



Historic District Review Board Staff Report

Agenda Title: 115 Randolph Avenue
Agenda Date: March 17, 2026
Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator
Reviewed By: Katie H. Nunez, Director of Planning & Zoning
Administrator
Date: March 2, 2026

Applicant: Madison Sean Tarter

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 115 Randolph Avenue

Work to be Performed: to construct a rear
addition, rear walkway, & rear driveway

Tax Map: 83A3-2-4-5

Current Zoning: R-1

Lot Size: 5,300 sq. ft.

Historic Register: CONTRIBUTING

Description: Ca. 1912, Craftsman

Accessory Structure: NA

Date Application Received: February 2, 2026

Pre-Application Meeting: March 17, 2026

Date Application Deemed Complete: March 3, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 1, 2026

Overview:

The applicant is seeking to remove the existing rear deck and construct the following: (1) a 512.9 square feet two-story rear addition and (2) a 106.4 square feet rear deck on the single-family home. Also, the application includes installing gutters, a 100 sq. ft. rear concrete walkway, a fence, and a 540 sq. ft. permeable stone-gravel rear driveway.

Aerial Map:



Materials:

Roof: A-Frame Gable, Pitch: 10:12, Architectural Shingles (to match existing)

Siding: Vinyl Dutch lap double 5" CertainTeed Silver Ash (same as existing)

Windows: Atrium Series 150 3/3 Vinyl Single Hung: 30" x 39" x 2" & 26" x 44" x 3"; **Sill:** 40" x 2" & 39" x 2" Wood; **Trim:** 3" Wood

Door: Atrium 60" x 80" Vinyl Slider no grids, **Trim:** Vinyl

Foundation: Concrete Block with Brick Veneer

Deck: **Flooring:** 4" x 8' x 10" Timber Tech, **Railings:** 36" x 12' Vinyl Square, **Skirting:** Lattice Wood, **Steps:** 4" x 8' x 10" Composite

Gutters: 5" Metal

Rear Walkway: Concrete

Rear Parking: Permeable White Stone-Gravel

Fence: Wood

Staff Analysis:

Zoning Compliance:

The property is a legal, non-conforming use. The proposed project is seeking to remove the existing deck and construct a rear addition and deck on the single-family dwelling. Also, proposed are gutters, a rear walkway, a parking area, and a fence. Zoning Compliance has been 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 3-18 – Craftsman)

Section 5.2.1: Roof Features: Gutters and Downspouts

Section 5.6: New Additions to Contributing Buildings

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

Section 9.2: Fences & Freestanding Walls

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed removals, additions, and materials 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: Total Lot Coverage Calculation

Attachment 2: Application and Supporting Documents