

**Village of Martin's Additions**

7013 Brookville Road (Suite B, 2nd floor)

Chevy Chase, MD 20815-3263

**Agenda for**

**Council Meeting**

**June 15, 2017**

*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: Krajeck
- 7:30 PM Opportunity for Council to hear residents' comments: Krajeck
- 7:45 PM Election Committee Update: Langelan
- 7:55 PM Proposal: Community Engagement Committee: Biel
- 8:10 PM Action on Meeting Minutes of May 11, 2017 Annual Meeting: Krajeck
- 8:15 PM Discussion/ Possible Introduction of Policy 4-10-1A: Sump-Pump and Roof Drain Discharges in the Public Rights-of-Way: Lohmeyer/Bolt
- 8:25 PM Discussion on Permitted work hours for construction: Lohmeyer/Trollinger
- 8:30 PM Policy on waiting seven days after County plan approval: Lohmeyer/Trollinger
- 8:40 PM Changes to Open Meetings Act: Bolt
- 8:50 PM Financial matters, including Treasurer's Report: Alexander
- 9:00 PM Building Administrator's Report: Lohmeyer
- 9:10 PM Manager's Report, including: streetlights; RFPs and contracts: Trollinger
- 9:15 PM Oath of Office for In-Coming Council Members
- 9:20 PM Opportunity for Council to hear residents' comments: Krajeck
- 9:30 PM Adjournment: Krajeck

*From 7:00 – 7:30 there will be a reception to honor resident volunteer Committee members who have served this fiscal year. All residents are encouraged to attend.*

## **Community Engagement Committee Proposal**

For review at the June 15, 2017 Village Council meeting

Prepared by Lauren Biel

### **Purpose**

A Community Engagement Committee would capitalize on the strong volunteer interest and creative ideas shared at both the community open house last March, and on Election Day.

The Community Engagement Committee would serve multiple key functions:

- Create a clear avenue for community members to volunteer their efforts and share their ideas for community-building;
- Increase community engagement for neighbors interested in getting more involved, thereby forging a pipeline for Council service in the future.
- Provide added support to staff on existing events (e.g., Halloween, etc.);
- Generate enthusiasm and ideas for the execution of new community-oriented events.

### **Structure**

The Community Engagement Committee would hold monthly, public meetings – advertised in advance through all available communication outlets, and adhering to the Open Meetings requirements of the County. The Community Engagement Committee would also report to the full Council at monthly Village Council meetings.

The Community Engagement Committee would contain task forces or “crews” to harness the range of interest areas and expertise within the community. Some examples might include:

- Welcome Crew  
*A team of folks tasked with welcoming new neighbors to the Village*
- Street Captain Crew  
*Identify street captains to quickly communicate information to neighbors, serving as conduits for any door-to-door communications from the Village*
- Events Crew  
*Support Village staff with putting on great events, and generating new ideas for inclusive, community-building events*
- Kids’ Engagement Crew  
*Get kids in the neighborhood volunteering and creating community – clean-up days, book exchanges, etc.*

### **Budget Requests**

Some projects of the Community Engagement Committee may require Village funds to execute (e.g., a welcome bag for new neighbors; party supplies; etc.). In the case of a budget request, a formalized process of approval could be established with the Village Council whereby proposed ideas could be cleared through Council prior to a formal budget request, to ensure that they meet Village requirements. The Community Engagement Committee would then generate a budget for approval by the Council.

**Village of Martin's Additions**  
**7013 Brookville Road, Suite B, Chevy Chase, MD 20815**  
**Minutes for Annual Meeting on**  
**May 11, 2017**

**Council Members Present:** Tiffany Cissna (Vice Chair); Arthur Alexander; Susan Fattig; Katya Hill; **Village Manager:** Matthew Trollinger; **Assistant Village Manager:** Beth Boa; **Attorney:** Ron Bolt; **Community Police Office:** Nick Picerno; **Residents and other attendees:** Keith Allen (Turner Ln); Lauren Biel (Delfield St); Josh Bowers (Summit Ave); Katie Filipczyk Howard (Taylor St); Steve Howard (Taylor St); Marty Langelan (Chestnut St); Naomi Naierman (Quincy St); Steve Trowern (Raymond St); Natalie Straus Welle (Oxford St).

8:05 PM Call to Order: Cissna

8:05 PM Opportunity for Council to hear residents' comments: Cissna

8:05 PM Action on Council Meeting Minutes of April 20, 2017: Cissna

Motion by Councilmember Fattig to approve the draft minutes for the Council meeting held on April 20, 2017; seconded by Councilmember Alexander. All in favor.

The minutes as approved are attached.

8:05 PM FY2017 State of the Village: Trollinger

Village Manager Matthew Trollinger gave his report.

Manager's Report attached.

8:15PM FY 2018 Budget and Tax Rate Public Hearing: Budget Content  
Presentation: Alexander

Councilmember Alexander stated that the budget and tax rate have been discussed three times in public meetings. He noted that the tax rates will remain the same for FY2018. Next year the Council will look at lowering the property tax rate as the Village has a lot of cash in reserves. There were no public comments on the ordinance or resolution.

