



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Jeffrey Hains
Chair

August 10, 2026

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services

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

SUBJECT: Historic Area Work Permit #1164669– Masonry restoration, window restoration, door replacement, and trim repairs

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: Town of Brookeville; Andrea Scanlon (Agent)
Address: 5 High Street, Brookeville

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





HISTORIC PRESERVATION COMMISSION

HAWP #: 1164669 at: 5 High Street, Brookeville

submitted on: 7/14/2026

has been reviewed and determined that the proposal fits into the following category/categories:

☐ Repair or replacement of a masonry foundation with new masonry materials that closely match the original in appearance;

☐ Installation of vents or venting pipes in locations not visible from the public right-of-way;

☐ New gutters and downspouts;

☐ Removal of vinyl, aluminum, asbestos, or other artificial siding when the original siding is to be repaired and/or replaced in kind;

☐ Removal of accessory buildings that are not original to the site or non-historic construction;

☒ Repair or replacement of missing or deteriorated architectural details such as trim or other millwork, stairs or stoops, porch decking or ceilings, columns, railings, balusters, brackets shutters, etc., with new materials that match the old in design, texture, visual characteristics, and, where possible materials, so long as the applicant is able to provide one extant example, photographic evidence, or physical evidence that serves as the basis for the work proposed;

☐ Construction of wooden decks that are at the rear of a structure and are not visible from a public right-of-way;

☐ Roof replacement with -compatible roofing materials, or with architectural shingles replacing 3-Tab asphalt shingles;

☐ Installation of storm windows or doors that are compatible with the historic resource or district;

☐ Repair, replacement or installation of foundation-level doors, windows, window wells, and areaways, or foundation vents, venting pipes, or exterior grills that do not alter the character-defining features and/or the historic character of the resource;

☐ Construction of fences that are compatible with the historic site or district in material, height, location, and design;

☐ Fence is lower than 48" in front of rear wall plane;

☐ Construction of walkways, parking pads, patios, driveways, or other paved areas that are not visible from a public right-of-way and measure no more than 150 square feet in size;

☐ Replacement of existing walkways, parking pads, patios, driveways, or other paved areas with materials that are compatible with the visual character of the historic site and district and that are no greater than the dimensions of the existing hardscape;

☐ Construction of small accessory buildings no larger than 250 square feet in size that are not visible from the public right-of-way;

☐ Installations of skylights on the rear of a structure that will not be visible from the public right-of-way, and would not remove or alter character-defining roof materials;

☐ Installation of solar panels and arrays in locations that are not readily visible from the public right-of-way or that are designed so as to have a minimal impact on the historic resource or the historic district (e.g., systems that are ground-mounted in areas other than the front or side yard of a corner lot, located on accessory or outbuildings, on non-historic additions, or on rear facing roof planes);

☐ Installation of car charging stations in any location on a property or in the right-of-way;

Installation of satellite dishes;

☐ Removal of trees greater than 6" in diameter (d.b.h.) that are dead, dying, or present an immediate hazard.

☐ Removal of trees greater than 6" in diameter (d.b.h.) in the rear of the property that will not impact the overall tree canopy of the surrounding district or historic site;

☐ Replacement tree required as a condition; and,

☐ Other minor alterations that may be required by the Department of Permitting Services post-Commission approval that would have no material effect on the historic character of the property.

Staff finds the proposal complies with Chapter 24A, the Secretary of the Interior's Standards for Rehabilitation, and any additional requisite guidance. Under the authority of COMCOR No. 24A.04.01, this HAWP is approved by Laura D. Paquale on 8/10/2026. 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:

The Brookeville Academy consists of an historic stone structure (circa 1808) with a 1996 addition. It is an outstanding resource in the Brookeville Historic District.

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

See work items on following pages.

REVIEWED

By Laura DiPasquale at 12:23 pm, Aug 10, 2026

APPROVED

Montgomery County

Historic Preservation Commission



Work Item 1A Brookeville Academy - stone facade

Description of Current Condition:

The masonry facade dates back over 210 years, and the last time it was re-pointed was in 1996, when the rear addition was constructed. The failing mortar is allowing moisture to infiltrate the facade, which is collecting at the bottom of the wall. This moisture is causing the interior paint to peel and plaster to fail.

Proposed Work:

- Re-point entire masonry facade with appropriate lime based mortar.
- All work is to be performed per the standards in the US Department of the Interiors Standards for the Treatment of Historic Properties.

Work Item 1B Brookeville Academy - stone site wall

Description of Current Condition:

The top layer of parging on the masonry site wall has failed and now portions of the wall are exposed to the elements. This leads to more deterioration of the mortar, forming larger cracks, and undermining the structural integrity of the stone wall.

