

**Town of Glen Echo
Resolution Adopting Standard Permit Conditions**

Resolution No.: 20-07
Introduced: January 11, 2021
Adopted: February 8, 2021
Effective Date: February 8, 2021

SUBJECT: RESOLUTION TO ADOPT STANDARD PERMIT CONDITIONS
AND CONSTRUCTION SITE PROTOCOL

WHEREAS, the Town of Glen Echo Code, Section 3.1.C.2, provides that the Town Council may impose conditions on a building permit as deemed necessary to assure compliance with the Town Code and/or protect the public health, safety, or welfare; and

WHEREAS, the Town Council finds that the permit conditions and standards set forth on the attached Standard Permit Conditions and Construction Site Protocol should be attached to all Town building permits; and

WHEREAS, the Town Council finds that based upon a review of the Standard Permit Conditions and Construction Site Protocol, and upon recommendations from the Mayor and staff, the resolution as hereinafter set forth is necessary in order to assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort and convenience of the citizens of the Town, and otherwise advantageous and beneficial to the Town; and

WHEREAS, this Resolution was considered in open session on the 11 day of January, 2021.

NOW, THEREFORE, BE IT:

RESOLVED that the attached Standard Permit Conditions and Construction Site Protocol be and is hereby adopted; and

RESOLVED, that this Resolution shall be effective immediately upon adoption and shall be filed by the Clerk-Treasurer and kept available for public inspection.

Attest:

I hereby attest that the above Resolution was duly adopted by the Town Council on the 8 day of February, 2021, by a vote of 4 in favor and 0 in opposition.



Clerk-Treasurer

**STANDARD PERMIT CONDITIONS
AND CONSTRUCTION SITE PROTOCOL
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. The Town Council may require additional conditions as appropriate.

1) NOISE CONTROL ABATEMENT

Construction Noise. We follow Montgomery County Construction Noise Standards by Time and Day – Weekdays 7 am – 5 pm maximum dBA 75, 5 pm to 9 pm - dBA 65, 9 pm to 7 am - dBA 55. Weekends and Holidays 9 am – 9 pm - dBA 65 and from 9 pm – 9 am - dBA 55. 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. For more information go to: <https://www.montgomerycountymd.gov/DEP/contact/construction-noise.html>

2) STREET SAFETY, SERVICE DELIVERY AND EMERGENCY ACCESS

- **Parking Regulations:** Town of Glen Echo ordinances govern street safety and generally are consistent with Montgomery County parking codes. All Maryland State Traffic Codes are effective in Town of Glen Echo. 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
 - 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. Town of Glen Echo 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 Town of Glen Echo 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 Town of Glen Echo street overnight without permission of the Town of Glen Echo Manager. Construction vehicles cannot obstruct the delivery of municipal services to

residents. Heavy equipment cannot be parked on Town streets without prior approval from the Town Manager or Mayor and streets must be protected with a layer of plywood.

- **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 Town of Glen Echo 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 Glen Echo, the Town of Glen Echo office MUST BE NOTIFIED 24 hours in advance. Town may require the use of "flaggers" to direct residents and others around blocked or impeded streets. Flaggers will be the responsibility of the contractor, but the Town Manager will have final authority on where they are located and the number needed.

3) CONSTRUCTION SITE ETIQUETTE

- **Site Appearance**: The Town of Glen Echo 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 Town of Glen Echo. Dumpster must be covered to control debris placed in the dumpster.
- **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 Town of Glen Echo's waste removal contractor if placed in trash bags. Some examples are coffee cups, plastic bottles, bags, food remains and so on.
- **Site Sanitation Provisions- Portable Construction Toilets** - Sanitation facilities must be provided on site for the duration of the project, either in the home or a porta john. These should be placed on the owner's property and not within the right-of-way. It is incumbent upon the building contractor management to see to it that these facilities are screened, maintained in good operating condition and serviced frequently to eliminate odors. Screening shall be placed on three sides, obscure the door, and the porta john shall face away from the public. The location and screening of all portable sanitation facilities shall be approved by the Town Manager and noted on the site plan.
- **Street and Sidewalk Cleaning Requirements**: Streets and sidewalks within Town must be kept clear of mud, debris, sediment, nails, gravel, etc. The street and sidewalk must be swept clean of mud and debris and if necessary hosed at the end of each workday per the sole discretion of the Town Manager or designee. Additionally, storm drains, catch basins and inlets must be protected with particle collecting materials to prevent construction runoff and debris from entering the drainage system and ending up in the river.

