



**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
Closed Session-September 12, 2016
Regular Monthly Meeting-September 12, 2016
3. Consent Agenda- Tree Removal Consent Agreement
A-2771: Mr & Mrs. Robert Nichols, 5918 Cedar Parkway: Removal of one 10-inch and one 12-inch diameter Japanese Maple tree located in the front (Cedar Parkway) yard of the property.

Documents:

[TREE REMOVAL APPEAL CASE A-2271.PDF](#)

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

Documents:

[TREASURER REPORT - SEPTEMBER 2016.PDF](#)

5. Committee Matters
Financial Review Committee

- Presentation of the draft audited financial statements for FY2016 prepared by the independent auditing firm, *Lindsey & Associates, LLC*

Mr. Louis Morsberger, Financial Review Committee Chair
Mr. Robert Diss, CPA, Vice President, Lindsey & Associates, LLC

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

- **Proposed Redevelopment Plans for the Brookville Road Park**

Ms. Lila Fendrick, Lila Fendrick Landscape Design & Architecture

- **Resolution No. 10-01-16:** An Ordinance to amend Chapter 24, "Procurement and Disposition" by adding Sec. 24-30, "Disposal of Police Department Firearms"

Purchase Authorization Request:

- Police Department-Purchase of replacement handguns in the amount of \$4,908:
The Cop Shop, Inc.

Contract/Agreement Authorization Request:

- Holiday Party Caterer: *Provisions (Catering), LLC*

Board Discussion RE: Withdrawing the Village's Representative to the Bethesda Fire Board

Documents:

[PROPOSED PLANS FOR BROOKVILLE RD PARK.PDF](#)
[RESOLUTION NO. 10-01-16.PDF](#)
[PROCUREMENT OF NEW DUTY HANDGUNS.PDF](#)
[HOLIDAY PARTY CATERER.PDF](#)

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

Documents:

[POLICE REPORT - SEPTEMBER 2016.PDF](#)

8. 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:

[BUILDING AND TREE REMOVAL PERMITS AND ACTIVITY SEPT 2016.PDF](#)
[CAPITAL AND INFRASTRUCTURE UPGRADE PROJECTS - SEPT 2016.PDF](#)
[VILLAGE HALL ACTIVITY REPORT - SEPTEMBER 2016.PDF](#)

Consent Agenda
Tree Removal Appeal Case A-2271

Removal of one 10-inch and one 12-inch diameter Japanese Maple tree located in the front (Cedar Parkway) yard of the property.

Ms. Rebecca Nichols &
Mr. Robert Nichols
5918 Cedar Parkway



Figure 1: Looking south toward the 10"-diameter Japanese Maple tree.



Figure 2: Looking north toward the 12"-diameter Japanese Maple tree

To: Chevy Chase Village Board of Managers
From: Laura Billings, Chair, Tree Ordinance Board
Date: October 1, 2016
Re: **TOB Report Regarding Case A-2271**
Mr. & Mrs. Rob Nichols, 5918 Cedar Parkway
Removal of one 10-inch and one 12-inch diameter Japanese Maple tree from the front (Cedar Parkway) yard.

Mr. and Mrs. Nichols wish to remove one 10-inch and one 12-inch diameter Japanese Maple tree from the front (Cedar Parkway) yard of the property as part of a proposed landscape project at their property. The Village Consulting Arborist determined that the trees do not meet any of the criteria which would allow them to be approved for removal by an administratively issued Tree Removal Permit. Mr. and Mrs. Nichols duly filed an appeal of the Village Manager's decision to deny removal of the trees and were referred to the Tree Ordinance Board. The applicants have expressed a willingness to reforest.

I contacted the closest neighbors (where possible) about the proposed removals. No neighbor opposed the proposed removals.

Two members of the TOB inspected the trees and determined that, pursuant to Chapter 17-4 (2) (c) of the Village Code, the trees do not have "such outstanding qualities that [they] should not be removed" and that they are candidates for removal. We also discussed with the Applicants potential sites for reforestation. Said tree will be chosen from the Village's approved list of canopy trees, and will be a hardwood deciduous tree of at least 2 ½" caliper at installation which will grow to a mature height of 45 feet.

I believe that the foregoing reflects a reasonable resolution of the issues in a manner consistent with Village Board policies.

Submitted by:
Laura Billings
Chairperson
Tree Ordinance Board

To: Chevy Chase Village Board of Managers
From: Laura Billings, Chair, Tree Ordinance Board
Date: October 1, 2016
Re: **TOB Report Regarding Case A-2271**
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I contacted the closest neighbors (where possible) about the proposed removals. No neighbor opposed the proposed removals.

Two members of the TOB inspected the trees and determined that, pursuant to Chapter 17-4 (2) (c) of the Village Code, the trees do not have "such outstanding qualities that [they] should not be removed" and that they are candidates for removal. We also discussed with the Applicants potential sites for reforestation. Said trees will be chosen from the Village's approved list of canopy trees, and will be hardwood deciduous trees of at least 2 ½" caliper at installation which will grow to a mature height of 45 feet.

I believe that the foregoing reflects a reasonable resolution of the issues in a manner consistent with Village Board policies.

Submitted by:
Laura Billings
Chairperson
Tree Ordinance Board

Property Address: 5918 Cedar Parkway

REFORESTATION CONSENT AGREEMENT

RECITALS

This Consent Agreement (“Agreement”) is entered into by CHEVY CHASE VILLAGE, (“Village”), a Maryland municipal corporation and Ms. Rebecca Nichols and Mr. Robert Nichols, (collectively “OWNER”), the owners of an unsubdivided tract of land lying west of and adjoining Section numbered Two (2) of the Chevy Chase Land Company’s subdivision of land at Chevy Chase, the improvements thereon being known as 5918 Cedar Parkway, among the Land Records of Montgomery County, Maryland (the “Property”).

The Owner has requested a permit from the Village Manager under Section 17-3 of the Village Code to remove one 10-inch and one 12-inch diameter Japanese Maple tree, hereinafter referred to as the “Subject Trees,” (the trunks of which measure more than 24 inches in circumference at 4-½ feet above ground and therefore requires a permit for removal) located in the front (Cedar Parkway) yard of the Property as indicated on the plan attached hereto as Exhibit A. The Owner seeks to remove the Subject Trees in order to implement a landscape plan, hereinafter referred to as the “Proposed Work”. The Village Manager denied the permit for failure to meet any of the conditions set forth in Section 17-3.

The Owner has appealed the denial of the permit. The appeal was considered under the criteria set by Section 17-5 of the Village Code, by the Tree Ordinance Board (“TOB”), which has issued its recommendation.

The TOB, after following the requirements for notice to confronting and abutting owners concluded that the Proposed Work was a legitimate reason for removing the Subject Trees, that it was necessary to remove the trees to construct the Proposed Work, and that the trees proposed to be removed were not by

reason of their age, size or outstanding qualities, including uniqueness, rarity or species specimen, of such nature as to require their preservation.

Based on the foregoing, the TOB provided its recommendation, which has been accepted by the Board of Managers. The Board has decided that it is in the public interest to grant the Owner's appeal, on condition that the Owner first obtain all applicable Montgomery County and Chevy Chase Village Building Permits for the proposed work and sign this Agreement.

NOW, THEREFORE, in consideration of the mutual undertakings and obligations herein contained, One Dollar (\$1.00) in hand paid, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Village and the Owner hereby agree and covenant as follows:

1. The Owner will obtain any applicable permit(s) to construct the Proposed Work and submit to the Village Manager a construction contract for the same prior to issuance of the Tree Removal Permit.
2. The Village, after the issuance of the aforesaid permit and receipt of the aforesaid construction contract for the Proposed Work, will grant a permit to the Owner for the purpose of removing the Subject Trees described above and located as indicated on Exhibit A promptly after the effective date of this Agreement.
3. The Owner agrees to reforest within six months from the close-out date of the Chevy Chase Village Building Permit(s) associated with the proposed work by planting one (1) Reforestation Tree (or variety thereof) of at least 2-½ inches in caliper in a location on the Property to be determined in consultation with the Tree Ordinance Board and to replace such tree(s) if it becomes diseased or dies within two years of the effective date of this Agreement. The Owner further agrees to notify the Village Manager when the tree has been planted.
4. Any changes or modifications to the Reforestation Plan shall require the further written consent of the Village, which may be withheld in the Village's sole discretion.

5. The Owner acknowledges that compliance with this Consent Agreement is necessary for the protection of the public health, safety and welfare of the residents of the Village and acknowledge and agree, in the event of Owner's breach of this Agreement, that the Village would not have an adequate remedy at law, and the Village shall be entitled to specific performance of the Owner's obligations and to injunctive relief related thereto without posting a bond or proving actual damages, in addition to any other remedies which may be available. The Owner further agrees that the costs incurred by the Village to enforce the Agreement, including legal expenses, shall be charged to the Owner and may be assessed against the Owner's property along with property taxes. The Owner further agrees not to contest any action brought by the Village to obtain specific performance and injunctive relief under this Agreement.

6. The Owner also acknowledges that the Village and the public residing in the Village would incur substantial damages in the event of Owner's breach of the requirements of this Agreement, including, but not limited to, the costs of staff time, arborist time, and other expenses incurred in enforcing this Agreement and the diminution of the Village's tree canopy. The parties recognize the difficulty in computing actual damages and, accordingly, agree to liquidated damages for the aforesaid costs, delay, and harm to the public. The parties acknowledges that liquidated damages of \$1,000.00 are a reasonable estimate, at the time of the execution of this Agreement, of the damages to the Village and the public that will likely occur as a result of the Owner's failure to perform their obligations under this Agreement. The Owner acknowledges that the liquidated damages agreed to are not a penalty and that they, along with any costs incurred by the Village, including legal expenses, may be assessed against the Property along with property taxes.

DRAFT

7. The Owner shall be jointly and severally liable for their obligations hereunder and expressly waive any right to a jury trial.

8. The effective date of this Consent Agreement is the date the Village Manager signs the Agreement signifying that she has been informed by the Village Board of Managers that the Consent Agreement has been approved.

OWNER:

CHEVY CHASE VILLAGE

Rebecca Nichols

By:

Shana R. Davis-Cook, Village Manager

Robert Nichols

Date: _____

DRAFT

Chevy Chase Village

Statement of Appeal for Tree Removal Permit

Subject Property: 5918 Cedar Parkway Chevy Chase MD 20815	
Briefly Describe the Proposed Tree Removal (provide additional detail on following pages): 2 Japanese maples →	
Applicant Name(s) (List all property owners): Rob + Rebecca Nichols	
Daytime telephone: 301 656 2010	Cell: 202 236 4093
E-mail: rebecca.nichols@yahoo.com, rnichols@aba.com	
Address (if different from property address): N/A	
For Village staff use: Date this form received: 9/16/16 Tree Removal Permit Appeal No: A-2271	

Filing Requirements:

(Application will not be accepted or reviewed until the application is complete.)

- Completed Chevy Chase Village Statement of Appeal for Tree Removal Permit (this form)
- Denied Chevy Chase Village Tree Removal Permit Application
- Chevy Chase Village Tree Inspection Report from Village Arborist
- Surveys, plats, landscaping plans/specifications, or other accurate drawings showing boundaries, dimensions, and area of the property, as well as the location and dimensions of all structures/fences/walls/etc. and the tree(s) sought to be removed.
- Appeal fee (See fee schedule in Chapter 6 of the Village Code).

Affidavit

I hereby certify that I have the authority to submit the foregoing appeal, that all owners of the property have signed below, that I have read and understand all requirements and that I or an authorized representative will appear at the scheduled public hearing in this matter. I hereby authorize the Village Manager, or the Manager's designee, the Board of Managers, and members of the Village Tree Committee, to enter onto the subject property for the purposes of assessing the site in relation to this appeal. I hereby declare and affirm, under penalty of perjury, that all matters and facts set forth in the foregoing statement are true and correct to the best of my knowledge, information and belief.

Applicant's Signature: Rob Nichols Date: 9/14/16
 Applicant's Signature: [Signature] Date: 9/14/16

Describe the basis for the appeal (attach additional pages as needed)

Describe the reasons why the tree removal would not adversely affect the public health, safety or welfare nor the reasonable use of adjoining properties:

The two Japanese Maples that were denied a removal permit are in the center of the property hidden by many other trees, not visible to any adjoining properties

Describe the reasons why the tree removal would not substantially impair the intent and purpose of Chapter 17 of the Chevy Chase Village Code, entitled *Urban Forest*:

The trees in question are only ornamental in value - removing them, along with all the other trees permitted by the village, will allow us to remove a concrete structure they are disguising and reforest the property accordingly.

Describe whether the tree exhibits any of the following criteria: (i) is diseased beyond restoration, insect infested beyond restoration, or injured beyond restoration; (ii) is dead or dying, or in danger of falling; (iii) constitutes a hazard to the safety of persons; (iv) constitutes a hazard to the safety of property; (v) constitutes a hazard and threatens injury to, or would have a negative effect on the health of other trees; (vi) is injurious to or creates a condition injurious to the health of a person, certified to by a qualified medical practitioner:

These two Japanese maples were planted to disguise a raised concrete bunker that was built to connect to what is now a non-functioning ventilation system. This "hump" is man-made, artificial, and now a useless condition of the property.

Describe the reasons for wanting to remove or destroy the tree(s):

By removing these Japanese maples, we can demolish this concrete structure, restore the area to the original surrounding elevation, and return it to green space and no forest.

Describe the reasons, if any, cited by residents who are either in favor of or in opposition to the issuance of the requested tree removal permit:

If the desired tree clearing is necessary to achieve proposed development, construction or land use otherwise permitted under the Village Code, describe the proposed project and/or land use and any reason(s) why there is no reasonable alternative to the tree removal:

The trees exist to disguise this hump and concrete structure - there is no way to remove it unless we remove the trees. We are returning the land to

Statement of Appeal for Tree Removal Permit

Page 2 of 3

the original condition, making it flat lawn planted with more trees.

Describe any proposed reforestation and whether the proposed reforestation includes any trees that meet the Village standards for reforestation (i.e., deciduous hardwood trees that are least 2 1/2 inches in caliper at the time of installation and of a species that achieves a mature height of at least 45 feet):

Reforestation plans include a 2 1/2 c. American Elm,
a scarlet oak, and a sugar maple.

Describe any hardship that would result if the requested tree removal is denied:

The remaining, exposed "hump" is unsightly, a
visual barrier, and an unnecessary permanent
feature and fixture in the landscape.

Describe the reasons why preserving the tree(s) is not desirable because of the age, size or outstanding qualities, including uniqueness, rarity or species specimen, of the tree(s):

These Japanese maples have grown around their
existing neighboring canopy - once these trees are
removed, their form will be considered unsightly.

Describe any other relevant matters that you believe would promote fairness and justice in deciding this appeal:

Reforestation plans will ^{call for a larger increase in canopy than} ~~not make the property more~~ ^{what already}
~~appear~~, the removal of the "hump" will ^{PR-15,}
make the property more open, visible and
attractive from the street.

In authorizing a Tree Removal Permit as a result of this appeal, the Chevy Chase Village Board of Managers may require such conditions, terms or restrictions as it deems necessary in order to protect the public, health, safety or welfare, the reasonable use of adjoining properties and that will substantially effectuate the purpose and intent of Chapter 17 of the Chevy Chase Village Code.

Appeal Fee: \$250.00	Checks Payable To:	Chevy Chase Village 5906 Connecticut Ave. Chevy Chase, MD 20815
Fee Paid:	Staff Signature:	
Date Paid:		

Chevy Chase Village Tree Removal Permit Application

Permit No. 2264

All trees on private property with trunks that measure at least twenty-four (24) inches in circumference (or 7.7 inches in diameter) at four and one-half (4½) feet above ground level require a Village permit to be removed.

Property Address: <u>5918 Cedar Parkway, Chevy Chase</u>	
Resident: <u>Rob + Rebecca Nichols</u>	
Telephone: <u>202 236-4093 Hrs</u> <u>Hrs 202 524 8141</u>	
E-mail: <u>rebeccanichols@yahoo.com</u> <u>nichols@obalon.com</u>	
Tree Removal Contractor (required and must be a Maryland Licensed Tree Expert):	
Business Name: <u>Bartlett Tree Experts</u>	
Owner: / Contact: <u>Mike Scaletta</u>	
Address: <u>1 Metropolitan Court</u> <u>Elantrousburg, MD 20878</u>	
Telephone: <u>301 881 8550</u>	Fax:
E-mail: <u>mscaletta@bartlett.com</u>	
MD Dept. of Natural Resources (DNR) Licensed Tree Expert (LTE) No. (required): <u>1329</u>	
<i>For Village office staff use:</i>	
Is this property located within the historic district? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Staff initials <u>gs</u>
Verification of species pursuant to Sec. 17-3(a)(7): <u>du form</u>	Staff initials <u>gs</u>
Date application submitted to Village Office: <u>8/29/16</u>	Date approved or denied: <u>9/6/16</u>

Village Code Chapter 17. Urban Forest §17-1 and 17-2. Permit Required.

"No person shall remove or destroy, or cause the removal or destruction, of a tree or undertake any action that will substantially impair the health or growth of a tree without first obtaining a permit from the Village Manager. No permit shall be required for normal and reasonable trimming or other tree care designed to maintain the health, shape, or balance of a tree."

Village Code §17-3. Permit Standards.

The Village Manager may issue a permit *only* if at least one (1) of the following conditions applies:

- The tree is diseased beyond restoration, insect infested beyond restoration, or injured beyond restoration;
- The tree is dead or dying, or is in danger of falling;
- The tree constitutes a hazard to the safety of persons;
- The tree constitutes a hazard and threatens injury to property;
- The tree constitutes a hazard and threatens injury to, or would have a negative effect on the health of other trees;
- The tree is injurious to or creates a condition injurious to the health of a person, certified to by a qualified medical practitioner;
- The tree is on a list of tree species of little value, as determined by the Board of Managers after consultation with the Village arborist and Village Tree Committee.

An applicant who is denied a tree removal permit by the Village Manager may appeal that decision to the Board of Managers. Any appeal must be in writing and made within ten (10) days of the permit denial.

Filing Requirements

- Copy of the findings and recommendations report from the Village Arborist or, pursuant to Sec. 17-3(a)(7), Village staff.
- This completed application, including the tree contractor's name, phone number and MD-DNR License No.
- Payment of \$25.00 per tree filing fee for a Village Tree Removal Permit application, up to a max. of \$175. The fee is waived for trees approved subject to Sec. 17-3(a)(7).

Do you intend to reforest on your property? Yes

REFORESTATION INCENTIVE

Under the new Tree Incentive Program, the Village will reimburse residents for up to half of the total costs to a maximum of \$175 for the purchase and planting of qualifying canopy trees on privately owned properties. Additionally, applicants for Tree Removal Permits will be refunded their permit filing fee if they plant a canopy tree within six months of receiving a Village Tree Removal Permit.

By signing below, I understand that no work may be performed until the Village permit is issued and posted to be visible from the street.

Applicant's Signature: ROB NICHOLS Date: 8/27/16

Tree Removal Plans (including reforestation plan, if any)	
Phase 1: Remove dead magnolia in rear, small holly in front, 2 Boston Red Cedars	
Phase 2: Remove tagged yellow trees in center yard to demolish convention	
For Use By Village Manager 	Approved with the following conditions: Structure and flatter grade. Replant trees
	Trees #1, 2, 3, 6, 7, 13, 14, 15, 16 with some deciduous healthy + native evergreens.
	Denied for the following reasons: Trees #4, 11 in the Arborist's report dated 8/31/16; trees are healthy.

Check # 2046

<p>Filing Fee: <i>ONE 75</i></p> <p>\$25.00/tree x <u>4</u> trees = <u>\$ 100</u> (up to \$175 max. per application)</p>	<p>Checks Payable to:</p> <p>Chevy Chase Village 5906 Connecticut Avenue Chevy Chase, MD 20815</p>
<p>Damage Deposit</p> <p><input type="checkbox"/> \$ _____</p> <p><input type="checkbox"/> Waived by Village Manager.</p>	<p>Village Manager Signature: _____</p> <p>Date: _____</p>
<p>Total Fees + Deposit: <u>\$ 175.00</u></p>	<p>Staff Signature: <u>Allen Sand</u></p> <p>Date: <u>9/6/16</u></p>

Chevy Chase Village

Tree Inspection Request Form

Property Address: <u>5918 Cedar Parkway</u>
Date this form submitted to Village office: <u>8/25/16</u>
Resident Name: <u>Rob Nichols</u> Phone: E-mail:
This request initiated by: <input type="checkbox"/> Village office staff. <input checked="" type="checkbox"/> Resident/property owner
<input checked="" type="checkbox"/> Inspect tree(s) ¹ requested for removal -- are any of conditions in Village Code Sec. 17-3(a) met? <input type="checkbox"/> Inspect trees ¹ on property to determine if a Tree Protection Plan (TPP) is needed for proposed project ² . <input type="checkbox"/> Pursuant to a Village Bldg Permit application ² , prepare TPP for trees ¹ on property [\$250 fee] <input type="checkbox"/> Verify that a TPP has been implemented for Village Building Permit # _____ <input type="checkbox"/> Follow up on an existing TPP -- is it OK to remove TPP? <input type="checkbox"/> Village right-of-way/park <input type="checkbox"/> Other: _____ <small>¹ Show location of tree(s) on a plat or site plan (or on diagram on reverse, but only if plat unavailable). ² Attach full description of proposed project.</small>

Sections below must be completed by Village Arborist:

Tree #1: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=24" Species: Cedar Tag#: _____ n/a: no tag.
 Assessment: Dying will not revive, remove

Tree #2: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=12 Species: Crasapple Tag#: _____ n/a: no tag.
 Assessment: Dying will not revive, remove

Tree #3: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=12 Species: Kousa Dogwood Tag#: _____ n/a: no tag.
 Assessment: Dying will not revive, remove

(For more trees, please check here and attach pages: # of extra trees ___; # of extra pages ___.)

Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?

