

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
November 21, 2019

Council Members Present: Tiffany Cissna; Arthur Alexander; Susan Fattig; Katya Hill;
Village Manager: James D. Gaston III; **Assistant Village Manager:** Tina Lurie;
Building Administrator: Doug Lohmeyer; **Village Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln); Riley Marham (Turner Lane); David Bjorklund (Turner Lane); Paula Goldberg (Bradley Ln); Lynn Welle (Oxford St); Bernice Duval (Taylor St), Molly Ruhl (Delfield St); Lori Mitchell (Cummings Ln); Todd Mann (Raymond St); Andrew Kauders (Turner Ln)

7:31PM Call to Order: Cissna

7:31PM Opportunity to hear resident comments:

Keith Allen (Turner Ln) gave the weather forecast. He said the weather looks great for Thanksgiving, with temperatures in the 50's. For this winter, we are expected to get more snow than in 2016.

7:33PM Andrew Kauders (Turner Ln) mentioned hearing about PFAS – a group of man-made chemicals – in drinking water in the news, wondered the Village drinking water supply had been tested, and suggested that the Council may need to assess the drinking water quality in the Village.

7:36PM Committee Reports

Lorie Mitchell (Cummings Ln) gave the report on behalf of the Election Committee, and said there will be an Election Committee meeting on Sunday, January 12th, at 3pm, location TBA. She thanked Andrew Kauders, Todd Mann, David Bjorklund and Peter Kahn for submitting their names to be considered for the Council vacancy. The full report is in the appendix.

7:42PM Paula Goldberg gave the Tree Supervisor report. A full report is in the appendix.

7:46PM Mr. Gaston said the Community Engagement Committee will meet on Monday, December 9th, at 7:30pm at the Village office.

7:46PM Building Administrator's Report: Lohmeyer
Doug Lohmeyer gave his report. Bernice Duval (Taylor St) asked Mr. Lohmeyer about the construction project at 3412 Taylor. Mr. Lohmeyer said a stop work order was issued due to the roof being too high and that the builder will either request a variance or lower the roof height. The full Building Administrator's report is in the appendix.

7:53PM Public Hearing/Action on Charter Amendment No. 2019-1 regarding Council vacancies:

Attorney Ron Bolt described the amendment. The amendment provides that an appointee filling a vacancy on the Council will serve through the unexpired term, in order to preserve staggering. No comments were received from residents. Council member Alexander motioned to approve, Council member Fattig seconded the motion, and all voted in favor. The full charter amendment is in the appendix.

7:55PM Adoption of Resolution No. 2019-11-1 Emergency Debris Management Plan MOU with Montgomery County:

Mr. Bolt explained this resolution. It would allow the Village to participate in the County's plan, and preserve entitlement to FEMA reimbursements. Council member Fattig motioned to approve, Council member Alexander seconded the motion, and all voted in favor. The full resolution is in the appendix.

7:57PM Public Hearing/Action on Resolution No. 2019-10-1 to Amend Permit Fee Schedule:

Mr. Bolt described this resolution. It would clarify that the permit amendment fee applies to permit extension requests and add an additional variance fee for when more than one variance is requested at a time. Council member Hill motioned to approve, Council member Alexander seconded the motion, and all voted in favor. The full resolution is in the appendix.

7:59PM Public Hearing/Action on Resolution No. 2019-10-2, and Policy No. 2019-10-3, Oath and Conflicts of Interest Disclosure Policy:

Mr. Bolt described this resolution. It was recommended by the Ethics Committee that all Village staff and appointed resident-volunteers take an appropriate oath and sign the Ethics Committee's conflict of interest form upon appointment. Council member Alexander motioned to approve, Council member Fattig seconded the motion, and all voted in favor. The full resolution is in the appendix.

8:01PM Public Hearing/Action on Ordinance No. 2019-09-1, Amendments to Code Regarding Accessory Dwelling Units (ADUs): Mr. Bolt explained this ordinance. It would add regulations to the Code, to address the impacts from ADUs, as a result of a recent change in County zoning law, effective December 31, 2019, allowing second dwellings to be built on single-family lots. He stated that a comment was received from Klaus Lorch (Brookville Rd). The Council discussed Mr. Lorch's comments. Mr. Bolt said that Chevy Chase View, Glen Echo, and Section 3 are working on a similar draft for their communities, and the issue is being reviewed by the Town of Chevy Chase and others. The Council agreed to move forward with the current amendment and will consider Mr. Lorch's recommendation for future amendments. Council member Hill motioned to approved, Council member Alexander seconded the motion, and all voted in favor. The full ordinance is in the appendix.

8:10PM Public Hearing/Action on Ordinance No. 2019-09-3,
Resolution No. 2019-09-4, Policy No. 2019-09-5 to Adopt Reasonable Accommodation
Processing Procedures:

Mr. Bolt explained this ordinance. The ordinance would amend the variance procedures to allow certain reasonable accommodation requests to be processed administratively. He stated that a comment on it was received from Klaus Lorch (Brookville Rd). The Council discussed Mr. Lorch's comments. Council member Alexander motioned to approve, Council member Hill seconded the motion, and all voted in favor. The full ordinance is in the appendix.

8:16PM Public Hearing/Action on Ordinance No. 2019-09-2 regarding Private Trees
That Fall into the Public Rights of Way (ROW):

Mr. Bolt explained this ordinance. It would address the respective responsibilities of the Village and abutting landowner, when a tree falls into the street. Council member Alexander motioned to approve, Council member Fattig seconded the motion, and all voted in favor. The full ordinance is in the appendix.

8:21PM VMA Composting RFP update:

Council member Cissna provided an update on the responses to the Village's request for proposals for composting service and explained that the Council need to make a decision regarding the budget. The Council agreed that each house should pay to participate, rather than the Village to subsidize service at this time. Council member Alexander said WSSC prefers that food waste not be put down the disposal. The Council instructed Mr. Gaston to notify the recommended vendor of their decision to award the contract.

8:29PM VMA Tree City USA Signage Update:

Council member Cissna provided a current status of Tree City USA signage throughout the Village (i.e., one sign which is currently on Thornapple) and informed the rest of the Council that Joe Cutro, our traffic engineer, had been asked to and identify other locations for Tree City signage at VMA "entrances" or borders. Mr. Cutro identified 5 locations for additional Tree City USA metal signs and Council member Alexander suggested we add "sub-signs" on our current Village signs on Brookville Road. Molly Ruhl (Delfield St) asked why we need any signs for Tree City. The Council agreed to order 5 additional metal signs and two "sub-signs" to recognize our designation as a Tree City USA community. This will come from the street maintenance budget and Mr. Gaston was instructed to move forward with their installation.

8:39PM VMA 2019 Annual Survey Round II:

Council member Hill discussed the survey. There were no technical issues this time. Survey results are in the appendix.

8:53PM VMA Dark Spot Tour:

Council member Hill discussed issues involving dark spots in the community and that she and Mr. Gaston walked the Village to take note of these dark spots. Mr. Gaston was instructed to continue to research a few locations on Thornapple that remain in question. Council member Cissna stated that we've saved a lot of money on our PepCo bill (approximately 80 percent) since we switched to the new streetlights. A tour summary is in the appendix.

8:56PM Financial Matters:

Council member Alexander discussed the monthly financial report. Todd Mann (Raymond St) asked how we know how much money to put in reserves. Council member Cissna replied that our auditor makes recommendations to the Council pertaining to reserves and they will make their yearly presentation at the December Council meeting. Council member Fattig moved to accept the financial report, Council member Hill seconded the motion, and all voted in favor. The financial report is in the appendix.

9:02PM Manager's Report:

Manager Gaston gave his report. He said the RFP submission time period for the arborist has closed and that one vendor replied. That vendor did not provide an email. Council member Fattig said the vendor is a quality provider. The Council agreed to give the contract to that provider, despite the lack of an email address. Mr. Gaston said the GIS RFP is still active, and the deadline is November 27. The Manager's report is in the appendix.

9:10PM Opportunity to hear resident comments:

Lorie Mitchell (Cummings Ln) thanked David Bjorklund for submitting an application to be on the Council. Mr. Bjorklund arrived at the Council meeting after Ms. Mitchell gave her Election Committee report.

9:15PM Council member Cissna moved to adjourn regular session and move into a closed section, per Citation 3-305(b)(1), to discuss a personnel matter involving specific employee(s), and Citation 3-305(b)(7), to get legal advice regarding the personnel matter and a building code enforcement matter. Council member Fattig seconded the motion, and all voted in favor. Regular session is adjourned. Present for the session were all Council members, and Mr. Bolt. The Council discussed the personnel matter and received legal advice on the matter. Legal advice was also provided on a building Code enforcement matter. No action was taken.

10:31PM Closed session adjourned



VILLAGE OF MARTIN'S ADDITIONS

COUNCIL MEETING APPENDIX

November 21, 2019

Materials included in this appendix were either included in the Council monthly meeting packet distributed before the meeting or submitted to the Council as part of the meeting. All materials appear as submitted.

VMA Election Committee Report for the November 21, 2019, Council Meeting

The Election Committee is pleased to report that in response to the open community solicitation notice for the Council vacancy, four residents have come forward, interested and willing to serve.

With the logistical assistance of the village staff, the Election Committee mailed the solicitation notice to every Martin's Additions household, posted it repeatedly on Constant Contact, published it in the monthly VMA newsletter, made copies available in the village office, put it up on the neighborhood announcement board, and highlighted the notice online in the weekly VMA "News You Can Use." The Committee also posted a friendly reminder on the unofficial village listserv, answered questions, and provided information to VMA residents by email, by phone, and in person. The application period opened on Tuesday September 24 and closed on Monday October 21.

It is a pleasure to see the positive community response. The four candidates for the Council position are (in alphabetical order) **David Bjorklund, Peter Kahn, Andrew Kauders, and Todd Mann**. They each provided a written statement of interest. The Election Committee sent the Council the names and statements of everyone who applied, and sent thank-you notes to all four. Martin's Additions is a self-governing village and Council service is important. We applaud the civic-minded residents who stepped forward to meet this community need.

The Council will elect the new member by a simple majority vote. We understand that the Council is beginning to interview the candidates; we expect the Council to vote in January, as soon as the necessary Charter amendment is completed (it's now in process). The person they elect will serve for the remainder of the open two-year term, through mid-2021.

At our Election Committee meeting on October 20, the Committee also discussed the importance of transparency. Along with the list of candidates, the Committee sent a **recommendation to the Council** to consider appropriate measures to make the vacancy process as transparent as possible. In keeping with that principle as well as past VMA practice, we are making the names of the interested candidates available to the community in this Committee report.

This completes the Election Committee's statutory responsibility under Section 408 of the Charter to conduct an open, community-wide solicitation and provide the Council with a list of at least three interested, eligible residents to fill the vacancy.

In other action:

The Election Committee set Thursday May 7 as the date for the 2020 village election.

The Committee recommends that the Council amend page 3 of the VMA election ordinance (Policy No. 2-16-2A) to allow residents to mail requests for absentee ballots to the Election Committee at the village office, to improve administrative efficiency. Absentee ballot requests require quick turn-around, and having the Committee pick up the mailed requests at the VMA office will make for a faster response time. Residents can currently drop off their absentee ballot request forms in person at the village office, and it makes sense to allow them to mail their requests there as well. (The voters' completed absentee ballots will still go to the Election Committee's separate P.O. Box, to safeguard voting security.) A mark-up showing the proposed change is attached to this report.

The next Election Committee meeting is scheduled for Sunday January 12 at 3 pm. We will post the location and agenda on Constant Contact before the meeting. VMA residents are welcome to attend. For residents who can't attend, the Election Committee reports and meeting minutes are posted on the VMA website.

Respectfully submitted by the 2020 VMA Election Committee, November 2019.