8:18PM Financial matters including Treasurer's Report: Alexander

July 2016 through April 2017

Actual                  Pro-rated budget

Revenues	805,035	642,450
Expenses (excluding capital projects)	461,457	519,544
Net Income	343,578	122,906

Capital Expenditures	\$521,628
Designated Capital Funds	\$1,450,000

Reserve account (current assets less designated allocations): \$ 1,220,200

With three-quarters of the fiscal year on the books, revenues continue to run higher than first budgeted and current expenses remain below estimates.

One item deserving mention is the half million dollar expense noted above under Capital Expenditures. In the past week, I signed the biggest checks in my seven years as Village Treasurer for streetlights and repaving. The Council started saving for these items more than seven years ago, and gradually added additional funds as additional capital needs became evident. The new streets look good and feel better than the torn-up ones they replaced, whether by foot, bicycle, or car. The lights should also be worth the wait when they are finally installed in coming weeks. It turns out that the lights are costing considerably less than when first planned and budgeted. The advance of technology plus the unplanned delay has benefited us with lower costs.

The reserve account (current assets minus funds set aside for designated capital expenditures) is double the Village's budgeted annual expenditures, which provides a cushion against unexpected occurrences as well as a buffer for higher than expected capital improvement costs.

Treasurer's Report attached.

8:18PM Project Outlook for the Year: Street Lights; Repaving Streets

Councilmember Hill reported on the street light project.

Street Light project write up attached.

Council member Fattig reported on the street repaving project.

Street repaving write up attached.

Notes on the Fiscal Year 2018 Budget for the Village of Martin's Additions Attached.

8:25PM Action on Tax Rates (3-17-2) and Action on Budget Ordinance (3-17-1):  
Alexander

Motion by Councilmember Alexander to adopt Budget Ordinance 3-17-1 and Tax Resolution 3-17-2; seconded by Councilmember Fattig. All in favor.

Fiscal Year 2018 Budget Attached.

An Ordinance (3-17-1) to Adopt a Budget for Fiscal Year July 1, 2017 to June 30, 2018 Attached.

A Resolution (3-17-2) to Approve Levying a Tax on Certain Real and Personal Property Under the Provisions of Section 6 203 of the Tax Property Article of the Annotated Code of Maryland, as Amended Attached.

8:25 PM Opportunity for Council to hear residents' comments: Cissna

Josh Bowers (Summit Ave) requested clarification by Ron Bolt (Attorney) on the distance between the polls and electioneering. He urged that the polling place not be at the corner of Brookville and Turner because that limits where people can campaign on election night.

Nick Picerno (Community Police Officer) discussed recent reports of car break ins and other crime in the Village. He noted that every single car break in reported locally has been when the car is left unlocked. He urged residents to lock car doors and not to leave keys in cars. It is also very important to report any crime as resources are allocated by crime statistics. He has never seen or heard of cars being unlocked remotely.

9:02 PM Election Results: Langelan

Marty Langelan (Chestnut St), Election Committee Chair, reported the Election results:

Here are the results of the May 11, 2017, Council Election for the Village of Martin's Additions:

Total ballots cast: 244

187 ballots were cast at the polling table.

71 absentee ballots were requested and delivered; 57 completed absentee ballots were returned by Election Day.

Election Results:

Richard Krajeck	148 votes
Katya Hill	147 votes
Katie Filipczyk Howard	122 votes

Various write-in candidates received a total of 17 votes, as follows:

Jean Sperling	4 votes
Halie Soifer	3 votes
Chris Schrader	2 votes

Paul Weller

2 votes

Six residents – Elissa Bean, Ben Dunford, Ami Grant, Eric Korsten, Marty Langelan, and Michael Zielinski – each received one write-in vote.

There were two ballots on which voters voted for three people, which the Election Committee disqualified because of the “vote for two” limit. In addition, there was one vote for “Sully” Sullenberger, which the Election Committee disqualified on grounds that, regrettably, he is not a resident or property owner in the Village of Martin's Additions.

The Election Committee thanks the residents of Martin’s Additions for the excellent turnout.

The total of 244 voters exceeded last year’s tally of 228. We commend everyone who came out to vote on such a wet, chilly evening, as well as those who took the time to vote by absentee ballot. We thank all three candidates for running a very balanced and fair campaign.

We wish to express our appreciation to the VMA staff for their exceptionally helpful work in support of the Election Committee’s mailings, notices, meetings, and logistics. We thank the shops, too, for their generous, helpful participation on this rainy Election Day.

9:10 PM      Adjournment: Cissna



**Village of Martin's Additions**  
**7013 B Brookville Road**  
**Chevy Chase, MD 20815**  
**301-656-4112 (Phone)**  
**301-656-0030 (Fax)**

**Policy No. 4-10-1A**

**Policy on Sump-Pump and Roof Drain Discharges in the Public Rights-of-Way**

Pursuant to Section 6-302 of the Code of Ordinances of the Village of Martin's Additions, a permit is required for the placement of any structure or object in a public right-of-way. Pursuant to Section 6-302 and 7-209, no permit shall be issued until a license to use the right-of-way has been executed in a form approved by the Village.

