

**Village of Martin's Additions**  
7013 Brookville Road (Suite B, 2nd floor)  
Chevy Chase, MD 20815-3263

**Agenda for  
Council Meeting  
September 20, 2018**

*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 Traffic and Safety Update: Officer Nick Picerno
- 7:35 PM Opportunity for Council to hear residents' comments: Cissna
- 7:45 PM Committee Updates
- 7:50 PM Action on Meeting Minutes of July 19, 2018: Cissna
- 7:55 PM Building Administrator's Report: Lohmeyer
- 8:00 PM Introduction of Code Amendments: Bolt
- 8:30 PM Annual Survey: Hill
- 8:50 PM Financial Matters: Alexander
- 8:55 PM Manager's Report: Trollinger
- 9:05 PM Opportunity for Council to hear residents' comments: Cissna
- 9:15 PM Closed Session: Discussion of Personnel Matters
- 9:25 PM Adjournment: Cissna

**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 19<sup>th</sup>. 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.

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

FROM: Doug Lohmeyer

DATE OF MEMO: September 19, 2018

SUBJECT: Building Administrator's Report

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**7210 Chestnut St.**

The Village has received an application for a new house to be built on the vacant lot. The plans are being reviewed by staff. The information meeting with the residents was held on Monday Sept. 17<sup>th</sup>. As soon as MCDPS issues their building permit, the Village's permit will be ready.

The Village contacted the County Housing and Community Dev. Office in order to have the land owner mow the high grass on the lot. It appears the applicant is cutting the tall grass.

**3405 Cummings La.**

The approved addition to the rear of the existing house has been completed. The MCDPS building permit and the Village building permit have been closed.

**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.

**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.

### **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 19<sup>th</sup>. 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. The Village building permit has been issued, but the applicant has not picked up the permit and work has not begun,

### **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.

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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. The Village contacted the County Housing and Community Dev. Office in order to have the land owner mow the high grass on the lot. The lot was mowed last week.

## **Miscellaneous Items**

The staff is presently working with the following properties:

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3521 Cummings Lane - concept plan for improvements to house and lot

7209 Delfield St. - concept plan for improvements to house and lot

Quincy St. storm drain relocation

120 Quincy St. – water leaking from behind the curb

3508 Shepherd St. – drainage issues and pending building permit application

Ordinance No.: 9-18-1  
Introduced: September 20, 2018  
Adopted:  
Effective Date:

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

**SUBJECT:** AN ORDINANCE TO AMEND THE CODE OF ORDINANCES TO CORRECT TYPOGRAPHICAL ERRORS IN DIAGRAMS RELATING TO BUILDING HEIGHT; AMEND THE DEFINITION OF WALL PLANE HEIGHT; CLARIFY THE REQUIRED ADDITIONAL SIDE SETBACK; DEFINE "MAINTAIN" AND "REPAIR" WITH RESPECT TO DEVELOPMENTAL NONCONFORMITIES; AND OTHERWISE CLARIFY THE CODE

WHEREAS, Local Government Article, Section 5-202 of the Maryland Code 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;

WHEREAS, Maryland Code, Local Government Article, Section 5-211 authorizes the legislative body of each municipal corporation in the State of Maryland to make reasonable regulations concerning buildings to be erected within the limits of the municipality, including a building code and the requirement for building permits;

WHEREAS, Section 501 of the Charter of the Village of Martin's Additions authorizes the Village Council to pass such ordinances as it may deem necessary for the preservation of the property, rights, and privileges of the Village and its residents;

WHEREAS, the Village Council introduced the following Ordinance at a public meeting held on September 20, 2018;

WHEREAS, after proper notice to the public, the Village Council considered the following Ordinance in public session assembled on \_\_\_\_\_, 2018;

WHEREAS, the Village Building Permit Administrator, counsel, and staff, have made certain recommendations to the Village Council for amendment of the Village building regulations, including the removal of typographical errors and the addition and clarification of definitions and provisions, as discovered necessary through the ongoing implementation of the building regulations;

WHEREAS, the Village Council finds that the foregoing Ordinance would assure the good government of the municipality, protect and preserve the municipality's rights, property, and

privileges, preserve peace and good order, secure persons and property from danger and destruction, and protect the health, comfort and convenience of the citizens of the Village of Martin’s Additions, and is necessary for the preservation of the property, rights, and privileges of the Village and its residents.