Proposed Work:

- Rebuild the sections of the wall that have failed.
Note: the curved sections of the wall that have bowed over time because of a nearby tree will not be repaired.
- Remove existing mortar and re-point all joints with appropriate lime based mortar.
- Replace top parging across the entire wall.
- Clean all stone
- All work is to be performed per the standards in the US Department of the Interiors Standards for the Treatment of Historic Properties.

Work Item 1C Brookeville Academy - Chimney repair and point-up

Description of Current Condition:

The chimneys have not been touched since rear addition was constructed in 1996.

Proposed Work:

- Re-point brick chimneys with appropriate lime based mortar.
- Clean brick
- All work is to be performed per the standards in the US Department of the Interiors Standards for the Treatment of Historic Properties.

REVIEWED

By Laura DiPasquale at 12:24 pm, Aug 10, 2026

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Work Item 2 Brookeville Academy - window restoration

Description of Current Condition:

Many of the wood windows are either original or very old. There are broken lites of glass, crumbling glazing putty and wood in need of restoration.

Proposed Work:

- The existing windows will be repaired, not replaced
- Replace broken lites with single pane glass (vintage glass if possible).
- Refurbish wood as required
- Ensure windows are operating properly
- Replace glazing putty
- Install zinc weatherstripping and kerf applied weather seal, all routed into slots in the windows
- Re-paint windows
- All work is to be performed per the standards in the US Department of the Interiors Standards for the Treatment of Historic Properties.

Work Item 3 Brookeville Academy - exterior doors

Description of Current Condition:

The front door was installed in 1996 with modern brass hardware.

The side door, which was installed in 1996 is a modern door with a glass sidelite and modern brass hardware. An electronic keypad and automatic door operator have been added for accessibility.

Proposed Work: (Door slab replacement only)

- Replace front door with wooden, period-appropriate door (see attached); the glass lites over the door are to remain
- Replace hardware at front door with period-appropriate hardware (see attached)
- Paint door and trim
- Replace hardware at side door
- Paint door and trim

Work Item 4 Brookeville Academy - carpentry repair / painting

Description of Current Condition:

The paint on the eaves and trim is failing.

Proposed Work:

- Make any necessary carpentry repairs
- Re-paint all exterior trim at the historic portion of the building

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By Laura DiPasquale at 12:24 pm, Aug 10, 2026

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Historic Preservation Commission



Work Item 5 Brookeville Academy - steps/railing repair

Description of Current Condition:

The stone steps and metal railing were installed in 1996. The stone joints have separated and the parging at the side of the steps is failing.

Proposed Work:

- Re-set stone steps
- Repair or replace parging
- Re-grout railing into stone
- Clean and re-paint railing

Work Item 6 Brookeville Academy - exterior sign repair/paint

Description of Current Condition:

The exterior sign and post were installed in 1996. The wooden sign has chips and faded paint.

Proposed Work:

- Repair and re-paint wooden sign and replace hardware as required
- Re-paint cast iron sign post.

Work Item 7 Brookeville Academy - Interior plaster repair/paint

Description of Current Condition:

Moisture infiltration through the stone facade is causing the interior paint to peel and plaster to bubble and fail.

Proposed Work:

- Repair and re-paint plaster

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By Laura DiPasquale at 12:24 pm, Aug 10, 2026

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Photo 1 - West Elevation



Photo 2 - Southwest Elevation

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REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 3 - South Elevation



Photo 4 - South Elevation Close-Up

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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 5 - Southeast Elevation



Photo 6 - East Elevation

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Photo 7 - Northeast Elevation 1



Photo 8 - Northeast Elevation 2

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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 9 - Front Door Exterior



