

**COOKEVILLE HISTORIC ZONING COMMISSION
MINUTES
FEBRUARY 12, 2019
5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, February 12, 2019, 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, Chris Wakefield, and Susan Vandergriff.

MEMBERS ABSENT: Greg Stamps.

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

OTHERS PRESENT: Peter Metts, Scott & Sherri Lytal, and Lindsey McReynolds.

WELCOME NEW MEMBER – SUSAN VANDERGRIFF.

CONSIDER FOR APPROVAL THE MINUTES OF NOVEMBER 6, 2018 AND NOVEMBER 13, 2018. Calvin Dickinson made the motion to approve the minutes of November 6, 2018 and November 13, 2018. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL CERTIFICATE OF APPROPRIATENESS FOR AN ADDITION AND EXTERIOR ALTERATIONS ON THE PROPERTY LOCATED AT 452 FREEZE STREET. REQUEST SUBMITTED BY PETER METTS OF AEI ON BEHALF OF ROY & VALERIE FRANCO. THIS ITEM WAS WITHDRAWN AT THE NOVEMBER 13, 2018 MEETING. Ken Young stated that Mr. Peter Metts with AEI has submitted on behalf of property owners Roy and Valerie Franco an application for a Certificate of Appropriateness to allow exterior alterations and repairs and the construction of an addition to the rear of their home at 452 Freeze Street which is located in the East Broad/Freeze Street Historic District. The request for a Certificate of Appropriateness specifically includes the following:

- A. Architectural Feature: A barrel Vault Chimney Cap has been requested to be added to existing chimney.
- B. Deck Addition: A deck is to be built off the rear of the house that wraps around the right side of the house for approximately 20' to the existing side entrance. The edge of the deck will be visible from the front of the house (See Side Elevation). A retractable canopy will be added that will extend over the back deck area. A permanent shed canopy will be added over the side door for cover during inclement weather. The side door will be the entry/exit to the existing side driveway where cars will be parked.
- C. Door: A new front door to replace existing. Repaint.
- D. Guttering: New seamless gutters to replace existing gutters/downspouts.

- E. Masonry cleaning/painting: Within the five years, cedar shingles have been added overtop the original brick on the front façade. We are proposing to remove these shingles and expose the original brick, and to paint the brick to match the rest of the house. The chimney remains unpainted, so we are also planning to paint the bricked chimney.
- F. Material Changes: (see E above).
- G. Mechanical System: New mechanical systems are to be installed within the house. With this, another exterior unit will be placed in close proximity to the existing unit, with the existing unit to potentially be replaced as well. This will all be on the side of the house, not seen from the front.
- H. Roof: Because of the upstairs renovation and addition off the rear of the house, the roof will be removed and redone using architectural shingles.
- I. Windows/Skylights: The existing windows are to be replaced with a more efficient window system. The style of these will match the original windows. Also, a double window unit will replace a single window on the front façade of the house (left side). This will allow for a more uniform front elevation.
- J. Overview of Items Affecting the Front Façade: 1) Shake style siding to be removed on the front façade of the house with the intention of exposing the original brick; 2) Repaint original brick with a soft white finish to match rest of current house; 3) Existing chimney to receive a new painted finish per Starr Miller Design group; 4) New double hung window unit to be added where an existing single window is now. The new style and design of window is to match the existing units; 5) Addition of a new entry door with a new finish per Starr Miller Design group.

Although there are no specific design guidelines for this particular district, 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 applicable standards for new construction

In the opinion of the Planning Department Staff, it appears that the request to allow the proposed exterior repairs and alterations and the construction of the addition as proposed with materials that are 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 East Broad/Freeze Street Historic District is in harmony with the guidelines as set forth in the Zoning Code.

Staff recommended approval of Issuance of Certificate of Appropriateness.

Chris Wakefield made the motion to approve the Certificate of Appropriateness. Cathy Lamb seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL PROPOSED DESIGN GUIDELINES FOR EAST 8TH STREET HISTORIC DISTRICT. REQUEST SUBMITTED BY EAST 8TH STREET RESIDENTS. Ken Young stated that East 8th Street property owners have submitted to staff specific Design Guidelines for the newly created East 8th Street Historic District for consideration of approval and adoption.

Property owner and newly appointed Historic Zoning Commissioner Susan Vandergriff of 298 East 8th Street spearheaded an effort in July 2018 to establish Design Guidelines for the new East 8th Street Historic District. All of the residents were invited to attend two (2) meetings that were held to develop specific guidelines for the district. At the final meeting held on July 24, 2018 the Design Guidelines were approved and endorsed in writing by owners of 14 of the 19 properties in the district.

Staff recommended approval of the East 8th Street Design Guidelines as submitted and recognition of the dedication, effort and organization that Susan Vandergriff committed in the creation of the new historic district and design guidelines.

Calvin Dickinson made the motion to approve the Design Guidelines for the East 8th Street Historic District. Susan Vandergriff seconded the motion and the motion carried unanimously. **APPROVED.**

STAFF REPORT ON HISTORIC DISTRICT SIGNS. James Mills reported that the City wants to make all of the Historic District Signs uniform using the same template as North Dixie Avenue and to take the signs off the utility poles. The Public Works Department will be replacing the Historic District signs for Freeze Street and Cream City.

Susan Vandergriff asked about decorative posts.

James Mills stated that the signs will be on a standard post and bracket and it would be up to each neighborhood to pay for decorative posts.

Susan Vandergriff made a motion for Ken Young to explore grants that could be applied for to help with, for example, the costs for decorative posts and brackets. Calvin Dickinson seconded the motion and the motion carried unanimously. **APPROVED**
PLANNING DEPARTMENT TO EXPLORE GRANTS THAT PERTAIN TO HISTORIC DISTRICTS.

HISTORIC BROCHURE. James Mills asked what the status was on the Brochure highlighting each of our Historic Districts.

Ken Young stated that the brochures would become obsolete as soon as they are printed.

James Mills stated that he would still like to have a brochure that would be a walking tour of each district.

Ken Young added that he was working on the Inventory of the Historic Districts and that Ben Drury, GIS Manager, for the Planning Department was working on an interactive website which features a walking tour of each home.

Calvin Dickinson asked what the status of Dr. Staton's renovations on North Dixie Avenue.

James Mills replied that he believed Dr. Staton had hired an Architect to help with the plans for the house.

ADJOURNMENT: 5:30 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

**JAYNE BARNES CPS
PLANNING ASSISTANT**

**ALMA ANDERSON, CHAIRMAN
COOKEVILLE HISTORIC ZONING**