

# Chevy Chase Village Board of Managers

April 27, 2009

## *Special Work Session*

### **BOARD OF MANAGERS**

Douglas B. Kamerow, Chair	Present
David L. Winstead, Vice Chair	Present
Susie Eig, Secretary	Present
Robert L. Jones, Assistant Secretary	Present
Gail S. Feldman, Treasurer	Present
Betsy Stephens, Assistant Treasurer	Present
Peter M. Yeo, Board Member	Present

### **STAFF**

David R. Podolsky, Legal Counsel	Present
Ron Bolt, Assistant Legal Counsel	Present
Geoffrey B. Biddle, Village Manager	Present
Shana R. Davis-Cook, Director of Administration	Present
Doris M. Lyerly, Permitting and Code Enforcement Specialist	Present

Douglas B. Kamerow, Chair of the Chevy Chase Village Board of Managers, called the special work session to order at 7:36 p.m. Mr. Winstead arrived at 7:49 p.m.

Dr. Kamerow turned the discussion over to Messrs. Bolt and Podolsky. Discussion followed regarding the filing requirements for appellants and the findings the Board must make in deciding appeals, variance and special permit requests.

The Board directed staff and Counsel to do the following:

- Staff is to draft a sample application similar to the Town of Chevy Chase's Application for a Variance from the Town of Chevy Chase Building Ordinance to be reviewed by the Board. The application would be signed and submitted by an appellant at the time he/she files his/her appeal, variance or special permit request, and is to include a statement authorizing members of the staff, Board of Managers and, where applicable, members of the Tree Committee to enter onto the property for the purpose of assessing conditions on the property pertaining to the appellant's case. Counsel is to draft language for this authorization.
- Counsel is to draft a staff report for each case providing a series of questions to assist the Board in determining what findings it must make in analyzing an applicant's request, subsequently assisting Village Counsel in drafting the written decision.
- Staff is to provide a framing document, which outlines general wording for members of the Board to recite when making a motion either to approve or to deny the applicant's request.
- Staff is to draft a worksheet for the Village Tree Committee listing the factors to be assessed for each tree requested for removal: the desirability of preserving a tree by

reason of its age, size or outstanding qualities, including uniqueness, rarity or species specimen (pursuant to Village Code Section 17-6 (g)).

**At 8:55 p.m., Ms. Stephens made a motion to adjourn the open meeting to convene in closed session pursuant to State Government Article Section 10-508 (a)(1)(i) to discuss the compensation for and evaluation of the Village Manager who is an employee or an official over whom it has jurisdiction; State Government Article Section 10-508 (a)(1)(ii) to discuss a personnel matter that affects one or more specific individuals (pending ethics investigation); and pursuant to State Government Article 10-508 (a) (7) to consult with Counsel to obtain legal advice on a legal matter (Tree Removal Appeal: Case #A-1712, Mr. and Mrs. William R. Maloni, 5 Chevy Chase Circle). Mr. Winstead seconded the motion. Dr. Kamerow, Mr. Winstead, Ms. Eig, Mr. Jones, Ms. Feldman, Ms. Stephens and Mr. Yeo voted in favor of the motion. The motion passed. The meeting adjourned at 8:56 p.m.**

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Secretary, Chevy Chase Village Board of Managers

*Final.*