

**MINUTES
KNOXVILLE HISTORIC ZONING COMMISSION
KNOX COUNTY HISTORIC ZONING COMMISSION
MEETING JANUARY 19, 2017**

Knoxville Historic Zoning Commission				
Commissioner	Present	Absent	Excused	Arrived
Bart Carey	X			
Steve Cotham	X			
Faris Eid			X	
Lorie Matthews, Chair	X			
Melissa McAdams			X	
Sandi Swilley	X			
Stanton Webster	X			
Vice Chair, Open	N/A			
Open	N/A			

Knox County Historic Zoning Commission				
Commissioner	Present	Absent	Excused	Arrived
Bill Belser	X			
David Butler, Chair	X			
Mike Crowder	X			
George Ewart, Vice Chair	X			
Scott Smith	X			

Staff/Others Present	Affiliation
Crista Cuccaro	City Law Department
Scott Elder	City Plans Review and Inspections
Kaye Graybeal	MPC
Dori Caron	MPC
Melvin Wright	City Plans Review and Inspections
John Holmes	Applicant
Sean Bolen	Outgoing Commissioner

Knoxville Historic Zoning Comm. Chair Mathews called the meeting to order at 8:35 am. City roll call was taken and it was noted there was a City quorum. County roll call was taken and it was noted there was a County quorum.

Knox County Historic Zoning Commission Chair David Butler has finished his term and will be stepping down. Kaye Graybeal thanked him for his 5 years of service to the Commission and presented him with a Certificate of Appreciation.

Knoxville Historic Zoning Commission Vice Chair Sean Bolen has finished his second term and will be stepping down. Kaye Graybeal thanked him for his 10 years of service to the Commission and presented him with a Certificate of Appreciation. Comm. Bolen shared his thoughts on the nature of the mandate of the Historic Zoning Commission and shared a copy of Article 4, Section 14: Historic Overlay District.

Comm. Matthews swore in all Applicants and visitors that planned to speak on any Agenda item. Comm. Matthews stated that the meeting was being televised and recorded. She also asked that speakers limit their presentations to five minutes and to sign in when they reached the podium. She further noted that any appeals to Commission decisions can be taken to Chancery Court if appealed within 60 days.

Approval of Minutes

Action: Comm. Cotham moved to approve the December 15, 2016 Historic Zoning Commission Minutes. The Motion was seconded by Comm. Carey. The Motion carried unanimously.

Result: Approved.

Staff Reports: Ms. Graybeal reviewed the Level 1 Certificates approved since the last meeting.

CERTIFICATES OF APPROPRIATENESS

KNOXVILLE HISTORIC ZONING COMMISSION

Fort Sanders NC-1

1626 Forest Avenue – Construction of addition (1-A-17-HZ)

Discussion: Ms. Graybeal reviewed the staff report and staff recommendation. Ms. Graybeal clarified that in the Fort Sanders overlay district the Commission only reviews new construction, additions and demolition, noting that the Commission is looking at the addition at the same time the Applicant is making improvements and repairs to the existing house. Applicant John Holmes was present and noted their intent is to restore the house, especially keeping the front of the house looking exactly as it is to restore its character. Referencing the floor plan, he clarified that the 4 windows on the right hand side in the first 3 rooms will all be required to be egress compliant windows as they are bedrooms. He further noted all of the other window sizes will be retained. Mr. Holmes then noted they would like to keep the original siding on the front of the house, using vinyl siding on the sides and rest of the house. He also clarified they will use wood corner [trim] pieces. Melvin Wright clarified that an existing non-complaint window can be replaced with a non-compliant window but that if the opening is modified [made larger] then the replacement would need to meet code. He also noted only one window in a bedroom must have an opening of a minimum of 5.7 sq. ft. It was noted that the windows on the new addition would need to meet egress code where indicated. Mr. Holmes stated he was fine with keeping the 3 existing windows on the right hand side the same size if code would allow it. Mr. Wright noted that if an internal room other than a bedroom is changed to a bedroom there would need to be a compliant egress window. The challenge remains that we do not always know a room has been converted to a bedroom. It was then noted by Mr. Wright that when Plans Review and Inspections reviews the Applicant's plans they will be asked to declare the planned use of the rooms. Mr. Holmes again noted he was fine with installing any size window that will meet code. Ms. Graybeal noted staff could work with the Applicant and Plans Review and Inspections to determine the final size of the proposed windows, keeping as many of the replaced windows the original size as possible. Mr. Holmes also noted he was open to using wood or vinyl on the front as well but would like to retain the original siding. Ms. Graybeal noted the materials of the siding was not regulated in Fort Sanders.

Action: Comm. Carey moved that the application submitted for 1626 Forest Avenue be approved based on the evidence submitted and the information provided in the staff report and per staff recommendation with the following condition: 1) That the replacement windows in the existing house and the addition match the size of the historic windows on the house; except for the windows dedicated to meet [code for] egress where staff will work with the Applicant and Plans Review and Inspections in determining

the final window size. The Motion was seconded by Comm. Swilley. The Motion carried unanimously.

