

**MINUTES**  
**CHATTANOOGA HISTORIC ZONING COMMISSION**

January 28, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held January 28, 2013 (rescheduled for January 17, 2013 meeting where there was no quorum) at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Kevin Osteen, William Shealy, Thomas Palmer, and Ryan Fiser

Members Absent: JoBeth Kavanaugh, Stuart Wood

Staff Members Present: Sarah Kurtz, Angela S. Wallace

Applicants Present: Stuart Bickley, Daniel Moore, Kyle & Emily Talley, Edward Lewis, and William S. Lewin

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

There was one change made to the minutes of December 13, 2012: Page 4, fourth line from bottom, change "Siding" to "Roofing".

**Thomas made a motion to approve the Minutes as amended from the December meeting. The motion was seconded by Kevin and unanimously approved.**

***OLD BUSINESS***

**CASE #12-HZ-00078 – 941 McCallie Avenue**

**PROJECT DESCRIPTION:**

The applicant, Al Jayne, has applied for a Certificate of Appropriateness for the following work:

- Rehabilitation
  - Exterior Building Alterations
  - Site Improvements
  - Retaining Wall
- Demolition
  - Part of Primary Structure

No one was present to speak regarding this application.

**Kevin made a motion to defer Case #12-HZ-00078, 941 McCallie Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #12-HZ-00104 – 1319 W. 45<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, Doug Dalrymple, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure

No one was present to speak regarding this application.

**William made a motion to defer Case #12-HZ-00104, 1319 W. 45<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines.**

**Kevin seconded the motion. The motion was unanimously approved.**

***NEW BUSINESS***

**CASE #12-HZ-00107 – 4022 St. Elmo Avenue**

**PROJECT DESCRIPTION:**

The applicants, Daniel & Kerry Moore, have applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Enclosure of existing front porch

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Discussion**

Daniel Moore addressed the Commission. Daniel presented two examples that face the street. I understand enclosing an entire front porch is not preferred. We would like to enclose half the porch. There are houses that date back to the 20s and 30s that have enclosed porches on the front. One of the examples has windows with smaller lights. Michael – Normally we don't have things spelled out this completely in the guidelines, but it is on this issue. The guidelines state that enclosing a front porch is prohibited. Daniel – Does it say anything about a partial enclosure? Michael – It says that the front porch cannot be enclosed. The samples you showed did not look like the same style as your house. Daniel – Does the guidelines specify the style of house? Michael – No, but it is pretty black and white.

The guidelines do not leave this to interpretation—it states it plainly. Daniel – I feel I know what is appropriate and what is not since I have lived in this area for 9 years. I feel it is more appropriate than the guidelines state. Michael – When the guidelines are clear like this, we have to carry it out. Thomas – There is a lot of leeway on the sides and back, but there is none on the front. We have to go by the guidelines – our job is to carry out what the guidelines state. William – I agree. We have direct guidance here. The examples you showed are not something that we would approve either. Daniel – What about hanging large panels. Sarah – Screening is allowed as long as they are opaque and removable. Daniel – I’m talking about wood panels. Michael – You can draw it up and present it. Thomas – Is this something that would change the look of the house? If you want to bring something like that back to us, draw it up and make an application.

Community Comments: None

**Thomas made a motion to deny Case #12-HZ-00107, 4022 St. Elmo Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00001 – 4502 Alabama Avenue**

**PROJECT DESCRIPTION:**

The applicant, Stuart Bickley, has applied for a Certificate of Appropriateness for the following work:

- Rehabilitation & Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Stuart Bickley addressed the Commission. There are two closets in the back of the house. The windows are high off the floor and render most of the wall space useless. We want to pull those out, install siding, insulate and use it for closet space. We do not need the door on the side nor to wrap the deck around the side. We will stop the deck at the back edge of the house. We are reducing what we asked for previously and we are not creating an additional opening on that side. William – It looks like the windows you are removing on the back were an add-on. Bickley – Actually, they look like they are original. Michael – Are the windows on the back going to be the same? Bickley – Yes. We will only install siding where we remove the windows. Hardy siding was specified to be used and will match the existing. Thomas – The space above the kick out – what is that? Bickley – It is useless, dead space. Thomas – Are the windows on the front going to remain? Bickley – I would like to have the option to replace the one closest to the edge. Michael – The only thing I am concerned about is the new siding. Thomas – Do you still want to move the window where you were going to put the door? Bickley – Yes that window would stay. What I am doing is rebuilding the back side where the deck would go. We previously approved the porch to wrap around the side and now he does not want to do the wrap around.

Community Comments: None

**Ryan made a motion to approve Case #13-HZ-00001, 4502 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Removal of the second doorway as shown in the application and to amend the previously approved deck to delete the wrap around portion.**

**William seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00004 – 4901 Virginia Avenue**

**PROJECT DESCRIPTION:**

The applicants, Kyle & Emily Talley, have applied for a Certificate of Appropriateness for the following work:

- Restoration, Rehabilitation, & Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Kyle Talley addressed the Commission. Michael – What is the story with the chimney you want to tear down? Kyle – We have already taken that chimney down. It was very unstable and leaked. We do not want to replace it. The other chimney we want to keep and repair. It is not functional but it is not leaking. Window A is to be replaced with same. Window B is to be removed and replaced with a 2:2 window. We want to use wood windows. Want to take the door (D) from the porch and put a window where the door is. Then take Door D and put it on the alley side porch (westernmost). Michael – Sounds like we are good on the doors and windows. When the applicants choose the material to use for the storm windows, Sarah will send it to the Commission members for their review. The applicants plan on using the salvageable siding on areas as needed. Kevin – I want to urge that the one chimney remain.

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00004, 4901 Virginia Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Storm windows are to be submitted to staff for approval**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00005 – 4611 Florida Avenue**

**PROJECT DESCRIPTION:**

The applicant, Edward Lewis, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Storage Building

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Edward Lewis addressed the Commission. Lewis wants to move the shed to the opposite side of the yard and wants it to match the design and color of the house. The existing shed has been crushed by a neighbor's tree. He will be getting rid of the existing shed. The height will be close to 11' at the ridge and the roof pitch will match the roof pitch of the house.

Community Comments: None

**William made a motion to approve Case #13-HZ-00005, 4611 Florida Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: The existing shed to be removed from the property.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00006 – 1205 W. 46<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, William S. Lewin, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
  - Driveway

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

William S. Lewin addressed the Commission. I have a few modifications to what I submitted. I want to get rid of the chimney and extend the side porch to the bump out. (Lewin passed out revised drawings.) I would like to have three windows leading to the door where the chimney and two windows are now. The windows on the front and back sides are double windows instead of single and there is an additional window on the east side. The back porch will come out with the stairs going toward the parking area instead of the back yard. The roof will be architectural shingles. Lattice will be installed under the front porch between all the columns. Ryan - That's a lot of lattice. It could be overwhelming. Thomas – I

would like to see the porch columns on the front be concrete footing instead of wood all the way to the ground. Michael – I don't know about the lattice. The masonry piers would help. The stairs look a little wide on the front. If you carried the railing over a little further that would help. Lewin – I can make the stairs not as wide. Thomas – The double window in the gable looks off center. A single centered window would look better. The small vent above the bay window is good. Make all the gaps proportionate between the columns. What type of stucco is on the chimney? Lewin - I would like to use lime-based stucco and not painted. It would be a natural earth tone. Michael – How far back is the house next door? Lewin - It's about the same as mine. The roof pitch would be 12:12. Lewin will think about exposed rafter tails, but has not decided yet. If applicant wants to use gutters and downspouts, he will submit to Sarah for staff approval. All windows will be 2:2. Thomas – It's hard to look at two sets of drawings because the new set doesn't have all the things the old set has. Everything will be based off the new set of drawings. Lewin – The reveal on the siding is 6". Ryan - The columns should be square with no router design. Thomas would like to see a column detail. I would like to see a little more detail on the design, but can approve the basics. The three windows on the side – they are a little jammed in there. Is there any space between the door and window? Use double windows there. No change on front door from original submitted drawings.

Community Comments: None

**Thomas made a motion to approve Case #13-HZ-00006, 1205 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are:**

**Applicant is to resubmit:**

- Porch details including eaves, columns, beams, railings, piers and infill under porch (lattice or otherwise);**
- Door design and materials; eave details; gutters and downspouts.**

**Specifications:**

- No chimney is acceptable;**
- Extend porch to the bump out on the west side;**
- Roof pitch to be 12:12;**
- Lap siding to have 6" reveal;**
- Foundation to be naturally pigmented stucco;**
- West elevation where chimney was to have a door and 2 windows (not 3 windows as shown in second set of drawings);**
- Rear elevation at 2<sup>nd</sup> story to be double window centered on gable;**
- Rear steps from porch to turn 90 degrees towards driveway;**
- Front door to have transom as shown in first set of drawings;**
- Window in front gable to be a single window centered.**

**Applicant to present drawings with all specifications at the next meeting on February 21**

**Kevin seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness?

Sarah will e-mail picture on 4516 Alabama Avenue.

***OTHER BUSINESS***

***NEXT MEETING DATES:*** February 21, 2013, March 21, 2013

**Kevin made a motioned to adjourn. Thomas seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:24 pm.**

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Michael Palmer, Chairman

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Angela S. Wallace, Secretary

**MINUTES**  
**CHATTANOOGA HISTORIC ZONING COMMISSION**

February 21, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held February 21, 2013 at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, William Shealy, Thomas Palmer, JoBeth Kavanaugh, Stuart Wood and Ryan Fiser

Members Absent: Kevin Osteen

Staff Members Present: Sarah Kurtz, Angela S. Wallace

Applicants Present: Doug Dalrymple, Randal Whorton, Eleanor Arnett, Robert Gustafson, and Shan and Emily Webb

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Thomas made a motion to approve the Minutes from the January meeting. The motion was seconded by Stuart and unanimously approved.**

***OLD BUSINESS***

**CASE #12-HZ-00104 – 1319 W. 45<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, Doug Dalrymple, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Changes are marked on the drawings.

**Discussion**

Doug Dalrymple addressed the Commission. I am moving the steps over on the rear to be in front of the rear door. Upper gable on sides is going to have shake siding, the shed pieces will have lap board. The front of the house will be facing the main street. Michael – There are no dimensions on the drawing. There is no driveway on the property – parking will be on the street. The board and batten is hardy



panels that look like board and batten. Will use dove rafter tails. The front door will be a single door with sidelights. Stuart - The vertical appearance on the front is not acceptable. Michael – The only thing I see is the vertical siding. Too bad the guidelines are so definitely against it. Stuart – The vertical siding is not going to work – what is your alternative? Doug – Just regular horizontal siding. Michael – We would like to have final drawings with all the changes clear before a COA is issued.

Community Comments: None

**Stuart made a motion to approve Case #12-HZ-00104, 1319 W. 45<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Siding choice on front, side and rear facades below waistline trim will be lap siding of the same type as used on the 3 shed dormers; revised drawings which details all of the submitted modifications will be submitted to staff before COA is issued.**

**JoBeth seconded the motion. The motion was unanimously approved.**

### *NEW BUSINESS*

#### **CASE #13-HZ-00009 – 4715 Michigan Avenue**

##### **PROJECT DESCRIPTION:**

The applicants, Randal & Kristine Whorton, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
- Update to previously approved drawings: Case # 11-HZ-00025

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

##### Discussion

Randal Whorton addressed the Commission. Michael – What type of railing is on front porch? Randal – I plan on using wood. Drawing looks like metal. Stuart – Why the two sets of stairs? Randal – Just a way to flow traffic from the street where there is one set of existing stone stairs from the fronting road and another set of existing stone steps from the side road. The house that was on the property and torn down was almost just like this house – it also had two sets of steps. The front of the house is on the cul-de-sac. No one has a problem with the pergola over the porch. JoBeth is concerned about the basement block veneer. This is a laid veneer not a sticky stone. That would be acceptable. No problem with the solid doors into the basement. Randal would like to put some kind of blocking in front of the basement door under the stairs. The roof will be metal.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00009, 4715 Michigan Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the**

**St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Balusters to be made of 2x2 wood with 4 inch spacing; east facing stairs to be aligned with existing stone steps that lead to street.**

**JoBeth seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00017 – 5009 Alabama Avenue**

**PROJECT DESCRIPTION:**

The applicants, Bryan and Eleanor Arnett, have applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Eleanor Arnett addressed the Commission. The bay window will be replaced by a door and 2 windows. The porch will be 8' wide. The front eave of the porch will be wood. We put the window in where a door was previously at the top of the existing steps. We want to use the brick we are removing to block up the opening around the new door so the brick will match. The width of the new door and windows is the same width as the existing window. We want to bring the wood steps down to meet the existing sidewalk. The existing stoop is 4' and the new one will be 8 feet. I would like to put some lattes work and shrubbery to hide the existing concrete steps. We do not want to remove them due to structure issues. When the application was turned in, they were planning to remove the existing concrete steps. That would be preferable. The new staircase will come off the end of the porch away from the house to the ground.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00017, 5009 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Gable material to be lap siding with reveals as in guidelines; the porch railing also to be a design and shape allowed by guidelines**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00013 – 4408 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicant, Robert Gustafson has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Replacing Windows

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### Discussion

Robert Gustafson addressed the Commission. Stuart – The windows are awfully squatty 1:1. You cannot see the sides and back of the house from the street. The existing windows are not the original windows. The French style double hung windows would fit the structure much better. That would really be restoring the structure. One over ones will not look right. Would you be acceptable to getting the cottage style windows if the cost is about the same? Robert – If the price was about the same, yes. The basement windows are acceptable. The rest of the windows to be replaced could be 1:1. Robert – If it is cost prohibitive, could I go ahead with the 1:1? We will approve the French casement windows. If you find the price is unreasonable, submit an application to this Committee and we will approve the 1:1.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00013, 4408 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Three front, 1 north and 3 rear windows shall be French casement style windows.**

**Ryan seconded the motion. The motion was unanimously approved.**

#### CASE #13-HZ-00015 – 4711 Tennessee Avenue

##### **PROJECT DESCRIPTION:**

The applicants, Shan & Emily Webb, have applied for a Certificate of Appropriateness for the following work:

- Rear Bathroom Addition
- New Construction
  - Garage

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### Discussion

Shan Webb addressed the Commission. The windows are all original. Why would you not go with a wood window? Cost. We suggest you go with a wood window. Shan - That would be ok as long as it is not a lot more money. The transom window would be in the shower and maybe in the closet also. The garage will be almost exactly like the neighbor's garage. We want as little of the block showing at the bottom of the garage as possible while not posing a problem. There will be no walk-in door in the garage. The material on the garage would match the house.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00015, 4711 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the**

**St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: House addition to have 2:2 double hung wood window; 2 transom windows on south elevation to be made of wood; garage siding to be lap siding to match house; garage doors to be made of aluminum. Placement of transom windows on south elevation will be submitted to Staff for approval.**

**Thomas seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No

***OTHER BUSINESS***

***NEXT MEETING DATES:*** March 21, 2013 and April 18, 2013

**Stuart made a motioned to adjourn. William seconded the motion. The motion was unanimously approved. The meeting was adjourned at 7:13 pm.**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**MINUTES**  
**CHATTANOOGA HISTORIC ZONING COMMISSION**

March 21, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held March 21, 2013 at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Thomas Palmer, JoBeth Kavanaugh, Stuart Wood, Kevin Osteen and Ryan Fiser

Members Absent: William Shealy

Staff Members Present: Sarah Kurtz, Dottie Burns

Applicants Present: Raymond Jewell, Arch Willingham for Mae Haney Grennan, Brent Bigham, Jennifer Hilkert, April Flowers, and Rob Tinholt

Community Members Present: Ethan Collier, Taylor Bowers

Michael explained the rules of procedure and announced that the meeting was being recorded. Dottie Burns swore in all those who would be addressing the Commission.

