



## Historic District Commission

### Staff Communication – Administrative Approval of Certificate of Appropriateness Applications

#### Summary Report

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
Britany Waddell, Planning Director  
Anya Grahn-Federmack, Principal Planner  
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The following Certificate of Appropriateness (COA) applications have been reviewed and approved by Planning Department staff as of March 7, 2023:

Project#/Address	Description of Work	Approval Authority (page 9-11 of the Chapel Hill Historic Districts Design Principles & Standards)	Chapel Hill Historic Districts Design Principles & Standards	Date Approved
<b>Project #21-019</b> <b>623 E. Franklin Street</b>	Constructing a natural stone walkway off of the northwest corner of an existing stone patio	Minor changes not previously approved by the Commission on site plans or minor changes to elevations not visible from the street. Any minor changes should not significantly alter the design, materials, scale, massing, or overall appearance of the site or structure as shown on the HDC-approved plans  Changes deemed by Town Staff to not be substantial in nature	1.4.5. Design new walkways, driveways, and off-street parking to conform with the spacing, width, configuration, and materials of character-defining walkways, driveways, and off-street parking areas in the district.  1.4.6. Site new walkways, driveways, and off-street parking areas in locations that are compatible with the character of the building, site, and district—typically to the side and rear of existing buildings—and locate them so the topography of the site and mature trees and other significant site features are not significantly altered, damaged, or lost.  a. In residential areas, do not locate off-street parking areas in front yards. Whenever possible, driveways should lead to parking areas to the side or rear of the primary building on the site.  b. In commercial and institutional areas, parking should be located at the side or rear of the property whenever possible.  1.4.9. Construct new walkways in traditional materials and designs that are compatible in configuration, material, scale, and detail with the character of the building, site, and district.  a. These include red brick, flagstone, concrete, and Chapel Hill grit.  b. Do not use asphalt or contemporary materials that mimic other materials for sidewalks within the historic districts.	2.6.2023