



Historic District Review Board Staff Report

Agenda Title: 108 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

Applicant: Elizabeth and James Sutphen **Type Of Application:** Certificate of
Appropriateness
Site Address: 108 Monroe Avenue **Work to be Performed:** to replace front and
back porch flooring and front steps
Tax Map: 83A3-25-3 **Current Zoning:** R-1
Lot Size: 5,600 sq. ft. **Historic Register:** CONTRIBUTING
Description: 1913, Foursquare
Accessory Structure: Contributing, Garage

Date Application Received: July 7, 2025

Pre-Application Meeting: June 24, 2025

Date Application Deemed Complete: July 7, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): October 6, 2025

Overview:

The applicant is seeking to replace the existing wood flooring with TimberTech tongue and groove composite decking on the following: (1) 250 square feet front porch, (2) 80 square feet front steps, and (3) 100 square feet back porch on the single-family home.

Aerial Map:



Materials:

Porches & Steps: TimberTech Tongue & Groove Composite Decking

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to replace the existing wood flooring with composite decking on the front porch, front steps, 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 3-9 – American Foursquare)

Section 4.4, Page 4-11: Woodwork: Porches and Associated Features

Section 5.4.2: Porches

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