

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

3.1. Variance And Special Permit Requests

- Continuance of A-6887 (Variance Request): Mr. William Robert Maloni & Ms. Heidi Wynn Maloni Trustees under the William Robert Maloni Living Trust, 5 Chevy Chase Circle Maintain a structure which was installed in the front yard of the property and which encroaches nineteen feet, six inches (19'-6") forward of the twenty-five (25) foot front (Grafton Street) building restriction line.
- A-6888 (Special Permit): Mr. John J. Campanella & Ms. Kathleen M. Campanella, 5910 Cedar Parkway Maintain a wall which was constructed in the Cedar Parkway public right-of-way and which is located ten (10) inches from the inside (west) edge of the public sidewalk.
- Amendment to A-6889 (Special Permit): Mr. John J. Campanella & Ms. Kathleen M. Campanella, 5910 Cedar Parkway Modify a previously approved Special Permit to expand an existing gravel driveway from a maximum width of sixteen (16) feet to a maximum width of twenty-one feet, eleven inches (21'-11") on private property. The Village Board previously approved a Special Permit allowing the driveway to be expanded to a maximum of nineteen feet, eleven inches (19'-11"), which was not installed.

4. Treasurer's Report

Mr. Gary Crockett, Board Treasurer

Documents: [TREASURERS REPORT.PDF](#)

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

6. Police Report

Mr. John M. Fitzgerald, Police Chief

Documents: [MONTHLY POLICE REPORT - MARCH 2016.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 - APRIL 2016.PDF](#), [VILLAGE HALL ACTIVITY REPORT.PDF](#)

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.

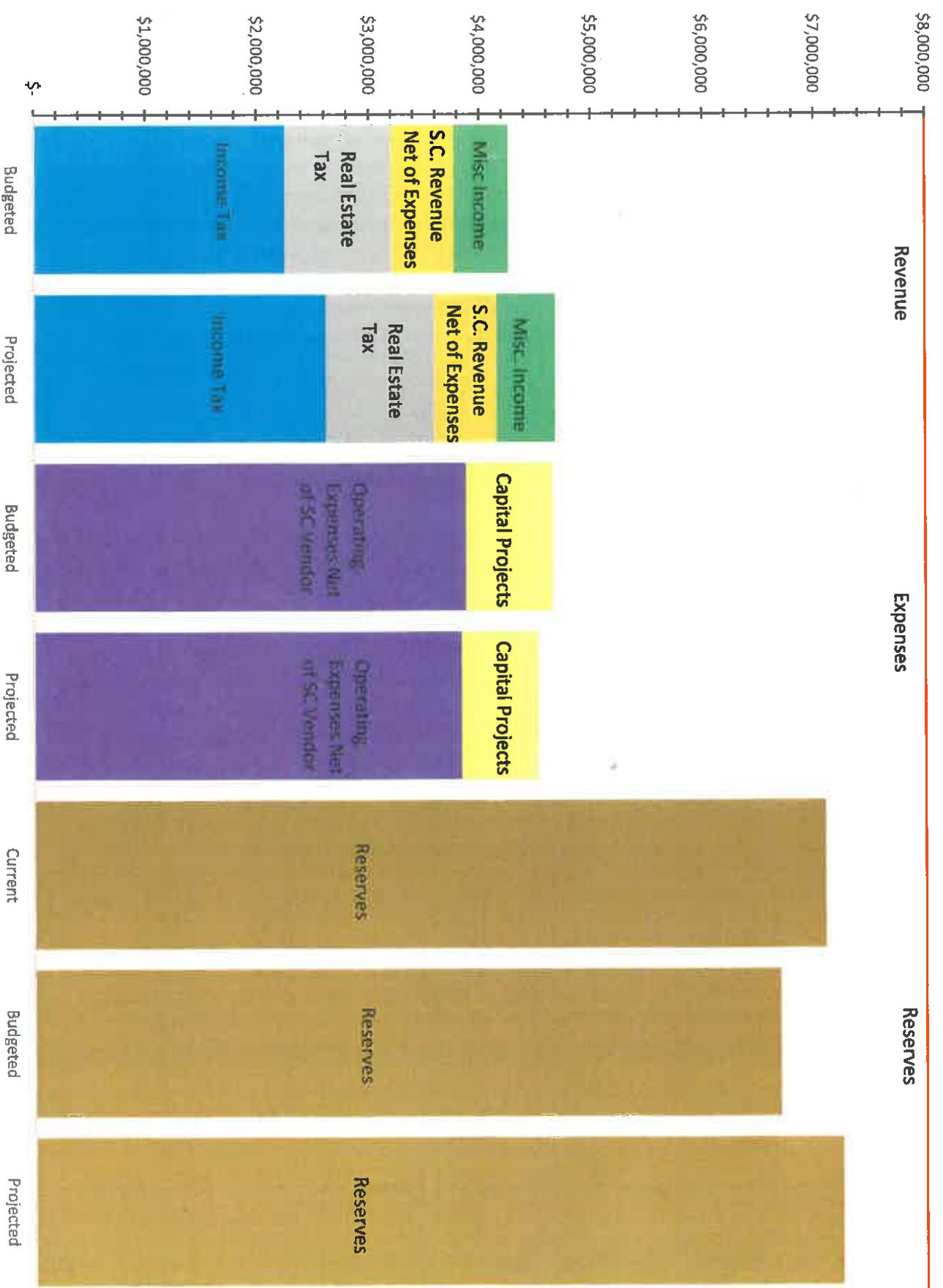
Capital Expense:

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.

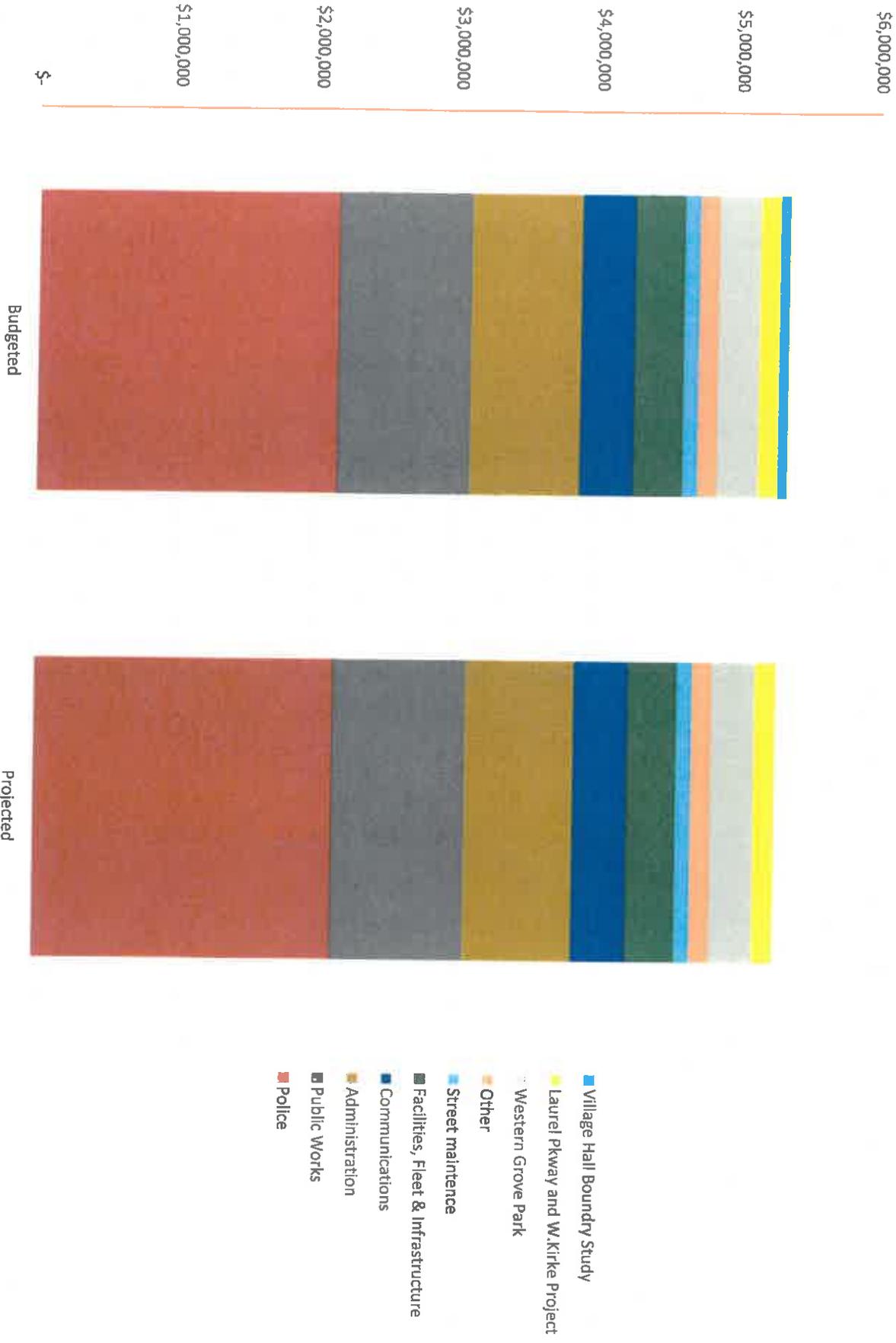
Operating Expense:

