

**MONTGOMERY COUNTY HISTORIC PRESERVATION COMMISSION**  
**STAFF REPORT**

<b>Address:</b>	29 Holt Place, Takoma Park	<b>Meeting Date:</b>	4/22/2026
<b>Resource:</b>	Contributing Resource Takoma Park Historic District	<b>Report Date:</b>	4/15/2026
<b>Applicant:</b>	Emily Suran (Richard Vitullo, Architect)	<b>Public Notice</b>	4/8/2026
<b>Review:</b>	HAWP	<b>Tax Credit:</b>	No
<b>Permit Number:</b>	1152653	<b>Staff:</b>	Devon Murtha

**PROPOSAL:** Removal of a tree and revisions to previously approved windows

**STAFF RECOMMENDATION**

Staff recommends that the Historic Preservation Commission **approve** the HAWP application.



*Figure 1: The subject property at 29 Holt Place in the Takoma Park Historic District is indicated with a star.*

**PROPERTY DESCRIPTION**

<b>SIGNIFICANCE:</b>	Contributing Resource within the Takoma Park Historic District
<b>STYLE:</b>	Craftsman
<b>DATE:</b>	c. 1915-25

The subject property is located on Holt Place, and contains a two-story house executed in the Craftsman style. It is a Contributing Resource in the Takoma Park Historic District, featuring a one-story front, a side-gabled roof, and a rear deck. In 2013, the HPC approved a number of alterations to the house, including the addition of a rear deck and construction of a new garage.<sup>1</sup> At the March 11, 2026 meeting, the HPC approved an application to remove the rear deck and construct a rear addition.



*Figure 2: View of subject property along Holt Place.*

## **PROPOSAL**

The applicant is proposing to remove one (1) White Mulberry tree in the rear yard. The existing tree has a DBH of 20” and is leaning on the fence. The applicant will replace the tree with a new medium-sized tree selected from the Takoma Park Approved Species list in different location in the backyard.

The applicant is also proposing to modify window details for the HAWP application approved at the March 11, 2026 meeting. The approved windows were new one-over-one aluminum-clad windows, and the proposed windows will be four-over-four and four-over-one aluminum-clad windows. All windows will be Mavin Elevate with 5/8" SDL ogee mullion bars.

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<sup>1</sup> See HAWP approval for case no. 37/3-13-13K here:

[https://mcatlas.org/tiles6/06\\_HistoricPreservation\\_PhotoArchives/HAWP/HAWP\\_Archive/UNKNOWN\\_TAKOMA%20PARK%20H.D.%2029%20HOLT%20PLACE\\_04112013.PDF](https://mcatlas.org/tiles6/06_HistoricPreservation_PhotoArchives/HAWP/HAWP_Archive/UNKNOWN_TAKOMA%20PARK%20H.D.%2029%20HOLT%20PLACE_04112013.PDF).

