

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	500 New York Avenue, Takoma Park	Meeting Date:	4/23/2025
Resource:	Non-Contributing Resource Takoma Park Historic District	Report Date:	4/16/2025
Applicant:	Colleen Cordes	Public Notice:	4/9/2025
Review:	HAWP	Tax Credit:	No
Permit No.:	1111439	Staff:	Laura DiPasquale
Proposal:	Fence installation		

RECOMMENDATION

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

PROPERTY DESCRIPTION

SIGNIFICANCE: Non-Contributing Resource to the Takoma Park Historic District
STYLE: Colonial Revival
DATE: c. 1940s

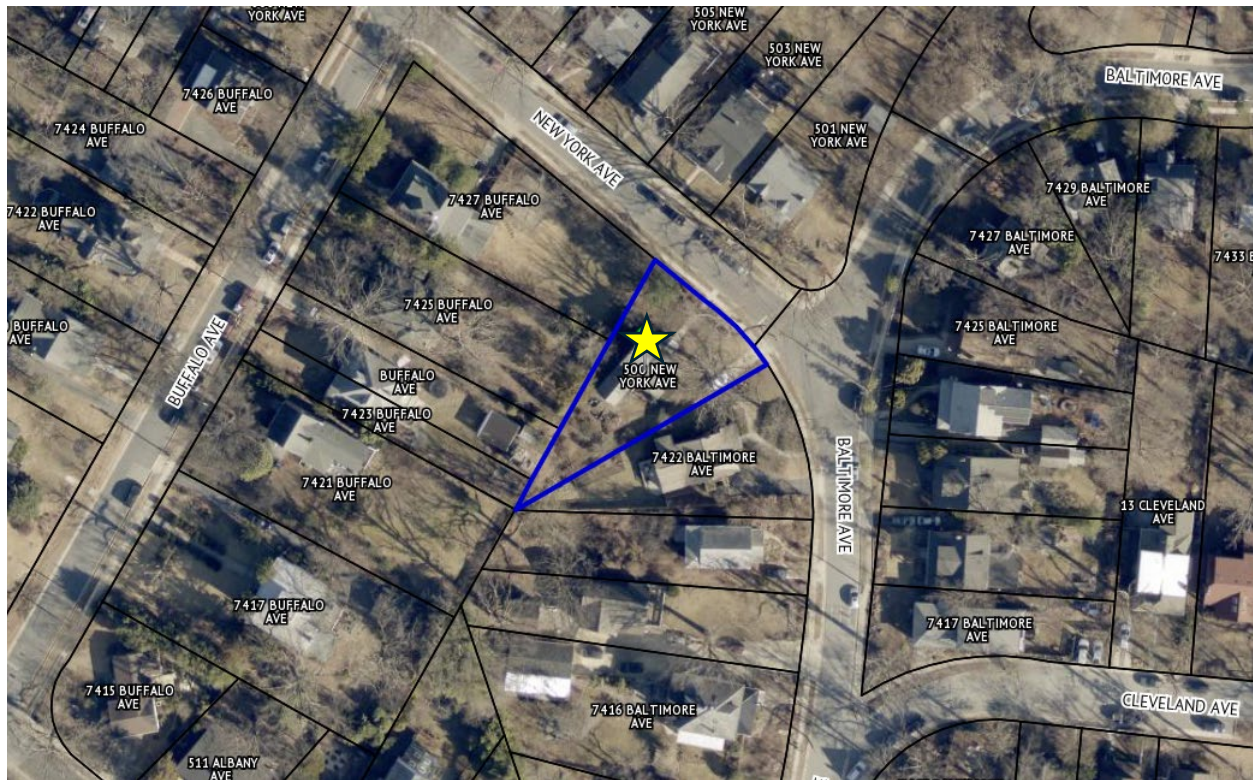


Figure 1: The subject property at 500 New York Avenue is outlined in blue.

