

Nashville Historic Zoning News

An occasional newsletter published by the Metropolitan Historic Zoning Commission

Winter 2003

■ HOW TO

Mysteries of Preservation Permits Revealed!

For property owners in historic and conservation zoning districts, the most confusing aspect of the overlay is often how to obtain a permit when one decides to do work. Just like building permits, preservation permits must be displayed on your property any time that you do work that is reviewed under your district guidelines. Here, the MHZC staff offers a step-by-step guide to what happens during the preservation permit application process. With a minimum of advance planning, you can navigate it with ease.

BEFORE YOU DO ANY WORK

1. Call the MHZC at 862-7970 to obtain an application and to make an appointment to meet with the staff. If you don't have a copy of your district's design guidelines handy, request one now. The guidelines are a rule book that describes in detail what work is allowed and how to maintain the historic quality of buildings in your district.

Staff members will meet with you at your site to discuss your project, answer any questions about historic or conservation zoning, and advise you as to whether or not your plans will meet the design guidelines. The staff can assist you in making your plans meet the guidelines and will provide advice on request.

It's always a good idea to make a quick phone call to determine if a preservation permit is necessary for what

you plan to do—and much easier than correcting a possible violation later on.

ONCE YOU HAVE PLANS READY

2. Submit your completed application by the filing deadline: the second Tuesday of the month.

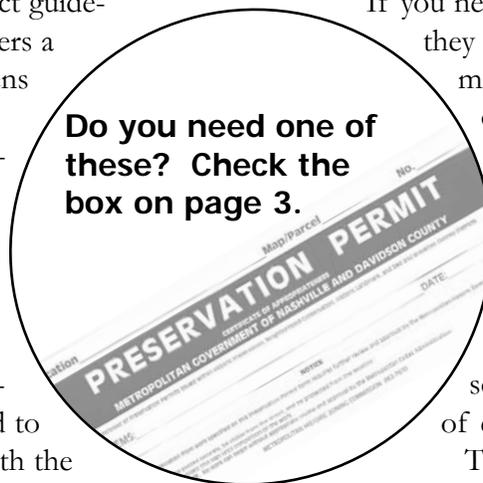
If you need to include drawings, make sure they are to scale. The staff will determine whether a preservation permit can be issued immediately or if the work requires referral to the commission.

If the work requires referral to the commission, it will be placed on the agenda of the next meeting. Regular meetings are scheduled for the third Wednesday of every month.

The Metropolitan Historic Zoning Commission is a volunteer board of nine citizens appointed by the Mayor. The composition of the commission is dictated by ordinance (see page 2). Although our staff members can advise you whether they think your project meets the guidelines, the commissioners have the final decision-making responsibility for preservation permits.

You are welcome to attend the meeting if your project needs to be reviewed by the commission, but attendance is not necessary. The staff member working with you will let you know what the commissioners decided and, if your application was approved, will issue the preservation permit within 24 hours.

Do you need one of these? Check the box on page 3.



WHEN YOU RECEIVE A PRESERVATION PERMIT

3. Take the preservation permit to the Department of Codes Administration when you apply for a building permit. Officials at Codes will review your plans for compliance with regular zoning and building code regulations—applicable whether or not your property is in a historic zoning district.

Permit fees (the amount charged depends on the type and value of work to be done) will be charged to you then. There is no fee for a preservation permit. The Codes Department is located on the second floor or the Metro Howard Office Building at 700 Second Avenue South.

For permits to remain valid, work must begin within six (6) months of the date of issue.

WHILE YOU ARE DOING WORK

4. Display the permit. If problems arise in the course of your project that you think will require changes to your plans, materials, dimensions, etc., call the MHZC staff immediately. Your permit is valid only for the work as described in your application, and changes could result in a violation.

Making changes to your permit is often quick and easy. The staff will guide you through making any necessary amendments to your permit.



COMMISSION NEWS

Who's Who on the MHZC

The nine volunteer members of the Metro Historic Zoning Commission are appointed by the Mayor and serve five-year terms. The term length and overall composition of the board is set by Metro ordinance. Thus, the following are always represented on the commission, all of whom must be Davidson County residents:

- an architect
- a member of the Metro Planning Commission
- a member of the Metro Historical Commission
- two residents of historic or conservation districts
- a Second Avenue Historic District property owner
- a representative whose principal place of business is the Second Avenue Historic District or who owns property there
- two members from the community at large.

The commissioners meet at 1:30 p.m. the third Wednesday of every month at the MHZC offices to review preservation permit applications. Applications should be received by the preceding Tuesday to be included in the current month's agenda.