ATTACHMENT

Recommended change to the VMA Election Rules and Procedures, Policy No. 2-16-2A, page 3:

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Absentee Voting

Residents may apply for an absentee ballot. To ensure privacy, absentee ballots will be assigned randomized control numbers and will not reflect any voter information on the ballot. Control numbers will be maintained by the Committee and will be utilized by the Committee for purposes of authenticating absentee ballots received. Absentee ballots may be requested from the Committee using any of the following methods:

(1) by coming to the Village Office (7013 Brookville Road, Suite B) in person to complete an absentee ballot application provided by the Committee, or

(2) by sending a request via

(a) email to VMAelections@gmail.com or

(b) mail to the Election Committee's P.O. Box, at the VMA Office address.

Such correspondence will be considered to be a ballot application and must contain the qualified voter's full name and permanent address in Martin's Additions together with a stated preference for receiving the absentee ballot by mail or email. If no such preference is stated, the request will be deemed to have specified a delivery preference of mail through the United States postal service. Following verification that the requester is a qualified voter by the Committee, an absentee ballot and instructions will be mailed or emailed, as specified, to the requesting voter.

Absentee ballots may be requested on an individual or household basis by the qualified voter or a member of his or her household; provided, that if the absentee ballot request states email as a delivery preference, each voter for whom an absentee ballot is requested must have a separate individual email address for receipt of such absentee ballot, and such email address must be provided with the request for each such qualified voter. The Committee will not accept absentee ballot requests from any person or by any method except as described in this Absentee Ballots section.

Absentee ballots can be requested starting 21 days prior to election day.

Absentee ballots must be received by the Committee by election day by one of the methods below. The Committee takes no responsibility for late ballots. Requests for absentee ballots should be made sufficiently in advance of the election to allow time for delivery.

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Tree Supervisor's Report
VMA Council Meeting - November 21, 2019

Current activity:

- Paul Wolfe, VMA Arborist, plans to continue to monitor ROW trees through the late fall and early winter months for problems and will deal with them as they arise.
- Paul will shortly complete or has completed tree stump grinding for the season.
- Paul and his team will continue to prune lower branches, "elevate" lower limbs, of trees along Taylor Street and Turner Lane.
- Paul and his team will plant replacement and new trees in ROW before the end of the calendar year.

Update for VMA Canopy Tree Program:

- There were no applications from residents for canopy tree installations this season. The need for planting canopy trees may have flattened out.
- If we are to consider broadening this program to understory trees, how do go about it? What is the process?

Tree City USA update:

- Tree City USA applications are renewed annually. The deadline is December 31, 2019. Tina and I plan to complete and submit the application in the next few weeks.
- Tree City USA signage for VMA is currently being researched by James. Road signs made of heavy-duty aluminum (24" x 30") are available for \$64.95. Tree City USA signs must be large enough to accommodate annual stickers, roughly the size of a bumper sticker, that designate the number of years the community has been awarded this distinction.

- Single Tree City USA signs are installed on U-channel posts in other Chevy Chase jurisdictions. A U-channel post retails for \$31.00 at Lowes.
- One Tree City USA sign is currently up in VMA, on the south side of Thornapple Street near Brookville Road.

Upcoming conference:

- Tina Lurie and I are registered for the Trees Matter/Green Cities Summit sponsored by Montgomery Parks and Casey Trees on **Wednesday, December 4**. The conference focuses on the welfare of trees in our increasingly built environment and declining landscapes. Trees cleanse and cool our air, stabilize our soils, provide wildlife habitat, and beautify our urban and suburban areas.

As a representative from VMA, I have attended this annual meeting for the past several years with a VMA employee. The conference is the perfect local venue for learning about emerging tree care practices and emerging science, and networking with vendors and colleagues.

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

FROM: Doug Lohmeyer

DATE OF MEMO: November 16, 2019

SUBJECT: Building Administrator's Report

7204 Chestnut St.

The Village issued the building permit on April 3, 2019. The construction of the additions is ongoing. The staff has requested a certified "Wall Check" that indicate the setbacks for the additions at the front and right side of the house. A variance was previously granted for additions.

7210 Chestnut St.

The Village issued their building permit on Oct. 11, 2018. The applicant estimates the project will be completed in 2 to 3 months. As of this date, the permit has not been extended. The applicant is preparing plans to construct a driveway along the left side of the lot. The proposed driveway and other improvements cannot exceed the 30% non-vegetative cap in the front yard.

3521 Cummings La.

The Village issued their building permit on April 8, 2019. The construction of the new house is ongoing. The applicant has provided a "Wall Check" and a "Height Survey", which indicate the new construction is in conformance with the approved site plans and the Village Code.

3508 Shepherd St.

The original building permit has been closed and the applicant's performance bond has been returned. The Village has issued a building permit to the new owner for the construction of an enclosed back porch and balcony at the right rear of the house. The new addition conforms to the Village Code setbacks and does not exceed the R-60 building coverage cap.

3412 Taylor St.

The Village building permit has been issued on Feb. 4, 2019. The house construction is ongoing. The applicant has raised the elevation of the house because of a high ground water condition.

The applicant's surveyor has determined that the new roof peak is 33.6 feet tall. This exceed the Village roof height by 0.6-inches. The builder is requesting the Village grant an "Administrative Exception" as outlined in Section 7-402 (a) (3) of the Code.

3512 Taylor Street

The staff noticed that when the retaining wall was re-built, the contractor left a 2-inch-wide depressed area between the existing Village sidewalk and the base of the new wall, which may cause a pedestrian to trip and fall. The staff is attempting to contact the homeowner to correct the situation.

3407 Thornapple St.

The Village issued their building permit on May 30, 2019. Work has begun on the new house construction. The applicant has submitted a "Wall Check", which indicated the new house is in conformance with the approved site plan and the Village Code.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA staff is investigating the ponding water situation at the Brookville Rd. and Quincy.
2. The MSHA staff is reviewing the ponding situation at Brookville Rd. and Cummings La.
3. The Village is assessing the Accessory Dwelling Unit impact.\
4. The staff has been in contact with three property owners regarding future improvements to existing house in the Village.

Charter Amendment No.: 2019-1
Introduced: October 17, 2019
Adopted:
Effective Date:

VILLAGE COUNCIL OF THE VILLAGE OF MARTIN'S ADDITIONS

A RESOLUTION TO AMEND SECTION 408 OF THE CHARTER OF THE VILLAGE OF MARTIN'S ADDITIONS

This Resolution of the Council of the Village of Martin's Additions (the "Council") is adopted pursuant to the Constitution of Maryland, Article XI-E, the Maryland Code, Local Government Article, Section 4-301, *et seq.*, and the Charter of the Village of Martin's Additions (the "Charter"), to amend Section 408 of the Charter to provide that an appointee filling a vacancy on the Village Council shall serve for the remaining unexpired term of the departing member, instead of until the next regular election, as currently provided. This amendment will allow the existing staggering of terms of the Council members to be maintained.

Section 1. BE IT RESOLVED BY THE VILLAGE COUNCIL, that said Section of the Charter be amended to read as follows:

Section 408. Vacancies.

In the event of a vacancy on the Council four or more months before a regularly scheduled election of Council members, the Council shall expeditiously and by a majority vote elect a person qualified under Section 402 to fill the vacancy [until the next regular election] for the unexpired term. The Council shall by a majority vote elect a person to fill the vacancy from a list of not less than three candidates to be provided by the Election Committee.

NOTE: Underlining indicates language added to the Charter
[Boldface Brackets] denote language deleted from the Charter

Section 2. AND BE IT FURTHER RESOLVED, that the date of the adoption of this Resolution is _____ and that the amendment to the Village Charter hereby proposed by this enactment shall be and become effective on _____ (fifty (50) days from adoption), unless a proper petition for a referendum hereon shall be filed as permitted by law on or before _____ (forty (40) days from adoption).

Section 3. AND BE IT FURTHER RESOLVED, that a complete and exact copy of this Resolution shall be posted at the Village Office, 7013-B Brookville Road, Chevy

Chase, Maryland 20815, for at least forty (40) days following adoption and a fair summary of this Resolution shall be published in a newspaper of general circulation in the Village not less than four (4) times, at weekly intervals, within a period of at least forty (40) days starting immediately after the date of adoption.

Section 4. AND BE IT FURTHER RESOLVED, that as soon as the amendment hereby enacted shall become effective, either as herein provided or following a referendum, the Chair shall send, by certified mail, return receipt requested, bearing a postmark from the United States Postal Service, to the Department of Legislative Services, the following information concerning the amendment: (i) the complete text of the amendment as hereby enacted; (ii) the date of the referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against the question concerning the amendment, whether by the Village Council or in a referendum; and (iv) the effective date of the amendment.

Section 5. AND BE IT FURTHER RESOLVED, that the said Chair be and is hereby specifically instructed to carry out the provisions of Sections 3 and 4. As evidence of compliance herewith, the said Chair shall cause to be placed in the Village files the following information concerning the amendment: (i) appropriate certificates of publication of the newspaper in which a fair summary of this Resolution shall have been published; and (ii) the return receipts of the mailing referred to in Section 4, and shall further complete and execute the Certificate of Effect attached hereto.

Tiffany Cissna, Vice Chair

Arthur Alexander

Susan Fattig

Katya Hill

ATTEST:

James D. Gaston, III, Village Manager

Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Resolution No. 2019-11-1
Adopted: November 21, 2019
Effective: November 21, 2019

**RESOLUTION OF
THE VILLAGE OF MARTI'S ADDITIONS**

**SUBJECT: RESOLUTION TO APPROVE MEMORANDUM OF
UNDERSTANDING CONCERNING DEBRIS MANAGEMENT**

WHEREAS, Montgomery County, Maryland (the "County") implements a Debris Management Plan (the "Plan"), as approved by the Federal Emergency Management Agency ("FEMA"), which is part of the County's Emergency Operations Plan;

WHEREAS, the County has invited the **Village of Martin's Additions** to participate in the Plan and therefore be able to use the provisions of the Plan for the clearing, collection, removal and processing of debris resulting from a Declaration of Emergency due to a significant disaster or hazard, and to be eligible for reimbursement from FEMA, as such participant; and

WHEREAS, the **Village of Martin's Additions** finds that entering into the attached Memorandum of Understanding with the County would promote the good government of the Town and protect and preserve the Town's rights, property, and privileges.

NOW, THEREFORE, BE IT RESOLVED this 21st day of November, 2019, by the Council of the **Village of Martin's Additions** that:

1. The **Village of Martin's Additions** hereby authorizes the **Town Manager** to execute the attached Memorandum of Understanding; and

2. This resolution is effective as of this **21st day of November, 2019**.

I, **Susan Fattig, Village Secretary** of the Town Council, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on the **21st day of November, 2019**.

Susan Fattig, Village Secretary

MEMORANDUM OF UNDERSTANDING
BETWEEN MONTGOMERY COUNTY AND
THE _____

This Memorandum of Understanding ("MOU") is by and between Montgomery County, Maryland, a body corporate and politic, and a political subdivision of the State of Maryland ("County") and the _____, Maryland, a municipal corporation of the State of Maryland ("Jurisdiction").

RECITALS

1. The County has a Debris Management Plan, approved by the Federal Emergency Management Agency (FEMA) in December 2008, which is part of the County's approved Emergency Operations Plan.
2. The County is currently updating the Debris Management Plan and plans to have the project completed in the Fall of 2019.
3. The updated Debris Management Plan will include provisions for the clearing, collection, removal and processing of debris resulting from a significant hazard or disaster occurring in the County.
4. The County wishes to include the Jurisdiction as a party able to use the provisions of the Debris Management Plan for the clearing, collection, removal and processing of debris resulting from a Declaration of Emergency due to a significant disaster or other significant hazard or disaster occurring in the County, and under the terms of this MOU.
5. The Jurisdiction desires to be able to use the provisions of the Debris Management Plan for the clearing, collection, removal and processing of debris collected within the Jurisdiction or designated privately owned area resulting from a significant disaster occurring in the County, upon the County's activation of the Debris Management Plan and under the terms of this MOU.

