

**MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT**

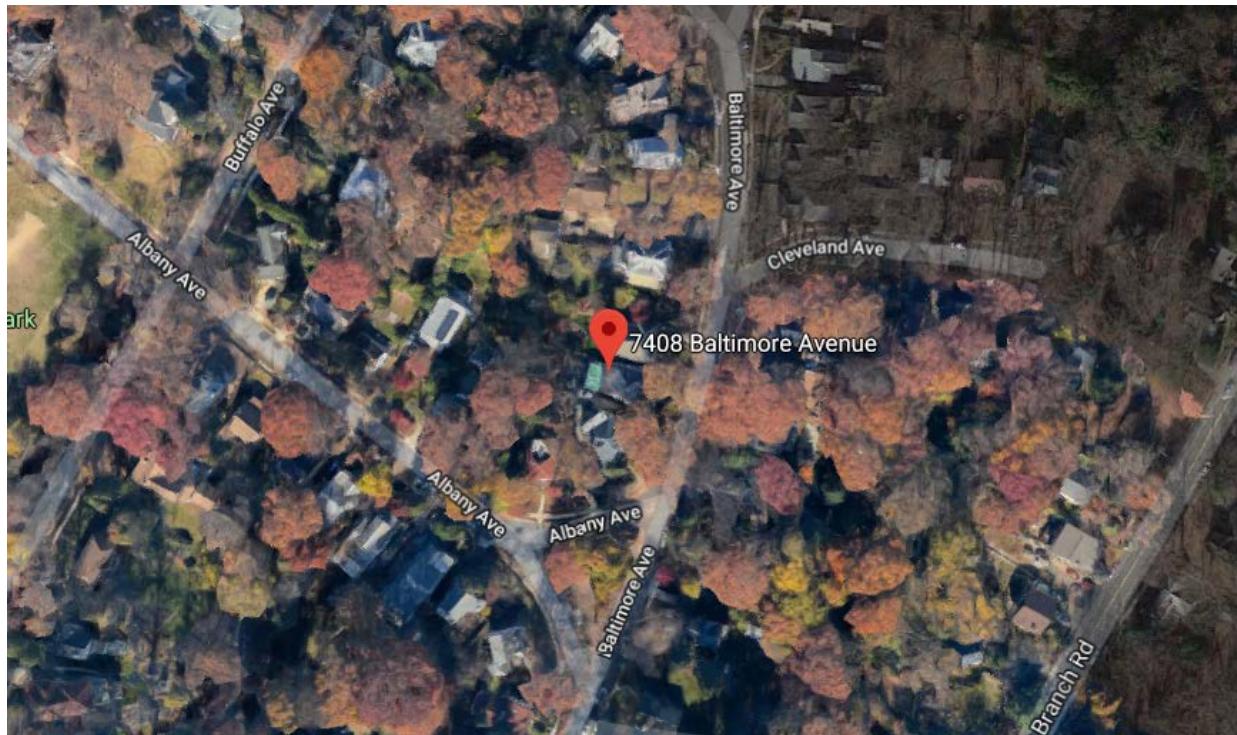
Address:	7408 Baltimore Ave., Takoma Park	Meeting Date:	6/27/2018
Resource:	Contributing Resource Takoma Park Historic District	Report Date:	6/20/2018
Applicant:	Julie Kurland (Ariana Guyton, Agent)	Public Notice:	6/13/2018
Review:	HAWP	Tax Credit:	No
Case Number:	37/03-18MM	Staff:	Michael Kyne
PROPOSAL: Window replacement			

STAFF RECOMMENDATION

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

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Contributing Resource within the Takoma Park Historic District
STYLE: Foursquare/Craftsman
DATE: c. 1910-20s



PROPOSAL

The applicant proposes to replace the existing non-original windows on the second-floor, front elevation of the historic house.

APPLICABLE GUIDELINES

When reviewing alterations and new construction within the Takoma Park Historic District several documents are to be utilized as guidelines to assist the Commission in developing their decision. These documents include the historic preservation review guidelines in the approved and adopted amendment for the *Takoma Park Historic District (Guidelines)*, *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.

Takoma Park Historic District Guidelines

There are two very general, broad planning and design concepts which apply to all categories. These are:

- The design review emphasis will be restricted to changes that are all visible from the public right-of-way, irrespective of landscaping or vegetation (it is expected that the majority of new additions will be reviewed for their impact on the overall district), and
- The importance of assuring that additions and other changes to existing structures act to reinforce and continue existing streetscape, landscape, and building patterns rather than to impair the character of the historic district.

A majority of structures in the Takoma Park Historic District have been assessed as being “Contributing Resources.” While these structures may not have the same level of architectural or historical significance as Outstanding Resources or may have lost some degree of integrity, collectively, they are the basic building blocks of the Takoma Park district. However, they are more important to the overall character of the district and the streetscape due to their size, scale, and architectural character, rather than for their particular architectural features.

Contributing Resources should receive a more lenient level of design review than those structures that have been classified as Outstanding. This design review should emphasize the importance of the resource to the overall streetscape and its compatibility with existing patterns rather than focusing on a close scrutiny of architectural detailing. In general, however, changes to Contributing Resources should respect the predominant architectural style of the resource.

The *Guidelines* that pertain to this project are as follows:

- All exterior alterations, including those to architectural features and details, should be generally consistent with the predominant architectural style and period of the resource and should preserve the predominant architectural features of the resource; exact replication of existing details and features is, however, not required.
- Original size and shape of window and door openings should be maintained, where feasible.
- Some non-original building materials may be acceptable on a case-by-case basis; artificial siding on areas visible from the public right-of-way is discouraged where such materials would replace or damage original materials that are in good condition.

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; or
 - (3) The proposal would enhance or aid in the protection, preservation and public or private utilization of the historic site or historic resource located within an historic district in a manner compatible with the historical, archeological, architectural or cultural value of the historic site or historic district in which an historic resource is located; or
 - (4) The proposal is necessary in order that unsafe conditions or health hazards be remedied; or
 - (5) The proposal is necessary in order that the owner of the subject property not be deprived of reasonable use of the property or suffer undue hardship; or
 - (6) In balancing the interests of the public in preserving the historic site or historic resource located within an historic district, with the interests of the public from the use and benefit of the alternative proposal, the general public welfare is better served by granting the permit.
- (c) It is not the intent of this chapter to limit new construction, alteration or repairs to any 1 period or architectural style.
- (d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (Ord. No. 9-4, § 1; Ord. No. 11-59.)

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 alterations of features, spaces, and spatial relationships that characterize a property will be avoided.

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

#10: New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF DISCUSSION

The subject property is a c. 1910-20s Foursquare/Craftsman-style Contributing Resource within the Takoma Park Historic District. The historic house is an Americus model Sears Kit Home, and it originally had one-over-one windows throughout. The house has experienced previous alterations, including the replacement of the original paired one-over-one windows on the second-floor of the front elevation with sliding windows.

The applicant proposes to replace the existing, non-historic sliding windows on the second-floor of the front elevation of the historic house with paired double-hung one-over-one sash windows. The proposed new windows will be Andersen Fibrex (paintable composite windows made from reclaimed wood fibers and PVC polymer).

Staff finds that the proposed windows are compatible with the historic house and surrounding historic district. The proposed windows are consistent with the original appearance of the historic house and will enhance the preservation of the subject property. In accordance with the *Guidelines*, the original window openings will be retained. The proposed materials are appropriate and compatible, and they will not detract from the character-defining features of the subject property or streetscape, in accordance with *Standard #2*.

After full and fair consideration of the applicant's submission staff finds the proposal as being consistent with the Criteria for Issuance in Chapter 24A-(b) 1 and 2, having found the proposal is consistent with the Secretary of the Interior's Standards for Rehabilitation #2, #9, and #10, and Takoma Park Guidelines outlined above.