Removal Approved	Denied	*Is permit required? (i.e. trunk circumference \geq 24"?)	Y	N
Tree #1 <input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #2 <input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #3 <input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Arborist/Staff Signature [Signature] Date 8/31/16

Tree #4: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=12" Species: Japanese Maple Tag#: _____ n/a: no tag.
 Assessment: Healthy

Tree #5: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=6" Species: Holly Tag#: _____ n/a: no tag.
 Assessment: under 24" circumference

Tree #6: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=12 Species: False Cypress Tag#: _____ n/a: no tag.
 Assessment: "undesirable" tree

Tree #7: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=18 Species: False Cypress Tag#: _____ n/a: no tag.
 Assessment: "undesirable" tree

Tree #8: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=6" Species: False Cypress Tag#: _____ n/a: no tag.
 Assessment: under 24" circumference

Tree #9: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*= Species: the tree Tag#: _____ n/a: no tag.
 Assessment: Not a tree

Tree #10: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH*=6 Species: Flowering Dogwood Tag#: _____ n/a: no tag.
 Assessment: under 24" circumference

(For more trees, please check here and attach pages: # of extra trees 5; # of extra pages 1.)

Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?

Removal Approved	Denied	*Is permit required? (i.e, trunk circumference \geq 24")	Y	N
Tree #4 <input type="checkbox"/>	<input checked="" type="checkbox"/>	Tree #4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #5 <input type="checkbox"/>	<input type="checkbox"/>	Tree #5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tree #6 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #7 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #8 <input type="checkbox"/>	<input type="checkbox"/>	Tree #8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tree #9 <input type="checkbox"/>	<input type="checkbox"/>	Tree #9	<input type="checkbox"/>	<input checked="" type="checkbox"/> Not a tree
Tree #10 <input type="checkbox"/>	<input type="checkbox"/>	Tree #10	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Arborist/Staff Signature [Signature] Date 8/31/16

Tree #¹¹: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = 10 Species: Japanese Maple Tag#: _____ n/a: no tag.
 Assessment: Healthy

Tree #¹²: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = _____ Species: Honey suckle Tag#: _____ n/a: no tag.
 Assessment: Not a tree

Tree #¹³: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = 20 Species: Black Locust Tag#: _____ n/a: no tag.
 Assessment: Decay in main trunk, hazardous

Tree #¹⁴: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = 12 Species: False Cypress Tag#: _____ n/a: no tag.
 Assessment: "Undersirable" tree

Tree #¹⁵: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = 18 Species: False Cypress Tag#: _____ n/a: no tag.
 Assessment: "Undersirable" tree

Tree #¹⁶: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = 18" Species: Magnolia Tag#: _____ n/a: no tag.
 Assessment: _____

Tree #10: Private Property Village right-of-way
 Location: Rear Front Side-L Side-R
 DBH* = _____ Species: _____ Tag#: _____ n/a: no tag.
 Assessment: _____

(For more trees, please check here and attach pages: # of extra trees _____; # of extra pages _____.)

Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?

Removal Approved	Denied	*Is permit required? (i.e., trunk circumference ≥ 24 "?)	Y	N
Tree # ¹¹ <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tree #11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #12 <input type="checkbox"/>	<input type="checkbox"/>	Tree #12	<input type="checkbox"/>	<input checked="" type="checkbox"/> Not a tree
Tree #13 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #14 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #15 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #9 <input type="checkbox"/>	<input type="checkbox"/>	Tree #9	<input type="checkbox"/>	<input type="checkbox"/>
Tree #10 <input type="checkbox"/>	<input type="checkbox"/>	Tree #10	<input type="checkbox"/>	<input type="checkbox"/>

Arborist/Staff Signature _____

Date 8/31/16

**Chevy Chase Village
Tree Inspection Request Form**

Property Address:
5918 Cedar Parkway

Date this form submitted to Village office:

Resident Name: Ros Nichols
Phone:
E-mail:

This request initiated by: Village office staff. Resident/property owner

Inspect tree(s)¹ requested for removal -- are any of conditions in Village Code Sec. 17-3(a) met?
 Inspect trees¹ on property to determine if a Tree Protection Plan (TPP) is needed for proposed project².
 Pursuant to a Village Bldg Permit application², prepare TPP for trees¹ on property [\$250 fee]
 Verify that a TPP has been implemented for Village Building Permit # _____.
 Follow up on an existing TPP -- is it OK to remove TPP?
 Village right-of-way/park
 Other: _____

¹ Show location of tree(s) on a plat or site plan (or on diagram on reverse, but only if plat unavailable).
² Attach full description of proposed project.

Sections below must be completed by Village Arborist:

Tree #1: Private Property Village right-of-way
Location: Rear Front Side-L Side-R
DBH* = 18" **Species:** Southern Magnolia **Tag#:** _____ n/a: no tag.
Assessment: 75% Dead

Tree #2: Private Property Village right-of-way
Location: Rear Front Side-L Side-R
DBH* = _____ **Species:** _____ **Tag#:** _____ n/a: no tag.
Assessment: _____

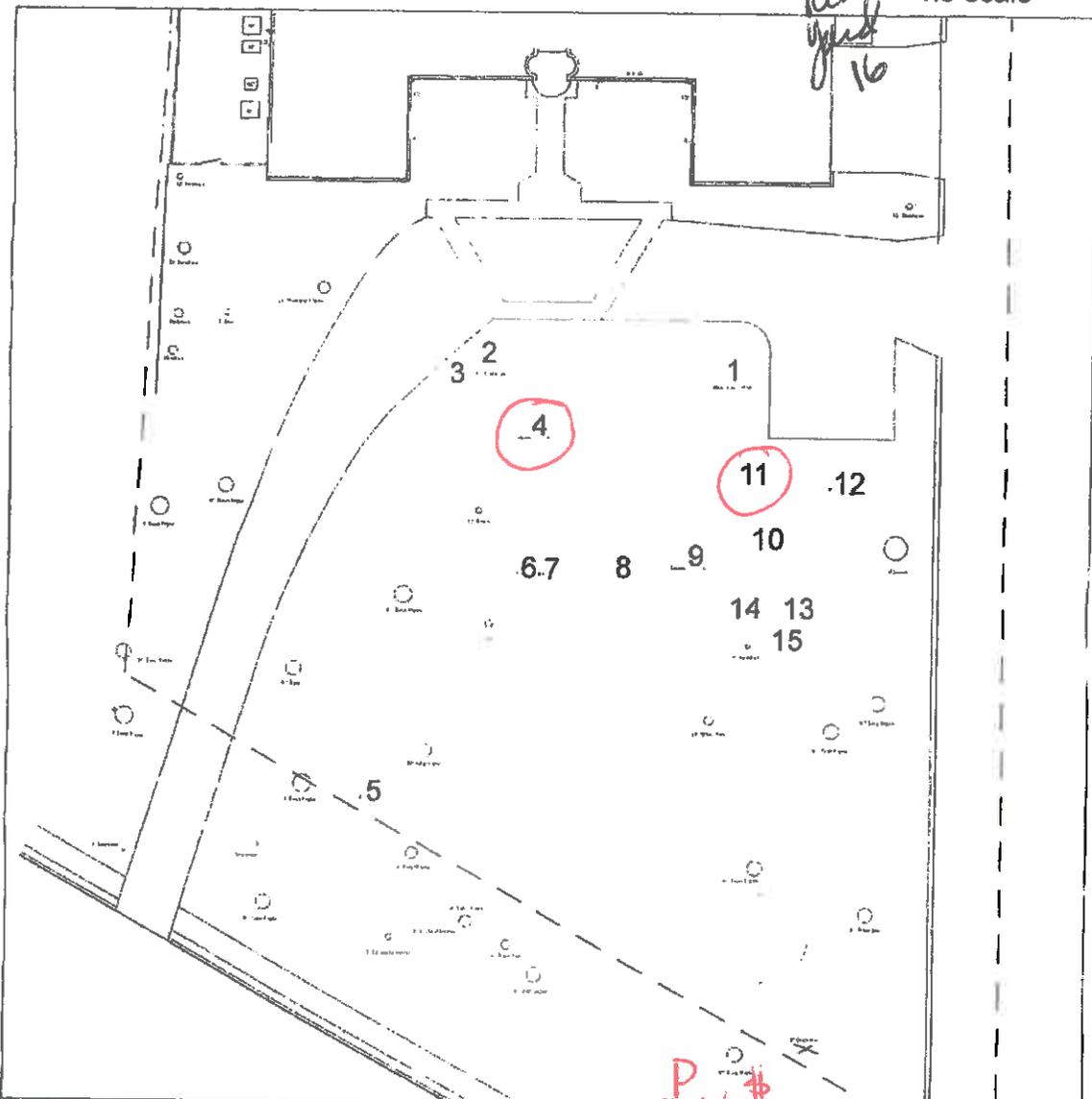
Tree #3: Private Property Village right-of-way
Location: Rear Front Side-L Side-R
DBH* = _____ **Species:** _____ **Tag#:** _____ n/a: no tag.
Assessment: _____

(For more trees, please check here and attach pages: # of extra trees ____; # of extra pages ____.)

Arborist assessment: Does tree meet any of the conditions in Village Code 17-3 to qualify for removal?

Removal Approved	Denied	*Is permit required? (i.e. trunk circumference ≥24")	
		Y	N
Tree #1 <input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree #1 <input checked="" type="checkbox"/>	<input type="checkbox"/>
Tree #2 <input type="checkbox"/>	<input type="checkbox"/>	Tree #2 <input type="checkbox"/>	<input type="checkbox"/>
Tree #3 <input type="checkbox"/>	<input type="checkbox"/>	Tree #3 <input type="checkbox"/>	<input type="checkbox"/>

Arborist/Staff Signature [Signature] **Date** 8/31/16 *dead near yard magnolia (additional)*



List of tree marked with yellow ribbon

Tree #	Tree	Size" dbh	Status	Removal
1	Cedar	24	Dying will not recover	yes
2	Crabapple	12	Dying will not recover	yes
3	Kousa Dogwood	12	Dying will not recover	yes
4	Japanese Maple	12	Healthy	no
5	Holly	6	Under 24" circumference	na
6	False Cypress	12	"Undesirable" tree	yes
7	False Cypress	18	"Undesirable" tree	yes
8	False Cypress	6	Under 24" circumference	na
9	Photinia		Not a tree	na
10	Flowering Dogwood	6	Under 24" circumference	na
11	Japanese Maple	10	Healthy	no
12	Honeysuckle		Not a tree	na
13	Black Locust	20	Decay in trunk, hazardous	yes
14	False Cypress	12	"Undesirable" tree	yes
15	False Cypress	18	"Undesirable" tree	yes

APPEAL

P \$

RESIDENCE

1 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9



dbh - diameter at 4.5' above ground level, na - not applicable

16 Magnolia 16 Dead yes

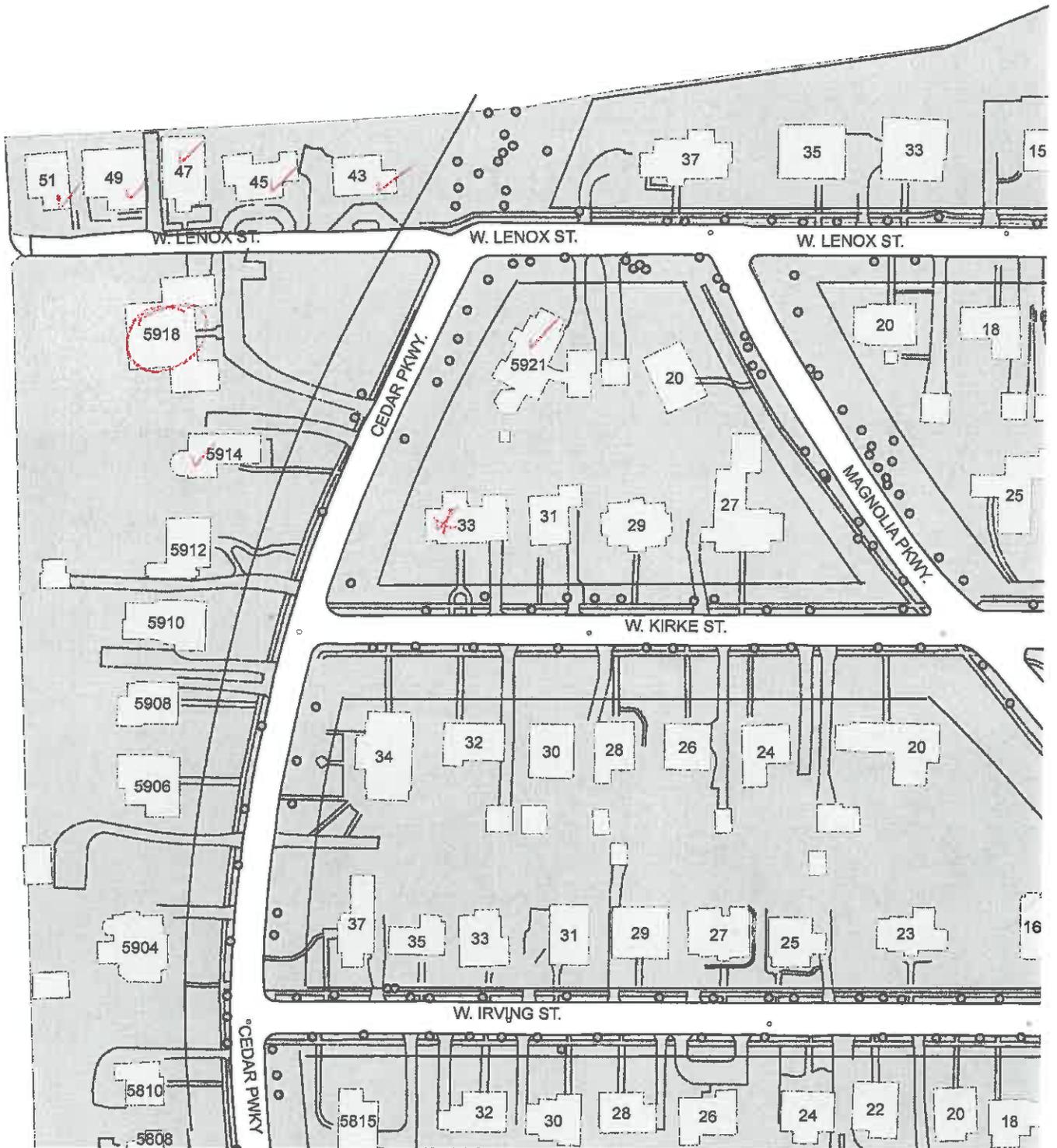
pg 1 of 4

45.0 L.V. 3<711. 7>74.1 anal. 2: dia. on 9 trees req. permits for removal

MAILING LIST FOR APPEAL A-2271

**MR. & MRS. ROB NICHOLS
5918 CEDAR PARKWAY
CHEVY CHASE, MD 20815**

Adjoining and confronting property owners	
Current Resident 51 West Lenox Street Chevy Chase, MD 20815	Mr. & Mrs. Alexander Boyle Or Current Resident 49 West Lenox Street Chevy Chase, MD 20815
Ms. Emily Lawson & Mr. Thomas Amis Or Current Resident 47 West Lenox Street Chevy Chase, MD 20815	Mr. & Mrs. Cary Euwer, Jr. Or Current Resident 43 West Lenox Street Chevy Chase, MD 20815
Ms. Erin Graefe & Mr. Patrick Dorton Or Current Resident 5921 Cedar Parkway Chevy Chase, MD 20815	Mr. & Mrs. John Montgomery Or Current Resident 5914 Cedar Parkway Chevy Chase, MD 20815
Mr. Charles Hobbs Or Current Resident 33 West Kirke Street Chevy Chase, MD 20815	The Chevy Chase Club Or Current Occupant 6100 Connecticut Avenue Chevy Chase, MD 20815



**Chevy Chase Village
Website Posting Notice
for Appeal, Special Permit & Variance Hearings**

Case Number: 2264 A-2271

Hearing Date:

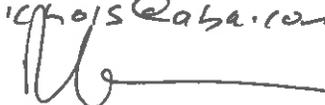
By signing below, I acknowledge as the applicant/appellant in the above-referenced case number that all supporting information and documentation for my case will be posted on the Village's website at <www.chevychasevillagemd.gov> for review by the general public.

Applicant/Appellant Name: Rob + Rebecca Nichols

Address: 5918 Cedar Parkway, Chevy Chase MD 20815

Telephone: 301 656 2010

E-mail: rebecca.nichols@yahoo.com, rnichols@aba.com

Applicant/Appellant Signature: ROBNICHOLS 

Agent Name for applicant/appellant (if necessary): Everett Etaden Designs
Kathy Everett

Telephone: 202 465 5790

Address: 3 Newlands St. Chevy Chase

E-mail: Kathyeverett@me.com

Signature of agent: Kathy Everett 

Village staff initials: ES

Date: 9/21/10

Treasurer's Report July-September (3 months of FY 2017)

Overall:

This report is a three month snapshot of FY 2017. The Village receives little revenue in the first three months of the fiscal year with the most prominent being the tax duplication payment that comes from the county in the amount of \$100,524. We have a budgeted deficit of 46,117, and it is still too early to project how we will end up in relation to this number by the end of the year. Our FY 2016 audit is not officially completed yet and the final 2016 audited numbers will be available when it becomes finalized.

Income Tax Revenue:

We will not have any significant income tax information until the end of November.

Property Tax Revenue:

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 it is trending about 17% below budget for the first three months. There has some been construction during these three months which has had an impact on safe speed citations.

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.

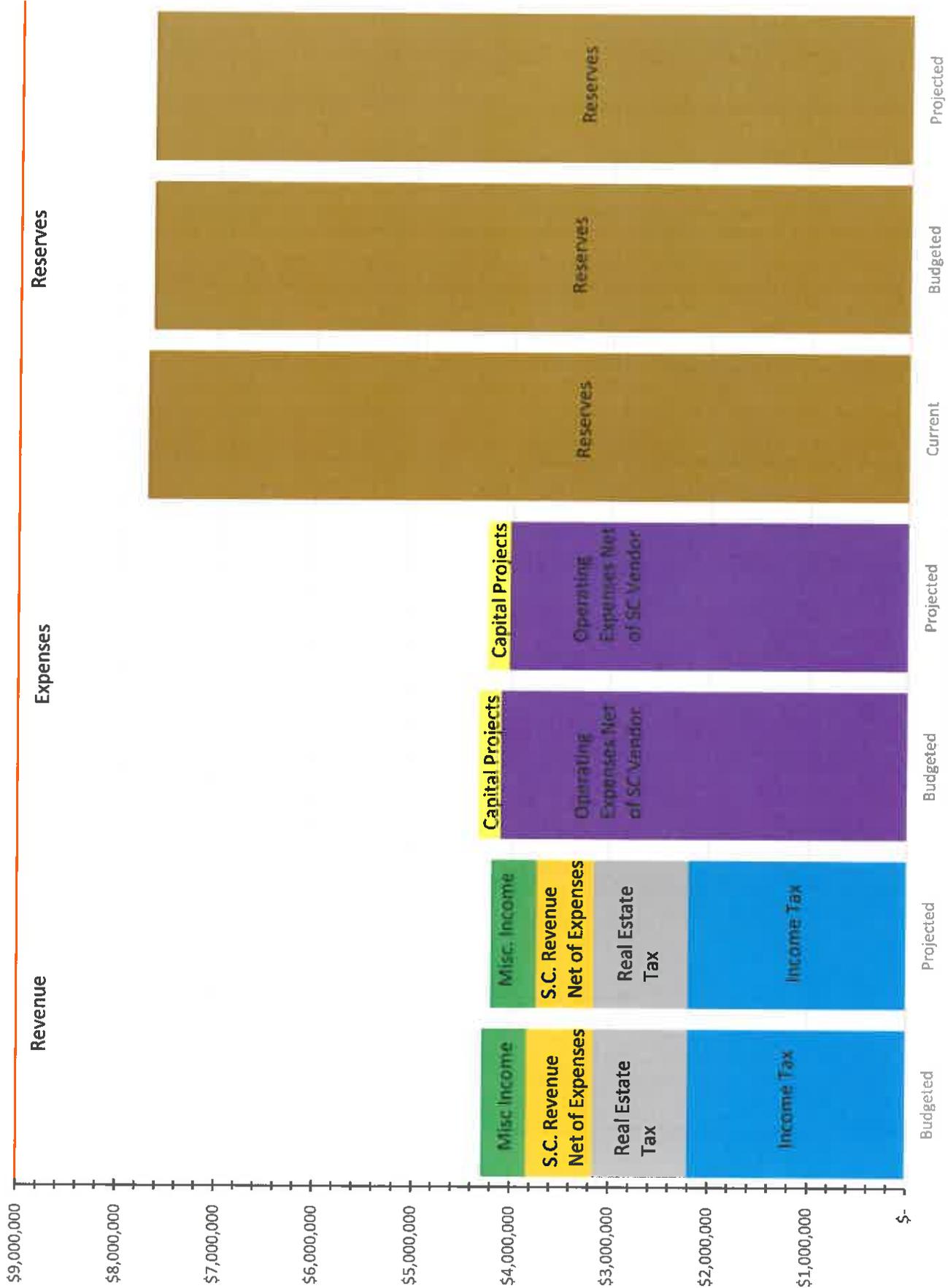
Capital Expense:

Our expenses are projected to be \$227,500 and so far the one project we have begun is street maintenance.

