



**KNOXVILLE HISTORIC ZONING COMMISSION
STAFF REPORT - CERTIFICATE OF APPROPRIATENESS APPLICATION**

PROPERTY ADDRESS: 140 E Glenwood Ave 37917
DISTRICT: Brownlow School

FILE NO.: 10-E-15-HZ

MEETING DATE: 10/15/2015

APPLICANT: Brownlow Lofts Homeowners Association Jenny Wright; (Sec'y of Board of Directors)

LEVEL OF WORK: Level II. Installation of signage

PROPERTY DESCRIPTION: Colonial Revival (1913)

The Brownlow Elementary School building, constructed in 1913, served as a school until it closed in 1996. The three-story red brick building of 45,570 square feet sat vacant until 2007 when when it was redeveloped as condominiums. It is situated on 1.8 acres of land. (Contributing)

► **DESCRIPTION OF WORK:**

IDENTIFICATION SIGN (#6)

The sign is proposed to be installed between the sidewalk and building on the east-facing side of the front yard where the driveway meets Glenwood, next to steps leading to the building's north-facing landing. The sign, would be made entirely of wood, is proposed to be 7 feet wide and approximately 3-1/2' high for a total of 24-1/2 sf. The sign is made of wood and would be stained a natural wood color. The routed letters would be painted white to match the Brownlow building trim.

The "Brownlow" panel of the sign will be made using a portion of the existing "Brownlow Elementary School" sign used on the property prior to the school's closing in 1996. The property's main entrance on E. Glenwood Avenue has no signage to designate the property, and the new sign would serve as a marker while incorporating a historical piece of the former school.

INFORMATION SIGNS

(only signs with text that faces the public street require sign permits)

Five signs that the HOA inherited with the property, two of which required only stickers to replace existing faded text. Details of the five inherited signs are as follows:

(#4) STOP sign (regulation size). East driveway. (Does not face the public street --not regulated.)

(#4) DO NOT ENTER (4 s.f.) Mounted on the reverse side of the STOP sign and faces the street. This sign was installed in 2009 when the developer completed the Brownlow project. In 2014, a new decal was placed over the original faded one.

(#1) NO THRU TRAFFIC (1/2 s.f.) West driveway. (Under 2 s.f.-- not regulated).

(#2) "Parking For Brownlow Loft Residents Only -- All Others Will Be Towed At Owners Expense" (3 s.f.) The sign is mounted facing the street on a utility pole to the west of the west driveway entrance. The utility pole is next to a brick wall that surrounds an on-site dumpster.

(#5) "Parking For Brownlow Loft Residents Only -- All Others Will Be Towed At Owners Expense" (3 s.f.) (Does not



**KNOXVILLE HISTORIC ZONING COMMISSION
STAFF REPORT - CERTIFICATE OF APPROPRIATENESS APPLICATION**

PROPERTY ADDRESS: 140 E Glenwood Ave 37917

FILE NO.: 10-E-15-HZ

DISTRICT: Brownlow School

face the public street -- not regulated)

In August 2015, two new signs were installed and an existing sign was replaced. The details of these signs are as follows:

(#4) "Brownlow Loft Condominiums - Private Property - No Turnarounds - No Drive Thru" (3 s.f.). The sign was mounted on the reverse of the STOP sign, facing the street, underneath the "DO NOT ENTER" sign that was installed in 2009.

(#2) "Brownlow Loft Condominiums - Private Property - No Turnarounds - No Drive Thru" (3 s.f.) The sign is mounted on the light pole facing the street in a more central part of the property.

(#3) "Short Term Parking For Brownlow Residents And Guests Only" (3 s.f.) (Does not face the public street -- not regulated).

► **APPLICABLE DESIGN GUIDELINES:**

Secretary of the Interior's Standards for Rehabilitating Historic Buildings.

2. The distinguishing original qualities or character of a building, structure, or site and its environmental shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

D. . . .the treatment of secondary design elements, such as awnings or signs, kept as simple as possible.

COMMENTS:

The applicants were originally informed by the Building Inspections Dept. that the signs are of a type that are not regulated. Upon further inspection, it is determined that the following code sections apply to signage in the R-3/H-1.

SIGN REGULATIONS: (adopted 7-21-2015)

Section 4. Signs exempt from Regulation.

23. In residential districts, any sign of a type described below which does not exceed two square feet in area:

c. A sign(s) posted on the property relating to private parking . . . which are limited to four signs for less than one acre, and limited to two signs for each additional acre.

