



AGENDA

The Columbia Historic Zoning Commission will meet on Thursday, April 14th, 2022 at 4:00 p.m. in the Council Chambers on the basement level of City Hall, 700 N. Garden Street to consider the following:

1. Roll Call

2. Approval Of Minutes

Documents:

[HZC_20220310 MINUTES - DRAFT.PDF](#)

3. 22-0071- 809 W 7th Street - Replacement Of Existing Roof

Request from Raymond D Heath Hiram Group, LLC to replace an existing roof with a change of materials on a residence located at [809 W. 7TH STREET](#).

Documents:

[22-0071_APPLICATION_809 W 7TH.PDF](#)
[22-0071_EXISTING CONDITIONS_809 W 7TH.PDF](#)
[22-0071_PROPOSED_809 W 7TH.PDF](#)
[22-0071_STAFF REPORT 809 WEST 7TH STREET.PDF](#)

4. 22-0080 -412 W 9th Street - New Signage

Request from Robyn Graham, on behalf of King's Daughters Schools, for approval of a wall mounted sign at [412 W 9TH STREET](#).

Documents:

[22-0062_APPLICATION_412 W 9TH.PDF](#)
[22-0062_PROPOSED SIGNAGE_412 W 9TH.PDF](#)
[22-0080_STAFF REPORT_412 W 9TH STREET COA.PDF](#)

5. 22-0082 -808 Walker Street - New Signage

Request from Bryson Leach for freestanding sign approval at [808 WALKER STREET](#).

Documents:

[22-0082_APPLICATION_808 WALKER STREET.PDF](#)
[22-0082_SIGNAGE PROPOSED_808 WALKER STREET.PDF](#)
[22-0082_STAFF REPORT_808 WALKER STREET.PDF](#)

6. Other Business

- Update on BZA Case 22-0081 Conditional Use at 808 Walker Street
- Direction on Outdoor Display in the Downtown Historic District
- Discussion of the Overlap between the Athenaeum Historic District and the Columbia Arts District Overlay
- Other Comments from Commission members

7. Adjourn

Anyone requesting accommodations due to disabilities should contact the City's ADA Coordinator at 931-560-1570 prior to the meeting.

The [2022 meeting schedule](#) and [Historic District Design Guidelines](#) can be found on the City of Columbia Historic Zoning Commission [webpage](#).

An interactive map showing the boundaries of the historic districts can be found accessed from the City's [website](#).

For other questions, please contact the [Department of Development Services](#) at 931-560-1560.

City of Columbia
HISTORICAL ZONING COMMISSION
March 10, 2022

CALL TO ORDER:

Chairperson Kim Hayes called the March meeting of the Historical Zoning Commission for the City of Columbia to order at 4:00 p.m. The meeting was held in Council Chambers, City Hall, basement level.

ROLL CALL: Quorum present and included the following:

Present were: Ms. Kim Hayes
Dr. Hendrickson
Mr. Joe Kilgore
Mr. George Nuber
Mr. Ray Pace
Ms. Autumn Potter

Absent was: Ms. Melanie Lucas

Other attendees: Mr. Austin Brass, City Planner
Mr. Kevin McCarthy, Planning Associate II
Mrs. Sandra Richardson, Secretary
Mrs. Melissa Sanders, Planning Associate I

APPROVAL OF MINUTES:

The February meeting minutes were presented for approval. Mr. Kilgore made the motion to approve with Mr. Nuber seconding. Motion to approve passed six to zero.

AGENDA ITEM #3

Case# 21-0290

Request from C. Douglas Johns for new construction of a commercial building at 915 S. Main Street.

Staff Recommendation:

Mr. Brass presented the details. The design of the building would meet the guidelines for the form, massing and scale. It would be cohesive with the buildings in the historic. The side elevation will be brick, and the awnings were revised to be a fabric type awning. The signage review will come at a later date. It is recommended that any motion on this item be conditioned to not include the signage request that was in the proposal.

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Discussion:

Mr. Douglas Johns, and Mrs. Yvette Johns, 606 Riverside Drive were present to answer questions. Discussion included gooseneck lighting. Mr. Brass stated that staff requests that the gooseneck lighting be a matt finish, not a glossy finish, and the lighting shine down. The proposed lighting above the awning is the appropriate location for such lighting. Additional discussion included the second and third floor will be office space, zoned CBD, off street parking, the first two units do not require off street parking, communications with the property owners beside this property, the windows material type on the front elevation material type being aluminum wood clad. Mr. Nuber moved to approve and at a later date we will accept application for the signage, with Mr. Kilgore seconding. Motion to approve passed with a vote of six to zero.

AGENDA ITEM #4

Case# 22-0038

Request from Paul Varney to revised designs for construction of principal and accessory structures at 408 West 6th Street, including roof structure, exterior finishes, porch/deck alterations, and other alterations.

Staff Recommendation:

Mr. Kevin McCarthy presented the details of the request. The proposed changes incorporate mixed siding materials in order to create a sense of history on the site. It is at the discretion of the Commission to determine whether the proposed changes conform to standard guidelines. The accessory structure should be visually supportive to the principal structure, and it shouldn't visually compete with the primary structure. It will be at the Commission's discretion to decide whether the modifications conform to that.

Discussion:

The applicant was not present. Discussion included that the applicant has already deviated from what was already approved, having already done the variation, they have done brick, but not the siding, the project is on hold, they did all of the additions to the front of the accessory building that were not approved, including the addition of the porch and the columns. A photograph was received from the property owner with the material change. Additional discussion included the roof line of the accessory building, extended elevations, and steps to the front porch of the primary structure. Mr. Brass stated that staff received statement from the property owner in the previous packet. Ms. Hayes made a motion to move this item to the end of the agenda in case the applicant

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arrives. The motion was seconded by Dr. Hendrickson. Motion to move the agenda item to the end of the meeting passed with a vote of six to zero.

AGENDA ITEM #5

Case# 22-0039

Request from James Sloan for exterior alterations in order restore the façade of a contributing structure located at 120 W 7th Street.

Staff Recommendation:

Mr. McCarthy presented the details of staff report.