PROPOSAL

The applicant proposes to install a six-foot flat-top picket cedar fence around the rear yard, replacing a portion of existing three-foot wood fencing and installing a new fence where one does not currently exist.

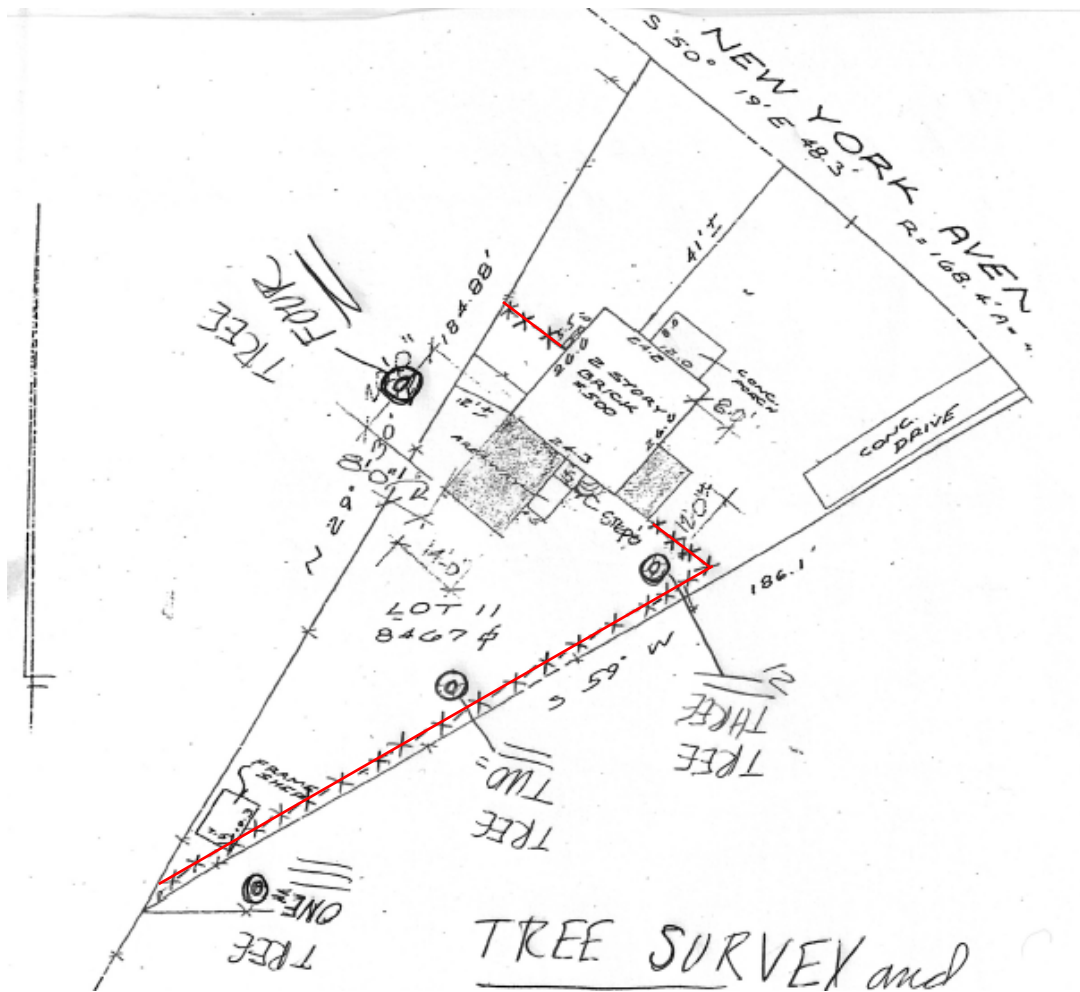


Figure 2: Proposed site plan. The proposed fencing is outlined in red and dashed with Xs.



Figure 3: Proposed fence appearance.



Figure 4: Front elevation of the subject property. A red arrow points to the section of proposed fence forward of the rear wall plane.



