

1. Meeting Called To Order  
Mr. Michael L. Denger, Chair
2. Approval Of Minutes From The Previous Board Of Managers' Meeting

**3. Variance And Special Permit Requests**

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

Documents: [TREASURERS REPORT.PDF](#)

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

Documents: [MONTHLY POLICE REPORT - MARCH 2016.PDF](#)

6. 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 - APRIL 2016.PDF](#), [VILLAGE HALL ACTIVITY REPORT.PDF](#)

**7. Matters Presented For Board Discussion And Possible Action (Where Required)**

## **Treasurer's Report July-March (9 months of FY 2016)**

### **Overall:**

This report is a nine month snapshot for FY 2016. In FY 2016 we project to have a surplus of approximately \$150,000, which would be \$541,731 better than the deficit we had budgeted. Income tax revenue is projected to be approximately \$200,000 more than budgeted (about 9% higher than budget). Also, since the approval of the original budget, supplemental appropriations have been made for an increase in the refuse and recycling contract and for additional Village Hall landscaping. However, higher than expected fees, county payments, plus lower than expected expenses in some areas, will offset the new expense from the supplemental appropriations approved for this fiscal year. We received from the State of Maryland a onetime income tax windfall in March of \$161,741 due to a State audit of tax returns going back to 2010

### **Income Tax Revenue:**

We are projected to come in approximately \$200,000 over budget this year about 9% higher than projected, not including the onetime income tax windfall we received in March.

### **Property Tax Revenue:**

We are projecting coming in around budget since we are using the constant yield rate for this fiscal year

### **Safe Speed Net Revenue:**

We project this will be coming in right about at the budgeted amount. The last half of FY 2015 saw an increase in Safe Speed revenue from the first half of FY 2015 and so far this trend had continued for the first five months of FY 2016. However, due to construction on Connecticut Ave., this revenue has had a slight decrease since and we may still see a slight decrease going forward for a couple of months.

### **Miscellaneous Revenue:**

Net of reimbursement revenue for Newlands Street repaving, we project this to be over budget by \$32,000 due to a higher than expected County tax duplication payment, and higher than expected fees and income.

