**AGENDA FOR THE**

**MEETING**

**OF THE**

**KINGSPORT HISTORIC ZONING COMMISSION**

July 9th, 2021 1:30 P.M.

Kingsport City Hall

415 Broad Street

Conference room 226

I. Introduction and Recognition of Visitors

At this time, Vice Chairman West extends a welcome to all visitors. Time will be allowed at the conclusion of the meeting for public comment.

II. Old Business:

1. Approval of theMarch 18th, 2021 minutes

III. New Business:

1. Welcome new members!
2. Voting of the new Chairman
3. Historical Zoning letters

IV. Other Business:

1. 2000 Netherland Inn Road – hardie cedar shake and window cap (March)
2. 240 E. Main St. – PVC membrane roof cover (March)
3. 817 Yadkin St. – removal of diseased tree (April)
4. 114 Broad St. – painting over the orange (everything under the awning) (March)
5. 1325 Watauga St. – roof, gutters, garage door, front door (May)

Adjournment

**MINUTES OF THE REGULARLY SCHEDULED MEETING OF THE**

**KINGSPORT HISTORIC ZONING COMMISSION**

March 8th, 2021 1:30 p.m.

**Members Present**  **Members Absent**

Jason Meredith Jewell McKinney

Dineen West

Beverly Perdue

Dr. Erin Reid

Liza Harmon

Jack Edwards

**Staff Present Visitors Present**

Savannah Garland

Historic Zoning Commission (HZC) Liza Harmon, opened the meeting at 1:35 p.m. Harmon thanked the commissioners for attending the regular scheduled meeting and began the meeting with reading the Covid-19 electronic meeting statement. Harmon then asked for an approval of the minutes from the September 2020 meeting. Harmon mentioned one grammar error in the minutes that Garland noted and would correct. On a motion by Commissioner Meredith, seconded by Commissioner Edwards the September meeting minutes were approved.

Under “New Business” the commission welcomed the newest member, Rev. Jack Edwards! Then Vice Chair West made a motion to amend the agenda as there were two new applications submitted shortly before the meeting began. Dr. Reid seconded the motion and Garland will amend the agenda to add those two new applications, so that they may be discussed in this meeting. Next was the application for 2000 Netherland Inn Road for replacing the old cedar shake siding on the Boat Yard Apartments. The applicant failed to appear, so the Commission had to discuss the project without the applicant present. Vice Chair West expressed concern for the vinyl siding option that was mentioned on the application. Commissioner Perdue and Harmon agreed with West’s concern. The Commissioners discussed the aluminum coil stock cap on the windows, but were perplexed on why that was only on some of the options listed. The only agreeable option was to use the hardie board, otherwise out of the four options that were listed on the application for the cedar shake replacement and window capping the Commissioners found it difficult to land on a decision as the applicant was not present to answer any questions or concerns. Chairman Harmon asked Planner Garland to follow up with the applicant with the commissioner’s questions. Vice Chairman West made a motion to table the 2000 Netherland Inn project until clarification was provided and their questions were answered. Commissioner Edwards seconded the motion. Next on the agenda was the 278 Hammond Ave application for replacement windows. Commissioner Perdue wants to make sure it will be the same number of panes as the original windows. Planner Garland pulls up the Historical Guidelines on the Zoom screen so all the Commissioners can see the window qualifications. West wants to clarify what mullion pattern they will be using to make sure it will be matching the existing window pattern. West asked if Garland could follow up with the applicant with questions to clarify if they are the original windows that could be repaired or if they need to be replaced. Chairman Harmon suggested they should table this project until the Commissioners have had a chance to drive by the location. West makes a motion that the Commissioners prefer repair to the existing windows, however if it is not feasible the Commissioners would accept vinyl windows as proposed as long as the mullion pattern matches the existing patterns. Perdue also added that the trim and dividers are also to be painted to match (musket brown). Dr. Reid seconds the motion. Next for discussion is 2248 Netherland Inn road applicant who wishes to have a yard barn in the rear of her house out of view from the road. West commented that she would like to see a site plan sketch to clarify that the barn would be behind the house and out of view from the road. West stated that she would not recommend approval until a site sketch has been submitted and Dr. Reid agreed. Meredith agreed that there is not enough information to make a decision right now. Harmon asked Garland if she can follow up with the applicant to provide a site sketch and pictures that could be sent out to the Commission. After further discussion the Commissioners agreed that after they receive and review a site plan and pictures, and the barn is indeed behind the house then it could be an “In-House” approval. Commissioner Perdue gave an update from Planning Commission and notified Garland that her time with Planning Commission ends in June, so a new Planning Commission representative will have to join the HZC. The last item on “New Business” is the discussion on the Church Circle damage. The HZC agreed to voice their concerns and to make a recommendation to the City Manager to have GRC Construction Company do the repairing of Church Circle.

Next, under “Other Business” was the discussion of the “In-House” approvals that took place. Harmon asked Garland to run through all the “In-House” approval since the last meeting in Sept. 2020. Garland reviewed the seven “In-House” approvals that took place: 201 West Sullivan St. In-house approval –driveway, 109 Shelby St. mural –decided to change location, 1008 Rotherwood Rd – new fence, 2244 Netherland Inn Rd – Yard barn in rear yard, 2122 Netherland Inn Rd – Century 21 sign, 151 E. Main St. – roof and structure to cover outdoor patio area, and 2244 Netherland Inn Rd – front porch on the yard barn that is behind the home. Garland confirmed that she would follow up with all the applicants and address the questions and concerns the Commissioners had. Harmon made a motion to adjourn since there were no more comments.

No one spoke during public comment.

There being no further business the meeting adjourned at 2:26pm.

Respectfully Submitted,

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Liza Harmon, Chairman

**HISTORICAL ZONING DISTRICT LETTER EXAMPLE**

July 6, 2021

Dear Property Owner/Occupant,

The Kingsport Historic Zoning Commission is pleased to remind you that you are located within the **Boat Yard Historic District.** Preservation of properties within this district’s boundaries provide for local recognition and protection of Kingsport’s unique character.

Property owners or occupants with a historic district must obtain a Certificate of Appropriateness (COA) from the Historic Zoning Commission for any work or project involving an exterior change to the appearance of any property. This includes new construction, demolition, additions and/or alterations to existing buildings. A COA is not required for interior changes to a building, or exterior routine maintenance. Design Guidelines for the Boat Yard Historic District are used to assist the Historic Zoning Commission in determining the appropriateness of proposed work within a historic district. These guidelines are located on this link: <https://ss4b22gu47s3g6mho1s0vuee-wpengine.netdna-ssl.com/wp-content/uploads/2019/10/Final-Kingsport-Design-Guidelines-Manual-September-9-2019.pdf>

The application for a COA can be found on the City website at: <https://www.kingsporttn.gov/planning-zoning/historic-zoning-commission/>

The Historic Zoning Commission meets the 2nd Monday of every month, 1:30 pm in the 226 Conference Room, second floor, Kingsport City Hall, 415 Broad Street. All items needing to go on that month’s agenda need to be in by close of business two Fridays or earlier before the meeting. A $50 fee is to be paid at the time the application is submitted. If you are new to your district or otherwise unfamiliar with this process, please feel free to contact me at (423) 343-9783 or at SavannahGarland@KingsportTN.gov and I will be happy to discuss your district’s information with you.

Thank you for maintaining Kingsport’s unique character and preserving the historic Boat Yard neighborhood.

Sincerely,

Savannah Garland

City Planner, Staff Liaison to the Historic Zoning Commission