

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

June 11, 2012

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 April 9, 2012

III. New Business:

1. The Commission is asked to consider granting a Certificate of Appropriateness for 100 & 200 East Church Circle, located in the Church Circle Historic District. The request is submitted by First Broad Street United Methodist Church.

IV. Other Business:

1. Receive in-house approval letters (1926 Netherland Inn, 225 Compton Terrace)
2. Receive HZC active project spreadsheet
3. Public Comment

V. Adjournment

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

April 9, 2012

1:30 p.m.

**Members Present**

Jim Henderson, Chairman  
Liza Harmon, Vice-Chairman  
Jim Lewis, Secretary  
Perry Crocker  
Ted Como  
Jewell McKinney

**Members Absent**

David Oaks

**Staff Present**

Jason Meredith, Planner

**Visitors Present**

Hoyt Denton  
Jim Austin

Jim Henderson, Chairman of the Historic Zoning Commission (HZC), opened the regular meeting at 1:30 p.m. Chairman Henderson welcomed visitors and called for the approval of the minutes from the November 14, 2011 regular meeting. Prior to approval of the minutes, the Chairman requested that a letter be sent to the Board of Mayor and Aldermen regarding the required HZC application fee. On a motion by Commissioner Como, seconded by Secretary Lewis, the regular meeting minutes were approved unanimously.

Under "New Business," the Commission addressed the request to consider granting a Certificate of Appropriateness for 151 East Main Street, located in the Main Street Historic District. Discussion ensued. Vice-Chairman Harmon mentioned that while visiting the site to review the request, she noticed a new sign on the barbecue restaurant, located in the former Bonefire Smokehouse location. She stated that the sign looked appropriate, but requested a letter be sent notifying the property owners that any exterior changes must be approved by the Commission. Chairman Henderson requested that the Commission send a letter to John and Beverly Perdue to recognize the excellence of their recent garden project. On a motion by Vice-Chairman Harmon, seconded by Commissioner McKinney, the COA for 151 East Main Street was unanimously approved.

Next, the Commission addressed the request to consider granting a Certificate of Appropriateness for 2253 Netherland Terrace, located in the Boatyard Historic District. Mr. Hoyt Denton, the property owner, described the requested projects. Discussion ensued. Vice-Chairman Harmon inquired about the size and style of the front door. Discussion about metal roofs ensued. On a motion by Commissioner McKinney, seconded by Commissioner Como, the COA for 2253 Netherland Terrace was unanimously approved.

Under "Other Business," the Commission received in-house approval letters for 1236 Watauga Street, 1118 Watauga Street, 430 W. Sullivan Street, 434 W. Sullivan Street, and 121 Shirley Street. the active project spreadsheet. Vice-Chairman Harmon inquired about the progress of the roof repairs for the properties on Sullivan Street. The Commission also received an updated

spreadsheet of the active HZC projects. Additionally, as an informational item at the request of Lewis Bausell, staff distributed literature regarding best practices and proper procedures for tree topping and pruning. Discussion about trees in historic districts ensued.

There being no further business, the meeting adjourned at 2:05 p.m.

Respectfully Submitted,

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Jim Lewis, Secretary

## MEMORANDUM

TO: Kingsport Historic Zoning Commission  
FROM: Jason Meredith, Planner  
DATE: May 29, 2012  
PROJECT: 12-104-00003  
SUBJECT: Certificate of Appropriateness for 100 & 200 East Church Circle

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### INTRODUCTION:

The Commission is asked to consider granting a Certificate of Appropriateness for 100 & 200 East Church Circle, located in the Church Circle Historic District. The request is submitted by First Broad Street United Methodist Church.

### PRESENTATION:

The request is to receive a Certificate of Appropriateness to add signage to the properties located at 100 & 200 East Church Circle. The proposed signage will consist of individual, black letters and will be placed on white, wood trim and brick. The proposed designs and specifications are attached, along with photos of the buildings. These improvements are in keeping with adjacent improvements in the Church Circle Historic District.

### OPTIONS:

The Commission's Options are as follows:

1. Grant a Certificate of Appropriateness as requested
2. Grant a Certificate of Appropriateness based on modifications
3. Deny Granting a Certificate of Appropriateness and state the reasons for denial in writing
4. Postpone action pending receipt of additional information

### RECOMMENDATION:

The staff recommends option number 1. It is staff's opinion that the proposed changes do not pose a detriment to the historical integrity of the Church Circle Historic District, while updating for 21<sup>st</sup> century amenities.

