

*Preliminary Consultation*  
**HISTORIC PRESERVATION COMMISSION STAFF REPORT**

<b>Address:</b>	7323 Takoma Ave., Takoma Park	<b>Meeting Date:</b>	8/15/18
<b>Resource:</b>	Outstanding Resource <b>Takoma Park Historic District</b>	<b>Report Date:</b>	8/8/18
<b>Review:</b>	Preliminary Consultation	<b>Public Notice:</b>	8/1/18
<b>Applicant:</b>	Jane and Drew Spalding	<b>Staff:</b>	Dan Bruechert
<b>Proposal:</b>	Rear Addition Construction		

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**STAFF RECOMMENDATION:**

Staff recommends that the applicant make any revisions based on the HPC's comments and return for a Historic Area Work Permit (HAWP).

**PROJECT DESCRIPTION**

**SIGNIFICANCE:** Outstanding Resource to the Takoma Park Historic District  
**STYLE:** Queen Anne  
**DATE:** 1898

The subject property is a two-and-a-half story, clapboard-sided, Queen Anne house, five bays wide with a full-width wrap-around porch. The house has decorative shingle siding in the gables, dormers and large bay on the right side of the house. The house has a metal shingle roof. To the rear there is a full width porch with a shed roof.



Figure 1: 7323 Takoma Ave. looks across the train tracks, south over the D.C. line.

## **PROPOSAL**

The applicant proposes to remove the existing porch and construct an addition to the rear.

### **APPLICABLE GUIDELINES:**

When reviewing alterations and additions for new construction within the Takoma Park Historic District, decisions are guided by the *Takoma Park Historic District Design Guidelines* (Design Guidelines) and *Montgomery County Code Chapter 24A* (Chapter 24A), and the Secretary of the Interior's Standards for Rehabilitation (*Standards*).

#### ***Takoma Park Historic District Design 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 at 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 district.

Outstanding Resources have the highest level of architectural and/or historical significance. While they will receive the most detailed level of design review, it is permissible to make sympathetic alterations, changes and additions. As a set of guiding principles for design review of Outstanding Resources, the Historic Preservation Commission will utilize the Secretary of the Interior's Standards for Rehabilitation.

Specifically, some of the factors to be considered in reviewing HAWPs on Outstanding Resources:

Plans for all alterations should be compatible with the resource's original design; additions, specifically, should be sympathetic to existing architectural character, including massing, height, setback, and materials

Emphasize placement of major additions to the rear of existing structures so that they are less visible from the public right-of-way

While additions should be compatible, they are not required to be replicative of earlier architectural styles

Preservation of original and distinctive architectural features, such as porches, dormers, decorative details, shutters, etc. is encouraged

Preservation of original windows and doors, particularly those with specific architectural importance, and of original size and shape of openings is encouraged

Preservation of original building materials and use of appropriate, compatible new

materials is encourages

All changes and additions should respect existing environmental settings, landscaping, and patterns of open space

***Montgomery County Code; Chapter 24A-8(b)***

(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

***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
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
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 proportions, 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 applicant proposes to remove the existing rear porch and wood stairs and construct a new sunroom in its place. The applicant also proposes to install a new HVAC condenser unit to the left (north) of the proposed addition.

The existing porch is 8' × 21' (eight feet by twenty-one feet) and is covered in a shed roof accessed by wood steps. The configuration and architectural features of the porch do not appear to be consistent with the high style found on the rest of the house. The applicant indicates that the interior structure of the porch does not align with the house, further suggesting that the porch is not an original element to the house. Additionally, a search of the historical Atlases and Sanborn maps indicate that this porch was constructed sometime after 1948. As this is not a historic feature and it is at the rear Staff would support removing the rear porch in a HAWP application.

The applicant proposes to construct a 16' × 20', wood-framed, covered "four season room" to the rear in place of the existing porch. The proposed room will be inset from the historic wall planes by approximately 8" (eight inches) on either side. The room will be supported by a brick

pier foundation with wood lattice panels filling in the gaps. The drawings submitted with this prelim state that they will match the historic brick foundation. The proposed standing seam metal porch roof will match the front porch roofing. The vertical siding under the shed roof will also match the detail found in the front porch. The applicant proposes to use large fixed windows and transoms to fill in the openings. The exceptions are in the paired French doors at the rear, a pair of casement windows on the south elevation, and a series of awning windows on the north side with a section of clapboard siding to match the historic house. To the rear of the addition the applicant proposes constructing a new wood landing with a wood staircase.