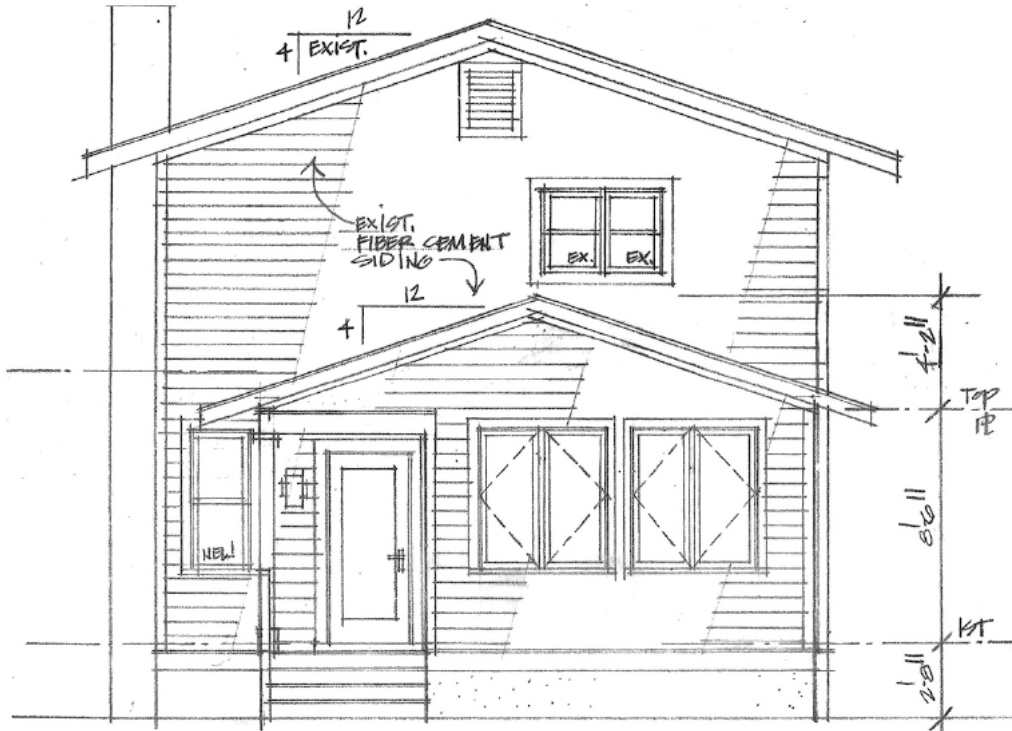


Figure 3: Approved rear elevation.

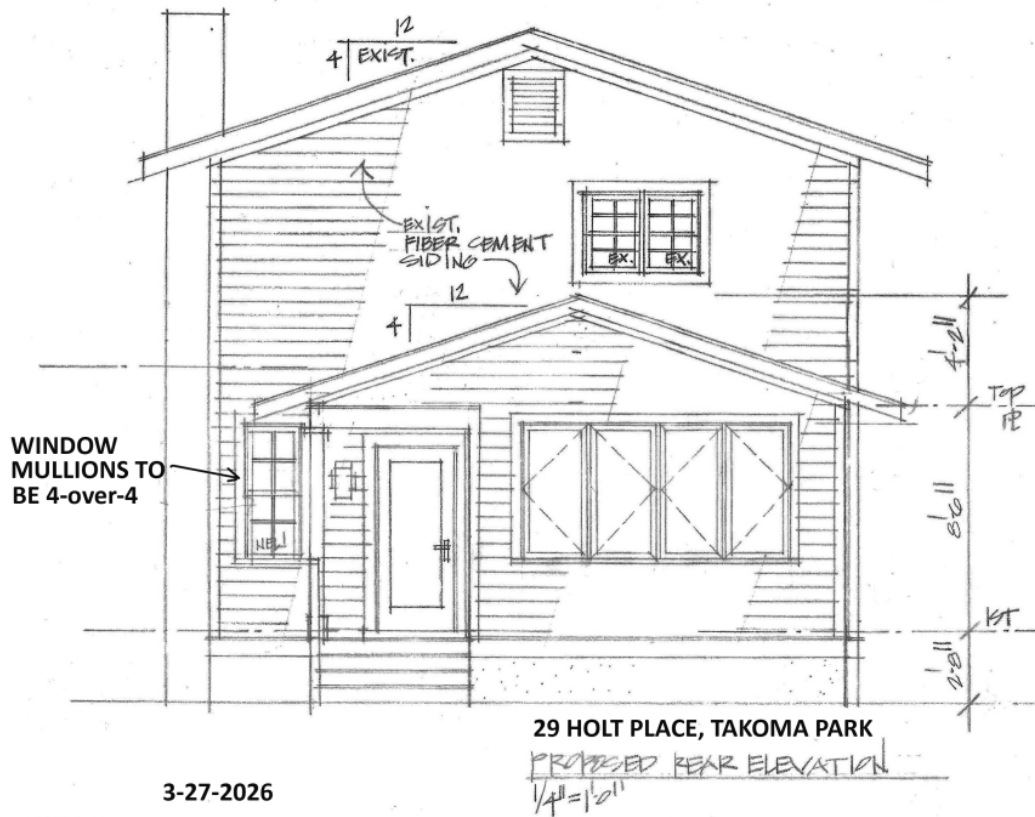


Figure 4: Proposed rear elevation.