Section 10. Signs Permitted in All Districts.



**KNOXVILLE HISTORIC ZONING COMMISSION
STAFF REPORT - CERTIFICATE OF APPROPRIATENESS APPLICATION**

PROPERTY ADDRESS: 140 E Glenwood Ave 37917

FILE NO.: 10-E-15-HZ

DISTRICT: Brownlow School

- c. Direction signs within a parking lot to designate entrances and exits with a maximum sign area of nine (9) s.f. and a maximum sign height of forty-two (42) inches. One (1) sign may be located at each entrance and exit.
- d. One (1) informational sign within [each] parking lot identifying or designating the conditions of use of such parking with a maximum sign area of twelve (12) square feet and a maximum height of eight (8) feet.

Section 11. Signs permitted in Specific Districts.

11.3 Historic overlay zone districts (H-1)

- a. In H-1 districts, one (1) information sign, detached or attached to the building, shall be permitted in connection with the use of the lot with a maximum sign area of nine (9) square feet and a maximum height of eight (8) feet.
- b. An information sign is allowed in addition to any other signs allowed in accordance with the underlying base zone district (up to 9 s.f. and 42" high).

STAFF FINDINGS:

- 1) The sign code for the underlying zoning on this property, R-3, provides the maximum size and number of signs allowed, as well as the type. The HZC may elect to approve smaller and fewer signs than the code allows as long as safety is not impacted.
- 2) The Secretary of Interior's Standards (SIS) do not specifically address signage except for commercial properties. The SIS recommendation is to keep nonhistoric signage "simple." There is no guideline recommending that signage must have a historic appearance. But the HZC has the authority to review the aesthetics for any exterior changes/additions to individually landmarked properties such as the Brownlow School.
- 3) The zoning code exempts signs of 2 s.f. (e.g. 17"x17" or 2'x1') from regulation. The code also exempts regulation of signs for which the text does not face the public street. Applying these exceptions, there are a total of 4 regulated signs installed of which three are 3 s.f. in size (#1, #2, #4) and one is 4 s.f. (#4a). The one "No Thru Traffic" sign is 1/2 square foot and therefore is not regulated since it is within the code allowance of 2 s.f. for nonregulated signs.
- 4) The code allows direction signs within a parking lot at each entrance and exit to designate entrances and exits with a maximum sign area of nine (9) s.f. and a maximum sign height of forty-two (42) inches. The currently installed "DO NOT ENTER" sign (#4) is the only direction sign that faces the public street and is located at the driveway exit on the east. At 4 square feet, it is within the code allowance for size.
- 5) The zoning inspector has noted that there are two parking lots, a front lot and a back lot; therefore, the zoning code allows 1 parking-related information signs of up to 12 s.f. and 8 feet high that face the street for each parking lot. There are 3 existing parking-related signs facing the street (#1, #2, #4) with 1 mounted at 8 feet high and the other two signs at a lower height. They are each 3 square feet. Therefore, although the size is well under the zoning code allowance, the number amount exceeds the code allowance by 1, so 1 of the signs needs to be removed.
- 6) Mounting a sign on a utility pole as has been done, prevents adding another pole on the property, thereby potentially reducing clutter. However, mounting the "Residents Only" sign (#1) flush against the brick screen wall for the dumpster will allow the sign to lay flat against the wall, which is a more aesthetically-pleasing way to mount the sign.
- 7) The proposed wooden "Brownlow School" identification sign (#6) is a recreation of the sign that was originally on



**KNOXVILLE HISTORIC ZONING COMMISSION
STAFF REPORT - CERTIFICATE OF APPROPRIATENESS APPLICATION**

PROPERTY ADDRESS: 140 E Glenwood Ave 37917

FILE NO.: 10-E-15-HZ

DISTRICT: Brownlow School

the school property, so is therefore historically appropriate. The size and placement of the sign meets the requirements of the zoning code.

► **STAFF RECOMMENDATION:**

After-the-fact approval for signage with the following conditions:

- 1) Paint the back of centrally located sign #3 (recommend dark green) so that bare metal is not exposed.
- 2) Paint both metal channel poles -- one central #3 and one at east exit #4. (recommend dark green OR replace with a decorative sign post).
- 3) Remove the sign on the existing light pole #2 since only two parking-related signs are allowed on the property and there are already signs with the same message at the driveway entrance and exit (#1 and #4).
- 4) Remove the signage on the utility pole at the west entry (#1) and re-mount it flush against the brick screen wall enclosing the dumpster.

