

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	244 Park Ave., Takoma Park	Meeting Date:	6/12/2019
Resource:	Contributing Resource Takoma Park Historic District	Report Date:	6/5/2019
Applicant:	Kenneth Andrew Markle	Public Notice:	5/29/2019
Review:	HAWP	Tax Credit:	N/A
Case Number:	37/03-19X	Staff:	Michael Kyne
PROPOSAL:	Porch alteration, stair removal, and egress window		

STAFF RECOMMENDATION:

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

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Contributing Resource within the Takoma Park Historic District
STYLE: Bungalow
DATE: c. 1915-25

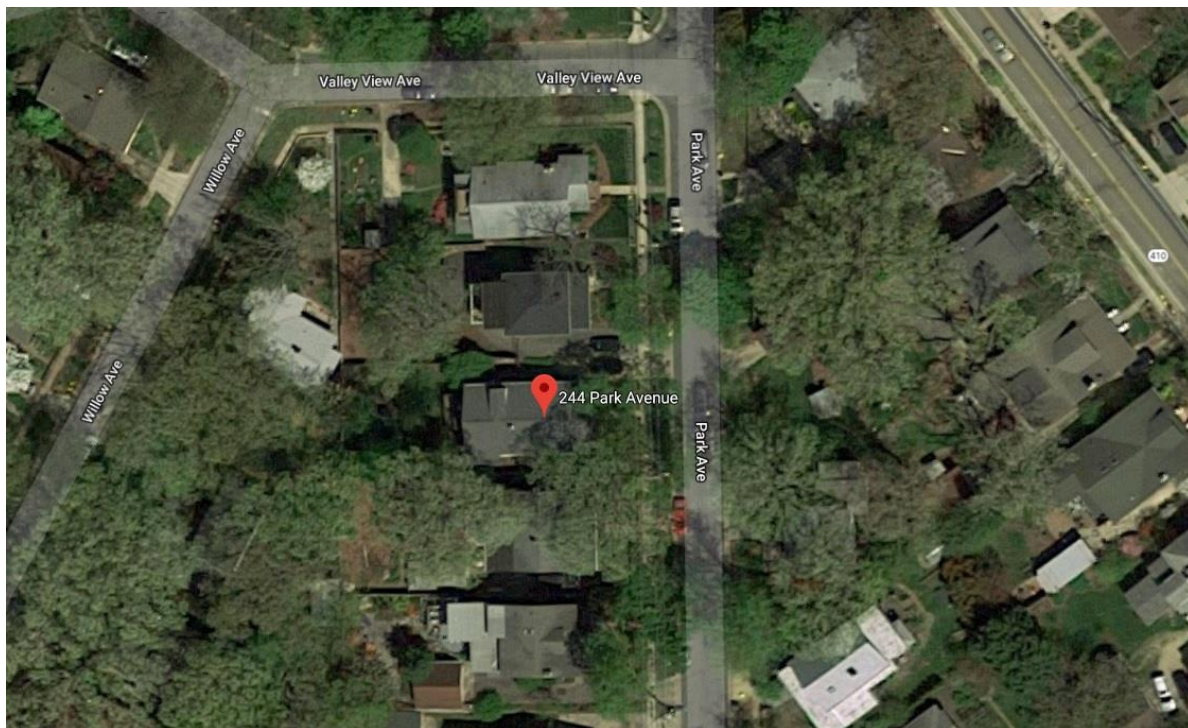


Fig. 1: Subject property.

PROPOSAL:

The applicant proposes the following work items at the subject property:

- Enclose the basement level of an existing non-historic rear (west) porch.
- Construct a window well and install an egress window at the basement level on the left (south) elevation.
- Remove non-historic stairs from the rear/left (southwest) corner of the 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.

Sec. 24A-8. Same-Criteria for issuance.

(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; [emphasis added] 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 Interior's Standards for Rehabilitation

The Secretary of the Interior defines rehabilitation as “the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.” Standards 2, 9, and 10 most directly apply to the application before the Commission:

#2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

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

STAFF DISCUSSION:

The subject property is a c. 1915-25 Bungalow-style Contributing Resource within the Takoma Park Historic District. The property has experienced previous alterations, including the enclosure of a first-floor porch at the rear (west).

The applicant proposes to enclose the basement level of the porch at the rear (west). The enclosed first-

floor porch is supported by wood pillars, and the basement level is a walkout, due to the topography of the rear-sloping lot. The basement level will be enclosed with parged CMU block. There will single-lite wood French doors on the right (north) and rear (west) elevations, and there will be a paired double-hung one-over-one wood window on the left (south) elevation.

An existing basement-level window in the front/left (southeast) corner of the will be replaced with a paired wood double-hung one-over-one wood window for egress purposes. A window well will be created by constructing a railroad tie retaining wall in the same location. The retaining wall be minimally visible from Park Avenue, as it will be built into the slope of the lot.

An unused set of non-historic stairs will be removed from the rear/left (southwest) corner of the house. The stairs formerly provided access the first-floor porch at the rear (west), which has since been enclosed.

Staff finds that the proposed alterations are generally consistent with the predominant style of the resource, in accordance with the *Guidelines*, and that the proposal will not remove or alter historic character-defining features, in accordance with the *Standards*.

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* and *Takoma Park Historic District 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 and 9;

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.



HISTORIC PRESERVATION COMMISSION
301/563-3400

DPS - #8

APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Email: k.andrew.markle@gmail.com Contact Person: Kenneth Andrew Markle
Daytime Phone No.: 202-340-3221
Tax Account No.: _____
Name of Property Owner: Kenneth Andrew Markle Daytime Phone No.: 202-340-3221
Address: 244 Takoma Park Park 20912
Street Number City Street Zip Code
Contractor: NA Phone No.: NA
Contractor Registration No.: NA
Agent for Owner: NA Daytime Phone No.: NA

LOCATION OF BUILDING/PREREQUISITE

House Number: 244 Street: Park
Town/City: Takoma Park Nearest Cross Street: Park and Willow
Lot: 25 Block: 1 Subdivision: Hillcrest
Liber: _____ Folio: _____ Parcel: 0000

PART ONE: TYPE OF PERMIT/ACTION AND USE

1A. CHECK ALL APPLICABLE:

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

CHECK ALL APPLICABLE:

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

1B. Construction cost estimate: \$ \$33,000

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

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/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 4 feet 0 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.: 869918 Date Filed: _____ Date Issued: _____

Edt 6/21/99

SEE REVERSE SIDE FOR INSTRUCTIONS



May 15, 2019
2019-022-01

Ms. Lucy Moore
Chairwoman
Façade Advisory Board
Takoma Park, MD

Subject: 244 Park- Submission of Historic Area Work Permit

Dear: Ms. Moore

This letter forwards the supporting documentation for a Historic Area Work Permit for 244 Park Ave, Takoma Park (Lot 25, Block 1, Subdivision Hilcrest). The Permit is being requested by the homeowner, Mr. Kenneth Andrew Markle, and his wife, Ms. Megan Kennedy. The Permit is requested to allow enclosing of a porch at the rear ground level of the home and installation of an egress window on the southside of the structure.

Note, no tree survey is required due to work not occurring near trees 6-inches diameter or larger, measured 4-feet from the ground.

We look forward to reviewing these documents with the board at the next possible meeting.

Sincerely,

A handwritten signature in black ink that reads "K. Andrew Markle". The signature is written in a cursive style with a long horizontal stroke at the end.

K. Andrew Markle, P.E.

Enclosures

1. Completed Historic Area Work Permit (9 pages)
2. Site Plan (1 page)
3. Schematic Construction Plans (1 page, 2 copies)
4. Elevation Drawings (6 pages, 2copies)
5. Materials of Construction (1 page)
6. Photographs of Impacted Facades (2 pages)
7. Addresses of Adjacent Property Owners (1 page)



Enclosure 1 to
Letter Dated
May 15, 2019
2019-022-01

Completed Historic Area Work Permit

Herein is the Historic Area Work Permit completed to the best of our abilities. Some requested documents with space provided for entry within the permit are provided separately due to inadequate space. This Enclosure contains nine pages.

Historic Area Work Permits Frequently Asked Questions

What projects do and do not require a Historic Area Work Permit?

You need a Historic Area Work Permit (HAWP) in order to:

- Construct additions and/or any type of new structure
- Remove or enclose porches
- Install artificial (vinyl, aluminum, etc.) siding, shingles, or masonry facing, or make other changes in exterior materials
- Replace windows or sash
- Add, remove, or change architectural features, including the size, shape, and placement of window openings
- Construct a fence or wall
- Remove live trees greater than 6" in diameter, shutters, or fences
- Paint masonry surfaces that have never been painted or remove paint from masonry
- Demolish any structure, including outbuildings (sheds, garages, etc.)

A HAWP is **not** required for interior changes, ordinary maintenance, repair of exterior features (meaning retention of original materials), or selection of paint colors.

What do I do once my HAWP is approved?

If the Historic Preservation Commission (HPC) approves the HAWP application, it is returned to Department of Permitting Services (DPS) for issuance of the Historic Area Work Permit. If a building permit is not required for the project, the owner may commence work. Subsequently if a building permit is required for the project, a copy of the approved HAWP and stamped plans are mailed to the property owner and to be presented to DPS officials when obtaining building permit. If you are not satisfied with the decision of the HPC, you can submit a revised application to be reviewed by the HPC at a future meeting or appeal the decision to the County Board of Appeals (240) 777-6600, which will hear the original application *de novo* (that is, starting fresh with a new hearing) and render its own decision.

When are the HPC meetings held?

Typically, HPC public meetings are held on the second and fourth Wednesdays of each month.

When is the deadline for filing a HAWP?

The firm deadline for filing a HAWP is the Wednesday three weeks prior to each meeting.

What is a Local Advisory Panel?

Some historic districts have Local Advisory Panels (LAPs), groups of volunteer citizens, which assist the HPC by reviewing HAWP applications and forwarding comments for the public record.

Where are the HPC Meetings held?

In the first floor Auditorium at the Maryland-National Capital Park and Planning Commission building at 8787 Georgia Avenue, Silver Spring, Maryland.

Do I have to attend the HPC meeting?

Yes - you are notified by mail of the scheduled meeting date, time, and location and are expected to attend.

Where do I file my HAWP?

At the Department of Permitting Services Office located on the second floor of the building at 255 Rockville Pike, Rockville, Maryland.

INSTRUCTIONS FOR FILING A HISTORIC AREA WORK PERMIT APPLICATION

All applications for proposed exterior work involving properties listed on the Montgomery County Master Plan for Historic Preservation, either as individual historic sites or as properties within a historic district, require the approval of the Montgomery County Historic Preservation Commission (HPC).

The HPC, staffed by Historic Preservation Planners who work at M-NCPPC, reviews proposals for new construction, demolition, and exterior alterations through the mechanism of the Historic Area Work Permit (HAWP) process. You are encouraged to discuss proposals for major work with the staff in advance of filing a HAWP. For information or to make an appointment, call the HPC staff at M-NCPPC: 301.563.3400.

The HAWP Application Process

***** HAWP applications are obtained from and returned to the Information Counter at the Department of Permitting Services (DPS), 255 Rockville Pike, Rockville, 240.777.0311. The application requirements depend on the nature of the proposed project and are listed on the attached checklist. Your application must be complete before it will be accepted by DPS staff. **DO NOT FILE YOUR APPLICATION AT M-NCPPC!**

Typically, HPC public meetings are held on the second and fourth Wednesdays of each month. A current schedule of meetings can be found on our website:

<http://www.montgomeryplanning.org/historic/commission/index.shtm>

The firm deadline for filing a HAWP is the Wednesday three weeks prior to each meeting. You are notified by mail of the scheduled meeting date, time, and location, and are normally expected to attend.

