

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

October 8, 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 June 11, 2012

III. New Business:

1. The Commission is asked to consider granting a Certificate of Appropriateness for 1334 Watauga Street, located in the Watauga Street Historic District. The request is submitted by Mr. Ryan Wagner.

IV. Other Business:

1. Receive in-house approval letters (266, 270 Hammond Ave., 422, 426, 430 Shelby St.)
2. Receive HZC active project spreadsheet
3. Public Comment

V. Adjournment

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

June 11, 2012

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

**Visitors Present**

Glenn Berry

Jim Henderson, Chairman of the Historic Zoning Commission (HZC), opened the regular meeting at 1:35 p.m. Chairman Henderson welcomed visitor Glenn Berry of First Broad Street United Methodist Church and called for approval of the minutes from the April 9, 2012 regular meeting. On a motion by Commissioner Crocker, seconded by Commissioner Oaks, the regular meeting minutes were unanimously approved.

Under "New Business," the Commission addressed the request to consider granting a Certificate of Appropriateness for 100 & 200 East Church Circle, located in the Church Circle Historic District. The request is 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. Chairman Henderson inquired about the material of the letters. Mr. Berry indicated he believed they were aluminum and would be installed by Express Signs. Chairman Henderson stated that the size of letters for Woodward Center fit well for that location; however, the proposed letters for the Wesley Wing were larger than the surface. He recommended that the letter size be reduced to 8", similar to the Woodward Center. Discussion ensued. Chairman Henderson requested that letters for all requested signs be reduced to 8" for consistency. Mr. Berry agreed to this recommendation. Vice-Chairman Harmon noted that the length of the sign would be in proportion to the letters. Commissioner Como made a motion to approve the request, based on the condition that all letters are 8" in height. The motion was seconded by Vice-Chairman Harmon and approved unanimously.

Under "Other Business," staff noted that a formal application will be required with all in-house approvals. Then, the Commission received in-house approval letters for 1926 Netherland Inn Road and 225 Compton Terrace. Staff indicated that these approvals are now listed on the HZC Active Project Spreadsheet and asked if the commissioners if there were any updates to projects in their assigned district. Discussion ensued. Vice-Chairman Harmon inquired about the thank you letter to the Purdue family. The letter has not yet been sent. Staff presented the letter they requested be sent to Firewood Smokehouse for their review and comments. Vice-Chairman Harmon requested that the letter be worded more directly and asked if the property owner should be required complete an application and have the item be approved retroactively. Commissioner Como asked if there is a method by which to fine property owners in such instances. Staff indicated that enforcement is carried out through the Building Department. Discussion ensued. Commissioner Como inquired about signage for historic districts. Chairman Henderson returned

discussion to the Firewood Smokehouse letter and the Commission offered suggestions for how they would like the letter to be worded. Commissioner Crocker inquired about the process for fining property owners for zoning violations. Staff will revise the letter and indicate that the current sign is acceptable, but any future changes will require approval from the HZC.

Commissioner Crocker noted that two properties in the Park Hill Historic District were recently purchased by owners who currently live in the district. He believes this will be a positive thing for the neighborhood.

Commissioner Oaks mentioned that Burger King will be locating on Clinchfield Street, across from the Farmer's Market. Vice-Chairman Harmon asked if there were building restrictions that would require the design of a new development to fit with surrounding architecture. Commissioner Oaks would like Kingsport to use Biltmore Village in Asheville as a model for development. Staff noted that consideration was given to the design when reviewing plans for Burger King. Vice-Chairman Harmon asked if it would be possible to send a letter to Burger King and request that it take on the look of the surrounding architectural design. Commissioner Como stated that any future downtown development should conform to a standard of architectural design. Staff stated that the Burger King project is well under way and a letter would not have an effect at this point.

Commissioner Crocker inquired about the improvements to Sullivan Street. He asked that the city take the Park Hill architecture into consideration for any future developments along Sullivan Street.

There being no further business, the meeting adjourned at 3:23 p.m.

