

**COOKEVILLE HISTORIC ZONING COMMISSION
MINUTES
NOVEMBER 12, 2013
5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, November 12, 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: Greg Stamps, and Cathy Lamb.

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

OTHERS PRESENT: There was no one in attendance besides Board Members & Staff.

CONSIDER FOR APPROVAL THE MINUTES OF OCTOBER 8, 2013. Alma Anderson made the motion to approve the minutes of October 8, 2013. Julia Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL AMENDMENT TO THE COOKEVILLE MUNICIPAL ZONING CODE REGARDING ESTABLISHMENT OF HS DISTRICT OVERLAY ZONING. REQUEST SUBMITTED BY HISTORIC ZONING COMMISSION. Ken Young stated that as per the request of the Historic Zoning Commission during the meeting held October 8, 2013, staff has prepared a proposed change to Section 232.4E of the Cookeville Municipal Zoning Code pertaining to the establishment of HS District Overlay Zoning.

Section 232.4E on the Zoning Code is entitled “Two-Thirds (2/3) Majority Approval of Property Owners Required”. The text of this section reiterates that “a two-thirds (2/3) majority of property owners in any area proposed for HS District overlay zoning shall be in favor of such rezoning. The Commission requested that this possibly be reduced from two-thirds (2/3) to a simple majority of property owners. Amendments to the Zoning Code must be reviewed first by the Planning Commission which then forwards a recommendation to the City Council for consideration. Staff requested that Mr. Dan Brown, Certified Local Government Coordinator (CLGC) with the Tennessee Historical Commission, provide information concerning how other communities in the state approach such matters. His response (which is included in the board materials) contains the following insight: “Some communities have super-majorities, like 2/3 or some such. When they do set this standard it usually is all registered voters and is a near impossible standard to meet. The persons establishing that standard understand this and know that standard almost always will guarantee failure.”

Staff recommended approval of amending Zoning Code Section 232.4E to delete references to “two-thirds (2/3)” majority in the section title and text and replace both with “simple majority”.

Alma Anderson made the motion to approve amending Zoning Code Section 232.4E to delete references to “two-thirds (2/3)” majority in the section title and text and replace both with “simple majority”. Julia Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

Alma Anderson stated that when Historic Zoning was first being reviewed for adoption that the only way to get the Ordinance approved by City Council at that time was to require a higher percentage (two-thirds) of residents being in favor of the Historic Overlay Zoning before it could be approved.

Calvin Dickinson stated that residents are more receptive of the idea of Historic Zoning now, so it is time to make the change.

James Mills responded that the new changes are in alignment with the State Law.

CONSIDER FOR APPROVAL AMENDMENT TO BYLAWS REGARDING MEETINGS. REQUEST SUBMITTED BY HISTORIC ZONING COMMISSION.

Ken Young stated that at the suggestion of Historic Zoning Commission members during the meeting of October 8, 2013, staff has prepared a proposed amendment to Article II of the Historic Zoning Commission Bylaws and Procedures.

Article II of the Cookeville Historic Zoning Commission Bylaws and Procedures is entitled “Meetings”. Section 1 “Regular Meetings” states in part that “regular meetings shall be held on the second Tuesday of each month”. However, due to the sporadic nature of business (i.e., applications for historic designation, decertification or Certificates of Appropriateness) coming before the board, meetings have traditionally not been scheduled unless such business has been submitted for consideration. Commission members have expressed an interest in establishing scheduled quarterly meetings to be held regardless of the submission of business for consideration. Article II, Section 1 could be amended to state that “Quarterly meetings shall be conducted on the second Tuesday of January, April, July and October at 5:00 PM at Cookeville City Hall, subsequent to business agenda items”. These meetings could be utilized for training, work sessions, reports, etc.

Staff recommended approval of amending Section 1. “Regular Meetings” of the Bylaws and Procedures changing the section title to “Regular & Quarterly Meetings” and adding as follows: “Quarterly meetings shall be conducted on the second Tuesday of January, April, July and October at 5:00 PM at Cookeville City Hall, subsequent to business agenda items”.

