



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Karen Burditt
Chair

Date: August 14, 2025

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services

FROM: Devon Murtha
Historic Preservation Section
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #1125778 – Tree Removal

The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **Approved with one condition** at the August 13, 2025 HPC meeting. The one condition is that

1. The applicant must plant one (1) replacement 1.5" caliper canopy tree on the property.

The HPC staff has reviewed and stamped the attached submission materials.

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: Stephanie Papa
Address: 20 Hickory Avenue, Takoma Park, MD 20912

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 work is complete, the applicant will contact Devon Murtha at 301-495-1328 or devon.murtha@montgomeryplanning.org to schedule a follow-up site visit.





FOR STAFF ONLY:
HAWP# 1125778
DATE ASSIGNED _____

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

APPLICANT:

Name: Stephanie Papa
Address: 20 Hickory Ave
Daytime Phone: 203-570-2630

E-mail: stephanie.d.papa@gmail.com
City: Takoma Park Zip: 20912
Tax Account No.: _____

AGENT/CONTACT (if applicable):

Name: _____
Address: _____
Daytime Phone: _____

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

LOCATION OF BUILDING/PREMISE: MIHP # of Historic Property _____

Is the Property Located within an Historic District? ☒ 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: _____

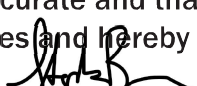
Lot: _____ Block: _____ Subdivision: _____

TYPE OF WORK PROPOSED: See the checklist on Page 4 to v
for proposed work are submitted with this application. Incc
be accepted for review. Check all that apply:

- | | |
|---|--|
| ☐ New Construction | ☐ Deck/Porch |
| ☐ Addition | ☐ Fence |
| ☐ Demolition | ☐ Hardscape/Landscape |
| ☐ Grading/Excavation | ☐ Roof |

- | |
|-------------------------------------|
| ☐ |
| ☐ |
| ☒ |
| ☐ |
| ☐ |

I hereby certify that I have the authority to make the foregoing a
and accurate and that the construction will comply with plans re
agencies and hereby acknowledge and accept this to be a condition for the issuance of this permit.


Signature of owner or authorized agent

APPROVED
Montgomery County
Historic Preservation Commission

REVIEWED 7/17/2025
By Devon.Murtha at 12:38 pm, Aug 14, 2025

HAWP APPLICATION: MAILING ADDRESSES FOR NOTIFYING
[Owner, Owner's Agent, Adjacent and Confronting Property Owners]

Owner's mailing address

Stephanie Papa
20 Hickory Ave
Takoma Park, MD 20912

Owner's Agent's mailing address

Adjacent and confronting Property Owners mailing addresses

Susan Hearn and Mike Desautels
18 Hickory Ave
Takoma Park, MD 20912

Jim and Mokie Porter
22 Hickory Ave
Takoma Park, MD 20912

Shari Friedman and David Christy
24 Montgomery 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:

Two-floor plus basement single family home located at 20 Hickory Avenue in Takoma Park, MD.

Structures and features:

- Front porch
- Front path
- Front medium-sized oak tree
- Front left driveway
- Fenced backyard
- Back left tulip poplar tree (for removal)
- Back deck and hardscaping
- Tiered garden backyard

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

Removal of large tulip poplar tree in back left of house. Has received permit for removal by the City of Takoma Park, MD.



REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025

Work Item 1: Removal of Tulip Poplar Tree

Description of Current Condition:

Assessment from City of Takoma Park:
Healthy, minimal tip dieback, moderately vigorous. Canopy has previously been reduced, most reduction cuts appear well made, few appear to be topping cuts. Interior branching is present, but overall canopy is not dense. 40% Live crown ratio, slightly slender. Strong buttress root flare. Largest tree in the closest vicinity. Moderate impact to canopy loss if removed. Located within 3 feet of home. Tree is leaning away from home. However, branch failure is more typical of this species profile. Recent 6.19.2025 storm dropped multiple branches up to 8 inches diameter.

Overall healthy, main concerns for this tree are branch failure over the home. There is one branch overhanging the home that appears to have been topped and may be hazardous.

Proposed Work:

Removal

Work Item 2: _____

Description of Current Condition:

Proposed Work:

Work Item 3: _____

Description of Current Condition:

Proposed Work:

APPROVED

Montgomery County

Historic Preservation Commission



REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025



Stephanie Papa <stephanie.d.papa@gmail.com>

Tree Removal Request :: W013124-062025 - 15-Day Appeal Period Complete

Online Customer Service Center <TakomaParkMD@mycusthelp.com>
To: "stephanie.d.papa@gmail.com" <stephanie.d.papa@gmail.com>

Thu, Jul 10, 2025 at 7:07 AM

07/10/2025

APPLICATION NUMBER [W013124-062025](#)

Stephanie Papa
20 Hickory Avenue
Takoma Park, MD 20912

Re: Tree Removal Application at:
20 Hickory Ave
Takoma Park MD 20912

Dear Stephanie Papa:

Your Tree Removal Request for the above referenced tree has passed its 15-Day Appeal Period and is now eligible for a City of Tacoma Park Tree Removal Permit after you satisfy the replacement planting obligation to compensate for the lost tree canopy. This notice provides details regarding this obligation as well as how to take the correct steps to move your permit application forward.

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 have three ways you can satisfy this replacement planting obligation:

- 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 equivalent basal area of larger trees up to 3" caliper. For 1.5" trees required is **(18) tree(s)**
- Trees must be planted on a private property within the City **the City's boundaries.**
- Trees must be of the same size category as the tree that v is the **(LARGE)** category.
- Trees must be selected from the Approved Tree Species list <https://library.takomaparkmd.gov/DocumentCenter/Species-List-PDF>
- Documentation of the completed planting must be provided with plant the trees within six months is a violation of the law.

**REVIEWED**

By Devon.Murtha at 12:39 pm, Aug 14, 2025

- 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 **(18) tree(s)**, or: **(\$5616)**

HOW TO COMPLETE THE REPLACEMENT PLANTING AGREEMENT ONLINE:

1. Click the following link to view your Tree Removal Request in MyTKPK: [W013124-062025](#)
2. Enter the email address you used to apply for the permit, if prompted for it.
3. Scroll down to "Replacement Planting Agreement". For "Replacement Plan" select "Pay Fee in Lieu of Planting", "Plant the Required Trees", or "Combination of Tree Planting and Fee Payment" and fill in the information you are asked for.

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

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.

**REVIEWED****By Devon.Murtha at 12:39 pm, Aug 14, 2025**



Stephanie Papa <stephanie.d.papa@gmail.com>

INVOICE - Tree Removal Application #W013124-062025

Online Customer Service Center <TakomaParkMD@mycusthelp.com>
To: "stephanie.d.papa@gmail.com" <stephanie.d.papa@gmail.com>

Thu, Jul 17, 2025 at 10:24 AM

RE: Tree Removal Application, Reference # [W013124-062025](#)

Dear Stephanie Papa,

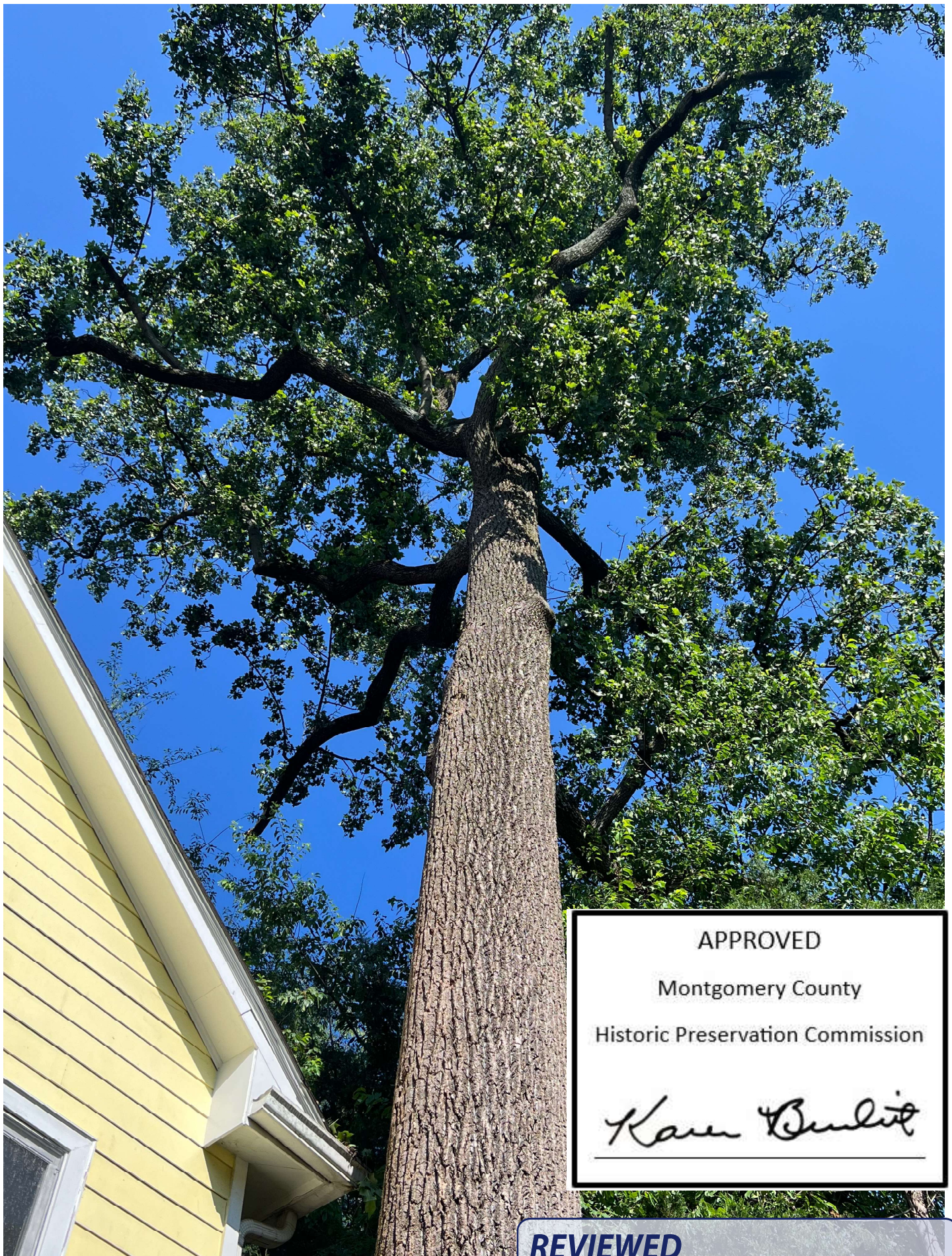
Your selection for how you intend to fulfill the replanting requirement for Tree Removal Request W013124-062025 has been updated. Public Works staff will review your selection and generate an invoice for the applicable fee-in-lieu amount. An email notification will be sent to you when your invoice is ready.

APPROVED

Montgomery County

Historic Preservation Commission

REVIEWED*By Devon.Murtha at 12:39 pm, Aug 14, 2025*



APPROVED

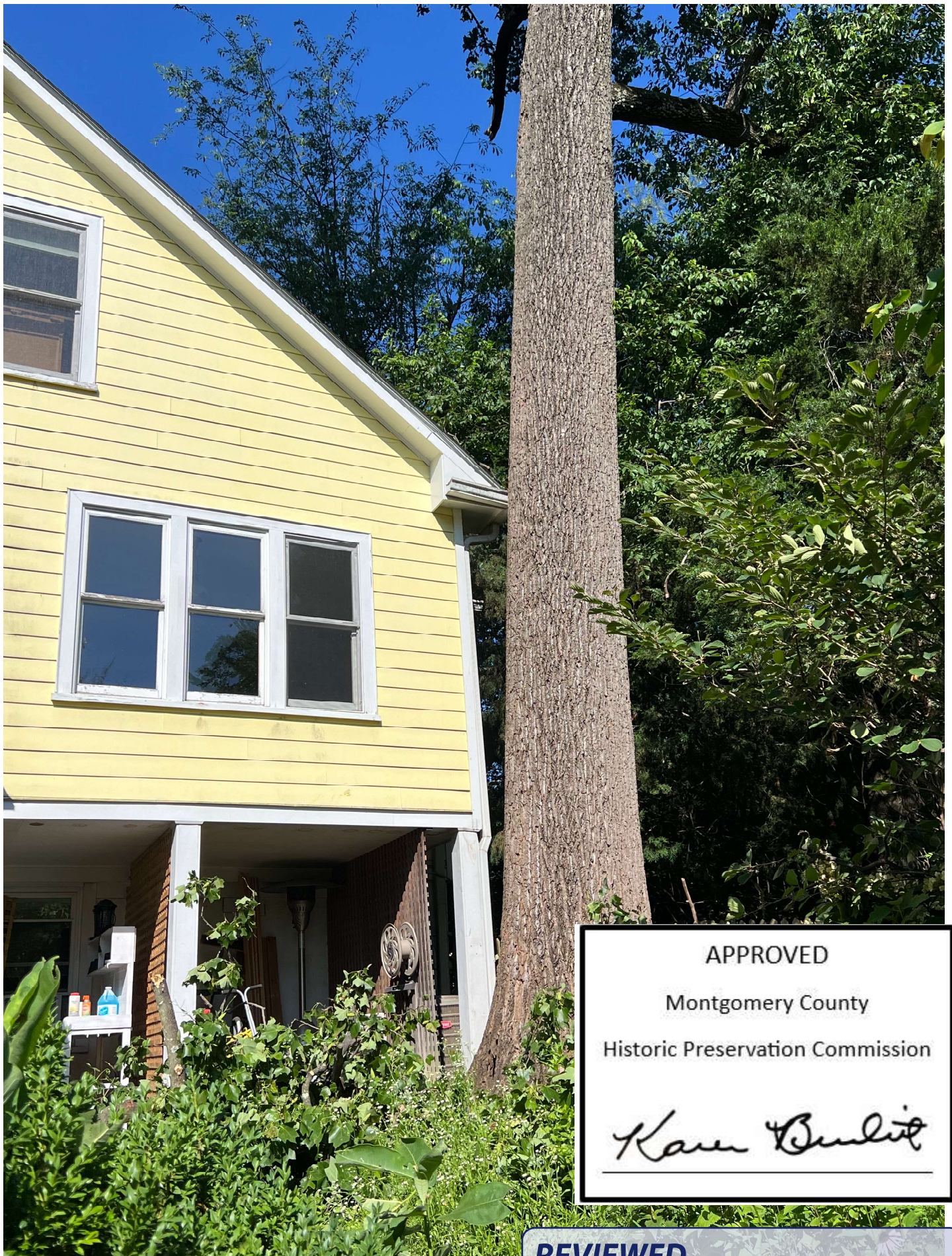
Montgomery County

Historic Preservation Commission

Karen Buntz

REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025



APPROVED

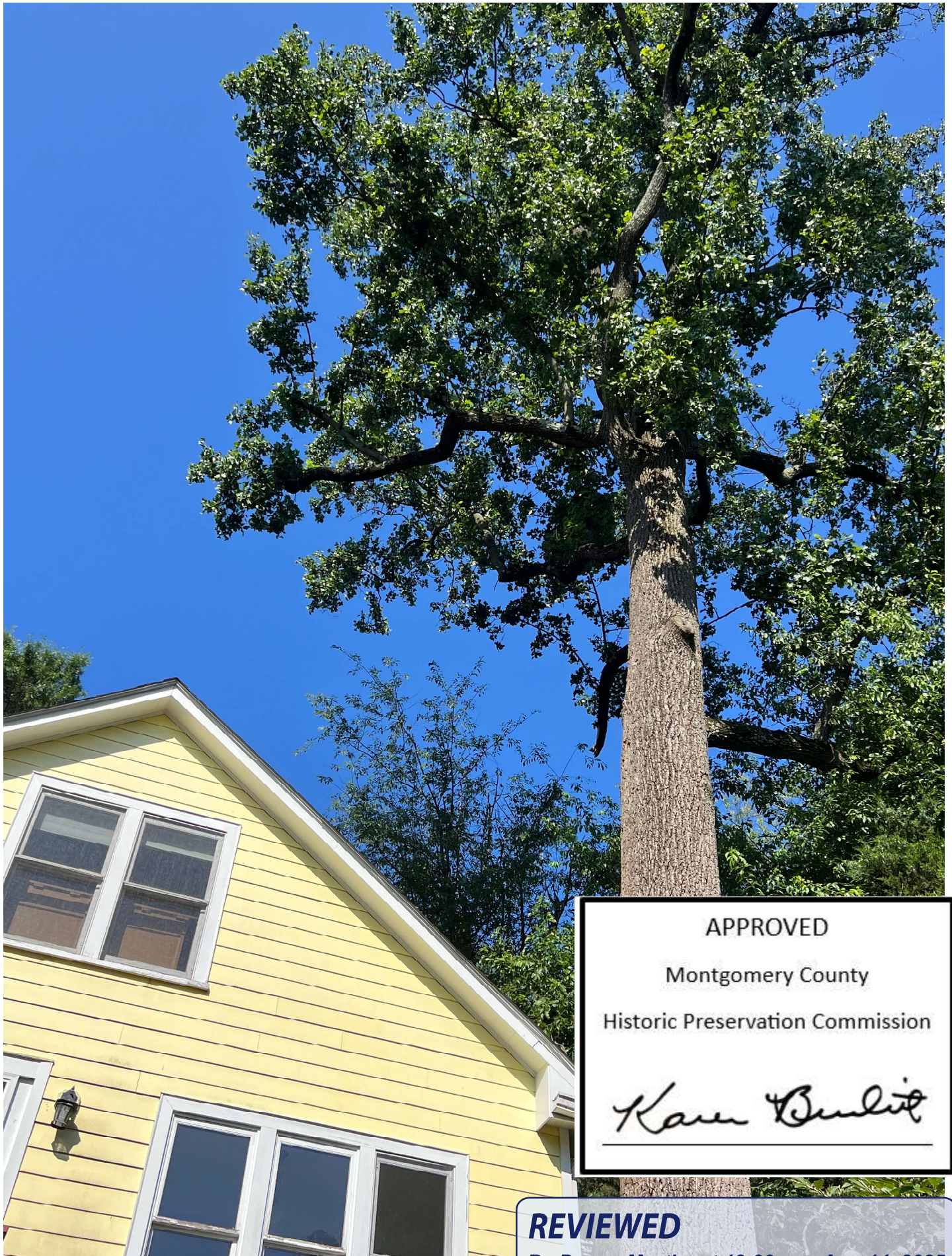
Montgomery County

Historic Preservation Commission

Karen Buehl

REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025



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Montgomery County

Historic Preservation Commission

Karen Bunkle

REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025



APPROVED

Montgomery County

Historic Preservation Commission

Karen Dunlap

REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025

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	*	*	*	*	*		*



REVIEWED

By Devon.Murtha at 12:39 pm, Aug 14, 2025