



The Columbia Board of Zoning Appeals will meet on Thursday, January 8, 2026 at 9:00 AM in Council Chambers on the basement level of City Hall, 700 N. Garden Street, to consider the following:

I. Roll Call

II. Approval of Minutes

III. Old Business

1. Request from 9th & Main LLC for Variance approval regarding Screening requirements in Article 4 Table 4.3.1.J for a SD-LI (Light Industrial Special District) property located at [200 Cemetery Avenue, being Tax Map 99I Group D Parcel 25](#).

IV. New Business

1. Request for a Conditional Use Permit regarding a proposed firearms engraving service as a Major Home Occupation located at [627 Prominence Road](#) within a PUD-R (Residential Planned Unit Development) District.

V. Other Business

VI. Adjourn

Anyone requesting accommodations due to disabilities should contact the City's ADA Coordinator at 931-560-1570 prior to the meeting.

The 2026 meeting schedule can be found on the City of Columbia Board of Zoning Appeals webpage.

For other questions, please contact the Department of Development Services at 931-560-1560.

City of Columbia
BOARD OF ZONING APPEALS
December 11, 2025

CALL TO ORDER:

Chairman Jimmy Dugger called the December meeting of the Board of Zoning Appeals for the City of Columbia to order at 9:00 a.m. The meeting was held in the Council Chambers at City Hall.

I. ROLL CALL:

Quorum present and included the following:

Present were: Mr. Eddie Ables
 Mr. Jimmy Campbell
 Ms. Kristen Newton
 Ms. Debbie Wiles

Absent was: Mr. Jimmy Dugger

Other attendees:

Mr. Austin Brass, City Planner
Mr. Jake Hubbell, City Attorney
Mr. Jeremy Humphrey
Mrs. Sandra Richardson, Recording Secretary
Mrs. Melissa Sanders, Planner I

II. APPROVAL OF MINUTES:

The November minutes were presented for approval.

Mr. Campbell moved to approve of the minutes, with Ms. Wiles seconding. The motion to approve the November minutes passed four to zero.

II. PUBLIC COMMENTS

III. New Business

1. Case #25-0421

Request from 9th & Main LLC for Variance approval regarding screening requirements in Article 4 Table 4.3.1.J for a SD-LI (Light Industrial Special District) property located at 200 Cemetery Avenue, being Tax Map 99I Group D Parcel 25.

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Staff Review:

Mr. Eddie Ables-Vice Chairman read the agenda item. Mr. Austin Brass, City Planner, gave the details of the staff report. He presented the history in the report.

Discussion and Motion:

Mr. Sam Gray was present to answer questions. He stated, "to be clear, outdoor storage is an approved use in SDLI, correct?" Mr. Brass stated "yes", and explained requirements. Mr. Gray stated that he had a handout of historical pictures of the property that didn't get uploaded in time. He discussed the pictures. Ms. Wiles inquired about the fencing. Mr. Gray stated that the fencing is "across the front". He explained that the red line in the photos is the existing fence, the green is the required location of the street screen. Ms. Newton asked him to clarify that the fencing is beyond fifteen feet. Mr. Gray stated "yes". Ms. Newton asked about the sides on Pencil Avenue as well. Mr. Gray stated that "on Pencil Avenue yes, the adjacent property is industrial use as well, and residential use beside it". Mr. Gray stated that "in lieu of landscaping they are proposing screening, like on Carmack with slats". Mr. Brass discussed the Ordinance. He also stated that slats are not required for this request. Mr. Ables asked about the height. Mr. Brass explained, "the fence is five feet". He also stated that "it is a question of the material and the height", and he further explained.

Ms. Dolly Shipp, 1202 Pencil Avenue resident, spoke against the use of the scrapyards. Mr. Brass stated that we have these standards in place to protect neighboring properties. Currently the cars have been moved from the site. Ms. Wiles asked "why is the wall screen not a usable option". Mr. Brass explained. Additional discussions included outdoor storage, hedge screen, wall screen, meeting standards, and choices. Mr. Ables asked if the height came into play. Mr. Brass stated for screening for the outdoor storage use, wall screen or street screening has a maximum of 3.5 feet to 5 feet. A hedge screen is 3 feet to 5 feet at installation height. If they were to elect to do the hedge screen, then it would have a 3 foot to 5-foot height requirement. Mr. Ables asked if the screening was only applied to the frontage of Cemetery Avenue. Mr. Brass stated "yes".

Mr. Jared Allen, one of the owners of Pugmill System spoke in favor of the request. Ms. Wiles stated "should this be approved what are the implications for future developments, what may or may not be, what is in the future? If this gets approved are there other implications that can come along?" Mr. Brass stated to note that the main point of what staff does is to protect the public interest. The Ordinance has standards that are in place for esthetic values to protect the public interest, and he further explained.

Mr. Nathan McBroom, co-owner of the parcel, explained what they were proposing goes beyond the required standards. Mr. McBroom further stated that he was hoping to appease the neighbors and try to find a good middle ground, and the property has

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always been used as outdoor storage. Mr. McBroom also stated they are hoping to screen the front and screen the right, that will help the neighbor out, and this is for a short-term plan. Mr. Humphrey discussed the Ordinance and materials. Ms. Newton wanted to clarify that the request is on Cemetery Avenue. Mr. Brass stated "Cemetery Avenue, and the Fencing". The wall screen or hedge screen, outdoor storage, staff met with the applicant to make them aware of the requirements, and he further discussed those communications with the applicant. Ms. Newton stated that she was trying to clarify the discussion of the request.

Ms. Wiles stated that she knows "now that the intent is storage". It is zoned industrial piece of property if it were to be sold for residential or building, it would have to go through rezoning to get the property approved," is that correct?" Mr. Brass stated "yes", and he further explained SD-LI. The applicant asked Mr. Brass for clarity if it's "either fence or hedge row on the front or is it". Mr. Brass explained. Mr. Gray stated that what he was asking was if it is fence covering or hedge row. Mr. Brass stated "no", it is a wall screen or hedge row. Mr. Gray stated "so it is or, one or the other". Mr. Brass stated, "yes". Mr. Gray stated "so in essence it is not both". Mr. Brass stated "no". Mr. Gray discussed the emails he received. Mr. Brass further explained. Further discussion included the fence, height, shrubs, landscaping, outdoor storage use, hedgerow, and wall screen. The applicant stated what they are proposing is to go a step further and screen on Pencil Avenue side.

Mr. Ables asked "if we removed outdoor storage, and screening the fence that is on the property now fronting Cemetery Avenue is out of compliance?" Mr. Brass stated, yes. Mr. Ables stated what has come before this board is the fence fronting Cemetery Avenue is out of compliance. Because chain link fence is not allowed on the front. Mr. Brass stated "correct". Mr. Ables stated that z'it exceeds the height. Mr. Brass stated "correct".

Mr. Campbell stated that he understands fencing, he understands the rules, and he discussed securing a fence trying to keep kids from climbing over it. He also discussed securing the property. Additional discussion included former use, protecting the residents, and the five-foot fence. Mr. Brass noted that the applicant did opt, not to do hedge screening for the outdoor storage use. Mr. Campbell inquired about the fence material. Mr. Brass stated that it is not illegal, and it is not in the purview of the Zoning Ordinance.

Ms. Newton stated that "the Board is not looking at Pencil Avenue". The applicant stated that "it was a bonus", she does feel that if the Board was to look at a five-foot fence that would be an alternative compliance issue, she is not sure how the applicant would justify that. Additional discussion included material, chain link fence, a wood fence, and the hedge row. Ms. Newton stated that "along Cemetery is what we are here to approve". Mr. Brass stated "that is correct".

Mr. Campbell asked if there was a problem with screening slats. Mr. Brass stated that "slats are out of the purview". However, the hedge row screen or wall screen is a

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requirement to have outdoor storage. Ms. Newton stated that it is separate from the fence. Mr. Brass stated “yes”. Ms. Wiles inquired about the height. Mr. Brass stated that “the hedge screen and wall screen height is required to be 3.5 feet to 5 feet for the wall screen or 3 feet to 5 feet for the hedge screen at installation”. Mr. Brass discussed the purpose of the Ordinance. Mr. Campbell asked if the Board could require the wall screen, or hedge screen on the front on Cemetery Avenue, and take the slats going down Pencil Avenue. Mr. Brass stated “no, because for screening on the frontage a fence is not an allowed screening option for outdoor storage”. Mr. Ables stated, “what is to come before this Board is the type of fence, the height of the fence, and as it relates to outdoor storage going on that property. That is what is before this Board of Zoning Appeals today”. Mr. Brass stated “to admit the hedge or wall screen for outdoor storage and for the height and material of the fence”. The applicant stated “hypothetically if they get denied they don’t have to do anything to the fence, correct, because they are not using it for outdoor storage”. Mr. Brass stated that “there is still a fence that is not in compliance. Because the fencing is tied to the zoning”. Additional discussion included the new ordinance, what kicked it in, the use, the outdoor storage use, and meeting the fence requirement. Mr. Ables called for the vote. Mr. Hubbell stated that he would encourage the Board to review the material that is in the staff report and try to come to some resolution to make a motion. Mr. Brass stated to reference 8.5.16 L, state the motion and reason referencing 8.5.16L. Ms. Wiles inquired about the referenced reasons. Mr. Brass stated that “there are other options; staff recommendation was to deny. The fence was installed without staff knowledge, and he further explained. The applicant discussed the existing 5-foot fence he stated that they did not intentionally do something that they knew was out of the current Zoning Ordinance. They were simply trying to make the area improved and the lot improved”, and he further explained.

Mr. Ables moved to defer insufficient information to make a decision and continue a hearing and request the applicant and staff get together and provide additional information to bring back to this Board at a future meeting for consideration. Ms. Newton seconded the motion. The motion to defer passed with a vote of four to zero.

IV. OTHER BUSINESS:

The election of Officers:

Mr. Campbell nominated Mr. Jimmy Dugger, Chairman. The motion carried four to zero.

Vice Chair: Ms. Wiles nominated Ms. Kristen Newton. The motion carried three to zero with Ms. Newton abstaining.

V. ADJOURNMENT:

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Mr. Campbell moved to adjourn, and Ms. Wiles seconded the motion. The motion to adjourn passed four to zero. The meeting adjourned at 9:59 AM.

