

COUNCIL OF CHEVY CHASE VIEW
Monthly Meeting

Date: July 15, 2020
Place: Meeting was held via an open conference call
Present: Paula Fudge, Chair; Lisa Fair, Peter Marks, and Ron Sherrow, Council members
Jana Coe, Town Manager
Ron Bolt, Legal Counsel for Town
Joseph Toomey, CCV Building Permit Administrator
Julie Sparacino, Moderator

Called Meeting to Order: 7:08 p.m. by Paula Fudge, Chair

Approval of Minutes of June 17, 2020 Monthly Meeting: Ron Sherrow moved the minutes of the June 17, 2020 monthly meeting be approved. Paula Fudge seconded the motion and it passed with a 4-0 vote.

Financial Report for Period June 1, 2020 to June 30, 2020: Peter Marks moved that the financial report for the period June 1, 2020 to June 30, 2020 be accepted. Lisa Fair seconded the motion and it passed by a 4-0 vote.

Here is recap of the FY20 Financial Report covering period July 1, 2019 through June 30, 2020.

- FY20 actual Operating Revenues totaled \$1,062,932 (FY20 budgeted Operating Revenues were projected to total \$1,062,325). FY20 actual Operating and Administrative Expenses totaled \$517,699 (FY20 budgeted Operating and Administration Expenses were projected to total \$577,620).
- FY20 actual Speed Camera Revenues totaled \$106,313 (FY20 budgeted Speed Camera Revenues were projected to be \$115,000). Total Speed Camera Public Safety Expenses totaled \$84,465. The remaining balance of \$21,848 has been transferred to the Speed Camera Reserve Fund.
- FY20 Capital Expenditures (Summit Avenue Sidewalk Rebuild Project) totaled \$477,140, with the FY20 budgeted Capital Expenditures were projected to total \$487,500.
- The Long-Term Asset Fund currently totals \$3,960,000 (which includes the Speed Camera Reserve Fund noted above). Funds in this account are dedicated to large, one-time expenditures that are not otherwise included as Operating and Administration Expenses. Such expenditures could

include future street repaving, weather related emergencies, unanticipated legal fees (e.g., for enforcement actions/suits), as well as a buffer against future decreases in income tax revenues.

Council Member Walk: Ron Sherrow conducted the monthly Council member walk. Jana Coe will follow up on the items on the submitted report.

Ratify Building Permit 493-06003 - Storage Pod - 4008 Cleveland Street - (Mathis): Application Received June 15, 2020 - Permit Issued June 16, 2020. Permits for dumpsters or portable storage units for projects that do not require a construction permit from the Town are processed the day in which the application is received, signed by the Council Chairperson, and delivered to the applicant with instructions for the right-of-way care and protection requirements.

Ratify Building Permit 494-06004 - Dumpster - 3905 Everett Street (Chima/Jan): Application Received June 15, 2020 - Permit Issued June 16, 2020. Permits for dumpsters or portable storage units for projects that do not require a construction permit from the Town are processed the day in which the application is received, signed by the Council Chairperson, and delivered to the applicant with instructions for the right-of-way care and protection requirements.

Ratify Issuance of CCV Building Permit 495-06005 - Retaining Walls - 4013 Glenridge Street (Sherrow/Brown): Ronald Sherrow and Constance Brown submitted a building permit application for their home at 4013 Glenridge Street in the Town of Chevy Chase View. The application complies with all of the applicable rules and restrictions of the Chevy Chase View Municipal Code.

Mr. Toomey's review was based upon the description of the project on the application, the Special Purpose Survey produced by Charles P. Johnson & Associates, Inc., dated June 16, 2020, and a copy of that survey annotated with the proposed retaining wall heights and accessory structure building restriction lines. The scope of the project is to construct stone retaining walls in the rear yard of the property. A retaining wall is defined in the Chevy Chase View Municipal code as a structure. The Code also requires a side and rear setback of seven (7) feet for any accessory building or other structure. Retaining walls not exceeding one (1) foot in height above the finished grade are not subject to the setback requirements. A permit from the Montgomery County Department of Permitting Services is not required for this project.

