



Historic District Review Board Staff Report

Agenda Title: 11 Park Row
Agenda Date: July 21, 2026
Prepared by: Tracy Outten, Deputy Planning & Zoning Administrator
Reviewed By: Rick Keuroglian, Interim Zoning Administrator
Date: June 29, 2026

Applicant: Lee Sisson

Type Of Application: Pre-Application/Certificate of Appropriateness

Site Address: 11 Park Row

Work to be Performed: to replace the front porch balustrades and Unit D windows

Tax Map: 83A3-1-288 & 288D

Current Zoning: R-1

Lot Size: NA

Historic Register: CONTRIBUTING

Description: Ca. 1920, No Discernible Style

Accessory Structure: NA

Date Application Received: May 29, 2026

Pre-Application Meeting: July 21, 2026

Date Application Deemed Complete: June 2, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 31, 2026

Overview:

The applicant is seeking to replace the following: (1) the existing front porch wood balustrades with composite balustrades of the same design; and (2) the existing sixteen wood windows in one unit with composite windows of the same configuration and two side-by-side windows with one double-hung window. The sills are staying intact.

Aerial Map:



Materials:

Balustrades: Balusters: Solid Composite - Square, Top Rails: Composite – Premier, Post Caps: Island Cap

Windows: Composite – (i) 2 Double-Hung = 6/6 28" x 52" x 4"; (ii) 2 Casement = 2/2 28" x 28" x 4"; (iii) 4 Double-Hung = 2/2 36" x 64" x 4"; (iv) 1 Double-Hung = 2/2 41" x 64" x 4"; (v) 6 Casement = 2/2 23" x 23" x 4" and (vi) 2 Double-Hung with 1 Double-Hung = 2/2 64" x 45" x 4"

Trim: Needs to be verified if using existing or aluminum wrap

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to replace the balustrades and windows on the multi-family dwelling. Zoning Compliance has been achieved for the balustrades based upon this application to the HDRB. **The proposal to place grills between the glass (GBG) of the windows is not compliant with the Historic District Overlay Design Guidelines.**

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 – No Discernible Style)

Section 4.4: Woodwork – Exterior Wall, Decorative Trim, & Porches

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

Section 5.4.2: Woodwork – Porches

Section 5.5.1: Windows

Section 7.1: Alternative Materials

Section 7.2: Flowchart for Consideration of Historic Material Replacement

Section 7.3: Documentation Requirements for Deteriorated Historic Features & Proposed Alternative Materials

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed installations on the single-family dwelling and the siding replacement on the accessory structure, and the materials, 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 developing 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