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
KNOXVILLE/KNOX COUNTY HISTORIC ZONING COMMISSION**

Please print all information:

1. **APPLICANT NAME:** BROWNLOW LOFTS HOME OWNERS ASSOCIATION

Address: 140 E. Glenwood Avenue, Unit 110, 37917

Telephone: 605 386 1170 E-mail address: jmatthewswright@gmail.com

Relationship to Owner: Jenny Wright, HOA Secretary + Board of Directors

2. **OWNER NAME:** SEE ABOVE

Address: _____

Telephone: _____ E-mail address: _____

3. **LOCATION OF PROPERTY:**

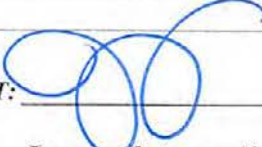
Address: 140 E. Glenwood Avenue Tax ID/Lot/Parcel No: UNKNOWN
37917

4. **LEVEL OF WORK** (circle Level)

- Level I** Routine repair; replacement of deteriorated materials in-kind; removal of artificial siding; installation of gutters, storm windows/doors, screen doors, satellite dishes, or signage; demolition of a noncontributing structure or a late addition; renewal of COA
- Level II** Major replacement of materials or architectural elements; construction of an addition or outbuilding
- Level III** Construction of a new primary building; subdivision of individually designated property
- Level IV** Demolition or relocation of a contributing structure

5. **DESCRIPTION OF WORK:** (See Part 2 of this application for additional information that is required for submittal with the application. A copy of all information which is submitted with an application must be retained by the Knoxville/Knox County Historic Zoning Commission.)

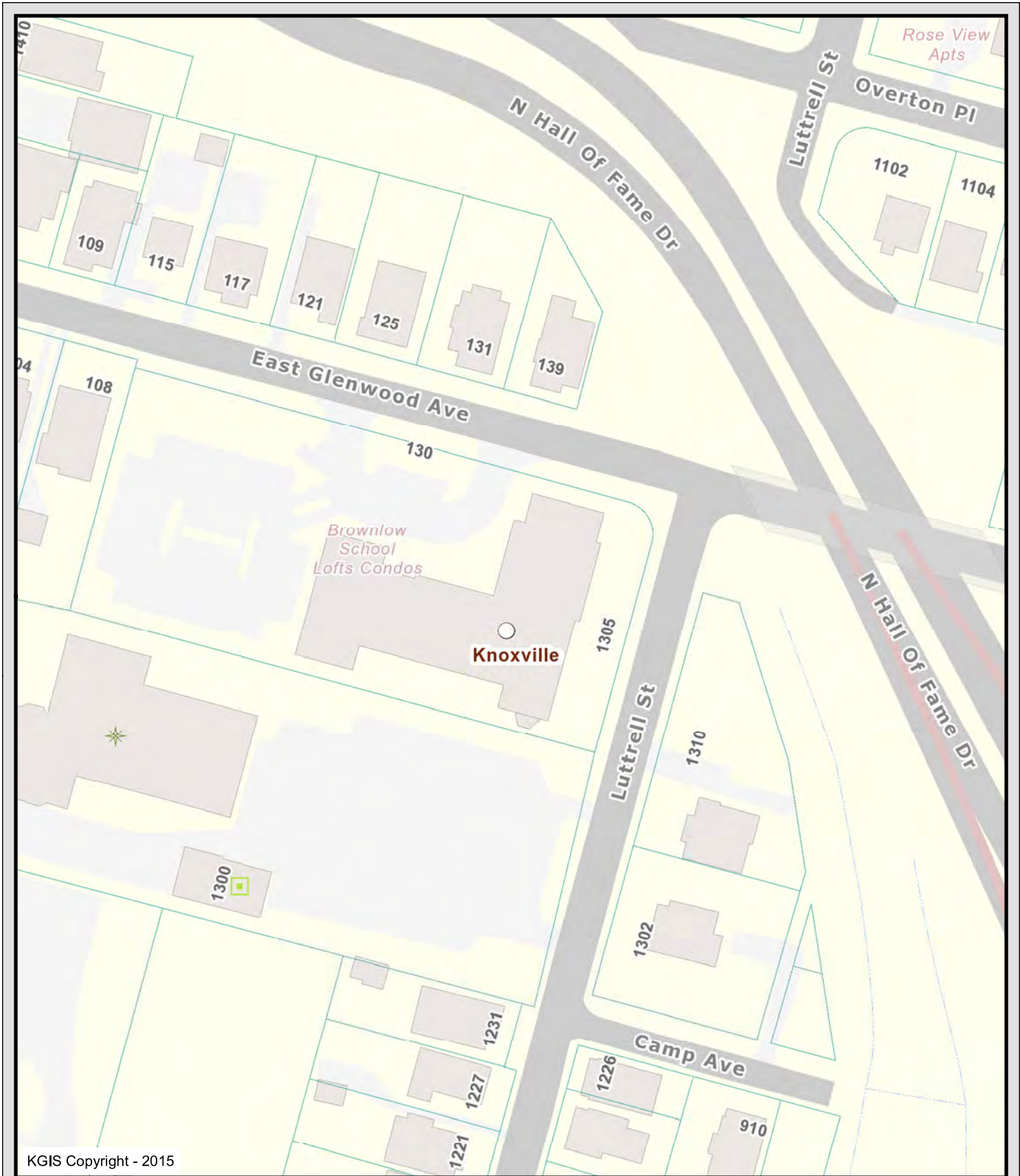
Please see attached: COA FOR PARKING SIGNS
COA FOR ENTRY SIGNS

