

PROPOSAL

The applicant proposes to remove two attic windows and install two new windows in the existing openings.

APPLICABLE GUIDELINES

When reviewing applications for alterations 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)*.

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.

Contributing Resources should receive a more lenient 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. As stated above, 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.

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,

Minor alterations to areas that do not directly front on a public right-of-way such as vents, metal stovepipes, air conditioners, fences, skylights, etc. – should be allowed as a matter of course; alterations to areas that do not directly front on a public way-of-way which involve the replacement of or damaged to original ornamental or architectural features are discouraged, but may be considered and approved on a case-by-case basis,

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 to the public right-of-way is discouraged where such materials would replace or damage original building materials that are in good condition

Alterations to features that are not visible from the public right-of-way should be allowed as a matter of course

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

Montgomery County Code; Chapter 24A-8

- (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
- (d) In the case of an application for work on an historic resource located within an historic district, the commission shall be lenient in its judgment of plans for structures of little historical or design significance or for plans involving new construction, unless such plans would seriously impair the historic or architectural value of surrounding historic resources or would impair the character of the historic district. (Ord. No. 9-4, § 1; Ord. No. 11-59.)

Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior defines rehabilitation as “the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features, which convey its historical, cultural, or architectural values.” The applicable *Standards* are as follows:

- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 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.
- 10. New additions and adjacent or related new construction shall 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 two-story clapboard-sided Colonial Revival house with a wrap-around front porch (the front porch had been removed and was reinstalled sometime after 1994). There are two gable dormers on the roof; one on the front-facing roof slope, the other on the right-facing roof slope. The front-facing dormer window is an 8/8 vinyl-clad sash window. The window on the right-facing roof slope has a window air conditioner with a fixed light window in the upper sash. Bother windows are vinyl clad and, according to the application, were installed c.1985. The applicant proposes to remove both windows and install 8-light SDL vinyl-clad wood windows in the existing openings. While Staff is reluctant to recommend the HPC approve vinyl-clad windows on Contributing Resource, Staff recommends they do so for the reasons outlined below.

Were the applicant proposing to replace only the front-facing window, Staff would determine that the replacement window is an in-kind replacement that does not require a HAWP. However, the window in the right-facing dormer will not match the configuration of the existing one and does require an approved HAWP. Staff finds the current configuration of the right-facing dormer window, with a fixed single-light upper sash and a window air conditioner, is not the historic configuration and its removal should be approved as a matter of course.

The remaining question is, what is the appropriate window to go in the existing opening? Staff was able to find a photo from an earlier application (before the designation of the Master Plan District) that shows a pair of multi-light casement windows on the front-facing dormer. Based on the details in the photo, Staff cannot determine if that window is the original attic window, however, there is a documentary basis for a pair of multi-light casement windows. Staff also finds that matching the configuration of the other attic window opening is a reasonable justification, provided that window is consistent with the character and time period of the historic resource, per the *Design Guidelines*. Staff finds that the proposed 8/8 sash configuration is compatible with the character of the house and surrounding district.



Figure 2: Photo submitted with 1988 application. Note the front porch had not been reconstructed. Source: Montgomery Planning.

The preferred window materials for a replacement window in the Takoma Park Historic District are wood or aluminum clad wood because those materials best replicate the profile of a historic wood window. Vinyl windows are generally disfavored because they tend to have a flatter profile and a shinier appearance that does not dull over time. In this instance, the applicant proposes to install a vinyl-clad SDL window. Staff finds the 7/8" (seven-eighths inch) exterior and interior grids will help to add some depth to the window and create a more compatible profile. Without examining a sample window, Staff cannot provide feedback on the character of the exterior finish, but Staff finds the finish is less important in this instance. First, Staff finds the proposed replacement window is on a side-facing dormer, that is much less visible from the public right-of-way than the front-facing dormer. Second, Staff finds there is a benefit to having the attic windows match, even though the right-side dormer is not as visible as the front-facing one. An incongruent window appearance in the attic may stand out and attract attention, rather than reinforcing the existing patterns, per the *Design Guidelines* and 24A-8(d). But for the front window replacement in-kind, Staff would not recommend the HPC approve the proposed vinyl clad attic window.



Figure 3: Photo of the subject property with the right-facing dormer circled in yellow.

