Property Location: Four lots on Vassar Circle


Owner/Developer: Aaron Hirsch

Builder: Dave and Steve Welty, Welty Builders

Residents: Renny Springuel (Vassar Circle), Bonnie Whyte (Wellesley) Tim Bragan (Vassar), Emily Parsons (Bryn Mawr), John Lynch (Vassar), Gloria Levine (University), Blair Anderson (Harvard) and Cathie Polak (Princeton)

Guests: Jana Coe, Manager Town of Chevy Chase View and Jean Sperling, former Manager of Village of Martin's Additions.

The meeting was called to order by Mayor 7:05 pm

Purpose of Meeting: The purpose of this meeting was for the developer, builder and neighboring/other interested parties to get acquainted with each other, have an opportunity to discuss this project and ask any questions/concerns that the interested parties might have regarding this project.

Presentation of Site/Storm Water Plan: Aaron Hirsch provided the site plan for this project and the site/construction plan for the first home 4 Vassar Circle. He informed the audience that as part of the building permit approval from the County for the four lots, he must complete the following Right-of-Way items:

- Widen Vassar Circle to meet the width required to meet Fire Department Access.
- Install ADA ramps at all sidewalk intersections around the circle – 6 ADA ramps total.
- Install new curbs/gutters on the inside area of the Circle.
- Relocate/Remove telephone poles – 2 poles are being relocated and a 3rd pole is being removed.
- The final milling of the circle will be done once all four houses are completed.

**Schedule/Timing:** Aaron Hirsch informed that before any permits are released from the County, he must pay the street bond ($100,000). He is working on getting the Pepco/Verizon permit completed so that the poles can be relocated/removed – this should take about 5-6 weeks. The curb/gutters etc. would start mid-March and would take a couple of days to complete. The concrete needs to cure before the street work can begin, this takes approximately 3 weeks, the estimated time to complete the base layer would be 1 week. The earliest he could start any of the street work would be mid-March due to the concrete factories being closed for the winter. This schedule is dependent on the weather. Assuming all went well the Right-of-Way would start mid-March and end mid-April/early May. He estimated that once he got the permit for 4 Vassar Circle it would take him 6 months to build. He would start construction on 4 Vassar Circle as the Right-of-Way is being done. He was hoping to be coming to the Town for all his permits the 2nd week of February (street and 4 Vassar). When the final asphalt coating is done, the street would be milled and then the final coat would be done on the entire circle since during the construction, Washington Gas and WSSC will be doing excavation for water and gas hook-up for each lot.

**Construction/Parking Arrangements:** Initially they will be able use the site until they get to last house. They will then work with the Town to make sure that they do not inconvenience residents. Each lot will have a construction entrance which will allow them to stage dumpsters and porta potty.

**Other Construction Protocol:** A copy of the Construction Protocols and Guidelines prepared by the Town of Glen Echo was distributed to the Owner/Developer and Builder. Wayne Fowler, Town Code Enforcement Consultant, reminded residents that if there are any trucks/auto illegally parked that they should contact the Police Non-Emergency number. Aaron did state that all construction traffic would be coming down Oxford to University into the Circle which is a straighter shot compared to other construction projects in Town.

**Other Issues:** Residents were concerned about losing power when the telephone poles were being moved. Aaron Hirsch stated that he would work with Pepco to make sure all the residents would be notified in advance of when and how long they would lose power. Joe Toomey, Town Building Engineer Consultant stated that he would be making inspections on the road construction as it proceeded to make sure that it is being done in compliance with the approved drawings. Residents were worried by drainage which Aaron pointed out that there is sediment/storm water management for each lot – installation of dry wells and drainage ponds, which should improve the drainage for the circle. In
addition, they will be installing silt fence all the way around the circle to keep the sediment out of the street. Aaron stated that he understood that this project was going to be an ongoing project that could last two or more years depending on how quickly the sales go and he wants to make the project go as smooth as possible to minimize the inconvenience to the residents of the Town. He is building 4 Vassar Circle as a spec house to allow potential buyers have a visual of how the house will look on the lots. He is hoping to start the other 3 lots as soon as he has a contract on them. Once a contract is excepted there would be a 2-3-month lag before construction would start. Dave Welty also informed residents that when there is work being performed, they will have a project manager on site to make sure the work is being done in compliance with our construction site protocol guidelines. Work will not start till 7 am Monday – Friday and 9 am on Weekends and Federal Holidays and would end Monday – Thursday by 9 pm and Friday – Sunday and Federal Holidays by 7 pm. Town Manager Nicole recommended that the hours of construction and contact name and phone numbers for emergency be posted on site. There will be a pre-construction on site meeting with builder/contractor, Joe Toomey and Wayne Fowler for each lot and the Right-of-Way, prior to any work commencing.