6. **SIGNATURE OF APPLICANT:**  Date: 09-28-2015

Incomplete applications cannot be accepted.

Mail application to: MPC, Knoxville/Knox County Historic Zoning Commission, Suite 403, City/County Building, 400 Main Street, Knoxville, Tennessee 37902; or Fax: (865) 215-2068; or E-mail to Kaye.Graybeal@knoxmpc.org
Phone: (865) 215-3795

FOR STAFF USE ONLY			
Date Received	Approved	Disapproved	Approved As Modified
Date Acted On			



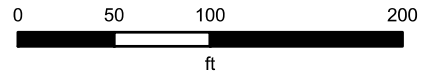
KGIS Copyright - 2015

Brownlow School Lofts
130 Glenwood Avenue H-1

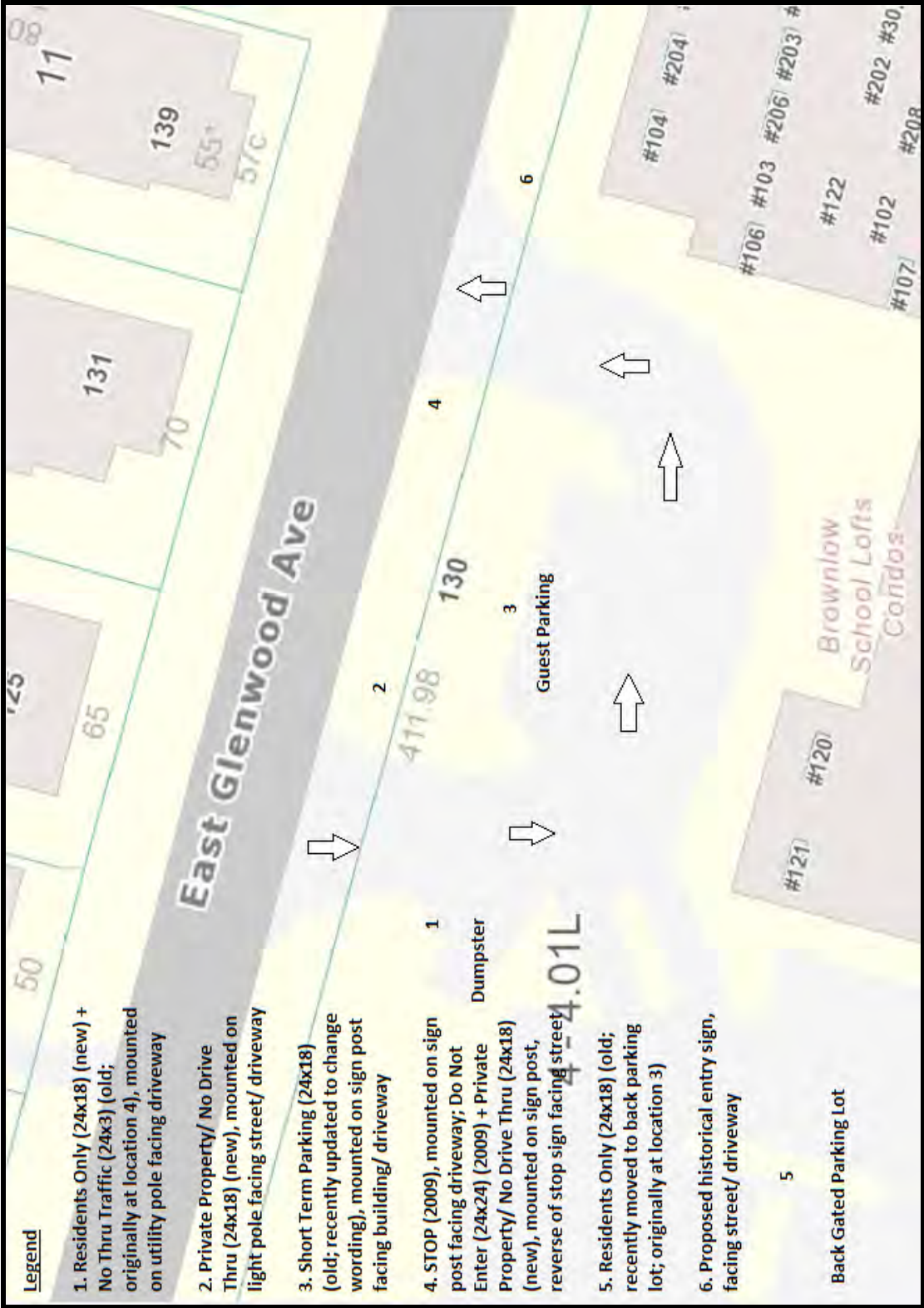
Knoxville - Knox County - KUB Geographic Information System



