City of Franklin

Mailing Address:
109 3rd Ave S
Franklin, TN 37064
(615) 791-3217

Meeting Agenda

Design Review Committee

Monday, November 17, 2025 | **4:00 PM** | **Eastern Flank Event Facility**

MEETING LOCATION
Eastern Flank Event Facility
1368 Eastern Flank Circle

Notice is hereby given that a meeting of the Design Review Committee will be held on the date and time listed above. You may call 615.791.3212 for additional information. For accommodations due to disabilities or other special arrangements, please contact the Human Resources Department at 615.791.3216 at least 24 hours prior to the meeting. The typical process for discussing an item in this meeting setting is as follows: 1. Applicant / staff presentation, and 2. DRC comments. Accommodations have been made to ensure that the public is able to view the meeting. The public may view the meeting in the following ways: • Watch the meeting on FranklinTV or the City of Franklin website. • Watch the live stream through the City of Franklin Facebook and YouTube accounts. • Attend in person at the meeting location.

CALL TO ORDER

APPLICATIONS

1. Discussion of Site Alterations And Front Porch Alterations (Principal) At 713 Glass Ln.; Linda Childs, Applicant.

2. Discussion Of Alterations At 121 Myles Manor Ct. (Principal); Noel Jones, Applicant.

3. Discussion Of Alterations And An Addition (Accessory) At 932 W. Main St.; Brian Beathard, Applicant.

4. Discussion Of Alterations (Principal and Accessory) At 115 Winslow Rd.; Michael Matsaitis, Applicant.

5. Discussion Of Alterations To A Previously Approved Building (Parking Structure) At 230 Franklin Rd., The Factory; Read Talley, Applicant.

6. Discussion Of Alterations To A Previously Approved Building (Hotel) At 230 Franklin Rd., The Factory; Read Talley, Applicant.

7. Discussion Of Partial Demolition And An Addition At 251 2nd Ave. S. (Old Ice House); Brandon Priddy, Applicant.

8. Discussion Of New Construction At 1853 William Campbell Ct. (Magnolia Hall Subdivision); Ian Lee, Applicant.

9. Discussion Of A Historic Zoning Commission Bylaws Update.

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.

713 GLASS LANE - SUPPORTING PHOTOS



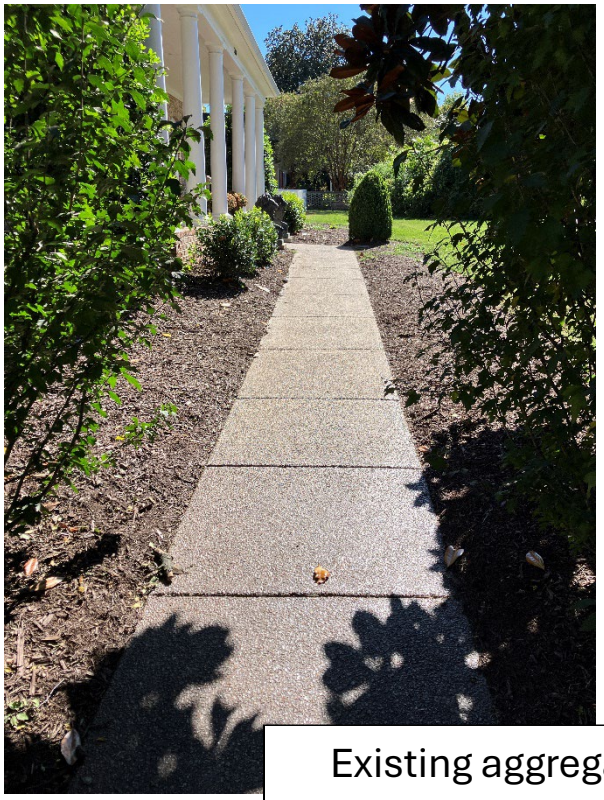
10/23/25 PG 1

713 GLASS LANE - SUPPORTING PHOTOS



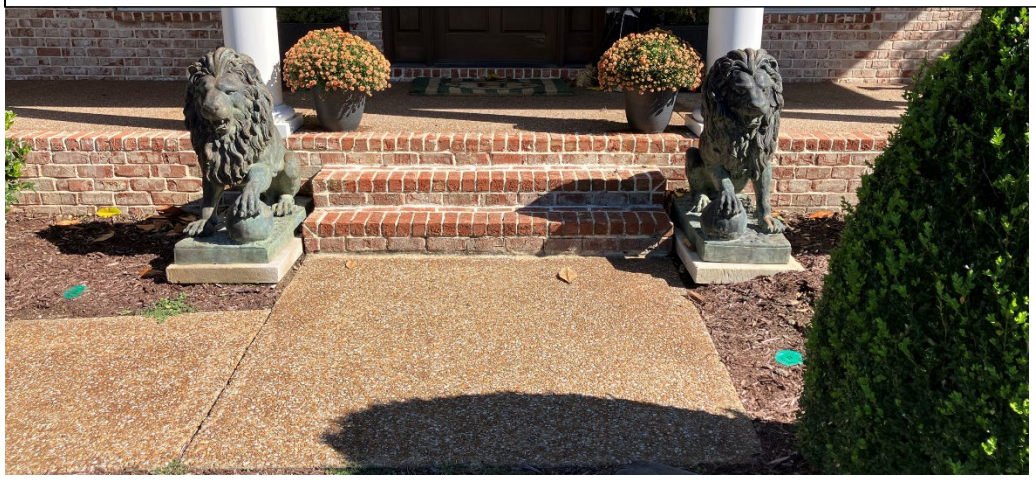
Porch – random ashlar sandstone (blue-gray) replacing aggregate on porch, rowlock brick to remain in place
Steps – 2” gray sandstone snapped treads, brick risers
Sidewalk – Brick (match existing brick and mortar) in basketweave pattern

713 GLASS LANE - SUPPORTING PHOTOS

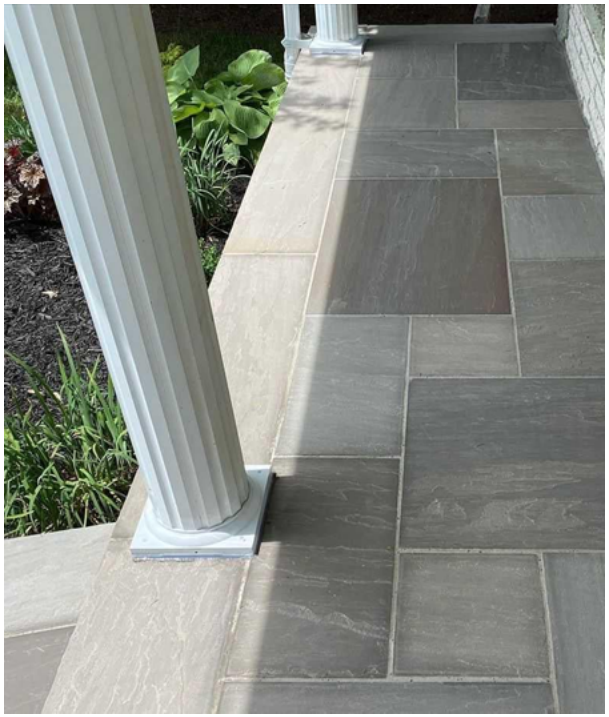




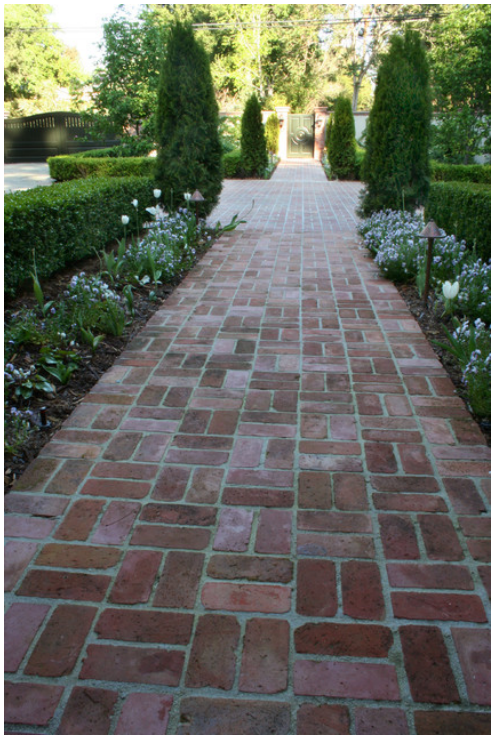
Existing aggregate walkway, porch and brick steps.



