

The regularly scheduled meeting of the Historic District Commission was held on Thursday, January 25, 2024, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall.

The following Staff members were present: Assistant Town Administrator, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Planner, Mr. Josh Hankins; Planner, Ms. Nabanita Nira; Planner, Ms. Maria De Mesa; Administrative Specialist Sr., Ms. Lynette Denzer.

Pledge of Allegiance

Chairman Lee led the Pledge of Allegiance.

Roll Call:

Chairman Lee asked Ms. Denzer to call the roll to confirm a quorum.

Cox	Hall	Brooks*	Walker	Kelsey	Rozanski*	Lee
Present	Present	Present	Absent	Present	Present	Present

Quorum present.

*Commissioners Brooks and Rozanski arrived at 4:02.

Election of Officers

Motion by Commissioner Rozanski, and seconded by Commissioner Cox, to re-appoint all returning officers.

Hearing no objection, Chairman Lee called for a roll call.

Roll call:

Hall	Kelsey	Cox	Walker	Brooks	Rozanski	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Officers for 2024 are:

Chairman – Commissioner Lee

Vice Chairman – Commissioner Walker

Secretary - Commissioner Kelsey

Historian - Commissioner Cox

Parliamentarian & PC Liaison – Commissioner Rozanski

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the November 14, 2023, meeting.

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

Motion by Commissioner Kelsey, and seconded, to approve the minutes from the November 14, 2023, meeting.

Roll call:

Kelsey	Brooks	Hall	Walker	Rozanski	Cox	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Approval of the Agenda

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

Mr. Groce stated the applicant has asked to remove Item 8.b. Case #234115 178 Walnut Street Request Certificate of Appropriateness for Demolition of an Accessory Structure from the agenda. The case will be heard at a later date.

Motion by Commissioner Cox, and seconded, to approve the agenda as modified.

Roll call:

Hall	Kelsey	Brooks	Walker	Rozanski	Cox	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Citizen Comments

Chairman Lee asked if there were any Citizen Comments.

Hearing none, Chairman Lee proceeded with the meeting.

FORMAL AGENDA

8.a. Case #234523 – 198 East Poplar Ave – Request Certificate of Appropriateness for Exterior Alterations

Mr. Josh Hankins reviewed the Staff Report, which is an exhibit for the record. The applicant is requesting a Certificate of Appropriateness (CofA) for exterior alterations.

The property is Zoned R-1: Low Density Residential, is within the Local Historic District Overlay, and is listed as a contributing structure to the National Register of Historic Structures. The 2004 survey indicates, and the 2020 survey concurs, the structure is eligible for the National Register. The home was built as a duplex in 1949, and an addition to the home was approved by the HDC in 1999.

The applicant has several requests in order to restore the front façade. These requests include removing the iron railing on the porch, removing both sets of steps and consolidating them into one set of steps, removing the brick wainscot and steps and replace them with Spanish Moss bricks, and replace the single wood column with two new columns to match the existing columns.

The applicant wishes to replace all existing asbestos lap siding with fiber cement lap siding and install new asphalt shingles. The applicant also proposes to repair or replace the existing shutters to match the existing shutters and paint the front door and shutters.

The applicant proposes to add an approximately 1,200 square foot rear addition (master bedroom suite, family room and porta-cochere with a carport) to the existing 3,128 square foot principal structure. Although this addition is proposed to be entirely to the rear of the home, due to its size it will have partial visibility from public roadways.

The applicant does not agree with Condition 1 but agrees with all other conditions.

Chairman Lee asked if there were any questions for Staff.

Discussion ensued about the front walkway.

Hearing no further questions or discussion, Chairman Lee asked the applicant to come forward.

Mr. Tim Brown, 331 W Poplar Ave. came forward.

Discussion ensued about the proposed modifications to the walkway leading to the house, and possible replacement of the porch railing in order to meet code – wood is preferred over iron.

Additional discussion ensued about the home being modified from a duplex (as built in 1949) to a single-family home and National Parks guidelines to changes of a contributing structure. According to nomination forms, the home was identified on the National Register as a single-family home. Discussion ensued about National Parks Service guidelines and changes to a contributing structure.

Discussion ensued about the applicant's request to replace the existing siding, siding types previously approved by the HDC for historic purposes, and the possibilities for replacing the existing non-conforming shutters. Replacement shutters must appear to be operable (including hinges and shutter dogs) and be sized to cover the window openings to comply with the Guidelines.

Hearing no further questions or discussion, Chairman Lee called for a motion.

Motion made by Commissioner Rozanski, and seconded, to approve a Certificate of Appropriateness for Exterior Alterations, subject to the conditions in Exhibit 1A as modified.