Some historic districts have Local Advisory Panels (LAPs), groups of volunteer citizens which assist the HPC by reviewing HAWP applications and forwarding comments for the public record. Further information on Local Advisory Panels and their role in the HAWP review can be provided by the HPC staff. In addition, adjacent and confronting property owners, whose names and addresses are provided by you on the application, are notified by mail that you have filed a HAWP application.

Actions After HAWP Review Hearing

If the HPC approved the HAWP application, it is up to the applicant to provide 3 copies of the final approved plans to the office of Historic Preservation for stamping. The applicant then is to return to DPS for issuance of the HAWP. **A copy of the approved HAWP and the stamped plans are to be presented to DPS officials in order to obtain a Building Permit.**

If you are not satisfied with the decision of the HPC, you can submit a revised application or appeal the decision to the County Board of Appeals, which will hear the original application de novo (that is, starting fresh with a new hearing) and render its own decision.

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	1. Written Description	2. Site Plan	3. Plans/Elevations	4. Material Specifications	5. Photographs	6. Tree Survey	7. Property Owner Addresses
New Construction	*	*	*	*	*	*	*
Additions/Alterations	*	*	*	*	*		*
Demolition	*	*			*		*
Deck/Porch	*	*	*	*	*		*
Fence/Wall	*	*	*	*	*	*	*
Driveway/Parking Area	*	*		*	*	*	*
Major Landscaping/Grading	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

PLEASE SEE INSTRUCTIONS ON DPS' HAWP APPLICATION FOR FURTHER DETAILS REGARDING APPLICATION REQUIREMENTS.

NOTE: Historic Area Work Permits are not required for ordinary maintenance projects, such as painting, gutter repair, roof repair with duplicate materials, and window repairs. All replacement materials must match the original exactly and be of the same dimensions.

**ALL HAWPS MUST BE FILED AT DPS:
255 ROCKVILLE PIKE,
ROCKVILLE, MARYLAND, 20850.**



HISTORIC PRESERVATION COMMISSION

301/563-3400

**APPLICATION FOR
HISTORIC AREA WORK PERMIT**

Contact Email: k.andrew.markle@gmail.com Contact Person: Kenneth Andrew Markle
Daytime Phone No.: 202-340-3221
Tax Account No.: _____
Name of Property Owner: Kenneth Andrew Markle Daytime Phone No.: 202-340-3221
Address: 244 Takoma Park Park 20912
Street Number City State Zip Code
Contractor: NA Phone No.: NA
Contractor Registration No.: NA
Agent for Owner: NA Daytime Phone No.: NA

LOCATION OF BUILDING/PREMISE

House Number: 244 Street: Park
Town/City: Takoma Park Nearest Cross Street: Park and Willow
Lot: 25 Block: 1 Subdivision: Hillcrest
Liber: _____ Folio: _____ Parcel: 0000

PART ONE: TYPE OF PERMIT ACTION AND USE**1A. CHECK ALL APPLICABLE:**

☒ Construct ☐ Extend ☒ Alter/Renovate
☐ Move ☐ Install ☐ Wreck/Raze
☐ 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: \$ \$33,000

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

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/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 4 feet 0 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: _____

**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:

The home is a contributing resource. The work will consist of closing in a ground level porch at the rear of the property, and building an egress window well at the house. Access to the newly enclosed porch will be improved by opening the rear wall. The porch at the rear of the property can not be seen from the street. Installing the egress window well will require the removal of a shrub. A flight of unused stairs which used to access the rear of the home will be removed.

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

2. SITE PLAN

Site and environmental setting, drawn to scale. You may use your plat. 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

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.

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

Owner's mailing address

244 Park Ave, Takoma Park, MD 20912

Owner's Agent's mailing address

NA

Adjacent and confronting Property Owners mailing addresses

Southside

Elizabeth Kleemeier
242 Park Ave.
20912

Northside

Isabell Blanco
246 Park Ave.
20912

Confronting

Danny Gubtis
241 Park Ave.
20912

Existing Property Condition Photographs (duplicate as needed)

See Photograph Enclosure

Detail: _____

See Photograph Enclosure

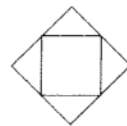
Detail: _____

Applicant: _____

Page: __

Site Plan

See Site Plan Enclosure



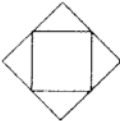
Shade portion to indicate North

Applicant:_____

Page:__

Site Plan

See Site Plan Enclosure



Shade portion to indicate North

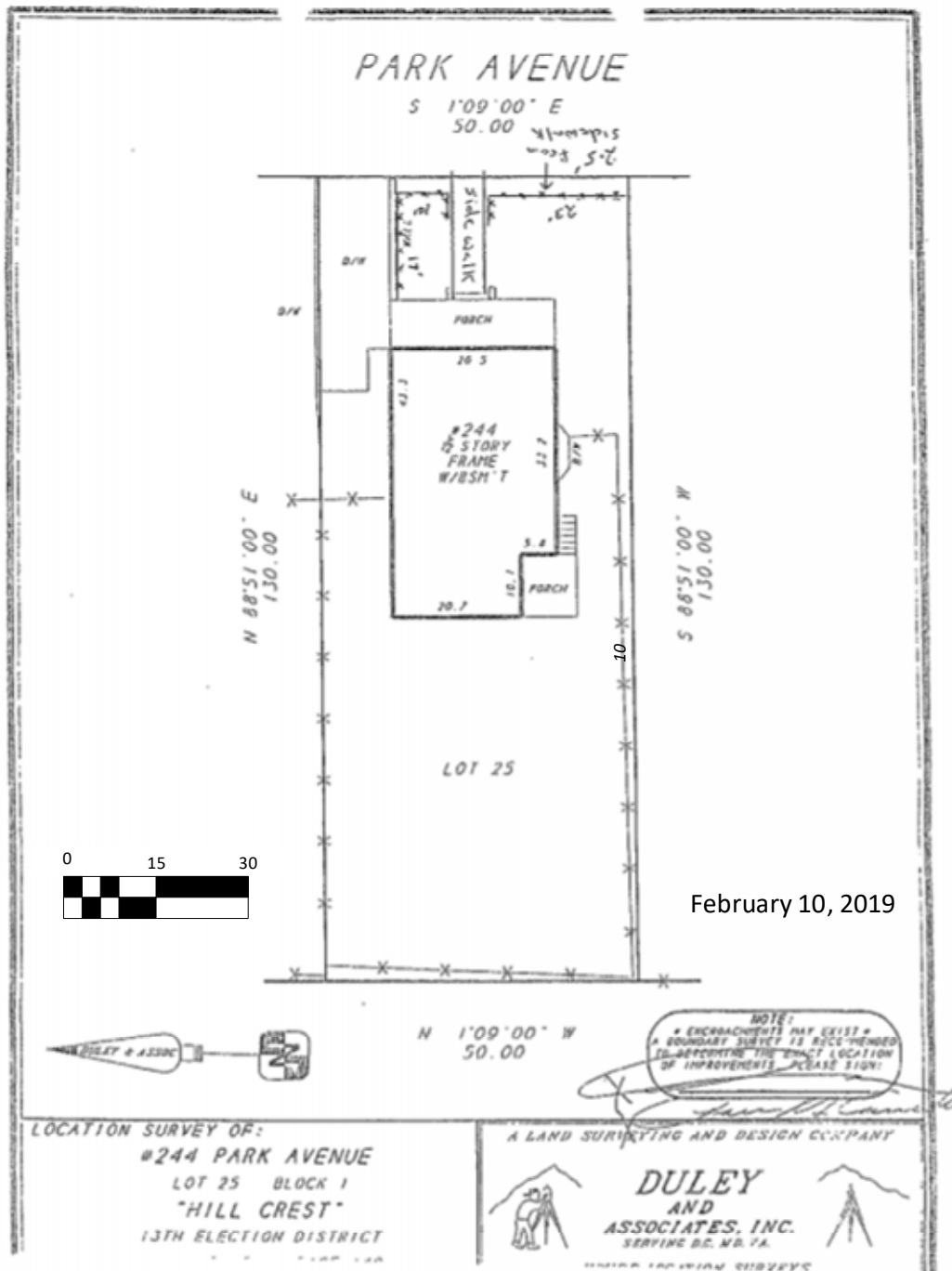
Applicant:_____



Enclosure 2 to
Letter Dated
May 15, 2019
2019-022-01

Site Plan

Herein is the Site Plan completed to the best of our abilities. We have chosen to provide said plan on the Plot Plan, as permitted by the Historic Area Work Permit form. We have provided the Original Plot Plan followed by the Site Drawing, which shows the revisions.



Title- Original Site Drawing for 244
Park Basement Renovation

Date- May 13, 2019
Prepared By: Andrew Markle

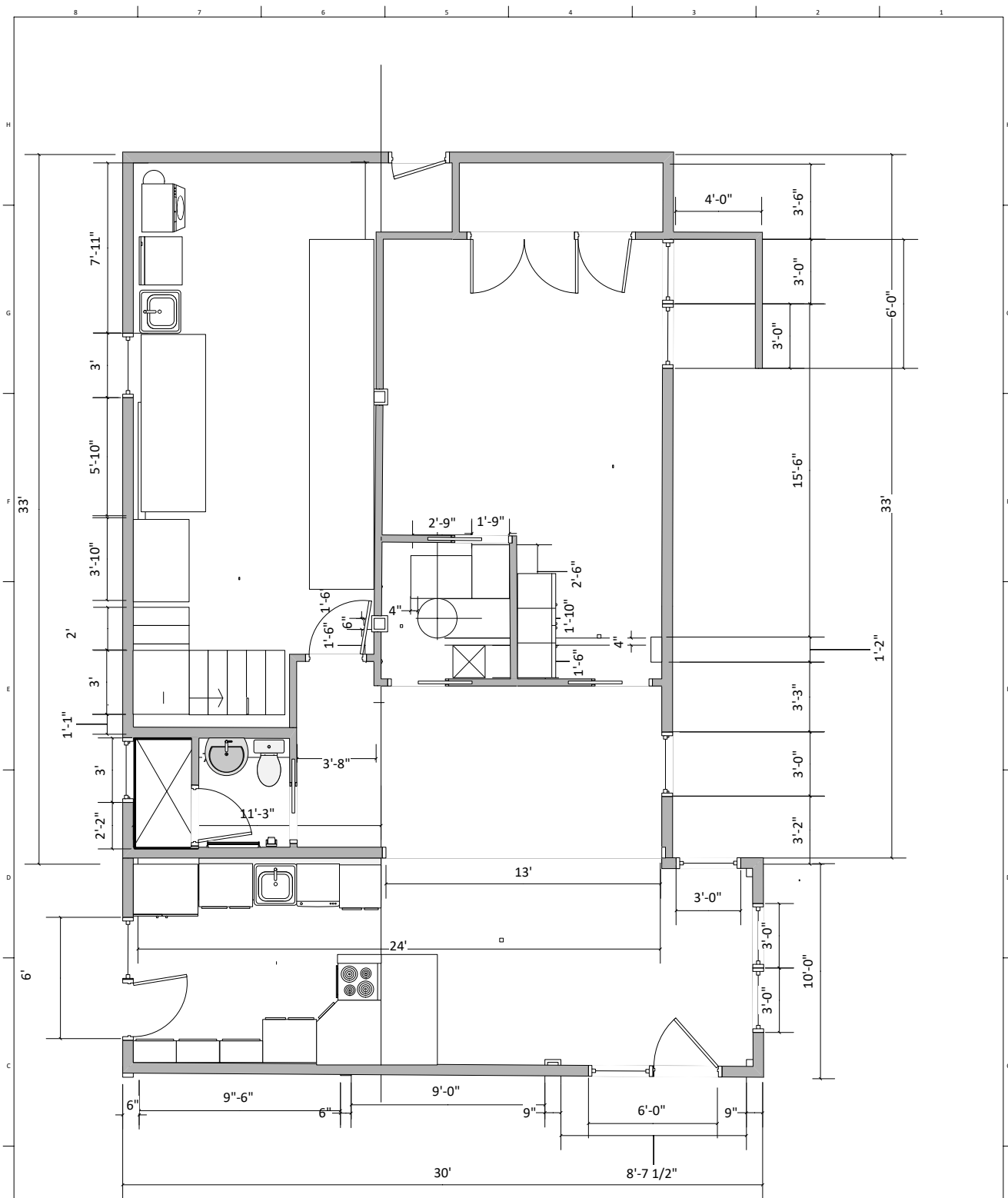
Date- February 18, 2019
Prepared By: Andrew Markle



