

***EXPEDITED***  
**HISTORIC PRESERVATION COMMISSION STAFF REPORT**

<b>Address:</b>	10 North St., Brookeville	<b>Meeting Date:</b>	9/11/2019
<b>Resource:</b>	Primary Resource <b>Brookeville Historic District</b>	<b>Report Date:</b>	9/4/2019
<b>Review:</b>	HAWP	<b>Public Notice:</b>	8/28/2019
<b>Case Number:</b>	23/65-19B	<b>Tax Credit:</b>	n/a
<b>Applicant:</b>	Town of Brookeville (Andrea Scanlon, Agent)	<b>Staff:</b>	Michael Kyne
<b>Proposal:</b>	Fence Installation		

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**STAFF RECOMMENDATION:**

☒ **Approve**  
☐ **Approve with conditions**

**PROJECT DESCRIPTION**

**SIGNIFICANCE:** Primary Resource to the Brookeville Historic District  
**STYLE:** Vernacular  
**DATE:** c.1820s

**PROPOSAL**

This proposal is for approval of a fenced enclosure for a portable toilet in the parking lot to the rear of the Brookeville Schoolhouse. In order to accommodate an ADA-compliant portable toilet, the dimensions of the enclosure are approximately 48 square feet (6' x 8'). The enclosure will be constructed of prefabricated cedar panels with a board-on-board design per the attached application. There will be a wooden gate as part of the enclosure to allow for access, cleaning, and security when the facility is not in use. The toilet and fencing are located within the existing gravel parking lot at the farthest practical location from the Schoolhouse.

**APPLICABLE GUIDELINES**

The use of the expedited review form is supported by the fifteenth item on the Policy on Use of Expedited Staff Reports for Simple HAWP Cases:

10. Construction of fences that are compatible with historic site or district in terms of material, height, location, and design. Requests for fences higher than 48" to be located in the front yard of a property will not be reviewed using an Expedited Staff Report.

**Montgomery County Code; Chapter 24A-8**

- (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;
- (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 the Interior's Standards for Rehabilitation**

- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, space and spatial relationships that characterize a property will be avoided.

#### **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 site, and the purposes of *Chapter 24A*; and with the Standard 2 of 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 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.



HISTORIC PRESERVATION COMMISSION  
301/563-3400

DPS - #8

# APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Email: property@townofbrookevillemd.org Contact Person: ANDREA SCANLON  
Daytime Phone No.: 3015365538

Tax Account No.: \_\_\_\_\_  
Name of Property Owner: TOWN OF BROKEVILLE Daytime Phone No.: 3015704465  
Address: 5 HIGH STREET BROKEVILLE MD 20833  
Street Number City State Zip Code  
Contractor: TBD Phone No.: TBD  
Contractor Registration No.: TBD  
Agent for Owner: N/A Daytime Phone No.: \_\_\_\_\_

## LOCATION OF BUILDING/PREMISE

House Number: 10 Street: NORTH STREET  
Town/City: BROKEVILLE Nearest Cross Street: MARKET STREET  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: TOWN OF BROKEVILLE  
Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Parcel: PONDERS WOODS PARCEL C

## PART ONE: TYPE OF PERMIT ACTION AND USE

### 1A. CHECK ALL APPLICABLE:

- ☒ Construct ☐ Extend ☐ Alter/Renovate  
☐ Move ☐ Install ☐ Wreck/Flaze  
☐ Revision ☐ Repair ☐ Revocable

### CHECK ALL APPLICABLE:

- ☐ A/C ☐ Slab ☐ Room Addition ☐ Porch ☐ Deck ☐ Shed  
☐ Solar ☐ Fireplace ☐ Woodburning Stove ☐ Single Family  
☒ Fence/Wall (complete Section 4) ☐ Other: \_\_\_\_\_

1B. Construction cost estimate: \$ 2500.00

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 60' feet 60" 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/easement

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.