The work session meeting was adjourned 8:25 pm

Minutes Prepared by: Nicole Ventura, Town Manager

Approved by: 

Mayor, Willem Polak

Date: March 11, 2019
CONSTRUCTION SITE PROTOCOL GUIDELINES
FOR Property Owner/Owner’s Agent and Contractors
Operating within the Town of Glen Echo

The following standards are required either by the Town of Glen Echo or by Montgomery County. They are meant to be reminders about the importance of being considerate to adjoining residences during your construction period and to add detail to the requirements of the Town of Glen Echo building permit. Town of Glen Echo is hereinafter stated as “TOGE”.

1) NOISE CONTROL ABATEMENT

· Construction Noise. TOGE ordinances govern construction noise and are more restrictive than the County’s. Construction may not start before 7am on weekdays or before 9am on weekends and holidays. Noise is to stop by 9 pm on Monday through Thursday and 7:00 pm on Friday through Sunday and all federal holidays. A noise disturbance is any sound that is unpleasant, annoying, or loud; abnormal for the time or location and detrimental to health, comfort, property or the conduct of business. With regard to building noise, some examples are: hammering, the use of power equipment, loud language and digging.

2) STREET SAFETY, SERVICE DELIVERY AND EMERGENCY ACCESS

· Parking Regulations: TOGE ordinances govern street safety and generally are consistent with Montgomery County parking codes. All Maryland State Traffic Codes are effective in TOGE. Please be reminded that at no time should the homeowner’s or construction vehicles be parked - within 35 feet of a corner where there is no stop sign - within 30 feet in front of any stop sign - within 15 feet of a fire hydrant - within 20 feet of a crosswalk at an intersection - in front of a private driveway except with the consent of the owner or occupant of the premises - within 5 feet of a driveway apron

· On-Street Parking Regulations- Neighborly Parking Courtesy. TOGE streets are unusually narrow by county standards and pose problems that many contractors may not encounter anywhere else. 19-22 ft wide streets pose a particular challenge that requires extraordinary consideration when a home or lot is under construction. The TOGE must provide public services to its residents, regardless of private construction that is underway. Therefore, at no time should construction vehicles be parked in such a way as to obstruct the delivery of municipal services, such as street cleaning, street light repair, tree care, garbage collection and snow removal.

· Parking of Construction Trucks and Heavy Equipment: No construction vehicle can remain on a TOGE street overnight. Construction vehicles cannot obstruct the delivery of municipal services to residents of TOGE.

· Emergency Street Access. It is mandatory that emergency access to the entire street upon which the construction is occurring be maintained AT ALL TIMES. Street access restrictions can be granted by TOGE for construction purposes, but only with enough advance notice that emergency service providers can be properly notified in advance. When it is necessary to close a street during the course of construction on a home on any street in TOGE, the TOGE office MUST BE NOTIFIED 24 hours in advance.

3) CONSTRUCTION SITE ETIQUETTE

· Site Appearance: TOGE and its residents expect the construction site to be generally free of construction waste. This means that the owner will either have a Dumpster for the waste, or will have the waste regularly
removed from the site. No Dumpster is allowed in the street or public right-of-way without an exemption from the TOGE.

- **Garbage on the Site**: All personal garbage must be bagged in a covered trash can. It may not be thrown on the ground, as it will attract pests and create a general health hazard in a residential community. This garbage can be picked up by the TOGE waste removal contractor, if placed in trash bags. Some examples are coffee cups, plastic bottles, bags, and food remains.

- **Site Sanitation Provisions - Portable Construction Toilets**: Montgomery County ordinances govern the placement of “Porta-Johns”. These should be placed on the owner’s property and not on the municipal right-of-way. This is normally no closer than twelve feet from the curb. It is incumbent upon the building contractor management to see to it that these facilities are serviced frequently.

**4) CONSTRUCTION TRUCK/HEAVY EQUIPMENT USE:**

- **General Information**: Contractors using heavy equipment and dumpsters within the Village of Martin’s Additions must not damage the roadways, curbs and/or aprons within the neighborhood. Any damage to the streets, including oil and paint spills, is the responsibility of the property owner and must be remedied before the construction bond is returned. Any repairs to TOGE streets necessitated by construction damage must be approved by the TOGE and paid for by the property owner.

- **Dumpsters**: No dumpster will be allowed in the street or public right-of-way without an exemption from the TOGE. Should this be necessary, roadways must be properly protected before dumpsters can be set or heavy equipment parked on village streets. Additional protection is necessary to prevent pavement gouging and dimpling of the asphalt where rollers on the dumpsters sit on the asphalt for extended periods. These same protections are needed for the bucket end of backhoes, Bobcats, and like equipment where they touch the streets.

