MAYOR AND COUNCIL

MEETING NO. 23-20
Monday, July 20, 2020 – 6:00 PM

AGENDA

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

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

Rockville City Hall is closed due to the state directives for slowing down the spread of the coronavirus COVID-19 and continue practicing safe social distancing.

Viewing Mayor and Council Meetings
To support social distancing, the Mayor and Council are conducting meetings virtually. The virtual meetings can be viewed 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.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov by no later than 2:00 p.m. on the date of the meeting.
- All comments will be acknowledged by the Mayor and Council at the meeting and added to the agenda for public viewing on the website.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your **Name**, **Phone number**, **the Community Forum or Public Hearing Topic** and **Expected Method of Joining the Meeting (computer or phone)** to mayorandcouncil@rockvillemd.gov no later than **9:00 am on the day of the meeting**.
2. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
3. Plan to join the meeting no later than 5:40 p.m. (approximately 20 minutes before the actual meeting start time).
4. Read for https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex
5. meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, **Conduct a WebEx test**: https://www.webex.com/test-meeting.html prior to signing up to join the meeting to ensure your equipment will work as expected.
7. Participate (by phone or computer) in the optional Webex Orientation Question and Answer Session at 3 p.m. the day of the meeting, for an overview of the Webex tool, or to ask general process questions.

Participating in Mayor and Council Drop-In (Mayor Newton and Councilmember Myles)
Drop-In Sessions will be held by phone on Monday, August 3 from 5:00-5:45 p.m. **Please sign up by 2 p.m. on the meeting day using the form at: https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227**

6:00 PM **1. Convene**

2. Pledge of Allegiance

3. Agenda Review

6:05 PM **4. City Manager's Report**

6:20 PM **5. COVID-19 Update**

6:25 PM **6. Recognition**

A. TERRIFIC KID Bike Program Presentation

6:30 PM **7. Boards and Commissions Appointments and Reappointments**

A. Boards and Commissions Appointments and Reappointments

6:35 PM **8. Community Forum**

Any member of the community may address the Mayor and Council for 3 minutes during Community Forum. Unless otherwise indicated, Community Forum is included on the agenda for every regular Mayor and Council meeting, generally between 7:00 and 7:30 pm. Call the City Clerk/Director of Council Operation's Office at 240-314-8280 to sign up to speak in advance or sign up in the Mayor and Council Chamber the night of the meeting.

9. Mayor and Council's Response to Community Forum

7:05 PM **10. Consent**

A. Leave Policy for COVID-19 Pandemic

7:10 PM **11. Public Awareness Campaign on the Dangers of Smoking and Vaping in Public and Multifamily Units**

7:25 PM **12. Discussion and Instructions and Possible Introduction and Possible Adoption of an Ordinance to Grant Map Amendment MAP2020-00119, for the Rezoning of 102 Aberdeen Road from R-60 to R-60 (Historic District) in Order to Place the Property in a Historic District; Historic District Commission, Applicants**

7:55 PM **13. Discussion of Social Justice, Racism, and Bias in Rockville**

9:25 PM **14. Juneteenth Independence Day Resolution**

9:40 PM **15. Review and Comment - Mayor and Council Action Report**

A. Action Report

16. Review and Comment - Future Agendas

A. Future Agendas

17. Old/New Business

10:00 PM **18. Adjournment**

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: http://www.rockvillemd.gov/mcguidelines.

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Recognition
Department: Recreation & Parks
Responsible Staff: Andrew Lett

Subject
TERRIFIC KID Bike Program Presentation

Recommendation
Staff recommends that the Mayor and Council acknowledge the accomplishments of those children who participated in the TERRIFIC KID Bike program during this unusual year.

Discussion
The City is pleased to award bicycles to 62 children this year for demonstrating that they were "TERRIFIC". All the children demonstrated outstanding characteristics and respect for their community by being Trustworthy, Earnest, Respectful, Responsible, Involved, Fair, Industrious, and Caring.

The invitations to participate in the TERRIFIC KID Bike Recycling Program were distributed in February 2020. The program was open to all Rockville children in first through fifth grades.

The bikes were collected and reconditioned by volunteers from the Rockville Bike Hub. The Rockville Bike Hub aims to enable members of the community to obtain, recycle and maintain bicycles, to repair and donate unused and unwanted bicycles to the needy, to educate community members about the benefits of biking, and to enhance the health of our community and environment by promoting bicycle transportation.

Each child will receive a certificate of appreciation in recognition of their good deeds. The certificates will be handed out when the participants receive their bikes.

On behalf of the City of Rockville and all our wonderful volunteers at Rockville Bike Hub, we want to thank the participants for all they do to make our City TERRIFIC!

Mayor and Council History
The Mayor and Council present this recognition annually.

Next Steps
The awardees will receive their bikes on Saturday, August 1 and Sunday, August 2 from 10 a.m.-2 p.m. Bikes will be distributed next to the clubhouse at RedGate Park, 14500 Avery Rd.

Rob DiSpirito, City Manager 7/15/2020

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Appointments & Announcement of Vacancies
Department: City Clerk/Director of Council Operations Office
Responsible Staff: Jacqueline Mobley

Subject

Boards and Commissions Appointments and Reappointments

Recommendation

The Mayor and Council will appoint and reappoint the following members to the Boards and Commissions.

Environment Commission

Hande Apaydin - New Appointment to serve a 3-year term until 7/1/2023

Ethics Commission

Kevin P. Jenkins – Reappointment to serve a 3-year term until 7/1/2023
Eugene Thirolf – Reappointment to serve a 3-year term until 7/1/2023

Human Services Advisory Commission

Stacey Erd – Reappointment to serve a 3-year term until 7/1/2023
Wanneh Dixon – New appointment to serve a 3-year term until 7/1/2023
Fatima Zahra-Elmaliki – New appointment to serve a 3-year term until 7/1/2023

Retirement Board

Paula Perez - Reappointment to serve as AAME representative for a 3-year term until 7/1/2023

Rockville Sister Cities Corporation

Marika Brown – Reappointment to serve a 3-year term until 7/1/2023

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 7/15/2020

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Consent
Department: Human Resources
Responsible Staff: Karen Marshall

Subject

Leave Policy for COVID-19 Pandemic

Recommendation

Staff recommends that the Mayor and Council approve the Leave Policy for COVID-19 Pandemic.

Discussion

The Leave Policy for COVID-19 Pandemic is based on the Families First Coronavirus Response Act (FFCRA), guidance from the U.S. Department of Labor, and consideration of employee leave practices implemented by other governments. The policy is not intended to replace, but rather to supplement, the City's policy on leave in the Personnel Policies and Procedures Manual, during the COVID-19 pandemic.

The policy includes:

- eligibility requirements to receive fully- or partially-paid sick leave and/or expanded family and medical leave under the FFCRA. It also describes the process to request paid sick leave or expanded family and medical leave under the FFCRA;
- provisions regarding leave for an employee who has a preexisting disability that puts them at higher risk from COVID-19;
- a temporary adjustment to the annual leave and compensatory time carryover limits; and
- considerations and requirements for Stage 2 of the City's re-opening process.

This policy will remain in effect until the City Manager, in consultation with the Director of Human Resources, rescinds the Employee Leave Policy for COVID-19 Pandemic. If there is any conflict between this document and the FFCRA, the FFCRA prevails.

Mayor and Council History

On July 6, 2020, the Mayor and Council discussed the COVID-19 Employee Leave Policy, asked clarifying questions, and requested that staff provide additional information. Details and information are below.

There was some discussion during the meeting about the definition of "child" and "individual".

These terms are defined by federal law. The policy includes a general statement that additional information is available at a linked document of Questions and Answers or by contacting the Department of Human Resources. However, to provide employees with quick access and to clarify information, we added definitions (son or daughter; individual) to the policy.

Mayor and Council asked if the 10 days of paid sick leave can be changed to reflect the 14 days that physicians often recommend as the self-quarantine period.

The 10 days of paid sick leave covers a two-week, 80-hour period. Thus, the 10 days of sick leave covered by the FFCRA covers the 14-day quarantine period advised by physicians.

Mayor and Council suggested adding "adult care" to the existing language from the FFCRA regarding leave to care for a child due to school or place of care closure or child care unavailability. Seeking parity between caring for children and caring for adults, Mayor and Council asked staff to explain what options are available for employees who need to care for an adult dependent.

In a follow-up conversation staff had with Councilmember Feinberg, she clarified that she was concerned about employees who become primary caregivers to an adult as a result of their normal care facility being closed due to COVID-19.

Additional clarification/explanation below is provided for your information:

- Full time nursing and assisted living facilities that provide for the full time medical, daily living and social needs of adults continue to operate during the pandemic. Other facilities that provide day services for seniors or adults with disabilities may not be operating, however those day programs are typically focused on socialization, not caregiving and supervision for a serious health condition. While a City employee who is the primary caregiver to a senior or adult child would be impacted by a day facility closure, it is believed that the employee would be able to continue to work.
- If the adult has a serious health condition under the FMLA, the employee may be eligible to take leave pursuant to the FMLA. As with all FMLA leave, up to 12 weeks in a 12-month period may be taken as job-protected leave. Staff would recommend that the FMLA be

applied where appropriate, to ensure treatment consistent with other employees' use of FMLA.

- Although time taken under the FMLA is not paid by the City, an employee replaces unpaid leave with their personal accrued leave and may use paid "family sick" leave according to the Personnel Policies and Procedures Manual.

- We requested information from municipalities across the country, and learned that, although not connected to the COVID-19 pandemic, some jurisdictions have a separate policy that provides for one or two weeks of paid leave for employees to provide assistance to aging immediate family members with activities such as seeking out assisted living facilities, assisting with financial and estate planning, etc.

- Staff does not recommend changing the language in the Employee Leave Policy for COVID-19 Pandemic to add "adult" or "adult care provider". If the Mayor and Council would like staff to explore other paid leave benefits, including for adult care, staff recommends directing that as part of the review of the Personnel Policies and Procedures Manual.

Next Steps

Upon Mayor and Council approval, staff will distribute copies of the policy to employees.

Attachments

Attachment 10.A.a:	Leave Policy for COVID-19 Pandemic Redline Edits 2020-0715	(PDF)
Attachment 10.A.b:	Leave Policy for COVID-19 Pandemic Clean Copy 2020-0715	(PDF)

Jenny Kimball

Jenny Kimball, Deputy City Manager 7/15/2020

Employee Leave Policy for COVID-19 Pandemic

Purpose

The City's Employee Leave Policy for COVID-19 Pandemic ("Policy") was developed based on the Families First Coronavirus Response Act (FFCRA), guidance from the U.S. Department of Labor, and consideration of employee leave practices implemented by neighboring jurisdictions and other governments throughout the country. The purpose is to provide for consistent understanding and application of these requirements by employees and supervisors. The Policy is not intended to replace, but rather to supplement, the City's policy on leave in the Personnel Policies and Procedures Manual, during the COVID-19 pandemic.

Scope

This Policy applies to all eligible employees. ~~This policy may be updated periodically, with approval by the Mayor and Council.~~ This policy will remain in effect until the City Manager, in consultation with the ~~City Manager~~Director of Human Resources, rescinds it. ~~FFCRA changes or expires.~~ If there is any conflict between this document and the FFCRA, the FFCRA prevails.

General Requirements (Not Limited to Specific Stages of Recovery)

Medical Documentation

Employees should only submit medical documentation to Human Resources, not to supervisors. Email to benefits@rockvillemd.gov or fax to 240-403-9486.

Families First Coronavirus Response Act (FFCRA)

Paid leave provisions under the FFCRA took effect April 1, 2020 and apply to COVID-19 related leave taken between April 1, 2020 and December 31, 2020. Eligible employees may receive fully- or partially-paid sick leave and/or expanded family and medical leave if they meet the requirements of the FFCRA and:

-1) are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis;

4) are caring for an individual (defined below) who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

5) are caring for their child (defined below) whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or

6) are experiencing any other substantially similar condition that may arise, as specified by the Secretary of Health and Human Services.

- If taking paid sick leave for reasons 1, 2, or 3 above, an employee may receive their regular rate of pay, to a maximum of $511 per day or a total of $5,110 for a ten-day period.
- If taking paid sick leave for reasons 4, 5, or 6 above, an employee may receive 2/3 of their regular rate of pay, to a maximum of $200 per day or a total of $2,000 for a ten-day period. The 2/3 pay may be supplemented with 1/3 of accrued leave.
- If taking expanded family and medical leave, the first ten workdays are unpaid (but may be substituted with accrued leave; or 2/3 of paid sick leave, which may be supplemented with 1/3 of accrued leave). A maximum of twelve weeks of expanded family and medical leave may be used in a twelve-month period, in combination with (not in addition to) time taken under the regular Family and Medical Leave Act (FMLA).
- Paid sick leave is subject to one-time use of the ten-day maximum.
- To request paid sick leave or expanded family and medical leave under the FFCRA, you must provide the following information to the Human Resources Department (email to benefits@rockvillemd.gov or fax to 240-403-9486):
  - Your name;
  - The date(s) for which you request leave;
  - The reason for leave;
  - A statement that you are unable to work because of the above reason; and
  - The name of the health care provider who advised self-quarantine, if applicable.

  If you request leave to care for your child whose school or place of care is closed, or childcare provider is unavailable, you must also provide:

  - The name of your child;
  - The name of the school, place of care, or child care provider that has closed or become unavailable; and
  - A statement that no other suitable person is available to care for your child.

Individual: Someone who, as a result of being subject to a quarantine or isolation order, is unable to care for him or herself and depends on you for care and, if providing care, prevents you from reporting to work and from teleworking. Such an individual, who genuinely needs your care, includes an immediate family member or someone who regularly resides in your home or

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with whom your relationship creates an expectation that you would care for the person in a quarantine or self-quarantine situation, and that individual actually depends on you for care during the quarantine or self-quarantine.

Child: A son or daughter, including a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis**, who is under 18 years of age or 18 years of age or older who is incapable of self-care because of a mental or physical disability.

* Persons who are "in loco parentis" include those with day-to-day responsibilities to care for and financially support a child. A biological or legal relationship is not necessary.

Additional information is available at FFCRA Employee Q&As or by contacting the Department of Human Resources.

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Americans with Disabilities Act (ADA)

- An employee who has a preexisting disability that puts them at higher risk from COVID19, and whose job may only be performed at the workplace, may request a reasonable accommodation to eliminate possible exposure.
- The City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, as long as that individual can perform the essential functions of the job and provided that such accommodation does not constitute an undue hardship on the City.
- For any questions about accommodations or to make a request, contact Daisy Harley at dharley@rockvillemd.gov or 240-314-8474.

Annual Leave Carryover Limit

Per the Personnel Policies and Procedures Manual, there is a maximum carryover limit of 375 hours of Annual Leave for employees working a normal schedule of 37.5 hours per week and 400 hours for employees working a normal schedule of 40 hours per week. Employees may not carry more than this amount into any subsequent year. In light of the COVID-19 pandemic, the City will temporarily increase this limit to 450 hours for employees working a normal schedule of 37.5 hours per week and 480 hours for employees working a normal schedule of 40 hours per week. Hours in excess of the pre-COVID-19 limit should be used by December 31, 2021 and will not be carried over into 2022. Any hours in excess of the pre-COVID-19 limits will be handled in accordance with the Personnel Policies and Procedures Manual.

Compensatory Time Carryover Limit

In light of the COVID-19 pandemic, essential employees will be allowed to carry over up to 120 hours of compensatory time into 2021. By December 31, 2021, all employees must again follow

the pre-COVID-19 limit, which will be handled in accordance with the Personnel Policies and Procedures Manual.

Stage-Specific Use of Leave

The City's reopening and return to the worksite will occur in stages. Different considerations and requirements may apply at each Stage.

Pre-Stage 1 (March 14, 2020 through May 23, 2020)

- Non-essential employees whose jobs could not be performed remotely were provided with paid administrative leave at their normal rate of pay. These employees were not required to use any of their accrued leave during this time.
- Temporary employees were provided with paid administrative leave for the hours that they were normally scheduled to work.
- Employees who were unable to work onsite or remotely due to illness that was not related to COVID-19 were required to use their accrued leave.
- Essential employees with an underlying health condition or a non-medical concern about reporting to the worksite were instructed to contact Human Resources. Those employees who were approved to remain at home for these reasons were allowed to receive paid administrative leave.
- Prior to the enactment of the FFCRA, employees who were presumed positive or confirmed to be positive for COVID-19 and were not able to telework received paid administrative leave for the duration of their period of quarantine.

Stage 1 (Effective May 24, 2020)

- Temporary employees no longer receive paid administrative leave and are only compensated for hours worked. They may still be eligible for leave pursuant to the Maryland Healthy Working Families Act and the FFCRA, according to the eligibility and provisions of those laws.
- Once the FFCRA took effect April 1, 2020, employees who were presumed positive or confirmed to be positive for COVID-19 and were not able to telework were able to use paid sick leave under the FFCRA. If they needed to remain off work for more than the ten-day maximum under the FFCRA, they received paid administrative leave for the additional time, prior to being released to return to work. This may also apply to employees who have been exposed to a presumed positive or confirmed positive COVID-19 case, or to anyone else who meets the requirements of the FFCRA.

Stage 2

- Employees who are not comfortable returning to the workplace due to underlying health conditions or concern for other reasons, and telework is not an option, will no longer receive paid administrative leave and will instead be required to use their accrued personal leave. As described above in the Americans with Disabilities Act (ADA) section, employees may request an accommodation under the ADA. If an employee is not comfortable returning

to work, and teleworking is not an option, but the employee does not have a disability according to the ADA, they may request to use their accrued personal leave. Any requests should be submitted to Daisy Harley at dharley@rockvillemd.gov.

- Employees who are presumed positive or confirmed to be positive for COVID-19 and are not able to telework may be able to use paid sick leave under the FFCRA, subject to the requirements of the FFCRA. If they need to remain off work for more than the ten-day maximum under the FFCRA, they may use their accrued leave for the additional time, prior to being released to return to work. This may also apply to employees who have been exposed to a presumed positive or confirmed positive COVID-19 case, or to anyone else who meets the requirements of the FFCRA.

Questions

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Employee Leave Policy for COVID-19 Pandemic

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Attachment 10.A.b: Leave Policy for COVID-19 Pandemic Clean Copy 2020-0715 (3230 : Leave Policy for COVID-19 Pandemic)

3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis;

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quarantine or self-quarantine situation, and that individual actually depends on you for care during the quarantine or self-quarantine.

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Attachment 10.A.b: Leave Policy for COVID-19 Pandemic Clean Copy 2020-0715 (3230 : Leave Policy for COVID-19 Pandemic)

Stage-Specific Use of Leave

The City's reopening and return to the worksite will occur in stages. Different considerations and requirements may apply at each Stage.

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Stage 1 (Effective May 24, 2020)

- Temporary employees no longer receive paid administrative leave and are only compensated for hours worked. They may still be eligible for leave pursuant to the Maryland Healthy Working Families Act and the FFCRA, according to the eligibility and provisions of those laws.
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Stage 2

- Employees who are not comfortable returning to the workplace due to underlying health conditions or concern for other reasons, and telework is not an option, will no longer receive paid administrative leave and will instead be required to use their accrued personal leave. As described above in the Americans with Disabilities Act (ADA) section, employees may request an accommodation under the ADA. If an employee is not comfortable returning to work, and teleworking is not an option, but the employee does not have a disability according to the ADA, they may request to use their accrued personal leave. Any requests should be submitted to Daisy Harley at dharley@rockvillemd.gov.

- Employees who are presumed positive or confirmed to be positive for COVID-19 and are not able to telework may be able to use paid sick leave under the FFCRA, subject to the requirements of the FFCRA. If they need to remain off work for more than the ten-day maximum under the FFCRA, they may use their accrued leave for the additional time, prior to being released to return to work. This may also apply to employees who have been exposed to a presumed positive or confirmed positive COVID-19 case, or to anyone else who meets the requirements of the FFCRA.

Questions

Questions about this Policy should be directed to Daisy Harley, Benefits Manager, at dharley@rockvillemd.gov or 240-314-8474.

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Discussion and Instructions
Department: City Manager's Office
Responsible Staff: Marylou Berg

Subject

Public Awareness Campaign on the Dangers of Smoking and Vaping in Public and Multifamily Units

Recommendation

Staff recommends that the Mayor and Council review and comment on a proposed approach to increase awareness of the impacts of smoking in public and in multifamily residential units.

Discussion

The City of Rockville has been a leader in enacting no-smoking and vaping laws. In March 2016, the city expanded its smoke-free area rules to include all city property, city facilities and city parks. In 2017, Rockville became one of the first jurisdictions in the region to enact an ordinance banning smoking and vaping in outdoor dining facilities.

The Mayor and Council requested a campaign to continue to educate the community about current laws, the impacts of smoking/vaping on health and the impacts of smoking/vaping in multi-family dwellings. In order to assure consistent messaging with current best practices in public health, staff recommends that health education efforts surrounding smoking/vaping should be undertaken with a partner organization that can offer expertise, credibility, authority and impetus, and can guide and maximize the city's campaign. Below are some suggested campaign activities.

Smoking/Vaping Health Education

Several high-profile national anti-smoking organizations have existing, ongoing campaigns. Staff recommends partnering with a reputable organization with a historical record of success, such as the American Cancer Society, which conducts the annual Great American Smokeout (taking place this year on Nov. 19). This high-profile campaign is recognizable, and the American Cancer Society provides researched information and products that can be used by Rockville such as posters, PSAs and social media graphics in Spanish and English. This campaign is targeted toward adult cigarette smokers. City media would be leveraged to amplify these messages, and a partnership with the American Cancer Society would impart the city's campaign with a valuable degree of authority and trust.

Staff believes joining the Great American Smokeout, perhaps formally recognizing this partnership with a proclamation and building a marketing campaign in the weeks leading up to this popular initiative, would add credibility and bolster the momentum of the city's anti-smoking efforts.

To address the dangers of vaping, staff recommends exploring a partnership with Montgomery County Department of Health and Human Services. Montgomery County has undertaken multiple efforts to address vaping, such as a work group to explore and address youth vaping, anti-vaping legislation, a youth video contest and educational materials. By participating in and amplifying these efforts, the city can leverage the expertise of credible local health professionals to benefit the Rockville community.

The Food and Drug Administration also conducts a science-based anti-vaping campaign aimed at youth. The FDA provides high quality information in the form of PSAs, posters, infographics and other educational materials the city could utilize.

Examples of available materials can be seen in Attachment A.

Existing Laws
The City of Rockville bans smoking and vaping on all city facilities and city parks, and bans vaping and smoking in outdoor dining facilities. In order to maximize the effectiveness of these ordinances, staff recommends an awareness campaign to remind the community and its businesses of these ordinances and how they are enforced.

Businesses – send targeted information to business owners and managers, reminding them of the ordinances and their role in enforcement.

Community – conduct an overall information campaign across city channels that would position Rockville as a healthy community, with specific reminders about where community members can expect to be smoke free.

This is an opportunity to educate about recently enacted Montgomery County ordinances such as a ban on flavored vaping materials.

Multifamily Housing
Staff recommends reaching out to managers and owners of multifamily housing to educate them about the health benefits of smoke-free housing. Staff suggests exploring a recognition program for housing units that are smoke free. The Public Information Office would partner with the Department of Housing and Community Development to leverage existing relationships with multifamily managers and owners and to provide information to multi-family residents about where to go if they need assistance.

Mayor and Council History

This is the first time the Mayor and Council have discussed this item.

Next Steps

Staff will develop a detailed communication plan that incorporates the campaign highlights suggested in this staff report and the Mayor and Council's feedback. The plan will be shared in writing for additional Mayor and Council feedback and implemented beginning in September 2020.

Attachments

Attachment 11.a: Attachment A Sample Campaigns (PDF)

Rob DiSpirito, City Manager 7/13/2020

YOU DON'T HAVE TO STOP SMOKING IN ONE DAY.

START WITH DAY ONE.

Quitting smoking isn't easy. It takes time. And a plan. You don't have to stop smoking in one day. Start with day one. Let the Great American Smokeout® event on November 21 be your day to start your journey toward a smoke-free life. You'll be joining thousands of people who smoke across the country in taking an important step toward a healthier life and reducing your cancer risk. Plus, the American Cancer Society can help you access the resources and support you need to quit. Quitting starts here.

Learn more at cancer.org/smokeout or call 1-800-227-2345.

American Cancer Society®

Attacking from every angle.™

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Models used for illustrative purposes only.

FUMAR NO ES ALGO QUE TIENE QUE LOGRAR DE ABANDONAR EN UN SOLO DÍA.

COMIENCE CON EL DÍA UNO.

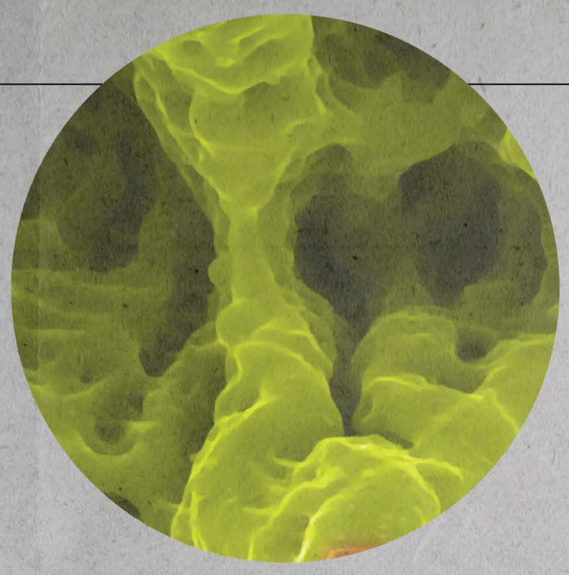
Dejar de fumar no es fácil, pues requiere de tiempo y de un plan. No necesariamente se tiene que lograr en un día, pues se puede comenzar con el Día Uno. Deje que el evento El Gran Día De No Fumar™ que este año será el 21 de noviembre (tercer jueves del mes) sea la fecha en que inicie su recorrido hacia una vida libre del humo y del tabaco. Formará parte junto con miles de personas que fuman que participan en todo el país para dar un paso hacia una vida más sana al reducir su riesgo de cáncer. Además, la Sociedad Americana Contra El Cáncer™ pone a su disposición los recursos y apoyo que requiera para lograrlo. El final de su hábito comienza aquí.

Visite cancer.org/dejardefumar o llame al 1-800-227-2345 para más información.

