

**COOKEVILLE HISTORIC ZONING COMMISSION
MINUTES
JUNE 11, 2019
5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, June 11, 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, Greg Stamps and Susan Vandergriff.

MEMBERS ABSENT: None

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

OTHERS PRESENT: None

RECOGNITION OF 30 YEARS OF SERVICE – PLANNING ASSISTANT JAYNE BARNES

ELECTION OF CHAIRMAN: SUSAN VANDERGRIFF NOMINATED ALMA ANDERSON AND GREG STAMPS SECONDED THE MOTION. ALMA ANDERSON ELECTED CHAIRMAN UNANIMOUSLY.

ELECTION OF VICE-CHAIRMAN: GREG STAMPS NOMINATED CATHY LAMB AND SUSAN VANDERGRIFF SECONDED THE MOTION. CATHY LAMB ELECTED VICE-CHAIRMAN UNANIMOUSLY.

SUSAN VANDERGRIFF REQUESTED THAT ITEMS BE ADDED TO THE AGENDA FOR CONSIDERATION. CHAIRMAN ANDERSON STATED THE ITEMS WOULD HAVE TO WAIT FOR CONSIDERATION AT THE NEXT MEETING.

CONSIDER FOR APPROVAL THE MINUTES OF FEBRUARY 12, 2019. Calvin Dickinson made the motion to approve the minutes of February 12, 2019. Chris Wakefield seconded the motion and the motion carried unanimously. **APPROVED.**

CONSIDER FOR APPROVAL REVISED BYLAWS AND ADMINISTRATIVE RULES AND PROCEDURES FOR THE HISTORIC ZONING COMMISSION. Ken Young stated that the Historic Zoning Commission Bylaws and Administrative Rules and Procedures had not been updated in many years and there were several references to the Planning and Codes Department which had been separated into individual departments since that time. In addition, Young stated the Zoning Code had changed to requiring only a simple majority to create or decertify a district and to adopt design guidelines. Other changes were needed to reflect the changes in technology used for submittals and public notification. Chris Wakefield made the motion to approve the

revisions as per staff recommendation. Cathy Lamb seconded the motion and the motion was approved unanimously. **APPROVED.**

STAFF REPORT ON HISTORIC DISTRICT SIGNS AND SUPPORT POSTS AND UPDATE ON THE HISTORIC ZONING INVENTORY AND INTERACTIVE ZONING APPLICATION. Ken Young reiterated that Public Works will make all of the Historic District Signs uniform using the same template as the North Dixie Avenue signage, will remove the signs from utility poles and have ordered new support posts for all the Historic Zoning Districts signs. Susan Vandergriff gave an update on the specifications of the new posts that are on order from "Addresses of Distinction". Ken Young stated that the static Historic Zoning Inventory available on the City of Cookeville website had recently been updated. Mr. Young also showed the commission the new Interactive Historic District Inventory that was now available on the website that could be accessed from a computer, smartphone or tablet to allow individuals to take a tour at their own discretion.

ADJOURNMENT: 5:30 P.M.

SUBMITTED FOR APPROVAL

SUBMITTED FOR RECORDING

7-9-19 
PLANNING STAFF


CATHY LAMB, VICE-CHAIRMAN
COOKEVILLE HISTORIC ZONING