

MEGAN BARRY  
MAYOR



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Metropolitan Historic Zoning Commission  
Sunnyside in Sevier Park

### METRO HISTORIC ZONING COMMISSION SUMMARY MEETING MINUTES

November 18, 2015

**Commissioners Present:** Chairman Brian Tibbs, Vice-chair Ann Nielson, Menie Bell, Rose Cantrell, Richard Fletcher, Hunter Gee, Sam Champion

**Zoning Staff:** Sean Alexander, Melissa Baldock, Paul Hoffman, Melissa Sajid, Robin Zeigler (historic zoning administrator), Susan Jones (city attorney)

**Applicants:** John Root, Manuel Zeitlin, Rich McCoy, Macario Lacap, Scott Nicodemus, Jeff Zeitlin, Preston Quirk

**Public:** Edward Chapin stated he was representing Acklen-Westgrove Neighbors, Becky Meaghan (922 Waldkirch), Mike Hammond (805 Brentview Dr), Calvin Barlow (905 S Douglas and pastor of Second Missionary Baptist at 10<sup>th</sup> and Halcyon), Sonya Smith (2300 10<sup>th</sup> Ave S), Lester Williams (1018 Bate and 840 Glen), Robert Hartman (933 Acklen Ave), Brandon Gable (845 Glen Ave), Trent Yates (1008 Montrose), James Gilbert (2400 9<sup>th</sup> Ave S), Cheryl Marckman (835 Acklen), Patricia Holt (1117 Halcyon), Ken Winter (1021 Paris), Demetrie (last name and address unknown), Michael Ward for Jenkins Harding, Buffy Holton (919 Lawrence), Glen Matthews (2204 9<sup>th</sup> Ave), Ryan Parrish (833 Glen Ave), David Hooper (1108 Acklen Ave), Jeff Meltesen (2026 10<sup>th</sup> Ave), Caroline Duley (900 Waldkirch), Chuck Vehorn (811 Hillview Heights), Debra Dickey (2813 Sherbourne), Laural Staples (1108 Acklen), Carol Ashworth (919 Caruthers), Aretha McKinney (1007 Paris Ave), Sarah Wells (908 Bradford), Chris Cotton (president of 12<sup>th</sup> South Neighborhood Association), Nathan Hubbard (915 Waldkirch), Carrie McGee (2033 Elliott), Ashley Rose (906 Bradford), Jim Rossi (853 Glen Ave), Cathy Jennings (Montrose and Halycon), Jimmy Miller (910 Benton Ave), Donald Thompson (900 Waldkirch), Wayne Morris (Belmont) (24 speakers) Harriett Workman (2011 Cedar Lane), Susan Foxman (2006 Cedar Lane), David Workman (2011 Cedar Lane), Megan Patton

Chairman Tibbs called the meeting to order at 2:09 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

a. October 21, 2015

**Motion:**

**Commissioner Cantrell moved to approve the minutes as presented. Vice-chair Nielson seconded and the motion passed unanimously.**

**Motion:**

**Commissioner Gee moved to hear consent agenda items first and the overlay recommendations after consent. Commissioner Cantrell seconded and the motion passed unanimously.**

#### IV. CONSENT AGENDA

**NOTICE TO THE PUBLIC:** Items on the Consent Agenda will be voted on at a single time. No individual public hearing will be held, nor will the Commission debate these items unless a member of the audience or the Commission requests that the item be removed from the Consent Agenda.

**c. 3726 RICHLAND AVE**

Application: New construction-addition  
Council District: 24  
Overlay: Richland-West End Neighborhood Conservation Zoning Overlay  
Project Lead: PAUL HOFFMAN  
Permit ID #: 2082424

**d. 2502 BARTON AVE**

Application: New construction-addition  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2082523

**e. 1612 FORREST AVE**

Application: New construction-detached accessory dwelling unit; Setback determination  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: PAUL HOFFMAN  
Permit ID #: 2082408

**f. 143 WINDSOR DR**

Application: New construction-outbuilding; Setback determination  
Council District: 23  
Overlay: Belle Meade Links Triangle Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2082516

**g. 2803 NATCHEZ TRCE**

Application: New construction-addition; Setback determination  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA SAJID  
Permit ID #: 2079223

**h. 121 BLACKBURN AVE**

Application: New construction - addition; Setback determination; Partial demolition  
Council District: 23  
Overlay: Belle Meade Links Triangle Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA SAJID  
Permit ID #: 2081370

**i. 2606 BARTON AVE**

Application: Demolition-addition and outbuilding; New construction-addition and outbuilding; Setback determination  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA BALDOCK  
Permit ID #: 2081770, 2081762 and 2081763

**j. 1505 HOLLY ST**

Application: New construction-addition  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK  
Permit ID #: 2081817

**k. 2008 BEECHWOOD AVE**

Application: New construction-addition and detached garage; Partial demolition  
Council District: 18  
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA SAJID  
Permit ID #: 2081364

**l. 1406 5<sup>th</sup> AVE N**

Application: New construction-addition  
Council District: 19  
Overlay: Germantown Historic Preservation Zoning Overlay  
Project Lead: MELISSA BALDOCK  
Permit ID #: 2075919

Staff presented the cases for the consent agenda, noting that 1406 5<sup>th</sup> Avenue North is removed from the consent agenda. There were no additional requests to remove items from the consent agenda.

**Motion:**

**Vice-chair Nielson moved to approve all consent agenda items with their respective conditions and with the exception of 1406 5<sup>th</sup> Ave N which was moved to MHZC Action. Commissioner Gee seconded and the motion passed with all in favor with the exception of a recusal from Commissioner Kaalberg.**

**III. OVERLAY RECOMMENDATIONS**

**b. Waverly-Belmont Neighborhood Conservation Zoning Overlay**

Commissioner Bell stated that because the business she works with works in the neighborhood frequently so she will recuse herself, although she is neutral. She will listen but will not take part in the discussion or vote.

