

## **VILLAGE OF MARTIN'S ADDITIONS**

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

[www.martinsadditions.org](http://www.martinsadditions.org)

### **Agenda for Council Meeting Thursday, September 23, 2021, 7:30 PM**

*The Council may entertain a motion in open session to enter into a closed session, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article).*

6:30 PM Variance Public hearing for 3404 Turner Lane

7:30 PM Call to Order: Kauders

7:31 PM Opportunity for Council to hear residents' comments: Kauders

7:41 PM Committee Appointments: Kauders

7:51 PM Discussion with the Village's Police Officers regarding Theft from Autos and Auto Thefts.

8:01 PM Building Administrator's Report: Lohmeyer **(Page 3-5)**

8:06 PM Discussion and possible adoption of resolution 2021-6-1 To Amend the Village Fee and Bond Schedule to include an environmental impact fee for the urban tree program. **(Page 6-7)**

8:16 PM Discussion of The Village's 2021 Annual Survey Questions **(Page 8-15)**

8:26 PM Financial Matters, including Treasurer's Report: Alexander **(Page 16)**

8:31 PM Manager's Report: Anderegg **(Page 17-18)**

8:36 PM Opportunity for Council to Hear Residents' Comments: Kauders

8:46 PM Adjournment: Kauders

\*Please note: Listed times are approximate.

## **Virtual Meeting Information**

Below is the information for those residents who wish to dial in remotely or video in to the Council meeting.

### **1. Dial-In Option**

Call: 1 301 715 8592

When prompted, enter the Meeting ID: **881 0311 6863**# (you must enter the "#")

Passcode: **232095**

### **2. Web/Video Option:**

- a. Go to the Zoom meeting  
link: <https://us02web.zoom.us/j/88103116863?pwd=dTZxUzJtVjNCOFVyemtIQ01xeGtydz09>
- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: **881 0311 6863**

Passcode: **232095**

Topic: VMA Council Meeting

Time: September 23, 2021, 07:30 PM Eastern Time

TO: The Council at the Village of Martin's Additions

FROM: Doug Lohmeyer

DATE OF MEMO: September 21, 2021

SUBJECT: Building Administrator's Report

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**3506 Bradley Lane.**

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The applicant plans on beginning construction in Oct. A new resident's information will be scheduled. The utility companies are currently abandoning the existing underground utilities.

**6701 Brookville Rd.**

The homeowner has submitted a concept plan to construct a new driveway on Bradley La. and possibly remove the existing driveway on Brookville Rd. The staff is reviewing the concept.

**7200 Chestnut St.**

The applicant applied for a Village building permit to construct an addition to the west side of the existing house. The County issued their building permit on Sept. 3, 2020. The Village building permit was issued on Oct. 9, 2020. The construction is ongoing.

**7200 Delfield St.**

The property owners have applied for a Village demolition and building permit for a new house. The County issued their building permit on Oct. 23, 2020. The Village issued the demo and dumpster permits on Dec. 14, 2020 and the building permit on Jan. 4, 2021. The old house has been removed and the new house is under construction.

**7220 Delfield St.**

The applicants have submitted an application to remove the existing house and build a new house. The Village information meeting was held on Dec. 14<sup>th</sup>. The County issued the building permit on April 20, 2021. The Village demo and building permits were issued on May 17, 2021. The house has been removed. The new house construction is ongoing.

**7221 Defield St.**

The homeowner has submitted an application to remove a portion of the existing deck and build a new section of deck and steps. The staff is reviewing the application.

**120 Quincy St.**

The homeowner has submitted concept plans for the Village's review. The plans propose to construct several additions to the existing house. They have not applied to MCDPS or a Village permit.

**159 Quincy St.**

The homeowners submitted an application to build a new deck at the rear of the existing house. The Village building permit was issued. Work is on-going.

**163 Quincy St.**

The homeowner has submitted a plan to add a parking pad on the east side of the existing driveway. The staff is reviewing the plans.

