



## HISTORIC PRESERVATION COMMISSION

**Marc Elrich**  
*County Executive*

**Karen Burditt**  
*Chair*

Date: April 14, 2025

### **MEMORANDUM**

TO: Rabbiah Sabbakhan  
Department of Permitting Services

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

SUBJECT: Work Permit # 1110411– Driveway resurfacing

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The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **Approved** by HPC Staff.

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: Jeffrey Johnson  
Address: 106 Water Street, Brookeville, MD

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](mailto:devon.murtha@montgomeryplanning.org) to schedule a follow-up site visit.





## HISTORIC PRESERVATION COMMISSION

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.

e 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 Devon Murtha on \_\_\_\_\_. The approval memo and stamped drawings follow.

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

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



**REVIEWED**

*By Devon.Murtha at 10:36 am, Apr 14, 2025*

Work Item 1: \_\_\_\_\_

Description of Current Condition:

Proposed Work:

Work Item 2: \_\_\_\_\_

Description of Current Condition:

Proposed Work:

Work Item 3: \_\_\_\_\_

Description of Current Condition:

Proposed Work	BA

APPROVED

Montgomery County

Historic Preservation Commission

Karen Bunkit

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Montgomery County

Historic Preservation Commission

Karen Bunkit

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Karen Bunkit

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Karen Bunkit

**REVIEWED**  
By Devon.Murtha at 10:37 am, Apr 14, 2025

**REVIEWED**  
By Devon.Murtha at 10:37 am, Apr 14, 2025

# HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

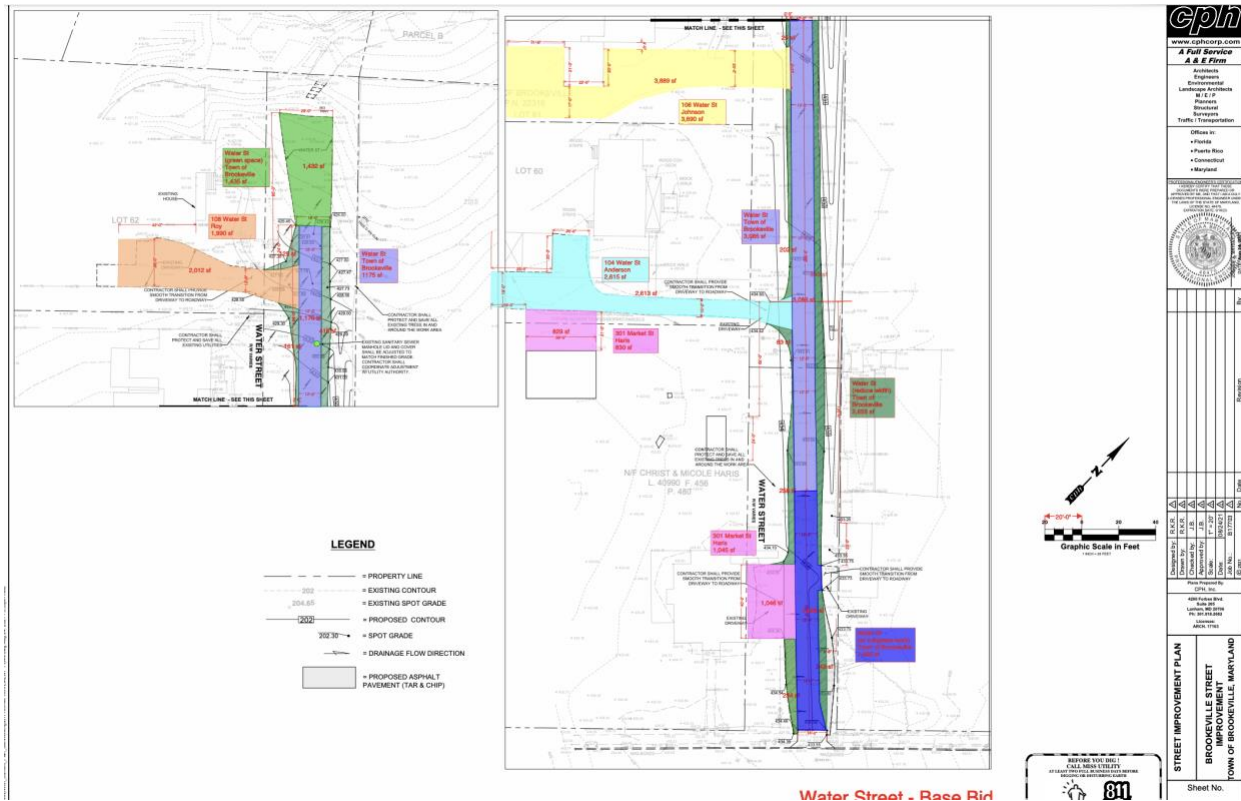
	Required Attachments						
Proposed Work	I. Written Description	2. Site Plan	3. Plans/Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/Alterations	*	*	*	*	*	*	*
Demolition	*	*	*		*		*
Deck/Porch	*	*	*	*	*	*	*
Fence/Wall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



