

**Cookeville Historic Zoning Commission**

**July 8, 2025**

**5:00 P.M.**

- (1) Consider for approval the minutes of April 8<sup>th</sup>, 2025.
- (2) Consider for approval a Certificate of Appropriateness for a new deck/patio addition to the existing single-family residence located at 531 North Dixie Avenue in the North Dixie Avenue Historic District. Request submitted by Brent Staton.

*April 8<sup>th</sup>, 2025 Minutes*

**Cookeville Historic Zoning Commission**

**Minutes**

**April 8<sup>th</sup>, 2025**

**5:00 P.M.**

The Cookeville Historic Zoning Commission met on Tuesday, April 8<sup>th</sup>, 2025 at 5:00 p.m. in the Council Chambers, 45 East Broad Street, Cookeville, TN 38501.

**Members Present:** Lee Carney, Jenna Hillis, Judy Jennings, Cathy Lamb, Peter Metts & Susan Vandergriff.

**Members Absent:** None.

**Staff Present:** Haley Dickson, Christopher Phillips, Jon Ward, & Ken Young.

**Staff Absent:** None.

**Others Present:** Lindsay Pride, Adam Vandergriff, Brandy Parker

**Consider for approval the minutes of August 13<sup>th</sup>, 2024.** Judy Jennings made the motion to approve the minutes of August 13<sup>th</sup>, 2024. Susan Vandergriff seconded the motion, and the motion was carried unanimously. **Approved.**

**Election of Chairman & Vice-Chairman.** Susan Vandergriff nominated Cathy Lamb as Chairman and Jenna Hillis as Vice-Chairman. Judy Jennings seconded the motion and the motion carried unanimously. **Cathy Lamb elected Chairman & Jenna Hillis elected Vice-Chairman.**

**Consider for approval supporting the nomination of placement on the National Register, Ralph's Donut Shop, located at 59 South Cedar Avenue (Tax Map 053-G, Group F, Parcel 004.00). Request submitted by Rebecca Schmitt and Lane Tiller.** Mr. Christopher Phillips stated that the Tennessee Historical Commission has submitted a National Register draft nomination for Ralph's Donut Shop, located at 59 South Cedar Avenue, for consideration by the City of Cookeville Certified Local Government (CLG). The CLG program requires that the Historic Zoning Commission and the chief local elected official review all National Register Nominations within the city before they are presented to the National Register State Review Board. The nomination is scheduled to be presented at the May 16, 2025, State Review Board meeting.

**Analysis:** The Tennessee Historical Commission submission states that Ralph's Donut Shop is eligible for the National Register for the following reasons: "Ralph's Donut Shop is eligible for listing in the National Register of Historic Places for its local significance under criterion A for its association with events that have made significant contributions to the broad patterns of history within the Cookeville area. Established in a former grocery store and bus station in 1962, the shop quickly became a favorite among Cookeville residents, particularly college students who took advantage of the shop's 24-hour operating hours. Over time, Ralph's Donut Shop's fame has grown, and it is now almost universally acknowledged as one of Tennessee's best donut shops. The period of significance begins with the shop's establishment in 1962. It ends in 1975 at the default 50-year cutoff for National Register listing, but the shop's importance in the community is ongoing."

**Recommendation:** In the opinion of the Planning Department Staff, the request as submitted for the nomination of Ralph's Donut Shop to the National Register is appropriate and it is recommended that the Historic Zoning Commission fully endorse the nomination and, in addition, request that Mayor Laurin Wheaton as chief executive officer of the City of Cookeville also offer her endorsement.

Peter Metts made the motion to endorse the nomination as recommended by staff. Susan Vandergriff seconded the motion and the motion carried unanimously. **Approved.**

**Adjournment: 5:09 P.M.**

**Submitted for Approval**

**Submitted for Recording**

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*Haley Stevenson*  
Planning Assistant

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*Cathy Lamb, Chairman*  
Cookeville Historic Zoning Commission

### ***Item 3***

Consider for approval a Certificate of Appropriateness for a new deck/patio addition to the existing single-family residence located at 531 North Dixie Avenue in the North Dixie Avenue Historic District. Request submitted by Brent Staton.