Printed: 10/6/2015 at 9:00:09 PM



KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS, WITH ALL FAULTS, and assumes all responsibility for the use thereof, and further covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.



Brownlow School Lofts signage site plan (10-15-2015)

Application for Certificate of Appropriateness: Brownlow Lofts Parking Signs

The purpose of this application is to seek retroactive approval for a Signage project for parking signs posted in the front yard (the E. Glenwood Avenue side) of the Brownlow Lofts. The signs were installed by the Brownlow Home Owners Association (HOA) Officers and Board of Directors, and at no point between the initial April 2014 project and the additional signs installed in August 2015 did we realize we needed permits to display parking signs for our private property; a mistake for which we sincerely apologize.

After a complaint from a neighbor whose home faces the property across Glenwood, the HOA Treasurer contacted City Inspections, and a staff member for that office visited the property to take pictures of the signs. The HOA Treasurer had a phone conversation with a City Inspector on August 6th, 2015 and the inspector informed him that the signs were within regulation and required no permit of approval.

I submit to you details of every sign on the property and justification for the signs. Only two signs that face the complainant's property are new (installed in August 2015); the others were installed in either 2009 or April 2014.

In Spring 2014, the Home Owners Association (HOA) realized the need for parking signs on the Brownlow property. In April 2014, we used Allen Sign Co. to professionally design and install five signs, two of which required only stickers to replace existing, faded signs that the HOA inherited with the property. Details of the five original signs are as follows:

(#4) "STOP" (regulation size) – The post and sign have been on the property since the time the building opened as a residential facility in 2009. The decal had faded and was peeling, so we used the existing sign and only replaced the decal.

(#4) "Do Not Enter" (24"x24") – The "Do Not Enter" sign is mounted on the reverse side of the stop sign and faces the street. This sign also has been on the property since 2009 and was installed at the time the developer completed the Brownlow project. In 2014 we placed a new decal over the original faded one.

(#1) "No Thru Traffic" (24"x3") – We originally mounted the "No Thru Traffic" sign below the "Do Not Enter" sign in April 2014. In August 2015, we moved the sign to the other side of the property on a utility pole and mounted it under a parking sign installed in April 2014.

(#5) "Parking For Brownlow Loft Residents Only | All Others Will Be Towed At Owners Expense" (24"x18") – We originally mounted the "Parking For Brownlow Lofts Residents Only" sign on a pole in the yard nearest the building in front of six parking spots; the sign faces the building. In August 2015, moved the sign inside the back, gated parking lot.

(#1) "Parking For Brownlow Loft Residents Only | All Others Will Be Towed At Owners Expense" (24"x18") – We mounted the sign on a utility pole on the right hand---facing side of the driveway. The utility pole sits back from the street, next to the brick wall that surrounds the dumpster on---site. The "No Thru Traffic" sign is now mounted under this sign on the utility pole.

