

**REGULAR MONTHLY MEETING OF THE CITY OF CLEVELAND  
HISTORIC PRESERVATION COMMISSION  
TUESDAY, OCTOBER 1, 2019 AT 5:15 PM  
CLEVELAND MUNICIPAL BUILDING, 190 CHURCH STREET NE**

**Welcome and Roll Call of Members**

**1. Minutes**

- a. Regular Session, September 3, 2019

**2. Public Hearings**

**3. Old Business**

**4. Consent Agenda**

- a. Patricia Pennington, 440 Centenary Ave. NW, has revised the initial driveway plan that she submitted to the Board at the last meeting. (Tax Map 49I Group A Parcel 009.00). The property is zoned R1HP.

**5. New Business**

- a. Dee Burris requests a Certificate of Appropriateness for 240 14<sup>th</sup> Street. NW, for the additions to the existing structure and alterations to the current driveway; (Tax Map 49L Group C Parcel 026.00). The property is zoned R1HP.

**6. Other Projects**

**7. Board Member Report**

**8. Adjourn**

**MINUTES**  
**REGULAR MONTHLY MEETING OF THE CITY OF CLEVELAND**  
**HISTORICAL PRESERVATION COMMISSION**  
**TUESDAY, SEPTEMBER 3, 2019 AT 5:15 PM**  
**CLEVELAND MUNICIPAL BUILDING, 190 CHURCH STREET NE**

The regular meeting of the Historic Preservation Commission was called to order by Maryl Elliott, Board Chairperson, at 5:16.

Membership in attendance included Joan Benjamin, Maryl Elliott, Randy Wood, Phyllis Callaway, and Jane Easterly.

Absent from the meeting were Sarah Coleman and Rufus Triplett.

Staff present included Bryan Turner, Chief Building Official; and Peggy Hathcock, Building Division Technician.

Attendance in the audience included Patricia Pennington and Dee Burris.

Patricia Pennington requests a Certificate of Appropriateness for 440 Centenary Ave. NW, for the alteration of the current driveway; (Tax Map 49I Group A Parcel 009.00). Ms. Pennington wants to add a 9 ft driveway on the side of her house that would extend from Centenary Ave. to 13<sup>th</sup> Street. There would also be an addition of a covered walk from a new portico.

Phyllis Callaway made a motion to approve the COA, and Joan Benjamin seconded the motion. It passed unanimously.

Dee Burris made application for a Certificate of Appropriateness for 240 14<sup>th</sup> Street NW, for additions to the existing structure and changes to the exterior of the building. Mr. Burris did not have the full set of plans to present to the Board, so he chose to delay his presentation to a later date.

Randy Wood excused himself from the meeting at 5:35 pm due to class instruction.

The Board had several items that they presented for conversation:

1. 1930 Harle Ave. was mentioned because there is currently a dumpster by the street.
2. It was mentioned that the owner of the home at the corner of Harle Ave. & 15<sup>th</sup> Street is planning on alterations to the existing home. The owner is planning on building a new deck with a railing.
3. The Board discussed the window that has been installed in home on the corner of Highland and 15<sup>th</sup> Street.
4. Della Renner owns the property on 14<sup>th</sup> Street. They are currently repairing that house and it is uncertain if the scope of repairs needs a COA.

Bryan Turner told the Board that whenever they want a property addressed for noncompliance, he will be willing to draft the letter and then the chairperson of the board will need to stop by the office and sign it. The city will then send the letter to the homeowner.

Mr. Turner told the board about the QAlert program that the city has in place for residents' complaints. They can utilize this program if they see anything that needs to be addressed that does not fall under the umbrella of the Historic Commission.

Mr. Turner also clarified that the Board is commissioned to preserve the old buildings and to ensure that the alterations/additions go along with the style of the existing neighborhood. The new construction that takes place within a historic area is not limited to the same guidelines that are applied to historic structures.

Hearing no further business, the meeting was adjourned.

