

The regular meeting of the **Historic District Commission** was held on Thursday, March 25, 2021 at 5:30 p.m. in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following Staff members were present: Development Director, Jay Cravens; Assistant Town Planner, Ms. Nancy Boatwright; Planner, Ms. Donquetta Singleton, and Administrative Specialist Sr., Mrs. Amy King.

Pledge of Allegiance

Commissioner Walker led the Pledge of Allegiance.

Roll Call:

Chairman Richard Lee asked Mrs. King to call the roll to confirm a quorum.

Cox	Todd	Brooks	Walker	Lee	Kelsey	Rozanski
Present	Present	Present	Present	Present	Present	Present

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the January 28, 2021, meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes.

Motion by Commissioner Rozanski, and seconded, to approve the minutes from the January 28, 2021.

Roll call:

Kelsey	Brooks	Todd	Walker	Rozanski	Cox	Lee
Yes	Yes	Yes	Abstain	Yes	Yes	Yes

Motion Approved.

Approval of the Agenda

Chairman Lee asked if there were any changes to the agenda.

Ms. Nancy Boatwright stated it is as published.

Motion by Commissioner Walker, and seconded, to approve the agenda as published.

Roll call:

Brooks	Todd	Walker	Rozanski	Cox	Kelsey	Lee
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion Approved.

Formal Agenda:

6.a HDC21-5168 - Perkins Subdivision - Request for a Certificate of Appropriateness for a 2-lot residential subdivision on 1.20 acres at 369 West Poplar Avenue.

EXHIBITS

1. Conditions of Approval (03/19/21)
2. Cover Letter (03/02/21)
3. Perkins Subdivision Final Plat (03/02/21)
4. Skinner Subdivision Final Plat
5. Cooper-College Subdivision Final Plat

Ms. Donquetta Singleton gave the Staff presentation. She explained that this is a request for a Certificate of Appropriateness for a 2-lot subdivision, on 1.20 acres at 369 West Poplar Ave.

The home was built circa 1934. The existing home on Lot 1 would remain and the new dwelling would be built on Lot 2 at a future date. It is not within the National Register District and not on the National Register, but it is eligible. Once divided, Lot 1 will be 29,629 square feet and 128 feet wide. Lot 2 will be 22,900 square feet and 100 feet wide. Both lots will meet R-1 zoning regulations.

HDC Guidelines state new construction setbacks should be located between 85% and 115% of the average front setback distance of the existing historic structures. Regarding spacing, the Guidelines state there are 3 general size spacing: one, large dwellings on large lots with ample spacing between structures; medium; and smaller-scaled houses which are relatively close together.

Regarding the front yard setbacks, the subject property should take cues for setbacks, spacing, directional expression, and orientation from existing homes along Poplar Avenue. The plat proposes a 70-foot setback for both lots. This front yard setback will match 345 W Poplar Avenue, which is Lot 1 of the Cooper College Subdivision. The two homes on the north side of Poplar Avenue have a similar front yard setback. The lot immediately to the west of the property is vacant, and the two houses west of the vacant lot are approximately 140 feet from the front property line. There is a new home under construction on Poplar Street that has a front yard setback of 55 feet.

Side yard setbacks and spacing between the houses on Lots 1 and 2 would be similar to spacing between 345 and 331 West Poplar Avenue. The minimum spacing between these lots would be 25 feet.

The applicants are proposing a new curb cut that requires approval from TDOT. The current driveway would be on Lot 2 after subdividing the property. There are no improvements proposed along the frontage of the subdivision.

There are existing trees on site. Infill subdivisions should preserve any older, larger trees in order to blend in with the rest of the Historic District. The Planning Commission will review the application for the existing tree preservation requirements in the Zoning Ordinance.

The HDC should determine if the proposed front setbacks & spacing between lots are appropriate for the Historic District. If the HDC grants a Certificate of Appropriateness for the subdivision design, the next steps are for the applicant to go to the Planning Commission for approval. Then they would need a final subdivision plat recording. They would then need to return to the HDC for approval of the new home going on Lot 2.

Chairman Lee asked if there were any question for Staff.

Hearing none, he asked the applicant to come forward.

Mr. Charles Perkins, 369 W Poplar Ave, came forward and said he is working with a builder who has built in the Town before. He is confident they will follow the HDC guidelines.

