



Historic District Review Board Staff Report

Agenda Title: Tax Map #83A1-1-20 on Washington Avenue
Agenda Date: September 16, 2025
Prepared by: Tracy Outten, Planning/Zoning Assistant –
Preservation & Zoning Administrator
Reviewed By: Katie H. Nunez, Director of Planning & Zoning
Administrator
Date: August 18, 2025

Applicant: Richard Sasso and Maria Aillon
represented by Altruistic Design

Type Of Application: Pre-Application/Certificate
of Appropriateness

Site Address: Washington Avenue

Work to be Performed: to construct a new
single-family home, rear patio, enclosed outdoor
shower, an accessory structure, and install a
fence

Tax Map: 83A1-1-20

Current Zoning: R-1

Lot Size: 5,600 sq. ft.

Historic Register: NA

Description:

Accessory Structure:

Date Application Received: August 4, 2025

Pre-Application Meeting: September 16, 2025

Date Application Deemed Complete: August 15, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): November 12, 2025

Overview:

The applicant is seeking to construct a new 1,050 sq. ft., two-story single-family residence with a 25' x 8' (200 sq. ft.) front porch, a 16.5' x 13' (214.5 sq. ft.) rear screened-in porch, a 440 sq. ft. rear raised patio, a 12 sq. ft. enclosed rear outdoor shower, and a 150 sq. ft. rear accessory structure. The application also includes the installation of a fence, a hot tub, a walkway, and a driveway. Although this lot is currently vacant, new construction should be compatible, sympathetic, and complementary to existing buildings.

Aerial Map:



Materials:

Roof: House & Porches: – MCBI Ultra Dek Snap-lock 150 Flat Panel Standing Seam Metal (Pitch: 10:12); Porches (Pitch: 4:12)

Siding: 10' x 4' James Hardie Board & Batten Smooth Panel, 2-1/2" x 3/4" Smooth Batten Strips 12" O.C.

Windows: Marvin Ultimate Double Hung Aluminum Clad Wood 2/2 & 6/6 SDL: 2' 2" x 3' 8" 2H x 2W, 2' 10" x 5' 8" 2H x 2W

Trim: 8/4" x 4" and 8/4" x 8" AZEK Smooth Classic

Doors: Marvin Ultimate Trustile: Front: Wood 7/0 6-lite, Side Transoms 3-lite, Front Second-Floor: 2 = Aluminum Clad Wood 6-lite, Top Transoms 2-lite; Back: (1) Aluminum Clad Wood 3-panel Slider 6-lite per panel, (2) Aluminum Clad Wood 6-lite, 1-panel

Front Porch: Decking: 5.36" x 0.94" TimberTech Composite; Columns: 10" Square TimberTech PVC; Balustrade – Square TimberTech PVC; Steps: TimberTech Composite with Handrails

Rear Screen Porch: Decking: 5.36" x 0.94" TimberTech Composite; Columns: 10" Square TimberTech PVC; Screen: Screeneze Flush Mount Textilene Nano; Window: Vertical 4-track EZE Breeze System

Rear Raised Patio: Decking: 5.36" x 0.94" TimberTech Composite; Pavers: Nicoloc Alpine Contemporary 15-5/8" x 15-5/8" x 2-3/8"

Foundation: Brick Veneer

Outdoor Shower: Composite Wood

Accessory Structure: Roof: Standing Seam Metal; Siding: James Hardie Smooth Board and Batten; Trim: 8/4" x 4" AZEK Smooth Classic; Door: 6' x 6' 8" Wood Clad Double; Foundation: on Skids

Fence: 6' rear Pressure-Treated Wood

Steppingstone: **NEED MATERIAL**

Sidewalk, Walkway, Driveway, Rear Patio: Concrete

Staff Analysis:

Zoning Compliance:

The property is a legal, conforming use. The proposed project is seeking to construct 1,050 sq. ft., two-story single-family residence with a 25' x 8' (200 sq. ft.) front porch, a 16.5' x 13' (214.5 sq. ft.) rear screened-in porch, a 440 sq. ft. rear raised patio, a 12 sq. ft. enclosed rear outdoor shower, and a 150 sq. ft. rear accessory structure; and to install a fence, a hot tub, a walkway, driveway, and 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 6.3: New Accessory Structures/ADUs Associated with New Construction

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, patio, and accessory structure 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