

Historic Zoning Commission

Minutes

Date: Tuesday, January 28, 2019

Time: 10:00 AM

Location: City of McMinnville Public Works Building at 1266 Belmont Drive

Present Members: Bobby Kirby (phone), Rachel Killebrew, Steve Harvey, Tom Ward

Planning Office and Other Guests: Katie Kemezis, Community Planner; Rebecca Duncan Roach, City Community Development; Teresa Prober, Main Street McMinnville Director; Tammy Comfort, Helping Hands Ministry, Lisa Hobbs, Southern Standard

The Historic Zoning Commission met on Tuesday, January 28, 2020 at 10:00 am at the City Public Works Building located at 1266 Belmont Drive. Each member of the commission received information from the Planning Office prior to the meeting.

1. Call to Order: Tom Ward, Chairman called the meeting to order at 10:05 am.
2. Steve Harvey made a motion to approve the minutes of the November 26, 2019 meeting and to dispense with the reading of the minutes. Bobby Kirby seconded the motion and all voted in favor.
3. **Certificate of Appropriateness Review:** Tammy Comfort, Helping Hands Ministry, submitted a COA for an aluminum sign to be added on the existing structure and frame already in place above the doorway on 216 E. Main Street approximately 7' x 3' in size at Tax Map 068E N 006.00. In addition to the sign, she is asking to also replace and or make repairs to exterior deteriorated wood siding on the front of the building and to clean and paint. During the discussion, Rachel Killebrew, a previous owner of the building, added that the wood siding had been added during the time of the last owner, Scott Garing, and there had been termites in that wood. Rachel made a recommendation that the wood be first tested for termites, treated and removed permanently. The wood front was added over the original glass front window that extended across the entire front in the days when Lay's store was there and had never caused any damage over the years. Rachel further offered to meet with a Termite Company to have it tested and treated and a contractor to get a bid on removal of the wood entirely. Tammy Comfort's organization is a 501C3 Non-Profit Soup Kitchen and she said that she did not have the money to do that. Since she is a 501C3, she cannot apply for a Façade Grant like our other downtown businesses. Rachel volunteered to get the information and bids and see if she could figure out how to get this work accomplished. She made a motion to defer the decision at this time and to work with Tammy Comfort to resubmit when more information could be obtained and other possible options for a more permanent solution on the front. Bobby made a motion to approve the sign and Steve Harvey seconded the motion and all voted in favor and to put a hold on the Façade work until re-submitted and all voted in favor.

4. **Introduction of Teresa Prober, Main Street McMinnville Executive Director.** Katie Kemezis introduced the new Main Street Director, Teresa Prober, and read her resume to the Historic Zoning Commission and guests. All welcomed her to McMinnville and to the Main Street program.
5. **Update COA Form – Feedback Welcome:** Katie Kemezis has begun a redesign of the COA Form and handed out a current copy. She asked for everyone’s input. Katie said that she plans to add specified room for the description of the work to be done. Rachel Killebrew responded with a suggestion to add a section to write about the History of the Building because the documents have been lost that described each building within the Historic District, which was required by the National Main Street Program during the setup of the Historic District. Adding any historic information and photos by current owners would be of great help, not only about the past but going forward. Adding this to the form would help in trying to rebuild those Master Documents and document what is currently proposed for changes to the building.
6. A motion was made to adjourn and seconded and all voted in favor.

Tom Ward, Chairman

Date

**CITY OF MCMINNVILLE
APPLICATION FORM
FOR
CERTIFICATE OF APPROPRIATENESS**

1. This form must be completely filled out before the application will be accepted and placed on the City of McMinnville Historic Zoning Commission agenda.
2. Inquire with the McMinnville Planning and Zoning Department as to the deadline for the application and the scheduled date and time in which the application will be reviewed by the Commission. A letter will be sent to notify the applicant, owner, or representative of the meeting date and time, with public notice being posted in the *Southern Standard* under provisions of Tennessee's Sunshine Law.
3. The applicant, owner, or representative must attend the meeting in which the application is being reviewed. If there is no one present it will not be considered for a Certificate of Appropriateness.
4. Each applicant will have five (5) minutes to present the proposed work to the Commission. It should be concise and to the point.
5. Appeals Process for Decisions by the McMinnville Historic Zoning Commission: Anyone who may be aggrieved by any final order or judgment of the Commission may have such order or judgment reviewed by the courts, by the procedure of statutory certiorari, in the Warren County Chancery Court. Such party shall, within sixty (60) days for the entry of order, file a petition with the Chancery Court.

