

Meeting No. 1-2022: Thursday January 20, 2022

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

Anita Neal Powell, Chair
Laurie Kawa, Mercy Shenge

Sheila Bashiri, Preservation Planner
David Levy, Assistant Director, Planning & Development Services
Cynthia Walters, Deputy City Attorney
Christopher Davis, Administration
Mercedes Delgado, Administration

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

Rockville City Hall is closed due to the state directives for slowing down the spread of the coronavirus COVID-19 and to continue practicing safe social distancing. Forthcoming meetings of the Historic District Commission will be conducted online via WebEx until further notice.

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

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

- A. [HDC2022-01042](#)
Applicant: Tim Riley, The Neher Group, Inc. Building Permits
Owner: Tigran Hovhannisyian
Address: 101 West Jefferson Street
Request: Replace four vinyl windows with new vinyl windows

7:45 pm **III. DISCUSSION**

- A. **Old Business:**
- B. **New Business:**
 - 1. [Rules of Procedure](#) Update

8:30 pm **IV. ADJOURN**

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

HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2022

2022 MEETING DATE	APPLICATION DUE DATE
February 17, 2022	January 14, 2022
March 17, 2022	February 11, 2022
April 21, 2022	March 18, 2022
May 19, 2022	April 15, 2022
June 16, 2022	May 13, 2022
July 21, 2022	June 17, 2022
AUGUST RECESS	*****
September 15, 2022	August 12, 2022
October 20, 2022	September 16, 2022
November 17, 2022	October 14, 2022
December 15, 2022	November 11, 2022

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 4:00 pm on **January 19, 2022** will be provided to the Historic District Commission by e-mail and posted on the on the Internet as a link within the meeting Agenda, 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 20, 2022**) 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.