

**Executive Session—6:30 p.m.**

*NOTICE: The Chevy Chase Village Board of Managers will convene in Executive Session in the Chevy Chase Village Hall, 5906 Connecticut Avenue, Chevy Chase, MD 20815, pursuant to Section 10-508(a) (4) and (7) of the General Provisions Article, Annotated Code of Maryland, to discuss negotiations with the owner with respect to proposed modifications at the Chevy Chase Center site and related site plan amendments and to receive legal advice with respect to the negotiations and the Montgomery County Planning Board process and other zoning matters.*

**Regular Meeting—7:30 p.m.**

1. Meeting Called To Order  
Mr. Michael L. Denger, Chair
2. Approval Of Minutes From The Previous Board Of Managers' Meetings
  - Executive Session - April 11, 2016
  - Regular Monthly Meeting - April 11, 2016
3. **Variance And Special Permit Requests**
4. **Matters Presented For Board Discussion And Possible Action (Where Required)**
5. Police Report  
Mr. John M. Fitzgerald, Police Chief  
  
Documents: [MONTHLY POLICE REPORT - APRIL 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 - MAY 2016.PDF](#), [VILLAGE HALL ACTIVITY REPORT.PDF](#)

**Next Regular Board of Managers' Meeting**

Monday, June 13, 2016 at 7:30 p.m. in the Village Hall

## April 2016 CCVPD Highlights

### I. Crime/Operational

1. **Attempted theft from auto on W. Kirke between Connecticut and Magnolia:** A resident left two cars unlocked and parked on the street; glove compartment contents were strewn about, but nothing was taken.
2. **2 copper downspout incidents:**
  - **5600 block of Kirkside:** one downspout discovered missing; date/time of the theft is unknown
  - **Unit block of Primrose:** one downspout was partially removed from the house, but the thief was unsuccessful in stealing it; the resident's barking dog may have interrupted him
3. **1 package theft:** A resident on E. Kirke between Connecticut and Brookville reported that FedEx claimed to have delivered a package to her home, but she did not receive the box.

### II. Training/Administrative

1. **All officers have completed the first of 2 days of state-mandated in-service training for 2016; the second day will be scheduled later this year.**
2. **The PD participated in another area-wide prescription drug turn-in event on April 30.**

<b>Select Reported Crimes 2016 vs. 2015</b>				
	<b>April '16</b>	<b>April '15</b>	<b>YTD'16</b>	<b>YTD'15</b>
Assault	0	1	0	1
Auto Theft & attempts	0	0	0	0
Burglary & attempts	0	2	1*	2
Theft & attempts	4	4	24	14
Robbery	0	0	0	0

\*bicycle stolen from inside an open garage

	<b>Select Reported Crimes 2010-Present</b>						
	2010	2011	2012	2013	2014	2015	<b>2016</b> as of 04/30/16
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	24
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 *BIG*  
**DATE:** May 2, 2016  
**SUBJECT:** Monthly Communications Report for April 2016

	<u>April 16</u>	<u>YTD 16</u>	<u>April 15</u>	<u>YTD 15</u>
Walk In	149	675	147	522
Incoming Phone Calls requiring no action*	1,078	4,059	1,207	4,197
Incoming Phone Calls requiring an action**	240	1,017	331	1,061
House Check Requests	107	516	134	528
Key Pick Up/Drop Off	62	211	63	178
Mail Pick Up	80	341	71	280
Special Pick Up Requests	83	272	119	304
Trash and Recycle Complaints	0	8	4	11