NOW, THEREFORE, the Village Council does hereby adopt the following Ordinance.

BE IT ORDAINED AND ORDERED, this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2018, by the Village Council, acting under and by virtue of the authority given it by the Maryland Code and the Charter of the Village of Martin’s Additions, that the Village Code is hereby amended as follows:

\* \* \*

**Section 6-303.           Applications; Investigations and Inspection; Issuance**

\* \* \*

(f) An applicant for a Village building permit shall provide the Village with a copy of the Montgomery County building permit within three (3) days of its issuance by the County. If the proposed activity described in the issued Montgomery County building permit **or plans** differs from that described in the original (or subsequent resubmission, if any) application for the Village building permit, an amended building permit application shall be filed and the residents of all Village properties that border or directly face the property with respect to which the permit is sought will be notified. A building permit issued by Montgomery County shall be prima facie proof of compliance with applicable County and State law.

\* \* \*

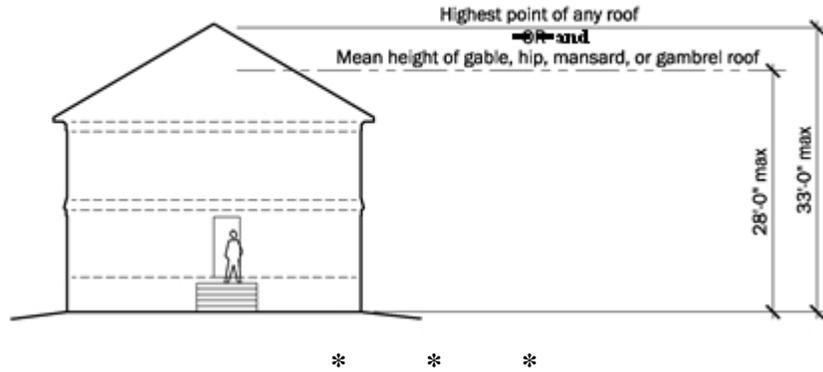
(Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 4-16-1, effective 7/6/16; **Ord. No. 9-18-1, effective 0/0/00**).

\* \* \*

**Section 7-101.           Definitions**

\* \* \*

(d) “Building height” means the vertical distance measured from the average elevation of the grade along the front of the building to: (1) the highest point of roof surface regardless of roof type, and (2) the mean height level between the eaves and ridge of a gable, hip, pyramidal, mansard, or gambrel roof. Building height is separately measured on both street-facing sides of a corner lot. For the purpose of this definition, grade is either the finished development grade or the pre-development grade, whichever is lower.



(xx) “Wall plane length” means the horizontal length along the face of an exterior wall of a building uninterrupted by a projection or inset of three (3) feet or more that extends a horizontal distance of five (5) feet or more.

(yy) “Wall plane height” means the maximum vertical distance at any point on any exterior wall of a building between the highest point of a wall plane and the adjoining post-construction grade elevation, uninterrupted by a projection or inset of three (3) feet or more that extends a horizontal distance of five (5) feet or more. For the purpose of this definition, ~~grade is either the finished development grade or the pre-development grade, whichever is lower.~~ Dormers shall be considered part of the wall plane below unless they are recessed from the wall plane below by a minimum of three (3) feet.

