

Village of Martin's Additions
7013 Brookville Road, Suite B, Chevy Chase, MD 20815
Minutes for Council Meeting on
July 19, 2018

Council Members Present: Richard Krajeck; Arthur Alexander; Susan Fattig; Katya Hill; Tiffany Cissna; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Tina Lurie; **Attorney:** Ron Bolt; **Residents and other attendees:** Keith Allen (Turner Ln.); Riley Markham (Turner Ln.); Ted Stoddard (Turner Ln.); Elissa Bean (Turner Ln.); Lauren Biel (Delfield St.); Bernice Duval (Taylor St.); Marty Langelan (Chestnut St.); Bonnie Baugh (Summit Ave.); Sally Maran (Turner Ln.); John Sharrow (Chestnut St.); Kristi Tampio (Summit Ave.); Robin Saidov (Pepco);

7:30PM Call to Order: Krajeck

7:31PM Election of Village Council Officers

Council member Krajeck asked the Council if they want to elect officers via a slate. Council member Hill motioned to elect Council member Krajeck as Chair, Council member Cissna as Vice Chair, Council member Alexander as Treasurer and Council member Fattig as Secretary. Council member Fattig seconded. All in favor.

7:31PM Resident Comments

Keith Allen (Turner Ln.) gave the weather report. He predicted lots of rain ahead, and the potential for flash flooding.

Council member Krajeck thanked Riley Markham, David Bjorklun and Keith Allen for all their hard work helping with the Independence Day party on July 1.

7:35PM Village Committee and Volunteer Appointments:

Council Chair Krajeck presented the following Committee appointments and motioned to approve as presented. Council member Alexander seconded; all in favor:

Community Engagement Committee: Lauren Biel (Delfield St.) - Chair, Elissa Bean (Turner Ln.), Kristi Tampio (Summit Ave.)

Election Committee: Marty Langelan (Chestnut St.) – Chair, Jesse Tampio (Summit Ave.), Lauren Bield (Delfield St.), Halie Soifer (Turner Ln.), and one more slot TBD

Ethics Committee: Todd Mann (Raymond St.) – Chair, Mark Efron (Raymond St.), Paula Desio (Quincy St.)

Tree Supervisor: Paula Goldberg (Bradley Ln.)

7:40PM Opportunity for Council to hear resident comments:

Lauren Biel (Delfield St.) reported that Rebecca Gale is following up on the composting presentation from last month. She also asked if the Village would consider making improvements to the playground at Shepherd Park.

John Sharrow (Chestnut St.) asked about a car that was parked on the street for over a month, and whether it would be towed. Assistant Manager Lurie reported that the police officers were notified and the car's owner was out of town. If they did not move their car by the weekend, the police would have the vehicle towed. Referring to the Code, Council member Krajeck suggested the Village tag cars that are sitting for too long.

Sally Maran (Turner Ln.) said that she has noticed recycling bins being left on their side and lids are left open, or in the middle of the driveway after pickups. She asked that bins be placed back in the spot in which they were left so as to not block street parking or driveway entrances.

7:50PM Committee Updates:

Community Engagement Committee: Elissa Bean (Turner Ln.) reported that street captain meeting was held last week. She noted that Village staff will supply and fill welcome bags for street captains to pick up. She also said that street captains will ask new residents if they want their information published in newsletters as a "Welcome to the neighbor" feature. Lauren Biel reported that street captains have agreed to have their names published. She also stated that Natalie Welle (Oxford St.) contacted the Chevy Chase Historical Society about an oral history project, which they would be happy to help the Village on if such a project is organized. She also mentioned the committee is working on a movie night for Labor Day weekend. Barbara Sacks-Singer will be spearheading that effort.

Marty Langelan (Chestnut St.) – Election Committee: Ms. Langelan thanked the staff for updating the Resident Directory. Council member Alexander noted one more person is needed for the Election Committee. (NOTE: Lorie Mitchell (Cummings Ln.) has agreed to join the Election Committee, pending nomination and appointment at the next Village Council meeting).

8:00PM Action on Meeting Minutes of June 21, 2018

Council member Fattig moved to approve, Council member Hill seconded, all in favor. Minutes are available on the Village website.

8:05PM Building Administrator's Report: Lohmeyer

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

FROM: Doug Lohmeyer

DATE OF MEMO: July 16, 2018

SUBJECT: Building Administrator's Report

7210 Chestnut St.

The Village has issued a demolition permit for the removal of the ex. house. The demolition has been completed. The applicant is working with the architect to finalize the architectural plans for the new house. Nothing has been submitted to MCDPS or the Village.