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(d), having found that the proposal 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;

the Secretary of the Interior's Standards for Rehabilitation #2;

and with the general condition that the applicant shall present an electronic set of drawings, if applicable, to Historic Preservation Commission (HPC) staff for review and stamping prior to submission for the Montgomery County Department of Permitting Services (DPS) building permits;

and with the general condition that final project design details, not specifically delineated by the Commission, shall be approved by HPC staff or brought back to the Commission as a revised HAWP application at staff's discretion;

and with the general condition that the applicant shall notify the Historic Preservation Staff if they propose to make **any alterations** to the approved plans. Once the work is completed the applicant will **contact the staff person** assigned to this application at 301-563-3400 or dan.bruechert@montgomeryplanning.org to schedule a follow-up site visit.



FOR STAFF ONLY:
HAWP# 1035500
DATE ASSIGNED _____

APPLICATION FOR HISTORIC AREA WORK PERMIT

HISTORIC PRESERVATION COMMISSION
301.563.3400

APPLICANT:

Name: Catherine Bernard
Address: 7307 Baltimore Av
Daytime Phone: 301 695 7196

E-mail: catherine.bernard6363@gmail.com
City: Takoma Park Zip: 20912
Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____
Address: _____
Daytime Phone: _____

E-mail: _____
City: _____ Zip: _____
Contractor Registration No.: _____

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property _____

Is the Property Located within an Historic District? Yes/District Name Takoma Park
 No/Individual Site Name _____

Is there an Historic Preservation/Land Trust/Environmental Easement on the Property? If YES, include a map of the easement, and documentation from the Easement Holder supporting this application.

Are other Planning and/or Hearing Examiner Approvals /Reviews Required as part of this Application? (Conditional Use, Variance, Record Plat, etc.?) If YES, include information on these reviews as supplemental information.

Building Number: 7307 Street: Baltimore Avenue

Town/City: Takoma Park Nearest Cross Street: _____

Lot: _____ Block: _____ Subdivision: _____ Parcel: _____

TYPE OF WORK PROPOSED: See the checklist on Page 4 to verify that all supporting items for proposed work are submitted with this application. Incomplete Applications will not be accepted for review. Check all that apply:

- | | | |
|---|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Shed/Garage/Accessory Structure |
| <input type="checkbox"/> Addition | <input checked="" type="checkbox"/> Paint | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Hardscape/Landscape | <input type="checkbox"/> Tree removal/planting |
| <input type="checkbox"/> Grading/Excavation | <input type="checkbox"/> Roof | <input checked="" type="checkbox"/> <u>Window/Door</u> |
| | | <input type="checkbox"/> Other: _____ |

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

Catherine Bernard
Signature of owner or authorized agent

09-08-2021
Date 6

Adjacent and Confronting Properties:

Takoma Park, MD 20912

7305 Baltimore Avenue

7311 Baltimore Avenue

7306 Baltimore Avenue

7308 Baltimore Avenue

7310 Baltimore Avenue

7316 Piney Branch Road

7314 Piney Branch Road

7312 Piney Branch Road

Description of Property: Please describe the building and surrounding environment. Include information on significant structures, landscape features, or other significant features of the property:

Residential property

Description of Work Proposed: Please give an overview of the work to be undertaken:

Replace two dormer windows (work item 1)
on third floor.

~~Replace two dormer windows (work item 2)~~

Description of Current Condition:

Window #1 - cracked & cannot be fixed

Window #2 built in air conditioner needs to be removed & full window replaced.

Proposed Work:

2 historically correct windows to replace the existing damaged windows which were installed in about 1985.

existing windows are not historic.

See attached proposal from Shanco
Windows are oak wood covering vinyl
wood-clad vinyl windows

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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

June 23, 2023

To: Catherine Bernard
7307 Baltimore Avenue
catherinebernard6363@gmail.com

301-675-7196

To: Department of Permitting Services
2425 Reddie Drive, 7th floor
Wheaton, Maryland 20902

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 Name: Catherine Bernard

catherinebernard6363@gmail.com 301-675-7196

Location of Project: 7307 Baltimore av

Proposed Scope of Work: 2 dormer windows - broken. need to be replaced.

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, including:

- Tree Impact Assessment/Tree Protection Plan
- Stormwater management
- City Right of Way

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 on page 2.

