

## Overview of the Parks and Green Spaces Committee's Responsibilities

**Mission.** The purpose of the Parks and Green Spaces Committee is to advise the Village Board and staff regarding the preservation, maintenance, and improvement of the parks and green spaces of Chevy Chase Village (CCV) for the enjoyment of the community.

**Overall Goal.** The PGS committee consists of members (see attached list) who are committed to work with the Village staff on matters pertaining to the mission of the PGS Committee. Committee members seek to maximize CCV staff and financial resources in fulfilling the Committee's mission.

### **Landscape Plan Review Issues**

*Protocol:* The PGS Committee Co-Chairs will participate in the initial discussion with the Board Representative, Landscape Designer and other appropriate CCV staff. Overall parameters (budget and design specifications) can then be understood by all involved. This will allow the Committee members to relate this information to the PGS Committee when they are asked to review the plans for recommendations.

### **General Maintenance Issues**

*Protocol.* The immediate next step is for Village Manager to schedule a meeting with the Village Manager, Village Arborist, and Director of Public Works along with the Co-Chairs of the PGS Committee. This meeting will occur in late April.

Prior to that meeting, the Village Manager will provide the PGS Committee Co-Chairs the year-round maintenance, pruning and fertilizing schedule. In the meantime, the PGS Committee will report any issues to the Village Manager until a new Municipal Operations Coordinator is hired.

### **General Planting Issues**

*Protocol.* The PGS Committee will stake and identify in advance all trees and shrubs that will be planted in the areas that are under their purview. The Village Arborist will be present when trees and shrubs are delivered to ensure the size and quality are consistent with the recommendations of the PGS Committee's specifications. The PGS Committee Co-Chairs will be notified when the planting is scheduled so a Committee member can be present to provide guidance if unforeseen problems arise while planting, i.e., interfering tree roots, etc.

**Summary.** Following the next meeting, PGS Committee Co-Chairs will work with our Board Representative and the Village Manager to write specific communication protocol for each task in which the PGS Committee will be involved. This will include developing an email template that will be used by the PGS Committee to communicate with the Board Representative and/or Village staff. It will include a specific subject line, request for service (i.e., dead tree removal), a photo when appropriate and the location.