Board of Zoning Appeals, Chairman
Jimmy Dugger

Date



CITY OF COLUMBIA TENNESSEE
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 STAFF REPORT

CONTACT INFORMATION

Austin Brass, AICP abrass@columbaitn.gov 931-560-1545

DOCKET/CASE/APPLICATION
 NUMBER

25-0421

APPLICANT/ PROPERTY OWNER

9th & Main LLC, Sam Gray

PUBLIC HEARING DATE

December 11th, 2025

PROPERTY ADDRESS/LOCATION

200 Cemetery Ave

REQUEST: Variance to allow for Chain Link Fencing at Frontage of property within an SD-LI Zoning District & Relief of Screening Requirement for the use of outdoor storage on site.



Existing Zoning:	Existing Land Use:	Surrounding Zoning/Land Use:	Site Improvements	Lot Size:
SD-LI	Vacant Lot	SD-LI/ Single-Family Residential	N/A	.72+/- acres

REVIEW STATUS:

- The Zoning Ordinance requires all fencing within an SD-LI District to be chain link at the sides and rear only. Natural wood, brick, stucco over masonry, and wrought iron or aluminum are the permitted fence types located at the frontage of a property. The applicant seeks to utilize chain link at the frontage of the property as installed. In addition, fencing materials are required to be a maximum height of 4ft at the frontage. The applicant has installed a chain link fence that is 5ft in height at the frontage and thus seeking relief from this required standard. *See Exhibit 2.*
- The Zoning Ordinance requires as a standard for the use of Outdoor Storage where permitted to be at least 15 ft from a public right-of-way and any abutting residential use. In addition, the ordinance requires that areas utilized for outdoor storage should be screened from view from the public right-of-way. The SD-LI Zoning district allows



screening to consist of a wall screen or hedge screen at the frontage of a site. Materials for a hedge screen are required to consist of evergreen plants with a min 80% opacity or a brick, natural stone or stucco over masonry wall. The applicant has requested to seek relief from this standard for the use of outdoor storage on the subject property by not installing the required screening for such proposed use. *See Exhibit 3.*

REVIEW & ASSESSMENT:

8.5.16. L VARIANCE REQUIREMENTS

1. Standards:

The Board shall not grant a variance unless it makes findings based upon evidence presented to it as follows:

- a. That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this Ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any regulation contained within this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.
 - b. That the Variance is the minimum Variance necessary so as to relieve such difficulties or hardship and thereby make possible the reasonable use of the land, Building, or Structure.
 - c. That the Variance will not authorize uses or activities in the applicable District other than those permitted by this Ordinance.
 - d. That financial return alone shall not be considered as a basis for granting a Variance.
 - e. That the granting of the Variance will not be substantially detrimental to the public good or substantially injurious to other property or improvements in the area in which the subject property is located, and will not substantially impair the intent and purpose of the general provisions of the City's zone plan and this Ordinance.
 - f. That the proposed Variance will not impair an adequate supply of light and air to the adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety.
 - g. That the alleged difficulty or hardship has not been caused or created by the act or omission of the applicant or any person having an interest in the property
2. Notwithstanding anything to the contrary contained or implied in Section 8.5.16.L.1, **none of the following shall be deemed or considered to be, or be considered in making a determination whether strict compliance with this Ordinance presents, a peculiar and exceptional practical difficulty** to or exceptional or undue hardship upon the owner of property:



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STAFF REPORT

- a. Pecuniary considerations
 - b. Aesthetic considerations
 - c. Historic Preservation
 - d. Public good
 - e. Over-compliance with other provisions of this Ordinance
 - f. Personal Situations
 - g. Proximity to inconsistent or incompatible Uses or Development
 - h. Other Variances that have been granted
 - i. Nonconformities
 - j. District boundaries
 - k. Conditional Uses or Uses Permitted Subject to Limited Use Standards; or
 - l. Deterioration of surrounding area
3. Neither any Nonconforming Use of neighboring lands, Structures, or Buildings in the same District, nor any non-permitted or Nonconforming Use of lands, Structures, or Building in other Districts shall be considered grounds for the issuance of a Variance.
 4. Under no circumstances shall the Board of Zoning Appeals grant a Variance to allow a Use that is not permissible under this Ordinance in the applicable District, or any Use which is expressly or by implication prohibited by the terms of this Ordinance in said District.
 5. The Board of Zoning Appeals may impose such conditions and restrictions upon the premises benefited by a Variance as may be necessary to comply with the provisions set out in Sections 8.5.16.L.1 above to reduce or minimize the injurious effect to such Variance upon surrounding property and better carry out the general intent of this Ordinance. The Board of Zoning Appeals may establish expiration dates as a condition or as a part of any Variances.
 6. The additional requirements of Sections 8.5.16.L.6.a -.c following shall apply to all applications for approval of any Variance from the provisions of Section 6.12:
 - a. Each application for a Variance shall reflect the type of Structure(s) for which the Variance is sought, the size of such Structures, the approximate location upon the parcel and the intended use thereof.
 - b. Due to the extreme hazardous conditions within the floodway and the effect of obstructions to upstream Structures, no Variance shall be issued within the designated Floodway District which would result in any increase in flood levels during the regulatory flood discharge.
 - c. Any applicant to whom a Variance is granted shall be given notice that the proposed Structure will be located in the flood prone area, but the Structure will be permitted to be built with a lowest flood elevation of the number of feet approved by the Variance below the regulatory flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced first floor



elevation, and all subsequent purchasers shall be notified in writing, and same shall be set out in any deed or other writing issued to subsequent purchasers, lessees, mortgagors or vendees.

7. Any person, including without limitation any agency of the City, who is aggrieved by a decision of the Board of Zoning Appeals on a Variance, may appeal by *certiorari* to a court of competent jurisdiction. The judgment and findings of the Board of Zoning Appeals on all questions of fact that may be involved in any appeal, cause, hearing or proceeding under this Ordinance shall be final and subject to review only for illegality or want of jurisdiction.

STAFF ANALYSIS:

Staff has reviewed this variance request in relation to section 8.5.16.L and finds the following:

Self-Created Hardship (Criterion g & a): The alleged difficulty or hardship is directly and entirely caused by the applicant's actions. The fence has been installed, without staff knowledge or approval, at the frontage, not meeting the fence standards described for an SD-LI district. In addition to the requirements for not applying the proposed screening for outdoor storage is by choice of the applicant. Both of these items have no direct correlation by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this Ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, and thus staff recommends denial of this request.

PUBLIC NOTICE

Public notice was properly given with the item being advertised as part of the Board of Zoning Appeals agenda in the *Main Street Maury* newspaper on October 29, 2025. Certified letters to this Public Hearing were also mailed to adjoining property owners on October 29, 2025.

RECOMMENDATION:

DENY

Recommended Motion [Deny]:

Move to deny the requested variance, having found that the variance criteria listed in the City of Columbia Zoning Ordinance have not been sufficiently and fully satisfied.

Alternative Motions:

Motion [Approve]:

Move to find, based on the evidence presented by the applicant and the analysis provided by city staff, that all seven variance criteria listed in the City of Columbia Zoning Ordinance have been sufficiently and fully satisfied and grant the requested variance.



Alternative Motion [Approve Subject to Conditions]:

Move to find that all seven variance criteria listed in the City of Columbia Zoning Ordinance have been sufficiently and fully satisfied and grant the requested variance subject to the following conditions: *[list conditions of approval]*.

Alternative Motion [Defer]:

Move to find that there is insufficient information to make a decision, continue the hearing, and request that the [applicant/staff] provide: *[list additional information]* for review at a future meeting.

When issuing a decision of the board of zoning appeals, the board shall inform, in writing, the parties to the proceeding of their right to seek judicial review of the board's decision pursuant to title 27, chapter 9. (this judicial review is a writ of certioraris).

Below are excerpts of Zoning Ordinance 4400 that outline the requirements for outdoor storage under Article 4 that indicate outdoor storage shall be screened from view from the public right-of-way. Exhibit 1 indicates the limited use of outdoor storage standards in which the applicant proposes for the site. Exhibit 2 indicates the screening requirements and location noting wall screens & hedge screens are required for screening at frontage of sites. As noted, a fence screen is not permitted. Exhibit 3 indicates the requirements for fencing if utilized in an SD-LI district that notes that chain link is not permitted at the frontage of any site.

ARTICLE 4: BUILDING LOT & BUILDING SITE STANDARDS

gg. **Outdoor Display** shall be permitted in accordance with the applicable Use Table, subject to the following:

1. Outdoor Display shall be permitted only through the Administrative Adjustment process in Section 8.5.8.
2. A binding site plan illustrating the extent of the permitted area for outdoor display shall be required.
3. Vehicles for sale, lease or rent as part of a properly permitted Use (including boats and manufactured housing) shall not be considered merchandise, material or equipment subject to the restrictions of this Section.
4. Plant material at a Plant Nursery or Plant Nursery with Landscape Supply shall not be considered merchandise, material or equipment subject to the restrictions of this Section.
5. Waste generated on-site and deposited in ordinary refuse containers shall not be subject to the restrictions of this Section.
6. Temporary uses permitted by these zoning regulations are not subject to the requirements of this Section.
7. The requirements of this Section do not supersede any previously issued Conditional Use or special exception for outdoor display or storage.
8. The outdoor location of soft drink or similar vending machines shall be considered outdoor display where the location is visible from Adjacent Residential Development.
9. Outdoor acceptance of payment or other remittance (including cash registers or similar devices) shall not be permitted, except for activities permitted through a Temporary Use permit.

hh. **Outdoor Recreation** shall be permitted in accordance with the applicable Use Table, subject to the following:

1. The use shall have direct access from a major or minor thoroughfare.
2. Food sales shall be provided for patrons of the recreational activity only.
3. Passive recreational activities may use alternative Parking surfaces as approved by the City engineer.

ii. **Outdoor Storage** where permitted by this Ordinance, shall be located at least 15 feet from the public right-of-way and any Abutting Residential Use or Residential District. All areas utilized for outdoor storage should be screened from view from the public right-of-way.

