

Council Agenda
Regular Somerset Town Council Meeting
November 4, 2019

The Somerset Town Council will meet in regular session on November 4, 2019 at 7:30 p.m. at the Somerset Town Hall

Agenda updates are posted on the Town website: www.townofsomerset.com.

Council Work Session – 7:00 p.m.

Council Meeting Convenes – 7:30 p.m.

Comments: Public Comment Period: 7:30 p.m.*

CONSENT

1. Motion: To approve minutes from Council meeting held on October 7, 2019.
2. Motion: To approve Town donation of piano to Bethesda-Chevy Chase High School and payment of moving cost of \$385.
3. Motion: To approve Resolution declaring November as Municipal Works Month – 7:35

NON-CONSENT

4. Public Hearing/Motion: To consider award of Town Snow Removal Contract to Mulheron Tree Experts. – 7:36 p.m.
5. Public Hearing/Motion: To consider approval of payment to American Pool Enterprises, Inc. in the amount of \$36,829.88 for main pool filter system replacement, wading pool filter replacement, filter media upgrade, pool heater replacement, and chemical automation package installation – 7:41 p.m.***
6. Discussion: Town Manager August Administrative and Fiscal Reports – 7:51 p.m.
7. Discussion: Building Permit Administrator Report – 8:00 p.m.

8. Public Hearing/Motion: To discuss and consider introduction of building permit fee schedule – 8:05 p.m.***
9. Public Hearing/Motion: To discuss Town Hall construction project, and consider approval of payment to Balodemas Architects for Town Hall Renovation Project Management in the amount of \$16,523.86; approval of carpeting and change orders totaling \$11,179.77 for Town Hall renovation; and approval of payment to construction contractor de Marne & Day in the amount of \$87,377.19 for completed work to date. – 8:15 p.m.***
10. Public Hearing/Motion: To consider resident’s appeal of tree removal permit denial at 4608 Dorset. – 8:20 p.m.
11. Public Hearing/Motion: To consider extension of building permit at 5800 Deal Place. – 8:30 p.m.
12. Public Hearing/Motion: To consider amendment to permit at 4917 Essex Avenue including fence, retaining wall, and removal of two tulip poplar trees. – 8:40 p.m.
13. Public Hearing/Motion: To consider Town Fall Tree Planting Schedule:
 - a. 2 Forest Pansy Redbuds at 4900 Cumberland Ave.
 - b. 2 Forest Pansy Redbuds at 4607 Dorset Ave.
 - c. 1 Serviceberry at 4909 Falstone Ave.
 - d. 2 Yellowwoods at 5501 Surrey St.
 - e. 1 Forest Pansy Redbud at 5820 Surrey St.
 - f. 1 American Beech at 4715 Trent Ct.
 - g. 2 Yoshino Cherry at 5415 Trent St.
 - h. 1 Yoshino Cherry at 5510 Trent St.
 - i. 2 Serviceberry at 5522 Warwick Pl.
 - j. 1 Swamp White Oak at 5545 Warwick Pl.
 - k. 1 October Glory Red Maple at 5603 Warwick Pl.
 - l. 1 Black Gum (provided by WSSC) at 5611 Warwick Pl.– 9:00 p.m.
14. Discussion: Mayor’s Report – 9:20 p.m.
15. Adjourn – 9:25 p.m.

Key:

Public Hearing Item: Agenda item where public comment is permitted.

Discussion Item: Agenda item limited to discussion among the Council, Mayor and Town Staff.

Motion Item: Agenda item requesting action, limited to Council discussion.

Comments: Opinions and Questions from Town residents.

* Times listed are estimated, and may run longer or shorter than allocated.

*** indicates item added to agenda or amended after Town Journal publication.

The Mayor and Town Council may entertain a motion during the open meeting to close a portion of the meeting, in accordance with Section 3-305(b)(1)(7) of the Open Meetings Act (Maryland Code, General Provisions Article), to consult with counsel to obtain legal advice.

Town of Somerset

4510 Cumberland Avenue, Chevy Chase, MD 20815

Minutes for Council Meeting on

Monday, October 7, 2019

Council Members Present: Marnie Shaul; Barbara Zeughauser; Steve Surko; Frannie Peale; Morris Panner; **Mayor:** Jeffrey Slavin; **Town Manager:** Matthew Trollinger; **Town Administrative Assistant:** Linda Williams; **Building Administrator:** Doug Lohmeyer; **Town Arborist:** Dr. Tolbert Feather; **Town Hall Renovation Project Manager:** Lou Balodemas; **Residents and other attendees:** Barbara Condos (Falstone Ave.); Miguel Tejblum (Essex Ave.); Mimi Brodsky Kress (Sandy Spring Builders); Meredith Wade (Essex Ave.); Lance Wade (Essex Ave.); Mark Kaufman (GTM Architects); Susan Bivone (GTM Architects); Rich Ingram (CPJ Engineers); David Kathan (Dorset Ave.); Sarah Morse (Dorset Ave.); Steve Friedman (Essex Ave.); Sharon Stoliaroff (Dorset Ave.); John Stewart (Dorset Ave.); Carol Barsha (Essex Ave.); Carol Manning (Essex Ave.); James Wachob (Essex Ave.); Lucy Freeman (Dorset Ave.); Julie Greenberg (Falstone Ave.); Susannah Goodman (Cumberland Ave.).

7:00 p.m. Council Work Session

The Council discussed the Parks and Natural Resources Committee's (PNRC) recommendation for a new tree replacement policy that requires a canopy tree to replace whenever a canopy tree is removed. The Council asked Town Manager Trollinger to forward the PNRC's notes to Town Attorney Ron Bolt for introduction at a future meeting pending further discussion.

The Council discussed creating a pet directory, and charged Councilmember Zeughauser with heading the project.

The Council discussed the Town's current fee structure, and compared current building permit fees to neighboring municipalities. Councilmember Shaul offered to work with Town Manager Trollinger to create a fee structure for introduction at a future meeting.

The Town Council asked Town Manager Trollinger to get an estimate on how much longer the current leaf blowers would last, so that the Town might invest in electric leaf blowers as recommended by the Environmental Committee.

7:33 p.m. Council Meeting Convenes

Mayor Slavin called the meeting to order and opened the floor for public comments.

Lucy Freeman (Dorset Ave.) commented that her home was missed during the bulk pickup that day. Town Manager Trollinger replied that he had received her earlier message and that Goode would be returning to pick up Ms. Freeman's bulk items.

7:35 p.m. Consent Agenda: To approve minutes from Council meeting held on September 3, 2019

Councilmember Shaul motioned to approve the consent agenda; Councilmember Zeughauser seconded; all in favor.

7:36 p.m. Discussion: Town Manager August Administrative and Fiscal Reports

Town Manager Trollinger gave his report (below), and reported on the Town's fiscal standing, including a summary of the Town Hall Renovation Project (following page). Councilmember Shaul asked why Coaches' fees were higher than budgeted. Zeughauser asked why Membership Dues were higher than budgeted.

Manager's Report

October 7, 2019

Administrative Matters

- **Accounting/Bookkeeping/Auditing:** Staff has met with auditors for the first time. Staff and accounting firm are currently working to clean up transactions, so audit can be successfully performed. Accountants and Auditors have recommended filing a 60-day extension with the state until December. Accountants will then assist in cleaning up the chart of accounts after 10/31/19.
- **Bill-Paying:** Staff set up trial of bill.com to streamline bill-paying, but additional cost is not accounted for in FY20 budget. At this time, staff recommends holding off on making a switch until next budget season.
- **Town Website:** The Town's website is six years old. The Council may consider an update to the website. Quotes were given by CivicPlus, who designed the current website. The Town could also elect to go out to bid on the service. The Communications Committee has begun looking at examples of websites to weigh in on any recommendations for next fiscal year.
 - The Town may also consider changing from .com to .org or .gov. Staff has begun to look at the requirements for such a change.
- **Census:** Staff is meeting with Census Bureau employees on Thursday, October 10 to discuss the 2020 Census.

- The Census will be entirely electronic in 2020.
- **Chevy Chase Elementary School Robotics:** Staff met with a CCES 5th and 4th grade robotics team about their CITY SHAPERS Innovation Research Project.

Infrastructure

- **Town Hall Renovations:** Staff has attended weekly Town Hall renovation update meetings. (See report from architect and project manager Lou Balodemas)
- **Pool Entrance Bridge:** Staff is looking into options to help the drainage situation at the new bridge at the Town Pool.
- **Utility Poles:** Staff is putting together a list of “double poles” in Somerset. Poles need to be rid of telecom cables before Pepco will remove them.
- **Electric Vehicle Charging Station:** Pepco has unveiled a program to install electric charging stations for free to municipalities. Staff has forwarded the information to the Environmental Committee to review to see if they have any recommendations or feedback.

Contracting

- **Snow Plow:** The Town’s contract with Mulheron’s ended in April. Staff has completed an RFP that is currently open. Bids are due in October so that a contractor can be selected at the November meeting.
- **Gardening Consultant:** The Town may be interested in contracting out services for a gardening consultant to assist maintenance staff with planting and care of Town green spaces. The Parks and Natural Resources Committee created a rough draft of an RFP. Staff will work to finalize an RFP and advertise so the Council can select a contractor.
- **Bridge/Signage/Traffic Consultant:** The Council approved the hiring of a consultant to look at parking and other issues at the Town Pool. Staff is currently working to locate a previous RFP to use as a template, and to go out to bid so that any changes could be incorporated before next year’s pool season.

Events

- **Last Month’s Town Events:**
 - Movie Night at Pool (9/7)
 - Newcomers’ Party (9/8)
 - Brown Bag Lunch (9/12)
 - Adult Pool Party (9/14)
 - A Wider Circle Donation Day (9/28)
 - Pool Closing/Dog Swim (9/29)
 - Bulk Trash Pickup (10/7)
- **Upcoming October Events:**
 - Flu Clinic (10/25) – residents should please call ahead at the office.
- **MML Fall Conference:**
 - Staff will not be attending, but Somerset will be represented. The Fall conference is focused more on MML’s legislative agenda.

Building Administration

See worksheet from Town Building Administrator Doug Lohmeyer – included in Council packet.

Tree Updates

See report from Town Arborist, Dr. Tolbert Feather – included in Council packet.

FISCAL WRITE-UP

October 7, 2019

This fiscal year we've spent \$104,725.52 to-date on the Town Hall Renovation project. We have \$226,437.96 left on D&D contract.

On the Council agenda this month, the Council will consider \$24,720 site utility work, \$2,434 for the WSSC connection fee, and up to \$2,750 for the on-site connection fee to WSSC.

We've budgeted \$400,000 this FY, so we currently have

\$400, 000.00

-\$104, 725.52

\$295, 274.48 remaining in budget

\$295, 274.48 remaining

-\$226, 437.96 D&D remaining

\$ 68, 836.52 remaining after D&D payments

\$68, 836.52

-\$24, 720.00 site utility work

-\$ 2, 434.00 WSSC connection fee

-\$ 2, 750.00 WSSC on-site fee

\$38, 932.52

That \$38, 932.52 would need to cover all additional costs. If it does/would not, we may need to do a budget amendment. For example, we still have estimated costs of ~\$15,000 in furniture, ~\$15,000 for lighting, and carpeting (cost TBD, but rough estimate of around \$4,000), all of which comes to ~\$34,000. We may want to have a discussion about how to handle the \$56,600 in bonds as well, which are not accounted for in this calculation because (ostensibly at least...) we will get that money returned to us – however, that cost runs us over our budgeted amount.

We also have been charging the Extra Space Storage facility monthly fee towards the Town Hall Renovation budget line – that is \$679 per month. That cost alone over the next 5 months (Oct. – Feb.) is \$3, 395.00.

As Lou mentioned, the costs do not count Balodemas invoices, which have their own line in our budget – we have only budgeted \$21,000 for FY2020, which I anticipate being lower than what we will owe by a couple thousand based on previous invoices (invoices have come in the \$5,000 - \$7,000 range monthly, which means we will probably owe in the neighborhood of \$50,000 for July through February); so we may need a budget amendment on that as well.

7:45 p.m. Discussion: Building Permit Administrator Report

Building Administrator Doug Lohmeyer reported on the active work sites. The Council asked about the speed of progress at 5800 Deal Place. Building Administrator Lohmeyer agreed to send a letter to the home owner to inquire about the progress, and to remind them to file for a building permit extension if work would not be completed by December.

Councilmember Shaul asked that the Town staff ensure that the 4709 Dorset Avenue worksite did not park more than the permitted three cars on the street.

7:55 p.m. Public Hearing/Motion: To Discuss Town Hall construction project, and consider approval of payment to Deneau for installation of water service line connection (site utility work) in the amount of \$24,720; and payments to WSSC for service connection fee in the amount of \$2,434; on-site connection fee not to exceed \$2,750; and bond payment in the amount of \$56,600.

Town Hall Project Manager Balodemas noted that the bond payment is expected to be returned to the Town approximately one month following the completion of the new water line for the sprinkler system. The project is estimated to be completed by mid-February. Councilmember Zeughauser moved to approve the above payments; councilmember Shaul seconded; all in favor.

8:03 p.m. Public Comments

Mayor Slavin recommended pausing the agenda items until 8:10 p.m. so as not to get ahead of the scheduled times. He opened the floor for public comments. Council member Shaul asked the Town to send out a reminder about the Flu Clinic date and times (10/25/19 at 2:45 p.m.).

8:10 p.m. Public Hearing/Motion: To consider approval of building permit at 4917 Essex Avenue for new home construction, new driveway construction, and rear porch

Building Administrator Lohmeyer gave a report on the proposed construction, including that the building conformed with the Town and County's setbacks and building height regulations, respectively. He explained the building review and stormwater review by Montgomery County. Mr. Lohmeyer asserted that the 14 downspouts on the site pipe to dry wells, and that the stormwater waiver that the applicant received from the County was only to account for the increased driveway.

The Council referenced a letter written by Miguel Tejbium (Essex Ave.), who raised concerns that the water runoff will affect his property, which is adjacent to the proposed worksite. The Council asked whether permeable pavement could be considered.

Councilmember Surko said that the County reforestation plan does not include canopy trees, and surmised that the bay window may push the proposed structure over the County's building coverage limit. Mr. Lohmeyer pointed out that the bay window does not project into the side setback.

Councilmember Peale asked for the square footage of the driveway and pool deck, and asked if the driveway material and pool deck could be installed with permeable materials. Councilmember Peale asked Town Attorney Bolt to clarify whether the Town has permitting authority for swimming pools. Town Attorney Bolt answered that the Town Code does not require a permit for a swimming pool, but the Town's practice is to treat such a request as an amendment if there is an open building permit at the site. He noted that the Town does require a permit for retaining walls and fences, which may be required by County law to be built in conjunction with swimming pools.

Councilmember Shaul discussed with Mr. Lohmeyer his recommendation that the applicant should minimize water runoff, noting that the neighbor had raised concerns about the quantity of water.

Town Arborist Dr. Tolbert Feather gave his report on the property and proposed construction. Councilmember Zeughauser asked how many canopy trees would be affected by the construction. Dr. Feather reported that seven (7) canopy trees were being removed, and two (2) preserved on the property. Councilmember Zeughauser suggested that two of the trees could be preserved by moving the water retention tanks in the rear yard.

Councilmember Zeughauser asked if two trees at the front of the neighbor's property at 4921 Essex would survive the removal of the existing driveway. Dr. Feather suggested that there are likely to be few roots on the east side of the tree because of the proximity to the driveway and house.

Councilmember Shaul asked why evergreen trees were not on the recommended reforestation plan. Dr. Feather responded that his recommendations were native trees only.

Councilmember Peale noted a discrepancy between the landscaping picture that was provided to Council and Dr. Feather's reforestation plan. Councilmember Shaul asked if the porch shown on the landscaping plan was screened or not. Mr. Lohmeyer responded that it was a covered porch, but not screened or enclosed.

Councilmember Surko asked Dr. Feather how long it takes newly-planted canopy trees to cover the same area as the old, removed canopy trees. Dr. Feather estimated it would take between five and ten years.

Councilmember Peale confirmed that the Council is not considering the pool, pool deck, or retaining wall as they are not on the building site plan. She offered that in that case, the trees in the footprint of the pool should not be removed until the Council has an updated site plan and landscaping plan.

Councilmember Surko suggested the Town ask the County for clarification on whether the proposed porch should be considered enclosed.

The homebuyers (Lance and Meredith Wade) introduced themselves. Mimi Brodsky Kress (Sandy Spring Builders) gave a short presentation on the proposed construction. Mimi Brodsky Kress relayed that the applicant intends to install a pool in the next two months. They did not receive Dr. Feather's reforestation plan in time to incorporate it into their landscaping plan.

Councilmember Shaul asked about the proximity of the air conditioning units to the neighbor's bedroom window. Mark Haufman (GTM Architects) replied that they could shift the air conditioning units back 15 feet, and have offered that option to the neighbor. Councilmember Surko recommended the Council require the air conditioning units to be moved back 15 feet.

Councilmember Panner asked for clarification on before-and-after permeable surface. Council member Peale asked if permeable materials could be used on portions of the construction. Rich Ingram (CPJ Engineers) explained that some portion of the driveway could potentially incorporate permeable materials, but there are limitations on how close such materials can be from a house's foundation. Mr. Lance and Ms. Meredith Wade (homeowners) said that they would consider and look into permeable materials where possible.

Councilmember Zeughauser asked for assurance that the fencing will be monitored by the builders and Town staff during construction. She asked who neighbors should call with an issue. Ms. Brodsky Kress suggested calling Joy Lanum (Sandy Spring Builders), the site supervisor or Ms. Kress herself because they will respond quicker than the County.

Miguel Tejblum (Essex Ave.) raised concerns about the air conditioners, the tree removal, and general noise. He suggested that water management at the County level is for pollution control, and that there would be overflow on the site. He asked that the applicant create a mechanism to control water flow to direct it away from his property, that the trees on his property be preserved, and that the porch be redesigned to be built on piers so tree roots be less effected. He also raised concerns about possible asbestos. He submitted a letter prior to the hearing, which was entered into the record.

Carol Barsha (Essex Ave.) also expressed concern for the stormwater runoff.