American Cancer Society®

Juntos, atacando en todos los frentes.™

©2019, American Cancer Society, Inc. No. 012990
Modelos empleados sólo para propósitos illustrativos.

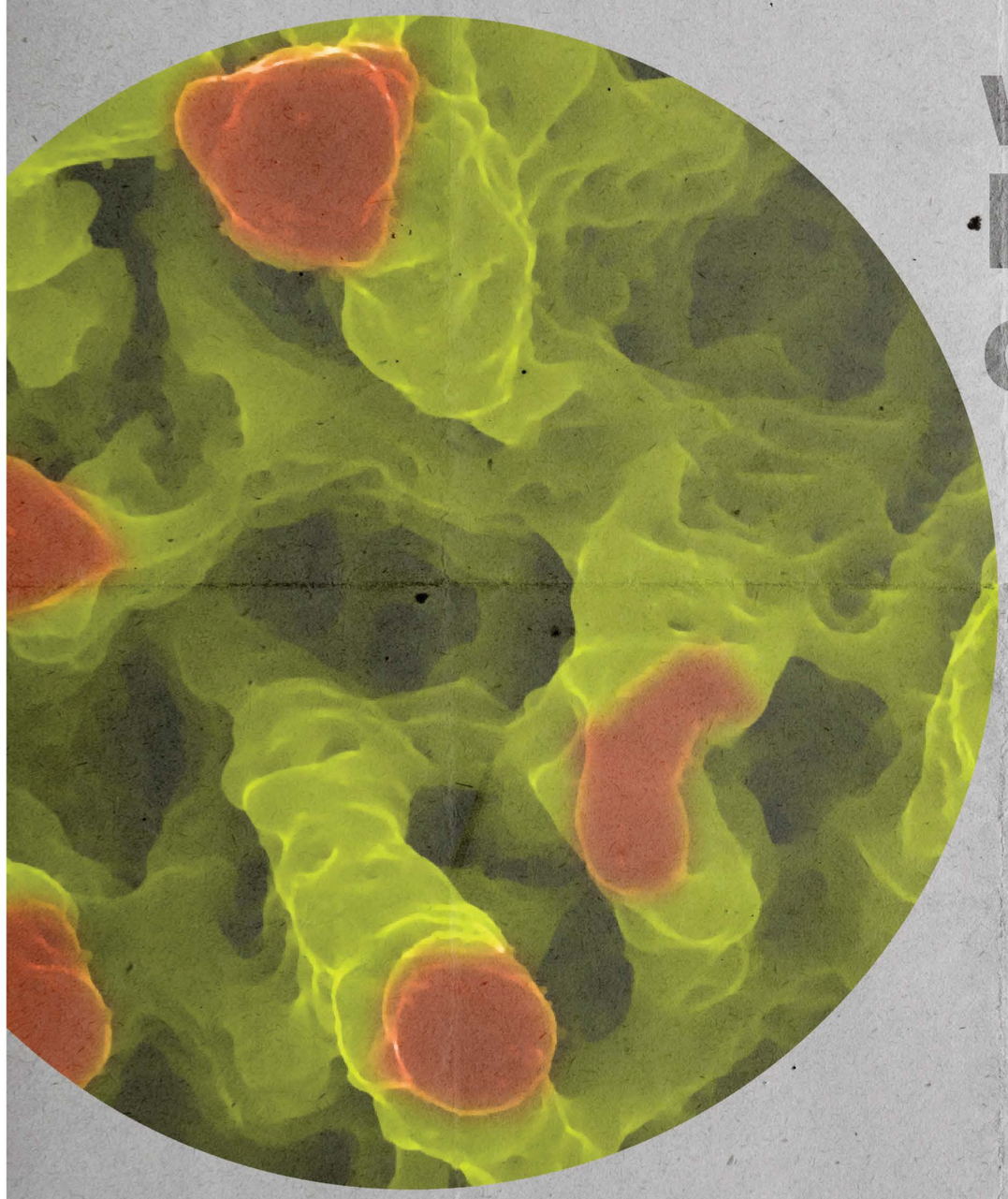


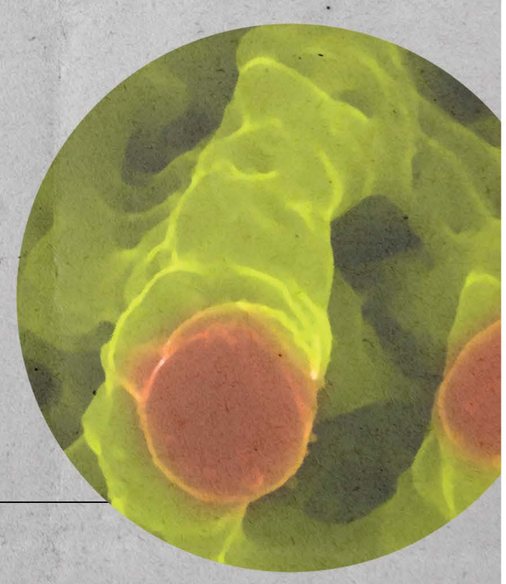
nickel

Ni

You want to nail your chemistry experiment. You don't want to become one.

If you vape, you may be inhaling toxic metals like nickel, chromium, and lead.





U.S. FOOD & DRUG ADMINISTRATION

CTP-129

Attachment 11.a: Attachment A Sample Campaigns (3150 : Public Awareness Campaign on the Dangers of Smoking and Vaping)

2019

More than 5 million U.S. youth are using e-cigarettes[1]

How much do you know about the epidemic?

E-cigarettes, also known as "vapes," are becoming increasingly popular among teens.

In fact, they are the most commonly used tobacco product among both middle and high school students.[1] You may have already seen or heard about students vaping in your school, but it is important to know that certain types of vapes can be used very discreetly.

SOME TEENS REPORT USING E-CIGARETTES IN SCHOOL BATHROOMS AND EVEN IN THE CLASSROOM.[2]

Learning more about the different types of e-cigarette products is an important first step in addressing youth vaping.

DID YOU KNOW:

E-cigarettes come in a variety of shapes and sizes and may not look like a tobacco product, which can make them hard to spot.[3]

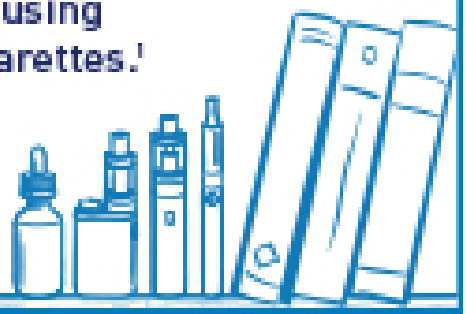
Some devices popular among teens — like JUUL and myblu — are as small as a USB flash drive and even look like one.[3,4]

Certain products emit very low amounts of aerosol or "vapor," which makes them easier to use discreetly than combustible cigarettes.[5,6]

Most e-cigarettes contain nicotine, the same highly addictive drug in cigarettes. Some e-cigarettes[1] may contain as much nicotine as a pack of 20 regular cigarettes.[3]

A Big Problem... A SMALL DEVICE

In 2019, over **27%** of high school students and over **10%** of middle school students were using e-cigarettes.[1]



CENTER FOR TOBACCO PRODUCTS

Source: Cullen, et al. JAMA 2018

Note: All numbers presented here are estimates.

www.fda.gov/tobacco

@FDATobacco facebook.com/fda

FDA

Attachment 11.a: Attachment A Sample Campaigns (3150 : Public Awareness Campaign on the Dangers of Smoking and Vaping)

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: D & I, Possible Introduction & Possible Adoption
Department: PDS - Comprehensive Planning
Responsible Staff: Sheila Bashiri

Subject

Discussion and Instructions and Possible Introduction and Possible Adoption of an Ordinance to Grant Map Amendment MAP2020-00119, for the Rezoning of 102 Aberdeen Road from R-60 to R-60 (Historic District) in Order to Place the Property in a Historic District; Historic District Commission, Applicants

Recommendation

Both staff and the HDC recommend that the Mayor and Council introduce the ordinance to grant Map Amendment Application MAP2020-00119 for the Rezoning of 102 Aberdeen Road from R-60 to R-60 (Historic District).

If the Mayor and Council wish to introduce the ordinance and proceed to adoption at the same meeting, the ordinance should first be introduced, then a motion should be made to waive the layover period. If the motion to waive the layover period is approved by an affirmative vote of four or more members of the Mayor and Council, a motion to adopt the ordinance can then proceed.

Background

On November 19, 2019, the owner of the property at 102 Aberdeen Road, Nadean Pedersen Belote, submitted an application for an Evaluation of Significance for historic designation of the existing dwelling and property. Staff evaluated the site and structure for compliance with the City's criteria for historic designation. Staff presented its report and recommendation to the Historic District Commission (HDC) at their meeting of December 19, 2019.

The HDC found that the property met the City's criteria for historic designation based on two of the criteria: for *Historic Significance, Criteria a) It represents the development, heritage, or cultural characteristics of the City;* and for *Architectural, Design and Landscape Significance, Criteria e) the property embodies distinctive characteristics of a type, period, or method of construction.* The HDC accordingly authorized the filing of a Sectional Map Amendment to place the property in the Historic District (HD) overlay zone, per Sec. 25.14.01.d.3.

Staff believes that the property has maintained its integrity, which is defined as "the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed

during the property's historic or prehistoric period." Staff recommended historic designation of the property to the HDC.

In Rockville, historic designation is accomplished via the Sectional Map Amendment process. The Zoning Ordinance provides for the Planning Commission to make a recommendation to the Mayor and Council, and requires a Mayor and Council public hearing, prior to the decision to designate a property or not. Staff recommends that the Mayor and Council base their decision on whether:

1. The property has been found to meet the City's criteria for designation;
2. The property has integrity as determined by the HDC;
3. The Map Amendment is in conformance with the Master Plan; and
4. The Map Amendment meets the intent of the Historic District overlay zone.

Property and Neighborhood Description

The subject property, known as Lot 14, Block 4, of Porter and Emma Butt's Roxboro Subdivision, is located on the east side of Aberdeen Road, between Brent Road and Calvert Road, and is zoned R-60, Single Unit Detached Dwelling, Residential. The trapezoidal subject property is a single deeded lot, measuring 78 feet along Aberdeen Road; 122 feet along the east property line; 179 feet along the north property line; and 126 feet along the south property line.

In 1886, John Phillip Mulfinger purchased 29 acres of rural wooded land located just outside of Rockville's city limits, and across Darnestown Road from the newly developed West End Park Subdivision. Mulfinger constructed a small farmhouse in 1887, which he sold in 1889 along with eighteen acres, to Henry and Susie Wells. Between 1906 and 1912, the Wells family enlarged the original farmhouse, and added a barn and other outbuildings for their livestock. The Wells family remained in the house for forty-five years. The house was sold after they died, at which point the property consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings.

In 1936, Porter and Emma Butt purchased the property to plat Roxboro Subdivision, which included the subject lot and undeveloped land south of West Montgomery Avenue. In 1946, the Butts subdivided the fourteen acres. The subject property, which was the largest lot in the subdivision, was given a trapezoidal shape. By 1949, twenty-two small Cape Cod and Ranch-style houses had been constructed in Roxboro.

The subject property changed hands several times until Dr. George Bowditch Hunter and his wife Elizabeth, purchased it in 1956. During their twenty-six-years as owners of the property, the Hunters made several major alterations that reflected the changes in the community and in Rockville. Prior to the platting of Roxboro, the front of the house faced north toward Darnestown Road; however, with the continuing growth of the West End, Darnestown Road became West Montgomery Avenue, and the subject property acquired a new address on Aberdeen Road. The Hunters constructed a two-story addition and reconfigured the front of the house to face Aberdeen Road.

In October 1982, the current owners, Nadean Pedersen Belote and her husband James Belote, purchased the subject property and continued the tradition of adapting the house to meet their needs. The Belotes constructed a one-story sunroom addition and enclosed the rear porch.

In the 1980s, the house served as a bed and breakfast for visitors to Chestnut Lodge Hospital. In 1987, the Belotes hosted Peerless Rockville's 12th Annual New Year's Day Brunch, which was the same year the house turned 100.

The small farmhouse, constructed in 1887, is now a large, stucco, irregularly shaped, two-story vernacular Victorian-style house, with several gabled asphalt shingle roofs and a concrete foundation. Most of the wood two-over-two double-hung windows, with flat lintels and wood shutters, are original to the house. The protruding central wing of the house and the recessed south end porch are the oldest additions (1906-12), which created a gable-front and wing-style house. Later additions include the two-story and one-story sections on the north end, and the southeast porch enclosure.

The lot is covered with natural landscaping, brick walkways and patios. A U-shaped asphalt driveway curves around a landscaped area in front of the house. Ground cover surround the house, including a variety of tall mature trees, ornamental trees, and shrubs of various sizes.

This part of the Roxboro neighborhood was built as a typical post-WWII subdivision, with compact Cape Cods, and larger brick Ranch-style homes, a few of which still exist. However, the neighborhood is changing, with the construction of many 20th century two-story single-family houses of varying sizes, styles, and materials. Several larger two-story infill structures from the 21st century are located mostly on Brent Road and Calvert Road.

James Belote died in 2015, and Nadean Pedersen Belote still resides in the home. Mrs. Belote is seeking to designate the property because the character of the neighborhood is rapidly changing, and she would like to preserve the house and the history of the property.

Compliance with Criteria for Designation
On December 19, 2019, the HDC found that the property meets two of the adopted criteria for historic designation. They are:

Historic Significance Criteria a) It represents the development, heritage, or cultural characteristics of the City. The development of the property is representative of the historical and physical development of Rockville. The property is a witness to, and a participant in, the growth of Rockville and the development of the history of Roxboro Subdivision.

Architectural, Design, and Landscape Significance Criteria e) Embodies distinctive characteristics of a type, period, or method of construction. The property has retained its trapezoid-shaped lot, and the house has retained its original materials and features, even as it has grown over the

years. It serves as an anchor and a recognizable landmark to the changing landscape of the neighborhood.

Map Amendment Findings
Staff recommends approval of the Sectional Map Amendment MAP2020-00119 to change the zone of 102 Aberdeen Road from R-60 to R-60 HD (Historic District), based upon the following findings that the proposed zoning change is in conformance with:

1) The HDC's adopted criteria, as the house and property are representative of the *development of Roxboro Subdivision and the growth of Rockville, and the property represents an established visual feature of the neighborhood* and city because of its physical characteristics and landscape components. The community grew around it while it retained its irregular lot and house, which is unique to any other structure in the neighborhood.

2) The 2002 Comprehensive Master Plan (CMP), in that designation would contribute to preserving an increased number of historic resources in the city. Page 8-12 of the CMP states the following: *"Property owners are encouraged to nominate their property for historic designation*."

3) The purpose of the Historic District Zone per Section 25.14.01 of the Zoning Ordinance, to safeguard the heritage of the City by preserving sites, structures, or areas which reflect elements of cultural, social, and economic history.

Mayor and Council History

The Mayor and Council held a public hearing on this Map Amendment Application on June 8, 2020. There was no public comment at the meeting. The Mayor and Council voted to close the public record at the close of business on Friday, June 26.

Public Notification and Engagement

Written notice was accomplished in accordance with the Zoning Ordinance for this public hearing. In addition, an ad ran twice in the Washington Post at least two weeks prior to the public hearing, in accordance with state code. The required written notice for the HDC and Planning Commission meetings was also accomplished in accordance with the Zoning Ordinance.

Boards and Commissions Review

The Planning Commission reviewed the Map Amendment application and staff report (Attachment A) at its meeting of April 2020. At the meeting, the property owner spoke in support of the designation. The Planning Commission recommended that the application be approved, finding the application in compliance with the Master Plan and purpose of the Historic District Overlay Zone. (See Attachment B for more details.)

The HDC reviewed the Evaluation of Significance at its December 19, 2019 meeting. As mentioned above, the HDC found that the property met the criteria for designation and authorized the filing of the Historic District Map Amendment application to apply the HD overlay zone (See Attachment C for more details).

Next Steps

After discussing the application, the Mayor and Council may choose to:

1. Introduce and vote on the ordinance to grant the map amendment application. Adoption of the ordinance at the same meeting it is introduced requires the affirmative vote of four or more members of the Mayor and Council to waive the layover period.

2. Introduce the ordinance to grant the map amendment application without voting on the ordinance. The Mayor and Council would then vote on the ordinance at a subsequent meeting.

3. Discuss the application and proposed ordinance and instruct staff to bring back the ordinance for introduction and/or adoption at a later meeting.

Attachments

Attachment a: Planning Commission Staff Report (PDF)
Attachment b: Planning Commission Recommendation (PDF)
Attachment c: Statement of Significance (PDF)
Attachment d: Ordinance for Adoption (PDF)

Attachments

Attachment 12.a:	PC Staff Report 4.22.20	(PDF)
Attachment 12.b:	PC Recommendation MAP119	(PDF)
Attachment 12.c:	Statement of Significance	(PDF)
Attachment 12.d:	Proposed Ordinance for Adoption	(PDF)

Rob DiSpirito, City Manager 7/15/2020

Overview

Case: Sectional Map Amendment MAP2020-00119

Location: 102 Aberdeen Road

Staff: Sheila Bashiri, Preservation Planner
Comprehensive Planning
240.314.8236
sbashiri@rockvillemd.gov

Applicant: Nadean Pedersen Belote

Filing Date: January 13, 2020

Exhibits:
1. Staff report to Historic District Commission
2. Statement of Significance

Background

The property at 102 Aberdeen Road was nominated by the Historic District Commission (HDC) for Historic District (HD) zoning on December 19, 2019. The HDC found that the property met the criteria for designation and recommends application of the Historic District (HD) overlay zone. The property owner, Nadean Pedersen Belote, initiated the application to the HDC for an Evaluation of Historic Significance, and Ms. Pedersen Belote is also requesting this rezoning. The Planning Commission is asked to make a recommendation on the proposed zoning to the Mayor and Council, per Sec.25.06.01.g.

Site Description

Master Plan Land Use: Detached Residential
Zoning District: R-60
Existing Use: Single-unit detached dwelling
Parcel Area: 13,870 square feet
Subdivision: Roxboro, Block 14, Lot 4
Building Floor Area: 2,448 square feet
Dwelling Units: 1 (existing)

Project Vicinity

Surrounding Land Use and Zoning

	Zoning	Planned Land Use	Existing Use
North	R-60	Detached Residential	Detached Residential
East	R-60	Detached Residential	Detached Residential
South	R-60	Detached Residential	Detached Residential
West	R-60	Detached Residential	Detached Residential

Site Description

In 1886, John Phillip Mulfinger purchased 29 acres of land from the appointed Trustees of the Montgomery County Circuit Court. The rural wooded land was located just outside of Rockville's town limits, and across Darnestown Road from the newly developed West End Park Subdivision. This was the land that became Roxboro Subdivision. Upon purchase of the property, Mulfinger proceeded to construct a small farmhouse.

In 1889, Mulfinger sold the small farmhouse and eighteen acres, to Henry and Susie Wells, and the following year, they sold four acres of the tract. The Wells enlarged the original farmhouse, making several alterations between 1906 and 1912, and cladding it in stucco. They added a barn and other outbuildings for their livestock, which included horses, cattle, and hogs. The Wells remained in the house for forty-five years. Henry Wells died in 1928, and when Susie died in 1934, the property consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings.

In 1936, Porter and Emma Butt purchased the property, which included the subject lot and undeveloped land south of West Montgomery Avenue. The Butts were acquiring property to plat 'Roxboro'. Rockville experienced a building boom in the late 1940s, when returning servicemen from World War II created a demand for new housing. The first section of "Roxboro" was platted in 1940, and it consisted of eleven lots, ten on block 1, and one lot on

block 4. The lots, in the 700 block of West Montgomery Avenue and Brent Road, ranged in size from 6,900 to 7,709 square feet, which was half the depth of the older lots to the north of West Montgomery Avenue. A Spring 1940 Sentinel advertisement promoted "Roxboro, Rockville's New Development," advertising affordable five and six-room houses with garages. In 1946, the Butts subdivided the fourteen acres, and platted parts of blocks 3, 4 and 5. The subject property, which was the largest lot in the subdivision, was given a trapezoidal shape. By 1949, twenty-two small Cape Cod and Ranch-style houses had been constructed in Roxboro.

After Porter and Emma Butt platted Roxboro around the subject property, the subject property changed hands several times until Dr. George Bowditch Hunter and his wife Elizabeth purchased it in 1956. During their twenty-six-years as owners of the property, the Hunters made several major alterations that reflected the changes in the community and in Rockville. Prior to the platting of Roxboro, the front of the house faced north toward Darnestown Road. With the continuing growth of the West End, Darnestown Road became West Montgomery Avenue. The platting of Roxboro meant the subject property had a new address on Aberdeen Road. The Hunters reconfigured the front of the house to face Aberdeen Road by removing the northwest facing front porch and replacing it with a corner portico. Additionally, they constructed a two-story north side addition which utilized the windows that were removed from the original north side elevation.

In October 1982, the current owner, Nadean Pedersen Belote and her husband James Belote, purchased the subject property, and continued the tradition of adapting the house to meet their individual needs. In 1998, they constructed a one-story sunroom addition on the north elevation of the house, and in 2000, they constructed a rear porch enclosure on the south and east elevations, using German wood lap siding, which was the original construction material for the small farmhouse.

In the 1980s, the house served as a bed and breakfast for visitors to Chestnut Lodge Hospital. It was also the location of Peerless Rockville's 12th Annual New Year's Day Brunch in 1987, which was the same year the house turned 100.

The house sits on the east side of Aberdeen Road, facing west. According to Maryland State Department of Assessments and Taxation (SDAT), the house was constructed in 1907; however, deed records show the original farmhouse was constructed c. 1887. The once small farmhouse is now a large stucco irregularly shaped, two-story, vernacular Victorian style house, with several gabled asphalt shingle roofs, and a concrete foundation. Most of the wood two-over-two double-hung windows, with flat lintels and wood shutters, are original to the house. The protruding central wing of the house and the recessed south end porch are the oldest additions (1906-12) which created a gable-front and wing style house. Later additions include the two-story and one-story sections on the north end, and the southeast porch enclosure.
The lot is covered with natural landscaping, brick walkways and patios. A U-shaped asphalt driveway curves around a landscaped area in front of the house. Ground cover, and a variety of tall mature trees, ornamental trees, and shrubs of various sizes surround the house.

This part of the Roxboro neighborhood has experienced a great deal of change. It was built as a typical post-WWII subdivision, with compact Cape Cods, and larger brick Ranch-style homes, a few of which still exist. There are many 20th century one-and-one-half, and two-story single-family houses of varying sizes, styles, and materials. Several larger two-story infill structures from the 21st century, are located mostly on Brent Road and Calvert Road.

James Belote passed away in 2015, and Nadean Pedersen Belote still resides in the home. She is seeking to designate the property because the character of the neighborhood is rapidly changing, and she would like to preserve the house and the history of the property.

Project Analysis

After review of the planning and zoning implications of the proposed Map Amendment, the Planning Commission should state their findings related to whether the proposed zoning change is compatible with the applicable master plans; and conforms to the purpose of the HD Zone.

Compliance with Adopted Criteria For Designation

The staff and HDC found that the property meets two of the adopted HDC criteria for historic designation. That is:

> *Historic Significance Criteria a) It represents the development, heritage, or cultural characteristics of the City.* The development of the property is representative of the historical and physical development of Rockville. The property is a witness to, and a participant in, the growth of Rockville and the development of the history of Roxboro Subdivision.
>
> *Architectural, Design, and Landscape Significance Criteria e) Embodies distinctive characteristics of a type, period, or method of construction.* The property has retained its trapezoid-shaped lot, and the house has retained its original materials and features, even as it has grown over the years. It serves as an anchor and a recognizable landmark to the changing landscape of the neighborhood.

Conformance with Master Plan

The proposed historic designation of the subject property is compatible with policies in the *Comprehensive Master Plan*, adopted in 2002 by the Mayor and Council (p. 8-1):

> Policy #1 supports the identification of historic resources in the City *"as visual and physical reminders of the themes and periods in the City's development."*

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Policy #2 supports efforts to *"preserve, protect and maintain the physical and environmental integrity of an increased number of historic resources in Rockville."*

The *Historic Preservation* chapter discusses "Scattered Sites" under the *Potential Designation of New Historic Districts* section. It states that: *"A large number of individual structures built before 1945 are located throughout the central area of the City. Property owners are encouraged to nominate their property for historic designation."*

The property is in Planning Area 4, and according to the *Comprehensive Master Plan* (p. 11-17):

> *"The gradual development of the area gives Planning Area 4 its characteristic mix of architectural styles ranging from the distinctive Victorians of West Montgomery Avenue to the modern split-level houses of Woodley Gardens. Garden apartments, townhouses, and senior citizen housing are more recent additions to the area. The result of this patchwork development pattern and variety of architectural styles is a unique neighborhood recalling both the small town of the past and the growing city of today."*

While the property is located just outside of the West Montgomery Avenue Historic District, the *Comprehensive Plan* notes that in addition to the historic district:

> *"…there are scattered homes throughout the planning area that have some historical or architectural significance although they are not within the historic district. There are also many examples of early twentieth century bungalows and colonial revival homes that are interesting architecturally and contribute to the historic and residential character of the neighborhood. There are areas where the historic district could be expanded."*

Zoning Ordinance Compliance

Historic District (HD) zoning is an overlay zone that does not change the underlying zoning, and requirements for "Use" and "Development Standards" are not affected or changed. The purpose for the HD Zone is outlined below.

25.14.01 – Historic District Zones

a. Purpose –The Historic District Zone is an overlay zone. The purpose of the zone is to:

1. *Safeguard the heritage of the City by preserving sites, structures, or areas which reflect elements of cultural, social, economic, political, archaeological, or architectural history;*
   Historic District zoning would assure long-term preservation of the historic character of this property through HDC review of exterior alterations to the property, subject to the public review process delineated in the Zoning Ordinance.

2. *Stabilize and improve the property values of those sites and structures, and the adjacent neighborhood;*

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Historic District zoning would provide a measure of stability in this immediate vicinity, as the HDC works to assure that proposed alterations at the site will be compatible with the historic significance of the property. Designation would preserve a structure built as a residence, preserving the residential character of the subject property in support of a priority of Area 4 in the *Comprehensive Master Plan*.

3. *Foster civic beauty*;

   Historic designation and associated review ensures that the aesthetic character of this property will be retained. Designation also provides an opportunity for public assistance in property maintenance through tax credit programs at the county and state levels.

