

5 HIGH STREET, BROOKVILLE
[HPC CASE# 23/65-130]
BROOKVILLE H.D.



HISTORIC PRESERVATION COMMISSION


Isiah Leggett
County Executive

William Kirwan
Chairperson

Date: December 19, 2013

MEMORANDUM

TO: Diane R. Schwartz Jones, Director
Department of Permitting Services

FROM: Josh Silver, Senior Planner 
Historic Preservation Section
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #654847/654848, singage installation and other alterations

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 December 4, 2013 meeting.

Applicant: Town of Brookeville
Address: 5 High Street, Brookeville





HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR
HISTORIC AREA WORK PERMIT

Contact Email: academy@townofbrookeville Contact Person: ANDREA SCANLON
md.org Daytime Phone No.: 301 536 5538

Tax Account No.: _____
Name of Property Owner: TOWN OF BROOKVILLE Daytime Phone No.: 301 570 4465
Address: 5 HIGH STREET BROOKVILLE MD 20833
Street Number City State Zip Code

Contractor: _____ Phone No.: _____

Contractor Registration No.: _____
Agent for Owner: ANDREA SCANLON Daytime Phone No.: 301 536 5538

LOCATION OF BUILDING/PROJECT

House Number: 5 Street: HIGH STREET
Town/City: BROOKVILLE Nearest Cross Street: RT 97 / MARKET ST
Lot: _____ Block: _____ Subdivision: BROOKVILLE
Liber: _____ Folio: _____ Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

1A. CHECK ALL APPLICABLE

- Construct
- Extend
- Alter/Renovate
- Move
- Install
- Whack/Raze
- Revision
- Repair
- Reversible

CHECK ALL APPLICABLE

- A/C
- Stab
- Room Addition
- Porch
- Deck
- Shed
- Solar
- Fireplace
- Woodburning Stove
- Single Family
- Fence/Wall (complete Section 4)
- Other: underground propane tank

1B. Construction cost estimate: \$ 5000

1C. If this is a revision of a previously approved active permit, see Permit # N/A

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTENSION/ADDITION

2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: N/A
2B. Type of water supply: 01 WSSC 02 Well 03 Other: N/A

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

3A. Height _____ feet _____ inches

3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:

- On party line/property line
- Entirely on land of owner
- On public right of way/assessment

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Andrea Scanlon
Signature of owner or authorized agent

11-13-13
Date

Approved: X

For Chairperson, Historic Preservation Commission

Disapproved: _____

Signature: [Signature]

Date: 12/19/13

Application/Permit No.: 1054848/654847

Filed: 11/13/13

Date Issued: _____

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

1. WRITTEN DESCRIPTION OF PROJECT

a. Description of existing structure(s) and environmental setting, including their historical features and significance:

The Brookville Academy is an historic structure located in the historic district of the town of Brookville. Circa 1910 the building now houses the town government offices and is used for meetings and is rented out as a community center.

b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

Remove above ground propane tank and install new 1000 gal underground propane tank.

Note: the MD Historic Trust holds an Easement on the property and has already approved this work.

2. SITE PLAN

Site and environmental setting, drawn to scale. You may use your plot. Your site plan must include:

- the scale, north arrow, and date;
- dimensions of all existing and proposed structures; and
- site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

3. PLANS AND ELEVATIONS

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- Schematic construction plans, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

4. MATERIALS SPECIFICATIONS

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

5. PHOTOGRAPHS

- Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on the front of photographs.

6. TREE SURVEY

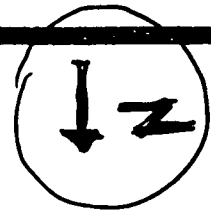
If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS

For ALL projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question.

APPROVED
Montgomery County
Historic Preservation Commission

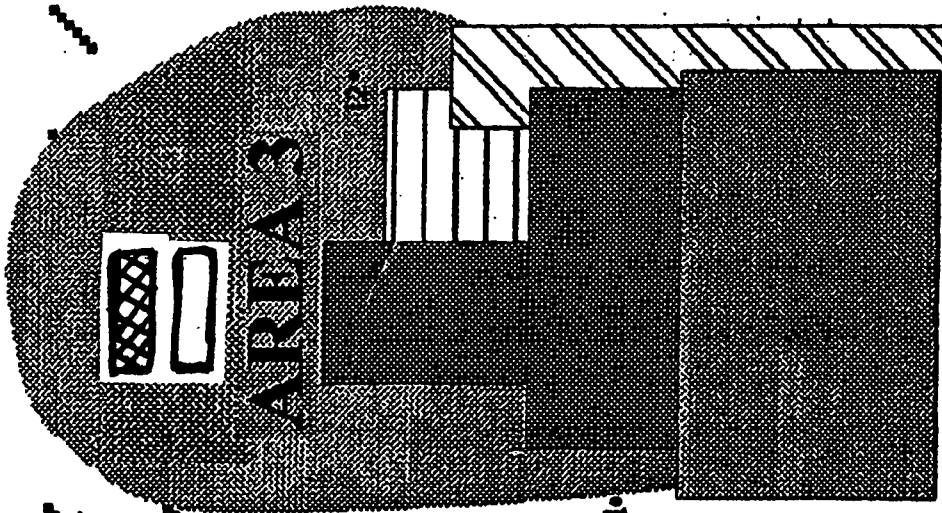
Handwritten signature and date



AREA 2

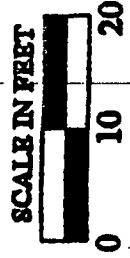


AREA 4



1' [2] 2 south ext.

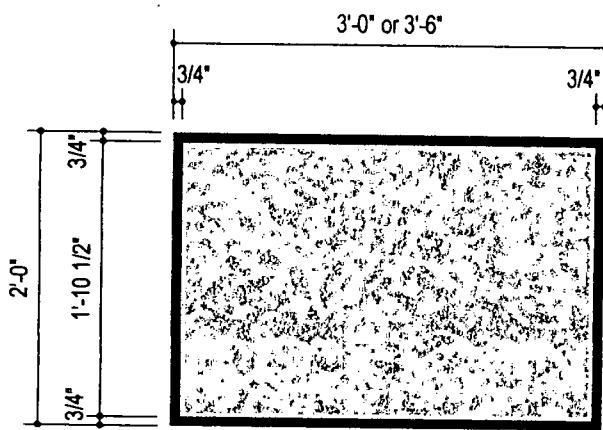
NEW UNDERGROUND TANK
EXISTING CONCRETE PAD
W/ ABOVE GROUND TANK



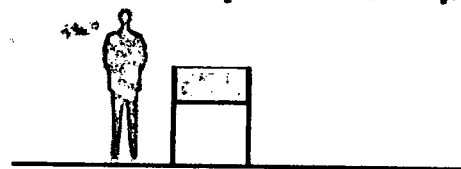
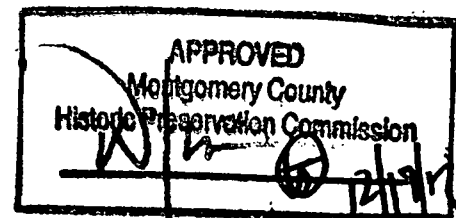
- Brick Walkway
- Stone Wall
- Test Unit

- Original Academy Building
- Concrete Patio
- 20th Century Additions

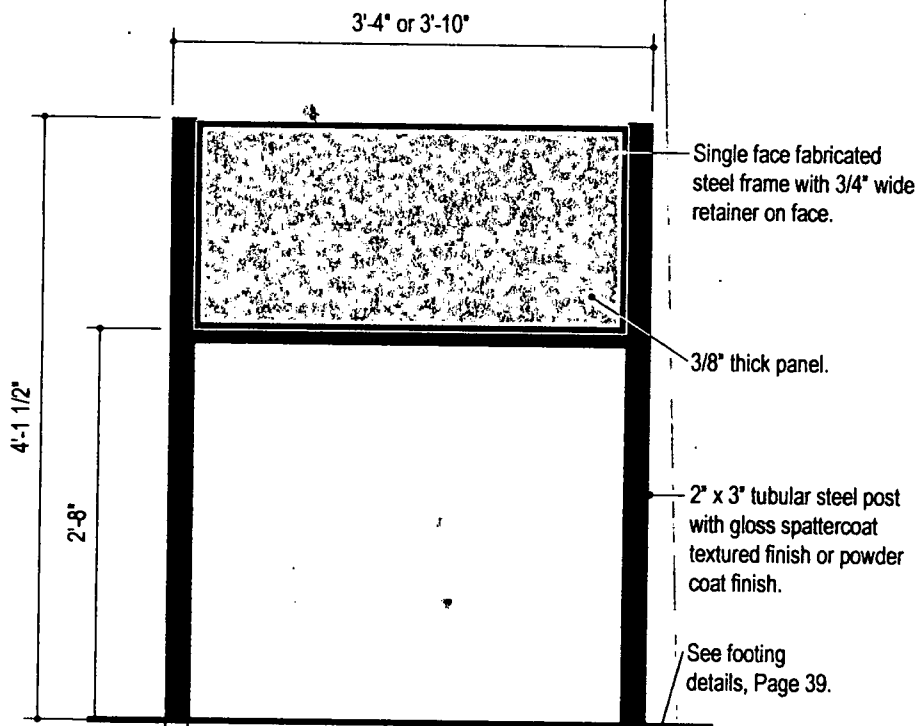
SHE PLAN 10F 1



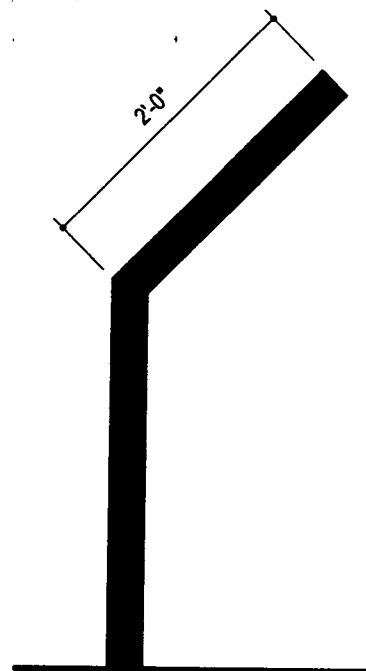
GRAPHIC FACE: 3/4" = 1'-0"



LOCATION ELEVATION: 1/8" = 1'-0"



ELEVATION: 3/4" = 1'-0"



SIDE VIEW: 3/4" = 1'-0"

PURPOSE

To welcome and orient visitors and/or to present interpretive information. This sign type can be used to present a wide range of information: site name, maps, stories, photographs and illustrations, rules and regulations, safety information, etc. Also included should be the Arrowhead and NPS name, CHBA program logo or logos, partner logos.

