



Historic District Review Board Staff Report

Agenda Title: 116 Pine Street
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: Martine Richardson dba Legacy Holds II LLC
Type Of Application: Pre-Application/Certificate of Appropriateness
Site Address: 116 Pine Street
Work to be Performed: to replace and increase the size of two windows
Tax Map: 83A3-13-B
Current Zoning: R-1
Lot Size: 2,240 sq. ft.
Historic Register: CONTRIBUTING
Description: ca. 1900, Folk Victorian
Accessory Structure: NA

Date Application Received: August 4, 2025

Pre-Application Meeting: September 16, 2025

Date Application Deemed Complete: August 18, 2025

Legal Deadline: HDRB Decision (90 Days from Complete Application): November 14, 2025

Overview:

The applicant is seeking to complete the following:

Renovations:

Roof: replace the existing shingles with new shingles

Gutters & Downspouts: replace the existing aluminum with new aluminum

Siding: repair existing wood siding

Front Porch: open the existing enclosed porch and repair/replace the existing wood flooring

Skirting: repair existing brick

Doors: Front & Back: repair the existing 20" x 80" wood and replace the glass panes

Windows (17): repair the existing wood frame and replace the existing glass panes with new glass panes

Trim: replace the existing 3-1/2" W x 1" D wood with 3-1/2" W x 1" D Hardie board

New:

Shutters: 5' x 5-1/4 x 5-1/4 Wood

Rear Second-Story Deck: 220.02 square feet, two existing windows will be replaced with doors

Aerial Map:



Materials:

Roof: Pitch: 10/12, Shingles

Gutters & Downspouts: Aluminum

Windows & Doors: Pane: Glass

Trim: 1" x 3-1/2" x 144" Hardie Board

Front Porch: **Ceiling:** Wood, **Flooring:** 4' x 4" x 2" Wood, **Balustrades:** Wood Colonial Style – 6' 2" x 2" railing, 36" x 1-1/4" balusters, **Columns:** 8' x 6" Wood Colonial Style, **Skirting:** Brick

Rear Second-Story Deck: **Flooring:** 8' x 5/4" x 6" Wood decking boards, **Balustrade:** Wood Pro deck rail kit, **Doors:** 32" x 80" Fiberglass 15-lite will replace two existing second-floor rear windows

Staff Analysis:

Zoning Compliance:

The property is a legal, non-conforming use. The proposed project is seeking to replace the roof, gutters, and downspouts, restore the siding, doors, and windows, add shutters, open the enclosed front porch, and construct a rear second-story deck on the single-family home. 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 3.1: Windows & Associated Features

Section 3.2: Building Types, Forms, & Associated Architectural Styles (3-12 – Folk Victorian)

Section 4.2: Roofs

Section 4.3: Masonry – Exterior Walls, Foundations, & Chimneys

Section 4.4: Woodwork – Exterior Wall, Decorative Trim, & Porches

Section 4.5: Openings & Associated Features – Windows, Doors, & Storefronts

Section 5.2: Roofs

Section 5.4: Woodwork – Exterior Wall, Decorative Trim, & Porches

Section 5.5.1: Windows

Section 5.5.2: Doors

Section 5.5.4: New Window & Door Openings

Section 5.6: New Additions to Contributing Buildings

Sections 7.1, 7.2, & 7.3: Alternative Materials

Staff Recommendation:

Staff is requesting the HDRB to review the application material submitted by the applicant and determine if the proposed renovations and the deck addition 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