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.
APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact: Agona Guyton Andereesen\guyton@annapurna.com
Contact Person: 301-483-7343

Tax Account No.: 
Name of Property Owner: Julie Kurzend
Address: 7408 Takoma Park, Baltimore Ave 20912
Street Number City Zip Code
Contractor: Renewal by Andersen
Contractor Registration No.: 123456
Agent for Owner: Agona Guyton
Daytime Phone No.: 301-483-7343

LOCATION OF BUILDING RUNES
House Number: 7408
Street: Baltimore Ave
Town/City: Takoma Park
Nearest Cross Street: 
Lot: __ Block: __ Subdivision: __
Lot: __ Block: __ Subdivision: __

PART ONE: TYPE OF PERMIT ACTION AND USE
1A. CHECK ALL APPLICABLE
☐ Construct ☐ Extend ☐ Alter/Repair ☐ AC ☐ Shed ☐ Room Addition ☐ Porch ☐ Deck ☐ Shed
☐ Move ☐ Install ☐ Work/Frame ☐ Solar ☐ Fireplace ☐ Wood Burning Stove ☐ Single Family
☐ Revision ☐ Repair ☐ Reconfigurable ☐ 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 EXTENSIVE ADDITIONS
2A. Type of sewage disposal: 01 W/SSC 02 Septic 03 Other:
2B. Type of water supply: 01 W/SSC 02 Well 03 Other:

PART THREE: COMPLETE ONLY IF 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 the agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

Signature of owner or authorized agent: ____________________________ Date: __________

Approved: ____________________________ For Chairperson, Historic Preservation Commission
Disapproved: ____________________________ Date: __________
Application/Permit No.: ____________________________ Data Filed: __________
Data 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:
   
   remove grille from 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 plot. Your site plan must include:
   a. the scale, north arrow, and date:
   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
   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.
   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, contact 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
   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 LABLE.
LOCATION DRAWING
LOT 18 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, 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: 4-13-90
Scale: 1" = 30'
Pat Book: 2
Pat No.: 142
Work Order: 96-2192

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

Meridian Surveys, Inc.
2401 Research Boulevard
Rockville, MD 20850
(301) 840-0023

NO TITLE REPORT Furnished
<table>
<thead>
<tr>
<th>ID#: 000</th>
<th>ROOM: SOW</th>
<th>SIZE: 0 W 0 H</th>
<th>DETAILS: 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 colli 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Room Field</td>
<td>0 W 0 H</td>
<td>Misc: Misc - IF as FF, Insert Window installed with <em>Full Frame</em> 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.</td>
</tr>
<tr>
<td>002</td>
<td>Montgomery County Historic Preservation Commission</td>
<td>0 H</td>
<td>Permit, Depending on jurisdiction and scope of project, a delay in installation may occur. Excludes DC <em>fine arts</em> jurisdiction. Montgomery County Historic Preservation Commission</td>
</tr>
</tbody>
</table>
# 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 Potomac Range Road Suite A, Jessup, MD 20794,  
Phone: DCVA: 703-641-5400, MD: 301-483-7340 | Fax: N/A | CapitalOrders@AndersenCorp.com

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

| WINDOWS: 4 | PATIO DOORS: 0 | SPECIALTY: 0 | MISC: 3 | TOTAL $7,983 |

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

**UPDATED:** 10/21/17
The Americus
No. F13043 "Already Cut" and Fitted.
$2,286.00

What Our Price Includes
At the prices quoted, we will furnish all the material to build this two-room (two-story) home, consisting of:
- lumber
- roofing
- plumbing
- electrical

Options
- Foundation and Foundation Drains
- First Floor and Second Floor
- Kitchen Cabinets
- Windows
- Exterior Finish
- Interior Finish
- Flooring

Specifications
- Dimensions: 32' x 40'
- typographic area: 8.5 x 11 inches
- page size: 13 x 17 inches
- page number: 13

First Floor:
- The Porch is almost a living room during the summer. It may be screened, or if shaded can be used as a sun room. Size, 26 feet by 8 feet.
- The Living Room is of excellent proportions and has good wall space. It measures 12 feet 6 inches by 19 feet 2 inches. The fireplace is located directly opposite the front door, near which is a spacious coat closet with a mirror over it. Furniture can be grouped to offer 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 is a 12-foot-wide opening connecting 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 corner 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 have everything together, from inanimate objects, all clean and functional, 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 is a big shelf for things needed 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 for the kitchen, and a square for table. Notice the grade entrance and the square turn for basement stairs—in winding stairs.
- The Bathroom is a small hall from which all rooms and a closet are entered. On the right is a small hall with a door to the garage, and on the left is a small hall which leads to the garage.

Second Floor:
- The Bedrooms are in the rear of the house, each with a closet and a bath attached. The bathrooms are large and well lighted. Each bath has a separate water closet and wash basin, with shelves for towels and clothes. The bedrooms are large and well lighted. Each has a closet and a bath attached. The bathrooms are large and well lighted. Each has a separate water closet and wash basin, with shelves for towels and clothes.

For more information, please refer to pages 12 and 13.
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.
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/](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/](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/](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.
<table>
<thead>
<tr>
<th>Owner's mailing address</th>
<th>Owner's Agent's mailing address</th>
</tr>
</thead>
<tbody>
<tr>
<td>7408 Baltimore Ave</td>
<td>8265 Patuxent Range Rd</td>
</tr>
<tr>
<td>Takoma Park MD 20912</td>
<td>Jessup MD 20794</td>
</tr>
</tbody>
</table>

Adjacent and confronting Property Owners mailing addresses