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

City Of Takoma Park

The City of Takoma Park permits for the following issues:

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

Construction activities that occur within 50 feet of any urban forest tree (7 and 5/8" in trunk diameter or greater), located on the project property or on an adjacent property, may require a Tree Impact Assessment and possibly a Tree Protection Plan Permit. Make sure to submit a request for a Tree Impact Assessment and schedule a site visit with the City's Urban Forest Manager if any urban forest tree is in the vicinity of proposed construction activities. See the Tree Permits section of the City website for the specific conditions in which a Tree Impact Assessment is required. Depending on the Urban Forest Manager's conclusion following the Tree Impact Assessment, you may need to prepare a full Tree Protection Plan and apply for a Tree Protection Plan Permit as well. Separately, the removal of any urban forest tree will require a Tree Removal Permit application. The tree ordinance is detailed in the City Code, section 12.12. For permit information check: <https://takomaparkmd.gov/services/permits/tree-permits>. The City's Urban Forest Manager can be reached at 301-891-7612 or urbanforestmanager@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 a 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 visit: <https://takomaparkmd.gov/government/public-works/stormwater-management-program/>. The City Engineer should be contacted to determine if a City permit is required. The City Engineer can be reached at 301-891-7620.

City Right of Way:

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

For more information and applications for City permits, see: <https://takomaparkmd.gov/services/permits/> or contact the 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.

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Catherine Bernard
Key: 301C05947271300679ea7ee937762

Catherine Bernard

06-23-2023

eSight ed ma Seal/pees/Docx cc st
Takoma Park Planning Division
Key: 159e84723e98a30e4179219059d81a

06-23-2023



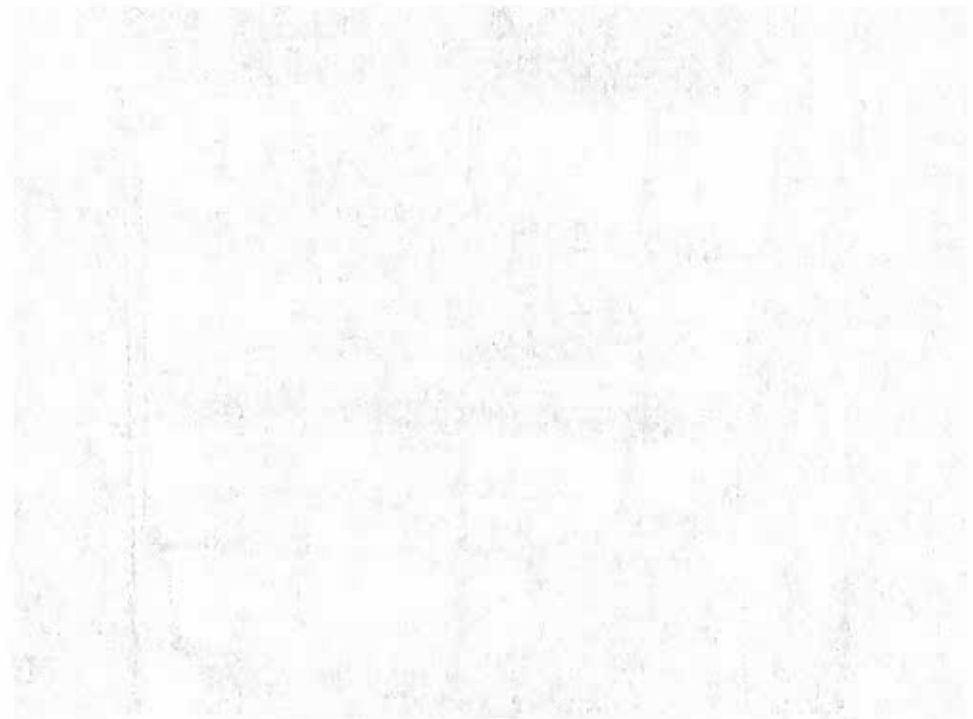
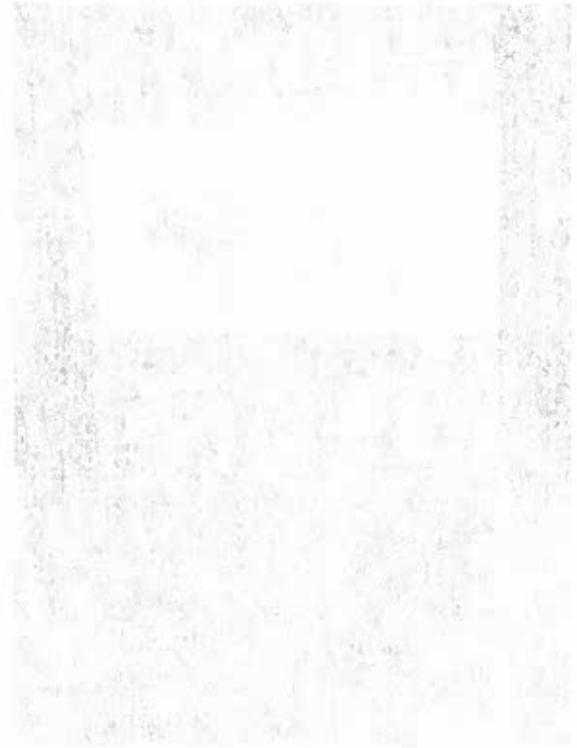
Window #2