**\*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

### April 2016

<b>Burglary (including attempts)</b>	<b>0</b>	<b>Theft from Auto (including attempts)</b>	<b>1</b>
911 Disconnect	1	Lost Property	0
Alarm	9	Miscellaneous	7
Animal Bite	0	Missing Person	0
Animal Complaint	4	Noise Complaint	6
Assist Citizen	6	Open Door	3
Assist Other Agency	12	Open Trunk or Vehicle Door	0
Attempted Theft of Auto/Other Vehicle	0	Power Outage	0
Burglary (including attempts)	0	Parking Complaint	1
CDS - Possession Paraphernalia	1	Recovered Property/Montgomery County	1
Check the Welfare	1	Recovered Property/Other	0
Code Enforcement	4	Suspicious Persons/Vehicles	16
Collisions	16	Sudden Death - Natural	0
Hit and Run Property Damage	3	Thefts (including attempts)	4
Property Damage Collision	13	Thefts from Auto	1
Personal Injury Collision	0	Thefts from Other	3
Disabled Vehicle	6	Theft of Auto/Other Vehicle	0
DUI	0	Traffic Hazard	1
Fraud / Embezzlement / Confidence Game	0	Traffic Stop	1
Family Trouble	0	Trees / Limbs Down	3
Fire-Other	0	Trespassing	1
