



The Columbia Historic Zoning Commission will meet on Wednesday, December 20, 2023 at 4:00 PM 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

1. November 2023 Minutes

III. Old Business

IV. New Business

1. Request from John Cox for the addition of an accessibility ramp at [1200 South High Street](#).
2. Request from Buck and Board, LLC for an After the Fact Certificate of Appropriateness at 100 West 5th Street for exterior alterations of outdoor seating and railing. This request also includes a future accessibility ramp.
3. Request from Buck and Board, LLC (Nicole Willams) for an After the Fact Certificate of Appropriateness at [711 West 7th Street](#) concerning exterior alterations including an addition, painting of masonry surfaces, replacement of roof, windows, corbels, lighting, deck and gutters, porch repairs, and additional parking surfaces. This request also includes a proposal for fencing and landscaping.

V. Other Business

1. Administrative CoAs

Documents:  
None

## 2. CLG Audit Report

Documents:  
None

## 3. Election of Officers

## 4. Update on THC Grant for District Inventories National Register Updates

Documents:  
None

## VI. Adjourn

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

The 2024 meeting schedule and Historic District Design Guidelines can be found on the City of Columbia Historic Zoning Commission webpage.

An interactive map showing the boundaries of the historic districts can be found accessed from the City's website.

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

**City of Columbia**  
HISTORICAL ZONING COMMISSION  
November 15, 2023

**CALL TO ORDER:**

Chairperson Ms. Autumn Potter called the November 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, City Hall, basement level.

**ROLL CALL:** Quorum present and included the following:

Present were: Ms. Lorie Fisher  
Dr. Hendrickson  
Mr. Michael Lawrence  
Mr. George Nuber  
Ms. Autumn Potter  
Mr. James Shannon

Absent was: Ms. Melanie Lucas

Other attendees: Mr. Robert Archibald, Planner II  
Mr. Austin Brass, Planner  
Mr. Kevin McCarthy, City Planner  
Mrs. Sandra Richardson, Secretary  
Mrs. Melissa Sanders, Planner I

**2. 1. APPROVAL OF MINUTES:**

The October meeting minutes were presented for approval. Mr. Shannon moved for the approval of the minutes, with Mr. Lawrence seconding. The minutes were approved five to zero, with Dr. Hendrickson arriving late.

**3. Old Business**

There was no old business to discuss.

**4. New Business**

**AGENDA ITEM #4.1**

**Case# 23-0409**

**Request from William D. Holladay for modification within the Charles Place PUD concerning fence approval at 314 West 6<sup>th</sup> Street, Lots 8 and 9.**

**City of Columbia**  
HISTORICAL ZONING COMMISSION  
November 15, 2023

**Staff Recommendation:**

Robert Archibald presented the details of the request. Staff did not make a recommendation because of the PUD.

**Discussion:**

Ms. Debbie Matthews, 607 Mayes Place, was present to answer questions. Discussion included screening, Historic Guidelines, fencing, visibility, subdivision, last two lots, the wall, privacy fence, HOA, debris, the back of the property, and safety concerns. Mr. Nuber moved to approve, and Mr. Shannon seconded the motion. Mr. Archibald discussed the fencing example that was shown appeared to be six foot. There was no notation stating that it was six foot, but the requirements are six foot and no higher from grade. He recommended if the floor was going to make a motion that they would include that in the motion, as well as the fencing is to be finished on the exterior side of the property. Mr. Nuber rephrased his motion to approve as presented with two stipulations one being that the fence be six foot tall, and the finished fence face outward from the property. Mr. Shannon seconded the revised motion. The motion to approve with conditions passed six to zero.

**5. Other Business**

Mr. McCarthy announced that the Commission was visited today by Phillip Staffelli-Suel, and Dr. Lane Tillner from the Tennessee Historical Commission. They are here to evaluate Columbia's CLG (Certified Local Government) program. Mr. Staffelli-Suel discussed the upcoming training opportunity. Mr. Archibald stated that staff gave the guest a walking tour of four Districts.

**6. ADJOURNMENT:**

Ms. Potter made the motion to adjourn the meeting with Ms. Fisher seconding. The motion to adjourn passed six to zero. With all members present voting aye. The meeting adjourned at 4:18 p.m.

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Historical Zoning Commission Chairperson

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Date



# City of Columbia Tennessee

## Historic Zoning Staff Report

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>CONTACT INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |
| Robert Archibald, Planner II, <a href="mailto:rarchibald@columbiatn.com">rarchibald@columbiatn.com</a> , 931-560-1536                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |
| <b>DOCKET/CASE/APPLICATION NUMBER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>APPLICANT/OWNER</b>                                                              |
| CA 23-0467                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | John and Geri Cox/same as applicant                                                 |
| <b>HEARING DATE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>PROPERTY ADDRESS/LOCATION</b>                                                    |
| December 20, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1200 S High St                                                                      |
| <b>PROJECT DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <p>The Certificate of Appropriateness request is for the addition of a handicap accessible ramp parallel to the primary frontage facing South High Street.</p> <p>Specifically, the applicant proposes to build a handicap accessible ramp at the front of the existing business between the sidewalk and the front porch consisting of a concrete surface accompanied by two steel pipe handrails. The project architect designed the ramp and handrails to accommodate required handicap accessibility standards for business operations.</p> |                                                                                     |

| EXISTING ZONING | EXISTING LAND USE             | SURROUNDING ZONING & LAND USE    | SITE IMPROVEMENTS        | HISTORIC DISTRICT |
|-----------------|-------------------------------|----------------------------------|--------------------------|-------------------|
| CD-3            | OCCUPIED COMMERCIAL STRUCTURE | MIXED USE/SD-LI SPECIAL DISTRICT | HANDICAP ACCESSIBLE RAMP | ANTHENEUM         |

### Staff Recommendation

APPROVE

APPROVE WITH CONDITIONS

DENY

### Review Status and History

|                                       |                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Submission status:</u></b>      | Second request for Certificate of Appropriateness at this address                                                                    |
| <b><u>Previous approvals:</u></b>     | 19-0148: Exterior façade restoration [approved]                                                                                      |
| <b><u>1984 Historic Inventory</u></b> | No inventory listed for specific property. Maury County tax records indicate circa 1930 construction. Established by Ordinance 3432. |



# City of Columbia Tennessee

## Historic Zoning Staff Report

### Proposed Alterations

The following additions have been requested by the applicant. See the application and additional submittals included as attachment A for a description of each element.

- Item 1. Handicap Ramp Addition

### Historic District Guidelines referenced

The requested restoration was reviewed for conformity with the standards of the City of Columbia Historic District Design Guidelines. The relevant sections of the Guidelines are listed below, followed by staff comments.

#### Item 1. Handicap Ramp Addition

##### 7.22 Minimize the Visual Impact of Health and Safety Features

- b) Ramps and other means of access shall be located at a secondary or rear entrance to the extent feasible and practical, particularly when entries must be widened to accommodate access. If placement at the façade is necessary, minimize the visual impact of the feature and changes to the building fabric.
- c) Locate ramps and other means of access adjacent to the face of the building to the extent feasible and practical to minimize their perceived prominence. Wood or composite ramps that have simple, non-intrusive detailing are most appropriate. Wood ramps shall be stained or painted to better blend into the landscape.
- d) Materials for ramps and other such features shall be the same as or similar to the materials on the building to effectively blend the feature into the landscape. Other materials will be considered on a case-by-case basis. Unpainted wood, solid masonry walls, wire, cable and piping materials are prohibited.
- e) Handrails, balusters, and other elements shall be simple in character and finish.

##### 7.23 Minimize the Impact of Health and Safety Features on Building Fabric

- a) Health and safety features shall have as little impact on the historic fabric of the building as possible.
- b) Features shall be installed so that they do not require damage to or removal of character-defining features. Ramps or other means of access that require changes to an original or character-defining porch shall be avoided.



# City of Columbia Tennessee

## Historic Zoning Staff Report

### Items 1 Staff Comment(s)

The applicant has requested this review in order to construct a handicap accessible ramp in order to meet compliance standards for ADA accessibility standards to a commercial business. The property was previously used as a single-family residence and was converted to commercial retail in early 2021. The structure is by all aesthetic features, a single-family unit, but the operation establishes it as a commercial retail establishment. The building lacks necessary facilities to accommodate handicap accessible traffic, hence the proposal for ramp construction. This structure is non-contributing to the historic character of the district whether utilized as a single-family home or as a commercial establishment. Situated in the Columbia Arts District, the property is surrounded by the mixed-uses of the CAB Building as well as other surrounding properties. The Zoning Ordinance permits retail use in this area.

The proposed design submitted by the applicant is a typical handicap ramp design. The lot is situated on a corner with two frontages; South High Street and West 11<sup>th</sup> Street, with the primary entrance being located at the front of the structure parallel with South High Street. The proposed placement is the most appropriate location providing direct access to the establishment for persons with limited mobility. The lot configuration is prohibitive of construction anywhere else on site. Attention should be given to the proposed features of the ramp considering the visual impact.

Staff recommends modification to the design of the ramp to soften this impact. The suggested conditions are as follows:

- **Piping material proposed for the handrail is prohibited per 7.22 (d). Staff suggests a more compatible material, subject to Commission determination, be a part of Conditional approval.**
- **The proposed ramp description indicates standard concrete face for ramp section that will run parallel with frontage on South High. Staff suggests the Commission consider adding a condition to the approval that the applicant clad the exterior face of the ramp with a more suitable material; such as brick face or stone face veneer, or other material Commission deems appropriate in order to soften the feature in the frontage.**

**Recommendation: Approve Subject to Conditions**

### **RECOMMENDED MOTION:**

Move to approve issuance of a Certificate of Appropriateness and find that the proposed restoration, subject to conditions below, conform to the Historic Guidelines.

- Handrails is must be made of *[identify allowable material]*.
- The proposed ramp description indicates concrete face of the ramp section parallel with the frontage on South High must be clad with brick face or stone face veneer.



# City of Columbia Tennessee

## Historic Zoning Staff Report

### ALTERNATIVE MOTION

#### **Alternative Motion [Approve]**

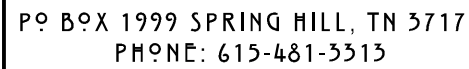
Move to approve issuance of a Certificate of Appropriateness and find that the proposed restoration/repair and demolition conforms to the Historic Guidelines.

#### **Alternative Motion [Table for Future Consideration].**

Move to find that there is insufficient information to make a decision, defer action on the application, and request that the applicant provide: [list additional information] for review at a future meeting.

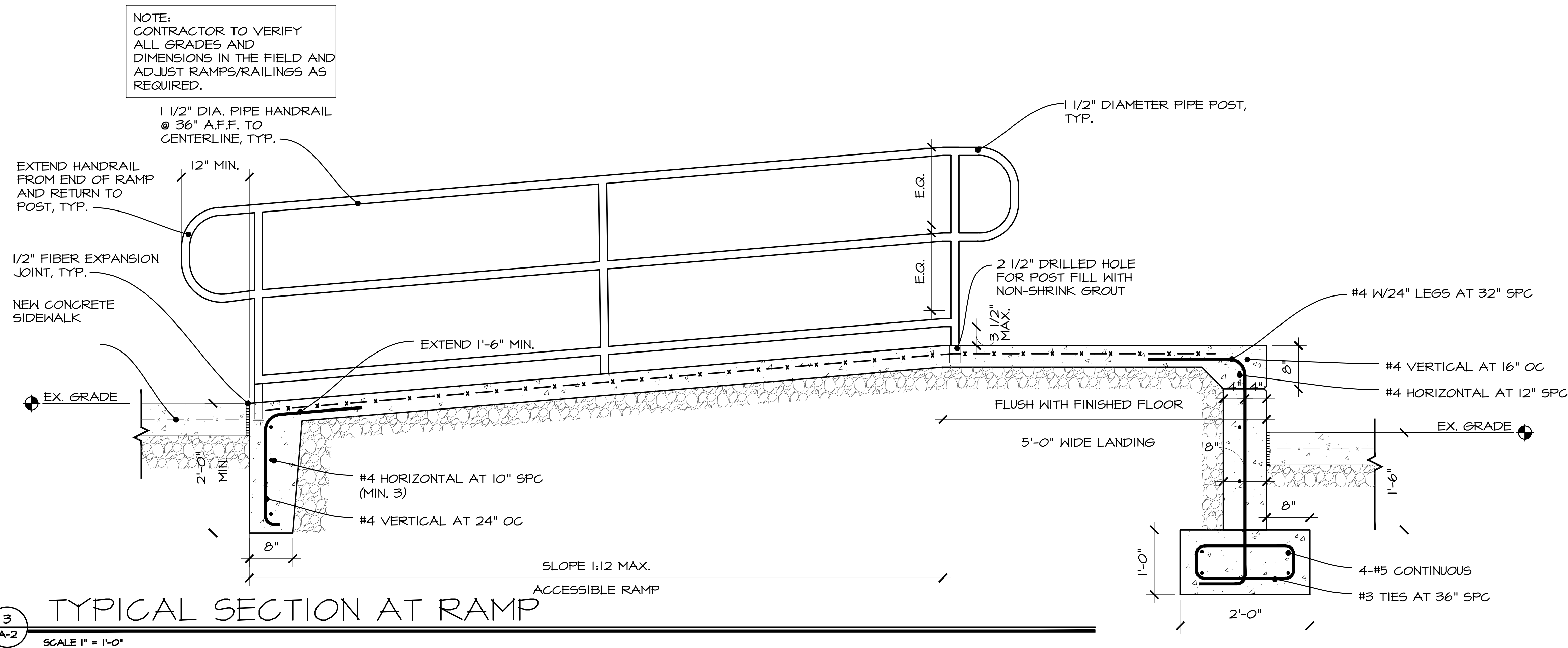
#### **Alternative Motion [Deny].**

Move to find that the proposed restoration/repair and demolition is not compatible with the Historic Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].