NOW THEREFORE, in consideration of the terms of this MOU, the parties agree as follows:

1. The recitals are incorporated herein as if fully set forth.
2. **Definitions**

Ancillary Fees -Ancillary Fees are those costs associated with debris removal that are not covered by specific transportation and disposal charges. They include, but are not limited to, administrative and data management costs, staffing costs for monitors and others directly associated with the debris management operations, supplies, temporary utilities and other justifiable expenses necessary for conducting debris management operations.

County Representative- The County Representative will be the Montgomery County Department of Environmental Protection, Division of Solid Waste Services Division Chief or his designee.

Debris Management - The collection, processing, and recycling or disposal of items and materials broken, destroyed, or displaced by a natural or man-made significant disaster.

Debris Management Plan-The County's plan, and part of the County's Emergency Operations Plan, for the collection, processing, and recycling or disposal of debris generated by a significant disaster.

Declaration of Emergency-A formal declaration by the Governor of Maryland that a state of emergency exists, making jurisdictions within the State eligible for reimbursement for certain emergency related expenditures.

Eligible Material - Eligible Material refers to material whose management costs are eligible for reimbursement under FEMA guidelines such as debris blocking roads. While Eligible Material generally refers to debris on public roads and along public rights-of-way, under specific circumstances outlined in FEMA policy and regulatory documents, FEMA may also designate material on private roads and property as Eligible Material. In these cases, specific guidance from a FEMA official would be required before materials on private roads or property would be included for management under the Debris Management Plan.

Estimated Disposal Fee - Prior to knowing actual management and disposal costs and the final level of FEMA reimbursement for debris management, the County will set an Estimated Disposal Fee to cover ongoing costs for management of debris which should approximate the actual costs for management of the material. This will be an amount calculated to cover the cost per ton or per cubic yard of processing, recycling or disposal of debris that will be paid at the gate or invoiced to parties bringing material to temporary or permanent debris management facilities.

Facility - A Facility is a building, works, system, equipment, or an improved or maintained natural feature.

Federal Emergency Management Agency (FEMA) - The federal agency which oversees the federal response and financial reimbursement to jurisdictions when a formal declaration of emergency has been issued.

Final Adjusted Fee-The Final Adjusted Fee considers all costs and reimbursement and may result in a rebate to jurisdictions that paid the Estimated Disposal Fee during the clean-up of debris.

Jurisdiction - One of the nineteen (19) legally defined municipalities or two (2) special taxing districts within Montgomery County, Maryland that is managed by a public body or individual and has explicitly defined boundaries.

Jurisdiction Representative - The Jurisdiction Representative is the individual authorized to mobilize resources and make financial commitments on behalf of a jurisdiction relative to debris management.

Jurisdiction's Vehicles and Equipment-Jurisdiction's Vehicles and Equipment includes all types of dump trucks, stake body trucks, demolition trailers, walking floor trailers, front end loaders, cranes, grapples, wood chippers and grinders, and any other equipment used in the collection, management and transportation of debris.

Loading Location - Loading Location refers to the specific street and address or approximate address of where debris is loaded into a vehicle and recorded on a ticket by a Monitor.

Monitors - Monitors are individuals under contract to Montgomery County or participating jurisdictions whose job it is to document the loading and receipt of debris for the purpose of preparing necessary information to obtain FEMA reimbursement for the costs of managing Eligible Material. This term may be used in the singular or plural form.

Permanent Debris Management Site - An existing waste management facility with required federal, State and local permits, routinely operating in accordance with applicable laws and regulations that is part of the County's permanent integrated waste management program.

Monitoring Contract - A contract between Montgomery County and a firm qualified to observe and document the clean-up after an emergency event and prepare all necessary documents for submittal to FEMA for reimbursement of debris management costs.

Temporary Debris Management Site - A Temporary Debris Management Site is any site approved by Montgomery County for the short-term receipt, processing and reloading or transfer of debris to meet the short-term needs for debris storage in response to an emergency.

3. Obligations of the County when this MOU is Signed by a Jurisdiction

- A. The County agrees that the Jurisdiction will be able to use the provisions of the Debris Management Plan for the clearing, collection, removal and processing of debris collected within the recorded boundaries of the Jurisdiction resulting from a significant hazard or disaster occurring in the County, upon the County's activation of the Debris Management Plan and under the terms of this MOU.
- B. The County agrees to allow the Jurisdiction to piggyback/bridge the County's contracts with debris management contractors and Monitoring Contract(s), upon the County's activation of the Debris Management Plan and under the terms of this MOU.

- C. The County allows the Jurisdiction to deliver debris or cause debris to be delivered to the Temporary and Permanent Debris Management Sites listed in the Debris Management Plan or any other County-approved site, upon the County's activation of the Debris Management Plan and under the terms of the MOU.
- D. The County contractor's debris management Monitors at the Temporary and Permanent Debris Management Sites will determine the total volume of debris and the amount of debris with sufficient and proper documentation such as completed load tickets to be submitted for debris management cost reimbursement, delivered or caused to be delivered by each Jurisdiction.
- E. Jurisdictions eligible to apply directly to FEMA for reimbursement must do so. The County will not submit reimbursement requests to FEMA on their behalf, if FEMA will accept applications directly from the Jurisdiction. If for some reason the Jurisdiction is not eligible to apply directly to FEMA for reimbursement, the County will reimburse them for any FEMA reimbursement received relative to their Eligible Material.

4. Obligations of the Jurisdiction

The Jurisdiction agrees that in exchange for the preceding commitments of the County and as conditions precedent to the County's commitments, the Jurisdiction will comply with all applicable paragraphs below:

- A. Pay the County an Estimated Disposal Fee* per cubic yard of debris for each cubic yard of debris collected within the recorded boundaries of the Jurisdiction by the Jurisdiction, the Jurisdiction's contractors and County contractors** and delivered to the Temporary and Permanent Debris Management Sites, upon activation of the Debris Management Plan, within thirty (30) days of invoicing by the County. Some portion of this fee may be reimbursed at a later date, depending upon the amount of federal and State reimbursement the County receives.
- B. Pay an Ancillary Fee* per cubic yard of debris for each cubic yard of debris collected within the recorded boundaries of the Jurisdiction by the Jurisdiction, Jurisdiction's contractors and County contractors** and delivered to the Temporary and Permanent Debris Management Sites, the Ancillary Fee will be based on work that County staff or County contractor staff must perform that is not directly related to collecting and disposing or recycling the debris.
- C. Settle with the County on the Final Adjusted Fee which may result in a rebate or an invoice to the Jurisdiction depending upon levels of reimbursement and whether the Estimated Disposal Fee is over- or under-estimated actual costs.

* Estimated Disposal Fees and Ancillary Fees will be established at the time of a Declaration of Emergency and will vary depending upon the severity of the event and the level of outside resources required. Estimated Disposal Fees will be based on the current tipping fees at the Shady Grove Processing Facility and Transfer Station plus any additional per ton costs related to the emergency. Ancillary Fees will be based on actual non-disposal costs related to the emergency proportionally divided among parties delivering debris to County facilities.

**Exclusive of costs associated with debris removed from County, federal and State maintained roads and property within the Jurisdiction which are the responsibilities of the respective parties.

D. Provide, or cause to be provided, properly trained Loading Location Monitors at locations within the recorded boundaries of the Jurisdiction where debris is collected and loaded onto vehicles.

- E. Train or retain Loading Location Monitors to estimate cubic volumes of debris loaded into vehicles, measure the dimensions and estimate the capacity of each vehicle transporting debris to the temporary or permanent debris management sites, and document the type of debris loaded on the load ticket.
- F. Use the County's load tickets or develop a load ticket that includes sufficient criteria listing information to identify vehicles transporting debris, the vehicle's debris carrying capacity, type of debris, date, identification of the Loading Location Monitor, location where the debris was loaded and other relevant information, including a detailed map of the Jurisdiction including street names and boundaries. The load ticket must also indicate whether the vehicle was machine loaded and compacted or hand-loaded (note: hand-loaded vehicles are only eligible for reimbursement for 50 percent of the vehicle capacity).
- G. Assure that all of the Jurisdiction's Vehicles and Equipment and other equipment that the Jurisdiction uses or causes to be used for debris hauling must be in compliance with all applicable federal, State and County rules and requirements.
- H. Assure that all the Jurisdiction's Vehicles and Equipment and other equipment that the Jurisdiction uses or causes to be used for debris hauling must be capable of unloading debris without the assistance of other equipment.
- I. Assure that the Jurisdiction's Vehicles and Equipment and other equipment that the Jurisdiction uses or causes to be used is capable of holding debris to be transported without spillage and able to be filled to capacity.
- J. Assign and affix a number on each side of the equipment in at least three inch high lettering. The lettering must be easy to read in contrast to the color of the equipment where the identification is affixed. There must also be a sign showing the maximum volume, in cubic yards, of the load bed to each piece of equipment assigned to transport debris that is easily visible by Monitors. The Jurisdiction may use the County's records for identification purposes of the vehicles provided that the County has inspected these vehicles and issued the vehicles a County solid waste license.
- K. Assure that the Loading Location Monitors must have the following information for each piece of equipment used to haul debris: Provide the County Representative or his/her designee information about the type of vehicle; make and model; license plate number; equipment number; and maximum measured volume, in cubic yards, of the load bed for each piece of equipment to haul debris. All vehicles used to haul debris will be jointly measured by a Jurisdiction Representative and a county representative before such vehicle or trailer is placed into service.

- L. Assure that all debris is safely secured on each vehicle hauling debris. The Jurisdiction Representative or his/her representative must inspect each load before departure to Temporary and Permanent Debris Management Sites or other approved destinations. Debris must be covered by a tarp or equivalent covering during transport. Debris may not extend beyond the vehicle's bed.
- M. Observe side boards on trucks and trailers so that they do not exceed a height of three (3) feet above the metal truck bed or trailer body.
- N. Prohibit hand loaded trailers unless approved by the County Representative. Approved hand loaded trailers will have their measured volume reduced by 50 percent.
- O. Provide maps to the County and a complete list of streets with the Jurisdiction's recycling and municipal waste disposal collection routes.

5. Terms

This MOU is effective on the date executed below by the County's Chief Administrative Officer. Either party may terminate this MOU upon 60 days written notice to the other party.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of _____
20____.

SIGNATURES

MONTGOMERY COUNTY, MARYLAND

City Manager

Andrew Kleine
Chief Administrative Officer

Date

Date

Recommendation:

Recommendation:

Director of Public Works

Adam Ortiz, Director
Department of Environmental Protection

Date

Date

APPROVED AS TO FORM AND LEGALITY
BY THE OFFICE OF THE _____
ATTORNEY

APPROVED AS TO FORM AND LEGALITY

By: _____

Date

Terrilyn E. Brooks, Associate County Attorney
Office of the County Attorney

Date

JURISDICTION REPRESENTATIVES

Resolution No.: 2019-10-1
Introduced: October 17, 2019
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 Resolution No. 6-17-2, adopted July 17, 2019, established the fee for a permit amendment, including an extension, to be 50% of the original permit fee, but finds that the Schedule of Fees should be amended to expressly state that an amendment includes an extension; and

WHEREAS, the Village Council finds that the fees established by this Resolution bear a reasonable relationship to the recovery of actual costs incurred by the Village; and

WHEREAS, the Village Council finds that modifying the fee schedule with respect to applications for extension of permits, as set forth on the attached Schedule of Fees, would promote the good government of the Village and protect and preserve the Village's rights, property and privileges; and

WHEREAS, after proper notice to the public, the Village Council introduced the following Resolution in an open meeting conducted on the 18th day of October, 2019, and considered this Resolution in an open meeting conducted on the the 21st day of November, 2019;

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 the ____ day of _____ 2019, 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.