[Signature]  
Signature of owner or authorized agent

07-23-19  
Date

Approved: \_\_\_\_\_ For Chairperson, Historic Preservation Commission

Disapproved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application/Permit No.: 884590 Date Filed: 7/30/19 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:

SEE ATTACHED

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

SEE ATTACHED

**2. SITE PLAN**

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

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

**3. PLANS AND ELEVATIONS**

SEE ATTACHED  
You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 9 1/2" x 11" paper are preferred.

- a. 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.  
b. 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**

SEE ATTACHED  
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**

- SEE ATTACHED  
a. 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.  
b. 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.

PLEASE PRINT (IN BLUE OR BLACK INK) OR TYPE THIS INFORMATION ON THE FOLLOWING PAGE.  
PLEASE STAY WITHIN THE GUIDES OF THE TEMPLATE, AS THIS WILL BE PHOTOCOPIED DIRECTLY ONTO MAILING LABELS.

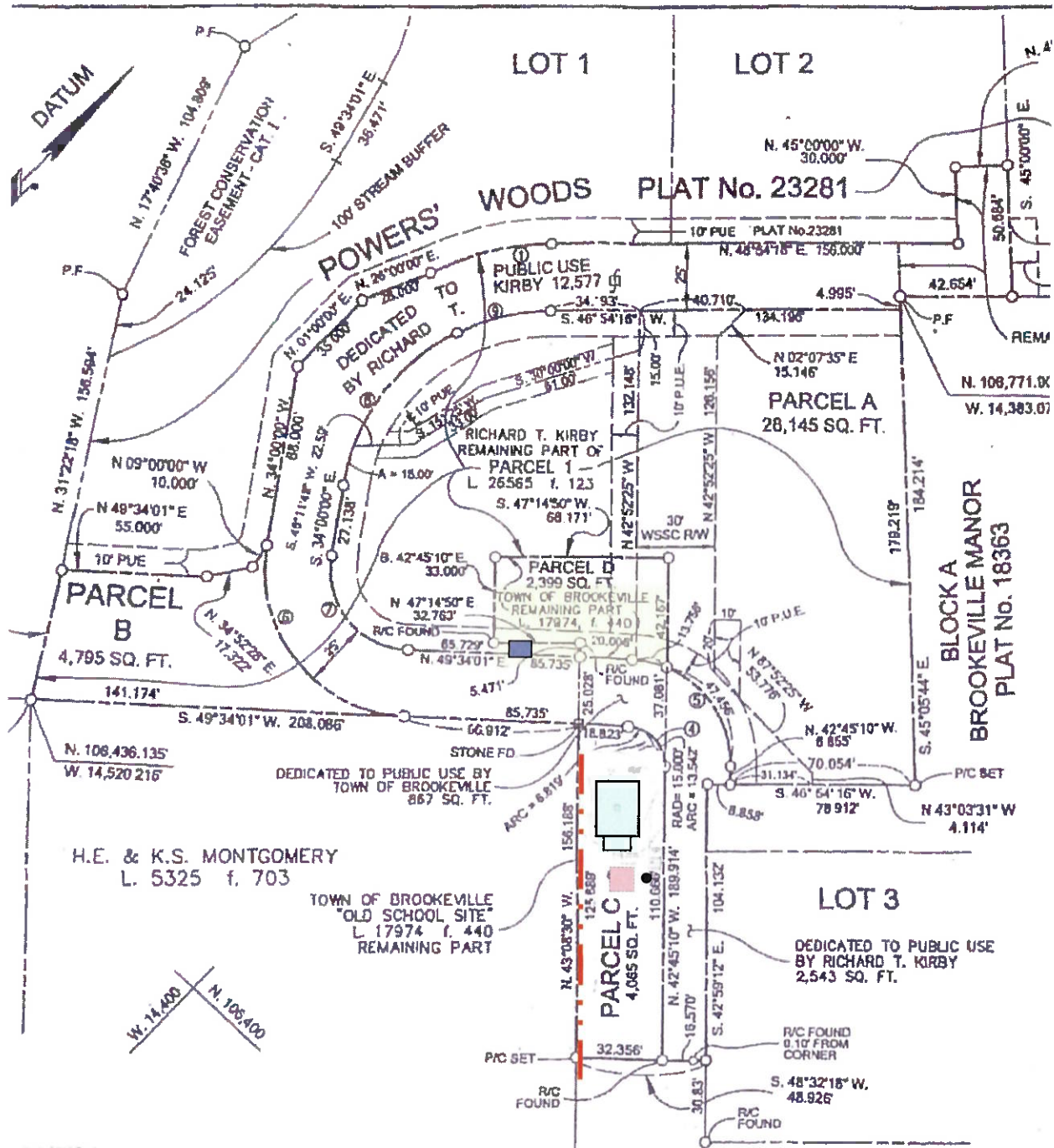
**HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING**  
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