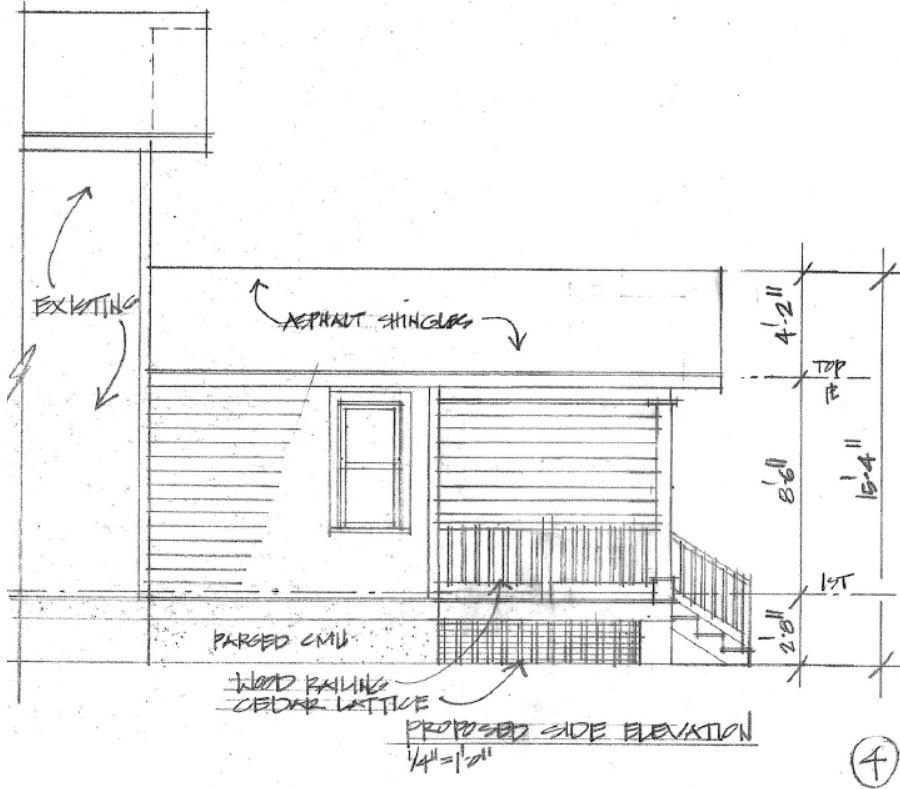


Figure 5: Approved side elevation

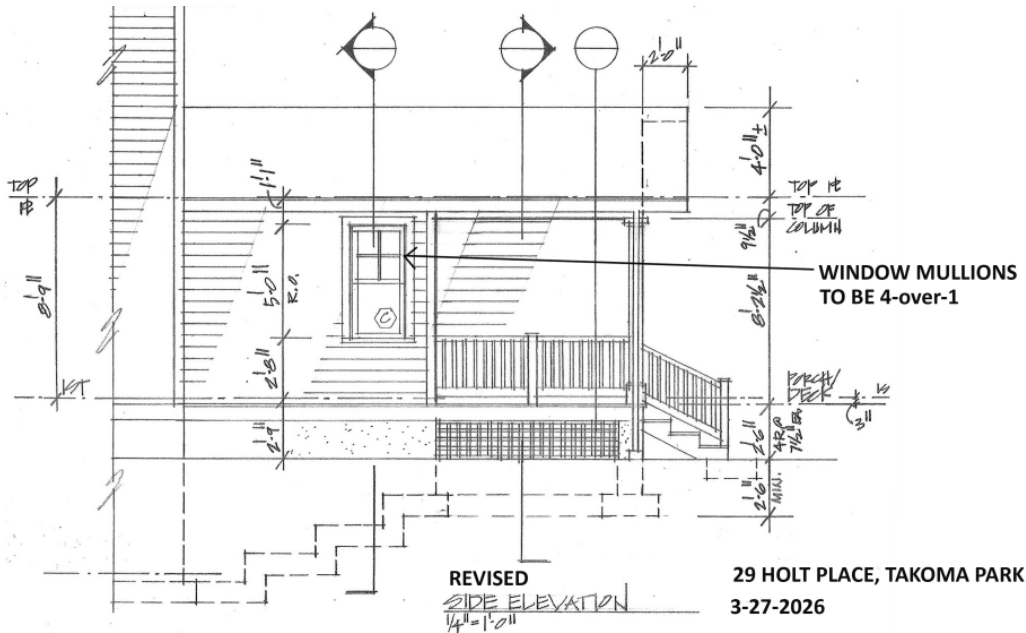


Figure 6: Proposed side elevation.