Staff finds that generally the design and materials proposed comply with the *Guidelines* and Chapter 24A. The brick and wood are consistent with what is found elsewhere on the house. It is Staff's belief that the chosen placement, at the rear, will have the least impact on the highly decorative elevations of the house and will impact the least detailed elevation. Additionally, Staff finds that the proposed wall inset is less than what the HPC typically requires in rear additions. Staff finds the placement acceptable for two reasons; first, the setback is generally consistent with the existing porch; and second, due to the irregular house form, this new room will be partially obscured by other house projections. When viewed from the southeast the projecting stair bay will block some of the view; and when viewed from the northeast, the new construction would be obscured by the dining room. Based on observations at a site visit Staff believes that the rear corners of this addition would be partially visible from the public right-of-way.

Staff is most concerned about the amount of glazing and whether the HPC finds that the large fixed windows are out of character with the house and surrounding district. If this proposal were submitted as a screened-in porch, Staff has little doubt that there would be overwhelming support the proposal as not detracting from the historic character of the resource. However, Staff finds that the large amount of glazing is not in keeping with the character with the historic house (Standard 9) and recommends the amount of glazing be reduced prior to the HAWP submission. Staff would be more supportive of this proposal if there was a bulkhead or knee wall on the lower portion that would reduce the overall amount of glazing. This feature could draw from the materials used on the front porch. Staff request the HPC to provide comments on the appropriateness of the glazing and recommended revisions to the design and materials.

There are two additional elements that warrant discussion as part of this preliminary consultation. First, is the proposal to install a new HVAC condenser to the north of the proposed addition. The design presented does not include any screening and Staff would like to solicit input from the HPC regarding the placement and screening or lack thereof. While Staff does not find the proposed location will detract from the historic character, alternative locations may be considered including under the proposed new construction. Second, the floorplans show there will be a wood burning stove in the new construction. One of the elevation drawings shows the vent stack projecting above the shed roof. Staff encourages all future drawings to include this vent to allow for more thorough evaluation. Even without a sightline study, Staff does not believe that this element will be visible from the public right-of-way but encourages the applicant to include that information in any future submissions.

### **STAFF RECOMMENDATION**

Staff recommends that the applicant make any revisions based upon the HPC's comments and return for a HAWP application.



HISTORIC PRESERVATION COMMISSION  
301/563-3400

DPS-88

# APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Email: ksreinke@gmail.com Contact Person: Karen S. Reinke  
Daytime Phone No.: (301) 580-0727

Tax Account No.: \_\_\_\_\_  
Name of Property Owner: Jane & Drew Spalding Daytime Phone No.: (301) 587-6621  
Address: 7323 Takoma Ave. Takoma Park 20912  
Street Number City State Zip Code

Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Agent for Owner: Karen S. Reinke Daytime Phone No.: (301) 580-0727 cell

## LOCATION OF BUILDING/PROJECT

House Number: 7323 Street: TAKOMA AVENUE  
Town/City: TAKOMA PARK Nearest Cross Street: BALTIMORE AVENUE  
Lot: P4 Block: 76 Subdivision: 0025 TPL & T CO  
Liber: 6810 Folio: 175 Parcel: \_\_\_\_\_

## PART ONE: TYPE OF CONSTRUCTION AND USE

### 1A. CHECK ALL APPLICABLE:

- ☐ Construct ☒ Extend ☐ Alter/Revitalize  
☐ Move ☐ Install ☐ Wreck/Rem  
☐ 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: \$ 100,000.00

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

## PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTERIOR WORK

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 FOR FENCE OR 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.

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

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

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

Application/Permit No.: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_

PRELIM  
CONSULT  
COPY  
FOR  
FILE

**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 sheet)

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

(See attached sheet)

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**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, 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**

- 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**

\* Filed for T.P. Tree Impact Assessment \*

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.

**Historic Area Work Permit Application  
7323 Takoma Avenue  
Attachment Item #1**

**1. Written Description of Project**

***a. Description of existing structure(s) and environmental setting, including their historical and physical significance:***

The existing house at 7323 Takoma Avenue is an Outstanding Resource in the Takoma Park Historic District #1. Built in 1898, it is a Queen Anne-style Victorian, 2 1/2 story, wood-frame home. It features an excellent example of the period's decorated wrap around porch with a standing seam metal roof; a two-story front corner bay rising within a decorated, large front gabled dormer roof; a projecting two story gabled stair bay sheathed in shaped wood shingles; and restored architectural pressed metal shingles on the primary roof. On the rear of the house, there is a large covered porch, with a wood stair to grade, whose columns, railing, knewels, and rake end siding details simulate details of the original wrap around porch.

