

7204 Holly Avenue, Tokona Park  
[APC Case # 37/03-1255]

Tokona Park H.D.



## HISTORIC PRESERVATION COMMISSION


Isiah Leggett  
County Executive

Leslie Miles  
Chairperson

Date: December 17, 2012

### MEMORANDUM

TO: Diane R. Schwartz Jones, Director  
Department of Permitting Services

FROM: Josh Silver, Senior Planner   
Historic Preservation Section  
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #615233, window replacement and installation and rear door replacement

The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **approved with conditions** at the November 14, 2012 meeting.

- 1. The proposed installation of 3 double-hung windows in the right side elevation of the historic massing is not approved. The applicants must install 2 double-hung windows in lieu of 3 windows as proposed. All other alterations as proposed are approved.*

The HPC staff has reviewed and stamped the attached construction drawings.

THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERENCE TO THE ABOVE APPROVED HAWP CONDITIONS AND MAY REQUIRE APPROVAL BY DPS OR ANOTHER LOCAL OFFICE BEFORE WORK CAN BEGIN.

Applicant: Ann Miles and Chris Elfring

Address: 7204 Holly Avenue, Takoma Park

This HAWP approval is subject to the general condition that the applicant will obtain all other applicable Montgomery County or local government agency permits. After the issuance of these permits, the applicant must contact this Historic Preservation Office if any changes to the approved plan are made. Once the work is complete the applicant will contact the staff person assigned to this application at 301-563-3400 or [joshua.silver@mncppc-mc.org](mailto:joshua.silver@mncppc-mc.org) to schedule a follow-up site visit.





HISTORIC PRESERVATION COMMISSION  
301/563-3400

APPLICATION FOR  
HISTORIC AREA WORK PERMIT

Contact Email: \_\_\_\_\_ Contact Person: RICK VITULLO  
Daytime Phone No. (301) 806-6447  
Tax Account No.: 01072371  
Name of Property Owner: ANN MILES/CHRIS ELLPINS Daytime Phone No.: \_\_\_\_\_  
Address: 7204 HOLLY AVE. TAKOMA PARK MD 20912  
Street Number City State Zip Code  
Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor Registration No.: \_\_\_\_\_  
Agent for Owner: RICHARD J. VITULLO Daytime Phone No. (301) 806-6447

**LOCATION OF PROPOSED WORK**

House Number: 7204 Street: HOLLY AVE.  
Town/City: TAKOMA PARK Nearest Cross Street: TULIP AVE.  
Lot: P10 Block: 12 Subdivision: B.F. GILBERT'S ADD'N TO T.P.  
Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Parcel: \_\_\_\_\_

**PART ONE: TYPE OF PERMIT ACTION AND USE**

1A. CHECK ALL APPLICABLE:

- Construct
- Extend
- Alter/Renovate
- Move
- Install
- Wreck/Ram
- Revision
- Repair
- Reversible

CHECK ALL APPLICABLE:

- A/C
- Stab
- Room Addition
- Porch
- Deck
- Shed
- Solar
- Fireplace
- Woodburning Stove
- Single Family
- Fence/Wall (complete Section 4)
- Other: \_\_\_\_\_

1B. Construction cost estimate: \$ 50,000.00

1C. If this is a revision of a previously approved active permit, see Permit # \_\_\_\_\_

**PART TWO: COMPLIANCE FOR NEW CONSTRUCTION AND ALTERATIONS**

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: \_\_\_\_\_  
2B. Type of water supply: 01  WSSC 02  Well 03  Other: \_\_\_\_\_

**PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL**

3A. Height \_\_\_\_\_ feet \_\_\_\_\_ inches

3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:

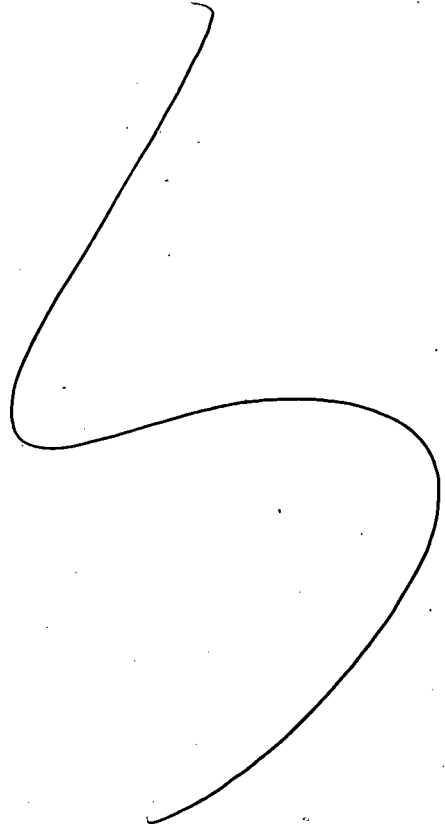
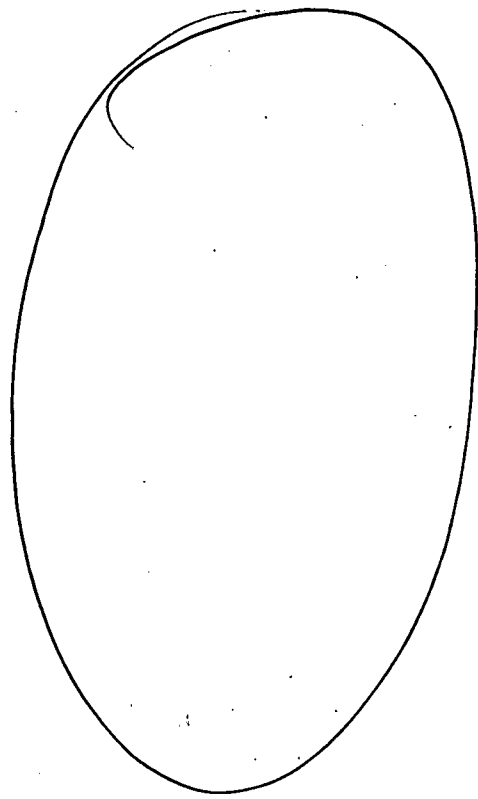
- On party line/property line
- Entirely on land of owner
- On public right of way/easement

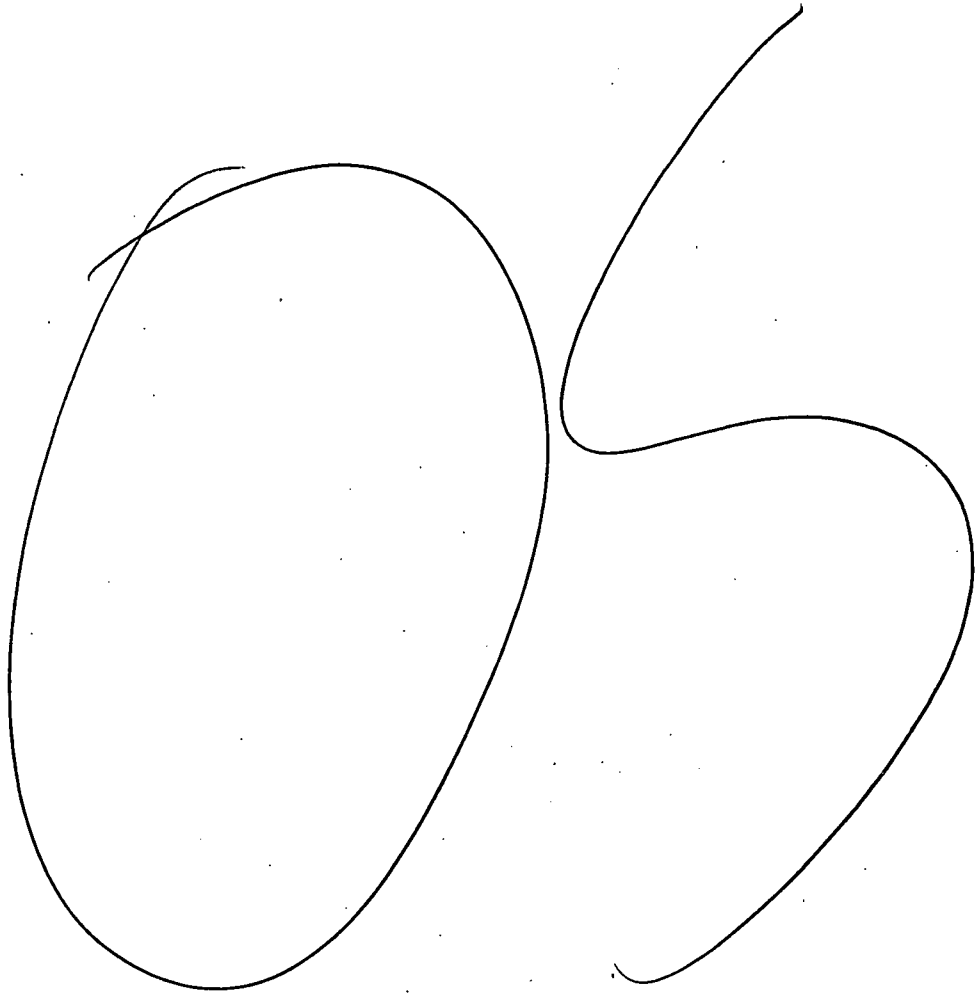
I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