### 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***

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.

Relevant factors to be considered in reviewing HAWPs on Contributing Resources include:

- 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;
- major additions should, where feasible, be placed to the rear of existing structures so that they are less visible from the public right-of-way; additions and alterations to the first floor at the front of a structure are discouraged but not automatically prohibited
- while additions should be compatible, they are not required to be replicative of earlier architectural styles
- second story additions or expansions should be generally consistent with the predominant architectural style and period of the resource (although structures that have been historically single story can be expanded) and should be appropriate to the surrounding streetscape in terms of scale and massing
- 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 from 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 at all 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***

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.
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**

Staff is supportive of the proposal and recommends approval.

Staff is supportive of the recommendation to remove the existing Mulberry tree due to its location and species. The existing tree is growing into the fence and shows signs of compartmental decay. Additionally, White Mulberry trees are not native to Maryland and are considered an invasive species. These trees grow quickly in varied environments and often outcompete native Red Mulberry trees. Staff finds that the removal of this non-native tree is appropriate. The applicant has also indicated that they will plant a medium canopy tree on the property as a replacement, to be selected from the Takoma Park Approved Species List. The trees on this list are all native canopy trees, and Staff finds that this will be an improvement to the property. Supplementing the loss of canopy with a new tree will help the existing environmental settings, landscaping, and patterns of open space, per the *Guidelines*.



Figure 7: View of the White Mulberry Tree to be removed.

Staff is also supportive of the proposed revisions to the fenestration. No historic windows will be impacted. Per the *Guidelines*, the design review emphasis will be restricted to changes that are at all visible from the public right-of-way. Although the overall massing of the approved addition will be visible from the right-of-way, the proposed fenestration revisions will be minimally visible, if at all, and should be reviewed with leniency. Staff finds that the proposed four-over-four and four-over-one windows are generally compatible with the overall character of the resource and recommends that this revision be approved, per the *Guidelines* and Chapter 24A-8(b).



Figure 8: View of subject property from the right of way along Holt Place. The approximate location of the addition is indicated with a yellow arrow.

Staff notes that the HPC approved the addition in March of 2026 with two conditions.

1. The applicant must submit complete materials specifications for review prior to issuance of final approval documents, including specifications for the proposed windows and doors.
2. The applicant must submit a tree survey prior to issuance of final approval documents.

Staff finds that the applicant has submitted the requisite material specifications. Additionally, Staff finds that the White Mulberry tree is the only large tree in the rear yard, and that the Takoma Park arborists assessment of this tree satisfies the tree survey requirement.

### **STAFF RECOMMENDATION**

Staff recommends that the Historic Preservation Commission the HAWP 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;

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 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](mailto: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:

The house is a "Contributing Resource" 2-story single-family house originally built in 1918. The house was rebuilt in the historical style in 2013-14 after the original was destroyed by a fire in 2012. The backyard has a concrete patio and native plantings and is surrounded by a wooden fence. The fence enclosing the backyard was installed in 2020.

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

Remove partially decayed white mulberry tree that leans on the fence on the right side of backyard.

Work Item 1: Remove tree

Description of Current Condition:  
Partially decayed mulberry tree leans on fence on right side of backyard.

Proposed Work:  
Remove mulberry tree. Plan to plant new medium-sized tree from Approved Species list in different location in backyard.

Work Item 2: \_\_\_\_\_

Description of Current Condition:

Proposed Work:

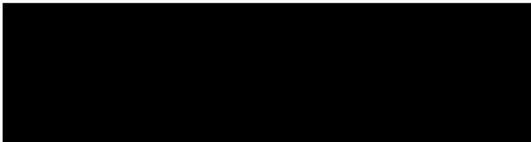
Work Item 3: \_\_\_\_\_

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 Removal Request :: W014022-032426 - Preliminary Approval**

1 message

Online Customer Service Center <TakomaParkMD [redacted]>

03/25/2026

APPLICATION NUMBER [W014022-032426](#)



Re: Tree Removal Application at:  
[29 Holt Pl](#)  
Takoma Park MD 20912

Dear Emily Suran:

The City of Takoma Park has assessed this tree identified in your Tree Removal Permit Application. Below are the notes from the assessment:

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Tree Type: **WHITE MULBERRY**  
Trunk Diameter: **20**  
Tree Location Relative to House: **RIGHT SIDE**

Tree Condition Rating (1-5):  
Crown/Branches: **3**  
Root & Root Collar: **2**  
Tree Health & Species Profile: **3**  
Trunk: **1**  
Criterion Total (4-20): **9**

Assessment Notes:

**Moderate to high vitality specimen with three stem union at the base, one of which has been removed. Decay has been compartmentalized and covered by a thick layer of reaction wood, but has spread decay to a small portion of the adjacent stems. No other structural or health concerns.**

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Based on this assessment, your application has received **Preliminary Approval**.

## ***You have not yet received a permit to remove this tree.***

As your tree is of a species considered 'Undesirable' by City code it does not require the typical 15-day comment period. A permit to remove the tree will be granted after you complete the replacement planting agreement steps.

### **Historic Area Work Permit (HAWP)**

Since your property is located within the Historic District, you are required to receive a Historic Area Work Permit (HAWP). To apply for a HAWP, contact Montgomery County Department of Permitting Services by phone 301-563-3400, by email [MCP-Historic@mncppc-mc.org](mailto:MCP-Historic@mncppc-mc.org) or online at: <https://montgomeryplanning.org/planning/historic/historic-area-work-permits/>

Note that this preliminary permit letter may serve as the Tree Survey required for your HAWP application.

### **Replacement Planting Requirement**

Permits for trees that are not determined to be dead or hazardous come with a replacement planting obligation. The City Code defines a formula to be used in calculating the number of trees required to be planted using the trunk diameter and the Urban Forest Manager's condition assessment of the removed tree. You will need to indicate the method with which you would like to fulfill your replacement planting obligation. You have three ways you can do this:

- Agree to plant the required trees
- Pay a fee-in-lieu of planting equaling \$312 per 1.5" trunk caliper tree
- A combination of both tree planting agreement and fee-in-lieu payment

### **Conditions for Replacement Planting Option**

- You must plant the number of 1.5" caliper trees indicated in your preliminary approval notice, or an equivalent basal area of larger trees up to 3" caliper. For this Tree Removal Request, the number of 1.5" trees required is **(1) tree(s)**
- Trees must be planted on a private property within the City of Takoma Park. [See here for a map of the City's boundaries.](#)
- Trees must be of the same size category as the tree that was removed. For your tree, that is the **(MEDIUM)** category.
- Trees must be selected from the Approved Tree Species List, linked here: [Takoma Park Approved Tree Species List](#)
- Documentation of the completed planting must be provided within six months after your permit is issued. Failure to plant the trees within six months is a violation of the law.
- You cannot use a publicly subsidized program, including the City's Tree Takoma program, to plant your required trees. If you would like to use the Tree Takoma program or another public tree planting program, you must opt to pay the fee-in-lieu to satisfy your requirement.

### **Conditions for Fee-in-Lieu Payment Option**

- Indicate that you would like to pay the fee-in-lieu instead of planting via the MyTKPK portal and pay the invoice generated by City Staff.
- The fee-in-lieu amount to satisfy your entire replacement planting obligation is \$312 times **(1) tree(s)**, or: **(\$312)**

## **HOW TO COMPLETE THE REPLACEMENT PLANTING AGREEMENT ONLINE:**

1. Click the following link to view your Tree Removal Application request in MyTKPK: [W014022-032426](https://www.tkpk.com/MyTKPK/W014022-032426)
2. Enter the email address you used to apply for the permit, if prompted for it.
3. Scroll down to “Replanting Agreement”. For “How do you plan to replace this tree?” select “Pay Fee in Lieu of Planting”, “Plant the Required Trees”, or “Combination of Tree Planting and Fee Payment” and fill in the subsequent information you are asked for.

