

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**Montgomery County  
Historic Preservation Commission  
1965-2008**

**Record Group 15: Boards, Committees, and Commissions**

**October 3, 2000  
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Updated 2018**

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### **ADMINISTRATIVE HISTORY**

The Historic Resources Preservation Ordinance was adopted in 1979, and provided for the establishment of an Historic Preservation Commission charged with the identification, designation, and regulation of those sites and structures of historical, archaeological, architectural, or cultural value in the County for the purposes of protection, preservation, and continued use and enhancement. The underlying purpose of the Commission, which consists of nine volunteer members appointed by the County Executive with the approval of the Council, is to preserve and enhance the quality of life in the County by safeguarding its historical and cultural heritage. Commission members are appointed on the basis of their knowledge of and training in the fields of history, architecture, preservation, or urban design, or as representatives of various geographical, social, economic, or cultural concerns.

The Commission is specifically charged with researching and evaluating historic resources and recommending historic sites or historic districts for inclusion on the Master Plan for Historic Preservation to the County Planning Board. The Commission is also responsible for reviewing applications for historic area work permits for exterior repairs and alterations on designated historic sites and resources, for serving as a clearinghouse for information on historic preservation, for reviewing subdivision plans involving historic sites, for appointing and working with Local Advisory Committees within historic districts, and for administering historic preservation easement programs, the property tax credit program, and grant and loan programs for historic preservation. The Commission also undertakes numerous public outreach programs, such as organizing educational workshops, developing a preservation education plan, and producing *The Preservationist* newsletter, and other publications and educational material.

### **EXTENT**

5 cubic feet: 5 records boxes.

### **SCOPE AND CONTENT**

The records of the Historic Preservation Commission (HPC) consist of records dating from 1965 to 2000 which include administrative correspondence, studies, master plans, reports, meeting minutes, agendas, and site surveys. The records document the issuance of Historic Area Work Permits for specific historic sites and the administration of grants and loans program of the HPC for the restoration of historical structures. Topics of interest include a study of black history resources in the County; the Seneca Schoolhouse; plans for and surveys of such areas as Brookeville, Kensington, Silver Spring, and Takoma Park; and the Black Rock Mill capital project.

These records are divided into thirteen series:

Series I: Administration

Series II: Chronological Files

Series III: Condemnable Structure Study  
Series IV: Grants and Loans  
Series V: Historic Area Work Permits  
Series VI: Historical Register  
Series VII: Master Plan  
Series VIII: Minutes  
Series IX: Public Hearings  
Series X: Reports  
Series XI: Site Surveys  
Series XII: Newsletters  
Series XIII: Clippings

### **SERIES DESCRIPTIONS**

#### **Series I: Administration, 1976-1990**

**(0.75 cubic feet)**

The materials document the day to day activities of the Historic Preservation Commission. These activities included compiling lists of historic sites and preparing applications for federal and state grants and planning programs. Of special significance are materials from the Kensington and Takoma Park Local Advisory Committees as well as items relating to a 20<sup>th</sup> century site survey of the County. The series contains memoranda, requests for preliminary studies, reports, guidelines and procedures, correspondence, lists, bylaws, minutes, articles, financial statements, resolutions and executive orders, forms, speeches and work plans. The folders are arranged alphabetically.

#### **Series II: Chronological Files, 1980-1991**

**(0.25 cubic feet)**

The series contains correspondence which is arranged chronologically. General correspondence folders are followed by correspondence files maintained by Philip Cantelon, who was chairman of the Commission for several years. The records also include agendas and notes.

Access to one file is restricted because it contains copies of an employee review.

#### **Series III: Condemnable Structure Study, 1978-1981**

**(1 folder)**

The series documents the difficulty involved in demolishing sites with historic significance. The Commission's review of condemned structures assessed their historic value and recommend preservation treatment. The Commission was given the power to make such repairs as necessary at the owner's expense. The records contain memoranda and correspondence.

**Series IV: Grants and Loans, 1965-1989**

**(1 cubic foot)**

Records in this series relate to the function of the Historic Preservation Commission to provide funding for the restoration and stabilization of historically and architecturally significant structures. The series documents approved and denied grant applications. It includes records relating to the formation of a grant program and the creation of guidelines. Folders are arranged by the title of the grant fund.

