

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

November 14, 2011

1:30 p.m.

**Members Present**

Jim Henderson, Chairman  
Liza Harmon, Vice-Chairman  
Perry Crocker  
Ted Como  
David Oaks

**Members Absent**

Jim Lewis, Secretary  
Jewell McKinney

**Staff Present**

Jason Meredith, Planner  
Lynn Tully, Planning Director

**Visitors Present**

John Stewart  
Lloyd Williams

Jim Henderson, Chairman of the Historic Zoning Commission (HZC), opened the regular meeting at 1:30 p.m. Chairman Henderson took a moment to honor the passing of Hal Spoden and recognize his many contributions to the City of Kingsport and historic preservation. Chairman Henderson then acknowledged the exemplary job done by John and Beverley Perdue, on their garden located in the Main Street Historic District. Next, the Chairman welcomed visitors and called for the approval of the minutes from the August 8, 2011 regular meeting. On a motion by Commissioner Oaks, seconded by Commissioner Como, the regular meeting minutes were approved unanimously.

Under "New Business," the Commission addressed the request to consider granting a Certificate of Appropriateness for 202 Hammond Avenue, located in the Park Hill Historic District. Property owner, Lloyd Williams, was present and provided further details of his request, indicating he would like to install white, vinyl windows, with grates at the top and bottom. He stated that other homes in Park Hill had similar windows and that he would like to install the same style. Discussion ensued. Upon learning that Mr. Williams would like to eventually remove the porch from his house, Commissioner Henderson encouraged him to return before the Commission once he is ready to do so. The Commission stated that while they preferred the outside of the windows to be brown, they understood this may be cost prohibitive and were willing to allow white windows to be installed. Vice-Chairman Harmon recommended the Commission approve white windows, but with the understanding that Mr. Williams will purchase the brown windows if they are within his budget. Chairman Henderson asked Mr. Williams if he would be willing to paint the outside of the windows brown. Mr. Williams agreed to look into that option. Additionally, Mr. Williams agreed to put muttoms on windows which require them. Further discussion ensued. Mr. Williams stated his belief that the new \$50 COA application fee is excessive. The Commission agreed and expressed that they would like to see this revised. Mrs. Tully asked that this issue be discussed at a later time after additional options or solutions have been evaluated. Chairman Henderson requested a motion on the COA request. Commissioner Como asked that the motion include language stating the new windows duplicate the existing windows in terms of the number of muttoms and lights. Vice-Chairman Harmon requested that a specification sheet be provided prior to final approval being granted. Vice-

Chairman Harmon then moved to approve the request under the condition that the specifications are brought to staff and the specifications meet the guidelines previously discussed. Further, the Commission will approve white windows, should the brown be cost prohibitive to the owner. The motion was seconded by Commissioner Como, and unanimously approved by the Commission.

Next, Vice-Chairman Harmon presented a real estate flyer from a historic neighborhood in Raleigh, NC to the Commission as a positive example of how to inform prospective buyers that a property is in a historic district. Discussion ensued regarding the obligation of a realtor to disclose that a property is in a historic district.

Under "Other Business," the Commission received the active project spreadsheet.

Next, the Commission received the updated HZC complaint flow chart, which lays out the proper channels for responding to and enforcing citizen complaints regarding historic matters. Commissioner Como requested that the Commission be informed of complaints received by the Building Official and actions taken, as a courtesy. Staff agreed to notify the Commission as a courtesy. Vice-Chairman Harmon requested a report from the Building Official be included on the agenda any month that a complaint is lodged against a property in a historic district. Staff directed the Commission's attention to a spreadsheet with a list of HZC complaints lodged this year.

Next, the Commission received the Demolition by Neglect flowchart. Vice-Chairman Harmon described the Demolition by Neglect Committee's investigation into the previous complaints, 434 and 438 W. Sullivan Street. The properties both had maintenance issues which needed to be addressed, but both were deemed structurally sound and did not qualify for Demolition by Neglect. Staff noted that letters were sent to the petitioners to let them know of the findings. Additionally, letters were also sent to the property owners to inform them of the complaints and although their property does not fall into this category, ask them to be mindful of this in the future. Next, staff presented a list of all properties designated as historic landmarks.

Next, Chairman Henderson addressed the format for "Public Comment" at meetings. Vice-Chairman Harmon stated that she prefers a more formal approach, as it cuts down on unsolicited commentary throughout the course of the meeting. She further stated that she values the public's contributions, but feels it should be presented at the end of the meeting in a more structured, concise manner. Following such a format would help meetings run more smoothly, limit interruptions, and make the public discourse less acrimonious. The Commission concurred and Chairman Henderson will make a statement at the beginning of meetings, informing the public of the procedure.

Next, the Commission revisited the \$50 COA application fee. Mrs. Tully discussed the fee schedule established by the Board of Mayor and Aldermen and the rationale behind it. In order for changes to be made, the Commission would need to make a recommendation to the BMA. Discussion ensued. The Commission stated that they would like the fee to be eliminated. If the fee cannot be eliminated, the Commission would like to reimburse those property owners who complete projects to the letter of the COA. Mrs. Tully asked that someone on the Commission

write a letter to the BMA and staff will carry it through. Chairman Henderson volunteered to work with staff on writing the letter.

Under "Public Comment," John Stewart asked how to access the HZC Complaint and Demolition by Neglect flowcharts. Additionally, he stated that he is supportive of reimbursing the \$50 fee to the property owners.

There being no further business, the meeting adjourned at 3:05 p.m.

Respectfully Submitted,



Jason Meredith, Planner