



## **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](http://www.martinsadditions.org)

### **Agenda for Council Meeting Thursday, December 19, 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)*

- |         |  |
|---------|--|
| 7:30 PM | Call to Order: Cissna  |
| 7:31 PM | Opportunity for Council to hear residents' comments: Cissna  |
| 7:41 PM | VMA Committee Updates  |
| 7:45 PM | Presentation of the Fiscal Year 2019 Audit: Linton, Shafer, Warfield & Garrett, P.A.               |
| 8:00 PM | VMA Arborist Annual Presentation: Wolf   |
| 8:10 PM | Building Administrator's Report: Lohmeyer  |
| 8:15 PM | Introduction of Resolution to Amend the Election Rules and Procedures-Policy No. 2019-12-2: Fattig |
| 8:20 PM | Financial Matters: Alexander   |
| 8:25 PM | Manager's Report: Gaston   |
| 8:30 PM | Opportunity for Council to hear residents' comments: Cissna  |
| 8:35 PM | Adjourn  |

\*Please Note: Listed times are approximate.

## VILLAGE OF MARTIN'S ADDITIONS

### Presentation of Audit Report Fiscal Year Ended June 30, 2019

C. Eva Webb, CPA  
Linton Shafer Warfield & Garrett, P.A.

#### I. INDEPENDENT AUDITORS' REPORT:

The report indicates that we have conducted our audit in accordance with auditing standards generally accepted in the United States of America, and we found that the financial statements present fairly, in all material respects, the financial position and the results of operations for the years ended June 30, 2019 and 2018 in conformity with U.S. generally accepted accounting principles.

##### Basic Financial Statements - Include:

Management Discussion and Analysis - Prepared by the Village to summarize the year's results.  
Exhibit A-1, A-2 & A-3 presented under full accrual, to include fixed assets and depreciation.  
(Presentation similar to business reporting.)  
Exhibit A-4 & A-5 - Modified accrual basis. Fixed assets and depreciation not included.  
(Presentation using budget basis)  
See reconciliations between the two methods on Exhibit A-4 and A-6.  
Notes to financial statements - Provide additional explanatory information.  
Exhibit B-1 - Detail of budgetary comparisons.

#### II. GOVERNANCE LETTER - Dated October 28, 2019

Our responsibility under U.S. Generally Accepted Auditing Standards  
Significant Accounting Policies are included in Note 1 to financial statements  
Significant Estimate includes the Wynne liability to the State. The amount owed at June 30, 2019 is \$196,571. (Note 5)  
Audit adjustments - No significant impact on revenue or expenditures.  
Disagreements with management - none  
Consultation with other independent accountants - none known  
Difficulties encountered in performing the audit - none

#### III. COMPARISON OF BUDGET TO ACTUAL:

	Final Budget	2019 Actual	Over (Under)
GENERAL FUND - Exhibit B-1			
Revenues (9% over budget)	\$ 836,900	\$ 911,911	\$ 75,011
Expenditures (62% under budget)	2,589,600	989,956	(1,599,644)
Revenues Over (Under) Expenditures	<u>\$ (1,752,700)</u>	<u>\$ (78,045)</u>	<u>\$ 1,674,655</u>

Expenditures under budget primarily attributable to capital projects budgeted at \$1,250,000 with none expended in fiscal year 2019. Also, street projects were budgeted at \$500,000 and actual amounts were \$263,129.

# VILLAGE OF MARTIN'S ADDITIONS

## Presentation of Audit Report Fiscal Year Ended June 30, 2019

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### IV. SIGNIFICANT BUDGET VARIANCES:

#### GENERAL FUND - Exhibit B-1

#### Revenues:

	Budget	Actual	Over (Under) Budget
Income taxes	\$ 700,000	\$ 709,174	\$ 9,174
Interest income	20,000	58,969	38,969
Permit fees	15,000	31,692	16,692
All other accounts	101,900	112,076	10,176
Total Revenues	\$ 836,900	\$ 911,911	\$ 75,011

#### Expenditures:

#### General Government:

Financial administration	\$ 333,575	314,737	\$ (18,838)
Other general government	114,900	96,365	(18,535)

#### Public Works

Designated - streets and capital projects	1,750,000	263,129	(1,486,871)
Highway and streets	138,375	99,475	(38,900)
Sanitation and waste removal	169,750	137,160	(32,590)

#### Public Safety

	47,500	43,641	(3,859)
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#### Recreation

	35,500	35,449	(51)
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#### Total Expenditures

	\$ 2,589,600	\$ 989,956	\$(1,599,644)
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### V. COMPARISON TO PRIOR YEAR:

#### Revenues (Budget Basis) - Exhibit A-5

	Year 2018	Year 2019	Increase (Decrease)
Property taxes	\$ 181,582	\$ 39,386	\$ (142,196)
Income taxes	811,748	709,174	(102,574)
Licenses and permits	22,315	44,208	21,893
Interest	33,158	58,969	25,811
All other accounts	57,475	60,174	2,699
Total Revenues	\$ 1,106,278	\$ 911,911	(194,367)

#### General Government

	\$ 389,224	\$ 411,102	\$ 21,878
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#### Public Works

	212,490	499,764	287,274
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#### Public Safety

	37,247	43,641	6,394
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#### Parks and Recreation

	15,238	35,449	20,211
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#### Total Expenditures

	\$ 654,199	\$ 989,956	\$ 335,757
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#### Revenue Over (Under) Expenditures

	\$ 452,079	\$ (78,045)	\$ (530,124)
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Income tax revenues as percent of total revenue is 73% in 2018 and 78% in 2019.