4. *Strengthen the local economy; and*

   Heritage resources are an attraction to visitors who support the local economy (shops, restaurants). The subject dwelling is linked to the history of the development of Roxboro and Rockville. The property and its significance can be incorporated into heritage programming to be developed in the future.

5. *Promote the preservation and the appreciation of those sites and structures for the education and welfare of the residents of the City.*

   Historic designation provides an opportunity for residents to enjoy the City's heritage with an authentic resource that illustrates the Roxboro community.

Community Outreach

The HDC held their Evaluation of Historic Significance on December 19, 2019. Noticing requirements of Section 25.05.03of the Zoning Ordinance were met.

The HDC provided the Authorization to File the Sectional Map Amendment MAP2018-00118 at the December 19, 2019 HDC meeting and the Map Amendment was filed on January 13, 2020. Noticing requirements of Section 25.05.03 of the Zoning Ordinance were met as required for the April 22, 2020 Planning Commission meeting.

Recommendation and Findings

As discussed in this report, staff recommends approval of the Sectional Map Amendment MAP2020-00119 to change the zone from R-60 to R-60 HD (Historic District), based upon the following findings:

1) **Finding the proposed zoning change in conformance with the HDC's adopted criteria as the house and property are representative of the development of Roxboro Subdivision, and the growth of Rockville, and the property represents an established visual feature of the neighborhood and City because of its physical characteristics and landscape components. The community grew around it while it retained its irregular lot and house, which is unique to any other structure in the neighborhood;**

2) **Finding the proposed zoning change in conformance with the Comprehensive Master Plan in that designation would contribute to preserving an increased number of historic resources in the City, and the recommendation that Property owners should be encouraged to nominate their property for historic designation; and**

3) **Finding the proposed zoning change in conformance with the purpose of the Historic District Zone per Section 25.14.01 of the Zoning Ordinance, to safeguard the heritage of the City by preserving sites, structures, or areas which reflect elements of cultural, social, and economic history.**

Historic District Commission Staff Report: Evaluation of Significance (for Designation) HDC2020-00965, 102 Aberdeen Road

MEETING DATE: 12/19/19

REPORT DATE: 12/12/19

FROM: Sheila Bashiri,
Preservation Planner
240.314.8236
sbashiri@rockvillemd.gov

APPLICATION DESCRIPTION: Evaluation of Historic Significance (Designation requested)

APPLICANT: Nadean Pedersen, Owner
102 Aberdeen Road
Rockville, MD 20850

FILING DATE: 11/17/2019

RECOMMENDATION: Finding that the property at 102 Aberdeen Road property meets **Historic Significance Criteria a) and Architectural, Design, and Landscape Significance Criteria e)** of the adopted HDC criteria for historic designation, staff recommends historic designation.

EXECUTIVE SUMMARY: The property is located within the Roxboro subdivision. The owner, Nadean Pedersen, is seeking to designate the property. In accordance with 25.14.d.1 of the Zoning Ordinance, the HDC will evaluate a property for historic significance if the owner files an application nominating the property for historic designation.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

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EXHIBITS:

A Aerial Map
B Zoning Map
C Application

West (Front) Elevation and front yard

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Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

RECOMMENDATION

Finding that the property at 102 Aberdeen Road property meets **Historic Significance Criteria a) and Architectural, Design, and Landscape Significance Criteria e)** of the adopted HDC criteria for historic designation, staff recommends historic designation.

SITE DESCRIPTION

Location:	102 Aberdeen Road
Applicant:	Nadean Pedersen, Owner
Land Use Designation:	Detached Residential (High Density)
Zoning District:	R-60 Single-Family Residential
Existing Use:	Single Unit Detached Dwelling Residential
Parcel Area:	13,870 SF
Subdivision:	Roxboro, Block 14, Lot 4
Building Floor Area:	2,448 Sq. Ft.
Dwelling Units:	1

Aerial View of Site

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

View of 102 Aberdeen Road from Street

SITE ANALYSIS

Lot Description

The subject property is located on the east side of Aberdeen Road, between Brent Road and Calvert Road. The trapezoid shaped Lot 14 of Block 4, of Porter and Emma Butt's Roxboro Subdivision, was platted in 1946 and recorded in the Montgomery County land records at Plat Book No. 31, Plat 2150. As originally platted, the subject property is a single deeded lot, measuring 78 feet along Aberdeen Road; 122 feet along the east property line; 179 feet along the north property line; and 126 feet along the south property line.

A single-family house is located on the property and faces west to Aberdeen Road. Other than the house and a large shed in the rear, the remainder of the lot is covered with natural landscaping, and brick or concrete walkways. Ground cover, and a variety of tall mature trees, ornamental trees, and shrubs of various sizes surround the house, except the south side. The south side has a concrete walkway, and a tall privacy fence, sited very close to the house. Plantings and shrubs border the west and north elevations of the house. Off Aberdeen Road, a concrete apron connects to a U-shaped asphalt driveway, which curves around a landscaped area in front of the house. Large brick patios are in front of the center block of the front elevation, and on the north side elevation. Both patios join brick walks spanning the front and rear of the house. A large wood shed is in the northeast corner of the rear yard. The north, east and south elevations are surrounded by wood privacy and/or chain link fences.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

U-shaped driveway in front of house

Front (West) Elevation and landscape of U-shaped driveway

Front brick walkway and patio from driveway

Front yard brick patio

Brick patio off the sunroom on north side of house

Back yard (East) brick walkway and landscaping

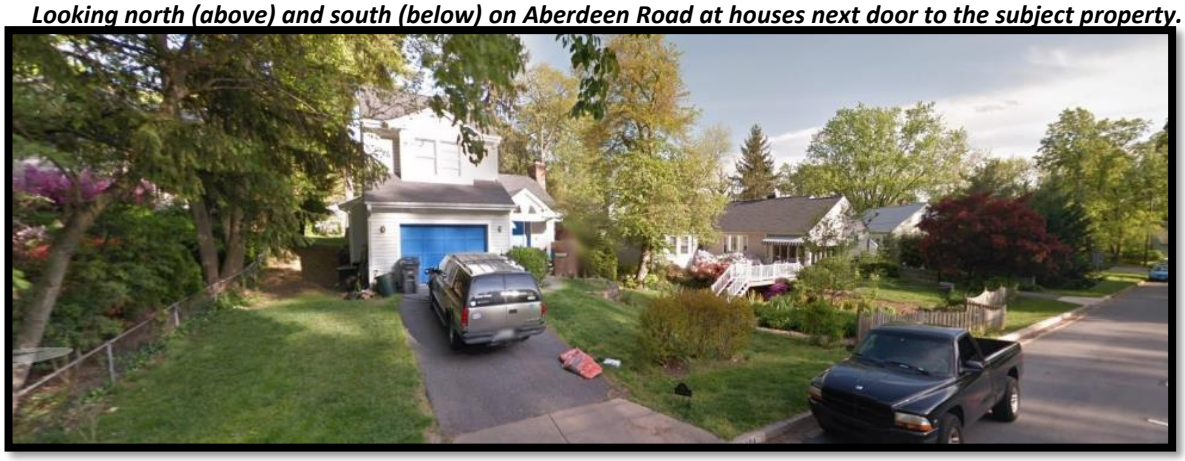
Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Birdseye view of Subject Property Block 4

Neighborhood

This part of the Roxboro neighborhood has experienced a great deal of change. It was built as a typical post-WWII subdivision, with compact Cape Cods, and larger brick Ranch-style homes, a few of which still exist. There are many 20th century one-and-a-half, and two-story single-family houses of varying sizes, styles, materials, and ages, and several larger two-story infill structures from the 21st century, mostly on Brent Road and Calvert Road.

Looking north (above) and south (below) on Aberdeen Road at houses next door to the subject property.

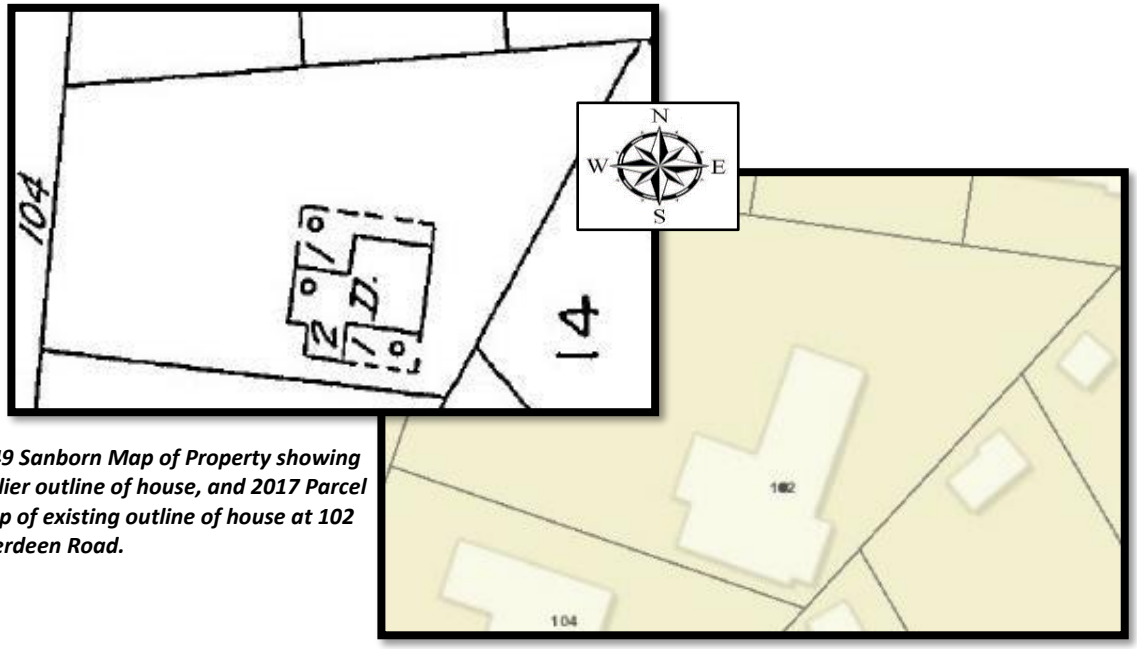


Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Neighboring houses across the street from 102 Aberdeen Road

Building Description

This irregularly-shaped two-story wood-frame vernacular Victorian house, with a gable-front and wing configuration, has several additions. The house sits on the east side of Aberdeen Road, facing west. According to Maryland State Department of Assessments and Taxation (SDAT), the house was constructed in 1907; however, deed records show the original farmhouse was constructed c.1887, and additions were constructed between 1906-1912. This part of Rockville was not depicted in Sanborn Maps until 1949. The Sanborn map shows the early additions; however, the house later underwent additional alterations and additions on the north and south elevations. Between 1956-1982, the owners removed the north facing front porch, and reoriented the house to make the Aberdeen Road side the front facade. Additionally, they constructed a two-story north side addition which utilized the original windows that were removed from the original north side elevation. In 1998, the current owner received a variance of 2‘ 8” from the side yard setback, and 11’ 5” from the rear yard setback to construct a one-story addition and rear porch enclosure. The addition and rear porch enclosure were constructed in 2000 on the south elevation.



1949 Sanborn Map of Property showing earlier outline of house, and 2017 Parcel Map of existing outline of house at 102 Aberdeen Road.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

West (Front) Elevation

The stucco house has mostly gabled asphalt shingle roofs, with both deep and shallow overhangs, and a CMU foundation. Most of the windows are two-over-two double-hung wood originals, with flat lintels, wood shutters, and aluminum storm windows. The original small farmhouse was added to over many years. The protruding central wing of the house and the recessed south end porch have the oldest additions (1906-12,) which created a gable-front and wing style house. The northwest facing front porch, which is visible on the 1949 Sanborn Map, was removed and replaced with a corner portico, when the front of the house was reconfigured to face Aberdeen Road.

West (Front) Elevation – North End

The north end of the west (front) elevation has a one-story, and a two-story addition. The small one-story addition is a sun room with a side-facing gable roof and no front elevation windows. The narrow two-story addition has a side facing gable roof, attached to the original front facing-gable roof. The addition has a second-story window, and a first-story window that line up with the end of the original main house.

West (Front) Elevation one-story and two-story additions

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

West (Front) Elevation - Original Main Block

The original main block of the house has a front facing gable with a rectangular vent, a common feature in all the original sections of the house. There is one second-story window above the front entrance. A brick walkway and stoop lead to the small one-story portico, which is tucked in the L between the protruding main wing of the house, and the north end of the original house. The portico has a three-sided sloped and ribbed copper roof. The roof is supported by a pair of slim Doric columns, set on a small three-sided brick stoop. Wood storm doors cover double raised panel wood doors, which are framed by fluted pilasters and an entablature with dentil molding. Next to the portico, on the north elevation of the main wing, there are two second-story windows, and one first-story window. The formal portico entrance was likely added after the front porch was removed, and the house was reoriented to face Aberdeen Rood. Evidence of this is visible because the shutters abut the portico roof on the main wing of the L.

West (Front) Elevation Portico

West (Front) Elevation Portico showing first and second-story shutters abutting into the portico's sloped roof

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Main wing of West (Front) Elevation

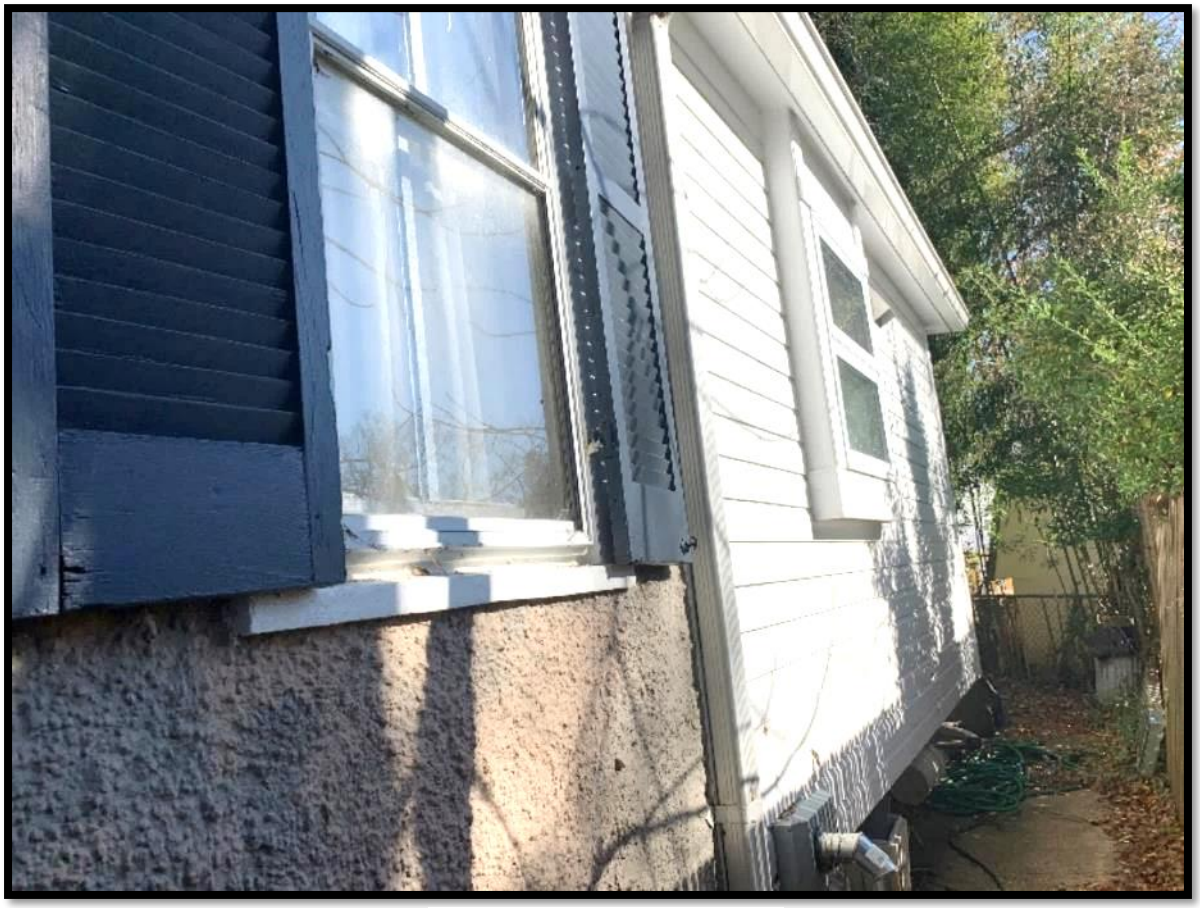
Porch on south wing of west (front) elevation

The protruding west (front) elevation is likely the original building or one of the first additions constructed between 1906-1912. This central wing of the house has a front-facing gable roof. Consistent with the other older sections of the house, there is a rectangular vent in the gable. It has two second-story windows, and one first-story window.

West (Front) Elevation - South End

A small recessed two-story south wing with a low hipped roof and a brick chimney, abuts the main wing of the house. The west elevation of the south wing has one second-story window over a standing seam metal shed roof, which shelters a first-story porch. A brick walkway leads to the porch, which has three wood steps and closely spaced wood posts and handrails. Matching wood posts and rails also surround all sides of the porch. A two-lite aluminum storm door protects a nine-lite wood door. A single-lite transom is located above the door.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and



South Side Elevation and addition

South side door tucked in the east end setback

South (Side) Elevation -Addition

The south elevation of the south end wing is sited a few feet from the privacy fence at the property line. The stucco wall has a window on both the first-and second stories. A south side addition and rear porch enclosure is attached to the rear (east) elevation of the south wing. The addition replaces the open side porch as seen in the 1949 Sanborn Map. The addition and rear enclosure were constructed in 2000, after the side and rear setback easement variance was granted. The long, narrow one-story addition has a shed roof, and is clad in vinyl siding. A one-over-one, two-lite awning window protrudes a few inches from the side of the addition. The addition has a small setback near the east end, with an adjacent side door. The side door has a nine-lite steel door. The east end of the south side addition does not have windows.

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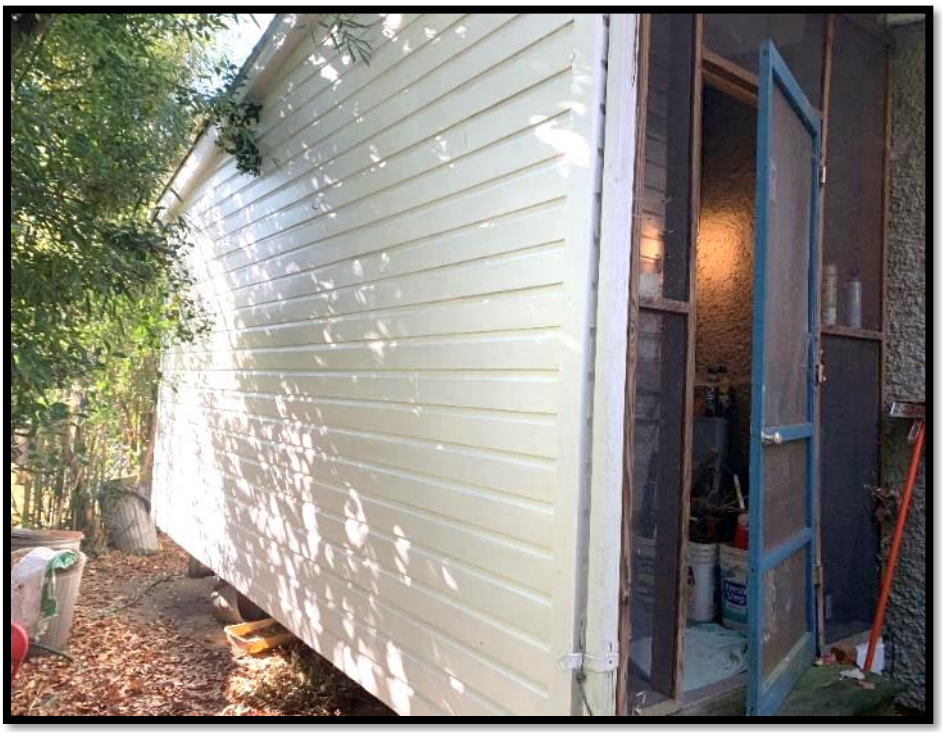
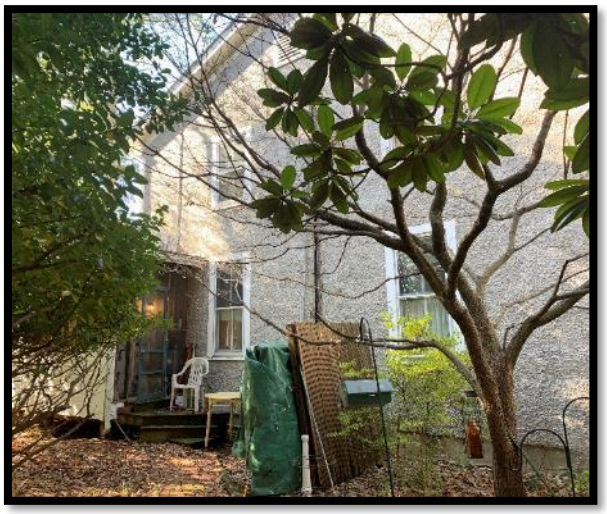


East (Rear) Elevation of Addition with North side screen door, where stucco wall of original house is visible

East (Rear) Elevation

The east elevation of the vinyl clad addition encloses the rear porch. The addition extends out, a few feet past the rear elevation wall of the main house. The are no windows, and a wood stoop and screen door are located on the north elevation of the vinyl rear porch enclosure. The stucco clad rear elevation of the main wing has a front-facing center gable with a rectangular vent, over a pair of evenly spaced windows on both the first and second-stories. The two-story north end addition has a side facing gable roof and a single second-story window. A band of eight tall narrow wood framed windows span the two-story addition, and the one-story sunroom addition.

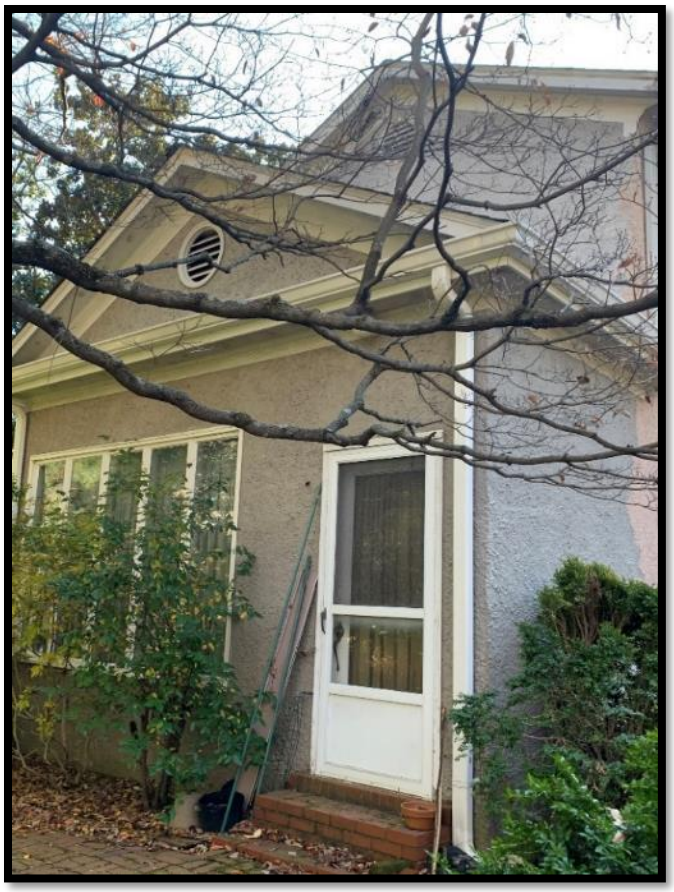


East (rear) side of original house and rear yard

East (rear) side of two-story addition and one-story addition

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Northeast corner of house with set-back two-story addition above the one-story sunroom addition



North side one-story sunroom addition

North (Side) Elevation

On the north side elevation, a front-facing gable is located on the one-story sunroom addition. Set back from the first-story sunroom addition, is the windowless front-facing wall and gable of the two-story addition. Unlike the rectangular vents of the original house, both gables have round vents, which is an indication that they are not original to the house. A band of five tall narrow windows span the north side elevation of the one-story sunroom. On the west end of the north side elevation, a brick stoop leads from the large brick patio, to a side entrance, where a three-quarter lite aluminum storm door covers a full lite wood glass door.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

West Side and front (south) elevation of wood shed

Rear Yard

A large wood shed is in the far northeast corner of the rear yard. The shed is clad in wide board and batten siding, and it has an asphalt shingle gable roof. The front of the shed faces south, and the rear of the shed is against the north side privacy fence. The front-facing gable is also clad in board and batten. Beneath the gable is a wood window with wood shutters on the west end, and a large open entrance on the east end. The shed is not depicted on the 1949 or the 1960 Sanborn Map.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Site History

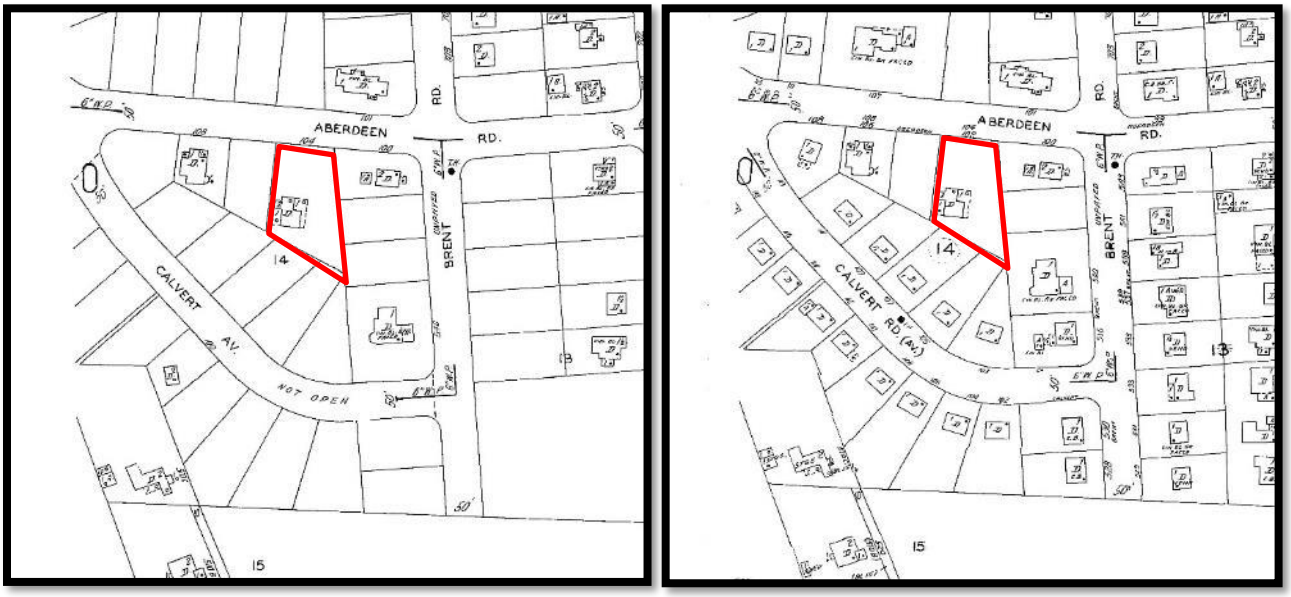
John Phillip Mulfinger was born in Maryland, to German immigrant parents, in 1853. He apprenticed to a blacksmith as a teen, eventually becoming a blacksmith with his own business. In 1886, Mulfinger purchased 29 acres of land, from Montgomery County Circuit Court appointed Trustees, Thomas Anderson and William Veirs Bouic, Jr. The land was located just outside of Rockville's city limits, and across Darnestown Road from the newly developed West End Park Subdivision. Upon purchase of the property, Mulfinger proceeded to construct a small farmhouse, which is the original portion of the subject property.