Identity Theft / Forgery	2	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway	0	Vendor Violation	2
Ill Person	4	Wanted Person	0
Injury Non-Traffic	0	Water Main Break	0
Investigation/Police Information	1	Wires Down	0

### Collisions within Chevy Chase Village

#### April 2016

<b>Connecticut Avenue@Primrose Street</b>	1	<b>Brookville Road@Newlands Street</b>	2
<b>Connecticut Avenue@Oxford Street</b>	2	<b>Kirkside Drive@Grafton Street</b>	1
<b>Chevy Chase Circle@Connecticut Avenue</b>	6	6302 Broad Branch Road	1
		100 Primrose Street	1
14 West Lenox Street	1	116 Summerfield Road	1

### Chevy Chase Village

#### Monthly Traffic Report

#### April 2016

### Chevy Chase Village

#### Code Enforcement Report

#### April 2016

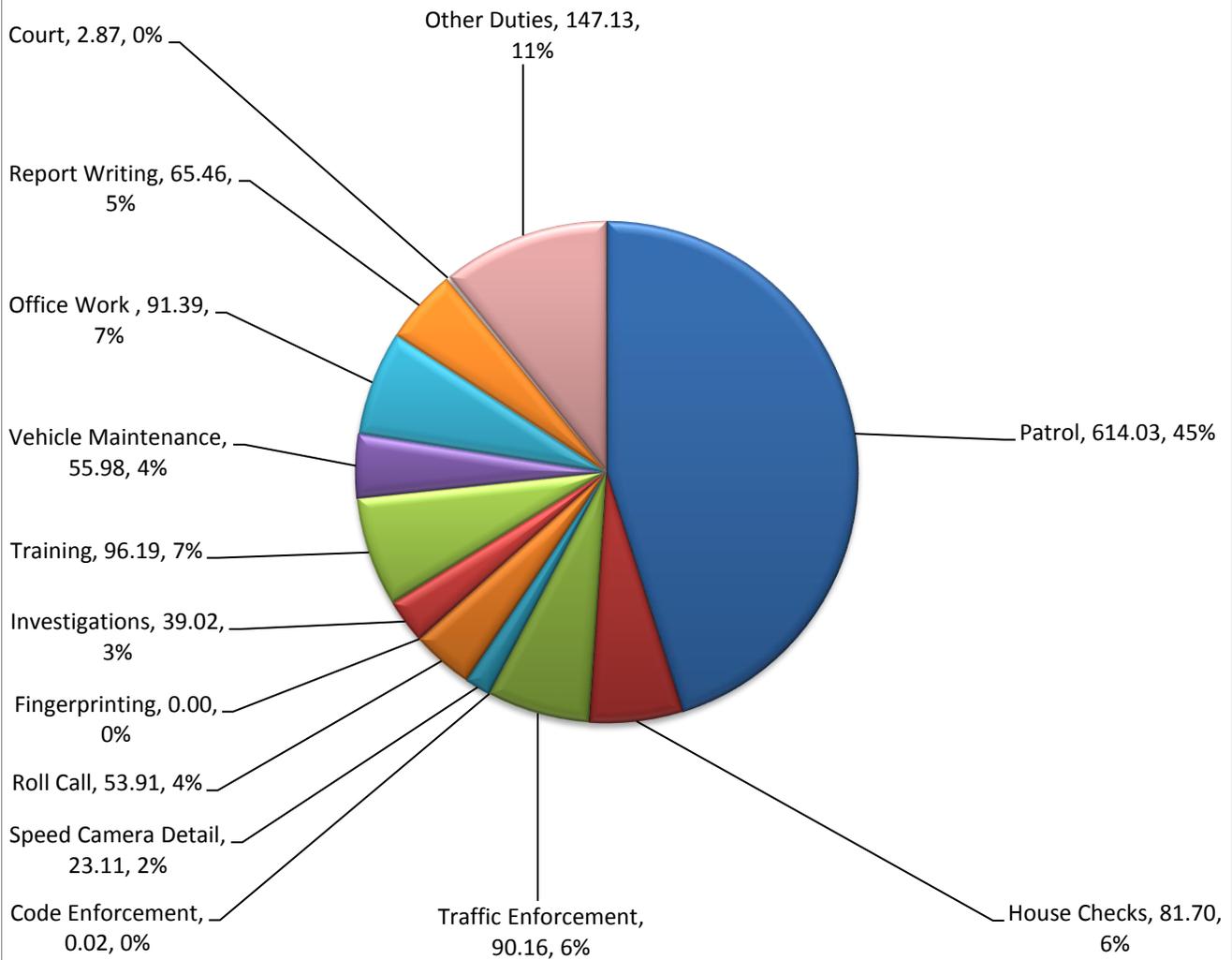
Equipment Repair Orders	10	Police Officers	
Miscellaneous Violations	31	Compliance Inquiry	7
Parking Violations	8	Investigations	1
Sign Violations	2		
Warnings Written	50	Municipal & Civil Citations Issued	0
Speeding Violations	0	Municipal & Civil Warnings Issued	0