The Village Council finds that sump-pump and roof drain discharges into public rights-of-way must be regulated to protect public safety and prevent the creation of public nuisances, including but not limited to erosion, standing water, and icing problems. For this reason, it is the policy of the Village of Martin's Addition to generally prohibit sump-pump discharges onto a street. Absent extraordinary circumstances, the Village of Martin's Additions will not grant a license to use the right-of-way to discharge a sump-pump onto a street. Roof drain discharges onto a street will be allowed only where no other reasonable alternative exists, as determined by the Village, in its discretion. If allowed, roof drain discharges will require a revocable license to use the right-of-way, or public right-of-way agreement, in a form approved by the Village. A roof drain discharge onto a street existing as of \_\_\_\_\_, 2017 will be permitted to remain so long as it does not create a public nuisance, as determined by the Village, in its discretion.

**Policy Number: 4-10-1A**

**Introduced: ~~April 15, 2010~~ May 18, 2017**

**Public Hearing:**

**Action/Adoption:**

**Effective Date:**

**Village of Martin's Additions  
Treasurer's Report  
May 2017**

	<u>May 17</u>	<u>Budget</u>	<u>Jul '16 - May 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Revenue</b>					
4010 · Permit Fees		1,666.00	9,466.00	18,326.00	20,000.00
4020 · Cable TV Franchise Fees			2,799.74	6,000.00	8,000.00
4040 · County Revenue Sharing			26,907.00	26,800.00	26,800.00
4050 · Highway Users Fees			19,448.06	22,000.00	23,000.00
4060 · Income Tax	135,782.23	120,000.00	614,038.37	540,000.00	600,000.00
4080 · Personal Property Tax			5,198.39	6,000.00	6,000.00
4090 · Real Property Tax	545.48	220.00	156,500.89	149,670.00	150,000.00
4095 · Utility Property Tax			14,537.27	12,300.00	12,300.00
4100 · Holiday Fund			9,780.00	6,500.00	6,500.00
4110 · Interest		459.00	9,788.66	3,300.00	4,000.00
4135 · Other Revenue	907.10		907.10		
4140 · Washington Gas - Street Work			72,898.20		
<b>Total 4000 · Revenue</b>	<b>137,234.81</b>	<b>122,345.00</b>	<b>942,269.68</b>	<b>790,896.00</b>	<b>856,600.00</b>
<b>4200 · Prior Years Surplus</b>			<b>0.00</b>	<b>2,562,376.00</b>	<b>2,562,376.00</b>
<b>Total Income</b>	<b>137,234.81</b>	<b>122,345.00</b>	<b>942,269.68</b>	<b>3,353,272.00</b>	<b>3,418,976.00</b>
<b>Expense</b>					
<b>5000 · General Government</b>					
5010 · Office Expenses	1,844.61	1,500.00	13,306.28	16,500.00	18,000.00
5025 · Office Furniture & Equipment			38.97	12,000.00	12,000.00
5030 · Insurance			5,616.00	5,000.00	5,000.00
5040 · Printing & Mailing		500.00	4,628.20	5,000.00	5,000.00
5050 · Dues & Subscriptions/Conference	75.00	1,000.00	3,882.54	6,120.00	10,000.00
5055 · Storage Rental	257.00	268.00	2,570.00	2,948.00	3,200.00
5060 · Office Lease	2,190.67	2,191.00	26,641.55	27,809.00	30,000.00
5065 · Telephone	265.28	250.00	2,985.86	2,750.00	3,000.00
5080 · Holiday Fund			9,775.50	6,500.00	6,500.00
<b>Total 5000 · General Government</b>	<b>4,632.56</b>	<b>5,709.00</b>	<b>69,444.90</b>	<b>84,627.00</b>	<b>92,700.00</b>