**3515 Raymond St.**

The applicant has submitted plans to remove the existing house and to construct a new house. MCDPS issued the building permit on Feb. 2, 2021 and the Village issued their building permit on Feb. 9, 2021. The ex. house has been removed and the new house is under construction. On July 13, 2021, the Council approved the variance to construct an office at the rear of the new house.

**3521 Raymond St.**

The homeowner has submitted a concept plan to remove a portion of the existing circular driveway, replace that portion of the driveway with grass and plants, and resurface a portion of the existing driveway. The staff is reviewing the concept.

**7200 Summit Ave.**

The homeowners submitted a Variance Application for additions to the existing house. The variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village. The Village variance has been extended for an additional 12 months.

### **3404 Turner St.**

The applicants have submitted an application for a variance of the Village's minimum side yard setbacks, so they can add a second floor to the existing, non-conforming house.

The public variance hearing will be held at the Sept. Council meeting.

### **Miscellaneous Items**

The staff is presently working with the following properties:

1. The MSHA has responded to the Village's letter regarding water ponding at the Village street intersections along Brookville Rd. The MSHA staff stated they are working with WSSC and MCDOT and will get back to us soon. The Village sent a letter to the State requesting an updated progress report on the outstanding pedestrian safety issues. The State responded and said they will be looking into adding additional pedestrian walkway safety measures at Bradley and at Taylor. Section 5 has prepared a concept plan to build a new MSHA storm drain system along the west side of Brookville Rd. from Bradley La. to Shepherd St.

Resolution No.: 2021-6-1  
Introduced: June 17, 2021  
Adopted:  
Effective Date:

## **THE VILLAGE OF MARTIN'S ADDITIONS**

**SUBJECT: A RESOLUTION TO AMEND THE VILLAGE FEE AND  
BOND SCHEDULE.**

WHEREAS, Maryland Code, Local Government Article, Section 5-202, as amended, grants to the legislative body of every incorporated municipality in Maryland, including the Village of Martin's Additions, general power to pass such ordinances not contrary to the Constitution of Maryland or public general law as they may deem necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the municipality; and

WHEREAS, Maryland Code, Local Government Article, Section 5-211, as amended, authorizes municipal corporations within the State to establish and collect reasonable fees and charges for permits authorized by law to be granted by a municipal corporation, or associated with the exercise of any governmental or proprietary function authorized by law to be exercised by a municipal corporation; and

WHEREAS, Section 6-307 of the Code of Ordinances of the Village of Martin's Additions authorizes building permit fees to be established by resolution of the Village Council; and

WHEREAS, Section 6-306(c) of the Code of Ordinances of the Village of Martin's Additions requires payment of a fee for a permit extension; and

WHEREAS, the Village Council, by Ordinance No. 2021-3-1, adopted June 17, 2021, established an Urban Forest Program that requires payment of an Environmental Impact Fee for certain development and finds that the Schedule of Fees should be amended to expressly state the amount of the fee; and

WHEREAS, after proper notice to the public, the Village Council introduced the following Resolution in an open meeting conducted on the 17<sup>th</sup> day of June, 2021, and considered this Resolution in an open meeting conducted on the \_\_\_\_ day of \_\_\_\_\_, 2021;

**NOW, THEREFORE, BE IT:**

**RESOLVED** that the amendments(s) to the attached Schedule of Fees be and are hereby adopted by the Village Council, and it is further,

**RESOLVED**, that the foregoing Resolution shall become effective on \_\_\_\_ day of \_\_\_\_\_, 2021, and it is further,

RESOLVED, that written notice of the adoption of the foregoing Resolution shall be provided to Village residents in accordance with Section 502(d) of the Village Charter, and it is further,

RESOLVED, that the foregoing Resolution shall be permanently filed by the Secretary and kept available for public inspection.

