



Historic District Review Board Staff Report

Agenda Title: 114 Fig Street

Agenda Date: October 15, 2025

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

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

Date: September 23, 2025

Applicants: Donald and Mary Brickley,
represented by Eric Adams

Type Of Application: Pre-Application/
Certificate of Appropriateness

Site Address: 114 Fig Street

Work to be Performed: to screen-in the
existing rear deck

Tax Map: 83A4-3-3

Current Zoning: R-1

Lot Size: 5,509 sq. ft.

Historic Register: CONTRIBUTING

Description: Ca. 1920, Colonial Revival

Accessory Structure: Shed, Non-Contributing

Date Application Received: August 27, 2025

Pre-Application Meeting: October 15, 2025

Date Application Deemed Complete: September 2, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): December 1, 2025

Overview:

The applicant is seeking to screen-in 267.80 square feet of the existing rear deck.

Aerial Map:**Materials:**

Roof: MasterRib 28 ga. Metal Panel

Ceiling: 7-1/4" x 8' Pine Tongue & Groove Wall Plank

Doors: Solid Pine 32" x 80" Fiberglass Screen

Columns: 4 x 4 Douglas Fir Timber – S4S 3-1/2" x 3-1/2" x 4'

Screen: Aluminum

Staff Analysis:**Zoning Compliance:**

The property is a legal, conforming use. The proposed project is seeking to screen-in 267.80 sq. ft. of the existing rear deck. 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 3-16 – Colonial Revival)

Section 5.4.2, Page 5-18: Screening

Section 5.5.2, Page 5- 25: Screen and Storm Doors

Section 5.9: Decks, Ramps, & Patios

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed screening of the rear deck is in keeping with the Guidelines of the Historic District and reflects 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