



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Karen Burditt
Chair

December 12, 2025

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services

FROM: Laura DiPasquale
Historic Preservation Section
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #1125581 REVISION – Revisions to previously-approved HAWP

The Montgomery County Historic Preservation Commission (HPC) HAWP application 1125581 for hardscape alterations, fenestration and door alterations, tree removal, installation of sign panels and a bench for a Historic Area Work Permit (HAWP). The application was **approved with two (2) conditions** at the August 13, 2025 HPC meeting:

1. The applicant must provide manufacturer's specifications and/or drawings for the proposed windows and doors. The windows must be wood or aluminum-clad wood.
2. The applicant must submit a more compatible door design incorporating glazing, such as those found in *Figure 9* or *Figure 10* [of the staff report].

The HPC staff reviewed and approved the HAWP application on November 5, 2025. The attached submission includes minor alterations required by the Department of Permitting Services post-Commission approval, including stair tread depth and structural clarifications. The HPC staff has reviewed and stamped the attached submission materials.

THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERENCE TO THE ABOVE APPROVED HAWP CONDITIONS AND MAY REQUIRE APPROVAL BY DPS OR ANOTHER LOCAL OFFICE BEFORE WORK CAN BEGIN.

Applicant: M-NCPPC (Montgomery Parks); Delisa Mitchell, Agent
Address: 4101 Muncaster Mill Road, Rockville

This HAWP approval is subject to the general condition that the applicant will obtain all other applicable Montgomery County or local government agency permits. After the issuance of these permits, the applicant must contact this Historic Preservation Office if any changes to the approved plan are made. Once work is complete, the applicant will contact Laura DiPasquale at 301-495-2167 or laura.dipasquale@montgomeryplanning.org to schedule a follow-up site visit.





HISTORIC PRESERVATION COMMISSION

REVISION
HAWP #: _____ at: _____
submitted on: _____
has been reviewed and determined that the proposal fits into the following category/categories:

- Repair or replacement of a masonry foundation with new masonry materials that closely match the original in appearance;
Installation of vents or venting pipes in locations not visible from the public right-of-way;
New gutters and downspouts;
Removal of vinyl, aluminum, asbestos, or other artificial siding when the original siding is to be repaired and/or replaced in kind;
Removal of accessory buildings that are not original to the site or non-historic construction;
Repair or replacement of missing or deteriorated architectural details such as trim or other millwork, stairs or stoops, porch decking or ceilings, columns, railings, balusters, brackets shutters, etc., with new materials that match the old in design, texture, visual characteristics, and, where possible materials, so long as the applicant is able to provide one extant example, photographic evidence, or physical evidence that serves as the basis for the work proposed;
Construction of wooden decks that are at the rear of a structure and are not visible from a public right-of-way;
Roof replacement with -compatible roofing materials, or with architectural shingles replacing 3-Tab asphalt shingles;
Installation of storm windows or doors that are compatible with the historic resource or district;
Repair, replacement or installation of foundation-level doors, windows, window wells, and areaways, or foundation vents, venting pipes, or exterior grills that do not alter the character-defining features and/or the historic character of the resource;
Construction of fences that are compatible with the historic site or district in material, height, location, and design;
Fence is lower than 48" in front of rear wall plane;

- Construction of walkways, parking pads, patios, driveways, or other paved areas that are not visible from a public right-of-way and measure no more than 150 square feet in size;
Replacement of existing walkways, parking pads, patios, driveways, or other paved areas with materials that are compatible with the visual character of the historic site and district and that are no greater than the dimensions of the existing hardscape;
Construction of small accessory buildings no larger than 250 square feet in size that are not visible from the public right-of-way;
Installations of skylights on the rear of a structure that will not be visible from the public right-of-way, and would not remove or alter character-defining roof materials;
Installation of solar panels and arrays in locations that are not readily visible from the public right-of-way or that are designed so as to have a minimal impact on the historic resource or the historic district (e.g., systems that are ground-mounted in areas other than the front or side yard of a corner lot, located on accessory or outbuildings, on non-historic additions, or on rear facing roof planes);
Installation of car charging stations in any location on a property or in the right-of-way;
Installation of satellite dishes;
Removal of trees greater than 6" in diameter (d.b.h.) that are dead, dying, or present an immediate hazard.
Removal of trees greater than 6" in diameter (d.b.h.) in the rear of the property that will not impact the overall tree canopy of the surrounding district or historic site;
Replacement tree required as a condition; and,
Other minor alterations that may be required by the Department of Permitting Services post-Commission approval that would have no material effect on the historic character of the property.