**Village of Martin's Additions  
Treasurer's Report  
May 2017**

	<b>May 17</b>	<b>Budget</b>	<b>Jul '16 - May 17</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
<b>5100 - Salaries &amp; Benefits</b>					
<b>5110 - Managerial &amp; Office Salaries</b>	7,908.66	11,000.00	94,224.52	121,000.00	132,000.00
<b>5120 - Payroll Taxes &amp; Benefits</b>	1,495.58	1,916.00	11,979.52	21,084.00	23,000.00
<b>Total 5100 - Salaries &amp; Benefits</b>	9,404.24	12,916.00	106,204.04	142,084.00	155,000.00
<b>5200 - Professional Fees</b>					
<b>5210 - Accounting &amp; Auditing</b>	3,000.00	3,000.00	38,800.00	39,000.00	42,000.00
<b>5220 - Building &amp; Permitting</b>					
<b>5222 - Building Review &amp; Permits</b>	2,300.00	2,916.00	31,600.00	32,076.00	35,000.00
<b>5224 - Enforcement &amp; Oversight</b>	2,117.50	1,000.00	8,597.50	11,000.00	12,000.00
<b>5226 - Municipal Operations</b>	1,085.00	1,500.00	6,417.50	16,500.00	18,000.00
<b>Total 5220 - Building &amp; Permitting</b>	5,502.50	5,416.00	46,615.00	59,576.00	65,000.00
<b>5230 - Legal</b>	2,950.00	4,166.00	34,517.00	45,834.00	50,000.00
<b>5240 - Police</b>	2,374.90	2,500.00	26,187.16	27,500.00	30,000.00
<b>5242 - Lighting Consultant</b>			2,464.35	3,750.00	5,000.00
<b>5244 - Traffic Engineering</b>	1,590.00		7,401.00	2,250.00	3,000.00
<b>Total 5200 - Professional Fees</b>	15,417.40	15,082.00	155,984.51	177,910.00	195,000.00
<b>5300 - Streets</b>					
<b>5305 - Streets - General</b>					
<b>5310 - Street Lighting - PEPCO</b>	1,200.50	1,400.00	12,493.13	14,700.00	16,000.00
<b>5322 - Street Cleaning - Fall/Spring</b>			16,159.47	28,000.00	28,000.00
<b>5324 - Street Maintenance - Other</b>		1,250.00	804.49	13,750.00	15,000.00
<b>Total 5305 - Streets - General</b>	1,200.50	2,650.00	29,457.09	56,450.00	59,000.00
<b>5349 - Snow Removal Services</b>					
<b>5350 - Snow Removal - Shovel Bvl. Rd.</b>			1,250.00	5,000.00	5,000.00
<b>5351 - Snow Removal - Plowing</b>			9,551.10	20,000.00	20,000.00
<b>Total 5349 - Snow Removal Services</b>	0.00		10,801.10	25,000.00	25,000.00
<b>Total 5300 - Streets</b>		2,650.00	40,258.19	81,450.00	84,000.00

**Village of Martin's Additions  
Treasurer's Report  
May 2017**

	<u>May 17</u>	<u>Budget</u>	<u>Jul '16 - May 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>5400 · Waste &amp; Recycling</b>					
<b>5410 · Waste Collection &amp; Recycling</b>	6,922.76	7,100.00	83,529.66	77,900.00	85,000.00
<b>5420 · Leaf Bags</b>			13,955.00	14,025.00	14,025.00
<b>5425 · Recycling Bins</b>			76.92	500.00	1,000.00
<b>Total 5400 · Waste &amp; Recycling</b>	<u>6,922.76</u>	<u>7,100.00</u>	<u>97,561.58</u>	<u>92,425.00</u>	<u>100,025.00</u>
<b>5500 · Other</b>					
<b>5510 · Tree Maintenance</b>		6,000.00	5,258.30	35,000.00	35,000.00
<b>5515 · Tree Replacement</b>			3,866.67	4,000.00	4,000.00
<b>5518 · Right-of-Way Landscaping</b>		500.00	6,337.24	5,500.00	6,000.00
<b>5520 · Community Events</b>	11,300.55		18,369.75	10,000.00	10,000.00
<b>5530 · Website</b>		135.00	6,760.04	6,835.00	7,000.00
<b>Total 5500 · Other</b>	<u>11,300.55</u>	<u>6,635.00</u>	<u>40,592.00</u>	<u>61,335.00</u>	<u>62,000.00</u>
<b>5600 · Initiatives</b>					
<b>5630 · Tree Planting Initiatives Prog.</b>			483.33	4,000.00	4,000.00
<b>Total 5600 · Initiatives</b>	<u>0.00</u>		<u>483.33</u>	<u>4,000.00</u>	<u>4,000.00</u>
<b>5800 · Designated Funds</b>					
<b>5810 · Designated - Street</b>	343,576.89		738,696.96	500,000.00	500,000.00
<b>5811 · Designated Street Lighting</b>			126,508.00	500,000.00	500,000.00
<b>5812 · Designated - Sidewalk</b>			0.00	250,000.00	250,000.00
<b>5813 · Designated - Wynne Decision</b>			0.00	200,000.00	200,000.00
<b>Total 5800 · Designated Funds</b>	<u>343,576.89</u>		<u>865,204.96</u>	<u>1,450,000.00</u>	<u>1,450,000.00</u>
<b>5900 · Undesignated Fund Balance</b>			0.00	1,276,251.00	1,276,251.00
<b>Total Expense</b>	<u>391,254.40</u>	<u>50,092.00</u>	<u>1,375,733.51</u>	<u>3,370,082.00</u>	<u>3,418,976.00</u>
<b>Net Income</b>	<u><u>-254,019.59</u></u>	<u><u>72,253.00</u></u>	<u><u>-433,463.83</u></u>	<u><u>-16,810.00</u></u>	<u><u>0.00</u></u>

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

FROM: Doug Lohmeyer

DATE OF MEMO: June 10, 2017

SUBJECT: Building Administrator's Report

---

**6701 Brookville Rd.**

The applicant has submitted a building permit application to add an addition at the rear of the existing house. The staff has completed a preliminary review of the application and is waiting for the Montgomery County Department of Permitting Services (MCDPS) building permit approval.