Enclosure 3 to
Letter Dated
May 15, 2019
2019-022-01

Schematic Construction Plan

Herein is the Schematic Construction Plan completed to the best of our abilities. The drawing is marked with dimension, indicating location, size and general types of walls, windows, and door openings, and other fixed features of both the existing resource and the proposed work. This enclosure includes one drawing provided in duplicate.



Notes

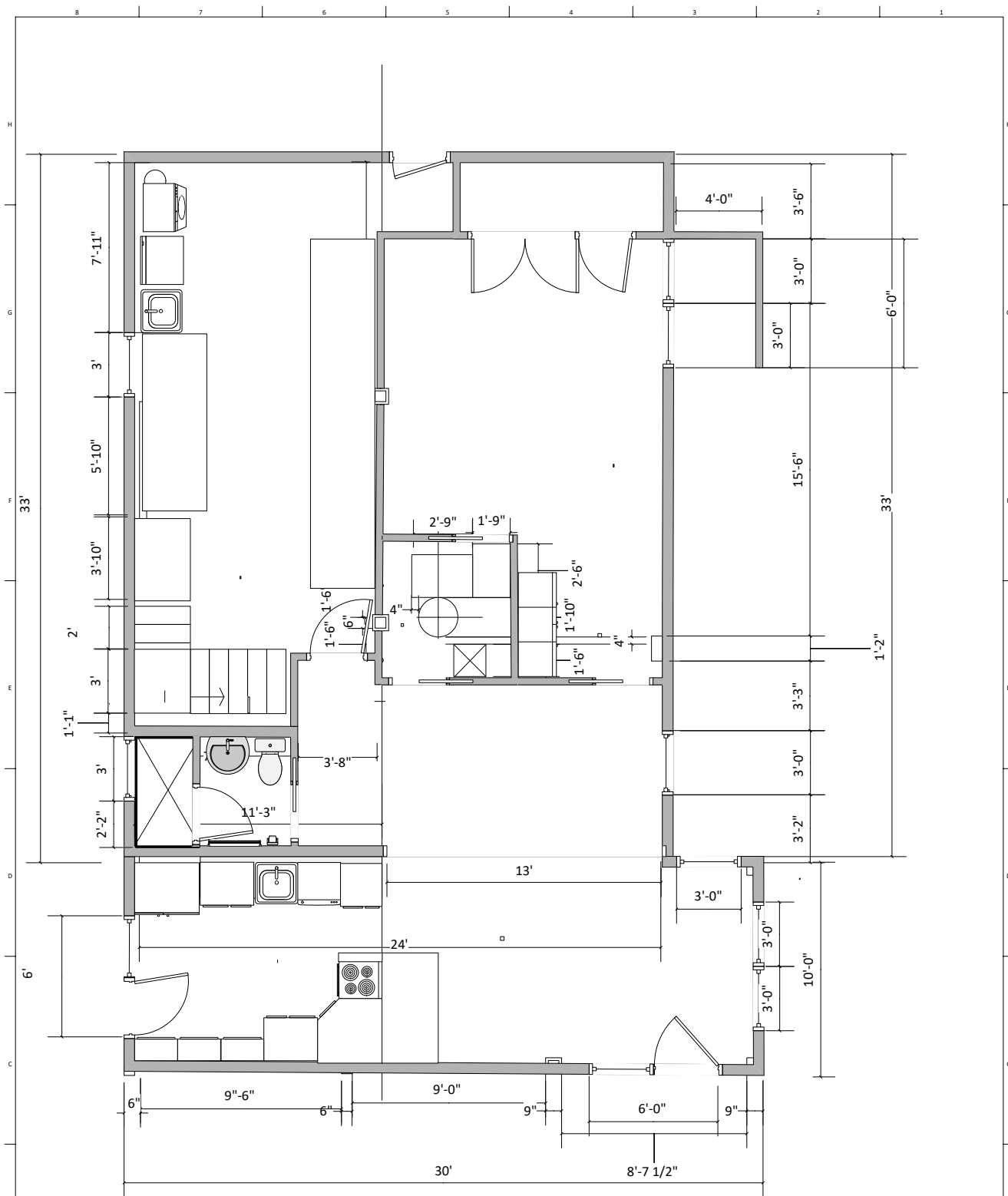
1. Furthest west 10 feet is currently a covered porch. New walls will enclose this porch and will be concrete with a stucco parge coat to prevent moisture intrusion.
2. All windows, outside of the newly enclosed porch and the expansion of the furthest SE window to an egress window, will lie within an existing window frame widths. The bathroom window is currently of rough wood construction, and will be replaced with double paned wood window. The existing laundry room window will not be replaced. The remaining window on the southside of the existing basement will be lengthened and replaced with a wooden window.
3. All windows and doors in the newly enclosed porch will be double-paned and of wood construction.

REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244 PARK AVE BASEMENT RENOVATION LAYOUT AFTER

DOC NUMBER 244-2018-007			
Prepared By MARKLE-KENNEDY FAMILY	Page 1 of 1	Reviewed By ANDREW MARKLE	Date 12/02/2018
Drawn By NA		Reviewed By MEGAN KENNEDY	Date 12/02/2018



Notes

1. Furthest west 10 feet is currently a covered porch. New walls will enclose this porch and will be concrete with a stucco parge coat to prevent moisture intrusion.
2. All windows, outside of the newly enclosed porch and the expansion of the furthest SE window to an egress window, will lie within an existing window frame widths. The bathroom window is currently of rough wood construction, and will be replaced with double paned wood window. The existing laundry room window will not be replaced. The remaining window on the southside of the existing basement will be lengthened and replaced with a wooden window.
3. All windows and doors in the newly enclosed porch will be double-paned and of wood construction.

REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
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**244 PARK AVE
BASEMENT RENOVATION
LAYOUT AFTER**

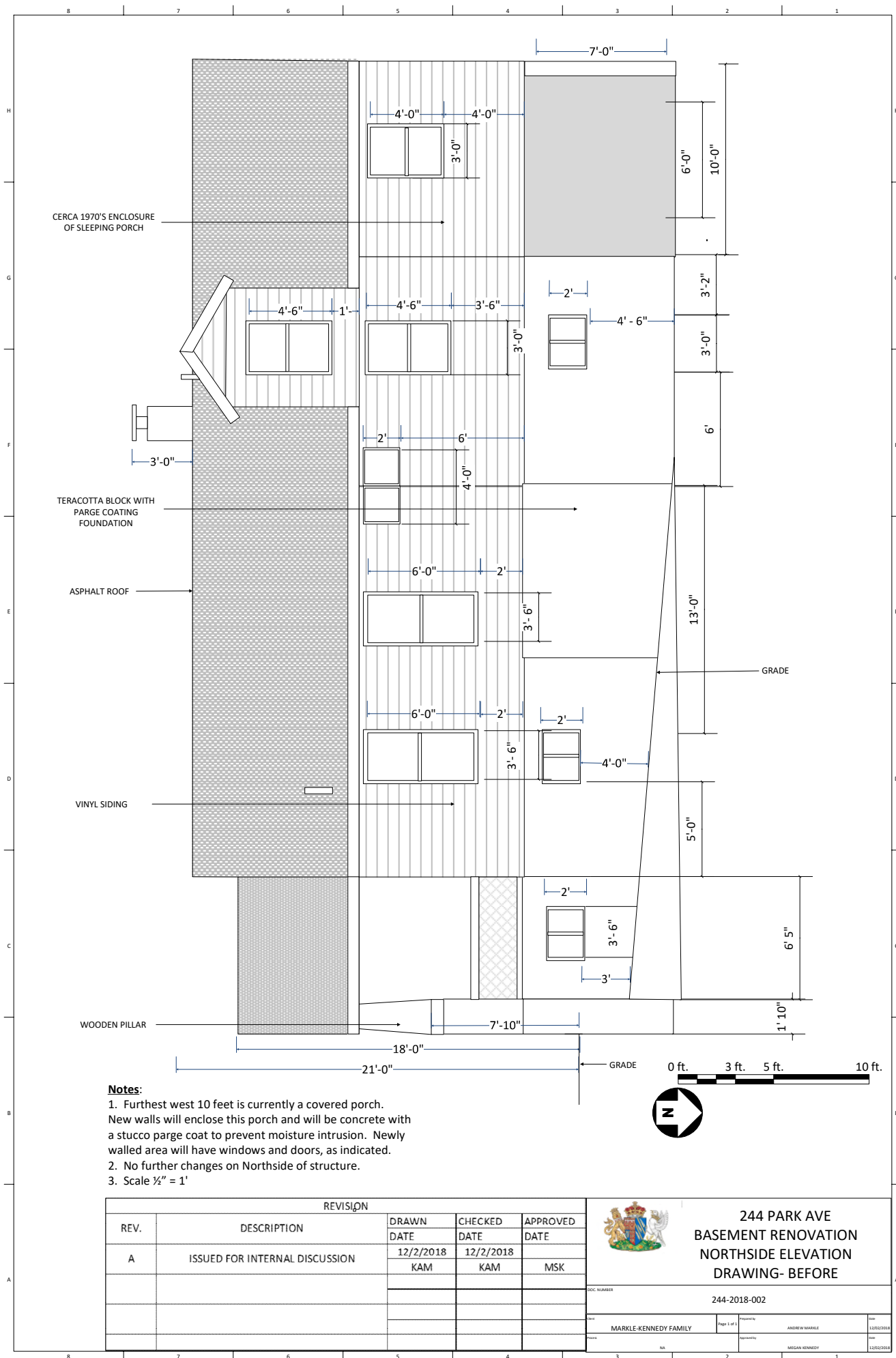
DOC NUMBER 244-2018-007			
Prepared by MARKLE-KENNEDY FAMILY	Page 1 of 1	Reviewed by ANDREW MARKLE	Date 12/02/2018
Drawn by NA		Reviewed by MEGAN KENNEDY	Date 12/02/2018