\* \* \*

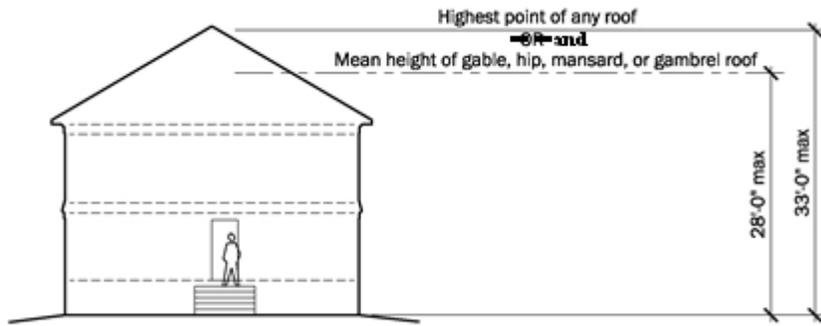
(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 12-09-1, adopted 1/21/10, effective 2/10/10; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 4-16-1, effective 7/6/16; **Ord. No. 9-18-1, effective 0/0/00**).

\* \* \*

**Section 7-402. Construction Standards and Requirements**

(a) Building Height:

(1) The height of the main building shall not be greater than thirty-three (33) feet to the highest point of roof surface regardless of roof type, and twenty-eight (28) feet to the mean height level between the eaves and ridge of a gable, hip, pyramidal, mansard, or gambrel roof.



\* \* \*

(e) Setbacks

\* \* \*

(2) Rear: Except as otherwise set forth in this Chapter, no rear wall or rear projection of any main building shall be located farther than eighty (80) feet from the established building line, or the twenty-five (25) foot front building restriction line, whichever is greater; **In addition, no rear wall or rear projection of any main building shall be located** or closer to the rear lot line than twenty (20) feet.

(3) Side

\* \* \*

(ii) Additional side setback: a wall plane or projection of a main building that extends **or is located** forty-four (44) feet or more to the rear from ~~the~~ **a building's** front building line shall be setback at least an additional:

1. Sum of both sides: six (6) feet; and
2. Each side: two (2) feet ~~from the side building line of the first forty-four (44) feet of the wall.~~

\* \* \*

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 4-10-1, adopted 6/17/10, effective 7/8/10; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 1-17-1, effective 4/5/17; **Ord. No. 9-18-1, effective 0/0/00**)

\* \* \*

**Section 7-404. Developmental Nonconformities**

A developmental nonconformity may be maintained, altered, or repaired, but not replaced, provided that it may not be enlarged in any manner, including but not limited to enlargement of any three-dimensional boundary that existed on June 16, 2009, except in accordance with this Chapter. **As used in this Section, “maintained” and “repaired” shall have the same meaning as “ordinary repairs or maintenance”, as defined in Section 6-101.**

(Ord. No. 4-09-2, adopted 5/27/09, effective 6/16/09; Ord. No. 11-15-1, adopted 1/21/16, effective 2/10/16; Ord. No. 10-16-1, adopted 12/15/16, effective 1/4/17; **Ord. No. 9-18-1, effective 0/0/00**)

AND BE IT FURTHER ORDAINED AND ORDERED, by the Village Council, acting under and by virtue of the authority granted to it by the Maryland Code, and the Charter of the Village of the Village of Martin’s Additions, that:

(1) If any part or provision of this Ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the Ordinance as a whole or any remaining part thereof; and

(2) This Ordinance shall take effect on the \_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

THE VILLAGE OF MARTIN’S ADDITIONS

\_\_\_\_\_  
Susan Fattig, Secretary

\_\_\_\_\_  
Richard Krajeck, Chair  
Village Council

Underline indicates new material  
~~Strikethrough~~ indicates material deleted  
\* \* \* indicates material unchanged