Respectfully Submitted,

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Jason Meredith, Planner

**APPLICATION**  
Historic Commission



**APPLICANT INFORMATION:**

Last Name Wagner First Ryan M.I. M Date 9-24-12  
Street Address 1334 Watauga Street Apartment/Unit #  
City Kingsport State Tn. ZIP 37660  
Phone 423-384-0985 E-mail Address rwagner@kiak.com

**PROPERTY INFORMATION:**

Tax Map Information Tax map 046N Group: F Parcel: 019.00 Lot: 2  
Street Address 1334 Watauga Street Apartment/Unit #  
Name of Historic Zone Watauga Street Historic District  
Current Use Residence

**REPRESENTATIVE INFORMATION:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date \_\_\_\_\_  
Street Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**REQUESTED ACTION:** *In keeping with the original building materials used on twentieth century homes we are requesting approval for the following repairs. Replace existing damaged roof with a 24 gauge Standing Seam Black Metal Roof. Replace the mismatched, broken, vinyl, shutters with custom black wooden shutters. All shutters will be made to the proper height and width so they appear to fill the entire window casing if closed.*

**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: Ryan Wagner

Date: 9/26/12

Signed before me on this 26th day of September, 2012  
a notary public for the State of Tennessee  
County of Sullivan

Notary Jeanne Clements  
My Commission Expires 8-18-15



## MEMORANDUM

TO: Kingsport Historic Zoning Commission  
FROM: Jason Meredith, Planner  
DATE: September 24, 2012  
PROJECT: 12-104-00009  
SUBJECT: Certificate of Appropriateness for 1334 Watauga Street

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### INTRODUCTION:

The Commission is asked to consider granting a Certificate of Appropriateness for 1334 Watauga Street, located in the Watauga Street Historic District. The request is submitted by Mr. Ryan Wagner.

### PRESENTATION:

The request is to receive a Certificate of Appropriateness to replace the roof and shutters at the property located at 1334 Watauga Street. The property owner proposes to replace the existing, damaged roof with a 24-gauge, standing seam, black metal roof and replace the mismatched, broken vinyl shutters with custom black, wooden shutters. All shutters will be made to the proper height and width so they appear to full the entire window casing if closed.

