

**SECTION 208A****ARCHITECTURAL DESIGN REQUIREMENTS  
(As adopted by Ordinance No. 009-04-04)****SECTION 208A.1 PURPOSE AND INTENT**

The architectural design requirements of this Section are intended to promote the general welfare of the municipality, to protect and increase the value of buildings and properties, to maintain and enhance the image and character of the municipality, and to ensure consistent and high quality development throughout the City of Cookeville.

**SECTION 208A.2 APPLICABILITY OF REQUIREMENTS**

All new construction, including additions and exterior alterations, requiring the issuance of a Building Permit shall comply with the architectural design requirements of this Section with the following exemptions:

- 208A.2A Individual single family and duplex developments
- 208A.2B Developments located within the HM, Heavy Manufacturing District and the QM, Quarry and Mining District
- 208A.2C Facades or sides of structures not facing a contiguous public street and located within the LM, Light Manufacturing District
- 208A.2D Interior alterations
- 208A.2E Ordinary repairs
- 208A.2F Emergency safety repairs
- 208A.2G Any construction requiring the approval of the Historic Zoning Commission
- 208A.2H Repair or reconstruction of a damaged or destroyed existing structure when the damage or destruction does not exceed fifty (50) percent of structure's total floor area or value

**SECTION 208A.3 APPROVAL PROCESS****208A.3A APPROVAL OF DEPARTMENTS OF CODES AND PLANNING REQUIRED**

No building permit shall be issued and no structure, building or improvements shall be erected, reconstructed, altered or restored until the plans for such erection, reconstruction, alteration or restoration have been approved as to compliance with the provisions of this Section by the Directors of the Departments of Codes and Planning or their designees (herein this Section referred to as Directors).

**208A.3B APPLICATION REQUIRED**

An application for approval of architectural design shall be filed with the Codes Department and shall be accompanied by:

1. Scale architectural drawings of the building elevations for all sides of all structures with materials identified for wall, roofs, trim and windows. The drawings shall be of sufficient detail to explain the type and, if applicable, color of proposed exterior finishes.
2. A vicinity map and renderings or photographs of all development on immediately adjacent properties.
3. Material samples if determined necessary by the Directors.
4. Color samples if determined necessary by the Directors.

208A.3C DECISIONS OF DEPARTMENTS OF CODES AND PLANNING

1. The Directors may approve, approve with conditions or disapprove any application. In all final decisions rendered pursuant to this Section, the Directors shall briefly state their findings in writing, and in the case of disapproval, they may make recommendations to the application with respect to the design, texture, material, color, line, mass, dimension or lighting of the building or structure involved. In case of disapproval, the applicant may again be heard before the Directors if, within 90 days, the applicant can comply with all such recommendations of the Directors.
2. Certificate of Approval  
Approval by the Directors of an application shall be evidenced by issuance of a certificate, signed by the Director of the Codes Department and attested by the Director of the Planning Department, designating the name of the applicant, date of approval, identification of the property involved and a brief description.

208A.3D APPEALS

The applicant, or any other person with a justifiable cause, may appeal any decision of the Directors and be heard before the Architectural Design Review Board, provided that there is filed with the Director of the Codes Department, on or before seven (7) days after the decision of the Directors, a notice in writing of such appeal. Upon the filing of a notice of appeal, the Director of the Codes Department shall schedule a Public Hearing before the Architectural Design Review Board not more than 30 days after the filing of such notice, provided that such hearing shall not be held unless and until a notice of such hearing has been published at least once in a newspaper of general circulation within Putnam County.

208A.3E HEARING BEFORE ARCHITECTURAL DESIGN REVIEW BOARD

On appeal to the Architectural Design Review Board, the final decision of the Directors shall be stayed pending the decision of the Board. The Architectural Review Design Board shall conduct a full and impartial Public Hearing on the matter before rendering any decision. The Architectural Review Design Board may affirm, reverse or modify the decision of the Directors, in whole or in part. The decision of the Architectural Design Review Board shall be final.

**SECTION 208A.4 ARCHITECTURAL DESIGN STANDARDS****208A.4A ORIENTATION OF STRUCTURES**

Structures should be oriented such that their main entrances are visible from the public right-of-way.

**208A.4B MATERIALS STANDARDS**

The following building materials standards shall apply for all sides of a structure(s) that are visible from a public street or right-of-way or are visible from contiguous properties zoned for single family residential or single family and duplex residential use. The side of a structure includes all visible vertical surfaces including foundations, walls, fascias, parapets, and mansards.

1. The following materials are acceptable:
  - a. Brick
  - b. Natural or cultured stone
  - c. Wood
  - d. Fiber cement siding
  - e. Split face block, provided it is tinted or painted
  - f. Glass
  - g. Stucco, E.I.F.S., or similar material
  - h. Manufactured pre-cast and tilt-up concrete panels
  - i. Similar materials with the approval of the Architectural Design Review Board
2. Except as provided herein, all other materials are prohibited, including the following:
  - a. Standard concrete block (on the rear or sides of structures, standard concrete block painted to blend or match with the front of the structure may be approved by the Architectural Design Review Board)
  - b. Vinyl or aluminum siding (aluminum composite material may be approved by the Architectural Design Review Board)
  - c. Exposed or painted corrugated metal siding (other metal siding or metal panels may be approved by the Architectural Design Review Board)
  - d. Fiberglass siding
  - e. Any other material not specifically listed as an acceptable material or approved by the Architectural Design Review Board
3. The Board may approve the use of prohibited building materials when being placed on additions to existing structures to maintain continuity. The Board may also approve the use of vinyl siding to replace or cover existing wood siding provided the building was originally built as a residence or with a residential appearance.

