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## VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263  
Phone (301) 656-4112 Fax (301) 656-0030  
[www.martinsadditions.org](http://www.martinsadditions.org)

### **Agenda for Council Meeting** **Thursday, August 15, 2019, 7:30 PM**

*The Village Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b) of the Open Meetings Act (Maryland Code, General Provisions Article)*

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- |          |  |
|----------|--|
| 7:30 PM* | Call to Order: Krajeck   |
| 7:35 PM  | Opportunity for Council to hear residents' comments: Krajeck     |
| 7:45 PM  | Committee Updates  |
| 8:05 PM  | Building Administrator's Report: Lohmeyer                        |
|          | including county ZTA 19-01-Accessory Dwelling Units - Discussion |
| 8:25 PM  | Action on Meeting Minutes of July 18, 2019: Krajeck              |
| 8:30 PM  | Introduction of Traffic Order No. 2019-01                        |
|          | NO PARKING ANY TIME Summit Ave and Thornapple Street             |
| 8:50 PM  | Financial Matters: Alexander                                     |
| 9:00 PM  | Manager's Report: Gaston   |
| 9:20 PM  | Opportunity for Council to hear residents' comments: Krajeck     |
| 9:30 PM  | Adjournment: Krajeck   |

\* Please Note: Listed times are approximate.

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

FROM: Doug Lohmeyer

DATE OF MEMO: August 10, 2019

SUBJECT: Building Administrator's Report

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**3520 Bradley La.**

The applicant has submitted a building permit to the County and the Village. The neighborhood information meeting has been held and the County and Village building permits have been issued. The applicant has indicated they will be applying for a variance for the handicapped ramp along the left side of the house, which would encroach into the minimum side yard setback.

**7204 Chestnut St.**

The applicant has submitted a building permit package to the County and the Village. The applicant has applied for a variance, which was held on Thursday, Dec. 20, 2018. A second variance hearing was held on Jan. 30, 2019. The Village issued the building permit on April 2nd. The staff has requested a "Wall Check" to insure the new additions do not encroach into the setbacks.

**7210 Chestnut St.**

The Village has received an application for a new house to be built on the vacant lot. The County issued their building permit on Oct. 1, 2018 and the Village issued their building permit on Oct. 11, 2018. Work begun at the site on Oct. 11<sup>th</sup>. If the work is not completed and the County has not closed their building permit by Oct. 11<sup>th</sup>, the applicant will need to apply for a Village permit extension.

**3521 Cummings La.**

The applicant has submitted a building permit to the County and the Village. The variance hearing was held on Feb. 6, 2019. The County issued their building permit on April 2<sup>nd</sup> and the Village issued their building permit on April 8<sup>th</sup>. 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 applicants have submitted a building permit package to the County and the Village. The work related to the house improvements has been completed, but some exterior work is still in progress. The property has been sold and the new owners have moved in. When the exterior work is completed, the existing building permit will be closed and the applicant's bond will be returned. The homeowner has stated they will be applying for a building permit to install a screened porch at the rear of the house.

### **3412 Taylor St.**

An application for a County and Village building permit has been submitted. A resident's information meeting was held on Tuesday, June 19<sup>th</sup>. The Village building permit has been issued. The house construction has begun. The applicant has raised the elevation of the house because of a high ground water condition. A revised MCDPS building permit may be required. The applicant will provide a "Height Survey" as soon as the roof and shingles are in place.

### **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 applicant has submitted a building permit application to the County and the Village. The neighborhood information meeting was held on Monday, Jan. 14, 2019. The County issued the sediment control permit on Feb. 22<sup>nd</sup> and their building permit on April 9, 2019. The pre-construction meeting has been held and the Village building permit has been issued. 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. MSHA Brookville Rd. and Quincy intersection ponding rainwater.

2. Requesting the property owner to trim the vegetation that is blocking the “Stop” sign north of Bradley La. on Brookville Rd.
3. I recommend the Village consider requiring the local utility companies obtain a Village permit for any work inside the Village rights of way.
4. The Village will be requesting certain property owners along Brookville Rd. to trim back the vegetation that overhangs and obstructs the sidewalk along Brookville Rd.
5. The Village is assessing the Accessory Dwelling Unit impact.

MONTGOMERY CONSULTING  
MEMO

TO: Village Council, Village Manager, Village Attorney

FROM: Doug Lohmeyer

DATE OF MEMO: August 10, 2019

SUBJECT: Detached Accessory Dwelling Units Survey (ZTA-19-01)

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As requested, I prepared the following information regarding the potential for detached “Accessory Dwelling Units” (ADU) within the Village. The information is based on my observations of the existing lot and property conditions during a ride around and a review of the Village’s GIS data.

1. The Village has approximately 325 lot.
2. The detached ADU would need to be located behind the main house.
3. The County ZTA 19-01 says two on-site parking spaces will be provided unless “the Hearing Examiner finds... that there is adequate on-street parking”.
4. The Village has a cap on the non-vegetative surface in the front yard, which may prohibit additional parking spaces in the front yard and may limit the number of ADU’s in the Village.
5. Most of the lots in the Village are approximately 50 to 60 feet wide.
6. However, many are wider and some are two lots combined.
7. The current Village Code requires the house be located a minimum of 8 feet from a side yard, with a total of 18 feet on both sides.
8. However, the older Mont. Co. Code, which was in effect before the current Village Code, allowed the house to be closer to the lot line than the current Village Code.
9. From the GIS data, I estimate there are approximately 70 to 75 detached, existing structures located behind the main buildings.
10. These existing structures may be detached garages or sheds.

11. The Village GIS data is not accurate enough to determine the setbacks from the existing garages to the adjacent property lines.
12. Of the 325 lots, I estimate 170 to 180 of the lots have the potential to either convert the existing detached structure or build a new detached structure behind the house.
13. During my ride around and review of the GIS data, I observed that these houses were setback far enough from the side lot line to accommodate a single or shared driveway.
14. There are approximately 20 shared driveways within the Village, which straddle the common property line between two lots.
15. Most have one or two existing detached garages at the far end of the driveway.
16. The current Village Code allows one driveway apron per lot.
17. There is the potential for two property owners, in the future, to abandon their existing driveways and to create a shared driveway along their common property line, in order to build a detached ADU.
18. The Village does have a maximum building coverage for main and detached structures, which may prevent some of these lots from qualifying for the detached ADU.

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Council Meeting on**  
**July 18, 2019**

**Council Members Present:** Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna; **Village Manager:** James D. Gaston III; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt (arrived at 7:45PM); **Building Administrator:** Doug Lohmeyer; **Residents and other attendees:** Keith Allen (Turner Ln); David Bjorklund (Turner Ln); Riley Markham (Turner Ln); Marty Langelan (Chestnut St); Bernice Duvall (Taylor St); Molly Ruhl (Delfield St); Paula Goldberg (Bradley Ln); Ben Dunford (Taylor St); Ted Stoddard (Turner Ln); Dragan Rozwadowski (guest from Rollingwood)

7:31 PM        Call to Order: Krajeck

Council Chair Krajeck calls upon Keith Allen (Turner Ln) to give the weather. Mr. Allen says we will have excessive heat the next few days and we may be going into a drought until August. Temperatures will be in the 80's instead of the 90's. Mr. Allen said a big storm is expected on Monday, July 22, and that we should be prepared for power outages and downed trees.

