



**METROPOLITAN HISTORIC ZONING COMMISSION**  
Sunnyside in Sevier Park, 1113 Kirkwood Avenue, Nashville, TN 37204  
615-862-7970, [historicalcommission@nashville.gov](mailto:historicalcommission@nashville.gov)

**METRO HISTORIC ZONING COMMISSION (MHZC)**

**MINUTES**

**February 15, 2023**

**Sonny West Conference Center/ Fulton Campus**

**2:00 p.m.**

Additional Information: Applications can be viewed through the [Preservation Permit Tracker](#). Please check the final agenda, [posted online the Friday prior to the meeting](#). [Sign up online](#) to receive notices of agenda postings. Staff recommendations can also be found at the previous link.

**Commissioner Attendance:** Chair Bell, Vice-Chair Stewart, Commissioners Cotton, Johnson, Mayhall, Mosley, Price, Williams

**Staff Attendance:** Historic Zoning Administrator Zeigler, Legal Counsel Mikkelsen, and staff members Alexander, Baldock, Mitchell, Reeves, Rose, Sajid and Warren.

**1. ADOPTION OF MINUTES FOR JANUARY 18, 2023**

**Motion: Vice Chair Stewart moved to accept the minutes as presented. Commissioner Cotton seconded and the motion passed unanimously.**

**2. ADOPTION OF AGENDA**

Removals from Agenda and Requests to Defer:

- 14. 1704 Cedar Ln—Request removal from consent
- 16. 910 Acklen Ave—Notification requirements not met
- 17. 1616 Lillian Street – Permit issued administratively
- 21. 1411 N 14<sup>th</sup> Ave N— Applicant requests removal from the agenda
- 22. 121 3<sup>rd</sup> Ave S—Applicant requests removal from the agenda
- 23. 918 Bradford—Violation resolved
- 26. 1110 Russel St—Applicant requests deferral

**Motion: Vice Chair Stewart moved to accept the revised agenda. Commissioner Williams seconded, and the motion passed unanimously.**

**3. COUNCILMEMBER PRESENTATIONS**

**CONSENT**

**4. ADMINISTRATIVE PERMITS ISSUED FOR PRIOR MONTH**

**5. 600 B FATHERLAND ST**

Application: New Construction—Outbuilding  
Council District: 06  
Overlay: Edgefield Historic Preservation Zoning Overlay  
Project Lead: Melissa Sajid [Melissa.Sajid@nashville.gov](mailto:Melissa.Sajid@nashville.gov)  
PermitID#:T2023006120

**6. 1305 BOSCOBEL ST**

Application: New Construction—Addition  
Council District: 06  
Overlay: Lockeland Springs-East End Historic Preservation Zoning Overlay  
Project Lead: Melissa Baldock [Melissa.Baldock@nashville.gov](mailto:Melissa.Baldock@nashville.gov)  
PermitID#: T2023006149

**7. 204 N 18TH ST**

Application: New Construction—Addition  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: Jenny Warren [Jenny.Warren@nashville.gov](mailto:Jenny.Warren@nashville.gov)  
PermitID#:T2023006263

**8. 314 SCOTT AVE**

Application: Demolition-Partial; New Construction-Addition  
Council District: 06  
Overlay: Eastwood Neighborhood Conservation Zoning Overlay  
Project Lead: Sean Alexander [Sean.Alexander@nashville.gov](mailto:Sean.Alexander@nashville.gov)  
PermitID#:T2023006349

**9. 1411 EASTLAND AVE**

Application: New Construction—Outbuilding  
Council District: 06  
Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay  
Project Lead: Sean Alexander [Sean.Alexander@nashville.gov](mailto:Sean.Alexander@nashville.gov)  
PermitID#:T2023006846

**10. 926 RUSSELL STREET**

Application: New Construction—Infill/Violation  
Council District: 06  
Overlay: Edgefield Historic Preservation Zoning Overlay  
Project Lead: Kelli Mitchell, [kelli.mitchell@nashville.gov](mailto:kelli.mitchell@nashville.gov)  
PermitID#:T2022000237

