

**AGENDA FOR THE
CALLED MEETING
OF THE
KINGSPORT HISTORIC ZONING COMMISSION**

May 16th, 2018

12:00 P.M.

Kingsport Development Services Center
201 W. Market Street
Bob Clear Conference Room

I. Introduction and Recognition of Visitors

At this time, Chairman Henderson 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 the March 23, 2018 Meeting Minutes

III. New Business:

1. The Commission is asked to discuss a Certificate of Appropriateness addition of a structure to cover the sandbox at First Broad Street United Methodist Church, part of the Church Circle Historic District.
2. The Commission is asked to discuss a Certificate of Appropriateness for the replacement of doors at 126 West Main Street, part of the Main Street Historic District.

IV. Other Business:

1. Review In-house Approval Letters
 - a. 1249 Watauga Street – windows
 - b. 1130 Watauga Street – brick retaining wall repair/replace
 - c. Announcement of Mr. Crocker's resignation from the Historic Zoning Commission

V. Public Comment (Speakers are limited to five minutes per item)

Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
KINGSPORT HISTORIC ZONING COMMISSION**

March 23, 2018

12:00 p.m.

Members Present

Jim Henderson
Beverley Perdue
Dineen West
Jewell McKinney
Eliza Harmon

Members Absent

Como
Crocker

Staff Present

Nathan Woods

Visitors Present

Skip Norrell
Justus Fry
Linda Burkett
Julie Fair

Historic Zoning Commission (HZC) Chairman, Jim Henderson, opened the meeting at 11:59am. Chairman Henderson thanked the commissioners for attending a called meeting, and giving extra voluntary time, welcomed the visitors, asked everyone to sign-in, and had visitors introduce themselves. Chairman Henderson then asked for an approval of the minutes from the earlier March 2018 meeting. There were some mistakes in the minutes that Planner Woods agreed to correct. On a motion by Commissioner McKinney, seconded by Commissioner Perdue the meeting minutes as corrected were unanimously approved.

Under the "New Business" portion of the March HZC meeting the first item for discussion was the granting of a Certificate of Appropriateness for renovations and an addition at 410 W. Sullivan St submitted by Ms. Linda Burkett, owner of the property. Staff gave a brief overview the previous meetings rundown to those present, and stated that had worked with Commissioner Henderson and Mrs. Burkett to remedy the items lacking at the last meeting. Next, Planner Woods directed the commissioners to page 10 and 11 of the packet which provided an example of a roof like the one she would like for her addition as well as a rough drawing with dimensions that displayed her ideas for the addition. Planner Woods described that the idea for the addition was for it to truly appear as an addition, and be delineated as such by using board and batten material all over. Chairman Henderson stated that this would preserve the symmetry of the original structure. Commissioner Harmon asked for a few clarifications. Then, Mrs. Burkett provided ideas for the front porch which has structural issues. She stated that she would like to reduce the block, and use railing similar to other homes in the area. The commission then discussed replacing the front door with a sample provided by the applicant. Commissioner West then thanked the applicant for her efforts. Mrs. Burkett stated that she would not modify the garage initially. She then asked about setbacks for the property, and planner Woods stated that he could print out that code. At this point a member from the audience, Justus Fry asked about who inspects buildings structurally. He was advised that our building department handled such inspections. On a motion by Commissioner Perdue and seconded by Commissioner West the request was granted unanimously.

The second item up for discussion was the discussion of a little library on Watauga Street. Planner Woods wanted to gauge the commission's feelings about these structures in a historic district. There was some discussion that the libraries would have to be located on an owner's property and not in the right of way. The commission expressed safety concerns, as well as maintenance concerns. Planner Woods asked the commission how they would like them to handle requests in the future. He stated that we would ask all requests to appear before the board for approval in the future.

The last item for discussion was a document Planner Woods titled "Historic Zoning Commission Criteria and Application Requirements." The document was to be placed on the city website and given to applicants, so that they met the checklist of criteria before appearing before the board. Chairman Henderson asked that checkboxes be added to the list. Commissioner West spoke about her experiences applying to other historic commissions. Planner Woods stated that he would begin to use the document, and would welcome any further feedback from the commission.

During the public comment portion of the meeting Mr. Norrell referred the commission to the Historic Zoning submittal requirements in the municipal code.

There being no further business the meeting adjourned at 12:39 p.m.