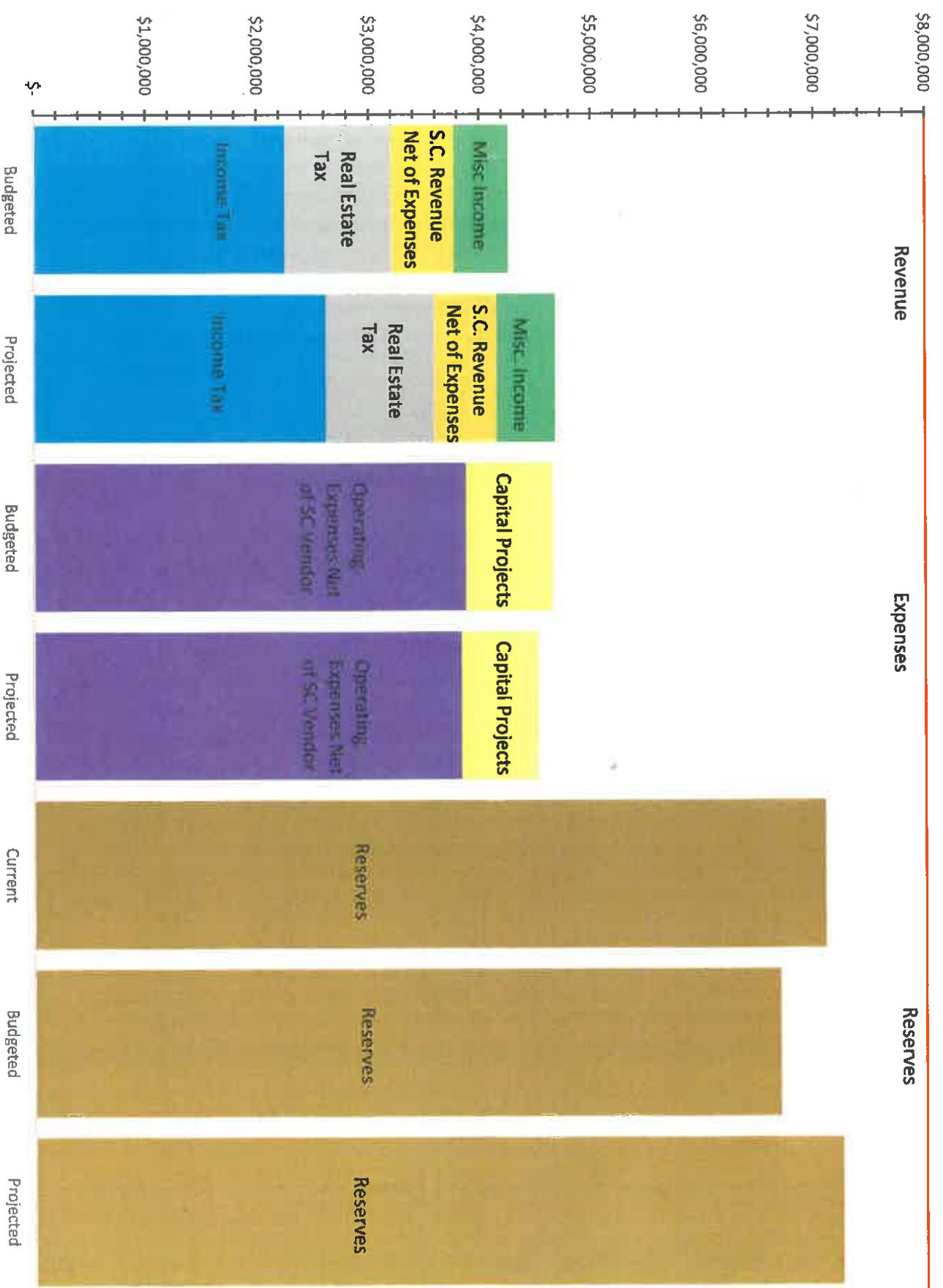
### **Capital Expense:**

Based on the supplemental appropriation for Village Hall landscaping, a slightly higher contribution to Western Grove Park a donation to a local elementary school, and the implementation of the Village traffic study, we project to be about \$20,000 over the original budget for the year, net of the reimbursed expense for Newlands Street repaving and not proceeding with the Village wide boundary study.

