Village Assembly Meeting Minutes
September 21, 2026

CALL TO ORDER/MINUTES APPROVAL
The regularly scheduled meeting of the Village of Ardencroft was called to order at 7:08pm on September 21st, 2026.

The minutes of the previous May 18th 2026 meeting were posted on the ardencroft.delaware.gov website. The minutes of the May 18th, 2026 meeting were approved with no corrections.

GUEST SPEAKERS
Councilman John Cartier attended. He had sent the community venue reporting report since June 19th, which indicated there were four police calls to Ardencroft. Councilman Cartier discussed the timeline of the New Castle County property taxes. Payment is due at the end of December, paid by the Directors from Ardencroft land rent. Cartier discussed the stage at the Shady Grove for the Arden Fair and his support in getting it ready in time. A resident asked a question about the County's reassessment, to which Cartier overviewed the process for all three counties in Delaware.

Larry Lambert attended. Larry mentioned his attendance at the Arden Fair and thanked everyone for their turnout at the primaries last week. Larry was honored to pass the Delaware John Lewis Voting Rights Act. More information can be found here. Rep. Lambert asked about the borders of Ardencroft, specifically Shady Lane and Sunset Farms.

Shay Frisby attended. She expressed her honor to serve Ardencroft and reminded everyone of the November 3rd election. Ms. Frisby loves to come out to events in the community. Her cell phone number is 302-433-9185. Her work number is 302-571-4909 (8am-4pm).

OFFICER'S REPORTS

Chair's Report
Chris Raia reported. Chris thanked the Village for entrusting him as the Chair. Chris relayed an email from Sabrina at Delmarva regarding trees that Delmarva has requested to remove adjacent to their transmission lines. Scott Bowers suggested that Chris meet with the Environment Committee beforehand, as Delmarva has gone beyond their easement. Mary Brent Whipple suggested that Chris meet first with Bethany Rees and others in Ardentown and Ardencroft who have spearheaded the conversations with Delmarva on behalf of the Ardens.

Secretary's Report
No report.

Treasurer's Report
Don Lipari reported. Don discussed two Financial Reports. The first spanned a short period of time between the May Village Assembly meeting and the end of last fiscal year. The Village had a $7,186 surplus for the year. The second report started July 1, 2026 and ended yesterday (September 20, 2026). Highlights are below:

- We received our yearly MSA check. It came in a little more than expected.
- The admin costs were nominally.

- We don't have any grants or big projects this year, so this fiscal year is expected to be simple.

DIRECTORS' REPORT

Wyn Achenbaum reported. With sadness, we pass along word of the death of our much loved and respected President and senior director, Jim Schwaber, on September 9. Jim became a Director in 2010. He had experienced some difficult months of ill-health recently, but we felt we had every reason to anticipate his recovery. We miss Jim, and extend our sympathy to Mary Brent and their family. It is the responsibility of the remaining two directors to choose Jim's successor as Director, and we are pursuing that. If you have suggestions, we'd gladly hear them. Our finances are in good shape. We've heard nothing further from NCC about changes in our assessments. The next reassessment is supposed to be in 2028; it will be far less involved. We know that NCC will raise its taxes by 17% this year. Last year, Brandywine School District set taxes for nonresidential property at 185% of what residential property paid. The legislature approved, and the governor allowed the bill to continue the practice to take effect. This year, the BSD tax rate will be determined at the Board's October meeting, and we should receive our tax bill in November, to be paid by December 31. The later date is a result of a Quality Control Review of 50 randomly selected nonresidential property assessments, which was to be completed in early September. We welcome new leaseholders at 1502 Upper Greenbriar Lane, Meenal Raval and Afshin Kaighobady. Jack Stone bought the home a year or two ago from Shirley Samson's estate. And at 1510 Evergreen Lane, corner of Veale Road, we welcome Mike Fink, who is coming from the "donut hole" along Harvey Road. You might recognize him from his Scholars Gild talk last year, "Artifacts and the Stories They Tell, about World War II History from Family Collections."

