

**Downtown Design Review Board**  
**June 6, 2007**  
**4:00 p.m.**  
**MPC Large Conference Room**

**Agenda**

- Welcome, agenda review, and Introductions –Madeleine Weil  
Madeleine Weil, welcomed the members and thanked them for serving on the board. The members present introduced themselves.

**Present:**

Anne Wallace  
John Sanders  
Bob Alcorn  
Finbarr Saunders  
Dan Tiller  
Bill Norton  
Amy Haynes  
Gary Norman  
Madeleine Weil  
David Dewhirst  
Michele Hummel  
Steve King  
Don Peterson  
Tom Reynolds  
Mark Donaldson  
Bill Lyons  
Charlotte West

**Organization:**

MPC  
Pace Architecture  
Fletcher Architects, Inc.  
Historic Zoning Commission  
KCDC  
KUB  
Resident  
Permits  
City  
Dewhirst Properties  
Downtown Knoxville  
City Engineering  
KCDC  
City Plans Review  
MPC  
City  
MPC

- Overview of Design Guidelines Objectives – Bill Lyons  
The idea of a Design Review Board came from the Crandall Arambula Study which suggested the City look at design guidelines for downtown. The study found there is a lack of consistency downtown and lack of ability to keep construction from taking place that would be detrimental to downtown. The downtown area has become successful enough that we needed to proceed with these guidelines. The City turned to the Metropolitan Planning Commission (MPC) for facilitation of the Downtown Advisory Committee and the two groups created the Downtown Design Guidelines with public input. MPC and City Council approved the guidelines. These guidelines will be mandatory. Developers were concerned this process was going to be another layer of bureaucracy in the process to develop downtown. Major elements need to be respected, mainly the ground floors. The Board has to determine what the administrative procedures are going to be. The objective is to protect the public's interests and to benefit the downtown area. The Board is charged with implementing the adopted guidelines.

Mark Donaldson stated that since the second reading, there have been five applications. There is a warehouse conversion project on Central, modification to a playground and parking lot for First Baptist Church, a sign package for a liquor store and theater on Gay Street and window replacement on Market Square. He discussed the Administrative Rules. These will be adopted at the first formal meeting. Steve Wise, MPC's attorney, has reviewed the rules. The Chair has the authority to call a special meeting. The agenda will be posted no later than five days before the meeting. An application must be filed with the secretary at least 19 days prior to the next regularly scheduled meeting.

David Dewhirst asked if it would be possible for an application to be heard before the 19 days. Anne Wallace stated that the public notice has to be in the paper 10 days before the meeting, but for a special called meeting, it is 5 days. Anne stated that staff can approve a project for something minor like a sign or replacing in-kind. Level 1 will be done by the staff. The applicant begins in Building Permits before they come to us. We do not hear applications that are designated H-1. Bill Lyons stated that we have the discretion within these guidelines, and they are not as strict as regulations. Tom Reynolds stated that signs have to meet the base zoning ordinance dealing with size, etc. Mark Donaldson stated that staff has the ability to approve a sign package that comes to us. David Dewhirst asked what happens if a sign does not meet the guidelines. A sign not meeting the guidelines will be forwarded to the committee for review. Signs not meeting the base zoning sign code will have to apply for a variance.

- Review Draft Administrative Rules and Certificate of Appropriateness Application Form – Mark Donaldson

These rules have to be adopted by MPC and will be heard in June. David Dewhirst asked in Article 5, Section 5, why this is the only reason an item can be postponed. Anne stated that Steve Wise had said this was to avoid conflicts of personalities. If they are postponed, they may not have to pay the fee again. She discussed what is required for each level. The staff would like to have the plans submitted by PDFs. Anne asked if the group would like hard copies or PDFs. It was suggested that the plans be put on a website to be reviewed by the Board. John Sanders asked if the drawings have to be professionally drawn. Anne stated they want to encourage people to come in for a pre-development meeting and show the plans. There might be insufficient information to approve a plan. David wants it to be as flexible as possible. Anne asked if the Levels list is O.K. with everyone. David prefers making the authority of staff as broad as possible with the one-day turnaround. Madeleine stated that over time we will have a better sense of what categories a project will go in. Kim Henry asked if it does not meet the guidelines and it is a level for staff to approve, would it be sent to MPC. Anne stated that the staff does not have the ability to deny an application, and there may be some that will be heard by the committee instead of automatically approved. Mark stated that approvals may be developed to standards. Anne added that the board probably will not be getting a major project every month.

John Sanders asked about the closeout at the end of a project. Mark answered that this board gives a certificate at the beginning. John is concerned they may not follow what design they submitted. Tom Reynolds stated that his office would put a stop work order on it if they did not follow the approved plan. Inspectors will also look at the project for code violations. Finbarr asked what happens if someone wants in or out of the boundary, Anne stated the Overlay would have to be amended, and it would go to MPC and City Council. Finbarr asked about demolition, and Anne answered that has not been finalized, but by our ordinance the Board cannot keep them from demolishing a building, we can only ask. Anne added that the Board should make recommendations for buildings that are eligible for H-1 overlays, if property owners are interested.

A vote was unanimous to send the rules on to MPC.

Graphic scale drawings will be added to the required information on the Application for Certificate of Appropriateness.

John asked if we could require a three-dimensional drawing. Mark stated there is software available that can do this.

Madeleine stated that the initial term lengths need to be staggered. Joe Petre – she suggested 1 year term from July 1, Amy Haynes, one year, Finbarr Saunders, two years, David Dewhirst, two years and John Sanders, two years.

The meeting schedule will be the third Wednesday at 4:00 p.m. in the Small Assembly Room. Special meetings will be called as needed. The phone number and email of each member will be posted on the MPC website. The first official meeting will be July 18. If there are no projects, the Board could discuss additional items that need to be addressed. Parking cards will be issued, as needed.

There being no further business, the meeting was adjourned.