In August 2015, we installed two new signs and replaced an existing sign. The details of the August 2015 sign project are as follows:

- (1) “Brownlow Loft Condominiums | Private Property | No Turnarounds | No Drive Thru” (24”x”18”) – We mounted the sign on the reverse of the stop sign, underneath the “Do Not Enter” sign that was installed in 2009. In mounting the sign, we moved the previously---existing “No Thru Traffic” sign to the other side of the property.
- (2) “Brownlow Loft Condominiums | Private Property | No Turnarounds | No Drive Thru” (24”x”18”) – We mounted the sign on the light pole in the front yard of the property.
- (3) “Short Term Parking For Brownlow Residents And Guests Only” (24”x18”) – We replaced the “Parking For Brownlow Lofts Residents Only” sign installed on the pole facing the building in April 2014 with the new sign indicating short term parking only. The original sign is now inside the back, gated parking lot.

Pictures of every sign are included with this application.

The decision to replace the “STOP” and “Do Not Enter” decals in 2014 was based on function and aesthetics; we needed the signs for traffic control, and the faded signs were unappealing. In determining the best locations to mount all signs, we looked to use existing structures (such as the stop sign post, the utility pole, and the light pole) rather than add more posts and visual clutter to the property.

In evaluating this COA, we respectfully ask that you consider the justifications for and circumstances surrounding the need for parking signage. The circular driveway on the E. Glenwood Avenue side of the Brownlow is a high---traffic area, and in an effort to ensure safety of our residents and invited guests and to reduce non---residential traffic, we purchased professionally---designed and ---installed signs. Countless vehicles circle through our property daily: individuals who live on the north side of the street and need to park facing west, people on riding lawn mowers from Greenlee’s Bike Shop, Knox County Schools Bus 275, and dozens of other passers---thru every single day. Vehicles often travel at an extremely high rate of speed through our property, therefore making the signs essential from a safety and liability standpoint. On multiple occasions, Brownlow residents have had to step out of the way of a passing vehicle to avoid being hit.

In addition to attempting to curtail traffic, we posted the signs to prevent others from parking on our property. Even today, visitors – including guests who patronize in---home businesses – of

our neighbors across the street park in our private parking designed for residents only. Not only do these individuals trespass on our property, they take away parking for individuals who live at and who own property in the Brownlow.

Considering that two parking signs (one of which is a stop sign) have been on the property since 2009, that three have existed since April 2014, and that only two signs are new to the property (as one installed in August 2015 merely replaced an existing sign), I respectfully request that you allow us to continue to display the parking signs we installed for the reasons detailed above.

Jenny Wright
Brownlow Lofts Homeowners Association
Board of Directors Member + Secretary

Application for Certificate of Appropriateness: Brownlow Lofts Entry Sign

The purpose of this application is to seek approval for a Level 1 Signage project to install an entry sign on the Brownlow Lofts' property located at 140 E. Glenwood Avenue.

The "Brownlow" panel of the sign will be made using a portion of the existing "Brownlow Elementary School" sign used on the property prior to the school's closing in 1994. The property's main entrance on E. Glenwood Avenue has no signage to designate the property, and the new sign would serve as a needed marker while incorporating a historical piece of the former school.

A rendering of the proposed sign and a photograph of the proposed site are included with this application. The sign will sit between the sidewalk and building on the left hand-facing side of the front yard where the driveway meets E. Glenwood, next to steps leading to the building's north-facing landing. Currently, the area is a mudded slope. The sign, made entirely of wood, will be 7' across and approximately 3-1/2' high.

I respectfully request that you approve this application.

Jenny Wright
Brownlow Lofts Homeowners Association
Board of Directors Member + Secretary



Brownlow Elementary School Sign former sign showing routed letters



Brownlow Lofts – Drawing of sign to be reproduced



Brownlow Lofts – Proposed site for reproduced sign on Glenwood near corner



Brownlow Lofts – As seen from Glenwood approaching from the west



Brownlow Lofts – As seen from sidewalk approaching from the west



Brownlow Lofts – Back parking lot as seen from Glenwood



Brownlow Lofts – Guest parking sign on metal post



Brownlow Lofts – Guest parking sign on metal post



Brownlow Lofts – No thru traffic sign on utility pole



Brownlow Lofts – Private Property sign on Do Not Enter sign



Brownlow Lofts – Private Property sign on light pole



Brownlow Lofts – Sign mounted on light pole as seen from Glenwood Ave.