The house sits on Takoma Avenue and directly fronts the B&O railroad tracks, Metro Red Line, and a tree-lined biking trail. Its original front porch is set back a generous 47' from the front property line, contributing to a spacious, loud & busy urban park-like setting. A shared driveway with the neighbor at 7325 Takoma Avenue sits on the north side of the lot. To the south, a wide side yard garden abuts the driveway of their neighbors at 7321 Takoma Avenue. An accessory studio building sits to the southeast side of the property to the rear of the house. The remaining 17,190 square foot lot consists of a large landscaped and wooded area.

The house is situated amidst an eclectic mix of wood-frame types and styles of turn-of-the-century residential architecture, including a 4-square Craftsman at 7325 Takoma to the north and a re-built center-hall Colonial at 7321 Takoma to the south. Other Craftsman style, Bungalows, and Victorian houses on the 7300 block of Takoma and Baltimore Avenues contribute to the historic character of the neighborhood.

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

This project proposes the removal of the existing 8' x 21' covered rear porch and existing exterior wood stair, and the subsequent construction of a new 16' x 20' four season, conditioned, sunroom in its place. Though re-use was considered, the existing porch's narrow width and insufficient structural conditions – lack of 30" deep post footings, undersized and sloped floor joist, and rafters inadequately sized to accommodate R49 ceiling insulation – make its re-use prohibitive.

Further, upon thorough examination of the siting, construction details, and decorative details of the rear porch, it was determined that it is not likely original to the house. Its placement on the rear elevation interferes with the access and operation of an exterior hosebib, and the porch ceiling truncates the original kitchen window casing in a manner not seen on the original front porch or



*(continued)*

covered balcony. The extreme slope of the porch floor joists do not exhibit the same framing conventions used on the front porch. And the foundation posts connections' to the bearing beam, and stacked structural posts above, again indicate dissimilar construction techniques from the original front porch. Finally, though many of the rear porch finishes and decorative details simulate the covered front porch - such as vertical rake wall siding, similar column base and capitol detailing, and matching knewel posts - many details are lacking in the finished quality of the front porch. The asphalt shingle roof sheathing, the lack of foundation post trim, and poor watertable trim detailing, both at the connection to the original house and at the porch corners, do not exhibit the excellent attention to detail typically given to the original house. Given these observations, we determined that the removal of a rear porch that it is not original to the house, nor historically significant, will not diminish the historic value of the original house.