APPLICATION FOR CERTIFICATION OF APPROPRIATENESS

Cookeville Historic Zoning Commission
Cookeville Regional Planning Commission

Certificate (File) No. \_\_\_\_\_ Date Filed: 6/13/2025

1. NAME OF APPLICANT: Brent D Staton
Address: 1135 S Walnut Avenue, Cookeville, TN 38501
Telephone (Day): 423-619-6282 Email: statonmd@gmail.com
Relationship to Owner: [ ] Lessee [ ] Contractor [ ] Architect [x] Other:
(explain) Owner

2. NAME OF OWNER: Brent D Staton
Address: 1135 S Walnut Avenue, Cookeville, TN 38501 Telephone: 423-619-6282
Email: statonmd@gmail.com

3. LOCATION OF PROPERTY (Address, Lot and Parcel No.):
531 N Dixie Ave

4. TYPE OF WORK:
A. [ ] Exterior alteration or repairs.
B. [x] New Construction: 1) [ ] Primary Structure; 2) [ ] Garage;
3) [ ] New Addition; 4) [x] Other: Deck/patio cover
attached to house
C. [ ] Demolition: 1) [ ] Whole Structure; 2) [ ] Part of Structure.
D. [ ] Relocation of Structure

5. DESCRIPTION OF WORK: (See page 2 of this application for additional information to be submitted with the application. A copy of all information which is submitted with an application must be retained by the Cookeville Historic Zoning Commission.)

6. SIGNATURE OF APPLICANT: \_\_\_\_\_
Date: \_\_\_\_\_

7. Return application to: Cookeville Historic Zoning Commission
P.O. Box 998
45 East Broad Street
Cookeville, TN 38503-0998

FOR STAFF USE ONLY

Date Received \_\_\_\_\_
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved as Modified \_\_\_\_\_
Date Acted On \_\_\_\_\_

### 1. EXTERIOR ALTERATION OR REPAIR

A. Check each work item for which approval is requested.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Architectural feature<br>(decorative ornamentation) | <input type="checkbox"/> Parking lot (paving,<br>entrance drive, landscaping)                                       | <input type="checkbox"/> Satellite dish                          |
| <input type="checkbox"/> Awning or canopy                                    | <input type="checkbox"/> Porch (columns, cornice, trim<br>railings, flooring, trelliswork,<br>steps, ornamentation) | <input type="checkbox"/> Security grilles on<br>windows or doors |
| <input type="checkbox"/> Curb Cut  | <input type="checkbox"/> Material changes (wood, brick,<br>metal, etc.)   | <input type="checkbox"/> Shutters                                |
| <input type="checkbox"/> Deck  | <input type="checkbox"/> Mechanical system unit   | <input type="checkbox"/> Sidewalks                               |
| <input type="checkbox"/> Door  | <input type="checkbox"/> Retaining wall   | <input type="checkbox"/> Siding                                  |
| <input type="checkbox"/> Fence   | <input type="checkbox"/> Roof (change in shape, features,<br>or materials)  | <input type="checkbox"/> Signs                                   |
| <input type="checkbox"/> Guttering   |   | <input type="checkbox"/> Solar collectors                        |
| <input type="checkbox"/> Light Fixture                                       |   | <input type="checkbox"/> Storm window/doors                      |
| <input type="checkbox"/> Masonry cleaning,<br>tuckpointing, or painting      |   | <input type="checkbox"/> Windows, skylights                      |
|  |   | <input checked="" type="checkbox"/> Other                        |

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If application is for a fence, include a site plan in addition to the information in item 1.
- 3) If material changes are proposed, please provide a description of them. The architect's specifications or brochures should suffice; however, the Commission may request samples of new materials.

2. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

### 3. DEMOLITION OF STRUCTURE

A. Describe the structure's condition and reason for demolition.

B. Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

### 4. RELOCATION OF STRUCTURE

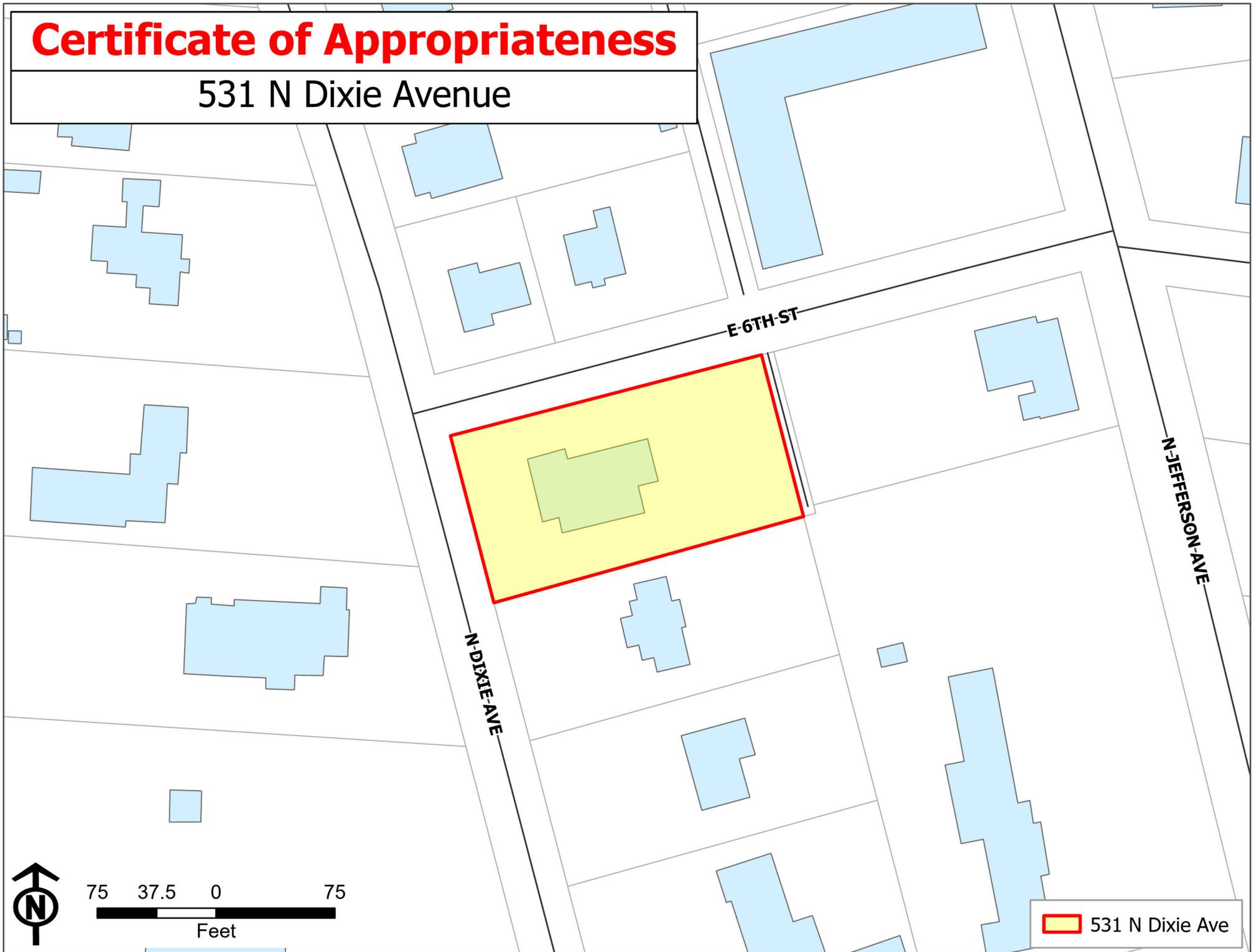
A. Explain what will be moved, why, and proposed changes.