**11. 1200 STRATFORD AVE**

Application: New Construction—Outbuilding  
Council District: 07  
Overlay: Inglewood Place Neighborhood Conservation Zoning Overlay  
Project Lead: Jenny Warren [Jenny.Warren@nashville.gov](mailto:Jenny.Warren@nashville.gov)  
PermitID#:T2023005197

**12. 2300 WHITE AVE**

Application: New Construction—Outbuilding  
Council District: 17  
Overlay: Woodland-in-Waverly Historic Preservation Zoning Overlay  
Project Lead: Melissa Sajid Melissa.Sajid@nashville.gov  
PermitID#:T2022087123

**13. 1001 MONTROSE AVE**

Application: New Construction—Outbuilding  
Council District: 17  
Overlay: Waverly-Belmont Neighborhood Conservation Zoning Overlay  
Project Lead: Melissa Baldock Melissa.Baldock@nashville.gov  
PermitID#:T2023006354

**14. 1704 CEDAR LN**

Application: New Construction—Addition  
Council District: 18  
Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay  
Project Lead: Jenny Warren Jenny.Warren@nashville.gov  
PermitID#: T2023005639

**15. 107 LAUDERDALE RD**

Application: New Construction—Outbuilding  
Council District: 24  
Overlay: Cherokee Park Neighborhood Conservation Zoning Overlay  
Project Lead: Sean Alexander Sean.Alexander@nashville.gov

**16. 910 ACKLEN AVE**

Application: New Construction—Addition  
Council District: 17  
Overlay: Waverly-Belmont Neighborhood Conservation Zoning Overlay  
Project Lead: Melissa Baldock Melissa.Baldock@nashville.gov  
PermitID#:T2023006155

**17. 1616 LILLIAN ST**

Application: New Construction—Outbuilding  
Council District: 06  
Overlay: Lockeland Springs-East End Historic Preservation Zoning Overlay  
Project Lead: Melissa Baldock Melissa.Baldock@nashville.gov  
PermitID#: T2023006747

**Motion: Commissioner Cotton moved to approve all cases, with their applicable conditions, with the exception of 1704 Cedar Lane. Commissioner Mayhall seconded, and the motion passed unanimously.**

**DESIGNATIONS**

**18. 815 NELLA DR**

Application: Historic Landmark  
Council District: 03  
Project Lead: Robin Zeigler, Robin.Zeigler@nashville.gov

**Applicants:** Natalie Hannigan, owner

**Public:** None present

**Description of Project:** The applicant requests a Historic Landmark Zoning Overlay for 815 Nella Drive, Patsy Cline’s Dream Home.

**Recommendation Summary:** Staff suggests that the Commission recommend approval of 815 Nella Drive, Patsy Cline’s Dream Home as a Historic Landmark, finding the property to meet criteria 1, 2 and 5 of section 17.36.120.

Staff recommends the adoption of the existing Historic Landmark guidelines to apply to this property, finding that they are consistent with the Secretary of Interior’s Standards.

**Motion:** Vice Chair Stewart moved to recommend approval of 815 Nella Drive, Patsy Cline’s Dream Home, as a Historic Landmark, finding the property to meet criteria 1, 2 and 5 of section 17.36.120 and approval of the adoption of the existing Historic Landmark guidelines to apply to this property, finding that they are consistent with the Secretary of Interior’s Standards. Commissioner Cotton seconded and the motion passed unanimously.

## VIOLATIONS/ ALTERATIONS TO PREVIOUS APPROVALS/ SHOW CAUSE

### 19. 924 BRADFORD AVE

Application: New Construction—Addition/Violation

Council District: 17

Overlay: Waverly-Belmont Neighborhood Conservation Zoning Overlay

Project Lead: Kelli Mitchell, [kelli.mitchell@nashville.gov](mailto:kelli.mitchell@nashville.gov)

**Applicants:** Paul Phillips, owner

**Public:** (public comment sent via email prior to the meeting)

**Description of Project:** A front porch covering was constructed on the front façade without permits or approval.

**Recommendation Summary:** Staff recommends disapproval of the request and the removal of the added porch covering at 924 Bradford Avenue within sixty (60) days of the Commission’s decision, finding that the proposed front addition does not meet section VI(B)(1) of Part 1 of the Neighborhood Conservation Zoning Design Guidelines for Turn-of-the-20<sup>th</sup> Century Districts.

