

Historic Preservation Committee Operating Procedures

The CHRS Historic Preservation Committee meets monthly, except in August, to review projects within the Capitol Hill Historic District that have been submitted to the DC Historic Preservation Office (HPO). The Committee also reviews projects in the Capitol Hill area that have been submitted to the DC HPO because they involve or could affect historic landmarks. These cases may involve alterations to buildings, new construction, demolitions, or building on public space or in parks. Commentary and concerns noted by the Committee on behalf of the Capitol Hill Restoration Society are presented to the Historic Preservation Office and the DC Historic Preservation Review Board (HPRB) for their consideration.

The Committee also supports CHRS historic preservation initiatives, such as the Preservation Cafes; undertakes special historic preservation projects; and addresses other matters involving historic preservation issues in Greater Capitol Hill.

In order that the Committee can function thoughtfully and efficiently, the following operating procedures are in effect:

1. Meetings are usually held the first Monday of the month, except when there is a conflict with a holiday. The Committee then decides on a substitute date, dependent on availability of Committee members and other factors but generally within the next week.
2. Presentations to the Committee by applicants and/or architects, neighbors, or others interested in particular cases will be held at the beginning of the monthly meeting. This part of the meeting is open to visitors, who will remain seated and refrain from taking photographs, making comments, asking questions, or interfering in any way with conduct of the Committee's business.
3. Those who attend to make presentations to the Committee will be recognized in turn by the Chair to address the Committee. Depending on time factors, it may be necessary for the Chair to set a time limit for presentations. At the end of a presentation, Committee members will have an opportunity to ask questions.
4. Questions or comments by one Committee member are not necessarily reflective of the entire Committee or of a position that may be taken by the full Committee.
5. Except for equipment used for presentations to the Committee, all cameras, cell phones, recording devices, and other electronic devices must be turned off and put away before the beginning of the open session and may not be turned back on until after visitors have left the meeting premises.
6. At the end of the scheduled presentations, the open session of the meeting is over, and Committee members will then meet in executive session to discuss the cases, share their thoughts, formulate questions and concerns, and begin articulation of the Committee's comments.
7. After each meeting, a designated member of the Committee will follow up to obtain any additional necessary information, draft the Committee's comments, and transmit the comments to the Historic Preservation Office and the Historic Preservation Review Board at the

appropriate times. Occasionally new information and/or drawings may become available, in which case Committee members may provide additional thoughts to be taken into account before finalizing the Committee's comments.

8. Applicants will receive a copy of the comments at the same time as the Historic Preservation Office, as will the ANCs. Neighbors or others concerned about specific cases may also ask the Committee Chair to receive a copy of the Committee's comments about a particular project.