



Historic District Review Board Staff Report

Agenda Title: 619 Monroe 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: April 3, 2026

Applicant: QS LLC, representing the
owner, Jocelyn Blanchard

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 619 Monroe Avenue

Work to be Performed: to replace the existing
concrete steps

Tax Map: 83A3-1-242

Current Zoning: R-1

Lot Size: NA

Historic Register: NON-CONTRIBUTING

Description: Ca. 1920, Craftsman

Accessory Structure: Garage

Accessory Structure: Shed

Date Application Received: February 25, 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

Overview:

The applicant is seeking to replace the existing 8" x 11" x 6' concrete steps with new 8" x 11" x 6' Timbertech Azek tongue-and-groove steps on the single-family home.

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, conforming use. The proposed project seeks to replace the existing concrete front steps with Timbertech Azek 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 3-18 – Craftsman)

Section 5.10: Exterior Trim & Details

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 replacement and materials for the front steps on 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