7:34PM        Mr. Allen introduces Dragan Rozwadowski from Rollingwood. Mr. Rozwadowski helped tremendously with the Independence Day party, and he has helped VMA with previous events. Mr. Allen thanks Mr. Rozwadowski, and the Council thanked him as well.

7:35PM        Election of Village Officers: Krajeck

Council Chair Krajeck explains that at the first meeting of the new fiscal year, the officers of the Council have to be selected. Council member Hill nominates Council member Krajeck for Council Chair, Council member Cissna as Vice Chair, Council member Alexander as Treasurer, Council member Fattig as Secretary, and herself as Council member At Large. Ms. Cissna seconds, all in favor.

7:36PM        Committee Reports and selection of members: Krajeck

Council Chair Krajeck thanks all the volunteers who help our community and for those willing to serve on a committee for the coming fiscal year. Several calls for volunteers were sent out. Council Chair Krajeck nominates Marty Langelan to be Chair of the Election Committee. She will be joined on the committee by Lauren Biel, Jesse Tampio, and Lori Mitchell. Council member Fattig makes a motion to approve the slate, Council member Hill seconds, all in favor.

Council Chair Krajeck nominates Todd Mann as Chair of the Ethics Committee, with Marc Efron and Paula Desio as members. Council member Cissna makes a motion to approve the slate, Council member Fattig seconds, all in favor.

Council member Krajeck nominates Kristi Tampio as Chair of the Community Engagement Committee, with Sallie Van Tassel, Katherine Hample, Barbara Sacks Singer and



Keith Allen as members. Council member Fattig makes a motion to approve the slate, Council member Cissna seconds, all in favor.

Council Chair Krajeck makes a motion to appoint Paula Goldberg as Tree Supervisor. Council member Alexander seconds, all in favor.

Council Chair Krajeck makes a motion to appoint Paul Weller and Natalie Straus Welle as members of the Chevy Chase Fire Board. Council member Hill seconds, all in favor. Manager Gaston mentions this is a three-year term.

Council member Krajeck mentions that we still need more volunteers for the Election and Community Engagement Committees. All committee meetings are open to the public, so even if you don't want to be on a committee, you can still attend the meetings.

7:40PM Paula Goldberg (Bradley Ln) reads her Tree Supervisor report.

#### TREE SUPERVISOR'S REPORT: FY 2018-19

As Tree Supervisor for the Village of Martin's Additions, I am honored to provide report of the year's tree activities.

The Tree Supervisor position in the Village is voluntary and is limited to overseeing the well-being of trees in right-of way (ROW) areas. The role of the Tree Supervisor is to work collaboratively with the Village Arborist, to inspect trees with the Village Arborist at least twice a year, and to inspect trees in the ROW that are problematic for residents, developers, and utility companies. Occasionally, issues with ROW trees require a direct consultation with our regional State Arborist.

As the incoming Tree Supervisor, I had big shoes to fill. Dan Gardner, who passed away last year, was the VMA's Tree Supervisor for many years, so many that most of us can't recall when he actually volunteered for the position. Those who knew him recall his love for our community's trees with great fondness. He was especially partial to redbuds, a lovely native tree that blooms pink in the spring. A redbud was planted in his honor a little over a year ago at the garden at Brookville Road and Cummings Lane and is thriving.

#### Of note:

- Over the past 12 months, tree removal and planting activity in the village has been unremarkable – and that is good. Some old, failing ROW trees were removed and native trees were replanted in their place. On occasion, residents requested the removal of diseased or failing trees in the ROW. Both PEPCO and WSSC requested permission to remove old or diseased trees that impeded their work. These trees were replaced with native trees that are consistent the “right tree for the right place” industry standard.
- Our canopy tree planting program was utilized by 6 or 7 residents this year.
- We need to credit Tina Lurie for her work in submitting the Village of Martins Additions application for Tree City USA. We were awarded the distinction of Tree City USA last spring thanks to Tina's perseverance.

#### Moving forward with regarding trees, these are our continued needs:

- To continue to build resiliency and sustainability with our ROW trees. Native tree species, those that have evolved specifically in the mid-Atlantic, are better able to handle our warming

temperatures and increased rainfall than non-native trees and offer crucial food sources for native insects, birds and small mammals thereby supporting biodiversity in our area.

- To continue to work closely with our Village Arborist and prepare for natural calamities – a weather event that damages our ROW trees is a matter of “when” not “if”. Our community has been extremely lucky for the past several years since the derecho that occurred in the summer of 2012.
- To consider expanding the canopy tree program in the Village to include native *understory* trees. Expansion of the program will involve more residents who do not have a suitable property for planting a canopy tree but who have the room for a smaller environmentally-positive addition. This enhancement to our existing canopy tree program will improve our community’s environmental resilience and biodiversity in these environmentally challenged times.

Respectfully submitted,

Paula Goldberg

July 18, 2019

7:44PM Marty Langelan (Chestnut St) gives the report on behalf of the 2019 VMA Election Committee. Noting that it was the closest election in years, she commended the committee members for doing the vote count twice and diving into the details of the law on write-in votes to make sure that every ballot was counted correctly. She noted the high voter turn-out, thanked the VMA staff for their logistical support, thanked residents for their nice comments about the committee being so meticulously fair and thorough, shared some funny suggestions for next year, and said that the committee will look at ways to make the ballots and procedures even clearer. She provided written copies of the official May 9 election results and the May 17 Note from the Committee Chair for the record. Those items are listed below:

FROM THE VMA ELECTION COMMITTEE

May 10, 2019

Dear candidates, Council members, and neighbors,

Here are the full results of the May 9, 2019, Council Election for the Village of Martin's Additions:

Richard Krajeck	154 votes
Katya Hill	153 votes
Peter Kahn	150 votes.

The Election Committee congratulates the winning candidates and thanks all three candidates for the positive, courteous community campaigns they ran.

There were 17 votes for write-in candidates, as well: Frank Correl, Peter Glassman, Katie Howard, Susan Kahn, and Jean Sperling each received two votes. Debbie Brown, Hanne Correl, Andrew Kauders, Jackie Polland, Larry Wasson, Paul Weller, and Mike Zielinski each received one vote.

Some residents voted for only one person, resulting in a total of 36 votes not cast, and six ballots were disqualified as invalid because the voter voted for more than two people.

Because the election results were so close, the Election Committee took extra time to double-check the vote counts. We also consulted the Village attorney on Friday morning to make sure that we had correctly handled the ballots where residents voted for more than two candidates.

There was an excellent turnout: A total of 261 voters, an increase of more than 60% over the tally of 162 voters last year. 210 ballots were cast at the polling table this year – more than one voter a minute. VMA residents also completed 51 absentee ballots -- that's three times the number we had last year, and a truly remarkable 81% return rate on the 63 absentee ballots that were requested during the absentee-voting period.

Our thanks go to Diane Everts and Susan Post, who assisted us as temporary Committee members on Election Day – to the VMA staff, Matt Trollinger and Tina Lurie, for their exceptionally helpful and diligent work in support of all the Election Committee's mailings, notices, meetings, and logistics – to all the local shops, artists, volunteers, and community groups who so generously participated in the Village Celebration on the Sidewalk on Election Day -- and a special thank-you to VMA's distinguished weatherman, Keith Allen, who made good on his promise to keep us from getting rained on this year.