Councilman Sledge spoke about how the boundaries were decided, benefits of the overlay and why property owners have requested it. Of the property owners he has heard from, the ratio is 6 to 1 are in favor of the overlay. He recommended a recommendation of the overlay to Metro Council.

Ms. Zeigler presented a brief overview of what a neighborhood conservation zoning overlay means. She explained that the current request is for a Neighborhood Conservation Zoning Overlay for the Waverly-Belmont neighborhood. A portion of the proposed overlay is listed in the National Register of Historic Places and the rest of the overlay is eligible for listing in the National Register.

The land in this neighborhood was a part of larger nearby estates prior to being subdivided, beginning in the 1890s, including the properties associated with Belmont Mansion and our office, Sunnyside Mansion. After the Civil War, the arrival of streetcars significantly impacted the development of the city and opened the way for the creation of Nashville's first streetcar suburbs. This neighborhood developed around the one that ran down 10<sup>th</sup> Avenue to Glendale Park. During the 1920s and 30s, new home construction continued throughout the entire neighborhood at a fairly regular pace. The phasing out of the street cars in the 1940 meant a refocus for the neighborhood from the old 10<sup>th</sup> Avenue street car line to the emerging commercial corridor along 12<sup>th</sup> Avenue. After World War II, with the increasing popularity of the personal automobile, Nashville experienced a rapid expansion of second ring suburbs. In Waverly-Belmont, there was a brief surge of postwar construction in the early 1950s.

According to the National Register nomination written in 1985, Waverly Place, which is the northern portion of this proposed overlay, was nominated under Criteria A and C as a locally significant late nineteenth century suburban development. The subdivision was designed in a manner pioneered by Frederick Law Olmstead. The remaining area south of this development includes much of the same housing stock constructed in the same era as the homes

included in Waverly Place but with a grid pattern rather than the curvilinear streets of Waverly Place. The nomination notes that the district has “good examples of the variety of American suburban houses, late Victorian styles, foursquares, and bungalows.” Architecturally, the same type of development continues south of the National Register district. While Waverly Place is important under both Criteria A and C for its architecture and its development pattern, the remaining portion of the proposed overlay is eligible under criterion C for its architectural significance.

Since the boundaries includes both a National Register district and an area eligible for listing in the National Register of Historic Places, Staff suggests that the Commission recommend approval of the overlay to the Council and that it adopt the design guidelines proposed for the new district.

Public comment was provided by:

Opposed: Edward Chapin stated he was representing Acklen-Westgrove Neighbors, Becky Meaghan (922 Waldkirch), Mike Hammond (805 Brentview Dr), Calvin Barlow (905 S Douglas and pastor of Second Missionary Baptist at 10<sup>th</sup> and Halcyon), Sonya Smith (2300 10<sup>th</sup> Ave S), Lester Williams (1018 Bate and 840 Glen), Robert Hartman (933 Acklen Ave), Brandon Gable (845 Glen Ave), Trent Yates (1008 Montrose), James Gilbert (2400 9<sup>th</sup> Ave S), Cheryl Marckman (835 Acklen), Patricia Holt (1117 Halcyon) (12 speakers)

In favor: Ken Winter (1021 Paris), Demetrie (last name and address unknown), Michael Ward for Jenkins Harding, Buffy Holton (919 Lawrence), Glen Matthews (2204 9<sup>th</sup> Ave), Ryan Parrish (833 Glen Ave), David Hooper (1108 Acklen Ave), Jeff Meltesen (2026 10<sup>th</sup> Ave), Caroline Duley (900 Waldkirch), Chuck Vehorn (811 Hillview Heights), Debra Dickey (2813 Sherbourne), Laural Staples (1108 Acklen), Carol Ashworth (919 Caruthers), Aretha McKinney (1007 Paris Ave), Sarah Wells (908 Bradford), Chris Cotton (president of 12<sup>th</sup> South Neighborhood Association), Nathan Hubbard (915 Waldkirch), Carrie McGee (2033 Elliott), Ashley Rose (906 Bradford), Jim Rossi (853 Glen Ave), Cathy Jennings (Montrose and Halcyon), Jimmy Miller (910 Benton Ave), Donald Thompson (900 Waldkirch), Wayne Morris (Belmont) (24 speakers) Speakers handed out photographs of new construction and Crash Craddock’s album, both of which were returned to the speakers.

Kerry Conley, neighborhood representative, handed out a binder to show all the fliers that were created and surveys from all neighbors who completed them. She explained the process of having block captains place fliers on doors and talk with property owners, having questions transferred to MHZC staff, postings on social media, and the overwhelming support for the overlay.

In response to public comment, Ms. Zeigler acknowledge some errors in the design guidelines, none of which were guidelines themselves such as the introductory information, and she will correct those mistakes prior to posting the final draft on the website. That includes questions marks on page 17 and information about existing masonry outbuildings. She also addressed a concern that the link on the notification was incorrect. She explained that it was copied and pasted directly from the web page to the notice and the MHZC’s telephone number and her email were also included in the notice. They only received one call about the link being incorrect and were able to direct the caller to the correct location.

In response to public comment, Councilman Sledge explained that he filed at the time that he did to ensure that all property owners could receive notice with adequate time. He reviewed the address list himself and saw they were going as far as Minnesota. This is the first step, there are two additional public hearings. He has had communication with about half of those who spoke against the overlay. Caldwell Avenue was removed because of a lack of contributing structures and a number of property owners who did not support the overlay.

Commissioner Fletcher asked about procedure for approving or disapproving the design guidelines and that information was provided by Ms. Zeigler and Ms. Jones. Ms. Jones read aloud ordinance section 17.36.120.A of the ordinance as well as the relative sections (7.A and 7.B) of the Rules of Order and Procedure.

Commissioner Champion asked about when the process began. Ms. Zeigler explained that it has been discussed for several years and there have been four informational meetings in the last year.

Commissioner Gee stated that an overlay seemed to be striking a good balance between growth and authenticity. Nashville Next has called for concentrating growth along corridors and that is a challenge on some corridors like 12 South so he appreciates that the commercial buildings along 12 South were not included. We are rapidly losing what is special about Nashville and this a good way of maintaining our authenticity as long as we are not restricting growth elsewhere.