Exhibit 1



CITY OF COLUMBIA TENNESSEE
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 STAFF REPORT

SD-LI TABLE 4.3.1-J DISTRICT STANDARDS
LIGHT INDUSTRIAL SPECIAL DISTRICT

Screens, Street-Screens & Buffers

Height	At Frontage or Adjacent to Civic Space	Not at Frontage or Adjacent to Civic Space
Wall Screen/Street-Screen Height	3.5 ft. to 5 ft.	5ft. to 6ft; Minimum 6ft. for Dumpsters and Trash Receptacles
Fence Screen/ Street-Screen Height	NP	5ft. to 6ft. for Dumpsters and Trash Receptacles
Hedge Screen/ Street-Screen Height	3 ft. to 5 ft at installation	5ft. to 6ft. at installation

Materials

Wall Screen or Street-Screen	Brick, Natural Stone or Stucco over Masonry
Fence Screen or Street-Screen	Natural Wood, painted or unpainted
Hedge Screen or Street-Screen	Evergreen plants with min. 80% opacity

Exhibit 2

SD-LI TABLE 4.3.1-J DISTRICT STANDARDS
LIGHT INDUSTRIAL SPECIAL DISTRICT

Private Landscaping and Fencing

Landscaping

Required continuous shrubs around foundation at Façade if 1st Layer id > 3 ft. deep, plus if 1st Layer is > 15 ft. deep, 1 tree per 50 ft. of Frontage width, planted in 1st Layer. Landscaping must comply with Section 4.3.16

Walls & Fencing (not including Screens)

Height	3.5 - 4 ft max at Frontage, otherwise 6 ft max; height measured from avg. undisturbed grade of Adjacent property at property line
Construction	Finished side must face Adjacent property, Thoroughfare, Path, Passage or Waterbody
Maintenance	Must be well maintained, in upright condition and free of missing or broken parts and graffiti

Materials

Natural Wood	P only picket type allowed at Frontage; other types allowed at sides and at rear	Chain Link	P at sides and rear only
Brick, Natural Stone, or Stucco over Masonry	P at sides and rear only	Barbed/ Razor/ Concertina Wire	P at sides and rear only & only if not Adjacent to Residential Use
Wrought Iron or Aluminum	P	Exposed or Painted Aggregate Concrete	NP
Vinyl	NP	Smooth or Split-faced Block	NP

Exhibit 3

BOARD OF ZONING
VARIANCE APPLICATION AND CHECKLIST
SUBMITTAL REQUIREMENTS

*Please submit scanned copy the Application online at [City of Columbia | Permitting \(onlma.com\)](http://CityofColumbia.com/Permitting)
If there is no access to a computer, please submit all pertinent information on a flash drive as well as
provide one hard copy. Additional fee may apply*

1. Applicants must complete this application, include required supporting materials, & pay the required fee (\$200.00 for owner-occupied residential, \$400 for all others) by the published submittal deadline. Please contact the Columbia Development Services Department with any questions or to discuss any concerns during the BZA submittal & review process: Charles Rush, Principal Planner, Crush@columbiatn.gov or (931) 560-1531
2. Please provide the following information:
 - a. Completed application.
 - b. **For a setback variance only:** The length of the boundaries of the lot measured to the nearest foot. Locations, square footages, and exterior dimensions, measured from outside wall to outside wall, of all existing and proposed buildings and structures. *A plot plan may satisfy this requirement.*
 - c. **For all variance requests:** Completion of the Requirements of Variance Sheet on this Application or a Justification Letter addressing the seven (7) criteria.
 - d. Applicable drawings, illustrations, and so forth, to accompany the request.
 - e. Any additional information requested by the Department of Development Services that will be necessary to fully complete a review by City Staff and/or by the Board of Zoning Appeals.
3. Please submit the final request to the Department of Development Services according to the established Board Deadline and Meeting schedule. A representative must attend the BZA Meeting.

BOARD OF ZONING APPEALS APPLICATION <i>COLUMBIA, TENNESSEE</i>					
LOT ADDRESS: 200 CEMETERY AVE					
ZONING: SD - LI			LOT ACREAGE: .715		
LAND USE: OUTDOOR STORAGE			BUILDING SQUARE FOOTAGE: N/A		
ESTABLISHED/EXISTING SETBACKS (DISTANCE BETWEEN BUILDINGS AND PROPERTY LINES):					
FRONT: _____ ft.		SIDE: _____ ft.		REAR: _____ ft.	
OTHER INFORMATION:					

VARIANCE PERMIT REQUEST

<i>EXCEPTIONAL HARDSHIP VARIANCE REQUEST</i>		
<p>1. If requesting a Setback Variance, indicate below which yard the setback variance is located within and provide an exact measure of the distance of the new setback in feet.</p> <p>2. If requesting a Variance of any other provision of the <i>Zoning Ordinance</i>, provide a detailed explanation below in “Other Variance Request.” Please note that the <i>Zoning Ordinance</i> does not allow variances from certain standards listed at § 8.5.16.D.3.</p>		
SETBACK VARIANCE <i>Check applicable yard</i>	<input type="checkbox"/> FRONT YARD <input type="checkbox"/> SIDE YARD <input type="checkbox"/> REAR YARD	REQUESTED SETBACK (<i>ft</i>):
OTHER VARIANCE REQUEST	ZONING ORDINANCE SECTION: 4.3.1-J	
REASON FOR REQUEST: <p style="margin: 0;">Proposed Fencing Solution</p> <p style="margin: 0;">We propose to add privacy pickets similar to Fire Station 1 (picture attached) to the existing fence along the Cemetery</p>		

Ave frontage and extend them **100 feet along Pencil Ave**. This option is being proposed as an alternative to installing shrubs, as our intent is to be good neighbors and to screen the outdoor storage area from nearby residences, particularly the property on Pencil Ave.

Landscape Buffer Consideration

It is our understanding that a landscape buffer would only be required for properties seeking **current zoning compliance**. Since this property has historically been used for outdoor storage—previously for tires—we believe this requirement should not apply. The area may have appeared less visible in the past due to dilapidated structures and poor maintenance, which did not seem to draw complaints previously.

Additionally, the site is fully covered in rock, making it impractical to install a landscape buffer without removing substantial material (potentially requiring blasting or jackhammering) and adding significant topsoil for plant viability. For reference, **the neighboring properties along**

	<p>Cemetery Ave are of a similar nature and are being used for comparable purposes.</p> <p>We have made very little changes to the existing property; except to enhance the property and make useable and safe by removing dilapidated structures and secure the lot</p>
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APPLICANT

NAME	9 TH & MAIN LLC	PHONE	6157274088
ADDRESS	118 CEMETERY AVE COLUMBIA, TN	EMAIL	SAMUELAGRAY@GMAIL.COM

PROPERTY OWNER

NAME	9 TH & MAIN LLC	PHONE	6157274088
ADDRESS	118 CEMETERY AVE COLUMBIA, TN	EMAIL	SAMUELAGRAY@GMAIL.COM

In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of Columbia & (2) all information contained herein is accurate & true to the best of my knowledge.

9TH & MAIN LLC – SAM GRAY -
MEMBER

APPLICANT NAME

APPLICANT SIGNATURE

11/13/2025

DATE

9TH & MAIN LLC – SAM GRAY -
MEMBER

PROPERTY OWNER NAME

PROPERTY OWNER SIGNATURE

11/13/2025

DATE

REQUIREMENTS FOR A VARIANCE
Section 8.5.16.L of the City of Columbia Zoning Ordinance

The Board of Zoning Appeals shall not grant a variance unless it makes a finding, based on the evidence presented, that all of the following seven criteria are sufficiency and fully satisfied.

*The BZA cannot, by law, consider financial or personal matters
in the justification of any of the seven criteria.*

Please demonstrate how your request satisfied each of the following:
(You may use this sheet or attach separate pages)

<p>a. That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this Ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any regulation contained within this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.</p> <p>Property at 200 Cemetery Ave is covered in rock and unable to plant landscape buffer.</p>
<p>b. That the Variance is the minimum Variance necessary so as to relieve such difficulties or hardship and thereby make possible the reasonable use of the land, Building, or Structure.</p> <p>We are attempting to provide solutions that would be both acceptable to ourselves and the city by installing a screen, similar to one in a much more visible area, on our property in lieu of planting a landscape buffer which will inevitably perish.</p>
<p>c. That the Variance will not authorize uses or activities in the applicable District other than those permitted by this Ordinance.</p> <p>We are not requesting unauthorized activities.</p>

d. That financial returns alone shall not be considered as a basis for granting a Variance.

Financial returns are not the basis, merely common sense compromise to current zoning requirements in an area that is similar in nature to surrounding properties.

e. That the granting of the Variance will not be substantially detrimental to the public good or substantially injurious to other property or improvements in the area in which the subject property is located, and will not substantially impair the intent and purpose of the general provisions of the City's zone plan and this Ordinance.

The granting of this variance will improve the current state of the area and go above and beyond current requirements of the zoning by including an additional 100' screen to the right of the property.

f. That the proposed Variance will not impair an adequate supply of light and air to the adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety.

There is no light or air, or substantial increase of congestion in the public streets, or increase the danger of fire, or endanger the public safety.

g. That the alleged difficulty or hardship has not been caused or created by the act or omission of the applicant or any person having an interest in the property.

The hardship has not been caused or created by the act or omission of applicant or any person having interest in the property.



REQUIREMENTS FOR A VARIANCE
Section 8.5.16.L of the City of Columbia Zoning Ordinance

The Board of Zoning Appeals shall not grant a variance unless it makes a finding, based on the evidence presented, that all of the following seven criteria are sufficiency and fully satisfied.

*The BZA cannot, by law, consider financial or personal matters
in the justification of any of the seven criteria.*

Please demonstrate how your request satisfied each of the following:
(You may use this sheet or attach separate pages)

<p>a. That by reason of exceptional narrowness, shallowness, or shape of a particular piece of property at the time of enactment of this Ordinance, or by reason of exceptional topographic conditions or other exceptional and extraordinary situation or condition of such piece of property, the strict application of any regulation contained within this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional or undue hardship upon the owner of such property.</p> <p>Property at 200 Cemetery Ave is covered in rock and unable to plant landscape buffer.</p>
<p>b. That the Variance is the minimum Variance necessary so as to relieve such difficulties or hardship and thereby make possible the reasonable use of the land, Building, or Structure.</p> <p>We are attempting to provide solutions that would be both acceptable to ourselves and the city by installing a screen, similar to one in a much more visible area, on our property in lieu of planting a landscape buffer which will inevitably perish.</p>
<p>c. That the Variance will not authorize uses or activities in the applicable District other than those permitted by this Ordinance.</p> <p>We are not requesting unauthorized activities.</p>

d. That financial returns alone shall not be considered as a basis for granting a Variance.

