



## Historic District Review Board Staff Report

**Agenda Title:** 552 Monroe Avenue

**Agenda Date:** September 16, 2025

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

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

**Date:** August 15, 2025

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**Applicant:** Edmund Pickup and Lynda  
Whitehead represented by Jesse Philpot  
dba Philpot Construction LLC

**Type Of Application:** Certificate of  
Appropriateness

**Site Address:** 552 Monroe Avenue

**Work to be Performed:** to replace the front and  
back porch roofs

**Tax Map:** 83A3-1-351

**Current Zoning:** R-1

**Lot Size:** 5,600 sq. ft.

**Historic Register:** CONTRIBUTING

*Description: Ca. 1920, Queen Anne*

*Accessory Structure: Contributing, Garage*

**Date Application Received:** July 21, 2025

**Pre-Application Meeting:** July 14, 2025

**Date Application Deemed Complete:** July 21, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** October 20, 2025

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### **Overview:**

The applicant is seeking to replace the existing flat lock tin roof on the front porch and second story back porch with architectural shingles on the single-family home.

**Aerial Map:**



**Materials:**

**Roof Porches:** Pitch: 3/12; Architectural Shingles

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to replace the existing tin roof with architectural shingles on the front porch and back porch. 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 3-11 – Victorian Styles)*

*Section 4.2: Roofs*

*Section 5.2: Roofs*

*Sections 7.1, 7.2, & 7.3: Alternative Materials*

**Staff Recommendation:**

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