Respectfully submitted by the 2019 Martin's Additions Election Committee:  
Marty Langelan (chair), Lauren Shweder Biel, Lorie Mitchell, Halie Soifer, and Jesse Tampio

### **A NOTE FROM THE CHAIR OF THE ELECTION COMMITTEE**

Dear Neighbors,

Some of you might like more details about why the 2019 election took longer than usual. It was an amazing election, and transparency is important, so we'd like to tell you more about it.

It was the closest election here in many years. At the end of the counting, all three candidates were within four votes of each other (out of 261 voters and 522 votes). The Election Committee has a careful system for vote-counting, and we double-checked the entire count again that night to make sure we had it right.

As noted in our election report, there were also some ballots that the Committee had to disqualify. The instructions on the ballot said, "Vote for up to two people, including any write-in candidates. Voting for more than two people invalidates the ballot." 255 voters (98%) followed these instructions. However, there were six ballots where a voter appeared to have voted for three people. Each of those ballots showed two candidates and one write-in, or one candidate and two write-ins.

When someone enters three votes for only two open seats, there's no way for the election officials to determine the voter's intent. By law, the Election Committee is not allowed to decide which two of your three votes we will count. The whole ballot becomes invalidated. Legally, none of those votes can be counted; the ballot is automatically disqualified.

There was one further complication. On many ballots, and all six of the ballots in question, voters entered write-in names but did not put a check-mark in the box next to the words "write-in." Is checking the write-in box necessary, or does the write-in name by itself count as a vote? We needed the answer to that legal question before we could certify the final vote tally. If a ballot had one checked box for a candidate and two write-in names with no checked boxes, did that count as only one actual vote (ballot is valid) or three votes (ballot is disqualified)?

At 11 pm on Thursday night, after an extensive discussion, we decided that we had to consult the Village attorney to be sure. On Friday morning, we verified the election law. The Maryland State Board of Elections rules say: "Failure to fill in the oval for a write-in will not invalidate the vote for that candidate." The Village attorney, who specializes in local government law, confirmed that writing a name on the write-in line is a vote for that person, whether or not the box is checked. That meant that all six ballots did indeed show three votes and we had no choice but to disqualify them.

We all have day jobs, but at lunchtime Friday, the Committee was able to reconvene by email to certify the election and announce the voting results. When we got home from work Friday evening, we finished the detailed election report, coordinated it with all the Committee members, and sent it to the candidates, the Council, and the VMA staff to post, which they did on Saturday morning.

We wish that we could have issued the 2019 election results faster. But sometimes it just takes a little longer to be sure to do things right.

The 2019 election results are final. None of the votes on the disqualified ballots make any difference, since none of them can legally be counted. We hope all VMA residents will please keep this experience in mind for future elections. When a ballot says vote for only two people, please don't vote for three. We'll redesign the ballots next year to make this even clearer.

We extend our warmest congratulations to Richard and Katya, and to Peter as well. We wish all three candidates every success in the years ahead.

Thank you all for voting. Martin's Additions takes pride in having honest and accurate elections, and it's an honor to serve on your Election Committee.

With best regards,

Marty Langelan  
Chair, 2019 VMA Election Committee  
[VMAelections@gmail.com](mailto:VMAelections@gmail.com)

7:45PM Attorney Ron Bolt arrives.

7:48PM Opportunity to hear resident Comments: Krajeck  
Council member Krajeck asks if there are any questions/comments from residents.  
Marty Langelan asks the Council to add a streetlight near her driveway on Chestnut St. as there is a dark spot there. The Council instructs the Manager to add this to the list of "dark spots" and make a proposal to address them all.

Paula Goldberg asks about a letter she sent the Council regarding the Bulldog Run which goes down Brookville Road. She asks that the race be re-routed and taken off Brookville Road. Currently, the race prevents some residents from using Brookville Road during the event.

June 18, 2019

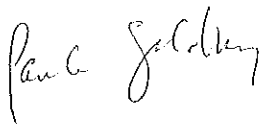
Dear Village Council Members,

I am writing to express a concern with an annual event that affects me and many of my fellow residents in the Village of Martins Additions (VMA). For the past 12 years, a neighboring District of Columbia school, Blessed Sacrament School, has sponsored a fund-raising road race that has been routed through much of VMA. To facilitate the race, Brookville Road and adjoining streets are closed for the event for over an hour on a busy weekend morning. Since Brookville Road is a main thoroughfare, many VMA residents are virtually stuck at home for the duration of the event. The lengthy Brookville Road closure during the event prohibits residents who live along the race route to use their vehicles on the road. Due to the imposed restrictions during the race, residents may not cross Brookville Road in a car or drive any length of Brookville Road that is part of the route.

The race organizers obtain DC and MD permits for the road closures and confirm that appropriate notice is given to all residents affected by the event. However, they do not appear concerned about the negative impact this event has on VMA residents and other Chevy Chase residents. Affected residents are asked to park cars elsewhere in the neighborhood, west of Brookville Road, if a departure is anticipated during the event. For many of us, parking our cars blocks away from our homes is inconvenient and poses a hardship. Their recommendation also places an undue burden on our neighbors across Brookville Road where parking on the street is very limited.

Because VMA residents have so generously compromised convenience for neighborliness for several years, I request that the Village Council consider contacting the BSS Annual Bulldog Race organizers to request a change in the route of future runs to exclude any and all areas in the Village of Martins Additions. In my opinion, it's time for other neighborhoods in DC or Maryland to support this event.

Respectfully submitted



- The race has permits to close roads in DC and MD. Brookville Road, a minor MD artery, has a permitted road closure from 7:30 a.m. to 11:00 a.m. Organizers usually close the road from 7:45 to 9 or 9:30 a.m.

- The owners of 75 residences on Bradley Lane, Melville Place, and Raymond Street are most affected by the road restrictions.

7:51PM Building Administrator's report: Doug Lohmeyer

Per Mr. Lohmeyer, there have been utility company requests to extend utilities to the homes under construction. We currently don't have a permitting process for that. Mr. Lohmeyer proposes that the Village consider changing our permit and performance bond regulations and charges. Mr. Lohmeyer asks the Council if they want to consider changing the times in which construction noise can take place. He referred to recent complaints of noise outside the allowable times at 3412 Taylor St. Council member Krajeck suggests we issue a stop work order, and that we review the hours construction is allowed. He thinks 9:00pm may be too late. The Council asks Manager Gaston to send a letter of violation to the builders at 3412 Taylor.

TO: The Council at the Village of Martin's Additions  
FROM: Doug Lohmeyer  
DATE OF MEMO: July 15, 2019  
SUBJECT: Building Administrator's Report

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#### **3520 Bradley La.**

The applicant has submitted a building permit to the County and the Village. The neighborhood information meeting has been held and the County and Village building permits have been issued. The applicant has indicated they will be applying for a variance for the handicapped ramp along the left side of the house, which would encroach into the minimum side yard setback.

