



## Historic District Review Board Staff Report

**Agenda Title:** 509 Harbor Avenue

**Agenda Date:** April 21, 2026

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

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

**Date:** March 26, 2026

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**Applicant:** QS LLC, representing the  
owner, LouEllen Blackwelder

**Type Of Application:** Pre-Application/Certificate  
of Appropriateness

**Site Address:** 509 Harbor Avenue

**Work to be Performed:** to construct a new front  
porch

**Tax Map:** 83A1-2-10-6

**Current Zoning:** R-1

**Lot Size:** 4,447 sq. ft.

**Historic Register:** NON-CONTRIBUTING  
*Description: Ca. 1965, Minimal Traditional*  
*Accessory Structure: NA*

**Date Application Received:** March 18, 2026 (1<sup>st</sup> Submittal February 5, 2026)

**Pre-Application Meeting:** April 21, 2026

**Date Application Deemed Complete:** March 3, 2026

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

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### Overview:

The applicant is seeking to construct a new 6' x 22' (132 sq. ft.) front porch on the single-family home. The wood fence received an Administrative Certificate of Appropriateness on 3/9/2026.

**Aerial Map:**



**Materials:**

**Roof:** GAF Architectural Shingle

**Front Porch:** Ceiling: Vinyl Beadboard; Decking: Timbertech Tongue & Groove; Columns: 8' x 8" Square Fibercast; Baluster – Square Composite, Front: 8' sections, Sides: 6' sections; 36" H; Railings: AZEK Premier; Posts: 4 x 4 between rail sections; Post Caps: 4" x 4" Steps: 7" x 12" x 4' AZEK Tongue & Groove; Skirting: 1 x 6 AZEK Slat Lattice

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, non-conforming use. The proposed project seeks to construct a new 6' x 22' (132 sq. ft.) front porch on the single-family dwelling. 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 3-19 – Minimal Traditional)*

*Section 5.10: Guidelines for Trim & Details #2*

*Section 7.1: Alternative Materials*

*Section 7.4: Non-Contributing Considerations*

**Staff Recommendation:**

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed additions and materials for the single-family dwelling 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: Total Lot Coverage Sheet

Attachment 2: Application and Supporting Documents