Figure 5: Front and southeast side elevations of the subject property. Red arrows point to the sections of fence proposed to extend from the small side addition and along the southeastern property line.

APPLICABLE GUIDELINES

The Historic Preservation Office and Historic Preservation Commission (HPC) consult several documents when reviewing alterations and new construction within the Takoma Park Historic District. 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 four documents is outlined below.

Takoma Park Historic District Guidelines

There are two 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.

Non-Contributing/Out-of-Period Resources are either buildings that are of little or no architectural and historical significance to the historic district or are newer buildings that have been constructed outside of the district's primary periods of historical importance. These types of resources should receive the most lenient level of design review. Most alterations and additions to Non-Contributing/Out-of-Period Resources should be approved as a matter of course. The only exceptions would be major additions and alterations to the scale and massing of Non-Contributing/Out-of-Period Resources which will affect the surrounding streetscape and/or landscape and could impair the character of the district as a whole.

Montgomery County Code, Chapter 24A-8

The following guidance which pertains to this project are as follows:

- (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 ensure 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;
- (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:

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

Staff supports the proposed fence installation and replacement and recommends approval. Staff finds that, as a Non-contributing resource, pursuant to the *Guidelines*, the project should receive the most lenient level of review, with the focus of the review limited impact of the proposed project on the district as a whole, rather than the individual resource. Staff finds that, in keeping with the *Guidelines*, the proposed fence does not constitute a major alteration to the scale and massing of the resource that will affect the surrounding streetscape and/or landscape and could impair the character of the district as a whole and should be approved under Chapter 24A-8(d). Staff finds that, given the wedge-shaped lot and placement of the fence primarily at the rear of the property, most of the fence will have limited to no visibility from the public right-of-way and will not impact the patterns of open space that characterize the district or impact any mature trees, in keeping with Chapter 24A-8(b)(1). Staff finds that the small portion of fence that will be located forward of the rear wall plane of the house will be attached to an existing six-foot-high fence that extends along the rear property line of the property at 7427 Buffalo Avenue to the New York Avenue right-of-way and approximately 115 feet along New York Avenue, further obscuring the proposed fencing. Further, staff finds that the proposed wood material and open picket design are compatible with the district, in keeping with Chapter 24A-8(b)(2) and *Standard 9*.



Figure 6: 500 New York Avenue (left) and the existing fence along the rear yard of 7427 Buffalo Avenue, which extends approximately 115 feet along New York Avenue. A red arrow points to the location of the section of fence forward of the rear wall plane.

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application under the Criteria for Issuance in Chapter 24A-8(b)(1), (2), and (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;

and with the *Takoma Park Historic District Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation* #9;

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 301-495-2167 or laura.dipasquale@montgomeryplanning.org to schedule a follow-up site visit.



APPLICATION FOR
HISTORIC AREA WORK PERMIT
HISTORIC PRESERVATION COMMISSION
301.563.3400

FOR STAFF ONLY:

HAWP# _____

DATE ASSIGNED _____

APPLICANT:

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____

E-mail: _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

Contractor Registration No.: _____

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

Is the Property Located within an Historic District? ☐ Yes/District Name _____

☐ 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: _____ Street: _____

Town/City: _____ 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 type="checkbox"/> Fence | <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 type="checkbox"/> Window/Door |
| | | <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.