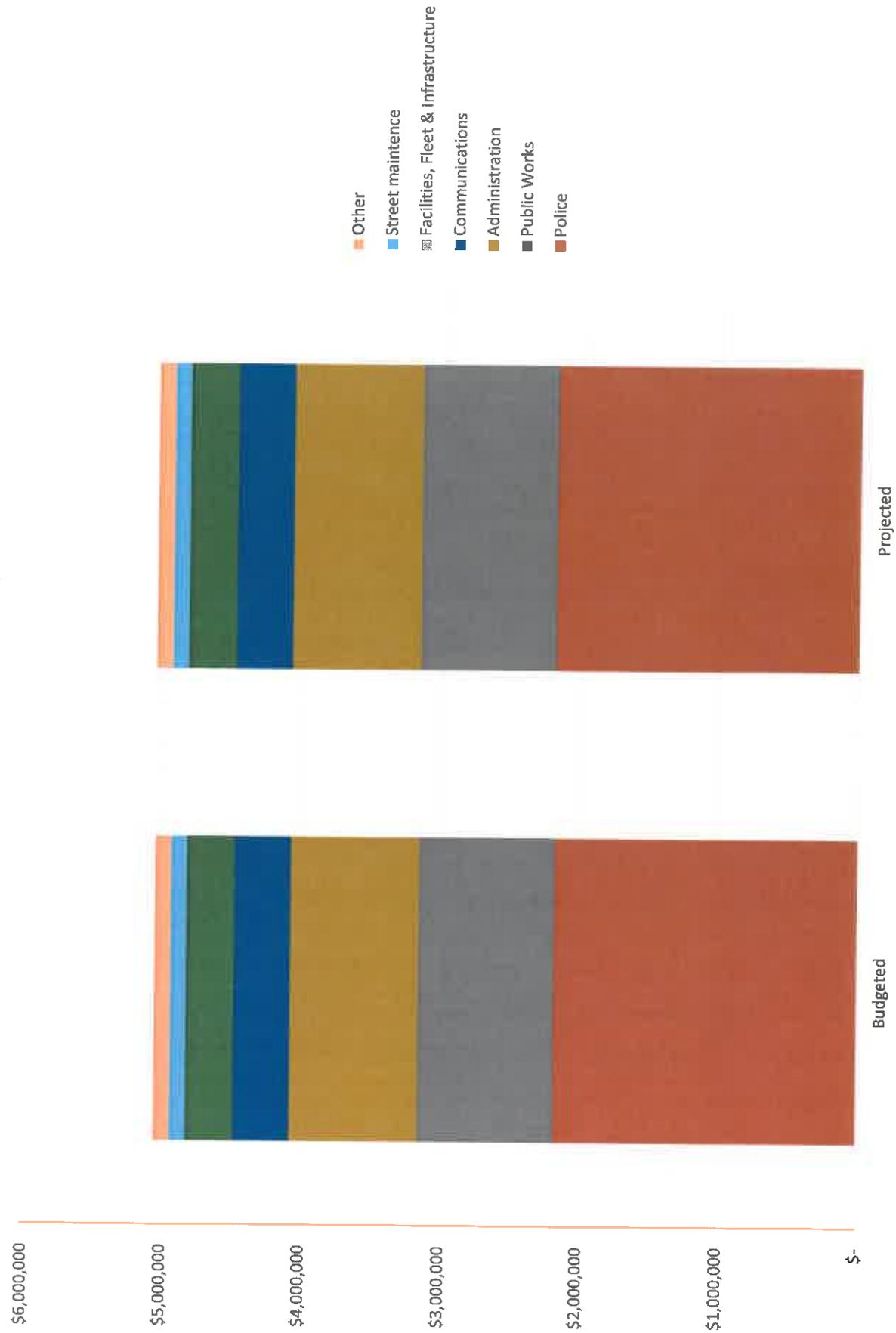
Operating Expense:

We project this will be 2-3%% below budget.

Revenue and Expenses Budget versus Projected



Expenses Budgeted versus Projected



**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
OCTOBER 10, 2016 MEETING**

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 10/6/2016
SUBJECT: PROPOSED REDEVELOPMENT PLANS: BROOKVILLE ROAD PARK

Background

At your March 10, 2014 regular meeting, the Board authorized the use of Village funds to hire a landscape architect to draft design and maintenance plans for Village parks, namely, Newlands, Brookville, and the large and small Oliver Street Triangle Parks. This authorization was sought to formulate long range plans for these parks in light of current and projected use and to have a plan that serves as a guide for future planning and budgeting.

Since that authorization was received, a sub-committee of the Parks & Greenspaces Committee including co-Chairs Judy Elliott (who has since resigned), Susan Kilborn and Tree Committee Chair Samuel Lawrence, along with Board Liaisons Michael Denger and Elissa Leonard, have met on numerous occasions with Village staff, namely Michael Younes and me, Village Arborist Tolbert Feather and landscape architect Lila Fendrick. Brookville Road Park was left to the end given its unique needs.

Proposal

The attached proposed plan embraces the current use of the park in recent years. Approximately 10 years ago, the Parks & Greenspaces Committee requested that the Village attach a wire mesh fence along the split-rail wood fence that runs along the park's border with Brookville Road. At the time, the P&G Committee proposed the fencing "to keep children and pets from straying into" Brookville Road, a heavily traveled roadway.

Shortly following the addition of this metal fencing, however, it became apparent that most residents and even professional dog walkers, were using this enclosed park as an unofficial dog park by taking their dogs off leash within the park. When this activity was brought to the attention of the Village Police, efforts were made to enforce the county's leash law, however, after receiving complaints, the Village decided that enforcement would be on a complaint-only basis. No consideration was formally given to converting the park into an official "dog park".

In subsequent years, reactions to the use of the park by dog owners and operators with their dogs off leash was embraced positively by many, however, we have received a handful of complaints over the years from abutting neighbors regarding barking, illegal parking, smoking, digging along sections of the fencing, etc., as well as the overall condition and aesthetic of the park given the concentrated use by dogs.

The design committee has attempted to address most of these concerns under the proposed plan, while recognizing that the park has been well-received by the community as a place to

gather with (primarily) or without pets. The committee has not taken a position one way or the other regarding whether the park should continue to be used as it is today, other than to address the challenges that the current use has presented. The proposed plan seeks to minimize the ongoing maintenance efforts and costs should the current use remain. Lila Fendrick will attend Monday evening's meeting to present the proposed redevelopment plan for Brookville Road Park and to discuss these specifics in greater detail.

Action Requested

No Board action is requested at this time; however, staff estimates that the proposed plan will cost between \$90,000 and \$110,000¹ to complete, which requires that we advertise an invitation for bids pursuant to the Village's Procurement Ordinance. Before we do that, however, we are looking for the Board's initial feedback on the proposed plan and whether you want to proceed with this project as (generally) presented.

If the Board directs staff to proceed to put the project out for construction bids, we anticipate bringing the final contract award recommendation to the Board in December at the earliest. In the interim, staff suggests that the Board hold a Public Hearing on the proposed plans at your November 14 regular meeting to solicit the community's feedback, including the residents of the Village of Martin's Additions (which borders to the park to the north and east).

If the Board chooses not to pursue the redevelopment of this park or if you would like to pursue an alternative redesign, including a multi-year staged approach to the currently proposed plan, staff will work with Lila Fendrick to address the Board's concerns and/or formulate a list of immediate maintenance needs for the park.

Attachments

Narrative recommendations for Brookville Road Park
Schematic plan for Brookville Road Park
Memo from Parks & Greenspaces Comm., dated August 31, 2016

¹ This project is not currently included in the FY2017 budget, because we did not have sufficient information to formulate a project estimate when the budget was adopted last April.

CHEVY CHASE VILLAGE PARKS – BROOKVILLE ROAD PARK
LANDSCAPE RECOMMENDATIONS
OCTOBER 6, 2016

DESIGN

The proposed design addresses public safety, the park's historic context, and the park's landscape character.

PUBLIC SAFETY:

- To maintain park safety, install a new sign at the park gate which states "Park Closes at Dark."
- Shift the park gate so it is flush with the level concrete walkway rather than straddling the HCP ramp.
- Remove the broken 8" wide exposed concrete aggregate slab near the entrance gate. Install a new flagstone path at the relocated entrance gate abutting and flush with the existing concrete walk. The flagstone walkway should be installed at 4'-0" width (min.) and should provide access to both the park and the dog bag/trash can area.
- Limb up lower branches of willow oaks at entry to increase visibility into the park.

HISTORIC CONTEXT:

- To respond to the historic surroundings of Chevy Chase Village, remove the existing split rail fence and install a new, historically appropriate fence along Brookville Road.

LANDSCAPE CHARACTER:

- To enhance and extend the planted buffer which surrounds the park, consider planting Oakleaf Hydrangea to add summer bloom, winter interest, and texture to the park. Brandywine Viburnum, Winterthur Viburnum, and Prague Viburnum are to be planted to provide fall color and fruit.
- To improve the park-like setting along Brookville Road and limit the need to mow the small grass strip along the sidewalk, plant liriopie in the planting strip adjacent to the sidewalk.
- While it is understood that The Village prefers to plant native plants, it is recommended to plant Liriopie muscari, per the plan. As Liriopie muscari is proven to be a hardy species, adaptable to various conditions, and observed surviving in dog-tramped tree wells throughout the District of Columbia, we recommend Liriopie muscari as the groundcover selection throughout the park where dogs will run.

- Plant native groundcover and perennials in the lower area toward the east end of the park. This area provides a unique feeling of seclusion in this highly dense neighborhood. The runoff and dense shade currently create a muddy area where erosion has exposed tree roots and eliminated any grass. By planting this area with groundcovers, protected by a fence, this area of the park can be greatly enhanced. A native groundcover, *Acorus gramineus*, would be appropriate to plant in this portion of the park. For some texture and form contrast, a more upright native perennial, *Dryopteris erythrosora*, would also be appropriate in this shadier portion of the park.
- ± Introduce two new flowering tree species, Redbud and Sourwood, to provide spring and summer bloom as well as fall color, and replace the declining Dogwoods.
- ± To enhance the evergreen screening surrounding the park and to block views of adjacent houses, plant three new Mary Nell Holly at the southwest corner of the park and plant three new American Holly at the southeast corner of the park.

MAINTENANCE

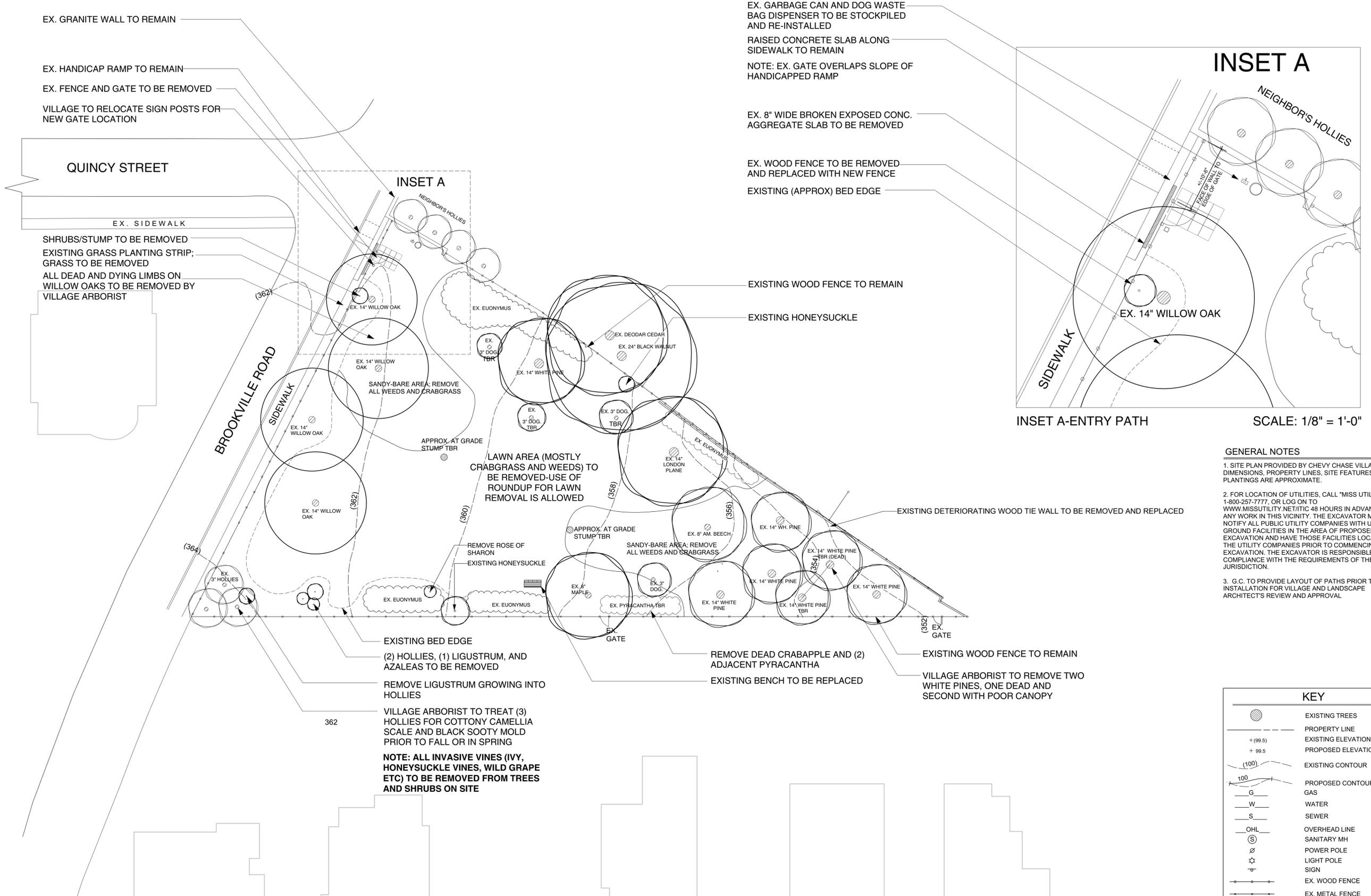
- ± Options for replacing the existing heavily dog-trafficked, muddy, weedy, central lawn area were considered by The Village staff and the landscape architect. It was decided to propose the installation of wood chips, as a hardy, low-maintenance, cost-free material, which is readily available to The Village as needed.
- ± To reduce pedestrian wear and tear in the park, a flagstone path is proposed surrounding the central wood chip area. This path will create a walkable circuit throughout the park.
- ± To reduce muddy areas under trees and near the park entrance (where grass currently struggles to grow), plant *liriope* groundcover.
- ± To slow runoff, diminish weed growth, and reduce muddy peripheral areas within the park, mulch all areas surrounding the central wood chip area, mulch under all shade trees, and plant groundcover. Mulch should not exceed 2" depth and should not cover root flare on trees.
- To protect existing trees and shrubs, remove all invasive vines such as ivy, wild grape, and honeysuckle vines.
- ± To enhance the attractiveness of the park, remove all dead and dying trees, dying shrubs, dead tree limbs, stumps, and invasive plants.
- Existing *Euonymus* to be pruned to maintain their billowy form. Tops of plants to be lowered 6"-12" and be gently shaped.
- ± Treat (3) hollies on the southwest corner of the site for Cottony Camellia Scale and Black Sooty Mold. The treatment to be performed by Village arborist.
- ± To provide access for maintenance equipment, install a double gate in the new fence along Brookville Road.

- Remove one dead and two declining white pine at the lowest part of the park to eliminate hazards of tree/branch fall and to allow more light into the lower park, for the benefit of new groundcover and perennial plantings.
- Remove one dead and two declining dogwood from the northern part of the park.
- To reduce a tripping hazard and to improve the overall look of the park, fill all holes dug by dogs.

DRAINAGE

To minimize the amount of mud and runoff, soil decompaction and a drainage system should be considered.

- Test for compacted soils using a soils probe (refer to soil specifications on Sheet 7 of drawings).
- De-compact all heavily-compacted soil areas by incorporating organic matter such as pine fines.
- Consider installing infiltration trenches at southern end of site to intercept runoff from entering neighboring properties.



EX. GRANITE WALL TO REMAIN
 EX. HANDICAP RAMP TO REMAIN
 EX. FENCE AND GATE TO BE REMOVED
 VILLAGE TO RELOCATE SIGN POSTS FOR NEW GATE LOCATION

QUINCY STREET
 EX. SIDEWALK
 SHRUBS/STUMP TO BE REMOVED
 EXISTING GRASS PLANTING STRIP;
 GRASS TO BE REMOVED
 ALL DEAD AND DYING LIMBS ON
 WILLOW OAKS TO BE REMOVED BY
 VILLAGE ARBORIST

EX. GARBAGE CAN AND DOG WASTE
 BAG DISPENSER TO BE STOCKPILED
 AND RE-INSTALLED
 RAISED CONCRETE SLAB ALONG
 SIDEWALK TO REMAIN
 NOTE: EX. GATE OVERLAPS SLOPE OF
 HANDICAPPED RAMP

EX. 8" WIDE BROKEN EXPOSED CONC.
 AGGREGATE SLAB TO BE REMOVED
 EX. WOOD FENCE TO BE REMOVED
 AND REPLACED WITH NEW FENCE
 EXISTING (APPROX) BED EDGE

EXISTING WOOD FENCE TO REMAIN
 EXISTING HONEYSUCKLE

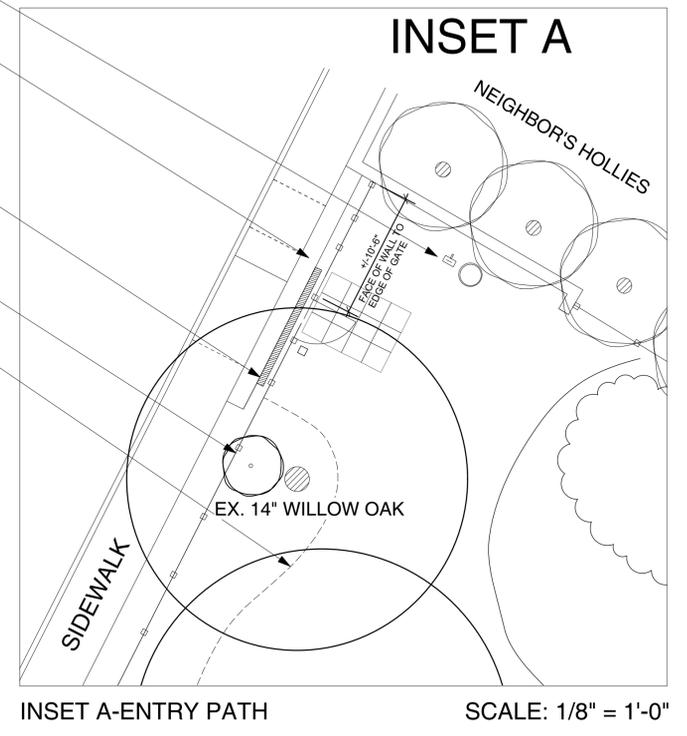
LAWN AREA (MOSTLY
 CRABGRASS AND WEEDS) TO
 BE REMOVED-USE OF
 ROUNDUP FOR LAWN
 REMOVAL IS ALLOWED

EXISTING BED EDGE
 (2) HOLLIES, (1) LIGUSTRUM, AND
 AZALEAS TO BE REMOVED
 REMOVE LIGUSTRUM GROWING INTO
 HOLLIES
 VILLAGE ARBORIST TO TREAT (3)
 HOLLIES FOR COTTONY CAMELLIA
 SCALE AND BLACK SOOTY MOLD
 PRIOR TO FALL OR IN SPRING

**NOTE: ALL INVASIVE VINES (IVY,
 HONEYSUCKLE VINES, WILD GRAPE
 ETC) TO BE REMOVED FROM TREES
 AND SHRUBS ON SITE**

REMOVE DEAD CRABAPPLE AND (2)
 ADJACENT PYRACANTHA
 EXISTING BENCH TO BE REPLACED

EXISTING WOOD FENCE TO REMAIN
 VILLAGE ARBORIST TO REMOVE TWO
 WHITE PINES, ONE DEAD AND
 SECOND WITH POOR CANOPY



GENERAL NOTES
 1. SITE PLAN PROVIDED BY CHEVY CHASE VILLAGE. ALL
 DIMENSIONS, PROPERTY LINES, SITE FEATURES, AND
 PLANTINGS ARE APPROXIMATE.
 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. G.C. TO PROVIDE LAYOUT OF PATHS PRIOR TO
 INSTALLATION FOR VILLAGE AND LANDSCAPE
 ARCHITECT'S REVIEW AND APPROVAL

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
	TO BE TRANSPLANTED
	TO BE REMOVED
	LANDSCAPE CONTRACTOR
	GENERAL CONTRACTOR
	HARDSCAPE TO BE REMOVED
	EXISTING MULCH RING

FOR PRICING ONLY; NOT FOR CONSTRUCTION

NEW FLAGSTONE PATH INTO PARK; GATE TO SHIFT APPROX. 2'-0" (SEE INSET B) SOUTH TO OPEN ONTO EX. FLAT LANDING; VILLAGE TO COORDINATE W/ TOLBERT FEATHER, VILLAGE ARBORIST, PRIOR TO LAYING PAVERS OVER EXISTING TREE ROOTS

FOR WOOD FENCE AND SINGLE GATE, SEE (2/4) (3/4)
 NEW WALK TO BE SET HIGHER THAN EXISTING GRADE (FLUSH WITH EX. SIDEWALK) AND ADJACENT AREAS FILLED OVER EXISTING TREE ROOTS WITH TOP SOIL; CONTRACTOR TO COORDINATE WITH TOLBERT FEATHER, VILLAGE ARBORIST; SEE ALSO (1/4)

G.C. TO RE-INSTALL EXISTING DOG WASTE BAG AND TRASH CAN, INCLUDING NEW LID (PROVIDED BY THE VILLAGE)
 INSTALL LIRIOPE GROUNDCOVER ALONG OUTSIDE OF FENCE AND IN MUDDY AREAS INSIDE OF FENCE
 INSTALL NEW RADIALLY CUT FLAGSTONE PATH WITH STAGGERED JOINTS AT PARK ENTRANCE; PATH TO ACCESS DOG BAGS AND TRASH CAN AREA TO BE RAISED TO ALLOW FOR POSITIVE DRAINAGE AND TO RESULT IN NEW PAVING AT GATE TO BE FLUSH WITH CONC. SLAB AT SIDEWALK
 INSTALL LIRIOPE GROUNDCOVER AROUND FLAGSTONE PATH AT PARK ENTRANCE

