



HISTORIC PRESERVATION COMMISSION

Marc Elrich
County Executive

Karen Burditt
Chair

Date: 8/14/2025

MEMORANDUM

TO: Rabbiah Sabbakhan
Department of Permitting Services

FROM: Laura DiPasquale
Historic Preservation Section
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #1124626 – Dormer alterations

The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached applications for a Historic Area Work Permit (HAWP). This application was **approved** at the August 13, 2025 HPC meeting.

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: Mary and Ed Bartlett; Todd McPhee (Agent)
Address: 4 West Melrose Street, Chevy Chase

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 Laura DiPasquale at 301-495-2167 or laura.dipasquale@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:

4 W Melrose is located on a tree lined street with a sidewalk that fronts a brick stairway that takes you up a flight of stairs to the front entrance. There is also a two car garage at street level down a short driveway. The home is yellow sided with white trim and dark green shutters and front door. There is a walkable flat copper roof over the gutter and slate roof over the main two story home.

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

Remove two casement windows at the rear west dormer. New shorter casement windows will be installed to correct the flashing and prevent further leaking. The new windows will approximate the appearance and size of the opposite dormer windows on the east side of the house.

REVIEWED

By Laura DiPasquale at 10:42 am, Aug 14, 2025

APPROVED

Montgomery County

Historic Preservation Commission



Work Item 1: Window Casements

Description of Current Condition:

Windows are too close to the roof line and need to be removed and replaced to raise up the sil and properly flash this area. Windows are not of historic fabric, but are on a historic home, one of the 12th built in Chevy Chase Village.

Proposed Work:

R&R casements windows with new shorter casements; frame a small section of wall to flash with copper and side with lap wood siding to match the existing siding. The existing trim will be removed and reset, and/or replaced with matching trim as required. New siding and trim will be painted at the dormer.

Work Item 2: _____

Description of Current Condition:

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By Laura DiPasquale at 10:42 am, Aug 14, 2025

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Historic Preservation Commission

Karen Benoit

Work Item 3: _____

Description of Current Condition:

Proposed Work:

WEST DORMER



WEST DORMER WINDOWS ARE FLUSH WITH ROOF LINE.
NEW WEST DORMER WINDOWS WILL BE RAISED TO
FLASH DORMER WALL AT ROOF LINE.

EAST DORMER



EAST DORMER WINDOWS ABOVE ROOF LINE WITH COPPER FLASHING AT ROOF LINE. THE NEW WEST
DORMER REPLACEMENT WINDOWS WILL MATCH THE EAST DORMER WALL AESTHETIC.

INDEX OF SHEETS

- HAWP 1- BARTLETT WEST DORMER EXISTING WINDOWS EXTERIOR VIEW (scale 3/4" = 1')
- HAWP 2- BARTLETT WEST DORMER WINDOW REPLACEMENTS EXTERIOR VIEW (scale 3/4" = 1')
- HAWP 3- BARTLETT WEST DORMER COPPER APRON FLASHING DETAIL (scale 3" = 1')
- HAWP 4- BARTLETT WEST DORMER REPLACEMENT WINDOWS (Andersen) SPECS

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By Laura DiPasquale at 10:42 am, Aug 14, 2025

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BARTLETT WEST DORMER EXISTING WINDOWS 3/4 EXTERIOR VIEW
4 WEST MELROSE STREET CHEVY CHASE, MD 20815

HAWP-1
SCALE 3/4"=1'

