

MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION
STAFF REPORT

Address:	7103 Sycamore Avenue, Takoma Park	Meeting Date:	1/7/2026
Resource:	Non-Contributing Resource Takoma Park Historic District	Report Date:	12/31/2025
Applicant:	Christopher Yost	Public Notice:	12/24/2025
Review:	HAWP	Tax Credit:	No
Permit Number:	1143386	Staff:	Devon Murtha
PROPOSAL:	Window replacement		

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application:



Figure 1: The subject property at 7103 Sycamore Avenue in the Takoma Park Historic District is indicated with a star. The red cross hatch is the district.

PROPERTY DESCRIPTION

SIGNIFICANCE: Non-Contributing Resource within the Takoma Park Historic District
STYLE: Tudor Revival
DATE: c. 1920s

The subject property is a Non-Contributing Resource within the Takoma Park Historic District. It is a one-and-a-half story house executed in the Tudor Revival style. The existing windows are a combination of wood and vinyl sash and casement windows.



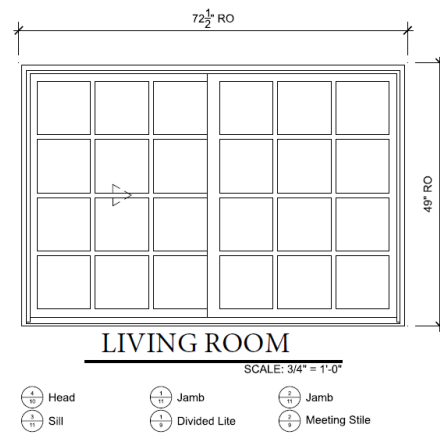
Figure 2: View of subject property from Sycamore Avenue.

PROPOSAL

The applicant is proposing to remove eight windows on the main level of the house. They will be replaced with fiberglass-clad wood windows with simulated divided lites. The new windows are a combination of sliding windows and double-hung sash windows. The replacement windows generally replicate the number of lites on the existing windows; however, the applicant is proposing to alter the window type from casement to sliding in several instances.



Figure 3: Existing front window (left) and proposed window (right).



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 *Montgomery County Code, 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 three 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 affect the surrounding streetscape and/or landscape and could impair the character of the historic district as a whole.

Demolition of Non-Contributing/Out-of-Period Resources should be permitted. However, any new building constructed in the place of a demolished building should be reviewed under the guidelines for new construction that follow.

Montgomery County Code Chapter 24A-8

The following guidance that 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.

STAFF DISCUSSION

Staff is supportive of the proposal to replace eight (8) windows. The subject property is a Non-Contributing resource to the Takoma Park Historic District and is therefore subject to lenient review. Per the *Guidelines*, most alterations and additions to Non-Contributing/Out-of-Period Resources should be approved as a matter of course, unless alterations to the scale and massing would negatively impact the streetscape and historic district. Per 24A-8(d), the Commission should review Non-Contributing resources with leniency, unless alterations would “seriously impair the historic or architectural value of surrounding historic resources.” Staff finds that, in accordance with both guidelines, the window replacements will have little impact on the overall district. Moreover, most windows to be replaced will be located on side and rear elevations with no visibility from the right-of-way and should be approved as a matter of course.

The proposed windows are compatible with the character of the district. Staff finds that although the proposed windows at 7103 Sycamore Avenue differ somewhat from the original windows in profile and operation, they do not detract from the streetscape and character of the district. At the October 8, 2025 meeting, the HPC approved the installation of Marvin Elevate window replacement at 7130 Carroll Avenue in Takoma Park.¹ In that case, the HPC found that fiberglass-clad windows were appropriate for a Contributing Resource in Takoma Park if no historic windows were present. Staff finds that the same window are appropriate for a Non-Contributing resource, which is subject to less stringent review.

Staff finds that although the replacement windows can be approved as a HAWP, they are not eligible for the Montgomery County Historic Preservation tax credit. Only in-kind work is eligible for the credit. Fiberglass clad windows are not an-kind replacement for historic wood windows. Additionally, slider windows are not an in-kind replacement for historic casement or double-hung windows.