713 GLASS LANE - SUPPORTING PHOTOS



Random ashlar sandstone (blue-gray) example



Basketweave walkway example



2" Gray sandstone, snapped edge, brick risers




3024






































23
REPLACE
24
REPLACE
26
REPLACE
EXISTING WINDOWS AND





EXISTING WINDOWS AND
DOORS (TAGGED "REPLACE") TO
BE PRICED AS ADD ALTERNATE
FOR POSSIBLE REPLACEMENT

E NEW CLAD
ISTING, SEE


215


215


215


203






Arlington
FAMILY OFFICES
515
LEE
RESTORATION
& PAINTING
615-790-1830
931-964-4000

Arlington
FAMILY OFFICES
515

















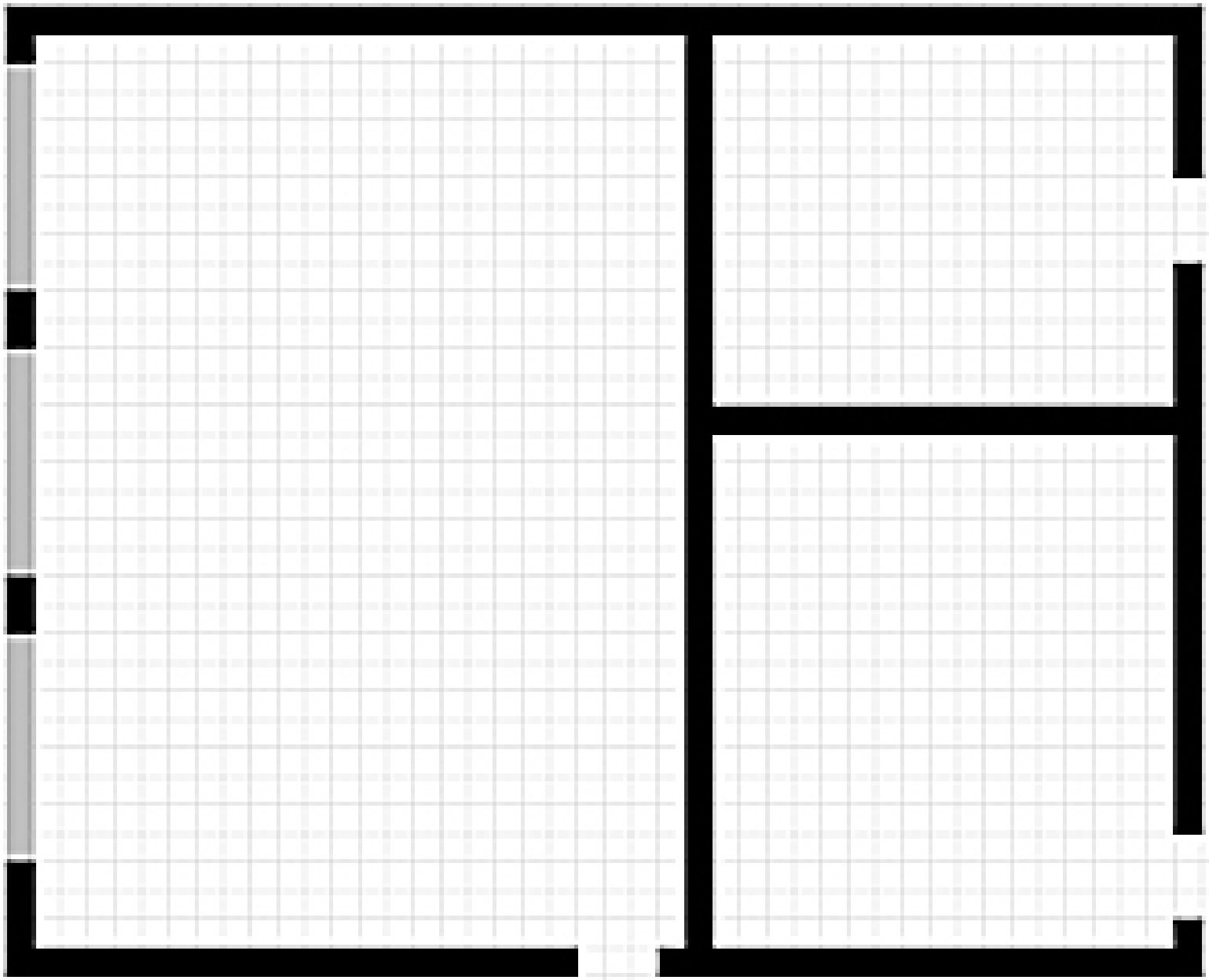



Fair St
10th Ave
W Main St



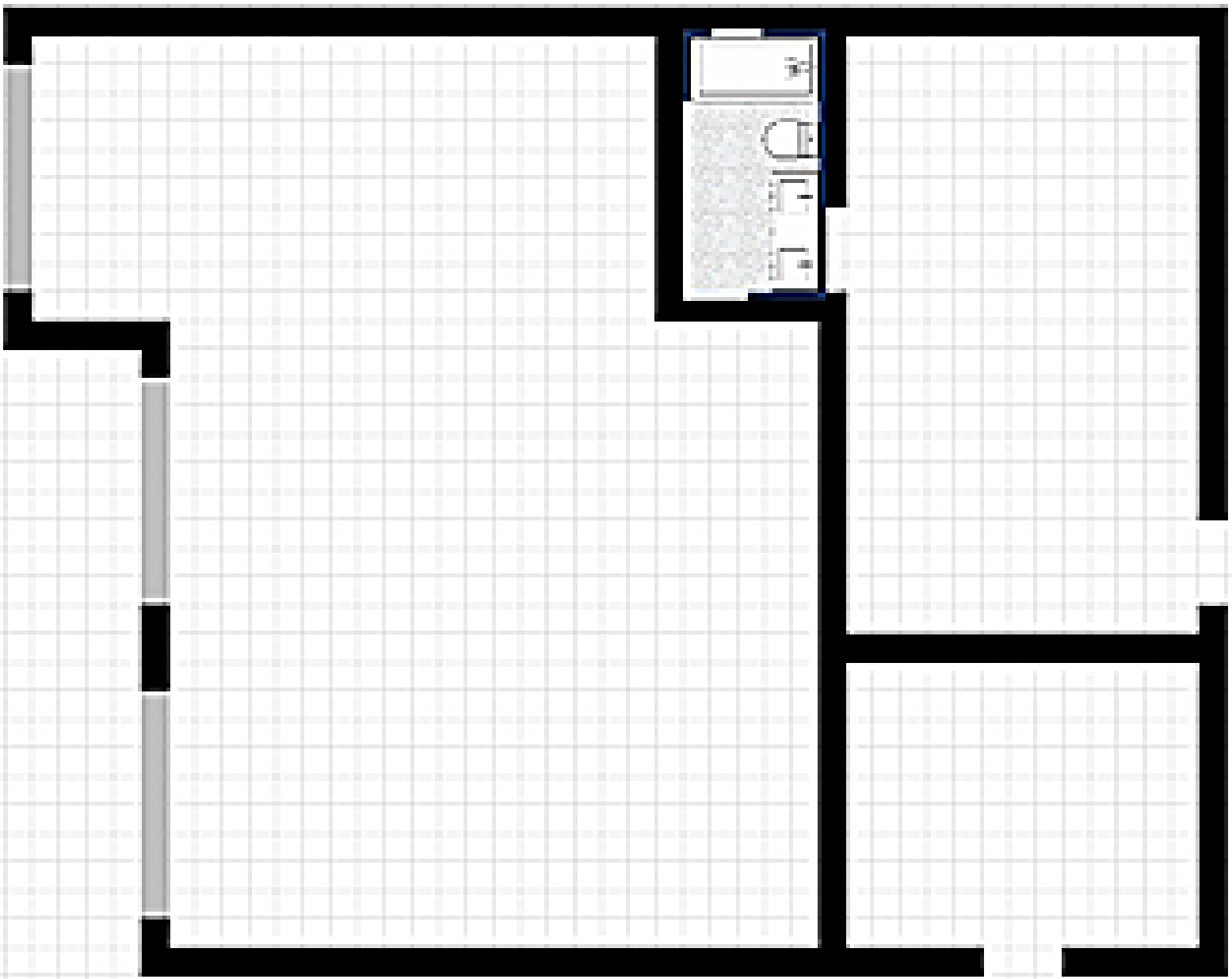

517

45 x 34



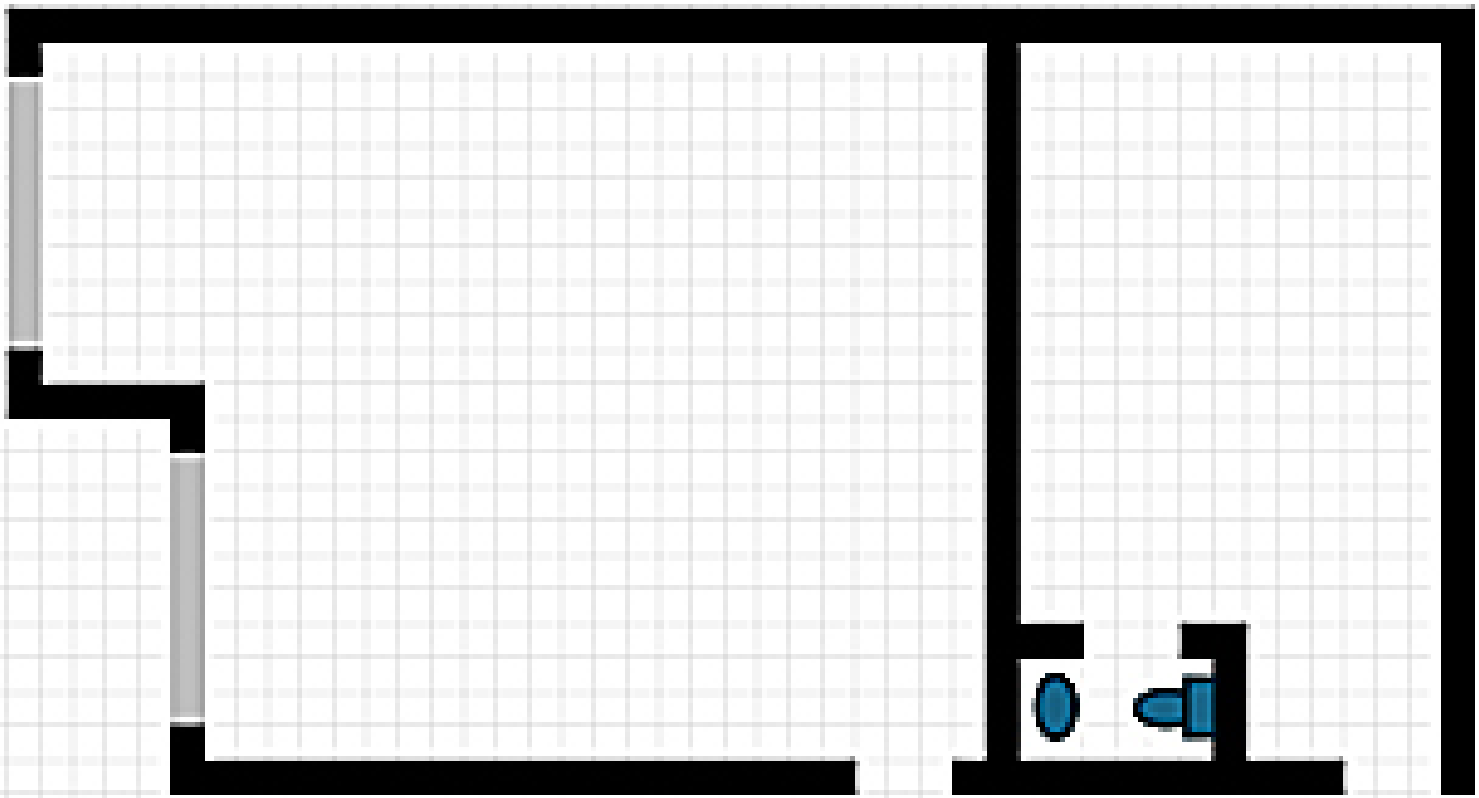


45 x 34





45 x 23









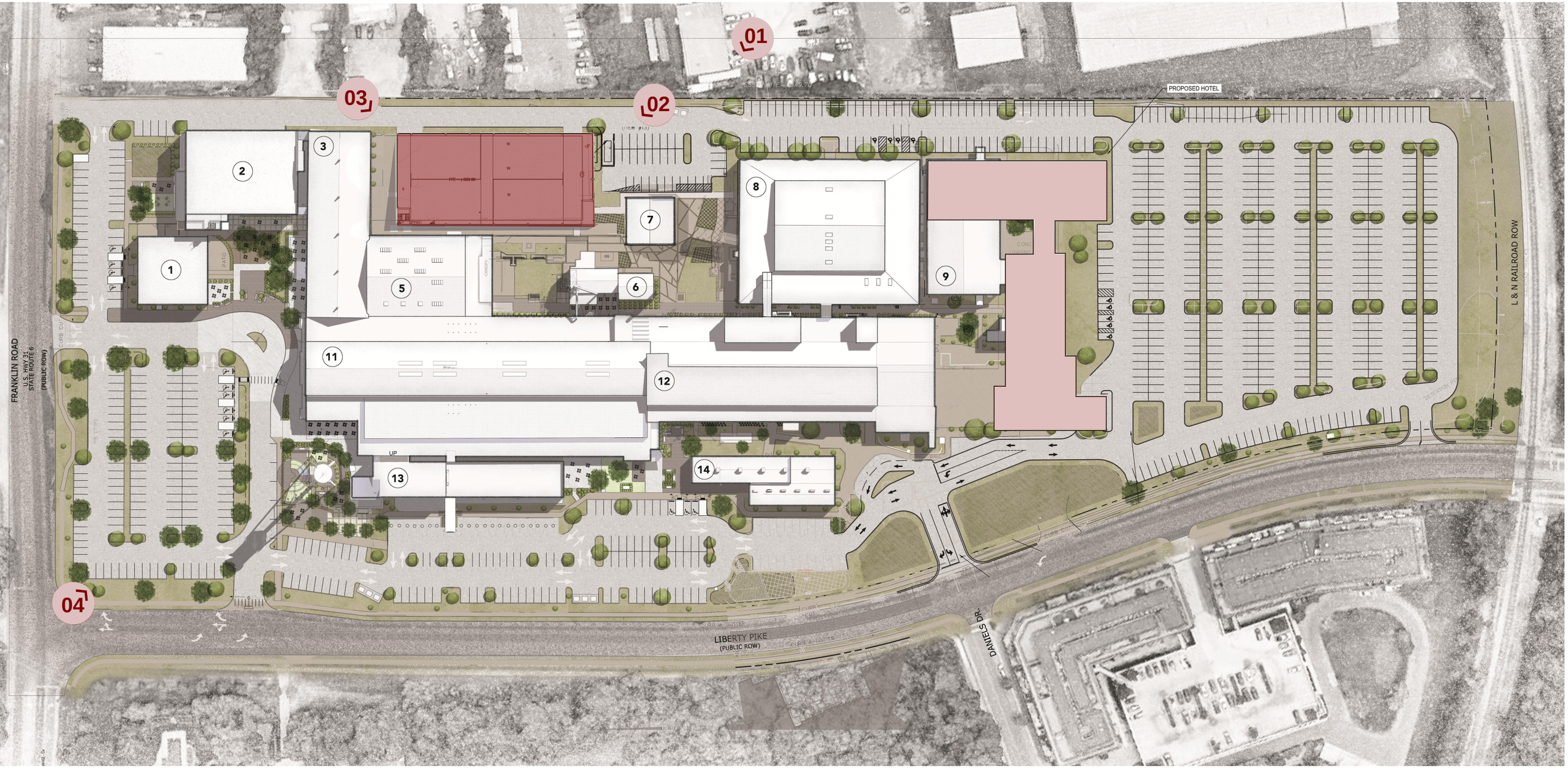


PARKING GARAGE | DRC SUBMISSION

11.17.2025

CENTRIC
ARCHITECTURE

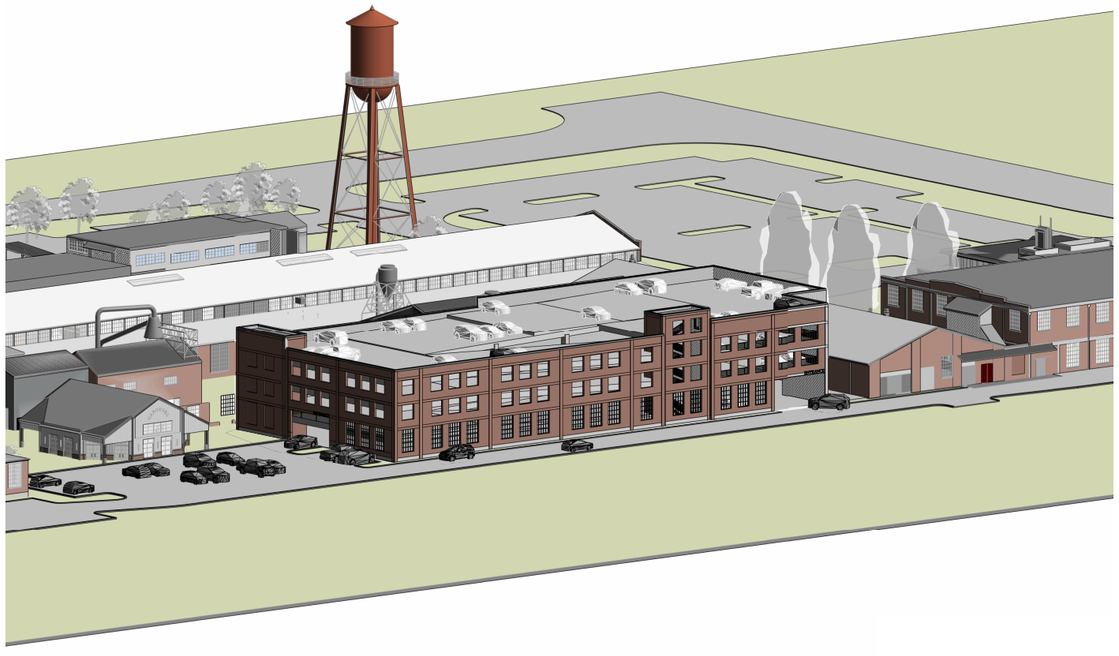
SITE PLAN



FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC
ARCHITECTURE

AERIAL VIEW 01



PREVIOUSLY APPROVED



PROPOSED DESIGN

FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC
ARCHITECTURE

GROUND VIEW 02



PREVIOUSLY APPROVED



PROPOSED DESIGN

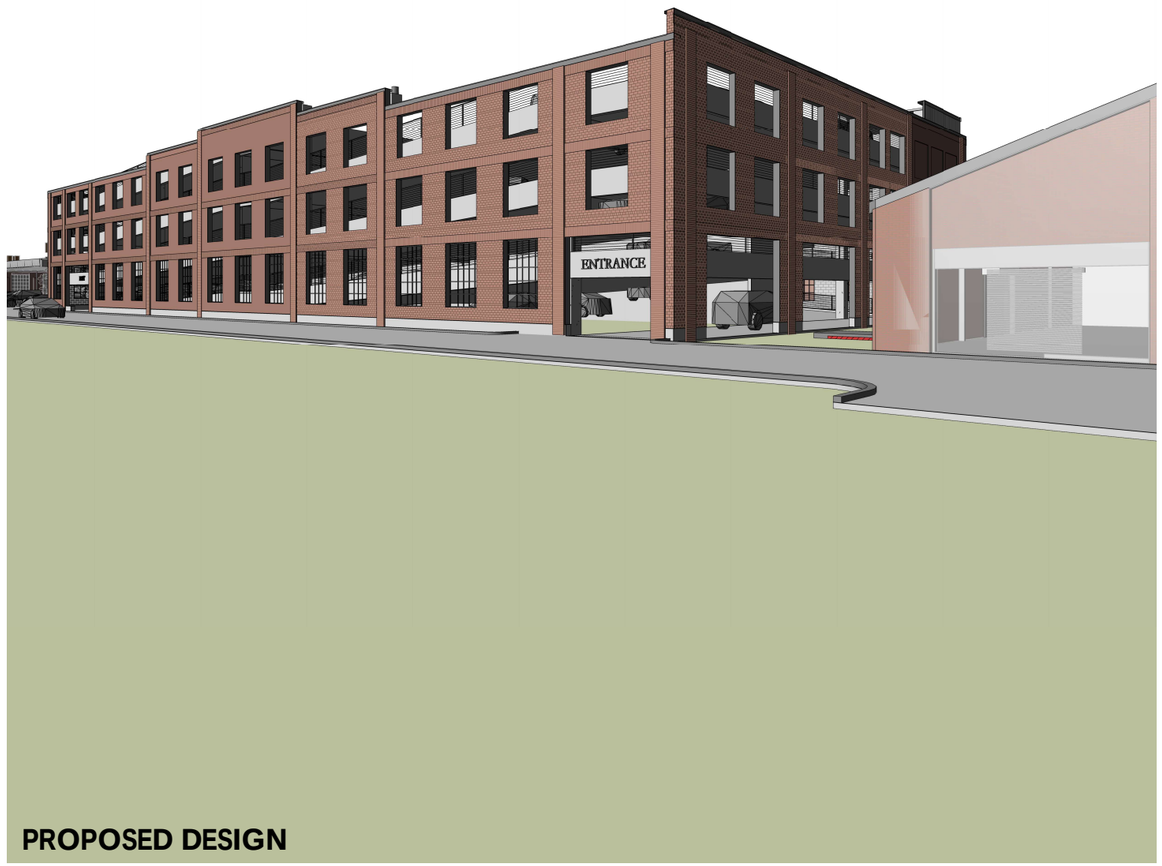
FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC
ARCHITECTURE

GROUND VIEW 03



PREVIOUSLY APPROVED



PROPOSED DESIGN

FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC
ARCHITECTURE

GROUND VIEW 04



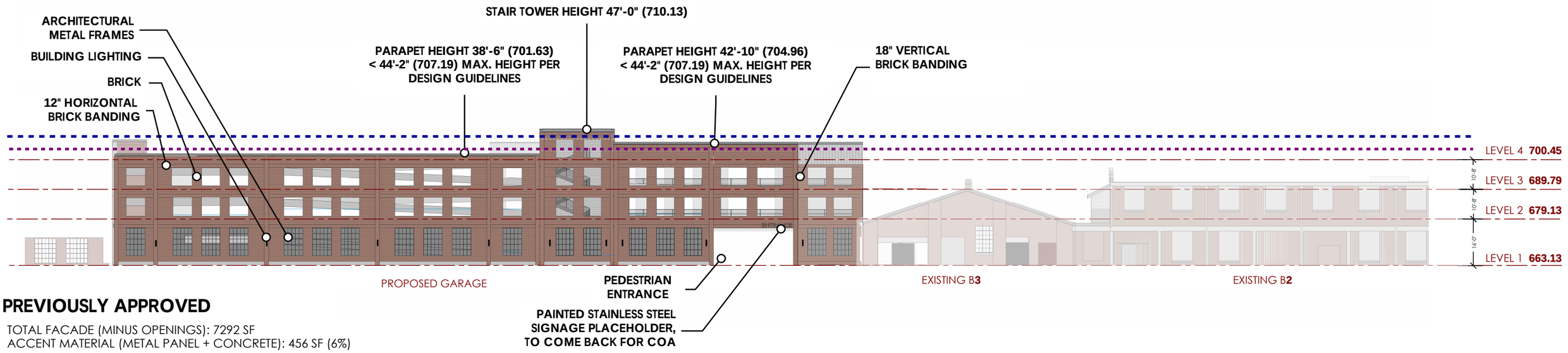
PREVIOUSLY APPROVED



PROPOSED DESIGN
PARAPET AT GARAGE TO CONCEAL CARS AT THE
TOP LEVEL AS WAS PREVIOUSLY APPROVED

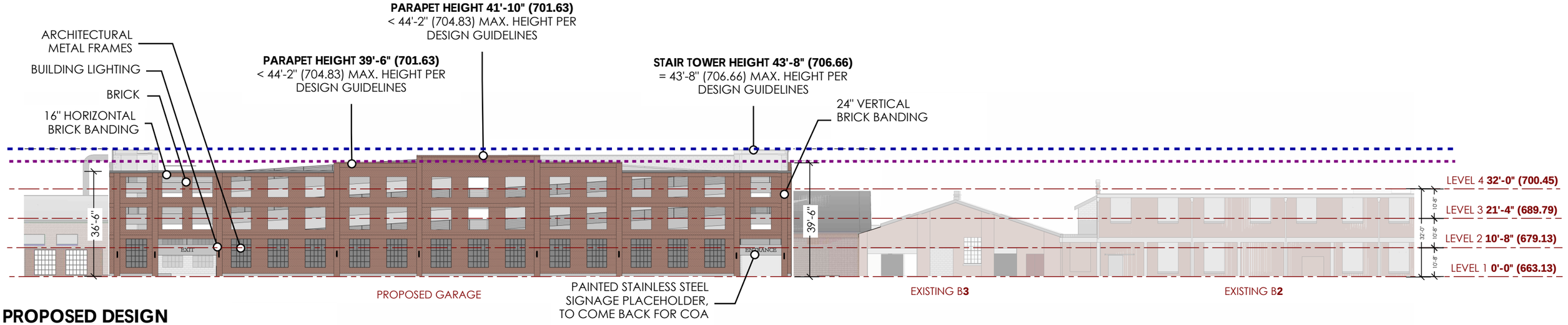
ELEVATIONS | NORTH

707.19 10% ABOVE AVERAGE BUILDING HEIGHT
703.17 AVERAGE BUILDING HEIGHT



PREVIOUSLY APPROVED

TOTAL FACADE (MINUS OPENINGS): 7292 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 456 SF (6%)



PROPOSED DESIGN

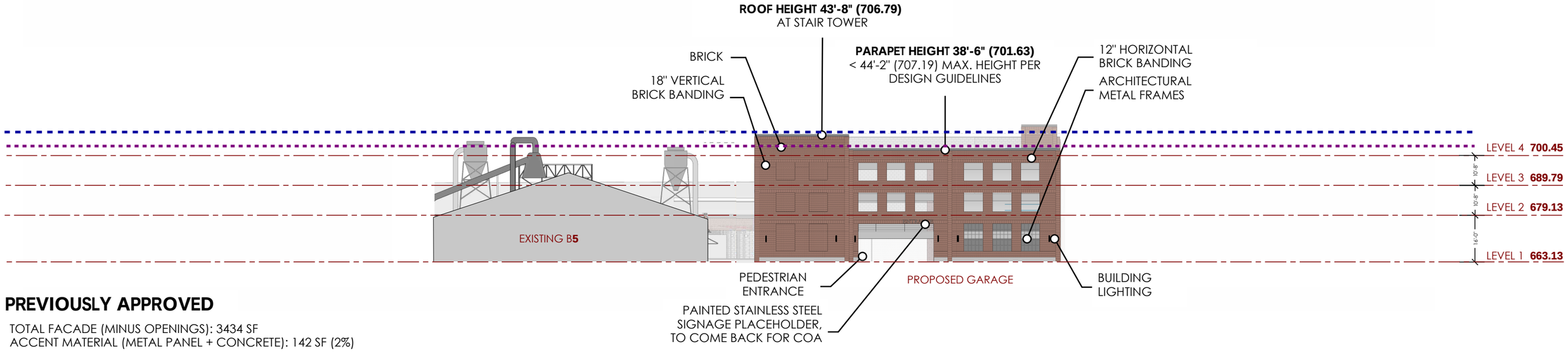
TOTAL FACADE (MINUS OPENINGS): 5,793 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 272 SF (6%)

FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC ARCHITECTURE

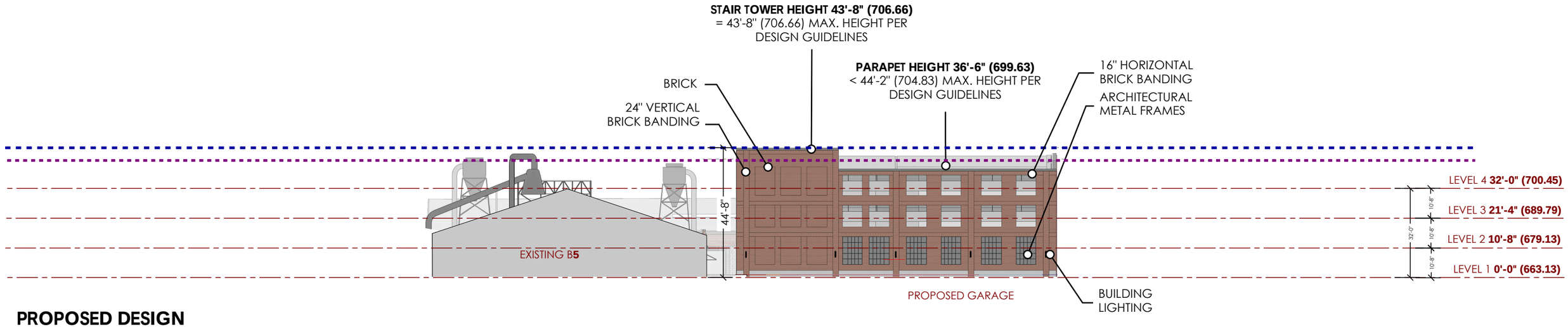
ELEVATIONS | EAST

707.19 10% ABOVE AVERAGE BUILDING HEIGHT
703.17 AVERAGE BUILDING HEIGHT



PREVIOUSLY APPROVED

TOTAL FACADE (MINUS OPENINGS): 3434 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 142 SF (2%)



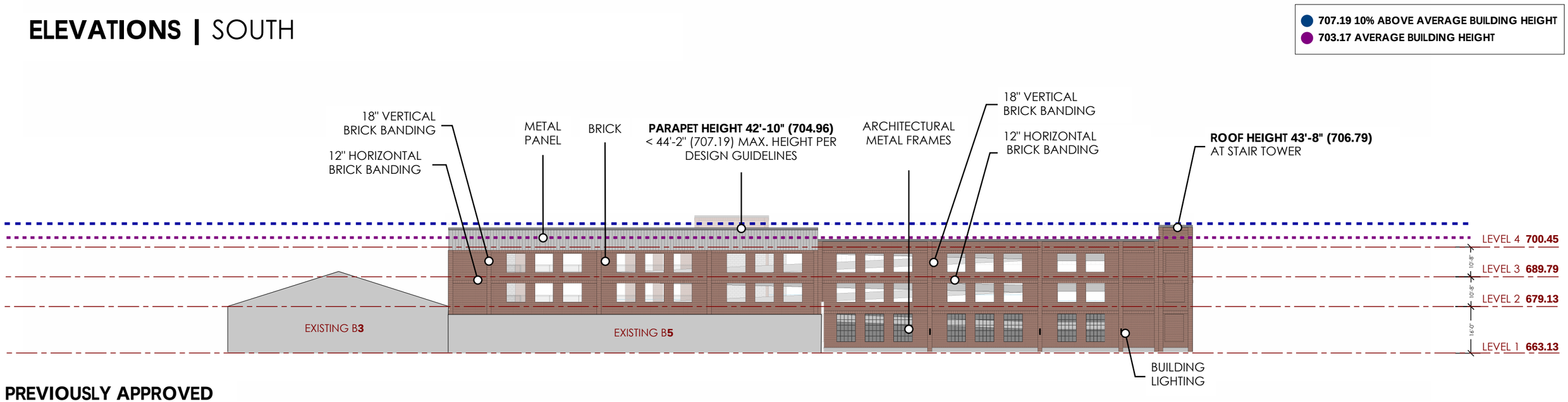
PROPOSED DESIGN

TOTAL FACADE (MINUS OPENINGS): 3,412 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 278 SF (8%)

FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

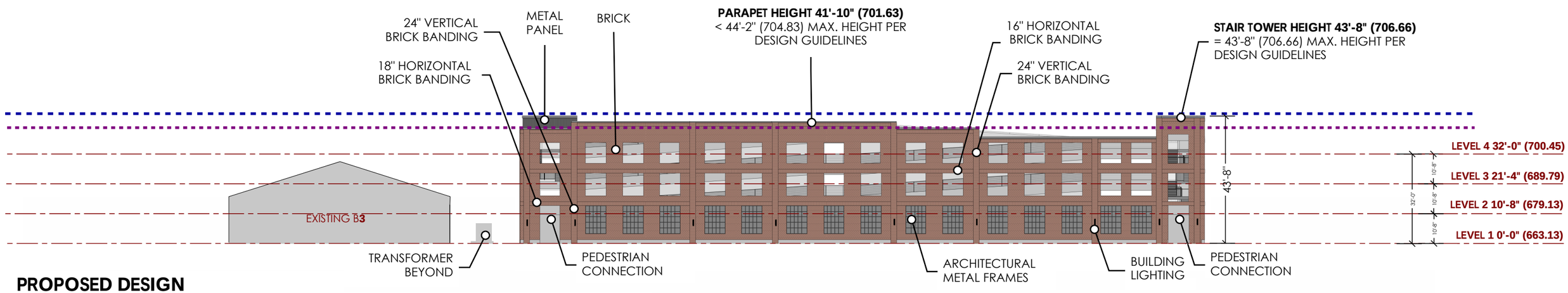
CENTRIC
ARCHITECTURE

ELEVATIONS | SOUTH



PREVIOUSLY APPROVED

TOTAL FACADE (MINUS OPENINGS): 6947 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 177 SF (2%)



PROPOSED DESIGN

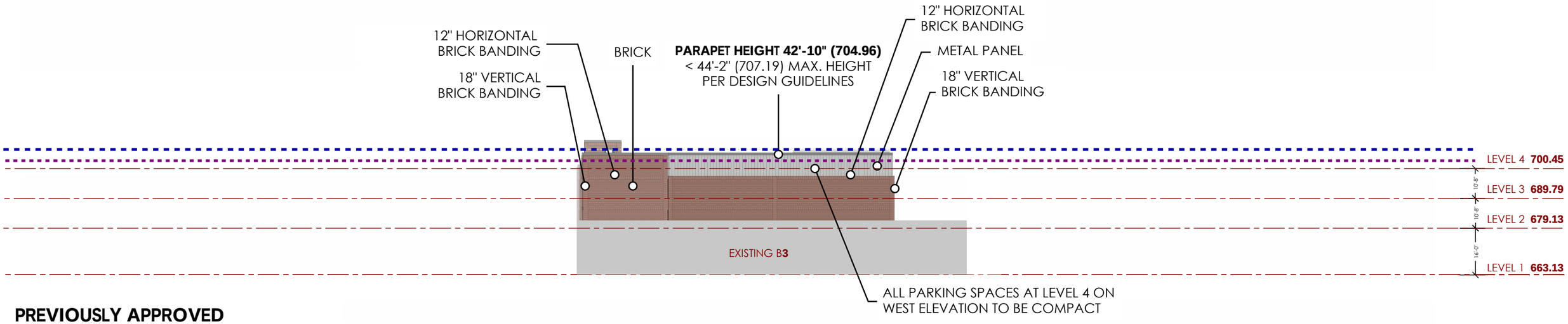
TOTAL FACADE (MINUS OPENINGS): 6,406 SF
ACCENT MATERIAL (METAL PANEL + CONCRETE): 491 SF (8%)

FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC ARCHITECTURE

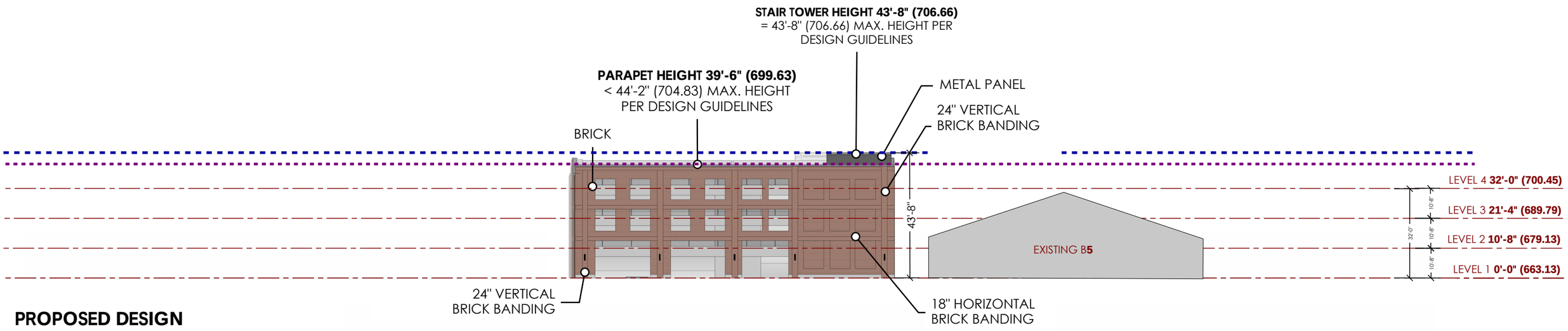
ELEVATIONS | WEST

707.19 10% ABOVE AVERAGE BUILDING HEIGHT
703.17 AVERAGE BUILDING HEIGHT



PREVIOUSLY APPROVED

TOTAL NEW FACADE (MINUS OPENINGS): 3137 SF
ACCENT MATERIAL (METAL PANEL): 586 SF (13% NEW + EXISTING FACADE, 18% NEW FACADE)



PROPOSED DESIGN

TOTAL NEW FACADE (MINUS OPENINGS): 3,139 SF
ACCENT MATERIAL (METAL PANEL): 157 SF (5%)

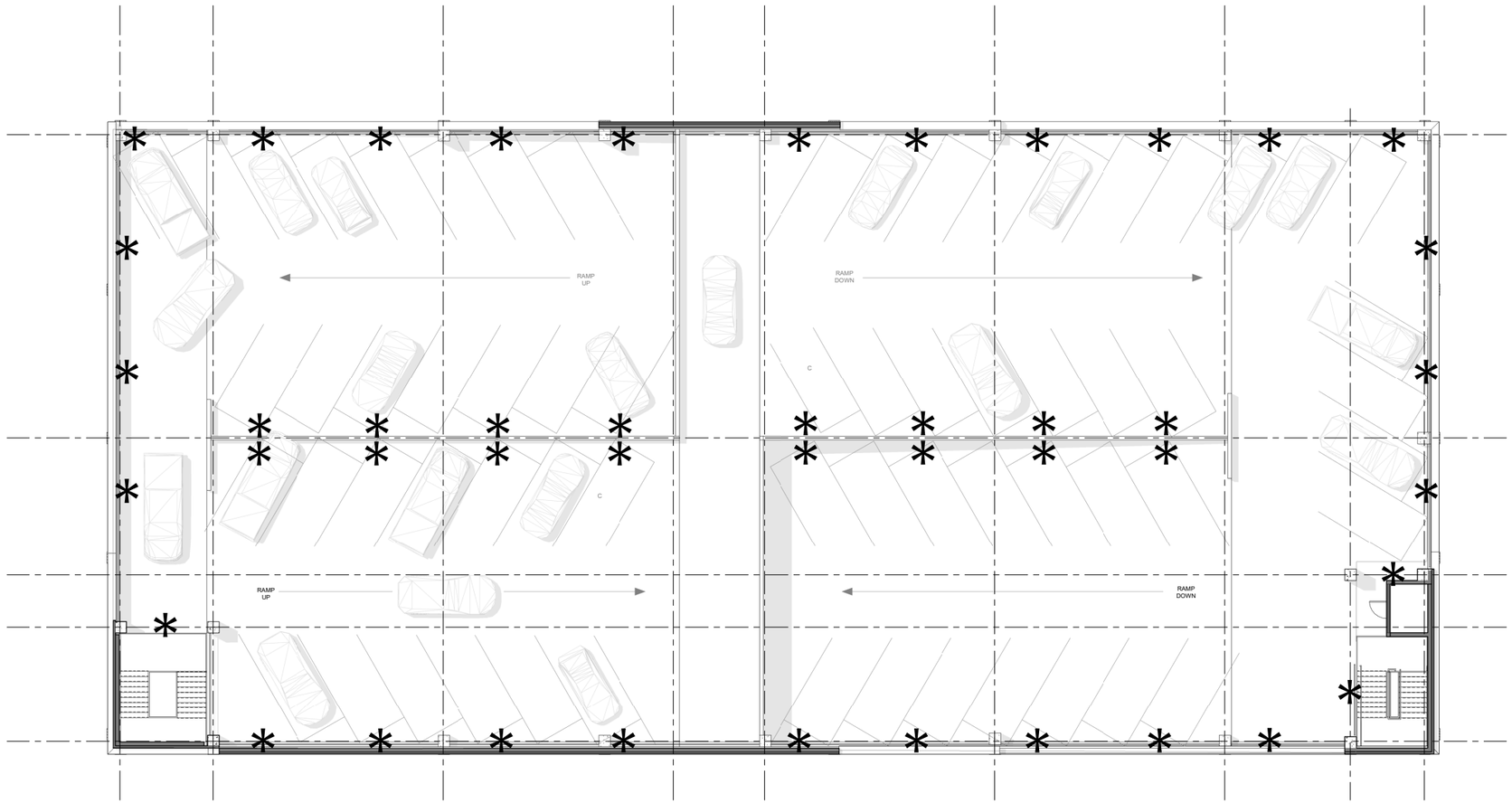
FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC ARCHITECTURE

FLOOR PLAN | LEVEL 4

* DENOTES LOCATION OF PARAPET WALL SCONCE. BOD: RBW LEDGE SQUARE

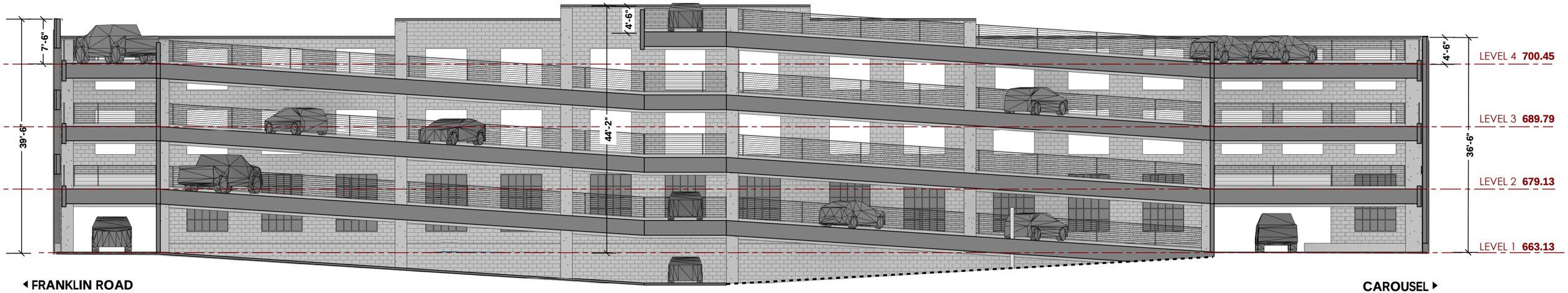


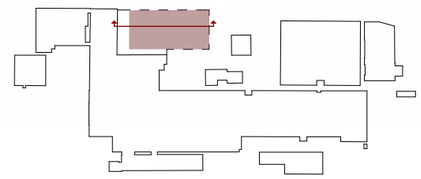


FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC ARCHITECTURE

SECTION | PARAPET HEIGHTS



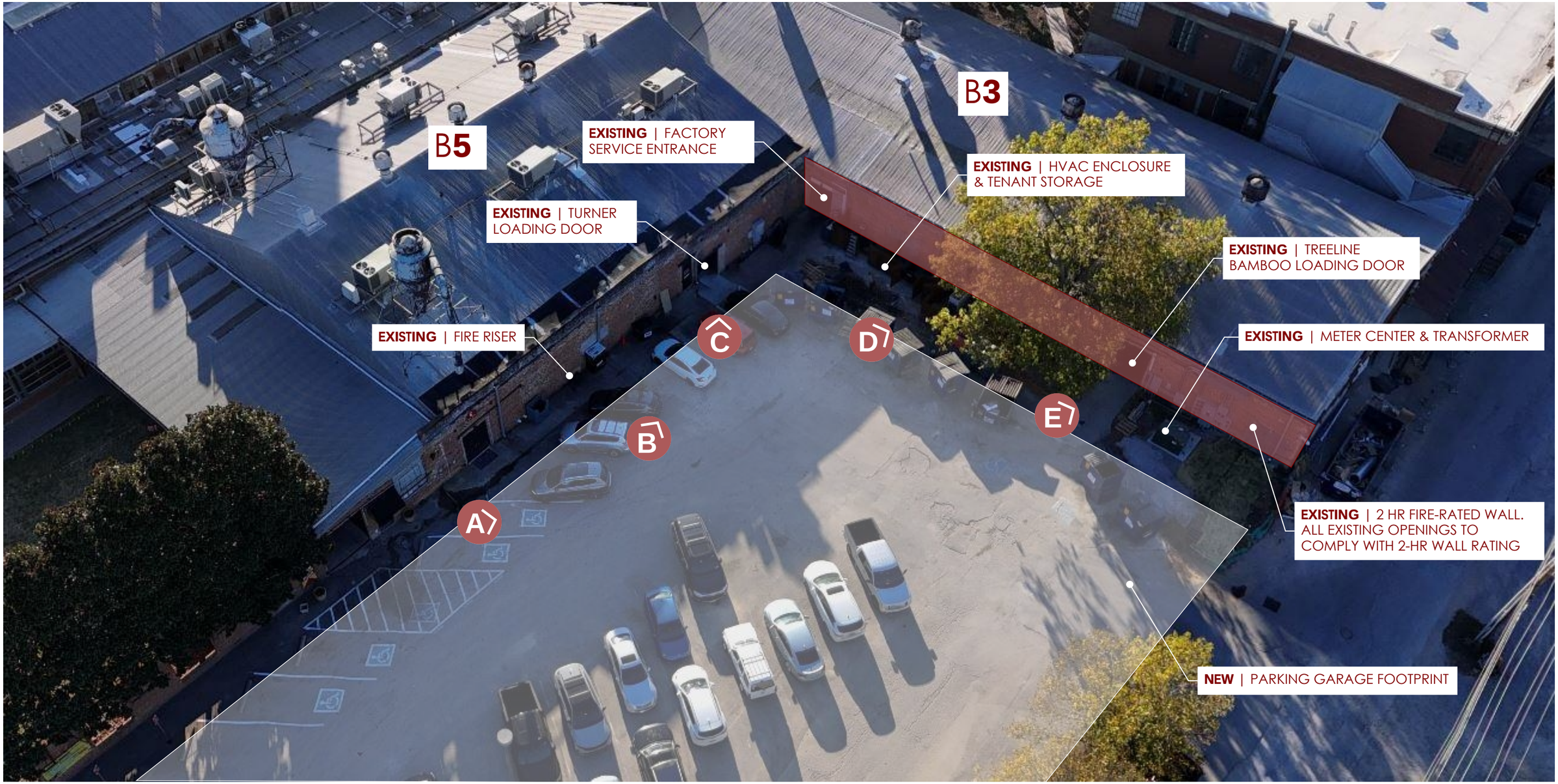


FACTORY AT FRANKLIN
PARKING GARAGE
11/17/2025

CENTRIC
ARCHITECTURE

EXISTING CONDITIONS | ADJACENT BUILDINGS

UPDATE



EXISTING CONDITIONS | ADJACENT BUILDINGS





EXISTING BRICK WALLS AT BUILDINGS 3 & 5 HAVE A 2-HR RATING

ALL EXISTING DOORS AT THE BACKS OF BUILDINGS 3 & 5 (ADJACENT TO NEW PARKING GARAGE) TO BE UPDATED TO COMPLY WITH A 2-HR WALL RATING. REPLACED DOORS WILL BE SIMILAR IN APPEARANCE TO EXISTING.









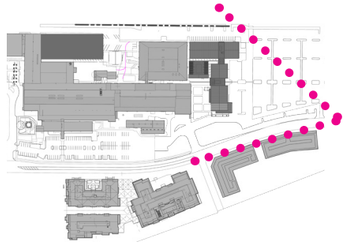
FACTORY AT FRANKLIN HOTEL

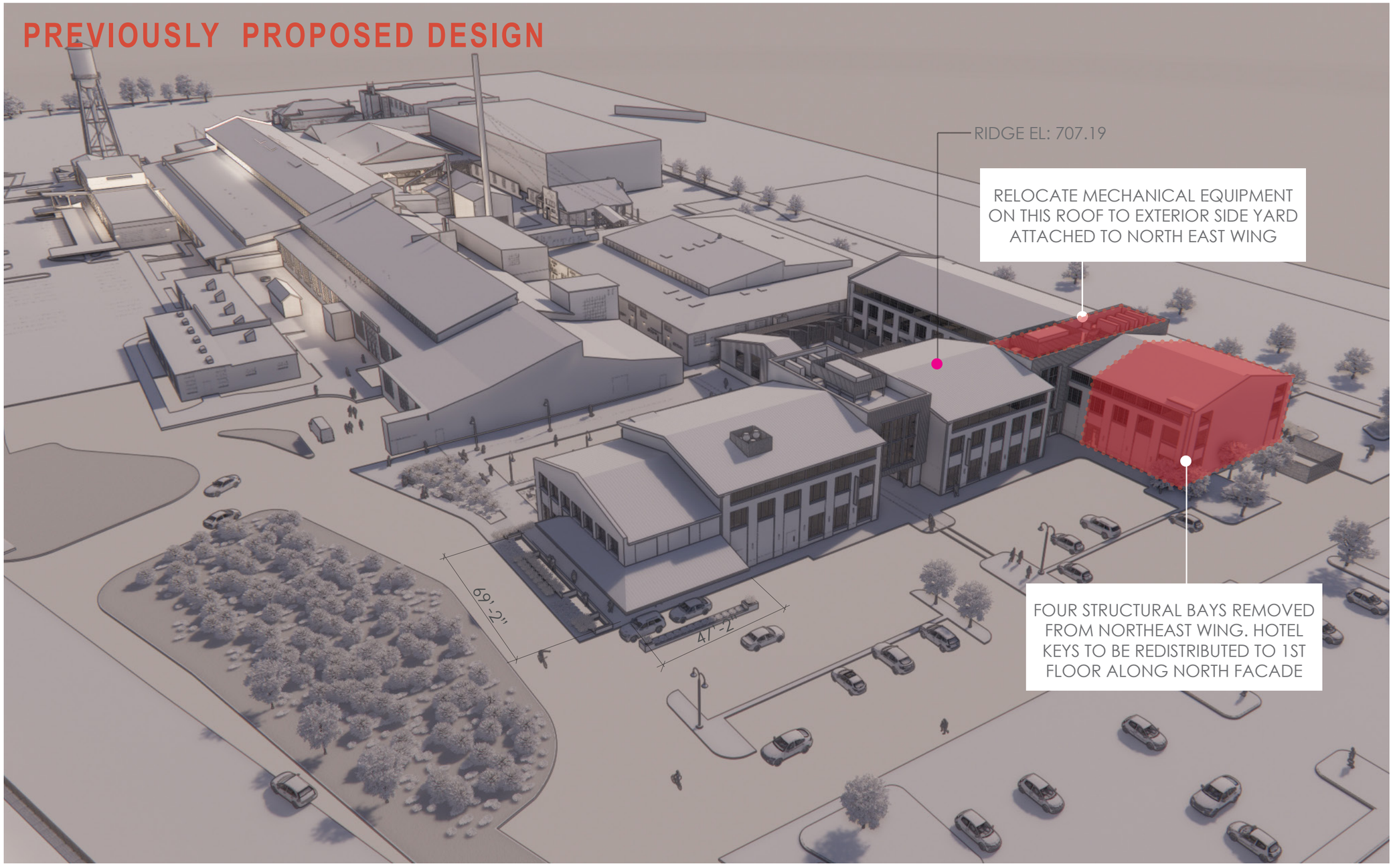
DRC REVIEW

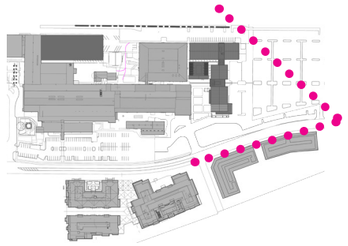
2025.11.17

HOLLADAY PROPERTIES

STONEHILL TAYLOR




PREVIOUSLY PROPOSED DESIGN
RIDGE EL: 707.19
RELOCATE MECHANICAL EQUIPMENT ON THIS ROOF TO EXTERIOR SIDE YARD ATTACHED TO NORTH EAST WING
FOUR STRUCTURAL BAYS REMOVED FROM NORTHEAST WING. HOTEL KEYS TO BE REDISTRIBUTED TO 1ST FLOOR ALONG NORTH FACADE
69'-2"
47'-2"