Window

#1

Window is cracked and cannot be repaired.





Shanco Companies Agreement

Prepared for:
Catherine Bernard
7307 Baltimore Avenue Takoma Park, Maryland 20912

Prepared by:
Derrick Sieber



Shanco Companies
7404 Lindbergh Dr Ste G
Gaithersburg, Maryland 20879
3012080848



Date
06/13/2023

Agreement
Partial Window Replace
Sales Rep

Derrick Sieber
Phone: 2023021990
Email: dsieber@goshanco.com

Agreement

Catherine Bernard
7307 Baltimore Avenue
Takoma Park, Maryland 20912

Partial Window Replace

Product

WOOD-CLAD VINYL WINDOW REPLACEMENTS [2]

- Shall provide professional measuring of existing openings for best fit and finish. (Measure to be scheduled separately).
- Shall remove existing 2 windows on the 3rd floor of the home and haul away all job related debris.
- Shall replace any rotted wood as needed to complete installation (refer to your contract for additional pricing details).
- Shall furnish and install 1 new ProVia™ Aeris Series double-hung vinyl window into the existing openings.
- Shall install 2 new windows into existing jams, sills, and headers.
- Shall caulk and seal windows and capping as needed to complete installation.
- All windows come with Manufacturer's Lifetime Warranty and Shanco 5-year workmanship warranty.