In 1889, Mulfinger sold eighteen and one-half acres with the small farmhouse, to Henry L. Wells, of Washington DC. Henry Wells was born c. 1852, and in 1881, he married Susie L. McMaster. Henry is listed as a book binder In the U.S. Census, 1880-1910. In the 1920 Census, his occupation is book binder and farmer. The Wells sold four acres of their tract in 1890. Between 1906 and 1912, the Wells enlarged the original farmhouse, and clad the frame house in stucco. They also added a barn and other outbuildings for their livestock, which included horses, cattle, and hogs. The Wells lived in the house for 45 years. Henry Wells died in 1928. When Susie died in 1934, the property consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings.

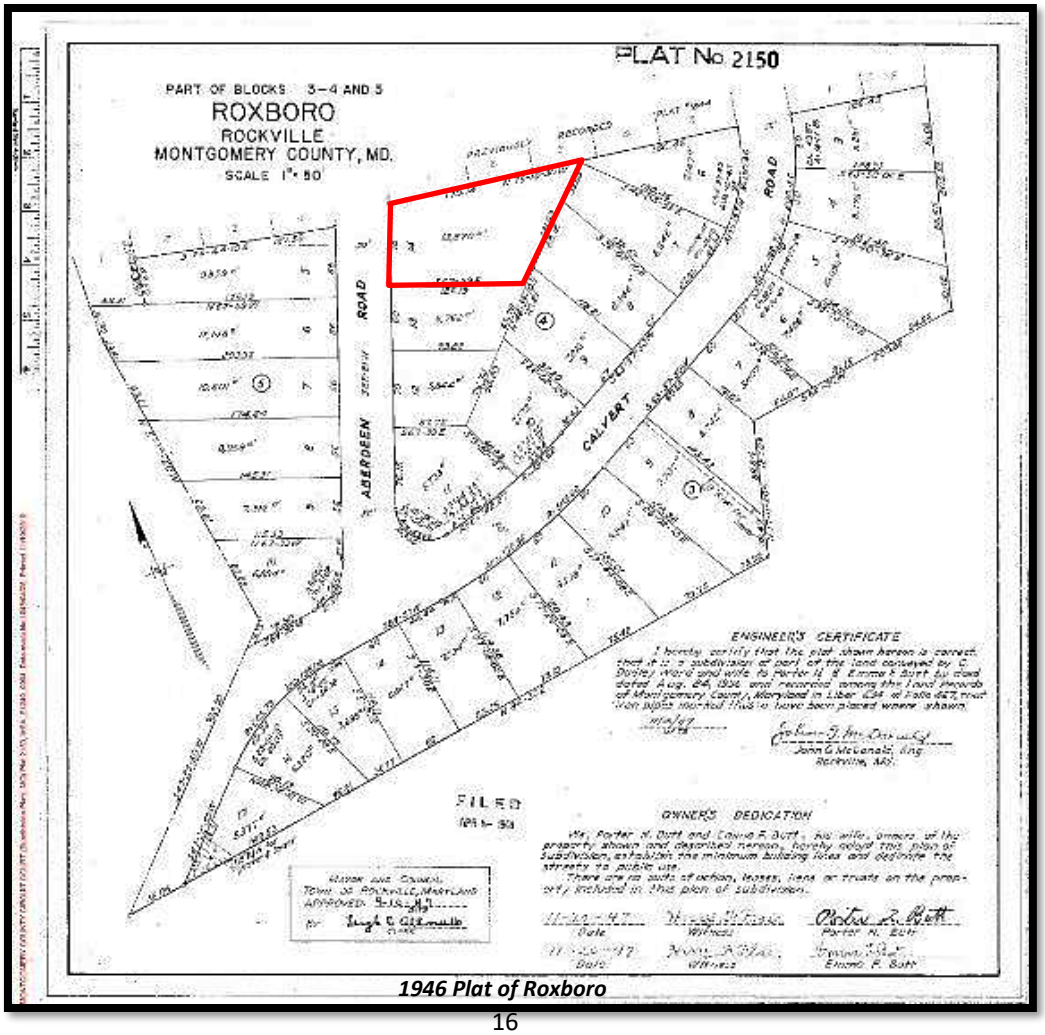
In August 1936, the property was purchased and sold on the same day, by G. Dudley Ward, and his wife, Lillian. Born George Dudley Ward in 1903, the 1930 Census has him living on North Washington Street. When he registered for the draft at the age of 38, in 1942, his address was 130 South Van Buren Street. The draft registration has his occupation as the part owner of Rockville Fuel and Feed. The 1940 Census lists Lillian as a Secretary, and in later City Directories, Lillian is listed as a Vice President. City Directories have the Wards continuing to reside on South Van Buren Street, until G. Dudley's death in 1995. Lillian died in 2009 at the age of 104. The Wards sold the property to Porter and Emma Butt within minutes of purchasing it, in August 1936. The Butts were developers who were acquiring property to plat Roxboro Subdivision.

Utilizing the undeveloped land south of West Montgomery Avenue, which included the subject lot, the Butts laid out "Roxboro." Rockville experienced a building boom in the late 1940s, when returning servicemen from World War II created a demand for new housing. A Spring 1940 *Sentinel* advertisement promoted "Roxboro, Rockville's New Development," advertising houses with 5 rooms for $6,000, and 6 rooms for $7,000. Both price points included garages. "Mr. & Mrs. Porter Butts" were listed as "Developers." They subdivided fourteen acres and established the affordable Roxboro Homes. The first section of "Roxboro" was platted by Porter and Emma Butt in 1940, and it consisted of eleven lots, ten on block 1, and 1 on block 4. The lots in the 700-708 block of West Montgomery Avenue and Brent Road, ranged in size from 6,900 to 7,709 square feet, which was half the depth of the older lots to the east of West Montgomery Avenue. Parts of blocks 3, 4 and 5, which included the subject lot, were platted in 1946. By 1949, Twenty-two small Cape Cod and ranch-style houses had been constructed in Roxboro.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and



1949 Sanborn Map (Left) and 1960 Sanborn Map (Right) showing growth of neighborhood around 102 Aberdeen Road



1946 Plat of Roxboro

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

John and Julia O'Neal purchased the property from the Butts in October 1948. No information could be found about the O'Neals, but they sold it less than a year later in August 1949, to George and Jeannette Schultz. According to military draft records, George Gordon Schultz, was born in 1907 in Illinois, and Jeannette was born in 1910 in Ohio. George was a draftsman working for the Internal Revenue Service, and living in Washington, DC. His wife Jeanette was a secretary working for the Veterans Administration. Additional records have the Schultz's living in Silver Spring and Wheaton in 1940s. In the 1958 and 1959 City Directories, the couple lived on Adclare Road in Rockville, and George is listed as a mechanic. Later information is restricted to the death of Jeannette in 1971, and her internment in New Saint Mary's Catholic Church Cemetery in Rockville. No additional information is found for George.

The Schultz's ownership of the property was also short-lived; they sold the house two and one-half years later. Delmar and Virginia Homer purchased the property in May 1952. The Homers sold it four months later in September to Robert and Mildred Jones. No information was found about the Jones, and they sold the property four years later.

The new owners had a much longer residency on the property. G. Bowditch Hunter, and his wife Elizabeth, purchased the house in March 1956, and they remained there until October 1982. Dr. George Bowditch Hunter, Jr. was born in Fort Riley, Kansas in 1914. In the May 9, 1934 minutes of the *Baltimore Monthly Meeting of Friends (*School*), Park Avenue, Baltimore, Maryland,* there is a mention about Bowditch. It states that *"Bowditch Hunter, our only student at Massachusetts Institute of Technology and who entered that institution last fall, is on what they call the Dean's List."* Having already received his medical degree, in 1940 at the age of 26, Bowditch registered for the World War II draft. According to his registration card, Dr. Hunter was single, living in Washington D.C. and working for Carnegie Institution of Washington. There is no record that shows Bowditch served in the War. The 1958 and 1959 City Directories note that Dr. Hunter was a physician, with an office at 809 Veirs Mill Road. His wife, Elizabeth Jane Zidik, was born in New York, in 1924. At age 17, Elizabeth was a student nurse serving in the U.S., World War II Cadet Nursing Corps, at St. Joseph's Hospital School of Nursing (1944-1947). No marriage record for the Hunters was found. The Hunters moved to Florida after the property was sold to the current owner in 1982. Dr. Hunter died in 1985, in Pinellas, Florida. Elizabeth remarried in Florida, in 1996.

In October 1982, the current owner, Nadean Pedersen and her husband James Belote, purchased the subject property. On January 1987, Pedersen and Belote hosted Peerless Rockville's 12th Annual New Year's Day Brunch at the house. 1987 was significant, because it was the year the house turned 100. James Belote passed away in 2015, and Nadean Pedersen still resides in the home. She is seeking to designate the property to preserve the house and the history of the property.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Deed Research
102 Aberdeen Road
Roxboro Subdivision
Block 4, Lot 14

Liber/Folio	Date	Grantor	Grantee
5948/666	10/22/1982 Block 4, Lot 14	G. Bowditch, Jr. and Elizabeth Z. Hunter	James Calvin Belote and Nadean Barrie Pedersen
2187/355	3/20/1956 Block 4, Lot 14	Robert S. and Mildred S. Jones	G. Bowditch, Jr. and Elizabeth Z. Hunter
1716/16	9/25/1952 Block 4, Lot 14	Delmar F. and Virginia S. Homer	Robert S. and Mildred S. Jones
1665/335	5/15/1952 Block 4, Lot 14	George G. and Jeanette G. Schultz	Delmar F. and Virginia S. Homer
1285/321	8/10/1949 Block 4, Lot 14	John W. and Julia E. O'Neal	George G. and Jeanette G. Schultz
1200/65	10/18/1948 Block 4, Lot 14	Porter N. and Emma F. Butt	John W. and Julia E. O'Neal
11/20/47 Roxboro Subdivision, MD Plat Book No. 31, Plat #2150, Platted by Porter N. and Emma F. Butt			
634/467	8/24/1936 Part of Exchange and New Exchange Enlarged	G. Dudley and Lillian Ward	Porter N. and Emma F. Butt
634/466	8/24/1936 14 Acres Part of Exchange and New Exchange Enlarged	Estate of Susie L. Wells	G. Dudley Ward
JA13/167	1/18/1889 18 ½ acres Part of Exchange and New Exchange Enlarged	John Phillip Mulfinger	Henry L. and Susie L. Wells
JA 3/1	7/27/1886 29 acres Part of Exchange and New Exchange Enlarged	Thomas Anderson and William Veirs Bouic, Trustees	John Phillip Mulfinger

STAFF ANALYSIS

The evaluation of historic significance is based on the adopted HDC Criteria per Appendix A, of the Historic Resources Management Plan.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Historic Designation Criteria

The following criteria is used to assist in evaluating the significance of nominated properties. Standing structures and sites, including archaeological sites, must be determined to be significant in one or more of the following criteria to be found eligible for historic designation:

Historic Significance

a) Represents the development, heritage, or cultural characteristics of the City.

Yes, the house and property represent the development of Roxboro Subdivision, and the growth of Rockville.

b) Site of an important event in Rockville's history.

No significant event was found to have taken place.

c) Identified with a person or group of persons who influenced the City's history.

There is no evidence that it is associated with individuals of significance to Rockville.

d) Exemplified the cultural, economic, industrial, social, political, archeological, or historical heritage of the City.

No. While the development of Roxboro followed Rockville's 1940s housing boom and suburban growth patterns, this property does not highlight any significant aspect of that story.

Architectural, Design, and Landscape Significance

a) Embodies distinctive characteristics of a type, period, or method of construction.

The house is not included in the Historic Buildings Catalog, and, it does not represent distinctive or significant characteristics of Rockville or regional architecture.

b) Represents the work of a master architect, craftsman, or builder.

No, it does not represent the work of a master architect, craftsman, or builder.

c) Possesses a style or elements distinctive to the region or City.

While the house had an organic growth from a wood frame farm house to a large stucco vernacular Victorian, the style is not distinctive to the city.

d) Represents a significant architectural, design, or landscape entity in the City

No, the architecture, design, or landscape is not significant within the City of Rockville.

e) Represents an established visual feature of the neighborhood or City because of its physical characteristics or landscape components.

Yes, it is a significant visual feature in the neighborhood, because the community grew around it while it retained its irregular lot and house, which is unique to any other structure in the neighborhood.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

STAFF RECOMMENDATION

The property is a witness to, and a participant in the growth of Rockville and the development of the history of Roxboro Subdivision. The property has retained it irregularly shaped lot size and the house has retained its original materials and features even as it has grown over the years. The property meets **Historic Significance Criteria a) and Architectural, Design, and Landscape Significance Criteria e)** of the adopted HDC criteria for historic designation. The most recent south side and rear alteration, with its vinyl siding and vinyl windows, has not compromised the integrity of the structure, because it is not visible to the public, and it is removable. Staff recommends historic designation.

FINDING

Finding that the property at 102 Aberdeen Road property meets **Historic Significance Criteria a) and Architectural, Design, and Landscape Significance Criteria e)** of the adopted HDC criteria for historic designation, staff recommends historic designation.

COMMUNITY OUTREACH

The posting of the required sign on the property occurred two weeks prior to the HDC Meeting, and postcard notices were also sent out two weeks prior to the meeting. No public comment has been received to date.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

APPENDIX A

DEFINITION AND CRITERIA FOR HISTORIC RESOURCES IN THE CITY OF ROCKVILLE

DEFINITION

Historic Resource: Includes architectural, historic, cultural, archaeological, and landscape resources significant to Rockville's development. Intangible resources such as folklore and oral histories are important, but for this purpose are to be considered supportive resources. Physical resources must retain their integrity, as defined by the Federal Register, September 29, 1983, Department of Interior Archeology and Historic Preservation; Secretary of the Interior's Standards- and Guidelines.''

Integrity- the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

CRITERIA

Historic Significance

a) Represents the development, heritage, or cultural characteristics of the City; or

b) Is the site of an important event in Rockville's history; or

c) Is identified with a person or group of persons who influenced the City's history; or

d) Exemplified the cultural, economic, industrial, social, political, archeological, or historical heritage of the City.

Architectural, Design, and Landscape Significance

a) Embodies distinctive characteristics of a type, period, or method of construction; or

b) Represents the work of a master architect, craftsman, or builder; or

c) Possesses a style or elements distinctive to the region or City; or

d) Represents a significant architectural, design, or landscape entity in the City; or

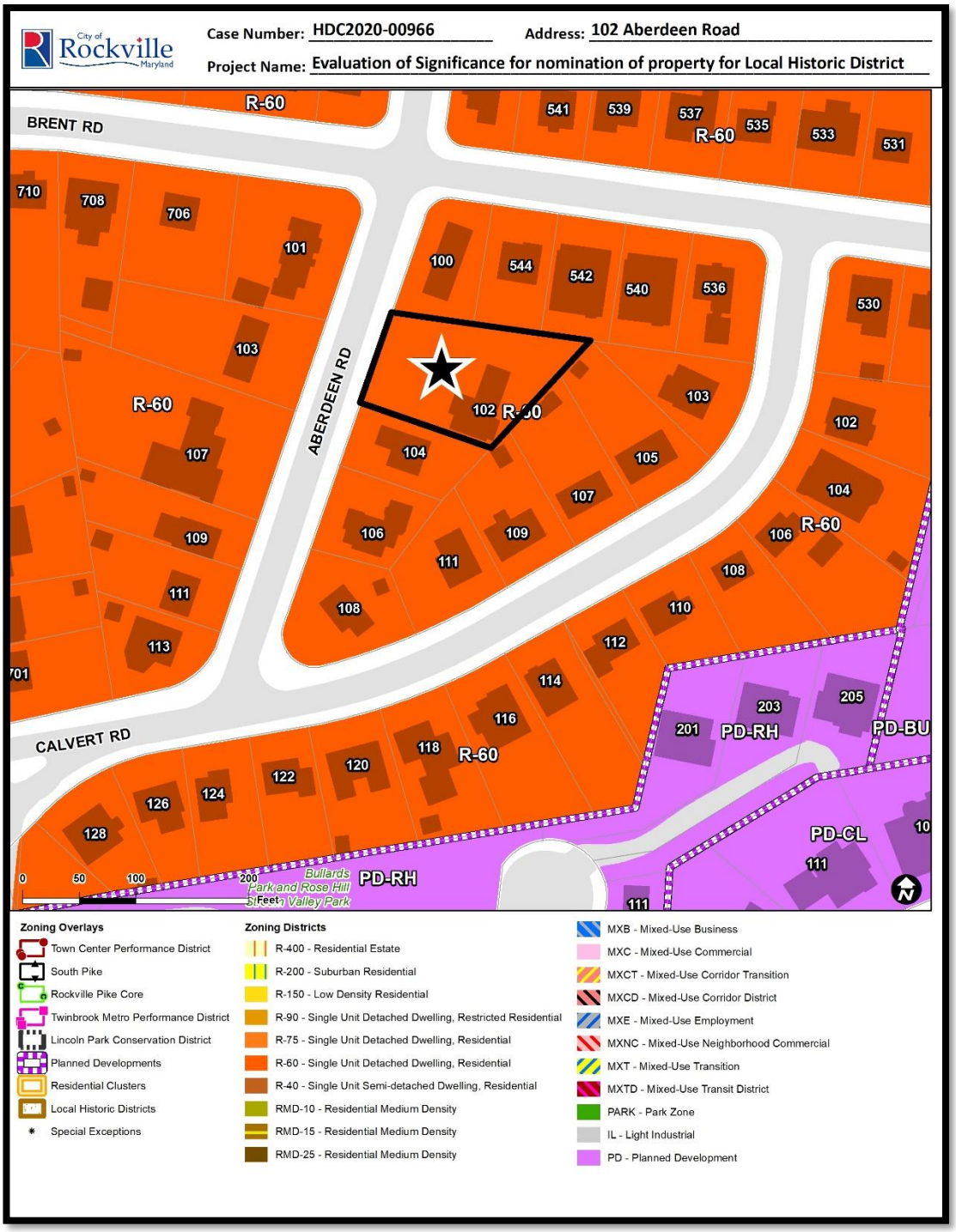
e) Represents an established visual feature of the neighborhood or City because of its physical characteristics or landscape components.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

AERIAL MAP

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

ZONING MAP



Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

Planning & Development Services Dept.
Received
NOV 19 2019

HDC2020-00965

Nomination of Property for Local Historic Designation

Property Address: 102 Aberdeen Rd.

Your Name: NADEAN PEDERSEN/BELOTE

Are you the property owner? Yes ✓ No _____

If you are not the owner, please list the name and mailing address of the owner(s):

_____

If you are not the owner, please explain your relationship to the property: ~~Purchaser~~

_____

Your mailing address if different from above:
n/a

Daytime telephone number: 301-873-2087 Home telephone: —

Property Type: Single-family residence ✓ Commercial Building _____
Other _____

Year Built (if known): 1886 ?

Architect/Builder (if known): J.P. Muldfinger

Do you have information on the history of the property that you would be willing to share with the City's Historic Preservation staff for research purposes?

Yes ✓ No _____

If you are the property owner, do you authorize City staff to inspect and photograph the exterior of the property? Yes ✓ No _____

I hereby nominate the property at 102 Aberdeen Rd. to be evaluated for local historic designation based on the City of Rockville's criteria of historical, cultural, architectural and/or design significance. I have been provided with information on the responsibilities and benefits of owning historically designated property.

Signature N. Pedersen-Belote Date 11-19-19

Please return this completed form to: Historic Preservation Office, Department of Community Planning and Development Services, 111 Maryland Avenue, Rockville, Maryland 20850-2364, or Fax to: 240-314-8210. Questions? Call 240-314-8230.

Office use only: Date received _____ ***Assigned to*** _____

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

PLAT No. 2150

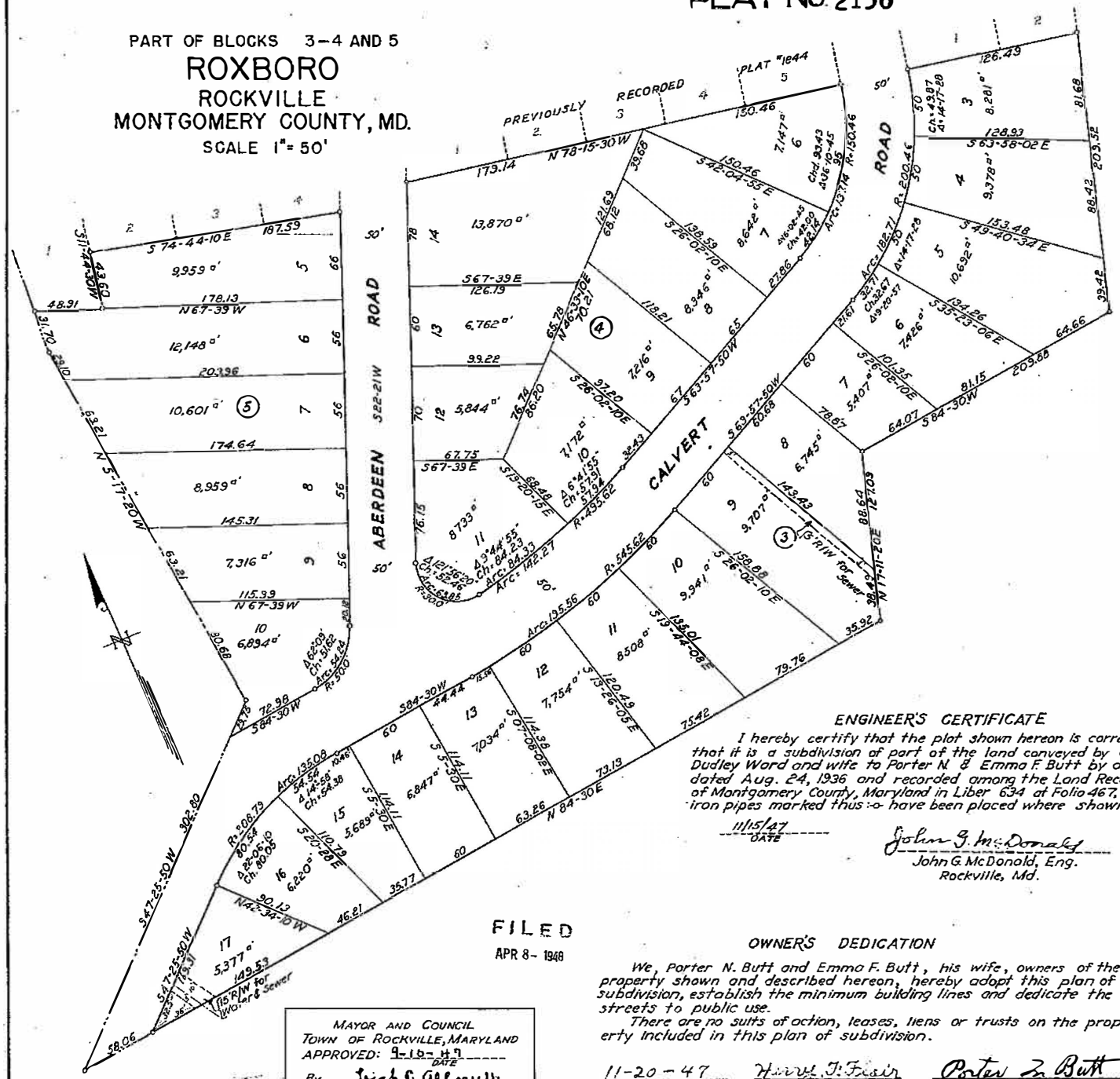
PART OF BLOCKS 3–4 AND 5

ROXBORO

ROCKVILLE

MONTGOMERY COUNTY, MD.

SCALE 1" = 50'



ENGINEER'S CERTIFICATE

I hereby certify that the plat shown hereon is correct, that it is a subdivision of part of the land conveyed by C. Dudley Ward and wife to Porter N. & Emma F. Butt by deed dated Aug. 24, 1936 and recorded among the Land Records of Montgomery County, Maryland in Liber 634 at Folio 467, that iron pipes marked thus :o have been placed where shown.

11/15/47
DATE

John G. McDonald
John G. McDonald, Eng.
Rockville, Md.

