

REPORT TO THE HISTORIC DISTRICT COMMISSION

DATE: January 22, 2026

SUBJECT: 369 West Poplar Avenue – Request of a Certificate of Appropriateness for exterior alterations on a primary structure.

INTRODUCTION:

- Applicant Spirit Architecture (Curtis Sigler) on behalf of property owner Janet M. Green is requesting a Certificate of Appropriateness (CofA) from the Historic District Commission (HDC) to add for exterior alterations at 369 West Poplar Avenue (see Exhibits 1 and 2).
- The 1.2-acre subject property is zoned R-1: Low Density Residential and is surrounded by R-1: Low Density Residential.

BACKGROUND:

- The HDC approved a CofA in 2012 for a large addition to the rear of the subject property, including a new garage and living space. A porch on the west side was enclosed and the driveway was relocated.
- The HDC approved a CofA in 2019 for a screened porch on the rear of the subject property.
- The HDC approved a CofA for an accessory structure in 2025, but it has not been built. A separate application to change the scope of the design is pending separately (Case #232132).

KEY POINTS:

1. The existing historic dwelling was built in 1934 and is Colonial Revival style (see Exhibit 5).

- The primary limestone and wood trim dwelling is approximately 5,025 square feet (main building) and has been through several major renovations (see Exhibit 4).
- The subject property is not within the National Register District and is not individually listed on the National Register but is eligible, according to the latest Historic Resource Survey.

2. The applicant is proposing interior renovations to the basement to create in-home elderly flat, along with the following exterior alterations to the primary structure (see Exhibit 4):

- The applicant proposes to create an emergency egress route by excavating the front yard area, constructing a retaining wall along the front façade of the primary structure, and relocating and modifying the existing balustrades to sit atop the new retaining wall.
- The existing basement windows will be removed and replaced with three (new) emergency double-hung egress windows (see Exhibit 2, Conditions 3&4).
- A new emergency egress door will be installed from the garage.
- The existing covered porch located to the west of the primary structure will be enclosed to infill the porch area.
- The stone walls will be extended to the end of the southern property line, with ornamental fencing added atop the wall.
- The existing entrance pillars will be modified by extending the stonework and adding additional landscaping.
- The existing driveway will be modified to create a roundabout and add additional landscaping.

3. The Historic District Guidelines state the following about exterior changes to the residential structures:

- The entrance or porch should emphasize the door as its primary focal point; therefore, the original size and shape of door openings should be maintained, and new door openings should not be introduced on facades visible from the street.
- Changing the number, location, size, or glazing pattern of windows on primary elevations by cutting new openings, blocking in windows, or installing replacement sash not fitting the window opening shall be avoided.
- Enclosing porches on primary elevations and enclosing porches on secondary elevations in a manner radically changing its historic appearance, such as screen or glass enclosures, shall be avoided.
- The design of new fences should blend with materials and designs found in the district.

4. Several exterior alterations will be visible from West Poplar Avenue (see Exhibit 4).

- Three new emergency egress windows will be screened from the public right-of-way with fencing and landscaping.
- Changes to the existing stone wall with an ornamental metal fence will be visible from the public right-of-way.
- The HDC Guidelines and Zoning Ordinance say fences within the front yard (between building and street) cannot exceed four (4) feet in height (see Condition #4).
 - If the HDC finds a taller fence/wall in the front yard is appropriate, the Board of Zoning Appeals (BZA) must approve a variance before a fence permit can be issued.
 - A BZA variance is unlikely to be approved unless a physical hardship exists for the property.
- Changes to the existing stone entrance pillars will be visible from the public right of way.
- The enclosing of the western porch elevation will be visible from the public right of way
- Per the Collierville Historic District Guidelines, any new construction visible from a public right-of-way must be compatible in scale, materials, and architectural character with the contributing structures around it. The proposed design reflects these requirements by using materials and finishes compatible with the historic home.

STAFF RECOMMENDATION: Staff recommends approval of the Certificate of Appropriateness for the exterior alterations, as the conditions of approval are met and the proposed design reflects these requirements through the use of materials and finishes compatible with the historic home and in compliance with the Historic District Guidelines and Zoning Ordinances.

ATTACHMENTS:

- [Exhibit 1 - Vicinity Map and Contact Information 1.14.26.pdf](#)
- [Exhibit 2 - Conditions of Approval 1.16.25.pdf](#)
- [Exhibit 3 - Cover letters 1.13.26.pdf](#)
- [Exhibit 4 - Site Plan and Layout 1.13.26 .pdf](#)
- [Exhibit 5 - Poplar Ave W 369 Survey.pdf](#)

PROPOSED MOTION:

Approve a Certificate of Appropriateness for exterior alterations, subject to the conditions of approval in Exhibit 2.