**Thomas made a motion to approve the Minutes from the February meeting. The motion was seconded by Ryan and unanimously approved.**

***OLD BUSINESS***

***NEW BUSINESS***

**CASE #13-HZ-00019 – 110 Morningside Drive**

**PROJECT DESCRIPTION:**

The applicant, Raymond Jewell, has applied for a Certificate of Appropriateness for the following work:

- Restoration & Rehabilitation
- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Discussion**

Raymond Jewell addressed the Commission. The applicant will try to find matching windows or get Andersen windows. He will replace the metal windows. The applicant states the gate is in front of the driveway and will function better if it is moved back. They want to move it to the back side and make it

wider. Mr. Jewell said there were two doors. One can be refinished and not replaced on the garage. He said he would go with an 8 inch Masonite siding, which was on there before. The current siding reveal on the house is 8. A smaller reveal would be better. He wants to use hardi board.

JoBeth asked which product he was going to use. Mr. Jewell said the Italian stone look is more his preference. He said if he went back to concrete it would still be bad. The driveway coming out of the garage from the house to the street would be in brick. He has the old brick and found some brick that is very similar that would be perfect for a driveway. Michael said everything with the garage sounds fine. The brick walkway sounds fine however, the driveway material is questionable. Thomas said he would prefer regular concrete. Mr. Jewell said he could make it look like concrete. He said the material he proposes last longer than concrete. Michael said it may not be compatible with the other houses in the neighborhood. Mr. Jewell said he would be okay with making it look like regular concrete.

JoBeth said the windows on the garage house are questionable. Mr. Jewell said he just wants to put in good windows. He said you have to have it special made, which is 3/1. In the sunroom they are 6/6. JoBeth asked if he could do 2 double hung windows. Thomas said he needed to submit what he wants to do. JoBeth said it would be more cost effective if he would replicate them or come in with what he wants to do. Mr. Jewell said he could do that.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00019 – 110 Morningside Drive, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Ferger Place Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: proposal to replace the garage door has been removed from the application; hardi board siding applied horizontally is approved for the garage with a lap to mimic primary structure; driveway – concrete is specified with pattern to match existing; and sidewalk brick as specified.**

**Thomas seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00020 – 4703 St. Elmo Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Mae Haney Grennan, has applied for a Certificate of Appropriateness for the following work:

- Demolition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. The house has been boarded up but not sure if that was done by Neighborhood Services. The fire started around the porch and then spread forward. Applicant stated the insurance company said the house should be demolished and is not insurable. Dallas Rucker and Cary Morris inspected the structure and said 2/3 of the house is salvageable and is not in danger of collapsing.

### Discussion

Arch Willingham (TE Parks Construction) (for Mae Haney Grennan) addressed the Commission. He said Ms. Morris is 73 years of age and makes \$1,200 a month. She is sick and cannot be here today. There was \$75,000 worth of insurance and there was a second mortgage of \$85,000. He said she has no money and no assets. It will cost \$12,000 to tear the house down and Ms. Morris cannot raise \$200,000 to repair and rebuild the house. He said there were 10 holes in the roof with water coming through since October. The house is on the market for \$39,000. Stuart told Mr. Willingham if he lowers the price he may come out better. JoBeth said there may be people who would buy the house and save it. Stuart said it might be better to tarp it and sell it for less. Kevin said the heavily damaged portions of the house were the additions and porch enclosures. Michael said it looked like Mr. Willingham might want to look at the financial hardships. JoBeth suggest to sell the house, recoup and do well.

Community Comments: None

**JoBeth made a motion to deny Case #13-HZ-00020, 4703 St. Elmo Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines.**

**Stuart seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00021 – 4705 Florida Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Brent Bigham, has applied for a Certificate of Appropriateness for the following work:

- Restoration, Rehabilitation, Remodeling of Rear Porch

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

### Discussion

Brent Bigham addressed the Commission. Mr. Bigham said they want to save the old house. JoBeth said it would look better as a screened porch. Mr. Bingham said the roof is rotting. JoBeth said that door is very typical of the bungalows. Sarah said the guidelines state that the removal of a door to put in a window should not be done. Michael said it looked okay other than this issue. Stuart said he would match the roof pitch with the gable end. Mr. Bigham said he was trying to bring in light. Michael said he wondered if the hardi shake might be a problem. JoBeth said she was fine with it except changing the door to the window. Michael asked if there were other ways to work with this. JoBeth asked if they could put a safety lock on the door. Mr. Bigham said yes. He still wanted to do wood on the fence, and for it to be 6 feet.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00021, 4705 Florida Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the**

**St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: replacement of front door is not allowed.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00024 – 4707 Alabama Avenue**

**PROJECT DESCRIPTION:**

The applicant, Jennifer Hilkert has applied for a Certificate of Appropriateness for the following work:

- Installation of Chain Link Fence

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. This goes back to a COA that was issued in March of 2011. Originally the applicant applied to put in a wood fence and it was to be staff approved before it was installed.

**Kevin recused himself from this case.**

Discussion

Jennifer Hilkert addressed the Commission. Ms. Hilkert said in reference to the original request of the fence, her application was for the front and the rear. She did not inquire about the side fence. She thought that if it was existing then she did not have to get approval. She spoke with the owner of the neighboring property and neither was sure who the fence belonged to and repair would cost \$600 or \$700. She said the chain link was completely covered by foliage. A large portion of this fence was now visible due to plumbing work and once all the foliage grows back, you will not see it. She did ask for permission on the back section. She said she needed to do it because there was no way to keep her dogs in. The fence faces an alley and could be covered with ivy or wood pickets. The reason she started it was because she inquired about building a garage. She was not aware that her side fence was an issue until Sarah called. Jennifer said she had e-mails from Jenny Shugart on the prior COA where she asked for wood and it was discussed that it could be aluminum or wood. Michael said the wood and aluminum were both approved to match the railings in front of the house. Jennifer chose aluminum. Michael said it was approved to look like the front fence. The third option she chose was chain link. Stuart said he cannot imagine how she did not know the process of replacing a chain link fence. He said she is probably more of an expert on the guidelines than the Board members. Jennifer said she talked to neighbors and got the same feedback and felt her assumption was safe. There was such a thicket of overgrowth on the side fence that she did not see it as an issue. Michael told her to contact the Commission on everything she had questions on.

Community Comments: None

**Stuart made a motion to deny Case #13-HZ-00024, 4707 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Removal of the installed fence is to be accomplished within thirty (30) days of this meeting.**



**Ryan seconded the motion. The motion was unanimously approved.**

Jennifer asked if she could have a longer time to get this done. Stuart asked Sarah if she could have an extension. Sarah said yes if she came back with a new application, a request could be made for an extension. She can get with Sarah after the meeting.

**CASE #13-HZ-00031 – 5701 Alabama Avenue**

**PROJECT DESCRIPTION:**

The applicant, April Flowers, has applied for a Certificate of Appropriateness for the following work:

- Side Porch Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

April Flowers addressed the Commission. Ms. Flowers said she loved St. Elmo and loved her cottage. She said the window overlooks a little stream, a runoff from Lookout Mountain, but there is no way to get out of the house on that side. This porch will make it easier for her mother to get out because she does not have to get up and down stairs. April said she would like to get a metal roof and screen in the porch, but that might be next summer. Right now she is here for the deck. The metal roof would start below the overhang and match the black roof. Her property line goes into the creek and extends 20 to 30 feet over the creek. There is no setback issue. She said she likes the look of lattice and would do regular spindles or whatever the Board asked.

Thomas said he had no problems with the porch. He does not think there is enough roof detail to approve the roof part. He suggested that she come back and resubmit for that roof detail whenever she wants to do it. JoBeth said she would prefer square lattice. She suggests Ms. Flowers get with Sarah about metal roofs and see how the supports hold up the roof. Stuart said if it is not the right pitch like a foot of drop in the roof, then it could totally be unusable. Thomas said it should match the eaves of the house and be architecturally correct. Michael told April to look at the guidelines and resubmit the application and they will take a look at it again. Stuart said if April wanted to build a simpler roof, she might have to change the design of the porch. April said the window does not open and was like that when she bought the house. Ms. Flowers said the room is tiny for a French door. JoBeth said she thought the cost would be the same as a glass sliding door. Ms. Flowers said if she could find one in the same price range she would do it. Ryan said he thought she should copy the front part of the house.

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00031, 5701 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Project is approved with no roof, the porch is approved with handrails on the stairs on each side, the removal of a window and replace it with a door is approved, the sliding glass door is denied and subsequent door selection is to be brought before Sarah for staff approval.**

**JoBeth seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00034 – 4206 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicants, Rob & Elaine Tinholt, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - 2nd Story Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Rob & Elaine Tinholt addressed the Commission. Mr. Tinholt has lived in St. Elmo for 12 years.

Taylor Bowers, Contractor addressed the Board. Mr. Bowers said Rob did the renovation work. He was going to put some knee walls around to bump it up and try to make it a story and a half.

Stuart said there was an issue with board and batten last month. Sarah said they were going to recycle the windows and put them in other areas. Elaine said if the windows were not salvageable they would replace with like windows. Thomas asked about the windows in the back and is there a reason why the sills are so high. Mr. Bowers said they were trying to scale them down rather than have a full size window. The vertical siding would be okay per Michael Prater. The width on the board and batten would be 6” and the band width is 12 inch with a drip gap per Mr. Bowers. Thomas asked about the window treatment. Mr. Tinholt said it would be leaded glass to help with privacy. Mr. Bowers said since it bumps out, it would be clear that it is an addition. The bump out will be kitchen cabinets. Michael said they did a very good job in making it look like a historic building with a lot of changes. Kevin said it was creative and well thought out for the neighborhood. Michael asked the Tinholts to look at the guidelines and resubmit changing the vertical siding. Mrs. Tinholt asked for a recommendation. Michael said no aluminum, no vertical. Mr. Bowers asked if panel with battens would be okay. He asked how they would define vertical board siding. Thomas said to prevent T111. JoBeth said the guidelines should be revised, but the way it is written now, she did not know. Michael asked Sarah about how a person can amend the guidelines. Sarah said it involves public meetings in the neighborhood. It has to come before the Board and City Council with multiple readings. Kevin said the neighborhood can vote to have it removed completely. The Committee’s job is to discern on things not clear but when things are clear we need to enforce them completely.

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00034, 4206 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Project is approved as submitted save the board and batten siding on the second story. Applicants are asked to resubmit.**

**JoBeth seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00035 – 1400 W. 53rd Street**

**PROJECT DESCRIPTION:**

The applicant, Jennifer Hilkert has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. She has COA's to do back addition and deck.

Discussion

Jennifer Hilkert addressed the Commission. Ms. Hilkert said these posts are ugly and the square ones would be better, 6 x 6 posts. She likes the ones in the picture she submitted. She wanted to make them exactly like the picture. She liked 3 on one corner and 2 on the other. She liked the odd number. She said she would do whatever the Board wanted. She thinks 2 looks odd. Thomas agreed because of a lack of detail. He would go with 4 x 4s wrapped in something like a 1 piece. Michael said to match the trim like in the picture. She did not want to put a beam in across the top. She said right now they are rotten in the bottom and are nailed up there. She thought she would come in on the corner of the concrete. That red siding in the picture will come off and be hardi siding and to add the beam would not be a big deal. She said she would be okay with (4) 4 x 4's wrapped in wood 2 on each side, side by side across the front. The trim is to match example submitted. She was asked to bring in final design for staff approval by Sarah.

Community Comments: None

**Thomas made a motion to approve Case #13-HZ-00035, 1400 W. 53rd Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all approved conditions. Conditions are: Columns to be 4x4 wrapped in 1x4 painted, across the front, side by side, trim to match the example as submitted; add beam detail to gable to be 1 x 8; and final design to be resubmitted and staff approved.**

**JoBeth seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No

***OTHER BUSINESS***

Thomas said he has two clients who are proposing to purchase property in St. Elmo but would like guidance from the Commission. He asked if the Commission would entertain such a thing. The first one is a double lot on Guild Trail, a very steep lot with hundreds of boulders on it. It is a 400 foot deep lot. The only place that can be built on this lot is about 200 feet deep in the lot. They are inclined to do something less invasive, something contemporary maybe on posts. It would not be very visible from the street. He passed around some examples from the client. He said it is a very difficult site to build on.

Another one was on Alabama Avenue. He said it is a good opportunity for this house to have a second life. The trouble is in the 90's the City installed a storm sewer in between the houses. They ran it directly behind the house and it is a 2 foot clay pipe. Now the City does not claim it. He said it catches half of Lookout Mountain's rain water. He cannot advise in clear conscience adding to that house. They want to do an 800 sq. ft. addition to the house. The house sits about 15 feet further back than the other houses on the street. The front porch is in disrepair. It needs a major overhaul. The owner would like to recreate a front porch and façade to make that happen and would tie everything in.

**Sarah said Jennifer Hilkert did not sign in and she wanted this on record.**

***NEXT MEETING DATES:*** April 18, 2013 and May 16, 2013

**JoBeth made a motioned to adjourn. Thomas seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned.**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**  
April 18, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held April 18, 2013 at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Thomas Palmer, JoBeth Kavanaugh, Stuart Wood, Kevin Osteen, William Shealy and Ryan Fiser

Members Absent: None

Staff Members Present: Sarah Kurtz, Angela S. Wallace

Applicants Present: Rob & Elaine Tinholt, Kevin Osteen, and Gary Fiser

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Thomas made a motion to approve the Minutes from the March meeting. The motion was seconded by William and unanimously approved.**

***OLD BUSINESS***

**CASE #13-HZ-00034 – 4206 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicants, Rob & Elaine Tinholt, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - 2nd Story Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Applicants are making same submittal as last month, just asking for the board and batten to be approved. Everything was approved except the board and batten. They found several homes in the neighborhood that have used board and batten.