STAFF RECOMMENDATION

Staff recommends that the Commission **Approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b), having found that the proposal is consistent with the Takoma Park Historic District Guidelines identified above, and therefore will not substantially alter the exterior features of the historic resource and is compatible in character with the district and the purposes of Chapter 24A;

and with the *Secretary of the Interior's Standards for Rehabilitation #2, 9, and 10*;

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 to schedule a follow-up site visit.



DPB - #8

HISTORIC PRESERVATION COMMISSION
301/563-3400APPLICATION FOR
HISTORIC AREA WORK PERMITContact Email: Ananya.guyton@Andersencorp.com Contact Person: 301-483-7343
Daytime Phone No.: _____

Tax Account No.: _____

Name of Property Owner: Julie Kipland Daytime Phone No.: _____
Address: 7408 Talcott Park Street Number: 7408 City: Baltimore Ave State: Maryland Zip Code: 20912Contractor: Renewal by Andersen Phone No.: 301-483-7343Contractor Registration No.: 121441Agent for Owner: Ananya Guyton Daytime Phone No.: 301-483-7343

LOCATION OF BUILDING/PREMISES

House Number: 7408 Street: Baltimore AveTown/City: TALCOTT PARK Nearest Cross Street: _____

Lot: _____ Block: _____ Subdivision: _____

Liber: _____ Folio: _____ Parcel: _____

PART ONE TYPE OF PERMIT/TASK AND USE

1A. CHECK ALL APPLICABLE:

- Construct Extend Alter/Renovate
 Move Install Knock/Demolish
 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: Windows

1B. Construction cost estimate: \$ \$7883.00

1C. If this is a revision of a previously approved active permit, see Permit #: _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTENSIONS/ADDITIONS

2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: _____2B. Type of water supply: 01 WSSC 02 Well 03 Other: _____

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

3A. Height: _____ feet: _____ inches: _____

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

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

4/30/18

Date

Approved: _____ For Chairperson, Historic Preservation Commission

Disapproved: _____ Signature: _____ Date: _____

Application/Permit No.: _____ Date Filed: _____ Date Issued: _____

Edit 6/21/99

SEE REVERSE SIDE FOR INSTRUCTIONS

**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:

remove gliding windows and replace 4 windows back to the original state.

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

Installing 4 windows - no effects

2. SITE PLAN

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

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

3. PLANS AND ELEVATIONS

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

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

4. MATERIALS SPECIFICATIONS

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

5. PHOTOGRAPHS

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

6. TREE SURVEY

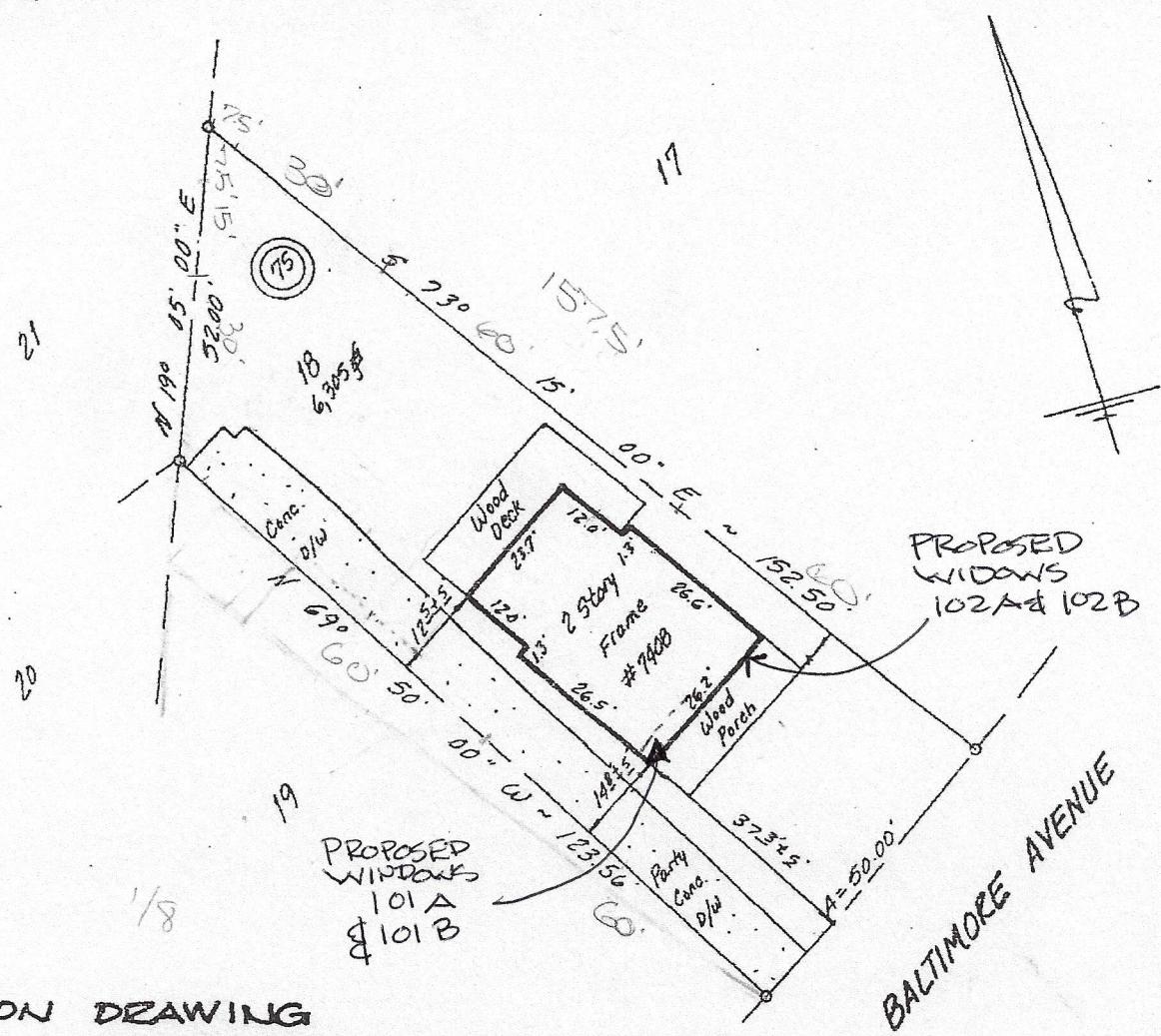
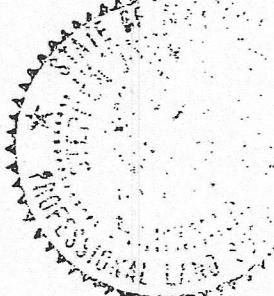
If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS

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

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.

Note: Property predates modern day zoning.

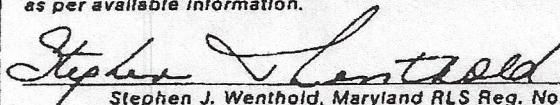


LOCATION DRAWING

LOT 1B BLOCK 75
TAKOMA PARK LOAN & TRUST COMPANY'S SUBDIVISION
TAKOMA PARK

Surveyor's Certification

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. This property does not lie within a 100 year flood plain according to FEMA insurance maps unless otherwise shown hereon. Building restriction lines shown as per available information.


