

## HISTORIC PRESERVATION PROJECT REVIEW FACT SHEET FOR CAPITOL HILL RESTORATION SOCIETY

We welcome and encourage those proposing a project within the Capitol Hill Historic District to share their plans with CHRS's Historic Preservation Committee so that we can assist in the preservation review and approval process. As part of that process, we review and provide comment on projects that are scheduled for review before the city's Historic Preservation Review Board (HPRB).

Our project review is based on the Capitol Hill Historic District Guidelines (available on the Capitol Hill Restoration Society website, [www.chrs.org](http://www.chrs.org)), which were developed in conjunction with the city's Historic Preservation Office, as well as the DC Historic Preservation Guidelines. Projects that require zoning approval will be reviewed on zoning issues by CHRS's Zoning Committee (contact Chairman Gary Peterson, 547-7969).

After Committee review, comments are sent (usually within several days) to the Historic Preservation Office staff, the applicant or architect, ANCs, and other interested community organizations. If the case is on the HPRB meeting agenda, a committee member also presents the committee's comments at the hearing.

**Meeting Dates:** The Historic Preservation Committee meets on the first Monday of the month, unless a holiday falls on that day, when the meeting would be postponed a week. There is no meeting scheduled for August.

**Time of Meetings:** The committee meeting begins at 6:30 pm. Because there are so many Capitol Hill cases, we have had to limit an applicant's presentation time to 10 minutes, with questions from the committee afterward. Please contact the committee chairman to arrange a specific time for your presentation, if you wish to make one. *Applicants or architects are not required or even expected to attend although they are welcome.* We recognize that there are several organizations and meetings that applicants may need to attend in relation to their project, and generally we can understand the project without a presentation. If we have questions, we will contact you for clarification.

**Location:** We meet in the main floor conference room at the Kirby Office Building, 420 Tenth Street, SE., just north of Pennsylvania Avenue, SE (Eastern Market Metro stop).

**Material for Presentation:** A committee member picks up copies of plans that have been submitted for historic preservation review from the Historic Preservation Office before the committee meeting. We expect that an applicant will have talked with neighboring property owners about their plans. Submission materials required by the Historic Preservation Office include: comprehensive exterior photographs of the building and its context (adjacent buildings and immediate surrounds); site plan showing existing footprint of the subject property and adjacent buildings; and building plans, elevations and site plan sufficient to illustrate the proposed footprint, height, massing, design, and materials of the proposed work and its surrounding context.

**Contact:** Please contact Committee Chairman Nancy Metzger by telephone (546-1034) or by e-mail ([nancymetzger@verizon.net](mailto:nancymetzger@verizon.net)) to schedule a presentation or with questions about the historic preservation process.