PRESERVATION SPEAK

When is a district "historic"?

Two types of districts are considered historic in Nashville. Their designations come from different levels of government and have different results for property owners. Most historic zoning districts are designated both ways.

Historic and conservation zoning districts are a local zoning classification or overlay. These districts are designated by Metro Council, have design review controls, and are administered by the MHZC. Although the overlay requires MHZC review of certain exterior changes, it has no effect on land use or the base zoning of the area.

Districts listed in the National Register of Historic Places do not enact design review restrictions as a result of listing. The Register honors significant historic properties but cannot ensure their preservation in the same way a local historic zoning district overlay can, though it affords a review of effects from federal projects. National Register designation also offers access to the federal rehabilitation tax credit.

For more information, see www.cr.nps.gov/nr and www2.cr.nps.gov/workingonthepast

FEEDBACK

Do you have an email address? Please send it to us! We would like to include you as we make our newsletters available in electronic form.

Write to:
terri_johnson@metro.nashville.org

■ WHO ARE WE?

Staff Contacts at Your Service

The MHZC is served by the same staff as the Metropolitan Historical Commission. Three staffers are primarily responsible for assisting property owners in the districts and issuing preservation permits.

Tim Walker is Historic Zoning Administrator. Tim has worked with the districts since 1996 and is also responsible for design review of projects located in MDHA's redevelopment districts. Tim helps interested neighborhood organizations pursue new historic and conservation overlays.

George Gause, a landscape architect with a master's degree in historic preservation from Ball State University, works with all the historic zoning districts and assists property owners with preservation permit applications. George joined the staff in 1998.

Our newest staff member, **Fred Zahn**, joined the office in October. Fred is a sculptor and has worked for several years in restoration contracting. He now brings his hands-on preservation skills to the MHZC to assist property owners with preservation permit applications.

When you call the MHZC for technical assistance or apply for a permit, Tim, George, or Fred can answer your questions and arrange to meet with you to discuss your project.

When is a Preservation Permit required?

Type of Work	Historic Zoning	Conservation Zoning
New Construction		
Primary building	✓	✓
Outbuilding	✓	✓
Additions	✓	✓
Demolition (in whole or part)	✓	✓
Relocation	✓	✓
Exterior Repairs and Alterations		
Architectural details	✓	
Awning and canopies	✓	
Curb cuts	✓	
Decks	✓	
Doors	✓	
Fences	✓	
Fire escapes	✓	
Gutters	✓	
Light Fixtures	✓	
Masonry repointing, cleaning, or painting	✓	
Maintenance	✓	
Materials changes	✓	
Mechanical systems	✓	
Parking	✓	
Porches	✓	
Public right-of-way improvements	✓	
Roofs	✓	
Satellite dishes	✓	
Sidewalks	✓	
Siding	✓	
Signs	✓	
Skylights	✓	
Solar collectors	✓	
Stairs/Steps	✓	
Storm windows, doors, security grilles	✓	
Swimming pools	✓	
Windows	✓	

This list includes the most common work requests in historic zoning districts but is not comprehensive. Before you begin work, call the MHZC at 862-7970 to determine if what you plan requires a preservation permit.



Metropolitan Historic Zoning
Commission

Bill Purcell, Mayor
Ann Roberts, Executive
Director

Board of Commissioners
Ann Eaden, Chair
Allen DeCuyper, Vice Chair
David Ewing
Ron Gobbell
Gary Hawkins
Mac McDonald
Cori Morris
Ann Nielson
Judy Turner

Did you know that Union Station is one of fifteen Local Landmark Districts in Nashville? These properties, most of which are in Metro ownership, are protected by the same type of design review as historic zoning districts. An extensive renovation of the station's concourse by Wyndham Hotels has replicated its historic appearance while replacing and reinforcing structural members to meet modern codes requirements. Work is expected to be complete this spring.

The Historical Commission does not discriminate on the basis of age, race, sex, color, religion, national origin, or disability in admission to, access to, or operations of its programs, services, or activities. The Historical Commission does not discriminate in its hiring or employment practices. For questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act, contact: Terri Johnson, MHC, 209 Tenth Avenue South, Suite 414, Nashville, TN 37203, (615) 862-7970. Inquiries concerning non-discrimination policies other than ADA compliance should be forwarded to: Susan Brumfield, Department of Human Resources, 222 Third Avenue, Suite 200, Nashville, TN 37201, (615) 862-6640.

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