<b>Owner's mailing address</b> TOWN OF BROOKVILLE 5 HIGH STREET BROOKVILLE, MD 20833	<b>Owner's Agent's mailing address</b> NA
<b>Adjacent and confronting Property Owners mailing addresses</b>	
DAVIS 13 NORTH STREET BROOKVILLE, MD 20833	TEAL / WEEKS 9 NORTH STREET BROOKVILLE, MD 20833
POLLOCK 4 NORTH STREET BROOKVILLE, MD 20833	GASKILL 2 NORTH STREET BROOKVILLE, MD 20833
MONTGOMERY 211 MARKET STREET BROOKVILLE, MD 20833	ACIERNO / PRYOR 209 MARKET STREET BROOKVILLE, MD 20833

1. WRITTEN DESCRIPTION OF PROJECT

- a) The Brookeville Schoolhouse is a restored, one-room schoolhouse located on North Street, in the Town of Brookeville Historic District. It was built in the early 1800's and operated as a public school until the 1920's. In 1926 it was sold and converted into a residence and remained as such, with a long period of deterioration until it was deeded to the Town of Brookeville in 1997. Restoration was complete in 2005 and the project won a Montgomery County award for historic preservation. The Schoolhouse is now functioning as a one room schoolhouse museum and is open each year for Heritage Days as well as other special occasions.
- b) This project includes a fenced enclosure for a portable toilet in the parking lot across from the Brookeville Schoolhouse. In order to accommodate an ADA-compliant portable toilet, the overall dimensions of the enclosure is 6' front and rear with 8' sides. The enclosure will be placed at the far west side of the parking lot, with the south side located approximately 45' north of the Schoolhouse and the front side located approximately 12' to the west of the Schoolhouse.