NEW PROPOSED DESIGN - REDUCED NORTH EAST WING

RIDGE EL: 707.19

MODIFIED ROOF & PARAPET

CHIMNEY EL: 717.69

NEW MECHANICAL YARD & FAUX CHIMNEY TO CONCEAL MECHANICAL RISERS INTO BUILDING

69'-2"

47'-2"

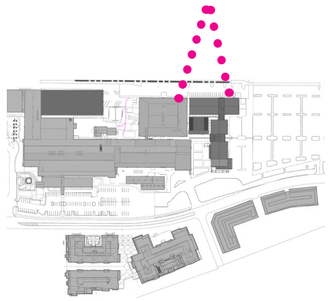
OVERALL BUILDING GROSS SQFT

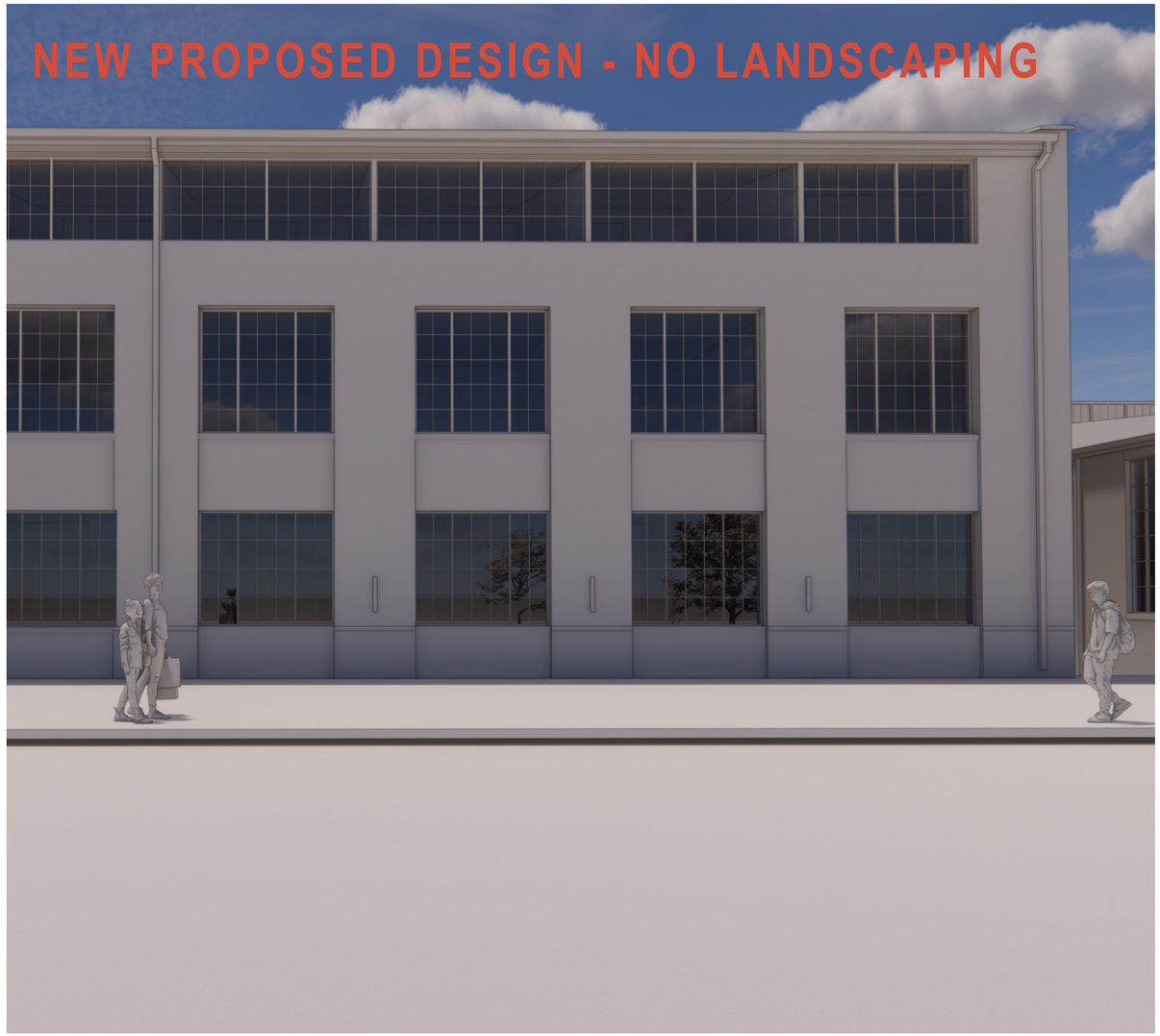
PREVIOUS 97,601 SQFT
PROPOSED: 87,371 SQFT

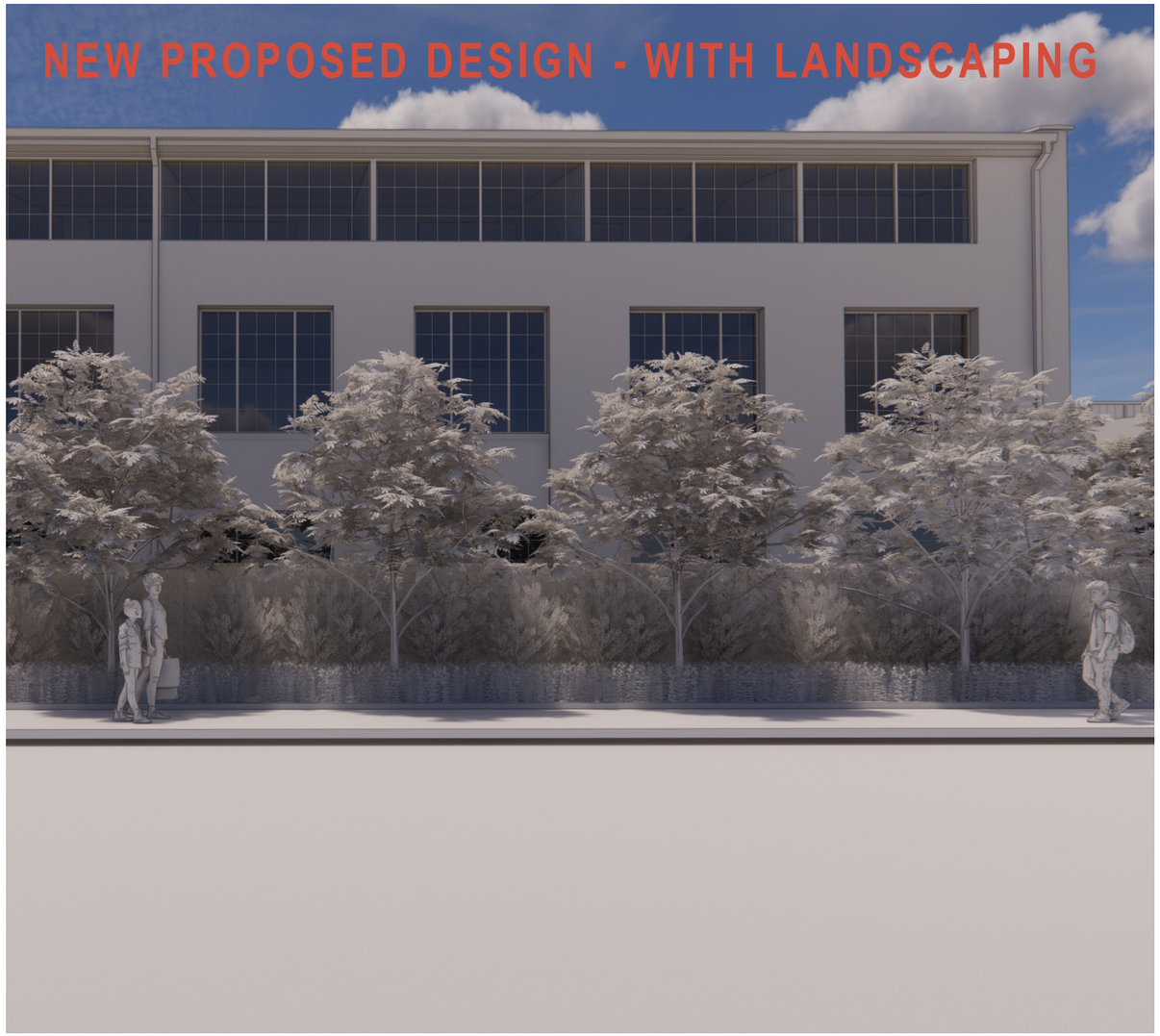
REMOVED: 10,230 SQFT

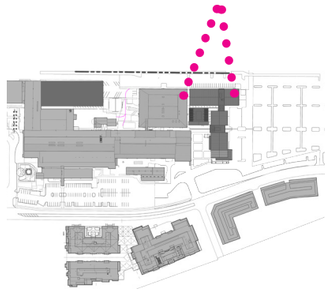
APROX: 10 -11% OF GROSS BUILDING SQFT REMOVED IN PROPOSED DESIGN

NORTH FACADE - GROUND FLOOR KEYS

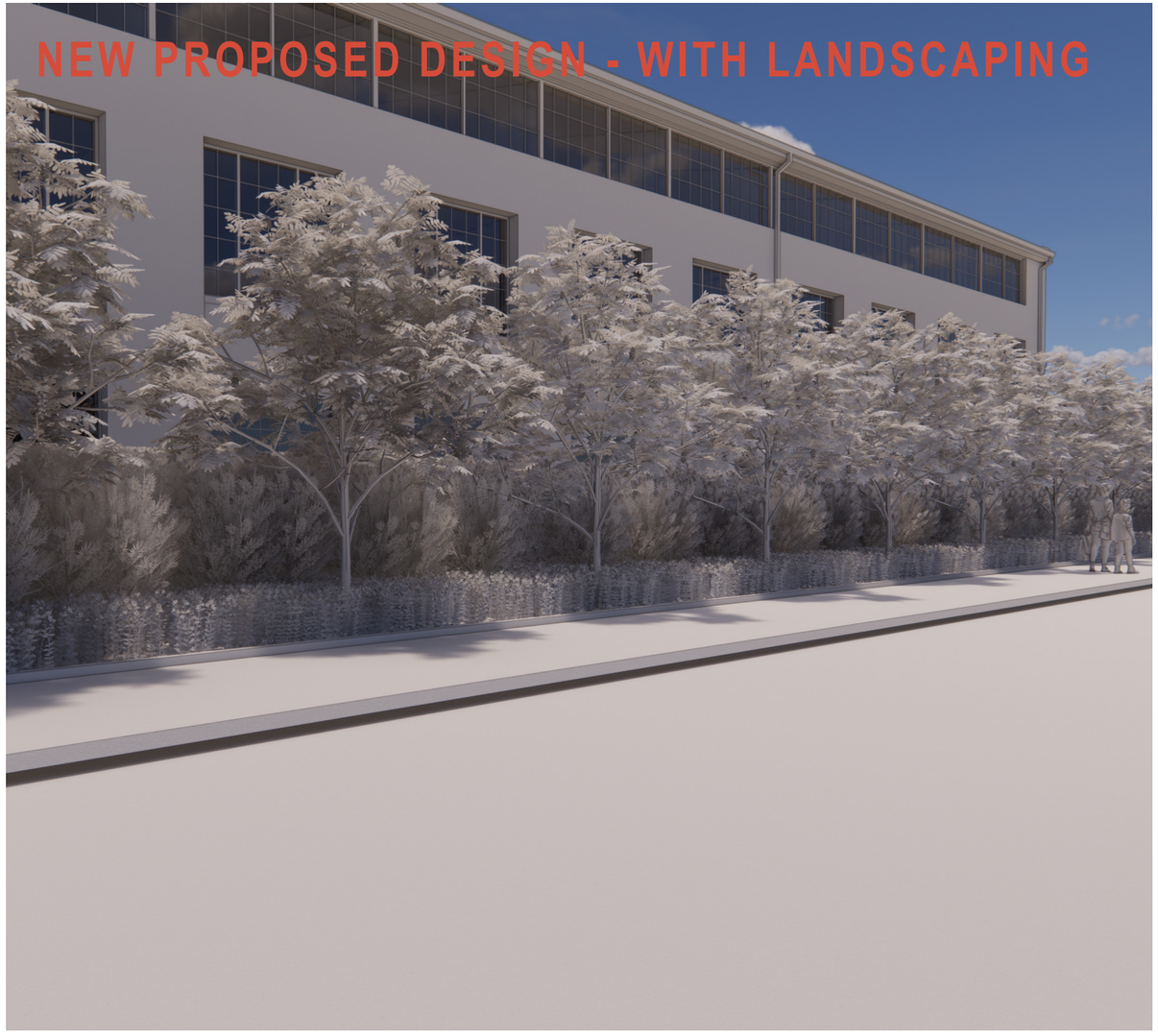



NEW PROPOSED DESIGN - NO LANDSCAPING


NEW PROPOSED DESIGN - WITH LANDSCAPING




NEW PROPOSED DESIGN - NO LANDSCAPING


NEW PROPOSED DESIGN - WITH LANDSCAPING

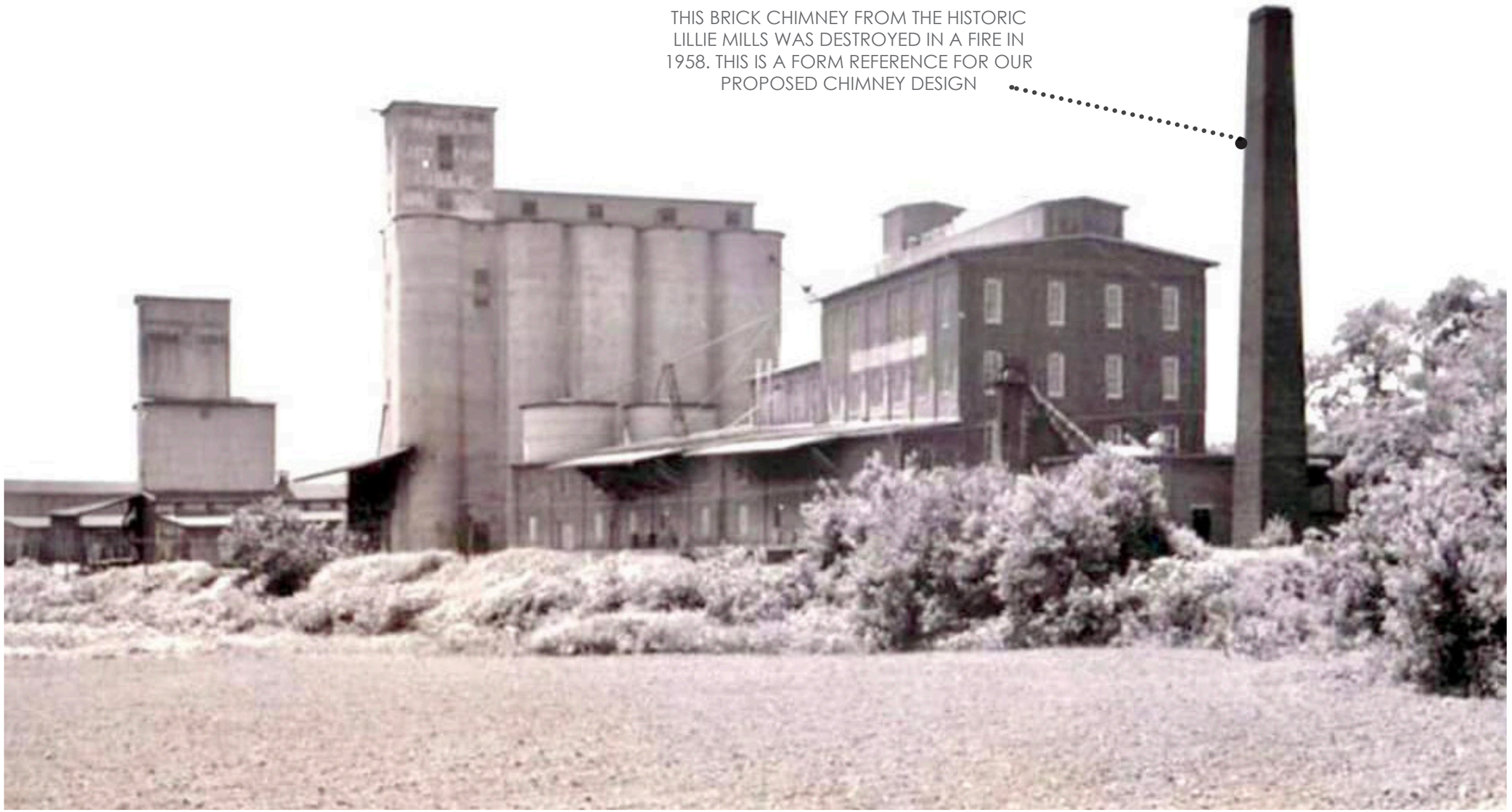
NORTH/EAST FACADE

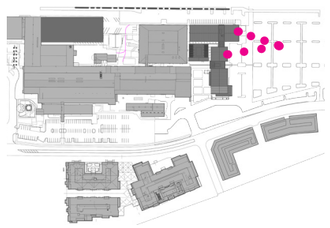
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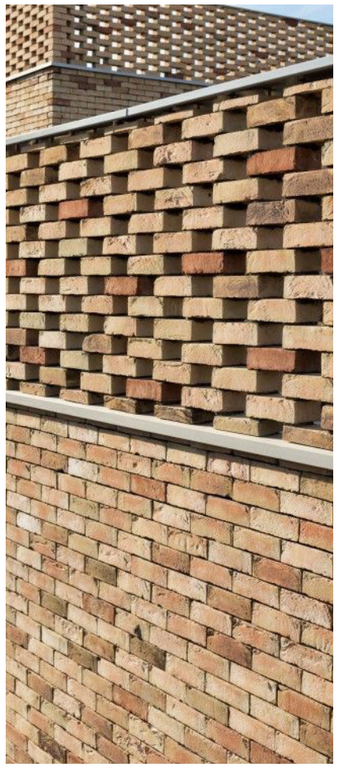
MECHANICAL YARD AND CHIMNEY

LILLIE MILLS - HISTORIC FOURING MILL

THIS BRICK CHIMNEY FROM THE HISTORIC LILLIE MILLS WAS DESTROYED IN A FIRE IN 1958. THIS IS A FORM REFERENCE FOR OUR PROPOSED CHIMNEY DESIGN







DESIGN REFERENCE IMAGE; BRICK FINISH TO MATCH HISTORICAL FACTORY BRICK

NEW PROPOSED DESIGN

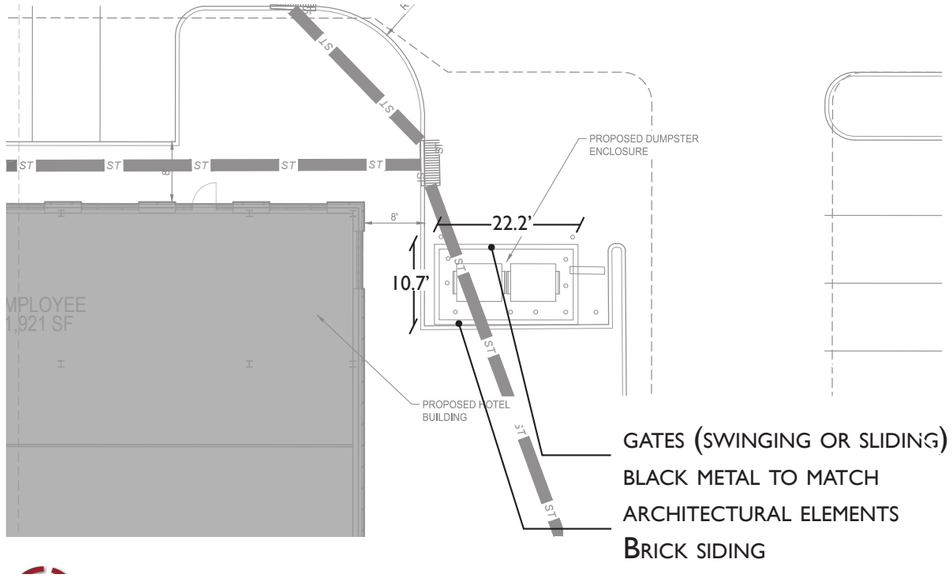
NEW MECHANICAL YARD & FAUX CHIMNEY TO CONCEAL MECHANICAL RISERS INTO BUILDING; **TOP OF CHIMNEY IS 10' - 6" TALLER THAN HIGHEST ROOF RIDGE.**