 Stephen J. Wenthold

Stephen J. Wenthold, Maryland RLS Reg. No. 10767

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

Date: 9-13-96
 Scale: 1" = 30'
 Plat Book: 2
 Plat No.: 142
 Work Order: 96-2192

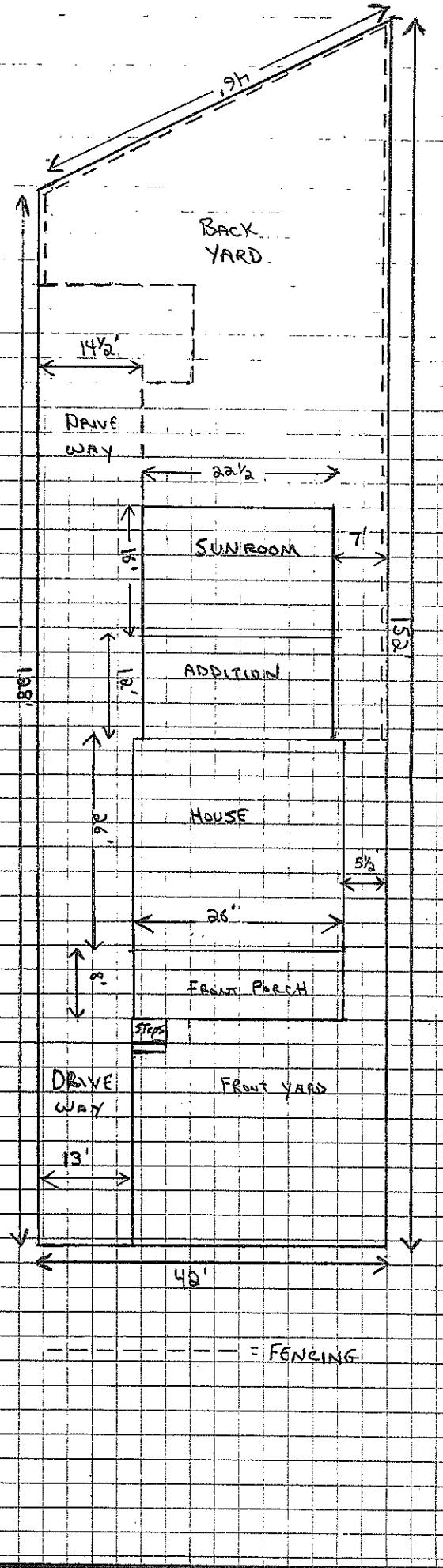


Meridian Surveys, Inc.
 2401 Research Boulevard
 Rockville, MD 20850
 (301) 840-0025

Address: 7408 BALTIMORE AVENUE
 District: 13
 Jurisdiction: MONTGOMERY COUNTY, MD.

