



Historic District Review Board Staff Report

Agenda Title: 600 Monroe Avenue

Agenda Date: October 15, 2025

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

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

Date: September 25, 2025

Applicant: Mark Caligtan and Sofia Shea
represented by Jesse Philpot dba Philpot
Construction LLC

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 600 Monroe Avenue

Work to be Performed: to enclose the existing
rear portico and replace the rear step railing

Tax Map: 83A3-1-350

Current Zoning: R-1

Lot Size: NA

Historic Register: CONTRIBUTING

Description: Ca. 1920, Colonial Revival

Accessory Structure: NA

Date Application Received: July 21, 2025

Pre-Application Meeting: July 14, 2025

Date Application Deemed Complete: September 25, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): December 24, 2025

Overview:

The applicant is seeking to enclose the existing 64 sq. ft. rear portico and replace the existing 30" x 4" wood rear step railing with 36" x 4" wood railing on the single-family home.

Aerial Map:**Materials:**

Siding: 5" Wood Lap Siding

Trim: Square PVC

Door: Fiberglass 32 x 80, 1/2-lite/2-panel

Windows: Vinyl Casement Single Sash 24 x 36x 2

Railing: Treated Wood

Staff Analysis:**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to enclose the existing rear portico. 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 3-16 – Colonial Revival)

Section 5.4.1: Wood Siding & Trim

Section 5.4.2, Page 5-17 – 5-18: Handrails

Section 5.5.4: New Window & Door Openings

Staff Recommendation:

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