercial centers have led to businesses struggling to remain open, due to the general trend of retail disruption and store closings as shoppers move online and a lack of pedestrian-friendly activity. While the existing shopping centers face economic challenges, the neighborhoods surrounding them continue to see new (and relatively dense) residential development, as people and families move to Charles County from the surrounding areas.

Placing retail-only uses within strip malls have led to businesses struggling to remain open

SUBURBAN COMMERCIAL CENTER - WALDORF

PROPOSED BUILDING

PUBLIC OPEN SPACE OR PARK

GREEN SPACE OR POCKET PARK

CULTURAL SITE

PARKING AREA & FLEXIBLE SPACE

COMMUNITY PORTAL

PEDESTRIAN-CENTERED STREETSCAPES
ESTABLISH A LAYOUT OF STREETS AND SIDEWALKS THAT SUPPORTS GROUND-FLOOR RETAIL

COMMUNITY-BASED ART STUDIOS, REHEARSAL SPACES, AND PERFORMANCE VENUES
IN VACANT RETAIL SPACES

TRAFFIC CALMING MEASURES TO REDUCE VEHICULAR SPEEDS

CONNECT TO ADJACENT NEIGHBORHOODS AND NATURAL AREAS WITH PEDESTRIAN PATHWAYS/ TRAILS

CONSOLIDATED PARKING

EXISTING BUILDING (EX.)

CAVA

ADDED TREES AND PLANTINGS TO SCREEN ADJACENT HIGHWAY

ANCHOR PUBLIC OPEN SPACES
CONNECT NEW & OLD DEVELOPMENT & ANCHOR RETAIL TENANTS

OLD WALDORF SCHOOL

BERRY ROAD

MD 301 CRAIN HIGHWAY

SHARED PARKING STRATEGIES, SUCH AS PARKING GARAGES
CONSOLIDATE AND REDUCE THE AMOUNT OF LAND DEDICATED TO PARKING

INFILL AND ADAPTIVE REUSE OF BUILDINGS
CONSOLIDATE COMMUNITY ACTIVITIES & INCREASE ACCESSIBILITY

INVESTMENT IN STREET & ROADWAY INFRASTRUCTURE TO PROVIDE SAFETY MEASURES FOR PEDESTRIANS, SUCH AS CROSSWALKS AND SIDEWALKS

OLD WASHINGTON ROAD

0' 250' 500'
SCALE: 1"= 250'

Focusing on mixed-use design strategies, such as infill development, adaptive re-use, improved walkability, and better connections between commercial uses and surrounding residential areas, and allowing for a variety of land uses, such as arts spaces, offices, community open spaces, and residences, can lead to economic transformation for these large retail centers as well as create vibrant new community hubs. Strategies for adding public arts and culture to enhance suburban commercial centers include:

Promoting redevelopment of commercial centers into mixed-use places with strong connections to surrounding communities.

- Transform underutilized parking lots into redevelopment sites for added density and compatible uses.
- Establish a layout of streets and sidewalks that supports ground-floor retail and makes movement within and through the site more efficient and enjoyable. Developing sidewalks and trail systems that allow pedestrians to safely walk and bike around and through retail centers, as well as continue off-site to adjacent neighborhoods and residential areas, improves walkability. Design features include widening sidewalks, improving crosswalks, installing landscaping and green buffers between roadways and pathways, and providing adequate signage or wayfinding features. Create and expand trail access points to nature wilds, such as the Indian Head Rail Trail.
- Create public open spaces that connect new and old development and anchor retail tenants by providing space for seating, outdoor programming, and visibility from the surrounding streets. Design features include trees and landscaping, recreational amenities, public art, and murals.

Facilitating infill and adaptive reuse of buildings and sites to reduce development sprawl and consolidate community activities to increase accessibility and activate spaces.

- House community-based art studios, rehearsal spaces, and performance venues in vacant retail spaces, offering easy access for artists and the general public and creating a social network of community artists within close proximity to one another.
- Utilize shared parking strategies, such as parking garages, to consolidate and reduce the amount of land dedicated to parking. Unused parking areas can be reallocated for new development or transformed into green open spaces through depaving and landscaping.
- Highlight public open spaces and/or pop-up event spaces that activate underutilized areas on the weekends and at night with murals, lighting, interactive art, performances, programming, and arts markets.

Define the public realm with streets, open spaces, and people places that support walkability and connectivity

Town Center–La Plata Town Centers (Civic Centers)

The town center (or public square) is the heart of many communities in Charles County. These concentrated areas of civic and institutional properties support the day-to-day inner workings of local governments, as well as offer public spaces for community residents to gather, celebrate, and play. An engaging town center is somewhere that people feel drawn to when they want a place to get together because it is the natural focal point of town and a magnet for social life. These sites are ideal for hosting public art, programmed activities, holiday and seasonal activities, music events, and more. Strategies for adding public arts and culture to enhance town centers include:

Creating an enduring and memorable public realm, in which commerce, social interaction, and leisure time activities mix easily in an attractive, pedestrian-friendly, outdoor setting.

* Define the public realm with streets, open spaces, and people places that support walkability and connectivity. It is critical to create a framework that elevates the pedestrian experience through pedestrian-scaled public spaces and wayfinding strategies and signage of local landmarks and public art.
* Shape and surround the public realm with buildings that enhance the pedestrian experience and highlight the identity of the town.

TOWN CENTER - LA PLATA

PROPOSED BUILDING

PUBLIC OPEN SPACE OR PARK

GREEN SPACE OR POCKET PARK

CULTURAL SITE

PARKING AREA & FLEXIBLE SPACE

COMMUNITY PORTAL

CROSSWALK ART + WAYFINDING SIGNAGE
STREETSCAPE ART & DIRECTIONAL SIGNAGE SHOWING TOWN CENTER PROXIMITY

EXISTING BUILDING (EX.)

PEDESTRIAN PATHWAYS
SEPARATING PEDESTRIAN PATHWAYS FROM ROADWAYS AND INCREASING ACCESS THROUGHOUT TOWN CENTER

CONSOLIDATED PARKING

PROPOSED STREETSCAPE ENHANCEMENTS/WIDER SIDEWALKS TO ACCOMMODATE PEDESTRIANS

PROPOSED RAIL TO TRAIL FOR EXPANDED TRAIL SYSTEM

SHARED STREET
CONVERTING MAIN THOROUGHFARE INTO SHARED STREET W. TRAFFIC CALMING & SAFETY MEASURES

TRAFFIC CALMING MEASURES TO REDUCE VEHICULAR SPEEDS

ART GALLERIES + CAFE
SHOWCASE LOCAL ARTISTS & TRAVELING EXHIBITIONS

MUNICIPAL OFFICE SPACES

TOWN CENTER GATEWAY

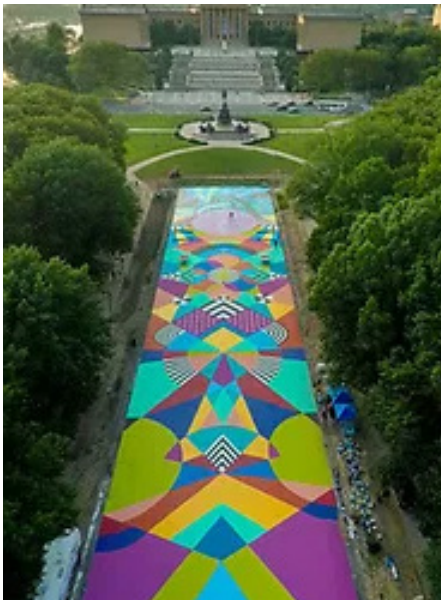
KIDS CREATIVE SPACES
CREATIVE SPACES FOR KIDS AGE 0-18 FOR PAINT, ART, CRAFTS, & PROJECTS

PERFORMANCE VENUE
COMMUNITY VENUE FOR MUSIC, THEATER, & SPOKEN WORD, ETC.

CONSOLIDATED PARKING

INTERACTIVE OUTDOOR ARTS + PLAY
ADJACENT TO MAJOR CIVIC HUB

CIVIC OUTDOOR EVENT SPACE
OUTDOOR VENUE FOR LARGER EVENTS & FESTIVITIES, HIGHLIGHT TOWN



Existing buildings and structures can be repurposed, with murals and sculptures enhancing and highlighting a building's architecture and function. Many of Charles County's town centers feature historic buildings and structures, and any infill development does not necessarily need to match the surrounding iconic building character but it should be carefully integrated with it.

* Collaborate with local artists who are passionate about contributing to their communities for permanently sited pieces of public art or temporary installations. Temporary installations, like pop-up art displays or seasonal sculptures, allow the town center to experiment with art without long-term commitments.
* Consolidate parking areas and refocus the layout and design of streets to the pedestrian experience. The intent is to provide adequate parking for motor vehicles while minimizing the visual impact of parking lots and structures, for example, parking structures should be scaled and blended in with the existing town center character.

Consolidate parking areas and refocus the layout and design of streets to the pedestrian experience

Investing in an anchor public space (i.e. town square) for the town center that offers the flexibility of hosting various sizes and types of organized community events.

* Provide a variety of smaller "places" within the anchor space to appeal to various people. These can include larger investments such as outdoor cafés, fountains, sculptures, or an amphitheater for performances, or can include smaller investments, such as a vendor cart or playground that, when put together, draw people throughout the day.
* Consider seasonality of the space as its use changes over the course of the day, week, and year. On-site storage for movable chairs, tables, umbrellas, and games can allow for little lead time in planning for events. The space can also host temporary, seasonal activities, such as skating rinks, outdoor cafés, markets or festivals, and art exhibitions, adapting from one season to the next.

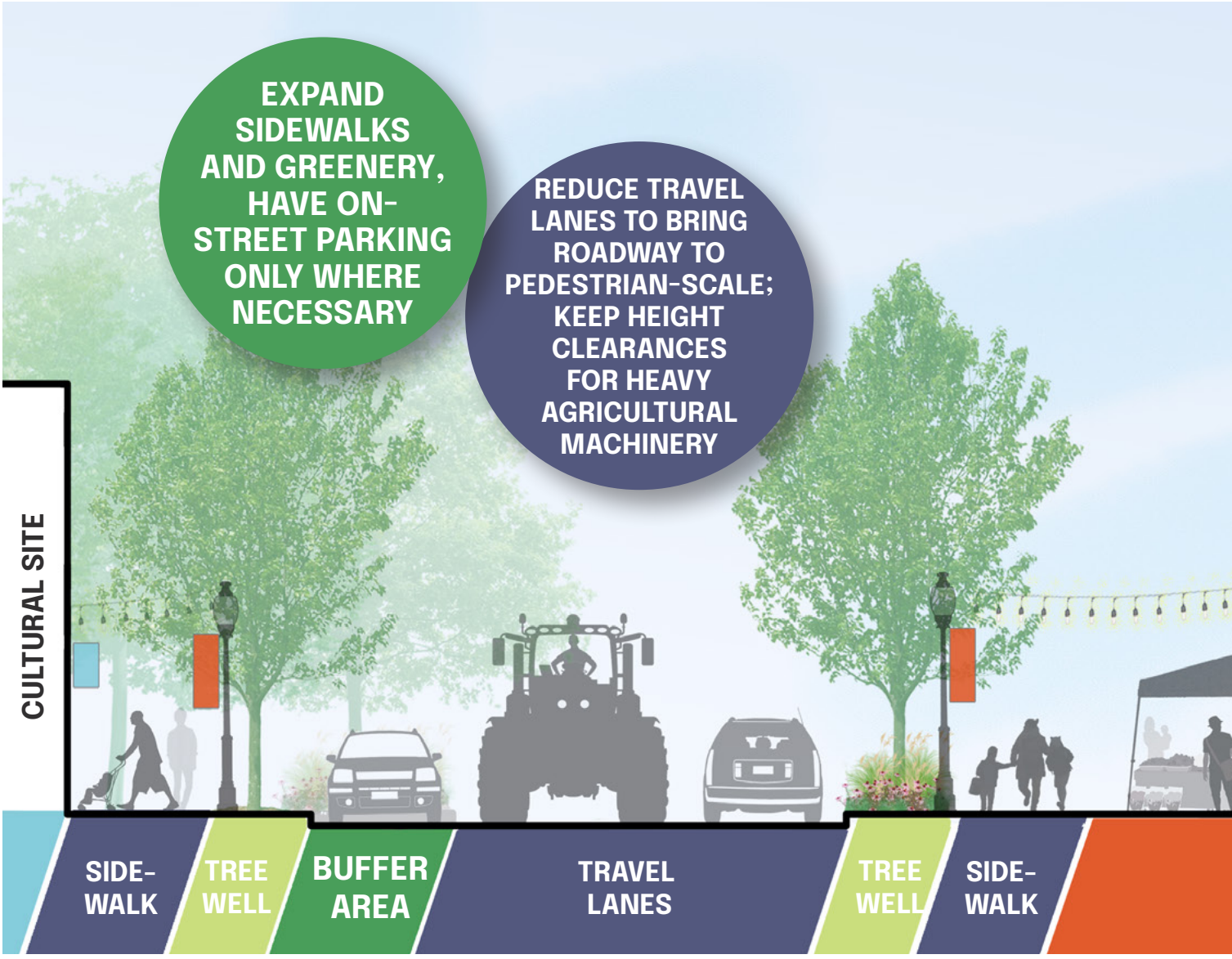
Public art in rural areas should focus on activating spaces around a central civic, commercial or cultural landmark

Rural Villages–Benedict, Bel Alton, Newburg, Hughesville

Charles County's rural villages vary in size, character, and uses but generally are small in physical area and population, provide limited, highly localized commercial services, and provide limited employment opportunities. Residents living in and around rural villages have chosen to live in this place purposefully, whether that be their family history in the community or the desire for a quieter life within Charles County's less developed agricultural areas. Placemaking and public art in these areas should focus on activating spaces around a central civic, commercial, or cultural landmark, such as a historical museum, a local business like a coffee shop, or a local park, to concentrate local land uses within the main village corridor and allow for the surrounding lands to remain undeveloped and rural. Strategies for adding public arts and culture to enhance rural villages are shown in the the Rural Village diagram and include:

Creating focal points that can become destination drivers for the rural village and has the potential to attract commercial and cultural visitors.

- Invest in existing businesses or organizations (or start up a county-sponsored organization, if none exist) with enhanced site amenities and/or County-wide marketing.
- Highlight the historical and cultural significance of rural village businesses and places with village-specific branding and signage, such as historical markers or plaques, light pole banners, and murals.
- Revitalize deteriorated or underutilized spaces to increase safety and inspire more redevelopment.



* Highlight the existence of the creative economy with art exhibitions and community events, encouraging future investment to stimulate both the arts community and the local economy.

Providing welcoming and vibrant places of congregation to help nearby businesses thrive.

* Provide outdoor spaces and parks within pockets of the rural village and adjacent to businesses. Creative and fun seating options, landscaping, and performance spaces for small events can draw visitors to spend more time and money within the village.
* Connect public spaces, that may be well spaced out, with creative elements such as ground murals or sculptural icons.
* Place playgrounds and play elements near businesses to provide a variety of activities across all age groups.

Establishing a pedestrian-friendly streetscape that makes movement along the main street more efficient and enjoyable. With large agricultural machinery and motor vehicles still needing to travel along many of the rural village roads, streetscape design considerations should include balancing pedestrian safety with the roadway specifications for industrial-sized vehicles.

- Develop sidewalks and trail systems that allow pedestrians to safely walk and bike around and through the rural village. Design features include widening sidewalks, improving crosswalks, installing landscaping and green buffers between roadways and pathways, and providing adequate signage or wayfinding features.
- Consolidate parking areas and refocus the layout and design of streets to the pedestrian experience. The intent is to provide adequate parking for motor vehicles while minimizing the visual impact of parking lots and structures.

> I would love to see more interactive, free recreational places to linger, learn, and enjoy community art.
>
> –SURVEY RESPONDENT

Natural Areas–Indian Head Rail Trail

Natural areas, such as parks, open space, trails, natural resource management areas, make up about 42 percent of the land area of Charles County. Goals of Charles County's 2022 Land Preservation, Parks, and Recreation Plan focus on improving the County's provision of public parks and recreation amenities and initiatives to preserve lands of high agricultural and natural resource value, with an overarching goal of protecting 50 percent of County land. The County's strong and long-standing pro-land conservation philosophy has led to the development of a robust existing system of public parks, forests, and other open space lands that provide abundant opportunities for public participation in a wide variety of recreation, fitness, and leisure activities. The land, facilities, and programs available for public recreational use in Charles County are managed by the Maryland Department of Natural Resources, the County Department of Recreation, Parks, and Tourism, the National Park Service, cultural and historic preservation organizations, and private businesses. Private developments in Charles County also play an important role in providing the public with access to the shoreline and water-based recreation opportunities.

Everyone should have the opportunity to connect with parks, open spaces, and natural areas, as they provide multiple benefits to the physical, environmental, social, and economic health of a community. Placemaking, public art, and cultural activities can enrich natural areas and even highlight in some cases the multiple health and environmental benefits that these spaces provide. Strategies for adding public arts and culture to enhance natural areas include:

* Strengthening the role of natural areas as an integrated part of comprehensive community development. Not only do natural areas provide a connection to nature which can relieve stress levels, tighten interpersonal relationships, and improve mental health, they are powerful economic drivers, contributing to higher real estate values, tourism, and economic development.

Natural areas are powerful economic drivers, contributing to higher real estate values, tourism, and economic development.

Public art can be incorporated along trails in a variety of ways, such as custom signage and wayfinding at trailheads, and sculptural elements as gateways

* Locate new natural areas within and directly adjacent to commercial areas and businesses to stimulate commercial and social activity. Community events and festivals can be located within these natural areas.
* Provide public art as play elements on playgrounds, when designed to meet safety requirements.
* Build out a trail system across the County, interweaving trails and paths through existing residential and commercial areas to create more efficient walking and bicycling connectivity. Public art can be incorporated along trails in a variety of ways, such as custom signage and wayfinding at mile markers and trailheads, sculptural elements as gateways, and murals along the route.

Highlighting parks as cultural products unto themselves, as important sites for civic gathering and activity.

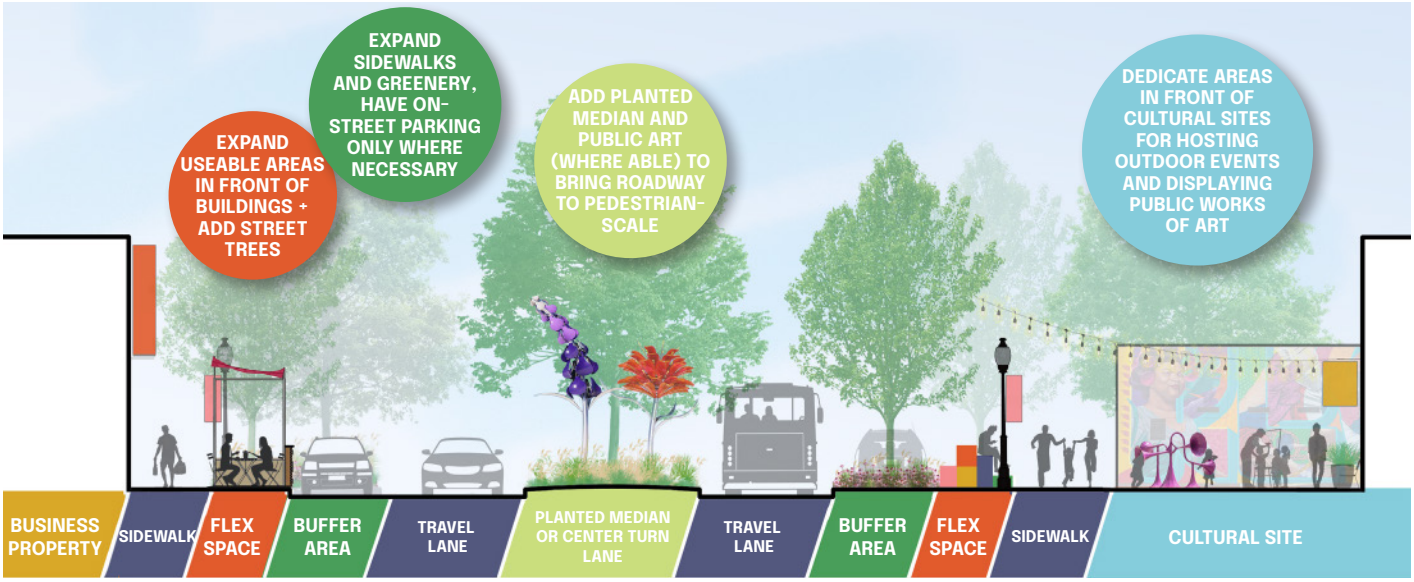
* Emphasize the history of a natural area using landmark sculptures or informational signage.
* Host cultural and historical festivals within community parks, agricultural land, and open spaces.

Main Streets–Indian Head

A community's main street (small town commercial hubs and corridors) brings together a variety of land uses, creating an economically self-sustaining ecosystem of retail businesses, personal and professional services, government, entertainment, dining, industry, worship, lodging, and public assembly. Many of Charles County's main streets have distinctive historic buildings that create a strong visual identity for their town or city, and many have at least a handful of successful businesses that can serve as springboards for adding new products, services, businesses, and activities to the area. Strategies for adding public arts and culture to enhance main streets include:

Creating an enduring and memorable public realm, in which commerce, social interaction, and leisure time activities mix easily in an attractive, pedestrian-friendly, outdoor setting.