Tiffany Cissna, Vice 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 _____ 2019.

Susan Fattig, Secretary

Village of Martin's Additions
7013 B Brookville Road, Second Floor, Suite B
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

SCHEDULE OF FEES

PERMITS

(Res. 7-02-08, adopted 2/15/07; Res. 7-09-1, adopted 7-16-09; Res. 1-12-1, adopted 3-15-2012; Res. 10-13-1, adopted 11-21-13; Res. 6-17-2, adopted 7-17-2017; Res. 2019-10-1, adopted 11-21-19)

NEW RESIDENTIAL CONSTRUCTION PERMIT.....\$4,000

EXTERIOR ALTERATIONS or MODIFICATIONS PERMIT.....(A) + (B):
(Commercial and residential buildings, including accessory structures)

(A) Floor Area Fee:

Total floor area increase of 250 sq. ft. or less: flat fee of \$250

Total floor area increase greater than 250 sq. ft.: \$1 per sq. ft. x total sq. ft.

(Total floor area includes all levels, cellars, basements, and attics, as well as stairwells and elevators. Areas with clear ceiling height (measured from floor to ceiling) greater than 14 feet shall count twice)

(B) Exterior Wall Replacement Fee:

Total Length of Contiguous Exterior Wall to be replaced < 15 feet or less: no fee

If > 15 feet then: Fee equals total length of wall to be replaced x \$10 per foot.

(Exterior walls shall be measured along the exterior horizontal length of the wall plane at the height of the first floor joists)

Permit fee equals (A) + (B), up to a maximum of \$4,000.

PERMIT APPLICATION AMENDMENT OR EXTENSION.....50% of Permit Fee

BUILDING CODE VARIANCE APPLICATION.....\$1,500 (for one variance from the Code, plus \$250 for each additional variance sought in the application)

DEMOLITION PERMIT

Footprint of 250 sq. ft. or less.....\$250

Footprint greater than 250 sq. ft.....\$500

RIGHT-OF-WAY AGREEMENT.....\$100

OTHER.....\$75

(Including Curb Cut/Driveway Apron; Right-of-Way construction/use of heavy equipment in Right-of-Way; Non-vegetative Surface Alterations (e.g., new driveways, sidewalks, etc.); Deck; Shed; Dumpster; A/C, Generator, or Heat Pump; Portable Storage Unit; Portable Toilet)

Village of Martin's Additions
7013 B Brookville Road, Second Floor, Suite B
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

PERFORMANCE BONDS
(Res. 7-02-09, adopted 2/15/07)

Performance bonds are required for the following types of projects in the amount specified.

CATEGORY:	BOND REQUIRED
NEW RESIDENTIAL CONSTRUCTION	\$2,500
EXTERIOR ALTERATIONS or MODIFICATIONS <i>(Commercial and residential buildings, including accessory structures)</i>	\$2,500
DEMOLITION	\$2,500
RIGHT-OF-WAY CONSTRUCTION <i>(Including curb cut, driveway apron, drainage/extension of front walk)</i>	\$2,500
DUMPSTER (A bond is not required for a dumpster if a bond has already been posted for one or more construction categories)	\$2,500

Separate Checks made out to "Village of Martin's Additions" are required for the Permit Fee and Bond.
Full restoration of the right-of-way and final inspection to close permit is required for full bond return

Resolution No. 2019-10-2
Introduced: October 17, 2019
Adopted:
Effective:

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

SUBJECT: RESOLUTION TO ADOPT POLICY REGARDING THE
TAKING OF OATHS AND DISCLOSURE OF CONFLICTS OF
INTEREST

WHEREAS, to promote the public trust and the utmost ethical service by appointees, and to ensure impartiality and the avoidance of conflicts of interest, the Village Council finds it appropriate to require all elected officials, committee and board members, employees, and those appointed to an executive office, including the Village Tree Supervisor, to execute an Oath of Office/Service and to complete the Village Ethics Committee's Conflicts of Interest Questionnaire; and

WHEREAS, after proper notice to the public, the Village Council introduced this Resolution in an open meeting conducted on the 17th day of October, 2019; and considered this Resolution in an open meeting conducted on the 21st day of November, 2019;

WHEREAS, the Village Council finds that the adoption of the attached policy and regulations would assist in assuring the good government of the Village; protect and preserve the Village's rights, property and privileges, including protection under the Village's insurance policy for appointees acting in good faith; and protect the general welfare of the Village.

NOW, THEREFORE, BE IT RESOLVED this ____ day of _____, 2019, by the Council of the Village of Martin's Additions that:

1. The Village of Martin's Additions hereby adopts the attached Policy; and
2. This resolution is effective as of the ____ day of _____, 2019.

I, Susan Fattig, Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on the ____ day of _____, 2019.

Susan Fattig, Secretary

**Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)**

Policy No. 2019-10-3

Oath and Conflicts of Interest Disclosure Policy

Council members are required to take an oath of office, as provided in the Village Charter Section 901 and the Maryland Constitution. Village employees and Council members are required to complete the Conflicts of Interest Questionnaire according to the Village Code, Section 4-201.

To promote the public trust and the utmost ethical service by all Village of Martin's Additions (Village) elected officials and Council-appointees, and to ensure impartiality and the avoidance of conflicts of interest, it is the policy of the Village to further require all committee and board members, employees, and those serving in an executive office (including the Tree Supervisor) to execute an Oath of Service and complete a Conflicts of Interest Questionnaire, in the form attached hereto.

In addition to the Election Committee and the Ethics Committee, which are established by the Village Code, Section 2-101, the Village may create such other committees and boards, as deemed necessary by the Village Council from time to time, according to Village Code Section 2-102. This policy shall apply to all appointees to such committees and boards.

All paper records created by this policy shall be maintained in the Village Office in compliance with the Village's State-approved archiving schedule and provided electronically to the Ethic's Chairman upon completion.

**Policy Number: 2019-10-3
Introduced: October 17, 2019
Public Hearing: November 21, 2019
Action/Adoption:
Effective Date:**

_____, 2019



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112 Fax (301) 656-0030

www.martinsadditions.org

Oath of Committee/Board Member

State of Maryland)
) ss.
Montgomery County)

I, the undersigned, duly appointed to act as a member of the _____
_____ Board/Committee of the Village of Martin's Additions, a municipal corporation in
Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such
member with strict impartiality and according to the best of my ability, in accordance with the
Charter of the Village of Martin's Additions, the Code of Ordinances, and any committee/board
charter or rules and procedures adopted by the Village Council.

Member Name: _____

Signed and sworn before me, a notary public, this _____ day of _____, 201__.

Name: _____, Notary Public

(Seal)

My commission expires: _____



VILLAGE OF MARTIN'S ADDITIONS

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Phone (301) 656-4112 Fax (301) 656-0030

www.martinsadditions.org

Oath of Executive Officer

State of Maryland)
) ss.
Montgomery County)

I, the undersigned, duly appointed to act as the Tree Supervisor of the Village of Martin's Additions, a municipal corporation in Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such officer with strict impartiality and according to the best of my ability, in accordance with the Charter of the Village of Martin's Additions, the Code of Ordinances, and any rules and procedures adopted by the Village Council.

Member Name:

Signed and sworn before me, a notary public, this day of _____, 201__.

(Seal)

Name: _____, Notary Public

My commission expires: _____



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112 Fax (301) 656-0030

www.martinsadditions.org

Oath of Employee

State of Maryland)
) ss.
Montgomery County)

I, the undersigned, being duly employed in an at-will capacity as Village Manager/Assistant Village Manager, of the Village of Martin's Additions, a municipal corporation in Maryland, and being duly sworn, do depose and say that I will faithfully execute my duties as such employee with strict impartiality and according to the best of my ability, in accordance with the Charter of the Village of Martin's Additions, the Code of Ordinances, and any rules and procedures adopted by the Village Council.

Member Name: _____

Signed and sworn before me, a notary public, this __ day of _____, 201__.

(Seal) Name: _____, Notary Public

My commission expires: _____

**VILLAGE OF MARTIN'S ADDITIONS
CONFLICT OF INTEREST QUESTIONNAIRE**

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Ethics Committee (Committee). The Committee shall provide advisory opinions to persons subject to the provisions of Chapter 4 of the Village Code (Code) as to its applicability and to make determinations as authorized by Chapter 4 of the Code. This questionnaire is required by Village Charter Section 903 and will assist the Committee in doing its work.

The purpose of this questionnaire is to assure that each member of the Village Council and each Village employee (salaried and contract) is free of or has disclosed all Conflicts of Interest, as that term is defined below.

During the prior calendar year and in this year up to the date of your signature (the Period), have you or any Related Party of yours had any material interest, direct or indirect, in any Transactions to which the Village of Martin's Additions (VMA) was, or is to be, a party? Yes___ No___ If Yes, provide details:

Do you or any Related Party of yours have any material interest, direct or indirect, in any pending or incomplete Transactions to which VMA was, or is to be, a party? Yes___ No___ If Yes, provide details:

During the period, have you or any Related Party of yours been indebted to VMA? Yes___ No___ If Yes, provide details:

During the period, have you or any Related Party of yours been an employee, officer, director, partner or trustee of any organization with which VMA now has or you have reason to believe may in the future have a business relationship? Yes___ No___ If Yes, provide details:

Are you or any Related Party of yours discussing or negotiating employment or any other relationship with any organization with which VMA now has or you have reason to believe may in the future have a business relationship? Yes___ No___ If Yes, provide details:

During the period, have you or any Related Party of yours received any gift from any organization with which VMA now has or you have reason to believe may have now or in the future, a business relationship? Do not include any unsolicited gifts from any donor having a total value during the Reporting Period of less than fifty dollars (\$50.00). Yes___ No___ If Yes, provide details:

During the period, have you or any Related Party of yours received any gift from any Village resident or property owner? Do not include any unsolicited gifts from any donor having a total value during the Reporting Period of less than fifty dollars (\$50.00). Yes___ No___ If Yes, provide details:

Is there any other circumstance or association that could be a Conflict of Interest between you or any Related Party of yours and VMA? Yes___ No___ If Yes, provide details:

I UNDERSTAND THE VILLAGE'S INTEREST IN HAVING UP-TO-DATE INFORMATION REGARDING CONFLICTS OF INTEREST AND AGREE TO REPORT EXPEDITIOUSLY TO THE CHAIR OF THE VILLAGE COUNCIL ANY CHANGES THAT MAY OCCUR TO MY RESPONSES TO THIS QUESTIONNAIRE. I AGREE___ I DO NOT AGREE___. IF YOU DO NOT AGREE, PROVIDE EXPLANATION.

.....
My answers to the questions above are correct to the best of my knowledge and belief.

Signature

Printed Name

Date

Definitions for Purposes of this Questionnaire

Related Party

Means any person who has the potential to influence the actions of another person, including without limitation immediate family members (spouses, parents, children, siblings, and in-laws) and business colleagues and associates.

Material Interest	Means a financial interest greater than \$50.00 or any interest that has the potential to influence the independent judgment of a person.
Conflict of Interest	Means the potential to influence or in the perception of others to erode the undiminished loyalty of a person to the interest of VMA.
Transactions	Means dealings with which one party agrees to perform one or more obligations in exchange for one or more obligations of another party, whether or not such arrangement is memorialized in writing.

