



HISTORIC DISTRICT REVIEW BOARD STAFF REPORT

Meeting Date: December 16, 2025

Item: Report from Zoning Administrator Katie Nunez

Prepared by: Katie H. Nunez, Director of Planning & Zoning Administrator

Date: December 3, 2025

1) MINOR EXEMPTIONS APPROVED BY ZONING ADMINISTRATOR:

- a. 208 Bay Avenue – modifying an approved COA, front walkway material, pursuant to CCZO Section 8.17 (H).
- b. 555 Monroe Avenue – installing fencing, pursuant to CCZO Section 8.17 (H).
- c. 10 Randolph Avenue – installing fencing around the HVAC unit, pursuant to CCZO Section 8.17 (D).
- d. 634 Randolph Avenue – constructing rear decks and an accessory structure, pursuant to CCZO Section 8.17 (G) & (H).
- e. 300 Strawberry Street – ATF driveway; pursuant to CCZO Section 8.17 (E).
- f. 645 Tazewell Avenue – repairing the right rear chimney and installing a chimney cap if necessary, pursuant to CCZO Section 8.17 (H).

2) COMPLIANCE CHECKS BY ZONING COMPLIANCE OFFICER ON ISSUED CERTIFICATES OF APPROPRIATENESS (COA): None.

3) NOTICES OF VIOLATIONS ISSUED ON BEHALF OF THE HDRB: None.