Chevy Chase Village
Board of Managers

1. Meeting Called To Order
   Mr. Michael L. Denger, Chair

2. Approval Of Minutes From The Previous Board Of Managers' Meetings
   Regular Monthly Meeting - December 12, 2016

3. Appeals
   Continuance of A-6895 (Appeal of the Manager's Decision): Mr. Christopher Ian a& Ms. Victoria Twinn of 5503 Center Street and Mr. David & Ms. Julia Lee of 5505 Center Street Regrading Work at 5502 Grove Street
   Appeal of the Village Manager's issuance of Building Permit #6879 (to Mr. David J. & Ms. Megan L. Rose of 5502 Grove Street) to construct a fence measuring six feet, six inches (6'-6") in height and a retaining wall measuring a maximum of three (3) feet in height abuttting their rear property line. *This case was introduced at the Village Board's March 14, 2016 meeting.*

   Documents:

   A-6895-CONTINUED.PDF

4. Treasurer's Report
   Mr. Gary Crockett, Board Treasurer

   Documents:

   TREASURER REPORT.PDF

5. Matters Presented For Board Discussion And Possible Action (Where Required)
   Presented for Board Review and Possible Action - Request for the Village to Co-Sign the Bethesda Coalition's letter to the Montgomery County Council Regarding the Bethesda Downtown Plan

6. Police Report
   Mr. John M. Fitzgerald, Police Chief

   Documents:

   POLICE REPORT.PDF

7. Manager's Report

- Building and Tree Permits and Code Enforcement Report
- Capital and Infrastructure Upgrade Projects Report
- Village Hall Activity Report
- Legal Counsel Report

Documents:

PERMITTING AND CODE ENFORCEMENT REPORT.PDF
UPDATE OF CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS - JANUARY 2017.PDF
VILLAGE HALL ACTIVITY REPORT.PDF

Case A-6895-continued

Mr. Christopher Ian and Ms. Victoria Twinn of 5503 Center Street and Mr. David and Ms. Julia Lee of 5505 Center Street's Appeal of the Village Manager's Decision to issue Building Permit #6879 (to Mr. David J. Rose and Ms. Megan L. Rose of 5502 Grove Street) to construct a fence measuring six feet, six inches (6'-6") in height and a retaining wall measuring a maximum of three (3) feet in height abutting their rear property line.

Mr. Christopher Ian Twinn & Ms. Victoria Twinn
5503 Center Street
Mr. David Lee & Ms. Julia Lee
5505 Center Street

CHEVY CHASE VILLAGE
NOTICE OF PUBLIC HEARING

Please take notice that the Chevy Chase Village Board of Managers will hold a public hearing on the 9th day of January, 2017 at 7:30 p.m. The hearing will be held at the Chevy Chase Village Hall at 5906 Connecticut Avenue in Chevy Chase, Maryland.

APPEAL NUMBER A-6895—CONTINUED
MR. CHRISTOPHER IAN AND MS. VICTORIA TWINN
OF 5503 CENTER STREET &
MR. DAVID AND MS. JULIA LEE
OF 5505 CENTER STREET
CHEVY CHASE, MARYLAND 20815

Pursuant to Sec. 8-10(a) of the Village Code, the applicants appealed a decision of the Village Manager. The Village Manager issued Building Permit #6879 (to Mr. David J. and Ms. Megan L. Rose of 5502 Grove Street) to construct a fence measuring six feet, six inches (6'-6") in height and a retaining wall measuring a maximum of three (3) feet in height abutting their rear property line and designed to support a portion of the rear yard that was re-graded at the same time. A re-grading permit was necessary but not applied for and so was not issued in conjunction with the fence and wall permit.

This case was initially heard by the Board of Managers on March 14, 2016. The case was continued at the Board's direction pending the Village staff's review of the regrading permit application and associated regarding and drainage plan submitted on March 9, 2016 by the owners of 5502 Grove Street.

The Board will consider this case to conclude its decision on this appeal, to decide whether the fence height conforms to the Village Building Code and to decide whether the Manager's administrative determination regarding the regrading is satisfactory pursuant to the Village Building Code.

The Chevy Chase Village Code Sec. 8-21(d) states:

> **Installation and maintenance of fences, walls, trees, hedges, shrubbery, lamp posts, hand rails and arbors.**
> Fence and wall height in rear yard. No person shall construct any fence or wall at any location between the front building restriction line and the rear property line nor along any rear property line having a height greater than six and one-half (6-½) feet. The measurement shall be made from the surface of the ground of the lower yard next to the fence or wall. With the written consent of the owner(s) of any adjoining property, a fence or wall of greater height than six and one-half (6 ½) feet at its highest point, may be erected or permitted if a Special Permit is obtained from the Board of Managers.

The Chevy Chase Village Code Sec. 8-25 states:

Alteration of water flow or drainage.

(a) Permit required. Any person intending to perform grading or construction of impermeable surfaces, such as patios, driveways, walkways or terraces or other paving, or the installation of any downspout or drain which, in the opinion of the Village Manager, could alter the existing or natural flow of water in such a way that it may reasonably be expected to cause such water or drainage to flow onto abutting property or onto the public right-of-way, must obtain a Building Permit therefore from the Village Manager. No permit will be issued for activity that allows water to flow onto another private property.

(b) Adverse effect. No grading or construction of impermeable surfaces, such as patios, driveways, walkways or terraces or other paving, or the installation of any downspout or drain which will alter the flow of water or drainage so as to have an adverse effect on abutting or nearby properties or on the public right-of-way shall be approved by the Village Manager.

(c) Conditions. The Village Manager may issue a Building Permit for grading or construction of impermeable surfaces, such as patios, driveways, walkways or terraces or other paving, which will alter the flow of water or drainage, upon such terms or conditions as the Village Manager deems necessary to avoid adverse effects upon abutting or nearby properties or onto the public right-of-way.

Additional information regarding this appeal may be obtained at the Chevy Chase Village Office between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday, may be viewed on the Village website at www.chevychasevillagemd.gov or you may contact the office for this information to be mailed to you.

This notice was mailed to abutting property owners on the 29th day of December, 2016.

Chevy Chase Village Office
5906 Connecticut Avenue
Chevy Chase, Maryland 20815
301-654-7300

MAILING LIST FOR APPEAL A-6895-CONTINUED

MR. & MS. IAN TWINN
5503 CENTER STREET
CHEVY CHASE, MD 20815
AND
MR. & MS. DAVID LEE
5505 CENTER STREET
CHEVY CHASE, MD 20815

Adjoining and confronting property owners	
Ms. Julie Horowitz & Mr. Ian Wallace Or Current Resident 5515 Kirkside Drive Chevy Chase, MD 20815	Mr. & Mrs. Michael Blommer Or Current Resident 5511 Kirkside Drive Chevy Chase, MD 20815
Mr. & Ms. David Rose Or Current Resident 5502 Grove Street Chevy Chase, MD 20815	Mr. & Mrs. John Hay Or Current Resident 5504 Grove Street Chevy Chase, MD 20815
Mr. & Mrs. Ned Rubenstein Or Current Resident 5503 Grove Street Chevy Chase, MD 20815	Mr. & Ms. David Winstead Or Current Resident 5505 Kirkside Drive Chevy Chase, MD 20815

I hereby certify that a public notice was emailed (where possible) and mailed to the aforementioned property owners on the 29th day of December, 2016.

Ellen Sands
Permitting and Code Enforcement Coordinator
Chevy Chase Village
5906 Connecticut Avenue
Chevy Chase, MD 20815

CHEVY CHASE VILLAGE
ESTABLISHED 1890

December 29, 2016

Mr. & Mrs. Ian Twinn
5503 Center Street
Chevy Chase, MD 20815

Mr. & Mrs. David Lee
5505 Center Street
Chevy Chase, MD 20815

Dear Mr. & Mrs. Twinn and Mr. & Mrs. Lee:

Please note that the continuance of your appeal of the Manager's decision to issue Building Permit #6879 to the owners of 5502 Grove Street is scheduled for consideration before the Board of Managers on Monday, January 9, 2017 at 7:30 p.m. Either you or another representative must be in attendance to represent your case. At that time, additional documents may be introduced and testimony can be provided in support of the appeal.

For your convenience, enclosed please find copies of the Public Hearing Notice and mailing list. Please contact the Village office in advance if you are unable to attend.