**Discussion**

Rob & Elaine Tinholt addressed the Commission. Michael – You have made a great case. The position of this Board is to uphold the guidelines and also to keep the standard and historic character of St. Elmo. Applicants found 13 examples of vertical siding within one mile of their home. William – The examples

in the neighborhood, were they done prior to the acceptance of the guidelines? Some were and some were not. JoBeth – When there is a discrepancy in the guidelines, it is our job to make a determination. Kevin – I think the comment in the guidelines means vertical board on new construction – meaning ground up. This situation is not using T1-11 and the materials they are using should be acceptable. This is an addition not new construction. Thomas – Our job is to interpret the guidelines when they are vague. From what I have seen “vertical siding” cast enough doubt that we should interpret this and not take it literally. Stuart – There are two types of vertical siding – sheets and board and batten. William – I’m ready to go with this but we need to establish what we will accept for materials and placement. Stuart – I don’t see that it is our job to uphold the integrity of the neighborhood – but strictly to interpret the guidelines. The guidelines uphold the integrity of the neighborhood. Thomas – It will be a case by case basis. Stuart – The guidelines state that you have to distinguish an addition from the original historic portion. What better way to do that than vertical board and batten on a house with horizontal siding.

Community Comments: None

Stuart – I would like to start the process of changing the guidelines to define this issue. It would start with a neighborhood meeting and other things could be brought up at those meetings. Michael – Let’s let it go on record that we recommend the Board looks at clarifying the guidelines.

**JoBeth made a motion to approve Case #13-HZ-00034, 4206 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. To make a note to this: We have reached this decision based on the fact that in the guidelines there is a picture of a garage as acceptable that uses board and batten. It is in keeping with the neighborhood character. The wording in the guidelines specifically does not allow materials like T1-11 and we are distinguishing due to the older construction and newer construction that there is board and batten used in St. Elmo. We would also like to note that the Board will work toward changing the wording to allow the use of board and batten in the guidelines.**

**William seconded the motion. The motion was unanimously approved.**

## *NEW BUSINESS*

### **CASE #13-HZ-00037 – 1315 W. 46<sup>th</sup> Street**

#### **PROJECT DESCRIPTION:**

The applicants, David Stoddard & Kevin Osteen, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Two-Story Single Family Dwelling

**These are preliminary drawings & staff recommends resubmittal of more complete drawings.**

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Kevin Osteen recused himself from this case.**

## Discussion

Kevin Osteen addressed the Commission. The owners have worked on this project for about two years. They have a big family so they wanted four bedrooms. My biggest concern is ridge height. I'm coming in at about 28'. I've measured the houses around and they run about 25-26' ridge height. We are on a hill which will give me room to work on the sides and there is a fairly significant slope. I thought I could cut the lot a little (2-3') to drop the house lower. Michael – The original house was pretty high. The back of it was on grade but the front was about 6' up. Kevin – The foundation wall showing will be 36-42". My customer likes this house and I would like to go ahead with the project. The windows or lack thereof, was because of the closeness of the house next door. Michael – I think you would be okay with a couple of additional windows on the first floor. It would help with the look of that elevation. I would add a vent on the rear elevations. Corner boards would also help. Kevin – There will be 4" corner boards. No shutters on any of the windows. It may not be practical to put the fireplace/chimney on the side. If there is a fireplace installed, it will be built on the inside of the house. Thomas – Suggest 6 by trim; ridge vent; and exposed rafters. Kevin – I will make the front and rear columns the same – all of them will be 6 by and wrapped. The front foundation will be brick and the rest of the foundation will be stucco. If I dig down for the foundation, there will be a retaining wall on the right side.

Community Comments: None

**Thomas made a motion to approve Case #13-HZ-00037, 1315 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: Applicant must submit revised drawings showing full details and suggested changes to the Committee; applicant can break ground as long as footprint does not change from presentation; all columns (front and back) should be 6 by wrapped columns; add at least two windows on first floor on right side; if applicant decides to install retaining wall, the materials and design must be submitted for approval; if fireplace added, materials and placement shall be submitted; and gable vent to be added at rear.**

**JoBeth seconded the motion. The motion was unanimously approved.**

## **CASE #13-HZ-00038 – 1316 W. 45<sup>th</sup> Street**

### **PROJECT DESCRIPTION:**

The applicants, Gary & Debbie Fiser, have applied for a Certificate of Appropriateness for the following work:

- Demolition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Ryan Fiser recused himself from this case.**

Discussion

Gary Fiser addressed the Commission. The house has been vandalized in the last two weeks and is in even worse shape now. We want to demo and just carry it all away. Then we will build a new house. Stuart – Is there any architectural details in the house to be salvaged? Gary – No. Kevin – I don't think the city would ever let anyone try to rehap this.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00038, 1316 W. 45<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**

**Kevin seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00039 – 4902 Guild Trail**

**PROJECT DESCRIPTION:**

The applicant, Kevin Osteen, has applied for a Certificate of Appropriateness for the following work:

- Fence

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Kevin Osteen recused himself from this case.**

Discussion

Kevin Osteen addressed the Commission. The homeowners have a dog and need a 4' fence to prevent the dog from jumping the fence. Michael – The fence needs to be moved back from the front of the house. Kevin – The house is a duplex so the back of the house is a separate living space and the slope of the back yard makes it impossible to place a fence. The house is on the corner of two roads, the busiest road being Alabama so we thought we would put the fence on Guild. The back of the house is also very visible from Alabama Avenue. There will be a gate at the driveway in the front.

Community Comments: None

**JoBeth made a motion to approve Case #13-HZ-00039, 4902 Guild Trail, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**

**William seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No



***OTHER BUSINESS***

***NEXT MEETING DATES:*** May 16, 2013 and June 20, 2013

**Kevin made a motioned to adjourn. William seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 7:07.**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**  
May 14, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held May 14, 2013 at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Thomas Palmer, JoBeth Kavanaugh, Stuart Wood, Kevin Osteen, and Ryan Fiser

Members Absent: William Shealy

Staff Members Present: Sarah Kurtz, Angela S. Wallace

Applicants Present: Matt McGhee, Dickey Cantrell, Aprill Flowers, Kevin Osteen, Jeannie Harper of Chattanooga Chi Omega Alumni House Corporation Board, David Macallister and Stuart Woods

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Stuart made a motion to approve the Minutes from the April meeting. The motion was seconded by Ryan and unanimously approved.**

***OLD BUSINESS***

**CASE #12-HZ-00078 – 941 McCallie Avenue**

**PROJECT DESCRIPTION:**

The applicant, Al Jayne, has applied for a Certificate of Appropriateness for the following work:

- Rehabilitation
- Exterior Building Alterations
- Site Improvements
  - Retaining Wall

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Discussion**

Matt McGhee and Dickey Cantrell addressed the Commission. We had everything ready to put a new roof on the original building. The building crumbled as we removed the existing roof. It put a financial hardship on us to go forward with the project. We do not have the money right now for this project. We are hopeful that it will come and we can proceed. We are cleaning up as much as we can on the

property while keeping all the materials we were instructed to keep. If the Board has any direction for us, we will listen. If you want us to sell the property we will. I have lived here all my life and love this property. I hate that it has come to this but we had no idea it would crumble. JoBeth – There was an agreement with the city to restore the house when you bought it. I don't believe you don't have the intension to fix the house. That house had a lot of history. I believe you about the hardship. What do you plan to do from this point forward? Matt & Dickey – We really thought the first and second floors would be okay. Michael – Are you saying there is hope that you will build eventually? Matt – Yes. As soon as we can raise the money, we would love to. We are hoping within one year. JoBeth – I would rather see you go ahead with the plans you have even if it takes one year or more. I would like to see the original plan come about. Michael – I would like you to say that sometime in the next year we can go ahead with this. If you just have a plan, even if it is in a year or so. Maybe you can put together a plan on what would be possible. Dickey – I can tell you that no one has expressed an interest in buying the property. We do have people working on cleaning the materials and whatever else needs to be done to keep the property in proper repair. Sarah – This presentation was for them to bring us up to date on the progress. Matt – The property is gated and locked. Michael – Maybe you could come back next month and let us know exactly what materials you have and how you plan on storing them until you start rebuilding. JoBeth – Make a plan in stages. Bring us a plan on the exterior and closing in.

Community Comments: None

Stuart – All that's been done at this point is the demolition and the plan to rebuild. The plan presented was a preliminary plan on what they wanted to build. The reason they were told to keep the materials was to use in the rebuild. Michael – I think the next step should be to come back with a list of materials saved and a time line to getting started. JoBeth –I think they have good intentions and we need to be a little flexible with them. But they need to give us some kind of time line.

**JoBeth made a motion to defer Case #12-HZ-00078, 941 McCallie Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: present at July meeting schematic drawings of proposed reconstruction; bring a realistic timeline of reconstruction; detailed materials retained from existing building.**

**Ryan seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00031 – 5701 Alabama Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Aprill Flowers, has applied for a Certificate of Appropriateness for the following work:

- Side Porch Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Construction of porch has begun per previous COA.

Discussion

Aprill Flowers and Randy Dawson addressed the Commission. The roof will be coming from the fascia. The entire deck will be screened in. We brought the deck down a little and we are putting the roof into the rafters. Thomas – At this point we need to approve the roof and the enclosure. Randy – The roof of the deck will be flat and will have a black tin roof (so color will match existing roof). Thomas – Is there going to be a rafter overhang at the end of the deck? Randy – Yes about 3 or 4 inches.

Community Comments: None

**Thomas made a motion to approve Case #13-HZ-00031, 5701 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**

**Stuart seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00037 – 1315 W. 46<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicants, David Stoddard & Kevin Osteen, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Two-Story Single Family Dwelling

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*Kevin Osteen recused himself from this case.*

Discussion

Kevin Osteen addressed the Commission. I implemented the changes we discussed at the last meeting. There will be a retaining wall but have not determined the height of it so I will come back to the Committee with that. I did lower the ceiling heights to help lower the height of the house. The ceiling height will now be 9'. There are no plans to put steps off the porch on the rear of the house. Foundation will be stucco or brick. There will be no chimney. The ridge height is not that much higher than the surrounding houses due to the slope of the property.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00037, 1315 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: Grade will be dropped at least 2 feet; the ridge height not to exceed the proposed 36 feet; the details of the retaining wall are to be submitted to staff for final approval; 8-12 inch skirting to be added between body of house and foundation.**

**JoBeth seconded the motion. The motion was unanimously approved.**

*Kevin rejoined the Commission.*

## **NEW BUSINESS**

### **CASE #13-HZ-00045 – 850 Oak Street**

#### **PROJECT DESCRIPTION:**

The applicant, Chattanooga Chi Omega Alumni House Corporation Board, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Paint Trim
- Site Improvements/Changes
  - Gravel Parking Area

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. A rear gravel parking area was installed without a COA.

#### **Discussion**

Jeannie Parker, President of the Chattanooga Chi Omega Alumni House Corporation Board addressed the Commission. We have been the owners since 1969. I was appointed President last year and was not given anything concerning the Historic Zoning Board or that we were in an historic area. This area has always been a parking lot. It had deteriorated badly and we wanted to improve it. No one lives at the house full time. I am just looking for clarification and direction. We want to put some vegetation around the parking area. Our board is now trying to improve the look of the house and do some repairs that are needed. There has never been grass there. It was mostly dirt and there has been stuff dumped in the area. Right now we have an abandoned car parked in our lot. JoBeth – Parking is a problem and you will find cars parked there that don't belong. Michael – How many bedrooms? Jeannie – There are none, it is all meeting rooms and community rooms. We want to put evergreen vegetation along the back property line. We want the house to look better. JoBeth – This was an issue with another sorority house where gravel was brought in and they had to take it out and redo it. R-3 applies to almost all houses on Oak Street. To me the gravel is unsightly. Michael – Did you get a copy of what Sarah wrote, her staff report? I think we need to give you a copy of that. Stuart – The painting of the trim is fine. The plantings are acceptable. Is it the fact that they didn't submit an application or the fact that the gravel was put in? Sarah – Both - The gravel is not acceptable in an area that is supposed to be a rear yard. Jeannie – I don't mean to be argumentative but that has always been a parking area. JoBeth – With putting the gravel in it has become a larger parking area and invites more cars than ever before. Sarah – The City Landscape Architect says it is a possibility that the gravel will erode and it is a bad use for that material. Michael – What you have submitted will most likely not be approved. I suggest you take Sarah's staff report and resubmit to this Commission a revised site plan being a little more conservative than what you have now. You will probably have to remove the gravel. Stuart – In cleaning up the area, it has made it look much harsher. Thomas – It needs to be designed where it is more obscured. I don't think we need to proceed without the landscape architect reviewing it. Jeannie – I have to go back to my board to take the gravel up. I can't make that decision. Thomas – Taking the

gravel up is not going to solve the problem. The Landscape Architect is going to have to look at the plans. Sarah – You need to contact the Landscape Architect at the City first and then with her recommendations, you will need to make a plan and bring that to us.

Community Comments: None

**JoBeth made a motion to deny Case #13-HZ-00045, 850 Oak Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: the painting of the exterior trim in white is approved**

**Ryan seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00046 – 4514 Alabama Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, David Macallister, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Deck Improvements
- Site Improvements/Changes
  - Fence
  - Parking Area

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Fencing was installed before application.

#### Discussion

David Macallister addressed the Commission. The retaining wall did have a 4' chain link fence on it previously. The sidewalk needs to be redone because it has an old part and a new part with a small elevation change and will go all the way to the porch. Want to put a limestone cap on the end caps at the porch. It is cedar siding and will keep that but will have a hardi board on the band around the bottom. The chimney is massive and leans to the south. It was flagged to be taken down. I think I can take down about 4' to 7' of it and build it back as it is. I want to take the dome off and not put it back. I want to put an aluminum flue in. You would see about 2" of the metal exhaust cap and it would be black or brown. The fence in the front yard should be about 3' but it looks good. I just had an opportunity to get it built and went ahead with it. The porch on the back – I want to tie it into the bump out on the right (3') to try to unify some of the bump outs. The steps going to the deck will go along the side of the house, 14 steps and there will be a railing of black circle spindles. The cement pad for a future garage will be 21' wide x 30' deep. I will come back next year with the garage. There is a short wall on the side where there is an elevation change. I want to put a wall up with 3 steps at that point made of sandstone.