# VILLAGE OF MARTIN'S ADDITIONS

## Presentation of Audit Report

Fiscal Year Ended June 30, 2019

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Significant Changes in Expenses:	Fiscal Year	Fiscal Year	Change
	2018	2019	
General government - managerial & office salaries	\$ 119,878	\$ 134,231	\$ 14,353
General government - office furniture & equipment	27,665	10,199	(17,466)
Recreation - community events	15,238	35,449	20,211
General government - building review and permits	33,850	46,900	13,050
General government - GIS update	1,161	15,761	14,600
Sanitation - Waste collection and recycling	85,617	126,038	40,421
Street projects	-	263,129	263,129
All other expenditures	370,790	358,249	(12,541)
Total Expenditures	\$ 654,199	\$ 989,956	\$ 335,757

## V. BALANCE SHEET (Exhibit A-4)

	Fiscal Year	Fiscal Year	Change
	2018	2018	
Cash and cash equivalents	\$ 302,641	\$ 326,261	\$ 23,620
Investments	2,655,688	2,542,446	(113,242)
Other assets	20,870	27,082	6,212
Total Assets	2,979,199	2,895,789	(83,410)
Liabilities	62,249	56,884	(5,365)
Fund balances			
Nonspendable	7,595	14,088	6,493
Assigned	1,696,571	2,446,571	750,000
Unassigned	1,212,784	378,246	(834,538)
Total Fund balances	\$ 2,916,950	\$ 2,838,905	\$ (78,045)

Cash, cash equivalents and investments represent 99% of total assets in FY18 and FY19.



November 1, 2019  
2279 Lewis Avenue □ Rockville, Maryland 20851  
301-881-8130 □ Fax 301-881-3695

Mr. James Gaston, III  
Village of Martin's Additions  
7013 B Brookville Rd.  
Chevy Chase, MD 20815-3263

Dear Mr. Gaston,

You requested pricing for the trees that will be planted this fall. I propose the following.

1. 109 Quincy St. Choke cherry
2. 3522 Bradley Lane Little-leaf linden
3. 3515 Raymond St. Swamp white oak
4. 3509 Turner Lane Redbud
5. 7308 Delfield St. Willow oak
6. 7223 Delfield St. Choke cherry
8. 7401 Summit Ave. Sugar maple
9. 7214 Chestnut St. Sugar maple

The cost for these eight trees will be \$4420.00. Each of these trees will be 2" in caliper although the two choke cherries may be just a bit shy of this size. This price includes proper planting, mulching and a one year guarantee, provided that they are watered by us next season as necessary.

Please let me know how we may be of service. I will hold off ordering until I hear from you and we know how many trees will be planted on individual properties.

Sincerely,

Paul L. Wolfe, II  
President  
Integrated Plant Care, Inc.



2279 Lewis Avenue □ Rockville, Maryland 20851

301-881-8130 □ Fax 301-881-3695

November 22, 2019

### Trees Requiring Attention in Martin's Additions

#### Thornapple St.

3414- Delfield side- Sugar maple- Remove the crossing branches and low branches to 12'.

#### Summit Ave.

7401- Little-leaf linden, red maple- Remove low branches to 12-15'.

7309- Sugar maple- Remove the broken branch.

7303- Red maple- Remove the low branches to 12'.

7301- 2 red maples- Remove the low branches to 12'

7206- Shingle oak- Remove the 8" diameter dead branch overhanging the street.

7205- American elm- Remove the low branches to 10'.

7203- 2 red maples- Remove the low branches to 12'.

7201- Red maple, oak- Remove the low branches to 12'.

#### Taylor St.

3411- Bradford pear- Remove the low branches to 15'.

3502- Sugar maple- Remove the low branches to 12-15'.

3516- Red oak- Prune to remove the dead branches.

3502- Sugar maple- Remove the low branches to a height of 12-15'.

3512- Bradford pear- Prune to remove the dead branches.

3516- Red oak- Prune to remove the dead branches.

#### Delfield St.

7203- Taylor side- Norway maple- Remove the low branches over the sidewalk to 10'.

7200- Taylor side- Shingle oak- Prune to remove the branches over the street and walk.

7200- Zelkova- Remove the crossing branches.

7202- Sweet gum- Remove the two lowest branches.

7203- Zelkova- Remove the crossing branches.

7213- Little-leaf linden- Remove the low branches to 12'.

7214- Willow oak- Remove the low branches to 15'.

7214- Large willow oak- Remove the dead branches overhanging the street.

7215- Kwanzan cherry- Remove the low branches overhanging the street to 10'.

7219- Red maple- Remove the low branches to 10-12'.

7219- Little-leaf linden- Remove the low branches to 15'.

7220- Red maple- Remove the three lowest branches.

7221- Red maple- Remove the low branches to 10-12'.

7223- Thornapple side- Willow oak- Prune to remove the dead and broken branches. Remove 20% of the interior sprouts.

7303- Bradford pear- Remove the low branches to 12'.

7306- Red maple- Remove the dead and crossing branches.

7310- Sugar maple- Remove the low branches to 12'.

7314- Sugar maple- Remove the low branches to 10' and the broken branch.

7316- Sweet gum- Remove the low branches to 10'.

7320- Sweet gum- Remove the low branches to 10'.



#### Chestnut Street

- 7204- Sugar maple- Remove the low branches to 12'.
- 7207- Red maple- Remove the low branches to 10-12' and remove the crossing branches.
- 7209- Sugar maple- Remove the low branches to 8'.
- 7215- Red maple- Remove the low branches to 10' and remove the crossing branches.
- 7218- Sweet gum- Remove the three lowest branches.
- 7220- Norway maple- Remove the low branches to 15'.

