



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Sunnyside in Sevier Park

METRO HISTORIC ZONING COMMISSION SUMMARY MEETING MINUTES

March 18, 2015

Commissioners Present: Vice-chair Anne Nielson, Menie Bell, Rose Cantrell, Sam Champion, Richard Fletcher, Ben Mosley

Zoning Staff: Sean Alexander, Melissa Baldock, Paul Hoffman, Robin Zeigler (Historic Zoning Administrator), Susan T. Jones (City Attorney)

Applicants: Moyo Suarez, John Root, Josh Spence, Preston Quirk, Tyler LeMarinel and Michael Ward, David Baird

Public: Brett Withers

Vice-Chairperson Nielson called the meeting to order at 2:02 p.m. and read aloud the process for appealing the decisions of the Metro Historic Zoning Commission and the time limits on presentations.

I. RECOGNITION OF COUNCILMEMBERS

II. APPROVAL OF MINUTES

Motion:

Commissioner Fletcher moved to approve the minutes as presented. Commissioner Bell seconded and the motion passed unanimously.

III. OVERLAY RECOMMENDATIONS

None

IV. CONSENT AGENDA

Vice-chairperson Nielson read the process for consent agenda items. Staff member, Sean Alexander, presented the list of items on the consent agenda.

a. 1504 GARTLAND AVE

Application: New construction - outbuilding; Setback determination

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: SEAN ALEXANDER

Permit ID #: 2028603

b. 2812 27TH AVE S

Application: New construction - addition

Council District: 18

Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay

Project Lead: SEAN ALEXANDER

Permit ID #: 2028610

c. 1511 DALLAS AVE

Application: New construction - addition
Council District: 18
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay
Project Lead: SEAN ALEXANDER
Permit ID #: 2028615

d. 1906 SWEETBRIAR AVE

Application: New construction - addition
Council District: 18
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay
Project Lead: SEAN ALEXANDER
Permit ID #: 2028626

e. 205 ENSWORTH AVE

Application: New construction - outbuilding
Council District: 24
Overlay: Woodlawn West Neighborhood Conservation Zoning Overlay
Project Lead: SEAN ALEXANDER
Permit ID #: 2028627

f. 251 LAUDERDALE RD

Application: New Construction--Addition and Outbuilding
Council District: 24
Overlay: Cherokee Park Neighborhood Conservation Zoning Overlay
Project Lead: MELISSA BALDOCK
Permit ID #: 2028222

g. 1401 ASHWOOD AVE

Application: New Construction – Addition
Council District: 18
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay
Project Lead: PAUL HOFFMAN
Permit ID#: 2028716

Mr. Alexander explained that prior to the meeting the applicant for 1511 Dallas Avenue requested that the case be pulled from the consent agenda.

Motion:

Commissioner Mosley moved to approve all consent items with their respective conditions and with the exception of 1511 Dallas Avenue. Commissioner Cantrell seconded and the motion passed unanimously.

V. PREVIOUSLY DEFERRED ITEMS

The items below were deferred from a previous MHZC meeting at the request of the applicant.

None

VI. MHZC ACTIONS

a. 1511 DALLAS AVE

Application: New construction - addition
Council District: 18
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay
Project Lead: SEAN ALEXANDER
Permit ID #: 2028615

Sean Alexander, staff member, presented the case for an addition to 1511 Dallas Avenue.

The addition will tie into the rear wall of house below and behind the existing roof ridge go back, rising up to be three feet, eight inches (3'-8") taller at the rear. This taller portion will be behind the historic structure, beginning forty feet (40') back from the front of the house. The addition will be distinguished from the historic house by setting in the walls of the addition from those of the house at the rear corner. Going back, the walls will then step back out to match the width of the historic house. The height and scale of the proposed addition will be compatible with the historic house.

However, the application also indicates that the window pattern on the right side of the house will be altered; an existing window is to be shifted forward and new window will be added behind it. Staff considers the alteration of an original window pattern to be partial demolition, which would not meet the design guidelines.