- Define the public realm with streets, open spaces, and people places that support walkability and connectivity. It is critical to create a framework that elevates the pedestrian experience through pedestrian-scaled public spaces and wayfinding strategies and signage of local landmarks and public art.
- Shape and surround the public realm with buildings that enhance the pedestrian experience and highlight the identity of the town. Existing buildings and structures can be repurposed, with murals and sculptures enhancing and highlighting a building's architecture and function. Many of Charles County's main streets feature historic buildings and structures, and any infill development does not necessarily need to match the surrounding iconic building character but it should be carefully integrated with it.
- Rehabilitate historic arts and cultural spaces, such as theaters and performance venues, and reactivate them for live performances, film exhibition, and public assembly.



- Expand the number and variety of restaurants along the main street.
- Collaborate with local artists who are passionate about contributing to their communities for permanently sited pieces of public art or temporary installations. Temporary installations, like pop-up art displays or seasonal sculptures, allow the main street to experiment with art without long-term commitments.
- Consolidate parking areas and refocus the layout and design of streets to the pedestrian experience. The intent is to provide adequate parking for motor vehicles while minimizing the visual impact of parking lots and structures, for example, parking structures should be scaled and blended in with the existing main street character.

Providing welcoming and vibrant places of congregation to help nearby businesses thrive.

- Provide outdoor spaces and parks within pockets of the main street and adjacent to businesses. Creative and fun seating options, landscaping, and performance spaces for small events can draw visitors to spend more time and money along the main street.
- Connect public spaces, that may be well spaced out, with creative elements such as ground murals or sculptural icons.
- Place playgrounds and play elements near businesses to provide a variety of activities across all age groups.

Establishing a pedestrian-friendly streetscape that makes movement along the main street more efficient and enjoyable.

- Develop sidewalks that allow pedestrians to safely walk and bike along the main street. Design features include widening sidewalks, improving crosswalks, installing landscaping and green buffers between roadways and pathways, and providing adequate signage or wayfinding features.

> Public art should be displayed in ways beyond stagnant visuals. There are ways to integrate the performing arts in ways that are not captured in this survey. Opportunities need to be made available that offer space for both.
>
> –SURVEY RESPONDENT

> There are GOBS of waterways and shorelines (mostly privately owned–it makes no sense that there is so little access to them.
>
> –SURVEY RESPONDENT

Active Waterfronts–Mallow's Bay, Purse Park, Slavin's Dock

There has been, and continues to be, high demand for public recreational opportunities along Charles County's Potomac, Patuxent, and Wicomico waterfront areas, and a desire in the County to improve and expand the inventory of public boat ramps, and other shoreline facilities. An active waterfront with high-quality, innovative public art that embraces non-traditional venues can activate Charles County's shoreline and help establish the waterfront as a unique cultural destination for the surrounding area. Strategies for adding public arts and culture to enhance natural areas include:

Embracing the unique conditions and evolution of the Charles County shoreline.

- Encourage development of a living shoreline that evolves with the weather patterns and conditions of the 21st century.
- Be a catalyst for education and stewardship by using art and signage to emphasize environmental challenges facing Charles County's waterways.

Creating new experiences and relationships between people and places along the waterfront.

Place informational signage at historic or cultural locations to highlight the history of a site.

- Place wayfinding elements along historic waterfront routes for visitors to learn about and reenact historic journeys.
- Place sculptural elements along the shoreline and within the waterways for viewing from either land- or river-sides.
- Support public amenities such as beach access, kayak launch, boat ramps, fishing, and swimming to increase waterfront accessibility for the general public.
- Allow limited development for light commercial and public amenities –including temporary activations–such as boating companies, touring companies, coffee shops, cafes, restaurants, and equipment stores to increase access and ease of use.

Support public amenities, such as beach access, to increase waterfront accessibility for the general public

“

It is critical that there is movement on this initiative. Our young people are growing up in an environment of isolation and poor mental health. We need opportunities for self-expression and the admiration of art to help them explore their inner creativity and appreciation for beauty.

–SURVEY RESPONDENT

11

RECOMMENDATIONS FOR FUTURE STUDY

As the project team pursued researching the arts and cultural landscape of Charles County and developing recommendations, the project team identified some areas of interest where lack of data or opportunity for exploration could prove useful. These areas include:

Parking Capacity and Opportunities for Coordination and Consolidation

A major takeaway from sector conversations, one-on-ones, public meetings, surveys, and site visits was the recognition that Charles County has an abundance of underused parking in many of its commercial and residential areas. This finding presents both a challenge and an opportunity.

As discussed earlier in this Master Plan, walkable neighborhoods are essential to financially sustainable cultural and arts development. Studies consistently show that walkable, mixed-use communities reduce traffic congestion, cost less to maintain, and generate greater local economic activity and social connection. At the same time, excessive or inefficiently distributed parking can fragment walkability, limit infill development, and limit opportunities for creative placemaking. The project team recommend that the County conduct a Parking Utilization, Coordination, and Redevelopment Study to:

- Assess actual parking demand and usage across key commercial, institutional, and cultural districts.
- Identify opportunities for shared or consolidated parking that serves multiple users or destinations.
- Evaluate surplus parking areas that could be repurposed for infill housing, commercial buildings, office spaces, parks, cultural spaces, or public gathering areas.
- Explore policy and design solutions such as improved signage, district-based parking management, and flexible zoning that supports walkable redevelopment.

An excellent regional precedent can be found in Frederick, Maryland, which successfully conducted a downtown parking and wayfinding study that improved efficiency, reduced confusion, and freed up land for new uses and cultural activity. Charles County has a similar opportunity to reimagine public and private parking infrastructure as an asset for walkability, sustainability, lower traffic, and place-based economic development, creating more space for people, creativity and community life.

Central Arts Center Facility Location and Feasibility

One of the major recommendations from this master plan is for the creation of a county-wide arts center. The project team strongly encourages the county to conduct a study that will assess viable locations for an arts center, develop a business and operation model with costs and revenue sources for the future arts center, and prepare a plan of action for the county to eventually develop the arts center.

Development and Future of 301 Corridor into a "Waldorf Center"

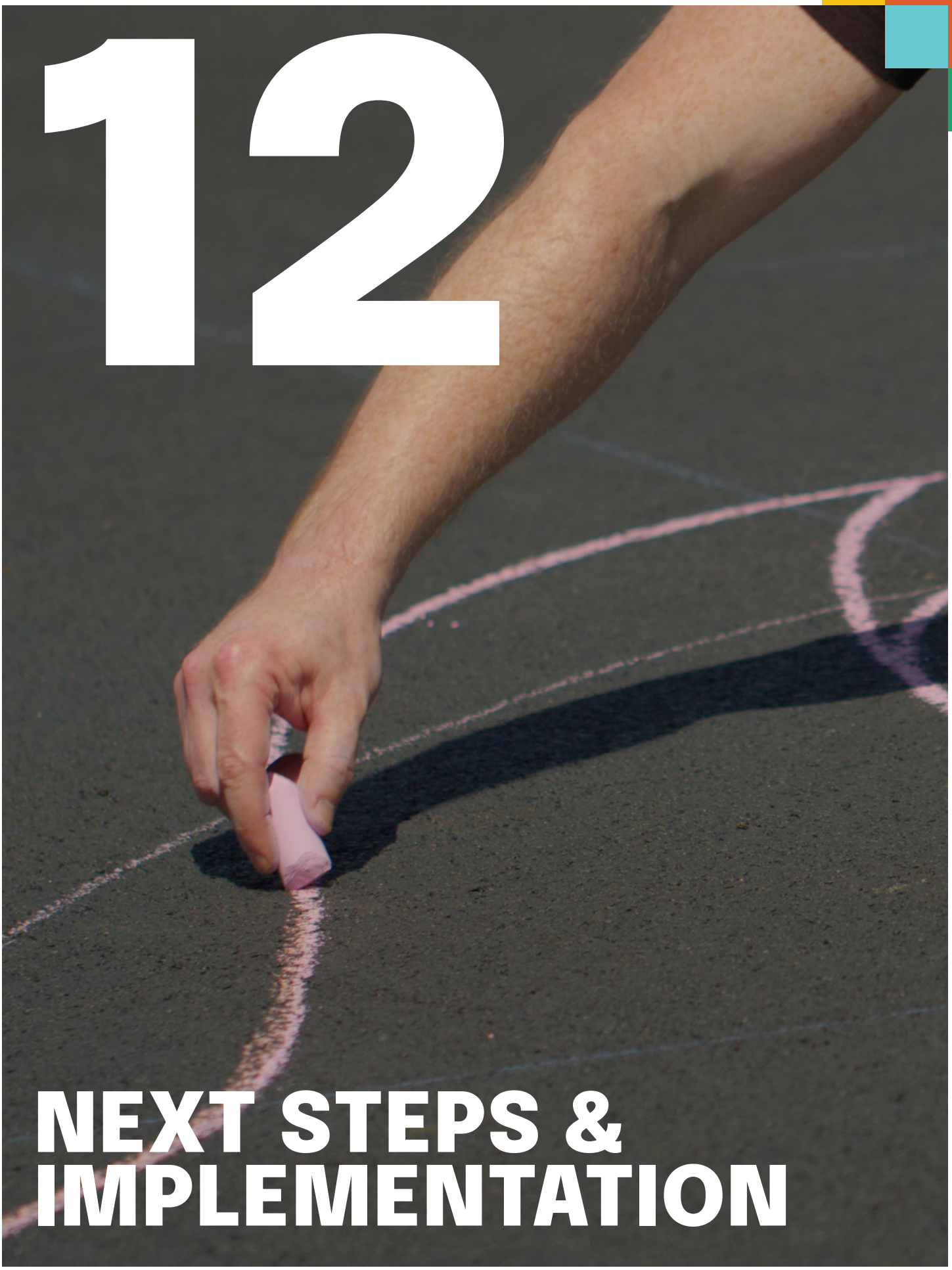
The 301 corridor is the beating heart of Charles County–it is the center of commerce and the greatest population center–and that core is growing. While exciting studies have been conducted along Old Washington Road, our project team was surprised to find that no studies have been conducted for the 301 corridor. This area is in dire need of coordination and review –the automobile strip-mall-covered corridor has several properties that are of mixed performance, aging retail and office building stock, growing automobile traffic, and ample parking lots. Moreover, it is directly adjacent to the Old Washington Road redevelopment zone. Historically, arts spaces thrive in pre-existing buildings since those are the ones that are cheapest–and affordable space is key to supporting a burgeoning arts ecosystem. This phenomenon can already be seen in the growing adaptive reuses of the aging Waldorf Mall–a new County-run Sports and Wellness Center for broad recreation is filling the old Sears wing. In the same wing of the mall that went towards old Sears' entrance, arts spaces are filling vacant mall spaces–an arts school, a paint and sip, and the square– a boutique for local and regional artisans. This type of adaptive reuse is common across the 301 corridor and the project team strongly encourages the county to coordinate these efforts and to explore how to make these artist spaces permanent and how to make these areas into neighborhoods.

County-Wide Trail and Walking Network Map and Study

Community members consistently express that open space, access to nature, and the County's agricultural traditions are among the most cherished aspects of life in Charles County. Trails–notably Indian Head Rail Trail–are frequently cited as sources of pride and connection. These are places where residents and visitors alike experience the County's unique blend of history, ecology, and recreation. These trails also act as key potential transportation corridors.

Building on this strong foundation, the County has a major opportunity to create a comprehensive County-wide Trail Network Map and Study. This initiative would identify, preserve, and expand the County's trail systems, while better connecting them to town centers, neighborhoods, schools, parks, and cultural destinations. The study should also include regional linkages, exploring partnerships with neighboring counties to develop a Tri-County Regional Trail Network that strengthens Southern Maryland's identity as an accessible, outdoor-oriented region.

In addition to mapping and analysis, the project should recommend strategies for trail preservation, equitable access, and active promotion–including signage, wayfinding, and cultural programming along trails. By linking trails to art, heritage, and recreation, Charles county can celebrate its natural assets while supporting environmental stewardship, reduced car traffic, increased local tourism, and improved community well-being



12

NEXT STEPS & IMPLEMENTATION

The Charles County Public Arts and Cultural Master Plan lays out a comprehensive roadmap for building a vibrant arts ecosystem for the County. Implementation will begin with the creation of core structures and pilot initiatives, followed by growth in programming and investment, and developing into long-term county vibrancy and regional leadership. This work will require collaboration across County departments, community organizations, artists, creative workers, businesses, and residents.

Each phase builds on the last–laying the groundwork for a resilient arts ecosystem that supports artists, creatives, residents, and visitors.

YEARS 1–2: LAY THE FOUNDATION

The first two years should focus on establishing the infrastructure, partnerships, relationships, and policies needed to support a robust arts ecosystem. By the end of Phase 1, Charles County should have built staff and partner capacity and developed an understanding of programs and policies to launch a more robust series of arts policies.

Establish Governance Structures and Administrative Capacity

- Establish an arts staff with Recreation, Parks, and Tourism to coordinate arts programs and policies
- Form the Charles County Arts Council as the County's nonprofit partner and primary arts service organization.
- Establish a Public Art Review Committee to guide review of proposed public art and parklets
- Hold regular cross-departmental meetings to align arts planning tourism, economic development, public works, and planning initiatives.

Pilot Programs and Early Wins

- Launch pilot programs Public Art program and Microgrant Program to demonstrate early impact, increase visibility, and build administrative capacity.
- Integrate independent listing into THE GUIDE to expand public visibility of arts programming and events.
- Test additional pilot programs–including creative workforce training grants, youth micro-grants, capital funding grants, arts ecosystem capacity grant, and parklet grants. Assess demand, and tailor priorities based on available funding and capacity.
- Establish a working group for determining next steps on the Central Arts Venue, followed by a feasibility study for a Central Arts Venue that could serve as a regional hub for arts and cultural programming. Make decision for location, scope, and partners of Central Arts Venue.
- Host monthly arts sector convenings for creative workers to share resources, strengthen networks, and engage directly with the County on implementation of the Master Plan.
- Establish a working group to advance the 7 AM to 11 PM Youth Programming Goal, promoting safe, creative, and engaging opportunities for youth across the County.
- Begin developing a cultural asset map and central data system for tracking programs, artists, creatives, and facilities in the county.

Adopt Policy and Funding Tools

- Adopt a Percent for Art Ordinance to dedicate a portion of County capital project budgets to public art.
- Update zoning incentives and development policies to encourage the development of arts spaces, establishing density bonuses, by-right artist studios, clarity on building standards, and right-sized parking policies.
- Secure State Arts and Entertainment District designation for La Plata to catalyze arts-based economic development.
- Develop guidelines for ERA District and establish and support them in Waldorf/White Plains and Hughesville.

YEARS 3–5: BUILD MOMENTUM

Grow the arts ecosystem through expanded programming, partnerships, and community engagement. By the end of Phase 2, Charles County will have a visible, active, and connected cultural presence across its urban centers, towns, and rural communities.

Expand Countywide Programming

* Roll out countywide programs including capital funding for art spaces grants, expanded public art projects, and organizational capacity grants.

Invest in People and Leadership

* Launch a pilot Southern Maryland Arts Leadership Fellowship to cultivate leadership in the arts.
* Pilot youth-supporting programs including youth microgrant program, youth mentorship program, and paid arts internships that connect students and emerging leaders with professional pathways.'

Strengthen Placemaking and Cultural Infrastructure

* Deepen County support for ERA Districts and explore opportunities for additional ERA Districts in growing or under-served areas
* Fund Central Arts Venue and develop temporary arts spaces that build momentum towards its construction and development.
* Finalize rules and policies for public art, parklets, and creative placemaking programs.
* Develop a multi-use trail and walkway network connecting parks, cultural sites, and towns
* Support Agricultural and Rural Arts through agri-arts hubs, trails, artist residencies, and farm-based cultural tourism.
* Pilot waterfront and shoreline activations through artful gateways, trail maps, amenities, and small-scale cultural programming.

YEARS 6–10: SUSTAIN AND GROW

Transition from pilot and establishing new programming to program refinement and sustainability so that arts and culture continues to thrive in Charles County. By the end of Phase 3, Charles County will be recognized as regional leaders in the arts and for excellence in quality of life.

Refine, Evaluate, Refresh

* Conduct a five-year Master Plan review and update, assessing progress, measuring impact, and recalibrating goals.
* Refine and strengthen grant programs, scaling what works, streamlining processes, and aligning funding priorities with community need.

Strengthen Partnerships and Resources

* Deepen private sector, philanthropic, and regional partnerships to diversify arts funding and grow outside investment.
* Develop long-term strategies for arts programming, placemaking, workforce development, and arts tourism based on lessons learned from the first five years of implementation.

Lead Regionally

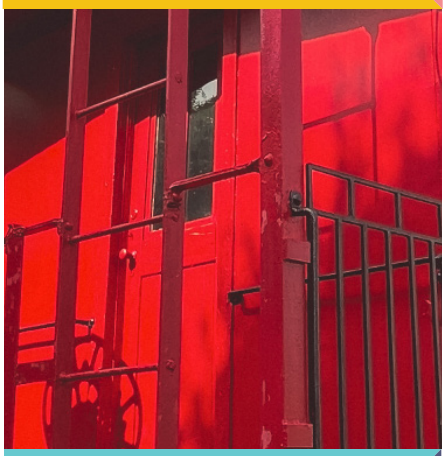
* Position Charles County as a regional arts leader and collaborator, connecting Southern Maryland's creative sector and acting as the regional gateway to the Washington metropolitan region.
* Launch Central Arts Venue and continue County investments in the arts.

I moved here from Alexandria, VA almost four years ago. We had galleries to join, exhibits to participate in monthly, workshops and courses to attend at multiple organizations–at times, I have honestly found myself wanting to go back. This effort brings me some hope that change is on the horizon.

–SURVEY RESPONDENT

13

APPENDIX



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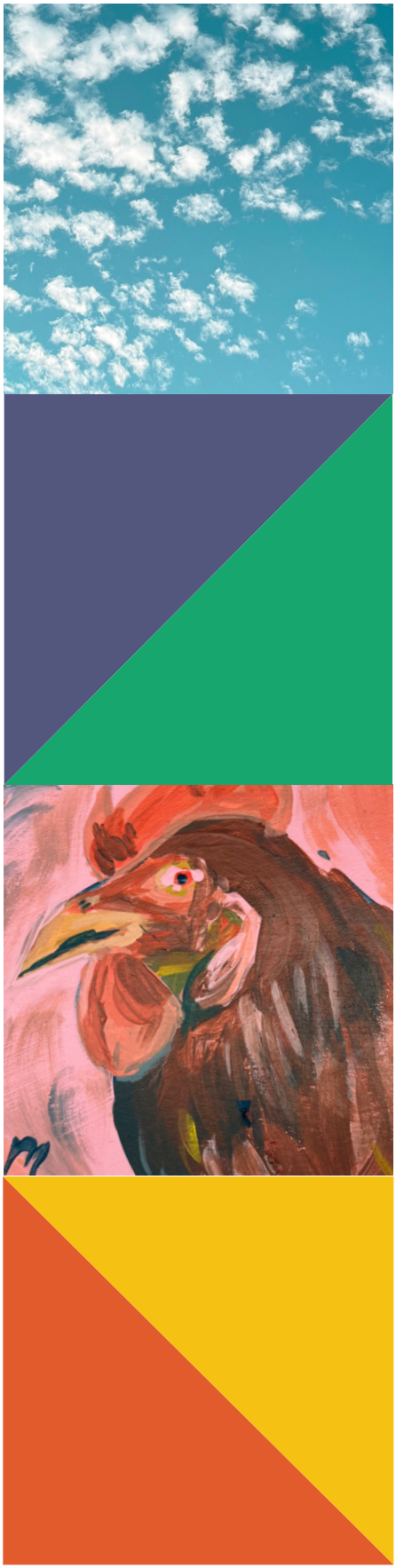

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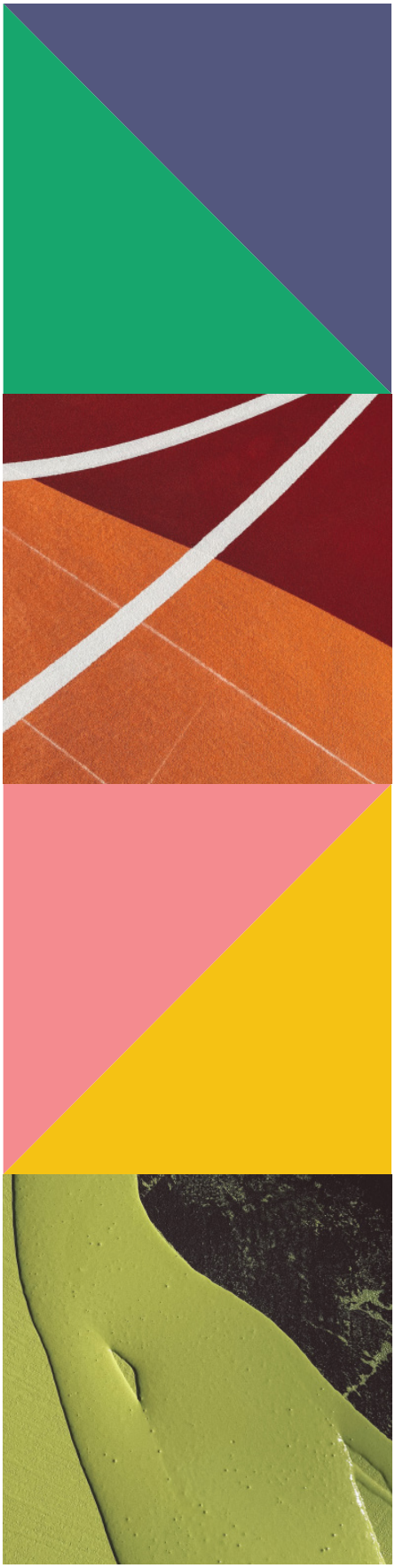
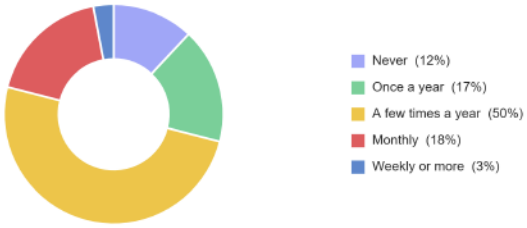


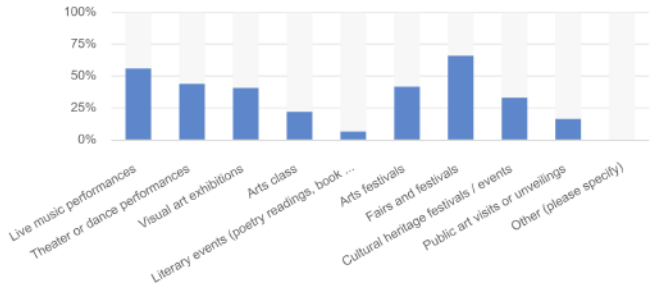
SURVEY RESULTS

The following pages reflect survey results from 101 respondents.