FILED
APR 8 – 1948

OWNER'S DEDICATION

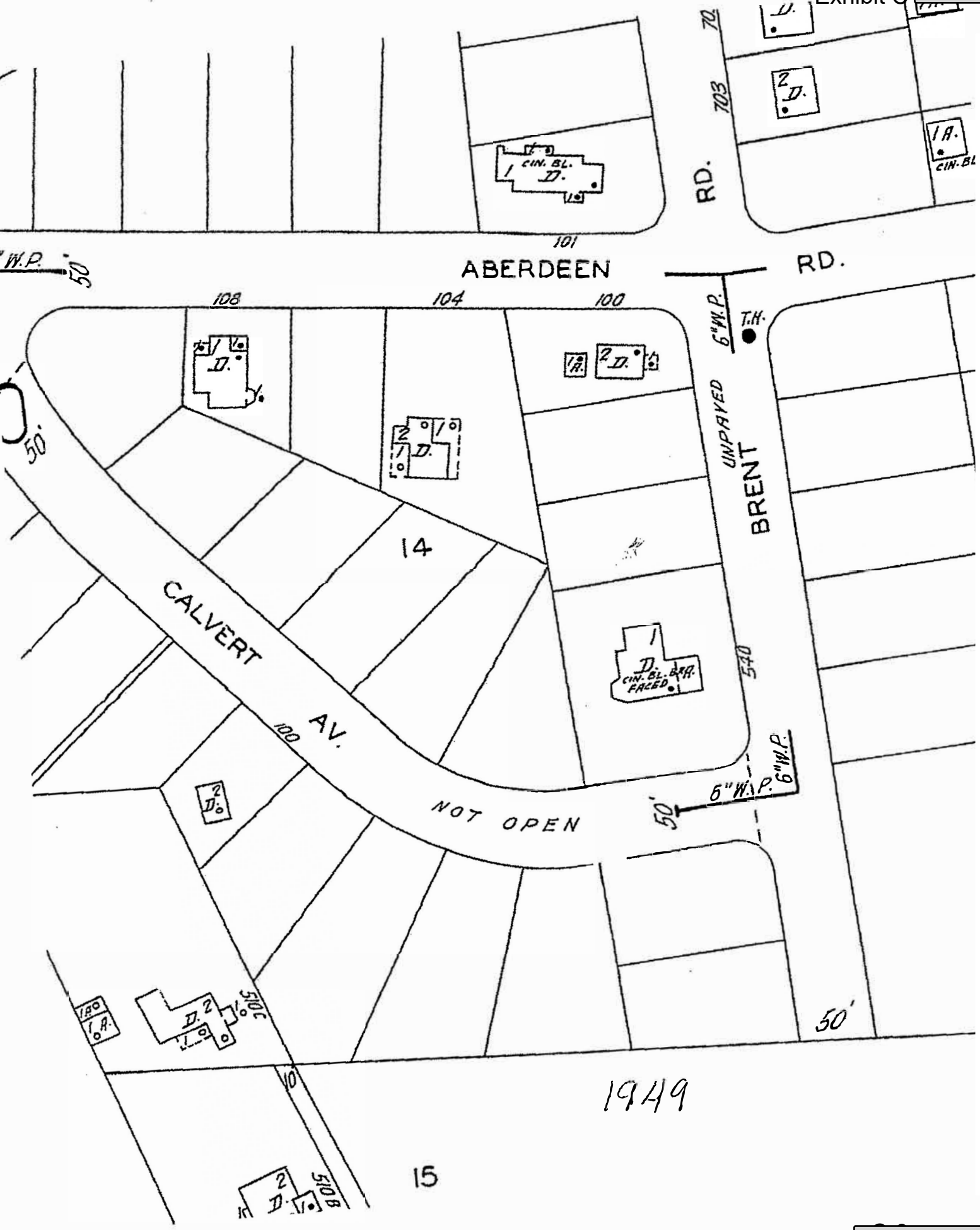
We, Porter N. Butt and Emma F. Butt, his wife, owners of the property shown and described hereon, hereby adopt this plan of subdivision, establish the minimum building lines and dedicate the streets to public use.

There are no suits of action, leases, liens or trusts on the property included in this plan of subdivision.

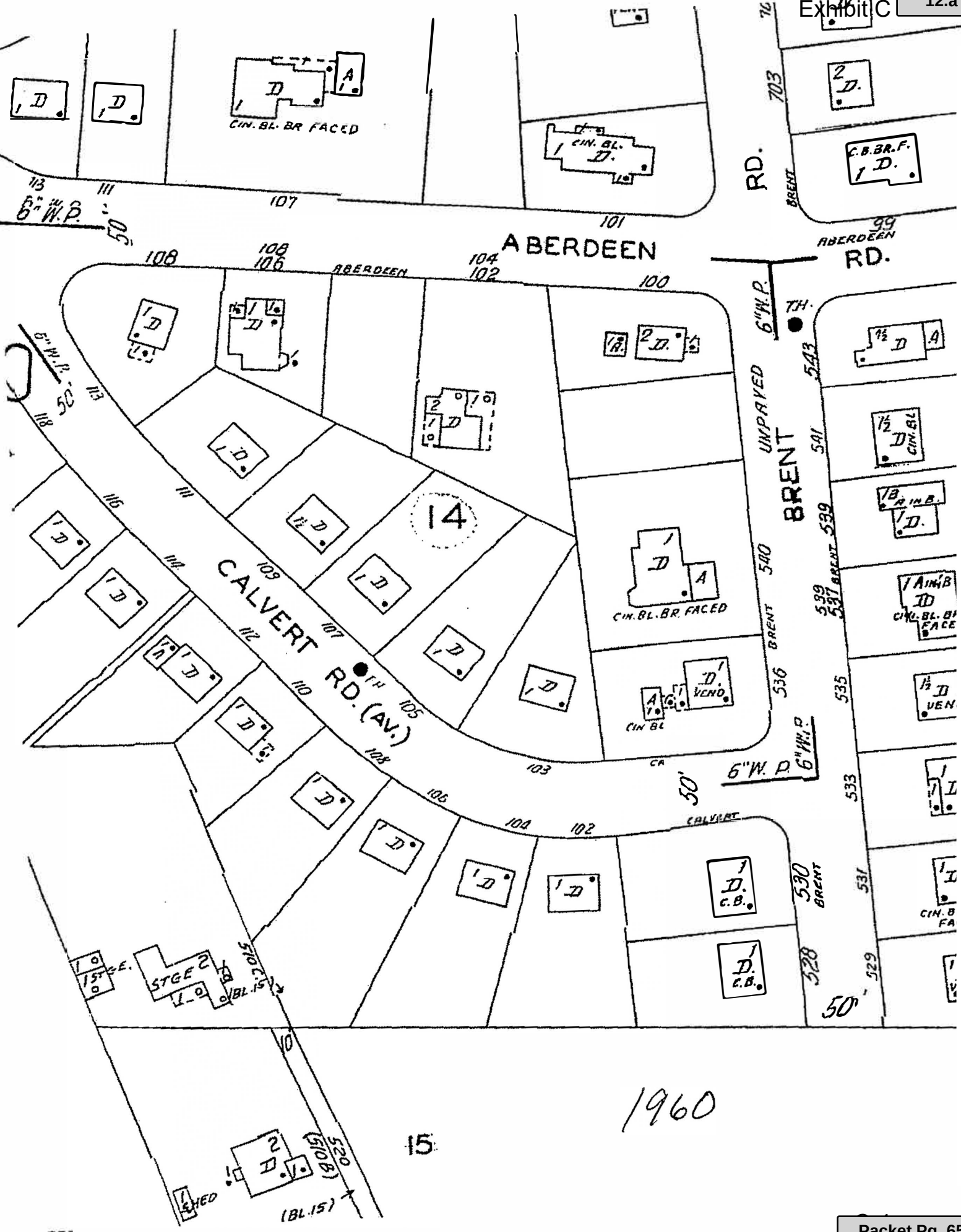
11-20-47	Harry T. Flair	Porter N. Butt
Date	Witness	Porter N. Butt
11-20-47	Harry T. Flair	Emma F. Butt
Date	Witness	Emma F. Butt

MAYOR AND COUNCIL
TOWN OF ROCKVILLE, MARYLAND
APPROVED: 9-10-47
DATE
By Leigh C. Allnutt
CLERK

MONTGOMERY COUNTY CIRCUIT COURT (Subdivision Plats, MO) Plat 2150, MSA_S1249_9964. Date available 1948/04/08. Printed 11/19/2019.



Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and



Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

WELLS HOUSE

John Phillip Mulfinger purchased a 29-acre tract just outside of the corporate limits of Rockville in 1886. He apparently built a small dwelling immediately, for he was assessed for $600 in improvements the following year. Two years later, Mulfinger sold 18½ acres to Henry L. Wells of Washington, D.C. Wells may have been intrigued with the idea of owning property across the Darnestown Road from the large new development of "West End Park."

Henry and Susie Wells lived here for 45 years. They enlarged the original farmhouse between 1906 and 1912, and added a barn and other outbuildings. They kept horses, cattle, and hogs. They installed stucco over the old frame house, and bought an Essex automobile. Henry Wells died in 1928. When Susie died in 1934, the property was appraised at $12,500, and described as "situated adjacent to Rockville, on the Darnestown Road, consisting of approximately fourteen (14) acres, improved by an eight-room dwelling house, tenant houses, and outbuildings."

G. Dudley Ward owned the land for a few years, then sold it to Porter and Emma Butt. The Butts platted the tract in the mid 1940s, and the old house became Lot 14 on Block 4 of the new subdivision of "Roxboro". Bowditch and Betty Hunter owned the Wells house for more than 20 years. They reoriented it to Aberdeen Road, removed the front porch, and incorporated the old windows into a two-story north addition.

Nadean Pederson and Cal Belote, who have owned the three-part house since 1982, invite you to speculate with them on the building's progression. Their home will be a century old this year.

WELLS HOUSE

John Phillip Mullinger purchased a 94-acre tract just outside of the corporate limits of Rockville in 1906. He apparently built a small dwelling immediately, for he was assessed for $600 in improvements the following year. Two years later, Mullinger sold 18½ acres to Henry L. Wells of Washington, D.C. Wells may have been intrigued with the idea of owning property across the Darnestown Road from the large new development of "West End Park."

Henry and Susie Wells lived here for 43 years. They enlarged the original farmhouse between 1906 and 1912, and added a barn and other outbuildings. They kept horses, cattle, and hogs. They installed stucco over the old frame house, and bought an Essex automobile. Henry Wells died in 1924. When Susie died in 1934, the property was appraised at $12,500, and described as "situated adjacent to Rockville on the Darnestown Road, consisting of approximately fourteen (14) acres, improved by an eight-room dwelling house, tenant houses, and outbuildings."

G. Dudley Ward owned the land for a few years, then sold it to Porter and Anna Hyde. The Hydes platted the tract in the old 1940s, and the old house became Lot 14 on Block C of the new subdivision of "Rosboro". Dwedlich and Betty Butler owned the Wells house for more than 20 years. They reorientated it to Aberdeen Road, removed the front porch, and incorporated the old wigwam into a two-story earth addition.

Andrew Pedersen and Cal Melotte, who have owned the three-part house since 1982, invite you to speculate with them on the building's progression. Their home will be a century old this year.

Peerless Rockville

Cordially invites you to attend our

Twelfth Annual New Year's Day Brunch

at

102 Aberdeen Road

in Rockville

Thursday, January 1, 1987

11 a.m. to 2 p.m.

Please Join Us

Members & Guests $6.00

Children 5-12 years $3.00

Parking on
Aberdeen & Brent Roads

Door Prize

Planning & Development Services Dept.
Received
NOV 19 2019

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

102 ABERDEEN ROAD: SECTIONAL MAP AMENDMENT STATEMENT OF SIGNIFICANCE

John Phillip Mulfinger was born in Maryland to German immigrant parents in 1853. As a teen he apprenticed to a blacksmith, eventually becoming a blacksmith with his own business. Mulfinger married Bessie Mussetter of Frederick County in 1885, and in 1886, Mulfinger purchased 29 acres of land from the appointed Trustees of the Montgomery County Circuit Court. Upon purchase of the property, Mulfinger proceeded to construct a small farmhouse. The rural wooded land was located just outside of Rockville's city limits, and across Darnestown Road from the newly developed West End Park Subdivision. This was the land that became Roxboro Subdivision.

In 1889, Mulfinger sold the small farmhouse and eighteen acres, to Henry and Susie Wells. Henry Wells was a book binder and a farmer who was born c. 1852, and in 1881, he married Susie L. McMaster. They sold four acres of the tract in 1890. The Wells enlarged the original farmhouse, making several alterations between 1906 and 1912 which included cladding the German wood lap siding of the frame farmhouse in pebble-dash stucco. They added a barn and other outbuildings for their livestock, which included horses, cattle, and hogs. The Wells lived in the house for forty-five years. Henry Wells died in 1928, and when Susie died in 1934, the property consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings.

Rockville experienced a building boom in the late 1940s, when returning servicemen from World War II created a demand for new housing. Porter and Emma Butt purchased the property, which included the subject lot and undeveloped land south of West Montgomery Avenue, in August 1936. The Butts were acquiring property to plat 'Roxboro'. The first section of "Roxboro" was platted in 1940, and it consisted of eleven lots, ten on block 1, and one lot on block 4. The lots in the 700-708 block of West Montgomery Avenue and Brent Road, ranged in size from 6,900 to 7,709 square feet, which was half the depth of the older lots to the east of West Montgomery Avenue. A Spring 1940 Sentinel advertisement promoted "Roxboro, Rockville's New Development," advertising affordable five and six-room houses with garages. "Mr. & Mrs. Porter Butts" were listed as the "Developers." In 1946, the Butts subdivided the fourteen acres, and platted parts of blocks 3, 4 and 5. The subject property, which was the largest lot in the subdivision, was given a trapezoidal shape. By 1949, twenty-two small Cape Cod and Ranch-style houses had been constructed in Roxboro.

After Porter and Emma Butt platted Roxboro around the subject property, it changed hands several times until Dr. George Bowditch Hunter and his wife Elizabeth purchased it in 1956. Dr. Hunter was a physician, with an office on Veirs Mill Road. During their twenty-six-year term as stewards of the subject property, the Hunters made several major changes that reflected the changes in the community and in Rockville. Prior to the platting of Roxboro, the front of the house faced north toward Darnestown Road. With the continuing growth of the West End, Darnestown Road became West Montgomery Avenue. The platting of Roxboro meant the subject property had a new address on Aberdeen Road. The Hunters reconfigured the front of the house to face Aberdeen Road by removing the northwest facing front porch and replacing it with a corner portico. Additionally, they constructed a two-story north side addition which utilized the windows that were removed from the original north side elevation.

Attachment 12.a: PC Staff Report 4.22.20 (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction, and

In October 1982, the current owner, Nadean Pedersen and her husband James Belote, purchased the subject property from the Hunters, and continued the tradition of adapting the house to meet their individual needs. In 1998, they constructed a one-story sunroom addition on the north elevation of the house, and in 2000, they constructed a rear porch enclosure on the south and east elevations, using German wood lap siding, which was the original construction material for the small farmhouse.

In the 1980s, the house served as a bed and breakfast for visitors to Chestnut Lodge Hospital and hosted Peerless Rockville's 12th Annual New Year's Day Brunch in 1987, which was the same year the house turned 100. James Belote passed away in 2015, and Nadean Pedersen Belote still resides in the home. She is seeking to designate the property because the character of the neighborhood is rapidly changing, and she would like to preserve the house and the history of the property.

The once small farmhouse at 102 Aberdeen Road, is now a large stucco vernacular Victorian style house with several gabled asphalt shingle roofs, and a concrete foundation. Most of the windows are two-over-two double-hung wood windows, with flat lintels and wood shutters which are original to the house. The protruding central wing of the house and the recessed south end porch are the oldest additions (1906-12) which created a gable-front and wing style house. Later additions include the two-story and one-story sections on the north end, and the southeast porch enclosure. The lot is covered with natural landscaping, brick walkways and patios. A U-shaped asphalt driveway curves around a landscaped area in front of the house. Ground cover, and a variety of tall mature trees, ornamental trees, and shrubs of various sizes surround the house.

The historic significance of 102 Aberdeen is not immediately obvious. The house is not an ornate Victorian, or an unusual Bungalow. Its style has evolved over time to follow the growth of the community and the City, while meeting the needs of the homeowners. The significance is that the property is a witness to, and a participant in, the development of the history of Roxboro Subdivision and the development of Rockville. Additionally, the property has retained its trapezoid-shaped lot, and the house has retained its original materials and features, even as it has grown over the years. It serves as an anchor and a recognizable landmark to the changing landscape of the neighborhood.

102 Aberdeen Road meets two of the adopted HDC criteria for historic designation:

- Historic Significance Criteria a) It represents the development, heritage, or cultural characteristics of the City.

- Architectural, Design, and Landscape Significance Criteria e) It represents an established visual feature of the neighborhood or City because of its physical characteristics or landscape components.

City of Rockville

M E M O R A N D U M

May 18, 2020

TO: Mayor and Council

FROM: Planning Commission

SUBJECT: Planning Commission Recommendation on Sectional Map Amendment Application MAP2020-00119, to rezone property at 102 Aberdeen Road from R-60 to R-60 (Historic District); Historic District Commission of Rockville, applicant

At its meeting on April 22, 2020 via Webex, the Planning Commission reviewed Map Amendment Application MAP2020-00119. The Commission received a presentation from staff on the proposed map amendment, which has been filed on behalf of the Historic District Commission (HDC) to place the property at 102 Aberdeen Road in the Historic District.

The proposed Map Amendment would place the property at 102 Aberdeen Road in the Historic District overlay zone, which would require that any physical changes to the property be approved by the HDC, via the Certificate of Approval review process.

Staff presented the recommendation, which is for approval, due to the fact that the Map Amendment application complies with the Master Plan, as well as the purpose of the Historic District overlay zone. The HDC had previously determined that the property met two criteria for historic designation.

The property owner, Nadean Pedersen Belote, spoke in favor of the proposed designation. Ms. Pedersen Belote explained that she was seeking designation because the neighborhood was changing so much, and she wanted to preserve the original house and property that the neighborhood was built around.

The Planning Commission did not have any comments or discussion. On a motion by Commissioner Wood, seconded by Commissioner Tyner, the Commission recommended approval of Sectional Map Amendment MAP2020-00119 by a vote of 7-0.

102 ABERDEEN ROAD: SECTIONAL MAP AMENDMENT STATEMENT OF SIGNIFICANCE

John Phillip Mulfinger was born in Maryland to German immigrant parents in 1853. As a teen he apprenticed to a blacksmith, eventually becoming a blacksmith with his own business. Mulfinger married Bessie Mussetter of Frederick County in 1885, and in 1886, Mulfinger purchased 29 acres of land from the appointed Trustees of the Montgomery County Circuit Court. Upon purchase of the property, Mulfinger proceeded to construct a small farmhouse. The rural wooded land was located just outside of Rockville's city limits, and across Darnestown Road from the newly developed West End Park Subdivision. This was the land that became Roxboro Subdivision.

In 1889, Mulfinger sold the small farmhouse and eighteen acres, to Henry and Susie Wells. Henry Wells was a book binder and a farmer who was born c. 1852, and in 1881, he married Susie L. McMaster. They sold four acres of the tract in 1890. The Wells enlarged the original farmhouse, making several alterations between 1906 and 1912 which included cladding the German wood lap siding of the frame farmhouse in pebble-dash stucco. They added a barn and other outbuildings for their livestock, which included horses, cattle, and hogs. The Wells lived in the house for forty-five years. Henry Wells died in 1928, and when Susie died in 1934, the property consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings.

Rockville experienced a building boom in the late 1940s, when returning servicemen from World War II created a demand for new housing. Porter and Emma Butt purchased the property, which included the subject lot and undeveloped land south of West Montgomery Avenue, in August 1936. The Butts were acquiring property to plat 'Roxboro'. The first section of "Roxboro" was platted in 1940, and it consisted of eleven lots, ten on block 1, and one lot on block 4. The lots in the 700-708 block of West Montgomery Avenue and Brent Road, ranged in size from 6,900 to 7,709 square feet, which was half the depth of the older lots to the east of West Montgomery Avenue. A Spring 1940 Sentinel advertisement promoted "Roxboro, Rockville's New Development," advertising affordable five and six-room houses with garages. "Mr. & Mrs. Porter Butts" were listed as the "Developers." In 1946, the Butts subdivided the fourteen acres, and platted parts of blocks 3, 4 and 5. The subject property, which was the largest lot in the subdivision, was given a trapezoidal shape. By 1949, twenty-two small Cape Cod and Ranch-style houses had been constructed in Roxboro.

After Porter and Emma Butt platted Roxboro around the subject property, it changed hands several times until Dr. George Bowditch Hunter and his wife Elizabeth purchased it in 1956. Dr. Hunter was a physician, with an office on Veirs Mill Road. During their twenty-six-year term as stewards of the subject property, the Hunters made several major changes that reflected the changes in the community and in Rockville. Prior to the platting of Roxboro, the front of the house faced north toward Darnestown Road. With the continuing growth of the West End, Darnestown Road became West Montgomery Avenue. The platting of Roxboro meant the subject property had a new address on Aberdeen Road. The Hunters reconfigured the front of the house to face Aberdeen Road by removing the northwest facing front porch and replacing it with a corner portico. Additionally, they constructed a two-story north side addition which utilized the windows that were removed from the original north side elevation.

In October 1982, the current owner, Nadean Pedersen and her husband James Belote, purchased the subject property from the Hunters, and continued the tradition of adapting the house to meet their individual needs. In 1998, they constructed a one-story sunroom addition on the north elevation of the house, and in 2000, they constructed a rear porch enclosure on the south and east elevations, using German wood lap siding, which was the original construction material for the small farmhouse.

In the 1980s, the house served as a bed and breakfast for visitors to Chestnut Lodge Hospital and hosted Peerless Rockville's 12th Annual New Year's Day Brunch in 1987, which was the same year the house turned 100. James Belote passed away in 2015, and Nadean Pedersen Belote still resides in the home. She is seeking to designate the property because the character of the neighborhood is rapidly changing, and she would like to preserve the house and the history of the property.

The once small farmhouse at 102 Aberdeen Road, is now a large stucco vernacular Victorian style house with several gabled asphalt shingle roofs, and a concrete foundation. Most of the windows are two-over-two double-hung wood windows, with flat lintels and wood shutters which are original to the house. The protruding central wing of the house and the recessed south end porch are the oldest additions (1906-12) which created a gable-front and wing style house. Later additions include the two-story and one-story sections on the north end, and the southeast porch enclosure. The lot is covered with natural landscaping, brick walkways and patios. A U-shaped asphalt driveway curves around a landscaped area in front of the house. Ground cover, and a variety of tall mature trees, ornamental trees, and shrubs of various sizes surround the house.

The historic significance of 102 Aberdeen is not immediately obvious. The house is not an ornate Victorian, or an unusual Bungalow. Its style has evolved over time to follow the growth of the community and the City, while meeting the needs of the homeowners. The significance is that the property is a witness to, and a participant in, the development of the history of Roxboro Subdivision and the development of Rockville. Additionally, the property has retained its trapezoid-shaped lot, and the house has retained its original materials and features, even as it has grown over the years. It serves as an anchor and a recognizable landmark to the changing landscape of the neighborhood.

102 Aberdeen Road meets two of the adopted HDC criteria for historic designation:

- Historic Significance Criteria a) It represents the development, heritage, or cultural characteristics of the City.

- Architectural, Design, and Landscape Significance Criteria e) It represents an established visual feature of the neighborhood or City because of its physical characteristics or landscape components.

Ordinance No. _____ ORDINANCE: To grant Zoning Map Amendment MAP2020-00119, Historic District Commission of Rockville, Applicant

WHEREAS, the Historic District Commission of Rockville, Maryland, 111 Maryland Avenue, Rockville, Maryland, filed Sectional Map Amendment application MAP2020-00119, requesting that the property located at 102 Aberdeen Road, Rockville, Maryland, and further identified as Tax Map GR22, Lot 14, Block 4, as shown on Plat No. 2150, containing 13,870 square feet of land, more or less, and further identified as part of a tract of land called "Roxboro." be placed in the Historic District; and

WHEREAS, the subject property was evaluated for historic, architectural and cultural significance to the City of Rockville, and the Historic District Commission found that the property met the criteria for local historic designation and recommended its placement in the Historic District; and

WHEREAS, the Mayor and Council gave notice that a public hearing on said application would be held by the Mayor and Council of Rockville in the Council Chambers in Rockville on the 8th day of June 2020, at 7:00 p.m., or as soon thereafter as it may be heard, at which parties in interest and citizens would have an opportunity to be heard, which notice was published in accordance with the requirements of Land Use Article of the Annotated Code of Maryland; and

WHEREAS, on the 8th day of June 2020, the said application came on for hearing at the time and place provided for in said advertisement; and

WHEREAS, after consideration of the record on this application, the Mayor and Council has determined that the property located at 102 Aberdeen Road, Rockville, Maryland, and further identified as Tax Map GR22, Lot 14, Block 4, as shown on Plat No. 2150, containing 13,870

square feet of land, more or less, and further identified as part of a tract of land called "Roxboro," is historically significant to the City and the County; and

WHEREAS, the Mayor and Council further finds and determines that it is appropriate to place the property located at 102 Aberdeen Road, Rockville, Maryland, and further identified as Tax Map GR22, Lot 14, Block 4, as shown on Plat No. 2150, containing 13,870 square feet of land, more or less, and further identified as part of a tract of land called "Roxboro," in the Historic District, based on the findings that the proposed zoning change is in conformance with:

a. The HDC's adopted criteria as the house and property are representative of the development of Roxboro Subdivision and the growth of Rockville, and the property represents an established visual feature of the neighborhood and city because of its physical characteristics and landscape components. The community grew around it while it retained its irregular lot and house, which is unique to any other structure in the neighborhood.

In 1886, John Phillip Mulfinger purchased 29 acres of rural wooded land located just outside of Rockville's city limits, and across Darnestown Road from the newly developed West End Park Subdivision. Mulfinger constructed a small farmhouse, which he sold in 1889, with eighteen acres, to Henry and Susie Wells. Henry Wells. They sold four acres of the tract in 1890. Between 1906 and 1912, the Wells enlarged the original farmhouse, which included cladding the German wood lap siding of the frame farmhouse in the existing pebble-dash stucco. The Wells lived in the house for forty-five years, during which time they added a barn and other outbuildings for their horses, cattle, and hogs. When the Wells passed and the property was sold, it

Attachment 12.d: Proposed Ordinance for Adoption (3196 : Map Amendment HDC2020-00119 for 102 Aberdeen Road - Discussion, Instruction,

consisted of fourteen acres, with an eight-room house, tenant houses, and outbuildings. This was the land that became Roxboro Subdivision.

In August 1936, Porter and Emma Butt purchased the property, which included the subject lot and undeveloped land south of West Montgomery Avenue. In 1946, during the Post WWII building boom, the Butts subdivided the fourteen acres, and platted parts of blocks 3, 4 and 5. The subject property, which was the largest lot in the subdivision, was given a trapezoidal shape. By 1949, twenty-two small Cape Cod and Ranch-style houses had been constructed in Roxboro.