Staff finds the proposal complies with Chapter 24A, the Secretary of the Interior's Standards for Rehabilitation, and any additional requisite guidance. Under the authority of COMCOR No. 24A.04.01, this HAWP is approved by Laurel D. Paquelon. The approval memo and stamped drawings follow.

LIGHT FIXTURES:
 INSTALL OCCUPANCY SENSORS FOR ALL LIGHT FIXTURES
 L-1 CEILING LIGHTS: REUSE EXIST. 2x2 LIGHT FIXTURES WHERE POSSIBLE. NEW FIXTURES, IF NECESSARY, TO MATCH EXIST. IN TYPE AND COLOR TEMPERATURE.
 L-2 PORCH CEILING LIGHTS: JUNO, WF6, 6" SWITCHABLE WHITE RECESSED DOWNLIGHT LED
 L-3 EXTERIOR BUILDING LIGHTS: LITHONIA LIGHTING, ARC2 LED, ARCHITECTURAL WALL LUMINAIRE. REPLACE IN KIND.

GENERAL NOTES

1. PAINT ALL WINDOW PANELS, WINDOW CAGES, WALLS, DOORS, FRAMES, AND MISCELLANEOUS ITEMS AS NOTED ON DRAWINGS AND PAINT SCHEDULE.
2. PATCH WALL AND CEILING SURFACES.
3. REPLACE OR CLEAN & PAINT EXISTING SUPPLY AND RETURN GRILLES.
4. NEW DOOR SHALL BE SET AT 4" FROM ADJACENT WALL ALONG HINGE SIDE.

REVIEWED
 By Laura DiPasquale at 10:49 am, Dec 12, 2025

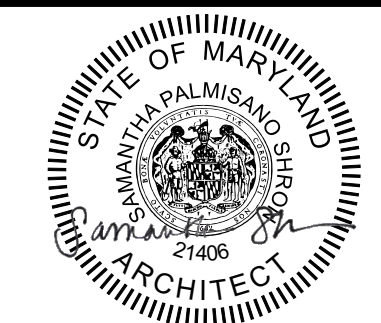
APPROVED
 Montgomery County
 Historic Preservation Commission
Karen Buelit



The Maryland-National
 Capital Park and Planning
 Commission

Montgomery Parks
 Park Development Division
 2425 Reedie Drive, 11th Floor
 Wheaton, MD 20902
 (301) 495-2595
 MontgomeryParks.org

MEP ENGINEER
 Century Engineering, Inc.
 10710 Gilroy Road
 Hunt Valley, Maryland 21031
 443-589-2400



Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional under the laws of the State of Maryland.
 License No. 21406
 Expiration Date 1/23/2027

Project Name and Location

Norbeck-Muncaster Mill
Neighborhood Park
Park Activity Building Renovation
 4101 Muncaster Mill Road
 Norbeck, MD 20853

Project ID: B39-001
 Project Manager: Alexandra Dahlman

Liber: 29914 Tax Map: HS342
 Folio: 0259 WSSC:

Revisions		
No.	Date	Description
1	12/12/25	PERMIT REV1

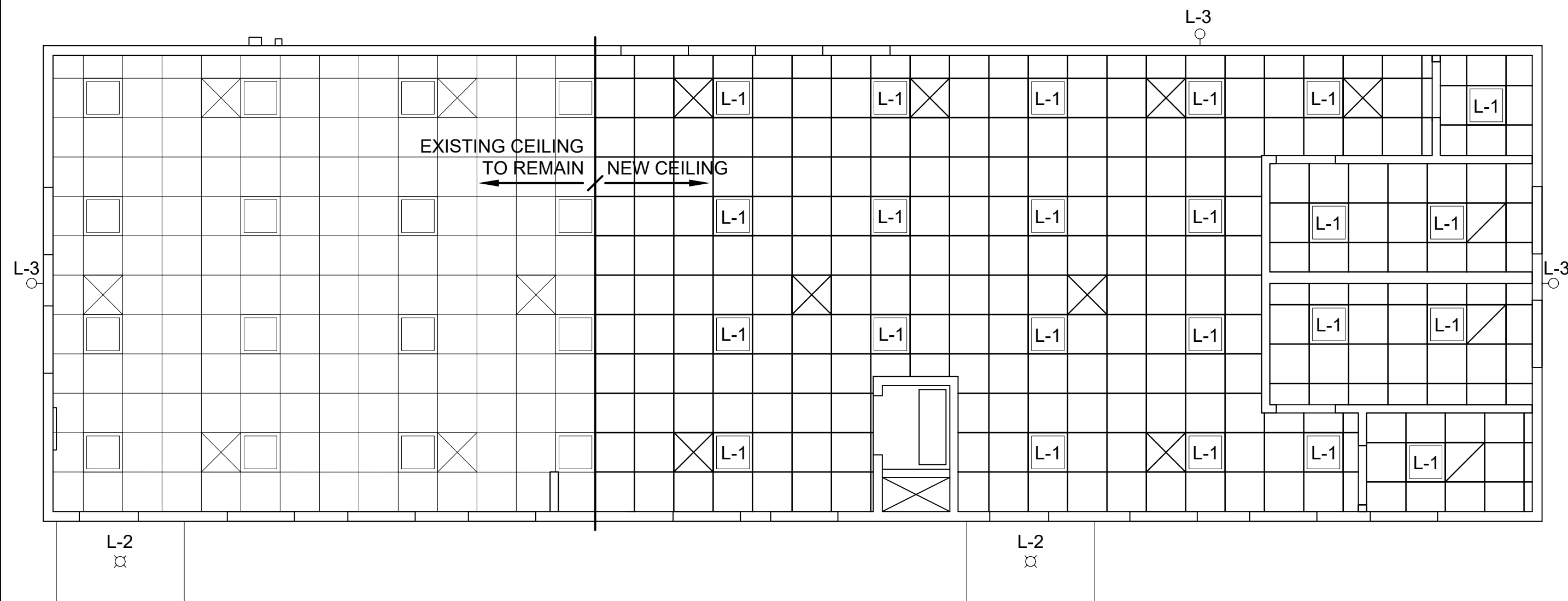
Designed: M-NCPPC, Montgomery Parks
 Drawn: M-NCPPC, Montgomery Parks
 Checked: M-NCPPC, Montgomery Parks
 Issue Date: October 15, 2025

Drawing Title
**DEMO PLAN,
 PROPOSED PLAN,
 & REFLECTED
 CEILING PLAN**
 100% Construction Documents (Permit Set)

