



## Historic District Review Board Staff Report

**Agenda Title:** Tax Map 83A3-1-563A on Mason Avenue  
**Agenda Date:** May 19, 2026  
**Prepared by:** Tracy Outten, Planning/Zoning Assistant –  
Preservation & Zoning Administrator  
**Reviewed By:** Rick Keuroglan, Town Manager  
**Date:** May 7, 2026

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**Applicant:** Arnold Fuog and Maureen Welch

**Type Of Application:** Pre-Application/Certificate of Appropriateness

**Site Address:** Mason Avenue

**Work to be Performed:** to construct two accessory structures

**Tax Map:** 83A3-1-563A

**Current Zoning:** CR

**Lot Size:** 4,502 sq. ft.

**Historic Register:** NOT LISTED

*Description: NA*

*Accessory Structure: NA*

**Date Application Received:** April 7, 2026

**Pre-Application Meeting:** May 19, 2026

**Date Application Deemed Complete:** April 17, 2026

**Legal Deadline: HDRB Decision (90 Days from Complete Application):** July 16, 2026

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### Overview:

The applicant is seeking to: (1) construct two accessory structures, 8' x 12' (96 sq. ft.) and 16' x 24' (384 sq. ft.) for commercial use; and (2) install shells on half of the property. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

## Aerial Map:



## Materials:

**Front Accessory Structure (Office) 96 sq. ft.:** Roof: Pitch: 4:12 Shingle; Siding: T1-11; Door: 36" x 80" Wood panel; Windows: 4/4, 2' x 3' Wood; Trim: Wood

**Rear Accessory Structure 384 sq. ft.:** Roof: Pitch: 4:12 Metal; Siding: T1-11; Door: Rampage 48" x 72" Wood; Windows: 4/4, 2' 6" x 4' 6" x 2' 6" vinyl; Trim: Wood

**Lot:** Shell

## Staff Analysis:

### Zoning Compliance:

The property is a legal, non-conforming use. The proposed project seeks to construct two accessory structures, 8' x 12' (96 sq. ft.) and 16' x 24' (384 sq. ft.), and install 2,155 sq. ft. of shell on the commercial residential lot. Zoning Compliance has been 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 6.2: Accessory Structures Associated with Noncontributing Primary Buildings*

*Section 7.1: Alternative Materials*

*Section 7.4: Non-Contributing Considerations*

### Staff Recommendation:

Staff requests that the HDRB review the applicant's application materials and determine whether the proposed construction and materials for the commercial residential lot 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 developing 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: Total Lot Coverage Sheet

Attachment 2: Application and Supporting Documents