A resident asked about an application and requirements for the "elderly" exemptions for residents 65 years of age and older. They can be found online here.

STANDING COMMITTEE REPORTS

Coordinating Committee

Jenn Abernethy reported. The Coordinating Committee met on September 2nd to discuss tonight's meeting. There is a current slot available in the Safety Committee. If interested, please email New Business consists of a first reading of an Ordinance later in the meeting.

Environment Committee

Scott Bowers reported. He is now the Committee chair. The Committee is working on keeping invasives away from the trees in the Ardencroft woods and Delmarva easement. Scott has been going to clean it up. There are no events lined up until Spring with Earth Day and Arbor Day. Lisa and Scott visited the Upsan Downs native plant sanctuary to keep bamboo away. They had someone come to cut it down and put down wood chips. The bamboo is coming up again, so the Committee will try to manage that. It's mostly at ground level right now. The Tree City USA application was awaiting the Village seal but was stamped before the meeting and is finally complete.

A resident asked if Ardencroft is going to do anything about the Beech trees that are infected and dying prematurely. The Environment Committee is working on identifying Beech leaf disease in Beech trees on Village property; however, treating the trees is going

to be a losing battle since the trees will die from this infestation. There are concerns with how bare our forests will be once the Beech trees die. A resident asked if there are plans to plant more trees in advance of those Beech trees. The Environment Committee has planted native trees and hopes to plant more.

Finance Committee
No report.

Public Works Committee
Dan Rubin reported. The 75th anniversary open items have been completed. Trash corrals at both parks are now in place. The dead ash trees have been removed in several areas. The ones near Perkins Run and Orchard Walk are complete, and two more recent ones have been removed behind the lots of Jan Lewis and Marshall Wittenberg. The area of runoff concern at Beech Lane was completed. There was a large patch of poison ivy along Sanctuary Path that has been removed. In new business, Dan Rubin agreed to assume the Chair position for the Committee effective September 1st. We had a request from a resident to improve the condition of Orchard Walk. It had been covered with coarse chips to allow access for tree cutting machinery, but these conflicted with use of a wheelchair. The committee to the best of its ability raked the path to a smooth condition free of large chips, similar to how it was before the tree work. We installed and removed No Parking signs for Arden Fair. These worked well with no incidents of illegal parking. Per a request, we also placed one at Sunset Farms, and they were thankful for the consideration. Our state historical marker is coming soon. It was scheduled to be cast in August, and the historical signs division of the state public archives will be in touch to coordinate installation. We intend to put it along Sunset Lane near the basketball court. This location will hopefully avoid any conflict with the Volleyball squad.

Registration Committee
Nick Cocca reported. Ardencroft held its annual in-person election on May 18, 2026. Ballots were sent out during the week of April 6, 2026, and many were received in advance of the in-person election date on May 18th. In all, 80, including three write-in nominations for the Environment Committee, residents of Ardencroft cast their ballots. Ballots were counted by the Registration Committee on June 1, 2026.

The only open officer position was Chair. Chris Raia was elected for a two year term with 75 votes in his favor. Secretary Jenn Abernethy and Treasurer Don Lipari have terms ending in 2027.

The Environment Committee had two continuing members for the coming year and three more members were elected for two year terms. The newly elected members are Kevin Nemeth, Roberta Brandão and Vaughn Byarm.

The Finance Committee had one continuing member for the coming year and two newly elected members, Lindsey Mix and Ken Rosenberg.

The Public Works Committee has three continuing members for the coming year and two newly elected members, Rob Stigler and Kevin Nemeth.

The Registration Committee has two continuing members for the coming year and one newly elected member, Sammie Cocca.

The Safety Committee has one continuing member for the coming year and one newly elected member, Jeff Tindall. Vaughn Byarm withdrew from the election after his name was printed. There is an open position for the Safety Committee at this time.

