



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Jeffrey Hains
Chair

Date: May 28, 2026

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services

FROM: Devon Murtha
Historic Preservation Section
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #1157859 – Fence replacement, retaining wall reconstruction, awning replacement, hardscape alterations, tree removal and replanting

The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **Approved** at the May 27, 2026 HPC meeting. The condition is that

1. The applicant must submit material specifications and height information for the proposed fencing and the new dumpster enclosure.

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: Jubilee Association of Maryland, Inc (Matthew Pohlhaus, Agent)
Address: 10408 Montgomery Avenue, Kensington, MD 20895

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 Devon Murtha at 301-495-1328 or devon.murtha@montgomeryplanning.org to schedule a follow-up site visit.



Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

Existing 2-story 10,523 square foot office building located on flat lot. Building consists of brick exterior, glazing, and blue awning over entrances with mature shrubbery on East/Front of building Existing 32 parking spaces located on South and West of building within property lines. Site is surrounded by wood fencing on South, West, and North sides. Adjacent properties include house-like structures with mature trees and similar 1-story brick structure with green awnings across the street.

Description of Work Proposed: Please give an overview of the work to be undertaken:

Demolition and reconstruction of existing asphalt parking lot on South and West of existing building, in accordance with ADA requirements.

Installation of four (4) drainage structures and piping underneath asphalt parking lot to facilitate adequate stormwater drainage. Shallow (+/- 5') excavation required for placement.

Re-striping of lot to accommodate 32 parking spaces (4 compact, 26 standard, 2 handicap, and 5 motorcycle spaces)

Repair of wooden fencing on south side of lot. Replacement of wooden fence on northwest and west of lot.

Demolition of existing 2' tall wooden retaining wall and reconstruction in kind on south side of side. Reconstruction of retaining wall requires removal of sixteen (16) coniferous trees of varying trunk diameters from 6" to 15". The trees will be replaced with sixteen to twenty (16-20) coniferous trees.

Replacement of existing concrete curb stops with rubber curb stops.

Replacement of street-facing awnings with slightly larger awnings of same color and style.



REVIEWED
By Devon.Murtha at 11:39 am, May 28, 2026

Work Item 1: Fence, Retaining Wall, Awnings

Description of Current Condition:

Fence on south of site in marginal to poor condition. Basic wooden privacy fence on west and northwest of lot.

Existing 2' tall wooden retaining wall on south of lot in marginal condition, likely as a result of tree roots and weight of soil.

Street side of building has three standard blue fabric awnings over door and two windows, approximately 2' deep and 2' tall.

Proposed Work:

Wooden fence on south side of lot to be repaired and painted. Wooden fence on west and northwest to be replaced with fence to match style of south fence.

Retaining wall on south side of lot to be replaced in kind.

Awnings to be replaced with slightly larger awnings of same color and style, 3' deep and 3' tall.

Work Item 2: Grading, Drainage, Repaving

Description of Current Condition:

Existing parking lot showing alligator cracking/small potholes in center of lot due to poor site drainage.

Proposed Work:

Existing asphalt pavement to be removed.

Excavation required to place drainage structures/piping for adequate drainage of site. Grading required to ensure that new asphalt surface properly drains water while maintaining ADA access.

Re-striping of lot to accommodate 32 parking spaces (4 compact, 26 standard, 2 handicap, and 5 motorcycle spaces). Replacement of existing concrete curb stops with rubber curb stops.

Work Item 3: Tree Replacement

Description of Current Condition:

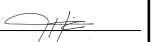
Existing wooden retaining wall on south of lot in marginal condition, likely as a result of tree roots and weight of soil.

16 coniferous trees (likely Leyland Cypress) too large for location, causing hazard for parking area.

Proposed Work:

Trees along South of lot to be removed and replaced with 16-20 green giant arborvitae.