3405 Cummings La.

The applicant has submitted for a building permit from MCDPS and the Village. The Village issued a building permit on 9/11/17 and construction is on-going. We will check to see if the project will be completed before the expiration date.

7208 Delfield St.

A dumpster permit has been issued for interior kitchen improvements in the ex. house. A performance bond has been posted to cover any damage to the Village right of way. The applicant recently amended the MCDPS permit for additional interior improvements.

116 Quincy St.

The Villages has issued a building permit for the homeowner to add a covered deck to the left rear back of the ex. house. Work is under construction.

3404 Shepherd St.

The proposed improvements were not completed prior to the original building permit expiration date. The Village has extended the applicant's building permit until May 16, 2019.

3409 Shepherd St.

In addition to interior improvements, the homeowners are enclosing the deck at the right rear of the house.

3501 Shepherd St.

The applicant has submitted a building permit application to make several improvements to the existing house. The County and Village has issued building permits and the work is proceeding.

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 19th. The applicant expects to receive the

County building permit in about two weeks. The County has already approved the applicant's sediment control plans and a permit to connect an on-site, private 6" storm drain pipe into the County storm drain inlet in Taylor St. A Village right of way permit will be required for this connect, since the proposed 6" pipe will pass through the Village right of way.

MCDPS has completed their review and issued a building permit. The staff is completing the Village's final review.

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.

MCDPS will not release the sediment control permit until the applicant removes the excess dirt that was placed on the lot at 3407. The additional grading was not approved by MCDPS. The owner has placed some materials on-site and covered it with a tarp but has not begun the re-grading of the lot. I recommend the Village retain the performance bond until the grading has been completed, the MCDPS has released their sediment control permit, the old driveway apron has been removed, and the damaged section of curb are replaced.

3407 Thornapple St.

The applicant's engineer says the owner is looking at different architectural options and plans.

Miscellaneous Items

The staff is presently working with the following properties:

- 3520 Bradley La. – concept plan for an addition at the rear of the ex. house
- 6701 Brookville Rd.- concept plan for improvements to house and lot
- 3521 Cummings Lane - concept plan for improvements to house and lot
- 7209 Delfield St. - concept plan for improvements to house and lot
- 120 Quincy St. – water leaking from behind the curb
- 3504 Shepherd St. - concept plan for improvements to house and lot
- 3508 Shepherd St. – drainage issues

Discussion on 3521 Cumming Lane:

Mr. Lohmeyer passed out a site map to the Council. Currently there are two curb cuts, and the applicant asked the Council to consider whether a variance would be required to connect the two, forming, in essence, a circular driveway. After a discussion, the Council decided that the applicant would be required to submit a permit application before a definitive answer could be given.

Marty Langelan (Chestnut St) asked whether permeable driveways would be included in Village restriction on non-vegetative surfaces. Mr. Lohmeyer noted that because the Code currently reads “non-vegetative,” therefore permeable driveways would still be included in the calculation.

8:30PM Discussion of Wall Plane Height:

The Council discussed the current definition of wall plane height, and whether the definition should be changed. Mr. Lohmeyer reported that he looked at a number of houses on sloped lots and did not find any that were granted under the current language but would have been denied under the new proposal. The Council asked Mr. Bolt to write up language for introduction at the next Council meeting, and this matter will be discussed further.

8:45PM Financial Matters, including budget amendments:

Council member Alexander stated that June is the end of the fiscal year. Council member Krajeck moves to approve the Treasurer’s report and re-allocation of money. Council member Cissna seconds, all in favor.

Village Manger Trollinger discussed his report. He also discussed a street light being out on Summit Avenue, and Pepco’s assertion that the Village is out of spares. Mr. Trollinger is looking into whether a warranty is available for any streetlights that have already gone out. In the meantime, Pepco will need to replace the streetlights, though it may not be with the same model throughout the Village. Mr. Trollinger is also discussing with Pepco and its sub-contractor, Rockingham, what happened to the seven spares that the Village ordered with its installation.

9:00PM Manager’s Report

Manager's Report July 19, 2018

Administrative Matters:

- **Office Redesign and Orientation:** Work and installations have been completed, and the carpet cleaned. New computers are being set up and all data backed up.
- **Audit:** The Village has retained LSWG for its annual audit.
- **Accounting:** The Village has begun looking into taking additional accounting processes in the office.
- **Records Archival:** An initial pickup was completed, and additional files are to be sent to Maryland State Archives, in accordance with the Village's records retention

policy. Village staff will be going over old building permits and other related materials in an effort to hopefully clear out additional space in the office.