#### **7204 Chestnut St.**

The applicant has submitted a building permit package to the County and the Village. The application is undergoing the initial Village review. The Village is waiting for more information from the applicant's engineer. The applicant has applied for a variance, which was held on Thursday, Dec. 20, 2018. A second variance hearing was held on Jan. 30, 2019. The applicant has re-submitted their plans to MCDPS, which incorporated the revision for the Village waiver. The Village issued the building permit on April 2nd. The staff has requested a "Wall Check" to insure the new additions do not encroach into the setbacks.

#### **7210 Chestnut St.**

The Village has received an application for a new house to be built on the vacant lot. The County issued their building permit on Oct. 1, 2018 and the Village issued their building permit on Oct. 11, 2018. Work begun at the site on Oct. 11<sup>th</sup>.

#### **3521 Cummings La.**

The applicant has submitted a building permit to the County and the Village. The variance hearing was held on Feb. 6, 2019. The applicant has re-submitted to the MCDPS. The County issued their building permit on April 2<sup>nd</sup> and the Village issued their building permit on April 8<sup>th</sup>. 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 applicants have submitted a building permit package to the County and the Village. The neighborhood information meeting was held on Nov. 7<sup>th</sup> and the Village permit has been issued. The applicant is preparing the documents abandoning the existing shared driveway and creating an easement for the neighbor. The documents need to be recorded in the Mont. Co. Land Records.

### **3412 Taylor St.**

An application for a County and Village building permit has been submitted. A resident’s information meeting was held on Tuesday, June 19<sup>th</sup>. The Village building permit has been issued. The house construction has begun. The applicant has raised the elevation of the house because of a high ground water condition. A revised MCDPS building permit may be required. The applicant will provide a “Height Survey” as soon as the roof and shingles are in place.

### **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.

### **3405 Thornapple St.**

The house construction is completed. However, several sections of ex. curb in front of the house have chips and cracks and I recommend they be replaced. MCDPS has released their building permit and the staff recommends releasing the Village’s building permit.

I recommend the Village retain the performance bond until the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged sections of curb are replaced.

### **3407 Thornapple St.**

The applicant has submitted a building permit application to the County and the Village. The neighborhood information meeting was held on Monday, Jan. 14, 2019. The County issued the sediment control permit on Feb. 22<sup>nd</sup> and their building permit on April 9, 2019. The pre-construction meeting has been held and the Village building permit has been issued. 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. MSHA Brookville Rd. and Quincy intersection ponding rainwater.
2. Requesting the property owner to trim the vegetation that is blocking the “Stop” sign north of Bradley La. on Brookville Rd.
3. I recommend the Village consider requiring the local utility companies obtain a Village permit for any work inside the Village rights of way.
4. The Village will be requesting certain property owners along Brookville Rd. to trim back the vegetation that overhangs and obstructs the sidewalk along Brookville Rd.

8:02 PM      Manager's Report: Gaston

Manager Gaston tells the Council that the cost estimate for replacing the broken lock bar on the front glass door at street level is \$1300. Council Chair Krajeck asks Manager Gaston to get an estimate for a new door since the cost to replace the lock door is so expensive. Manager Gaston mentions Montgomery County ZTA 19-01. ZTA stands for Zoning Text Amendment. Mr. Bolt states that this refers to Accessory Dwelling Units and how they could be built as detached structures in single-family residential zones, if the ZTA is adopted. It is expected to be adopted on July 23, with a delayed effective date due to the licensing and other requirements yet to be worked out. The companion licensing bill was introduced this month. Council member Krajeck asks Mr. Bolt to prepare a draft ordinance for VMA to look over.

There was also a discussion regarding utilities and specifically WSSC and rusty/brown water. Council Chair Krajeck asks if we can ask the utilities to give us notice when they do work in the Village.

8:30PM      Ben Dunford (Taylor St) requests installation of a hot tub for therapeutic purposes. There is discussion regarding whether a permit is needed. Mr. Bolt suggests that the Dunfords submit plans and a site plan showing the proposed location of the hot tub so that the Village can determine whether a permit is needed and whether setbacks would be implicated. Council Chair Krajeck asks for drawings and information on the hot tub. Mr. Dunford says the work is scheduled to begin on Friday, July 19.

Administrative Matters:

- James D. Gaston, III official start date was Monday, June 10, 2019
- I submitted an application for a Maryland Notary Commission per Atty. Bolt
  - July 15, 2019-Notary has been approved
    - waiting on the State of Maryland & Montgomery County to schedule a swearing-in date ceremony located in Rockville, MD
- 1. Attended the Village of Friendship Heights Council Meeting      Monday, June 10, 2019
- 2. Attended the Town of Chevy Chase Council Meeting      Wednesday, June 12, 2019
- 3. Attended the Section Three (3) Town Council Meeting      Wednesday, June 12, 2019
- 4. Attended Village of North Chevy Chase Council Meeting      Tuesday, June 18, 2019
- 5. Attended Chevy Chase View Council Meeting      Wednesday, June 19, 2019
- Toured VMA separately with Wayne Fowler & Doug Lohmeyer
  - Doug Lohmeyer
    - provided a brief training on VMA's Residential Building Regulations & Code
    - provided a brief training on how to issue a VMA construction permit
  - Wayne Fowler



- visited VMA's external storage unit for assessment and next steps
- *VMA Community or Dan Gardner Garden* has been cleaned up of loose debris by *Green Sweep*
- VMA has an old-style street light at 7210 Chestnut Street that does not match the VMA installation of LED streetlights
  - Can VMA Council please advise?
- Met with Ron Bolt regarding the past, present and future legal issues in VMA
- Met with Joseph Cutro, regarding the services he provides to VMA
- Met with Dan Banden regarding the accounting and budget for VMA
- Met with Paul Wolf regarding the arborist services that he provides for VMA
- Met with former Village Manager Matt Trollinger about current issues in VMA
- Attended the MML Conference in Ocean City, Maryland
- Village Manager Training
  - Training has been scheduled for *Quick Books* training in August 2019
    - to get a better handle on VMA Accounting procedures
  - Registered for the 14 course *Academy in Excellence in Local Governance* via University of Maryland School of Public Policy
- Drafted a letter for Mike Shirazi, VMA Landlord, detailing the problems with the exterior lock issue & front door tile issue
  - Village Exterior Door
    - Attempted to have a new lock on the exterior door for the Village suite
      - Door will not lock and the handle needs of dire repair
        - Cost estimate is \$1,300 to repair the door handle (see estimate)
  - Village Exterior Door Tile
    - Mike Shirazi has fixed the tile in the exterior door to the suite
- Created four (4) new VMA forms for better organization and tracking
  - Charitable Contribution Acknowledgement Form
  - Travel Reimbursement
  - Invoice Payment Form
  - Oath of Office
- VMA is quickly moving forward with a State of Maryland Retention and Disposal Schedule (archiving) project of old files that are located in the office
  - The AVM, Tina Lurie, under the direction of the Maryland Archives Office is spearheading this project & should be completed by the end of August or sooner
    - VMA will follow the similar model of seven (7) other Chevy Chase Municipalities
  - VMA will begin to purge items from the external storage unit for the soon to be incoming State of Maryland Retention and Disposal Schedule archive boxes
- Village of Chevy Chase *Dog Park*
  - Per a July 8, 2019 Village of Chevy Chase Public Hearing and Board Action, it has agreed to change the hours of the *Dog Park* starting Monday, July 22, 2019, from 8 AM to Sunset on Monday-Friday and 9 AM to Sunset on weekends and holidays. The Board will hold an additional Public Hearing at

the September 2019 meeting to further consider the effects of the current changes and to ascertain if additional changes are needed to the Dog Park

- The Council for the Village of North Chevy Chase (VNCC) is inquiring about a joint meeting of the County Council members to inquire about/advocate for an additional public hearing for ZTA 19-01, recognizing that the last public hearing was early in the process before amendments to the legislation had been made and the broader public was aware of the issues. The VNCC would it be beneficial to send a combined message from all of the affected towns and villages in the Chevy Chase area.