**REVIEWED**

*By Devon.Murtha at 10:37 am, Apr 14, 2025*

- 1) 106 Water Street Driveway and overall Water Street Diagram: 106 Water Street is in Yellow and shows the driveway outline in reference to the House, Garage and backyard. The driveway outline will not change.



- 2) Pictures of existing driveway for 106 Water Street (Gravel) that will be resurfaced as Tar & Chip to match the Brookeville resurfacing of Water Street.

1<sup>st</sup> picture from Water Street to show driveway to garage front that then wraps around for rear garage parking entrance. 2<sup>nd</sup> picture shows the driveway behind the garage to support parking in the garage.



APPROVED

Montgomery County

Historic Preservation Commission

*Karen Buelit*

**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025



APPROVED

Montgomery County

Historic Preservation Commission

*Karen Buelit*

**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025

**MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION**  
**STAFF REPORT**

<b>Address:</b>	104 – 108 Water Street, 1 South Street, 1 – 17 North Street, 198 – 318 Market Street, 1 – 28 High Street, 19801 Georgia Avenue, 1 – 7 Church Street within the Town of Brookeville	<b>Meeting Date:</b>	7/28/2021
<b>Resource:</b>	<b>Brookeville Historic District</b>	<b>Report Date:</b>	7/21/2021
<b>Applicant:</b>	Town of Brookeville (Mark Davis, Agent)	<b>Public Notice:</b>	7/14/2021
<b>Review:</b>	HAWP	<b>Tax Credit:</b>	No
<b>Case Number:</b>	958509	<b>Staff:</b>	Michael Kyne
<b>PROPOSAL:</b>	Street and parking area resurfacing		

**STAFF RECOMMENDATION:**

Staff recommends that the HPC **approve** the HAWP application.

**ARCHITECTURAL DESCRIPTION**

SIGNIFICANCE: Brookeville Historic District  
 DATE: N/A

Statement of historic significance, as summarized by staff:

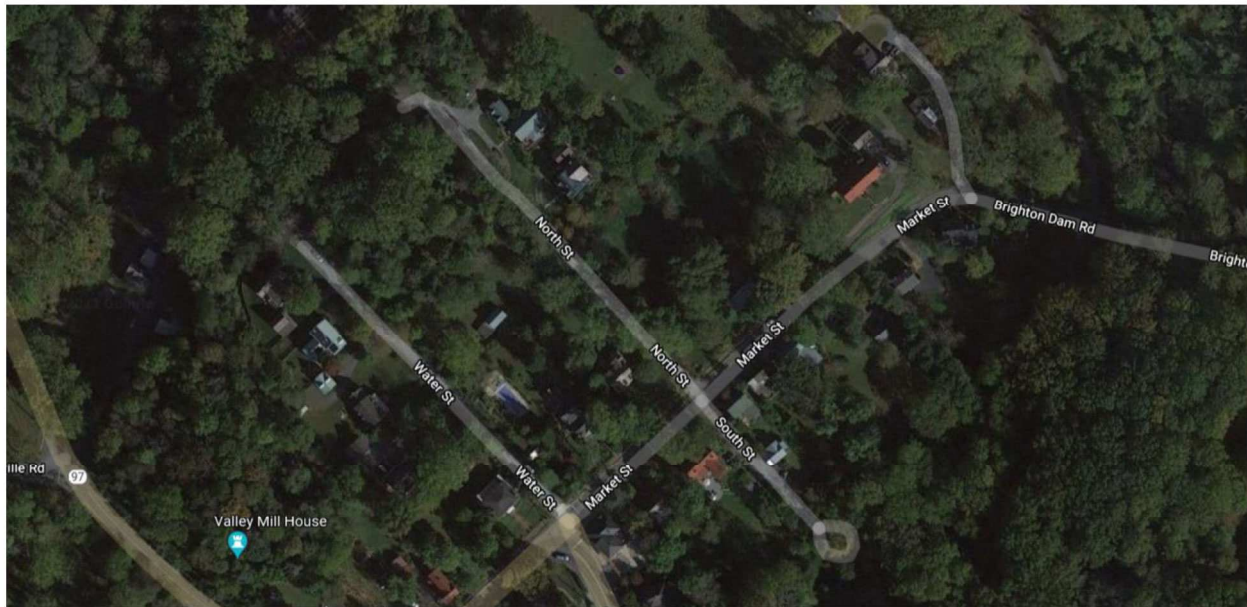
The Town of Brookeville is a rural town in northeastern Montgomery County, approximately 18 miles from Washington, D.C. The Town was founded by Richard Thomas in 1794 and by the early 19<sup>th</sup> century had become a center of commerce. With the advent of the automobile in the early 20<sup>th</sup> century, the Town's commercial success declined. Despite the encroachment of later suburban development, the Town remains a unique collection of structures, which exhibit a variety of architectural styles. The houses within the Brookeville Historic District retain their historic relationship to one another and to the roadways. Georgia Avenue (High Street) from the south and northw The Brookeville Historic District was designated in 1985 Town's boundaries.



