



# METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

Sunnyside in Sevier Park

## METRO HISTORIC ZONING COMMISSION SUMMARY MEETING MINUTES

June 17, 2015

**Commissioners Present:** Chairman Brian Tibbs, Vice-chair Nielson, Menie Bell, Hunter Gee, Aaron Kaalberg  
**Zoning Staff:** Melissa Baldock, Paul Hoffman, Robin Zeigler (historic zoning administrator), Lora Fox (city attorney)  
**Applicants:** Ryan Paige, D.J. Farris and Dr. Matt Pinson, Scott Smith, Mitch Hodge,  
**Public:** David Verner, Otto Middlebrook

Chairman Tibbs called the meeting to order at 2:07 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. May 20, 2015

**Motion:**

**Commissioner Bell moved to approve the minutes as presented. Commissioner Kaalberg seconded and the motion passed unanimously with Commissioner Gee voting in favor.**

### IV. CONSENT AGENDA

Staff members, Robin Zeigler and Paul Hoffman introduced the cases for the consent agenda. Ms. Zeigler explained that the request for Historic Landmark Designation for the Bowling House was removed at the owner's request and that one of the owners of the Ben West Library would like to move the Ben West Library from consent to new business.

#### a. BELLS BEND PARK

Application: Historic Landmark Zoning Overly  
Council District: 1  
Project Lead: ROBIN ZEIGLER

#### b. SHELBY PARK & US NAVAL RESERVE TRAINING CENTER

Application: Historic Landmark Zoning Overly  
Council District: 6  
Project Lead: ROBIN ZEIGLER

#### c. CENTENNIAL PARK

Application: Historic Landmark Zoning Overly  
Council District: 21  
Project Lead: ROBIN ZEIGLER

#### d. STONE HALL & OUTBUILDINGS

Application: Historic Landmark Zoning Overly  
Council District: 14  
Project Lead: ROBIN ZEIGLER

**e. LOCK ONE**

Application: Historic Landmark Zoning Overly  
Council District: 2  
Project Lead: ROBIN ZEIGLER

**f. LOCK TWO**

Application: Historic Landmark Zoning Overly  
Council District: 15  
Project Lead: ROBIN ZEIGLER

**g. BUCHANAN STATION CEMETERY**

Application: Historic Landmark Zoning Overly  
Council District: 15  
Project Lead: ROBIN ZEIGLER

**h. KELLYTOWN ARCHAEOLOGICAL SITE**

Application: Historic Landmark Zoning Overly  
Council District: 34  
Project Lead: ROBIN ZEIGLER

**i. OMAN BUILDING**

Application: Historic Landmark Zoning Overly  
Council District: 21  
Project Lead: ROBIN ZEIGLER

**j. BANK STREET**

Application: Historic Landmark Zoning Overly  
Council District: 19  
Project Lead: ROBIN ZEIGLER

**k. WARNER PARK EXTENSION**

Application: Historic Landmark Zoning Overly  
Council District: 34 & 35  
Project Lead: ROBIN ZEIGLER

**l. BEN WEST LIBRARY**

Application: Historic Landmark Zoning Overly  
Council District: 19  
Project Lead: ROBIN ZEIGLER

**m. BEN WEST MARKET HOUSE**

Application: Historic Landmark Zoning Overly  
Council District: 19  
Project Lead: ROBIN ZEIGLER

**n. MUNICIPAL AUDITORIUM**

Application: Historic Landmark Zoning Overly  
Council District: 19  
Project Lead: ROBIN ZEIGLER

**o. J.A. BOWLING HOUSE**

Application: Historic Landmark Zoning Overly

Council District: 24  
Project Lead: ROBIN ZEIGLER

**p. WELCH LIBRARY**

Application: Historic Landmark Zoning Overly  
Council District: 24  
Project Lead: ROBIN ZEIGLER