**Motion:**

**Commissioner Fletcher moved to approve the recommendation to Council and adopt the design guidelines based on the findings of the staff recommendation. Vice-chairman Nielson seconded and the motion passed with all in favor except Commissioner Bell who abstained.**

*The Commission took a five-minute break before continuing.*

Chairman informed the Commission that there was a request to move 2014 Cedar Lane to be next on the agenda.

**Motion:**

**Commissioner Bell moved to hear 2014 Cedar Lane next before continuing with the agenda. Commissioner Cantrell seconded and the vote was unanimous.**

**w. 2014 CEDAR LN**

Application: Demolition-primary structure; New construction-infill and outbuilding; Setback determination

Council District: 18

Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2081765, 2081779, and 2081810

Ms. Baldock began her presentation by stating that the Commission received multiple public comments via email and several others were received too late to bring to the Commission. The applicant for 2014 Cedar Lane is proposing to demolish the existing, non-contributing, multi-family structure on the site. The existing structure was constructed after 1950, and staff finds that its form, lack of architectural details, and date of construction do not contribute to the historic character of the Belmont-Hillsboro district. Staff recommends approval of the demolition.

The site is over 16,000 square feet and is zoned RM20 to allow for 7 residential units. The lot backs up to I-440, and marks the end of the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay.

The applicant is proposing to build a new multi-family structure and an outbuilding on the site. The multifamily structure will have six units in it, and the outbuilding will contain one additional unit, for a total of 7 units. The primary structure meets all base zoning setbacks, but the proposed outbuilding requires a change to the rear setback.

The outbuilding will have a footprint of more than 1,100 square feet. Outbuildings with footprints greater than 700 sq. ft. are required under base zoning to be twenty feet (20') from the rear property line. The applicant is proposing to place the outbuilding just 10' from the rear property line. Staff finds the proposed setback determination to be appropriate because outbuildings historically were located near or on the rear property line. In addition, 10' setback allows for more space in between the infill and the outbuilding.

The front setback for the primary structure will be less than the setbacks of the neighboring houses. The applicant is proposing to place the structure approximately 65' from the front property line. This is significantly forward of the neighboring historic properties, which are between 83' and 86' from the front property line. The Commission typically requires that the front setback for infill matches or averages the front setbacks of the adjacent historic houses. However, in this instance, staff finds that the proposed front setback that is forward of the surrounding historic houses is appropriate for several reasons. This site is the last lot before Cedar Lane dead ends into I-440, and as such, there is not a significant rhythm on the street that will be affected. In addition, the proposed front setback allows for enough room for required parking in the rear yard. Staff finds that the proposed front setback meets the design guidelines.

Vehicular access to the site will be via a new curb cut. The curb cut will be twenty-feet (20') wide, which is wider than what the Commission typically permits. However, in this instance, the Fire Department requires a larger driveway width because this is a multi-family development. Staff therefore finds that the proposed driveway meets the design guidelines.

The parking for the site will be behind the primary structure and within the proposed outbuilding. Staff notes that the site plan shows an additional curb cut and possibly a parking pad at the front, which would not be appropriate

The primary structure will be two-stories, with an eave height of 23'6" and a ridge height of 32'. The surrounding area has houses that are generally one and a half stories tall, ranging in height from twenty-five and thirty-one feet (25'-31'). But, the non-contributing structure that is to be demolished is two stories and approximately thirty feet (30') tall.

Even though the proposed structure is larger than the other historic houses on the block, staff finds that it is appropriate because the structure is located at the edge of a dead-end street, where it will not greatly impact the historic character of the neighborhood. In addition, the structure is a multi-family structure, and apartment buildings like this one were historically taller than single family houses.

The proposed infill will be brick on the ground floor and five inch (5") smooth face cement fiberboard siding on the second level. Staff recommends approval of a brick sample. All other known materials have been approved by the Commission in the past.

The outbuilding will have a footprint of 1,130 sq. ft. This is larger than what is typically approved, but staff finds it to be appropriate for several reasons. The site is unusually large at over 16,000 sq. ft. and appears even larger because of the right-of-way to the left. In addition, because the lot is zoned RM20, there are parking and fire requirements that are not typical of the single-family lots in the area.

The outbuilding will be two stories, with an eave height of 19' and a ridge height of 24'6". The second story will contain a dwelling unit. The structure is not being reviewed as a Detached Accessory Dwelling Unit because DADUs are not permitted in the RM20 zone. However, the RM20 zoning allows for seven dwelling units on this lot, and it is appropriate for one of those units to be located in the outbuilding. Allowing for one of the units to be separated helps to decrease the large massing of the principal building. As mentioned earlier, the outbuilding requires a change in the setback from 20' to 10'. Staff finds that the proposed outbuilding and the setback determination meet the design guidelines.

So In Conclusion, Staff recommends approval of the project with the following conditions:

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. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;
3. Staff approve the roof color and masonry color, dimensions and texture; and
4. Staff approve the material and design of the solid waste screen.

With these conditions, staff finds that the project meets Sections II.B. and V. of the *Belmont-Hillsboro Neighborhood Conservation Zoning Overlay: Handbook and Design Guidelines*.

Vice-chairman Nielson stated there is a rhythm set and disagreed with Staff's recommendation to allow the building be pulled forward. Ms. Baldock noted that the lot is at the end of the street on a deadend lot and so having the building move forward would not negatively impact the rhythm. Ms. Zeigler explained that they struggled with this one because the reality is that the lot is zoned for 7 units and the setback allows for 7 units in a massing that is appropriate for the district, and 13 parking spaces.