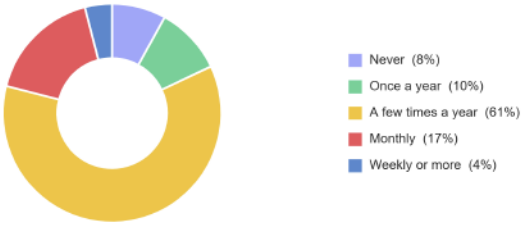
Frequency of attending arts and cultural events in Charles County



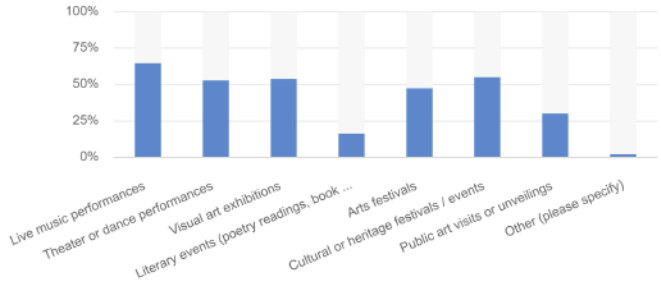
In the past year, which arts and cultural activities in Charles County have you attended? (select all that apply)



Frequency of attending art and cultural events outside of Charles County?

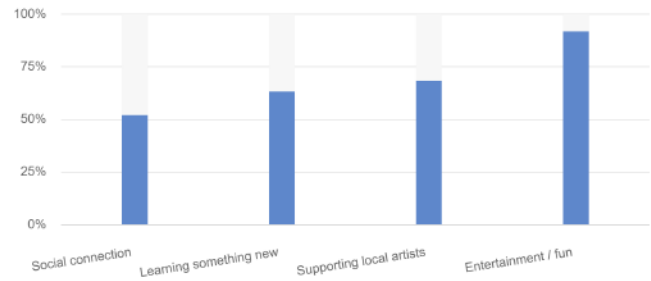


In the past year, which arts and cultural activities outside of Charles County have you attended? (select all that apply)



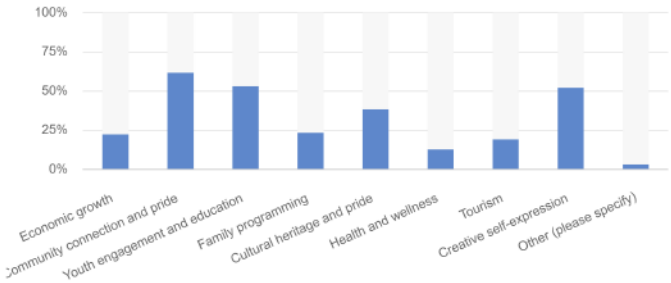
Are you involved in any arts organizations?

What motivates you to participate in arts and cultural events? (select all that apply)



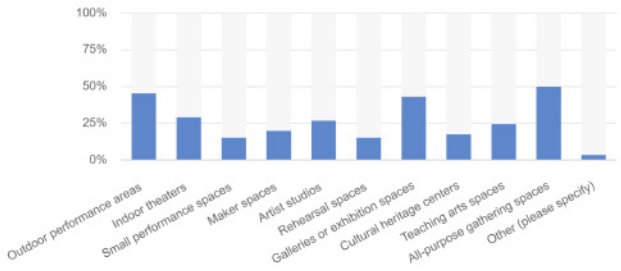
Are there enough spaces for arts and cultural activities in Charles County?

Which benefits of arts and culture are most important to you? (select top 3 benefits)

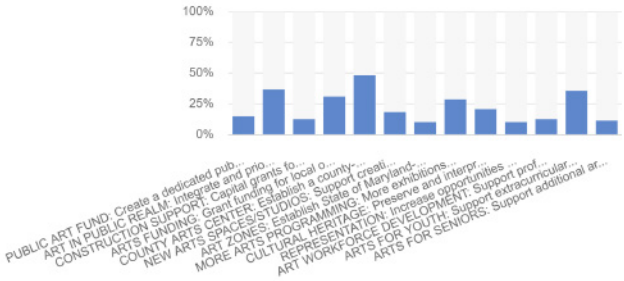


SURVEY RESULTS

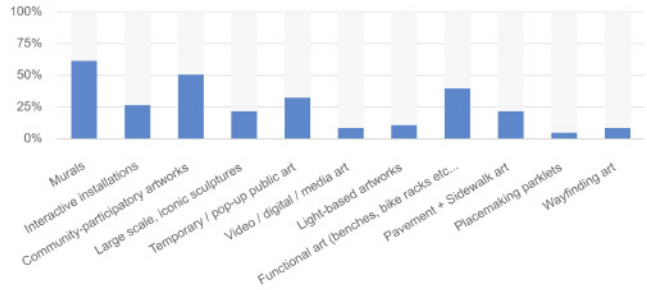
What types of spaces are most needed? (select top 3)



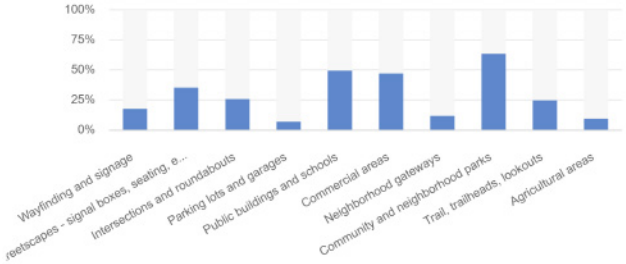
Policy priorities - Which would you consider your top priorities? (select top 3)



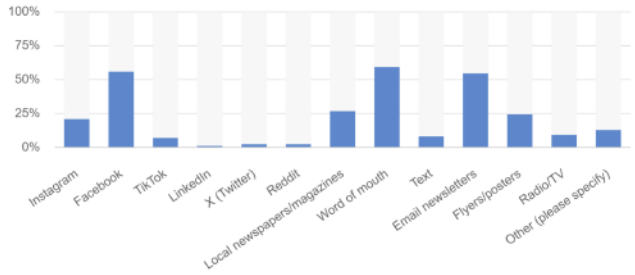
Type of public art preferred (select top 3)



Preferred locations for public art (select top 3)

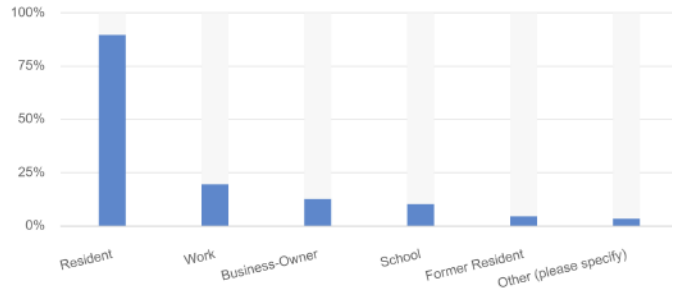


How do you hear about local and regional arts and cultural events and programming? (select all that apply)

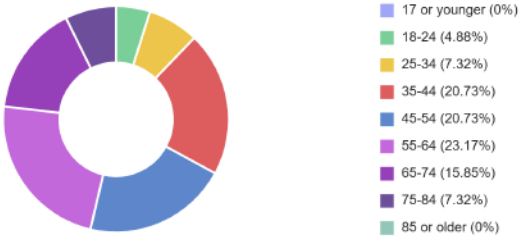


Would you be interested in supporting the arts and culture in Charles County, and having somebody reach out about getting more involved?

What is your relationship with Charles County? (select all that apply)



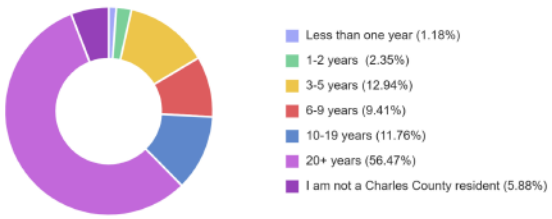
Please select your age range:



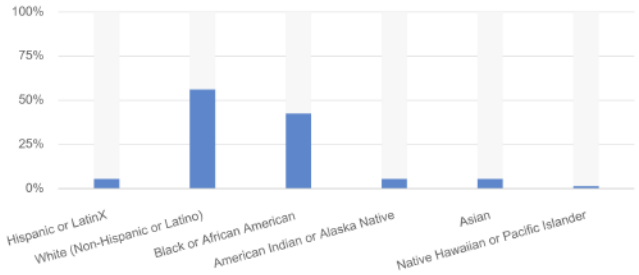
SURVEY RESULTS

Do you own or rent your home?

How long have you lived in Charles County?



Please choose one or more races/ethnicities that you consider yourself to be (check all that apply)



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Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Fiscal and Administrative Services

ITEM TYPE: Briefing

AGENDA SECTION: Briefings-Morning

SUBJECT:

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: Update on American Rescue Plan Act (ARPA)** (Mr. Jacob Dyer, Director, and Ms. Kelli Scherer, Budget Analyst II, Department of Fiscal & Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
ARPA County Plan 12092025.pdf

American Rescue Plan Act (ARPA) of 2021

Coronavirus Local Fiscal Recovery Funds

$31,710,758

- **50% received May 19, 2021 and 50% on June 9, 2022**
- **Require that payments from the Fiscal Recovery Funds be used only to cover costs incurred by local government by December 31, 2024**
- **A recipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026 (on-line and working)**
- **Surface Transportation projects must be completed by September 30, 2026**
- **Obligations may be made through MOU's, Interagency Agreements, and purchase orders**

	Total Obligations	Proposed Changes	Total Expensitures thru 09/30/2025	Balance Remaining
SUPPORT OF LOCAL BUSINESS AND NON PROFITS				
Grants to Businesses	$1,465,000		$1,465,000	$0
Training and Business Outreach	$1,824,070		$969,722	$854,348
EDD Administrative Support	$380,930		$199,756	$181,174
Non-Profits Grants *including administrative fees*	$1,331,700		$1,331,700	$0
Non-Profits Grants- Behavioral Health	$500,000		$500,000	$0
Food Insecurity *including administrative fees*	$320,000		$314,375	$5,625
PUBLIC SAFETY				
New Ambulances	$1,170,324		$1,170,323	$1
Radios for Fire Service	$420,718		$420,718	$0
INFRASTRUCTURE				
Surface Transportation - Bridge Design	$750,000		$68,236	$681,764
Surface Transportation - Road Overlay	$558,097	704,947	$540,158	$17,939
School Based Health Center - Indian Head Elementary School	$1,450,400		$148,095	$1,302,305
Stormwater - Consultant	$149,600		$149,600	$0
Stormwater Projects	$6,174,499		$2,193,129	$3,981,369
Stormwater Projects- Revenue Replacement*	$10,000,000		$10,000,000	$0
Broadband- Long Driveway Program	$1,343,850	(652,000)	$114,243	$1,229,607
Broadband- Grant Match	$658,919		$265,263	$393,656
HOUSING				
Rental Assistance- *including administration*	$360,000	(38,947)	$227,675	$132,325
Home Ownership- Down Payment Assistance	$140,000	(14,000)	$126,000	$14,000
Non-Profits Grants- Transitional Housing	$750,000		$750,000	$0
PUBLIC HEALTH				
HD: Response & Recovery	$70,060		$70,060	($0)
HD: Behavioral Health Clinic Staff	$513,475		$438,493	$74,982
HD: Community Health Workers	$562,164		$393,246	$168,918
DES: MIH Expansion Program	$816,952		$705,741	$111,211
TOTAL	**$31,710,758**	**$0**	**$22,561,535**	**$9,149,223**
Percent of Allocation Expended	**71.15%**			

For more detail: Click Here

**** Revenue Replacement for Career EMS freed up funds for stormwater projects in the Watershed Fund.***

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Fiscal and Administrative Services

ITEM TYPE: Review

AGENDA SECTION: Briefings-Morning

SUBJECT:

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: FY2026 General Fund Review-First Quarter** (Mr. Jacob Dyer, Acting Director, Ms. Samantha Chiriaco, Chief of Budget, and Ms. TaTanya Bowman, Assistant Chief of Budget Department of Fiscal and Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
FY26 General Fund 1Q.pdf

FY2026 General Fund Report
First Quarter
(ending September 30, 2025)

Presenter

Samantha Chiriaco, Chief of Budget
Jacob Dyer, Director of Fiscal & Administrative Services

December 9, 2025

FY2026 Year End Estimate

	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/2025
Revenues	$598,620,430	$588,899,310	$319,786,683
Expenditures	598,620,430	$598,620,430	133,121,023
Net Operating Gain (loss)	$0	($9,721,120)	$186,665,659

- The FY2026 Adjusted Budget includes $25.1 million of fund balance use. Due to favorable revenues, it is projected that $9.7 million will be needed to offset the estimated net operating loss.

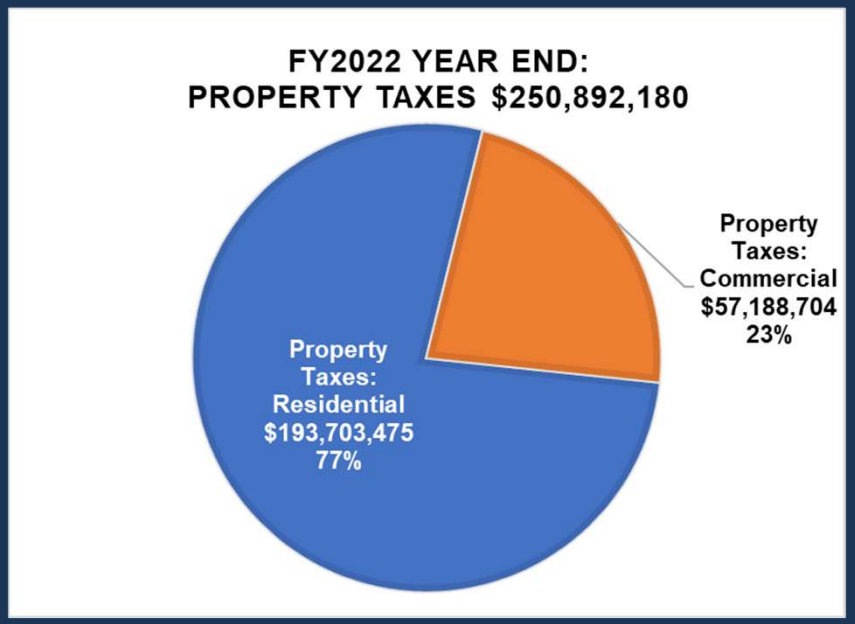
Revenues

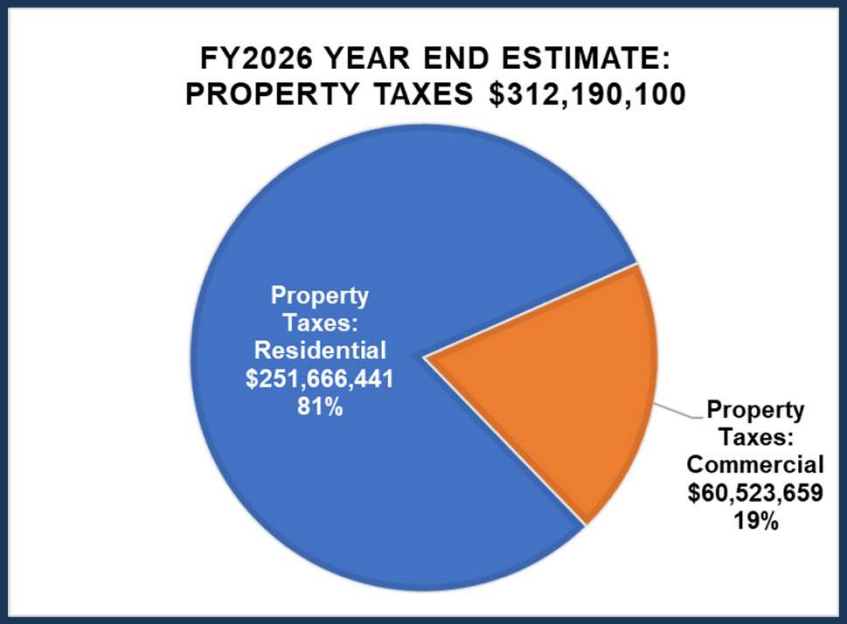
	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/25	Pct. Of Budget
REVENUES				
Property Taxes	$305,179,100	$305,114,100	$298,927,180	98%
Income Taxes	184,500,000	202,605,900	1,319,998	1%
Recordation/Transfer Tax	30,400,000	30,400,000	8,745,049	29%
Other	53,474,710	50,779,310	10,794,456	20%
Total Operating	$573,553,810	$588,899,310	$319,786,683	56%
Fund Balance Appropriation	25,066,620	0	0	0%
Total Revenues	$598,620,430	$588,899,310	$319,786,683	53%

Revenues:
Comparison to Adopted Budget

	FY26 Adopted Budget	FY26 Year End Est. @ 09/30/25	Change
REVENUES			
Property Taxes	$305,179,100	$305,114,100	($65,000)
Income Taxes	184,500,000	202,605,900	18,105,900
Recordation/Transfer Tax	30,400,000	30,400,000	0
Other	53,145,600	50,779,310	($2,366,290)
Total Operating	$573,224,700	$588,899,310	$15,674,610
Fund Balance Appropriation	21,856,800	0	(21,856,800)
Total Revenues	$595,081,500	$588,899,310	($6,182,190)

Commercial vs Residential Property Tax*





Excludes PILOT revenues

Expenditures

	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/25	Pct. of Budget
EXPENDITURES				
Education	$263,972,500	$263,972,500	$65,791,787	25%
Sheriff's Office	139,930,987	139,930,987	28,240,267	20%
County Administered	107,656,352	107,656,352	20,077,367	19%
Debt Service	33,063,700	33,063,700	1,699,369	5%
Other	53,966,891	53,966,891	17,312,232	32%
Total Expenditures	$598,620,430	$598,620,430	$133,121,023	22%

Expenditures: Comparison to Adopted Budget

	FY25 Adopted Budget	FY25 Year End Est. @ 9/30/25	Change
EXPENDITURES			
Education	$263,972,500	$263,972,500	$0
Sheriff's Office	138,974,247	139,930,987	956,740
County Administered	106,258,812	107,656,352	1,397,540
Debt Service	33,063,700	33,063,700	0
Other	52,812,241	53,996,891	1,184,650
Total Expenditures	$595,081,500	$598,620,430	$3,538,930

FUND BALANCE BUDGET:

Original Adopted Budget

Income Tax Volatility Reserve	$5,000,000
Reserve for Priorities	5,384,300
Morgantown Reserves	3,071,400
OPEB Reserve	250,000
Health Rate Medicare Subsidy	300,000
Election Board Rent	109,100
UMD Incentive Program Year 2 of 2nd Cohort	57,00
FY2026 Adopted Fund Balance	$21,856,800

FUND BALANCE BUDGET:

Amendments from Spendable Fund Balance: Committed

1. Summer Youth Employment Program	$62,640
2. PGM Process Improvement Consultant	100,000
3. Collaborative Community Improvement Project Operating	150,000
4. BOCC Legal Fees	200,000
5. PGM Website	163,280
6. OPEB Reserve	750,000
7. APSO Study	150,000
8. Climate Action Plan	59,000
9. Comp Plan Update	225,000
10. La Plata Armory	120,180
11. CCSO – Equipment/Capital Carryover	445,850
12. WSRC Popup Pocket Park	45,330
13. HR Class & Comp Study	37,500
14. Leave Sell Back *as of 11/26/2025*	701,040
FY2026 Fund Balance Amendments	$3,209,820
FY2026 Adopted Fund Balance	21,856,800
FY2026 Amended Fund Balance	$25,066,620

FUND BALANCE- YEAR END ESTIMATE:	
Nonspendable:	
Prepay Items	$4,358,398
Inventory Reserve	2,473,872
Subtotal	$6,832,270
Spendable:	
Restricted for:	
Dog License Fund	$195,329
Economic Development (donations)	13,482
911 Surplus Revenues	268,922
Subtotal	$477,733

FUND BALANCE- YEAR END ESTIMATE:	
Committed to:	
Fund Balance Policy Target (8% - 15%)	$88,334,897
Income Tax Revenue Volatility Reserve	23,000,000
CIP PayGo (TBD)	20,500,000
Workers Compensation – Self Insured	14,288,978
CIP PayGo FY26-FY30 – future years	6,363,000
GenOn Morgantown offset revenue loss	4,711,200
Employee Leave Sell Back / Leave Payouts	3,798,960
Other Post Employment Benefit (OPEB) reserve	3,125,000
Rental Licensing Program *(reserve until revenues are generated)*	2,000,000
Conviction Reserve *(actual use TBD)*	1,000,000

