

Cookeville Historic Zoning Commission
October 14, 2025
5:00 P.M.

Recognition of Ralph's Donut Shop being placed on the National Register of Historic Places

- (1) Consider for approval the minutes of July 8th, 2025.
- (2) Consider for approval a Certificate of Appropriateness for the construction of 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.

July 8th, 2025 Minutes

Cookeville Historic Zoning Commission

Minutes

July 8th, 2025

5:00 P.M.

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

Members Present: Megan Atkinson, 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: Diana Lynch, Bill & Paula Haberkamp, Scott & Sherri Lytal, Dr. Brent Staton, T. Webb, Will & Shirley Barnhart, Marcia Donovan, Mary Beth Elrod

Consider for approval the minutes of April 8th, 2025. Judy Jennings made the motion to approve the minutes of April 8th, 2025. Susan Vandergriff seconded the motion, and the motion was carried unanimously. **Approved.**

Consider for approval a Certificate of Appropriateness for the construction of 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. Mr. Jon Ward stated that Property owner Brent Staton has submitted a Certificate of Appropriateness to allow the construction of a covered deck/patio addition to the existing single-family residence located at 531 North Dixie Avenue, which is located within the North Dixie Avenue Historic District. The property is zoned RS-15, "Single-Family Residential."

The petitioner is requesting the board consider allowing the deck/patio addition to the existing residence that is currently under construction. Plans have been submitted depicting a covered deck/patio located on the south side of the existing principal structure. The addition will consist of a covered open space with a brick fireplace and chimney. The finished addition will have a cupola, and the addition will be connected to the principal structure by a connector saddle roof. The materials, including the brick and shingles, will match the principal structure. The posts for the addition will match the existing posts on the existing structure. The addition is located to the rear of the original principal structure.

The Design Guidelines for the North Dixie Avenue Historic District Section VII "Guidelines for Additions" state that additions should be compatible with the massing, size, scale, materials, and architectural features to protect the historic integrity of the property and its environment. The Guidelines note that one of the principal qualities of creating architectural significance is, "stylistic variety." The Guidelines, "seek to protect and enhance this quality by encouraging alterations and additions that consider each structure as an individual entity with personality of its own."

Section VII of the Design Guidelines note,

1. New additions shall not destroy historic materials that characterize the property
2. The new work generally shall be compatible with the massing, size, scale, materials, and architectural features to protect the historic integrity of the property and its environment.

The addition did not involve the destruction of any historic materials, and is compatible with the size, scale, and massing of the property and similar accessory structures and additions within the North Dixie Avenue Historic District. The Planning Division has identified accessory structures and additions along North Dixie that are comparable to the proposed addition. The materials are proposed to match the existing structure.

Section VII.A. notes,

1. Additions shall resemble the same period as the existing structure.
2. Material and pitch of roof shall be compatible with existing structure.

3. The scale of additions shall be compatible with, not overpowering, the existing structure.
4. Additions shall be located to the rear, if at all possible, or to the side of the existing structure.
5. The number, size, and glazing pattern of apertures shall be consistent with the existing structure and surround structures.
6. Original front setbacks from the street shall be maintained.

The roof pitch and materials will match the existing structure, the scale of the addition does not overpower the existing structure, the addition is located to the rear and side of the existing structure, and the front setback to North Dixie is maintained with the addition. Illustration 7 of the Guidelines depicts the scale of a recommended addition.

Section VII.B. states,

1. Building materials shall be similar to those employed historically.
2. Acceptable roofing materials: Batten seam roofing materials, composition roofing shingles, slate shingles, ceramics, and other materials with approval.
3. Acceptable siding materials: Brick, wood lap siding, stone, stucco or modern substitutes. Vinyl may be approved if care is taken to use historically sized sections, etc.
4. Foundations shall be compatible with existing structural foundations if possible.
5. Chimneys shall be of masonry construction.

The building materials for the addition will consist of wood, brick, and stone. The shingles will match the existing structure, and the chimney will be of masonry construction.

Analysis: The Zoning Code provisions for the Historic Zoning Overlay District require that certain determinations be made in evaluating an application for a Certificate of Appropriateness. These are as follows:

- The proposed action is in harmony with the intent of the HS District.
- The proposed action would complement other structures within the HS District.
- The proposed action complies with the “Standards for Rehabilitation” as promulgated by the Secretary of the Interior and the applicable standards for new construction.

Section 232.7H of the Zoning Code states, “If the Commission does not answer the required questions affirmatively, then it shall either deny the certificate of appropriateness or grant it subject to the conditions as may be required in order to permit an affirmative answer to the required questions.”