**REVIEWED**

1

By Devon.Murtha at 10:37 am, Apr 14, 2025



**Fig. 1: Project area.**

## **BACKGROUND**

The applicant previously appeared before the Commission for a preliminary consultation at the March 11, 2020 HPC meeting.<sup>1</sup>

## **PROPOSAL**

The applicant proposes to resurface three (3) side streets and one parking area within the historic district.

## **APPLICABLE GUIDELINES**

When reviewing alterations and new construction 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 *Brookeville Historic District Master Plan Amendment*, the *Town of Brookeville Updated Comprehensive Plan*, 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 below.

*Town of Brookeville Updated Comprehensive Plan (see attachment)*

*Sec. 24A-8. Same-Criteria for issuance.*

(b) The commission shall instruct the director to issue a permit under the following conditions as are found to be necessary to insure conformity with this chapter, if it finds that:

<sup>1</sup> Link to March 11, 2020 HPC meeting audio/video transcript: [http://mncppc.granicus.com/MediaPlayer.php?publish\\_id=158f9cd6-c7d6-4b1a-8b1a-8b1a-8b1a](http://mncppc.granicus.com/MediaPlayer.php?publish_id=158f9cd6-c7d6-4b1a-8b1a-8b1a-8b1a)  
Link to March 11, 2020 preliminary consultation staff report: <https://content/uploads/2020/03/II.D-Various-Addresses-Brookeville.pdf>



**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025

- (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; [emphasis added] 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.
- (a) 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*)

### ***Secretary of Interior's Standards for Rehabilitation***

The Secretary of the Interior defines rehabilitation as “the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.” *Standards #2 and #9* most directly apply to the application before the commission:

#2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

#9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features of the property and its environment.

### **STAFF DISCUSSION**

The applicant proposes to resurface three (3) gravel side streets – N Street – within the Brookeville Historic District (the boundaries of the Town of Brookeville). The applicant previously appeared before the 2020 HPC meeting for a preliminary consultation. Staff notes that to resurface four (4) side streets, the gravel streets included in this proposal are currently asphalt. Additionally, two options – asphalt and tar & chip



**REVIEWED**

3

By Devon.Murtha at 10:37 am, Apr 14, 2025

At the March 11, 2020 preliminary consultation, the Commission expressed the following:

- The Commission was unanimously supportive of the proposed tar & chip/double chip seal option.
  - The Commission recommended that the applicants work with staff and provide samples and/or photographic examples of the proposed tar & chip materials prior to submitting a formal HAWP application.
  - Items to consider include:
    - Amount of exposed aggregate.
    - Size of the exposed aggregate.
    - Color of the exposed aggregate.
- The Commission recommended that the applicants return with a formal HAWP application but offered additional preliminary consultations at the applicants' and staff's discretion.

