

~~1111~~ - ~~444~~ TIC
Corri
~~1111~~

37/03-03A 7128 Carroll Avenue
(Takoma Park Historic District)



Since 1979

*Associates of Ekuban
Realty Services, Inc*



Frederic C. Lamour
Realtor Associate

6875 New Hampshire Ave.
Takoma Park, Maryland 20912

Office: (301) 270-0300
Home: (301) 891-3733
Cell: (301) 785-3855
Fax: (301) 270-8430

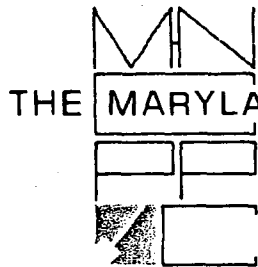
*Fred LaMore 12/17
3p.m.*

7128 Carroll Ave —

*Pete Hayok said to
call re. work that
would have been done,
but isn't going to be done.*

301-785-3855

Sue



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

Date: 1/8/03

MEMORANDUM

TO: Historic Area Work Permit Applicants

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

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

DPS # 0
HAWP # 37/3-03A

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 255 Rockville Pike, 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 240-777-6370.

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 240-777-6210 or online @ permits.emontgomery.org of your anticipated work schedule.

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



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

January 8, 2003

MEMORANDUM

TO: Robert Hubbard, Director
Department of Permitting Services

FROM: Gwen Wright, Coordinator
Historic Preservation

SUBJECT: Historic Area Work Permit 37/3-03A

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

Approved Denied **Approved with Conditions:**

1. Eleven (11) vinyl 1/1 double hung windows on the first floor and front dormer will be removed, and replaced with wood double hung windows;
2. Three (3) wood 6/1 windows will be installed in the dormer with eight (8) wood 1/1 double hung, or something historically accurate, will be installed on the front façade as well as wrap one window each on both sides. In addition, both sidelights around the door will also be replaced with wood. These windows will also have wood casings as surrounds.

and subject to the general conditions that **1) HPC Staff will review and stamp the construction drawings prior to the applicant's applying for a building permit with DPS.**

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

Applicant: Guy Rene
7128 Carroll Avenue
Takoma Park, MD 20912



RETURN TO: DEPARTMENT OF PERMITTING SERVICES
255 ROCKVILLE PIKE, 2nd FLOOR, ROCKVILLE, MD 20850
240/777-6370

DPS - #8

HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR
HISTORIC AREA WORK PERMIT

Contact Person: Fred Lamour
Daytime Phone No.: 301-785-3855

Tax Account No.: _____
Name of Property Owner: Guy Rene Daytime Phone No.: 301-270-5196
Address: 7128 Carroll Ave Takoma Park MD 20912
Street Number City State Zip Code
Contractor: Capital Supply Phone No.: 301-595-2992
Contractor Registration No.: _____

Agent for Owner: Fred Lamour Daytime Phone No.: 301-785-3855
Address: 7128 Carroll Ave Takoma Park MD 20912

LOCATION OF BUILDING/PREMISE
House Number: 7128 Street: Carroll Ave
Town/City: Takoma Park Nearest Cross Street: Philadelphia (410)
Lot: 8 Block: 2 Subdivision: Takoma Park
Liber: 6362 Folia: 795 Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

I A. CHECK ALL APPLICABLE:
 Construct Extend Alter/Renovate AC 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: Windows

I B. Construction cost estimate: \$ 8000

I C. If this is a revision of a previously approved active permit, see Permit # _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: _____
2D. 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 12/17/02 Date

Approved: with conditions [Signature] For Chairman, Historic Preservation Commission
Disapproved: _____ Signature: _____ Date: 1/8/02
Application/Permit No.: _____ Date Issued: _____

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:

(storm front)

Currently the property has a mixture of vinyl windows and wood windows, both of which look the same on the outside. Windows that were capped have been removed so as not to cover the historical trim around the windows. Instead, trim of windows will be repaired, if necessary, and repainted.

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

There are no effects.

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;
- 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.

3. PLANS AND ELEVATIONS

You must submit 2 copies of plans and elevations in a format no larger than 11" x 17". Plans on 3 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 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.

HAWP APPLICATION: MAILING ADDRESSES FOR NOTICING [Owner, Owner's Agent, Adjacent and Confronting Property Owners]	
Owner's mailing address 7128 Carroll Ave Takoma Park, MD 20912	Owner's Agent's mailing address Same
Adjacent and confronting Property Owners mailing addresses	
7126 Carroll Ave	
7130 Carroll Ave	

g'addresses: noticing table

TAKOMA PARK ON-SITE SURVEY

ADDRESS 7128 Carroll Ave. SITE # J/7128

BUILDING NAME _____

NAME OF OWNER _____

ADDRESS OF OWNER _____

DO NOT FILL OUT DURING FIELD SURVEY

Style/Form: _____ Approx. date: _____ Source: _____

Assessment of contribution: Architectural _____ Historical/Social _____

Assessment of architectural contribution:
A _____ B _____ C _____ D _____ E _____ F _____

PHOTO (ROLL CA-9# 15)

SITE PLAN AND SHAPE



I. INITIAL ASSESSMENT OF ARCHITECTURAL CONTRIBUTION:

Contributing Non-Contributing _____ Intrusion _____ Out of Period _____
If you have not chosen contributing, stop here.

II. FUNCTION

(Note current use with X; if changed, also note original use with O.)

Residential: single 2-5 apts.
Commercial: retail office financial inst.
restaurant theatre gas
Religious: meeting place other (specify)
Educational: school (thru high) college/univ. library

III. MATERIALS

1. STRUCTURAL MATERIALS:

wood _____ brick _____ stone _____ concrete _____ other _____

2. MAIN SURFACE MATERIALS (original)

Denote primary material as (1) and secondary as (2).

Wood: A. Board: weatherboard German shiplap
board and batten other

B. Shingle: square fishscale hexagonal
other (specify)

Brick: unpainted: red buff yellow
mixed other (specify)

Painted: Color _____
bond: header stretcher common Flemish
English stack other (specify)

Note texture and size of brick: _____

Stucco: smooth textured other (specify)

Stone: type: limestone granite sandstone
marble other (specify)

coursing: coursed broken course panel
rubble/fieldstone

Other (original): _____

Non-original:

Siding: aluminum vinyl asbestos asphalt
wood

Masonry: formstone brick veneer concrete stucco

3. EXTERIOR TRIM: wood _____ stone _____ metal _____

other (specify)

4. FOUNDATIONS: _____ brick _____ stone _____ stucco concrete _____ other _____

IV. FORM

1. RELATIONSHIP TO NEIGHBORING STRUCTURES:

free-standing semi-detached row row end
 other (specify) _____

2. DIMENSIONS:

Height: 1 1/2 stories Width: 7 bays Depth: 4 bays Basement:

3. MASSING:

Basic shape: regular irregular

4. ROOF: visible(?) y-2.5

shape: 1. gable: front side cross-gable multi-gable
2. hip: simple + gable other double hip - or 7
3. gambrel: front side cross
4. mansard
5. flat
6. other _____

pitch: low medium high

material:

1. slate: square decorative multi-color
2. metal: standing seam flat shingles
3. asphalt: rolled shingles look tarred over
4. wood shingles
5. tile

features:

1. dormers: # 3
shape: gable swept large shed hip
 small shed swept other
2. chimneys: # 1 location ridge
material, if other than brick _____
more than one/linked(?)
 corbelled clay chimney pots
other features _____

3. cornice:

material: wood stone brick other
type: corbelled box denticulated open
 modillioned
bracketed: straight
 jigsaw
 carved
 other
other features: balustrade parapet
 blank frieze decorated frieze
 classical entablature
other _____

4. eaves:

exposed rafters: decorated plain
 closed

5. roof trim: lantern finial cresting urn



5. PROJECTIONS:

A. Porch:

Location: front side
 Is the porch integral to the main body of the building? NO
 general: open screened partially open
 other (specify) _____
 width: wrap full 3/4 1/2 entrance only
 height: full 1 story 2 story
 supports: posts: turned other _____
 columns: Doric other _____
 piers: battered square other _____
 pedestal: battered square other _____
 support material: wood brick stucco other _____
 support height: full on rail
 rails: straight jigsaw fretwork lattice
 wall other (specify) _____
 rail material: wood brick stucco other _____
 roof shape: integral shed gable hip
 other: flat
 roof material: slate wood asphalt tile
 metal other _____
 porch ornament: blank trim
 foundation integral to _____
 foundation mat.: brick wood concrete stucco
 foundation ornament: lattice
 stairs: original (?) yes
 material: wood concrete stone brick
 shape: straight straight-side curved
 double other _____
 design: plain trimmed ornate with wall
 other _____
 rail: straight turned wall
 other _____
 rail material: wood metal brick
 other _____

B. Gallery Balcony Porte-Cochere (Circle correct one)

location: front side
 general: open screened partially open
 other (specify) _____
 width: wrap full 3/4 1/2 1 bay
 supports: posts: turned other _____
 columns: Doric other _____
 piers: full height on rail
 support materials: wood brick stucco other _____
 rails: straight jigsaw fretwork lattice
 parapet other (specify) _____
 rail material: wood brick stucco other _____
 roof shape: shed gable hip other _____
 roof material: slate wood asphalt tile
 metal other _____

(For the following, indicate # of each type of projection)

- C. Bays: polygonal square curved
 location: front side
 materials: wood brick stucco stone
 other _____
 roof shape: shed conical hip mansard
 gable other _____
 special features: _____
- D. Oriels: polygonal square curved
 location: front side
 materials: wood brick stucco stone
 other _____
 roof shape: shed conical hip mansard
 gable other _____
 special features: _____
- E. Towers: polygonal square curved
 location: front side
 materials: wood brick stucco stone
 other _____
 roof shape: shed conical hip mansard
 gable other _____
 special features: _____

V. MAIN FACADE COMPOSITION

1. # OF SURFACES: single plane multi-plane
 2. FOCUS: door window fenestration porch other projection
 3. FENESTRATION: regularly spaced irregularly spaced

4. WINDOWS:

- A. Primary windows: location 1st floor original (?) yes
 type: sash casement fixed other
 # of units: one two other
 # of panes: 11 (note # of lights/# of lights)
 enframements: wood metal other
 sills: wood brick stone concrete other
 lintels: wood brick stone concrete other
 features: transom stained glass leaded glass
 shutters other
- B. Secondary windows: location dormer original (?) yes
 type: sash casement fixed other
 # of units: one two other
 # of panes: 11 (note # of lights/# of lights)
 enframements: wood metal other
 sills: wood brick stone concrete other
 lintels: wood brick stone concrete other
 features: transom stained glass leaded glass
 shutters other
- C. Special windows: round arch pointed arch Palladian
 false-Palladian bull's eye oval fanlight
 other 2 windows to each side of door - 1/1 - long, narrow, but not sidelight

5. MAIN DOOR:

- location: left side right side center other
 material: wood wood and glass other
 panelling: # raised recessed flat
 glazing: # of panes
 other (specify)
 special features: transom fanlight side lights
 beveled glass stained glass other
 surround (describe)
 other doors if notable:
- Accessed by metal storm door and like substance inside*

VI. MAJOR ALTERATIONS AND ADDITIONS (Describe):

- behind side dormers - 1/2 story asbestos sided, 3 bay addition, call see roof
- rear - 1 story, shed roof wood sided addition with small wood deck beyond
- side entrance - wooden steps

VII. RELATED FEATURES

1. OUTBUILDINGS: garage shed other (specify)
2. LANDSCAPE FEATURES:
 paving: brick stone other (specify)
 fencing: wood stone brick chain link other
 describe:

VII. COMMENTS

1. CONDITION: Excellent Good Poor
2. EXCEPTIONAL FEATURES (List-do not describe):
 1) recessed front entrance with side windows
 2) curved roofline near cornice

3. SURVEYOR COMMENTS:

The front windows may once have been bays. Now they are fully integrated into a multi-plane facade. Rest of house was square.

Field Surveyor Terry Dammann Date Recorded 6/4/85
 Reviewed _____ Date Reviewed _____

HISTORIC PRESERVATION COMMISSION STAFF REPORT

Address:	7128 Carroll Avenue	Meeting Date:	01/08/03
Applicant:	Guy Rene (Fred Lamour, Agent)	Report Date:	01/01/03
Resource:	Takoma Park Historic District	Public Notice:	12/31/02
Review:	HAWP Retroactive	Tax Credit:	No
Case Number:	37/03-03A	Staff:	Corri Jimenez
PROPOSAL:	Window replacement	RECOMMEND:	Denial

PROJECT DESCRIPTION

SIGNIFICANCE: Contributing Resource
 STYLE: Craftsman Bungalow
 DATE: 1915-1925

7128 Carroll Avenue is a contributing resource to the Takoma Park Historic District. It is a 1-½ story Craftsman bungalow with a central hip roof dormer. Wide eaves with an Oriental influence swoop from the roof and are character-defining features of the house.

PROPOSAL

In early November 2002, the applicant removed original windows and installed 33 vinyl, Ellison 1300 double hung windows (see Circle 13). The original windows, according to installer David Harvey, were “screwed, nailed, and caulked together and not functional” (see Circle 9). In addition, Mr. Harvey recorded the windows condition as “separated, split, broken and held together by metal...storm windows were missing many parts and on most of them, the glass was cracked.” The old windows were thrown away and are not retrievable.

The applicant is now requesting retroactive approval of the window replacement project.

BACKGROUND

In early November 2002, staff was notified by a Takoma Park resident that the windows at 7128 Carroll Avenue were in the process of being removed. Staff

immediately called the Department of Permitting Services (DPS), and requested inspector Pete Hryzac to go out to assess the property. Mr. Hryzac arrived there after the new windows were installed, but was able to ask the installers to not “cap” the wood window trim with vinyl siding. No notice of violation was issued by DPS at that time.

Soon after the DPS visit in November, staff received a call from Realtor Associate Fred Lamour of Associates of Ekuban Realty Services, Inc, who is the agent for the applicant and has been staff’s only contact. Mr. Lamour explained that DPS had just paid him a visit about the window replacement and informed him he was in a historic district and needed to come to the HPC with a Historic Area Work Permit (HAWP). Mr. Lamour explained that he did not know he was in a historic district and the windows had been in bad condition for quite some time, and “needed to be replaced.” Staff explained to Mr. Lamour that replacing historic windows, especially 33 original wooden windows, was something the HPC would not typically approve of for a contributing resource and wished he had given staff a call before his work began. In addition, staff explained the procedure of repairing original windows as well as explained that tax credits could have been gained for work completed on these windows. Mr. Lamour commented that the windows that were installed were “like his neighbors” but during the conversation, staff explained that they needed more facts and asked about locating the original windows in the event the new ones were not compatible or approvable by the HPC.

After speaking with Mr. Lamour, staff immediately called the contractor/installer, Capitol Supply Inc., to confirm that the historic windows were not retrievable. Approximately four days had transpired. Staff was able to get a letter from the installer describing the condition of the old windows and describing the new replacement windows (see Circle 9). The installer confirmed that the historic windows were not retrievable.

On December 5th, DPS issued a notice of violation, giving the owner of 7128 Carroll Avenue 30 days to come into compliance. The owner is now requesting a retroactive HAWP so as to be in compliance.

STAFF DISCUSSION

Window replacement in historic structures is a difficult issue, which the HPC has faced on numerous occasions. Replacement of original windows is typically not permitted because windows are an essential part of the architectural fabric of a building. The goal of historic preservation is not only to keep the general exterior appearance of the historic building intact, but also to preserve original building materials. The replacement of original building materials is inappropriate and vinyl windows as a window replacement are particularly inappropriate for a structure within a historic district.

Removal of historic windows is not justified because of condition alone, regardless if the windows are in deteriorated condition, have broken panes, or are not

operable. All of these problems are repairable as well as eligible for historic preservation tax credits. The National Park Service provides preservation guidelines as well as information on how to care for historic windows, listed in the U.S. Department of the Interior's *Guidelines for Rehabilitation*. These *Guidelines* state:

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. (Guideline #2).

These *Guidelines* continue:

Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall *match the old* in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence (Guideline #6).

Besides these above guidelines, the U.S. Department of the Interior also supplies the public with appropriate technical preservation advice on how to care for historic windows, listed in the U.S. Department of the Interior's *Standards for Rehabilitation* as well as in "Preservation Brief 9: The Repair of Historic Wooden Windows" (see Circle 16-22).¹ In the Historic Preservation Office, there is a collection of other resources that can be used as references, including names of preservation consultants who can evaluate historic windows and repair them.

Staff believes it is likely that the historic windows at 7128 Carroll Avenue could have feasibly been brought back into use by standard repair methods. Maryland state (20%) and Montgomery County (10%) tax credits are obtainable for window rehabilitation, which would include repairs to broken sashes and window panes as well as the addition of storm windows for thermal protection.

In addition to the Secretary of the Interior's Standards and Guidelines, the Takoma Park Historic District has local guidelines that state, "some non-original building materials may be acceptable on a case-by-case basis" (see Circle 15). However, staff does not feel that this case is one in which this guideline should apply. The applicant undertook replacement of all windows without HPC review. This is a major change to a contributing resource and is counter to all previous HPC decisions on similar cases. Finally, the vinyl replacement window chosen is the worst solution from a preservation standpoint.

Staff recommends denial of the retroactive application since the new vinyl windows are not appropriate for a contributing resource in the Takoma Park Historic District.

¹ This Preservation Brief is also found on the Internet at National Park Service, Historic Preservation Services: <http://www.cr.nps.gov/hps/tps/tax/rhb/windows01.htm>.

STAFF RECOMMENDATION

Staff recommends that the Historic Preservation Commission *deny* the proposal to approve the replacement of the windows at 7128 Carroll Avenue based on Chapter 24A-8(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 or 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.

Staff further recommends that the applicant be directed to replace the vinyl windows with appropriate wooden, double hung windows that match any remaining, historic windows with the window to be used approved at a staff level.



RETURN TO: DEPARTMENT OF PERMITTING SERVICES
255 ROCKVILLE PIKE, 2nd FLOOR, ROCKVILLE, MD 20859
240/177-6370

DPS - #8

HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR
HISTORIC AREA WORK PERMIT

Contact Person: Fred Lamour
Daytime Phone No.: 301-785-3855

Tax Account No.: _____
Name of Property Owner: Guy Rene Daytime Phone No.: 301-270-5196
Address: 7128 Carroll Ave Takoma Park MD 20912
Street Number City State Zip Code
Contractor: Capital Supply Phone No.: 301-595-2992
Contractor Registration No.: _____

Agent for Owner: Fred Lamour Daytime Phone No.: 301-785-3855
Address: 7128 Carroll Ave Takoma Park MD 20912

LOCATION OF BUILDING/PREMISE

House Number: 7128 Street: Carroll Ave
Town/City: Takoma Park Nearest Cross Street: Philadelphia (410)
Lot: 8 Block: 2 Subdivision: Takoma Park
Liber: 6362 Folio: 795 Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

I A. CHECK ALL APPLICABLE: Construct Extend Alter/Renovate Move Install Wreck/Place Revision Repair Revocable
CHECK ALL APPLICABLE: AC Slab Room Addition Porch Deck Shed Solar Fireplace Woodburning Stove Fence/Wall (complete Section 4) Other: Windows
I B. Construction cost estimate: \$ 8000
I C. If this is a revision of a previously approved active permit, see Permit # _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

2A. Type of sewage disposal: 01 WSSC 02 Septic 03 Other: _____
2D. Type of water supply: 01 WSSC 02 Well 03 Other: _____

PART THREE: COMPLETE ONLY FOR FENCE/RETAINING WALL

2A. Height _____ feet _____ inches
2B. 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
12/17/02 Date

Approved: _____ For Chairperson, Historic Preservation Commission
Disapproved: _____ Signature: _____ Date: _____
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:

(storm front)
Currently, the property has a mixture of vinyl windows and wood windows, both of which look the same on the outside. Windows that were capped have been removed so as not to cover the historical trim around the windows. Instead, trim of windows will be repaired, if necessary, and repainted.

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

There are no effects.

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).

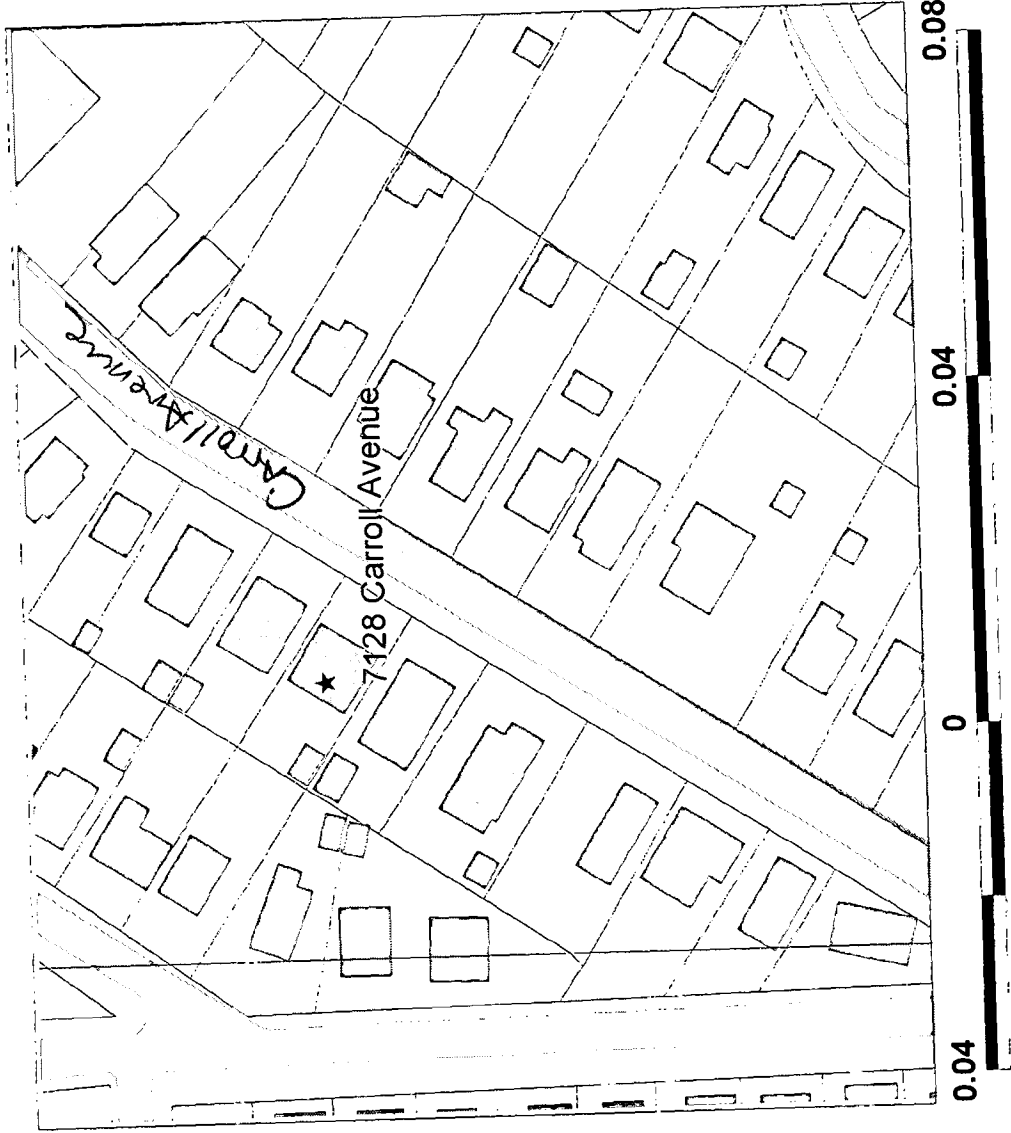
PLEASE PRINT (IN BLUE OR BLACK INK) OR TYPE THIS INFORMATION ON THE FOLLOWING PAGE.
PLEASE STAY WITHIN THE GUIDES OF THE TEMPLATE, AS THIS WILL BE PHOTOCOPIED DIRECTLY ONTO MAILING LABELS.

(6)

HAWP APPLICATION: MAILING ADDRESSES FOR NOTICING [Owner, Owner's Agent, Adjacent and Confronting Property Owners]	
Owner's mailing address 7128 Carroll Ave Takoma Park, MD 20912	Owner's Agent's mailing address Same
Adjacent and confronting Property Owners mailing addresses	
7126 Carroll Ave	
7130 Carroll Ave	

g'addresses' noticing table

Takoma Park Historic District





November 6, 2002

Ms. Corri Jinenez
Maryland National Capital Park & Planning Commission
1109 Spring Street, Suite 801
Silver Spring, MD 20910

Dear Ms. Jinenez,

On Wednesday, October 30, 2002, I installed thirty-three (33) double-hung windows (Ellison 1300) at the home of Marie Lamour, 7128 Carroll Avenue, Takoma Park, MD. I was hired as a sub-contractor to install these windows by American Home Exteriors.

The windows that I removed from Ms. Lamour's home were screwed, nailed, and caulked together and not functional. The sashes on these windows were separated, split, broken and held together by metal. The storm windows were missing many parts and on most of them, the glass was cracked. Due to the condition of these windows, the house was drafty and Ms. Lamour wanted this problem resolved.

American Home Exteriors contacted several building associations in Montgomery County and the installation of new windows was approved. The old windows were deposited into a trash dumpster and are now at a landfill. As we discussed, these windows cannot be retrieved or reinstalled in Ms. Lamour's home.

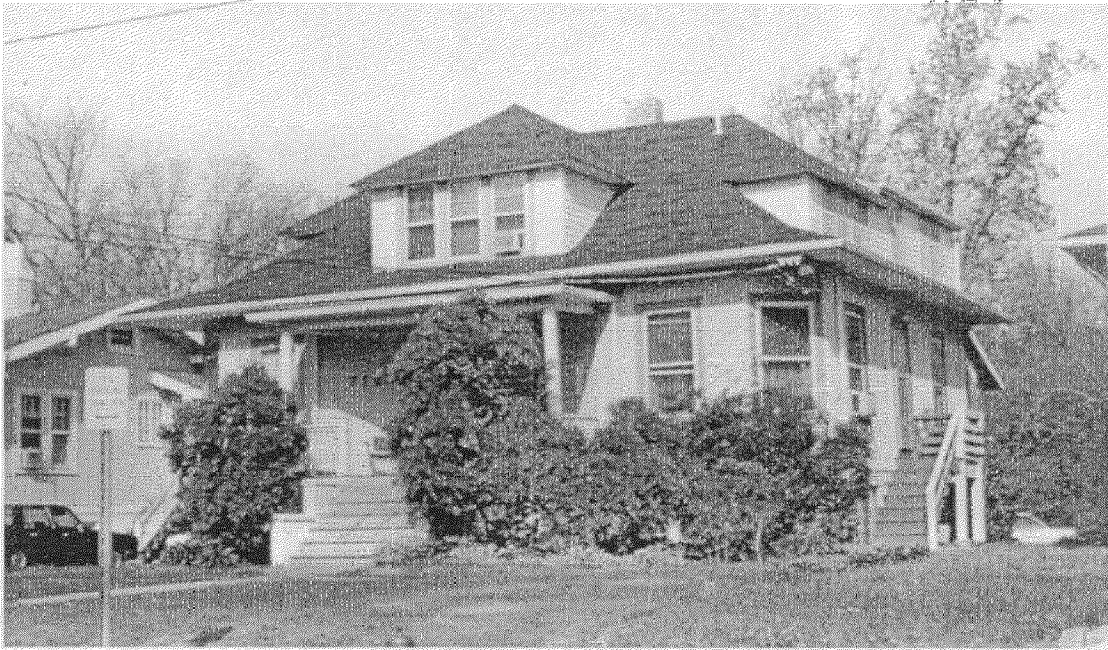
Sincerely,

David Harvey
Window Installer, Capital Supply, Inc.

CAPITAL SUPPLY, INCORPORATED

10726-B Tucker Street • Beltsville, MD 20705 • (301) 595-2992 • 1-800-CSI-2992

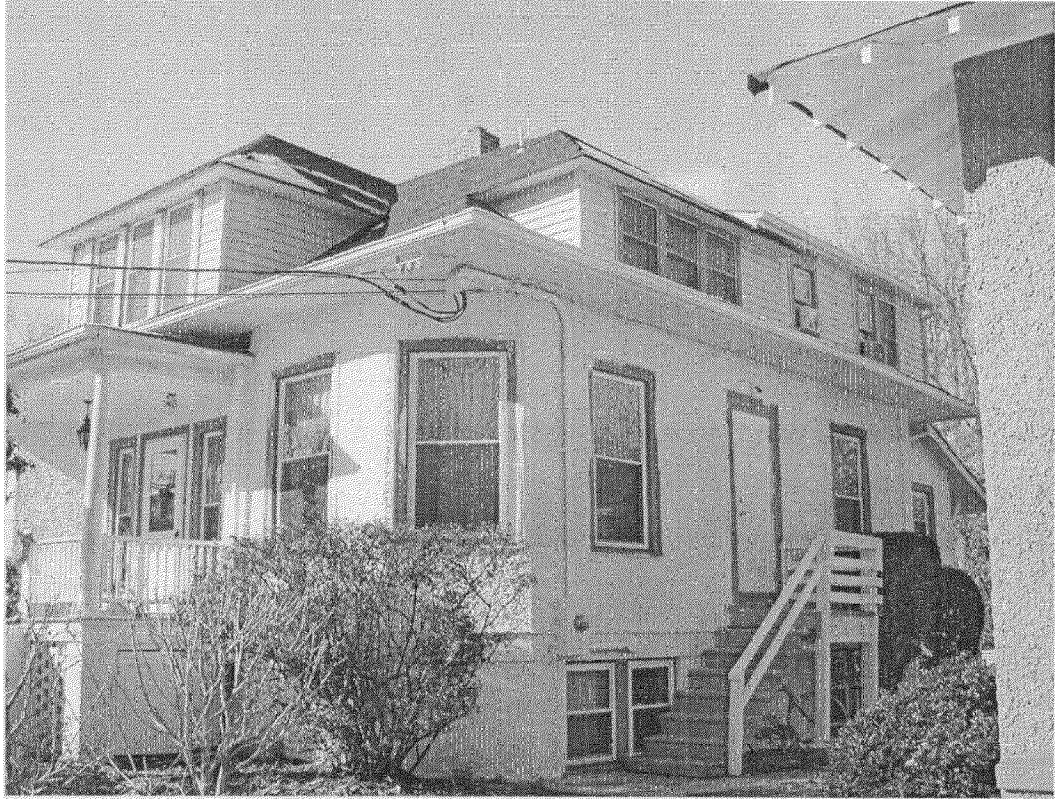
9



7128 Carroll Avenue, front view (1980)



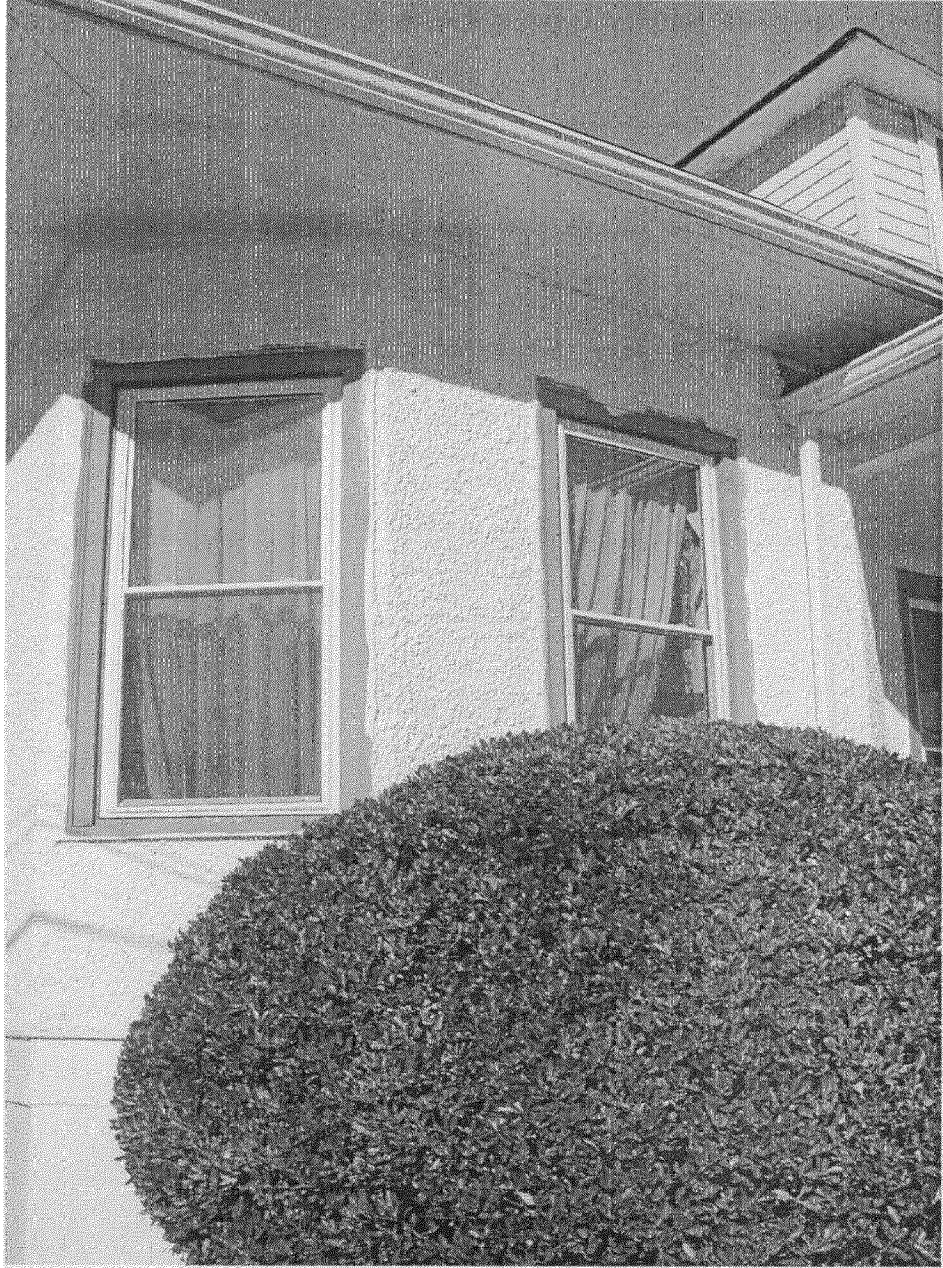
Front view (2002)



Side view



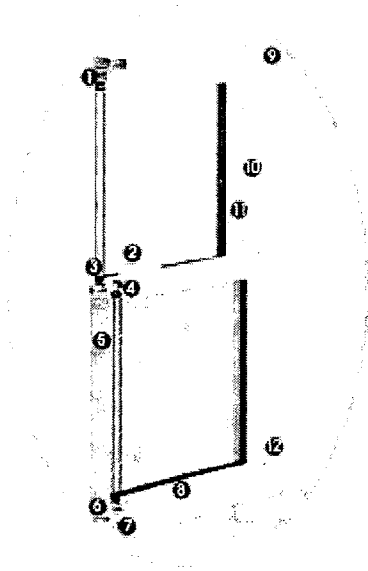
Streetscape, looking up Carroll Avenue



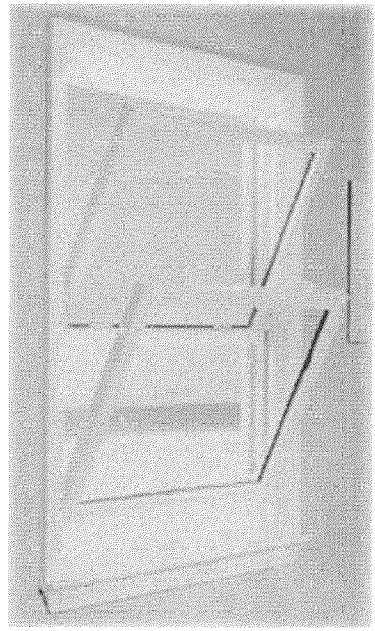
New windows

Ellison Windows & Doors – Product from website

Quality Built Into Every Ellison 1300.



1. Reinforced, multi-cavity construction provides additional thermal performance and structural integrity.
2. Positive-action cam lock enhances safety.
3. 7/8" insulated glass using the patented Intercept® system from PPG cuts energy costs. U-channel spacer with "warm edge" keeps heat and cold from traveling through panes.
4. Interlocking sashes keep out drafts.
5. Half-screen comes standard.
6. Sloped sill reduces air infiltration ... allows for easy water runoff.
7. Rubber bulb seal helps block outside air.
8. Integrated, slim line lift rail allows you to easily operate sash.
9. Fusion-welded sashes and frame add strength, boost thermal performance.
10. Constant force coil balance permits easy sash movement.
11. Dual night latches provide optimum ventilation.
12. Dual-fin weather stripping further reduces air infiltration.



Specifically, some of the factors to be considered in reviewing HAWPs on Outstanding Resources:

- ☛ plans for all alterations should be compatible with the resource's original design; additions, specifically, should be sympathetic to existing architectural character, including massing, height, setbacks, and materials
- ☛ emphasize placement of major additions to the rear of existing structures so that they are less visible from the public right-of-way
- ☛ while additions should be compatible, they are not required to be replicative of earlier architectural styles
- ☛ preservation of original and distinctive architectural features, such as porches, dormers, decorative details, shutters, etc. is encouraged
- ☛ preservation of original windows and doors, particularly those with specific architectural importance, and of original size and shape of openings is encouraged
- ☛ preservation of original building materials and use of appropriate, compatible new materials is encouraged
- ☛ all changes and additions should respect existing environmental settings, landscaping, and patterns of open space

* CONTRIBUTING RESOURCES--RESIDENTIAL

A majority of structures in the Takoma Park Historic District have been assessed as being "Contributing Resources". While these structures may not have the same level of architectural or historical significance as Outstanding Resources or may have lost some degree of integrity, collectively, they are the basic building blocks of the Takoma Park district. However, they are more important to the overall character of the district and the streetscape due to their size, scale, and architectural character, rather than for their particular architectural features.

Contributing Resources should receive a more lenient level of design 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 (it is expected that the majority of new additions will be reviewed for their impact on the overall district).



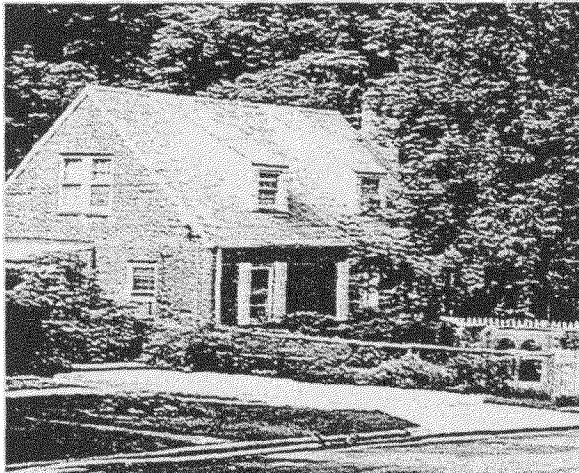
☛ Contributing resources on Hickory Avenue

Some of the factors to be considered in reviewing HAWPs on Contributing Resources include:

- ☞ all exterior alterations, including those to architectural features and details, should be generally consistent with the predominant architectural style and period of the resource and should preserve the predominant architectural features of the resource; exact replication of existing details and features is, however, not required
- ☞ minor alterations to areas that do not directly front on a public right-of-way -such as vents, metal stovepipes, air conditioners, fences, skylights, etc. -should be allowed as a matter of course; alterations to areas that do not directly front on a public right-of-way which involve the replacement of or damage to original ornamental or architectural features are discouraged but may be considered and approved on a case-by-case basis
- ☞ major additions should, where feasible, be placed to the rear of existing structures so that they are less visible from the public right-of-way; additions and alterations to the first floor at the front of a structure are discouraged but not automatically prohibited
- ☞ while additions should be compatible, they are not required to be replicative of earlier architectural styles
- ☞ second story additions or expansions should be generally consistent with the predominant architectural style and period of the resource (although structures that have been historically single story can be expanded) and should be appropriate to the surrounding streetscape in terms of scale and massing
- ☞ original size and shape of window and door openings should be maintained, where feasible
- ☞ some non-original building materials may be acceptable on a case-by-case basis; artificial siding on areas visible from the public right-of-way is discouraged where such materials would replace or damage original building materials that are in good condition
- ☞ alterations to features that are not visible at all from the public right-of-way should be allowed as a matter of course
- ☞ all changes and additions should respect existing environmental settings, landscaping, and patterns of open space

16

.....



☒ Out of period resource on Valley View

NON-CONTRIBUTING/OUT-OF-PERIOD RESOURCES—RESIDENTIAL

Non-Contributing/Out-of-Period Resources are either buildings that are of little or no architectural and historical significance to the historic district or are newer buildings that have been constructed outside of the district's primary periods of historical importance. These types of resources should receive the most lenient level of design review.

Most alterations and additions to

Preservation Briefs: 9

The Repair of Historic Wooden Windows

John H. Myers

The windows on many historic buildings are an important aspect of the architectural character of those buildings. Their design, craftsmanship, or other qualities may make them worthy of preservation. This is self-evident for ornamental windows, but it can be equally true for warehouses or factories where the windows may be the most dominant visual element of an otherwise plain building (see figure 1). Evaluating the significance of these windows and planning for their repair or replacement can be a complex process involving both objective and subjective considerations. The *Secretary of the Interior's Standards for Rehabilitation*, and the accompanying guidelines, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind. This Brief is based on the issues of significance and repair which are implicit in the standards, but the primary emphasis is on the technical issues of planning for the repair of windows including evaluation of their physical condition, techniques of repair, and design considerations when replacement is necessary.

Much of the technical section presents repair techniques as an instructional guide for the do-it-yourselfer. The information will be useful, however, for the architect, contractor, or developer on large-scale projects. It presents a methodology for approaching the evaluation and repair of existing windows, and considerations for replacement, from which the professional can develop alternatives and specify appropriate materials and procedures.

Architectural or Historical Significance

Evaluating the architectural or historical significance of windows is the first step in planning for window treatments, and a general understanding of the function and history of windows is vital to making a proper evaluation. As a part of this evaluation, one must consider four basic window functions: admitting light to the interior spaces, providing fresh air and ventilation to the interior, providing a visual link to the outside world, and enhancing the appearance of a building. No single factor can be disregarded when planning window treatments; for example, attempting to conserve energy by closing up or reducing the size of window openings may result in the use of *more* energy by increasing electric lighting loads and decreasing passive solar heat gains.

Historically, the first windows in early American houses were casement windows; that is, they were hinged at the side and opened outward. In the beginning of the eighteenth century single- and double-hung windows were introduced. Subsequently many styles of these vertical sliding sash windows have come to be associated with specific building periods or architectural styles, and this is an important consideration in determining the significance of windows, especially on a local or regional basis. Site-specific, regionally oriented architectural comparisons should be made to determine the significance of windows in question. Although such comparisons may focus on specific window types and their details, the ultimate determination of significance should be made within the context of the whole building, wherein the windows are one architectural element (see figure 2).

After all of the factors have been evaluated, *windows should be considered significant to a building if they:* 1) are original, 2) reflect the original design intent for the building, 3) reflect period or regional styles or building practices, 4) reflect changes to the building resulting from major periods or events, or 5) are examples of exceptional craftsmanship or design. Once this evaluation of significance has been completed, it is possible to pro-

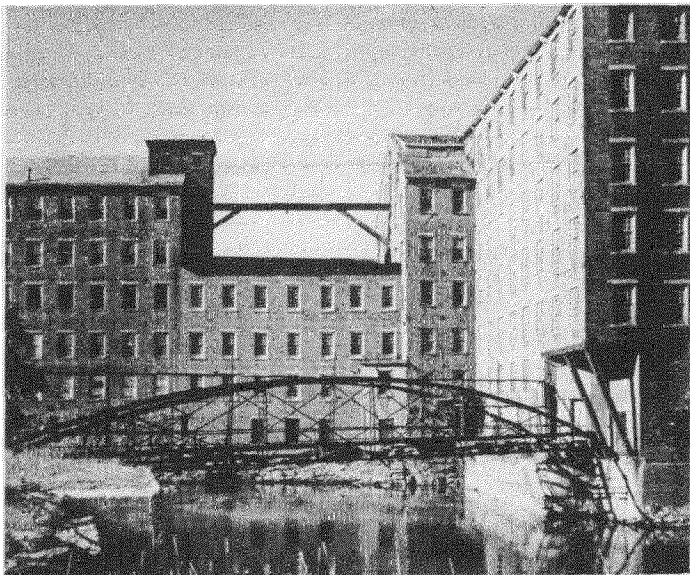


Figure 1. Windows are frequently important visual focal points, especially on simple facades such as this mill building. Replacement of the multi-pane windows here with larger panes could dramatically change the appearance of the building. The areas of missing windows convey the impression of such a change. Photo: John T. Lowe

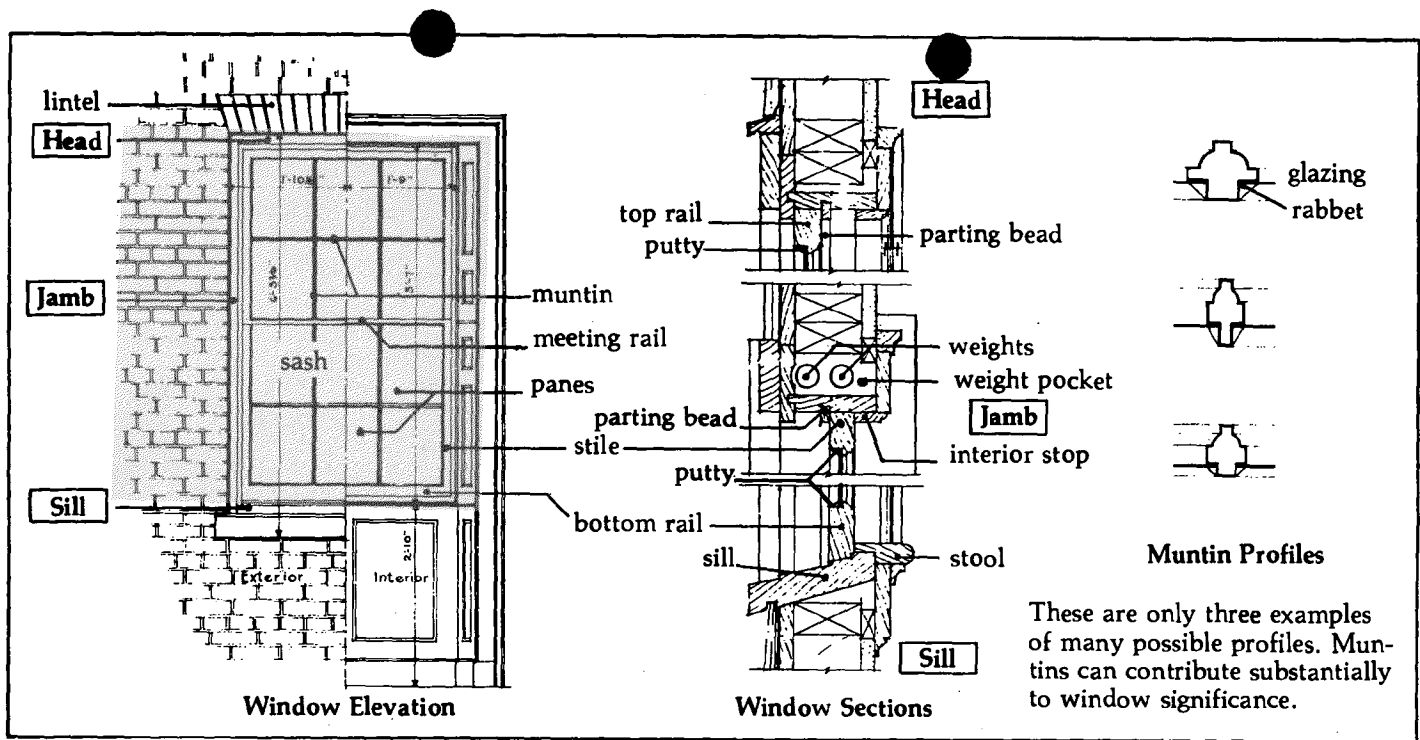


Figure 2. These drawings of window details identify major components, terminology, and installation details for a wooden double-hung window.

ceed with planning appropriate treatments, beginning with an investigation of the physical condition of the windows.

Physical Evaluation

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs. Another effective tool is a window schedule which lists all of the parts of each window unit. Spaces by each part allow notes on existing conditions and repair instructions. When such a schedule is completed, it indicates the precise tasks to be performed in the repair of each unit and becomes a part of the specifications. In any evaluation, one should note at a minimum, 1) window location, 2) condition of the paint, 3) condition of the frame and sill, 4) condition of the sash (rails, stiles and muntins), 5) glazing problems, 6) hardware, and 7) the overall condition of the window (excellent, fair, poor, and so forth).

Many factors such as poor design, moisture, vandalism, insect attack, and lack of maintenance can contribute to window deterioration, but moisture is the primary contributing factor in wooden window decay. All window units should be inspected to see if water is entering around the edges of the frame and, if so, the joints or seams should be caulked to eliminate this danger. The glazing putty should be checked for cracked, loose, or missing sections which allow water to saturate the wood, especially at the joints. The back putty on the interior side of the pane should also be inspected, because it creates a seal which prevents condensation from running down into the joinery. The sill should be examined to insure that it slopes downward away from the building and allows water to drain off. In addition, it may be advisable to cut a dripline along the underside of the sill. This almost invisible treatment will insure proper water run-off, particu-

larly if the bottom of the sill is flat. Any conditions, including poor original design, which permit water to come in contact with the wood or to puddle on the sill must be corrected as they contribute to deterioration of the window.

One clue to the location of areas of excessive moisture is the condition of the paint; therefore, each window should be examined for areas of paint failure. Since excessive moisture is detrimental to the paint bond, areas of paint blistering, cracking, flaking, and peeling usually identify points of water penetration, moisture saturation, and potential deterioration. Failure of the paint should not, however, be mistakenly interpreted as a sign that the wood is in poor condition and hence, irreparable. Wood is frequently in sound physical condition beneath unsightly paint. After noting areas of paint failure, the next step is to inspect the condition of the wood, particularly at the points identified during the paint examination.

Each window should be examined for operational soundness beginning with the lower portions of the frame and sash. Exterior rainwater and interior condensation can flow downward along the window, entering and collecting at points where the flow is blocked. The sill, joints between the sill and jamb, corners of the bottom rails and muntin joints are typical points where water collects and deterioration begins (see figure 3). The operation of the window (continuous opening and closing over the years and seasonal temperature changes) weakens the joints, causing movement and slight separation. This process makes the joints more vulnerable to water which is readily absorbed into the end-grain of the wood. If severe deterioration exists in these areas, it will usually be apparent on visual inspection, but other less severely deteriorated areas of the wood may be tested by two traditional methods using a small ice pick.

An ice pick or an awl may be used to test wood for soundness. The technique is simply to jab the pick into a wetted wood surface at an angle and pry up a small sec-

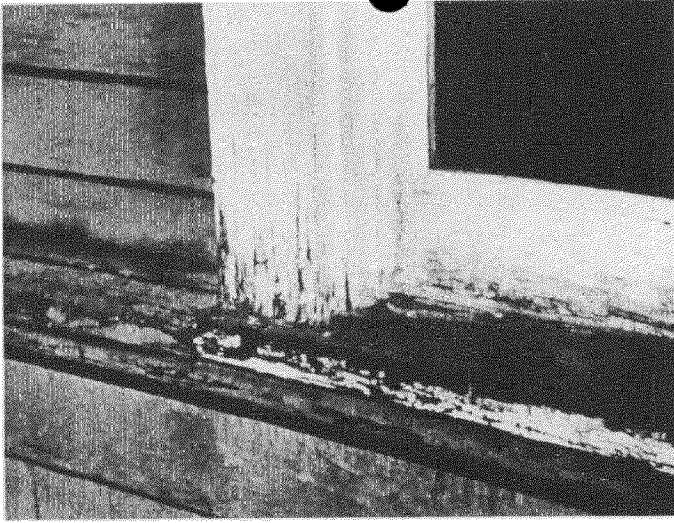


Figure 3. Deterioration of poorly maintained windows usually begins on horizontal surfaces and at joints where water can collect and saturate the wood. The problem areas are clearly indicated by paint failure due to moisture. Photo: Baird M. Smith, AIA

tion of the wood. Sound wood will separate in long fibrous splinters, but decayed wood will lift up in short irregular pieces due to the breakdown of fiber strength.

Another method of testing for soundness consists of pushing a sharp object into the wood, perpendicular to the surface. If deterioration has begun from the hidden side of a member and the core is badly decayed, the visible surface may appear to be sound wood. Pressure on the probe can force it through an apparently sound skin to penetrate deeply into decayed wood. This technique is especially useful for checking sills where visual access to the underside is restricted.

Following the inspection and analysis of the results, the scope of the necessary repairs will be evident and a plan for the rehabilitation can be formulated. Generally the actions necessary to return a window to "like new" condition will fall into three broad categories: 1) routine maintenance procedures, 2) structural stabilization, and 3) parts replacement. These categories will be discussed in the following sections and will be referred to respectively as Repair Class I, Repair Class II, and Repair Class III. Each successive repair class represents an increasing level of difficulty, expense, and work time. Note that most of the points mentioned in Repair Class I are routine maintenance items and should be provided in a regular maintenance program for any building. The neglect of these routine items can contribute to many common window problems.

Before undertaking any of the repairs mentioned in the following sections all sources of moisture penetration should be identified and eliminated, and all existing decay fungi destroyed in order to arrest the deterioration process. Many commercially available fungicides and wood preservatives are toxic, so it is extremely important to follow the manufacturer's recommendations for application, and store all chemical materials away from children and animals. After fungicidal and preservative treatment the windows may be stabilized, retained, and restored with every expectation for a long service life.

Repair Class I: Routine Maintenance

Repairs to wooden windows are usually labor intensive and relatively uncomplicated. On small scale projects this

allows the do-it-yourselfer to save money by repairing all or part of the windows. On larger projects it presents the opportunity for time and money which might otherwise be spent on the removal and replacement of existing windows, to be spent on repairs, subsequently saving all or part of the material cost of new window units. Regardless of the actual costs, or who performs the work, the evaluation process described earlier will provide the knowledge from which to specify an appropriate work program, establish the work element priorities, and identify the level of skill needed by the labor force.

The routine maintenance required to upgrade a window to "like new" condition normally includes the following steps: 1) some degree of interior and exterior paint removal, 2) removal and repair of sash (including reglazing where necessary), 3) repairs to the frame, 4) weatherstripping and reinstallation of the sash, and 5) repainting. These operations are illustrated for a typical double-hung wooden window (see figures 4a-f), but they may be adapted to other window types and styles as applicable.

Historic windows have usually acquired many layers of paint over time. Removal of excess layers or peeling and flaking paint will facilitate operation of the window and restore the clarity of the original detailing. Some degree of paint removal is also necessary as a first step in the proper surface preparation for subsequent refinishing (if paint color analysis is desired, it should be conducted prior to the onset of the paint removal). There are several safe and effective techniques for removing paint from wood, depending on the amount of paint to be removed. Several techniques such as scraping, chemical stripping, and the use of a hot air gun are discussed in "Preservation Briefs: 10 Paint Removal from Historic Woodwork" (see Additional Reading section at end).

Paint removal should begin on the interior frames, being careful to remove the paint from the interior stop and the parting bead, particularly along the seam where these stops meet the jamb. This can be accomplished by running a utility knife along the length of the seam, breaking the paint bond. It will then be much easier to remove the stop, the parting bead and the sash. The interior stop may be initially loosened from the sash side to avoid visible scarring of the wood and then gradually pried loose using a pair of putty knives, working up and down the stop in small increments (see figure 4b). With the stop removed, the lower or interior sash may be withdrawn. The sash cords should be detached from the sides of the sash and their ends may be pinned with a nail or tied in a knot to prevent them from falling into the weight pocket.

Removal of the upper sash on double-hung units is similar but the parting bead which holds it in place is set into a groove in the center of the stile and is thinner and more delicate than the interior stop. After removing any paint along the seam, the parting bead should be carefully pried out and worked free in the same manner as the interior stop. The upper sash can be removed in the same manner as the lower one and both sash taken to a convenient work area (in order to remove the sash the interior stop and parting bead need only be removed from one side of the window). Window openings can be covered with polyethylene sheets or plywood sheathing while the sash are out for repair.

The sash can be stripped of paint using appropriate techniques, but if any heat treatment is used (see figure 4c), the glass should be removed or protected from the sudden temperature change which can cause breakage. An

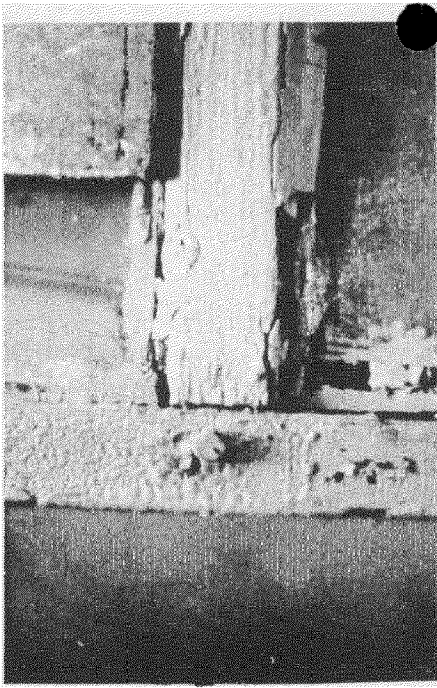


Figure 4a. The following series of photographs of the repair of a historic double-hung window use a unit which is structurally sound but has many layers of paint, some cracked and missing putty, slight separation at the joints, broken sash cords, and one cracked pane. Photo: John H. Myers



Figure 4b. After removing paint from the seam between the interior stop and the jamb, the stop can be pried out and gradually worked loose using a pair of putty knives as shown. To avoid visible scarring of the wood, the sash can be raised and the stop pried loose initially from the outer side: Photo: John H. Myers

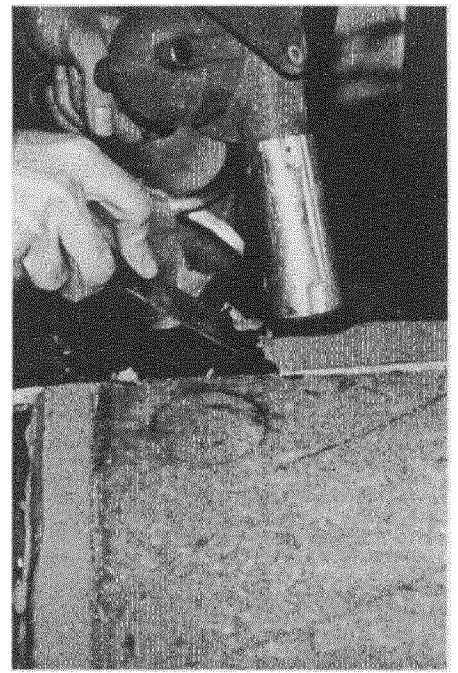


Figure 4c. Sash can be removed and repaired in a convenient work area. Paint is being removed from this sash with a hot air gun while an asbestos sheet protects the glass from sudden temperature change. Photo: John H. Myers

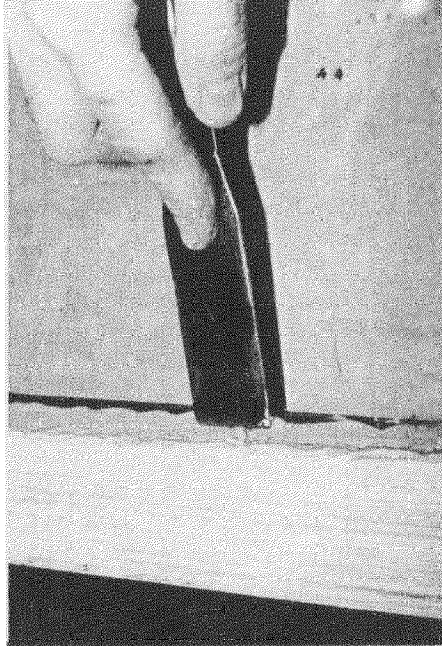


Figure 4d. Reglazing or replacement of the putty requires that the existing putty be removed manually, the glazing points be extracted, the glass removed, and the back putty scraped out. To reglaze, a bed of putty is laid around the perimeter of the rabbet, the pane is pressed into place, glazing points are inserted to hold the pane (shown), and a final seal of putty is beveled around the edge of the glass. Photo: John H. Myers

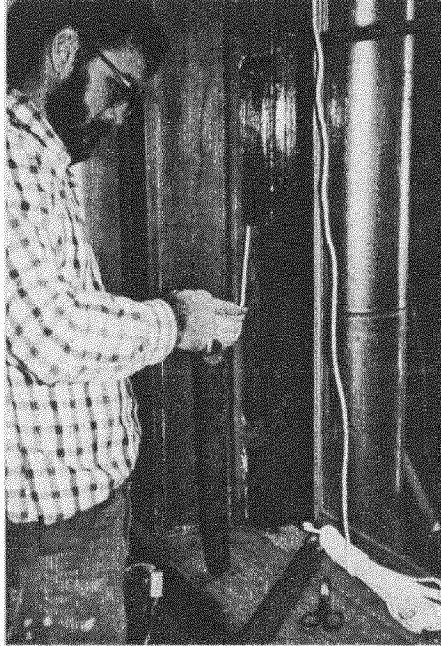


Figure 4e. A common repair is the replacement of broken sash cords with new cords (shown) or with chains. The weight pocket is often accessible through a removable plate in the jamb, or by removing the interior trim. Photo: John H. Myers

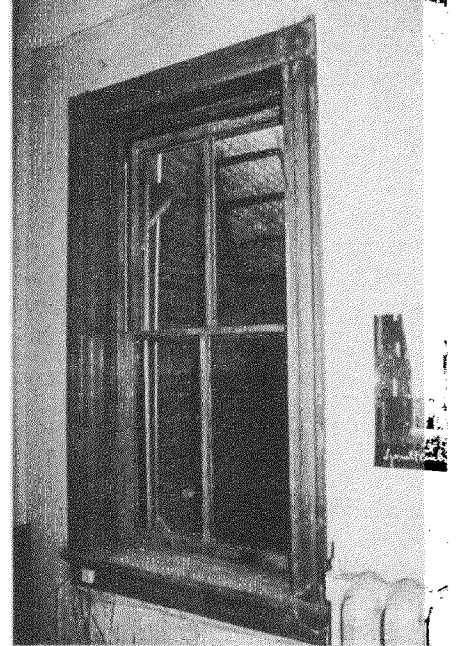


Figure 4f. Following the relatively simple repairs, the window is weathertight, like new in appearance, and serviceable for many years to come. Both the historic material and the detailing and craftsmanship of this original window have been preserved. Photo: John H. Myers

overlay of aluminum foil on gypsum board or asbestos can protect the glass from such rapid temperature change. It is important to protect the glass because it may be historic and often adds character to the window. Deteriorated putty should be removed manually, taking care not to damage the wood along the rabbet. If the glass is to be removed, the glazing points which hold the glass in place can be extracted and the panes numbered and removed for cleaning and reuse in the same openings. With the glass panes out, the remaining putty can be removed and the sash can be sanded, patched, and primed with a preservative primer. Hardened putty in the rabbets may be softened by heating with a soldering iron at the point of removal. Putty remaining on the glass may be softened by soaking the panes in linseed oil, and then removed with less risk of breaking the glass. Before reinstalling the glass, a bead of glazing compound or linseed oil putty should be laid around the rabbet to cushion and seal the glass. Glazing compound should only be used on wood which has been brushed with linseed oil and primed with an oil based primer or paint. The pane is then pressed into place and the glazing points are pushed into the wood around the perimeter of the pane (see figure 4d). The final glazing compound or putty is applied and beveled to complete the seal. The sash can be refinished as desired on the inside and painted on the outside as soon as a "skin" has formed on the putty, usually in 2 or 3 days. Exterior paint should cover the beveled glazing compound or putty and lap over onto the glass slightly to complete a weathertight seal. After the proper curing times have elapsed for paint and putty, the sash will be ready for reinstallation.

While the sash are out of the frame, the condition of the wood in the jamb and sill can be evaluated. Repair and refinishing of the frame may proceed concurrently with repairs to the sash, taking advantage of the curing times for the paints and putty used on the sash. One of the most common work items is the replacement of the sash cords with new rope cords or with chains (see figure 4e). The weight pocket is frequently accessible through a door on the face of the frame near the sill, but if no door exists, the trim on the interior face may be removed for access. Sash weights may be increased for easier window operation by elderly or handicapped persons. Additional repairs to the frame and sash may include consolidation or replacement of deteriorated wood. Techniques for these repairs are discussed in the following sections.

The operations just discussed summarize the efforts necessary to restore a window with minor deterioration to "like new" condition (see figure 4f). The techniques can be applied by an unskilled person with minimal training and experience. To demonstrate the practicality of this approach, and photograph it, a Technical Preservation Services staff member repaired a wooden double-hung, two over two window which had been in service over ninety years. The wood was structurally sound but the window had one broken pane, many layers of paint, broken sash cords and inadequate, worn-out weatherstripping. The staff member found that the frame could be stripped of paint and the sash removed quite easily. Paint, putty and glass removal required about one hour for each sash, and the reglazing of both sash was accomplished in about one hour. Weatherstripping of the sash and frame, replacement of the sash cords and reinstallation of the sash, parting bead, and stop required an hour and a half. These times refer only to individual operations; the entire proc-

ess took several days due to the drying and curing times for putty, primer, and paint, however, work on other window units could have been in progress during these lag times.

Repair Class II: Stabilization

The preceding description of a window repair job focused on a unit which was operationally sound. Many windows will show some additional degree of physical deterioration, especially in the vulnerable areas mentioned earlier, but even badly damaged windows can be repaired using simple processes. Partially decayed wood can be waterproofed, patched, built-up, or consolidated and then painted to achieve a sound condition, good appearance, and greatly extended life. Three techniques for repairing partially decayed or weathered wood are discussed in this section, and all three can be accomplished using products available at most hardware stores.

One established technique for repairing wood which is split, checked or shows signs of rot, is to: 1) dry the wood, 2) treat decayed areas with a fungicide, 3) waterproof with two or three applications of boiled linseed oil (applications every 24 hours), 4) fill cracks and holes with putty, and 5) after a "skin" forms on the putty, paint the surface. Care should be taken with the use of fungicide which is toxic. Follow the manufacturers' directions and use only on areas which will be painted. When using any technique of building up or patching a flat surface, the finished surface should be sloped slightly to carry water away from the window and not allow it to puddle. Caulking of the joints between the sill and the jamb will help reduce further water penetration.

When sills or other members exhibit surface weathering they may also be built-up using wood putties or homemade mixtures such as sawdust and resorcinol glue, or whiting and varnish. These mixtures can be built up in successive layers, then sanded, primed, and painted. The same caution about proper slope for flat surfaces applies to this technique.

Wood may also be strengthened and stabilized by consolidation, using semi-rigid epoxies which saturate the porous decayed wood and then harden. The surface of the consolidated wood can then be filled with a semi-rigid epoxy patching compound, sanded and painted (see figure 5). Epoxy patching compounds can be used to build up

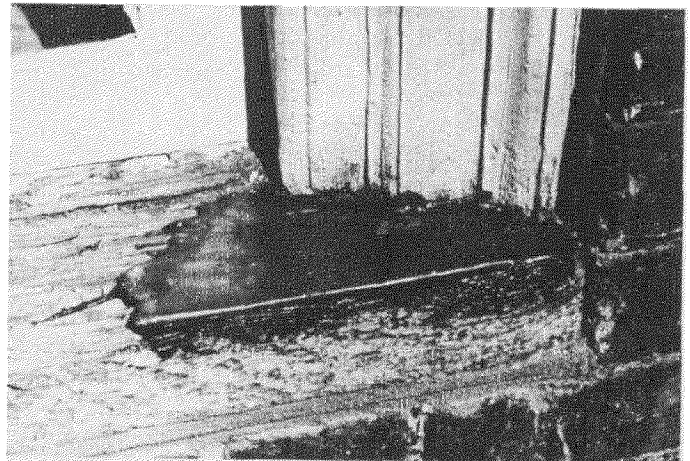


Figure 5. This illustrates a two-part epoxy patching compound used to fill the surface of a weathered sill and rebuild the missing edge. When the epoxy cures, it can be sanded smooth and painted to achieve a durable and waterproof repair. Photo: John H. Myers

missing sections or decayed ends of members. Profiles can be duplicated using hand molds, which are created by pressing a ball of patching compound over a sound section of the profile which has been rubbed with butcher's wax. This can be a very efficient technique where there are many typical repairs to be done. Technical Preservation Services has published *Epoxies for Wood Repairs in Historic Buildings* (see Additional Reading section at end), which discusses the theory and techniques of epoxy repairs. The process has been widely used and proven in marine applications; and proprietary products are available at hardware and marine supply stores. Although epoxy materials may be comparatively expensive, they hold the promise of being among the most durable and long lasting materials available for wood repair.

Any of the three techniques discussed can stabilize and restore the appearance of the window unit. There are times, however, when the degree of deterioration is so advanced that stabilization is impractical, and the only way to retain some of the original fabric is to replace damaged parts.

Repair Class III: Splices and Parts Replacement

When parts of the frame or sash are so badly deteriorated that they cannot be stabilized there are methods which permit the retention of some of the existing or original fabric. These methods involve replacing the deteriorated parts with new matching pieces, or splicing new wood into existing members. The techniques require more skill and are more expensive than any of the previously discussed alternatives. It is necessary to remove the sash and/or the affected parts of the frame and have a carpenter or woodworking mill reproduce the damaged or missing parts. Most millwork firms can duplicate parts, such as muntins, bottom rails, or sills, which can then be incorporated into the existing window, but it may be necessary to shop around because there are several factors controlling the practicality of this approach. Some woodworking mills do not like to repair old sash because nails or other foreign objects in the sash can damage expensive knives (which cost far more than their profits on small repair jobs); others do not have cutting knives to duplicate muntin profiles. Some firms prefer to concentrate on larger jobs with more profit potential, and some may not have a craftsman who can duplicate the parts. A little searching should locate a firm which will do the job, and at a reasonable price. If such a firm does not exist locally, there are firms which undertake this kind of repair and ship nationwide. It is possible, however, for the advanced do-it-yourselfer or craftsman with a table saw to duplicate moulding profiles using techniques discussed by Gordie Whittington in "Simplified Methods for Reproducing Wood Mouldings," *Bulletin of the Association for Preservation Technology*, Vol. III, No. 4, 1971, or illustrated more recently in *The Old House*, Time-Life Books, Alexandria, Virginia, 1979.

The repairs discussed in this section involve window frames which may be in very deteriorated condition, possibly requiring removal; therefore, caution is in order. The actual construction of wooden window frames and sash is not complicated. Pegged mortise and tenon units can be disassembled easily, if the units are out of the building. The installation or connection of some frames to the surrounding structure, especially masonry walls, can complicate the work immeasurably, and may even require

dismantling of wall. It may be useful, therefore, to take the following approach to frame repair: 1) conduct regular maintenance of sound frames to achieve the longest life possible, 2) make necessary repairs in place wherever possible, using stabilization and splicing techniques, and 3) if removal is necessary, thoroughly investigate the structural detailing and seek appropriate professional consultation.

Another alternative may be considered if parts replacement is required, and that is sash replacement. If extensive replacement of parts is necessary and the job becomes prohibitively expensive it may be more practical to purchase new sash which can be installed into the existing frames. Such sash are available as exact custom reproductions, reasonable facsimiles (custom windows with similar profiles), and contemporary wooden sash which are similar in appearance. There are companies which still manufacture high quality wooden sash which would duplicate most historic sash. A few calls to local building suppliers may provide a source of appropriate replacement sash, but if not, check with local historical associations, the state historic preservation office, or preservation related magazines and supply catalogs for information.

If a rehabilitation project has a large number of windows such as a commercial building or an industrial complex, there may be less of a problem arriving at a solution. Once the evaluation of the windows is completed and the scope of the work is known, there may be a potential economy of scale. Woodworking mills may be interested in the work from a large project; new sash in volume may be considerably less expensive per unit; crews can be assembled and trained on site to perform all of the window repairs; and a few extensive repairs can be absorbed (without undue burden) into the total budget for a large number of sound windows. While it may be expensive for the average historic home owner to pay seventy dollars or more for a mill to grind a custom knife to duplicate four or five bad muntins, that cost becomes negligible on large commercial projects which may have several hundred windows.

Most windows should not require the extensive repairs discussed in this section. The ones which do are usually in buildings which have been abandoned for long periods or have totally lacked maintenance for years. It is necessary to thoroughly investigate the alternatives for windows which do require extensive repairs to arrive at a solution which retains historic significance and is also economically feasible. Even for projects requiring repairs identified in this section, if the percentage of parts replacement per window is low, or the number of windows requiring repair is small, repair can still be a cost effective solution.

Weatherization

A window which is repaired should be made as energy efficient as possible by the use of appropriate weatherstripping to reduce air infiltration. A wide variety of products are available to assist in this task. Felt may be fastened to the top, bottom, and meeting rails, but may have the disadvantage of absorbing and holding moisture, particularly at the bottom rail. Rolled vinyl strips may also be tacked into place in appropriate locations to reduce infiltration. Metal strips or new plastic spring strips may be used on the rails and, if space permits, in

the channels between the sash and b. Weatherstripping is a historic treatment, but old weatherstripping (felt) is not likely to perform very satisfactorily. Appropriate contemporary weatherstripping should be considered an integral part of the repair process for windows. The use of sash locks installed on the meeting rail will insure that the sash are kept tightly closed so that the weatherstripping will function more effectively to reduce infiltration. Although such locks will not always be historically accurate, they will usually be viewed as an acceptable contemporary modification in the interest of improved thermal performance.

Many styles of storm windows are available to improve the thermal performance of existing windows. The use of exterior storm windows should be investigated whenever feasible because they are thermally efficient, cost-effective, reversible, and allow the retention of original windows (see "Preservation Briefs: 3"). Storm window frames may be made of wood, aluminum, vinyl, or plastic; however, the use of unfinished aluminum storms should be avoided. The visual impact of storms may be minimized by selecting colors which match existing trim color. Arched top storms are available for windows with special shapes. Although interior storm windows appear to offer an attractive option for achieving double glazing with minimal visual impact, the potential for damaging condensation problems must be addressed. Moisture which becomes trapped between the layers of glazing can condense on the colder, outer prime window, potentially leading to deterioration. The correct approach to using interior storms is to create a seal on the interior storm while allowing some ventilation around the prime window. In actual practice, the creation of such a durable, airtight seal is difficult.

Window Replacement

Although the retention of original or existing windows is always desirable and this Brief is intended to encourage that goal, there is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should *not* begin with a survey of contemporary window products which are available as replacements, but should begin with a look at the windows which are being replaced. Attempt to understand the contribution of the window(s) to the appearance of the facade including: 1) the pattern of the openings and their size; 2) proportions of the frame and sash; 3) configuration of window panes; 4) muntin profiles; 5) type of wood; 6) paint color; 7) characteristics of the glass; and 8) associated details such as arched tops, hoods, or other decorative elements. Develop an understanding of how the window reflects the period, style, or regional characteristics of the building, or represents technological development.

Armed with an awareness of the significance of the existing window, begin to search for a replacement which retains as much of the character of the historic window as possible. There are many sources of suitable new windows. Continue looking until an acceptable replacement can be found. Check building supply firms, local wood-working mills, carpenters, preservation oriented magazines, or catalogs or suppliers of old building materials, for product information. Local historical associations and state historic preservation offices may be good sources of

information on products which have been used successfully in preservation projects.

Consider energy efficiency as one of the factors for replacements, but do not let it dominate the issue. Energy conservation is no excuse for the wholesale destruction of historic windows which can be made thermally efficient by historically and aesthetically acceptable means. In fact, a historic wooden window with a high quality storm window added should thermally outperform a new double-glazed metal window which does not have thermal breaks (insulation between the inner and outer frames intended to break the path of heat flow). This occurs because the wood has far better insulating value than the metal, and in addition many historic windows have high ratios of wood to glass, thus reducing the area of highest heat transfer. One measure of heat transfer is the U-value, the number of Btu's per hour transferred through a square foot of material. When comparing thermal performance, the lower the U-value the better the performance. According to *ASHRAE 1977 Fundamentals*, the U-values for single glazed wooden windows range from 0.88 to 0.99. The addition of a storm window should reduce these figures to a range of 0.44 to 0.49. A non-thermal break, double-glazed metal window has a U-value of about 0.6.

Conclusion

Technical Preservation Services recommends the retention and repair of original windows whenever possible. We believe that the repair and weatherization of existing wooden windows is more practical than most people realize, and that many windows are unfortunately replaced because of a lack of awareness of techniques for evaluation, repair, and weatherization. Wooden windows which are repaired and properly maintained will have greatly extended service lives while contributing to the historic character of the building. Thus, an important element of a building's significance will have been preserved for the future.

Additional Reading

- ASHRAE Handbook-1977 Fundamentals*. New York: American Society of Heating, Refrigerating and Air-conditioning Engineers, 1978 (chapter 26).
- Ferro, Maximilian. *Preservation: Present Pathway to Fall River's Future*. Fall River, Massachusetts: City of Fall River, 1979 (chapter 7).
- "Fixing Double-Hung Windows." *Old House Journal* (no. 12, 1979): 135.
- Look, David W. "Preservation Briefs: 10 Paint Removal from Historic Woodwork." Washington, DC: Technical Preservation Services, U.S. Department of the Interior, forthcoming.
- Morrison, Hugh. *Early American Architecture*. New York: Oxford University Press, 1952.
- Phillips, Morgan, and Selwyn, Judith. *Epoxies for Wood Repairs in Historic Buildings*. Washington, DC: Technical Preservation Services, U.S. Department of the Interior (Government Printing Office, Stock No. 024-016-00095-1), 1978.
- Rehab Right*. Oakland, California: City of Oakland Planning Department, 1978 (pp. 78-83).
- "Sealing Leaky Windows." *Old House Journal* (no. 1, 1973): 5.
- Smith, Baird M. "Preservation Briefs: 3 Conserving Energy in Historic Buildings." Washington, DC: Technical Preservation Services, U.S. Department of the Interior, 1978.



RETURN TO: DEPARTMENT OF PERMITTING SERVICES
255 ROCKVILLE PIKE, 2nd FLOOR, ROCKVILLE, MD 20850
246/177-6370

DPS - #8

HISTORIC PRESERVATION COMMISSION
301/563-3400

APPLICATION FOR
HISTORIC AREA WORK PERMIT

Contact Person: Fred Lamour
Daytime Phone No.: 301-785-3855

Tax Account No.: _____
Name of Property Owner: Guy Rene Daytime Phone No.: 301-270-5196
Address: 7128 Carroll Ave Takoma Park MD 20912
Street Number City State Zip Code
Contractor: Capital Supply Phone No.: 301-595-2992
Contractor Registration No.: _____

Agent for Owner: Fred Lamour Daytime Phone No.: 301-785-3855
Address: 7128 Carroll Ave Takoma Park MD 20912

LOCATION OF BUILDING/PREMISE

House Number: 7128 Street: Carroll Ave
Town/City: Takoma Park Nearest Cross Street: Philadelphia (410)
Lot: 8 Block: 2 Subdivision: Takoma Park
Liber: 6362 Folio: 795 Parcel: _____

PART ONE: TYPE OF PERMIT ACTION AND USE

1A. CHECK ALL APPLICABLE: Construct Extend Alter/Renovate AC Slab Room Addition Porch Deck Shed
 Move Install Wreck/Plaze Solar Fireplace Woodburning Stove Single Family
 Revision Repair Revocable Fence/Wall (complete Section 4) Other: Windows
1B. Construction cost estimate: \$ 8000
1C. If this is a revision of a previously approved active permit, see Permit # _____

PART TWO: COMPLETE FOR NEW CONSTRUCTION AND EXTEND/ADDITIONS

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 12/17/02 Date

Approved: _____ For Chairperson, Historic Preservation Commission
Disapproved: _____ Signature: _____ Date: _____
Application/Permit No.: _____ Date Filed: _____ Date Issued: _____

**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:

Currently the property has a mixture of vinyl windows and wood windows, Both of which look the same on the outside. Windows that were capped have been removed so as not to cover the historical trim around the windows. Instead, trim of windows will be repaired, if necessary, and repainted. (1st on front)

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

There are no effects.

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 3 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.

HAWP APPLICATION: MAILING ADDRESSES FOR NOTICING [Owner, Owner's Agent, Adjacent and Confronting Property Owners]	
Owner's mailing address 7128 Carroll Ave Takoma Park, MD 20912	Owner's Agent's mailing address Same
Adjacent and confronting Property Owners mailing addresses	
7126 Carroll Ave	
7130 Carroll Ave	

g'addresses' noticing table



November 6, 2002

Ms. Corri Jinenez
Maryland National Capital Park & Planning Commission
1109 Spring Street, Suite 801
Silver Spring, MD 20910

Dear Ms. Jinenez,

On Wednesday, October 30, 2002, I installed thirty-three (33) double-hung windows (Ellison 1300) at the home of Marie Lamour, 7128 Carroll Avenue, Takoma Park, MD. I was hired as a sub-contractor to install these windows by American Home Exteriors.

The windows that I removed from Ms. Lamour's home were screwed, nailed, and caulked together and not functional. The sashes on these windows were separated, split, broken and held together by metal. The storm windows were missing many parts and on most of them, the glass was cracked. Due to the condition of these windows, the house was drafty and Ms. Lamour wanted this problem resolved.

American Home Exteriors contacted several building associations in Montgomery County and the installation of new windows was approved. The old windows were deposited into a trash dumpster and are now at a landfill. As we discussed, these windows cannot be retrieved or reinstalled in Ms. Lamour's home.

Sincerely,

David Harvey
Window Installer, Capital Supply, Inc.

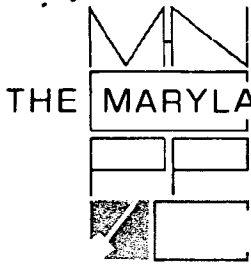
CAPITAL SUPPLY, INCORPORATED

10726-B Tucker Street • Beltsville, MD 20705 • (301) 595-2992 • 1-800-CSI-2992

240-777-6278 Pet

this morning.

Copy around windows -
Paint around window?



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

8787 Georgia Avenue • Silver Spring, Maryland 20910-3760

Thurs → Capital Suppliers

301-555-2992

Mike
Dave (installer)

FAX TRANSMITTAL SHEET

Historic Preservation Office
Department of Park & Planning

Telephone Number: (301) 563-3400

Fax Number: (301)-563-3412 ~~destroyed in error~~

7128 Carroll
Contributing

11/5 - Spoke with
Dave - write a letter
to owner, status condition
of windows - Submit
product Data Sheet
- Also said windows ~~not~~

TO: Fred Lamour FAX NUMBER: (301) 270-8430

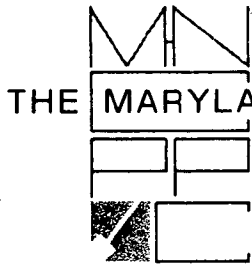
FROM: Com Jimenez

DATE: 11/4/02

NUMBER OF PAGES INCLUDING THIS TRANSMITTAL SHEET: 7

NOTE:

Fred - Here is a Historic Area Work
Permit Application for the windows you have
already replaced. Please fill it out & submit
it to DPS in Rockville by Nov 13th so we
can put you on the HPC Dec 4th meeting.
Also, do you still have the original windows?
Are they salvageable - Please let me know...
Thanks, Com' (301) 563-3404



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

FAX TRANSMITTAL SHEET

**Historic Preservation Office
Department of Park & Planning**

Telephone Number: (301) 563-3400

Fax Number: (301)-563-3412

TO: Fred Lamore FAX NUMBER: 301-270-8430

FROM: Corri Jimenez

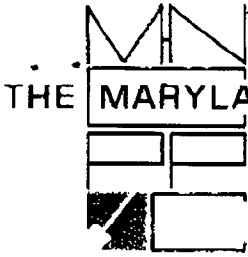
DATE: 12/17/02

NUMBER OF PAGES INCLUDING THIS TRANSMITTAL SHEET: _____

NOTE:

Fred - Here is a Historic Area Work
Permit Application - Please bring it in to
our office tomorrow, Dec 18th, so we can get
you on the January 8th HPC Meeting. Please also
state in the application what has transpired between
you and Pete Hryzga. Thanks, see you later.

Corri



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

FAX TRANSMITTAL SHEET

**Historic Preservation Office
Department of Park & Planning**

Telephone Number: (301) 563-3400

Fax Number: (301)-563-3412

TO: Fred Lamore **FAX NUMBER:** 301-270-8430

FROM: Corri Jimenez

DATE: 12/17/02

NUMBER OF PAGES INCLUDING THIS TRANSMITTAL SHEET: _____

NOTE:

Fred - Here is a Historic Area Work
Permit Application - Please bring it in to
our office tomorrow, Dec 18th, so we can get
you on the January 8th HPC Meeting. Please also
state in the application what has transpired between
you and Pete Hryzak. Thanks, See you later.

Corri
—
?