Dr. George Bowditch Hunter and his wife Elizabeth purchased the property in 1956. Prior to the platting of Roxboro, the front of the house faced north toward Darnestown Road. With the growth of West End, Darnestown Road became West Montgomery Avenue, and the subject property had a new address on Aberdeen Road. The Hunters reconfigured the front of the house to face Aberdeen Road, and built a two-story addition.

James and Nadean Pedersen Belote purchased the home in 1982. In the 1980s, the house served as a bed and breakfast for visitors to Chestnut Lodge Hospital and Peerless Rockville held their 12th Annual New Year's Day Brunch there in 1987, which was the same year the house turned 100. The character of the neighborhood continues to rapidly change around this unique and historic property.

b. The associated Comprehensive Master Plan in that designation would contribute to preserving an increased number of historic resources in the city, and the

recommendation that property owners should be encouraged to nominate their property for historic designation; and

c. The purpose of the Historic District Zone per Section 25.14.01 of the Zoning Ordinance, to safeguard the heritage of the City by preserving sites, structures, or areas which reflect elements of cultural, social, and economic history.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, that the application of the Historic District Commission of Rockville, Sectional Map Amendment MAP2020-00119, requesting the reclassification of the property located at 102 Aberdeen Road, Rockville, Maryland, and further identified as Tax Map GR22, Lot 14, Block 4, as shown on Plat No. 2150, containing 13,870 square feet of land, more or less, and further identified as part of a tract of land called "Roxboro," granted, and the subject property is hereby included in and made a part of the Historic District.

* *

I hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Mayor and Council at its meeting of

_____
Sara Taylor-Ferrell,
City Clerk/Director of Council Operations

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Discussion and Instructions
Department: Housing and Community Development
Responsible Staff: Asmara Habte

Subject

Discussion of Social Justice, Racism, and Bias in Rockville

Recommendation

Staff recommends that the Mayor and Council begin to design a strategy for community dialogue and action planning on social justice, racism and bias in Rockville, including directing staff to plan an initial community meeting after the summer recess.

Discussion

At the June 22, 2020 Mayor and Council meeting, Chief Victor Brito provided a presentation titled "Fair and Impartial Policing." It centered on the City's police practices, training, recruitment and hiring, operations, and efforts to continue implementing best practices. The Rockville City Police Department's efforts to date include hosting training on fair and impartial policing for its officers, City employees, elected official, and community members since 2019. The next session is scheduled for August 6, 2020.

The Mayor and Council's discussion of Chief Brito's presentation, along with the national conversation on race, equity, equality, racism, and bias, provides an opportunity for the City to engage in open discussions on the issue in a broader context, including policing. The Mayor and Council directed staff to help them design a discussion on race, social justice, racism, and bias in Rockville. With this report, staff proposes a strategy and discussions, to occur in segments over a 12-month period, that will include developing an action plan and implementing short- and long-term policy initiatives and tools that could further racial and social justice, equity in Rockville.

Sample Approaches to Racial Equity Discussion and Action Planning

Racial inequity is pervasive, and in recognition of this, some communities have developed and adopted various policies and tools and taken unique approaches to address racial inequality in their communities. For example, Montgomery County passed two bills addressing racial inequities and the City of Decatur, GA developed a Community Action Plan (Attachment A) to guide a community-wide effort to become more welcoming, inclusive and equitable. The City of Seattle created a Racial Equity Toolkit (Attachment B) that the organization uses to guide the

development, implementation and evaluation of polices, initiatives, programs, and budget issues to address the impact on racial equity. Below is a summary of the Montgomery County, Decatur, and Seattle examples.

Montgomery County

In 2018, Montgomery County adopted a resolution[1] to develop an equity policy framework in County Government. The policy framework was followed by developing a Community Engagement Toolkit titled "Racial Equity and Social Justice." This toolkit was designed over 18 months, with input from the community, and offered guidance on starting a community dialogue on racial equity and social justice. The County also passed a law[2] that created the Office of Racial and Social Justice and the following directives:

1. Establish a racial equity and social justice program;
2. Remove the Chief Equity Officer position in the Office of the Executive as a non-merit position[3];
3. Require the Executive to adopt a racial equity and social justice action plan for the County;
4. Require each Department and Office to develop a racial equity and social justice action plan;
5. Require the Director of the Office of Legislative Oversight to submit a racial equity and social justice impact statement to the Council for each Bill;
6. Require the Executive to explain how each management initiative or program in the recommended budget would promote racial equity and social justice;
7. Establish a Racial Equity and Social Justice Advisory Committee and set forth the composition, compensation, and duties of the Committee;
8. Require the Planning Board to consider racial equity and social justice impact when preparing a Master Plan; and
9. Generally, amend the law governing racial equity and social justice.

Decatur, GA

Born out of its ten-year plan, 2010 Strategic Plan, the City of Decatur adopted a Community Action Plan in 2015. The plan presents a comprehensive strategy that seeks to "…collaboratively identify specific actions for individuals, organizations, and local government to undertake together and independently. It would also encourage and empower individuals and community-based organizations to take a lead role in making Decatur a more welcoming, inclusive, and equitable place to live, work, and visit."

[1] Montgomery County Resolution 18-1095.

[2] Montgomery County Bill 27-19.

[3] Removing this position from the Office of the Executive as a non-merit position and creating the Office of Racial Justice.

The plan includes six focus areas and the actions that could be taken by individuals, organizations, and local governments to address racial inequity under each of the focus areas. The focus areas include:

1. Support community participation and engagement among all members of the city's population;
2. Prioritize racially-just community policing by improving relationships between community members and law enforcement and ensuring all community members are treated in a just way with equity and respect;
3. Ensure the availability of diverse and affordable housing in order to prevent the displacement of existing residents and provide for a variety of housing types and prices;
4. Cultivate a welcoming and inclusive retail environment for serving a diverse clientele;
5. Maximize the use of public spaces for the enrichment and well-being of all Decatur residents, workers, and visitors; and

6. Facilitate low-cost transportation options for people of all ages and abilities.

Seattle

The City of Seattle has taken the approach of addressing racial inequity be seeking to eliminate individual racism, institutional racism and structural racism. The city developed The Racial Equity Toolkit, which lays out a process and provides a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts of racial equity. A copy of Seattle's Toolkit is can be found in Attachment B.

Proposed Strategy for Rockville

Short Term Action Items

Some of the feedback and input that the Mayor and Council could consider for potential implementation in the near term, include:

1. Designation of Juneteenth as a City holiday and day of reflection (scheduled for Mayor and Council discussion this evening);

2. Establish a Police Advisory Commission (scheduled for Mayor and Council discussion on September 14, 2020);

3. Examine City hiring strategies to support increased diversity in the workforce (scheduled for Mayor and Council discussion on September 14, 2020);

4. Gather and report data from RCPD and other departments that inform the Mayor and Council about injustice, racism, and bias, and track the effectiveness of efforts to address identified needs; and

5. Restructure the purpose, goals, and role of the Human Rights Commission to increase awareness and help advise on matters of social justice, racism and bias.

Longer-Term Strategy and Preliminary Action Items

Continued community dialogue can lead to a baseline and a more in-depth understanding of racial equity. An ongoing community dialogue could be a core component of the Mayor and Council's strategy to address injustice, racism and bias in the City. The initial dialogue could be scheduled in the fall to hear from the community, share experiences, connect with each other and identify focus areas. Follow-up community gatherings could be used to get feedback on proposed action items and report on accomplishments. Community members could also be involved in work groups that implement action items adopted by the Mayor and Council.

Other aspects of a strategy that the Mayor and Council could consider include:

a. Naming the initiative to facilitate promotions and conversations,
b. Establishing a purpose statement as a foundation on which to build the initiative and serve as a guidepost during implementation,
c. Selecting priority action items based on the community conversation,
d. Developing implementation plans for the action items,
e. Receiving written and verbal updates on the implementation plans,
f. Holding additional community dialogues for receive feedback, share updates and identify additional action items.

The Mayor and Council have received preliminary input from representatives of the City's Human Rights Commission (HRC) and the Human Services Advisory Commission (HSAC), who have both provided short- and long-term action items towards recognizing and addressing racial inequity. Through the Mayor and Council Community Forum and written correspondence, the public has provided input and shared its ideas for creating a better Rockville. Members of the Mayor and Council also provided staff a list of action items to explore for potential implementation.

A compilation of the suggestions shared to date is provided in Attachment C. These preliminary action items can serve as the basis for in-depth discussion towards the development of an action plan to establish policies and initiatives to address inequities, racism, and bias in the City in the short term and long term. City staff has organized and summarized the suggested action items into the following four topic areas:

1. Support community participation and engagement among all members of the City's population;

2. Ensure the availability of diverse and affordable housing and provide for a variety of housing types and price points, and with access to amenities—retail, transportation, complete sidewalks, and parks;

3. Continue to build on the City's best practices in policing for racially just policing by building relationships between community members and law enforcement and ensuring all community members are treated with equity and respect; and

4. Promote diversity in City staffing and Boards and Commissions membership.

Proposed Timeline

The City recognizes that addressing racial inequity requires a comprehensive approach in terms of timing and strategies. As an initial step, City staff hosted a meeting with representatives of the City's Human Rights Commission (HRC) and the Human Services Advisory Commission (HSAC) to solicit members' thoughts on the agenda item. The Commissions provided insightful issues to consider and action items, which are captured in the list in Attachment C. Staff across all of the City's departments will also have valuable input about how operations citywide can be enhanced and adjusted to support the Mayor and Council's goals around racial inequity.

Staff recommends that the Mayor and Council consider the following potential timeline to begin a meaningful and comprehensive discussion and approach to addressing racial inequity towards the implementation of short and long- term policies and tools.

July 20, 2020—Present a summary of preliminary action items to Mayor and Council for discussion. Mayor and Council provide input on a strategy for the initiative, the first community conversation, and short-term action items.

August/September 2020—Staff work with Mayor and Council to plan the first community forum; begin developing a longer term strategy based on Mayor and Council's July 20 feedback; begin implementing any initial shorter term action items directed on July 20; and begin gathering data to support the initiative.

October 2020— Mayor and Council host first community forum for an open public dialogue to allow community members to share experiences and provide input for tools and policy discussion. Continue gathering data to inform and support the development of an action plan.

November 2020 - January 2021 – Work with the Mayor and Council to adopt a strategy and to transform the community forum input and preliminary action items into a draft action plan. Continue implementing shorter term action items directed on July 20.

February 2021 — Hold a second community forum to receive feedback on the draft action plan.

March 2021 – Mayor and Council adopt an Action Plan and begin establishing working groups to be led by a department head or designee for each focus area/sub-area. It would include staff from various departments, Board and Commission members, and members from the

community and others. A Mayor and Councilmember may wish to sit on these working groups. Continue gathering data to inform and support the action plan.

September 2021— Mayor and Council host another community forum to update the community on the working groups' implementation of Action Plan items and revisit the content of the Plan.

Mayor and Council History

This agenda item is part of the on-going discussion on racial equity following the murder of Mr. George Floyd by a Minneapolis Police Department officer. The last discussion on this matter was held at the June 22, 2020 Mayor and Council meeting.

Boards and Commissions Review

City staff hosted a WebEx meeting on July 7, 2020with representatives of the City's Human Rights Commission and Human Services Advisory Commission to solicit members' thoughts on the agenda item. All City Boards and Commissions would be invited to participate in the ongoing initiative, including the fall community forum.

Next Steps

The next steps are for staff to work with the Mayor and Council to plan the first community dialogue in the fall. Staff will also begin implementing any action items that the Mayor and Council select to proceed prior to the first community dialogue.

Attachments

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (PDF)
Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (PDF)
Attachment 13.c: Attch C. Rockville_Racial Equity_Suggested Actions-071420v2 (PDF)

Rob DiSpirito, City Manager 7/15/2020

THE BETTER TOGETHER COMMUNITY ACTION PLAN

APPENDIX A: IMPLEMENTATION PLAN

ACCEPTED DECEMBER 7, 2015 | DECATUR, GA

BETTER TOGETHER
BUILDING OUR CAPACITY TO THRIVE

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

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Focus Area I: Support community participation and engagement among all members of the city's population

	A. Individuals	Target Date for Completion	Resources Needed	Primary Responsibility	Prospective Partners	Progress Indicators
1	Attend public meetings, read relevant publications, and/or utilize resources available through the City website to learn about local issues and the City's decision-making process.	Ongoing	• Awareness of the various websites, blogs and publications where this information can be found. • For those without internet access, hard copies of relevant documents available at library, community centers, City Hall and other public facilities.	Individuals	• Neighborhood associations • Local government Decatur Business Association • Community-focused organizations	• Increase in site visits to Better Together information on the web • Increase in comments and feedback via the web • Documented changes in attitudes/awareness via State of the City Survey (use upcoming survey to establish baselines)
2	Make a point to welcome new neighbors and introduce yourself to others whom you do not know.	Ongoing	• None	Individuals	• N/A	• Documented changes in attitudes/awareness via City Survey (using upcoming 2016 survey to establish baselines)
3	Share important community news and information through social media platforms.	Ongoing	• Participation in online community groups • Neighborhood contacts • Traditional media sources	Individuals	• Neighborhood associations • Decatur Business Association • Local government	• Increased participation in neighborhood social media platforms (ask neighborhood associations to share baseline data)
4	Bring your perspective to community events, celebrations, and city governance by volunteering to serve on volunteer boards, commissions, and task forces; planning committees; and neighborhood association boards and committees.	Ongoing	• Regular announcements of volunteer opportunities in Decatur Focus and City of Decatur website	Individuals	• Local government • Community-based nonprofits seeking volunteers	• Increase in number and diversity of applications received through Volunteer! Decatur (set baseline data in 2016) • Increase in number and diversity of applicants for volunteer boards and commissions (set baseline data in 2016)

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

5	Participate in your neighborhood association.	Ongoing	• Awareness of regular meeting schedule and special events like clean-up days and parties	Individuals	• Neighborhood associations	• Increase in meeting attendance (ask associations to share baseline data) • Documented changes via City Survey
	B. Organizations	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	For neighborhood associations: Develop community welcome packets with neighborhood and City information. Establish system for timely delivery of welcome packets to new neighbors. (See I.C.7)	Q3 2016		Individual neighborhood associations	• Neighborhood associations • Decatur Neighborhood Alliance	• Packet created • System for updating, delivering established • Distribution tracked
2	Build community through conversation by organizing small, diverse groups of residents to get together socially (i.e., supper clubs, book clubs, play groups).	TBD	• Will vary depending on the type of group	Not yet designated; likely to be one of the prospective partners listed	• Places of worship • Neighborhood associations • Community nonprofits • Any interested individuals	• TBD
3	Build community through creativity and storytelling by organizing opportunities for citizens from different walks of life to share their stories in different ways, such as making and displaying art, recording interviews with each other (e.g., StoryCorps), performing in front of live audiences through open-mic nights.	TBD	• Inventory of existing studio and performance spaces • Funding model • Person or organization to coordinate, publicize • Means for capturing stories • Instructors and supplies for making art	Not yet designated; likely to be one of the prospective partners listed	• Decatur Arts Alliance • Decatur ArtHouse • Decatur Makers • DeKalb History Center • DeKalb Library • Bars and coffeehouses that already host similar opportunities, e.g. Java Monkey • Places of worship • Local government	• TBD
4	Provide training and resources to help community members learn how to have respectful, meaningful conversations across differences.	TBD	• Inventory of existing opportunities • Person or organization to coordinate, publicize	Not yet designated; likely to be one of the prospective partners listed	• Institutional partners • Places of worship • Interaction Institute for Social Change • Create Community 4 Decatur: Black Lives Matter	• Task completed • Participating community members report having learned something and overall satisfaction with training and resources
5	Help interested community members continue to learn about issues related to race, diversity, equity, and inclusion	TBD	• Inventory of existing opportunities	Not yet designated; likely	• Institutional partners	• Task completed

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

	in their everyday lives and at the national level by providing a variety of resources, including guest speakers, video/film, and books, and hosting a series of community conversations on these topics.		• Steering committee to plan, coordinate a yearlong program • Grant and/or sponsorships to cover program costs • Organization to provide ongoing administrative support	to be one of the prospective partners listed	• Places of worship • Schools • Decatur Library • Create Community 4 Decatur: Black Lives Matter • Partnership for Southern Equity • Interaction Institute for Social Change	
6	Complete organizational self-assessment of leadership and membership base and reach out to key groups or demographics that are underrepresented.	TBD	• Organizational demographics • Online tools for organizational equity assessments	All interested community-based organizations	•	• TBD by participating organizations
	C. Local Government	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Utilize the Decatur Focus, Decaturga.com, Decaturnext.com, and other media resources to share timely information on upcoming events; provide updates on plan implementation; share tools and activities used in different settings over the course of the initiative; and highlight opportunities for community members to get involved.	Ongoing, beginning Q1 2016	• Relevant information submitted by staff person assigned to plan implementation.	Community and Economic Development staff		• Better Together articles are regularly included in the Focus. • Better Together section established on Decaturga.com and updated in a regular and timely manner
2	Measure community members' attitudes and perceptions related to equity and inclusion by including relevant questions in the City's biennial community survey.	Q1 2016	• Baseline data from 2015 Better Together survey	City Manager	• National Resource Center	• Survey questions developed and included in 2016 survey • Results shared online and through written communication tools such as the Decatur Focus within 90 days of receipt of final results.
3	Ensure that all online forms and applications (e.g., MyDecaturGA app for reporting problems) are augmented with contact phone numbers as a supplement to web internet access.	Q2 2016		Community and Economic Development staff, Technology Committee		• Phone number(s) published • Reported issues and calls documented

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4	On the City website, provide a printable calendar listing of recreational, educational, and social activities.	Q2 2016	• Current information from all organizations, agencies that serve seniors in Decatur • Plan for keeping calendar updated	Lifelong Community Coordinator	• Places of worship • Other City departments • Community groups	• Calendar created and updated monthly
5	Develop a Welcoming Decatur Checklist for planning city-sponsored events in order to guide organizers in creating events that are inclusive in terms of community participation, volunteer participation, entertainment, activities, and costs.	Q2 2016	• Diverse task force to assess existing events and make recommendations accordingly	Community and Economic Development staff		• Checklist created and implemented
6	Regularly update the community's resource network (i.e., asset map) to ensure a current list of organizations, places, and online resources to meet the various needs of the community.	Q3 2016, 2017,2018	• Staff person assigned to manage this task • List of contacts in the community who can assist based on their significant knowledge of community assets	Community and Economic Development staff	• Neighborhood associations • Places of worship • Schools • Other community-based organizations • Other City departments, especially Police	• Resource network/asset map updated on schedule
7	Create a new resident packet and make it available on the City's web site. Encourage individuals and neighborhood associations to print and share with new neighbors. (See I.B.1)	Q3 2016		Community and Economic Development staff	• Neighborhood associations • Other City departments (i.e., Police, Active Living)	• Number of packets distributed • Follow-up survey to determine usefulness
8	Consider establishing a Better Together Advisory Board (similar to other advisory boards such as Environmental Sustainability, Lifelong Community and Active Living) to provide recommendations to the City Commission and staff and to establish, organize and implement activities that nurture and sustain a culture of inclusion, equity and justice. Establish a Better Together Network of residents, partner organizations, and community leaders to help sustain the effort and implement the plan. Explore opportunities for partnering with an anchor organization to help achieve stability and consistency.	Q3 2016	• Staff person assigned to coordinate this initiative, manage and advocate for the community action plan • Diverse group of volunteers (Leadership Circle) to assist with these tasks, provide guidance, and continue to help build community's capacity to host ongoing conversations related to equity and inclusion.	City Manager/City Commission/ Community and Economic Development staff	• Former members of the Leadership Circle • Neighborhood Associations • Community Organizations	• At a minimum, annual updates on implementation of the community action plan • Milestones reported on decaturga.com or decaturnext.com • Participation, number and diversity

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

			• Contact information for all Better Together participants who indicated an interest in staying involved • Specific plan for continuing to engage these individuals and others through programming, communication			
9	Develop a means for receiving and addressing community members' concerns and complaints related to issues of equity and inclusion to ensure that problems are thoroughly documented and responded to appropriately by the correct staff person.	Q4 2016	• Online form added to website • Corresponding paper form • Possibly a new phone number • Plan for publicizing new system	Communications Specialist		• System created and publicized within the community • Documentation to show complaints are addressed in a timely manner • Those who report issues are satisfied with outcomes
10	Consider incorporating an update on Better Together plan implementation during the State of the City address.	Annually, beginning in 2016	• Annual Better Together progress report	City Manager/Mayor		• Update included annually
11	Work with a diverse group of citizen volunteers to develop a strategic, integrated citywide outreach plan aimed at involving a broader spectrum of community members in city life through participation in Volunteer! Decatur and on boards, commissions, and task forces.	Q1 2017	• Diverse group of volunteers with communications expertise • May need a facilitator to guide process	Community and Economic Development staff		• Broader diversity among those who participate in community life as evidenced by volunteer applications, statements of interest submitted for volunteer boards, communication with elected officials, attendance at community meetings, applications for Decatur 101
12	Review the City's internal structures, processes, policies, and outcomes to ensure local government is equitable in its day-to-day practices and as it addresses future challenges and pursues new initiatives. Process should establish specific goals and a means for tracking, reporting progress.	Q1 2017	• Consultant to design/lead process • Baseline data relevant to each department	City Manager	• Partnership for Southern Equity • Carl Vinson Institute of Government • Atlanta Regional Commission	• TBD by each department

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					• City of Seattle • City of Portland	
13	Provide City staff with training and support, professional development on how to ensure equity and inclusion within their departments and in how they serve the community.	Q4 2017	• Trainer and/or training program (may be an existing continuing education program)	City Manager	• Partnership for Southern Equity • Interaction Institute for Social Change • City of Seattle • City of Portland	• All department heads have completed training
14	Partner with a foundation to begin a small grants program to support community members taking creative action together to further the goals of Better Together.	Q4 2018	• Seed funding • Criteria for awarding grants • Selection committee	Community and Economic Development staff	• Community Foundation for Greater Atlanta • Other regional and national funders	• Fund established • First round of grants awarded

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Focus Area II: Prioritize racially just community policing by improving relationships between community members and law enforcement and ensuring all community members are treated in a just way with equity and respect

	A. Individuals	Target Date for Completion	Resources Needed	Primary Responsibility	Prospective Partners	Progress Indicators
1	Educate yourself about racial profiling and the role citizens play in community policing.	Ongoing	• Information from the Decatur Police Department • Relevant information from other sources	Individuals	• Decatur Community Coalition • Decatur Police Department • Neighborhood associations	• Decrease in number of unsubstantiated suspicious person calls
	B. Organizations	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Using resources provided by the Police Department, share information with neighbors regarding community policing and when to report suspicious activity and/or a possible crime.	Q3 2016	• Flyer from Decatur Police Department (print and online)	Not yet designated; likely to be one of the prospective partners listed	• Decatur Community Coalition • Create Community 4 Decatur: Black Lives Matter	• Decrease in number of unsubstantiated suspicious person calls
2	Invite or continue to invite police officers to participate in community events in order to build relationships.	Ongoing	• Contact information for appropriate zone commander	Neighborhood associations and community groups	• Decatur Police Department	• Police present, participating in most community events
	C. Local Government	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Use the existing Police Department annual report to help the community get to know its officers and the police department by continuing to include information on the number of officers, police force demographics, and priorities for the year, etc. Post the report online in a timely manner and announce availability in the Decatur Focus and other media outlets.	Annually, beginning with the 2015 annual report		Chief of Police		• Task completed annually
2	Post quarterly on the department website information on arrests, stops, and related data (including demographics). Indicate how those statistics compare to DeKalb County, Metro Atlanta and/or other jurisdictions as appropriate.	Quarterly, beginning Q1 2016	• Staff member assigned to this task	Police Department staff		• Task completed as scheduled

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3	Publish and distribute a flyer providing guidance for citizens on when and how to report suspicious activity and/or a possible crime. Post prominently on website and distribute through neighborhood associations and other media outlets.	Q1 2016	• Examples of similar efforts in other communities • Graphic design, printing • Plan for dissemination	Police Department staff	• Decatur Community Coalition • Neighborhood associations • Create Community 4 Decatur: Black Lives Matter	• Decrease in number of unsubstantiated suspicious person calls
4	Post anti-racial profiling policy and procedures on front page of the police department's section of the City website. Make sure that this information is stated in language that is simple and straightforward.	Q2 2016		Police Department staff	• Communications Specialist • VC3 (City's technology contractor)	• Task completed
5	Through a relevant and compelling outreach effort, invite more people of color to participate in the Citizen Police Academy.	Q3 2016	• Diverse group of CPA alumni to advise on outreach plan	Chief of Police	• Decatur Community Coalition • Create Community 4 Decatur: Black Lives Matter	• Increased diversity of applicants and participants
6	Provide information to residents about training officers receive, especially as related to diversity, community policing, and mental health.	Beginning Q3 2016	• Staff member assigned to this task	Police Department staff		• Information disseminated to community in various ways
7	Incorporate "Fair and Impartial Policing" training course into Department training curriculum.	For existing officers, by Q1 2017; for new hires, w/in 6 months of hiring	• Funding	Police Department Training Officer	• Dr. Lorie Fridell , Fair and Impartial Policing	• Training completed as scheduled • Officers can cite examples in which training had a positive effect on a given situation (survey)

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Focus Area III: Ensure the availability of diverse and affordable housing in order to prevent the displacement of existing residents and provide for a variety of housing types and prices.