STAFF RECOMMENDATION

Staff recommends that the Commission **approve** the HAWP application:

under the Criteria for Issuance in Chapter 24A-8(b)(1) and (2), and Chapter 24A-8(d) and the *Takoma Park Historic District* having found that the proposal will not substantially alter the exterior features of the historic resource and is compatible in character with the purposes of Chapter 24A;

¹ For approval documents, see

https://services1.arcgis.com/HbzrdBZjOwNHp70P/arcgis/rest/services/Historic_Area_Work_Permits_view/FeatureServer/0/4862/attachments/30

and with 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 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 HPC as a revised HAWP application at staff's discretion;

and with the general condition that the applicant shall notify the HPC 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 301-495-1328 or devon.murtha@montgomeryplanning.org to schedule a follow-up site visit.

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	*	*	*	*	*		*



Street Facing, front of house





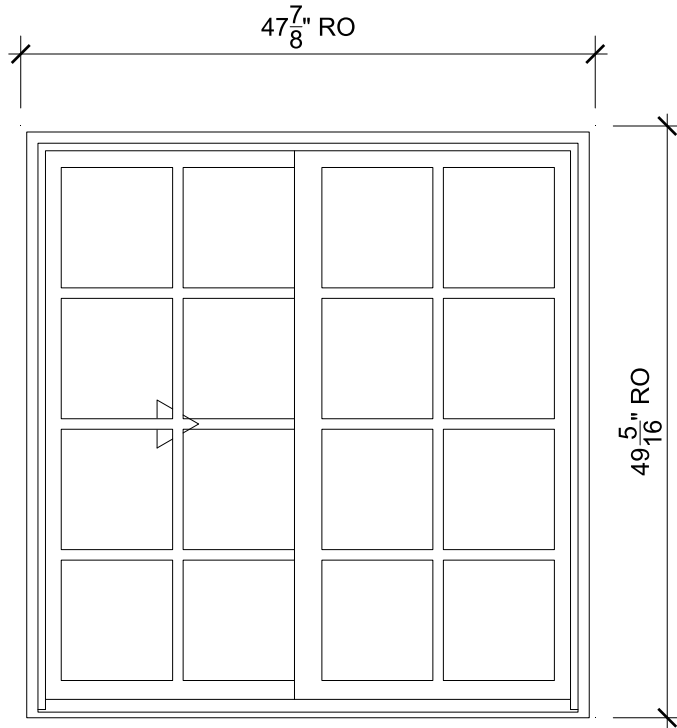
Back of house



Side of house



Side of house



DINING ROOM / BACK ROOMS

SCALE: 3/4" = 1'-0"



Head



Jamb



Jamb



Sill



Divided Lite



Meeting Stile



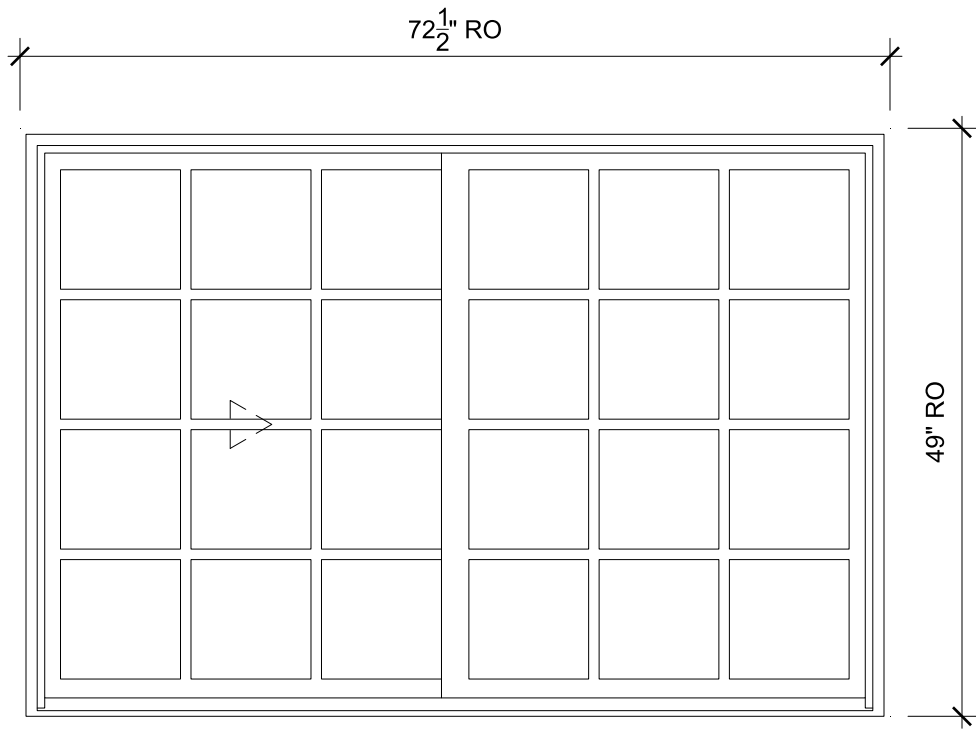
PROJ/JOB: CHRISTOPHER YOST / 7103 SYCAMORE AVE
 DIST/DEALER: NATIONAL LUMBER CO
 DRAWN: SCOTT HUGUELY
 QUOTE#: LMFSXKG PK VER: 0004.18.01

