

City of Columbia
HISTORICAL ZONING COMMISSION
December 17, 2025

TO ORDER:

Acting Chairperson Robert Archibald, Principal Planner, called the December meeting of the Historic Zoning Commission for the City of Columbia to order at 4:00 p.m. The meeting was held in Council Chambers, at City Hall on the basement level.

ROLL CALL: Quorum present and included the following:

Present were: Ms. Lorie Fisher
Mr. Zach Hooten
Mr. Michael Lawrence
Ms. Melanie Lucas
Mr. James Shannon

Absent were: Mr. George Nuber
Ms. Autumn Potter

Other attendees: Mr. Robert Archibald, Principal Planner
Mr. Austin Brass, City Planner
Ms. Sandra Richardson, Recording Secretary

2. APPROVAL OF MINUTES:

The November meeting minutes were presented for approval. Mr. Shannon moved to approve the minutes, with Mr. Lawrence seconding. The minutes were approved with a vote of five to zero.

3. New Business

AGENDA ITEM #3.1

Case# 25-0424

Request from Kathy Cook for Exterior Alterations approval at 704 Dunnington Street, being Tax Map 100D Group D Parcel 21, in the Columbia West End/West Seventh Historic District.

Staff Recommendation:

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Mr. Archibald read the agenda item. Mr. Archibald, Principal Planner, presented the details of the staff report. The applicant requests a Certificate of Appropriateness to enclose the side porch, add windows and a door. Staff looked at the Historic District Design Guidelines. One notable element of the Tudor Revival style identified by staff is the segmented arched openings around the front entry, the side porch entry facing west, and the arched opening on the south side of the structure. Staff observed the arched entryway to the existing side porch will be removed during construction as proposed by the applicant. Staff cannot support this change. The proposal does not meet the Historical Guidelines. The removal of the arch opening will be detrimental.

Discussion:

Ms. Kathy Cook stated that they don't have any intention of removing any arches. They planned to fill in. Mr. Archibald thanked Ms. Cook for the clarification. Mr. Archibald stated that he didn't know that the arch was not proposing to be removed. If the arch inside remains fully intact staff support this request. Mr. Shannon inquired if staff were supporting the filling in of the arch way. Mr. Archibald stated that staff can support the request based on the fact that the applicant is not removing the arch way. They are altering, the detail will remain, the arch will be similar there is a section in our guidelines that refers to enclosed doors and windows, but it speaks specifically to maintaining the architectural feature. To retain integrity of the design. Mr. Hooten asked if the front door would be inset as well and bricked. Ms. Cook stated yes. Ms. Fisher stated there are two arches on the porch, and we are building on the porch. Ms. Cook stated yes. Ms. Fisher asked if they were filling in both arches. Ms. Cook stated "yes". Ms. Fisher asked how do you get to the doors if the arches are filled in. Further discussion included the door will be within the arch, walking up the stairs, the windows will be inset on the south side, the door that was presented was a square door, and the only distinguishing feature left are the bricks. Mr. Lawrence asked if there were any functional reasons for the changes that are being proposed. Ms. Cook stated "no", that "they have run out of room". Mr. Archibald stated that he would like to note on guideline 6.2, page 5 of the staff report it states that "Door and window openings shall conform to the proportions, size, and rhythm of openings on the original building. "

"They are not removing the defining brick that distinguish the archway." Additional discussion included the archway; the arches will still maintain their ability, the ordinance 4.15b, and 4.15.d. Mr. Shannon moved to deny the request. Mr. Lawrence second the motion. Mr. Brass asked Mr. Shannon to state the reason for his denial request. Mr. Shannon stated "4.15 b, and 4.15 d" and he gave the description. Ms. Fisher asked, "is staff concurring with this". Mr. Archibald stated that staff do not have a recommendation, it is fully on the Commission. The motion passed to deny five to zero. The discussion included guidelines, alterations, you can't do anything to the arch, adding on to the rear of the facility, schedule meeting, windows, and verbiage in the Historic Guidelines.

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AGENDA ITEM #3.2

Case# 25-0425

Request from TKC Architecture & Engineering for review and recommendation of an overlay map amendment to the Downtown Columbia Commercial Historic District concerning property at 810 Woodland Street, being Tax Map 99A Group K Parcel 11.

Staff Recommendation:

Mr. Archibald read the agenda item. Mr. Robert Archibald, Principal Planner, presented the details of the staff report. The applicant requests consideration and recommendation for 810 Woodland Street to be incorporated into the existing Downtown Commercial Historic District. The 810 Woodland Street property lies immediately adjacent to the east boundary of the current historic district separated only by a narrow alley. The review criteria and steps for this process were discussed.

Discussion:

Ms. Kristen Newton, with TKC Architect and Engineering, was present to answer questions. Ms. Lucas asked if staff knew what reason was that this property wasn't included. Mr. Archibald stated that he was not aware. They stopped the boundary at a certain point, and this property was not included in the inventory. Ms. Fisher asked if this building is on the National Register. Mr. Archibald stated "no". Ms. Fisher asked why not consider going all the way down East 8th Street and picking up the other structures. That way to her it would clean it up and keep anyone from asking in the future why did you not come down to this property. Mr. Archibald discussed the plans of the inventory being brought to the Commission. Mr. Archibald recommendation if this is approved, request a formal Historic Survey. Ms. Fisher asked if they were willing to do this. Ms. Kristen Newton with TKC, stated that they are willing to do this. Ms. Fisher asked if the company has the expertise to do that. Ms. Newton stated that she wanted to ask what that process would be, because they had not done that before. Mr. Archibald stated that typically it is done by a Historic Preservationist, and they use the state guidance, or Tennessee Historic Guidance. It is a physical survey/inventory of the property. Mr. Shannon referenced the TN Historic Guidance online. Mr. Shannon moved to approve with the condition of a Historical Survey being done to confirm age and liability as a historic structure in the Downtown District. Mr. Archibald asked him to include as a condition that it needs to be presented before the City Council. Mr. Shannon stated that his recommendation for approval would also include the survey to determine the value of the Historic structure, approval of the Planning Commission and final approval by the City Council to add that to the overlay for Historical Guidance. Mr. Hooten seconded the motion. The motion to approve passed five to zero. Mr. Archibald stated that he would be sending documents to Ms. Newton.

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5. Other Business

1. Administrative CoA's

Mr. Archibald gave the details of the two CoA's.

The 809 S Garden Street, secondary façade siding. This was approved.

The 28 Public Square. This was for a new sign. This was a door graphic 8" in height and 24" in width not to exceed 13.6% coverage displaying the name of the business.

Mr. Archibald thanked Ms. Lucas for her service. This is her last meeting.

Each applicant terms were passed out.

Election of Officers:

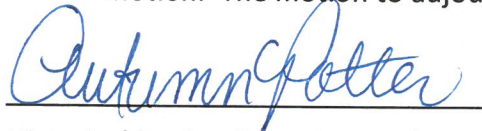
Mr. Shannon nominated Ms. Autumn Potter, Chairman, seconded by Mr. Hooten. The motion passed five to Zero.

Vice-Chair- Mr. Shannon nominated Mr. George Nuber as Vice-Chair with a second by Ms. Fisher. The motion passed five to zero.

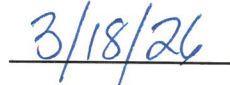
Mr. Archibald thanked everyone for their service, and dedication to the Board.

5. ADJOURNMENT:

Mr. Shannon made the motion to adjourn the meeting with Mr. Lawrence seconding the motion. The motion to adjourn passed five to zero. The meeting adjourned at 4:49 P.M.



Historical Zoning Commission Chairperson



Date