Mr. Toomey recommended on June 18, 2020, that the Council should approve the application. The Council approved the permit application via email on June 18, 2020 by a vote of 3-0, with Ronald Sherrow abstaining from the vote.

Ratify Building Permit 496-06006 - Fence - 4304 Glenridge Street (McConarty)

William and Jacqueline McConarty submitted a building permit application for their home at 4304 Glenridge Street in the Town of Chevy Chase View. The application complies with all of the applicable rules and restrictions of the Chevy Chase View Municipal Code.

Mr. Toomey's review was based upon the description of the project on the application, a Wall Check Drawing by CAS Engineering, dated May 18, 2019, with the fence location overlaid onto it, an email exchange with Mr. McConarty clarifying the fence height, the fence contractor's proposal and fence sketch. The scope of the project is to install 223 linear feet of a four-foot tall vertical board fencing with gates in two locations. The proposed fence will be located at the rear and side property lines, with returns to the house on each side to enclose the rear and sections of the side yards. A fence permit, number 916564, was issued by the Montgomery County Department of Permitting Services on June 25, 2020. A condition of the permit required that the owners must request a final inspection of the project to assure that the work was installed in accordance with the permit.

Mr. Toomey recommended on June 28, 2020, that the Council should approve the application. The Council approved the permit application via email on June 30, 2020 by a vote of 4-0.

Ratify Building Permit 497-07001 - Dumpster - 4213 Glenridge Street (Maloney)

Application Received July 10, 2020 - Permit Issued July 10, 2020. Permits for dumpsters or portable storage units for projects that do not require a construction permit from the Town are processed the day in which the application is received, signed by the Council Chairperson, and delivered to the applicant with instructions for the right-of-way care and protection requirements.

Paula Fudge moved that the approvals for CCV Permit No. 493-06003 (Mathis), No. 494-06004 (Chima/Jan), No. 496-06006 (McConarty) and No. 497-07001 (Maloney) be ratified. Peter Marks seconded the motion and it passed by a 4-0 vote.

Paula Fudge moved that the approval for CCV Permit No. 495-06005 (Sherrow/Brown) be ratified. Lisa Fair seconded the motion and it passed by a 3-0 vote, with Ron Sherrow abstaining from the vote.

Building Permit Application - Fence/Shed - 4100 Dresden Street (Tyson)

William and Mary Tyson submitted a building permit application for their home at 4100 Dresden Street in the Town of

Chevy Chase View. The application complies with all of the applicable rules and restrictions of the Chevy Chase View Municipal Code.

Mr. Toomey's review is based upon the description of the project on their application, the Boundary Survey by Haller Associates, dated September 8, 2004, letters from the Tysons to the Council further describing the project and miscellaneous supporting documents. The scope of the project is to replace a rear yard shed with a larger, 8 by 12-foot pre-fabricated garden shed and to construct a fence along a section of their left (east) side property line to enclose a garden. The shed will be located 8.5 feet from the property line. The fence section in the front yard will be 4-foot tall and the fence section in the side yard will be 5-foot tall. Mr. Toomey recommends approval of this permit application.

A condition of the permit will require the owners request a final inspection of the project to assure that the work was installed in accordance with the permit. A building permit from the Montgomery County Department of Permitting Services is also required for this project. Peter Marks moved that the permit application be approved. Ron Sherrow seconded the motion and it passed with a 4-0 vote.

Building Permit Application - Garage Addition - 4209 Everett Street (Crisafulli): Tony and Nancy Crisafulli submitted a building permit application for their home at 4209 Everett Street in the Town of Chevy Chase View. The application complies with all of the applicable rules and restrictions of the Chevy Chase View Municipal Code.

Mr. Toomey's review is based upon the description of the project in the application, the Boundary Survey by Charles P. Johnson & Associates, Inc., dated June 2, 2020, and the construction drawings by Maryland Residential Design & Construction dated and revised July 1, 2020. The scope of the project is to construct an addition to the existing attached garage to increase its size from a two-car garage to a three-car garage.