The P15 and P16 signs are appropriate for small sites and for larger sites where sign type P10 is inappropriate.

INSTALLATION GUIDELINES

1. Install orientation signs near site entrances, trail heads or parking areas.
2. Install interpretive signs near scenic, historic or cultural features in such a way that the information complements and enhances the visitor experience.
3. Be careful to not block sightlines to key features or distance views.

LIMITATIONS

1. Do not use this sign type to display directions.

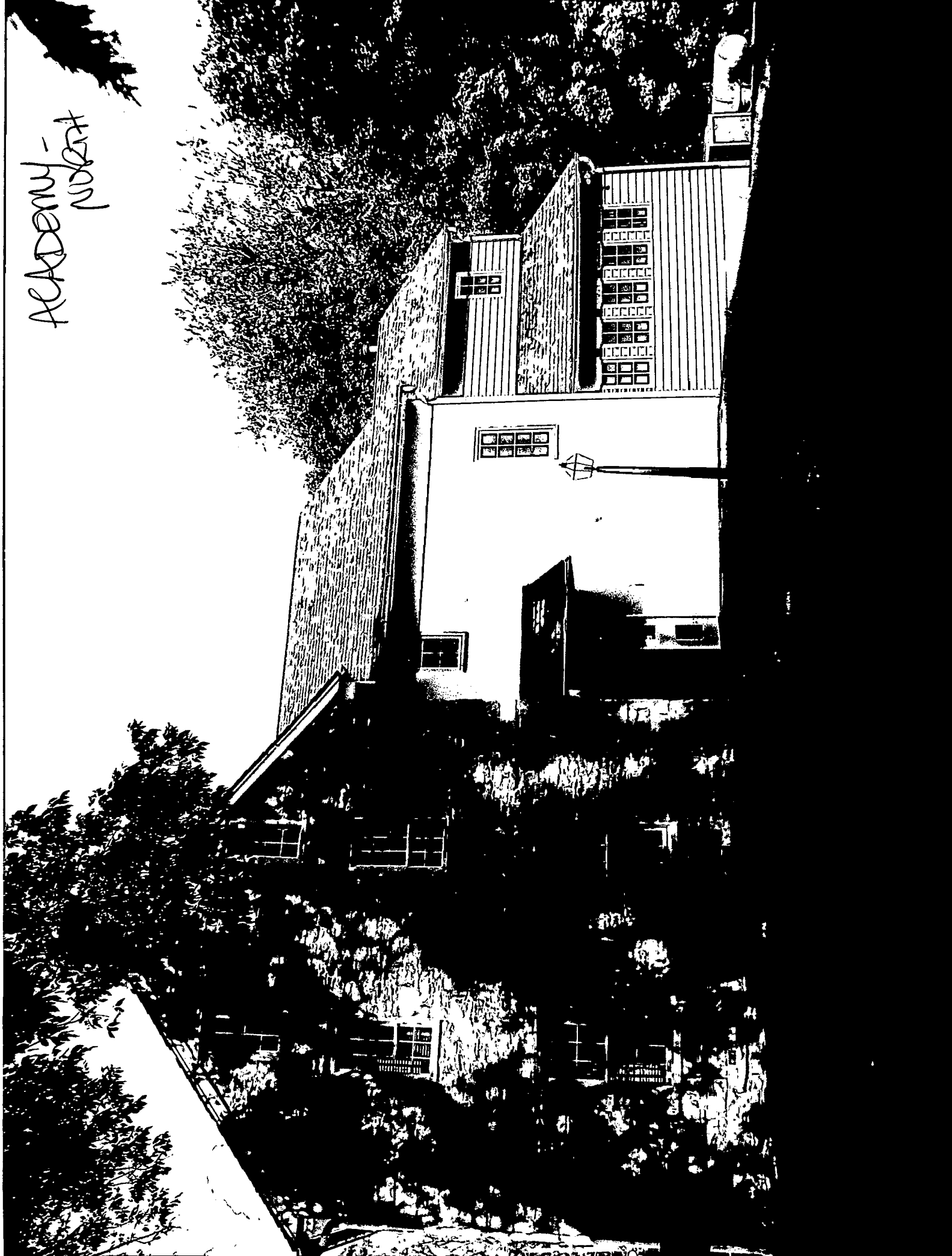
NOTES

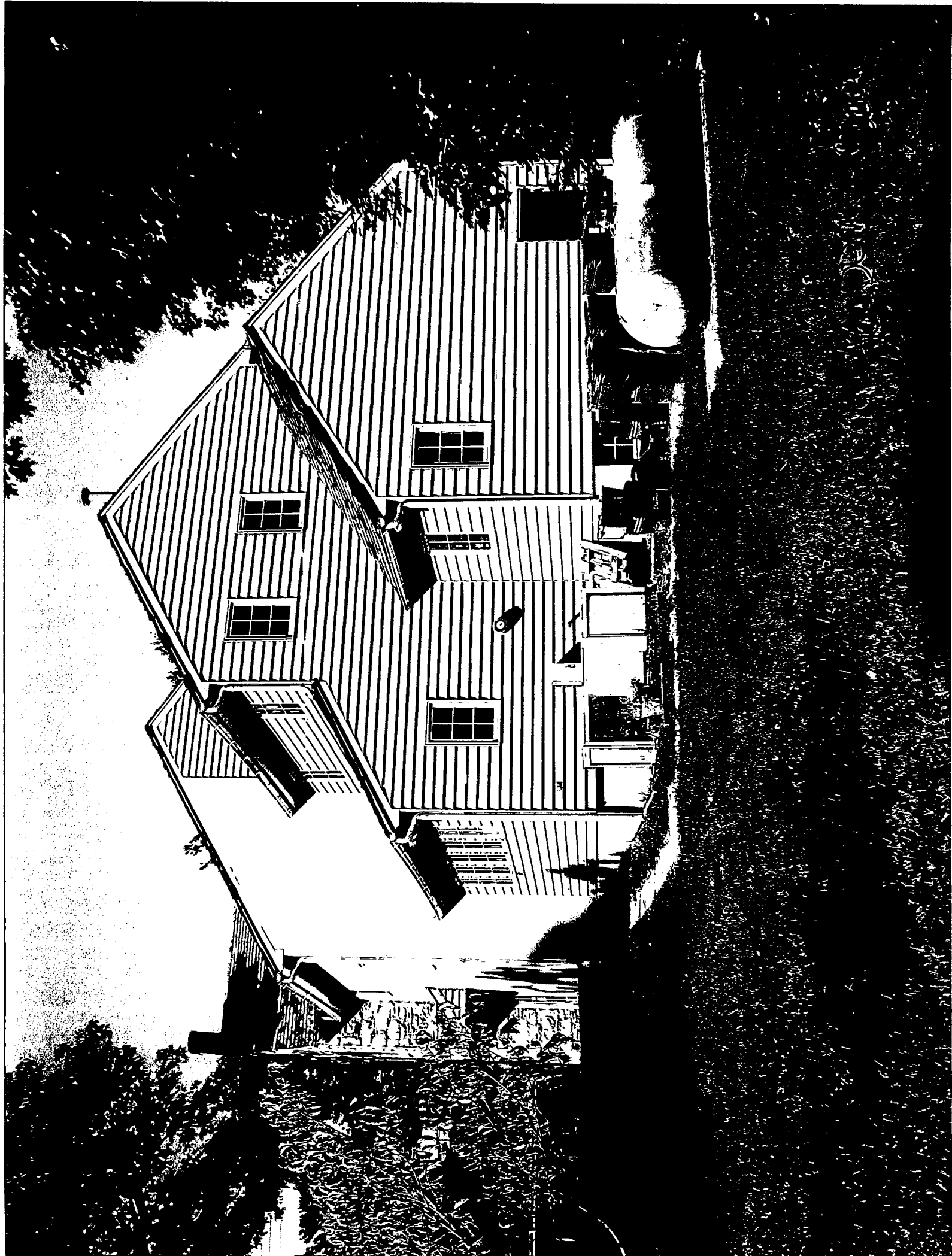
1. Other durable materials may be used for the sign frame. The panel may be high-pressure laminate, fiberglass or fused

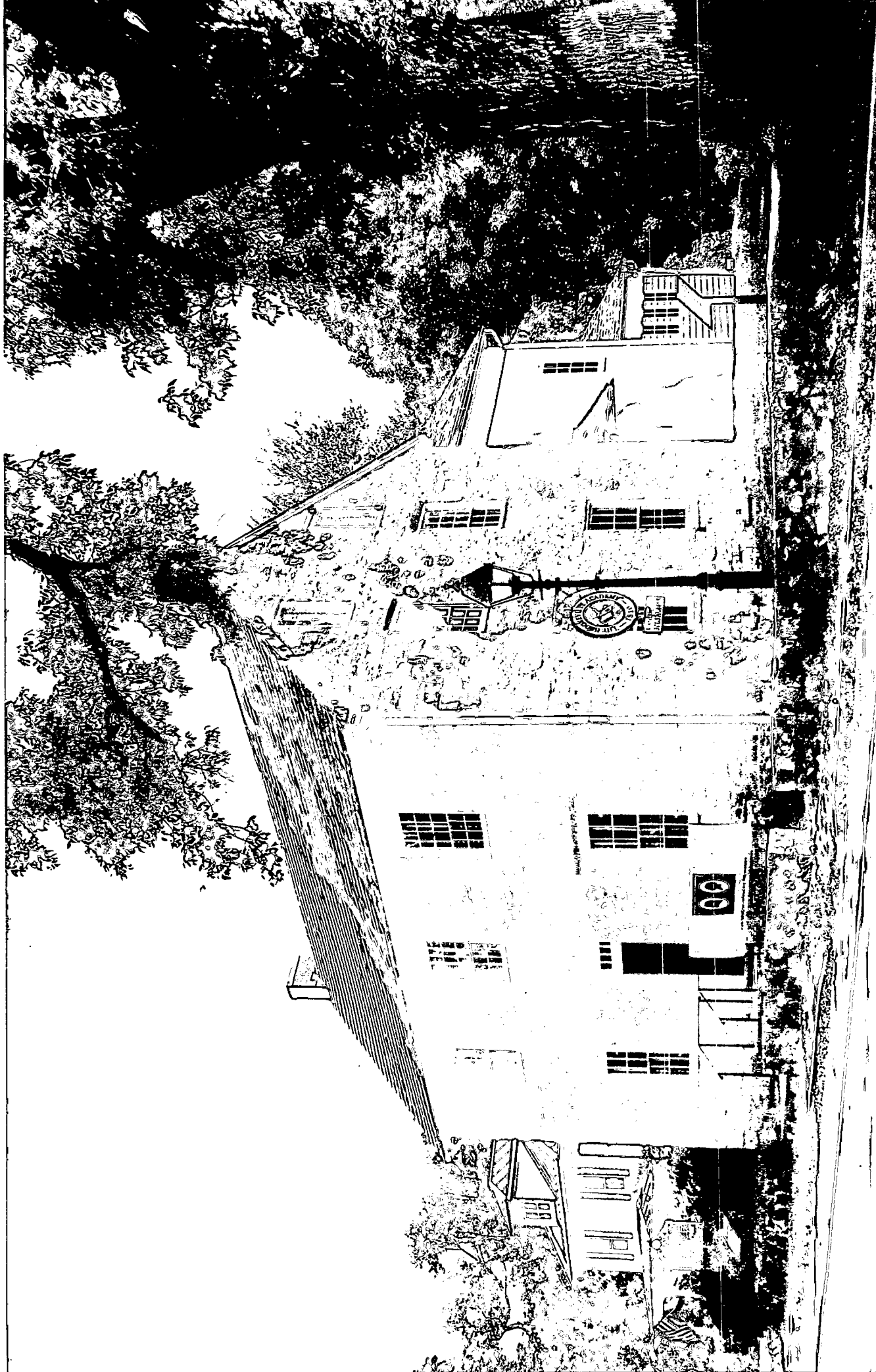
polycarbonate. Refer to the NPS Wayside Guide for more information: <http://www.nps.gov/hfc/products/waysides/>