- *ZTA 19-01 would remove the requirement for conditional use approval for all accessory apartments; revise the limited use provisions for attached and detached accessory apartments; and, generally amend the provisions for accessory apartments by deleting many of the current restrictions on having an accessory apartment*

- **Community Events:**

- **2019 May Election** Thank you to the Election Committee for its planning and execution of the Election and *Celebration on the Sidewalk*. Much gratitude to the other volunteers, who helped with setting up, taking down, and managing the voting booths

- **Independence Day Celebration** on June 30, 2019, from 3 PM – 6 PM: VMA hosted its annual Independence Day celebration at Chevy Chase Park (Shepherd Park) at the end of Turner Lane. There were multiple rides that appealed to children of all ages, as well as hot dogs, shaved ice, face painter games and balloons.

- Big thank you for the efforts of the following,

- Tina Lurie, AVM

- Chevy Chase Park Operations

- Keith Allen,

- Riley Marham, David Bjorklund, Dragon (?)A

- Reenie Lechy,

- The Community Engagement Community (CEC) and Lauren Biel

- Rolling Acres – (Ismail)

- Next year's **Independence Day Celebration** is scheduled for Sunday, June 28, 2020, from 3 PM – 6 PM

- Refunds for vendor services **NOT** rendered during the **Independence Day Celebration** have been submitted & deposited to the VMA banking account

- *Wonderbunny*

- *Mid-Atlantic Adventures*

- Hosted a debriefing meeting about the 2019 Independence Day Celebration

- Attendees In attendance was

- AVM, Tina Lurie,

- CM Cissna,

- Keith Allen, (Chevy Chase Park: logistics, setup & breakdown)

- **Movie Night in the Park**

- The Village of Martin's Additions and the Community Engagement Committee will host its 2nd annual Movie Night in the Park at Chevy Chase Park (Shepherd Park)
- All of the Chevy Chase Red Book Neighborhoods & residents have been invited
  - Sunday, September 1, 2019 at dusk. The rain date is Saturday, September 7, 2019.
  - Permits has been submitted to Montgomery County Parks office
    - Waiting for approval
- ***Contractors and Contracts:***
  - In the process of reviewing all of VMA's current contracts for accuracy and current status
    - Montgomery Consulting, Doug Lohmeyer, contract ended on July 21, 2018. He has been operating on a verbal agreement. Please advise. My suggestion is for a memo or document from Ron Battle extending the contract for another year, July 21, 2020. This option will cover VMA for the next year until the Full Council makes a decision regarding an RFP for those services.
  - *GIS:* VMA has an issue that needs to be addressed.
    - While the GIS system does work, it needs to be reloaded back on to the CPU for current updates
      - The GIS contractor has been contacted for further assistance
  - *Walkability Study:* The Village has agreed to hire Chris Jakubiak to conduct a walkability assessment of the Village and any accompanying recommendations.
    - Per a discussion with Chris Jakubiak, a new scope of work has been submitted to address some concerns raised by City Council.

Utilities: WSSC

- WSSC has finished sewer repairs throughout Martin's Additions and beyond into Chevy Chase

Utilities: Washington Gas:

- Washington Gas completed the repairs on Taylor Street

Building Administration:

- Please see report from Doug Lohmeyer, attached

Municipal Operations:

- Please see report from Wayne Fowler, attached

8:35PM          Action on Annual Meeting minutes of May 9, 2019  
Council member Fattig motions to approve the minutes, Council member Hill seconds, all in favor.

8:36PM          Hazard Mitigation Plan 2018, Resolution 7-19-1: Bolt  
Attorney Bolt briefly discusses the proposed Hazard Mitigation Plan. He states that in 2010, the Village adopted the Montgomery County Hazard Mitigation Plan. The County has since

amended it. Adopting this updated plan is necessary for VMA to be entitled to Federal Emergency Funds. He suggested Village staff work with the County to understand the Village's implementation requirements and to look into training for the County's emergency computer systems. Council member Alexander motions to approve, Council member Fattig seconds, all in favor.

8:37PM           Manager Gaston leaves the meeting.

8:38PM           Financial Matters: Alexander  
Council member Alexander mentions that we need to transfer funds for three line items: 5010, 5222 and 5326. Council Member Alexander makes a motion to approve, Council member Hill seconds, all in favor.

8:40PM           Discussion on Composting: Fattig  
Council member Fattig says there is a need for composting in the Village. She suggests we issue an RFP (request for proposal). Council Chair Krajeck agrees. Council member Cissna, noting the response in the last annual survey indicated that only about one-third of households indicated they would participate in the program or support village funds being used for such a program, asks who is going to pay for this service- residents or the Village and notes that there will be administrative burden on the staff. After some discussion, including Council Member Hill's concurrence on the survey results, the Council agreed to prepare an RFP for Village-wide services for 100 homes.

8:47PM           Walkability Study: Hill  
Council member Hill states that Chris Jakubiak was selected to perform the Walkability Study. The Village requested Mr. Jakubiak be more specific on certain items, and they asked him to prepare an updated proposal with a new scope of work. Mr. Jakubiak has agreed to this, and we are waiting for him to submit a more detailed proposal and contract.

8:48PM           Opportunity for Council to hear residents' comments: Krajeck  
Bernice Duvall (Taylor St) asks who is responsible for damage to the right of way caused by paving or utility companies. Council Chair Krajeck asks staff to contact utility companies and tell them they need to put things back the way they found it. Washington Gas came up as an example.

8:52PM           Council Chair Krajeck motioned to adjourn from regular session and go into executive/closed session to discuss legal advice regarding the use of emails under Section 3-305(b)(7): to consult with counsel to obtain legal advice on a legal matter. Council member Cissna seconds. All in favor. Regular session is adjourned.

9:03PM           Closed session ends.

Resolution No.: 2019-01  
Introduced: August 15, 2019  
Adopted: September 19, 2019  
Effective Date: September 20, 2019

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

**SUBJECT: RESOLUTION TO ERECT TRAFFIC CONTROL SIGN(S) (NO PARKING ON NORTHBOUND SUMMIT AVENUE, AT THE THORNAPPLE STREET INTERSECTION).**

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, Section 25-102(a)(2) and Section 25-106 of the Transportation Article of the Maryland Code grants to the legislative body of every local authority in Maryland, including the Town, the power to regulate traffic by means of traffic control devices, provided such devices conform to the manual and specifications of the State Highway Administration;

WHEREAS, Section 8-103 of the Code of Ordinances of the Village of Martin's Additions provides that the Village Council may, when deemed appropriate, necessary or advisable for the public good, safety and convenience, control or regulate vehicular and pedestrian traffic or parking, and provide for the erection of regulatory traffic and parking control signs and other devices; and

WHEREAS, the Village Council finds it appropriate, necessary and advisable for the public good, safety and convenience to control traffic and parking, as provided herein; and

WHEREAS, this Resolution was introduced in open session on August 15, 2019 and considered in open session on \_\_\_\_\_, \_\_\_, 2019.