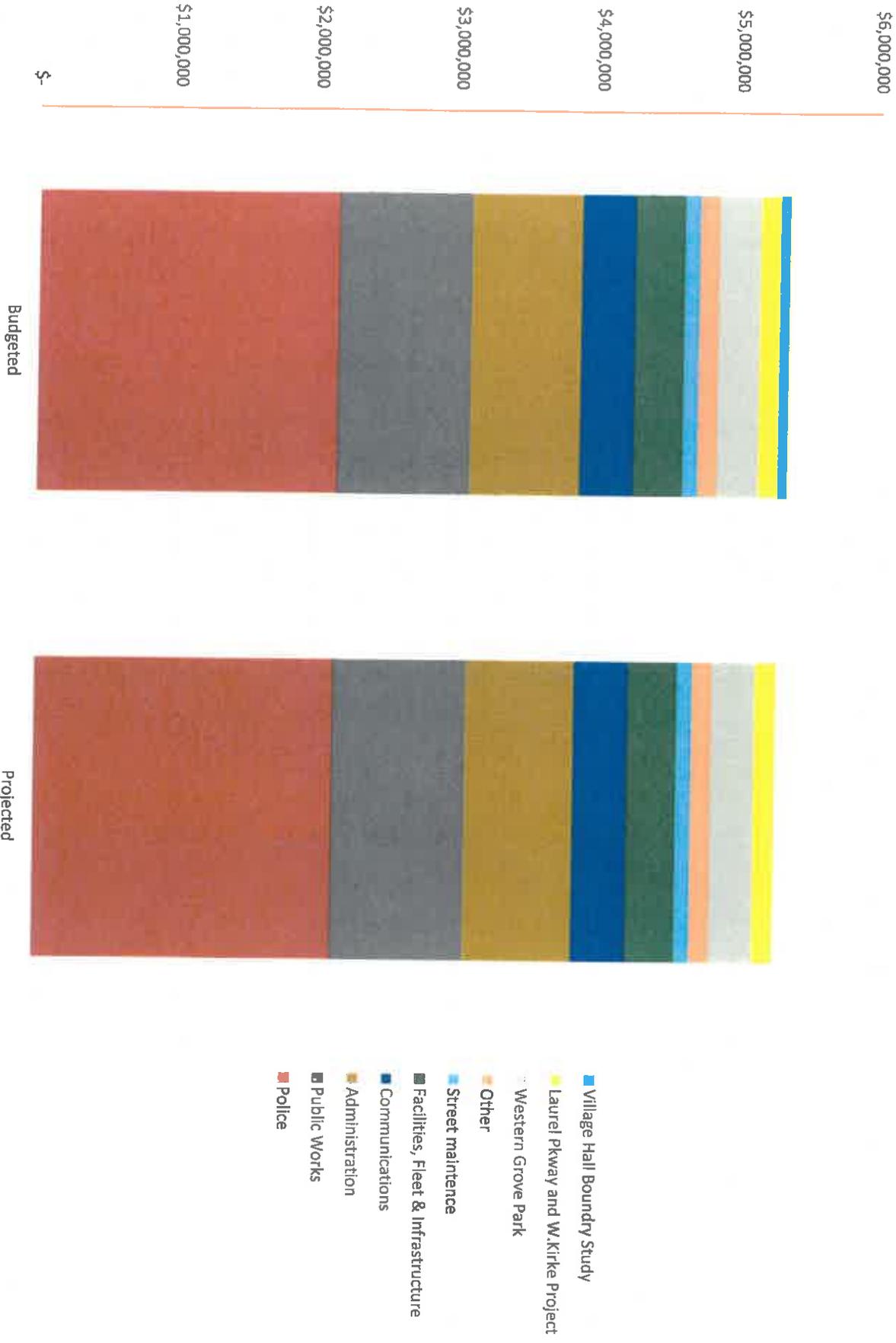
### **Operating Expense:**

We project this will be 4-5% below budget.

## Revenue & Expenses Budget versus Projected



## Expenses Budgeted versus Projected



## March 2016 CCVPD Highlights

### I. Crime/Operational

#### 1. 3 nighttime copper downspout theft events in the early morning hours of March 18:

- 5500 block of Center Street; copper downspouts were pulled away from the house and bent, but not stolen (attempt only)
- Hesketh Street between Magnolia and Cedar (2 homes); residents heard something between 1:30 a.m. and 2:00 a.m., but the noise did not recur and they went back to sleep

#### 2. No thefts from autos were reported in March.

### II. Training/Administrative

#### 1. Our 2 newest officers completed the weeklong Crisis Intervention Team training

#### 2. One of our nighttime dispatchers has completed first aid and CPR training.

#### 3. Chief Fitzgerald attended the funeral for Prince George's County Officer Jacai Colson

Select Reported Crimes 2016 vs. 2015				
	March '16	March '15	YTD'16	YTD'15
Assault	0	0	0	0
Auto Theft & attempts	0	0	0	0
Burglary & attempts	0	0	1*	0
Theft & attempts	3	0	20	10
Robbery	0	0	0	0

\*bicycle stolen from inside an open garage

	Select Reported Crimes 2010-Present						
	2010	2011	2012	2013	2014	2015	2016 as of 03/31/16
Assault	0	0	2	2	0	1	0
Auto Theft & attempts	3	6	2	5	0	3	0
Burglary & attempts	7	14	3	4	8	9	1
Theft & attempts	46	67	97	60	38	75	20
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:** April 1, 2016  
**SUBJECT:** Monthly Communications Report for March, 2016

	<u>Mar. 16</u>	<u>YTD 16</u>	<u>Mar. 15</u>	<u>YTD 15</u>
Walk In	136	426	125	375
Incoming Phone Calls requiring no action*	990	2,981	1,066	2,990
Incoming Phone Calls requiring an action**	309	777	277	730
House Check Requests	182	409	127	394
Key Pick Up/Drop Off	47	149	44	115
Mail Pick Up	72	261	69	209
Special Pick Up Requests	82	189	86	185
Trash and Recycle Complaints	1	8	4	7

**\*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.**

## Chevy Chase Village Monthly Incident Report March 2016

Burglary (Including attempts)	0	Theft from Auto (Including attempts)	0
911 Disconnect	0	Investigation/Police Information	0
Alarm	29	Lost Property	0
Animal Bite	0	Miscellaneous	8
Animal Complaint	7	Missing Person	0
Assault and Battery/Other Domestic	0	Noise Complaint	2
Assist Citizen	5	Open Door	7
Assist Other Agency	6	Open Trunk or Vehicle Door	1
Attempted Theft of Auto/Other Vehicle	0	Power Outage	1
Burglary (including attempts)	0	Parking Complaint	1
CDS - Possession Paraphernalia	0	Recovered Property/Montgomery County	4
Check the Welfare	3	Recovered Property/Other	0
Code Enforcement	1	Suspicious Persons/Vehicles	14
Collisions	17	Sudden Death - Natural	0
Hit and Run Property Damage	2	Thefts (including attempts)	3
Property Damage Collision	12	Thefts from Auto	0
Personal Injury Collision	3	Thefts from Other	3
Disabled Vehicle	4	Theft of Auto/Other Vehicle	0
DUI	0	Traffic Hazard	0
Fraud / Embezzlement / Confidence Game	1	Traffic Stop	0
Fail to Pay	0	Trees / Limbs Down	0
Family Trouble	0	Trespassing	0
Fire-Other	0	Vandalism	0
Identity Theft / Forgery	2	Vandalism-Motor Vehicle	0
Hazard - General	0	Vendor Violation	0
Hazard - Roadway	0	Wanted Person	0
Ill Person	5	Water Main Break	0
Injury Non-Traffic	0	Wires Down	0