FUND BALANCE- YEAR END ESTIMATE:

Committed to (continued):

Studies: $1,257,675

Space Needs Task Force	$200,000
Minority Disparity Study	192,825
Community Health Center – Feasibility Study	170,000
Circuit Court Building Feasibility Study	166,914
Parks and Recreation Master Plan	100,000
Ruth B. Swann Park Master Plan	100,000
Parks and Recreations ADA Accessibility Study	50,000
Cobb Island Neck Community Center Study	50,000
Boys and Girls Club Waldorf	50,000
Bryans Road Senior and Rec Center	50,000
Waldorf Municipal Center	50,000
Intersection Analysis/Traffic Signal Warrant Analysis	47,936
Engineering Plan Digitalization	30,000

FUND BALANCE- YEAR END ESTIMATE:	
Committed to (continued):	
Body Worn Camera Program	$561,197
Future Year Commitments for University of MD Incentive Awards	235,200
Election Board Rent	218,200
Project Outsourcing	240,000
Hazmat Response Unit	149,475
Health Request	25,139
FY27 Future Funding for Military Alliance	50,000
Veterans Memorial Carryover	25,000
Subtotal	$169,883,921

FUND BALANCE- YEAR END ESTIMATE:	
Assigned to:	
Storm Event	$7,000,000
Health Insurance Rate Stabilization – Employer	3,750,000
Health Insurance Rate Stabilization – Employee	1,250,000
Health Insurance Rate Stabilization – Medicare Subsidy	774,087
Settlement Expense Loan Program (SELP)	266,137
Home Rehabilitation Loans	96,152
Mobile Home Funds	21,136
Subtotal	$13,157,511

TOTAL FUND BALANCE- YEAR END ESTIMATE:	
Nonspendable…….....	$6,832,270
Restricted for……..	477,733
Committed to……..	169,883,921
Assigned to……	13,157,511
Total (Reserved Fund Balance)	**$190,351,435**
Unassigned Fund Balance…….....	11,799,765
Total Estimated Fund Balance	**$202,151,199**

Fund Balance Policy

- When Fund Balance is in excess of 15%, those funds are to be designated or appropriated during the next fiscal year for the following purposes in order of priority:
  - Cover any shortfall in Special Revenue Funds
  - Reduction or avoidance of debt
  - Apply to capital outlay purchases
  - One-time needs
  - Tax, fee, or rate stabilization

Staff recommended use of Unassigned Fund Balance: $11.8 million

- **Provide One-Time Take-Home Bonus: $2,100,000**
  - Provide $1,000 one-time take-home net bonus to CCG active full-time employees, CCSO active civilians, IAFF active union members, CCCOA active union members, and State's Attorney's Office, Circuit Court, Soil Conservation, Resource Conservation and Development (RC&D) active full-time employees on county payroll
  - Provide a prorated share of the full-time take-home net bonus to full time employees who work a reduced hours schedule
  - Provide a $250 one-time take-home net bonus to CCG part time one employees who receives a paycheck on December 12th
- **Increase CIP Fund Balance Reserve by $5,700,000**
  - This will lower our future debt service costs
  - This reserve will increase to $26.2 million
- **This will leave approximately $4 million in unassigned fund balance**

Presented By:

Charles County Government

Fiscal & Administrative Services

200 Baltimore Street

La Plata, MD 20646

MD Relay Service: 7-1-1

Equal Opportunity Employer

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

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Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Recreation, Parks, and Tourism

ITEM TYPE: Briefing and Request for Approval

AGENDA SECTION: Briefings-Morning

SUBJECT:

- ****Moved to Afternoon Briefing** Briefing and Request for Approval: Sports and Wellness Complex - Current Status and Future Direction**
  (Ms. Keli Beaver, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley, Planning Supervisor, Department of Recreation , Parks, and Tourism; Mr. Jim Chandler, Director, Ms. Michelle Frye, Deputy Director, and Mr. Mark Thompson, Chief of Commercial Development, Department of Economic Development; and Mr. Jacob Dyer, Director, and Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
Sports and Wellness-BOCC 12-9-25 Final (002).pdf
FY2026 Budget Transfer Request #158 Outside Expertise to Develop and Evaluate Opportunitiesc.pdf

Charles County Sports and Wellness Complex

Tuesday, December 9, 2025

Project Update

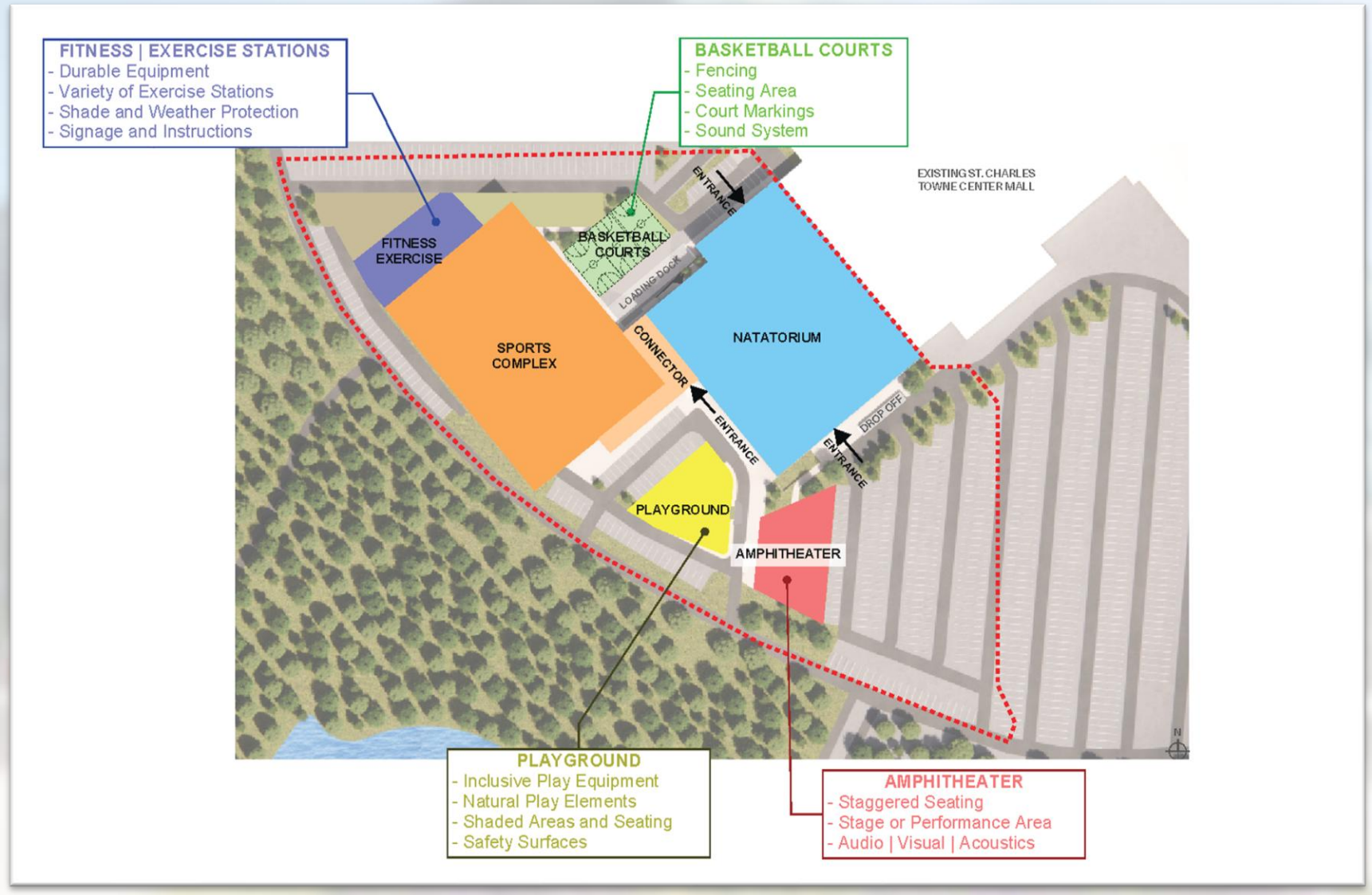
Project Updates

- Identify and Secure Additional funds for Construction
- Explore potential Private Public Partnership opportunities
- Drafted RFP for Design of Phase 1 (Natatorium)
- Market and Financial Feasibility Study
  - Economic Development Department/Maryland Stadium Authority

Maryland Stadium Authority (MSA)

- Economic Impact Study
- Fiscal Year 2024 State Budget, the State of Maryland appropriated $125,000
- Evaluate the costs, benefits, and potential concerns

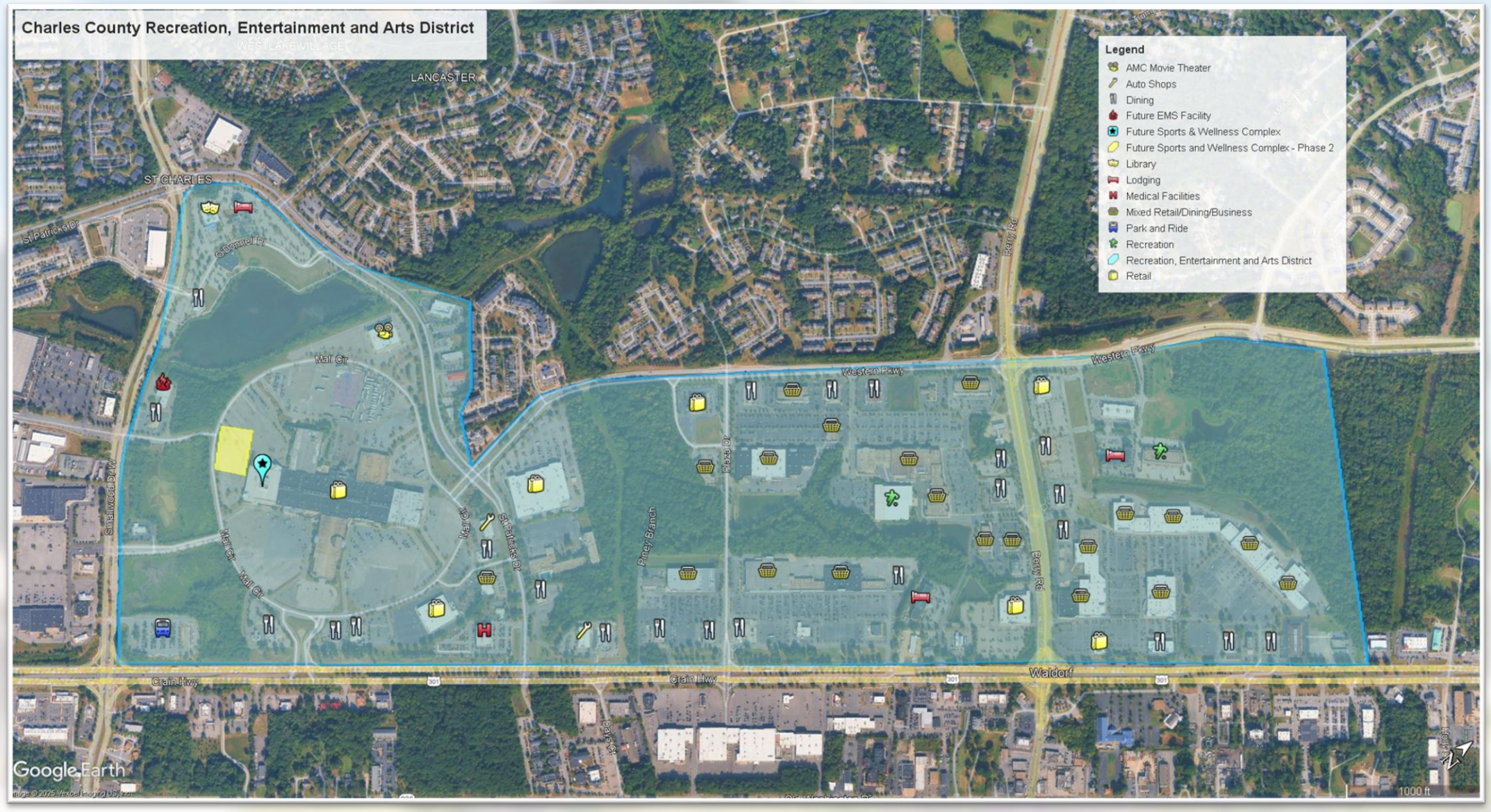
Conceptual Site Plan



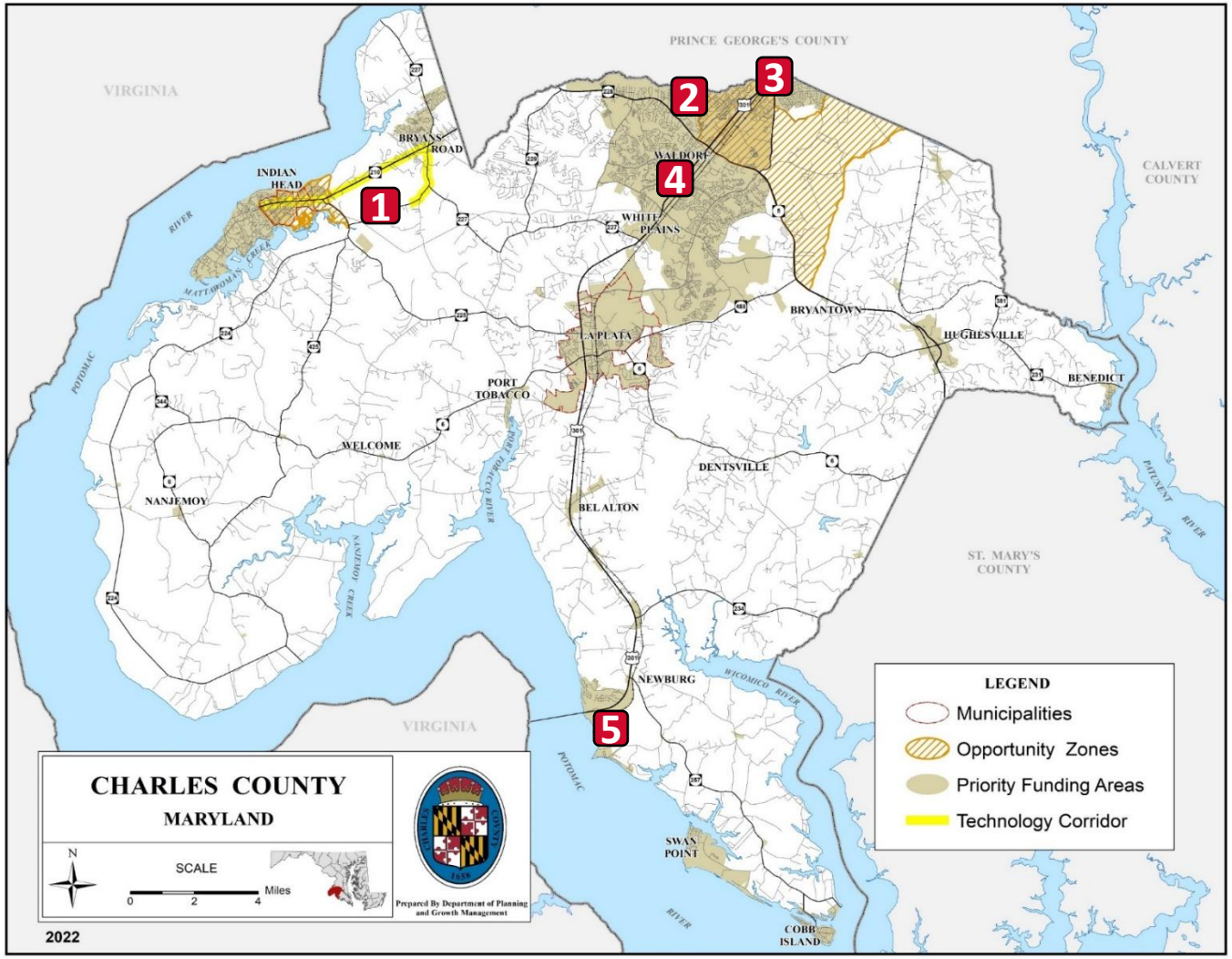
Project Location

- St. Charles Towne Center is a 980,000 SF mall owned by Simon Property Group. It opened in 1990.
- Anchors include Dick's Sporting Goods, JC Penney, Kohl's, Macy's and Macy's Home. There is an AMC Cinema on an out-parcel along with several freestanding restaurants.

Recreation, Entertainment and Arts District



Major Economic Development Projects



1. Western Charles County Technology Corridor
2. Berry Pointe
3. Waldorf Station
4. Charles County Sports and Wellness Center
5. Morgantown Power Plant

Market and Financial Feasibility Study

- Further develop program model, competitive market analysis, operating and revenue model

- Develop critical data inputs for Economic Impact Study for State funding

- Evaluate and project-
  - Local and regional demographics
  - Current offerings and competitive facilities
  - Facility utilization and revenue potential
  - Potential operating budgets under different ownership and management structures (Public-Private Partnerships)

Next Steps

- Approve Budget Transfer Request for $150,000
- Solicit consultants to perform Market and Financial Feasibility Study
- Completion of Market and Financial Feasibility Study by Spring 2026
- Project Approach: Traditional vs. P3-Complete by Mid-Summer 2026
- Phase 1 Design, Permit and Construct-Complete by Year-end 2028

Charles County Government

200 Baltimore Street • La Plata, Maryland 20646
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Learn more at…

www.CharlesCountyMD.gov

STAY CONNECTED
CHARLES COUNTY GOVERNMENT

Mission Statement – The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement – Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer – It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach** to your transfer/amendment request in MUNIS.

Date	11/06/2025
Submitted by	Economic Development
Department	Economic Development

Funding Request: $150,000

Fiscal Year:

FY2026

Category:

Capital Improvement Project - General Govt.

Fund:

Capital Projects (02)

Reason transfer/amendment is requested?

The Charles County Sports and Wellness Complex is an innovative approach to redevelopment and community services that will have a clear economic impact. Outside expertise is needed to develop and evaluate the economic and financial characteristics of the opportunity. This will enable the County to develop the appropriate strategy to design, build and operate the facility including a potential public-private partnership.

Reason for availability of funds?

Funding available in the contingency inflation project. $6,237,340 available in this contingency project.

Sports and Wellness Center

FISCAL YEAR 2026 APPROVED CAPITAL PROJECT BUDGET
FY2026-FY2030 CAPITAL IMPROVEMENT PROGRAM

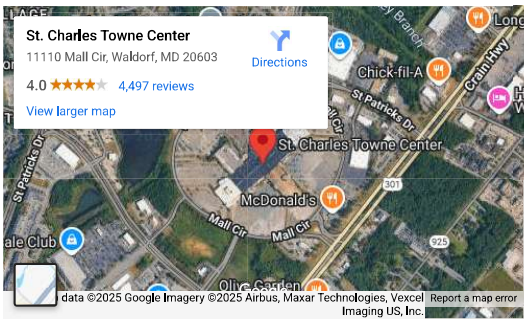
Project Description

This project is for construction of a multi-use/multi-generational indoor recreation center. The facility may include an indoor swimming pool, multi-sport gymnasiums, indoor turf area, fitness center, locker rooms, classrooms, multi-purpose rooms, restrooms, storage, office areas, and parking. The project proposes A&E to conduct a feasibility study and needs assessment prior to selecting a site location with first considerations of available county owned land.