Financial returns are not the basis, merely common sense compromise to current zoning requirements in an area that is similar in nature to surrounding properties.

e. That the granting of the Variance will not be substantially detrimental to the public good or substantially injurious to other property or improvements in the area in which the subject property is located, and will not substantially impair the intent and purpose of the general provisions of the City's zone plan and this Ordinance.

The granting of this variance will improve the current state of the area and go above and beyond current requirements of the zoning by including an additional 100' screen to the right of the property.

f. That the proposed Variance will not impair an adequate supply of light and air to the adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety.

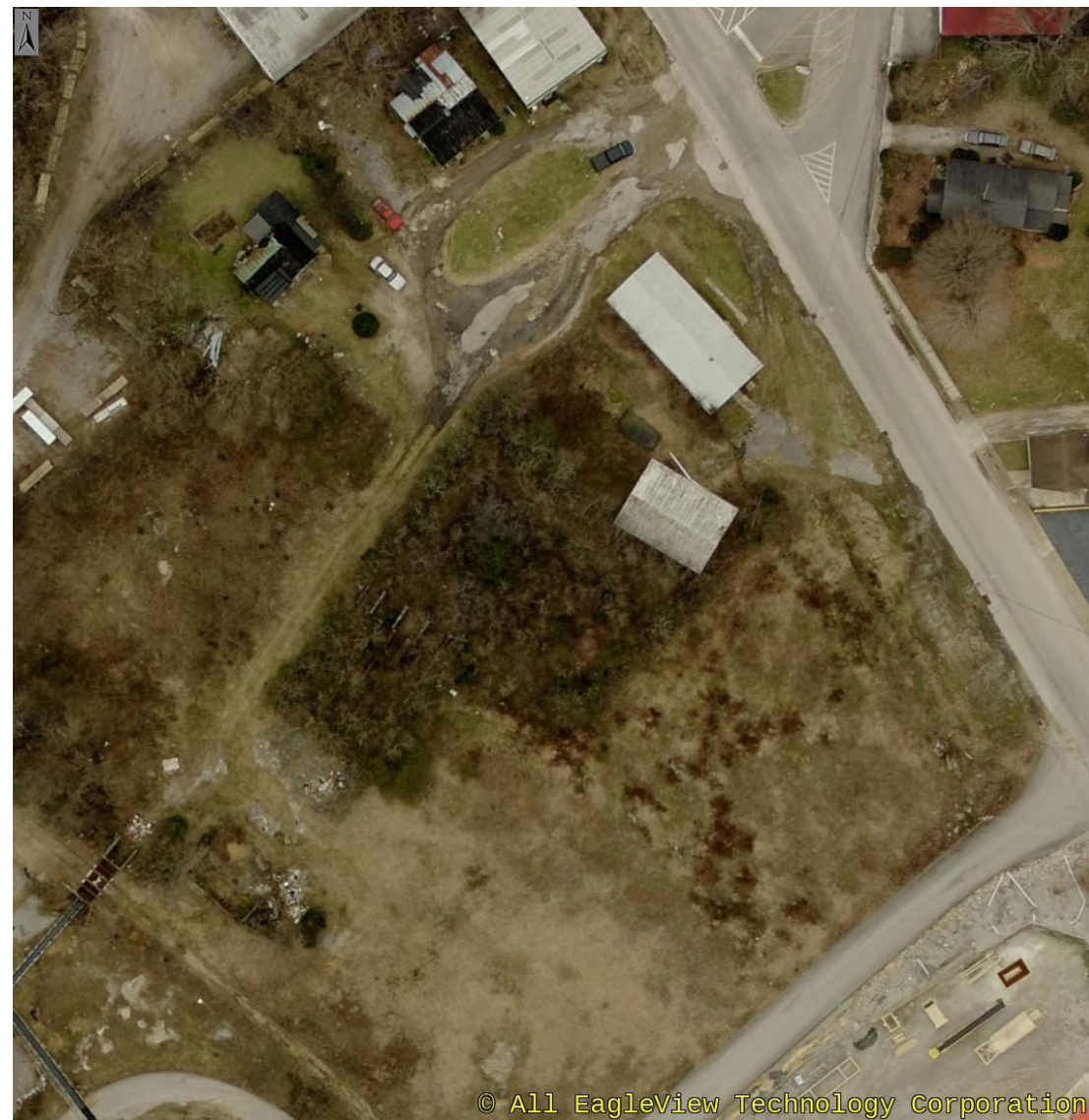
There is no light or air, or substantial increase of congestion in the public streets, or increase the danger of fire, or endanger the public safety.

g. That the alleged difficulty or hardship has not been caused or created by the act or omission of the applicant or any person having an interest in the property.

The hardship has not been caused or created by the act or omission of applicant or any person having interest in the property.



2010



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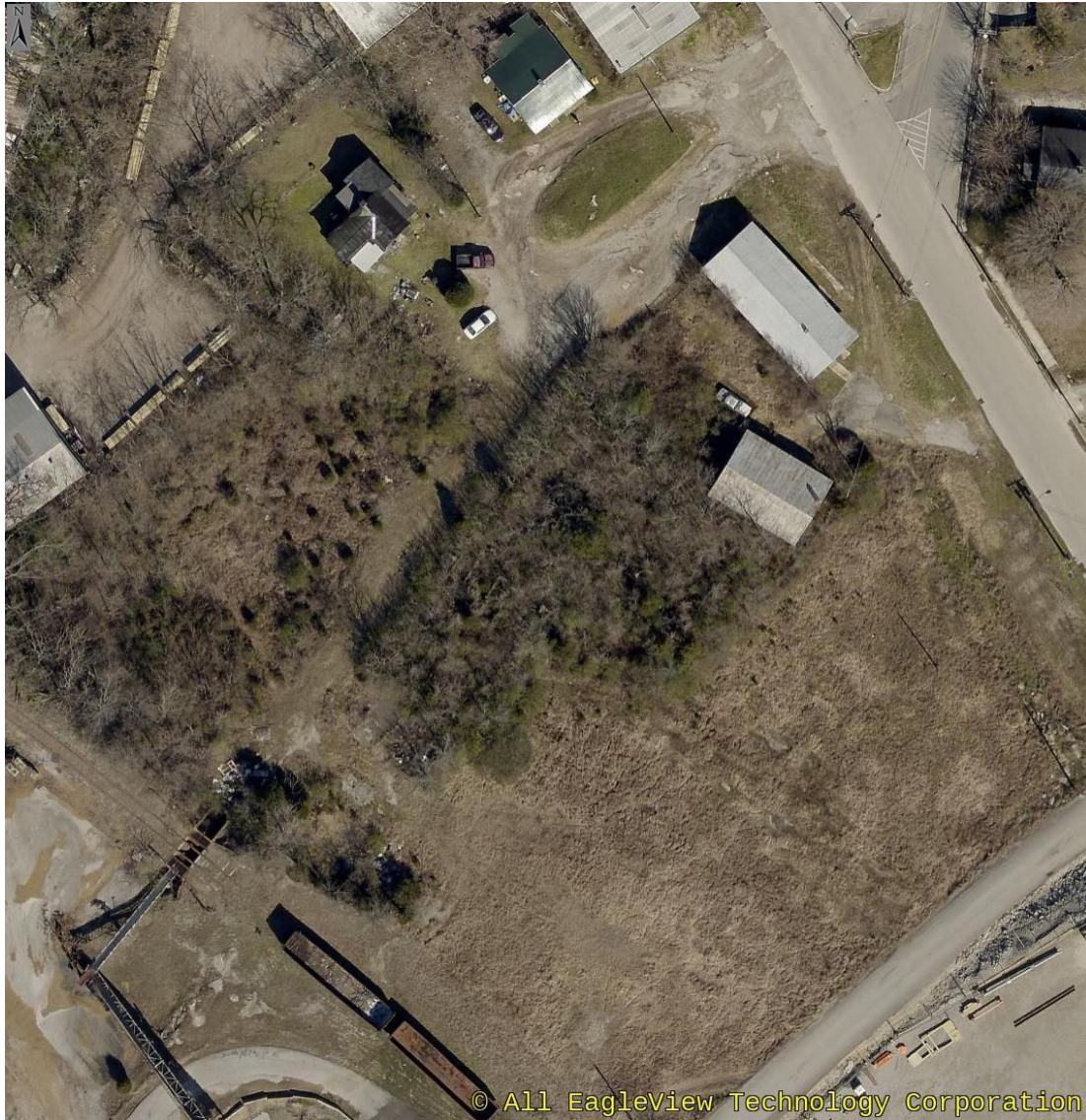
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© All EagleView Technology Corporation