Photo 10 - Front Door Hardware Close-Up



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

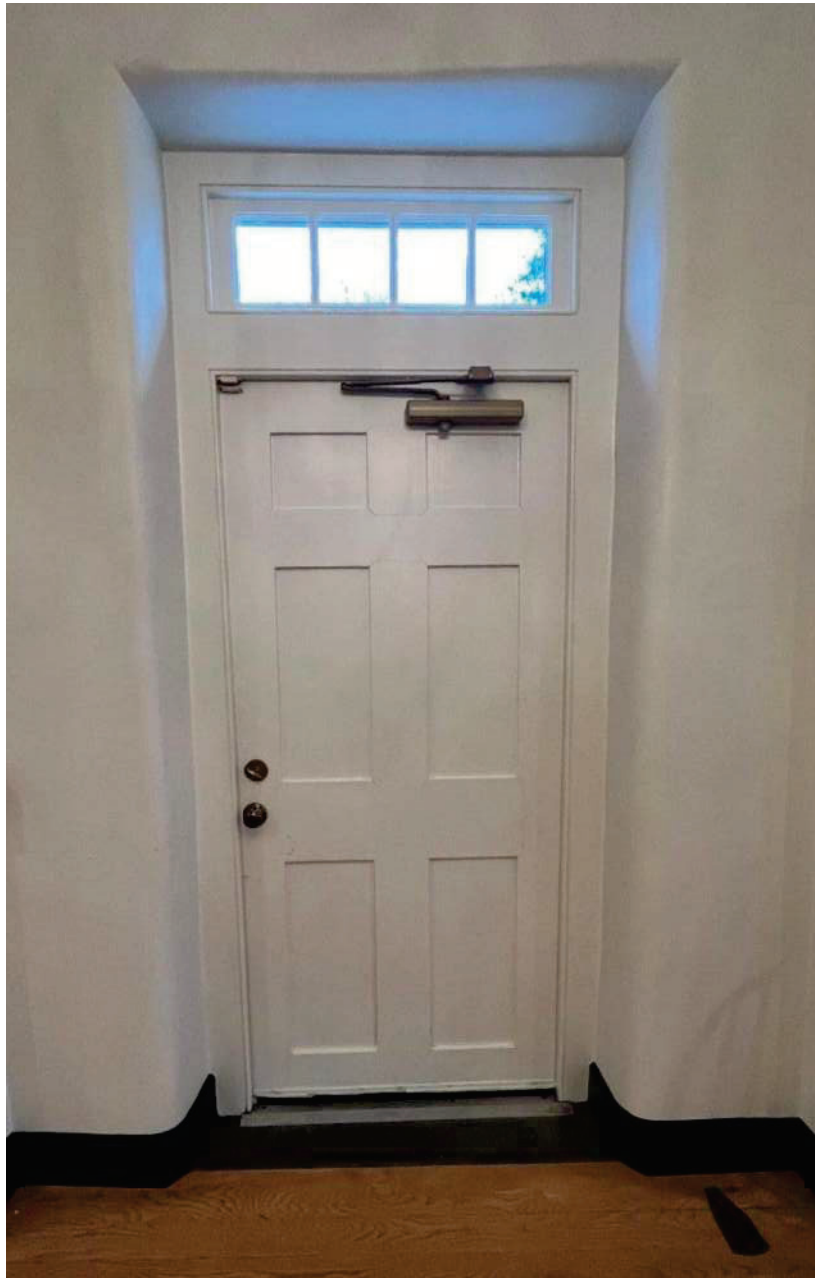


Photo 11 - Front Door Interior



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 12 - Front Steps 1

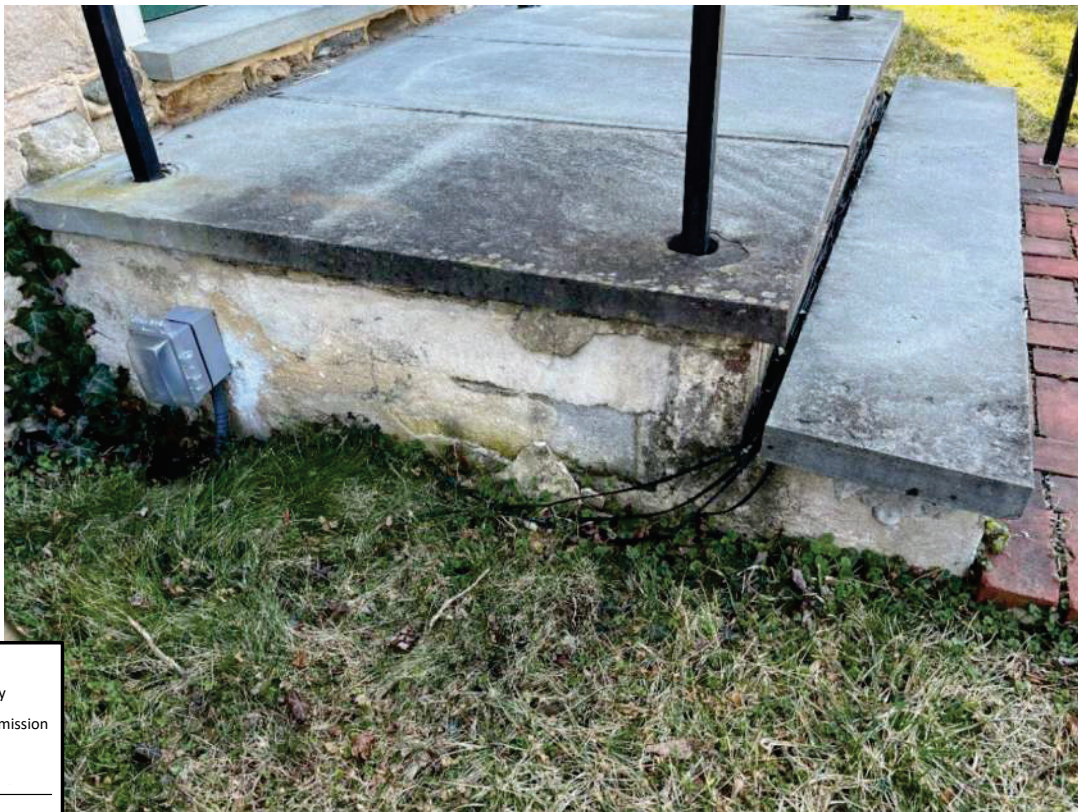


Photo 13 - Front Steps 2

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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 14 - Front Steps 3



