

Chevy Chase Village Board of Managers' Meeting

June 12, 2023

Note: These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff, or others in attendance.

BOARD OF MANAGERS

Elissa A. Leonard, Chair	Present (virtual)
Robert C. Goodwin, Jr., Vice Chair	Present
David L. Winstead, Secretary	Present
Gary Crockett, Treasurer	Present
Nancy E. Watters, Assistant Treasurer	Present (virtual)
Linda Willard, Member	Present (virtual)
Louis Morsberger, Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Jacqueline Parker, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present (virtual)
Aurelio Baca-Asher, Permitting & Code Enforcement Coordinator	Present
Jennifer Young, Administrative & Constituent Services Assistant	Present
Ellen Sands, Project Manager	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Elissa Leonard, Chair of the Board of Managers, called the meeting to order at 7:43 p.m.

Ms. Leonard stated that prior to the Board's regular meeting, the Chevy Chase Village Board of Managers convened an administrative meeting beginning at approximately 7:00 p.m. at the Village Hall pursuant to Section 3-301(b)(2) of the General Provisions Article, Annotated Code of Maryland, to conduct an administrative function pursuant to Village Code Section 26-5(b). The Board did not take any action during this administrative meeting.

Oath of Office Ceremony

Karen Bushell, Clerk of the Circuit Court for Montgomery County, administered the Oath of Office to Gary Crockett, Louis Morsberger, and David Winstead. Linda Willard was unable to attend in-person and will be sworn in separately.

Election of Officers

Mr. Winstead moved the following slate of appointments to serve as Board officers:

Elissa Leonard, Chair

Robert Goodwin, Vice Chair

Louis Morsberger, Secretary
Linda Willard, Assistant Secretary
Gary Crockett, Treasurer
Nancy Watters, Assistant Treasurer

Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed.

Approval of Minutes from the Board's Previous Meetings

Minutes of the Board's Executive Session and Regular Monthly Meeting held on May 8, 2023, and Executive Session held on May 19, 2023, were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes from the Board's May 8, 2023, Executive Session and regular meeting and the Executive Session held on May 19, 2023, as drafted. Mr. Goodwin seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed.

Appeals, Special Permit and Variance Requests

A-8271 (a) and (b): Mr. Rajib Chanda and Ms. Kathleen Legg **111 East Melrose Street**

Construct an addition that exceeds the maximum allowed height for the main building as follows:

- a) The addition will measure thirty-seven feet, nine inches (37'-9") from the average grade of the property to the highest point of the roof (which exceeds the allowable maximum height of thirty-five (35) feet) and thirty feet, eight inches (30'-8") from the average grade to the mean height between the eaves and ridge (which exceeds the allowable maximum height of thirty (30) feet); and
- b) Featuring a cupola that measures forty-one feet, six inches (41'-6") from the average grade of the property to the highest point of the roof (which exceeds the allowable maximum height of thirty-five (35) feet).

Mr. Goodwin moved to approve the variance request in Case A-8271 (a) and (b) on the basis that the evidence presented, including the Staff Report and Case Synopsis, demonstrated that the applicable requirements for approval have been met. Staff is directed to draft a decision based on this evidence, including findings of fact and conclusions, approving the variance request. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Watters, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was circulated to the Board and posted to the Village website prior to the meeting. *No action was taken by the Board.*

Matters for Board Discussion, Consideration, and Possible Action

Friendship Heights Urban Design Study Scope of Work

No action was taken by the Board.

Revised Boxwood Area Concept Plan

(located on Chevy Chase Circle between Magnolia Parkway and Grafton Street)

A staff report along with the proposed Concept Plan for the space was circulated to the Board and posted to the Village website prior to the meeting.

Mr. Crockett moved to approve the Concept Plan for the Boxwood Area, as presented, with the understanding that adjustments may be needed during finalization of the plan and during planting. Ms. Willard seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed. Ms. Watters left the meeting at 9:10 p.m. and did not participate in the vote.

Contract Authorization Request

- **Proposal for Design and Construction Management for the Belmont Avenue Extended Buffer Area Drainage Project in an amount not to exceed \$78,900:**

A Staff Report, including the project proposal was circulated to the Board and posted to the Village website prior to the meeting.

Mr. Morsberger moved to authorize the Village Manager to approve the proposal dated April 4, 2023, from Charles P. Johnson & Associates, Inc. for the performance of design, planning, permitting, and project management work in support of the Village's Belmont Avenue Extended (Buffer Area) Drainage Project, in an amount not to exceed \$78,900. Mr. Crockett seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed.

Village Personnel Matter: Monetary Bonus for Outstanding Performance

Mr. Goodwin moved to authorize award of a monetary bonus for outstanding performance to the Police Lieutenant as outlined in the memo from the Village Manager dated June 8, 2023. Mr. Morsberger seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed.

Police Report

The Police Report was distributed to the Board and posted on the Village website prior to the meeting. *No formal action was taken by the Board.*

Manager's Report

The Manager's Report was circulated to the Board prior to the meeting. *No formal action was taken by the Board.*

Adjournment

Mr. Crockett moved to adjourn the meeting. Mr. Winstead seconded the motion. Ms. Leonard, Mr. Goodwin, Mr. Crockett, Ms. Willard, Mr. Winstead, and Mr. Morsberger voted in favor of the motion. The motion passed. The meeting adjourned at 9:24 p.m.

Attested by: Shana Davis-Cook, Village Manager

FINAL