\_\_\_\_\_, Chair  
Village Council

I, the undersigned Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its meeting on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_, Secretary



## Village of Martin's Additions 2020 Annual Survey

### Progress:

The Village Council is seeking resident input on Village services and operations. We use the resident feedback to inform the Council's decision-making process and set Village priorities. The survey should take less than 10 minutes to complete. Please participate!

Please submit the survey only once for each household. The survey will be open from Friday, September 25, 2020, at 5:00 PM until Sunday, October 11, 2020, at 11:59 PM. Survey results will be shared at the Thursday, October 15, 2020, VMA Council meeting.

1. Overall, how satisfied are you with the Village operations?

- ☐ Extremely satisfied
- ☐ Somewhat satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Somewhat dissatisfied
- ☐ Extremely dissatisfied
- ☐ No Responses

2. If you would like to share your experience with the Village, please describe below.

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Continue >





## Village of Martin's Additions 2020 Annual Survey

**Progress:**

3. If you have contacted the Village Office within the six months, how quickly did the Village office staff respond to your request?

- ☐ Within the same day
- ☐ Within 3 business days
- ☐ Within one week
- ☐ Never received a response
- ☐ N/A

4. If you have contacted anyone on the Village Council within the six months, how quickly did the Council member(s) respond to your request?

- ☐ Within the same day
- ☐ Within 3 business days
- ☐ Within one week
- ☐ Never received a response
- ☐ N/A

5. Council meetings have been held remotely since the start of the pandemic in March. If you have attended one or more Council meetings via Zoom, did you find the meetings effective?

☐ Yes

☐ No

Comment:

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## Village of Martin's Additions 2020 Annual Survey

## Progress:

6. Most of the Village budget is spent on providing our residents with services. These services often exceed what is provided by the County, such as bi-weekly trash collection from the side yard, police patrols, Village-sponsored events, and the composting program, which is a service the Village facilitates but does not pay for. Please indicate any changes in services you would like the Village Council to consider, keeping in mind the additional expense the Village would likely incur from providing additional services.

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[Continue >](#)



Village of Martin's Additions 2020 Annual Survey

**Progress:**

7. The Village staff sends regular communications to residents about upcoming events, issues under consideration by the Council, and messages from local police. If you would like to receive additional information from the Village Office, please list it here.

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## Village of Martin's Additions 2020 Annual Survey

Progress:

8. Do you believe the 2020 election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box.

☐ Yes☐ No

Comment:

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9. Did you get the information you needed to make an informed decision in the 2020 election?

☐ Yes☐ No

Comment:

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10. The 2020 election was conducted entirely by mail. Was the process of voting easy in the 2020 election?

☐ Yes☐ No

Comment:



## Village of Martin's Additions 2020 Annual Survey

Progress:

11. In which Village events have you participated in the past year (select all that apply)?

- ☐ Monthly Council meeting
- ☐ Halloween (October 2019)
- ☐ Adult Spring Fling at La Ferme (March 2020)
- ☐ I have not participated in any Village events
- ☐ Shred Event (June 2020)
- ☐ Candidate Forum (April 2020)
- ☐ Other

12. Please list, if any, other events that you would like the Village to organize or host.

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13. In general, community engagement is a priority for Village operations and the Council. Please share ideas on how the Village can strengthen community engagement.

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## Village of Martin's Additions 2020 Annual Survey

Progress:

14. Would you like to volunteer your time and expertise to the Village of Martin's Additions on a short-term or long-term basis? If so, please contact the Council.

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15. Do you have anything else you would like to share with the Village Council? For example, you could provide suggestions on what you would like to see more or less of in how we operate.

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16. The composting program is a service that is facilitated by the Village but the Village does not pay for it. If you participated in the composting program, are you pleased with the service and would you like this service to continue?

☐ Yes☐ No

Comment:

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Village of Martin's Additions 2020 Annual Survey

\*Required Question(s)

Progress:

\* 17. Please select your street below.