Result: Approved with condition

Other Business:

- Discussion on Pre-Application Review Process. Ms. Graybeal presented a composite of pre-application review processes comprised of those used in other jurisdictions. She noted the Commission needs to consider if these should be offered/recommended or required and if so, the threshold upon which one would be required and when one would be recommended. She noted staff recommends that one should be required for any totally new construction of a primary building as infill. It was noted that this is routinely done with projects that would be considered by the Knoxville Downtown Design Review Board, particularly with new construction, with great benefit to the Applicant who can get input from Board members prior to coming before them requesting Action. Ms. Graybeal noted there could be some degree of staff discretion on identifying other projects that may need to go through the process. She also noted that this would not add to any application fee but it could add additional time for the overall process, further noting that with these larger projects, Applicants typically end up having to come back before the Commission multiple times anyway. This way, the Applicant knows up front these larger projects will take more time. Ms. Graybeal noted that at these meetings, the Applicant can benefit from the Commissioners giving them feedback what part of their proposal may or may not appear to meet the guidelines. This gives the Applicant time to make any necessary revisions to bring the project into compliance with the guidelines as much as possible prior to coming before the Commission. It was noted these meetings would be properly publically noticed and would likely occur after adjournment of the regularly scheduled meeting, however, they can be scheduled anytime that works for interested parties as long as they are properly noticed. There would be no Action taken nor indication from the Commission on any upcoming vote. It was also clarified that there could be no ex parte communication between the Commissioners on any information discussed at a pre-application review process.

Ms. Graybeal again recommended that one be required for all new infill for primary structures and possibly additions of a certain square footage, either the footprint or the overall enclosed sq. footage if it is 2 stories. Other jurisdictions use overall project cost but that can be hard to qualify as cost does not necessarily reflect project complexity. There was discussion surrounding there needing to be a clear understanding by the public about exactly what would need to come before a review process. It was also noted it could be offered as a benefit to in fact speed up the process to any Applicant. Crista Cuccaro clarified that these meetings would indeed need to be “sunshined” as anytime there are 2 Commissioners discussing a potential Agenda Item that may come before the Commission, the conversation is subject to the Open Meetings Act and therefore open to the public. It is at the discretion of the Commission on whether or not to allow public input although they would of course be allowed to attend. There was further discussion on the intent of the pre-application review process and that its focus would be on a project with respect to meeting the guidelines and less on public input. Ms. Cuccaro suggested this process could really help the Commission and noted she believes it makes sense to have an infill requirement and perhaps otherwise offer it as an option. Further, it can be “marketed” as “we recommend this when you have XY or Z as a component of your project”. In review, Ms. Graybeal summarized: The Commission would like to drive the policy where a pre-application review is required for new infill construction for a primary building, and add recommendations of when the Commission and staff would recommend one for certain types of projects like additions. Currently there is an informal threshold for an addition that exceeds 30 % of the size of the exiting house for recommending a review. It was also noted that when a pre-app will be required Applicants would not likely have all

of the completed elevations/drawings and that that would be acceptable as they could bring rough drawings/desired dimensions etc. It was then suggested that any accessory building proposed that will be a dwelling also be required to have a pre-application review.

Ms. Graybeal noted she will revise the Draft Pre-Application Review Process and will get it out to the Commissioners for further review and consideration.

- Ms. Graybeal announced the Edgewood-Park City Historic District Expansion public input meeting from 6 PM to 8 PM this evening at the O'Connor Senior Center. She noted there is both support and opposition.

Election of Knox County Historic Zoning Commission officers.

Knoxville Historic Zoning Commission Chair Matthews turned the meeting over to Knox County Historic Zoning Commission Chair Butler who called for nominations for a new County Chair.

Action: Comm. Smith nominated Comm. Ewart as Chair. The Nomination was seconded by Comm. Crowder. The Motion carried unanimously.

This necessitated a nomination for a new County Vice Chair.

Action: Comm. Crowder nominated Comm. Smith as Vice Chair. The Nomination was seconded by Comm. Ewart. The Motion carried unanimously.

It was noted there is one vacancy on the Knox County Historic Zoning Commission.

Result: Comm. George Ewart: Chair

Result: Comm. Scott Smith: Vice Chair

Election of Knoxville Historic Zoning Commission officers.

The meeting was turned back over to Knoxville Historic Zoning Commission Chair Matthews who took nominations for both a new City Chair and Vice Chair.

Action: Comm. Carey nominated Comm. Matthews as Chair. The nomination was seconded by Comm. Cotham. The Motion carried unanimously.

Action: Comm. Webster nominated Comm. Carey as Vice Chair. The nomination was seconded by Comm. Swilley. The Motion carried unanimously.

It was noted there are 2 vacancies on the Knoxville Historic Zoning Commission.

Result: Comm. Lorie Matthews: Chair

Result: Comm. Bart Carey: Vice Chair

Action: Comm. Cotham moved to adjourn the meeting. The Motion was seconded by Comm. Webster. The Motion carried unanimously and the meeting was adjourned.