The applicant has returned with a HAWP application, per the Commission's recommendation. The current proposal includes the following:

- The applicant proposes to resurface the gravel streets identified above with tar & chip/double chip seal, featuring a blue stone surface similar to the existing gravel.
  - As previously directed by the Commission, the applicant has provided photographic examples of the proposed resurfacing materials, which are included in the application.
- Both North and Water Street will be narrowed.
  - North Street will go from an average of 15' wide to a consistent 11' wide, with a 12" gravel shoulder on each side.
    - An approximately 12" wide strip of excess gravel on each side of the street will be replaced with 6" of topsoil, seed, and straw.
  - Water Street will go from an average of 17' wide to a consistent 11' wide, with a 12" gravel shoulder on each side.
    - All excess gravel will be replaced with 6" of topsoil, seed, and straw.
- The length of Water Street will also be reduced, stopping between the driveway entrance of 108 Water Street and a wooded path at the northwest end of the street.
  - Where the street is reduced, the gravel will be replaced with 6" of topsoil, seed, and straw, creating a greenspace.
- The parking area that serves the historic Brookeville Schoolhouse at the northwest end of North Street will be reduced to 35' x 20', with a new tar & chip /double chip seal surface applied over the existing subgrade.
  - Approximately 1,000 sf of excess gravel at the schoolhouse parking area will be replaced with 6" of topsoil, seed, and straw.
- On South Street, the proposed new tar & chip/double chip seal driveway at the southeast end of the street.

Staff fully supports the applicant's proposal, finding it compatible with the historic district as a whole. Staff find that the proposal will preserve the features of the Brookeville Historic District, in accordance with the

After full and fair consideration of the applicant's submission, the Commission finds that the proposal meets the Criteria for Issuance in Chapter 24A-(b) 1 and 2, and (d), having met the Interior's Standards for Rehabilitation #2 and #9 as outlined in the



**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025

**STAFF RECOMMENDATION**

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b) (1), (2), and (d), having found that the proposal 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* #2 and #9;

and with the general condition that the applicant shall present an electronic set 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 final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

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 [michael.kyne@montgomeryplanning.org](mailto:michael.kyne@montgomeryplanning.org) to schedule a follow-up site visit.



**REVIEWED**

5

By Devon.Murtha at 10:37 am, Apr 14, 2025



DATE ASSIGNED 07/02/21

E-mail: madexc@gmail.com

City: Brookeville Zip: 20833

Tax Account No.: 52-1529297

E-mail: madexc@gmail.com

City: Brookeville Zip: 20833

Contractor Registration No.: N/A

**LOCATION OF BUILDING/PREMISE:** MIHP # of Historic Property All Town Roads

Is the Property Located within an Historic District? X Yes/District Name Town of Brookeville  
 \_\_\_\_\_ No/Individual Site Name \_\_\_\_\_

**Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.**

**Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.**

Building Number: N/A Street: All Town Roads & Driveways  
Town/City: Brookeville Nearest Cross Street: High Street/Market Street  
Lot: N/A Block: N/A Subdivision: N/A F N/A

**TYPE OF WORK PROPOSED:** See the checklist on Page 4 to for proposed work are submitted with this application. Inc be accepted for review. Check all that apply:

- |                          |                    |                          |                     |
|--------------------------|--------------------|--------------------------|---------------------|
| <input type="checkbox"/> | New Construction   | <input type="checkbox"/> | Deck/Porch          |
| <input type="checkbox"/> | Addition           | <input type="checkbox"/> | Fence               |
| <input type="checkbox"/> | Demolition         | <input type="checkbox"/> | Hardscape/Landscape |
| <input type="checkbox"/> | Grading/Excavation | <input type="checkbox"/> | Roof                |

I hereby certify that I have the authority to make the foregoing a \_\_\_\_\_  
and accurate and that the construction will comply with plans re \_\_\_\_\_  
agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.

**Signature of owner or authorized agent**

## REVIEWED

By Devon.Murtha at 10:37 am, Apr 14, 2025

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

Currently, the town of Brookeville generally utilizes a standard that town maintained side streets and parking areas as well as resident driveways shall be of a gravel surface, while the main streets (i.e. Market Street and High Street) are asphalt pavement. Gravel has been the standard to maintain the look of a historic town that the Town of Brookeville is. However, over time this consistency has not been maintained as some residents driveways incorporate tar and chip, asphalt pavement, and concrete in addition to gravel. For several of the town maintained gravel roads and resident driveways (i.e. North, South, Water, Race Street, and portions of Church Street) are in severe decay and in need of resurfacing. In particular, North, South and Water Streets are no longer safe for pedestrians to walk and hazardous to drive on. Maintaining these roads with gravel, as currently been done, is not practical as it washes out and deteriorates very quickly (requiring resurfacing at least 2 times per year). This is due to several factors to include increase vehicular traffic (more residents and delivery trucks from FedEx, Amazon, UPS, etc.) as well as changing environmental conditions with more severe weather events.