G.C. TO RE-INSTALL TRASH CAN; G.C. TO INSTALL LID (PROVIDED BY CHEVY CHASE VILLAGE)
 4'-6" WIDE FLAGSTONE PATH; FOR PATTERN, SEE INSET B, THIS PAGE
 ALL EXISTING EUONYMUS TO BE LIGHTLY PRUNED INTO A BILLOWY MASS WHILE MAINTAINING EX. FORM, COORDINATE W/ VILLAGE ARBORIST
 EXISTING WOOD FENCE TO REMAIN

FULLY COMPOSTED HARDWOOD SHREDDED MULCH TO BE INSTALLED IN PLANTING AREA OUTSIDE OF PATHWAY AFTER NEW PLANTING INSTALLATION

LAY FLAGSTONE PAVING TO CONNECT EXISTING BENCH TO NEW PATH W/ 18 X 36 PAVERS
 PROPOSED BENCH, SET BACK 3'-0" FROM NEW PATH; SEE (3/5) (4/5)

WOOD TIES TO BE SEGMENTED AS NEEDED AT CORNERS

METAL FENCE AND GATE, SEE (5/4)

INSTALL GRAVEL FILLED INFILTRATION TRENCHES, SEE (8/4)

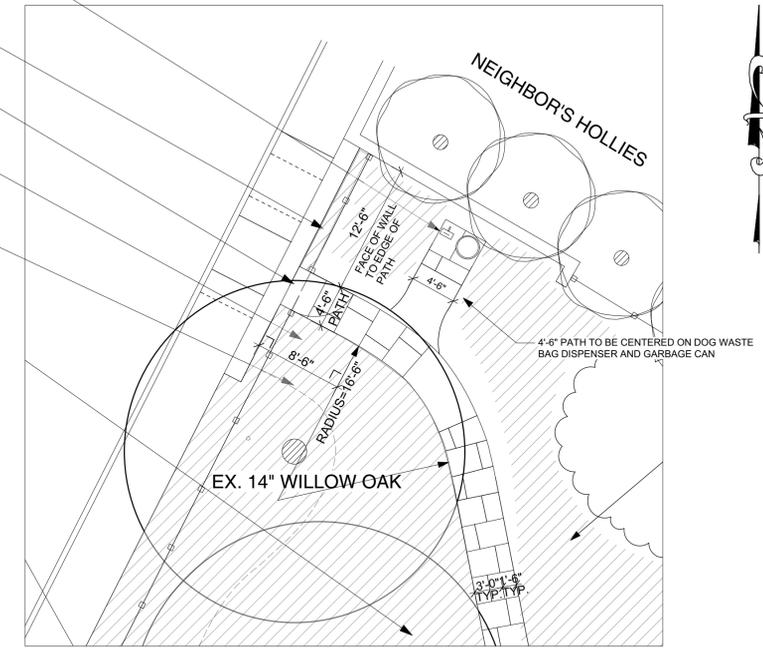
ADD WOOD TIE WALL AGAINST FENCE LINE WHERE GRADE DIFFERENCE OCCURS, SEE (6/4)
 NOTE: WOOD TIE WALL TO FOLLOW LINE OF EXISTING FENCING

EXISTING WOOD FENCE TO REMAIN

4'-6" WIDE FLAGSTONE PATH; FOR PATTERN, SEE INSET C, THIS PAGE, TYP.
 6" PRESSURE TREATED LANDSCAPE TIMBER EDGE/CURB, STAINED DARK BROWN OR BLACK; SEE (7/4)

LAY FLAGSTONE PAVING TO CONNECT EXISTING BENCH TO NEW PATH W/ 18 X 36 PAVERS

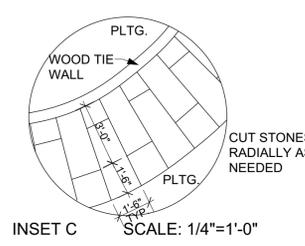
PROPOSED BENCH, IN PLACE OF EXISTING, SET BACK 2'-0" FROM NEW PATH; SEE (3/5) (4/5)



INSET B SCALE: 1/8" = 1'-0"

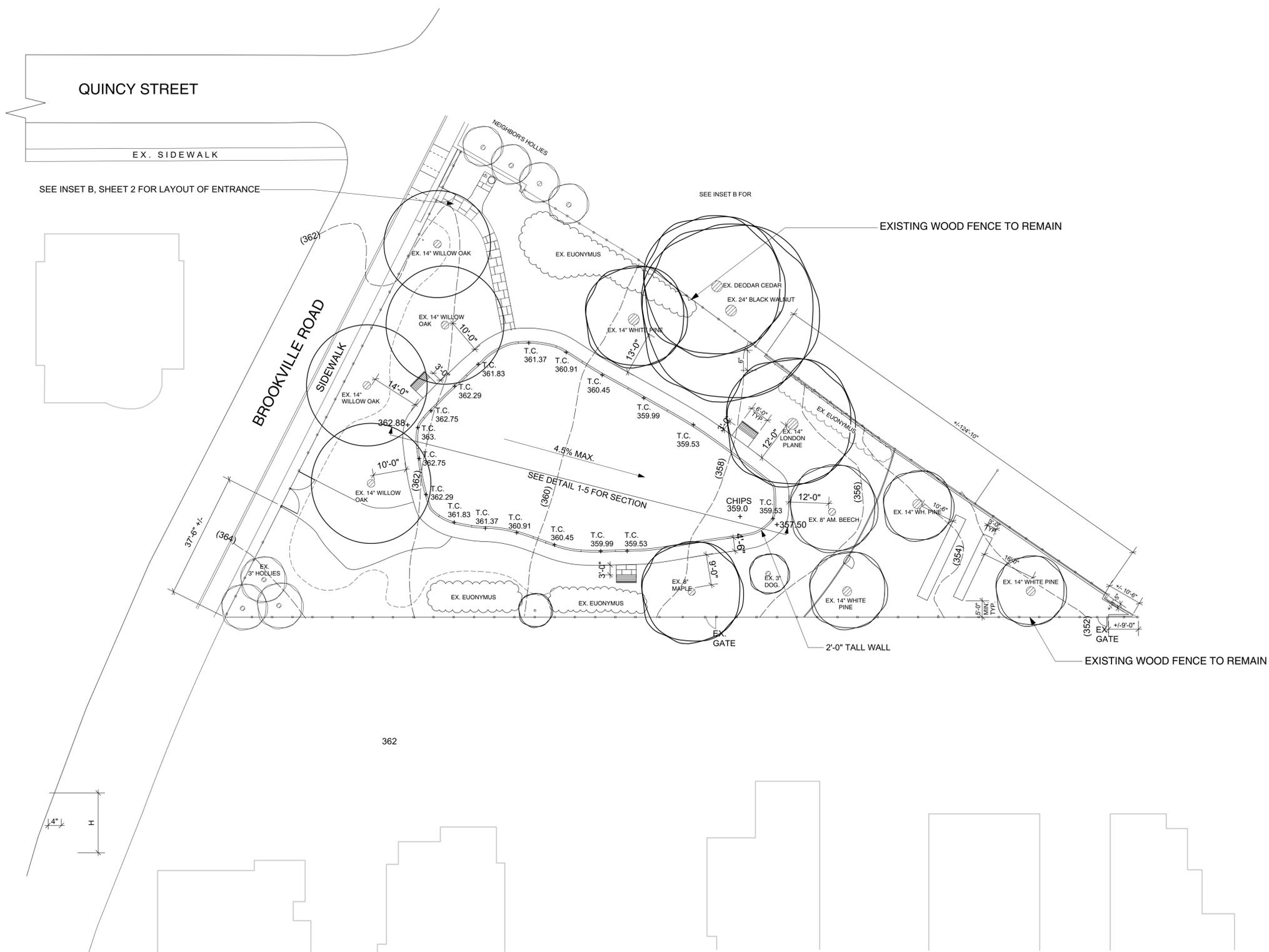
- GENERAL NOTES**
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 2. FOR LOCATION OF UTILITIES, CALL "MISS UTILITY" AT 1-800-257-7777, OR LOG ON TO WWW.MISSUTILITY.NET/ITIC 48 HOURS IN ADVANCE OF ANY WORK IN THIS VICINITY. THE EXCAVATOR MUST NOTIFY ALL PUBLIC UTILITY COMPANIES WITH UNDER GROUND 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. G.C. TO PROVIDE LAYOUT OF PATHS PRIOR TO INSTALLATION FOR VILLAGE AND LANDSCAPE ARCHITECT'S REVIEW AND APPROVAL

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
	TO BE TRANSPLANTED
	TO BE REMOVED
	LANDSCAPE CONTRACTOR
	GENERAL CONTRACTOR
	HARDSCAPE TO BE REMOVED
	EXISTING MULCH RING



INSET C SCALE: 1/4" = 1'-0"

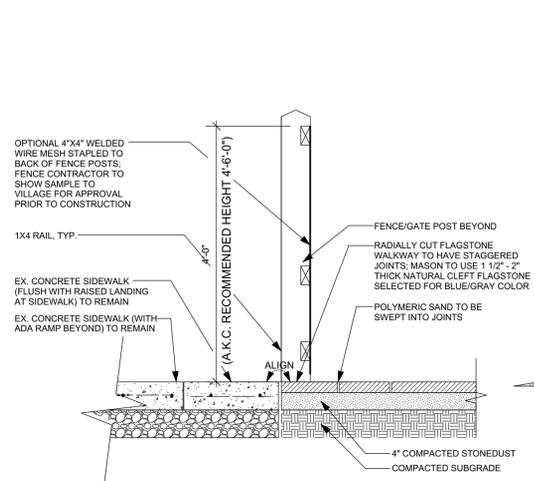
FOR PRICING ONLY; NOT FOR CONSTRUCTION



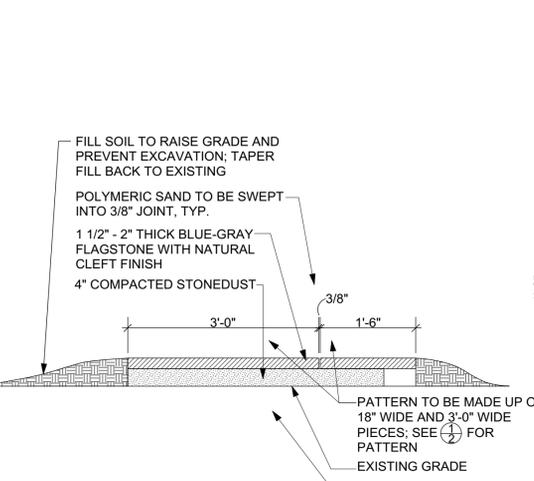
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KEY	
	EXISTING TREES
---	PROPERTY LINE
+ (99.5)	EXISTING ELEVATION
+ 99.5	PROPOSED ELEVATION
(100)	EXISTING CONTOUR
100	PROPOSED CONTOUR
G	GAS
W	WATER
S	SEWER
OHL	OVERHEAD LINE
⊙	SANITARY MH
⊙	POWER POLE
⊙	LIGHT POLE
+	SIGN
—+—	EX. WOOD FENCE
—+—	EX. METAL FENCE
—+—	PROP. WOOD FENCE
TBT	TO BE TRANSPLANTED
TBR	TO BE REMOVED
LC	LANDSCAPE CONTRACTOR
GC	GENERAL CONTRACTOR
	HARDSCAPE TO BE REMOVED
	EXISTING MULCH RING

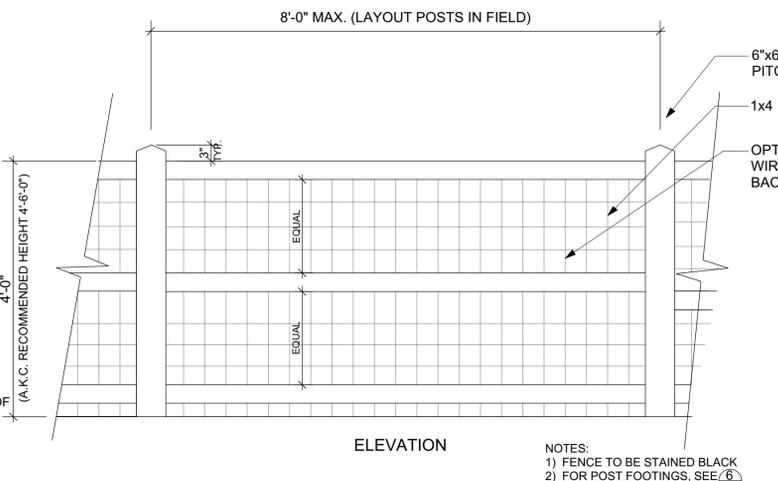
FOR PRICING ONLY; NOT FOR CONSTRUCTION



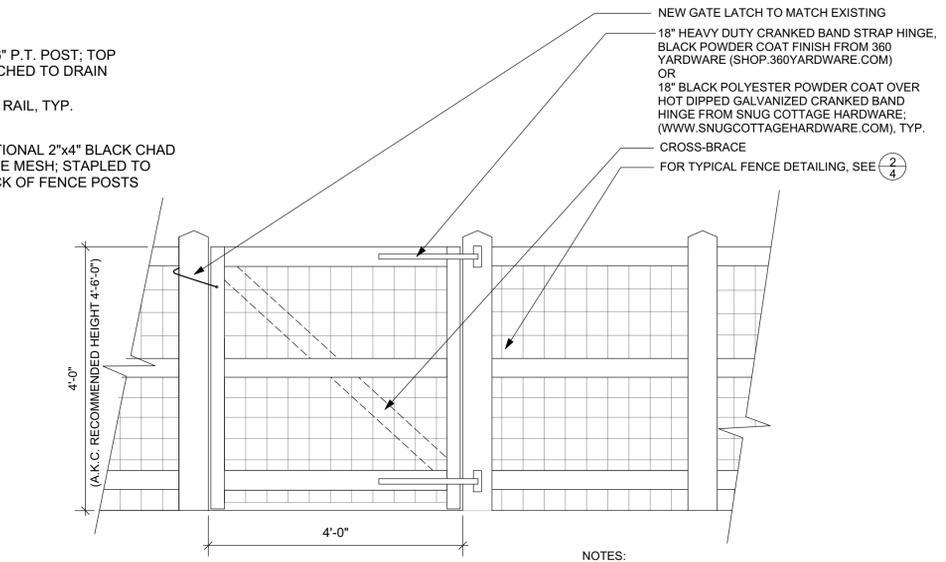
1 FLAGSTONE PAVING ON STONEDUST
4 SECTION
SCALE: 3/4"=1'-0"



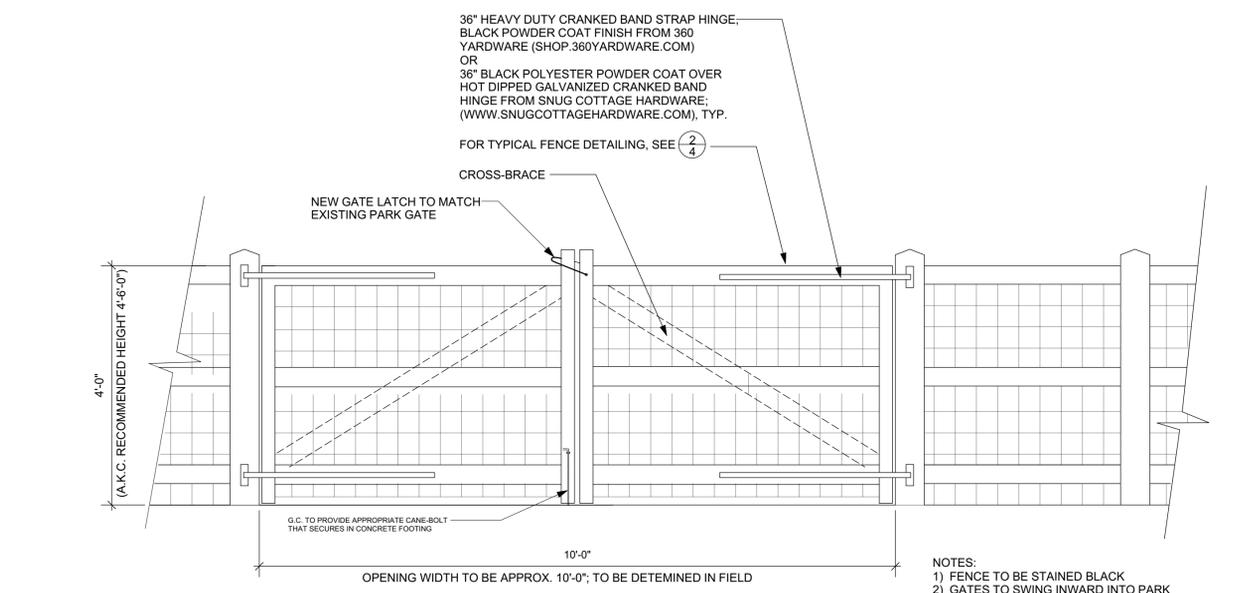
1A FLAGSTONE PAVING ON STONEDUST
4 SECTION
SCALE: 3/4"=1'-0"



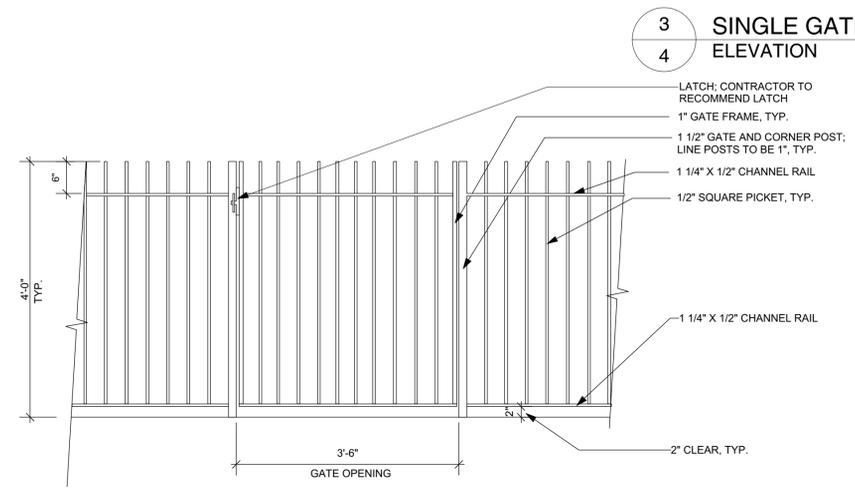
2 WOOD FENCING AT BROOKVILLE ROAD
4 ELEVATION
SCALE: 3/4"=1'-0"



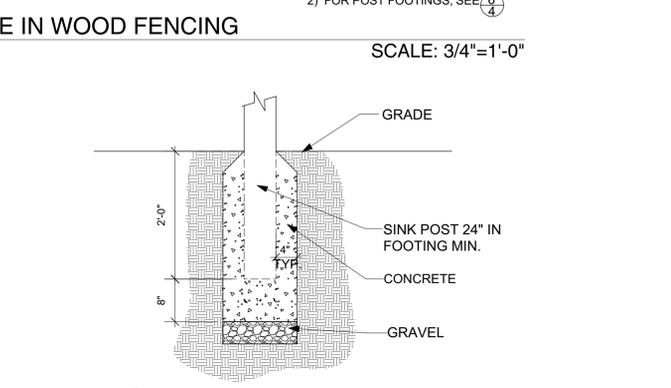
3 SINGLE GATE IN WOOD FENCING
4 ELEVATION
SCALE: 3/4"=1'-0"



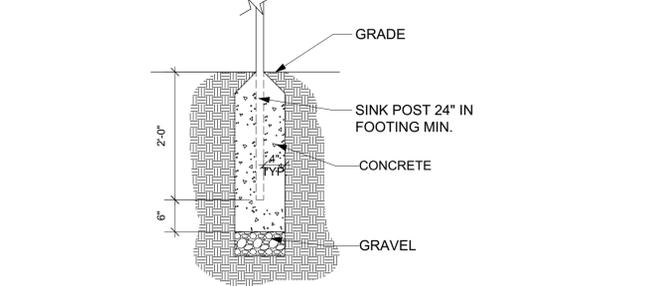
4 DOUBLE GATE IN WOOD FENCING
4 ELEVATION
SCALE: 3/4"=1'-0"



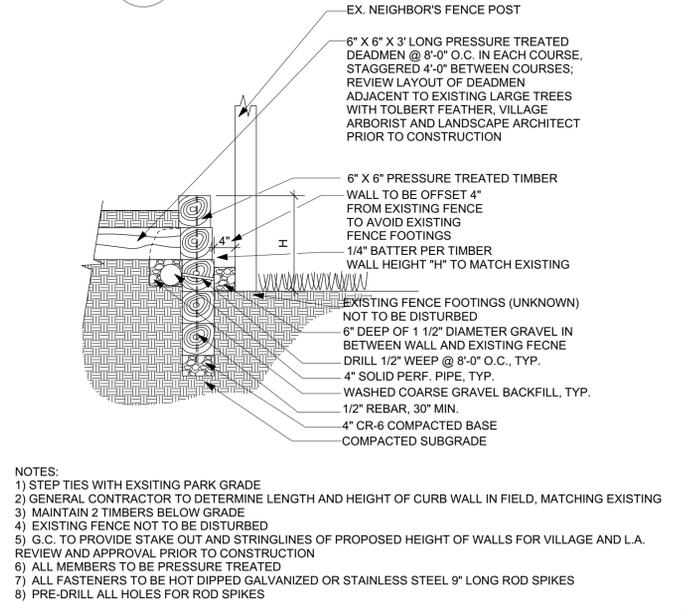
5 ALUMINUM FENCING
4 ELEVATION
SCALE: 3/4"=1'-0"