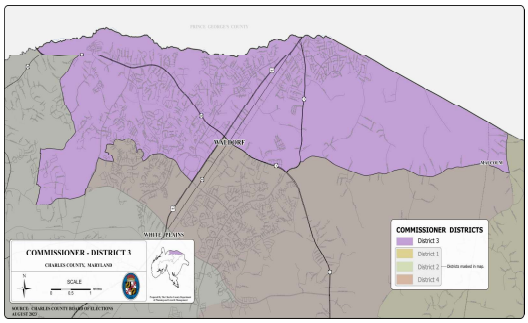
Requested By: RPT
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

Location: Waldorf
Commissioner District: 3

Location



Commissioner District



Expenditures: 5-Year Plan

	EXPENDITURE BUDGET					FY2026-FY2030
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Expenditures						
Administration	$14,000	$14,000	$0	$0	$0	$28,000
Construction	$26,800,000	$16,800,000	$0	$0	$0	$43,600,000
Equipment	$250,000	$250,000	$0	$0	$0	$500,000
Miscellaneous	$500,000	$500,000	$0	$0	$0	$1,000,000
FAS Administration	$6,000	$6,000	$0	$0	$0	$12,000
EXPENDITURES TOTAL	**$27,570,000**	**$17,570,000**	**$0**	**$0**	**$0**	**$45,140,000**

Revenues: 5-Year Plan

REVENUE BUDGET						FY2026-FY2030
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Revenues						
Bonds	$23,263,000	$17,570,000	$0	$0	$0	$40,833,000
PayGo	$1,607,000	$0	$0	$0	$0	$1,607,000
Fund Balance	$2,700,000	$0	$0	$0	$0	$2,700,000
REVENUES TOTAL	**$27,570,000**	**$17,570,000**	**$0**	**$0**	**$0**	**$45,140,000**

Expenditures: Total Project

	APPROP. THRU	FY2026-FY2030	BEYOND FY2030	
	FY2025	Aggregated Total	Aggregated Total	Total Project
Expenditures				
Administration	$10,000	$28,000	$0	$38,000
A&E	$385,300	$0	$0	$385,300
Construction	–	$43,600,000	$0	$43,600,000
Equipment	–	$500,000	$0	$500,000
Miscellaneous	$199,200	$1,000,000	$0	$1,199,200
FAS Administration	$11,000	$12,000	$0	$23,000
PH II Land & Row	$7,730,500	$0	$0	$7,730,500
Miscellaneous DPW	$35,000	$0	$0	$35,000
Personnel	$27,180	$0	$0	$27,180
Fringe	$12,820	$0	$0	$12,820
EXPENDITURES TOTAL	**$8,411,000**	**$45,140,000**	**$0**	**$53,551,000**

Revenues: Total Project

	APPROP. THRU	FY2026-FY2030	BEYOND FY2030	
	FY2025	Aggregated Total	Aggregated Total	Total Project
Revenues				
Bonds	$6,750,000	$40,833,000	$0	$47,583,000
PayGo	$1,661,000	$1,607,000	$0	$3,268,000
Fund Balance	–	$2,700,000	$0	$2,700,000
REVENUES TOTAL	**$8,411,000**	**$45,140,000**	**$0**	**$53,551,000**

Operating Budget Impact

	OPERATING IMPACT					APPROP. THRU	BEYOND
	FY2026	FY2027	FY2028	FY2029	FY2030	FY2025	FY2030
TOTAL PERSONNEL	**0.0**	**1.0**	**16.3**	**16.3**	**16.3**	**0.0**	**16.3**
Operating Costs							
Personnel Costs	$0	$93,332	$1,429,195	$1,500,654	$1,575,687	$0	$1,654,472
Operating	$0	$421,200	$689,000	$702,780	$716,836	$0	$731,172
TOTAL OPERATING COSTS	**$0**	**$514,532**	**$2,118,195**	**$2,203,434**	**$2,292,523**	**$0**	**$2,385,644**
Debt Service: Bonds	$575,623	$2,667,923	$4,248,188	$4,248,188	$4,248,188	$575,623	$4,248,188
Vehicle and Equipment Lease	$0	$0	$0	$0	$0	$0	$0
TOTAL IMPACT	**$575,623**	**$3,182,455**	**$6,366,383**	**$6,451,622**	**$6,540,711**	**$575,623**	**$6,633,832**

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PROJECT: **Sports and Wellness Center**

This project is for construction of a multi-use/multi-generational indoor recreation center. Phase 1 of the Charles County Sports and Wellness Complex project involves the renovation of the former Sears building at St. Charles Towne Center into a state-of-the-art Natatorium. The facility will feature multiple indoor aquatic elements including an Olympic-sized competition swimming pool, locker rooms, fitness center, classroom/meeting spaces and spectator seating. This phase includes the engagement of an architectural and engineering (A&E) team to finalize the interior design, along with the selection of a construction firm to execute the facility's construction. The facility design will allow for considerations and opportunities for public private partnerships agreements. Future construction phases will include additional competitive level indoor athletic facilities and outdoor enhancements on the premises.

PROJECT STATUS AS OF 12-Nov-25

PROJECT NUMBER **3302000002**

PROJECT TYPE: GENERAL GOVERNMENT

STATUS: ACTIVE

PROJECT RESPONSIBILITY: RPT

	LIFE TO DATE STATUS				
REVENUE BUDGET	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	$0.00	$0.00	$0.00		
STATE	0.00	0.00	0.00		
FUND BALANCE APP	2,700,000.00	2,700,000.00	0.00	100%	3302000002.40394
BOND PROCEEDS	5,490,919.24	30,013,000.00	24,522,080.76	18%	3302000002.40389
PAY-GO OPERATING	3,268,000.00	3,268,000.00	0.00	100%	3302000002.40390
TOTAL	$11,458,919.24	$35,981,000.00	$24,522,080.76	32%	

EXPENSE BUDGET	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION					
ADMINISTRATION	0.00	64,000.00	64,000.00	0%	3302000002.50441
FAS ADMINISTRATION	9,679.33	17,000.00	7,320.67	57%	3302000002.50442
A&E	62,148.00	3,001,300.00	2,939,152.00	2%	3302000002.50443
ECO DEV A&E	0.00	0.00	0.00		3302000002.5E443
LAND & ROW - PGM	7,517,525.21	7,730,500.00	212,974.79	97%	3302000002.52444
CONSTRUCTION	0.00	24,184,000.00	24,184,000.00	0%	3302000002.50450
CONTINGENCY	0.00	0.00	0.00		
MISCELLANEOUS	198,678.85	699,200.00	500,521.15	28%	3302000002.50469
MISCELLANEOUS - B&T	34,254.05	35,000.00	745.95	98%	3302000002.51469
EQUIPMENT	0.00	250,000.00	250,000.00	0%	3302000002.50505
TOTAL	$7,822,285.44	$35,981,000.00	$28,158,714.56	22%	

PROJECT BALANCE	$3,636,633.80	$0.00

BUDGET HISTORY

115,000.00	FY23 Original Budget, PayGo
350,000.00	FY24 Mid-Year transfer from 3999, Bonds
7,946,000.00	FY25 Original Budget: $6,400k Bonds, $1,546k Pay-Go
27,570,000.00	FY26 Original Budget: $23,263k Bonds, $1,607k Pay-Go, $2,700k Fund Balance
35,981,000.00	Total LTD Budget

BOND FUNDING HISTORY

132,919.24	2022 Bond Issue
5,358,000.00	2024 Bond Issue
5,490,919.24	Total Funding to Date

	Bonded	Expended	%
22	132,919	132,919	100%
24	5,358,000	5,358,000	100%

COMMENTS: Preliminary Packet done in FY2025

Per Approved FY26-FY30 CIP

2027	2028	2029	2030	Beyond 2030	Est. Total Project Cost
$17,570,000	$0	$0	$0	$0	**$53,551,000**

PROJECT BUDGET REPORT

FOR 07/01/2020 - 11/30/2025

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 3047003999 - General Government Contingency								
F 3047003999.40389 GGCont BD	-328,960.00	-5,669,040.00	-5,998,000.00	0.00	0.00	0.00	-5,998,000.00	0.00%
F 3047003999.40390 GGCont PG	-136,200.00	-23,320.00	-159,520.00	0.00	0.00	-178,811.17	19,291.17	112.09%
F 3047003999.40395 GGCont BP	-17,650.00	-62,170.00	-79,820.00	0.00	0.00	-78,627.86	-1,192.14	98.51%
E 3047003999.50468 Cntngcy	466,360.00	5,770,980.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00%
E 3047003999.52468 Cntngcy II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E 3047003999.55468 Cntngcy 5	16,450.00	-16,450.00	0.00	0.00	0.00	0.00	0.00	0.00%
FUNDING SOURCE TOTALS for Project: 3047003999 - General Government Contingency	-482,810.00	-5,754,530.00	-6,237,340.00	0.00	0.00	-257,439.03	-5,979,900.97	4.13%
EXPENSE TOTALS for Project: 3047003999 - General Government Contingency	482,810.00	5,754,530.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00%
TOTALS for Project: 3047003999 - General Government Contingency	0.00	0.00	0.00	0.00	0.00	-257,439.03	257,439.03	
TOTALS FOR FUNDING SOURCE STRINGS	-482,810.00	-5,754,530.00	-6,237,340.00	0.00	0.00	-257,439.03	-5,979,900.97	210.60
TOTALS FOR EXPENSE STRINGS	482,810.00	5,754,530.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00

REPORT TOTAL	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget
	0.00	0.00	0.00	0.00	0.00	-257,439.03	257,439.03

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Action of Boards, Commissions, and Committees

AGENDA SECTION: Additional Approval Items

SUBJECT:

- **Action on Boards and Commissions**

SUGGESTED ACTION:

ATTACHMENTS:
Action on BC.pdf

Action on BC:

BC Appointments

Request a motion:

- Motion to Reappoint **Linda Stansbury, Roy Naraine, Jacqueline Pressey, Cheryl Robinson, Cynthia Vaughan** and Appoint **Sara Cano, Fanny Urkums, Donta Varney,** and **Khenae Pearson** as Members to the Area Council on Aging.

- Motion to Appoint **Hayden Jarboe, Nils Kinuani, Jabari Douglas, Erica Wilson, Marshall Edwards** and **Jude Mutah** as Members to the Board of Social Services.

- Motion to Appoint **Aaron Miskell, Christopher Allen, Justin Dick,** and **William Flowers** as Members to the Commission for Veteran's Affairs.
- Motion to Appoint **April Hodges** as Representative of the Charles County Humane Society to the Animal Matter Hearing Board.

- Motion to reappoint **Anbrea McCoy** as an Alternate member, **Maxine Somerville, Angel Rogers,** and **Christopher Nickerson** as Citizen Members to the Ethics Commission.

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Jesse Bungcayao

ITEM TYPE: Approval Item(s)

AGENDA SECTION: Additional Approval Items

SUBJECT:

- **Revised Letter: Support Partnership with Charles County's Volunteer Fire and EMS Association Leadership**

SUGGESTED ACTION:

ATTACHMENTS:
Letter to Volunteers 2025.12.09. v2redline.pdf
Letter to Volunteers 2025.12.09. v2CLEAN.pdf

Charles County Government

CHARLES COUNTY COMMISSIONERS
Reuben B. Collins, II, Esq., *President*
Ralph E. Patterson, II, M.A., *Vice President*
Gilbert O. Bowling, III
Thomasina O. Coates, M.S.
Amanda M. Stewart, Ed.D.

Deborah E. Hall, CPA
Acting County Administrator

December 9, 2025

Dear Charles County's Volunteer Fire and EMS Association Leadership:

I want to express my sincere appreciation for the service you provide to the residents of Charles County. Our volunteer fire and EMS organizations form a vital part of our public safety system, and your continued commitment is genuinely valued.

During the May 6, 2025, Board of County Commissioners session, the Commissioners discussed opportunities to strengthen collaboration between the county and the volunteer associations. To support that effort, I outlined several focus areas including:

Enhancing Continuity Between County and Volunteer Personnel
Improving coordination, communication, and alignment between volunteer personnel and paid EMS staff remains a central priority to ensure consistent service expectations, shared operational standards, and strengthen professional relationships.

Strengthening Communication Among Volunteer Stations
Equally important is the need for improved communication between volunteer stations within the overall organization. Personnel matters, shared resources, and organizational decisions must be communicated in a timely, consistent, and transparent manner. This coordination is essential to ensure that all stations remain informed, unified, and aligned with clear and consistent expectations.

Increasing Accountability Within Volunteer Operations
Accountability, fairness, and clear expectations are essential to maintaining public trust and ensuring effective service delivery. Consistent reporting practices and transparent processes to address personnel or operational concerns across the volunteer system are vital.

Exploring a Unified Oversight Structure
To improve consistency and ensure that all stations work within shared standards, it is important to establish a centralized, clearly defined form of oversight. This structure would support equitable communication, accountability, and follow-through on personnel issues. The goal is not to minimize the independence of the volunteer stations but to create a framework that ensures information is shared appropriately and consistently across the entire system, with the county, and if needed, with the Board of County Commissioners.

200 Baltimore Street, La Plata, Maryland 20646 • 301-645-0550 • 301-870-3000
Toll Free: 1-877-807-8790 • Fax: 301-645-0560 • E-Mail: Commissioner@CharlesCountyMD.gov
Maryland Relay Service: 7-1-1 (Relay Service TDD: 1-800-735-2258) • Equal Opportunity Employer
Visit online at www.CharlesCountyMD.gov

CCGTV

~~Consolidation of~~Strategic use of **Resources**~~, Strategic Planning, and Budgeting~~

Greater efficiency can be achieved with long-term planning for equipment needs, training, and budget development by aligning efforts to reduce duplication, streamline investments, and support a more coordinated and sustainable system.

~~**Feasibility of Establishing a County Fire Chief Position**~~

~~Explore the feasibility of a paid Fire Chief to enhance countywide leadership and coordination. This review should seek to determine what organizational structure best supports the current model for fire and EMS services in Charles County.~~

Recommendation to Acquire an Independent, Qualified Consultant

To ensure a comprehensive and objective evaluation, consideration should be given ~~to~~ for the volunteer associations to acquire the services of a qualified consultant with specialized experience with the current structure and operational best practices. This expert would:

- Explore the feasibility of a paid Fire Chief to enhance countywide leadership and coordination. This review should seek to determine what organizational structure best supports the current model for fire and EMS services in Charles County.
- Research and report successful county efforts for recruitment and retention (tax credits, childcare, etc.)
- Assess communication practices and oversight structures
- Evaluate both operational and organizational challenges
- Provide recommendations for systemwide improvements
- Support the development of new processes, policies, or agreements
    - This may include drafting a mutually agreed-upon policy or Memorandum of Understanding (MOU) that formalizes expectations for communication, reporting, and notification protocols. This framework would ensure that matters requiring attention, particularly personnel issues, are shared with the appropriate volunteer leadership, the county, and when appropriate, the Commissioners.

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Your partnership in this process is essential. I encourage all volunteer leaders to participate openly, collaboratively, and constructively. Thank you again for your service and commitment to our community. I look forward to our continued collaboration as we strengthen our public safety system for the residents we serve.

Sincerely,

Reuben B. Collins, II, Esq., *President*

Ralph E. Patterson, II, M.A., *Vice President*
District 4

Gilbert O. Bowling, III.
District 1

Thomasina O. Coates, M.S.

Amanda M. Stewart, Ed.D.

District 2

District 3

Charles County Government

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Your partnership in this process is essential. I encourage all volunteer leaders to participate openly, collaboratively, and constructively. Thank you again for your service and commitment to our community. I look forward to our continued collaboration as we strengthen our public safety system for the residents we serve.

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District 4

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Amanda M. Stewart, Ed.D.
District 3

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Office of the County Attorney

ITEM TYPE: Briefing and Request to Introduce

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- ***TO BE RESCHEDULED* Briefing and Request to Introduce and Schedule a Public Hearing: Proposed Bill 2025-(08) Zoning Text Amendment (ZTA) #25-188 Proposed Encroachment Text Amendment.**
  (Ms. Sarah Guy, Chief of Property Acquisition, Ms. Victoria Rickett, Assistant Property Acquisition Officer, Mr. Marc Potter, Associate County Attorney I, Office of County Attorney for Charles County; Mr. Jason Groth, Director, Department of Planning and Growth Management)

SUGGESTED ACTION:

ATTACHMENTS:
251121 ZTA 25-188.pdf

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

20___ Legislative Session

Text Amendment/ Bill No. ZTA #25-188
Chapter. No. 297
Introduced by Office of the County Attorney
Date of Introduction

ZONING TEXT AMENDMENT

AN ACT concerning the regulatory enforcement of encroachments onto County-owned land.

REGULATORY ENFORCEMENT OF ENCROACHMENTS ONTO COUNTY-OWNED LAND

FOR the purpose of
AMENDING PROVISIONS WITHIN THE ZONING REGULATIONS TO PROVIDE CHARLES COUNTY GOVERNMENT THE AUTHORITY AND FRAMEWORK WITHIN WHICH TO REGULATE ENCROACHMENT ONTO CERTAIN REAL PROPERTY OWNED BY CHARLES COUNTY GOVERNMENT

BY Amending:
Chapter 297 – ZONING ORDINANCE
Article I, §3 – Applicability
Code of Charles County, Maryland

Chapter 297 – ZONING ORDINANCE
Article II, §37 – Change in use
Code of Charles County, Maryland

Chapter 297 – ZONING ORDINANCE
Article XIII, §49 – Word usage; definitions
Code of Charles County, Maryland

SECTION 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND, that the Laws of Charles County, Maryland read as follows:

Astericks *** mean intervening code language remaining unchanged
NOTE: CAPITALS indicate language added to existing law
[Brackets] indicate language deleted from existing law

Article I, § 297-3. Applicability.

This chapter shall not apply to the Charles County government or the land, buildings, structures or other facilities owned by the County that would otherwise be regulated by this chapter EXCEPT AS PROVIDED IN §§ 297-3(A) OR 297-37(E).

A. ENCROACHMENTS ONTO COUNTY-OWNED PROPERTY SHALL BE CONSIDERED A VIOLATION OF THIS CHAPTER.

****

Article II, § 297-37. Change in use.

A. A change in use shall require issuance of a new use and occupancy permit. If the change also involves any development activity, any other applicable permits shall also be required.

B. A substantial change in use of property occurs whenever the essential character or nature of the activity conducted on a lot changes. This occurs whenever:
   (1) The change involves a change from one principal use category to another.
   (2) If the original use is a combination use, the relative proportion of space devoted to the individual principal uses that comprise the combination use changes to such an extent that the parking requirements for the overall uses are altered.
   (3) If the original use is a combination of uses, the mixture of types of individual principal uses changes.
   (4) If the original use is a planned residential development, the relative proportions of different types of dwelling units change.
   (5) If there is only one business or enterprise conducted on the lot (regardless of whether that business or enterprise consists of one individual principal use or a combination use) and such business or enterprise moves out and a different type of enterprise moves in (even though the new business or enterprise may be classified under the same principal use or combination use category as the previous type of business).

C. A mere change in the status of property from unoccupied to occupied or vice versa does not constitute a change in use. Whether a change in use occurs shall be determined by comparing the two active uses of the property without regard to any intervening period during which the property may have been unoccupied, unless the property has remained unoccupied for more than 180 consecutive days or has been abandoned.

D. A mere change in ownership of a business or enterprise or a change in the name shall not be regarded as a change in use.

E. COUNTY-OWNED LAND SHALL ONLY BE USED IN A MANNER AS DETERMINED BY CHARLES COUNTY GOVERNMENT. NO PERSON(S), WHETHER INDIVIDUAL OR CORPORATE, SHALL BE PERMITTED OR OTHERWISE AUTHORIZED TO ENCROACH UPON COUNTY-OWNED LAND.

****

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NOTE: CAPITALS indicate language added to existing law
[Brackets] indicate language deleted from existing law

Article I, § 297-49. Word usage; definitions.

***

E. Definitions.

***

COUNTY-OWNED LAND

REAL PROPERTY THAT IS OWNED BY THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND OR IS ALTERNATIVELY TITLED UNDER A CHARLES COUNTY GOVERNMENT ENTITY, INCLUDING, BUT IS NOT LIMITED TO, LAND THAT MAY BE VACANT, OCCUPIED IMPROVED, AND / OR UNIMPROVED.

***

ENCROACHMENT

THE UNAUTHORIZED, UNPERMITTED, OR IMPERMISSIBLE USE OF, OCCUPATION OF, OR PRESENCE UPON REAL PROPERTY OWNED BY ANOTHER.

****

SIGNATURE PAGE TO FOLLOW.

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SECTION 2. BE IT FURTHER ENACTED, that this act shall take effect forty-five (45) calendar days after it becomes law.

ADOPTED this ____ day of _____ 2025.

COUNTY COMMISSIONERS
CHARLES COUNTY, MARYLAND

_____
Reuben B. Collins, Esq., President

_____
Ralph E. Patterson II, M.A., Vice President

_____
Thomasina O. Coates, M.S.

_____
Amanda M. Stewart, M.Ed.

_____
Gilbert O. Bowling, III

ATTEST:

_____
Carol A. DeSoto, CAP, OM, Clerk

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Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Goals and Objectives

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- ****TO BE RESCHEDULED** Update: Goals and Objectives-Resiliency and Sustainability**
  (Department of Public Works, and Department of Planning and Growth Management)

  Goals and Objectives Main Page

SUGGESTED ACTION:

ATTACHMENTS:

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Fiscal and Administrative Services

ITEM TYPE: Review

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Briefing and Request for Approval: FY2026 General Fund Review-First Quarter**
  (Mr. Jacob Dyer, Acting Director, Ms. Samantha Chiriaco, Chief of Budget, and Ms. TaTanya Bowman, Assistant Chief of Budget Department of Fiscal and Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
FY26 General Fund 1Q.pdf

FY2026 General Fund Report
First Quarter
(ending September 30, 2025)

Presenter

Samantha Chiriaco, Chief of Budget
Jacob Dyer, Director of Fiscal & Administrative Services

December 9, 2025

FY2026 Year End Estimate

	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/2025
Revenues	$598,620,430	$588,899,310	$319,786,683
Expenditures	598,620,430	$598,620,430	133,121,023
Net Operating Gain (loss)	$0	($9,721,120)	$186,665,659

- The FY2026 Adjusted Budget includes $25.1 million of fund balance use. Due to favorable revenues, it is projected that $9.7 million will be needed to offset the estimated net operating loss.

