

Meeting No. 1-2023: Thursday, January 19, 2023

CITY OF ROCKVILLE HISTORIC DISTRICT COMMISSION AGENDA
7:00 p.m.

Anita Neal Powell, Chair
Seth Denbo, Peter Fosselman, Michael Goldfinger, Mercy Shenge

Sheila Bashiri, Preservation Planner
Christopher Meyers, Principal Planner
Katie Gerbes, Comprehensive Planning Manager
Cynthia Walters, Deputy City Attorney

Agenda item times are estimates only. Items may be considered at times other than those indicated.

Meetings of the Historic District Commission are being conducted online via WebEx until further notice. The virtual meetings can be viewed on Rockville 11 (channel 11 on county cable) and livestreamed at www.rockvillemd.gov/rockville11. Each meeting is also available for viewing soon after the meeting is held, at www.rockvillemd.gov/videoondemand.

7:00 pm I. **COMMITTEE / ORGANIZATION REPORTS**

- A. Peerless Rockville - Peerless Rockville Staff
- B. Lincoln Park Historical Foundation - Anita Neal Powell
- C. Public Comments/Open Forum
- D. HDC and Staff Comments

7:10 pm II. **CONSENT AGENDA**

Consent Agenda items may be approved per the Staff Report without discussion. However, any person may request that the Chair remove an item from the Consent Agenda for discussion and public comments before the vote.

A. APPROVAL OF MINUTES:

December 15, 2022

7:15 pm III. **CERTIFICATE OF APPROVAL**

A. HDC2023-01101

Applicant: Sally and Scott Robinson, Owners
Jeffery Broadhurst, Architect

Address: 400 West Montgomery Avenue

Request: Certificate of Approval to install a skylight, and a second story window on the rear elevation.

7:30 pm **III. DISCUSSION**

A. Old Business:

- Historic Preservation Work Plan
Formerly Historic Resources Work Plan (HRMP)

B. New Business:

- Rules of Procedure Update

9:00 pm **V. ADJOURN**

The HDC adjourns by 10:00 pm, unless extended by the Chair.

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HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2023	
2023 MEETING DATE	APPLICATION DUE DATE
February 16, 2023	January 13, 2023
March 16, 2023	February 10, 2023
April 20, 2023	March 17, 2023
May 18, 2023	April 14, 2023
June 15, 2023	May 12, 2023
July 20, 2023	June 16, 2023
AUGUST RECESS	*****
September 21, 2023	August 18, 2023
October 19, 2023	September 15, 2023
November 16, 2023	October 13, 2023
December 21, 2023	November 17, 2023
January 18, 2024	December 15, 2023

ONLINE MEETING AND PUBLIC HEARING PROCEDURES

Viewing Virtual Meetings

Members of the public who wish to view the virtual meeting can watch it on Rockville 11, channel 11 on county cable, livestreamed at www.rockvillemd.gov/rockville11, and available a day after each meeting at www.rockvillemd.gov/videoondemand

Members of the public who wish to participate and/or provide testimony on the subject application are welcome to do so by following the public hearing procedures outlined below.

HISTORIC DISTRICT COMMISSION ONLINE MEETING and PUBLIC HEARING PROCEDURE

I. Meeting Platform: WebEx

- A. Applicant Access: Provided by Planning and Development Services/IT
- B. Access for Oral Testimony and Comment: Provided by PDS/IT (see below)

II. Pre-Meeting Preparations/Requirements:

A. Written Testimony and Exhibits

Written testimony and exhibits may be submitted by email to the Historic District Commission, at history@rockvillemd.gov, or by mail to:

Sheila Bashiri, Preservation Planner
Rockville Historic District Commission
111 Maryland Avenue
Rockville MD, 20850

Written testimony and exhibits that are submitted by 4:00pm on **January 18, 2023** will be provided to the Historic District Commission by e-mail and posted on the Internet next to where the Agenda is provided, at <https://www.rockvillemd.gov/AgendaCenter/Search/?term=&CIDs=3,&startDate=&endDate=&dateRange=&dateSelector=>

B. Oral Testimony by members of the Public

Public Testimony/Comment on an Application – Any member of the public who wishes to provide oral comments on an Application must submit their name and email address to the Historic District Commission, (by email at history@rockvillemd.gov) no later than 9:00 am on the day of the hearing **January 19, 2023**) to be placed on the testimony list. Members of the public who seek technical assistance from City staff must submit their name and email address to Sheila Bashiri, sbashiri@rockvillemd.gov, no later than two (2) days in advance of the hearing so that an orientation session may be scheduled.

If a member of the public is unable to meet the deadline to be placed on the testimony list, they can submit written testimony to the Historic District Commission by email to history@rockvillemd.gov. For written testimony received after the 4:00 p.m. deadline noted above, the Preservation Planner will inform the Commission that the comments have been received, but after the established deadline.

III. Conduct of Online Meeting and Public Hearing:

A. Rules of Procedure

The Meeting and Public Hearing will be held in accord with the Historic District Commission Rules of Procedure, including the order of testimony and applicable time limits on testimony. The Rules may be viewed here: <https://www.rockvillemd.gov/DocumentCenter/View/9989/Historic-District-Commission---Rules-of-Procedure-Updated-November-2014?bidId=>

B. Review of Applications/Cases

The ordinary, but not mandatory, order or procedure for the conduct of the consideration of each application, subject to modifications by the Chair, shall be as follows:

- Introduction and summary of case by staff, including a staff recommendation;
- Questions by the Commission to staff;
- Statement by the applicant and/or his/her agent;
- Questions by the Commission to applicant or agent;
- Public comment;
- Cross-examination of speakers by the applicant, if requested;
- Applicant's rebuttal;
- Consideration and vote by the Commission.

Per the Rules of Procedure, the Chairperson may limit speakers as follows: applicant – five (5) minutes; others – three (3) minutes.

C. Continuance of Hearing

The Historic District Commission, at its discretion, reserves the right to continue the hearing until another date.

PLEASE NOTE:

These procedures are designed to ensure that applicants and members of the public are able to be heard on each matter as fully as is possible within the technological constraints of an online meeting and hearing. Please follow the procedures precisely so that the HDC and staff are able to receive all testimony and comments. When it is your turn to speak:

- Please clearly state your name and address for the record.
- Statements should relate to the subject matter of the hearing.
- Proper, civil language is required at all times.
- Please also be patient.

The HDC and City Staff are doing their best to run the meeting and hearing as efficiently as possible. Thank you in advance for your cooperation.