# APPLICATION

Historic Commission



## APPLICANT INFORMATION:

Last Name First Broad Street Umc First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_  
Street Address 100 Church Circle Apartment/Unit # \_\_\_\_\_  
City Kingsport State TN ZIP 37660  
Phone 423-224-1501 E-mail Address staff@fbsumc.org

## PROPERTY INFORMATION:

Tax Map Information Tax map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_  
Street Address 100 East Church Circle Apartment/Unit # \_\_\_\_\_  
Name of Historic Zone Church Circle  
Current Use Church

## REPRESENTATIVE INFORMATION:

Last Name Cathy Harvey First \_\_\_\_\_ M.I. \_\_\_\_\_ Date 5-29-2012  
Street Address 2200 Beechnut Drive Apartment/Unit # \_\_\_\_\_  
City Kingsport State TN ZIP 37660  
Phone 423-967-8626 E-mail Address caharvey@charter.net

## REQUESTED ACTION:

Signage on exterior of two buildings and at rear entrance (alley)

## DISCLAIMER AND SIGNATURE

By signing below I state that I have read and understand the conditions of this application and have been notified as to the location, date and time of the meeting in which my application will be reviewed by the Commission. I further state that I am/we are the sole and legal owner(s) of the property described herein and that I am/we are appealing to the Historic Commission.

Signature: Cathy Harvey

Date: 5-29-2012

Signed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

a notary public for the State of \_\_\_\_\_

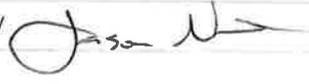
County of \_\_\_\_\_

Notary \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**CITY PLANNING OFFICE**