- **Welcome Bags:** The Village continues to provide welcome bags for new residents with the help of Community Engagement "Street Captains." Thank you to all who continue to help out, and please let the office know if someone moves in so we can welcome them and get their contact information.
- **Community Events**
 - **Independence Day:** The Village held its "4th of July" celebration from 2:00 – 5:00 pm on Sunday July 1. Big thank yous are due to Keith Allen, who graciously helped with getting permission from Park & Planning, in addition to set-up, take-down, and provided electricity and extra water for both rides and attendees the day of the event; Riley Markham and David Bjorklun for lending their hands to set-up, take-down, and clean-up; Kristi Tampio, who helped pick out rides and vendors, event layout, and spearheaded the volunteer effort; and the rest of the Community Engagement Committee for their enthusiasm and support in this event and all the others. Additional thanks to the Village's Assistant Manager, Tina Lurie, who was the Village's point-of-contact for the event and put in an extra day's work on a hot Sunday afternoon. Multiple residents have reported it being the best 4th of July event they can remember, and it could not be done without a community-wide effort.
 - **Movie in the Park:** Preliminary arrangements are being made for a "Movie in the Park" night, presented by the Village of Martin's Additions, with help from the Community Engagement Committee (special shout-out to Barbara Sacks-Singer of Thornapple Street). The movie has not been selected yet, but the tentative dates we are considering are Saturday September 1 or Sunday September 2. More details will be coming in the weeks and months ahead.
- **Village Directory:** The 2018 Village Directory has been completed and sent to houses. This year's addition is pink! The Village has begun working with Revize (the Village's website host) to put a digital directory on the Village's websites. Residents will be required to log in to view the directory to maintain privacy.
- **Contracts:**
 - **GIS:** GIS has been moved over to the new computers. Once our current Esri contract runs out at the end of the month, we will move over to the online software, housed by CNA. The Village maintains its rights to the proprietary information.

Utilities: WSSC

- WSSC has returned to VMA for a sewer main replacement project. The following streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. Work is ongoing on Raymond Street, and the sewer main replacement should be completed by the end of next week. A manhole has also been replaced, and after the main is replaced, WSSC will begin work on individual connections to houses, which will take another two to three weeks. After Raymond, WSSC will circle back to take care of Quincy, and will finish up the remaining streets.

Streets & Sidewalks:

- Staff and Council member Tiffany Cissna met with State Highway officials at the MML conference to see if they could help expedite the Brookville/Taylor intersection redesign project. State Highway recently followed up to say that they were initially working to make these improvements via the traditional design/bid/build process, but in order to advance the location as quickly as possible we have decided to work with an on-call contractor via an area-wide contract. They are working on the appropriate documentation and expect to have this project to begin construction by this fall.
- Village staff has sent over the traffic studies on Thornapple to Chevy Chase Section 5. Section 5 staff has reviewed but has not heard complaints from residents about excessive speeding. Section 5 staff and Council would potentially be interested in a discussion about installing sidewalks on Thornapple to help with pedestrian safety.

Sanitation:

- The last bulk pickup occurred on July 14, in coordination with A Wider Circle. The next bulk pickup will be September 8. A Wider Circle will do their pickup on Friday, September 7.

Building Administration:

- Please see report from Doug Lohmeyer, attached.

Mr. Trollinger mentioned that the Community Engagement Committee is planning a Labor Day weekend movie night in Shepherd Park. As of now, it is scheduled for Saturday September 1.

The Council also discussed a potential speed bump on Thornapple Street.

9:10PM Opportunity for Council to hear residents' comments:

Bernice Duval (Taylor St.) asked about the empty lot at 3412 Taylor, which has County permits posted, but not VMA permits. There is also a port-a-potty there. Ms. Duval is concerned about large trucks on the street during tree removal from the property. Mr. Trollinger reported that the Village is still reviewing the permit and will not issue one until the site is in compliance with the Village Code and the port-a-potty removed.

Lauren Biel (Delfield St.) said that the property owner of 3412 Taylor allowed neighbors to take plants from the site, which helped drum up interest in a Village "Green Thumb Club," which is currently in the works.

Elissa Bean (Turner Ln.) asked if the Village would consider adding email addresses to the Resident Directory. It was discussed that many residents did not want their emails published. However, this may be considered when we publish the next directory in a few years, and when if the directory is put online.

9:22PM Council member Krajeck motioned to adjourn, Council member Alexander seconds, all in favor. The meeting is adjourned.