### Collisions within Chevy Chase Village March 2016

Connecticut Avenue @ Bradley Lane	1	Brookville Road @ Newlands Street	1
Connecticut Avenue @ Quincy Street	1	Brookville Road @ East Lenox Street	1
Connecticut Avenue @ East Lenox Street	1	Brookville Road @ East Kirke Street	1
Connecticut Avenue @ East Kirke Street	1	Cedar Parkway @ Oliver Street	1
Connecticut Avenue @ West Irving Street	2	6315 Broad Branch Road	1
Chevy Chase Circle @ Connecticut Avenue	4	6 East Kirke Street	1
Chevy Chase Circle @ Grafton Street	1		

### Chevy Chase Village Monthly Traffic Report March 2016

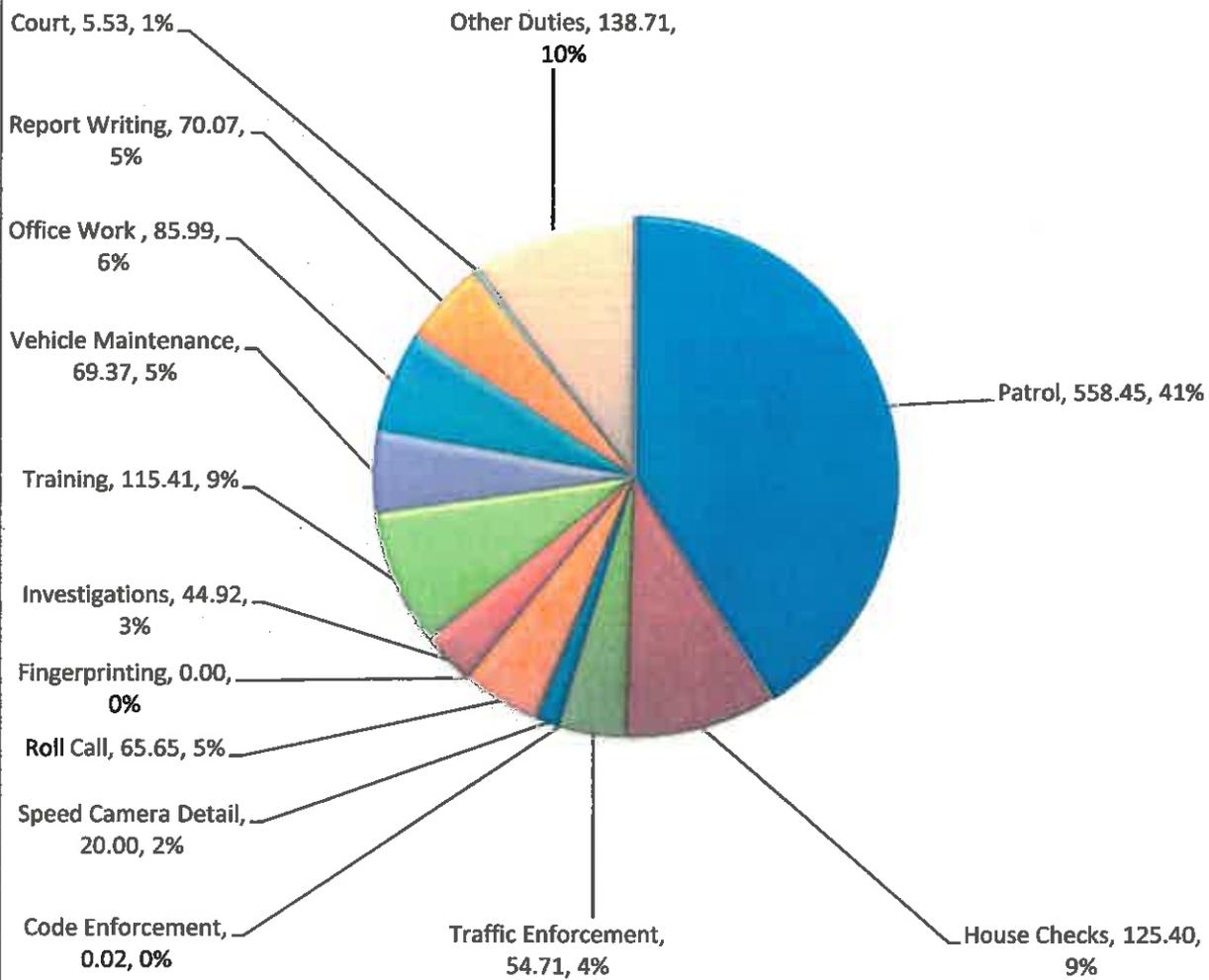
Equipment Repair Orders	1	Police Officers	
Miscellaneous Violations	8	Compliance Inquiry	3
Parking Violations	8	Investigations	0
Sign Violations	1		
Warnings Written	33	Municipal & Civil Citations Issued	0
Speeding Violations	0	Municipal & Civil Warnings Issued	0