Community Comments: None

**Ryan made a motion to approve Case #13-HZ-00046, 4514 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: chimney cap to be staff approved.**

**JoBeth seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00047 – 121 Ochs Highway**

**PROJECT DESCRIPTION:**

The applicant, Stuart Wood, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Two-Story, 3 Bay Detached Garage

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*Stuart Wood recused himself from this case.*

Discussion

Stuart Wood addressed the Commission. The hip roof helped knock off the height of the pitch. But I can go with the hip or with it squared off. The house is stucco with shake. It is possible that later we would add rooms to the top of the house and then put a shed roof in and that is why I put the shed roof on the garage. The windows are the same style as the house. I want to have the slab poured when I have the concrete trucks out there for the other project. You will see the structure from the road, mainly the roof. The first floor will be covered with vegetation. I'm a car guy; I want room to work on cars. There will not be a second floor. It will just be an open space so I can put a lift in it at a later time. Thomas – I don't think you need to do the Dutch gable. The windows will be vinyl clad. The garage doors may not be exactly like the drawing but I will come back with any changes.

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00047, 121 Ochs Highway, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: Windows will be vinyl clad; height of garage will not exceed 20 feet; siding will be stucco not board and batten; the roof pitch will be 12:12; no hips on roof; and garage door specs to be staff approved.**

**Thomas seconded the motion. The motion was unanimously approved.**

*Stuart Wood rejoined the Commission.*

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No

***OTHER BUSINESS***

Application for Chimney Cap – St. Elmo – 5005 Beulah Avenue - I was going to staff approve but I realized there were specification in the Guidelines so I want to have the Commission look at it. Commission is fine with it. Go ahead and staff approve.

***NEXT MEETING DATES:*** June 20, 2013 and July 18

There will be 2 people recusing themselves at the next meeting and two will be absent. We will need to reschedule the meeting.

**Thomas made a motioned to adjourn. JoBeth seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 7:52.**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary



**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**  
July 18, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held July 18, 2013 at 5:33 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Thomas Palmer, William Shealy, Kevin Osteen, Robert Gustafson, Nancy Poston and Ryan Fiser

Members Absent: Stuart Wood and JoBeth Kavanaugh

Staff Members Present: Sarah Kurtz, Angela S. Wallace

Applicants Present: William S. Lewin, Jeannie Harper of Chattanooga Chi Omega Alumni House Corporation Board, Robert Gustafson, Rob Bradham (for Sherman Sherfey), Richard Ross Gruetzemacher, Mike Taylor, Phal Ches, Gary & Debbie Fiser, Nancy Poston, Frederick Benton and Shane Wilson (for Jennifer Hil Kirk).

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Thomas made a motion to approve the Minutes from the May meeting. The motion was seconded by Kevin and unanimously approved.**

***OLD BUSINESS***

**CASE #13-HZ-00006 – 1205 W. 46<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, William S. Lewin, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
  - Driveway

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

William Lewin addressed the Commission. Michael – Looks a lot better, you've added a lot of information. How are you attaching the pressure treated wood to the piers? Lewin - In between the

piers. Michael – What happened to the driveway? Did it not fit at the side? Lewin - The driveway would not fit along the side, and the slope was too steep. Michael – The breaking up of the foundation looks good. Lewin – Would it be okay to paint the side door in the foundation a steel/stucco color to make it as invisible as possible? William – You would not be able to see it that well. Kevin – I think it would look better than the wood door. Ryan – What kind of wood are you using for the porch columns and spindles? Lewin – Pressure treated wood 6x6 inch columns and spindles will be 2x2 inch. Thomas – The front stair being pressure treated, you might use risers to cover the side so it will look more like a front stair. Michael – That could be staff approved. Ryan - The rafters on the front porch is what? Lewin – Yellow pine stained to match front porch. Kevin – Before we have required wrapped columns on the front – weathering would be an issue. Suggest wrapping with a 1x. Lewin – I’m concerned about overpowering the beam above. Would the beam have to be bigger to support a wrapped column? I could do a 4x4 inch wrapped so it would be a 6x6 inch. If it makes it bigger, maybe lose the molding detail. Michael – That would not be a bad thing, more in keeping with the historic look. I think it would make the front of the house look really nice. Would you be open to that? Lewin – Yes. Would I wrap them with the pressure treated wood or paint them? Thomas – I would stain it to match the rafters. Lewin - The steps on the back will go toward the yard not the driveway.

Community Comments: None

Michael – I think it will be nice. I think everything can be staff approved from here.

**Thomas made a motion to approve Case #13-HZ-00006, 1205 W 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are:**

- 1 – Applicant’s request for basement door to be painted steel is accepted;**
- 2 – 6x6 inch porch columns to be wrapped in 1x wood trim;**
- 3 – add solid wood risers and foundation trim treatment to front steps.**

**William seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00045 – 850 Oak Street**

#### **PROJECT DESCRIPTION:**

The applicant, Chattanooga Chi Omega Alumni House Corporation Board, has applied for a Certificate of Appropriateness for the following work:

- Site Improvements/Changes
  - Gravel Parking Area

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. A rear gravel parking area was installed without a COA. The landscape architect has reviewed the plan and is okay except questions the monkey grass area.

### Discussion

Jeannie Parker, President of the Chattanooga Chi Omega Alumni House Corporation Board addressed the Commission. We want to make the area more attractive and we want to go by the rules now that we know what they are. Sarah – The landscape architect looked at the plans and felt it was not a bad plan and there are no additional permits required. Jeannie – The monkey grass is to help define the entrance and the parking area. Ryan – From a functional standpoint, the monkey grass will not last, it will be driven over. Sarah – The landscape architect felt you may want to put something different and more substantial. William – That is something to think about, you want to make it maintenance free. Jeannie – You want to move the monkey grass to the side and put something substantial there. We can put a grey owl juniper there which only grows like 4 feet which would be keeping with the safety issue.

Community Comments: None

**William made a motion to approve Case #13-HZ-00045, 850 Oak Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: plant grey owl juniper along eastern lot line (4 foot wide bed); create a 10 foot entrance (minimum) into parking area; remove the eastern strip of monkey grass in middle of parking lot; all to be resubmitted to Staff for approval.**

**Kevin seconded the motion. The motion was unanimously approved.**

### ***NEW BUSINESS***

#### **CASE #13-HZ-00060 – 4408 Seneca Avenue**

##### **PROJECT DESCRIPTION:**

The applicant, Robert Gustafson, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Replacing Windows

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. The price difference in the windows is a total of \$2,000.

***Robert Gustafson recused himself.***

### Discussion

Robert Gustafson addressed the Commission. At the last presentation, you said that the price difference shouldn't be much, but in fact it is significantly different – 3 times as much. The windows at this area do not appear to be original windows. I want to change the partial wall inside in order to make the room a little bigger so that will change the window placement. Michael – I don't have a problem with you putting the vinyl clad around the house because the windows that are

there are not original windows. Ryan – Would it be possible to put the better windows on the front and the less expensive ones on the sides and back? Robert – All the windows have to be replaced. Sarah – The houses on both sides of this house have used vinyl windows. William – Would you consider doing the front with the casement windows and the rest using the less expensive windows? Robert – The cost would be at least \$1,200 more. The last time the Commission stated that if it was a large difference, you would approve the 1:1. This house has become a money pit already, so I'm trying to save anywhere I can. Michael – We did tell him that if there was a large price difference, we would approve them. Of course the more acceptable would be the casement, at least in front. Kevin – I don't have a problem with the 1:1 as long as it is an historic replica. I would not put a Window World product in. William – I feel if you are replacing something that is not original anyway, it is acceptable. Michael – If we could do good looking ones on the front, we could go with the 1:1 on the rest.

Community Comments: None

Thomas – I think everyone is okay with the 1:1 on the back and sides? Commission is in agreement. We are speculating what the original windows were. Michael – We are not changing the character of the house.

**Thomas made a motion to approve Case #13-HZ-00060, 4408 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: windows to be vinyl clad and not solid vinyl.**

**William seconded the motion. The motion was approved, 5 for 1 against (Ryan).**

*Robert Gustafson rejoined the Commission.*

### **CASE #13-HZ-00063 – 4119 St. Elmo Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Steve Sherfey has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Replacing Wood Lap Siding w/Hardi Board

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### Discussion

Rob Bradham (son-in-law of applicant) addressed the Commission. The north side of the house wood siding is in bad shape and needs to be replaced. William – The photos don't show that the siding is that bad. Rob – It was painted 4-5 years ago and is already peeling and the wood is decomposing. Sarah – There are areas where the wood is in really bad shape and it is hard to tell if it is water, termites or rotting. Kevin – What percentage is in that shape? Rob – I would say more than 20% but not 90%. If I guessed, it is probably 40%. Michael – Are you going to leave any

existing wood trim or would it all be Hardi? Rob – The plan is to replace everything. Kevin – You can't get that trim in Hardi. Rob – I know they are going to try to clean and paint the dental molding and, if that doesn't work, replace it with wood. They would prefer to use the Hardi board. I don't know if they considered replacing with wood. Michael – The band going around – that would be a big deal if that is not repaired and kept. It would be nice to replace the eaves with shake or something else. Rob – It is my understanding that they are using all Hardi board. I think it would be acceptable to keep the band on the bottom and middle and the eave something besides Hardi. Ryan – I would like to see if they could repair instead of replace. If they had gotten some quotes on replacing with wood and what that difference was, we could have looked at that. I just don't think they will be able to replicate the details with Hardi. Rob – I know that they have done Hardi board on two other houses they own in St. Elmo and I'm sure they were thinking of doing the same with this home. Michael – I would like to get staff approval for what is to be used in the eaves. Maybe at the same time they could submit quotes of repairing instead of replacing. Sarah – I would recommend that the Commission defer this case until we can determine these details and see if those trim details can be replicated. Thomas – I think the extent of what is being replaced, I would like to see it documented more. I'm not opposed to Hardi but the trim I don't think can be done in Hardi. If you are talking about 40% I would like to see it repaired. There is a lot of good detail on this house and I would hate to see it lost. Rob – A deferral would be a good idea I think.

Community Comments: None

**Kevin made a motion to defer Case #13-HZ-00063, 4119 St. Elmo Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: require additional information regarding extent of damage and details of replacement.**

**Ryan seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00065 – 4209 Tennessee Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Robert Gustafson, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Single Story Detached Parking Garage

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

***Robert Gustafson recused himself.***

#### **Discussion**

Robert Gustafson addressed the Commission. Thomas – The main house came out great. Robert – The buyers asked for the addition of the garage. The door faces the south towards the driveway and the pedestrian door faces the house.

Community Comments: None

**Ryan made a motion to approve Case #13-HZ-00065, 4209 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. No conditions.**

**Kevin seconded the motion. The motion was unanimously approved.**

*Robert Gustafson rejoined the Commission.*

**CASE #13-HZ-00070 – 1023 E. 5<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, Richard Ross Gruetzemacher, II, has applied for a Certificate of Appropriateness for the following work:

- Restoration, Rehabilitation
- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. This work has already been done. A stop work order was issued.

Discussion

Richard Ross Gruetzemacher, II, addressed the Commission. The fence at the back was put up because the back of the lot faces a business which has a bright light that I wanted to block. It had a chain link fence I wanted to replace with a privacy fence. The fence on the side, a 16 feet wide section, needs to be 7 feet tall to help block the window in the triplex next door and the rest of the fence is to be 6 feet. Nancy – I feel this has improved his property. Ross – I will put a wooden gate on each side of the house that will face the main road.

Sarah – He changed the paint color from green to blue and color does have to be reviewed by the Commission. William – I have no problem with the color. Ross – I replaced everything in kind as much as possible.

Community Comments: None

William – No problem with the work just with the process, not coming to us before the work was done.

**William made a motion to approve Case #13-HZ-00070, 1023 E. 5<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: staff approval of 2 wooden gates leading to back yard on each side of the house.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00072 – 5011 Beulah Avenue**

**PROJECT DESCRIPTION:**

The applicant, Phal Ches, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Replacement of Vinyl Siding Over Historic Wood Lap Siding

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Vinyl siding was being installed and Staff issued a stop work order. Staff didn't feel the siding was that bad. A tree did fall on the back side of the house and that is what started the replacement.

Discussion

Robert Long Mountaintop Construction and Phal Ches addressed the Commission. Mr. Long – On May 4 a tree fell on Ms. Ches house and we were called by the insurance company. We took care of the roof. The rafter tails were torn off and we replaced the tongue and groove that was damaged. We tried to match the vinyl and we could not match it. We approached the owner and we agreed to replace all of it. I was not aware of the historic district requirements. All the insurance will pay for is vinyl. I did speak with State Farm and the only time they would pay for changing it to wood is if it was code upgrade or federal issues. Ms. Ches - My parents bought this house many years ago. They could not speak English and I was not aware of the historical guidelines and regulations. Michael – Did the tree fall into the wall or just scrape the siding. Is the wood siding still there? Mr. Long – It scratched the siding. The wood siding is still there and in rough shape and could be lead paint, we have not tested it. Michael – You want to finish with vinyl siding on the house? Mr. Long – Yes and put gutters up. We replaced the tongue and groove on the decking. Kevin – Will there be new rafter tails and do they match existing? Mr. Long – Yes. The vinyl goes all the way down. The insurance only paid for the back and part of the side. The homeowner is paying for the rest because of the matching issue. Michael – There is leeway in the Guidelines but we are not agreeable with vinyl siding. Kevin – We wish the vinyl was not there but it was. We don't like it but it is a huge change to take the vinyl off and replace with wood. Ryan – I agree but how will we face the next applicant that comes in to us. William – Or with the person who didn't come here first. Kevin – I think the difference is it had vinyl already. Michael – It is not appropriate but it is not prohibitive. They have kept the trim as wood. We would not have approved vinyl siding if this case had come to us before starting the project. Thomas – It has been the policy of this Commission since I have been on it, to deny vinyl siding.

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00072, 5011 Beulah Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: the historic trim to be preserved.**

**Robert seconded the motion. The motion was denied. 2 for (Kevin & Robert) and 5 against (Thomas, Nancy, William, Michael & Ryan).**

Mr. Long – If we have to take the siding off, we will repaint the wood. That is the only option the owner has. Sarah – I issued a stop work earlier this year for a roof replacement. It has been brought to someone’s attention that this house is in the historic district. Michael – I think you will see that we will not object to just painting the wood siding. Mr. Long – I’m pretty sure this is lead paint. We will spray it with white exterior paint. Thomas – The wood siding will have to be scrapped before painting. If you are not willing to do that, the owner needs to find another contractor. Ms. Ches – If the siding needs to come down and we have to let the house sit, will there be any fines or citations? Michael – Yes, you can’t just let it sit. That is something that may have to be addressed another time. I would suggest you go back to the insurance company. If you take the vinyl off, you can leave the wood siding and not paint at this time.