The proposed addition will be offset from the left (west) side property line by 15'-1". A bay window, with more than 50% glass, will project 2 feet into side setback and meets the allowable 2-foot projection into a side setback. The proposed addition will be 56.4 feet from the front property line, meeting the 35-foot setback requirement, and 119 feet from the rear property line. Mr. Toomey recommends approval of this permit application.

A building permit from the Montgomery County Department of Permitting Services is also required for this project. Ron Sherrow moved that the permit application be approved. Lisa Fair seconded the motion and it passed with a 4-0 vote.

CCV Building Permit Summary for July 2020 meeting

New Applications for Chevy Chase View permit:

- 4100 Dresden Street (Tyson) Shed and fence - applied 6/23/20
- 4209 Everett Street (Crisafulli) Garage addition - applied 7/6/20

New Applications for Building Permit and Interim Approvals:

- 4013 Glenridge Street (Sherrow/Brown) Retaining walls - applied 6/16/20, interim approval 6/18/20, issued 6/26/20
- 4304 Glenridge Street (McConarty) Fence - applied 6/18/20, interim approval 6/30/20, issued 6/30/20

Approved applications awaiting issuance of the Chevy Chase View permit:

- 4016 Dresden Street (Plank) Demolish existing structure and construct a new home - applied 4/14/20, approved 5/10/20, revision approved 6/17/20
- 4003 Everett Street (Prince) Bay window addition - applied 5/6/20, approved 5/16/20

Active and open permit construction projects:

- 9817 Connecticut Avenue (Tansil/Vas de Carvalho) Addition - applied 1/31/20, approved 2/19/20
- 10001 Connecticut Avenue (Ansah) Major addition - applied 12/10/19, approved 12/18/19, issued 1/10/20
- 10001 Connecticut Avenue (Ansah) Pool - applied 2/3/20
- 3904 Dresden Street (Graham/Aslan) Major addition - applied 6/4/19, approved 8/22/19, issued 8/23/19
- 4011 Dresden Street (Quinn) New house construction - applied 12/4/18, approved 1/16/19, issued 6/24/19
- 4016 Dresden Street (Plank) Demolish existing structure - applied 4/14/20, approved 5/10/20, issued 7/7/20
- 4112 Everett Street (Koutromanos) In-ground pool - applied 5/12/20
- 4209 Everett Street (Crisafulli) Side porch enclosure - applied 4/1/20, approved 4/15/20, issued 5/22/20
- 4216 Everett Street (Petry) Porch addition and rear yard garage - applied 8/29/19, approved 9/30/19, issued 12/5/19
- 4101 Franklin Street (Turgeon) Fence - applied 6/10/20, approved 6/17/20, issued 6/29/20

- 4201 Franklin Street (Scarff) Storage pod - applied 8/30/19, issued 8/31/19
- 4013 Glenridge Street (Sherrow/Brown) Retaining walls - applied 6/16/20, interim approval 6/18/20, issued 6/26/20
- 4304 Glenridge Street (McConarty) Fence - applied 6/18/20, interim approval 6/30/20, issued 6/30/20
- 4205 Saul Road (4205 Saul Road LLC) - New house applied 12/9/19, approved 12/18/19, issued 3/2/20

Completed projects since the June 2020 Council meeting:

- 3803 Everett Street (Gelfuso) Dumpster - applied 6/27/19, issued 7/1/19, completed 6/20/20
- 4012 Franklin Street (Chalbaud) Fence - applied 5/1/20, approved 5/11/20, issued 5/14/20, completed 6/28/20
- 9910 Kensington Parkway (Noce and Lucas) Fence - applied 3/18/20, approved 4/15/20, issued 04/16/20, completed 7/1/20

Summit Avenue Sidewalk Improvement Project Update: Clark/Azar has examined and approved all subcontractor releases and change order documentation. The Summit Avenue sidewalk rebuild project was substantially completed effective December 5, 2019, with the first complete punch list issued on December 18, 2019. The contract requires a one-year maintenance bond to cover the warranty period through December 5, 2020.

Upon receipt and review of the maintenance bond and the final invoice from ECM Corporation, the Town will release the final payment, including the retention amount of \$45,697.70 (10% of total contract amount).

