

*Official Minutes*  
**McKENZIE HISTORIC PRESERVATION COMMISSION**  
**February 2, 2011 MEETING MINUTES**  
**McKenzie City Hall @ 5:30 PM**

**I. Call to Order/Establishment of a Quorum**

Meeting called to order by Chairperson Robb and a quorum was established.

All members of the Historic Preservation Commission were present except Commissioner Dillon.

Members of the Historic Preservation Commission are: Chairperson Dean Robb, Vice-Chairperson Ed Dillon, Secretary Keith Priestley, Commissioners Lisa Norris, Jessie Townes, Ken Mitchum and Mayor Jill Holland.

**II. Election of Officers**

The election of officers was chaired by Renee Tavares, Historic Preservationist with SWTDD as required by the commission by laws.

Motion was made by Commissioner Priestley, seconded by Commissioner Norris to use the elected commissioners of the Planning Commission Board. The motion passed.

Note: Chairperson Dean Robb, Vice Chairperson Keith Priestley, Secretary Lisa Norris

**III. Approval of Agenda**

Motion was made by Commissioner Norris, seconded by Commissioner Priestley, to approve the agenda. The motion passed.

**IV. Reading and Approval of the Minutes**

Motion was made by Commissioner Priestley, seconded by Commission Townes, to approve the minutes of the December 8th, 2011 meeting. The motion passed.

**V. Old Business**

**A. Status of the Request for Proposal – Tennessee Historic Commission Grant-Renee Tavares**

**Discussion:**

Renee Tavares, Historic Preservationist with SWTDD reported to the commission that she was notified from Steve Rogers, State Federal Grant Preservationist that we could proceed and open the RFP's that were submitted to the City of

McKenzie seeking consultant assistance in preparing new design guidelines that will be applicable to the Historic District of McKenzie.

Mayor Holland opened the two (2) submitted RFP's. The names of the two companies were A2H-Askew Hargrove Harcourt & Associates Inc. and Thomason and Associates. The two RFP's were submitted within the time frame provided with the advertisement 4:00 P.M, January 27, 2012.

Tavares advised commissioners they will evaluate and score each written proposal. The scores will be per commissioners individually and the factors will determine the award to the best qualified firm based on the data submitted.

*Notes: The grant is 60/40..grant \$15,000.00 and is only to prepare written stand-alone design guidelines for historic preservation within the City of McKenzie's Historic District. Per Tavares.*

With much discussion Chairperson Robb asked commissioners to review the RFP as presented and discussion will be made at the agenda scheduled meeting February 9<sup>th</sup>, 2012 at 3:30.

**Action Taken:**

Action deferred until regular scheduled meeting February 23<sup>rd</sup> meeting based on scores from commissioners to whom the bid will be awarded.

**B. Any other properly presented business**

Chairperson Robb advised commission that Bethel University has requested permission for utilizing a sign that is not being used to advertise for their Physician Assistant Program. Robb stated the information was submitted to Cliff Wheelock, codes enforcer. Robb asked Wheelock's recommendation. Wheelock reported the information submitted meets all requirements of the sign ordinance and advised commission it is to be approved from Historic Commission and does not need to go before Planning Commission. He went on to express comments of an outstanding presentation from Bethel (Amy Thompson, Coordinator) which submitted the information to Wheelock. He recommended the sign be approved as submitted.

**Action Taken:**

Motion was made by Commissioner Norris, seconded by Mayor Jill Holland to accept the sign from the Bethel Physician Assistant Program as submitted. Motion passed. *Commissioner Keith Priestley abstained respectfully from voting on this item.*

**VI. New Business**

**A. Review of the McKenzie Historic Zoning Commission By-Laws – Renee Tavares**

**Discussion:**

Renee Tavares, Historic Preservationist submitted the Amended By-Laws of the McKenzie Historic Zoning Commission. Tavares recommended a positive recommendation for the By-Laws to be updated for the language to be such as the Tennessee Code Annotated.

**Action Taken:**

Motion was made by Commissioner Mitchum, seconded by Commissioner Townes to approve the updated Historic Zoning Commission By-Laws as presented. The motion passed.

*Note: The original was signed by Chairperson Robb and Secretary Lisa Norris.*

**B. Advisory Committee Report – Nola Hobbs**

**Discussion:**

No new information was discussed.

**C. Any other properly presented business**

Renee Tavares, Historic Preservationist presented a national trust publication to the commission; she advised commission it was for their review.

Members from the Historic Research Committee addressed commission regarding the approval of the guidelines submitted to Commission in October of 2010.

Motion was made by Commissioner Norris, seconded by Commissioner Priestley to approve the guidelines submitted by the Historic Research Committee as submitted in October, 2010. The motion passed.

**VII. Other Business**

**A. Agenda & Regular Meeting Schedule Dates**

Agenda Meeting: Thursday February 9<sup>th</sup> approximately 3:30 P.M.

Regular Meeting: Thursday February 23<sup>rd</sup> approximately 5:30 P.M.

**VIII. Adjournment**

A motion was made by Commissioner Norris, seconded by Mitchum to adjourn. The motion passed. Meeting was adjourned at 5:40 P.M.