

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	310 Tulip Ave., Takoma Park	Meeting Date:	9/3/2025
Resource:	Non-Contributing Resource Takoma Park Historic District	Report Date:	8/27/2025
Applicant:	George Martin	Public Notice:	8/20/2025
Review:	HAWP	Tax Credit:	No
Case No.:	1126876	Staff:	Devon Murtha
Proposal:	Window replacement		

STAFF RECOMMENDATION

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

ARCHITECTURAL DESCRIPTION

SIGNIFICANCE: Non-Contributing Resource to the Takoma Park Historic District
STYLE: Contemporary/Church Annex
DATE: c. 1960



Figure 1: The subject property annotated with a yellow star.

PROPOSAL

The applicant is proposing to replace twenty-two (22) steel windows on the east and west side elevations of the subject property which currently serves as a Church annex. Twenty (20) of the windows are paired clerestory casement windows that measure 36" by 36." Two (2) of the windows are steel jalousie windows that measure 37½" by 38 ½." The applicant is proposing to replace all windows with Thompson Creek 7900 series vinyl sliders without grids (*Figure 2*). The paired clerestory windows will be replaced with one (1) double-slider window per opening.

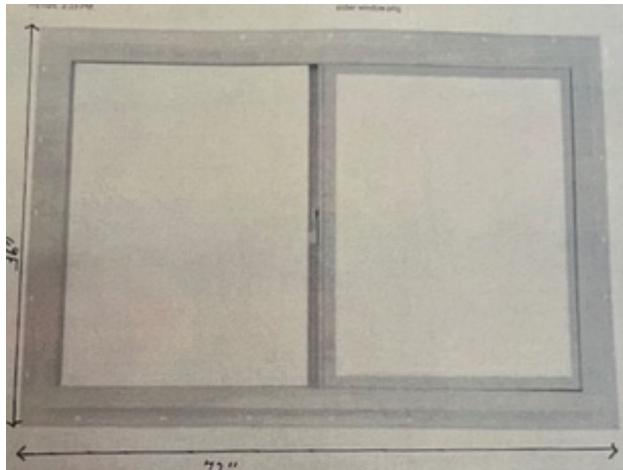


Figure 2: Thompson Creek 7900 series vinyl slider windows.

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 at all visible from the public right-of-way, irrespective of landscaping or vegetation (it is expected that the majority of new additions will be reviewed for their impact on the overall district), and,

The importance of assuring that additions and other changes to existing structures act to reinforce and continue existing streetscape, landscape, and building patterns rather than to impair the character of the district.

Non-Contributing/Out-of-Period 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 affect the surrounding streetscape and/or landscape and could impair character of the district as a whole.

Montgomery County Code; Chapter 24A-8

- (a) 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; 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; 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:

- 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 will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportions, and massing to protect the integrity of the property and its environment.
- 10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF DISCUSSION

The subject property is a one-and-a-half story Contemporary-style brick building. It features a partial above-grade basement and a low-pitched gable roof (*Figure 3*). Constructed in circa 1960, it serves as the Fellowship Hall for the Gothic Revival-style Takoma Park Presbyterian Church, located on the adjacent lot. The window openings hold a combination of steel fixed and casement windows (*Figure 4*). Many of the windows on the foundation level are currently vinyl replacements (*Figure 4*). Staff was not able to determine when these windows were installed, but the applicant believes it was more than twenty-five years ago.



Figure 3: Facade of the Fellowship Hall along Tulip Avenue.



Figure 4: Original paired casement windows (left) and vinyl replacement windows (right).

The applicant is proposing to remove the original steel casement windows and replace them with vinyl sliders. The windows are located on the secondary elevations, although the left/west side elevation is visible from the right-of-way due to the large playground and courtyard area (*Figures 5 and 6*).



Figure 5: View of the left/west elevation of building. The windows to be replaced are notated with a red box.



Figure 6: View of the right/east side elevation. The windows to be replaced are notated with a red box.

Staff is supportive of the proposal, finding that the fenestration alterations do not amount to “major additions and alterations to the scale and massing of Non-Contributing/Out-of-Period Resources which affect the surrounding streetscape and/or landscape and could impair the character of the historic district as a whole” per the *Guidelines*. The proposed windows will be installed in existing openings, and have no impact on scale or massing.

Staff also finds that the resource qualifies for a lenient review under Chapter 24A(d), given that the subject property does not contribute to the district. The window replacements are located on secondary elevations, and do not meaningfully impair the historic or architectural value of surrounding historic resources or the character of the historic district, per Chapter 24A-8. There are already vinyl slider windows on the side elevations, and Staff finds that the new windows will create a more uniform look.

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), and the *Takoma Park Historic District Guidelines*, 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 *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 301-563-3400 or devon.murtha@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:

☐ New Construction

☐ Deck/Porch

☐ Shed/Garage/Accessory Structure

☐ Addition

☐ Fence

☐ Solar

☐ Demolition

☐ Hardscape/Landscape

☐ Tree removal/planting

☐ Grading/Excavation

☐ Roof

☐ Window/Door

☐ 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:

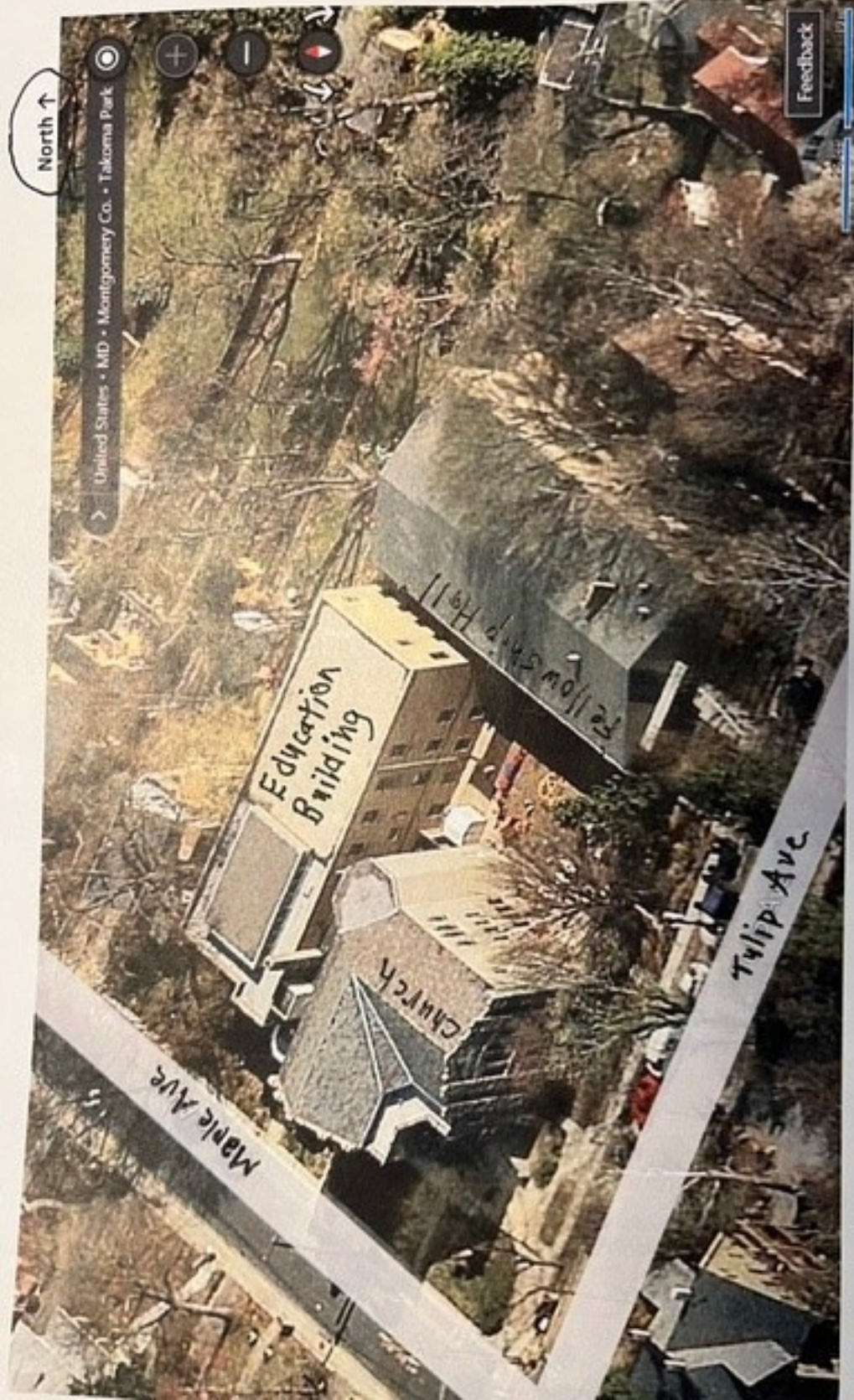
Work Item 3: _____

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



Picture #1



Photo 5: West side showing 10 clerestory, 2 restroom windows facing Child Dev. Cntr. play area

Wednesday • Jun 11, 2025 • 5:18 PM

[Adjust](#)