BRICK MECHANICAL/TRASH ENCLOSURE TO APROX. **9' - 11'** TALL. TO BE CONFIRMED WITH FINAL GRADING AND MECHANICAL EQUIPMENT REQUIREMENTS

TWO SLIDING TRACK TRASH GATES

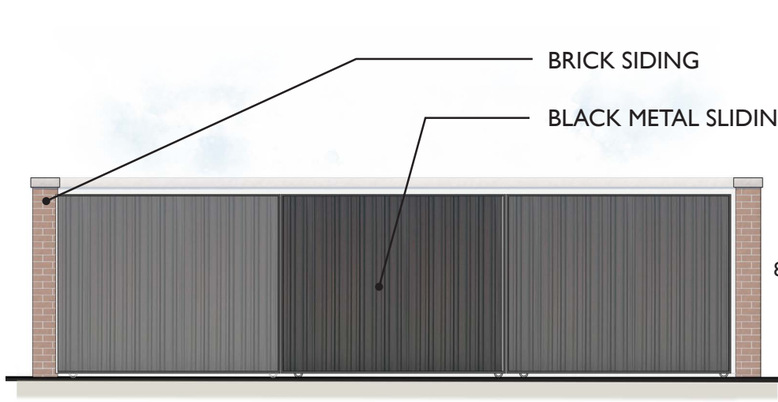
PREVIOUSLY PROPOSED TRASH ENCLOSURE LAYOUT & DOOR DESIGN OPTIONS

)

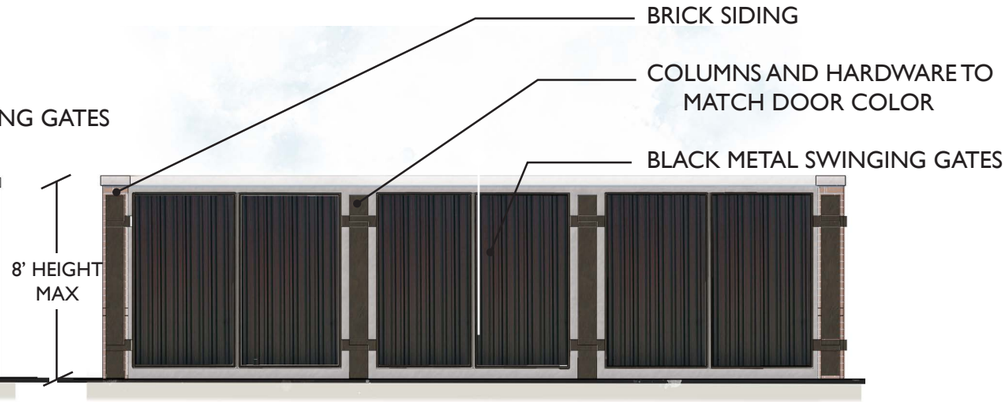


FRONT ELEVATION - DUMPSTER ENCLOSURE

(TYPICAL MATERIALS FOR BOTH ENCLOSURES)



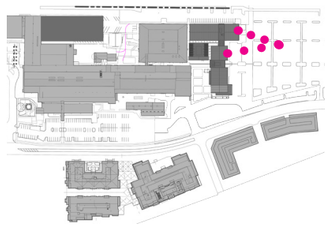
OPTION 1: BLACK METAL SLIDING GATES
(MANUAL ON V-TRACK SYSTEM)



OPTION 2: BLACK METAL SWINGING GATES
(POSTS TO MATCH COLOR OF DOORS)



PICTURE OF SLIDING DOORS FOR DESIGN INTENT ONLY.
OUR PROPOSAL IS FOR BLACK METAL DOORS AND NOT WOOD



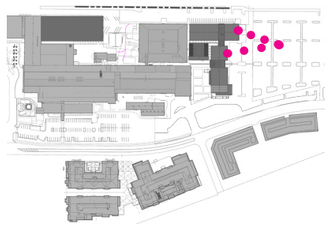


DRC REVIEW

DESIGN REVIEW PRESENTATION

North/East Facade View

FACTORY AT FRANKLIN HOTEL

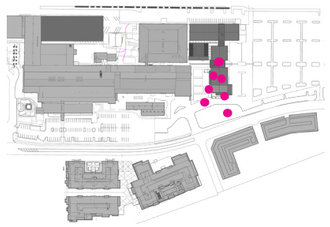




DRC REVIEW
DESIGN REVIEW PRESENTATION

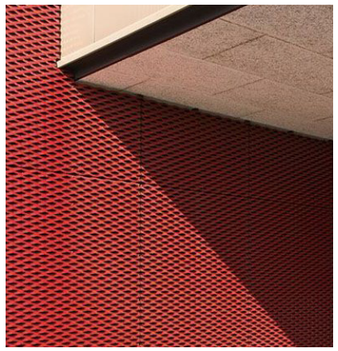
North/East Facade View
FACTORY AT FRANKLIN HOTEL

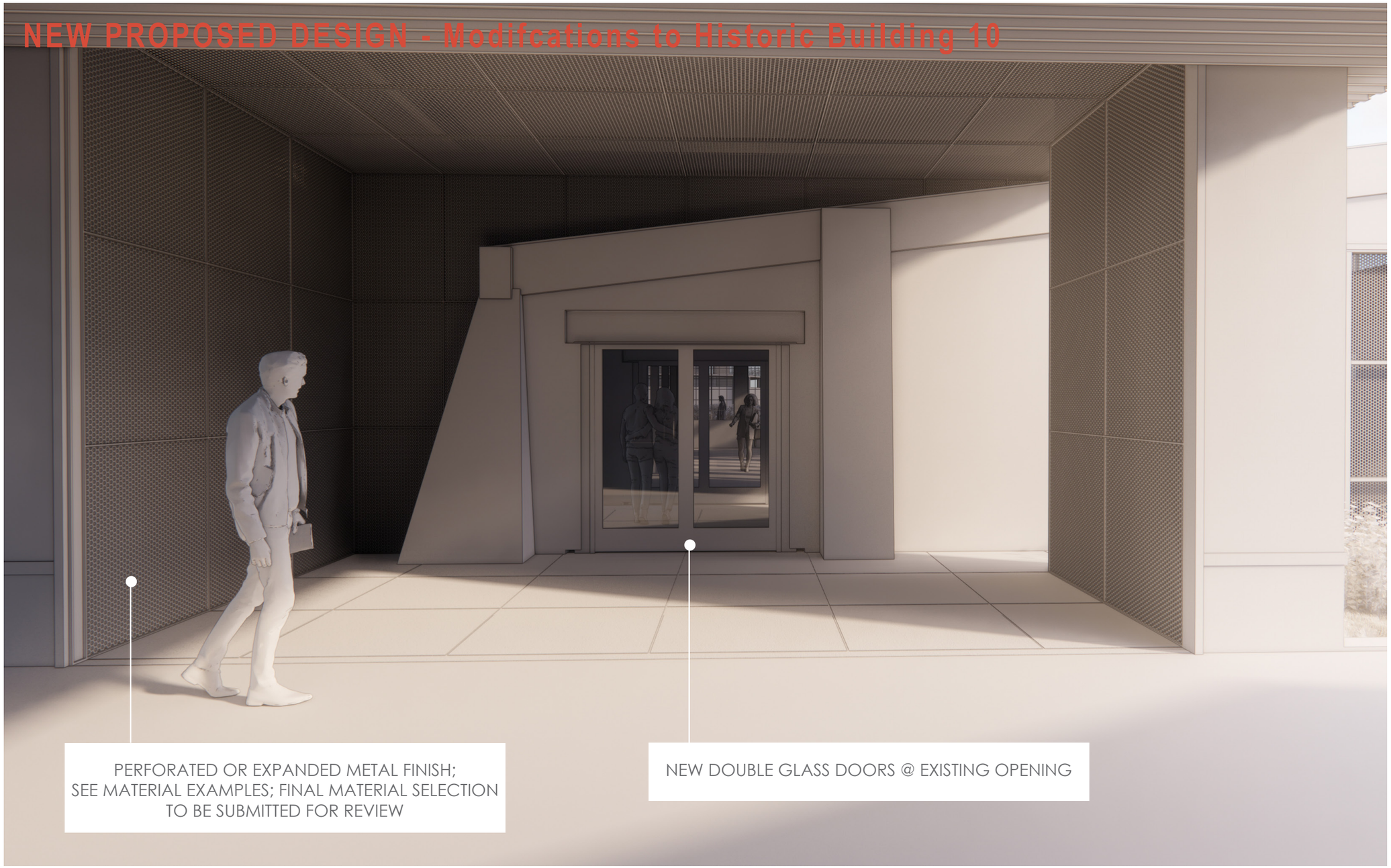
BUILDING 10 ENTRY









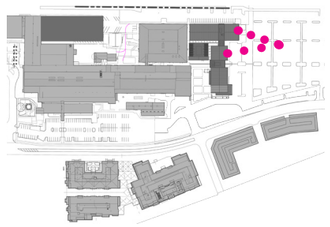


DRC REVIEW

DESIGN REVIEW PRESENTATION

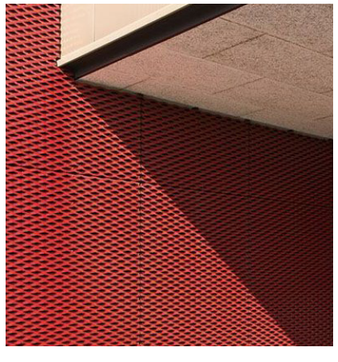
North/East Facade View

FACTORY AT FRANKLIN HOTEL









NEW PROPOSED DESIGN - Modifcations to Historic Building 10

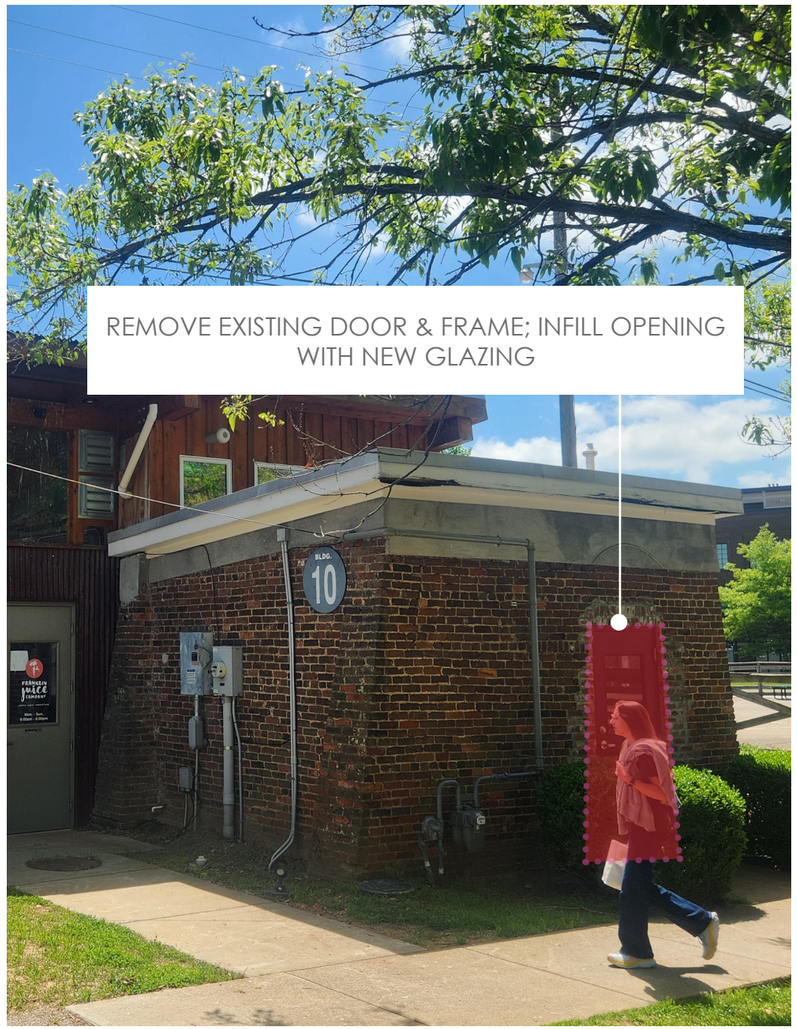
NEW GLAZING @ EXISTING OPENINGS; WITH INTERIOR PERFORATED OR EXPANDED METAL BEHIND; FINAL MATERIAL SELECTION TO BE SUBMITTED FOR REVIEW

NEW PROPOSED DESIGN - Modifcations to Historic Building 10

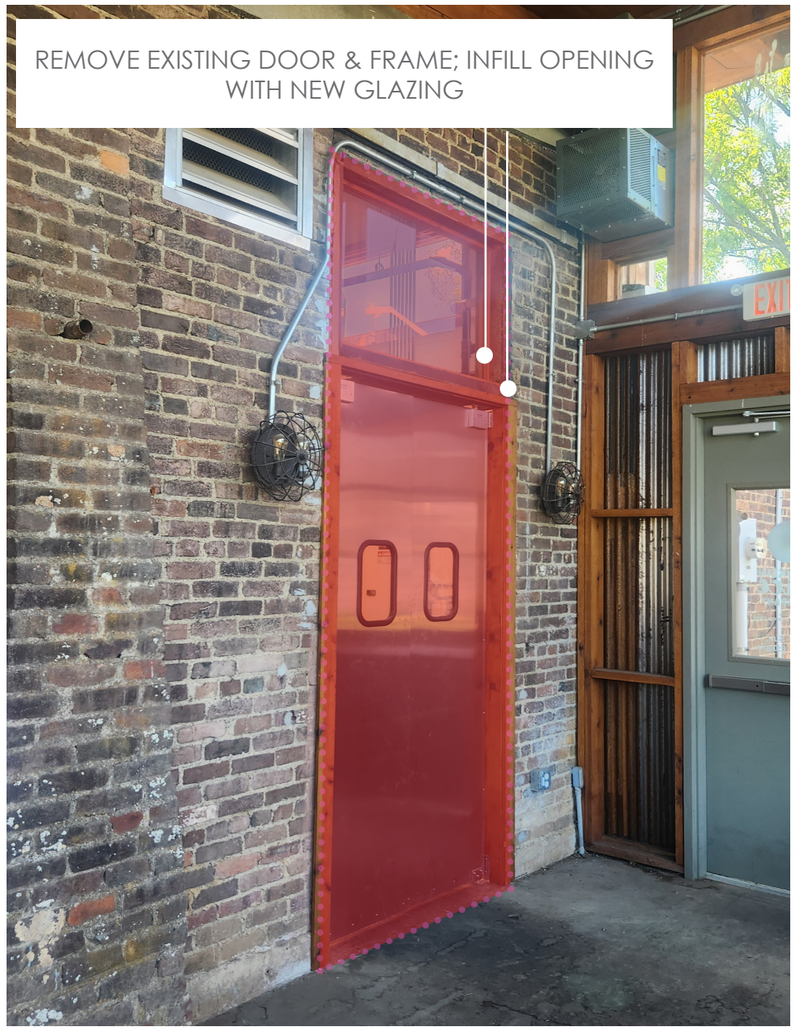


DEMOLISH COUNTER AND BRICK BELOW; EXISTING STEEL LINTEL AND STEEL FRAME TO REMAIN; INSTALL NEW GLASS DOUBLE DOORS AT OPENING

