

Dear Property Owner/Occupant,

As a valued member of our historic district, we wanted to reach out to remind you of the unique and beautiful character that our neighborhood embodies, and the importance of preserving its historical integrity. We are reminding you that your property is located within (whichever district) Historic District. This designation allows for the preservation and recognition of Kingsport's unique character, contributing to the rich historical fabric of our community.

As you may know, living in a historic district comes with certain guidelines and responsibilities aimed at maintaining the architectural significance and charm of our community. These guidelines are in place to ensure that any changes made to your property are in harmony with the district's historical context. As a property owner or occupant within this historic district, it's important to note that any work or project involving changes to the exterior appearance of your property requires a Certificate of Appropriateness (COA) from the Historic Zoning Commission. This includes new construction, demolition, additions, and alterations to existing structures. However, please be aware that a COA is not required for interior changes or routine exterior maintenance.

To assist in making informed decisions, the Design Guidelines for the Historic District are available. These guidelines provide a framework for evaluating the appropriateness of proposed work, although they are not specific to any one district. They serve as a general resource for the Historic Zoning Commission to assess the compatibility of your project with the overall character of the Historic District.

You can access the Design Guidelines and the Historical Zoning application by visiting the City of Kingsport's website at www.KingsportTN.gov

The Historic Zoning Commission convenes on the second Monday of each month at 1:30 PM in the 226 Conference Room on the second floor of Kingsport City Hall, located at 415 Broad Street. To have your item considered for the upcoming agenda, please submit your application by the 15th of the month prior to the month the Commission hears the item.

If you are new to this district or have questions about the COA process, or should you have questions and/or need further clarification regarding the guidelines, please don't hesitate to reach out to me directly at (423) 229-9485 or via email at LoriPyatte@KingsportTN.gov. I am here to assist you with any information you may need regarding your district.

Thank you for your commitment to maintaining Kingsport's unique character and for preserving the historic (historic district) neighborhood and for being part of our historic district.

Sincerely,