Ordinance No.: 2019-09-1
Introduced: October 18, 2019
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO
ADD BUILDING REQUIREMENTS APPLICABLE TO ACCESSORY
DWELLING UNITS

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code 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;

WHEREAS, Maryland Code, Land Use Article, Section 20-509 grants to the legislative body of incorporated municipalities in the Maryland-Washington Regional District, general power to adopt building regulations for the protection of the public health, safety, and welfare; the preservation, improvement, and protection of lands, water, and improvements in the municipal corporation; and to regulate the construction, repair, or remodeling of buildings on land zoned for single-family residential uses at it relates to fences, walls, hedges, and similar barriers; signs; residential parking; residential storage; the location of structures, including setback requirements; the dimensions of structures, including height, bulk, massing, and design; and lot coverage, including impervious surfaces;

WHEREAS, Maryland Code, Local Government Article, Section 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, after proper notice to the public, the Village Council discussed the following Ordinance in an open meeting conducted on the 19th day of September, 2019; introduced the Ordinance in an open meeting conducted on the 17th day of October, 2019; and considered the Ordinance in an open meeting conducted on the 21st day of November, 2019;

WHEREAS, to comply with Maryland Code, Land Use Article, Section 20-509, on the 18th day of October, 2019, a copy of following Ordinance was submitted to the Montgomery County Council for its comments;

WHEREAS, the Montgomery County Council indicated receipt of the draft on the ____th day of _____, 2019, and ...;

WHEREAS, the Village Building Administrator, counsel, and staff, have made certain recommendations to the Village Council for amendment of the Village building regulations, concerning accessory dwelling units, as recently authorized by Montgomery County Zoning Text Amendment 19-01, effective December 31, 2019;

WHEREAS, due to narrow street widths, and the existing density and motor vehicle use and traffic in and around the Village, the Village Council finds that existing parking congestion and shortages would be exacerbated by the allowance of accessory dwelling units, unless sufficient measures are implemented to mitigate the impacts;

WHEREAS, the Village Council finds that the Village building regulations do not currently separately address accessory dwelling units and should therefore be amended;

WHEREAS, the Village building regulations currently subject all dwelling units to the building requirements for main buildings;

WHEREAS, as stated in Section 7-401, the purposes of the Village building regulations include maintaining privacy and space between properties, ensuring adequate light, air, and safe passageways between buildings; encouraging appropriately-sized construction in keeping with lot sizes and the character of the Village; minimizing the flow of stormwater from lots by encouraging the maintenance of open spaces and the reduction of impervious surfaces; and the preservation and perpetuation of neighborhood character;

WHEREAS, the Village Council finds that the allowance of accessory dwelling units would be detrimental to the purposes of the Village building regulations, unless sufficient measures are implemented to mitigate the impacts;

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of _____, 2019, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

Section 6-101. Definitions

For the purposes of this Chapter, the following words and phrases shall have the following meanings:

* * *

(2) "Accessory dwelling unit" means a second dwelling unit that is located within a main building or an accessory building.

(Note: All other existing definitions are renumbered, instead of lettered)

Section 6-302. Permits Required.

* * *

(b) Improvements.

Prior to the issuance of a building permit pursuant to the provisions of this Chapter, no person shall:

- 1) Add to, erect, install, replace, alter, construct, re-construct, repair or improve any building;
- 2) Add to, install, replace, alter, construct, re-construct, repair or improve any non-vegetative surface in a front yard;
- 3) Place any heavy equipment upon or move any heavy equipment over an improved street surface, curb, or sidewalk;
- 4) Add to, install, replace, alter, construct, re-construct, repair or improve any curb cut, driveway, or driveway apron; ~~or~~
- 5) Commence any activity involving reconstruction, repair, or excavation of any street, curb, or sidewalk, or installation of any structure thereon, or temporarily close or block any street or sidewalk within the Village. No building permit for construction of a private structure within the public right-of-way shall be issued until the owner of the abutting property has executed a revocable license to use the right-of-way in a form approved by the Village. The Code Enforcement Officer may waive the requirement for a license for the alteration or replacement of stairs, guardrails, and walkways, if, in the discretion of the Code Enforcement Officer, the cost and inconvenience of the license exceeds the benefit to the Village; ~~or~~
- 6) Add to, install, replace, alter, construct, re-construct, repair or improve any accessory dwelling unit, including but not limited to the conversion or renovation of an existing building or part thereof into an accessory dwelling unit.**

(c) Repairs.

Notwithstanding paragraph (b) above, no building permit shall be required in the case of ordinary repairs or maintenance, as defined in Section 6-101, and no building permit shall be required for any of the above described activities in subparagraphs 1 through 5 occurring entirely within the interior of a building, provided, however, that a permit shall be required in connection with an accessory dwelling unit as described above in subparagraph 6, including but not limited to activities occurring entirely within the interior of a building. Emergency re-construction, repair or excavation may be undertaken without first securing a building permit, except that such permit shall be applied for as soon as possible after the need for such activities becomes known.

* * *

Section 6-303. Applications; Investigations and Inspection; Issuance

(a) Any person planning to engage in an activity covered by this Article that requires a Montgomery County building permit shall apply for a Village building permit within three (3) days of applying for the County permit.

(b) An application for a Village building permit shall be submitted in a form prescribed by the Council and shall be accompanied by (i) a copy of the Montgomery County building permit or application for a Montgomery County building permit for the activity and (ii) such plats, plans, drawings, reports and the like as the Council or Code Enforcement Officer deems necessary to determine whether the proposed activity would be in derogation of the health, safety, comfort or welfare of the present or future inhabitants of the Village. For any construction that would be located within four (4) feet of a required setback, or within two (2) feet of a lot line, a site plan and boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better, must be submitted depicting all existing and proposed buildings and their distances to the lot lines. The application shall be signed by all the owners of the property and, where related to the erection or construction of, or addition to a building, shall also state the intended use of such building or addition thereto. The applicant may be required to provide a copy of all covenants recorded with respect to the property. A permit for construction related to an accessory dwelling unit shall not be issued until the applicant has submitted a copy of the Montgomery County landlord license for the proposed accessory dwelling unit.

* * *

Section 7-101. Definitions

* * *

(2) “Accessory dwelling unit” means a second dwelling unit that is located within a main building or an accessory building.

* * *

- (13) **"Dwelling unit" means a building or portion of a building providing complete living facilities for not more than one household, including, at a minimum, facilities for cooking, sanitation, and sleeping.**

* * *

- ~~(gg35)~~ "Main Building" means a building in which is conducted the principal use of the property on which it is situated. ~~Any dwelling shall be deemed to be a main building on the lot on which it is located.~~

* * *

(Note: existing definitions are re-lettered accordingly).

* * *

Section 7-402. **Construction Standards and Requirements**

* * *

(f) Accessory buildings

- (1) Front setback: No wall or projection of any accessory building shall be located closer to the front lot line than sixty (60) feet, **provided, however, that any accessory building that is, or contains, an accessory dwelling unit shall comply with the required front setback for a main building.** For corner lots (which have two front yards), this requirement shall apply only to one front yard. The front yard which is parallel to the side yard shall have a minimum setback equal to the established building line.
- (2) Rear setback: No wall or projection of any accessory building shall be located closer to the rear lot line than five (5) feet, **provided, however, that any accessory building that is, or contains, an accessory dwelling unit shall comply with the required rear setback for a main building.**
- (3) Side setback: No wall or projection of any accessory building shall be located closer to either side lot line than five (5) feet, **provided, however, that any accessory building that is, or contains, an accessory unit shall comply with the required side setback for a main building.**
- (4) Height: The height of any accessory building shall not exceed twenty (20) feet to the highest point of roof surface regardless of roof type.
- (5) Wall plane length: The length of any wall plane of any accessory building shall not exceed twenty-five (25) feet.

* * *

(l) Accessory Dwelling Unit Parking. At least two (2) new dedicated on-site parking spaces shall be provided for any accessory dwelling unit. Such parking spaces shall comply

with the driveway width and maximum non-vegetative surface area requirements of this Chapter. Existing parking area in a driveway or an existing garage may not serve as the required on-site parking spaces for an accessory dwelling unit.

* * *

Section 7-404. Developmental Nonconformities; Accessory Dwelling Units

A developmental nonconformity may be maintained, altered, or repaired, but not replaced, provided that it may not be enlarged in any manner, including but not limited to enlargement of any three-dimensional boundary that existed on June 16, 2009, and further provided that an accessory dwelling unit may not be constructed within a non-conforming structure, except in accordance with this Chapter. A building in which an accessory dwelling unit is constructed must meet the required setback and other requirements of this Chapter at the time of construction of the accessory dwelling unit. As used in this Section, "maintained" and "repaired" shall have the same meaning as "ordinary repairs or maintenance", as defined in Section 6-101 .

* * *

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Charter of the Village of the Village of Martin's Additions, that:

(1) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and

(2) This Ordinance shall take effect on the 31st day of December, 2019 (at least 20 days after adoption).

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Tiffany Cissna, Vice Chair
Village Council

Underline indicates new material
~~Strikethrough~~ indicates material deleted
* * * indicates material unchanged

Ordinance No.: 2019-09-3
Introduced: September 19, 2019
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO
ADD PROVISIONS FOR THE PROCESSING OF REASONABLE
ACCOMMODATION REQUESTS

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code 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;

WHEREAS, Maryland Code, Land Use Article, Section 20-509 grants to the legislative body of incorporated municipalities in the Maryland-Washington Regional District, general power to adopt building regulations for the protection of the public health, safety, and welfare; the preservation, improvement, and protection of lands, water, and improvements in the municipal corporation; and to regulate the construction, repair, or remodeling of buildings on land zoned for single-family residential uses at it relates to fences, walls, hedges, and similar barriers; signs; residential parking; residential storage; the location of structures, including setback requirements; the dimensions of structures, including height, bulk, massing, and design; and lot coverage, including impervious surfaces;

WHEREAS, Maryland Code, Local Government Article, Section 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

WHEREAS, the Americans with Disabilities Act, 42 U.S.C. Sec. 12132, et seq., requires that local governments provide reasonable accommodations with respect to land use and zoning requirements, and a public entity, such as the Village, must make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program or activity, 28 C.F.R. Sec. 35.130(b)(7);

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, after proper notice to the public, the Village Council introduced the following Ordinance in an open meeting conducted on the 19th day of September, 2019, and considered this Ordinance in an open meeting conducted on the 17th day of October, 2019 and the 21st day of November, 2019;

WHEREAS, to comply with Maryland Code, Land Use Article, Section 20-509, on the 20th day of September, 2019, a copy of following Ordinance was submitted to the Montgomery County Council for its comments;

WHEREAS, the Montgomery County Council indicated on September 20, 2019, that the County found the proposed amendments to be appropriate;

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of _____, 2019, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

Section 7-405. Variances

- (a) A property owner may apply to the Village Council for a variance from the strict application of the terms of this Article. The Council may authorize a variance from the strict application of any specific requirement of this Article when the standards described herein are met.
- (b) Processing and Public Hearing Requirement
 - (1) Applications for a variance shall be submitted to the Village Manager and shall include the following:
 - (i) Written application on the form provided by the Village Manager, including a statement detailing the specific provisions of this Article from which a variance is sought;
 - (ii) Detailed information pertaining to the nature and extent of the variance sought, including the following: (a) a boundary survey with a margin of error of +/- one-tenth (0.10) of a foot, or better, showing boundaries, dimensions, area, topography, and frontage of the lot involved, as well as the location and dimensions of all buildings existing and proposed to be erected, and the

distances of the buildings from the nearest lot lines; and (b) plans, architectural drawings, photographs, elevations, specification or other detailed information depicting fully the exterior appearance of existing and proposed construction;

- (iii) A summary of what the applicant expects to prove at the hearing, including the names of applicant's witnesses, summaries of the testimonies of expert witnesses, and the estimated time for presentation of the applicant's case; and
- (iv) Any additional exhibits which the applicant intends to introduce at the hearing.

