

Historic Preservation Commission

CITY OF LEBANON HISTORIC PRESERVATION COMMISSION Regular Meeting – April 11, 2023

Attendees

John Foutch
Kristy Barhite

Phillip Allison
Kathleen Vail

David Taylor
Stephen Chambers

Meghan Michel

Call to Order

Chairman Meghan Michel called the meeting to order at 5:06 PM and read the Chairman's Comments.

Changes to the Agenda

Case 22-19 Request by Keller Williams Realty for a Certificate of Appropriateness for work being done at 121 Public Square (Tax Map 68E Group N Parcel 2) zoned CD in Ward 3

This item was deferred by the applicant.

Staff said that Assistant City Attorney Stephen Chambers provided a summary in the Staff Report that could be read at the commissioner's leisure. It will be discussed next meeting if the applicants are available. '

Assistant City Attorney Stephen Chambers introduced himself and explained that since the item was deferred, it would be better to wait until the next meeting to ask questions or discuss anything. And it would be improper to discuss their case since the representatives were not in attendance. He said that he would hand out his business card and they can contact him directly with any questions regarding his comments in the Staff Report.

The commissioners expressed their excitement over the city attorney and him attending their meetings.

Staff mentioned that Stephen Chambers has been working with the Planning Department and updated the sign permit application regarding signage in the historic district and the process it needed to follow prior to obtaining the sign permit. He also provided the commission with a legal Certificate of Appropriateness Decision Sheet that will be discussed later during the Planning Comments.

Approval of Minutes

A motion was made by David Taylor and seconded by Phillip Allison for approval of the February 14, 2023 Historic Preservation Commission Meeting Minutes. Motion carried.

Old Business

Case 22-19 Request by Keller Williams Realty for a Certificate of Appropriateness for work being done at 121 Public Square (Tax Map 68E Group N Parcel 2) zoned CD in Ward 3

This item was deferred by the applicant.

New Business

1. *Case 23-07 Request by Mary Beard for a Certificate of Appropriateness for work being done at 124 South Hatton Street (Tax Map 68F Group D Parcel 12) zoned RD9 in Ward 3*

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The applicant is requesting a Certificate of Appropriateness for work being done at 124 South Hatton Street. Per the application, they have placed a wood privacy fence on the property and are requesting COA approval.

The wood fence that has been constructed meets the Historic Guidelines. However, the fence was constructed with the finished side facing in, which goes against the City's Code. Staff recommended approval for the fence on the condition that the applicant brings the fence up to Code. They are continuing to work on coming into compliance by double-siding the fence. A permit has been issued for the fence to allow the applicant to make the necessary changes.

The applicant, Mary Beard was available to present the project. She said that the reason for the fence was safety because she was finding numerous unsafe items in the yard, possibly because of the homeless and other buildings nearby and they put up a fence for the safety of the children.

Commissioner John Foutch said that the Staff recommendation is approval if the fence comes into code.

Mary Beard said that they are working on fixing the fence with the fence company right now.

A motion was made by John Foutch and seconded by Phillip Allison to approve the Certificate of Appropriateness with Staff's recommendation. Motion carried 4-0.

2. Case 23-08 Request by Becky Kemp of the Artful Abode for a Certificate of Appropriateness for work being done at 106 East Main Street (Tax Map 68E Group P Parcel 4) zoned CD in Ward 3

The applicant is requesting a Certificate of Appropriateness for work being done at 106 East Main Street. Per the application, they are requesting to place signage for the storefront at 106 East Main Street.

Staff recommended the following based on Historic Preservation Guidelines:

The storefront is 23 feet long. The wall sign, as proposed is 23 square feet in area. This meets the historic guidelines (1 square foot for every linear foot length of building).

The Guidelines allow for up to 4.5 square feet for a projecting arm sign. In the original request (as seen below) the sign proposed was larger than those requirements at 5.4 square feet. The applicant changed their request, via email, to the 4.5 square foot size requirement. The projecting-arm sign must be at least 8 feet in height from the sidewalk. Both signs must be mounted to building in a way that minimizes damage to the building.

If these guidelines are followed for the wall sign and the applicant meets the 4.5 square foot requirement for the projecting arm sign, Staff recommended approval of the signs.

The applicant Becky Kemp was available to present the project. She said that she noticed that the guidelines stated that all signs have a dark background and light lettering, and she would be glad to do that.

A motion was made by David Taylor and seconded by John Foutch to approve the Certificate of Appropriateness with Staff's recommendation. Motion carried 4-0.

3. Case 23-03 Request by Jason Johnson, Director of the Wilson County Convention and Visitors Bureau for a Certificate of Appropriateness for work being done at 203 East Main Street (Tax Map 68E Group C Parcel 11) zoned CS in Ward 2

The applicant is requesting a Certificate of Appropriateness for work being done at 123 Public Square. Per the application, they are requesting to place signage for the storefront at 123 Public Square.

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Staff recommended the following based on Historic Preservation Guidelines:

The Guidelines do not have specific regulations for ground signs in the commercial areas. The City's current Sign Code allows for the following:

On the building, 3 wall signs allowed (max) with a total sq. ft. of 100 (max).

For ground signs, such as proposed, 1 at 60 sq. ft. (max) and 8 ft. tall (max) would be allowed.