Sincerely,

Ellen Sands
Permitting and Code Enforcement
Chevy Chase Village

Enclosures

CHEVY CHASE VILLAGE
5906 Connecticut Avenue
Chevy Chase, Maryland 20815
Phone (301) 654-7300
Fax (301) 907-9721
ccv@montgomerycountymd.gov
www.chevychasevillagemd.gov

BOARD OF MANAGERS
MICHAEL L. DENGER
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VILLAGE MANAGER
SHANA R. DAVIS-COOK
LEGAL COUNSEL
SUELLEN M. FERGUSON

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OYSTER, IMUS, PETZOLD & ASSOCIATES, LLC
CIVIL ENGINEERS • LAND PLANNERS • SURVEYORS
11327 Amherst Avenue • Wheaton, Maryland 20902
301-949-2011 • ***www.oipengineering.com*** • 301-949-2013 (f)

ADDENDUM TO REPORT DATED OCTOBER 14, 2016

December 1, 2016

Dear Ellen,

We have reviewed the following items that were discussed in the meeting between the town, the three neighbors at 5502 Grove Street (the Rose's), 5503 Center Street (the Twinn's) and 5505 Center Street (David Lee), and ourselves last Wednesday, November 23, 2016.

1. Catch Basin: At Mr. Twinn's suggestion, relocate the catch basin on the Rose's property so that it would direct the water in a manner that more closely resembles pre-construction flow patterns.

2. Provide a pathway for the overflow of water through the wall so that the water will not back up to the back rear of the Roses property and then flow to the Twinn's property.

Subsequent to the meeting, we visited the site and discussed the proposed items in the presence of both Mr. Rose and Mr. Twinn, as well as Mr. Twinn's engineer, Mr. Samos.

We have the following observations and recommendations:

Catch Basin: Placing the catch basin 10' to the right of the outside edge of the retaining wall is preferable to the current design. According to Mr. Twinn's observation, having the water flow out of the wall at this location should more closely resemble the pre-existing flow path of the runoff. This would also reduce the amount of grading on the Rose's property since the catch basin would be moved upgrade from its existing location. We do not believe that this would cause additional adverse impact to the adjoining property. Our concern is conveying the runoff, not storing it.

In order to reduce the likelihood that the catch basin would clog, a dome cover should be used. If this is not available for a 6" catch basin, a 9" catch basin should be used. Based on our site visit, it also appears that the distance of 10' to the right of the outside edge of the retaining wall may not ensure that water bypasses the catch basin on the Twinn's property. If the Twinn's and Rose's are in agreement, we recommend that the location of the catch basin be moved 12' to the right of the outside edge of the retaining wall. We were able to find a 9" catch basin with a domed cover on line at https://drainagekits.com.

We are not opposed to a suggestion made by Mr. Samos that a larger pipe (6" instead of 4") be used to convey the water from the catch basin to the gravel drain tile. We do not think that this will substantially change the intent of our design, and the cost difference should not be substantial. Ultimately, the catch basin in Mr. Twinn's yard is limited by the pipe capacity of the 3" pipe that conveys that water to the street.

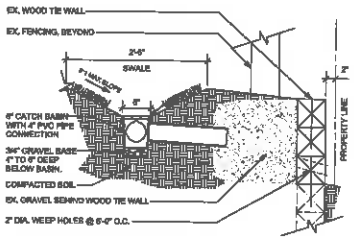
Conveyance of Overflow: There is a concern that a clogged grate, pipe or gravel drain will back up water in the proposed swale. The back up would force water to the rear right of the Rose's property before flowing to the Twinn's property. We proposed at the meeting that ½ " weep holes be drilled into the top tier of the timber wall, spaced at 2' on center, at the midpoint of the timber. As the length of the wall is approximately 55', that would allow for 26 weep holes. This would allow for the passage of additional flow in the case that the water backs up in the Rose's property.

Additional observation from field visit. It is possible that the drain tile and the Miradrain Board used by the contractor is to dewater the area behind the retaining wall and direct the flow to the rear right of the subject property (to the terminus of the retaining wall). When completing these changes, the contractor should ensure that the perforated pipe and the drain tile do not outfall at the terminus of the retaining wall as this would contradict to the intention of the plan revision. Thus the perforated pipe should be capped, and the gravel removed for the final 5' of the retaining wall. Additionally, ½" weep holes should be drilled into the bottom two tiers of timbers at 2' on center on each timber. When drilling the weep holes, the drill should pierce the Mira Drain fabric to ensure that water will be able to pass through the it and the weep holes. Also, at areas were there is a gap in the timbers, the fabric should also be pierced to encourage passing of the water. A meeting with the contractor would be helpful.

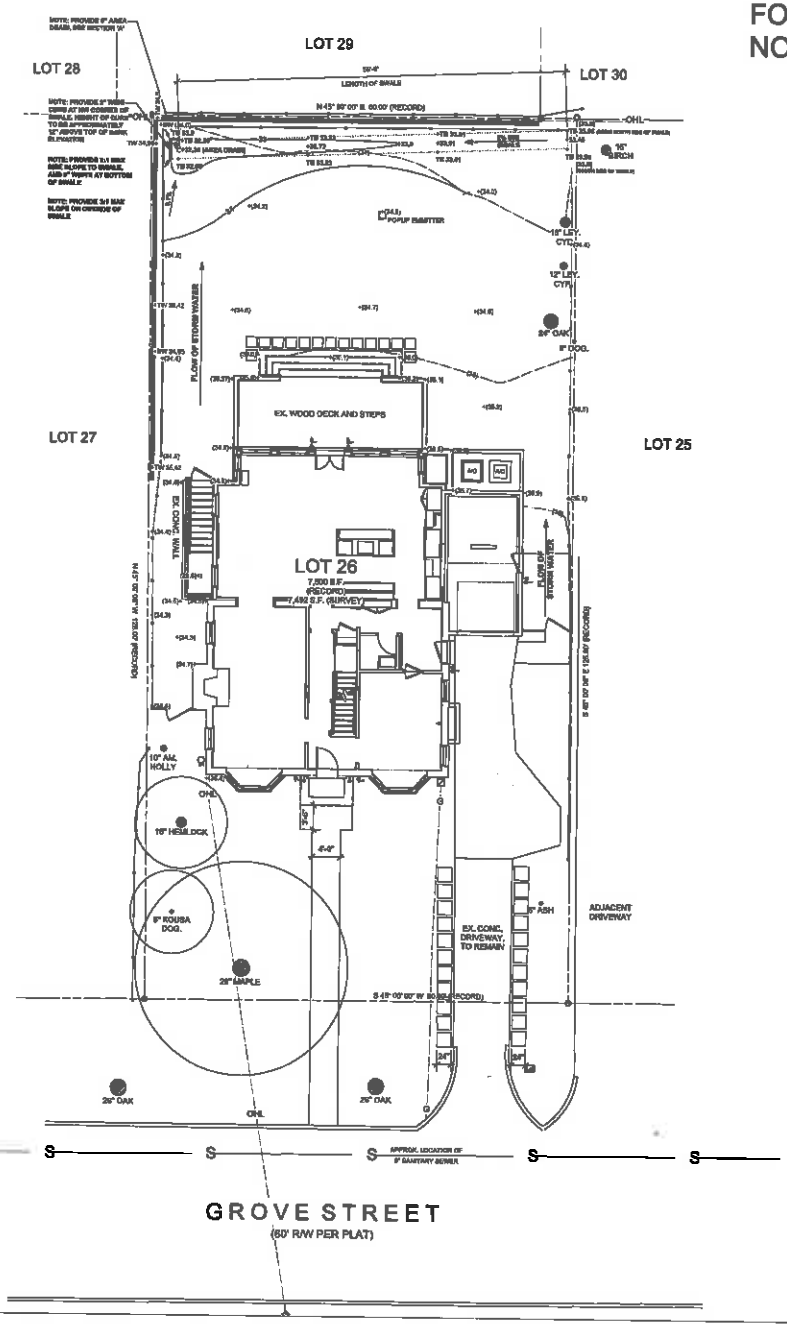
Limitations of these Recommendations: As with our original report, the conclusions contained in this letter are based on data obtained from two site visits, plans and documents provided to us by the client, and information garnered from publically available aerial photography and mapping. While they reflect our best analysis of the problem presented to us, they are not guaranteed to resolve the situation studied.

We did not excavate behind the retaining wall to confirm that the drain tile was built as stated by the contractor. Nor did we determine the exact location of property lines. We assumed that the design plans, the survey, and the information provided by the contractor were generally accurate.

