

TABLE OF CONTENTS

	Page
Coat of Arms	xviii
Officials of the Village	xix
Charter	c-1 – c-17

CODE

Chapter

1. General Provisions	1
Sec. 1-1. How Code designated and cited.....	1
Sec. 1-2. Definitions.....	1
Sec. 1-3. Rules of construction	2
Sec. 1-4. Effect of repeal of ordinances	3
Sec. 1-5. Provisions deemed continuations of existing ordinances	3
Sec. 1-6. Severability of parts of Code	3
Sec. 1-7. General penalty; continuing violations; municipal infractions excluded.....	3
Sec. 1-8. Citation in lieu of arrest.....	4
Sec.1-9. Exemption from Montgomery County Legislation	4
Sec. 1-10. Conduct at meetings	7
Designated Reserved Pages	8-12
2. Public Ethics	13
Sec. 2-1. Short title	13
Sec. 2-2. Applicability.....	13
Sec. 2-3. Definitions.....	13
Sec. 2-4. Ethics Commission.....	15
Sec. 2-5. Conflicts of interest	17

	Sec. 2-6.	Financial disclosure—Village elected officials and candidates to be Village elected officials	21
	Sec. 2-7.	Financial disclosure—employees and appointed officials.....	26
	Sec. 2-8.	Enforcement	27
		Designated Reserved Pages	29
3.		Personnel Code	30
	Art. I.	In General.....	31
	Sec. 3-1.	Establishment of Village civil service	31
	Sec. 3-2.	Definitions.....	31
	Sec. 3-3.	Department organization.....	32
	Sec. 3-4.	Personnel Commission	33
	Sec. 3-5.	Reserved	33
	Art. II.	Village Manager.....	33
	Sec. 3-6.	Village Manager.....	33
	Sec. 3-7.	Duties of the Village Manager	33
	Sec. 3-8.	Special Employees	34
	Art. III.	Compensation; Leave; Holidays, etc.	34
	Sec. 3-9.	Compensation	34
	Sec. 3-10.	Sick Leave.....	35
	Sec. 3-11.	Annual Leave	35
	Sec. 3-12.	Holidays	36
	Sec. 3-13.	Death Leave	37
	Sec. 3-14.	Disability Leave	37
	Sec. 3-15.	Leave of absence without pay	37
	Sec. 3-16.	Official Leave	37
	Sec. 3-17.	Jury Duty Leave	37
	Sec. 3-18.	Military Leave	37

	Sec. 3-19.	Accruing leave while on leave	38
	Sec. 3-20.	Retirement and pension plans.....	38
	Art. IV.	Layoffs; Sanctions; etc.	38
	Sec. 3-21.	Layoffs	38
	Sec. 3-22.	Sanctions--Generally	38
	Sec. 3-23.	Same—Hearing.....	40
	Sec.3-24.	Fringe Benefits During Suspension.....	40
	Sec. 3-25.	Reserved	40
	Art. V.	Complaints; Appeals; Hearings.....	40
	Sec. 3-26.	Complaints Concerning Status or Conditions.....	40
	Sec. 3-27.	Appeals by Employees	40
	Sec. 3.28.	Appeal Procedures	41
	Sec. 3-29.	Hearing Procedures	41
	Sec. 3-30.	Decision of Personnel Commission	42
	Sec. 3-31.	Appeal to Board of Managers	42
	Sec. 3-32.	Reserved	42
		Designated Reserved Pages.....	43-49
4.		Emergencies	50
	Sec. 4-1.	Public Emergency Defined.....	50
	Sec. 4-2.	Proclamation of a State of Emergency	50
	Sec. 4-3.	Orders, Rules and Regulations	50
	Sec. 4-4.	Penalties	51
		Designated Reserved Pages.....	52-56
5.		Municipal Infractions	57
	Sec. 5-1.	Definitions.....	57
	Sec. 5-2.	Declaration as Municipal Infractions; Fines.....	57
	Sec. 5-3.	Issuance of Citation.....	57