# A-2

## ADA RAMP DETAILS





ADA REMODEL GLOVER SECOND HAND

1200 S HIGH STREET, COLUMBIA TN 38401

PROPOSED REMODEL:

1200 S HIGH STREET

COLUMBIA TN 38401

JOB NUMBER:

23-501

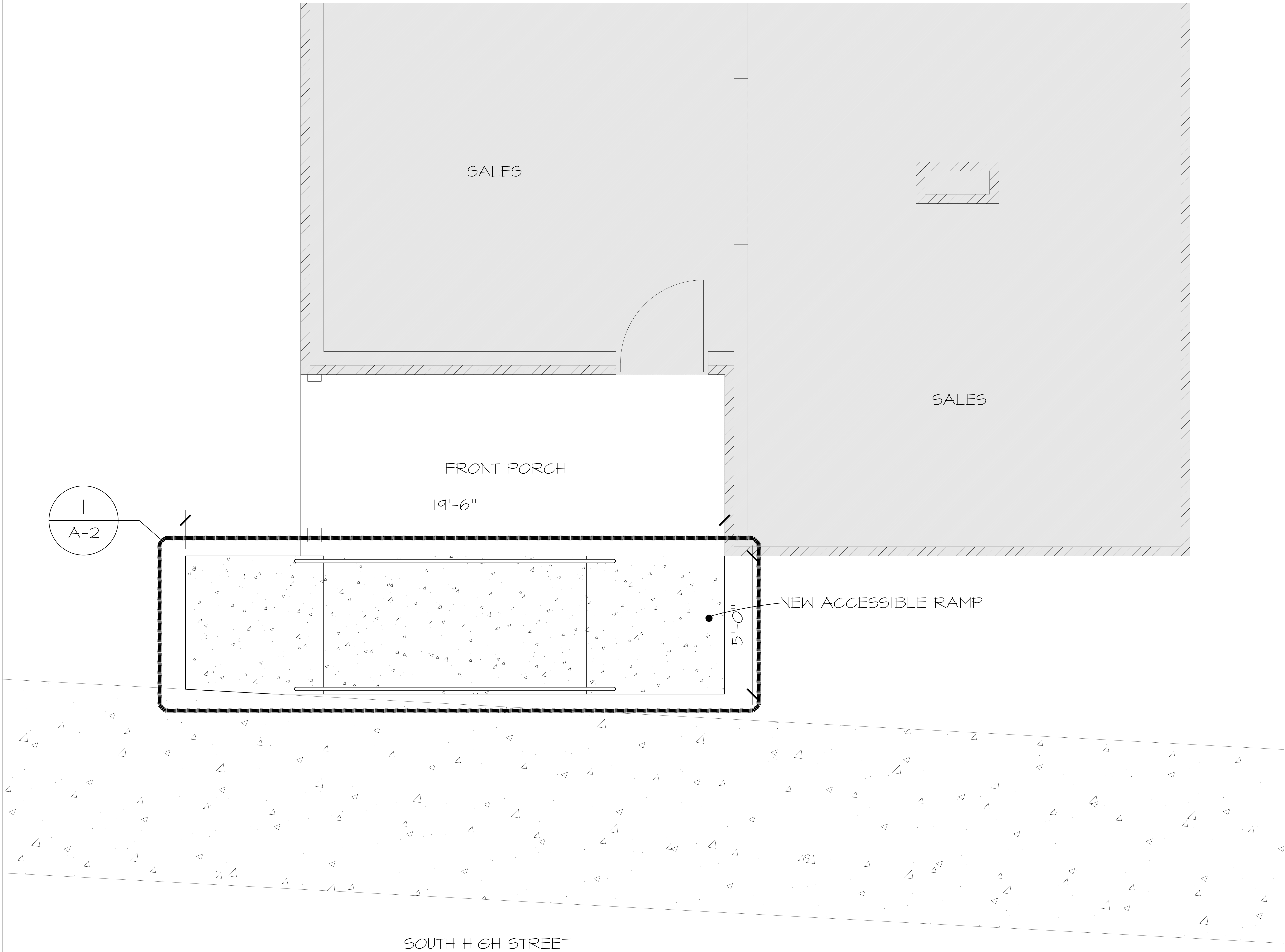
REVISIONS:

NOVEMBER 13, 2023

A-1

FLOOR PLAN/EQUIPMENT

LIST



1 A-1

FLOOR PLAN

SCALE 3/4" = 1'-0"



# Historic Zoning Commission Certificate of Appropriateness

700 NORTH GARDEN STREET, COLUMBIA, TN 38401  
PHONE: (931) 560-1560 FAX: (931) 560-1541

COPY

**PROJECT LOCATION:** 1200 S High St  
**HISTORIC DISTRICT:** Athenaeum

|         | OWNER INFORMATION:                      | APPLICANT INFORMATION:                  |
|---------|-----------------------------------------|-----------------------------------------|
| NAME    | John J Etux Geri F Cox                  | John J Etux Geri F Cox                  |
| ADDRESS | 1005 Riverside Dr<br>Columbia, TN 38401 | 1005 Riverside Dr<br>Columbia, TN 38401 |
| PHONE   | (615) 400-1925                          | (615) 400-1925                          |
| EMAIL   | djcox6@yahoo.com                        | DJCOX6@YAHOO.COM                        |

| NEW CONSTRUCTION:                                   | EXTERIOR ALTERATION:                               | DEMOLITION:                                  |
|-----------------------------------------------------|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Primary Structure/Addition | <input type="checkbox"/> Facade                    | <input type="checkbox"/> Primary Structure   |
| <input type="checkbox"/> Accessory Structure        | <input type="checkbox"/> Accessory Structure       | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Garage/Carport             | <input type="checkbox"/> Garage/Carport            | <input type="checkbox"/> Garage/Carport      |
| <input type="checkbox"/> New Sign                   | <input type="checkbox"/> Revision to Existing Sign | <input type="checkbox"/> Sign                |
| <input type="checkbox"/>                            | <input type="checkbox"/>                           | <input type="checkbox"/>                     |

CONDITIONS OF APPROVAL: Approved as presented

UNAPPROVED/SPECIFICALLY EXCLUDED WORK:

DATE OF HISTORIC ZONING COMMISSION APPROVAL/DENIAL: THURSDAY,  
DECEMBER 12, 2019

*Kim Hays*

*Paul Weber*

HISTORIC ZONING COMMISSION CHAIR  
ADMINISTRATOR

ZONING



CITY OF  
**COLUMBIA**  
TENNESSEE

**DEVELOPMENT SERVICES**  
700 NORTH GARDEN STREET  
COLUMBIA, TN 38401  
PHONE: (931) 560-1560  
FAX: (931) 560-1541

## HISTORIC ZONING COMMISSION CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST

*Please submit the Application online at [City of Columbia | Permitting \(onlana.com\)](http://City of Columbia | Permitting (onlana.com))  
If there is not access to a computer, please submit all pertinent information on a flash drive as well as  
provide one hard copy*

### APPLICATION REVIEW GUIDELINES (PRE-APPLICATION MEETING REQUIRED PRIOR TO SUBMITTAL)

**Application Requirements:** All applications must be complete and include the required supporting materials listed on this form and must be submitted to the Development Services Department for review by the published deadline. Incomplete applications will not be forwarded to the HZC for consideration.

**Application Deadlines:** Applications and support materials must be submitted according to the published Deadline Schedule.

**Application Representation:** The applicant or an authorized representative of the applicant must attend the HZC meeting to support the application. At the meeting, staff will present a recommendation for the item. The applicant will be asked to discuss the proposed scope of work and answer any commission questions.

**Building Permit Requirements:** In addition to an application, most proposals will require additional permitting from the City of Columbia. Building or demolition permits cannot not be issued without an approved COA for structures within a Historic District.

All work specifications must be completed as presented and approved. The HZC must review and approve any modifications or amendments to approved plans prior to any work taking place.

*Please contact City Staff with any questions or to discuss any concerns during the HZC review & submittal process:*  
Columbia Development Services Department (931) 560-1560.

### HISTORIC DISTRICT DESIGN GUIDELINES

The *Historic District Design Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for Certificates of Appropriateness. Please refer to the guidelines prior to submitting an application. The guidelines, along with other useful links, are available on the City of Columbia website at [www.columbiatn.com](http://www.columbiatn.com)

### REQUIRED APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within application packets. Please submit the application and upload supporting documents at [City of Columbia | Permitting \(onlana.com\)](http://City of Columbia | Permitting (onlana.com)). If there is not access to a computer, a flash drive with all pertinent documentation as well as one hard copy are required for HZC review:

| NEW CONSTRUCTION,<br>NEW ADDITIONS                                                                                                                                                                                                                                                 | EXTERIOR ALTERATIONS                                                                                                                                                                                                                                                                                                                                                                                      | DEMOLITION, RELOCATION                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>○ Description of project and proposed materials</li><li>○ Site plan</li><li>○ Lot survey</li><li>○ Architectural elevations or drawings</li><li>○ Photographs of project site location</li><li>○ Photographs of existing building.</li></ul> | <ul style="list-style-type: none"><li>○ Description of project and proposed materials</li><li>○ Photographs of project site location</li><li>○ Architectural elevations or drawings</li><li>○ Specification information for any proposed materials/architectural features</li><li>○ Documentation of earlier historic appearance (restoration only)</li><li>○ Photographs of existing building.</li></ul> | <ul style="list-style-type: none"><li>○ Please consult the <i>Historic District Design Guidelines</i>. Pre-application meeting with the City Staff is required for proposed principal structure demolitions and relocations.</li></ul> |

Note: The applicant shall provide any additional information requested by the Development Services Department that will be necessary to obtain a full and complete review of the request by City Staff and/or by the Historic Zoning Commission.