Discussion:

Mr. James Sloan, 2416 Hidden Lake Circle, was present to answer questions. Discussion included modifications, looking to restore the masonic entrance, aluminum clad windows, panel wood doors, office use upstairs, revamping the south corner of the building, looking to bring the façade forward, looking more historically accurate, flooring, south elevation is projecting out, no work done on the second floor, rod iron railing, keeping the vertical wood veneer panel, hardie trim, painting, color scheme, service door, infill, fiber glass, lighting, articulation of the columns of the building does not line up, exterior gooseneck light with matte finish on the Garden Street side, signage, there is no lighting on W 7th Street, bricked in double doors, preserving, restoration, the intent is to clean it up, capture the façade and protect it, existing windows that have been filled in, this proposal does not include an addition of a door and a window in between the Mason entrance and the three windows, and it being attractive to the district. Ms. Hayes asked how is the execution going to be. Mr. Sloan stated that he felt like they had a good execution on the adjacent property so far. Mr. McCarthy stated from a staff's point of view, it would help if there are concerns about the finished product, and when a motion is made if the applicant would be as specific as possible for the materials preserving an element like the Gordon's Logo, so that at building permit review staff can make that a condition, and hold the applicant to that. Mr. Nuber asked Mr. Sloan to speak to the Commission about timing, and a possibility to orchestrate more detail to refine this further. If the tenant, or owner can afford another month with a bit more refinement. Mr. Sloan stated that he has more drawings and can share it today. Further discussion included emailing, unable to advertise an email, legality purposes, and the public hearing process. Mr. McCarthy said he could secure an ipad from upstairs. Mr. Sloan asked if he could have 15 minutes. Ms. Hayes made a motion to defer this item until the end of the meeting with Mr. Nuber seconding. Motion to move the item to the end of the meeting passed six to zero.

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AGENDA ITEM #6
Case# 22-0043

Request from Larry Hubbell for freestanding signage approval at 410 West 7th Street.

Staff Recommendation:

Mr. Brass presented the details of staff report. The sign is what staff would consider nonconforming. The Commission is only looking at the refacing of the sign face. The guidelines have been modified by the Commission and approved to allow more than three colors when the signage background is black or white. In this case the signage background is white on the pylon sign face and the request is basically just to change out the pylon sign face with the new logo and new text. As a condition of approval and because the sign is considered non-conforming, it cannot be enlarged, expanded, or also the internal illumination cannot be expanded any further than it already is. The Commission will not be able to approve the expansion of the sign, and the refacing of it.

Discussion:

Mr. Larry Hubbell was present to answer questions. Mr. Hubbell stated that all they are wanting to do is put new face on there, it will be the same size and everything. Ms. Hayes stated that we are approving the sign size as is with the logos in the layout shown on the last page of the proposal. The stone base is new at the bottom of the sign. This is real stone, and not fabricated. Further discussion included matching the building, it is brick, material, support posts and frame will be black. Ms. Hayes moved to approve with Dr. Hendrickson seconding. Motion to approve passed six to zero.

AGENDA ITEM #4 *This item was moved to the end to give the applicant a chance to arrive.*
Case# 22-0038

Request from Paul Varney to revised designs for construction of principal and accessory structures at 408 West 6th Street, including roof structure, exterior finishes, porch/deck alterations, and other alterations.

Staff Recommendation:

Mr. Kevin McCarthy had presented the details of the request earlier.

Discussion:

Mr. Paul Varney, 124 Kedron Parkway, was present to answer questions. Discussion included there are a lot of things that were done that were not a part of the approval, it's a shared driveway with an easement, and the elevation of the house is a lot higher than what was rendered. Ms. Potter asked what is the

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plan for a stairway, or a path to get up to the porch. Mr. Varney stated the elevation of the house is still exactly as it was, what has happened you are seeing the foundation without any landscaping walls. They have a revised drawing that they can submit. Mr. Nuber asked him to submit the landscape for next month. Mr. Varney stated if someone would get him the submittal dates he will get that information to Johnathon Sanders, their landscaper. Further discussion included multiple retaining walls with fill in. Mr. Varney stated that it will be like a brick or stone, it is a lot of stairs, with the plan is a set of stairs then a little sidewalk and a set of stairs then a little side walk like that. The walls will connect on the right corner of the home to come around to tie into the sidewalk and steps. There will be another level. Further discussion included getting the information, having lots of complaints, they knew the grades were challenging, significant slope, and guidelines. Mr. Brass stated that for future projects staff can make sure future hardscape elements are included for all new construction. Mr. Kilgore stated that the stone that was approved for the foundation suddenly became brick. Mr. Varney stated if you look at what was submitted you will see brick everywhere except for the front porch. The change was made when the brick guys were there, and it was the front section only. He and Brian, PVC manager, will take responsibility for it. Mr. Kilgore stated he noticed there are two window that weren't in the first approval, and one that was in the first approval that shifted or it is gone. Mr. Brian Tucker, head of construction, stated one window that was moved there was one if you were facing the house on the right side. They wanted to move that for the type of firebox that they went with. It moved to the front porch on the left side of the door, and he also stated that the other window that was added is on the rear of the home, and they added one in the attic. They also added a rectangle window on the right side facing the home's rear elevation in their master shower. Mr. Varney said the owner comments as this progress is that they wanted the main portion of this home to look as it was built originally. Ms. Hayes asked if there was a reason why they didn't come back to the Commission for all these changes. Mr. Varney stated that they have had 9,000 meetings with these owners, and they have had trouble stopping changes as they go. He also stated that it never dawned on them to come back here, and they just failed to do that. The owners took control of what they wanted and they ordered the siding so they got a little ahead of this too, and he is very thankful to Ms. Autumn for doing what she did. Mr. Varney also stated that it is his responsibility to make sure that the changes adapt to the what the HZC has approved. Ms. Hayes stated that the intent is there but it is not always the case, and it makes it very difficult for the Commissioners to say tear that out. Ms. Potter stated that the next biggest thing is the lap siding, and Boar and batten discussing this and seeing if this is something that the Commission is okay with. Mr. Varney stated that the siding is a fiber cement lap siding this is what the boar siding is, it is a different plank. The

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Board and batten is a hardie product too. Additional discussion included detached garage, porch, historic style, being cohesive, the Board and Batten will be in the recessed area, material, and structure. Mr. Mc Carthy stated that the specific guidelines talks about no more than two materials for exterior walls. Replicating historical styles conveying a false sense of history is discouraged. It is appropriate for the Commission to determine if what the applicant proposes doesn't meet those guidelines. Ms. Hayes stated the addition of the porch is a major addition, and to submit this with the landscaping. Further discussion included they are only doing what was approved on the permit. Mr. Nuber asked why was it decided to change the front porch roof from metal to asphalt. Additional discussion included the shingle warranty pitch, it is not as visible, preference, looking more modern, Folk Victorian style house, gothic, and guidelines. Mr. Brass stated that in the guidelines it is stated that the accessory structure should closely match the primary structure in materials. Mr. Varney stated it would probably take a couple of months to get more of the material. There are two permits, the house has a permit and the auxiliary has a permit. They are not going to sheet rock until the siding is wrapped one hundred percent. The Board and batten were used on the back of the house. Additional discussion included postponing, auxiliary structure change, plans are needed, allowing the house as it is, and material availability. Mr. Brass stated to wrap it you would have the fiber cement on the house with the board and batten at the rear elevations as proposed, and then the accessory structure would be recommended that there be fiber cement board siding all the way around to match what is on the primary structure of the house. The Commission would accept the windows as revised with the change of the brick on the house. Mr. Varney stated that they can submit a drawing that shows that. Mr. Brass stated that it was also pointed out that the porch roof was changed from metal to shingle. Mr. Varney asked if they are not able to find the Board product, say there were an issue purchasing more of the Board siding or lack of funding and they don't have the ability to do that, then would it be ok to go back with the standard smooth lap siding. The back of the house would be Board and batten and technically it would be more 3 D. Ms. Hayes stated if approved for the Board and if unable to get that, the applicant would have to come back. Additional discussion included they will have to come back for the landscaping, not clear on the main house where the transition is on the siding, and no plans to view.