Richard Bacon, property owner, explained that they were only required to provide 10 spaces but they are providing 13 and the driveway is as wide as it is to accommodate fire codes. It is zoned RM-20 and left over from The Enclave, a multi-family development behind this lot. He claims he could have built something like The Enclave prior to the overlay but he did not do that because he cares about the neighborhood. The reason for the front setback is so that it visually not blocking your site line. They have satisfied 18 different agencies to get to this point. He

stated that he appreciated the tone and feedback of the neighbors who have sent letters. He handed out three photographs of The Enclave development. (Photographs were returned to the applicant, at his request.)

Commissioner Gee asked about the short driveway to the left of the lot and Mr. Preston, architect for the project, responded that it would be removed.

Harriett Workman (2011 Cedar Lane) spoke in opposition to the front setback and asked that the building be revived as if it is in the middle of the block. She expressed concern about insufficient parking and façade materials. They do appreciate that it looks like a single-family structure.

Susan Foxman (2006 Cedar Lane) thanked the Commission for changing the order of the agenda to accommodate them. Their issue is not that it is multi-family but with the rhythm of the street that will negatively impact the viewshed on the street. It should not be treated differently because it is at the end of the street.

David Workman (2006 Cedar Lane) It is not within keeping with existing structures on the street. He is not aware of anyone in the neighborhood who approves of the project but others could not attend because of the time of the meeting.

Preston Quirk explained that there are 13 spaces for 7 units, so each unit will have two spaces with the exception of 1. The front setback is 14' forward of the average on the street, not 20'. The setback allows them to keep all the parking in the back. They started with all brick but found that it was too boring so they copied designs on four-squares in the neighborhood.

Commissioner Champion asked for clarification of the setbacks. The rear setback will be 10'. The front setback is 70' and 84' is the average on the street.

Commissioner Gee asked about garden style apartments that are 2 and 3 stories and if something like that could work here. Ms. Zeigler explained that the apartment blocks are typically on much larger lots. Mr. Bacon stated that Ms. Zeigler gave him the direction that the building could not exceed two stories and 34' in height.

Commissioners discussed different alternatives to lessen the setback but none of the solutions resulted in the building being setback far enough to meet the established setback.

Preston Quirk said that they could move the garage back to just 5' off the rear property line but due to fire codes they could not move it to 3'. He answered questions about the garage and landscaping.

Commissioner Gee stated that it was clear that the Commissioners were uncomfortable with the front setback as proposed and that if they push the garage back it could mean a renote because of the change in the setback determination.

Commissioner Champion moved to approve the project with staff's recommendations; it died for lack of a second.

Mr. Bacon offered to defer.

Commissioner Gee stated that the need for parking and the deadend alone, were not enough to vary from a front setback that is similar to the historic context.

### **Motion**

**Commissioner Gee moved to accept deferral. Commissioner Cantrell seconded and the motion passed unanimously.**

Commissioners provided the guidance that the project should meet the establish historic front setback. One option might be to move the garage and parking to up to 5' from the rear property line but this will not be enough to accomplish the front setback needed. One Commissioner offered that the building be three-stories and another cautioned against that option.

*Commissioner Champion left the meeting at 5:00 pm.*

## **V. PREVIOUSLY DEFERRED ITEMS**

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

### **I. 1406 5<sup>th</sup> AVE N**

Application: New construction-addition

Council District: 19

Overlay: Germantown Historic Preservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2075919

Staff member Melissa Baldock presented the case for an addition at 1406 5<sup>th</sup> Avenue North. 1406 5<sup>th</sup> Avenue North is an application to demolish an existing addition and to construct a new addition that is 8'4" taller than the historic house. The historic house at 1406 5<sup>th</sup> Avenue North could date to as early as the 1830s, making it one of the earliest houses in Germantown. Last month, the Commission disapproved a proposed addition that was 9' taller than the historic house, had a mansard roof, and was only inset 1' from each of the sidewalls. The applicant is returning with a revised design.

This month, staff is recommending approval of the proposed addition, but with the condition that the addition be lowered in height so that it be no more than 5' taller than the historic house and that the taller portion above the historic house be entirely clipped at the front. .

The site is steeply sloped upwards towards the back of the lot so that there is a difference of about 10' from the front of the lot to the rear. The application involves demolishing a non-historic addition, and staff recommends approval of this demolition. The addition is appropriately inset 2' from each of the back side walls of the house. Note that the garage shown on the site plan is not part of the application before you today.

The addition is 8'4" taller than the historic house. Staff recognizes that the steep slope of the site, and its rocky terrain do create an unusually difficult site to build upon. However a two-story addition to a truly one-story home is generally inappropriate as it creates a massing that overwhelms the home. The Commission has never approved an addition this much taller than the historic house.

In the past, the Commission has allowed additions to be as much as four (4') above the ridge height if the addition sits back from the front wall by at least forty feet (40'). Because this addition sits back five feet (5') more than forty feet (40'), staff recommends that the addition be no more than five feet (5') taller than the existing building. With the clipped gable design the applicant proposes, this will assure that only roof is seen above the house, masking the additional massing.

Staff notes that lowering the height of the addition from being 8'4" taller than the historic house to being no more than 5' taller than the historic house will ensure that the scale of the addition does not overwhelm the historic house. It will also enable the front roof form of the addition to be entirely clipped. And it will be more in keeping with the Commission's past decisions, which have limited addition to a maximum of 4' taller than the historic house.

The primary cladding material for the addition will be cement fiberboard siding with a 5" reveal. All of the known materials have been approved by the Commission in the past. Staff also finds the fenestration pattern to be appropriate.

In conclusion, staff recommends approval of the project with the following conditions:

1. The height of the addition be lowered so that it does not exceed five feet (5') above the existing roofline;
2. The applicant seek approval from staff for any changes to the historic house, including but not limited to brick work, altering or replacing of windows, re-roofing;
3. Staff approve the roof shingle color and texture;
4. Staff approve all window and door selections prior to purchase and installation;
5. Staff approve the location of the HVAC unit; and

6. Staff approve all permanent landscape features, included but not limited to fences, pathways, pavers, parking pads, pools, etc.

With these conditions, staff finds that the proposed demolition and addition meet Sections 2.0, 4.0, and 7.0 of the *Germantown Historic Preservation Zoning Overlay: Handbook and Design Guidelines*.