Sarah Morse (Dorset Ave.) asked the applicant to explain the County's stormwater management waiver. Rich Ingram (CPJ Engineers) explained that the application had to prove that the water is not be re-routed to new locations.

David Kathan (Dorset Ave.) expressed his concerns about the loss of trees, and the stormwater management.

Julie Greenberg (Falstone Ave.) expressed concerns about the standards that the Town and County have for tree protection and water management.

Steve Friedman (Essex Ave.) asked that the parking plan be amended to account for larger vehicles, and to ensure that driveways and the narrow street is not blocked. He also asked that they be mindful of noise and pollution and to not idle cars.

The Council discussed ways to grant the permit with conditions that address the concerns from neighbors. The Council developed the following conditions:

- The two air conditioning units be relocated at least 15 feet farther towards the rear of the house from the location depicted on the submitted site plan. The air conditioning units shall be tested for compliance with the Montgomery County Noise Ordinance. If the test fails, appropriate noise abatement measures shall be implemented to achieve compliance. If such measures fail, the units shall be removed or replaced with compliant units.
- The two storm water retention tanks, pipes, and related facilities in the rear yard shall be moved out of the tree protection areas depicted on the tree protection plan submitted by the Town Arborist.
- A traffic guard or flagger shall be used to direct traffic at all times during high congestion aspects of the construction and use of large vehicles.
- The new driveway curb cut is approved, provided the old curb cut is abandoned and the curb and gutter is restored, at the cost of the applicant.
- As suggested (but not required) by the Town Council, the applicant shall consider using pervious materials for the driveway.
- As suggested (but not required) by the Town Council, the applicant shall consider reconfiguring the downspouts such that storm water is not directed to surface flow towards the west.
- Approval is not provided for the swimming pool, pool deck, or wall depicted on the Sediment Control and Storm Water Management Plan. A permit modification must be sought for these items if they are to be built. When such modifications are sought, the applicant shall submit the revised site plan reflecting the proposed construction. The plans shall reflect the material(s) proposed for the pool deck.
- Provided a landscaping plan is submitted for approval by the Town Council containing the reforestation requirements contained in the report submitted by the Town Arborist, dated October 2, 2019, and provided the requisite deposits are paid, the following trees may be removed, as listed on the tree report: tree nos. 1, 4 through 13, and 16. Approval is not provided for tree nos. 2, 3, 14, and 15. Such plan shall be submitted before issuance of a tree removal and building permit.
- The applicant shall provide a height survey and wall check survey, to confirm the height and setbacks of the construction.

Councilmember added a friendly amendment with the following conditions:

- Approval is not provided for the “covered porch” at the rear of the house, unless and until Mark Beall, Manager, Department of Permitting Services, confirms that the porch is exempt from the County’s lot coverage requirement.
- Approval is not provided for the box bay window at the front of the house unless and until Mark Beall, Manager, Department of Permitting Services, confirms that the box bay window is exempt from the County’s lot coverage requirement and is allowed to project into the required front setback.

Councilmember Peale made a motion to approve the demolition, tree removal, curb cut, and building permit application with the above conditions. Councilmember Zeughauser seconded. The motion passed on a count of 4-1, with Councilmember Surko voting against.

Councilmember Zeughauser made a motion to add the following condition to the permit:

- Prior to commencing demolition, the applicant shall obtain an inspection and submit to the Town Manager a report on the presence of lead-based paint and asbestos-containing materials. Any such hazardous substances discovered shall be removed in accordance with the requirements and regulations of the MDE and EPA.

Councilmember Shaul seconded the motion. The motion passed on a count of 3-2, with Council members Peale and Panner voting against.

11:07 p.m. Public Hearing/Motion: To consider removal of 34” diameter Pin Oak located in Town Right-of-way at 4910 Essex Avenue, and removal the following trees at 4823 Dorset Avenue:

1. Ash 6” dbh – dead;
2. Ash 12” dbh – dead;
3. Ash 28” dbh – 90% dead;
4. White Pine 8” dbh – in decline and will not revive.

Reforestation Plan:

- a. One Evergreen (pine or holly);
- b. One Canopy tree (red oak, white oak, willow oak, sugar maple, red maple, or black gum);
- c. Two ornamental trees (redbud, dogwood, or serviceberry).

Councilmember Zeughauser moved to approve; Councilmember Panner seconded; all in favor.

11:10 p.m. Public Hearing/Motion: To consider approval of pool winterization plan presented by American Pool in the amount of \$7,052.75; and equipment upgrades to pool filtration systems, and chlorinators in the amount of \$28,770.63

Town Manager Trollinger relayed that American Pool Enterprises also had submitted recommendations on heater replacement. The Council deferred action until the next meeting when a representative from the company could explain the recommendations.

11:12 p.m. Public Hearing/Motion: To consider adoption of comprehensive Code of Ordinance amendments, as prepared by General Code and introduced at September 2019 Council meeting

Mayor Slavin opened the floor for public comment. There was none. Councilmember Peale motioned to approve; Councilmember Shaul seconded; all in favor.

11:14 p.m. Public Hearing/Motion: To consider Resolution re-adopting Town's current fee schedule, as listed on the Town website

Mayor Slavin opened the floor for public comment. There was none. Council member Shaul motioned to approve; Councilmember Zeughauser seconded; all in favor.

11:15 p.m. Public Hearing/Motion: To consider approval of engaging the Maryland Energy Administration for assistance on LED streetlight conversion.

Mayor Slavin opened the floor for public comment. There was none. Councilmember Shaul confirmed that engaging MEA would not cost the Town money. Councilmember Shaul motioned to approve; Councilmember Zeughauser seconded; all in favor.

11:16 p.m. Public Hearing/Motion: To discuss updates on small cells at federal and county levels, and consider submitting comments on behalf of Somerset.

Susannah Goodman (Cumberland Ave.) reported to the Council that there is no deadline for the Montgomery county Council bill introduced on October 1. She also said that the Maryland Municipal League does not recommend individual municipalities submit comments.

11:18 Adjourn

Councilmember Peale motioned to adjourn; Councilmember Panner seconded; all in favor. The meeting adjourned.

American Pool Recommendations:

- CAT Controller 2000 - \$2,921
- Replace Main Pool Sand Filter System (Option 1) - \$17,609.63
- Replace Wading Pool Filter System - \$2,279
- Upgrade to Glass Filter Media - \$1,600
- Plan Review Application Fee - \$520
- Replace Existing Pool Heaters (two total) - \$11,900.25

TOTAL = \$36,829.88

Town of Somerset

	October	Year-to-Date Actual	Annual Budget	over Budget	% of Budget
Income					
41000 Tax		0.00	0.00	0.00	
41100 Property Tax	238,008.66	286,010.29	683,662.00	-397,651.71	41.84%
Total 41000 Tax	\$ 238,008.66	\$ 286,010.29	\$ 683,662.00	-\$ 397,651.71	41.84%
42000 Intergovernmental		0.00	0.00	0.00	
42100 Income Tax	29,788.78	33,786.33	1,150,000.00	-1,116,213.67	2.94%
42200 Highway User (MD)		9,164.55	36,108.00	-26,943.45	25.38%
42300 Revenue Sharing (MC)		56,173.00	56,173.00	0.00	100.00%
42400 Bank Share (MC)		268.62	269.00	-0.38	99.86%
42500 Cable Franchise Fee		0.00	0.00	0.00	
42501 Comcast		1,372.31	6,207.00	-4,834.69	22.11%
42502 Verizon		3,254.39	12,697.00	-9,442.61	25.63%
Total 42500 Cable Franchise Fee	\$ 0.00	\$ 4,626.70	\$ 18,904.00	-\$ 14,277.30	24.47%
42700 Fines		0.00	0.00	0.00	
42701 Parking		45.00	0.00	45.00	
Total 42700 Fines	\$ 0.00	\$ 45.00	\$ 0.00	\$ 45.00	
Total 42000 Intergovernmental	\$ 29,788.78	\$ 104,064.20	\$ 1,261,454.00	-\$ 1,157,389.80	8.25%
43000 Recreation		0.00	0.00	0.00	
43100 Pool Fees		2,783.29	0.00	2,783.29	
43101 Camp Summerset		13,116.00	8,000.00	5,116.00	163.95%
43102 Guest Fees	46.08	4,511.77	9,595.00	-5,083.23	47.02%
43103 Water Aerobics		0.00	2,020.00	-2,020.00	0.00%
43104 Morning Swim		0.00	1,515.00	-1,515.00	0.00%
Total 43100 Pool Fees	\$ 46.08	\$ 20,411.06	\$ 21,130.00	-\$ 718.94	96.60%
43200 Tennis Court Fees		150.00	0.00	150.00	
43201 Regular Fees		423.50	2,000.00	-1,576.50	21.18%
43202 Camp Summerset - Tennis		140.00	100.00	40.00	140.00%
Total 43200 Tennis Court Fees	\$ 0.00	\$ 713.50	\$ 2,100.00	-\$ 1,386.50	33.98%
Total 43000 Recreation	\$ 46.08	\$ 21,124.56	\$ 23,230.00	-\$ 2,105.44	90.94%
44000 Interest		0.00	0.00	0.00	
44100 Interest - MCPIP		8,096.00	11,156.00	-3,060.00	72.57%
44200 Interest - PNC	423.29	1,790.98	3,226.00	-1,435.02	55.52%
44300 Interest - Capital One	6.73	27.12	54.00	-26.88	50.22%
Total 44000 Interest	\$ 430.02	\$ 9,914.10	\$ 14,436.00	-\$ 4,521.90	68.68%
45000 Rental to Residents		0.00	0.00	0.00	
45100 Town Hall Fees		0.00	2,000.00	-2,000.00	0.00%
Total 45000 Rental to Residents	\$ 0.00	\$ 0.00	\$ 2,000.00	-\$ 2,000.00	0.00%
46000 Permit	50.00	100.00	0.00	100.00	
46100 Building Permits	2,525.00	3,700.00	11,220.00	-7,520.00	32.98%
46200 Fence/Wall	150.00	225.00	1,000.00	-775.00	22.50%
46300 Storage Pods		0.00	200.00	-200.00	0.00%
46400 Dumpster	75.00	140.00	1,020.00	-880.00	13.73%
46500 Curb/Driveway		0.00	300.00	-300.00	0.00%

46600 Late fee	400.00	400.00	600.00	-200.00	66.67%
46700 Waiver		0.00	100.00	-100.00	0.00%
Total 46000 Permit	\$ 3,200.00	\$ 4,565.00	\$ 14,440.00	-\$ 9,875.00	31.61%
47000 Miscellaneous - Revenue		0.00	0.00	0.00	
47200 Miscl. Revenues	60.00	130.00	1,020.00	-890.00	12.75%
47400 Compost Bins Fee		0.00	50.00	-50.00	0.00%
Total 47000 Miscellaneous - Revenue	\$ 60.00	\$ 130.00	\$ 1,070.00	-\$ 940.00	12.15%
Total Income	\$ 271,533.54	\$ 425,808.15	\$ 2,000,292.00	-\$ 1,574,483.85	21.29%
Gross Profit	\$ 271,533.54	\$ 425,808.15	\$ 2,000,292.00	-\$ 1,574,483.85	21.29%

Expenses

61000 Personnel		0.00		0.00		0.00	
61100 Payroll Expense		0.00		0.00		0.00	
61101 Suntrust		-1,306.48		0.00		-1,306.48	
61102 Pension Expense	250.00	781.54		1,000.00		-218.46	78.15%
Total 61100 Payroll Expense	\$ 250.00	-\$ 524.94	\$ 1,000.00	-\$ 1,524.94		-52.49%	
61200 Salary Expense		0.00		0.00		0.00	
61201 Mayor		3,319.60		15,000.00		-11,680.40	22.13%
61202 Town Clerk		26,608.47		100,000.00		-73,391.53	26.61%
61203 Public Works Regular		26,369.50		125,502.00		-99,132.50	21.01%
61204 Public Works Overtime		917.14		1,000.00		-82.86	91.71%
61207 Office Employee		8,481.87		53,560.00		-45,078.13	15.84%
Total 61200 Salary Expense	\$ 0.00	\$ 65,696.58	\$ 295,062.00	-\$ 229,365.42		22.27%	
61300 Employer Retirement Cont.		4,708.58		20,000.00		-15,291.42	23.54%
61400 Health Insurance-Employer Paid	4,168.92	12,506.76		42,000.00		-29,493.24	29.78%
61600 Workman's Comp		0.00		6,000.00		-6,000.00	0.00%
61700 FICA, Medicare & UI		4,797.90		35,000.00		-30,202.10	13.71%
61800 Staff Training		250.00		500.00		-250.00	50.00%
Total 61000 Personnel	\$ 4,418.92	\$ 87,434.88	\$ 399,562.00	-\$ 312,127.12		21.88%	
62000 Professional Services		0.00		0.00		0.00	
62100 Arborist		2,040.00		14,000.00		-11,960.00	14.57%
62101 Garden Supervisor		0.00		14,000.00		-14,000.00	0.00%
62200 Audit/Accounting		0.00		13,700.00		-13,700.00	0.00%
62300 Storm Water		0.00		1,000.00		-1,000.00	0.00%
62400 Traffic Calming		0.00		5,000.00		-5,000.00	0.00%
62500 Legal Fees		0.00		0.00		0.00	
62501 Attorney	6,556.00	20,323.60		70,000.00		-49,676.40	29.03%
62502 Code		0.00		10,000.00		-10,000.00	0.00%
Total 62500 Legal Fees	\$ 6,556.00	\$ 20,323.60	\$ 80,000.00	-\$ 59,676.40		25.40%	
62600 Police		5,029.03		50,000.00		-44,970.97	10.06%
62600_1 Security Camera Rebate		0.00		2,000.00		-2,000.00	0.00%
62700 IT		0.00		0.00		0.00	
62701 Web Site		0.00		4,119.00		-4,119.00	0.00%
62703 Web Site Credit Card Fee		0.00		500.00		-500.00	0.00%
Total 62700 IT	\$ 0.00	\$ 0.00	\$ 4,619.00	-\$ 4,619.00		0.00%	
62800 Code Enforcement Officer		0.00		0.00		0.00	
62801 Enforcement Officer	3,835.00	5,395.00		20,000.00		-14,605.00	26.98%
62802 Building Administrator	4,750.00	13,600.00		50,000.00		-36,400.00	27.20%
Total 62800 Code Enforcement Officer	\$ 8,585.00	\$ 18,995.00	\$ 70,000.00	-\$ 51,005.00		27.14%	
62907 Town Code Consultant		0.00		3,000.00		-3,000.00	0.00%
62908 Project Management Support		0.00		5,000.00		-5,000.00	0.00%
Total 62000 Professional Services	\$ 15,141.00	\$ 46,387.63	\$ 262,319.00	-\$ 215,931.37		17.68%	
64000 Civic Affairs		0.00		0.00		0.00	
64100 Special Events		0.00		0.00		0.00	
64101 Community Service		0.00		1,000.00		-1,000.00	0.00%
64102 4th July		358.33		500.00		-141.67	71.67%

64103 New Comers		0.00	1,000.00	-1,000.00	0.00%
64104 Summer Kick-off		0.00	1,500.00	-1,500.00	0.00%
64105 Social Events		0.00	0.00	0.00	
64108-1 Nonagenarian	142.32	142.32	500.00	-357.68	28.46%
64108-2 Tennis	128.85	128.85	200.00	-71.15	64.43%
64108-3 History		0.00	500.00	-500.00	0.00%
64108-4 Pool		0.00	1,000.00	-1,000.00	0.00%
Total 64105 Social Events	\$ 271.17	\$ 271.17	\$ 2,200.00	-\$ 1,928.83	12.33%
64107 Guest Speakers		0.00	4,000.00	-4,000.00	0.00%
Total 64100 Special Events	\$ 271.17	\$ 629.50	\$ 10,200.00	-\$ 9,570.50	6.17%
64200 Membership Dues		0.00	0.00	0.00	
64201 CCCFH		0.00	100.00	-100.00	0.00%
64202 Other		782.00	400.00	382.00	195.50%
64203 MCCMA		0.00	150.00	-150.00	0.00%
Total 64200 Membership Dues	\$ 0.00	\$ 782.00	\$ 650.00	\$ 132.00	120.31%
64300 MML	151.32	151.32	0.00	151.32	
64301 Chapter Meetings		907.31	1,500.00	-592.69	60.49%
64302 Dues		6,699.12	6,195.00	504.12	108.14%
64303 Conference Registration		792.00	3,264.00	-2,472.00	24.26%
64304 Travel and Lodging	361.54	1,064.50	4,080.00	-3,015.50	26.09%
64305 Misc.		0.00	250.00	-250.00	0.00%
Total 64300 MML	\$ 512.86	\$ 9,614.25	\$ 15,289.00	-\$ 5,674.75	62.88%
64400 Cable TV-Channel 16 Local Gov't		0.00	1,500.00	-1,500.00	0.00%
Total 64000 Civic Affairs	\$ 784.03	\$ 11,025.75	\$ 27,639.00	-\$ 16,613.25	39.89%
65000 Publications		31.25	0.00	31.25	
65100 Journal		0.00	0.00	0.00	
65101 Postage		871.20	5,000.00	-4,128.80	17.42%
65102 Printing	871.20	2,663.68	6,732.00	-4,068.32	39.57%
65103 Graphic Designer		1,664.00	8,000.00	-6,336.00	20.80%
Total 65100 Journal	\$ 871.20	\$ 5,198.88	\$ 19,732.00	-\$ 14,533.12	26.35%
65200 Directory & Handbook	3,453.68	3,753.68	3,774.00	-20.32	99.46%
Total 65000 Publications	\$ 4,324.88	\$ 8,983.81	\$ 23,506.00	-\$ 14,522.19	38.22%
66000 Insurance		0.00	0.00	0.00	
66100 Property/Liability - LGIT		5,609.00	6,000.00	-391.00	93.48%
66200 Truck Insurance - LGIT		1,918.00	1,700.00	218.00	112.82%
Total 66000 Insurance	\$ 0.00	\$ 7,527.00	\$ 7,700.00	-\$ 173.00	97.75%
67000 Town Hall/Garage		0.00	0.00	0.00	
67100 Town Hall		0.00	0.00	0.00	
67102 Maintenance		250.00	2,500.00	-2,250.00	10.00%
67103 Supply		130.88	2,500.00	-2,369.12	5.24%
67104 Utilities	322.76	1,384.37	5,000.00	-3,615.63	27.69%
Total 67100 Town Hall	\$ 322.76	\$ 1,765.25	\$ 10,000.00	-\$ 8,234.75	17.65%
67200 Garage		805.54	0.00	805.54	
67201 Supplies	47.30	1,110.85	1,500.00	-389.15	74.06%
67202 Utilities	26.16	262.33	2,255.00	-1,992.67	11.63%
67203 Maintenance		0.00	3,000.00	-3,000.00	0.00%
67207 Truck	254.28	436.80	0.00	436.80	