The addition would meet the material section of the design guidelines, with a condition that unknown materials are administratively approved.

Staff recommends approval of the proposed addition with the conditions that the existing window pattern be retained, and that staff approves the roof color and the window and door selections prior to purchase and installation. Meeting those conditions, Staff finds that the project will meet the applicable design guidelines for the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay.

Commissioner Mosley asked if the posts on the home were being replaced as the photo shows a single post and the drawings show paired posts? Mr. Alexander stated that the style of the porch was a craftsman style on an earlier house form and so he did not believe the posts to be original.

Moyo Suarez homeowner, stated that he wanted to change the location of the windows in order to orient the bed. They are existing vinyl windows that he would like to change to wood windows. The owner handed out a portion of the floorplan to show the reason for the request.

There were no requests from the public to speak.

Commissioner Mosley noted that the window change is easily viewable from the public right-of-way and he didn't recall allowing an alteration like this, close to the front of the house, in the past.

Vice-chairperson Nielson re-opened the public hearing and allowed the applicant to return. He asked to move one window and not add the second window.

Commissioner Champion stated that there wasn't a real reason for allowing the windows to be altered.

Motion:

Commissioner Champion moved to approve with the conditions that the existing window pattern be retained, and that staff approves the roof color and the window and door selections prior to purchase and installation. Commissioner Cantrell seconded and the motion passed unanimously.

I. 1700 DOROTHY PLACE

Application: New construction-infill

Council District: 17

Overlay: South Music Row Neighborhood Conservation Zoning Overlay

Project Lead: PAUL HOFFMAN

Permit ID#: 2028725

Staff member Paul Hoffman presented 1700 Dorothy Place, an application for new construction of a two-story office building on the corner of Dorothy Place and 17th Avenue South, in the South Music Row Neighborhood Conservation Zoning Overlay.

The new building will basically be facing Wedgewood Avenue, across Dorothy Place and this vacant lot which is owned by the city. Parking will be located in the basement level, accessed from the north side, also with parking on the adjoining lot, which is owned by the same applicant. A five foot (5') setback reduction is requested for Dorothy Place and a ten foot (10') setback reduction is requested from the alley. Staff recommends the setback determination, for several reasons, primarily due to the unusual shape of the lot.

Staff finds the proposal meets the appropriate sections of the design guidelines, with the exception that Staff has requested of the applicant to redesign the window openings on the sides facing 17th Ave South and Dorothy Place, to meet the guidelines for rhythm and spacing of openings.

Staff recommends approval with the conditions:

- Windows on the Seventeenth Avenue South and Dorothy Place facades be redesigned to meet historic rhythm and spacing of openings;
- Staff recommends administrative review of materials; and,
- Utilities be located on the alley or along the shared property line, beyond the midpoint of the building, from Seventeenth Avenue South.

With these conditions, Staff finds the project to meet the design guidelines for New Construction in the South Music Row Neighborhood Conservation Zoning Overlay.

Architect for the project, John Root, explained the challenges of the triangular shaped lot and the reasoning behind the different design elements of the project. He requested to keep the windows as designed.

Commissioner Mosley noted that the façade facing Dorothy was actually facing Wedgewood, where there is a very different scale of architecture. The district has a primarily commercial use; however, the buildings retain their original residential look. The combination of the eyebrows, various sizes of windows and the change in materials is too different from historic rhythms and proportions and so requires more consistency.

Commissioner Cantrell stated it fits in because of the modern design located outside of the overlay and near Belmont and Vanderbilt Universities. Commissioner Champion expressed his support because the building is not historic, or a copy of a historic building and its on the edge of the district where the context changes dramatically.

Commissioner Fletcher stated concern about the sun screens as they don't appear on historic buildings. In general, he supports something that doesn't try to mimic a historic building but he thinks there is too much going on with the change in materials at the windows and the sun screens.

Commissioner Bell agreed that the scale of the sun screens should be reduced. She reminded the commissioners it was just the windows that the staff had concern about, not the entire building, and that it was possible for the architect to redesign them.