CONSENT AGENDA ITEM

PATRICIA PENNINGTON  
440 CENTENARY AVE. NW  
REVISION TO DRIVEWAY PLAN

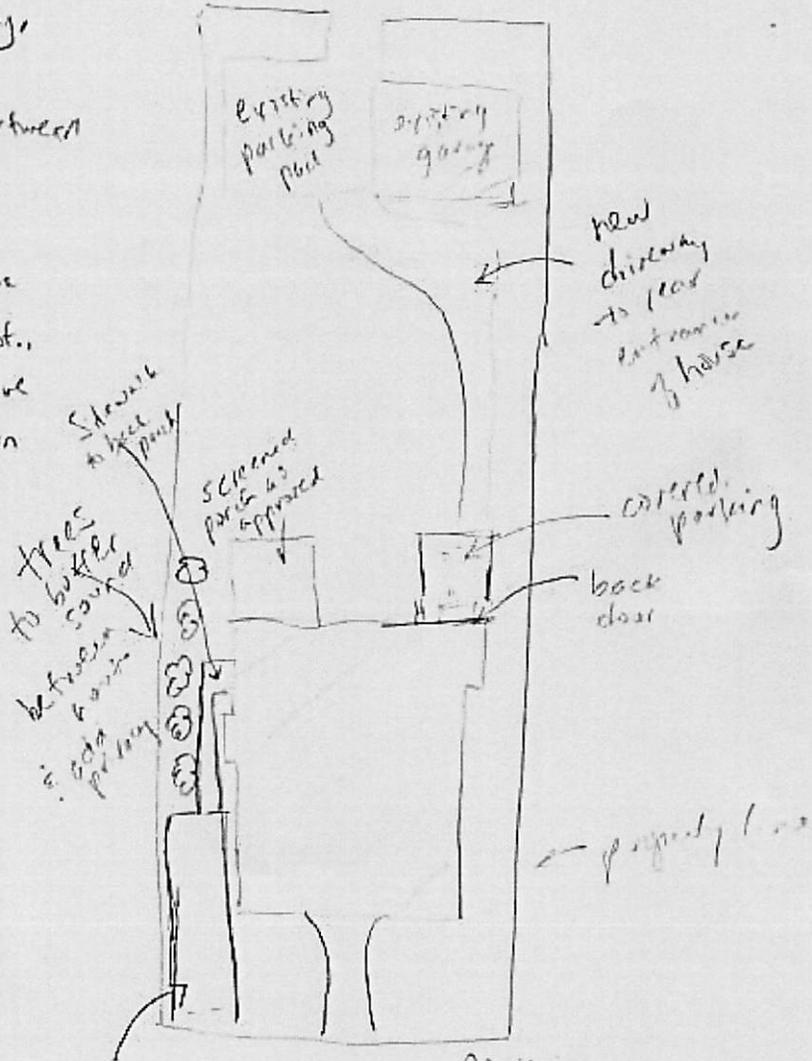
Revision to Approved Plans

44A Courtenay  
Art Hill  
Fricia Pennington

→ Add shorter driveway in front, less concrete seen from Courtenay, allows for landscaping between house

New  
→ Driveway to horse enters from 13th St., view is minimal due to garage location

→ Screened porch remains as approved



driveway that will accommodate 2 cars end to end

## Peggy Hathcock

---

**From:** Bryan Turner  
**Sent:** Thursday, September 26, 2019 3:23 PM  
**To:** rwood@leeuniversity.edu; jeeasterly@bellsouth.net; bens2@bellsouth.net; amamaryl@yahoo.com; phephec@bellsouth.net; rufus.triplett@gmail.com; secoleman80@gmail.com  
**Cc:** Peggy Hathcock  
**Subject:** FW: Pennington revision to 440 Centenary driveway  
**Attachments:** patricia pennington.jpg

HPC members,

I have forwarded you an email from Patricia Pennington, who wishes to make some modifications to the COA approval she received at our last meeting. The revisions are outlined below in the email and I have attached an image she sent as well. It appears these modifications would still meet the spirit of the approval given at the last meeting, so I am going to place these items on the consent agenda for the next meeting. If there are any objections, they may be addressed in the vote to approve or deny the consent agenda.

We will be having our next regular meeting Tuesday, October 1 at 5:15pm. Peggy will be emailing you the full agenda before the end of this week. Thanks!

### **Bryan Turner** | *Chief Building Official*

City of Cleveland, TN | Development & Engineering  
Mobile: 423.457.3095 | Permit Office: 423.479.1913  
[clevelandtn.gov/building](http://clevelandtn.gov/building) | [Connect with us on Facebook](#)

**From:** Tricia Pennington <tpenn414@gmail.com>  
**Sent:** Thursday, September 19, 2019 10:45 AM  
**To:** Bryan Turner <bturner@clevelandtn.gov>  
**Subject:** Pennington revision to 440 Centenary driveway

Bryan - please see the attached for the driveway plan revision. This will provide off street parking for 2 cars (end to end, not side to side) where the existing gravel driveway is and bring the main driveway to the house in from 13th street. The main driveway will run from the existing garage to the house beside the side property line. As a result, the garage will block the view of the driveway. There will be a covered parking pad where the driveway ends at the rear house entrance. The rear driveway and parking pad will not be seen from Centenary.