**q. 2608 NATCHEZ TRACE**

Application: New construction—addition  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: PAUL HOFFMAN  
Permit ID #: 2048230

**r. 1504 CEDAR LN**

Application: New construction - addition  
Council District: 18  
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2048233

**s. 310 S 11TH ST**

Application: New construction - addition and outbuilding  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER  
Permit ID #: 2048229

**t. 1309 BEECHWOOD AVE**

Application: New construction--addition and Detached accessory dwelling unit; Setback determination  
Council District: 18  
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA BALDOCK  
Permit ID #: 2048265

**u. 1413 LILLIAN ST**

Application: New construction--addition  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA BALDOCK  
Permit ID #: 2048276

**v. 1309 WOODLAND ST**

Application: New construction--outbuilding; Setback determination  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: MELISSA BALDOCK  
Permit ID #: 2048289

**w. 1305 ORDWAY PL**

Application: New construction - detached accessory dwelling unit; Setback determination  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: SEAN ALEXANDER

Permit ID #: 2048507

**x. 2409 FAIRFAX AVE**

Application: New construction--addition and outbuilding; Setback determination  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: PAUL HOFFMAN  
Permit ID #: 2048231

There were no other requests to remove items from the consent agenda.

**Motion:**

**Commissioner Nielson moved to approve the consent agenda items with their applicable conditions. Commissioner Gee seconded and the motion passed unanimously.**

**a. BEN WEST LIBRARY**

Application: Historic Landmark Zoning Overlay  
Council District: 19  
Project Lead: ROBIN ZEIGLER

Matthew Foster, attorney for the owners of the property submitted a letter for the record and spoke about the owner's concerns that the Landmark designation will negatively affect the property's value.

David Verner, 222 Polk Avenue, spoke in favor of the overlay. He stated that it is a beautiful building with unique features and is a complimentary piece to the Tennessee Tower.

In answer to Commissioner Gee's question, Ms. Zeigler explained that the RFP for sale of the building through MDHA does require the building be preserved and allows for a rooftop addition, that would also be allowed with the Landmark overlay. The overlay will essentially be the same as the RFP. MDHA has shown support for the overlay.

**Motion:**

**Commissioner Gee moved to approve the recommendation. Commissioner Nielson 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.

**710 MCFERRIN AVE**

Application: Demolition  
Council District: 05  
Overlay: Maxwell Heights Neighborhood Conservation Zoning Overlay  
Project Lead: ROBIN ZEIGLER  
Permit ID #: 2034212

Ms. Zeigler, historic zoning administrator, explained that this project is a request to demolish a historic home. Because the MHZC's mission is to preserve historic homes, all of these requests are reviewed quite thoroughly. Staff's analysis of the information provided is that there is not enough information to make a clear recommendation. The engineer's report states that the engineer only inspected the foundation yet the estimate of work includes a great deal of replacement, sometimes 100 % replacement of other components of the home as well. Without adequate information, Staff felt they had to recommend disapproval.

Mr. Page, applicant, stated that he wants to be a friend of the Commission and he loves historic homes. He has been taken aback by how difficult the process is. He turned in the structural engineer's report and he thought that was all he was supposed to do and has not been given instructions on what else he can do. His total renovation budget is under \$80 a square foot so he is not exaggerating the cost of the work. The estimate doesn't include overage, closing

costs, interest fees, and insurance which would be over \$35,000. He is willing to move a home that needs to be saved to the lot. He said the building does not have any historical significance and was constructed with recycled lumber.

Commissioner Kaalberg asked the applicant if he inspected the home prior to purchase. Mr. Page stated that Tim Walker told him that he would need to purchase the house before he could make an argument for economic hardship. He didn't realize that it would cost so much to renovate. Having reviewed it prior to purchase and being familiar with the previous owner's poor record of repair, it was apparent to him from the start that it likely wouldn't be rehab-able.

Commissioner Bell asked if there was new information and if Staff requested more than one estimate of repair. Ms. Zeigler stated that the new information provided was the engineer's report and the two new sales added to the comps. They did not ask for a second estimate.