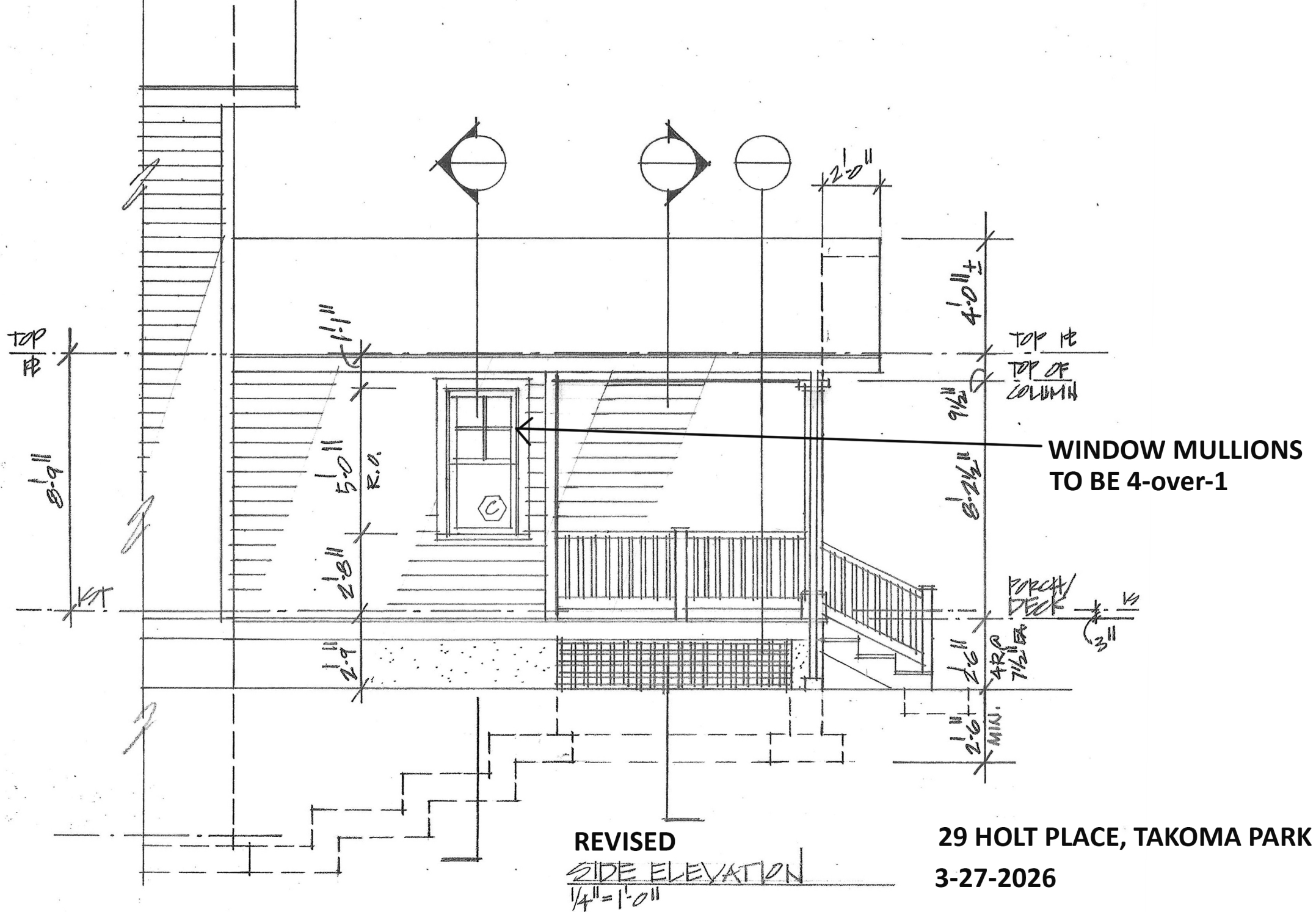
With this complete, Public Works staff will be prompted to review your selection and generate an invoice to pay the fee-in-lieu if needed. Please be on the lookout for further communications after making your selection.

**Also, note that if you do not complete the actions discussed in this notice within 6 months of the date of Preliminary Approval, your application will be withdrawn with no permit issued.**

If you have any questions, please contact the Urban Forest Manager by replying to this email.