The Historic Commission Guidelines require the Commission to find that the proposed addition is in harmony with the intent of the Historic District. Further the guidelines provide that setbacks should be respected and maintained if possible and the Certificate of Appropriateness shall not be issued if a building permit application is denied.

The structure was erected without a building permit, and the roof was constructed over the weekend. The City denied a building permit application that was submitted retroactively for the covered pavilion. The permit was denied due to the structure not meeting requirements of the Zoning Code. Specifically, the structure did not receive approval for a Certificate of Appropriateness, the structure does not meet the required building setbacks, and the structure does not meet the separation requirement for an accessory structure from the principal structure. The proposal has been modified to attach the roof structure to the principal structure, which would not require separation from the principal structure. From measurements made by the Codes Division, the covered patio encroaches into the side setback by 2 feet 5 ½ inches. Attorneys for the petitioner have submitted a letter with the BZA application stating that the structure encroaches three (3) to four (4) inches into the side yard setback. The exhibit depicts the property line measurement taken in front of the location of the covered pavilion. The retaining wall appears to get closer to the property line where the structure is located. Our Codes Division has determined that the measurement

does not account for the leading vertical edge of the roof overhang, which encroaches an additional four (4) inches into the setback. No survey depicting the location of the patio in respect to the southern/side property line has been provided. The petitioner has submitted a request to appeal the denial of the permit and a variance to reduce the side yard setback to allow for the addition. The Board of Zoning Appeals is scheduled to hear the variance request at the July 10, 2025, meeting.

A Certificate of Appropriateness cannot be issued for the covered patio due to the setback encroachment and denial of the building permit. The proposal is not in harmony with the intent of the Historic District Guidelines due to the Zoning Code violations. Conditional approval could be considered subject to Board of Zoning Appeals hearing of a variance.

Recommendation: Denial of the Certificate of Appropriateness

Susan Vandergriff inquired about the stop work order issued for the structure.

Jon Ward explains that the stop work order was issued because the structure was constructed without a building permit.

Dr. Staton, the property owner, commented on the setback encroachment and the possibility of trimming back the structure if necessary.

Bill Haberkamp expresses concerns about unresolved issues on the property, such as the front yard and pool fence, and suggests a comprehensive plan for the entire property.

Jon Ward reiterated the need for the proposed addition to be in harmony with the historic district's guidelines and the zoning code. The commission is advised to consider the setback encroachment and zoning code issues subject to the board of zoning appeals' hearing.

Marcia Donovan requests a review of the original pictures of the house to appreciate the efforts made to preserve its historic character.

Chairman Lamb suggests that Dr. Staton should gather all necessary information and return for any further requests.

Peter Metts made the motion to deny the request as recommended by staff. Susan Vandergriff seconded the motion and the motion carried unanimously. **Denied**

Adjournment: 5:28 P.M.

Submitted for Approval

Submitted for Recording

Haley Stevenson
Planning Assistant

Cathy Lamb, Chairman
Cookeville Historic Zoning Commission

Item 3

Consider for approval a Certificate of Appropriateness for the construction of 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: 9/16/2025

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. [x] Exterior alteration or repairs.
B. [] New Construction: 1) [] Primary Structure; 2) [] Garage;
3) [] New Addition; 4) [] Other:
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
(decorative ornamentation) | <input type="checkbox"/> Parking lot (paving,
entrance drive, landscaping) | <input type="checkbox"/> Satellite dish |
| <input checked="" type="checkbox"/> Awning or canopy | <input type="checkbox"/> Porch (columns, cornice, trim
railings, flooring, trelliswork,
steps, ornamentation) | <input type="checkbox"/> Security grilles on
windows or doors |
| <input type="checkbox"/> Curb Cut | <input type="checkbox"/> Material changes (wood, brick,
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,
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,
tuckpointing, or painting | | <input type="checkbox"/> Windows, skylights |
| | | <input 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