Thank you for choosing Oyster, Imus, Petzold to prepare this report. If you have any questions concerning this report or we may of further service, please contact us.



A 6" AREA DRAIN
SECTION 1"=1'-0"



FOR REVIEW AND PRICING ONLY, NOT FOR CONSTRUCTION

GENERAL NOTES

1. TOPOGRAPHIC AND BOUNDARY SURVEY BY SNIDER & ASSOCIATES, 03/07/13
2. FOR LOCATION OF UTILITIES, CALL "MISS UTILITY" AT 1-800-257-7777, OR LOG ON TO WWW.MISSUTILITY.NET/ITIC 48 HOURS IN ADVANCE OF ANY WORK IN THIS VICINITY. THE EXCAVATOR MUST NOTIFY ALL PUBLIC UTILITY COMPANIES WITH UNDER GROUND FACILITIES IN THE AREA OF PROPOSED EXCAVATION AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH THE REQUIREMENTS OF THE LOCAL JURISDICTION.
3. ALL SUBSURFACE PIPES TO BE RIGID PVC PIPE.
4. THE INTENT OF THE PLAN IS TO CAPTURE WATER RUNOFF FROM THE SUBJECT LOT, AND THE ADJACENT LOT AT 5504 GROVE STREET THAT WAS PREVIOUSLY DRAINING ACROSS THE SUBJECT PROPERTY, AND CONVEY IT TO THE PROPOSED SWALE
5. NO GRADING IS TO OCCUR ON ANY PROPERTY OTHER THAN THE SUBJECT PROPERTY, WITHOUT THE RESPECTIVE HOMEOWNER'S PERMISSION
6. A PRE-CONSTRUCTION MEETING WITH A REPRESENTATIVE FROM CHEVY CHASE VILLAGE IS REQUIRED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION

KEY

- EXISTING TREES
- PROPERTY LINE
- EXISTING ELEVATION
- PROPOSED ELEVATION
- EXISTING CONTOUR
- PROPOSED CONTOUR
- GAS
- WATER
- SEWER
- OVERHEAD LINE
- SANITARY MH
- POWER POLE
- LIGHT POLE
- SIGN
- EX. WOOD FENCE
- EX. METAL FENCE
- PROP. WOOD FENCE
- TBT — TO BE TRANSPLANTED
- TBR — TO BE REMOVED
- LC — LANDSCAPE CONTRACTOR
- GC — GENERAL CONTRACTOR
- HARDSCAPE TO BE REMOVED

LILA FENDRICK landscape architecture & garden design
6904 West Avenue Chevy Chase, Maryland 20815 (301) 907-7700

ROSE RESIDENCE
5502 GROVE STREET, CHEVY CHASE, MD 20815

11-05-15	01-04-16
11-20-15	01-26-16
12-04-15	02-12-16
12-18-15	04-25-16
02-25-16	
03-03-16	

SCHEMATIC GRADING AND SUBSURFACE DRAINAGE PLAN 1/8"=1'-0"

OIP+A

OYSTER, IMUS, PETZOLD & ASSOCIATES, LLC
CIVIL ENGINEERS • LAND PLANNERS • SURVEYORS
11327 Amherst Ave., Suite A • Wheaton, Maryland 20902
301-949-2011 • www.oipengineering.com • 301-949-2013 (f)

October 14, 2016

DRAINAGE REPORT FOR 5502 GROVE STREET IN CHEVY CHASE, MARYLAND

Background

Oyster, Imus, Petzold & Associates, LLC (OIPA), has reviewed the plans provided to us by Chevy Chase Village for 5502 Grove Street (Lot 26) and conducted a site visit to assess the impact of new construction on the adjacent properties at 5503 and 5505 Center Street (Lots 29 and 30, respectively). It is our assessment that the grading performed on the site and the construction of the fence and retaining wall did change the drainage patterns to negatively impact the adjacent properties at Lot 29 and Lot 30. Thus we feel that the new construction does not comply with Section 8-25 of the Village Code which states that the "*Alteration of water flow or drainage <as a result of new construction> ... shall not have an adverse effect on abutting or nearby properties...*"

Observations

Based on the plans provided to us, the pre-construction storm water runoff for the subject property (Lot 26) drained from the front right to the rear left of the property. (All references to locations on a property such as front, back, right and left are based on a person standing in the street in front of the noted property and looking at the house.) This drainage pattern also directs water from the adjacent properties at 5504 and 5506 Grove Street to both the subject property and to 5503 Center Street, as can be seen on GIS topographic data available for Montgomery County.

The grading on the subject property disrupted the previous drainage pattern and caused runoff from the house to flow to the rear right of the property instead of to the rear left of the property. Runoff from the adjacent uphill properties is similarly effected and is directed to the rear right of the subject property from where it is conveyed around the retaining wall. Runoff that was previously entering as sheet flow towards the rear of the property at 5503 Center Street is now being concentrated by the construction of the new wall and the concentrated water flows from the up stream end of the wall and traverses the property at 5503 Center Street.

Other factors that we considered, but that we do not feel contribute significantly to the drainage patterns are (1) the soil in the rear of Lot 26 may have been additionally compacted during construction, which would make the ground less permeable for absorbing rainfall and runoff, (2) the removal of any trees in the rear of Lot 26 would result in less runoff being intercepted by the foliage and removed from the water table by the tree roots, and (3) the flatter grade in the rear of Lot 26 may encourage greater infiltration as the runoff would move at a slower rate over a flatter surface and then have more time to infiltrate into the soil.

Recommendations

We believe that the solution prepared by the Landscape Architect, Lila Fendrick, in her latest submittal, dated September 27, 2016, should mitigate the current situation to a large extent. Her plans provide a swale (a shallow ditch) that intercepts the runoff from the adjacent

lot at 5504 Grove Street (to the right of the subject property) and then directs it to an inlet in the rear left of the property. This inlet, in turn, conveys the water into a gravel "drain tile" that sets behind the retaining wall, at a location where the water was previously draining. From the "drain tile" the water should eventually drain through the ground, and through "weep holes" in the timber retaining wall, to the neighboring property at the location where the storm water runoff was originally flowing to, prior to the original grading that occurred on the subject property.

Brief Review of Drainage Report Prepared Provided by the Neighbor's Engineer

At the request of Chevy Chase Village, we briefly reviewed the report prepared by the neighbor's engineer. Figures 5, 6 and 7 appear to give an accurate description of the changes in water flows caused by the grading on the subject property that have adversely impacted the neighboring lots. We also agree with the report's finding that a sufficient drainage system has to exist behind the retaining wall to convey the runoff through the retaining wall. The contractor has stated that such a system was installed for this project.

Limitations

The conclusions contained in this report are based on data obtained from a single site visit, plans and documents provided to us by the client, and information garnered from publically available aerial photography and mapping. While they reflect our best analysis of the problem presented to us, they are not guaranteed to resolve the situation studied.