**Motion:** Vice-chair Stewart moved to disapprove the request and require the removal of the added porch covering at 924 Bradford Avenue within sixty (60) days of the Commission’s decision, finding that the proposed front addition does not meet section VI(B)(1) of Part 1 of the Neighborhood Conservation Zoning Design Guidelines for Turn-of-the-20<sup>th</sup> Century Districts. Commissioner Price seconded and the motion passed unanimously.

### 20. 3709 CENTRAL AVE

Application: New Construction—Outbuilding/Violation

Council District: 19

Overlay: Richland-West End Neighborhood Conservation Zoning Overlay

Project Lead: Kelli Mitchell, [kelli.mitchell@nashville.gov](mailto:kelli.mitchell@nashville.gov)

**Applicants:** Wendy Souris, owner, Daniel Brimer, and Mitch Hodge

**Public:** Michelle Ganon and Greg Gore (public comment sent via email prior to the meeting)

**Description of Project:** The applicant requests to retain work done differently than permit #2021030655 and to raise the height of the proposed addition or to revise existing construction with a clipped gable. The ridge height of the outbuilding exceeds what was permitted and allowed under the guidelines.

**Recommendation Summary:** Staff recommends disapproval of the outbuilding as constructed and the proposed solutions, with a recommendation to reduce the height of outbuilding to match what was permitted within sixty days (60) of the Commission’s decision, finding that the height does not meet Section II(B)(1)(h)(1) of the Richland-West End Neighborhood Conservation Zoning Overlay Guidelines.

**Motion: Commissioner Mosley moved to defer, with the applicant’s agreement, until the next regularly scheduled meeting. Vice Chair Stewart seconded, and the motion passed with Commissioner Price in opposition.**

**21. 1411 N. 14<sup>th</sup> STREET**

Application: New Construction—Addition/Violation  
Council District: 06  
Overlay: Eastwood Neighborhood Conservation Zoning Overlay  
Project Lead: Kelli Mitchell, kelli.mitchell@nashville.gov  
PermitID#:T2021012251

Applicant requests removal from the agenda

**22. 121 3<sup>rd</sup> AVE S.**

Application: New Construction and Rehabilitation/Violation  
Council District: 19  
Overlay: Broadway Historic Preservation Zoning Overlay  
Project Lead: Kelli Mitchell, kelli.mitchell@nashville.gov

Applicant requests removal from the agenda

**23. 918 BRADFORD AVE**

Application: New Construction—Infill/Violation  
Council District: 17  
Overlay: Waverly-Belmont Neighborhood Conservation Zoning Overlay  
Project Lead: Kelli Mitchell, kelli.mitchell@nashville.gov  
PermitID#:T2022035485

Violation resolved.

**MHZC ACTIONS**

**24. 2505 NATCHEZ TR**

Application: New Construction—Addition  
Council District: 18  
Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay  
Project Lead: Joseph Rose, joseph.rose@nashville.gov  
PermitID#: T2022082137

**Applicants:** Jared Danford, owner

**Public:** None present

**Description of Project:** An application to enlarge an historic house with an addition that includes two components. The addition is two feet (2’) taller than the historic house but is not wider.

**Recommendation Summary:** Staff recommends approval of the proposal to enlarge the house at 2505 Natchez Trace with the following conditions:

1. A partial-demo and shoring plan be reviewed prior to permitting;
2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;
3. The brick selection, window and door selections, the roof colors, and stair and chimney materials are approved prior to purchase and installation;
4. The smaller addition to the projecting left side bay is eliminated; and,
5. The connector between the two side gable roofs has a one and one-half story form with an appropriate eave height, or that it be made narrower to reduce the perceived scale relative to the historic house

With these conditions, staff finds that the proposed addition meets the design guidelines for the Hillsboro-West End Neighborhood Conservation Zoning Overlay.