Total 67200 Garage	\$ 327.74	\$ 2,615.52	\$ 6,755.00	-\$ 4,139.48	38.72%
67300 Office	290.79	1,158.19	0.00	1,158.19	
67301 Supplies	687.33	2,119.18	5,125.00	-3,005.82	41.35%
67302 Web-hosting/Domain	11.95	47.80	205.00	-157.20	23.32%
67303 Phone		0.00	4,100.00	-4,100.00	0.00%
67304 Uniform		117.45	1,025.00	-907.55	11.46%
67306 Miscellaneous		1,650.00	2,300.00	-650.00	71.74%
Total 67300 Office	\$ 990.07	\$ 5,092.62	\$ 12,755.00	-\$ 7,662.38	39.93%
Total 67000 Town Hall/Garage	\$ 1,640.57	\$ 9,473.39	\$ 29,510.00	-\$ 20,036.61	32.10%
68000 Streets & Sidewalks		0.00	0.00	0.00	
68100 Streets		0.00	0.00	0.00	
68101 Sweeping		0.00	4,000.00	-4,000.00	0.00%
68102 Maintenance		140.72	3,000.00	-2,859.28	4.69%
68104 Supplies/Signs		0.00	2,000.00	-2,000.00	0.00%
68105 Street Lighting	1,793.57	6,602.31	22,491.00	-15,888.69	29.36%
68106 Street Snow Removal		0.00	25,000.00	-25,000.00	0.00%
Total 68100 Streets	\$ 1,793.57	\$ 6,743.03	\$ 56,491.00	-\$ 49,747.97	11.94%
68200 Sidewalk		0.00	0.00	0.00	
68203 Sidewalk Snow Removal		0.00	50,000.00	-50,000.00	0.00%
Total 68200 Sidewalk	\$ 0.00	\$ 0.00	\$ 50,000.00	-\$ 50,000.00	0.00%
Total 68000 Streets & Sidewalks	\$ 1,793.57	\$ 6,743.03	\$ 106,491.00	-\$ 99,747.97	6.33%
69000 Trees, G. & P		0.00	0.00	0.00	
69100 Contract-Trees & Grounds		0.00	0.00	0.00	
69101 Maintenance	6,000.00	17,437.50	60,000.00	-42,562.50	29.06%
69102 Tree Removal		11,698.00	28,000.00	-16,302.00	41.78%
Total 69100 Contract-Trees & Grounds	\$ 6,000.00	\$ 29,135.50	\$ 88,000.00	-\$ 58,864.50	33.11%
69300 Dumping Fees		0.00	0.00	0.00	
69301 Recycling	44.16	400.20	1,500.00	-1,099.80	26.68%
Total 69300 Dumping Fees	\$ 44.16	\$ 400.20	\$ 1,500.00	-\$ 1,099.80	26.68%
69400 General		0.00	0.00	0.00	
69401 Supplies	926.02	4,161.49	5,000.00	-838.51	83.23%
69402 Maintenance		307.55	2,000.00	-1,692.45	15.38%
69404 WSSC Meter		0.00	750.00	-750.00	0.00%
Total 69400 General	\$ 926.02	\$ 4,469.04	\$ 7,750.00	-\$ 3,280.96	57.67%
Total 69000 Trees, G. & P	\$ 6,970.18	\$ 34,004.74	\$ 97,250.00	-\$ 63,245.26	34.97%
70000 Sanitation		458.44	0.00	458.44	
70100 Trash Contract		20,629.70	66,000.00	-45,370.30	31.26%
70200 Recycling Contract		10,035.90	66,000.00	-55,964.10	15.21%
70300 Leaves Contract	12,000.00	12,000.00	36,000.00	-24,000.00	33.33%
70400 Blue Bins		0.00	5,000.00	-5,000.00	0.00%
70500 Composting	5,063.76	11,690.88	30,000.00	-18,309.12	38.97%
70600 Composting Bins		48.00	800.00	-752.00	6.00%
70700 Yard Waste		3,716.87	15,450.00	-11,733.13	24.06%
Total 70000 Sanitation	\$ 17,063.76	\$ 58,579.79	\$ 219,250.00	-\$ 160,670.21	26.72%
71000 Recreation Exp		0.00	0.00	0.00	
71100 Pool		68.50	0.00	68.50	
71101 Maintenance	4,181.27	5,932.44	15,000.00	-9,067.56	39.55%

71104 Management Fees		31,100.50	130,000.00	-98,899.50	23.92%
71105 Management Miscl. Fees		1,192.50	3,500.00	-2,307.50	34.07%
71107 Coaches Fee	3,908.90	32,580.90	20,000.00	12,580.90	162.90%
71108 Aerobics Class		0.00	2,000.00	-2,000.00	0.00%
71109 MCSL Fee		227.94	500.00	-272.06	45.59%
71110 Utilities		0.00	0.00	0.00	
71110-1 WSSC		0.00	0.00	0.00	
71110-a Water		1,380.87	9,000.00	-7,619.13	15.34%
71110-b Sewer		1,674.75	8,000.00	-6,325.25	20.93%
Total 71110-1 WSSC	\$ 0.00	\$ 3,055.62	\$ 17,000.00	-\$ 13,944.38	17.97%
71110-2 Electric	1,370.41	6,034.31	9,800.00	-3,765.69	61.57%
71110-3 Gas	595.90	1,510.32	3,000.00	-1,489.68	50.34%
71110-4 Phone		0.00	0.00	0.00	
71110-c Reg. Phone		0.00	800.00	-800.00	0.00%
71110-d Fios	159.70	978.54	1,600.00	-621.46	61.16%
Total 71110-4 Phone	\$ 159.70	\$ 978.54	\$ 2,400.00	-\$ 1,421.46	40.77%
Total 71110 Utilities	\$ 2,126.01	\$ 11,578.79	\$ 32,200.00	-\$ 20,621.21	35.96%
71111 Plumber		0.00	4,000.00	-4,000.00	0.00%
71112 Software	99.00	396.00	800.00	-404.00	49.50%
71116 Security Monitoring	135.00	5,758.68	6,500.00	-741.32	88.60%
71117 Cleaning Contract	925.00	7,195.00	7,000.00	195.00	102.79%
71119 Early Bird Swim	401.82	1,393.32	1,750.00	-356.68	79.62%
71120 Pest Inspection	354.00	1,179.00	1,500.00	-321.00	78.60%
Total 71100 Pool	\$ 12,131.00	\$ 98,603.57	\$ 224,750.00	-\$ 126,146.43	43.87%
71200 Batting Cage		0.00	0.00	0.00	
71203 Supplies		0.00	2,000.00	-2,000.00	0.00%
Total 71200 Batting Cage	\$ 0.00	\$ 0.00	\$ 2,000.00	-\$ 2,000.00	0.00%
71300 Tennis Courts		0.00	0.00	0.00	
71302 Supplies		0.00	500.00	-500.00	0.00%
71303 Maintenance		0.00	250.00	-250.00	0.00%
Total 71300 Tennis Courts	\$ 0.00	\$ 0.00	\$ 750.00	-\$ 750.00	0.00%
Total 71000 Recreation Exp	\$ 12,131.00	\$ 98,603.57	\$ 227,500.00	-\$ 128,896.43	43.34%
72000 Bank Service Charge		180.02	650.00	-469.98	27.70%
73000 Debt Services		0.00	0.00	0.00	
73100 SunTrust Poolhouse Bond		102,174.00	118,860.00	-16,686.00	85.96%
Total 73000 Debt Services	\$ 0.00	\$ 102,174.00	\$ 118,860.00	-\$ 16,686.00	85.96%
74000 Miscl. Expenses	33.47	1,291.03	3,000.00	-1,708.97	43.03%
75000 Environmental		0.00	32,000.00	-32,000.00	0.00%
76000 Budget Contingency		0.00	50,000.00	-50,000.00	0.00%
77000 Wynne Case		0.00	40,000.00	-40,000.00	0.00%
Total Expenses	\$ 64,301.38	\$ 472,408.64	\$ 1,645,237.00	-\$ 1,172,828.36	28.71%
Net Operating Income	\$ 207,232.16	-\$ 46,600.49	\$ 355,055.00	-\$ 401,655.49	-13.12%

Town of Somerset

	October Expenses	Year-to-Date Actual	Annual Budget	over Budget	% of Budget
Expenses					
67000 Town Hall/Garage		0.00	0.00	0.00	
67100 Town Hall		0.00	0.00	0.00	
67101 Equipment		5,280.00	3,000.00	2,280.00	176.00%
67105 Renovation/Improvements	59,713.00	165,117.52	400,000.00	-234,882.48	41.28%
67105-1 Project Manager		0.00	21,000.00	-21,000.00	0.00%
Total 67105 Renovation/Improvements	\$ 59,713.00	\$ 165,117.52	\$ 421,000.00	-\$ 255,882.48	39.22%
Total 67100 Town Hall	\$ 59,713.00	\$ 170,397.52	\$ 424,000.00	-\$ 253,602.48	40.19%
67200 Garage		805.54	0.00	805.54	
67205 Renovation/Improvements		0.00	3,000.00	-3,000.00	0.00%
Total 67200 Garage	\$ 0.00	\$ 805.54	\$ 3,000.00	-\$ 2,194.46	26.85%
67300 Office	290.79	1,158.19	0.00	1,158.19	
Total 67000 Town Hall/Garage	\$ 60,003.79	\$ 172,361.25	\$ 427,000.00	-\$ 254,638.75	40.37%
69000 Trees, G. & P		0.00	0.00	0.00	
69200 Equipment		0.00	5,000.00	-5,000.00	0.00%
69202 Trees		0.00	10,000.00	-10,000.00	0.00%
69203 Landscaping/Stormwater		0.00	0.00	0.00	
69203-1 Landscaping/Stormwater Project Manager		0.00	2,000.00	-2,000.00	0.00%
69203-2 Landscaping/Stormwater		0.00	18,000.00	-18,000.00	0.00%
Total 69203 Landscaping/Stormwater	\$ 0.00	\$ 0.00	\$ 20,000.00	-\$ 20,000.00	0.00%
69204 Lighting		0.00	70,000.00	-70,000.00	0.00%
69204-1 Lighting Consultant		0.00	15,000.00	-15,000.00	0.00%
Total 69000 Trees, G. & P	\$ 0.00	\$ 0.00	\$ 120,000.00	-\$ 120,000.00	0.00%
71000 Recreation Exp		0.00	0.00	0.00	
71100 Pool		68.50	0.00	68.50	
71102 Equipment		191.86	40,000.00	-39,808.14	0.48%
71114 Pool Bridge		11,435.00	0.00	11,435.00	
Total 71100 Pool	\$ 0.00	\$ 11,695.36	\$ 40,000.00	-\$ 28,304.64	29.24%
71300 Tennis Courts		0.00	0.00	0.00	
71304 Water Fountain		0.00	2,500.00	-2,500.00	0.00%
Total 71300 Tennis Courts	\$ 0.00	\$ 0.00	\$ 2,500.00	-\$ 2,500.00	0.00%
Total 71000 Recreation Exp	\$ 0.00	\$ 11,695.36	\$ 42,500.00	-\$ 30,804.64	27.52%
75000 Environmental		0.00	32,000.00	-32,000.00	0.00%
76000 Budget Contingency		0.00	50,000.00	-50,000.00	0.00%
Total Expenses	\$ 60,003.79	\$ 184,056.61	\$ 671,500.00	-\$ 487,443.39	27.41%

Town of Somerset

	October	Actual	Budget	over Budget	% of Budget
Total Income	\$ 241,744.76	\$ 392,021.82	\$ 2,000,292.00	-\$ 1,608,270.18	19.60%
Total Expenses	\$ 64,301.38	\$ 472,408.64	\$ 1,645,237.00	-\$ 1,172,828.36	28.71%
Net Income	\$ 177,443.38	-\$ 80,386.82	\$ 355,055.00	-\$ 435,441.82	-22.64%

FISCAL Report

November 4, 2019

The Town received its second tranche of local income distribution for FY20 in October. The Town of Somerset received \$29,788.78, which is an increase of nearly 3,000%. However, this number is not a good reflection of what the Town should anticipate in income tax revenue this year, as the October distribution is composed of two parts related to revenues received in the second half of fiscal year 2019 – the local share of delinquent taxes from tax year 2017 and before, and the local share of fiduciary payments. This distribution generally involves small numbers of tax returns and is therefore inherently volatile. In addition, even though this number was higher than in previous years, it is still a relatively small percentage of expected annual totals.

In November the Town will receive what is typically its largest distribution of the year, reflecting third quarter withholding and estimated payments (and late second quarter withholding), and the fourth reconciling distribution for previous tax year. Last year the Town received a distribution over \$556,000 in November. The Town also traditionally receives large distributions in the months of February, May, and June, along with smaller distributions in January and March. In any case, we should have a good idea of where we stand after this month's distribution – local income tax represents over 50% of Town revenue.

	FY14	FY15	FY16	FY17	FY18	FY19	FY20
July	\$ 1,442.00	\$ 1,549.00	\$ 3,771.75	\$ 2,869.60	\$ 3,848.71	\$ 1,232.59	\$ 3,997.55
Aug.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sept.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct.	\$ 38,499.00	\$ 11,120.00	\$ 2,197.89	\$ 4,327.01	\$ 2,470.23	\$ 1,376.51	\$ 29,788.78
Nov.	\$ 376,881.00	\$ 278,943.07	\$ 470,048.70	\$ 378,844.60	\$ 394,297.50	\$ 556,098.86	
Dec.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Jan.	\$ 4,782.00	\$ 25,250.19	\$ 94,529.79	\$ 32,514.84	\$ 30,026.00	\$ 6,262.02	
Feb.	\$ 175,606.00	\$ 153,508.59	\$ 176,534.88	\$ 179,545.98	\$ 194,978.27	\$ 224,225.01	
Mar.	\$ 4,381.00	\$ 2,746.55	\$ 11,275.39	\$ 10,906.97	\$ 38,573.98	\$ 15,012.60	
Apr.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
May	\$ 175,606.00	\$ 153,508.59	\$ 192,599.30	\$ 179,545.98	\$ 194,978.27	\$ 224,225.01	
June	\$ 129,875.00	\$ 117,093.23	\$ 147,550.70	\$ 130,970.13	\$ 154,051.08	\$ 161,304.56	
TOTAL	\$ 907,072.00	\$ 743,719.22	\$ 1,098,508.40	\$ 919,525.11	\$ 1,013,224.04	\$ 1,189,737.16	\$ 33,786.33

Manager's Report
November 4, 2019

Administrative Matters

- **Accounting/Bookkeeping/Auditing:** The Town has filed a 60-day extension with the state until December. Staff is working with accountants to clean up the chart of accounts, and assign unknown expenses and revenue that were not previously accounted for in QuickBooks. Auditors expect to begin within the first two weeks of November, and will present at the January Council meeting.
- **Somerset Journal:** Staff is taking over editing duties for the Somerset Journal for the month of November.
- **Leaf Collection:** Curbside leaf pickups began the week of 10/28, and will occur daily on the weekdays through December.
- **Website:** Staff is working to bring website back up to date on various administrative items and official Town communications. The Town may be interested in putting money towards a website redesign in the FY2021 budget. CivicPlus (current website host) is planning to attend a Communications Committee meeting in January.
- **Directory:** The office has noticed and received calls regarding errors in the 2019 directory. The Town will issue an errata page with corrections.

Infrastructure

- **Town Hall Renovations:** Staff has attended weekly Town Hall renovation update meetings. (See report from architect and project manager Lou Baledamas)
- **Pool Entrance Bridge:** Staff has been in contact with the County and contractor about possible remedies for ponding on pool bridge.
- **Utility Poles:** Staff is putting together a list of "double poles" in Somerset. Poles need to be rid of telecom cables before Pepco will remove them. Pepco is planning to replace new poles on Devon Ln. during the week of 11/18 - 11/24.
- **Electric Vehicle Charging Station:** Pepco has unveiled a program to install electric charging stations for free to municipalities. Staff has forwarded the information to the Environmental Committee to review to see if they have any recommendations or feedback.
- **Greystone/River Entrance:** Staff is in contact with Pepco, its subcontractor, and County officials to mitigate traffic issues at the intersection of Greystone and River when work is not taking place.
- **Dorset Sign:** With the help of County Councilman Andrew Friedsen's office, the faded Dorset Avenue sign on Wisconsin was replaced.

Contracting

- **Snow Plow:** The Town's contract with Mulheron's ended in April. Staff together an RFP, and recommends retaining the services of Mulheron's Tree Experts for a three year contract.
- **Pool Management:** Staff completed a Pool Management RFP that has been sent out to bidders. Bids are due mid-December, and a contractor can be selected at the January Council meeting.
- **Gardening Consultant:** The Town is interested in contracting out services for a gardening consultant to assist maintenance staff with planting and care of Town green

spaces. The Parks and Natural Resources Committee created a rough draft of an RFP. Staff will work to finalize an RFP and advertise so the Council can select a contractor.

- **Bridge/Signage/Traffic Consultant:** The Council approved the hiring of a consultant to look at parking and other issues at the Town Pool. Staff is currently working to locate a previous RFP to use as a template, and to go out to bid so that any changes could be incorporated before next year's pool season.

Events

- **Last Month's Town Events:**
 - Bulk Trash Pickup (10/7)
 - Flu Clinic (10/25)
 - Halloween (10/31)
- **Upcoming November Events:**
 - 11/11 – Town Hall closed for Veteran's Day
 - 11/14 – 11/15 – Town Hall closed for insulation installation. Staff will work remotely.
 - 11/16 – Community Service Day. The Town is partnering with Manna Food Center with the goal of donating 50 bags of food.
 - 11/28 – 11/29 – Town Hall closed in observance of Thanksgiving.