✓ IMG_1193

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 4032 × 3024 • 2.8 MB

ISO 50

26 mm

0 ev

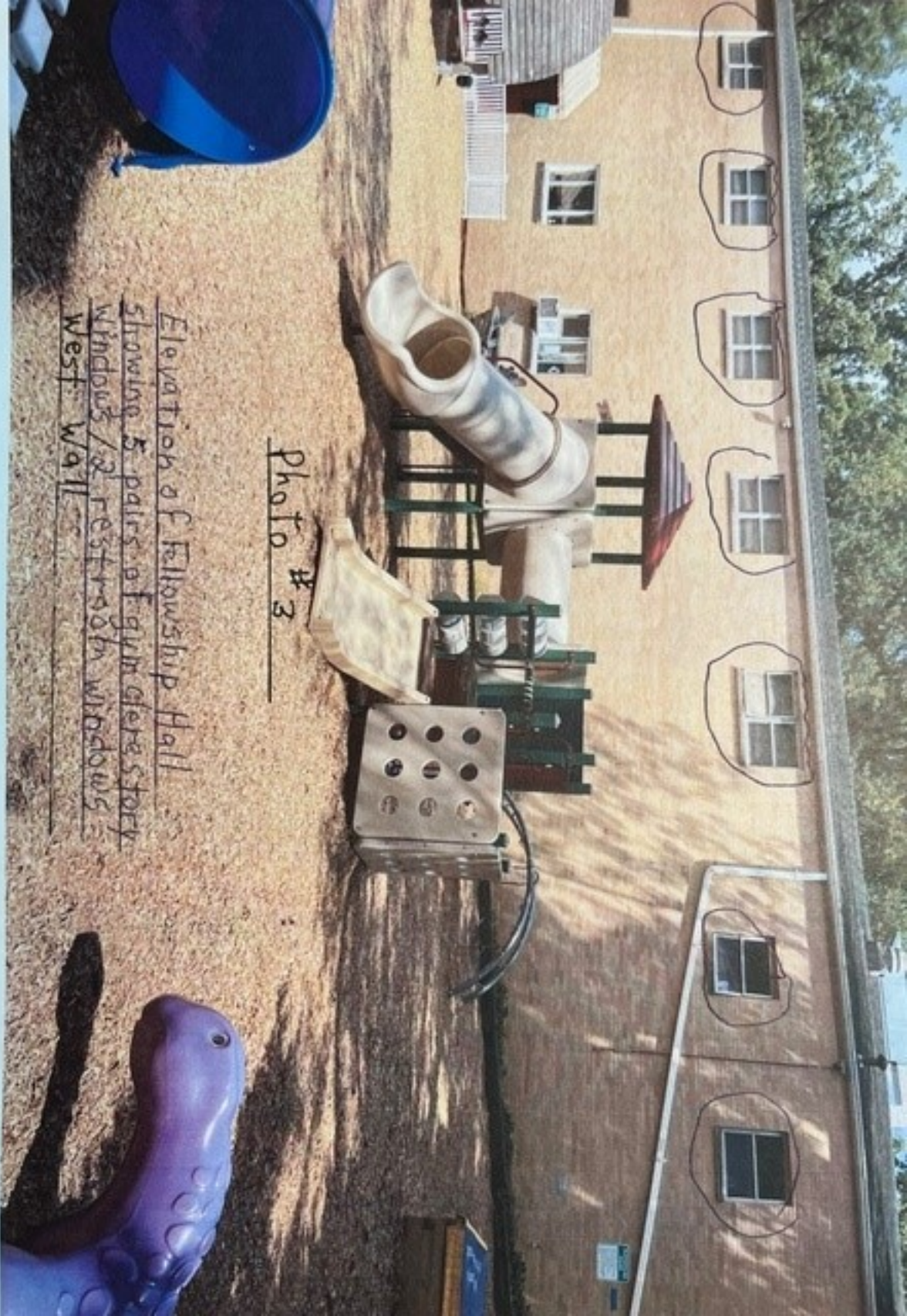
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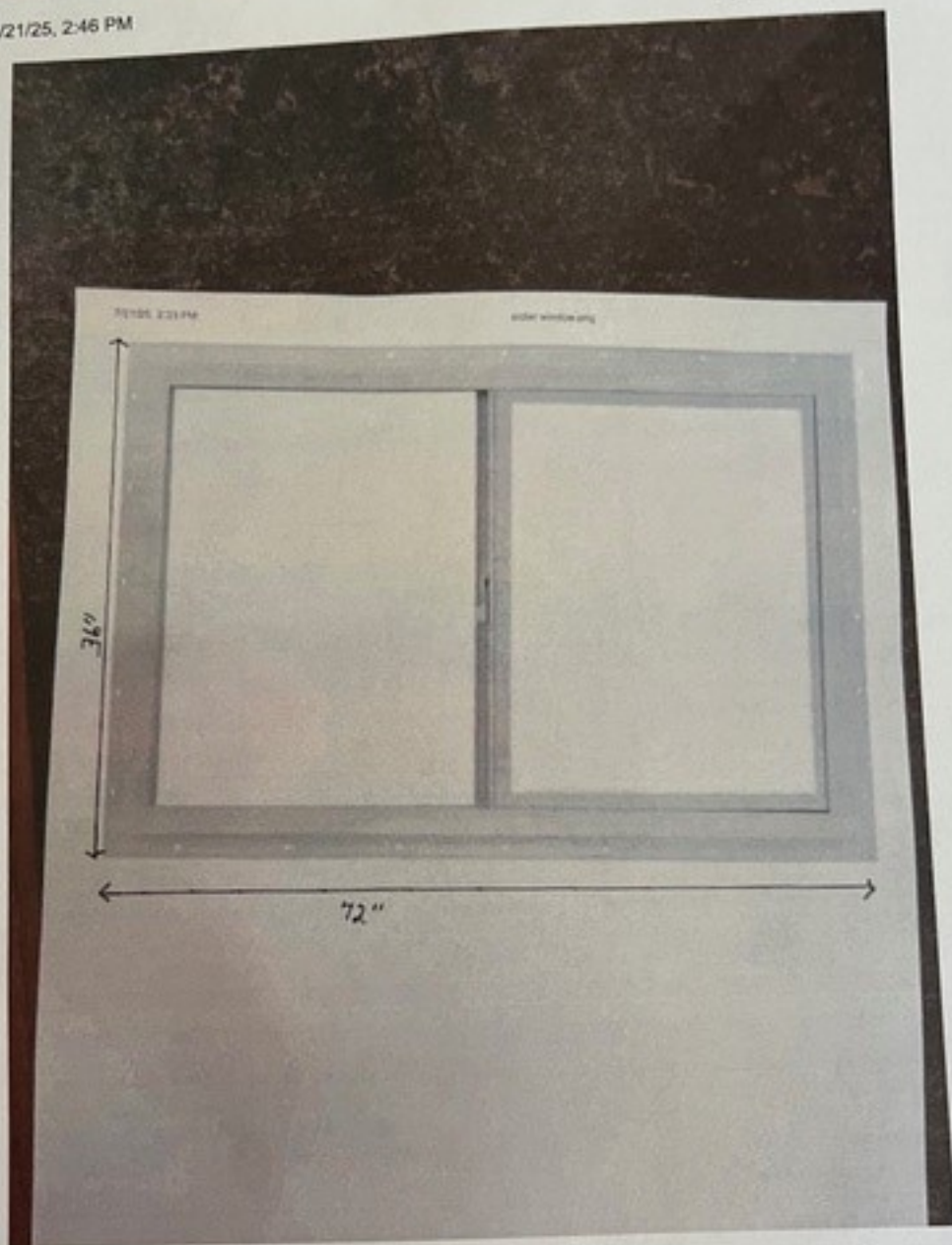


Photo # 3

Elevation of Fellowship Hall
showing 5 pairs of gym clerestory
windows / 2 restroom windows
west wall



7/21/25, 2:46 PM



Slider Window - photo 3-B



Photo 2: 310 Tulip Avenue Fellowship Hall curb view of main entrance and east side of building; bamboo, obscures neighbor'... [more](#)

Saturday • Jun 14, 2025 • 1:44 PM

[Adjust](#)

✓ IMG_1204

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 3024 × 4032 • 3.6 MB

ISO 50

| 28 mm

| 0 ev

| $f1.6$

| 1/2755 s

[Add a location...](#)





Photo 6: East side of gym building elevation showing 2 of 10 clerestory windows with 8 others obscured.

Wednesday • Jun 11, 2025 • 5:20 PM

[Adjust](#)

✓ IMG_1194

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 4032 × 3024 • 3.5 MB

ISO 40

26 mm

0 ev

$f1.6$

1/285 s

[Add a location...](#)



Picture 1-B South ↑

TULIP AVE

DAY CARE
play Area

Fellowship
in
Hall

FIRST FLOOR PLAN
LEVEL 2.01

North ↓





Photo 8: jalousie window inside restroom.

Wednesday • Jun 11, 2025 • 5:14 PM

[Adjust](#)

 IMG_1190

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 3024 × 4032 • 2.9 MB

ISO 50

26 mm

0 ev

$f1.6$

1/723 s

[Add a location...](#)





Photo 7: Court yard play area toward Tulip ave, looking south. Hall on left, church on right.