	Sec. 5-4.	Payment of Fine	58
	Sec. 5-5.	Election to Stand Trial	58
	Sec. 5-6.	Failure to Pay Fine or Elect to Stand Trial.....	58
	Sec. 5-7.	Court Proceedings	58
		Designated Reserved Pages	60-64
6.		Penalties, Fees and Fines	65
	Sec. 6-1.	Penalty for delinquent payment of taxes.....	65
	Sec. 6-2.	Fees and charges for permits and services	65
	Sec. 6-3.	Municipal infraction fines.....	68
	Sec. 6-4.	Presumption that violation is a municipal infraction	70
	Sec. 6-5.	Parking, stopping or standing fines	70
		Designated Reserved Pages	72-75
7.		Village Building Facilities.....	76
	Sec. 7-1.	Short Title	76
	Sec. 7-2.	Purpose and Policy.....	76
	Sec. 7-3.	Definitions.....	76
	Sec. 7-4.	Building Facilities Commission.....	76
		Designated Reserved Pages	78-82
8.		Building and Building Regulations	83
	Art. I.	In General.....	85
	Sec. 8-1.	Definitions.....	85
	Sec. 8-2.	County Building Code	88
	Sec. 8-3.	Reserved	88
	Art. II.	Administration.....	89
	Div. A.	Permits	89
	Sec. 8-4.	Delegation of authority by Board of Managers.....	89
	Sec. 8-5.	Building Permits.....	89

Sec. 8-6.	Building Permit issuance and conditions	90
Sec. 8-7.	Dumpsters and portable storage units	91
Sec. 8-8.	Reserved.....	91
Div. B.	Appeals, Special Permits and Variances.....	91
Sec. 8-9.	Review authority of Board of Managers	91
Sec. 8-10.	Review procedures	92
Sec. 8-11.	Administrative Special Permits, administrative variances, and the Building Officer	93
Sec. 8-12.	Reserved	94
Div. C.	Enforcement	94
Sec. 8-13.	Remedial action, stop work order, revocation, violations	94
Sec. 8-14.	Municipal infraction; penalties	95
Sec. 8-15.	Reserved	95
Art. III.	Private Property Regulations.....	95
Sec. 8-16.	Residential building construction prohibitions	95
Sec. 8-17.	Unsafe conditions during construction.....	97
Sec. 8-18.	Demolition of buildings	98
Sec. 8-19.	Developmental nonconformities	98
Sec. 8-20.	Garages and accessory buildings.....	98
Sec. 8-21.	Installation and maintenance of fences, walls, trees, hedges, shrubbery, lamp posts, hand rails and arbors.....	99
Sec. 8-22.	Antennae, air conditioners, heat pumps and generators	100
Sec. 8-23.	Tennis courts.....	100
Sec. 8-24.	Swimming pools and outdoor therapeutic baths	100
Sec. 8-25.	Alteration of water flow or drainage.....	101
Sec. 8-26.	Driveways	102
Sec. 8-27.	Reserved	102
	Designated Reserved Pages	103-105

9.	Fire Safety Code	106
	Sec. 9-1. Adoption of County Law	106
	Sec. 9-2. Sections Amended	106
	Sec. 9-3. Regulations.....	106
	Sec. 9-4. Authority to Administer and Enforce	106
	Sec. 9-5. Other Ordinances.....	107
	Designated Reserved Pages	108-112
10.	Health and Sanitation	113
	Art. I. In General.....	114
	Sec. 10-1. Definitions.....	114
	Art. II. Administration.....	114
	Sec. 10-2. Title and Administration of Chapter.....	114
	Sec. 10-3. Authority of the Village Manager to Regulate and Control Collection of Refuse and Hazardous Waste	115
	Sec. 10-4. Establishment of Rules and Regulations for Collection or Disposal of Refuse and Hazardous Waste	115
	Sec. 10-5. Authority to Contract with Private Collectors.....	115
	Art. III. Refuse Collection.....	115
	Sec. 10-6. Regular Collection of Household Garbage, Trash and Mixed Recyclables	115
	Sec. 10-7. Special Pickups of Rubbish.....	115
	Sec. 10-8. Exceptions	116
	Sec. 10-9. Pickup of Lawn and Garden Debris	116
	Art. IV. Prohibitions	116
	Sec. 10-10. Accumulation of Refuse, Construction Rubble or Hazardous Waste ..	116
	Sec. 10-11. Placement of Refuse, Construction Rubble or Hazardous Waste on Public or Private Property Prohibited	116
	Sec. 10-12. Restrictions on Use of Public Trash Receptacles.....	116
	Sec. 10-13. Advertisements and Handbills	117