Alma Anderson made the motion to approve amending the bylaws to adding quarterly meetings in January, April, July and October, and giving the Planning Staff authority to cancel any of those meetings in case there was no business or training. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL HISTORIC DISTRICT DESIGNATION SIGNS FOR NORTH DIXIE HISTORIC DISTRICT. REQUEST SUBMITTED BY STAFF. Ken Young stated that the Historic Zoning Commission voted at the meeting held on June 10, 2008 to adopt a sign design for the North Dixie Historic District that is rectangular in shape with gold colors on a black background. To date no locations have been chosen to place signage in the district nor have any signs been produced.

The Design Guidelines for the North Dixie Historic District does not address the issue of signage to be used to demarcate the district. However, the City of Cookeville Zoning Code states in part in Section 232.2 entitled "HS Historic District" that establishment of an HS district is intended for "promoting and conserving the HS District for the education, pleasure and enrichment of residents" and for "enhancing attraction of the City to tourists and visitors". Considering that the other Historic districts have signage installed, it would appear that signage for the North District Historic would be consistent with the scope and intent of the Historic Overlay Zoning Districts as set forth in the Zoning Code.

Staff recommended that the Board establish locations for signage in the North District Historic District and request that Public Works make and erect signs as soon as possible.

Alma Anderson made the motion to approve the following locations for signage for the North Dixie Avenue Historic District: one on the northern end of North Dixie Avenue & one on the southern end of North Dixie Avenue, one at 105 Cherry Avenue, one on each section of East 4th Street and any other signs as needed. Lee Carney seconded the motion and the motion carried unanimously. **APPROVED LOCATIONS OF NORTH DIXIE AVENUE HISTORIC DISTRICT SIGNS.**

Alma Anderson wanted to look at changing the color and design of the North Dixie Avenue Historic District signs to make them more consistent with the other Districts.

The Board agreed that all the signs should be green and white, and they preferred that the North Dixie Avenue Historic Sign have rounded edges with the background green and the words in white.

Alma Anderson made the motion to change the color of the North Dixie Avenue Historic District signs to green & white and added that the North Dixie Avenue Historic Signs should have rounded edges with the background green and the words in white. Julia Woodford seconded the motion and the motion carried unanimously. **APPROVED COLOR AND STYLE OF THE SIGNS FOR THE NORTH DIXIE AVENUE HISTORIC DISTRICT.**

CONSIDER FOR APPROVAL DEVELOPMENT OF HISTORIC DISTRICT BROCHURES. REQUEST SUBMITTED BY STAFF. Ken Young stated that the Tennessee Historical Commission is accepting grant applications for historic preservation projects for the 2013-2014 fiscal year. These federally funded grants will be available after Congress passes the federal budget. The exact amount of funds available grants is not known but it is expected to be in the range of \$200,000. Applications will be

reviewed, rated, and ranked. Decisions on those to be funded will be made when the exact amount of funds are known. This may be as late as next August, depending on when Congress completes work on the Budget. The grants are matching grants and will pay for up to 60% of the costs of approved project work. The remaining 40% must be provided by the grantee as matching funds. The deadline for application submission is January 31, 2014. Projects to educate or inform the public regarding historic resources are considered as planning projects for grant purposes. This could include the creation and production of brochures pertaining to the Historic Zoning Districts for distribution to the public. Dan Brown, our CLG with the Tennessee Historical Commission, has offered to assist in applying for grants at the request of the Historic Zoning Commission.

Staff recommended assistance from Dan Brown to apply for a grant to enable the creation and production of brochures promoting the Historic Zoning Districts.

Alma Anderson made the motion to approve the idea of a brochure, and to have Staff apply for the grant with the help of Dan Brown, and recommended that the City Council approve matching funds, if necessary. Julia Woodford seconded the motion and the motion carried unanimously. **APPROVED.**

STAFF REPORT ON HISTORIC ZONING INVENTORY. Ken Young stated that the Historic Zoning Inventory Database and corresponding PDF on Planning Website have both been updated to reflect information regarding Certificates of Appropriateness issued for individual properties since 2008.

ADJOURNMENT: 5:42 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNS CPS
PLANNING ASSISTANT**

**CALVIN DICKINSON
ACTING CHAIRMAN
COOKEVILLE HISTORIC ZONING**