Wednesday • Jun 25, 2025 • 3:18 PM

[Adjust](#)

📷 IMG_1633

Apple iPhone 11

HEIF

Wide Camera — 26 mm $f1.8$

12 MP • 4032 × 3024 • 3.4 MB

ISO 32

26 mm

0 ev

$f1.8$

1/1927 s

[Add a location...](#)



Saved from Messages >





Photo 4; 310 tulip avenue, Fellowship hall curb view; main entrance, facing south

Saturday • Jun 14, 2025 • 1:43 PM

[Adjust](#)

📁 IMG_1203

Apple iPhone 13

HEIF



Wide Camera — 26 mm *f*1.6

12 MP • 3024 × 4032 • 3.5 MB

ISO 50

28 mm

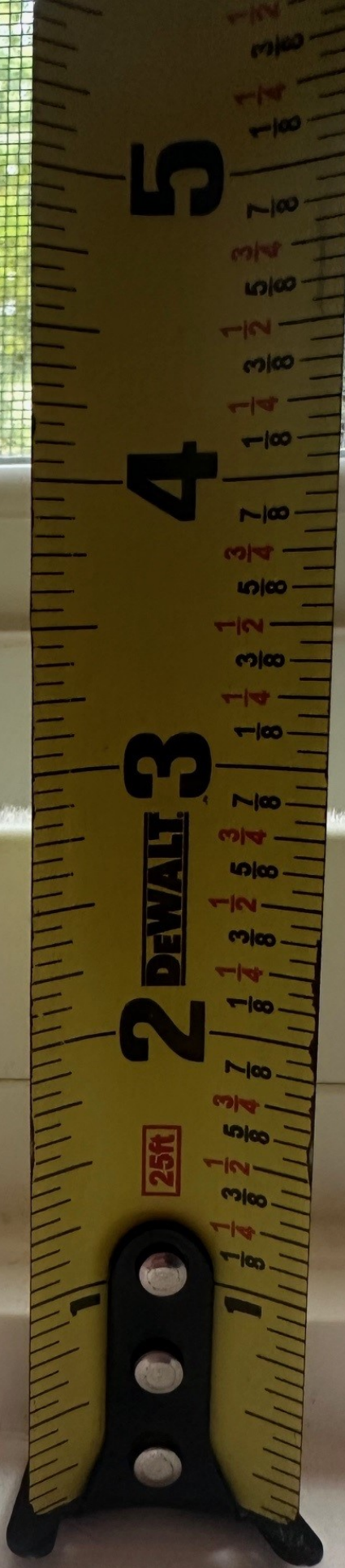
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[Add a location...](#)