(2) The Council shall hold a public hearing on all applications for the grant of a variance. ~~A minimum of~~ **At least** twenty (20) days prior to the scheduled hearing, the Village Manager or his or her designee shall post notice of the hearing at the applicant's property that is the subject of the variance request and mail written notice to all adjoining and confronting property owners by first-class mail.

(3) **Reasonable Accommodation. If a variance is requested as a reasonable accommodation based upon a disability, as defined by Federal law, the Chair and Village Manager may grant the variance, according to such regulations as may be adopted by the Village Council from time to time. At least twenty (20) days prior to acting upon the request, the Village Manager or his or her designee shall notify the Village Council and post notice of the request at the applicant's property that is the subject of the variance request and mail written notice to all adjoining and confronting property owners by first-class mail. If prior to the expiration of the fifteen-day notice period, written objection to the variance request is filed with the Village Manager, the variance application shall be scheduled for a public hearing and heard by the Village Council according to the provisions of this Section and such regulations as may be adopted by the Village Council from time to time.**

- (c) Standards for decision on variances: The Council may grant petitions for variances upon proof by the applicant by a preponderance of the evidence that:
- (1) by reason of exceptional narrowness, shallowness, shape, topographical conditions, or other extraordinary situations or conditions peculiar to the lot, the strict application of this Article would result in peculiar or unusual practical difficulties to, or exceptional or undue hardship upon, the owner of such property;
 - (2) such variance is the minimum reasonably necessary to overcome the aforesaid exceptional conditions; and
 - (3) such variance will not be detrimental to the use and enjoyment of adjoining or neighboring properties.

- (d) Conditions. In granting a variance, the Council may impose such conditions as it determines, in its judgment, are necessary to protect the public health, safety, and welfare.
- (e) Decision. The decision of the Council granting or denying a variance shall be in writing and shall be final and effective as of the date the Council approves the written decision.
- (f) Duration. A building permit for the construction authorized by the variance must be obtained within twelve (12) months of the effective date of the variance or the variance shall be void, unless an extension is granted in writing by the Code Enforcement Officer. The Code Enforcement Officer may grant an extension of the variance, upon such conditions as the Code Enforcement Officer may set, upon a reasonable showing that there has been no material change in circumstances since the effective date of the decision approving the variance and despite due diligence by the recipient of the variance, additional time is necessary to secure a building permit.

* * *

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Charter of the Village of the Village of Martin's Additions, that:

(1) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and

(2) This Ordinance shall take effect on the ____ day of _____, 2019 (at least 20 days after adoption).

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Tiffany Cissna, Vice Chair
Village Council

Bold Underline indicates new material
~~Strikethrough~~ indicates material deleted
* * * indicates material unchanged

Resolution No. 2019-09-4
Introduced: September 19, 2019
Adopted:
Effective:

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

SUBJECT: RESOLUTION TO ADOPT POLICY AND REGULATIONS
FOR REASONABLE ACCOMMODATION PROCESSING

WHEREAS, by Ordinance No. 2019-9-3, adopted on ____ day of _____, 2019, the Village Council amended the Village building regulations to govern reasonable accommodation requests; and

WHEREAS, after proper notice to the public, the Village Council introduced this Resolution in an open meeting conducted on the 19th day of September, 2019; and considered this Resolution in an open meeting conducted on the 17th day of October, 2019 and the 21st day of November, 2019;

WHEREAS, the Village Council finds that, in accordance with the Village Code, the adoption of the attached policy and regulations would assist in assuring the good government of the Village; protect and preserve the Village's rights, property and privileges; and protect the general welfare of the Village.

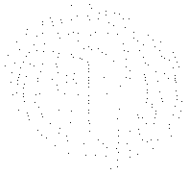
NOW, THEREFORE, BE IT RESOLVED this ____ day of _____, 2019, by the Council of the Village of Martin's Additions that:

1. The Village of Martin's Additions hereby adopts the attached Reasonable Accommodation Policy and Regulations (No. 2019-09-5); and

2. This resolution is effective as of the ____ day of _____, 2019.

I, Susan Fattig, Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its open meeting on the ____ day of _____, 2019.

Susan Fattig, Secretary



Village of Martin's Additions
7013 B Brookville Road
Chevy Chase, MD 20815
301-656-4112 (Phone)
301-656-0030 (Fax)

Policy No. 2019-09-5

Reasonable Accommodation Policy and Regulations

The Village of Martin's Additions may grant reasonable accommodations under the Americans with Disabilities Act (ADA) in the context of Village building regulations.

The ADA defines a "disability" as a physical or mental impairment that substantially limits one or more of the major life activities of an individual. Examples of major life activities include, but are not limited to, performing manual tasks, walking, seeing, breathing, and hearing. To determine if an applicant is "substantially limited" in a major life activity, the Village will consider the nature and severity of the symptoms alleged, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

If an applicant for reasonable accommodation is "disabled" under this test, the applicant is entitled to a reasonable accommodation if such accommodation is necessary to allow equal opportunity to use and enjoy their residence. "Reasonableness" requires an examination of whether a request is the minimum reasonably necessary. Also, a request is not reasonable if it would fundamentally undermine the overall zoning scheme or impose undue administrative burden or expense on the Village.

In summary, to grant reasonable accommodation, the Council must make the following findings:

- (1) The applicant is "disabled," *i.e.*, has a physical or mental impairment that limits one or more major life activities;
- (2) The limitation is "substantial" considering its nature and severity, duration or expected duration, and permanency or long-term impact;
- (3) An accommodation is necessary to allow equal opportunity to use and enjoy the property; and
- (4) The requested accommodation is reasonable.

If a reasonable accommodation is granted, it generally will not run with the land. An accommodation can be conditioned upon the duration of the impairment or the applicant's residence at the subject property.

When a request for reasonable accommodation under the ADA is filed, the evaluation process will be the same as that for a variance. Staff will prepare a summary of the request for delivery to the Council and adjoining and confronting houses and will post notice of the request on the property. If no written

objection to the request is received within 20 days, the request may be approved administratively by the Chair and Village Manager. If a written objection to the administrative approval of the request is filed, the Village will schedule the request for a public hearing following the same procedures for a variance (posting of the property and notices delivered to adjoining and confronting houses at least 20 days prior to the hearing).

In all cases, a Village Building Permit will not be issued until a written decision approving the request for reasonable accommodation is approved.

Policy Number: 2019-09-5

Introduced: October 17, 2019

Public Hearing: November 21, 2019

Action/Adoption:

Effective Date:

Ordinance No.: 2019-09-2
Introduced: September 19, 2019
Adopted:
Effective Date:

THE VILLAGE OF MARTIN'S ADDITIONS

SUBJECT: AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO REGULATE THE INSPECTION OF PRIVATE TREES AND REMOVAL OF PRIVATE TREES THAT FALL INTO THE PUBLIC RIGHTS-OF-WAY

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code 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;

WHEREAS, the Maryland General Assembly has found and declared that forests and trees are an important and necessary part of the urban and community environment and that the retention, enhancement, and management of these forests and trees by local governments is in the best interest of the citizens of this State, and Maryland Code, Natural Resources Article, Section 5-427(a), as amended, provides that, in promotion of this policy interest, the governing body of a municipal corporation, by appropriate resolution or ordinance, may implement a local urban and community forestry program within its jurisdiction;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, after proper notice to the public, the Village Council introduced the following Ordinance in an open meeting conducted on the 19th day of September, 2019, and considered this Ordinance in an open meeting conducted on the 17th day of October, 2019 and the 21st day of November, 2019;

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin's Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this ____ day of _____, 2019, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin's Additions, that the Village Code is hereby amended as follows:

* * *

Section 9-110. Maintenance of Trees on Private Property Near Public Right of Way

- (a) All trees and shrubs located on private property in the Village shall be maintained in a condition so as not to interfere with:
 - (1) the proper spread of light along a street from a streetlight;
 - (2) the visibility of any traffic-control sign, device, or signal; or
 - (3) the required clearance over public sidewalks (8 feet) or streets (12 feet).
- (b) All trees and shrubs located on private property in the Village shall be maintained in a condition so as not to constitute a hazard to persons or property on public right of way or to harbor pests or diseases that constitute a threat to other trees within the Village.
- (c) The owners of property on which is located any tree or shrub that has been determined by the Tree Supervisor to be not in compliance with the provisions of subsections (a) or (b) above shall be notified of that determination in writing by hand delivery or certified mail and shall treat, trim, or remove and destroy the tree or shrub or portion thereof with such period as the Tree Supervisor may specify. The time specified for compliance shall be at least thirty (30) days unless a shorter period is indicated in the judgment of the Tree Supervisor.
- (d) An owner may appeal any determination by the Tree Supervisor to the Village Council. The appeal shall be made in writing and delivered to the Village Manager within ten (10) days of receipt of the notice [described in (c) above] or within the time specified for compliance, whichever is shorter. The nature and grounds for the appeal shall be specified, and any materials or information relied upon in support of the appeal shall be submitted with the appeal.
- (e) The Village Council shall consider the appeal at a public meeting at which any interested party may appear and participate. Written notice of the meeting shall be delivered or sent by certified mail to any owner who appealed at least five (5) days before the meeting. The Council may affirm, withdraw, or modify the notice and shall advise the appellants in writing of its decisions. If the notice is upheld in whole or in part, the Council shall specify a date for compliance.
- (f) If the owner fails to comply with a notice from the Tree Supervisor within the time specified, the Village may perform any work directed in the notice and shall bill the reasonable costs thereof to said owner. The Village may recover any expenses related to the performance of such work from the owner through any means available under law, **including, but not limited to, as a lien on the property tax bill.**

- (g) If the condition poses a clear hazard to persons or property and therefore requires more immediate corrective action, the Council may shorten any of the periods specified above and provide notice as soon as is practical under the circumstances.
- (h) The owners of property on which is located any tree or shrub near a public right-of-way shall periodically inspect the health of such vegetation. In the event a tree or shrub, or branch thereof, shall fall into a public right-of-way, the Village shall remove the fallen vegetation that obstructs the right-of-way. The owner shall be responsible for removing that portion of the tree or shrub, or branches thereof, which fall onto the owner's private property. The Village and the owner may reach an agreement as to the cost-sharing for the removal. If no agreement is reached, the Village shall remove only that portion of the vegetation that has fallen into the right-of-way.

* * *

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Charter of the Village of the Village of Martin's Additions, that:

- (1) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and
- (2) This Ordinance shall take effect on the ____ st day of _____, 2019 (at least 20 days after adoption).

ATTEST:

THE VILLAGE OF MARTIN'S ADDITIONS

Susan Fattig, Secretary

Tiffany Cissna, Vice Chair
Village Council

Underline indicates new material

~~Strikethrough~~ indicates material deleted

* * * indicates material unchanged

Constant Contact Survey Results

Survey Name: VMA Annual Survey 2019 Part II

Response Status: Partial & Completed

Filter: None

Nov 19, 2019 10:31:17 AM

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

	Number of Response(s)	Response Ratio
Extremely satisfied	39	44.8%
Somewhat satisfied	35	40.2%
Neither satisfied nor dissatisfied	5	5.7%
Somewhat dissatisfied	3	3.4%
Extremely dissatisfied	2	2.2%
No Responses	0	0.0%
No Responses	3	3.4%
Total	87	100%

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

30 Response(s)

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

	Number of Response(s)	Response Ratio
Within the same day	42	48.2%
Within 3 business days	22	25.2%
Within one week	4	4.5%
Never received a response	4	4.5%
N/A	10	11.4%
No Responses	1	1.1%
No Responses	4	4.5%
Total	87	100%

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

	Number of Response(s)	Response Ratio
Within the same day	12	13.7%
Within 3 business days	11	12.6%
Within one week	3	3.4%
Never received a response	3	3.4%
N/A	51	58.6%
No Responses	1	1.1%
No Responses	6	6.8%
Total	87	100%

5. 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, and Village-sponsored events. Please indicate any changes in services you would like the Village Council to consider, keeping in mind the additional expense the Village would incur from providing such services. Note: Based on last year's survey results, the Council is considering adding a composting service. A request for proposal has been issued. We expect to have more information on this new

52 Response(s)

6. I believe the enforcement of the building codes has been fair and effective.

	Number of Response(s)	Response Ratio
Strongly agree	6	6.8%
Agree	25	28.7%
Neither agree nor disagree	37	42.5%
Disagree	6	6.8%
Strongly disagree	2	2.2%
No Responses	8	9.1%
No Responses	3	3.4%
Total	87	100%

7. If you selected disagree or strongly disagree in question 6, please describe your experience.

10 Response(s)

8. 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.