Commissioner Mosley stated that the height and width of the two-story window is appropriate because of the location of the lot and the narrowness of the lot; however the combination of multiple different elements: the stair step, the sun screens, the triangular pop-outs, and the change in materials are less compatible with the historic context. Making the top three windows the same and removing the change in cladding from brick to wood, is one option for moving towards the appropriate rhythm.

Motion:

Commissioner Fletcher moved to approve the project with the conditions that:

- **Windows on the Seventeenth Avenue South and Dorothy Place facades be redesigned to meet historic rhythm and spacing of openings;**
- **Staff recommends administrative review of materials; and,**
- **Utilities be located on the alley or along the shared property line, beyond the midpoint of the building, from Seventeenth Avenue South.**

Commissioner Bell and the motion passed unanioumsly.

b. 2312 WHITE AVE

Application: New construction--addition; Setback determination.

Council District: 17

Overlay: Woodland-in-Waverly Historic Preservation Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2028235

Staff member, Melissa Baldock, presented the case for 2312 White Avenue, an addition and a setback determination. The house is located at the corner of White Avenue and Cathey Avenue in the Woodland in Waverly Historic Preservation overlay. In historic preservation overlays like this one, all exterior changes to the historic house are stringently reviewed, as are site features like uncovered decks, parking areas, and fences.

On corner lots, base zoning requires that primary structures be a minimum of 10' from the side street property line. In this case, the existing historic structure is located about 5' 11" from the side street property line. The addition is inset appropriately, and it will not be any wider than the historic structure. The addition, however, does need a setback determination because it will be less than 10' from the side property line. Staff recommends approval of the proposed setback since the addition will be matching the line of the existing historic house.

Staff notes that the site plan shows an outline of an outbuilding, but no outbuilding is part of the application before you.

The historic house has a multi-part roof form that is typical of Nashville houses of this era, but which can be hard to connect with an addition. The applicant's proposed method of tying into the roof involves eliminating two of the historic house's ridges on the north elevation. The new roof form raises the height of the back gable's ridge and eliminates the most of the distance between the taller central hip form and the lower back hipped roof. With this proposal, this portion of the historic roof form would be permanently and irreversibly altered. The design guidelines state that, "Original roof pitch and configuration should be maintained." Staff therefore finds that the proposed alteration to the roof form does not meet the design guidelines. Staff asks that a condition of approval be that the addition's roof tie into the existing roof in a manner that preserves the historic roof form.

On the left elevation, the applicant is proposing to alter an existing historic window opening. The design guidelines specifically state that "The original size and shape of windows should be maintained." Staff therefore finds that altering this window opening does not meet the design guidelines. Also on the left elevation, staff asks that the dormer be inset 2' from the wall below. The rear elevation shows a "future deck." Staff asks that any deck not extend beyond the side wall of the house.

Ms. Baldock noted that a letter of support had been received and given to the Commission at the beginning of the meeting.

Josh Spence, architect for the project, explained that the roof is difficult to tie-in to and he handed out some additional drawings to illustrate the issue. They matched the pitches and kept the lower ridge but need the current solution to assure the building is water-tight. He also asked to alter the window size on the left side and he handed out a design of the interior to show the reason for shortening the height of the window.

John Root, explained that he used to live in the neighborhood, used to be neighborhood president and has worked on several projects in the neighborhood where he has been able to meet the ridge. 209 White Avenue is a good example where the ridgeline was carried back and he did it at 2104 Grantland. He would like to see this house have more of a presence on the side street. If this applicant was allowed to carry the ridgeline back he could do a lot more with the design of the home.

Commissioner Champion stated the window alteration is solvable with the interior design and so it is not worth removing the window. In addition, if it makes better construction sense to extend the ridgeline than it should be done.