	Sec. 10-14. Liquids and Gases	117
	Sec. 10-15. Use of Poison	117
	Sec. 10-16. Household Hazardous Waste Disposal	117
	Sec. 10-17. Maximum Height of Grass and Weeds	117
	Secs. 10-18 – 10-26. Reserved	117
	Art. V. Enforcement	118
	Sec. 10-27. Notice to Abate Prohibited Conditions	118
	Sec. 10-28. Abatement of Prohibited Conditions by the Village	118
	Sec. 10-29. Penalties.	118
	Designated Reserved Pages	119-123
11.	Stormwater Management	124
	Art. I. In General.....	125
	Sec. 11-1. Purpose and Authority	125
	Sec. 11-2. Definitions.....	125
	Art. II. Applicability.....	127
	Sec. 11-3. Scope	127
	Sec. 11-4. Exemptions.....	127
	Sec. 11-5. Waiver of Requirements; Eligibility.....	128
	Sec. 11-6. Variances	128
	Art. III. Stormwater Management Plans.....	128
	Sec. 11-7. Review and Approval of Stormwater Management Plans	128
	Sec. 11-8. Contents of the Stormwater Management Plan	129
	Art. IV. Permits	130
	Sec. 11-9. Permits – Requirements.....	130
	Sec. 11-10. Same – Fee	130
	Sec. 11-11. Same – Suspension, Revocation and Municipal Infraction Fees.....	130
	Sec. 11-12. Same – Conditions	131

	Art. V.	Stormwater Management Criteria.....	131
	Sec. 11-13.	Minimum Control Requirements	131
	Sec. 11-14.	Stormwater Management Measures	131
	Sec. 11-15.	Specific Design Criteria.....	132
	Art. VI.	Performance, Inspection and Maintenance.....	132
	Sec. 11-16.	Performance Bond.....	132
	Sec. 11-17.	Inspection Schedule and Reports.....	133
	Sec. 11-18.	Inspection Requirements During Construction.....	133
	Sec. 11-19.	Final Inspection.....	133
	Sec. 11-20.	Maintenance Agreement, if Applicable.....	134
	Sec. 11-21.	Maintenance Responsibility.....	134
	Art. VII.	Appeals	135
	Sec. 11-22.	Appeals to Board of Managers; Procedures.....	135
	Art. VIII.	Enforcement, Effective Date	136
	Sec. 11-23.	Penalties	136
	Sec. 11-24.	Effective Date	136
		Designated Reserved Pages.....	137-141
12.	Signs	142
	Sec. 12-1.	Purpose.....	142
	Sec. 12-2.	Definitions.....	142
	Sec. 12-3.	Permit Required	143
	Sec. 12-4.	Permit Application	144
	Sec. 12-5.	Prohibited Signs.....	144
	Sec. 12-6.	Exemptions from Chapter	144
	Sec. 12-7.	Signs Permitted.....	146
	Sec. 12-8.	Locations of Signs.....	148
	Sec. 12-9.	Temporary Directional Signs	148

	Sec. 12-10.	Nonconforming Signs	148
	Sec. 12-11.	Removal of Signs in Violation of this Chapter.....	148
	Sec. 12-12	Presumption in prosecutions	149
	Sec.12-13	Penalties	149
	Sec. 12-14	Electronic Pet Containment System Signs	150
	Designated Reserved Pages.....		150
13.	Motor Vehicles and Traffic		151
	Art. I.	In General.....	152
	Sec. 13-1.	Definitions.....	152
	Art. II.	Traffic Control Generally.....	152
	Sec. 13-2.	Authority to Erect Traffic Signs and Devices.....	152
	Sec. 13-3.	Restriction of Traffic and Parking	153
	Sec. 13-4.	Snow Emergency Routes.....	153
	Sec. 13-5.	Impounding Illegally Parked Vehicles	153
	Sec. 13-6.	Reserved	154
	Art. III.	Stopping, Standing and Parking	154
	Sec. 13-7	Establishment of Emergency or Temporary No Parking Zones	154
	Sec. 13-8.	Time Limits in Parking.....	154
	Sec. 13-9.	Restrictions on Parking Near Public Buildings or Facilities	154
	Sec. 13-10.	Commercial Vehicle Parking Prohibited.....	155
	Sec. 13-11.	Parking Vehicles in Violation of Official Signs	155
	Sec. 13-12.	Parking of Vehicles During and Following Periods of Snow and Ice Accumulation	155
	Sec. 13-13.	Parking by commercial Vehicles and Public Service Vehicles	155
	Sec. 13-14.	Parking Privileges to Disabled Drivers.....	155
	Sec. 13-15 – 13-19.	Reserved	156
	Art. IV.	Administration and Enforcement	156
	Sec. 13-20.	Montgomery County, Concurrent Jurisdiction	156