### Chevy Chase Village

#### Agency Personnel Report

	Apr.	YTD
Citizen Complaints	0	0
Citizen Compliments	1	8

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

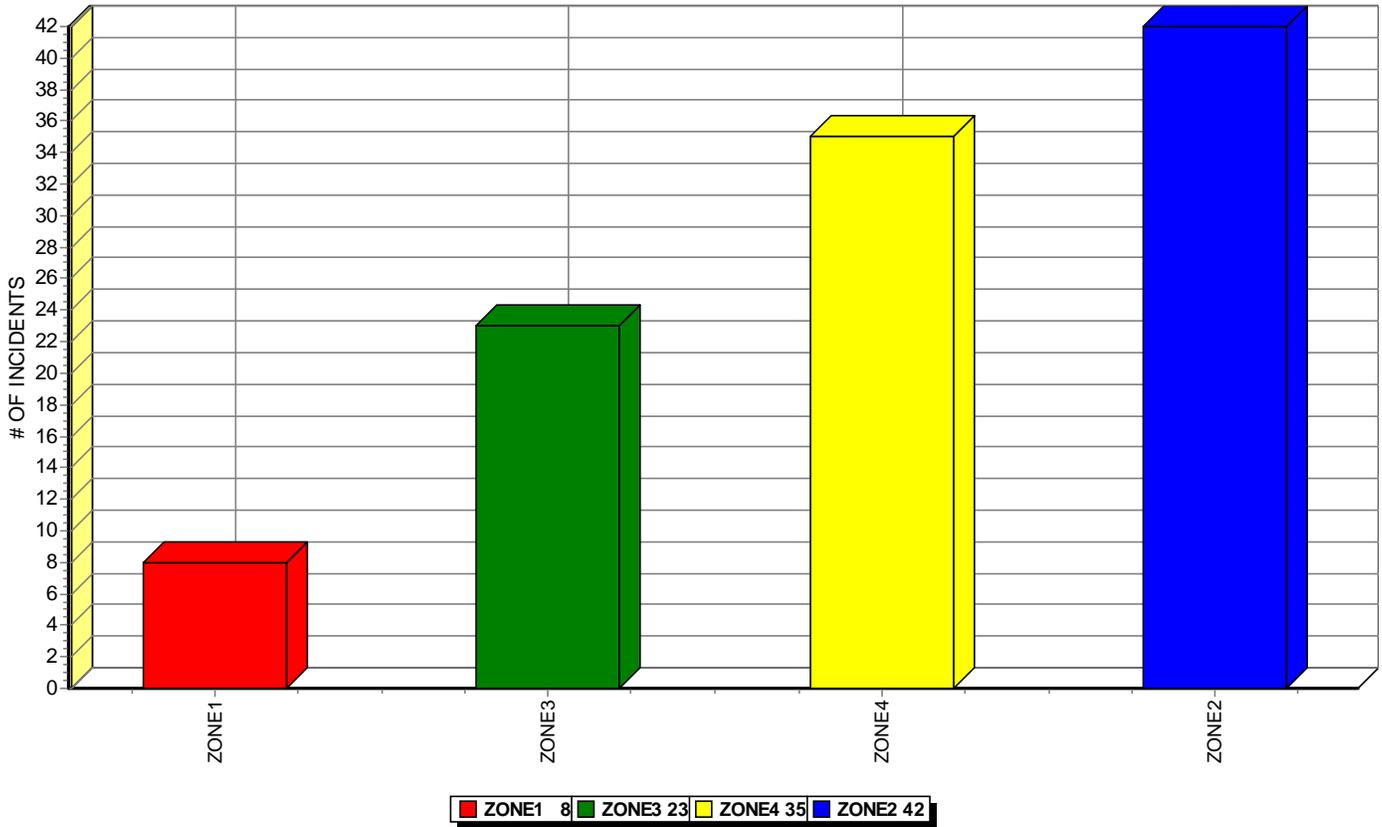


\* Note: The SafeSpeed Coordinator's hours are 129.48, which are not included above

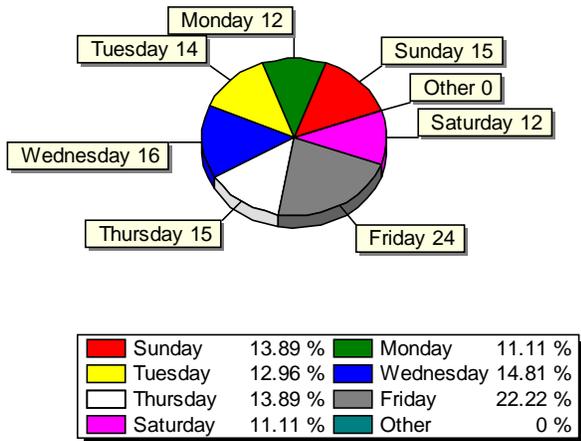
**CHEVY CHASE VILLAGE POLICE**

5/3/2016 12:18:25 PM

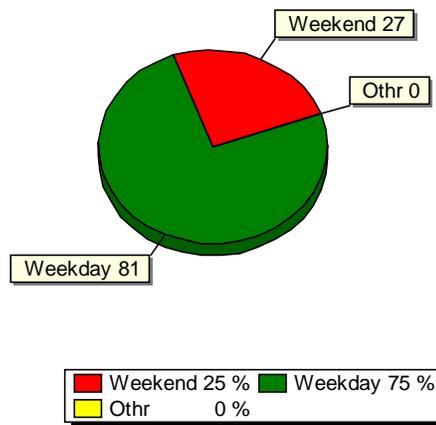
**Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)**