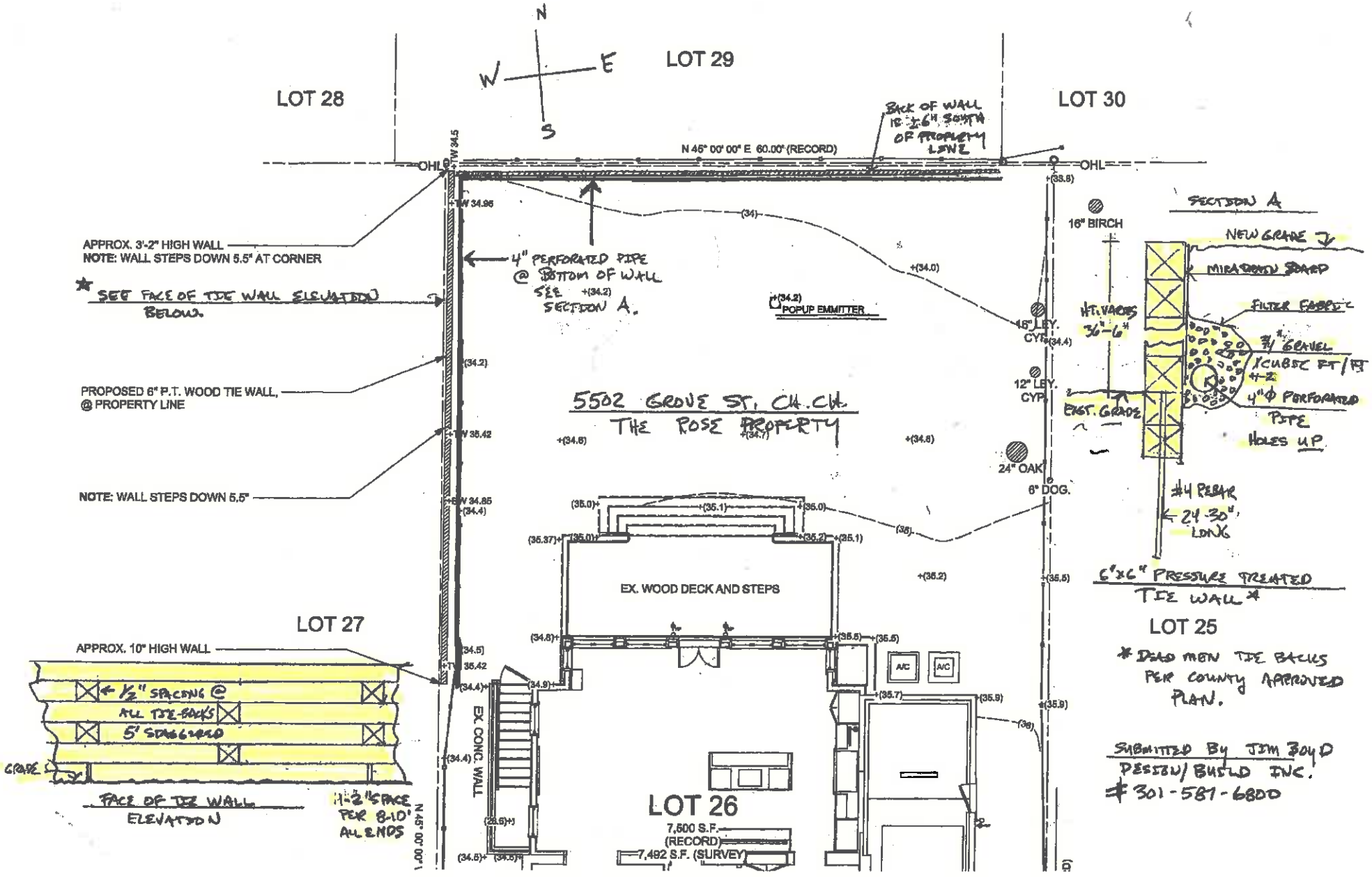
We did not excavate behind the retaining wall to confirm that the drain tile was built as stated by the contractor. Nor did we determine the exact location of property lines. We assumed that the design plans, the survey, and the information provided by the contractor were generally accurate.

Thank you for choosing Oyster, Imus, Petzold to prepare this report. If you have any questions concerning this report or we may of further service, please contact us.

Respectfully Submitted by,

Peter Noursi, P.E., Principal
Oyster, Imus, Petzold & Associates, LLC

Aerial Photo from MCAtlas website. Lot Numbers in red. Photo taken prior to construction. Subject Property is Lot 26.


N
W
E
S
LOT 28
LOT 29
LOT 30
LOT 27
LOT 26
LOT 25
BACK OF WALL IS ±6" SOUTH OF PROPERTY LINE
N 46° 00' 00" E 60.00' (RECORD)
OHL
APPROX. 3'-2" HIGH WALL
NOTE: WALL STEPS DOWN 5.5" AT CORNER
★ SEE FACE OF TIE WALL ELEVATION BELOW.
4" PERFORATED PIPE @ BOTTOM OF WALL SEE SECTION A.
POPUP EMMITTER
PROPOSED 6" P.T. WOOD TIE WALL, @ PROPERTY LINE
NOTE: WALL STEPS DOWN 5.5"
5502 GROVE ST, CH. CH.
THE ROSE PROPERTY
16" BIRCH
18" LEY. CYP.
12" LEY. CYP.
24" OAK
6" DOG.
EX. WOOD DECK AND STEPS
A/C
EX. CONC. WALL
7,500 S.F. (RECORD)
7,492 S.F. (SURVEY)
APPROX. 10" HIGH WALL
½" SPACING @ ALL TIE-BACKS 5' STAGGERED
GRADE
FACE OF TIE WALL ELEVATION
1'-2" SPACE PER 8-10' ALL ENDS
SECTION A
NEW GRADE
MIRAFOND BOARD
FILTER FABRIC
¾" GRAVEL 1 CUBIC FT/FT 4-2
4" Φ PERFORATED PIPE HOLES UP
HT. VARIES 36"-6"
EXIST. GRADE
#4 REBAR 24-30" LONG
6"x6" PRESSURE TREATED TIE WALL*
* DEAD MEN TIE BACKS PER COUNTY APPROVED PLAN.
SUBMITTED BY JIM BOYD DESIGN/BUILD INC.
301-581-6800

Treasurer's Report
July-December (6 months of FY 2017)

Overall:

This report is a six-month snapshot of FY 2017. The Village received its first quarterly income tax payment of $1,286,678.01 in November, which projects to income tax revenue of $2,747,690.88, approximately $548,000 over the budgeted amount. We have also received the tax duplication payment that comes from the county in the amount of $100,524. We have a budgeted deficit of $46,117, we now project a surplus of approximately $230,000 though it's still early and things can change as the year progresses. Our FY 2016 audit is officially completed and available on the Village's website. In addition, the full audit of the Comptrollers Office's Revenue Administration Division's incorrect classification of addresses and misallocated revenues is also complete and available for anyone who wants to view it at the Village office.

Income Tax Revenue:

In November, the Village received the first quarterly installment of the income tax revenue for FY 2017 in the amount of $1,286,678.01. This consisted of a quarterly distribution of $493,407.96 and a one-time reconciliation of $793,270.15. The quarterly distribution is approximately $64,000 greater than last years which is a result of more tax returns both in volume and income being processed then the previous year. This also is the first year the rules of the Wynne case take effect where certain tax payers can offset their county income tax payment from income and taxes earned and paid in other states. The income tax projects to come in 25% higher than the budgeted amount.

Property Tax Revenue:

We received $118,513 in November. We project this to come in at budget since the Village approved the constant yield for FY 2017.

Safe Speed Net Revenue:

So far this year's revenue is trending about 20% below budget for the first six months. There has been some construction during the first couple of months which has had some impact on safe speed citations; otherwise there is no specific reason for the decline in revenue so far this fiscal year other than continuing driver's awareness of cameras in this region.

Miscellaneous Revenue:

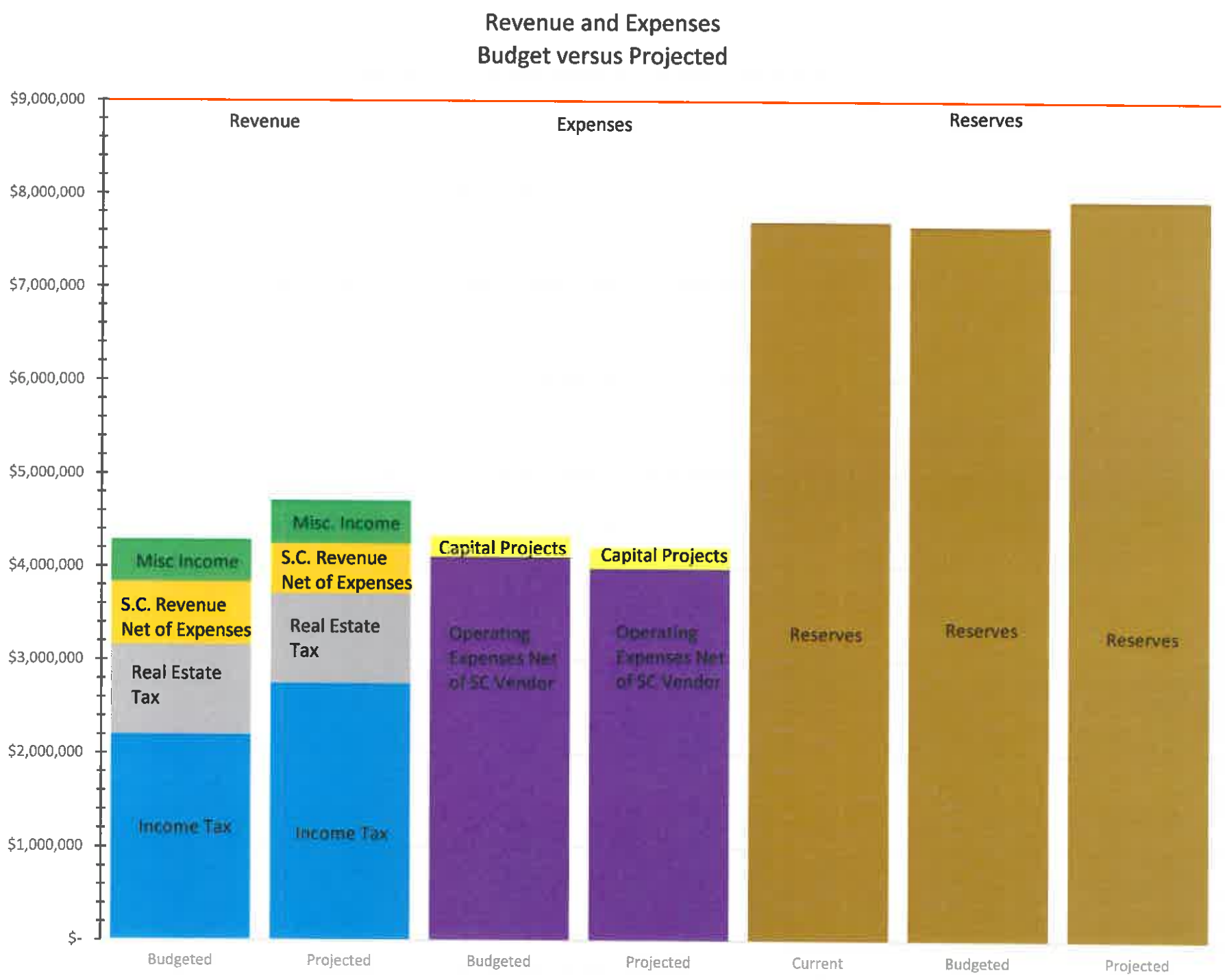
As of now it is tracking slightly above budget. We received a tax duplication payment of $100, 524, which was about $15,000 above the budgeted amount.