### 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









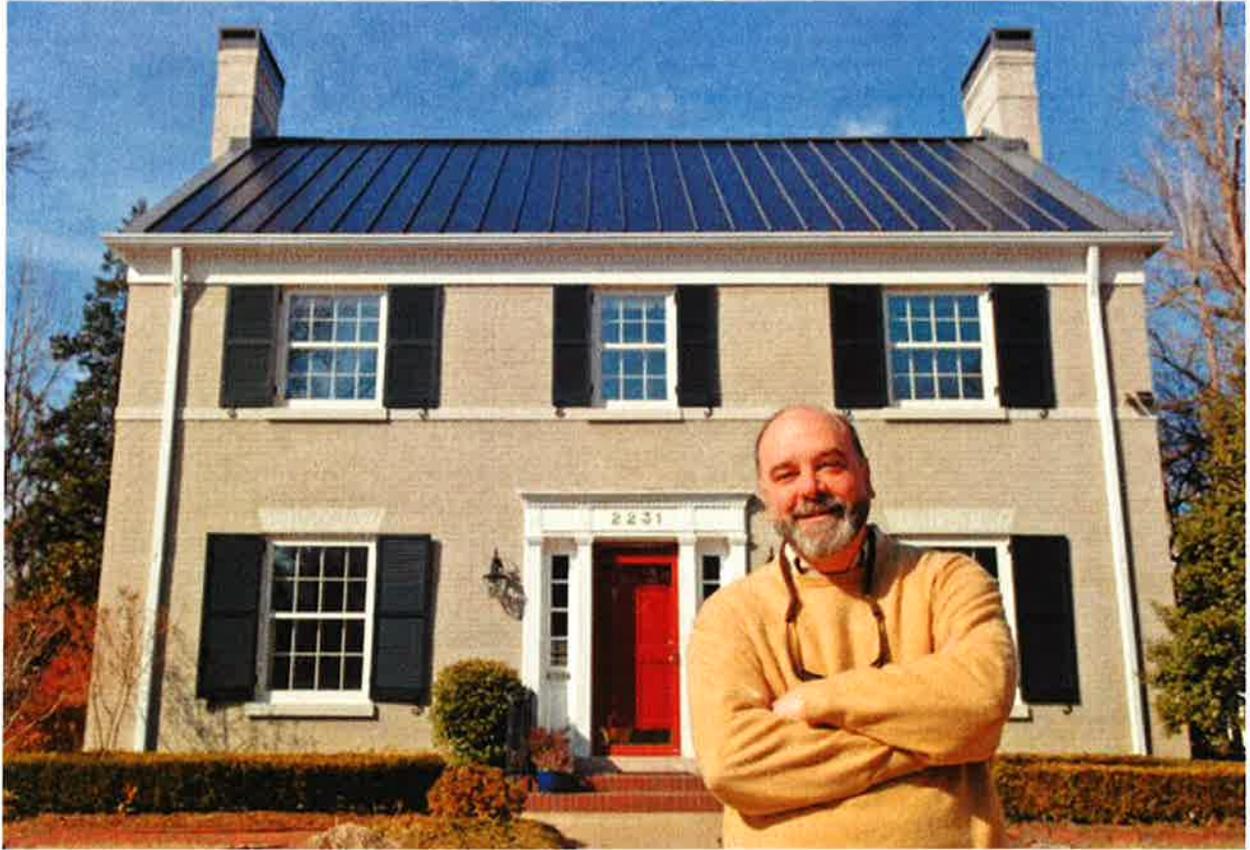
Examples



Ford's Landing, Old Town Alexandria, VA









## CITY OF KINGSPORT, TENNESSEE

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July 23, 2012

RE: In-House Approval

Ms. Christiane Fowlkes  
270 Hammond Avenue  
Kingsport, TN 37660

Dear Ms. Fowlkes:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for painting and the replacement of the existing windows on your property at 266 and 270 Hammond Avenue, in the Park Hill Historic District. This approval is good only for the actions listed above.

Further, it is understood that the house will be painted with the pre-approved colors, Glidden Stewart House Brown and Desert Floor, or identical colors of another brand. The windows will be the same style as the sample you provided, which shall replicate your existing windows. The windows shall be Pella Architect Series 850, divided light spacers, wood aluminum clad, with brown exterior to match the house trim. 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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September 27, 2012

RE: In-house Approval

Mr. Craig Kirkpatrick  
422 Shelby Street  
Kingsport, TN 37660

Dear Mr. Kirkpatrick:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof, for the property located at 422 Shelby Street, in the Church Circle Historic District. It is understood that the current roof will be replaced with three-tab, charcoal, 25-year 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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September 27, 2012

RE: In-house Approval

Mr. William Law  
426 Shelby Street  
Kingsport, TN 37660

Dear Mr. Law:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof, for the property located at 426 Shelby Street, in the Church Circle Historic District. It is understood that the current roof will be replaced with three-tab, charcoal, 25-year 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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September 27, 2012

RE: In-house Approval

Ms. Lois Felix  
3723 Skyland Circle  
Kingsport, TN 37664

Dear Ms. Felix:

This letter is to notify you of an in-house approval by the Historic Zoning Commission for the replacement of the roof, for the property located at 430 Shelby Street, in the Church Circle Historic District. It is understood that the current roof will be replaced with three-tab, charcoal, 25-year 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



**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	n/a		
100 & 200 E. Church Circle (signage)	First Broad Street UMC	CC	Como	6/11/2012	12/11/2012	n/a	n/a	n/a		
266,270 Hammond Ave (paint, replace windows)	Fowlkes, Christiane	PH	Lewis	7/23/2012	1/23/2013	n/a	n/a	n/a		
422 Shelby St (replace roof)	Kirkpatrick, Craig	CC	Como	9/21/2012	3/21/2012	n/a	n/a	n/a		
426 Shelby St (replace roof)	Law, William	CC	Como	9/21/2012	3/21/2012	n/a	n/a	n/a		
430 Shelby St (replace roof)	Felix, Lois	CC	Como	9/21/2012	3/21/2012	n/a	n/a	n/a		