The Town of Washington Grove *Historic Preservation Commission*
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MINUTES of October 20, 2026, MEETING of the Commission
(via Zoom)

Adopted: November 17, 2026

Meeting began: 7:30 p.m.
Meeting adjourned: 9:30 p.m.

OFFICIAL BUSINESS

Members Present: Bob Booher (Chair), Bill Earl, David Stopak, Mimi Styles, and Kirk Greenway (Alternate).

Members Absent: Wendy Harris.

Town Council Liaison: Barbara Raimondo (absent).

Approval of Agenda: The agenda presented at the meeting was approved without objection.

Adoption of Minutes: The minutes of the previous meeting were approved as submitted, without objection.

REVIEW SESSION

124 Chestnut Avenue - Morse Property / Proposed Garage

The Commission had prepared a preliminary review of the proposed project for a garage to replace the existing shed in September; following receipt of dimensional plans and elevations, an updated review of the project was able to be made at the October meeting. The drawings showed shingle roofing, cement-board siding, a 4-in-12 roof pitch, and two windows and a door on one side, with the opposite side blank. The design generally reflected the illustration reviewed previously.

Members agreed to finalize the review while retaining the earlier recommendations for a steeper roof pitch and distributing windows or other detailing to avoid a blank side elevation. These remained recommendations rather than conditions of approval.

Actions:

- *Bob will forward the drawings to Mimi, who will finalize the written review with the previously discussed recommendations.*

410 Fourth Avenue - Greenway Property / Addition and Alterations

Kirk Greenway and Misook Uh had come to the HPC mostly recently in March for an early consultation on a project to expand their home. After further discussion with their architect, at this meeting Kirk presented revised plans for a side addition, a mudroom entrance, and a smaller shed dormer providing stair headroom. The work includes removal of part of the side porch, one chimney, and portions of the existing roof and wall openings, along with replacement of the non-original front doors. The addition's shingles and shiplap siding are planned to match the existing house. Kirk indicated that he intended to avoid a setback encroachment and retain a planted area beside the addition; a preservation waiver was not anticipated.

Members responded favorably to the addition being set back from the original front corner, retention of the principal house form and porch roofline, the addition's revised hipped roof form, and the reduced dormer. They recommended asking the architect whether the dormer roof could meet the main roof slightly below the ridge and more closely echo the lower roof pitch. Bob also identified an inconsistency on drawing 12, where the second-floor plan did not accurately reflect the revised mudroom and roof below.

The Commission agreed to prepare a written review of the submitted design. If the formal application drawings are essentially unchanged (other than recommend, Mimi can compare them with the reviewed set without another meeting review. Later in the meeting, Bob raised a possible front porch/steps boundary issue shown on the lot plan; Kirk believed the porch was on his property. The lines require checking, and no boundary determination was made.

Actions:

- *Mimi will prepare the written review and compare the formally submitted drawings with the reviewed set.*

Kirk will consult the architect about the dormer junction, correct drawing 12, check the front lot-plan lines, and provide the Town Administrator with the complete electronic application and structural drawings for Planning Commission review.

OLD BUSINESS

Commemorative Signage

Bob reviewed the package Mimi prepared for the first commemorative sign, concerning the hotel. The quoted panel and mounting assembly, using a Town-provided post, totaled just under $1,000 against the discussed $5,000 budget. The proposal had not yet been presented to Town Council.

Members discussed seeking approval for the first sign and possibly broader approval for the planned series, completing signs as research and design are finished, and combining orders to reduce shipping costs. They agreed to obtain a comparable second quote before presenting the proposal to Council.

Actions:

- *Mimi will seek a second quote using comparable specifications and send Bob the list of other proposed signs.*
- *Bob will coordinate with Barbara to place the proposal on the Town Council agenda and present the signage package and proposed series.*

Archives & Collections

Bob reported that PastPerfect Online is live and needs a link on the Town website. Bob and Emily visited the Takoma Park archive. The subgroup still needs to compare the services discussed with Historiq and HAI and develop a policy for material outside existing State-transfer and pre-1937 camp-meeting arrangements.

Bill presented a draft favoring broad digital retention, with separate decisions on physical originals. Sorting would remove identical duplicates and consider excluding records available from other agencies or elsewhere in Town files. Members discussed donor conditions, privacy, access, and procedures for destruction or other disposition, drawing on other archives' policies. No policy was adopted.