Safety Committee
No report; however, there is an available Committee position. Email coordinating@ardencroft.delaware.gov or safety@ardencroft.delaware.gov, if interested. The position is a two-year position that will end in 2028.

A resident brought up concerns about unleashed dogs. The Safety Committee has sent warnings and fines based on the Leashing of Dogs Ordinance. Residents can report unleashed dogs to the Safety Committee via the email above. Pictures–along with dates and times of sightings–are especially helpful.

SPECIAL COMMITTEES

Aging in Place
No report.

Archives
Jennifer Abernethy reported on behalf of Kathleen Jost. The Arden Craft Shop Museum is closed until October 18th. The Ardencroft exhibit has been deinstalled and the new yearlong exhibit at the museum entitled "All the World is a Stage - Shakespeare in the Ardens" is being installed. Please come on out to the opening from 1 to 3pm on Sunday the 18th of October. Refreshments will be served. There are some items from Arden in the current Arts and Crafts exhibit called Workshop of the World: Arts and Crafts in Philadelphia at the Philadelphia Museum of Art. The exhibit runs through October 11th of this year. It's well worth the trip to Philadelphia to see it! Barbara Macklem from ACSM will be a featured presenter and panelist at a discussion of the exhibit on Saturday October 3rd at 2pm. We are proud of her and proud to be a part of this important exhibit. ACSM's annual letter soliciting donations from the community will be mailed out soon. Please consider a generous donation to this important part of our community. In addition a much needed Capital Campaign is in the works to raise money for much needed work on the building. Stay tuned. This campaign will be launched in 2027. Our next of the popular Afternoon with the Artist's events will be in November (I believe on Sunday the 15th from 1pm to 3pm) featuring Arden artist Will Ramirez.

Jeanne Orr shared that Jill Althouse-Woods is organizing a trip up to Philadelphia to see the exhibit for those who are interested in being a part of that.

ArdensReady
Amy Pollock reported. ArdensReady is working on its third annual Open House on Saturday, November 7th from 12pm-4pm. There are presenters lined up and there will be a lot of swag. Aging in Place will be addressed that day. The local fire company, pipeline company, and others will attend. The Committee hopes to use some of its $200 Ardencroft budget for food or materials for the Open House. If anyone is willing to volunteer, that time will be appreciated. We're hoping to have robo-calling for our ARCs

(ArdensReady Coordinators) and have people sign up to get connected to and aware of their ARC. Aging in Place questions might be answered as well. For more information on ArdensReady, visit https://ardensready.org/.

Buzz Ware Village Center
Theresa Ferenbach reported. Theresa is Ardencroft's new BWVC representative and lives on Willow Way. The Coffeehouse is starting in October and runs until June. It starts at 8pm and ends at 11pm. The Calendar is here. There's talk of a 30th anniversary party in June for the Coffeehouse. Bernadette Donohue is the curator of the Art Loop. She's looking for artists for the Loop. The first artist will be Ardencroft's own Janet Williams on October 2nd. If you are interested in being an artist on the Art Loop, reach out to Bernadette Donohue or to Theresa Ferenbach, who will connect with Bernadette. The BWVC report also included information about ArdensReady, but Amy Pollock's earlier report covered it. One additional piece of information is that the hope is to have a blood donation mobile truck at the ArdensReady event. The BWVC is hoping to bring strength and mobility classes back and is looking for an instructor. Reach out to Theresa if you know of an instructor who might be interested. The Peddlers, Potions and Practitioners Holistic Marketplace within the BWVC at the Arden Fair raised over $7,800 this year.

Poultry/Livestock Policy
No report.

Transmission Lines
Chris Raia formally dissolved this Special Committee with a great deal of gratitude for the time they spent going up against Delmarva on behalf of the Ardens. Further work regarding Delmarva can be brought up on an ad hoc basis.