Commissioner Kaalberg stated that these are the hardest cases. He thought the estimate of repair and the comps seemed to be accurate. It is a close call but it's one of those bad situations where the money to fix up the house left with the guy who ran it down and he doesn't know if it is their job to bail him out. If the property had been properly valued it probably would have been \$60,000 and then there would have been money to rehab the property.

Commissioner Gee added that despite the numbers, with the neighborhood trending up, he may be in the black anyway. The purchase price may have been inflated and in his opinion, based on staff's review, he doesn't believe the building is beyond repair. They have had other cases that show a bigger loss due to overpaying for the property. Commissioner Kaalberg noted that other engineer reports have stated that the buildings approved for demo were life-threatening to try to repair and that is not the case here. Just saying that it isn't beyond repair isn't enough, there needs to be an eye towards equity too and he thinks there is a good chance that the applicant will not lose money and may even make a profit.

Despite the fact that there was no public comment to rebut, the chair reopened the public hearing to allow the applicant another 30 seconds of comments. Mr. Paige told the Commissioners that they were not considering the other costs involved and the engineer stated that the house will not be good as new.

Commissioner Kaalberg explained that they are just looking at what is involved with renovating it to meet codes but there are options in the design guidelines for adding on to the home that could increase the value of the home.

**Motion:**

**Commissioner Kaalberg moved to disapprove the project, based on the findings and facts of the staff recommendation. Commissioner Bell seconded and the motion passed unanimously.**

**VI. MHZC ACTIONS**

**b. 3606 WEST END AVE**

Application: Demolition

Council District: 24

Overlay: Richland-West End Neighborhood Conservation Zoning Overlay

Project Lead: ROBIN ZEIGLER

Permit ID #: 2048178

Robin Zeigler presented the case for demolition on the Welch College (formerly the Free Will Baptist Bible College) that takes up a portion of the Richland-West End Neighborhood Conservation Zoning Overlay. The college plans to move to a new campus and the area will be developed into single-family housing facing Richland Avenue. This is the reason for the request to demolish institutional buildings and structures, which are not historic. This is just one example. The plan also includes a request to demolish two historic outbuildings in order to accommodate an alley system for the new development.

One outbuilding is associated with Davidson Hall, which faces Richland Avenue. Typically, the Commission has not required the retention of historic outbuildings that are not "high-style" and do not visually contribute to the look

and character of the district. This building is a simple one-story outbuilding located behind the house and towards the center of the block so will not be highly visible from Richland or West End Avenues.

The high-style outbuilding or carriage house that is associated with the Welch Library (Neal-Grizzard House) is the most significant and the most visible. The Welch Library itself is not located within the Richland-West End Neighborhood Conservation Zoning overlay; however, its associated outbuilding is. The applicants have agreed to apply for Historic Landmark status for the more significant Library, in exchange for demolishing the less significant outbuildings. They have begun that process with their approval of recommending Landmark status to the commission, earlier in this meeting.

Staff recommends approval with the conditions that:

- The Welch Library outbuilding be documented to the standards of the Metro Historical Commission, prior to issuance of a demolition permit; (Some of that has been completed)
- The materials from The Welch Library outbuilding be salvaged and stored at the site of the Library for restoration of the Welch Library; and,
- That Welch Library (principle building) be designated a Historic Landmark, prior to issuance of a demolition permit.

With these conditions, Staff finds that demolition meets standard III.B.2. b. for appropriate demolition.

Commissioner Gee stated that he would recuse himself from the vote. [Commissioner Gee's architectural firm has worked with the developer on potential designs for the project.]

DJ Farris, developer, stated that he was available for questions. President Matt Pinson added that returning the neighborhood back to a fully residential neighborhood is in the neighborhood's best interest. The alley will support the development and the Landmark designation is a good exchange.

There were no requests from the public to speak.