Motion:

Commissioner Fletcher moved to approve the project with the conditions that:

1. All existing window openings, including the window on the back of the north/left façade, remain as is;
2. The applicant seek permission from MHZC staff to make any alterations to the exterior of the historic house, including, but not limited to, window replacement, re-roofing, and siding replacement in whole or part;
3. Any deck not extend any wider than the historic house's side walls, and staff approve the final design and material choices for the deck.
4. The dormer on the north/left elevation be setback two feet (2') from the wall below;
5. Staff approve window and door specifications, roof color, and a masonry sample prior to purchase and installation of these materials;
6. The HVAC be located behind the house or on either side, beyond the mid-point of the house; and
7. Staff approve any permanent landscape features, including, but not limited to, fences, parking pads, and walkways.

Commissioner Mosley seconded and the motion passed unanimously.

Commissioner Mosley clarified that the roofing section in question is an overbuild and when removed the original roof line will be present.

j. 1714 4TH AVE N

Application: New construction--infill and Outbuilding

Council District: 19

Overlay: Salemtown Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2028243

Staff member, Melissa Baldock, explained that she would not be presenting because the project because the applicant is in agreement with all the conditions.

Preston Quirk, architect for the project, stated that he is in agreement with the conditions.

Motion:

Commissioner Chamption moved to approve the project with the conditions that:

1. The applicant submit an updated foundation plan;
2. The finished floor height be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;
3. Staff approve the final window and door specifications, the metal roof color, the porch floor material, and a brick sample prior to purchase and installation of these materials; and
4. The HVAC shall be located behind the house or on either side, beyond the mid-point of the house.

Commissioner Cantrell seconded and the motion passed unanimously.

c. 1709 BEECHWOOD AVE

Application: New construction - addition

Council District: 18

Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay

Project Lead: SEAN ALEXANDER

Permit ID #: 2028620

Staff member, Sean Alexander presented an application to construct a rear addition to an historic house.

The existing house is one and one-half stories tall, and the addition will be two stories tall with a partial third story in the basement gained as the grade drops away at the back. The addition will tie into the rear wall of house twelve feet (12') behind the existing roof ridge and rise to be thirteen inches (13") taller at the rear. This taller portion will be behind the historic structure, beginning forty feet (40') back from the front of the house.

The addition will be distinguished from the historic house by a setting in the walls of the addition from those of the house at the rear corners. Further back, the walls will then step back to match the width of the historic house and then a deck and covered porch will step out an additional five feet to the right.

The guidelines make several allowances for additions to be wider or taller than an historic house under certain circumstances, but it's generally not appropriate for an addition to be both taller **and** wider. Staff also recommend a condition regarding the alteration of the original window pattern similar to a previous case, but the applicant has agreed to that condition.

The addition would meet the material section of the design guidelines.

Tyler LeMarinel, architect for the project, explained that the additional height is 46' from the front of the house and only increases in height about 13". It was their goal to keep the addition as minimal as possible while also keeping the roof pitch appropriate. The screened porch which extends beyond the side wall is lower than the front grade and transparent.

There were no requests from the public to speak.

Commissioner Champion asked if there was a hardship for the extension of the rear porch. Michael Ward, architect for the project, explained that the porch is small and that others that have extended have been approved. Its more important to the client than the additional height and so if they cannot have both, they will lower the height.

Commissioner Bell, Champion and Cantrell stated that the additional height is minimal and the extension was minimal and therefore appropriate.

Motion:

Commissioner Cantrell moved to approve the project with the condition that the number and dimensions of the first story windows on the right side of the house not be altered. Commissioner Champion seconded and the motion passed with Commissioners Cantrell, Mosley, and Champion voting in favor and Vice-Chair Nielson providing the fourth concurring votes.

k. 305 A SCOTT AVE

Application: New construction-infill
Council District: 06
Overlay: Eastwood Neighborhood Conservation Zoning Overlay
Project Lead: ROBIN ZEIGLER
Permit ID #: 2028699

Robin Zeigler, historic zoning administrator, stated that she would not be presenting the project since the applicant agreed with all the conditions, unless there was a request to do so.

David Baird, architect for the project, explained that the neighborhood would like one porch across the front of the house and the owner has agreed to that. Staff agreed that that would be an appropriate change, if desired.