Transportation Plan Monitoring Committee
Chris Raia reported on behalf of Ben Gruswitz. The Ardens Transportation Plan Monitoring Committee now meets every other month, on the first Monday of even-numbered months, from 1:30 to 3:00 p.m. Since our last report, Arden successfully secured a Transportation Alternatives Program, or TAP, grant from DelDOT. The grant will support planning, design, and construction of an improved crossing between the Clubhouse and Milkyway paths. This will be about a three-year process and will include public workshops and other opportunities for community input. We expect to have more information once the project schedule and start date are established. Earlier this year, members of the Ardens committee also met with Claymont community stakeholders and public agencies to discuss possible improvements to the Harvey Road I-95 overpass. One concept is to reduce the roadway to one travel lane in each direction and provide safer accommodations for people walking and biking between our communities. Claymont is expected to establish its own transportation plan monitoring committee soon. Once that happens, we expect to continue coordinating and eventually hold a public workshop on the idea. We have also been talking with DelDOT about a new state roadway designation that we may pursue for Veale, Harvey, and Marsh roads. The designation could help support future traffic-calming and safety improvements along these roads. Finally, we are beginning discussions with the University of Delaware about its Living Labs program. One possibility is to test temporary "pop-up" improvements, such as pedestrian crossing treatments on Veale Road. These demonstrations could help us evaluate potential improvements before pursuing more permanent changes. Nothing is imminent on any of these fronts, but there are several productive conversations

underway and some promising opportunities to continue implementing the Ardens Transportation Plan. As always, we'll keep you informed, especially when public engagement events are happening.

UNFINISHED BUSINESS
None.

NEW BUSINESS
A. First reading of proposed Ordinance "Permanent Changes to Street Frontage"
Jenn Abernethy read the Ordinance once through. Discussion ensued. After discussion, Don Lipari made a motion to amend Ordinance 5 since it revolves around "Leaseholder & Village Street Frontage Maintenance Obligations." The motion passed with 16 yea votes, 3 nay votes, and 2 absentions. The Proposed Changes to Ordinance 5 (attached) will be read and voted upon at the November 16, 2026 Village Assembly meeting.

GOOD AND WELFARE

- Arden Chair Simon Hamermesh attended. The Ardencroft items within the BWVC office need to be condensed to fit into one filing cabinet.
- The Village sends its condolences to
    - Mary Brent Whipple and family on the passing of Jim Schwaber,
    - Wyn Achenbaum and family on the loss of Joe,
    - the family and loved ones of Renata Brito-Cherrin after her recent passing,
    - Ken Morrison on the loss of his mother earlier in the summer.
- The Village congratulates Linda and Pat Toman on becoming grandparents.
- The Village welcomes its newest residents who attended the meeting. Welcome to Mike Fink as well as Afshin Kaighobady and Meenal Raval.
- The Village congratulates its newest voters Sora Clarke-Fields (in attendance) and Indigo Gruswitz (not in attendance but celebrating their 18th today).
- As a reminder, the Over 80's Party is on Sunday, October 4th at 3pm at the Buzz Ware Village Center.

ADJOURNMENT:
The meeting adjourned at 8:35 pm.

Submitted,

Jennifer Abernethy

Jennifer Abernethy, Village Secretary

ATTACHMENTS

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11	May 2026 Election Results
12-13	Proposed Ordinance on "Permanent Changes to Street Frontage"
14-16	Proposed Changes to Ordinance 5

9/21/26 Village Assembly Meeting Attendance

Residents

1. Jennifer Abernethy
2. Chris Raia
3. Don Lipari
4. Wyn Achenbaum
5. Mike Fink
6. Scott Bowers
7. Lisa Surbrook
8. Polly Brown
9. Ken Morrison
10. Cathy Brown
11. Theresa Ferenbach
12. Angela Rubin
13. Daniel Rubin
14. Sora Clarke-Fields
15. Jeanne Orr
16. Afshin Kaighobady
17. Meenal Raval
18. Gloria Brady
19. Linda Toman
20. Pat Toman
21. Waju Christie
22. Roberta Brandão
23. Bob Pollock
24. Amy Pollock
25. Mary Brent Whipple
26. Keith Myers
27. Nick Cocca