**Motion:**

**Commissioner Nielson moved to approve the project with the conditions that:**

- **the Welch Library outbuilding be documented to the standards of the Metro Historical Commission, prior to issuance of a demolition permit; (Some of that has been completed);**
- **the materials from the Welch Library outbuilding be salvaged and stored at the site of the Library for restoration of the Welch Library; and,**
- **the Welch Library (principle building) be designated a Historic Landmark, prior to issuance of a demolition permit.**

**Commissioner Bell seconded and the motion passed with the Chair's vote in favor and Commissioner Gee recusing himself.**

**c. 1408 LILLIAN ST**

Application: Infill & Relocation; Setback determination

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2048302

Staff member Melissa Baldock presented the case for 1408 Lillian Street, an application for new construction of a single-family residence. The applicant plans to relocate the existing, non-contributing primary structure to the rear of the lot to be used as an outbuilding. The outbuilding will not be used as a detached accessory dwelling unit. The outbuilding will require a rear setback determination. Base zoning requires a 20' rear setback when an outbuilding has a footprint of more than 700 sq. ft. In this case, the applicant is requesting to locate the outbuilding 10' from the rear property line, which staff finds to be appropriate.

The infill will be 1.5 stories and will have a height of approximately 27' from grade, which meets the historic context. Staff asks that the front dormer be recessed 2' from the wall below. The outbuilding will be 24' X 33' or

792 sq. ft. For lots of this size, one-story outbuildings are typically limited to 750 sq. ft.. Staff finds the additional 42 sq. ft. to be acceptable in this instance because the outbuilding is the relocated primary structure and because the outbuilding is appropriately subordinate to the historic structure.

Staff recommends approval with the conditions:

- The finished floor height be consistent with the finished floor heights of the adjacent houses, to be verified by MHZC staff in the field;
- The applicant submit revised floor plans reflecting the window pattern of the side elevation drawings;
- Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;
- Staff approve the roof color and masonry color, dimensions and texture;
- The front dormer be set back two feet from the wall below;
- The existing driveway not be shortened, and it extend to at least the midpoint of the house;
- The HVAC be located on the rear or on the side facades, beyond the midpoint of the house; and
- The applicant submit a floor plan for the outbuilding.

Otto Middlebrook, 1406 Lillian, asked for clarification of the setbacks.

Commissioner Kaalberg asked if the original house was contributing would there be a consideration of moving it in the same manner as this one is being moved and Ms. Baldock said no.

Commissioner Bell asked if the applicant agreed with all conditions and Ms. Baldock responded that the applicant had concerns with pushing the dormer back two feet, but she did not know of any other concerns.

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

**Motion:**

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

- **the finished floor height be consistent with the finished floor heights of the adjacent houses, to be verified by MHZC staff in the field;**
- **the applicant submit revised floor plans reflecting the window pattern of the side elevation drawings;**
- **staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- **staff approve the roof color and masonry color, dimensions and texture;**
- **the front dormer be set back two feet from the wall below;**
- **the existing driveway not be shortened, and it extend to at least the midpoint of the house;**
- **the HVAC be located on the rear or on the side facades, beyond the midpoint of the house;**
- **and the applicant submit a floor plan for the outbuilding.**

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

**d. 0 SHELBY AVE**

Application: New construction—infill

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: MELISSA BALDOCK

Permit ID #: 2048340

Staff member Melissa Baldock presented 0 Shelby Avenue, which is four applications to construct four new duplex structures on vacant parcels. The parcels are located on the north side of Shelby Avenue, between 14<sup>th</sup> And 15<sup>th</sup> Streets. The parcels are steeply sloped so that there is a drop of about 25' from the street to the base of the lot. The site is currently two lots, but the Planning Department has approved the owner's plat to create four lots out of the two current lots. The plats have not yet been recorded. If the infills are approved by the Commission, staff cannot issue the preservation permits until the four legal lots are created.