Ordinance No. 86 to Allow Administrative Approval of Building Permit Applications for Fences and Free-Standing Walls: The Council introduced Ordinance No. 86 for discussion. The intent of Ordinance No. 86 is to eliminate Council involvement in the approval process of Town permits for fence and free-standing walls. Ordinance No. 86 will expedite the issuance of Town permits for standard fence and free-standing wall applications, as these permits will be processed administratively by the Chair and Town Manager unless Council involvement is deemed necessary by the Chair or Town Manager. After a brief discussion, Peter Marks moved that Ordinance No. 86 be adopted, with an effective date of July 15, 2020. Paula Fudge seconded the motion and it passed with a 4-0 vote.

SHA Update - Connecticut Avenue Safety Improvements: On June 26, 2020, the District 18 delegation held a virtual Town hall meeting with SHA representatives, and Town residents were invited to share their thoughts via Zoom chat. SHA provided updates on the status of projects in our District, including the intersection of Saul Road and Connecticut Avenue. Here is a brief summary:

- **Update Status of Evaluation of Safety Improvement near Saul Road:** Saul Road signal reconstruction and protective left-arrow projects have been approved through an aggressive design mode by SHA officials. Curb changes and some ADA improvements will also be included in this project. Current anticipated project timeline is on track for late Spring 2021. Underground utilities and right-of way-concerns could impact design and anticipated completion date at this location.
- **Update on Installation of Advance Warning Signage at Franklin Street Intersection:** In the Summer 2020, an advance warning sign with the plaque "Franklin Street" will be installed along both directions of Connecticut Avenue, alerting motorists that they are approaching the Franklin Street intersection.

You can view a copy of the following information on the Town website via this link:

<http://www.chevy Chaseview.org/wp/2020/07/29/sha-update-connecticut-avenue-safety-improvements/>

1. Copy of June 26, 2020 Zoom meeting and chat;
2. PowerPoint presented by SHA;
3. Notes from the May 19, 2020 SHA meeting with the District 18 delegation; and
4. SHA spreadsheet/pdf of all projects in District 18 that are currently in the design, construction or completion phase. This spreadsheet/pdf does not include projects that SHA is still assessing and have not yet entered the design phase.

CCV Directory for 2020 - 2021: The 2020-2021 Resident Directory is scheduled for issuance mid-October 2020. Residents are asked to check your listing in the printed 2019-2020 directory, and you can also double-check your information through the Town's online directory via link -

<http://www.chevy Chaseview.org/wp/residents/town-directory/>

Please report any changes to Jana Coe, Town Manager, by sending an email to respond@chevy Chaseview.org.

Motion to Adjourn: At 7:47 p.m., in open session, Paula Fudge made a motion to enter closed session, pursuant to Maryland Code, General Provisions Article § 3-305(b)(1) to discuss the compensation of one or more individuals over whom the Council has

jurisdiction. Lisa Fair seconded the motion and it passed by a vote of 4-0. Present for the session were all Council members and Ms. Coe. The Council discussed the hourly compensation of the Town's part-time police officers. Paula Fudge moved that the Council approve a 1.6% cost-of-living increase for the police officers (hourly rate now \$68.00). Ron Sherrow seconded the motion and it passed with a 5-0 vote. The Council discussed the hourly compensation for Julia Sparacino, who provides part-time administrative, archival and IT support to the Town Manager. Carlos Molina moved that the Council approve a \$2.00 hourly increase for Julia Sparacino (hourly rate now \$28.00). Lisa Fair seconded the motion and it passed with a 5-0 vote. At 8:26 p.m., Paula Fudge moved that the closed session be adjourned. Lisa Fair seconded the motion and it passed with a 5-0 vote.

Time and Place of Next Meeting: As there is no Council meeting scheduled in August, the next regular monthly Council meeting will be held on Wednesday, September 16, 2020, at 7:00 p.m. Given the current state of emergency, it is anticipated that the meeting will take place via conference call. If that holds true, dial-in information will be provided at a later date.