*The meeting had to change rooms at 5:24 p.m. moving to Conference room A.
The meeting restarted at 5:27 p.m.*

Further discussion included resubmitting the landscaping plan, and the auxiliary structure with siding on it showing both siding on it. It also included by the time of the resubmittal, they will know if they will be able to get the Board product or

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not, the back section and the breezeway, the way it was presented, can the Commission get over the window changes, colors, high traffic street, siding was a major upgrade, and they will find out when they can get it and how fast they can get it tomorrow. Mr. Kilgore moved to accept the change from rock to brick on the foundation, and accept the change additions and deletions of the windows, we ask that they change the asphalt roof shingles back to metal as approved 2:12", and the house siding on the main structure be all Board and batten if available, and if not available the applicant will come back with a recommendation to the Commission. He continued, that on the accessory structure moved to approve with the roof addition over the porch, and request that the applicant come back with siding recommendations for the addition, and for the overall project to come back with landscaping and sidewalk elevations, along with the porch materials for the accessory structure. Mr. Nuber seconded the motion. Motion to approve with conditions passed six to zero. Further discussion included the applicant has really invested a lot of energy into this area and making an investment. Mr. Pace stated that this Commission would take care of the next applicant just like this one, and unintentional mistake.

AGENDA ITEM #5
Case# 22-0039

Request from James Sloan for exterior alterations in order restore the façade of a contributing structure located at 120 W 7th Street.

Staff Recommendation:

Mr. McCarthy presented the details of staff report from earlier.

Discussion:

Mr. Sloan stated that one side does not stick out more than the other, on the southern portion of the building they are keeping the southern corner plain, they are keeping the post and beam in the structure that exists. They are making the front entry area more usable currently it goes all the way back. They are bringing in the casement, the aluminum clad wood windows there, and in the rear they have the three arch openings. They looked at the door being there but it didn't pan out. Proportionally if you put a door in that space it would look weird. The three windows align with some upper story windows, and they are really high up that will just bring in light for the space. They are shelling out two separate spaces, this is not a third tenant. Further discussion included the basement, keeping the recess on the main entrance, elevations, printout, they are looking at getting rid of the rod iron type material, salvaging the wood veneer and trim it out, full panel wood trim, level of detail, creating a common space for both

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tenants, painted, clean up, painting the door the same color like the brick, the door will be panelized, rear door fiberglass, and fiberglass can be stained. Mr. Nuber made the motion to approve with the stipulation that the rear door be a two panels fiberglass, with Dr. Hendrickson seconding. Motion to approve with stipulations passed six to zero.

OTHER BUSINESS:

Mr. McCarthy stated that staff has initiated enforcement of the guidelines primarily in the Downtown Commercial Historic District, but also a couple properties in the Athenaeum District. Over the last month staff has sent 24 notices of violations primarily having to do with temporary signage and street furniture in the right-of-way. There have been some complaints about furniture blocking pedestrians, and some signage has never gotten a COA and some were off site. In response to those letters staff has gotten six applications for administrative COA or encroachment permits. Staff has approved two of them and two people have voluntarily gone ahead and corrected the violation. Mr. McCarthy stated there is one issue that staff needs the Commission direction on. Concerning to how to apply the guideline when it comes to outdoor display of inventory, particularly like antiques stores. Right- of-way furniture has to be in good condition, and out of pedestrian paths. But when businesses are displaying their goods, and their goods are distressed objects or antiques. Ms. Hayes stated that she thought that the items have to be on their property. Ms. Hayes asked if the question is only when it goes out on public sidewalks, or on their own property. Mr. McCarthy stated both. Mr. Nuber stated that when the furniture is City owned or privately owned that is an exception, but when it comes to the sell of goods there is no language. Ms. Hayes asked if the team could think about this until next time. Further discussion included it being tastefully done, temporary signage every day, and quality.

ADJOURNMENT:

Ms. Hayes made the motion to adjourn the meeting with Mr. Kilgore seconding. Motion to adjourn passed six to zero. The meeting adjourned at 6:02 p.m.

Historical Zoning Commission Chairperson Date

HISTORIC ZONING COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST

DEADLINE: 3RD MONDAY OF THE MONTH AT 4:00 PM

APPLICATION REVIEW GUIDELINES (PRE-APPLICATION MEETING REQUIRED PRIOR TO SUBMITTAL)

Application Requirements: All applications must be complete and include the required supporting materials listed on this form. **Ten (10) copies of the request** must be submitted to the Development Services Department for review by the published deadline. Incomplete applications will not be forwarded to the HZC for consideration.

Application Deadlines: Applications and support materials must be submitted according to the published Deadline Schedule. Application deadlines are the 3rd Monday of each month at 4PM. Regular HZC meetings typically take place on the second Thursday of each month at 4:00 PM in Columbia City Hall.

Application Representation: The applicant or an authorized representative of the applicant **must attend the HZC meeting to support the application**. At the meeting, staff will present a recommendation for the item, and then the applicant will be provided an opportunity to discuss the proposed scope of work and answer any commission questions.

Building Permit Requirements: In addition to an application, most proposals will require additional permitting from the City. Building or demolitions permits cannot not be issued without an approved COA for structures within a Historic District.

All work specifications must be completed as presented and approved: The HZC must review and approve any modifications or amendments to approved plans prior to any work taking place.

*Please contact City Staff with any questions or to discuss any concerns during the HZC review & submittal process:
Columbia Development Services Department (931) 560-1560.*

HISTORIC DISTRICT DESIGN GUIDELINES

The individual *Historic District Design Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for Certificates of Appropriateness. **Please refer to the guidelines prior to submitting an application**. The guidelines, along with other useful links, are available on the City website at www.columbiatn.com

REQUIRED APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within application packets. **Ten (10) copies of the request** are required for HZC review:

NEW CONSTRUCTION, NEW ADDITIONS	EXTERIOR ALTERATIONS	DEMOLITION, RELOCATION
<ul style="list-style-type: none"> ○ Description of project and proposed materials ○ Site plan ○ Lot survey ○ Architectural elevations or drawings ○ Photographs of project site location ○ Photographs of existing building. 	<ul style="list-style-type: none"> ○ Description of project and proposed materials ○ Photographs of project site location ○ Architectural elevations or drawings ○ Specification information for any proposed materials/architectural features ○ Documentation of earlier historic appearance (restoration only) ○ Photographs of existing building. 	<ul style="list-style-type: none"> ○ Please consult the <i>Historic District Design Guidelines</i>. Pre-application meeting with the City Staff is required for proposed principal structure demolitions and relocations.