There is little immediate historic context. Across Shelby Avenue, the lot is similar to this lot, vacant and steeply sloped. It is outside of the conservation overlay. The majority of the neighboring houses along 14<sup>th</sup> and 15<sup>th</sup> Streets and behind the site on Boscobel Street are non-contributing.

The new infills are nearly identical in design, with some small variations in height, width and details. Because of the steep slope of the lot, the heights of the houses as seen above Shelby Street are generally about 9' shorter than the actual heights from grade. The entries to the houses from Shelby Avenue will be via a bridge because of the steep slope. In many of the side elevations, there is an expanse of 17' or more at the front of the house without a door and window opening. Staff asks that a window opening be added to these expanses. The houses do have attached garages, which staff finds to be appropriate since they are at the rear of the house and at the basement level.

Staff recommends approval of the project with the following conditions:

- The chimneys be clad in a masonry material like brick, stone, or stucco over concrete block;
- Staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;
- Staff approve the roof color and masonry color, dimensions and texture;
- A window of at least four square feet (4 sq. ft.) be added to the side facades where there is an expanse of greater than seventeen feet (17'); and
- Staff approve the location of the HVAC units and other utilities

The applicant has agreed to all the conditions.

Commissioner Kaalberg asked if the design guidelines provided guidance if multiple properties in a row should look alike or look different. Ms. Baldock responded that they did not and that either direction would meet the design guidelines.

Scott Smith, architect for the project, stated that they agreed with all the conditions and are available for questions.

There were no requests from the public to speak.

Commissioner Gee stated that it is a challenging area to develop because of the topography and that there is little historic context. He supports the project. Commissioner Kaalberg said he had always assumed the area wasn't developable and the project will activate the streetscape. He stated that it was worth noting that there is no context and this might not work elsewhere in the district.

**Motion:**

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

- **the chimneys be clad in a masonry material like brick, stone, or stucco over concrete block;**
- **staff approve the final details, dimensions and materials of windows and doors prior to purchase and installation;**
- **staff approve the roof color and masonry color, dimensions and texture;**
- **a window of at least four square feet (4 sq. ft.) be added to the side facades where there is an expanse of greater than seventeen feet (17');**
- **and staff approve the location of the HVAC units and other utilities.**

**Vice-chairman Nielson seconded and the motion passed unanimously.**

## **VII. PRELIMINARY SP REVIEW**

### **e. 210 SOUTH 10<sup>TH</sup> STREET**

Application: Preliminary SP

Council District: 06

Overlay: Edgefield Historic Preservation Zoning Overlay

Project Lead: ROBIN ZEIGLER

Applicant proposes to construct eight units as townhomes and single-family homes at the corner of South 10<sup>th</sup> and Russell Streets, a vacant lot. The project requires a rezoning to a Specific Plan (SP). This proposal is for approval of the overall massing only and, if the rezoning is approved by the Planning Commission, the applicant will return for final approval of details.

This is the project as seen from Russell Street with its historic context. The project meets the design guidelines in terms of setbacks, building and roof shape, and orientation.

Unit 1 has a rear portion that extends beyond the side wall of the principle massing of the building and sits back from the front wall by thirty feet (30'). Staff recommends that this portion be one or one and one-half stories to mitigate the additional massing, as seen from the street and the impact of the additional massing on the lot to the right and meet the design guidelines for rhythm of spacing.

On South 10<sup>th</sup> Street, the rhythm of spacing is more flexible because of the lack of historic context. Here the proposed buildings are twenty-two feet (22') wide with approximately six feet (6') between them.

From grade to ridge, the two buildings facing Russell Street are approximately thirty-eight feet (38'). Staff recommends that these buildings not exceed thirty-five feet (35'), which is the tallest building, of either historic or new construction, in the immediate vicinity.

On South 10<sup>th</sup> Street, the buildings are between thirty and thirty six feet (30'-36') tall from grade. Staff recommends that the buildings not exceed thirty-five (35') feet from grade, as seen from the street.

