**M E M O R A N D U M**

To: Historic District Commissioners.

From: Jill Thacher, Historic Preservation Coordinator.

Date: May 14, 2026.

Re: Modification to Staff Approval List: Residential Driveway Paving.

At their last regular meeting, the Historic District Commission requested that staff investigate driveway paving as an addition to the Staff Approval List.

Driveway paving applications to the HDC have become fairly routine and the HDC has approved most applications with little discussion. Points included in the proposed language:

- Concrete or asphalt are allowed. How does the commission feel about pavers/bricks/stamped concrete or other decorative finishes?
- Historic two-tracks must remain.
- The pavement width does not exceed the current driveway width.
- Any parking space (uncovered/not in a garage) may not exceed the current parking area. Staff added "HDC approved" to distinguish that staff can't add spaces that are different than what has been there historically, like spaces that creep into rear or sideyards or double the driveway width for added side-by-side parking.
- A planting strip must be maintained between the house and driveway. A minimum width isn't specified because of variation between properties.

Staff proposes to add the following language to the Staff Approval List to address driveway paving:

44) Paving residential driveways using concrete or asphalt that meets the following: a historic two-track driveway is not present; the pavement width does not exceed the current driveway width; any parking space does not exceed the current HDC approved parking area;  and if space allows, a planting strip must be maintained between the house and driveway. Staff will refer requests to pave new parking spaces to the HDC for approval.