#### Turner Lane

- 3406- Zelkova- Remove the low branches over the lawn to 12'.
- 3407- Sugar maple- Remove the five lowest branches.
- 3409- Smaller red maple- Remove the two lowest branches.
- 3409- Larger red maple- Prune to remove the dead and crossing branches.
- 3411- Willow oak- Remove the low branches to 10'.
- 3413- Oak- Remove the low branches to 10'.
- 3414- Sugar maple- Remove the low branches to 10'.
- 3416- Kwanzan cherry- Remove the low branches over the lawn to 10' by clipping ends.
- 3417- Pin oak- Remove the low branches to 12-15'.
- 3419- Little-leaf linden- Remove the low branches to 8'.
- 3501- Sugar maple- Remove the low branches to 12'.
- 3503- Zelkova- Remove the crossing branches and the low branches to 12'.
- 3504- Little-leaf linden- Remove 4-5 low branches overhanging the lawn.
- 3507- Pin oak- Remove the low branches to 12' and thin the interior by 20%.
- 3508- Sugar maple- Remove the low branches to 12'.
- 3510- Kwanzan cherry- Remove the low branches over the lawn to 10'.
- 3512- Willow oak- Remove the low branches over the lawn to 10'.
- 3515- Kwanzan cherry- Remove the low 8" diameter branch over the street.
- 3516- Kwanzan cherry- Remove the low branches over the lawn to 10'.
- 3517- Willow oak- Prune to remove the dead branches and the low branches to 15'.]
- 3519- Sycamore- Prune to remove the dead branches.

#### Shepherd St.

- 3517- Kwanzan cherry- Remove the 6" diameter branch overhanging the holly.
- 3406- Red maple- Remove the low branches to 12'.

#### Raymond St.

- 3505- Red maple- Remove the four lowest branches.
- 3512- Kwanzan cherry- Remove the low branches over the lawn to 8'.
- 3519- Oak- Prune to remove the dead branches.

#### Bradley Lane

- 3418- Zelkova- Prune to remove the crossing branches.
- 3502- Red maple- Remove the low branches to 15'.

#### Quincy St.

- 106- Willow oak- Remove the low branches to 12' and thin the interior by 20%.
- 116- Bradford pear- Remove the low branches to 15'.
- 120- Little-leaf linden, Bradford pear- Remove the low branches to 12'.
- 121- Oak- Prune to remove the dead branches.
- 124- Pin oak- Remove the low branches to 12'.
- 160- 2 zelkovas- Remove the low branches to 15'.

#### PEPCO Trees

- 3526 Raymond St.- Oak- Remove the dead branches over the wires.
- 3502 Raymond St.- Pin oak- Remove the dead branches over the wires.



November 19, 2019 2279 Lewis Avenue □ Rockville, Maryland 20851  
301-881-8130 □ Fax 301-881-3695

Mr. James Gaston  
Village of Martin's Additions  
7013 B Brookville Rd.  
Chevy Chase, MD 20815-3263

Dear Mr. Gaston,

Eight trees plus three shrubs have been removed in Martin's Additions this past year. WSSC took down three trees and we removed the rest.

WSSC Removals

161 Quincy St.  
7203 Chestnut St. Sugar maple  
7213 Chestnut St. Little-leaf linden

Integrated Plant Care Removals

109 Quincy St. Red oak (Declining in vigor plus roots and trunk growing into street)  
3515 Raymond St. Sweetgum (Tree snapped in two during windstorm)  
3507 Cummings Lane 3 aucuba shrubs (Blocking visual access to the street)  
7214 Chestnut St. Autumnalis cherry (Tree suddenly died)  
7308 Delfield St. Red maple (Tree beginning to uproot)  
7401 Summit Ave. Sugar maple (Suddenly died with no explanation as to why)

WSSC has replanted trees to replace those taken down. Integrated Plant Care will replant eight trees this fall.

109 Quincy St. Choke cherry  
3522 Bradley Lane Little-leaf linden  
3515 Raymond St. Swamp white oak  
3509 Turner Lane Redbud  
7308 Delfield St. Willow oak  
7223 Delfield St. Choke cherry  
7401 Summit Ave. Sugar maple  
7214 Chestnut St. Sugar maple

Sincerely,

Paul L. Wolfe, II  
President  
Integrated Plant Care, Inc.





2279 Lewis Avenue □ Rockville, Maryland 20851

November 25, 2019

301-881-8130 □ Fax 301-881-3695

Mr. James Gaston  
Village of Martin's Additions  
7013 B Brookville Rd.  
Chevy Chase, MD 20815-3263

Dear Mr. Gaston,

Last month Paula Goldberg and I toured the Village surveying the trees. We agreed that many of the trees in the northern section required attention consisting primarily of the removal of low branches. This is necessary to provide adequate clearance above the street for safe passage of trucks and also provide more sunlight to filter through to homeowner landscapes. We also noted a number of trees containing dead and crossing branches.

I had the opportunity last Thursday to perform a detailed inspection of all the trees in the community, a copy of which accompanies this report. I've shared this with Paula and she is in agreement with my findings.

On the bottom of page two, there are two trees that require the expertise of Pepco as electric lines run through the trees. I suggest you call Pepco to arrange for them sending a crew to remove these dead branches.

Throughout the coming year, I will continually monitor the trees in Martin's Additions and make you aware of any additional trees requiring attention.

Sincerely,

Paul L. Wolfe, II  
President  
Integrated Plant Care, Inc.

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

FROM: Doug Lohmeyer

DATE OF MEMO: December 19, 2019

SUBJECT: Building Administrator's Report

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**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.

The homeowner has also requested a right of way licenses agreement for the new white address post, which is being processed by the staff.