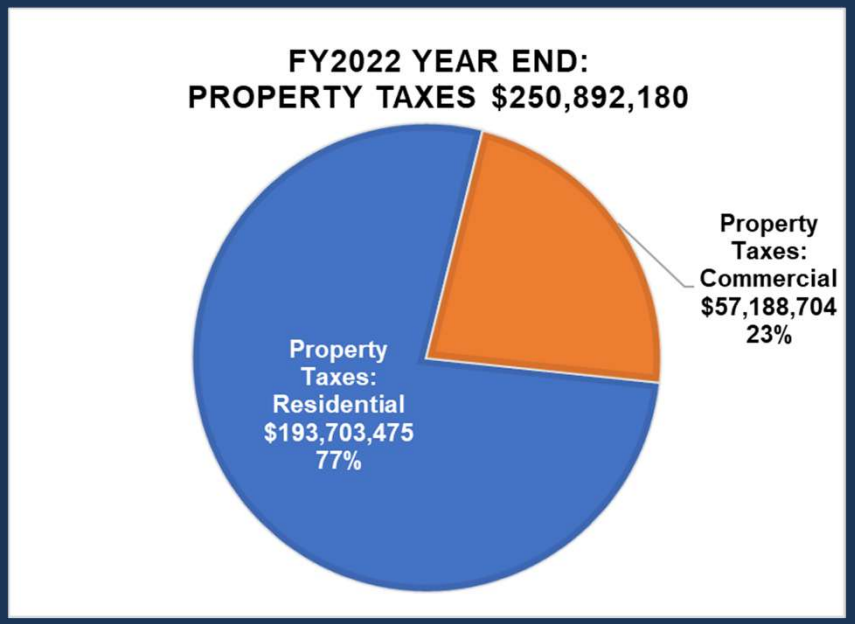
Revenues

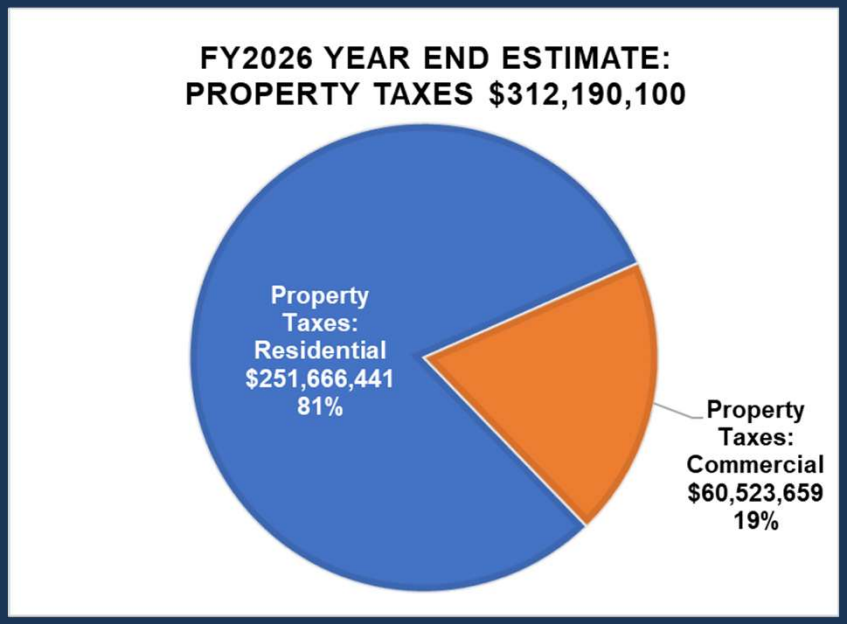
	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/25	Pct. Of Budget
REVENUES				
Property Taxes	$305,179,100	$305,114,100	$298,927,180	98%
Income Taxes	184,500,000	202,605,900	1,319,998	1%
Recordation/Transfer Tax	30,400,000	30,400,000	8,745,049	29%
Other	53,474,710	50,779,310	10,794,456	20%
Total Operating	$573,553,810	$588,899,310	$319,786,683	56%
Fund Balance Appropriation	25,066,620	0	0	0%
Total Revenues	$598,620,430	$588,899,310	$319,786,683	53%

Revenues:
Comparison to Adopted Budget

	FY26 Adopted Budget	FY26 Year End Est. @ 09/30/25	Change
REVENUES			
Property Taxes	$305,179,100	$305,114,100	($65,000)
Income Taxes	184,500,000	202,605,900	18,105,900
Recordation/Transfer Tax	30,400,000	30,400,000	0
Other	53,145,600	50,779,310	($2,366,290)
Total Operating	$573,224,700	$588,899,310	$15,674,610
Fund Balance Appropriation	21,856,800	0	(21,856,800)
Total Revenues	$595,081,500	$588,899,310	($6,182,190)

Commercial vs Residential Property Tax*





Excludes PILOT revenues

Expenditures

	FY26 Adjusted Budget	FY26 Year End Estimate	FY26 Actual @ 9/30/25	Pct. of Budget
EXPENDITURES				
Education	$263,972,500	$263,972,500	$65,791,787	25%
Sheriff's Office	139,930,987	139,930,987	28,240,267	20%
County Administered	107,656,352	107,656,352	20,077,367	19%
Debt Service	33,063,700	33,063,700	1,699,369	5%
Other	53,966,891	53,966,891	17,312,232	32%
Total Expenditures	$598,620,430	$598,620,430	$133,121,023	22%

Expenditures: Comparison to Adopted Budget

	FY25 Adopted Budget	FY25 Year End Est. @ 9/30/25	Change
EXPENDITURES			
Education	$263,972,500	$263,972,500	$0
Sheriff's Office	138,974,247	139,930,987	956,740
County Administered	106,258,812	107,656,352	1,397,540
Debt Service	33,063,700	33,063,700	0
Other	52,812,241	53,996,891	1,184,650
Total Expenditures	$595,081,500	$598,620,430	$3,538,930

FUND BALANCE BUDGET:

Original Adopted Budget

Income Tax Volatility Reserve	$5,000,000
Reserve for Priorities	5,384,300
Morgantown Reserves	3,071,400
OPEB Reserve	250,000
Health Rate Medicare Subsidy	300,000
Election Board Rent	109,100
UMD Incentive Program Year 2 of 2nd Cohort	57,00
FY2026 Adopted Fund Balance	$21,856,800

FUND BALANCE BUDGET:

Amendments from Spendable Fund Balance: Committed

1. Summer Youth Employment Program	$62,640
2. PGM Process Improvement Consultant	100,000
3. Collaborative Community Improvement Project Operating	150,000
4. BOCC Legal Fees	200,000
5. PGM Website	163,280
6. OPEB Reserve	750,000
7. APSO Study	150,000
8. Climate Action Plan	59,000
9. Comp Plan Update	225,000
10. La Plata Armory	120,180
11. CCSO – Equipment/Capital Carryover	445,850
12. WSRC Popup Pocket Park	45,330
13. HR Class & Comp Study	37,500
14. Leave Sell Back *as of 11/26/2025*	701,040
FY2026 Fund Balance Amendments	$3,209,820
FY2026 Adopted Fund Balance	21,856,800
FY2026 Amended Fund Balance	$25,066,620

FUND BALANCE- YEAR END ESTIMATE:	
Nonspendable:	
Prepay Items	$4,358,398
Inventory Reserve	2,473,872
Subtotal	$6,832,270
Spendable:	
Restricted for:	
Dog License Fund	$195,329
Economic Development (donations)	13,482
911 Surplus Revenues	268,922
Subtotal	$477,733

FUND BALANCE- YEAR END ESTIMATE:	
Committed to:	
Fund Balance Policy Target (8% - 15%)	$88,334,897
Income Tax Revenue Volatility Reserve	23,000,000
CIP PayGo (TBD)	20,500,000
Workers Compensation – Self Insured	14,288,978
CIP PayGo FY26-FY30 – future years	6,363,000
GenOn Morgantown offset revenue loss	4,711,200
Employee Leave Sell Back / Leave Payouts	3,798,960
Other Post Employment Benefit (OPEB) reserve	3,125,000
Rental Licensing Program *(reserve until revenues are generated)*	2,000,000
Conviction Reserve *(actual use TBD)*	1,000,000

FUND BALANCE- YEAR END ESTIMATE:

Committed to (continued):

Studies: $1,257,675

Space Needs Task Force	$200,000
Minority Disparity Study	192,825
Community Health Center – Feasibility Study	170,000
Circuit Court Building Feasibility Study	166,914
Parks and Recreation Master Plan	100,000
Ruth B. Swann Park Master Plan	100,000
Parks and Recreations ADA Accessibility Study	50,000
Cobb Island Neck Community Center Study	50,000
Boys and Girls Club Waldorf	50,000
Bryans Road Senior and Rec Center	50,000
Waldorf Municipal Center	50,000
Intersection Analysis/Traffic Signal Warrant Analysis	47,936
Engineering Plan Digitalization	30,000

FUND BALANCE- YEAR END ESTIMATE:	
Committed to (continued):	
Body Worn Camera Program	$561,197
Future Year Commitments for University of MD Incentive Awards	235,200
Election Board Rent	218,200
Project Outsourcing	240,000
Hazmat Response Unit	149,475
Health Request	25,139
FY27 Future Funding for Military Alliance	50,000
Veterans Memorial Carryover	25,000
Subtotal	$169,883,921

FUND BALANCE- YEAR END ESTIMATE:	
Assigned to:	
Storm Event	$7,000,000
Health Insurance Rate Stabilization – Employer	3,750,000
Health Insurance Rate Stabilization – Employee	1,250,000
Health Insurance Rate Stabilization – Medicare Subsidy	774,087
Settlement Expense Loan Program (SELP)	266,137
Home Rehabilitation Loans	96,152
Mobile Home Funds	21,136
Subtotal	$13,157,511

TOTAL FUND BALANCE- YEAR END ESTIMATE:	
Nonspendable……....	$6,832,270
Restricted for……..	477,733
Committed to……..	169,883,921
Assigned to……..	13,157,511
Total (Reserved Fund Balance)	**$190,351,435**
Unassigned Fund Balance……....	11,799,765
Total Estimated Fund Balance	**$202,151,199**

Fund Balance Policy

- When Fund Balance is in excess of 15%, those funds are to be designated or appropriated during the next fiscal year for the following purposes in order of priority:
  - Cover any shortfall in Special Revenue Funds
  - Reduction or avoidance of debt
  - Apply to capital outlay purchases
  - One-time needs
  - Tax, fee, or rate stabilization

Staff recommended use of Unassigned Fund Balance: $11.8 million

- **Provide One-Time Take-Home Bonus: $2,100,000**
  - Provide $1,000 one-time take-home net bonus to CCG active full-time employees, CCSO active civilians, IAFF active union members, CCCOA active union members, and State's Attorney's Office, Circuit Court, Soil Conservation, Resource Conservation and Development (RC&D) active full-time employees on county payroll
  - Provide a prorated share of the full-time take-home net bonus to full time employees who work a reduced hours schedule
  - Provide a $250 one-time take-home net bonus to CCG part time one employees who receives a paycheck on December 12th
- **Increase CIP Fund Balance Reserve by $5,700,000**
  - This will lower our future debt service costs
  - This reserve will increase to $26.2 million
- **This will leave approximately $4 million in unassigned fund balance**

Presented By:

Charles County Government

Fiscal & Administrative Services

200 Baltimore Street

La Plata, MD 20646

MD Relay Service: 7-1-1

Equal Opportunity Employer

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

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Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Fiscal and Administrative Services

ITEM TYPE: Briefing

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Briefing and Request for Approval: Update on American Rescue Plan Act (ARPA)**
  (Mr. Jacob Dyer, Director, and Ms. Kelli Scherer, Budget Analyst II, Department of Fiscal & Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
ARPA County Plan 12092025.pdf

American Rescue Plan Act (ARPA) of 2021

Coronavirus Local Fiscal Recovery Funds

$31,710,758

- **50% received May 19, 2021 and 50% on June 9, 2022**
- **Require that payments from the Fiscal Recovery Funds be used only to cover costs incurred by local government by December 31, 2024**
- **A recipient must return any funds not obligated by December 31, 2024, and any funds not expended to cover such obligations by December 31, 2026 (on-line and working)**
- **Surface Transportation projects must be completed by September 30, 2026**
- **Obligations may be made through MOU's, Interagency Agreements, and purchase orders**

	Total Obligations	Proposed Changes	Total Expensitures thru 09/30/2025	Balance Remaining
SUPPORT OF LOCAL BUSINESS AND NON PROFITS				
Grants to Businesses	$1,465,000		$1,465,000	$0
Training and Business Outreach	$1,824,070		$969,722	$854,348
EDD Administrative Support	$380,930		$199,756	$181,174
Non-Profits Grants *including administrative fees*	$1,331,700		$1,331,700	$0
Non-Profits Grants- Behavioral Health	$500,000		$500,000	$0
Food Insecurity *including administrative fees*	$320,000		$314,375	$5,625
PUBLIC SAFETY				
New Ambulances	$1,170,324		$1,170,323	$1
Radios for Fire Service	$420,718		$420,718	$0
INFRASTRUCTURE				
Surface Transportation - Bridge Design	$750,000		$68,236	$681,764
Surface Transportation - Road Overlay	$558,097	704,947	$540,158	$17,939
School Based Health Center - Indian Head Elementary School	$1,450,400		$148,095	$1,302,305
Stormwater - Consultant	$149,600		$149,600	$0
Stormwater Projects	$6,174,499		$2,193,129	$3,981,369
Stormwater Projects- Revenue Replacement*	$10,000,000		$10,000,000	$0
Broadband- Long Driveway Program	$1,343,850	(652,000)	$114,243	$1,229,607
Broadband- Grant Match	$658,919		$265,263	$393,656
HOUSING				
Rental Assistance- *including administration*	$360,000	(38,947)	$227,675	$132,325
Home Ownership- Down Payment Assistance	$140,000	(14,000)	$126,000	$14,000
Non-Profits Grants- Transitional Housing	$750,000		$750,000	$0
PUBLIC HEALTH				
HD: Response & Recovery	$70,060		$70,060	($0)
HD: Behavioral Health Clinic Staff	$513,475		$438,493	$74,982
HD: Community Health Workers	$562,164		$393,246	$168,918
DES: MIH Expansion Program	$816,952		$705,741	$111,211
TOTAL	**$31,710,758**	**$0**	**$22,561,535**	**$9,149,223**
Percent of Allocation Expended	**71.15%**			

For more detail: Click Here

**** Revenue Replacement for Career EMS freed up funds for stormwater projects in the Watershed Fund.***

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Recreation, Parks, and Tourism

ITEM TYPE: Briefing and Request for Approval

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Briefing and Request for Approval: Sports and Wellness Complex - Current Status and Future Direction**
  (Ms. Keli Beaver, Director, Mr. Sam Drury, Deputy Director, Mr. Ben Yeckley, Planning Supervisor, Department of Recreation , Parks, and Tourism; Mr. Jim Chandler, Director, Ms. Michelle Frye, Deputy Director, and Mr. Mark Thompson, Chief of Commercial Development, Department of Economic Development; and Mr. Jacob Dyer, Director, and Ms. Samantha Chiriaco, Chief of Budget, Department of Fiscal and Administrative Services)

SUGGESTED ACTION:

ATTACHMENTS:
Sports and Wellness-BOCC 12-9-25 Final (002).pdf
FY2026 Budget Transfer Request #158 Outside Expertise to Develop and Evaluate Opportunitiesc.pdf

Charles County Sports and Wellness Complex

Tuesday, December 9, 2025

Project Update

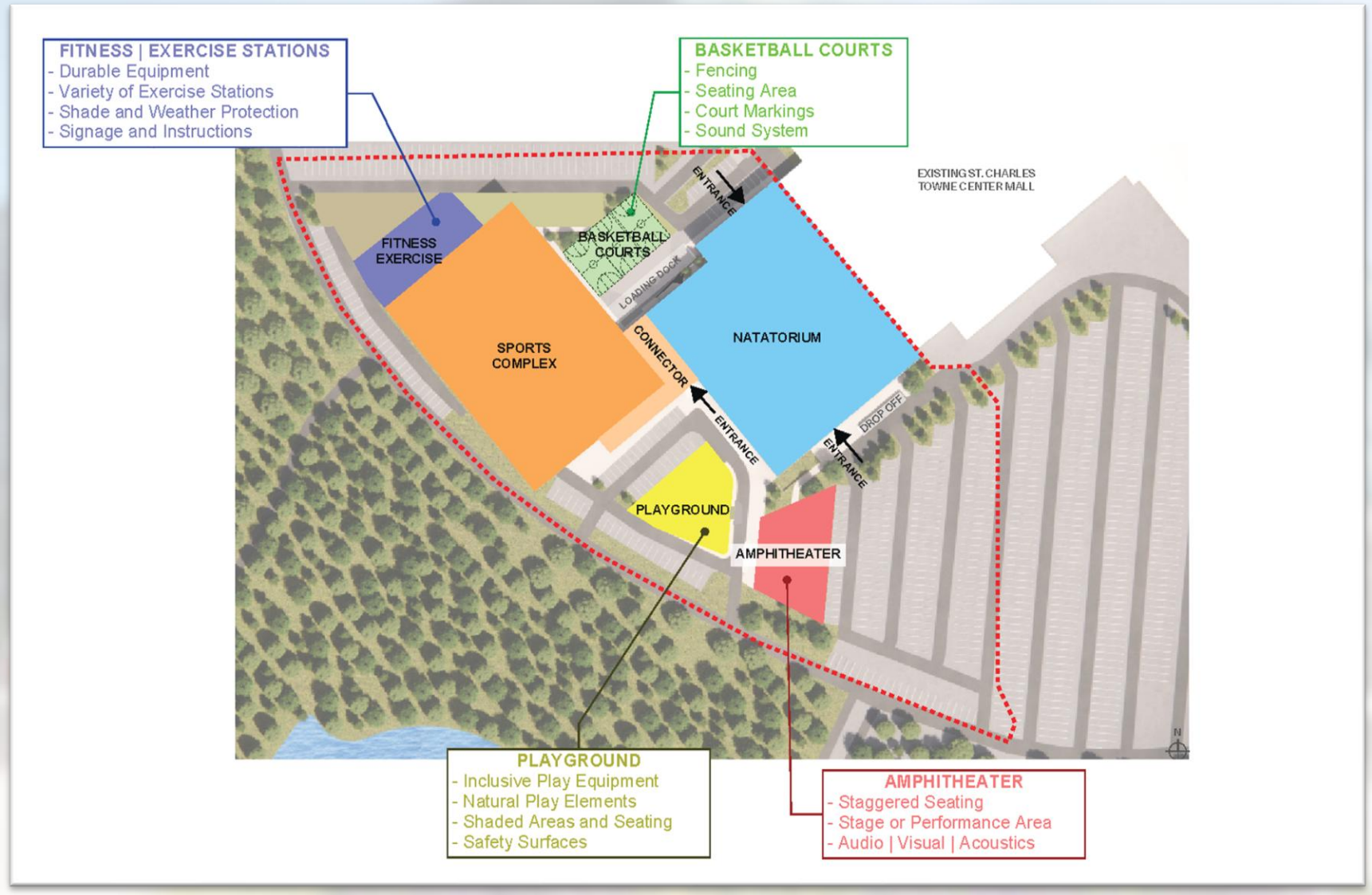
Project Updates

- Identify and Secure Additional funds for Construction
- Explore potential Private Public Partnership opportunities
- Drafted RFP for Design of Phase 1 (Natatorium)
- Market and Financial Feasibility Study
  - Economic Development Department/Maryland Stadium Authority

Maryland Stadium Authority (MSA)

- Economic Impact Study
- Fiscal Year 2024 State Budget, the State of Maryland appropriated $125,000
- Evaluate the costs, benefits, and potential concerns