**William made a motion to deny Case #13-HZ-00072, 5011 Beulah Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. No conditions.**

**Ryan seconded the motion. The motion was carried. 6 for and 1 against (Kevin).**

**William made an amended motion to deny Case #13-HZ-00072, 5011 Beulah Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions – with the exception that aluminum gutters can be replaced.**

**Ryan seconded the motion. The motion was carried. 6 for and 1 against (Kevin).**

**CASE #13-HZ-00073 – 1316 W. 45<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicants, Gary & Debbie Fiser, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Single Family Dwelling

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

***Ryan Fiser recused himself.***

**Discussion**

Gary & Debbie Fiser addressed the Commission. Michael – Are you doing railing on the front stairs? Gary – With the height of the steps I don’t think it is needed. Thomas – As it is presented here, you will have to have railing. Gary – I’m hoping with the lay of the land it will not be that high. Ryan – The spindle and the railing, it gives it a lot of mass. If we don’t have to have them it



will clean it up. Michael – Under the porch will be rafter tails? Debbie – The angle of the ceiling will be flat. Ryan there will be some type of bracket under the roof, purely decorative. Ryan – There will not be cedar shake it will be the straight edge Hardi shake. The top eave will be flat Hardi board with trim. We could use beaded board or Hardi on that eave. Michael – The side windows in that eave are not needed. Robert – Or you could take the bottom two out. Ryan – It was just decorative. Sarah – The overlapping of the roofing at the side of the front porch. Ryan – The sloping of the porch necessitates the roof lines. Thomas – the drawings are not consistent on that. Michael – Are you going to do exposed rafter tails on the porch? Debbie – I don't think we can do anything but a flat ceiling because of the roof line. Ryan – we want to do rafter tails anywhere we can. Thomas – Will there be corner boards? Ryan – Yes. They will be the standard size. Debbie – Depending on the lay of the lot, the driveway may go on either side of the house, we won't know until we get in there. William – Is the 15 foot setback consistent? Sarah – No. There are some houses that are set back further but it would not pose any issues at 15 feet. Robert – Is there a problem with setting it back further? Ryan – There is no issue, we can set it back more in line with the other houses. Robert – What are the doors on the back? Ryan – That is a storage room. The doors will be metal.

Community Comments: None

**William made a motion to approve Case #13-HZ-00073, 1316 W. 45<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**

**Conditions are:**

- 4 inch corner boards to be used;**
- 4-6 inch reveal on siding;**
- foundation brick to wrap around and under front stairs;**
- front porch rails to be removed if less than 30 inches grade change;**
- front porch ceiling to be flat with enclosed gable on side of porch;**
- front porch side gable to feature bracket where joins siding;**
- front bump out to feature brackets under eave at bump out;**
- exposed rafter tails to be used throughout;**
- front setback to match other houses on street.**

**Kevin seconded the motion. The motion was unanimously approved.**

*Ryan Fiser rejoined the Commission.*

### **CASE #13-HZ-00076 – 4618 Florida Avenue**

#### **PROJECT DESCRIPTION:**

The applicants, Frederick Benton & Angela Haygood, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Rear Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

### Discussion

Frederick Benton (representing homeowner) addressed the Commission. We will match the existing roof. It will be flush with the existing side and rear of the house. We plan on reusing the siding that will be removed. There will be no window in the additional space. Ryan – Is it visible from the street? Sarah – No it is not even visible from the side, only from the alley at the back.

Community Comments: None

**Ryan made a motion to approve Case #13-HZ-00076, 4618 Florida Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: 3 tap asphalt shingles used on roof; rear facing wall of addition to be recessed 6 inch from the existing corner.**

**William seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00077 – 4707 Alabama Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Jennifer Hilkert, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
- New Construction
  - Rear Carport

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*Kevin Osteen recused himself.*

### Discussion

Shane Wilson addressed the Commission (representing Jennifer Hilkirk). We wanted to leave the existing wall for historical purposes. It will not be part of the carport. We will pour a concrete slab and will build a wood carport. The privacy fence will be a 4 foot fence. The carport will be 7 feet on the front – 6 feet in the rear and will slope toward the property. The wood will be clear stain and will be the same pattern as sample photo using 6x6 inch posts. Staff will review a resubmitted drawing with dimensions and materials and approve if acceptable.

Stairs – They are currently a hazard. We want to use the pavers to wrap the steps and risers. William – I can't imagine that would be cheaper than redoing the stairs in concrete. Shane – They will be leveling the existing stairs with concrete and then place the pavers. Michael – Why not level out with concrete and leave that? Shane – You can tell the stairs have been repaired dozens of times. It continues to deteriorate. The pavers would permanently repair them. Michael – It would not be historically accurate to do the stairs in the brick. The sandstone may be better but still not a good solution. William – The pavers would not be a permanent solution. Thomas – Putting pavers

on top of concrete is using two materials that are not forgiving. They have to constantly be fixed. Shane – I just don't think repairing with concrete would work. Robert – If the pavers are set with thin set, they shouldn't pop. William – I just don't think the pavers are an acceptable issue here. Shane – I think it is ridiculous to repair them and it is over \$10,000 to demo and replace. Michael - The fence is it going to be curved? What will it look like? Shane – It makes an angle, not curved. Michael –You need to resubmit the picture of the fence with specs and Sarah can staff approve it.

Community Comments: Kevin Osteen – Doesn't the fence have to be approved since it is 4 feet? No, because it is in the back.

Brick would not look good at the house and it would not be consistent to do brick on the street stairs and not all the way up.

**Ryan made a motion to approve Case #13-HZ-00077, 4707 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: 4 foot wood privacy fence around new parking area to be staff approved; carport pad approved; carport design details to be staff approved and should match wooden carport photo as submitted (no aluminum carport to be used); concrete steps to be repaired to match existing color, texture and material (pavers as submitted are denied).**

**Thomas seconded the motion. The motion was unanimously approved.**

*Kevin Osteen rejoined the Commission.*

### **CASE #13-HZ-00071 – 5500 Beulah Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Mike Taylor, has applied for a Certificate of Appropriateness for the following work:

- Restoration, Rehabilitation
- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### Discussion

Mike Taylor addressed the Commission. Michael – The new elevations look great. Mike – On the north side the far window we do not want to put the double window, just the siding. Windows 9 may or may not be done. Increasing the size of the windows is just to allow more light into that area. Ryan – The smaller windows do look original to the house. Michael – I think the new ones look fine. Mike – From the inside the original frame for the window looks like it would have been larger, the same size as the other windows in the house. I would like the option to replace those with the same size and shape as the windows replaced on the other size. William – The front door looks like originally it would have been a French door instead of a single door and sidelights. Mike - Lincoln windows are what I have quotes on. There are 2 windows that are covered by a porch and they are the only ones not rotting. We really want to replace all of them. They will be 3:1. The

Commission would like to see a 15 lite door with sidelights. Railing looks good. Doors are all acceptable

Community Comments: None

**Kevin made a motion to approve Case #13-HZ-00071, 5500 Beulah Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: windows replace all windows as submitted; has option to leave existing windows, replace to match existing or to replace to match other new windows for the windows on north elevation on either side of chimney; must keep side lights at front door or can have new unit with minimal changes to dimensions; replace rear door.**

**William seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00074 – 800 Vine Street**

#### **PROJECT DESCRIPTION:**

The applicants, Chip Caldwell & Nancy Poston, have applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
- New Construction
  - Addition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*Thomas, Michael and Nancy recused themselves.*

#### Discussion

Thomas Palmer and Nancy Poston addressed the Commission. Thomas - For 30 years this has been used as an office. We are going to turn it back into a single family residence. Most of the work will be interior. On the front, the 2<sup>nd</sup> floor right window was stuccoed in and we are going to remove that and replicate the existing windows. The front porch floor we do not think is original. There is a bad crack in the tiles and we think it was originally limestone. This is what we would like to do now. The dental trim on the front porch we believe was added later. We would like to match the existing eaves above as much as possible. All the gutters are integrated. We will try to repair what is there but may have to come back with that. The windows in the attic are in bad shape and we would like to replace with 1:1 to match. We are trying to repair the slate roof. We want to remove the balusters on the portico on the side. The right façade we want to remove and replace the wall. The siding area on the first floor and the porch on the second floor are not original due to pictures we have found and we want to rebuild it in the same size but make the first floor a sunroom and match the second floor. The dormer is in bad shape and we want to repair it and replace the windows with casement windows same size as existing. We are going to repair the three windows. The entire back yard is pavers and we want to reduce that about 50% and just have enough parking

for the owners. Nancy – This was the first building ever put in historic designation in the city and it was Cornerstones first project. I have a lot of written history on the house. It was built in 1891.

Community Comments: None

Ryan – I think this is beautiful. Kevin – agree.

**William made a motion to approve Case #13-HZ-00074, 800 Vine Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: None**

**Ryan seconded the motion. The motion was unanimously approved.**

*Thomas, Michael and Nancy rejoined the Commission.*

#### **CASE #13-HZ-00075 – 4505 Alabama Avenue**

##### **PROJECT DESCRIPTION:**

The applicants, Kenneth & Lisa Farmer, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Roof Addition
  - Rear 1-story Screened Porch Addition
  - Detached Garage
- Restoration & Rehabilitation

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*Thomas and Michael recused themselves.*

##### Discussion

Thomas asked for the case to be deferred.

Community Comments: None

**William made a motion to defer Case #13-HZ-00075, 4505 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions: None**

**Ryan seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No

***OTHER BUSINESS***

Welcome Nancy Poston and Robert Gustafson

***NEXT MEETING DATES:*** August 15, 2013 and September 19, 2013

**William made a motioned to adjourn.**

**Thomas seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 9:30**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**  
August 15, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held August 15, 2013 at 5:36 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, Thomas Palmer, William Shealy, Kevin Osteen, Robert Gustafson, Nancy Poston, Ryan Fiser, Stuart Wood and JoBeth Kavanaugh

Members Absent: None

Staff Members Present: Sarah Kurtz and Angela S. Wallace

Applicants Present: Keith Riley and Thomas Grady

Community Members Present: None

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Stuart made a motion to approve the Minutes from the July meeting. The motion was seconded by Thomas and unanimously approved.**

***OLD BUSINESS***

***NEW BUSINESS***

**CASE #13-HZ-00084 – 4302 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicant, Keith Riley has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Applicant was issued a Stop Work Notice due to working without a COA or permits.

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Keith Riley addressed the Commission. Sarah covered most of it. I was aware of the Commission. The work just kind of snowballed. After we removed the siding we found the sheathing was in disrepair and that is where we are now. The front window was enlarged about 12” vertically and

may have added a little horizontally. I don't feel it negatively affects the exterior but improves the line of sight from the interior. I felt the vertical board and batten would break up the look of the house. The windows on the side were also extended down a few inches. The work had started with the prior owner. The current owners asked me to finish the job. The homeowners want to extend the shed roof over the sliding doors. Michael – Did the previous owner get permission to do the work? Sarah – No. The last permits pulled were many years ago. The applicant stated to me when I went out and found the work being done that he didn't want to wait for the process so he started the work. Michael – You knew about the guidelines but the owner didn't want to go through the process. Keith – No. I thought the house was not on the main road and what I was doing was bringing the house more in line with the historic era. I do know about the process but didn't want to go through the process or wait. I felt it was just a cosmetic job. Sarah – It's a state law that this type work goes through the Commission. Robert – Where is the third gable you mentioned? Keith – It really is not noticeable. The one gable already had wood on it. Stuart – I think the windows look fine. My only concern is the difference in what they are now opposed to what was. Keith – The windows actually have more of a soffit then before. Nancy – Are you going to put shutters back on the house? Keith – There is talk of a porch but no shutters. JoBeth – The windows do not match across the front of the house. I think there is too much vertical going on now. Maybe if it was just the top of the house. Keith – I didn't think the Commission wanted to keep the house looking like a 50's house. JoBeth – Obviously, but this is a 50's house. Michael – How many windows changed size? Keith – The ones in the front and the ones on the side. Stuart – It had a waist band before. What was the top part of the siding? Keith – It was Masonite and that band was an afterthought, it wasn't original. The band was only on the front. Michael – What are you going to do with above the band around the top of the house? Keith – What was already there, just to match all of them. I felt the board and batten is more in keeping with the era of the house. Sarah – The house was built to be the style of house it was. The point is that you are taking away from the type of house it was supposed to be. A 1950's house is considered historic. JoBeth – I've seen the board and batten above the band but not the whole house. A lot of the 50's houses were just the wavy asbestos siding. Ryan – We agreed that board and batten could be used in new construction but not in restoration. Nancy – Do you have any older pictures of the house? Keith – I'm not aware of any.

Community Comments: None

Stuart – I think the windows are okay. JoBeth and Robert – I disagree. Keith – I think the gable makes a difference. Thomas – The windows don't bother me but the board and batten doesn't look right. Kevin – I think we have to be consistent with the rules we have made regarding using board and batten. We said it could be used on new construction but not on renovations or on additions where it was clear that it was an addition to the original house. It was not to be used on renovations changing from horizontal to vertical. Michael – If this had been brought to us before the work was done, we would probably not have approved it. Stuart – The windows I think could have been what he has used now. I think we may have approved it. JoBeth – I disagree, I think that is what we are here for. This changes the front façade completely. Nancy – Did you retain the metal awnings? Keith – No.

**Stuart made a motion to approve Case #13-HZ-00084, 4302 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**



**Conditions are: Windows approved; porch and deck approved; board and batten not approved**

**Thomas seconded the motion. The vote was tied 4 – 4, so the Chair voted yes. Motion carries with a 5-4 vote in favor. Against – Kevin, Robert, JoBeth & William**

**CASE #13-HZ-00085 – 4714 Alabama Avenue**

**PROJECT DESCRIPTION:**

The applicant, Keith Riley, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Applicant was issued a Stop Work Notice due to working without a COA or permits.

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Keith Riley addressed the Commission. Sarah came on Monday. The previous owner was removing stuff the prior week. I was planning on pulling the permit the next day. The 3:3 on the gable end is not original. There is a 1:1 that is original and that is why I am proposing 1:1. I got a COA to do the siding. Sarah – The asbestos was removed before the Stop Work. I issued a Stop Work and the asbestos was already removed. Keith – I tore off the front porch but I hadn't touched the siding at that point. Thomas – Let's focus on the work. Stuart – You have two windows that you feel are original 1:1. Do you have any way to verify that? Sarah – I would have to go out there with an inspector. Michael – I think that 1:1 is original and the horizontal ones on the back. They want to do an addition upstairs. The 1:1 in the gable at the back should be kept. I don't think the gables are going to work. I'm okay with the 1:1 windows. JoBeth – I agree. Michael – Window in the basement ok, the south elevation is ok. East/rear elevation – The dormer is existing but there is no window. Proposal to add window is acceptable. I like the addition of the deck. The 1:1 windows are more appealing. North Elevation – We would prefer that the window would match in size. You are going to use the old brick? Keith – Yes. JoBeth – I think the dormers are too heavy for the cottage. Keith – The house has a full basement. The realtor told me that nothing below grade counts for square footage. That is why I went to the attic and want to expand there. I have 1100 square feet on the first floor so I need to add some space. I have the attic framed already and a stairway installed. I didn't think there would be any problem with the gable. Kevin – The basement would count for something whether it adds to the "appraisal" of the house or not. JoBeth – I would rather see an addition on the back instead of changing the roof. William – I think you need to become familiar with the Guidelines if you are going to work in St. Elmo.