### Chevy Chase Village Code Enforcement Report March 2016

### Chevy Chase Village Agency Personnel Report

	Mar.	YTD
Citizen Complaints	0	0
Citizen Compliments	2	7

## Chevy Chase Village Police Department Officer Hours for March 2016 within Chevy Chase Village

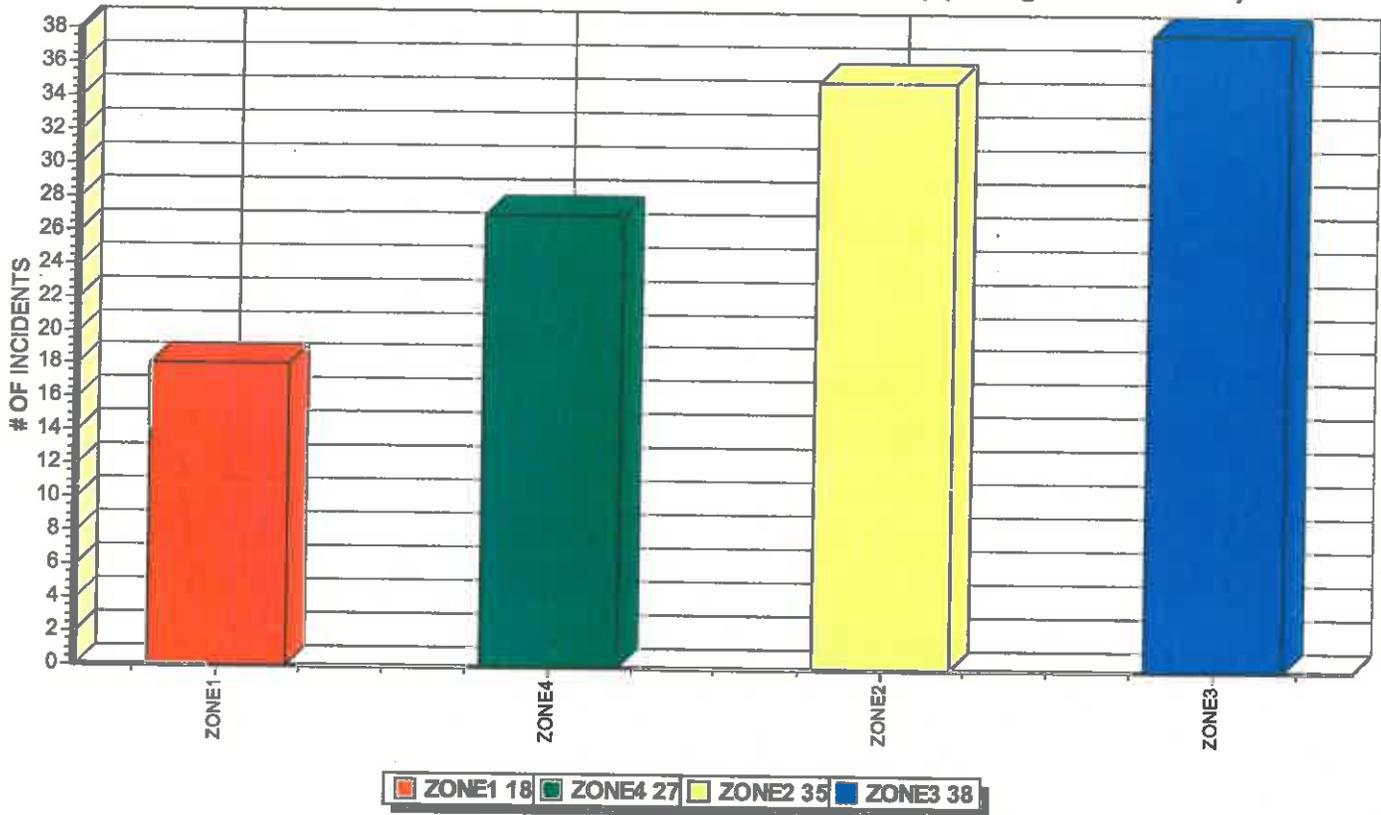


\* Note: The SafeSpeed Coordinator's hours are 137.72, which are not included above

