

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

August 8, 2011

1:30 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 minutes for the regular meeting held July 11, 2011

III. New Business:

1. Review process of Demolition by Neglect
2. Review changes to the property at 270 Hammond Ave, located in the Park Hill District
3. The Commission will present and vote for a slate of officers (Chairman, Vice-Chairman, Secretary) for 2011-2012.

IV. Other Business:

1. Receive in-house approval letters (none)
2. Receive addresses of properties being considered for Demolition by Neglect (434 W. Sullivan St., Park Hill District, 438 W. Sullivan St., Park Hill District)
3. Receive HZC project spreadsheet
4. Public Comment

V. Adjournment

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

July 11, 2011

1:30 p.m.

Members Present

David Oaks, Vice-Chairman
Liza Harmon, Secretary
Ted Como
Jewell McKinney

Members Absent

Jim Henderson, Chairman
Perry Crocker
Jim Lewis

Staff Present

Jason Meredith, Planner
D. Michael Freeman, Building Official
Dennis Phillips, Mayor
Jantry Shupe, Alderman

Visitors Present

Melanie Hutchins
Skip Norrell
Rosalyn Fletcher
Daniel Robinette
Zac Thomas
Marlies Schmidt

David Oaks, Vice-Chairman of the Historic Zoning Commission (HZC), opened the regular meeting at 1:30 p.m. Vice-Chairman Oaks welcomed visitors and called for the approval of the minutes from the June 13, 2011 regular meeting. On a motion by Commissioner McKinney, seconded by Secretary Harmon, the regular meeting minutes were approved unanimously.

Addressing "Old Business," the Commission discussed COAs that were previously granted to 222 W. Wanola Avenue. Daniel Robinette, the property owner, was present at the meeting to answer questions from the Commission. Secretary Harmon inquired about changes Mr. Robinette made to his property that deviated from the COAs that were granted. She inquired why he did not remove the awnings and he stated that he thought he was given the option of removing or painting the awnings and he chose to paint them. Next, Secretary Harmon inquired about the front door and Mr. Robinette stated that he was not specifically required to use a particular door so he proceeded. He then asked the Commission why these issues were being brought up over six months to one year after they were completed. The Commission reviewed the COAs for clarification. Discussion ensued. Commissioner Como stated that although specific types of doors were discussed with Mr. Robinette, the COA does not indicate a specific type of door. He acknowledged that this was a failing of the Commission and that he believes Mr. Robinette was at liberty to select another style of door as a result. He expressed that he would be reluctant to ask Mr. Robinette to remove his door. Commissioner McKinney asked if Mr. Robinette has completed all the items on his COA. Further discussion ensued. Vice-Chairman Oaks stated that the Commission needs to decide if the current door should remain or be replaced. Commissioner Como stated that while specific directives were discussed with Mr. Robinette at previous meetings, the specifics were not expressly written in the COAs. Also considering that more than a year has passed since the door was installed, Commissioner Como moved that the Commission take no action with regard to the door. Commissioner McKinney seconded the motion, which was then unanimously approved by the Commission.

Secretary Harmon requested that the Commission take a minute to review the process for notifying homeowners of approval. Staff suggested that a copy of every COA be sent via e-mail to the Commission for review prior to sending the official letter to the homeowner. Discussion ensued. Mayor Phillips stated that a \$50 fine for deviations to a COA is ineffective and that the Commission needs to require that homeowners provide specific details about the improvements they would like to make. He emphasized the importance of being consistent. He suggested that we look into placing a “sunset date” on a COA. Staff will seek advice from the city attorney. Commissioner Como stated that moving forward, the Commission should only entertain detailed applications. Mayor Phillips also requested that the Commission discuss with the city attorney the ability to fine a property owner \$50. Skip Norrell interjected that he believed the city ordinance calls for a fine of \$50 per day. Mayor Phillips asked the Commission to seek clarification from the city attorney.

Under “New Business,” the Commission addressed electing a slate of officers for 2011-2012. Discussion ensued. Vice-Chairman Oaks agreed to come up with a slate of officers to be presented and voted on at the next meeting.

Under “Other Business,” the Commission received an in-house approval letter for 277 Hammond Avenue, in the Park Hill District.

Next, the Commission received addresses for properties being considered for Demolition by Neglect. Those properties are 434 W. Sullivan Street and 438 W. Sullivan Street, both of which are located in the Park Hill District. Michael Freeman, Building Official provided updates on the two properties. The Building Department has spoken with tenants but has had difficulty in contacting some of the property owners. Discussion regarding the investigation and hearing processes ensued. Commissioner McKinney requested staff arrange a meeting between the Demolition by Neglect Committee and the city attorney.

Next, the Commission received an updated copy of the HZC project spreadsheet. Secretary Harmon requested that projects be removed from the spreadsheet once completed. Each commissioner will be responsible for monitoring his or her assigned district and indicating which projects are complete and ready to be removed from the list.

Next under public comment, Skip Norrell suggested that deviations from COAs be documented in the minutes and cross-referenced. Mr. Norrell then suggested that there are problems with the flowchart presented at the June regular meeting. Zac Thomas stated that the paint colors at 222 W. Wanola are incorrect. Discussion ensued. Rosalyn Fletcher stated her belief that there are more important things to be discussed, such as the homes on W. Sullivan St. that are being considered for Demolition by Neglect. Discussion ensued regarding Demolition by Neglect.

There being no further business, the meeting adjourned at 2:55 p.m.

Respectfully Submitted

Liza Harmon, Secretary



CITY OF KINGSPORT, TENNESSEE

July 28, 2011

Ms. Christiane Fowlkes
270 Hammond Avenue
Kingsport, TN 37660

Dear Ms. Fowlkes:

It was recently brought to the attention of the Historic Zoning Commission that a roof was installed on your home, located at 270 Hammond Avenue, without prior approval.

As a result, the Commission requests your attendance at the August Regular Meeting to discuss these changes. The meeting is scheduled for August 8, 2011 at 1:30 p.m. in the Development Services Building. Please feel free to contact me at 423.224.2877 should you have any questions.

Sincerely,

Jason Meredith
Planner

Cc: Building Department
Randy Blackwell, Lowe's





Historic Zoning Commission- Active Project List

<u>Project</u>	<u>Applicant</u>	<u>District</u>	<u>Commissioner</u>	<u>COA Date</u>	<u>COA Expires</u>	<u>Est. Start Date</u>	<u>Est. Completion Time</u>
200 W. Church St (Landscaping)	FBC Kingsport	CC	Como	4/11/2011	10/12/2011	8/1/2011	n/a
1342 Watauga St (Construct garage)	McCroskey, Steve	WS	McKinney	5/26/2011	11/26/2011	n/a	n/a
126 W. Main St (Landscaping)	Perdue, Beverly	MS	Harmon	6/13/2011	12/13/2011	6/20/2011	2 weeks
277 Hammond Ave (Paint door)	Pope, John	PH	Lewis	6/15/2011	12/15/2011	n/a	n/a