Photo 15 - Front Steps 4



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 16 - Side Door Exterior



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

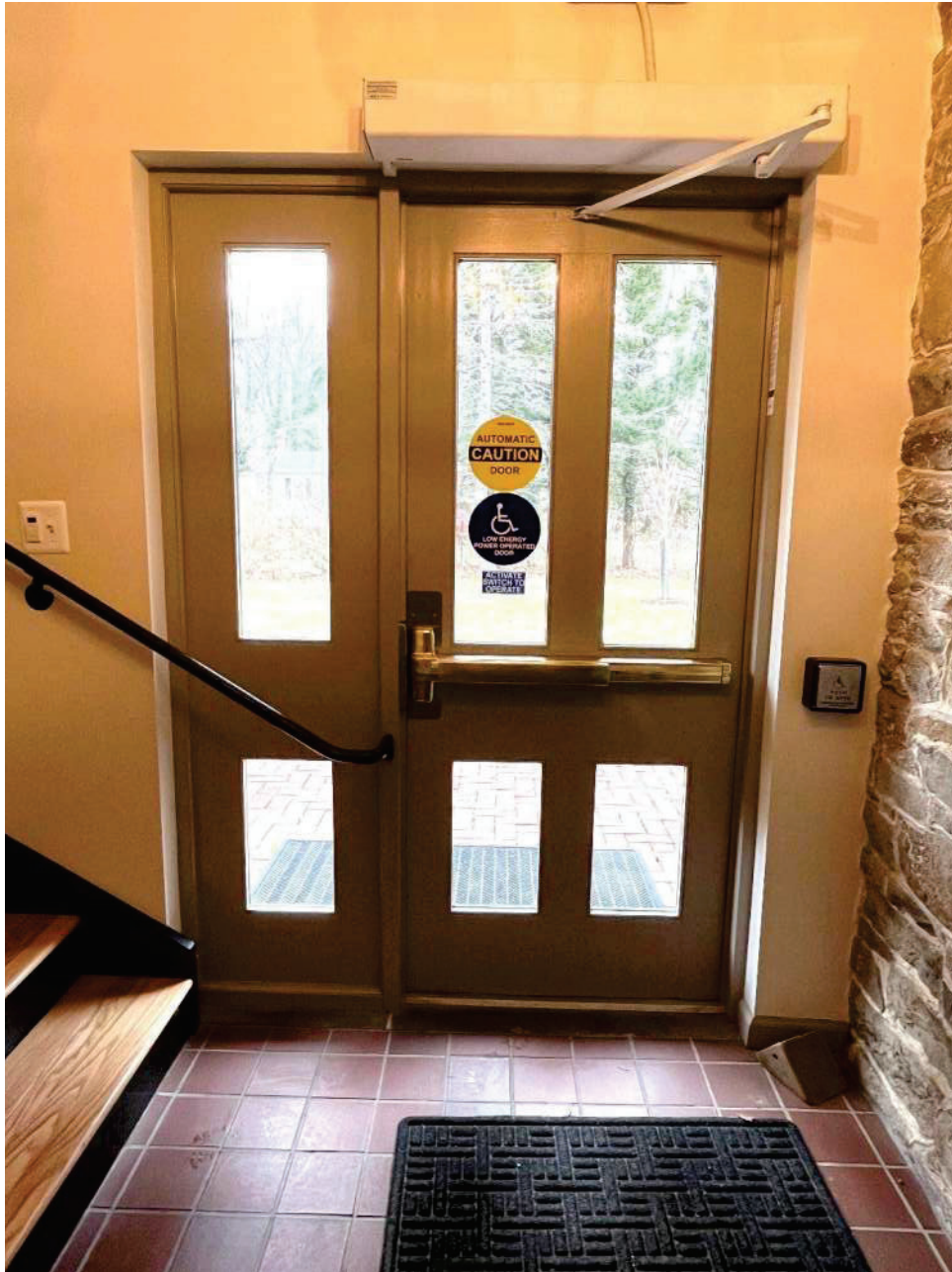


Photo 17 - Side Door Interior



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 18 - Masonry Façade Showing Moisture



