

DESIGN GUIDELINES — City of Loudon, Tennessee

11-1002

I. HOW TO USE THIS MANUAL

The Loudon Design Guideline Manual is intended to provide the Loudon Historic Zoning Commission (LHZC) and residents of locally designated districts with guidelines for building rehabilitation, new construction, and other changes which would effect the overall appearance of Loudon's historic area(s). The manual provides information on rehabilitation methods and parameters for new construction and demolition to guide property owners in planning and designing their projects.

Legislation permitting Historic District Zoning in Tennessee was passed by the State Legislature in 1965. The purpose of this act was to promote the educational, cultural, and economic welfare of people of the State of Tennessee by enabling municipalities and counties to preserve and protect historic structures, areas, and districts which serve as visible reminders of the history and cultural heritage of the state and America.

Loudon's ordinance was adopted on Oct. 16, 1989. The ordinance created the Loudon Historic Zoning Commission which is made up of five members. Membership on the commission requires an architect, if available, member of the local planning commission, a representative of a local patriotic organization, and others interested in history and historic preservation. The commission is a part of city government and is responsible for overseeing certain changes within the community's historic districts and administering the Certificate of Appropriateness process.

THE DESIGN REVIEW PROCESS

No building permit for construction, alteration, rehabilitation, moving or demolition to be conducted within

the historic district shall be issued by the building inspector until the project has been submitted to and receives a written Certificate of Appropriateness (COA). Certificate of Appropriateness applications must be procured from the office of the building inspector which is located in City Hall. All applications are then referred by the building inspector to the commission. The commission can request detailed construction plans and related data such as photographs in order to make their review. In historic districts the commission may make determinations for the following actions:

1. Appropriateness of altering or demolishing any building or structure within the district.
2. Signs erected in the historic district.
3. Appropriateness of the exterior architectural features including signs and other exterior features of any new buildings and structures to be constructed in the district.
4. Appropriateness of exterior design of any new extension of any existing building or structure within the historic district.
5. Appropriateness of front yards, side yards, rear yards, off-street parking spaces, and location of entrance drives into property or sidewalks along the public right-of-way, which might affect the character of any building or structure in the historic district.
6. The general compatibility of exterior design, arrangement, texture, and material of the building or

structure in question and the relation of such factors to similar features of buildings in the immediate surroundings.

The commission may not make determinations regarding:

1. Exterior paint colors.
2. Interior arrangements or design as long as these arrangements or designs do not visibly effect the exterior appearance of a building or structure.

Applications for building permits for properties within the historic districts shall be made to the building inspector, and all such applications shall be referred directly to the commission. Upon receiving an application for a building permit, the commission shall, within thirty (30) days meet and consider the request. The commission shall then issue to the building inspector a letter stating its approval, approval with conditions, or disapproval with the grounds for disapproval detailed in writing. If the commission disapproves the application, a COA shall not be issued and the building inspector will so advise the applicant. The applicant may appeal the decision.

In addition to meeting the design guidelines in an historic area, properties are also subject to the regulations in Loudon's Zoning Ordinance. The zoning ordinance governs the use of properties and has standards for height, lot coverage, setback, signs, landscaping, and parking requirements.

Property owners must follow zoning requirements in addition to design guidelines in historic areas. New construction and renovation must also follow regulations set forth in the Standard Building Code. This code specifies requirements for electrical and plumbing work, fire exits, building construction techniques, and other aspects of renovation and construction. Property owners must also

meet these regulations before being issued a building permit. Where there are conflicts between the Standard Building Code and historic preservation guidelines the building inspector may use his or her judgement to resolve the situation.

Meetings of the LHZC are held on a regular monthly basis and are advertised by the city. The chair of the LHZC may, when deemed necessary, call and designate a special meeting for the purpose of transacting any business designated in the call.

HOW TO APPLY FOR A COA

1. Applications may be received when applying for a building permit at the building inspector's office in city hall. Property owners will be given a Certificate of Appropriateness application form and informed as to the next meeting date of the LHZC.
2. Minor changes to a building shall require completion of the form with a description of the proposed work.
3. Major rehabilitation work and new construction shall require drawings, photographs, plans, and other documentation to fully illustrate the property and the proposed work. In many instances this documentation can be completed by the property owner and not require the assistance of contractors or architects. COA documentation must be submitted along with the completed COA form to the building inspector's office.
4. If a project's documentation is deemed sufficient by the building inspector the COA application is then submitted to the LHZC at their next scheduled meeting. The applicant shall appear before the commission to make his or her request. If

documentation is considered to be insufficient property owners will be notified and informed of what additional information may be necessary.

5. COA applications are reviewed monthly by the Loudon LHZC which can approve, approve with conditions, or disapprove applications. The applicant may appeal the decision. The commission may also delay action on an application so that further information or documentation may be presented.

WORK WITHOUT BOARD APPROVAL

If a property owner undertakes work without receipt of an approved Certificate of Appropriateness or building permit, a stop work order may be issued by the building inspector. The property owner shall then be required to document the work and state why a COA application or building permit was not previously applied for. Completion of a COA application and review may then be required by the commission. COA applications approved by the commission must be followed. If the actions specified in the COA application are not followed an owner may face fines and penalties as outlined in the zoning ordinance.

THE DESIGN REVIEW PROCESS