02/12/2010

2013



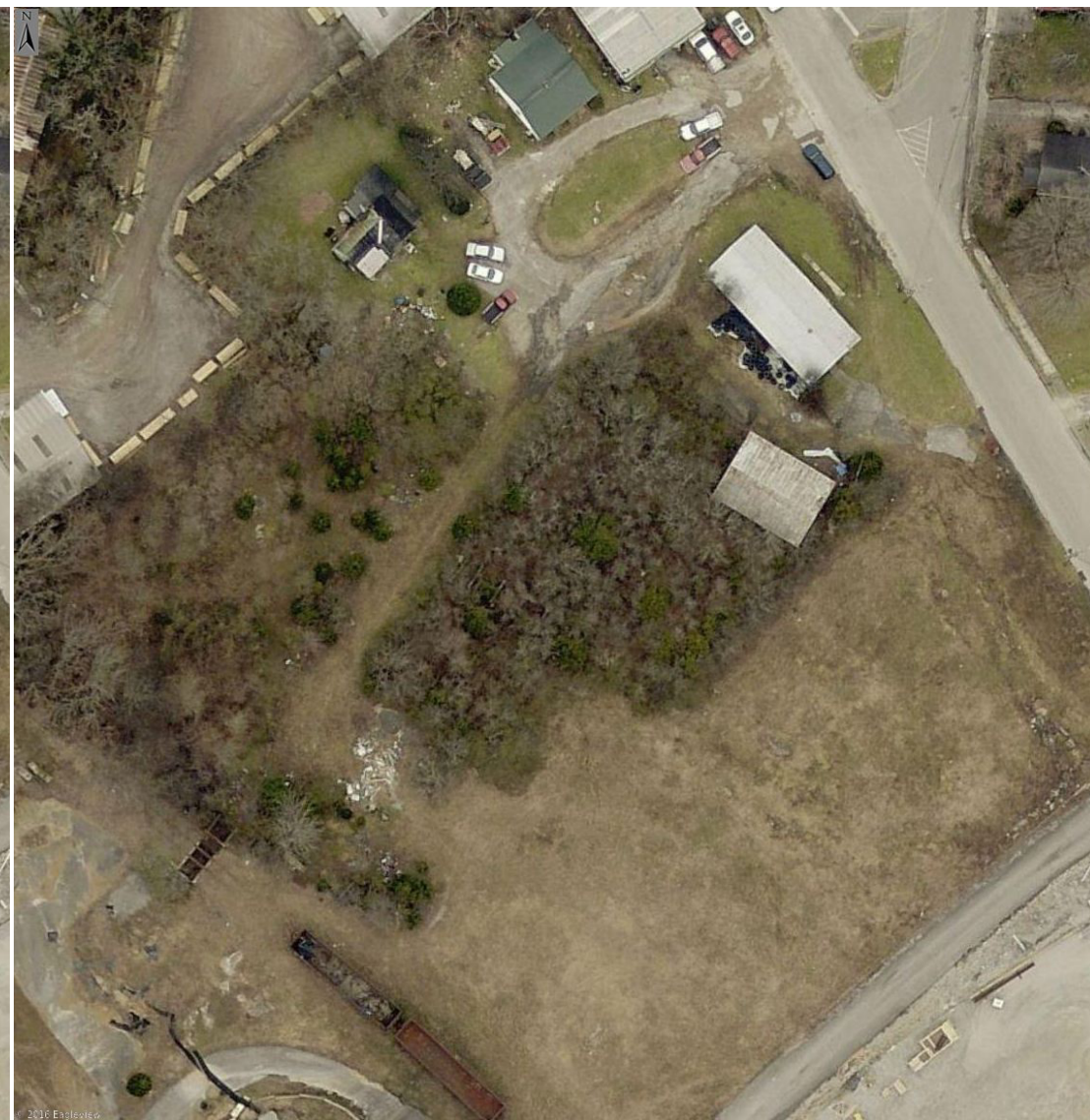
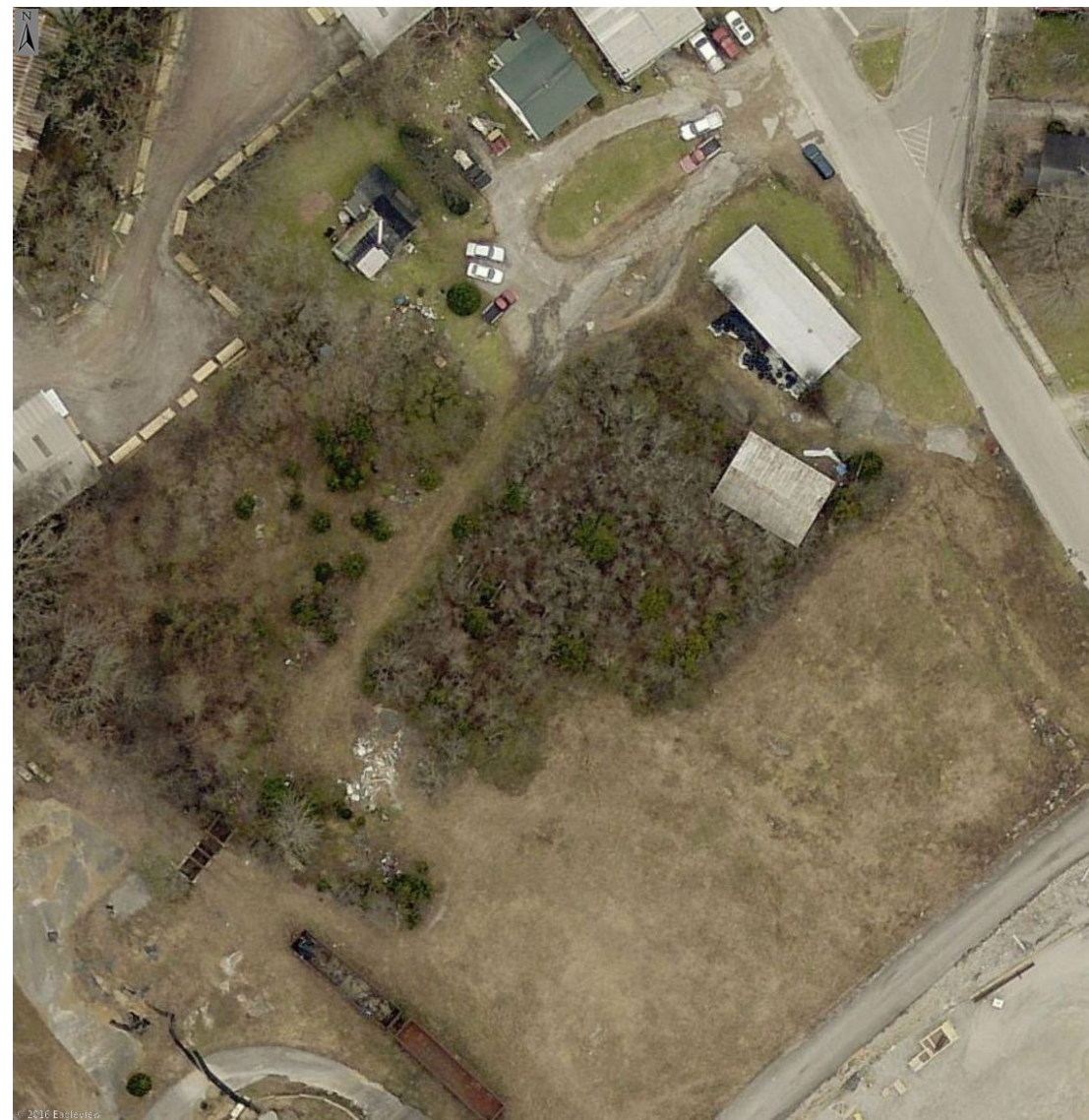
03/03/2013