[Signature]  
Signature of owner or authorized agent

10/12/12  
Date

Approved: [Signature] For Chairperson, Historic Preservation Commission  
Disapproved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 12/1/12  
Application/Permit No.: 615233 Date Filed: 10/18/12 Date Issued: \_\_\_\_\_





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

|                     |   |                       |             |
|---------------------|---|-----------------------|-------------|
| <b>Address:</b>     | 7204 Holly Avenue, Takoma Park                                | <b>Meeting Date:</b>  | 11/14/2012  |
| <b>Resource:</b>    | Contributing Resource<br>Takoma Park Historic District        | <b>Report Date:</b>   | 11/7/2012   |
| <b>Applicant:</b>   | Ann Miles and Chris Elfring<br>(Rick Vitullo, Architect)      | <b>Public Notice:</b> | 10/31/2012  |
| <b>Review:</b>      | HAWP  | <b>Tax Credit:</b>    | No          |
| <b>Case Number:</b> | 37/03-12SS  | <b>Staff:</b>         | Josh Silver |
| <b>PROPOSAL:</b>    | Window replacement and installation and rear door replacement |                       |             |

**STAFF RECOMMENDATION**

Staff recommends that the Commission **approve** the HAWP application **with one condition**:

1. The proposal to remove (2) 2'-8" wide x 3'0" high, double-hung windows from right side elevation of the historic massing and installation of (2) 1'6" wide x 4'0" high, and (1) 2'6" wide x 4'0" high, double-hung, wood windows is **denied**.

**ARCHITECTURAL DESCRIPTION**

**SIGNIFICANCE:** Contributing Resource within the Takoma Park Historic District  
**STYLE:** Craftsman  
**DATE:** c1910-20s

**PROPOSAL**

**Rear elevation-** The applicants are proposing to remove and replace an operable French door at the rear elevation of a non-historic addition section with (2) 2'0" wide x 4'6" high, simulated-divided light, double-hung wood windows and (1) 2'8" wide x 7'6" high, full single light, wooden door.

**Side elevation-** The proposal also includes the removal of (2) 2'8" wide x 3'0" high, wooden, double-hung windows from right side elevation of the historic massing and the installation of (3) double-hung, simulated-divided light, wooden windows in an enlarged opening. The proposal consists of the removal and replacement of (2) historic, 6/1, double-hung, wooden windows and enlargement of the window opening height by 1'0", to enable the installation of (2) 1'6" wide x 4'0" high, and (1) 2'6" wide x 4'0" high, double-hung, wooden, simulated-divided 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***

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.

The *Guidelines* that pertain 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;
- Original size and shape of window and door openings should be maintained, where feasible;
- Alterations to features that are not visible at all from the public right-of-way should be allowed as a matter of course;

### ***Montgomery County Code; Chapter 24A***

- (a) The commission shall instruct the director to deny a permit if it finds, based on the evidence and information presented to or before the commission that the alteration for which the permit is sought would be inappropriate, inconsistent with or detrimental to the preservation, enhancement or ultimate protection of the historic site or historic resource within an historic district, and to the purposes of this chapter.
- (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 insure 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
  - (3) The proposal would enhance or aid in the protection, preservation and public or private utilization of the historic site or historic resource located within an historic district in a manner compatible with the historical, archeological, architectural or cultural value of the historic site or historic district in which an historic resource is located; or
  - (4) The proposal is necessary in order that unsafe conditions or health hazards be remedied; 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

- (6) In balancing the interests of the public in preserving the historic site or historic resource located within an historic district, with the interests of the public from the use and benefit of the alternative proposal, the general public welfare is better served by granting the permit.
- (c) It is not the intent of this chapter to limit new construction, alteration or repairs to any 1 period or architectural style.
- (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:***

- #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 proportion, and massing to protect the integrity of the property and its environment.

**STAFF DISCUSSION**

**Rear elevation-** Staff finds that consistent with Takoma Park Historic District Guidelines, the proposal to remove and replace an operable French door on the rear elevation of a non-historic addition section with (2) 2'0" wide x 4'6" high, simulated-divided light, double-hung wood windows and (1) 2'8" wide x 7'6" high, full single light, wooden door as being consistent with the following review criteria:

- 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;
- Alterations to features that are not visible at all from the public right-of-way should be allowed as a matter of course;

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. The proposed rear elevation is not readily visible from the public right-of-way, and as such the proposed alterations will have negligible impact on the streetscape of the historic district.

The proposed rear elevation alterations will not destroy historic materials or features that characterize the property. The proposed materials are compatible with the historic window and door materials and appropriate for a rear elevation alteration to a non-historic addition section of the house that is not readily visible from the public right-of-way.

Staff recommends **approval** of the proposed rear elevation alterations as described in the proposal section of the staff report.

**Side elevation-** Staff finds that the proposal to remove (2) 2'8" wide x 3'0" high, wooden, double-hung windows from right side elevation of the historic massing and installation of (3) double-hung, simulated-divided light, wooden windows in a larger opening as being *inconsistent* with the following *Guidelines*



and *Standard #9*:

- 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;
- Original size and shape of window and door openings should be maintained, where feasible.

*The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* recommend against changing the number, location and size or glazing patterns of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

The proposed side elevation alterations consist of changing the number and size of the existing windows through adding three new windows and enlarging the opening in the historic massing section of the house in a location that is visible from the public right-of-way. In addition to these changes the proposal destroys the historic windows and irregular fenestration pattern of the right side elevation which characterizes the Craftsman style of the house.

The proposal is inconsistent with the Takoma Park Guidelines, which state that the "original size and shape of window and door openings should be maintained, where feasible." Staff finds that in this case maintaining the original size and shape of window openings is feasible. In a letter from the applicant's dated, November 6, 2012 they provided justification for requesting approval to alter the side elevation windows. The primary reasons stated in the letter are for improvements to cross-ventilation and accessibility purposes. (See Page 19).

Staff recommends that the HPC **deny** the applicant's proposal to alter the right side elevation of the historic massing as described in the proposal section of the staff report on Circle 1.

**STAFF RECOMMENDATION:**

Staff recommends that the Commission **approve with the condition specified on Circle 1** the HAWP application, under the Criteria for Issuance in Chapter 24A-8(b) (1) & (2), having found that the proposal is consistent with the Takoma Park Historic District Guidelines identified above, and therefore 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;

and with the general condition that the applicant shall present the **3 permit sets 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 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 [joshua.silver@mncppc-mc.org](mailto:joshua.silver@mncppc-mc.org) to schedule a follow-up site visit.