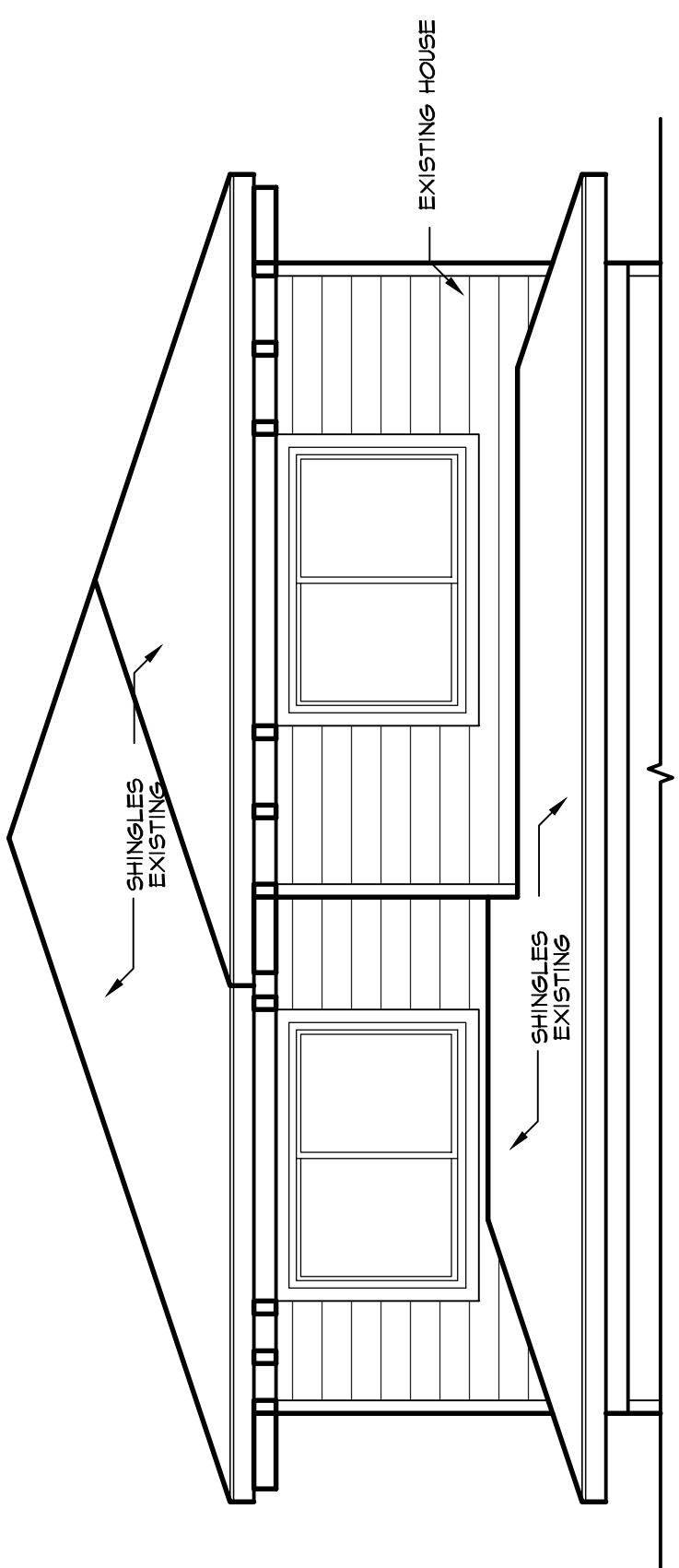
NO TITLE REPORT FURNISHED

JULIE R KURLAND
MARCIA S DIEHL
7408 BALTIMORE AVE
TAKOMA PARK MD
20912

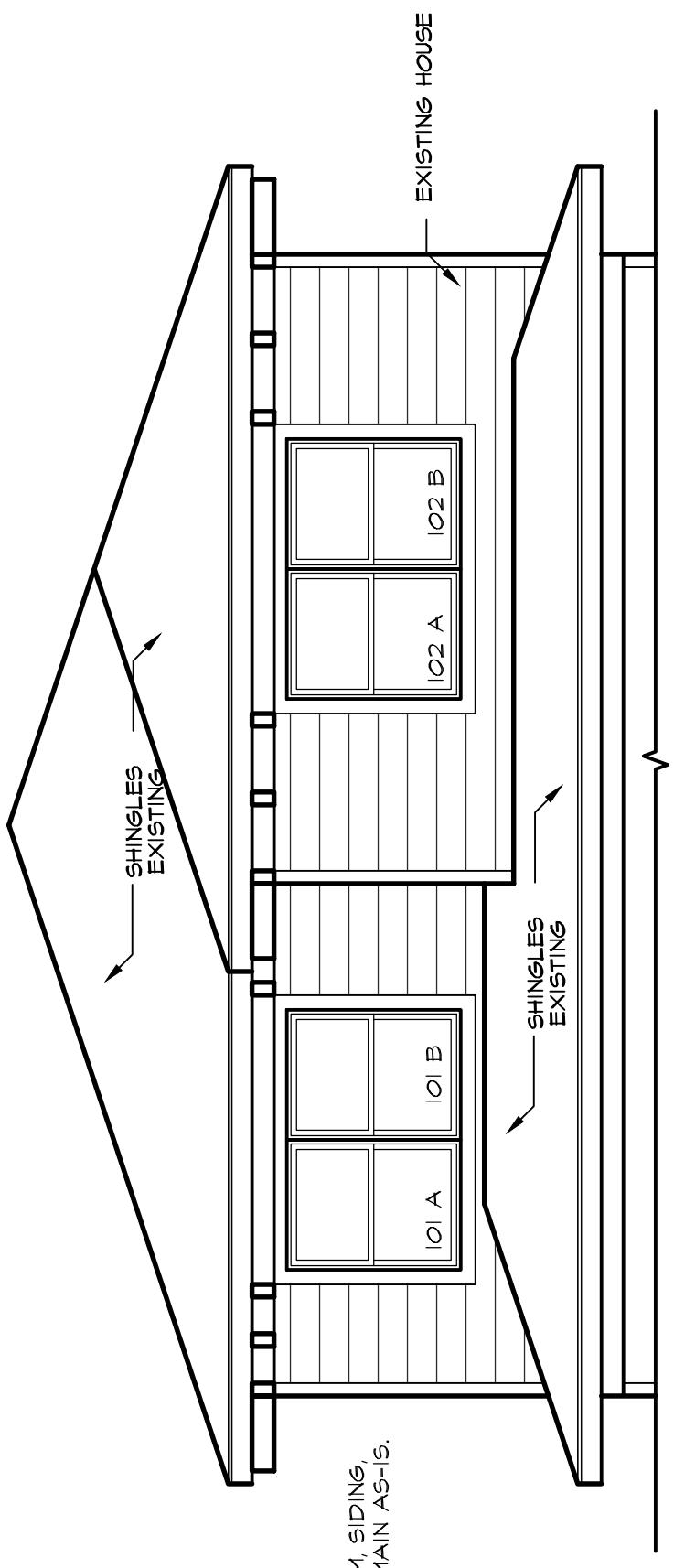


Kurland Residence	
DeGenna Designs, LLC	7408 Baltimore Ave. Taloma Park, MD
• • • •	SCALE 1/4" = 1'-0"
© 2007 DeGenna	NOTE BY S-1
800-338-0736	DATE 5/27/07
	REF'D
	Floor Plans
	DRAWN BY A or 1

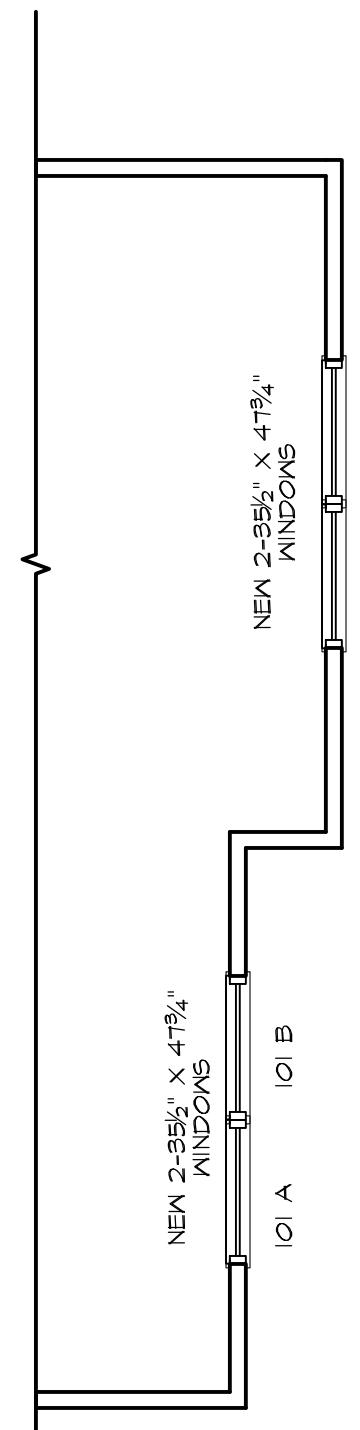
3 PARTIAL EXISTING FRONT ELEVATION
1/4" = 1'-0"



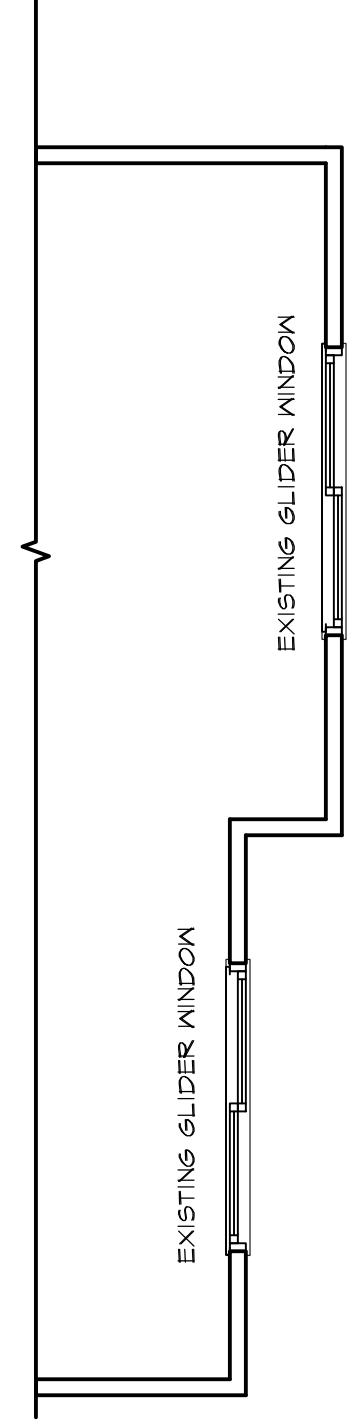
4 PARTIAL PROPOSED FRONT ELEVATION
1/4" = 1'-0"



2 PROPOSED SECOND FLOOR PLAN
1/4" = 1'-0"
A1



1 AS-BUILT SECOND FLOOR PLAN
1/4" = 1'-0"
A1





Itemized Order Receipt

dba: Renewal by Andersen of the Capital Region

Legal Name: Renewal by Andersen LLC

DC:420215000125,VA:2705155684,MD:121441

2814-A Merrilee Drive, Fairfax, VA 22031 | 8265 Patuxent Range Road Suite A, Jessup, MD 20794,

Phone: DCVA:703-641-5400, MD:301-483-7340 | Fax: N/A | CapitalOrders@AndersenCorp.com

Julie Kurland & Marcia Diehl

7408 Baltimore

Takoma Park, MD 20912

H: (301)585-1256

C: (301)461-7355

ID#:	ROOM:	SIZE:	DETAILS:
000	SOW	0 W 0 H	Misc: Misc - Scope of Work, Remove 2 gliding and replace with 4 fibrex double hung windows using insert frame as full frame method. We will do a minimum aluminum trim coil wrap around the perimeter and leave the brickmould. We will remove and replace 1 shelf which is on top of the window area of the music room.
001	Room Field	0 W 0 H	Misc: Misc - IF as FF, Insert Window installed with "Full Frame" installation method: The Sash and Frame of your existing windows are removed, exposing the rough opening. Your new window is placed into the R.O. and cased with interior and/or exterior trim.
002	Montgomery Co My Historic Preservation Commission	0 H	- Permit, Depending on jurisdiction and scope of project, a delay in installation may occur. Excludes DC "fine arts" jurisdiction. Montgomery County Historic Preservation Commission
101a	Music room	36 W 49 H	Window: Double-Hung, Equal, Flat Sill Insert, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Standard Color Hand Lift, Screen: Fiberglass, Full Screen, Grille Style: No Grilles, Grille Pattern: All Sash: No Grilles, Misc: None



Itemized Order Receipt

dba: Renewal by Andersen of the Capital Region

Legal Name: Renewal by Andersen LLC

DC:420215000125,VA:2705155684,MD:121441

2814-A Merrilee Drive, Fairfax, VA 22031 | 8265 Patuxent Range Road Suite A, Jessup, MD 20794,
Phone: DCVA:703-641-5400, MD:301-483-7340 | Fax: N/A | CapitalOrders@AndersenCorp.com

Julie Kurland & Marcia Diehl
7408 Baltimore
Takoma Park, MD 20912
H: (301)585-1256
C: (301)461-7355

ID#:	ROOM:	SIZE:	DETAILS:
101b	Music room	36 W 49 H	Window: Double-Hung, Equal, Flat Sill Insert, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Standard Color Hand Lift, Screen: Fiberglass, Full Screen, Grille Style: No Grilles, Grille Pattern: All Sash: No Grilles, Misc: None
102a	Master bed	36 W 49 H	Window: Double-Hung, Equal, Flat Sill Insert, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Standard Color Hand Lift, Screen: Fiberglass, Full Screen, Grille Style: No Grilles, Grille Pattern: All Sash: No Grilles, Misc: None
102b	Master bed	36 W 49 H	Window: Double-Hung, Equal, Flat Sill Insert, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: White, Standard Color Hand Lift, Screen: Fiberglass, Full Screen, Grille Style: No Grilles, Grille Pattern: All Sash: No Grilles, Misc: None