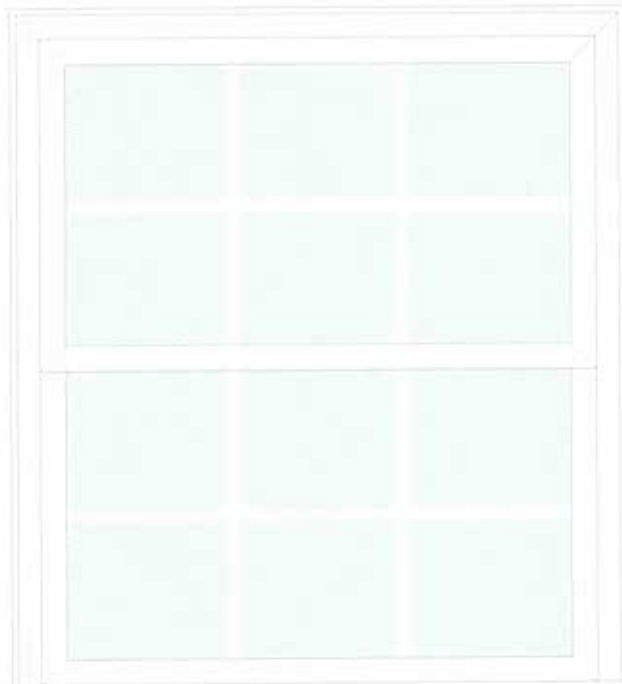
****SEE WINDOW SPEC SHEET ATTACHED FOR ALL WINDOW SPECIFICATIONS****

YOUR PROFESSIONAL-CLASS PRODUCT

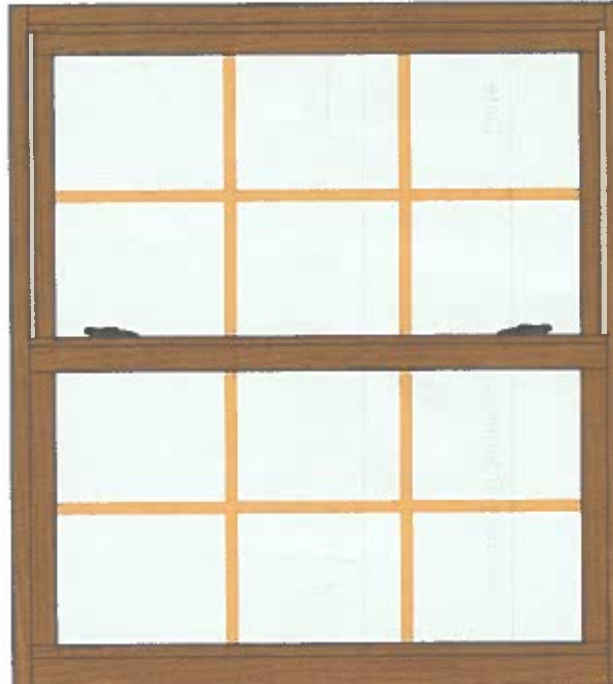
Aeris Aeris 1000 Series 1001 - Double Hung



877.389.0835
2150 State Route 39
Sugarcreek, OH 44681



OUTSIDE VIEW



INSIDE VIEW

QUOTE INFORMATION

Job: Catherine Bernhard
Tag: 3rd Floor Windows (2)
PO #OPP# 132608
Order #9294678-1
Qty: 2

DETAILS

Aeris Window

- 1001 - Double Hung
- Oak Interior Material
- Honey Wheat Inside / White Outside
- Sandstone Jamb Pocket
- Opening Size: 37" x 41"
- Unit Size: 36 1/2" x 40 1/2"
- Compound Tension Balance System
- Double Profile DA Locks
- Flat Bronze Hardware
- Extruded Bottom Screen (White) with BetterVue Screen Mesh
- Graphite Foam Insulation
- ComforTech DLA-UV
- Double Strength Glass
- 1" IG Thickness
- Colonial (Standard) Flat Grid - 2V x 1H
- Honey Wheat Inside / White Outside Grids

SIZING

- Opening Width Range: 36 3/4" to 37"
- Opening Height Range: 40 3/4" to 41"
- Window Size: 36 1/2" x 40 1/2"
- Unit Inches: 78
- Egress Size: 29 1/2" x 13 11/16"
- Egress Square Foot: 2.8040
- Egress Meets Criteria: No
- Top Sash Size: 32 5/16" x 19"
- Top Glass Size: 30 3/8" x 17" x 1"
- Top Glass Viewable Size: 29 1/4" x 15 15/16"
- Bottom Sash Size: 33 5/16" x 19"
- Bottom Glass Size: 31 3/8" x 17" x 1"
- Bottom Glass Viewable Size: 30 1/4" x 15 15/16"
- Bottom Screen: 32 3/16" x 19 7/16"

Structural

Cert #: 462-H-020.01
R-PG55
Size Tested: 40" x 63"
DP: +55/-55
AAMA/WDMA/CSA 101/1.5.2/A440-08/0111-17



ENERGY

ENERGY PERFORMANCE RATINGS

U-Factor (U.S./F)	Solar Heat Gain Coefficient
0.27	0.19

ADDITIONAL PERFORMANCE RATINGS

Visible Transmittance	Condensation Resistance
0.41	59.00
Air Infiltration (cfm/ft2)	
<= 0.30	



ENERGY STAR® Certified
In All 50 States.

Installation Instructions



Customer Information

Catherine Bernard
7307 Baltimore Avenue
Takoma Park, Maryland 20912

301-675-7196
catherinebernard6363@gmail.com

Date: 06/13/2023
Rep: Derrick Sieber

Total Order

Total Contract Amount \$3,300.00

Payment Schedule

Down Payment (1/3rd)	\$1,100.00
Remaining Balance	\$2,200.00

This price includes any and all applicable discounts.

Homeowner Signature

Date

Homeowner Signature

Date

Shanco Companies Representative

Date