Building Administration

See worksheet from Town Building Administrator Doug Lohmeyer – included in packet.

Tree Updates

See report from Town Arborist, Dr. Tolbert Feather – included in packet.

PERMITS REVIEWED BY DOUG

DATE OF REPORT 11/04/2019

ADDRESS	STREET NAME	APPLICANT	PHONE NO.	EMAIL	DESCRIPTION OF WORK	CONTRACTOR	PHONE	PERMIT EXP.	DOUG'S COMMENTS
4715	Cumberland Ave.	Josh & Ann Bolten	202-972-3255	josh@jbolten.com annkelly411@gmail.com	Altering covered porch to sunroom	Barnes Vanze Architects	202-337-7255	8/22/2020	
5800	Deal Pl.	5800 Deal Pl, LLC	202-812-9278	designbuilddc@gmail.com	Add front & rear decks. Build addition adding 2nd & 3rd floors.	Bianca Peters	202-812-9278	12/3/2019	Six-month permit extension expires Tuesday, December 3. Applicant applied for extention to be considered at November Council meeting.
4602	Dorset Ave.	Fauzia Rashid	301-312-5561	fauziasrashid@hotmail.com	Rear addition	Landis Architects & Builders	202-370-3410	8/22/2020	
4709	Dorset Ave.	Sandy Spring Builders	301-841-2516	jlanum@sandyspringbuilders.com	Rear Addition, Garage, Pool, Deck, Apron & A/C	Russell McCampbell	301-252-0470	4/9/2020	
4823	Dorset Ave.	Stuart & Stoliaroff	301-654-2989	drsharon@aol.com	Demo exsisting garage and shed. Build new shed and screened porch. Replace exisiting walls and fence.	Bernie Mihm	301-370-0471 bernie@fineearth.com	4/16/2020	
4710	Essex Ave.	Atsuko Horiguchi	202 378 7317	atsukohoriguchi@gmail.com	Demo and New House	Potomac Valley Builders, Jeff Hanes	301-651-8115	12/16/2019	Applicant indicated they expect to finish before the expiration date.
4917	Essex Ave.	Lance & Meredith Brand Wade	202-434-5755	lwade@wc.com & mbrandwade@yahoo.com	Demo and New House	Sandy Spring Builders	301-841-2516	10/23/2020	Building permit descission was signed on 10/16/2019.
5526	Uppingham St.	David & Nancy Batson	202-494-8702	david_batson@verizon.net	Enlarge front porch and install front walk	J&S Contractors LLC	888-658-7333	9/3/2020	

	<u>Somerset Current</u>	<u>Somerset Proposed</u>	<u>Notes</u>
New Home Construction	greater of \$1500 or 1/2 County fee	greater of \$2500 or 1/2 County fee	<i>closer to Town of Chevy Chase (\$3000) and Chevy Chase Village (\$5000) fees</i>
Addition, Alteration, Modification (small)	\$150 under 200 sq. ft.	\$200 under 200 sq. ft.	
Addition, Alteration, Modification (medium)	\$250 200-400 sq. ft.	\$200 + \$1 per sq. foot increase above 200 sq. ft.	<i>simpler formula that reflects additional staff time required the larger the alteration. Martin's Additions currently has similar structure.</i>
Addition, Alteration, Modification (large)	\$500 over 400 sq. ft.		
Addition, Alteration, Modification (extra large)			
Demolition (small)	\$100 under 500 sq. ft.	\$250 under 250 sq. ft.	<i>matches minimum fee cost of Chevy Chase Village and other neighboring municipalities.</i>
Demolition (large)	\$200 over 500 sq. ft.	\$500 over 250 sq. ft.	<i>matches flat fee cost of Town of Chevy Chase.</i>
Porch	\$75	\$75	
Stoop	\$75	\$75	
Deck	\$75	\$75	
Shed	\$75	\$75	
Detached Garage	\$200	\$200	
Generator	\$50	\$50	
AC or Heat Pump	\$50	\$50	
Late Charge	\$200	\$200	
Special Meeting	\$400	\$400	<i>Somerset only municipality with separate charge separate from waiver</i>
Waiver	\$200	\$1,000	<i>To discourage construction outside what is permitted in Code.</i>
Curb	\$75	\$75	
Sidewalk	\$75	\$75	
Driveway	n/a	\$75	
Driveway Apron	\$75	\$75	
Dumpster	\$75	\$75	
Fence	\$75	\$75	
Wall	\$75	\$75	
Storage Unit	\$75	\$75	
Permit Amendment	n/a	\$150	<i>only if applicant amends approved plans</i>
Right-of-way agreement	n/a	\$150	<i>may require Code change.</i>

Municipality	Town of Chevy Chase	Chevy Chase Village	Martin's Additions	Chevy Chase View
Size (number of homes)	1,032	719	324	312
New Home Construction	\$3,000	\$5,000	\$4,000	\$2,000
Addition, Alteration, Modification (small)	\$150	\$150	\$250 under 250 sq. ft.	\$150 under 150 sq. ft.
Addition, Alteration, Modification (medium)	\$250	\$250	\$250 + \$1 per sq. ft. increase above 250.	\$400 150 - 400 sq. ft.
Addition, Alteration, Modification (large)	\$500	\$500		\$1200 over 400 sq. ft.
Addition, Alteration, Modification (extra large)	\$1,000	\$750		
Demolition (small)	\$500	\$250	\$250 under 250 sq. ft.	
Demolition (large)		\$2,500	\$500 over 250 sq. ft	
Porch	\$100	\$50	n/a	\$125 - 250
Stoop	\$100	\$50	n/a	\$125 - 250
Deck	\$150	\$50	n/a	\$125 - 250
Shed		\$150	n/a	\$250
Detached Garage	n/a	\$150 - \$750	n/a	\$250
Generator	n/a	n/a	n/a	n/a
AC or Heat Pump	n/a	\$50	n/a	n/a
Late Charge	n/a	n/a	n/a	n/a
Special Meeting	n/a	n/a	n/a	n/a
Waiver	\$400	\$300	\$2,000	\$1,700
Curb	\$100	\$50	\$75	\$275
Sidewalk	\$100	\$30	\$75	\$275
Driveway	\$100	\$30	\$75	\$275
Driveway Apron	\$100	\$50	\$75	\$275
Dumpster	\$50	\$30	\$75	\$75
Fence	\$100	\$30	n/a	\$125
Wall	\$100	\$30	\$75	\$125
Storage Unit	\$50	\$30	\$75	\$75
Permit Amendment	\$200	n/a	n/a	\$150
ROW permit	\$100	\$100	\$175	

Municipality	Section 3	Section 5	North Chevy Chase	Glen Echo
Size (number of homes)	280	226	208	97
New Home Construction	\$500	\$500	\$1,000	\$2,500
Addition, Alteration, Modification (small)	\$100 under 144 sq. ft.	\$250 under 500 sq. ft.	\$250 under 250 sq. ft.	\$100 under 200 sq. ft.
Addition, Alteration, Modification (medium)	\$250 over 144 sq. ft.	\$500 over 500 sq. ft.	\$500 over 250 sq. ft.	\$500 201 - 400 sq. ft.
Addition, Alteration, Modification (large)				\$1000 over 400 sq. ft.
Addition, Alteration, Modification (extra large)				
Demolition (small)	\$25	\$250	\$250	n/a
Demolition (large)				
Porch	n/a	n/a	\$50	\$100
Stoop	n/a	n/a	\$50	\$100
Deck	n/a	n/a	\$50	\$75
Shed	\$100	n/a	\$50	\$100
Detached Garage	\$250	n/a	\$50	\$100
Generator	n/a	n/a	n/a	n/a
AC or Heat Pump	n/a	n/a	n/a	n/a
Late Charge	n/a	n/a	n/a	n/a
Special Meeting	n/a	n/a	n/a	n/a
Waiver	\$50	n/a	\$100	n/a
Curb	\$50	n/a	\$75	\$100
Sidewalk	n/a	n/a	n/a	\$100
Driveway	\$75	n/a	\$75	\$100
Driveway Apron	\$75	n/a	\$75	\$100
Dumpster	\$50	n/a	\$50	n/a
Fence	\$50	n/a	\$50	n/a
Wall	n/a	n/a	\$50	n/a
Storage Unit	n/a	n/a	\$50	n/a
Permit Amendment	n/a	n/a	\$150	n/a
ROW permit	\$50	n/a	\$50	n/a

October 31, 2019

TOWN HALL RENOVATION - COST SUMMARY

		Council App'd Funding	Current as of 10/31/2019	Remarks
Construction contract		\$310,970.00	\$310,970.00	
Performance & Payment Bond		\$9,428.00	\$9,428.00	
Surface-mtd light fixtures (allowance)		\$16,300.00	--	Add included in CO#14 below
Electric work in Meeting Rm 1		Included	--	Credit included in CO#14 below
Carpet (\$40/SY allowance)		Included	\$3,176.07	Adjustment per selection
Windows - Final quote over base bid		\$2,450.00	\$2,436.50	CO#1 (+0 days)
Fire sprinkler & alarm systems		\$47,685.00	\$76,737.81	CO#11 (+10 days)
Fire-rated door & glass @ Meeting Rm 1		\$15,000.00	\$4,911.04	CO#10 (+1 day)
Remainder building code upgrades		\$7,200.00	\$13,627.48	CO#13 (+2 days)
Bonding for additional work (3%)		\$2,660.00	\$967.96	CO#4 (+0 days) Covers CO#'s 1-3
A/E Fees/Expenses to date		\$49,530.93	\$100,157.25	Thru 10/14
A/E Fees/Expenses to finish		\$15,000.00	TBD	
County permit filing fee paid by Town		\$3,264.00	\$3,264.00	
County permit balance paid by Town		\$4,000.00	\$3,362.00	
Other costs	Cabling	\$5,000.00	\$2,575.00	Splaine 6/7/19 proposal
	Furniture	\$15,000.00	\$15,000.00	Reviewing/ negotiating
	Signs	\$5,000.00	\$1,465.00	SMI 8/12/19 proposal
Total 12/19/2018 Council Approval	Subtotal	\$508,487.93	\$548,078.11	
	Rounded	\$510,000.00	--	
	Contingency (10%)	\$51,000.00	--	
7/2/2019 Council funding increase		\$28,000.00	--	
8/5/2019 Council funding increase		\$13,000.00	--	
9/3/2019 Council funding increase		\$12,000.00	--	
10/7/2019 Council funding increase		\$29,904.00	--	Plus \$56,600 outlay to WSSC for refundable Performance & Payment Bonds
Replace subfloor at 2nd floor		--	\$5,230.00	CO#2 (+7 days)
Sister existing 2nd floor joists (optional)		--	\$4,520.00	

Fireblocking at 2nd floor perimeter	--	\$925.00	
Rot repair	--	\$1,545.00	
Structural repairs incl. chimney bracing	--	\$12,615.00	
Replace "barnwood" framing	--	\$425.00	
Extra ceiling demo	--	\$1,665.00	
Plumbing fixtures over allowance	--	\$2,903.75	CO#3 (+0 days)
Upgrade roof shingles	--	\$1,077.38	CO#5 (+0 days)
Relocate water heater for sprinkler valve	--	\$2,533.80	CO#6 (+1 day)
Crawlspace framing repairs	--	\$8,773.54	CO#7 (+5 days)
Hardwood in lieu of carpet at lower stair	--	\$1,626.76	CO#8 (+0.5 day)
Add floor hatch to crawlspace	--	\$5,402.00	CO#9 (+1 day)
Add insulation at crawlspace; substitute open-cell insulation at second floor walls for closed-cell	--	\$2,334.19	CO#12 (+0.5 day)
Add surface-mtd light fixtures; delete electric work in Meeting Rm 1; add heat in crawlspace; delete lighting controls	--	\$6,508.83	CO#14 (+0 days)
Delete pantry cabinets	--	(\$5,750.00)	CO#15 (-0.5 day)
Exterior trim repairs vs. allowance	--	(\$850.00)	CO#16 (+0 days)
Structural repair of roof over large meeting room	--	\$40,994.00	CO#17 (+21 days)
Surveying & civil engineering for new water service	--	\$12,000.00	(+14 days)
WSSC Abandonment Fee	--	\$2,434.00	
WSSC New Service Connection Fee	--	\$2,434.00	
<i>WSSC On-Site Plumbing Permit Fee</i>	--	<i>\$2,750.00</i>	<i>Estimated</i>
WSSC Performance Bond (\$9,000 Abandonment + \$19,300 New Service Connection)	--	--	\$28,300 outlay, refunded two weeks after final WSSC inspection approval
WSSC Payment Bond (\$9,000 Abandonment + \$19,300 New Service Connection)	--	--	\$28,300 outlay, refunded two weeks after final WSSC inspection approval
<i>Site utility work (Deneau)</i>	--	<i>\$28,428.00</i>	<i>CO#21 (+7 days)</i>
<i>Repair/replacement of rotten roof sheathing</i>	--	<i>\$1,955.13</i>	<i>CO#18 (+1 day)</i>
<i>Alarming of supplemental heat in crawl space and attic as directed by fire marshal</i>	--	<i>\$1,332.56</i>	<i>CO#19 (+0 days)</i>
<i>Relocation of meeting room light switches and abandonment of concealed JB in office ceiling</i>	--	<i>\$1,008.01</i>	<i>CO#20 (+0 days)</i>
<i>New lighting design and ceiling fans for Meeting Rm 1</i>	--	<i>\$15,000.00</i>	<i>Estimated (concurrent)</i>
Total	\$643,904.00	\$707,899.06	
Net funding shortfall		(\$63,995.06)	

Project duration	180 days	180 days	Per contract
		<i>+69.5 days</i>	<i>Total from changes above</i>
		<i>+14 days</i>	<i>Hold for Council approval of roof repair</i>
		<i>+45 days</i>	<i>Sprinkler install</i>
		<i>+60 days</i>	<i>Insulate, drywall, fixtures, trim, finishes & inspections</i>
		<i>+14 days</i>	<i>Hold for Council approval of WSSC fees</i>
		<i>Concurrent</i>	<i>WSSC approvals</i>
		<i>383.5 days</i>	<i>Total estimated</i>
Completion date from 2/4/2019 building permit approval (9/7/2018 contract date)	8/3/2019	<i>2/22/2020</i>	

Construction Contract Summary (as of D&D Application #6, for work through 10/18/2019)	
Original construction contract	\$310,970.00
Net approved change orders to date	\$223,883.74
Contract sum to date	\$534,853.74
Total approved payments to date (Incl. #6)	(\$363,069.27)
Balance to finish including retainage	\$171,784.47

Sent to TF
10/7/19

Town of Somerset Permit and W

If your home is in the Historic District, please refer to the Historic
applicable permit below.

to completing

Street address for which permit applies: 4608 Dorset Ave Date 9/25/19

Applicant Information:

Name: Maryam Mokhtarzadeh Phone: _____

Address: 4608 Dorset Ave Cell Phone: 2482195039

City, State and Zip: Cherry Chase, MD 20815 Email: maryam.jeremiah@gmail.com

Property Owner Information or Co-Owner Information (if other than applicant)

Name: Same as above Phone: _____

Address: _____ Cell Phone: _____

City State and Zip: _____ Email: _____

Contractor Information:

Name: Tom Evans (arborist) Phone: _____

Address: _____ Cell Phone: _____

City, State and Zip: _____ Email: _____

tree removal
only

Contractor License Number:

Maryland Home Improvement (for additions) _____

Montgomery County Office of Consumer Protection (for new homes) _____

For Building Permits Only:

Legal description (lot and block) _____

Date of subdivision plat recordation of lot: _____

Disclaimer:

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Town documents, including but not limited to the Town of Somerset Charter and Code, appearing on this site may not be the current official version adopted or maintained by the Town. The current official version of all Town documents, including the Town Charter and Code, are available for inspection at the Town Hall and should be consulted prior to any action being taken.

For further information regarding the official version of any Town document, please contact the Town directly at:

4510 Cumberland Avenue Chevy Chase, MD 20815 301-657-3211

town@townofsomerset.com

Property in Somerset's Historic District

If your property is in the Somerset Historic District, please visit the website for Montgomery County's Historic Preservation Commission at http://www.montgomeryplanning.org/historic/instructions/historic_area_work_permits.shtml and become familiar with the process. Town of Somerset strongly suggests that you set up a pre-permit meeting with the Town of Somerset before beginning the permit process with HPC and the County in order to avoid the possibility of having to return to them to apply for a revision. There may be a fee charged for this meeting. Contact the Town Manager to arrange such a meeting. Following your pre-permit meeting with Somerset, take your plans to the County Historic Preservation Office for further instructions. Once you are in their system, they will send your plans to the Local Advisory Panel (LAP). In Somerset, members of the town's council are acting as the LAP. As such, council members will not be making a decision on the building permit. Once the Historic Commission approves the plans and issues the Historic Area Work Permit, they will forward the plans to the Montgomery County permitting office for their permit approval. Once you have both of the county permits, you apply for a Town of Somerset permit and put yourself on the schedule for a Town Council meeting where a decision will be made.

Please ensure that you submit a complete application; incomplete applications will not be reviewed. Refer to the Permit Instruction Sheets for details on how to apply for your particular permit(s). In addition, it is strongly suggested that you consult with the Town Manager about the need for a pre-construction meeting.

Please check the appropriate boxes to indicate the permit(s) for which you are applying. See the Fee Schedule for associated fees and deposits.

