

37/3-97ZZ 7217 Cedar Avenue  
(Takoma Park Historic District)

37/3-97ZZ 7217 Cedar Avenue (REV.)  
(Takoma Park Historic District)



## MONTGOMERY COUNTY DEPARTMENT OF PARK AND PLANNING

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION

8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Date: 11/18/98

**MEMORANDUM**

TO: Robert Hubbard, Director  
Department of Permitting Services

FROM: Gwen Wright, Coordinator *GW*  
Historic Preservation

SUBJECT: Historic Area Work Permit

The Montgomery County Historic Preservation Commission has reviewed the attached application for an Historic Area Work Permit. This application was:

Approved

Denied

Approved with Conditions: \_\_\_\_\_

(1) New windows will be wood, 6/1 true-divided light.

(2) No snap-in grills will be utilized

and HPC Staff will review and stamp the construction drawings prior to the applicant's applying for a building permit with DPS; and

THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERENCE TO THE APPROVED HISTORIC AREA WORK PERMIT (HAWP).

Applicant: Shirley True

Address: 7017 Cedar Avenue Takoma Park, MD 20912

and subject to the general condition that, after issuance of the Montgomery County Department of Permitting Services (DPS) permit, the applicant arrange for a field inspection by calling the DPS Field Services Office at (301)217-6240 prior to commencement of work and not more than two weeks following completion of work.



MONTGOMERY COUNTY DEPARTMENT OF PARK AND PLANNING

THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION

8787 Georgia Avenue  
Silver Spring, Maryland 20910-3760

Date: 11/18/98

MEMORANDUM

TO: Historic Area Work Permit Applicants

FROM: Gwen Wright, Coordinator *GW*  
Historic Preservation Section

SUBJECT: Historic Area Work Permit Application - Approval of Application/Release of  
Other Required Permits

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Enclosed is a copy of your Historic Area Work Permit application, approved by the Historic Preservation Commission at its recent meeting, and a transmittal memorandum stating conditions (if any) of approval.

\* You may now apply for a county building permit from the Department of Permitting Services (DPS) at 250 Hungerford Drive, second floor, in Rockville. Please note that although your work has been approved by the Historic Preservation Commission, it must also be approved by DPS before work can begin.

When you file for your building permit at DPS, you must take with you the enclosed forms, as well as the Historic Area Work Permit that will be mailed to you directly from DPS. These forms are proof that the Historic Preservation Commission has reviewed your project. For further information about filing procedures or materials for your county building permit review, please call DPS at 301-217-6370.

If your project changes in any way from the approved plans, either before you apply for your building permit or even after the work has begun, please contact the Historic Preservation Commission staff at 301-563-3400.

Please also note that you must arrange for a field inspection for conformance with your approved HAWP plans. Please inform DPS/Field Services at 301-217-6240 of your anticipated work schedule.

Thank you very much for your patience and good luck with your project!

\* Please bring your 2 permit sets (plus 1 extra for our files) to our office for HPC stamp prior to applying at DPS.

# APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Person: Shirley True  
Daytime Phone No.: (301) 588-8896

Tax Account No.: 1068573

Name of Property Owner: Shirley True Daytime Phone No.: (301) 588-8896

Address: 7217 Cedar Ave Takoma Park md 20912  
Street Number City Street Zip Code

Contractor: TBD Phone No.: \_\_\_\_\_

Contractor Registration No.: \_\_\_\_\_

Agent for Owner: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

### LOCATION OF BUILDING/PREMISE

House Number: 7217 Street: Cedar Avenue

Town/City: Takoma Park Nearest Cross Street: Tulip Avenue

Lot: 10 Block: 5 Subdivision: Takoma Park

Liber: 13485 Folio: 389 Parcel: \_\_\_\_\_

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

#### 1A. CHECK ALL APPLICABLE:

- Construct
- Extend
- Alter/Renovate
- Move
- Install
- Wreck/Raze
- Revision
- Repair
- Revocable

#### CHECK ALL APPLICABLE:

- A/C
- Slab
- Room Addition
- Solar
- Fireplace
- Woodburning Stove
- Fence/Wall (complete Section 4)
- Other: dormer for window
- Porch
- Deck
- Shed
- Single Family
- Sliding Glass Door

1B. Construction cost estimate. \$ TBD

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

### PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: n/a

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.

Shirley A. True  
Signature of owner or authorized agent

Revised 27 Oct. 1998  
23 Nov 1999  
Shirley A. True

Approved: [Signature]

For Chairperson, Historic Preservation Commission 11/18/98 (3)

Permit # 9810290061

- 10/29/98  
Pg 1 of 12

37/3-97ZZ(Rev)

Shirley True  
Oct 27, 1998

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

**1. WRITTEN DESCRIPTION OF PROJECT**

a. Description of existing structure(s) and environmental setting, including their historical features and significance:

1918 Bungalow - Class. 2 Resource

b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

repaired 2-17-97  
I would like to add sliding glass doors in place of existing windows & a screened porch to have direct access/egress from the kitchen to the back yard. Design & workmanship will be consistent with architectural features of house.

**SITE PLAN**

I would like to add a small dormer + roof window to existing office + also 2 side windows in office.

- a. the scale, north arrow, and date.
- b. dimensions of all existing and proposed structures; and
- c. site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

NOTE: NO WORK HAS BEEN DONE FOR PORCH YET.

**3. PLANS AND ELEVATIONS**

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- a. **Schematic construction plans**, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- b. **Elevations (facades)**, with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

**4. MATERIALS SPECIFICATIONS**

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

**5. PHOTOGRAPHS**

- a. Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- b. Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on



## HISTORIC PRESERVATION COMMISSION STAFF REPORT

Address: 7217 Cedar Avenue

Meeting Date: 11/18/98

Resource: Takoma Park Historic District

Review: HAWP

Case Number: 37/3-97ZZ REVISION

Tax Credit: No

Public Notice: 11/4/98

Report Date: 11/10/98

Applicant: Shirley True

Staff: Robin D. Ziek

PROPOSAL: Rear alterations

RECOMMENDATIONS: APPROVAL  
w/CONDITIONS

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### PROJECT DESCRIPTION

RESOURCE: Contributing Resource in Takoma Park Historic District

STYLE: Bungalow

DATE: c1910s

The subject property is a 1-1/2 story wood frame bungalow, with wood siding at the first floor level and wood shingles above. The applicant came before the HPC on 12/17/97 for a request for alterations to the rear of the house, including the replacement of a window with a new door; and construction of a new screened porch at the rear of the house. This was approved. (See circle 14,15)

### PROJECT PROPOSAL

The applicant proposes to add a dormer and "roof window" to the existing rear addition which serves as an office (see Circle 6,8). In addition, the applicant would like to add two side windows to this back room which would face into the approved screened porch. The new windows would match the existing 6/1 light wood windows.

### STAFF COMMENTS

Staff notes that the choice of matching materials is appropriate to the historic district. The proposed "roof window" which appears to be an extended skylight would not be visible at all from the public right-of-way. As this would be added to a one-story structure at the back of the house, the impact on the neighbors would be minimized.

### STAFF RECOMMENDATION

Staff recommends that, **with the following conditions**, the Commission find this proposal consistent with the purposes of Chapter 24A-8(b)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;

and with Secretary of the Interior's Standards for Rehabilitation #2:

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

and with the Takoma Park Guidelines for Contributing Resources:

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

**CONDITIONS:**

1) The new windows will be wood, 6/1 true-divided light. No snap-in grills will be utilized.

and subject to the general conditions that, 1) the applicant will provide HPC staff with the permit set for review and stamping prior to applying to DPS for a building permit; and 2) after issuance of the Montgomery County Department of Permitting Services (DPS) permit, the applicant arrange for a field inspection by calling the DPS Field Services Office at (301) 217-6240 prior to commencement of work and not more than two weeks following completion of work.

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- Construct
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- Alter/Renovate
- Move
- Install
- Wreck/Raze
- Revision
- Repair
- Revocable

#### CHECK ALL APPLICABLE:

- A/C
- Slab
- Room Addition
- Dormer for window
- Porch
- Deck
- Shed
- Solar
- Fireplace
- Woodburning Stove
- Single Family
- Fence/Wall (complete Section 4)
- Other: Sliding Glass Door

1B. Construction cost estimate: \$ TBD

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

### PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: n/a

2B. Type of water supply: 01  WSSC 02  Well 03  Other: n/a

### 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.

Shirley A. True  
Signature of owner or authorized agent

Revised 27 Oct. 1998  
23 Nov 1997  
Shirley A. True Date

Approved: \_\_\_\_\_ For Chairperson, Historic Preservation Commission

Permit # 9810290061

- 10/29/98  
Pg 1 of 2

37/3-9722 (Rev)



Shirley True  
Oct 27, 1998

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REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

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1918 Bungalow - Class. 2 Resource

b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

reopened  
2-17-97

I would like to add sliding glass doors in place of existing windows & a screened porch to have direct access/egress from the kitchen to the back yard. Design & workmanship will be consistent with architectural features of house.

**✓ SITE PLAN**

I would like to add a small dormer + roof window to existing office + also 2 side windows in office.

a. the scale, north arrow, and date:

b. dimensions of all existing and proposed structures; and

c. site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

NOTE: NO WORK HAS BEEN DONE FOR PORCH YET.

**3. PLANS AND ELEVATIONS**

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b. Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

**4. MATERIALS SPECIFICATIONS**

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**5. PHOTOGRAPHS**

a. Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.

b. Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on

MAP APPLICATION: ADDRESSES OF ADJACENT & CONFRONTING PROPERTY OWNERS

7215 Cedar      ~~DAVID A. & ACD WESTBROOK~~  
 Tak PK  
 20912  
 (left of house)      Terry Steinberg +  
    Robert Lanza

7221 Cedar      Peter S. + S.S. BANWELL  
 (right of house)

7218 Cedar      CHRISTINE V. + JOHN  
 (across the      SIMPSON  
 street)

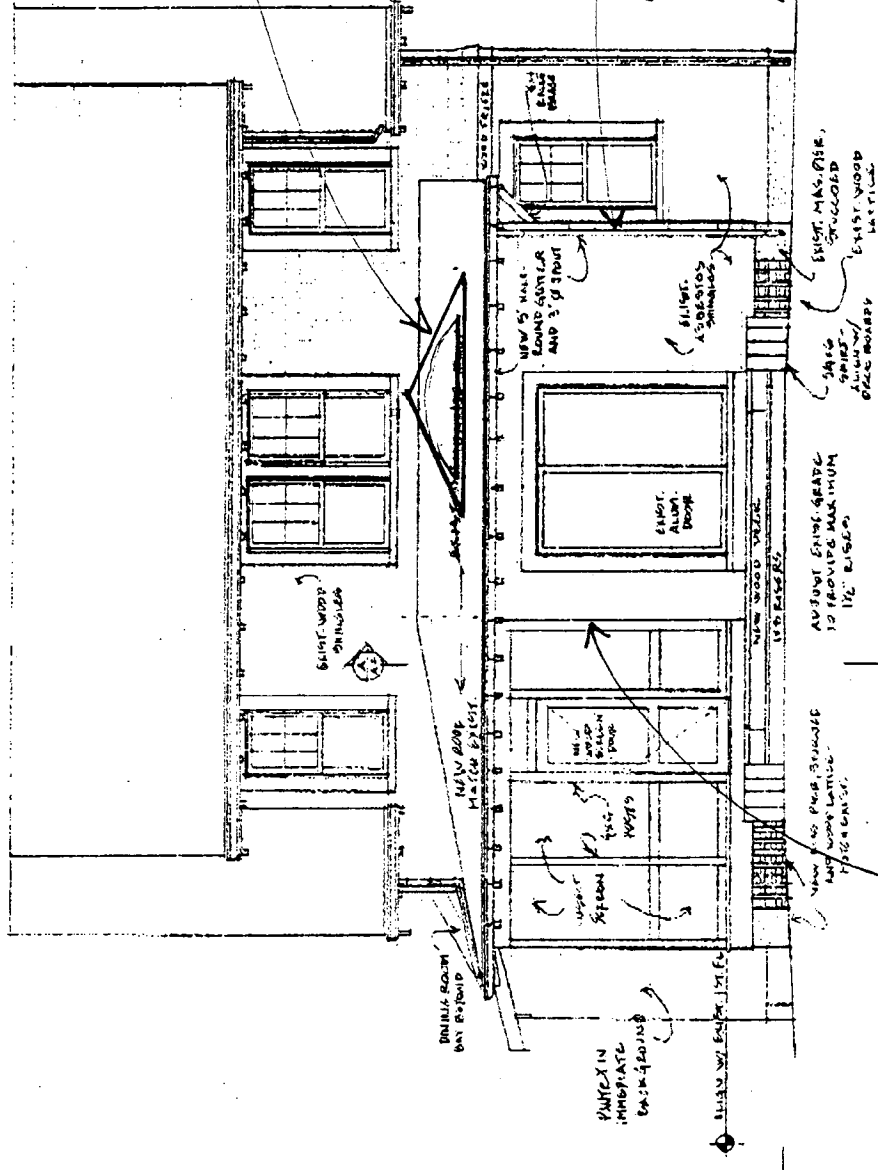
7216 Maple Ave      Robert E. Light  
 (Behind)

12.07.12



SHIRLEY TRUE  
7217 CEDAR AVE  
TAKOMA PARK, MD

NOTE: PORCH ADDITION PREVIOUSLY APPROVED 17 DEC. 97.  
ST  
10-28-98  
HAS NOT YET BEEN BUILT.



301 12

③ Add side window #1 matching existing in existing side wall - window will face into screened porch.

PROPOSED

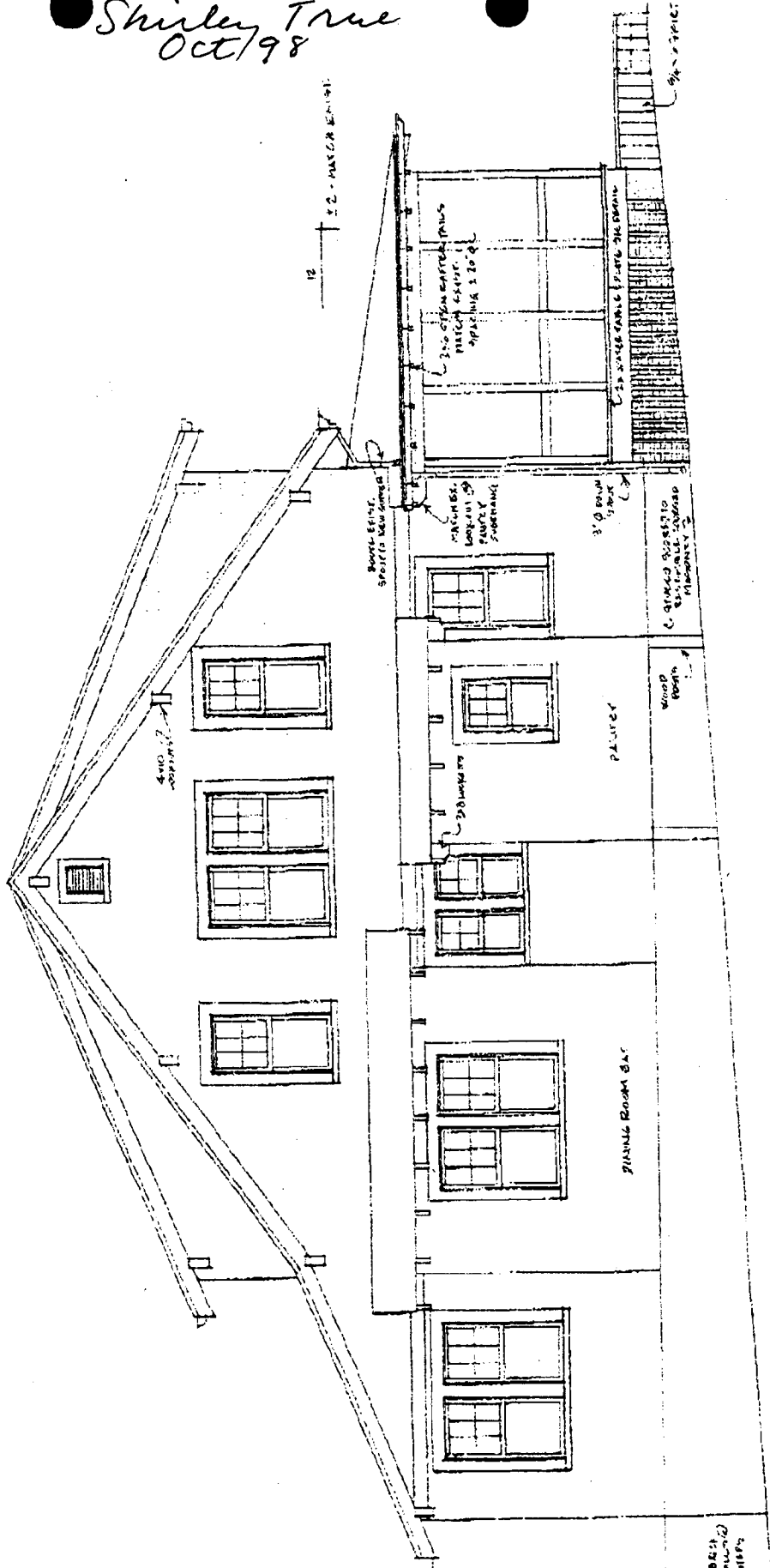
GROUND FLOOR ELEVATION

④

⑥

Shirley True  
Oct/98

SCREENED PORCH  
Approved



~~REMOVED~~

CONCRETE FOUNDATION

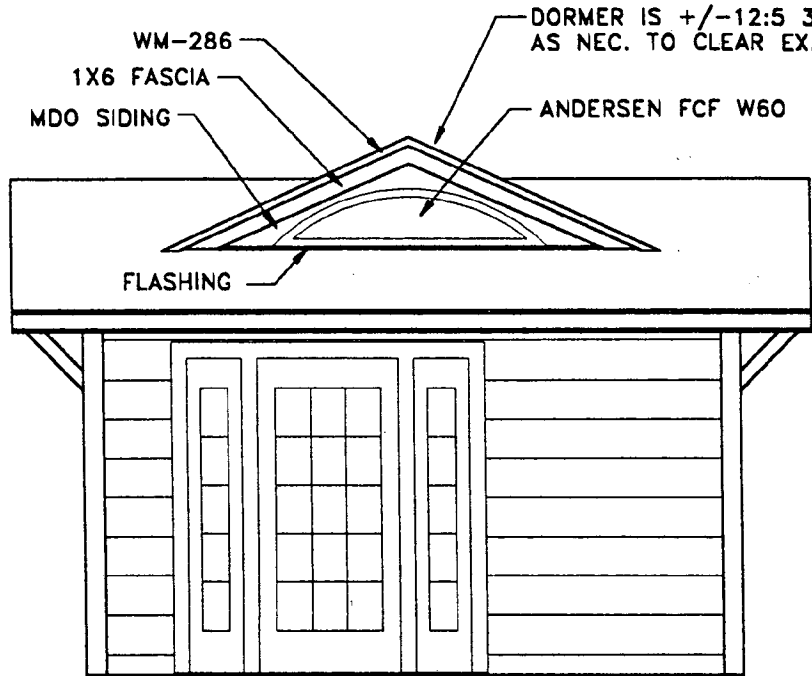
4 03 12

(18)

(7)

NOV 20 1998  
44 2011-2  
SAR 4187's

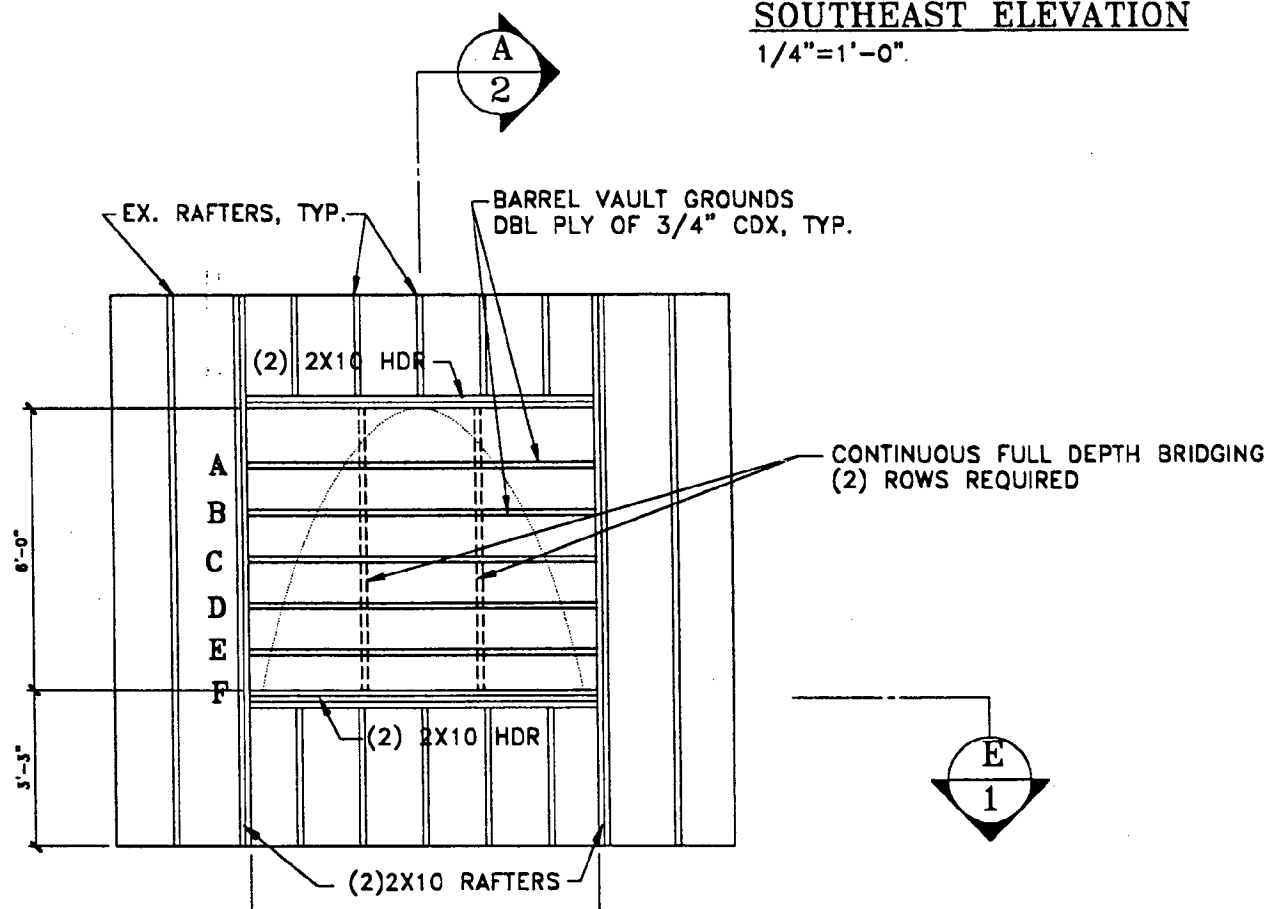
Shirley Tame/OCT 98



EXTERIOR -  
DORMER +  
DORMER  
WINDOW,  
PROPOSED  
OCT 98

**SOUTHEAST ELEVATION**

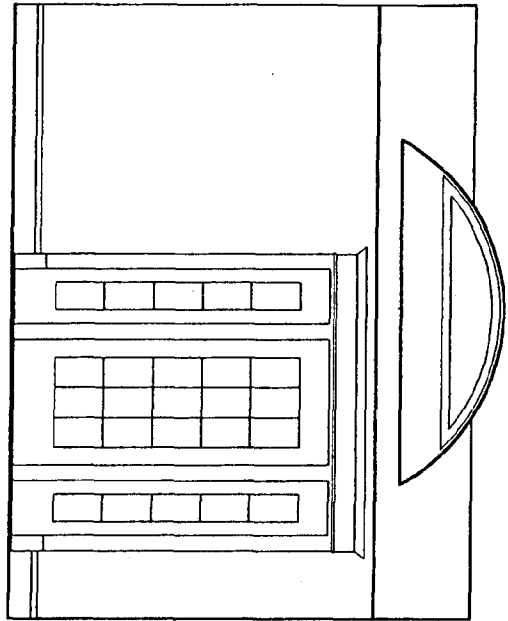
1/4"=1'-0"



**REFLECTED CEILING PLAN**

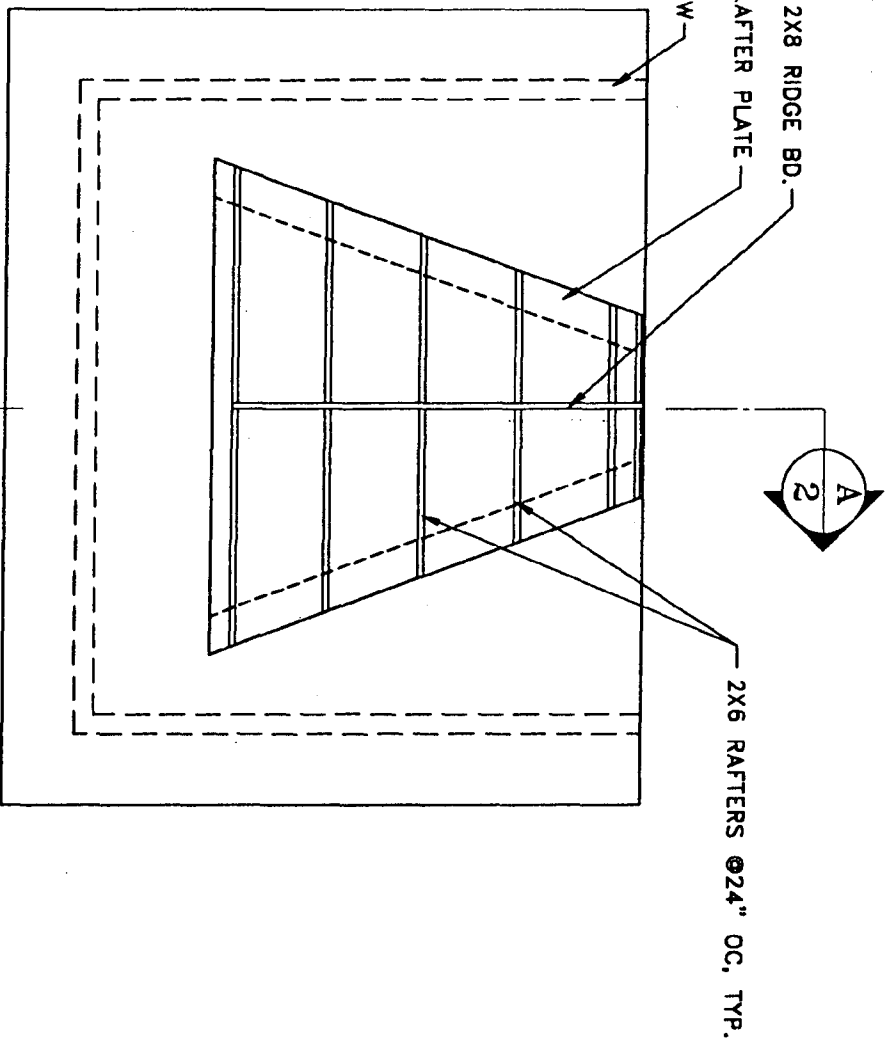
1/4"=1'-0"

*Shirley Tame*  
 Oct 27, 1998



INTERIOR -  
 DORMER WINDOW

INTERIOR ELEV. AT E-1  
 1/4"=1'-0"

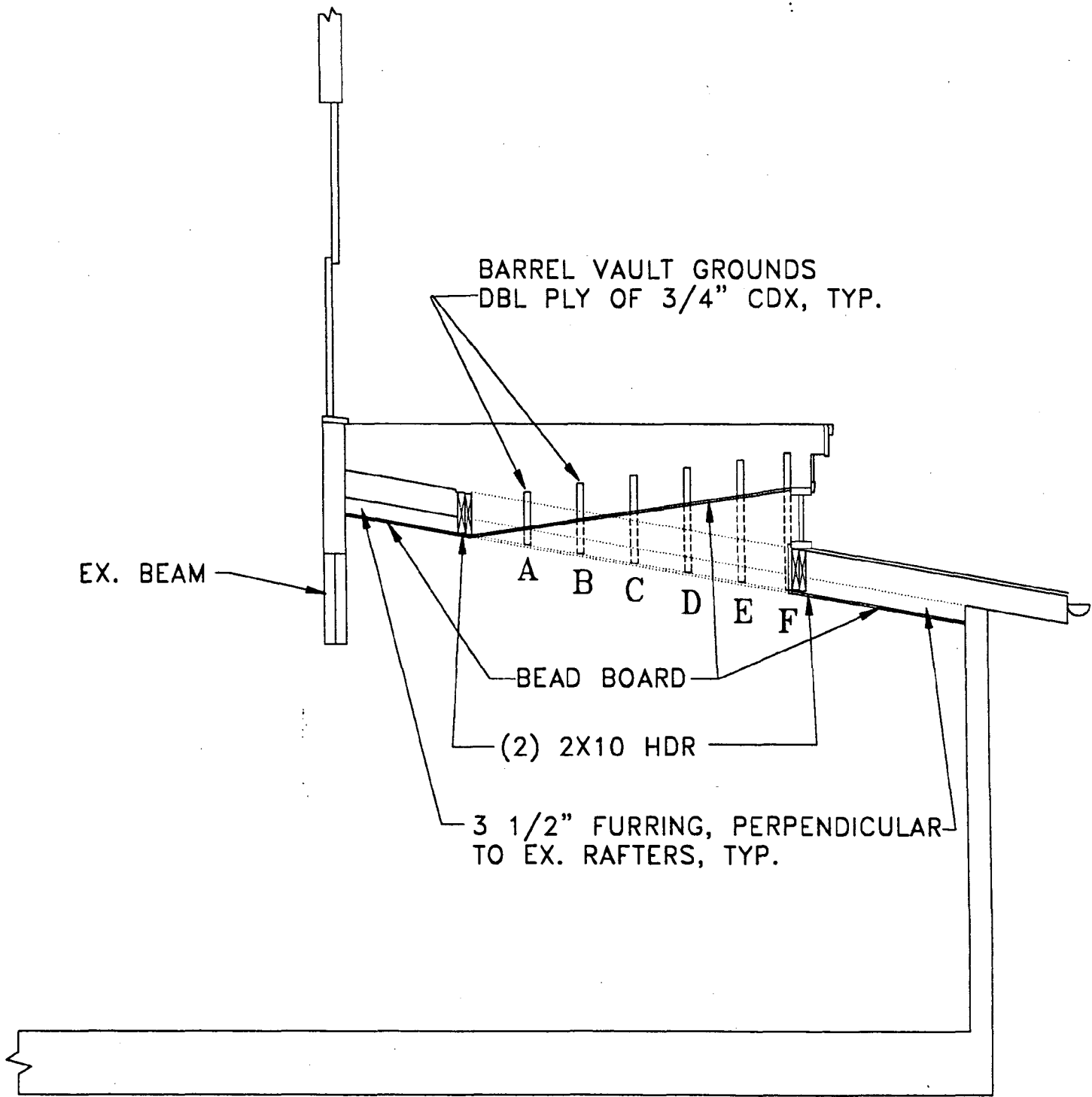


ROOF FRAMING PLAN  
 1/4"=1'-0"

*6 of 12*

<b>A1</b>	DATE 9/24/98 SHEET #	"CHOIR" TRUE RESIDENCE 7217 CEDAR AVENUE TAKOMA PARK, MD 20912	Alan Abrams AIBD 808 Aspen St. NW Wash DC 20012 202.726.5894 fax 202.291.6772	SCALE: 1/4"=1'-0"	REVISION
				PLANS AND ELEVATIONS	

Shirley True  
Oct 27, 1998



SECTION A-A

3/8"=1'-0"

DETAIL OF B

3/8"=1'-0"

10

7 of 12

SHIRLEY TRUE  
217 CEDAR AVE  
TAKOMA PARK  
OCT. 27, 1998



FRONT

OCT 1998 - REAR



Add  
small  
dormer  
here

Approved  
screed porch  
Joos here

Add  
covered  
divided  
front  
porch

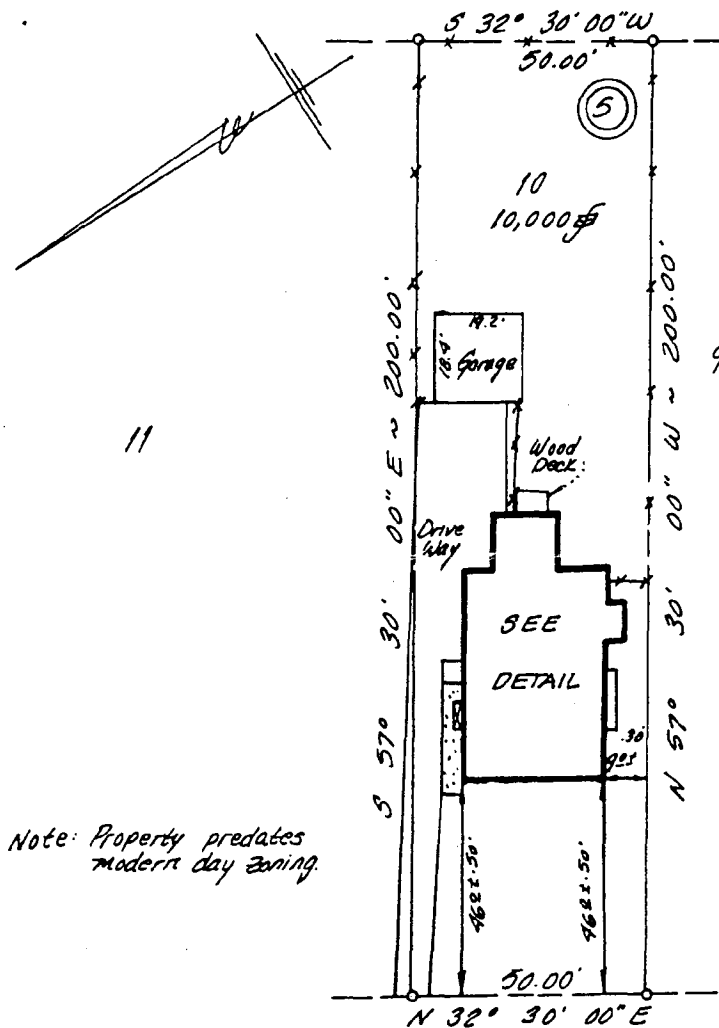


SHIRLEY TRUE  
7217 Cedar Ave  
Takoma Park  
Oct 27, 1998

Doc met goes  
here.

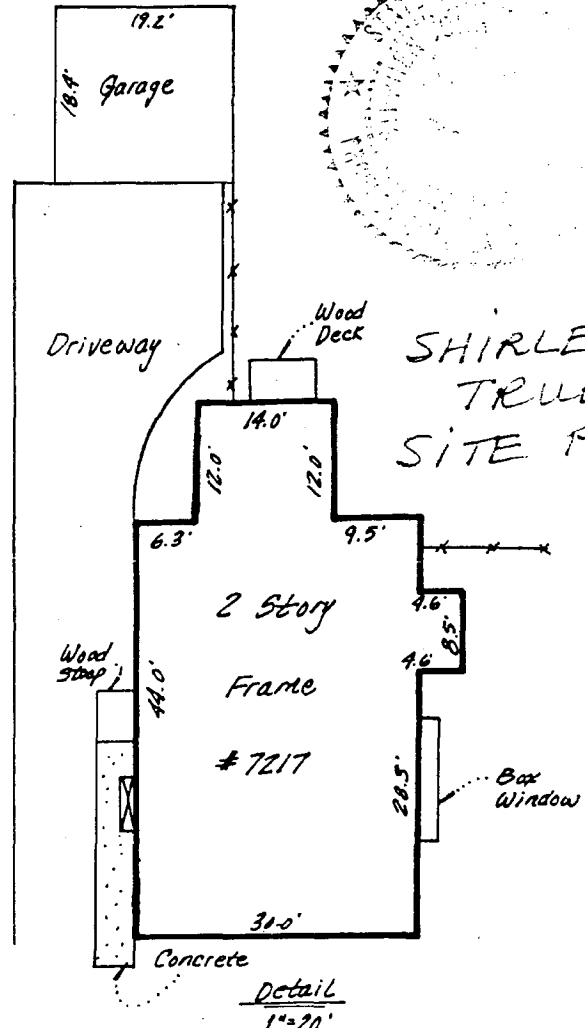


6 over /  
divided-light  
window #2  
goes here.



**CEDAR AVENUE**

Note: Property predates modern day zoning.



**SHIRLEY TRUE SITE PLAN**

**LOCATION DRAWING  
LOT 10 BLOCK 5  
TAKOMA PARK**

**Surveyor's Certification**

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. This property does not lie within a 100 year flood plain according to FEMA insurance maps unless otherwise shown hereon. Building restriction lines shown as per available information.

*Stephen J. Wenthold*  
Stephen J. Wenthold, Maryland RLS Reg. No. 10767

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

Date: 6-12-95  
Scale: 1" = 40', 1" = 20'  
Plat Book: A  
Plat No: 3  
Work Order: 95-1263



**Meridian Surveys, Inc.**  
2401 Research Boulevard  
Rockville, MD 20850  
(301) 840-0025

Address: 7217 Cedar Avenue  
District: 13  
Jurisdiction: Montgomery County, Maryland

NO TITLE REPORT FURNISHED

**HISTORIC PRESERVATION COMMISSION STAFF REPORT**

Address: 7217 Cedar Avenue

Meeting Date: 12/17/97

Resource: Takoma Park Historic District

Review: HAWP

Case Number: 37/3-97ZZ

Tax Credit: No

Public Notice: 12/3/97

Report Date: 12/10/97

Applicant: Shirley True

Staff: Robin D. Ziek

PROPOSAL: Alterations and screen porch addition  
at rear

RECOMMENDATIONS: APPROVAL

**PROJECT DESCRIPTION**

RESOURCE: Contributing Resource in the Takoma Park Historic District

STYLE: Bungalow

DATE: c1910s

This is a 1-1/2 story frame bungalow, with wood siding at the first floor level and wood shingles above. The chimney, sidewalls to the front steps, and front porch piers are all built with thin roman brick. The retaining wall along the front edge of the property at the sidewalk is made of Seneca red sandstone, and may be an early feature on this site.

The house has been somewhat altered in the past, although it retains its original character and feel. The front porch, which is at the north corner of the house, has been enclosed with a window system which, although modern, recalls the openness of the original porch. There is a small addition at the rear, which is not readily visible from the public right-of-way; this utilizes an aluminum sliding glass door for egress, and opens out to a small landing.

**PROPOSAL**

The applicant would like to add a small screened porch at the rear of the house. It would be adjacent to the existing rear addition. The two windows at the rear, which currently provide light to the kitchen, would be replaced with an aluminum sliding glass door to match the existing sliding glass door. This portion of the rear elevation would be enclosed by the new screened porch. The new porch addition would match the existing materials - asphalt shingle roof, and wood frame construction.

11 of 12

14

The existing landing at the rear would be removed, and a new landing/deck built across the back of the house to provide access to both rear doors. This deck would measure 18' x 6'-3".

**STAFF DISCUSSION**

The proposed alterations, with the new porch addition are modest and at the rear of the property. The new screened porch will match the massing of the existing addition, and will not alter the overall massing or scale of the existing bungalow.

The proposed use of a modern sliding glass door at the rear of the bungalow will have no adverse effect on the historic district, as it will not be visible at all from the public right-of-way.

**RECOMMENDATION**

Staff recommends that the Commission find this proposal consistent with the purposes of Chapter 24A-8(b)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;

and with Secretary of the Interior's Standards for Rehabilitation #2:

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

and with the Takoma Park Guidelines for Contributing Resources, which state

...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.

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

and subject to the general condition that the applicant arrange for a field inspection by calling the Montgomery County Department of Permitting Services (DPS), Field Services Office, five days prior to commencement of work and within two weeks following completion of work.

11 @ 12

~~2~~

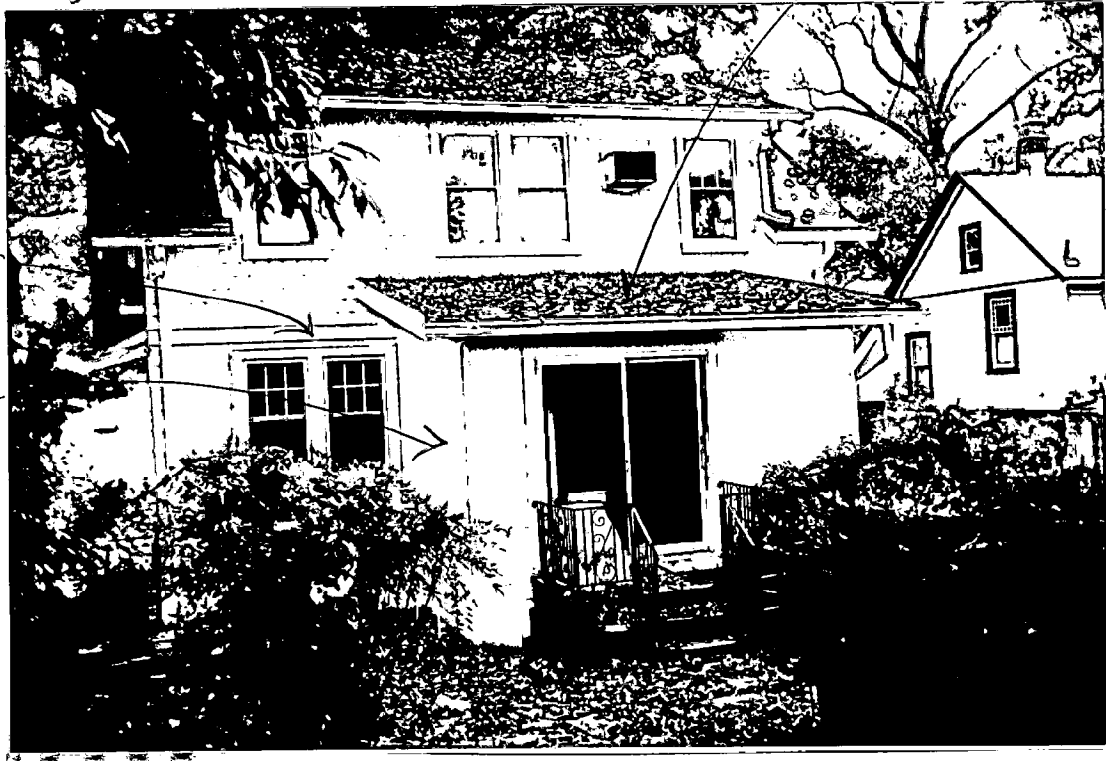
15

SHIRLEY TRUE  
1217 CEDAR AVE  
TAKOMA PARK  
OCT. 27, 1998



FRONT

OCT 1998 - REAR



Add small dormer here

Approved screened porch goes here.

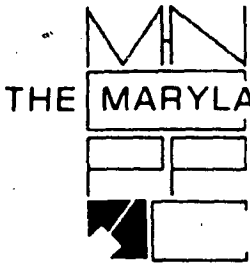
Add 6 over 1 divided-light window

SHIRLEY TRUE  
7217 Cedar Ave  
Takoma Park  
Oct 27, 1998

Dormer goes  
here.



6 over 1  
divided-light  
window #2  
goes here.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
8787 Georgia Avenue • Silver Spring, Maryland 20910-3760

DATE: 12/17/97

MEMORANDUM

TO: Robert Hubbard, Chief  
Division of Development Services and Regulation  
Department of Environmental Protection (DEP)

FROM: <sup>DDZ</sup> Gwen Marcus, Historic Preservation Coordinator  
Design, Zoning, and Preservation Division  
M-NCPPC

SUBJECT: Historic Area Work Permit

The Montgomery Historic Preservation Commission has reviewed the attached application for a Historic Area Work Permit. The application was:

Approved  Denied

Approved with Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERANCE TO THE APPROVED HISTORIC AREA WORK PERMIT(HAWP).

Applicant: Shirley True

Address: 7217 Cedar Avenue, Takoma Park, MD. 20912

\*\*\*THE APPLICANT MUST ARRANGE FOR A FIELD INSPECTION BY CALLING DEP/FIELD SERVICES (217-6240) FIVE DAYS PRIOR TO COMMENCEMENT OF WORK AND WITHIN TWO WEEKS FOLLOWING COMPLETION OF WORK.



IN TO: DEPARTMENT OF PERMITTING SERVICES  
250 HUNGERFORD DRIVE, ROCKVILLE, MARYLAND 20850  
301/217-6370

DPS - #8

HISTORIC PRESERVATION COMMISSION  
301/495-4570

APPLICATION FOR  
HISTORIC AREA WORK PERMIT

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Town/City: Takoma Park Nearest Cross Street: Tulip Avenue

Lot: 10 Block: 5 Subdivision: Takoma Park

Liber: 13485 Folio: 389 Parcel: \_\_\_\_\_

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

1A. CHECK ALL APPLICABLE:

- Construct
- Extend
- Alter/Renovate
- Move
- Install
- Wreck/Raze
- Revision
- Repair
- Revocable

CHECK ALL APPLICABLE:

- A/C
- Slab
- Room Addition
- Porch
- Deck
- Shed
- Soler
- Fireplace
- Woodburning Stove
- Single Family
- Fence/Wall (complete Section 4)
- Other: Sliding Glass Door

1B. Construction cost estimate: \$ TBD

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

**PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS**

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: n/a

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.

Shirley A. True  
Signature of owner or authorized agent

23 Nov 1997  
Date

Approved: X For Chairperson, Historic Preservation Commission

Disapproved: \_\_\_\_\_ Signature: [Signature] Date: 12/17/97

Application/Permit No.: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**SEE REVERSE SIDE FOR INSTRUCTIONS**



**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE  
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

**1. WRITTEN DESCRIPTION OF PROJECT**

- a. Description of existing structure(s) and environmental setting, including their historical features and significance:

1918 Bungalow - Class 2 Resource

- b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

I would like to add sliding glass doors in place of existing windows & a screened porch to have direct access/egress from the kitchen to the back yard. Design & workmanship will be consistent with architectural features of house.

**2. SITE PLAN**

Site and environmental setting, drawn to scale. You may use your plat. Your site plan must include:

- the scale, north arrow, and date;
- dimensions of all existing and proposed structures; and
- site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

**3. PLANS AND ELEVATIONS**

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- Schematic construction plans**, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
- Elevations (facades), with marked dimensions, clearly indicating proposed work in relation to existing construction and, when appropriate, context. All materials and fixtures proposed for the exterior must be noted on the elevations drawings. An existing and a proposed elevation drawing of each facade affected by the proposed work is required.

**4. MATERIALS SPECIFICATIONS**

General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

**5. PHOTOGRAPHS**

- Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on the front of photographs.

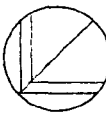
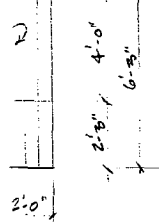
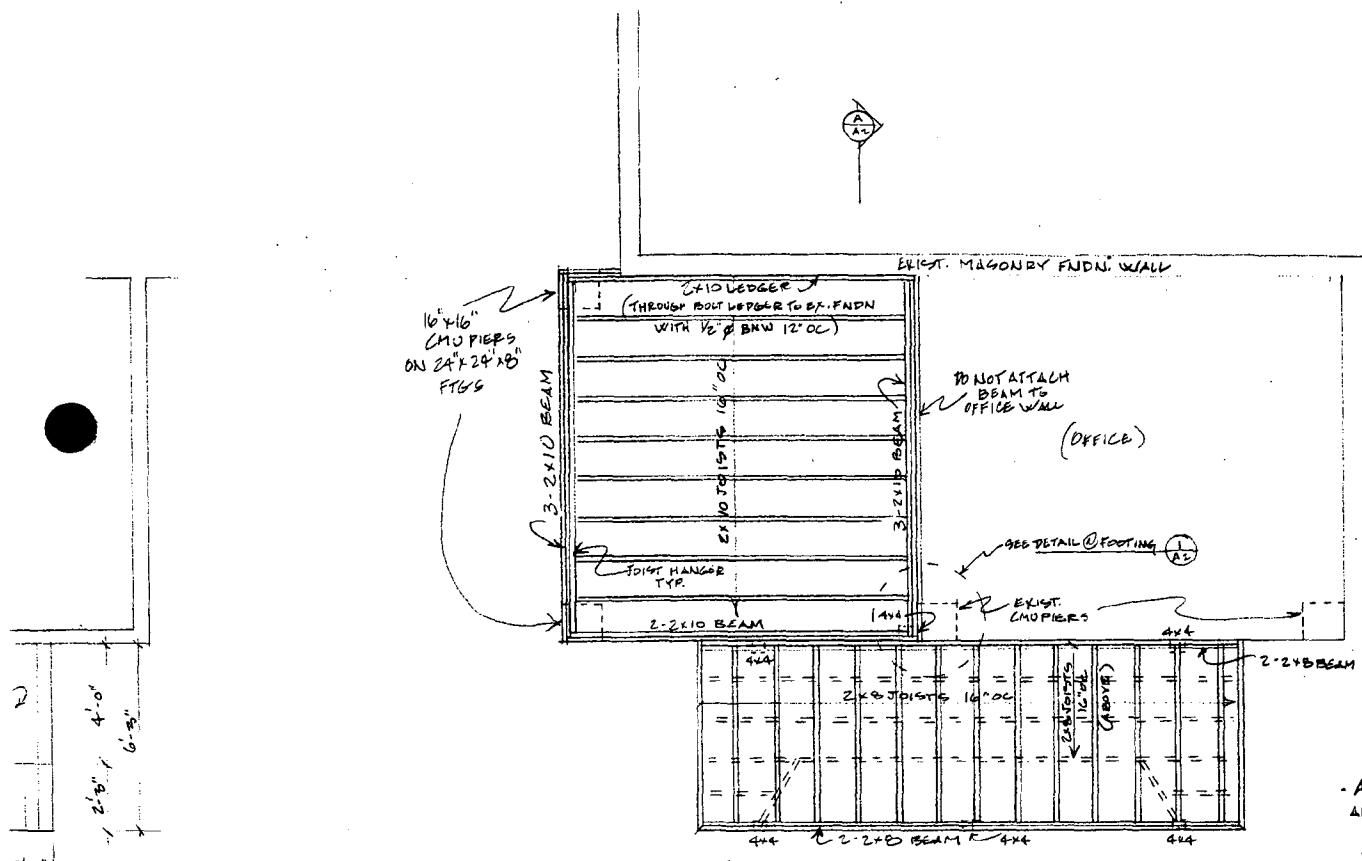
**6. TREE SURVEY**

If you are proposing construction adjacent to or within the dripline of any tree 6" or larger in diameter (at approximately 4 feet above the ground), you must file an accurate tree survey identifying the size, location, and species of each tree of at least that dimension.

**7. ADDRESSES OF ADJACENT AND CONFRONTING PROPERTY OWNERS**

For **ALL** projects, provide an accurate list of adjacent and confronting property owners (not tenants), including names, addresses, and zip codes. This list should include the owners of all lots or parcels which adjoin the parcel in question, as well as the owner(s) of lot(s) or parcel(s) which lie directly across the street/highway from the parcel in question. You can obtain this information from the Department of Assessments and Taxation, 51 Monroe Street, Rockville, (301/279-1355).

PLEASE PRINT (IN BLUE OR BLACK INK) OR TYPE THIS INFORMATION ON THE FOLLOWING PAGE.  
PLEASE STAY WITHIN THE GUIDES OF THE TEMPLATE, AS THIS WILL BE PHOTOCOPIED DIRECTLY ONTO MAILING LABELS.



PROJECT  
SOUTH

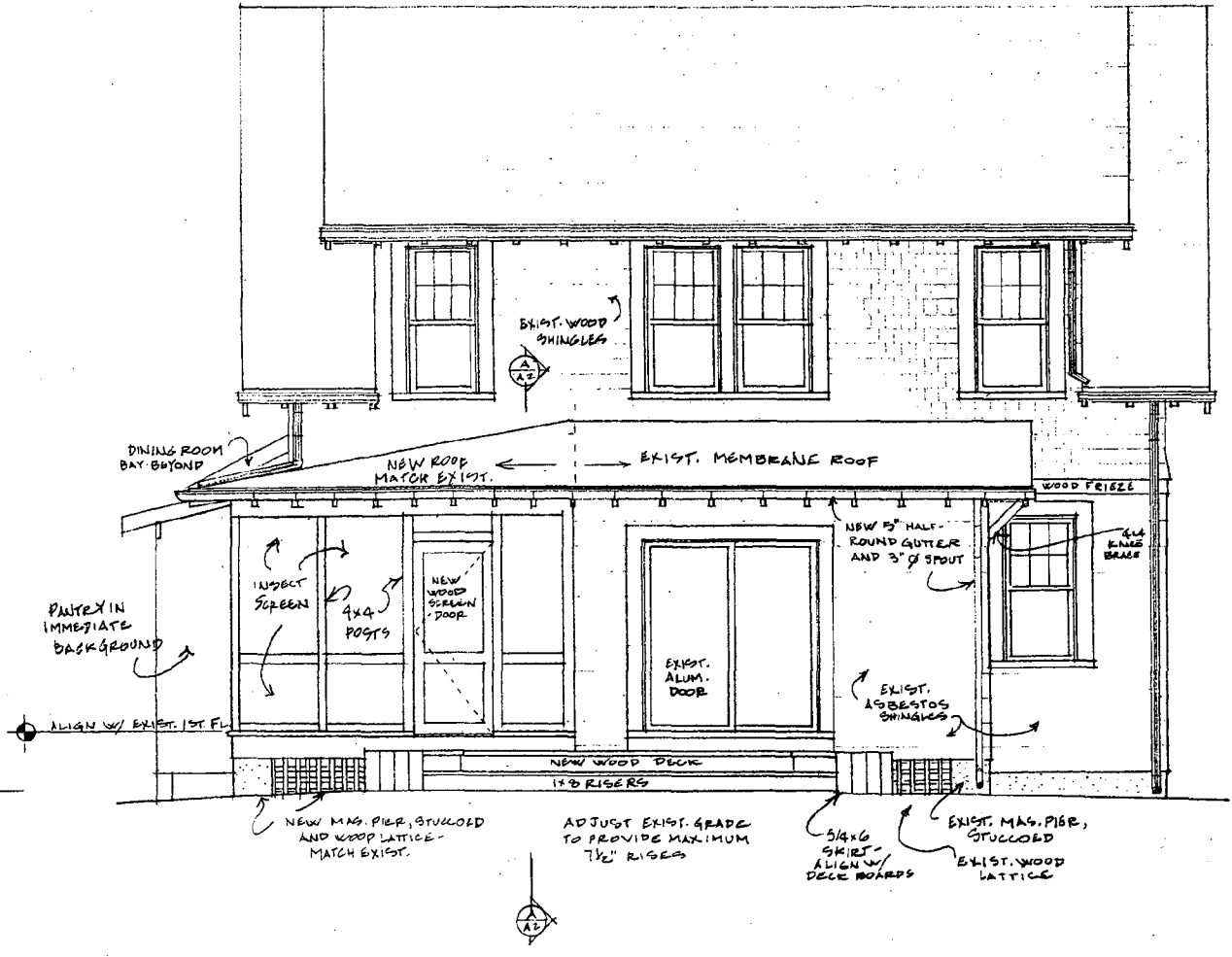
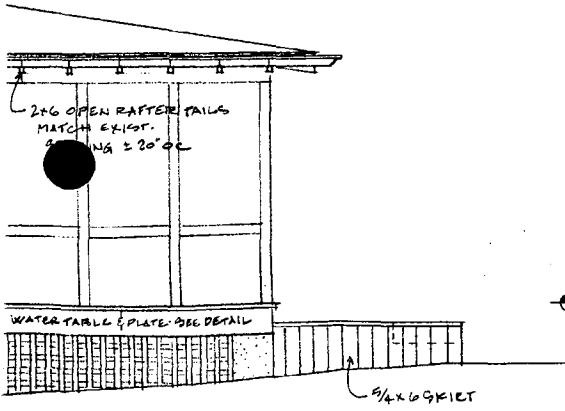
FLOOR FRAMING PLAN  
1/4" = 1'-0"

- ALL FLOOR FRAMING LUMBER AND 3/4" X 6" DECKING & SKIETING TO BE PRESSURE TREATED SO. YELLOW PINE.
- ALL NAILS, B.N.W.'S, HANGERS AND OTHER HARDWARE WHICH IS EXPOSED TO THE ELEMENTS TO BE GALVANIZED.
- ALL JUNCTURES OF THE PORCH AND DECK TO EXIST. FINISHED SPACES ARE TO BE FLASHED w/ CORROSION RESISTANT FLASHING.

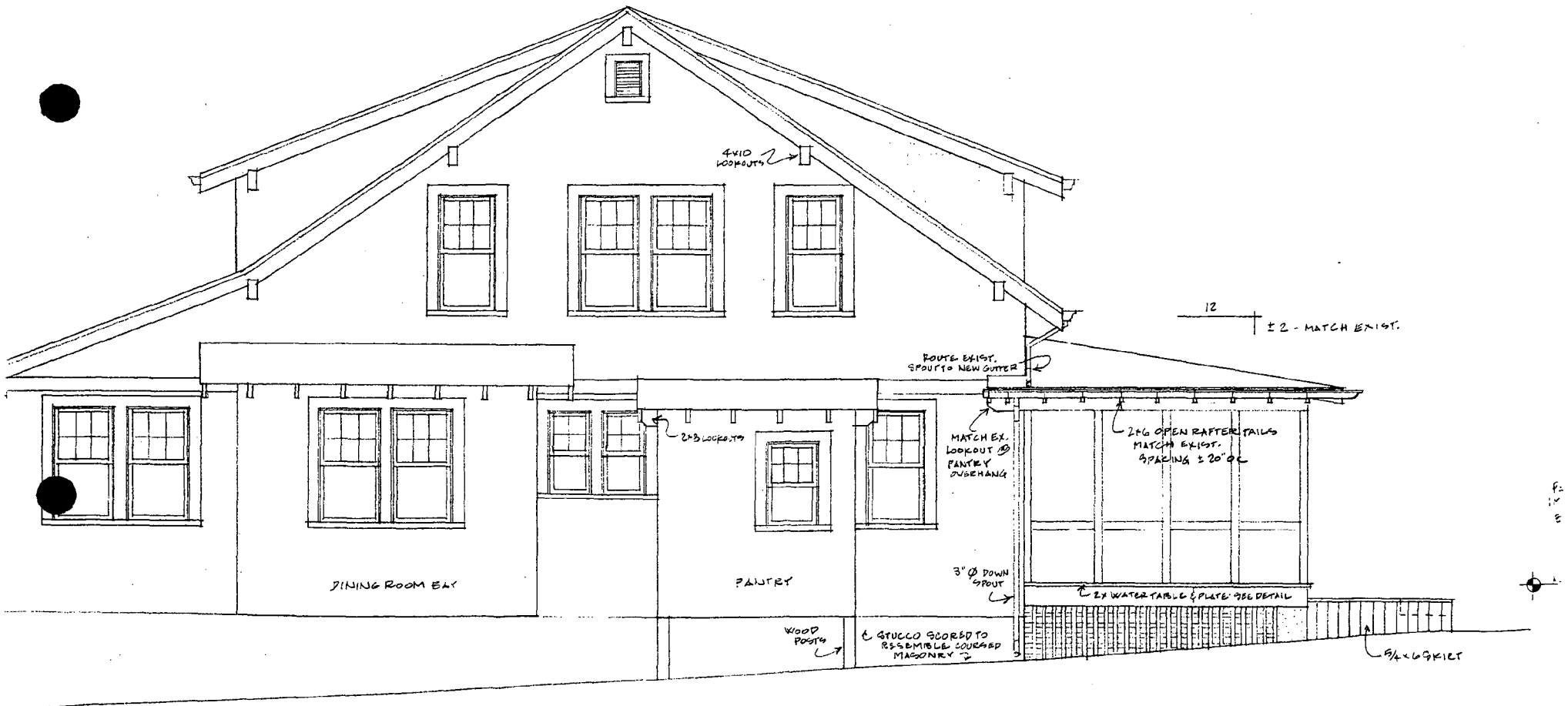
APPROVED  
Montgomery County  
Historic Preservation Commission  
*[Signature]*  
12/17/97

P  
2  
ADDITION TO THE TRUE RESIDENCE

12 | 1/2" - MATCH EXIST.



SOUTHEAST ELEVATION  
1/4" = 1'-0"

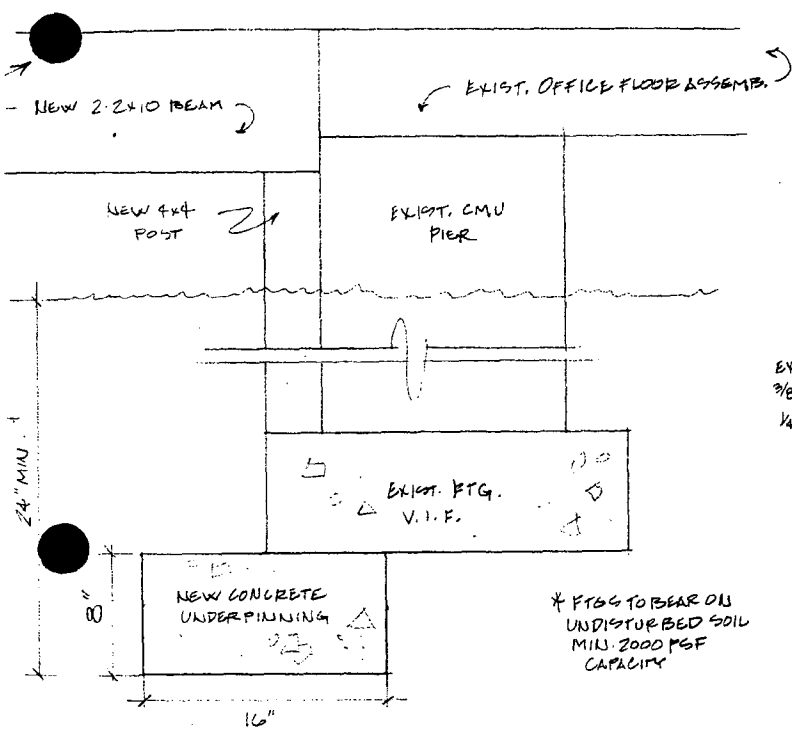


SOUTHWEST ELEVATION

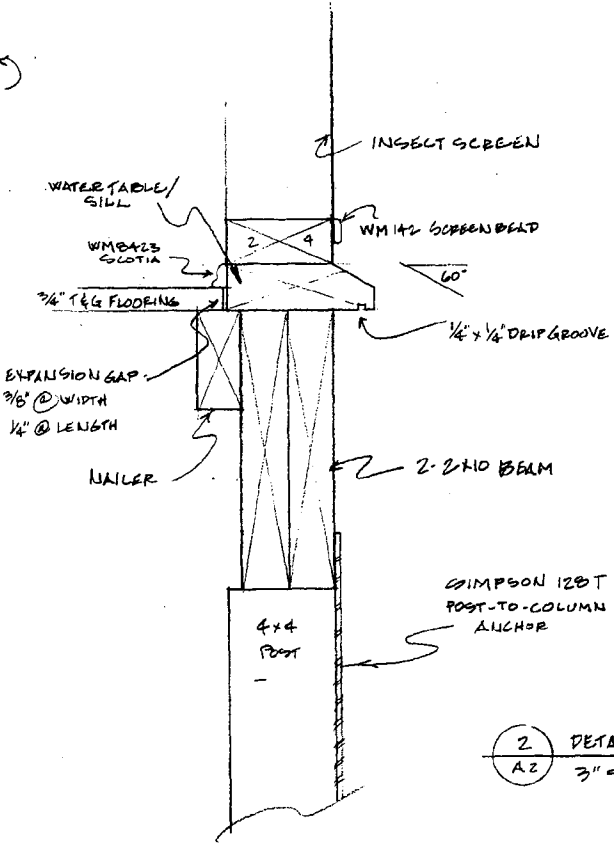
1/4" = 1'-0"

ELEVATION  
DETAIL

ADDITION TO THE TRUE RESIDENCE  
7217 CEDAR AVENUE  
TAKOMA PARK, MD. 20912

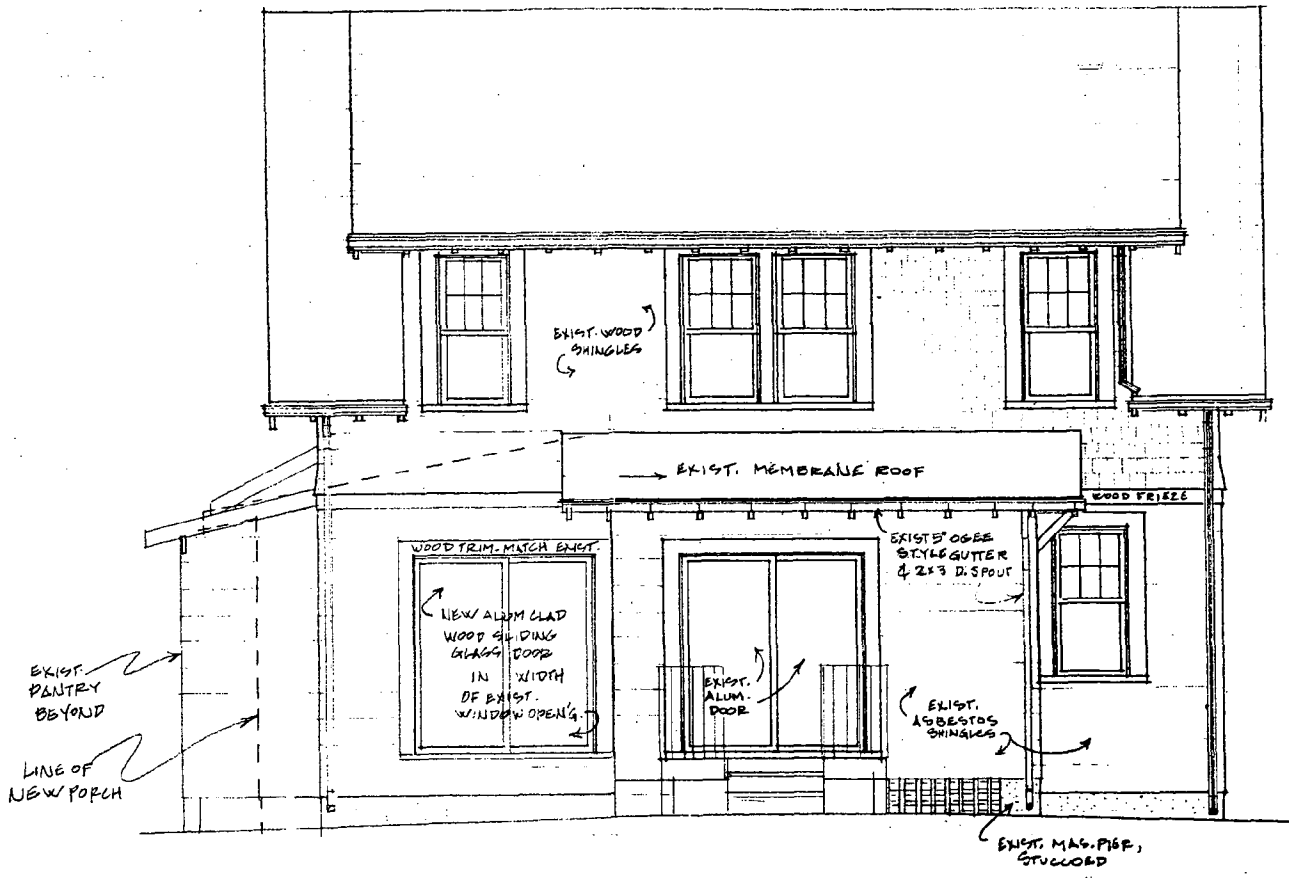


1  
A.1  
DETAIL AT FOOTING  
1/2" = 1'-0"

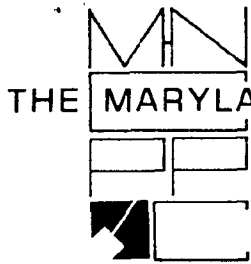


2  
A.2  
DETAIL AT WATER TABLE & SCREEN BEAD  
3/8" = 1'-0"

APPROVED  
Montgomery County  
Historic Preservation Commission  
*Stephen D. Zick* 12/17/97



PHANTOM VIEW OF NEW DOOR  
 1/4" = 1'-0"



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
8787 Georgia Avenue • Silver Spring, Maryland 20910-3760

DATE: 12/17/97

MEMORANDUM

TO: Historic Area Work Permit Applicants

FROM: Gwen Marcus, <sup>CDZ</sup> Historic Preservation Coordinator  
Design, Zoning, and Preservation Division  
M-NCPPC

SUBJECT: Historic Area Work Permit Application - Approval of  
Application/ Release of Other Required Permits

---

Enclosed is a copy of your Historic Area Work Permit application, approved by the Historic Preservation Commission at its recent meeting, and a transmittal memorandum stating conditions (if any) of approval.

You may now apply for a county building permit from the Department of Environmental Protection (DEP), at 250 Hungerford Drive, Second Floor, in Rockville. Please note that although your work has been approved by the Historic Preservation Commission, it must also be approved by DEP before work can begin.

*A* When you file for your building permit at DEP, you must take with you the enclosed forms, as well as the Historic Area Work Permit that will be mailed to you directly from DEP. These forms are proof that the Historic Preservation Commission has reviewed your project. For further information about filing procedures or materials for your county building permit review, please call DEP at 217-6370.

If your project changes in any way from the approved plans, either before you apply for your building permit or even after the work has begun, please contact the Historic Preservation Commission staff at 495-4570.

Please also note that you must arrange for a field inspection for conformance with your approved HAWP plans. Please inform DEP/Field Services at 217-6240 of your anticipated work schedule.

Thank you very much for your patience and good luck with your project!

HISTORIC PRESERVATION COMMISSION STAFF REPORT

Address: 7217 Cedar Avenue

Meeting Date: 12/17/97

Resource: Takoma Park Historic District

Review: HAWP

Case Number: 37/3-97ZZ

Tax Credit: No

Public Notice: 12/3/97

Report Date: 12/10/97

Applicant: Shirley True

Staff: Robin D. Ziek

PROPOSAL: Alterations and screen porch addition  
at rear

RECOMMENDATIONS: APPROVAL

---

PROJECT DESCRIPTION

RESOURCE: Contributing Resource in the Takoma Park Historic District

STYLE: Bungalow

DATE: c1910s

This is a 1-1/2 story frame bungalow, with wood siding at the first floor level and wood shingles above. The chimney, sidewalls to the front steps, and front porch piers are all built with thin roman brick. The retaining wall along the front edge of the property at the sidewalk is made of Seneca red sandstone, and may be an early feature on this site.

The house has been somewhat altered in the past, although it retains its original character and feel. The front porch, which is at the north corner of the house, has been enclosed with a window system which, although modern, recalls the openness of the original porch. There is a small addition at the rear, which is not readily visible from the public right-of-way; this utilizes an aluminum sliding glass door for egress, and opens out to a small landing.

PROPOSAL

The applicant would like to add a small screened porch at the rear of the house. It would be adjacent to the existing rear addition. The two windows at the rear, which currently provide light to the kitchen, would be replaced with an aluminum sliding glass door to match the existing sliding glass door. This portion of the rear elevation would be enclosed by the new screened porch. The new porch addition would match the existing materials - asphalt shingle roof, and wood frame construction.

①



The existing landing at the rear would be removed, and a new landing/deck built across the back of the house to provide access to both rear doors. This deck would measure 18' x 6'-3".

### **STAFF DISCUSSION**

The proposed alterations, with the new porch addition are modest and at the rear of the property. The new screened porch will match the massing of the existing addition, and will not alter the overall massing or scale of the existing bungalow.

The proposed use of a modern sliding glass door at the rear of the bungalow will have no adverse effect on the historic district, as it will not be visible at all from the public right-of-way.

### **RECOMMENDATION**

Staff recommends that the Commission find this proposal consistent with the purposes of Chapter 24A-8(b)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;

and with Secretary of the Interior's Standards for Rehabilitation #2:

The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

and with the Takoma Park Guidelines for Contributing Resources, which state

...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.

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

and subject to the general condition that the applicant arrange for a field inspection by calling the Montgomery County Department of Permitting Services (DPS), Field Services Office, five days prior to commencement of work and within two weeks following completion of work.

# APPLICATION FOR HISTORIC AREA WORK PERMIT

Contact Person: Shirley True  
Daytime Phone No.: (301) 588-8896

Tax Account No.: 1068573

Name of Property Owner: Shirley True Daytime Phone No.: (301) 588-8896  
Address: 7217 Cedar Ave Takoma Park Md 20912  
Street Number City State Zip Code

Contractor: TBD Phone No.: \_\_\_\_\_

Contractor Registration No.: \_\_\_\_\_

Agent for Owner: \_\_\_\_\_ Daytime Phone No.: \_\_\_\_\_

## LOCATION OF BUILDING/PREMISE

House Number: 7217 Street: Cedar Avenue  
Town/City: Takoma Park Nearest Cross Street: Tulip Avenue  
Lot: 10 Block: 5 Subdivision: Takoma Park  
Liber: 13485 Folio: 389 Parcel: \_\_\_\_\_

## PART ONE: TYPE OF PERMIT ACTION AND USE

### 1A. CHECK ALL APPLICABLE:

- Construct  Extend  Alter/Renovate  
 Move  Install  Wreck/Raze  
 Revision  Repair  Revocable

### CHECK ALL APPLICABLE:

- A/C  Slab  Room Addition  Porch  Deck  Shed  
 Solar  Fireplace  Woodburning Stove  Single Family  
 Fence/Wall (complete Section 4)  Other: Sliding Glass Door

1B. Construction cost estimate: \$ TBD

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

## PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01  WSSC 02  Septic 03  Other: n/a

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.

Shirley A. True  
Signature of owner or authorized agent

23 Nov 1997  
Date

Approved: \_\_\_\_\_ For Chairperson, Historic Preservation Commission

Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

③

**THE FOLLOWING ITEMS MUST BE COMPLETED AND THE  
REQUIRED DOCUMENTS MUST ACCOMPANY THIS APPLICATION.**

**1. WRITTEN DESCRIPTION OF PROJECT**

a. Description of existing structure(s) and environmental setting, including their historical features and significance:

*1918 Bungalow - Class 2 Resource*

b. General description of project and its effect on the historic resource(s), the environmental setting, and, where applicable, the historic district:

*I would like to add sliding glass doors in place of existing windows & a screened porch to have direct access/egress from the kitchen to the back yard. Design & workmanship will be consistent with architectural features of house.*

**2. SITE PLAN**

Site and environmental setting, drawn to scale. You may use your plat. Your site plan must include:

- a. the scale, north arrow, and date;
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- c. site features such as walkways, driveways, fences, ponds, streams, trash dumpsters, mechanical equipment, and landscaping.

**3. PLANS AND ELEVATIONS**

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 8 1/2" x 11" paper are preferred.

- a. **Schematic construction plans**, with marked dimensions, indicating location, size and general type of walls, window and door openings, and other fixed features of both the existing resource(s) and the proposed work.
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General description of materials and manufactured items proposed for incorporation in the work of the project. This information may be included on your design drawings.

**5. PHOTOGRAPHS**

- a. Clearly labeled photographic prints of each facade of existing resource, including details of the affected portions. All labels should be placed on the front of photographs.
- b. Clearly label photographic prints of the resource as viewed from the public right-of-way and of the adjoining properties. All labels should be placed on

NAWP APPLICATION: ADDRESSES OF ADJACENT & CONFRONTING PROPERTY OWNERS

7215 Cedar

DAVID A. & A. D. WESTBROOK

Tak PK

20912

(left of house)

7221 Cedar

Peter S. + S.S. BANWELL

(right of house)

7218 Cedar

CHRISTINE V. & JOHN  
SIMPSON

(across the  
street)

7216 Maple Ave

Robert E. Light

(Behind)

November 13, 1997

**To: Robin Ziek, Planner, Historic Preservation**

**From: Shirley True**

**Re: Request for HAWP for 7217 Cedar Avenue, Takoma Park, Md.**

Dear Robin:

Thank you for your feedback and suggestions regarding my proposed requests for a landing/porch for the front of my house, and also for changes to the back of the house.

Because the front landing/steps/porch needs more research and time to obtain preliminary drawings, I am postponing making application for that project until after the first of the year.

With regard to the proposed changes to the back of the house, my immediate need is for permission to have the sliding glass doors installed so that I can clean up my house, and put the kitchen together for the holidays.

Having looked at the calendar, I can see that the December 10 meeting has probably been moved to the 17 because Wednesday, the 24th is Christmas Eve. I would like permission to have a carpenter do the door asap. The carpenters are available Friday, November 21.

When I applied for a permit to repair a fence, extend the fence and add a gate two years ago and was in a time bind, someone in your office suggested that the HPC could approve the fence retroactively, which I appreciated very much. Ultimately, I just repaired the fence without making any change, so I never went forward with the retroactive permit.

My plan is to request permission for the sliding glass doors and screened porch ASAP, but the immediate need is for permission to go ahead and get the door installed so I can paint the interior, clean up, and put things together for the holidays. Can you help me?

My plan is to hand deliver the application to Rockville, and if they will agree to give it a number, hand deliver it to the HPC in Silver Spring.

Thank you for any help you can give me.

Sincerely,

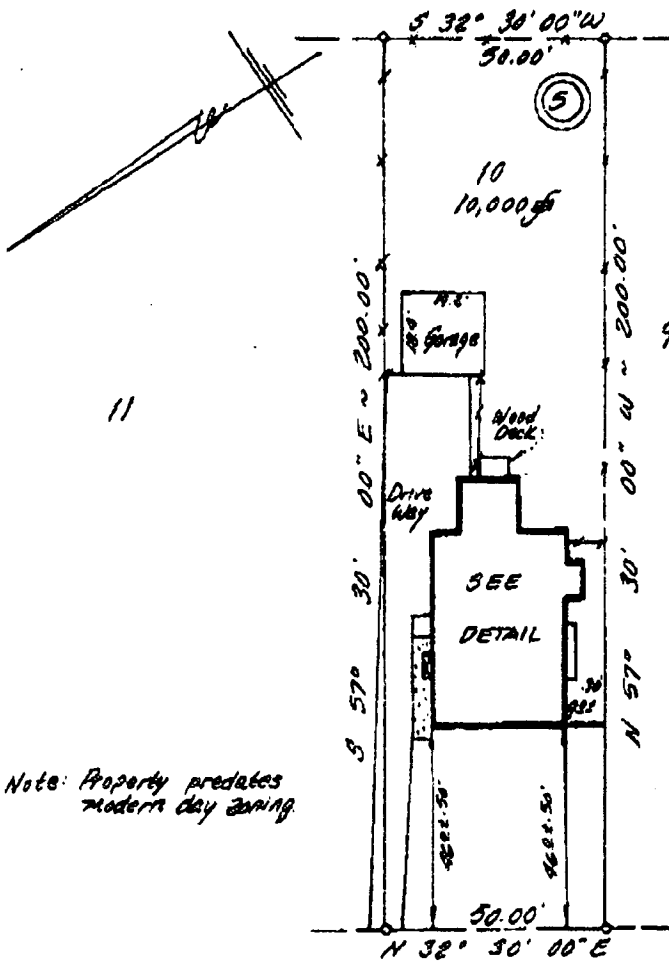
  
Shirley True

Tel: 301-588-8896

11/13/97 I called & recommended  
against the retroactive

(6)

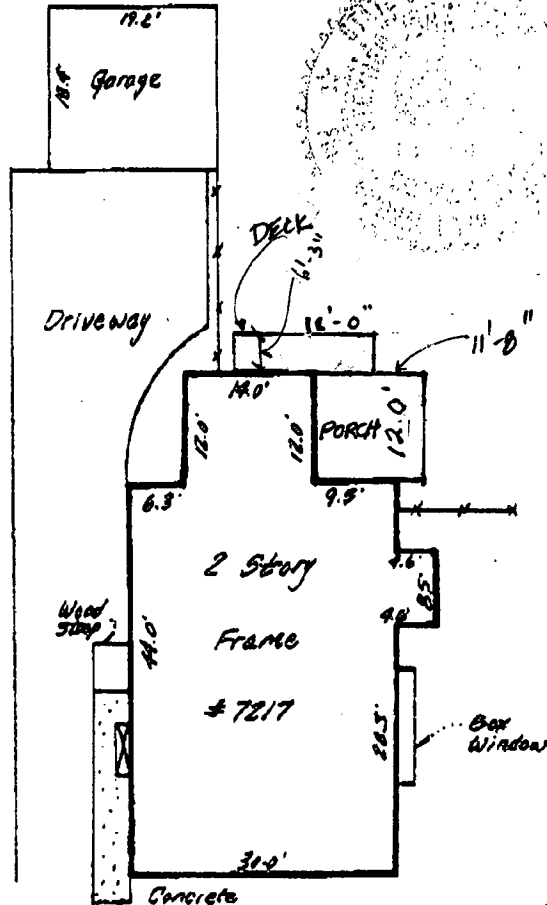
58208



Note: Property predates modern day zoning.

**CEDAR AVENUE**

(EXISTING)



Detail  
1"=20'

(PROPOSED)

**LOCATION DRAWING**  
**LOT 10 BLOCK 5**  
**TAKOMA PARK**

**Surveyor's Certification**

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. This property does not lie within a 100 year flood plain according to FEMA insurance maps unless otherwise shown hereon. Building restriction lines shown as per available information.

*Stephen J. Wenthold*

Stephen J. Wenthold, Maryland RLS Reg. No. 10757

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

Date: 6-12-95  
Scale: 1"=40, 1"=20'  
Plat Book: A  
Plat No.: 3  
Work Order: 95-1263



**Meridian Surveys, Inc.**  
2401 Research Boulevard  
Rockville, MD 20850  
(301) 840-0025

Address: 7217 Cedar Avenue  
District: 13  
Jurisdiction: Montgomery County, Maryland

NO TITLE REPORT FURNISHED

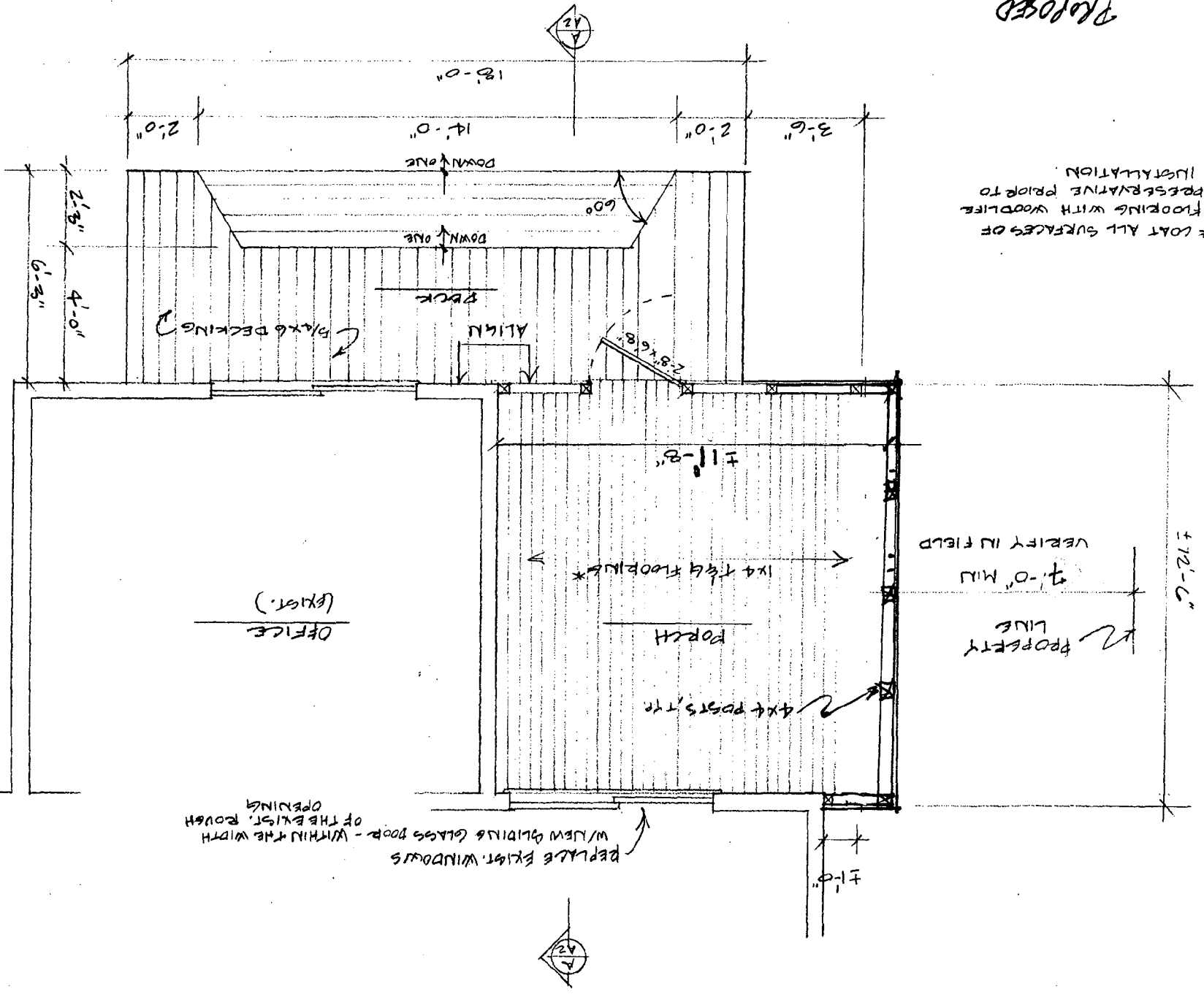
(7)

8

# PROPOSED FRAME ADDITION OF DECK

(PARTIAL) 1ST FLOOR PLAN

\* COAT ALL SURFACES OF  
FLOORING WITH WOODLIFE  
PRESERVATIVE PRIOR TO  
INSTALLATION



REPLACE EXIST. WINDOWS  
W/ NEW GLIDING GLASS DOOR - WITHIN THE WIDTH  
OF THE EXIST. ROUGH  
OPENING

PROPERTY  
LINE  
7'-0" MIN  
VERIFY IN FIELD

OFFICE  
(EXIST.)

4x4 POSTS TYP  
PORCH  
1x4 STRINGER

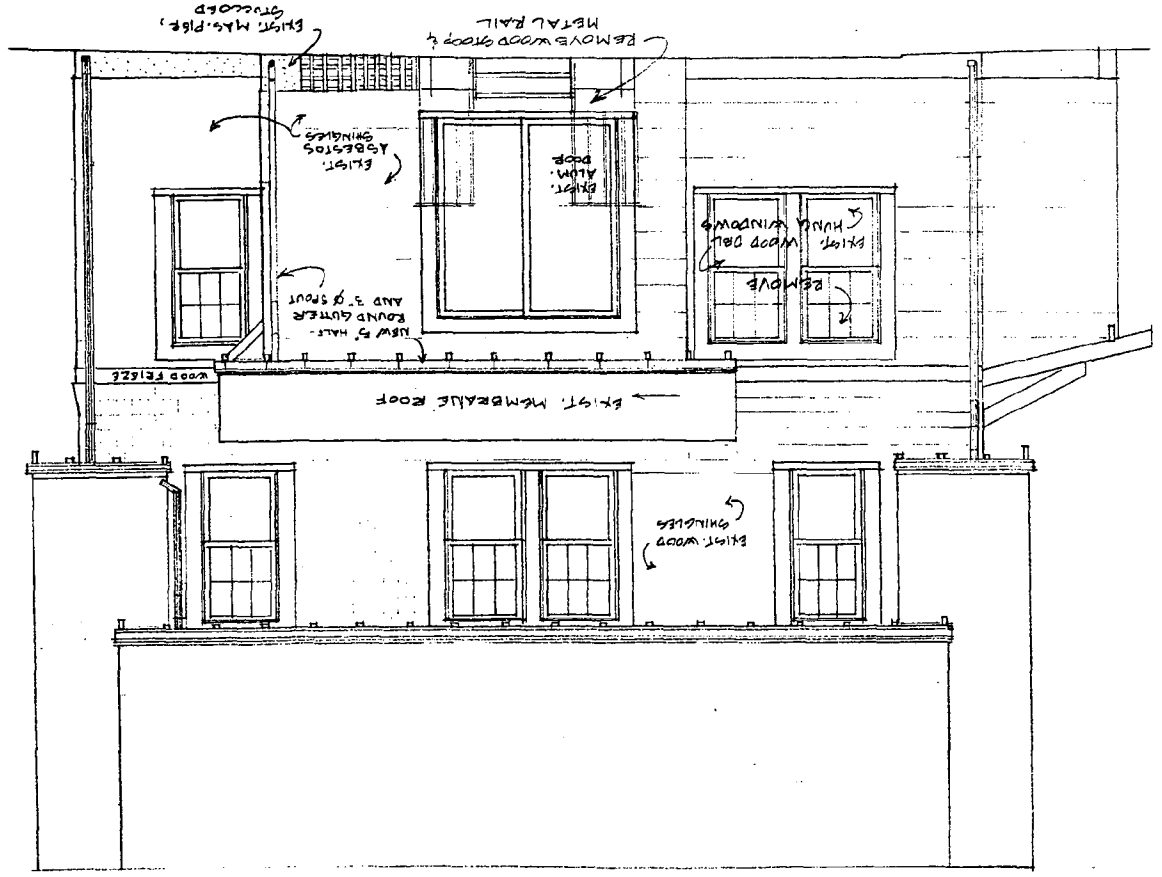
ALIGN  
BACK  
DOWN ONE  
DOWN ONE

2'-3"  
4'-0"  
6'-3"

18'-0"  
14'-0"  
2'-0"  
3'-6"  
2'-0"



EXISTING SOUTHEAST ELEVATION  
1/4" = 1'-0"

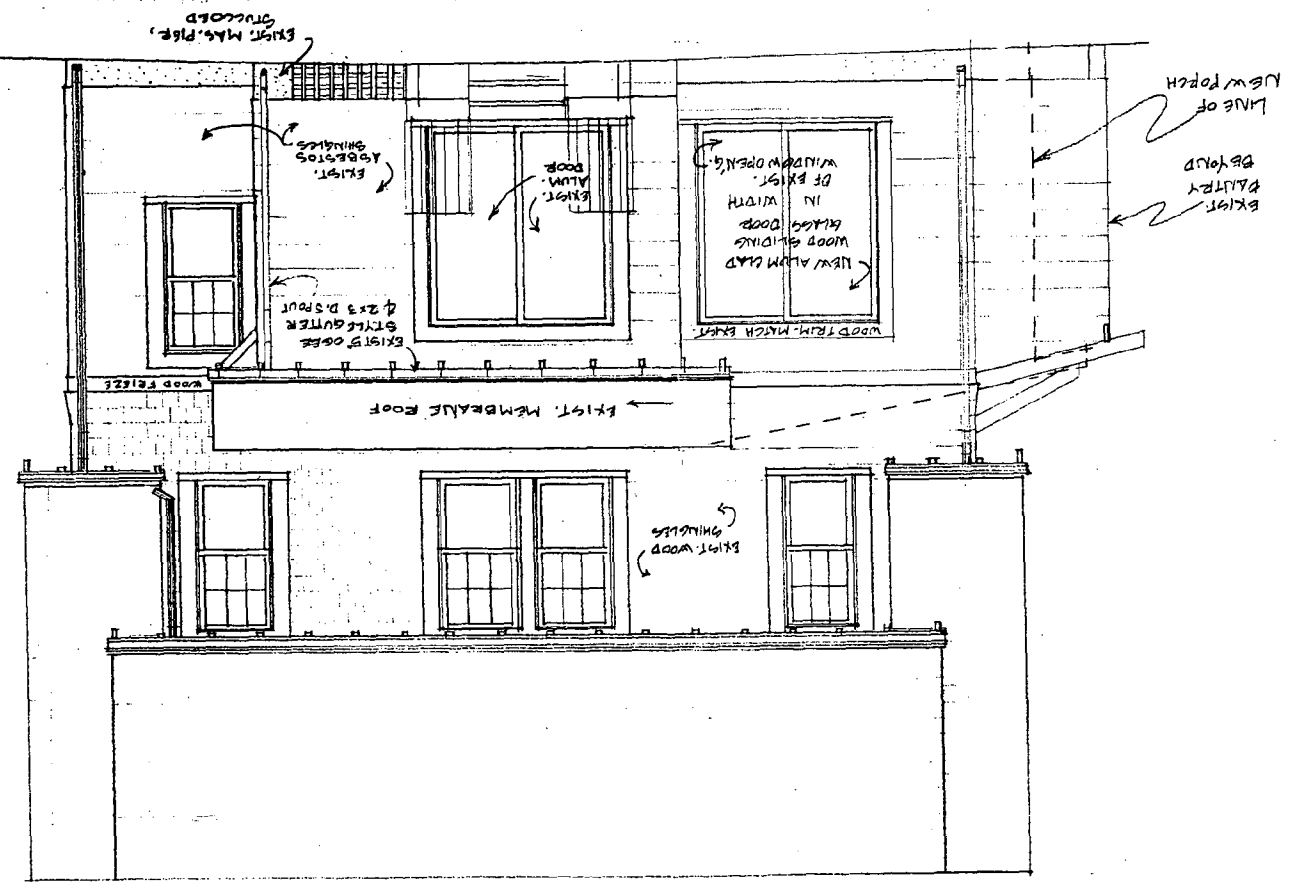




PROPOSED

1/4" = 1'-0"

PHANTOM VIEW OF LEVEL FLOOR

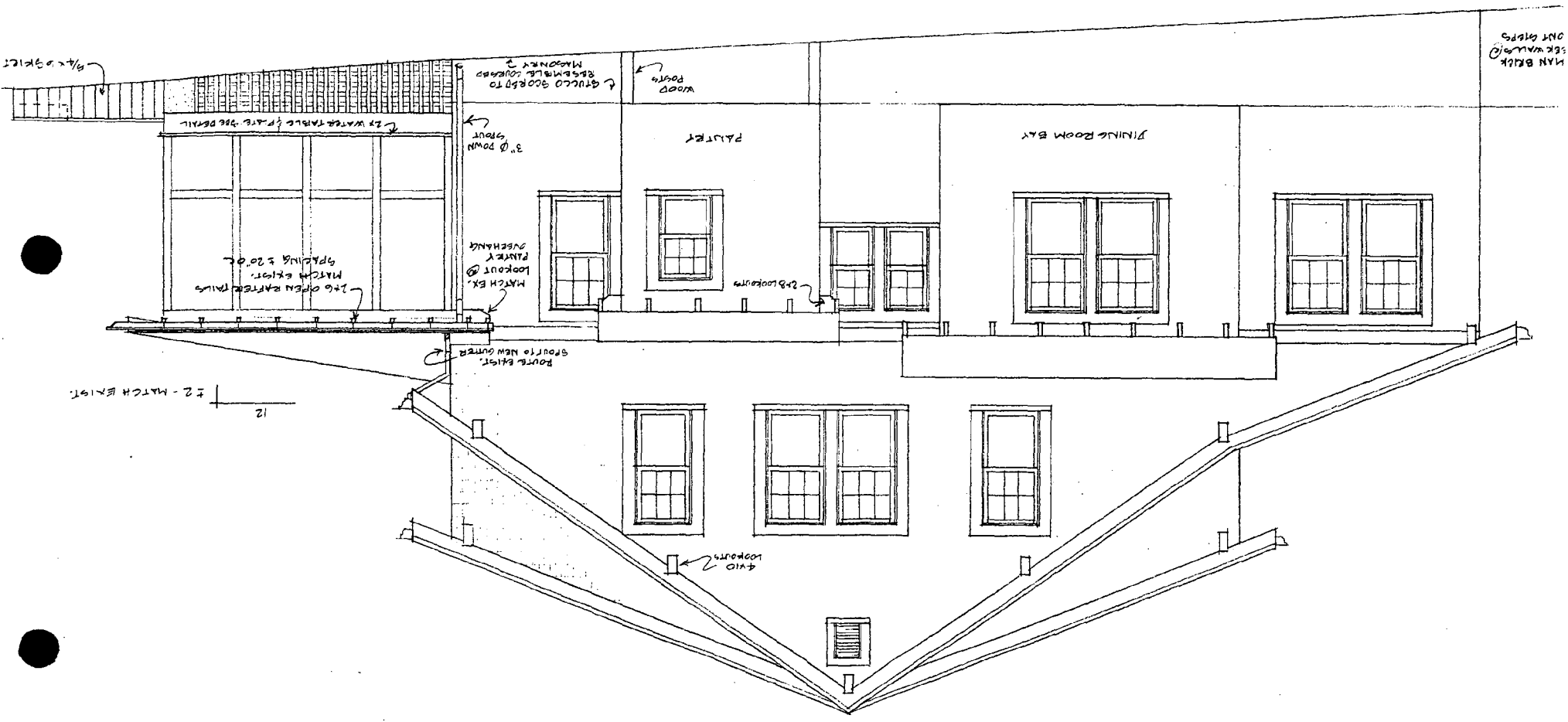




21

NORTHWEST ELEVATION

PROPOSED



MAN BRICK  
SER WALLS  
OUT STPS

DINING ROOM BAR

PLASTER

WOOD  
PANELS  
MATCH EX. LOOKOUT TO  
SUBLOOKOUT

3" Ø DOWN  
MATCH EX. LOOKOUT TO  
SUBLOOKOUT

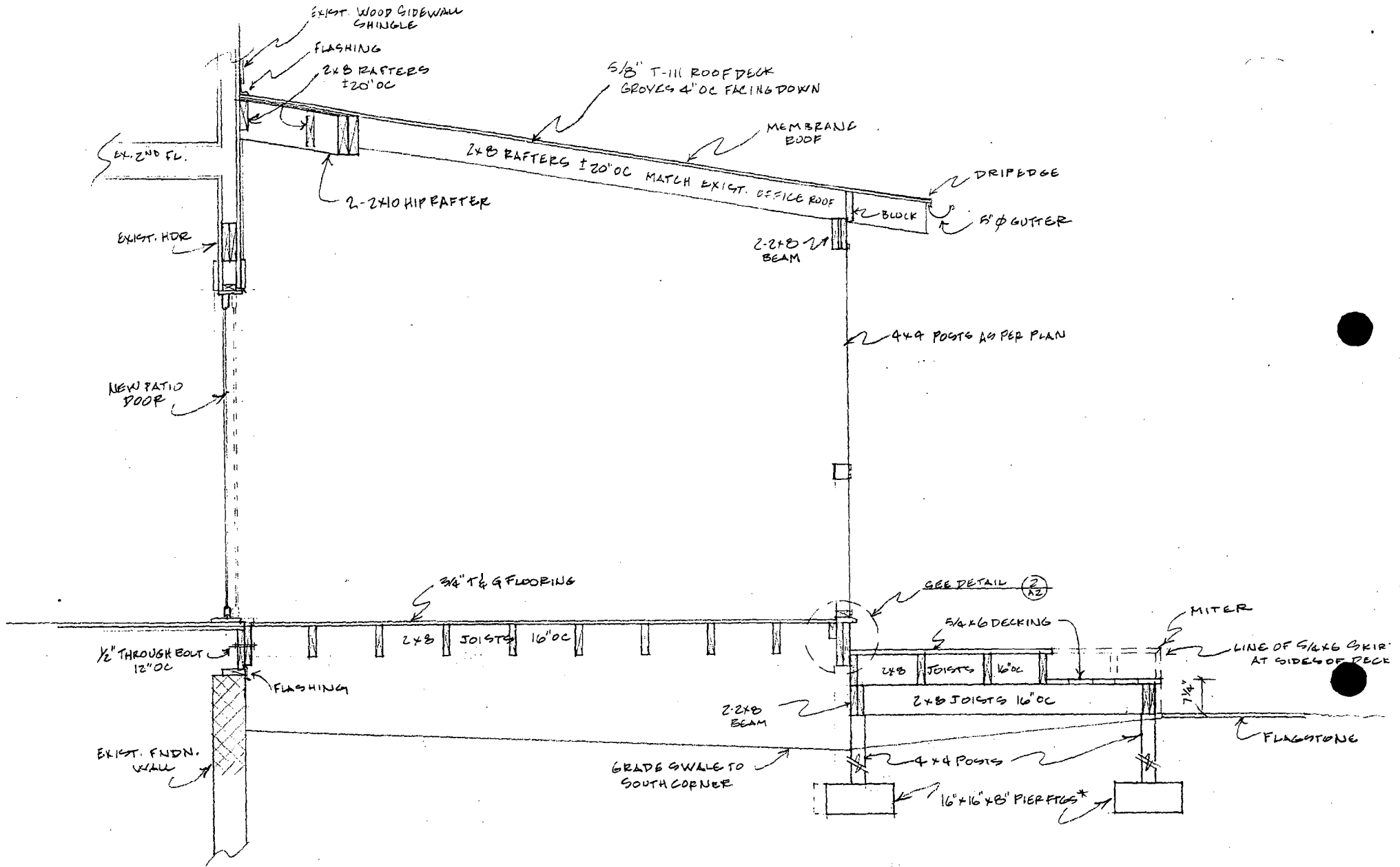
2" TO OPEN BAR  
MATCH EX. LOOKOUT  
SPACING 20" OC

12  
± 2 - MATCH EX. 191.

4" X 10"  
LOOKOUT

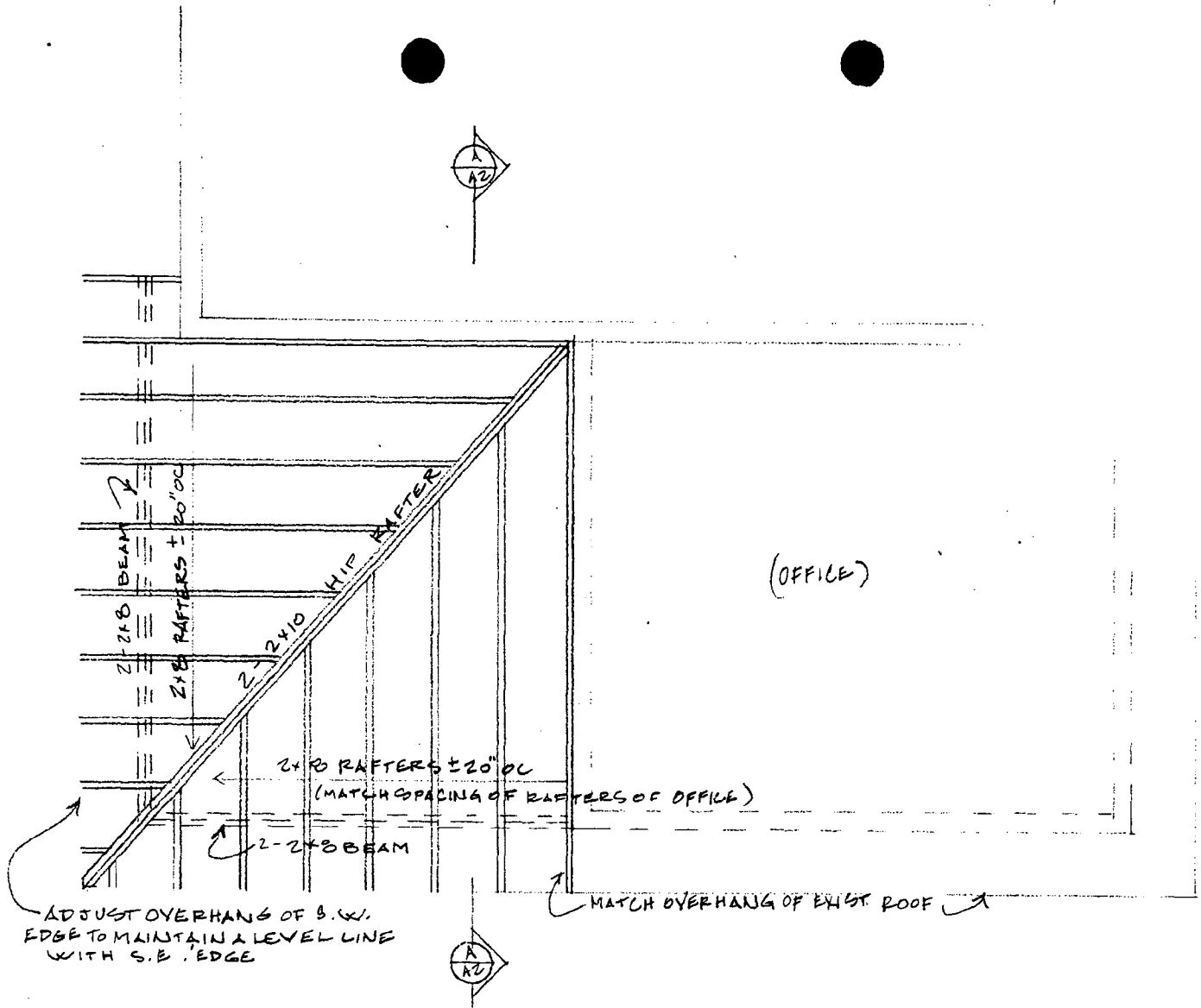
POUR TO NEW CENTER  
MATCH EX. LOOKOUT TO  
SUBLOOKOUT

1/4" Ø SPIKE



13

SECTION A-A  
 1/2" = 1'-0"



- ALL ROOF FRAMING IS TO BE EXPOSED FROM BELOW; THEREFORE ALL JOINTS ARE TO BE TIGHT, AND NAILS ARE TO BE DRIVEN FLUSH WITHOUT DIMPLING

- ROOF DECK IS TO BE 5/8" THICK T-111 PLYWOOD WITH GROOVES 4" OC, FALLING DOWN. ROOF MEMBRANE IS TO BE FASTENED W/ MAX. 5/8" LONG NAILS, TO PREVENT NAILS FROM SHOWING THROUGH FROM BELOW

### ROOF FRAMING PLAN

1/4" = 1'-0"

7217 CEDAR AVENUE  
TAKOMA PARK, MD.

SHIRLEY TRUE—application to add rear porch & sliding glass door



FRONT



Porch

BACK

7217 CEDAR AVENUE—Photos, page 2  
TAKOMA PARK, MD.

SHIRLEY TRUE—application to add rear porch & sliding glass door



*FRONT +  
Right  
side*

*— Porch*



*Back*

*Porch*

① of ①6

7217 CEDAR AVENUE  
TAKOMA PARK, MD.

SHIRLEY TRUE—application to add rear porch & sliding glass door



FRONT



PORCH

BACK



7217 CEDAR AVENUE—Photos, page 2  
TAKOMA PARK, MD.

SHIRLEY TRUE—application to add rear porch & sliding glass door



*FRONT +  
Right  
side*

*— Porch*



*Back*

*Porch*

? Dec. 17<sup>th</sup> meeting

**FAX \* FAX \* FAX \* FAX**

**FROM SHIRLEY TRUE**

**Re/Max 2000 \* Takoma Park**

**Home office: 301-588-8896**

**Home fax: 301-588-9492**

**E-mail: true.remax2000@juno.com**

TO: Robin Ziek

DATE: 11-11-97

Category 2

RE: 7217 Cedar Avenue

Dear Robin -

In preparation for  
our meeting Thursday  
at 11:00.

Thanks,

Shirley True

Lara Crane  
Ziek.  
217-6359

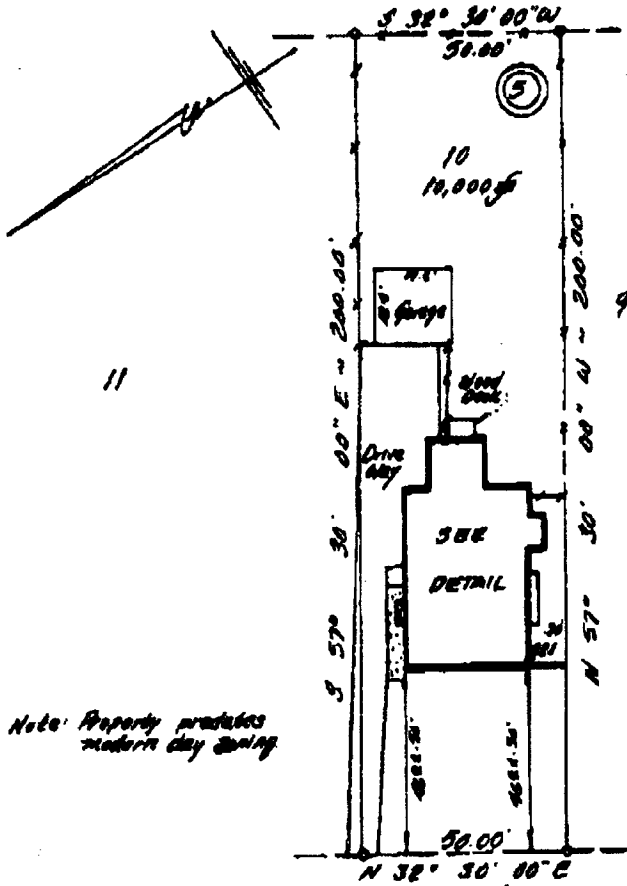
PAGE ① OF ③

37/3-97 ~~BA~~ 22

NOV 11 '97 04:31PM MILLER REDDEN PA

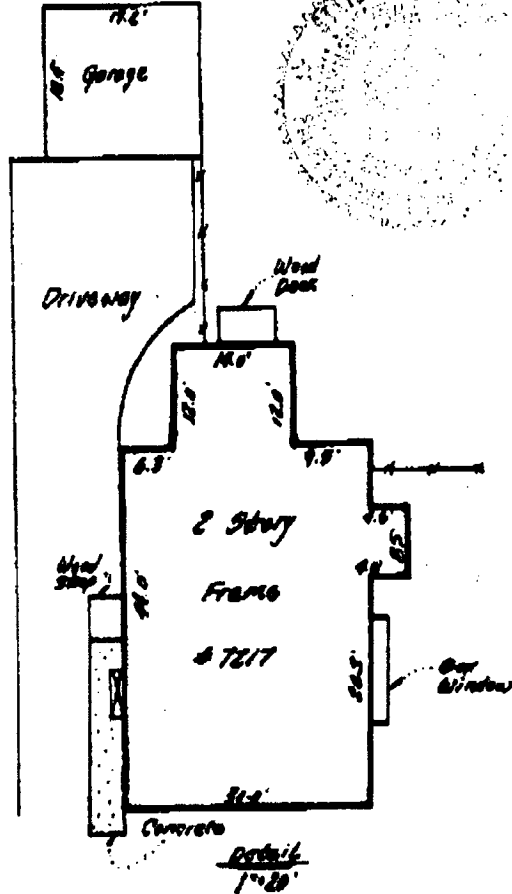
P.1

000007



Note: Property produces modern day zoning

CEDAR AVENUE



LOCATION DRAWING  
LOT 10 BLOCK 5  
TAKOMA PARK

Surveyor's Certification

I hereby certify that the survey shown hereon is correct to the best of my knowledge and that, unless noted otherwise, it has been prepared utilizing description of record. This survey is not a boundary survey and the location or existence of property corners is neither guaranteed nor implied. Fence lines, if shown, are approximate in location. This property does not lie within a 100 year flood plain according to FEMA insurance maps unless otherwise shown hereon. Building restriction lines shown as per available information.

*Stephen J. Wentzell*  
Stephen J. Wentzell, Maryland RLS Reg. No. 10787

NOTE: This plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or refinancing. This plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements. This plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or refinancing.

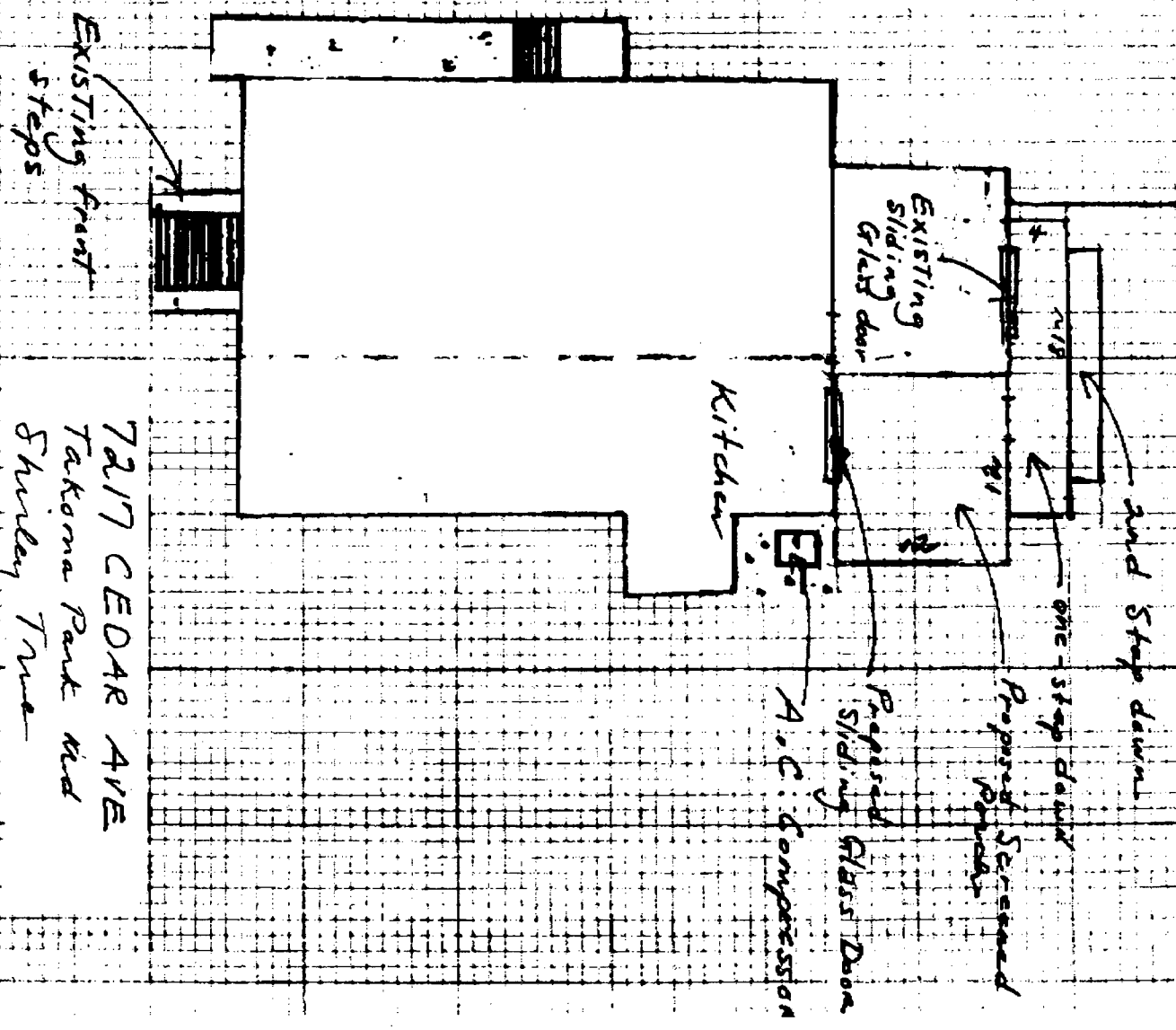
Date: 6-12-95  
Scale: 1"=40', 1"=20'  
Plot Book: A  
Plot No.: 3  
Work Order: 95-1225



Meridian Surveys, Inc.  
2401 Research Boulevard  
Rockville, MD 20850  
(301) 440-0025

Address: 7217 Cedar Avenue  
District: 13  
Jurisdiction: Montgomery County, Maryland

NO TITLE REPORT FURNISHED



Existing front steps

7217 CEDAR AVE  
Takoma Park Md  
Shirley True

A.C. Compressor

Proposed Sliding Glass Door

Proposed Screened Porch

one step down

two step down

Existing Sliding Glass door

Kitchen

November 9, 1997

To: Robin Ziek, Preservation Planner, Historic Preservation Commission  
From: Shirley True

Re: 7217 Cedar Avenue, Takoma Park, Maryland

Dear Robin:

I have made some notes in an effort to facilitate our discussion on Thursday, November 13 at 11:00 a.m.

**The immediate problem:** There is no landing for our front door. The front steps go right up to the front door. This is hazardous, especially when it is raining, snowing, or otherwise wet or icy.

**A secondary consideration is architectural:** The fact that there is no landing, no safe transitional space between the steps and the front door is aesthetically unpleasing and emotionally unwelcoming.

**My request for ideas about a solution:** At this point I do not know (but would like to know) the Historic Preservation Commission's criteria for approving a plan for a resolution. But my own personal requirements are as follows:

1. The covered landing or porch must look as though it has always been there. It must be architecturally consistent with the **period** (the house was built in 1918) and **scale** of the house.
2. It must be within my financial budget for addressing this problem.

**Requests for approval for additional exterior changes in conjunction with solving the landing problem.**

1. When the previous owners enclosed the front porch years ago, they installed modern windows. We would like permission to install windows that match the rest of the windows in the house.
2. There is now no direct access to the backyard from the kitchen. We would like permission to install a sliding glass door in the back kitchen wall where there is now a set of double-hung windows. We would like to move these to the front of the house, and order additional matching windows.
3. There is now no direct exit from the kitchen to the back yard. We would like permission to add a screened porch on the back of the house leading from the kitchen to the backyard.

I include a copy of the <sup>house location survey</sup> ~~plot~~ for your review. Please let me know if there is anything I can do in advance of our meeting on Thursday that will further facilitate our discussions.

Sincerely,

*Shirley True*

301-588-8896