Brett Withers, representative of the neighborhood association spoke in favor of the project and the full-width porch.

Motion:

Commissioner Champion moved to approve the project with the conditions that:

- **The finished floor height shall be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;**
- **Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- **The HVAC shall be located behind the house or on either side, beyond the mid-point of the house;**
- **The porch extend across the entire front; and,**
- **Staff approve the roof color and masonry color, dimensions and texture.**

Commissioner Bell seconded and the motion passed unanimously.

3:51 Vice-chairman Nielson left the meeting during the staff presentation and returned at 3:53.

m. 913 PETWAY AVE

Application: Demolition; New construction - infill

Council District: 05

Overlay: Greenwood Neighborhood Conservation Zoning Overlay

Project Lead: SEAN ALEXANDER

Permit ID #: 2028631

Sean's presentation

Commissioner Mosley expressed his concern about the actual construction of the porch posts and encouraged the builder to place close attention on the construction of the porch so that the veneer to the pedestals does not extend beyond the porch floor.

There were no requests from the public to speak.

Motion:

Commissioner Cantrell moved to approve with the conditions that:

- **Staff verifies that the floor height is compatible with surrounding historic houses;**
- **The roof color, walkway material, and window and door selections are approved by Staff;**
- **That the proportions of the dormer on the left elevation be revised to match the front elevation;**
- **The roof color is approved by Staff;**

Commissioner Champion seconded and the motion passed unanioumsly.

n. 104, 112, 117 RANSOM AVE

Application: New construction--Infill

Council District: 18

Overlay: Elmington Place Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2028252

Staff member, Melissa Baldock explained that the project was for new construction at 104, 112, 117 Ransom Avenue on the site of the former Ransom School. To date, one of the 11 houses has been constructed. The Commission approved the design of four other houses at the February meeting.

There were no requests from the applicant or the public to speak.

Motion:

Commissioner Champion moved to approve the project with the conditions that:

- **Staff verify the construction height of the foundation and floor systems in the field to ensure that the finished floor line of the new construction is compatible with the historic context;**
- **Staff provide final review of the windows and doors, roof color, railing design and material, brick and stone samples, and the material for the entryway and porch floors;**
- **The height of the house for Lot 9 be reduced to thirty-five feet (35');**
- **The shutters be fully operational;**
- **The siding on Lot 5 have a maximum reveal of five inches (5");**
- **The brick area on Lot 5 have a differentiation of material between the foundation and the wall above;**
- **The dormers be eliminated from the side elevations on Lot 5;**
- **Walkways leading from Ransom Avenue to the front entries be added; and**

- **The HVAC units be placed on the rear façades, or on a side façade beyond the midpoint of the houses.**

Commissioner Bell seconded and the motion passed unanimously.

o. 1518 16th AVENUE SOUTH

Application: New construction-infill

Council District: 17

Overlay: South Music Row Neighborhood Conservation Zoning Overlay

Project Lead: PAUL HOFFMAN

Permit ID#: 2028718

Staff member, Paul Hoffman, presented the case for new construction of an office building on this vacant lot. The applicant has a pending Specific Plan (SP) application for the site. The applicant is present and has agreed to all conditions recommended by Staff.

There were no requests from the public or the applicant to speak.

Motion:

Commissioner Bell moved to approve with the conditions that:

- 1. The finished floor height shall be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;**
- 2. Shutters are operable shutters;**
- 3. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- 4. Staff approve roofing color;**
- 5. Staff approve the color and texture of masonry materials; and,**
- 6. Utility connections are located to minimize visibility from the street.**

Commissioner Champion seconded and the motion passed unanimously.

p. 4017 ABERDEEN RD

Application: New construction--infill and outbuilding

Council District: 24

Overlay: Cherokee Park Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2028218

4017 Aberdeen Road is an application for the construction of infill and an outbuilding. MHZC staff has issued an administrative permit for the demolition of the non-contributing structure on the site.

There were no requests from the applicant or the public to speak.

Commissioner Mosley expressed concern about the close proximity of the dormer to the cross-gable and Ms. Baldock said she would bring that up to the applicant.