John Root, architect for the project, explained the challenges of the site, grade and exposed bedrock in the rear yard. The house has two additions, which was to fill in the side porch, which will remain, and an addition to the rear. They are only adding 470 square feet (3 bedrooms) to a modest sized historic home. They are dwarfed on either side with large two-story homes on either side. They changed the roof form based on the feedback given last month. He could change the roof slope to reach the height desired but is concerned it will look back and it is so far back it will not likely be visible. If he loses the second floor the only option to expand out the back of the house but their lot isn't as deep as other lots. The eave is under the requirement the staff is asking for and they should consider height by eaves and not ridge.

Commissioner Fletcher said he was sympathetic but he felt the addition blended too much with the historic home.

Commissioner Gee said that they were talking about a 3' difference than what was proposed. He likes the design and the rear elevation but he wonders if the rear addition could be clipped by 3'.

There were no requests from the public to speak.

Commissioner Cantrell said she was sympathetic to the challenges of this site and appreciated the efforts made to meet their comments from last month. Commissioner Bell said there is a good argument for the addition not being seen from the street because the additional height is too far back.

**Motion:**

**Commissioner Gee moved to approve the project based on the fact that the building sits high on the lot, the grade rises in the back with exposed bedrock in the rear yard, the historic home is a small 1-story home and with the conditions that:**

1. **The applicant seek approval from staff for any changes to the historic house, including but not limited to brick work, altering or replacing of windows, re-roofing;**
2. **Staff approve the roof shingle color and texture;**
3. **Staff approve all window and door selections prior to purchase and installation;**
4. **Staff approve the location of the HVAC unit; and**
5. **Staff approve all permanent landscape features, included but not limited to fences, pathways, pavers, parking pads, pools, etc.**

**Commissioner Bell seconded and the motion passed unanimously.**

**m. 1310 7TH AVE N**

Application: Demolition-outbuilding; New construction--infill

Council District: 19

Overlay: Germantown Historic Preservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2081760

Ms. Baldock presented the case for 1310 7<sup>th</sup> Avenue North, which is an application to demolish an existing outbuilding and to construct new infill. The existing structure seen in this photo is non-contributing, and staff issued an administrative permit for its demolition in March.

At the MHZC meeting last month, MHZC staff presented a different design for infill at this site, but the applicant chose to defer the project and the Commission's decision. The applicant has since redesigned the project, addressing all of staff's concerns. Staff is recommending approval of this design.

The design meets all base zoning setbacks, and the infill's front setbacks are the average of its two neighbors. Please note that the garage shown on the site plan is not part of this application.

The proposed infill will be two stories and approximately 34' tall, which staff finds meets the historic context. Staff also finds the infill's width to meet the historic context.

The house is oriented towards 7<sup>th</sup> Avenue North. There are two front entrances, one leading to an office and one leading to the main entryway. Staff finds this to be appropriate, as historically, houses sometimes had two entryways on the front façade.

The primary cladding material will be brick veneer, and staff recommends approval of a brick sample. All of the known materials have been approved by the Commission in the past.

Staff also finds that the house's fenestration pattern meets the design guidelines. There is an expanse of 20' without a window or door opening on the south elevation, but staff finds it to be acceptable because it occurs 40' from the front of the house and will not be highly visible from the street.

In conclusion, Staff recommends approval of the project with the following conditions:

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. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;
3. Staff approve masonry samples;
4. Staff approve the color, dimension, and texture of the roof shingles;
5. The HVAC shall be located behind the house or on either side, beyond the mid-point of the house; and
6. Staff approve the design and materials of all permanent landscape features, including the fences, pavers, pool materials, walkways, etc.

With these conditions, staff finds that the demolition and infill meet Sections 2.0, 5.0, and 7.0 of the *Germantown Historic Preservation Overlay: Handbook and Design Guidelines*.

John Root stated he agreed with staff conditions and there were no public comments.

**Motion:**

**Vice-chairman Nielson moved to approve based on the staff recommendation 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. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- 3. Staff approve masonry samples;**
- 4. Staff approve the color, dimension, and texture of the roof shingles;**
- 5. The HVAC shall be located behind the house or on either side, beyond the mid-point of the house; and**
- 6. Staff approve the design and materials of all permanent landscape features, including the fences, pavers, pool materials, walkways, etc.**

**Commissioner Gee seconded and the motion passed unanimously.**

Commissioner Gee asked the architect about the front steps which appeared to be off-center. Mr. Root agreed it was a drafting error that would be corrected.

**n. 411 BROADWAY**

Application: Signage

Council District: 19

Overlay: Broadway Historic Preservation Zoning Overlay

Project Lead: MELISSA SAJID

Permit ID #: 2075714

Ms. Sajid presented the case for for signage at 411 Broadway which was deferred from the October meeting. The plan proposes to retain the existing historic sign and has been amended to no longer include the window decal on the alley façade. The new proposal includes two news signs on the primary façade.

As part of the deferral, staff conducted research to craft a policy addressing sites where historic signs may exceed or are close to the area allotted for a primary façade. The proposed policy would apply to sites in the Broadway Historic Preservation Zoning Overlay with historic signs that need to promote additional tenants. Under the proposed policy, in these cases the overall allotment for the primary façade would be increased by 15 square feet. This is the projecting sign that you saw last month. No changes are proposed.

The second sign is a shingle sign, which is proposed for a second tenant. With the proposed policy, 135 SF of signage would be permitted on the front façade. The proposed projecting signs would exceed this by several square feet, but the applicant has agreed to reduce the area of the proposed projecting signs so that the total area on the front façade does not exceed the allotment per the proposed policy.

Staff recommends approval of the proposed signs and the policy with the condition that the total area of the proposed projecting signs be reduced so as to not exceed the maximum allotment per the new policy. The applicant has agreed to the condition.

Commissioner Gee asked for clarifications on how it would affect other buildings with historic signs and Ms. Zeigler noted that staff reviewed how the policy would affect all properties that had historic signage in the design guidelines.

