

**RESOLUTION 2014-18**  
**A RESOLUTION AUTHORIZING THE ADOPTION AND IMPLEMENTATION OF**  
**AMENDMENTS TO THE HISTORIC DISTRICT DESIGN GUIDELINES, AS**  
**PERTAINING TO CERTIFICATE OF APPROPRIATENESS EXTENSIONS**

**WHEREAS**, the City of Franklin has long been recognized as a community that values historic preservation; and

**WHEREAS**, the City of Franklin recognizes the importance of historic structures, landmarks, and buildings in the development of plans and standards of this community and, in the values expressed in the day-to-day lives of its residents; and the City of Franklin Historic District Design Guidelines are intended to provide the Franklin Historic Zoning Commission (HZC), residents of the City of Franklin's local historic district, and managers of other properties governed; and

**WHEREAS**, the City of Franklin Historic District Design Guidelines are intended to provide the Franklin Historic Zoning Commission (HZC), residents of the City of Franklin's local historic district, and managers of other properties governed by the HZC with guidelines for building rehabilitation, new construction, and other changes that would affect the overall appearance of Franklin's historic areas; and

**WHEREAS**, the City of Franklin approved a historic preservation ordinance in 1986 and, in 1991, the Franklin Design Guidelines Manual was adopted. This manual provides information on the design review process and recommended guidelines for property owners. The guidelines in the manual are administered by the HZC in their review of actions affecting historic properties within all the overlay zones in the City; and

**WHEREAS**, the HZC issues Certificates of Appropriateness to proposals it reviews and approves in light of Franklin Historic District Design Guidelines, and those Certificates of Appropriateness are valid for one year from their approval date;

**WHEREAS**, at its February 10, 2014 meeting, the HZC voted to favorably recommend an update to the guidelines to address Certificate of Appropriateness time limits, specifically by defining a Certificate of Appropriateness extension policy; and

**WHEREAS**, the updated City of Franklin Historic District Design Guidelines remain in accordance with principles and recommendations set forth by the National Park Service. The National Park Service, United States Department of the Interior, is the federal agency responsible for the national program of historic preservation. It also sets professional guidelines for historic preservation which are used by state and local preservation programs.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Franklin, Tennessee, that upon the endorsement from the City of Franklin Historic Zoning Commission and the Franklin Municipal Planning Commission, the amendments to the City of Franklin Historic District Design Guidelines as shown in Appendix A are hereby adopted.

**IT IS SO RESOLVED AND DONE** on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

CITY OF FRANKLIN, TENNESSE

By: \_\_\_\_\_  
Eric S. Stuckey  
City Administrator

By: \_\_\_\_\_  
Dr. Ken Moore  
Mayor

HISTORIC ZONING COMMISSION RECOMMENDED APPROVAL: 2/10/14

PLANNING COMMISSION RECOMMENDED APPROVAL: 2/27/14

BOMA PASSED: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Kristen L. Corn, Staff Attorney

## Appendix A –

### Amendments to Historic District Design Guidelines, As Pertaining to Certificate of Appropriateness Extensions

#### Verbiage Proposed to be Added

Page 5:

- **Certificate of Appropriateness Time Limits**

**The approved scope of work, as specified on each COA, must either be completed within one year of the COA approval, or an application for a Building Permit shall be applied for and approved within one year of the date of the COA approval. Otherwise, the COA shall become invalid. Permitted timeframes do not change with successive owners.**

**Two COA extensions may be granted. The first COA extension may be granted by the Preservation Planner or the Planning & Sustainability Director, upon written request and submittal of one (1) set of plans by the applicant, if the approved work specifications have not changed. A second COA extension may only be granted by the Historic Zoning Commission, if the applicant can show good cause. An applicant must submit the plans through the regular monthly COA application review process for consideration by the Historic Zoning Commission for a second COA extension request. Each COA extension request is for six months. The two requests shall not be submitted or granted simultaneously. A COA extension shall be requested prior to the original expiration date or the expiration of the first extension. All dates are calculated from the original approval date.**

**If an applicant desires to amend a project's approved work specifications as defined by an approved COA, the amendment must be reviewed as a new COA application by the Historic Zoning Commission unless it otherwise qualifies for administrative review.**



HISTORIC  
FRANKLIN  
TENNESSEE

ITEM #11  
WRKS  
03/11/14

## MEMORANDUM

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March 3, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator *Eric*  
Vernon Gerth, Assistant City Administrator for Community and Economic Development  
Catherine Powers, Planning and Sustainability Director  
Amanda Hall, Preservation Planner

SUBJECT: Resolution 2014-18, A resolution authorizing the adoption and implementation of amendments to the Historic District Design Guidelines, as pertaining to Certificate of Appropriateness extensions

### **Purpose**

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information regarding a resolution to amend the Historic District Design Guidelines to adopt a Certificate of Appropriateness (COA) extension policy.

### **Background**

The proposed resolution was favorably recommended to the BOMA by a unanimous vote (7-0) at the February 27, 2014, Franklin Municipal Planning Commission (FMPC) meeting. On February 10, 2014, the Franklin Historic Zoning Commission (HZC) recommended that the revisions proposed in Appendix A be made to the Franklin Historic District Design Guidelines.

With this Guidelines amendment, no existing changes are proposed, but a new policy addressing extensions for COAs is proposed. COAs are valid for one year from the approval dates. In an effort to provide more flexibility to applicants, the proposed policy allows up to two six-month COA extensions to be granted, with all dates calculated from the original approval dates. The COA extension policy is largely consistent with the Site Plan time limits policy defined in the Franklin Zoning Ordinance.

This resolution was recommended unanimously (7-0) by the Planning Commission at the February 27, 2014, FMPC meeting.

### **Financial Impact**

Not applicable to this item.

### **Options**

The Board could approve, amend, or decline the proposed amendment.

### **Recommendation**

Approval of Resolution 2014-18 is recommended.