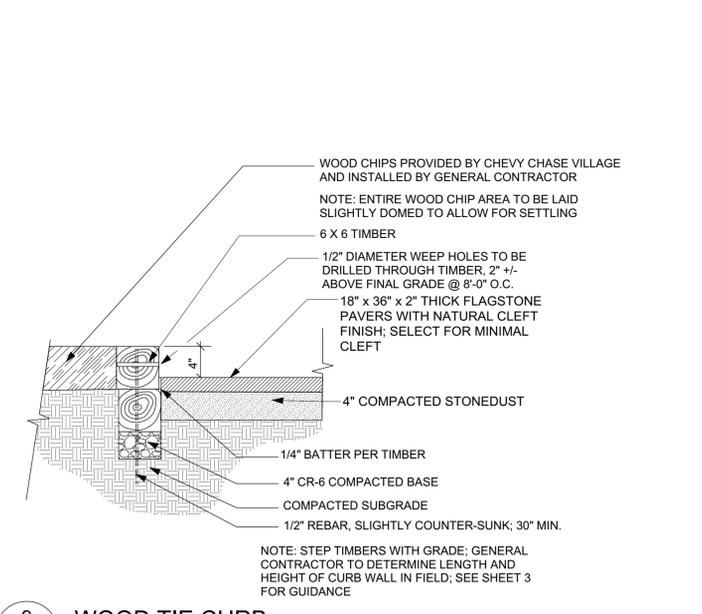
6 WOOD FENCE POST FOOTING
4 SECTION
SCALE: 3/4"=1'-0"



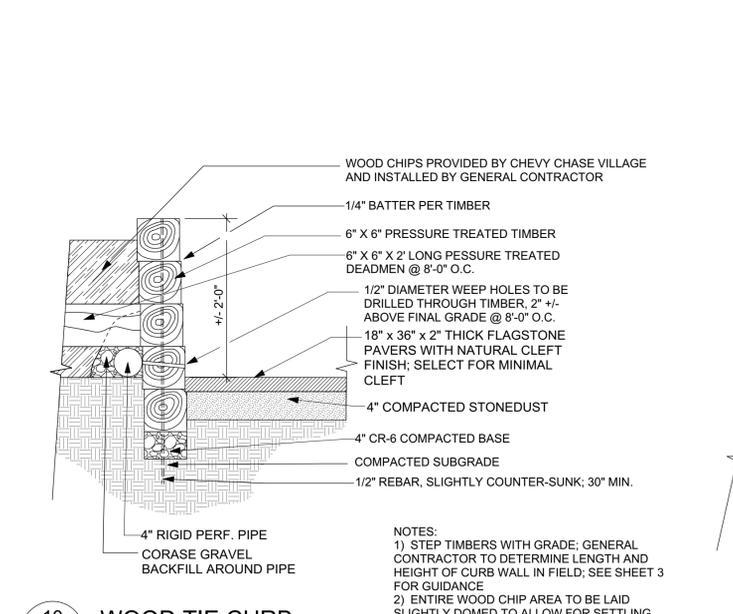
7 ALUMINUM FENCE POST FOOTING
4 SECTION
SCALE: 3/4"=1'-0"



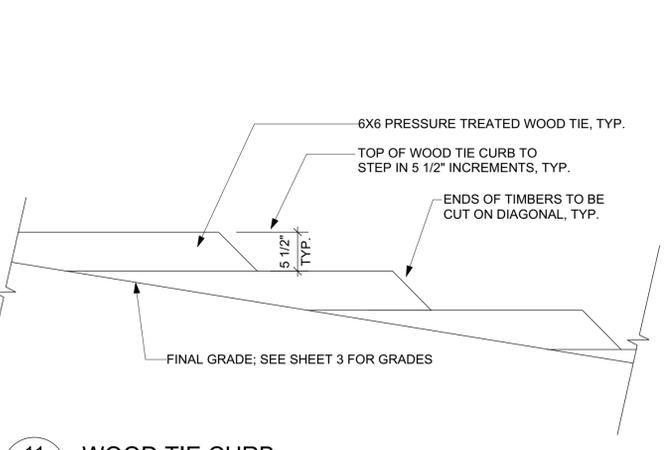
8 WOOD TIE WALL
4 SECTION
SCALE: 3/4"=1'-0"



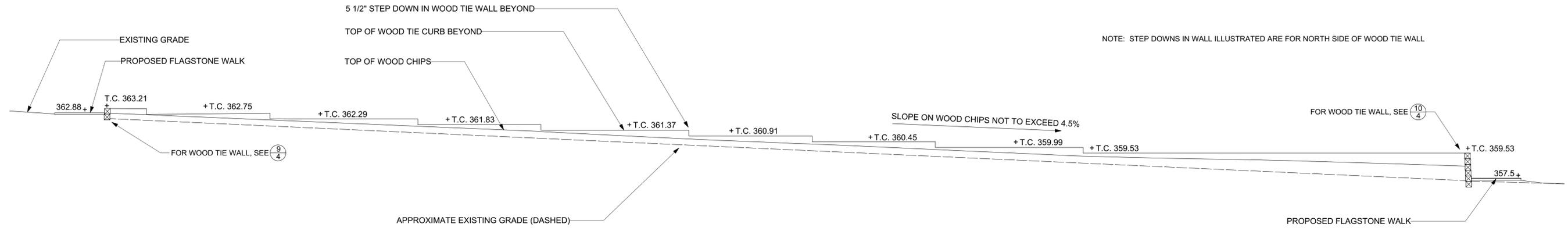
9 WOOD TIE CURB
4 SECTION
SCALE: 1"=1'-0"



10 WOOD TIE CURB
4 SECTION
SCALE: 1"=1'-0"

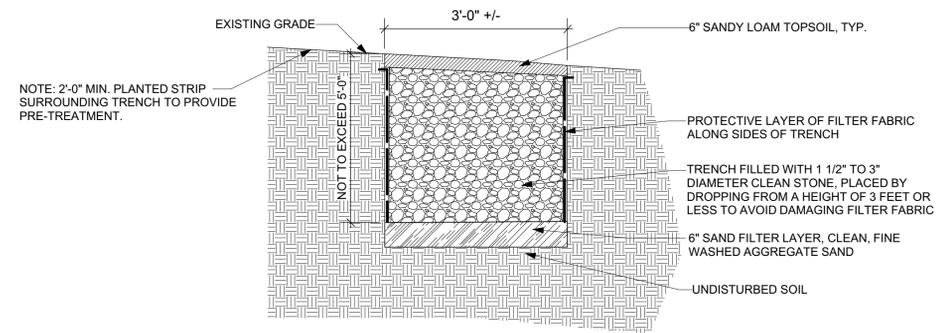


11 WOOD TIE CURB
4 ELEVATION
SCALE: 1"=1'-0"



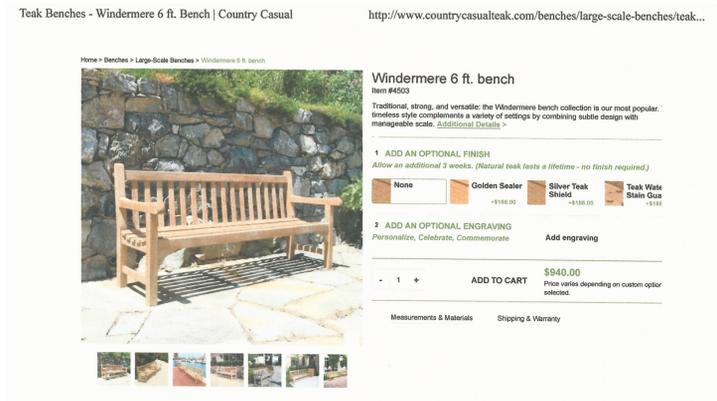
1 WOOD CHIP AREA SITE SECTION
5 SECTION-ELEVATION

SCALE: 1/4"=1'-0"



2 INFILTRATION TRENCH SECTION
5

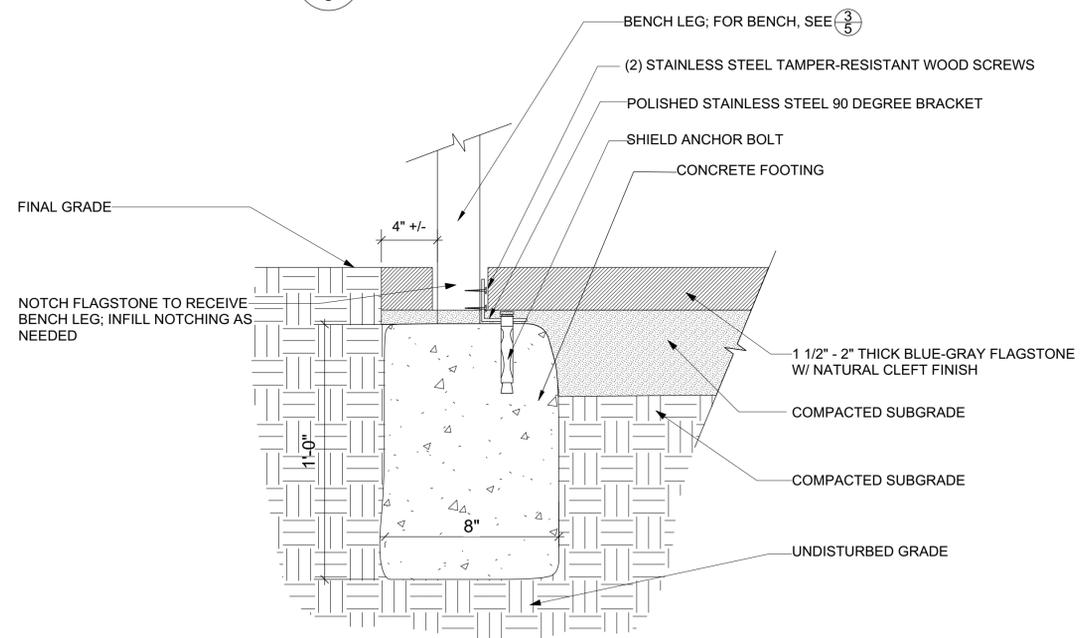
SCALE: 1"=1'-0"



NOTES: 1) BENCH TO BE LEVELED AND SECURED WITH FOOTINGS; SEE 4/5
2) NO FINISH ON BENCH

3 BENCH INFORMATION SHEET
5

NO SCALE:



4 BENCH FOOTING SECTION
5

3"=1'-0"

DIVISION 10: SOILS WORK

10.1 GENERAL

All Soils work shall conform to the "Landscape Specification Guidelines for Baltimore-Washington Metropolitan Area", 5th edition, 2000, published by the Landscape Contractors Association, MD, DC, VA.

The Landscape Contractor shall provide all materials, labor and equipment to complete all Landscape work shown on the plans and specifications. Landscape Contractor shall verify the location of all on-site utilities and underground structures before beginning work.

The Landscape Contractor shall leave work free of debris at the end of each workday. All areas to be neat during subwork and precautions are to be taken to avoid damage to existing plants, turf and structures both on and off the site. During soil work, protect walls, paving, curbs and other structures with wood strips, padding, snow fencing or other approved means as required. All debris and waste material shall be removed from the site. Any areas damaged by the Landscape Contractor or off the site shall be restored to their original condition.

10.2 SOILS TESTING

Landscape Contractor is responsible for taking soil samples of existing topsoil and sub soils. Every sample from each area is to be made of a composite sample from a minimum of five (5) core samples taken to a depth of 6". The soil samples are to be tested by an independent soil testing laboratory such as A&L Eastern Agricultural Laboratories, Inc., 7621 Whitepine Rd., Richmond, VA 23277, www.a-l-labs.com/enr (hereafter referred to as A & L), at least one month prior to the date of installation.

A. Soil Analysis: For each unamended soil type, furnish soil analysis and a written report by a qualified soil-testing laboratory stating percentages of organic matter, gradation of sand, silt, and clay content; cation exchange capacity; pH; and mineral and plant nutrient content of soil. Phosphorus, Calcium, Magnesium, Manganese, Zinc, Boron, Sodium.

Results to be forwarded to Project Consulting Horticulturist, Dr. Frank Gwin at (301) 261-5802. Recommendations are to be submitted to the Landscape Architect by Dr. Gwin. Soil composition is to be determined using a Soil auger as outlined in the 5th edition of the Landscape Contractors Association Landscape Specifications Guidelines. Also, the digging and transplanting of plants and amending soils should never be done when the soil is frozen or wet. All planting installation shall conform to the "Landscape Specifications Guidelines for Baltimore-Washington Metropolitan Area", 5th Edition, 2000, by the Landscape Contractors Association, MD, DC, VA.

10.3 HEAVILY COMPACTED SOILS

Landscape Contractor is responsible for determining the level of soil compaction. When a soil auger is unable to penetrate the soil more than a few inches, in the majority of cases within the proposed landscape, the soil is too compacted for establishing plants. Under such conditions, the soil should be sub-soiled or trenched as prescribed. If sub-soiling is done with a sub-soiler (ripper), it is important that the soil be **dry** to maximize soil fractures.

B. Use a trencher when:

- 1. A trencher shall be used when it is impossible to sub-soil due to space restrictions where all of the plants will be grown in beds, or where there are large roots to contend with. The trencher is used following the same guidelines as with the sub-soiler with the exception: trenches are filled with either pine fines or screened compost and firmly packed after all of the trenches have been dug.

1. Scarify the top surface of existing sub-grade with pogo-tiller before performing any soil Amendment work.
2. Using a "Trencher," dig trenches at 2-4' intervals to a depth of 3-6". Dig trenches in two directions to achieve a checkerboard pattern.
3. Fill trenches with compost, or with pine fines, or with organic compost from Pogo, firmly packed after all of the trenches have been dug.
4. The soil overburden created by the "Trencher" to be amended with screened "Orgro" at the rate of five cubic yards per 1,000 square feet. Re-tilt as deeply as possible.
5. The soil to be used as fill shall be specified by Dr. Frank Gwin, consulting horticulturist, pending results of soil tests. The soil shall be spread in 6" thick lifts. It shall be compacted with a truck vehicle if possible (when needed), and back-dragged between lifts. Sufficient fill should be added to bring the grade within 6" of the final grade.
6. A 6" layer of sandy loam topsoil is to be placed over the amended soil to bring the garden to the proposed finished grade. Topsoil to be amended with three cubic yards of screen "Orgro" per 1,000 square feet just prior to planting, using a walky-type noo-tiller.

C. Use a subsoiler when:

In areas of severe compaction where existing trees are less than one inch (1") in diameter. Subsoiling should be done only after debris has been removed and rough grading has been completed. If the soil is a silt loam or clay loam it is strongly advised that at least one inch of compost or pine fines be spread over the soil before sub-soiling begins. Sub-soiling should first begin across the slope with the chisel protruding to a minimum depth of fourteen inches (14") and at right angles to every five (5) to 24" intervals. Generally, the closer the better. The last subsoiling should be done up and down slope at right angles to the first at the same depth and spacing. This is a good time to amend the sub-soil soil with fertilizer.

A minimum of five (5) core soils samples should be taken to a depth of 6" from under each tree where bulbs are to be planted. The core samples should be mixed together with which a top composite sample can be taken, to be dried and submitted for testing by an agricultural soil testing laboratory such as A&L Laboratory in Richmond, VA. Kill existing vegetation using 2 applications of Roundup or similar herbicide from June through September following manufacturer's recommendations. The second herbicide application should be made within 14 days. The use of Roundup or similar herbicides from March through May is not recommended. Avoid herbicide drift onto desirable plants. The sprayed vegetation should not be disturbed for at least ten (10) days following the last herbicide application.

For areas under trees which have been amended: Amend soil following the soil test recommendations. If soil contains less than 6% organic matter, amend soils with compost as specified by the Consulting Horticulturist, Dr. Frank Gwin. Incorporate the amendments to a depth of at least 1" using a walk-behind walky type noo-tiller avoiding large surface roots. For areas with heavily compacted soils, there should be no tilling within a 20'Ø diameter of the trunk. If the area is to be planted with groundcovers, take the area smooth and apply a maximum of 2" of mulch and plant groundcovers through the mulch. If the area is to be sodded, take the area smooth and firm the soil before laying the sod and rolling. Heavy equipment should not be allowed in this area.

For areas under trees which have not been compacted: Apply a herbicide such as "Round Up" or Glyphosate per manufacturers recommendations. Apply the herbicide using equipment and techniques that do not allow drifting or spilling onto adjacent plants to remain. Herbicide to be applied during period of active plant growth. Do not apply herbicide to be planted in beds or containers. Areas specified to be planted as beds shall receive two applications of herbicide 14 days apart to remove all weeds. After 10 days, scarify the top 1" of soil surface. For areas to be sodded, spread 2" of compost as indicated on the plans. For areas to be planted with groundcovers, shrubs, and/or trees, spread 2" of yard debris/compost/work 2" and mulch on the top layer of soil. Do not **top-dress**. Work into the top layer of soil using a steel rake. Proceed with laying of sod and planting as required immediately after completion of top-dressing work to avoid erosion. No tractors, trucks or other heavy equipment shall be allowed over the roots of existing shade trees.

10.6 BED PLANTING PREPARATION

Amend soil as recommended based on soil test results.

Prior to amending soils, the general contractor or owner shall clear the surface of all trash, debris, and stones larger than 1 1/2" in diameter or length, and of all roots, break, weeds, grass, wire, grade stakes and other objects that would interfere with soil preparation. If soil contains less than 3% organic material, apply three to six cubic yards of compost per 1,000 square feet of area and incorporate to a minimum depth of 6" using a walky-type noo-tiller. In areas where bulbs are to be planted, the soil should be amended to a depth of 6".

1. INORGANIC SOIL AMENDMENTS

A. Lime: ASTM C 602, agricultural liming material containing a minimum of 50 percent calcium carbonate equivalent and as follows:

1. Class T, with a minimum of 99 percent passing through No. 8 sieve and a minimum of 75 percent passing through No. 60 sieve.
2. Class O, with a minimum of 95 percent passing through No. 8 sieve and a minimum of 55 percent passing through No. 60 sieve.

Provide lime in form of ground dolomitic limestone if the pH of the soil is low and the magnesium level in the soil is also low OR calcitic limestone if the pH of the soil is low and the magnesium level in the soil is high.

B. Sulfur: Granular or powder, and containing a minimum of 90 percent sulfur, with a minimum of 99 percent passing through No. 6 sieve and a minimum of 10 percent passing through No. 40 sieve.

C. Iron Sulfate: Granulated ferrous sulfate containing a minimum of 30 percent iron and 10 percent sulfur.

D. Agricultural Gypsum: Minimum 90 percent calcium sulfate, finely ground with 90 percent passing through No. 50 sieve.

E. Sand: Clean, washed, natural or manufactured, and free of toxic materials.

A. Fertilization recommendations to be made by Project Consulting Arborist, Dr. Frank Gwin, Per soil test results.

Prior to amending soils, the general contractor or owner shall clear the surface of all trash, debris, and stones larger than 1 1/2" in diameter or length, and of all roots, break, weeds, grass, wire, grade stakes and other objects that would interfere with soil preparation. If soil contains not less than 3% organic material, apply three to six cubic yards of compost per 1,000 square feet of area and incorporate to a minimum depth of 6" using a walky-type noo-tiller. In areas where bulbs are to be planted, the soil should be amended to a depth of 6".

10.7 IMPORTED TOPSOIL

Imported topsoil must be free of roots, branches and stones larger than 1" in diameter. The soil must not contain noxious weeds or toxic compounds. All imported soils should have a texture similar to the existing soil based on approved mechanical analysis testing. The soils to be used as top soil shall be ASTM 5208 topsoil, with pH range of 5.0 to 7, shall contain not less than 3% organic matter and be amended with compost to 6% after installation. It should contain medium levels of phosphorus, potassium, calcium and magnesium with a soluble salt concentration no greater than 1.0 meq/cmole. The soil shall not have been harvested from marsh or reclaimed land or from agricultural land where crop weeds have been grown for the past five years. Also, soil that is wet or frozen will not be accepted.

DIVISION 11: PLANTING

11.1 GENERAL

All Planting work shall conform to the "Landscape Specifications Guidelines for Baltimore-Washington Metropolitan Area", 5th edition, 2000, published by the Landscape Contractors Association, MD, DC, VA.

The Landscape Contractor shall provide all materials, labor and equipment to complete all Landscape work shown on the plans and specifications. Landscape Contractor shall verify the location of all on-site utilities and underground structures before beginning work.

The Landscape Contractor shall leave work free of debris at the end of each workday. All areas to be neat during subwork and precautions are to be taken to avoid damage to existing plants, turf and structures both on and off the site. During soil work, protect walls, paving, curbs and other structures with wood strips, padding, snow fencing or other approved means as required. All debris and waste material shall be removed from the site. Any areas damaged by the Landscape Contractor or off the site shall be restored to their original condition.

Landscape Contractor is responsible for taking soil samples of existing topsoil and sub soils. Every sample from each area is to be made of a composite sample from a minimum of five (5) core samples taken to a depth of 6". The soil samples are to be tested by an independent soil testing laboratory such as A & L Eastern Agricultural Laboratories, Inc., 7621 Whitepine Rd., Richmond, VA 23277, www.a-l-labs.com/enr (hereafter referred to as A & L), at least one month prior to the date of installation.

A. Soil-Testing Laboratory Qualifications: An independent or university laboratory, recognized by the State Department of Agriculture, with the experience and capability to conduct the testing indicated and that specializes in types of tests to be performed.

B. Soil Analysis: For each unamended soil type, furnish soil analysis and a written report by a qualified soil-testing laboratory stating percentages of organic matter, pH, magnesium, phosphorus, potassium, boron, manganese, and mechanical analysis (gradation of sand, silt, and clay content, cation exchange capacity, pH, and mineral and plant nutrient content of soil, Phosphorus, Calcium, Magnesium, Manganese, Zinc, Boron, Sodium).

A. Testing methods and written recommendations shall comply with USDA's Handbook No. 60.

1. Report suitability of tested soil for plant growth.
2. Based upon the test results, certified horticulturist will make recommendations based on weight or volume in weight per 100 sq ft. for nitrogen, phosphorus, and potash nutrients and/or soil amendments to be added to produce satisfactory planting soil suitable for healthy, viable plants.

Results to be forwarded to Project Consulting Horticulturist, Dr. Frank Gwin at (301) 261-5802. Soil tests are to include percent organic matter, pH, magnesium, phosphorus, potassium, boron, manganese, and mechanical analysis (gradation of sand, silt, and clay content). Recommendations are to be submitted to the Landscape Architect by Dr. Gwin. Soil composition is to be determined using a pressure probe as outlined in the 5th edition of the Landscape Contractors Association Landscape Specifications Guidelines. All planting installation shall conform to the "Landscape Specifications Guidelines for Baltimore-Washington Metropolitan Area", 5th Edition, 2000, by the Landscape Contractors Association, MD, DC, VA.