Note: The applicant shall provide any additional information as determined by the Development Services Department that will be necessary to obtain a full and complete review of the request by City Staff and/or by the Historic Zoning Commission.

The Columbia Historic Zoning Commission follows the *Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Further guidance may be found online: <http://www.nps.gov/tps/standards/rehabilitation.htm>

CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC ZONING COMMISSION

APPLICANT

NAME	Raymond D Heath Hiram Group LLC	PHONE	865-207-8341
ADDRESS	2000 Newark Lane Unit G 200 Thompsons Station TN 37179	EMAIL	ray@hirambuild.com

PROPERTY OWNER

NAME	Carolyn Parr	PHONE	615-892-3600
ADDRESS	809 W 7th St Columbia TN 38401	EMAIL	carolynparr@me.com

PROJECT INFORMATION: WORK SPECIFIC

<input type="checkbox"/> NEW CONSTRUCTION <i>(select type)</i>		<input type="checkbox"/> NEW ADDITION <i>(select type)</i>	
<input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure		<input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure	
<input type="checkbox"/> DEMOLITION <i>(select type)</i>		<input type="checkbox"/> SIGNAGE <i>(select type)</i>	
<input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Site Features		<input type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Temporary <input type="checkbox"/> Other	
<input type="checkbox"/> Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character		<input checked="" type="checkbox"/> EXTERIOR ALTERATIONS <i>(select type)</i>	
<input type="checkbox"/> Denial of demolition will result in unreasonable economic hardship of the applicant			
<input type="checkbox"/> Public safety and welfare requires the removal of the structure(s)			
<input type="checkbox"/> Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.			
		<input checked="" type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys) <input type="checkbox"/> Exterior Door Replacement/Alterations <input type="checkbox"/> Exterior Window Replacement/Alterations <input type="checkbox"/> Foundation Alterations <input type="checkbox"/> Exterior Siding/Finishes/Masonry <input type="checkbox"/> Porch/Deck Alterations <input type="checkbox"/> Other (explain):	

EXISTING HOME



SAMPLE ROOF





CITY OF COLUMBIA TENNESSEE
 HISTORIC ZONING COMMISSION
 STAFF REPORT

CONTACT INFORMATION

Austin Brass, City Planner, abrass@columbiatn.com , 931-560-1560

DOCKET/CASE/APPLICATION NUMBER

CA 22-0071

APPLICANT/PROPERTY OWNER

**Raymond D Heath Hiram Group/
 Carolyn Parr**

HEARING DATE

N/A

PROPERTY ADDRESS/LOCATION

809 West 7th Street

PROJECT DESCRIPTION:

This Certificate of Appropriateness request is for the replacement of an asphalt shingle roof to a standing seam metal roof located at 809 W 7th Street. As noted in the 1984 historic inventory, this 1910's era home is a contributing structure.



EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	Historic District
R-10 (Single-Family Residential)	Single-Family Residential	Single-Family Residential	Exterior Modifications. Roof	7th Street

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

Review Status and History:

Submission Status: First request for a Certificate of Appropriateness for this address.

Previous Approvals: N/A

1984 Historic Inventory: 809 West Seventh Street. Early 1910s, English Cottage Revival, one story, brick and stucco, side gable roof, four bays by three, two gables at entry, round arch entry, 9/1 windows, corbeled chimney, side porch, rear extension. **(Contributing)**.



Proposed Alterations:

The following alterations has been requested by the applicant. See the application included as an attachment for a description of each element.

Item 1. Replacement of asphalt shingle roof to a standing seam metal roof.

Historic District Design Guidelines Referenced:

The requested alterations were reviewed against the standards contained in the *City of Columbia Residential Design Review Guidelines Manual*. The relevant sections of manual are included. Staff comments/evaluations are summarized at the end of each section.

Item 1. Replacement of asphalt shingle roof to a standing seam metal roof.

d. Replacement roofing materials that are compatible with the age and style of the building and visual qualities of the original material shall be used. Replacing specialty roofing such as slate, tile, and standing seam metal with in-kind materials is strongly encouraged where practical and feasible.

e. Substitute materials that are compatible with the visual character of the original material as perceived from the right-of-way shall be used. Select colors, textures, patterns, and finishes in consideration of the original materials. Dark asphalt, fiberglass, or composite shingles are most appropriate in the absence of historic roofing materials.

Item 1. Staff Comment:

As this dwelling is a contributing structure with a defined english cottage revival architecture; there is no historic precedent for a metal roof. Staff would advise the commission to take this item under advisement as a metal roof may alter the distinct appearance of this classic architectural style. Staff recommends that an architectural shingle roof be replaced as an in-kind replacement.

Alternative Motion [Approve]:

Move to find that the proposed alteration conforms to the Historic District Design Guidelines and approve issuance of a Certificate of Appropriateness.

Alternative Motion [Approve Subject to Conditions]:

Move to approve issuance of a Certificate of Appropriateness and find that the proposed alteration conforms to the Historic District Design Guidelines subject to the following conditions: [list conditions of approval].

Alternative Motion [Table for Future Consideration]:

Move to find that there is insufficient information to make a decision, table the application, and request that the applicant provide: [list additional information] for review at a future meeting.

Alternative Motion [Deny]:

Move to find that the project is not compatible with the Historic District Design Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].

CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC ZONING COMMISSION

APPLICANT

NAME	ROBYN GRAHAM	PHONE	931-388-3810
ADDRESS	412 W. 9th St. Col.	EMAIL	robyn.graham@tkds.org

PROPERTY OWNER

NAME	The King's Daughters' School	PHONE	931-388-3810
ADDRESS	412 W. 9th St. Col.	EMAIL	robyn.graham@tkds.org info@tkds.org

PROJECT INFORMATION: WORK SPECIFIC

<input type="checkbox"/> NEW CONSTRUCTION (select type) <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure		<input type="checkbox"/> NEW ADDITION (select type) <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure	
<input type="checkbox"/> DEMOLITION (select type) <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Site Features <input type="checkbox"/> Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character <input type="checkbox"/> Denial of demolition will result in unreasonable economic hardship of the applicant <input type="checkbox"/> Public safety and welfare requires the removal of the structure(s) <input type="checkbox"/> Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.		<input type="checkbox"/> SIGNAGE (select type) <input checked="" type="checkbox"/> Wall <input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Temporary <input type="checkbox"/> Other	
		<input type="checkbox"/> EXTERIOR ALTERATIONS (select type) <input type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys) <input type="checkbox"/> Exterior Door Replacement/Alterations <input type="checkbox"/> Exterior Window Replacement/Alterations <input type="checkbox"/> Foundation Alterations <input type="checkbox"/> Exterior Siding/Finishes/Masonry <input type="checkbox"/> Porch/Deck Alterations <input checked="" type="checkbox"/> Other (explain): ADDING SCHOOL NAME TO BUILDING.	