CREATED: 12/09/2025 REVISION:

SHEET

1

OF 11



LIVING ROOM

SCALE: 3/4" = 1'-0"

$\frac{4}{10}$ Head

$\frac{1}{11}$ Jamb

$\frac{2}{11}$ Jamb

$\frac{3}{11}$ Sill

$\frac{1}{9}$ Divided Lite

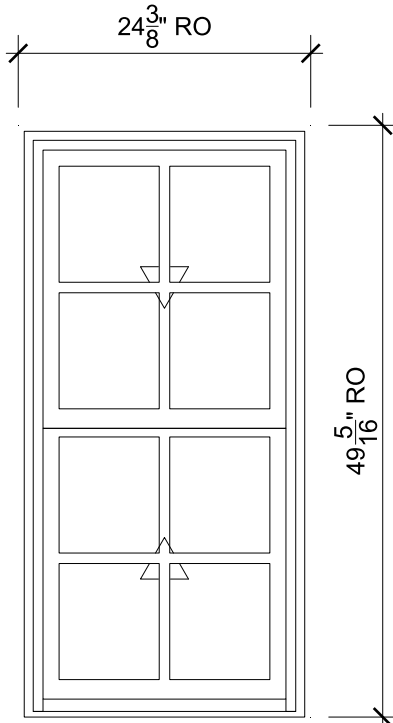
$\frac{2}{9}$ Meeting Stile



PROJ/JOB: CHRISTOPHER YOST / 7103 SYCAMORE AVE
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CREATED: 12/09/2025 REVISION:

SHEET
4
OF 11



PLAY ROOM

SCALE: $\frac{3}{4}$ " = 1'-0"

- $\frac{3}{9}$ Head
- $\frac{4}{9}$ Jamb
- $\frac{1}{10}$ Sill
- $\frac{2}{10}$ Divided Lite
- $\frac{3}{10}$ Check Rail



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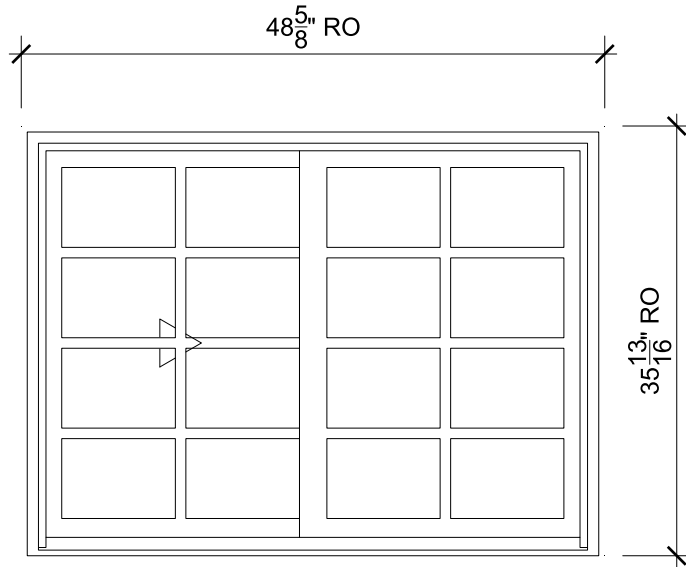
CREATED: 12/09/2025

REVISION:

SHEET

2

OF 11



KITCHEN

SCALE: $\frac{3}{4}$ " = 1'-0"

$\frac{1}{8}$ Head

$\frac{2}{8}$ Jamb

$\frac{3}{8}$ Jamb

$\frac{4}{8}$ Sill

$\frac{1}{9}$ Divided Lite

$\frac{2}{9}$ Meeting Stile