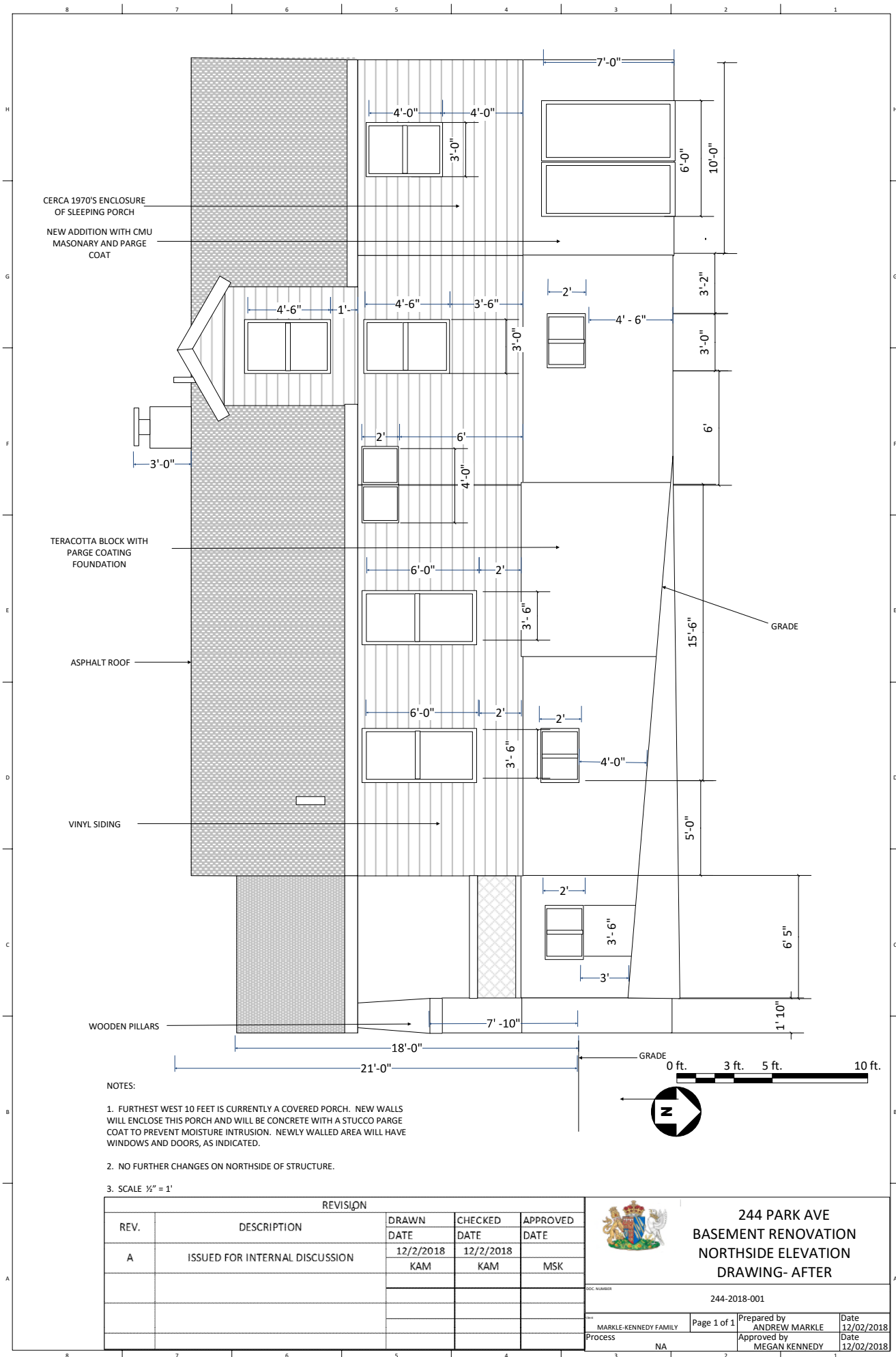


Enclosure 4 to
Letter Dated
May 15, 2019
2019-022-01

Elevation Drawings

Herein is the Elevation Drawings completed to the best of our abilities. As requested, two copies have been provided. The drawing is marked with dimensions, clearly indicating proposed work in relation to the existing construction, and when appropriate, context. All materials and fixtures proposed for the exterior are noted on the elevation drawings. Separate drawings for three separate views are provided for before and after the modification. The views include the north, south, and west side of the structure. This enclosure includes six drawings provided in duplicate.





NOTES:

1. FURTHEST WEST 10 FEET IS CURRENTLY A COVERED PORCH. NEW WALLS WILL ENCLOSE THIS PORCH AND WILL BE CONCRETE WITH A STUCCO PARGE COAT TO PREVENT MOISTURE INTRUSION. NEWLY WALLED AREA WILL HAVE WINDOWS AND DOORS, AS INDICATED.

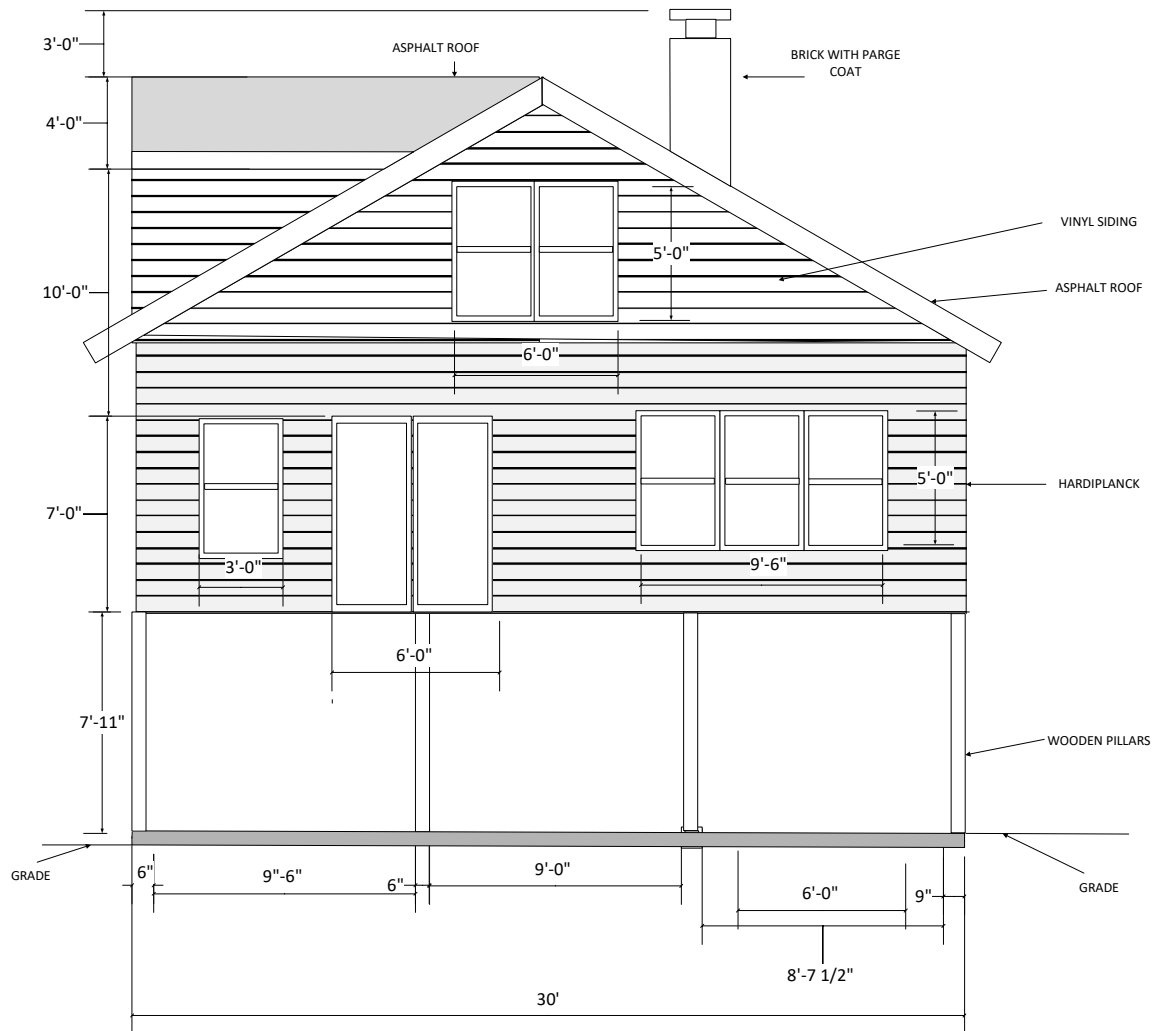
2. NO FURTHER CHANGES ON NORTHSIDE OF STRUCTURE.

3. SCALE 1/8" = 1'

REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244-2018-001	Page 1 of 1	Prepared by ANDREW MARKLE	Date 12/02/2018
MARKLE-KENNEDY FAMILY	Process NA	Approved by MEGAN KENNEDY	Date 12/02/2018



NOTES:

1. FIRST FLOOR HARDIPLANK BEIGE.
2. ATTIC VINYL SIDING OFF-WHITE.
3. BASEMENT PARGING COAT WITH YELLOW PAINT.
4. FIRST FLOOR DOORS SERVICE BACK DECK, NOT SHOWN. SEE PHOTOS FOR FURTHER DETAILS.
5. SOUTHERN HALF OF FIRST FLOOR PREVIOUSLY A THREE-SEASON ROOM. ENCLOSED CIRCA 2008.
6. FIRST FLOOR WINDOWS AND DOORS ADDED CIRCA 2008.
7. SCALE $\frac{1}{2}" = 1'$

0 ft. 3 ft. 5 ft. 10 ft.