2. Partner logos should be limited to those organizations that have made significant contributions to a site, specific program or project.
3. If possible, position the low-profile sign so that the user can see the subject view or object while also facing and reading the sign. Be careful to not block sightlines to key features or views.
4. While orientation and interpretation are normally on separate signs, some CHBA sites may be limited to one such sign. Use the guidelines to organize the information, regardless of content.
5. Complex sites may need multiple P15 or P16 signs or a combination of P15 or P16 and the P10 vertical version. See Pages 32 – 34.

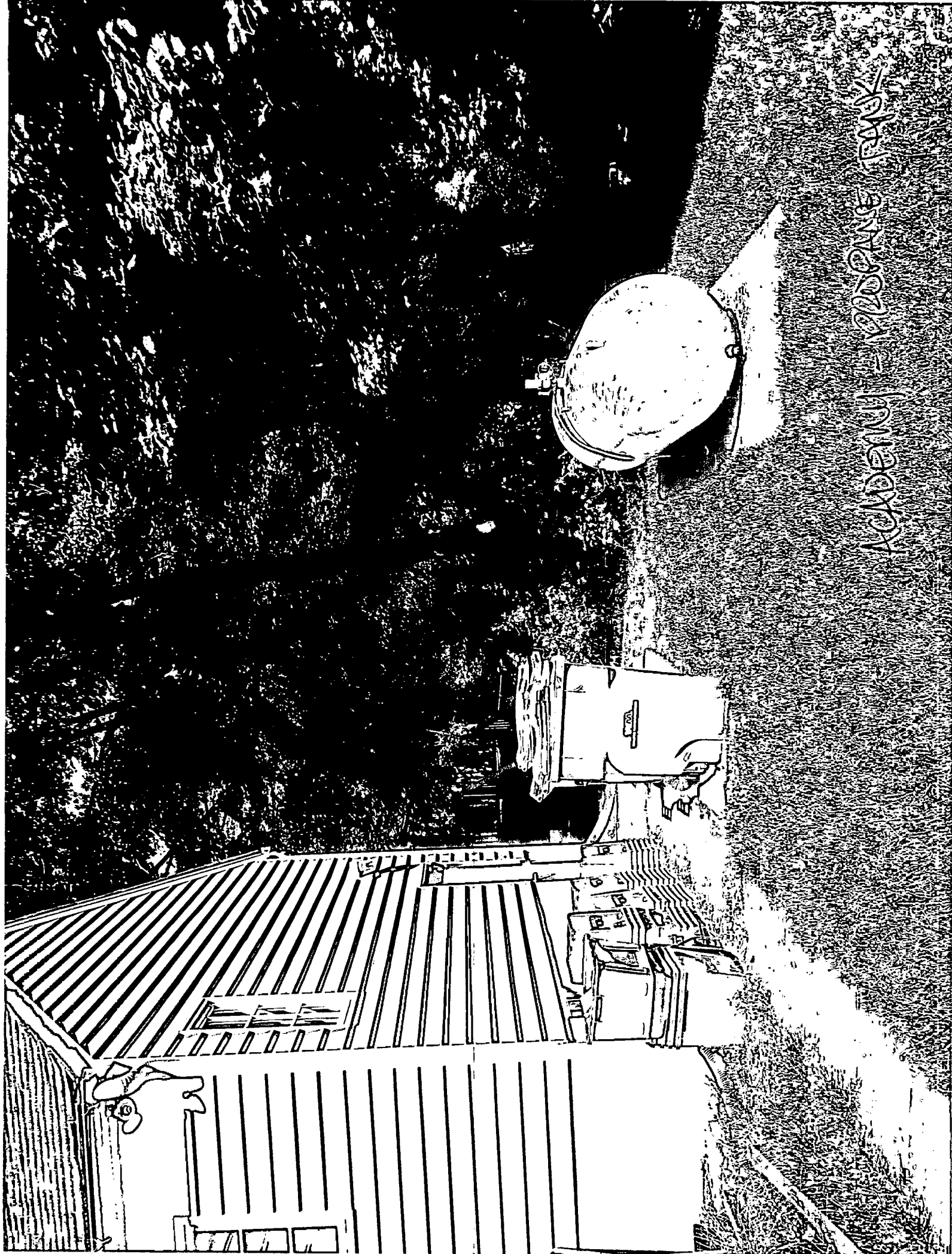
Academy -
Nobara







ACADEMY - WEST



ACADEMY - WOODRIDGE PARK

ACADEMY
FRANK TRAX



EXPEDITED
MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	5 High Street, Brookeville	Meeting Date:	12/4/13
Resource:	Outstanding Resource Brookeville Historic District	Report Date:	11/27/13
Applicant:	Town of Brookeville (Andrea Scanlon, Agent)	Public Notice:	11/20/13
Review:	HAWP	Tax Credit:	None
Case Number:	23/65-13D	Staff:	Josh Silver
PROPOSAL: Signage installation and other alterations			

STAFF RECOMMENDATION

- Approve
 Approve with conditions

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Outstanding Resource within the Brookeville Historic District
STYLE: Vernacular
DATE: 1810 and 1840

PROPOSAL

Note: The Maryland Historical Trust (MHT) holds an easement on the subject property. Changes to the property are subject to review and approval by the MHT Easement Committee. The MHT Easement Committee reviewed and approved the applicant's proposal at their October 8, 2013 meeting.

The applicant is proposing to install a low-profile interpretative sign consistent with the National Park Service (NPS), sign specifications in the left front yard of the subject property. The proposed sign, set in concrete footers, consists of the following materials and dimensions: 2" x 3" tubular steel, vertical support posts, a single face, 3/8" thick, 2'0" tall -by- 3'0 - 3'6" wide sign panel, set within 3/4" wide steel framing. The sign facing will be fabricated from a high pressure laminate, fiberglass or similar durable material consistent with NPS specifications.

The proposal also includes the removal and replacement of an above-ground 1,000 gallon tank with a buried 1,000 gallon tank in the same approximate rear yard location.

APPLICABLE GUIDELINES

When reviewing alterations within the Brookeville Historic District several documents are to be utilized as guidelines to assist the Commission in developing their decision. These documents include the *Montgomery County Code Chapter 24A (Chapter 24A)* and the *Secretary of the Interior's Standards for Rehabilitation (Standards)*. The pertinent information in these documents is outlined as follows:

Montgomery County Code; Chapter 24A-8

- (a) The commission shall instruct the director to deny a permit if it finds, based on the evidence and information presented to or before the commission that the alteration for which the permit is sought would be inappropriate, inconsistent with or detrimental to the preservation, enhancement or ultimate protection of the historic site or historic resource within an historic district, and to the purposes of this chapter.
- (b) The commission shall instruct the director to issue a permit, or issue a permit subject to such conditions as are found to be necessary to insure conformity with the purposes and requirements of this chapter, if it finds that:
 - (1) The proposal will not substantially alter the exterior features of an historic site or historic resource within an historic district; or
 - (2) The proposal is compatible in character and nature with the historical, archeological, architectural or cultural features of the historic site or the historic district in which an historic resource is located and would not be detrimental thereto or to the achievement of the purposes of this chapter; or
 - (3) The proposal would enhance or aid in the protection, preservation and public or private utilization of the historic site or historic resource located within an historic district in a manner compatible with the historical, archeological, architectural or cultural value of the historic site or historic district in which an historic resource is located; or
 - (4) The proposal is necessary in order that unsafe conditions or health hazards be remedied; or
 - (5) The proposal is necessary in order that the owner of the subject property not be deprived of reasonable use of the property or suffer undue hardship; or
 - (6) In balancing the interests of the public in preserving the historic site or historic resource located within an historic district, with the interests of the public from the use and benefit of the alternative proposal, the general public welfare is better served by granting the permit.
- (c) It is not the intent of this chapter to limit new construction, alteration or repairs to any 1 period or architectural style.
- (d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (Ord. No. 9-4, § 1; Ord. No. 11-59.)

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b), (1) & (2) having found that the proposal is consistent with the review criteria identified above, and therefore will not substantially alter the exterior features of the historic resource and is compatible in character with the district and the purposes of Chapter 24A;

and with the Secretary of the Interior's Standards for Rehabilitation;

and with the general condition that the applicant shall present the **3 permit sets of drawings, if applicable to Historic Preservation Commission (HPC) staff for review and stamping** prior to submission for the Montgomery County Department of Permitting Services (DPS) building permits;

and with the general condition that the applicant shall notify the Historic Preservation Staff if they propose to make **any alterations** to the approved plans. Once the work is completed the applicant will contact the staff person assigned to this application at 301-563-3400 or joshua.silver@mncppc-mc.org to schedule a follow-up site visit.



HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR
HISTORIC AREA WORK PERMIT

Contact Email: academy@townofbrookeville Contact Person: ANDREA SCANLON
md.org Daytime Phone No.: 301 536 5538

Tax Account No.: _____
Name of Property Owner: TOWN OF BROOKVILLE Daytime Phone No.: 301 570 4465
Address: 5 HIGH STREET BROOKVILLE MD 20833
Street Number City State Zip Code

Contractor: _____ Phone No.: _____

Contractor Registration No.: _____
Agent for Owner: ANDREA SCANLON Daytime Phone No.: 301 536 5538

LOCATION OF BUILDING/PREISE

House Number: 5 Street: HIGH STREET
Town/City: BROOKVILLE Nearest Cross Street: RT 97 / MARKET ST
Lot: _____ Block: _____ Subdivision: BROOKVILLE
Liber: _____ Folio: _____ Parcel: _____

PART ONE TYPE OF PERMIT ACTION AND USE

- 1A. CHECK ALL APPLICABLE
- | | | | | | | | | |
|------------------------------------|---|---|--|------------------------------------|---|--|-------------------------------|-------------------------------|
| <input type="checkbox"/> Construct | <input type="checkbox"/> Extend | <input type="checkbox"/> Alter/Renovate | <input type="checkbox"/> AC | <input type="checkbox"/> Slab | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Porch | <input type="checkbox"/> Deck | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Move | <input checked="" type="checkbox"/> Install | <input type="checkbox"/> Wreck/Raze | <input type="checkbox"/> Solar | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Woodburning Stove | <input type="checkbox"/> Single Family | | |
| <input type="checkbox"/> Revision | <input type="checkbox"/> Repair | <input type="checkbox"/> Revocable | <input type="checkbox"/> Fence/Wall (complete Section 4) | | <input checked="" type="checkbox"/> Other: <u>interpretive sign</u> | | | |

1B. Construction cost estimate: \$ 0

1C. If this is a revision of a previously approved active permit, see Permit # N/A

PART TWO COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: N/A
2B. Type of water supply: 01 WSSC 02 Well 03 Other: N/A

PART THREE COMPLETE ONLY FOR FENCE/RETAINING WALL

3A. Height _____ feet _____ inches N/A
3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:
 On party line/property line Entirely on land of owner On public right of way/assessment

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Andrea Scanlon Signature of owner or authorized agent
11-13-13 Date

Approved: _____ For Chairperson, Historic Preservation Commission

Disapproved: _____ Signature: _____ Date: _____

Application/Permit No.: 054847/654848 Date Filed: 11/13/13 Date Issued: _____

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

1. WRITTEN DESCRIPTION OF PROJECT

- a. Description of existing structure(s) and environmental setting, including their historical features and significance:
The Brookville Academy is an historic structure located in the historic district of the town of Brookville. Circa 1910 the building now houses the town government offices and is used for meetings and is rented out as a community center.
- b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:
install interpretive sign (by NPS) for Star Spangled Trail.
Note: the NHP Historic Trust has an Easement on the property and has already approved the sign.

2. SITE PLAN

Site and environmental setting, drawn to scale. You may use your plat. Your site plan must include:

- the scale, north arrow, and date;
- dimensions of all existing and proposed structures; and
- site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

3. PLANS AND ELEVATIONS

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- Schematic construction plans, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

4. MATERIALS SPECIFICATIONS

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

5. PHOTOGRAPHS

- Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on the front of photographs.

6. TREE SURVEY

If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS

For ALL projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question.

HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

Owner's mailing address	Owner's Agent's mailing address
TOWN OF BROOKVILLE 5 HIGH STREET BROOKVILLE, MD 20833	SAME
Adjacent and confronting Property Owners mailing addresses	
DON MOORE & SUE DALEY 3 HIGH STREET BROOKVILLE, MD 20833	BARBARA RAY 6 HIGH STREET BROOKVILLE, MD 20833
MIKE & LORETTA MURPHY 9 HIGH STREET BROOKVILLE, MD 20833	DON DEWALL & IRIS STRATTON 1 SOUTH STREET BROOKVILLE, MD 20833

FILE COPY



Maryland Department of Planning
Maryland Historical Trust

Sustainable _____ Attainable _____

October 11, 2013

Michael Acierno
President of Commissioners
The Town of Brookeville
5 High Street
Brookeville, Maryland 20833

Re: Brookeville Academy, Montgomery County— Change/Alteration
Maryland Historical Trust Preservation Easement

Dear Mr. Acierno:

The Maryland Historical Trust (MHT) is in receipt of your application, dated October 1, 2013, requesting approval to install a low-profile interpretive sign. The MHT Easement Committee (Committee) reviewed the application on October 8, 2013.

Based upon the review and recommendation of the Committee, I approve of the request to install a low-profile interpretive sign. This work is consistent with The Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular *General Rehabilitation Standards 2, 8, and 10*.

Approval is valid for a period of six months from the date of this letter. Should you require additional time to complete the project, make any changes to the scope of work as approved, or have any questions regarding this letter, please contact Amy Skinner, Easement Administrator, at (410) 514-7632 or by email at askinner@mdp.state.md.us.

Sincerely,

J. Rodney Little
Director
Maryland Historical Trust

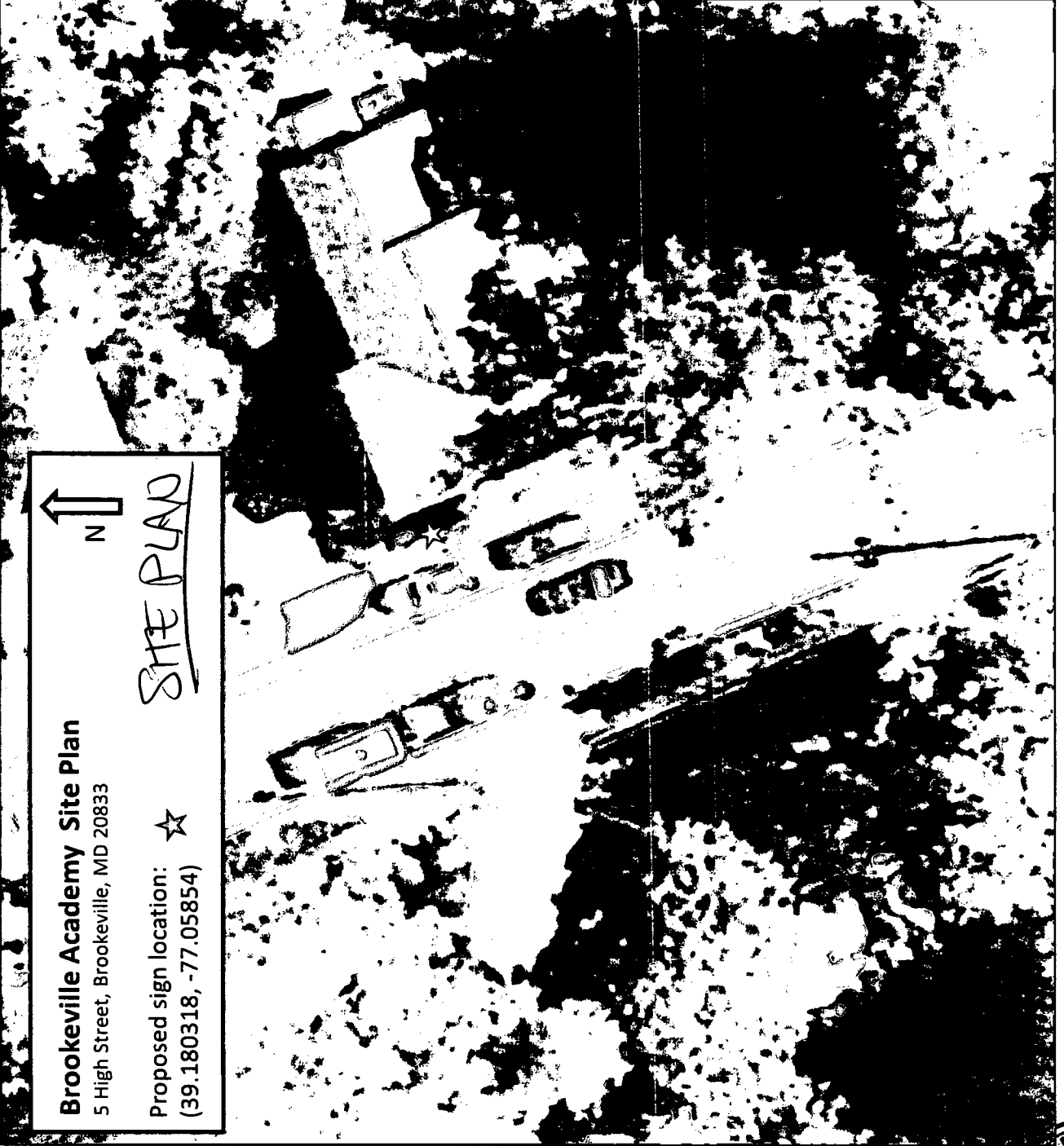
JRL/AMS

7

Star-Spangled Banner National Historic Trail

National Park Service | Chesapeake Bay Office

www.nps.gov/stsp

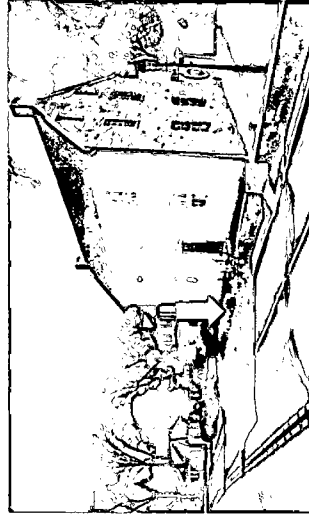
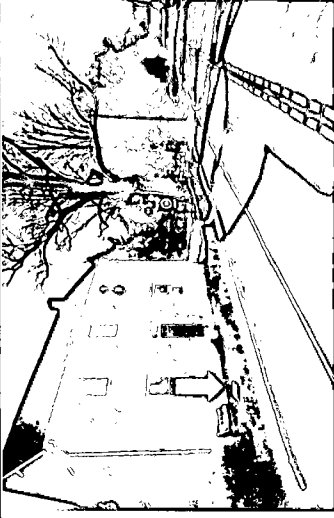