HISTORIC PRESERVATION COMMISSION  
301/563-3400

APPLICATION FOR  
HISTORIC AREA WORK PERMIT

Contact Email: \_\_\_\_\_ Contact Person: RICK VITULLO  
Daytime Phone No. (301) 806-6447  
Tax Account No.: 01072371  
Name of Property Owner: ANN MILES/CHRIS EUPPING Daytime Phone No.: \_\_\_\_\_  
Address: 7204 HOLLY AVE, TAKOMA PARK MD 20912  
Street Number City State Zip Code  
Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor Registration No.: \_\_\_\_\_  
Agent for Owner: RICHARD J. VITULLO Daytime Phone No. (301) 806-6447

**LOCATION OF BUILDING/STRUCTURE**  
House Number: 7204 Street: HOLLY AVE.  
Town/City: TAKOMA PARK Nearest Cross Street: TULIP AVE.  
Lot: P10 Block: 12 Subdivision: B.F. GILBERT'S ADD'N TO T.P.  
Liber: \_\_\_\_\_ Folio: \_\_\_\_\_ Parcel: \_\_\_\_\_

**PART ONE: TYPE OF WORK/ACTIVITY**

1A. CHECK ALL APPLICABLE:  Construct  Extend  Alter/Renovate  A/C  Slab  Room Addition  Porch  Deck  Shed  
 Move  Install  Wreck/Raze  Solar  Fireplace  Woodburning Stove  Single Family  
 Revision  Repair  Revocable  Fence/Wall (complete Section 4)  Other: \_\_\_\_\_  
1B. Construction cost estimate: \$ 50,000.00  
1C. If this is a revision of a previously approved active permit, see Permit # \_\_\_\_\_

**PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTENSION**

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: \_\_\_\_\_  
2B. Type of water supply: 01  WSSC 02  Well 03  Other: \_\_\_\_\_

**PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL**

3A. Height \_\_\_\_\_ feet \_\_\_\_\_ inches  
3B. Indicate whether the fence or retaining wall is to be constructed on one of the following locations:  
 On party line/property line  Entirely on land of owner  On public right of way/easement

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will comply with plans approved by all agencies listed and I hereby acknowledge and accept this to be a condition for the issuance of this permit.

[Signature] \_\_\_\_\_ Date: 10/12/12  
Signature of owner or authorized agent

Approved: \_\_\_\_\_ For Chairperson, Historic Preservation Commission  
Disapproved: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Application/Permit No.: 615233 Date Filed: 10/18/12 Date Issued: \_\_\_\_\_

**DESCRIPTION OF EXISTING STRUCTURE,  
ENVIRONMENTAL SETTING AND HISTORICAL FEATURES  
AT:  
7204 Holly Ave. Takoma Park, MD 20912**

*This is an "Contributing Resource" Craftsman house, built in 1923, and it is located in the Takoma Park Historic District. It is a 2-story house, basically rectangular in shape, with a basement and an unfinished attic area.*

- 1) **Structure:** *it is a wood-framed gabled structure with the ridge perpendicular to the street and currently has asphalt shingles on the gabled portions. Main roof has slope of 9:12 +/-.*
- 2) **Windows:** *The windows are predominantly painted wood double-hung sash windows with painted wood trim; the shape/proportions of the windows are approximately 2.5:1 (height:width) on the 1<sup>st</sup> floor and 2:1 on the 2<sup>nd</sup> floor. They are arranged on the facades in singles, pairs and triples and have a 6-over-1 mullion arrangement. In the rear of the kitchen, there is a contemporary wall of fixed and operable doors.*
- 3) **Frame Wall Finish:** *The exterior finish is in two parts: **lower frame wall**—pebbled stucco; **upper frame wall**—painted cedar shakes, 6" lap, with a wood band course division between frame wall sections: a 7 1/2" band course, with an ogee wood trim at top.*
- 4) **Foundation:** *The foundation is parged CMU, cool gray-painted; and approximately 3' to 4' of it is exposed.*
- 6) **Rear Addition:** *There is a more contemporary rear addition, added after the original house was built.*

**DESCRIPTION OF THE PROJECT AND ITS EFFECT ON THE  
HISTORIC RESOURCE:**

**7204 Holly Ave. Takoma Park, MD 20912**

- 1) **Side Kitchen Windows:** replacing the pair of 2'-8" wide x 3'-0" high double hung windows with three windows in a larger opening: (2) 1'-6" wide x 4'-0" high (4-over-1) double hung windows flanking (1) 2'-6" wide x 4'-0" high (6-over-1) double hung window.
- 2) **Rear Kitchen Windows/Door:** replacing one pair of 2'-4" wide x 7'-6" high operable French doors (full single lite) and one 2'-4" wide x 7'-6" high fixed door with one pair of 2'-0" wide x 4'-6" high double hung windows (6-over-1, cottage-style to match windows on later addition) and one 2'-8" wide x 7'-6" high door (full single lite).

**Chris Elfring**  
**Ann Miles**  
7204 Holly Ave.  
Takoma Park, MD 20912

**Adjoining Property Owners**

**HAWP**

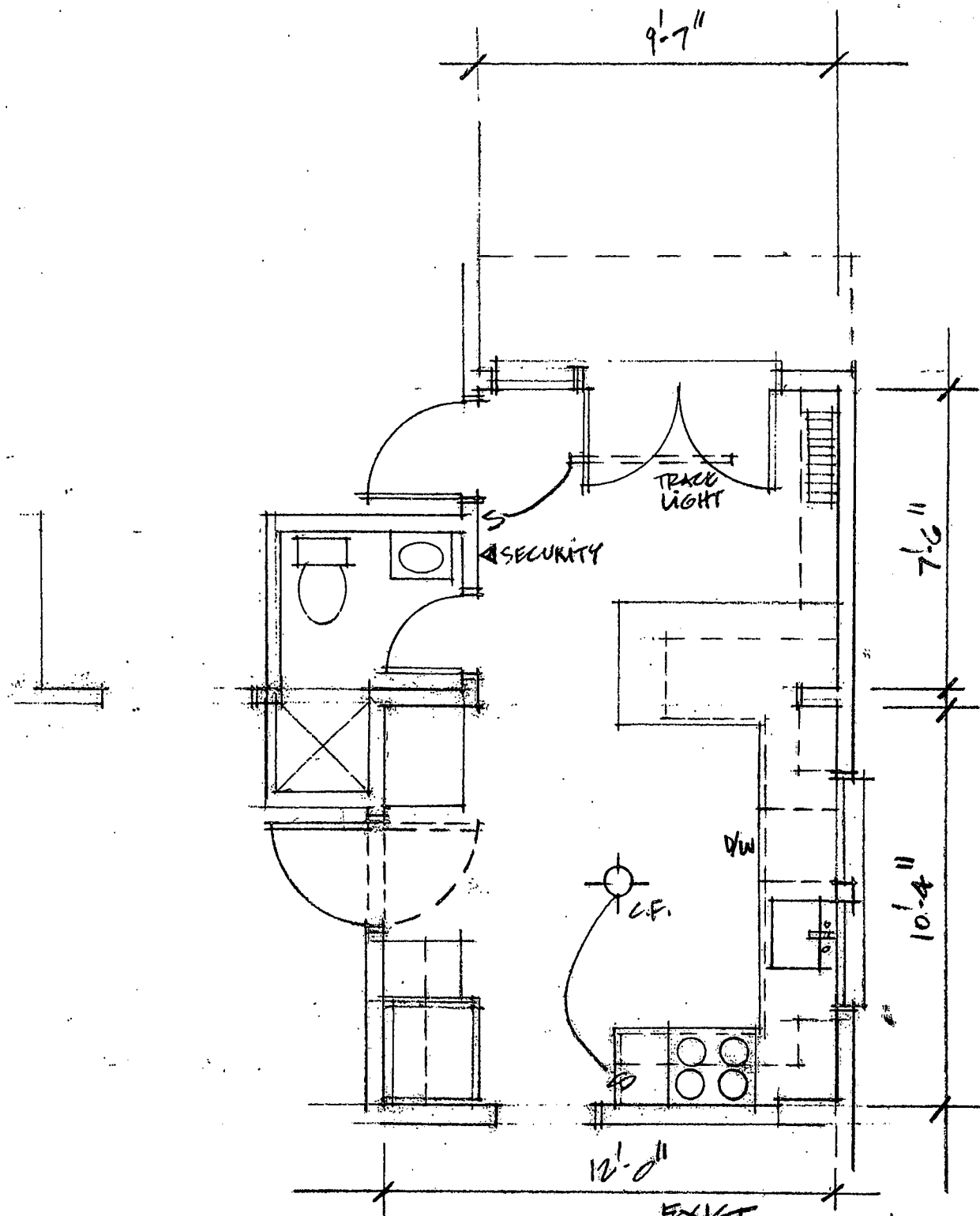
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**Jeffrey Anspacher**  
7206 Holly Ave.  
Takoma Park, MD 20912