**6809 Brookville Rd.**

The staff has issued a permit to remove and replace the existing driveway.

**7210 Chestnut St.**

The Montgomery County Department of Transportation (MCDOT) had previously issued a demo permit and the applicant had applied for a demo permit from the Village. They then decided to put the project on hold. The MCDOT demo permit will expire soon. The owners will be renewing the MCDOT demo permit and posting the bond for the Village demo permit this fall. The staff requested the owners to keep the property neat, free of debris, and the grass cut, until the demo begins.

**7219 Chestnut St.**

The homeowner placed stones tiles over the top of the existing concrete lead sidewalk. A right of way license agreement was prepared for that portion of the sidewalk in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

**3405 Cummings La.**

The staff has issued a permit to remove the existing shed at the rear of the lot.

### **7210 Delfield St.**

The homeowner has planted rose bushes and other plants, outside the new fence at the front of the property and within the Village right of way. A right of way license agreement was prepared for the plantings in the Village right of way. We are waiting for the homeowner to return the executed and notarized agreement, which will be recorded in the land records at Montgomery County.

### **6702 Melville St.**

The Village has issued a building permit to enclose the breezeway between the existing house and garage. The work is ongoing.

### **3507 Raymond St.**

The homeowner has submitted plans and a building permit application to the Village to make interior improvements and to add a deck to the rear of the house. The Village has issued a building permit. The work is ongoing.

### **3404 Shepherd St.**

An application has been submitted to add a second floor, a covered front porch, and a covered patio to the existing house. The application has been reviewed. The staff has issued a Village building permit and the work is proceeding.

### **3510 Taylor Street**

The staff has noticed that the existing brick retaining wall within the Village right of way is collapsing, is a safety hazard, and is in need of immediate repair. The staff is attempting to contact the homeowner. A right of way license will be required.

### **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 staff issued a building permit to relocate the existing house to the adjacent lot and add improvements to the old structure. The improvements include a new curb cut and driveway. The work has begun and the existing house has been moved to the adjacent lot.

### **3405 Turner Lane**

The applicant has submitted a building permit application to the Village to remove a portion at the rear of the existing house and add a new addition in its place. The staff has completed a preliminary review and is waiting for the MCDPS building permit approval.

### **MCDOT – North Delfield St.**

The staff has contacted the MCDOT maintenance department about a repairing the existing storm drain inlet at the north end of North Delfield St. MCDOT is not sure who owns the damaged inlet and they are still investigating the situation.

### **MSHA – Brookville Road**

MSHA maintenance staff is investigating the water ponding at the northeast corner of Brookville Rd. and Bradley La. MSHA was recently contacted and they are still looking into a solution for the ponding water.

### **A Morton Thomas GIS Update**

AMT last updated the Village Graphical Interface System (GIS) computer data in 2014. We are presently compiling the information for a new update. The update will include the new front yard construction projects since 2014, the WSSC water main replacement project from 2012 and 2016, the recent Washington Gas improvements, and any changes to trees within the Village right of way. The GIS update is on hold. The Village Request For Proposals has been issued and a response is due by July 15<sup>th</sup>.

## Manager's Report June 15, 2017

### Administrative Matters:

- *Office Redesign and Orientation:* The Village Office received a redesign proposal in December 2015. Staff has made an initial order for new chairs.
- *May Election:* Thank you to the Election Committee for its planning and execution of the Election and Celebration on the Sidewalk. Thank you as well to the other volunteers, who helped with setting up, taking down, and managing the volunteer booths.
- *Wine Tasting Event at La Ferme:* On Sunday afternoon, June 11, the Village hosted a wine tasting event at La Ferme. Sommeliers were on hand to talk about various selections of reds, whites, and champagnes, which Village residents could taste. La Ferme also organized discounted ordering opportunities for residents, and donated multiple bottles of wine to lucky raffle winners! Thanks to all who showed up. The reception has been overwhelmingly positive; however, this was a new type of event, and the Office welcomes any feedback from residents who either attended the event or were unable to make it. We hope that, if such an event were to occur again in the future, even more residents will be able to attend.
- *Independence Day Celebration on July 2:* The Village will be hosting an Independence Day celebration on Sunday July 2nd at Shepherd Park at the end of Turner Lane. There will be multiple rides that should appeal to children of all ages, as well as pizza, ice cream, and balloon animals. The event will culminate in a "parade" down Turner Lane, where residents and their children can show off their bikes' and wagons' decorations.
- *Website:* Google Analytics reports that we had 2,694 page views from May 14 to June 12, which is maybe slightly above average for immediately after the Council Elections after the Council Elections.
- *Contacting the Office:* The VMA Office is staffed from at least 9:00 am – 5:00 pm Monday through Friday, although someone is often in the office earlier than that. Outside of the regular office hours, the best way to get in contact with Village staff is via email at [martinsadditions@gmail.com](mailto:martinsadditions@gmail.com). Over the summer (and in general), during vacation time, the Village Office will send out emails notifying residents of any changes in hours or availability, and will post signs on the office doors.
- *Newsletter:* continues to be published monthly online. The next edition should be going out in the next two weeks. Residents can request to be added to the email list by calling or emailing the Village office. If you wish to receive a hard copy, please contact the Village Office.
- *Montgomery Municipal Cable:* The Village Council has appointed me as its representative to the Montgomery Municipal Cable Board, a nonprofit organization based out of Kensington that facilitates communication between municipal governments and the public by operating a television channel on behalf of municipal governments in Montgomery County (TV Channel 16). Residents should contact the Village Office if they are interested in volunteering or want to get involved with programming.
- *Contracts:*
  - *Website:* The Village selected Revize Software Systems to redesign its website. The Village has accepted a preliminary design, and Revize is now working on back end development.
  - *GIS:* Village has put out a Request for Proposals (RFP) to update and maintain the Geographic Information System (GIS), the Village's system to capture, store analyze and present spatial and geographical data. Responses are due in mid-July
  - *Leaf Vacuuming:* The Village has put out an RFP to provide leaf vacuuming in Martin's Additions on a trial basis this fall. Responses are due by the end of June. Leaf bags will still also be distributed.
  - *Accountant:* While the Village's accountant/bookkeeper has agreed to slightly reduce his monthly fee, Village staff still has some concerns about the cost. The Village is developing an RFP for accounting services.