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

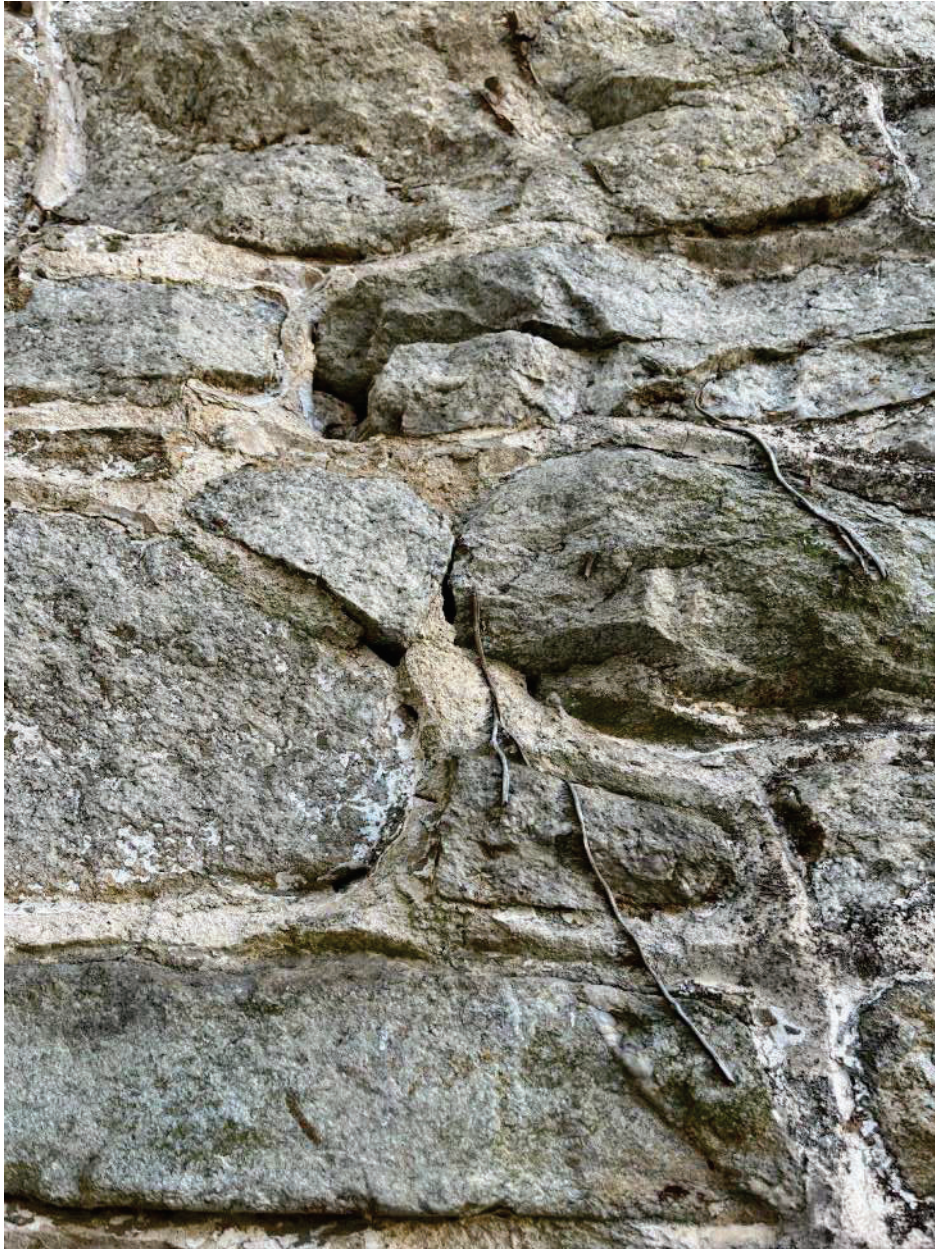


Photo 19 - Masonry Façade Close-Up 1



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 20 - Masonry Façade Close-Up 2



Photo 21 - Masonry Façade Close-Up 3



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 22 - Masonry Façade Close-Up 4



Photo 23 - Masonry Façade Close-Up Showing Missing Mortar



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 24 - Masonry Façade Close-Up Showing Missing Mortar