**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 has poured the new 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. The staff will monitor the progress.

**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 height survey indicated the new roof peak is 6 inches higher than what the Village Code permits.

A "Stop Work Order" was issued in Nov. and no work is taking place. The home builder has decided to modify the roof to lower the peak, so it conforms to the Village Code. The modification is being reviewed by MCDPS. Once the County signs off, the builder will be allowed to make the modifications to the roof only. The builder anticipates the modification will take 3 to 4 days, weather permitting. Once the builder submits a certified roof height survey indicating the modified roof is in conformance with the Village Code and after the staff completes a field and office review, the "Stop Work Order" may be lifted.

### **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 staff has been in contact with three property owners regarding future improvements to existing house in the Village.
4. The staff is interviewing GIS/IT contractors to update and maintain the Village in-house GIS system.

Resolution No.: 2019-12-1  
Introduced: December 19, 2019  
Adopted: February 20, 2020  
Effective Date: March 12, 2020

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

SUBJECT: A RESOLUTION TO AMEND THE ELECTION RULES  
AND PROCEDURES.

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 2-101 of the Code of Ordinances of the Village of Martin's Additions establishes a Village Election Committee to manage all Village elections; and

WHEREAS, pursuant to the Village Charter, Section 602, the Election Committee shall operate according to rules and procedures adopted by the Council; and

WHEREAS, the Village Council finds that the rules and procedures attached hereto, as amended, would promote the good government of the Village and protect and preserve the Village's rights, property, and privileges; and

WHEREAS, this Resolution was considered in open session on December 19, 2019.

NOW, THEREFORE, BE IT:

RESOLVED that the amendments to the attached Election Rules and Procedures be and are hereby adopted by the Village Council, and it is further,

RESOLVED, that the foregoing Resolution shall become effective on March 12, 2020, and it is further,

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

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

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

I, the undersigned Secretary of the Village Council, hereby certify that the foregoing Resolution was adopted by the Council at its meeting on march 12, 2020.

\_\_\_\_\_  
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. 2019-12-2**

**Election Rules and Procedures**

The Village of Martin's Additions is governed by a municipal Charter that provides for a five-member elected Council to appoint an Election Committee (Committee) that operates according to rules and procedures adopted by the Council, pursuant to Section 602 of the Village Charter. The Committee maintains the voter rolls, accepts and makes nominations of candidates for the Village Council, and oversees the annual election.

**Village Council Election Process**

The Election of Council members takes place on a date determined from year to year in accordance with Section 602 of the Charter. Council members are elected to terms of two years. In general, the number of seats open on the Council alternates between two and three seats every other year unless there is a vacancy as provided for in Section 408 of the Charter. All elections are managed by the Committee. The Committee consists of a minimum of three, but preferably no fewer than five, qualified voter volunteers appointed by the Council. The Council may appoint additional qualified voters as short-term, assistant Election Committee members as needed. Committee members shall complete an Oath, on a form provided by the Village Council. Each year the details of the election cycle for that year are published in the Village newsletter. The following rules and procedures apply:

1. No later than seventy-five (75) days prior to the election, the Committee will open the nominations period and request that declarations of candidacy and nominations of candidates be submitted in writing to the Committee. Any qualified voter may run for office. Residents may nominate themselves or be nominated by another qualified voter. Nominations may be made only by verified qualified voters; anonymous nominations are not permitted. Residents who nominate someone other than themselves must include an email or signed written statement from the proposed candidate expressing his/her consent to be nominated.
2. All nominated candidates shall submit (a) a statement of interest and qualifications, and (b) a conflicts of interest disclosure statement, in a form provided by the Ethics Committee. The Election Committee may specify any standard questions to which all candidates are requested to respond.



3. Nominations and required candidate submissions must be received in writing at least forty-five (45) days prior to the election, in order for the candidate to be placed on the official ballot. No nominations or candidate submissions will be accepted by the Committee if received later than the deadline specified here.
4. Pursuant to Charter Section 602(b), no later than two (2) weeks prior to the election, the Committee shall give public notice of the candidates for office and provide, or provide access to, the written statements of interest and qualifications and shall designate the date of the election, the polling place, and time.
5. The Committee may establish a format, date and time for a public forum for residents to hear from candidates. The forum shall be moderated by the Committee at its sole discretion.
6. Pursuant to the Charter and these rules and procedures, each qualified voter may cast a ballot on the day and at the time designated or may vote by absentee ballot. The rules for voting absentee are set forth under "Absentee Voting" below.
7. Blank lines will be placed on the ballot for the purpose of adding write-in candidates at the time of the election. A successful write-in candidate shall be required to submit a conflicts of interest disclosure statement no later than seven (7) business days following the election.
8. In the event that two or more candidates receive the same number of votes where only one can be elected, there shall be a runoff election within two weeks of the original election. The Council may choose to instruct the Election Committee to hold the runoff election by mail ballot.
9. Each candidate may designate one person as an official observer to be present when the ballots are being counted, although such observer may not participate in or otherwise disrupt the counting of the ballots.

### **Who Can Vote?**

Pursuant to the Charter, a qualified voter is "any person who owns property or any resident of Martin's Additions who is eighteen years of age or over." In the case of students, such as college or boarding school students, a student who resides elsewhere during the school year but who maintains a permanent address in Martin's Additions, is deemed a resident and entitled to vote in the Village Council election. Voters in Martin's Additions need not be registered to vote in Montgomery County or in the State of Maryland. The Committee will utilize the most recent electronically available Village qualified voter contact information to verify residents' names and addresses. Any voter not listed in the data should be prepared to show a driver's license, a utility bill or other documentation acceptable to the Committee in its sole discretion showing his/her Martin's Additions address when he/she comes to the polls. Questions

regarding eligibility to vote at the polls or otherwise should be directed to the Chair of the Committee, who will refer the matter to the Committee for determination.