The Columbia Historic Zoning Commission follows the *Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Further guidance may be found online: <http://www.nps.gov/tps/standards/rehabilitation.htm>

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### HISTORIC ZONING COMMISSION

#### APPLICANT

|         |                 |       |                  |
|---------|-----------------|-------|------------------|
| NAME    | JOHN J COX      | PHONE | 615-400-1925     |
| ADDRESS | 1200 S. HIGH ST | EMAIL | djcox6@yahoo.com |

#### PROPERTY OWNER

|         |                       |       |                  |
|---------|-----------------------|-------|------------------|
| NAME    | JOHN J AND GERI F COX | PHONE | 615-400-1925     |
| ADDRESS | 1005 RIVERSIDE DR     | EMAIL | djcox6@yahoo.com |

|                                 |  |
|---------------------------------|--|
| DATE OF PRE-APPLICATION MEETING |  |
|---------------------------------|--|

#### PROJECT INFORMATION: WORK SPECIFIC

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>NEW CONSTRUCTION</b> <i>(select type)</i><br><input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> <b>NEW ADDITION</b> <i>(select type)</i><br><input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> <b>DEMOLITION</b> <i>(select type)</i><br><input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure<br><input type="checkbox"/> Site Features<br><br><input type="checkbox"/> <i>Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character</i><br><br><input type="checkbox"/> <i>Denial of demolition will result in unreasonable economic hardship of the applicant</i><br><br><input type="checkbox"/> <i>Public safety and welfare requires the removal of the structure(s)</i><br><br><input type="checkbox"/> <i>Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site.</i> | <input type="checkbox"/> <b>SIGNAGE</b> <i>(select type)</i><br><input type="checkbox"/> Wall<br><input type="checkbox"/> Freestanding<br><input type="checkbox"/> Window<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Other<br><br><input type="checkbox"/> <b>EXTERIOR ALTERATIONS</b> <i>(select type)</i><br><input type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys)<br><input type="checkbox"/> Exterior Door Replacement/Alterations<br><input type="checkbox"/> Exterior Window Replacement/Alterations<br><input type="checkbox"/> Foundation Alterations<br><input type="checkbox"/> Exterior Siding/Finishes/Masonry<br><input type="checkbox"/> Porch/Deck Alterations<br><input checked="" type="checkbox"/> Other (explain): |

| PROJECT INFORMATION                                     |                                 |
|---------------------------------------------------------|---------------------------------|
| ADDRESS:<br>1200 S. HIGH ST Columbia, TN 38401          |                                 |
| SQUARE FOOTAGE OF PROPOSED ADDITIONS/NEW CONSTRUCTION : |                                 |
| EXISTING: _____ ft <sup>2</sup>                         | PROPOSED: _____ ft <sup>2</sup> |
| HEIGHT OF STRUCTURE FOR ADDITIONS/NEW CONSTRUCTION :    |                                 |
| EXISTING: _____ ft                                      | PROPOSED: _____ ft              |
| SQUARE FOOTAGE OF PROPOSED SIGNAGE:                     |                                 |

| PROJECT INFORMATION: DESCRIPTION & SCOPE OF PROJECT                                                        |
|------------------------------------------------------------------------------------------------------------|
| DESCRIBE PROPOSED PROJECT(S) AND LIST ALL PROPOSED MATERIALS. ATTACH ADDITIONAL SHEETS IF NECESSARY:       |
| INSTALLATION of wheelchair accessible ramp at front of building between existing sidewalk and front porch. |
| Ramp shall consist of concrete with two side handrails per architect specifications                        |
|                                                                                                            |
|                                                                                                            |
|                                                                                                            |
|                                                                                                            |

In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of Columbia.

|                     |                                                                                     |            |
|---------------------|-------------------------------------------------------------------------------------|------------|
| JOHN J Cox          |  | 11-16-2023 |
| APPLICANT NAME      | APPLICANT SIGNATURE                                                                 | DATE       |
| JOHN J Cox          |  | 11/16-2023 |
| PROPERTY OWNER NAME | PROPERTY OWNER SIGNATURE                                                            | DATE       |



# City of Columbia Tennessee

## Historic Zoning Staff Report

| CONTACT INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Robert Archibald, Planner II, <a href="mailto:rarchibald@columbiatn.com">rarchibald@columbiatn.com</a> , 931-560-1536                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| DOCKET/CASE/APPLICATION NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | APPLICANT/OWNER                                                                     |
| CA 23-0482                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Buck & Board/Burchell Properties                                                    |
| HEARING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROPERTY ADDRESS/LOCATION                                                           |
| December 20, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 100 W 5 <sup>th</sup> Street                                                        |
| PROJECT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <p>The Certificate of Appropriateness request is for removal of an existing sidewalk and creation of a concrete patio for outdoor seating with fencing, stairs, and ramp for access.</p> <p>Specifically, the applicant has performed site work on property by having elevated concrete patios installed at the primary and secondary street frontages. A ramp access was created on the west side of the patio and black aluminum fencing has been installed around the perimeter of the concrete patio.</p> |                                                                                     |

| EXISTING ZONING | EXISTING LAND USE   | SURROUNDING ZONING & LAND USE | SITE IMPROVEMENTS | HISTORIC DISTRICT |
|-----------------|---------------------|-------------------------------|-------------------|-------------------|
| CD-5            | OCCUPIED COMMERCIAL | COMMERCIAL                    | SITE/SETTING      | DOWNTOWN          |

### Staff Recommendation

APPROVE

APPROVE WITH CONDITIONS

DENY

### Review Status and History

|                                       |                                                                                                       |
|---------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b><u>Submission status:</u></b>      | Third request for Certificate of Appropriateness at this address                                      |
| <b><u>Previous approvals:</u></b>     | 21-0009, Approved, Enclosure of accessory building<br>22-0237, Approved, Deck additions and signage   |
| <b><u>1984 Historic Inventory</u></b> | No inventory listed for specific property. Maury County tax records indicate circa 1961 construction. |



# City of Columbia Tennessee

## Historic Zoning Staff Report

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### Proposed Alterations

The applicant authorized the following changes listed below without obtaining approval from the Historic Zoning Commission. See the application and additional submittals included as attachment A for a description of each element.

- Item 1. Site/setting changes via construction of elevated patio, accessible access, and patio perimeter fencing

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### Historic District Guidelines referenced

The requested additions and signage were reviewed for conformity with the standards of the City of Columbia Historic District Design Guidelines. The relevant sections of the Guidelines are listed below, followed by staff comments.

#### **Item 1. Site Setting Changes**

##### 3.1 Embrace the Architectural Character of a Historic Property

- c) Alterations shall be planned in consideration of a property's existing features and materials. Designs that are subordinate to a property's historic character shall be used.

##### 7.8 Design New Fences, Gates, and Walls to be Compatible with Character of the Streetscape

- a) New fences and walls shall be compatible in scale and materials to those historically present in the area and to the building with which they are associated.
- e) Fences shall not exceed 4 feet in height along street-facing yards and 6 feet in height in all other yards.

##### 7.14 Pedestrian Orientation

- c) Decks shall be located at the rear elevation or on the roof and screened from view as appropriate.

##### 7.22 Minimize the Visual Impact of Health and Safety Features

- a) Features shall be appropriately scaled to the building with which they are associated.
- b) Ramps and other means of access shall be located at a well-marked secondary entrance to the extent feasible and practical, particularly when entries must be widened to accommodate access. If placement at the façade is necessary, minimize the visual impact of the feature and changes to the building fabric.
- c) Colors that complement a building's façade materials and trim colors are encouraged.



# City of Columbia Tennessee

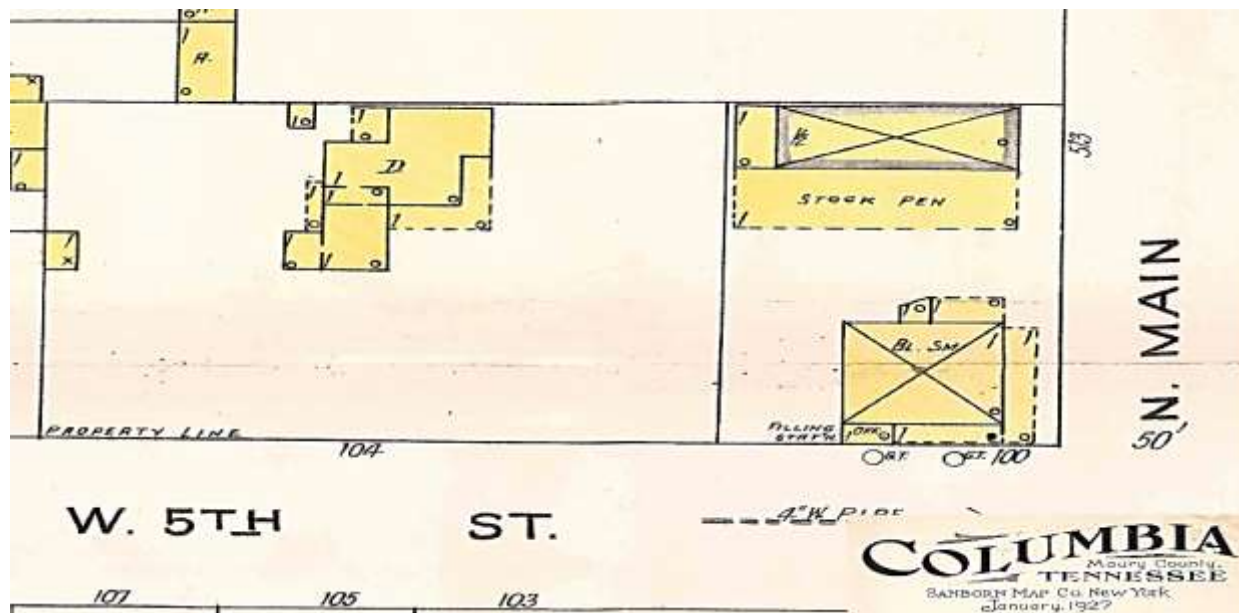
## Historic Zoning Staff Report

### Items 1 Staff Comments

The applicant is requesting approval, post installation, of an elevated concrete patio, accessible ramp, and aluminum patio perimeter fencing. Subject property is located on the northwest corner of the intersection of West 5<sup>th</sup> Street and North Main Street. Prior to the construction, the public frontage of the lot included wooden chairs, an entrance sidewalk to front door, and pea gravel ground coverage for the seating area. Staff observed work on the site prior to concrete pour at the corner parallel to the intersection of North Main Street and West 5<sup>th</sup> Street. An on-site conversation ensued between contractor and staff concerning the work that had already been done. Staff advised the contractor against continuing because of the historic designation of the property as well as a possible right-of-way (ROW) encroachment. Staff communicated with applicant regarding the issues. A few days later, staff observed that the remainder of the construction, to include fencing, had been completed.

The public frontage has been completely renovated and now includes: an elevated concrete patio (approximately 4"), a means of access to gate closure on the northwest corner of the patio, and black aluminum patio fencing. The property currently operates under established business licensure for Buck & Board and has remained open to the public. A ROW encroachment request is forthcoming and is under the purview of the City Council.

Historically, the building is non-contributing, but is situated at an intersection that is highly visible and observed by vehicle and pedestrian traffic on a frequent basis. The lot has been occupied by a structure(s) since 1927 as depicted in correlating visual below.





# City of Columbia Tennessee

## Historic Zoning Staff Report

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### Recommendation:

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#### RECOMMENDED MOTION:

##### **Motion [Approve Subject to Conditions]**

Move to approve issuance of a Certificate of Appropriateness and find that the proposed additions conform to the Historic Guidelines subject to the following conditions: [list conditions of approval].

- **Applicant applies for a hearing for ROW encroachment on or before February 18, 2024.**
- **Applicant adheres to permit review conditions**
- **Future signage as proposed in application be submitted to staff for review under an Administrative CoA**

#### ALTERNATIVE MOTION

##### **Alternative Motion [Approve]**

Move to approve issuance of a Certificate of Appropriateness and find that the proposed additions conform to the Historic Guidelines.

##### **Alternative Motion [Table for Future Consideration].**

Move to find that there is insufficient information to make a decision, defer action on the application, and request that the applicant provide: [list additional information] for review at a future meeting.

##### **Alternative Motion [Deny].**

Move to find that the proposed additions are not compatible with the Historic Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].