**Peter Hardin & Karen MacPherson**  
7202 Holly Ave.  
Takoma Park, MD 20912

**Jeffrey MacMillan & Lucinda Leach**  
7203 Holly Ave.  
Takoma Park, MD 20912

**Harry & Kathleen Fulton**  
7315 Piney Branch Road  
Takoma Park, MD 20912



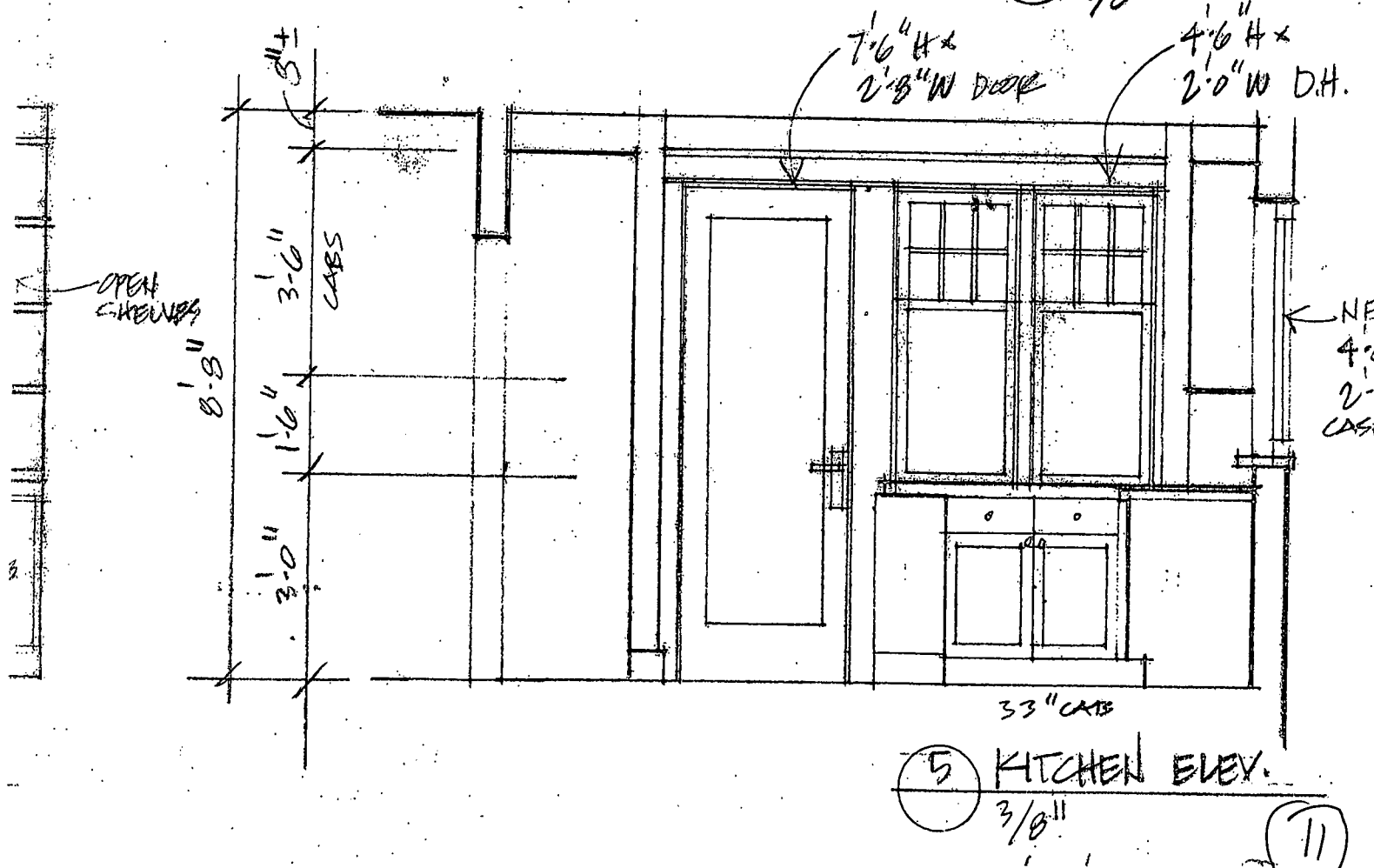
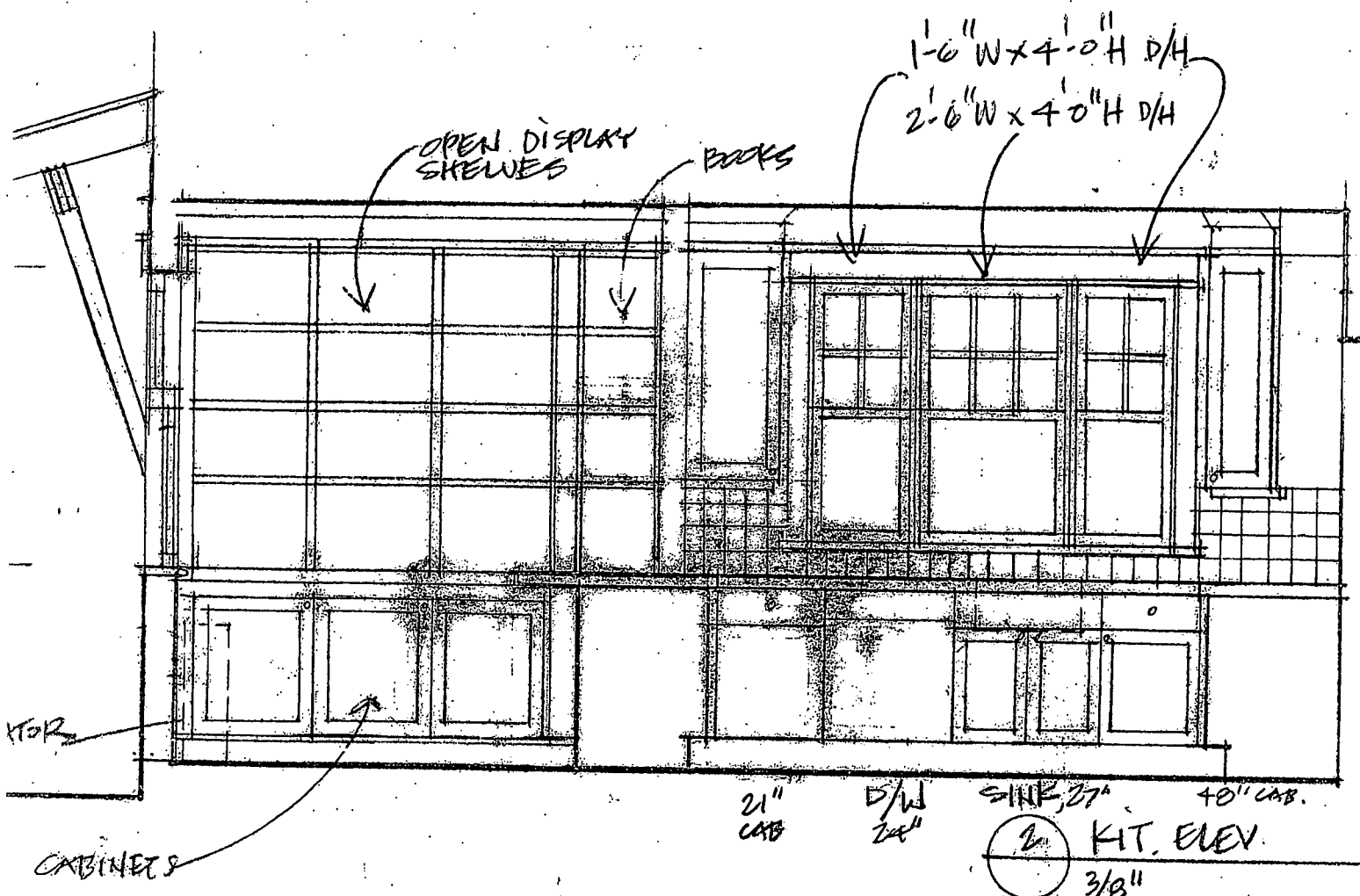
EXIST.  
 KITCHEN PLAN  
 1/4"