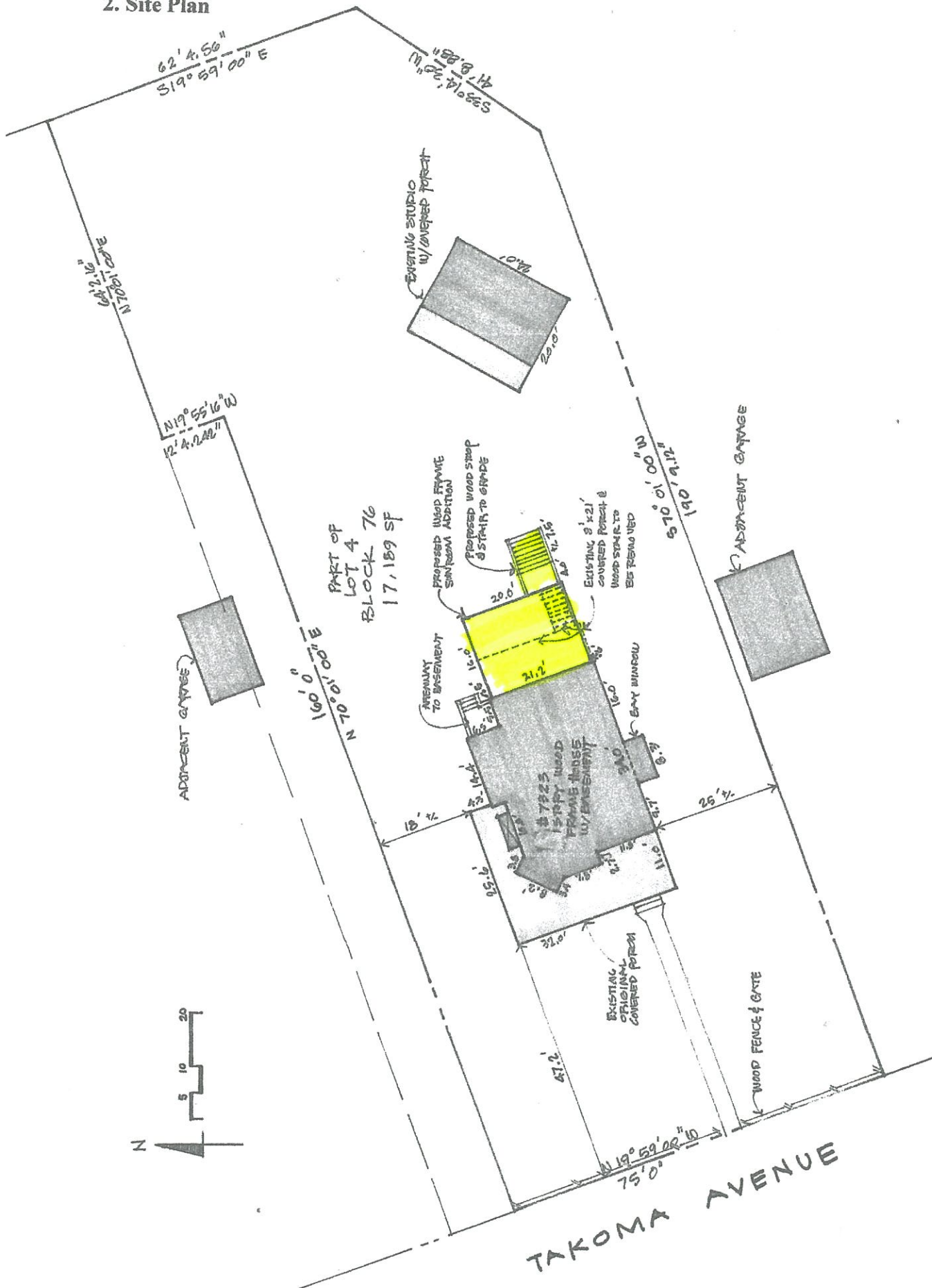
The proposed sunroom will be constructed on the model of a typical enclosed back porch, with load bearing beams and columns articulated with painted trim. Large infill windows will approximate the scale and rhythm of the original front porch, while the horizontal disposition of fixed and operable windows will suggest an alignment with both the railing height, and decorative spandrel locations, of the original front porch. New wood trim will be painted to match the original house trim; horizontal lap siding on the north wall of the sunroom will match the profile and exposure of the siding on the original house; and the rake wall siding on both north and south shed gable end walls will match the vertical tongue and groove rake wall siding of the original front porch.

The new roof of the sunroom will be a shed roof similar in form and style, if not pitch, to the front porch roof, and will be sheathed in standing seam metal similar to the roof of the front porch. The gutters and downspouts will be of painted metal and will match the front porch gutters and downspouts in shape and style. Finally, the new wood stoop will utilize the existing matching knewel posts of the removed exterior stair, and the top and bottom railings will match the profile and size of the original front porch.

We propose that due to the measures described above, the new sunroom will be a harmonious addition to the original house, and will have no deleterious effect on the existing house's historical significance. We also contend that its location in the rear of the property, and the efforts taken to develop a similar scale, and solid/void rhythm to the houses' original front porch, that the addition will have a minimal effect on its immediate environment, on the neighborhood, and on the historical district.