Staff recommends approval of the proposed projecting signs and policy for buildings with historic signage with the condition that the two proposed signs are decreased in size so that they do not exceed eighteen square feet. With this condition, staff finds the project meets the design guidelines for signage in the Broadway Historic Preservation Zoning Overlay.

**Motion:**

**Commissioner Gee moved to approve the signage and policy with the condition that the two proposed signs are decreased in size so that they do not exceed eighteen square feet. Vice-chairman Nielson seconded and the motion passed unaniomously.**

## **VI. MHZC ACTIONS**

### **o. 1108 LILLIAN ST**

Application: Demolition; New construction-infill

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA SAJID

Permit ID #: 2082489 and 2081371

Ms. Sajid presented the case for a new two-family residence at 1108 Lillian Street. The existing house does not contribute to the character of the neighborhood. Staff finds that the proposed demolition meets the design guidelines.

Staff recommends disapproval of the proposed infill as it does not meet the guidelines for height, scale, setbacks and rhythm of spacing, orientation and roof form. Also, the proposed house does not reflect the context of recently approved houses on this block of Lillian Street. The site plan shows a building that is approximately 38' wide, which is too wide given the context.

The plan proposes a two-family residence with an overall height of 26'8" from grade and an eave height of approximately 13'7".

The roof plan shows a roof form on the structure that is complex and contrasts greatly with historic roof forms seen throughout the district as well as recently approved infill.

In conclusion, staff recommends approval of demolition as it is consistent with the guidelines and disapproval of the proposed infill as it does not meet the guidelines for height, scale, setbacks and rhythm of spacing, orientation and roof form.

The applicant was not present and there were no requests from the public to speak.

**Motion:**

**Commissioner Fletcher moved to approve demolition of the non-contributing building and to disapprove the proposed infill. Commissioner Cantrell seconded and the motion passed unanimously.**

**p. 1612 LILLIAN ST**

Application: New construction-addition

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: PAUL HOFFMAN

Permit ID #: 2082430

Staff member, Paul Hoffman, presented the case for a new addition at 1612 Lillian Street.

The proposed addition adds one thousand, eight hundred and fifty square feet to the existing eight hundred seventy-seven square feet (877 sq. ft.) Italicized information in Section II.B.10 of the design guidelines for Additions reads: “No matter its use, an addition should not be larger than the existing house, not including non-historic additions, in order to achieve compatibility in scale.” The Secretary of the Interior’s Standard Number 9 states that “New work shall be . . . compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.”

In the past, the Commission has found that additions that more than double the size of the building are incompatible. Although the addition meets the design guidelines for all other sections, Staff finds that the size of the addition is too far out of scale to be compatible. Therefore, Staff recommends disapproval of the addition to 1612 Lillian Street.

Richard McCoy, architect for the project, explained that this property is part of the latest expansion of the overlay and there is a bit of a hodge-podge of styles and forms in this area. Looking at other projects that have been approved there are two large additions that have been approved. One of the additions was a 1100 square foot house with a 900 square foot addition and the one next door is 220% the original size of the building.

Ms. Zeigler explained that the addition next door was not approved by the Commission. A full application was received but was not included on the appropriate agenda, due to staff error. The ordinance requires that projects be approved within a certain time period or they are automatically approved, which was the case for the next door addition.

There were no requests from the public to speak.

Commissioner Gee said that he was not concerned about additions that couldn’t be seen from the street. Ms. Zeigler clarified that after a series of public charrettes, the Commission decided that the best way to meet the design guidelines for appropriate additions was to, in general, not allow for additions that more than double the size of the original home.

Commissioner Cantrell stated that she reviewed the property in person and she believes that it really will be seen from the street because of the amount of space between the buildings. She is concerned that is oversized and does not preserve the integrity of the historic home.

**Motion:**

**Vice-chairman Nielson moved to disapprove the application, finding that the addition fails to meet the design guidelines for appropriate scale, specifically Sections II.B.2 and II.B.10.a and the Secretary of Interior’s Standards. Commissioner Fletcher seconded and the motion passed unanimously.**

**q. 1207 HOLLY ST**

Application: Convert existing outbuilding to DADU  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2082524

Staff member, Sean Alexander, presented the case for converting an existing outbuilding to a DADU.

1207 Holly Street is an eclectic one and one-half story Victorian Era house, constructed circa 1900.

Behind the house is a two-story outbuilding constructed in 2006. The outbuilding was approved by this Commission for use as garage; at the time the Detached Accessory Dwelling was not an available option.

Metro Legislation passed in 2011 enabled DADUs for the first time in certain areas under certain conditions. DADU requirements were amended in 2014.

The applicant proposes to convert the existing outbuilding to a DADU. The conversion would entail interior work to accommodate a dwelling, no exterior alterations to the building are proposed.

The design guidelines say that outbuildings “should be compatible in terms of height” with the principal building, and Section 7.d of the Metro Code section 17.16.030, ensures any DADU will be subordinate to principle dwelling with the requirement that it “shall not exceed the height of the principal structure as measured to the eave line.”

The eave height of the outbuilding is approximately two feet (2’) taller than that of the house.

Staff recommends disapproval of the application, finding that the existing outbuilding does not meet the standards required for DADU in the Metro Code.

Rich McCoy, architect for the project, explained that the owner wishes to convert the building to a DADU and it meets all the requirements of the DADU with the exception of the eave heights. He asked for leniency since the building meets the intent of the standards.

There were no requests from the public to speak.

Commissioner Gee stated that every project is different and they should be consistent. Regardless of all of this, this is absurd not to allow them to have an apartment just because of eave heights. He is not concerned about the precedent as it may be OK for all existing outbuildings. Commissioner Cantrell agreed with Commissioner Gee.

Ms. Jones reminded the board of their authority in the ordinance.

Commissioners debated whether or not to allow for an exception to the standards of the ordinance.

Commissioner Fletcher expressed his concern with allowing for something that is not outlined in the code and where that might go.