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Install or replace exterior components for HVAC systems. <u>HVAC Permit Instructions</u>	Yes for Replacement. No if part of bldg permit	Yes*	Yes	Yes	Council (Mayor can approve in an emergency for eventual council approval)
<input type="checkbox"/>	Building Permit (new homes, additions, porch, stoop, garage, accessory bldg.) <u>Building Permit Instructions</u>	Yes	Yes	Yes	Yes	Council
<input type="checkbox"/>	Curb Cut, Driveway Apron, Sidewalk <u>Right-of-Way curb cut, driveway apron and curb cut instructions</u>	Yes	Yes*	Yes	No	Mayor**
<input type="checkbox"/>	Demolition Demolition Permit Instructions	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Dumpster or Portable Storage Units <u>Dumpster or Portable Storage Unit Permit Instructions</u>	Yes	Yes*	No	No	Mayor**
<input type="checkbox"/>	Fences <u>Fence Permit Instructions</u>	Yes	No	Yes Inside and outside of Somerset	Yes if new; No if replacement in kind.	Mayor**
<input type="checkbox"/>	Walls: Permits required for walls more than 12" high <u>Wall Permit Instructions</u>	Yes	Yes	Yes* Inside and outside of Somerset	Yes if wall is more than 30" high	Mayor**

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Generator <u>Generator Permit Instructions</u>	Yes	Yes*	Yes	Yes	Council
<input checked="" type="checkbox"/>	Tree Removal <u>Tree Removal Instructions</u>	No	Depends* on number of trees and whether or not there is a reforestation plan.	Yes Inside and outside of Somerset	No	Mayor for 1-2 trees; Council for 3 or more trees;
<input type="checkbox"/>	Waivers <u>Waiver Instructions</u>	Yes	N/A	Town notifies neighbors	Possibly	Council
<input type="checkbox"/>	Application to extend permit	Yes	No	No	Possibly	Depends on type of permit

* If you are applying for a building permit and these items are part of the project, the cumulative deposit will not exceed \$2,000, with the exception of the Tree Reforestation deposit.

**Any item approved by the mayor that is also part of a building project will also require council approval.

Description of work to be done:

Removal of two trees on the property with grinding of the stumps:
 - one tulip poplar in front of the house (7'3" diameter)
 - one tulip poplar in the backyard at the end of the driveway (11'4" diameter)
 Trees have been marked with twine and paper
 These trees were planted too close to the home and now that the roots are damaging the driveway and potentially the rear and front wall of the house where cracks have been found in the basement. Our home inspection at the time of purchase recommended removal and while we have attempted temporizing solutions (trimming branches and grinding roots) we can no longer avoid removing the trees to protect the home.

Once the structural issues of the home have been protected, I plan to plant new trees on the property at an appropriate distance from the home. It would be premature to specify further at this time.

NEIGHBOR SIGNATURE SHEET

Note to neighbors: Please be aware that your signature on this document does not signify concurrence. It only confirms that you have seen the respective plans. You are welcome to comment on the plans by writing the Mayor or by attending the Council meeting on (applicant to fill in date) n/a when the Council will consider these plans.

Street address of project site: 4608 Dorset Ave

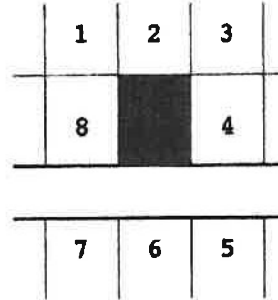
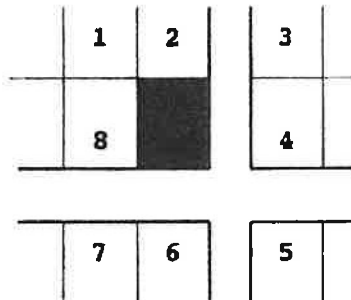
For the neighbor: Please check the box below for the plans that you have seen:

- ☒ Tree removal (include residents inside and outside of Somerset where applicable);
- ☐ External HVAC components, new location or replacement;
- ☐ New Construction (additions and new homes); Review drainage and storm water management plans as well as parking plan if applicable;
- ☐ New curb cut or driveway apron and sidewalk;
- ☐ Demolition
- ☐ Location of Dumpster or Portable Storage Device;
- ☐ Fence: new, relocated or replaced (includes residents inside and outside of Somerset where applicable);
- ☐ Walls (includes residents inside and outside of Somerset where applicable);
- ☐ Generator

Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

☐ Corner Site

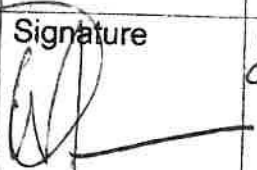
☒ Mid-block Site



1	Printed Name <i>N/A</i>	Address	Signature	Date
2	Printed Name <i>N/A</i>	Address	Signature	Date
3	Printed Name <i>Tully</i> <i>Spring</i>	Address <i>5703</i> <i>Warwick</i>	Signature	Date

Neighbor Signature Sheet

3

4	Printed Name Spiegel Tracy	Address 5711 Warwick	Signature	Date
5	Printed Name Deewes Reinikka	Address 5801 Warwick	Signature	Date
6	Printed Name Banner Word	Address 4607 Dorset	Signature 	Date 9/27/19
7	Printed Name Neeck Kumar	Address 4605 Dorset	Signature	Date
8	Printed Name Car	Address 4606 Dorset	Signature	Date

Applicant:

I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE  DATE 9/25/19

PRINTED NAME Maryam Mokhtaredeh



Jeremiah Helm <jshelm@gmail.com>

Fwd: Tree removal notification

1 message

Maryam Helm <maryamhelm@yahoo.com>
To: Jeremiah <jshelm@gmail.com>

Sun, Oct 6, 2019 at 10:16 PM

Sent from my iPhone

Begin forwarded message:

From: Anjali Kumar <anjalikumar16@gmail.com>
Date: October 4, 2019 at 5:41:10 PM EDT
To: Maryam Helm <maryamhelm@yahoo.com>
Subject: Re: Tree removal notification

Dear Maryam

I'm so sorry to create this additional step for you. I assumed that one signature from our home would be plenty. Yes I have seen your documents and your write up and I fully support your proposal. Let me know if you also need a paper assent.
Anjali

Anjali Kumar
anjalikumar16@gmail.com
202 403 9702

On Oct 4, 2019, at 1:50 PM, Maryam Helm <maryamhelm@yahoo.com> wrote:

Anjali,

Last week, I left a copy of my permit application for a tree removal at your door asking for your signature acknowledging that you had seen the plans. You returned the document to me, but I didn't see your signature. Could you please confirm by email that you acknowledge you have seen the plan to remove the two trees? I've attached a pdf of the document as well in case you would like to look again (it was scanned as a double sided document so there is a blank page between each page with text). Thanks so much.

Sincerely,
Maryam and Jeremiah Helm
4608 Dorset Ave

<SKM_C654e19093016220.pdf>



Jeremiah Helm <jshelm@gmail.com>

Fwd: Tree removal request at 4608 Dorset ave

1 message

Maryam&Jeremiah <maryam.jeremiah@gmail.com>
To: Jeremiah <jshelm@gmail.com>

Sun, Oct 6, 2019 at 10:16 PM

Sent from my iPhone

Begin forwarded message:

From: Peter Dewees <pdewees@gmail.com>
Date: October 4, 2019 at 8:07:55 PM EDT
To: Maryam Helm <maryamhelm@yahoo.com>
Cc: Reinikka.Ritva@gmail.com, maryam.jeremiah@gmail.com
Subject: Re: Tree removal request at 4608 Dorset ave

Dear Maryam,
Thanks for your e-mail. Sorry for not responding sooner. We are out of the country at the moment which is why we had not seen the application sooner.
But now we can acknowledge having received and seen the plan.
Kind regards,
Peter Dewees and Ritva Reinikka

On Oct 4, 2019, at 11:53 PM, Maryam Helm <maryamhelm@yahoo.com> wrote:

Hello neighbors,

Last week, I left a copy of my permit application for a tree removal at your door asking for your signature acknowledging that you had seen the plans. I haven't yet received a response. Could you please confirm by email that you acknowledge you have seen the plan to remove the two trees? I've attached a pdf of the document as well in case you would like to look again (it was scanned as a double sided document so there is a blank page between each page with text). Thanks in advance for your help.

Sincerely,

Maryam and Jeremiah Helm

4608 Dorset Ave

<SKM_C654e19093016220.pdf>

BRP Construction
1131 Parrish Dr.
Rockville, MD 20851

October 22, 2019

Attn: Mr. Matthew Trollinger
Town Manager
Town of Somerset
4510 Cumberland Avenue
Chevy Chase, Maryland 20815

Re: Six-month extension request
5800 Deal Place
Town of Somerset Building Extension

Dear Mr. Trollinger:

This letter is a request to have a six-month extension for the renovation project at 5800 Deal Place for an estimated completion date of March 4, 2019 or sooner (but I have included additional time for potential inclement weather). The remaining work includes:

Interior:

- Installation of flooring, tile
- Electrical, plumbing, HVAC installations
- Installation of doors, locks, handles
- Installation of all fixtures, cabinets, finish items, fireplaces, appliances,
- Completion of all interior work and painting

Exterior

- Completion of all siding, cladding, etc. (façade)
- Installation of all railings
- Installation of new fence per plans
- Completion of exterior work per plans

A check in the amount of \$425.00 will be dropped off at your office today.

Sincerely,

Bianca Peters

MONTGOMERY CONSULTING
MEMO

TO: Town of Somerset

FROM: Doug Lohmeyer

DATE OF MEMO: October 26, 2019

SUBJECT: 5800 Deal Pl. Building Permit Extension

The building permit extension for the renovation at 5800 Deal Pl. will expire on Dec. 3, 2019.

The owner's contractor has submitted the following list of items, which need to be completed.

Interior: • Installation of flooring, tile • Electrical, plumbing, HVAC installations • Installation of doors, locks, handles • Installation of all fixtures, cabinets, finish items, fireplaces, appliances, • Completion of all interior work and painting

Exterior • Completion of all siding, cladding, etc. (façade) • Installation of all railings • Installation of new fence per plans • Completion of exterior work per plan

The contractor has requested a second six-month building permit extension. The Town cannot close their building permit until the Montgomery County Department of Permitting Services finalizes their building permit.

Based on the above list of remaining items to be completed, I recommend the Council approve the second four-month building permit extension. The exterior work can be completed before winter sets in and the interior work should be completed by the beginning of March.

Town of Somerset Permit and Waiver Application

If your home is in the Historic District, please refer to the Historic District instructions in addition to completing applicable permit below.

Street address for which permit applies: 4917 Essex Avenue Date 10/17/19

Applicant Information:

Name: Sandy Spring Builders Phone 301-841-2516

Address: 4705 West VA. Avenue Cell Phone: 301-787-9175

City, State and Zip: Bethesda, MD Email: jlanum@sandyspringbuilders.com
20814

Property Owner Information or Co-Owner Information (if other than applicant)

Name: Lance Wade and Meredith Phone: 202-434-5755
Brand Wade

Address: 5308 Falmouth Road Cell Phone: 202-434-5755

City State and Zip: Bethesda, MD Email: LWade@wc.com and mbrandwade@yahoo.com
20816

Contractor Information:

Name: Sandy Spring Builders Phone 301-841-2516

Address: 4705 West VA. Avenue Cell Phone: 301-252-0464

City, State and Zip: Bethesda, MD Email jlanum@sandyspringbuilders.com
20814

Contractor License Number: BC2763

Maryland Home Improvement (for additions)_____

Montgomery County Office of Consumer Protection (for new homes)_____

For Building Permits Only:

Legal description (lot and block) Lot 4B, Block B

Date of subdivision plat recordation of lot:_____

Disclaimer:

The Town of Somerset makes no warranties or representations as to the currency or accuracy of the content on this site or any other site to which reference is made herein by linking or otherwise. The Town of Somerset assumes no liability or responsibility for any errors or omissions in the content or operation of this or other sites referenced herein. Information on this website may be changed, deleted, added to, or otherwise modified or amended without notice. Your use of and browsing in this site, and any other site to which you may be linked or directed by this site, is at your own risk.

Town documents, including but not limited to the Town of Somerset Charter and Code, appearing on this site may not be the current official version adopted or maintained by the Town. The current official version of all Town documents, including the Town Charter and Code, are available for inspection at the Town Hall and should be consulted prior to any action being taken.

For further information regarding the official version of any Town document, please contact the Town directly at:

4510 Cumberland Avenue Chevy Chase, MD 20815 301-657-3211

town@townofsomerset.com

Property in Somerset's Historic District

If your property is in the Somerset Historic District, please visit the website for Montgomery County's Historic Preservation Commission at

http://www.montgomeryplanning.org/historic/instructions/historic_area_work_permits.shtml

and become familiar with the process. Town of Somerset strongly suggests that you set up a pre-permit meeting with the Town of Somerset before beginning the permit process with HPC and the County in order to avoid the possibility of having to return to them to apply for a revision. There may be a fee charged for this meeting. Contact the Town Manager to arrange such a meeting. Following your pre-permit meeting with Somerset, take your plans to the County Historic Preservation Office for further instructions. Once you are in their system, they will send your plans to the Local Advisory Panel (LAP). In Somerset, members of the town's council are acting as the LAP. As such, council members will not be making a decision on the building permit. Once the Historic Commission approves the plans and issues the Historic Area Work Permit, they will forward the plans to the Montgomery County permitting office for their permit approval. Once you have both of the county permits, you apply for a Town of Somerset permit and put yourself on the schedule for a Town Council meeting where a decision will be made.

Please ensure that you submit a complete application; incomplete applications will not be reviewed. Refer to the Permit Instruction Sheets for details on how to apply for your particular permit(s). In addition, it is strongly suggested that you consult with the Town Manager about the need for a pre-construction meeting.

Please check the appropriate boxes to indicate the permit(s) for which you are applying. See the Fee Schedule for associated fees and deposits.

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Install or replace exterior components for HVAC systems. <u>HVAC Permit Instructions</u>	Yes for Replacement. No if part of bldg permit	Yes*	Yes	Yes	Council (Mayor can approve in an emergency for eventual council approval)
<input type="checkbox"/>	Building Permit (new homes, additions, porch, stoop, garage, accessory bldg.) <u>Building Permit Instructions</u>	Yes	Yes	Yes	Yes	Council
<input type="checkbox"/>	Curb Cut, Driveway Apron, Sidewalk <u>Right-of-Way curb cut, driveway apron and curb cut instructions</u>	Yes	Yes*	Yes	No	Mayor**
<input type="checkbox"/>	Demolition Demolition Permit Instructions	Yes	Yes*	Yes	Yes	Council
<input type="checkbox"/>	Dumpster or Portable Storage Units <u>Dumpster or Portable Storage Unit Permit Instructions</u>	Yes	Yes*	No	No	Mayor**
<input checked="" type="checkbox"/>	Fences <u>Fence Permit Instructions</u>	Yes	No	Yes Inside and outside of Somerset	Yes if new; No if replacement in kind.	Mayor**
<input checked="" type="checkbox"/>	Walls: Permits required for walls more than 12" high <u>Wall Permit Instructions</u>	Yes	Yes	Yes* Inside and outside of Somerset	Yes if wall is more than 30" high	Mayor**

Check Box	Town of Somerset Permit	Town Fee	Town Deposit	Neighbor Review Sheet	County Permit	Council or Mayor Approval
<input type="checkbox"/>	Generator <u>Generator Permit Instructions</u>	Yes	Yes*	Yes	Yes	Council
<input checked="" type="checkbox"/>	Tree Removal <u>Tree Removal Instructions</u>	No	Depends* on number of trees and whether or not there is a reforestation plan.	Yes Inside and outside of Somerset	No	Mayor for 1-2 trees; Council for 3 or more trees;
<input type="checkbox"/>	Waivers <u>Waiver Instructions</u>	Yes	N/A	Town notifies neighbors	Possibly	Council
<input type="checkbox"/>	Application to extend permit	Yes	No	No	Possibly	Depends on type of permit

* If you are applying for a building permit and these items are part of the project, the cumulative deposit will not exceed \$2,000, with the exception of the Tree Reforestation deposit.

**Any item approved by the mayor that is also part of a building project will also require council approval.

Description of work to be done:

Installation of 5'-0" tall black aluminum fence around rear lot perimeter which continues and ties into both sides of the house with gate on left side to meet code required for swimming pool.

Installation of keystone retaining walls as per site plan at pool patio with steps to rear of lot.

Removal of (1)27" Tulip Poplar and (1) 22" Tulip Poplar (Trees #14, #15 on Town Tree Removal Permit revised 10/14/19)to allow for construction of new swimming pool.

Anticipated date for work to commence: 11/11/19 Trees; Spring 2020 fence/walls

Anticipated date for completion: 12/15/19 Trees; Spring 2020 fence/walls

I certify that I am the owner(s) of the property for which I am applying for a permit, that the application is correct and that construction will comply with the plans submitted. I acknowledge this to be a condition of the issuance of this permit.

Owner Signature Mimi B. Kress Date 10/17/19

Printed Name Mimi B. Kress (Sandy Spring Builders authorized agent)

Co-Owner Signature _____ Date _____

Printed Name _____

Co-Owner Signature _____ Date _____

Printed Name _____

NEIGHBOR SIGNATURE SHEET

Note to neighbors: Please be aware that your signature on this document does not signify concurrence. It only confirms that you have seen the respective plans. You are welcome to comment on the plans by writing the Mayor or by attending the Council meeting on (applicant to fill in date) 11/4/19 when the Council will consider these plans.

Street address of project site: 4917 Essex Avenue, Chevy Chase, MD

For the neighbor: Please check the box below for the plans that you have seen:

☒ ~~Free~~ removal (include residents inside and outside of Somerset where applicable);

☐ External HVAC components, new location or replacement;

☐ New Construction (additions and new homes); Review drainage and storm water management plans as well as parking plan if applicable;

☐ New curb cut or driveway apron and sidewalk;

☐ Demolition

☐ Location of Dumpster or Portable Storage Device;

☒ Fence: new, relocated or replaced (includes residents inside and outside of Somerset where applicable);

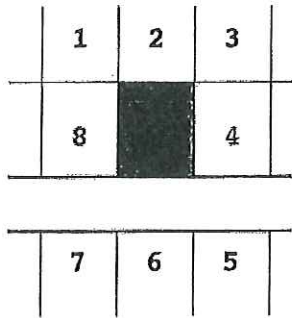
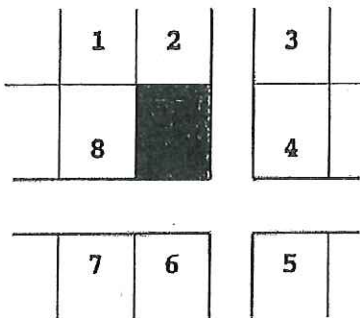
☒ Walls (includes residents inside and outside of Somerset where applicable);

☐ Generator

Applicant: Using the following map as a key, list the names and addresses of the neighbors who adjoin or confront the property where project is to take place. "Adjoining or confronting" is defined as land that touches the boundary line of another property on at least one point, or which would do so except for an intervening road, street or right-of-way. Then ask neighbor to sign in the appropriate box.