WINDOWS: 4

PATIO DOORS: 0

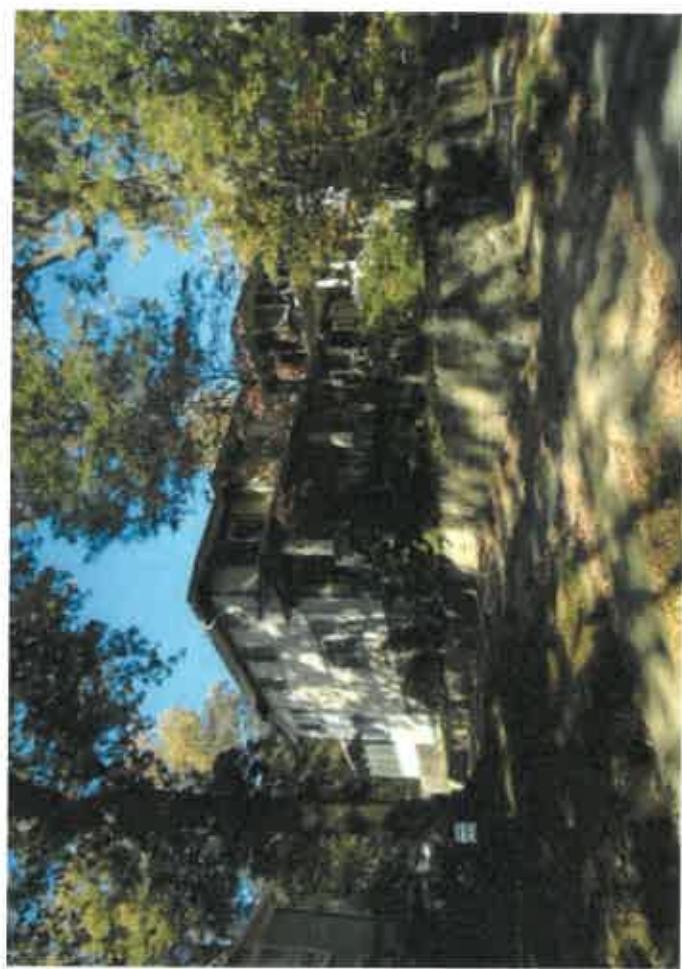
SPECIALTY: 0

MISC: 3

TOTAL \$7,883



Renewal by Andersen is committed to our customers' safety by
complying with the rules and lead-safe work practices specified by the EPA.



59_17_8040 - KURLAND

PLUS

CONTINUATION

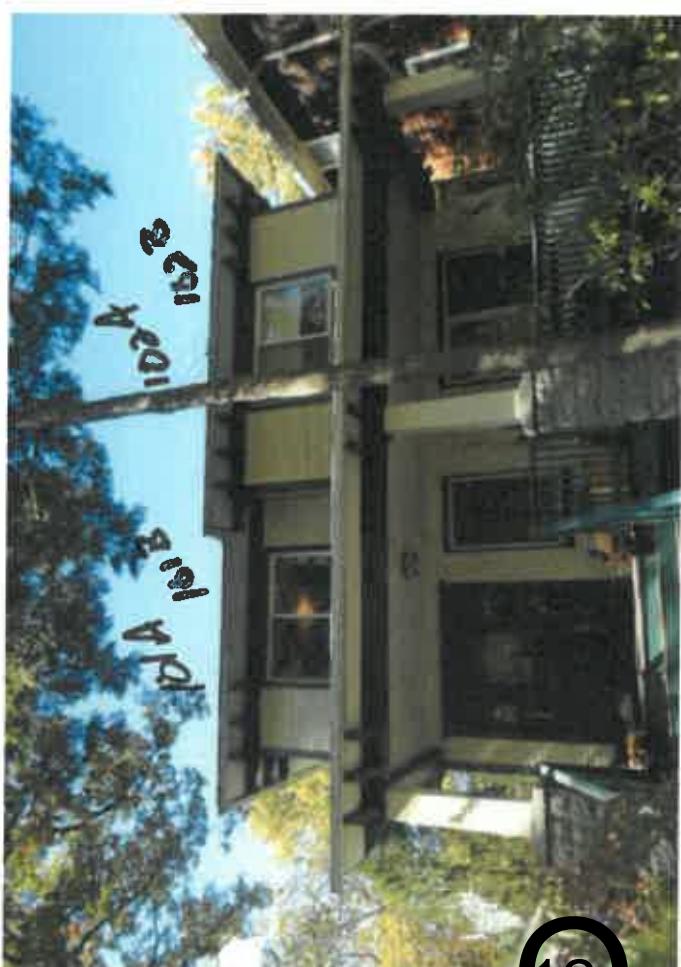
SULLY R KURLAND
MARGIA S DIEHL
2505 BRATTIGONE AVE
TAKOMA PARK
MD
20912
(301) 985-1356
(301) 461-7255
1923

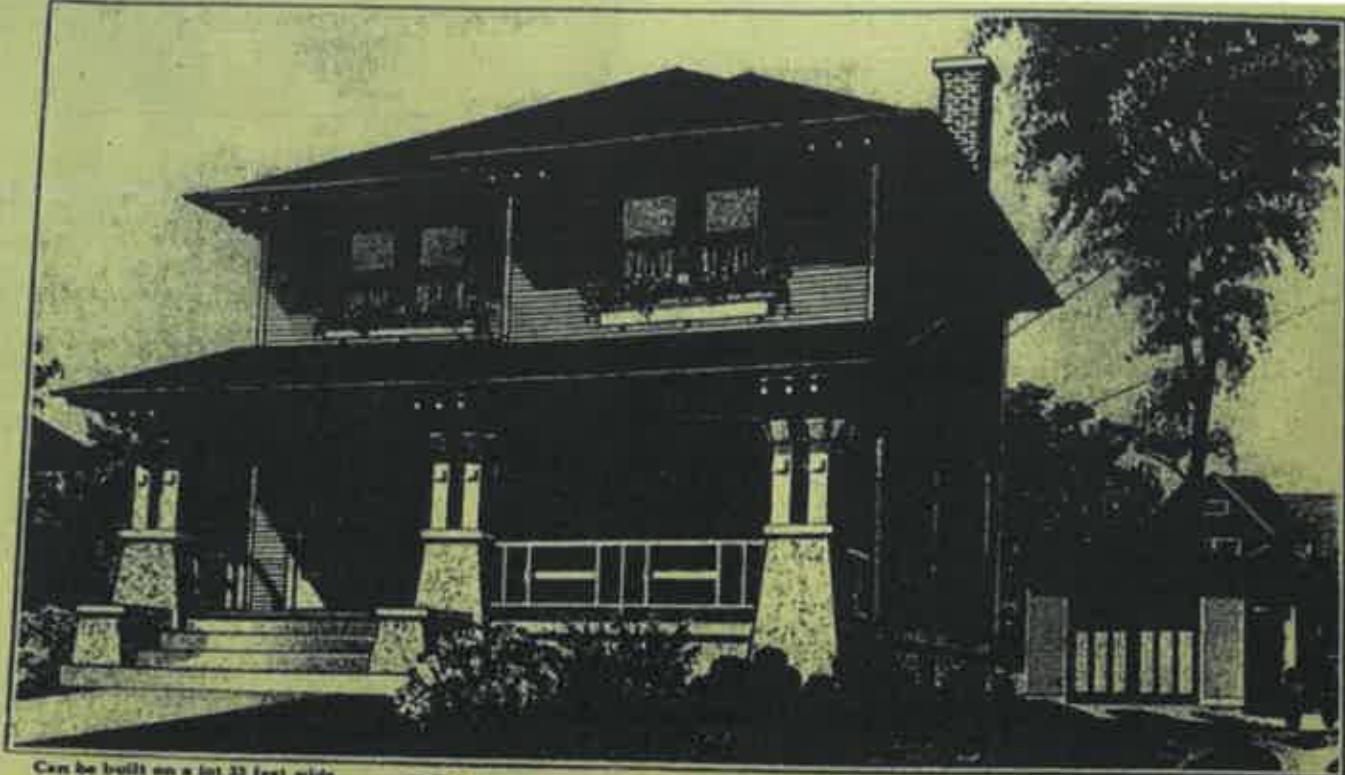
CONTINUATION

Remove 2 Andersen glazing muntins that are 27 years old and replace with 4
Inbar dilute. Using white paint using 1P as the method. We are bringing the bottom
back to the original look, before prior owners converted to 6L x 6W and
painting the trim, we will do a uniform aluminum weatherstripping and keep their 4
inch wide trim caulked in place. We reattached the names of the Montgomery County
Architectural Commission, with the addition here to reinforce them.