APPROVED
Montgomery County
Historic Preservation Commission



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**HISTORIC AREA WORK PERMIT
CHECKLIST OF
APPLICATION REQUIREMENTS**

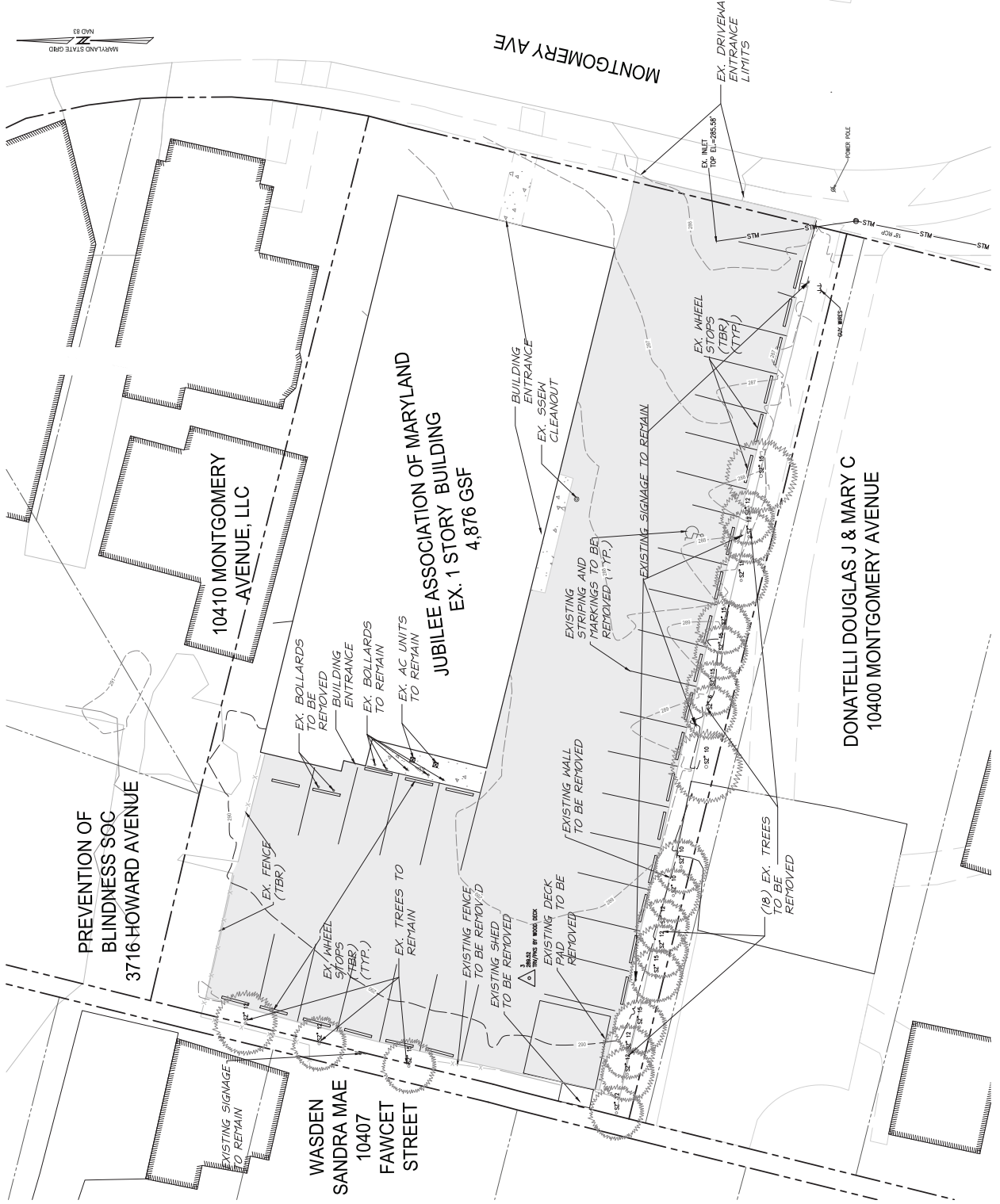
	Required Attachments						
Proposed Work	I. Written Description	2. Site Plan	3. Plans/ Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/ Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall	*	*	*	*	*	*	*
Driveway/ Parking Area	*	*		*	*	*	*
Grading/Exc avation/Land scaing	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

MARK	DATE	DESCRIPTION
MMS	01/11/2024	CMDC REVISION

PROJECT NO. 2024-0020
 DRAWING NO. 10202
 DATE: 4/18/2024
 DESIGNED BY: JMM
 DRAWN BY: JMM
 CHECKED BY: JMM
 SHEET TITLE:

**EXISTING
 CONDITIONS &
 DEMOLITION
 PLAN**

SHEET NO. **SP-02**



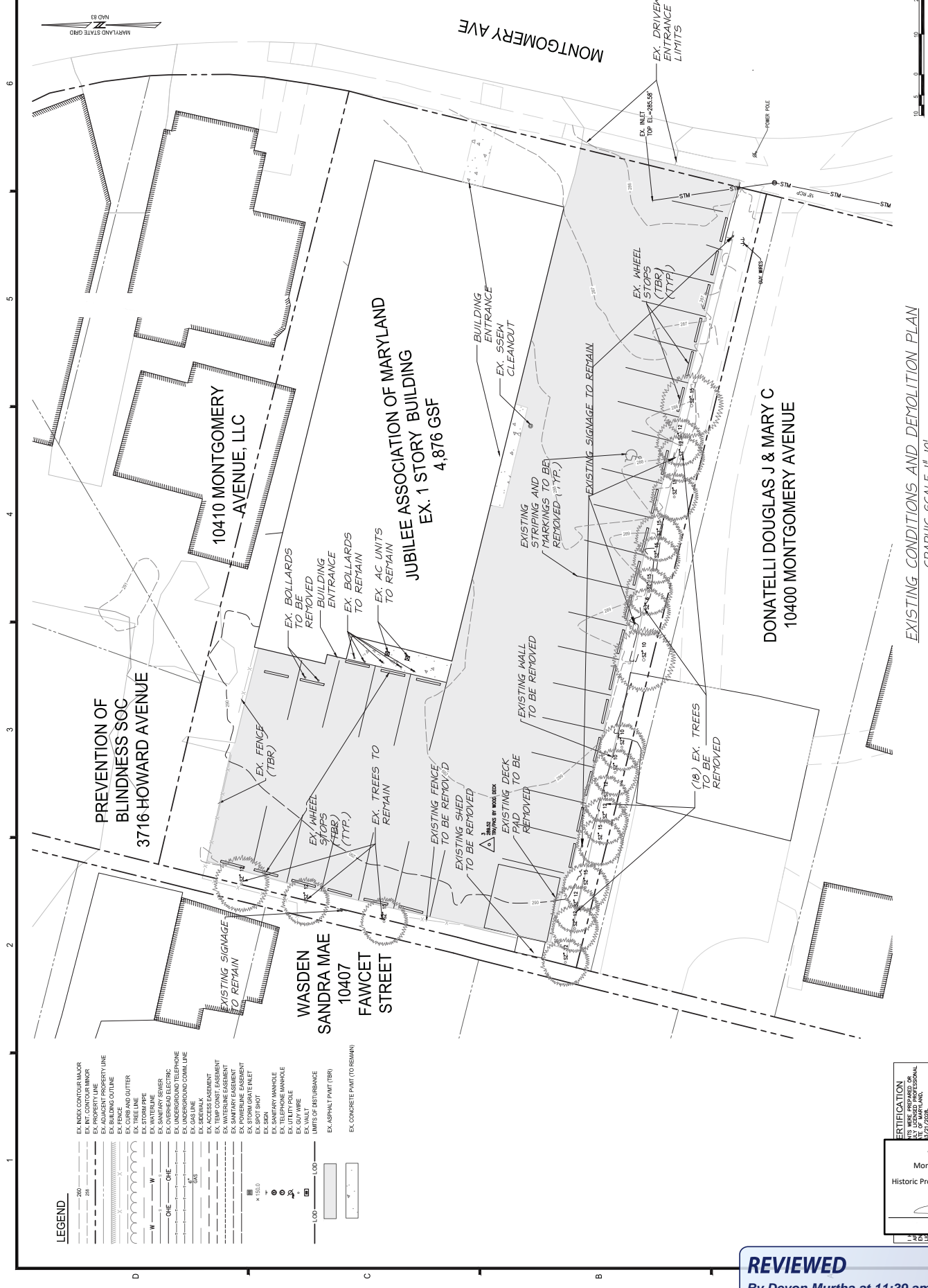
LEGEND

	EX. INDEX CONTAINERS MAJOR
	EX. INDEX CONTAINERS MINOR
	EX. ADJACENT PROPERTY LINE
	EX. PROPERTY LINE
	EX. FENCING OUTLINE
	EX. FENCE
	EX. CURB AND GUTTER
	EX. TREE LINE
	EX. WATERLINE
	EX. SANITARY SEWER
	EX. OVERHEAD ELECTRIC
	EX. UNDERGROUND DRAINAGE
	EX. UNDERGROUND DRAIN LINE
	EX. SEWER MAIN
	EX. TEMP CONST. EASEMENT
	EX. WATERLINE EASEMENT
	EX. POWERLINE EASEMENT
	EX. STORM DRAINAGE INLET
	EX. SPOT SIGN
	EX. SANITARY MANHOLE
	EX. TELEPHONE MANHOLE
	EX. UTILITY POLE
	EX. FIRE HYDRANT
	EX. VALVE
	LIMITS OF DISTURBANCE
	EX. ASPHALT PAVT (TBR)
	EX. CONCRETE PAVT (TBR)

CERTIFICATION
 I, JAMES M. MURTHA, LICENSED PROFESSIONAL ENGINEER, STATE OF MARYLAND, LICENSE NO. 12345, CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MARYLAND.

APPROVED
 Montgomery County
 Historic Preservation Commission

REVIEWED
 By Devon.Murtha at 11:39 am, May 28, 2024



Fencing

- Furnish and install ~162lin ft x 6' tall pressure-treated flat board fencing to match existing on southern side of parking lot
- Fence: 1'x6" vertical boards; 1'x4" cap board (3) 2" x 4" frame and 6"x 6" posts set 30-36" in ground with dry packed concrete (Unpainted)
- All posts will have pyramid caps
- 10' x12' dumpster enclosure will be 6' tall 9-gauge galvanized chain link, w (1) 12' double swing gate
- 2.5" posts in same burial and base
- White or beige privacy slats

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