1. Overall, how satisfied are you with the Village operations?
  - 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.
3. If you have contacted the Village office within the last year, how quickly did the Village office staff respond to your request?
  - Within the same day
  - Within three 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?
  - Within the same day
  - Within three 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. Services listed below are an expansion of standard County services. Rank in order of importance to your family (1 being the most important and 5 being the least important). If you would like the Village to continue providing these services at their current levels, type "No Change" in the comment box.
  - Trash pickup twice per week from side or backyard (as opposed to once per week at the curb)
  - Bulk trash pickup every other month
  - Yard waste pickup once per week
  - Police patrols (our current contract is with two Montgomery County police officers for combined ten hours per week)
  - Village-sponsored community events (e.g., Halloween parade, etc.)
    - Comment:
6. Please indicate any changes in services you would like the Village Council to consider.
7. I believe the enforcement of the building codes has been fair and effective.
  - Strongly agree
  - Agree
  - Neither agree nor disagree
  - Disagree
  - Strongly disagree
8. If you selected disagree or strongly disagree in question 8, please describe your experience.
9. What is the most effective method of communicating information to you? Please select all that apply.

- Email communications (for example, using Constant Contact, our current email service)
  - Village website
  - Village newsletter delivered to your home via US Mail
  - Village newsletter delivered to you via email.
10. What kind of information would you like to received from the Village office?
- Notice of upcoming events
  - Notice of issues under consideration by the Council
  - Police communications and crime reports
  - Other
11. *(NEW) Would you support adding email addresses to future Village directories on an optional basis?*
12. Do you believe the 2018 Village Election was conducted in a fair and open manner/ If you have any recommendations or comments, please enter them in the comment box.
- Yes
  - No
  - Comment:
13. *(NEW) Would you be interested in participating in a composting service, paid for by Village funds?*
14. *(NEW) Would you be interested in participating in a Village-sponsored composting service, paid for directly by individual participating households?*
15. *(NEW) Do you support installing sidewalks at the north end of the Village?*
16. What Village events have you participated in in the past year (please select all that apply)?
- Halloween
  - Independence Day/4<sup>th</sup> of July
  - Valentine’s wine tasting at La Ferme
  - Celebration on the Sidewalk/Election
  - Movie Night
  - I have not participated in any Village events
  - Other
17. Please list, if any, other events that you would like the Village to organize or host.
18. 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 you, please contact the Council directly at [VMACouncil@googlegroups.com](mailto:VMACouncil@googlegroups.com).
19. Do you have anything else that you would like to share with the Village Council? For example, you could provide suggestions on what you would like to see more of less of in how we operate.
20. Please select your street below:
- 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.

**Village of Martin's Additions  
Financial Report for May 2018  
Arthur Alexander, Treasurer  
Sept. 20, 2018**

July 2018 through August 2018

	<u>Actual</u>	<u>Budgeted</u>
Revenues	\$ 37,595	36,670
Expenses (excluding capital projects)	112,212	106,150
Net Income (revenues minus expenses)	-74,617	-69,480
Capital expenditures	\$0	
Allocated capital improvements funds	\$ 1,000,000	

Reserve account (current assets less designated allocations): \$ 1,862,008

Two months into the fiscal year, revenues and spending are about what the Village had projected when the budget was adopted in May. Expenses are running ahead of revenues because the major disbursements of property tax and income tax do not occur until October and November. Major road paving projects are awaiting completion of sewer work, but ongoing repairs may be undertaken sooner.