- **Assurance of Street Integrity**: The Town of Glen Echo Building Permit Consultant will examine and photograph the area of TOGE roadway surrounding the construction site at the time a TOGE building permit is granted. Once a job is complete, the Permit Consultant will visit the street areas to determine whether repairs are needed or the homeowner’s bond can be released.

**5) REMOVAL OF CONSTRUCTION MATERIALS**

- **Use of TOGE Trash Contractor**: TOGE contracts with GOODE for waste removal. USE OF TOGE TRASH CONTRACTOR TO remove construction materials as a part of the Monday/Thursday weekly pickup is forbidden. Any bulk picks-ups (typically performed once in the spring and one in the fall) DO NOT ALLOW FOR removal of construction waste. A homeowner may make special arrangements with the TOGE waste removal contractor for a special collection, in which case the homeowner is responsible for the cost of that special collection.

**6) PROTECTION OF RIGHT-OF-WAY**

- **Trees**.

  -(a) **Protective Barriers**: Prior to construction commencing, a building permit holder must install 4 ft. high welded, wire fencing around all trees in the TOGE right-of-way that may be affected by the construction. Any tree with a drip line that may come within 3 feet of construction equipment must have this protection erected. Stakes for fencing must be 6 feet high and spaced no more than 8 feet apart (or closer) to prevent fence from sagging. Distance of fence from tree should protect drip line as much as possible. TOGE trees on the opposing right-of-way may be in need of the same protection. It is the applicant’s responsibility to have the barriers removed once final clearance is given at the completion of the project by the TOGE Building Inspector. (b) **Protection of Tree Roots**: Should TOGE tree roots be encountered during
construction, the project must be modified to protect the tree’s root system. All machine digging shall stop when roots over 1 inch in diameter are encountered. Such roots may not be cut without the approval of the Tree Supervisor and the Maryland Forest Service.

· **Curbs.** All curbs must be returned to their original condition after construction on any property in TOGE where the curb is within the confines of the construction area and construction equipment has impacted the curb.

· **Driveway Aprons.** All driveway aprons which provide access to the property under construction must be returned to their original condition by the property owners before any construction bonds are returned. Construction that requires the cut of a new driveway apron will include the cost of that apron within the original plans.

· **Grass and other plantings.** All other plantings that existed in the right-of-way prior to the initiation of construction must be returned to their original condition.

Question about TOGE Permit matters should be directed to the Town of Glen Echo office at 301-320 4041.
Department of Permitting Services

Bonds Estimation

Subdivision: National Chatauqua of Glen Echo
Street Name: Vassar Circle
Permit Number: 365547
Computed By: Jared Carhart, PE

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Construction Activity Costs (CAC) Total: $95150.00

Bond
Bond Subtotal (CAC + 5% Contingency): $99,997.50
Total Bond Requirements: $100,000.00

Permit Fee
Permit Fee Subtotal (Total Bond x 14.62%): $11,650.00
EEFSF (Permit Fee Subtotal x 3%): $429.00
Total Permit Fee: $12,079.00

Approved by: ____________________________
Date: 1-11-2019

Final Approval
EXHIBIT 'B'

VASSAR CIRCLE
30° RIGHT-OFF-LOT
(PER PLAT BOOK B, PLAT No. 17)

POINT OF BEGINNING

PART FIVE
N 30°53'00" W 1.24'
WHERE

PUBLIC IMPROVEMENT EASEMENT
949.5 SQ. FT.

PROPOSED LOT 4

TAX MAP PARCEL P601

PUBLIC IMPROVEMENT EASEMENT
742.4 SQ. FT.

PROPOSED LOT 2

Property of
THO VASSAR, LLC
L. 48336 / F. 17
PLAT BOOK B, PLAT 17

PROPOSED LOT 3

PUBLIC IMPROVEMENT EASEMENT
286.6 SQ. FT.

PROPOSED LOT 1

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PUBLIC IMPROVEMENT EASEMENT
702.5 SQ. FT.

SECTION F2-27

SKETCH OF A
PUBLIC IMPROVEMENT EASEMENT
ACROSS THE PROPERTY OF
TAX MAP PARCEL P601
(Proposed Lots 1-4, Block 27)
Shown as Reservation
For Woman's Temple

NATIONAL
CHATAUQUA
OF GLEN ECHO
PLAT BOOK B, PLAT 17
LIBER 48336, FOLIO 97
BETHESDA (7TH) ELECTION DISTRICT
MONTGOMERY COUNTY, MARYLAND

Jeffery Allen, P.E.
Professional Land Surveyor
10 South Beren Street
Frederick, Maryland 21701
540-407-8555 office
540-407-8545 fax
www.casengineering.com
info@casengineering.com
DATE: 10/2/2017