**Motion:** Vice-chair Stewart moved to approve the proposal to enlarge the house at 2505 Natchez Trace with the following conditions:

1. A partial-demo and shoring plan be reviewed prior to permitting;
2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;
3. The brick selection, window and door selections, the roof colors, and stair and chimney materials are approved prior to purchase and installation; and,
4. The connector between the two side gable roofs has a one and one-half story form with an appropriate eave height, or that it be made narrower to reduce the perceived scale relative to the historic house;

**finding that the proposed addition meets the design guidelines for the Hillsboro-West End Neighborhood Conservation Zoning Overlay. Commissioner Williams seconded and the motion passed unanimously.**

**25. 2219 10TH AVE S**

Application: New Construction—Addition

Council District: 17

Overlay: Waverly-Belmont Neighborhood Conservation Zoning Overlay

Project Lead: Joseph Rose, joseph.rose@nashville.gov

PermitID#:T2023006157

**Applicants:** Stephanie Clements and Mitch Hodge

**Public:** None present

**Description of Project:** Application to construct a rear addition that extends wider than the historic house on the right side of the house.

**Recommendation Summary:** Staff recommends approval of the project with the following conditions:

1. A partial-demo and shoring plan be reviewed prior to permitting;
2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;
3. MHZC review and approve all material selections for foundation, roofing, trim, porch elements, windows, and doors prior to purchase and installation;
4. The connector between the two side gable roofs has a one and one-half story form with a compatible eave height, or that it be made narrower to reduce the perceived scale relative to the historic house; and,
5. The location of utility meters and mechanicals shall be reviewed prior to an administrative sign-off on building permit(s) if located anywhere forward of the midpoint of the house.

With these conditions, staff finds that the proposed addition meets sections III. (Demolition), IV. (Materials), and VI. (New Construction-Additions) of Part I and the Waverly-Belmont chapter of Part II of the design guidelines for Turn-of-the 20th-Century Districts.

**Motion: Commissioner Price moved to approve the project with the following conditions:**

1. A partial-demo and shoring plan be reviewed prior to permitting;
  2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;
  3. MHZC review and approve all material selections for foundation, roofing, trim, porch elements, windows, and doors prior to purchase and installation;
  4. The connector between the two side gable roofs has a one and one-half story form with a compatible eave height, or that it be made narrower to reduce the perceived scale relative to the historic house; and,
  5. The location of utility meters and mechanicals shall be reviewed prior to an administrative sign-off on building permit(s) if located anywhere forward of the midpoint of the house;
- finding that with these conditions, staff finds that the proposed addition meets sections III. (Demolition), IV. (Materials), and VI. (New Construction-Additions) of Part I and the Waverly-Belmont chapter of Part II of the design guidelines for Turn-of-the 20th-Century Districts. Vice-chair Stewart seconded, and the motion passed unanimously.

**26. 1110 RUSSELL ST**

Application: New Construction—Addition & Outbuilding

Council District: 06

Overlay: Lockeland Springs-East End Neighborhood Conservation Zoning Overlay

Project Lead: Jenny Warren Jenny.Warren@nashville.gov

PermitID#: T2023006179 & T2023006175

Applicant requested deferral.

**27. 2009 24<sup>th</sup> AVE S**

Application: New Construction—Addition and Outbuilding

Council District: 18

Overlay: Hillsboro-West End Neighborhood Conservation Zoning Overlay

Project Lead: Joseph Rose, joseph.rose@nashville.gov

PermitID#: T2022087138 & T2022087144

**Applicants:** Brad Van Rassel, architect

**Public:** None present (public comment sent via email prior to the meeting)

**Description of Project:** Applicant proposes to construct a rear addition that is wider than the historic house, a side porte cochere, and an outbuilding.

**Recommendation Summary:** Staff recommends approval of the proposed addition and outbuilding with the following conditions:

1. The proposed porte cochere be removed from the project;
2. The final material selections for roof color, trim, porch elements, windows, and doors are approved prior to purchase and installation;
3. The proposed new driveway and curb cut on the right side of the property be removed;
4. A window is added to the front facing wall of the reopened front porch;
5. The HVAC shall be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building;
6. The siding shall remain on the house as-is or be reviewed prior to removal;
7. A partial-demo and shoring plan be reviewed prior to permitting; and,

8. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored.