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

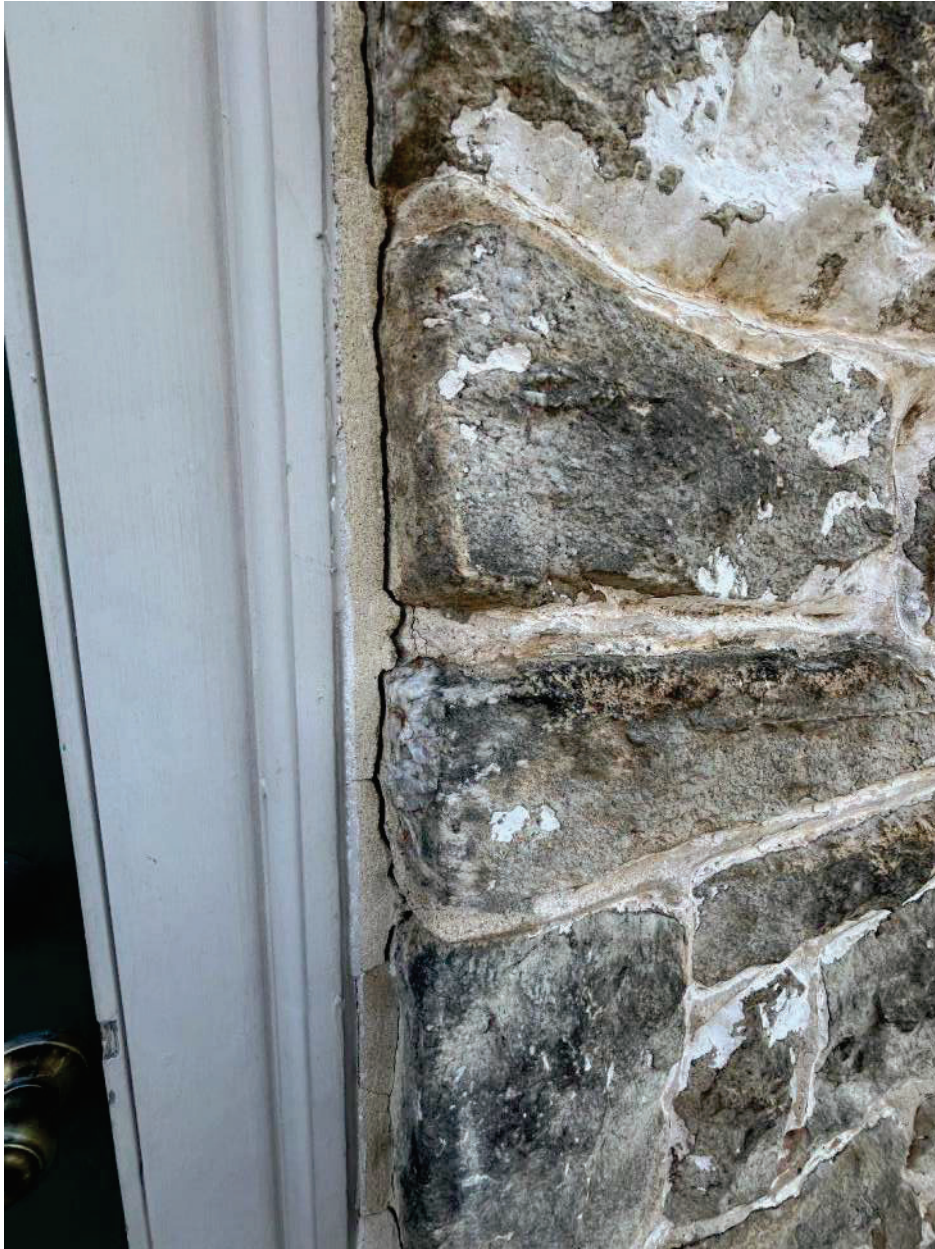


Photo 25 - Masonry Façade Close-Up Showing Mortar Cracks



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 26 - Site Wall 1



Photo 27 - Site Wall 2

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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 28 - Site Wall 3



Photo 29 - Site Wall Close-Up 1



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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 30 - Site Wall Close-Up 2