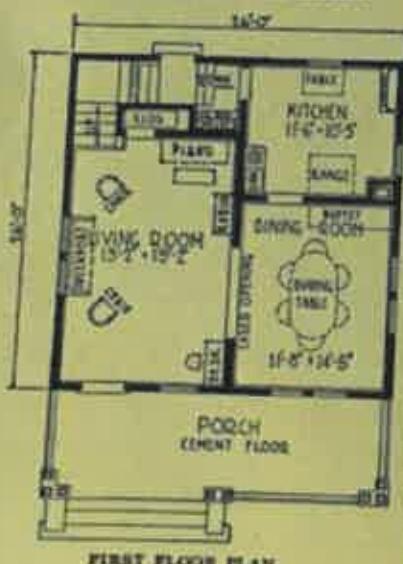
© Contractors Direct Inc.

PRINTED ON 100% RECYCLED PAPER





Can be built on a lot 32 feet wide



FIRST FLOOR PLAN

HERE is a fine two-story home that any American can be proud of and be comfortable in. It is a dignified, substantial house that will stand out among its neighbors and never go "out of style." The rooms of the Americus are all of good size and well lighted and ventilated. Lots of big closets just where needed, and a kitchen that will save a great many steps.

FIRST FLOOR

The **Porch** is almost a living room during the summer. It may be screened, or if closed can be used as a sun room. Size, 16 feet by 8 feet.

The **Living Room** is of excellent proportions and has good wall space. It measures 13 feet 2 inches by 19 feet 2 inches. The stairway to the second floor is located directly opposite the front door, near which is a spacious coat closet with a sliding door. Furniture can be grouped to meet almost any kind of arrangement, and there is wall space for a piano. Light and air from windows at the side and front.

The **Dining Room**. A 7-foot-eased opening connects the living room and the dining room. Here is room enough for a large buffet, as well as for a china cabinet, serving table or tea wagon. Four big windows allow light and air.

The **Kitchen** connects with the dining room by a swinging door. A couple of steps from the sink is the space for a range, with good light for oven and top. At one corner of the kitchen is a built-in kitchen cabinet, and nearby is space for the table directly underneath a window. Now, if you bake, you have everything together, kept in sanitary swinging bins, all utensils and ingredients, without crossing the room once. At the grade entrance and on the same level with the kitchen floor is space for refrigerator. Over the refrigerator space is a long shelf for things wanted near the kitchen but not used daily. All your work is concentrated on the three walls nearest the dining room. On the other wall is a window overlooking the dining room. Notice the grade entrance and the square turn for basement stairs—no winding stairs. Tradesmen and visitors cannot track up your clean kitchen floor, and the kitchen is always warm in winter. There are windows on two sides.

SECOND FLOOR

The **Bathrooms**. The stairs make a turn and bring you to a small hall from which all rooms and a closet open. A window lights stairs and hall. At the head of the stairs is the bathroom, all plumbing on one wall, and plenty of space for bath tubs. At the end of the hall is a generous cupboard, over 5 feet high and 3 feet deep, in the back of which are dove shelves for storage and in the front of which, out of the reach of children, is ample room for towels and a handy shelf for bottles. All three bedrooms are large. Each has windows on two sides and a closet with a shelf. Windows are so arranged that beds can be placed away from them in winter and near them in summer. Off the hall is another closet for bed linens, or storage, or for an extra broom, etc., so that it will not be necessary to carry the cleaning things up and down stairs.

The **Basement**. Room for furnace, laundry and storage. Height of Ceilings. First Room, 9 feet from floor to ceiling. Second Room, 8 feet 2 inches from floor to ceiling. Basement, 7 feet from floor to joists.

Honor Built

The Americus
No. PI3063 "Already Cut" and Fitted.

\$2,286.00

What Our Price Includes

At the price quoted we will furnish all the material to build this six-room two-story home, consisting of:

Lumber, Laths, Roofing, Oriental Asphalt Shingles, Guaranteed 17 Years; Siding, Clear Cypress or Clear Red Cedar, Roofing, Framing Lumber, No. 1 Quality Douglas Fir or Pacific Coast Hemlock; Flooring, First Floor, Clear Oak for Living Room and Dining Room, Clear Maple for Kitchen, Second Floor, Clear Maple for Bathrooms and Hall; Staircase, Clear Douglas Fir or Pacific Coast Hemlock; Paneling, for Bedrooms and Hall; Chests, Dressers, Cupboards, Drawers, Calling, Clear Douglas Fir or Pacific Coast Hemlock; Planking Lumber; High Grade Millwork, see pages 119 and 121; Interior Doors, Two Vertical Panel Design for First Floor and Two-Cross Panel Design for Second Floor, All of Pine; Trim, Painted.

Trim, Smooth Grained Douglas Fir or Yellow Pine, Wainscoting, California Clear White Pine, Medicine Cabinet, Kitchen Cabinets, Laces, Trough, and Down Spouts; 60-lb. Building Papers, Sheaf Weights; Chicago Design Hardware, see page 122; Paint for The Coats Outside Trim and Siding; Shutter, Paste Filler and Floor Varnish for Oak and Maple Floors.

Complete Plans and Specifications. We guarantee enough material to build this house. Price does not include copper, brick or plaster.

See description of "Honor-Bilt" Houses on pages 12 and 13.