A discussion ensued about the applicant leaving the existing trees on the lot, making sure they have approval from TDOT, whether a traffic study had been done (this can be required when it goes to the Planning Commission), and if the speed limit can be reduced on the road.

Commissioner Kelsey said the spacing between the homes seem close together for the area.

Commissioner Brooks agreed with this detail.

A discussion ensued about the fact that this was not a new construction subdivision like Cooper-College Subdivision; this is a side yard they are cutting 100 feet out of and putting a house on.

Chairman Lee asked the audience member to come forward who wished to make comments.

Ms. Kristianne Wargo, 345 W Poplar Avenue, came forward to say she is opposed to the division of the Lot. She feels homes are being built too close to the busy street. She stated also the current home owner does not plan to live on the lot once it is divided.

A discussion ensued about the driveways and the spacing. The Commissioners feel it is already very close. The Planning Commission should have a discussion about the subdivision regulations. There are other lots in the area that may have the same requests.

Hearing no further comments Chairman Lee asked for a motion.

Motion by Commissioner Rozanski, and seconded, to approve a Certificate of Appropriateness for a 2-lot residential subdivision on 1.20 acres at 369 West Poplar Avenue.

CONDITIONS OF APPROVAL:

1. Proposed driveway connection to Poplar Avenue must be submitted to TDOT for approval. A copy of the approval shall be provided to the Town. If TDOT does not grant approval, an ingress/egress easement will be required between Lots 1 and 2 with approval by the Historic District Commission.
2. Add the following note: "All side and rear yard swales are private and are to be maintained by the homeowner."
3. Site Data Chart:
 - a. Add "Historic District Overlay" to *Existing Zoning and Applicable Overlays*.
 - b. Add square footage for each lot
 - c. Add "Maximum Density"
 - d. Add "Maximum Height"
 - e. Move over "*OLLAR SURVEYING COMPANT, LLC*"
 - f. Change the front yard setback from 40 feet to 70 feet.
4. Add a note below the site data table stating the rationale for the 70-foot front yard setback even though the minimum required is 40 feet.
 - a. The Historic District Guidelines state the following: "New construction should be located between 85 and 115 percent of the average front setback distance of the existing historic structures on the same block face as the proposed new construction... Ultimately, it is the responsibility of the HDC to determine the contextual and appropriate front set-back on a block and which existing structures are appropriate to include or exclude from the measurement." (II. Guidelines for Residential Buildings (B)(2)(a)).
5. Fence permits shall be obtained for any fencing or enclosures.
6. Concrete walks and drives shall not be bright white or gray. Note any aggregate mix or staining on the plans or provide a detail.
7. Any new construction shall be reviewed and approved by the Historic District Commission and a building permit shall be obtained prior to construction.
8. Any changes or deviations from the approved plans will require staff and/or HDC approval prior to construction.

Hearing no further comments Chairman Lee asked for a roll call.

Roll call:

Todd	Walker	Rozanski	Cox	Kelsey	Brooks	Lee
no	yes	no	yes	no	no	yes

Motion denied.

6.b Case#215117 – Burrows Subdivision, Lot 2 (240 Burrows Road) – Certificate of Appropriateness for new residential construction.

Ms. Nancy Boatwright explained to the HDC that Mr. Mack Andrews is requesting a Certificate of Appropriateness for a new residence on Lot 2 of the Burrow’s Subdivision on 240 Burrows Road. It will be a 4,637 square foot home on a 0.48-acre lot. It is zoned R-1.

The HDC approved a Certificate of Appropriateness for new construction in May 2020 for the previous property owner on this lot. The HDC approved reducing the north side yard setback from 50 feet to 42 feet to avoid placing the footprint of the home where existing trees are located. The new applicant wants to go back farther than that.

The style of the house is Farmhouse/Gable. The new residence likely meets the Guidelines for complexity of form, directional expression, height and width, and scale. The roof form, porches, materials and texture, color, and decorative elements meet Guidelines.

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| EXHIBITS |
| 1. Example Conditions of Approval (3/19/21) |
| 2. Cover Letter (2/24/21) |
| 3. Exterior Materials/Finishes & Lighting Examples (2/24/21) |
| 4. Applicant’s Photos of Similar Home a 235 Amelia Cove (2/24/21) |
| 5. Plot Plan (3/12/21) |
| 6. House Plans (2/24/21) |
| 7. Burrows Subdivision Revision of Lot 2 Final Plat (December 2020) |

The HDC Guidelines state garages should be located to the rear or side of the house without extending in front of the centerline. The proposed lot is wider than it is deep with the garage attached to the north side, and it does not meet the Guidelines. Moving the garage behind the centerline would encroach into the rear yard. Two houses have recently been approved by the HDC allowing the attached garage to extend past the centerline of the house: Lot 1 on this subdivision, and; 235 Amelia Cove.