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

The Brookeville Town Commissioners are proposing to change the Town standard for the surface of all town-maintained roads, parking areas and resident driveways from gravel and asphalt to tar and chip (note: asphalt is current surface for Market and High Streets as well as portions of Race, Church and South Streets). Requirements taken into consideration for choosing tar and chip surface include safety, maintaining the historic look, cost, maintenance, aesthetics, and performance. Other considerations include reducing dust, mud, and potholes and improving walkability, traction and drainage.

The Town Commissioners, with assistance from the Brookeville Planning Commission (BPC), have conducted multiple assessments, including evaluating other nearby area historic roads, engineering reviews and the Property Manager has obtained estimates from several potential companies to establish an order of magnitude budget. A preliminary review was presented to the Montgomery County Historic Preservation Commission in 2020, where favorable response was received with recommendation to focus on a "tar and chip" surface that would fit with the Town's character. Additionally, a town survey was conducted in March/April of 2021 that showed the vast majority of residents were in favor of converting to tar and chip, as well as utilizing a consistent surface town gravel road. It was determined that tar and chip (double chip seal) with "blue-stone," similar to the existing gravel, would be the best surface to meet the requirements described above. The estimated maximum life of this surface is 7-10 years and requires minimum annual maintenance compared to gravel. As discussed, the Town reviewed several local area roads that utilize the tar and chip surface. One particular location that was determined to be applicable to Brookeville was Poplar Hill Road in Darnestown, MD (approximately a 1/2 mile section at the south end of the road between Pavey Terrace and the dead end). It is a Montgomery County maintained road that was changed from gravel to tar and chip and installed by American Paving Fabrics.



**REVIEWED**

*By Devon.Murtha at 10:37 am, Apr 14, 2025*

**MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION**  
**STAFF REPORT**

<b>Address:</b>	203 Market Street – 205 Market Street & 8 High Street – 1 Church Street, Brookeville	<b>Meeting Date:</b>	8/18/2021
<b>Resource:</b>	<b>Brookeville Historic District</b>	<b>Report Date:</b>	8/11/2021
<b>Applicant:</b>	Town of Brookeville (Mark Davis, Agent)	<b>Public Notice:</b>	8/4/2021
<b>Review:</b>	HAWP	<b>Tax Credit:</b>	No
<b>Case Number:</b>	958509 REVISION	<b>Staff:</b>	Michael Kyne
<b>PROPOSAL:</b>	Street resurfacing		

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**STAFF RECOMMENDATION:**

Staff recommends that the HPC **approve** the HAWP application.