☐ Corner Site

☒ Mid-block Site



1	Printed Name David Kathan & Sarah Morse	Address 4920 Dorset Avenue	Signature 10/18/19 Left Review Pkg on Door w/Letter Attached 10/21/19. Knocked on Door, no response 10/22/19 - Knocked on Door, NO response	Date
2	Printed Name Birte Smith	Address 4918 Dorset Avenue	Signature Birte Smith 10/21-19	Date
3	Printed Name Dimond Family Trust	Address 4914 Dorset Avenue	Signature 10/18/19. Left Review Pkg on Door w/Letter Attached 10/21/19. Knocked on Door, NO response 10/22/19 - Knocked on Door NO response	Date

Neighbor Signature Sheet

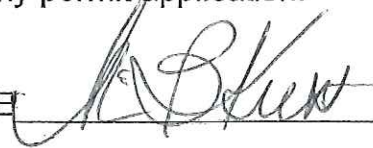
3

4	Printed Name Mr. & Mrs. Abe Krash	Address 4911 Essex Avenue	Signature	Date
5	Printed Name Steven Friedman	Address 4908 Essex Avenue	Signature	Date
6	Printed Name James Wachob	Address 4910 Essex Avenue	Signature	Date
7	Printed Name Carol Manning	Address 4912 Essex Avenue	Signature	Date
8	Printed Name Miguel Tejblum and Carol Barsha	Address 4921 Essex Avenue	Signature	Date

Applicant:

I certify that I have shown all the required neighbors the identical full-size plans (unless the cost of proposed work is less than \$25,000 in which case smaller plans can be used) that I have filed or will file with the Town of Somerset and, if applicable, Montgomery County Maryland. I further certify that I have notified the same neighbors of the anticipated date (noted above) that the Town Council, if applicable, will consider my permit application.

APPLICANT SIGNATURE



DATE 10/22/19

PRINTED NAME

Mimi B. Kress

Sandy Spring Builders
Bethesda, Md. 20814.

October 21, 2019.

Re: 4917 Essex Avenue.

I am in receipt of your updated permit application for a security fence and walls surrounding the pool area. The plan, in addition to the removal of two Tulip Poplar trees, has been carefully reviewed by me, and I am enclosing the signature sheet, duly signed.

Sincerely,

Birte Smith
Birte Smith
4918 Dorset Ave.



October 17, 2019

HOMEOWNER AT: 4920 DORSET AVENUE

RE: Town of Somerset Wall/Fence/Tree Removal permit submission
4917 Essex Avenue
Chevy Chase, MD

Dear Neighbor,

Sandy Spring Builders as you know we will be building the new home for our client at the above-referenced address. We are planning to submit for the Town wall/fence/tree removal permits at the November 4, 2019 Town Council meeting. Attached please find for your review:

- The revised landscape plan
- The revised site plan
- Town application for wall permit, fence permit, and removal of two (2) trees
- Fence detail photo
- Neighbor signature sheet

We ask that you send us an email reply acknowledging receipt of the plans as noted above and that you have reviewed them. Please email your reply to jlanum@sandyspringbuilders.com.

We also need your signature with date next to your name on the attached Town of Somerset Neighbor Review Sheet for Town Building Permit Application. If you could then leave this signed sheet in the plastic bag the plans were in and hang on your front door, we can then pick that up from you. Please advise in your email reply when we can stop by to get the signed Neighbor Review Form.

Sincerely,

Joy Lanum
Director of Site Operations
301.841-2516
jlanum@sandyspringbuilders.com



October 17, 2019

HOMEOWNER AT: 4914 DORSET AVENUE

RE: Town of Somerset Wall/Fence/Tree Removal permit submission
4917 Essex Avenue
Chevy Chase, MD

Dear Neighbor,

Sandy Spring Builders as you know we will be building the new home for our client at the above-referenced address. We are planning to submit for the Town wall/fence/tree removal permits at the November 4, 2019 Town Council meeting. Attached please find for your review:

- The revised landscape plan
- The revised site plan
- Town application for wall permit, fence permit, and removal of two (2) trees
- Fence detail photo
- Neighbor signature sheet

We ask that you send us an email reply acknowledging receipt of the plans as noted above and that you have reviewed them. Please email your reply to jlanum@sandyspringbuilders.com.

We also need your signature with date next to your name on the attached Town of Somerset Neighbor Review Sheet for Town Building Permit Application. If you could then leave this signed sheet in the plastic bag the plans were in and hang on your front door, we can then pick that up from you. Please advise in your email reply when we can stop by to get the signed Neighbor Review Form.

Sincerely,

Joy Lanum
Director of Site Operations
301.841-2516
jlanum@sandyspringbuilders.com



APPROVED
Department of Permitting Services
Permit # FENCE-893361
Date 10/21/19



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Hadi Mansouri
Acting Director

FENCE PERMIT

Issue Date: 10/21/2019

Permit No: 893361
Expires: 10/21/2020
X Ref.:
Rev. No:
ID: 1283060

THIS IS TO CERTIFY THAT: Potomac Fences Inc
12411 Washington Ave
ROCKVILLE, MD 20852

HAS PERMISSION TO: CONSTRUCT

FENCE
5.00 Feet 0.00 Inches in Height
Property Line: N Owner's Land: Y Right of Way: N

PERMIT CONDITIONS: Install 274' of 5' tall aluminum fence on owner's land

PREMISE ADDRESS: 4917 ESSEX AVE
CHEVY CHASE, MD 20815

LOT - BLOCK: 4B - 4

ZONE:

ELECTION DISTRICT: 07

BOND NO.:

BOND TYPE:

PS NUMBER:

PERMIT FEE: \$ 77.87

SUBDIVISION: SOMERSET HEIGHTS

The permit fee is calculated based on the approved Executive Regulations multiplied by the Enterprise Fund Stabilization Factor for current fiscal year.

**MUST BE KEPT
AT JOB SITE**

Hadi H. Mansouri

Acting Director, Department of Permitting Services

4917 ESSEX AVENUE
REAR FENCING



Fencing – Decorative Black
Aluminum. 5'-0" height



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Hadi Mansouri
Acting Director

BUILDING PERMIT

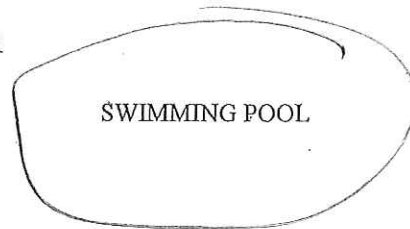
Issue Date: 10/18/2019

Permit No: 893475
AP Type: BUILDING
Expires: 10/18/2020
X Ref:
Rev. No:
ID: 326126

THIS IS TO CERTIFY THAT: CRYSTAL POOLS
9413 EAGLE RIDGE DR
POTOMAC, MD 20854

HAS PERMISSION TO: CONSTRUCT

PERMIT CONDITIONS: INGROUND POOL



MODEL NAME:

PREMISE ADDRESS: 4917 ESSEX AVE CHEVY CHASE, MD 20815

LOT - BLOCK: 4B - 4

ZONE:

ELECTION DISTRICT: 07

BOND NO.:

BOND TYPE:

PS NUMBER:

PERMIT FEE: \$ 313.64

SUBDIVISION: SOMERSET HEIGHTS

The permit fee is calculated based on the approved Executive Regulations multiplied by the Enterprise Fund Stabilization Factor for the current fiscal year.

TRANSPORTATION IMPACT TAX DUE:

SCHOOLS IMPACT TAX DUE:

SCHOOLS FACILITY PAYMENT DUE:

MUST BE KEPT AT JOB SITE

AN APPROVED FINAL INSPECTION IS REQUIRED PRIOR TO USE OR OCCUPANCY

Every new one- or two-family dwelling, *every townhouse* and any *attached accessory structure* must be equipped with a *fire sprinkler system*. A separate sprinkler permit is required for the installation of the fire sprinkler system.

Many subdivisions and neighborhoods within Montgomery County have private deed restrictions and covenants regulating building construction. Obtaining a building permit does not relieve the property owner of responsibility for complying with applicable covenants.

NOTICE

THIS APPROVAL DOES NOT
INCLUDE PLUMBING, GAS PIPING
OR ELECTRICAL OR
CONSTRUCTION IN ANY
DEDICATED RIGHT-OF-WAY.

NOTE

THIS PERMIT DOES NOT INCLUDE
APPROVAL FOR ANY ELECTRICAL
WORK. YOU MUST HAVE A SEPARATE
ELECTRICAL PERMIT TO DO ANY
ELECTRICAL WORK.

Acting Director, Department of Permitting Services



4917 ESSEX AVENUE
Rear Retaining Walls



Mesa Retaining Wall Systems combine the economy and versatility of segmental concrete units with proven geogrid technology to create a new generation of structural block walls — and a new standard in structural wall systems.

The Mesa System succeeds through a combination of Tensar® HDPE structural geogrid, high-strength concrete units, and a unique "locking" connector that creates a positive, mechanical, end-bearing connection. This positive connection assures full load transfer from the wall face to the reinforcement, resulting in unsurpassed reliability.

Furthermore, Mesa is an integrated system. Unlike modular walls, which mix and match components from different sources, every component of a Mesa wall has been specifically designed and detailed to work together for optimum efficiency and performance. In addition, Mesa walls do not require "core-fill" — offering a major cost and installation time advantage.

Product	Dimensions (inches)	Approx. Weight	Sq. Feet / Pallet	Units / Pallet
Mesa Unit	8Hx18Wx12D	88	40	40
Hollow Corner Unit	8Hx18Wx9D	76	40	40
Universal Cap	4Hx18Wx12D	69	72LF	48



Straight Face Unit



Hollow Corner Unit



Universal Cap

Frederick, MD
Plant Colors



Ash*



Desert Sand



Auburn



Fieldstone



Coastal Tan



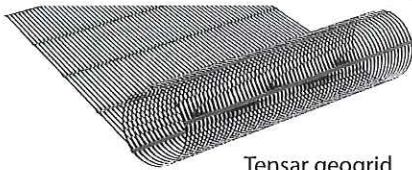
Granite

*Mesa units are stocked in Ash.
Other colors shown are available by special order.

Retaining Walls - Keystone
Decorative Block



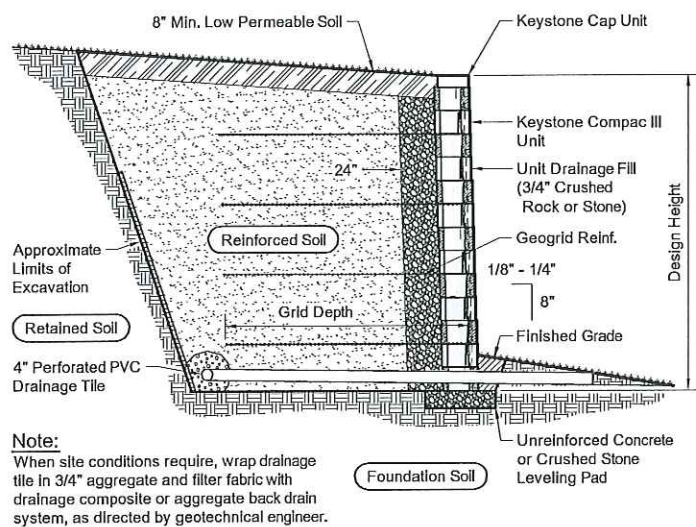
Tensar connector



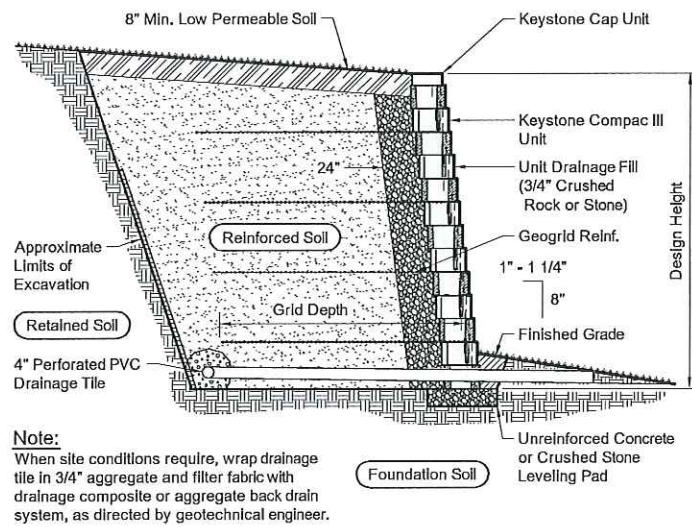
Tensar geogrid



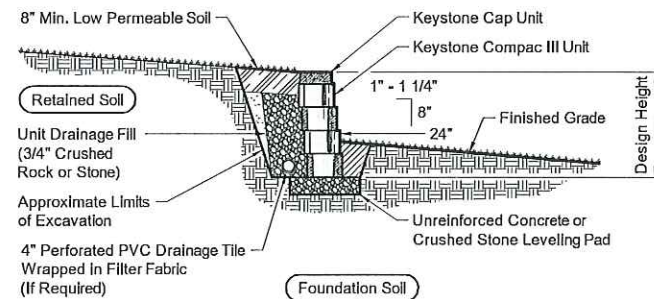
Structural Solutions



Typical Reinforced Wall Section
Compac III Unit - Near Vertical Setback



Typical Reinforced Wall Section
Compac III Unit - 1" Setback

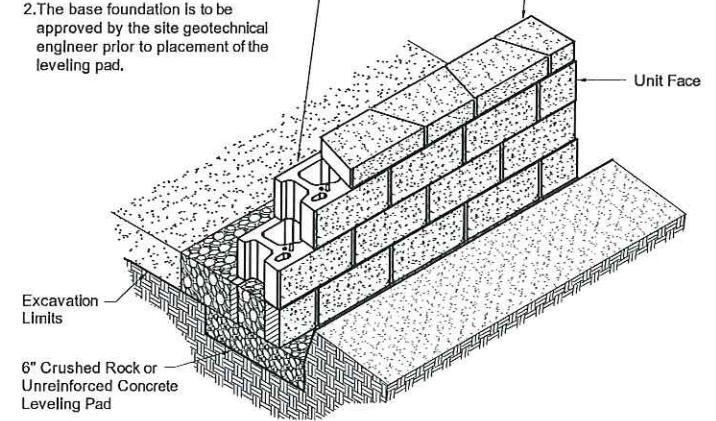


Typical Gravity Wall Section
Compac III Unit - 1" Setback

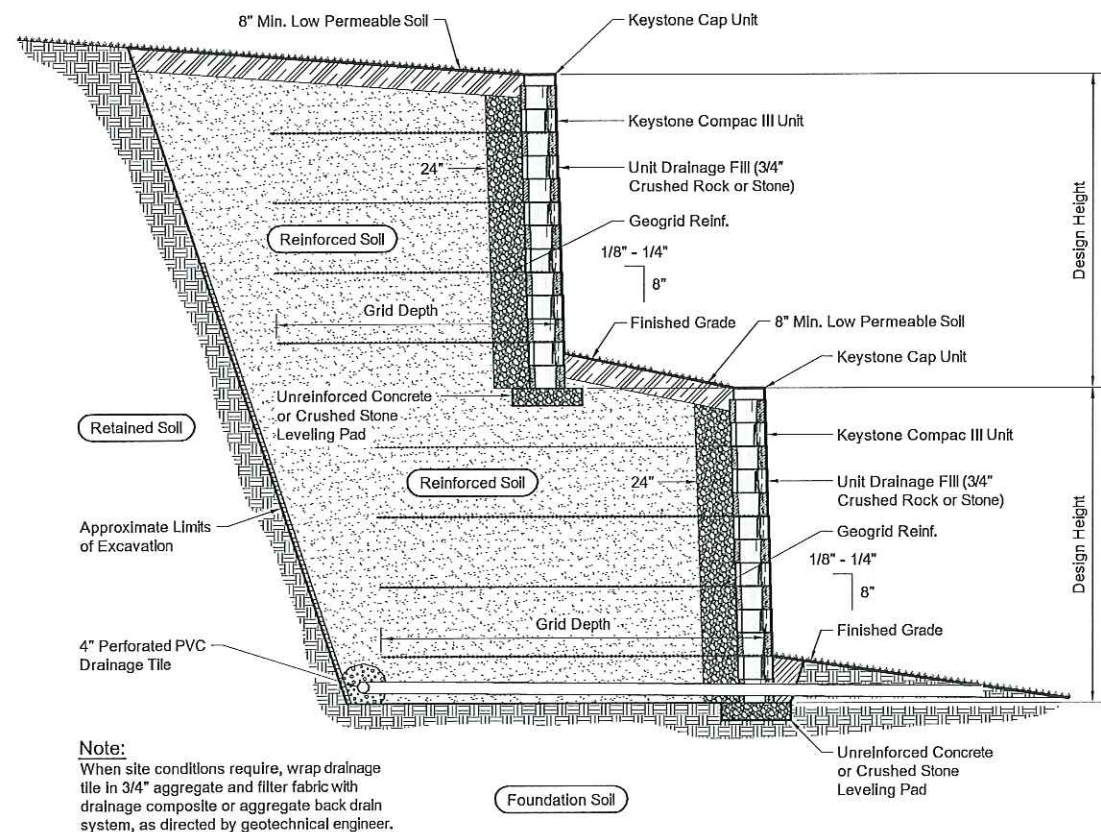
Base Leveling Pad Notes:

- The leveling pad is to be constructed of crushed stone or 2,000 psi unreinforced concrete.
- The base foundation is to be approved by the site geotechnical engineer prior to placement of the leveling pad.