Respectfully Submitted,

Perry Crocker, Secretary

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

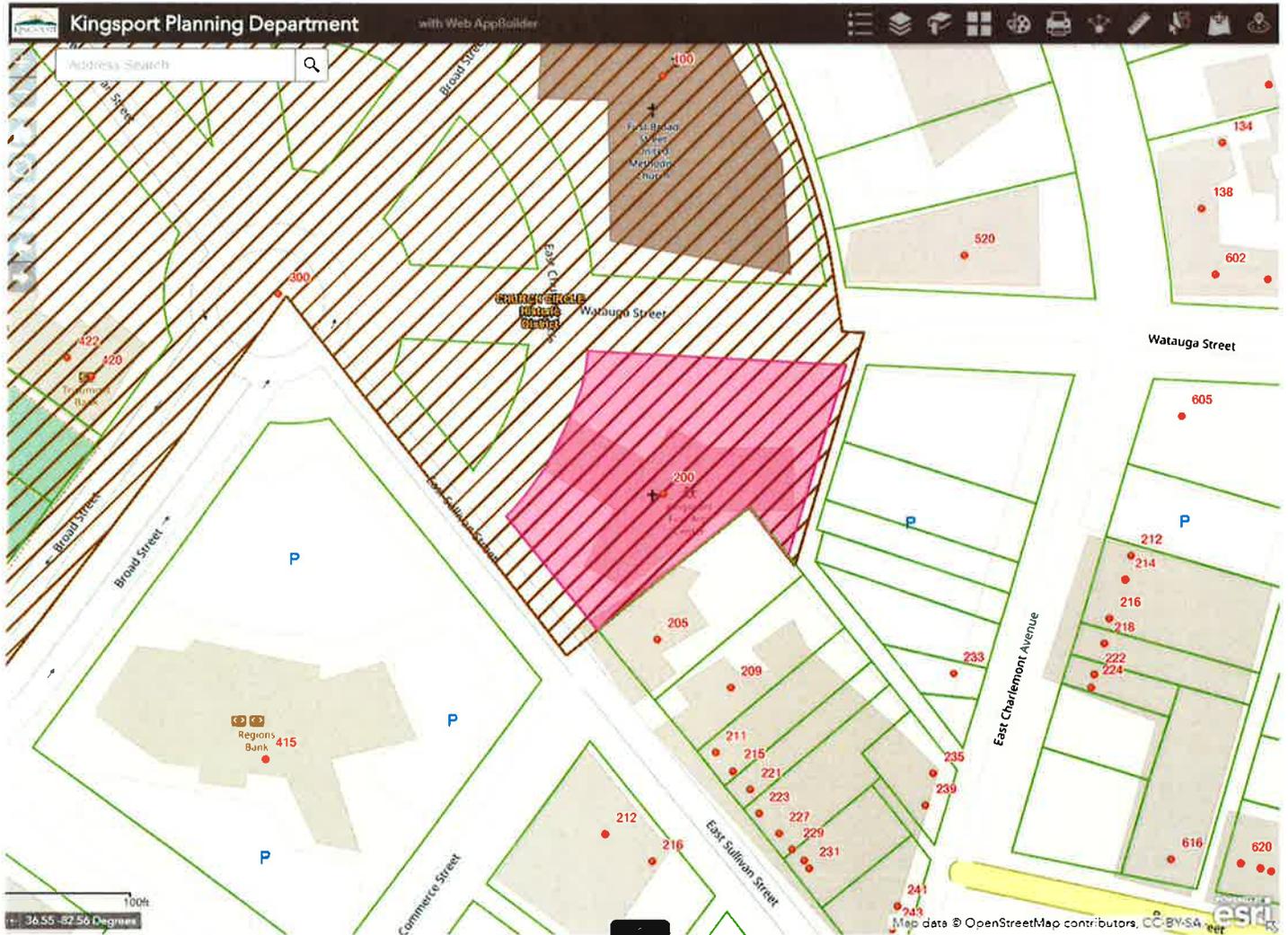
Property Information	Religious		
Address	200 E Church Circle		
Tax Map, Group, Parcel	TM 46I, Group D, Parcel 029.00		
Civil District	11 th		
Overlay District	Church Circle Historic District		
Land Use Plan Designation	Public		
Acres	1.69 +/-		
Existing Use	Religious	Existing Zoning	B-2
Proposed Use	No Change	Proposed Zoning	No Change
Applicant Information			
Name: Ridings, Leslie T. Address: 1913 Buckingham Ct. City: Kingsport State: TN Zip Code: 37660 Email: ltridings@hdsdlaw.com Phone Number: 423.245.9557 c/o: Betsy Cooper Director, FBSUMC Child Care Center		Request a Certificate of Appropriateness for: Erecting a covered play structure above a sandbox Building Permit for: New Construction for _____ Real Estate Improvement for _____ Expansion or Renovation for _____	
Points for Consideration			
<p>Request: The request is to erect a wooden canopy over an existing sandbox at First Broad Street United Methodist Church Day Care Center. The sandbox becomes very hot during the summer, and is unusable during some play times. The canopy will provide shade. This will be an Eagle Scout project.</p> <p>When considering this request, points to consider from the Park Hill Design Guidelines include:</p> <ul style="list-style-type: none"> • The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided. • Height. New buildings must be constructed to a height which is compatible with the height of adjacent buildings. • Scale. The size of a new building; its mass in relation to open spaces; and its windows, doors, openings, and porches shall be visually compatible with the surrounding buildings. • Relationship of Materials, Texture, Details, and Material Color. The relationship and use of materials, texture, details, and material color of a new building's facades shall visually compatible with and similar to those of adjacent buildings, or shall not contrast conspicuously. • Roof Shape. The color and shape of roofs for new buildings shall be visually compatible with the roof shape and orientation of surrounding buildings. 			
Planner:	Nathan Woods	Date:	4/15/2018
Historic Zoning Commission Action		Meeting Date:	5/16/2018
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