11.2 SITE PROTECTION

A. Reference points: Carefully maintain all benchmarks, monuments, and other reference points. If any are disturbed or destroyed, replace them as directed.

B. Trees to remain: Provide protective fencing to beyond perimeter of drip line. Review location with landscape architect and project architect. Provide barricades to protect trees and other plants which are to remain protected from damage until completion of work.

11.3 DELIVERY AND INSTALLATION

The Landscape Contractor shall leave work free of debris at the end of each workday. All areas to remain neat during subwork and precautions are to be taken to avoid damage to existing plants, turf and structures both on and off the site. During soil work and planting, protect walls, paving, curbs, and other structures with wood strips, padding, snow fencing or other approved means as required. All debris and waste material shall be removed from the site. Any areas damaged by the Landscape Contractor or off the site shall be restored to their original condition.

11.4 PLANT SELECTION

All plant material shall conform to the "American Standards for Nursery Stock", 60.1, 1996, by The American Nursery & Landscape Association. Plants having characteristics as conforming to quality, size, or name as defined by standards of the trade and to standards as defined by the Landscape Architect as "full" or "near-shape" or "mating", etc. will not be accepted. The Landscape Architect reserves the right to inspect the trees and shrubs at the place of growth or at the time before planting for compliance with the characteristics described in the Plant List. If specified plant material is not available, submit proof of non-availability to the Landscape Architect with approval for use of equivalent material. When authorized, adjustment of contract amount will be made.

1. Landscape contractor to examine trees upon arrival at nursery or landscape contractor's shop.
2. Landscape contractor to open up burlap and locate trunk flare without removing twine or burlap. Remove excess soil away from trunk flare to determine proper planting depth before bringing trees to project site.
3. Remove upper 1/2 or 2/3 of wire basket with both cores as low as possible.
4. Remove burlap to bottom of exposed wires and take off site. Add backfill 1/3 of height of rootball, turf, water, add 1/3 more soil and water, add final layer of backfill.
5. Any rootballs with air canals or nylon ropes to have canals and nylon ropes removed.

11.5 STORAGE OF PLANTS ON SITE

All plant materials stored on-site shall be stored only in areas approved by the Landscape Architect. Protect all plants from drying winds and sun; heel in on-site in an approved manner. Keep root balls in continuous moist condition.

11.6 PRUNING OF EXISTING PLANTS

Pruning of existing trees shall be coordinated with the Landscape Architect and Owner and to occur before new planting. All trees, shrubs, vines, suckers, and plant specimens to "BE REMOVED" on the plan are to be removed prior to any grading and new planting and with minimal disturbance to other plants.

11.7 SCHEDULE FOR DIGGING, MOVING AND PLANTING

The Landscape Contractor shall follow accepted practices of the trade for digging and storage of plant material. Most deciduous trees and shrubs may be planted from March 1st to May 15th and from September 15 to December.

A. Pines and Oaks shall be planted in the fall.

B. Most narrow leaf and broad leaf evergreen trees and shrubs can be planted from March 1st to May 15th and from September 15 to November 15. Pines shall be planted from March 1st to November 15, excepting iris, perennials and perennials, which can be planted September 15 to November 15. Bare root deciduous trees shall be planted in spring before new growth appears or in the fall, from September 15 to November 15. Spring-blooming bulbs shall be planted from September 15 to October 15.

C. The digging and transplanting of plants should never be done when the soil is frozen or wet.

11.8 SOIL IMPROVEMENT UNDER EXISTING TREES

Refer to section 10.5

11.9 SOIL EXCAVATION

The excavation of planting holes should be done only in soils that are well drained. If the soil does not drain well and/or appears wet, consult the Landscape Architect to reduce or correct the drainage problem.

11.10 EXCAVATING PLANTING HOLES

Holes for trees and shrubs, B&B, or container growth, should be dug at least twice the diameter of the root ball and sufficiently deep so that only 10% of the top of the root ball remains above the natural grade.

11.11 TREE & SHRUB PLANTING

Trees should be set on solid ground (i.e. existing compacted soil) with 10% of root ball above grade to compensate for settling. Shrubs and groundcovers shall be planted in separate planting holes that is dug two times the diameter of the root ball of plant, and not deeper than the depth of the root ball. After B&B trees and shrubs are in position and made plants, remove all tamping from around the base of the trunk and soil back the burlap to at least half the depth of the root ball.

When planting containerized plants, remove the container and position the root ball into the planting hole. If roots are circling the outside edge of the root ball, slash the outer roots using a sharp knife, the length of the root ball in four or five evenly spaced locations along the outer edge of the root ball.

Backfill the lower half of the planting hole. Unless the existing soil contains not less than 3% organic matter, the backfill shall contain 2/3 by volume of existing soil and 1/3 compost. There should be thoroughly mixed prior to backfilling. Fill with water. After the water has receded, finish backfilling the hole before watering a second time. Plants not growing in beds and irrigated with "Gator" bags should be banded. The banded should be made along the outside edge of the planting hole.

All plants are to be set in line and staked. Trees are to be geyed and staked following the Landscape Contractor's recommendation. Whip only those trees with thin bark (i.e. crabapple, cherry, etc.) as directed by the Landscape Architect. Whip trunks of deciduous trees 1/2" diameter or more with spiral wrapping to remove major branches or 2/3 the height of the tree, whichever is higher. Whip from ground and not to wrapping securely. Remove wrapping at the end of the guarantee period. In the event tree stabilization is required, materials are as follows:

1. Upright Guy Stakes: Rough-sawn, sound, new hardwood, free of knots, holes, cross grain, and other defects, 2 to 3 inch nominal by length indicated, pointed at one end.
2. Flexible Ties: Wide rubber or elastic bands or strips of length required to reach stakes.
3. Guy and Tie Wires: ASTM A 641 or 644M Class 1 galvanized steel wire, non-stretched, twisted, 0.106 inch in diameter.
4. Tree Tie Webbing: UV resistant polypropylene or nylon webbing with brass grommets.
5. Guy Cables: Free-stretch, 3/16 inch diameter, galvanized steel cable, a minimum of 3 inches long, with two 3/8 inch galvanized eyebolts.
6. Flags: Standard surveyor's plastic flagging tape, white, 6 inches long.
7. Proprietary Staking and Guying Devices: Proprietary stake and adjustable tie systems to secure each new planting by plant stem; used as indicated and per manufacturer's written recommendations.

A. Stakes and Guys:

1. Upright Guy Stakes: Rough-sawn, sound, new hardwood, free of knots, holes, cross grain, and other defects, 2 to 3 inch nominal by length indicated, pointed at one end.
2. Flexible Ties: Wide rubber or elastic bands or strips of length required to reach stakes.
3. Guy and Tie Wires: ASTM A 641 or 644M Class 1 galvanized steel wire, non-stretched, twisted, 0.106 inch in diameter.
4. Tree Tie Webbing: UV resistant polypropylene or nylon webbing with brass grommets.
5. Guy Cables: Free-stretch, 3/16 inch diameter, galvanized steel cable, a minimum of 3 inches long, with two 3/8 inch galvanized eyebolts.
6. Flags: Standard surveyor's plastic flagging tape, white, 6 inches long.
7. Proprietary Staking and Guying Devices: Proprietary stake and adjustable tie systems to secure each new planting by plant stem; used as indicated and per manufacturer's written recommendations.

B. Root-Ball Stabilization Materials:

1. Upright Stakes and Horizontal Hold-Down: Rough-sawn, sound, new hardwood or softwood, free of knots, holes, cross grain, and other defects, 2 to 3 inch nominal by length indicated; stakes pointed at one end.
2. Wood Screws: ASTM B 16.
3. Proprietary Root Ball Stabilization Devices: Proprietary air- or below-grade stabilization systems to secure each new planting by root ball; used per manufacturer's written recommendations unless otherwise indicated.

A. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:

- 1) Border Concepts, Inc.; Tomahawk Tree Stabilizers.
- 2) Forestry Products, L.L.C. Ditchlock Rootball Fixing System.
- 3) Tree Shields, Inc.; Tree Shields.

11.12 BED PLANTING PREPARATION

Refer to section 10.6

11.13 ROSE, PERENNIAL PLANTING

A. The roots of bare-rooted roses should be soaked in room temperature water for at least one hour before planting. The planting hole should be of sufficient diameter to accommodate the spread of roots without bending the ends of the roots. The depth of the planting hole should be sufficient to accommodate the roots and not bury the graft union. The soil should be firmly packed around the roots and the backfill saturated with water. After the water has drained, soil should be mounded around the canes to prevent desiccation of canes. Mound the beds with no more than 2" of composted mulch. After new growth appears on the canes, remove the soil around the canes.

B. When renovating an existing perennial garden, dig out desirable perennials and head them in a shaded part of the garden. After the soil has been amended, transplant perennials into the garden according to the landscape design. The roots of container grown perennials should be ripped and slanted as described above. The roots of bare-rooted perennials should be uniformly distributed in a shallow planting hole and covered with soil. After planting, water thoroughly before applying no more than 2" of composted mulch.

C. When planting banded iris, peonies, poppies, and bulbs:

4. Banded iris should have their foliage cut at planting and should be so that the tops of the rhizomes are barely visible on the surface of the soil. Banded iris should not be mixed.
5. Peonies should be planted so that the crown is no greater than 1" below the surface of the soil.
6. Poppies should be planted so that the crown is no more than 1" below the surface of the soil.
7. Tulips and Narcissus bulbs should be planted so that bulbs are 4" below the surface of the soil.
8. Hyacinth bulbs should be planted so that the bulbs are 6" below the surface of the soil.
9. Maroon bulbs should be planted so that the bulbs are 4" below the surface of the soil.

11.13 IMPORTED TOPSOIL

Refer to section 10.7

11.14 PLANT CARE

Planting on new plant materials to occur after planting under the supervision of the Landscape Architect. All planting areas shall be fine graded and receive a uniform 2" layout of finely shredded hardwood mulch (excepting no mulch shall be placed within 6" if new tree trunks).

A. Organic Mulch: Free from deleterious materials and suitable as a top dressing for trees and shrubs, consisting of one of the following:

1. Type: Finely shredded pinebark or shredded hardwood.
2. Size Range: 1 inch maximum, 1/2 inch minimum.
3. Color: Natural.

B. Compost Mulch: Well-composted, stable, and wood-free organic matter, pH range of 5.5 to 8; minimum content 55 to 55 percent by weight; 100 percent passing through 1 inch sieve; soluble salt content of 2 to 5 decimoles/liter; not exceeding 60 percent inert contaminants and free of substantive toxic plantings, and as follows:

1. Organic Matter Content: 45 to 60 percent of dry weight.
2. Feedstock: Agricultural, food, or industrial residuals, biowaste, yard trimmings; or source-separated or compostable mixed solid waste.

All bare mulches should contain less than 10% sapwood or white wood. Appropriate fertilizers are to be applied only to trees and shrubs with approval of the Landscape Architect or Project Consulting Horticulturist, Dr. Frank Gwin. The Landscape Contractor shall provide and apply a pre-emergent weed killer in granular form prior to installing mulch. The Landscape Contractor shall be responsible for the maintenance of their planting beds and adjacent plugs.

11.15 TREE PLANT REMOVALS

All trees identified as "TO BE REMOVED" shall have their stumps ground down 18"-24" below grade or removed.

11.16 DELIVERY, STORAGE & HANDLING OF SEED, SOD OR PLUGS

Seed: Deliver seed in original sealed, labeled, and undamaged containers. Soil: Harvest, deliver, store, and handle sod according to requirements in TPA "Specifications for Turfgrass Sod Materials" and "Specifications for Turfgrass Sod Transplanting and Installation" in its Guidelines Specifications in Turfgrass Sodding. Deliver soil in time for planting within 24 hours of harvesting. Protect sod from breakage and drying.

11.17 SODDING

1. SODDING

A. The Landscape Contractor shall test the soil before work begins, to submit results and recommendations to the Landscape Architect, and to recommend appropriate amendments. The soil to be sodded shall be free of existing lawn, weeds, and other debris before soil preparation. Add lime as specified by soil test recommendations. Add 1" of compost, and topsoil as required to meet grade, compensating for settling. Re-roll area to be sodded to a depth of 6". Compact amended soil and fine grade before sodding. Sod to be "Maryland Certified Sod". Sod composition to be approved by the Landscape Architect.

B. Lay sod within 24 hours of harvesting. Do not lay if dormant or if ground is frozen or muddy. Contractor shall coordinate with Owner 30 calendar days prior to scheduled start of laying sod in order to allow coordination with separate landscaping contractor to plant trees and shrubs.

C. Lay sod to form a solid mass with tightly fitted joints. But ends and sides of sod; do not stretch or overlap. Stagger sod strips or pads to offset joints in adjacent courses. Avoid damage to sub grade or sod during installation. Tamp and roll lightly to ensure contact with sub grade, eliminate air pockets, and form a smooth surface. Work sodded soil or fine sand into minor cracks/breaks between pieces of sod; remove excess soil avoiding smothering sod and adjacent grasses.

1. Lay and firm edges of slopes exceeding 1:3.

2. Anchor sod on slopes exceeding 1:6 with wood pegs spaced as recommended by sod manufacturer but not less than 2 inches per sod strip to prevent slippage.

D. Saturate sod with fine water spray within two hours of planting. During first week after planting, water daily no more frequently as necessary to maintain moist soil to a minimum depth of 1 to 2 inches (38 mm) below sod.

II. LAWN RENOVATION

A. Renovate existing lawn.

B. Renovate existing lawn damaged by Contractor's operations, such as storage of materials or equipment and movement of vehicles.

1. Re-establish lawn where settlement or washouts occur or where minor re-grading is required.

C. Remove soil and vegetation from diseased or unsatisfactory lawn areas; do not bury in soil.

D. Remove topsoil containing foreign material resulting from Contractor's operations, including oil dripping, fuel spills, stone, gravel, and other contractor materials, and replace with new topsoil. Subsoil if compacted, see Section 329100, Planting Preparation.

E. Mow, detatch, core aeren, and rake existing lawn.

F. Remove weeds before seeding. Where weeds are extensive, apply selective herbicides as required. Do not use pre-emergence herbicides.

G. Remove waste and foreign materials, including weeds, soil cores, grass, vegetation, and turf, and legally dispose of them off Owner's property.

H. Till preparation, bare, and compacted areas thoroughly to a soil depth of 6 inches (150 mm). Subsoil if compacted, see Section 329100, Planting Preparation.

I. Apply soil amendments and initial fertilizers required for establishing new lawns and mix thoroughly into top 4 inches (100 mm) of existing soil. Provide new planting soil to fill low spots and meet finish grades.

J. Apply seed and protect with straw mulch as required for new lawns.

K. Water newly planted areas and keep moist until new lawns are established.

III. SATISFACTORY LAWS

A. Lawn installations shall meet the following criteria as determined by Architect:

1. Satisfactory Seeded Lawns: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 95 percent over any 10 sq ft, and bare spots exceeding 3 by 3 inches.
2. Satisfactory Sodded Lawns: At end of maintenance period, a healthy, well-rooted, even-colored, viable lawn has been established, free of weeds, open joints, bare areas, and surface irregularities.

B. Use specified materials to reestablish lawns that do not comply with requirements and continue maintenance until lawns are satisfactory.

IV. CLEANUP AND PROTECTION

A. Promptly remove soil and debris, created by lawn work, from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.

B. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after lawn is established.

C. Remove nondegradable erosion-control measures after grass establishment period.

The guarantee period is one year, two growing seasons. The Landscape Contractor shall replace any of their planted trees, shrubs, or groundcovers that are dead or in an unsightly condition or have lost their natural shape due to dead branches. Replacement shall be made promptly at the end of the one-year period, or during the nearest proper planting season upon agreement with the Owner and Landscape Architect.

11.18 LANDSCAPE EDGING

A. Steel Edging: Standard commercial-steel edging, rolled edge, fabricated in sections of standard lengths, with hoops stamped from or welded to face of sections to receive stakes.

1. Product: Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
 - a. Border Concepts, Inc.
 - b. Colter Metal Specialties, Inc.
 - c. Permaloc Structures
 - d. Russell, J. D. Company (The)
 - e. Sure-Loc Edging Corporation.
2. Edging Size: 1 1/8 inch wide by 6 inches.
3. Bikes: Topsoil steel, a minimum of 1/8 inch long.
4. Accessories: Standard tapered ends, corners, and splines.
5. Installation: Embed metal joint or manufacturer's specifications.
6. Paint Color: T.B.D.

11.19 WEED CONTROL BARRIERS

Nuveron Contains Fiber Fabric: Polypropylene or polyester fabric, 3.0 oz/sq. yd. minimum, composed of fibers formed into a stable network so that fibers retain their relative position. Fabric shall be inert to biological degradation and resist naturally-occurring chemicals, alkalis, and acids.

11.20 VINE SUPPORTS

Vine supports shall be fabricated from plastic coated wires or cyclone fencing behind iron wood frames. Wire shall be 1/8" diameter steel coated with clear 3/16" plastic. Fennels shall be 1 1/2" aluminum. Eyebolts shall be 1/4" x 3/4" stainless steel.

11.21 PLANTING ABOVE STRUCTURE & IN RAISED PLANTERS

A. SCOPE OF WORK

1. Furnish all labor, materials, tools, equipment and services necessary to complete the following for on-structure planters as specified on drawings.
 - a. Installation of all drainage material.
 - b. Installation of planter soil mix.
 - c. Installation of plant materials
2. The landscape contractor shall be familiar with the project premises and how the existing conditions will affect his/her work.

B. TESTING

The landscape contractor shall test all planters for positive drainage after all waterproofing and protection board is installed but prior to installation of drainage material.

C. PRODUCTS

1. Filter fabric, i.e. soil separator, and drainage board to be used in the bottom of the container to prevent soil from plugging drainage and/or weep holes.
2. Screened top soil shall be a sandy loam containing 40-65% sand, 15-30% silt and 10-15% clay and contain 5% to 8% organic matter. Top soil can only be harvested from cleared wooded areas or from agricultural fields that have been out of cultivation for at least 5 years. Soluble salt concentration shall not exceed 1.0 meq/cmole. The soil must be homogeneous throughout to ensure adequate drainage.
3. The organic matter used to amend the top soil shall be equal parts by volume of pine fines and compost. Organic material added to the topsoil must be uniformly mixed throughout the entire soil profile.

4. Contractor should perform soil test before soil mix is installed into planter to correct any nutrient deficiencies and adjustment of pH that may be necessary. The pH of the soil shall be adjusted as specified by the landscape architect based on the species to be planted. Final measurements of the nutrients and pH of the amended soil should be made at least 3 weeks after the soil has been amended to allow for stabilization of amendments. Landscape architect should be on-site to review all stages of planting in above grade structures and raised planters.

D. PROCEDURES:

1. Drainage
 - a. Install drainage material in planting areas over structure as per plan. Areas to be planted must be clear of extraneous material and debris. Do not damage planter waterproofing or protection board. Install filter fabric drainage drains are operable and free of debris. The landscape architect may review the installation of the drainage systems prior to placing any backfill into.
 - b. Install filter fabric or drainage board above planter bottoms. Make sure filter fabric or drainage board does not slip during the backfill installation.
2. Soil Placement
 - a. Place soil in 12" layers and lightly tamp to eliminate air pockets and minimize settling. Care should be taken in placing soil so as to not compact and restrict drainage. Use an uncompact settling, soil fill may exceed final grade.
 - b. Prior to planting, the landscape contractor shall regrade and repair any areas which settle or are uneven.
3. Planting Operations: See Section 2.0-8.0 for planting materials and procedures.
4. Bracing Operations: See Section 5.4 for selection of bracing techniques. In some cases, galvanized steel eye bolts can be imbedded into the sides of the planter to allow the connection of guy wires.

11.22 GUARANTEE AND REPLACEMENT

The guarantee period is one year, two growing seasons. The Landscape Contractor shall replace any of their planted trees, shrubs, or groundcovers that are dead or in an unsightly condition or have lost their natural shape due to dead branches. Replacement shall be made promptly at the end of the one-year period, or during the nearest proper planting season upon agreement with the Owner and Landscape Architect.

DATE: August 31, 2016

MEMORANDUM TO: Shanna Davis-Cook, Michael
Younes, Michael Denger, Elissa Leonard

RE: Delivery of Revised Plans for Brookville Road Park to
Residents Living Around the Park: 5 houses on Quincy Street (36,
37, 106, 108, 110) 1 on Brookville Road (6515) and 6 on Primrose
Street (29, 101, 105, 107, 109, 111)

The Village Manager asked us to deliver the revised packet for Brookville Road Park renovation: (a cover letter, short description of work to be accomplished, map of park as it is now, and the detailed, revised plan for the park by Lila Fendrick). This work is tentatively slated to be completed in 2017.

On August 27, 2016 Margo Kingston and I hand-delivered these documents. We spoke to five of the 14 homeowners who received them. None raised an objection. One resident, in response to our description of what is planned to happen in early 2017 to the park, exclaimed, "I love it!" "I love it already."

Another resident who had moved into the neighborhood in 1983 said, "Too much shrubbery was put into it so a couple of rapes in the late '80s early '90s happened in the park."

We spoke to 4 residents in all and said we'd welcome their opinion of the revised plans either by calling the Village Hall or Margo Kingston and Susan Kilborn, co-chairs of the Parks and Green Spaces Committee.

