



Community Development
Department

STAFF REPORT

Meeting Date:	January 22, 2026
Agenda Title:	COA 25-97 53 E. Lee Street
Requested Action:	Review proposal for the request to convert rear elevation window to a door.
Department / Agency Lead:	Community Development
Staff Lead:	Casey DeHaven (Squyres), Planning Manager

EXECUTIVE SUMMARY

The applicant is requesting approval to convert a rear-elevation window on the building addition to a door to allow for egress for a new non-profit that will be occupying that section of the building.

BACKGROUND

This resource was constructed in c.1852. Historically, this building was used as Ullman's Store. This is listed as "Grocer" in 1886-1924 Sanborn map. In 1931, it is listed as a Department Store. This resource represents a typical mid-nineteenth-century commercial-style building within the district. This resource retains integrity of location, design, setting, materials, workmanship, feeling, and association. It falls within the district's period of significance and contributes to the commercial character of the district. Although it does not possess sufficient architectural or historical significance to qualify for individual listing in the National Register, it is a contributing resource to the Warrenton Historic District under Criterion C for architecture.





DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Historic District Guideline
B. WINDOWS & DOORS	3.21	

Historic District Guideline	Page No.	Historic District Guideline
7. Design new windows, doors, and other elements to be compatible with the original building.		9. Install additional windows or doors on façades of limited historic interest, usually only in minimally visible rear or side walls. Their design should be compatible with the overall design of the building. Locate new doors and windows to be consistent with the historic architectural style and rhythm of the building. Be careful not to significantly increase the amount of glazing as it will negatively affect the historic integrity of the building by changing the overall design of the building.

STAFF RECOMMENDATION

Staff recommends approval of **Certificate of Appropriateness 2025-97** for the request to convert the window at the rear elevation to a door at **53 E. Lee Street**, all as described and depicted in the application, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) Any additional conditions...

ATTACHMENTS

1. Attachment 1 – Photos
2. Attachment 2 – Draft Motion Sheet