Location Map



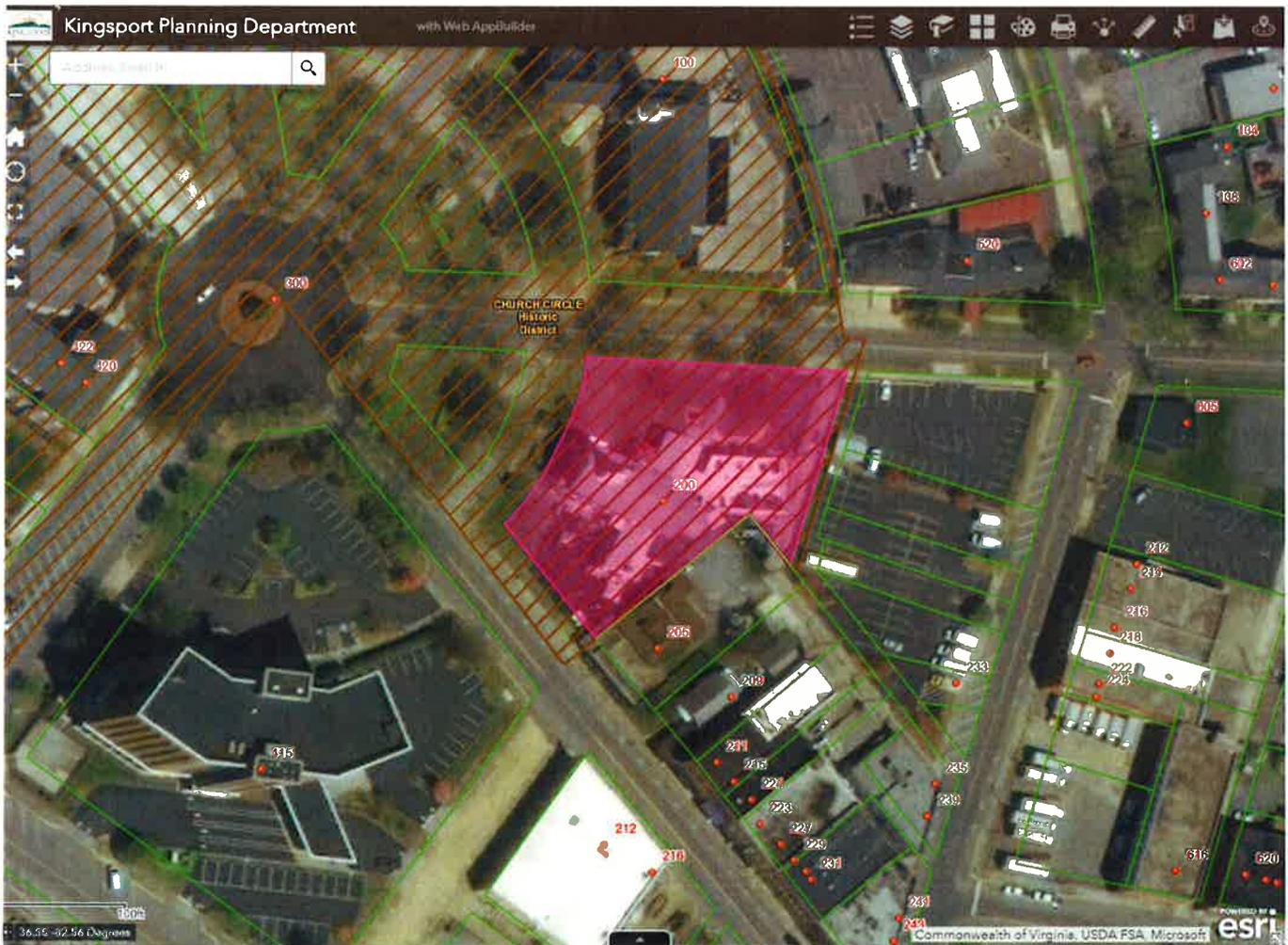
Prepared by Kingsport Planning Department for the Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