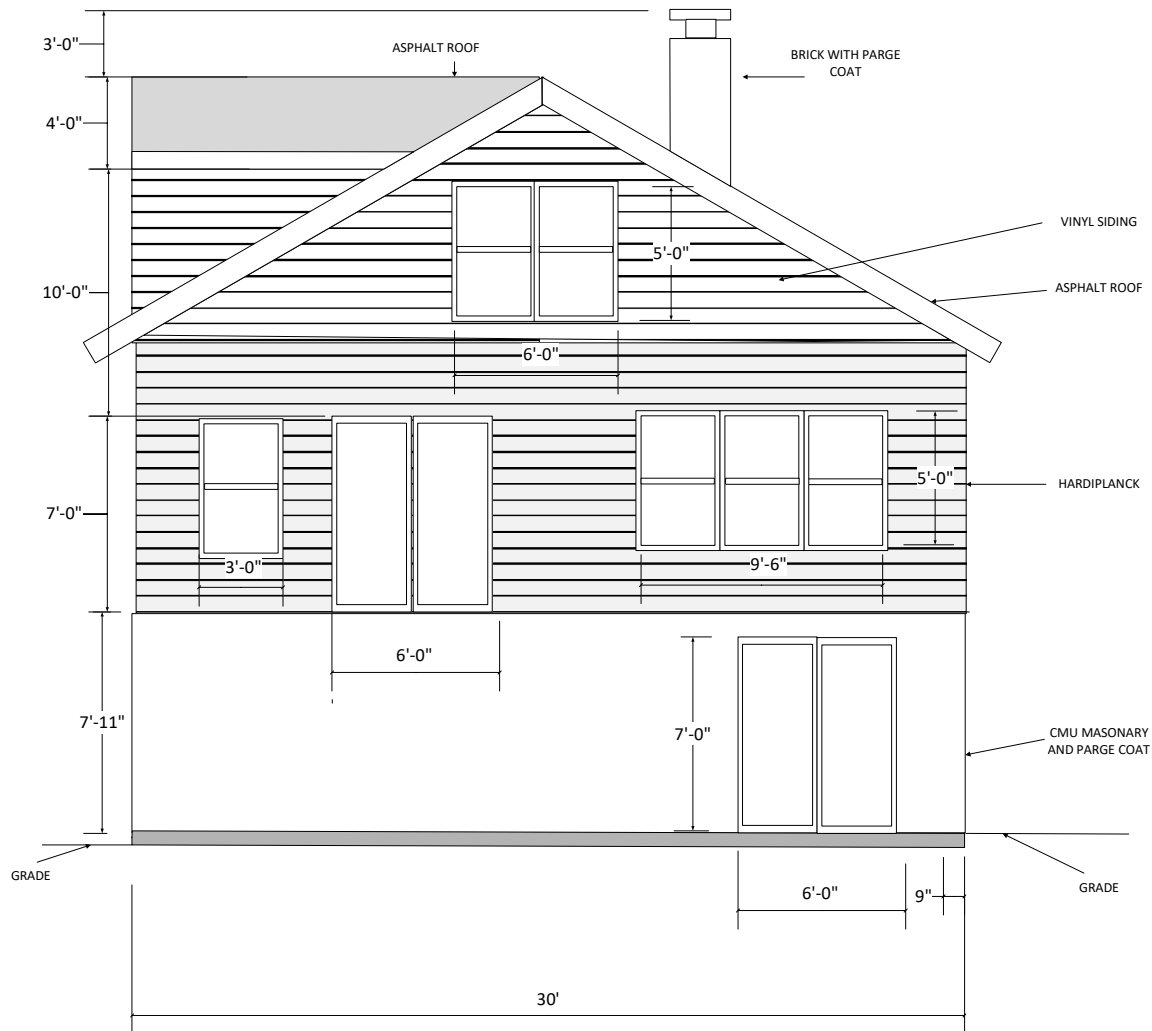


REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244 PARK AVE
BASEMENT RENOVATION
ELEVATION DRAWING
REAR- BEFORE

244-2018-006			
Client	MARKLE-KENNEDY FAMILY	Prepared by	ANDREW MARKLE
Process	NA	Approved by	MEGAN KENNEDY
Date		Date	
12/02/2018		12/02/2018	



NOTES:

1. FIRST FLOOR HARDIPLANK BEIGE.
2. ATTIC VINYL SIDING OFF-WHITE.
3. BASEMENT PARGING COAT.
4. FIRST FLOOR DOORS SERVICE BACK DECK, NOT SHOWN. SEE PHOTOS FOR FURTHER DETAILS.
5. SOUTHERN HALF OF FIRST FLOOR PREVIOUSLY A THREE-SEASON ROOM. ENCLOSED CIRCA 2008.
6. FIRST FLOOR WINDOWS AND DOORS ADDED CIRCA 2008.
7. SCALE $\frac{1}{2}" = 1'$

0 ft. 3 ft. 5 ft. 10 ft.



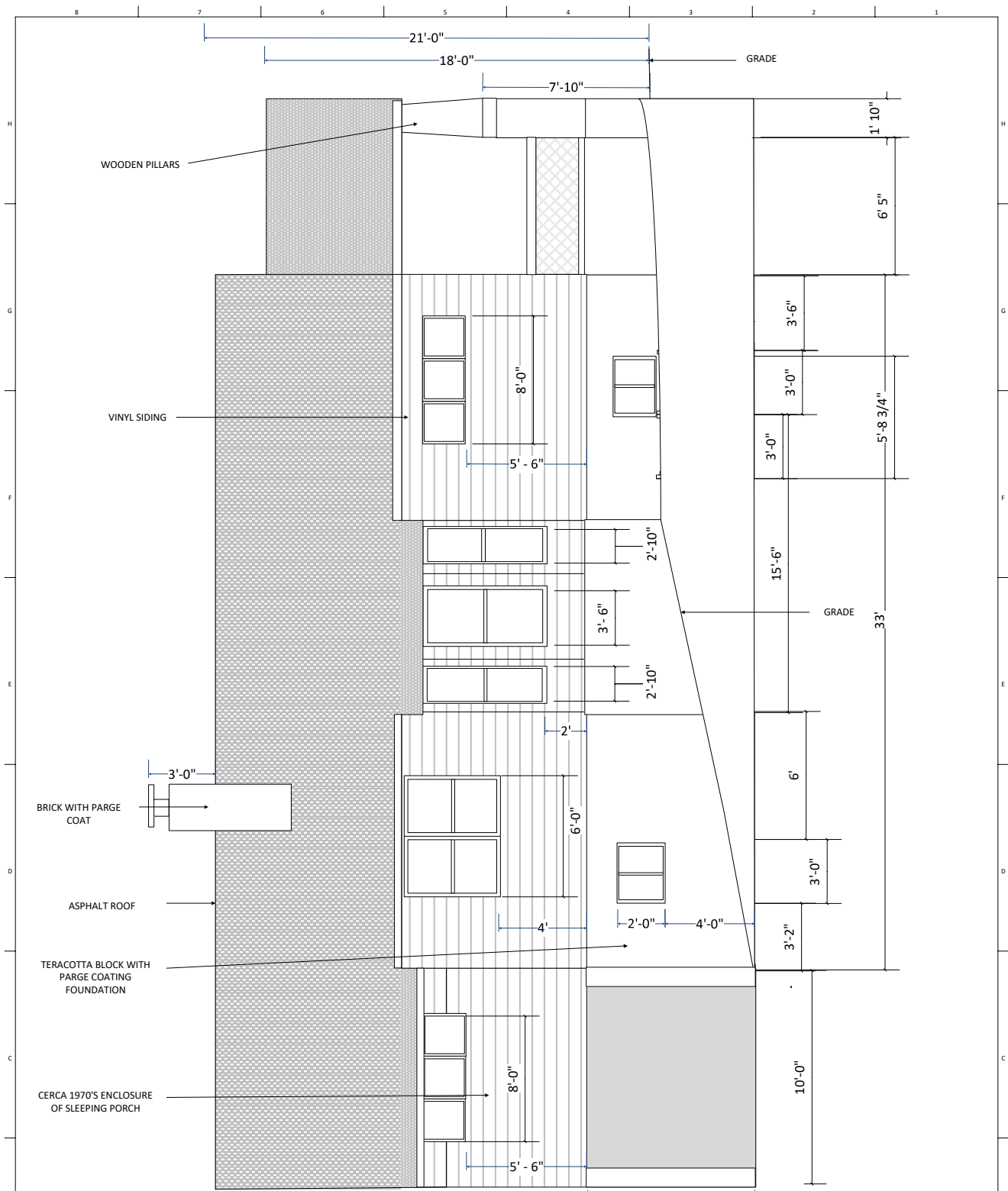
REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244 PARK AVE
BASEMENT RENOVATION
ELEVATION DRAWING
REAR- AFTER

244-2018-006

Client	MARKLE-KENNEDY FAMILY	Prepared by	ANDREW MARKLE	Date	12/02/2018
Process	NA	Approved by	MEGAN KENNEDY	Date	12/02/2018



NOTES:

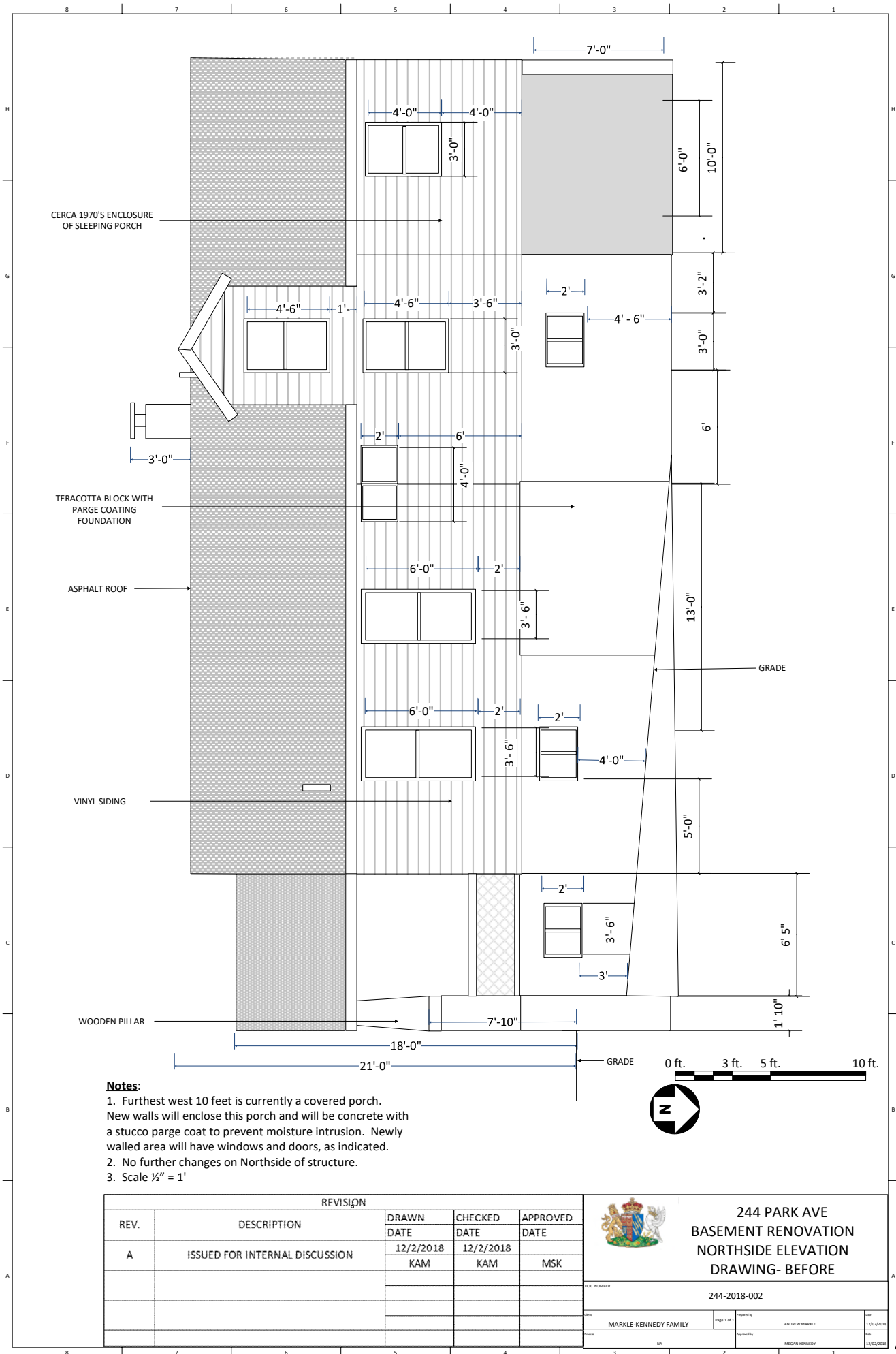
1. FURTHEST WEST 10 FEET IS CURRENTLY A COVERED PORCH. NEW WALLS WILL ENCLOSE THIS PORCH AND WILL BE CONCRETE WITH A STUCCO PARGE COAT TO PREVENT MOISTURE INTRUSION.
2. ALL WINDOWS, OUTSIDE OF THE NEWLY ENCLOSED PORCH AND THE EXPANSION OF THE FURTHEST SE WINDOW TO AN EGRESS WINDOW, WILL LIE WITHIN AN EXISTING WINDOW FRAME WIDTHS. THE THIRD MOST WEST WINDOW ON THE SOUTHSIDE OF THE EXISTING BASEMENT WILL BE LENGTHENED AND REPLACED WITH A WOODEN WINDOW.
3. ALL WINDOWS AND DOORS IN THE NEWLY ENCLOSED PORCH WILL BE DOUBLE-PAIN AND OF WOOD CONSTRUCTION.
4. EGRESS WINDOW WILL BE INSTALLED WITH RAILWAY TIE EGRESS WELL.
5. ABANDON STAIRS NOT SHOWN.