PROJECT INFORMATION	
ADDRESS: 412 W. 9th St. Columbia, TN 38401	
SQUARE FOOTAGE OF PROPOSED ADDITIONS/NEW CONSTRUCTION : EXISTING: _____ ft ² PROPOSED: _____ ft ² N/A	
HEIGHT OF STRUCTURE FOR ADDITIONS/NEW CONSTRUCTION : EXISTING: _____ ft PROPOSED: _____ ft N/A	
SQUARE FOOTAGE OF PROPOSED SIGNAGE 18" height 31' 3 3/4" length	

PROJECT INFORMATION: DESCRIPTION & SCOPE OF PROJECT
DESCRIBE PROPOSED PROJECT(S) AND LIST ALL PROPOSED MATERIALS. ATTACH ADDITIONAL SHEETS IF NECESSARY: The King's Daughters' School has recently completed our approved renovation project. We need to add signage/letters to identify our building. Previously, the lettering was much larger. We propose to add 18" metal letters across the front of our building.

In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of

Robyn Graham
APPLICANT NAME

Robyn Graham
APPLICANT SIGNATURE

3/11/22
DATE

Robyn Graham on behalf of The King's Daughters School
PROPERTY OWNER NAME

Robyn Graham
PROPERTY OWNER SIGNATURE

3/11/22
DATE

STAFF USE ONLY

DOCKET NO.		FEE PAID	
RECEIPT NO.		REQUESTED AGENDA	
DATE NOTICES SENT TO ADJACENT PROPERTY OWNERS			
DATE OF PUBLIC NOTICES IN DAILY HERALD			
COMMISSION ACTION			



PLATE LETTERS

SCALE: 1/4" = 1'0"

.25" THICK PLATE ALUMINUM LETTERS
 PAINTED ARCHITECTURAL BROWN - EXACT TBD
 STUD MOUNTED
 ((INSTALLED CENTERED ON SMALL WINDOW))



JOSLIN
 AND SON SIGNS
CUSTOM SINCE 1977

630 MUREESBORO PIKE
 NASHVILLE, TN 37210
 615_255_3463
 615_255_3518 FAX
 JOSLINSIGN.COM

KINGS DAUGHTERS' SCHOOL, THE

412 WEST 9TH ST
 COLUMBIA, TN 38401

DRW#_ 220217-E10

QUOTE#_ 104446

WK_ORDER#_ *****

DESIGNER_ J.MORTON

PROJ_MGR_ D.ERVIN

DATE_ 3.9.22

COLORS & FINISHES:
 [SWATCH] ARCHITECTURAL BROWN

CUSTOMER SIGNATURE

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SHEET 1 OF 1



**CITY OF COLUMBIA TENNESSEE
HISTORIC ZONING COMMISSION
STAFF REPORT**

CONTACT INFORMATION

Austin Brass, City Planner, abrass@columbiatn.com , 931-560-1560

DOCKET/CASE/APPLICATION NUMBER

CA 22-0080

APPLICANT/OWNER

Robyn Graham/ King's Daughters School

HEARING DATE

N/A

PROPERTY ADDRESS/LOCATION

412 W 9th Street

PROJECT DESCRIPTION:

This Certificate of Appropriateness request is for the placement of 16.5” stud mounted metal letters to be added at the entrance façade of King’s Daughters School. The requested signage will not exceed 39.5 SF.



EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	Historic District
R-6 (Single-Family Residential)	Institutional	R-6/ Single-Family Residential	Exterior Alterations (Signage)	Athenaeum

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

Review Status and History

<i>Submission Status:</i>	Second request for a Certificate of Appropriateness for this address.
<i>Previous Approvals:</i>	CA 22-0048. Request from King’s Daughters School for the construction of a new main entrance that consists of a greek revival design with an eifs façade including new doors and windows, approved.
<i>1984 Historic Properties Inventory Details:</i>	None listed in current inventory. Information from the Maury County Assessor’s office indicate this structure as being officiated in 1976. Non-Contributing Status.

Proposed Alterations

The following alterations has been requested by the applicant. See the application included as Attachment A for a description of each element.

Item 1. Placement of signage at the entrance façade of King’s Daughters School not to exceed 39.5 SF.

Historic District Design Guidelines Referenced

The requested alterations were reviewed against the standards contained in the *City of Columbia Commercial Design Review Guidelines Manual*. The relevant sections of manual are included. Staff comments/evaluations are summarized at the end of each section.

The primary consideration for non-contributing buildings is to make sure that future changes to the property are compatible with the district and are not intrusive to the district’s overall character or sense of place. As such the following standards shall apply to non-contributing buildings

Objective: Minimize the visual impacts of signage in primarily residential areas.

- a. Signage shall not be visually intrusive, overwhelming, or incompatible with the significant features of a particular building, site, adjacent buildings, or the broader district.
- b. Signs should not be mounted on balustrades, cover windows, or obscure, destroy, or diminish character-defining features.
- c. Design should be simple in approach and promote readability. Materials, colors, and lettering should be uniform to promote a cohesive appearance.
- d. Signs should generally reflect only the name, logo, or nature of the business, service, or entity. Signs that display national brand names or logos unrelated to the entity located in the building are prohibited. Sign shapes and sizes shall be compatible in size, scale, and in proportion to the building and area in which they are located.
- f. Colors should be complementary to the scheme of the building and promote readability. Generally, signs with more than three colors are prohibited.
- g. Signs shall be constructed of durable materials appropriate for the building, site, and district. Metal, wood, stone, and other such traditional materials are encouraged as are urethane and other synthetic materials that approximate traditional materials. Glossy plastics, vinyl, and reflective materials are prohibited.
- h. Wall-mounted signs should be placed near a publicly accessible entrance and shall be on the façade. On converted residential buildings, signs generally should be attached to the first floor, suspended from a porch cornice, or centered between porch columns.

Item 1 Staff Comment:

This request is for the placement of a wall mounted sign consisting of (39.5 SF) 16.5” stud mounted letters on the front façade of the recently re-built King’s Daughters School entrance on West 9th Street. As in institutional use in an R-6 Zoning district, the building would be considered non-conforming to the underlying zoning district and non-contributing to the historic district. The proposed placement of the sign would align with the guidelines as described above as it would be mounted in the appropriate location nearest to the entrance and uses a color that

is complimentary to the eifs façade. The proposed sign would replace the dedicated signage area that was formerly placed on the building before the new entrance was added with wall mounted signage that exceeded 40 SF.