The materials and colors that have been presented meet the Guidelines. There is no fencing proposed or an accessory structure. The HDC will need to decide if the attached garage should be allowed to extend beyond the centerline of the residence.

The next steps would be to revise the plans, do a fence review (if proposed), review the accessory structure (if proposed), and issue a Building Permit if the conditions are met.

Chairman Lee asked if there were any questions for Staff.

A discussion ensued about how the home will sit on the lot. The Commissioners feel it will not look too big on one side. The house will be 57 feet back from the north property line. A wall with a gate in it may be a way to reconfigure the drive and hide the garage.

Hearing no questions for Staff, Chairman Lee asked for the applicant to come forward.

The applicant’s representative, Mr. Ed Yendrick, at 242 Washington Street, Collierville, came forward and stated the lot is wider than it is long. There will be an in-law suite, so that pushes the garage forward. He said he could do something to add dimension on the garage side if the HDC feels it is necessary.

A discussion ensued about flipping the in-law suite, but that would put an elderly parent on the street-side of the home.

Commissioner Rozanski asked about a porch extending into the setback.

Mr. Yendrick said the porch would not align with the house, but he could make the porch bigger.

Staff will discuss this further with the applicant and the Design Team.

Hearing no further comments Chairman Lee asked for a motion.

Motion by Commissioner Kelsey, and seconded, to approve the Certificate of Appropriateness for Case#215117, new residential construction, striking condition number 2.

CONDITIONS OF APPROVAL:

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
- ~~2. The attached garage shall not extend in front of the centerline of the residence.~~
3. Concrete walks and drives shall not be bright white or gray. Note any aggregate mix or staining on the plans or provide a detail. Identical or similar materials or combination of materials shall be used in the walks and driveways.
4. Show the location of any existing trees to be preserved on the plot plan.
5. All vents shall be painted to match the adjacent building material.
6. The standing-seam metal shall be 24 gauge or heavier, the seams shall be at least 1.5 inches tall, the seams shall be at least 12 inches apart, and the fasteners shall not be visible/exposed.
7. Label the width of the driveway on Exhibit 5.
8. Any changes or deviations from the approved plans will require staff and/or HDC approval prior to construction.

Hearing no further comments Chairman Lee asked for a roll call.

Roll call:

Brooks	Todd	Walker	Rozanski	Cox	Kelsey	Lee
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion approved.

Other Business

Chairman Lee asked if there was any other business.

Ms. Boatwright stated that the Department and Commissioners have a virtual training workshop for Tennessee Certified Local Governments next Thursday. They can still register by Monday, the 29th.

The owner of the Hammer Jewelry building has a deadline of the 31st of March to fix repairs to the roof or they will be taken to court.

The restaurant Café Piazza has put the correct front door on and painted the deck. They still have burgundy colored umbrellas, but there is nothing in the Guidelines that states that color is incorrect.

The Board felt it was ok.

Ms. Boatwright said there are 4 items possible next month – Oakwood Phase 2, on Poplar, a 4-lot single-family subdivision; Green Family Holdings Subdivision, 2 requests to demolish houses and possibly a sketch plat for a 17-lot subdivision; 160 E Poplar, a potential single family development; and 251 College Street, a front porch and kitchen addition to the residence.

Chairman Lee asked if there were any updates regarding Collierville Imports where they did not complete the 10-foot greenspace behind their sidewalk?

Ms. Boatwright said there have been discussions between the owner and the Town Administrator. She will update the Board at the next meeting.

A discussion ensued about how high density applications will probably be more common in the future.

Commissioner Kelsey said the solar panels the HDC approved for an applicant were turned down by his HOA.

The Board feels they need guidelines to address it in the future. They would like to know how other cities and towns handle it.

Commissioner Todd stated as you travel east on Poplar, the green decorative entrance sign is completely faded.

Ms. Boatwright said she will get the status of it and let the Board know at the next meeting.

With no further business, Chairman Lee adjourned the meeting at 6:47p.m.

Secretary, Laura Todd