Brownlow Lofts – Sign mounted on light pole, closer



Brownlow Lofts – Sign on utility pole in parking lot facing Glenwood Ave.

139 E Glenwood Ave
Knoxville, Tennessee

[View on Google Maps](#)



130 E Glenwood Ave
Knoxville, Tennessee

[View on Google Maps](#)

Brownlow Lofts - signage near center

Google

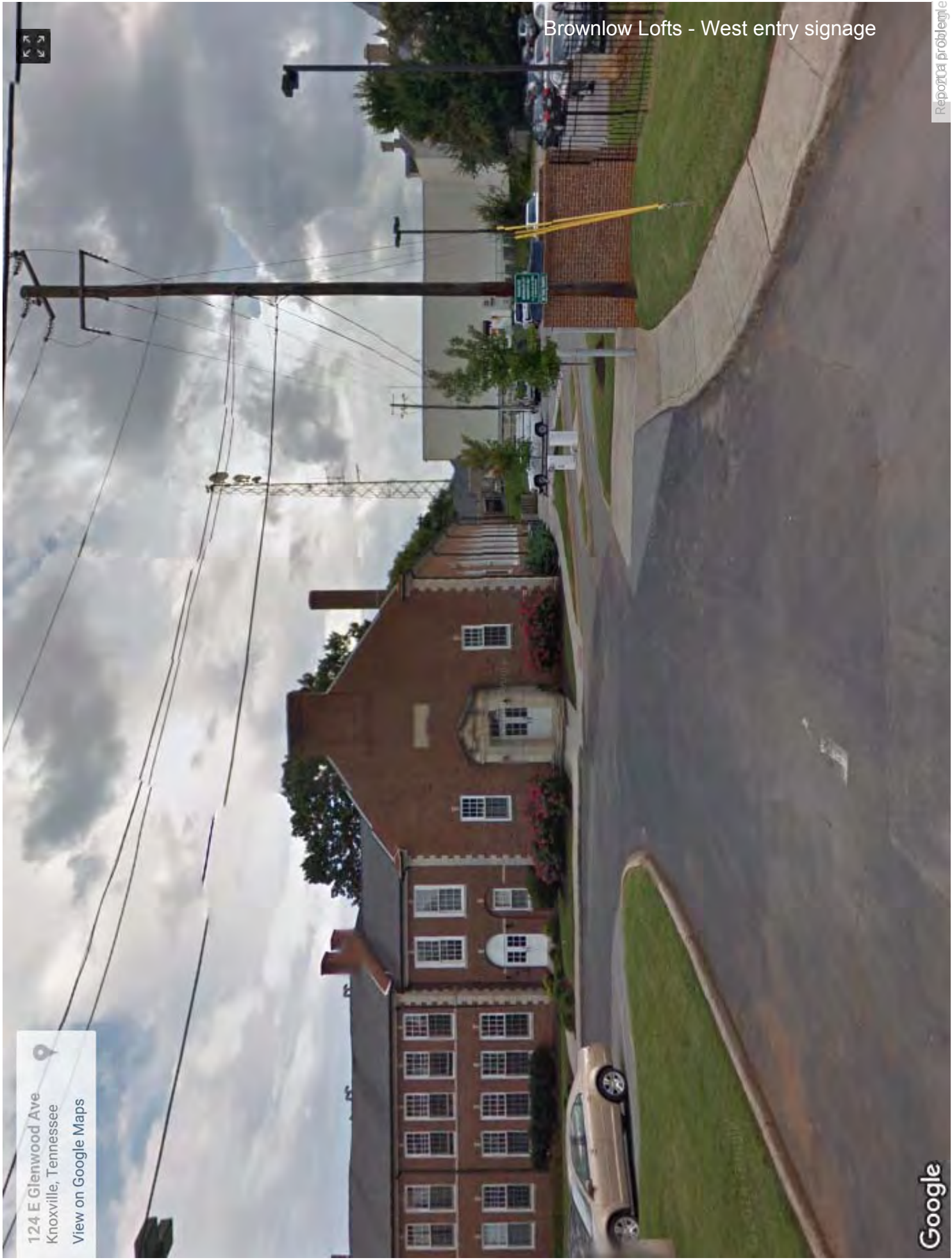
Report a problem



124 E Glenwood Ave
Knoxville, Tennessee

[View on Google Maps](#)