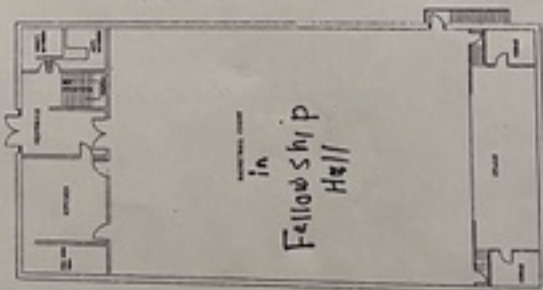




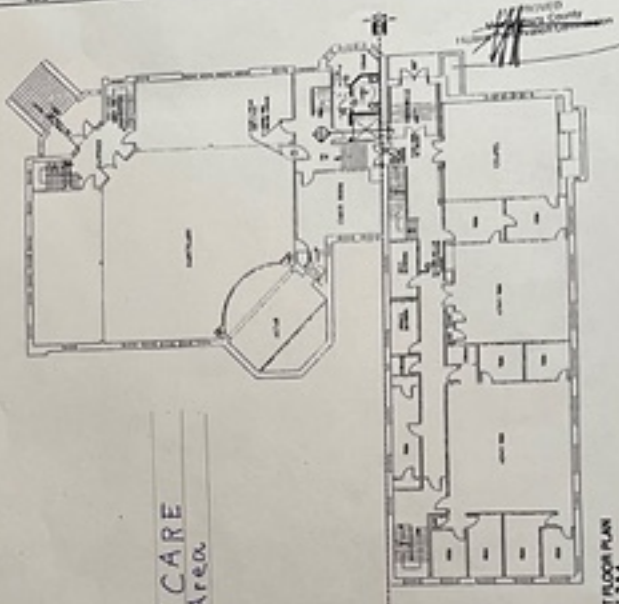


Picture 1-B South ↑

TULIP AVE



DAY CARE
Play Area



FIRST FLOOR PLAN
LEVEL 284

North ↓

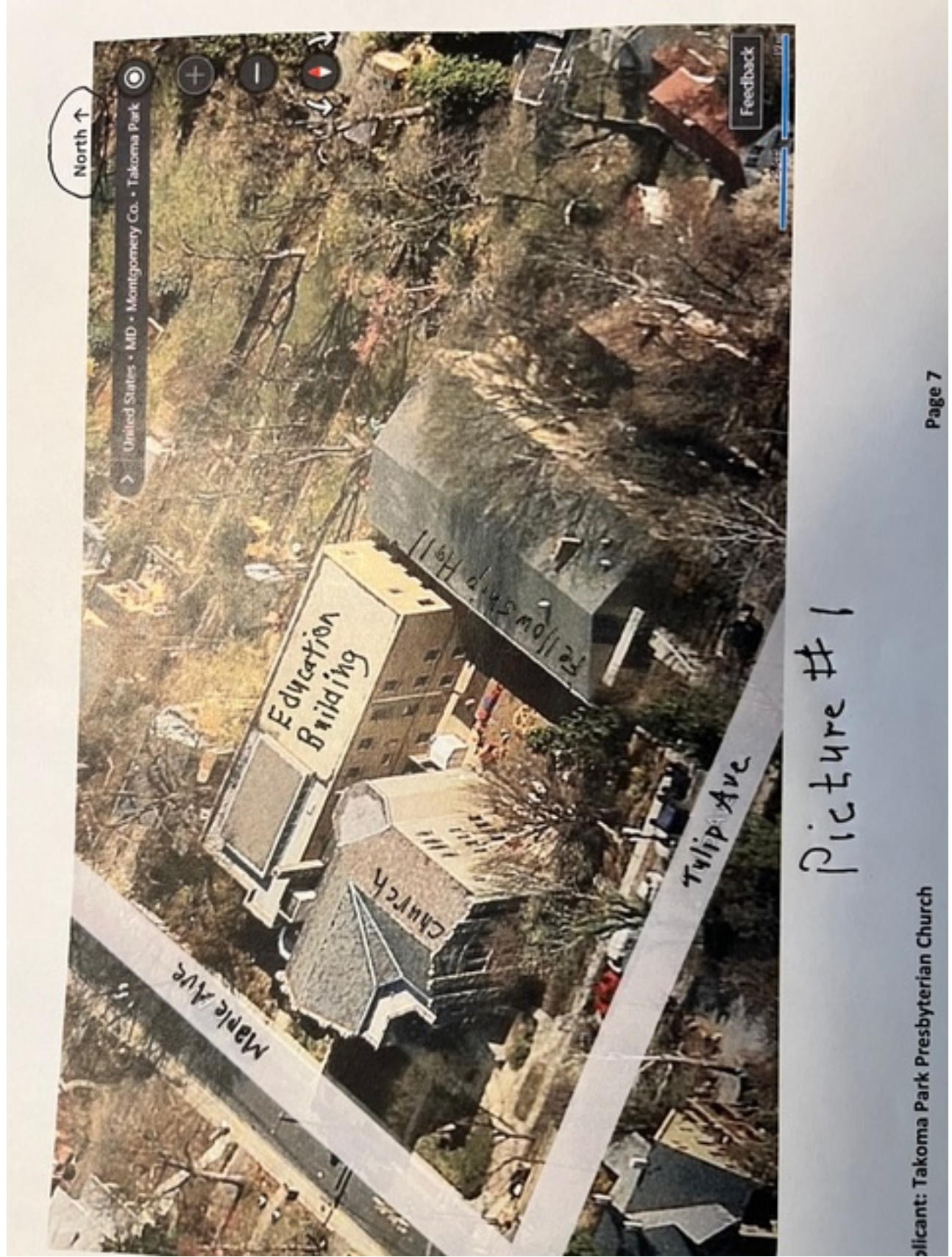




Photo 2: 310 Tulip Avenue Fellowship Hall curb view of main entrance and east side of building; bamboo, obscures neighbor'... [more](#)

Saturday • Jun 14, 2025 • 1:44 PM

[Adjust](#)

IMG_1204

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 3024 × 4032 • 3.6 MB

ISO 50

28 mm

0 ev

$f1.6$

1/2755 s

[Add a location...](#)