Signature of owner or authorized agent

Date

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

Owner's mailing address

Owner's Agent's mailing address

Adjacent and confronting Property Owners mailing addresses

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

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

Work Item 1: _____

Description of Current Condition:

Proposed Work:

Work Item 2: _____

Description of Current Condition:

Proposed Work:

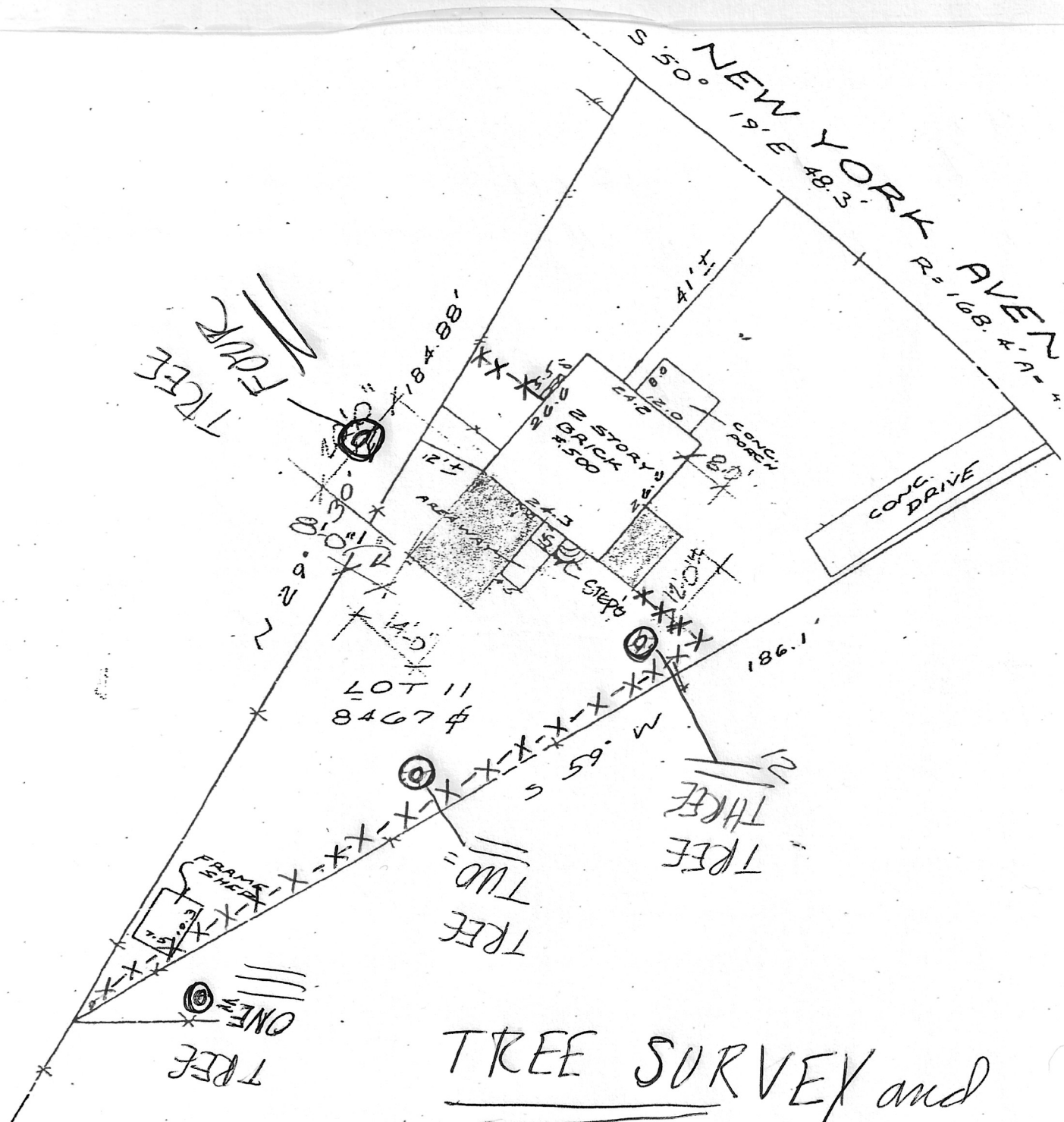
Work Item 3: _____

Description of Current Condition:

Proposed Work:

HISTORIC AREA WORK PERMIT CHECKLIST OF APPLICATION REQUIREMENTS

	Required Attachments						
Proposed Work	I. 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	*	*		*	*	*	*
Grading/Excavation/ Landscaping	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