Community Comments: None

Thomas – I think you could do a dormer that looks like the back gable and that would be okay. That is not what has been proposed though. Sarah – The drawings for the rear, if the option with the deck is chosen, it will have to be resubmitted showing the window on the basement level. William – I think the option without the deck is more acceptable.

**Kevin made a motion to approve Case #13-HZ-00085, 4714 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are:**

- dormers on north and south elevations are denied;**
- the window in the gable is not approved, keep the existing vent;**
- window in back gable is approved;**
- the rear option without the deck addition is approved without the dormers or a revised drawing with a deck can be resubmitted to staff for approval;**
- windows on grade to be same size as windows on the rear and sides of the house;**
- brick removed from the north side to be reused in the rebuilding of the foundation;**
- the gingerbread in the front gable of the house needs to be repaired and remain in place**

**Ryan seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00087 – 1312 W. 45<sup>th</sup> Street**

#### **PROJECT DESCRIPTION**

The applicant, Gary & Debbie Fiser, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Single Family Dwelling

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. This is to approve everything that was presented and approved last month for 1316 W. 45<sup>th</sup> Street but now to be built at 1312 W. 45<sup>th</sup> Street instead.

*Ryan Fiser recused himself.*

#### **Discussion**

Ryan Fiser addressed the Commission.

Community Comments: None

**Nancy made a motion to approve Case #13-HZ-00087, 1312 W. 45<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: All conditions noted for submission last month apply here.**

**JoBeth seconded the motion. The motion was unanimously approved.**

*Ryan Fiser rejoins the Commission.*

**CASE #13-HZ-00090 – 4205 Tennessee Avenue**

**PROJECT DESCRIPTION:**

The applicant, Thomas Grady, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Discussion**

Thomas Grady addressed the Commission. The owner does not want to put windows on the right side due to furniture placement. I would appreciate the suggestion of making the windows consistent. I personally do not like the front of the house. I want to put a porch there but the owner has made the drawing to show no porch. I want suggestions of what you suggest and I will share that with the owners. Michael – I would like to see the front with a wider porch/stoop with a larger covering. Stuart – That would give it a much more consistent look with the rest of the houses in that area. William – Working that stoop in with a side gable roof would be better. Thomas – I would prefer to see a porch on this style house, even if it is a half porch. JoBeth – Having a porch adds value to the house. Michael – The siding – you have a band going across the bottom of the house, continue that around the front of the house. How thick are you planning on making the band? Maybe add that to revised drawings. I see this being resubmitted due to all the changes. Stuart – What are you looking for a start date? Grady – May. Michael – Where is the driveway? Grady – The driveway will be on the right side of the front, down the side with parking in back. Sarah – I would suggest accessing it from the rear alley. Michael – Focus on front porch, trim sizes, band sizes, window placement and how they line up, and sill heights and window sizes. Maybe add some rafter tails. Nancy – Did they look at any house plans? Grady – Yes hundreds. Thomas – I would suggest 8 foot ceilings. Grady – She wants a cathedral ceiling in the front room.

**Community Comments:** None

**JoBeth made a motion to defer Case #13-HZ-00090, 4205 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: all drawings are to be resubmitted with the changes discussed during the meeting; the overall footprint of the project as submitted is approved.**

**Robert seconded the motion. The motion was unanimously approved.**

***STAFF APPROVED CERTIFICATES OF APPROPRIATENESS***

Are there any questions about any of the staff approved Certificates of Appropriateness? No

***OTHER BUSINESS***

1. Grant to update and make all the guidelines consistent was approved. Staff needs to attend neighborhood meetings of all the historic districts. Need to address the changes and updates needed in each district.

Stuart – **I move to form a committee to simplify and refine the guidelines for all historic districts. JoBeth seconded the motion. The motion was unanimously approved.**

2. Administrator wants to put together panels to make presentations to realtors, contractors, residents, etc. letting them know specifics about the historic districts. Anyone interested in that, please let me know.

Sarah to send out e-mail listing the areas to volunteer and dates needed to all members.

3. Per the By-laws the Commission needs to elect a Chair and a Vice-Chair tonight.

Nominations for Chair are: William - deny  
Michael – accept

Nominations for Vice-Chair are: William – accept

With only one member nominated and accepted for the Chair and only one for the Vice-Chair, the nominees are appointed without a vote. The Chair will be Michael Prater and the Vice-Chair will be William Shealy.

***NEXT MEETING DATES:*** September 19, 2013 and October 17, 2013  
Stuart will not be here in September

**Stuart made a motioned to adjourn.**

**Ryan seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 7:45**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**

September 19, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held September 19, 2013 at 5:30 p.m. at the Development Resource Center, conference room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, William Shealy, Robert Gustafson, Ryan Fiser, and JoBeth Kavanaugh

Members Absent: Kevin Osteen, Thomas Palmer, Nancy Poston, and Stuart Wood

Staff Members Present: Sarah Kurtz and Angela S. Wallace

Applicants Present: Paul Tureva, Joseph & Geoffrey Meldahl, Keith Riley, Skeeter Scott, Spires & Marshal Baker and Jennifer Hilkert

Community Members Present: Joe Martin and Jeffrey Cross

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**William made a motion to approve the Minutes from the August meeting. The motion was seconded by Ryan and unanimously approved.**

***OLD BUSINESS***

***NEW BUSINESS***

**CASE #13-HZ-00097 – 4300 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicant, Paul Tureva with ALC Holdings, LLC has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Replacing/Relocation of Windows

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

***William recused himself.***

### Discussion

Paul Tureva of ALC Holdings, LLC addressed the Commission. The windows are deteriorated and propped in by nails right now. We want to replace them with 1:1. The windows inside are falling off. We want to put a transom window in the bathroom. The trim around the window is larger than the other windows and there is a sill along the bottom of the windows.

Community Comments: None

JoBeth – It's sad to lose the existing windows but they are very hard to save and since they are on the back of the house it is acceptable. Can the window in the bathroom be fixed to look better?  
Paul – Yes it will be fixed.

**Ryan made a motion to approve Case #13-HZ-00097, 4300 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: Owner has choice of installing 1:1 double hung or transom window in bathroom.**

**Robert seconded the motion. The motion was unanimously approved.**

*William rejoined the Commission.*

### **CASE #13-HZ-00099 – 109 Ochs Highway**

#### **PROJECT DESCRIPTION:**

The applicants, Joseph Meldahl and Jeffery Meldahl, have applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
- Demolition & Rebuild of Carriage House/Garage

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

### Discussion

Joseph Meldahl and Geoffrey Meldahl addressed the Commission. The garage is in bad shape with an infestation of termites, rats, water, etc. The existing siding is asbestos. Michael – I think your design is great and I have no problem with demolishing the garage. Joseph - The screen porch at the front will have a knee wall around the porch. There is a lot of landscaping on the property. There is an existing tennis court and a large stone wall around the tennis court and we would like to reestablish that. We want to fix the stairs and walls along the road. We are in the process of determining who is responsible for the walls along the road, us or the City. The garden beds and the pump house are not something we are going to do right now, but they are on the overall plan. Michael – What was the materials for the roof? Joseph – Galvalume panels, they are part of the kit for the house. It is a silver metal roof material. Windows will be trimmed with 3-4" cedar.

Michael – Would you want to carry the same roofing material to the garage? Joseph – Yes if that is what you want us to do. Ryan – What is the material you are using? Joseph – A 6” pine clad (shared a picture with the Commission). Michael – Could you submit a picture of the doors to Sarah? Joseph – Yes.

Community Comments: Joseph Martin – I live next door to the property. We are thrilled with these new residents and love the plans they have for the house. We just wanted to show our support for their project. We may be the only residents that have a view of this house.

Michael & JoBeth – Since this is a different style house it’s good to hear that the neighbors are in support of it. Michael – Do you think the roofing for the garage should mimic the house? All members agree. JoBeth – The applicants were so thorough with the application that there are not a lot of questions. Michael – Can we get the missing materials submitted to Sarah? Joseph - Yes. The color of the screen will be a light as possible. Michael - We need materials for the garage doors, screen and house doors.

**William made a motion to approve Case #13-HZ-00099, 109 Ochs Highway, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: screen material on front porch to be transparent; submittal of garage doors and front doors to staff; roofing materials for the garage to match the roof of the house; and knee wall on screen porch to be cedar to match house.**

**Ryan seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00100 – 4714 Alabama Avenue**

#### **PROJECT DESCRIPTION**

The applicant, Keith Riley, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Dormer (Revised proposal to what was denied last month)

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### **Discussion**

Keith Riley addressed the Commission. I want to extend the hip roof on the front to resemble the rear gable. This will allow me to add a 3<sup>rd</sup> bedroom in the attic. I have provided pictures of two other homes in St. Elmo that have a similar gable and window. I believe it would be in keeping with the neighborhood. Michael – The last one you proposed was there siding visible on each side of the dormer? Keith – Yes. I have made this proposal smaller and shorter. It will flow right into the existing roof line but will not be centered. JoBeth – This is not a real drawing, it’s hard to decipher it without an actual drawing. Michael – The roof lines should line up – your drawing does not reflect that. What is your finished ceiling height in that space? Keith – 8 feet. This gable will be added to the side of the house. Michael – This is better than what you presented before. Keith – There was not a window there initially but I think it is acceptable. Michael – I don’t think a

window is really appropriate. JoBeth - What are the dimensions? Keith – 12x18 inches. The one I am proposing building is higher than the one on the front. Michael – If you do this, we need to clarify what the gable is to look like and you need to build it exactly as we specify. Keith – This gable will be the exact same size of the one in back. I have photos, I don't see doing a drawing also. Michael – You just need to redo the drawing you have with the corrections and the roofs lined up. Sarah – I need correct drawings submitted before I issue a COA.

Community Comments: None

JoBeth – If the drawings are corrected to what we have talked about, I am ok with this. I think a 2x2 window will look massive. It should be a detail, not an egress window. William – I agree. Normally I would say no based on the guidelines but I think this will work in the district. I do not like the front window either, it is too big. I would go for the size that is existing and putting a window or vent in. The window on the side gable would be okay at the proposed size but not the front. Make sure there is siding all the way around the window in the gable – no trim on trim.

**Ryan made a motion to approve Case #13-HZ-00100, 4714 Alabama Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: drawings to be corrected and resubmitted for staff approval before continuing work; second story front window to be replaced with siding to match existing, a vent or window to match current size opening or with a single pane window.**

**JoBeth seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00101 – 4812 St. Elmo Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Keith Riley, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### Discussion

Keith Riley addressed the Commission. Sarah covered everything. It is obvious what is there is not original. They want to use a wood 15 lite door or a solid glass door would be okay. Michael – I think any of the proposed door options are acceptable. Keith - The existing windows are deteriorated and very drafty. William – I would prefer single lite doors instead of the 15 lite doors – they are more appropriate for a commercial building. The concrete composite for the trim is okay as long as it is good quality.

Community Comments: None

**Robert made a motion to approve Case #13-HZ-00101, 4812 St. Elmo Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant**



**to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: full glass door and cement board or wood as trim to be used.**

**Ryan seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00102 – 4302 Seneca Avenue**

**PROJECT DESCRIPTION:**

The applicant, Keith Riley, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Keith Riley addressed the Commission. Isaiah Smallman, the owner of the house is present. We want to move forward so we want to agree on the design. All the original siding has been removed at this time. Owner - I prefer option B around the entire house. Keith - The eaves are all tongue and groove. The front gable was there when we bought the house. JoBeth – This presentation is much better than the original. Sarah – The windows and the gables were approved last month. Michael – There should not be a transition on the front beside the door because there is no pop out.

Community Comments: Jeffrey Cross – I would encourage you to be fairly inclusive in that you are accepting a variety of siding in the area. It is a positive thing for the neighborhood.

Option B is used on houses of this era. Michael – I prefer there be no change on the front, it should continue the same all the way across because there is no pop out there.

**JoBeth made a motion to approve Case #13-HZ-00102, 4302 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: we accept either Design A or Design B to continue all the way around the house.**

**No second. Motion failed**

**JoBeth made a motion to approve Case #13-HZ-00102, 4302 Seneca Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: the finishes will match Design A of submitted drawings and continue all the way around the house.**

**William seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00104 – 5608 Tennessee Avenue**

**PROJECT DESCRIPTION:**

The applicant, Mark Walter Scott Jr. (Skeeter), has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations
  - Most work was done prior to being issued a COA & building permits. Stop Work Notice has been issued.

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

**Discussion**

Skeeter Scott addressed the Commission. I replaced the windows due to water damage and broken. I did 2:1 windows. There was a variety of windows in the house but I wanted to use the same window around the house. I replaced a sliding door with the 3 pane window on the side. There was only one window on the back. I wanted to get light in the house and an egress from the house. My intention is to get everything back to the original. I want to go back to the original siding but that will have to be much later. There are about 3 layers of stuff on top of the original siding. I wanted to close in the back porch to enlarge the kitchen. It had a knee wall around the porch to start. Michael – When did you buy the house? Skeeter – October. Michael - Did your agent tell you it was in an historical district? Skeeter – I didn't think what I was doing was significant to get permits or anything. I eventually decided I needed to pull permits even though no one had contacted me. When I went to pull permits, that notified Sarah that there was work going on. Michael – The problem is we still have to assess this as if you had proposed the design before work was done. There are people who have put in a lot of money and time into their home trying to keep within the guidelines. You have replaced all the windows. I like you went with the tall windows. We do not allow vinyl per the guidelines. There are a lot of cheap awful looking vinyl windows. There is a difference between the windows you put in the back bottom floor and the windows you have on the second floor. Skeeter – I have made frame extensions to line the windows up with the siding and the extensions are made out of wood. The location of the house is at the very end of the road and is next to the old AT&T building. Michael – I understand but you are still part of the neighborhood. I can appreciate what you are doing but we don't approve vinyl windows. Are you going to put matching siding on the addition? Skeeter – What I want to do is put cement board and match it to the existing siding as closely as possible.