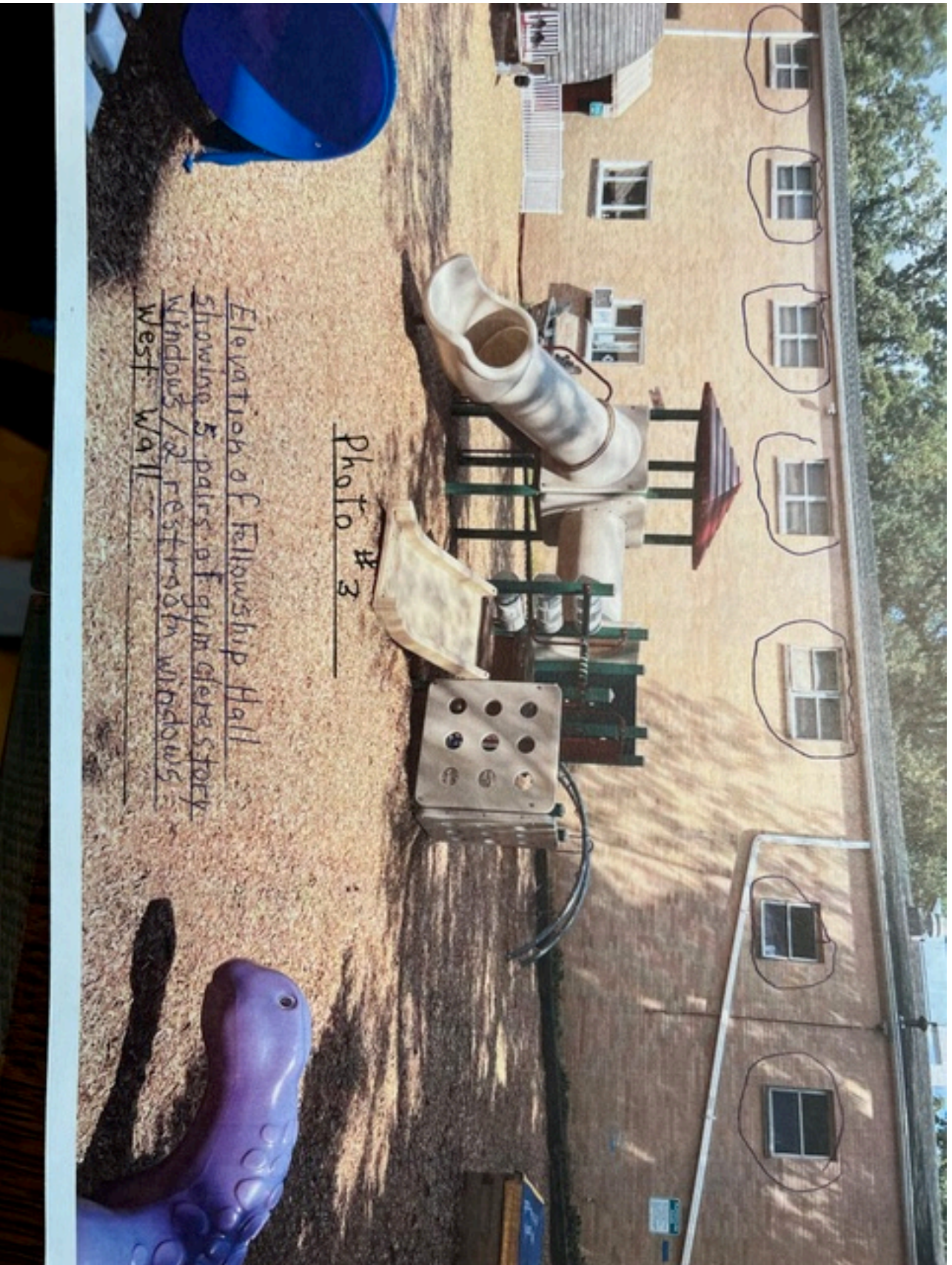
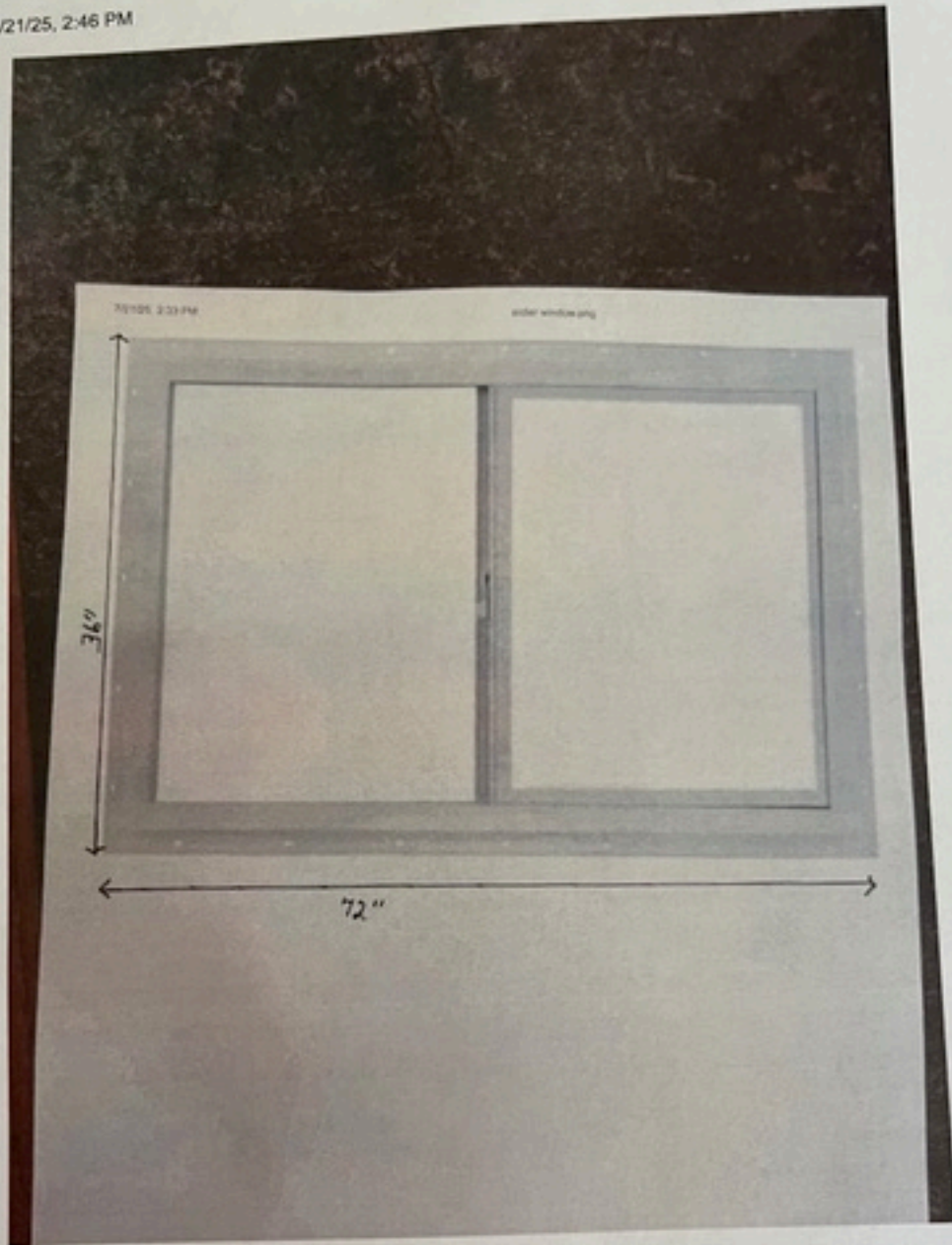


Photo #3

Elevation of Fellowship Hall
showing 5 pairs of gym clove-story
windows / 2 restroom windows
west wall

IMG_1337.jpg

7/21/25, 2:46 PM



Slider Window - photo 3-B


Proposed windows are the Thompson 7900 series vinyl sliders without grids.



Photo 4; 310 tulip avenue, Fellowship hall curb view; main entrance, facing south

Saturday • Jun 14, 2025 • 1:43 PM

[Adjust](#)

 IMG_1203

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 3024 × 4032 • 3.5 MB

ISO 50

28 mm

0 ev

$f1.6$

1/1186 s

[Add a location...](#)





Photo 5: West side showing 10 clerestory, 2 restroom windows facing Child Dev. Cntr. play area

Wednesday • Jun 11, 2025 • 5:18 PM

[Adjust](#)

IMG_1193

Apple iPhone 13

HEIF



Wide Camera — 26 mm $f1.6$

12 MP • 4032 × 3024 • 2.8 MB

ISO 50

26 mm

0 ev

$f1.6$

1/1647 s





Photo 6: East side of gym building elevation showing 2 of 10 clerestory windows with 8 others obscured.

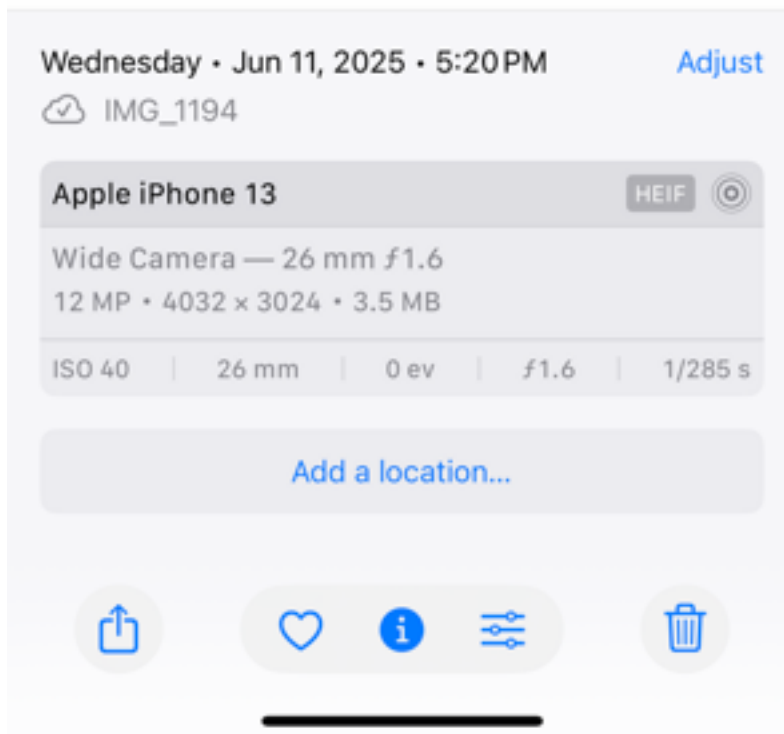





Photo 7: Court yard play area toward Tulip ave, looking south. Hall on left, church on right.