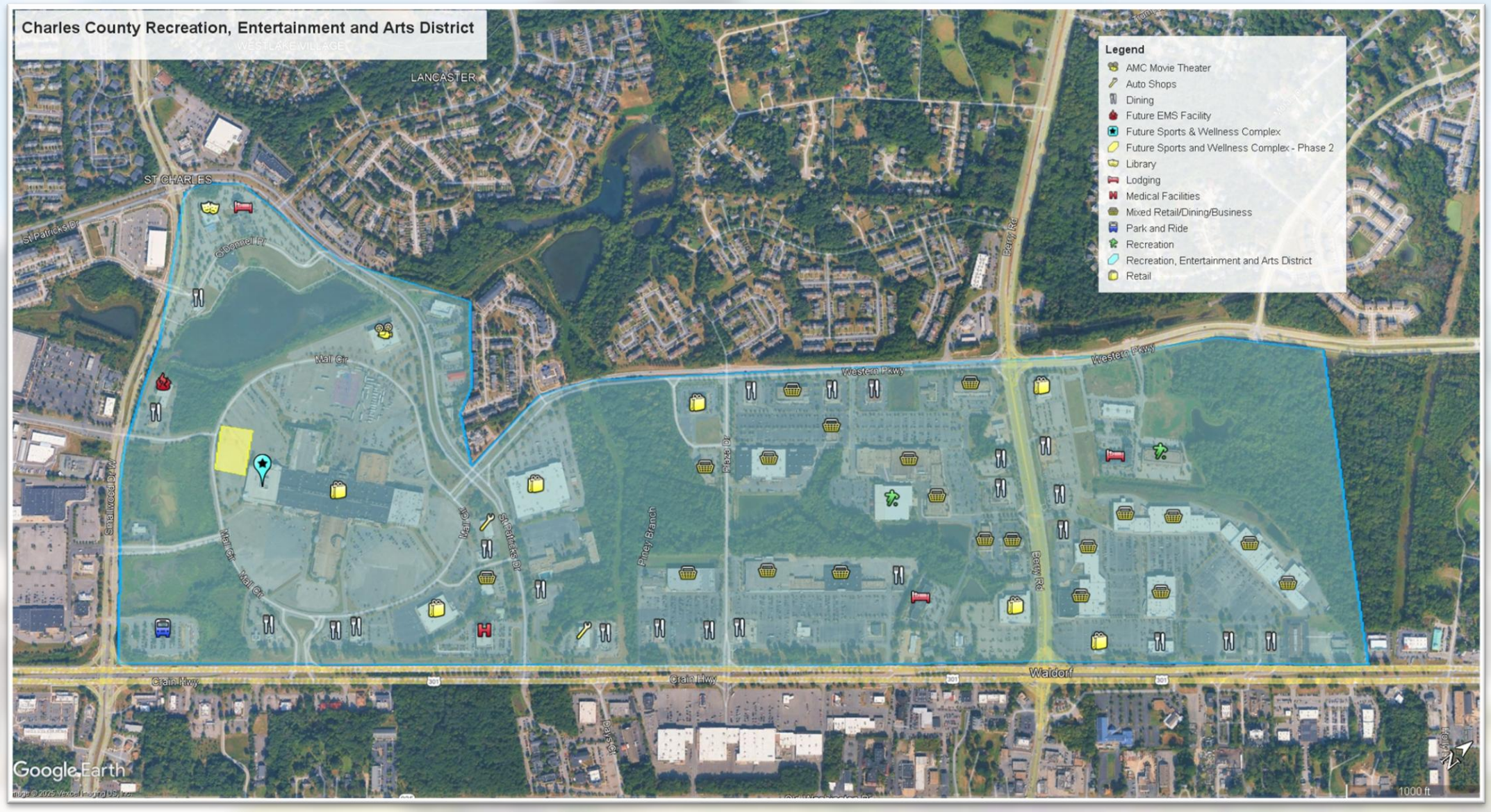
Conceptual Site Plan



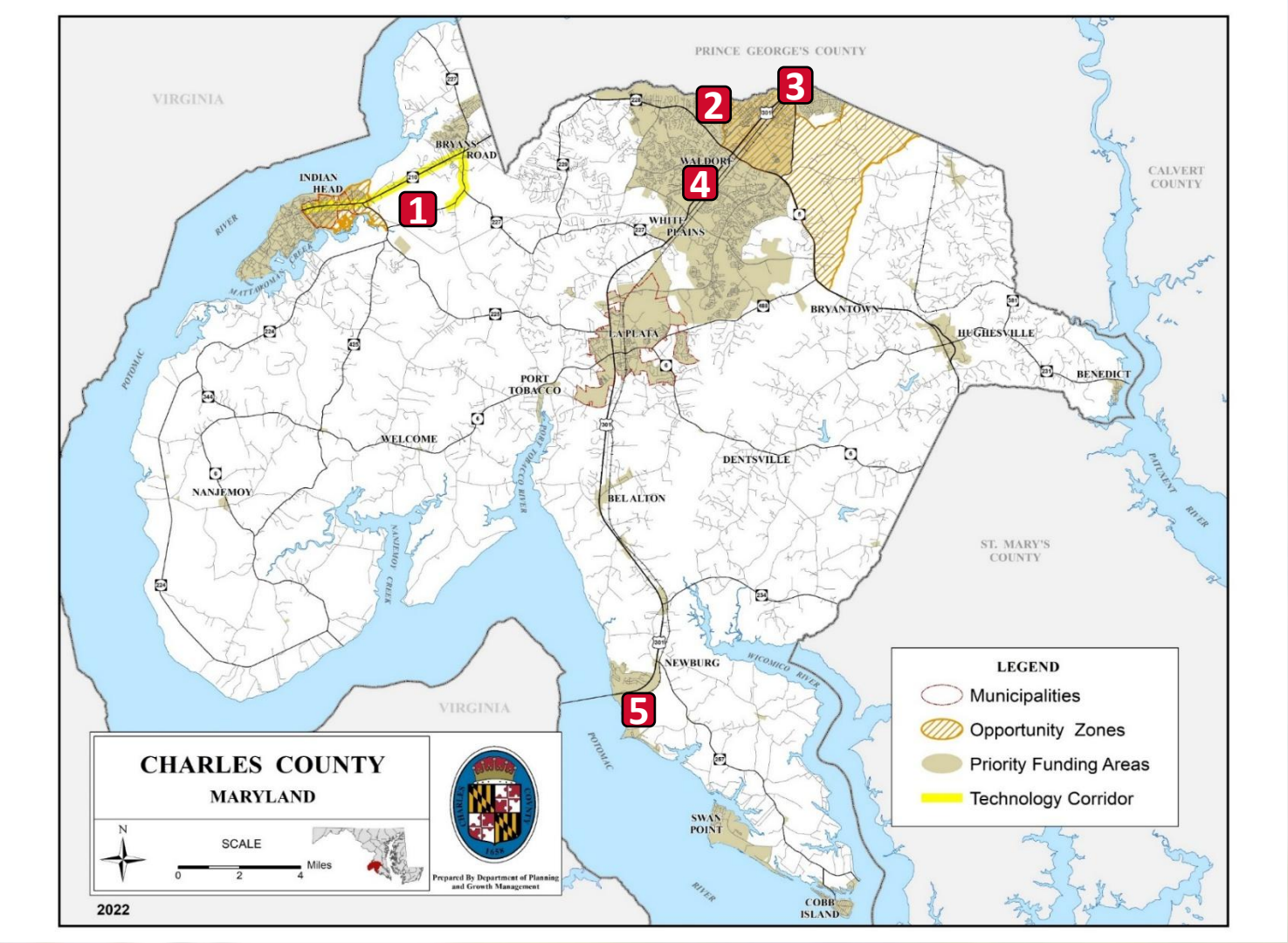
Project Location

- St. Charles Towne Center is a 980,000 SF mall owned by Simon Property Group. It opened in 1990.
- Anchors include Dick's Sporting Goods, JC Penney, Kohl's, Macy's and Macy's Home. There is an AMC Cinema on an out-parcel along with several freestanding restaurants.

Recreation, Entertainment and Arts District



Major Economic Development Projects



1. Western Charles County Technology Corridor
2. Berry Pointe
3. Waldorf Station
4. Charles County Sports and Wellness Center
5. Morgantown Power Plant

Market and Financial Feasibility Study

- Further develop program model, competitive market analysis, operating and revenue model

- Develop critical data inputs for Economic Impact Study for State funding

- Evaluate and project-
  - Local and regional demographics
  - Current offerings and competitive facilities
  - Facility utilization and revenue potential
  - Potential operating budgets under different ownership and management structures (Public-Private Partnerships)

Next Steps

- Approve Budget Transfer Request for $150,000
- Solicit consultants to perform Market and Financial Feasibility Study
- Completion of Market and Financial Feasibility Study by Spring 2026
- Project Approach: Traditional vs. P3-Complete by Mid-Summer 2026
- Phase 1 Design, Permit and Construct-Complete by Year-end 2028

Charles County Government

200 Baltimore Street • La Plata, Maryland 20646
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Learn more at…

www.CharlesCountyMD.gov

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CHARLES COUNTY GOVERNMENT

Mission Statement – The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

Vision Statement – Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

Equal Opportunity Employer – It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach** to your transfer/amendment request in MUNIS.

Date	11/06/2025
Submitted by	Economic Development
Department	Economic Development

Funding Request: $150,000
Fiscal Year:
FY2026
Category:
Capital Improvement Project - General Govt.
Fund:
Capital Projects (02)

Reason transfer/amendment is requested?

The Charles County Sports and Wellness Complex is an innovative approach to redevelopment and community services that will have a clear economic impact. Outside expertise is needed to develop and evaluate the economic and financial characteristics of the opportunity. This will enable the County to develop the appropriate strategy to design, build and operate the facility including a potential public-private partnership.

Reason for availability of funds?

Funding available in the contingency inflation project. $6,237,340 available in this contingency project.

Sports and Wellness Center

FISCAL YEAR 2026 APPROVED CAPITAL PROJECT BUDGET
FY2026-FY2030 CAPITAL IMPROVEMENT PROGRAM

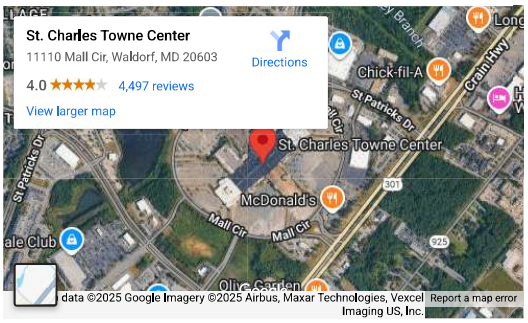
Project Description

This project is for construction of a multi-use/multi-generational indoor recreation center. The facility may include an indoor swimming pool, multi-sport gymnasiums, indoor turf area, fitness center, locker rooms, classrooms, multi-purpose rooms, restrooms, storage, office areas, and parking. The project proposes A&E to conduct a feasibility study and needs assessment prior to selecting a site location with first considerations of available county owned land.

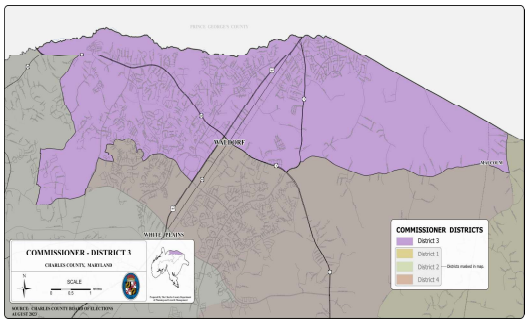
Requested By: RPT
Planning Commission Comments: Maintenance or upgrade of existing facilities, Consistent (Rating #2)

Location: Waldorf
Commissioner District: 3

Location



Commissioner District



Expenditures: 5-Year Plan

	EXPENDITURE BUDGET					FY2026-FY2030
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Expenditures						
Administration	$14,000	$14,000	$0	$0	$0	$28,000
Construction	$26,800,000	$16,800,000	$0	$0	$0	$43,600,000
Equipment	$250,000	$250,000	$0	$0	$0	$500,000
Miscellaneous	$500,000	$500,000	$0	$0	$0	$1,000,000
FAS Administration	$6,000	$6,000	$0	$0	$0	$12,000
EXPENDITURES TOTAL	**$27,570,000**	**$17,570,000**	**$0**	**$0**	**$0**	**$45,140,000**

Revenues: 5-Year Plan

REVENUE BUDGET						FY2026-FY2030
	FY2026	FY2027	FY2028	FY2029	FY2030	Aggregated Total
Revenues						
Bonds	$23,263,000	$17,570,000	$0	$0	$0	$40,833,000
PayGo	$1,607,000	$0	$0	$0	$0	$1,607,000
Fund Balance	$2,700,000	$0	$0	$0	$0	$2,700,000
REVENUES TOTAL	**$27,570,000**	**$17,570,000**	**$0**	**$0**	**$0**	**$45,140,000**

Expenditures: Total Project

	APPROP. THRU	FY2026-FY2030	BEYOND FY2030	
	FY2025	Aggregated Total	Aggregated Total	Total Project
Expenditures				
Administration	$10,000	$28,000	$0	$38,000
A&E	$385,300	$0	$0	$385,300
Construction	–	$43,600,000	$0	$43,600,000
Equipment	–	$500,000	$0	$500,000
Miscellaneous	$199,200	$1,000,000	$0	$1,199,200
FAS Administration	$11,000	$12,000	$0	$23,000
PH II Land & Row	$7,730,500	$0	$0	$7,730,500
Miscellaneous DPW	$35,000	$0	$0	$35,000
Personnel	$27,180	$0	$0	$27,180
Fringe	$12,820	$0	$0	$12,820
EXPENDITURES TOTAL	**$8,411,000**	**$45,140,000**	**$0**	**$53,551,000**

Revenues: Total Project

	APPROP. THRU	FY2026-FY2030	BEYOND FY2030	
	FY2025	Aggregated Total	Aggregated Total	Total Project
Revenues				
Bonds	$6,750,000	$40,833,000	$0	$47,583,000
PayGo	$1,661,000	$1,607,000	$0	$3,268,000
Fund Balance	–	$2,700,000	$0	$2,700,000
REVENUES TOTAL	**$8,411,000**	**$45,140,000**	**$0**	**$53,551,000**

Operating Budget Impact

	OPERATING IMPACT					APPROP. THRU	BEYOND
	FY2026	FY2027	FY2028	FY2029	FY2030	FY2025	FY2030
TOTAL PERSONNEL	**0.0**	**1.0**	**16.3**	**16.3**	**16.3**	**0.0**	**16.3**
Operating Costs							
Personnel Costs	$0	$93,332	$1,429,195	$1,500,654	$1,575,687	$0	$1,654,472
Operating	$0	$421,200	$689,000	$702,780	$716,836	$0	$731,172
TOTAL OPERATING COSTS	**$0**	**$514,532**	**$2,118,195**	**$2,203,434**	**$2,292,523**	**$0**	**$2,385,644**
Debt Service: Bonds	$575,623	$2,667,923	$4,248,188	$4,248,188	$4,248,188	$575,623	$4,248,188
Vehicle and Equipment Lease	$0	$0	$0	$0	$0	$0	$0
TOTAL IMPACT	**$575,623**	**$3,182,455**	**$6,366,383**	**$6,451,622**	**$6,540,711**	**$575,623**	**$6,633,832**

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PROJECT: **Sports and Wellness Center**

This project is for construction of a multi-use/multi-generational indoor recreation center. Phase 1 of the Charles County Sports and Wellness Complex project involves the renovation of the former Sears building at St. Charles Towne Center into a state-of-the-art Natatorium. The facility will feature multiple indoor aquatic elements including an Olympic-sized competition swimming pool, locker rooms, fitness center, classroom/meeting spaces and spectator seating. This phase includes the engagement of an architectural and engineering (A&E) team to finalize the interior design, along with the selection of a construction firm to execute the facility's construction. The facility design will allow for considerations and opportunities for public private partnerships agreements. Future construction phases will include additional competitive level indoor athletic facilities and outdoor enhancements on the premises.

PROJECT STATUS AS OF 12-Nov-25

PROJECT NUMBER **3302000002**

PROJECT TYPE: GENERAL GOVERNMENT

STATUS: ACTIVE

PROJECT RESPONSIBILITY: RPT

	LIFE TO DATE STATUS				
REVENUE BUDGET	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	$0.00	$0.00	$0.00		
STATE	0.00	0.00	0.00		
FUND BALANCE APP	2,700,000.00	2,700,000.00	0.00	100%	3302000002.40394
BOND PROCEEDS	5,490,919.24	30,013,000.00	24,522,080.76	18%	3302000002.40389
PAY-GO OPERATING	3,268,000.00	3,268,000.00	0.00	100%	3302000002.40390
TOTAL	$11,458,919.24	$35,981,000.00	$24,522,080.76	32%	

EXPENSE BUDGET	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION					
ADMINISTRATION	0.00	64,000.00	64,000.00	0%	3302000002.50441
FAS ADMINISTRATION	9,679.33	17,000.00	7,320.67	57%	3302000002.50442
A&E	62,148.00	3,001,300.00	2,939,152.00	2%	3302000002.50443
ECO DEV A&E	0.00	0.00	0.00		3302000002.5E443
LAND & ROW - PGM	7,517,525.21	7,730,500.00	212,974.79	97%	3302000002.52444
CONSTRUCTION	0.00	24,184,000.00	24,184,000.00	0%	3302000002.50450
CONTINGENCY	0.00	0.00	0.00		
MISCELLANEOUS	198,678.85	699,200.00	500,521.15	28%	3302000002.50469
MISCELLANEOUS - B&T	34,254.05	35,000.00	745.95	98%	3302000002.51469
EQUIPMENT	0.00	250,000.00	250,000.00	0%	3302000002.50505
TOTAL	$7,822,285.44	$35,981,000.00	$28,158,714.56	22%	

PROJECT BALANCE	$3,636,633.80	$0.00

BUDGET HISTORY

115,000.00	FY23 Original Budget, PayGo
350,000.00	FY24 Mid-Year transfer from 3999, Bonds
7,946,000.00	FY25 Original Budget: $6,400k Bonds, $1,546k Pay-Go
27,570,000.00	FY26 Original Budget: $23,263k Bonds, $1,607k Pay-Go, $2,700k Fund Balance
35,981,000.00	Total LTD Budget

BOND FUNDING HISTORY

132,919.24	2022 Bond Issue
5,358,000.00	2024 Bond Issue
5,490,919.24	Total Funding to Date

	Bonded	Expended	%
22	132,919	132,919	100%
24	5,358,000	5,358,000	100%

COMMENTS: Preliminary Packet done in FY2025

Per Approved FY26-FY30 CIP

2027	2028	2029	2030	Beyond 2030	Est. Total Project Cost
$17,570,000	$0	$0	$0	$0	**$53,551,000**

PROJECT BUDGET REPORT

FOR 07/01/2020 - 11/30/2025

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 3047003999 - General Government Contingency								
F 3047003999.40389 GGCont BD	-328,960.00	-5,669,040.00	-5,998,000.00	0.00	0.00	0.00	-5,998,000.00	0.00%
F 3047003999.40390 GGCont PG	-136,200.00	-23,320.00	-159,520.00	0.00	0.00	-178,811.17	19,291.17	112.09%
F 3047003999.40395 GGCont BP	-17,650.00	-62,170.00	-79,820.00	0.00	0.00	-78,627.86	-1,192.14	98.51%
E 3047003999.50468 Cntngcy	466,360.00	5,770,980.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00%
E 3047003999.52468 Cntngcy II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
E 3047003999.55468 Cntngcy 5	16,450.00	-16,450.00	0.00	0.00	0.00	0.00	0.00	0.00%
FUNDING SOURCE TOTALS for Project: 3047003999 - General Government Contingency	-482,810.00	-5,754,530.00	-6,237,340.00	0.00	0.00	-257,439.03	-5,979,900.97	4.13%
EXPENSE TOTALS for Project: 3047003999 - General Government Contingency	482,810.00	5,754,530.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00%
TOTALS for Project: 3047003999 - General Government Contingency	0.00	0.00	0.00	0.00	0.00	-257,439.03	257,439.03	
TOTALS FOR FUNDING SOURCE STRINGS	-482,810.00	-5,754,530.00	-6,237,340.00	0.00	0.00	-257,439.03	-5,979,900.97	210.60
TOTALS FOR EXPENSE STRINGS	482,810.00	5,754,530.00	6,237,340.00	0.00	0.00	0.00	6,237,340.00	0.00

REPORT TOTAL	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget
	0.00	0.00	0.00	0.00	0.00	-257,439.03	257,439.03

Item Cover Page

***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto

ITEM TYPE: Briefing

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Briefing: Discussion on American Federation of State, County and Municipal Employees (AFSME) Proposed Bill on Collective Bargaining**
  (Commissioner Collins)

SUGGESTED ACTION:

ATTACHMENTS:
Draft Proposed Bill.pdf

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

2025 Legislative Session

Bill ____-__

Charles County Employees Collective Bargaining

Introduced by _____

FOR the purpose of amending Chapter 197 of the Charles County Code to provide for Collective Bargaining for Charles County employees.

Date Introduced: ___/___/_____

Public Hearing: ___/___/_____

Commissioners Action: ___/___/_____ _____

Commissioner Votes: RBC:_____, GB:_____, TC:_____, AS:_____, RP:_____

Pass/Fail: _____

Effective Date: ___/___/_____

Remarks: _____

DRAFT

1

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

2025 Legislative Session

Bill No. _____

Chapter. No. _____

Introduced by _____

Date of Introduction _____

BILL

An ACT concerning

CHARLES COUNTY EMPLOYEES COLLECTIVE BARGAINING

FOR the purpose of

Amending the Charles County Code to provide for Collective Bargaining for Charles County employees.

BY amending:

CHAPTER 197 – PERSONNEL REGULATIONS

BY Adding:

Article V – Collective Bargaining for General Employees

Section XX

Code of Charles County

SECTION 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND that the Laws of Charles County, Maryland read as follows:

Chapter 197 – XX

* * * * * * * *** * * *** * * *** * * *** * * *** * * *** * * *** * * *** * * *** * * *** * * *** * * *

Article V – Collective Bargaining for General Employees

§ 197-35 Scope

Asterisks *** mean intervening code language remaining unchanged
CAPITALS mean language added to the law
[Brackets] mean language deleted from the law

A. This article applies to all full-time and part-time merit system employees of Charles County, excluding those employees in the Emergency Medical Division and subject to Article IV.

B. This article does not apply to the following employees:
(1) Confidential and supervisory employees;
(2) Employees in appointed positions;
(3) Contractual employees;
(4) Temporary employees; or
(5) Emergency employees.

§ 197-36 Employee rights.

A. A covered employee subject to this article has the right to:
(1) Take part in or refrain from taking part in forming, joining, supporting, or participating in any employee organization or its lawful activities;
(2) Be represented by an exclusive representative, if any, in collective bargaining; and
(3) Engage in other concerted activities for the purpose mutual aid and protection.

B. Covered employees subject to this article may seek recognition in order to organize and bargain collectively in good faith with the County Commissioners of Charles County or their designee(s) over wages, hours, and other terms and conditions of employment.

C. A covered employee who is a member of a bargaining unit with an exclusive representative may discuss any matter with Charles County management officials without the intervention of the exclusive representative. The exclusive representative shall be given notice of any such discussion.

D. If a discussion under Subsection C of this section leads to a resolution or adjustment of a dispute, the resolution or adjustment may not be inconsistent with the terms of a collective bargaining agreement then in effect.

§ 197-37 Management rights.

A. Charles County, through its appropriate officers and management officials, has the exclusive right to:
(1) Determine the:
    (a) Mission;
    (b) Budget;

(c) Organization;
(d) Numbers, types, and grades of employees assigned;
(e) Work projects, methods, means, and personnel by which its operations are conducted;
(f) Technology;
(g) Internal security practices; and
(h) Location of its facilities;

(2) Maintain and improve the efficiency and effectiveness of operations;
(3) Determine the services to be rendered, operations to be performed, and technology to be used;
(4) Determine the overall methods, processes, means, and classes of work or personnel by which operations are to be conducted;
(5) Hire, direct, supervise, and assign employees;
(6) Promote, demote, discipline, discharge, retain, and lay off employees;
(8) Terminate employment because of lack of funds or lack of work;
(9) Establish, maintain, modify and eliminate the qualifications of employees for hiring, appointment and promotions; and
(10) Provide a system of merit employment.

§ 197-XX Exclusive representative rights.

A. The employer shall recognize the right of the certified exclusive representative to represent the employees in the unit in collective bargaining and in the grievance process.

B. The certified exclusive representative of a unit shall:
(1) Serve as the sole agent for the unit in collective bargaining; and
(2) Represent all employees in the unit fairly and in good faith, in a manner that is not arbitrary or discriminatory.