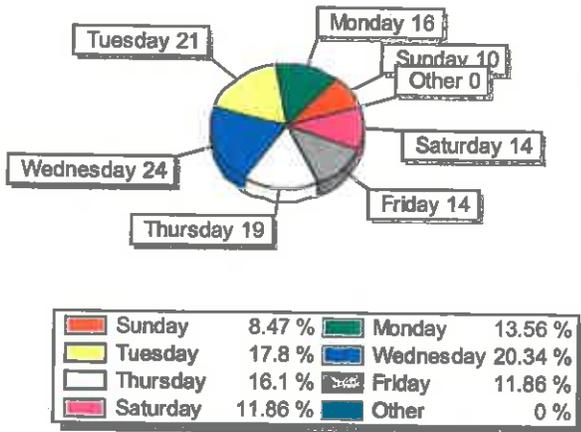
CHEVY CHASE VILLAGE POLICE

04/05/2016 13:01:30

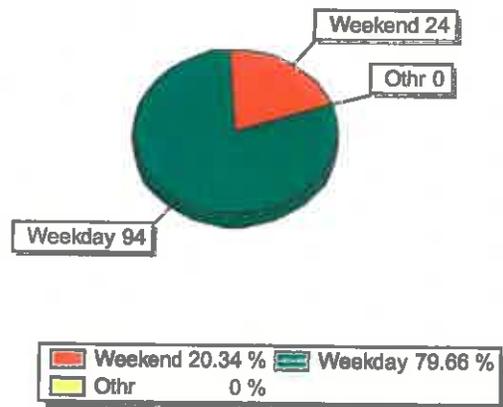
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week