NEW PROPOSED DESIGN - Modifcations to Historic Building 10







WEST FACADE MODIFICATIONS



NEW PROPOSED DESIGN

NEW ROOF, SKYLIGHT, & CLEAR STORY WINDOW @ BUILDING 10

RETRACTABLE AWNING ABOVE 1ST & 2ND FLOOR WINDOWS: **OPEN**



DRC REVIEW

DESIGN REVIEW PRESENTATION

West Facade View

FACTORY AT FRANKLIN HOTEL



NEW PROPOSED DESIGN

NEW ROOF, SKYLIGHT, & CLEAR STORY WINDOW @ BUILDING 10

RETRACTABLE AWNING ABOVE 1ST & 2ND FLOOR WINDOWS: **CLOSED**



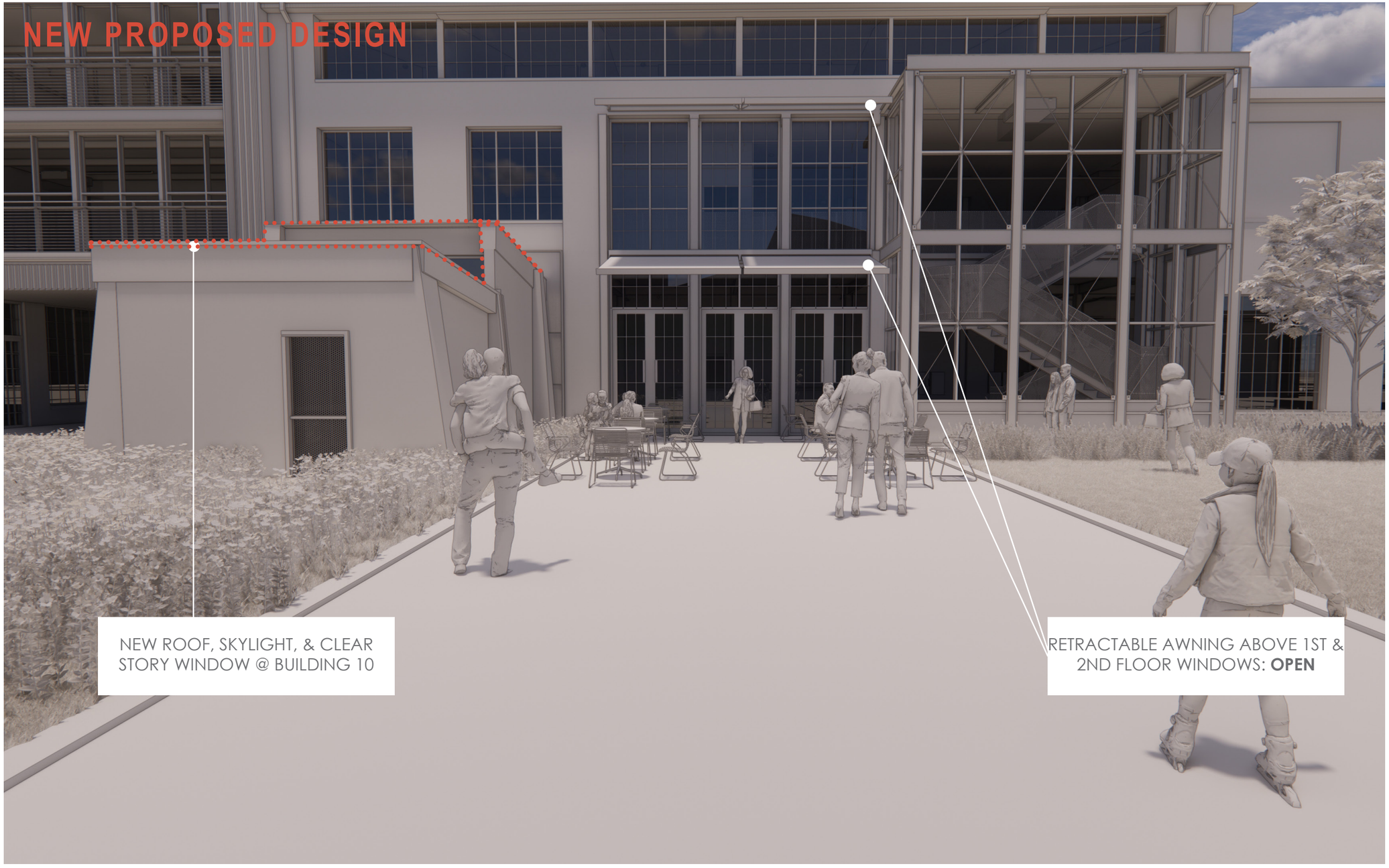
DRC REVIEW

DESIGN REVIEW PRESENTATION

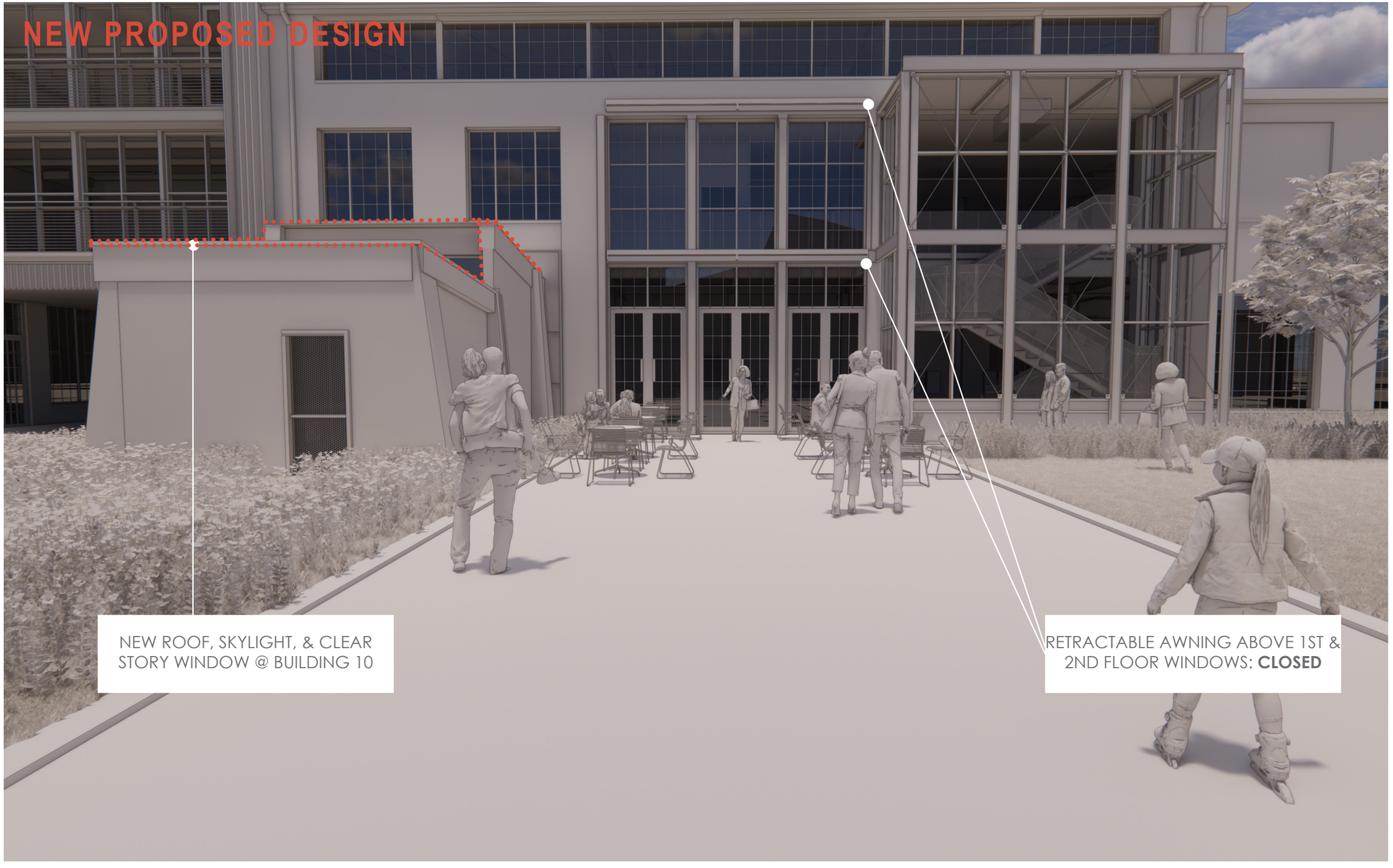
West Facade View

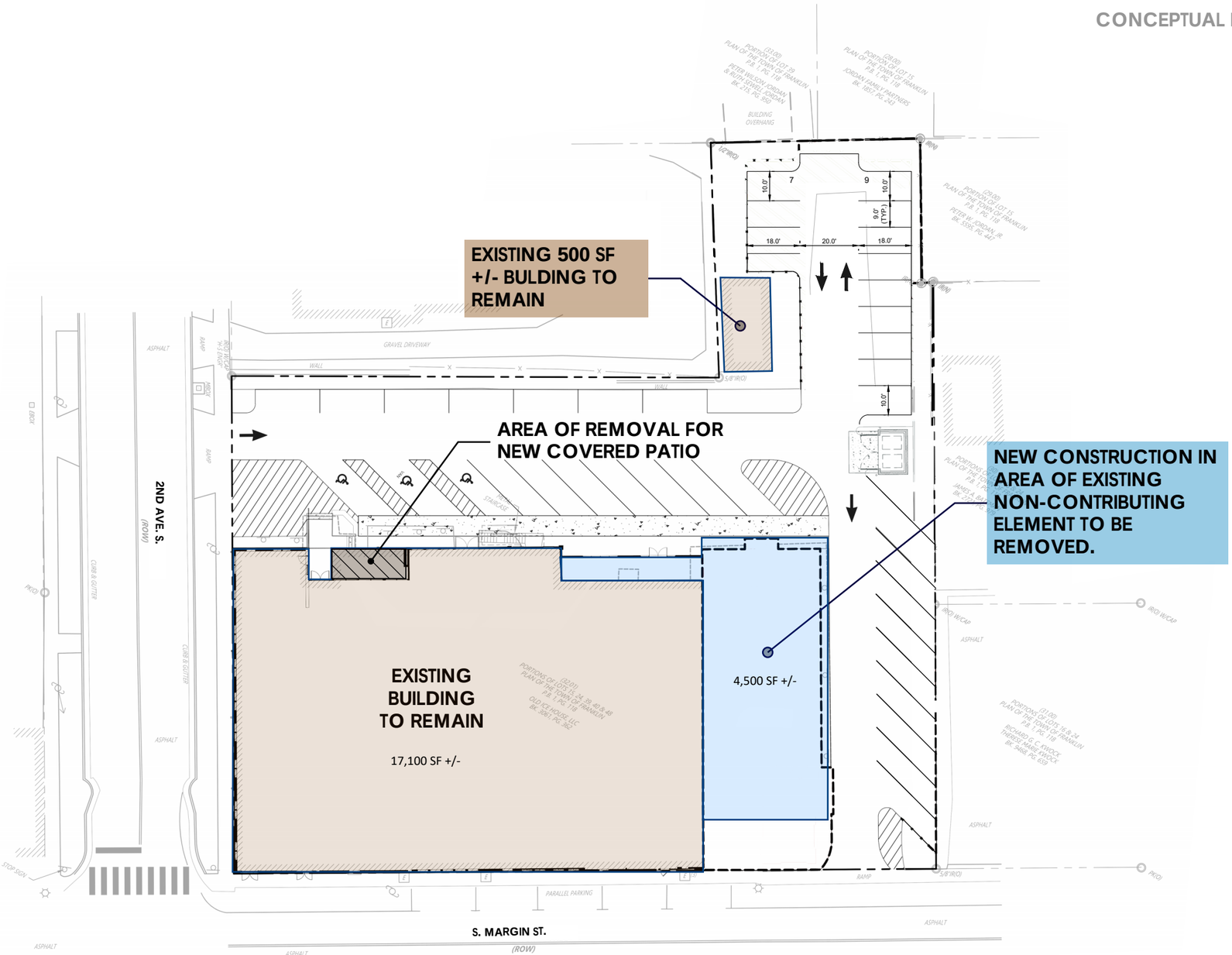
FACTORY AT FRANKLIN HOTEL




NEW PROPOSED DESIGN
NEW ROOF, SKYLIGHT, & CLEAR STORY WINDOW @ BUILDING 10
RETRACTABLE AWNING ABOVE 1ST & 2ND FLOOR WINDOWS: **OPEN**




NEW PROPOSED DESIGN
NEW ROOF, SKYLIGHT, & CLEAR STORY WINDOW @ BUILDING 10
RETRACTABLE AWNING ABOVE 1ST & 2ND FLOOR WINDOWS: **CLOSED**



SITE PLAN

SCALE: 1" = 40'-0"

NOTES:

1) PROPOSED WORK DOES NOT ADD TO TOTAL BUILT AREA OF SITE; ALL PROPOSED NEW CONSTRUCTION WILL BE ON THE SITE OF CURRENT BUILDING OR CURRENT PARKING.

2) BASED ON OUR DISCUSSIONS WITH CITY STAFF AND PRELIMINARY SITE PLAN SUBMITTAL, PARKING FOR ALL PROPOSED USES CAN OCCUR ON SITE.



906 11/10/25

251 2ND AVE. S.

CONCEPTUAL IMAGERY

CONTEXT
SITE PLAN

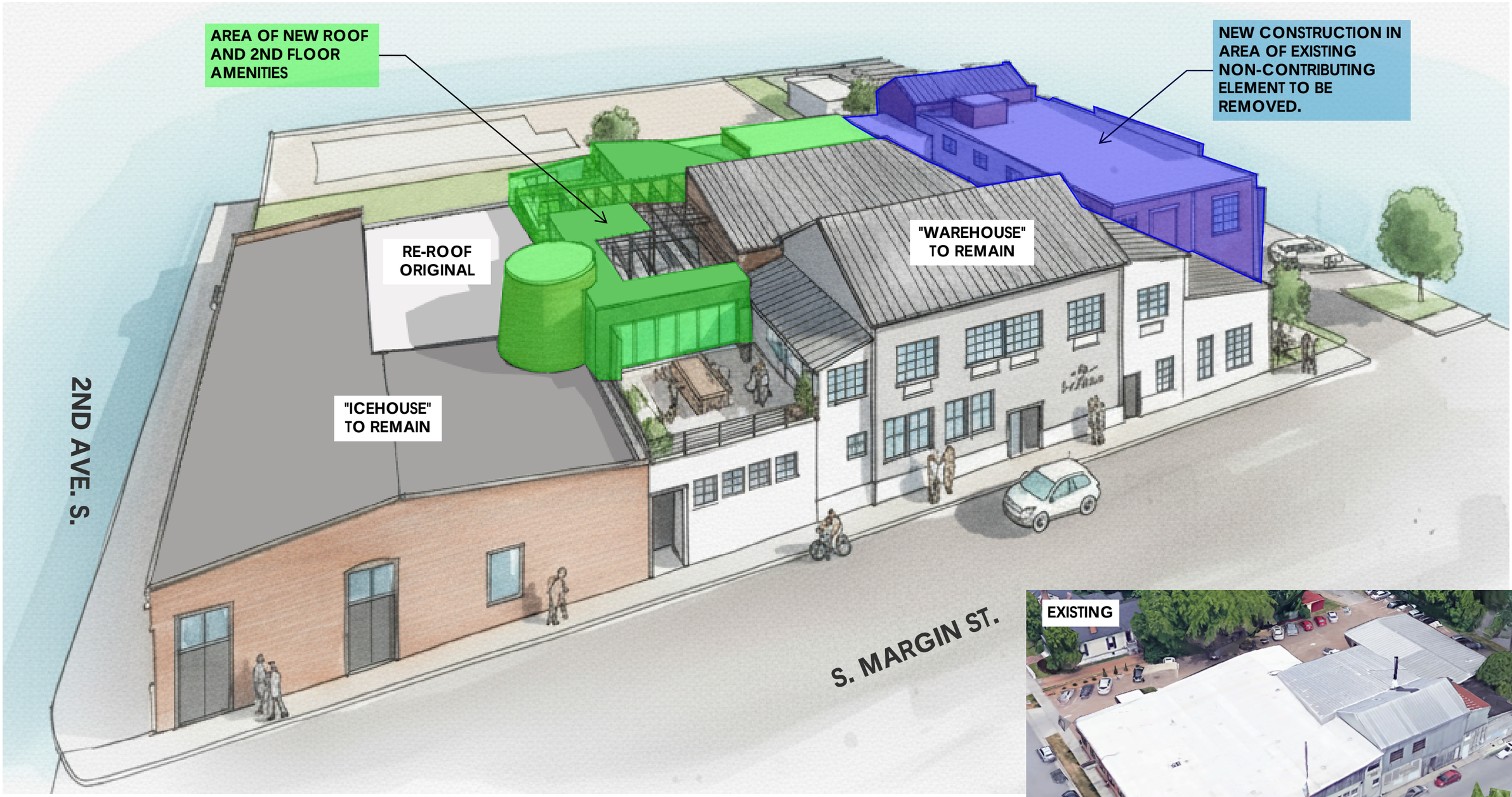




SITE PLAN
SCALE: 1" = 40'-0"

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11/10/25



AERIAL VIEW - 2ND AVE. S. AND S. MARGIN ST.

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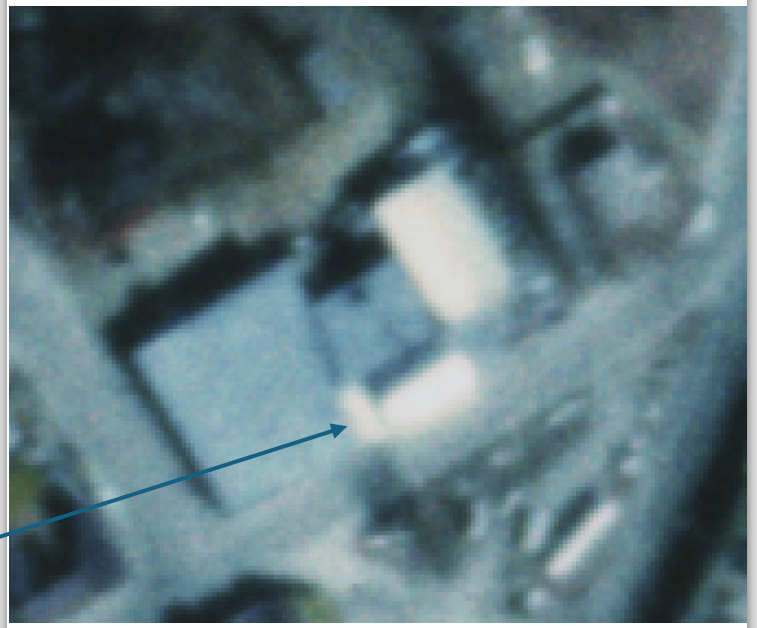
VIEW FROM S. MARGIN ST.

1974



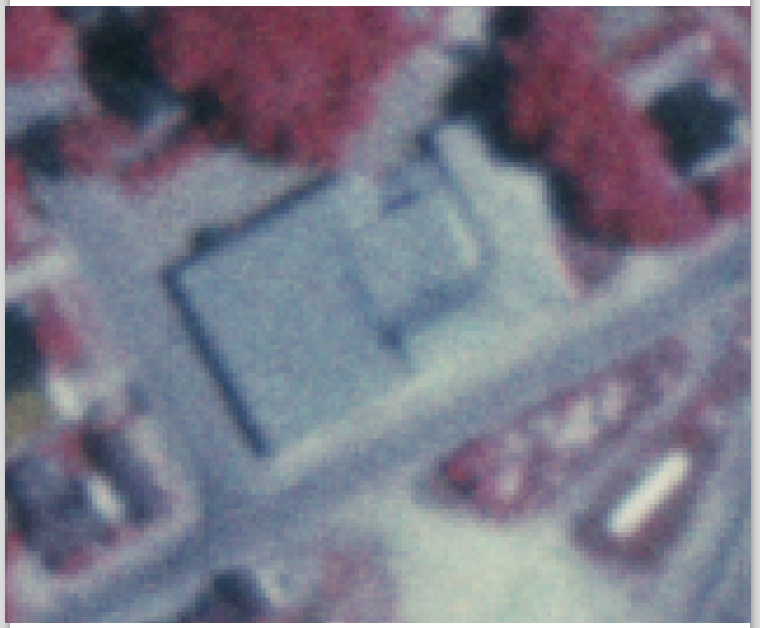
Shed roof southwest of the old mill building is visible in 1974 and 1980.

1980



Aerial photos suggest that the over roof connecting the icehouse to the shed roof of the old mill building is post 1980.

1984



By 1984, the shed roof appears to be a part of the icehouse roof structure.

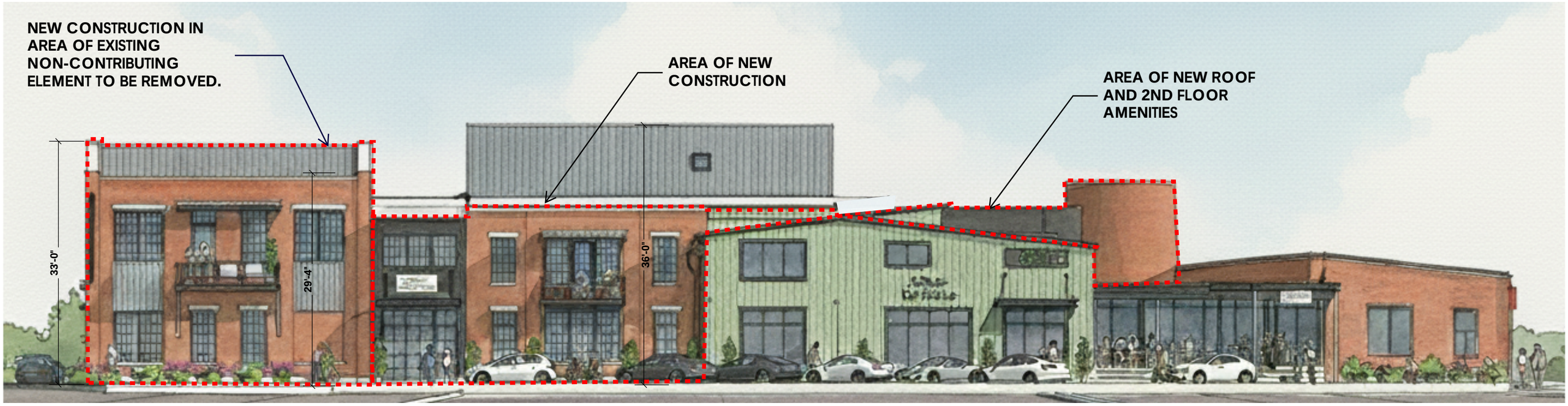


S. MARGIN ST. - CONCEPTUAL VIEW

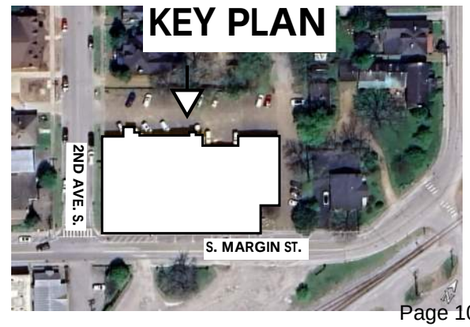
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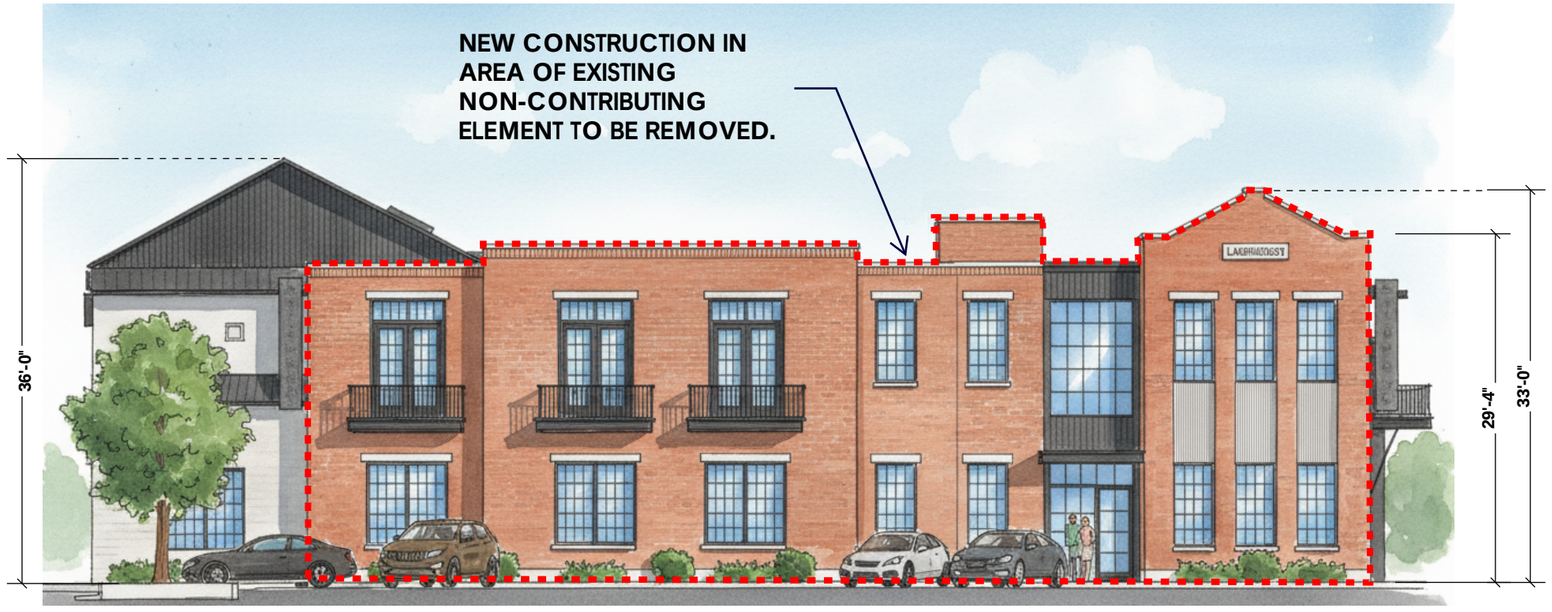


NORTH ELEVATION - PARKING LOT - CONCEPTUAL VIEW



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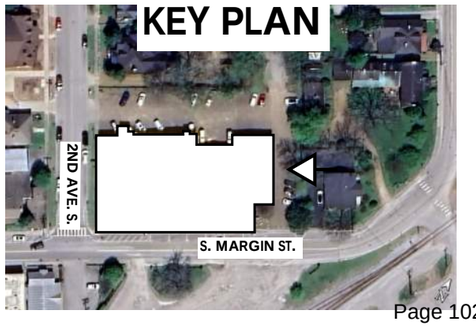
11/10/25



EAST ELEVATION - PARKING/DRIVE - CONCEPTUAL VIEW

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251 2ND AVE. S.

