



## Historic District Review Board Staff Report

**Agenda Title:** 216 Washington Avenue

**Agenda Date:** September 16, 2025

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

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

**Date:** August 18, 2025

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**Applicant:** Charlotte Whitney

**Type Of Application:** Pre-Application/Certificate  
of Appropriateness

**Site Address:** 216 Washington Avenue

**Work to be Performed:** to replace and increase  
the size of two windows and install a driveway

**Tax Map:** 83A1-1-96

**Current Zoning:** R-1

**Lot Size:** 5,622 sq. ft.

**Historic Register:** Not Listed

*Description: NA*

*Accessory Structure: NA*

**Date Application Received:** August 5, 2025

**Pre-Application Meeting:** September 16, 2025

**Date Application Deemed Complete:** August 5, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** November 3, 2025

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### Overview:

The applicant is seeking to replace two existing 2/2 – 2' 8" x 1' 10" x 3" deep vinyl windows with two taller 2/2 – 2' 8" x 4' 6" x 3" deep vinyl windows on the single-family home, and to install a concrete driveway.

## Aerial Map:



## Materials:

**Windows:** 2/2 – 2' 8" x 4' 6" x 3" Vinyl Windows

**Trim:** 2' 10" x 4' 9" x 4" Wood

**Driveway:** Concrete

## Staff Analysis:

### Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to replace two existing windows with two taller windows on the single-family home and to install a driveway. Zoning Compliance is achieved based on this application to the HDRB. However, an updated survey needs to be submitted before full zoning compliance can be given for the driveway.

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 5.11: Windows & Associated Features*

*Section 9.1: Hardscaping (Driveway, Walkways, & Other Paving)*

### Staff Recommendation:

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