Aerial Photo



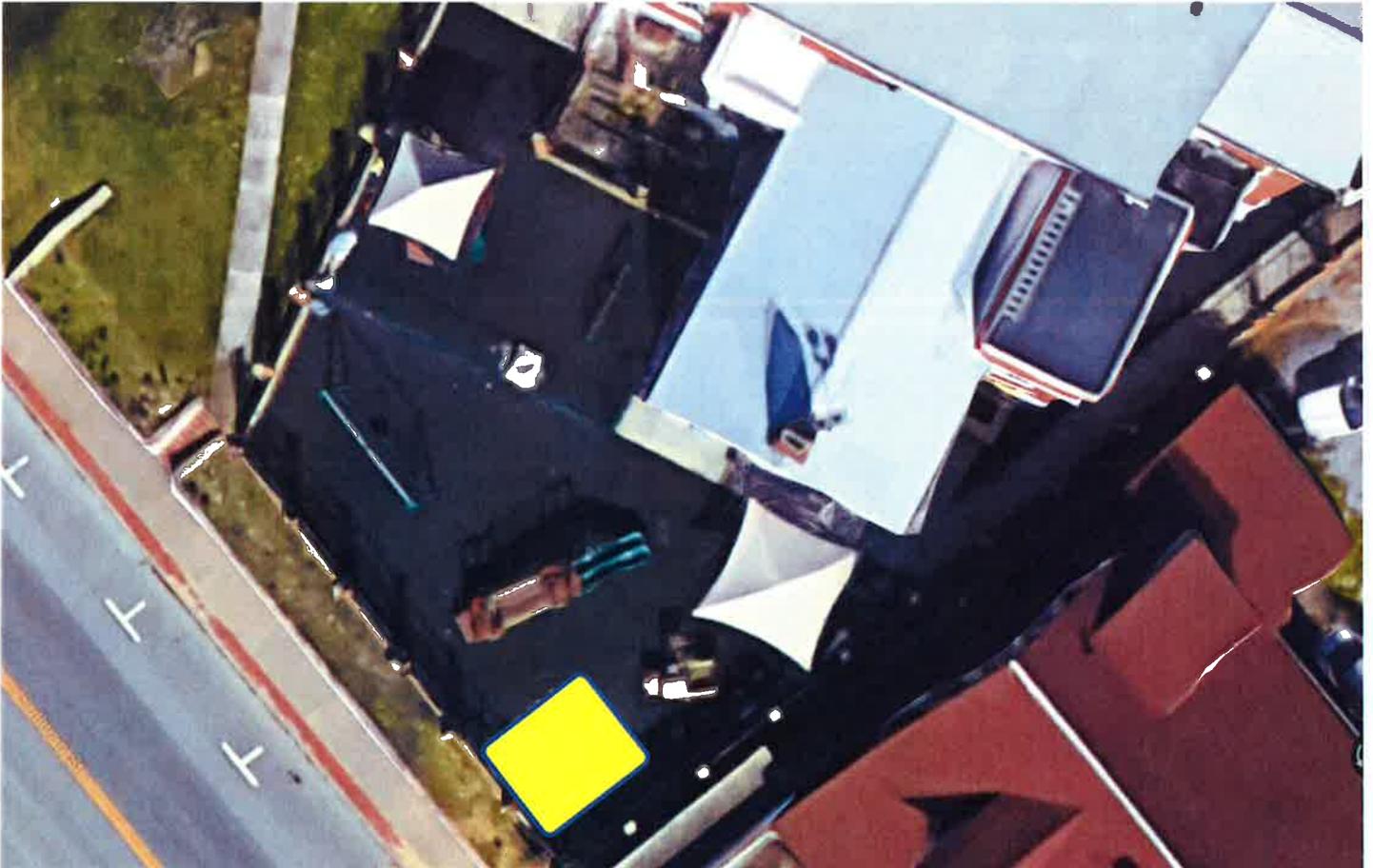
Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