**By Day of Week**

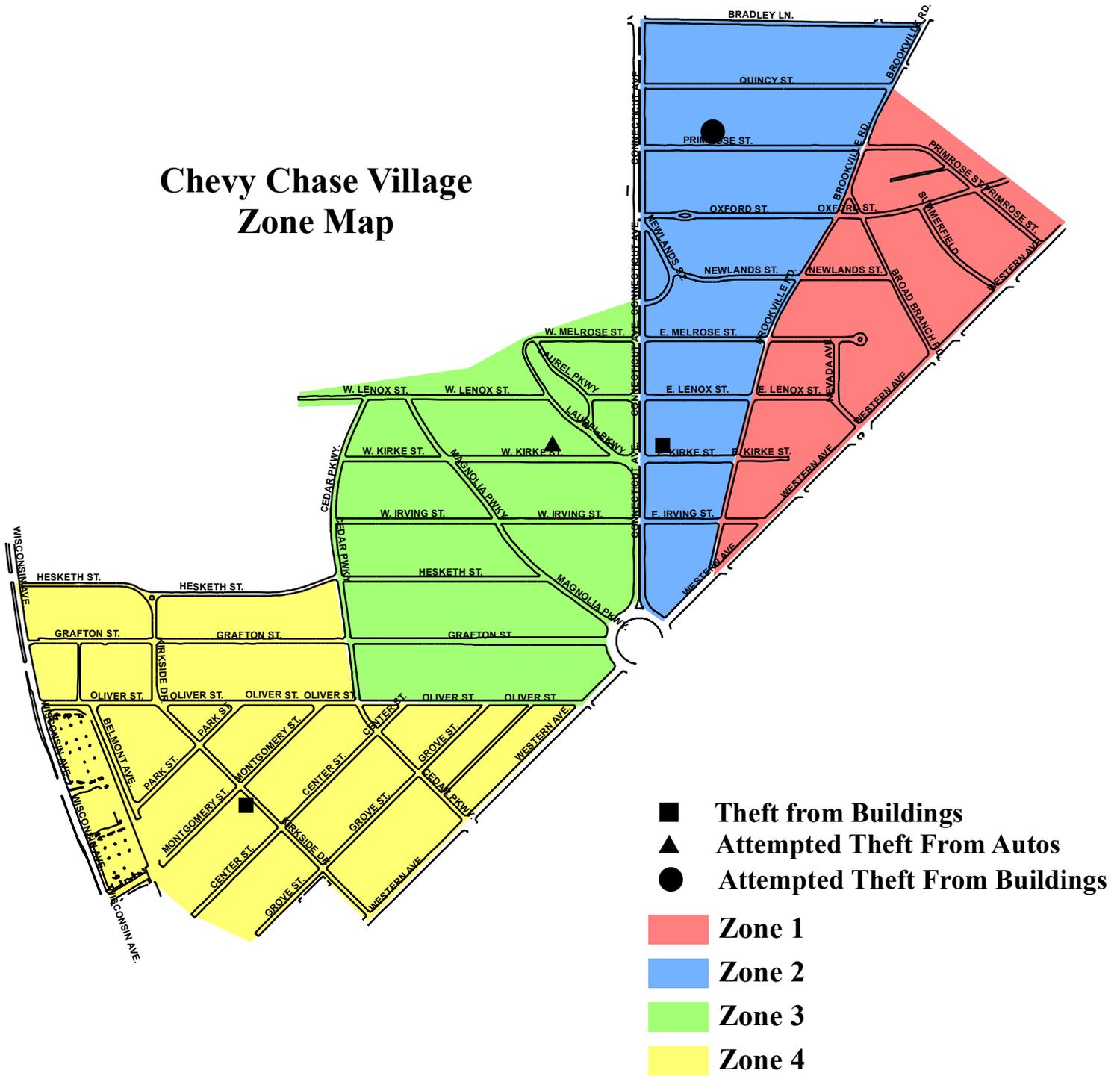


**Weekday vs Weekend**



Search Criteria: (DISTRICT >= 'ZONE1')  
 (DISTRICT <= 'ZONE4')  
 (INCDNUM like '%%')  
 (DATE\_RECD >= TO\_DATE('4/1/2016','MM/DD/YYYY'))  
 (DATE\_RECD <= TO\_DATE('4/30/2016','MM/DD/YYYY'))