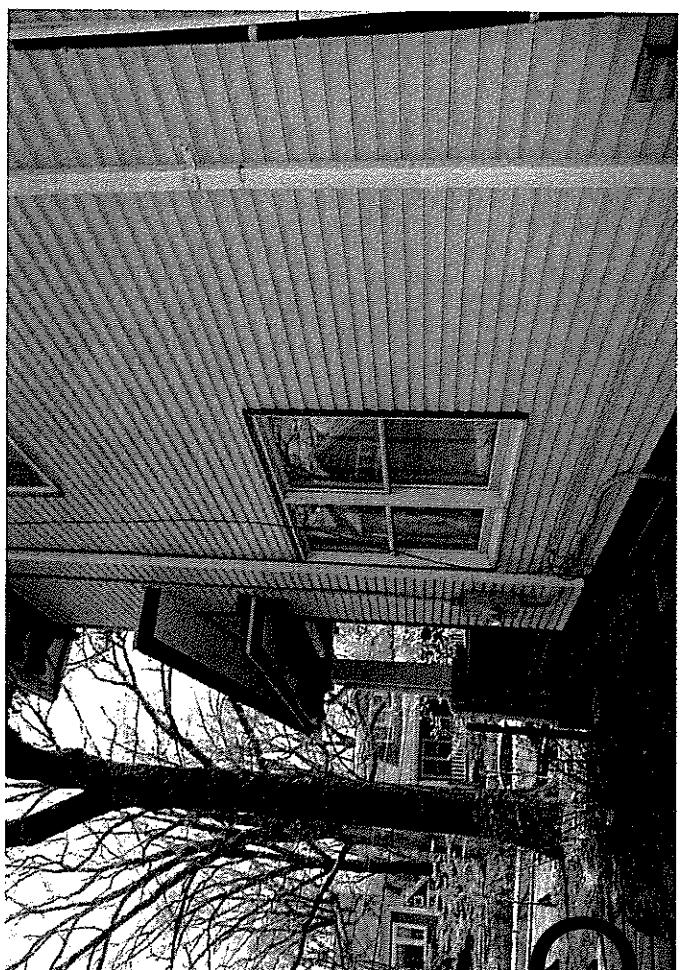
OPTIONS

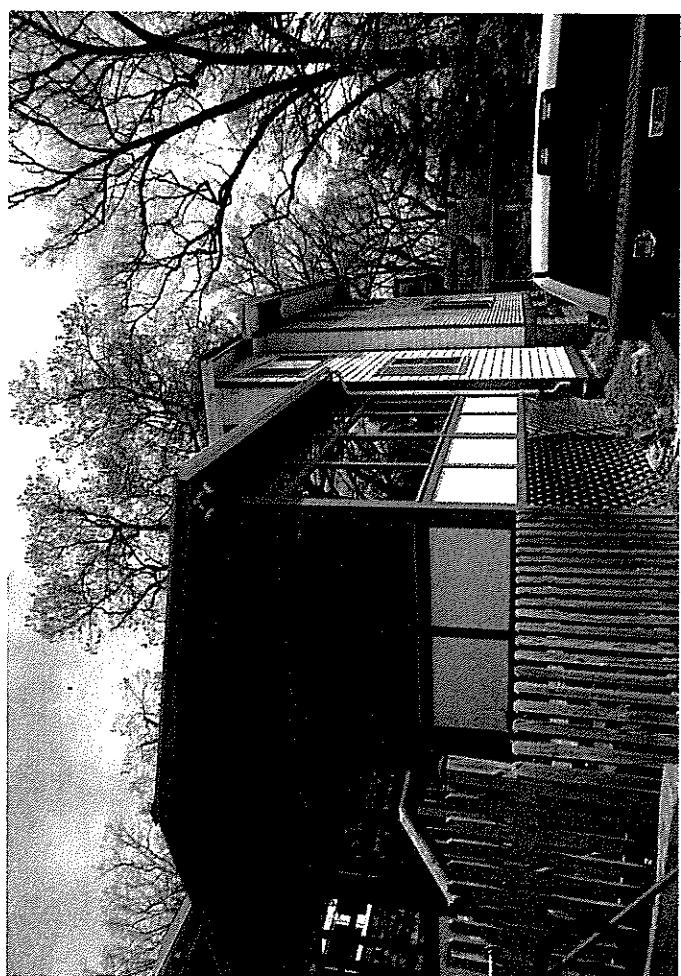
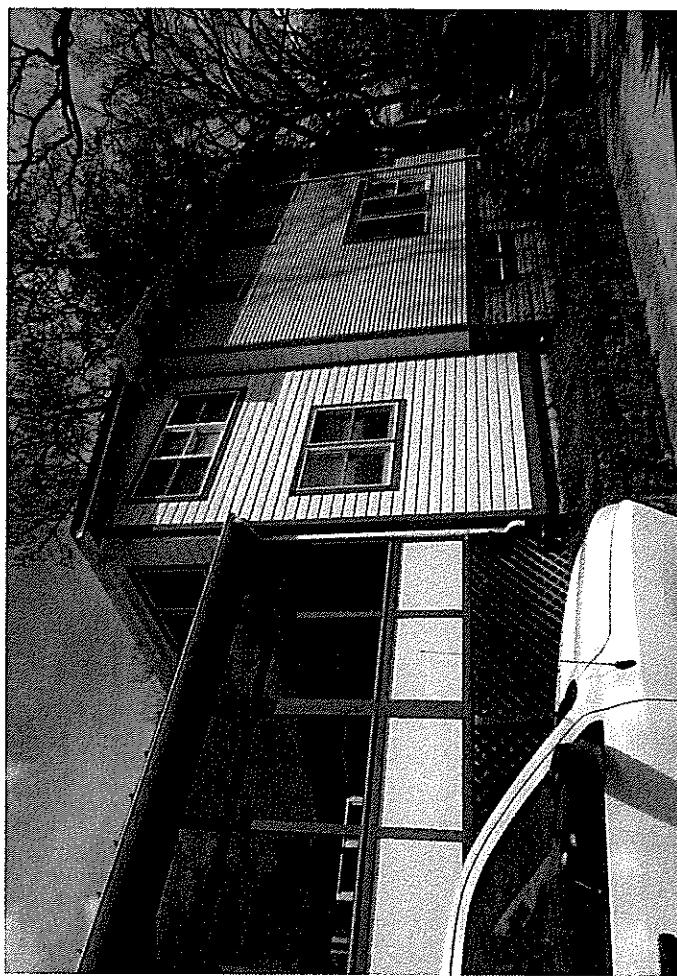
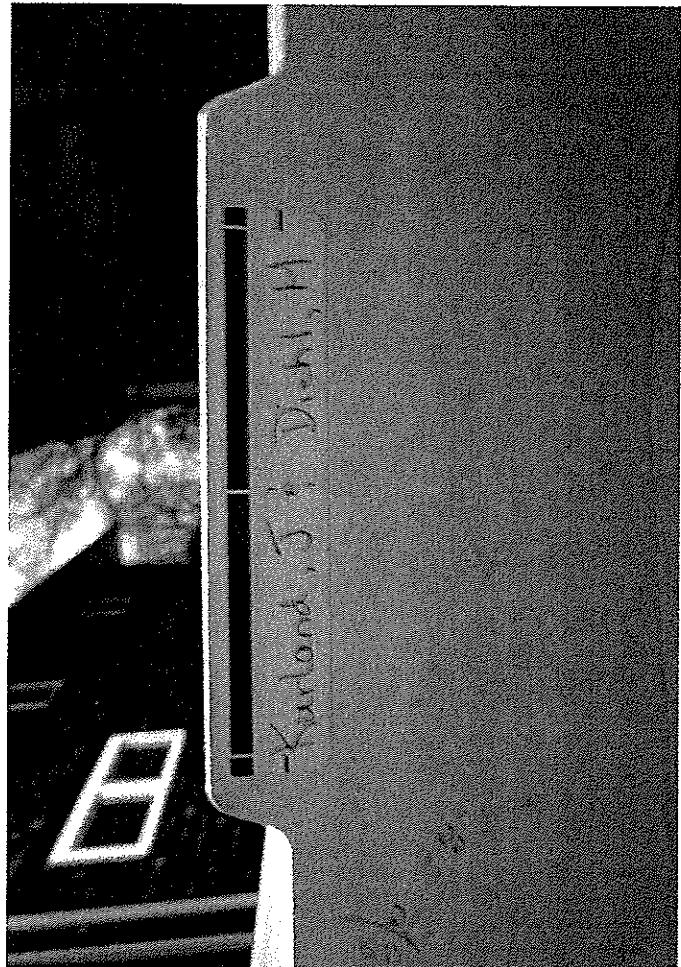
Short Planks and Planed Finish to take the place of wood lath, \$12.00 extra. See page 109. Oak Doors and Trim in living room and dining room, \$137.00 extra.