**Series V: Historic Area Work Permits, 1978-1991**

**(0.75 cubic feet)**

This series consists of correspondence regarding, and applications for, Historic Area Work Permits. These permits were issued for any exterior alteration of a historic site which would not be considered part of normal maintenance. Folders are arranged alphabetically by historic site.

**Series VI: Historical Register, 1979-1981**

**(3 folders)**

This series documents cases reviewed by the Historic Preservation Commission review process. These cases generally consist of sites which were not on the Atlas of Montgomery County Historic Resources or the Historic Site Plan, or were on the atlas but not on the plan; therefore a recommendation from the Historic Preservation Commission was necessary to get these sites on the Historic Site Plan. The Historical Register consists of maps, reports, and transcripts of public hearings regarding the nomination of sites and areas in Montgomery County for inclusion in the National Register of Historic Places. Significant correspondents include Eileen McGuckian, Chairperson of the Historical Preservation Commission; Suzanne H. Muncy, intergovernmental coordinator; and James McConnaughay, Director of State Clearinghouse of the Maryland Department of State Planning. Folders are arranged alphabetically by historic site.

**Series VII: Master Plan, 1967-1991**

**(0.33 cubic feet)**

This series documents the Historic Preservation Commission's reviews of historic sites for inclusion in the Master Plan and Atlas of Montgomery County Historic Resources. The records of the Master Plan reflect the county's cooperation in conducting a survey of historic resources in Montgomery County to establish a master plan for historic preservation. The series includes correspondence, maps, and reports. Folders are arranged alphabetically by historic site.

For additional documentation of historic preservation master plan amendments, refer to the Records of the Maryland-National Capital Parks and Planning Commission: Series 1, Subseries 5, also located in Record Group 15.

Records in this series found within the Audiovisual Record Group 19 are:

- A-95 Reviews, Hanover Farm, 1980

- Black Rock Mill, 1977-1980
- Elizabeth Water Farm, 1980
- General Administration, 1967-1979
  - Kensington, 1979
- Headwater Farm, 1980
- Historic Area Work Permits
  - Friends of Historic Hyattstown, Davis House, 1980
  - Oakes II/Landfill, 1979
  - Stonehaven/Llewellyn Edwards House, 1985
  - Trimble Estates, 1980
- Historic Sites
  - Darnell Farm, 1979
  - Darnell Farm: Development Schematics, 1981
  - Quince Orchard Schoolhouse, 1980
- Horace Waters House, 1980
- Loans/Grants, Grant Funds
  - Beall-Dawson House, 1979-1981
  - Historic Preservation Grant Funds
    - Cira Case, n.d.
    - Mc Andrews, Terrence Case, n.d.
    - Motes, Daniel Case, n.d.
    - Pipkin, Russel, n.d.
  - Historic Trust Grants, Brock, Adora Case, n.d.
- Lyttonsville, 1978-1982
- Mt. Zion School House, 1980
- Poole, John, c. 1980

**Series VIII: Minutes, 1980-1994**

**(1 cubic foot)**

The series contains minutes of the meetings of the Historic Preservation Commission. Agendas for many of the meetings and handouts for some of them are also included. Some of the minutes are missing. For the years 1992 to 1994, only the agendas are available. In addition, the series also includes reports, correspondence, appointments, and press releases. The folders are arranged chronologically.

**Series IX: Public Hearings, 1987-1990**

**(2 folders)**

The records contain hearings held by the Historic Preservation Commission. The folders are arranged alphabetically by historic site.

**Series X: Reports, 1980-1991**

**(0.25 cubic feet)**

The series reflects annual, monthly and special project reports of the Historic Preservation Commission. Included are a 1988 analytic study of the Commission prepared for the Department of Housing and Community Development, and a 1990 report from the Office of Legislative Oversight describing and evaluating the HPC, as well as a draft and correspondence relating to the analysis. The folders are arranged alphabetically by title of report.

**Series XI: Site Surveys, 1980**

**(0.4 cubic feet)**

This series contains surveys conducted largely by the Maryland Historical Trust of historic sites in Montgomery County. Information in the surveys included name, condition, date or period, short description, historical significance, location, and physical characteristics of the site. Folders are arranged alphabetically by name of historic site.

**Series XII: Newsletters, 1985-2008**

**(6 folders)**

This series contains copies of the *Preservationist*, the newsletter of the HRC, from 1985 to 1991, 2000, and 2003-2008, as well as a few newsletters of other preservation organizations. Folders are in alphabetical order.