HISTORIC IMAGERY

IMAGES



SE VIEW - PRESENT DAY



SE VIEW - HISTORIC

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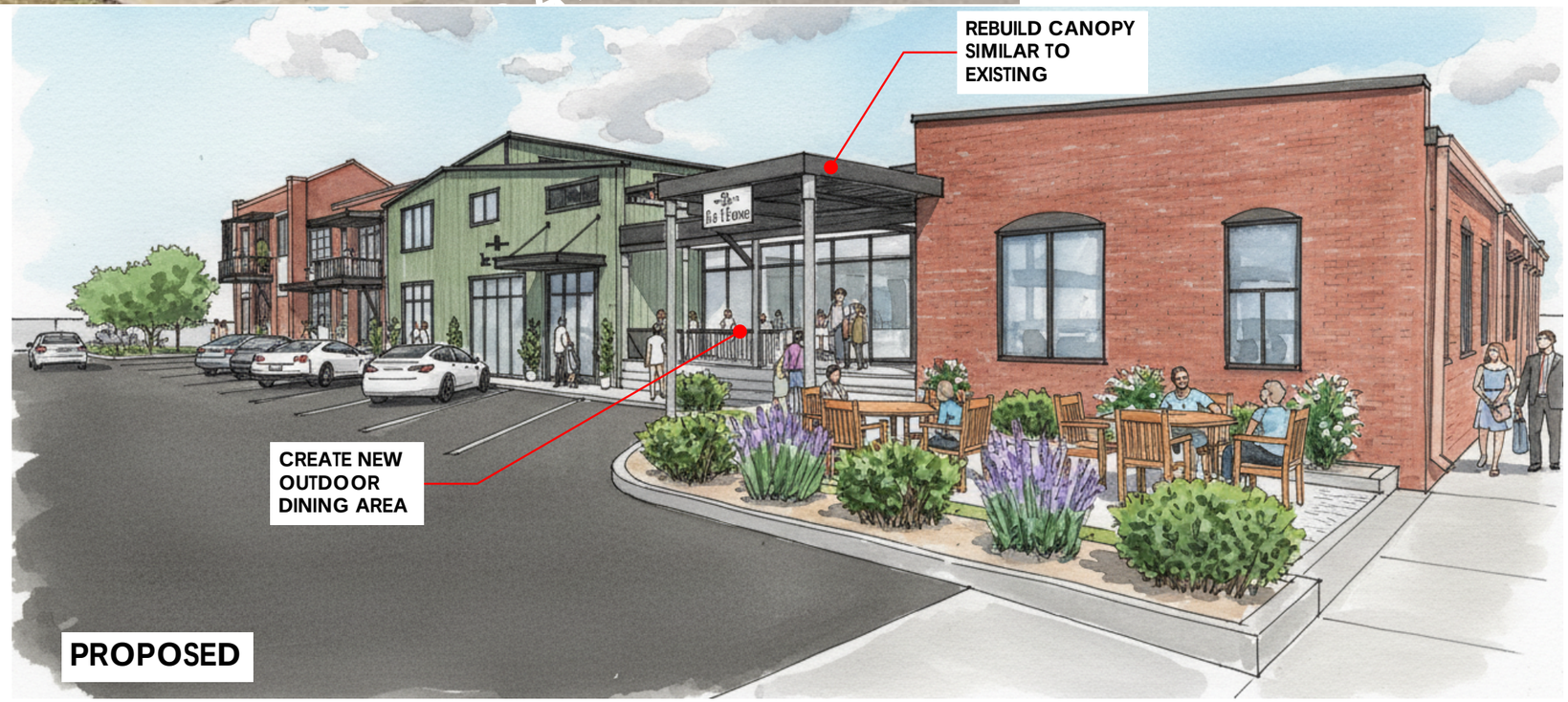
11/10/25

251 2ND AVE. S.

CONCEPTUAL IMAGERY

REAR VIEW





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11/10/25

251 2ND AVE. S.

CONCEPTUAL IMAGERY

REAR VIEW





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251 2ND AVE. S.

CONCEPTUAL IMAGERY

VIEW FROM S. MARGIN



VIEW FROM SOUTH MARGIN



EXISTING

906

11/10/25

251 2ND AVE. S.

CONCEPTUAL IMAGERY

VIEW FROM S. MARGIN



VIEW FROM SOUTH MARGIN AND 2ND AVE. S.



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251 2nd Avenue South: Project Approach

Prepared for the Franklin Historic Zoning Commission

906 Studio Architects : October 13, 2025

Since the early 20th century, the site at the southwest corner of 2nd Avenue and South Margin Street has been a key component of the Franklin community serving at different times as a warehouse, chicken processing plant and flour mill. This vital node in the city was the center of the "industrial" area of town and the remaining buildings continue to tell that story; a unique component of the city unlike anywhere else in downtown Franklin historic core.

Based on previous discussion with the DRC, we are proposing a renovation that would preserve the most visible and significant components of this site while also allowing for an update and restoration/renovation to pieces that have fallen into disrepair, most notably areas on the roof and second floor. Our owner would like to renovate and re-vitalize the property to serve as a small retail hub and is discussing a variety of potential retail or personal service uses (all of which are allowable within existing CC zoning) as well as a connecting boutique hotel (also allowable) which would sit both within the historic building and also in a new section of building that would replace the existing non-contributing single story section to the north. Note that we have developed a preliminary site plan and are currently coordinating with city planning staff. Based on our calculations the site can park itself.

A primary feature of this proposed redevelopment of the Old Ice House site is to restore and celebrate the original brick Ice House as the central element of a project that will create the next great place in Franklin by celebrating the history of both the Ice House as well as the former Lillie Mills plant which was formerly sited on a nearby property and was Franklin's largest industry and employer for nearly a century.

This proposal:

- Preserves all historic elements along South Margin
- Preserves a majority of all existing construction
- Proposes new windows along South Margin at a size and in a rhythm similar to existing (per design standards) as proposed previously and met with positive feedback from DRC
- Preserves the primary volumes of the factory
- Removes the 1980s "overbuilt" shed addition which was not constructed to high standards; this will allow for a full re-roof that will provide a long-term solution for this section
- We propose only the removal of:
    - The single story small wood structure to the rear currently housing print shop offices as it seems to be a later addition
    - The northern-most "jujitsu studio" addition which has no elements which are known as original and was known to have been re-skinned and re-roofed back in the 1980s or early 1990s.

SHEET SIZE: ARCH D (24" X 36")

MAGNOLIA HALL - LOT 11
DRC SUBMITTAL
11-10-2025

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MAGNOLIA HALL - LOT 11

MAGNOLIA HALL FRANKLIN, LLC

1855 WILLIAM CAMPBELL CT
FRANKLIN, TN 37064

PRELIMINARY

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NO.	DESCRIPTION	DATE

Project Number
21.1098.010

COVER

HZC.00

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SHEET SIZE: ARCH D (24" X 36")





CHATTANOOGA



EAST NASHVILLE



LEWISBURG PIKE



532 W MAIN STREET

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NO.	DESCRIPTION	DATE

Project Number
21.1098.010

PRECEDENT IMAGES

HZC.01

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SHEET SIZE: ARCH D (24" X 36")



OVERALL SITE PLAN (NTS)

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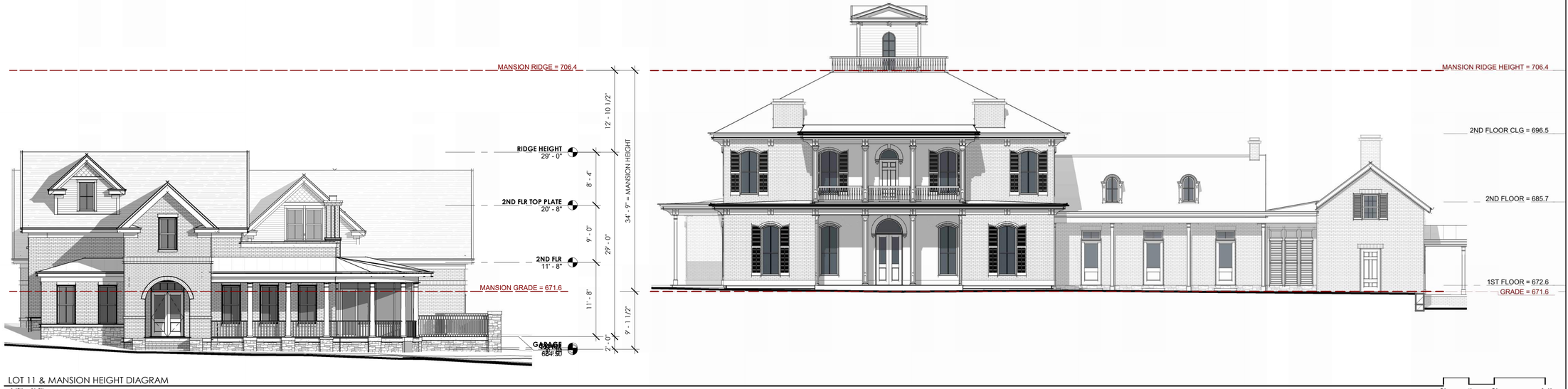
NO.	DESCRIPTION	DATE

Project Number
21.1098.010

OVERALL SITE

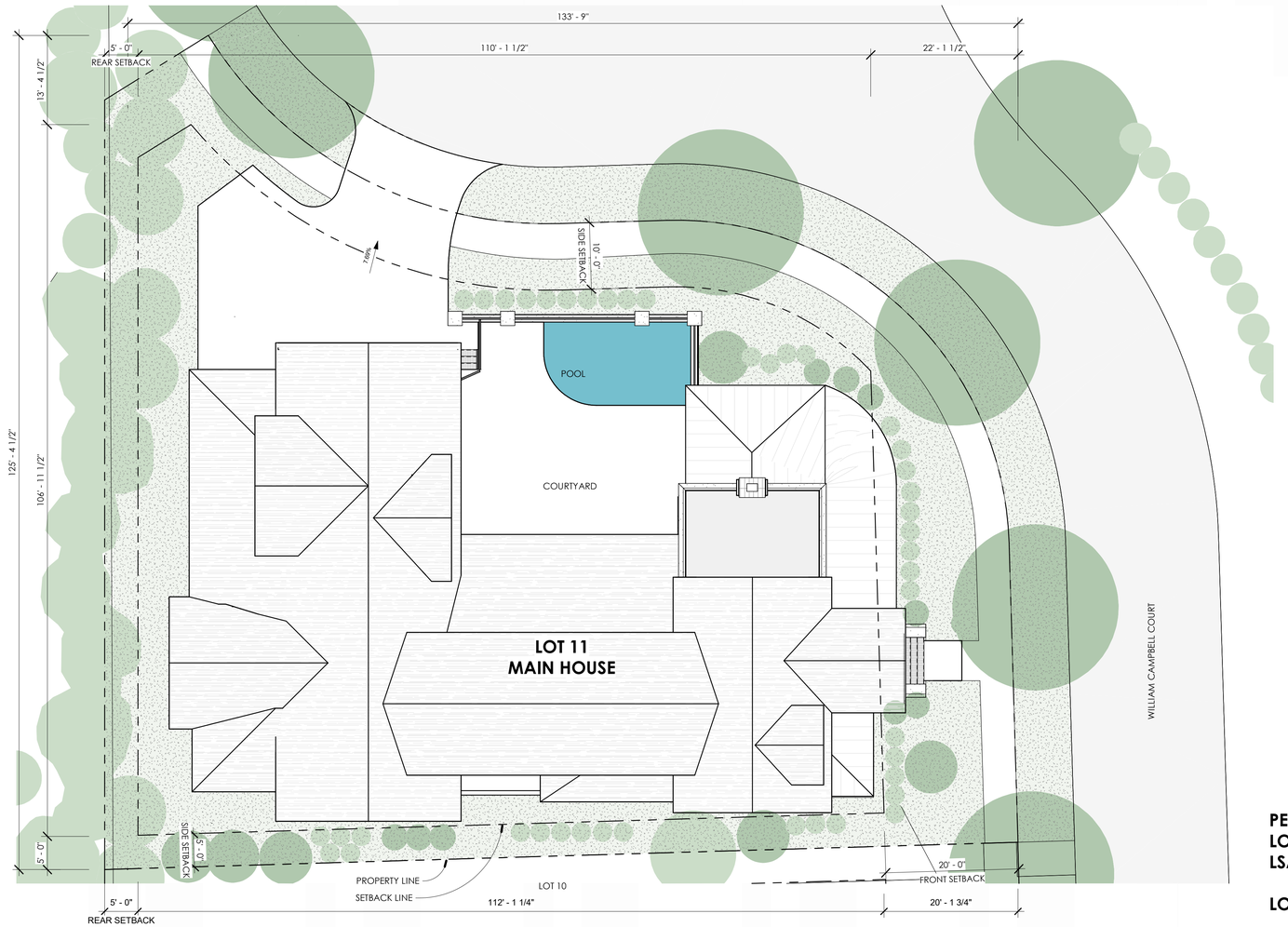
HZC.02

SHEET SIZE: ARCH D (24" X 36")



LOT 11 & MANSION HEIGHT DIAGRAM
1/8" = 1'-0"

0' 4' 8' 16'



PERVIOUS AREA = 5,557 SQ. FT
LOT AREA = 13,230 SQ. FT
LSA MIN. REQUIREMENT = 20%

LOT 11 LSA = 42%

LOT 11 SITE PLAN
1" = 10'-0"

0' 5' 10' 20'

11/10/2025 4:58:31 PM

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MAGNOLIA HALL - LOT 11

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Project Number
21.1098.010

SITE INFORMATION

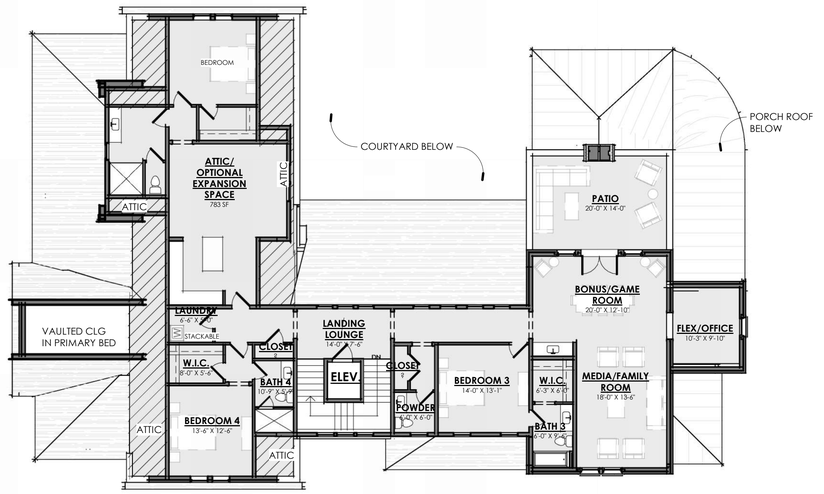
HZC.03

SHEET SIZE: ARCH D (24" X 36")

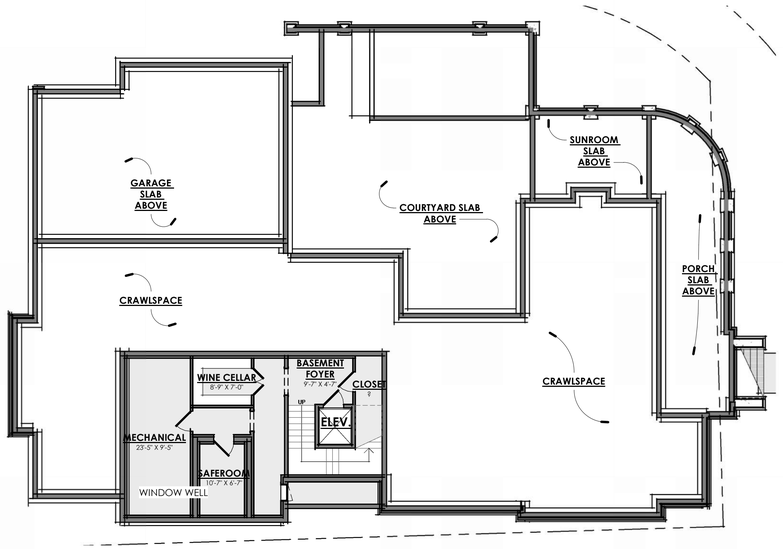
NOTES:
1. PLAN VIEWS ARE CUT AT 4'-0" FROM THE FLOOR LEVEL.
2. ATTIC SPACE IS SHOWN HATCHED.
3. ALL ATTIC SPACE HAS SLOPED CEILING HEIGHTS OF LESS THAN 9'-0".

