



HISTORIC DISTRICT COMMISSION ANNUAL REPORT

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

Regulatory and Review Authority

- Conducted 10 HDC meetings.
- Conducted 5 Certificates of Approval Reviews. All 5 were approved.
- Conducted 5 Evaluation of Significance Reviews for the purpose of demolition. Conducted 1 Evaluation of Significance Review for the purpose of designation.
- Conducted 3 Courtesy Reviews for the benefit of applicants.
- Reviewed and recommended 13 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 anyone in the state of Maryland.
- Wrote and manufactured historic signage for Glenview Mansion.
- Proclaimed May 2024 as Historic Preservation Month in Rockville.
- Hosted a Historic Preservation Month event called “ABCs of Historic Preservation” to highlight elements of Rockville’s preservation program.

HDC Member Trainings

- Staff and the City attorney conducted an internal training for HDC members to review the Rules of Procedure and best practices for commissioners.
- Attended the joint Montgomery County and State of Maryland Tax Credit workshop.
- Attended the National Alliance of Preservation Commission’s (NAPC) Webinar “*Best Practices for an Effective Local Preservation Commission.*”
- Attended NAPC Webinar “*The ABCs of Historic Designation.*”
- “NAPC Virtual Summer Short Course.”
- Attended NAPC Webinar “*Early 20th Century Architecture: Looking to the Past and Future.*”

HDC and Staff Joint Projects

- Reviewed text for new historic signage on African American Civil War soldier, Zed Thompson, in partnership with Civil War Trails, Inc.
- Actively participated in the *Historic Preservation Work Plan 2023-2033* working groups including:

- Creating local incentive programs;
- Creating a local easement/protective covenant program; and
- Assessing below grade resources.

HDC Administration/Staff Actions

- Administrative approval of 8 Certificate of Approval applications.
- Completed Certified Local Government (CLG) FY23 Annual Report.
- Reviewed and completed signoffs on projects in Project Plan/MGO.
- Prepared HDC meeting agendas, reports, and minutes.
- Updated the Historic Preservation webpages to better provide clear and concise information.
- Updated the Certificate of Approval application.
- Reviewed Natural Resources Inventories / Forest Stand Delineations (NRI/FSD) for historic preservation impacts.
- Consulted and made recommendations to the Development Review Committee.

HDC Staff Activities / Participation

- Moderated and spoke at sessions on “Preservation and Underrepresented Communities in Maryland,” at the Maryland Association of Historic District Commissions (MAHDC) Annual Symposium.
- Moderated and presented for Maryland Historical Trust *“Documenting Underrepresented Communities: Presentations from Practitioners and a Round Table Discussion.”*
- Received a grant from the Maryland Heritage Areas Authority for a survey of the Avery Road Colored Cemetery. As part of the grant, cleared the suspected cemetery area to allow for ground penetrating radar survey.
- Coordinated and supervised Wheaton High School National Honor Society students for the cleanup of the Avery Road Colored Cemetery.
- Served on the Board of Maryland Association of Historic District Commissions (MAHDC).
- Attended National Trust for Historic Preservation *“2023 Past/Forward Conference”*.
- Attended National Alliance of Preservation Commissions (NAPC) Webinar *“Best Practices for an Effective Local Preservation Commission.”*
- Attended 2-day Webinar *“NAPC Virtual Summer Short Course.”*
- Attended NAPC Webinar *“Best Practices for an Effective Local Preservation Commission.”*
- Attended NAPC Webinar *“Early 20th Century Architecture: Looking to the Past and Future.”*

Objectives for FY25 (July 1, 2024 – June 30, 2025)

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.
- Update the Historic Preservation sections of the Zoning Ordinance in accordance with the Historic Preservation Work Plan as a part of the Zoning Ordinance Rewrite.

Public Education and Outreach Activities

- Sponsor a Preservation Month Event in May 2025.
- Install historic signage at Glenview Mansion.
- Replace historic signage at Carver Junior College.
- Reinstate historic plaque program for homeowners, providing designated properties with a bronze plaque to display on the exterior of their property.
- Complete installation of new historic signage on African American Civil War soldier, Zed Thompson, in partnership with Civil War Trails, Inc.
- Apply for funding to develop a cultural resources plan for the Civic Center Park complex to assess and develop programming focused on historic sites within the property.

HDC Member Activities

- Attend National Trust for Historic Preservation webinars and trainings as needed.
- Attend the Maryland Association of Historic Districts (MAHDC) 2025 Symposium
- Attend Maryland Association of Historic Districts (MAHDC) trainings – as needed.

HDC Administration/Staff Actions

- Continue to implement the Action Steps identified in the *Historic Preservation Work Plan* for FY 2025 which 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 text amendment 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.
 - Continue to research and gather input on potential local incentive program(s).
 - Continue to research creating a local easement/protective covenant program.
 - Examine ways to expand public outreach in relation to municipal historic preservation.
- Review and provide comment for Section 106 Program referrals as needed.
- Continue 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.
- Attend and present at the Maryland Association of Historic Districts (MAHDC) 2025 Symposium