As we were laying out the previously approved plan, a few issues came up. This revision will allow for more privacy between the houses, and more trees between the houses to buffer sound. I believe the shorter front driveway and trees between the houses will also be more esthetically pleasing.

Thanks and please let me know if you have any questions.  
Tricia

Proposed driveway plan

200' for driveway  
2' for sidewalk  
10' for utility

→ Add shorter driveway in front,  
less concrete seen  
from Centerville  
allows for  
landscaping between  
curbs

How  
→ Driveway to be  
taken from 13th St.  
View is minimal due  
to garage location

→ Second part  
stepped at  
approach



--  
 Tricia Pennington  
[tpenn414@gmail.com](mailto:tpenn414@gmail.com)  
 Phone: (423) 284-9870  
 Fax: (423) 339-8075

240 14<sup>TH</sup> STREET NW  
DEE BURRIS/CHARLIE MCKENZIE  
049L C 026.00



**City of Cleveland**  
 Development & Engineering Services  
 185 2nd Street NE  
 Cleveland, TN 37311  
 P. (423) 479-1913 F. (423) 559-3373

Office Use Only	
Application Number	_____
Staff Approval	_____ Date _____
CHPC Review	_____ Date _____
Fee \$50.00 Pd	_____ Date _____

**CLEVELAND HISTORIC PRESERVATION COMMISSION**  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

**Property Information**

0492 C 0210.00

Property Location	Address 240 14th St NW	
	Cleveland, TN	
	Lot # 22	Subdivision PETERS PLACE

**Owner / Applicant Information**

Owner	Name CHARLIE MCKENZIE	Home Phone
	Mailing Address 303 GROVE ST	Cell Phone 593-5275
	Email	Fax #
Applicant <small>(If Different From Property Owner)</small>	Name DEE BURRIS	Home Phone 478-3050
	Mailing Address 4240 N. PINE ST	Cell Phone 593-5275
	Email burrisconstruction@gmail	Fax # 478-3050

**Type of Work**

Check the boxes that apply:	
Exterior Alteration or Repair	<input type="checkbox"/>
Demolition	<input type="checkbox"/>
Relocation	<input type="checkbox"/>
	New Construction
	Primary Structure
	Garage / Outbuilding
	New Addition <input checked="" type="checkbox"/>
	Other <input type="checkbox"/>

 INITIALS	By initialing here, I agree that I will not start construction until the CHPC (Cleveland Historic Preservation Commission) has approved the COA (Certificate of Appropriateness).
---	---

Signing of this application hereby certifies that the Owner or Agent agrees to the terms & conditions of the application and that the information shown on this application is true to the best of their knowledge. They also understand that falsification of this application would null & void the application.

  
 \_\_\_\_\_  
 APPLICANT SIGNATURE

8-27-19  
 \_\_\_\_\_  
 DATE

Please describe in detail all work to be done for each item checked on the COA application form:

① Add 90 sq Ft to Front Living Room

② Add 400 sq Ft to Back Bed + Bath

③ Add 505 sq Ft Garage

④ Pour 18 X 38 drive to Garage



240 14th St. NW

===== TRANSACTION RECORD =====  
CLEVELAND DEVELOPMENT  
185 2ND STREET NORTHEAST  
CLEVELAND, TN 37311  
United States

TYPE: Purchase

ACCT: American Express           \$ 50.00 USD

CARDHOLDER NAME : DEE BURRIS  
CARD NUMBER       : #####1024  
DATE/TIME         : 29 Aug 19 12:26:41  
REFERENCE #       : 004 0260855 M  
AUTHOR. #         : 169539  
TRANS. REF.       : MR 19-458

Approved - Thank You 100

SIGNATURE

-----SIGNATURE ON FILE-----

Please retain this copy for your records.

Cardholder will pay above amount to  
card issuer pursuant to cardholder  
agreement.