### **Voting Locations**

Voting will be conducted from 5:00-8:00 PM on Election Day in front of the Village Office at 7013B Brookville Road, if weather permits. If the weather is inclement, voting will take place in the Village Office with appropriate accommodations to be made by the Committee for accessibility concerns. All qualified voters are encouraged to vote by casting their ballots in the polling area. Write-in candidates are permitted. All voting is by secret ballot and election procedures are designed to ensure that voters have the opportunity to cast ballots in privacy. A street festival, "Celebration on the Sidewalk," traditionally takes place during the voting.

### **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](mailto:VMAelections@gmail.com) or

(b) mail to the Election Committee 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 e-mail. 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 e-mail as a delivery preference, each voter for whom an absentee ballot is requested must have a separate individual e-mail address for receipt of such absentee ballot, and such e-mail 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. Delivery times cannot be guaranteed. Completed absentee ballots must be returned to the Committee according to the following procedures:

(1) by mailing via the United States postal service the completed ballot to the Committee post office box as indicated on the absentee ballot instructions, to be received by 3 p.m. on election day.

(2) by personally dropping the absentee ballot in the slot in the locked ballot box in the VMA office no later than 3:00 p.m. on the day of the election. The ballot must contain the assigned control number on the outer envelope to be considered eligible. Security of the locked ballot box will be maintained by the Committee and only designated members of the Committee, who do not have access to the control numbers, will have access to the contents of the ballot box. Residents should not ask Village staff to handle completed ballots at any time.

(3) by submitting the ballot in person at the polling place on Election Day during regular voting hours following verification by the Committee of the resident's identity and the ballot's control number.

## **Records**

All election records, including nominations, absentee ballot requests, and ballots, shall be maintained at the Village Office, in accordance with the Village's Document Retention Schedule. Ballots shall be securely stored until such time as they may be destroyed in accordance with the Document Retention Schedule.

## **Electioneering**

### **1. Candidates' election materials:**

- (a) Residents may distribute candidates' information to Village residents, provided that such distribution complies with applicable laws, including Sections 7-208 and 9-106 of the Village Code and the United States postal service regulations (for example, no unstamped non-postal material in residents' mailboxes).
- (b) All candidates' brochures and election materials must prominently state that they have been paid for by (or on behalf of) the candidates.
- (c) Use of the Village logo and/or letterhead on election campaign materials is

prohibited. Candidates' materials may not imply, suggest, or give the impression of any official endorsement by the Village of Martin's Additions.

- (d) Candidates' campaigns may give residents token gifts that display candidate information, provided that such gifts do not exceed \$1 in fair market value.
- 2. Yard signs: Residents may display candidates' yard signs, provided that the size, location, construction, and duration of such signs comply with the County's sign ordinance (Article 59-F of the Montgomery County Code).
- 3. On Election Day, the Election Committee shall set and enforce a reasonable "No Electioneering Zone" around the polling place (ballot table) of no greater than a 100-foot radius. Sound amplification systems such as bullhorns will not be permitted.

**Policy Number: 2019-12-2**

**Action/Adoption: February 20, 2020**

**Effective Date: March 12, 2020**

**Village of Martin's Additions**  
**Financial Report for November 2019**  
**Arthur Alexander, Treasurer**  
**December 19, 2019**

November 2019

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 395,587	328,588
Expenses (excluding capital projects)	301,097	330,023
Net Income (revenues minus expenses)	94,490	-1,435
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
Current assets less designated reserves	\$ 473,525	

As expected, the November distribution to the Village from the state income tax arrived at the end of the month, totaling \$ 272,452. The November distribution is typically the largest of the year and averages about 40% of the total annual amount. A crude projection suggests that the annual amount will be about \$680,000; months ago when we compiled the current fiscal year budget, we had guessed that the income tax would yield \$650,000. No surprises so far.

One of the duties of the Village Treasurer is to assure that our financial procedures meet high standards of efficiency, security, and good practice. We moved our bill paying activities to an online company more than one year ago (i.e., no more monthly bill paying with paper checks) At the recommendation of the Village contract accountant and our auditors, More recently, we have proceeded with a long-planned move to do more of our day-to-day bookkeeping in-house with Quickbooks. Because of these changes and because we have never done it, I am proposing to the Council that the Village hire an outside organization to conduct an audit of our financial procedures. This process audit would be in addition to the annual audit already conducted by LSWG.

I also suggest that we conduct a cyber-security review. In the past year, several municipalities in Maryland and other states were forced to pay ransoms to restore their computer systems and data after hackers had taken control. We should verify that our systems are protected and that procedures are in place to keep protections up to date.