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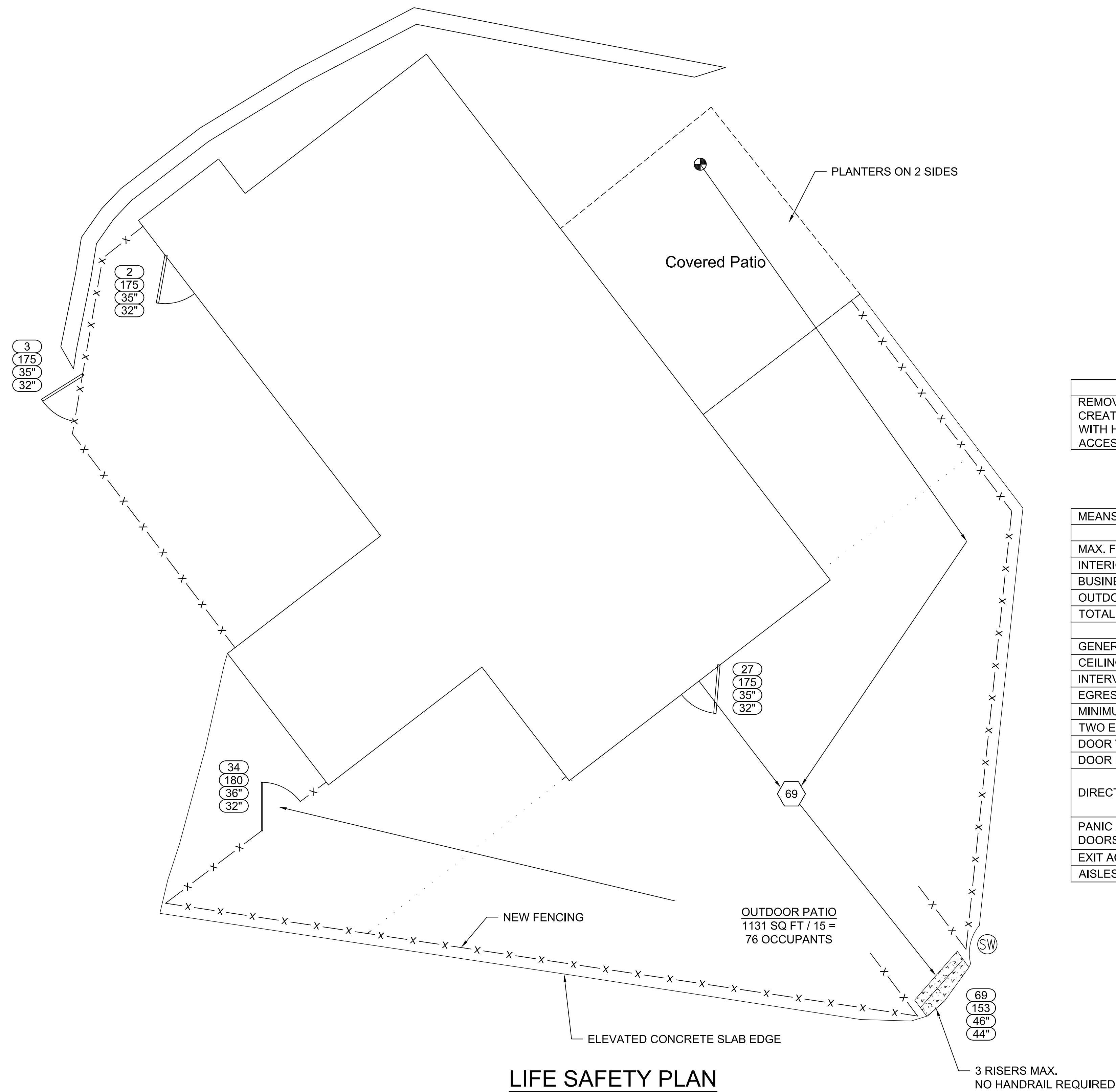




Page 27 of 68



# BUCK & BOARD OUTDOOR PATIO COLUMBIA, TN 38401



| DESCRIPTION                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| REMOVING THE EXISTING SIDEWALK ON THE PROPERTY AND CREATING A NEW CONCRETE PATIO FOR OUTDOOR SEATING WITH HAND RAILS, LEVEL SURFACE, WITH STAIRS AND RAMP FOR ACCESS. |

| MEANS OF EGRESS                                                             |                                                |                |
|-----------------------------------------------------------------------------|------------------------------------------------|----------------|
|                                                                             | REQUIREMENTS                                   | SECTION        |
| MAX. FLOOR ALLOWANCE PER OCCUPANT                                           |                                                | TABLE 1004.5   |
| INTERIOR OF SEATING                                                         | 15 NET                                         | 26 OCCUPANTS   |
| BUSINESS AREA                                                               | 150 GROSS                                      | 2 OCCUPANTS    |
| OUTDOOR SEATING                                                             | 15 NET                                         | 76 OCCUPANTS   |
| TOTAL OCCUPANCY                                                             |                                                | 104 OCCUPANTS  |
| GENERAL MEANS OF EGRESS                                                     |                                                |                |
| CEILING HEIGHT                                                              | 7'-6" MIN.                                     | 1003.2         |
| INTERVENING SPACES                                                          |                                                | 1004.2.1       |
| EGRESS COMPONENT SIZING                                                     | 0.2" PER OCCUPANT                              | 1005.3.2       |
| MINIMUM NUMBER OF EXITS                                                     | 2                                              | TABLE 1006.3.2 |
| TWO EXITS OR EXIT ACCESS DOORWAYS                                           | 1/2 MAX DIAGONAL                               | 1007.1.1       |
| DOOR WIDTH                                                                  | 32"                                            | 1010.1.1       |
| DOOR HEIGHT                                                                 | 80"                                            | 1010.1.1       |
| DIRECTION OF DOOR SWING                                                     | DIRECTION OF TRAVEL WHEN SERVING 50+ OCCUPANTS | 1010.1.2.1     |
| PANIC AND FIRE EXIT HARDWARE REQUIRED AT DOORS SERVING 50 OCCUPANTS OR MORE |                                                | 1010.1.10      |
| EXIT ACCESS TRAVEL DISTANCE                                                 | 200 FEET                                       | TABLE 1017.2   |
| AISSLES                                                                     | 42"                                            | 1018.3         |

## DOOR EGRESS TAG

- 500

500

72"

32"
- OCCUPANTS SERVED

EXIT CAPACITY

CLEAR WIDTH

REQUIRED WIDTH

- 500

NUMBER OF EXPECTED OCCUPANTS ALONG AN EGRESS PATH
- START OF EGRESS PATH

## LIFE SAFETY PLAN

| REVISIONS: |             |
|------------|-------------|
| NO:        | DESCRIPTION |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |
|            |             |

PROJECT IDENTIFICATION:

BUCK & BOARD

100 W. 5TH STREET  
COLUMBIA, TENNESSEE 38401

DRAWN BY:  
J.A.M.

SCALE:  
1/4" = 1'-0"

DATE:  
11-20-2023

SHEET NO.  
1



711 W 7<sup>th</sup> Street, Columbia, TN 38401

Exterior Completed:

- Levelled patio area and poured concrete (with paver inlay) over existing asphalt and gravel.
- Added steps and pavers for the walkway into the building
- Added a railing around the patio
- Created a ramp and gate on the left side

Exterior Not Yet Completed:

- Paint over partial Buck + Board remaining at the bottom of the left side
- Paint Buck + Board in same color and lettering to the right of the deer painting.

Note: The applicant shall provide any additional information requested by the Development Services Department that will be necessary to obtain a full and complete review of the request by City Staff and/or by the Historic Zoning Commission.

The Columbia Historic Zoning Commission follows the *Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. Further guidance may be found online: <http://www.nps.gov/tps/standards/rehabilitation.htm>

## CERTIFICATE OF APPROPRIATENESS APPLICATION

### HISTORIC ZONING COMMISSION

#### APPLICANT

|         |                                       |       |                        |
|---------|---------------------------------------|-------|------------------------|
| NAME    | Buck & Board, LLC Nicole Strain       | PHONE | (615) 480-9826         |
| ADDRESS | 902 School Street, Columbia, TN 38401 | EMAIL | nwilliams282@gmail.com |

#### PROPERTY OWNER

|         |                                 |       |                      |
|---------|---------------------------------|-------|----------------------|
| NAME    | Burchell Properties LLC         | PHONE | (931) 540-8881       |
| ADDRESS | P.O. Box 454 Columbia, TN 38402 | EMAIL | bpbills454@gmail.com |

|                                 |  |
|---------------------------------|--|
| DATE OF PRE-APPLICATION MEETING |  |
|---------------------------------|--|

#### PROJECT INFORMATION: WORK SPECIFIC

|                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> NEW CONSTRUCTION <i>(select type)</i>                                                                                                                                                                                                                                                                                                                 |  | <input type="checkbox"/> NEW ADDITION <i>(select type)</i>                                                                                                                                                                                                                                                                                                                                                                           |  |
| <input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure                                                                                                                                                                                                                                                                                   |  | <input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure                                                                                                                                                                                                                                                                                                                                         |  |
| <input type="checkbox"/> DEMOLITION <i>(select type)</i>                                                                                                                                                                                                                                                                                                                       |  | <input type="checkbox"/> SIGNAGE <i>(select type)</i>                                                                                                                                                                                                                                                                                                                                                                                |  |
| <input type="checkbox"/> Principle Structure<br><input type="checkbox"/> Accessory Structure<br><input type="checkbox"/> Site Features                                                                                                                                                                                                                                         |  | <input type="checkbox"/> Wall<br><input type="checkbox"/> Freestanding<br><input type="checkbox"/> Window<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Other                                                                                                                                                                                                                                                    |  |
| <input type="checkbox"/> Loss of architectural and historical integrity and its removal will not adversely affect the district's historic character                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <input type="checkbox"/> Denial of demolition will result in unreasonable economic hardship of the applicant                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <input type="checkbox"/> Public safety and welfare requires the removal of the structure(s)                                                                                                                                                                                                                                                                                    |  | <input type="checkbox"/> EXTERIOR ALTERATIONS <i>(select type)</i>                                                                                                                                                                                                                                                                                                                                                                   |  |
| <input type="checkbox"/> Structural instability or deterioration of structure(s) as demonstrated through report by structural engineer or architect. Report clearly details physical condition of structure(s), reasons why rehabilitation is not feasible, and cost estimates for rehabilitation versus demolition. Additional report details proposed future action on site. |  | <input type="checkbox"/> Roofing/Roof Structure (Dormers, Chimneys)<br><input type="checkbox"/> Exterior Door Replacement/Alterations<br><input type="checkbox"/> Exterior Window Replacement/Alterations<br><input type="checkbox"/> Foundation Alterations<br><input type="checkbox"/> Exterior Siding/Finishes/Masonry<br><input checked="" type="checkbox"/> Porch/Deck Alterations<br><input type="checkbox"/> Other (explain): |  |



HISTORIC ZONING COMMISSION  
CERTIFICATE OF APPROPRIATENESS APPLICATION AND CHECKLIST

*Please submit the Application online at [City of Columbia | Permitting \(onlana.com\)](http://City of Columbia | Permitting (onlana.com))  
If there is not access to a computer, please submit all pertinent information on a flash drive as well as  
provide one hard copy*

APPLICATION REVIEW GUIDELINES (PRE-APPLICATION MEETING REQUIRED PRIOR TO SUBMITTAL)

Application Requirements: All applications must be complete and include the required supporting materials listed on this form and must be submitted to the Development Services Department for review by the published deadline. Incomplete applications will not be forwarded to the HZC for consideration.

Application Deadlines: Applications and support materials must be submitted according to the published Deadline Schedule.

Application Representation: The applicant or an authorized representative of the applicant **must attend the HZC meeting to support the application**. At the meeting, staff will present a recommendation for the item. The applicant will be asked to discuss the proposed scope of work and answer any commission questions.

Building Permit Requirements: In addition to an application, most proposals will require additional permitting from the City of Columbia. Building or demolition permits cannot not be issued without an approved COA for structures within a Historic District.

All work specifications must be completed as presented and approved: The HZC must review and approve any modifications or amendments to approved plans prior to any work taking place.

*Please contact City Staff with any questions or to discuss any concerns during the HZC review & submittal process:  
Columbia Development Services Department (931) 560-1560.*

HISTORIC DISTRICT DESIGN GUIDELINES

The *Historic District Design Guidelines* provide guidance for most commonly proposed changes. The HZC consults the design criteria when reviewing applications for Certificates of Appropriateness. **Please refer to the guidelines prior to submitting an application**. The guidelines, along with other useful links, are available on the City of Columbia website at [www.columbiatn.com](http://www.columbiatn.com)

REQUIRED APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within application packets. Please submit the application and upload supporting documents at [City of Columbia | Permitting \(onlana.com\)](http://City of Columbia | Permitting (onlana.com)). If there is not access to a computer, a flash drive with all pertinent documentation as well as one hard copy are required for HZC review:

| NEW CONSTRUCTION,<br>NEW ADDITIONS                                                                                                                                                                                                                                                 | EXTERIOR ALTERATIONS                                                                                                                                                                                                                                                                                                                                                                                      | DEMOLITION, RELOCATION                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>o Description of project and proposed materials</li><li>o Site plan</li><li>o Lot survey</li><li>o Architectural elevations or drawings</li><li>o Photographs of project site location</li><li>o Photographs of existing building.</li></ul> | <ul style="list-style-type: none"><li>o Description of project and proposed materials</li><li>o Photographs of project site location</li><li>o Architectural elevations or drawings</li><li>o Specification information for any proposed materials/architectural features</li><li>o Documentation of earlier historic appearance (restoration only)</li><li>o Photographs of existing building.</li></ul> | <ul style="list-style-type: none"><li>o Please consult the <i>Historic District Design Guidelines</i>. Pre-application meeting with the City Staff is required for proposed principal structure demolitions and relocations.</li></ul> |

| PROJECT INFORMATION                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------|--|
| ADDRESS:<br>100 W. 5th Street, Columbia, TN 38401                                                                          |  |
| SQUARE FOOTAGE OF PROPOSED ADDITIONS/NEW CONSTRUCTION :<br>EXISTING: _____ ft <sup>2</sup> PROPOSED: _____ ft <sup>2</sup> |  |
| HEIGHT OF STRUCTURE FOR ADDITIONS/NEW CONSTRUCTION :<br>EXISTING: _____ ft      PROPOSED: _____ ft                         |  |
| SQUARE FOOTAGE OF PROPOSED SIGNAGE:                                                                                        |  |

| PROJECT INFORMATION: DESCRIPTION & SCOPE OF PROJECT                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DESCRIBE PROPOSED PROJECT(S) AND LIST ALL PROPOSED MATERIALS. ATTACH ADDITIONAL SHEETS IF NECESSARY:<br>Adding new concrete patio area with perimeter railings and steps to the corner of W. 5th Street and North Main |
| The new concrete will cover a portion of the original painted signage on the building facing W. 5th Street and will need to be repainted in same colors and font.                                                      |
|                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                        |