Proposed standards included optical character recognition for full-text searching, including handwritten records; conversion of audio/video recordings; durable formats; preserved metadata and prior versions; access controls; and reliable backups. Bill favored protection against inadvertent deletion or overwriting. Compatibility with PastPerfect exports and Maryland State Archives requirements was discussed.

Bill reported on DSpace providers, including 4Science, favoring an open-source repository transferable between hosts. Preliminary hosting estimates were about $5,000 annually, excluding bulk storage. The collection was estimated at approximately 100 linear feet of files. Digitization, cataloging, and hosting were discussed as distinct services requiring firmer estimates. No vendor was selected.

Members discussed integrating future Town and committee records into the archive. A concrete proposal is intended early in 2027, for Town review before March budget preparation and coordination with the Mayor on ongoing procedures.

Actions:

- *Bob will circulate the PastPerfect Online link and arrange for its inclusion on the Town website.*
- *Members will send comments on Bill's draft; the archive subgroup will refine the policy for Commission review.*
- *Bill will develop storage estimates and obtain more specific hosting costs. Bob and the subgroup will follow up with digitization providers using the collection quantities and develop a coordinated budget proposal.*

Accessory Dwelling Unit (ADU) Ordinance Revisions

The proposed revisions remained pending review by Town attorney Sue Ellen. Bill expressed concern that the circulated draft went beyond changes required by State guidance. Members discussed density, lot coverage, and

parking provisions, without reaching a new legal interpretation. They favored clearly asking for the minimum amendments needed for compliance and keeping HPC involved in the review.

Motion: Bill moved, and David seconded, that HPC send a note to Mayor John Compton asking that Sue Ellen be charged with developing the least change to the Town's zoning rules necessary to conform to State ADU requirements. The motion carried by voice vote, with no opposition recorded.

Actions:

- *Bob will send the request to Mayor Compton, including Georgette in the correspondence. Bill will circulate the State guidance link and continue work on a limited-change draft.*

406 Fifth Avenue - Wall on Town Land

Bob reported sending Town Council a letter summarizing HPC's earlier discussion. The Commission had not made a formal finding of historic significance, but had noted the wall's possible stormwater function and familiarity in the neighborhood. Bob reported that Council adopted a resolution for further evaluation, including the possibility of retaining and repairing the wall as a Town feature or removing it, with analysis of drainage effects and an alternative solution if removal is pursued.

Bill reported that Planning Commission discussion generally favored removing encroachments. Members discussed the wall's condition, the height of its fireplace/grill portion, and the effect of removing adjoining patio space. Bob suggested exploring Town ownership of the wall with an easement for patio use. No new motion or recommendation on that alternative was adopted.

Actions:

- *Kirk agreed to assist with further research into the wall's age or history if the Town requests it.*

Historic Preservation Waiver

The preservation-waiver proposal remained pending Town attorney review. Members had no completed legal comments or revised language to consider, and no further action was taken.

NEW BUSINESS

Federal Historic Preservation Review

Bob raised concerns about reported efforts to reduce Section 106 review of federally funded projects under the Historic Preservation Act. Members discussed submitting a Commission comment or joining letters circulated by preservation organizations. They had not yet identified the appropriate recipient or approved any letter text.

Actions:

- *Bob will review correspondence from preservation organizations and research opportunities for comment or joint letters. Kirk offered to help identify appropriate recipients or contacts.*

COORDINATION

Bulletin - Mimi

Mimi reported that the November Bulletin would carry the third and final installment of the series on Amelia Elmore Huntley.

Planning Commission Report - Bill

Bill reported continued discussion of encroachments on Town land. At the property identified as 120 Chestnut Avenue, driveway work on the Hickory Road side of the property remained unresolved: asphalt on Town land had been replaced with gravel across the area rather than restoring the non-driveway portion. Further follow-up was expected. A fence-relocation permit involving a property-line encroachment was expected at the next Planning Commission meeting. Other matters were covered under the review and ordinance items above.

Town Council Report - Bob, in Barbara's Absence

Bob reported that Council approved the bike-path easement and associated memorandum of understanding following revisions defining the easement and the Town/County arrangements. Council also approved playground work, primarily renovation of existing equipment, and funds for a vendor to prepare a schematic drawing.

Bob and Bill reported that playground planning included comparing repair and replacement options for the existing fort, including replacement wood components, and an economical restoration approach for the horse swings. A larger proposed structure in Area 1 was discussed separately from the fort options.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 p.m.

Next Meeting: Tuesday, November 17, 2026.