- ☐ Bradley Ln
- ☐ Brookville Rd
- ☐ Chestnut St
- ☐ Cummings Ln
- ☐ Delfield St
- ☐ Melville Pl
- ☐ Oxford St
- ☐ Quincy St
- ☐ Raymond St
- ☐ Shepherd St
- ☐ Summit Ave
- ☐ Taylor St
- ☐ Turner Ln
- ☐ Thornapple St

Finish

**Village of Martin's Additions  
Financial Report for August 2021  
Arthur Alexander, Treasurer  
September 23, 2021**

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 14,600	132,217
Expenses (excluding capital projects)	94,642	126,099
Net Income (revenues minus expenses)	-80,042	6,118
Capital investment expenses	0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 665,003

In the current month, September 2021, we plan to transfer \$55,000 from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover projected expenses, as we have for the past two months

At this early stage of the fiscal year, the Village has not yet received its revenues from property taxes or the state income tax. Therefore, there is an apparently large discrepancy between spending and income. As the year progresses, these revenues will arrive in a lumpy fashion and catch up with the budgeted amounts. Spending also does not proceed regularly throughout the year; street plowing and leaf collection, for example, are seasonal. Expenditures are proceeding as expected.



## **Overview**

The Village Office has been continuing its review of internal operating procedures and data clean-up. This includes drafting potential changes to the Village's building application in order to make clear what the Village regulates and to provide a checklist for applicants to fill out to ensure that their project complies with the code.

## **Leaf Bag Distribution**

Thank you to everyone who filled out the survey regarding leaf bags. We are currently in the process of ordering the leaf bags and they should arrive within the next couple of weeks. When they arrive, we will send out further information about distribution to the residents as soon as possible.

## **Leaf Vacuuming**

The yearly leaf vacuuming and street cleaning of Village streets is currently scheduled for the middle of October; more details will be forthcoming in the newsletter and in the weekly wrap-up.

## **Newsletter Redesign**

Following the July Council meeting, I met with Council member Howard to review the current newsletter and look at other template options. A fuller discussion on this topic will be a part of the October meeting.

## **Walkability Improvements**

The Village has continued its work updating signage and painting or repainting some of the crosswalks. As the first step in implementing some of the larger recommendations of the Walkability Task Force, I included several in the RFP for street repair and maintenance. However, the Village did not receive any bids on that RFP. Instead, I had good conversations with some potential bidders who expressed concern that this RFP was overly broad. Therefore, I recommend to the Council that we separate the RFP into two parts, one for street maintenance and repair, and the other for specific projects on the streets highlighted by the Task Force, including Shepherd, Cummings, Thornapple, and Summit. This will allow us to finalize the current contract needed for routine street repair and maintenance as well as address the improvements identified in the Walkability Report.

## **5G Review**

The Village has contracted with an attorney, Mark Del Bianco, to review the Village's Small Cell ordinance. He has completed his initial review and recommends only minor changes to

the ordinance. The next steps might include reviewing a license agreement for the Village and formulating design guidelines for the installation of small cell devices in the Village.

### **Events**

Thank you to everyone who attended the Movie Night; I have heard good things from residents about this event. I particularly want to thank Keith Allen, who was the Master of Ceremony for Movie Night. The Office is currently making preparations for the Halloween event.

### **American Rescue Plan Funds**

The Village has received the first half of its funds under the American Rescue plan, which totals \$489,181.34. This means that the total amount will be around \$978,362.68. It appears that the Village will mainly be able to use these funds for stormwater and green infrastructure and for climate resilience projects. Although the Treasury Department has not yet issued its final rule for the funds, I attended a meeting with other area managers to discuss possibly jointly hiring a project manager to oversee the reporting of the funds for these municipalities as well as determining project eligibility under Federal rules. These discussions are very preliminary, but they could result in a good method for managing these resources.