**ARCHITECTURAL DESCRIPTION**

SIGNIFICANCE: Brookeville Historic District  
DATE: N/A

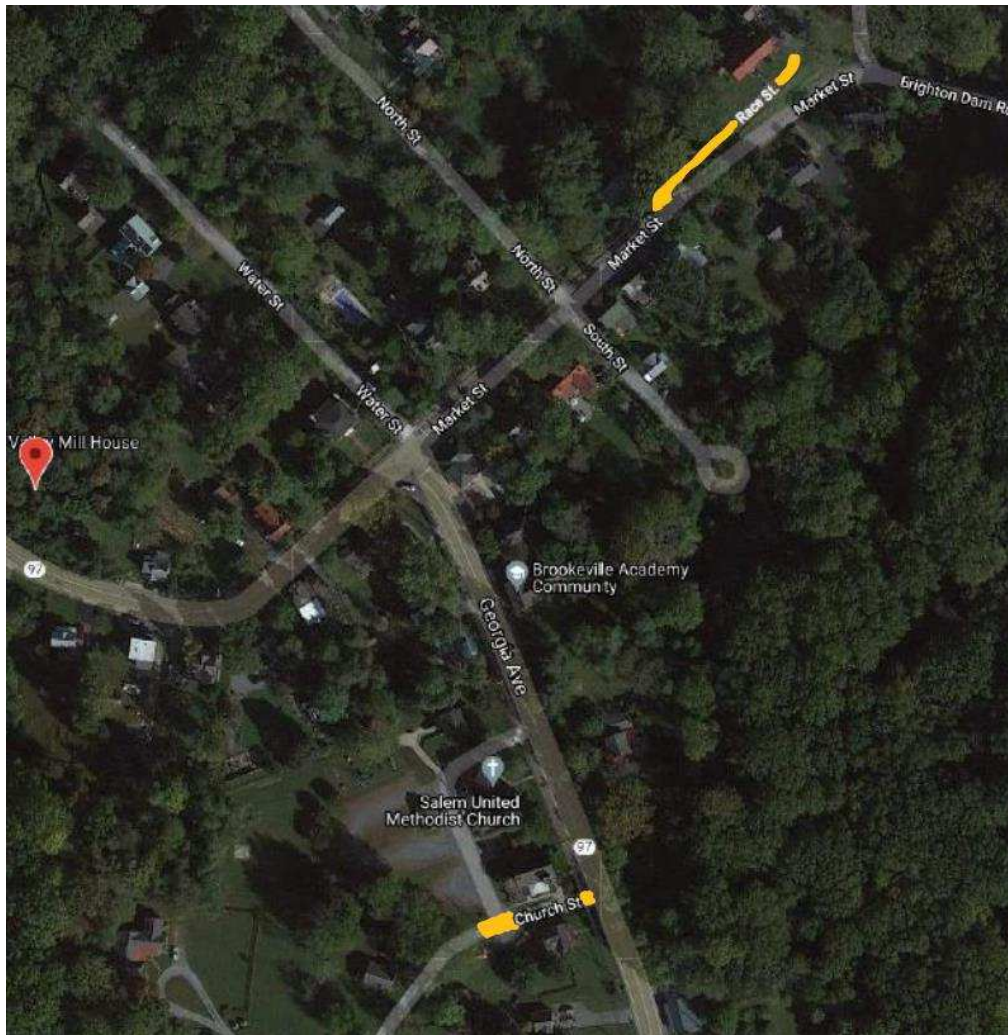
Statement of historic significance, as summarized by staff:

The Town of Brookeville is a rural town in northeastern Montgomery County, approximately 18 miles from Washington, D.C. The Town was founded by Richard Thomas in 1794 and by the early 19<sup>th</sup> century had become a center of commerce. With the advent of the automobile in the early 20<sup>th</sup> century, the Town's commercial success declined. Despite the encroachment of later suburban development, the Town remains a unique collection of structures, which exhibit a variety of architectural styles. The houses within the Brookeville Historic District retain their historic relationship to one another and to the roadways. The historic district is accessed via Georgia Avenue (High Street) from the south and northwest and via Market Street from the east. The Brookeville Historic District was designated in 1985, with its boundaries coinciding with the Town's boundaries.



**REVIEWED**

*By Devon.Murtha at 10:37 am, Apr 14, 2025*



*Fig. 1: Project area, as provided by the applicant.*

## **BACKGROUND**

The applicant previously appeared before the Commission for a preliminary consultation at the March 11, 2020 HPC meeting. Subsequently, the applicant submitted a HAWP application for the resurfacing of three (3) gravel side streets – North Street, South Street, and Water Street. The application was approved at the July 28, 2021 HPC meeting.<sup>1</sup>

## **PROPOSAL**

The applicant proposes to resurface two (2) additional side s

<sup>1</sup> Link to March 11, 2020 HPC meeting audio/video transcript:

[http://mncppc.granicus.com/MediaPlayer.php?publish\\_id=158f9c](http://mncppc.granicus.com/MediaPlayer.php?publish_id=158f9c)

Link to March 11, 2020 preliminary consultation staff report: <http://content/uploads/2020/03/II.D-Various-Addresses-Brookeville.pdf>

Link to July 28, 2021 HPC meeting audio/video transcript:

[http://mncppc.granicus.com/MediaPlayer.php?publish\\_id=d79267](http://mncppc.granicus.com/MediaPlayer.php?publish_id=d79267)

Link to July 28, 2021 HAWP staff report: <https://montgomeryplanning.org/wp-content/uploads/2021/07/II.C-Various-Addresses-Brookeville-958509.pdf>



**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025

## **APPLICABLE GUIDELINES**

When reviewing alterations and new construction 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 *Brookeville Historic District Master Plan Amendment*, the *Town of Brookeville Updated Comprehensive Plan*, 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 below.