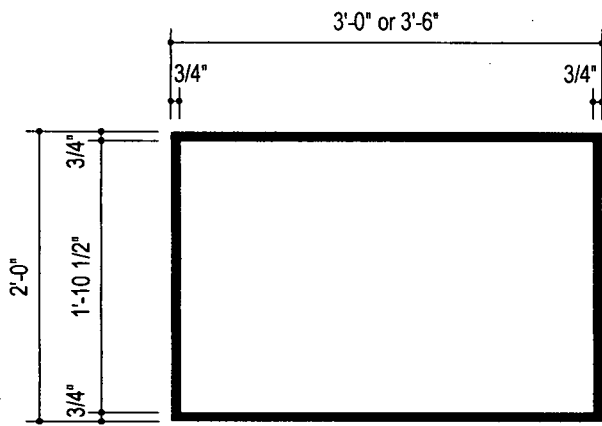
Brookeville Academy Site Plan

5 High Street, Brookeville, MD 20833

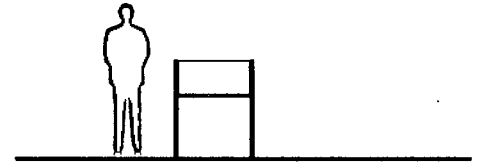
Proposed sign location: ☆
(39.180318, -77.058554)

SITE PLAN

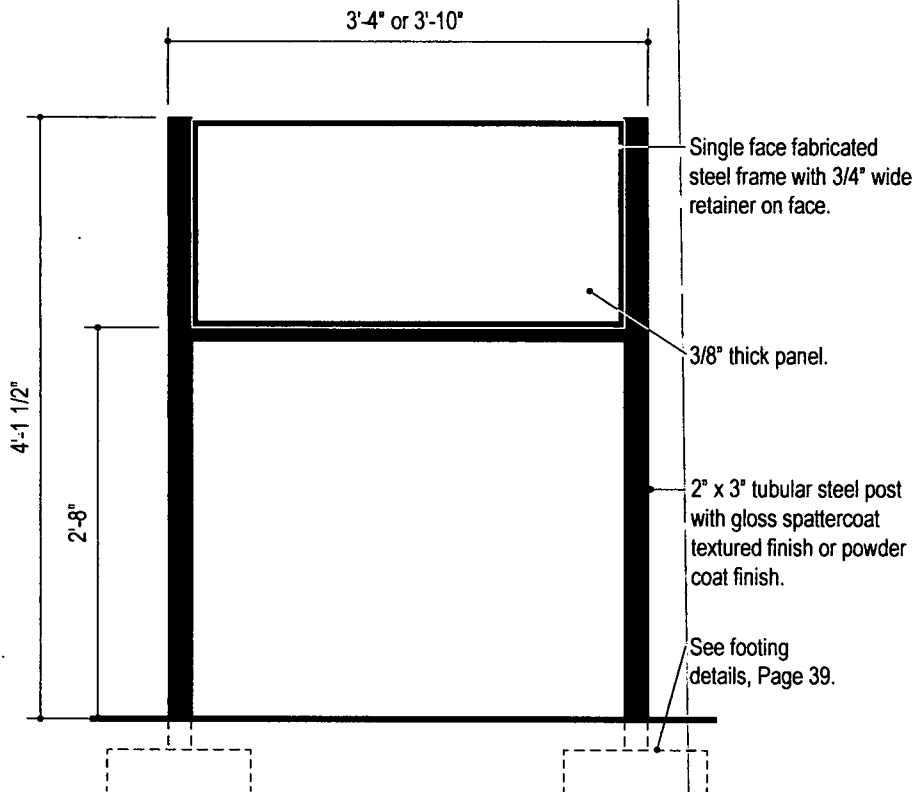




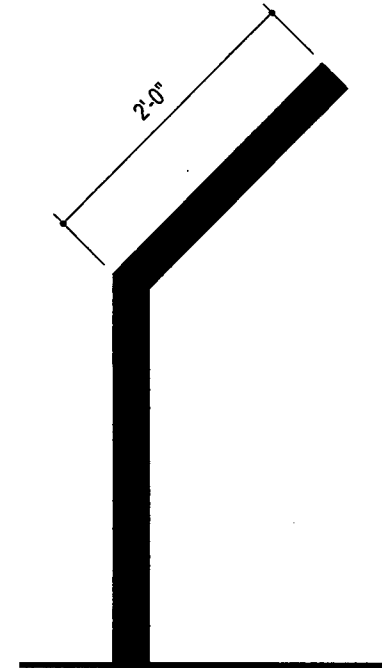
GRAPHIC FACE: 3/4" = 1'-0"



LOCATION ELEVATION: 1/8" = 1'-0"



ELEVATION: 3/4" = 1'-0"



SIDE VIEW: 3/4" = 1'-0"

PURPOSE

To welcome and orient visitors and/or to present interpretive information. This sign type can be used to present a wide range of information: site name, maps, stories, photographs and illustrations, rules and regulations, safety information, etc. Also included should be the Arrowhead and NPS name, CHBA program logo or logos, partner logos.

The P15 and P16 signs are appropriate for small sites and for larger sites where sign type P10 is inappropriate.

INSTALLATION GUIDELINES

1. Install orientation signs near site entrances, trail heads or parking areas.
2. Install interpretive signs near scenic, historic or cultural features in such a way that the information complements and enhances the visitor experience.
3. Be careful to not block sightlines to key features or distance views.

LIMITATIONS

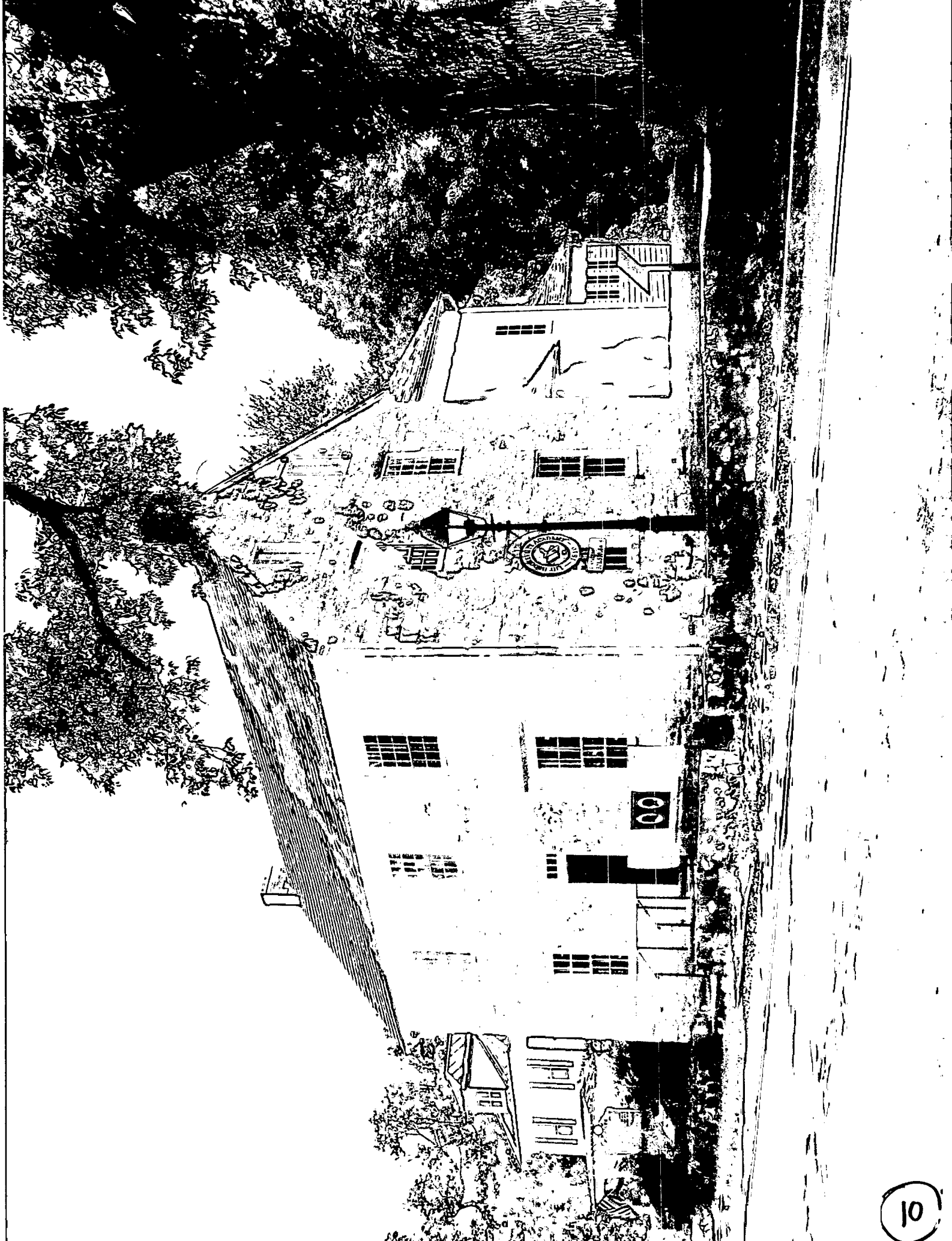
1. Do not use this sign type to display directions.

NOTES

1. Other durable materials may be used for the sign frame. The panel may be high-pressure laminate, fiberglass or fused

polycarbonate. Refer to the NPS Wayside Guide for more information: <http://www.nps.gov/hfc/products/waysides/>

2. Partner logos should be limited to those organizations that have made significant contributions to a site, specific program or project.
3. If possible, position the low-profile sign so that the user can see the subject view or object while also facing and reading the sign. Be careful to not block sightlines to key features or views.
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5. Complex sites may need multiple P15 or P16 signs or a combination of P15 or P16 and the P10 vertical version. See Pages 32 – 34.





Maryland Department of Planning
Maryland Historical Trust

Sustainable _____ Attainable

October 11, 2013

Michael Acierno
President of Commissioners
The Town of Brookeville
5 High Street
Brookeville, Maryland 20833

Re: Brookeville Academy, Montgomery County- Change/Alteration
Maryland Historical Trust Preservation Easement

Dear Mr. Acierno:

The Maryland Historical Trust (MHT) is in receipt of your application, dated October 1, 2013, requesting approval to remove an existing 1000 gallon tank and excavate and bury a new 1000 gallon tank. The MHT Easement Committee (Committee) reviewed the application on October 8, 2013.