Received Date 5/29/2012

Received By 

Application Fee Paid

Previous requests or file numbers

Historic Commission meeting date 6/11/2012

Section of applicable code

Building/Zoning Administrator Signature

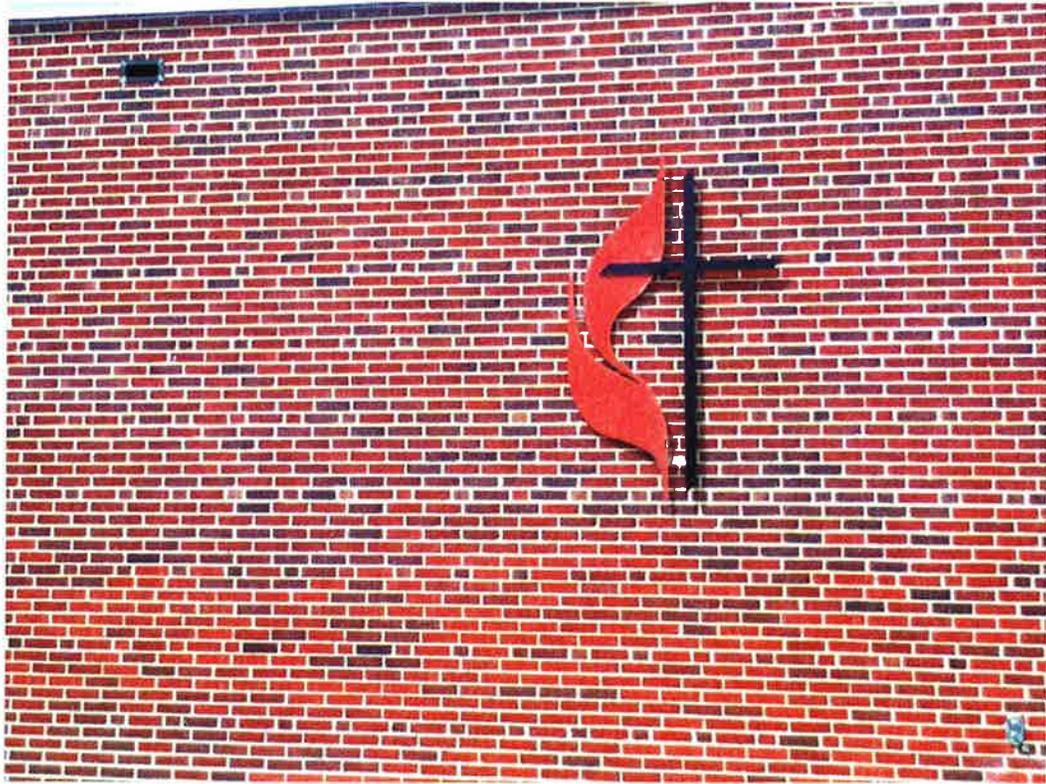
Date

Completed Site Plans Received

Signature of City Planner 

Date 5/29/2012







12.59 in

# WESLEY WING

123.48 in



8 in

# WOODYARD CENTER

117.92 in

# Design Proof



~~26 in  
BALCONY  
ENTRANCE  
10.97 in~~



~~17.5 in  
46.5 in~~



97.37 in

12.59 in  
**ENTRANCE**

185.55 in

12.59 in  
**WOODYARD CENTER**

~~24 in  
NEED  
INFO  
36 in~~

123.48 in

12.59 in  
**WESLEY WING**

~~6.29 in  
84.94 in  
WELCOME CENTER~~



~~5.29 in  
53.92 in  
SANCTUARY~~



~~23.11 in  
OFFICE  
RESTROOMS  
BALCONY~~



54.78 in

~~21.93 in  
BALCONY  
BALCONY~~

53.11 in



\*Please review artwork thoroughly to ensure it is error-free and has met requirements for production. Express Signs cannot be held liable for any errors found once artwork has been approved and production begins.



Order Number:  
**26555**

First Broad St UMC #26555

Cathy Harvey

**For Customer Approval**

This design is the exclusive property of Express Signs and is not to be used in whole or in part without the expressed written consent of Express Signs.

Customer Approved Layout:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Customer agrees to pay all expenses incurred in collection of amount due.



## CITY OF KINGSPORT, TENNESSEE

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April 27, 2012

RE: In-house Approval

Ms. Doris Bush  
1926 Netherland Inn Road  
Kingsport, TN 37660

Dear Ms. Bush:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof on the property located at 1926 Netherland Inn Road, in the Boatyard Historic District. Further, it is understood that the existing gray roof will be replaced with gray, architectural shingles.

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

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official





## CITY OF KINGSPORT, TENNESSEE

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May 16, 2012

RE: In-house Approval

Ms. Pam Evans  
225 Compton Terrace  
Kingsport, TN 37660

Dear Ms. Evans:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the addition of a sunroom/screened porch to the rear of your home, located at 225 Compton Terrace, in the Park Hill Historic District. It is understood that the addition is situated at the rear of the home in such a way that it will not disturb the façade and shall be compatible with the existing architectural style of the home.

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

Sincerely,

Jason Meredith  
Historic Planner

cc: File  
Building Official



**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>
1342 Watauga St (Construct garage)	McCroskey, Steve	WS	McKinney	5/26/2011	11/26/2011	n/a	n/a
277 Hammond Ave (Paint door)	Pope, John	PH	Lewis	6/15/2011	12/15/2011	n/a	n/a
209 Hammond Ave 213 Hammond Ave (Paint)	Hutchins, Melanie	PH	Lewis	9/20/2011	3/20/2012	n/a	n/a
202 Hammond Ave (replace windows)	Williams, Lloyd	PH	Lewis	11/14/2011	5/14/2012	n/a	2 months
1236 Watauga St (replace roof)	Valk, Henri	WS	McKinney	12/15/2011	6/15/2012	n/a	n/a
1118 Watauga St (rear addition)	Maness, Ken	WS	McKinney	2/22/2012	8/22/2012	n/a	n/a
430 W. Sullivan St (replace roof)	Dingus, Rhonda	PH	Lewis	2/29/2012	8/29/2012	n/a	n/a
434 W. Sullivan St (replace roof)	Silver, Jan	PH	Lewis	2/29/2012	8/29/2012	n/a	n/a
121 Shirley St (flagpole)	Hammond House	BY	Oaks	4/4/2012	10/4/2012	n/a	n/a
151 E. Main St (replace sign)	Bowen, Chris	MS	Harmon	4/9/2012	10/9/2012	n/a	n/a
2253 Netherland Terr (doors, windows, roof, balcony)	Denton, Hoyt	BY	Oaks	4/9/2012	10/9/2012	n/a	n/a
1926 Netherland Inn	Bush, Doris	BY	Oaks	4/27/2012	10/27/2012	n/a	n/a

(replace roof)							
225 Compton Terr (sunroom behind house)	Evans, Pam	PH	Lewis	5/16/2012	11/16/2012	n/a	n/a