**Series XIII: Clippings, 1985-1987**

**(1 folder)**

This series contains copies of articles from local newspapers relating the activities and concerns of the Commission, and discussing several historic properties in the County. The articles are arranged in chronological order.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted due to content or privacy reasons; folders with restricted content are marked as such in the finding aid and will not be served to researchers. If you have questions about restricted material, please contact the archivist.

**LANGUAGE**

English.

**PROVENANCE**

The records were acquired by the county archives in Accessions #90-5, originally 1 cubic foot, and #92-11, originally 0.4 cubic feet

**USING THESE RECORDS**

To request records listed in this finding aid, the following information should be given to the

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archivist:

Record Group 15, **Records of the Historic Preservation Commission**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 15: Commissions and Boards. Records Title: Records of the Historic Preservation Commission. Series number and series name. Subseries number and subseries name, if applicable. Box number and folder title, if appropriate.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder. Photographs originally located in this record title have been transferred to Record Group 19: Audiovisual Materials.

### **PROCESSING STAFF/FINDING AID AUTHOR**

MCA staff.

**BOX INVENTORY**

**Series I: Administration**

**Box 1**

Case Log, 1989  
Certified Local Government Program (CLG), 1984-1991  
Easements, 1988  
Ethics, 1984-1990  
Federal and State Related, 1979-1980  
Federal and State Related, 1990-1991  
General, 1976-1991 (6 folders)  
Information Packet, n.d.  
Local Advisory Committees, 1984-1990  
Maryland Association of Historic District Commissions, 1987-1988  
National Capital Park and Planning Commission, 1985-1989  
National Register Guidelines, 1983-1987  
Rehabilitation Guidelines, 1983-1988  
Rules of Procedure, [1956], 1979-1990, n.d.  
Section 24A, 1985  
Site Lists, 1990

**Series II: Chronological Files**

*(Box 1, cont.)*

Correspondence, 1980-1991 (5 folders)

**Box 2**

Cantelon Correspondence, 1985-1990 (2 folders)

**Series III: Condemnable Structure Study**

*(Box 2, cont.)*

Condemnable Structure Study — 1978-1981

**Series IV: Grants and Loans**

*(Box 2, cont.)*

Community Development Block Grants  
    John Poole House, 1975-1980  
    Thomas Poole House, 1979  
Historic Preservation Grant Fund  
    Administration, 1978-1980  
    Administration, 1986-1989  
    Banach Case, 1978-1980



*(Series IV: Grants and Loans, Cont.)*

*(Box 2, cont.)*

*(Historic Preservation Grant Fund, cont.)*

Beall-Dawson House

[General], 1979-1981

Reports, 1980

Case Application, 1978-1980

Cira Case, 1978-1980

Friends of Historic Hyattstown, 1977-1981

Guidelines, 1977-1979

Halstead, Roland Case, 1978-1979

Leet, Harry Case, 1978

McAndrews, Terrance Case, 1979-1981

Mead, Elaine Case, 1978-1979

Mote, Daniel Case, 1972-1982

Pipkin, Russell Case, 1965-1982 (2 folders)

Quince Orchard Schoolhouse, 1980

Rauch, Robert Case, 1979-1980

Sugarland Church, 1980

Historic Trust Grant

Brock, Adora, 1976-1979

Maryland Historic Trust Grant

Darnell Farm

General, 1977-1983 (3 folders)

Acquisition, 1976-1979

Architectural/Engineering Contract, 1979-1982 (2 folders)

**Box 3**

Maryland Historic Trust Grant

Darnell Farm

Development Advisory Committee, 1978-1981

Research, 1973-1979

Mount Zion School, 1979-1982

**Series V: Historic Area Work Permits**

*(Box 3, cont.)*

Capitol View Park, 1991

Carrol House, Takoma Park, 1980

Chevy Chase Passenger Station, 1980

Dalmat/Millner House, Takoma Park, 1986-1987

Friends of Historic Hyattstown (Davis House), 1978-1981

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*(Series V: Historic Area Work Permits, Cont.)*

*(Box 3, cont.)*

General, 1978

Greenwood, 1989

Kensington, 1989-1991

Locust Grove/Magruder House, 1983-1984

Oaks II/Landfill

Architectural/Engineering Contract  
1980-1983

Oaks II Architectural History, 1981

General, 1977-1982 (2 folders)