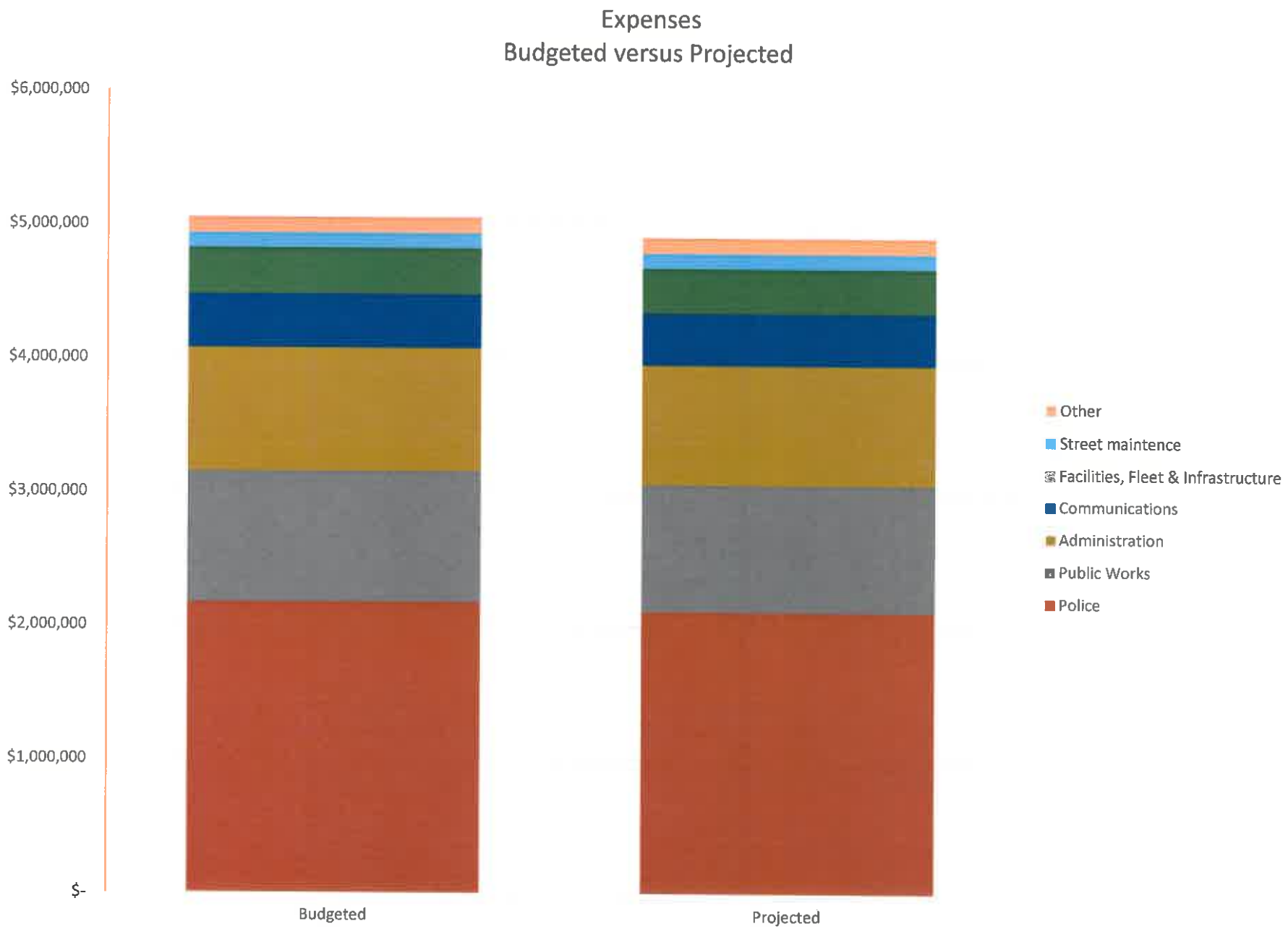
Capital Expenses:

Our expenses are projected to be $227,500 and so far the projects we have begun are street maintenance and the purchase of a new skid steer for public works.

Operating Expense:

We project this will be 3-4% below budget.


Revenue and Expenses
Budget versus Projected
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
Revenue
Expenses
Reserves
Misc Income
S.C. Revenue Net of Expenses
Real Estate Tax
Income Tax
Misc. Income
S.C. Revenue Net of Expenses
Real Estate Tax
Income Tax
Capital Projects
Operating Expenses Net of SC Vendor
Capital Projects
Operating Expenses Net of SC Vendor
Reserves
Reserves
Reserves
Budgeted
Projected
Budgeted
Projected
Current
Budgeted
Projected


Expenses
Budgeted versus Projected
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000
$-
Budgeted
Projected
Other
Street maintence
Facilities, Fleet & Infrastructure
Communications
Administration
Public Works
Police

December 2016 CCVPD Highlights

I. Crime/Operational

1. **Contractor truck stolen—keys were left in the truck:** A truck loaded with masonry tools was driven away with the keys from a job site in the 100 block of East Melrose Street on Friday, December 30.

2. **One unlocked car entered:** Overnight 12/06-12/07 (Tue/Wed), a Blackberry device worth $300 was taken from a car parked on the street in the unit block of Hesketh Street

3. **Seasonal package theft prevention results:** Only 2 package thefts reported during the initiative that ran from November 25-December 26

4. **Officer discovers package thefts during house checks:** On December 29, Officer Hrnjak was doing a house check on Grafton between Kirkside and Wisconsin when he spotted two opened boxes discarded on the front lawn. Labels on the boxes bore addresses of 2 nearby homes. The addressees confirmed that the packages were stolen.