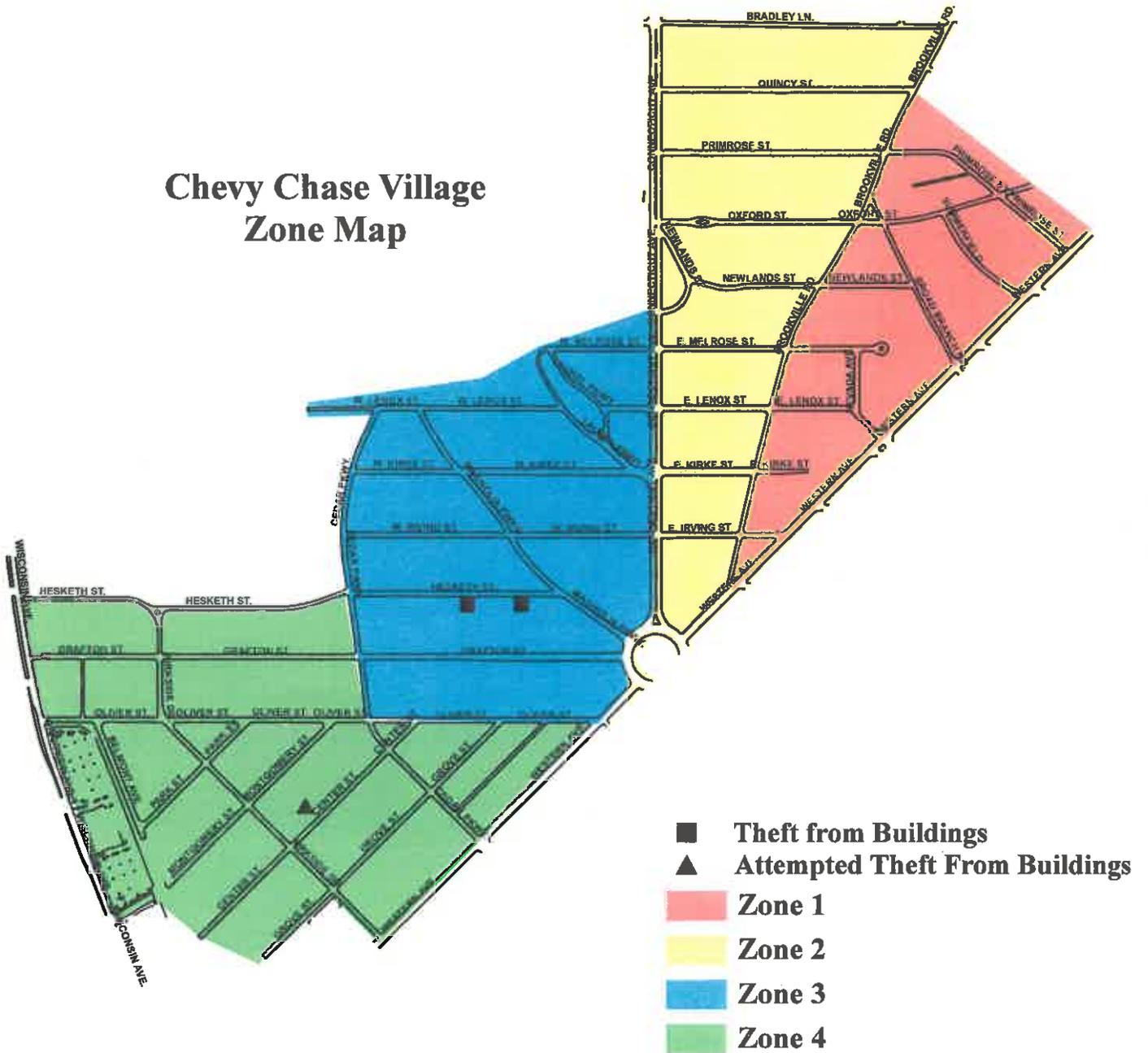


Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')  
 (DISTRICT <= 'ZONE4')  
 (INCDNUM like '%%')  
 (DATE\_RECD >= TO\_DATE('03/01/2016','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('03/31/2016','MM/DD/YYYY'))

# Chevy Chase Village Zone Map



**Chevy Chase Village**  
**Building & Tree Removal Permits**  
Permits Issued- March 2016

**Building Permits**

<b>Permit #</b>	<b>Address</b>	<b>Type of Work</b>
6916	117 Oxford Street	Install replacement fence in the front yards.
6915	5604 Kirkside Drive	Install replacement fence in the front and side yards.
6914	33 Quincy Street	Construct steps, fireplace & water feature in the rear yard.
6913	33 Quincy Street	Construct new patio and walkway
6912	33 Oxford Street	Install handrails, one in the Oxford St. public ROW.
6908	5419 Center Street	Rebuild existing front stoop.
6907	6131 Nevada Avenue	Construct fence in the south (side) & front yards.
6906	19 Grafton Street	Modify existing deck and construct new roof.
6905	3 East Kirke Street	Upgrade existing water service.
6904	35 West Irving Street	Construct patio in the rear yard.
6903	6403 Connecticut Ave	Install two new air conditioners in the rear yard.
6902	17 West Irving Street	Install three foot fence in the front yard of the property.
6901	205 Primrose Street	Replace brick patio w/ slate in same location; add seat wall.

**Tree Removal Permit**

<b>Permit #</b>	<b>Address</b>	<b>Type of Tree</b>	<b>Reason for Removal</b>	<b>Reforestation Indicated*</b>
2221	6301 Broad Branch	(1) Elm	Hazardous	No
2219	5403 Center Street	(1) Redbud; (1) Pine	Hazardous	Yes

\* Since commencing recordation of reforestation intentions in November of 2013, 48 of 107 Applicants (44.8 %) indicated that they would voluntarily be reforesting on their property.

**Expiring Permit Notices Mailed This Month**

6722	28 Quincy Street	Refurbish a detached garage.
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# Chevy Chase Village

## Permitting and Code Enforcement Activity March 2016

**Telephone Queries:** +/- 140

**Walk-Ins:** +/- 58

**Pre-Design Review Meetings:** 2

**Municipality Letters (issued to the County for new projects):** 10

**Administrative Building Permits Issued:** 13 Administrative Building Permit; 1 Utility; 1 Portable Storage Unit; 2 Dumpster; 2 Dumpster Extensions

**Licenses to Use the Public Right-of-Way:** 1

**Appeals:** One Decision from a variance request granted at the March meeting was drafted, circulated, and approved; one variance application was continued from the February and March Board meetings for continuation in April; and two Special Permits were prepared for the April Board meeting. One Appeal of the Manager's Decision was filed and presented at the March Board meeting; staff continues work on that case. One Administrative Special Permit was approved, for demolition of a detached garage at a property on Grafton Street. One Administrative Special Permit is in process, for demolition of a dwelling at the property previously recorded as 108 East Melrose Street.

**Tree Ordinance Board:** One was approved at the March meeting, for removal of an Oak tree at 117 Grafton Street. One application was submitted for removal of two trees at 5502 Center Street, however the TOB requested consultation with the Board prior to issuing a report in that case.

