

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	7420 Carroll Avenue, Takoma Park	Meeting Date:	9/3/2025
Resource:	Contributing Resource Takoma Park Historic District	Report Date:	8/27/2025
Applicant:	William Payne	Public Notice:	8/20/2025
Review:	HAWP	Tax Credit:	No
Permit No.:	1124800	Staff:	Laura DiPasquale
Proposal:	Fence installation and retroactive window installation		

RECOMMENDATION

Staff recommends that the HPC **approve with one (1) condition** the HAWP application with final approval delegated to staff:

1. The existing replacement windows visible from the public right-of-way are not eligible to be replaced in-kind, and new, appropriate, replacement windows must be reviewed under a new HAWP when they are replaced in the future.

PROPERTY DESCRIPTION

SIGNIFICANCE: Contributing Resource to the Takoma Park Historic District
STYLE: Craftsman
DATE: c. 1920s



Figure 1: Aerial view of the subject property (shown with a yellow star), southwest of the intersection with Lincoln Avenue, within the Takoma Park Historic District boundary (hatched in red).



Figure 2: Front and north side elevation of the subject property, July 2022 (Google Streetview).



Figure 3: Current front elevation of the subject property, July 2025 .

PROPOSAL

The applicant proposes to install a 3-foot tall open picket wood fence around the front yard, and seeks retroactive approval for window replacement completed by the previous owner.

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.

A majority of the buildings in the Takoma Park Historic District have been assessed as being “Contributing Resources.” While these buildings 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. They are important to the overall character of the district and the streetscape due to their size, scale, and architectural qualities, 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.

Residential Areas

In Takoma Park, there are a number of elements which define the streetscape and building patterns.

- Use of decorative stone retaining walls (where required by topographic changes) and occasionally fences to define a sidewalk line and separate yards from street.
- Sidewalks and planting strips along the street.
- Orientation of driveways and parking areas to the rear and side of buildings.
- Extensive landscaping, including mature trees and flowering plants (e.g. azaleas).

The following guidance which pertains 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.
- 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 right-of-way which involve the replacement of or damage 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;
- All changes and additions should respect existing environmental settings, landscaping, and patterns of open space.

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:

- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will 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

Fencing

Staff supports the installation of a 3-foot tall open picket wood fence around the front yard, which would be similar to that of the adjacent property at 7422 Carroll Avenue and the property across the street at 7423 Carroll Avenue. Staff finds that the proposed height, material, and design of the fencing is in keeping with the *Design Guidelines*, which identifies the occasional use of fences to define the front yards of properties in the district and separate them from the street as typical of the district, and is compatible

with the resource per Chapter 24A-8(b)(2). Staff also finds that the proposed fencing is in keeping with *Standards* 2 and 9 in that it will not destroy historic materials or spatial relationships that characterize the property, and is compatible in massing and materials to protect the integrity of the property, and that if removed in the future, would leave the integrity of the property unimpaired, per *Standard* 10.

7420 Carroll - HAWP Application - Fence Specs

Height: 36" / 3 feet

Material: Cedar

Style: traditional/pointed top pickets

Photo:

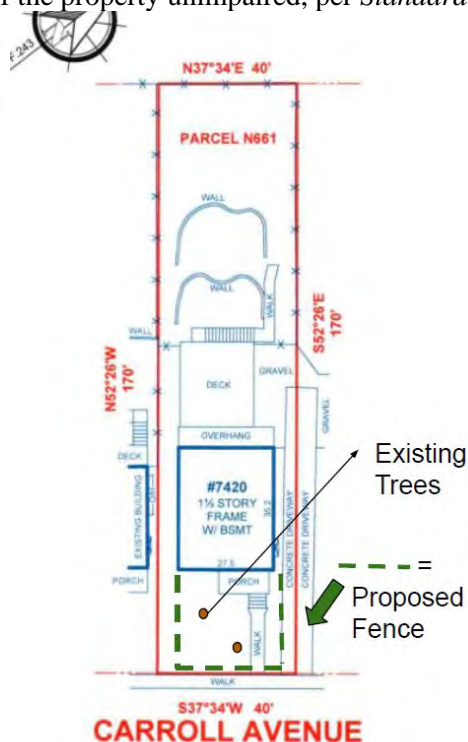


Figure 4: Fence specification (left) and proposed site plan (right).



Figure 5: Front yard and location of the proposed fencing, July 2025.