Sec. 13-21.	Duty of Police Officer or Other Authorized Persons	156
Sec. 13-22.	Required Payment of Fines, Dishonored Checks; Penalties	156
Sec. 13-23.	Failure to Pay Fine or Stand Trial.....	157
Sec. 13-24.	Presumption in Reference to Illegal Parking	157
Sec. 13-25.	Impounding or Immobilizing Vehicles for Repeated Violations.....	157
Sec. 13-26.	Sale of Abandoned Vehicles – Procedure Generally	158
Sec. 13-27.	Same – Evidence of Title.....	158
Sec. 13-28.	Same – Disposition of Proceeds; Payment of Liens, etc.....	159
Sec. 13-29.	Receipts not Required for Payment Received by Mail.....	159
Sec. 13-30.	Penalties Generally	159
Sec. 13-31.	Severability	159
	Designated Reserved Pages.....	160-173
14.	Permit Parking	174
Sec. 14-1.	Findings	174
Sec. 14-2.	Designation of Areas	175
Sec. 14-3.	Criteria for Designation	175
Sec. 14-4.	Notice of Public Hearing	176
Sec. 14-5.	Decision of Board of Managers	176
Sec. 14-6.	Implementation.....	176
Sec. 14-7.	Issuance of Permits	176
Sec. 14-8.	Application for Permit	176
Sec. 14-9.	Issuance of Parking Stickers	176
Sec. 14-10.	Issuance of Guest Cards	177
Sec. 14-11.	Fees	177
Sec. 14-12.	Penalties for Violations	177
Sec. 14-13.	Severability	178
	Designated Reserved Pages.....	179-182

15. Bicycles	183
Sec. 15-1. Adoption of County Law	183
Sec. 15-2. Regulations	183
Sec. 15-3. Authorization to Administer and Enforce	183
Sec. 15-4. Other Ordinances	183
Designated Reserved Pages	184-188
16. Closure and Abandonment of Rights-of-Way	189
Sec. 16-1. Definitions and Scope	189
Sec. 16-2. Requests to Close or Abandon	190
Sec. 16-3. Hearings—Notice	190
Sec. 16-4. Request for Comments Prior to Closure or Abandonment	190
Sec. 16-5. Action by the Board of Managers	191
Sec. 16-6. Withdrawal of Request	192
Sec. 16-7. Subdivision Requests	192
Designated Reserved Pages	193-194
17. Urban Forest	195
Sec. 17-1. Trees included	195
Sec. 17-2. Permit required	195
Sec. 17-3. Permit standards	195
Sec. 17-4. Appeals	196
Sec. 17-5. Tree Ordinance Board	197
Sec. 17-6. Factors considered on appeal	197
Sec. 17-7. Trees in public right-of-way	198
Sec. 17-8. Penalties	198
Sec. 17-9. Remedial action	198
Sec. 17-10. Control of Dutch Elm Disease	199
Designated Reserved Pages	201-203

18.	Animal control	204
	Sec. 18-1. Adoption of County Law	204
	Sec. 18.2. Sections Added	204
	Sec. 18-3. Sections Amended.....	204
	Sec. 18-4. Regulations.....	205
	Sec. 18-5. Authorization to Administer and Enforce.....	205
	Sec. 18-6. Other Ordinances.....	205
	Designated Reserved Pages	206-210
19.	Solicitors and Vendors	211
	Sec. 19-1. Definitions.....	211
	Sec. 19-2. Other Ordinances.....	212
	Sec. 19-3. Village License Required	212
	Sec. 19-4. License Requirements.....	212
	Sec. 19-5. License Term and Fees	212
	Sec. 19-6. Noise for Advertising Purposes Prohibited	212
	Sec. 19-7. Use of Stands and Parking of Vehicles Prohibited	213
	Sec. 19-8. Hours of Soliciting and Vending	213
	Sec. 19-9. License Display	213
	Sec. 19-10. License Revocation or Suspension	213
	Sec. 19-11. Appeals	214
	Sec. 19-12. Penalties	214
	Designated Reserved Pages	215-219
20.	Noise Control	220
	Sec. 20-1. Adoption of County Law	220
	Sec. 20-2. Sections Added	220
	Sec. 20-3. Sections Amended.....	221
	Sec. 20-4. Regulations.....	221

Sec. 20-5.	Authorization to Administer and Enforce.....	221
Sec. 20-6.	Other Ordinances.....	221
	Designated Reserved Pages.....	222-226
21.	Alarms	227
Sec. 21-1.	Definitions.....	227
Sec. 21-2.	Registration required.....	227
Sec. 21-3.	Audible alarm systems.....	227
Sec. 21-4.	Reserved.....	227
Sec. 21-5.	Penalties	227
	Designated Reserved Pages.....	228-230
22.	Cable Communications	235
Sec. 22-1.	Adoption of County Law	235
Sec. 22-2.	Sections Added.....	235
Sec. 22-3.	Sections Amended.....	236
Sec. 22-4.	Regulations.....	236
Sec. 22-5.	Authorization to Administer and Enforce.....	237
Sec. 22-6.	Other Ordinances.....	237
Sec. 22-7.	Prior Amendments Adopted	237
	Designated Reserved Pages.....	238-242
23.	Minimum Livability Code-Repealed	243-265
24.	Procurement and Disposition.....	266
Art. I.	In General.....	268
Sec. 24-1.	Purpose.....	268
Sec. 24-2.	Scope	268
Sec. 24-3.	Administration.....	268
Sec. 24-4.	Definitions.....	269
Sec. 24-5.	Reserved.....	270