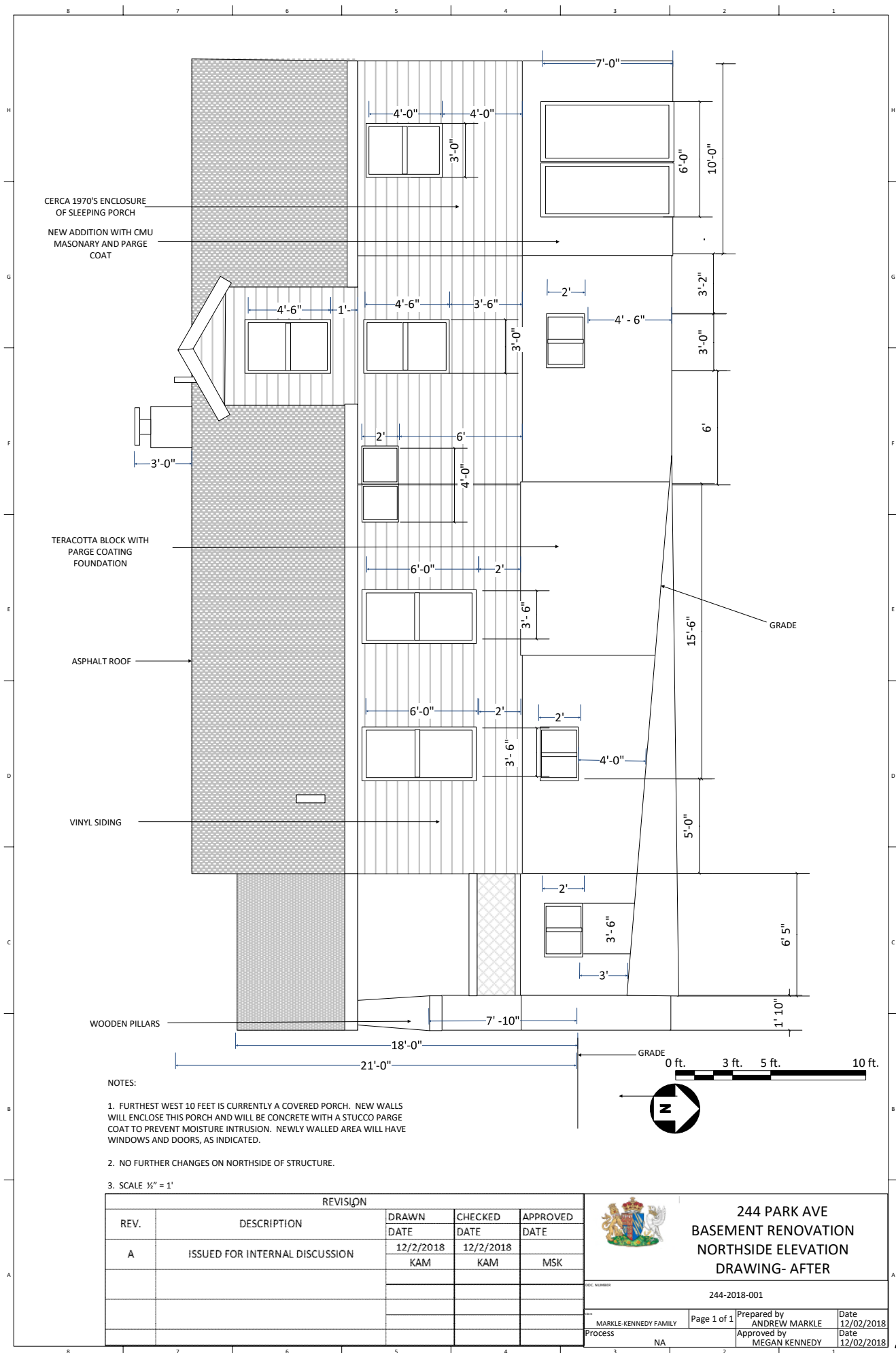
REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK

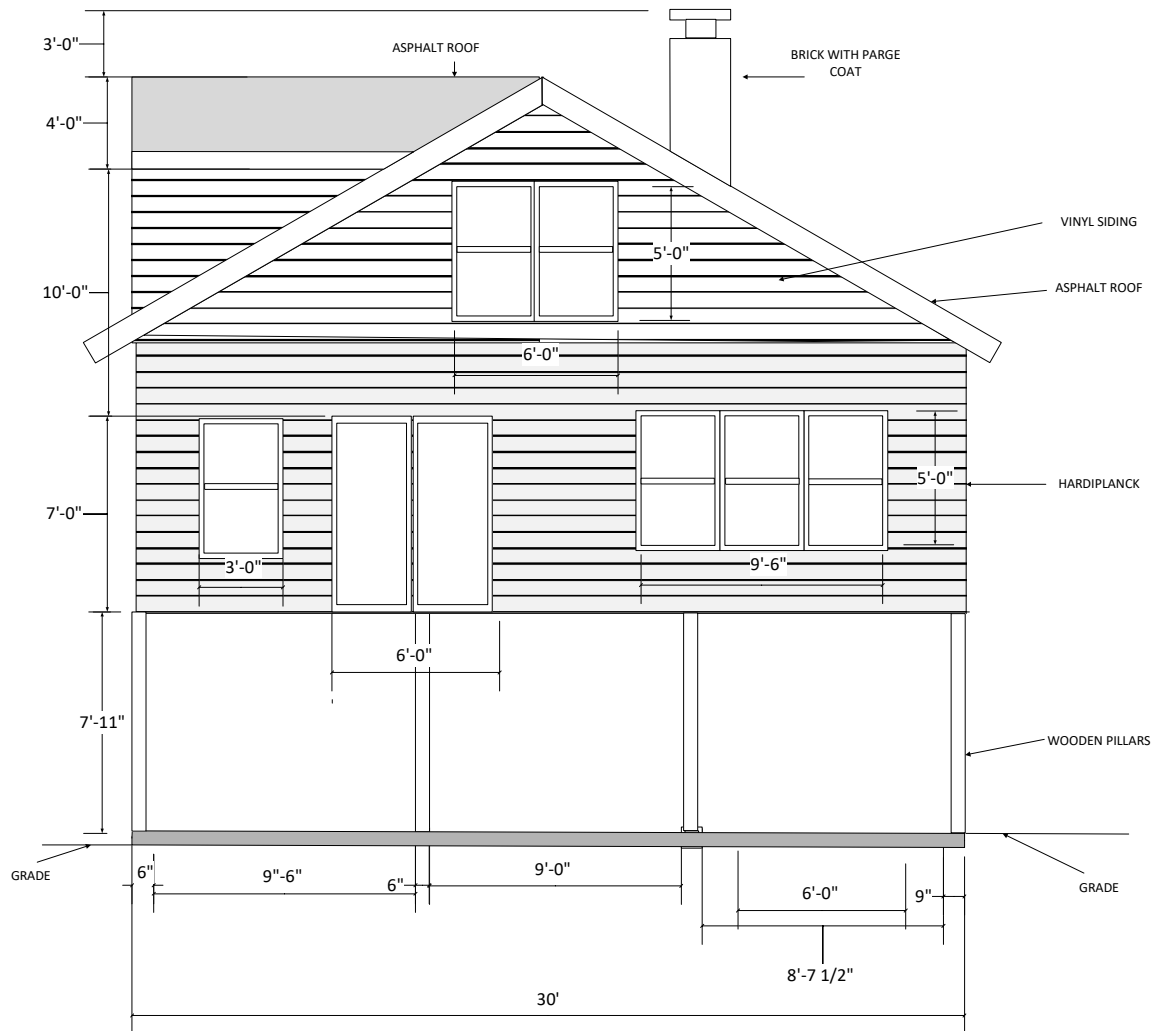


**244 PARK AVE
BASEMENT RENOVATION
SOUTHSIDE ELEVATION
DRAWING- BEFORE**

DOC. NUMBER			
244-2018-003			
Client	MARKLE-KENNEDY	Page 1 of 1	Prepared by
Process	NA	Approved by	ANDREW MARKLE
		Date	12/02/2018
		Date	12/02/2018

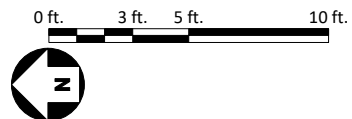






NOTES:

1. FIRST FLOOR HARDIPLANK BEIGE.
2. ATTIC VINYL SIDING OFF-WHITE.
3. BASEMENT PARGING COAT WITH YELLOW PAINT.
4. FIRST FLOOR DOORS SERVICE BACK DECK, NOT SHOWN. SEE PHOTOS FOR FURTHER DETAILS.
5. SOUTHERN HALF OF FIRST FLOOR PREVIOUSLY A THREE-SEASON ROOM. ENCLOSED CIRCA 2008.
6. FIRST FLOOR WINDOWS AND DOORS ADDED CIRCA 2008.
7. SCALE $\frac{1}{2}" = 1'$