PROPERTY OWNER

NAME: Helping Hands Ministry

ADDRESS: 216 East Main Street McMinnville

PHONE NUMBERS: (WORK) ^{cell} 931-304-3496 (HOME) ^{office} 931-507-9070

APPLICANT OR REPRESENTATIVE (if different from property owner)

NAME: Tammy Comfort

ADDRESS: 635 Rocky Top Rd McMinnville

PHONE NUMBERS: (WORK) ^{cell} 931-304-3496 (HOME) _____

RELATIONSHIP TO OWNER: Lessee Contractor Architect Other (explain) Resident

PROPERTY DESCRIPTION & LOCATION

ADDRESS: 216 East main street

TAX MAP IDENTIFICATION: MAP #: 068E GROUP # N PARCEL # 006.05

AGE OF STRUCTURE: 1946 NATIONAL REGISTER OF HISTORIC PLACES Yes No

(ATTACH PROPERTY MAP WITH APPLICATION)

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)

Type of Work

New Construction Demolition Exterior Alteration or Repair

Check all items below that apply to the above

- | | |
|--|--|
| <input type="checkbox"/> Architecture Features
(decorative ornamentation) | <input checked="" type="checkbox"/> Material Changes
(wood, brick, metal) |
| <input type="checkbox"/> Awnings or Canopy | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Roofing
(any alteration) |
| <input type="checkbox"/> Door | <input type="checkbox"/> Shutters |
| <input type="checkbox"/> Facade
(elements or materials) | <input type="checkbox"/> Sidewalks |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Siding
(any alteration) |
| <input type="checkbox"/> Guttering | <input checked="" type="checkbox"/> Signs (size <u>4x2</u> <u>appropriate</u>
(lighted) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <input type="checkbox"/> Light Fixture | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Parking Lots
(paving, landscaping) | <input type="checkbox"/> Other
(If not listed above) |
| <input type="checkbox"/> Porch | |

For Exterior Alteration or Repairs:

List and describe in detail all work to be done for each item checked above. Include sketches, photos, specifications, manufacturer's illustrations or other descriptions of proposed changes to the building's exterior. Major alterations to architectural features require detailed drawing plans. Provide photos and descriptions of existing original materials. Also include photo descriptions and dimensions of proposed work (sample of new materials may be requested).

For New Construction:

Describe the nature of the proposed project. Include the following when appropriate:

- Site plan with measured distances (include landscaping).
- Elevation drawings at 1/4 inch scale of each effected facade and specification that clearly show the exterior appearance of the project.
- Samples or other descriptions of materials to be used.
- Drawing or other description of site improvement such as fences, sidewalks, lighting, pavement, decks, etc.
- Include photos of proposed site and adjacent properties.

Demolition of Structures:

- Describe the structure's condition, historical significance, and reason for demolition (include photos of structures).
- Describe the proposed reuse of the site that includes required information for the new construction of a structure.
- Any applicant denied a Certificate of Appropriateness seeking to demolish a landmark or contributing structure can apply for a Certificate of Economic Hardship within thirty (30) days thereafter the review of the applicant. For more information, contact the City of McMinnville Planning and Zoning Department.

I have read and understand the information provided in this application concerning the process for the obtainment or denial of a Certification of Appropriateness (COA).

Applicant Signature: Sammy Comfort Date: 1-14-2020

FOR STAFF USE ONLY

Date Received: 1/14/2020 Approved Disapproved Continuance (to a later meeting)

Approved as Modified (below listed conditions):

1. _____
2. _____
3. _____

Signature of HZC Chairperson: _____ Date acted on: _____

I hereby agree to the above conditions for obtaining a COA (Initial of Applicant): _____

Main Street McMinnville

Main Street McMinnville is a non-profit 501(c)(3) organization dedicated to the revitalization and development of Downtown McMinnville. The mission of this organization is to establish a partnership between the public and private sectors dedicated to revitalizing the downtown area, with emphasis on community livability, economic restructuring, and historic preservation.