*In filling out this application, I attest that (1) I am familiar with the rules, regulations, and procedures of the City of Columbia.*

Nicole A. Strain  
APPLICANT NAME

  
APPLICANT SIGNATURE

11/20/23  
DATE

\_\_\_\_\_  
PROPERTY OWNER NAME

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE



# City of Columbia Tennessee

## Historic Zoning Staff Report

| CONTACT INFORMATION                                                                                                                                                                                                                                                                                                                                                |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Robert Archibald, Planner II, <a href="mailto:rarchibald@columbiatn.com">rarchibald@columbiatn.com</a> , 931-560-1536                                                                                                                                                                                                                                              |                                                                                     |
| DOCKET/CASE/APPLICATION NUMBER                                                                                                                                                                                                                                                                                                                                     | APPLICANT/OWNER                                                                     |
| CA 23-0470                                                                                                                                                                                                                                                                                                                                                         | Nicole Strain/JNS Real Estate Holdings, LLC                                         |
| HEARING DATE                                                                                                                                                                                                                                                                                                                                                       | PROPERTY ADDRESS/LOCATION                                                           |
| December 20, 2023                                                                                                                                                                                                                                                                                                                                                  | 711 W 7 <sup>th</sup> St                                                            |
| PROJECT DESCRIPTION                                                                                                                                                                                                                                                                                                                                                |  |
| <p>The Certificate of Appropriateness request is for exterior renovation and addition to residence.</p> <p>Specifically, the applicant has completed exterior renovation of home to include; painting of unpainted masonry and trim, replacement of storm windows, replacement of existing deck at rear elevation, and addition of new deck at rear elevation.</p> |                                                                                     |

| EXISTING ZONING | EXISTING LAND USE            | SURROUNDING ZONING & LAND USE | SITE IMPROVEMENTS            | HISTORIC DISTRICT           |
|-----------------|------------------------------|-------------------------------|------------------------------|-----------------------------|
| CD-3            | VACANT RESIDENTIAL STRUCTURE | RESIDENTIAL                   | EXTERIOR RENOVATION/ADDITION | WEST 7 <sup>th</sup> STREET |

### Staff Recommendation

APPROVE

APPROVE WITH CONDITIONS

DENY

**Staff declines to make a recommendation due to the totality of the renovation of the structure. Staff defers to the expertise of the Historic Zoning Commission.**

### Review Status and History

|                                       |                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Submission status:</u></b>      | First request for Certificate of Appropriateness at this address                                                                     |
| <b><u>Previous approvals:</u></b>     | N/A                                                                                                                                  |
| <b><u>1984 Historic Inventory</u></b> | No inventory listed for specific property. Maury County tax records indicate circa 1915 construction. Established by Ordinance 3524. |



# City of Columbia Tennessee

## Historic Zoning Staff Report

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### Proposed Alterations

The following additions have been requested by the applicant. See the application and additional submittals included as attachment A for a description of each element.

- Item 1. Exterior Renovation/Addition

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### Historic District Guidelines referenced

The requested restoration was reviewed for conformity with the standards of the City of Columbia Historic District Design Guidelines. The relevant sections of the Guidelines are listed below, followed by staff comments.

#### Item 1. Exterior Renovation

##### 3.9 Retain and Preserve Historic Masonry Surfaces and Features

- d) Masonry surfaces that have historically been painted shall continue to be painted to maintain the integrity of the masonry. Painting uncoated masonry that has been historically exposed is prohibited.

##### 4.2 Maintain Compatibility When Replacing Roofing Materials

- a) Historic roof features shall be retained and protected when repairing or replacing deteriorated roofing materials.
- e) Substitute materials that are compatible with the visual character of the original material as perceived from the right-of-way shall be used. Select colors, textures, patterns, and finishes in consideration of the original materials. Dark asphalt, fiberglass, or composite shingles are most appropriate in the absence of historic roofing materials.

##### 4.5 Design Gutter Systems to Be Non-intrusive to the Building's Design

- a) Where historically present, box and integrated gutters shall be preserved. If repairing box gutters is not technically or practically feasible, maintain the gutter and seal it to match the existing roof. Such systems shall be replaced with an in-kind system on elevations visible from the right-of-way. Traditional gutters and downspouts may be used on rear elevations.
- b) Where new gutter systems are installed, half-round gutters and round downspouts are encouraged as a historically compatible design. K-style are acceptable but PVC gutters are prohibited.

##### 4.8 Retain the Character and Finish of Historic Wall Surfaces

- a) The appearance of historic wall surfaces and exposed foundation materials, including their functional and decorative features, shall be maintained and repaired in accordance with the appropriate material guidelines.



# City of Columbia Tennessee

## Historic Zoning Staff Report

- 
- b) The visibility of historic wall surfaces shall be maintained. Covering or replacing historic surfaces with synthetic sidings, stucco, veneers, or other materials where they did not historically exist is not appropriate. Chemical applications that alter the color or texture of historic surfaces are prohibited.
  - c) The character of the wall surfaces shall be maintained by retaining and preserving claddings, corner boards, corbelling, quoins, cornices, and other distinguishing features.

#### 4.11 Retain and Maintain Historic Windows and Associated Features

- b) Historic storm windows and window screens shall be maintained and repaired.

#### 4.12 Maintain Compatibility When Installing Storm Windows

- a) Storm windows are encouraged as an appropriate means of enhancing the energy efficiency of historic windows. If storm windows are to be installed, they shall be used on all windows on the building to maintain consistency in aesthetics and perception of the openings.
- b) Storm windows shall be aligned within and fit the original opening. Altering the size of an opening to accommodate a storm window is prohibited. Using a sub-frame or panning to accommodate a storm window is strongly discouraged.
- c) Storm windows shall either provide a full view of the primary window or have a meeting rail that aligns with the rail of the primary window.
- d) New storm windows shall be wood or anodized aluminum and shall have a painted or baked-on enamel finish that matches the trim of the building. Bare metal frames are prohibited.
- f) Storm windows shall use only clear glass.

#### 4.23 Design Decks so That They Do Not Disrupt the Character of the Building

- a) Decks shall be located in inconspicuous areas such as the rear elevation and portions of secondary elevations with minimal visibility from the right-of-way. Decks on the façade or highly-visible secondary elevations are prohibited.
- b) Decks shall be in scale with the site so that they do not significantly alter proportions of occupied space on a property.
- c) Decks shall be located so that they do not require the alteration or removal of character-defining features.
- e) Decks shall be simple in character and in scale with the building so that they do not compete visually with historic features.
- f) Decks should align with the height of the building's first floor. Decks above the first floor are strongly discouraged.

#### **Items 1 Staff Comment(s)**

The applicant preceded in renovating the entire exterior of 711 W 7<sup>th</sup> St without securing the necessary approvals, either through the Historic Zoning Commission or the Building Department. This renovation has already taken place. The presentation to this Commission is only the result of an order to discontinue any further renovation until the necessary reviews could be completed by city staff. All work, excluding a proposed fence replacement by the applicant, is already finished. This report will be

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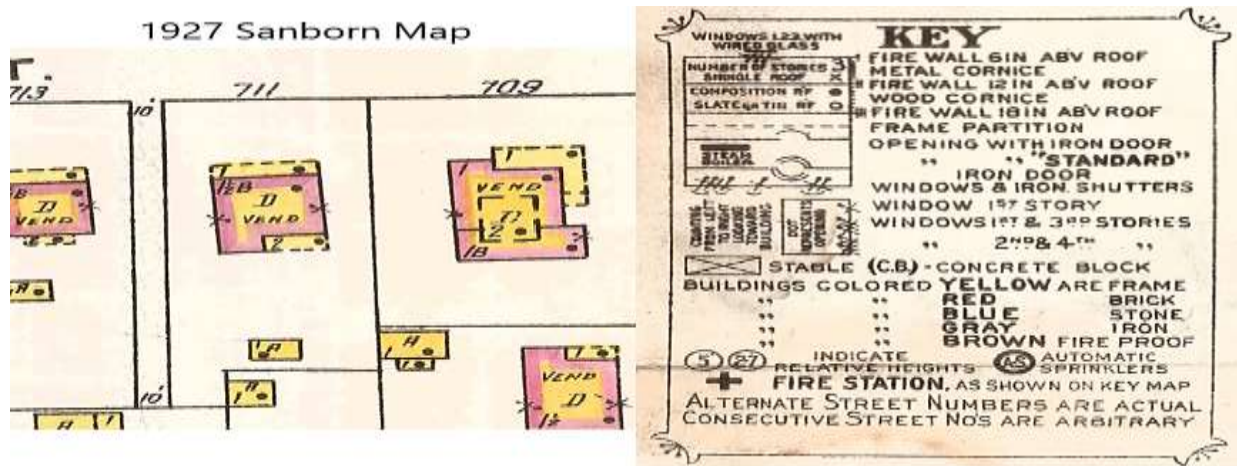


# City of Columbia Tennessee

## Historic Zoning Staff Report

a compilation of on-site inspection and applicant's own report as to work that has taken place, but has still not received a permit review through the proper channels. As such, there will be potential changes that could be forthcoming due to building code non-compliance.

The property is situated in a location predominantly surrounded by residential. While it is not recognized as contributing or non-contributing because of its local designation, the home is identified on the 1927 Sanborn Map as original to the area. According to tax record, the home was built ca. 1915. **A key point regarding this identification is shown in the visual below, and is as follows: Per Sanborn Map Key, this structure indicates "brick" by the color red. During applicant's renovation, the original unpainted brick was subsequently painted.**



The original square footage as shown on tax record was 2,708 sf. During the renovation, the living space increased to approx. 3,026 sf. The replacement of roof covering did not change the design of the roof and is comparable in shade of replacement shingling. The entirety of the structure was painted, to include all trim work, corbelling, and the unpainted masonry. The existing deck was replaced and an additional deck tier was added to the rear elevation at the second story which is highly visible at the secondary elevation and is an addition that is not historic to the home nor the character of the surrounding W 7<sup>th</sup> Street District.





# City of Columbia Tennessee

## Historic Zoning Staff Report

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### Recommendation:

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**STAFF DECLINES TO MAKE RECOMMENDATION**

### MOTIONS

#### **Motion [Approve].**

Move to find that the proposed restoration/addition conforms to the Historic District Design Guidelines and approve issuance of a Certificate of Appropriateness.

#### **Motion [Deny].**

Move to find that the proposed restoration/addition is not compatible with the Historic Guidelines, and deny issuance of a Certificate of Appropriateness [list reasons for denial].

### ALTERNATIVE MOTIONS

#### **Alternative Motion [Approve Subject to Conditions]:**

Move to approve issuance of a Certificate of Appropriateness and find that the proposed renovation/addition conforms to the Historic District Design Guidelines subject to the following conditions: [list conditions of approval].

#### **Alternative Motion [Table for Future Consideration].**

Move to find that there is insufficient information to make a decision, defer action on the application, and request that the applicant provide: [list additional information] for review at a future meeting.

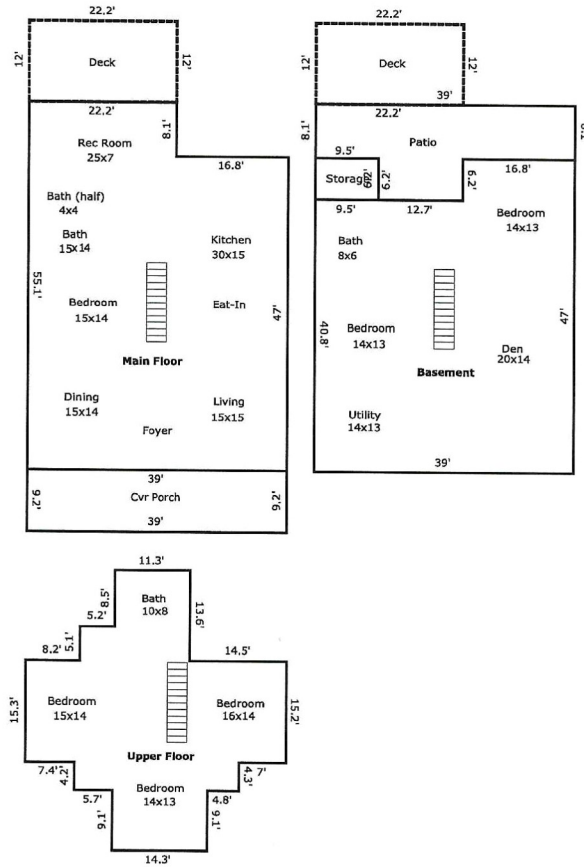
Did not want to  
replace this section - just  
tear down existing rolling fence  
and clean up brush.