Public Hearing Exhibits, 1980

Others, 1981-1985

(Wm.) Pearre Farm, Comus, 1986-1989

Pratt Property, Capital View, 1982-1984

Retirement, 1991

Somerset, 1991

Stonehaven/Llewellyn Edwards House, 1984-1986

Sycamores, 1991

Trimble Estate Capital View, 1980-1981

Tulip Ave. (No. 102), Takoma Park, 1984

Washington Sanitarium (Wash. Adventist), Takoma Park, 1982

Horace Waters House, Germantown, 1980-1984

Wells Farm House, Cedar Grove, 1984

Woodlawn, 1991

**Series VI: Historical Register**

*(Box 3, cont.)*

Reviews

Bonds Historical District, 1979-1981

Completed

1979

Completed

1980

**Series VII: Master Plan**

*(Box 3, cont.)*

Brookeville 2000, 1990

Candidate Site Case Studies, 1977-1980

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**Box 4**

Falkland Apartments

Clippings and Articles, n.d.

Owner Submissions and Appraisal, 1984

Supporting Material, n.d.

Headquarters Farm, 1980

Kensington Historic District, 1988-1990

Montgomery Arms Apartments, [1984-1987], 1990

Takoma Park District, 1980

Various, 1991

Eliza Waters Farm, 1980

Horace Waters House, 1978-1980

**Series VIII: Minutes**

*(Box 4, cont.)*

Minutes, 1980

Minutes, 1981

Minutes, 1982

Minutes, 1983

Minutes, 1984

Minutes, 1985

Minutes, 1986

Minutes, 1987

Minutes, 1988

Minutes, 1989

Minutes, January-June 1990

Minutes, July-December 1990

Minutes, January 1991

**Box 5**

Minutes, February 1991

Minutes, March-December 1991

Minutes, 1992

Minutes, 1993

Minutes, 1994

**Series IX: Public Hearings**

*(Box 5, cont.)*

Avery-Flaherty; Jung-Morris; Dal Bello, Bealsville; Ben Alnutt House; Silver Spring Crossing,  
1987

F.P. Murray, 1990

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#### Series X: Reports

*(Box 5, cont.)*

Annual, 1980-1989

Description and Evaluation of the Montgomery County Historic Preservation Commission, 1990

Description and Evaluation of the Montgomery County Historic Preservation Commission, Draft and Correspondence, 1990

Early 20<sup>th</sup> Century Ecclesiastical Resources in Montgomery County: A Contextual Historical Overview, 1990

Education and Special Projects Plan, 1987

History and Recent Development of Montgomery County by Andrea Rebeck (draft), 1987

Montgomery County Historic Preservation Commission: An Analytic Study, Final Report, 1988

Monthly, 1990-1991

#### Series XI: Site Surveys

*(Box 5, cont.)*

A-B, c.1980

C, c.1980

D-F, c.1980

G, c.1980

H-I, c.1980

J-K, c.1980

M-N, c.1980

O-P, c.1980

Q-R, c.1980

S-T, c.1980

U-Z, c.1980

#### Series XII: Newsletters

*(Box 5, cont.)*

Correspondence, 1985

Other Organizations, 1985-1987, 2003-2006

*The Kensington Preservationist*, Kensington LAC, Vol. 2, No. 2, May 1985

*The Alliance Review*, National Alliance of Preservation Commissions, Vol. 2, No. 6, July/August 1987

*The Phoenix*, Preservation Maryland, Annual Report, 2003

*The Phoenix*, Preservation Maryland, Vol. XXII, No. 1, Winter 2004

*The Phoenix*, Preservation Maryland, Vol. XXII, No. 2, Summer 2004

*The Phoenix*, Preservation Maryland, Vol. XXIII, No. 3, Fall 2005

*The Phoenix*, Preservation Maryland, Vol. XXIV, No. 1, Spring 2006

*The Montgomery County Preservationist*, Volumes 1 & 2, 1985-1987

*The Montgomery County Preservationist*, Volumes 3 & 4, 1987-1989

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*(Series XII: Newsletters, Cont.)*

*(Box 5, cont.)*

*The Montgomery County Preservationist*, Volumes 5 & 6, 1989-1991, 1997

*The Montgomery County Preservationist*, 2000, 2003-2008

**Series XIII: Clippings**

*(Box 5, Cont.)*

1985-1987