

Meeting No. 2-2023: Thursday, February 16, 2023

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

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

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

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

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

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

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

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

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

**A. APPROVAL OF MINUTES:**

January 19, 2023

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

**A. [HDC2023-01103](#)**

**Applicant:** Kelly Kalepe, Owner

**Address:** 401 West Montgomery Avenue

**Request:** Certificate of Approval to enclose a covered patio with sliding glass doors.

**B. [HDC2023-01105](#)**

**Applicant:** Kelly Kalepe, Owner

**Address:** 401 West Montgomery Avenue

**Request:** Retroactive Certificate of Approval to construct a half-court basketball court in the side yard.

8:45 pm **IV. DISCUSSION**

**A. Old Business:**

- Historic Preservation Work Plan  
Formerly Historic Resources Work Plan (HRMP)
- Rules of Procedure Update

**B. New Business:**

- Election of HDC Vice Chairperson

9:15 pm **V. ADJOURN**

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

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

**HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2023**

<b>2023 MEETING DATE</b>	<b>APPLICATION DUE DATE</b>
March 16, 2023	February 10, 2023
April 20, 2023	March 17, 2023
May 18, 2023	April 14, 2023
June 15, 2023	May 12, 2023
July 20, 2023	June 16, 2023
AUGUST RECESS	*****
September 21, 2023	August 18, 2023
October 19, 2023	September 15, 2023
November 16, 2023	October 13, 2023
December 21, 2023	November 17, 2023
January 18, 2024	December 15, 2023

## ONLINE MEETING AND PUBLIC HEARING PROCEDURES

### Viewing Virtual Meetings

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

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

### **HISTORIC DISTRICT COMMISSION ONLINE MEETING and PUBLIC HEARING PROCEDURE**

#### **I. Meeting Platform:** WebEx

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

#### **II. Pre-Meeting Preparations/Requirements:**

##### A. Written Testimony and Exhibits

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

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

Written testimony and exhibits that are submitted by 4:00pm on **February 15, 2023** will be provided to the Historic District Commission by e-mail and posted on the Internet next to where the Agenda is provided, at <https://www.rockvillemd.gov/AgendaCenter/Search/?term=&CIDs=3,&startDate=&endDate=&dateRange=&dateSelector=>

##### B. Oral Testimony by members of the Public

Public Testimony/Comment on an Application – Any member of the public who wishes to provide oral comments on an Application must submit their name and email address to the Historic District Commission, (by email at [history@rockvillemd.gov](mailto:history@rockvillemd.gov)) no later than 9:00 am on the day of the hearing **February 16, 2023**) to be placed on the testimony list. Members of the public who seek technical assistance from City staff must submit their name and email address to Sheila Bashiri, [sbashiri@rockvillemd.gov](mailto:sbashiri@rockvillemd.gov), no later than two (2) days in advance of the hearing so that an orientation session may be scheduled.

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

#### **III. Conduct of Online Meeting and Public Hearing:**

A. Rules of Procedure

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

B. Review of Applications/Cases

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

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

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

C. Continuance of Hearing

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

**PLEASE NOTE:**

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

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

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