



HISTORIC DISTRICT COMMISSION ANNUAL REPORT

Accomplishments for FY23 (July 1, 2022 – June 30, 2023)

Regulatory and Review Authority

- Conducted 17 Certificates of Approval Reviews. 17 were approved.
- Conducted 4 Evaluation of Significance Reviews for the purpose of demolition. None were recommended for historic designation.
- Conducted 1 Courtesy Review for the benefit of applicants.
- Reviewed and recommended 15 Montgomery County Tax Credit Applications for approval.

Public Education and Outreach Activities

- Sent Tax Credit reminders and applications to all historic property owners.
- Sponsored a joint Montgomery County and State of Maryland Tax Credit workshop open to all residents of Rockville.
- Reviewed text for new updated Civil War Trails signs.
- Distributed historic building date plaques to property owners.
- Proclaimed May 2023 as Historic Preservation Month in Rockville.

HDC Member Trainings

- Attended HDC training with Gaithersburg on *Archaeology*. Presented by MAHDC.
- Attended HDC training on *Design Review*. Presented by MAHDC.
- Attended National Trust for Historic Preservation 2022 Past/Forward Conference.

HDC and Staff Joint Projects

- Completed a full revision of the *HDC Rules of Procedure*.
- Endorsement of the *Historic Preservation Work Plan 2023-2033* by Mayor and Council.

HDC Administration/Staff Actions

- Administrative approval of 9 Certificate of Approval applications.
- Completed Certified Local Government FY22 Annual Report.
- Completed Signoffs on projects in Project Plan/MGO.
- Prepared HDC meeting agendas, reports, and minutes.
- Reviewed Natural Resources Inventories/ Forest Stand Delineations for historic preservation impacts.

- Served on Development Review Committee.
- Completed and submitted two grant applications:
 - African American Cultural Heritage Action Fund Grant for Lincoln High School - Not Awarded.
 - Maryland Heritage Area Authority Grant for entitled "*The Avery Road Colored Cemetery and Smith Homestead GPR Survey.*" - Awarded.
- Attended Smart Growth America Equity Summit 2023.
- Attended National Trust for Historic Preservation (NTHP) Webinar *Planning, Preservation & Change: How Planning and Preservation Can Work Together to Create Great Places.*
- Attended NTHP Webinar *Planning, Preservation, & Change: Preservation - An Effective Planning Tool*
- Attended National Alliance of Preservation Commissions (NAPC) Webinar *Preservation Planning: Developing Your Vision, Goals, and Priorities - Parts 1 and 2.*
- Attended NAPC Webinar *Best Practices for an Effective Local Preservation Commission.*
- Attended Statewide Preservation Plan 2024-2031 Listening Session in Frederick.
- Staff served on the Board of Maryland Association of Historic District Commissions (MAHDC).
- Staff moderated a session at the MAHDC Annual Symposium.
- Staff served on Maryland Historical Trust (MHT) Board of Trustees.
- Staff served on the MHT Board Confederate Monument Committee.
- Staff served on the MHT Board Heritage Fund Disposition Committee.

Objectives for FY24 (July 1, 2023 – June 30, 2024)

Regulatory and Review Authority

- Review and make decisions Certificate of Approval applications within the 45-day time period established by state law.
- Review Evaluation of Significance applications within the 210-day period established by state law.
- Conduct Courtesy Reviews in a timely fashion to provide potential applicants with feedback on their project(s).
- Review and recommend Montgomery County Tax Credit applications.
- Kickoff the update of the Historic Preservation sections of the Zoning Ordinance.
- Review and provide comment for West End Design Guidelines.
- Review and provide comment for Lincoln Park Design Guidelines.

Public Education and Outreach Activities

- Sponsor a Joint State of Maryland and Montgomery County Tax Credit Workshop - October 2023.
- Update Historic Preservation webpages to better provide information in a clear and concise way.
- Research and gather information for developing historic signage panels for King Farm Farmstead.
- Finalize narratives for Glenview Mansion.
- Reinstate historic plaque program for homeowners, providing designated properties with a bronze plaque to display on the exterior of their property.
- Update and complete MHT Maryland Inventory of Historic Properties (MIHP) forms to ensure Rockville's historic properties have been properly researched and recorded.
- Install a new sign on Zed Thompson in partnership with the organization Civil War Trails.
- Update application forms for the Historic District Commission.

HDC Member Activities

- Attend National Association of Preservation Commission's "Summer Short Course" – August 2023.
- Attend Maryland Association of Historic Districts (MAHDC) trainings – as needed.
- Attend joint training with Gaithersburg's HDC - Spring 2024.

HDC Administration/Staff Actions

- Kickoff implementation of Action Steps identified in the *Historic Preservation Work Plan* for FY 2024 which may include:
 - Prepare a codification of existing zoning code for preservation regulations.
 - Prepare zoning text amendment for local designation and associated designation criteria.
 - Prepare zoning text amendment addressing administrative-level COA process.
 - Prepare zoning ordinance addressing delisting of locally designated properties.
 - Prepare zoning text amendment regarding parties of interest and owner consent.
 - Prepare zoning text amendment to strengthen existing property maintenance code for historic building or develop new ordinance section for demolition by neglect.
 - Research and gather input on potential local incentive program(s).
 - Gather input on creating a local easement/protective covenant program.
 - Examine ways to expand public outreach in relation to municipal historic preservation.
 - Assist with the coordination of outreach for below-grade resources off city property.
- Review and provide comment for Section 106 Program as referrals come in.
- Perform assessment of the Avery Road Colored Cemetery and Benjamin Smith Homestead sites through various non-destructive means to confirm the existence of any below grade resources.