**Motion:**

**Commissioner Fletcher move to disapprove the request to convert the existing outbuilding to a Detached Accessory Dwelling Unit, finding that the building does not meet the applicable design guidelines and the requirements for eave heights on DADUs specified in section 17.16.030 of the Metro Code. Vice-chairman Nielson seconded and the motion passed with Commissioner Gee in opposition.**

Commissioner Cantrell said the ordinance helps to define compatability and it narrows what they might have otherwise have done beause of its specific wording in the ordinance. Commissioner Gee stated that it us up to them to define compatability, not the ordinance. Commissioner Cantrell disagreed.

Chairman Tibbs left the meeting at 6:20 p.m. and turned the chairmanship over to the Vice-chair Nielson.

**r. 1521 FATHERLAND ST**

Application: New construction-infill; Setback determination

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA SAJID

Permit ID #: 2075707

This is a request for infill and a setback determination at 1521 Fatherland Street which is at the corner of Fatherland Street and South 16<sup>th</sup> Street in the Lockeland Springs – East End Neighborhood Conservation Zoning Overlay. The Commission disapproved a plan for this site at the October meeting, finding that the massing was larger than the historic residential context.

The plan has been revised to reduce the overall height and eave height of the house so that the house is one and a half stories, as opposed to the previously proposed two stories. Also, the depth of the house has been reduced so that it does not appear as off-center from the side street. The outbuilding shown on the site plan is not included with this request.

The proposed new infill meets the guidelines for height, scale, orientation, setbacks and rhythm of spacing, materials and roof shape. It meets all criteria with the exception of the side setback on S. 16<sup>th</sup> Street, for which a setback determination has been requested. Staff recommends approval of the setback determination as it is consistent with other side setbacks on corner lots in the immediate vicinity.

Here are the elevations proposed by the applicant. In conclusion, staff recommends approval of the infill and setback determination with conditions, as set forth in the staff recommendation, as the request meets the design guidelines.

Mr. Root architect for the project, explained the changes that were made from the previous design.

Ms. Zeigler noted that they received public comment via email.

Megan Patton, lives across the street and said she was very happy with the reduction down to a 1.5 story building.

Commissioner Fletcher asked about the shape of the house and Ms. Sajid explained that staff did recommend approval. Mr. Root explained the reasons for the shape which was to take advantage of solar orientation and to create private outdoor space since it is a corner lot.

*Ms. Jones left the meeting at 6:30 p.m.*

**Motion:**

**Commissioner Cantrell 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. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- 3. The HVAC be located behind the house or on either side, beyond the mid-point of the house; and**
- 4. Staff approve the roof color.**

**Commissioner Gee seconded and the motion passed unanimously.**

Commissioner Gee stated that he appreciated the watchdogs of the neighborhood (emailed comments) but respectively disagreed with their views.

**s. 1610 FORREST AVE**

Application: New construction-infill and detached accessory dwelling unit; Setback determination

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: PAUL HOFFMAN  
Permit ID #: 2082413

Staff member, Paul Hoffman, presented the case for new construction at 1610 Forrest Avenue, an application for infill construction of a new residence and detached accessory dwelling unit. The project meets all the relevant design guidelines, with the exception that there is one expanse of 16 feet without a window opening on the right side; Staff recommends adding a window opening in this area. The outbuilding is almost identical, slightly taller than the one being applied for next door, at 1612 Forrest. In summary, Staff recommends approval of the application, with the conditions listed in Staff's recommendation.

Macario Lecap, architect for the project, stated he agreed with conditions and is available for questions. There were no requests from the public

**Motion:**

**Commissioner Gee 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 window is added to the right elevation, to break up the large expanse of wall space;**
- 3. The applicant file a restrictive covenant for the detached accessory dwelling unit, before the permit is issued;**
- 4. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation and paired windows have a 4"-6" mullion between them;**
- 5. Utilities be located at the rear of the building or on the sides beyond the midpoint of the building;**
- 6. Staff approve the roof color and masonry color, dimensions and texture.**

**Commissioner Cantrell seconded and the motion passed unanimously.**

**t. 1519 MCKENNIE AVE**

Application: Demolition; New construction-infill  
Council District: 06  
Overlay: Eastwood Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2082520

Staff member, Sean Alexander, presented the case for infill construction at 1519 McKennie Avenue.

Staff presented the application to demolish a non-contributing house and construct a new dwelling. The new building will have a form similar to that of a side-gabled Craftsman style house, which is a common house type in the area.

The building will be 27' feet tall with eaves 12'-6" at the front, with grade falling away three feet toward the rear.

The building will be 36' wide at the front, with bays extending the width to 40' toward the back.

The immediate context comprises mostly one-story non-contributing houses, but in the broader area there are several houses with which the proposed will be compatible.

A few days after the Staff Recommendations were sent out, a concern was raised about the front porch depth, specifically that it is reduced by the bump-out on the front wall and by measuring the depth to the top rather than the base of the columns. Staff passed this on to the applicant and they've agreed to revise the plans by eliminating the bump-out on the front wall and stretching out the porch to be at least 5' between the wall and the base of the columns.

Staff recommends approval of the proposal to demolish the existing building and construct a new duplex with the conditions that:

- The bump-out on the front wall is eliminated and the porch is extended to be at least 5' between the wall and the base of the columns.
  - Staff verifies that the floor height is compatible with surrounding historic houses;
  - The window and door selections are approved by Staff;
  - The roof color is approved by Staff;
  - The HVAC is located behind the structure or on the sides, beyond the mid-point of the structure.
- Meeting those conditions, Staff finds that the proposal meets the applicable design guidelines for the Eastwood Neighborhood Conservation Zoning Overlay.

The applicant was not present but agreed to conditions via email. There were no requests from the public to speak.