**Community Comments:** None

Michael – Vinyl is so white. I think his choice with the tall windows look good. JoBeth – In another case like this that did not have the flat mutttons and we let them keep the windows. Michael – He is trying to rehab a house that might not otherwise have been rehabbed. I think he needs to come back to us with some options. If we get a different window for the one replacing the sliding door and the others to get them to come together instead of piece mealing it, maybe we can let the vinyl stay. William – I'm okay with closing in the porch. JoBeth – Since he wants to go back to the original, I think the addition should start with the original siding. I see no reason to do a temporary fix and then changing it. Michael – I think he should do the new siding areas in what he

wants to end up with. I think we could approve the top windows and just work on the lower floor windows.

**William made a motion to deny Case #13-HZ-00104, 5608 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: to be resubmitted next month; nothing to be removed from the house in the interim period.**

**JoBeth seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00105 – 1312 W. 46<sup>th</sup> Street**

#### **PROJECT DESCRIPTION:**

The applicant, Marshal L. Baker, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
- New Construction of Garage on Front of House

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### **Discussion**

Marshal L. Baker addressed the Commission. I have a site plan here that I got this week. The purpose of having the garage in the front is we have elderly parents and this is being designed to take care of them. Due to their disabilities and their age it will make it easier for them to enter and leave the residence. Sarah – The alleyway is closed and very overgrown at the rear of their house. Baker – There will not be a basement built as part of this project. We have looked at the vinyl clad and they are very expensive. Michael – You can probably submit the materials to staff if you get approved, but all vinyl will not be approved. You are going to do block foundation with brick over it. When do you want to break ground on this? Baker – We are just working our way through but as soon as we can. Michael – Would you mind resubmitting with specific materials? Baker – That will be fine. Michael – Just sketch out the little things that we need to know, like the materials for the porch railing, size and materials for the soffits, etc. Typically we do not approve shutters, so just state in your resubmittal that you won't be using shutters. Something that would help in getting the garage in the front accepted is if it would be really nice. Ryan – This doesn't really look like a house in St. Elmo with the garage in the front. I would like to see some other options. Baker – Putting the garage on the side or back will be a problem because it would not put them into the house on the main level. Michael – Research the option on how low the floor can go and still be accessible. Also research getting the alley cleared and what the city would be willing to do. Look at designing the house to be more narrow and longer and put the garage at the side of the house. As long as it is set back a little from the front of the house, it has a better chance of getting approved.

**Community Comments: None**

Sarah invited the Bakers to get with her and further discuss the options available.

**Ryan made a motion to defer Case #13-HZ-00105, 1312 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: examine options for the garage placement.**

**JoBeth seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00106 – 1505 W. 46<sup>th</sup> Street**

#### **PROJECT DESCRIPTION:**

The applicant, Jennifer Hilkert, has applied for a Certificate of Appropriateness for the following work:

- Remodeling to Include Enclosing a Side Front Entrance

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Staff believes the door has been there for a significant period of time.

#### **Discussion**

Jennifer Hilkert addressed the Commission. I believe the door is historic. When I bought the house 7 years ago I was told that the porch has been altered. The door is fake and unusable. It is in very poor condition. I want to fix the porch. I think it would make the porch more usable and would not impact the front of the house very much. I think the transom makes the door look awful. There's no way to fix that because I would have to tear a hole in the wall on the inside because it is closed in. Michael – Have we seen houses come before us before to take out a second door? Sarah – Yes and you denied removing the door. Jennifer – I remember that. That door was functional, this door is not functional. JoBeth – I would like to keep the door but would want to see the porch covered. It is typical to have this with a covered porch. I would rather see a window put there than 2 doors without a roof. Two doors side by side without a covered porch is not acceptable. Jennifer – There is a window on the side wall already. That is why I want to just put siding over the door opening. Ryan – How are you going to patch this in? Jennifer - I would take the siding off that entire wall and fix it. There would be no seams. William – I would rather see a window there. Since there is an opening there already, I would rather not see an opening go away. Jennifer - Putting a window in place of that door would totally take away the use of the inside. That is the only solid wall in the living room. Putting a window there would affect the functionality of the living room. Ryan – It does not look good the way it is.

**Community Comments:** None

Michael – It is ugly but it is an historic feature. It would be sad to see it go. JoBeth – It is a feature that some people like.

**Robert made a motion to approve Case #13-HZ-00106, 1505 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant**

**to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: None**

**No second – motion failed**

**William made a motion to deny Case #13-HZ-00106, 1505 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: None**

**No second – motion failed.**

Robert – There are houses that have had the second door closed and boarded up and they look very nice. Jennifer – I made a request to put a nice awning over that door. I think cleaning the porch up and making it look nicer. There are two very nice homes on either side of this house. This house is bringing them down. Robert – I think it will look much better than how it looks now. JoBeth – What about the guidelines. Sarah – The guidelines say original features should be repaired rather than replaced. The only time you have said no is when the guidelines said it is inappropriate. Michael – I see that as meaning doors and door surrounds. I read that as saying doors not openings. Jennifer – The transom is completely gone – there is no glass there whatsoever. Michael – We can make conditions on the motion. Robert – This house is going to look better with that door gone. Ryan – In a perfect world you would go back and put a transom back in there. Sarah – Is there a chance of replacing the transom? Jennifer – It would be huge undertaking. I am going to leave the door there and just place the siding over it.

**Robert makes a motion to approve Case #13-HZ-00106, 1505 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: leave door, remove trim and completely reside that portion of façade over the door.**

**JoBeth seconded the motion. The motion was approved 3 for and one against (William).**

### ***OTHER BUSINESS***

Proposal to change December 5 meeting date to December 10<sup>th</sup> (Tuesday) – Sarah will be out of the office almost all of November therefore it would be more acceptable to move this meeting to allow time for preparing for the meeting. - APPROVED

***NEXT MEETING DATES:*** October 17, 2013 and December 5, 2013

**Ryan made a motioned to adjourn.**

**William seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 8:52**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**  
October 17, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held October 17, 2013 at 5:30 p.m. at the Development Resource Center, Conference Room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, William Shealy, Robert Gustafson, Ryan Fiser, Thomas Palmer, Nancy Poston, Kevin Osteen, and JoBeth Kavanaugh

Members Absent: Stuart Wood

Staff Members Present: Sarah Kurtz and Angela S. Wallace

Applicants Present: Debra Blackman, Gabriel representing Lewin Brothers, Skeeter Scott

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**Thomas made a motion to approve the Minutes from the September meeting. The motion was seconded by William and unanimously approved.**

***OLD BUSINESS***

***NEW BUSINESS***

**CASE #13-HZ-00110 – 4512 Tennessee Avenue**

**PROJECT DESCRIPTION:**

The applicant, Debra Blackman, has applied for a Certificate of Appropriateness for the following work:

- Rehabilitation
- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. There was some unapproved work done prior to Ms. Blackman purchasing the property. Some items were staff approved prior to the meeting, i.e. replace roof, remove vinyl siding.

Discussion

Debra Blackman addressed the Commission. I want to take front door (metal) and put on back. I would like to move the existing window in back over some to correspond with the interior of the

room. My desire is to restore the house. We are putting wood windows in the front. Michael – Do all the windows need replacing? Debra – No, just the ones on the front. I will use a 4:4. JoBeth – The window in back, what will become of the second window there now? Debra – That will go away and we will just have the door and the one window. Ryan – Have you been able to find the wood siding to match existing to put on the closed in portion? Debra – That will be Hardi board but will match the existing wood siding. JoBeth – The window at the side of the back, it looks higher than the others, is that true? Sarah – Yes it is higher. Ryan – So you will keep that window? Debra – Yes. Michael – The fascia on the back will match the rest of the house? Debra – Yes. Ryan – The chimney will stay? Debra – Yes, we are planning to repair it but it is unusable. Michael – The new window will be 4:4 so the panes will be a smaller pane? Debra – Yes. Michael – What will you be doing with the vent in the attic? Debra – He is going to fix it and put a design in. Sarah – You need to submit that to me for approval.

Community Comments: None

Ryan – What about the vinyl windows on the back? Do you have any estimates on replacing those windows with wood? Debra – The front ones cost over \$960. I have had a lot of expense because of this house being in an historic district. When I asked the realtor if it was in an historic district, he told me no. Nancy – Could you lower the back window on the side to put it in line with the other windows? Debra – I can certainly check and will if I can. I don't see why not. William – That is an existing window and she hasn't asked to do anything to that. Michael – Legally, if she does not ask to do anything to this window, we can't ask her to do anything with it. Michael – The Hardi siding will begin at what point? Sarah – Where the new enclosure starts on the side. Kevin – The corner boards where the wood meets the Hardi should use the same corner boards as on the front. Thomas – I would like to see her move the window and put it in the appropriate location. I have no problem with her using the existing window. Debra – I am willing to do that. Kevin – Is the enclosure going to be flush or off set? Debra – It does not go to the sides of the house.

**William made a motion to approve Case #13-HZ-00110, 4512 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: The corner boards and the breaks between Hardi board and wood will match – either Hardi or wood; Hardi board reveal to match existing; front door to be wood and staff approved when selected; all attic vents finishes to be staff approved; the rear window of the bathroom and kitchen window to be brought in vertical alignment with existing windows.**

**JoBeth seconded the motion. The motion was unanimously approved.**

**CASE #13-HZ-00114 – 1205 W. 46<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, Steve Lewin, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Skylights

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.



### Discussion

Gabriel Gutierrez representing Lewin Construction addressed the Commission. The skylights are one for the bedroom and one for the hallway which has no natural light. Michael – The Guidelines say not readily visible from the street. They are not really noticeable from the street. Thomas – If this was an old house I would have an issue but not with this new construction. Michael – As long as they are flush with the roof and not bubbled.

Community Comments: None

**Robert made a motion to approve Case #13-HZ-00114, 1205 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: the skylights should be flush with the roof.**

**JoBeth seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00115 – 1385 W. 54<sup>th</sup> Street**

#### **PROJECT DESCRIPTION**

The applicant, Steve Lewin, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
  - Driveway

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. There is an alley that goes along one side of the property and a concrete convert along the other side.

### Discussion

Gabriel Gutierrez representing Lewin Construction addressed the Commission. He didn't mention anything about the drive but he did about the height. He can save about 2 feet on the height with an adjustment on the pitch of the roof. JoBeth – Can you lower the height of the foundation? Sarah – The scale of the neighborhood and the height of the foundation is what the Guidelines say to take into consideration. William – This house meets the Guidelines. Is the setback consistent with the area? Sarah – No, but zoning requires 25 foot setback. The Guidelines state that they should be aligned. JoBeth – I think we can suggest that you get a setback variance from the Zoning Board to put it in align with the neighborhood. William – My biggest concern is the side setbacks. Thomas – Where the low roof runs into the large roof would be better if it is set out a little.

Community Comments: Zacius Keith Shroyshir. I have been using that alley as a driveway to my home for over 20 years. Is it going to stay? Michael – It will stay. He is planning on using it just like everyone is. Sarah – The property line goes right down the middle of the alleyway. The alley is not closed. The owner cannot build on it, but the city could come back in and take it. Gabriel – The plan is for the alley to stay and still be used as it is currently. Michael – A future owner can

apply for a variance and do something with it. But the alley is actually not on his property but the “used” portion of the alley has encroached on his property. The owner currently has no intention in changing the alleyway.

R. Joyce Tyler submitted a letter with concerns about building on this lot. A copy is attached and made a part of these minutes.

The culvert is on the right side of the property. William – I would like to see property lines, setbacks and alley location. Robert – Do you know how wide the property is? Sarah – It’s around 50 feet. Michael – We have established the alley way will not be altered. The Guidelines allow for a 2 story house. The question is does this house fit in with the neighborhood. William – This is a 1.5 story, it’s within the Guidelines. Gabriel – The side is 10.5’ from the foundation to the property line on the side with the alleyway. JoBeth – The only setback I see a problem with is the front setback. It should be moved forward to be in line with the other houses on the street. William – I would like to see this brought back with the dimensions. All the setbacks should be noted on the site plan. I do have a concern about the height of the foundation. This is a fairly flat lot. I think it should be lowered to be within the Guidelines. Gabriel – The lot width is 63 feet wide. William – I also think the driveway should be noted on the site plan. Sarah – I suggest you defer the case since you are concerned with the setbacks. Robert – If we defer it that gives him time to get the variance. Nancy – It looks like the house is centered on the lot including the alley. Why can’t it be moved a little to the left towards the culvert? Gabriel – I can check on that. Thomas – Is there a right of way in connection to the culvert? That should be on the plans also.

**William made a motion to defer Case #13-HZ-00115, 1385 W. 54<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: We recommend owner apply for a setback variance that puts it in line with other house on the street; an updated site plan with the alley way, all setbacks and the driveway placement indicated; the foundation come no higher than 2 feet per the Guidelines.**

**Robert seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00116 – 5608 Tennessee Avenue**

#### **PROJECT DESCRIPTION:**

The applicant, Mark Walter Scott Jr. aka Skeeter, has applied for a Certificate of Appropriateness for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

#### **Discussion**

Skeeter Scott addressed the Commission. After looking through the Guidelines I have the following. There was a mix of window styles in the house. I tried to be consistent with the replacements of what was there. I can’t go back to the wood windows, I don’t have them all and

they were in poor condition. The Guidelines do not prohibit vinyl windows. I'm hoping that with the quality the windows are that I can use them. I have checked prices and it is considerably costly. I don't think that just replacing the front windows would change the aesthetics of the home. The surrounding area of St. Elmo has several homes with vinyl windows. I'm trying to fix this house to live in it. I am not flipping the house. The enclosure windows are at the top of the countertop and backsplash location on the inside. The porch roof line is lower than the roof line on the front. To change the size of those windows I would have to tear off the roof and completely redo that enclosure. The house is obscured by trees and especially the rear addition is not noticeable from the front. Ryan – The two windows in the front would cost how much? Skeeter - \$2,500 or more for those 5 windows. The vinyl windows were around \$2,800 for the entire house (11 windows). The enclosed porch is a bump out to the kitchen to give visibility to the back yard. I would like to continue making improvements after I move in. Eventually I would like to expose the wood siding by removing the vinyl siding.

Community Comments: Keith Riley – I would like to see Skeeter be allowed to keep what has been done. Obviously the work has already been done and money has been spent. He didn't knowingly go against the Guidelines. He was going on what Window World suggested. He did come in to pull permits and now he is being penalized for trying to do the right thing. He is a married man with two small children. In the words of Roger Scott, Building Inspector, "You would be better off to bulldoze it down." There are a lot of things in the neighborhood that are not appealing. Mr. Scott wants to move into the house, the neighborhood. This is considered the bad end of St. Elmo.