Respectfully submitted,
Jana Coe, Town Manager

NOTES AND REMINDERS -

Vegetation Overgrowth - As a reminder, residents are responsible for the maintenance of their vegetation in the right-of-way. ***Please be sure to cut back vegetation and plant growth that extend into the sidewalks and Town right-of-way.*** Please ensure that any structure, wall, fence, tree, hedge, shrubbery or any other plant growth located on private property adjoining a right-of-way shall be maintained in such a manner and at such height that a clear and unobstructed view of the right-of-way is available to pedestrians and vehicular traffic.

Unleashed Dogs: Many residents are expressing increasing concern about unleashed dogs in the Town. Dog owners are reminded of the following provisions in the Montgomery County Code, Chapter 5, related to Animals and Public Nuisance:

Animal Trespass (Montgomery County Code, Sec. 5-203(a)(3)) - "An owner must not allow an animal to enter private property without the property owner's permission. (\$100 fine). Any dog is at large if it is outside the owner's premises and not leashed, unless it is a service dog, is in a dog exercise area designated by the Maryland National Capital Park and Planning Commission, or is participating in an approved activity." (\$100 fine for first offense; \$500 fine for each subsequent violation).

Unwanted Contact - "The pet owner must prevent unwelcome or unsolicited threatening physical contact or close proximity to a person or a domestic animal that occurs outside the owner's property that may cause alarm in a reasonable person, such as biting, chasing, tracking, inhibiting movement, or jumping." (\$500 fine).

You are reminded to clean up after your dog and place the bag in your own trash container for disposal by Ecology Services' crew.

Bulk Pick-Up - The next monthly bulk pick-up is scheduled on **Saturday, August 1, 2020**. As a reminder, heavy refuse includes major appliances (must have Freon removed), furniture, large toys, bicycles, and plumbing fixtures. Excluded are batteries, propane tanks, bricks, general construction debris and iron pipes. Please have your items at the curb by 7:00 AM on Saturday as the truck comes through early.

Application for Building Permit - Building Permit Applications for consideration at the September 16, 2020 meeting must be submitted to the Town Manager by 5:00 p.m. on September 2, 2020. Please note that the review may take several days and an application is not considered perfected until the Town Permit Administrator-Municipal Engineer completes his review. Please contact Jana Coe, Town Manager, at janacoe@chevy Chaseview.org or by calling 301-949-9274.

PLEASE TAKE ADVANTAGE OF THE FOLLOWING THREE COMMUNICATION OPTIONS FOR TOWN RESIDENTS ONLY

1. Sign Up for eTownMailings: You can now receive the monthly CCV Council meeting minutes and other Council messages and important announcements from the Town Manager. This does not replace the CCV listserv. Go to the CCV website - on the front page under "Quick Links" - you will find the box that says "eTown Mailings". Enter your mail address in the white field, then hit "Go". This will take you to the website of our partner, Constant Contact. Re-type your email address in the box that says "Confirm your email address". Enter your first name, last name and street address in the section titled "Your Information". Finally click the button at the bottom left that says "Save Profile Changes". After you have completed these steps, you will receive an email confirming your registration. Please note that when one member of your household registers for our electronic mailing list, we will discontinue mailing hard copies of these documents to your household.

2. Town Directory and Members Only Access: The Town publishes a Resident Directory in early Fall each year. In addition, this Resident Directory is available online, when you to sign up for

"Members Only" (link) access to the Resident Directory. When you sign up for access, the online Resident Directory will be updated to include the information you provide. If you are new to the Town, we would like to add you to the Town's online Resident Directory. Then, when the annual directory is reprinted in the Fall, your information will be included in the printed version as well. The Town Manager administers online access accounts and formally activates residents' accounts. You will receive an email with instructions once approved. We take your privacy seriously and have done everything possible to bring this useful content to you in a secure manner.

3. Listserv - Please consider becoming a member of the CCV listserv by emailing ChevyChaseViewNet+subscribe@groups.io.

The listserv is not intended to be used by residents to contact the Town Manager or Council members. For the latter, please use the appropriate telephone number or email address for the Town Manager or Town Council member(s). To ensure the timeliest response on matters related to Town business or the Chevy Chase View Council, your inquiries are best directed to the Town Manager at janacoe@chevychaseview.org or by calling 301-949-9274.

Website - Please visit our website at www.chevychaseview.org