More specifically, Main Street McMinnville is a certified National Main Street Program and a Tennessee Main Street Program through the Tennessee Department of Economic and Community Development. Main Street McMinnville operates the program under a four-point approach to downtown revitalization of Organization, Promotion, Design, and Economic Restructuring. Each of the four points is planned and implemented through four separate committees bearing the same name under professional management.

Main Street, McMinnville offers free design assistance to any property owner or business in Downtown McMinnville. The service may include assistance with:

- Historic Zoning Commission Applications for Certification of Appropriateness,
- Facade Design, and/or Signage Design.

Main Street McMinnville offers financial incentives to assist property owners and businesses with the purchase and renovation of their properties. The incentives include:

- Awning Grants (subject to availability of funds)
- Facade Grants (subject to availability of funds)
- Federal Tax Credits

For additional information or question concerning these incentives and support please contact:

Main Street McMinnville, Inc.
P.O. Box 373
McMinnville, TN 37111
(931) 506-5335
mainstmcminn@blomand.net

Certificate of Appropriateness Application | Narrative of Work

Property Owner: Helping Hands Ministry/Tammy Comfort

Address: 216 East Main Street

Tax Map Identification: 068E N 006.00

Description of Work to Be Done:

Our exterior wood siding has faded in the elements, and the bottom rail has deteriorated in some places. We intend to replace the wood in kind or repair it where possible. Once we have made these repairs, we will also clean and paint the wood siding white.

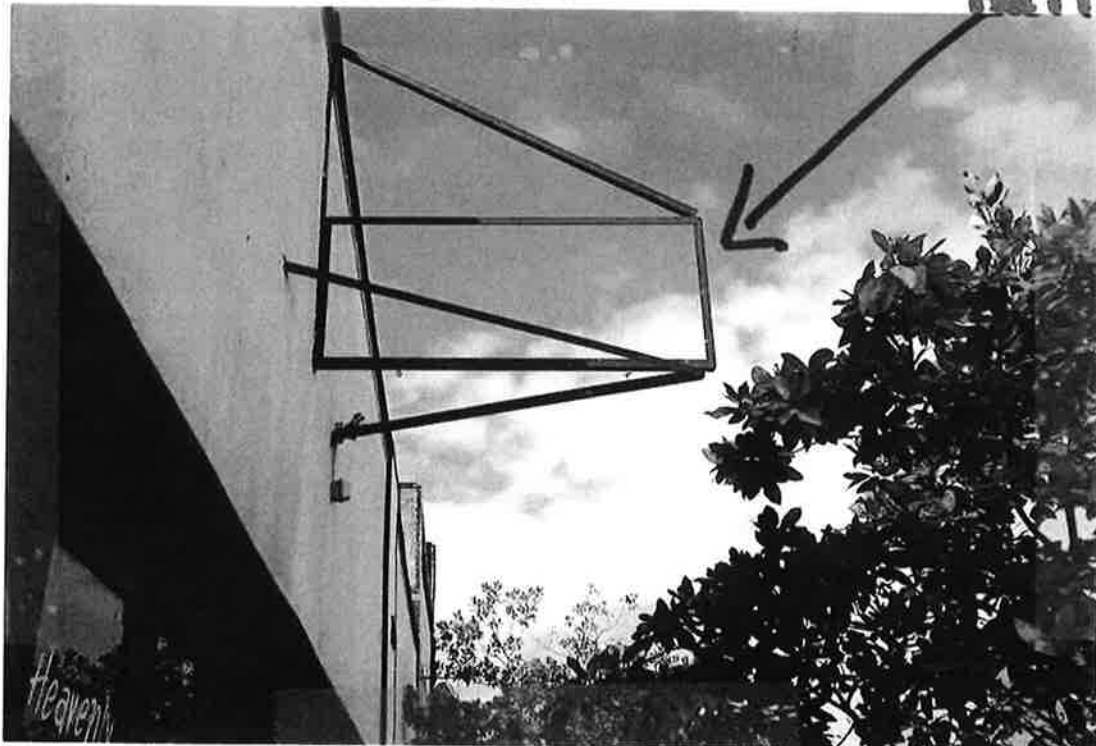
We plan to install a sign made of aluminum and use the structure and frame already in place above the doorway on E. Main Street. The sign will be approximately 7' x 3'.



