

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

<b>Address:</b>	6 High Street, Brookeville	<b>Meeting Date:</b>	6/11/2025
<b>Resource:</b>	Primary Resource (19 <sup>th</sup> century) <b>Brookeville Historic District</b>	<b>Report Date:</b>	6/4/2025
<b>Applicant:</b>	Monticello Spring Realty LLC	<b>Public Notice:</b>	5/28/2025
<b>Review:</b>	RETROACTIVE HAWP	<b>Tax Credit:</b>	Partial
<b>Case No.:</b>	1117972	<b>Staff:</b>	Devon Murtha
<b>Proposal:</b>	Retroactive approval for basement window installation, masonry painting, shutter removal		

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**STAFF RECOMMENDATION**

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



*Figure 1: The location of the subject property in the Brookeville Historic District.*

**ARCHITECTURAL DESCRIPTION**

<b>SIGNIFICANCE:</b>	Primary Resource within the Brookeville Historic District
<b>DATE:</b>	19 <sup>th</sup> century
<b>STYLE:</b>	Gothic Vernacular

The subject property is a two-and-a-half story, side-gabled house with a rear addition constructed circa 1904. It features a pointed center dormer and ionic columns on the one-story, full-width porch. It is a

Primary Resource within the Brookeville Historic District. It is described in the Brookeville Historic District Master Plan Amendment (*Amendment*) as:

Facing east on Georgia Avenue is a 2 1/2 story frame 3 bay by 2 bay center gable house with a standing seam tin roof. There is a one-story front porch with ionic columns across the full width of house. The windows are 2 over 2 with a small six pane arched window in the center gable. The front door is surmounted by a transom and side lights.<sup>1</sup>



*Figure 2: Photo of subject property along High Street, prior to scope of work (Google Images, 2022).*

## **PROPOSAL**

The applicant is seeking retroactive approval for removing aluminum shutters, installing two new foundation-level windows on the right /south elevation, and painting the parged stone foundation.

<sup>1</sup> See the full amendment text here: <https://montgomeryplanning.org/wp-content/uploads/2019/09/Brookeville-HD-Amendment-Map.pdf>.





*Figure 3: Before shutter removal (2022)*



*Figure 4: After shutter removal (2024)*





*Figure 5: Before painting foundation (2024).*



*Figure 6: After painting foundation (2025).*





*Figure 7: Before basement window installation (2024).*



*Figure 8: After basement installation (2025).*





*Figure 9: Interior photo of the basement showing stone foundation.*

### **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 (*Amendment*), Montgomery County Code Chapter 24A-8 (*Chapter 24A-8*), and the Secretary of the Interior's Standards for Rehabilitation (*Standards*). The pertinent information in these documents is outlined below.

#### ***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 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; 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.
- (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***

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.” The Standards read are as follows:

- 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.
- 6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
- 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**

This proposal is for all retroactive items and should be reviewed as if the work has not taken place. Staff is supportive of the shutter removal and replacement of foundation-level windows. Staff is not supportive of the painting of the masonry foundation.

#### ***Shutters***

The shutters that were removed were made of aluminum and not original to the building. Like many of the residences in Brookeville, the building may historically have had wood louvered shutters; however, Staff has not been able to find any documentary evidence of this. The removal of non-historic aluminum

shutters does not constitute a loss of historic material, per *Standard 2* and *Chapter 24A-8(b)*, and is generally appropriate.

#### *Windows*

The applicant stated that they replaced broken wood windows on the foundation level with new wood windows that matched the profile of the existing. They were not able to provide photos of the windows that were removed. The new windows are wood sash casement windows and are not readily visible from the right-of-way. Although Staff is not able to verify that the new windows are an in-kind replacement due to a lack of photographic evidence, wood is a historically appropriate material for these windows. Staff notes that installation of foundation-level windows not visible from the right-of-way, as is the case in this proposal, is routinely administratively approved. The replacement does not impact the character of the historic district or the resource, per *24A-8(b)*.

Only the window replacement is eligible for the Montgomery County Historic Preservation tax credit program.

#### *Masonry Painting*

The applicant painted sections of previously unpainted parged stone foundation.

The HPC does not generally support painting previously unfinished masonry foundations. Painting masonry can cause moisture retention and damage to the material. Additionally, painting unpainted surfaces alters the overall character of the resource and is incompatible with the district contravening *24A-8(b)*.