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

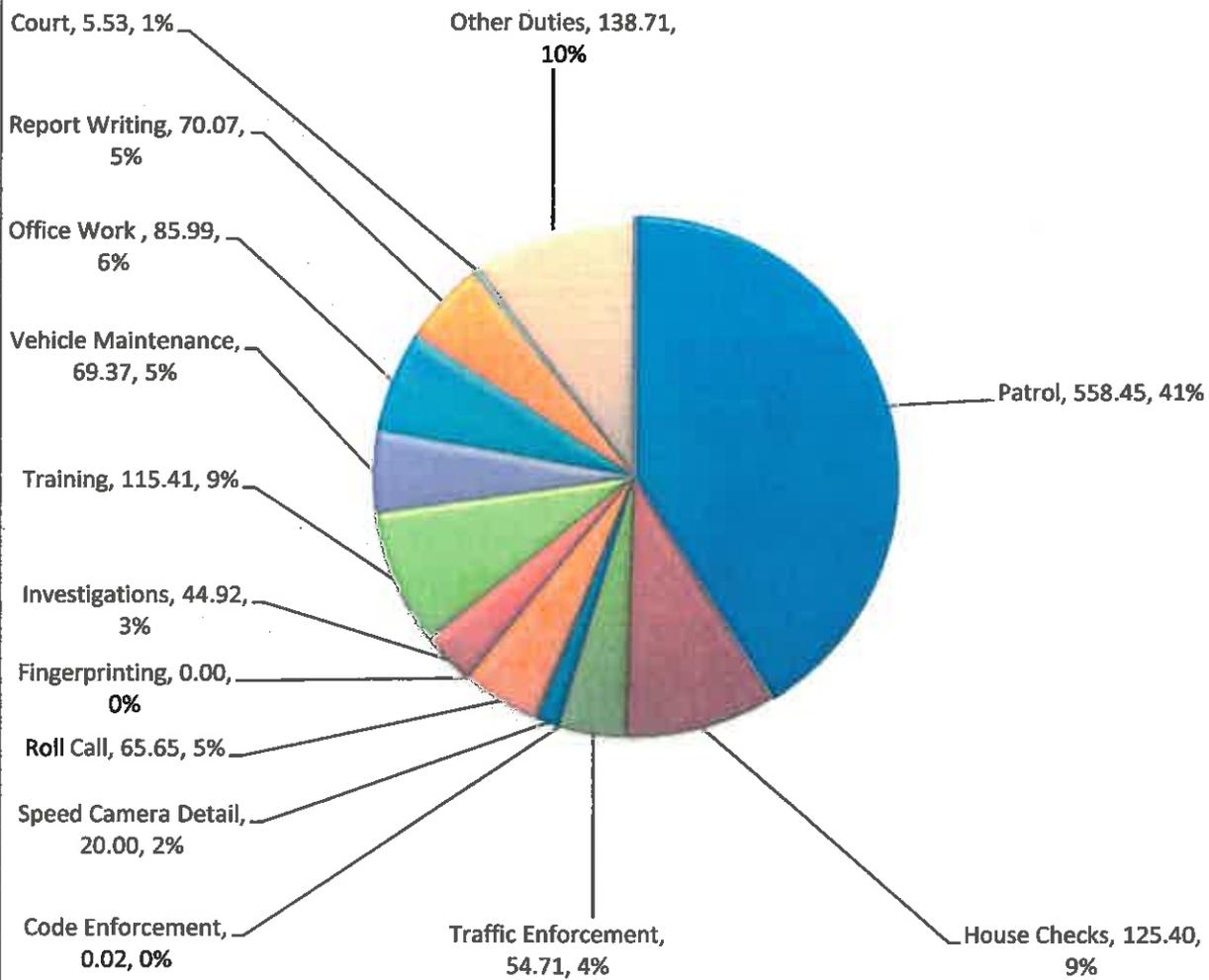
| | | | |
|--------------------------|----|------------------------------------|---|
| Equipment Repair Orders | 1 | Police Officers | |
| Miscellaneous Violations | 8 | Compliance Inquiry | 3 |
| Parking Violations | 8 | Investigations | 0 |
| Sign Violations | 1 | | |
| Warnings Written | 33 | Municipal & 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