Proposed Fence



## Building Sketch

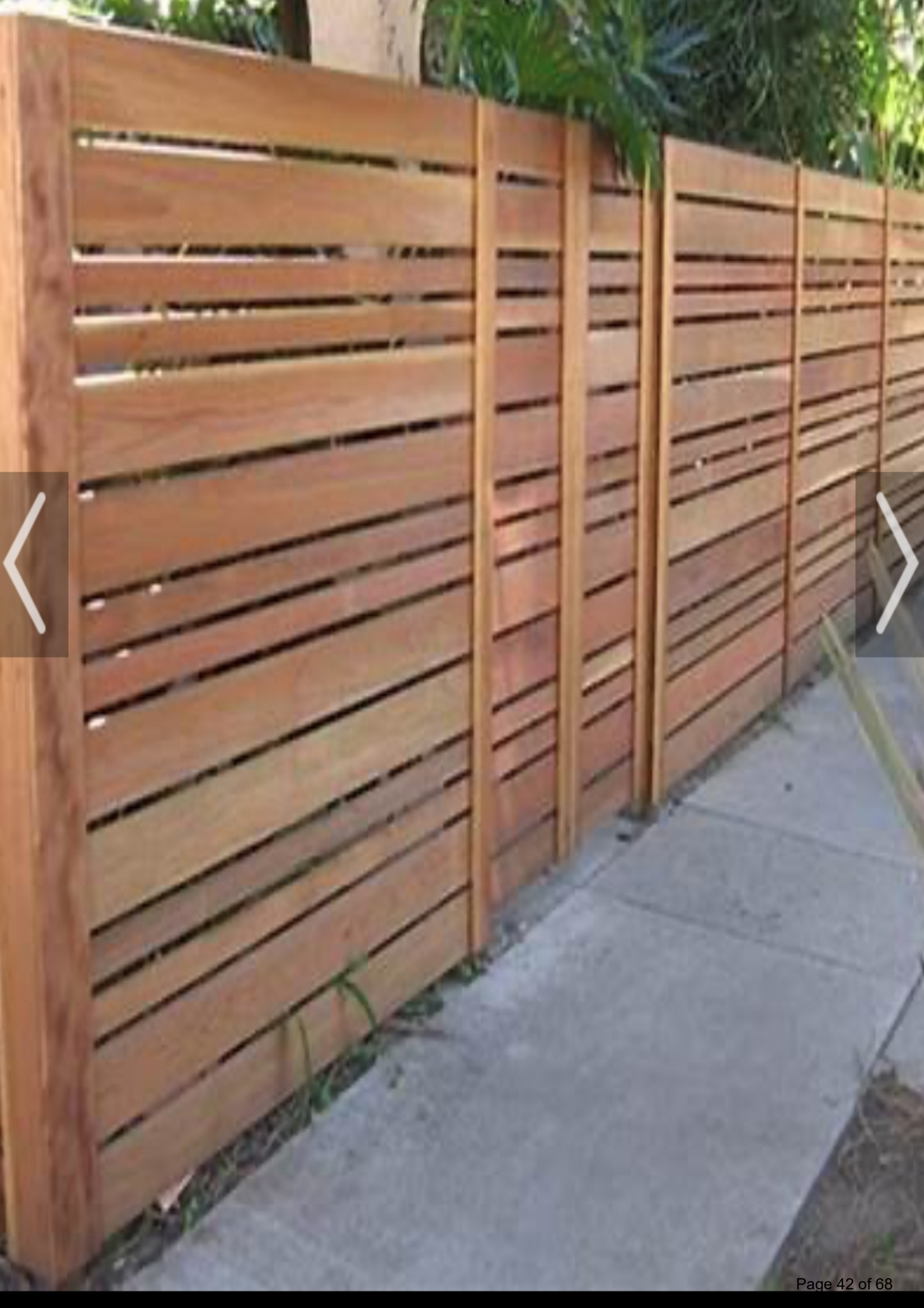
|                  |              |        |          |       |
|------------------|--------------|--------|----------|-------|
| Borrower         |              |        |          |       |
| Property Address | 711 W 7th St |        |          |       |
| City             | Columbia     | County | State    | TN    |
|                  |              |        | Zip Code | 38401 |
| Lender/Client    |              |        |          |       |



TOTAL Sketch by a la mode

### Area Calculations Summary

| Living Area                         |              | Calculation Details                                                                                                                                                   |
|-------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Floor                         | 2012.8 Sq ft | $39 \times 47 = 1833$<br>$8.1 \times 22.2 = 179.8$                                                                                                                    |
| Second Floor                        | 1013.5 Sq ft | $14.3 \times 9.1 = 130.1$<br>$11.3 \times 8.5 = 96$<br>$15.3 \times 7.4 = 113.2$<br>$15.2 \times 7 = 106.4$<br>$24.8 \times 19.5 = 483.6$<br>$16.5 \times 5.1 = 84.2$ |
| <b>Total Living Area (Rounded):</b> |              | <b>3026 Sq ft</b>                                                                                                                                                     |
| <b>Non-living Area</b>              |              |                                                                                                                                                                       |
| Closed Porch                        | 358.8 Sq ft  | $39 \times 9.2 = 358.8$                                                                                                                                               |
| Concrete Patio                      | 394.6 Sq ft  | $39 \times 8.1 = 315.9$<br>$12.7 \times 6.2 = 78.7$                                                                                                                   |
| Wood Deck                           | 266.4 Sq ft  | $22.2 \times 12 = 266.4$                                                                                                                                              |
| Wood Deck                           | 266.4 Sq ft  | $22.2 \times 12 = 266.4$                                                                                                                                              |
| Basement                            | 58.9 Sq ft   | $9.5 \times 6.2 = 58.9$                                                                                                                                               |
| Basement                            | 1695.4 Sq ft | $39 \times 40.8 = 1591.2$<br>$16.8 \times 6.2 = 104.2$                                                                                                                |









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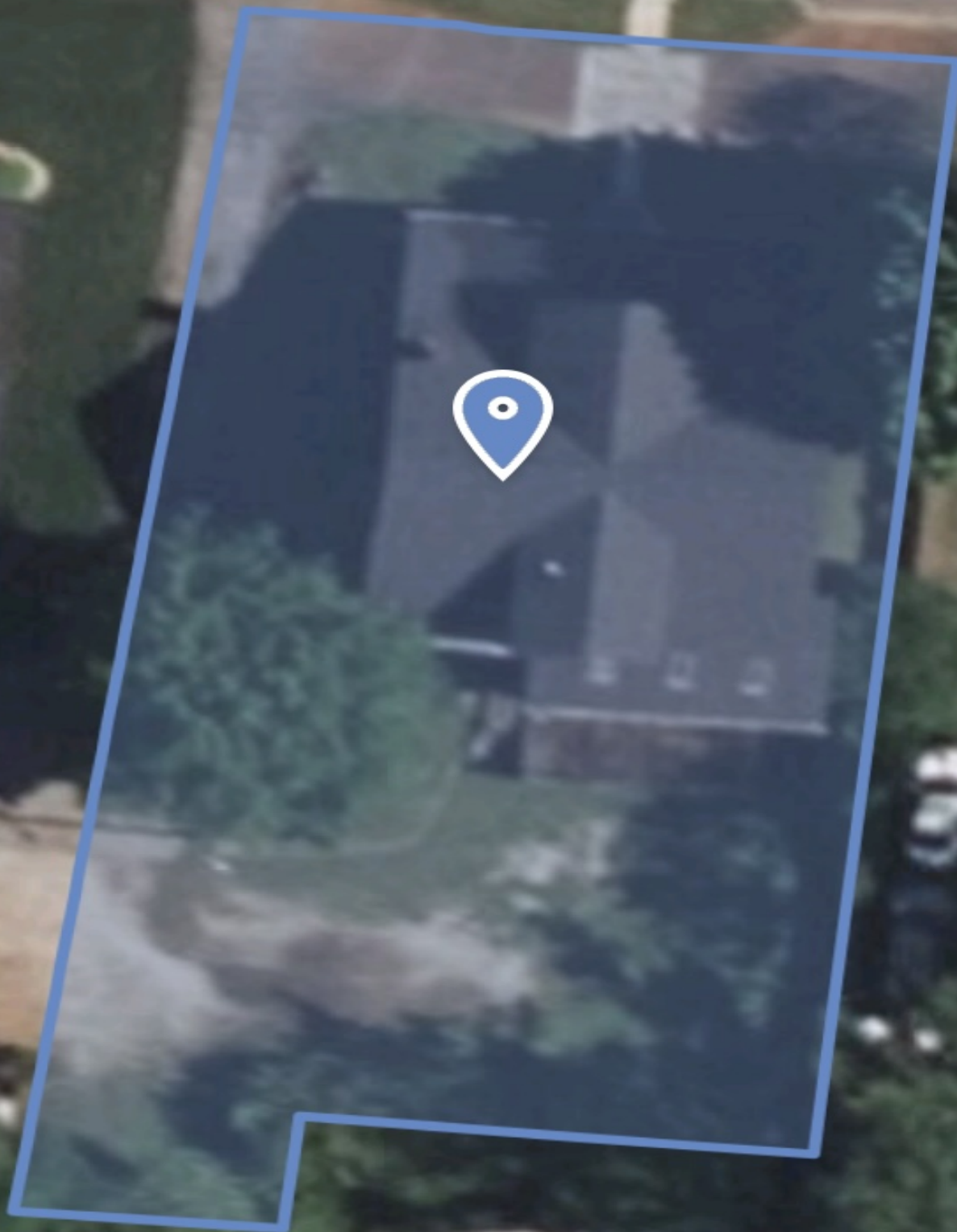


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**W SEVENTH ST**



711 W 7<sup>th</sup> Street, Columbia, TN 38401

Exterior Completed:

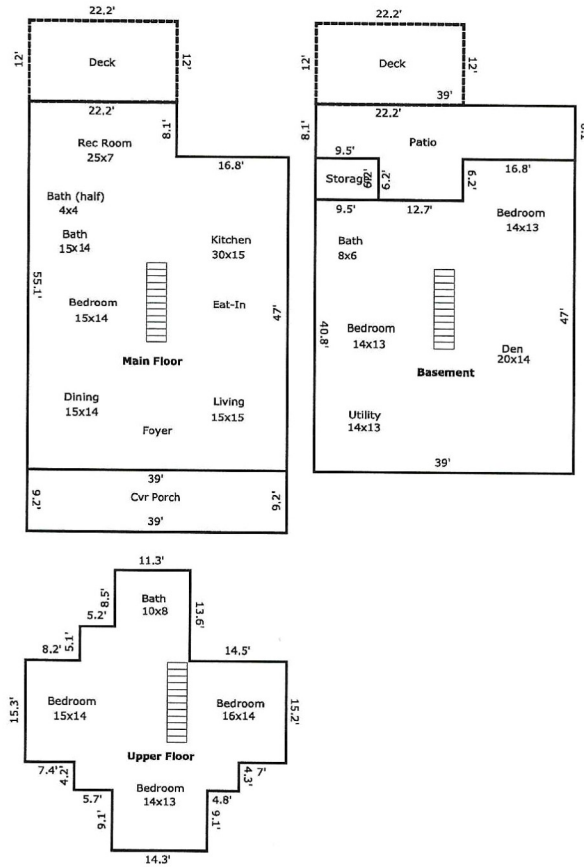
- Replaced bottom deck (back of house)
- Added upper deck (obtaining engineer letter) (back of house)
- Added garage doors from deck to sunroom (back of house)
- Replaced roof
- Replaced gutters
- Fixed brick falling off front columns
- Replaced rotting bead board on porch ceiling with similar wood
- Removed storm windows
- Replaced most corbels with matching ones
- Painted patched brick and trim
- Back filled dirt in low lying areas
- Poured concrete parking spaces in the back
- Replaced porch lights