**Enforcement Incidents:** Routine code enforcement patrol and site inspections of construction projects were conducted. Additionally:

- Staff continues enforcement of modifications which were made to approved plans without approval. The modifications might create a setback encroachment and might also put the project over the allowable lot coverage percentage. The resident was contacted, came in to discuss the violation and is preparing a variance request to maintain the structure. The resident must first obtain County approval for the added side portico.
- Staff continues to work with a resident to resolve sump pump discharge into the public right-of-way. The resident's contractor had installed the pump outlet in the tree box without approval and the discharge has created a health and safety issue and acceptable alternatives are being explored.

**Tree Requests:** 11 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:** 2 permits were issued for removal of a total of four (4) trees.

**Expired Permit Memos Sent:** 1

**Additional Activity:**

- Staff continues editing of archive permit records.
- Staff has begun generating SOPs for standard permit applications.

*-compiled by Ellen Sands, Permitting and Code Enforcement Coordinator*

# Memo

**To:** Board of Managers  
**From:** Michael W. Younes, Director of Municipal Operations *MWY*  
**CC:** Shana Davis-Cook, Village Manager  
**Date:** 4/4/2016  
**Re:** Update on Capital and Infrastructure Upgrade Projects

Below please find an update on the various capital and infrastructure upgrade projects currently under construction and in the planning stage:

	Status	Duration/ Remaining	Est. Start Date	Est. Completion Date
<b><u>Village Initiated</u></b>				
W. Kirke St. and Laurel Pkwy. Intersection Improvements	Construction	1 month	April 2016	May 2016
Village Website Redevelopment	Development	3 months	Ongoing	June 2016
<b><u>In-Partnership with M-NCPPC</u></b>				
Western Grove Park Development	Pre-Construction	6-9 months	June 2016	February 2017
<b><u>Utility Upgrades</u></b>				
Laurel Park Sewer Rehabilitation	Pre-Construction	1 month	TBD	TBD
Washington Gas Main Replacement – Bradley Lane	Permitting	TBD	TBD	TBD
PEPCO Tree Pruning and Removals	Permitting	2 months	Ongoing	May 2016
<b><u>State Projects</u></b>				
Connecticut Avenue Pedestrian Signal	Construction	1 month	Ongoing	April 2016

**Connecticut Avenue Pedestrian Signal:**

- No updates since last month's report.

**PEPCO Tree Pruning and Removals:**

- Village Arborist, Dr. Tolbert Feather, will brief the Board on PEPCO's proposed plan for tree pruning & removals within a portion of the Village.
- Pursuant to the Village's agreed upon policy with PEPCO, staff and the Village Arborist will meet with PEPCO representatives to review and approve the pruning work within the public rights-of-way.
- Any pruning or removals on private property must be agreed upon by the homeowner and PEPCO directly.
- Notice has been posted on the Village website, blast e-mail system and *Crier* advising of the pruning work.

**Village Website Redevelopment:**

- No updates since last month's report.

**Washington Gas Main Replacement:**

- No updates since last month's report.

**W. Kirke St. and Laurel Pkwy. Intersection Improvements:**

- The Village's contractor, A.B. Veirs, is set to begin work on April 27.
- All work is anticipated to be complete by mid-May.
- During construction there may be times where traffic travel around the Village Hall will be detoured during the daytime hours, however all closures will be removed following each work day.
- Notice has been posted on the Village website, blast e-mail system, *Crier* as well as direct mailed to the homes surround the Village Hall, outlining the construction schedule and what to expect.
- A dedicated page on the Village's website has also been set up to provide updates to residents.

**Western Grove Park Development:**

- Park & Planning is in the process of finalizing all contract, bonding and insurance paperwork with the recommended contractor.
- Construction is slated to get underway in the early June timeframe and is anticipated to last between 6-9 months.
- During construction the park will be closed and fenced off to all use for safety reasons.
- Prior to construction starting, notice will be posted on the Village website, blast e-mail system and *Crier* advising resident of the timeline and what to expect during construction.

**Laurel Park Sewer Rehabilitation:**

- No updates since last month's report.

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Melissa Wiak, Community Liaison/Administrative Assistant  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** April 4, 2016  
**Re:** Village Hall Use for March 2016

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

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) — Birthday Party; Chevy Chase Elementary School Auction; Child Birthday Parties (2)	4	\$1,750
Community Use — Board of Managers' Monthly Meeting; Parks & Greenspaces Committee Meeting; Public Safety Committee Meeting; Western Grove Park Friends Group Meeting	4	\$0.00
Fee Waiver Use/Public Use — Chevy Chase @ Home Events (4); Section 5 Monthly Meeting; Chevy Chase Garden Club Monthly Garden Club; Chevy Chase Historical Society lecture	7	\$0.00