



**Design Review Board (DRB) Staff Report**  
*Prepared for the March 1, 2023 DRB Meeting*

Exterior Renovation

Case # 23-09: Hotel Pontotoc  
69 Pontotoc Ave  
Memphis, TN 38103

Applicant: John Halford  
cnc design  
631 Madison Ave  
Memphis, TN 38103

Owner: 69 Pontotoc LLC  
65 W. Galloway Dr.  
Memphis, TN 38111

Background: DRB review is required for this project because it received approval for an Exterior Improvement Grant at the September 14, 2022 CCDC Board Meeting. The subject property is the historic Hotel Pontotoc building at 69 Pontotoc Ave. This property was most recently used as a single-family residence, but the property's current owner plans to renovate the building for use as a boutique hotel with basement restaurant space. In order to accommodate the new uses, the applicant plans major renovations that include restoring the building's historic masonry, installing new windows and doors, and a new monumental stair at the building's primary entrance.

Project Description: The following are the primary exterior renovations proposed for the Hotel Pontotoc building at 69 Pontotoc Ave:

- Historic masonry on every side of the building will be cleaned, tuckpointed, and repaired as needed.
- Existing windows on every side of the building will be replaced with new aluminum windows in a black finish. The windows have been selected to match the historic windows.
- An existing stair leading to the building's Pontotoc Ave entrance will be replaced with a new stamped concrete monumental stair. In addition to providing access to the ground floor entrance, a central opening will lead to the basement entrance, where the building's restaurant tenant will be located.

- Reclaimed antique wood doors will be installed at the Pontotoc Ave entrances to the first floor and basement level.
- The existing awning above the first floor entrance on Pontotoc Ave will be repaired and refinished if possible, and replaced with a similar awning if repair turns out to be infeasible.
- Glass storefront doors will be installed in two new openings on the west side of the building, which will provide accessible entrances. Each door will be capped with awnings that match the awning over the Pontotoc entrance.
- A new stamped concrete wall topped with a wrought iron fence will be installed to enclose the outdoor area on the west side of the building. Existing trees in the outdoor area will be preserved.
- The historic blade sign located on the building's Pontotoc façade will be refurbished and refinished.
- The following light fixtures will be installed:
  - Lantern-style light fixtures mounted on either side of each exterior door on the north and west sides of the building.
  - Wall-mounted downlights installed beside the doors on the east side.
  - Light bollards mounted on the columns of the new wall.

**Staff Report:**

The Hotel Pontotoc building is well over 100 years old, and its exterior is currently in need of significant restoration and repair. The proposed renovations will restore the building's notable stone façade, replace heavily deteriorated and missing components like windows, and help activate the street by connecting the basement restaurant space to the sidewalk. Significant new features like the wall and monumental stair have been designed to complement the original structure, and do not detract from the building's character.

**Staff Recommendation:**

**Staff recommends approval, with the condition of later approvals for signage.**