03/03/2013

Page 25 of 46

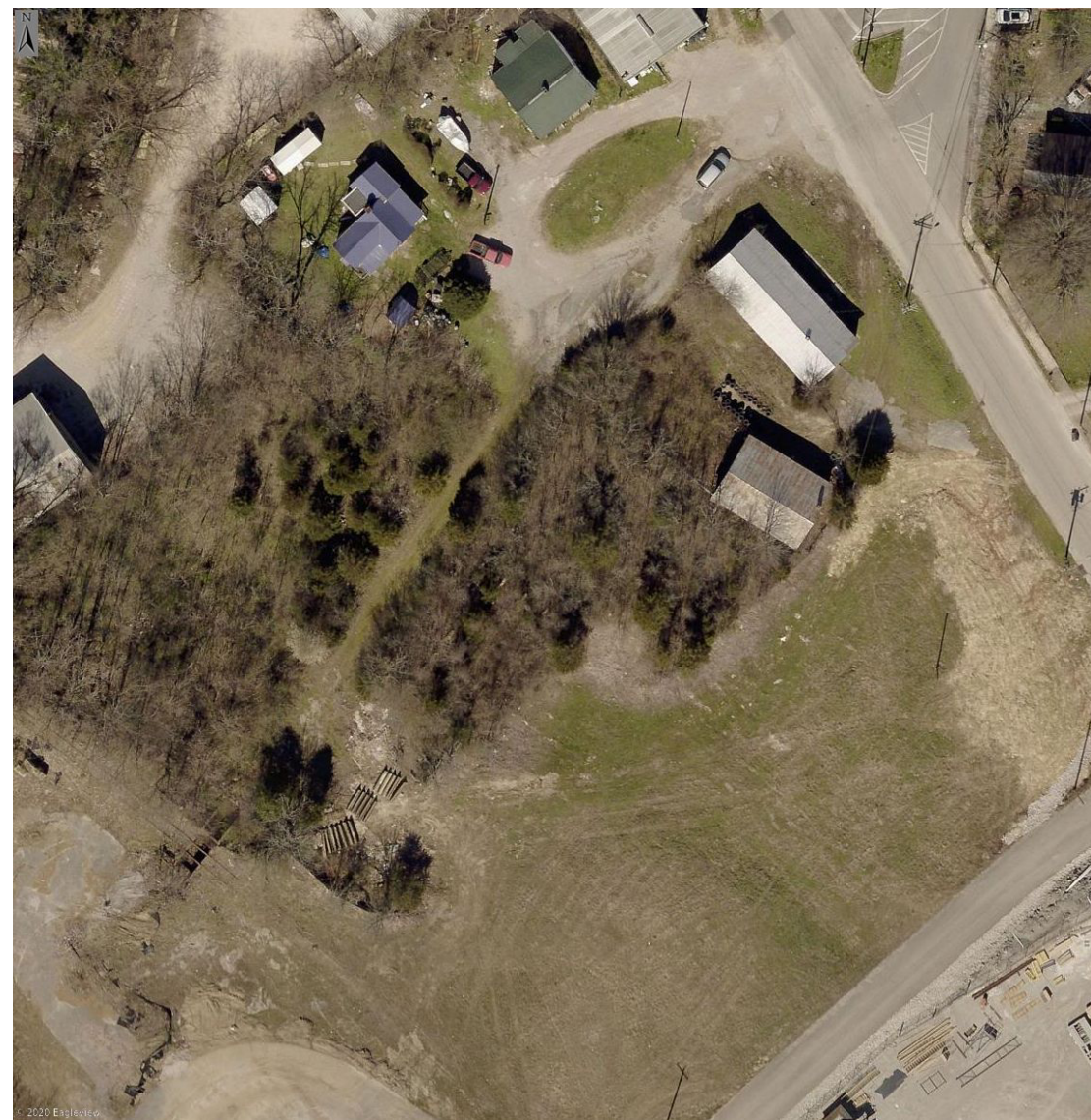
2016



01/19/2016 - 03/08/2016

01/19/2016 - 03/08/2016

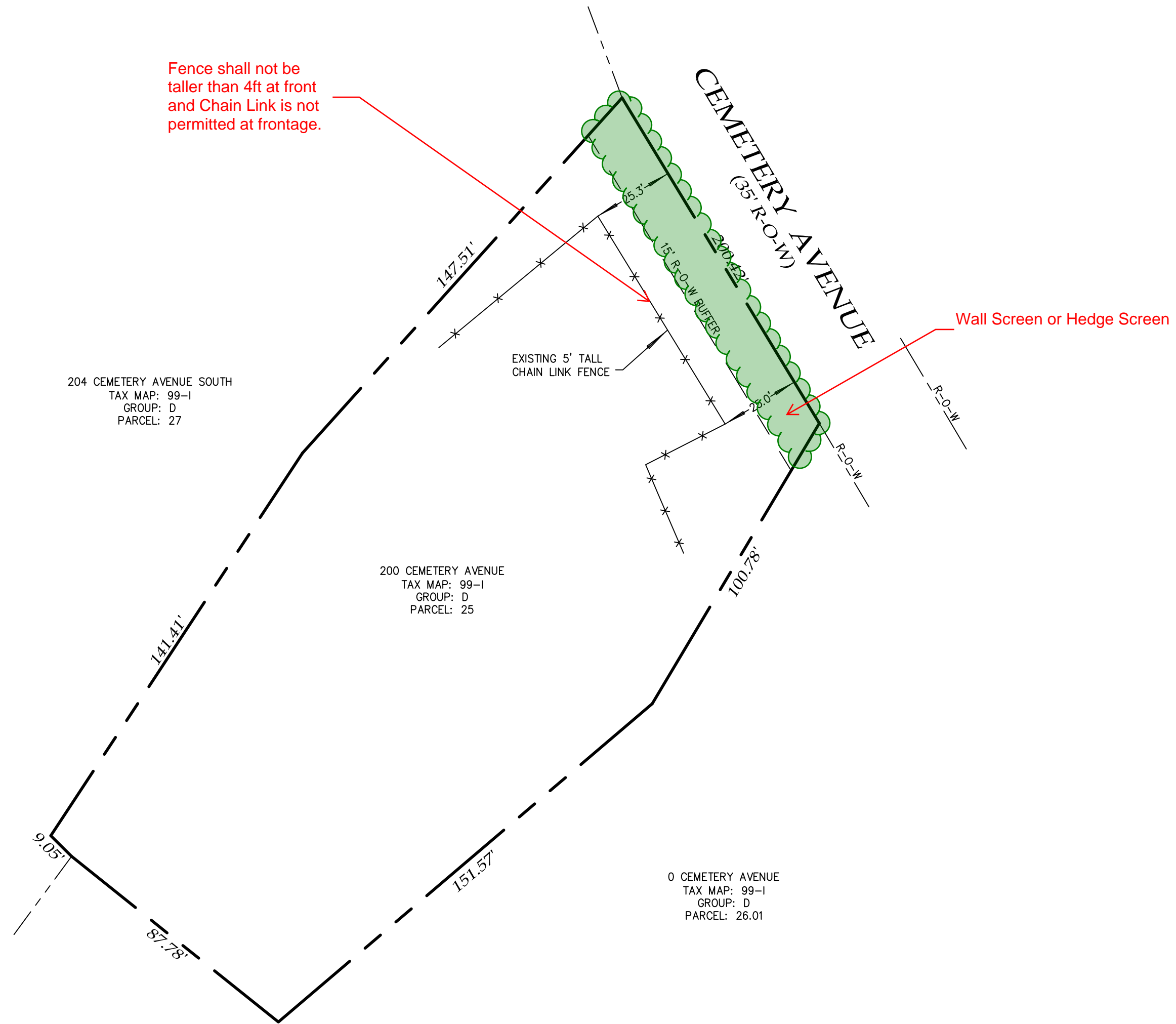
2020



02/29/2020 - 03/08/2020

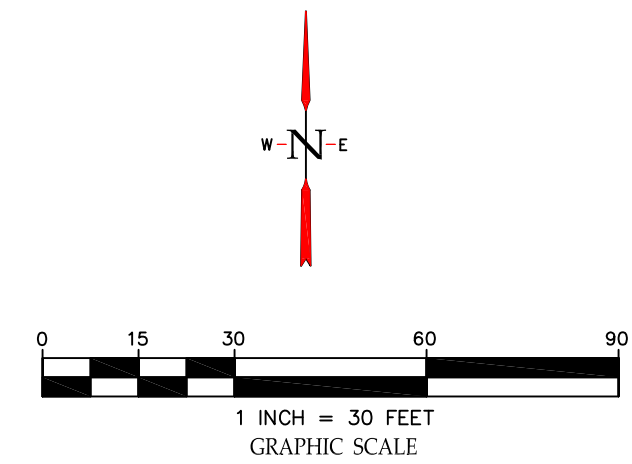
02/29/2020 - 03/08/2020

Required items for Outdoor Storage



AS-BUILT FENCE INSPECTION

PROPERTY ADDRESS: 200 CEMETERY AVENUE, COLUMBIA, TN 38401.
 PROPERTY DESCRIPTION: TRACT 10, PUGMILL SYSTEMS, INC.
 RECORDED: PLAT BOOK 21, PAGE 463, R.O.M.C., TENNESSEE.
 COUNTY: MAURY
 TAX MAP: 99-1 GROUP: D PARCEL: 25



SHEET: 1 OF 1
 DATE: 9-26-25
 FILE NUMBER: 5262



P.O. Box 3447 Brentwood, Tennessee 37024
 voice: 615-837-1595 email: mail@edgegroup.co

© 2025 Google

Cemetery St

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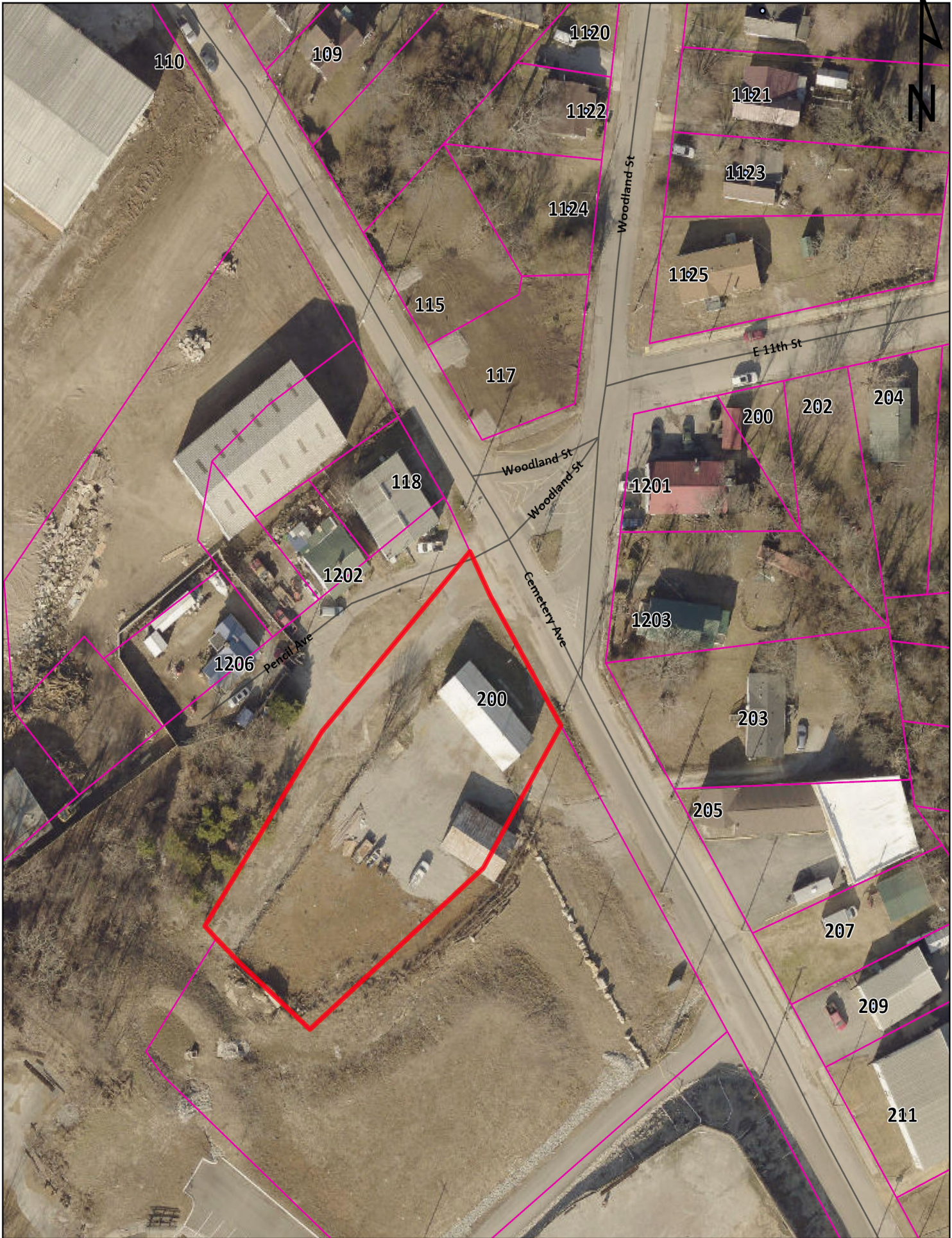