	A. Individuals	Target Date for Completion	Resources Needed	Primary Responsibility	Prospective Partners	Progress Indicators
1	Advocate for the General Assembly's approval of the City's proposal to increase its homestead exemptions for low- and moderate-income seniors.	Q1 2016	• Written material with background information and advocacy tips	Individuals	• Neighborhood associations • Faith Community • Community Organizations	• Legislation passed
2	Advocate for the General Assembly's approval of the City Schools of Decatur property tax exemption.	Q1 2016	• Written material with background information and advocacy tips	Individuals	• Neighborhood associations • Faith Community • Community Organizations	• Legislation passed
	B. Organizations	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Develop a program for organizing and training volunteers to host workshops to assist seniors in reviewing financial options that could make aging in place more affordable.	Q4 2016	• Researched options • Grant and/or sponsorships to fund program • Facilitator to design, lead training • Volunteers • Print materials • Space for workshops	Lifelong Community Advisory Board	• Atlanta Regional Commission/Area Agency on Aging • Decatur Housing Authority • Accountants • Places of worship • Local government	• First workshop completed • Participants report satisfaction with workshop
	C. Local Government	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Update information on the City website regarding proposed annexation to include implications in terms of growth and diversity.	Q1 2016		City Manager		• Task completed
2	Improve upon the City's existing density bonuses to encourage developers to build affordable condominiums and apartments.	Q2 2016		Planning Director		• Density bonuses adjusted • Increase in affordable housing units

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

3	Host community forums with experts to examine how other cities have managed growth to maintain cultural, economic and generational diversity, and discuss feasible options for Decatur, including those the City is currently exploring.	Q1 2017	• Steering committee to identify potential speakers • Grants and/or sponsorships to cover speaker honorariums, travel expenses when needed • Program moderator • Event space • Publicity	Assistant City Manager, Community and Economic Development Lifelong Community Advisory Board	• Atlanta Regional Commission • Professional organizations like Urban Land Institute • Higher education partners • Foundations • Chamber of Commerce	• Those who attend report having learned something and general satisfaction with program (post-event survey)
4	Consider establishing a task force to make recommendations for a workforce housing program (for police officers, firefighters, teachers, and other community public servants), incorporating a mix of zoning strategies, financing options, and incentives that have proven successful in other communities.	TBD	• Volunteers with some knowledge of housing, development, zoning, etc. • Case studies from other communities	Assistant City Manager, Community and Economic Development	• Professional organizations like Urban Land Institute • Atlanta Regional Commission • Habitat for Humanity	• Plan approved by City Commission • Designated workforce housing available within two years of approval
5	Produce a comprehensive guide covering existing tax exemptions, forms of assistance, and other strategies for aging in place. Make it available in print, online and keep it up to date.	TBD	• Research and writing • Graphic design and printing • Plan for dissemination	Administrative Services Department staff Lifelong Community Advisory Board	• Atlanta Regional Commission Area Agency on Aging	• Task completed • Higher percentage of seniors taking advantage of exemptions, assistance
6	Utilize the Decatur Focus and other existing communication channels to regularly update citizens on ongoing initiatives related to housing and property taxes.	TBD	• Research and writing	Communications Specialist, Administrative Services Department staff	• Decatur Housing Authority	• Housing-related article published at least every other month

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Focus Area IV: Cultivate a welcoming and inclusive retail environment for serving a diverse clientele.

	A. Organizations	Target Date for Completion	Resources Needed	Primary Responsibility	Prospective Partners	Progress Indicators
1	Publish a "welcoming and inclusive" handbook and distribute to Decatur businesses that interact with the public.	Q4 2016	• Either develop handbook or find existing material	Not yet designated; likely to be one of the prospective partners listed	• Decatur Business Association • Welcoming America	• Task completed
2	Provide ongoing training opportunities for Decatur businesses on how to offer a welcoming and inclusive experience for customers. Recognize businesses with signage or a window decal when their employees have completed training.	Beginning Q1 2017	• Training program • Meeting space • Decals or signage	Not yet designated; likely to be one of the prospective partners listed	• Decatur Business Association • Welcoming America • Interaction Institute for Social Change	• Program designed • First training session completed • Participants learned something and were satisfied overall with training (survey)
3	Build awareness of the various roles that people with disabilities are capable of performing and encourage business owners to consider hiring disabled individuals.	TBD	• Print and online resources	Not yet designated; likely to be one of the prospective partners listed	• All About Developmental Disabilities (AADD)	• TBD
4	Encourage existing businesses to expand their inventories to help address the basic needs of older residents.	TBD	• TBD	Not yet designated; likely to be one of the prospective partners listed	• Decatur Business Association	• TBD
	B. Local Government	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Explore the possibility of bringing a variety store to downtown (i.e., Richards' Variety Store) to expand the range of household and basic items available to residents.	Q3 2017	• Research on changing demographics, especially among downtown residents	Community and Economic Development staff		• If feasible, space leased
2	Provide opportunities for business owners to learn about handicap access and options for modifying their places of business to be more accessible.	TBD	• Print and online resources	Design, Environment, and Construction staff	• Decatur Business Association	• Task completed
3	Collaborate with property owners and leasing agents to offer a diverse array of dining and shopping options, representing different cultures, price points, and generations.	Ongoing	• Research on changing demographics, especially among downtown residents	Community and Economic Development staff		• TBD

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Focus Area V: Maximize the use of public spaces for the enrichment and well-being of all Decatur residents, workers, and visitors.

	A. Individuals	Target Date for Completion	Resources Needed	Person Responsible	Prospective Partners	Progress Indicators
1	Take ownership of the community's public spaces by placing trash in provided containers, picking up litter, and reporting maintenance problems through the MyDecaturGA mobile app or by calling/texting (404) 377-5571.	Ongoing	• Mobile app or phone number	Individuals	N/A	• Reported maintenance problems are addressed in a timely manner • Decrease in reported issues
2	Help the City expand and diversify its public art program by supporting the Decatur Arts Alliance as a volunteer and/or financially.	Ongoing		Individuals	N/A	• Overall increase and more diverse participants in DAA
	B. Local Government	**Target Date for Completion**	**Resources Needed**	**Person Responsible**	**Prospective Partners**	**Progress Indicators**
1	Provide signage to direct downtown visitors to public restrooms.	Q2 2016		Deputy City Manager		• Signs placed
2	Consider installing more seating in downtown and other neighborhood commercial centers, possibly in conjunction with public art installations.	Q2 2017		Assistant City Manager, Public Works		• Additional seating installed if needed
3	As the county seat for one of the nation's most culturally diverse counties, consider utilizing public spaces to honor cultures past, present, and future through art and signage.	Q1 2018		Assistant City Manager, Community and Economic Development		• Art and signage placed

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Focus Area VI: Facilitate low-cost transportation options for people of all ages and abilities.

	A. Individuals	Target Date for Completion	Resources Needed	Primary Responsibility	Prospective Partners	Progress Indicators
1	Offer rides to elderly neighbors and others who do not drive.	Ongoing		Individuals	• Local government • Places of worship	
2	Support assistance organizations like I CARE (Interfaith Companion And Ride Express) by volunteering and/or providing financial support.	Ongoing	• Information about I CARE and similar organizations	Individuals	• Local government • Places of worship	• Increased capacity due to more contributions, volunteers
	B. Local Government	**Target Date for Completion**	**Resources Needed**	**Primary Responsibility**	**Prospective Partners**	**Progress Indicators**
1	Publish and distribute a guide to various public and private transit options available to seniors, youth and those who are disabled.	Q2 2016	• Inventory of all available transportation options • Plan to get information to hard-to-reach audiences • Plan for ongoing distribution directly to target audiences and through community partners	Lifelong Community coordinator	• MARTA • I CARE	• Task completed • Increase in transit usage (survey providers)
2	Increase awareness of and access to the G060+ Shuttle in order to better serve seniors.	Q2 2016	• Updated information on route and schedule on city website	Lifelong Community coordinator		• Increased ridership

Attachment 13.a: Attch. A.Decatur_CommunityAction Plan (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

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RACE & SOCIAL JUSTICE INITIATIVE

Racial Equity Toolkit

to Assess Policies, Initiatives, Programs, and Budget Issues

The vision of the Seattle Race and Social Justice Initiative is to eliminate racial inequity in the community. To do this requires ending individual racism, institutional racism and structural racism. The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity.

When Do I Use This Toolkit?

Early. Apply the toolkit early for alignment with departmental racial equity goals and desired outcomes.

How Do I Use This Toolkit?

With Inclusion. The analysis should be completed by people with different racial perspectives.

Step by step. The Racial Equity Analysis is made up of six steps from beginning to completion:

Step 1. Set Outcomes.
Leadership communicates key community outcomes for racial equity to guide analysis.

Step 2. Involve Stakeholders + Analyze Data.
Gather information from community and staff on how the issue benefits or burdens the community in terms of racial equity.

Step 3. Determine Benefit and/or Burden.
Analyze issue for impacts and alignment with racial equity outcomes.

Step 4. Advance Opportunity or Minimize Harm.
Develop strategies to create greater racial equity or minimize unintended consequences.

Step 5. Evaluate. Raise Racial Awareness. Be Accountable.
Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.

Step 6. Report Back.
Share information learned from analysis and unresolved issue with Department Leadership and Change Team.

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Racial Equity Toolkit Assessment Worksheet

Title of policy, initiative, program, budget issue: _____

Description: _____

Department: _____ **Contact:** _____

☐**Policy** ☐**Initiative** ☐**Program** ☐**Budget Issue**

Step 1. Set Outcomes.

1a. What does your department define as the most important racially equitable community outcomes related to the issue? *(Response should be completed by department leadership in consultation with RSJI Executive Sponsor, Change Team Leads and Change Team. Resources on p.4)*

1b. Which racial equity opportunity area(s) will the issue primarily impact?

☐**Education**
☐**Community Development**
☐**Health**
☐**Environment**
☐**Criminal Justice**
☐**Jobs**
☐**Housing**

1c. Are there impacts on:

☐**Contracting Equity**
☐**Workforce Equity**
☐**Immigrant and Refugee Access to Servic**
☐**Inclusive Outreach and Public Engageme**

Please describe:

Step 2. Involve stakeholders. Analyze data.

2a. Are there impacts on geographic areas? ☐Yes ☐No

Check all neighborhoods that apply *(see map on p.5)*:

☐All Seattle neighborhoods
☐Ballard
☐North
☐NE
☐Central
☐Lake Union
☐Southwest
☐Southeast
☐Delridge
☐Greater Duwamish
☐East District
☐King County (outside Seattle)
☐Outside King County

Please describe:

2b. What are the racial demographics of those living in the area or impacted by the issue?
(See Stakeholder and Data Resources p. 5 and 6)

2c. How have you involved community members and stakeholders? *(See p.5 for questions to ask community/staff at this point in the process to ensure their concerns and expertise are part of analysis.)*

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

2d. What does data and your conversations with stakeholders tell you about existing racial inequities that influence people's lives and should be taken into consideration? *(See Data Resources on p.6. King County Opportunity Maps are good resource for information based on geography, race, and income.)*

2e. What are the root causes or factors creating these racial inequities?
Examples: Bias in process; Lack of access or barriers; Lack of racially inclusive engagement

Step 3. Determine Benefit and/or Burden.

Given what you have learned from data and from stakeholder involvement…

3. How will the policy, initiative, program, or budget issue increase or decrease racial equity? What are potential unintended consequences? What benefits may result? Are the impacts aligned with your department's community outcomes that were defined in Step I.?

Step 4. Advance Opportunity or Minimize Harm.

4. How will you address the impacts (including unintended consequences) on racial equity? What strategies address immediate impacts? What strategies address root causes of inequity listed in Q.6? How will you partner with stakeholders for long-term positive change? If impacts are not aligned with desired community outcomes, how will you re-align your work?

Program Strategies? _____

Policy Strategies? _____

Partnership Strategies? _____

Step 5. Evaluate. Raise Racial Awareness. Be Accountable.

5a. How will you evaluate and be accountable? How will you evaluate and report impacts on racial equity over time? What is your goal and timeline for eliminating racial inequity? How will you retain stakeholder participation and ensure internal and public accountability? How will you raise awareness about racial inequity related to this issue?

5b. What is unresolved? What resources/partnerships do you still need to make changes?

Step 6. Report Back.

Share analysis and report responses from Q.5a. and Q.5b. with Department Leadership and Change Team Leads and members involved in Step 1.

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Creating Effective Community Outcomes

Outcome = the result that you seek to achieve through your actions.

***Racially equitable* community outcomes = the specific result you are seeking to achieve that advances racial equity in the community.**

When creating outcomes think about:

- What are the greatest opportunities for creating change in the next year?
- What strengths does the department have that it can build on?
- What challenges, if met, will help move the department closer to racial equity goals?

Keep in mind that the City is committed to creating racial equity in seven key opportunity areas: **Education, Community Development, Health, Criminal Justice, Jobs, Housing, and the Environment.**

Examples of community outcomes that increase racial equity:

OUTCOME	OPPORTUNITY AREA
Increase transit and pedestrian mobility options in communities of color.	Community Development
Decrease racial disparity in the unemployment rate.	Jobs
Ensure greater access to technology by communities of color.	Community Development, Education, Jobs
Improve access to community center programs for immigrants, refugees and communities of color.	Health, Community Development
Communities of color are represented in the City's outreach activities.	Education, Community Development, Health, Jobs, Housing, Criminal Justice, Environment
The racial diversity of the Seattle community is reflected in the City's workforce across positions.	Jobs
Access to City contracts for Minority Business Enterprises is increased.	Jobs
Decrease racial disparity in high school graduation rates	Education

Additional Resources:

- **RSJI Departmental Work Plan:** http://inweb/rsji/departments.htm
- **Department Performance Expectations:** http://web1.seattle.gov/DPETS/DPETSWEbHome.aspx
- **Mayoral Initiatives:** http://www.seattle.gov/mayor/issues/

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Identifying Stakeholders + Listening to Communities of Color

Identify Stakeholders

Find out who are the **stakeholders** most affected by, concerned with, or have experience relating to the policy, program or initiative? Identify racial demographics of neighborhood or those impacted by issue. *(See District Profiles in the Inclusive Outreach and Public Engagement Guide or refer to U.S. Census information on p.7)*

Once you have indentified your stakeholders ….

Involve them in the issue.
Describe how historically underrepresented community stakeholders can take a leadership role in this policy, program, initiative or budget issue.

Listen to the community. Ask:
1. What do we need to know about this issue? How will the policy, program, initiative or budget issue burden or benefit the community? *(concerns, facts, potential impacts)*

2. What factors produce or perpetuate racial inequity related to this issue?

3. What are ways to minimize any negative impacts (harm to communities of color, increased racial disparities, etc) that may result? What opportunities exist for increasing racial equity?

Tip: Gather Community Input Through…

- Community meetings
- Focus groups
- Consulting with City commissions and advisory boards
- Consulting with Change Team

Examples of what this step looks like in practice:

- A reduction of hours at a community center includes conversations with those who use the community center as well as staff who work there.
- Before implementing a new penalty fee, people from the demographic most represented in those fined are surveyed to learn the best ways to minimize negative impacts.

For resources on how to engage stakeholders in your work see the **Inclusive Outreach and Public Engagement Guide:** http://inweb1/neighborhoods/outreachguide/

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Data Resources

City of Seattle Seattle's Population and Demographics at a Glance:
http://www.seattle.gov/dpd/Research/Population_Demographics/Overview/default.asp
Website updated by the City Demographer. **Includes: Housing** Quarterly Permit Report • **Employment data** • 2010 Census data • **2006-2010 American Community Survey** • 2010 Census: Demographic highlights from the 2010 Census; Basic Population and Housing Characteristics Change from 1990, 2000, and 2010 – PDF report of counts of population by race, ethnicity and over/under 18 years of age as well as a total, occupied and vacant housing unit count; Three-page subject report – PDF report of detailed population, household and housing data • American Community Survey: **2010 5-year estimates and 2009 5-year estimates** • Census 2000 • Permit Information: Comprehensive Plan Housing Target Growth Report for Urban Centers and Villages; Citywide Residential Permit Report • Employment Information: Comprehensive Plan Employment Target Growth Report for Urban Centers and Villages; Citywide Employment 1995-2010 • The Greater Seattle Datasheet: a report by the Office of Intergovernmental Relations on many aspects of Seattle and its region.

SDOT Census 2010 Demographic Maps (by census blocks): Race, Age (under 18 and over 65) and Median Income http://inweb/sdot/rsji_maps.htm

Seattle's Population & Demographics Related Links & Resources (From DPD website: http://www.seattle.gov/dpd/Research/Population_Demographics/Related_Links/default.asp)

Federal

- American FactFinder: The U.S. Census Bureau's main site for online access to population, housing, economic, and geographic data.
- Census 2000 Gateway: The U.S. Census Bureau's gateway to Census 2000 information.

State

- Washington Office of Financial Management: OFM is the official state agency that provides estimates, forecasts, and reports on the state's population, demographic characteristics, economy, and state revenues.

Regional

- Puget Sound Regional Council: PSRC is the regional growth management and transportation planning agency for the central Puget Sound region in Washington State.

County

- King County Census Viewer: A web-based application for viewing maps and tables of more than 100 community census data indicators for 77 defined places in King County.
- King County Department of Development and Environmental Services: the growth management planning agency for King County.
- Seattle & King County Public Health - Assessment, Policy Development, and Evaluation Unit: Provides health information and technical assistance, based on health assessment data
- King County Opportunity Maps: A Study of the Region's Geography of Opportunity. Opportunity maps illustrate where opportunity rich communities exist, assess who has access to those neighborhoods, and help to understand what needs to be remedied in opportunity poor neighborhoods. Puget Sound Regional Council.

City

- The Greater Seattle Datasheet: A Seattle fact sheet courtesy of the City of Seattle's Office of Intergovernmental Relations.

Other

- Seattle Times Census 2000: articles, charts related to Census 2000 and the Seattle/Puget Sound region.

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Glossary

Accountable- Responsive to the needs and concerns of those most impacted by the issues you are working on, particularly to communities of color and those historically underrepresented in the civic process.

Community outcomes- The specific result you are seeking to achieve that advances racial equity.

Contracting Equity- Efforts to achieve equitable racial outcomes in the way the City spends resources, including goods and services, consultants and contracting.

Immigrant and Refugee Access to Services- Government services and resources are easily available and understandable to all Seattle residents, including non-native English speakers. Full and active participation of immigrant and refugee communities exists in Seattle's civic, economic and cultural life.

Inclusive Outreach and Public Engagement- Processes inclusive of people of diverse races, cultures, gender identities, sexual orientations and socio-economic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

Individual racism- Pre-judgment, bias, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege and people of color internalizing oppression.

Institutional racism- Organizational programs, policies or procedures that work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

Opportunity areas- One of seven issue areas the City of Seattle is working on in partnership with the community to eliminate racial disparities and create racial equity. They include: Education, Health, Community Development, Criminal Justice, Jobs, Housing and the Environment.

Racial equity- When social, economic and political opportunities are not predicted based upon a person's race.

Racial inequity-When a person's race can predict their social, economic and political opportunities and outcomes.

Stakeholders- Those impacted by proposed policy, program or budget issue who have potential concerns or issue expertise. Examples might include: specific racial/ethnic groups, other institutions like Seattle Housing Authority, schools, community-based organizations, Change Teams, City employees, unions, etc.

Structural racism - The interplay of policies, practices and programs of multiple institutions which leads to adverse outcomes and conditions for communities of color compared to white communities that occurs within the context of racialized historical and cultural conditions.

Workforce Equity- Ensure the City's workforce diversity reflects the diversity of Seattle

Attachment 13.b: Attch B. Seattle_RacialEquityToolkit_FINAL_August2012 (3239 : Discussion of Social Justice, Racism, and Bias in Rockville)

Discussion of Social Justice, Racism,, and Bias in Rockville: Suggested Action Items [1]

	Focus Area I: Support community participation and engagement among all members of the city's population.
1	Create an inclusive community where Black lives are respected, and the Black community's concerns are heeded;
2	Gather and report data from Rockville City Police Department (RCPD) and other departments that can inform the Mayor and Council about the needs in the areas of injustice, racism, bias and track the effectiveness of efforts to address the needs
3	Commit to use the City's resources toward creating a safe and inclusive environment through a deep and sustained review of City policies and programs and ongoing collaboration with the Black community, the Latino community, the Asian community, and others. The Human Rights Commission offers its assistance in order to achieve this endeavor.
4	Restructure the purpose, goals and role of the Human Rights Commission to have increased influence in social justice, racism and bias. The HSAC could also offer assistance in this area
5	Expanding Fair and Impartial Training to all city staff, and the wider community, as an important educational piece of the equation. Do it virtually.
6	Implement strategies to increase the diversity of members of the boards and commissions
7	Speak up for all residents when their rights are violated
8	Promote an environment where civil protest is embraced and the exercise of freedom of assembly is encouraged
9	Establish platforms that promote a deep understanding of the disproportionate injustices experienced by people of color
10	Support the right of Rockville community members to assemble and protest
11	Using virtual forums, get feedback on ideas and solutions from the community
12	Create space for students to open discuss racial inequities
13	Encourage and foster "safe space" for employees and City residents to talk about racial inequity

Attachment 13.c: Attch C. Rockville_Racial Equity_Suggested Actions-071420v2 (3239 : Discussion of

	Focus Area 2: Ensure the availability of diverse and affordable housing and provide for a variety of housing types and price points, and with access to amenities--retail, transportation, complete sidewalks, and parks
1	Improve transportation options for all residents and neighborhoods
2	Housing needs to be built at Metros
3	Vision Zero has a piece about racial equity. The plan has no effect if housing is not next to transit
4	Eliminate classist dialogue in that is permeating in discussions related to residential development
5	Seeking ways to increase affordable housing cost is too high by reviewing exclusionary zoning language
6	New RM Cluster elementary school was placed in the southern portion of the cluster when all the growth was in the north. Bias may have been a factor
7	Moratorium on school construction should be done away with
8	How does the County pay for the school construction backlog? Do you shut off development to lessen school overcrowding
9	Support the development of housing near metro
10	Address the housing needs of those who are unhoused (homeless), in transitional, permanent supportive housing, etc.
11	Advocate for affordable transportation options
12	Certain neighborhoods such as the David Scull community are food desert--need ways to address through zoning or land swap, if feasible/possible

Attachment 13.c: Attch C. Rockville_Racial Equity_Suggested Actions-071420v2 (3239 : Discussion of

	Focus Area 3: Continue to build on the City's best practices in policing for racially just policing by building relationships between community members and law enforcement and ensuring all community members are treated with equity and respect
1	Establish a Police Advisory Commission to help increase police accountability (begin with developing a framework/mission/objectives)
2	Using data on 911 and Police calls, look into a way to reduce or eliminate Police calls that are made from a biased perspective, and making it a municipal infraction or a misdemeanor. See Grand Rapids (MI) ordinance on Human Rights
3	Denounce police brutality in America and in Rockville, the county seat of Montgomery County
4	Repurpose new RCPD officers to focus on mental health, homelessness, and other social service needs in the community
5	Continue Fair and Impartial Policing training for RCPD and community members, and consider extending it to all City employees
6	The staffing in the Police department needs to be more diverse
7	Police Advisory Commission – it should be clearly defined, and positive and proactive – not a complaining ground
8	There can be more police transparency (it is improving). Make data readily accessible to the public and increase communicating information to the public about incidents that happen (per the law)
9	Encourage meet and greet between police officers and the community
10	Expand police education and reimburse staff for relevant courses
11	Host a police appreciation day
12	Conduct an assessment of police and community policing activities and programs--what worked and what didn't work.
13	Create and administer a community survey to see what community would like to see regarding this topic.
14	Finding the 911 calls that have nothing to do with Policing, and if they relate to mental health, domestic violence, or other services, route the call to the right resources needed, such as mediation, youth and community services staff, and the County as necessary. Use the Police Non-Emergency Number for this purpose. Not all calls are about crimes and they don't need to be handled by a Police Officer

Attachment 13.c: Attch C. Rockville_Racial Equity_Suggested Actions-071420v2 (3239 : Discussion of

	Focus Area 4:Promote diversity in City staffing and Boards and Commissions membership
1	Review and implement best practices in recruitment, hiring and promotion to enhance diversity in the City workforce
2	Review of the City's recruitment process with the lens of racial equity and outreach to organizations for all recruitments and future actions to ensure broader applicant pools
3	Deliver diversity training with special focus on microaggression and implicit bias for City employees
4	Expanding Fair and Impartial Training to all city staff, and the wider community, as an important educational piece of the equation. Do it virtually
5	Consider the hiring of a Racial Equity Officer (Montgomery County has such an officer, and other communities)
6	Consider hosting a speakers series on racial equity--invite speakers/trainers from League of Cities; PolicyLink
7	Conduct more outreach to recruit community members to fill Board and Commission vacancies

[1] These suggested items only reflect those of members of the Mayor and Council, the Rockville Human Rights Commission; the Health Service and Advocacy Commission and those provided by residents through the Mayor and Council's Community Forum.

Attachment 13.c: Attch C. Rockville_Racial Equity_Suggested Actions-071420v2 (3239 : Discussion of

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Discussion and Possible Approval
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject

Juneteenth Independence Day Resolution

Recommendation

Staff recommends that the Mayor and Council discuss a proposed Resolution to establish June 19th of each year as Juneteenth Independence Day, observed as a Rockville City Government Holiday to celebrate with the Rockville community the historical significance of June 19, 1865, the date on which news of the end of slavery reached the slaves in the Southwestern States.

Discussion

The City of Rockville is committed to welcoming and promoting a healthy and respectful environment for all residents, visitors, employees and business owners. Juneteenth is the oldest known celebration honoring the end of slavery in the United States. The Mayor and Council requested that staff prepare a resolution (Attachment A) to declare Juneteenth as a holiday observed annually by the City of Rockville. The draft resolution proposes adding Juneteenth Independence Day to the current list of City Holidays (Attachment B). The holiday could include, as the Mayor and Council discussed on July 6, activities that engage the community, celebrate and commemorate the strength and resilience of African American people, and promote the well -being of these valued members of the Rockville community.

Potential activities to celebrate Juneteenth include:

- Collaborate with the Chamber of Commerce to encourage residents to use African American-owned businesses in and around Rockville during the month of June;
- Collaborate with Peerless Rockville and other local African American historians and residents to organize a Juneteenth speaker series and tour to educate the community about the history of the African American experience in Rockville;
- Collaborate with Federal Realty Investment Trust to schedule performances by African American artists for their Town Square concerts during the month of June;
- Organize community service opportunities with local non-profits to give back in celebration of Juneteenth; and

- Explore opportunities to partner with Montgomery College to engage students and faculty in the City's celebrations.
- Organize educational and engaging activities for City employees, such as share African American family recipes with colleagues, hold an African dance class, schedule a movie watch and discussion, invite employees to share stories and experiences at a lunch and learn session; and
- Use the Juneteenth flag image in City communications and promotions of the new City holiday.

Staff also recommends that the Mayor and Council use upcoming community forums about social justice, racism and bias to learn from residents about how they would like the to celebrate Juneteenth Independence Day as a community.

Mayor and Council History

On July 6, the Mayor and Council discussed a Juneteenth holiday and directed staff to bring this item to the Mayor and Council for consideration.

Next Steps

Staff will use the Mayor and Council's feedback to develop ways to celebrate Juneteenth in June 2021.