Susan Kilborn and Margo Kingston, Co-chairs of the
Parks and Green Spaces Committee

Resolution No.: 10-01-16

Introduced: 10-10-16

Adopted: _____

Effective: _____

BOARD OF MANAGERS
FOR
CHEVY CHASE VILLAGE, MD

**SUBJECT: AN ORDINANCE TO AMEND CHAPTER 24,
“PROCUREMENT AND DISPOSITION”, BY ADDING SEC. 24-
30, “DISPOSAL OF POLICE DEPARTMENT FIREARMS”**

WHEREAS, §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, authorizes the Board of Managers to adopt such ordinances as it deems necessary to assure the good government of Chevy Chase Village; to protect and preserve the rights, property and privileges of the Village; to preserve peace and good order; to secure persons and property from danger and destruction; and to protect the health, comfort and convenience of Village residents; and

WHEREAS, Section 206 of the Chevy Chase Village Charter authorizes the Board of Managers to adopt such ordinances as it deems necessary for the safety and welfare of Chevy Chase Village; for the protection and preservation of Chevy Chase Village property, rights and privileges; for the preservation of peace and good order and for securing persons and property from violence, danger or destruction; and for the suppression and abatement of all nuisances; and

CAPS	: Indicate matter added to existing law.
[Brackets]	: Indicate matter deleted from law.
Asterisks * * *	: Indicate matter remaining unchanged in existing law but not set forth in Ordinance
CAPS	: Indicate matter added in amendment
[Brackets]	: Indicate matter deleted in amendment

WHEREAS, the Board of Managers has adopted Chapter 24, "Procurement and Disposition", to govern the expenditure of public funds and disposition of public property; provide for fair and equitable treatment of all persons involved in public purchasing by the Village; ensure the maximum purchasing value of public funds in procurement; and provide safeguards for maintaining a procurement and disposition system of quality and integrity; and

WHEREAS, the Board of Managers has determined that it is in the public interest to amend Chapter 24, "Procurement and Disposition", to provide a method for the disposal of Village Police Department firearms, to include purchase by current sworn police officers, under certain circumstances; and

WHEREAS, after proper notice to the public, the Board of Managers conducted a public hearing at which it considered the following ordinance in public session assembled on the _____ day of _____, 2016.

NOW THEREFORE, the Board of Managers of Chevy Chase Village does hereby adopt the following ordinance:

AN ORDINANCE TO AMEND CHAPTER 24, "PROCUREMENT AND DISPOSITION", BY ADDING SEC. 24-30, "DISPOSAL OF POLICE DEPARTMENT FIREARMS"

SECTION 1.

BE IT ORDAINED AND ORDERED this _____ day of _____, 2016, by the Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Section 206 of the Village Charter that that Chapter 24, "Procurement and Disposition", Sec. 24-30, "Disposal of Police Department Firearms", as follows:

Sec. 24-30. DISPOSAL OF POLICE DEPARTMENT FIREARMS

FIREARMS WHICH HAVE BEEN DETERMINED BY THE CHIEF OF POLICE TO BE SURPLUS MAY BE PURCHASED BY CURRENT SWORN POLICE OFFICERS OF THE

CHEVY CHASE VILLAGE POLICE DEPARTMENT OR WILL BE DESTROYED. ANY POLICE OFFICER PURCHASING A FIREARM FROM THE DEPARTMENT SHALL SIGN AN AGREEMENT ACCEPTABLE TO THE VILLAGE:

(A) TO HOLD HARMLESS THE VILLAGE, ITS EMPLOYEES AND OFFICIALS, FROM CLAIMS RELATED TO THE PURCHASE OR USE, AND ASSUME THE RISK OF USE, OF THE FIREARM; AND

(B) THAT PROHIBITS SALE OR TRANSFER OF THE FIREARM TO ANY OTHER PERSON, AND REQUIRES THE OFFICER TO RESELL THE FIREARM TO THE VILLAGE, OR TO DESTROY THE FIREARM, WHEN THE OFFICER NO LONGER WISHES TO CONTINUE OWNERSHIP.

SECTION 2

AND BE IT FURTHER ORDAINED AND ORDERED, this ____ day of _____, 2016, by the Board of Managers of Chevy Chase Village, acting under and by virtue of the authority granted to it by §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, and Section 206 of the Village Charter that:

- (1) If any part or provision of this ordinance is declared by a court of competent jurisdiction to be invalid, the part or provision held to be invalid shall not affect the validity of the ordinance as a whole or any remaining part thereof; and
- (2) This ordinance shall take effect on the ____ day of _____, provided the same is posted at the Village Office for fourteen (14) days prior thereto.

CHEVY CHASE VILLAGE

Michael L. Denger, Chair
Board of Managers
Chevy Chase Village

ATTEST:

Shana R. Davis-Cook, Village Manager

Memo

To: Board of Managers
CC: Shana Davis-Cook, Village Manager
From: John M. Fitzgerald, Chief of Police 
Date: October 4, 2016
Re: Procurement of new duty handguns; disposition of old guns

I. Procuring replacement handguns

At the Board's FY2017 Budget Work Session in February of this year, the Board decided to authorize the purchase¹ of new handguns to replace the Glock pistols currently being used by Village police officers.

Initially, Glock provided us with a basic quote of \$4,968, and they provided a list of four of their distributors in the mid-Atlantic region. We have received quotes from all four distributors, and every quote came in at exactly the same figure: \$4,908 (Glock's wholesale pricing structure leaves sellers with little wiggle room). The four quotes were submitted by the following distributors:

- The Cop Shop (Baltimore, MD)
- Atlantic Tactical (New Cumberland, PA)
- The Witmer Public Safety Group/The Officer Store (Coatesville, PA)
- Lawmen Supply Company (Dover, DE)

The Cop Shop is the only Maryland business from the list of Glock distributors. I contacted the owner, Mr. Sam Waters, and he was very knowledgeable and helpful. **I recommend that we purchase the guns through The Cop Shop in Baltimore using the Police Technology and Equipment Fund.**

II. Disposing of surplus handguns

At the February Budget Work Session, the Board also discussed how to dispose of the 'old' surplus guns. The language of Chapter 24 of the Village Code (Procurement and Disposition) would have required the Village Manager to sell them to the highest bidder. The Board decided that selling our old handguns could result in one or more of our retired firearms falling into criminal hands, so Village Counsel was directed to draft language to change our local law to allow our own officers to purchase the surplus firearms and to require the destruction of any firearm that was not purchased by one of our officers.

Additionally, I suggested to Village Counsel that, before an officer would be permitted to purchase a surplus firearm, we should require each officer to sign an agreement that would:

¹ Although the narrative section of the CIP detail sheet doesn't mention the purchase of replacement handguns, at the February work session, the Board directed that the \$4,968 (estimated) cost of buying new guns come from the \$20,000 Police Technology and Equipment Fund.

- hold the Village harmless from any claims related to the sale or use of these firearms, and
- require the officer to either destroy the firearm or to sell it back to the Village if the officer no longer wished to possess it.

Village Counsel has drafted the proposed language to amend our local law, and it is contained in Resolution No. 10-01-16 (attached).

We will not proceed with the transfer to our officers of any surplus guns until the ordinance goes into effect, we receive and issue the replacement guns, counsel finalizes the language of the hold harmless and right of first refusal agreements, and I finalize and issue a general order for the process.

Board Action Requested/Draft Motions:

For Resolution 10-01-16:

I move to approve Resolution No. 10-01-16 AS DRAFTED or AMENDED AS FOLLOWS: _____

For the purchase of replacement pistols:

I move to AUTHORIZE the Village Manager to purchase 12 Glock Model 22 pistols from The Cop Shop for a total of \$4,908.

Attachments:

Resolution No. 10-01-16

Sales quotation from The Cop Shop

CIP Project Detail Sheet for Police Technology and Equipment (FY17)

THE COP SHOP, INC.
80E E. BALTIMORE STREET
BALTIMORE, MD. 21202-4738
OFFICE - 410-837-5757
FAX - 410-837-0141

August 26, 2016.

TO: LT. Adventino Dasilva - Chevy Chase Police Department

FROM: Sam Walters.

SUBJECT: BID ON GLOCK PISTOLS.

Sir;

I am sorry this bid is so late. We spent 4 days at the Maryland F.O.P. Convention and it caused a mess at my store with police officers from across the state coming into my store during and after the convention.

My name is Sam Walters. I am a Retired Baltimore Police Officer with 21 years of service. I started The Cop Shop, in 1984, while I was a uniformed police officer. In 1990, after 21 years on the police department I decided to retire. Working in uniform patrol, run a growing business, and being a single father to my son was too much to handle. So I retired and started to work full time at The Cop Shop.

In 2000 I became a Glock Police Distributor. It was at that time I made a decision. that I would be solely a Glock Police Distributor. I would carry some other weapons, but the ONLY weapon I distributed for were the GLOCK pistols.

BID INFORMATION:

12 - Glock Police 22 - Gen. 4, pistols. Each pistol comes in its own Glock pistol case. This weapon has 3 - 15 rd. magazines. Each weapon will have its own Glock Night Sights.

Price each - \$ 409.00. 12 x \$409.00----- \$ 4,908.00.

Glock Extended Slide Lock Lever. (Retail - \$16.99 each)----- NO CHARGE

Shipping and handling fees.----- NO CHARGE

Total Cost for this Bid.----- \$ 4,908.00

Delivery time: 90 Days from the time Glock receives an order.

Bid on Glock Pistols - August 26, 2016

PAGE # 1 -

GLOCK EXTENDED SLIDE LOCK LEVER.

Glock makes a "Extended Slide Lock Lever." It replaces the standard slide lever with one that is extended. This allows the officer a more comfortable and faster release on the slide while closing it after a reload.

The Harford County Police and the Baltimore City Sheriff use them on the duty weapons.

As a Glock Police Distributor, I can order only 100 Glock police pistols for sales in my store for Law Enforcement Officers on a monthly basis. I have the Glock Extended Slide Release placed on the Glock pistols. (This item ONLY works on the Glock 17, 19, 22, 23, 26, 27, 31, 32, & 33.) The retail price for this item is \$16.99. Glock does not charge me for this item, so I do not charge the officer for this. This item speeds up the reloading time when you have an empty magazine.

GLOCK PRICING POLICY:

NOTE: Glock has one price for a police bid for any amount of weapons to be ordered. It allows its Police Distributor to raise the Glock's price by \$5.00. It also allows them to Discount the price Glock offered by \$5.00. I "ALWAYS" offer my bids at the LOWER Price. So my bid will be cheaper than Glock's price.

TRADE IN OF WEAPONS:

When a Maryland police agency wants to dispose of its duty weapons Maryland Law allows the police agency to do the following:

- 1.) Sell these weapons to officers of the agency.**
- 2.) Trade them to a gun Distributor.**
- 3.) Give or sell them to another police agency.**

I have some ideas for you to consider regarding the sale of your weapons.

1.) TRADE IN YOUR USED GLOCK PISTOLS.

IF you sent these weapons back to Glock, (Glock will ONLY take back Glock pistols, not any other make.) they will be reviewed and Glock will offer you between \$200 and \$250 each. YOUR agency must ship the weapons back to Glock, and they MUST be shipped thru FedEx or UPS, ONLY by 2nd day air delivery. Glock will issue me the credit for these weapons. I will give you the FULL amount that Glock will pay. I will have the documents included to you.

2.) SELL YOUR WEAPONS TO YOUR OFFICERS.

Several police agencies sell their used weapons to their officers at different rates. The usual sale price can be as low as \$175 up to \$225.00.

To protect, you, the police department, and the city, you should look at having any officer to sign a form called the "First Right of Refusal" form. The officer who purchases one of your Glock pistols, he / she MUST sign this form. The officer agrees that he/she will not be sell this weapon to ANYONE individual without the written permission of the police department.

(NOTE: The Baltimore City Police sells its used police weapons to current and retired officers. The police department will sell the weapon to a current or retired police officer ONLY as long as the officer signs the "First Right of Refusal." The officer knows that in order to sell the weapon he/she will have to get written permission from the Baltimore Police Department. The Baltimore Police has NEVER given any officer that kind of permission. The police department will purchase the weapon back at the same price the officer had paid for it.

With this form, "IF" an officer sells the weapon and it comes to the public notice for being used in a wrong manner, THEN the police department will be covered from criticism.

The Baltimore City Police have an arrangement with the Maryland State Police so that they can handle the sale of the weapon and do the state and paperwork - both state and federal forms. The ONLY amount they charge is for the MSP paperwork - \$10.00. Officers usually go to the Fiscal Section and pay for the weapon, including the \$10.00 MSP fee.

IF you do want to sell these weapons to your officers, your agency CAN do the sale. Contact the Baltimore City Police - Armory Division @ 410-396-2298. They can tell what you have to do to sell your departmental weapons to its officers. They can also provide you with their "1st Right of Refusal Form" that they use.

I am sure the they will inform you on how you can handle this sale and what you need to do.

3.) USE THE COP SHOP TO SELL YOUR WEAPONS.

Per your request - YES, I can handle the transfer of your weapons for your agency. Here is how I would do this.

Under Maryland Law, you MUST ship the guns to Glock. Instruct them to ship them back to The Cop Shop, as part of a new gun ordering process. The weapons will be logged in at Glock and then shipped to The Cop Shop.

NOTE: I would suggest that you wait until the new weapons have been issued to your officers, then ship the weapons to Glock.

Once I receive them I will call you and tell the officers who wish to purchase their own weapons to come to The Cop Shop.

When the officer comes into my store he will bring in a form called the "7 - Day Exempt Form." (This form will be included with this report.) This is a form that I had put together with the permission of the Maryland State Police, AFT, and Glock. This form (Attached to this report) will list the officer purchasing the weapon. With this form the officer can come into The Cop Shop, fill out the MSP and ATF forms and LEAVE that day with their weapon in their hand.

The officer will pay The Cop Shop, in full the cost of this weapon. It will include the amount you want to receive for the weapon. I have to add an internal lock (required by Maryland law), MSP Application Fee, and Sales Tax. My transfer fee will be \$50.00.)

When the officer leaves my store he/she will have The Cop Shop gun folder. It will have a copy of the MSP forms he signed, a copy of the 7-Day Exempt Form, a copy of his sales receipt, and three gift certificates to three gun ranges. (I have made arrangements with three gun ranges to give my customers gift certificates to each range.)

After this sale I will make up one of my gun folders that I use. It will have a copy of the MSP forms and a copy of the officers sales receipt. Included will be my company check for the amount you want for this weapon for you files.

I will collect the Maryland Sales Tax and Maryland State Police Gun Application amounts due and pay them.

In the "worst" case should this officer and or the weapon end up in a bad situation, the weapon will be traced back to your agency. Once that happens, you can re-direct any inquires back to me. I will handle the matter. I will have a copy

of all the state and federal forms that the news media may want to see that the transfer was totally legal.

After being in business for almost 32 years I have an outstanding reputation with the ATF and the Maryland State Police - Handgun Section. You are welcomed to check on me and my store with both agencies.

If I can be of any additional service to you do not hesitate to contact me.

Respectfully,



Sam Walters

The Cop Shop, Inc.

Baltimore, MD. 21202-4738

Work - 410-837-5757

Fax - 410-837-0141

Home / Cell - 410-272-4505 - (Call Any Time once the store is closed.)

Office Hours:

Tuesday - Friday. 9 a.m. - 5 p.m.

Saturday - 9 a.m. - 1 p.m.

Closed on Sunday and Monday.

Project Detail Sheet

Public Safety Technology and Equipment

Category
Department
Zone Location

Public Safety
Police
1, 2, 3, 4

Date Last Modified
Funding Source
Status

January 20, 2016
SafeSpeed Eligible
Ongoing

EST. EXPENDITURE SCHEDULE (dollars in thousands)

Cost Element	Total	Est. FY16	Total 6 Years	FY17	FY18	FY19	FY20	FY21	FY22	Beyond 6 Years
Planning, Design and Supervision	12	0	12	2	2	2	2	2	2	0
Land acquisition	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	18	0	18	3	3	3	3	3	3	0
Construction/Purchase	90	0	90	15	15	15	15	15	15	0
Other	0	0	0	0	0	0	0	0	0	0
Total	120	0	120	20	20	20	20	20	20	0

EST. FUNDING SCHEDULE (dollars in thousands)

<i>SafeSpeed</i> Revenues	120	0	120	20	20	20	20	20	20	0
Total	120	0	120	20	20	20	20	20	20	0

EST. OPERATING BUDGET IMPACT (dollars in thousands)

Labor/Maintenance			6	1	1	1	1	1	1
Materials/Equipment			0	0	0	0	0	0	0
Total			6	1	1	1	1	1	1

Description

This project would further enhance Village Police Department's strategies and practices to prevent and reduce crime throughout the Village as supported by the Village Public Safety Committee. Currently being explored are body-worn cameras, wireless fingerprint readers, GPS-enabled bait items, improved first aid equipment and other crime-fighting equipment to support officers' efforts to deter crime and respond to emergencies.

Estimated Schedule

This is an ongoing project. As emerging technologies and/or equipment come to our attention, we will investigate them to determine whether their use may be beneficial/feasible in improving efficiency or reducing crime in the Village. In the upcoming fiscal year, it is anticipated that modest expenditures may be made to augment and enhance the Village Police Department's crime fighting strategies and practices.

Cost Change

There have been no cost changes to this project.

Justification

This project would enhance and upgrade the existing crime fighting strategies and practices creating safer pedestrian and vehicular access throughout the Village. As a result of the relationship to public safety, this project is eligible for funding under the *SafeSpeed* program.

Coordination
Board of Managers
Administration Department
Police Department
Public Safety Committee

**CHEVY CHASE VILLAGE
BOARD OF MANAGERS
OCTOBER 10, 2016 MEETING
STAFF REPORT**

TO: SHANA R. DAVIS-COOK, VILLAGE MANAGER
FROM: MELISSA WIAK, COMMUNITY LIASION/ADMINISTRATIVE ASSISTAMT
DATE: 10/5/2016
SUBJECT: CONTRACT AUTHORIZATION REQUEST—HOLIDAY PARTY CATERER:
 PROVISIONS, LTD.

Recommendation

Attached please find a recommendation and proposed menu for the catering of this year's Annual Holiday Party, scheduled for Wednesday, December 14, 2016 from 6:00 to 8:00 p.m. I recommend that we use **Provisions, Ltd.**

Event Budget and Estimated Expenses

The budget for this year's Holiday Party is \$13,300, the same as it was for FY2016. Due to complaints by residents regarding the volume of the keyboardist/saxophone player during this social event where many attendees would prefer to enjoy conversation with their neighbors, we are forgoing live entertainment and will provide holiday-themed music played from a stereo system in the background.

Estimated Event Budget

	2015 Actual (\$13,300 budget)	2016 Estimate (\$13,300 budget)
Food/Caterer (buffet-style dinner)	\$10,500.00	\$10,520.00 (\$19.00 pp)
Beer/Wine	\$759.66	\$700
Labor	\$850	\$850
Santa	\$250	\$250
Disposables (<i>table cloths, cutlery, plates, napkins, cups</i>)	\$462.65	\$600
Groceries (<i>incl. non-alcoholic beverages</i>)	\$81.98	\$200
Incidentals (<i>keids' crafts, camera film, etc.</i>)	\$83.20	\$80
Entertainment (<i>keyboardist/ saxophone player</i>)	\$425	\$0
TOTAL:	\$13,412.49	\$13,200 (buffet-style dinner)

Board Action Requested/Draft Motion

I authorize the Village Manager to enter into a Contract for Services with Provisions, Ltd. to cater the Annual Village Holiday Party in an amount not to exceed \$10,520.00.

Attachments

Holiday Party Catering Recommendation w/ Proposed Menu
 Proposed Contract for Services

**2016 Holiday Party Proposals
550 Anticipated Attendees**

<u>2015 Caterer</u>		
Provisions, Ltd.	Food/3 Staff	\$10,500.00 (Based upon 550 Attendees)
 <u>Proposals for buffet-style dinner:</u>		
Innovative Gourmet	Food/3 Staff	\$10,500.00 (Based upon 550 guests)
Provisions Ltd. (Recommended)	Food/3 Staff	\$10,520.00 (Based upon 550 guests)
Mindy's Catering	Food/4 Staff	\$10,620.00 (Based upon 550 guests)
A Touch of Class Caterers, LLC	Food/6 Staff	\$11,130.00 (Based upon 550 guests)
RSVP Catering	Food/5 Staff	\$12,818.97 (Based upon 550 guests)

Evaluation of Proposals--Buffet-Style Dinner:

We have used Innovative Gourmet for past Holiday Parties. While their events coordinator is personable and easy to work with, the selection of food was sparse. This year, they only offered one (1) beef, one (1) vegetarian and one (1) vegetable option in our price range.

Provisions, Ltd catered last year's party. This year, they were able to offer a variety of poultry, fish, meat, vegetarian, and dessert options. They were able to offer many new entrée and side dish options within our price range. Additionally, residents complimented the Village staff on the quality of food Provisions provided at last year's party.

Mindy's Catering provided the food for the 2014 Holiday Party. Their menu offered a variety of chicken, beef, fish and vegetarian options; however, we have used Mindy's Catering several times in the past and were recently unhappy with their staff's production.

We do not have experience with A Touch of Class Caterers, LLC. While there is an assorted food selection, the price is over our budget for this event.

We do not have experience with RSVP Catering. Not only is the price significantly over of our budget for this event, chicken, beef and starch options were not provided. Furthermore, there was a lack of dessert options.

I recommend that we select Provisions, Ltd to cater this year's Holiday Party for a buffet-style dinner.

Below is the Holiday Party Menu that I have chosen from Provisions, Ltd.