Photo 31 - Site Wall Close-Up 3



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 32 - Site Wall Close-Up 4



Photo 33 - Site Wall Close-Up 5



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 34 - Site Wall Close-Up 6



Photo 35 - Site Wall Close-Up 7



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 36 - Site Wall Close-Up 8



Photo 37 - Site Wall Close-Up 9



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 38 - Site Wall Close-Up 10



Photo 39 - Site Wall Close-Up 11



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

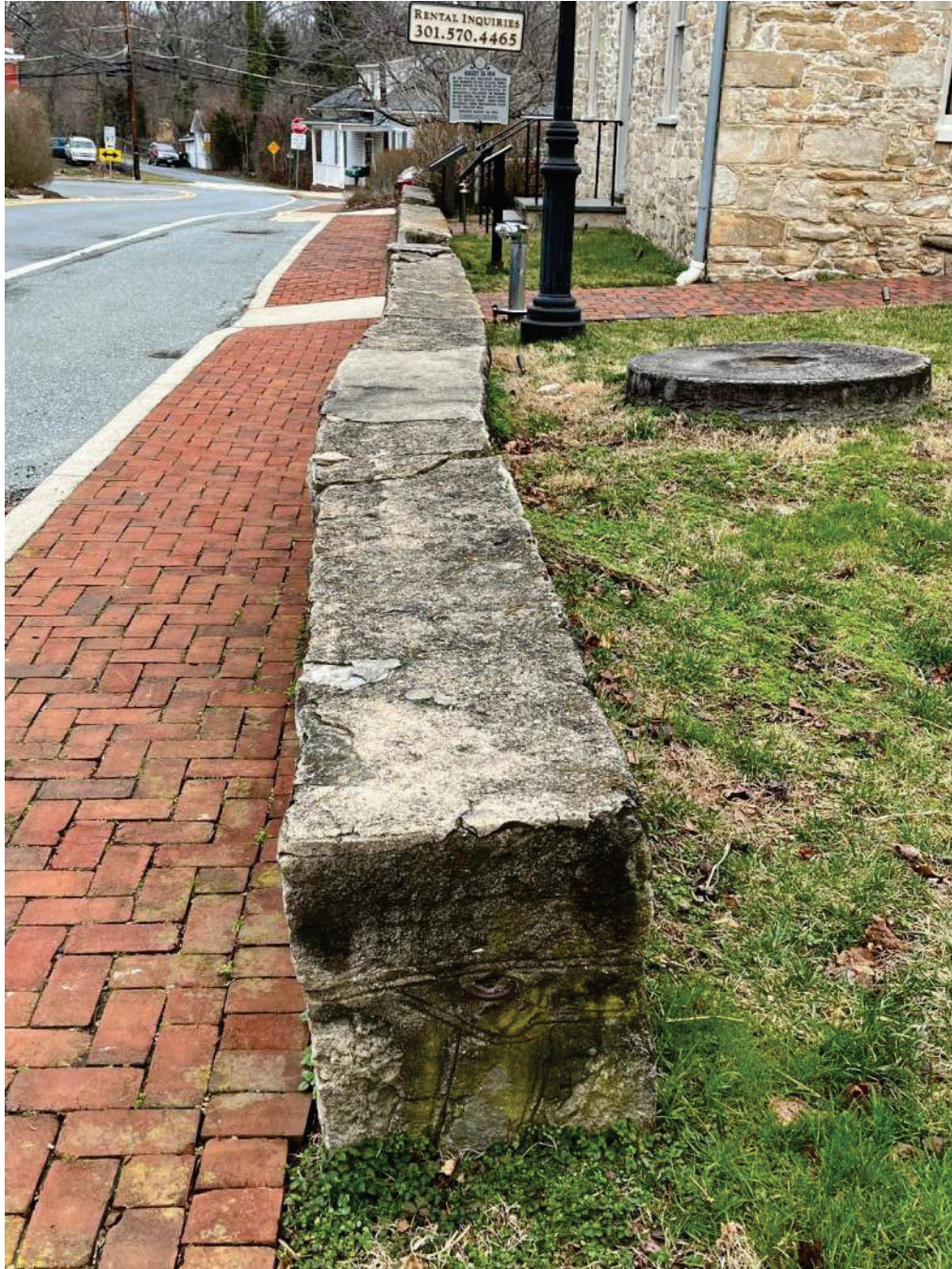


Photo 40 - Site Wall Close-Up 12



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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 41 - Window Close-Up 1