## 2. Site Plan



7323 Takoma Avenue  
Proposed Site Plan with Sunroom Addition  
1" = 20'-0"



### PROPOSED SCHEME C

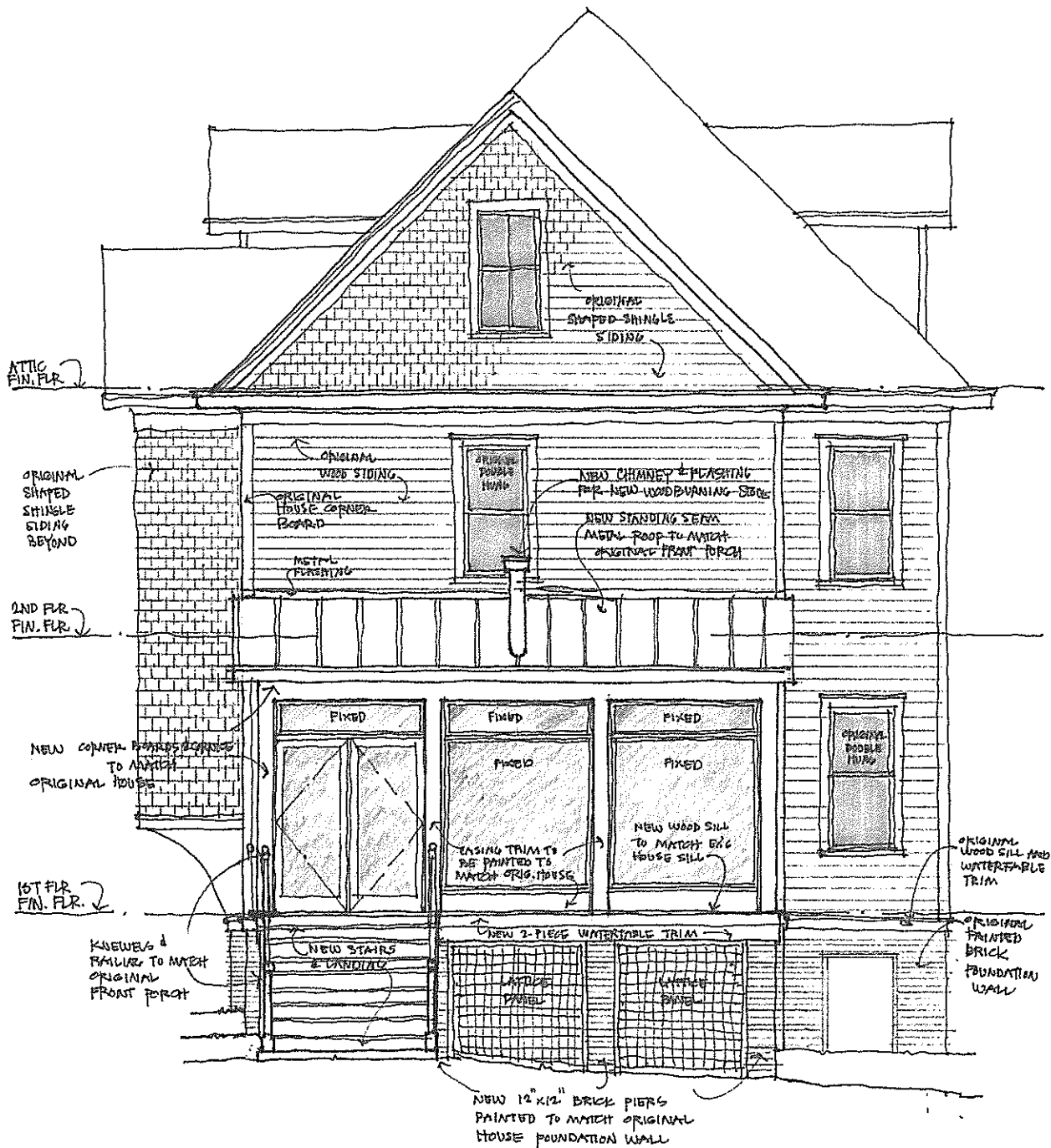
$$\sqrt{4}'' = 1' - 0''$$