Brownlow Lofts - West entry signage



Brownlow Lofts - Close-up of Brownlow center signage



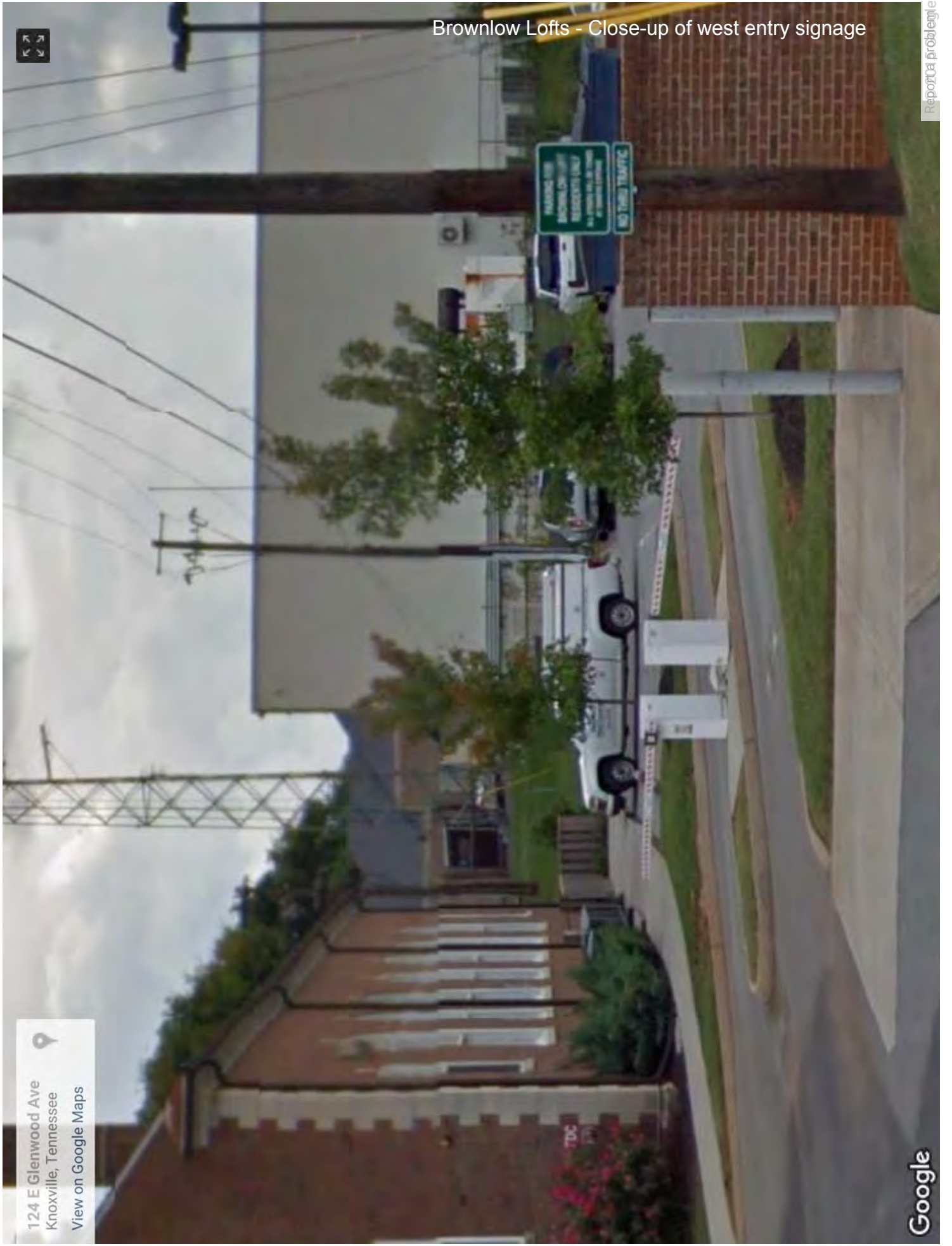
130 E Glenwood Ave
Knoxville, Tennessee
[View on Google Maps](#)

Brownlow Lofts - Close-up of west entry signage

Report a problem



124 E Glenwood Ave
Knoxville, Tennessee
[View on Google Maps](#)



Google

126 E Glenwood Ave
Knoxville, Tennessee

[View on Google Maps](#)

Brownlow Lofts - Lightpost at Brownlow on which new signage is now posted

Google

Report a problem