FUGMILL
SYSTEMS

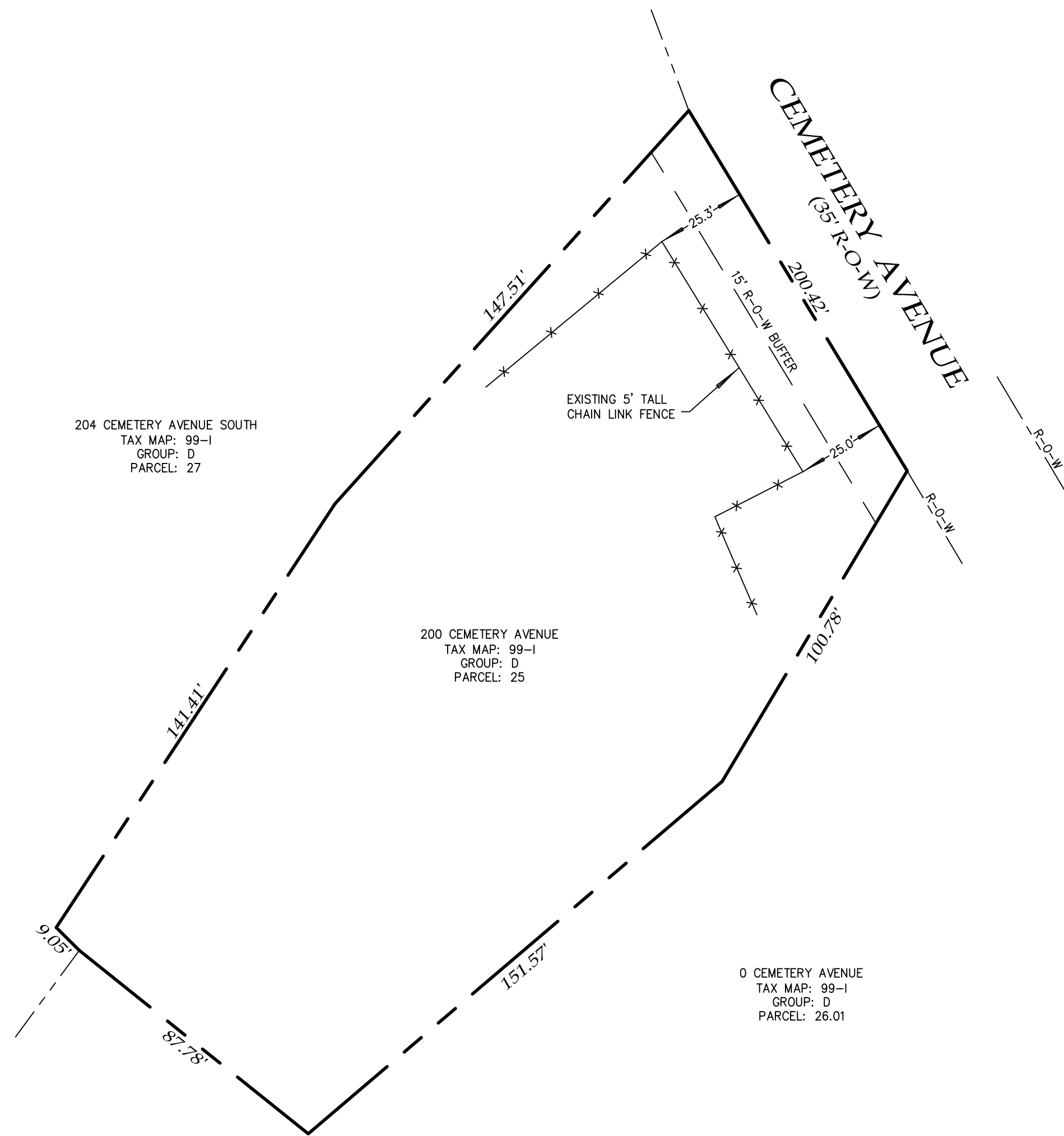




PUGMILL
SYSTEMS



Case #25-0421
200 Cemetery Ave.



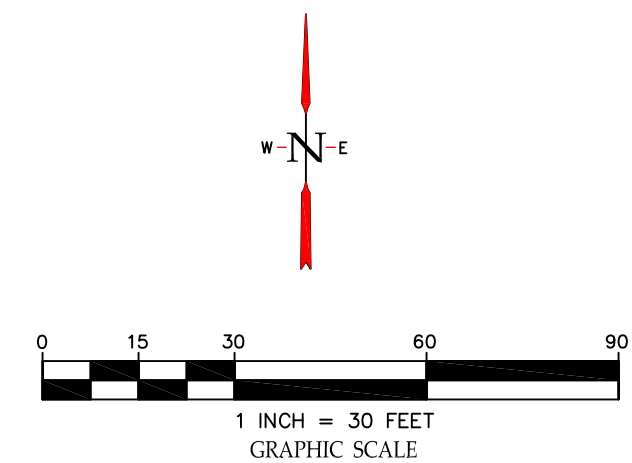
204 CEMETERY AVENUE SOUTH
 TAX MAP: 99-1
 GROUP: D
 PARCEL: 27

200 CEMETERY AVENUE
 TAX MAP: 99-1
 GROUP: D
 PARCEL: 25

0 CEMETERY AVENUE
 TAX MAP: 99-1
 GROUP: D
 PARCEL: 26.01

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 voice: 615-837-1595 email: mail@edgegroup.co



CITY OF COLUMBIA TENNESSEE
 BOARD OF ZONING APPEALS
 STAFF REPORT

CONTACT INFORMATION

Jeremy Humphrey, Planner II, jhumphrey@columbiatn.gov 931-560-1538

DOCKET/CASE/APPLICATION
 NUMBER
25-0428

APPLICANT/ PROPERTY OWNER
**Battle Ink LLC / John Holder &
 Mary Tate-Bullion**

PUBLIC HEARING DATE
January 8, 2026

PROPERTY
 ADDRESS/LOCATION
627 Prominence Rd.

REQUEST: Conditional use of Major Home Occupation – Firearms Engraving Service

The applicant seeks approval of a Major Home Occupation to operate “Battle Ink Engraving LLC,” a firearm engraving business to be conducted within the residence and/or attached garage using a 60-watt industrial MOPA fiber laser.

Services include accepting firearms from clients, engraving metal and polymer components, and managing an appointment-based customer schedule (2–5 clients per week).



The applicant indicates that an FFL license will be obtained to take possession of client firearms and that the engraving work will occur inside the dwelling.

EXISTING ZONING	EXISTING LAND USE	SURROUNDING ZONING & LAND USE	SITE IMPROVEMENTS	Lot Size:
PUD	Single Family	PUD	Residential Home	+/- >1 acre

STATUS OF REVIEW

Staff has completed their review of the submitted application, supporting documents, and proposed operational details. Based on this review, staff finds that the proposed firearm engraving business does **not** meet the definition of a Home Occupation and cannot qualify as a Major Home Occupation. The activity introduces industrial-type equipment and impacts, involves regulated firearm handling, generates customer traffic, and alters the functional character of the home. Because the proposal does not meet the threshold requirements for a Home Occupation, staff cannot support approval and recommends **denial** of the request.

REVIEW & ASSESSMENT

Zoning Ordinance:

Staff reviewed the request for a Conditional Use permit for conformity with the City of Columbia Zoning Ordinance. The relevant provisions of the Ordinance are listed below:

§ 4.3.9.E.6.

- u. Home Occupation**, the following standards are intended to ensure that home occupations are compatible with the residential character of neighborhoods where they are located.
 - (1) There are two classes of Home Occupation:
 - a. A Minor Home Occupation shall be permitted upon approval of a Minor Home Occupation permit by the Zoning Administrator. The Zoning Administrator shall establish a process for review and issuance of permits for minor home occupations.
 - b. A Major Home Occupation shall be allowed only with the approval of the Board of Zoning Appeals. Such approval shall follow the process of a conditional use permit. The Zoning Administrator shall review such Major Home Occupation requests and recommend appropriate conditions of approval to the Board of Zoning Appeals.
 - (2) The Zoning Administrator may refer Minor Home Occupations to the Board of Zoning Appeals upon a determination that the proposed home occupation presents a risk to the residential character of the neighborhood or quiet enjoyment of other property owners.
 - (3) If the Zoning Administrator denies a request for a Minor Home Occupation, or revokes a previously issued permit, the applicant may appeal the decision to the Board of Zoning Appeals. Such a request shall be evaluated as a Conditional Use for a Major Home Occupation permit.
 - (4) **The following limitations apply to all Home Occupations:**
 - a. The home occupation shall be clearly incidental and secondary to the use of the property for residential purposes;



CITY OF COLUMBIA TENNESSEE
BOARD OF ZONING APPEALS
STAFF REPORT

- b. A home occupation shall not be established prior to the residents conducting the home occupation taking possession of, and residing in, the dwelling;
 - c. Outside storage or display of materials, merchandise, or inventory is prohibited;
 - d. Exterior alteration that changes the residential character of the principal building is prohibited;
 - e. No exterior building signs shall be permitted except as specifically provided in Article 7 of this ordinance;
 - f. Receipt, sale or shipment to and from the premises is permitted by regular U.S. Mail and express shipping service characteristic of residential neighborhoods; large-volume, business-to-business commercial deliveries are prohibited; and
 - g. The applicant shall obtain all appropriate licensure required by the State of Tennessee.
- (5) The following limitations apply to Minor Home Occupations:
- a. The Home Occupation must be conducted entirely within the principal structure;
 - b. The Home Occupation shall not exceed fifty percent of the total floor area of the principal building;
 - c. No person other than a family member residing on the premises shall be employed as part of a minor home occupation unless such employee(s) works off-premises.
 - d. There shall be no customers or clients on the premises of a minor home occupation; and
 - e. No commercial vehicles or trailers, other than ordinary passenger vehicles, shall be permitted on premises.
- (6) The following limitations apply to Major Home Occupations:
- a. A Major Home Occupation may be conducted within an accessory building;
 - b. A major home occupation may include two employees who do not reside in the home;
 - c. Except in-home childcare licensed by the State of Tennessee, a major home occupation may have no more than two customers or clients on the premises at one time;
 - d. Shipment and delivery to and from the premises are prohibited between the hours of 9 pm and 7 am;
 - e. No employees, customers, or clients may be on the premises between the hours of 9 pm and 7 am;
 - f. Trailers, equipment, and commercial vehicles, when permitted by the Board of Zoning Appeals, must be stored in the Third Layer and screened from view; and
 - g. The Board of Zoning Appeals may further restrict the number of employees, hours of operation, deliveries, and parking of commercial vehicles and equipment on site.
- (7) Revocation



- a. The Zoning Administrator may revoke the Home Occupation permit for failure to comply with these limited use standards, conditions imposed by the Board of Zoning Appeals, or other violations of City of Columbia ordinances.

8.5.16 Conditional Use Permits & Variances

C. Conditional Use Permits.

1. Conditional Uses within Districts are considered to be Uses which are appropriate in a particular District, but because of their potential for incompatibility with Adjacent Uses, require individual review.
2. The Board of Zoning Appeals shall hear and decide, in accordance with the provisions of this Ordinance, requests for Conditional Use Permits.

The procedures and requirements for Conditional Uses are applicable when a Use is indicated within the applicable District as a Conditional Use in **Tables 4.3.9.A-1 (Building, Lot, & Building Site Principal Uses), 4.3.9.A-2 (Building, Lot, & Building Site Accessory Uses), and 4.3.9.A-3 (Building, Lot, & Building Site Temporary Uses)** and are not applicable to Use when a Use is indicated within the applicable District as a Use Permitted Subject to Limited Use Standards in such Tables.