18 Response(s)

9. Do you believe the 2019 election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box.

	Number of Response(s)	Response Ratio
Yes	65	74.7%
No	2	2.2%
No Responses	16	18.3%
No Responses	4	4.5%
Total	87	100%
8 Comment(s)		

10. Was getting information and the process of voting easy in the 2019 election?

	Number of Response(s)	Response Ratio
Yes	78	97.5%
No	2	2.5%

Total	80	100%
4 Comment(s)		

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

	Number of Response(s)	Response Ratio
Monthly Council meeting	29	34.5%
Halloween	27	32.1%
Independence Day/4th of July	22	26.1%
Adult Spring Fling	24	28.5%
Celebration on the Sidewalk/Election	47	55.9%
Movie Night in the Park	12	14.2%
I have not participated in any Village events	16	19.0%
Other	9	10.7%
Total	84	100%

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

17 Response(s)

13. 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.

15 Response(s)

14. 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.

29 Response(s)

15. Please select your street below.

	Number of Response(s)	Response Ratio
Bradley Ln	5	5.7%
Brookville Rd	8	9.1%
Chestnut St	5	5.7%
Cummings Ln	3	3.4%
Delfield St	4	4.5%
Melville Pl	3	3.4%
Oxford St	2	2.2%
Quincy St	10	11.4%
Raymond St	14	16.0%
Shepherd St	7	8.0%
Summit Ave	8	9.1%
Taylor St	6	6.8%
Turner Ln	8	9.1%
Thornapple St	3	3.4%
No Responses	1	1.1%
Total	87	100%



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (2nd floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112 Fax (301) 656-0030

www.martinsadditions.org

TO: Katya Hill, Village of Martin's Additions Council

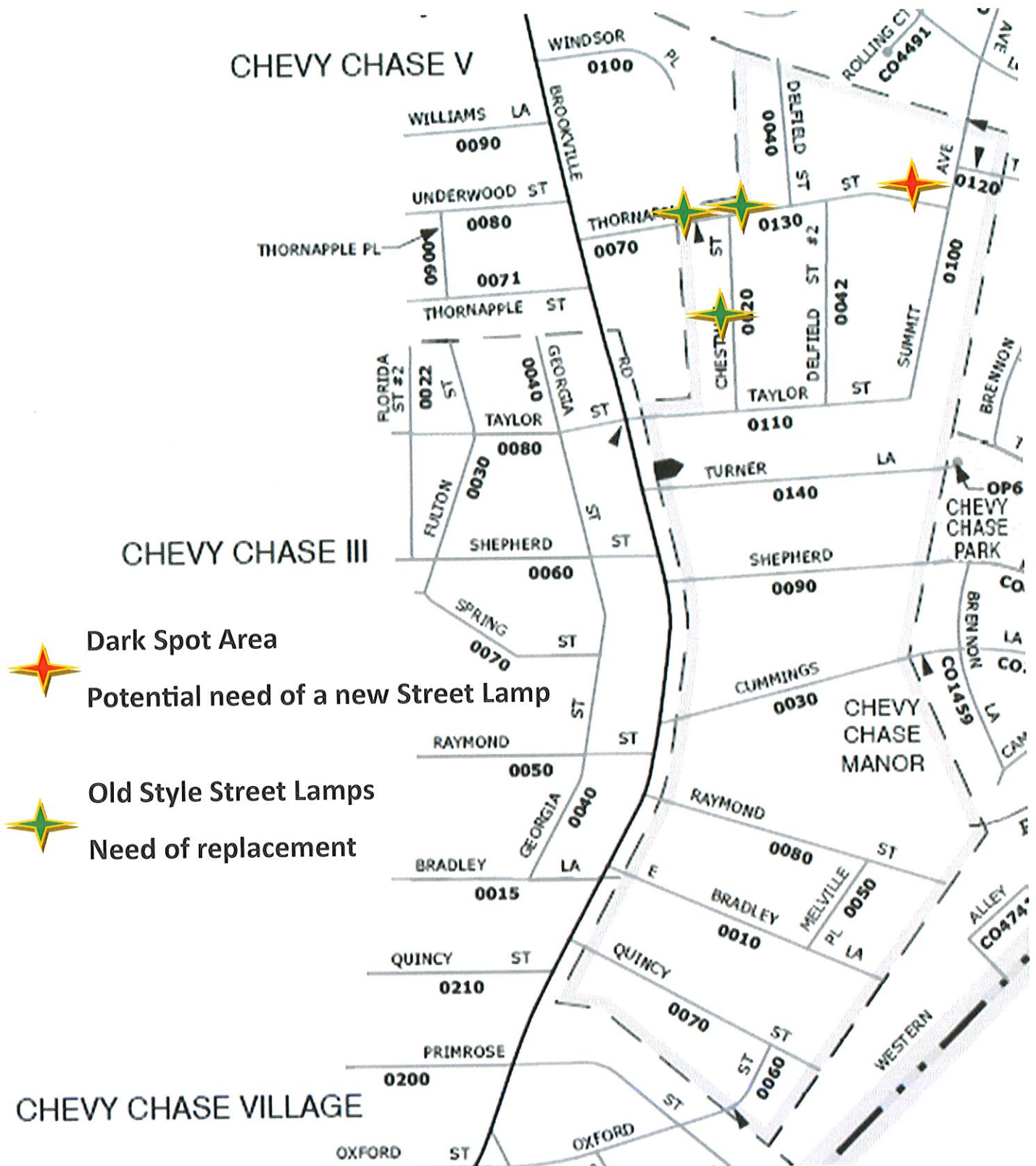
FROM: James D. Gaston, III, Village Manager

DATE OF MEMO: Thursday, November 21, 2019

SUBJECT: VMA Dark Spots Tour Summary

- The majority of the street lights currently in place are effective and are providing the needed light for the streets of VMA
 - There were three (3) areas in VMA that needed a review and possible next step resolution
 - 3410 Turner – Was the new street light installed at the correct address? According to the GIS map, the light is in the correct position
 - 3403 Thornapple – There may be a need for a New Street light at this location
 - 7220 Chestnut, this light is not – functioning
 - PEPCO has been contacted and will replace the bulb, today, Friday, November 15, 2019
 - **UPDATE This light has been fixed and is now working.**
 - The three (3) old-style street lamps need to be replaced with the updated versions
 - Two on Thornapple
 - One on Chestnut
- Please review and if you have any edits please make the needed changes.

Village of Martin's Additions 2019 Street Light/Lamp Tour Summary



11/21/2019

**Village of Martin's Additions
Treasurer's Report
October 2019**

	Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
Income					
4000 - Revenue					
4010 - Permit Fees	2,075.00	1,250.00	3,607.00	5,000.00	15,000.00
4020 - Cable TV Franchise Fees	0.00	0.00	0.00	0.00	8,000.00
4040 - County Revenue Sharing	0.00	0.00	0.00	26,800.00	26,800.00
4050 - Highway Users Fees	0.00	2,500.00	0.00	10,000.00	30,000.00
4060 - Income Tax	5,739.15	1,000.00	5,739.15	1,000.00	650,000.00
4080 - Personal Property Tax	218.45	120.00	218.45	205.00	4,500.00
4090 - Real Property Tax	7,576.13	5,495.00	8,815.32	8,095.00	15,000.00
4095 - Utility Property Tax	0.00	0.00	0.00	0.00	8,000.00
4100 - Holiday Fund	0.00	0.00	0.00	16,672.00	50,000.00
4110 - Interest	4,365.73	4,174.00	14,316.52	0.00	30,000.00
4138 - WSSC - Street Work	0.00	0.00	0.00	67,772.00	852,300.00
Total 4000 - Revenue	19,974.46	14,539.00	32,696.44	2,869,337.00	2,869,337.00
4200 - Prior Years Surplus	0.00	0.00	0.00	2,937,109.00	3,721,637.00
Total Income	19,974.46	14,539.00	32,696.44		
Expense					
5000 - General Government					
5010 - Office Expenses	1,289.09	1,450.00	5,230.50	5,800.00	17,500.00
5020 - Office Furniture & Equipment	169.98	0.00	4,719.98	0.00	10,000.00
5030 - Insurance	524.00	600.00	6,010.00	7,400.00	8,000.00
5040 - Printing & Mailing	44.85	0.00	88.55	1,000.00	5,000.00
5050 - Dues & Subscriptions/Conference	724.80	0.00	5,043.04	4,800.00	10,000.00
5055 - Storage Rental	356.00	335.00	1,026.00	1,332.00	4,000.00
5060 - Office Lease	2,190.67	2,191.00	13,747.91	14,472.00	32,000.00
5085 - Telephone	244.43	333.00	832.41	1,532.00	4,000.00
5086 - Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
Total 5000 - General Government	5,543.82	4,907.00	36,700.39	35,936.00	98,500.00
5100 - Salaries & Benefits					
5110 - Managerial & Office Salaries	10,373.54	11,250.00	43,410.99	45,000.00	135,000.00
5120 - Payroll Taxes & Benefits	793.91	2,088.00	2,885.21	8,332.00	25,000.00
Total 5100 - Salaries & Benefits	11,167.45	13,338.00	46,296.20	53,332.00	160,000.00
5200 - Professional Fees					
5210 - Accounting & Auditing	2,700.00	6,000.00	10,800.00	14,100.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	4,850.00	3,750.00	17,200.00	15,000.00	45,000.00
5224 - Enforcement & Oversight	3,325.00	1,500.00	3,325.00	6,000.00	16,000.00
5226 - Municipal Operations	3,010.00	1,500.00	3,010.00	6,000.00	18,000.00
Total 5220 - Building & Permitting	11,285.00	6,750.00	23,535.00	27,000.00	81,000.00
5230 - Legal	10,728.00	3,333.00	20,413.00	13,332.00	40,000.00
5240 - Police	2,583.60	4,166.00	12,925.80	16,664.00	50,000.00
5244 - Traffic Engineering	0.00	833.00	1,912.00	3,332.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 - GIS Update	0.00	3,000.00	800.00	8,000.00	10,000.00
Total 5200 - Professional Fees	27,296.60	24,082.00	70,385.80	82,428.00	231,500.00
5300 - Streets					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	0.00	416.00	362.41	1,864.00	5,000.00
5322 - Street Cleaning - Fall/Spring	0.00	3,750.00	0.00	3,750.00	15,000.00
5324 - Street Maintenance - Other	0.00	625.00	2,006.38	2,500.00	7,500.00
5326 - Leaf Vacuuming	0.00	0.00	0.00	0.00	20,000.00
Total 5305 - Streets - General	0.00	4,791.00	2,368.79	7,914.00	47,500.00