B. If a building will be moved into a district from outside, include photographs.

C. Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

# Certificate of Appropriateness

531 N Dixie Avenue



# Aerial View

## 531 N Dixie Avenue

E 6TH ST

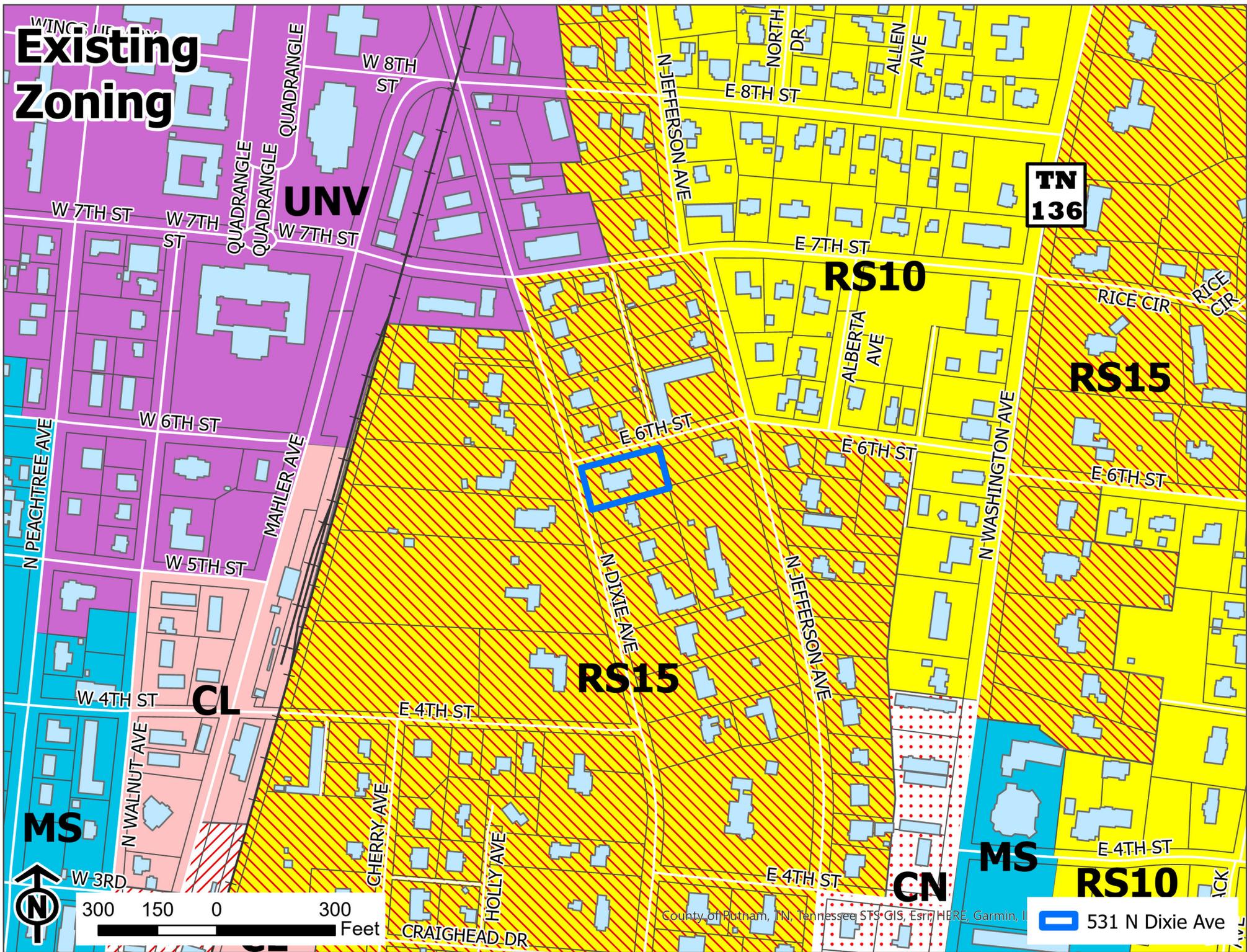
N DIXIE AVE



County of Putnam, TN, Tennessee STS GIS, Esri, HERE, Garmin, I

 531 N Dixie Ave

# Existing Zoning



TN  
136

UNV

RS10

RS15

RS15

CL

MS

MS

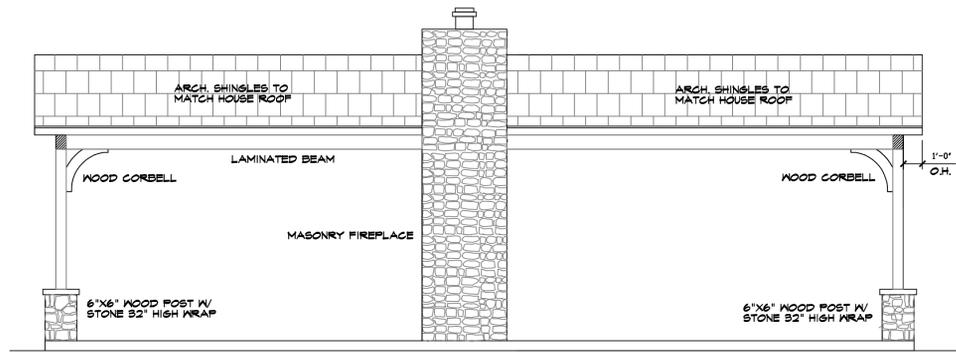
RS10

CN

531 N Dixie Ave

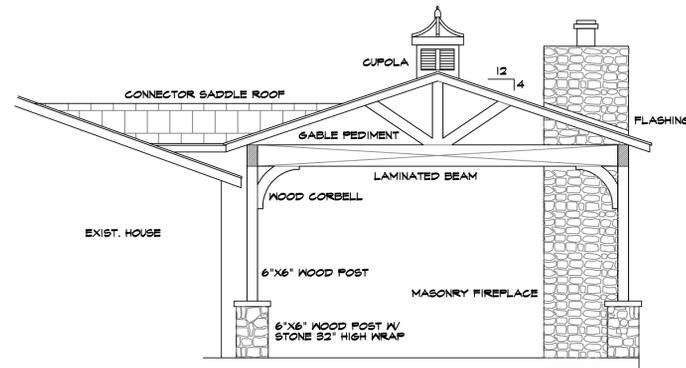
County of Putnam, TN, Tennessee STS GIS, Esri, HERE, Garmin, I