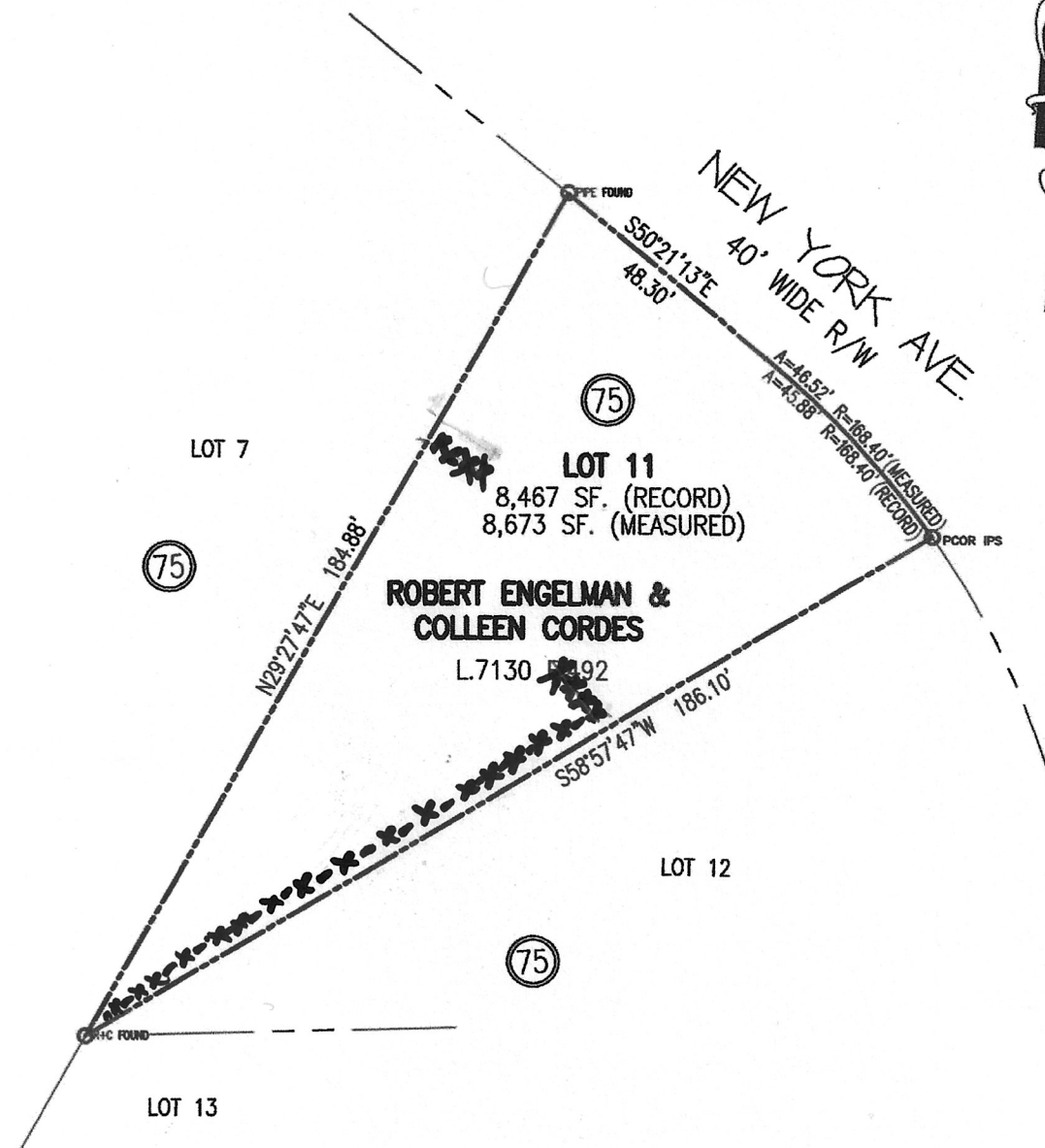


TREE SURVEY and PROPOSED FENCE SITE PLAN

[See 4 trees, marked by this symbol:
 and see written description in
 "Tree Survey Notes" document]