The Sign Code allows for 1 ground sign at 60 sq. ft. in front of the building (E Main St) and 1 ground sign on the side of the building (N College St) of the same size requirements, since this is on a corner lot. Proposed are 2 signs for the front at approximately 17.5 sq. ft., each. The sign proposed on the side of the building is approximately 14 sq. ft. in size.

The City has just recently updated the Sign Code and it goes into effect on July 1, 2023. Ground signs have been taken out of the Sign Code update.

The Guidelines allow for up to 4.5 square feet for a projecting arm sign. The applicant has requested a 4.0 sf sign which fits 4.5 sq. ft. size requirement. The projecting-arm sign proposed will use the existing mount.

If the applicant follows the Sign Code for the ground signs:

- 1 sign in front and 1 sign on the side of the building (and installs them prior to July 1, 2023), Staff recommended approval.
- If the ground signs are not installed prior to July 1, 2023, the new Sign Code will need to be followed and either a monument sign or yard sign would need to be installed. If the proposed signage changes, a new COA will need to be approved.

For the projecting arm sign, if the guidelines are followed, Staff recommended approval of the projecting arm sign.

The applicant was not available and sent a letter that Staff read. (See Exhibit A) Staff noted that there are no regulations for ground signs in the historic district.

There was a discussion regarding ground signs and monument signs.

A motion was made by John Foutch and seconded by Phillip Allison to approve the Certificate of Appropriateness with Staff's recommendation. Motion carried 4-0.

Commissioner Comments

Commissioner John Foutch thanked Staff for fixing all the issues before the meeting and he said that he was beyond excited about having an attorney's opinion on projects.

Commissioner Meghan Michel said that she was excited about having the legal documents.

Commissioner David Taylor said that he was glad that the applicant will have everything spelled out for them to use.

Planning Comments

- COA Decision Sheet Attorney Stephen Chambers explained that this new form (Exhibit B) gets filled out by Staff and the Chair will sign it after the meeting. The appeals for this board, provided by State law is that any appeals go the Circuit or Chancery Court. Then they have 60 days from the date that the Chairman signs the document if they want to appeal the decision. This commission can only make three decisions, Approved, Denied (with the reason denied), or Approved with Conditions (with the conditions stated).

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Commissioner John Foutch asked if the Chair was responsible for the writing conditions/reasonings on the form or will Staff be responsible.

Staff will fill out the Certificate of Appropriateness form.

David Taylor asked what about saying approved subject to staff's recommendations.

Stephen Chambers said that is a condition. He explained that with *Case 23-07*, a fence was approved with the condition that it would be double sided. That COA would have to the condition written on the COA. So, if Staff said that everything is fine except, the applicant needed to do this one thing/change, then that would become a condition and needed to be stated in the Approved with Conditions on the form. If you have a denial, then it will be based on the reason that are presented at the meeting and they would need to write down why they had made that decision. He reiterated that if the commission decides for denial, then the reason will must be clearly stated why it was denied on the COA.

- Work Session to discuss Draft Guidelines – The commission will need to decide on a meeting date to look over the guidelines.

Adjourn

A motion was made by John Foutch and seconded by David Taylor to adjourn the meeting. The meeting was adjourned at 5:37 PM.


Chairperson, Meghan Michel **JOHN FOUTCH**

5/9/23
Date


Recording Secretary, Kathleen Vail

5/9/2023
Date

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Exhibit A

WILSON COUNTY CONVENTION & VISITORS BUREAU

To the Historic Preservation Commission,

First off, my apologies for my absence at this meeting. The March meeting was on my calendar, but as the rescheduling to April occurred, this date fell as my office will be away at a Tourism Summit. I hope this letter serves as a viable substitute for my attendance.

The purpose of this letter is to request approval for signage at our new location, 203 E. Main St. and hopefully describe and explain the signage sufficiently enough to answer all questions and concerns regarding said signage.

We have mirrored layout signs, one to be placed on N. College St. and one to be placed on E. Main St. These signs are each 27" high and 8" long. They are constructed of printed vinyl, adhered to metal, and mounted on wooden 4" x 4" color marked posts. The signs were made by Pat Jackson at Sun Graphic Signs in Watertown. He will install the posts and signs upon approval. The signs contain no illumination.

I appreciate the Historical Preservation Commission's consideration on this. I understand the importance of keeping the integrity of our Historic areas, and I hope it is evident that we will work to fit into the guidelines set and hopefully bring more awareness and visitors/visitor spending to these areas.

Thank you again,

Jason Johnson, Director of Tourism
Wilson County CVB

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Exhibit B

CITY OF LEBANON, TENNESSEE

Lebanon Historic Preservation Commission

Application for Certificate of Appropriateness (COA)



Project Location

Project Address: _____

Tax Map/Group Number: _____ Parcel _____

Historic District: _____

Applicant

Name: _____

Address: _____

Telephone: _____ Email _____

Owner (If not the applicant)

Name: _____

Address: _____

Telephone: _____ Email _____

To be completed by the Commission Chair

The Certificate of Appropriateness is hereby:

Approved _____ Denied _____ Approved with Conditions _____

If approved with conditions, state the conditions: _____

(continued on back)

Reasoning of the Commission: _____

Chair

Date