216 East main

Would like to just
Put sign in hanger Can't
measure

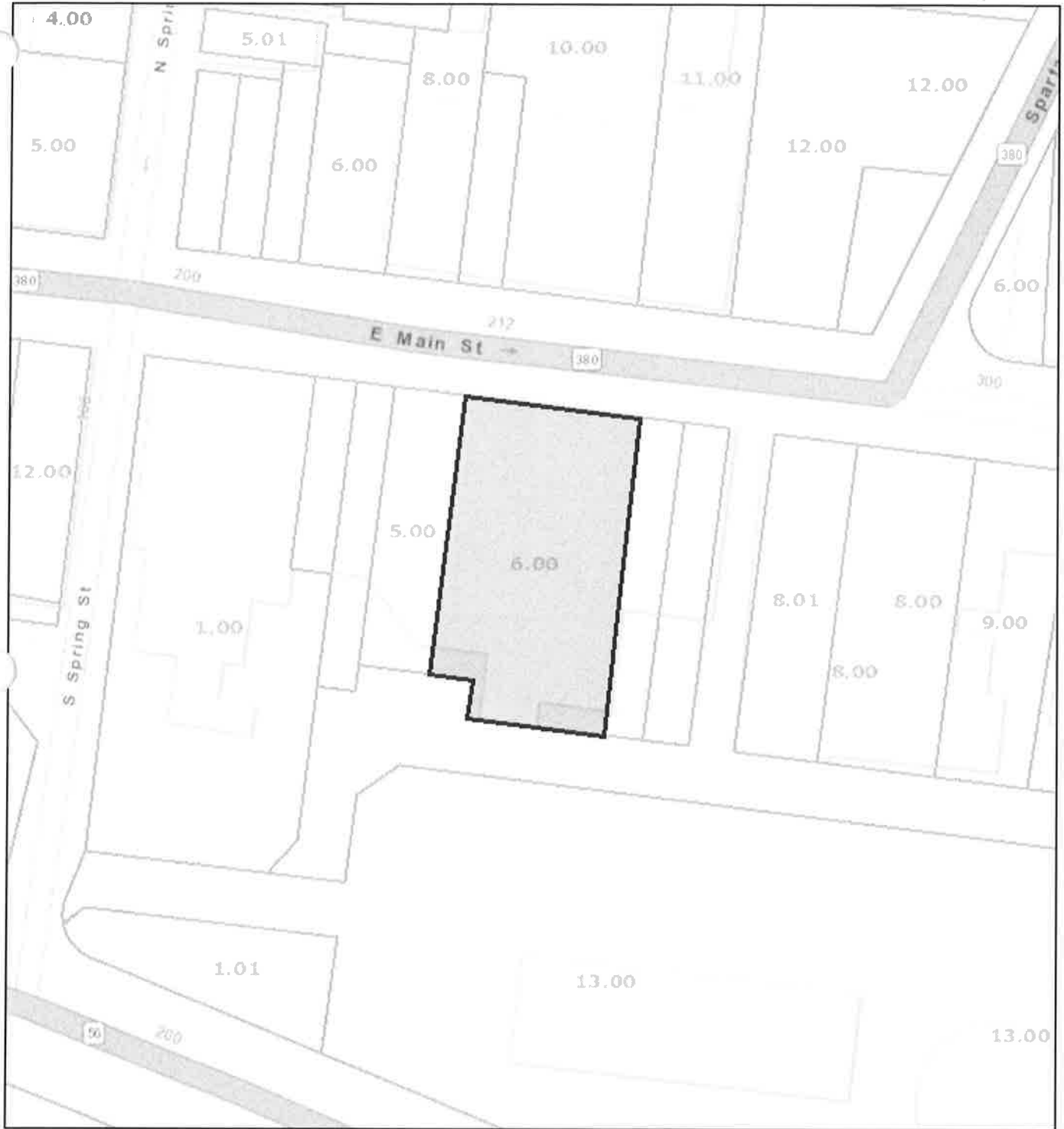
This is
already on
building







Warren County - Parcel: 068E N 006.00



Date: January 24, 2020
County: Warren
Owner: HELPING HANDS MINISTRY
Address: E MAIN ST 216 -218
Parcel Number: 068E N 006.00
Deeded Acreage: 0
Calculated Acreage: 0
Date of Imagery: 2014

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community
TN Comptroller - OLG
State of Tennessee, Comptroller of the Treasury, Office of Local Government

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.