## 2. SITE PLAN



**Site Plan**  
(Not to Scale)

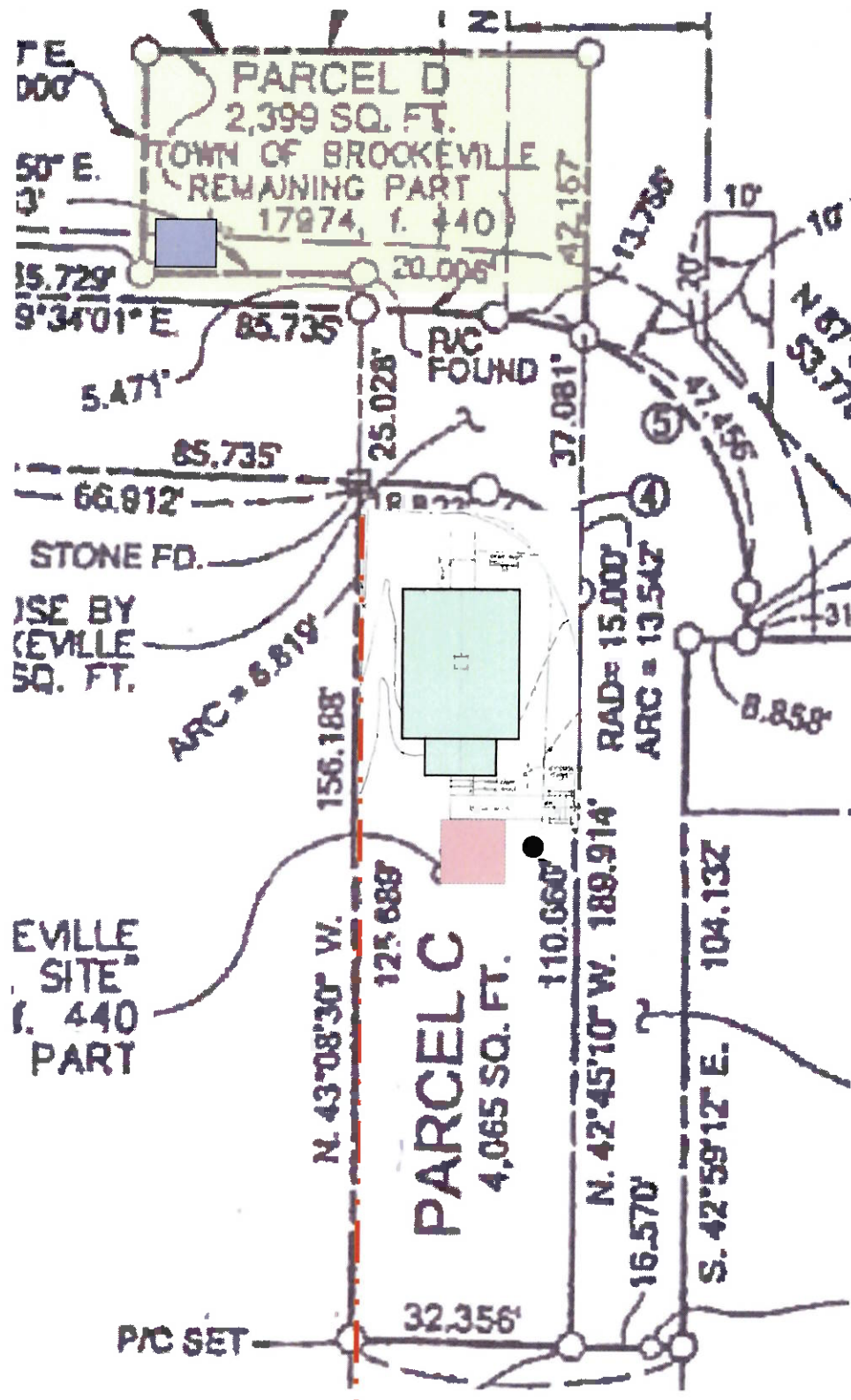
Gravel Parking Area

Schoolhouse

Proposed Toilet Enclosure

Patio

Fence

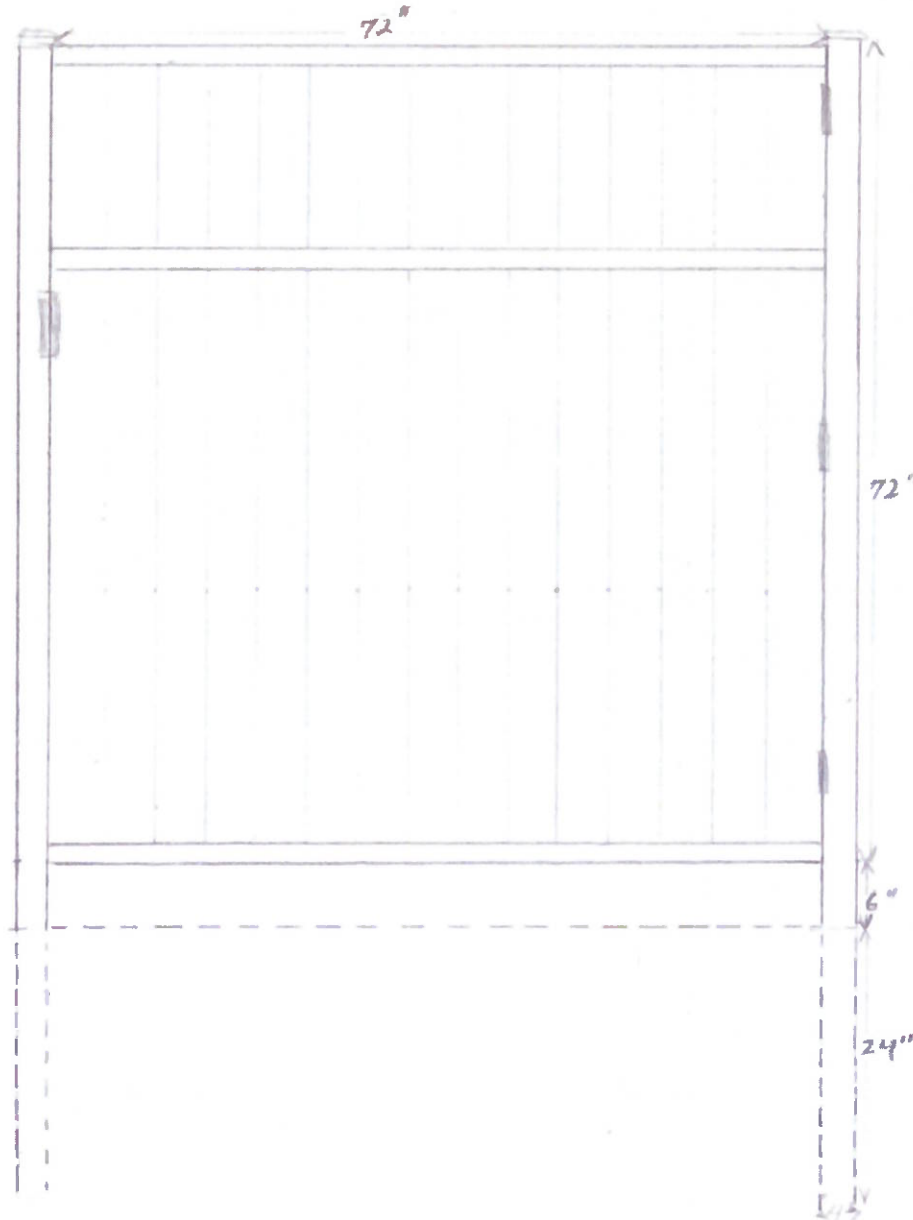


Enlarged Site Plan

(Not to Scale)



### 3. PLANS AND ELEVATIONS



### 4. MATERIAL SPECIFICATIONS

The enclosure will be a 6' high solid board fence, placed 6" above the ground. The fence will be fixed panels around the north, south and west sides of the rental unit, with a similar hinged fence panel serving as a gate for access on the east side. It will be made of Eastern white cedar panels attached to 4'x4' pressure treated posts. The posts will extend 2' into the ground and be encased in concrete.

**Town of Brookeville**  
**Brookeville Schoolhouse, 10 North Street, Brookeville MD, 20833**  
**HAWP – Schoolhouse Portable Toilet Enclosure**  
**July 23, 2019**

**5. PHOTOGRAPHS**



**Front Elevation**

**Town of Brookeville**  
**Brookeville Schoolhouse, 10 North Street, Brookeville MD, 20833**  
**HAWP – Schoolhouse Portable Toilet Enclosure**  
**July 23, 2019**



**Side Elevation**



**Town of Brookeville**  
**Brookeville Schoolhouse, 10 North Street, Brookeville MD, 20833**  
**HAWP – Schoolhouse Portable Toilet Enclosure**  
**July 23, 2019**



**Rear Elevation**

**Town of Brookeville**  
**Brookeville Schoolhouse, 10 North Street, Brookeville MD, 20833**  
**HAWP – Schoolhouse Portable Toilet Enclosure**  
**July 23, 2019**



**Parking Lot**