



## Historic District Review Board Staff Report

**Agenda Title:** 654 Monroe Avenue

**Agenda Date:** January 20, 2026

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

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

**Date:** January 5, 2026

---

**Applicant:** Michael Ryan & Donna Wilkins      **Type Of Application:** Pre-Application/Certificate  
of Appropriateness

**Site Address:** 654 Monroe Avenue      **Work to be Performed:** to construct a rear  
addition

**Tax Map:** 83A3-1-323      **Current Zoning:** R-1

**Lot Size:** 5,600 sq. ft.      **Historic Register:** CONTRIBUTING  
*Description: Ca. 1920, Folk Victorian*  
*Accessory Structure: NON-CONTRIBUTING*

**Date Application Received:** November 24, 2025

**Pre-Application Meeting:** January 20, 2026

**Date Application Deemed Complete:** December 2, 2025

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** March 2, 2026

---

### Overview:

The applicant is seeking to remove the existing rear enclosed porch and construct the following: (1) a 264.2 square feet rear addition and (2) a 50.4 square feet rear porch on the single-family home.

**Aerial Map:**



**Materials:**

**Roof:** Pitch: 6/12, Asphalt Shingles for the new Hip Roof

**Siding:** Featherboard 1/2 x 8 (same as existing)

**Windows:** 2/2 Vinyl Double Hung: 28" x 57" x 4"; **Sill:** Wood 30" x 1" x 4"; **Trim:** Wood

**Doors:** use existing 36" x 84" Wood Door, **Trim:** Reuse existing

**Porch:** **Flooring:** 6 x 6 x 3/4 Wood, **Ceiling:** Wood, **Posts:** 4 x 4 Wood, **Skirting:** Vinyl, **Steps:** Reusing existing

**Staff Analysis:**

**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to remove the existing rear enclosed porch and construct a rear addition and porch on the single-family dwelling. 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 – Folk Victorian)*

*Section 5.6: New Additions to Contributing Buildings*

**Staff Recommendation:**

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