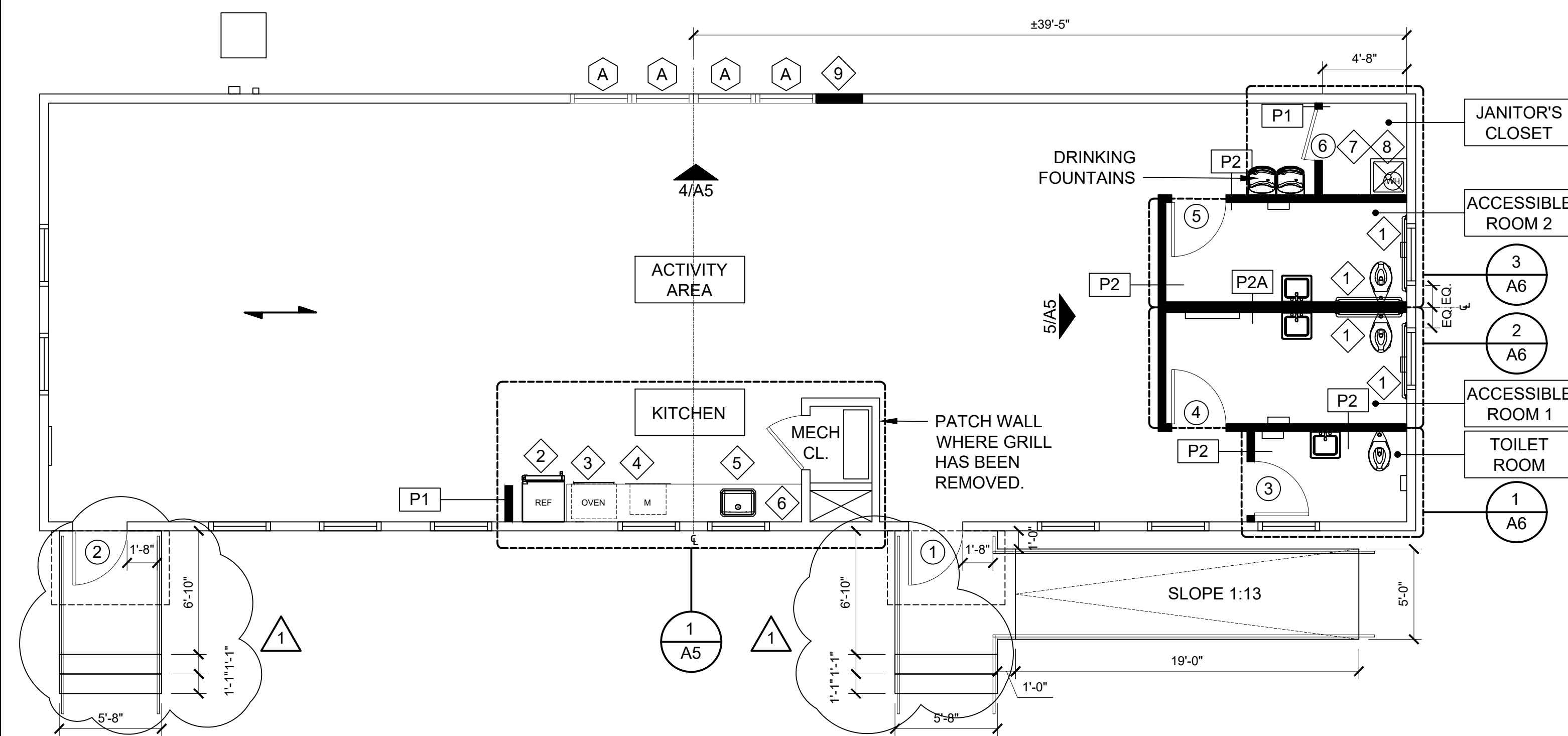
Drawing No.

A1

PERMIT SHT. # 07 of 23
 OVERALL SHT. # 07 of 23



3 REFLECTED CEILING PLAN
 Scale: 3/16" = 1'-0"



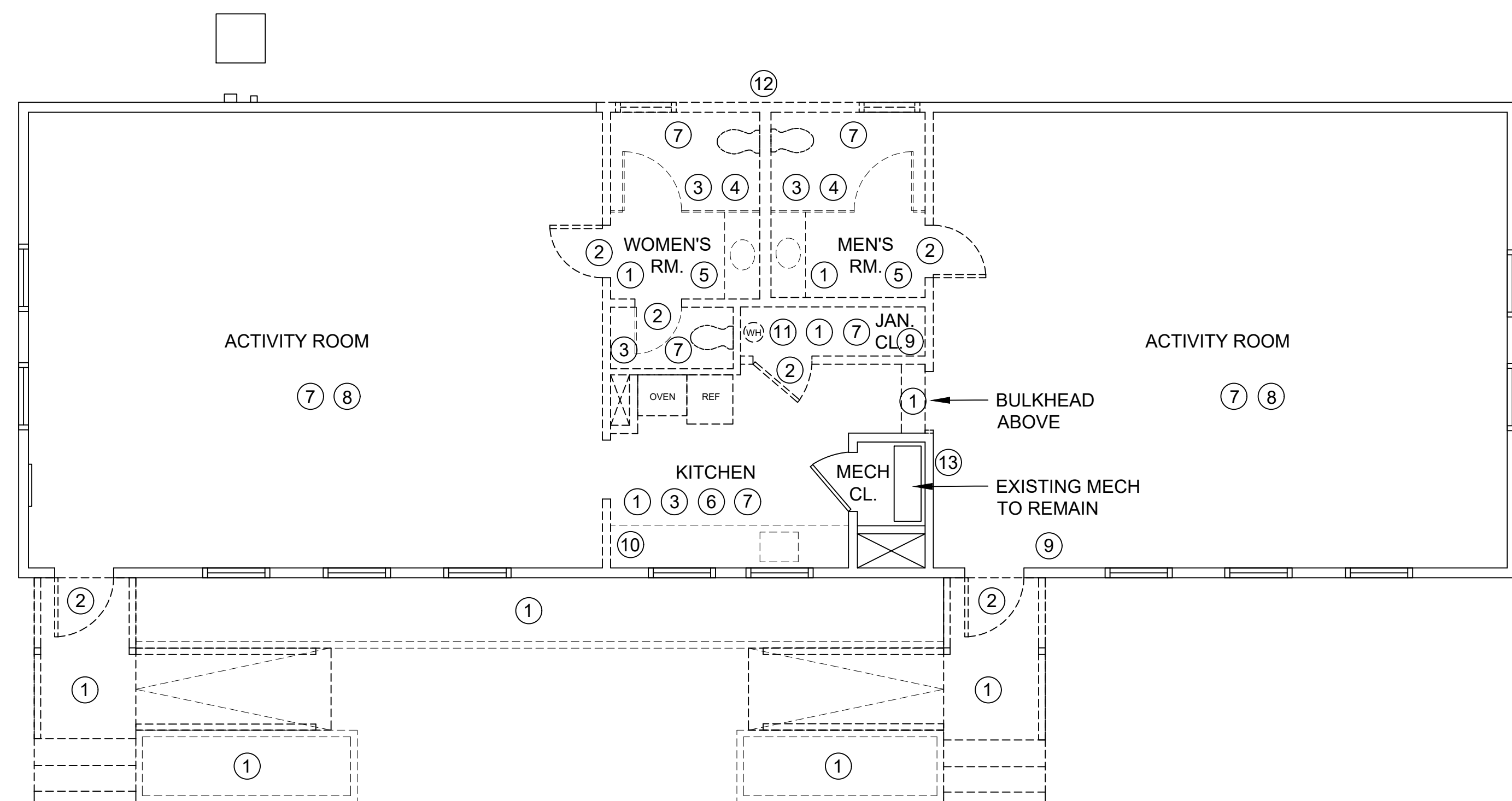
2 PROPOSED FLOOR PLAN
 Scale: 3/16" = 1'-0"

