



Historic District Review Board Staff Report

Agenda Title: 618 Monroe Avenue
Agenda Date: December 16, 2025
Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator
Reviewed By: Katie H. Nunez, Director of Planning & Zoning
Administrator
Date: December 3, 2025

Applicant: Susie Bumann

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 618 Monroe Avenue

Work to be Performed: to replace windows and
siding

Tax Map: 83A3-1-342A

Current Zoning: R-1

Lot Size: 8,333 sq. ft.

Historic Register: NON-CONTRIBUTING

Description: Ca. 1973, Ranch

Accessory Structure: NA

Date Application Received: November 3, 2025

Pre-Application Meeting: December 16, 2025

Date Application Deemed Complete: November 7, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): February 4, 2026

Overview:

The applicant is seeking to replace the following: (1) twelve existing 6/6 vinyl windows with twelve new 1/1 vinyl windows; and (2) existing aluminum plank siding (.019" D x 6" W) on the front gable, sides, and rear with vinyl siding (.040" D x 5" W) on the single-family home.

Aerial Map:



Materials:

Siding: Double 5" Vinyl Siding with .040" thickness

Windows: 1/1 Vinyl Double Hung: 9 = 33.5" x 50.5" x 3" and 3 = 41" x 50.5" x 3"

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to replace twelve existing windows and the existing aluminum 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 5.11: Windows & Associated Features

Staff Recommendation:

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