# Chevy Chase Village Zone Map



# Chevy Chase Village Building & Tree Removal Permits Permits Issued- April 2016

## Building Permits

Permit #	Address	Type of Work
6936	5611 Kirkside Drive	Replace 42" fence and add new gate.
6935	20 Magnolia Parkway	Install four (4) American Hollies in the Magnolia Parkway public right-of-way.
6934	10 East Kirke Street	Install replacement fence in the front yard.
6931	15 East Lenox Street	Construct two story addition.
6929	117 Grafton Street	Construct two story addition.
6928	25 West Irving Street	Construct two-story addition.
6927	5501 Kirkside Drive	Install a drain pipe in the Kirkside Drive public right-of-way.
6926	110 Primrose Street	Install replacement air conditioner in the side (south) yard.
6925	6307 Broad Branch Road	Replace cable TV drop to house.
6924	5509 Center Street	Install replacement fence in the side and rear yards.
6923	140 Hesketh Street	Install one new and one replacement a/c condenser in the west side yard.
6922	9 Oxford Street	Install a generator in the rear yard.
6921	5910 Cedar Parkway	Install drainage pipes in the rear yard.
6920	19 Grafton Street	Construct swimming pool in the west yard.
6919	19 Grafton Street	Construct patio and pool deck.
6918	19 Grafton Street	Install five foot fence in the west side yard.
6917	6128 Western Avenue	Install 4" gas service.

## Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2228	110 Newlands St.	(3) Cherry; (2) Holly (1) Ash	Dead or hazardous	yes
2227	102 East Lenox St.	(2) Cherry, (1) Japanese Maple	(2) Hazardous (decay); Maple dead	yes
2226	124 Grafton St.	(1) Sweetgum (1) Sycamore	1 Hazardous (decay in base & unstable); 1 dead	yes
2225	14 West Kirke St.	(1) Magnolia	Dead	no
2224	5800 Connecticut Ave.	(1) Walnut	Hazardous, in decline	no
2223	6403 Connecticut Ave.	(1) Red Oak (1) Cryptomeria (1) Crab Apple (1) Black Locust	Red Oak Hazardous, Others Dead	no
2222	3 Grafton Street	(1) Elm	Hazardous; split leader	yes

\* Since commencing recordation of reforestation intentions in November of 2013, 48 of 107 Applicants (45.6 %) indicated that they would voluntarily be reforesting on their property.

## Expiring Permit Notices Mailed This Month

Permit #	Address	Type of Work
6745	5803 Kirkside Drive	Install two Cherry trees in the Kirkside Drive public right-of-way.
6744	114 Grafton Street	Install new flagstones on new stone dust base.
6733	6128 Western Avenue	Modify an existing deck and construct new steps.
6731	5604 Montgomery Street	Construct shed in the rear yard.

# Chevy Chase Village

## Permitting and Code Enforcement Activity April 2016

**Telephone Queries:** +/- 115

**Walk-Ins:** +/- 55

**Pre-Design Review Meetings:** 3

**Municipality Letters (issued to the County for new projects):** 2

**Administrative Building Permits Issued:** 15 Administrative Building Permit; 2 Utility; 2 Dumpster; 1 Dumpster Extension

**Licenses to Use the Public Right-of-Way:** 2

**Appeals:** Two Decisions from Special Permit requests granted at the April meeting were drafted, circulated, and approved; Staff worked with Counsel on hearing follow up regarding a variance application from that meeting which was denied. Two variance requests were prepared for the May Board meeting. Staff continues work on an Appeal of the Manager's Decision filed and presented at the March Board meeting. One Administrative Special Permit was approved, for demolition of the main dwelling at 108 East Melrose Street.

**Tree Ordinance Board:** None pending.

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

- During elections Staff responded to calls regarding location and removal of campaign signs.
- 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.
- While on routine Code Enforcement patrol staff observed unpermitted real estate sign and expired dumpster, both of which were corrected.

**Tree Requests:** 12 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:** 7 permits were issued for removal of a total of eighteen (18) trees.

