



Historic District Review Board Staff Report

Agenda Title: 537 Mason 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 26, 2025

Applicants: Dorothy M. Butler

Type Of Application: Certificate of
Appropriateness

Site Address: 537 Mason Avenue

Work to be Performed: to demolish the existing
front porch and construct a new front porch

Tax Map: 83A3-1-570

Current Zoning: R-1

Lot Size: 5,600 sq. ft.

Historic Register: CONTRIBUTING

Description: 1920, Folk Victorian

Accessory Structure: Shed, Non-Contributing

Date Application Received: September 12, 2025

Pre-Application Meeting: October 15, 2025

Date Application Deemed Complete: September 12, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): December 12, 2025

Overview:

The applicant is seeking to demolish the existing front porch and construct a new front porch of the same size, style, and materials on the single-family home.

Aerial Map:



Materials:

Front Porch Pitch 15:12: Roof: Asphalt Shingle; Ceiling: Wood; Corbels: Wood; Flooring: 8-1/2" x 4" x 1-1/2" Wood; Columns: 8' x 21-1/2" Turned Wood; Balustrades & Railings: 3' 5" x 7' 7" x 1-1/2" Square Wood; Skirting: Wood Lattice

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to replace the existing front porch turned wood columns with square vinyl and the turned vinyl balustrades with square vinyl, and the turned vinyl front step railing with square vinyl. 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 3-12 – Folk Victorian)

Sections 4.2 and 5.2: Roofs

Section 4.4, Page 4-11: Woodwork: Porches and Associated Features

Section 5.4.2: Porches

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed demolition and new construction 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