Exterior Not Yet Completed:

- Replace rotting fence
- Patch loose rocks in the front circle drive
- Landscape

## Building Sketch

|                  |              |        |          |       |
|------------------|--------------|--------|----------|-------|
| Borrower         |              |        |          |       |
| Property Address | 711 W 7th St |        |          |       |
| City             | Columbia     | County | State    | TN    |
|                  |              |        | Zip Code | 38401 |
| Lender/Client    |              |        |          |       |



TOTAL Sketch by a la mode

### Area Calculations Summary

| Living Area                         |              | Calculation Details                                                                                                         |
|-------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| First Floor                         | 2012.8 Sq ft | 39 x 47 = 1833<br>8.1 x 22.2 = 179.8                                                                                        |
| Second Floor                        | 1013.5 Sq ft | 14.3 x 9.1 = 130.1<br>11.3 x 8.5 = 96<br>15.3 x 7.4 = 113.2<br>15.2 x 7 = 106.4<br>24.8 x 19.5 = 483.6<br>16.5 x 5.1 = 84.2 |
| <b>Total Living Area (Rounded):</b> |              | <b>3026 Sq ft</b>                                                                                                           |
| <b>Non-living Area</b>              |              |                                                                                                                             |
| Closed Porch                        | 358.8 Sq ft  | 39 x 9.2 = 358.8                                                                                                            |
| Concrete Patio                      | 394.6 Sq ft  | 39 x 8.1 = 315.9<br>12.7 x 6.2 = 78.7                                                                                       |
| Wood Deck                           | 266.4 Sq ft  | 22.2 x 12 = 266.4                                                                                                           |
| Wood Deck                           | 266.4 Sq ft  | 22.2 x 12 = 266.4                                                                                                           |
| Basement                            | 58.9 Sq ft   | 9.5 x 6.2 = 58.9                                                                                                            |
| Basement                            | 1695.4 Sq ft | 39 x 40.8 = 1591.2<br>16.8 x 6.2 = 104.2                                                                                    |











# Administrative Historic Certificate of Appropriateness

700 NORTH GARDEN STREET, COLUMBIA, TN 38401  
PHONE: (931) 560-1560 FAX: (931) 560-1541

**PROJECT LOCATION:** 809 S Main St

**HISTORIC DISTRICT:** Downtown

|         | OWNER INFORMATION:                 | APPLICANT INFORMATION:                  |
|---------|------------------------------------|-----------------------------------------|
| NAME    | Hat Creek Cattle Company           | 906 Studio Architects, LLC              |
| ADDRESS | P O Box 1431<br>Columbia, TN 38402 | 143 Fifth Ave. S.<br>Franklin, TN 37064 |
| PHONE   |                                    | (615) 988-9065                          |
| EMAIL   |                                    | JAMES.SLOAN@906STUDIO.COM               |

| NEW CONSTRUCTION:                                   | EXTERIOR ALTERATION:                               | DEMOLITION:                                  |
|-----------------------------------------------------|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Primary Structure/Addition | <input checked="" type="checkbox"/> Facade         | <input type="checkbox"/> Primary Structure   |
| <input type="checkbox"/> Accessory Structure        | <input type="checkbox"/> Accessory Structure       | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Garage/Carport             | <input type="checkbox"/> Garage/Carport            | <input type="checkbox"/> Garage/Carport      |
| <input type="checkbox"/> New Sign                   | <input type="checkbox"/> Revision to Existing Sign | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> _____                      | <input type="checkbox"/> _____                     | <input type="checkbox"/> _____               |

CONDITIONS OF APPROVAL: Approved as submitted

- Replacement of damaged windows with historic-compliant, aluminum-clad-wood windows with profile.
- Repaint existing wood trim and main floor storefront façade.

UNAPPROVED/SPECIFICALLY EXCLUDED WORK:

DATE OF ADMINISTRATIVE HISTORIC ZONING **APPROVAL**/DENIAL: 12/7/2023

*Autumn Potter*

HISTORIC ZONING COMMISSION CHAIR

*Robert Archibald*

ZONING ADMINISTRATOR

Per §13-7-409 of the Tennessee Code Annotated: Anyone who may be aggrieved by any final order or judgment of the Historic Zoning Commission may have such order or judgment reviewed by the courts by the procedure of statutory certiorari, as provided in Tennessee Code Annotated Title 27, Chapter 8.



# Historic Zoning Administrative Certificate of Appropriateness

700 NORTH GARDEN STREET, COLUMBIA, TN 38401  
PHONE: (931) 560-1560 FAX: (931) 560-1541

**PROJECT LOCATION:** 814 S Main St

**HISTORIC DISTRICT:** Downtown

|         | OWNER INFORMATION:                            | APPLICANT INFORMATION:                      |
|---------|-----------------------------------------------|---------------------------------------------|
| NAME    | Sychantha Oudom Etux Cheryl                   | Needle and Grain                            |
| ADDRESS | 1864 Clara Mathis Rd<br>Spring Hill, TN 37174 | 1001 Hillcrest Avenue<br>Columbia, TN 38401 |
| PHONE   |                                               | (931) 797-4348                              |
| EMAIL   |                                               | BRYSONLEACH@GMAIL.COM                       |

| NEW CONSTRUCTION:                                   | EXTERIOR ALTERATION:                               | DEMOLITION:                                  |
|-----------------------------------------------------|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Primary Structure/Addition | <input type="checkbox"/> Facade                    | <input type="checkbox"/> Primary Structure   |
| <input type="checkbox"/> Accessory Structure        | <input type="checkbox"/> Accessory Structure       | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Garage/Carport             | <input type="checkbox"/> Garage/Carport            | <input type="checkbox"/> Garage/Carport      |
| <input type="checkbox"/> New Sign                   | <input type="checkbox"/> Revision to Existing Sign | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> _____                      | <input type="checkbox"/> _____                     | <input type="checkbox"/> _____               |

CONDITIONS OF APPROVAL: Approved as submitted subject to following conditions:

- Sign material to be hand-painted, bevel-carved western cedar 1.56" thick, double-sided
- Colors: White, Metallic Gold, Green, on black background
- Size not to exceed 29"x32", 7.85 sq./ft
- Sign shall be no less than 3" from wall plane
- Projecting signs shall have a min. of 7.5' clearance above sidewalk.

UNAPPROVED/SPECIFICALLY EXCLUDED WORK:

DATE OF HISTORIC ZONING ADMINISTRATIVE APPROVAL/DENIAL: NOVEMBER 21, 2023

*Autumn Potter*

HISTORIC ZONING COMMISSION CHAIR

*Robert Guibald*

ZONING ADMINISTRATOR

Per §13-7-409 of the Tennessee Code Annotated: Anyone who may be aggrieved by any final order or judgment of the Historic Zoning Commission may have such order or judgment reviewed by the courts by the procedure of statutory certiorari, as provided in Tennessee Code Annotated Title 27, Chapter 8.



# Historic Zoning Administrative Certificate of Appropriateness

700 NORTH GARDEN STREET, COLUMBIA, TN 38401  
PHONE: (931) 560-1560 FAX: (931) 560-1541

**PROJECT LOCATION:** 210 W 8th St

**HISTORIC DISTRICT:** Downtown

|         | OWNER INFORMATION:                             | APPLICANT INFORMATION:                      |
|---------|------------------------------------------------|---------------------------------------------|
| NAME    | First Presbyterian Church OF Columbia Trustees | Needle and Grain                            |
| ADDRESS | 801 S High St<br>Columbia, TN 38401            | 1001 Hillcrest Avenue<br>Columbia, TN 38401 |
| PHONE   |                                                | (931) 797-4348                              |
| EMAIL   |                                                | BRYSONLEACH@GMAIL.COM                       |

| NEW CONSTRUCTION:                                   | EXTERIOR ALTERATION:                               | DEMOLITION:                                  |
|-----------------------------------------------------|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Primary Structure/Addition | <input type="checkbox"/> Facade                    | <input type="checkbox"/> Primary Structure   |
| <input type="checkbox"/> Accessory Structure        | <input type="checkbox"/> Accessory Structure       | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Garage/Carport             | <input type="checkbox"/> Garage/Carport            | <input type="checkbox"/> Garage/Carport      |
| <input type="checkbox"/> New Sign                   | <input type="checkbox"/> Revision to Existing Sign | <input type="checkbox"/> Sign                |
| <input type="checkbox"/> _____                      | <input type="checkbox"/> _____                     | <input type="checkbox"/> _____               |

CONDITIONS OF APPROVAL: Approved as submitted subject to conditions:

- Flat cut aluminum not to exceed 3/4" thick
- Length and width not to exceed 85"x35"
- Tallest letter not to exceed 13"
- Total square footage not to exceed 20.65
- Location of signage on southeast façade of building facing W. 8<sup>th</sup> Street pedestrian level left wall of entrance door.

UNAPPROVED/SPECIFICALLY EXCLUDED WORK:

DATE OF HISTORIC ZONING ADMINISTRATIVE **APPROVAL**/DENIAL: NOVEMBER 15, 2023

*Autumn Potter*

HISTORIC ZONING COMMISSION CHAIR

*Robert Quibald*

ZONING ADMINISTRATOR

Per §13-7-409 of the Tennessee Code Annotated: Anyone who may be aggrieved by any final order or judgment of the Historic Zoning Commission may have such order or judgment reviewed by the courts by the procedure of statutory certiorari, as provided in Tennessee Code Annotated Title 27, Chapter 8.



## TENNESSEE HISTORICAL COMMISSION

### Certified Local Government Program

### FOUR YEAR REVIEW FORM

CERTIFIED LOCAL GOVERNMENT: **Columbia**  
DATE OF VISIT: **11/15/2023**  
DATE COMPLETED: **12/4/2023**  
THC STAFF REVIEWER: **Philip Staffelli-Suel**

#### PURPOSE

In accordance with federal regulations and the Guidelines for the Certified Local Government Program in Tennessee, the State Historic Preservation Officer (SHPO) shall conduct, at least once every 4 years, a review of Certified Local Governments (CLGs). The purpose of this is to assure that each government fulfills its responsibilities as provided for in the Certification Agreement, as follows:

- (1) To review compliance of the local government with all conditions in the CLG Agreement, the CLG Guidelines, and Tennessee Code Annotated Title 13 Chapter 7 Part 4.
- (2) To review the annual review reports submitted by the local governments and other documents as necessary.
- (3) To review reports and documents pertaining to the fiscal management of Historic Preservation Fund monies.
- (4) To review all relevant records and materials available to the State Historic Preservation officer, including copies of all documentation of expenses.
- (5) To review the performance of the Certified Local Government on the basis of recognized standards for historic preservation activities, such as the National Register Criteria for Evaluation, survey and inventory of historic properties, the Secretary of the Interior's Standards for Rehabilitation, and the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

#### PROCEDURE FOR REVIEW OF CLG PROGRAMS

In Tennessee, the SHPO is the Executive Director of the Tennessee Historical Commission and his designee is responsible for carrying out this review. In order to make an objective review of the local CLG program, the SHPO or his designee will meet with the local government either on-site or virtually. The following schedule will apply:

1. The SHPO shall confer with the CLG on an appropriate on-site or virtual meeting date to coordinate with the regularly scheduled meeting of the historic zoning commission/board/committee.
2. During or prior to the meeting, the SHPO will request that the CLG produce files, publications, minutes of local review commission meetings, and other materials necessary to accurately answer questions listed in the evaluation. Meetings with review commissions/boards/committees and special groups reviewing certificates of appropriateness may be necessary.
3. A draft of the findings and recommendation of the SHPO staff will be provided to the CLG typically within 45 days after the review.
4. The CLG shall have 45 days from the receipt of the comments of the SHPO to submit a written response.
5. The SHPO and CLG shall consult to resolve any differences of opinion about the findings and recommendations presented in the report.
6. The CLG shall then take action to provide required documentation or perform other steps necessary to correct deficiencies noted in the report.
7. If all corrections required are not accomplished within the agreed upon time frame in accordance with the Guidelines for the Certified Local Government Program in Tennessee, the SHPO may initiate the process of recommending the decertification of the CLG to the National Park Service.

#### PROCESS FOR REVOKING CERTIFICATION

The process for revoking the certification of a local government is outlined in Section IV of the Guidelines for the Certified Local Government Program in Tennessee.

#### EVALUATION FORM FOR CERTIFIED LOCAL GOVERNMENTS

Attached is the evaluation form to be used by the SHPO during and on-site visit. Questions preceded by an “\*” must be answered with a “Yes” or the CLG will be considered deficient in that mandatory area. Negative answers to these items must be discussed in the “Required Improvements” section of the evaluation of the specific program area. These negative items must be corrected by the CLG in order to remain in good standing.

