



Historic District Review Board Staff Report

Agenda Title: 640 Washington Avenue

Agenda Date: July 21, 2026

Prepared by: Tracy Outten, Planning & Zoning Administrator
Deputy

Reviewed By: Rick Keuroglian, Interim Zoning Administrator

Date: June 30, 2026

Applicant: Bill Doughty dba Village
Builders on the Bay, representing Michael
& Karen May

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 640 Washington Avenue

Work to be Performed: to remove the existing
accessory structure and construct a new one

Tax Map: 83A1-1-1

Current Zoning: R-1

Lot Size: 5,920

Historic Register: NOT LISTED

Description: NA

Accessory Structure: NA

Date Application Received: May 26, 2026

Pre-Application Meeting: July 21, 2026

Date Application Deemed Complete: June 2, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): August 31, 2026

Overview:

The applicant is seeking to remove the existing 222 sq. ft., one-story accessory structure and ramp, and to construct a new 520 sq. ft., one-and-a-half-story accessory structure with side steps and a landing.

Aerial Map:



Materials:

Foundation: 2 Course 8" Allied Concrete Block with Parged Exterior Wall

Siding: Certainteed Monogram Double 5" Clapboard Vinyl .046 Thickness

Doors: (1) Therma Tru Fiberglass: Side: 1st floor: 3068 1-lite/2-panel; 2nd floor: 3068 Full Glass; Garage: 12', Glass Top Panel / Raised Panel

Windows: Ply Gem Pro Double Hung 1/1; Trim: 3-1/2" Flat Wide Vinyl; Sill: Thick Nose

Trim: 4" Corners, Triple 4" White Soffit, 6" Fascia, AZEK Brickmold

Roof: Pitch: Gable End Wall 12/12, Shed Dormers 3/12; 30 yr Architectural Shingles

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to remove the existing accessory structure and construct a new accessory structure. 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: New Accessory Structures Associated with a Primary Noncontributing Building

Staff Recommendation:

Staff requests that the HDRB review the application materials submitted by the applicant and determine whether the proposed new accessory structure and its 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 developing 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: Zoning Checklist for R-1 - Accessory Structure

Attachment 2: Total Lot Coverage Calculation

Attachment 3: Application and Supporting Documents