**Village of Martin's Additions  
Treasurer's Report  
August 2018**

	<u>Aug 18</u>	<u>Budget</u>	<u>Jul - Aug 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees	4,075.00	1,250.00	4,075.00	2,500.00	15,000.00
4020 · Cable TV Franchise Fees	0.00	0.00	0.00	0.00	8,000.00
4040 · County Revenue Sharing	26,832.00	0.00	26,832.00	26,800.00	26,800.00
4050 · Highway Users Fees	0.00	1,920.00	0.00	3,840.00	23,000.00
4060 · Income Tax	0.00	0.00	0.00	0.00	700,000.00
4080 · Personal Property Tax	0.00	0.00	12.55	0.00	6,000.00
4090 · Real Property Tax	2,271.21	100.00	2,445.79	100.00	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	4,225.33	1,665.00	4,229.68	3,330.00	20,000.00
4136 · WSSC - Street Work	0.00	0.00	0.00	100.00	100.00
<b>Total 4000 · Revenue</b>	<b>37,403.54</b>	<b>4,935.00</b>	<b>37,595.02</b>	<b>36,670.00</b>	<b>836,900.00</b>
<b>4200 · Prior Years Surplus</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,690,671.00</b>	<b>2,690,671.00</b>
<b>Total Income</b>	<b>37,403.54</b>	<b>4,935.00</b>	<b>37,595.02</b>	<b>2,727,341.00</b>	<b>3,527,571.00</b>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	1,604.84	1,250.00	3,464.68	2,500.00	15,000.00
5025 · Office Furniture & Equipment	131.39	2,100.00	5,379.76	4,200.00	25,000.00
5030 · Insurance	906.00	0.00	6,527.00	6,000.00	6,000.00
5040 · Printing & Mailing	0.00	425.00	1,585.33	850.00	5,000.00
5050 · Dues & Subscriptions/Conference	100.00	0.00	4,112.08	0.00	10,000.00
5055 · Storage Rental	316.00	333.00	316.00	666.00	4,000.00
5060 · Office Lease	6,634.53	2,667.00	8,825.20	5,334.00	32,000.00
5065 · Telephone	309.78	333.00	618.96	666.00	4,000.00
5080 · Holiday Fund	0.00	0.00	0.00	0.00	8,000.00
<b>Total 5000 · General Government</b>	<b>10,002.54</b>	<b>7,108.00</b>	<b>30,829.01</b>	<b>20,216.00</b>	<b>109,000.00</b>

**Village of Martin's Additions  
Treasurer's Report  
August 2018**

	<u>Aug 18</u>	<u>Budget</u>	<u>Jul - Aug 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5100 - Salaries &amp; Benefits</b>					
5110 - Managerial & Office Salaries	14,507.66	11,000.00	19,203.05	22,000.00	132,000.00
5120 - Payroll Taxes & Benefits	2,314.94	1,916.00	3,377.94	3,832.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	<u>16,822.60</u>	<u>12,916.00</u>	<u>22,580.99</u>	<u>25,832.00</u>	<u>155,000.00</u>
<b>5200 - Professional Fees</b>					
5210 - Accounting & Auditing	2,700.00	2,700.00	5,400.00	5,400.00	39,000.00
5220 - Building & Permitting					
5222 - Building Review & Permits	0.00	2,500.00	0.00	5,000.00	30,000.00
5224 - Enforcement & Oversight	1,435.00	1,000.00	5,885.00	2,000.00	12,000.00
5226 - Municipal Operations	1,330.00	1,000.00	1,330.00	2,000.00	12,000.00
<b>Total 5220 - Building &amp; Permitting</b>	<u>2,765.00</u>	<u>4,500.00</u>	<u>7,215.00</u>	<u>9,000.00</u>	<u>54,000.00</u>
5230 - Legal	2,831.00	3,333.00	2,831.00	6,666.00	40,000.00
5240 - Police	4,956.71	2,583.00	4,956.71	5,166.00	31,000.00
5244 - Traffic Engineering	0.00	833.00	0.00	1,666.00	10,000.00
5246 - Records Retention & Disposal	0.00	0.00	0.00	0.00	1,500.00
5247 - GIS Update	0.00	416.00	0.00	832.00	5,000.00
<b>Total 5200 - Professional Fees</b>	<u>13,252.71</u>	<u>14,365.00</u>	<u>20,402.71</u>	<u>28,730.00</u>	<u>180,500.00</u>
<b>5300 - Streets</b>					
5305 - Streets - General					
5310 - Street Lighting - PEPCO	0.00	1,333.00	0.00	2,666.00	16,000.00
5322 - Street Cleaning - Fall/Spring	0.00	0.00	0.00	0.00	15,000.00
5324 - Street Maintenance - Other	0.00	1,250.00	0.00	2,500.00	15,000.00
5326 - Leaf Vacuuming	0.00	0.00	0.00	0.00	15,000.00
<b>Total 5305 - Streets - General</b>	<u>0.00</u>	<u>2,583.00</u>	<u>0.00</u>	<u>5,166.00</u>	<u>61,000.00</u>
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	20,000.00
<b>Total 5349 - Snow Removal Services</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>
<b>Total 5300 - Streets</b>	<u>0.00</u>	<u>2,583.00</u>	<u>0.00</u>	<u>5,166.00</u>	<u>86,000.00</u>

