Agenda Report

Agenda of:	December 17, 2025
Department:	Community Development Department
Subject:	Certificate of Appropriateness – 501 Vienna Street

Applicant

Kenneth Reimer

Zoning / Historic Status

- **Zoning:** Historic Estate (HE)
- **Year Built:** ca. 1907
- **Historic Surveys:** THC 2002 Resource
- **Architectural Style:** Hall Parlor

Request

The applicant is requesting a Certificate of Appropriateness (COA) for exterior alterations to the historic structure located at 501 Vienna Street. Proposed work includes window and door modifications visible from the public right-of-way.

Review Summary

The Historic Preservation Officer reviewed the application and plans for compliance with City Ordinance Nos. 2017-004 and 2017-005 and the Overlay Design Guidelines for Historic Properties. The application **meets all Certificate of Appropriateness submission requirements**.

Based on the review and subsequent correspondence with the applicant, the HPO's comments have largely been resolved, with the following clarifications:

- **Windows:** Although the initial submittal showed inconsistent window types, the applicant confirmed use of a **six-pane casement window**, which is consistent with the design guidelines. The window is located at the rear of the structure and has limited visibility from the public right-of-way.
- **Doors:** While the initial description referenced a wood/steel door, the applicant confirmed that a **wood door** will be used for the rear entry, consistent with the design guidelines.

A written comment response letter is required with the final submittal confirming these items.

Staff Recommendation

Approve the Certificate of Appropriateness for 501 Vienna Street, subject to compliance with the clarifications outlined in the Historic Preservation Officer's Letter of Recommendation dated December 9, 2025.

Recommended Motion

I move to approve the Certificate of Appropriateness for 501 Vienna Street, subject to compliance with the clarifications as discussed.