



Historic District Review Board Staff Report

Agenda Title: Tax Map #83A1-8-F on Strawberry 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 24, 2025

Applicant: Andrew & Jacqueline Sears
represented by Coastal Craftsman
Builders, LLC

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: Strawberry Street

Work to be Performed: to construct a new
single-family home, a rear-covered deck, and an
enclosed outdoor shower

Tax Map: 83A1-8-F

Current Zoning: R-1

Lot Size: 2,920 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: August 28, 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 construct a new 1,020.25 sq. ft., two-story single-family residence with a 23.5' x 9' (211.5 sq. ft.) front porch, a 6' x 4' (24 sq. ft.) rear deck, and a 27 sq. ft. enclosed rear outdoor shower. The application also includes the installation of a sidewalk. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

Aerial Map:



Materials:

Roof: House (Pitch: 12:12): Architectural Shingles; **Porch** (Pitch: 5:12) & Rear Deck: Standing Seam Metal

Siding: Certaineed Vinyl Lap Siding .044 with 6" exposure

Windows: Loudoun Door & Window: (1) 177 Series Double Hung Vinyl, 3/1 Colonial SDL: $\underline{2} = 32$ W x 67-3/4 H, $\underline{4} = 30$ W x 47-3/4 H, and $\underline{16} = 30$ W x 59-3/4 H; (2) 143 Awning Window, 3-lite Colonial SDL: $\underline{2} = 24$ -1/2 W x 27 H and $\underline{2} = 32$ -1/2 W x 27 H. **Sill:** 1-3/4" x 2-1/30" AZEK Historic; **Trim:** 5/4 x 4 AZEK

Trim: 5/4 x 4 and 5/4 x 6 AZEK

Doors: Therma-Tru Smooth-Star: **Front & Back:** Style S92, 36" x 80", 12-lite SDL/1-panel Fiberglass

Front Porch: **Ceiling:** 1/2" x 6" x 18' AZEK Beadboard; **Decking:** 1" x 4" AZEK Tongue & Groove; **Columns:** Brick Base with 1/2 bungalow AZEK Top; **Newel Post:** 5-1/2" Square Polyurethane; **Baluster** – 1-3/4" Square Polyurethane; **Railings:** Spectis Polyurethane Architectural Products; **Steps:** 5/4" x 6' AZEK

Rear Enclosed Deck: **Decking:** 1" x 4" AZEK Tongue & Groove; **Railings:** Spectis Polyurethane Architectural Products; **Steps:** 5/4" x 6' AZEK

Foundation: Parged Concrete Masonry Block

Outdoor Shower: Vinyl

Sidewalk: Concrete

Staff Analysis:

Zoning Compliance:

The property is a legal, non-conforming use. The proposed project is seeking to construct 1,020.25 sq. ft., two-story single-family residence with a 23.5' x 9' (211.5 sq. ft.) front porch, a 6' x 4' (24 sq. ft.) rear deck, a 27 sq. ft. enclosed rear outdoor shower; and to install a sidewalk on the front of the property as required by Town Code. The proposed materials are in conformance with the Zoning Ordinance for new construction, and Zoning Compliance is achieved based upon this application to the HDRB.

Please note that a separate Zoning Compliance will be required upon the submission of a building permit application to ensure conformance that the HDRB Votes are fully referenced and contained in the building plans. As of when the applicant submits for a building permit, a full set of building plans must be provided that includes a required Site Plan and Landscape Plan that details both the removal of existing trees if necessary and the proposed addition of trees to conform with CCZO Appendix G – Tree Conservation and Preservation Ordinance along with the Historic District Overlay Design Guidelines Section 9.5 Landscaping.

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 5.13: New Construction of Primary Buildings

Section 9.1: Hardscaping (Driveways, Walkways, & Other Paving)

Section 9.3: Decks, Ramps, & Patios

Section 9.4: Appurtenances

Section 9.5: Landscaping

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed new home, driveway, and enclosed shower 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: Zoning Review Check List Residential-1 District

Attachment 2: Total Lot Coverage Sheet

Attachment 3: Application and Supporting Documents