Wednesday • Jun 25, 2025 • 3:18 PM

[Adjust](#)

 IMG_1633

Apple iPhone 11

HEIF

Wide Camera — 26 mm $f1.8$

12 MP • 4032 × 3024 • 3.4 MB

ISO 32

26 mm

0 ev

$f1.8$

1/1927 s

[Add a location...](#)



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Photo 8: jalousie window inside restroom.





Ultimate Windows

Product	U-Factor	SHGC	VT	STC	Condensation Resistance
7900 Picture (No Grids)	0.18	0.24	0.42	N/A	70
7900 Picture (w/Grids)	0.18	0.22	0.37	N/A	70
7900 Double Hung (No Grids)	0.2	0.23	0.39	N/A	69
7900 Double Hung (w/Grids)	0.2	0.21	0.35	N/A	69
7900 Double Slider (No Grids)	0.2	0.23	0.39	N/A	70
7900 Double Slider (w/Grids)	0.2	0.21	0.35	N/A	70

Premium Windows

Product	U-Factor	SHGC	VT	STC	Condensation Resistance
7900 Double Hung (No Grids)	0.3	0.27	0.51	28	57
7900 Double Hung (w/Grids)	0.3	0.24	0.45	28	57
7900 Double Hung w/SS (No Grids)	0.3	0.28	0.5	34	55
7900 Double Hung w/SS (w/Grids)	0.3	0.25	0.45	34	55
7900 Picture (No Grids)	0.28	0.28	0.54	25	62
7900 Picture (w/Grids)	0.28	0.26	0.48	25	62
7900 Picture w/SS (No Grids)	0.28	0.3	0.54	32	61
7900 Picture w/SS (w/Grids)	0.28	0.27	0.48	32	61
7900 Double Slider (No Grids)	0.29	0.27	0.5	28	60
7900 Double Slider (w/Grids)	0.29	0.24	0.45	28	60
7900 Double Slider w/SS (No Grids)	0.3	0.28	0.5	34	58
7900 Double Slider w/SS (w/Grids)	0.3	0.25	0.45	34	58
7900 Awning (No Grids)	0.27	0.26	0.47	28	58
7900 Awning (w/Grids)	0.27	0.24	0.43	28	58
7900 Awning w/SS (No Grids)	0.27	0.26	0.47	35	58
7900 Awning w/SS (w/Grids)	0.27	0.24	0.42	35	58
7800 Casement (No Grids)	0.27	0.26	0.47	28	62
7800 Casement (w/Grids)	0.27	0.24	0.42	28	62
7800 Casement w/SS (No Grids)	0.27	0.26	0.47	35	62
7800 Casement w/SS (w/Grids)	0.27	0.24	0.42	35	62
7900 Shaped w/SS (No Grids)	0.28	0.3	0.54	32	61
7900 Shaped w/SS (w/Grids)	0.28	0.27	0.48	32	61

Plus Windows

Product	U-Factor	SHGC	VT	STC	Condensation Resistance
7800 Double Hung (No Grids)	0.3	0.28	0.53	N/A	59
7800 Double Hung (w/Grids)	0.3	0.25	0.48	N/A	59
7800 Picture (No Grids)	0.29	0.3	0.57	27	65
7800 Picture (w/Grids)	0.29	0.27	0.51	27	65
7800 Shaped (No Grids)	0.29	0.3	0.57	27	65
7800 Shaped (w/Grids)	0.29	0.27	0.51	27	65
7800 Garden Window	0.55	0.29	N/A	N/A	N/A

Classic Windows

Product	U-Factor	SHGC	VT	STC	Condensation Resistance
7800 Single Hung (No Grids)	0.3	0.28	0.54	28	57
7800 Single Hung (w/Grids)	0.3	0.26	0.48	28	57
7800 Single Slider (No Grids)	0.3	0.28	0.54	28	59
7800 Single Slider (w/Grids)	0.3	0.26	0.48	28	59

*Please note that any bay, bow, or garden windows with have varying performance due to a mixture of window styles in the unit.

**Shaped windows also have varying performance ratings depending on the size and profile of frames.

An independent 3rd party testing firm assessed our Sound Shield glass using ASTM E90 standards. Actual sound dampening performance in the home is affected by a variety of factors including age and composition of building materials and the distance and severity of a noise source. All test results were obtained under replicable laboratory conditions. Thompson Creek makes no explicit or implicit guarantees regarding a minimum sound-dampening performance in the home.

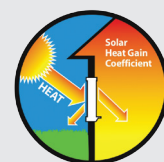
U-Factor

Refers to the rate at which a window conducts non-solar heat flow, or how quickly it passes heat. The lower the U-Factor, the more energy-efficient the window.



Solar Heat Gain Coefficient (SHGC)

Refers to the amount of heat that passes through a window. SHGC values are expressed as a number between 0 and 1; the lower the rating, the less solar heat in transmits.



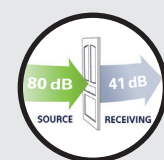
Visible Transmittance (VT)

Indicates the amount of visible light transmitted through a window and is measured on a scale of 0 to 1. The higher the VT, the more light is transmitted. While higher ratings are ideal, energy efficiency may be traded off for a window that allows higher visible light transmittance.



