



Historic District Review Board Staff Report

Agenda Title: 520 Strawberry Street
Agenda Date: May 19, 2026
Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator
Reviewed By: Rick Keuroglan, Town Manager
Date: May 11, 2026

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

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: 520 Strawberry Street

Work to be Performed: to modify the siding and
chimney

Tax Map: 83A1-8-F

Current Zoning: R-1

Lot Size: 2,920 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: April 20, 2026

Pre-Application Meeting: May 19, 2026

Date Application Deemed Complete: May 6, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): July 6, 2026

Overview:

The applicant is seeking to modify the size of the approved Certainteed Vinyl Lap siding, with a 6" exposure and .044 thickness, to Certainteed Restoration Classic Double 4-1/2" Vinyl siding, and to change the chimney construction from an exposed metal pipe to a stucco frame.

Aerial Map:



Materials:

Chimney: Framed and Covered with Stucco

Siding: Certaineed Restoration Classic Vinyl Siding Double 4.5”

Staff Analysis:

Zoning Compliance:

The property is a legal, non-conforming use. The proposed project seeks to modify the approved siding and chimney construction for the single-family dwelling. 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.

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 7.1: Alternative Materials

Section 7.4: Non-Contributing Considerations

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed modifications for the new single-family dwelling 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