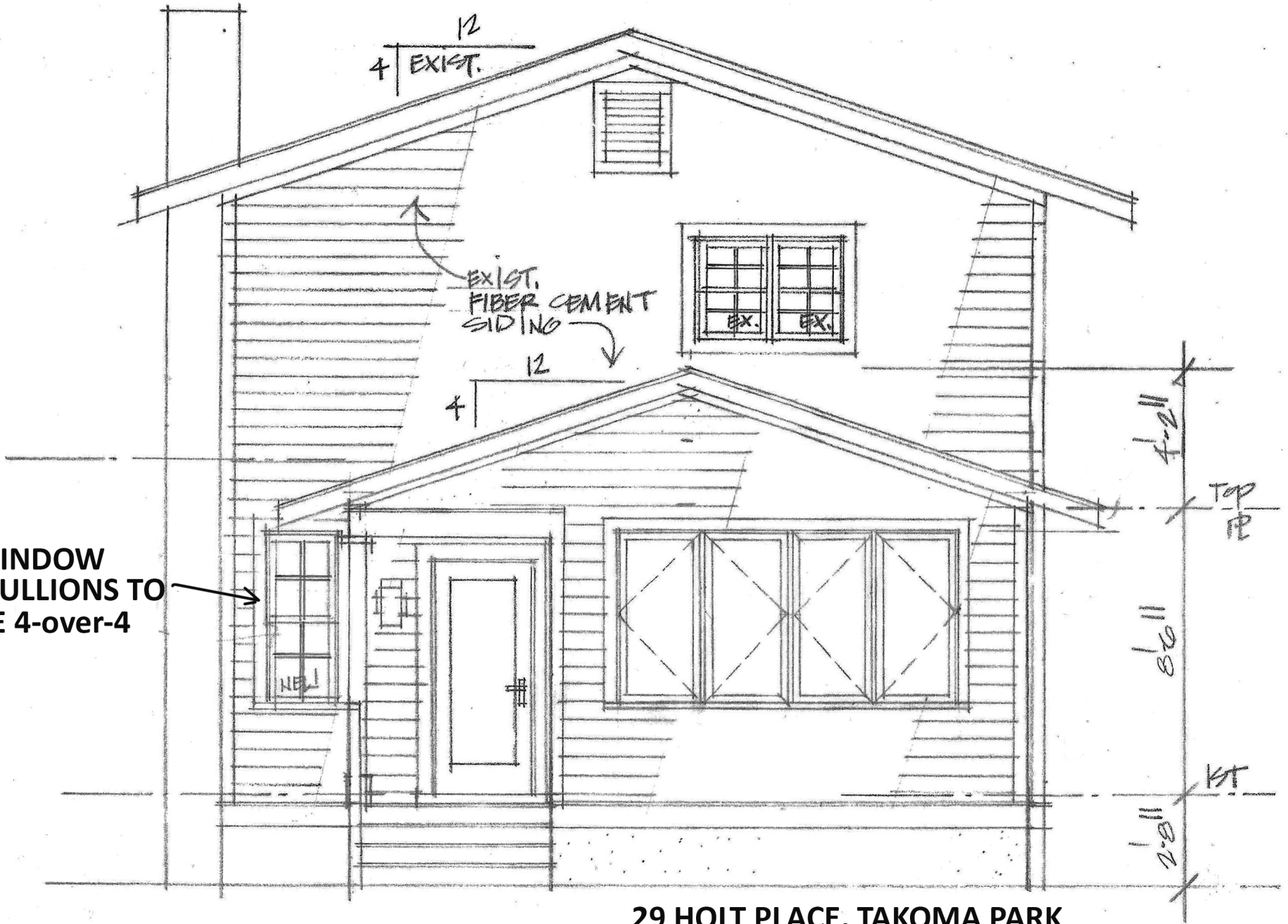




REVISED  
 SIDE ELEVATION  
 1/4" = 1'-0"