### ***Town of Brookeville Updated Comprehensive Plan (see attached).***

#### ***Sec. 24A-8. Same-Criteria for issuance.***

- (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 ensure 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; [emphasis added] 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.
- (a) 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.*)

### ***Secretary of Interior's Standards for Rehabilitation***

**APPROVED**

**Montgomery County**

**Historic Preservation Commission**

*Karen B. Smith*

abilitation as “the act or process of making possible a compatible  
ions, and additions while preserving those portions or features,  
architectural values.” *Standards #2 and #9* most directly apply to

**REVIEWED**

**By Devon.Murtha at 10:37 am, Apr 14, 2025**

#2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

#9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

### **STAFF DISCUSSION**

The applicant proposes to resurface two (2) gravel side streets – Race and Church Street – within the Brookeville Historic District (the boundaries of which coincide with the boundaries of the Town of Brookeville). The applicant previously submitted a HAWP application for the resurfacing of three (3) gravel side streets – North Street, South Street, and Water Street. The application was approved at the July 28, 2021 HPC meeting.

The current proposal includes the following:

#### *Race Street*

- The existing asphalt/mixed material surface will be prepared for resurfacing, with cracks and potholes filled.
- The street will be resurfaced with tar & chip/double chip seal, featuring a blue stone surface similar to gravel and matching the previously approved resurfacing for North, South, and Water Street.
- The new surface will be installed from the apron where Race Street meets Market Street to the end of the Town maintained brick sidewalk.
- The existing footprint will not change.
- The remainder of the street is the private driveway of 205 Market Street, which will also be resurfaced in the same manner via an existing staff approved HAWP dated August 5, 2021.

#### *Church Street*

- The existing asphalt surface will be prepared for resurfacing, with cracks and potholes filled.
- The street will be resurfaced with tar & chip/double chip seal, featuring a blue stone surface similar to gravel and matching the previously approved resurfacing for North, South, and Water Street.
- The new surface will be installed from the apron where Church Street meets Georgia Avenue to the point where the existing asphalt transitions to gravel just past the entrance to the adjacent Salem Methodist Church parking lot.
- The existing footprint will not change.
- The remainder of the street is maintained by the residents of Church Street and is not part of this

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**Montgomery County**

**Historic Preservation Commission**

*Karen B. Smith*

proposal, finding it compatible with the character of the streetscape. Staff find that the proposal will not detract from the character-defining historic District, in accordance with *Standards* #2 and #9.

the applicant's submission, staff finds the proposal consistent with the

**REVIEWED**

**By Devon.Murtha at 10:37 am, Apr 14, 2025**

Criteria for Issuance in Chapter 24A-(b) 1 and 2, and (d), having found it consistent with the *Secretary of the Interior's Standards for Rehabilitation* #2 and #9 as outlined above.

### **STAFF RECOMMENDATION**

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b) (1), (2), and (d), having found that the proposal 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* #2 and #9;

and with the general condition that the applicant shall present an electronic set 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 final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

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 [michael.kyne@montgomeryplanning.org](mailto:michael.kyne@montgomeryplanning.org) to schedule a follow-up site visit.



**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025



APPLICATION FOR  
HISTORIC AREA WORK PERMIT  
HISTORIC PRESERVATION COMMISSION  
301.563.3400

FOR STAFF ONLY:

HAWP#961911

DATE ASSIGNED 7/30/21

APPLICANT:

Town of Brookeville  
Name: \_\_\_\_\_  
5 High Street  
Address: \_\_\_\_\_  
(301)570-4465  
Daytime Phone: \_\_\_\_\_

madexc@gmail.com  
E-mail: \_\_\_\_\_  
Brookeville 20833  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
52-1529297  
Tax Account No.: \_\_\_\_\_

AGENT/CONTACT (if applicable):

Mark Davis (Commissioner)  
Name: \_\_\_\_\_  
13 North Street  
Address: \_\_\_\_\_  
(202)355-3744  
Daytime Phone: \_\_\_\_\_

madexc@gmail.com  
E-mail: \_\_\_\_\_  
Brookeville 20833  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
N/A  
Contractor Registration No.: \_\_\_\_\_  
Church Street & Race Street

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property \_\_\_\_\_  
Town of Brookeville