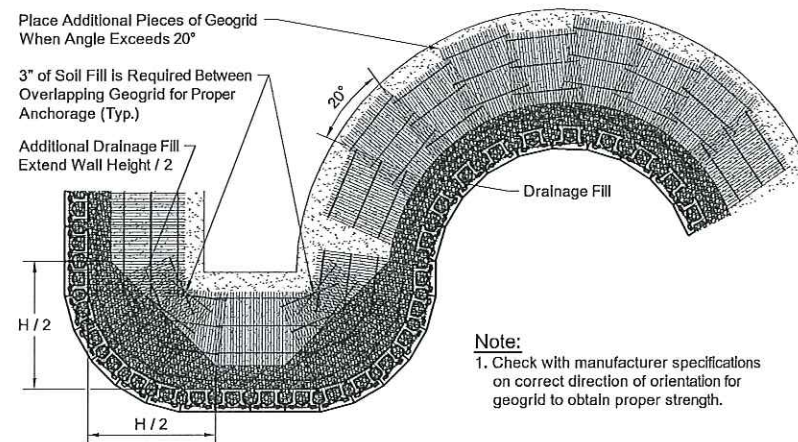
Compac III Unit		Universal Cap Unit	
Width:	18"	Width:	18" / 12"
*Depth:	12"	*Depth:	10 1/2"
Height:	8"	Height:	4"
*Weight:	75 lbs	*Weight:	49 lbs



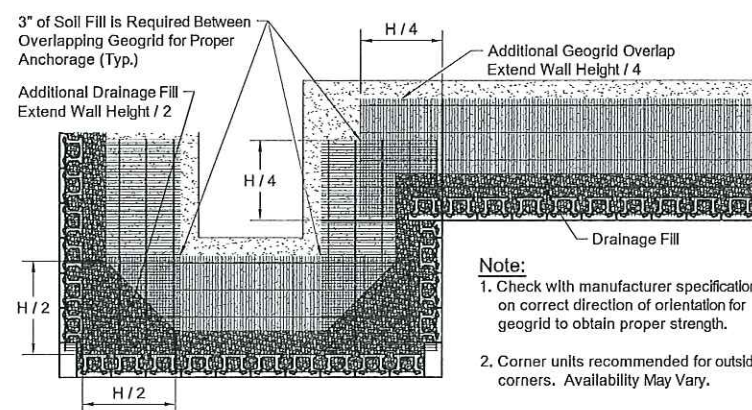
Compac III Unit/Base Pad Isometric Section View
* Dimensions & Weight May Vary by Region



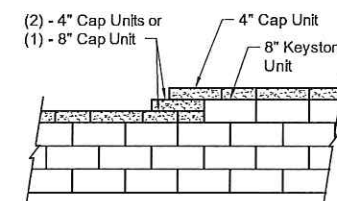
Typical Reinforced Tiered Wall Section
Compac III Unit - Near Vertical Setback



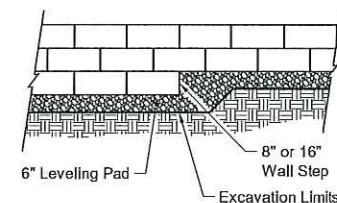
Geogrid Installation on Curves



Geogrid Installation at Corners



Top of Wall Steps



Leveling Pad Detail



Compac III Elevation



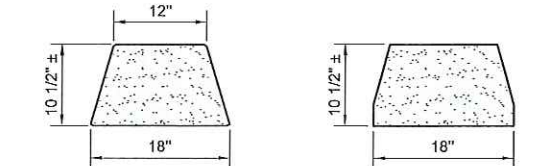
Compac III Plan



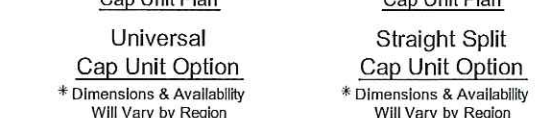
Compac III Unit
* Dimensions May Vary by Region



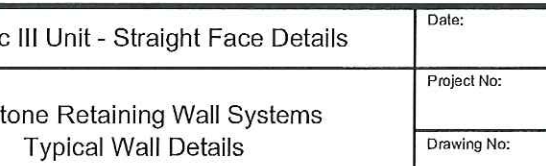
Grid & Pin Connection



Cap Unit Elevation



Cap Unit Plan



Universal Cap Unit Option
* Dimensions & Availability Will Vary by Region

Straight Split Cap Unit Option
* Dimensions & Availability Will Vary by Region

Copyright 2010 Keystone Retaining Wall Systems

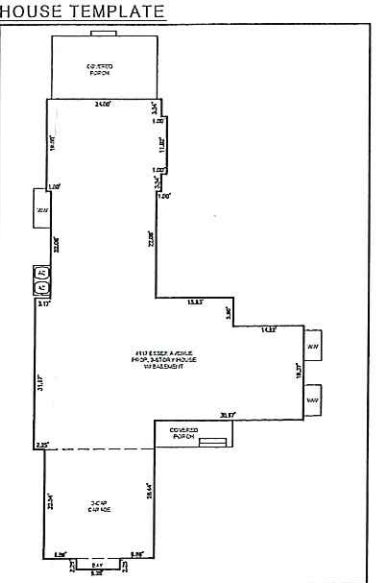
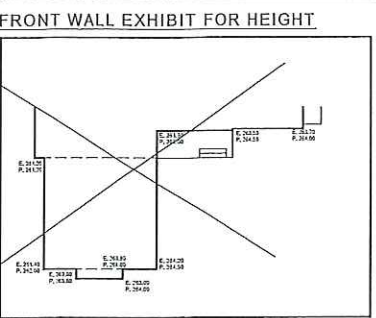
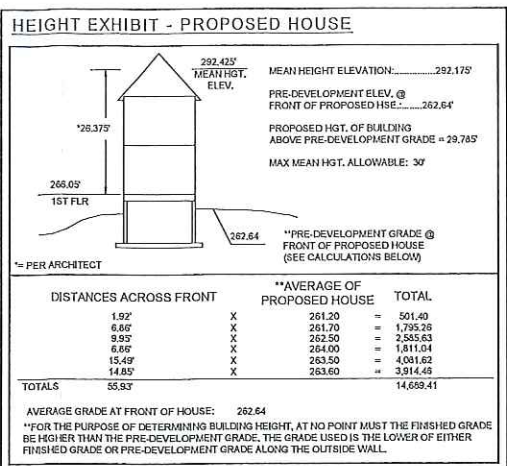
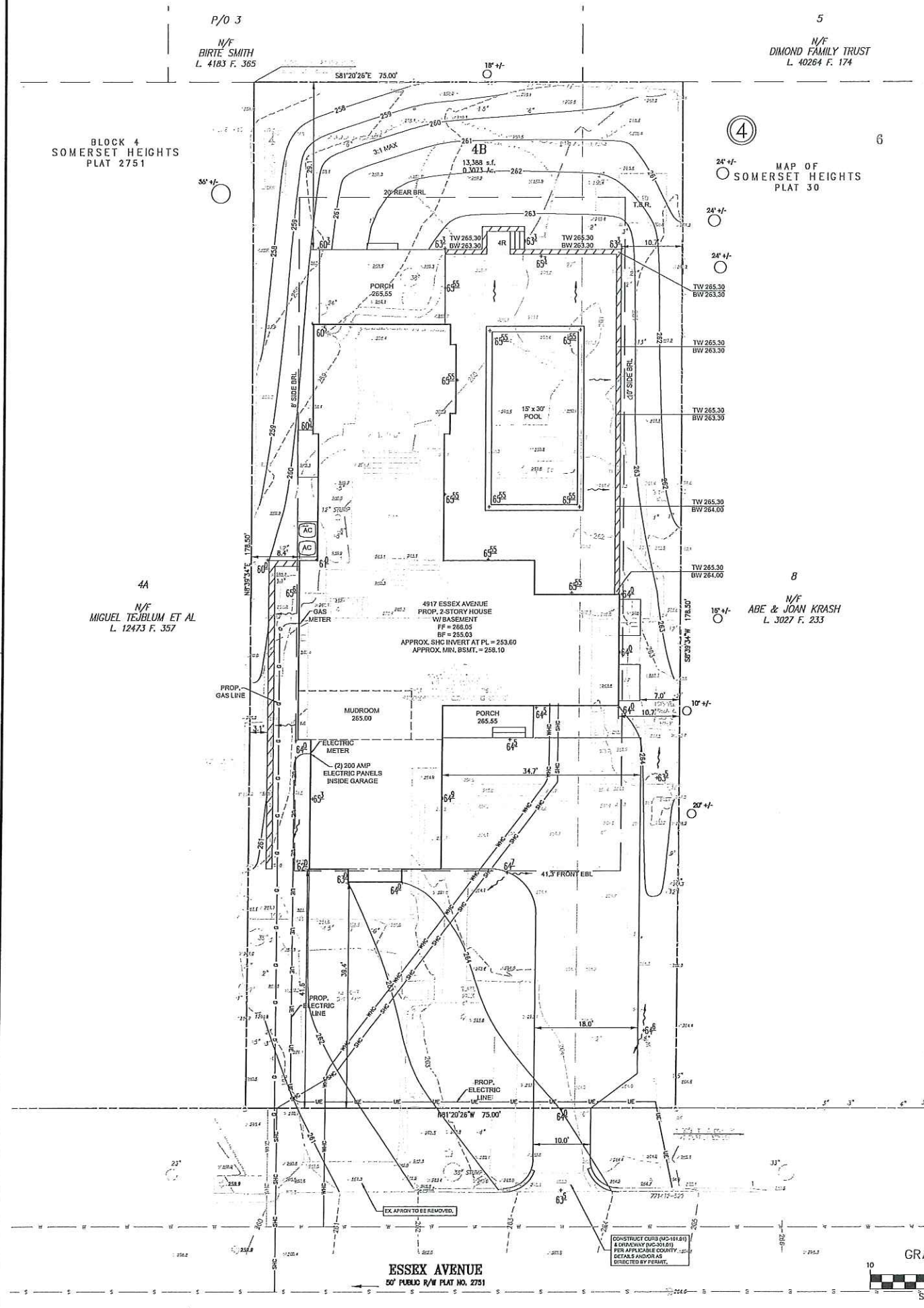
Design is for internal stability of the KEYSTONE wall structure only. External stability, including but not limited to foundation and slope stability is the responsibility of the Owner. The design is based on the assumption that the materials within the retained mass, methods of construction, and quality of materials conform to KEYSTONE's specification for this project.

This drawing is being furnished for this specific project only. Any party accepting this document does so in confidence and agrees that it shall not be duplicated in whole or in part, nor disclosed to others without the consent of Keystone Retaining Wall Systems, Inc.

No.	Date	Revision	By



Designed By: RKM	Title: Compac III Unit - Straight Face Details	Date:
Checked By: CDM	Project: Keystone Retaining Wall Systems Typical Wall Details	Project No:
Scale: No Scale		Drawing No:

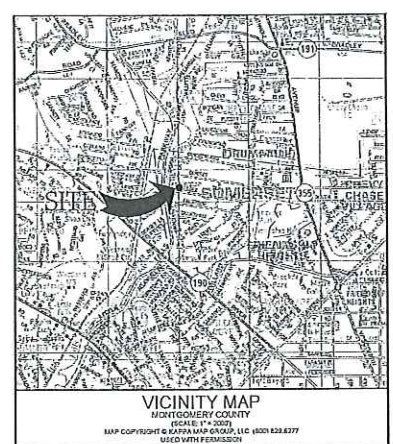


4719 ESSEX AVENUE

Revised Site Plan

LEGEND

---	EXISTING GRADE	---	APPROX. LOCATION OF A SEWER HOUSE CONNECTION
---	PROPOSED GRADE	---	APPROX. LOCATION OF A WATER HOUSE CONNECTION
○	FINISHED GRADE SPOT ELEVATION	---	APPROX. LOCATION OF A PROP. GAS CONNECTION
○	EXISTING GRADE SPOT ELEVATION	---	APPROX. LOCATION OF A PROP. ELECTRIC CONNECTION
EX	EXISTING GROUND		



- ### GENERAL NOTES
- SITE:**
- ADDRESS: 4917 ESSEX AVE., CHEVY CHASE, MD 20815 LOT 4B, BLOCK B
 - WATERSEWER: W-1, S-1
 - TAX MAP: 18121
 - FLOODPLAIN: NONE
- SURVEY:**
- HORIZONTAL DATUM BASED ON NAD83 (NRS2007)
 - VERTICAL DATUM BASED ON NAVD83
 - TOPOGRAPHY BASED ON FIELD RUN TOPO PERFORMED BY CPJ ON 03-04-2019
 - TOPO AT 1' CONTOUR INTERVALS
 - THIS LOT IS NOT ASSOCIATED WITH A PRELIMINARY PLAN
 - NO 100YR FLOODPLAIN WETLANDS LOCATED WITHIN THE SITE
 - NO HISTORIC SITE LOCATED WITHIN ADJACENT TO THE SITE
- ZONING:**
- SUBDIVISION: SOMERSET HEIGHTS, PLAT #2751 RECORDED: 03-06-1951
 - PROPERTY ZONED: R-40
 - MAIN STRUCTURE SETBACKS:
 - FRONT YARD: 41.3' E.B.L.
 - SIDE YARD: 8' / 10'
 - REAR YARD: 20'
 - LOT SIZE = 13,388 SQ. FT. (R)
 - MAXIMUM COVERAGE: ALLOWED = 22.612%
 - PROPOSED COVERAGE: 22.19%
- LOT COVERAGE CALCULATIONS:**
- | | | |
|-------------|---|----------|
| PROP. HOUSE | = | 2,971.32 |
| | = | 2,971.32 |
| | = | 13,388 |
| | = | 22.19% |

LANDSCAPE ARCHITECT CERTIFICATE

I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON IS CORRECT AND TAKEN FROM AVAILABLE PLANS AND RECORDS.

SALLIE P. STEWART
REGISTERED LANDSCAPE ARCHITECT MD, #612

DATE: 8/8/19 EXP. DATE: Seal not valid without signature

SITE PLAN

4917 ESSEX AVENUE
LOT 4B, BLOCK B

SOMERSET HEIGHTS

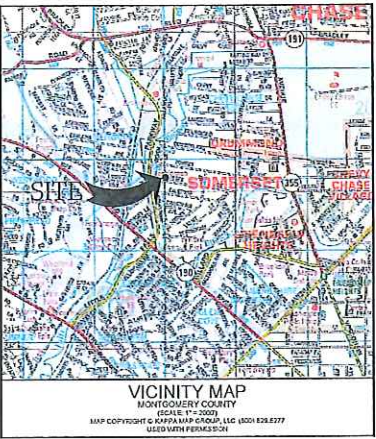
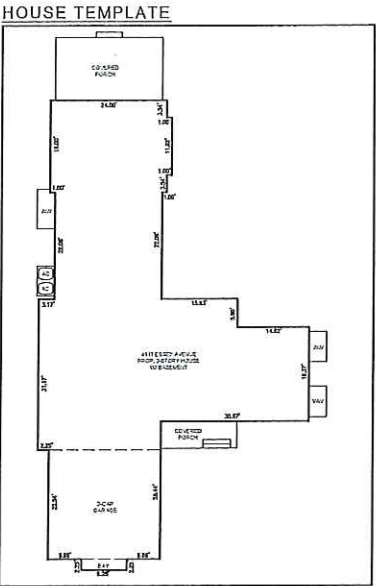
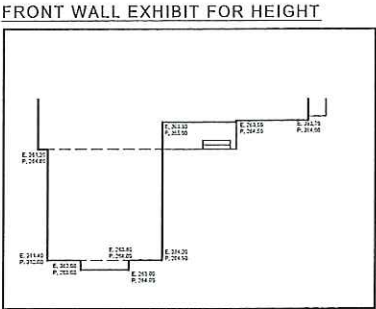
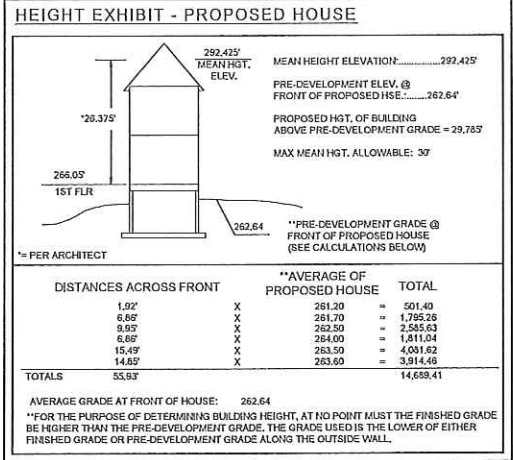
BETHESDA (7th) ELECTION DISTRICT
MONTGOMERY COUNTY, MARYLAND

CPJ Associates


Charles P. Johnson & Associates, Inc.
Civil and Environmental Engineers - Planners - Landscape Architects - Surveyors
1751 Elton Rd., Ste. 300 Silver Spring, MD 20903 301-434-7000 Fax: 301-434-9394
www.cpj.com • Silver Spring, MD • Gaithersburg, MD • Annapolis, MD • Greenbelt, MD • Frederick, MD • Fairfax, VA

CLIENT: SANDY SPRING BUILDERS 4705 WEST VIRGINIA AVENUE BETHESDA, MD 20814	TAX MAP/VSSC DESIGN: R/F DRAFT: R/F DATE: APRIL 2019 SCALE: AS NOTED	SITE PLAN NO. SHEET: 1 OF 1 FILE NO.: 2019-1084-21
--	--	--

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- # GENERAL NOTES
- SITE:**
- ADDRESS: 4917 ESSEX AVE., CHEW CHASE, MD 20815 LOT 4B, BLOCK B
 - WATER/SEWER: W/1, S1
 - TAX MAP: H021
 - FLOODPLAIN: NONE
- SURVEY:**
- HORIZONTAL DATUM BASED ON NAD83 (NRS52007)
 - VERTICAL DATUM BASED ON NAVD83
 - TOPOGRAPHY BASED ON FIELD RUN TOPO PERFORMED BY CPJ ON 03-04-2019
 - TOPO AT -1' CONTOUR INTERVALS
 - THIS LOT IS NOT ASSOCIATED WITH A PRELIMINARY PLAN
 - NO 100YR FLOODPLAINWETLANDS LOCATED WITHIN THE SITE.
 - NO HISTORIC SITE LOCATED WITHIN ADJACENT TO THE SITE.
- ZONING:**
- SUBDIVISION: SOMERSET HEIGHTS, PLAT #2751 RECORDED: 03-06-1951
 - PROPERTY ZONE: R-60
 - MAIN STRUCTURE SETBACKS:
 - FRONT YARD: 41' ± E.B.L.
 - SIDE YARD: 8' 10"
 - REAR YARD: 30'
 - LOT SIZE = 13,348 SQ. FT. (R)
 - MAXIMUM COVERAGE: ALLOWED= 22.612%
 - PROPOSED COVERAGE: 22.15%
- LOT COVERAGE CALCULATIONS:**
- | | | | |
|-------------|---|----------|--------|
| PROP. HOUSE | = | 2,971.32 | |
| | = | 2,971.32 | |
| | | | 33,368 |
| | = | 22.15% | |

LANDSCAPE ARCHITECT CERTIFICATE		
I HEREBY CERTIFY THAT THE INFORMATION SHOWN HEREON IS CORRECT AND TAKEN FROM AVAILABLE PLANS AND RECORDS.		
<div style="text-align: center;">  </div>		
<div style="text-align: center;"> <u>SALLIE P. STEWART</u> REGISTERED LANDSCAPE ARCHITECT MD, #612 </div>		
DATE	8/8/19	Seal not valid without signature

SITE PLAN
4917 ESSEX AVENUE
LOT 4B, BLOCK B

SOMERSET HEIGHTS
BETHESDA (7th) ELECTION DISTRICT
MONTGOMERY COUNTY, MARYLAND

LEGEND

---	EXISTING GRADE	---	APPROX. LOCATION OF A SEWER HOUSE CONNECTION
---	PROPOSED GRADE	---	APPROX. LOCATION OF A WATER HOUSE CONNECTION
01 ⁵	FINISHED GRADE	---	WHC
	SPOT ELEVATION	---	G
030.0	EXISTING GRADE	---	U
	SPOT ELEVATION	---	U
EX	EXISTING GROUND	---	TPF
		---	---

MONTGOMERY CONSULTING
MEMO

TO: Town of Somerset

FROM: Doug Lohmeyer

DATE OF MEMO: Oct. 31. 2019

SUBJECT: 4817 Essex Ave. - Building Permit Amendment

The applicant has submitted an amendment to the Building Permit application approved by the Council on Oct. 7, 2019.