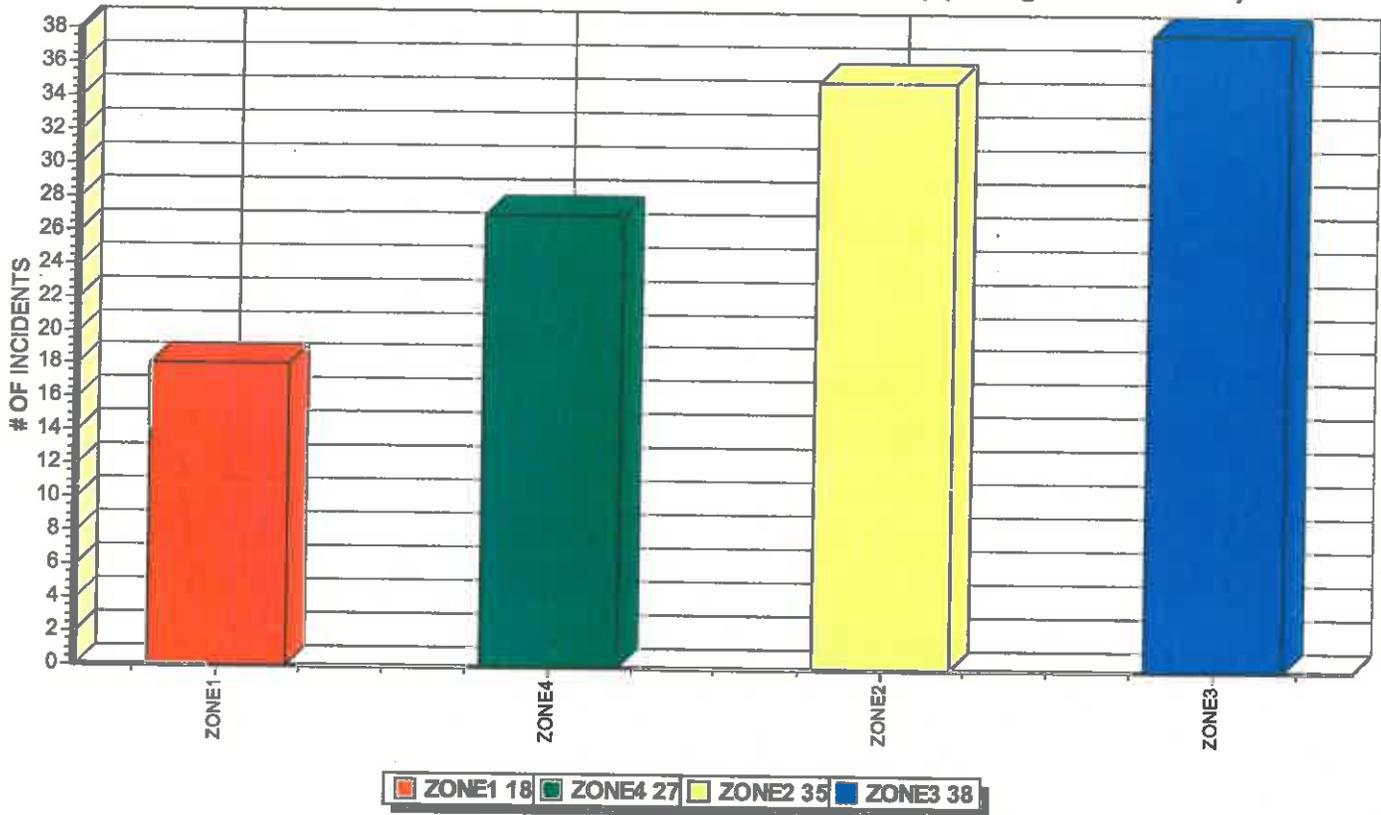
| | Mar. | YTD |
|---------------------|------|-----|
| Citizen Complaints | 0 | 0 |
| Citizen Compliments | 2 | 7 |

