

## REPORT TO THE HISTORIC DISTRICT COMMISSION

**DATE:** August 28, 2025

**SUBJECT:**

Case #252132 - 369 West Poplar Avenue - Request of a Certificate of Appropriateness (CofA) for an accessory structure

**INTRODUCTION:**

- Property owner Janet M. Green is requesting a Certificate of Appropriateness (CofA) from the Historic District Commission (HDC) to add for an accessory structure 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 Certificate of Appropriateness 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 Certificate of Appropriateness in 2019 for a screened porch on the rear of the subject property.

**KEY POINTS:**

**1. The existing historic dwelling was built in 1934 and is Colonial Revival style design (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 Town's Historic Architectural Survey.

**2. The applicant is proposing a 1,250-square foot accessory structure, a detached garage, with board and batten siding (see Exhibits 4 and 5).**

- The proposed accessory building, resembling a barn, will be constructed behind the existing dwelling and is 1,250 square feet, less than 30% of the principal structure's size.
- The building height will be 21 feet and 8 inches to the peak and 16 feet and 8 inches to the midpoint of the roof.  
It will be located at least 20 feet from the rear property line, exceeding the required minimum setback of 16 feet and 8 inches.
- The cover letter indicates the accessory building will use board and batten siding with colors matching the existing dwelling, and the roof will have a similar texture and color to the house. Siding is either real wood or fibrous cement and should be clarified by the applicant.
- While the existing dwelling does not have board and batten siding, its use on a barn-style structures is appropriate and is distinctive enough from the historic dwelling to denote the evolution of the property over time.

**3. The accessory structure will be visible from West Poplar Avenue (see Exhibit 4).**

- The accessory building will be constructed behind the existing house but will remain partially visible from West Poplar Avenue, a major public right-of-way within the Historic District.
- 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.
- Though visible, the building will be set back significantly from West Poplar Avenue and will be located behind the principal structure, reducing its visual prominence from the street and helping maintain the historic streetscape.

**4. The Historic District Guidelines (II.B.6.) state the following about accessory structures.**

- Accessory buildings such as garages, carports, and outbuildings should be compatible in style, materials, and roof slope with the primary structure on the lot.
- These structures should be located at the rear or to the side of the main house, without extending in front of the house's centerline, to preserve the traditional streetscape.
- The scale and massing of new accessory buildings should be proportional to the existing house and lot size, ensuring they do not visually overpower the historic home.
- When replacement or new construction is necessary, designs should reflect the historic character of the district and draw from the existing architectural vocabulary of the main residence.

**5. The Historic District Commission should determine if the accessory structure is appropriate.**

**STAFF RECOMMENDATION:** Staff recommends approval finding once the conditions of approval are met, the structure will comply with the Historic District Guidelines and Zoning Ordinance.

**ATTACHMENTS:**

[Exhibit 1 - Vicinity Map 8.20.25.pdf](#)

[Exhibit 2 - Conditions of Approval 8.20.25.pdf](#)

[Exhibit 3 - Cover Letter 8.4.25.pdf](#)

[Exhibit 4 - Site Layout 8.4.25.pdf](#)

[Exhibit 5 - Elevations 8.5.25.pdf](#)

[Exhibit 6 - Poplar Ave W 369 Survey..pdf](#)

**PROPOSED MOTION:**

To approve the Certificate of Appropriateness for the accessory structure subject to the conditions in Exhibit 2.

**CONTACT INFORMATION:**

**Property Owner**

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