KSRdesign

7/1/18 REVISED 7/3/18





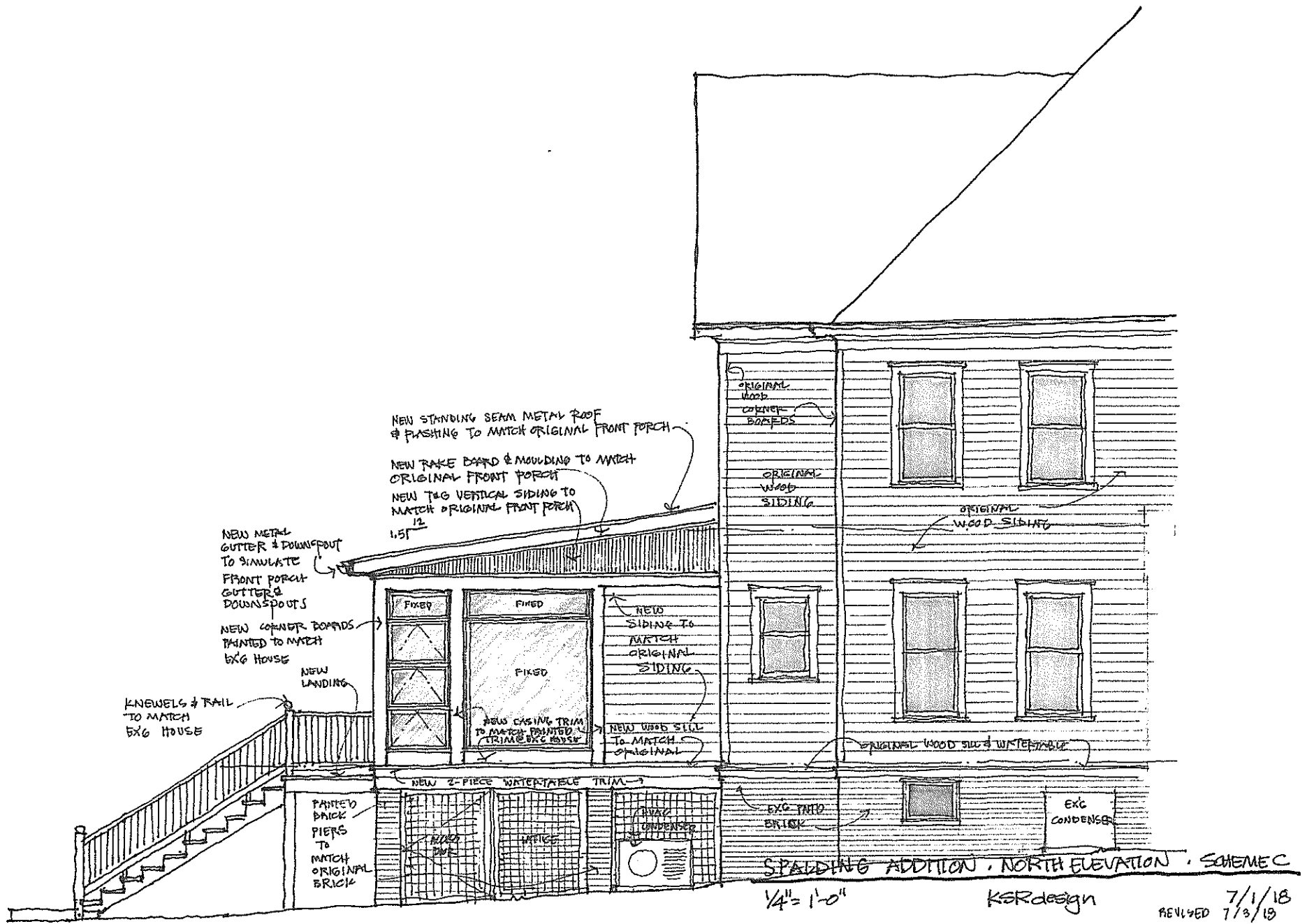


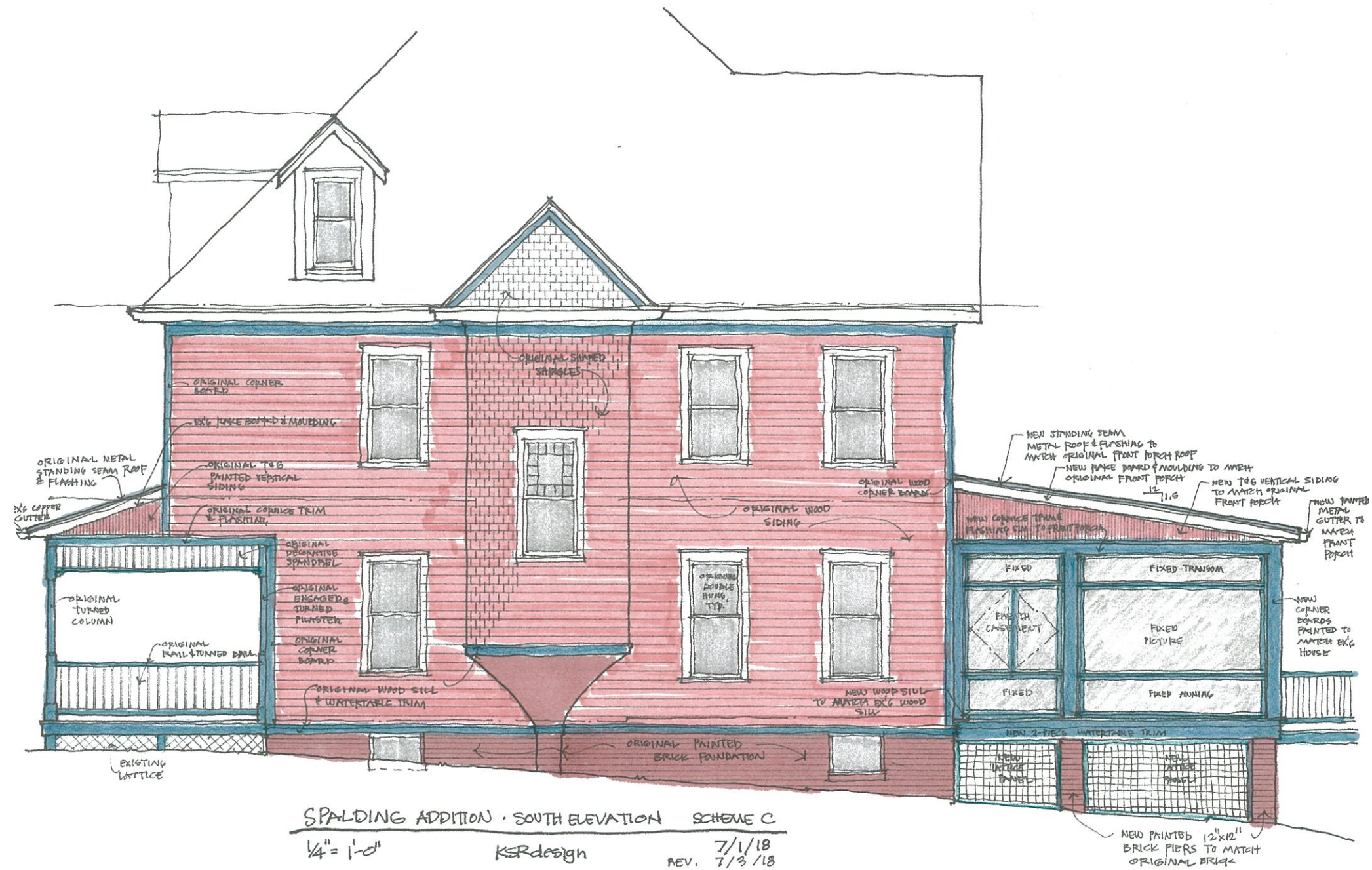
SPALDING ADDITION · EAST ELEVATION · SCHEMATIC