AREA CALCULATIONS

Name	Area
CONDITIONED	
BASEMENT	754 SF
FIRST FLOOR	3826 SF
SECOND FLOOR	1770 SF
	6351 SF
OPTIONAL CONDITIONED	
OPTIONAL EXPANSION SPACE	783 SF
	783 SF
UNCONDITIONED	
FRONT PORCH	470 SF
COVERED PORCH	157 SF
COURTYARD	1161 SF
SCREENED PORCH	223 SF
GARAGE	950 SF
SECOND FLOOR PATIO	313 SF
	3274 SF
TOTAL AREA:	10408 SF



2 PROPOSED SECOND FLOOR PLAN
3/32" = 1'-0"
0' 4' 8' 16'



0 BASEMENT FLOOR PLAN
3/32" = 1'-0"
0' 4' 8' 16'



1 PROPOSED FIRST FLOOR PLAN
3/32" = 1'-0"
0' 4' 8' 16'

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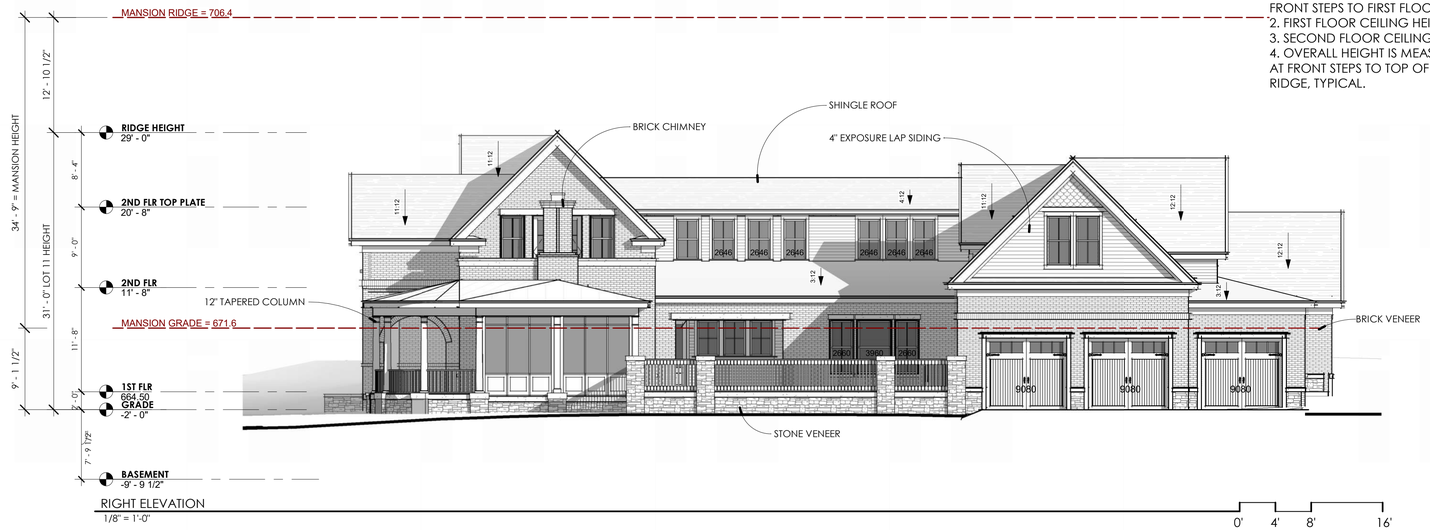
FLOOR PLANS

HZC.04

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SHEET SIZE: ARCH D (24" X 36")

NOTES:
1. FOUNDATION HEIGHT IS 24" FROM GRADE AT FRONT STEPS TO FIRST FLOOR.
2. FIRST FLOOR CEILING HEIGHT IS 10'-0".
3. SECOND FLOOR CEILING HEIGHT IS 9'-0".
4. OVERALL HEIGHT IS MEASURED FROM GRADE AT FRONT STEPS TO TOP OF HIGHEST ROOF RIDGE, TYPICAL.



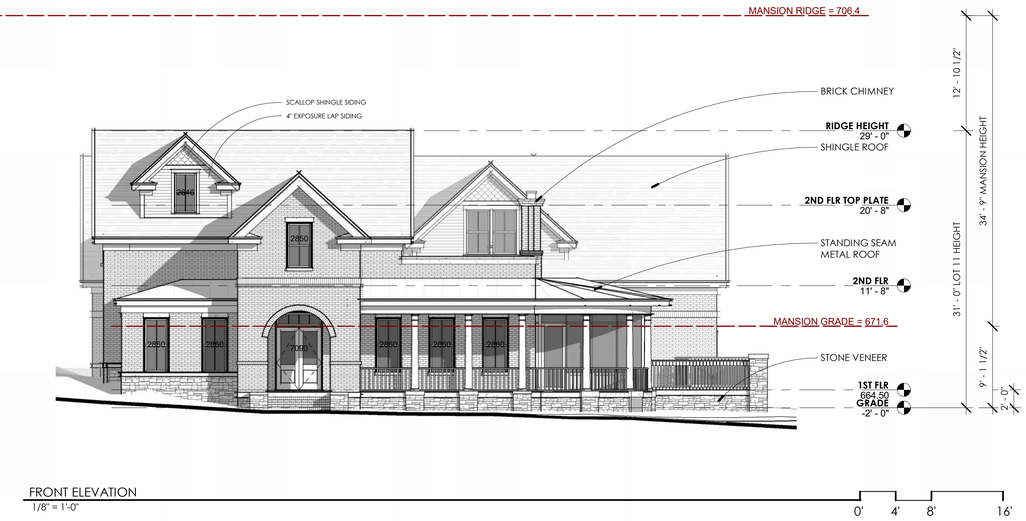
RIGHT ELEVATION
1/8" = 1'-0"
0' 4' 8' 16'



LEFT ELEVATION
1/8" = 1'-0"
0' 4' 8' 16'



REAR ELEVATION
1/8" = 1'-0"
0' 4' 8' 16'



FRONT ELEVATION
1/8" = 1'-0"
0' 4' 8' 16'

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MAGNOLIA HALL - LOT 11

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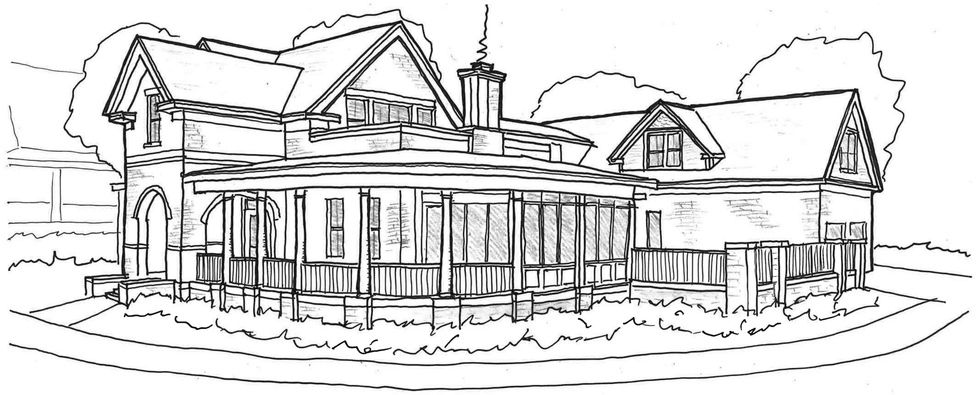
EXTERIOR ELEVATIONS

HZC.05

SHEET SIZE: ARCH D (24" X 36")



VIEW FROM STREET (NEAR LOT 10)



VIEW FROM STREET



VIEW FROM END OF STREET TURN-AROUND

11/10/2025 3:05:23 PM

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NO.	DESCRIPTION	DATE

Project Number

21.1098.010

3D VIEWS

HZC.07

FRANKLIN HISTORIC ZONING COMMISSION
BYLAWS

1.1 ENABLING LEGISLATION

Pursuant to the Tennessee Code Annotated, section 13-7-403, the Franklin Historic Zoning Commission of the City of Franklin, Tennessee, hereby enacts these bylaws.

2.1 HISTORIC ZONING COMMISSION

2.1.1 Historic Zoning Commission Name

The name of the Historic Zoning Commission shall be the Franklin Historic Zoning Commission, hereinafter referred to as the Commission.

2.1.2 Historic Zoning Commission Office

The principal office of the Commission shall be at City Hall, Franklin, Tennessee 37064.

3.1 PURPOSES AND GENERAL POWERS

3.1.1 Applicable Legislation

The purposes and general powers of the Commission shall encompass those purposes and powers specified in:

(1) Tennessee Code Annotated, sections 13-7-401 through 13-7-410, including any amendments and supplements thereto, along with any other applicable statutory provisions enacted by the Tennessee Legislature;

(2) the applicable sections of the Franklin City Charter, the Franklin Municipal Code, and the Franklin Zoning Ordinance, along with any amendments and supplements thereto; and

(3) the regulations, rules, bylaws, and policies adopted and enunciated by the Commission. In addition to the Order of Business, as directed in Section 8.1.7, Robert's Rules of Order shall govern procedural actions.

4.1 OFFICERS

4.1.1 Officers

The officers of the Commission shall be a Chair, a Vice-Chair, and a Secretary.

4.1.2 Elections

The Chair and the Vice-Chair shall be elected at the regular meeting held in January of each year from among the appointed members and shall serve for a term of one year, with eligibility for reelection. The Chair and the Vice-Chair shall hold office until successors are elected.

4.1.3 Chair

The Chair shall preside at the meetings of the Commission and shall vote on the matters coming before it. At each meeting the Chair shall submit the recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Commission.

4.1.4 Vice-Chair

The Vice-Chair shall serve in the absence of the Chair.

4.1.5 Secretary

The Preservation Planner shall serve as the Secretary. The Secretary shall attest the contracts, reports, instruments, letters, and certificates of appropriateness signed by the Chair or made by the Commission. In his/her absence, the Assistant Preservation Planner, the Chair, Assistant Planning Director, Planning Director, Assistant City Administrator of Economic and Community Development, or the City Administrator, shall attest these items.

4.1.6 Absences

Should the Chair not be in attendance, the Vice-Chair shall serve as Chair. Should both the Chair and the Vice-Chair be absent, the Historic Zoning Commission shall, on the motion of the Secretary, or any of its members, accept nominations, and shall hold an election to appoint an Acting Chair to conduct the meeting during the absence of the Chair and the Vice-Chair.

4.1.7 Vacancy

Should the Chair resign or be unable to continue as Chair, then the Vice-Chair shall serve for the remainder of the term.

5.1 MEMBERS

5.1.1 Members

The Commission shall consist of nine members, including the Chair and Vice-Chair. The manner of appointment and terms of office shall be governed by the Tennessee Code Annotated, Section 13-7-403.

5.1.2 Terms

The Mayor shall recommend appointees to the Board of Mayor and Aldermen for consideration, provided, however, that the terms shall be so arranged that the term of at least one (1) member but not more than two (2) members shall expire each year. Appointed members may be reappointed.

5.1.3 Vacancies

Vacancies in the terms of appointed members may be filled in accordance with Section 5.1.2.

5.1.4 Continuing Education

Members of the Commission are expected to continue to demonstrate an interest in historic preservation through participation in meetings, workshops, and conferences related to historic preservation. It is expected that commission members attend at least one related educational event each year, as is required by the Certified Local Government program. Each member of the Commission shall be thoroughly familiar with the adopted Historic District Design Guidelines.

6.1 STAFF

6.1.1 Staff Support

The Department of Planning & Sustainability and the Building & Neighborhood Services Department shall provide services and staffing for the Commission. Occasional consulting services may also be provided, in accordance with approved City budgeting.

6.1.3 Other Personnel

The Commission shall use the services of the City Attorney and other city employees as it deems necessary.

7.1 BUDGET

Exclusive of donations, the Commission shall rely on the monies appropriated by the Board of Mayor and Aldermen to fund the activities and expenses of the Commission.

8.1 MEETINGS

8.1.1 Regular Meetings

Regular meetings of the Commission shall be held on the second Monday of each month at ~~5:00~~ 4:00 P.M. in the City Hall, or at such other place as the Commission may designate. The deadline for regular meetings shall be as set forth in Section 8.1.4. Any changes to the regular meeting time shall be made public, pursuant to Section 3.

8.1.2 Special Meetings

The Chair, when he/she deems it necessary, or upon the request of any Commission member, shall call and designate the time and place of a special meeting for the purpose of transacting business designated in the call.

8.1.3 Publication

Notice of regular and special meetings shall be published the week prior to each meeting in at least one local newspaper with an agenda of the items to be considered at the meeting.

8.1.4 Agenda

(1) The Department of Planning and Sustainability shall prepare an agenda listing the items to be considered by the Commission at each meeting and publish the agenda per Section 8.1.3.

(2) Items shall be submitted to the Department of Planning and Sustainability pursuant to the ~~Application User Guide~~ the submittal schedule on the website and the approved calendar, which is posted on the City website, and is typically the Friday that falls before the Monday two weeks before the Commission meeting. The Department of Planning and Sustainability shall perform a completeness review of the items submitted before accepting an item for an agenda. Items not received by the deadline date and time will not be placed on the agenda. The Department of Planning and Sustainability may place items on the Commission agenda as circumstances dictate.

(3) Items considered at special meetings are limited to those designated by the Chair or at the request of any Commission member calling the meeting. The Department of Planning and Sustainability shall prepare the Commission agenda and applicable staff reports and exhibits for the public the Thursday prior to the meeting date.

(4) Items deferred by the Commission shall be reset for a particular date as determined by the Commission. The provisions of the Tennessee Code Annotated, Section 13-7-408, shall apply to the time frame for approval, approval with conditions, or denial of Certificate of Appropriateness applications.

(5) The applicant may voluntarily withdraw applications.

8.1.5 Quorum

Five members of the Commission shall constitute a quorum for the purpose of conducting business.

8.1.6 Voting

A majority of the Commission members present and constituting a quorum shall be necessary to decide items requiring action. At the discretion of the Chair, the voting on questions shall be by voice vote or by roll call, and the ayes and nays shall be entered into the meeting minutes.

8.1.7 Order of Business

The following shall be the order of business for regular meetings of the Commission.

(1) Call the Meeting to Order.

(2) Approval of Minutes

(3) Announcements.

(4) Citizen Comments. This is open to citizens to be heard on any issue or concern, including those related to items on the agenda. Speaker cards must be filled out prior to speaking. Comments shall be limited to two (2) minutes per individual. At the discretion of the Chair, and under limited circumstances, the time per speaker may be changed. The Commission shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the Planning Director/Staff for administrative consideration, or to a schedule the matter for consideration at a later date.

(5) Consent Agenda Items. The items under the consent agenda are deemed by the Commission to be non-controversial and routine in nature and will be approved by one motion. The items on the consent agenda will not be discussed. Any member of the Commission or the public desiring to discuss an item on the consent agenda may request that it be removed and placed on the regular agenda. It will then be considered in its printed order. If an item is approved on the consent agenda, it is approved with the staff recommendation unless otherwise noted.

(6) Agenda Items. Applications to be considered by the Commission shall be presented in the order below:

a. Presentation by the Staff.

b. Presentation by the Applicant. The Commission will defer or deny an application if the applicant is not present to represent it. (See Section 8.1.8.)

c. Citizen Comments. (See Section 8.1.8.)

d. Commission:

i. Motion and second by the Commission members.

ii. Discussion on the motion.

iii. Vote of the Commission members.

(8) Any Other Business.

(9) Adjourn.

8.1.8 Applicant Presentation, Citizen Comments, and Public Hearings

(1) Applicant Presentation

Applicants shall be allotted ten (10) minutes to present their request to the Commission after the staff presentation. At the discretion of the Chair, and under limited circumstances, the time may be changed. All applicants must speak or be represented during the allotted time. Applicants shall be allowed to present

illustrative plans or other exhibits during the allotted time. Electronic media (PowerPoints, videos, etc.) must be submitted to the Department of Planning & Sustainability by 5:00 p.m. on the Thursday preceding the Commission meeting. While every reasonable attempt will be made to display electronic media during meetings, it is advisable for applicants and citizens to bring twelve (12) copies to meetings for the Commissioners and City staff in the event of a technology malfunction.

(2) Citizen Comments and Public Hearings

Guidelines for Citizen Comments for Items on the Agenda or for Public Hearings:

(a) Citizen comments will be heard on all proposals on the agenda. Citizen Comments on these items may be opened and closed by the Chair, without a vote of the Commission.
(b) Speaker cards must be filled out prior to speaking on an item.
(c) Individuals wishing to speak shall come to the podium at the front of the room, face the Commission, identify themselves by name and home address, and make comments.
(d) Comments shall be limited to two (2) minutes per individual. At the discretion of the Chair, and under limited circumstances, the time per speaker may be changed. The Chair may also limit comments that are irrelevant or repetitive in nature.
(e) Any electronic media to be used must be submitted to staff by 5:00 p.m. on the Thursday preceding the Commission meeting. A paper copy must also be submitted for the records. While every reasonable attempt will be made to display electronic media during meetings, it is advisable for citizens to bring twelve (12) copies to meetings for the Commissioners and City staff in the event of a technology malfunction.

8.1.9 Minutes

(1) The Commission shall speak only through its minutes, which shall be prepared by the recording Secretary, who shall prepare a written record of the proceedings and prepare the minutes from the record. The minutes shall contain the following information:

a. The kind of meeting, such as regular or special.

b. The name of the assembly.

c. The meeting date and place.

d. The attendance of Commissioners and City Staff, including notation of who served as Chair and Vice-Chair.

e. The action taken on the minutes of the previous meetings.

f. The main motions and the name of the Commission member making the motion, and whether the motion was seconded.

g. The action taken on the motion and the reasons for that action.

h. The names of the persons addressing the Commission and a general statement as to whether they favored or opposed the request.

i. The hours of the meeting and its adjournment.

j. Exhibits of all items and documents reviewed and considered by the Commission during the meeting.

(2) The minutes shall be attested by the Secretary and signed by the Chair.

(3) The written record shall also remain on file for general reference. The minutes shall be delivered to the Commission members for examination before the next regular meeting.

9.1 COMMITTEES

Special committees for specific purposes and terms may be appointed by the Chair and approved by the Commission. The Design Review Committee shall be a standing committee of the Commission.

9.1.1 Design Review Committee

The Design Review Committee meetings provide an informal forum for Commissioners to learn about proposed projects and provide feedback to applicants in light of the Historic District Design Guidelines. All discussion is for the aid of the applicant only and is non-binding on the Commission. Any changes made or suggestions taken by the applicant based on discussion from a Design Review Committee meeting is the applicant's choice, and the Commission makes no representation as to whether any changes or suggestions made during the Design Review Committee meeting will be approved by the Commission. The Commission retains the responsibility and duty to review and vote on Certificates of Appropriateness; therefore, the Design Review Committee will not make any binding decisions during its meetings.

9.1.2 Membership

The Design Review Committee shall consist of the full membership of the current Commission. The Preservation Planner shall facilitate the meeting.

9.1.3 Regular Meetings

Regular meetings of the Design Review Committee shall be held generally on the third Monday of each month, except as may be adjusted in the months of January, November, and December. Meetings are held at 4:00 PM in City Hall, or at such other place, date, and time as the Department of Planning & Sustainability may designate.

9.1.4 Special Meetings

The Department of Planning & Sustainability may schedule a Special Design Review Committee meeting for the purpose of transacting business and matters of the Commission.

9.1.5 Publication

Notice of regular and special meetings shall be published the week prior to each meeting in at least one local newspaper with an agenda of the items to be considered at the meeting.

9.1.6 Agenda

(1) The Department of Planning and Sustainability shall prepare an agenda listing the items to be considered at each Design Review Committee meeting and publish the agenda per Section 9.1.5.

(2) Items to be considered at a regular meeting shall be submitted to the Department of Planning and Sustainability pursuant to the ~~Application User Guide and the approved calendar~~ submittal schedule, which is posted on the City website, and is typically the second Monday of each month. The Department of Planning and Sustainability shall perform a completeness review of the items submitted before accepting an item for an agenda. Items not received by the deadline date and time will not be placed on the agenda.

(3) The Department of Planning and Sustainability will accept late submittals for items that were deferred at the previous Commission voting meeting, after emailing the Preservation Planner or submitting an application by midnight on the night of the HZC meeting. All application materials shall be submitted no later than Wednesday ~~but no later than Thursday~~ at noon prior to the Design Review Committee meeting.

(4) The Department of Planning and Sustainability may place items on the Commission agenda as circumstances dictate.

(5) Non-agenda items shall not be considered at the Design Review Committee meeting.

(4) Items may be administratively removed from the agenda by the Planning Director.

(5) The applicant may voluntarily withdraw applications.

9.1.7 Quorum

There is no requirement for a quorum for the Design Review Committee since it is a nonvoting informational meeting.

9.1.8 Voting

The Design Review Committee meeting is a non-voting meeting.

9.1.9 Order of Business

The following shall be the order of business for meetings of the DRC.

(1) Call the Meeting to Order.

(2) Order of Presentation of Agenda Items.

a. Applicant presentation

b. Staff comments

c. Design Review Committee comments

(3) Adjourn.

9.1.10 Citizen Comments

Citizen Comments may be permitted during the Design Review Committee meeting at the discretion of the Chair. The intent of the Design Review Committee meeting is to provide a forum of discussion among applicants, staff, and the Committee members. Opportunities for public comment will be provided for in later phases of the planning processes.

9.1.11 Minutes

Because the Design Review Committee meeting is an informal nonvoting meeting for general discussion and informational purposes, meeting minutes will not be kept.

10.1 AMENDMENTS

These bylaws may be amended at a regular or special meeting, but no amendment shall be adopted unless a written notice of at least four days has been previously given to the Commission members.

11.1 ADOPTION AND EFFECTIVE DATE

These Commission bylaws were adopted on _____, _____, and subsequent amendments and their dates are noted in the Commission minutes.

ATTEST:

_____ _____

Chair **Secretary**