



Historic District Review Board Staff Report

Agenda Title: Tax Map #83A1-2-11-9 on Bay Avenue

Agenda Date: March 17, 2026

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

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

Date: March 6, 2026

Applicant: Francis Palya & Deborah Palya
represented by Shoreline Homes Inc.

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: Bay Avenue

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

Tax Map: 83A1-2-11-9

Current Zoning: R-1

Lot Size: 7,999 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: February 2, 2026

Pre-Application Meeting: March 17, 2026

Date Application Deemed Complete: March 6, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 7, 2026

Overview:

The applicant is seeking to construct a new 1,407 sq. ft., two-and-a-half-story single-family residence with a 25' x 10' (250 sq. ft.) front porch, and a 24 sq. ft. rear outdoor shower. The application also includes the installation of a sidewalk and two driveways. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

Aerial Map:



Materials:

Roof: House (Pitch: 6:12): GAF Timberline 3-tab Shingles

Siding: James Hardie Fiber Cement Board: Shingle, Plank .312 w x 7" reveal, and Board & Batten 3-1/2" W x 12' T

Windows: Anderson 100 Series Vinyl: (1) Double Hung 1/1: 1 = 40" x 38", 2 = 74" x 60", 3 = 28" x 60" 5 = 24" x 38", 10 = 36" x 60"; (2) Fixed 1/1: 1 = 36" x 20" and 1 = 36" x 12" (3) Left Sliding 1/1: 5 = 48" x 24"; Sill: 1-3/4"; Trim: 1 x 4 PVC

Trim: 5/4 x 5-1/2 Woodgrain PVC 6" boards, and Soffit & Fascia: PVC boards

Doors: Therma-Tru Fiberglass Front: 1st Floor : Smooth-Star 3'0" x 6'8" 3/4-lite/1-panel with 2-panel sidelight, 6' x 6'8" Patio on both sides of the front door and 2nd Floor: 6'0" x 6'8" French Door no grids; Back: 3'0" x 6'8" 6-panel and 7' x 9' Steel Garage with arched windows/12-panels; Side: 7' x 9' Steel Garage with arched windows/12-panels

Front Porch: Ceiling: 1" x 6" x 8' Tongue & Groove Vinyl Beadboard; Decking: 1" x 6" Trex Enhance Saddle; Columns: Square Pressure Treated 6 x 6 posts wrapped in PVC; Baluster – Square Composite; Railings: Square Composite; Steps: Trex Enhance Saddle Decking with white PVC Composite risers

Foundation: Concrete Footings, Parged Concrete across top of CMU blocking, and 8" x 8" beams

Outdoor Shower: Concrete Foot Pad

Driveways: Gravel with concrete aprons where necessary

Sidewalk: Concrete

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to construct 1,407 sq. ft., two-and-a-half-story single-family residence with a 25' x 10' (250 sq. ft.) front porch, a 24 sq. ft. rear outdoor shower, two gravel driveways, 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 CCTC Chapter 32, 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 9.4: 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, driveways, and outdoor 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