29 HOLT PLACE, TAKOMA PARK  
 3-27-2026

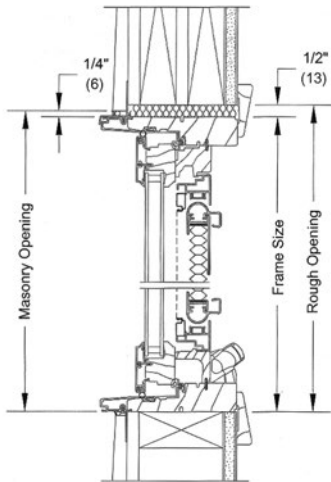
WINDOW  
MULLIONS TO  
BE 4-over-4



3-27-2026

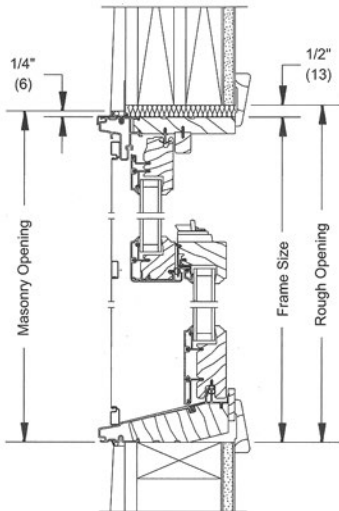
29 HOLT PLACE, TAKOMA PARK  
PROPOSED REAR ELEVATION  
 $\frac{1}{4}'' = 1'-0''$

# CASEMENT / CASEMENT PUSH OUT CONSTRUCTION DETAILS



HEAD JAMB AND SILL - OPERATOR  
WITH OPTIONAL INTERIOR SHADES

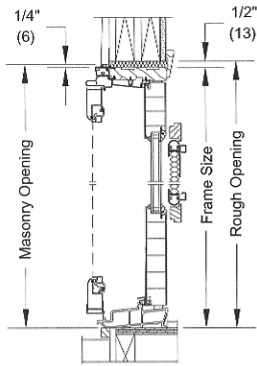
# DOUBLE HUNG G2



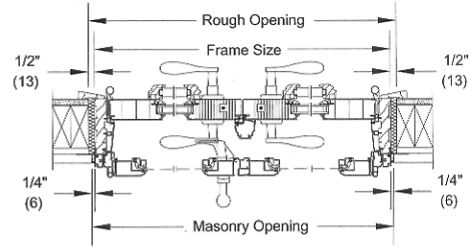
HEAD JAMB AND SILL - OPERATOR

# Fiberglass-clad Wood Inswing Door

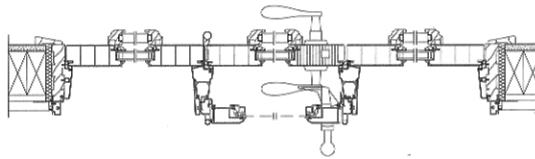
## CONSTRUCTION DETAILS



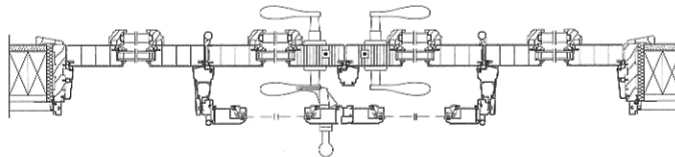
CLAD HEAD JAMB AND SILL  
WITH ULTIMATE SWINGING SCREEN -  
WITH OPTIONAL INTERIOR SHADES



CLAD 2 PANEL JAMB  
XX LHI WITH ULTIMATE SWINGING SCREEN -  
WITH INTERIOR SHADES



CLAD 3 PANEL JAMB  
OXO LHI WITH ULTIMATE SWINGING SCREEN -  
WITH INTERIOR SHADES



CLAD 4 PANEL JAMB  
OXXO LHI WITH ULTIMATE SWINGING SCREEN -  
WITH INTERIOR SHADES

### Authentic Divided Lite (ADL)



Separate pieces of glass are glazed between muntin bars - the way windows have been made since the beginning but with Marvin's updated design to increase energy efficiency.

### Simulated Divided Lite (SDL)



An energy-efficient way to create the look of authentic divided lites, SDL bars are permanently adhered to both sides of the glass and are available with or without a spacer bar installed between the glass to create even more depth that resembles an ADL.

### Simulated Divided Lite with Spacer Bar (SDLS)



Paired with SDL bars on the exterior of the glass, a spacer bar is installed between the glass, creating an even closer match to the Authentic Divided Lite look.

### Grilles-between-the-Glass (GBGs)



Grilles are permanently installed between the glass panes for a low-maintenance, smooth exterior and easy cleaning. Choose from 6 exterior colors and 3 interior colors.