Location of Proposed Structure On Property



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

View of Playground from Sullivan Street



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

View of Playground with Proposed Canopy Location from Sullivan Street



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

View of Playground from Church Circle



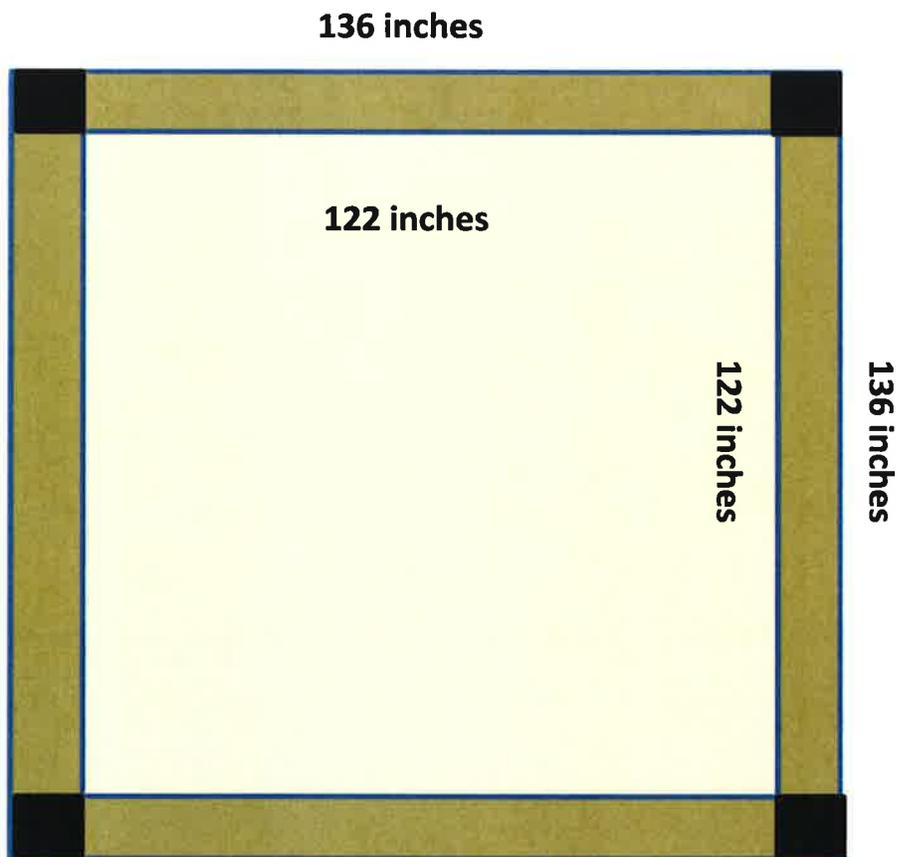
Sandbox Today



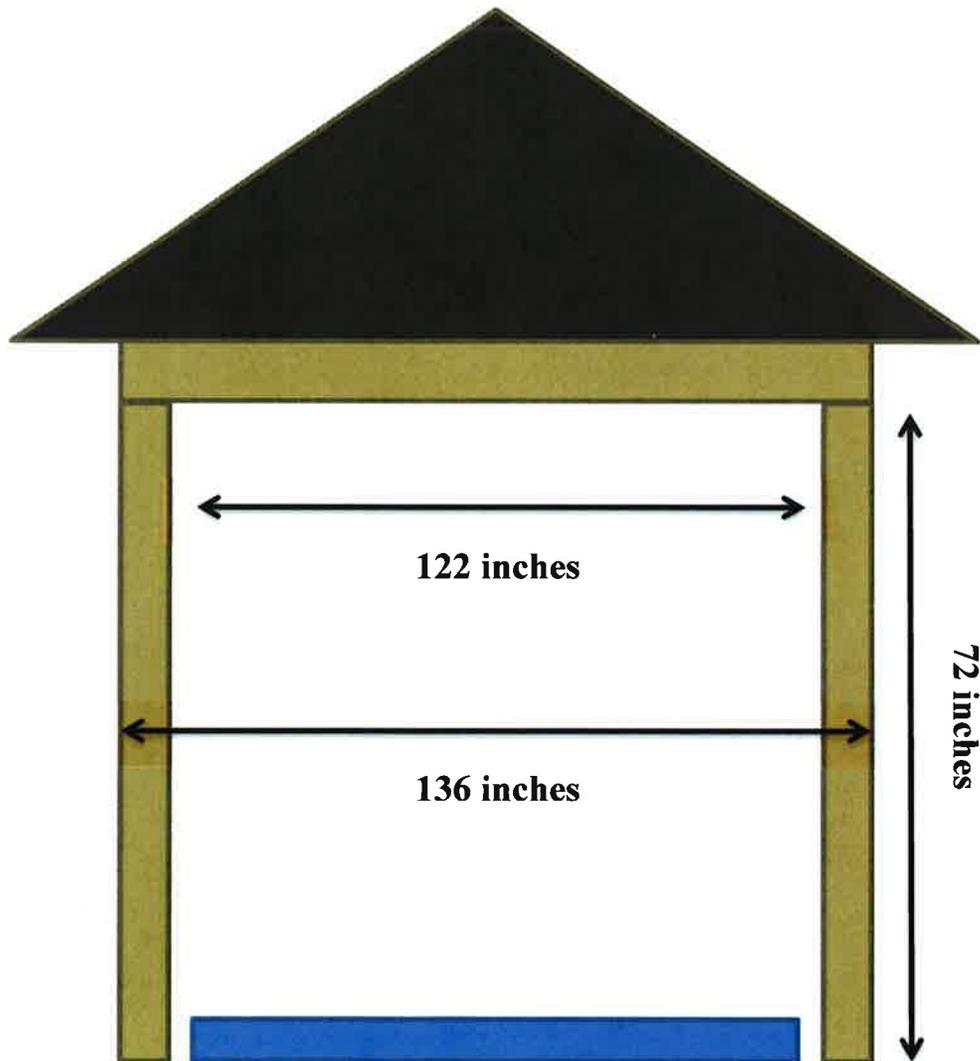
1

Dimensions Proposed Structure (Aerial)

4 X 4 Treated Post



Proposed Canopy Rough Elevation



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Proposed Shingle



Example of Proposed Structure



Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00003

Materials List Provided by Applicant

OMZR130A

LOWE'S HOME CENTERS, LLC
KPT 0718

PAGE: 1

PROJECT ESTIMATE

COVER ESTIMATE

CONTACT: RIDING, LESLIE
CUST #: 210452890

SALESPERSON: KARSHNER, DAVID
SALES #: 141646

PROJECT NUMBER: 538286348

DATE ESTIMATED: 04/09/18