Based upon the review and recommendation of the Committee, I approve of the request to remove an existing 1000 gallon tank and excavate and bury a new 1000 gallon tank. This work is consistent with The Secretary of the Interior's *Standards for the Treatment of Historic Properties*, in particular *General Rehabilitation Standard 8*. Approval is valid for a period of six months from the date of this letter.

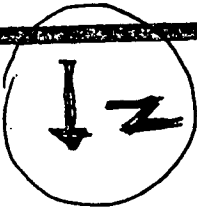
The Committee recommended that once the oil tank is removed, the concrete pad should also be removed from the site.

Should you require additional time to complete the project, make any changes to the scope of work as approved, or have any questions regarding this letter, please contact Amy Skinner, Easement Administrator, at (410) 514-7632 or by email at askinner@mdp.state.md.us.

Sincerely,

J. Rodney Little
Director
Maryland Historical Trust

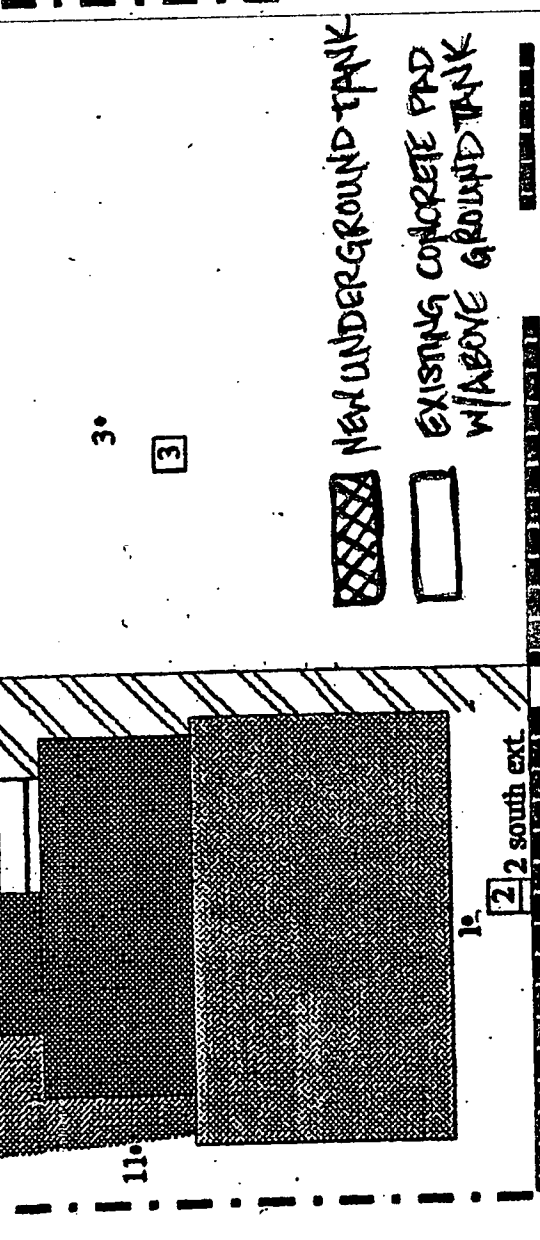
JRL/AMS



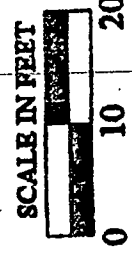
AREA 2



AREA 4



NEW UNDERGROUND TANK
EXISTING CONCRETE PAD
W/ ABOVE GROUND TANK



- Original Academy Building
- Concrete Patio
- 20th Century Additions
- Brick Walkway
- Stone Wall
- Test Unit