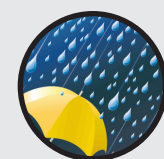
Sound Transmission Class (STC)

The rating of how well a building partition attenuates airborne sound. In the USA, it is widely used to rate interior partitions, ceilings/floors, doors, windows and exterior wall configurations.



Condensation Resistance

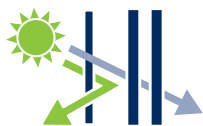
The measure of a window's potential for the formation of condensation —measured on a scale of 1 to 100. The higher the rating, the greater the resistance to condensation.





SOUND DAMPENING

Absorbs outside noises, creating a quieter living space.



SOLAR PROTECTION

Filters out UV rays to keep your home cooler.



ENERGY EFFICIENCY

Stay comfortable for less. Keep more of your conditioned air inside.



LOW MAINTENANCE

Our windows are made with the highest quality vinyl and glass so they're durable and hassle free.



WIND & RAIN

Our windows are manufactured to withstand Category 4 hurricane wind speeds and rainfall.



SUPERIOR STRENGTH

Our honeycombed frame design provides superior strength, insulation and energy efficiency.



SECURITY

Reinforced meeting rails allow the sashes to interlock so they cannot be separated or forced open from the outside.



EASY TO USE

Concealed tilt latches allow for easy operation, making it easier than ever to clean the outside of the window from the inside.



LOCAL MARYLAND FACTORY

Our windows are custom manufactured, installed and serviced from our family owned and operated factory.



INSTALLED BY EXPERTS

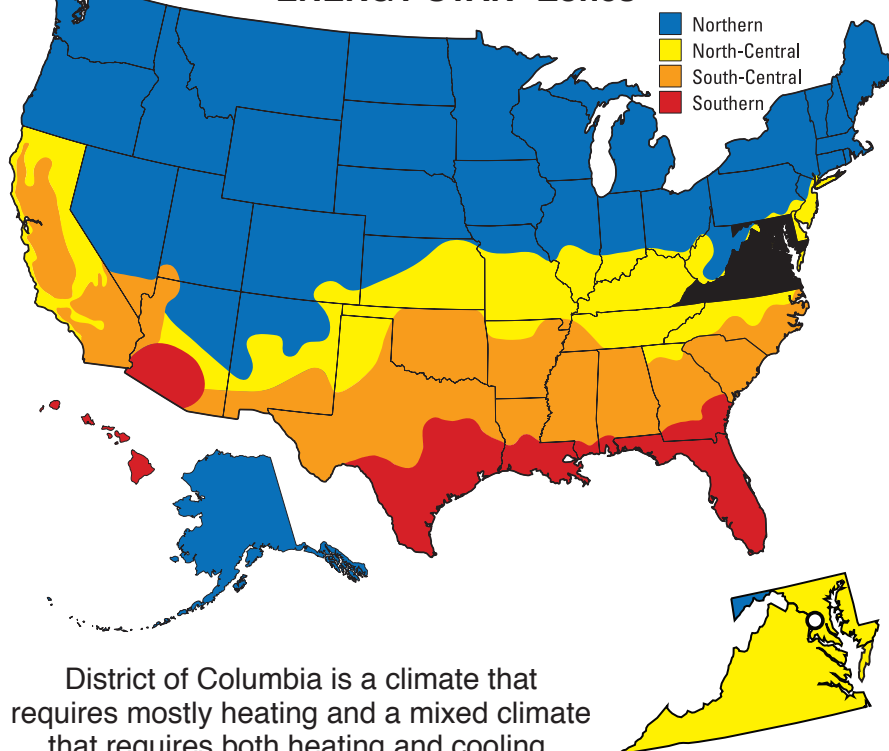
Our Certified Installation teams make sure every job is done right.



WARRANTY

Our goal is 100% customer satisfaction. All of our products and services are backed with a Thompson Creek No-Hassle Warranty & Buyer Protection Guarantee.

ENERGY STAR® Zones



U-factor	SHGC	Air Leakage
Windows: $U \leq 0.27$ Windows: $U = 0.28$ Windows: $U = 0.29$ Windows: $U = 0.30$ Skylights: $U \leq 0.50$	Windows: Any Windows: $SHGC \geq 0.32$ Windows: $SHGC \geq 0.37$ Windows: $SHGC \geq 0.42$ Skylights: Any	Windows: $AL \leq 0.30$ Skylights: $AL \leq 0.30$
For superior energy performance, select windows with a U-factor of 0.25 or less. If air conditioning is not a concern, look for a higher Solar Heat Gain Coefficient (SHGC) of 0.35–0.60 so winter solar heat can help offset the heating energy need. If cooling is a significant concern and no shading is available, select windows with a SHGC less than 0.32.		
U-factor	SHGC	Air Leakage
Windows: $U \leq 0.30$ Skylights: $U \leq 0.53$	Windows: $SHGC \leq 0.40$ Skylights: $SHGC \leq 0.35$	Windows: $AL \leq 0.30$ Skylights: $AL \leq 0.30$
The larger your heating bill, the more important a low U-factor becomes. For superior energy performance, select windows with a U-factor of 0.25 or less. A low SHGC value reduces summer cooling demand, but also reduces free winter solar heat gain. If you have significant air conditioning costs or summer overheating issues, look for SHGC values of 0.25 or less.		
U-factor	SHGC	Air Leakage
Windows: $U \leq 0.30$ Skylights: $U \leq 0.53$	Windows: $SHGC \leq 0.25$ Skylights: $SHGC \leq 0.28$	Windows: $AL \leq 0.30$ Skylights: $AL \leq 0.30$
A low U-factor is useful during cold days when heating is needed and is also helpful during hot days when it is important to keep the heat out. Windows with low SHGC values help reduce summer cooling demand. If you have significant air conditioning costs or summer overheating issues, look for SHGC values of 0.25 or less.		
U-factor	SHGC	Air Leakage
Windows: $U \leq 0.40$ Skylights: $U \leq 0.60$	Windows: $SHGC \leq 0.25$ Skylights: $SHGC \leq 0.28$	Windows: $AL \leq 0.30$ Skylights: $AL \leq 0.30$
A low SHGC is the important window property in warm to hot climates. For superior energy performance, select windows with a SHGC of 0.25 or less. A low U-factor is useful during cold days when heating is needed and is also helpful during hot days when it is important to keep the heat out.		