BUFFET-STYLE DINNER

STATIONARY HORS D'OEUVRE

Spanakopita (Greek spinach pies cooked until crisp and golden)
The Mezze (Assorted vegetables and pita served with Mid-Eastern dips—hummus, tzatziki, ganoush, taramasalih)
Fruit and Cheese Display (Assorted domestic & imported cheeses, served with crackers, grapes & strawberries)

ON THE BUFFET

Select Four Entrees

Poultry Choice

Scallops of Chicken Picatta
Scallops of chicken cooked with white wine, lemons and capers

Fish Choice

Grilled Asian Salmon
Whole sides of salmon marinated and grilled, brushed with soy apricot sauce.
Served warm or room temperature

Meat Choice

Roast Prime Rib of Beef
Boneless prime rib of beef roasted medium rare, served with horseradish straws and au jus

Vegetarian Choice

Eggplant Parmesan
Crispy eggplant coated in bread crumbs, layered with marinara sauce, mozzarella & parmesan cheese

The Salad

Holiday Salad
Red and green lettuce, grape tomatoes, herbed croutons, parmesan shards, Caesar dressing

The Starch

Mashed Potatoes with Goat Cheese topped with Crispy Leeks
Creamy mashed potatoes whipped with goat cheese, and topped with crispy leeks

The Vegetable

Broccolini

Broccolini sautéed in olive oil and garlic

Rolls and Butter

Desserts

Miniature Cheesecakes

Assorted Brownie Bites

Assorted Holiday and Traditional Cookies

Mini Chocolate Cups filled with Chocolate Mousse

Assorted Bars

Assorted Mini Tarts

Mini Eclairs and Cream Puffs

Submitted by: Melissa Wiak 10/3/2015

September 2016 CCVPD Highlights

I. Crime/Operational

1. **Two home break-ins:** The two below incidents are the first home break-ins that have occurred so far this year. Village and County police responded, and a County detective is working to identify the culprit(s).
 - On Sunday, 9/18 on Kirkside Drive between Center Street and Oliver Street, homeowners returned from a weekend away and discovered that a rear door had been forcibly kicked in and the home had been ransacked. Several items of jewelry and electronics were taken by the burglar(s).
 - On Monday, 9/19 at 10:52 a.m. on Hesketh Street between Magnolia Parkway and Cedar Parkway Village officers responded to an alarm call. An officer spotted a suspect through a basement window and a moment later, he emerged from a door on the opposite side of the house and ran through the rear yard and jumped over the fence and escaped.

We have been in touch with DC and County police, and the investigation is progressing.

2. **Both cars stolen from the 5800 block of Kirkside Drive have been located in DC:**
Two cars were stolen from the same home on August 12. On September 15, one of the cars was located in the DC public works impound lot; it had been towed for illegal parking in DC. That car has been returned to the owner. On September 21, we learned that the other car had been completely destroyed by an intentionally-set fire; the car was burned on 6th Street, NW and is a total loss.
3. **2 unlocked vehicles entered:**
 - 4000 block of Oliver: a Samsung tablet was taken from a construction truck.
 - Grafton between Cedar and the Circle: a car was rifled through; nothing taken.
4. **Other thefts:**
 - Purse and contents taken from inside All Saints Church; Village officers have a suspect.

II. Administrative/Upcoming

- Xerox will be demonstrating a traffic video camera on 10/6 for possible use at the Wisconsin Avenue end of Grafton and Oliver to reduce the frequency of vehicles illegally exiting. Mr. Ruda and Mr. Crockett, along with Village staff, will be attending the demo.

Select Reported Crimes 2016 vs. 2015				
	September '16	September '15	YTD'16	YTD'15
Assault	0	0	0	1
Auto Theft & attempts	0	0	3	2
Burglary & attempts	2	1	3*	7
Theft & attempts	4	17	57	59
Robbery	0	0	0	0

*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 09/30/16
Assault	0	0	2	2	0	1	0
Auto Theft & attempts	3	6	2	5	0	3	3
Burglary & attempts	7	14	3	4	8	9	3
Theft & attempts	46	67	97	60	38	75	57
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 *JF*
FROM: Jacqueline Parker, Public Safety Coordinator
DATE: October 3, 2016
SUBJECT: Monthly Communications Report for September 2016

	<u>SEPT16</u>	<u>YTD 16</u>	<u>SEPT15</u>	<u>YTD15</u>
Walk In	162	1,558	169	1,503
Incoming Phone Calls requiring no action*	927	9,285	1,063	9,817
Incoming Phone Calls requiring an action**	282	2,722	322	2,946
House Check Requests	152	1,538	139	1,624
Key Pick Up/Drop Off	50	439	55	503
Mail Pick Up	89	860	94	822
Special Pick Up Requests	85	724	100	799
Trash and Recycle Complaints	2	18	2	23

***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 September 2016

Burglary (including attempts)	2	Theft from Auto (including attempts)	2
911 Disconnect	0	Lost Property	0
Alarm	16	Miscellaneous	7
Animal Bite	0	Mental Illness	1
Animal Complaint	0	Missing Person	0
Assist Citizen	6	Noise Complaint	5
Assist Other Agency	18	Open Door	3
Attempted Theft of Auto/Other Vehicle	0	Power Outage	0
Burglary (including attempts)	2	Parking Complaint	1
CDS - Possession Paraphernalia	0	Recovered Property/Montgomery County	2
Check the Welfare	6	Recovered Property/Other	0
Code Enforcement	5	Suspicious Persons/Vehicles	15
Collisions	7	Sudden Death - Natural	0
Hit and Run Property Damage	0	Thefts (including attempts)	4
Property Damage Collision	7	Thefts from Auto	2
Personal Injury Collision	0	Thefts from Other	2
Community/Citizen Contact	0	Theft of Auto/Other Vehicle	0
Disabled Vehicle	5	Threatening/Annoying Phone Call	0
Disorderly Conduct	6	Traffic Stop	1
Family Trouble	1	Trees / Limbs Down	0
Fire-Other	1	Trespassing	0
Identity Theft / Forgery	4	Vandalism	0
Hazard - General	0	Vandalism-Motor Vehicle	0
Hazard - Roadway	4	Vendor Violation	1
Ill Person	3	Wanted Person	0
Injury Non-Traffic	1	Water Main Break	0
Investigation/Police Information	0	Wires Down	1

Collisions within Chevy Chase Village September 2016

Connecticut Avenue@		Brookville Road	
Primrose Street	1	Newlands Street	1
Quincy Street	1		
West Irving Street	1	Other Locations	
Chevy Chase Circle@			
Connecticut Avenue	3		

Chevy Chase Village Monthly Traffic Report September 2016

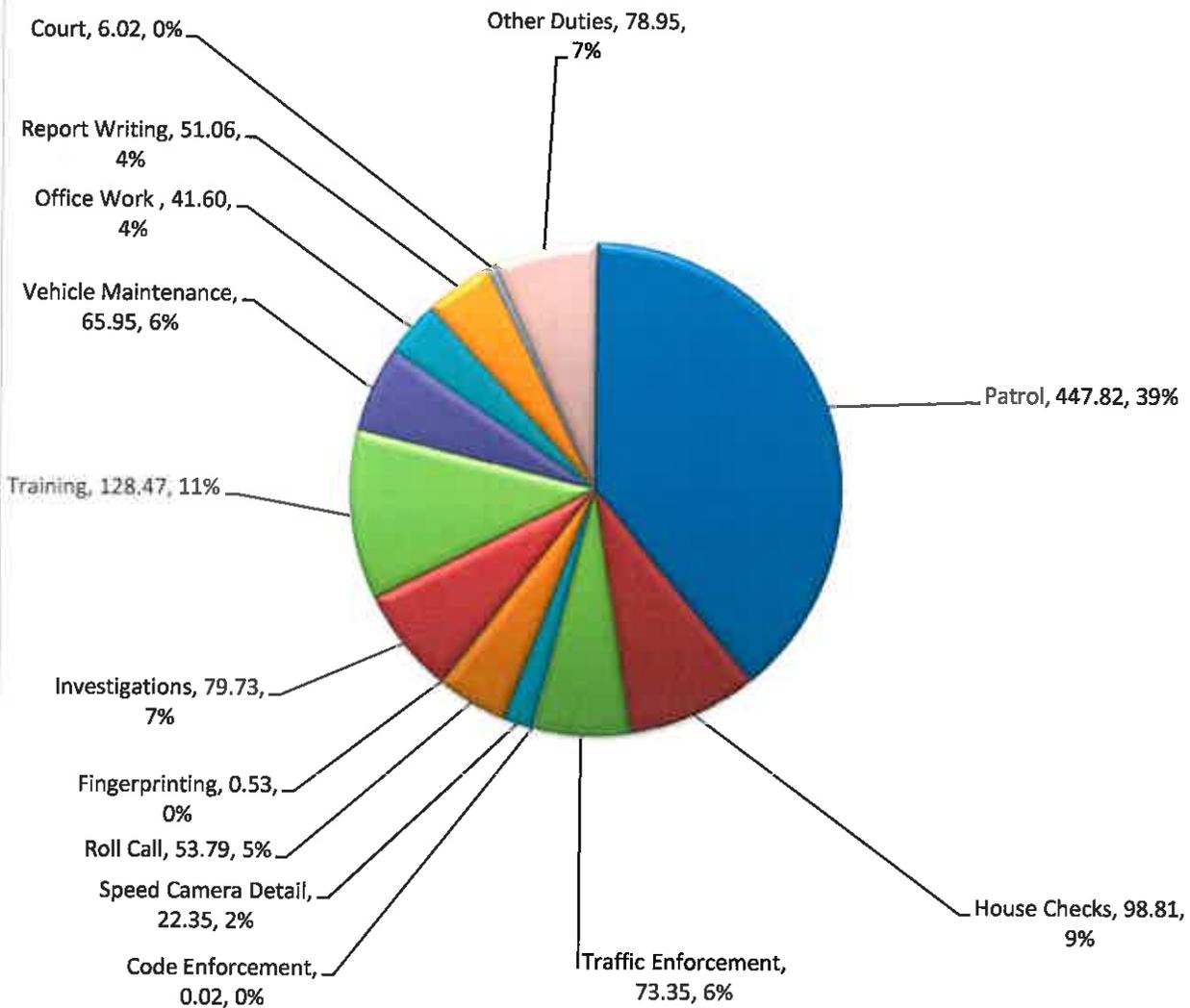
Chevy Chase Village Code Enforcement Report September 2016

Equipment Repair Orders	0	Police Officers	
Miscellaneous Violations	5	Compliance Inquiry	0
Parking Violations	4	Investigations	5
Sign Violations	1		
Warnings Written	45	Municipal & Civil Citations Issued	0
Speeding Violations	2	Municipal & Civil Warnings Issued	0

Chevy Chase Village Agency Personnel Report

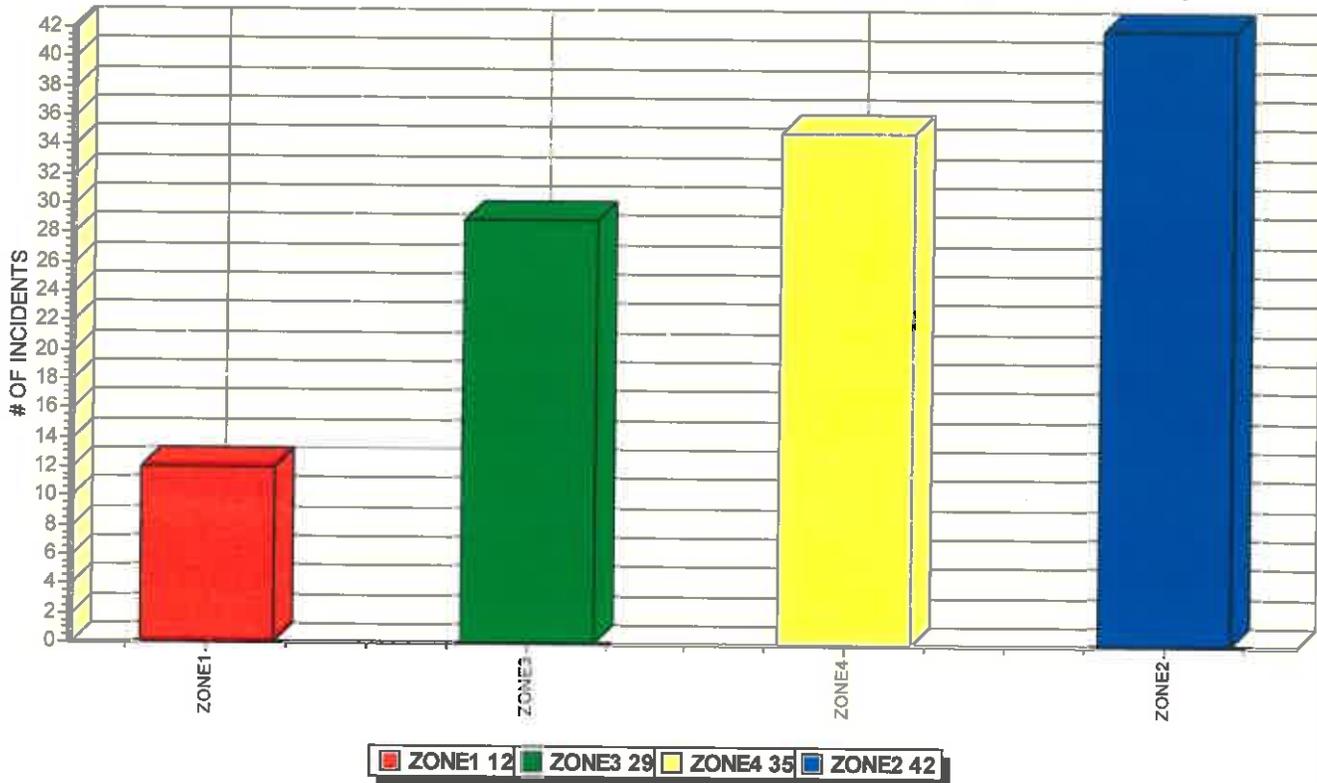
	Sept.	YTD
Citizen Complaints	1	1
Citizen Compliments	0	17

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

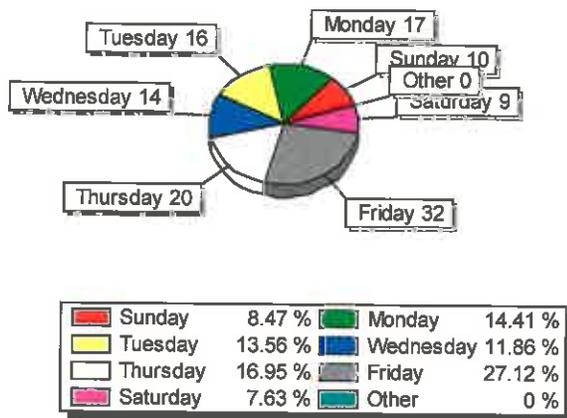


* Note: The SafeSpeed Coordinator's hours are 136.10, which are not included above

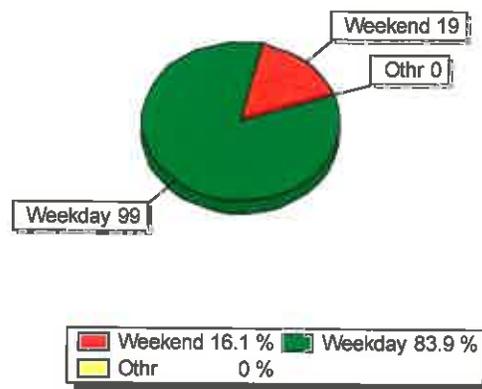
Incident Frequency by DISTRICT (Top 4 of 4 Shown) (Using DATE RECD)



By Day of Week



Weekday vs Weekend



Search Criteria: (DISTRICT >= 'ZONE1')
 (DISTRICT <= 'ZONE4')
 (INCDNUM like '%%')
 (DATE_RECD >= TO_DATE('9/1/2016','MM/DD/YYYY'))
 (DATE_RECD <= TO_DATE('9/30/2016','MM/DD/YYYY'))

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

Building Permits

Permit #	Address	Type of Work
7034	24 Grafton Street	Install irrigation system on private property and in the Grafton Street public right-of-way.
7033	5918 Cedar Parkway	In-kind replacement of gate and fence in the West Lenox Street (front) yard.
7032	10 East Lenox Street	Install replacement air conditioner in the west (side) yard.
7030	117 Grafton Street	Install two new air conditioners in the rear yard.
7029	207 Primrose Street	Modify front stoop; construct overbuilt front portico.
7028	207 Primrose Street	Replace front walkway and construct new walkways.
7027	Bradley Lane	Upgrade 1,040' of 4" gas main along Bradley Lane and associated home service connections.
7026	105 Grafton Street	Install two replacement air conditioners in the side yard.
7025	7 Oxford Street	Install new gates and fencing in the side yards.
7024	100 East Lenox Street	Rebuild and repair masonry retaining wall.

Tree Removal Permit

Permit #	Address	Type of Tree	Reason for Removal	Reforestation Indicated*
2273	108 Oxford Street	(1) Tulip Poplar	Hazardous	No
2272	5504 Park Street	(1) Dogwood	Dead	Yes
2270	24 Quincy Street	(1) Cherry	Dead	No
2269	3 West Lenox St.	(1) Ash	Dead	No
2268	6135 Nevada Ave.	(1) Cherry	Dead	No
2267	8 Quincy Street	(1) Cherry	Dead	No
2266	6302 Broad Branch Rd.	(1) Cherry	Dead	No
2265	6305 Broad Branch Rd.	(1) Red Maple	Dying; hazardous	Yes
2264	5918 Cedar Pkwy.	(9) Trees	Dead, dying, hazardous	Yes
2263	115 E. Melrose St.	(1) Crabapple	Hazardous; too close to house	Yes

* Since commencing recordation of reforestation intentions in November of 2013, 64 of 137 Applicants (47%) indicated that they would be voluntarily reforesting on their property.

Expiring Permit Notices Mailed This Month

6805	3927 Oliver Street	Installation of fencing.
6825	3927 Oliver Street	Installation of new walkways in the rear yard.
6826	103 Oxford Street	Replacement of air conditioner.
6827	16 West Kirke Street	Construct addition and alterations.
6828	16 West Kirke Street	Replacement of portions of fence in the rear yard.
6830	11 Hesketh Street	Alterations to rear deck.
6831	11 Hesketh Street	Alterations to patio in rear yard.
6832	11 Hesketh Street	Install new fence in rear yard.
6833	11 Hesketh Street	Install irrigation system.
6836	3912 Oliver Street	Alterations to front walkway.
6837	105 Primrose Street	Install drywells in the rear yard

Chevy Chase Village

Permitting and Code Enforcement Activity September 2016

Telephone Queries: +/- 98

Walk-Ins: +/- 36

Pre-Design Review Meetings: 3

Municipality Letters (issued to the County for new projects): 3

Administrative Building Permits Issued: 9 Administrative Building Permit; 2 Administrative Special Permit; 1 Dumpster; 1 Dumpster Extension; 1 Utility

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

Appeals: No new applications were prepared for the October meeting agenda. A decision from the September meeting was prepared and circulated to the Board.

Administrative Appeals: Two administrative appeals were completed, for in-kind driveway replacement.

Tree Ordinance Board: One application, for removal of two (2) Japanese Maples, was prepared as a Consent Agenda item for the October meeting.

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

- Fences were installed at two addresses in the CCV Historic District without the applicable permits having been obtained. Staff has been reaching out to the residents in an effort to rectify the permitting lapse.
- Pursuant to denial of a variance application, staff has been working with Counsel to enforce the Board decision and initiate abatement of a play structure installed in the front yard of a property.
- Staff has been coordinating with a resident and Counsel for installation of a drain pipe under the Nevada Avenue public sidewalk to address storm water runoff at a property.
- Staff has been coordinating with a resident, their landscape architect, neighbors and a consulting engineer to finalize and implement a grading plan at a property to restore the flow of stormwater across the rear yard of a property.
- Staff coordinated with a resident and the Village Arborist to develop and monitor a tree protection plan associated with a waterproofing project.

Tree Requests: 8 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: 10 permits were issued for removal of a total of eighteen (18) trees.

Expired Permit Memos Sent: 10

Other: Staff attended an evening workshop hosted by the Maryland Association of Historic District Commissions titled "Connecting with Your Community: Community, Education and Outreach". The goal was to increase understanding of the role of historic preservation commissions in communities.

-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: 10/1/2016
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
<u>In-Partnership with M-NCPPC</u>				
Western Grove Park Development	Construction	5 months	Ongoing	February 2017
<u>Utility Upgrades</u>				
Laurel Park Sewer Rehabilitation	Construction	1 week	Ongoing	October 2016
Water Main Replacement (5500 block of Western Avenue)	Survey/Design	TBD	Spring 2018 (construction)	TBD
Washington Gas Main Replacement – Bradley Lane	Pre-Construction	1 month	November 2016	December 2016
PEPCO Tree Pruning and Removals	Project Hold	2 months	Fall 2016	Winter 2016

PEPCO Tree Pruning and Removals:

- No updates since last month's report.

Washington Gas Main Replacement (Bradley Lane):

- Due to the weather and internal scheduling delays at Washington Gas the project start date has been delayed until November.
- Once a specific start date has been established, written notice will be distributed to affected residents as well as being posted to the Village website and blast e-mails.

- Work to upgrade the main is scheduled last approximately 1 month and will be coordinated to ensure that no road closures or service disruptions occur around the holidays.

Western Grove Park Development:

- No updates since last month's report.

WSSC:

Laurel Park Sewer Rehabilitation:

- Major work to relay the existing sewer line that bisects Laurel Park is complete.
- All that remains to be completed is to seal and line the pipe, which will be completed internal to the pipe.
- No service interruptions or roadway closures are anticipated for the internal work, which will last no more than 2-days when started.

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

- All survey and utility location activities have been completed.
- WSSC's consultants are now reviewing the data to determine the most feasible location and method of replacement for the water and sewer mains.
- The alignment study is anticipated to be completed by January 2017 at which time WSSC and I will meet to review the findings and potential impacts to the right-of-way and property private.
- Once a proposed alignment is recommended by WSSC, the Village and WSSC will once again meet with affected residents to discuss the findings and the recommended course for replacement.
- Replacement activities still would not take place until the spring of 2018.

Memo

To: Chevy Chase Village Board of Managers
From: Melissa Wiak, Community Liaison/Administrative Assistant
CC: Shana R. Davis-Cook, Village Manager
Date: October 3, 2016
Re: Village Hall Use for September 2016

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

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events)—ICP&P potluck luncheon	1	\$600
Community Use —Board of Managers' Monthly Meeting; Parks & Greenspaces Committee Meeting; Environment & Energy Committee Meeting; Financial Review Committee Meeting	4	\$0.00
Fee Waiver Use/Public Use —Chevy Chase @ Home Events (2); Section 5 Monthly Meeting	3	\$0.00