**Motion:**

**Commissioner Gee moved to approve the proposal to demolish the existing building and construct a new duplex with the conditions that:**

- **Staff verifies that the floor height is compatible with surrounding historic houses;**
- **The window and door selections are approved by Staff;**
- **The roof color is approved by Staff;**
- **The central bump-out be removed so that the porch is no less than 5' at any point; and**
- **The HVAC is located behind the structure or on the sides, beyond the mid-point of the structure.**

**Commissioner Bell seconded and the motion passed unanimously.**

**u. 1813 5TH AVE N**

Application: Demolition-primary structure; New construction-infill and outbuilding

Council District: 19

Overlay: Salemtown Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 208174, 2081751 and 2081758

Staff member, Melissa Baldock, presented the case for 1813 5<sup>th</sup> Avenue North, which is an application to demolish a non-contributing structure and to construct a new duplex infill and two small garages.

Staff recommends approval of the project with the following conditions:

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. Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;
3. Staff approve the shingle and the metal roof color;
4. Staff approve masonry samples; and
5. Staff approve the material for the front porch floor and steps.

With these conditions, staff finds that the project meets Sections III. and V.B. of the *Salemtown Neighborhood Conservation Zoning Overlay: Handbook and Design Guidelines*.

The applicant was present but declined to present. There were no requests from the public to speak.

**Motion:**

**Commissioner Gee 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. **Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
3. **Staff approve the shingle and the metal roof color;**
4. **Staff approve masonry samples; and**
5. **Staff approve the material for the front porch floor and steps.**

**Commissioner Cantrell seconded and the motion passed unanimously.**

**v. 1329 7TH AVE N**

Application: New construction-infill

Council District: 19

Overlay: Germantown Historic Preservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2081822

Staff member, Melissa Baldock, presented the case for 1329 7<sup>th</sup> Avenue North, which is an application for final approval of the design details for a multi-family development at the southwest corner of Seventh Avenue North and Taylor Street. In May, MHZC approved the demolition of the non-contributing structure on the site and the overall massing of the project. The applicant has since completed the process of updating the site's SP zoning, and is now seeking final approval of the materials and design details.

It will be primarily clad in brick, and staff recommends approval of a brick sample. The recessed upper level will be clad in fiber cement or metal panels, both of which meet the design guidelines.

This façade will have a mixture of brick, metal panels, and cement fiberboard panels. The windows will be aluminum clad or aluminum storefront windows. Staff recommends approval of all windows and doors prior to purchase and installation.

Staff finds that the known materials and site features meet the design guidelines, so

In Conclusion, Staff recommends approval with the following conditions:

1. Staff approve masonry samples;
2. Staff approve the metal panel color and texture, and the metal for the entry canopy;
3. Staff approve the design and materials of the stoop stairs and stoop railing;
4. Staff approve the final window and door selections prior to purchase and installation;
5. Staff approve a composite board sample for the fencing; and
6. Staff approve all permanent landscape features, including, but not limited to, exterior lighting, signage, bike racks, railings, etc.

With these conditions, Staff finds that the project meets Sections 2.4. and 5.0. of the *Germantown Historic Preservation Zoning Overlay: Handbook and Design Guidelines*.

The applicant was not present and there were no requests from the public to speak.

**Motion:**

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

1. **Staff approve masonry samples;**
2. **Staff approve the metal panel color and texture, and the metal for the entry canopy;**
3. **Staff approve the design and materials of the stoop stairs and stoop railing;**
4. **Staff approve the final window and door selections prior to purchase and installation;**
5. **Staff approve a composite board sample for the fencing; and**
6. **Staff approve all permanent landscape features, including, but not limited to, exterior lighting, signage, bike racks, railings, etc.**

**Commissioner Gee seconded and the motion passed unanimously.**

**x. 2114, 2116 and 2118 NATCHEZ TRCE**

Application: Demolition; New construction - infill and outbuilding

Council District: 18

Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay

Project Lead: SEAN ALEXANDER

Permit ID #: 2076184

Staff member, Sean Alexander, presented the case for three new homes on Natchez Trace. Staff presented the application to demolish three non-contributing duplexes on adjacent lots on Natchez Trace between Essex Place and Blair Boulevard; and then to construct three new duplexes in their place.

The three new duplexes will differ in character and style, but they will be similar in scale and materials.

2114 at the corner of Natchez and Essex, will be in the Craftsman family... 29' tall, thirty-eight feet wide, cement-fiber siding, asphalt roof with metal porch and accent roof, brick chimney and foundation.

2116, to the South or right of that will be more Colonial revival, 33' tall and 39' wide, primarily brick but the other materials are identical or similar.

2118 will be Tudor Revival, also 33' tall and 39' wide, brick first story with stucco on the second.

Staff recommends approval of the proposed demolition and new construction at 2114, 2116, and 2118 Natchez Trace with conditions:

- The finished floor heights shall be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;
- The window and door selections shall be approved by MHZC Staff prior to purchase;
- Masonry samples to be approved by MHZC Staff prior to purchase;
- Roof colors to be approved by MHZC Staff prior to purchase; and
- The location of HVAC and utility connections shall be approved by MHZC Staff.

Meeting those conditions, Staff finds that the project meets the design guidelines for the Hillsboro-West End Neighborhood Conservation Zoning Overlay.

The applicant was not present and there was no request for public comment.

**Motion:**

**Commissioner Bell moved to approve with the conditions that:**

- **The finished floor heights shall be consistent with the finished floor heights of the adjacent historic houses, to be verified by MHZC staff in the field;**
- **The window and door selections shall be approved by MHZC Staff prior to purchase;**
- **Masonry samples to be approved by MHZC Staff prior to purchase;**
- **Roof colors to be approved by MHZC Staff prior to purchase; and**
- **The location of HVAC and utility connections shall be approved by MHZC Staff.**

**Commissioner Cantrell seconded and the motion passed unanimously.**

**p. PRELIMINARY SP REVIEW**

None

**q. ADMINISTRATIVE ACTIONS**

None

**r. OTHER BUSINESS**

- a. Administrative Permits Issued for Prior month

*The meeting concluded at 6:46 p.m.*

*MINUTES RATIFIED BY COMMISSION ON 12/16/15*