## REVIEW FORM

### I. SUMMARY OF CLG REVIEW MEETING

THC Staff: Philip Staffelli-Suel

Name of CLG: Columbia

Local CLG Representative: Robert Archibald

Did THC Staff observe the CLG's Historic Zoning Commission/Board/Committee Meeting? ☒ Yes ☐ No

### II. CLG ADMINISTRATION AND ORGANIZATION

In this section, the SHPO will evaluate the administration and organization of the CLG. It is recognized that the CLGs will vary in their organization and means of administering a preservation program. This portion is intended to cover broad areas and general responsibilities.

|                                                                                                                                                                                                          |                                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| *A. Does the CLG have a designated city/county official, staff person, or other appropriate resident of the local government serving as the CLG contact?                                                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| B. Does the appointed CLG contact also satisfy the requirements for serving as a Historic Preservation officer as outlined by the Secretary of the Interior's Standards for Professional Qualifications? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| *C. Did the CLG submit complete and acceptable annual reports in each year since execution of the Certification Agreement or the last four-year review?                                                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

### SUMMARY OF SHPO FINDINGS:

I meant with both Robert Archibald and Kevin McCarthy from the planning department. They both gave me a tour of 4 out of 5 of their districts and one potential district. Robert is a highly experienced civil service. He served as a police officer in Columbia for years before joining Mount Pleasant's planning department, where he helped start the CLG program there. He is knowledgeable about his community and takes an active preservation role. Additionally, he is eager to learn more about practical preservation. He is supported by Kevin, who serves on the HZC as Columbia's ordinance requires one city staff to serve on the committee.

**REQUIRED IMPROVEMENTS:** None.

**RECOMMENDATIONS:** None.

## **STORIC PRESERVATION ZONING COMMISSION/ BOARD/ COMMITTEE**

In this section, the SHPO will evaluate the existing historic zoning commission/board/committee based on the Certification Agreement and the Guidelines for the Certified Local Government Program in Tennessee, and TCA Title 13 Chapter 7 Part 4.

|                                                                                                                                                                                                                                                       |                                         |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| *A. Does the CLG maintain an adequate and qualified local historic zoning commission/board/committee in accordance with the provisions of the Certification Agreement and <u>Guidelines for the Certified Local Government Program in Tennessee</u> ? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *B. Does the CLG's historic zoning commission/board/committee maintain adequate written minutes of all meetings?                                                                                                                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *C. Are the minutes kept on file and available for review by the public?                                                                                                                                                                              | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *D. Do the minutes appear to fully state the reasons for commission/board/committee decisions?                                                                                                                                                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *E. Is there evidence that all commission/board/committee meetings are held in conformance with the Tennessee Open Meetings Act, TCA 8-44-101, et seq., ("Sunshine Law")?                                                                             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *F. Does the local historic zoning commission/board/committee meet at least monthly, unless no applications for work have been received, or unless no commission/board/committee action is required?                                                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| G. Has it been necessary to fill vacancies on the local commission/board/committee since the execution of the Certification Agreement or the last annual review?                                                                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| H. If new members have been appointed since execution of the Certification Agreement or the last four-year review, has the SHPO been provided copies of resumes for each new member?                                                                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *I. Do all historic zoning commission/board/committee members have a demonstrated interest, competence, or knowledge in historic preservation?                                                                                                        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *J. Does the historic zoning commission/board/committee include a representative of a local patriotic or historical organization and a person who is a member of the local planning commission at the time of his or her appointment?                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                         |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|
| <p>*K. Is there evidence that the local government made a reasonable effort to locate and appoint an architect to the historic zoning commission/board/committee?<br/> <i>(This may be demonstrated through a public service announcement, newspaper advertisement, media story, or other appropriate form of public communication.)</i></p>                                                                                                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| <p>*L. Has at least one member of the local government staff or historic zoning commission/board/committee attended at least one informational or educational meeting sponsored or approved by the Tennessee Historical Commission, and which pertains to the current work and functions of the historic zoning commission/board/committee or to other related historic preservation topics during each of the three preceding fiscal years?</p> | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <p>Summary of Training:</p> <p>Click here to enter text.</p>                                                                                                                                                                                                                                                                                                                                                                                     |                                         |                                        |

### **SUMMARY OF SHPO FINDINGS:**

The HZC is a very qualified group. The committee asked attentive questions of both the applicant and city staff. The city staff provided ample information. The discussion was thorough. However, through discussion with city staff and examining prior COAs, the design guidelines are not always evenly enforced. The city updated its design guidelines in 2019 to be uniform across all districts instead of for each individual district. This has caused conflicting rulings between districts. Additionally, it was unclear if anyone from the commission had attended training each year since the last review. Robert has signed up for our staff training in November.

### **REQUIRED IMPROVEMENTS:**

None.

### **RECOMMENDATIONS:**

It is recommended that the HZC attend THC training virtually in January, particularly about design guidelines. The city should consider applying for a Historic Preservation Fund grant to update design guidelines to expand the period of significance and create guidelines for each district.

#### IV. NATIONAL REGISTER NOMINATIONS PROCESS

In this section, the SHPO will review the CLG's participation in the preparation, evaluation, and review of nominations to the National Register of Historic Places in accordance with the Certification Agreement, Guidelines for the Certified Local Government Program in Tennessee III.C, and the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

A. Has the CLG reviewed a National Register nomination during the last year?

☐ Yes      ☒ No

\*B. If the answer to "A" is "yes, did the CLG carry out the review of the National Register nominations in accordance with the Guidelines for the Certified Local Government Program in Tennessee during the past year, including the following:

|                                                                                                                                                                                                                                                                                                                                      |                                 |                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| *A. Did the historic zoning commission/board/committee and the chief elected official of the CLG separately notify the Tennessee Historical Commission, the owner of the property, and the applicant as to their opinions in regard to the proposed nomination within 60 days of the receipt of the nomination materials?            | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| *B. Did the CLG provide a reasonable opportunity during the 60 day period for public comment?                                                                                                                                                                                                                                        | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| *C. Did the CLG verify the accuracy of the nomination including the names of all owners of properties included in the nomination?                                                                                                                                                                                                    | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| *D. Did the CLG hold public information meetings concerning the proposed nomination?                                                                                                                                                                                                                                                 | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| *E. Were appropriate professionals, meeting the Secretary of the Interior's Professional Qualifications Standards, available when the review commission/board/committee considered the National Register nomination? <i>(This should be demonstrated through the minutes from the meeting in which the nomination was reviewed.)</i> | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |

#### SUMMARY OF SHPO FINDINGS:

N/A

#### REQUIRED IMPROVEMENTS:

N/A

#### RECOMMENDATIONS:

N/A

## V. SURVEY AND INVENTORY

In this section, the SHPO will evaluate the CLG based on the Certification Agreement, Guidelines for the Certified Local Government Program in Tennessee Section III.B, and the Secretary of the Interior's Standards for Archeology and Historic Preservation.

|                                                                                                                                                                                 |                                         |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| *A. Does the CLG maintain a system for the survey and inventory of historic properties which is coordinated with and complementary to the historic sites inventory of the SHPO? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *B. Is all inventory material maintained securely and accessible to the public, with the exception of the location of archeological sites?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *C. Is the inventory used in the process of designating local landmarks and in the review of National Register nominations?                                                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| *D. Is there evidence that the CLG periodically updates the inventory to reflect changes, alterations, and demolitions?                                                         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Has a building-by-building survey been made for each locally designated historic district and an inventory file accessible to the public organized?                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| List each local district and percentage completed:<br><br>Athenaeum<br>Barrow Court<br>Downtown Commercial<br>West 6th Street<br>West 7th Street                                | 100%<br>100%<br>100%<br>100%<br>100%    |                             |

### SUMMARY OF SHPO FINDINGS:

Since its last review, the City of Columbia has updated its design guidelines. The city is in the process of surveying its historic resources through a grant. Through this, the city hopes to add another historic district rich in African-American and Civil Rights history. Properties have been added and removed in districts, showing that the inventory is well-maintained.

### REQUIRED IMPROVEMENTS:

None.

### RECOMMENDATIONS:

None.

## **VI. DESIGNATION OF LOCAL PROPERTIES**

In this section, the CLG will be evaluated based on the Certification Agreement, Guidelines for the Certified Local Government Program in Tennessee Section I.A.2, and the Secretary of the Interior's Standards for Archeology and Historic Preservation.

\*A. Does the CLG enforce provisions of the local historic preservation ordinance for the designation of local landmarks and districts?

☒ Yes      ☐ No      ☐ Not Applicable

### **SUMMARY OF SHPO FINDINGS:**

The inventory is well maintained, and the city is in the process of designating a new district.

### **REQUIRED IMPROVEMENTS:**

None.

### **RECOMMENDATIONS:**

None.

## **VII. PROTECTION OF LOCALLY DESIGNATED PROPERTIES**

In this section, the CLG will be evaluated based on the Certification Agreement, Guidelines for the Certified Local Government Program in Tennessee Section I.A.2, TCA 13-7-402-408, and the Secretary of the Interior's Standards for Archeology and Historic Preservation.

|                                                                                                                                                                                              |                                       |                                             |                                                  |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| *A. Rank how the CLG enforces the protective features of the local historic preservation ordinance.                                                                                          | Excellent<br><input type="checkbox"/> | Good<br><input checked="" type="checkbox"/> | Room for Improvement<br><input type="checkbox"/> | Needs Improvement<br><input type="checkbox"/> |
| *B. Rank how decisions of the local historic preservation review commission reflect a general understanding and use of the <u>Secretary of the Interior's Standards for Rehabilitation</u> . | Excellent<br><input type="checkbox"/> | Good<br><input checked="" type="checkbox"/> | Room for Improvement<br><input type="checkbox"/> | Needs Improvement<br><input type="checkbox"/> |

### **SUMMARY OF SHPO FINDINGS:**

This committee runs effectively. They are knowledgeable about their ordinance, design guidelines, and the Secretary of Interiors Standards. At times, the application of the design guidelines is uneven.

### **REQUIRED IMPROVEMENTS:**

None.

### **RECOMMENDATIONS:**

Committee members should apply the guidelines as evenly as possible. Members of the committee should attend training provided by the THC in January. If in-depth training about the application of design guidelines is needed afterward, the THC and South-Central Tennessee Development District can provide such training.

## **VIII. PUBLIC PARTICIPATION AND COMMENT**

In this section, the CLG will be evaluated based on the Certification Agreement, Guidelines for the Certified Local Government Program in Tennessee Section I.C, and Secretary of the Interior's Standards for Archeology and Historic Preservation.

\*A. Can the CLG demonstrate encouragement, to the maximum extent possible, of public participation in the local preservation program?

☒ Yes      ☐ No

### **SUMMARY OF SHPO FINDINGS:**

The meetings are announced via the city website, a publication, and signage. No public comments were made.

### **REQUIRED IMPROVEMENTS:**

None.

### **RECOMMENDATIONS:**

To ensure that every application receives a full public hearing, it can be useful to make a verbal call for public comment after the applicant's presentation but before the commission's discussion.

## **IX. CERTIFIED LOCAL GOVERNMENT GRANTS-IN-AID MANAGEMENT**

In this section, the CLG will be evaluated based on the Certification agreement, Guidelines for the Certified Local Government Program in Tennessee Section V, and the Historic Preservation Fund Grants Manual.

|                                                                                                                                                                                     |                                         |                                        |                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------------------|
| A. Did the CLG receive a CLG subgrant during the last four fiscal years?                                                                                                            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Applied but not funded    |
| *B. If the answer to "A" is yes, did the CLG demonstrate the existence of an adequate financial management system in accordance with the Certified Local Government grant contract? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Not Applicable            |
| *C. If the subgrant exceeded \$20,000, did the CLG have a financial audit of the CLG grant-in-aid fiscal management?                                                                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Not Applicable            |
| D. If the answer to "C" is yes, has the SHPO received a copy of the audit?                                                                                                          | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Not Applicable |
| E. Does the CLG appear knowledgeable of allowable and unallowable costs in accordance with the "Guidelines for Survey and Planning Grants?"                                         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Not Applicable            |
| *F. Does the CLG ensure compliance with provisions of Title VI, as required under the terms of the Certified Local Governments grants contract?                                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Not Applicable            |

### **SUMMARY OF SHPO FINDINGS:**

Columbia has a current Historic Preservation Fund grant to update its National Register districts and nominate a local district to the National Register.

### **REQUIRED IMPROVEMENTS:**

None.

### **RECOMMENDATIONS:**

None.