Guests

Cris Larson
James Ross Rubin
Shay Frisby
John Cartier
Larry Lambert
Simon Hamermesh

New Castle County Police Community Venue Reporting

New Castle County Police

Community Venue Reporting

*** Note: Rows displayed in bold font are Officer initiated items**

Create Date Time	Location	Venue Name	Sector	CAD Type	Final Incident Type	Source
6/19/2026 1:59 PM	Unit Block APRIL LN	Ardencroft	NCC 13	Domestic - In Progress	Assault/TBH/Menacing	LEISS
7/23/2026 9:53 PM	2100 Block WILLOW WAY	Ardencroft	NCC 13	Alarm Burglary	Alarm Burglary	CAD
8/23/2026 5:56 PM	Unit Block APRIL LN	Ardencroft	NCC 13	Mental Patient Violent	Mental Patient Violent	CAD
8/26/2026 1:32 AM	Unit Block APRIL LN	Ardencroft	NCC 13	Mental Patient Violent	Bail / Condition Violation	LEISS

Ardencroft Financial Report - 5/18/2026 - 6/30/2026

Ardencroft Financial Report 5/18/2026 - 6/30/2026					
CASH					
Operating Acct	**48,787**				
MSA Acct	**64,450**				
Legal Acct	**2,500**				
Interest on Savings	**8,208**				
Arden B&L	**852**				
Total Funds	**124,796**				
			FY26		
	This Period	**Year to Date**	**Budget**	**Remaining**	
INCOME					
Ardencroft Directors	0	34,886	34,866	(20)	
Directors for Trash Collection	0	28,973	29,140	167	
Comcast Franchise Fees	573	2,250	1,600	(650)	
Verizon Franchise Fees	0	579	660	81	
MSA	0	5,779	5,779	0	
Other Grants & Contributions	2,413	31,411	0	(31,411)	
Interest from Savings Account	589	2,882	1,200	(1,682)	
TOTAL INCOME	**3,575**	**106,760**	**73,245**	**(33,515)**	
ADMINISTRATION					
Administrative Expenses	(80)	(1,289)	1,600	311	
Chair's Discretionary	0	0	1,500	1,500	
Delaware League of Local Governments Dues	0	0	525	525	opted not to renew
D&O Liability Insurance	(3,198)	(6,396)	3,250	(3,146)	Paid FY27 early
ESRI - ArcGIS Creator Subscription	0	(633)	700	67	
Chair Stipend	0	0	1,500	1,500	
Secretary Stipend	0	(1,500)	1,500	0	
Treasurer's Bond	0	0	100	100	
Treasurer Stipend	0	0	1,000	1,000	
Website / email support	0	0	500	500	
Legal Advice / Representation	0	0	2,500	2,500	
TOTAL ADMIN	**(3,278)**	**(9,818)**	**14,675**	**4,857**	
COMMUNITY					
ACRA	0	(880)	880	0	
Arden Craft Shop Museum	0	(800)	800	0	
Arden Library	0	(400)	400	0	
Arden Page	0	(400)	400	0	
Buzz Ware Village Center	0	(2,000)	2,000	0	
Fire/Ambulance	0	(500)	500	0	
TOTAL COMMUNITY	**0**	**(4,980)**	**4,980**	**0**	
COMMITTEES					
Environment	0	(758)	2,000	1,242	
Finance Committee	0	0	100	100	
Miscellaneous - Public Works	0	0	500	500	
Park Mowing	(400)	(2,900)	2,700	(200)	
Parks & Recreation	(2,250)	(3,350)	2,000	(1,350)	
Snow Removal (MSA)	0	(2,595)	3,000	405	
Streets & Signs (MSA)	0	(8,995)	5,000	(3,995)	pot hole repair and PAY sign
Trash/Recycling Collection	(4,879)	(28,860)	29,140	280	
Trees/Paths/Maintenance	(8,761)	(34,122)	7,000	(27,122)	repairs to bridges - ORPT & CTF
					grants to reimburse almost all costs
Registration Committee	0	(221)	600	379	
Safety Committee	0	0	50	50	
75th Anniversary Committee	0	(2,974)	1,500	(1,474)	
TOTAL COMMITTEES	**(16,290)**	**(84,775)**	**53,590**		
TOTAL EXPENDITURES	**(19,568)**	**(99,574)**	**73,245**		
NET	**(15,993)**	**7,186**	**0**		