**Village of Martin's Additions  
Treasurer's Report  
August 2018**

	<u>Aug 18</u>	<u>Budget</u>	<u>Jul - Aug 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 · Waste &amp; Recycling</b>					
5410 · Waste Collection & Recycling	0.00	7,083.00	25,126.86	14,166.00	85,000.00
5420 · Leaf Bags	0.00	0.00	0.00	0.00	15,000.00
5425 · Recycling Bins	0.00	100.00	0.00	200.00	1,000.00
<b>Total 5400 · Waste &amp; Recycling</b>	<u>0.00</u>	<u>7,183.00</u>	<u>25,126.86</u>	<u>14,366.00</u>	<u>101,000.00</u>
<b>5500 · Other</b>					
5510 · Tree Maintenance	1,934.00	3,000.00	1,934.00	6,000.00	35,000.00
5515 · Tree Replacement	0.00	0.00	0.00	0.00	6,000.00
5518 · Right-of-Way Landscaping	1,425.00	0.00	1,425.00	0.00	8,000.00
5520 · Community Events	1,235.94	0.00	9,013.14	5,000.00	30,000.00
5530 · Website	0.00	420.00	900.00	840.00	5,000.00
<b>Total 5500 · Other</b>	<u>4,594.94</u>	<u>3,420.00</u>	<u>13,272.14</u>	<u>11,840.00</u>	<u>84,000.00</u>
<b>5600 · Initiatives</b>					
5630 · Tree Planting Initiatives Prog.	0.00	0.00	0.00	0.00	2,000.00
<b>Total 5600 · Initiatives</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>
<b>5800 · Designated Funds</b>					
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
<b>Total 5800 · Designated Funds</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>	<u>1,000,000.00</u>
<b>5900 · Undesignated Fund Balance</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,810,071.00</u>	<u>1,810,071.00</u>
<b>Total Expense</b>	<u>44,672.79</u>	<u>47,575.00</u>	<u>112,211.71</u>	<u>2,916,221.00</u>	<u>3,527,571.00</u>
<b>Net Income</b>	<u><b>-7,269.25</b></u>	<u><b>-42,640.00</b></u>	<u><b>-74,616.69</b></u>	<u><b>-188,880.00</b></u>	<u><b>0.00</b></u>

