

**COOKEVILLE HISTORIC ZONING COMMISSION  
MINUTES  
OCTOBER 8, 2013  
5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, October 8, 2013, at 5:00 p.m. in the Council Chambers, 45 East Broad Street, Cookeville, TN 38501.

**MEMBERS PRESENT:** Alma Anderson, Lee Carney, Calvin Dickinson, Chris Wakefield, and Julia Woodford.

**MEMBERS ABSENT:** Cathy Lamb and Greg Stamps.

**STAFF PRESENT:** James Mills, Jayne Barns, and Ken Young.

**OTHERS PRESENT:** Lisa Stricklin and Dan Brown.

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN.** Julia Woodford made the motion to elect Greg Stamps as Chairman by acclamation. Alma Anderson seconded the motion and the motion carried unanimously. **GREG STAMPS ELECTED AS CHAIRMAN.**

Alma Anderson made the motion to elect Calvin Dickinson as Vice Chairman by acclamation. Chris Wakefield seconded the motion and the motion carried unanimously. **CALVIN DICKINSON ELECTED AS VICE CHAIRMAN.**

**CONSIDER FOR APPROVAL THE MINUTES OF JUNE 12, 2012.** Alma Anderson made the motion to approve the minutes of June 12, 2012. Julia Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR APPROVAL CERTIFICATE OF APPROPRIATENESS FOR THE ADDITION OF A SUNROOM ON THE PROPERTY LOCATED AT 205 NORTH DIXIE AVENUE. REQUEST SUBMITTED BY TOM STRICKLIN.** Ken Young stated that property owner Thomas Stricklin has submitted an application for a Certificate of Appropriateness to allow the construction of a 9' X 12' sunroom addition to be attached to the rear north side of his house at 205 N. Dixie Avenue. The request for a Certificate of Appropriateness specifically includes the following:

- 1) Proposed addition will be built with materials and styling to match the bungalow architecture of the house as depicted on submitted renderings.
- 2) Maximum lot coverage restrictions of the RS-15 zoning district will not be exceeded. and
- 3) 10' side yard setback will be maintained as per the requirements of the RS-15 zone.

The Design Guidelines for the North Dixie Avenue Historic District Section VII “Guidelines for Additions” state in part that additions “shall follow the guidelines for new construction” and “shall not destroy historic materials that characterize the property”. It furthermore states that “new work shall generally be compatible with the massing, size, scale, materials and architectural features to protect the historic integrity of the property and its environment”. Subsection A titled “Building Form and Scale” includes the following stipulations:

1. Additions shall resemble the same period as the existing structure,
2. Materials and pitch of roof shall be compatible with existing structure,
3. The scale of additions shall be compatible with, not overpowering the existing structure,
4. Additions shall be located to the rear, if at all possible, or to the side of the existing structure,
5. The number, size and glazing of apertures shall be consistent with existing structure and surrounding structures, and
6. Original front setbacks from the street shall be maintained.

Subsection B entitled “Materials” includes the following guidelines:

1. Building materials shall be similar to those employed historically,
2. Acceptable roofing materials include composition shingles,
3. Foundations shall be compatible with existing structural foundations,
4. Acceptable siding materials include wood lap siding or modern substitutes, and
5. Chimneys shall be of masonry construction.

The Zoning Code provisions for the HS, Historic District require that certain determinations be made in evaluating an application for a Certificate of Appropriateness. These are as follows:

- The proposed action is in harmony with the intent of the HS District,
- The proposed action would complement other structures within the HS District,
- The proposed action complies with the “Standards for Rehabilitation” as promulgated by the Secretary of the Interior, and
- The proposed action complies with the Design Guidelines for the North Dixie Avenue Historic District.

In the opinion of the Planning Department Staff, it appears that the plans as submitted for the construction of the sunroom addition and the materials to be used are all compatible with the design, dimension, detail, and all visual characteristics of the primary structure on the applicant’s property, as well as homes within the North Dixie Avenue Historic District. It is also staff’s opinion that these are in harmony with the guidelines for this particular historic district.

Staff recommended approval of Issuance of Certificate of Appropriateness.

Alma Anderson made the motion to approve the Certification of Appropriateness for the addition of a sunroom on the property located at 205 North Dixie Avenue. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

**STAFF REPORT ON CERTIFICATES OF APPROPRIATENESS THAT WERE APPROVED IN HOUSE:**

- **REMOVAL OF DISEASED STREET CANOPY TREES AT 67 NORTH DIXIE AVENUE SUBMITTED BY KIM JONES ON AUGUST 1, 2012.**
- **REPLACEMENT OF SIDE WINDOWS AT 436 FREEZE STREET SUBMITTED BY CHRIS WAKEFIELD ON DECEMBER 13, 2012.**
- **REPLACEMENT OF FRONT WINDOWS AT 446 FREEZE STREET SUBMITTED BY PATRICK & REILLY REAGAN ON FEBRUARY 14, 2013.**
- **REAR STRUCTURAL ADDITIONS AT 524 NORTH DIXIE AVENUE SUBMITTED BY TIM VAUGHN ON AUGUST 23, 2013.**

**DAN BROWN, WITH THE TENNESSEE HISTORICAL COMMISSION, GAVE A PRESENTATION REGARDING HISTORIC PRESERVATION ENTITLED “KEEPING IT LEGAL”.** Dan Brown gave an informative presentation on Meetings and Procedures to the Historic Zoning Commission. Topics included: Legal Standards, Keeping it Legal, Local Ordinances based upon State enabling legislation, By-Laws, Design Guidelines, Qualified/Trained Commissioners, Staff/Commissioner Coordination, Smooth Application Process, Well Run Meetings, Defensible Decisions, Documenting Your Decisions, and Other Considerations which included important partners and resources, special design issues, and control of funds.

**ADJOURNMENT: 6:00 P.M.**

**SUBMITTED FOR APPROVAL**

**SUBMITTED FOR RECORDING**

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**JAYNE BARNES CPS  
PLANNING ASSISTANT**

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**CALVIN DICKINSON  
ACTING CHAIRMAN  
COOKEVILLE HISTORIC ZONING**