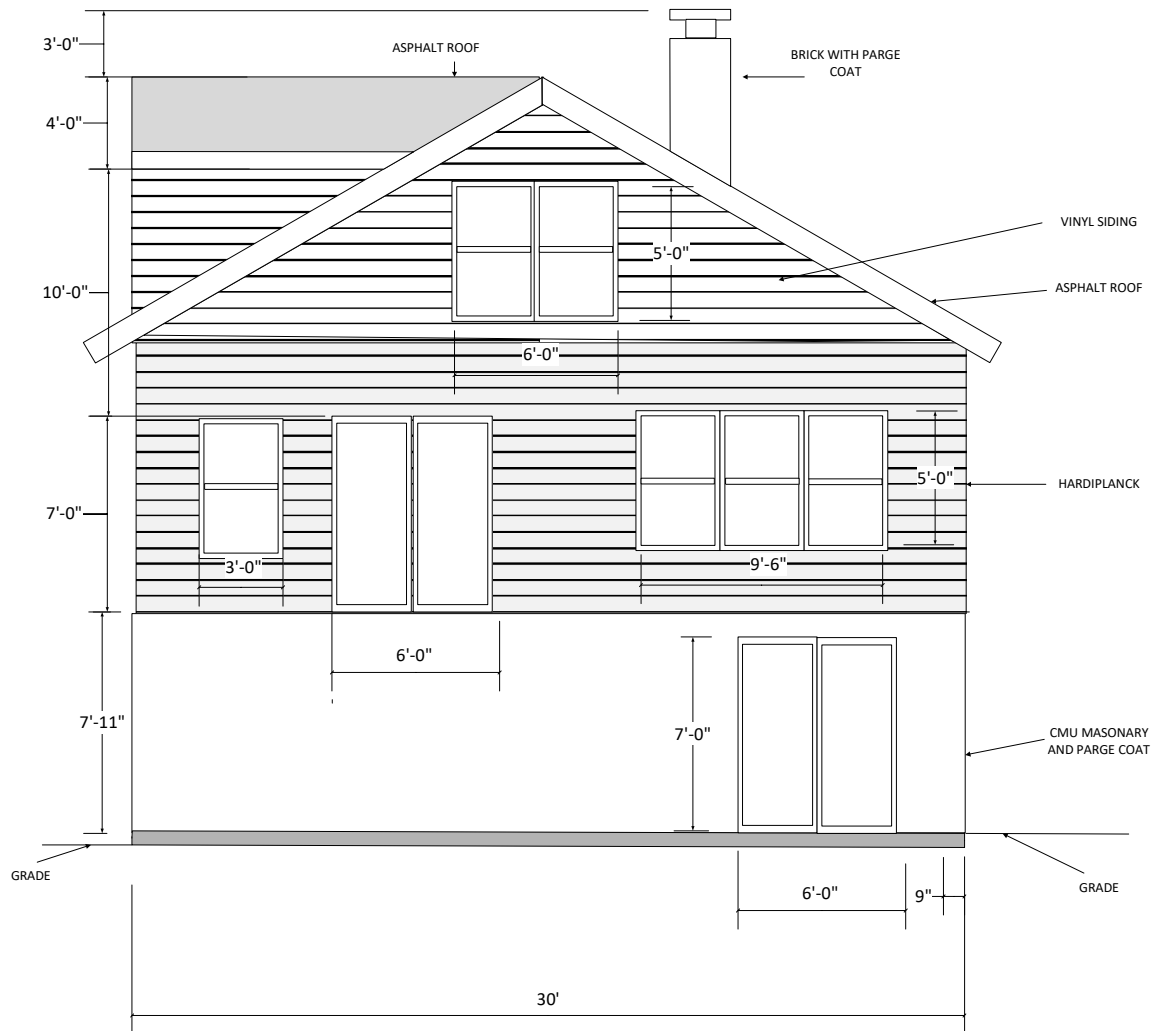


REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244 PARK AVE BASEMENT RENOVATION ELEVATION DRAWING REAR- BEFORE

Client		Prepared by	Date
MARKLE-KENNEDY FAMILY		ANDREW MARKLE	12/02/2018
Process		Approved by	Date
NA		MEGAN KENNEDY	12/02/2018



NOTES:

1. FIRST FLOOR HARDIPLANK BEIGE.
2. ATTIC VINYL SIDING OFF-WHITE.
3. BASEMENT PARGING COAT.
4. FIRST FLOOR DOORS SERVICE BACK DECK, NOT SHOWN. SEE PHOTOS FOR FURTHER DETAILS.
5. SOUTHERN HALF OF FIRST FLOOR PREVIOUSLY A THREE-SEASON ROOM. ENCLOSED CIRCA 2008.
6. FIRST FLOOR WINDOWS AND DOORS ADDED CIRCA 2008.
7. SCALE $\frac{1}{2}" = 1'$

0 ft. 3 ft. 5 ft. 10 ft.



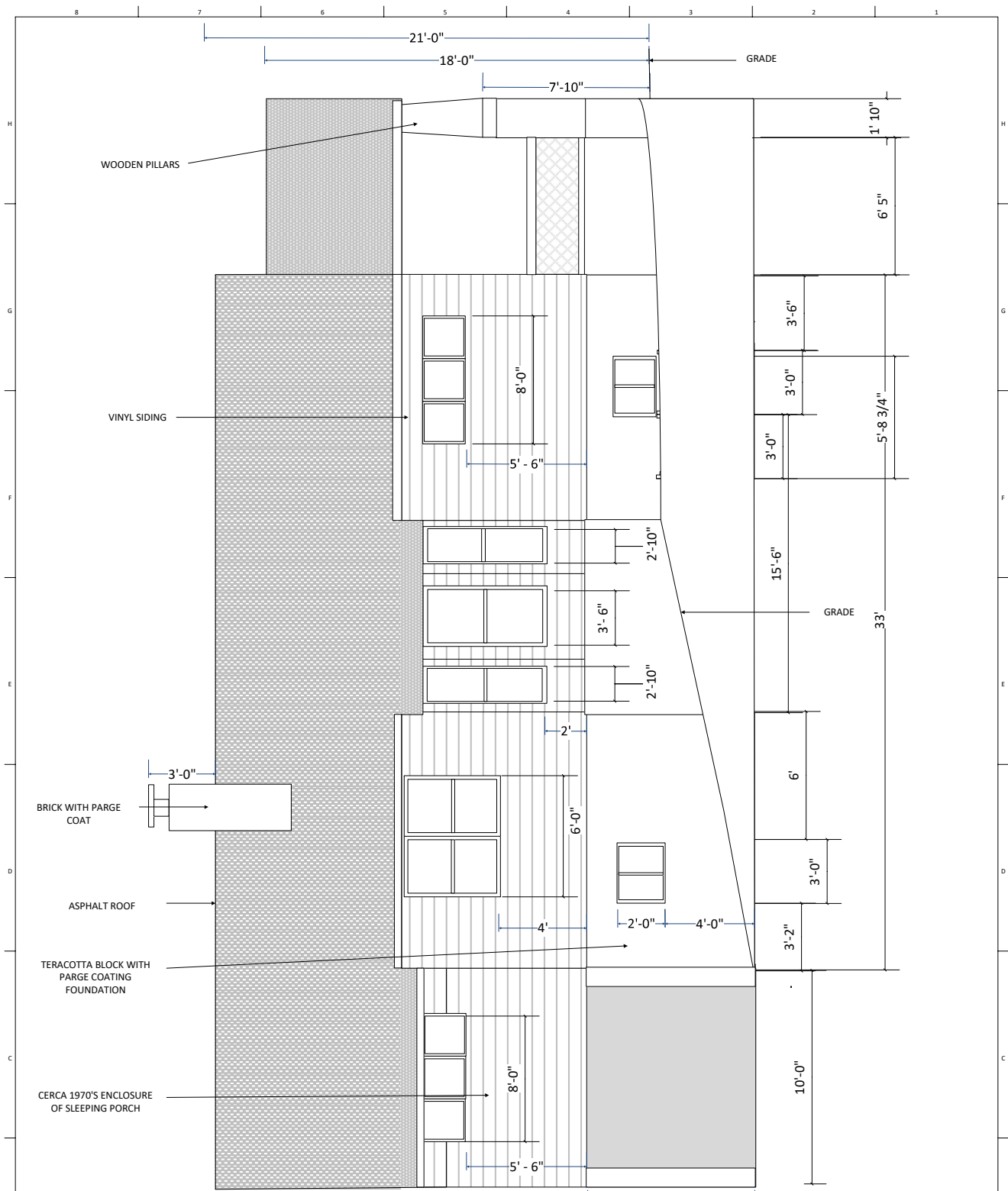
REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



244 PARK AVE
BASEMENT RENOVATION
ELEVATION DRAWING
REAR- AFTER

244-2018-006

Client	MARKLE-KENNEDY FAMILY	Prepared by	ANDREW MARKLE	Date	12/02/2018
Process	NA	Approved by	MEGAN KENNEDY	Date	12/02/2018



NOTES:

1. FURTHEST WEST 10 FEET IS CURRENTLY A COVERED PORCH. NEW WALLS WILL ENCLOSE THIS PORCH AND WILL BE CONCRETE WITH A STUCCO PARGE COAT TO PREVENT MOISTURE INTRUSION.
2. ALL WINDOWS, OUTSIDE OF THE NEWLY ENCLOSED PORCH AND THE EXPANSION OF THE FURTHEST SE WINDOW TO AN EGRESS WINDOW, WILL LIE WITHIN AN EXISTING WINDOW FRAME WIDTHS. THE THIRD MOST WEST WINDOW ON THE SOUTHSIDE OF THE EXISTING BASEMENT WILL BE LENGTHENED AND REPLACED WITH A WOODEN WINDOW.
3. ALL WINDOWS AND DOORS IN THE NEWLY ENCLOSED PORCH WILL BE DOUBLE-PAIN AND OF WOOD CONSTRUCTION.
4. EGRESS WINDOW WILL BE INSTALLED WITH RAILWAY TIE EGRESS WELL.
5. ABANDON STAIRS NOT SHOWN.

REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018 KAM	12/2/2018 KAM	MSK



**244 PARK AVE
BASEMENT RENOVATION
SOUTHSIDE ELEVATION
DRAWING- BEFORE**

DOC. NUMBER			
244-2018-003			
Client	MARKLE-KENNEDY	Page 1 of 1	Prepared by
Process	NA	Approved by	ANDREW MARKLE
		Date	12/02/2018
		Date	12/02/2018



Enclosure 5 to
Letter Dated
May 15, 2019
2019-022-01

Material Specifications

Herein are the material specifications completed to the best of our abilities.

The specifications are a general description of material and manufactured items proposed for incorporation in the work of the project. This information is also provided on the design drawings. This page is the only page of this enclosure.

New Walls - The new walls that will enclose the porch shall be CMU masonry, covered in a parge coat. The parge coat will be stone grey in color.

New and Replacement Window and Doors - Windows and doors shall be of wooden frame, double-pane construction. Specification sheets for both windows and door are included.