## Manager's Report September 18, 2018

### Administrative Matters:

- **Audit:** The Village has retained LSWG for its annual audit. The audit is currently underway, and LSWG will present its findings at the November Council meeting.
- **Accounting:** Once the audit is complete, the Village will meet with the accountant to discuss the best way to take additional accounting processes in the office.
- **Records Archival:** Another pickup is in the queue at Maryland State Archives.
- **Leaf Bags:** Should be delivered the first week of October. Due to recent unexpected staffing changes, Laniados may be unable to deliver to individual households this year (still TBD). Village staff is working on a contingency plan.
- **Community Policing:** VMA has hired two additional police officers to monitor some of the problem areas, including the Brookville/Taylor intersection, and on Thornapple Street, among others. The officers are working two shifts per week each at a.m. and p.m. rush hour times, and have been given explicit instruction to ticket and issue written warnings to traffic law violators. We have contracted with them through the end of September, but they are available to extend that if the Village wishes to do so.
- **Tree City USA:** (~FILL IN~)
- **Tree Planting:** The Village arborist and Tree Supervisor will be identifying spots for new trees in the Village right-of-way in the next couple of weeks. The Village is also planning to do an email blast
- **Community Events:**
  - **Movie in the Park:** The Village organized a Movie Night in the Park on Saturday, September 1<sup>st</sup>, airing Back to the Future. Unfortunately, the weather did not cooperate this time, and due to thunder and lightning, the movie was ended early. However, there was a terrific turnout, and the feedback was overwhelmingly positive. Thank you to the Community Engagement Committee, in particular Kristi Tampio and especially Barbara Sacks-Singer for their work in helping to put it all together. We hope to make it an annual event.
  - **Halloween:** Village staff met with volunteers to help begin planning this year's Halloween celebration, which will be held on Sunday, October 28 from 3:00 – 5:30 p.m. The plan is to have pizza, magic, pumpkin painting, and a "cookie potluck." There will also be a costume parade and music.
  - **Farmer's Market:** The Community Engagement Committee, in conjunction with Section 3, and New Morning Farm, have scheduled for a farmer's market to be held this weekend, on September 22. The farmer's market will be held on Taylor Street in Section 3. No Village funds have been spent on this project.
- **Contractors and Contracts:**
  - **GIS:** The Village has access to online software. E.N.E. will be able to input new data, including update tree sizes, locations, and type; new streetlights; speed bumps; changes to fronts of houses; utility pipes; and traffic data. Staff is working to schedule a survey sometime in October/early November.
  - **Street Maintenance:** The Village may be interested in hiring a contractor for general street maintenance after all streets have been repaved to fill large potholes and make repairs as necessary between now and the next major repaving.
  - **Leaf Vacuuming:** We were hopeful to have leaf vacuuming on Mondays, but unfortunately Lee's Tree Service is unable to do Mondays. **This year, we will have leaf vacuuming on Fridays, beginning in late October.**
  - **Landscaping/Lawn Service (Abraham's):** Village staff is putting together a new RFP for the contract, which runs out at the end of the calendar year.

### Utilities: WSSC

- WSSC has returned to VMA for a sewer main replacement project. Raymond Street has been completed, and Village staff met with A.B. Veirs on Wednesday to begin marking concrete to replace. Quincy Street is also underway – WSSC began sewer replacement work, but came to find a misplaced County storm pipe sitting atop the sewer main for a chunk of the street. WSSC and the County worked out an agreement to move the pipe, and that is ongoing, with an anticipated end by next Tuesday. At that point, WSSC will continue with the sewer replacement. They have estimated that they are roughly halfway done with that aspect. We are still hopeful to be able to repave Quincy before the winter, and have expressed that important goal to WSSC. Additional streets that will be affected: Chestnut, Taylor, and Thornapple, along with a section of Brookville Road near Cummings Lane. All the streets should be completed by mid-May 2019, and we will finish with repaving at that point as well.

### Streets & Sidewalks:

- The Brookville/Taylor intersection has been completed, and is awaiting inspection from State Highway. State Highway would not sign off on an ADA parking sign because it could not accommodate the necessary size; however, the Village is planning to install a reserved parking spot near the marketplace once State Highway's inspection is completed.
- The Village is planning to install a speed bump at the Village entrance on Thornapple Street this fall. Section 5 staff and Council would also potentially be interested in a discussion about installing sidewalks on Thornapple to help with pedestrian safety.

### Sanitation:

- The last bulk pickup occurred on September 8. There was a slight mix-up with A Wider Circle, as they had put the second Friday in their calendars. Because the 1<sup>st</sup> of the month fell on a Saturday, the bulk pickup and A Wide Circle pickup were not on the same weekend.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.