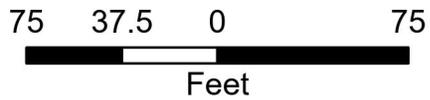
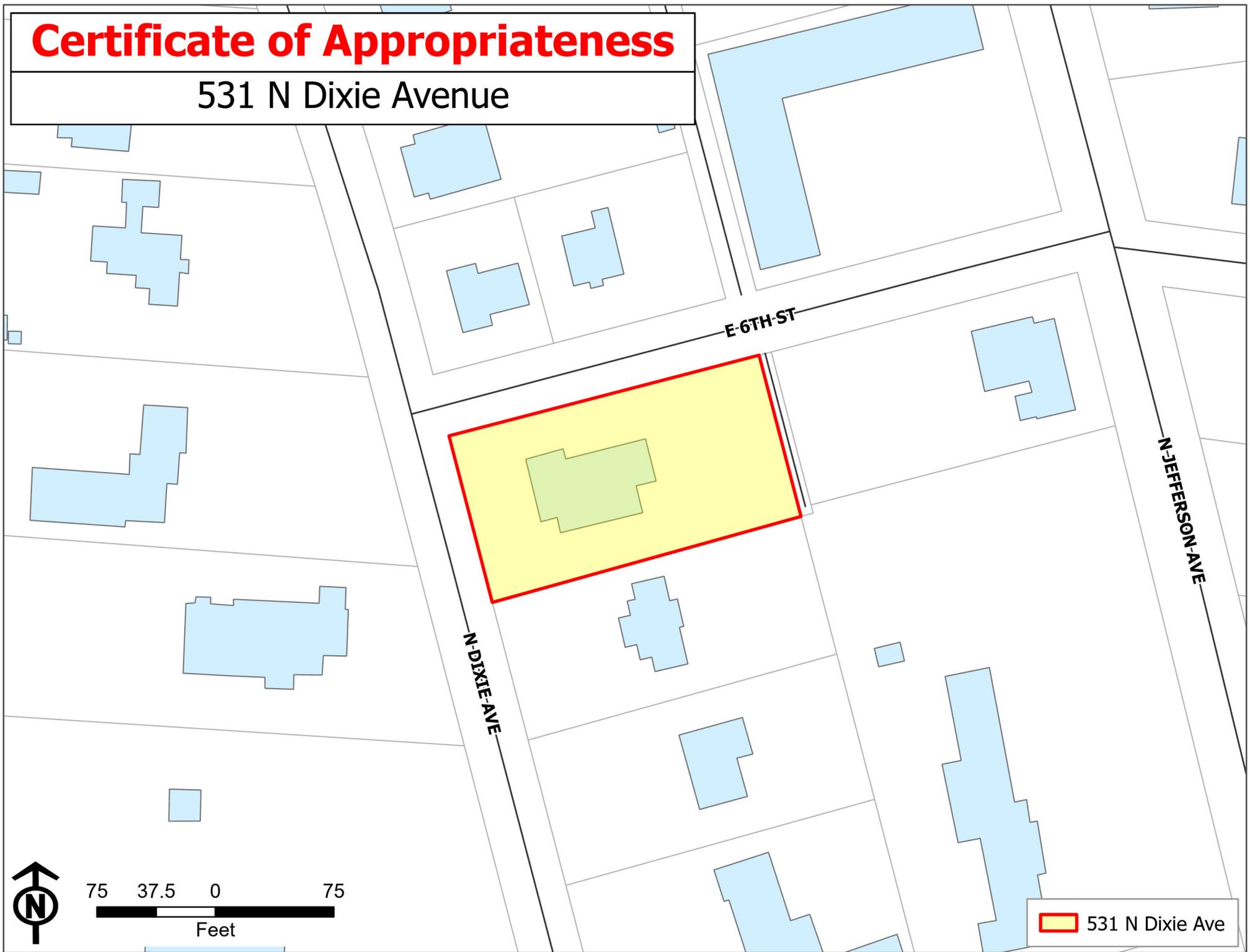
A. Explain what will be moved, why, and proposed changes.