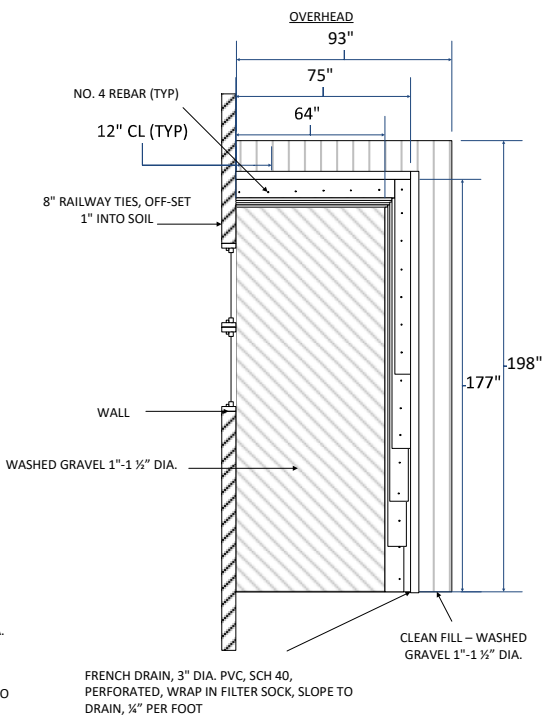
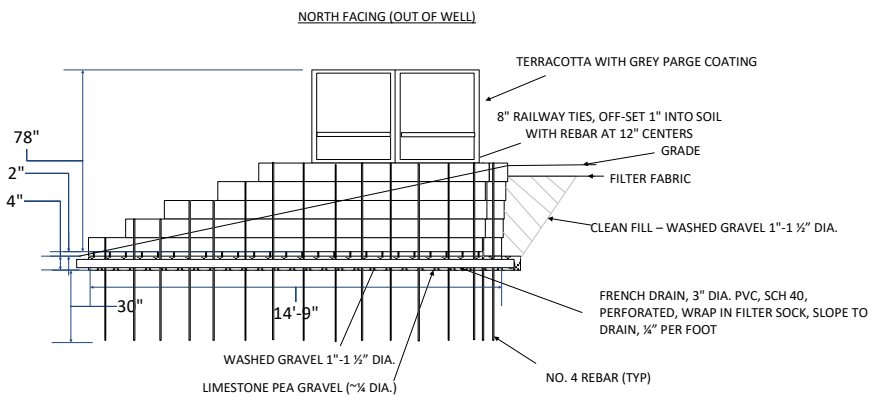
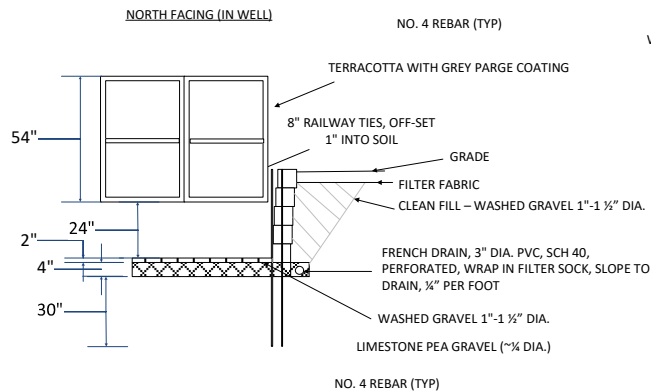
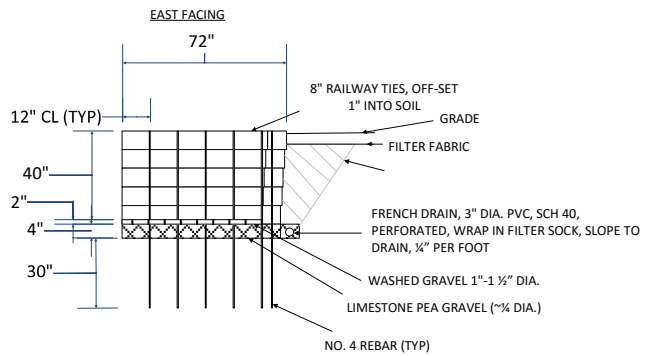
Egress Well - Shall be constructed of 8" railway ties reinforced with #4 rebar. The well walls will serve as retaining walls. The wall will be mounted on an appropriately sized gravel foundation and provided with drainage. A schematic of the egress window well is provided herein.

Product Summary- Wood Carmel Double Hung

FRAME	All frame components are manufactured from kiln-dried Ponderosa Pine and preservative-treated in accordance with WDMA I.S.4. Douglas Fir is available upon request and can be ordered in an optional distressed finish. The basic jamb width is 4 9/16". Factory-applied clear extension jambs are available for thicker walls. All exterior surfaces are coated with a factory-applied latex Primer. Clear exteriors are available in Ponderosa Pine and Douglas Fir. Glass-filled nylon sill boots at bottom corners afford excellent moisture protection for side jambs. Interior surfaces are suitable for staining or painting. Radius components will consist of laminated veneers. An optional factory-applied interior prime coat is available. An extruded aluminum nail fin is mechanically bonded to the exterior frame at the head and side jambs for nail fin attachment. Exterior trim is shipped loose and attached over the nail fin after installation.
SASH	The sash is a full 1 1/2" thickness, manufactured from kiln-dried Ponderosa Pine and preservative-treated in accordance with WDMA I.S.4. Douglas Fir is available upon request and can be ordered in optional distressed finish. All sash corners have mortise and tenon joints that are sealed and screwed. All exterior surfaces are coated with a factory-applied latex primer. Clear exteriors are available in Ponderosa Pine or Douglas Fir. Interior surfaces are suitable for staining or painting. An optional factory-applied interior prime coat is available.
WEATHERSTRIP	The Carmel Double Hung features a fixed, aesthetically-pleasing, concealed jambliner with flex hinge weatherstrip that securely holds the sash in place as it seals against the elements. Additional protection is provided by slip-coated flexible PVC bulb weatherstrips - two at the head, as well as one each at the checkrail and bottom rail. The stiles are lined with a ribbed PVC bulb weatherstrip that seals with the jambliner.
HARDWARE	The balance system is composed of a dual block and tackle mechanism with nylon roller pulleys and high tension coil springs. Cam-style sash locks at the checkrail are factory-applied for security and positive closure. Units 42" and wider have two sash locks. Jamb jacks are provided for precise positioning of side jambs for proper sash and balance operation. Sash locks and sash lifts are high-pressure, die-cast zinc. Tilt latches are powder coated cast zinc and thermoplastic.
GLAZING	Units are available with single or dual pane insulated glass with one lite, simulated divided lites, grilles or airspace grilles. Standard glass is 3/4" overall, separated by warm edge spacer technology from Quanex. All standard tints and types of glass are available, as is the capillary breather tube system for high altitude. The glass is dual bedded with a structural sealant and secured in the sash with a removable interior glazing bead; see Glazing in the Technical Section for more information.
SIMULITE	Simulite bars are 5/8", 7/8" and 1" wide Putty profile; 5/8", 7/8", 1", 1 1/4" or 2" wide Traditional or Contemporary profile and are available in Ponderosa Pine or Douglas Fir. Interior simulite bars are suitable for staining or painting. Exterior simulite bars are coated with a factory-applied latex primer. Clear exteriors are available in Ponderosa Pine and Douglas Fir. Multiple simulite bar widths in Traditional or Contemporary profile can be used in the same unit to create unique lite patterns. Bars are permanently adhered to the glass surface with a very high bond adhesive tape. Insulated glass features an internal shadow bar to give the appearance of authentic divided lites.
AIRSPACE	
GRILLES	Airspace grilles between the glass are available in 5/8" or 1" wide, champagne or white aluminum.
SCREENS	Screens are constructed with an aluminum frame and charcoal fiberglass cloth (18 x 16 mesh) or optional BetterVue or UltraVue screen mesh fabrics. Screens will be field applied to the exterior trim with provided hardware.

Product Summary- Wood Inswing Door

FRAME	All frame components are manufactured from kiln-dried Ponderosa Pine and preservative-treated in accordance with WDMA I.S.4. Douglas Fir interior is available as an option. The basic jamb widths are 4 9/16" and 6 9/16". Other jamb widths are available upon request. All exterior surfaces are coated with a factory-applied latex primer. Clear exteriors are available upon request. An optional distressed finish is available in Douglas Fir. All units with exterior trim come with factory-applied flexible flashing on sides and head; see drawing in Installation Section. Interior surfaces are suitable for staining or painting. An optional factory-applied interior prime coat is available.
PANELS	The panels are a full 1 3/4" thickness manufactured from kiln-dried Ponderosa Pine and preservative-treated in accordance with WDMA I.S.4. Douglas Fir interior is available as an option. All exterior surfaces are coated with a factory-applied latex primer. Clear exteriors are available upon request. An optional distressed finish is available in Douglas Fir. The panel rails are edge-glued and are attached to the laminated, engineered stiles with 5/8" x 4" straight fluted dowels and sealed with exterior glue. Stiles and top rails are 4 5/8" wide. Bottom rails are 6 13/16" wide. Narrow stile sidelights have a 2 5/16" stile. Interior surfaces are suitable for staining or painting. An optional factory-applied interior prime coat is available.
WEATHERSTRIP	Vinyl-covered foam weatherstrip is used on the head and side jambs, as well as on the astragal on multiple panel units for a full perimeter compression seal. An integral, vinyl-covered foam weatherstrip is incorporated at the sill to provide a continuous seal against air and water infiltration. An aluminum sweep is applied to the bottom of both the active and inactive door panels.
HARDWARE	(Please note: doors purchased without hardware are not covered by the Sierra Pacific Warranty.) The standard hardware set features a corrosion resistant 300 series stainless steel, multi-point locking system with a 3-point lock on the active panel and a 2-point lock on the inactive panel. The handle levers on both panels engage and release the shoot bolts at the head and sill, as well as the deadbolt and latch. Both interior and exterior handle sets are forged brass and are available in a variety of finishes. A keyed lock is available as an option. Three hinges are utilized on the 78", 80" and 84" height doors with four hinges on the 96" height doors. Adjustable hinges are available as an option.
SILL	All models have an extruded bronze-tone sill on the exterior with an interior oak threshold.
GLAZING	Units are available with single or dual pane insulated tempered glass with one lite, simulated divided lites, or airspace grilles. Standard glass is 3/4" overall, separated by warm edge spacer technology from Quanex. All standard tints and types of glass are available, as is the capillary breather tube system for high altitude. The glass is dual bedded with a structural sealant and secured in the panel with a removable interior glazing bead; see Glazing in the Technical Section for more information.
SIMULITE	Simulite bars are 5/8", 7/8" and 1" wide Putty profile; 5/8", 7/8", 1", 1 1/4" or 2" wide Traditional or Contemporary profile and are available in Ponderosa Pine or Douglas Fir. Interior simulite bars are suitable for staining or painting. Exterior simulite bars are coated with a factory-applied latex primer. Clear exteriors are available in Ponderosa Pine and Douglas Fir. Multiple simulite bar widths in Traditional or Contemporary profile can be used in the same unit to create unique lite patterns. Bars are permanently adhered to the glass surface with a very high bond adhesive tape. Insulated glass features an internal shadow bar to give the appearance of authentic divided lites.
AIRSPACE GRILLES	Airspace grilles between the glass are available in 5/8" or 1" wide, champagne or white aluminum.
SCREENS	Optional exterior screens are constructed with an aluminum frame and charcoal fiberglass cloth 18 x 16 mesh or optional BetterVue or UltraVue screen mesh fabrics.




NOTES:

1. RETAINING WALL WILL SLOPE WITH GRADE.
2. WASHED GRAVEL WILL BE SLOPED TOWARD EXIT OF WELL.
3. SCALE 1/2" = 1'

0 ft. 3 ft. 5 ft. 10 ft.

REVISION				
REV.	DESCRIPTION	DRAWN DATE	CHECKED DATE	APPROVED DATE
A	ISSUED FOR INTERNAL DISCUSSION	12/2/2018	12/2/2018	
		KAM	KAM	MCK

 <p>244 PARK AVE BASEMENT RENOVATION EGRESS WINDOW WELL</p>			
DOC NUMBER 244-2018-001			
Prepared by MARKLE-KENNEDY FAMILY	Page 1 of 1	Approved by ANDREW MARKLE	Date 12/02/2018
Process NA		Approved by MEGAN KENNEDY	Date 12/02/2018



Enclosure 6 to
Letter Dated
May 15, 2019

2019-022-01

Photographs

Herein are photographs taken of the existing resource from all impacted sides, i.e. the north, south and west side of the structure. The photographs are clearly labeled of each façade of existing resource and includes the details of the affected portions. All labels are affixed to the front of the photo. Enclosure contains two pages.

Description – Northside of 244 Park Ave



Description – Southside of 244 Park Ave



Description – Westside of 244 Park Ave









Enclosure 7 to
Letter Dated
May 15, 2019
2019-022-01

Addresses of Adjacent and Confronting Property Owners

Herein are the addresses of the homes adjacent and confronting the resource. Enclosure contains only this page.

Southern Neighbor

Name: Elizabeth Kleemieir

Address: 242 Park Ave

Zip Code: 20912

Northern Neighbor

Name: Isabell Blanco

Address: 246 Park Ave

Zip Code: 20912

Confronting Neighbor

Name: Danny Gubits

Address: 241 Park Ave

Zip Code: 20912