



Historic District Review Board Staff Report

Agenda Title: 439 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 22, 2025

Applicants: Bruce and Jone Gittinger,
represented by QS LLC

Type Of Application: Pre-Application/
Certificate of Appropriateness

Site Address: 439 Mason Avenue

Work to be Performed: to replace the vinyl
windows and siding

Tax Map: 83A3-5-1

Current Zoning: CR

Lot Size: NA

Historic Register: NON-CONTRIBUTING

Description: Ca. 1980, Ranch

Accessory Structure: NA

Date Application Received: September 2, 2025

Pre-Application Meeting: October 15, 2025

Date Application Deemed Complete: September 2, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): December 1, 2025

Overview:

The applicant is seeking to replace the following: (1) Existing vinyl windows with new Fibrex windows of the same configuration: 1 = 4/4 Sides & 16-lite Middle – 83-1/2" x 53-1/2"; 2 = 8/8 – 35-1/2" x 59-1/2"; 1 = 6/6 – 23-1/2" x 35-1/2"; 4 = 1/1 – 35-1/2" x 59-1/2"; 1 = 1/1 – 23-1/2" x 35-1/24/4"; (2) Existing vinyl siding with new Hardie siding on the single-family home; (3) Existing vinyl sills, trim, and fascia with new AZEK.

Aerial Map:**Materials:**

Windows: Anderson Series 100 Fibrex

Siding: JamesHardie Select Cedarmill 5/16" x 8-1/4" x 7" exposure

Sills, Trim, Fascia: AZEK

Staff Analysis:**Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project is seeking to replace the existing vinyl windows with new Fibrex windows and the existing vinyl siding with Hardie siding. 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 3-20 – Ranch)

Section 5.9: Exterior Wall Materials & Finishes

Section 5.10: Exterior Trim & Details

Section 5.11: Windows & Associated Features

Sections 7.1, 7.2, & 7.3: Alternative Materials

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed replacements 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