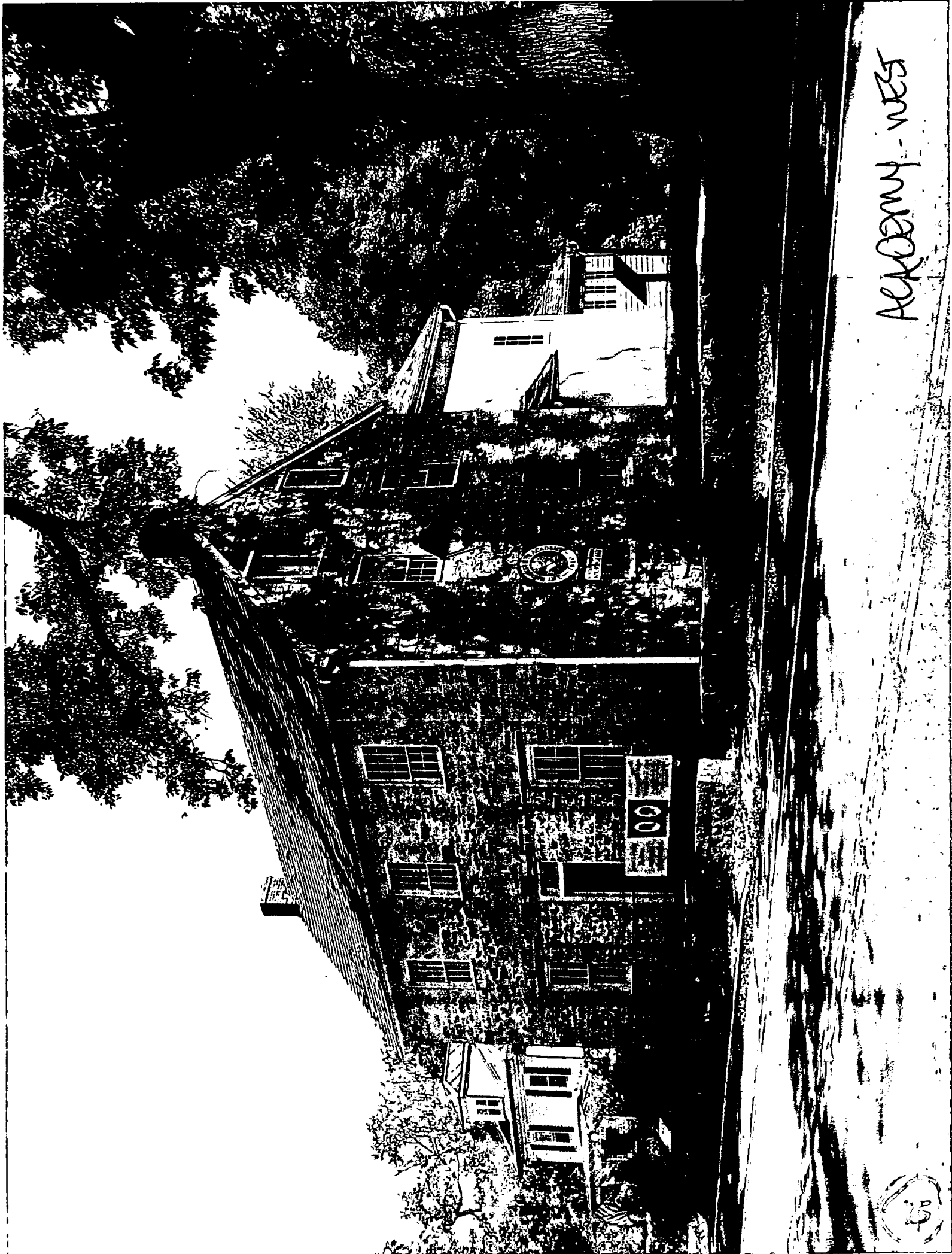
SITE PLAN 1 OF 1

1000
1000



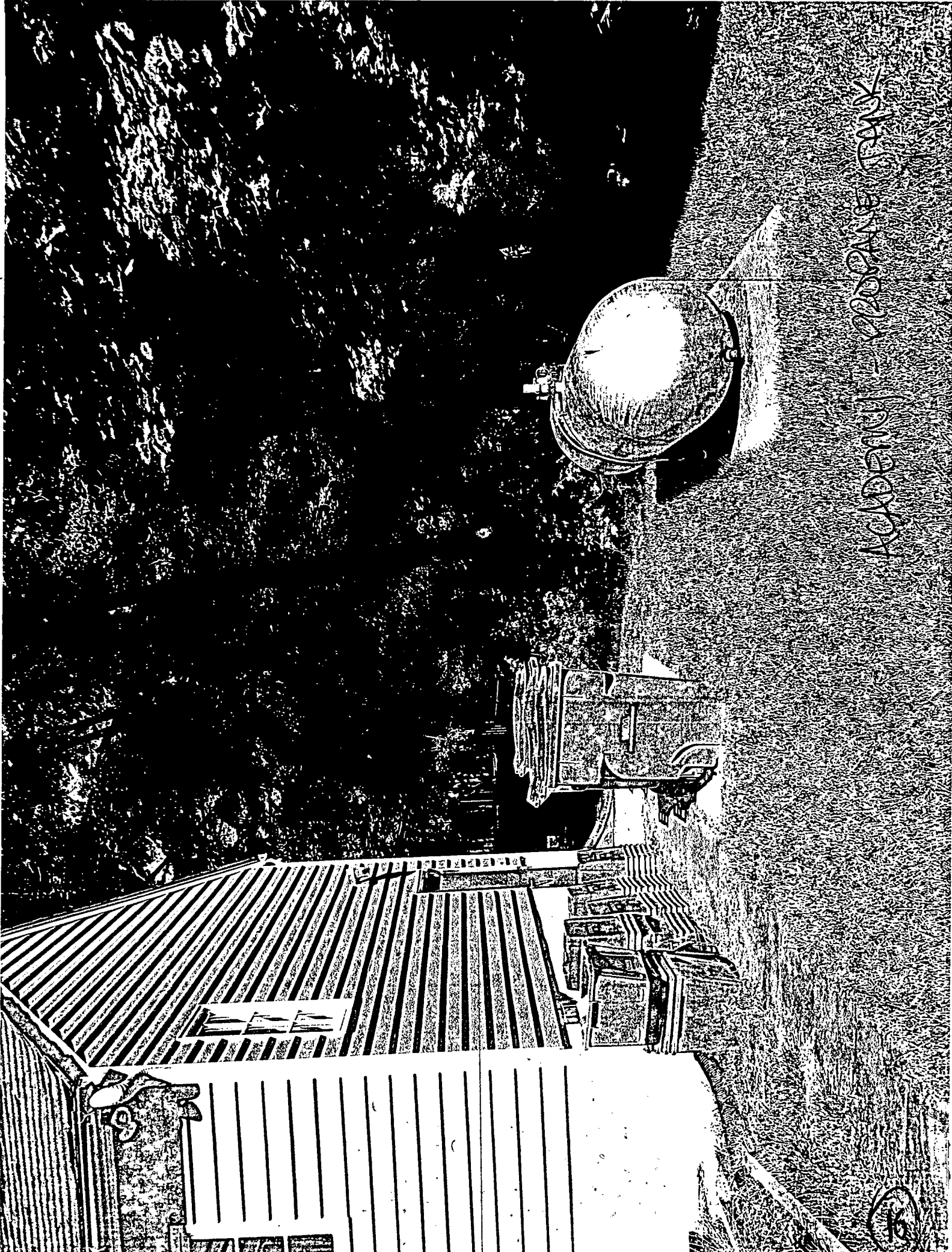


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ACADEMY - WEST

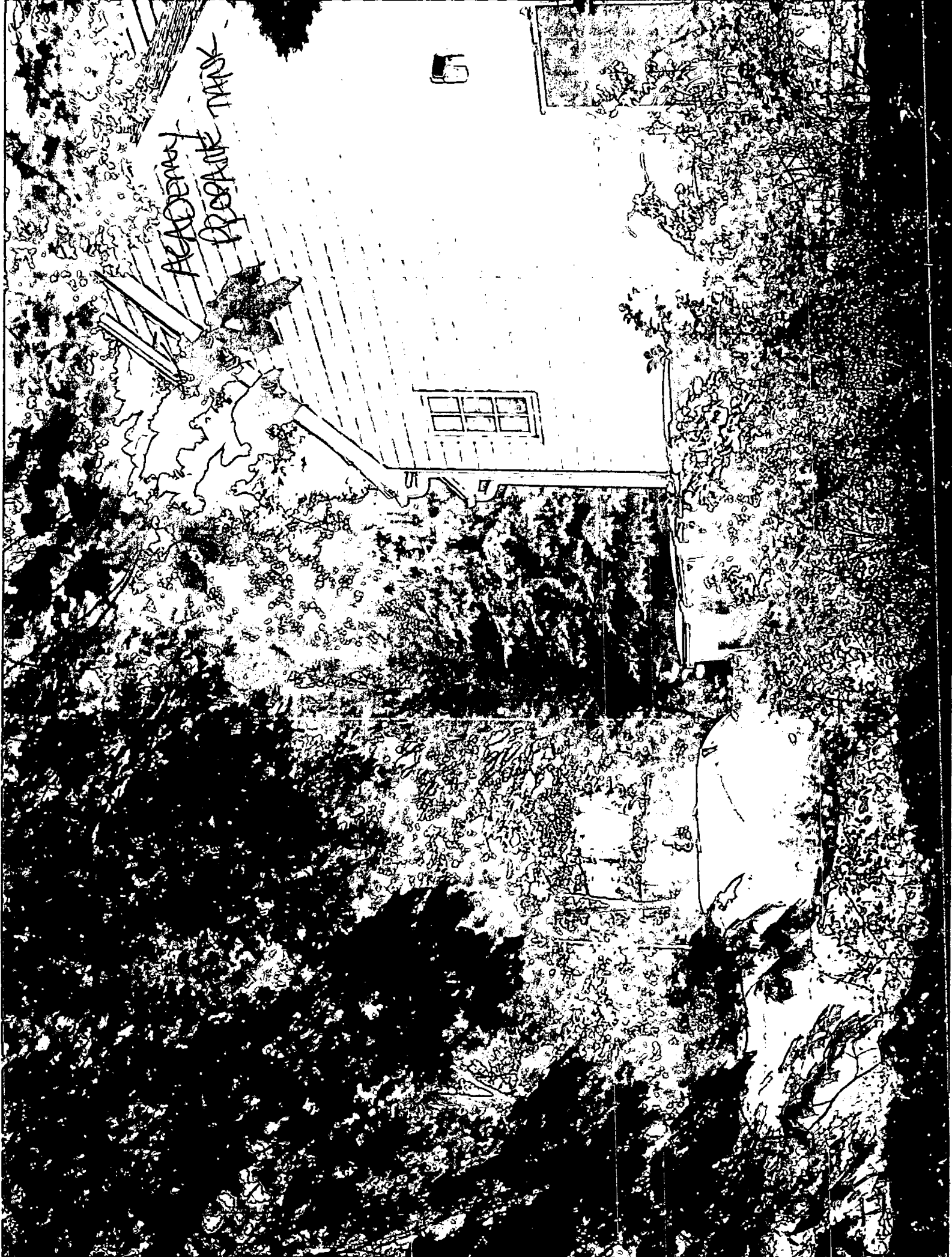
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(16)

ACADEMY
PREPARK TRAIL





United States Department of the Interior

NATIONAL PARK SERVICE

Chesapeake Bay Office

Chesapeake Bay Gateways and Watertrails Network
Captain John Smith Chesapeake National Historic Trail
Star-Spangled Banner National Historic Trail
410 Severn Avenue, Suite 314
Annapolis, MD 21403

June 26, 2013

Michael Acierno
President of Commissioners
Town of Brookeville
5 High Street
Brookeville, Md 20833

Mailed
7/27/13

Dear Mr. Acierno:

We look forward to working with the Town of Brookeville as a partner to build the Star-Spangled Banner National Historic Trail.

As you know, the National Park Service (NPS) has been charged with the administration of the Star-Spangled Banner National Historic Trail (NHT). The Star-Spangled Banner NHT connects the places, people, and events that led to the birth of our National Anthem during the War of 1812. The Chesapeake Bay region was a center of this critical struggle between the United States and Great Britain. The trail and byway cover 560 miles of land and water routes in Maryland, Virginia, and the District of Columbia along which the British armies and American defenders traveled and fought. The trail complements the Chesapeake Bay Gateways and Watertrails Network and shares many waterways with the Captain John Smith Chesapeake National Historic Trail.

Formal designation as a Star-Spangled Banner NHT partner requires a signed memorandum of understanding (MOU) between the sites' managing organization— the Town of Brookeville —and the NPS. The purpose of the MOU is to outline the roles and responsibilities of operating a site as a Star-Spangled Banner NHT partner, including the details for hosting an interpretive sign, as well as the mutual commitments between individual partners and the NPS. Enclosed are two copies of a MOU equivalent to those signed by other Trail partners. ***Please review the MOU and, if it meets your approval, sign and return both signed copies to the attention of Kate Marks, National Park Service, 410 Severn Ave., Suite 314, Annapolis, MD, 21403.*** Following the NPS signature, we will return digital and print copies of the co-signed MOU for your records.

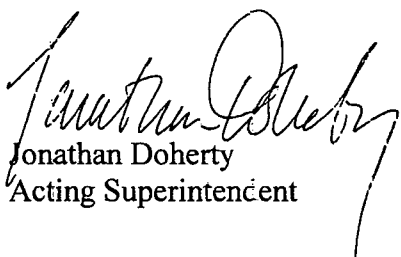
In addition to returning the signed MOU, there are other responsibilities that need to be fulfilled before the NPS-provided interpretive signs can be installed. First, it is essential that the site manager ensure compliance and approval with all relevant local ordinances, including zoning restrictions and historic preservation ordinances. These processes and requirements are unique to each jurisdiction, however if you require technical assistance from the NPS please contact Kate Marks at kate_marks@nps.gov or 410-260-2480.

Further, building the trail requires ongoing collaboration to create the interpretive and orientation materials that present the trail and our partners, including: interpretive signage, the trail website, mobile app, and print publications. We appreciate your help with this and look forward to further collaboration as we move forward.

The Town of Brookeville is a great addition to the Star-Spangled Banner NHT. Once the MOU is co-signed, the Town will become a formally designated Star-Spangled Banner NHT partner.

Please feel free to contact Kate Marks (410-260-2480, kate_marks@nps.gov) if you have any questions. We look forward to working with you.

Sincerely,



Jonathan Doherty
Acting Superintendent



***Memorandum of Understanding
Between
The Town of Brookeville
&
The National Park Service***

I. Background

WHEREAS, the National Park Service (NPS), is committed through agreements and statutory requirements to support and advance conservation, restoration, public access, education and interpretation of the Chesapeake Bay and its natural, cultural and historical resources;

WHEREAS, Public Law 110-229 amends the National Trails System Act to designate the Star-Spangled Banner National Historic Trail (hereafter also referred to as Star-Spangled Banner NHT or STSP or Trail)...consisting of water and overland routes...extending from Tangier Island, Virginia, through southern Maryland, the District of Columbia, and northern Virginia...Patuxent River, Potomac River, and north to the Patapsco River, and Baltimore, Maryland, commemorating the Chesapeake Campaign of the War of 1812;

WHEREAS, Section 5 (25) of PL 90-543, the National Trails System Act authorizes the NPS to provide technical and financial assistance to partner organizations along National Historic Trails to aid in the development of the trails;

WHEREAS, the route of the Star-Spangled Banner National Historical Trail is the same as the route of designated State Scenic Byways and other National Scenic Byways

WHEREAS, the designated Star-Spangled Banner National Historic Trail encompasses the 1812 sites related to the War of 1812 in the Town of Brookeville;

WHEREAS, the Town of Brookeville played a key role during the War of 1812. The Town served as the United States Capital on August 26, 1814 during the British occupation of Washington; and

WHEREAS, the Town of Brookeville (Brookeville), in cooperation with other local partnering agencies and organizations, is working to provide public access to and foster the continuing development of the Brookeville Academy, which includes STSP-related resources suitable for interpretation.

NOW, THEREFORE, the Town of Brookeville is formally recognized as a contributing partner in the Star-Spangled Banner National Historic Trail benefiting from the mutual commitments identified below.

II. The Town of Brookeville and the National Park Service jointly agree to:

Cooperate to advance the purposes of STSP. The purposes of STSP are to: (i) protect the sites, landscapes, and routes significant to understanding the people, events, and ideals associated with the War of 1812 in the Chesapeake region and "The Star-Spangled Banner;" (ii) provide educational and interpretive opportunities related to the War of 1812 and its relevance to modern society; and (iii) foster improved opportunities for land- and water-based recreation and heritage tourism.