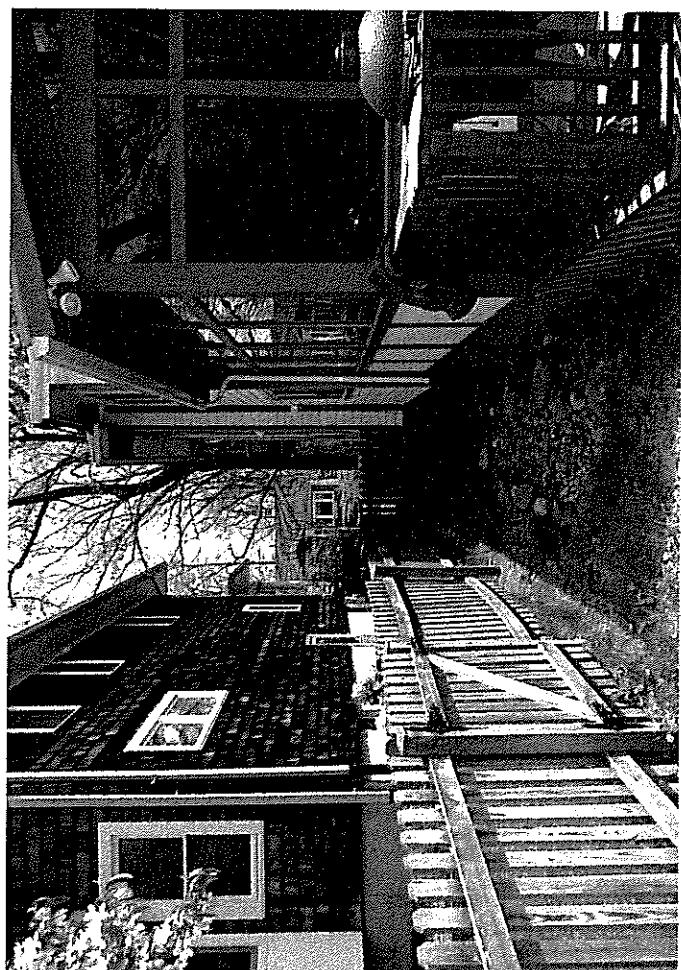
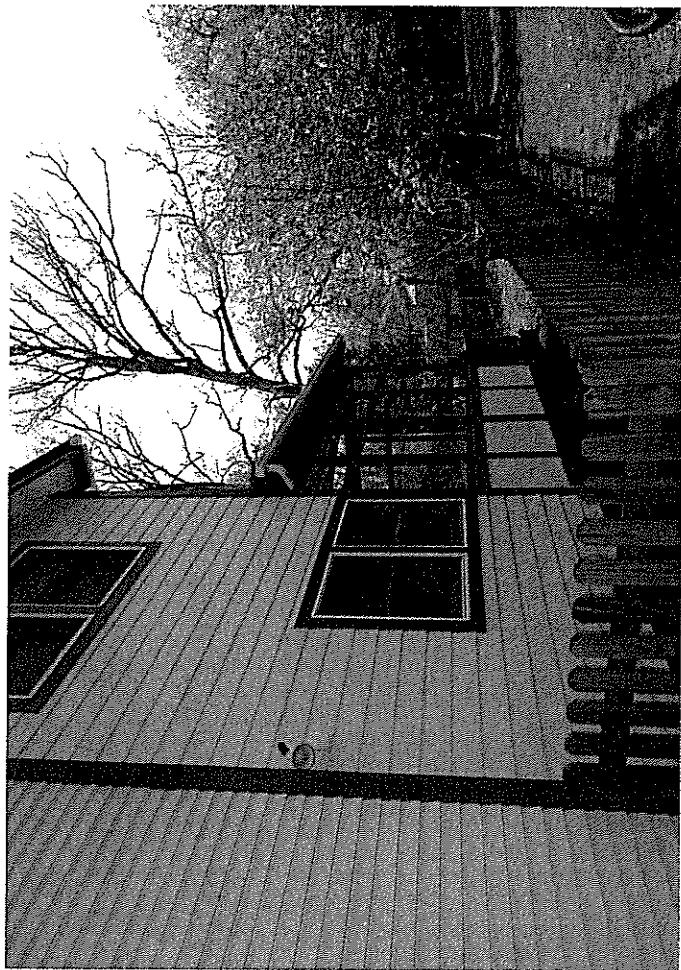
Wood Floor Material for the porch, \$72.00 extra. Storm Doors and Windows, \$74.00 extra. Screen Doors and Windows, galvanized wire, \$80.00 extra.

For prices of Plumbing, Heating, Wiring, Electric Pictures and Shades see pages 130 and 131.









City of Takoma Park

Housing and Community Development Department

Main Office 301-891-7119
Fax 301-270-4568
www.takomaparkmd.gov



7500 Maple Avenue
Takoma Park, MD 20912

MUNICIPALITY LETTER

April 17, 2018

To: Property Owner: Julie Kurland, rockcreek@mac.com

To: Department of Permitting Services
255 Rockville Pike, 2nd Floor
Rockville, Maryland 20850-4166 Fax 240-777-6398; 240-777-6262; 240-777-6223

From: Planning and Development Services Division

THIS IS NOT A PERMIT – For Informational Purposes Only

VALID FOR ONE YEAR FROM DATE OF ISSUE

The property owner is responsible for obtaining all required permits from Montgomery County and the City of Takoma Park. If this property is in the **Takoma Park Historic District**, it is subject to Montgomery County Historic Preservation requirements.

Representative: Ariana Guyton, Renewal by Anderson

Representative's email: Ariana.guyton@andersencorp.com

Location of Project: 7408 Baltimore Ave, Takoma Park MD 20912-4749

Proposed Scope of Work: window replacement - 4 windows

The purpose of this municipality letter is to inform you that the City of Takoma Park has regulations and city permit requirements that may apply to your project. This municipality letter serves as notification that, in addition to all Montgomery County requirements, you are required to comply with all City permitting requirements. Failure to comply with these requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law. Details of Takoma Park's permit requirements are attached.

The issuance of this letter does not indicate approval of the project nor does it authorize the property owner to proceed with the project. The City retains the right to review and comment on project plans during the Montgomery County review process.

City Of Takoma Park



The City of Takoma Park permits for the following issues:

Tree Impact Assessment/Tree Protection Plan/Tree Removal Application:

Construction activities that occur within 50 feet of any urban forest tree (7 5/8" in diameter or greater), located on the property or on an adjacent property, may require a Tree Impact Assessment and Tree Protection Plan. Make sure to submit a Tree Impact Assessment and schedule a site visit with the City's Urban Forest Manager if any urban forest tree will be impacted by the proposed construction. The removal of any urban forest tree will require a tree removal application. The tree ordinance is detailed in the City Code, section 12.12. For permit information check: <https://takomaparkmd.gov/services/permits/tree-permits/> The City's Urban Forest Manager can be reached at 301-891-7612 or janvz@takomaparkmd.gov

Stormwater Management:

If you plan to develop or redevelop property, you may be required to provide appropriate stormwater management measures to control or manage runoff, as detailed in City Code section 16.04. All commercial or institutional development in the city must apply for Stormwater Management Permit regardless of the size of the land disturbance. Additions or modifications to existing detached single-family residential properties do not require a Stormwater Management permit if the project does not disturb more than 5,000 square feet of land area. For more information: <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>. The City Engineer should be contacted to determine if a City permit is required at 301-891-7620.

City Right of Way:

- To place a **construction dumpster or storage container** temporarily on a City right of way (usually an adjacent road), you will need to obtain a permit. A permit is not required if the dumpster is placed in a privately-owned driveway or parking lot.
- If you plan to install a new **driveway apron**, or enlarge or replace an existing driveway apron, you need a Driveway Apron Permit.
- If you plan to construct a **fence** in the City right of way, you need to request a Fence Agreement. If approved, the Agreement will be recorded in the Land Records of Montgomery County.

For more information and applications for City permits, see <https://takomaparkmd.gov/services/permits/> or contact the Takoma Park Department of Public Works at 301-891-7633.

Failure to comply with the City's permitting requirements could result in the issuance of a Stop Work Order and other administrative actions within the provisions of the law.

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

Owner's mailing address 7408 Baltimore Ave Takoma Park MD 20912	Owner's Agent's mailing address 8265 Patuxent Range Rd Jessup MD 20794
Adjacent and confronting Property Owners mailing addresses	