Windows

While conducting a site visit for the fencing proposal, staff noticed that the existing vinyl windows appeared to be recent replacements. Google Streetview imagery from August 2021 and the MLS real estate listing photographs from April 2022 show the original wood windows, which included a combination of 8-over-1 and 6-over-1 double-hung wood windows and multi-light Queen Anne-style casements or fixed windows on the main block, and 1-over-1 windows on the rear sunroom addition.¹ The property sold in May 2022, and Google Streetview from July 2022 shows the existing vinyl windows. The current owner purchased the property in April 2025 with the existing vinyl windows in place.

Staff finds that the existing vinyl windows, which include 8-over-8, 6-over-6 and multi-light casement or fixed windows with grilles-between-glass, do not match the old in design, texture, or materials, per *Standard 6*, and that the vinyl material and grilles-between-glass are not compatible with the historic resource, per Chapter 24A-8(b)(2), but that the original window openings and sizes do remain, per the *Guidelines*, and that the pane configuration of the upper sash approximates that of the original windows.

Staff notes that, while the HPC can mandate an owner replace elements such as windows or porch flooring that were installed without a HAWP with more appropriate replacement elements, it typically does not hold owners responsible for retroactively correcting work conducted by their predecessors, unless that work had previously been documented and subject to a violation or abatement order. Staff finds that the current vinyl windows were installed prior to the current ownership and should be allowed to remain until they need to be replaced, at which time the windows should be restored to their original appearance and constructed of an appropriate material and that the existing windows are not eligible to be replaced in-kind, and must be reviewed under a new HAWP when they are replaced in the future. This future work should also qualify for the County's historic preservation tax credit.



Figure 6: August 2021 Google Streetview image.

¹ <https://www.longandfoster.com/homes-for-sale/7420-CARROLL-AVE-Takoma-Park-MD-20912-329458538>



Figure 7: April 2022 MLS listing photograph showing the original multi-light-over-one wood windows (Long and Foster).



Figure 8: Interior photograph from the 2022 MLS listing showing the original configuration of the front window and the Queen Anne-style casements flanking the fireplace (Long and Foster).

STAFF RECOMMENDATION

Staff recommends that the Commission **approve with one (1) condition** the HAWP application with final approval delegated to staff:

1. The existing replacement windows visible from the public right-of-way are not eligible to be replaced in-kind, and new, appropriate, replacement windows must be reviewed under a new HAWP when they are replaced in the future.

under the Criteria for Issuance in Chapter 24A-8(b)(1),(2) and (d), having found that the proposal, as modified by the conditions, will not substantially alter the exterior features of the historic resource and is compatible in character with the district and the purposes of Chapter 24A;

and with the *Secretary of the Interior's Standards for Rehabilitation* #2, #9, and #10;

and with the general condition that the applicant shall present 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.



FOR STAFF ONLY:
HAWP# 1124800
DATE ASSIGNED _____

**APPLICATION FOR
HISTORIC AREA WORK PERMIT**
HISTORIC PRESERVATION COMMISSION
301.563.3400

APPLICANT:

Name: William Payne
Address: 7420 Carroll Ave
Daytime Phone: 513-919-5144

E-mail: will.payne12@gmail.com
City: Takoma Park Zip: 20912
Tax Account No.: 01074723

AGENT/CONTACT (if applicable):

Name: _____
Address: _____
Daytime Phone: _____

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

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property 37/003-000A

Is the Property Located within an Historic District? X 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: _____ 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 checked="" 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 checked="" 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.

William Payne

7/29/2025

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
7420 Carroll Ave
Takoma Park, MD 20912

Owner's Agent's mailing address

Adjacent and confronting Property Owners mailing addresses

7422 Carroll Ave
Takoma Park, MD 20912

7418 Carroll Ave
Takoma Park, MD 20912

7423 Carroll Ave
Takoma Park, MD 20912

7425 Carroll Ave
Takoma Park, MD 20912

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

1.5 Story 1923 Bungalow with front porch fronting Carroll Ave. Shared driveway/drivewaydriveway between 7420 and 7422. Our front yard has an Oak and Leyland Cypress growing that will remain in place. Neighbors at 7422 have a 3ft traditional picket fence that we intend to match.

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

Intend to install a 3ft high, open picket fence in the front yard. It would be the width of the house, front yard only, with a gate from the sidewalk to the front entry path.

Fence would be 3ft, traditional pointed top cedar pickets.