Staff finds that the painting of unfinished masonry is *generally* not appropriate on historic foundations in Brookville. However, in this particular case, painting the foundation does not meaningfully impact the character of the district. The foundation is minimally visible from the right-of-way and, more importantly, has been altered by the addition of non-historic parging on top of the stone foundation. The actual historic material remains unaltered by the addition of paint. The sections of foundation that were painted are on the side (south) and rear (west) elevations and have little impact on the character of the district from the right-of-way along High Street.

### **STAFF RECOMMENDATION**

Staff recommends that the Commission **approve** the HAWP application:

under the Criteria for Issuance in Chapter 24A-8(b)(1) and (2), having found that the proposal, as modified by the conditions, 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, #6, 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 301-495-1328 or [devon.murtha@montgomeryplanning.org](mailto:devon.murtha@montgomeryplanning.org) to schedule a follow-up site visit.





APPLICATION FOR  
HISTORIC AREA WORK PERMIT  
HISTORIC PRESERVATION COMMISSION  
301.563.3400

FOR STAFF ONLY:

HAWP# \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Tax Account No.: \_\_\_\_\_

**AGENT/CONTACT (if applicable):**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Contractor Registration No.: \_\_\_\_\_

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

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.

Building Number: \_\_\_\_\_ Street: \_\_\_\_\_

Town/City: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_

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. Incomplete Applications will not be accepted for review. Check all that apply:**

☐ New Construction

☐ Deck/Porch

☐ Shed/Garage/Accessory Structure

☐ Addition

☐ Fence

☐ Solar

☐ Demolition

☐ Hardscape/Landscape

☐ Tree removal/planting

☐ Grading/Excavation

☐ Roof

☐ Window/Door

☐ Other: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Date



**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**

**Adjacent and confronting Property Owners mailing addresses**



**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:

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:



# 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/Exc avation/Land scaing	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

TAX CREDIT  
NARRATIVE

Please provide a short narrative describing the work that was done for the credit on Page 2 of the

**application.** Include in your description the following information:

a. 1906 house in the historic town of Brookeville



Front of the house





Side of the house. Gutter repair. Window restoration.

b. This is a complete renovation. The house was not in livable condition.

c. Bathroom not usable. Painting failing in all the outbuildings. Leaking pipe in the old kitchen. Gutter issue. Water in the basement. All windows have peeling paint and not closing thus leaking air.

g. **(Optional Question)** Did this approach solve the rehabilitation problem?

We were not approved for wood window replacement. We looked for many wood window restoration companies but neither one can do the job. The general contractor did painting and restoration of the wood windows above grade and replace the windows in the basement with new windows.

Later with the help with Montgomery county Rental license place, we found this company who does wood window replacement. After numerous phone calls and emails I never received a quote. They did send below emails saying the window need to be replaced.



**kevin@blainewindowanddoor.com** Tue, Dec 17, 2024, 4:35 PM

to me

Per our site inspection on November 27, 2024 our service tech found the windows at the property with the address of 6 High St, Brookeville, MD beyond our scope of work for window repair. The windows were found to have significant misalignment of both the center meeting rails and one or more sash not closing into the correct position. Along with this many sashes were not designed to have any type of window balance hardware, there is no place to install sash ropes or pullies presently. Some of the sashes had been replaced with poorly crafted alternatives constructed out of 2x4 lumber routed for glass installation. With the significant amount of paint (containing lead at some point) along with a suspicion of water infiltration we are only able to offer the option of window replacement.

Our suggested replacement is the Kolbe Heritage series which were installed in a property located at 204 Market St, Brookville, MD also located in the same area in 2022. This series of windows has been approved in Georgetown, Washington DC and in Takoma Park, Maryland. All of which seek to maintain the same historical characteristics from the same time period. This is a fantastic option to get properties to meet modern performance and safety standards while maintaining the historical aesthetic of the area.

If the person from the historical society would like, our technician is willing to meet him at the property to review the condition of the windows.

Kevin King  
Sales Rep



Blaine Window & Door  
301-565-4975

Based on above email, I will continue work with the company and the permit office to see if we can get the window replaced.

h. we also did the gutter

Before pictures:















After pictures