### Utilities: WSSC

- WSSC is returning to VMA! – next up is a series of sewer main replacement projects. The following VMA streets will be affected: Quincy, Raymond, Chestnut, Taylor, and Thornapple. The work has been pushed back and is expected to begin in the fall of 2017.
  - WSSC will hold a public outreach meeting once they have selected a contractor to go over plans with the community once they have selected a contractor. The Village staff will notify residents once a final date has been selected.

### Streets Lighting:

- The Village has met with PEPCO to review tree-trimming that will be necessary for new light installation.
- PEPCO has reported that the order finalized and sent down from its engineering department to construction in mid-May, and construction will be finishing putting together its materials on July 24th. At that point, PEPCO will put together its team to do the final installations, which should take two to three weeks, so we are currently expecting a mid-August start date for installations.

### Streets & Sidewalks:

- *North End Safety:* Our Traffic Engineer, Joe Cutro, set up a traffic study (tracking the number and speed of cars) on Thornapple and on Summit Avenue, and has put together two reports. See attached.
- *Stop Bars and Street Markings:* The Village has scheduled for stop bars and street markings to be laid on the last week of June.
- The Village is planning a Village-wide sign inventory over the summer, and will be replacing faded signs, and evaluating if there are spots where signs need to be added or removed.

### Sanitation:

- Bulk pickup occurred on May 13, in coordination with A Wider Circle. The next bulk pickup will be July 8. A Wider Circle will do their pickup on Friday July 7.
  - Please contact the Village Office if you have any items for bulk pickup, particularly if they are unusually large-sized objects, or an unusually large amount of items for bulk pickup (see below). This allows us to contact Waste Management so they can send the appropriately-sized truck. Unusually large refers to items that are:
    - Over four feet in size;
    - Over 50 lbs;
  - More than six items. Also as a reminder, certain items cannot be picked up as part of Bulk Trash, including construction debris, tires, and refrigerators that have not been tagged.
  - Residents can also contact the Village Office if they wish to donate items to A Wider Circle. Please contact at least one week ahead of time to schedule the pickup from A Wider Circle.

### Building Administration:

- Please see report from Doug Lohmeyer, attached.

April 17, 2017

TO: Matt Trollinger, Manager, Village of Martinø Additions

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

SUBJECT: Thornapple Street and Taylor Street ø  
Summary and Analysis of Traffic Counts

Per your request, I have completed collection and analysis of traffic volume and speed data on the two subject residential streets. Traffic was surveyed over a period just short of one full week, from 3:00 PM Wednesday, March 29, to 12:00 noon the following Wednesday, April 4. At a selected location on each street, a portable roadside traffic recorder automatically collected information about the passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period, the collected data were downloaded to a computer and then broken down in various ways using MetroCountø *Traffic Executive* software.

### Thornapple Street

The recorder was placed approximately 200 feet west of Chestnut Street, about 50 feet inside the Martinø Additions municipal limit and 300 feet east of Brookville Road. Average Daily Weekday Traffic (ADWT) can be stated at 700 vehicles per day, slightly less than comparable VMA east-west through streets like Shepherd Street and Cummings Lane. Available historical data suggests that Thornapple Street volume has declined somewhat from an ADWT of 750 in 2007. The new survey also shows that Saturday and Sunday volumes are slightly lower than the ADWT, at 640 and 590 vehicles per day respectively.

The weekday traffic peak hour on Thornapple Street is 6 to 7 PM, with a volume of about 67 during that hour. This figure is about 10% of the ADWT ø very typical for a residential street. The morning peak, occurring from 8 to 9 AM, is much less pronounced with a volume of only 48 vehicles during that hour. This unusually flat peak ø less than 7% of ADWT - can be explained by the streetø extreme eastbound directionality of traffic flow (as discussed below). Motorists leaving the neighborhood (generally westbound) in the morning tend to do so via parallel Taylor Street, where they can more easily and safely access Brookville Road than from Thornapple Street. On weekends, peak hours on Thornapple tend to fall in the middle of the day as is typical of residential streets. The highest hourly weekend volume recorded in this survey was 62 vehicles, occurring on Sunday between 2 and 3 PM.