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

		Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
Income						
4000 · Revenue						
4010 · Permit Fees	0.00	1,250.00	3,607.00	6,250.00	15,000.00	
4020 · Cable TV Franchise Fees	3,040.97	2,000.00	3,040.97	2,000.00	8,000.00	
4040 · County Revenue Sharing	0.00	0.00	0.00	26,800.00	26,800.00	
4050 · Highway Users Fees	3,609.40	2,500.00	3,609.40	12,500.00	30,000.00	
4060 · Income Tax	272,451.81	250,000.00	278,190.96	251,000.00	650,000.00	
4080 · Personal Property Tax	98.85	0.00	317.30	205.00	4,500.00	
4090 · Real Property Tax	902.03	900.00	9,717.35	8,995.00	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	3,773.68	4,166.00	18,090.20	20,838.00	50,000.00	
4136 · WSSC - Street Work	79,014.17	0.00	79,014.17	0.00	30,000.00	
Total 4000 · Revenue	362,890.91	260,816.00	395,587.35	328,588.00	852,300.00	
4200 · Prior Years Surplus	0.00	0.00	0.00	2,869,337.00	2,869,337.00	
Total Income	362,890.91	260,816.00	395,587.35	3,197,925.00	3,721,637.00	
Expense						
5000 · General Government						
5010 · Office Expenses	1,724.17	1,450.00	6,954.67	7,250.00	17,500.00	
5025 · Office Furniture & Equipment	896.46	0.00	5,616.44	0.00	10,000.00	
5030 · Insurance	-100.00	600.00	5,910.00	8,000.00	8,000.00	
5040 · Printing & Mailing	49.45	1,000.00	138.00	2,000.00	5,000.00	
5050 · Dues & Subscriptions/Conference	426.50	500.00	5,469.54	5,100.00	10,000.00	
5055 · Storage Rental	356.00	333.00	1,384.00	1,665.00	4,000.00	
5060 · Office Lease	2,190.67	2,191.00	15,938.58	16,663.00	32,000.00	
5065 · Telephone	244.43	333.00	1,076.84	1,665.00	4,000.00	
5080 · Holiday Fund	463.54	0.00	463.54	0.00	8,000.00	
Total 5000 · General Government	6,251.22	6,407.00	42,951.61	42,343.00	98,500.00	

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

	Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
<b>5100 · Salaries &amp; Benefits</b>					
5110 · Managerial & Office Salaries	4,936.92	11,250.00	53,784.83	56,250.00	135,000.00
5120 · Payroll Taxes & Benefits	377.68	2,083.00	3,678.82	10,415.00	25,000.00
<b>Total 5100 · Salaries &amp; Benefits</b>	<b>5,314.60</b>	<b>13,333.00</b>	<b>57,463.65</b>	<b>66,665.00</b>	<b>160,000.00</b>
<b>5200 · Professional Fees</b>					
5210 · Accounting & Auditing	8,900.00	6,000.00	19,700.00	20,100.00	39,000.00
5220 · Building & Permitting					
5222 · Building Review & Permits	6,150.00	3,750.00	23,350.00	18,750.00	45,000.00
5224 · Enforcement & Oversight	1,575.00	1,500.00	6,160.00	7,500.00	18,000.00
5226 · Municipal Operations	1,820.00	1,500.00	4,830.00	7,500.00	18,000.00
<b>Total 5220 · Building &amp; Permitting</b>	<b>9,545.00</b>	<b>6,750.00</b>	<b>34,340.00</b>	<b>33,750.00</b>	<b>81,000.00</b>
5230 · Legal	6,377.20	3,333.00	26,790.20	16,665.00	40,000.00
5240 · Police	0.00	4,166.00	15,509.40	20,830.00	50,000.00
5244 · Traffic Engineering	1,120.00	833.00	3,032.00	4,165.00	10,000.00
5246 · Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 · GIS Update	0.00	1,000.00	800.00	9,000.00	10,000.00
<b>Total 5200 · Professional Fees</b>	<b>25,942.20</b>	<b>22,082.00</b>	<b>100,171.60</b>	<b>104,510.00</b>	<b>231,500.00</b>
<b>5300 · Streets</b>					
5305 · Streets - General					
5310 · Street Lighting - PEPCO	406.11	416.00	768.52	2,080.00	5,000.00
5322 · Street Cleaning - Fall/Spring	0.00	3,750.00	0.00	7,500.00	15,000.00
5324 · Street Maintenance - Other	0.00	625.00	2,006.38	3,125.00	7,500.00
5326 · Leaf Vacuuming	17,077.50	1,500.00	17,077.50	1,500.00	20,000.00
<b>Total 5305 · Streets - General</b>	<b>17,483.61</b>	<b>6,291.00</b>	<b>19,852.40</b>	<b>14,205.00</b>	<b>47,500.00</b>
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
<b>Total 5349 · Snow Removal Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>
<b>Total 5300 · Streets</b>	<b>17,483.61</b>	<b>6,291.00</b>	<b>19,852.40</b>	<b>14,205.00</b>	<b>77,500.00</b>



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

		Nov 19	Budget	Jul - Nov 19	YTD Budget	Annual Budget
	<b>5400 · Waste &amp; Recycling</b>					
	5410 · Waste Collection & Recycling	10,396.75	12,800.00	62,565.10	64,000.00	153,600.00
	5420 · Leaf Bags	0.00	15,000.00	0.00	15,000.00	15,000.00
	5425 · Recycling Bins	224.97	0.00	327.05	500.00	1,000.00
	<b>Total 5400 · Waste &amp; Recycling</b>	10,621.72	27,800.00	62,892.15	79,500.00	169,600.00
	<b>5500 · Other</b>					
	5510 · Tree Maintenance	590.00	2,500.00	8,374.00	12,500.00	30,000.00
	5515 · Tree Replacement	0.00	0.00	0.00	0.00	15,000.00
	5518 · Right-of-Way Landscaping	586.00	2,500.00	3,980.00	5,000.00	10,000.00
	5520 · Community Events	1,584.70	2,800.00	5,411.99	4,800.00	35,000.00
	5530 · Website	0.00	0.00	0.00	0.00	4,250.00
	<b>Total 5500 · Other</b>	2,760.70	7,800.00	17,765.99	22,300.00	94,250.00
	<b>5600 · Initiatives</b>					
	5630 · Tree Planting Initiatives Prog.	0.00	0.00	0.00	500.00	2,000.00
	<b>Total 5600 · Initiatives</b>	0.00	0.00	0.00	500.00	2,000.00
	<b>5800 · Designated Funds</b>					
	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	500,000.00	500,000.00
	5820 · Designated - Audit Rec. Reserve	0.00	0.00	0.00	1,000,000.00	1,000,000.00
	<b>Total 5800 · Designated Funds</b>	0.00	0.00	0.00	2,500,000.00	2,500,000.00
	<b>5900 · Undesignated Fund Balance</b>	0.00	0.00	0.00	388,287.00	388,287.00
	<b>Total Expense</b>	68,374.05	83,713.00	301,097.40	3,218,310.00	3,721,637.00
	<b>Net Income</b>	294,516.86	177,103.00	94,489.95	-20,385.00	0.00