**Recommendation:**

Staff recommends approval with the conditions that:

- The rear portion of unit 1 shall not exceed one and one-half stories;
- None of the units shall exceed thirty-five feet (35') from grade to ridge;
- 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; orientation, porches, balconies and awnings; appurtenances and utility locations; signage; and the overall detailing of the proposal.

With these conditions, Staff finds the massing of the project to meet the design guidelines for new construction in the Edgefield Historic Preservation Zoning Overlay.

Mitch Hodge, architect for the project, explained some of the different iterations for the project and that the owners and church representatives are all here if there are any questions. Eight units are the minimum number of units needed for the project to be feasible.

There were no requests from the public to speak.

Commissioners asked for clarifications on height and setbacks.

**Motion:**

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

- **The rear portion of unit 1 shall not exceed one and one-half stories;**
- **None of the units shall exceed thirty-five feet (35') from grade to ridge;**
- **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; orientation, porches, balconies and awnings; appurtenances and utility locations; signage; and the overall detailing of the proposal.**

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

**f. 3606 WEST END AVE**

Application: Preliminary SP  
Council District: 24  
Overlay: Richland-West End Neighborhood Conservation Zoning Overlay  
Project Lead: ROBIN ZEIGLER  
Permit ID #: 2048178

The applicant proposes to subdivide a portion of the Richland-West End Neighborhood Conservation Zoning Overlay that is currently the campus for Welch College and requests that the MHZC recommend approval of the subdivision to the Planning Commission. The exact locations and design of the future buildings are not a part of this preliminary review.

The project meets the design guidelines in terms of rhythm of spacing and setbacks. On this particular preliminary review we do not have massings for the buildings as they will all be constructed as individual single-family dwellings, in a manner that meets the design guidelines.

Staff recommends retaining the historic stone wall that used to enclose the Welch Library property with the allowance for cuts so that walkways can meet the sidewalk and recommends that the light posts be reconstructed to flank the new alley entrance.

There are two different alley concepts, either of which meets the design guidelines. Staff recommends that the mouth of the alleys be the minimum width allowed by Public Works and that the applicant work with staff to assure that the visual impact is minimized.

Staff suggests that the Commission recommend to the Planning Commission approval of the proposed site plan, which includes both alley concepts, with the conditions that:

- The exact front, side and rear setbacks be approved with each individual building;
- The mouth of the Richland Avenue mid-block alley be the minimum width allowed by Public Works and that the applicant work with staff to assure that the visual impact is minimized;
- The historic wall be retained, with the exception of cuts so that walkways may lead from the front doors of the proposed homes to the sidewalk;
- The historic light posts at the existing driveway to the Welch Library outbuilding entrance be relocated to flank the proposed alley access, only if the alley/drive is relocated; and,
- The applicant return for approval of all new construction.

With these conditions, Staff finds the preliminary project to meet the design guidelines.

D.J. Farris explained some of the conversations they had with the neighborhood.

There were no requests from the public to speak.

**Motion:**

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

- **the exact front, side and rear setbacks to be approved with each individual building;**
- **the mouth of the Richland Avenue mid-block alley be the minimum width allowed by Public Works and that the applicant work with staff to assure that the visual impact is minimized;**
- **the historic wall be retained, with the exception of cuts so that walkways may lead from the front doors of the proposed homes to the sidewalk;**
- **the historic light posts at the existing driveway to the Welch Library outbuilding entrance be relocated to flank the proposed alley access, only if the alley/drive is relocated; and,**
- **the applicant return for approval of all new construction.**

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

**VIII. ADMINISTRATIVE ACTIONS**

None

**IX. OTHER BUSINESS**

- a. Administrative Permits Issued for Prior month

*Meeting adjourned at 3:11 pm..*

MINUTES RATIFIED BY COMMISSION ON JULY 15, 2015