**NOW, THEREFORE, BE IT:**

**RESOLVED** that the Village Manager be and is hereby authorized and instructed to install no parking signs, at any time, on Summit Avenue, east side, from a point opposite the north curb line of the west leg of Thornapple Street, to a point 60' south of the south curb line of the east leg of Thornapple Street, 65' in total length;

RESOLVED, that this Resolution shall be effective immediately upon adoption and shall be filed by the Village Manager and kept available for public inspection; and

RESOLVED, that the Village Manager is authorized to execute and issue the attached Order for Traffic Control Devices.

---

Richard Krajeck, 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 \_\_\_\_\_, 2019.

---

Susan Fattig, Secretary

**Village of Martin's Additions  
Financial Report for July 2019  
Arthur Alexander, Treasurer  
August 15, 2019**

July 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 796	8,101
Expenses (excluding capital projects)	53,618	62,363
Net Income (revenues minus expenses)	-52,822	-54,262
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
Current assets less designated reserves	\$ 314,072	

July is the first month of the fiscal year. There were no significant revenues and spending was at a summer low. Over the past year, as interest rates climbed above zero, we are beginning to see some noticeable interest on our reserve accounts. Otherwise, a quiet month.

# Village of Martin's Additions

## Treasurer's Report

### July 2019

	Jul 19	Budget	Jul 19	YTD Budget	Annual Budget
<b>Income</b>					
4000 · Revenue					
4010 · Permit Fees	760.00	1,250.00	760.00	1,250.00	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	0.00	26,800.00
4050 · Highway Users Fees	0.00	2,500.00	0.00	2,500.00	30,000.00
4060 · Income Tax	0.00	0.00	0.00	0.00	650,000.00
4080 · Personal Property Tax	0.00	10.00	0.00	10.00	4,500.00
4090 · Real Property Tax	33.71	175.00	33.71	175.00	15,000.00
4095 · Utility Property Tax	0.00	0.00	0.00	0.00	15,000.00
4100 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
4110 · Interest	1.97	4,166.00	1.97	4,166.00	50,000.00
4136 · WSSC - Street Work	0.00	0.00	0.00	0.00	30,000.00
<b>Total 4000 · Revenue</b>	<b>795.68</b>	<b>8,101.00</b>	<b>795.68</b>	<b>8,101.00</b>	<b>852,300.00</b>
4200 · Prior Years Surplus	0.00	2,869,337.00	0.00	2,869,337.00	2,869,337.00
<b>Total Income</b>	<b>795.68</b>	<b>2,877,438.00</b>	<b>795.68</b>	<b>2,877,438.00</b>	<b>3,721,637.00</b>
<b>Expense</b>					
5000 · General Government					
5010 · Office Expenses	464.12	1,450.00	464.12	1,450.00	17,500.00
5025 · Office Furniture & Equipment	0.00	0.00	0.00	0.00	10,000.00
5030 · Insurance	4,438.00	5,600.00	4,438.00	5,600.00	8,000.00
5040 · Printing & Mailing	0.00	1,000.00	0.00	1,000.00	5,000.00
5050 · Dues & Subscriptions/Conference	4,155.98	4,000.00	4,155.98	4,000.00	10,000.00
5055 · Storage Rental	0.00	333.00	0.00	333.00	4,000.00
5060 · Office Lease	4,985.23	2,191.00	4,985.23	2,191.00	32,000.00
5065 · Telephone	0.00	333.00	0.00	333.00	4,000.00
5080 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
<b>Total 5000 · General Government</b>	<b>14,043.33</b>	<b>14,907.00</b>	<b>14,043.33</b>	<b>14,907.00</b>	<b>98,500.00</b>



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

	<u>Jul 19</u>	<u>Budget</u>	<u>Jul 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5100 · Salaries &amp; Benefits</b>					
5110 · Managerial & Office Salaries	10,873.84	11,250.00	10,873.84	11,250.00	135,000.00
5120 · Payroll Taxes & Benefits	850.32	2,083.00	850.32	2,083.00	25,000.00
Total 5100 · Salaries & Benefits	11,724.16	13,333.00	11,724.16	13,333.00	160,000.00
<b>5200 · Professional Fees</b>					
5210 · Accounting & Auditing	2,700.00	2,700.00	2,700.00	2,700.00	39,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	0.00	3,750.00	0.00	3,750.00	45,000.00
5224 · Enforcement & Oversight	0.00	1,500.00	0.00	1,500.00	18,000.00
5226 · Municipal Operations	0.00	1,500.00	0.00	1,500.00	18,000.00
Total 5220 · Building & Permitting	0.00	6,750.00	0.00	6,750.00	81,000.00
5230 · Legal	0.00	3,333.00	0.00	3,333.00	40,000.00
5240 · Police	2,590.80	4,166.00	2,590.80	4,166.00	50,000.00
5244 · Traffic Engineering	0.00	833.00	0.00	833.00	10,000.00
5246 · Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 · GIS Update	0.00	0.00	0.00	0.00	10,000.00
Total 5200 · Professional Fees	5,290.80	17,782.00	5,290.80	17,782.00	231,500.00
<b>5300 · Streets</b>					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	119.89	416.00	119.89	416.00	5,000.00
5322 · Street Cleaning - Fall/Spring	0.00	0.00	0.00	0.00	15,000.00
5324 · Street Maintenance - Other	1,060.00	625.00	1,060.00	625.00	7,500.00
5326 · Leaf Vacuuming	0.00	0.00	0.00	0.00	20,000.00
Total 5305 · Streets - General	1,179.89	1,041.00	1,179.89	1,041.00	47,500.00
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	1,179.89	1,041.00	1,179.89	1,041.00	77,500.00