208A.4C MECHANICAL AND SIMILAR EQUIPMENT

Mechanical and similar equipment on roofs or sides of buildings and structures, such as air conditioner units, exhaust fans, vents, satellite dishes and similar devices, shall be screened fully from view from ground level.

208A.4D ADAPTING PROTOTYPICAL DESIGNS

National “standard” designs should be adapted to reflect the Cookeville context, by careful situating of structures, use of compatible materials, colors and landscaping so that it blends with its surroundings.

**SECTION 208A.5 DEVIATION FROM APPROVED PLANS PROHIBITED**

208A.5A Any person who deviates substantially from a plan approved by the Directors or Architectural Design Review Board shall be guilty of a misdemeanor.

208A.5B The Building Official, upon his determination of substantial deviation from approved plans, shall issue a stop work order notice. Work shall not be permitted to continue unless it is continued under substantial compliance with the certificate of approval issued by the Directors or the changes have been resubmitted and approved by the Directors pursuant to this Section.

208A.5C Minor modifications prior to construction, during construction, and/or after construction may be approved by the Directors provided such modifications are in compliance with the provisions of this Section.

**SECTION 208A.6 ARCHITECTURAL DESIGN REVIEW BOARD ESTABLISHED**

An Architectural Design Review Board is hereby established for the purpose of reviewing development proposals subject to architectural design review.

208A.6A MEMBERSHIP

The Architectural Design Review Board shall consist of five (5) members including the following:

1. Two (2) members of the Planning Commission appointed by the City Council;
2. Three (3) citizens at large, appointed by the City Council. One (1) should be a registered architect or landscape architect and the others should be the owners of a business registered in Cookeville. All should be residents of Cookeville.

The term of membership for the appointed members shall be three (3) years except the terms of the representatives of the Planning Commission shall run concurrently with their membership on the Planning Commission. Members of the Board may be removed from office by the City Council for cause upon written charges and after public hearing. Vacancies shall be filled by resolution of the City Council for the unexpired term of the member affected.

## 208A.6B OFFICERS

1. Officers

The Officers of the Architectural Design Review Board shall be Chairman, Vice-Chairman and Secretary.

2. Elections

The Chairman and Vice-Chairman shall be elected from the appointed members of the Board. All elected officers shall serve a term of one (1) year or until a successor has been elected, and shall be eligible for re-election. The Chairman and Vice-Chairman shall be elected at the first meeting of the Board each year. Should the office of Chairman or Vice-Chairman become vacant, the Board shall elect successors to these positions. The newly elected Chairman or Vice-Chairman shall serve for the unexpired term of said office.

3. Duties of Chairman and Vice-Chairman

The Chairman shall preside at all meetings of the Board and shall perform such duties as the Board may authorize. The Chairman may participate in all discussions and shall vote as a member of the Board. The Chairman is also authorized to sign official documents of the Board. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.

4. Secretary

The Building Official shall serve as Secretary of the Board and shall be responsible for maintaining a full record of all proceedings. The Secretary shall also perform such other duties as the Board may direct including the following:

- a. Give or serve all notices required by law
- b. Prepare agendas for all meetings of the Board
- c. Be custodian of all Board records
- d. Inform the Board of all correspondence relating to the business of the Board and attend to such correspondence
- e. Sign official documents of the Board

## 208A.6C PROCEEDINGS OF THE ARCHITECTURAL DESIGN REVIEW BOARD

1. The Architectural Design Review Board shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of this Zoning Code. Meetings shall be held at the call of the Chairman and at such other times as the Board may determine. The Chairman, or in his absence the acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings shall be open to the public.

2. Reasonable public notice shall be given to the general public of all meetings of the Architectural Design Review Board including the applications and property to be considered at such meetings.
3. The Architectural Design Review Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote indicating such fact. It shall keep records of its examinations and other official actions, all of which shall be a public record and filed immediately in the office of the Codes Department.

208A.6D POWERS AND DUTIES OF THE ARCHITECTURAL DESIGN REVIEW BOARD

The Architectural Design Review Board shall have the powers and duties set forth in this Section and shall include the following:

1. Appeals of Directors' Decisions

The Board shall hear and decide appeals of decisions of the Directors as specified in this Section.

2. Interpretation of Requirements

The Board, at the request of the Directors or upon appeal from an applicant, shall decide any questions regarding the interpretation of these requirements.

3. Variance from Requirements

The Board shall hear and decide appeals for variance from these requirements when strict application would result in unnecessary hardship. In making such a determination the Board shall ascertain that the following criteria are met:

- a. There are extraordinary and exceptional conditions pertaining to the particular building or structure.
- b. The conditions do not generally apply to other buildings or structures in the vicinity.
- c. The approval of a variance would not be a substantial detriment to adjacent property or the public good.