Motion:

Commissioner Mosley moved to approve with the conditions that:

- 1. The finished floor height be consistent with the finished floor heights of the neighboring historic houses, to be verified by MHZC staff in the field;**
- 2. The front dormer windows have a four to six inch (4"-6") mullion in between them;**
- 3. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- 4. Staff approve the roof color, brick and stone samples, and the stoop steps and floor;**
- 5. The HVAC shall be located behind the house or on either side, beyond the mid-point of the house; and**
- 6. The dormer be moved away from the cross gable, retain proportion and be centered within the field in which it is shown.**

Commissioner seconded and the motion passed unanimously.

q. 1602 LILLIAN ST

Application: Demolition--Primary structure; New construction--infill

Council District: 06

Overlay: Lockeland Springs Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2028238

Melissa Baldock stated that she would not present the project for infill at 1602 Lillian Street, unless requested, as the applicant has agreed with all conditions.

The applicant and the Commission discussed the inspection process and foundation heights.

There was no request from the public to speak.

Motion:

Commissioner Champion moved to approve with the conditions that:

- 1. The finished floor height be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;**
- 2. A walkway be added from Lillian Street to the front porch steps;**
- 3. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- 4. The HVAC be located behind the house or on either side, beyond the mid-point of the house; and**
- 5. Staff approve the roof color, dimensions and texture.**

Commissioner Cantrell seconded and the motion passed unanimously.

r. 407 SOUTH 14TH ST

Application: New construction-infill

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: PAUL HOFFMAN

Permit ID#:2028719

Paul Hoffman, staff member explained that the applicant agreed with all conditions so he will not present unless requested to do so.

There were not requests from the public or the applicant to speak.

Motion:

Commissioner Cantrel moved to approve infill construction at 407 South 14th Street with the condition that the finished floor height is consistent with that of adjacent historic houses, and Staff approve windows and doors. Commissioner Champion seconded and the motion passed unaniomously.

VII. PRELIMINARY SP REVIEW

s. 1701 A AND C BLAIR BOULEVARD AND 2117 AND 2121 BELMONT BOULEVARD

Application: New construction--infill

Council District:

Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay

Project Lead: ROBIN ZEIGLER

Permit ID #: 18

Historic zoning administrator, Robin Zeigler, presented the project for a multi-family development on what is currently four lots at the corner of Blair and Belmont Boulevards. All existing structures are non-contributing. The

project requires a rezoning to an SP, so this proposal is for approval of the overall massing only. If the SP is approved by the Planning Commission, the project will return to the Commission for approval of final details. Any details shown in this application is for illustration purposes only and should not be included in the decision about the appropriateness of the massing.

The front setback varies and steps back on each side to meet the historic setbacks on Belmont and Blair Boulevards. All the parking is hidden at the center of the lot and within the buildings.

The building will be three-stories and will be thirty-six feet (36') at its tallest point. The historic homes to the left on Belmont and to the right (across Blair Boulevard) on Belmont Boulevard are approximately thirty-six feet tall.

Across Belmont Boulevard the context is even taller, between forty feet and sixty feet (40'-60') tall. The project meets section II.B.1.a. and b.

The roof form is a parapet roof which is common on historic apartment blocks and commercial buildings in the district.

Michael Ward, architect for the project stated that he was in agreement with the conditions.

There were no requests from the public to speak.

Motion:

Commissioner Mosley moved to approve the project with the conditions that:

- **A walkway be added to connect the rear units to the street;**
- **The finished floor height be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field; and,**
- **If the SP is approved by the Planning Commission, the applicant will return to the Commission with a second application for review of materials; windows and doors; proportion and rhythm of openings; balconies and awnings; appurtenances and utility locations; and the overall detailing of the proposal.**

Commissioner Cantrell seconded and the motion passed unanimously.

VIII. ADMINISTRATIVE ACTIONS

None

IX. OTHER BUSINESS

- a. Administrative Permits Issued for Prior month

RATIFIED BY COMMISSION ON APRIL 15, 2015