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



 531 N Dixie Ave

Aerial View

531 N Dixie Avenue

E 6TH ST

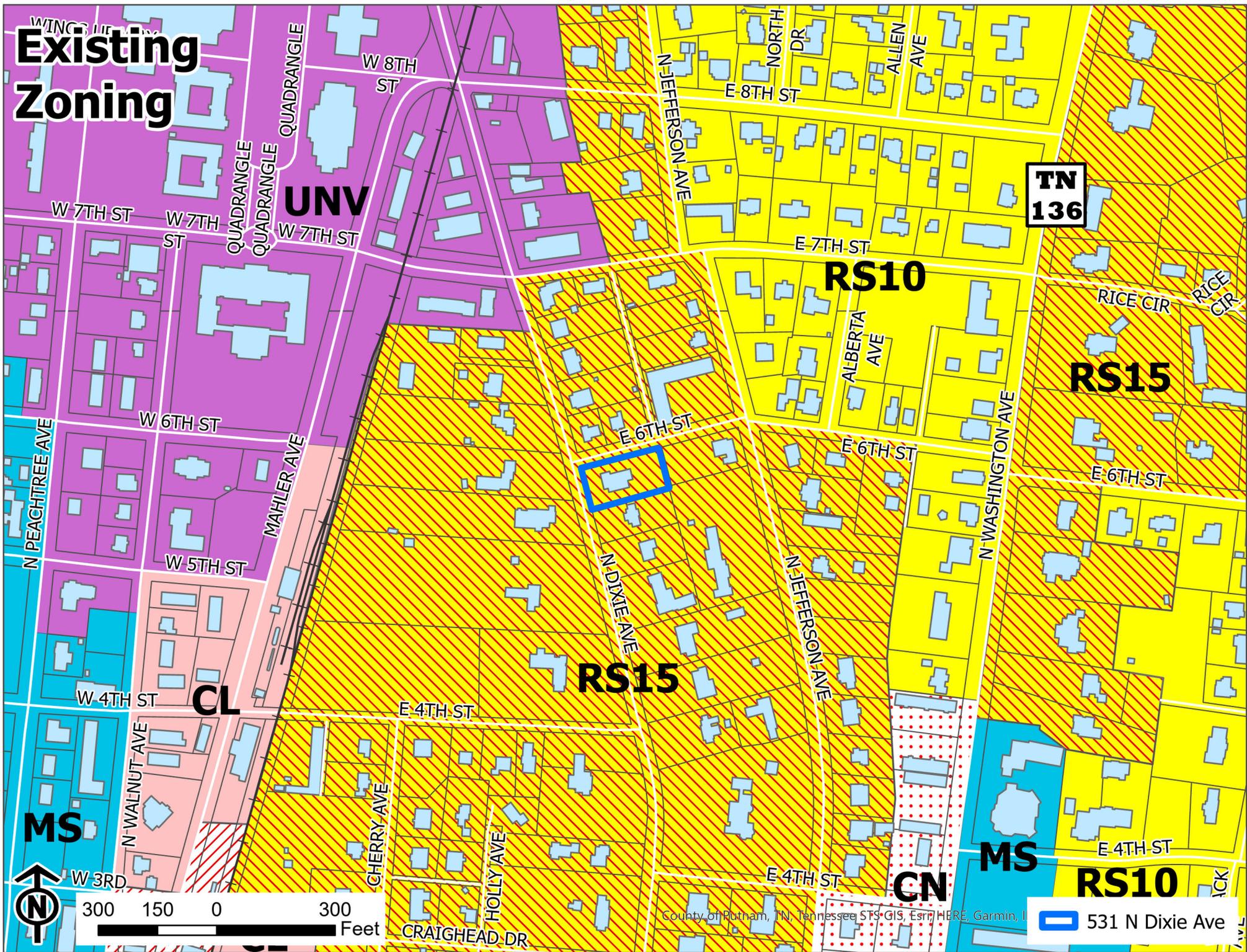
N DIXIE AVE



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

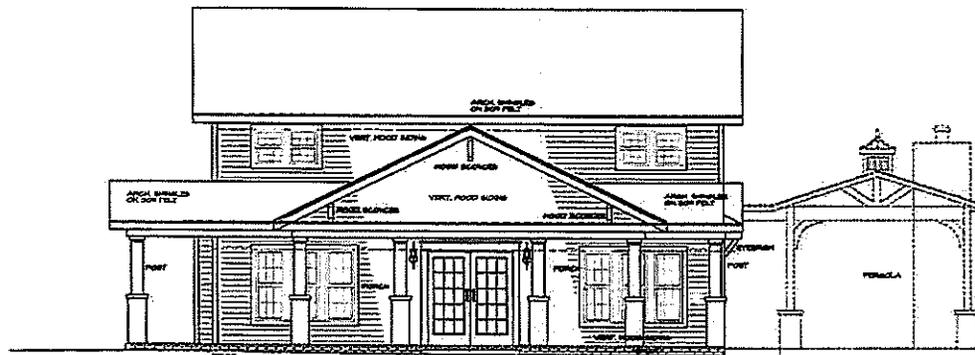
531 N Dixie Ave

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"

REVISIONS

1	2	3	4	5
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House Plans For:
DR. BRENT STATION
 DIXIE AVE.
 Cookeville Tennessee

SHEET 1 OF 1

DATE: 09-13-2025

THIS SHEET: REVISED ELEVATION

SHEET:
 ELEVATION
 ADDED EYEBROW

A-1