DEMO KEY NOTES:

- 1 DEMO/REMOVE ALL WALLS/ ITEMS SHOWN AS DASHED.
- 2 DEMO/REMOVE DOORS AND FRAMES SHOWN AS DASHED, INCLUDING ALL HARDWARE, DOOR STOPS, CLOSERS.
- 3 DEMO/REMOVE ALL PLUMBING FIXTURES AND COUNTERS.
- 4 DEMO/REMOVE ALL TOILET PARTITIONS.
- 5 DEMO/REMOVE ALL RESTROOM ACCESSORIES IN THEIR ENTIRETY; I.E., GRAB BARS, SOAP DISPENSERS, HAND DRYERS, MIRRORS, ETC.
- 6 DEMO/REMOVE ALL KITCHEN APPLIANCES, WALL AND BASE CABINETS, COUNTERTOPS.
- 7 DEMO/REMOVE ALL VCT FLOORING AND SHOE MOLDING.
- 8 EXISTING CHAIR RAIL, WAINSCOT AND BASEBOARD TO REMAIN.
- 9 DEMO SECURITY TOUCH PAD AND CONTROL PANEL.
- 10 SALVAGE FIRE EXTINGUISHER.
- 11 SALVAGE WATER HEATER.
- 12 DEMO WINDOWS; PARTIALLY DEMO WALLS TO ACCOMMODATE NEW WINDOWS PER PROPOSED PLANS AND ELEVATIONS.
- 13 REMOVE EXISTING GRILL.

NEW WORK KEY NOTES:

- 1 PROVIDE WOOD BLOCKING BEHIND GWB FOR GRAB BARS.
- 2 NEW REFRIGERATOR
- 3 NEW BUILT-IN WARMING OVEN
- 4 NEW BUILT-IN MICROWAVE
- 5 NEW SINK AND FAUCET, REPLACED IN KIND
- 6 RELOCATED FIRE EXTINGUISHER
- 7 RELOCATED WATER HEATER ABOVE MOP SINK
- 8 NEW MOP SINK
- 9 INFILL WALL TO MATCH EXISTING WALL IN ALL ASPECTS



1 DEMOLITION PLAN
 Scale: 3/16" = 1'-0"

T:\Project\Projects\Norbeck-Muncaster Mill NP B39\B39\B39 Renovation\2 Design\CAD\MMNP-ARCH\SHS.dwg A1 PLANS Plotted By: Dahlman, Alexandra, 12/12/2025 8:45 AM