Attachments

Attachment 14.a: Juneteenth Resolution (PDF)
Attachment 14.b: Rockville City Government Holidays (PDF)

Rob DiSpirito, City Manager 7/15/2020

Resolution No._____ RESOLUTION: To designate June 19, known as "Juneteenth" or "Juneteenth Independence Day," as a paid municipal holiday and to encourage programs that celebrate and commemorate the end of slavery in the United States

WHEREAS, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

WHEREAS, it was more than 2 ½ years after the Emancipation Proclamation and many months after the end of the of the Civil War, before news of the end of slavery reached the State of Texas; and

WHEREAS, on June 19, 1865, Federal troops, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and to ensure that all the 250,000 enslaved people in Texas were freed; and

WHEREAS, beginning in 1866, African-Americans who had been slaves in Texas celebrated June 19, commonly known as "Juneteenth" or "Juneteenth Independence Day", as inspiration and encouragement for future generations;

WHEREAS, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, the Mayor and Council wants to recognize the historical significance of Juneteenth Independence Day and the observance of the end of slavery as part of the history and heritage of the United States by designating Juneteenth Independence Day a paid municipal holiday in the City of Rockville

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, as follows:

1. That June 19, known as "Juneteenth" or "Juneteenth Independence Day" is hereby designated now and in the future as a paid municipal holiday in the City of Rockville to celebrate the end of slavery in the United States.
2. That the City will mark this date with special events and celebrations to encourage the Rockville community to learn and share stories about, recognize, and commemorate the end of slavery in the United States.

* * * * * * * *

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Mayor and Council at its meeting of

_____
Sara Taylor Ferrell, City Clerk/ Director of
Council Operations

2020 Rockville City Government Holidays

HOLIDAY OBSERVANCES

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Jr.'s Birthday	Monday, January 20, 2020
Presidents' Day	Monday, February 17, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020 (observed)
Labor Day	Monday, September 7, 2020
Election Day	Tuesday, November 3, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Review and Comment
Department: City Manager's Office
Responsible Staff: Jenny Kimball

Subject

Action Report

Recommendation

Staff recommends that the Mayor and Council review and comment on the Action Report.

Attachments

Attachment 15.A.a: MC Action Report Master 2020 _REVISED 071520 (PDF)

Rob DiSpirito, City Manager 7/15/2020

Attachment A

Blue - new items to the list.
Red - latest changes.

Mayor and Council Action Report

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2014-23	9/8/11	R&P	Future agenda	**King Farm Farmstead** **Status: On April 20, 2020, the Mayor and Council discussed the responses to the request for information (RFI) on potential future uses of the Farmstead. As a next step, staff will work with stakeholders to develop the scope of a request for thorough and detailed proposals for future uses of the Farmstead. With funding approved by the Mayor and Council, a security system project for the Dairy Barns and house will be completed this summer and design/construction for a fire suppression system will begin in FY21 and conclude in FY22.**	Ongoing
2015-14	7/13/15	CMO	Future agenda	**Purchasing Study Response** **Status: An update on the Procurement Action Plan was shared on January 27, 2020. Another update will be provided on August 3, 2020.**	August 3, 2020
2016-12	9/26/16	HR	Future agenda	**Vacancy Report/Hiring Freeze Update** Provide a Vacancy Report to the Mayor and Council at the first meeting of each month. **Status: The next report will be on the August 3, 2020 agenda.**	August 3, 2020
2016-16	10/10/16	PDS	Future agenda	**Global Issues on BRT** Schedule another discussion on BRT with the City of Gaithersburg and Montgomery County, to include broader issues such as governance and finance. Consider holding the meeting in Gaithersburg. **Status: County transportation is determining a recommended alternative for design of the MD 355 route. City staff attended a meeting with Montgomery County DOT on April 30, 2020 to review an update on the 6.7 mile Veirs Mill Rd (MD 586) BRT project. The project team is advancing Alternative 2.5 at this time, and the limit of the project has been extended to Montgomery College. A new station has been added at Atlantic Avenue. Public outreach will take place in the next few months.**	Ongoing

Attachment 15.A.a: MC Action Report Master 2020 _REVISED 071520 (3156 : Action Report)

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2016-18	10/24/16	PDS	Future agenda	**FAST – Faster, Smarter, More Transparent (Site Plan/Development Review Improvements)** Provide regular updates on the status of the work. **Status: A FaST update was provided to the Mayor and Council on November 18, 2019. The next update is scheduled for September 14, 2020.**	September 14, 2020
2017-6	2/27/17	CMO	Email	**Minority-, Female- & Disabled-Owned Businesses** Provide updates on the Procurement Division's activities to engage and support minority-, female- and disabled-owned businesses. **Status: The MFD Report for FY19 and FY20 was shared with the Mayor and Council by email on May 1, 2020. A Mayor and Council discussion of the City's MFD outreach program is scheduled for August 3, to include topics such as program metrics, program successes and potential program adjustments. A local preference approach for City procurement also will be discussed with the Mayor and Council on a future agenda.**	August 3, 2020
2017-11	6/12/17	R&P	Agenda item	**Deer Population in Rockville** Continue to monitor the deer population. Consider action steps and gather community input. **Status: The Mayor and Council approved the location, dates and required City Code changes for the pilot deer culling program on June 1 and June 22, 2020. The pilot will be underway from October 2020 to January 2021.**	January 2021
2018-1	1/22/18	Finance	Action Report	**Utility Billing System** Provide updates on the replacement of the Velocity Payment System, powered by Govolution. **Status: Implementation with the system vendor is underway and is scheduled to be completed in September 2020. To date, server set up, software installation, and data conversion has been completed. Testing and data validation is underway.**	September 2020

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2018-7	6/18/18	CMO	Agenda Item	**LGBTQ Initiatives** Identify and implement Mayor and Council suggestions. **Status: A gender neutral/family restroom was constructed on the 3rd floor of City Hall. Directional signs were put on the second floor directing those wanting to use the restroom to the first or third floor. The Adopted FY21 budget includes a new family/gender neutral bathroom at Dogwood Park, to be constructed in FY22. The Human Rights Campaign sent Rockville's draft 2020 Municipal Equality Index (MEI) scorecard on June 2 for review and comment by July 31.**	Ongoing
2018-8	6/18/18	CMO/RCPD /R&P	Town Meeting	**Opioid Town Meeting** Schedule a Town Meeting on the opioid crisis, to include prevention, enforcement and treatment. **Status: A proposed Rockville Goes Purple plan for the initial months of FY21 was presented to the Mayor and Council on July 13, 2020. A Planning Committee meeting on July 15 began the implementation process. The first step will be a Mayor and Council proclamation for National Recovery Month on the August 3rd agenda.**	August 3, 2020
2018-11	8/1/18	PDS	Agenda Item	**Neighborhood Shopping Centers** Discuss mechanisms to encourage neighborhood shopping center revitalization and explore additional zoning and uses.	TBD
2018-15	10/8/18	PDS	Future Agenda	**Short-Term Residential Rentals** Discuss how to manage short-term residential rentals' (e.g., Airbnb) impact on city neighborhoods and explore options for taxing users. **Status: Short-term residential rentals was discussed on January 13. Staff emailed the results of additional research requested by the Mayor and Council on January 23, 2020. The Mayor and Council also requested that a public hearing be held at a future date.**	Fall 2020
2018-19	10/15/18	HR	Future Agenda	**Volunteer Program** Discuss whether the Mayor and Council want to direct the City Manager to create a centralized volunteer program. **Status: A report on the number of volunteers and volunteer hours for the first half of FY20 was provided on the January 13, 2020 agenda. The next update will be on the September 14, 2020 agenda.**	September 14, 2020

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-1	10/29/18	PDS	Future Agenda	**Accessory Structures** **Status: On April 20, 2020, the Mayor and Council discussed potential revisions to the development standards for accessory structures. The Mayor and Council directed staff to conduct additional neighborhood outreach to educate and inform residents of the proposed changes and to schedule an additional public hearing on November 23, 2020.**	November 23, 2020
2019-2	2/25/19	R&P/PDS/ CMO	Future Agenda	**RedGate Park Planning** **Status: Staff examined the condition of the walking paths and made critical repairs. Other repairs will be addressed when the entire path is redone, or as critical needs arise. Staff presented the strategy for engaging the public in a planning process for a new destination park at Redgate on June 22, 2020 and received Mayor and Council direction to proceed. The Mayor and Council will receive updates during the planning process and will be engaged in the public outreach portion of the work.**	Ongoing
2019-4	3/25/19	PDS	Future Agenda	**Business Improvement Districts (BIDs) and Tax Increment Financing (TIF)** **Status: The Mayor and Council requested background information and a briefing on Business Improvement Districts, Arts & Entertainment Districts, and Tax Increment Financing. Staff will provide information in writing for the Mayor and Council in advance and prepare for a briefing on the October 19, 2020 meeting agenda.**	October 19, 2020
2019-7	4/1/19	R & P	Memo	**Child Care Services** Discuss city provision of child care services (history of the current program, community need for the service, private sector market, expansion to additional Rockville locations). **Status: Staff is preparing follow up on the Mayor and Council's November 25, 2019 worksession on early childhood education services, and staff will check in with the Mayor and Council on how to incorporate COVID-related topics in the September 21 staff report.**	September 21, 2020

Attachment 15.A.a: MC Action Report Master 2020 _REVISED 071520 (3156 : Action Report)

Attachment A

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-9	4/1/19	HR	Memo	**Reduction in Force (RIF) Policy** Prepare a Reduction in Force (RIF) policy, to be incorporated in the Personnel Policy and Procedures Manual update. **Status: Mayor and Council will consider this policy in the context of the ongoing review of the proposed Personnel Policies and Procedures Manual (PPM), tentatively scheduled for October 12, 2020.**	Tentatively October 12, 2020
2019-10	4/1/19	HR	Email	**Personnel Policy and Procedures Manual Update** Share an update on the status of this effort. **Status: In follow up to the Feb. 24 presentation of the updated PPM, the Mayor and Council is tentatively scheduled to discuss again on October 12, 2020.**	Tentatively October 12, 2020
2019-11	4/1/19	HR/Finance	Future Agenda	**Retirement Incentive/Employee Buyout Program** Provide information about employee buyout programs and discuss the potential for a Rockville program. **Status: Director of Finance provided an update to the Mayor and Council via email on May 3, 2019. Staff suggests that the Mayor and Council take this up on October 26, 2020 and will engage the Financial Advisory Board.**	October 26, 2020
2019-12	4/1/19	Police	Future Agenda	**Parking Enforcement at Street Meters** Share an overview of Rockville's current program and how other local jurisdictions handle parking enforcement at street meters, including hours of enforcement. **Status: Town Center parking meter spaces have been signed as 15- minute curbside pick-up during COVID-19 response. On June 1, 2020, the Mayor and Council approved a FRIT-requested system for special food pick up spaces in Town Square to further support food service establishments during the COVID recovery.**	Ongoing

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-19	12/16/2019	City Clerk/Director of Council Operations	Worksession	**Boards and Commissions Task Force Work Session** Continue the Mayor and Council's discussion of the Boards and Commission Task Force (BCTF). **Status: The Mayor and Council discussed the Task Force's report and next steps on July 6, 2020. The Mayor and Council directed the three appointed officials to return on agenda on September 21, 2020 with specific updates and responses to the recommendations in the report and an action plan for next steps.**	September 21, 2020
2020-02	1/13/2020	PDS/DPW/ CAO	Memo and Future Agenda	**5G Wireless Technology** **Status: On March 18, 2020, the Mayor and Council discussed Zoning Text Amendment TXT2019-00251 on regulating the Installation of Small Cell Antennas. Introduction and Possible Adoption of an Ordinance to Grant Text Amendment Application TXT2019-00251 -To Adopt Regulations for the Installations of Small Cell Antennas was on the May 11, 2020 agenda. Staff is researching additional topics and questions raised by the Mayor and Council, in order to schedule adoption of the Ordinance on an upcoming agenda. The FCC has issued another order which requires that this text amendment be modified prior to adoption. Staff is currently evaluating what changes must be made. It is likely that the text amendment may be modified significantly and would require beginning the public review process again.**	Fall 2020
2020-03	1/13/2020	DPW	Memo and Future Agenda	**Climate Change Efforts** Brief the Mayor and Council on City efforts related to climate change. **Status: Discussion and Instructions on a Climate Action Plan is scheduled for the Mayor and Council's September 21, 2020 meeting.**	September 21, 2020
2020-04	1/13/2020	Police	Memo and Future Agenda	**Drones and Public Safety** Explore potential public safety issues associated with drones and how the City could consider monitoring, regulating and penalizing criminal activity.	Fall 2020

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-07	1/13/2020	PDS	Future Agenda	**Affordable Housing Goals** Discuss Rockville's strategy to meet the affordable housing goals established by the Metropolitan Washington Council of Governments (COG). **Status: Future agenda items will explore paths that the city could take to meet the COG housing allocation.** **In addition, staff will conduct a forum with stakeholders in the development community and building trade association to solicit feedback to report to the Mayor and Council on:** **1. Affordable Housing Fee for Small Residential Developments (tentatively in 2021)** **2. In-Lieu Fee for Condominium Development (tentatively in Nov 2020)** **3. Require Developments with 50 or More Units to Provide 15% MPDUs (tentatively in 2021)** **Tentatively in Nov 2020, the Mayor and Council will discuss addressing annual MPDU rent increases that could be set at a rate higher than the voluntary guideline (e.g., 8% increase between 2019 and 2020). Staff is also in the process of developing a system for tracking MPDU expiration dates and is inviting Montgomery County staff to a future meeting to brief the Mayor and Council on tax exemption for affordable housing.**	Ongoing

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-08	1/27/2020	CMO/PDS/ Finance/ DPW	Worksession	**Town Center** Follow up on Mayor and Council direction from the Town Hall meeting and Urban Land Institute (ULI) report. **Status: A status update and discussion of Town Center initiatives will be provided to the Mayor and Council on October 5, 2020.** **Parking** – Explore improvements to parking in Town Center **Status: A parking update will be included in the October 5, 2020 Town Center discussion.** **Town Center Road Diet –** Study and report to Mayor and Council on suggestions in the TAP report and Mayor and Council's discussion. **Status: The consultant will present their analysis of No. Washington St and Middle Ln to the Mayor and Council on October 5, 2020.** **Real Estate/Broker/Economist Assessment –** In the context of the next update on the ULI recommendations, invite industry experts to dialogue on competitive challenges to Town Center. **Status: The REDI board of directors and staff will be present for the next Town Center/ULI Update and provide an opportunity to receive their professional insights on competitive challenges to Town Center.** **Undergrounding of Route 355 –** Revisit the information provided to the Mayor and Council, including community impacts, to formulate an official Mayor and Council position post COVID-19. **Status: Discussion is scheduled for October 5, 2020.**	Ongoing
2020-09	1/27/2020	DPW	Future Agenda	**Corridor Cities Transitway** Provide background information to facilitate the current Mayor and Council taking an official position on the CCT route. **Status: Discussion will be scheduled for a fall 2020 meeting.**	Fall 2020
2020-10	1/27/2020	DPW	Future Agenda	**I-270 widening** Establish a strategy for negotiating with the State. **Status: The Mayor and Council received an update and discussed strategy on June 1, 2020. The Mayor and Council sent a letter to the State at the end of June expressing Rockville's concerns. A discussion of the MOU between the City and State will be planned. MDOT released the Draft Environmental Impact Statement, with a comment period to October 8, 2020 and public hearings scheduled. Staff is reviewing the document and will provide a report to the Mayor and Council by August 21.**	Ongoing

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-11		PDS	Future Agenda	**Annexation Options** Discuss annexation options.	TBD
2020-12	4/27/20	R&P	Future Agenda	**Resident Company Briefing** Include on a fall 2020 Mayor and Council agenda a briefing from the resident companies to share information about their plans to resume operations and their business plans to support ongoing operations.	Fall 2020
2020-13	4/27/20	CMO	Email	**Census Outreach Update** Provide an update on the efforts completed, underway and planned to continue encouraging Rockville residents to complete the 2020 Census. **Status: A memo on Census outreach efforts was emailed to the Mayor and Council on May 17, 2020. An update will be provided the week of July 13.**	Ongoing
2020-14	4/20/20	CMO/CAO	Future Agenda	**Smoking/Vaping Awareness Campaign (Public Rights-of-Way & multi-family residential developments)** Develop a public awareness campaign about the negative impacts of smoking generally, on people with underlying health conditions and on neighbors in multi-family residential communities. **Status: The Mayor and Council will discuss this topic on July 20, 2020.**	July 20, 2020
2020-16	6/1/20	RCPD	Future Agenda	**Social Injustice, Racism and Bias** Prepare suggestions for Mayor and Council discussion of ways to further engage with and educate our community. **Status: On June 22, 2020, the Mayor and Council received a briefing and discussed the Rockville City Police Department's (RCPD) fair and impartial policing strategies. A follow up discussion and planning of future community engagement on this topic is scheduled for July 20, 2020. The discussions will include potential enhancements to policing in the City and establishing a public safety commission/committee. Frequently Asked Questions will be prepared to help educate the community about RCPD fair and impartial policing practices.**	July 20, 2020

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Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2020-17	6/1/20	CMO	Email	**Spanish Language Article in Rockville Reports** Provide background information about the City's former practice of translating to Spanish one of the articles of priority interest to the community into each edition of Rockville Reports. **Status: Staff shared the requested information by email on June 16, 2020.**	TBD
2020-18	6/8/20	CC/DCO	Future Agenda	**New Education Commission/Committee** Discuss on a future agenda the possibility of establishing a new commission or committee on education.	TBD

CLOSED/COMPLETED

Ref. #	Meeting Date	Staff/ Dep	Response Method	Direction to Staff / Action Taken / Status	Timeline
2019-20	2/16/2019	City Clerk/Director of Council Operations	Meeting	**Post-Election Presentation** Status: The Board of Supervisors of Elections presented the 2019 Election Report to the Mayor and Council on May 11, 2020. The Board revised the report and prepared responses to questions posed during the discussion. The Mayor and Council received the revised report and it is being posted on the web.	Completed
2020-01	1/6/2020	Police	Future Agenda	**Emergency Management Program** Receive an update from the Emergency Manager on the city's emergency management program and activities. Status: The Emergency Manager provided an update on the Emergency Management Program during the July 6, 2020 agenda.	Completed

Mayor & Council Meeting Date: July 20, 2020
Agenda Item Type: Review and Comment
Department: City Clerk/Director of Council Operations Office
Responsible Staff:

Subject

Future Agendas

Recommendation

Attachments

Attachment 16.A.a: 8.03.2020 Mock Agenda (DOC)
Attachment 16.A.b: 07.20.2020 Future Agendas (XLS)

Sara Taylor-Ferrell, City Clerk/Director of Council Operations 7/15/2020

MAYOR AND COUNCIL

MEETING NO.
Monday, August 3, 2020 – 7:00 PM

MOCK AGENDA

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

Any person who requires assistance in order to attend a city meeting should call the ADA Coordinator at 240-314-8108.

Rockville City Hall is closed due to the state directives for slowing down the spread of the coronavirus COVID-19 and continue practicing safe social distancing.

Viewing Mayor and Council Meetings
To support social distancing, the Mayor and Council are conducting meetings virtually. The virtual meetings can be viewed 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.

Participating in Community Forum & Public Hearings:

If you wish to submit comments in writing for Community Forum or Public Hearings:

- Please email the comments to mayorandcouncil@rockvillemd.gov by no later than 2:00 p.m. on the date of the meeting.
- All comments will be acknowledged by the Mayor and Council at the meeting and added to the agenda for public viewing on the website.

If you wish to participate virtually in Community Forum or Public Hearings during the live Mayor and Council meeting:

1. Send your **Name**, **Phone number**, **the Community Forum or Public Hearing Topic** and **Expected Method of Joining the Meeting (computer or phone)** to mayorandcouncil@rockvillemd.gov no later than **9:00 am on the day of the meeting**.
2. On the day of the meeting, you will receive a confirmation email with further details, and two Webex invitations: 1) Optional Webex Orientation Question and Answer Session and 2) Mayor & Council Meeting Invitation.
3. Plan to join the meeting no later than 5:40 p.m. (approximately 20 minutes before the actual meeting start time).
4. Read for https://www.rockvillemd.gov/DocumentCenter/View/38725/Public-Meetings-on-Webex
5. meeting tips and instructions on joining a Webex meeting (either by computer or phone).
6. If joining by computer, **Conduct a WebEx test**: https://www.webex.com/test-meeting.html prior to signing up to join the meeting to ensure your equipment will work as expected.
7. Participate (by phone or computer) in the optional Webex Orientation Question and Answer Session at 3 p.m. the day of the meeting, for an overview of the Webex tool, or to ask general process questions.

Participating in Mayor and Council Drop-In (Mayor Newton and Councilmember Myles)
Drop-In Sessions will be held by phone on Monday, August 3 from 5:00-5:45 p.m. **Please sign up by 2 p.m. on the meeting day using the form at: https://www.rockvillemd.gov/formcenter/city-clerk-11/sign-up-for-dropin-meetings-227**

Attachment 16.A.a: 8.03.2020 Mock Agenda (3249 : Future Agendas)

6:00 PM **1. Convene in Open Session to vote on motion to go into Closed Session pursuant to Section 3-305(b)(10) of the General Provisions Article of the Annotated Code of Maryland to discuss public security, including the deployment of police services.**

2. Closed Session

7:00 PM **3. Reconvene into Open Session**

4. Pledge of Allegiance

5. Agenda Review

7:05 PM **6. City Manager's Report**

7:20 PM **7. COVID-19 Update**

7:30 PM **8. Proclamation**

A. Proclamation Declaring 9/11 as National Day of Service and Remembrance/Patriot Day (Mayor Newton)

B. Proclamation Declaring National Hispanic Heritage Month (CM Ashton)

C. Proclamation Declaring September 7-11, 2020 as National Payroll Week (CM Myles)

D. Proclamation Declaring September 2020 National Recovery Month (CM Feinberg)

7:45 PM **9. Community Forum**

Any member of the community may address the Mayor and Council for 3 minutes during Community Forum. Unless otherwise indicated, Community Forum is included on the agenda for every regular Mayor and Council meeting, generally between 7:00 and 7:30 pm. Call the

Attachment 16.A.a: 8.03.2020 Mock Agenda (3249 : Future Agendas)

City Clerk/Director of Council Operation's Office at 240-314-8280 to sign up to speak in advance or sign up in the Mayor and Council Chamber the night of the meeting.

10. Mayor and Council's Response to Community Forum

8:05 PM **11. Consent**

A. Award IFB #08-20, Middle Lane 54-Inch Diameter CMP Storm Drain Renewal, to Pleasants Construction, Inc., in the Amount Not to Exceed $330,817.81

B. Award of Sourcewell (NJPA) Rider Contract #081716-NAF, Rear Loader Refuse Truck, to National Auto Fleet Group in the Amount Not to Exceed $258,320

8:25 PM **12. COVID Staffing Update**

8:45 PM **13. Art Project in Rockville Town Square**

9:00 PM **14. Award of Montgomery County Government Contract #1106920 for HVAC Systems Preventative Maintenance, Repair and Installation Services.**

9:10 PM **15. Vacancy Report/Hiring Freeze Status**

9:40 PM **16. Follow-Up Discussion on Minority, Female and Disabled-Owned (MFD) Business Outreach Program FY19 and FY20 Reports**

10:10 PM **17. Procurement Action Plan Update 48-Month**

10:25 PM **18. Review and Comment - Mayor and Council Action Report**

A. Action Report

19. Review and Comment - Future Agendas

20. Old/New Business

Attachment 16.A.a: 8.03.2020 Mock Agenda (3249 : Future Agendas)

10:45 PM **21. Adjournment**

The Mayor and Council Rules and Procedures and Operating Guidelines establish procedures and practices for Mayor and Council meetings, including public hearing procedures. They are available at: http://www.rockvillemd.gov/mcguidelines.

Attachment 16.A.a: 8.03.2020 Mock Agenda (3249 : Future Agendas)

Future Agendas
As of 07/20/2020

Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 09/14/20 07:00 PM (6 item)		
Presentation	60	Volunteer Program Update
Approval	60	Financial Advisory Board FY 2020 Annual Report and FY 2021 Work Plan
Public Hearing	20	Public Hearing on Community Needs: FY 2022 CDBG Grant Funding
Discussion	30	Diversity Hiring Strategies
Presentation	30	Status Report on the Faster, Accountable, Smarter and Transparent (FAST) Project – Improvements to the Development Review and Permitting Processes - Update
Discussion and Instructions	60	Police Advisory Commission
Total Meeting Time (In Hours)	4 HR 20 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 09/21/20 07:00 PM (4 items)		
Work Session	60	Staff Recommendations on Boards and Commissions Task Force Follow-Up
Work Session	60	FY 2021 Revenue and Expenditure Update and Savings Plan Scenarios
Work Session	60	Climate Action Plan Presentation, and Discussion and Instructions to Staff
Work Session	60	Rockville Early Childhood Education
Total Meeting Time (In Hours)	4 HR 00 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/05/20 07:00 PM (4item)		
Work Session	60	Worksession with the Board of Directors of Rockville Economic Development Inc.
Discussion	60	Town Center Initiative - Update
Discussion	30	Undergrounding of MD 355

Future Agendas
As of 07/20/2020

Presentation	45	Presentation of Consultant's Analysis of North Washington Street and East Middle Lane
Total Meeting Time (In Hours)	3 HR 15 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/05/20 07:00 PM (2 items)		
Discussion and Instructions	90	Discussion of the Personnel Policies and Procedures Manual
Discussion	90	Reduction in Force Policy
Total Meeting Time (In Hours)	3 HR 00 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/19/20 07:00 PM (3 items)		
Discussion, Instructions and Possible Adoption	30	Discussion on the 2020 Charter Review Commission Scope of Work
Appointments	15	Proposed Appointment Selection 2020 Charter Review Commission
Discussion	45	Discussion of BIDs, TIFs and Other Districts and Mechanisms for Town Center
Total Meeting Time (In Hours)	1 HR 30 MINS	
Category	Estimated Agenda Time Needed (in minutes)	Title
Meeting : 10/26/20 07:00 PM (1 item) Worksession		
Consent	5	Award of a Rider Contract for the Installation of a Sports Cluster System with Total Light Control – TLC for LED™ Technology Retrofit at Dogwood Park Baseball and Softball Fields MUSCO Sports Lighting, LLC. in the Amount of $427,090
Total Meeting Time (In Hours)	HR 5 MINS	