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
4	468951	4-4-10 TREATED #2 GRADE TIMBER	44102	53.88
2	468936	2-6-12 TC TREATED #2 PRIME	2612P	18.96
26	468930	2-4-8 TOP CHOICE TREATED #2 PR	2408P	132.86
14	468935	2-6-10 TC TREATED #2 PRIME	2610P	117.74
6	12212	7/16 CAT OSB SHEATHING	POS222044408	90.90
1	107798	5-LB 1-1/4-IN GLV RFING NAILS	REG114-5	10.47
7	652984	ROYAL SOVEREIGN AUTUMN BROWN	0202050	161.70
1	10308	ROOF FELT 216-SQ FT TP30 ASTM4		15.75
6	367430	4-1/2-INX10-FT DRIP EDGE ALUM	BRA45TSRE	31.50
TOTAL FOR ITEMS				633.76
FREIGHT CHARGES				0.00
DELIVERY CHARGES				0.00
TAX AMOUNT				60.21
TOTAL ESTIMATE				693.97

This Quote is valid until 05/09/18.

MANAGER SIGNATURE

DATE

THIS ESTIMATE IS NOT VALID WITHOUT MANAGER'S SIGNATURE.
THIS IS AN ESTIMATE ONLY. DELIVERY OF ALL MATERIALS CONTAINED IN THIS ESTIMATE ARE SUBJECT TO AVAILABILITY FROM THE MANUFACTURER OR SUPPLIER. QUANTITY, EXTENSION, OR ADDITION ERRORS SUBJECT TO CORRECTION. CREDIT TERMS SUBJECT TO APPROVAL BY LOWES CREDIT DEPARTMENT.