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NEW WINDOWS
TWIN CASEMENT TO
MATCH EAST DORMER

NEW WINDOWS RAISED
ABOVE ROOF LINE FOR
APRON FLASHING

NEW WINDOW TRIM TO MATCH EXISTING

NEW CEDAR SIDING TO INFILL WALL BELPW
SHORTER WINDOWS

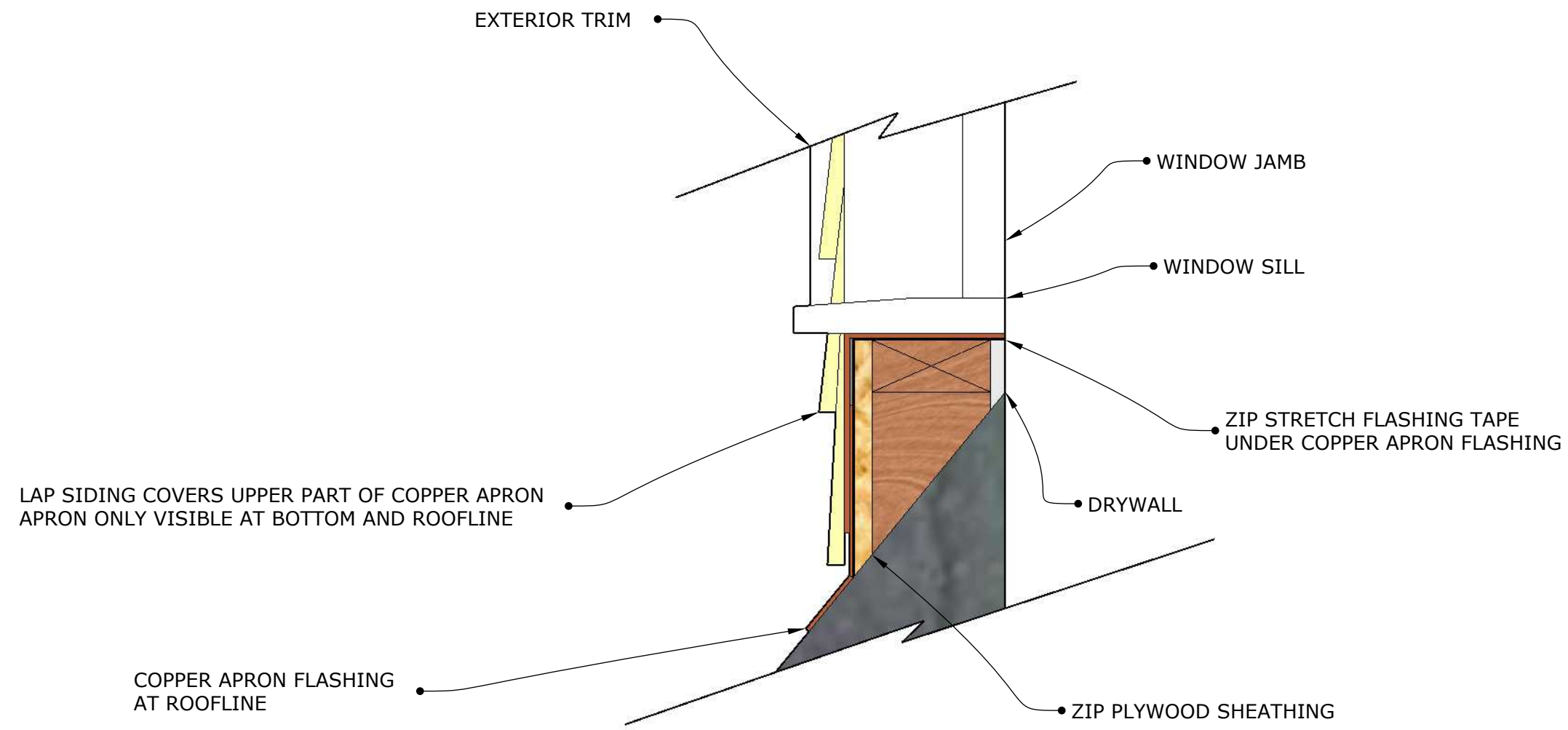
COPPER APRON FLASHING

BARTLETT WEST DORMER WINDOW REPLACEMENTS
4 WEST MELROSE STREET CHEVY CHASE, MD 20815

HAWP 2
SCALE 3/4"=1'

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By Laura DiPasquale at 10:43 am, Aug 14, 2025

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Historic Preservation Commission
Karen Benoit



BARTLETT WEST DORMER REPLACEMENT WINDOWS FLASHING & WALL SECTION DETAIL
4 WEST MELROSE STREET CHEVY CHASE, MD 20815

HAWP-3
SCALE 3" = 1'

SOLD BY:

 Artisan Windows Llc
 15416 Tierra Dr
 Silver Spring, MD 20906-1266

SOLD TO:
CREATED DATE

4/15/2025

LATEST UPDATE

4/15/2025

OWNER

Kelly Thurman

Abbreviated Quote Report

QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
Melrose Street 400	Unassigned Project	7376096		

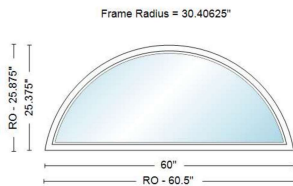
ORDER NOTES:
DELIVERY NOTES:
Item
Qty
Operation
Location

100

1

Fixed

None Assigned


RO Size: 60 1/2" x 25 7/8"
Unit Size: 60" x 25 3/8"

ASW 5'X2' 1 3/8", Unit, Complementary Eyebrow, 2 7/8" Frame Depth, Direct Set, White Exterior Frame, Pine w/White - Painted Interior Frame, Fixed, Dual Pane Low-E4 Standard Argon Fill Stainless Glass / Grille Spacer, Flexible White Drip Cap Wrapping: 4 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jambs, Factory Applied, 3 1/4" WM445 Pine / White - Painted Arch Casing, Pine / White - Painted 3 7/8" x 3 7/8" 2 Plinth Block(s)

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.29	0.35	NO

REVIEWED

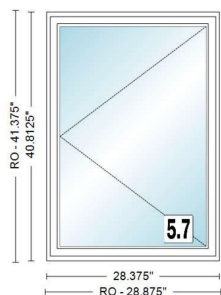
By Laura DiPasquale at 10:43 am, Aug 14, 2025

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Montgomery County

Historic Preservation Commission





<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
200	2	Left	Stock size CW135

RO Size: 28 7/8" x 41 3/8"

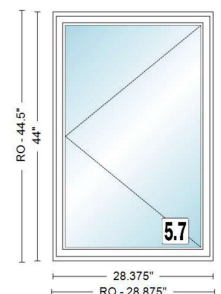
Unit Size: 28 3/8" x 40 13/16"

CW135, Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Left, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Contemporary Folding, White, White, Full Screen, Aluminum Wrapping: 4 9/16" Interior Extension Jamb Pine / White - Painted Standard Head and Side Member Extension Jamb, Factory Applied

Hardware: PSC Contemporary Folding White PN:1361561

Insect Screen 1: 400 Series Casement, CW135 Full Screen Aluminum White PN:1345075

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.32	NO	A1	22.5660	36.3810	5.70120



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
300	2	Left	Custom Size

RO Size: 28 7/8" x 44 1/2"

Unit Size: 28 3/8" x 44"

PSC 2' 4 3/8"X3' 8", Unit, 400 Series Casement, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Left, Hinge for Widest Clear Opening, Dual Pane Low-E4 Standard Series Argon Fill Traditional Trim Stop Profile Stainless Glass / Grille Spacer, Contemporary Folding, White, White, Full Screen, Aluminum Wrapping: 4 9/16" Interior Extension Jamb Pine / White - Painted Standard Head and Side Member Extension Jamb, Factory Applied

Hardware: PSC Contemporary Folding White PN:1361561

Insect Screen 1: 400 Series Casement, PSC 28.375 x 44 Full Screen Aluminum White

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.28	0.32	NO	A1	22.5660	39.5680	6.20060

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By Laura DiPasquale at 10:43 am, Aug 14, 2025

APPROVED

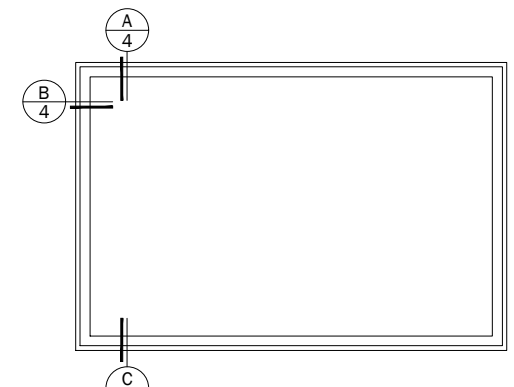
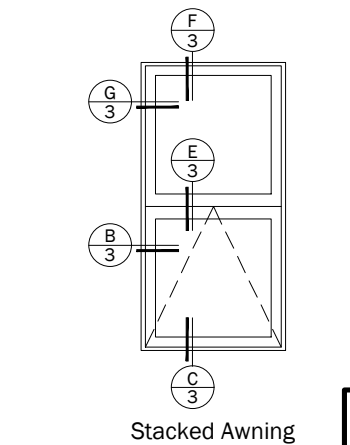
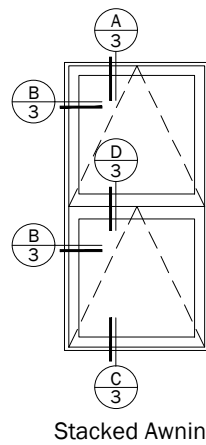
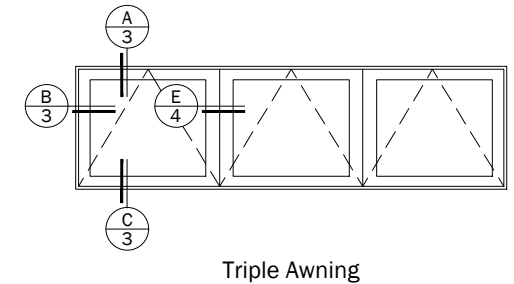
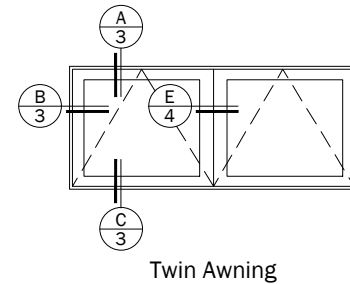
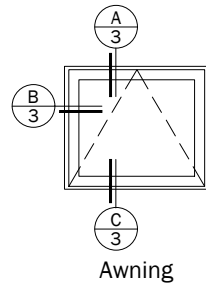
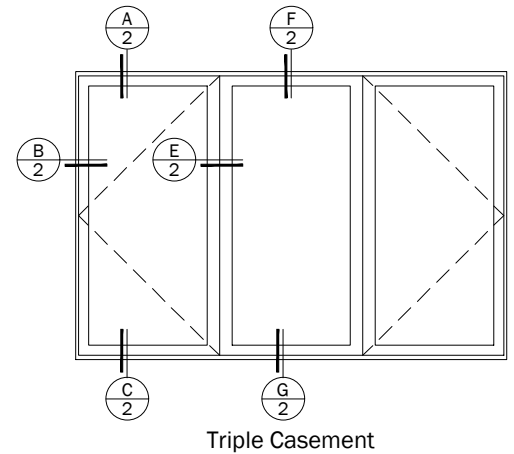
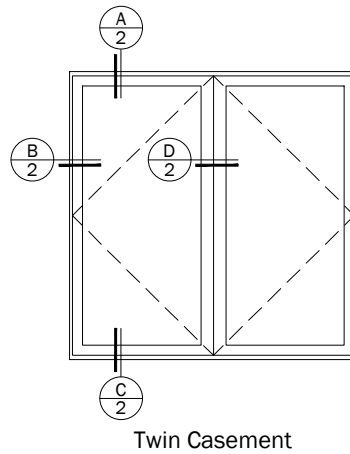
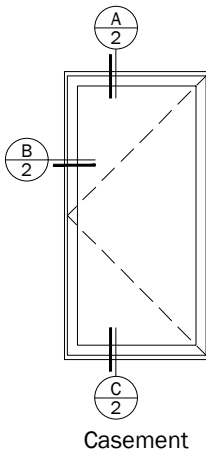
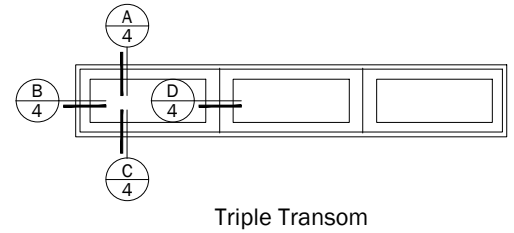
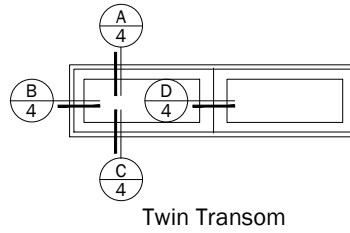
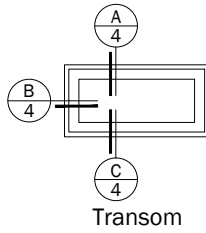
Montgomery County

Historic Preservation Commission

Karen Bunkit

400 SERIES

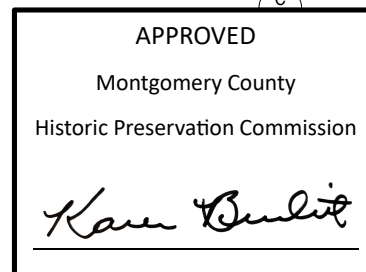
Casement & Awning Windows



REVIEWED

Notes:
 By **Laura DiPasquale** at 10:43 am, Aug 14, 2025.
 Dimensions in parentheses are in millimeters.

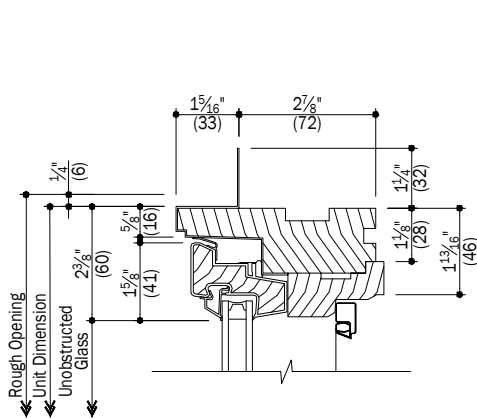
See Pages 5 & 6 for Accessories



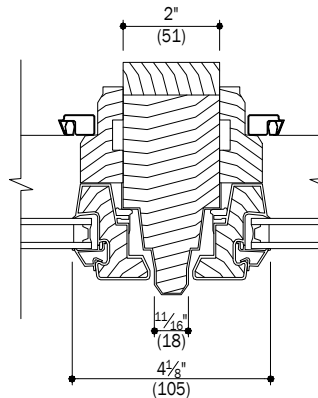
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 Scale: None

400 SERIES

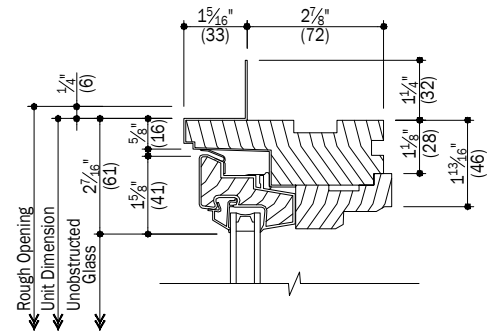
Casement & Awning Windows



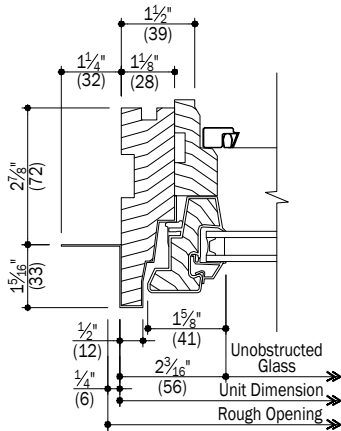
A Head
2 Operating Casement



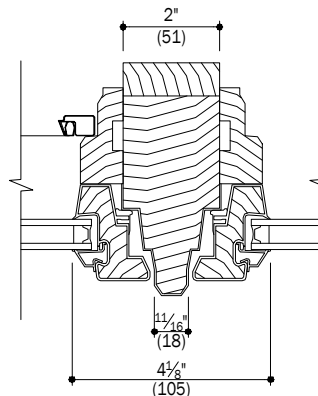
D Vertical Integral Join
2 Operating Casmt/Operating Casmt



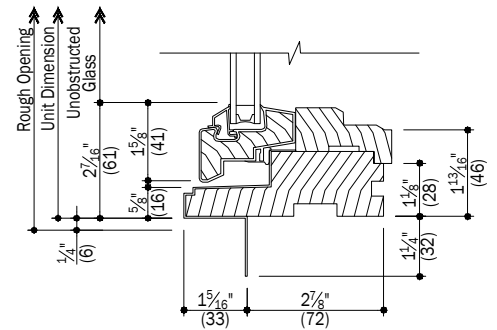
F Head
2 Stationary Casement



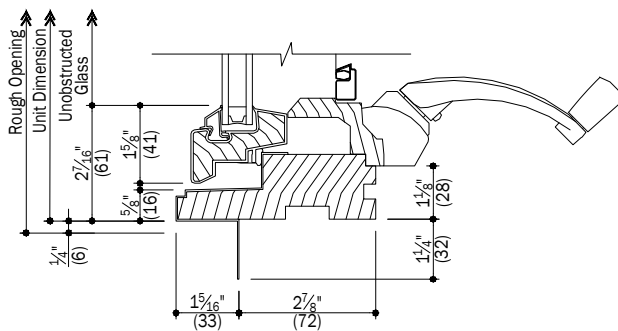
B Jamb
2 Operating Casement



E Vertical Integral Join
2 Operating Casmt/Stationary Casmt



G Sill
2 Stationary Casement



C Sill
2 Operating Casement

REVIEWED

By Laura DiPasquale at 10:43 am, Aug 14, 2025

Notes:

Details have been optimized for use in architectural software and do not match manufacturing specifications.
Dimensions in parentheses are in millimeters.

See Pages 5 & 6 for Accessories

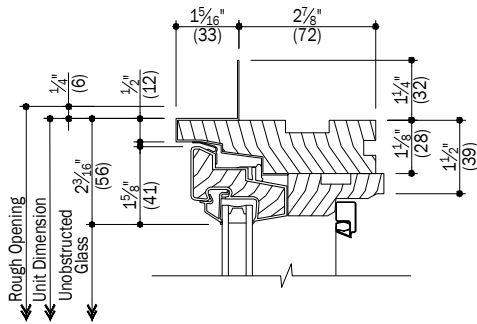
APPROVED
Montgomery County
Historic Preservation Commission

Karen D. Smith

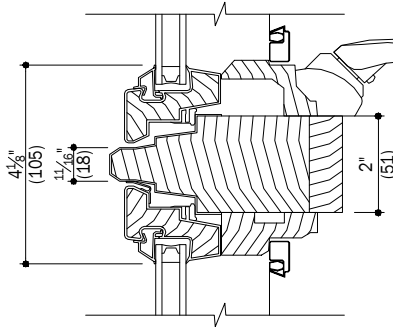
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400 SERIES

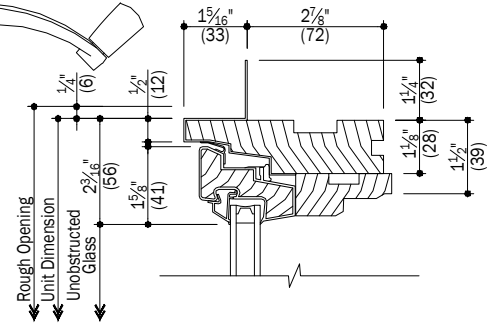
Casement & Awning Windows



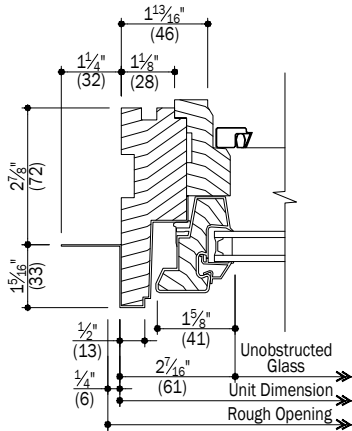
A Head
3 Operating Awning



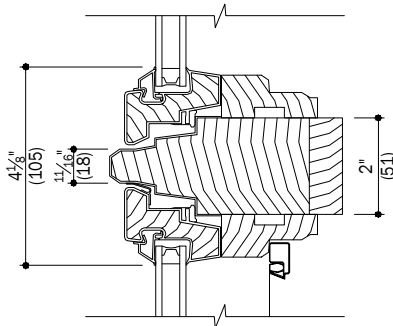
D Horizontal Integral Join
3 Operating Awning/Operating Awning



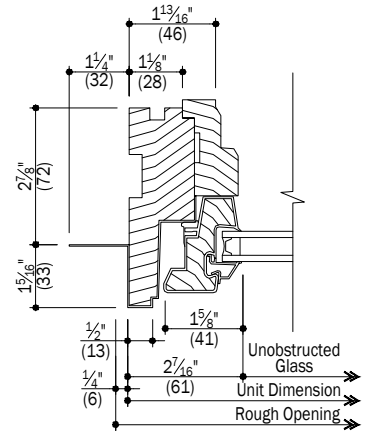
F Head
3 Stationary Awning



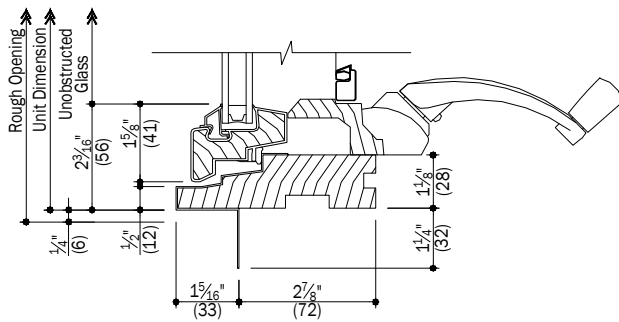
B Jamb
3 Operating Awning



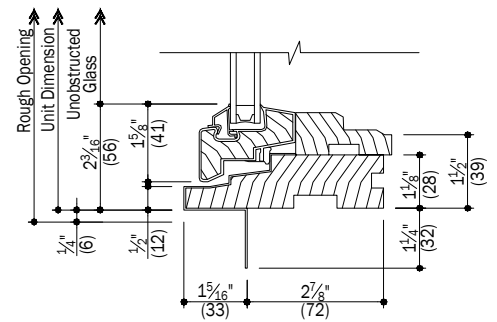
E Horizontal Integral Join
3 Stationary Awning/Operating Awning



G Jamb
3 Stationary Awning



C Sill
3 Operating Awning



H Sill
3 Stationary Awning

Notes:
REVIEWED
 See Pages 5 & 6 for Accessories
 By Laura DiPasquale at 10:43 am, Aug 14, 2025

Andersen Windows, Inc. reserves the right to change drawing specifications without notice

APPROVED
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Karen Bulleit

Date: 10/04/16
 Scale: 3" (76) = 1' (305)