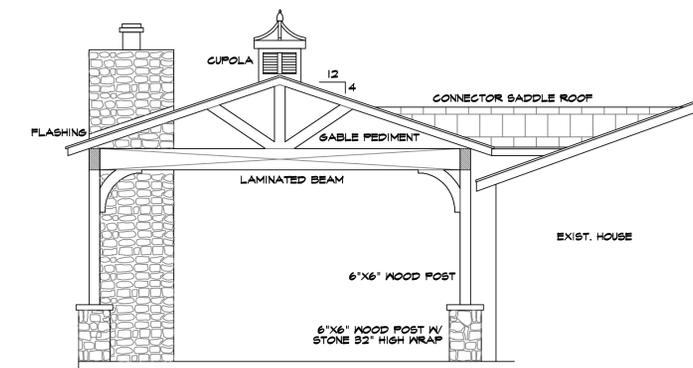
**RIGHT SIDE ELEVATION**

scale: 1/4" = 1'-0"



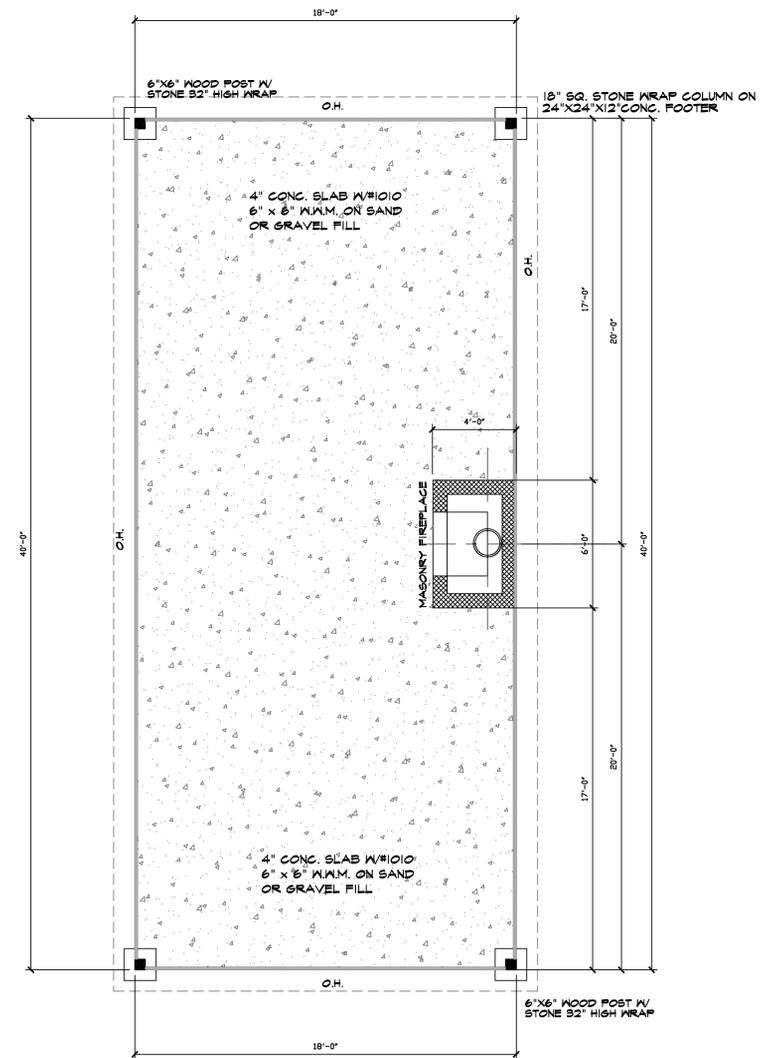
**FRONT ELEVATION**

scale: 1/4" = 1'-0"



**REAR ELEVATION**

scale: 1/4" = 1'-0"



**FLOOR PLAN**

scale: 1/4" = 1'-0"

Pergola Plans For:

Dr. Brent Staton  
531 North Dixie Ave.  
Cookeville Tennessee 38501

SHEET 1 OF 1

SIGNATURES:

DWN BY: den DATE: 04/22/2025  
THIS SHEET: FLOOR/ELEVATIONS

SHEET:  
FLR/ELEVATIONS

A-1