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

	<u>Jul 19</u>	<u>Budget</u>	<u>Jul 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
5400 · Waste & Recycling					
5410 · Waste Collection & Recycling	20,793.50	12,800.00	20,793.50	12,800.00	153,600.00
5420 · Leaf Bags	0.00	0.00	0.00	0.00	15,000.00
5425 · Recycling Bins	0.00	0.00	0.00	0.00	1,000.00
Total 5400 · Waste & Recycling	20,793.50	12,800.00	20,793.50	12,800.00	169,600.00
5500 · Other					
5510 · Tree Maintenance	0.00	2,500.00	0.00	2,500.00	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	586.00	0.00	10,000.00
5520 · Community Events	0.00	0.00	0.00	0.00	35,000.00
5530 · Website	0.00	0.00	0.00	0.00	4,250.00
Total 5500 · Other	586.00	2,500.00	586.00	2,500.00	94,250.00
5600 · Initiatives					
5630 · Tree Planting Initiatives Prog.	0.00	0.00	0.00	0.00	2,000.00
Total 5600 · Initiatives	0.00	0.00	0.00	0.00	2,000.00
5800 · Designated Funds					
5805 · Designated - Walkability	0.00	500,000.00	0.00	500,000.00	500,000.00
5810 · Designated - Street	0.00	500,000.00	0.00	500,000.00	500,000.00
5814 · Designated - Capital Projects	0.00	500,000.00	0.00	500,000.00	500,000.00
5820 · Designated - Audit Rec. Reserve	0.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
Total 5800 · Designated Funds	0.00	2,500,000.00	0.00	2,500,000.00	2,500,000.00
5900 · Undesignated Fund Balance	0.00	388,287.00	0.00	388,287.00	388,287.00
Total Expense	53,617.68	2,950,650.00	53,617.68	2,950,650.00	3,721,637.00
Net Income	<u>-52,822.00</u>	<u>-73,212.00</u>	<u>-52,822.00</u>	<u>-73,212.00</u>	<u>0.00</u>



**Thursday, August 15, 2019**  
**Manager's Report**  
**Submitted by James D. Gaston, III**

**Administrative Matters:**

- Weather Report from Keith Allen
- Chevy Chase - #DownCounty Council Meetings
  1. Attended the Town of Somerset, MD, Council Meeting Monday, August 5, 2019
  2. Attended the Town of Kensington, MD, Council Meeting Monday, August 12, 2019
  3. Attended the Quarterly Managers Meeting, Town of Kensington, MD, Tuesday 13, 2019
  4. Attended a Fire Board Meeting, Thursday, August 1, 2019
    - VMA board members Natalie Traus Welle, & Paul Weller and President John Bird & Administrative Director, George Monk
      - VMA has a vacant 3rd position on the Fire Board-Please advise
    - Chevy Chase Fire Department Open House is
      - Saturday, October 12, 2019 from 10 AM – 3 PM All are invited
- I am now an official Notary for the VMA via the State of Maryland
- I have been appointed to the MML Engagement and Outreach Committee
- Building Permit Log-See Attached
- 2019 Leaf Bags
  1. Op Out for leaf bags deadline is Wednesday, August 21, 2019 at 5 PM
- Storage Unit - Wayne Fowler & I cleaned and purged the VMA external storage unit
  1. The installation of shelving units for the archive boxes are the next steps
- VMA Community Garden has been cleaned up of loose debris by *Green Sweep*
  1. Phase two (2) is to update the garden with light plant improvements
  2. Phase three (3), if approved, is a total reconfiguration of the garden to the original plan with a new gravel walkway
- VMA has an old-style street light at 7210 Chestnut Street that does not match the VMA installation of LED streetlights
  1. Waiting for a response the manufacturing about inventory of the street lamps
    - Having difficulty in locating the manufacturing company of the street lights
    - Need to install lighting at 7215 Chestnut and locate the other dark areas
- Trees that fall from private property to VMA public right of way
  1. 3408 Turner Street
    - A privately-owned tree fell onto the telecom cables and was a danger to the general public
  2. How did the Village want to handle the cost?
- Village Manager Training
  1. Completed the training in *Quick Books*
    - VMA should invest in a monthly online cloud program that will host VMA Quick Books via the cloud to get a better handle on VMA Accounting procedures – See Attached
  2. Chevy Chase Park – Current Status should be done by September 2019
    - Addressing some erosion & drainage issues
    - Basketball court improvements, including resurfacing courts
    - Replacing some fencing around the playground
    - Painting the playground equipment (starting in September)



**Thursday, August 15, 2019**  
**Manager's Report**  
**Submitted by James D. Gaston, III**

- Joe Cutro
  1. Memo new No Parking Sign at Thornapple and Summit plus Traffic order
    - This new sign will improve safety for Fire & Emergency vehicles & large trucks
- Village Exterior Door
  1. Door will not lock and the handle needs of dire repair
    - Cost estimate is \$1,300 to repair the door handle (see estimate)
    - Still waiting on Cost estimates for replacement door
- VMA is quickly moving forward with a State of Maryland Retention and Disposal Schedule (archiving) project of old files that are located in the office
  1. The AVM, Tina Lurie, under the direction of the Maryland Archives Office is half way through this project & should be completed by the end of August or sooner
    - VMA will follow 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
- Fire Hydrant Markers – Per Joe Cutro
  1. Install what is called a Flat Bracket for our Fire Hydrant Markers, called a Flat Bracket-See Attached
    - Options
      - Purchase maybe 5 a year over the next 6 years - pretty much a strict "attritional" approach.
        - Storage requirements are minimized.
        - Disadvantage is that it will be more costly, but probably not by a huge amount.
      - Purchase 30 all at once, and then replace on a semi-attritional basis over several years.
        - Cost is lower, except for storage for the declining number of markers for several years.
      - **My Suggestion is to**
        - Purchase 30 all at once, and then replace all in one shot.
        - Cost is lower and storage issues are minimized.
- Village of Chevy Chase *Dog Park*
  1. Per a July 8, 2019 Village of Chevy Chase Public Hearing and Board Action, it has agreed to change the hours of the *Dog Park* starting Monday, July 22, 2019, from 8 AM to Sunset on Monday-Friday and 9 AM to Sunset on weekends and holidays. The Board will hold an additional Public Hearing at the September 2019 meeting to further consider the effects of the current changes and to ascertain if additional changes are needed to the Dog Park
- ZTA 19-01 or Accessory Dwelling Units – See the Building Administrator Report



**Thursday, August 15, 2019**  
**Manager's Report**  
**Submitted by James D. Gaston, III**

**Community Events:**

1. 2nd annual Movie Night in the Park at Chevy Chase Park (Shepherd Park)- The Princess Bride
  - A Montgomery County Park & Planning Permit has been issued to VMA to host this event
  - All of the Chevy Chase/DownCounty residents have been invited
    - Sunday, September 1, 2019 at 7:30 PM-Rain date is Sat, September 7, 2019

• **Contractors and Contracts:**

- In the process of reviewing all of VMA's current contracts for accuracy and current status
  - Montgomery Consulting, Doug Lohmeyer, Building Supervisor contract has been updated and ends on until July 21, 2020
  - Rolling Acres Contract for Street Cleaning, Sewer Cleaning & Leaf Removal is signed
- GIS: VMA GIS system is being updated
- Walkability Study: Chris Jakubiak has agreed to the new scope of work and will begin his work soon with a new ending date of the end of February 2020

**Utilities:**

- WSSC-East West Highway water main break has been repaired
- Washington Gas Nothing to report

**Building Administration:**

- Please see report from Doug Lohmeyer, attached

**Municipal Operations:**

- Please see report from Wayne Fowler, attached

TO: The Council at the Village of Martin's Additions  
FROM: Wayne C. Fowler, Blue Crab Contracting, LLC  
DATE OF MEMO: August 12, 2019  
SUBJECT: Municipal Operations Support Report

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**7203 Chestnut Street**

ROW photos and monitoring in preparation for WSSC sewer service line repair.

**7204 Chestnut Street**

Project progress continues.

**7210 Chestnut Street**

Project progress continues.

**7211 Chestnut Street**

Interior progress continues.