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

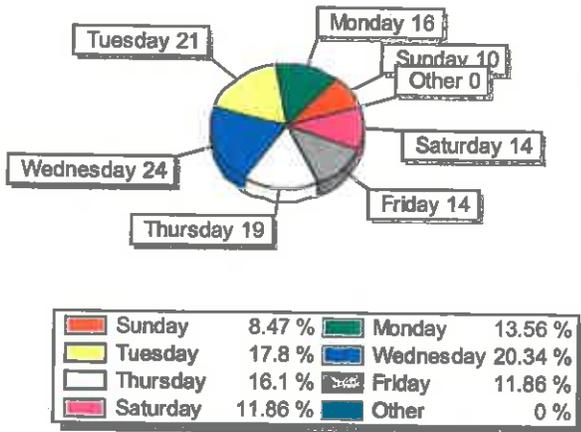


* Note: The SafeSpeed Coordinator's hours are 137.72, which are not included above

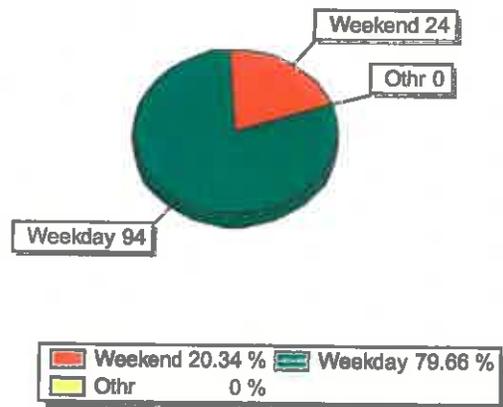
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week