**Village of Martin's Additions
Treasurer's Report
October 2019**

	Oct 19	Budget	Jul - Oct 19	YTD Budget	Annual Budget
5349 - Snow Removal Services					
5350 - Snow Removal - Shovel Bvl. Rd.	0.00	0.00	0.00	0.00	5,000.00
5351 - Snow Removal - Plowing	0.00	0.00	0.00	0.00	25,000.00
Total 5349 - Snow Removal Services	0.00	0.00	0.00	0.00	30,000.00
Total 5300 - Streets	0.00	4,791.00	2,368.79	7,914.00	77,500.00
5400 - Waste & Recycling					
5410 - Waste Collection & Recycling	10,396.75	12,800.00	52,168.35	51,200.00	153,600.00
5420 - Leaf Bags	0.00	0.00	0.00	0.00	15,000.00
5425 - Recycling Bins	102.08	0.00	102.08	500.00	1,000.00
Total 5400 - Waste & Recycling	10,498.83	12,800.00	52,270.43	51,700.00	169,600.00
5500 - Other					
5510 - Tree Maintenance	0.00	2,500.00	7,784.00	10,000.00	30,000.00
5515 - Tree Replacement	0.00	0.00	0.00	0.00	15,000.00
5518 - Right-of-Way Landscaping	586.00	0.00	3,394.00	2,500.00	10,000.00
5520 - Community Events	582.88	1,000.00	3,827.29	2,000.00	35,000.00
5530 - Website	0.00	0.00	0.00	0.00	4,250.00
Total 5500 - Other	1,168.88	3,500.00	15,005.29	14,500.00	94,250.00
5600 - Initiatives					
5630 - Tree Planting Initiatives Prog.	0.00	0.00	0.00	500.00	2,000.00
Total 5600 - Initiatives	0.00	0.00	0.00	500.00	2,000.00
5800 - Designated Funds					
5805 - Designated - Walkability	0.00	0.00	0.00	500,000.00	500,000.00
5810 - Designated - Street	0.00	0.00	0.00	500,000.00	500,000.00
5814 - Designated - Capital Projects	0.00	0.00	0.00	1,000,000.00	1,000,000.00
5820 - Designated - Audit Rec. Reserve	0.00	0.00	0.00	2,500,000.00	2,500,000.00
Total 5800 - Designated Funds	0.00	0.00	0.00	388,287.00	388,287.00
5900 - Undesignated Fund Balance	0.00	0.00	0.00	3,194,597.00	3,721,637.00
Total Expense	55,675.38	63,413.00	223,026.90	-197,488.00	0.00
Net Income	-35,700.92	-48,874.00	-190,330.46		



Thursday, November 21, 2019
Manager's Report
Submitted by James D. Gaston, III
Administration

- Village of Martin's Additions 2019 Annual Survey Round II is complete
- Attended-LGIT MD Public Information Act Training in Annapolis MD.....Thursday, Oct. 31, 2019
- Attended-Town of Garrett Park, MD, Council Meeting.....Monday, October 21, 2019
- Attended-Joint meeting with the 2020 US Census Outreach Rep.....Friday, November 8, 2019
 - This is our once-in-a-decade opportunity to ensure that Maryland gets its fair share of \$675 billion in federal funding; Every Marylander not counted costs the state approximately \$18,250 over 10 years—equating to the state losing 426.6 Billion
 - Census will hire 5k part time staff for Montgomery County
 - Due to the push back from USA residents – paper applications will be available
 - VMA had Census ratios of the following
 - In 2010, 87% (5th out of 157 state wide) of VMA completed the Census
 - In 2000 91% (6th out of 157 state wide) of VMA completed the Census
 - *In 2010 Maryland's participation rate was* 72%
 - Virginia 78%
 - Washington DC 74%
 - Pennsylvania 77%
- Attended-Town of Glen Echo, MD, Council Meeting.....Monday, November 11, 2019
- Attended-Chevy Chase Section 5, Council Meeting.....Tuesday, November 12, 2019
- Attended -MML - PGCMA Joint Meeting, In Takoma, Park, MD.....Thursday, November 14, 2019

Contracts

- Reviewing all of VMA's current contracts for accuracy and current status
 - VMA Composting RFP is closed *Pending VMA Council decision*
 - VMA Arborist RFP is closed *Pending VMA Council decision*
 - VMA GIS RFP is active & deadline is November 27, 2019
- VMA is now active on the Maryland Procurement Website, *Emma*
- Walkability Study: Chris Jakubiak has begun is the review of VMA
 - A Walkability Committee *Pending VMA Council*
- VMA Archiving: VMA is following the storage procedures outlined by the Maryland Archives Office at the external storage with the recently delivered State of Maryland Retention and Disposal Schedule archive boxes
 - AVM, Tina Lurie, under the direction of the Maryland Archives Office is now completing the final step to review the last three (3 of 6) cabinet drawers
 - This project is 90% completed & it should be finished by the end of November or sooner
 - Six (6) boxes have been moved to the VMA external storage unit for long term storage

VMA Village Office

- The office will be closed for Thanksgiving holidays: November 28 & 29, 2019
- The VMA Thursday, Trash day will be moved one (1) day to Friday, November 29, 2019



Thursday, November 21, 2019
Manager's Report
Submitted by James D. Gaston, III

VMA Community Garden

- Creating a Request for Quote (RFQ) for Phase three (3),
 - is a total reconfiguration of the garden to the original plan with a new gravel walkway
 - Seeking vendors for draft designs

Dark Spots/Street Lamps

- VMA conducted a dark spot tour
 - 7210 Chestnut Street & two (2) on Thornapple have the old style street lamps
 - Each new street lamp is \$2,800; The installation is \$800
 - A grand total of \$3,600 for each
- 7220 Chestnut, light was not functioning
 - PEPCO has placed replace the bulb and now the street lamp working properly

• 2019 VMA Right of Way Tree Planting:

- Integrated Plant Care will plant eight (8) trees at various ROW locations in VMA by end of December 2019

VMA Traffic Control:

- **RED DO NOT ENTER sign** has been placed at the exit of the VMA office parking lot
- 21 Yellow Fire Hydrant signs are still in place. They will be removed by the end of November.
 - The two (2) signs at the dead-ends will remain for safety reasons
 - Bradley Lane
 - Raymond Street

Community Events:

- Halloween Parade & Celebration was a complete success.
 - 250+ Ghost, Goblins, Superhero's and their parents were in attendance
 - A debrief meeting will be scheduled with the CEC

Utilities:

- WSSC – An agreement to reimburse VMA for outstanding paving work done in **2017**, in the amount of \$79,014.17, is due by December 24, 2019
- Washington Gas previously paid the agreed amount of \$72,898.21, for the VMA paving project
- PEPCO - 7220 Chestnut, light was not functioning
 - PEPCO has placed replace the bulb and now the street lamp working properly

Building Administration:

- Please see the report from Doug Lohmeyer, attached

Municipal Operations:

- Please see the report from Wayne C Fowler, attached
 - 21 Yellow Fire Hydrant signs will be removed by the end of November

Building Permit Log: See Attached

TO: The Council at the Village of Martin's Additions
FROM: Wayne C. Fowler, Blue Crab Contracting, LLC
DATE OF MEMO: September 17, 2019
SUBJECT: Municipal Operations Report

3520 Bradley Lane

Project completed.

7204 Chestnut Street

Landscaping complete. Interior finishes continue.

7210 Chestnut Street

Plan for proposed driveway submitted. Permit extended to Thursday, October 15, 2020.

3521 Cummings Lane

Landscaping and driveway completed. Fence installation in progress.

3508 Shepherd Street

Rear deck trim in progress. Permit extended to Thursday, October 23, 2020.

3412 Taylor Street

Project is on hold due to height check.

3407 Thornapple Street

Exterior and interior progress continues.

Priority/Major Projects

- ❖ Removal of outdated and damaged yellow Fire hydrant signs plus installation of new and missing signs is scheduled to be completed by the end of the month.
- ❖ Monitor status of reported double power pole in the Village.
 - 7315 Delfield St
- ❖ Review and provide feedback on Montgomery County Debris Management Plan - Initial Planning Meeting with all Incorporated Municipalities –
 - Possible Training scheduled in 2020
- ❖ Remove dead raccoon from 7219 Chestnut St

Routine Projects

- ❖ Document and alert VMA Office of Right of Way violations that require VMA Office
 - Building Construction
 - Tree violations
 - Parking violations
 - Tree/Arborist violations
- ❖ Maintain and update VMA Building Permit log
- ❖ Maintain and update VMA Double/Telephone Pole & Wire pole log
 - A list of telecom cable and wire to be reported to MC311 for removal
 - 3506 Raymond
- ❖ Maintain and update VMA Utility Street and Sidewalk repairs
 - 3501 Shepherd St, WGL **Completed**
 - 3523 Bradley Ln, WSSC **Not completed**
 - 3407 Thornapple St, WSSC **Not completed**
- ❖ Maintain and post VMA No Parking Signs
 - Moving in and out, Large equipment, Tree work, etc.
 - at 7314 Delfield St
 - at 3408 Bradley Ln
- ❖ Maintain VMA Houses for sale log
 - Seven (7) houses currently for sale
- ❖ Transporting to and from VMA external storage as requested and needed. I.e.
 - Equipment, supplies, building plans, files, archive boxes, etc.
- ❖ Dogi Pot Dispensers refilled on weekly basis in
 - 3500 block of Thornapple St and
 - on Taylor St at Market parking lot entrance.
- ❖ Identify missing and damaged signage in ROW and submit list to Office.
- ❖ Put out Office recycling for regular weekly pick up.
- ❖ Maintain and submit monthly Municipal Operations Report.
- ❖ Maintain and update VMA External storage inventory spreadsheet

VMA Building Permit Log				DATE OF REPORT 10/21/19													
#	PERMIT No.	PERMIT EXP.	ADDRESS	STREET NAME	APPLICANT	PHONE NO.	EMAIL	DESCRIPTION OF WORK	CONTRACTOR	PHONE	DEMO	DUMPSITE	TOILET	CURB CUT	HVAC	S.C.	VILLAGE OFFICE COMMENT
1	19-04-03-A	04/03/2020	7204	Chestnut St	Kimberly & Chris Steed	(202) 669-0834	steed@gmail.com	Additions front, rear & side	Jason Evans, Acadia	(301) 801-0777	N	N	N	N	N	N	
2	18-10-11-NC	10/15/2020	7210	Chestnut St	Robert Slapnik	(240) 481-1419	slapnik10@outlook.com	Demo new house	Beluga Builders	(443) 848-7414	Y	Y	Y	N	Y	Y	
3	19-2-15-PP	8/15/2019	7211	Chestnut St	Elliot Antione	(617) 512-0875	elliott.antonio@gmail.com	Portable toilet	Ascend Construction	(301) 525-5672	N	Y	Y	N	N	N	
4	10/2/2019	10/2/2020	3405	Cummings Ln	Kathrine Hamble	(202) 321-8097	kathrine.hamble@gmail.com	Deck	Fine Earth Landscape	(301) 370-0472	N	N	N	N	N	N	N/A
5	19-03-29-A2	04/08/2020	3521	Cummings Ln	John Nunez	(240) 882-3089	johnnuez@comcast.net	Additions to ex house	Belinda Chevy Chase Builders	(240) 882-3089	Y	Y	Y	N	Y	N	
6	19-07-02-AD	7/2/2020	123	Quincy St	Andra Patterson	(301) 442-8624	andrapatterson@verizon.net	Rear addition	Hyre Expectations	(240) 778-3897	Y	N	N	N	Y	N	
7	18-11-08-Ad	10/23/2020	3508	Shepherd St	Camille Wahl	(917) 885-0648	camillew@aol.com	Additions to ex house	Liverox Services	(917) 885-0648	N	Y	Y	Y	N	N	
8	19-02-01-LJP	2/4/2020	3412	Taylor St	Monica & John Darvish	N/P	N/P	New house	Park Bradley Homes	(703) 485-7493	Y	Y	Y	Y	Y	Y	
9	19-05-29-NC	5/30/2020	3407	Thornapple St	3407 Thornapple Street LLC	(301) 675-1682	dejanbuljak@gmail.com	New house	Dejan Buljak	(301) 675-1682	N	Y	Y	Y	Y	Y	