



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, November 19, 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).

6:30 PM The Council will entertain a motion to enter closed session under Maryland Code, General Provisions Article, Section 3-305(b)(1) and (7) to: (i) discuss personnel matters that affect one or more specific individual employees; and (ii) to consult with counsel to obtain legal advice regarding the ethics ordinance.

7:30 PM Call to Order: Fattig

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

7:41 PM Committee Updates: Fattig

- Committee update from the Election committee regarding the 2021 election
- Report out from the Ethics Committee and Recommendations (Nov. 9th meeting)

7:51 PM Report out from and Discussion of the Oct. 1st Community Listening Forum and Key Themes

8:05 PM Discussion of the 2020 Annual Survey Results (**Pages 3-7**)

8:15 PM Building Administrator's Report: Lohmeyer (**Pages 8-10**)

8:20 PM Financial Matters, including Treasurer's Report: Alexander (**Page 11**)

8:25 PM Manager's Report: Anderegg (**Page 12**)

8:30 PM Opportunity for Council to hear residents' comments: Fattig

8:35 PM Adjournment: Fattig

*Please note: Listed times are approximate.



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Virtual Meeting Information

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

1. Dial-In Option

Call: 1 301 715 8592

When prompted, enter the Meeting ID: 884 5221 1432# (you must enter the "#")

Password: 110072

2. Web/Video Option:

- a. Go to the Zoom meeting link: <https://us02web.zoom.us/j/88452211432?>
- 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: 884 5221 1432

Password: 110072

Topic: VMA Council Meeting

Time: Nov 19, 2020 07:30 PM Eastern Time



Constant Contact Survey Results

Survey Name: VMA Annual Survey 2020 Final

Response Status: Partial & Completed

Filter: None

10/13/2020 6:07 PM EDT

TextBlock:

The Village Council is seeking resident input on Village services and operations. We use the resident feedback to inform the Council's decision-making process and set Village priorities. The survey should take less than 10 minutes to complete. Please participate! Please submit the survey only once for each household. The survey will be open from Friday, September 25, 2020, at 5:00 PM until Sunday, October 11, 2020, at 11:59 PM. Survey results will be shared at the Thursday, October 15, 2020, VMA Council meeting.

Overall, how satisfied are you with the Village operations?

Answer	0%	100%	Number of Response(s)	Response Ratio
Extremely satisfied			49	34.0 %
Somewhat satisfied			51	35.4 %
Neither satisfied nor dissatisfied			19	13.1 %
Somewhat dissatisfied			10	6.9 %
Extremely dissatisfied			2	1.3 %
No Responses			2	1.3 %
No Response(s)			11	7.6 %
Totals			144	100%







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

32 Response(s)




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

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			50	34.7 %
Within 3 business days			17	11.8 %
Within one week			7	4.8 %
Never received a response			3	2.0 %
N/A			46	31.9 %
No Response(s)			21	14.5 %
Totals			144	100%

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Within the same day			17	11.8 %
Within 3 business days			7	4.8 %
Within one week			2	1.3 %
Never received a response			7	4.8 %
N/A			87	60.4 %
No Response(s)			24	16.6 %
Totals			144	100%

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			30	20.8 %
No			14	9.7 %
No Response(s)			100	69.4 %
Totals			144	100%

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

69 Response(s)

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.

31 Response(s)

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.

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			89	61.8 %
No			5	3.4 %
No Response(s)			50	34.7 %
Totals			144	100%

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			93	64.5 %
No			10	6.9 %
No Response(s)			41	28.4 %
Totals			144	100%

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			100	69.4 %
No			3	2.0 %
No Response(s)			41	28.4 %
Totals			144	100%

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Monthly Council meeting			29	26.3 %
Halloween (October 2019)			39	35.4 %
Adult Spring Fling at La Ferme (March 2020)			24	21.8 %
I have not participated in any Village events			37	33.6 %
Shred Event (June 2020)			16	14.5 %
Candidate Forum (April 2020)			21	19.0 %
Other			4	3.6 %
Totals			110	100%

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

26 Response(s)

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

34 Response(s)

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.

17 Response(s)

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

32 Response(s)

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

Answer	0%	100%	Number of Response(s)	Response Ratio
Yes			37	25.6 %
No			4	2.7 %
No Response(s)			103	71.5 %
Totals			144	100%

*Please select your street below.