1/4" = 1'-0"

KSR Design

7/1/18  
REV. 7/3/18





PROPOSED COLOR SCHEME



#### 4. Material Specifications

##### Existing House Materials

- Siding - Painted Horizontal Wood Lap Siding w/ 5" exposure at main house  
Painted Shaped Wood Architectural Shingles at stair bay & dormers  
Painted T&G Vertical beaded siding at porch rake end walls
- Trim - Painted Wood Trim at Window & Door Casing, Corner Boards, Cornice, Eaves, Soffits, Rake Boards & Mouldings, Sill & Watertables, Turned Porch Columns, Spandrel Panels, Decorative Brackets, Guard & Stair Railings, Knewel Posts
- Windows- 1/1 Wood Double Hung Windows at main house  
2/2 Wood Double Hung at dormers  
Divided Lite decorative picture windows at stair bay
- Doors- Painted Wood Entrance Door w/ upper divided lites  
Painted Wood Rear door with upper single lite  
Aluminum Rear Storm/Screen Door
- Roof- Architectural Pressed Tin Shingles at Main House  
Standing Seam metal at front wrap around porch  
Asphalt shingles at rear porch
- Gutters & Downspouts – Copper half round gutters with round downspouts at front porch  
Painted metal  
Built-in gutters with round copper downspouts at main house
- Stoop- Rear wood stair with wood railing and wood knewels on concrete landing

##### Proposed Addition Materials

- Siding - Painted Horizontal Wood Lap Siding at north wall to match existing house  
Painted T&G Vertical beaded siding at rake end walls to match existing porch
- Trim - Painted 1x Wood or Composite Trim at Pilasters, Corner Boards, Cornices, Eaves, Soffits, Rake Boards & Mouldings, Sill & Watertables
- Windows- Aluminum Clad, Full lite, Insulated Picture, Awning & French Casement Windows w/ designer color to match original house trim color (Weathershild Premium, Oceanside)  
Original Kitchen Window to Remain
- Doors- Aluminum Clad, Full Lite, Insulated French Doors (Weathershild Premium Series, Oceanside)  
Aluminum Storm/Screen Doors  
Original Kitchen Wood Door to Remain
- Roof- Standing Seam metal roof
- Gutters & Downspouts – Painted Metal half round gutters & round downspouts to match style of front porch
- Wood Burning Stove w/metal chimney – Rais 'Pina' w/ Class A UL 103 HT 6" Stainless Steel Flue
- Stoop/stairs- New painted cedar 1x4s at landing & stair treads, 1x painted risers to match front porch  
Painted Knewel posts to be re-used; existing knewel top finial to be repaired  
New painted wood guard & hand rails  
top rail: WM-8840  
bottom rail: WM-8841  
balusters: WM-238

5.