Skeeter presented a letter from a neighbor (across the street). She has lived there for many years and feels anything would be an improvement to what is in the immediate area. I'm not free from all guilt but I did realize when the work got extensive, I needed to pull permits. I had no idea this group has this much control over what when on.

Kevin – Has the financial hardship been explored before? It's a big ordeal. Sarah – Hardship is not based on financial. Kevin – We as a board have little wiggle room here. Robert – Would you be open to redo the front windows? Skeeter – I need to move forward. I think changing the front windows and leaving the side windows would be visibly different. Robert – I think they look ok. William – We are ok with the roof and the side porch. JoBeth – The 1:1 are ok. It's hard to look at the old photos and see what was going on there. Michael – The biggest issue with the side porch is to go back with vinyl. Skeeter – I propose to put Hardi board with a reveal to match the existing siding. There are a lot of layers to go through to get to the original siding so it will take a while for me to get to this. William – Do we agree with enclosing the side porch? JoBeth – I'm ok with it and I'm ok with the 1:1s. I am concerned with the 4:4 and the 6:6. Skeeter – I can replace the 4:4 and 6:6 with 1:1. William – The slider window is better than the sliding doors that were there. Sarah – The slider window is wood. JoBeth – I think the front and the sides should match. Robert – I don't have a problem with the windows on the front. The windows on the back are strange with all them different. JoBeth – I understand but we have approved this same type situation before. Sarah – If you make an exception, it has to be because it looks good. Ryan – I like the applicant but that is not the issue. There are Guidelines in place. I am growing weary of our willingness to be lenient on some cases and not others. The Guidelines suggest that all the windows be replaced. Kevin – If we look at the greater good and the benefit of the neighborhood. This house is in the hood. What does rehabbing this house do for making this end nicer rather than absolutely adhering to the Guidelines? Ryan – I agree but where do you stop it? Do we have flexibility on what is used

on the side of the house? Sarah – Vinyl clad or aluminums are acceptable on the sides and rear of the house. It does not state that vinyl windows are not allowed. JoBeth – There have been cases where we have allowed vinyl windows.

**William made a motion to approve Case #13-HZ-00116, 5608 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: Front 5 windows to be replaced with 2:1 wood to match existing size and shape; one of those windows to replace the sliding glass door area; rear addition and enclosed porch to be 1:1 vinyl windows to match installed windows on side porch.**

**JoBeth seconded the motion. The motion was approved 7 for and 1 opposed. (Kevin)**

### ***OTHER BUSINESS***

Dates for the 2014 meetings were distributed to the members of the Commission.

Michael – The e-mails on replying to the call for quorum. The concern is that people have to be notified if there is not going to be a meeting. Thanks to all the members for what you do and being passionate about what we do.

***NEXT MEETING DATES:*** December 5, 2013 and January 16, 2014

**Thomas made a motioned to adjourn.**

**Kevin seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 7:51**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary

**CHATTANOOGA HISTORIC ZONING COMMISSION**  
**MINUTES**

December 10, 2013

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held December 10, 2013 at 5:30 p.m. at the Development Resource Center, Conference Room 1A. Michael Prater called the meeting to order. Sarah Kurtz called the roll.

Members Present: Michael Prater, William Shealy, Robert Gustafson, Stuart Wood, Nancy Poston, Kevin Osteen, and JoBeth Kavanaugh

Members Absent: Ryan Fiser, Thomas Palmer

Staff Members Present: Sarah Kurtz and Angela S. Wallace

Applicants Present: Spires Baker, Steve Lewin, JoBeth Kavanaugh, Darren Delaney, Jason Havron and Skeeter Scott

Michael explained the rules of procedure and announced that the meeting was being recorded. Angela S. Wallace swore in all those who would be addressing the Commission.

**William made a motion to approve the Minutes from the October meeting. The motion was seconded by Nancy and unanimously approved.**

***OLD BUSINESS***

**CASE #13-HZ-00105 – 1312 W. 46<sup>th</sup> Street**

**PROJECT DESCRIPTION:**

The applicant, Spires Baker, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
- Optional New Construction
  - Detached Garage

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

Discussion

Spires Baker addressed the Commission. Materials are the same as we presented last time. The vent on the front will be wood or plastic. Hardi will be 6 inch reveal. The garage will be finished with the same material as the house. Michael – Why set back so far? Baker – No particular reason. Sarah – The general setback on that street is 25 feet. Michael – Would you be willing to bring it

closer to the road? Baker – We feel it looks better set back due to the slope of the lot. Robert – The slope is side to side, not front to back. There is not much difference in the slope. Sarah – The driveway is on the high side. Stuart – If you bring the house towards the front would you still keep the garage at the back of the lot? Baker – We would prefer to keep it at the back. Michael – On the left side of the front of the house the one double window doesn't balance out that side. Baker – That is where we were planning on putting the garage and when we closed that in we just put one window in. Stuart – I feel it needs to be broken up, put 2 windows instead of the one double window. Baker – That would be fine. We will use 1:1 windows throughout. Stuart – Would you be ok with not using shutters? Baker – We are fine with that. The front door will be metal. Michael – When you decide on the door, it can be staff approve. The foundation will be a little larger on one side than the other. Could the single pane window on the back be changed to a 1:1? Baker – Yes. Michael – Will you wrap the columns on the front porch? Baker – Yes and we will have a railing around the entire porch. Michael – Send Sarah the materials for the railing and she can staff approve. I would like for Sarah to do a staff approval on the final design for the vent also.

Community Comments: None

Stuart – I would like to see the house move forward. Kevin – I agree. I also feel we should get a resubmittal on this. We have requested quite a few changes and a lot of detail that is not provided. I would like to see something showing the slope of the lot and how the house sits on the lot. I'm looking at how we have done before. I don't want to delay the project but I want to be sure we ask for the same information we ask of everyone. I think we need to have it accurately depicted for us. We are not being consistent. Michael – Soffit and trim is something I think Sarah can approve. We have to think worst case scenario on the foundation though. If that's a 6 foot foundation wall, how do we feel about it? Stuart – The parking will be a problem between the house and garage if the house is not moved forward. Sarah – The setbacks vary from 15 to 25 feet. JoBeth – If we say 35 feet, it would allow him to have it set back but still more in line.

**William made a motion to approve Case #13-HZ-00105, 1312 W. 46<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: house to be setback 25 feet to be in line; all windows to be 1:1 except one bathroom window; change the double window on the front to two 1:1s on front of house; hardi plank reveal to be 6 inches; updated drawings showing foundation, slope and elevations to be resubmitted to staff. Vent to be rectangular or square in shape and paintable, garage drawings, porch details, door material, details on trim all to be staff approved.**

**JoBeth seconded the motion. The motion was approved with 6 for and one against (Kevin).**

### **CASE #13-HZ-00115 – 1385 W. 54<sup>th</sup> Street**

#### **PROJECT DESCRIPTION**

The applicant, Steve Lewin, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure
  - Driveway

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. The alley is off the property but the actual driveway is on the property. The driveway will need to be moved over.

### Discussion

Steve Lewin addressed the Commission. Went to Zoning Appeals for get a variance for the side setback, but did not need one for the front. I want to make the windows all 1:1s. (Commission agrees.) I have talked with the neighbor and the reason the drive moved over is there is a slope. We are going to grade it so it will be more level and will be useable by the houses currently using the alley and for my property also. Michael – What will be the surface of the driveway? Steve – Gravel. Stuart – You will have to submit an application to place gravel on the drive but it can be staff approved.

Community Comments: None

**Stuart made a motion to approve Case #13-HZ-00115, 1385 W. 54<sup>th</sup> Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: all windows will be 1:1.**

**JoBeth seconded the motion. The motion was unanimously approved.**

## ***NEW BUSINESS***

### **CASE #13-HZ-00135 – 4374 Guild Trail**

#### **PROJECT DESCRIPTION:**

The applicant, Darren & Bernice Delaney, has applied for a Certificate of Appropriateness for the following work:

- New Construction
  - Primary Structure

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

### Discussion

Darren Delaney addressed the Commission. I would prefer the house to be closer to the front of the property but there is a 17 foot easement. The fiberglass door on the front is due to efficiency. The rear door I would like for it to be a slider. Stuart – The front window is to the garage. Darren – Yes we want to be in this house a long time and want to have the garage on the main level. Robert – You can get a variance to bring the house closer to the road even with the easement. Darren – We would prefer to do that if is acceptable by this Commission. JoBeth – I feel the single pane doors on the back would be preferable. JoBeth - The window in the gable on the front would be acceptable but would like to see it designed a little different. Michael – If you wanted a decorative

vent with a solid pane behind, that would be acceptable also. It can be submitted to Sarah for staff approval on the style. Darren - The front door would be a 4 light door either fiberglass or wood. Michael – Also submit that to Sarah for staff approval.

Community Comments: None

We should do a recommendation on the front setback so applicant can go to the Zoning Appeals Board.

**Stuart made a motion to approve Case #13-HZ-00135, 4374 Guild Trail, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: submit for staff approval – doors, lattice design at back porch, gable vent/window design, detail on foundation and foundation stone to stucco transition design. Setback reduced to 17 feet.**

**Nancy seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00136 – 14 Fair Oaks Place**

#### **PROJECT DESCRIPTION:**

The applicant, Havron Contracting Company, has applied for a Certificate of Appropriateness for the following work:

- Demolition

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. This house was hit by a tree about 2 years ago. Chief Building Officer sees no immediate emergency demolition necessary at this time. The structure has no historic value and does not contribute to the historic character of the neighborhood.

#### Discussion

James Havron of Havron Contracting Company representing the owner addressed the Commission. The entire roof structure has been compromised. According to the owner, all the ceilings are on the floor and walls are covered in mold. A majority of the exterior siding is asbestos. The owner states he plans to rebuild. It appears the front was originally a porch and at some time it was enclosed. Nancy – Do you do a site cleanup? James – Probably not on this house because it has a basement and the owner wants to keep the basement. Robert – There are lot of houses in St. Elmo that is in worse shape than this one and we would not approve to demolish them. Michael – I think it is reasonable for us to defer this and ask for pictures of the inside to see the extent of the damage. Kevin – This house has been vacant for much longer than 2 years.

Community Comments: None

We need more information. We need a structural assessment. We can't make a calling without that information. There is historic significance to this house and the period it was built.



**JoBeth made a motion to defer Case #13-HZ-00136, 14 Fair Oaks Place, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: need further references to the interior layout of the structure and an assessment of the structure**

**William seconded the motion. The motion was unanimously approved.**

### **CASE #13-HZ-00137 – 5608 Tennessee Avenue**

#### **PROJECT DESCRIPTION**

The applicant, Mark Walter Scott Jr. aka Skeeter, has applied for a Certificate of Economic Hardship (CEH) for the following work:

- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report. Application is to keep windows on the front as is and the Pella window on side as is.

#### **Discussion**

Mark Walter Scott Jr. addressed the Commission. I tried to speak with Dallas. It seems the Economic Hardship is something that is not used a lot. I did break down the cost of the 5 front windows in my application. Even though I put these windows in before applying for approval, I would have proposed these windows anyway. That total was \$1204 for the windows I used. I would not like to put Jel Wyn windows in but they are the cheapest ones I got quotes on. The argument of economic return has been shown in the letters attached to the application. Michael – To clarify – you would like for us to look at this as if you didn't have any windows in there and are now applying to put new windows in and it is more expensive to put acceptable windows. Sarah read the code regarding economic hardship.

JoBeth – What is in the surrounding area should be considered. We need to look at that. Michael – I disagree. We have to strictly look at what he has applied for. Skeeter – Since this is something that is fairly new I feel you need to look at the bigger picture. There are a lot of people in this area that cannot afford to do what is required. They are going to start doing without asking. Stuart – I feel that undermines what you are asking for.

**Community Comments: None**

Stuart – (speaking on the Code) B was a precedent issue. I think this speaks against this case. C can't be related to the property and D was it can't be a result of your own actions. I think we look at A – is it feasible to ask someone to use a more expensive material. William – We would not have approved these windows to begin with. I don't think the difference of \$1400 is unreasonable. Stuart – I think it is the issue of doing it and asking forgiveness later. William – I think we have been very lenient in this case already. JoBeth – I disagree with what the real estate person and the appraiser stated in their letters. Stuart – There is a bit of personal responsibility involved. If you

can't afford what is needed to rehab the house, then you shouldn't have bought the house. The original cost of the five windows was \$1204 including install and the cost of wood windows would be \$3800 plus an install cost of \$175 to \$225 installation. Kevin – We are going to set precedence either way. We can be hardnosed and say no. On the other side is he is doing something in an area that is a depressed part. Would this not encourage other improvement in that area? Stuart – Then at what point do you stop saying that. Michael – We need to look at the economic hardship aspect only. We are looking at about \$3000 difference.

**Stuart made a motion to deny Case #13-HZ-00137, 5608 Tennessee Avenue, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the St. Elmo Historic District Design Review Guidelines, subject to any and all conditions.**

**William seconded the motion. The motion was approved. 6 for and one opposed (Kevin)**

### **CASE #13-HZ-00134 – 856 Oak Street**

#### **PROJECT DESCRIPTION:**

The applicant, JoBeth Kavanaugh, has applied for a Certificate of Appropriateness for the following work:

- Rehabilitation
- Exterior Building Alterations

Sarah presented the staff report. A PowerPoint presentation accompanied the staff report.

*JoBeth recused herself from the Commission.*

#### Discussion

JoBeth Kavanaugh addressed the Commission. The floorplan, layout and exterior are almost identical to the sister house next door. The original door was in the basement and I want to reinstall that. I want to put the original openings back in and open the closed up windows. The frames are in the basement also. The two chimneys in the back would have to be completely torn down and rebuilt so I would like to just remove them and finish out the roof. They are not visible from the front of the house. The front chimney will be redone and remain. I want to put a salvaged half-light door on the upper floor if I can find one.

Community Comments: None

Casement windows on the back are acceptable.

**William made a motion to approve Case #13-HZ-00134, 856 Oak Street, as submitted pursuant to the Chattanooga City Code, Chapter 10, Article II, Section 10-15e and pursuant to the Fort Wood Historic District Design Review Guidelines, subject to any and all conditions. Conditions are: None**

**Robert seconded the motion. The motion was unanimously approved.**

***JoBeth rejoined the Commission.***

***OTHER BUSINESS***

City staff got approved for and hired an intern. We are setting up meetings with the neighborhood organizations. No contact for Battery Place.

***NEXT MEETING DATES:*** January 16, 2014 and February 20, 2014

**JoBeth made a motioned to adjourn.**

**Nancy seconded the motion. The motion was unanimously approved.**

**The meeting was adjourned at 8:30 p.m.**

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Michael Prater, Chairman

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Angela S. Wallace, Secretary