



VILLAGE OF MARTIN'S ADDITIONS

7013 Brookville Road (Second Floor, Suite B)

Chevy Chase, MD 20815-3263

Phone (301) 656-4112

www.martinsadditions.org

Agenda for Council Meeting Thursday, September 17, 2020, 7:30 PM

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

7:30 PM Call to Order: Fattig

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

7:41 PM Committee Updates: Fattig

7:51 PM Discussion on Potential Questions for the 2020 Annual Survey ([Packet Page 3-6](#))

8:05 PM Discussion on Potential Sidewalk Repair

8:15 PM Discussion on the Village's Tree Canopy Program

8:25 PM Discussion on the Upcoming Community Forum (October 1)

8:30 PM Building Administrator's Report: Lohmeyer ([Packet Page 7-9](#))

8:35 PM Financial Matters, including Treasurer's Report: Alexander ([Packet Page 10](#))

8:40 PM Manager's Report: Anderegg ([Packet Page 11](#))

8:45 PM Opportunity for Council to hear residents' comments: Fattig

8:50 PM Adjournment: Fattig

*Please Note: Listed times are approximate.



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Virtual Meeting Information

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

1. Dial-In Option

Call: 1 301 715 8592

When prompted, enter the Meeting ID: 867 0327 8775 (you must enter the "#")

Password: 784148

2. Web/Video Option:

- a. Go to the Zoom meeting link: <https://us02web.zoom.us/j/86703278775>
- b. It will take you to Zoom to download, which is free. Then the meeting will launch. You can view the meeting or just listen in and talk when prompted.

Meeting ID: 867 0327 8775

Password: 784148

Topic: VMA Council Meeting

Time: Sept 17, 2020 07:30 PM Eastern Time

Draft Questions for the 2020 Annual Survey

Cover Email

Dear Residents,

The Village Council is seeking resident input on Village services and operations. We use the resident feedback to inform the Council's decision-making process and set Village priorities. The survey should take less than 10 minutes to complete. Please participate! (But please limit your responses to one per household.) The survey will be open from XXX, XXXX, XX, 2020, at 6:00 PM until XX, XXXX, XX, 2020, at 11:59 PM. Survey results will be shared at the Thursday, OCT 15, 2020, VMA Council meeting.

Sincerely,

Village of Martin's Additions Council

Questions

1. Overall, how satisfied are you with the Village operations? (Multiple choice question)

- Extremely satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Extremely dissatisfied

2. If you would like to share your experience with the Village, please describe below. (open-ended question)

3. If you have contacted the Village Office within the last year, how quickly did the Village Office staff respond to your request? (Multiple choice question)

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

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

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

5. Most of the Village budget is spent on providing our residents with services. These services often exceed what is provided by the County, such as bi-weekly trash collection from the side yard, police patrols, and Village sponsored events. Please indicate any changes in services you would like the Village Council to consider, keeping in mind the additional expense the Village would incur from providing such services. (open-ended question)

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

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

7. If you selected disagree or strongly disagree in question 6, please describe your experience. (open-ended question)

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

9. Do you believe the 2020 election was conducted in a fair and open manner? If you have any recommendations or comments, enter them in the comment box. (Yes and No Question, Plus Comments)

- Yes
- No

10. Was getting information and the process of voting easy in the 2020 election? (Yes and No Question, Plus Comments)

- Yes
- No

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

- Monthly Council meeting
- Halloween
- Adult Spring Fling
- I have not participated in any Village events
- Other

12. Please list other events that you would like the Village to organize or host, if any (open-ended question)

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

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

15. Please select your street below. *Required Question* (Multiple choice question)

- Bradley Ln

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

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: September 14, 2020
SUBJECT: Building Administrator's Report

3506 Bradley Lane.

Demolition and building permit applications were submitted to the Village office. The staff has initially reviewed the information. Waiting for MCDPS approval. The resident's information meeting was held on Wed. June 17th. Work is anticipated to begin in Sept. The County has not issued their building permit.

7210 Chestnut St.

The Village issued their building permit on Oct. 11, 2018. The County has closed their permits. Once the applicants finish the front yard improvements and we do a final inspection, the Village Building Permit can be closed.

