

MEMORANDUM

TO: Chapel Hill Historic District Commission

FROM: Britany Waddell, Planning Director
Charnika Harrell, Senior Planner
Anna Scott Myers, Planner I

SUBJECT: 603 E. Franklin Street: Certificate of Appropriateness (COA)
(PIN 9788-68-3791, HDC-25-11)

FILING DATE: June 9, 2025

DATE: August 12, 2025

COA SUMMARY

Stephanie King, on behalf of the property owner, requests a COA for a window replacement.

EXISTING CONDITIONS

The property is zoned Residential-2 (R-2) and is in the Franklin-Rosemary Historic District.

BACKGROUND

June 9, 2025	The applicant submits a COA application for the work described above.
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DISCUSSION

The Commission should discuss whether the work proposed by the Applicant is or is not incongruous with the special character of the Franklin-Rosemary Historic District. The Applicant has photos and specifications of the existing and proposed window, which the Applicant asserts shows that the proposed project is not incongruous with the character of the Franklin-Rosemary Historic District.

If the COA is granted for the exterior change, the applicant would then be required to obtain any necessary zoning compliance and building permits from the Town.

NOTE

The [*Chapel Hill Historic Districts Design Principles and Standards*](#)¹ are incorporated into the record by reference.

ATTACHMENTS

1. [Special Character Essay – Franklin-Rosemary Historic District \(pages 25-30\)](#)²
2. Application Materials

¹https://townhall.townofchapelhill.org/large_docs/historic_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf

²https://townhall.townofchapelhill.org/large_docs/historic_district/CH%20HD%20Design%20Principles%20and%20Standards.pdf