Ardencroft Financial Report - 7/1/2026 - 9/20/2026

Ardencroft Financial Report 7/1/2026 - 9/20/2026					
CASH					
Operating Acct	**41,727**				
MSA Acct	**70,164**				
Legal Acct	**2,500**				
Interest on Savings	**8,753**				
Arden B&L	**836**				
Total Funds	**123,979**				
			FY27		
	This Period	Year to Date	Budget	Remaining	
INCOME					
Ardencroft Directors	0	0	32,306	32,306	
Directors for Trash Collection	0	0	29,140	29,140	
Comcast Franchise Fees	386	386	1,680	1,294	
Verizon Franchise Fees	150	150	544	394	
MSA	5,714	5,714	5,650	(64)	
Other Grants & Contributions	0	0	0	0	
Interest from Savings Account	545	545	2,000	1,455	
TOTAL INCOME	**6,795**	**6,795**	**71,320**	**64,525**	
ADMINISTRATION					
Administrative Expenses	(441)	(441)	1,600	1,159	
Chair's Discretionary	0	0	1,500	1,500	
D&O Liability Insurance	0	0	3,250	3,250	paid in FY26
ESRI - ArcGIS Creator Subscription	0	0	700	700	
Chair Stipend	0	0	1,500	1,500	
Secretary Stipend	(375)	(375)	1,500	1,125	
Treasurer's Bond	0	0	0	0	paid in FY25
Treasurer Stipend	0	0	1,000	1,000	
Website / email support	0	0	500	500	
Legal Advice / Representation	0	0	2,500	2,500	
TOTAL ADMIN	**(816)**	**(816)**	**14,050**	**13,234**	
COMMUNITY					
ACRA	0	0	880	880	
Arden Craft Shop Museum	0	0	800	800	
Arden Library	0	0	400	400	
Arden Page	0	0	400	400	
ArdensReady	0	0	200	200	
Buzz Ware Village Center	0	0	2,000	2,000	
Fire/Ambulance	0	0	500	500	
TOTAL COMMUNITY	**0**	**0**	**5,180**	**5,180**	
COMMITTEES					
Environment	0	0	2,000	2,000	
Finance Committee	0	0	100	100	
Miscellaneous - Public Works	0	0	500	500	
Park Mowing	(1,300)	(1,300)	2,700	1,400	
Parks & Recreation	0	0	2,000	2,000	
Snow Removal (MSA)	0	0	3,000	3,000	
Streets & Signs (MSA)	0	0	5,000	5,000	
Trash/Recycling Collection	(4,879)	(4,879)	29,140	24,261	
Trees/Paths/Maintenance	(600)	(600)	7,000	6,400	
Registration Committee	0	0	600	600	
Safety Committee	0	0	50	50	
TOTAL COMMITTEES	**(6,779)**	**(6,779)**	**52,090**		
TOTAL EXPENDITURES	**(7,595)**	**(7,595)**	**71,320**		
NET	**(800)**	**(800)**	**0**		

Village Assembly Meeting Minutes
September 21, 2026

VILLAGE OF ARDENCROFT

May 2026 Election Results

Officers

Vote for 1 **Chair [2-yr term]**

- ☐ Chris Raia

Secretary [Term ends 2027]
*Jenn Abernethy**

Treasurer [Term ends 2027]
*Don Lipari**

Committee Members

Vote for 3 **Environment [2-yr term]**
*Lisa Surbrook**
*Scott Bowers**

- ☐ Kevin Nemeth
- ☐ Roberta Brandão
- ☐ Vaughn Byarm (write-in)