Is the Property Located within an Historic District? Yes/District Name \_\_\_\_\_  
No/Individual Site Name \_\_\_\_\_

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

N/A Church Street and Race Street  
Building Number: \_\_\_\_\_ Street: \_\_\_\_\_  
Brookeville High Street / Market Street  
Town/City: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_  
N/A N/A N/A N/A  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Parcel: \_\_\_\_\_

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. This application will not be accepted for review. Check all that apply:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> New Construction   | <input type="checkbox"/> Deck/Porch  |
| <input type="checkbox"/> Addition           | <input type="checkbox"/> Fence       |
| <input type="checkbox"/> Demolition         | <input type="checkbox"/> Hardscape/L |
| <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Roof        |

I hereby certify that I have the authority to make this application and accurate and that the construction will comply with all applicable agencies and hereby acknowledge and accept this

Signature of owner or authorized agent



ry Structure

on is correct  
necessary  
permit.

6

REVIEWED

By Devon.Murtha at 10:37 am, Apr 14, 2025

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

Currently, the town of Brookeville generally utilizes a standard that town maintained side streets and parking areas as well as resident driveways shall be of a gravel surface, while the main streets (i.e. Market Street and High Street) are asphalt pavement. Gravel has been the standard to maintain the look of a historic town that the Town of Brookeville is. However, over time this consistency has not been maintained as some Town Roads and residents driveways incorporate tar and chip, asphalt pavement, and concrete in addition to gravel. For several of the town maintained gravel roads (i.e. North, South, Water, Race Street, and Church Street) are in severe decay and in need of resurfacing. The Town is working to change the road surfaces from gravel/asphalt to Tar and Chip to maintain a historic character while providing a durable and less maintenance intensive surface. A HAWP for North, South and Water Streets was previously submitted and approved by the HPC on 7/28/21. This application is adding Church and Race Streets to the work plan to convert surface to Tar and Chip. Other than converting the surface, no other changes to the roads is being proposed (i.e. length, width, location).

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

The Brookeville Town Commissioners are proposing to change the surface of town-maintained roads, Race and Church Streets, from asphalt to tar and chip (note: a previous HAWP was submitted and approved on 7/28/21 to convert North, South, and Water Streets to Tar and Chip). Requirements taken into consideration for choosing tar and chip surface include safety, maintaining the historic look, cost, maintenance, aesthetics, and performance. Other considerations include reducing dust, mud, and potholes and improving walkability, traction and drainage.

The Town Commissioners, with assistance from the Brookeville Planning Commission (BPC), have conducted multiple assessments, including evaluating other nearby area historic roads, engineering reviews and the Property Manager has obtained estimates from several potential companies to establish an order of magnitude budget. A preliminary review was presented to the Montgomery County Historic Preservation Commission in 2020, where favorable response was received with recommendation to focus on a "tar and chip" surface that would fit with the Towns character. Additionally, a town survey was conducted in March/April of 2021 that showed the vast majority of residents were in favor of converting to tar and chip, as well as utilizing a consistent surface town gravel road. It was determined that tar and chip (double chip seal) with "blue-stone," similar to the existing gravel, would be the best surface to meet the requirements described above. The estimated maximum life of this surface is 7-10 years and requires minimum annual maintenance compared to gravel. As discussed, the Town reviewed several local area roads that utilize the tar and chip surface. One particular location that was determined to be applicable to Brookeville was Poplar Hill Road in Darnestown, MD (approximately a 1/2 mile section at the south end of the road between Pavey Terrace and the dead end). It is a Montgomery County maintained road that was changed from gravel to tar and chip.

Fabrics.

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Montgomery County

Historic Preservation Commission



**REVIEWED**

By Devon.Murtha at 10:37 am, Apr 14, 2025

Criteria for Issuance in Chapter 24A-(b) 1 and 2, and (d), having found it consistent with the *Secretary of the Interior's Standards for Rehabilitation* #2 and #9 as outlined above.

### **STAFF RECOMMENDATION**

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b) (1), (2), and (d), having found that the proposal 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* #2 and #9;

and with the general condition that the applicant shall present an electronic set 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 final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

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 [michael.kyne@montgomeryplanning.org](mailto:michael.kyne@montgomeryplanning.org) to schedule a follow-up site visit.



**REVIEWED**

*By Devon.Murtha at 10:40 am, Apr 14, 2025*