II. Administrative/Training

1. The 2017 Legislative Session of the Maryland General Assembly begins Wednesday, January 11 at noon; Chief Fitzgerald will remain involved in the MCPA/MSA Legislative Subcommittee and will track bills of interest to the Village

2. Officers completed the following training in December: speed camera system refresher; annual pistol qualification; use-of-force decision making; pistol armorer (1 officer); mandated in-service

Select Reported Crimes 2016 vs. 2015				
	December '16	December '15	**YTD'16**	YTD'15
Assault	0	0	1[a]	1
Auto Theft & attempts	1	0	4[b]	3
Burglary & attempts	0	0	4[c]	9
Theft & attempts	5	5	78	75
Robbery	0	0	0	0

a. dispute between contractor and subcontractor; very minor injury
b. keys were used to steal these 4 cars
c. one of these incidents was a bicycle stolen from inside an open garage

	Select Reported Crimes 2010-Present						
	2010	2011	2012	2013	2014	2015	**2016** as of 12/31/16
Assault	0	0	2	2	0	1	1
Auto Theft & attempts	3	6	2	5	0	3	4
Burglary & attempts	7	14	3	4	8	9	4
Theft & attempts	46	67	97	60	38	75	78
Robbery	1	0	0	0	1	0	0

POLICE DEPARTMENT
5906 Connecticut Avenue, Chevy Chase, Maryland 20815
(301) 654-7300 FAX: (301) 654-7304
chevychasevillagemd.gov

John Fitzgerald
Chief of Police

MEMORANDUM

TO: John Fitzgerald, Chief of Police

FROM: Bruce I Gessford, Communications Lead Dispatcher

DATE: January 2, 2017

SUBJECT: Monthly Communications Report for December 2016

	Dec. 16	YTD16	Dec. 15	YTD15
Walk In	186	2,025	170	2,011
Incoming Phone Calls requiring no action*	1,023	12,232	951	13,546
Incoming Phone Calls requiring an action**	363	3,664	349	3,906
House Check Requests	235	2,072	229	2,161
Key Pick Up/Drop Off	82	634	69	702
Mail Pick Up	114	1,138	81	1,087
Special Pick Up Requests	68	1,049	79	1,057
Trash and Recycle Complaints	1	25	4	32

***Note: Incoming phone calls requiring no action include: information requests, forwarding calls internally and externally, providing directions, etc.**

****Note: Incoming phone calls requiring an action may include: house check requests, special pick ups, trash and recycle complaints, etc.**

(*) **Estimated total calls. Recording System was down for approximately 6 days**.

Chevy Chase Village
Monthly Incident Report
December 2016

Burglary (including attempts)	0		Theft from Auto (including attempts)	1
911 Disconnect	1		Lost Property	0
Alarm	32		Miscellaneous	22
Animal Bite	0		Mental Illness	1
Animal Complaint	6		Missing Person	0
Assault and Battery/Other Domestic	0		Noise Complaint	6
Assist Citizen	12		Open Door	7
Assist Other Agency	11		Power Outage	0
Attempted Theft of Auto/Other Vehicle	0		Parking Complaint	1
Burglary (including attempts)	0		Recovered Property/Montgomery County	0
CDS - Possession Paraphernalia	0		Recovered Property/Other	0
Check the Welfare	1		Suspicious Persons/Vehicles	23
Code Enforcement	4		Sudden Death - Natural	0
Collisions	15		Thefts (including attempts)	5
Hit and Run Property Damage	2		Thefts from Auto	1
Property Damage Collision	13		Thefts from Other	4
Personal Injury Collision	0		Theft of Auto/Other Vehicle	1
Disabled Vehicle	3		Threatening/Annoying Phone Call	0
DUI	1		Traffic Stop	1
Family Trouble	0		Trees / Limbs Down	0
Fire-Other	0		Trespassing	0
Identity Theft / Forgery	2		Vandalism	0
Hazard - General	0		Vandalism-Motor Vehicle	0
Hazard - Roadway / Traffic	8		Vendor Violation	1
Ill Person	0		Wanted Person	0
Injury Non-Traffic	0		Water Main Break	0
Investigation/Police Information	1		Wires Down	0

Collisions within Chevy Chase Village
December 2016

Connecticut Avenue@			Chevy Chase Circle@	
Bradley Lane	1		Connecticut Avenue	3
East Irving Street	1		**Brookville Road@**	
Oxford Street	1		East Irving Street	1
Quincy Streeet	3		Primrose Street	1
West Kirke Street	1		**Oliver Street@**	
Other Locations			Western Avenue	1
139 Grafton Street	1			
105 Primrose Street	1			

Chevy Chase Village
Monthly Traffic Report
December 2016

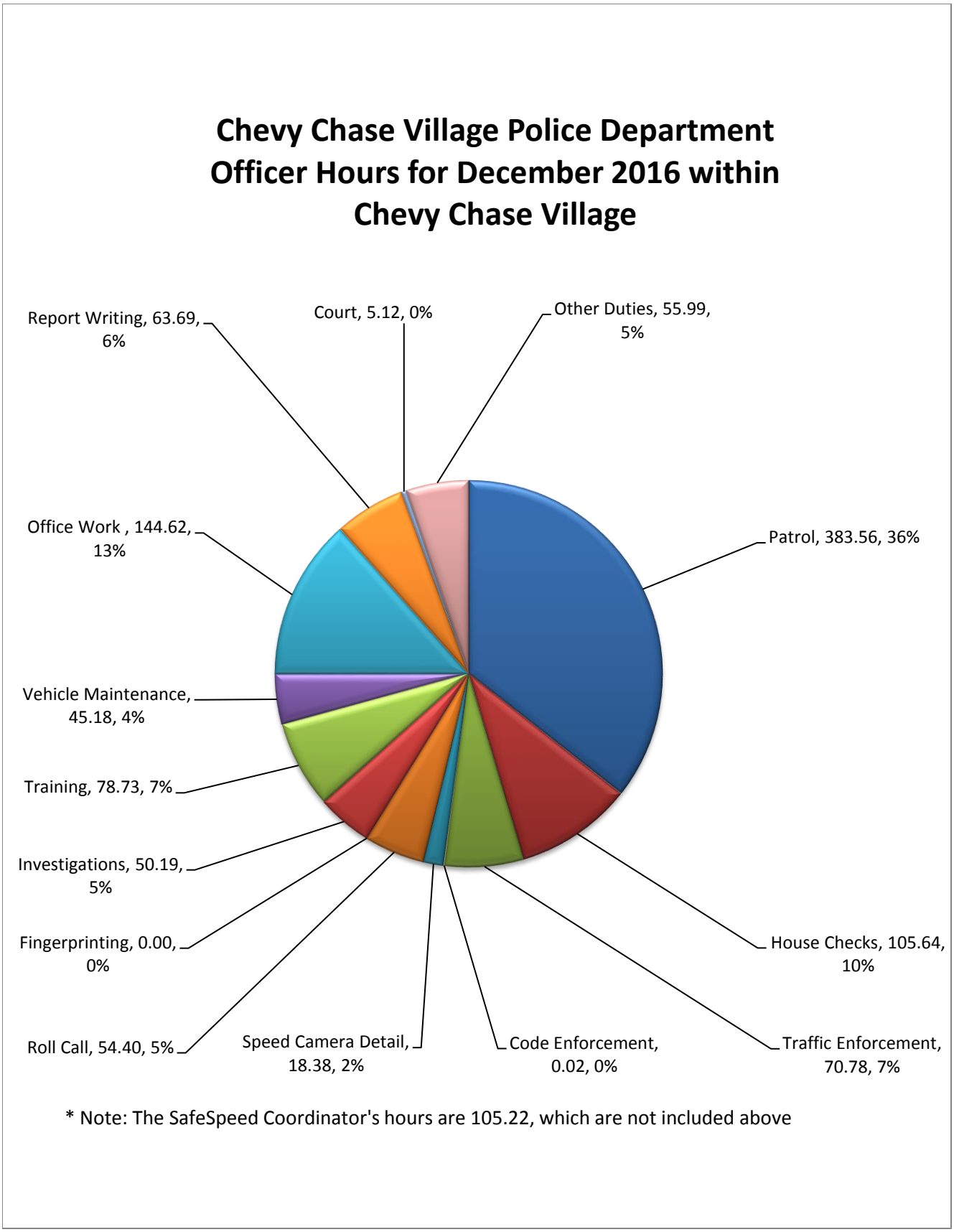
Equipment Repair Orders	1	
Miscellaneous Violations	9	
Parking Violations	5	
Sign Violations	1	
Warnings Written	29	
Speeding Violations	2	

Chevy Chase Village
Code Enforcement Report
December 2016

Police Officers		
Compliance Inquiry	5	
Investigations	0	
Municipal & Civil Citations Issued	0	
Municipal & Civil Warnings Issued	0	