**Existing Property Condition Photographs (duplicate as needed)**



Detail: FRONT OF HOUSE



Detail: REAR OF HOUSE

Applicant: 7323 TAKOMA AVE



Existing Property Condition Photographs (duplicate as needed)



Detail: SIDE ELEVATION . SOUTHWEST CORNER



Detail: SIDE ELEVATION . SOUTHWEST CORNER



Existing Property Condition Photographs (duplicate as needed)



Detail: SIDE ELEVATION · NORTHWEST CORNER



Detail: SIDE ELEVATION · NORTHEAST CORNER



Existing Property Condition Photographs (duplicate as needed)



Detail: Rear Porch Elevation



Existing Property Condition Photographs (duplicate as needed)



Detail: Looking North on Takoma Avenue



Detail: Street View of 7323 Takoma Ave heading North  
(including garage @ 7321 Takoma)



Existing Property Condition Photographs (duplicate as needed)



Detail: 7323 Front Yard looking north towards 7325 Takoma



Detail: 7323 Front Yard looking south towards 7321 Takoma



Existing Property Condition Photographs (duplicate as needed)



Living Room Windows onto  
Front Porch w/full head casing



Kitchen window onto Rear Porch  
w/truncated head casing

Detail: Dissimilar Casing Trim Conventions at Windows onto Porches



Front Porch shallow floor slope



Rear Porch steep floor slope

Detail: Dissimilar Framing Conventions at Porches



Existing Property Condition Photographs (duplicate as needed)



Front Porch Columns stack directly over foundation posts and are trimmed flush w/beam and posts



Rear Porch Columns are stacked over foundation posts but are not trimmed flush w/beam and posts

Detail: Dissimilar Finishing Conventions at Interior Porch Columns



Front Porch Columns stack directly over foundation and trim is flush w/beam



Rear Porch Columns are offset over foundation and trim is not flush w/beam and columns @ corner

Detail: Dissimilar Framing Conventions at Corner Foundation Posts



Existing Property Condition Photographs (duplicate as needed)



Front Porch w/5 1/2" turned columns,  
pedestal base, plinth block &  
entablature w/beveled cap



Rear Porch w/4 1/2" chamfered columns  
w/ plinth block

Detail: Dissimilar Columns



Front Porch Knewel w/shallow  
bevel @ final & plinth block



Rear Porch Knewel w/longer beveled  
corners and no plinth block

Detail: Similar Knewel Posts

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

<b>Owner's mailing address</b>  Jane & Drew Spalding 7323 Takoma Avenue Takoma Park, MD 20912	<b>Owner's Agent's mailing address</b>  Karen Reinke KSRdesign 701 Richmond Avenue Silver Spring, MD 20910
<b>Adjacent and confronting Property Owners mailing addresses</b>	
Judith Kogod Colwell 7325 Takoma Avenue Takoma Park, MD 20912	Patrick Boudreault & Euginie Gertz 7321 Takoma Avenue Takoma Park, MD 20912
Konrad A & A.M. Augustin 7312 Baltimore Avenue Takoma Park, MD 20912	Julia Boddy 7314 Baltimore Avenue Takoma Park, MD 20912
Carol Mossman & Kenneth Kato 7316 Baltimore Avenue Takoma Park, MD 20912	

Historic Preservation Office  
Montgomery County Planning Department  
8787 Georgia Avenue  
Silver Spring, MD 20910

ATTN: Rebecca Ballo, Program Supervisor  
Kevin Manarolla,  
HPC Staff

RE: Preliminary Consultation for  
7323 Takoma Ave., Takoma Park, MD 20912  
Historic Area Work Permit application

July 18, 2018

Dear HPC staff,

As suggested by Rebecca Ballo, I am submitting a Preliminary Consultation packet for a proposed sunroom addition to 7323 Takoma Avenue for your review.

I will be out of town July 21<sup>st</sup> – July 29<sup>th</sup>, but hope to answer any staff questions and make any necessary revisions upon my return, hopefully in time for a submission for the August 15<sup>th</sup> hearing.

Please feel free to email me with any questions or comments regarding the proposal at [ksreinke@gmail.com](mailto:ksreinke@gmail.com) any time. I will check in regarding the proposal upon my return on the 30<sup>th</sup>.

Thank you for your help in shepherding our project through the Historic Work Area Application process.

Sincerely,



Karen S. Reinke