Art. II.	Source Selection and Contract Formation	270
Div. 1.	Generally.....	270
Sec. 24-6.	Written contract.....	270
Sec. 24-7.	Voidable contract.....	270
Sec. 24-8.	Types of contracts	271
Sec. 24-9.	Contract modification, change or adjustment	271
Sec. 24-10.	Village procurement records	271
Sec. 24-11.	Right to reject bids, proposals or offers	271
Sec. 24-12.	Reserved	271
Div. 2.	Competitive Bidding and Proposal	271
Sec. 24-13.	Competitive sealed bidding	271
Sec. 24-14.	Competitive sealed proposal	272
Sec. 24-15.	Override of bid and proposal requirements	272
Div. 3.	Procurement Exempt from Competitive Bidding and Proposal.....	272
Sec. 24-16.	Open Market Procurement or Disposition.....	273
Sec. 24-17.	Petty expenditure	273
Sec. 24-18.	Sole source procurement.....	273
Sec. 24-19.	Emergency procurement.....	273
Sec. 24-20.	Contract extension	273
Sec. 24-21.	Cooperative and wholesale procurement	273
Sec. 24-22.	Employee benefits	274
Div. 4.	Professional services	274
Sec. 24-23.	Selection methods	274
Sec. 24-24.	Selection of process by negotiation	274
Sec. 24-25.	Reserved	274
Div. 5.	Disposition of goods	274
Sec. 24-26.	Unusable, obsolete or surplus goods.....	274

Sec. 24-27.	Methods of sale	275
Sec. 24-28.	Waiver	275
Sec. 24-29.	Worthless items	275
Sec. 24-30.	Reserved	275
Art. III.	Contract Requirements	275
Div. 1.	Generally.....	275
Sec. 24-31.	Reserved	275
Div. 2.	Specifications	275
Sec. 24-32.	Interpretation	276
Sec. 24-33.	Brand name specification	276
Sec. 24-34.	Brand name competition.....	276
Sec. 24-35.	Reserved	276
Div. 3.	Bonds and Bid Security	276
Sec. 24-36.	Bid security.....	276
Sec. 24-37.	Contract performance and payment bonds	277
Sec. 24-38.	Additional Bonds	277
Sec. 24-39.	Reserved	277
Art. IV.	Appeals and Remedies.....	277
Sec. 24-40.	Bid protest	277
Sec. 24-41.	Contract claim resolution.....	278
Sec. 24-42.	Reserved	278
Art. V.	Ethics in Contracting	278
Sec. 24-43.	Collusive bidding	278
Sec. 24-44.	Authority to suspend or debar contractor	278
Sec. 24-45.	Application of competitive bidding regulations to Village officers and employees	279
Sec. 24-46.	Reserved	280

	Designated Reserved Pages	280-285
25.	Public Rights-of-Way	286
	Sec. 25-1. Definitions.....	286
	Sec. 25-2. Maintenance of public right-of-way devoted to private use	287
	Sec. 25-3. Disruption of Village streets or sidewalks	287
	Sec. 25-4. Overhead or underground wires, cables, hoses, pipes, and similar facilities	288
	Sec. 25-5. Driveways and walkways crossing public right-of-way.....	288
	Sec. 25-6. Structures, fences, walls, lamp posts, hand rails, trees, hedges and shrubbery in public right-of-way.....	289
	Sec. 25-7. Removal of snow and ice from public sidewalks	291
	Sec. 25-8. Trees in the public right-of-way.....	291
	Sec. 25-9. Maintenance of the public right-of-way	291
	Sec. 25-10. Municipal infraction; penalties	292
	Sec. 25-11. Remedial action, stop work order and abatement.....	292
	Designated Reserved Pages	294-297
26.	Election Supervisors.....	298
	Sec. 26-1. Composition and term.....	298
	Sec. 26.2. Qualifications.....	298
	Sec. 26.3. Meetings.....	298
	Sec. 26-4. Annual Report.....	298
	Sec. 26-5. Duties.....	298
	Designated Reserved Pages.....	300-303