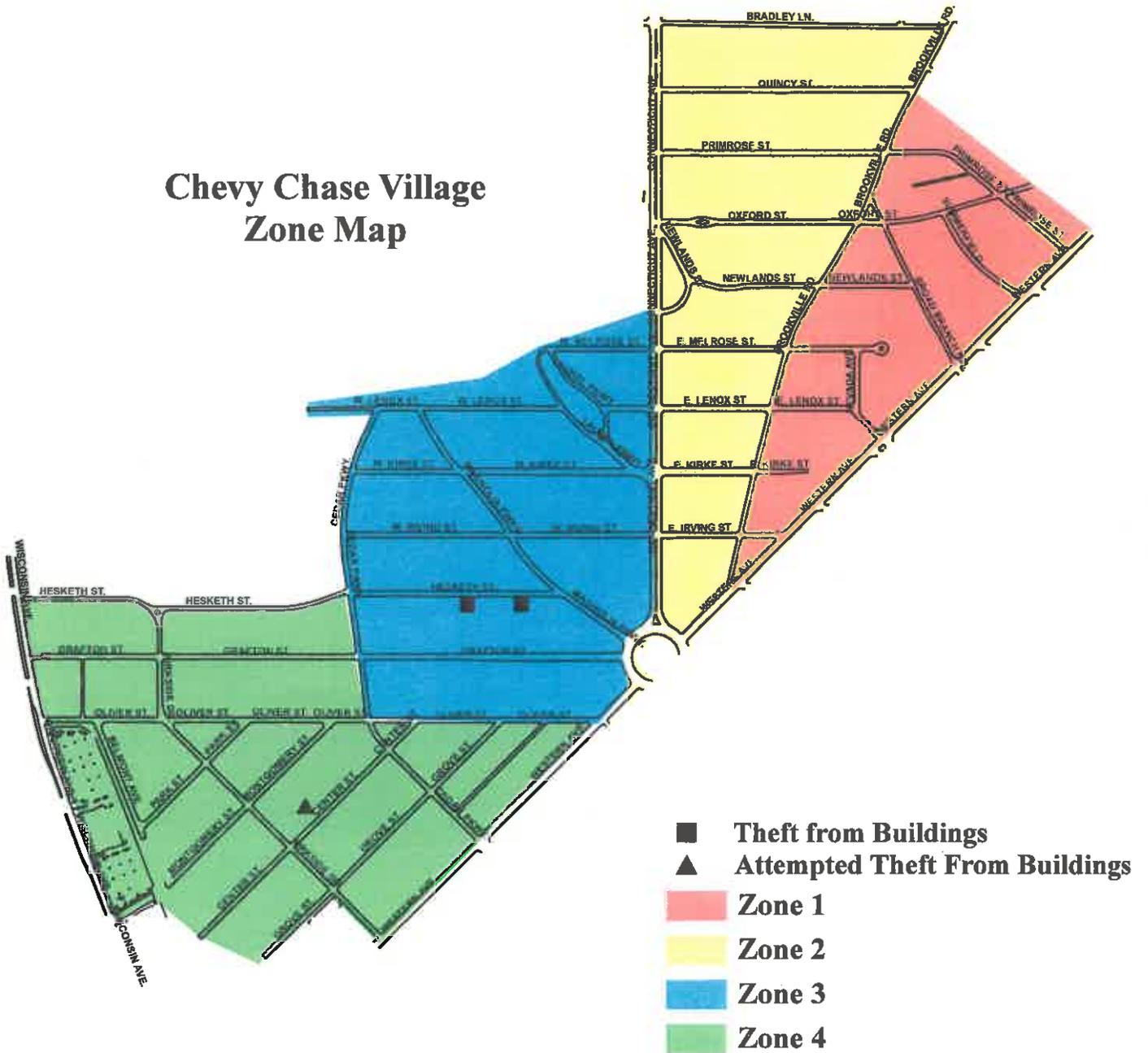


Weekday vs Weekend



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

| Permit # | Address | Type of Work |
|-----------------|-----------------------|---|
| 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

| Permit # | Address | Type of Tree | Reason for Removal | Reforestation Indicated* |
|-----------------|--------------------|-------------------------|---------------------------|---------------------------------|
| 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. |
|------|------------------|------------------------------|

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 |
|--|------------------|------------------------|-----------------|----------------------|
| <u>Village Initiated</u> | | | | |
| W. Kirke St. and Laurel Pkwy. Intersection Improvements | Construction | 1 month | April 2016 | May 2016 |
| Village Website Redevelopment | Development | 3 months | Ongoing | June 2016 |
| <u>In-Partnership with M-NCPPC</u> | | | | |
| Western Grove Park Development | Pre-Construction | 6-9 months | June 2016 | February 2017 |
| <u>Utility Upgrades</u> | | | | |
| 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 |
| <u>State Projects</u> | | | | |
| 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

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 |