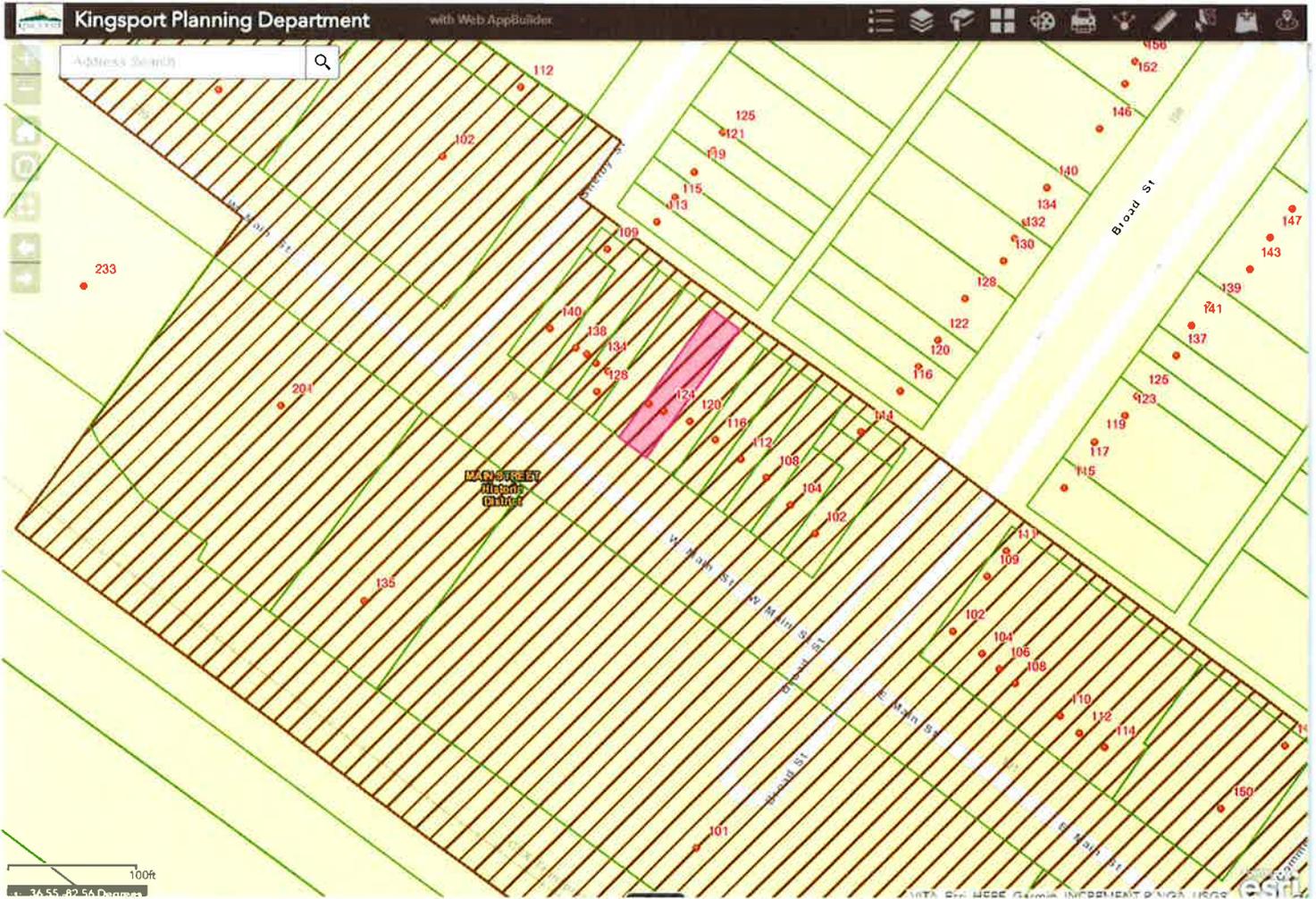
Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00004

Property Information	Residential		
Address	124 & 126 W. Main Street		
Tax Map, Group, Parcel	TM 46P, Group A, Parcel 007.00		
Civil District	11 th		
Overlay District	Main Street Historic District		
Land Use Plan Designation	Public		
Acres	.25+/-		
Existing Use	Residential	Existing Zoning	B-2
Proposed Use	No Change	Proposed Zoning	No Change
Owner Information			
Name: Perdue, Beverly & John Address: 126 W. Main Street City: Kingsport State: TN Zip Code: 37660 Email: beverlyperdue@gmail.com Phone Number: 423.323.1174		Request a Certificate of Appropriateness for: Replace Exterior Wood Doors with Metal Building Permit for: New Construction for _____ Real Estate Improvement for _____ Expansion or Renovation for _____	
Points for Consideration			
<p>Request: The request is to replace existing wooden doors with metal doors of a similar design.</p> <p>When considering this request, points to consider from the Park Hill Design Guidelines include:</p> <ul style="list-style-type: none"> • DOORS. Existing doors, transoms, side lights, shape of door openings, and hardware, shall be rehabilitated wherever possible. Where doorways and entranceways must be altered to meet current building code and safety requirements, they shall be designed to respect the exterior architectural integrity of the building. Replacement doors shall be compatible with original doors in terms of style and material. Flush doors are generally inappropriate. 			
Planner:	Nathan Woods	Date:	4/27/2018
Historic Zoning Commission Action		Meeting Date:	5/16/2018
Approval:			
Denial:		Reason for Denial:	
Deferred:		Reason for Deferral:	