=====

**City of Cleveland**

**Receipt**

**Date:** 08/29/2019

**Receipt #:** 19-458

**Session ID:** P082919

**User Name:** PEGGY

**Jurisdiction:** 001 City of Cleveland

**Group:**

**Taxpayer Name:** CERTIFICATE OF APPROPRIATENESS

**Location Name:** CERTIFICATE OF APPROPRIATENESS

**Permit:**

Receipt #	Id	Loc #	Name	Code	Amount Due
19-458	999010	1	DEE BURRIS	COA	\$50.00
240 14TH ST NW_CERTIFICATE OF APPROPRIATENESS					
American Expr 1024					\$50.00
<b>Total Remitted</b>					<b>\$50.00</b>
<b>Total Due</b>					<b>\$50.00</b>
<b>Change</b>					<b>\$0.00</b>

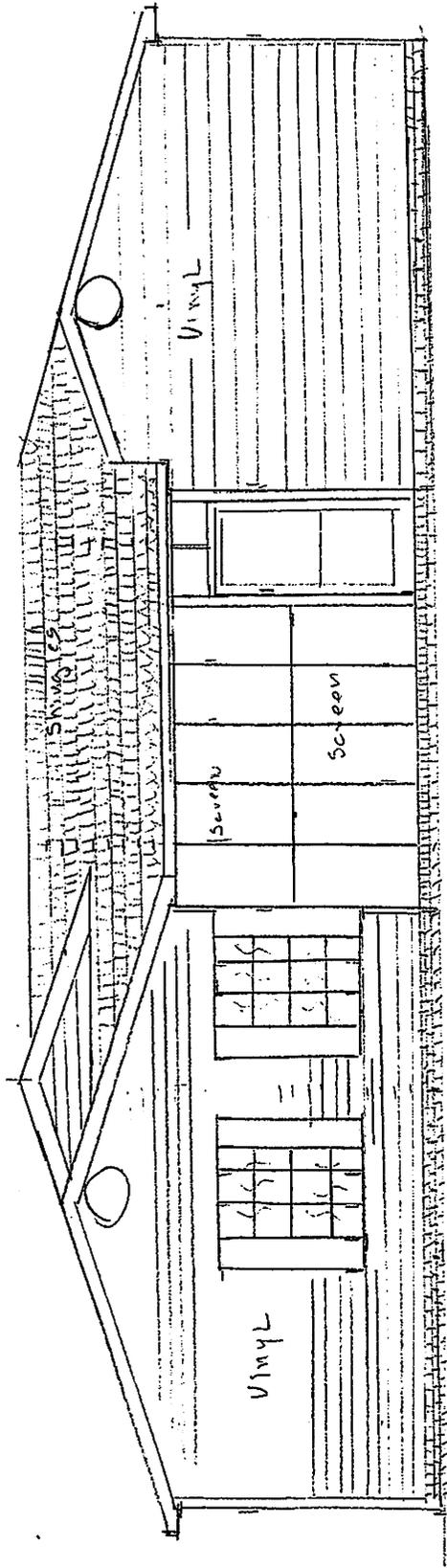
# Specifications of Proposed Work

Please check off the appropriate items that will be included with your COA application. Photos are required with every application.

- 
- Additions: Include drawings and a plat showing lot setbacks
  - the structure to be added
  - Specific door design
- Awnings: Include specifications of product
- Chimneys: Include drawings
  - Repair
  - Replacement
- Decks: Include drawings & setbacks
  - Addition
  - Replace/Repair
- Demolition
- Doors: include pictures & plans
  - Replacement
  - Addition
  - Removal
- Driveway: Include pictures of current and drawings of proposed location, include materials used. (Circle drives are forbidden.)
- Fans on front porch
  - Replacement: include pictures of current & new
  - Addition: pictures of proposed change
- Fences
  - Addition: what type of fence and design to be used
  - Replacement: pictures of current & proposed change
- Garages & secondary buildings:
  - Addition: A copy of the plat of the property detailing the location of the new structure
  - Include detailed pictures of
- Handicapped access ramps: location specified on plat
- New construction: Plat with proposed layout, detail of driveways, sidewalks, and outbuildings
- Porches: Detailed drawings including railings and location detailed on a plat
  - Replacement
  - Addition
- Roof replacement
  - Asphalt
  - Slate
  - Cedar shake
  - Metal/tin- not permissible
- Sidewalks and "Walkways: Include pictures of current and drawings of proposed location, include materials used.
- Siding: Detailed drawing that shows where the siding will be installed and the type of material that will be used.
  - Replacement
  - Installation