Alternative Motions:

Alternative Motion [Approve]:

Move to find that the proposed signage conforms to the Historic District Design Guidelines and approve issuance of a Certificate of Appropriateness.

Alternative Motion [Approve Subject to Conditions]:

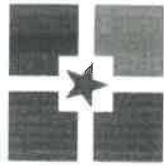
Move to approve issuance of a Certificate of Appropriateness and find that the proposed signage conforms to the Historic District Design Guidelines subject to the following conditions: [list conditions of approval].

Alternative Motion [Table for Future Consideration]:

Move to find that there is insufficient information to make a decision, table the application, and request that the applicant provide: [list additional information] for review at a future meeting.

Alternative Motion [Deny]:

Move to find that the project is not compatible with the Historic District Design Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].



HISTORIC ZONING COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST
DEADLINE: 3RD MONDAY OF THE MONTH AT 4:00 PM

APPLICATION REVIEW GUIDELINES (PRE-APPLICATION MEETING REQUIRED PRIOR TO SUBMITTAL)

Application Requirements: All applications must be complete and include the required supporting materials listed on this form. Ten (10) copies of the request must be submitted to the Development Services Department for review by the published deadline. Incomplete applications will not be forwarded to the HZC for consideration.

Application Deadlines: Applications and support materials must be submitted according to the published Deadline Schedule. Application deadlines are the 3rd Monday of each month at 4PM. Regular HZC meetings typically take place on the second Thursday of each month at 4:00 PM in Columbia City Hall.

Application Representation: The applicant or an authorized representative of the applicant must attend the HZC meeting to support the application. At the meeting, staff will present a recommendation for the item, and then the applicant will be provided an opportunity to discuss the proposed scope of work and answer any commission questions.

Building Permit Requirements: In addition to an application, most proposals will require additional permitting from the City. Building or demolitions permits cannot not be issued without an approved COA for structures within a Historic District.

All work specifications must be completed as presented and approved: The HZC must review and approve any modifications or amendments to approved plans prior to any work taking place.

*Please contact City Staff with any questions or to discuss any concerns during the HZC review & submittal process:
Columbia Development Services Department (931) 560-1560.*

HISTORIC DISTRICT DESIGN GUIDELINES

The individual *Historic District Design Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for Certificates of Appropriateness. Please refer to the guidelines prior to submitting an application. The guidelines, along with other useful links, are available on the City website at www.columbiatn.com

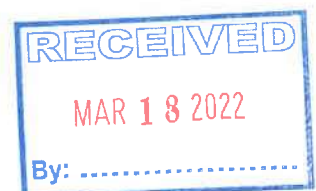
REQUIRED APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within application packets. Ten (10) copies of the request are required for HZC review:

NEW CONSTRUCTION, NEW ADDITIONS	EXTERIOR ALTERATIONS	DEMOLITION, RELOCATION
<ul style="list-style-type: none"> ○ Description of project and proposed materials ○ Site plan ○ Lot survey ○ Architectural elevations or drawings ○ Photographs of project site location ○ Photographs of existing building. 	<ul style="list-style-type: none"> ○ Description of project and proposed materials ○ Photographs of project site location ○ Architectural elevations or drawings ○ Specification information for any proposed materials/architectural features ○ Documentation of earlier historic appearance (restoration only) ○ Photographs of existing building. 	<ul style="list-style-type: none"> ○ Please consult the <i>Historic District Design Guidelines</i>. Pre-application meeting with the City Staff is required for proposed principal structure demolitions and relocations.

Note: The applicant shall provide any additional information as determined by the Development Services Department that will be necessary to obtain a full and complete review of the request by City Staff and/or by the Historic Zoning Commission.

The Columbia Historic Zoning Commission follows the *Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Further guidance may be found online: <http://www.nps.gov/tps/standards/rehabilitation.htm>



CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC ZONING COMMISSION

APPLICANT

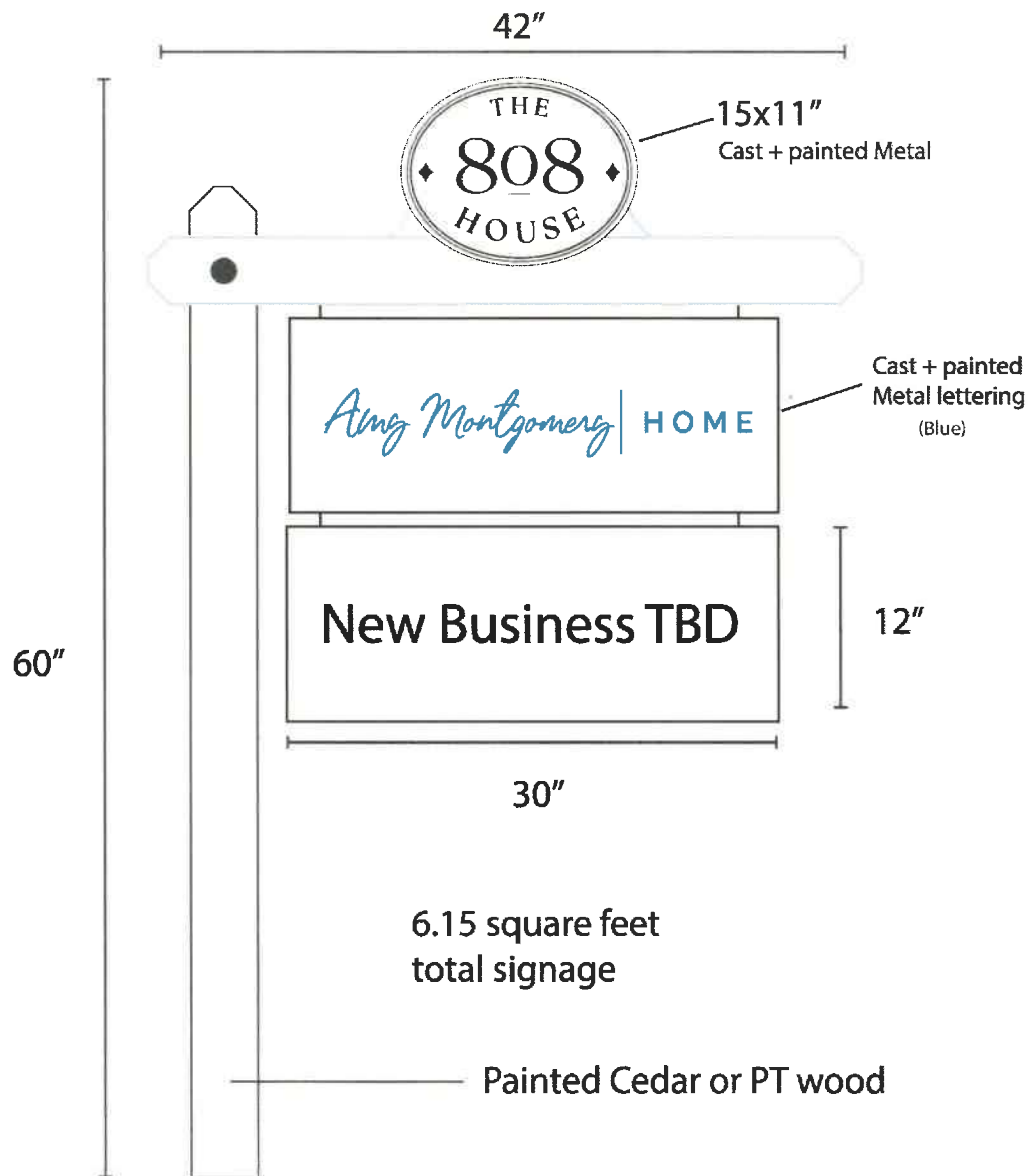
NAME	Bryson Leach	PHONE	931-797-4348
ADDRESS	1001 Hillcrest Ave Columbia, TN	EMAIL	brysonleach@gmail.com