**Expired Permit Memos Sent:** 4

**Additional Activity:**

- Staff continues coordination of engineering assessments of drainage concerns related to the appeal of the Managers Decision to issue a building permit at 5502 Grove Street.
- 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   
**CC:** Shana Davis-Cook, Village Manager  
**Date:** 5/3/2016  
**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	Ongoing	May 2016
Village Website Redevelopment	Development	2 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
Water Main Replacement (5500 block of Western Avenue)	Design	TBD	Spring 2018	TBD
Washington Gas Main Replacement – Bradley Lane	Permitting	TBD	TBD	TBD
PEPCO Tree Pruning and Removals	Permitting	2 months	Summer 2016	Summer 2016
<b><u>State Projects</u></b>				
Connecticut Avenue Pedestrian Signal	Construction	1 month	Ongoing	May 2016

### **Connecticut Avenue Pedestrian Signal:**

- Weather and other technical issues have delayed completion and activation of the signal, all construction activities should be completed by May 18.
- Village and State Highway Administration staff are currently with PEPCO to expedite bringing power to the site, so activation of the signal can be made as soon as construction is completed.

### **PEPCO Tree Pruning and Removals:**

- PEPCO and Village staff are currently working to finalize appeal paperwork for 2 private trees, denied by the Village Arborist for remove as they did not meet the Village's administrative requirements for removal.
- The 2 tree appeals will be referred to the Tree Ordinance Board for review and are scheduled to be presented before the Board at your June regular meeting for action.

### **Village Website Redevelopment:**

- Redevelopment is progressing on schedule with a launch date by the end of June.
- Feedback and suggested revisions on the draft website design have been sent back to the Village's web designer, CivicPlus.

### **Washington Gas Main Replacement:**

- Final engineering and design work is still ongoing at Washington Gas to replace the low pressure gas main along Bradley Lane.
- At the earliest construction would not begin until late fall 2016.
- Prior to the start of any work, advance notice of the project will be provided to affected residents and posted on the Village website, blast e-mail system and outlined in the *Crier*.

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

- Work got underway on April 27 despite the rain and is progressing on schedule.
- All work is scheduled to be completed by May 18.
- 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:**

- Thus far, the Western Grove Park Friends group has received contribution pledges of \$25,000 to address a shortfall in the construction budget, the Friends Group initial goal is to raise an addition \$125,000.
- 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.

**WSSC:**

***Laurel Park Sewer Rehabilitation:***

- No updates since last month's report.

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

- WSSC has informed the Village that it is in the beginning stages of designing the replacement of the water and sewer mains that currently run along the rear-yards between the 5500 blocks of Western Avenue and Grove Street.
- Currently, the water main only serves the homes along the 5500 block of Western Avenue, while the sewer main serves both Western Avenue and Grove Street homes.
- The water main is approximately 90 years old and the sewer main is 75 years old.
- There is a ten (10) utility easement between blocks however, depending on the construction method required additional easement space may be needed.
- WSSC will also be conducting an alignment study to determine if the mains can be relocated out of the rear-yards.
- Construction is estimated not to begin until the spring of 2018 at the earliest.
- Since the design and survey work is in the very early stages, staff will be providing additional information and notice to potentially affected residents as it becomes available.

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Melissa Wiak, Community Liaison/Administrative Assistant  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** May 2, 2016  
**Re:** Village Hall Use for April 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 April 2016:

Type of Event	Number of Uses	Total Net Revenue
<b>Rentals (Private Events)</b> —Freudian Society Lecture; Child's Birthday Party; Passover Seder	3	\$1,250
<b>Community Use</b> — Board of Managers' Monthly Meeting; Village Annual Meeting; Community Relations Committee's Parents Night Out; Community Relations Committee Meeting; Environment & Energy Committee's Sustainable Living Lecture; Western Grove Park Friends Group Meeting	6	\$0.00
<b>Fee Waiver Use/Public Use</b> —Chevy Chase @ Home Events (4); Section 5 Monthly Meeting; Garden Club of Chevy Chase's Monthly Meeting; Chevy Chase Historical Society lecture	7	\$0.00