Vote for 2 **Finance [2-yr term]**
*Lorna Lee**

- ☐ Lindsey Mix
- ☐ Ken Rosenberg

Vote for 2 **Public Works (2-yr term)**
*Chris Raia**
*Dave Detweiler**
*Dan Rubin**

- ☐ Rob Stigler
- ☐ Kevin Nemeth

Vote for 1 **Registration [2-yr term]**
*Annette Hearing**
*Nick Cocca**

- ☐ Sammie Cocca

Vote for 2 **Safety [2-yr term]**
*Jay Morente**

- ☐ Jeff Tindall
- ☐ ~~Vaughn Byarm~~ (withdrew)
- ☐ **OPEN POSITION AVAILABLE**

**Person was elected last year and will serve another year to complete their term*

Proposed Ordinance on "Permanent Changes to Street Frontage" (1 of 2)

Proposed Ordinance 13

Permanent Changes to Street Frontage

Purpose

Any permanent change to the street frontage must receive pre-approval from the Village of Ardencroft before work commences. Failure to get approval could result in the removal of the modification of the frontage by the Village.

Definitions

For the purpose of this ordinance, the following term shall have the meanings respectively ascribed to them:

- Street frontage as defined in Ordinance 5: For purposes of this ordinance, the definition of street frontage is land that is leasehold-adjacent, public, and street fronting. This ordinance focuses mainly on the several feet of street frontage closest to the street, where communal issues of safety, visibility, and environmental health are most relevant. To determine the extent of street frontage beyond leaseholds, the Village uses the following calculations:
  - Village lands containing streets are 50 feet across. From the outer edge of a street gutter to the opposite outer gutter edge, paved portions of streets are 22 feet wide. Generally, this leaves 14 feet fronting leaseholds where village land exists for purposes of streets and utilities. Some narrowing distances occur where leaseholds border cul de sacs. Village land widens to 100 feet across at cul de sacs but pavement and gutters may get nearer to leasehold boundaries in certain locations.
  - State roads (Veale and Harvey) are 60 to 65 feet wide and tend to have between 10 and 20 feet of street frontage between leasehold and paved portions of their property.
  - When available, markers from leasehold surveys supersede the calculations above in determining where street frontage beyond leaseholds ends and leaseholds begin.
- Permanent changes to street frontage:For purposes of this ordinance, the definition of permanent changes to street frontage includes but is not limited to altering or adding parking areas, driveways, and fences and/or planting trees and woody bushes. Seasonal plantings such as grasses, flowers, and the like are excluded from this ordinance.

Prohibition

No permanent changes to street frontage shall be made in advance of approval by the Village. Approval by the Village is separate from approval by the Directors.

Proposed Ordinance on "Permanent Changes to Street Frontage" (1 of 2)

Penalties

Failure to get approval could result in the removal of the modification of the frontage by the Village.

Empowered Committees/Officials

Separately from any ordinance, Village policy empowers committees or relevant officials to perform functions associated with an ordinance. This meets the needs of ordinances, while avoiding the procedural hurdle of amending the ordinance for simple text changes if there is ever need for reassignment of responsibilities to a new party, or if a committee or title is formally changed.

For the ordinance above, the empowered committees/officials are:

Function	Empowered Party
Receiving applications for changes to street frontage	Public Works Committee
Approving or denying applications for changes to street frontage	Public Works Committee
Removing modifications to street frontage that were not pre-approved by the Village	Public Works Committee

Proposed Revision to Ordinance 5 (1 of 3)

Ordinance 5

Leaseholder & Village Street Frontage Maintenance Obligations

1) Overview

In order to promote safety and proper drainage, the Village of Ardencroft (Village) requires that leaseholders maintain ("maintenance" defined below) street-facing and leasehold-adjacent land ("street frontage", defined below), including clearing street gutters and drains. Street frontage maintenance, especially the several feet abutting the street, by leaseholders of the adjacent leasehold, is required to ensure public safety, enabling clear visibility and mobility on Village streets.