§ 197-38 Selection of exclusive representative.

A. An employee organization seeking certification as the exclusive representative for a bargaining unit of employees may file a petition with the County indicating this intent. The following bargaining units are permitted:
(1) *Service, labor, and trades (SLT) unit:* This unit is composed of all eligible classes that are associated with service/maintenance and skilled crafts. This means job classes in which workers perform duties that result in or contribute to the comfort and convenience of the general public or that contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate specialized machinery or

heavy equipment. These job classes may also require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work that is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

(2) *Office, professional, and technical (OPT) unit:* This unit is composed of all eligible classes associated with office, professional, paraprofessional, and technical functions.

(A) *Office:* Job classes in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office.

(B) *Professional:* Job classes that require special and theoretical knowledge that is usually acquired through college training or through work experience and other training that provides comparable knowledge.

(C) *Paraprofessional:* Job classes in which workers perform, in a supportive role, some of the duties of a professional or technician. These duties usually require less formal training and/or experience than is normally required for professional or technical status.

(D) *Technical:* Job classes that require a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

(b) In the event a new classification is created by the County, or an existing classification's duties and responsibilities are substantially changed, the County Human Resources Director must place the classification in one of the units or state that the classification falls within one of the exceptions to the definition of employee under this Article within sixty (60) days of the creation or substantial alteration of the class and must give notice of this decision to any certified exclusive representative. Any individual or certified representative disagreeing with the decision of the Personnel Director may, within thirty (30) days of notice of the decision, file objections to the decision with the with the Personnel Director. The parties shall promptly select an arbitrator pursuant to the provisions of subsection (E) of this Section, who shall decide the question based on the duties and responsibilities of the job classification, the unit definition, and the community of interests between and among employees in the job classification and collective bargaining unit. The decision of the arbitrator shall be binding on the parties.

B. The petition shall contain:

(1) A request that the employer recognize the employee organization as the exclusive representative of the employees in the bargaining unit;

(2) A statement that the employee organization is one in which employees participate and that has as one of its purposes the representation of public employees in matters of wages, hours, and other terms and conditions of employment;

(3) A statement that the employee organization has no terms or conditions of membership that discriminate with regard to race, color, creed, gender, age, political affiliation, national origin, religion, marital status, or disability; and
(4) A statement that the employee organization has in its possession written proof dated not more than 18 months before the day on which the petition is filed establishing that at least 30% of the employees in the bargaining unit:
a. Have designated the employee organization to represent them in their employment relations with the employer; or
b. Are members of the employee organization.

C. Before a petition may be processed, the proof of interest submitted shall be verified as provided in this section.

D. The employee organization and the employer shall equally bear any costs associated with the verification.

E. When an employee organization or employees in a bargaining unit file a petition with the employer, the employee organization or employees shall select a neutral decision maker from a referral or list of arbitrators provided by the Federal Mediation and Conciliation Service or American Arbitration Association. Within three (3) days after the parties' receipt of the list provided in this section, the parties shall select an arbitrator by alternative striking of names from the list.
(1) The employee organization or employees in the bargaining unit shall submit to the neutral decision maker the authorization cards signed and dated by at least 30% of the employees in the bargaining unit not more than 18 months before the day the petition was filed indicating, as appropriate, that the employees have designated the employee organization to represent them in their employment relations with the County.
(2) The employee organization shall copy the employer on the request for a neutral decision maker in order for the County to receive notice of the selection of the neutral decision maker for the certification process.

H. Subject to paragraph (I) of this paragraph, within two (2) calendar days after the day on which the employer receives the petition, the employer shall submit to the employee organization and neutral decision maker:
(1) A list of employees in the bargaining unit that identifies each employee that the employer contends should be excluded as an eligible voter or from the bargaining unit; and
(2) A statement explaining the reason for each exclusion.

I. If a neutral decision maker has not been selected when the employer is required to submit the list required under subparagraph (i) of this paragraph, the employer shall instead submit the list within one (1) calendar day after the neutral decision maker has been selected.

(1) If the employer fails to provide an explanation as required under paragraph (H)2, the employer may not challenge the eligibility of an employee's vote in an election or the eligibility to submit a showing of interest form.

(2) If the employer fails to submit the list of employees to the employee organization or neutral decision maker within the required time, it shall be conclusively deemed that at least 30% of the employees in the bargaining unit have indicated a desire to be represented by the employee organization.

J. The neutral decision maker shall check the written authorization cards submitted by the employee organization or the employees against the list of employees submitted by the employer. If the neutral decision maker determines that at least 30% of the employees on the list have indicated a desire to be represented by the employee organization or to decertify an exclusive representative, the neutral decision maker shall notify the employer of the determination.

K. If the employee organization submits a showing of interest of at least 50% of the employees in an unrepresented bargaining unit:

(1) The neutral decision maker shall issue to that employee organization a certification of representation for the bargaining unit; and

(2) The employer shall recognize the employee organization as the certified bargaining representative of the employees at issue.

L. An election may not be conducted in a bargaining unit unless at least one (1) year has passed since the last election held in the bargaining unit.

M. The employer shall notify all employees within the bargaining unit that an election will be held and request a neutral decision maker from the Federal Mediation and Conciliation Service or American Arbitration Association to oversee and conduct an election by secret ballot.

N. The ballot for an election shall include the following choices:

(1) In accordance with the issues presented by the petition or petitions, exclusive representation by any employee organization seeking to obtain or continue representation rights; and

(2) No exclusive representation.

O. An employee organization may intervene in the election and have its name placed on the ballot if:
(1) The employee organization files a petition not more than 15 calendar days after the date on which the original petition is filed;
(2) The employee organization certifies that at least 30% of the employees of the unit:
(a) Have designated the employee organization to represent them in their employment relations with the public library system administration; or
(b) Are members of the employee organization; and
(3) The showing of interest is verified as provided in this section.

P. Within 15 days after a neutral decision maker is selected, the neutral decision maker shall hold a conference with the parties during which all objections to the petition and the conduct of the election must be raised.
(1) The election shall be conducted:
(a) According to the procedures established by the neutral decision maker conducting the election;
(b) Subject to subparagraph (ii) of this paragraph, in consultation with the parties that attended the conference required under paragraph (1) of this subsection; and
(c) Within 90 days after the day of filing the petition with the employer.
(2) The employee organization who files to initiate certification may request a preferred method of voting. The neutral decision maker shall accept any reasonable method of voting requested by the employee organization which filed the initial petition.
(3) An employee organization shall be certified as exclusive representative following an election if the employee organization has received the vote of a majority of the valid votes cast in the bargaining unit in which the election is held.
(4) If an election includes three or more choices and no choice receives a majority of the valid votes cast, the neutral decision maker shall conduct a runoff election between the two choices that received the largest number of valid votes cast. The choice receiving the majority of the valid votes cast in the runoff election shall be certified.

(5) The neutral decision maker conducting the election shall issue to all the participants in an election a certification of representation, if an employee organization is certified, or the results of the election, if no representative is chosen.

Q. If the employer disagrees with the petitioning employee organization or the petitioning employees as to the inclusion or exclusion of specific employees and classifications of employees in the bargaining unit, all the employees in the petitioned-for group shall have the opportunity to vote in the election. Subject to paragraph (3) of this subsection, the ballots of challenged employees shall remain sealed and be set aside until the ballots of employees who are not in dispute have been tallied.

(1) If the total number of ballots of challenged employees does not have an impact on the election result:
(a) The parties may not count the ballots of challenged employees; and
(b) The neutral decision maker shall resolve the dispute over the challenged employees after the election is certified through a hearing.
(2) If the total number of ballots of challenged employees does have an impact on the election result, the parties shall immediately refer the dispute to the neutral decision maker from the Federal Mediation and Conciliation Service or the American Arbitration Association to resolve the dispute through a hearing. The neutral decision maker shall hold a hearing on the dispute referred under paragraph (3)(ii) of this subsection:
(a) With the parties presenting evidence on their positions; and
(b) Within 30 days after the election has concluded.
(3) If the neutral decision maker finds that challenged employees are properly included within the bargaining unit, the ballots of the challenged employees shall be counted in the total tally for the election.
(4) The neutral decision maker shall issue a decision within 30 days after the hearing concludes. The neutral decision maker's findings shall be final and binding on the parties.

R. If employees are represented by an employee organization, employees may file a petition with the employer that contains the following:
(1) An assertion that the majority of the employees no longer wish to be represented by the employee organization;
(2) A statement that the employees have in their possession substantive documentary proof, dated not more than 6 months before the day on which the petition is filed, that at least 30% of the employees within the bargaining unit approve of the decertification of the employee organization; and
(3) A statement explaining that the employees are seeking decertification of the employee organization as the exclusive representative for the bargaining unit.

S. The petition shall be processed as described in this section, including verification of proof of interest and an election. An employee organization shall be decertified as exclusive representative following an election if the majority of the valid votes cast in the unit in which the election is held are for no representation.

§197-XX Dues Deduction.

A. The County automatically shall deduct from the paycheck of an employee who is a member of the bargaining unit represented by the certified exclusive representative dues authorized and owed by the employee to the certified exclusive representative if the

employee submits to the employer a dues deduction authorization that has been duly executed by the employee.

B. Any dues deducted from paychecks under paragraph (1) of this subsection shall be remitted to the certified exclusive representative.

C. The County automatically shall stop making payroll deductions under paragraph (A) of this subsection on behalf of a certified exclusive representative if:
(1) The certified exclusive representative is decertified; or
(2) The certified exclusive representative's right to dues is revoked under § 197(*refer to section prohibiting strikes and consequences for otherwise)* of this subtitle;

§ 197-XX – Negotiations.

A. The parties shall meet at reasonable times and engage in collective bargaining in good faith.

B. Negotiations or matters relating to negotiations shall be considered closed sessions under Maryland Annotated Code, General Provisions, § 3-305, as may be amended from time to time.

C. Negotiations for an agreement shall begin on or before each December 1 of the year before the expiration of any existing agreement.

§ 197 – XX Collective bargaining agreement.

A. A collective bargaining agreement is not valid if it extends for less than one year or for more than four years, but agreement extensions may be shorter while the parties continue to negotiate.

B. An agreement shall contain all matters of agreement reached in the collective bargaining process.

C. An agreement shall contain a grievance procedure for the interpretation of contract terms and clauses that concludes with a binding resolution by a neutral.

D. An agreement reached in accordance with this section shall be in writing.

E. An agreement is not effective until it is ratified by:

(1) The County Commissioners of Charles County; and
(2) A majority of the votes cast by the members of the exclusive representative.

F. A modification to an existing agreement is not valid unless it is in writing and ratified by:
(1) The County Commissioners of Charles County; and
(2) An authorized official for the exclusive representative.

G. After an agreement or modification to an existing agreement has been ratified in accordance with Subsection E or F above, it shall be signed by the President of the County Commissioners and a representative or representatives of the exclusive representative.

H. During the term of a collective bargaining agreement, the parties may enter into side letter agreements without the full ratification process set forth in Subsection E or F above.

I. If there is a conflict between an existing collective bargaining agreement and a rule or regulation adopted by Charles County, including merit system or other personnel regulations, the terms of the agreement shall prevail unless otherwise prohibited by law.

§ 197-XX Procedures pertaining to collective bargaining impasse - arbitration.

A. If the exclusive representative and the County Commissioners of Charles County have not reached an agreement on or before April 1, or any later date determined by mutual agreement of the parties, any party may declare a bargaining impasse.

(1) The party declaring a bargaining impasse pursuant to Subsection A of this section shall request a list of arbitrators to be provided to the parties by the Federal Mediation and Conciliation Service or American Arbitration Association; and
(2) Within three (3) days after the parties' receipt of the list provided under Subsection A(1) of this section, the parties shall select an arbitrator by alternative striking of names from the list.

B. On or before April 15, or any later date determined by mutual agreement of the parties, the parties shall submit to the arbitrator:

(1) A joint memorandum listing all items to which the parties previously agreed; and
(2) A separate proposed memorandum of each party's final offer presented in negotiations on all items to which the parties previously did not agree.

C. On or before April 30, or any later date determined by mutual agreement of the parties, the arbitrator shall hold a closed hearing on the parties' proposals at a time, date, and place within Charles County selected by the arbitrator.

D. At a hearing, each party may submit evidence and make oral and written arguments in support of the party's last final offer.

E. The arbitrator may:

(1) Give notice and hold hearings in accordance with the Maryland Administrative Procedure Act;

(2) Administer oaths and take testimony and other evidence; and

(3) Issue subpoenas.

F. Once the parties have submitted their positions into the record, each party shall have an opportunity to revise its final position before the record is closed and the matter is submitted to the arbitrator for a determination.

G. On or before May 15, or any later date determined by mutual agreement of the parties, the arbitrator shall issue a report:

(1) Selecting the final offer submitted by the parties that the arbitrator determines to be more reasonable when viewed as a whole; and

(2) Stating the reasons that the arbitrator found the final offer to be more reasonable.

H. In determining which final offer is more reasonable under Subsection G of this section, the arbitrator may consider only:

(1) Past collective bargaining agreements between the parties including the bargaining history that led to the collective bargaining agreement and the pre-collective-bargaining history of employee wages, hours, benefits, and other working conditions;

(2) A comparison of wages, hours, benefits, and other conditions of employment of covered employees in other jurisdictions in the state and in the Baltimore/Washington region, including Virginia counties and municipalities;

(3) A comparison of wages, hours, benefits, and other conditions of employment of employees working for Charles County;

(4) The costs of the respective proposals of the parties;

(5) The condition of the general operating fund of Charles County, the ability of Charles County to finance any economic adjustments required under the proposed collective bargaining agreement, and the potential impact of the parties' final offers on the bond rating of Charles County;

(6) The annual increase or decrease in consumer prices for goods and services as reflected in the most recent Consumer Price Index for the Washington-Arlington-

Alexandria, DC-VA-MD-WV metropolitan statistical area published by the Federal Bureau of Labor Statistics;
(7) The annual increase or decrease in the cost of living in Charles County;
(8) Recruitment and retention data for covered employees;
(9) The interest and welfare of the public and the employees in the bargaining unit; and
(10) Stipulations of the parties regarding any of the items under this section.

I. The arbitrator may not:
(1) Receive or consider the history of collective bargaining related to the immediate dispute, including any offers of settlement not contained in the final offer submitted to the arbitrator, unless the parties mutually agree otherwise;
(2) Combine final offers or alter the final offer that the arbitrator selects, unless the parties mutually agree otherwise; or
(3) Select an offer in which the conditions of employment or the compensation, salaries, fees, or wages to be paid are unreasonable.

J. The arbitrator shall submit the report issued under Subsection G of this section to the County Commissioners and the exclusive representative.

K. The decision of the arbitrator is binding on the County Commissioners and the exclusive representative.

L. The County Commissioners shall adopt the decision of the arbitrator and shall take all necessary steps to implement the decision.

M. The parties shall share the costs of the services of the arbitrator equally.

N. Costs incurred by a party to prepare, appear, or secure representation, expert witnesses, or evidence of any kind shall be borne exclusively by that party.

O. Nothing in this section shall be construed to prohibit the parties from reaching a voluntary settlement on any unresolved issues at any time before or after the issuance of the recommendations by the arbitrator.

P. If a collective bargaining agreement expires after the exclusive representative has given notice of its desire to enter into collective bargaining for a successor collective bargaining agreement, the terms and conditions of the prior collective bargaining agreement shall remain in effect until the parties reach a new agreement

Q. This section does not authorize a covered employee to engage in a strike as defined in § 3-303 of the State Personnel and Pensions Article.

§ 197-XX – Strikes and Lock Outs Prohibited

A. Consistent with § 11-601 of the Local Government Article of the Maryland Code, an employee or exclusive representative may not engage in, initiate, sponsor, support, or direct a strike. If an employee or exclusive representative violates this section, the County may, as the County considers necessary in the public interest, impose disciplinary action, including removal from County service, of employees engaged in the illegal conduct; terminate an exclusive representative's dues deduction privilege; or, after notice and an evidentiary hearing and upon a finding of willful violation of this section, revoke an employee organizations certification of exclusive representation and disqualify an exclusive representative from participation in representation elections for a period up to one year. Employees disciplined pursuant to this section shall be afforded all rights and procedures under Chapter 197, Article II of the Code.

B. The County may not engage in, initiate, or direct a lockout of covered employees.

§ 197-XX – Unfair Labor Practices

A. The County, its agents or representatives, are prohibited from:

(1) interfering, restraining or coercing employees in the exercise of the rights guaranteed by this article;
(2) dominating, interfering or assisting in the formation, existence or administration of any labor organization, or contributing financial or other support to it; except that the county shall not be prohibited from permitting employees to negotiate or confer with it during working hours without loss of time or pay;
(3) discriminating in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage membership in any labor organization;
(4) discharging or otherwise discriminating against an employee because he has signed or filed an affidavit, petition or complaint or given any information or testimony under this article;
(5) refusing to bargain collectively in good faith with the exclusive representative as required in this article
(6) refusing to participate in good faith in the mediation or arbitration procedures set forth in this article;
(7) refusing or failing to comply with any provision of this article or any of the rules and regulations established pursuant thereto; or

(8) refusing to provide relevant information needed by a labor organization for the proper performance of its duties as the employee's bargaining representative.

B. Employees, labor organizations, their agents or representatives are prohibited from:

(1) interfering with, restraining or coercing employees in the exercise of the rights guaranteed by this article;

(2) causing or attempting to cause the County to discriminate against an employee in violation of this article;

(3) refusing to bargain collectively in good faith with the County if they have been designated in accordance with the provisions of this subtitle as the exclusive representative of employees in an appropriate unit;

(4) refusing to participate in good faith in the mediation or arbitration procedures set forth in this article;

(5) refusing or failing to comply with any provision of this subtitle or any of the rules and regulations established pursuant thereto.

C. Procedure concerning unfair labor practices:

(1) In the event that a claim is made that an unfair labor practice has been committed by either the County or a County employee or an employee organization, no later than six (6) months thereafter the complaining party shall transmit to the other party a complaint setting forth a detailed statement of the alleged unfair labor practice.

(2) The parties shall select a neutral third party arbitrator to adjudicate the unfair labor practice complaint within five days of the transmission of the complaint, using the procedures set out in Section 197-*(refer to section prohibiting strikes and consequences for otherwise)*.A.

(2) The party complained of shall have the right to file an answer to the complaint within ten (10) days after service thereof. The arbitrator shall hold a hearing on the complaint at a designated time and place.

(3) If upon the preponderance of the testimony taken the arbitrator shall be of the opinion that any person or entity named in the complaint has engaged in or is engaging in an unfair labor practice, then the arbitrator shall state his or her findings of fact and shall issue and cause to be served on such person an order requiring that he cease and desist from such unfair labor practices and to take such affirmative remedial action, including reinstatement with or without back pay, as will effectuate the policies of this subtitle. The arbitrator shall have broad discretion to take and order remedial actions when it finds that a party has committed an unfair labor practice, including the restoration of any right, pay, status, or benefit lost by an employee or group of employees. Such order may further require such person to make reports from time to time showing the extent to which he has complied with the order. The

arbitrator may require, in situations where county conduct has destroyed a reasonable opportunity for a fair and free election, that a fair and free election be held.
(4) If the preponderance of evidence has not shown that the person or entity named in the complaint has engaged in or is engaging in any such unfair labor practice, then the arbitrator shall state its findings of facts and shall issue an order dismissing the complaint.
(5) The findings of the arbitrator shall be conclusive and binding upon the parties.
(6) A party may file petition for relief, in whole or in part, from the arbitrator's order with the clerk of the Circuit Court for Charles County within thirty (30) days after the issuance of such order. The court in deciding such petition shall review the arbitrator's decision or order for whether not supported by substantial evidence. No objection that has not been urged before the agency or any of its agents shall be considered by the court unless the failure or neglect to urge such objection shall be excused because of extraordinary circumstances.
(7) The complaining party shall have the power to petition the Circuit Court for Charles County for enforcement of the agency's order and for appropriate temporary relief or restraining order. However, such a petition shall not reopen the propriety of the agency's decision and order if an appeal for judicial review was not timely filed.

SECTION 2. BE IT FURTHER ENACTED that this act shall take effect forty-five (45) calendar days after it becomes law.

ADOPTED this ___ day of _____, 2025.

COUNTY COMMISSIONERS
CHARLES COUNTY, MARYLAND

Asterisks *** mean intervening code language remaining unchanged
CAPITALS mean language added to the law
[Brackets] mean language deleted from the law

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***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Planning and Growth Management

ITEM TYPE: Discussion

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Discussion: Information on Zoning for Cannabis Production, Manufacturing and Growing in Charles County**
  (Commissioner Bowling, Mr. Wes Adams, County Attorney, Office of the County Attorney for Charles County; Mr. Charles Rice, Planning Director, and Mr. Jason Groth, Director, Department of Planning and Growth Management)

SUGGESTED ACTION:

ATTACHMENTS:

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***CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

DATE: December 9, 2025

SUBMITTED BY: Carol DeSoto, Department of Planning and Growth Management

ITEM TYPE: Discussion

AGENDA SECTION: Briefings-Afternoon

SUBJECT:

- **Discussion: Inspections Related Agriculture and Nuisance Abatement Hearing Board and Agricultural Reconciliation Board**
  (Commissioner Bowling, Mr. Jason Groth, Director, Mr. Charles Rice, Planning Director, Mr. Raymond Shumaker, Chief of Codes, Permits and Inspections, Department of Planning and Growth Management; and Ms. Molly Meehan ,Agriculture and Rural Development Manager, Department of Economic Development)

SUGGESTED ACTION:

ATTACHMENTS: