



Historic District Review Board Staff Report

Agenda Title: 115 Unit 202 Mason Avenue

Agenda Date: October 15, 2025

Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator

Reviewed By: Katie H. Nunez, Director of Planning & Zoning
Administrator

Date: September 30, 2025

Applicant: Samuel & Cynthia Slate	Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 115 Unit 202 Mason Avenue	Work to be Performed: Replace windows
Tax Map: 83A3-2-1-202BO	Current Zoning: Commercial (C-1)
Lot Size:	Historic Register: NON-CONTRIBUTING <i>Description: Ca. 1920, Commercial Style</i>

Date Application Received: May 8, 2025

Pre-Application Meeting: October 15, 2025

Date Application Deemed Complete: September 16, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): December 15, 2025

Overview: The applicant is seeking to replace the following on the second floor of the commercial building: (1) 9 existing 38" x 74" x 6" 9/9 wood windows with 9 new 38" x 74" x 6" vinyl window; (2) 2 existing 28" x 54" x 6" 6/6 wood windows with 2 new 28" x 54" x 6" vinyl windows; (3) 1 existing 34" x 60-1/4" x 6" wood window with 1 new 34" x 60-1/4" x 6" vinyl window; and (4) the existing wood sills with vinyl sills of the same dimensions.

Aerial Map:**Materials:**

Windows: Atrium Series 8900 Vinyl Double Hung SDL: 9 = 9/9 38" x 74" x 6"; 2 = 6/6 28" x 54" x 6"; 1 = 34" x 60-1/4" x 6"

Sills: Vinyl: 9 = 38-1/4" x 3' x 6", 2 = 28-1/4" x 3" x 6", and 1 = 34" x 60-1/4" x 6"

Staff Analysis:**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to replace windows in one unit of the three-story building. The proposed materials are in conformance with the Zoning Ordinance, and Zoning Compliance is achieved based upon this application to the HDRB.

Any property within the Historic District Overlay is required to meet the Historic District Guidelines, which are superimposed on the underlying zoning district regulations.

Historic District Guidelines:

Section 3.1: Architectural Character

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-21 – Commercial)

Section 4.5 Openings & Associated Features – Windows, Doors, & Storefronts

Section 5.11: Windows & Associated Features

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted provided by the applicant and determine if the materials proposed for the window replacement are in keeping with the Guidelines of the Historic District and reflect the character and historic appearance of the neighborhood.

Staff is prepared to assist in the development of a motion, if needed.

The Historic District Review Board makes the final determination on whether or not a Certificate of Appropriateness will be issued for this project and may impose conditions on an approval.

If approved, a Certificate of Appropriateness shall expire of its own limitation six (6) months from the date of issuance if the work authorized thereby is not commenced by the end of such six (6) month period; and further, any such certificate shall also expire and become null and void if such authorized work is suspended or abandoned for a period of six (6) months after being commenced.

Attachments:

Attachment 1: Application and Supporting Documents