Location Map

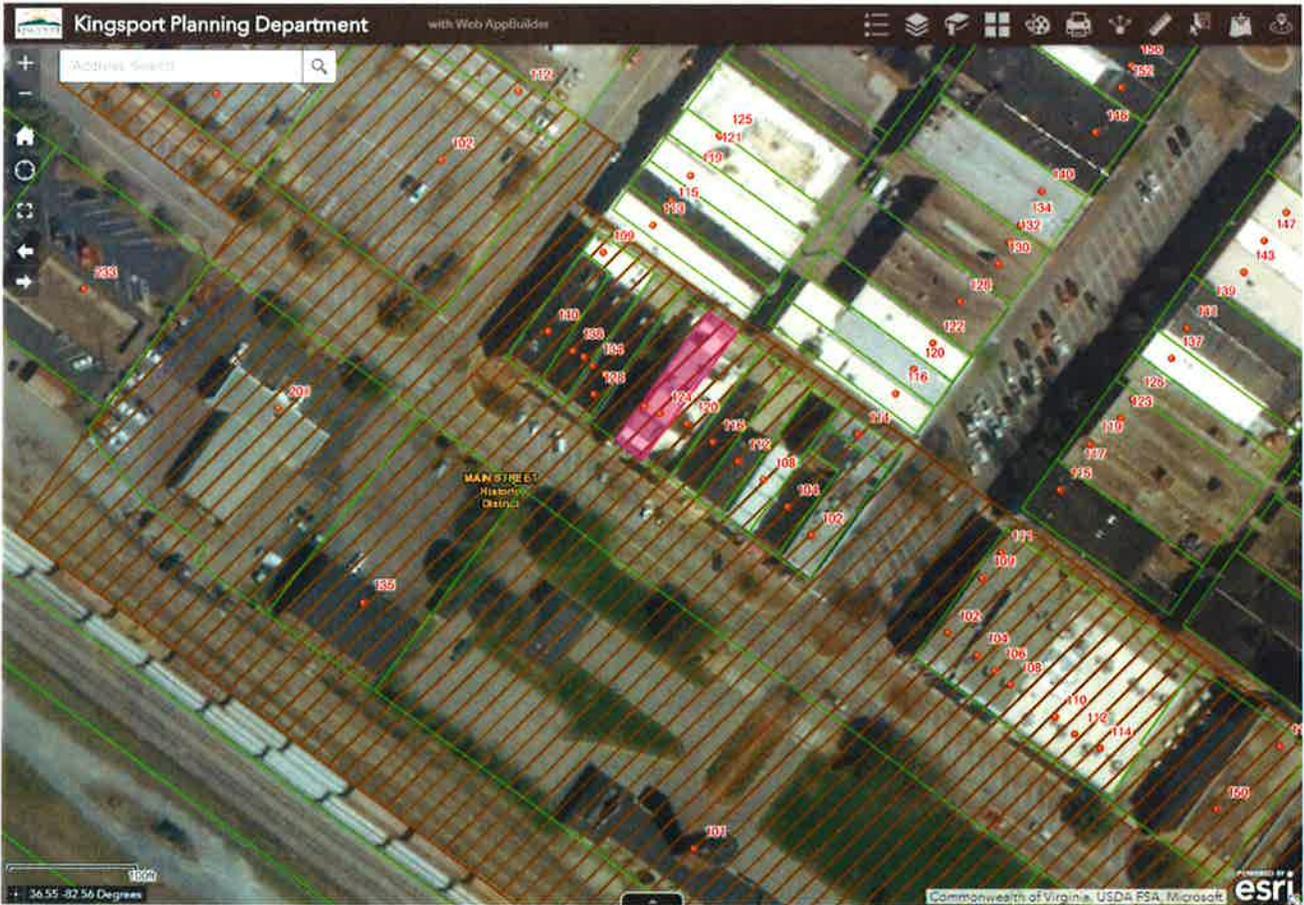


Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00004

Aerial Photo



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

View of Door From Main Street



Existing Doors



Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00004



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.

Kingsport Historic Zoning Commission

Certificate of Appropriateness Report

File Number 104-00004

Proposed Door



Prepared by Kingsport Planning Department for the
Kingsport Historic Zoning Commission Meeting on May 16th, 2018.



May 8, 2018

Nathan Woods
Senior Planner
City of Kingsport
225 W. Center St
Kingsport, TN 37660

Ms. Liv Detwiler
1249 Watauga Street
Kingsport, TN 37660

RE: In-house Approval

Dear Ms. Detwiler

This letter is to notify you of an in-house approval by the Historic Zoning Commission for replacing windows. The new windows must match those in place and conform to the Watauga Street historic design guidelines.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Nathan Woods
Historic Planner

cc: File
Historic Zoning Commission



May 8, 2018

Nathan Woods
Senior Planner
City of Kingsport
225 W. Center St
Kingsport, TN 37660

Ms. Dianne Montford
1130 Watauga Street
Kingsport, TN 37660

RE: In-house Approval

Dear Ms. Detwiler

This letter is to notify you of an in-house approval by the Historic Zoning Commission for retaining wall repairs. The new brick and mortar must match those in place and conform to the Watauga Street historic design guidelines.

This approval is good only for the actions listed above. Any other new or additional changes will require review by the Commission. Thank you and we hope your project is a successful one.

Sincerely,

Nathan Woods
Historic Planner

cc: File
Historic Zoning Commission