

**AGENDA**  
**JACKSON-MADISON COUNTY HISTORIC ZONING COMMISSION**  
**JACKSON CITY HALL--101 EAST MAIN STREET**  
**FIRST FLOOR—GEORGE A. SMITH MEETING ROOM**  
**OCTOBER 18, 2021 - 3:30 P.M.**

- I. CALL TO ORDER/DETERMINATION OF QUORUM
- II. APPROVAL OF SEPTEMBER 20, 2021 MINUTES
- III. PUBLIC HEARING
  - 1. Consideration of a Certificate of Appropriateness for property located at 345 Westwood Avenue for an addition within a RG-1/H (General Residential/Historic) District
- IV. OTHER BUSINESS
- V. ADJOURNMENT

**MINUTES**  
**JACKSON-MADISON COUNTY HISTORIC ZONING COMMISSION**  
**101 EAST MAIN STREET—SUITE 107—FIRST FLOOR**  
**GEORGE A. SMITH MEETING ROOM**  
**SEPTEMBER 20, 2021-- 3:30 PM**

**Members Present:**           **Wayne Arnold**  
                                  **Jack Wood**  
                                  **Loni Harris**  
                                  **Ann Ewing**  
                                  **Councilwoman Marda Wallace**

**Members Absent:**         **Sammy West**  
                                  **Frannie Smith**  
                                  **Herb Slack**  
                                  **Rowland Fisher**

**Staff Present:**           **Derek Benson, Staff Planner**

The meeting was called to order upon Vice Chairman Wayne Arnold making a determination of a quorum.

The minutes of the July 19, 2021 meeting were unanimously approved on motion of Ann Ewing and seconded by Councilwoman Marda Wallace.

**Consideration of a Certificate of Appropriateness for property located at 907 North Highland Avenue for exterior alteration or repair and new construction within a RG-2/H (General Residential/Historic) District** – Derek Benson presented the request to the commission. Using a location map and photos, he explained the location of the property and the reason for the request. Mr. Benson reminded the board that the project has previously been approved for restoration and ADA necessity changes that is required by law. The applicant is now proposing to construct a detached accessory structure.

The Planning Department is open to the idea of allowing certain aspects of this project to proceed in an effort to aid in the reservation of the primary structure. The only condition is that the primary structure be repaired at least along with or ahead of the detached garage.

The staff's opinion supports the decision of the commission in this matter.

Afterwards, board members asked questions about the property and the project.

Sammy West was present to answer questions asked by the board. Mr. West stated that the owner is looking into grants that will allow the opportunity to accomplish a more true restoration of the project as opposed to renovation, which is the overall goal even if the owner is not able to find a grant.

A motion to approve the exterior alteration or repair and new construction at 907 North Highland Avenue was made by Councilwoman Marda Wallace, seconded by Loni Harris. Motion passed unanimously.

**Consideration of a Certificate of Appropriateness for property located at 331 North Highland Avenue for new construction within a RG-2/H (General Residential/Historic) District** – Derek Benson presented the request to the commission. Using a location map and photos, he explained the location of the property and the reason for the request.

The staff recommended approval of the request due to the compatibility of nearby structures.

Frankie Elliot and Richard Barber, Aspell Recovery, were present and answered questions asked by the board.

Mr. Elliot stated that they are wanting to construct a new building that will be used for office and meeting space only.

A motion to approve the new construction at 331 North Highland Avenue was made by Jack Wood, seconded by Ann Ewing. Motion passed unanimously.

There being no further business, the meeting was adjourned.

**STAFF RECOMMENDATION**  
**FOR THE OCTOBER 18, 2021 MEETING**

**Consideration of a Certificate of Appropriateness for property located at 345 Westwood Avenue for an addition within a RG-1/H (General Residential/Historic) District**

---

Mr. Eric Seratt has made a request for Certificate of Appropriateness approval from the Historic Zoning Commission for an addition on the property of 345 Westwood Avenue.

Included in the packet for your review are pictures of the proposed elevations, description of work, and site location.

Appropriateness of work must be determined in order to accomplish the goals of historic zoning, as outlined in Article V, Section 18 (Historic District Regulations) of the Official Zoning Ordinance of the City of Jackson, Tennessee:

- (a) To preserve and protect the historical and/or architectural value of buildings or other structures;
- (b) To regulate exterior design, arrangement, texture, and materials proposed to be used within the historic district to ensure compatibility;
- (c) To create an aesthetic appearance which compliments the historic buildings or other structures;
- (d) To stabilize or improve property values;
- (e) To foster civic beauty;
- (f) To strengthen the local economy; and
- (g) To promote the use of historic districts for the education, pleasure, and welfare of the present and future citizens of Jackson and Madison County.

**GUIDELINES FOR ALTERATIONS**  
**Additions**

Additions are areas that increase the living or working space of a structure. This does not include the addition of architectural elements. Generally, an addition should be situated at the rear of building in such a way that it will not disturb either the front or the side public facades. Additions shall follow the guidelines for new construction.

**Roofs**



Original roof pitch and configuration should be maintained. The original size and shape of dormers should be maintained. Dormers generally should not be introduced where none existed originally. Original roof materials and color should be retained. If replacement is necessary, original materials should be used. Asphalt shingles may be substituted for original roofing when it is not economically feasible to replace or repair with original materials or when the original roof is beyond repair. The color and texture of asphalt shingles should be appropriate to the architectural style and period of the house.

### **Porches**

Original details and shape (outline, roof height, and roof pitch) should be retained. Original porch materials and architectural details should be maintained. If different materials are substituted, they should be a close visual approximation of the original. The enclosing of front porches is inappropriate. The enclosing of side porches may be considered appropriate if the visual openness and character of the original porch is maintained.

### **Architectural Details**

Original details should not be removed. The replacement of irreparable details should be made with close visual approximations of the originals. The replacement of missing original details should be based on accurate duplication, or should be close visual approximations of the originals, based on historic, physical, or pictorial documentation. Architectural details of any period or style not original to the building should not be introduced. Changes that have taken place in the course of time which are evidence of the history and development of a building and its environment may have acquired significance in their own right; their significance should be recognized and respected.

### **Materials**

Original building materials include wood, brick, stone, terra cotta, and stucco. Original roof materials include slate, metal, and, on twentieth century buildings, asphalt shingles. Original building and roofing materials should be retained. If replacement is necessary, it should be with original materials or close visual approximations of the original.

It is the staff's opinion to approve this request due to the addition being in the rear and, as it appears, meets all required setbacks.



H.Z.C SITE LOCATION MAP  
EXTERIOR ALTERATION - PORCH  
345 WESTWOOD AVENUE

