MD-SPCS (NAD 83/11) DATUM



SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY PLAT AND THE SURVEY ON WHICH IT IS BASED ON IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT SAID SURVEY WAS MADE PURSUANT TO RECORDS AND FIELD INVESTIGATION USING CURRENTLY ACCEPTED SURVEY METHODS AND EQUIPMENT.

Marwan F. Mustafa
 MARWAN F. MUSTAFA
 PROFESSIONAL LAND SURVEYOR
 MARYLAND REGISTRATION #: 20007
 LICENSE EXPIRATION: 9/25/2026

3/6/2025
 DATE



BOUNDARY SURVEY
 LOT 11, BLOCK "75"
TAKOMA PARK SUBDIVISION
 PLAT BOOK 2, PLAT NO. 142
 MONTGOMERY COUNTY, MARYLAND



CAPITOL DEVELOPMENT DESIGN, INC.
 ENGINEERS PLANNERS SURVEYORS

4600 Powder Mill Road, Suite 200, Beltsville, Maryland 20705
 Tel: (301) 937-3501 Fax: (301) 937-3507

DRAWN DATE: 3/6/25	DRAWN BY: NDC	RECORD NO.: 25-011	DRAWING NO.:
FINAL DATE:	CHECKED BY: SEC	IN FLOOD ZONE HAZARD AREA "C"	
RECEIVED DATE:	SCALE: 1" = 30'	PER F.E.M.A. MAP (CP NO.: 24031C0460D, EFF. 9/29/2006)	

TREE SURVEY – (Trees of 6 inches diameter or larger)

Please see the document named “FenceSitePlan&TreeSurvey,” See the legend there at the bottom of that document showing the symbol for the locations of the four trees described below. (A circle within a circle.)

Also, see that the lines marked X-X-X-X-X show where the fencing for which we are seeking permit would be located.

There are four trees in the survey:

Tree One: Box Elder – Diameter of about two feet. Location is about 5 feet from the site of the current 3-foot fence (where the replacement 6-foot fence is proposed). In Gelfeld-Dahlslien neighbor’s yard. They support this fence replacement plan to reduce neighborhood deer problem.

Tree Two. Wild Cherry – Circumference of about 26 inches, location is about 6 feet from the SE side fence.

Tree Three: Vestigial Sweet Gum (variety with very narrow canopy) – Circumference of about 30 inches, location is about 4 feet from fence down the SE side of property, and about 5 feet away from the short length of fence with gate across from that side fence to post by house.

Tree Four: Box Elder – on the other side of the house – too far in neighbor’s property for me to measure but looks about a foot in diameter. It is more than 30 feet from the short length of fence on the NW side of the yard, which connects from a post by the back of the chimney block across the yard to the long fence on that side.



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OUR
Federal Workers







Proposed fence (general appearance)

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

March 20, 2025

To: Colleen Cordes
500 New York Avenue
cordescolleen/@gmail.com

301-585-3821

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: Colleen Cordes

cordescolleen@gmail.com

301-585-3821

Location of Project: down 2/3 of one side of yard & lines across from inside each side boundary to

Proposed Scope of Work: house Cedar fence: 6-ft, all inside our property, 1 length down 2/3 of SE side of yard, 2 short lengths - one across from that side fence to kitchen back, other closing off other side yard.

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.

eSigned via SeamlessDocs.com
Colleen Cordes
Key: 38bf2056822713c0b979ea7ee94776a

Colleen Cordes

03-19-2025

eSigned via SeamlessDocs.com
Takoma Park Planning Division
Key: 19fe84f123e98a3ff4576219059d5fba

03-20-2025