PROPERTY OWNER

NAME	Amy M Gibbons	PHONE	615-300-0864
ADDRESS	811 School Street	EMAIL	amymontgomerygibbons@icloud.com

PROJECT INFORMATION: WORK SPECIFIC

<input type="checkbox"/> NEW CONSTRUCTION <i>(select type)</i> <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure	<input type="checkbox"/> NEW ADDITION <i>(select type)</i> <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure
<input type="checkbox"/> DEMOLITION <i>(select type)</i> <input type="checkbox"/> Principle Structure <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Site Features <input type="checkbox"/> <i>Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character</i> <input type="checkbox"/> <i>Denial of demolition will result in unreasonable economic hardship of the applicant</i> <input type="checkbox"/> <i>Public safety and welfare requires the removal of the structure(s)</i> <input type="checkbox"/> <i>Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.</i>	<input type="checkbox"/> SIGNAGE <i>(select type)</i> <input type="checkbox"/> Wall <input checked="" type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Temporary <input type="checkbox"/> Other <input type="checkbox"/> EXTERIOR ALTERATIONS <i>(select type)</i> <input type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys) <input type="checkbox"/> Exterior Door Replacement/Alterations <input type="checkbox"/> Exterior Window Replacement/Alterations <input type="checkbox"/> Foundation Alterations <input type="checkbox"/> Exterior Siding/Finishes/Masonry <input type="checkbox"/> Porch/Deck Alterations <input type="checkbox"/> Other (explain):



Good Sign Design Co
802 S Main St
Columbia, TN

931.797.4348

bryson@thatsagoodsign.co

Project Notes

Sign is located in the HZC and cannot be larger than 20 square feet and 8 feet in height. No plastic may be used.

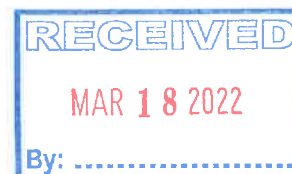
Cast metal will be used for all designed materials.

Sign panels will be made from 1" thick painted substrate.

Top logo will be cast and painted aluminum and mounted to top post.

Must file design for Commission by 3/21/22 at 4pm

requires property owner signature.





RECEIVED
MAR 18 2022
By:



CITY OF COLUMBIA TENNESSEE
 HISTORIC ZONING COMMISSION
 STAFF REPORT

CONTACT INFORMATION

Kevin C. McCarthy, Planning Associate II, kmccarthy@columbiatn.com, 931-560-1531

DOCKET/CASE/APPLICATION
 NUMBER

CA 22-0082

HEARING DATE

N/A

APPLICANT/PROPERTY OWNER

Bryson Leach/Amy Gibbons

PROPERTY ADDRESS/LOCATION

808 Walker Street

PROJECT DESCRIPTION: Revision to Certificate of Appropriateness

The applicant requests approval of a ground mounted sign in the Athenaeum Historic District. The sign consists of two sign panels, one for each commercial tenant, and a logo with the name of the building mounted on top. The post will be painted wood. The logo will be painted aluminum.

One of the sign faces features blue writing in two fonts on a white background. The second sign panel is for a to-be-named business. The second sign panel will require an additional Certificate of Appropriateness.

The subject property was built in 1900. It was originally a residence but has been converted to a multi-tenant commercial space with office and retail uses. It is unclear when the property was converted to commercial use. In 2019 the Historic Zoning Commission approved a Certificate of Appropriateness for replacement of windows and doors. Previous owners and tenants of the property have requested CoAs for signage, fencing, alteration of an accessory structure, and minor exterior changes.



EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	Historic District
CBD (Central Business District)	Office/Retail	CBD (Central Business District)	Freestanding Signage	Athenaeum

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

DEFER

Review Status and History:

Submission Status: First request related to this signage. Fourth request for a CoA associated with this property.



Previous Approvals: CoA #19-0035 – Request from property owner for CoA to replace windows and doors.

HZC 2019-06 – Request from Kristin Sweeting for a CoA to modify an accessory structure in order to accommodate a photography studio.

HZC 2017-41 – Request from Kristin Sweeting for a CoA to construct a fence around the property

HZC 2016-14 – Request from Laura Nutt with Book Nook Café for CoA to construct a non-illuminated freestanding sign.¹

1984 Historic Inventory: N/A.

Proposed Alterations

The applicant proposes to install a ground mounted sign.

- The sign consists of two sign panels hung from a painted wood arm and post.
- The sign will be topped with a painted aluminum logo.
- One of the sign faces features the name of the existing tenant in blue writing on a white background.
- The text consists of two fonts on a white background.
- The design of the second sign panel is not known at this time. The submitted rendering contains the note “New Business TBD.”

Historic District Design Guidelines Referenced:

Staff reviewed the requested alterations for consistency with the *City of Columbia Historic Design Guidelines* for new signage. The relevant sections of the Guidelines are listed below; the most applicable standards are **bolded** and underlined.

8.6 Use Sign Lettering and Colors that Promote Readability

- a. Sign lettering shall not detract from the visual character of the building or district. Lettering should generally be kept simple and the number of words or symbols limited to maintain the sign as easily legible, graphically clear, and free of clutter.

¹ Staff believes that there were subsequent sign face changes which did not receive Historic Zoning Commission approval. The sign is no longer extant.



- b. **Signs shall have visual consistency in fonts and imagery.** Overly complex signs that use more than two or three colors or typefaces are prohibited. Signs with more than three colors are prohibited. In addition to three colors, solid black or white must be used as a signage background.²
- c. The use of symbols, logos, and other graphics are encouraged to reduce the need for excessive text. Such elements also contribute to the unique identity of a business or entity.
- d. Sign lettering shall be legible but not out of scale with the specific sign, building, or district. Lettering should generally not exceed 18 inches in height on any sign unless the characteristics of a building warrant a larger typeface.
- e. Signs shall have sufficient color differentiation and contrast between lettering/symbols and backgrounds to make the content legible.
- f. **Colors that complement a building's façade materials and trim colors are encouraged.**
- g. Mounting brackets shall complement the sign color or be a darker color authentic to the material.