**107-109 Quincy St**

WSSC Installed permanent surface asphalt patch and replaced cement.

**3521 Cummings Lane**

Interior progress continues.

**3502 Shepherd Street**

Dumpster in driveway for interior renovations.

**3508 Shepherd Street**

Form inspection of new apron. Post No Parking signs for moving trucks.

**3412 Taylor Street**

"Abandoned" County storm drain pipe discovered on private property. Builder is working with MC on how to proceed.

### **3407 Thornapple Street**

Framing progress continues.

### **Miscellaneous Items**

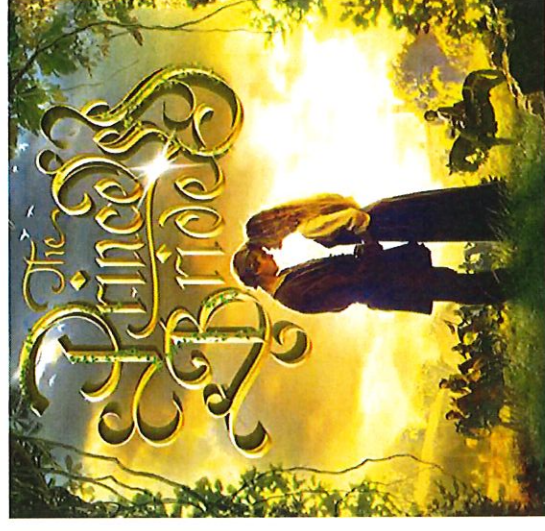
1. Dogi Pot Dispensers refilled on weekly basis.
2. Put out Office recycling for regular weekly pick up.
3. Regular posting of No Parking signs at specific addresses on request. i.e.: Moving in and out, Large equipment, Tree work, etc.
4. Transporting to and from storage as requested and needed. i.e.: Equipment, supplies, rolled plans, files, etc.
5. Reorganize and inventory storage space to make more room for Village Archives.
6. Assemble and maintain list of telecom cable and wire to be reported to MC311 for removal.
7. Assemble and maintain list of houses for sale in the Village.
8. Document and alert Village Office to ROW tree damage requiring Village Arborist's attention.
9. Maintain and update Municipal Operations Support Report
10. Identify areas in ROW with overgrown vegetation and submit list to Office.
11. Identify missing and damaged signage in ROW and submit list to Office.
12. Meet with staff about updating GIS System.



VMA Building Permit Log		PERMIT NO.	PERMIT EXP.	ADDRESS	STREET NAME	APPLICANT	PHONE NO.	EMAIL	DESCRIPTION OF WORK	CONTRACTOR	DATE OF REPORT 08/15/19	PHONE	DEMO	DUMPSTER	TOILET	CURB CUT	HVAC	S.C.	VILLAGE OFFICE COMMENT
1	18-10-28-A	11/2/2019	3520	Bradley Ln	Suzanne Wright	301-551-6018	quaidwright@gmail.com	Single story rear addition	CDL Repair Rebuild Remodel			(443) 487-2619	Y	Y	Y	N	Y	N	The handicapped ramp on the west side of the house was not included in the Village permit. A variance for the ramp will be applied for later.
2	19-04-03-A	04/03/2020	7204	Chestnut St	Kimberly & Chris Stead	202-869-0834	stead@gmail.com	Additions front, rear & side	Jason Evans, Acadia			(301) 801-0777	N	N	N	N	N	N	
3	18-10-11-NC	10/11/2019	7210	Chestnut St	Robert Slapnik	240-481-1419	slapnik10@outlook.com	Demo new house	Beluga Builders			(443) 846-7414	Y	Y	Y	N	Y	Y	
4	19-03-29-A2	04/08/2020	3521	Cummings Ln	John Nunez	240-882-3089	jbunuez@comcast.net	Additions to ex house	Bethesda Chevy Chase Builders			(240) 882-3089	Y	Y	Y	N	Y	N	The property owners have submitted a permit to replace the ex. driveway. The existing concrete driveway apron will remain. The Village permit is being processed.
5	18-10-18-D	10/18/2019	7213	Delfield St	Jamie Wilson	240-706-0232	jwilson@gmail.com	Deck	Gil Wilson			(240) 554-7500	N	Y	N	N	N	N	
6	19-02-25-D	02/25/2020	207	Oxford	Jeffrey & Elizabeth Goldberg	240-479-8185	elizabethdoupegoldberg@gmail.com	Deck	MD Deck			(301) 792-2518	N	N	N	N		N	
7	19-02-19-P	11/19/2019	107	Quincy St	Mathew & Marjorie Schneider	240-401-8616	marjorie1122@yahoo.com	Rear screened porch	Jendell Construction, Inc.			(301) 942-3600	N	N	Y	N	N	N	
8	19-07-02-AD	7/2/2020	123	Quincy St	Andra Patterson	301-442-9624	andrapatterson@verizon.net	Rear addition	Hyre Expectations			(240) 776-3897	Y	N	N	N	Y	N	Resident made a \$2,500 deposit that needs to be refunded when finished. Renov of Kitchen and other parts of home.
9	2019-08-01-DU	2020-08-01	3502	Shepherd St	Russell J. Hemley	(301) 793-1752	russell.hemley@gmail.com	Dumpster	Family Member			(301) 793-1752	N	Y	N	N	N	N	The applicants have submitted a building permit package to the County and the Village. The neighborhood information meetinf was held Nov. 7th, and the Village permit has been issued. The applicant is preparing the documents abandoning the existing shared driveway and creating an easement for the neighbor.
10	18-11-08-Ad	9/23/2019	3508	Shepherd St	Karen Kuchins SOLD to Camille Wahl	301-275-2255	kzkuchine@aol.com	Additions to ex house	Llaveros Services			(301) 652-1799	N	Y	Y	Y	N	N	
11	19-02-01-UP	2/4/2020	3412	Taylor St	Monica & John Danvish	N/P	N/P	New house	Park Bradley Homes			(703) 485-7493	Y	Y	Y	Y	Y	Y	
12	19-05-28-NC	5/30/2020	3407	Thornapple St	3407 Thornapple Street LLC	301-675-1682	dejanbujak@gmail.com	New house	Dejan Bujak			(301) 675-1682	N	Y	Y	Y	Y	Y	
13	2019-05-08-5 DU	2020-08-05	3503	Turner Lane	Mike Hess	(240) 286-1165	mhess@hessconstruction.com	Dumpster	Hess Construction			(240) 286-1165	N	Y	N	N	N	N	



# The Village of Martin's Additions presents ... MOVIE NIGHT IN THE PARK!



**Showing:** The Princess Bride (rated PG)  
A 1987 fantasy adventure comedy film by Rob Reiner,  
starring Cary Elwes, Robin Wright and Mandy Patinkin.  
**Runtime:** 98 minutes

**When:** Sunday, September 1, 2019 at 7:30 PM

**Where:** Chevy Chase Park ("Shepherd Park")

Bring your lawn chairs and blankets!  
Popcorn & water will be provided by VMA and available  
for everyone, but feel free to bring a picnic dinner as well.

#MovieNight2019

**Rain Date:** Saturday, September 7, 2019

**Info:** [manager@martinsadditions.org](mailto:manager@martinsadditions.org)