K. Conditional Use Permit Specific Requirements.

1. A Conditional Use Permit may be granted provided the Board of Zoning Appeals finds that the request conforms to the following requirements:
 - a. The proposed Use is listed as Conditional Use for the applicable District.
 - b. The proposed Use conforms to all applicable standards listed in Section 4.3.9.D, for the proposed Use;
 - c. The proposed Use is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected;
 - d. The proposed Use will not adversely affect other property in the area in which it is located;
 - e. The proposed Use conforms to all applicable provisions of this Ordinance for the District in which it is to be located.
2. The Board of Zoning Appeals may impose such other conditions and restrictions upon the premises benefited by a Conditional Use Permit as may be necessary to reduce or minimize the injurious effect of such Conditional Use upon and ensure compatibility with surrounding properties. The Board of Zoning Appeals may establish dates for the expiration of any Conditional Use Permit as a condition of approval.

STAFF ANALYSIS

The applicant is requesting approval to operate a firearm engraving business from his home. This would involve accepting firearms from customers, storing them on-site under a federal firearms license (FFL), and engraving them using a 60-watt industrial fiber laser. The applicant expects two to five customer visits per week, with all work occurring inside the residence or attached garage.

Staff has reviewed the request and the equipment information provided. The laser proposed for use is a commercial-grade, metal-engraving machine designed to burn or vaporize coatings, polymers, and metal surfaces. According to the manufacturer, this type of laser produces fumes, vaporized particulates, heat, and other emissions normally associated with industrial fabrication. These impacts are inconsistent with residential activity and resemble the types of operational impacts found in small production or machining shops.

A key requirement of any Home Occupation is that it be “*clearly incidental and secondary to*” the residential use and that it “*not change the character of the structure as a residence.*” It is important to clarify that “character” in the definition of Home Occupation refers to the **functional** character of the home, not just its outside appearance. Even though the applicant is not proposing exterior alterations, the zoning ordinance requires that the home continue functioning primarily as a residence. Operating an industrial laser, handling and storing client firearms, and maintaining a steady flow of customers changes how the home is used on a day-to-day basis. This shifts the home from a purely residential structure to one functioning partly as a fabrication and firearms-processing business. That is a change in **functional** residential character, regardless of what the exterior looks like.

The ordinance also, separately within Major Home Occupation section 4.3.9.E.6.u.(4).d, prohibits exterior alterations that would make a home look commercial. This requirement refers to the **physical** character of a residential home. A business may violate the Home Occupation definition even when the exterior stays unchanged. If exterior appearance were the only test, then activities the ordinance expressly prohibits—such as auto repair and ammunition loading—could occur inside a home with no visible exterior changes. For this reason, staff interprets “character of the structure as a residence” to include the nature of activities occurring inside the structure (in this case, a home), not just the appearance of the building.

Additionally, the ordinance lists certain activities that cannot qualify as Home Occupations at all, including auto repair and ammunition loading, because they involve hazardous materials, fumes, or specialized equipment incompatible with neighborhoods. Firearm engraving using a high-powered laser is functionally similar in its use of specialized equipment, safety risks, emissions, and regulated materials. The proposed use also exceeds what is normally considered incidental to residential use due to customer activity, federal regulatory requirements, and fabrication processes.

A Major Home Occupation does allow limited employees, customers, or accessory building use, but only if the activity already meets the definition of a Home Occupation. In this case, the

activity does not meet that definition because it changes the functional character of the home and introduces industrial-type impacts into a residential setting.

In summary, the proposed firearm engraving business does not fit within the intent or standards of the Home Occupation provisions. It introduces industrial equipment and emissions, brings regulated firearm handling into a residential neighborhood, generates customer traffic, and alters the functional character of the dwelling. For these reasons, staff finds that the request does not meet the definition or limitations of a Home Occupation and recommends **denial** of the application.

RECOMMENDATION

Staff recommends **DENIAL** of the Major Home Occupation request.

The proposed use does not satisfy the definitional requirement for Home Occupations, exhibits industrial impacts inconsistent with residential districts, and cannot be lawfully approved under the provisions of Section 4.3.9.u or Article 9.

SUGGESTED MOTION FOR BOARD MEMBER

“I move to deny the request for a Major Home Occupation at 627 Prominence Rd. on the grounds that the proposed firearm engraving business fails to meet the definition of a Home Occupation, is not incidental or secondary to residential use, exhibits industrial impacts as described in Article 9, resembles prohibited home occupations, and therefore cannot be authorized under Section 4.3.9.u.

Sample Motions for Board Members

[Approve]:

Move to find, based on the evidence presented by the applicant and the analysis provided by city staff listed in the City of Columbia Zoning Ordinance have been sufficiently and fully satisfied and grant the requested conditional use.

[Deny]:

Move to deny the requested Conditional Use having found that the Use does not conform to the specific requirements in the City of Columbia Zoning Ordinance and thus have not been sufficiently and fully satisfied.

[Approve Subject to Conditions]:

Move to find that all criteria listed in the City of Columbia Zoning Ordinance have been sufficiently and fully satisfied and grant the requested Conditional Use subject to the following conditions: *[list conditions of approval]*.

[Defer]:

Move to find that there is insufficient information to make a decision, continue the hearing, and request that the [applicant/staff] provide: *[list additional information]* for review at a future meeting.



Case #25-0428
627 Prominence Road



FREE 80mm Rotary

OMTech MOPA 60W Split Fiber Laser Engraver with 6.9" x 6.9" Working Area

★★★★★ 4.8(13 Reviews)

\$4,399⁹⁹ ~~\$6,999⁹⁹~~ **Save \$2,600**

Black Friday Deals End in

14 : 15 : 04 : 58
Days Hours Mins Secs



- Join our Community
- 24/7 Customer Service
- Free Shipping
- 2-Year Warranty

- Get [Two Free Virtual Technical Support Session \(90 minutes\) Services](#) When You Buy This Machine.
- **Limitless Creativity, Unique Customization:** Whether you require custom gifts, industrial markings, or artistic designs, the OMTech 60W fiber laser engraver makes it easy to achieve your aspirations, opening doors to infinite creative potential and ensuring that each creation stands out.
- **Flexible Working Area:** With a working area of 6.9"x6.9" (about 17.5cm x 17.5cm) and a powerful 60W output combined with high-speed engraving at 10,000mm/s, you can easily handle small to medium projects, catering to various creative needs and allowing your imagination to flourish.
- **User-Friendly Interface:** The simple and easy-to-use control panel, along with compatible software like LightBurn, allows both beginners and professionals to get started quickly, saving time and enhancing productivity.
- **Color Marking & Versatile Design:** Whether it's brass, carbide, granite, stainless steel, metal, or plastic, this 60W fiber laser easily handles all materials, fulfilling your DIY needs and enabling you to create unique crafts.
- **Space-Saving Design:** Weighing 30KG, this split machine features tall columns and a large processing platform, making it suitable for various work environments.
- Download the [Color Chart File](#) Here.

Option



80mm 3-Jaw Rotary
Ideal for Use with Split Style Fiber Lasers

70mm 3-Jaw Rotary
Nice and Compact OMTech Fiber Laser

Basswood Sheets

Clear Acrylic Sheets

Round Slate Coasters

White Tumbler Sets

Colored Acrylic Sheets

Square Slate Coasters

Black Tumbler Sets

Wooden Keychains

Specifications & Package List

Product Information

Laser Source: JPT

Output Power: 60W

Laser Frequency: 1-4000 kHz

Min. Beam Quality: 1.4

Max. Marking Speed: 394 ips (10000 mm/s)

Positioning Accuracy: ±0.000004 in. (±0.1 μm)

Operating Software: EzCad2 for Windows XP, Vista, 7, 8, or 10 (32/64 bit)

Cooling System: Air Cooling

Product Dimensions (L*W*H): 57x35x65cm / 22.4 x 13.7 x 25.5 in.

Package Weight: 45kg / 99 lb.

Galvanometer Source: Galvo-Tech

Laser Wavelength: 1064 nm

Pulse Width: 2-500 ns

Marking Area: 6.9 x 6.9 in. (175x175 mm)

Max. Marking Depth: 0.1 mm

Est. Laser Service Life (MTTF): 100,000 hr.

Supported Image Formats: .ai, .bmp, .dx, .dxf, .gif, .jpg, .plt, .png, .tga, .tif

Net Weight: 31kg / 68 lb.

Package Dimensions (L*W*H): 78X46X57cm / 30.7 x 18.1 x 22.4 in.

Warranty: 2 Years

Package List

1 x 60W MOPA Fiber Laser Engraver

4 x Attaching Bolts

1 x USB Flash Drive with Software

2 x Positioning Bars

1 x Tape Measure

1 x Protective Eyewear

My name is Pete Cotton and I am a resident of Columbia, TN writing to formally inquire about and apply for a Conditional Use Permit for a Major Home Occupation. My residence is located at 627 Prominence rd. Columbia, TN 38401.

The proposed home occupation is a firearms engraving service, which I plan to operate under the business name Battle Ink engraving LLC which is already registered with the state. (EIN 39-4657985)

I have reviewed the city's ordinances regarding home occupations, and believe my proposed business will fully comply with the necessary conditions. To clarify the nature of my operation:

1. **Business Activity:** The business will focus exclusively on the artistic and custom engraving of firearms.
2. **No FFL Activities:** This business will not involve the sale, manufacturing or repair of firearms. This business is strictly for engraving services. The Federal Firearms Act requires me to register for a FFL license in order to take possession of a client's firearm to perform the laser engraving.
3. **Client Traffic:** All services will be provided by appointment only. I anticipate minimal client traffic (e.g. 2-5 Clients per week) to drop off or pick up items. This will not be a retail storefront, and there will be no public-facing signage.
4. **Neighborhood Impact:** The engraving process is a low impact activity, confined entirely within my garage and or home office. It does not produce significant noise, odors, or hazardous waste that would affect my neighbors.
5. **Parking:** I have sufficient off-street parking available for my personal use and for any clients that may visit by appointment.

I am prepared to complete all necessary application forms, pay any required fees, and provide any supplemental information, such as a detailed business plan or a simple site plan, as needed.

Could you please confirm the correct procedure, list all required documentation, and provide the official application forms for this Conditional Use Permit?

Thank you for your time and guidance. I look forward to working with your office.