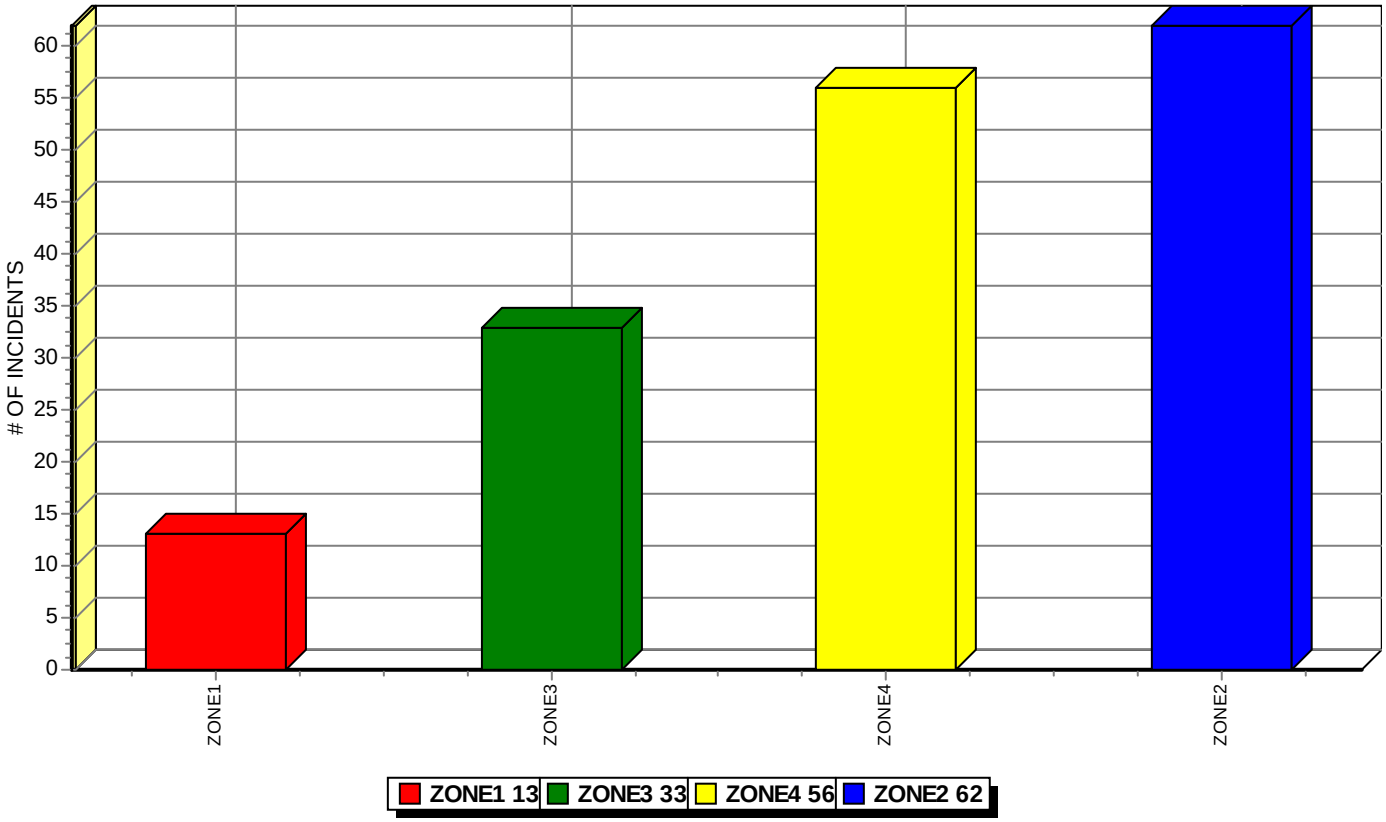
Chevy Chase Village
Agency Personnel Report

	Dec.	YTD
Citizen Complaints	1	3
Citizen Compliments	10	34

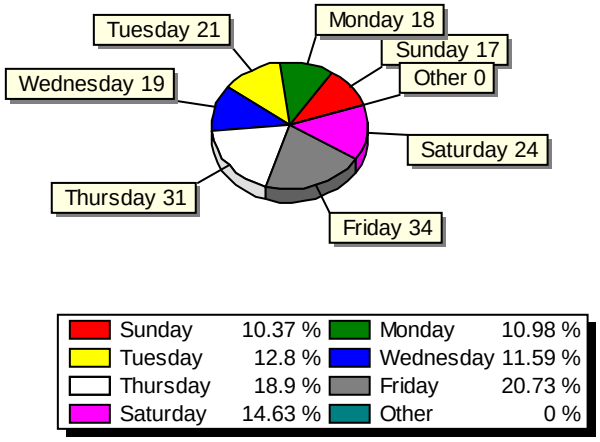

Chevy Chase Village Police Department
Officer Hours for December 2016 within
Chevy Chase Village
Report Writing, 63.69, 6%
Court, 5.12, 0%
Other Duties, 55.99, 5%
Office Work , 144.62, 13%
Patrol, 383.56, 36%
Vehicle Maintenance, 45.18, 4%
Training, 78.73, 7%
Investigations, 50.19, 5%
Fingerprinting, 0.00, 0%
House Checks, 105.64, 10%
Roll Call, 54.40, 5%
Speed Camera Detail, 18.38, 2%
Code Enforcement, 0.02, 0%
Traffic Enforcement, 70.78, 7%
* Note: The SafeSpeed Coordinator's hours are 105.22, which are not included above

CHEVY CHASE VILLAGE POLICE **1/5/2017 8:24:14 AM**

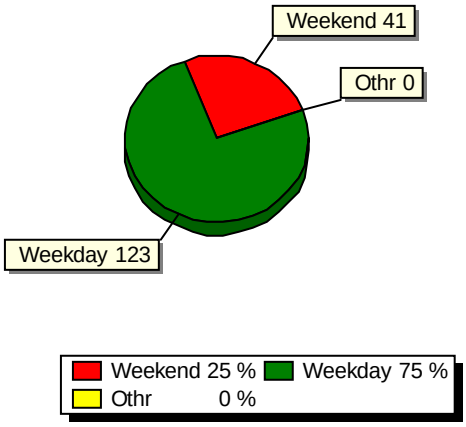
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week