Directional flow on Thornapple Street heavily favors eastbound traffic at all hours of the day, both weekdays and weekends. On a daily basis, the proportion of eastbound to total traffic exceeds 75%. This extreme directionality is explained by the presence of parallel Taylor Street, a designated one-way street, as the preferred path of westbound traffic movement.

---

The table below summarizes vehicle speed characteristics found on Thornapple Street over the survey period. The speed measures noted are the 50<sup>th</sup> percentile, or *median* speed—the middle value of the collected sample. It is close to, but not the same as the *average* (or mean) speed. A more important indicator for traffic engineers and enforcement officers is the 85<sup>th</sup> percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single-number representation of the prevailing speed of traffic. Ideally, speed limits are set at the 5 mph increment below the computed 85<sup>th</sup> percentile speed. The table also includes a 95<sup>th</sup> percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

THORNAPPLE STREET TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
Total	21.7	25.7	28.2	39.4	66%
Eastbound	22.1	25.9			
Westbound	20.4	25.1			

While the highest prevailing speeds tend to occur between 7 and 10 AM daily (rushing to work?), there appear to be no truly unusual hourly variations in the speed data. As might be expected, a few spikes and troughs were seen in the overnight hours, as much the product of tiny hourly sample volumes as they are of occasional late-night speeding incidents.

The classification data showed very few vehicles having more than 2 axles. For both directions of travel on Thornapple Street, vehicle or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

## Taylor Street

The Taylor Street recorder was placed west of Chestnut Street (but east of the shopping center entrance). This location was intended to fall on a common cordon line with the Thornapple recorder location, a matter of good practice for traffic planning purposes.

Any discussion of traffic flow on Taylor Street must consider that, east of the shopping center entrance, the street is posted as one-way directed westbound. On the basis of the survey, Average Daily Weekday Traffic (ADWT) is estimated at 450 vehicles per day. Weekend volumes are somewhat lower, with about 360 vehicles per day on both Saturday and Sunday. There appears to be no available historical traffic data for comparison purposes.

As might have been surmised from the discussion about peak hour flow on Thornapple Street, the daily peak hour on Taylor Street occurs in the morning, 8 to 9 AM, and it is quite pronounced. The hourly volume of 59 represents over 13 percent of the daily total, whereas 10 percent is the typical daily peak hour factor for residential streets. The evening peak hour is much more blunted at only 32 vehicles, representing just 7% of ADWT, and tends to float over a 3-hour window from 3 to 6 PM throughout the week. As on Thornapple Street, weekend peak flows tend to fall during midday hours.

Of course, almost all traffic on this segment of Taylor flows westbound, but it should be useful to know how well the current one-way restriction is being complied with. The recorder detected an average of 6 vehicles per day travelling in the wrong direction, both on weekdays and weekends.

Looking at Thornapple and Taylor traffic volumes *together*, one can see that the combined directional flows are well balanced overall. Total westbound ADWT is 600 vehicles per day across the cordon line. Total eastbound volume is slightly less, at 530 vehicles per day. Westbound traffic represents 53% of the total crossing the cordon line.

While speed data for Taylor Street was recorded, it has little value given the recorder's location within 50 feet of the STOP sign at the crosswalk/shopping center entrance. Given the tight STOP sign spacing (the other is at Chestnut Street) and the few available utility poles/signposts to which the recorder could be secured, there was simply no good location at which to sample speeds on this block. For the record, however, the computed median speed for Taylor Street traffic at the recorder location was 13.2 mph, and the 85<sup>th</sup> percentile speed was 16.1 mph.

May 30, 2017

TO: Matt Trollinger, Manager, Village of Martin's Additions

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

SUBJECT: Summit Avenue - Summary and Analysis of Traffic Counts

I've completed a summary and analysis of traffic volume and speed data collected on Summit Avenue earlier this month. Traffic was surveyed at two locations over a six-day period from Tuesday May 16 through Tuesday May 22. At each location, a portable roadside traffic recorder automatically collected information about the passage, direction, speed, and classification (by number of axles) of individual vehicles. At the completion of the survey period, the collected data were downloaded to a computer and then broken down in various ways using MetroCount's *Traffic Executive* software.

The north recorder location was at 7404 Summit Avenue, about 60' inside the Village limit line. More specifically, the recorder was located 140' north of the *eastern* leg of Thornapple Street, intentionally placed midway (250'/240') between STOP signs at Leland Street and the *western* leg of Thornapple Street.

The south recorder was located at 7301 Summit Avenue, between the western leg of Thornapple Street (290' to the north) and Taylor Street (350' to the south). The intent here was to place the recorder roughly midway (140'/120') between the two speed humps in the block.