Also requesting retroactive approval of windows installed by a prior owner. Windows are identical in size to the originals, in the original locations but of different material and slightly different style than originals.

Work Item 1: Fence

Description of Current Condition:

No front yard fence currently

Proposed Work:

Intend to install a 3ft high, open picket fence in the front yard. It would be the width of the house, front yard only, with a gate from the sidewalk to the front entry apthpath. Fence would be 3ft, traditional, pointed top cedar pickets.

Work Item 2: Windows (retro)

Description of Current Condition:

House currently has double-hung, double-pane, high efficiency, vinyl windows in the original size/location. See attached photos.

Proposed Work:

No proposed work on windows. Windows were replaced by a previous owner. Requesting permission to leave current windows in place as-is. We intend for all future exterior work to be done in accordance with historic preservation standards.

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/Exc avation/Land scaing	*	*		*	*	*	*
Tree Removal	*	*		*	*	*	*
Siding/ Roof Changes	*	*	*	*	*		*
Window/ Door Changes	*	*	*	*	*		*
Masonry Repair/ Repoint	*	*	*	*	*		*
Signs	*	*	*	*	*		*

THIS DOCUMENT IS CERTIFIED TO:



CASE #: P-25MD1146



PERENNIAL — REAL ESTATE

Gali Sapir
7722 Carroll Ave
Takoma, MD 20912
202-669-4689



LEGEND:
— FENCE
BSMT - BASEMENT
CON - CONCRETE
CONG - CONCRETE
GH - OVERHANG

COLOR KEY:
RED - RECORD INFORMATION
BLUE - IMPROVEMENTS
GREEN - EXISTING & RESTRICTIVE LINES

LOCATION DRAWING OF
#7420 CARROLL AVENUE
PARCEL N661 TAX MAP JN52
NOW OR FORMERLY PROPERTY OF
COLIN MARKEY MEEHAN
LIBER 65793, FOLIO 243
MONTGOMERY COUNTY, MARYLAND
SCALE: 1"=30' DATE: 03-10-2025
DRAWN BY: AP FILE #: 251711-691



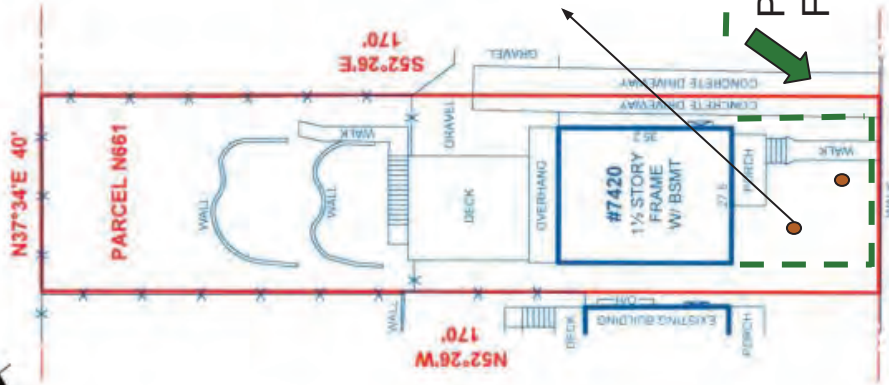
SURVEYOR'S CERTIFICATE

I HEREBY STATE THAT I WAS IN RESPONSIBLE CHARGE OVER THE PREPARATION OF THIS DRAWING AND THE SURVEY WORK REFLECTED HEREIN AND IT IS IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN REGULATION 12 CHAPTER 09 13.08 OF THE CODE OF MARYLAND ANNOTATED REGULATIONS. THIS SURVEY IS NOT TO BE USED OR REPRODUCED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS DESIGNED OR APPROVED. THIS PLAN DOES NOT PROVIDE FOR THE ACCURATE IDENTIFICATION OF PROPERTY LINES.

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L 65793, F 243



PARCEL N661
1 1/2 STORY FRAME W/ BSMT
CARROLL AVENUE

THE LEVEL OF ACCURACY OF DISTANCES TO APPARENT PROPERTY LINES IS: **2'**

A Land Surveying Company

DULEY

and

Associates, Inc.



Serving D.C. and MD.

14604 Elm Street, Upper Marlboro, MD 20772

7420 Carroll - HAWP Application - Fence Specs

Height: 36" / 3 feet

Material: Cedar

Style: traditional/pointed top pickets

Photo:









May 2022



Jan 2025 (Previous owner)



July 2025 (Current Owner - no changes)