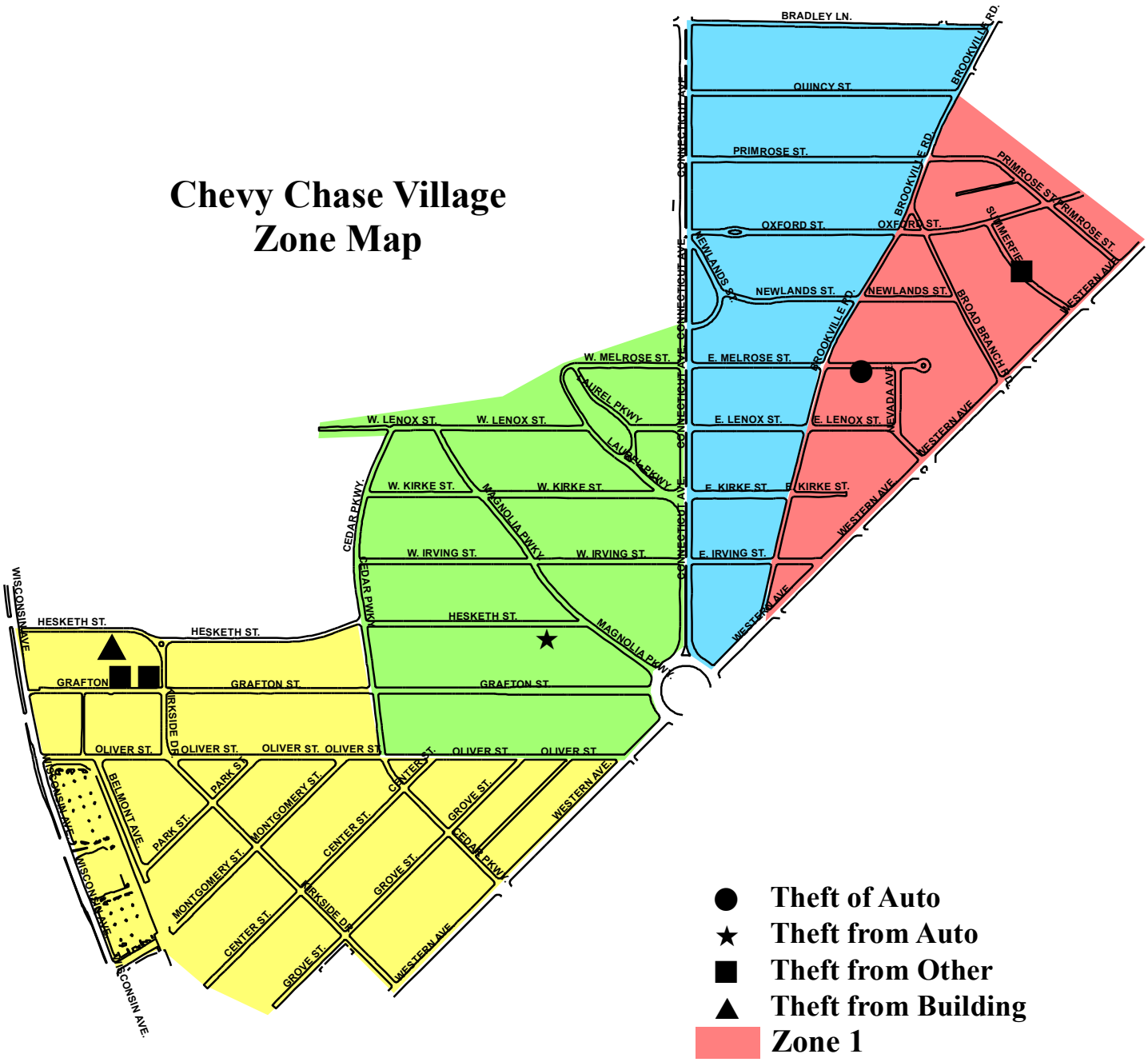


Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')
(DISTRICT <= 'ZONE4')
(INCDNUM like '%%')
(DATE_RECD >= TO_DATE('12/1/2016','MM/DD/YYYY'))
(DATE_RECD <= TO_DATE('12/31/2016','MM/DD/YYYY'))

Chevy Chase Village
Zone Map



Chevy Chase Village
Building & Tree Removal Permits
Permits Issued- December 2016

Building Permits

Permit #	Address	Type of Work
7082	6 West Kirke Street	Replace two air conditioners in the west (side) yard.
7081	9 Oxford Street	Install two 4" PVC drain pipes through the Oxford St. ROW.
6827	16 West Kirke Street	Extension of a permit for alterations & new rear addition.
6827-amended	16 West Kirke Street	Amendment to previously approved plan to include new rear porch.
7079	20 West Lenox Street	Install new fencing in the rear yard.
7078	7 Primrose Street	Replace front walkway.
7077	5605 Center Street	Install two drain pipes through the Center Street ROW.
7076	5605 Center Street	Construct new patio and walkways.
7075	5605 Center Street	Construct rear two story addition.

Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2290	11 Magnolia Pkwy.	(1) False Cypress	Per 17-3(a)(7); hazardous	No
2289	101 East Kirke St.	(1) False Cypress	Per 17-3(a)(7); hazardous	No
2288	19 Quincy Street	(1) Magnolia	Dead	No
		(1) Norway Maple	Hazardous	

Expiring Permit Notices Mailed This Month

None Required

Chevy Chase Village
Permitting and Code Enforcement Activity December 2016

Telephone Queries: +/- 85
Walk-Ins: +/- 25
Pre-Design Review Meetings: 4
Municipality Letters (issued to the County for new projects): 1
Administrative Building Permits Issued: 7 Administrative Building Permit; 1 Building Permit Extension; 1 Building Permit Amendment; 4 Dumpster Extensions; 1 Courtesy.
Licenses to Use the Public Right-of-Way: 2
Appeals: Two decisions were drafted from the November meeting.
Administrative Appeals: One in process for demolition of a detached garage.
Tree Ordinance Board: None active.
Enforcement Incidents: Routine code enforcement patrol and site inspections of construction projects were conducted. Additionally:

- Staff observed two job sites with construction materials placed in the public right-of-way. At one property the materials had been placed very close to the curb (there is no sidewalk in this block), and at the other the materials were very close to the public sidewalk. Staff contacted the project manager of each job and they had the materials relocated promptly.
- Pursuant to denial of a variance application, staff has been working with the Village Manager and Counsel to enforce the Board decision and initiate abatement or compliance for a play structure installed in the front yard of a property. The resident has modified the play equipment so that it is no longer considered "permanently anchored" and is no longer subject to Building Code regulations pursuant to structures.
- Staff observed that lattice panels had been installed in the front yard of a property in the CCV Historic District and that no building permits had been issued at this address. When contacted the resident stated that the panels were not intended to be permanent- they had been placed during training of a new puppy and would be removed that week. The panels have since been removed.
- Staff has been coordinating exchanges between the involved parties in an Appeal of the Manager's Decision.
- Two instances of work having been performed without the applicable permits having been obtained, both at addresses located in the CCV Historic District, have been resolved; the applicable HAWP and CCV permits have been obtained.
- Several instances of expired dumpster permits and commercial signs placed at job sites were identified and resolved.

Tree Requests: 5 requests were made to the Village arborist for tree inspections pursuant to removals or Tree Protection Plan requests for construction projects.
Administrative Tree Removal Permits: 3 permits were issued for removal of a total of four (4) trees, two (2) of which were approved pursuant to Sec 17-3(a)(7) (Species of Little Value).
Expired Permit Memos Sent: None required

-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator

From the desk of…

Michael Younes, Director of Municipal Operations
5906 Connecticut Avenue
Chevy Chase, MD 20815
Phone (301) 654-7300
Facsimile (301) 907-9721
michael.younes@montgomerycountymd.gov
www.chevychasevillagemd.gov

Memo

To: Board of Managers

From: Michael W. Younes, Director of Municipal Operations

CC: Shana Davis-Cook, Village Manager

Date: 1/4/2017

Re: Update on Capital and Infrastructure Upgrade Projects

Below please find an update on the various capital and infrastructure upgrade projects currently underway within the Village:

		Status	Duration/ Remaining	Est. Start Date	Est. Completion Date
In-Partnership with M-NCPPC					
Western Grove Park Development		Construction	5 months	Ongoing	May 2017
Utility Upgrades					
Sewer/Water Main Replacement (5500 block of Western Avenue)		Alignment Study/Design	TBD	Spring 2018 *(construction)*	TBD
Washington Gas Main Replacement – Bradley Lane		Restoration	Ongoing	Ongoing	Late Spring 2017
PEPCO Tree Pruning and Removals		Complete	Complete	Complete	Complete

PEPCO Tree Pruning and Removals:

- All of PEPCO's tree pruning and removal work is complete.
- Over the winter, the Village Public Works Department will grind out the stumps from the three (3) PEPCO removals and five (5) Village initiated removals to prep the sites for new trees to be planted in the future.

Washington Gas Main Replacement (Bradley Lane):

- Work to replace and upgrade the gas main along Bradley Lane has been completed and the old main has been deactivated.

CHEVY CHASE VILLAGE
ESTABLISHED 1890

- Concrete sidewalk, curb and driveway apron restoration work has been completed.
- Restoration of the trench line with permanent asphalt is still pending due to holidays, cold weather and availability of hot-mix asphalt.
- At the Board's February meeting, I will present staff's recommended final paving restoration reimbursement agreement between the Village and Washington Gas for Board review and possible approval.
- Final mill and overlay of Bradley Lane will not occur until late spring to allow for the trench to fully settle and due to minimum temperature requirements to apply surface asphalt.

Western Grove Park Development:

- Progress has been hard to come by in December due to the weather, holidays and delays in getting trade permits from DC and WSSC.
- Over the next couple weeks, the contractor's stone mason will begin the process of building mock-ups for the stone veneer, cobblestone and bluestone flatwork for approval by the design team.
- The following activities are scheduled for January:
  - Install stone veneer, cobblestone edging and bluestone flatwork following mock-up approval.
  - Complete water service connections.
  - Install natural play area underdrain system and border edging.
  - Install cedar pedestrian bridge.
- With the delays thus far and anticipating future delays throughout the winter, completion of the park has shifted to May 2017.

WSSC:

Water/Sewer Main Replacement (5500 block of Western Avenue):

- No updates since last month's report.

Memo

To: Chevy Chase Village Board of Managers

From: Tamu M.J. Tucker, Community Liaison/Administrative Assistant

CC: Shana R. Davis-Cook, Village Manager

Date: January 4, 2017

Re: Village Hall Use for December 2016

Below is a chart that reflects the type and frequency of events held in the Village Hall during the month of December 2016:

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) — Birthday Party (over 12), Birthday Party (under 12), Holiday Charity Party, Rehearsal Dinner	4	$1,875
Community Use —Board of Managers' Monthly Meeting; Chevy Chase Village Holiday Party	2	$0.00
Fee Waiver Use/Public Use —Chevy Chase @ Home Events (2); Section 5 Monthly Meeting; Friends of Chevy Chase Circle; Garden Club of Chevy Chase Meeting.	5	$0.00
Piano Use – Chevy Chase @ Home Holiday Party, Rehearsal Dinner	2	$0.00