2/20/12

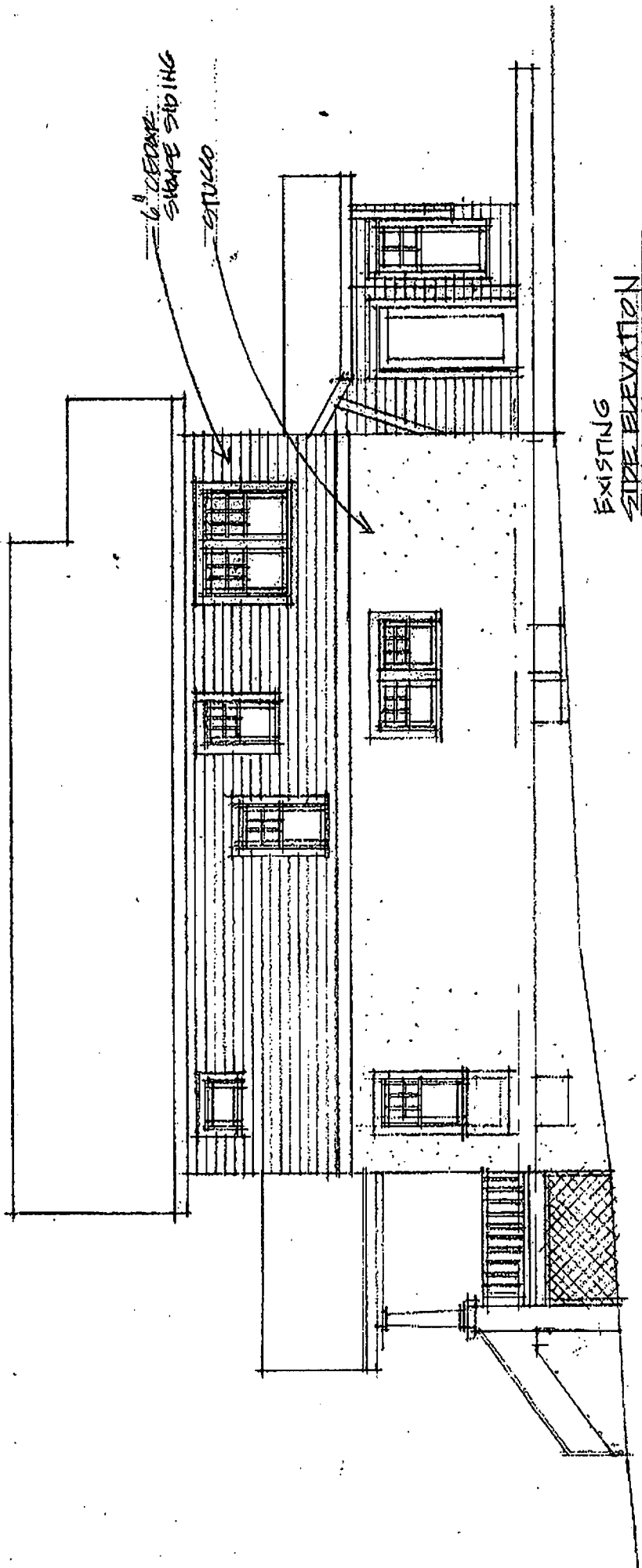
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(9)



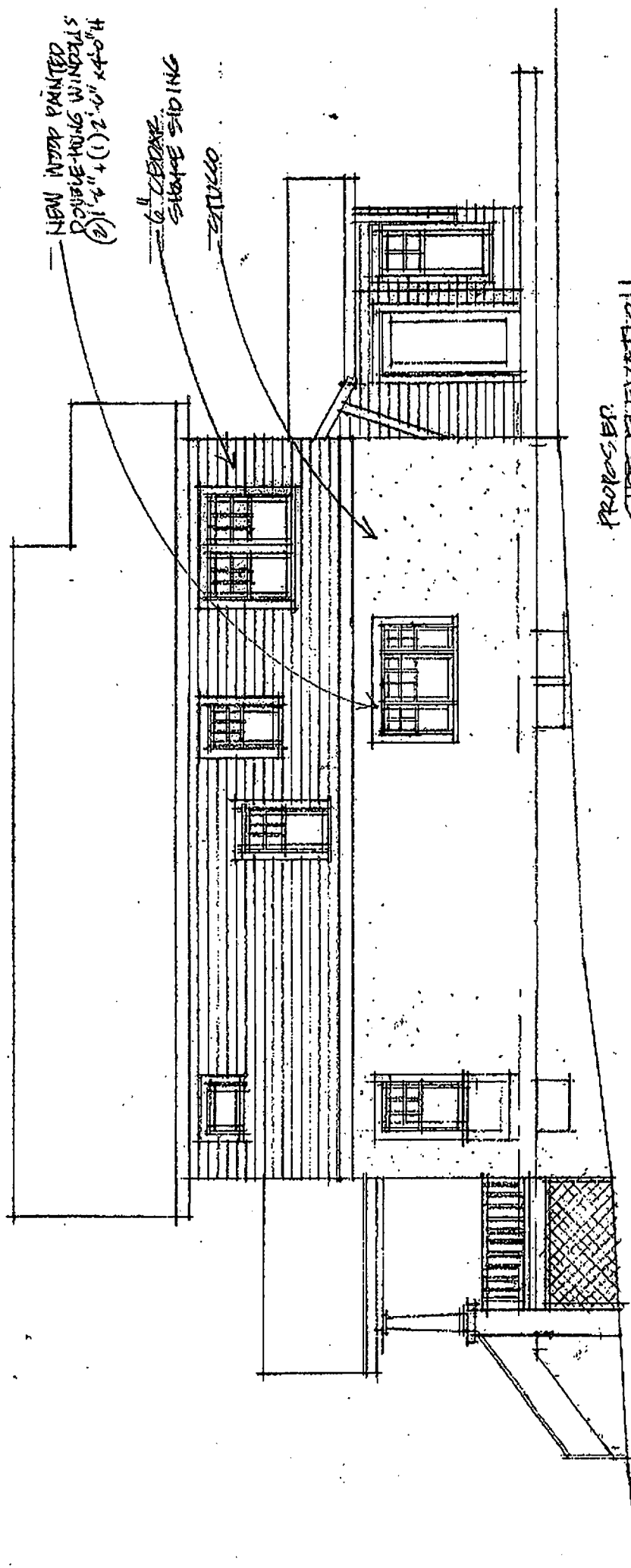






EXISTING  
SIDE ELEVATION  
1/8"

7004 HOLLY AVE.



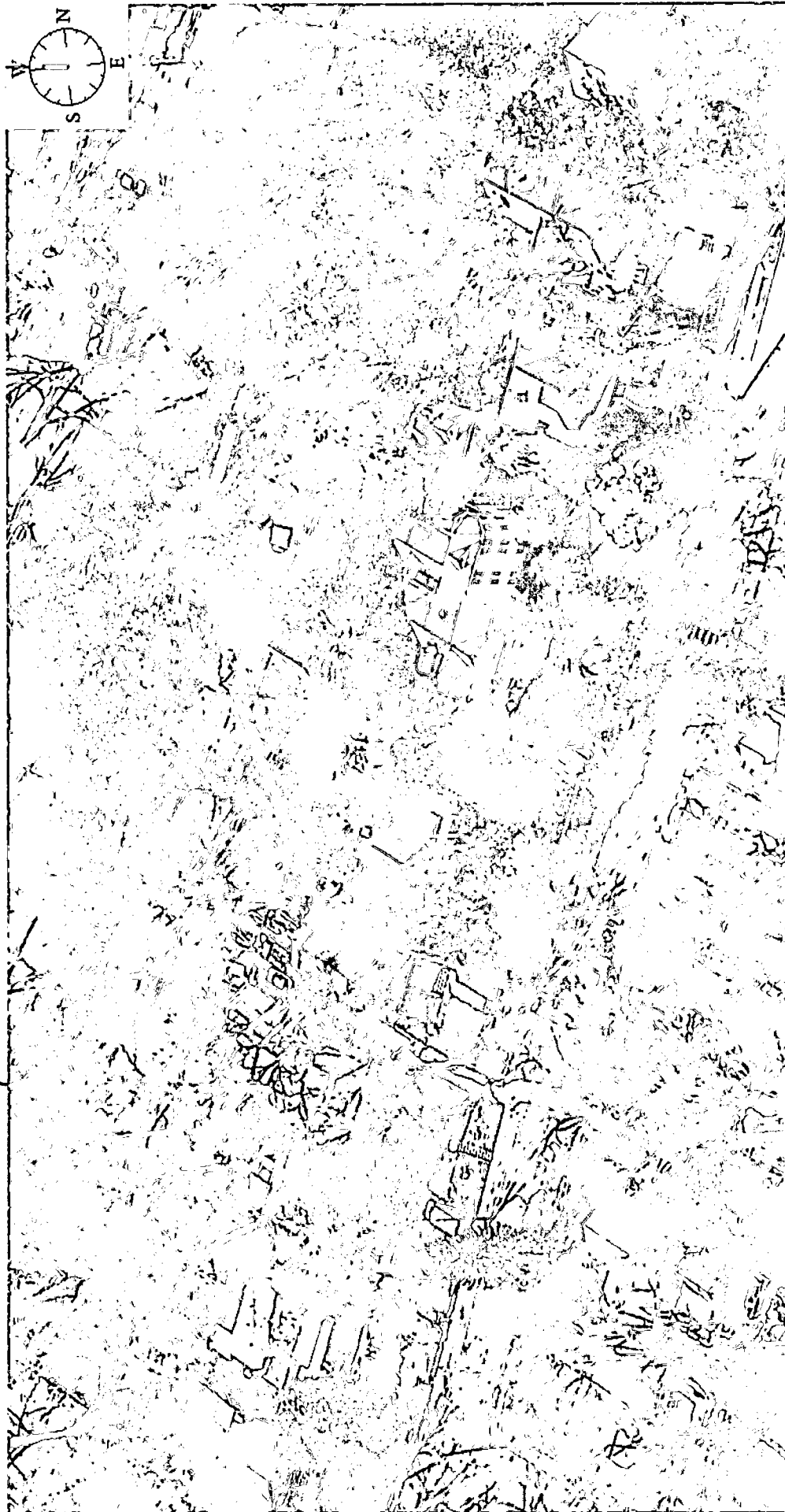
NEW INTERIOR PAINTED  
DOUBLE-HUNG WINDOWS  
(2) 1'-6" x 2'-0" + (1) 2'-0" x 4'-0"

6" CEDAR  
SHAKE SIDING

STUCCO

PROPOSED  
SIDE ELEVATION  
1/8"

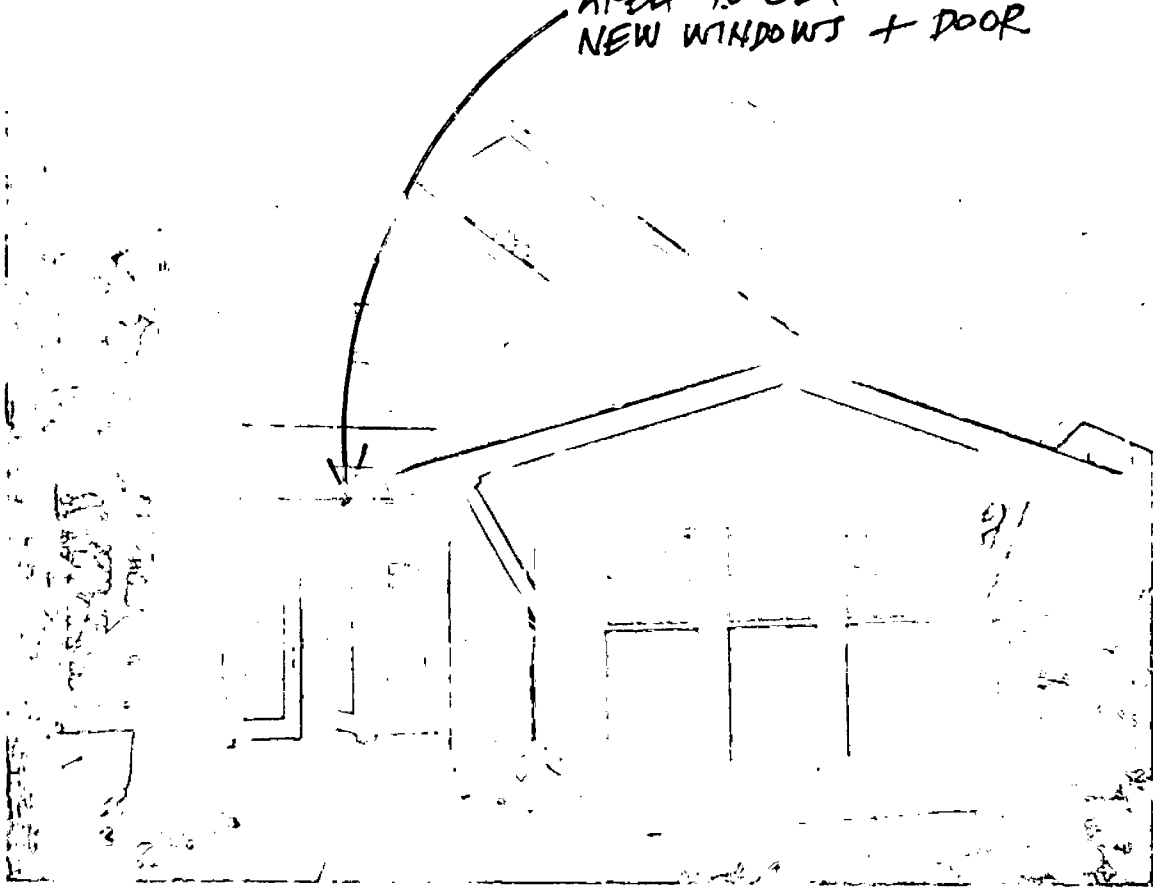
7001 HOLLY AVE.



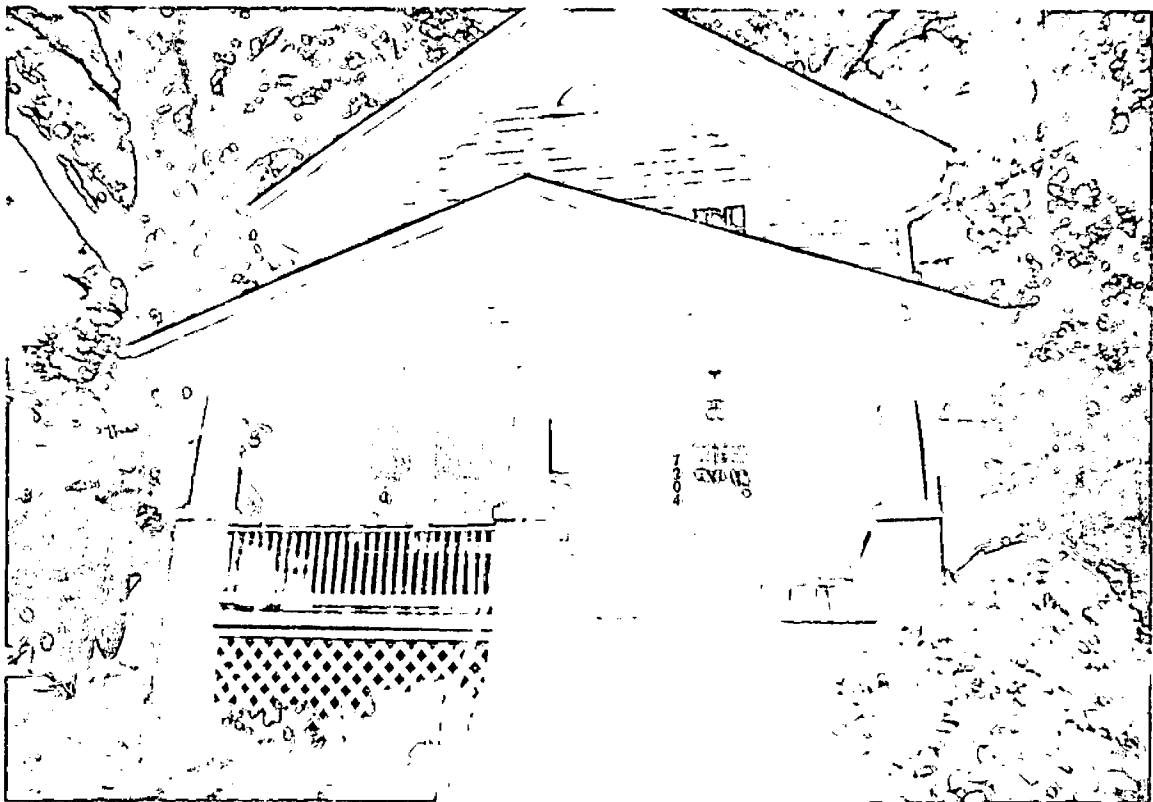
7204 HOLLY AVENUE



AREA TO GET  
NEW WINDOWS + DOOR

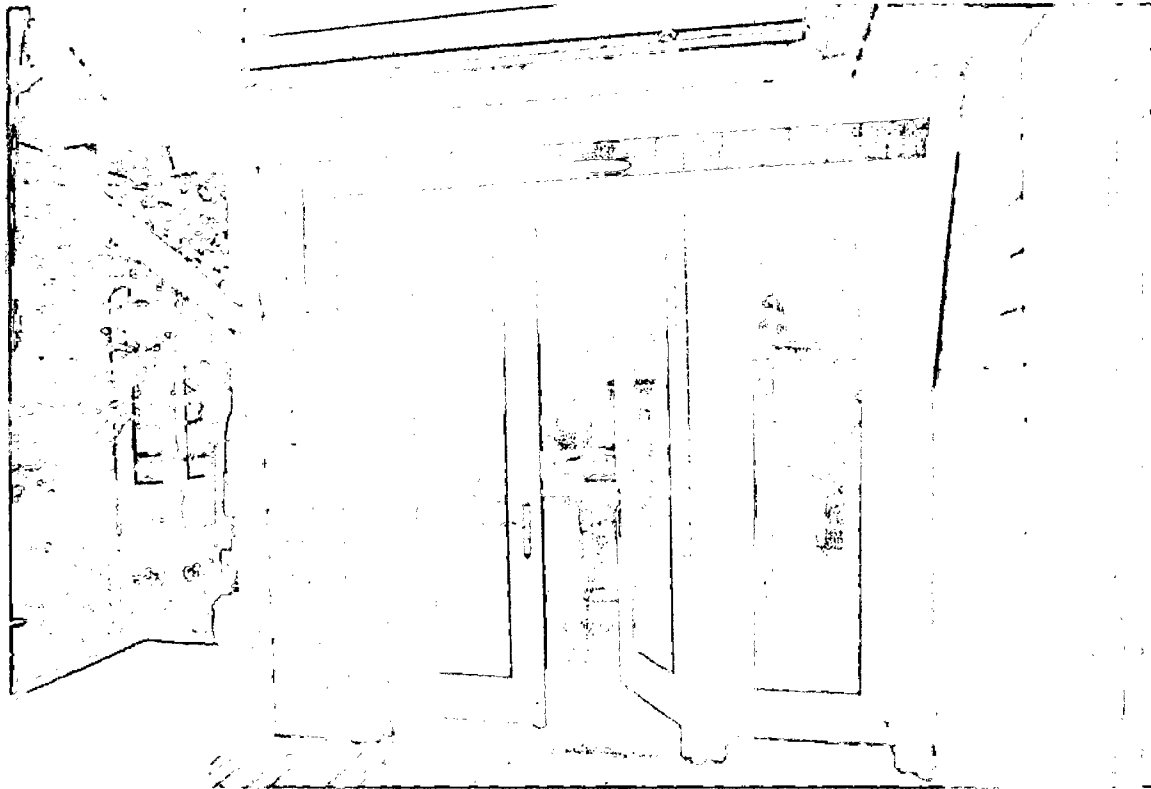


REAR



FRONT

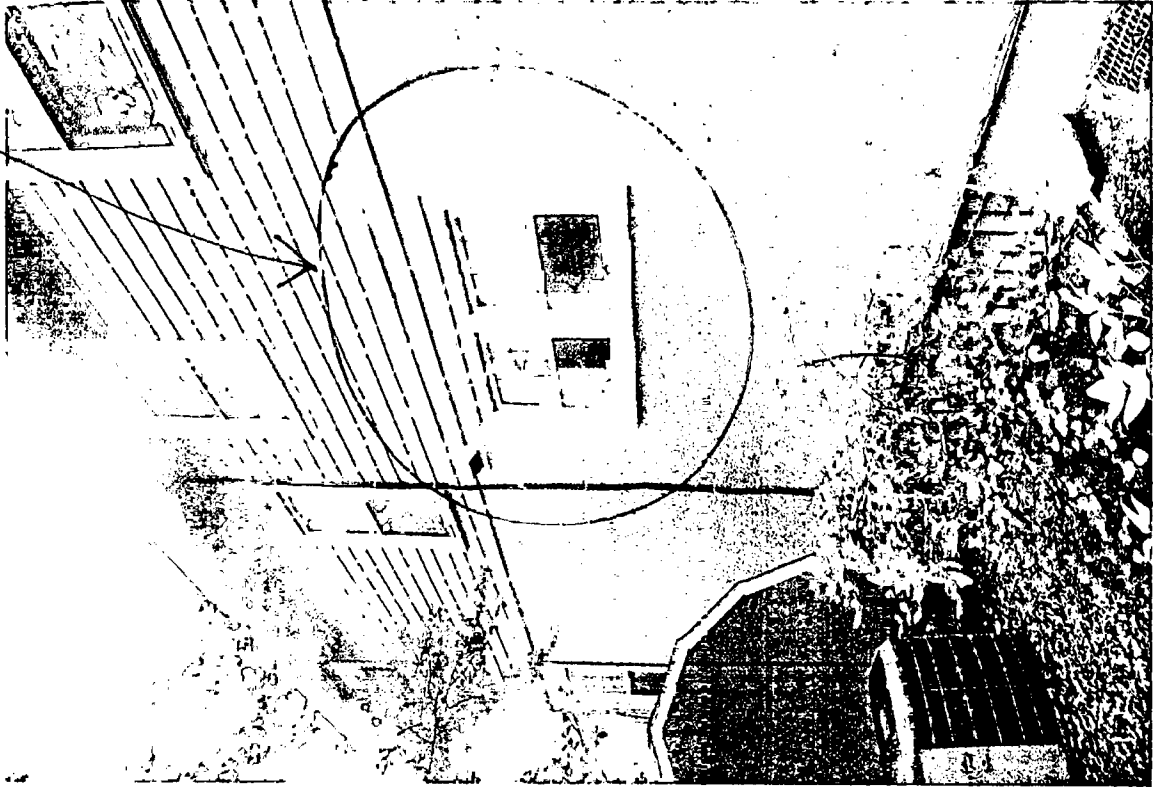
7204 HOWY AVE.  
TAKOMA PARK, MD



CLOSE-UP OF REAR

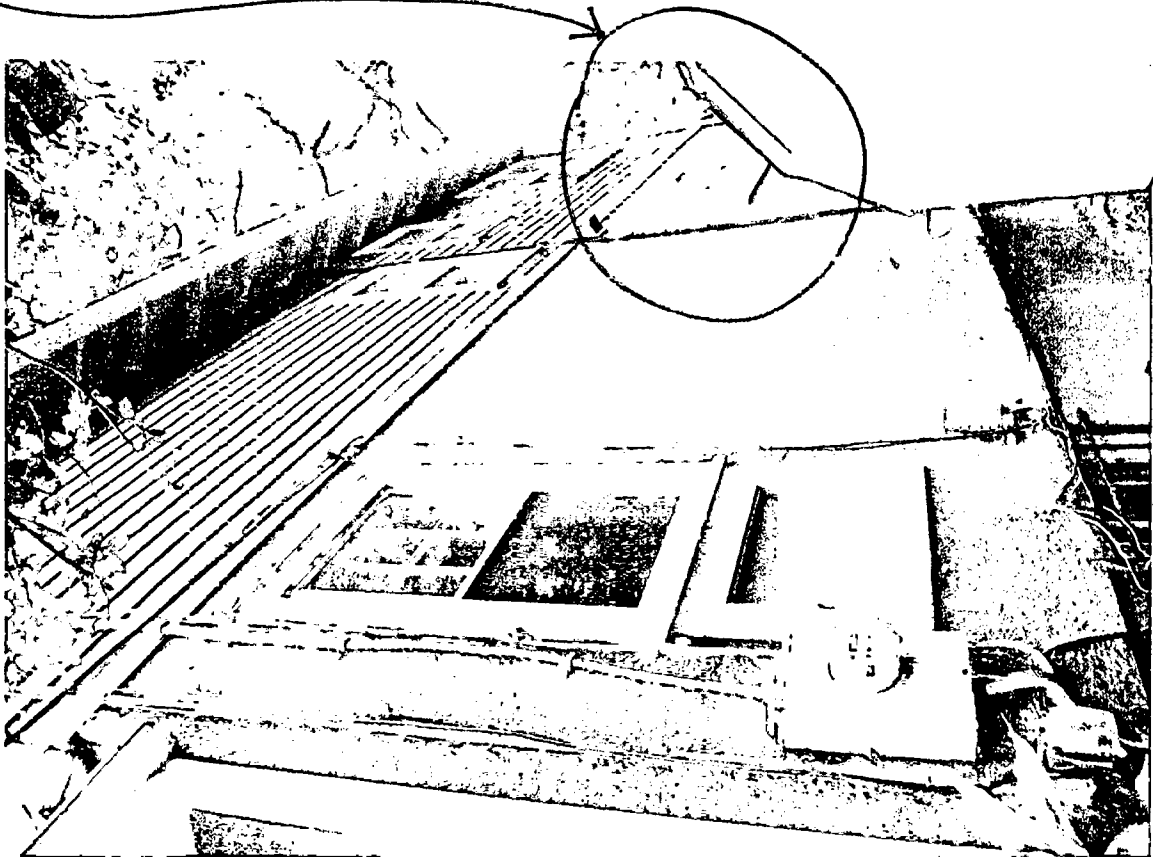
7207 HOLLY AVE.  
TAKOMA PARK, MD

EXISTING  
KITCHEN  
WINDOWS



RIGHT SIDE

7204 HOLLY AVE.  
TAKOMA PARK, MD



RIGHT SIDE, LOOKING  
FROM FRONT TOWARDS  
THE REAR

TO: Historic Preservation Commission  
FROM: Ann F. Miles and Chris Elfring, 7204 Holly Avenue, Takoma Park, MD  
SUBJECT: Application for Historic Area Work Permit  
DATE: November 6, 2012

Thank you for consideration of our Historic Area Work Permit, which describes work to be done at 7204 Holly Avenue, Takoma Park, MD. As noted on our permit application and in communications with your staff by our architect Rick Vitullo, as part of a kitchen remodel we seek to: 1) Kitchen at rear—replace the two French doors and one window with one door and two windows, and 2) Kitchen at side—replace two short (3') windows (total width+ 6'-0") with three taller (4') windows (total width+ 6'-0").

Both our architect and contractor (Andrew Deshler, Classic Craftsman Inc) have extensive experience working in historic areas. We have worked with them to carefully craft a plan that respects the historic character of our home. The changes to the rear area are not visible from the sidewalk (public right of way). Because our house sits high up on a hill (14 steps to front lawn and another 8 to house) and a shed is located a few feet from the house and between the side front window and the side kitchen windows, the side windows are barely visible. We are aware of the visibility standard but are requesting permission to replace the existing 6' wide x 3' long windows with 6' wide x 4' long windows for the reasons described below. Right now, we are unable to open and close the windows. The window latches for the double hung windows are high off the floor (6'2") and can be reached only across a 2' countertop, so we cannot open the windows nor, at 5'4" tall, actually even see out the windows. To open the windows, we need to climb on a stool and then the counter top where the sink is located. Being unable to open the windows means we cannot provide cross-ventilation in our kitchen without risking a fall. We seek to install windows that are completely consistent with the character of the house (painted wood, double hung sash windows with painted wood trim, with 6 over 1 mullion arrangement on middle window flanked by 4 over 1 mullion arrangement window on either side). Because of the lower sill height we will be able to safely open and shut these windows without having to climb on a stool.

We ask that the Commission approve our request. We thank the Commission staff for working with us.

Sincerely, Ann F. Miles and Chris Elfring

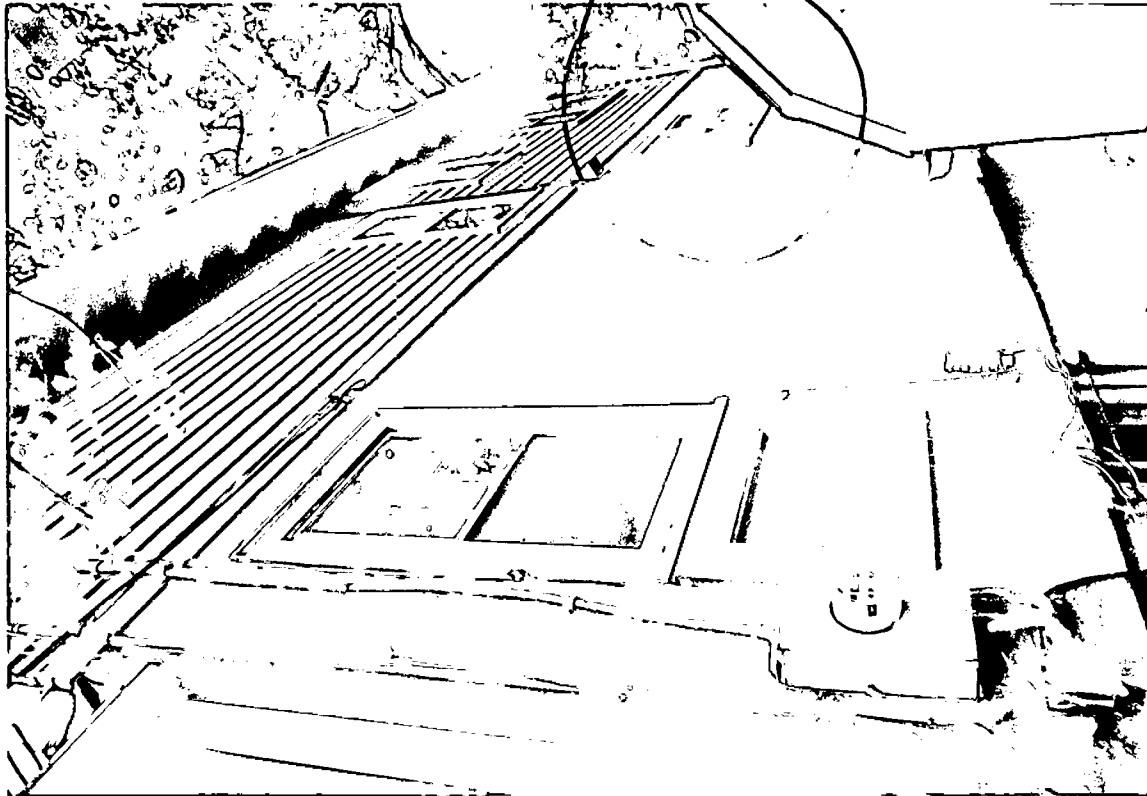


EXISTING  
KITCHEN  
WINDOWS



RIGHT SIDE

7204 HOLLY AVE.  
TAKOMA PARK, MD



RIGHT SIDE, LOOKING  
FROM FRONT TOWARDS  
THE REAR

**Chris Elfring**  
**Ann Miles**  
7204 Holly Ave.  
Takoma Park, MD 20912

**Adjoining Property Owners**

**HAWP**

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