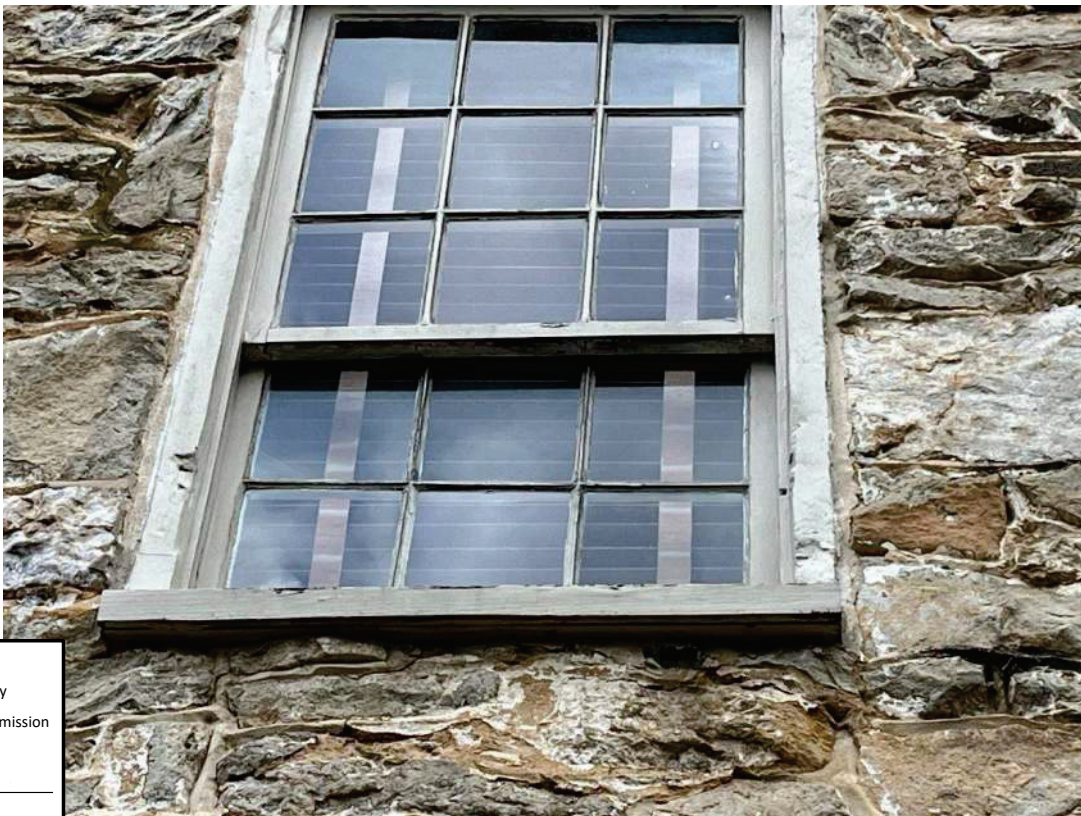


Photo 42 - Window Close-Up 2

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By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 43 - Window Close-Up 3



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 44 - Window Close-Up 4



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 45 - Window Close-Up 5



Photo 46 - Window Close-Up 6



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 47 - Window Close-Up Showing Broken Glass



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 48 - Window Close-Up Showing Broken Glass



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026



Photo 50 - Exterior Sign and Light Post



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By Laura DiPasquale at 12:25 pm, Aug 10, 2026

Reference photo for new Academy Front Door



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

Reference photo for new Academy Front Door



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REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

Proposed Hardware for Academy Front Door



H-40

4" X 4" EXTRUDED BRASS SQUARE CORNER BUTT HINGE

OUR PREMIUM AMERICAN MADE PLAIN BEARING FIVE KNUCKLE BUTT HINGES ARE OF THE FINEST QUALITY. THEY ARE MADE OF EXTRUDED BRASS WITH A TIGHT TOLERANCE AND ARE FITTED WITH A STAINLESS STEEL PIN. BUTTON TIP FINIALS ARE INCLUDED AS STANDARD WITH OPTIONAL DECORATIVE FINIALS AVAILABLE UPON REQUEST. TRADITIONAL SLOTTED HEAD WOOD SCREWS ARE INCLUDED. MACHINE SIZES FOR METAL DOOR APPLICATION ARE ALSO AVAILABLE.

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ALL SIZES AND HOLE PATTERNS CAN BE MADE AS NEEDED.
AVAILABLE IN ALL BRASS FINISHES.

REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026

Proposed Hardware for Academy Front Door



L-8-I

8" IRON RIM LOCK

THE L-8 IS OUR MOST POPULAR RIM LOCK. BASED ON HISTORIC ENGLISH RIM LOCK PATTERNS. THIS VERSATILE LOCK CAN BE USED ON MANY TYPES OF INTERIOR AND EXTERIOR DOORS. IT IS AVAILABLE AS PASSAGE, PRIVACY OR CYLINDER FUNCTION.

LEFT HAND PRIVACY LOCK SHOWN WITH 2" BRASS KNOB.



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Rabbiah Sabbakhan
Director

HISTORIC AREA WORK PERMIT APPLICATION

Application Date: 7/13/2026

Application No: 1164669
AP Type: HISTORIC
Customer No: 1363731

Affidavit Acknowledgement

The Homeowner is the Primary applicant
This application does not violate any covenants and deed restrictions

Primary Applicant Information

Address 5 HIGH ST
BROOKEVILLE, MD 20833

Homeowner Scanlon (Primary)

Historic Area Work Permit Details

Work Type RESREP

Scope of Work Exterior restoration of the Brookeville Academy, including masonry re-pointing, window restoration and painting.



REVIEWED

By Laura DiPasquale at 12:25 pm, Aug 10, 2026