Maintenance of other village land, including cul de sacs, park land, paths, and forests, are the responsibility of the Village and its empowered committee(s). Unless otherwise approved by the empowered committee, altering or destroying vegetation and other features on non-street frontage public land is not permitted and subject to fine.

2) Definitions

a) Street frontage: For purposes of this ordinance, the definition of street frontage is land that is leasehold-adjacent, public, and street fronting. This ordinance focuses mainly on the several feet of street frontage closest to the street, where communal issues of safety, visibility, and environmental health are most relevant. To determine the extent of street frontage beyond leaseholds, the Village uses the following calculations:

   i) Village lands containing streets are 50 feet across. From the outer edge of a street gutter to the opposite outer gutter edge, paved portions of streets are 22 feet wide. Generally, this leaves 14 feet fronting leaseholds where village land exists for purposes of streets and utilities. Some narrowing distances occur where leaseholds border cul de sacs. Village land widens to 100 feet across at cul de sacs but pavement and gutters may get nearer to leasehold boundaries in certain locations.

   ii) State roads (Veale and Harvey) are 60 to 65 feet wide and tend to have between 10 and 20 feet of street frontage between leasehold and paved portions of their property.

   iii) When available, markers from leasehold surveys supersede the calculations above in determining where street frontage beyond leaseholds ends and leaseholds begin.

b) Maintenance: Leaseholders of land adjacent to street frontage are required to perform the following regular maintenance:

   i) Clear street frontage to allow pedestrians several feet to safely and comfortably make way for vehicular traffic and to allow for clear visibility of

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pedestrians and vehicles. Keeping plantings from spilling over from street frontage into the street, gutters and drains, facilitates good street drainage.

ii) Clear street gutters and drains at the edge of street frontage to remove leaves, trash, and other debris.

iii) Removal of dead, dying, invasive or other nuisance trees greater than 4 inches in diameter on street frontage land is the responsibility of the VillagePWC. Per *Tree Removal* ordinance, contact a member of the empowered committee to request removal.

iv) Refrain from introducing anything that will be counter to the maintenance obligations in b(i) and b(ii) of this ordinance. With the exception of mailboxes, street frontage shall be kept clear of permanent objects that do not meet the guidelines set forth herein.

c) Permanent changes to street frontage: Permanent changes to street frontage include but are not limited to altering or adding parking areas, driveways, fences and/or planting trees and woody bushes. Seasonal plantings such as grasses, flowers, and the like are excluded from this ordinance.

3) Oversight, Process, and Enforcement

Specific committees are empowered to determine which leaseholds have plants or permanent objects that need trimming, cutting, cleaning, or clearing to comply with this ordinance and shall inform leaseholders and tenants, in writing, of their determinations.

In the event such notice from the empowered committee(s) does not result in the required action within 30 days, the committee(s) is empowered to have the work done.

No permanent changes to street frontage shall be made in advance of approval by the Village. Approval by the Village is separate from approval by the Directors.

Violations of this ordinance shall be punishable by a fine conforming to the Village's municipal fine structure, in addition to reimbursement of the cost for any work required to be performed by the Village under this ordinance.

Empowered Committees/Officials

Separately from any ordinance, village policy empowers committees or relevant officials to perform functions associated with an ordinance. This meets the needs of ordinances, while avoiding the procedural hurdle of amending the ordinance for simple text changes if there is ever need for reassignment of responsibilities to a new party, or if a committee or title is formally changed.

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For the ordinance above, the empowered committees/officials are:

Function	Empowered Party
Oversight and enforcement	Public Works & Safety committees
Maintenance of other village land	Public Works Committee
Receiving applications for changes to street frontage	Public Works Committee
Approving or denying applications for changes to street frontage	Public Works Committee
Removing modifications to street frontage that were not pre-approved by the Village	Public Works Committee