At the south location, one of the road tubes sending data to the recorder apparently worked itself loose after not quite two days of operation, rendering further data collected after that time (roughly 8:30 AM on Thursday the 18<sup>th</sup>) invalid. Nevertheless, 41 hours of data (a sample of 388 vehicles) should be sufficient to tell us about the character of traffic at this location.

From the data collected at the north location, we found that Average Daily Weekday Traffic (ADWT) in the block between Leland Street and the eastern leg of Thornapple is about 600 vehicles per day. Weekend volumes are somewhat lower, at about 450 vehicles per day. Directional flow favors southbound traffic on both weekdays and weekends, with about 58% of all traffic moving in that direction. On weekdays, that directionality becomes much more pronounced during the morning peak hour and up until about noon. During afternoon and evening hours, however, northbound and southbound traffic flows are just about equal.

Between Thornapple and Taylor, traffic volume drops to about 250 vehicles per weekday overall, due to an almost negligible northbound traffic stream. Since traffic cannot (legally) enter Summit with Taylor Street being one-way westbound, the only (legal) northbound traffic on this block of Summit is that originating from homes within the block itself. Fully 93% of traffic at the recorder location was moving southbound.

For both Summit Avenue locations, the weekday traffic peak hour is consistently from 8 to 9 AM. At the north location the peak hour volume of 60 is 10 % of the ADWT ó very typical for a residential street. At the south location, the peak hour volume of 30 is a somewhat higher proportion of the daily, another effect of the lack of northbound flow. There is of course, a secondary evening peak hour, but it shifts around in a range between 4 PM and 7 PM. Hourly volumes during the evening peak are 50 at the north location and 25 at the south.

On weekends, peak hours on Summit Avenue tend to fall in the middle of the day as is typical of residential streets. The highest weekend hourly volume recorded at the north location was 44 vehicles, occurring on Saturday between 10 and 11 AM.

The table below summarizes vehicle speed characteristics found on Summit Avenue over the survey period (s). The speed measures noted are the 50<sup>th</sup> percentile, or *median* speedó the middle value of the collected sample. This is close to, but not the same as the *average* (or mean) speed. A more important indicator for traffic engineers and enforcement officers is the 85<sup>th</sup> percentile speed. This is the speed exceeded by 15 percent of the vehicle sample, and is considered to be the best single-number representation of the prevailing speed of traffic. Ideally, speed limits are set at the 5 mph increment below the computed 85<sup>th</sup> percentile speed. The table also includes a 95<sup>th</sup> percentile speed and a maximum recorded speed to help define the extreme upper range of the speed distribution, along with a comparison of the vehicle sample with the existing speed limit (20 mph).

#### SUMMIT AVENUE TRAFFIC SPEED SUMMARY

	50 <sup>th</sup> %-ile (mph)	85 <sup>th</sup> %-ile (mph)	95 <sup>th</sup> %-ile (mph)	Max observed	% exceeding speed limit (20 mph)
North of Thornapple	18.0	21.6	23.7	32.6	29%
South of Thornapple	15.3	20.1	22.9	31.0	15%

While the highest prevailing speeds tend to occur midday (10 AM ó 2 PM), there appear to be no truly unusual hourly variations in the speed data. As might be expected, a few spikes and troughs were seen in the overnight hours, as much the product of tiny hourly sample volumes as they are of occasional late-night speeding incidents.

The classification data showed very few vehicles having more than 2 axles. For both Summit Avenue locations, vehicles or vehicle combinations of 3 axles or more constituted less than 1% of the traffic volume over the full survey period.

Between the Thornapples

At the April 20 Council meeting, at least one local resident expressed interest about traffic conditions in the short block of Summit separating the two legs of Thornapple Street. That interest helped spark the Council's request for my examination of traffic flow on Summit Avenue in the first place. As described above, however, my traffic recorders were placed in the blocks of Summit to the immediate north and south, and not within the segment of original interest. That's because automatic traffic counting equipment is poorly suited for recording traffic flow information in such a short block.

The problems here are twofold. Firstly, the centerline to centerline distance between the two legs of Thornapple is only 140'. That distance is not long enough to allow many vehicles to "straighten themselves out" to cross the road tubes squarely after making a turn. The result would be frequent double-counting of vehicles, enough to question the validity of any volume statistics derived from counts. The second issue is vehicle speeds. Both turning movements and the proximity of STOP signs at the western leg of Thornapple impede traffic flow in this segment to the point that any speed statistics would be meaningless, i.e., this is a terrible location at which to measure vehicle speeds. Indeed, there well may be numerous examples here of vehicles travelling too fast for conditions, but these cannot be detected by typical traffic recording equipment.

Without the benefit of a direct count, we can use data from nearby locations to extrapolate a reasonable estimate of traffic volume within the segment of Summit "between the Thornapples". Considering that the segment carries both north-south Summit traffic and east-west Thornapple traffic, volume must be higher here than for any of the legs feeding into it, either from Summit or Thornapple. I would estimate ADWT here to be about 800 vehicles per day. Speeds, on the other hand, will be lower than for nearby streets that flow more freely. I would estimate the 85<sup>th</sup> percentile speed within this short street segment to be about 15 mph at its midpoint.