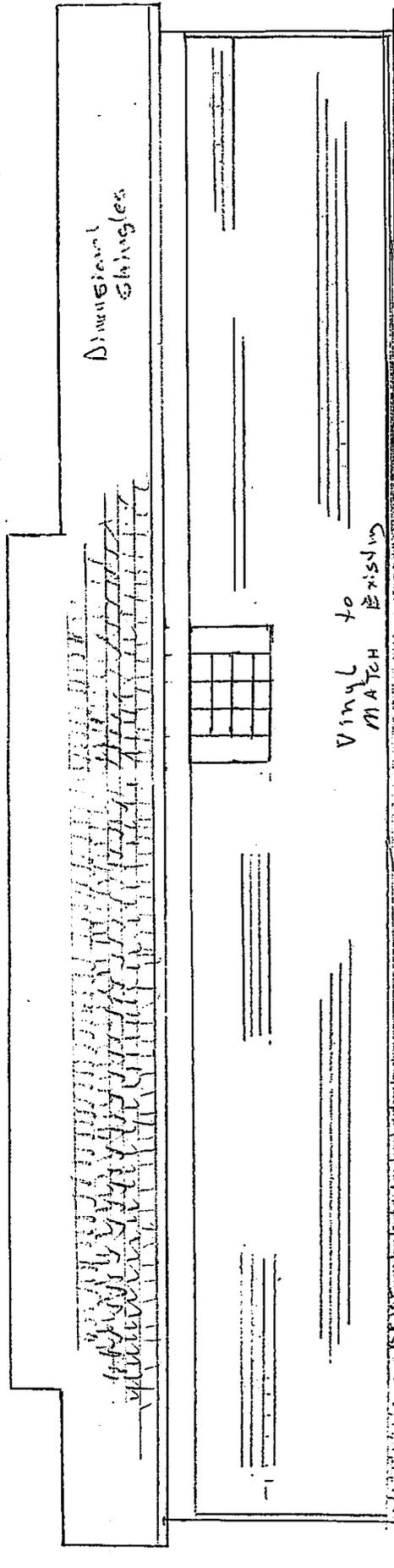


240 14th St. NW



Rear Elevation

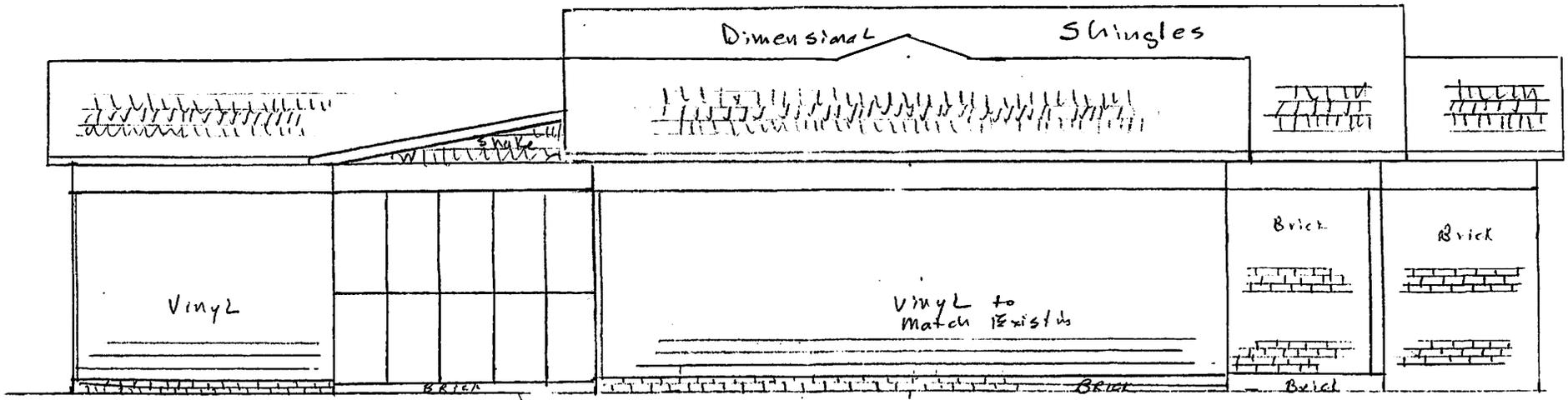
1



Dining Room Shingles

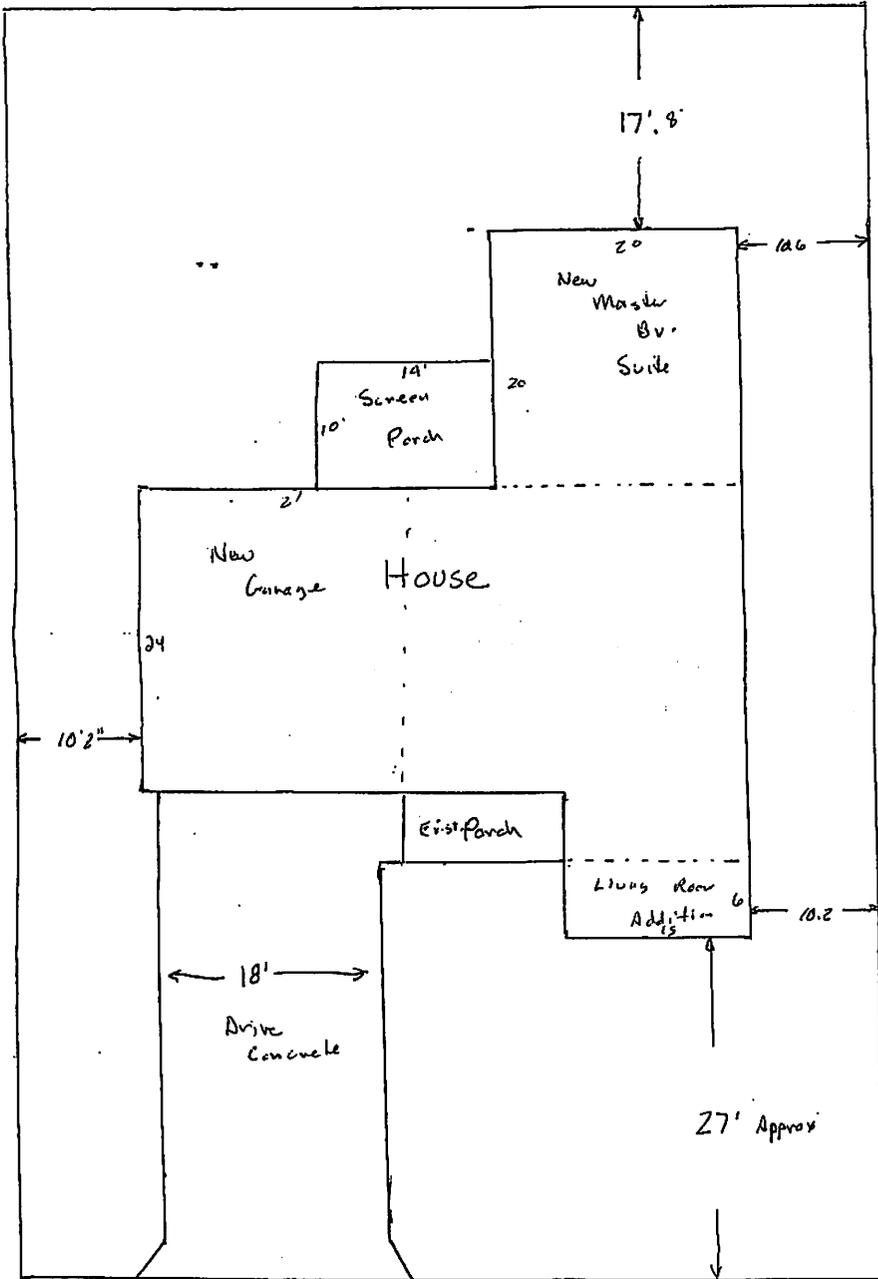
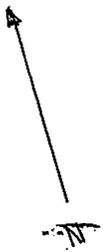
Vinyl to MATCH Existing

E 1st View



West View





14th Street +

# CLEVELAND HISTORIC PRESERVATION COMMISSION

## Certificate of Appropriateness

For,

240 14th Street NW

Applicant: Dee Burris Date: October 1, 2019 Parcel ID: 49L C 026.00

The Cleveland Historic Preservation Commission Pursuant to the Cleveland City Code, Title 14 (Ordinance 2004-07) has approved the following work: addition to the existing structure and new concrete driveway.

All work must meet the Design Guidelines as approved by the Historic Preservation Commission. If plans change, a new application will be required.

Chief Building Official