

## Historic Zoning Commission

### Minutes

**Date:** Monday, May 12, 2014

**Time:** 10:30 am

**Location:** City Hall

**Present:** Members: Rachel Killebrew, Bobby Kirby, Ryan Moore, Tom Ward

**Planning Office:** Josh Baker, Rebecca Duncan, David Starnes

**Guests:** **Representatives of the COAs being presented during the meeting today**

The Historic Zoning Commission met Monday, May 12, 2014 at 10:30 A.M. at City Hall. Each member of the commission received from the Planning Office prior to the meeting: Meeting notice, Agenda, and COAs as well as updated minutes from the last meeting. Each member of the commission also received a copy of the Minutes electronically prior to the meeting from the Secretary.

1. **Call to Order:** Bobby Kirby called the meeting to order 10:31 am.
2. **Approval of Minutes:** Ryan Moore made a motion, seconded by Tom Ward, to approve the Minutes from the meeting held on April 14, 2014 with no discussion; the minutes were approved by unanimous vote.
3. **Certificate of Appropriateness Application:** Shannon Adcock, present at the meeting, request through a COA for a sign approval for Juicy's located at 110 E. Main Street. Shannon showed a drawing of the sign. A motion was made by Ryan Moore to approve, seconded by Tom Ward and all voted in favor and she was commended for her popular business in downtown McMinnville.
4. **Certificate of Appropriateness Application:** The applicant, Rick Pharr, present at the meeting, submitted a COA to request 2 separate signage for the building located at 121 E main street called Herbal Rx. The first sign would be approximately 5 ft x 4 ft on an existing pole protruding at the 2<sup>nd</sup> floor level. This sign would read "*The Natural Marketplace HERBAL Rx*". The second set of signage is for an existing awning to identify the type of businesses such as "Nutrition, Boutique, Coffee, Herbs, Massage". Only 2 or 3 signs would be hung at any time. Discussion occurred as Mr. Pharr presented the drawings of the signs and explained in detail where and how they would be hung. A motion was made to approve as long as only 3 or less signs were hung at any time by Tom Ward and seconded by Ryan Moore, followed by unanimous votes to approve. COA was approved.
5. **Certificate of Appropriateness Application:** The applicant, Faye Breedlove, submitted a COA to make alterations to the building located at 222 East Main Street. Mrs. Breedlove explained the improvements to the building that would be made and shared photographs of the existing building. The alterations to the rear of the building include an awning, new door in the rear, a fence, windows where previously they had been boarded up, guttering, light fixture, sidewalk in the read, landscaping and painting. After discussion, a motion was made to approve the COAs by Rachel Killebrew and seconded by Tom Ward followed by unanimous votes to approve. The Breedloves were commended for the improvements that will be made to this building.

6. **Other Business:** Josh Baker informed the commission that the training from Dan Brown with TN Historic Commission has been delayed to provide training to the Commission and to work with the Commission on making some changes and updates to the Historic District Guidelines. Josh Baker will discuss this with Dan Brown about his availability and will get back to the COA members. Josh Baker also introduced the new Community Planner, David Starnes.
7. **With no more business,** Bobby Kirby, adjourned the meeting. The next meeting of the Historic Zoning Commission is set for:  
**Monday June 9, 2014 at 10:30 am at City Hall.**

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**Bobby Kirby, Chairman**

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**Date**