P. 8-16 Guidelines for Specific Signs (Ground-Mounted Signs)

Ground-mounted signs are typically associated with residential buildings converted for commercial purposes or commercial buildings located along automobile-oriented corridors. Such signs are typically located in front of a building at a driveway or parking lot entry. As such signs are oriented to motorists and not pedestrians, ground-mounted signs are **only allowed in arterial areas** and are prohibited along the blocks facing Main Street, Public Square, and 7th Street between Garden Street, and Woodland Street, plus 6th Street, and 8th Street

- Signs shall be limited to **one per location.**
- Signs shall be **placed so that they do not impede traffic or pedestrians.** In general, **all parts of the sign should be setback at least 2 ft. from a property line or sidewalk** whichever is greater.
- Signs shall be scaled to the building, site, and adjacent properties. Signs shall not block lines of sight along a corridor.
- Signs shall be oriented **perpendicular to the sidewalk** so that they are easily viewed by passing pedestrians and motorist. Additional orientations request shall be reviewed on a case-by-case basis.
- **Traditional materials are strongly encouraged.** Painted wood or stone, rock-faced block, brick, are most appropriate for ground-mounted signs. Plastics are prohibited.
- Locating such signs in landscaping to soften their appearance is strongly encouraged.
- Elaborate signs that compete with the surrounding architecture or streetscape shall be prohibited.
- Internally illuminated signs are prohibited.
- Sign dimensions shall be no more than **8'ft in height and 32 square feet in sign face area** for commercial and no more than 5'ft in height and 20 square feet in sign face area for residential.

² The Historic Zoning Commission added this sentence at its February 2022 meeting.



- Buildings along arterial streets oriented in part toward automobile traffic and certain types of facilities (such as theaters, strip centers, and public buildings) may provide an appropriate setting for larger and multiple sign applications per site. Requests will be considered by the HZC and Development Services staff on a case-by-case basis.
- [From graphic note on p. 8-16] Because pole-mounted and ground-mounted signs require vacant lot space and are designed primarily to attract the attention of passing motorists, they are not compatible with property at the core of the commercial district. Such signs should only be considered on **fringe properties along arterial streets** and only if they are designed and located to minimize visual impacts on the³

Zoning Ordinance:

Staff reviewed the requested alterations for conformity with the *City of Columbia Zoning Ordinance* standards relating to review of a Certificate of Appropriateness. The relevant sections of the Guidelines are listed below; the most applicable standards are **bolded** and underlined. Staff comments follow in the next section.

3.12.4 Standards for Review

In considering an application for a building or demolition permit or for a Certificate of Appropriateness, the Historic Zoning Commission shall be guided by the following criteria:

- A. Every reasonable effort shall be made to provide a compatible use for a property that requires a minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- B. 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 feature shall be avoided.
- C. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged.
- D. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- E. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site shall be treated with sensitivity.
- F. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features shall be based on accurate

³ Sentence is incomplete in the Guidelines.



duplication of features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

- G. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- H. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- I. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

3.12.5 Final Action by the Historic Zoning Commission

The Historic Zoning Commission shall either:

- A. Approve the application for certificate of appropriateness; or
- B. Deny the application for certificate of appropriateness.

3.12.6 Denial of a Certificate of Appropriateness

A denial of a Certificate of Appropriateness shall be accompanied by a statement of the reasons for the denial. The Historic Zoning Commission shall **make recommendations to the applicant concerning changes, if any, in the proposed action that would cause the commission to reconsider its denial** and shall confer with the applicant and attempt to resolve as quickly as possible the differences between the owner and the commission. The applicant may resubmit an amended application or reapply for a building or demolition permit that takes into consideration the recommendations of the Historic Zoning Commission.

Staff Comment:

Design Guidelines

- Guideline 8.6 prescribes the use of elegant and visually consistent signage in the historic district. The proposed sign for the existing tenant meets this requirement. It is impossible to determine whether the second sign panel will conform to the Guidelines.
 - Staff recommends deferral of this item to a future agenda to give the applicant an opportunity to submit more detail on the second sign panel.
 - Alternatively, approval can be conditioned on application for a subsequent CoA for the additional sign panel.
- Guideline 8.6.f encourages signage that complements the appearance of the building's façade. The sign serves a building with a façade comprised of white siding with white accents and trim



as well as gray shingle. The proposed signage is generally consistent with the façade. It is impossible to determine whether the second sign panel will conform to the Guidelines.

- The application does not indicate whether the proposed sign will meet the specific standards at P. 8-16 of the Guidelines as they pertain to number, location, and orientation of ground mounted signs.
 - The proposed sign should be located on the property at least two feet from the sidewalk. If the Commission approves the CoA, staff recommends that the Commission make this a condition of approval.
 - The existing sign is perpendicular to the sidewalk. If the applicant prefers a different orientation, the Guidelines authorize the Commission to approve alternative orientations on a case-by-case basis.
- The proposed sign conforms to the dimensional requirements of a ground mounted sign at P. 8-16.
- The note on P. 8.16 of the Design Guidelines limits ground mounted signs within Historic Districts to “fringe properties along arterial streets.”
 - The subject property is located on a street with a functional classification of *minor local*.
 - The Guidelines do not expressly prohibit ground mounted signs on local streets.
 - The Commission has previously approved a ground mounted sign at this location.
 - It is within the discretion of the Commission to determine whether a sign of this type at this location would be consistent with the historic character of the Athenaeum Historic District.

Zoning Ordinance

- The standards for review at 3.12.4 are incorporated into the Design Guidelines.
- In the event that the Commission votes to deny the request for a Certificate of Appropriateness, the motion and subsequent discussion must identify the reasons for denial and recommendations for revising the proposed signage.

Recommendation

Defer decision to obtain additional information.

Recommended Motion:

Move to find that there is insufficient information to make a decision, table the application, and request that the applicant provide a rendering of the second sign panel currently labeled “New Business TBD” for review at a future meeting; and, to direct staff to coordinate with the applicant and schedule the item to appear on the soonest practical agenda.

Alternative Motions:

Alternative Motion [Approve]:



Move to find that the proposed signage conforms to the Historic District Design Guidelines and approve issuance of a Certificate of Appropriateness.

Alternative Motion [Approve Subject to Conditions]:

Move to approve issuance of a Certificate of Appropriateness and find that the proposed signage conforms to the Historic District Design Guidelines subject to the following conditions: [list conditions of approval].

Alternative Motion [Table for Future Consideration]:

Move to find that there is insufficient information to make a decision, table the application, and request that the applicant provide: [list additional information] for review at a future meeting.

Alternative Motion [Deny]:

Move to find that the project is not compatible with the Historic District Design Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].