III. The Town of Brookeville agrees to:

1. Sustain the Brookeville Academy.
2. Facilitate appropriate public access to the Brookeville Academy and Trail-related natural, cultural, historical, and recreational resources, in accordance with sound resource management considerations and the Americans with Disabilities Act.
3. Interpret the resources and stories associated with Brookeville through interpretive and educational initiatives, programs, exhibits and materials which relate those resources, as appropriate, to the STSP.
4. Install and display the standardized STSP interpretive signage, orientation signage, and site identifier (as supplied by NPS) in prominent, publically accessible location, including:
 - a. collaborating with the NPS on the determination of appropriate interpretive content related to the STSP and events or resources associated with the site, including recommending graphics and reviewing sign content;
 - b. ensuring compliance and approval with relevant local ordinances prior to sign installation, including zoning authorities, historic preservation commissions, or similar authorities;
 - c. providing routine maintenance of the STSP interpretive or orientation sign(s) including cleaning the panel, base and frame;
 - d. providing routine maintenance of the landscaping adjacent to the STSP sign, including maintenance of safe public access to the sign and views from the sign (as appropriate);
 - e. assessing and reporting annually to the NPS on the condition of the STSP sign(s), adjacent landscaping or other maintenance concerns;
 - f. reporting to the NPS if the sign requires replacement, including vandalism or fading that renders the text on the panel illegible; and
 - g. storing the back-up/replacement panel(s) in a safe and clean location, and installing the replacement panel(s) as necessary.
5. Ensure physical or programmatic linkages with other existing or potential sites and segments associated with the Trail. Promote networking opportunities with other STSP partners and sites.
6. Collaborate with local and regional travel and tourism organizations, and other STSP partners, to promote and market the Trail.
7. Assist in marketing the Trail and other sites and segments of the STSP to visitors. Assist visitors' further explorations of Trail resources and stories. This may include, but is not limited to distributing STSP brochures, orienting visitors to the Trail; promoting awareness of the STSP website, and opportunities to explore their interests at other sites and segments along the Trail.
8. Provide descriptive information on Brookeville's resources, themes and operations for inclusion within the STSP website. Establish a link to the STSP website from the Town's website.
9. Include the STSP logo in brochures, maps, guides, interpretive exhibits or signage as appropriate. The Town of Brookeville and other Trail partners must obtain prior written NPS approval for use of the logo(s) for promotional materials such as advertisements, merchandise sales, or marketing publications.
10. Obtain prior NPS approval from the Trail Superintendent for any public information releases (including advertisements, solicitations, brochures, and press releases) that refer to the Department of the Interior, the National Park Service, the Star-Spangled Banner NHT, or any NPS employee.

11. Utilize standardized STSP design templates for interpretive or orientation signage that relates to the Trail and maintain signs and adjacent landscaping in safe and clean condition.
12. Promote and interpret conservation stewardship of Trail-related natural and cultural resources through resource management, interpretive programming, and citizen involvement. To the maximum extent practicable with available resources:
 - a. ensure low-impact use of natural, cultural, historical and recreational resources associated with the Trail;
 - b. identify and develop opportunities for involving volunteers in on-going resource restoration or conservation activities in order to broaden involvement in resource conservation.

IV. The National Park Service agrees to:

1. Promote and support development of STSP and Brookeville's participation as a contributing site/segment.
2. Provide site/segment and interpretive planning assistance and other forms of technical assistance as funds and staffing permit.
3. Assist with the identification, scoping and development of high priority Trail-related projects for Brookeville.
4. Supply and facilitate installation of standardized STSP interpretive signage for the Brookeville Academy, including:
 - a. collaborating with the Town of Brookeville on final determination of appropriate interpretive content related to the STSP and events or resources associated with the site;
 - b. ensuring compliance with relevant federal regulation prior to sign installation, including Section 106 of the National Historic Preservation Act;
 - c. fabricating, delivering, and facilitating the installation of STSP interpretive signage;
 - d. delivering at the time of installation one replacement panel for each wayside panel installed at the site;
 - e. providing guidance for proper maintenance and annual reporting on the condition of the panel, base, frame, and adjacent landscaping;
 - f. reviewing and responding in a timely manner to the site manager following annual reporting on the condition of the signs and surrounding landscaping or other maintenance concerns; and
 - g. providing the site manager with timely follow-up on any reported need for replacement or other concerns related to the interpretive or orientation panels.
5. Facilitate linkages between Brookeville and other potential or existing STSP locations which orient and direct visitors to Trail sites. Promote networking and collaboration among STSP partners to enhance cooperation on projects, marketing and promotion, volunteer efforts, and other mutually beneficial Trail-related efforts. Include the Town of Brookeville's staff in meetings and other discussions, and other forums for communicating about development and promotion of the Trail.
6. Provide periodic training opportunities and associated materials for Brookeville and other Trail partners via conferences, workshops, online sessions or other means. Provide opportunities for participation of the Town of Brookeville's staff in training focused on capacity building, project collaboration, networking, resource stewardship, marketing, etc.
7. Implement a variety of marketing initiatives to promote the Trail and partners. These initiatives may include media events, promotional packages, special public events, and feature articles.
8. Expand and maintain the STSP web site as a major tool for promoting the Trail and all participating STSP partners including Brookeville. Link from the STSP website to the Town of Brookeville's website.
9. Provide regular updates via the STSP web site, email or other means on development of the Trail, and related issues and opportunities.
10. Develop and maintain technical assistance tools to the Town of Brookeville's staff on the STSP website.

11. Include Brookeville in STSP brochures and interpretive and marketing material as they are developed.
12. Develop and widely distribute STSP brochures and other interpretive and marketing materials to promote and advance the Trail. Include Brookeville in STSP materials.
13. Provide access to the STSP logo and related graphic materials.
14. Promote continued research related to the core interpretive themes of the Trail.
15. Develop and promote evaluation tools and techniques to measure the effectiveness of Trail-wide and site-specific initiatives.
16. Collaborate with the Department of Transportation or Scenic Byways Administration of the District of Columbia, Commonwealth of Virginia, and State of Maryland to market and promote the Trail.

V. Term

This Memorandum of Understanding (MOU) shall be effective upon the date of the last signature below and shall remain in effect for five (5) years subject to automatic renewal for subsequent terms of equal length. Either party may terminate this MOU, at any time, upon 60 days written notice to the other party.

NOTE: This Memorandum of Understanding and the commitments of the parties hereunder are subject to the availability of funding. (See General Provision B.) In addition, nothing contained herein shall be interpreted as obligating the National Park Service to provide funding, compensation or reimbursement pursuant to this Memorandum of Understanding. Neither shall the Town of Brookeville be bound to expend in any one fiscal year any sum in excess of their own budget allocations.

VI. General Provisions


- A. **Non-Discrimination**: During the term of this MOU, the Town of Brookeville will comply with applicable laws prohibiting discrimination on the grounds of race, color, national origin, disability, religion, or sex in employment and in providing for facilities and services to the public, provided that by entering into this Agreement the Town of Brookeville does not agree to be subject to any laws or regulations to which it is not already subject by operation of law.
- B. **NPS Appropriations**: Nothing contained in this MOU shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, and available for the purposes of this MOU for that fiscal year, or as involving the United States in any contract or other obligation for the future expenditure of money in excess of such appropriations or allocations.
- C. **Member of Congress**: Pursuant to 41 U.S.C. § 22, no Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or adopted by or on behalf of the United States, or to any benefit to arise thereupon.
- D. The Town of Brookeville shall not use any intellectual property of the United States of America, including NPS and park or trail specific logos, marks, images of NPS employees in uniform, and taglines, unless authorized in writing prior to use.

VII. Authorizing Signatures

The National Park Service and the Town of Brookeville make this Memorandum of Understanding and the designation of Brookeville as a contributing partner in the Star-Spangled Banner National Historic Trail, effective upon the date of the last signature below.

For the Town of Brookeville:

For the National Park Service:

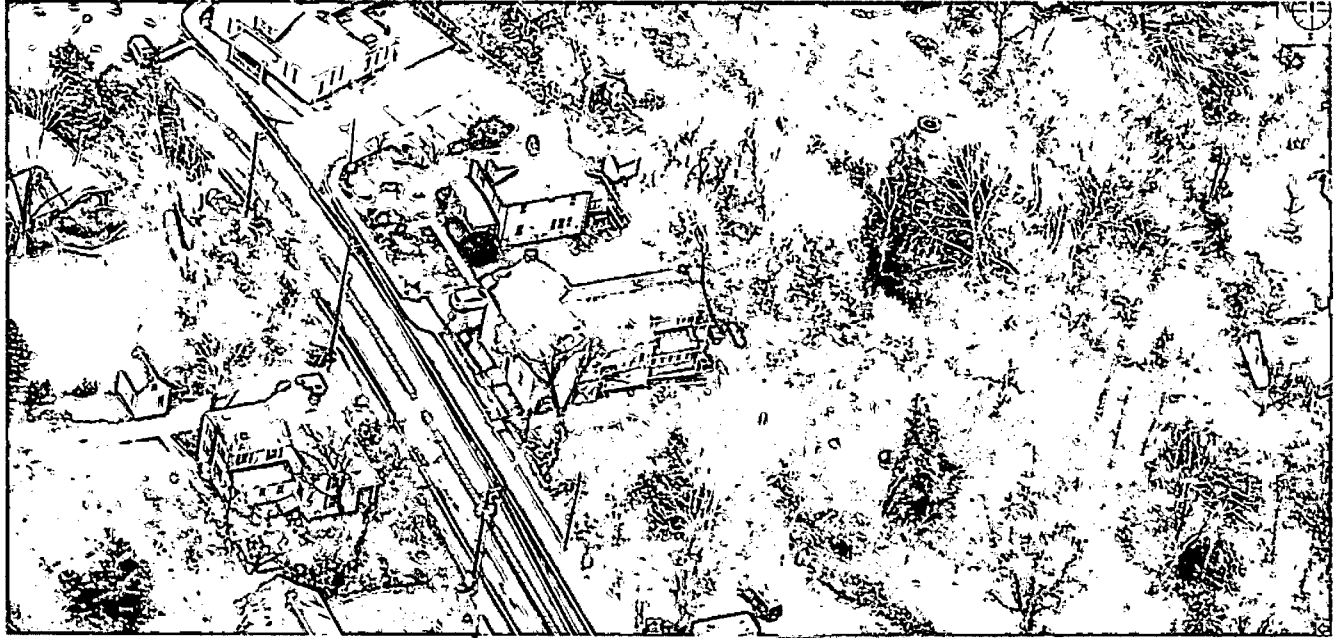


20-Jul-13

Michael Acierno
President of Commissioners

Date

Jonathan Doherty, Acting Superintendent Date
Chesapeake Bay Office



S HIGH STREET