

**COOKEVILLE HISTORIC ZONING COMMISSION  
MINUTES  
AUGUST 12, 2014  
5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, August 12, 2014, at 5:00 p.m. in the Council Chambers, 45 East Broad Street, Cookeville, TN 38501.

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

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

**OTHERS PRESENT:** Dennis Driller, Kellie Fitzpatrick, and Amy Davis.

**CONSIDER FOR APPROVAL THE MINUTES OF JULY 8, 2014.** Calvin Dickinson made the motion to approve the minutes of July 8, 2014. Alma Anderson seconded the motion and the motion carried unanimously. **APPROVED.**

**CONSIDER FOR APPROVAL CERTIFICATE OF APPROPRIATENESS FOR CHANGES MADE TO THE EXTERIOR OF THE BUILDING LOCATED AT 101 WEST BROAD STREET WITHOUT THE APPROVAL OF THE HISTORIC ZONING COMMISSION. REQUEST SUBMITTED BY KELLY FITZPATRICK ON BEHALF OF WALTER WHITSON CARLEN.** Ken Young stated that applicant and lessee Kelly Fitzpatrick, on behalf of property owner Whitson Carlen, has submitted an application for a Certificate of Appropriateness to authorize exterior alterations made to the building at 101 West Broad Street, which is located within the Cream City Historic District. The request pertains to the following alterations that have not been previously considered or approved by the board:

- 1) Black metal louvers installed in the upstairs window openings on the W. Broad Street side of the building. Ms. Fitzpatrick informed staff that although she is not leasing the upper floor of the building, she had the louvers custom made and installed to mask the deteriorated windows on the front façade. Photographs made in January of 2008 show severe clouding and discoloration of the glass.
- 2) Replacement of four (4) windows on the first floor on the N. Cedar Street side. Contractor Dennis Driller with Cornerstone Builders stated that all four (4) of the wooden windows on the east side of the building were deteriorated beyond repair and the decision was made to replace them with exactly the same type. The exterior trim was painted black to match the windows on the front of the structure.

The Cream City Historic District Guidelines state in part that the main intent of the guidelines includes maintaining the integrity of the District, protecting the rights of all property owners within the District and to do so without creating undue restrictions, both materially and financially upon property owners. Subsection 3 states that “window materials and size should be maintained unless there is approval to deviate”.

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
- The proposed action complies with the Cream City Historic District Guidelines

Staff recommended approval of the windows replaced on the first floor of the N. Cedar side of the building and conditional approval to allow the louvers to remain on the W. Broad side, provided matching louvers are also installed in the upper windows on the N. Cedar side of the structure to provide continuity and harmony in appearance.

Cathy Lamb stated that the applicant knew that there was protocol and that they should have come back to the Historic Zoning Commission before putting up the louvers. Mrs. Lamb agreed that louvers should be on both sides for continuity.

Calvin Dickinson stated that this is the most historic building on that block and that shutters would have been more historic because they could open & close, in case another tenant was placed in the upstairs area. Mr. Dickinson did not understand why Ms. Fitzpatrick did not come back to the Board before covering up the upstairs windows.

Julia Woodford stated that she thought the louvers looked industrial and not historic. She was concerned that the louvers were not consistent with the rest of the Cream City Historic District.

James Mills stated that the installation of the louvers was not included in the original application and it is subjective if the louvers were appropriate for the structure and the district.

Alma Anderson stated that the building looks better than it has in the past.

Kelly Fitzpatrick stated that they had the louvers custom made after the last meeting. Mrs. Fitzpatrick added that she was not renting the upstairs, but was trying to cover up the cloudy windows on the front of the building.

Ken Young added that on Mrs. Fitzpatrick’s application that was submitted for last month’s meeting that it stated that they were not going to do anything to the existing windows.

James Mills stated that since the building is on a corner lot that the renter either needs to take down the louvers or place them on the Cedar Street side of the building to provide more continuity.

Calvin Dickinson was concerned that the Board was not enforcing the guidelines. James Mills stated that it would have been better to have shutters and new windows.

Cathy Lamb suggested that Mrs. Fitzpatrick check into grants thru City Scape to see if she could get some assistance with the purchase of the additional louvers.

Alma Anderson made the motion to approve the replacement of the windows on the first floor of the N. Cedar side of the building and conditional approval to allow the louvers to remain on the W. Broad side, provided matching louvers are also installed in the upper windows on the N. Cedar side of the structure to provide continuity and harmony in appearance. Chris Wakefield seconded the motion. Votes: Alma Anderson - aye, Lee Carney - aye, Calvin Dickinson - nay, Cathy Lamb - nay, Greg Stamps - aye, Chris Wakefield - aye, and Julia Woodford - nay. Final Count: 4 for the motion and 3 against the motion. Motion Carried. **APPROVAL OF REPLACEMENT WINDOWS ON THE FIRST FLOOR OF THE NORTH CEDAR SIDE OF THE STRUCTURE AND CONDITIONAL APPROVAL TO ALLOW THE LOUVERS ON THE WEST BROAD SIDE, PROVIDED MATCHING LOUVERS ARE ALSO INSTALLED IN THE UPPER WINDOWS ON THE NORTH CEDAR SIDE OF THE STRUCTURE.**

James Mills recommended that the board grant a six (6) month extension on having the louvers installed. Mr. Mills added that if the louvers are not installed by the six (6) month time frame, then they would have to bring their request back to the Board.

Alma Anderson made the motion to grant a six (6) month extension to have the louvers installed on the windows on the North Cedar side of the building. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED SIX MONTH EXTENSION TO INSTALL LOUVERS ON THE NORTH CEDAR SIDE OF THE BUILDING.**

**STAFF REPORT ON NORTH DIXIE HISTORIC DISTRICT SIGNS.** Ken Young reported that the signs for North Dixie Historic District have been installed and he suggested that the Historic Zoning Commission go by and look at them.

**ADJOURNMENT: 5:45 P.M.**

**SUBMITTED FOR APPROVAL**

**SUBMITTED FOR RECORDING**

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**JAYNE BARNS CPS  
PLANNING ASSISTANT**

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**GREG STAMPS, CHAIRMAN  
COOKEVILLE HISTORIC ZONING**