Conditions of Approval from Exhibit 1A:

1. ~~Retain the original wood siding on the existing historic structure. Replace wood elements only on the existing structure when they are rotted beyond repair, matching the original wood material so that it conveys the same visual appearance. Synthetic materials, such as fibrous cement siding and trim, shall not be used on the historic structure but can be used on the addition.~~
2. ~~Retain the historic masonry (brick) on the original dwelling.~~ **Provide a brick sample to Staff for review.**
3. Additional information about the texture, color, and finish of the concrete walk and driveway shall be provided on Exhibit 5. The finish shall be compatible with other driveways and sidewalks in the area and shall be approved by staff if compliant with the Historic District Design Guidelines. Bright white concrete shall be avoided, as it is not appropriate for the area.
4. Provide shutter hardware information for **any** replacement shutters (hinges, shutter dogs, etc.). **Replacement shutters must be a single shutter on each side of the window, sized and proportioned as if it was an operable bi-fold shutter.**
5. Any changes or deviations from the approved plans will require HDC approval prior to construction.
6. **Revise exhibits to comply with the required changes and submit for Staff review. The revised plans could warrant review by the HDC if the proposed changes do not comply with the Historic District Guidelines.**

EXHIBITS

The staff report and the following:

1. HDC Example Conditions of Approval (1/19/24)
2. Cover Letter (12/12/23)
3. Photo of Home (12/12/23)
4. Plot Plan (12/12/23)
5. Elevations (12/12/23)
6. Material Samples (12/12/23)
7. HDC Guidelines on Home Additions
8. Building Footprint Comparison (1/19/24)
9. Excerpt from 2004 Historic Resource Survey
10. Excerpt from National Register District Nomination Form (1/26/90)
11. 1999 Rear Addition Staff Report (9/19/99)

Hearing no further discussion, Chairman Lee asked Ms. Denzer to call roll.

Cox	Rozanski	Brooks	Walker	Hall	Kelsey	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

8.b. Case #234115 – 178 Walnut Street – Request Certificate of Appropriateness for Demolition of an Accessory Structure

Application has been removed at the request of the applicant.

8.c. Case #234114 – 178 Walnut Street – Request Certificate of Appropriateness for Exterior Alterations

Ms. Nabanita Nira reviewed the Staff Report, which is an exhibit for the record. The applicant is requesting a Certificate of Appropriateness (CofA) for exterior alterations (new windows).

The property is Zoned R-1: Low Density Residential, is within the Local Historic District Overlay and is listed as a contributing structure to the National Register District. The home was built in 1909.

The applicant is requesting to replace windows for appearance purposes and to accommodate the remodeling of an interior stairwell to bring into compliance with Building Code. The exterior wall with the windows to be replaced has limited visibility from the street.

The applicant is proposing to replace the window with a similar style and size window. Siding would be repaired with wood siding of the same size and bevel as existing siding. The applicant is also requesting approval to remove the green, vinyl, non-compliant shutters from the house.

The applicant agrees with all conditions except the 2nd condition which states “the replacement of the window shall be the same dimensions, shape, and style as the existing window.

Chairman Lee asked if there were any questions for Staff.

Hearing no questions or discussion, Chairman Lee asked the applicant to come forward.

The applicant, Ms. Jennifer Hall, 178 Walnut Street, came forward. Discussion ensued about the size of windows and the proposed replacement windows. The applicant stated she is only requesting to replace one window at this time.

Additional discussion ensued about how appropriateness of the replacement window matching the existing window size, the materials to be used to repair any siding, and approving the replacement of the fourth window with this approval.

Hearing no further questions or discussion, Chairman Lee called for a motion.

EXHIBITS
The staff report and the following:
1. Conditions of Approval (12/15/22)
2. Cover Letters (11/15/23)
3. Existing Condition Photos (11/15/23)
4. Excerpt from National Register Nomination Form (1990)
5. Excerpt from 2004 Historic Resource Survey
6. Excerpt from Historic District Design Guidelines

Motion made by Commissioner Cox, and seconded, to approve a Certificate of Appropriateness for Exterior Alterations (New Window), subject to the conditions in Exhibit 1A as modified.

Conditions of Approval from Exhibit 1A as modified:

1. Provide cut sheets of new window with specifications.
- ~~2. The replacement of the window shall be the same dimensions, shape, and style as the existing windows.~~
2. Siding would be replaced with wood siding of the same size and bevel as existing.
3. Any changes/deviations from the approved plans will require staff and/or HDC approval.
4. The double-hung window on the north wall can be replaced with a similar style window sash to match the exterior profile of other windows on same wall.

Hearing no further discussion, Chairman Lee asked Ms. Denzer to call roll.

Cox	Rozanski	Brooks	Walker	Hall	Kelsey	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Other Business

Mr. Groce provided an update on applications being reviewed or administratively approved since the last meeting: sign review for Stacked Media at 114 E. Mulberry, a rear yard picket fence approved at 88 N Main, a rear yard fence being reviewed at 157 Cooper Street, 195 E. Poplar Ave exterior alterations (compliant chimney, move windows) are being reviewed.

Mr. Groce stated there will be a training session for Boards and Commissions, the HDC is invited but not required to attend. There is a training opportunity from the Tennessee Historic Commission (THC), Mr. Groce will attend to meet State requirements, access information will be provided for other interested parties. The THC will be performing a Certified Local Government Audit and attend a meeting. Mr. Groce will notify the commission when this will take place.

Commissioner Kelsey asked that Staff take pictures of structures prior to changes for historical documentation.

With no further business, Chairman Lee adjourned the meeting at 5:00 p.m.

Secretary, Chad Kelsey