Answer	0%	100%	Number of Response(s)	Response Ratio
Bradley Ln			14	9.7 %
Brookville Rd			4	2.7 %
Chestnut St			6	4.1 %
Cummings Ln			9	6.2 %
Delfield St			7	4.8 %
Melville Pl			3	2.0 %
Oxford St			3	2.0 %
Quincy St			11	7.6 %
Raymond St			10	6.9 %
Shepherd St			7	4.8 %
Summit Ave			11	7.6 %
Taylor St			7	4.8 %
Turner Ln			17	11.8 %
Thornapple St			7	4.8 %
No Response(s)			28	19.4 %
Totals			144	100%

TO: The Council at the Village of Martin's Additions
FROM: Doug Lohmeyer
DATE OF MEMO: November 16, 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 was anticipated to begin in Sept. However, the County has not issued their building permit. On hold until spring 2021.

6609 Brookville Rd.

The applicants have submitted an application to remove the existing porch and add an addition to the existing house. The plans have been reviewed by the Village. Waiting the County's approval.

7200 Chestnut

The applicants applied for a Village building permit to construct an addition to the west side of the existing house. The County issued their building permit on Sept. 3rd. The Village virtual information meeting was held on Tuesday Oct. 6th. None of the adjacent residents participated. The Village building permit was issued on Oct. 9, 2020.

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) have applied for a Village demolition and building permit for a new house. The Village staff has completed the initial review of the application

and submitted their comments of the applicant. The County issued their building permit on Oct. 23rd. The Village resident information meeting has not been scheduled.

7220 Delfield St.

The applicants have submitted an application to demolition the existing house and rebuild a new house. The plans have been revised and are waiting County approval. The Village information meeting has not been scheduled.

113 Quincy St.

The applicants have submitted an application to build a detached garage at the left rear of the house. The MCDPS permit was issued on Aug. 10th. The Village permit was issued on Oct. 13, 2020.

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.

3505 Raymond St.

The new homeowners have applied for a variance to relocate the existing HVAC units from the rear of the house to the right side of the house. The Village Code does not allow HVAC units to project into the minimum side yard setback, so a variance is required. The Variance Hearing on Oct. 29th was suspended and a continuation meeting has not been scheduled.

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 applicants have revised their plans to address the “Wall Plane Length” condition. The informational meeting with the neighbors has been scheduled for Nov. 17th. Waiting to the County to approve the plans.

3517 Shepherd St.

The applicant has submitted an application to add an addition to the right front side of the existing house. The County issued their building permit on Nov. 10th. The Village is reviewing the application now.

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.

3407 Thornapple St.

On May 29th, the building permit was extended and work on the house appears to be complete. 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. According to the builder, the new homeowners may not construct the detached garage. The County has closed their building permit and the Village may soon close out the Village building permit.

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 re-sent to MSHA requesting a status report on their improvements.

**Village of Martin's Additions
Financial Report for October 2020
Arthur Alexander, Treasurer
November 19, 2020**

October 2020

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 54,219	262,667
Expenses (excluding capital projects)	184,787	247,505
Net Income (revenues minus expenses)	-130,568	15,161
 Capital investment expenses	 \$ 0	
Investment reserves (less expenditures)	1,500,000	
Emergency reserves	1,000,000	
 Current assets less designated reserves	 \$ 424,689	

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

As of the end of October, it may appear that the Village is in a deep hole in terms of its spending versus revenues. The reason for the large negative amounts is that the Village's first major funding does not arrive until the end of November, when we receive our principal input from the state income tax.

Capital expenses for the year to date are zero. This will change as we repair the sidewalks, which is currently an ongoing project.

From: Niles Anderegg, Village Manager
To: Village Council
Subject: Village Office Update
Date: 11/17/2020

Annual Audit

The Village's auditors have completed their work. The results of the audit will be shared with the residents and a presentation will given at the December meeting.

Sidewalk Repair

The Village has undertaken various repairs to the Village sidewalks that were deemed to be potential hazards. These repairs began last week and will be concluded this week. The Office would like to thank residents for their cooperation in this effort, which has gone very smoothly.

Leaf Vacuuming

The Village has completed one round of leaf vacuuming and is in the process of completing the second round this week. In addition, there will be two more rounds of leaf vacuuming, one the week of November 30th and the other the week of December 14th.

Tree Canopy Program

Thank you to everyone who participated in the tree canopy program. The Village received 23 applications and at least 6 trees will be planted as a result of this program.

Fall Leaf Bag Distribution

Thank you to everyone who filled out the leaf bag poll. There has been a delay in our supplier's delivery of the leaf bags. We anticipate having them delivered this week. As soon as we have them, we will distribute them to the community.

Village Directory

The Village Office is completing the work on the directory. Emails will be sent out to each street with the entries for that street for residents to review and make any changes. Please be on the lookout for these emails.

GIS Update

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

RFPs

Several RFPs will be issued within the next couple of weeks for services that expire at year end. These include the RFPs for municipal operations, landscaping and tree care. The Office anticipates that these RFPs will be issued before December 1st and will be concluded before the December Village Council meeting.