4) CONSTRUCTION TRUCK/ HEAVY EQUIPMENT USE:

- **General Information**- Contractors using heavy equipment and dumpsters within the Town of Glen Echo 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 Town of Glen Echo streets necessitated by construction damage must be approved by the Town of Glen Echo and paid for by the property owner. Trucks travelling along MacArthur Blvd. that exceed 30,000 lbs. must obtain prior approval from Montgomery County Traffic Operations (240-777-2190). The route into TOGE for any heavy trucks is Oxford Road and turning on University Avenue. These roads have been "heavied" up to accommodate large weights. The violation for using any other roads into or existing the Town of Glen Echo shall be subject to a fine of \$500 per incident and/or a stop work order.

- **Dumpsters and heavy equipment:** No dumpster or heavy equipment will be allowed in the street or public right-of-way without an exemption from the Town of Glen Echo. Should this be necessary, roadways must be properly protected before dumpsters can be set or heavy equipment parked on Town of Glen Echo 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. Note that dumpsters must be covered when not in use.
- **Assurance of Street Integrity:** The Town of Glen Echo Town Manager or her designee will examine and photograph the area of Town of Glen Echo roadway surrounding the construction site at the time a Town of Glen Echo building permit is granted. Once a job is complete, the Town Manager or designee 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 Town of Glen Echo Trash Contractor.** The Town of Glen Echo contracts with a waste management vendor for waste removal. USE OF Town of Glen Echo TRASH CONTRACTOR TO remove construction materials as a part of the Monday/Friday weekly pickup is forbidden. Any bulk picks-ups DO NOT ALLOW FOR removal of construction waste. A homeowner may make special arrangements with the Town of Glen Echo 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

- **Tree Protection.**
Protective Barriers. Prior to construction commencing, protective barriers must be placed around Town of Glen Echo trees to prevent injury during the construction project. The location of guards, fences and barriers is determined by an arborist, who must provide a written report to the Town at the expense of the applicant. The protective fencing must be installed by a tree contractor at the expense of the builder or owner. This is to provide protection of Town tree roots.
- **Curbs and Sidewalks.** All curbs and sidewalks must be returned to their original condition after construction on any property in Town of Glen Echo 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.

7) PRECONSTRUCTION MEETING

No excavation may start until the permittee and the contractor performing the excavation have attended a pre-excavation site meeting, to allow an opportunity for the permittee, the permittee's excavation contractor, and the Town to discuss the permitted work.

This meeting will review topics including project scheduling, parking, equipment and material storage, portable toilet placement, tree protection measures, utility installations, periodic inspections, rubbish removal, sediment control, and the like. Additional permit conditions may be imposed as a result of and following the pre-construction site meeting.

8) FINAL INSPECTION

Prior to final inspection by Montgomery County, Permittee must notify the Town building permit administrator, so that he/she can be present for the final inspection.

9) FINES: Fines may be levied per the Code of Ordinances as follows:

Section 3.1.3 Penalties

A. Violation of any requirement of Section 3.1 or 3.1.1 shall constitute a municipal infraction. Any person, including an owner of property, any authorized or unauthorized agent, any contractor for such owner, and any person performing work on or about the owner's property, that violates a provision of said sections shall be subject to a fine of Five Hundred Dollars (\$500.00) for each violation. Each day that the violation continues shall be considered a further and separate offense subject to such fine.

10) ADDITIONAL CONDITIONS WILL BE ASSESSED AS NEEDED.

Question about Town of Glen Echo Permit matters should be directed to the Town of Glen Echo office at 301-320- 4041. Further questions about Montgomery County ordinances, can be directed to the Montgomery County Environmental Protection Office at 240-777-7770.

I have received a copy of this form and am aware that failure to follow them could lead to a stop work order, fine and/or revocation of my TOGE Building Permit.

Builder/Owner

Print Name

Date

Date