



Historic District Review Board Staff Report

Agenda Title: 300 Strawberry Street

Agenda Date: ~~April 21, 2026~~ May 19, 2026

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

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

Date: April 11, 2026

Applicant: Ariana & Angela Henao **Type Of Application:** Pre-Application/Certificate
of Appropriateness

Site Address: 300 Strawberry Street **Work to be Performed:** to install vinyl soffit on
the eaves and aluminum metal over the wood
trim

Tax Map: 83A3-1-294 **Current Zoning:** R-1

Lot Size: 5,600 sq. ft. **Historic Register:** CONTRIBUTING
Description: Ca. 1950, Colonial Revival
Accessory Structure: NA

Date Application Received: February 19, 2026

Pre-Application Meeting: April 21, 2026

Date Application Deemed Complete: March 3, 2026

Legal Deadline: HDRB Decision (90 Days from Complete Application): June 1, 2026

Overview:

On April 21, 2026, the Historic District Review Board deferred the decision for the installation of white vinyl soffit on the underside of the roof eaves and white aluminum metal over the existing wood roof trim on the single-family home until the applicant was available to answer questions.

Aerial Map:



Materials:

Roof: Eaves: Vinyl Soffit; Trim: Aluminum Metal

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project seeks to install vinyl soffit on the underside of the roof eaves and aluminum over the existing wood roof trim on the single-family dwelling. 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 3.1: Architectural Character

Section 3.2: Building Types, Forms, & Associated Architectural Styles (Page 3-16 – Colonial Revival)

Section 5.2.1: Roof Features

Section 5.4.1: Wood Siding & Trim

Section 7.1: Alternative Materials

Section 7.4: Noncontributing Considerations

Staff Recommendation:

Staff is requesting that the HDRB review the application materials submitted by the applicant and determine whether the proposed installations on the single-family dwelling and the siding replacement on the accessory structure, and the materials, 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: Application and Supporting Documents