The application includes constructing approximately 274 feet of a 5-foot tall aluminum black fence around the backyard of the proposed house. A gate is proposed on the left side of the house. The contractors must ensure that the proposed fence and fence post footings are located entirely on the lot at 4917 Essex and they do not encroach onto the adjacent lots.

They also propose constructing a stone retaining wall around the right side and rear of the proposed pool deck. Seven steps from the ground to the pool deck are proposed at the rear of the deck. The height of the proposed stone wall ranges from 1.3 feet along the right side to 4.3 feet at the rear. The applicant should verify if a MCDPS structural wall permit is required for the wall at the rear of the pool deck and if a railing is required around the top of the stone wall around the pool deck.

The proposed 5-foot tall aluminum fence and stone wall comply with the Town Code requirements relating to height and location.

I recommend the Council approve the application for the 5-foot tall aluminum fence and the stone retaining wall around the pool deck.

Feather & Assoc.

Tolbert V. Feather, Ph.D.

*Advisors for: Landscape Development
Landscape Management, Plant Pest Management*

Town of Somerset
4510 Cumberland Avenue
Chevy Chase, MD 20815

October 2, 2019
revised 10-14-19
revised 10-29-19

Tree Removal Permit – 4917 Essex Avenue

Note: Tree protection plan will be revised if tree 14 and 15 are permitted for removal.

I looked at the tree on Tuesday October 29, 2019.

The trees are listed by item numbers on the attached map.

1. Magnolia 9" dbh Remove – in the footprint of the driveway
2. Tulip Poplar 27" dbh to be preserved
3. Tulip Poplar 35" dbh to be preserved
4. Holly 8" dbh Remove – in the footprint of the driveway
5. Hemlock 5" dbh Remove – in poor condition and near driveway
6. Hemlock 9" dbh Remove – in poor condition and near driveway
7. Hemlock 9" dbh Remove – in poor condition and near driveway
8. Hemlock 15" dbh Remove – in poor condition and near new foundation
9. Leyland Cypress 11" dbh Remove - in poor condition and near new foundation
10. Leyland Cypress 7" dbh Remove – in poor condition and near new foundation
11. Tulip Poplar 15" dbh Remove – hazardous leaning towards house.
12. Tulip Poplar 40" at base Remove – twin trunk hazard of splitting at base. In footprint of porch
13. Tulip Poplar 17" dbh Remove – twin trunk with crack hazard of splitting at base In footprint of porch
14. Tulip Poplar 27" dbh Remove – healthy but in pool footprint. Revised 10-29-19
15. Tulip Poplar 22' dbh Remove – healthy but in pool footprint. Revised 10-29-19
16. Hemlock 7' dbh – remove dead (no reforestation needed)

dbh – diameter at 4.5' above ground level

Photo attached.


Reforestation Plan – 7 evergreen such as pine or holly. 5 canopy tree such as red oak, white oak, willow oak, sugar maple, red maple, black gum. 1 ornamental trees such as redbud, dogwood, serviceberry.

Bond requirements:

11 trees x \$500.00 = \$5,500.00 (Revised 10-14-19)

Add 2 trees x \$500.00 = \$1,000.00 (Revised 10-29-19)

Total \$6,500.00

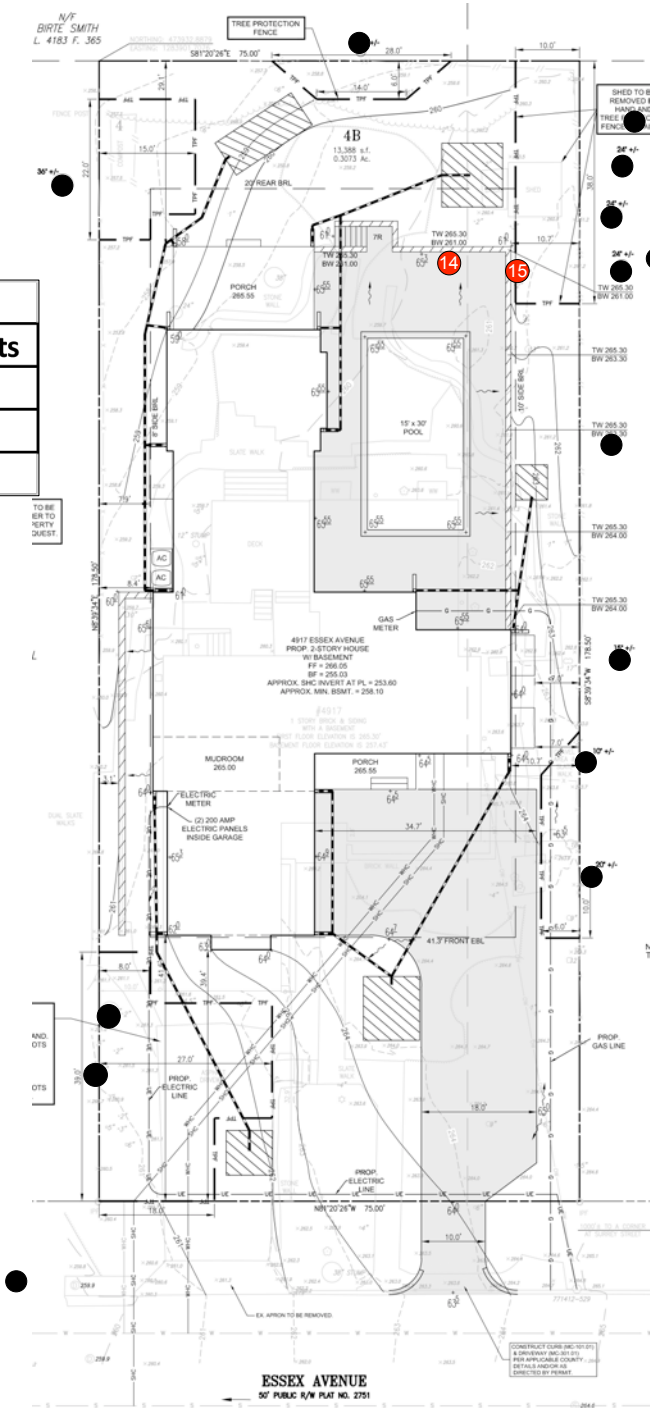


Tolbert V Feather



Tree Inventory > 4" diameter			
Tree #	Tree	Size	Comments
14	Tulip Poplar	27	Remove
15	Tulip Poplar	22	Remove
Size Diameter at 4.5' above ground level			

- To remove
- To preserve



From: Israilevich, Guillermo <gisrailevich@compasslexecon.com>
Sent: Sunday, October 27, 2019 2:12 PM
To: town Somerset
Cc: Tolbert Feather
Subject: Fall 2019 Tree Planting - Cumberland 4900 Trees

Hi,

I am writing in response to the Town's letter regarding the Fall 2019 planting.
My house, 4900 Cumberland Ave, appears on the list, scheduled for two trees.
See my email below, in which I requested earlier this year that those trees not be re-planted.
Please let me know if you can take us off the list.
Thank you,

- Guillermo

From: Tolbert Feather <tfeather@xecu.net>
Sent: Tuesday, May 7, 2019 2:23 PM
To: manager@townofsomerset.com
Cc: Israilevich, Guillermo <gisrailevich@compasslexecon.com>; town Somerset <town@townofsomerset.com>; Khanna Kristen <kkhanna@animalci.com>; Jeffrey Z. Slavin <mayor@townofsomerset.com>; council@townofsomerset.com
Subject: [EXTERNAL] Re: Cumberland 4900 Trees

Thank you

Tolbert Feather
Town Arborist

On May 7, 2019, at 1:12 PM, Rich Charnovich, Manager
<manager@townofsomerset.com> wrote:

Guillermo,
Thank you for your note on these topics. Our Town Arborist can get back to you, at his convenience, upon reading your note.
Best regards,
Rich Charnovich

Town Manager
Town of Somerset
4510 Cumberland Avenue
Chevy Chase, Maryland 20815
301-657-3211
301-657-2773 (fax)
manager@townofsomerset.com

"Make your ego porous. Will is of little importance, complaining is nothing, fame is nothing. Openness, patience, receptivity, solitude is everything." Rainer Maria Rilke

On 2019-05-07 11:39, Israilevich, Guillermo wrote:

Rich,

This morning the town had two dead trees removed from Cumberland 4900 (two of the three trees on the town's right of way). These trees had been planted by the town around the spring of 2016.

We would like to request that the town does not replace them with new trees for the time being.

The main reason relates to safety:

We are working on a petition for the town to explore building a sidewalk on Cumberland. The current sidewalk starts at the school and only runs through Cumberland 4811. After discussing it with the Mayor, we are collecting signatures for a petition for the town to explore the possibility of extending the sidewalk to Devon Ln. (about a block). Having school-age children, and with the increased traffic on Cumberland, it seems to us that it should be a priority. But the more trees we have, the more difficult it would be to get support for the sidewalk.

Also on the safety side, it concerns us that with so many trees next to each other, the house number is not visible, for example, for an ambulance. That was the concern raised by some of our neighbors when the trees were planted, and we understand that the town acquiesced in some cases.

Please let me know if you can discuss this issue with the town arborist and get back to us.

If the town arborist is around, we would also like to hear his thoughts on why some trees keep dying. I understand that the trees planted there before we moved in replaced other trees that had also died. I've also had a couple other (larger) trees die in my backyard.

Thank you,

Guillermo and Monica
4900 Cumberland Ave.

Guillermo Israilevich

Executive Vice President

COMPASS LEXECON

202-753-5208 direct

202-753-5200 main

gisrailevich@compasslexecon.com

PLEASE NOTE NEW ADDRESS

555 12th St. NW, Suite 501

Washington, DC 20004

Confidentiality Notice:

This email and any attachments may be confidential and protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the e-mail or any attachment is prohibited. If you have received this email in error, please notify us immediately by replying to the sender and then delete this copy and the reply from your system. Thank you for your cooperation.

From: Mark Andrew Dutz <mdutz@worldbank.org>
Sent: Sunday, October 20, 2019 12:51 PM
To: manager@townofsomerset.com; town@townofsomerset.com
Cc: 'Ceyla Pazarbasi'; Debbie Friedman
Subject: RE: Tree replacement in front of 5603 Warwick Place: Forest Pansy redbud please, if at all possible, thanks!
Attachments: IMG_6777.jpg

Hi Jeffrey, Matthew and Tolbert.

We have received your Fall 2019 Tree Planting Notice to Residents.

We note that the list proposes to plant an October Glory Red Maple in front of our house (5603 Warwick Place). We would appreciate if you could instead please plant a Forest Pansy Redbud, as requested below (and as proposed in front of 3 other houses).

We do not want to have such a large tree, as it would put excessive shade on our front lawn and landscaping. We understand that although maples tend to be slower growing trees, this kind is a pretty fast grower. In maturity it would be a tall tree of 40'H. We understand that the redbud tree's height in maturity would reach 20-30'H.

Plus we already have 2 maple trees on the front of our property, a Japanese red maple (which we are planning to have pruned as appropriate to let more light onto the front lawn), and on the other side of our driveway a Paperbark maple, already somewhat crowded by what we understand is a town Zelkova tree.

Is this request sufficient please to make the switch in the distributed list to the requested Forest Pansy Redbud? Or do we need to do something else, including attending the November 4 Town Hall meeting? We may not be in town that week, so would appreciate your reply please on how we can affect this change, thanks.

One final request please: we have replaced the dead grass around the tree stump, and have replanted sod and grass seeds around it (please see attached picture). We would appreciate if the new Redbud could please be planted at the same spot, after removing the roots, with minimal disruption to the new grass around it, if at all possible (and maybe we can even reuse the pieces of sod that need to be removed for the planting elsewhere in bare spots in our lawn, thanks).

Thanks in advance. Kind regards, Ceyla and Mark

From: Mark Andrew Dutz
Sent: Friday, September 13, 2019 9:38 AM
To: 'manager@townofsomerset.com' <manager@townofsomerset.com>; 'town@townofsomerset.com' <town@townofsomerset.com>
Cc: 'Ceyla Pazarbasi' <ceyla.pazarbasioglu@gmail.com>; 'Debbie Friedman' <info@gardenbethesda.com>
Subject: RE: Tree replacement in front of 5603 Warwick Place: Forest Pansy redbud please, if at all possible, thanks!

Hi Matthew and Tolbert.

If at all possible, we would appreciate if the town could please plant a Forest Pansy redbud – it will provide a nice leaf color and flowers in the spring. We understand that it's planted as a street tree in our neighborhood already.

We certainly don't want a monster tall tree there – we don't need any more shade on our front yard, given our new landscaping.

Thanks, Ceyla and Mark



From: Mark Andrew Dutz

Sent: Monday, September 09, 2019 2:48 PM

To: 'manager@townofsomerset.com' <manager@townofsomerset.com>; town@townofsomerset.com

Cc: 'Ceyla Pazarbasi' <ceyla.pazarbasioglu@gmail.com>

Subject: RE: Tree replacement in front of 5603 Warwick Place

Hi Matthew, thanks for your reply.

Please let us know on replanting plans, if we can choose among 2 or 3 varieties of trees, and when the new tree will be planted.

Kind regards, Mark

From: manager@townofsomerset.com <manager@townofsomerset.com>
Sent: Thursday, August 22, 2019 4:51 PM
To: Mark Andrew Dutz <mdutz@worldbank.org>; town@townofsomerset.com
Cc: 'Ceyla Pazarbasi' <ceyla.pazarbasioglu@gmail.com>
Subject: RE: Tree replacement in front of 5603 Warwick Place

[External]

Hello Mr. and Mrs. Dutz,

Thanks for your email. Yes, unfortunately the tree was removed in July as it was found to be over 50% dead. I will follow up with Tolbert on replanting plans.

Matthew Trollinger
Town Manager,
Town of Somerset
manager@townofsomerset.com
301-657-3211

From: Mark Andrew Dutz <mdutz@worldbank.org>
Sent: Thursday, August 22, 2019 4:47 PM
To: manager@townofsomerset.com; town@townofsomerset.com
Cc: Ceyla Pazarbasi <ceyla.pazarbasioglu@gmail.com>
Subject: Tree replacement in front of 5603 Warwick Place

Dear town manager, Tolbert and Linda,

We have noted, upon return from our summer holidays in Turkey, that the nice tree in the center front of our house on the strip of land between the road and the sidewalk has been cut down. Unfortunately, it turns out that the recently-installed new lawn around the tree, which had got used to the shade provided by the tree, has died and will need to be replaced.

We would appreciate knowing if the town is able to replace this tree and if so by when. We also would appreciate knowing if we (as the people most concerned based on seeing the tree every day) can please have an input on the type of tree that will be planted (is there a choice between 2 or 3 types?).

Thanks in advance for your feedback.

Kind regards, Ceyla and Mark Dutz (owners of 5603 Warwick Place)

Town of Somerset

Tree Planting Fall 2019

Feather and Associates September 17, 2019 revised 9-18-19 10-14-19

Number	Street	Quantity	Size	Tree	Comments
4900	Cumberlnd Avenue	2	6-7' ht.	Forest Pansy Redbud	
4607	Dorset Avenue	2	6-7' ht.	Forest Pansy Redbud	
4909	Falstone Avenue	1	6-7' ht	Serviceberry	Tree -form
5513	Greystone Avenue	1	2-2.5" cal	Swamp White Oak	
5501	Surrey Street	2	6-7' ht	Yellowwood	
5820	Surrey Street	1	6-7' ht.	Forest Pansy Redbud	
4715	Trent Court	1	2-2.5" cal	American Beech	on Falstone Ave.
5415	Trent Street	2	2-2.5" cal	Yoshino Cherry	
5510	Trent Street	1	2-2.5" cal	Yoshino Cherry	
5522	Warwick Place	2	6-7' ht	Serviceberry	Tree -form
5545	Warwick Place	1	2-2.5" cal	Swamp White Oak	
5603	Warwick Place	1	2-2.5" cal	October Glory Red Maple	
5611	Warwick Place	1	2-2.5" cal	Black Gum	by WSSC