7200 Delfield St.

The property owners (a partnership) has applied for a Village demolition and building permit for a new house. The MCDPS was issued on Sept. 3rd. The Village staff has completed the initial review of the application and submitted their comments of the applicant. A resident information meeting has not been scheduled.

7220 Delfield St.

The applicant's have submitted an application to demolition the existing house and rebuild a new house. The project is on hold as they are planning to make revisions to the submitted plans.

113 Quincy St.

The applicant's have submitted an application to build a detached garage at the left rear of the house. The staff has reviewed the plans. The MCDPS permit was issued on Aug. 10th. The Village permit is in process.

163 Quincy St.

The homeowner is proposing to add additional parking along the side of the existing driveway. The parking area will be different material than the driveway and the preliminary non-vegetative analysis indicates the non-vegetative area will not exceed 30% of the front yard. They have not filed for a Village permit.

3515 Raymond St.

The applicant has submitted plans to remove the existing house and to construct a new house. The County is reviewing their plans. The applicant's have revised their plans to address the "Wall Plane Length" condition. The informational meeting with the neighbors has not been scheduled. Waiting to the County to approve the plans.

7200 Summit Ave.

On April 28, 2020, the homeowners submitted a Variance Application for the front and rear setbacks in order to construct a new porch and bay window at the front of the existing house and an addition on the north (right) side of the house. The Variance was approved by the Council on July 16, 2020. The applicants have not submitted to MCDPS or the Village.

3414 Taylor St.

The homeowner has submitted an application to install a yard inlet on the lot at 3414 and connect that pipe into the existing MCDOT in front to the lot. They have submitted a right of way agreement for the section of pipe within the Village right of way.

3407 Thornapple St.

The Village issued their building permit on May 30, 2019. Work is continuing 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. On May 29th, the building permit was extended and work is proceeding. The Applicant revised the plans to show a two-car detached garage at the rear of the lot. The MCDPS and the Village has issued their revised building permits.

Miscellaneous Items

The staff is presently working with the following properties:

1. The MSHA has responded to the Village's letter regarding water ponding at the Village street intersections along Brookville Rd. They plan on making improvements to the intersections at Bradley, Quincy, and Cummings this summer. An email was recently sent to MSHA requesting a status report on their improvements.
2. The staff has spoken to several homeowners about proposed improvements to their property.

**Village of Martin's Additions
Financial Report for August 2020
Arthur Alexander, Treasurer
September 16, 2020**

	<u>Actual</u>	<u>Budgeted</u>
June 2020-August 2020		
Revenues	30,938	131,333
Expenses (excluding capital projects)	106,556	127,111
Net Income (revenues minus expenses)	-75,618	4,223
Capital investment expenses	\$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	

Current assets less designated reserves: \$ 519,520

In the current month, September 2020, we plan to transfer \$45,000 from the Village's savings account in the Maryland Local Government Investment Pool (MLGIP) to the checking account to cover projected expenses. In August, the planned and actual withdrawal was \$50,000.

Some of the Village's revenues and spending is lumpy; unlike, for example, the regular office rent, they arise sporadically throughout the year. For example, as part of the cost of the office, we agree to pay the property taxes on the property (shared by all the tenants), which came due in August. On the revenues side, property tax and income tax receipts do not come in regular receipts, but in irregular payments. Because of the unevenness of both costs and income, net income in the first few months of the year can appear to be out of line with the annual budget. Nothing is amiss, just lumpiness.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 9/15/2020

The Village Office is now available for notary services as I have been sworn in and received my official stamp name registry. Please contact the Village Office if you need to schedule a time to get your documents notarized.

Village Directory

The Village Office is completing the work on the directory. We are currently working with a printing vendor on formatting and we hope to have the directories printed and mailed very soon.

Cybersecurity

The Village Office is finalizing the final pieces of the cybersecurity upgrades, which will include an upgraded firewall and the creation of separate staff and guest Wi-Fi networks.

GIS Update

Wallace Montgomery, the Village's GIS contractor, has finished the requested updates to the GIS data. Staff is reviewing the update and will try to finalize this project soon.

Street Cleaning, Leaf Vacuuming, and Snow Plowing RFP

The Village's street cleaning, leaf vacuuming, and snow plowing contracts have expired, and the Village will be shortly issuing an RFP for the services. This RFP will be posted on the Village website as well as with Maryland Municipal League and on the State of Maryland procurement website.