**Thursday, December 19, 2019**  
**Manager's Report**  
**Submitted by James D. Gaston, III**  
**Administration**

- Attended
  - MCCMA Winter Reception in Annapolis MD.....Thur, Dec. 5, 2019
  - MML Chapter Legislative Dinner, Radisson Hotel, Rockville, MD.....Thurs, Dec. 5, 2019
  - Training- Meeting Minutes hosted by the MD Municipal Clerks Assn.
    - 2019 Quarterly Meeting & Education Session, Forest Heights, MD.....Thurs, Dec. 12, 2019
      - "What's in the Minutes"
  - AVM Tina Lurie and Paula Goldberg attended a seminar hosted by *Casey Trees*
    - "Trees Matter" at Gallaudet University, in Washington, DC.....Wed, Dec 4, 2019
- 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 two cabinet drawers
    - This project is 95% completed & it should be finished by the end of December or sooner

**Contracts**

- Reviewing all of VMA's current contracts for accuracy and current status
  - VMA Community Garden at the intersection of Brookville Road and Cummings Lane and the Raymond Street Dead-End RFP is posted and the deadline is *5 PM, Monday, Dec. 23, 2019*
  - VMA Composting RFP is closed and *Compost Crew* is the VMA contractor
    - Composting pick up is scheduled to begin on Wednesday, January 22, 2019
  - VMA Arborist RFP is closed and *Integrated Plant Care* is the VMA contractor
    - VMA Arborist will plant eight (8) trees in VMA ROW locations by the end of December 2019
  - VMA GIS RFP-13 proposals were submitted
    - The final four (4) will be interviewed this month
  - VMA Snow Removal Contract-*Rolling Acres* is the VMA contractor
    - The contract is being finalized
  - VMA ROW Maintenance-*Greensweep's* option year is being granted
  - Walkability Study: Chris Jakubiak has begun his the review of VMA
    - A Walkability Committee-*Pending VMA Council*

**VMA Village Office**

- The VMA office will
  - close at 2 PM on Christmas Eve, Tuesday, December 24, 2019,
  - be closed for the Christmas holiday: Wednesday, December 25, 2019
  - close at 2 PM on New Year's Eve, Tuesday, December 31, 2019,
  - be closed for the New Year's Day holiday, Wednesday, January 1, 2020



**Thursday, December 19, 2019**  
**Manager's Report**  
**Submitted by James D. Gaston, III**

**Dark Spots/Street Lamps**

- VMA & partner **PEPCO** is in the process of securing new Street Lamps
  - Each new street lamp is \$2,800; The installation is \$800 for a total of \$3,600 each
    - Due to the limited surplus of street lamps, this process could take 4-6 months.
  - Locations for new Street Lamps
    - 7210 Chestnut Street & two (2) on Thornapple have the old-style street lamps
    - A new street lamp will be installed between 3401 & 3403 Thornapple
      - The street light was not functioning 7220 Chestnut has been repaired

**VMA Traffic Control**

- 21 Yellow Fire Hydrant signs are still in place. They will be removed by the end of December 2019
  - The two (2) signs at the dead-ends will remain for safety reasons
    - Bradley Lane
    - Raymond Street
  - Memo from Traffic Engineer Joe Cutro
    - 7300 block Delfield Street dead end

**Community Events**

- CEC hosted a meeting on Monday, December 9, 2019, see committee report
  - The next scheduled meeting is Monday, March 2, 2020 at 7:30 PM

**Utilities**

- WSSC                      Nothing to report
- Washington Gas      Nothing to report
- PEPCO                    Nothing to report

**Building Administration**

- Please see the attached report from Doug Lohmeyer

**Municipal Operations**

- Please see the attached report from Wayne C. Fowler
  - Installation of the New Tree City Signs will be done by the end of December.

**Building Permit Log**

- See Attached

December 12, 2019

TO: James D. Gaston III, MPA

FROM: Joseph Cutro, P.E., Traffic Engineering Consultant

SUBJECT: Parking Control – 7300 block Delfield Street

Per your request, I've examined on-street parking control in the 7300 block of Delfield Street, the dead-end segment running north from Thornapple Street.

Since the street is only 18' wide, parking is and should be prohibited on one side. In this case, that would be the street's west side, for which there would appear to be no further parking issues to explore. On the east side of the street, however, curbside parking control is rather chaotic. Parking is generally permitted, but with interspersed NO PARKING clearances at both same-side and opposite-side driveways. These clearances are inconsistently applied, with some driveways having a clearance and others not. As you note, complaints about driveway obstruction persist. As one might expect, there are also parking clearances at the corner of Thornapple, and at the very dead-end of the street, where turnaround space is desirable to offset the street's lack of a cul-de-sac.

To better manage east-side parking control, I would advise against installing yet more parking control signs and clearances. Instead, I would suggest installing MUTCD-compliant parking space markings on the street's pavement, as often seen for parking control in commercial areas, such as on Brookville Road in front of the Village office. The idea here would be to better define where vehicles *should* be parked, rather than cluttering the street with more signs indicating where they *shouldn't* be. In this way, not only would driveway obstruction be discouraged, but parking usage would be optimized by reducing wasted curbside space. At least some of the current east-side parking control signs would have to remain in place, but it might be possible to remove a few. In my mind, the key thing is to avoid further over-signing.

This parking management strategy is not often used in residential neighborhoods, and should be reserved for situations like this one where on-street parking demand is high, but supply is restrained by conditions like a narrow street width.

Should you wish to proceed along these lines, parking space markings (commonly referred to as "ells" and "tees") on Delfield Street can be laid out by me and installed by a thermoplastic contractor as early as April of 2020. The new markings should be accompanied by a cleanup of all parking control signs on the street.

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TO: The Council at the Village of Martin's Additions  
FROM: Wayne C. Fowler, Blue Crab Contracting, LLC  
DATE OF MEMO: December 19, 2019  
SUBJECT: Municipal Operations Report

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7204 Chestnut Street

Interior finishes continue. Waiting on Wall Check and ROW Agreement.

7210 Chestnut Street

Poured new driveway and replacement apron.

3521 Cummings Lane

For sale

3508 Shepherd Street

Rear deck trim in progress.

3412 Taylor Street

Planned adjustments to comply with height check.

3407 Thornapple Street

No recent progress

123 Quincy Street

Project completed

### Priority/Major Projects

- ❖ Meet with Village Manager and Building Administrator to review VMA GIS RFPs
- ❖ The ongoing 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.
- ❖ Tree City Sign Project
  - Installation of new signs

### 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
    - 7203 Delfield St
- ❖ Maintain and update VMA Utility Street and Sidewalk repairs
  - 3523 Bradley Ln, WSSC **Completed**
  - 3407 Thornapple St, WSSC **Completed**
- ❖ Maintain and post VMA No Parking Signs
  - Moving in and out, Large equipment, Tree work, etc.
    - at 3502 Shepherd St
    - at 3503 Shepherd St
    - at 7202 Delfield St
    - at 7314 Delfield St
- ❖ Maintain VMA Houses for sale log
  - Four (4) 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 a weekly basis in
  - 3500 block of Thornapple St and
  - on Taylor St at the Market parking lot entrance.
- ❖ Identify missing and damaged signage in ROW and submit a list to Office.
- ❖ Put out Office recycling for regular weekly pick up.
- ❖ Maintain and submit monthly Municipal Operations Report
- ❖ Maintain and update the VMA External storage inventory spreadsheet

VMA Building Permit Log						DATE OF REPORT 12/19/19					
#	PERMIT No.	PERMIT EXP.	ADDRESS	STREET NAME	APPLICANT	PHONE NO.	EMAIL	DESCRIPTION OF WORK	CONTRACTOR	PHONE	VILLAGE OFFICE COMMENT
1	19-04-03-A	04/03/2020	7204	Chestnut St.	Kimberly & Chris Steed	(202) 669-0834	<a href="mailto:steed@gmail.com">steed@gmail.com</a> <small>Email address is not valid</small>	Additions front, rear & side demo new house dumpster portable toilet HVAC	Jason Evans, Acadia	(301) 801-0777	
2	18-10-11-NC	10/15/2020	7210	Chestnut St.	Robert Siapnik	2404811419	<a href="mailto:siapnik10@outlook.com">siapnik10@outlook.com</a>	Sediment Control	Beluga Builders	(443) 848-7414	
3	19-2-15-PP	8/15/2019	7211	Chestnut St.	Elliott Antoine	(617) 512-0875	<a href="mailto:elliott.antoine@gmail.com">elliott.antoine@gmail.com</a>	Portable toilet dumpster	Ascend Construction	(301) 525-5872	
4	10/2/2019	10/2/2020	3405	Cummings Ln	Kathrina Hample	2023218097	<a href="mailto:kathrina.hample@gmail.com">kathrina.hample@gmail.com</a>	Deck	Fine Earth Landscape	(301) 370-0472	N/A
5	19-03-29-A2	04/08/2020	3521	Cummings Ln	John Nunez	(240) 882-3089	<a href="mailto:jnunez@comcast.net">jnunez@comcast.net</a>	Demo new house dumpster portable toilet HVAC Sediment Control	Belusca Chev Chase Builders	(240) 882-3089	
6	18-11-08-Ad	10/23/2020	3508	Shepherd St.	Camille Wahl	(917) 885-0648	<a href="mailto:camillew@aol.com">camillew@aol.com</a>	portable toilet dumpster portable toilet curb cut	Lliverios Services	(917) 885-0648	
7	19-02-01-UP	2/4/2020	3412	Taylor St.	Monica & John Darvish	N/P	N/P	Demo new house dumpster portable toilet HVAC Sediment Control	Park Bradley Homes	(703) 485-7493	
8	19-05-29-NC	5/30/2020	3407	Thornapple St.	3407 Thornapple Street LLC	(301) 875-1682	<a href="mailto:delambujak@gmail.com">delambujak@gmail.com</a>	dumpster portable toilet HVAC Sediment Control curb cut	Dejan Bujak	(301) 875-1682	
Permit Letter Key:		X - (Year) - (Month) - (Day) - X									
Building		B-2019-12-25									
Container / Dumpster		C-2019-12-25									
Demolition		D-2019-12-25									
Courtsey / Administrative		M-2019-12-25									
Amended		2019-12-25-A									
Variance		2019-12-25-V									
ROW License		2019-12-25-L									
Extension		2019-12-25-E									