With these conditions, staff finds that the proposed addition and outbuilding meet the design guidelines for the Hillsboro-West End Neighborhood Conservation Zoning Overlay.

**Motion: Commissioner Price moved to approve the proposed addition and outbuilding with the following conditions:**

1. The proposed porte cochere be removed from the project;
2. The final material selections for roof color, trim, porch elements, windows, and doors are approved prior to purchase and installation;
3. The proposed new driveway and curb cut on the right side of the property be removed;
4. A window is added to the front facing wall of the reopened front porch;
5. The HVAC shall be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building;
6. The siding shall remain on the house as-is or be reviewed prior to removal;
7. A partial-demo and shoring plan be reviewed prior to permitting; and,
8. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;

**finding that with these conditions, the proposed addition and outbuilding meet the design guidelines for the Hillsboro-West End Neighborhood Conservation Zoning Overlay. Commissioner Johnson seconded and the motion passed unanimously.**

**28. 1710 PRIMROSE AVE**

Application: New Construction—Addition; setback determination.

Council District: 18

Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay

Project Lead: Melissa Baldock [Melissa.Baldock@nashville.gov](mailto:Melissa.Baldock@nashville.gov)

PermitID#:T2023006353

**Applicants:** Martin Wieck, architect

**Public:** None present (public comment sent via email prior to the meeting)

**Description of Project:** Applicant proposes a rear addition that extends wider than the historic house. The addition requires a side setback determination. Base zoning requires a ten foot (10') setback from Brightwood Avenue, but the applicant proposes an addition that is located as little as four feet (4') from the side property line.

**Recommendation Summary:** Staff recommends approval of the project with the following conditions:

1. A partial-demo and shoring plan be reviewed prior to permitting;
2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;
3. All elements of the addition meet the base zoning setback of ten feet (10') on the Brightwood Avenue side property line;
4. The addition not extend wider than the historic house;
5. The applicant submits a revised left elevation showing the existing window pattern remaining;
6. The front chimney be retained, and the applicant submit a revised front elevation showing the front chimney remaining;
7. All windows and doors, the roof shingle color, and a masonry sample be approved prior to purchase and installation; and
8. The HVAC be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building.

With these conditions, staff finds that the proposed addition meets the design guidelines for the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay.



**Motion: Vice-Chair Stewart moved to approve the project with the following conditions:**

- 1. A partial-demo and shoring plan be reviewed prior to permitting;**
- 2. Partial-demolition be accomplished manually and not begin until a partial-demo and shoring plan has been approved and the building has been shored;**
- 3. All elements of the addition meet the base zoning setback of ten feet (10') on the Brightwood Avenue side property line;**
- 4. The applicant submits a revised left elevation showing the existing window pattern remaining;**
- 5. The front chimney be retained, and the applicant submit a revised front elevation showing the front chimney remaining;**
- 6. All windows and doors, the roof shingle color, and a masonry sample be approved prior to purchase and installation; and**
- 7. The HVAC be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building;**

**finding that with these conditions, the addition meets the design guidelines for the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay. Commissioner Cotton seconded and the motion passed unanimously.**

## **29. 4311 UTAH AVE**

Application: New Construction—Infill

Council District: 24

Overlay: Bowling House District Neighborhood Conservation Zoning Overlay

Project Lead: Sean Alexander Sean.Alexander@nashville.gov

**Applicants:** Quan Poole, legal rep

**Public:** Frank Einstein (public comment sent via email prior to the meeting)

**Description of Project:** An application to construct a one and one-half story house and a one and one-half story outbuilding.

**Recommendation Summary:** Staff recommends that the Commission rescind its March 16, 2022, motion requiring that an application be submitted for the reconstruction of the historic building and recommends approval of the proposed infill and outbuilding at 4311 Utah Avenue with the following conditions:

1. The finished floor height be consistent with the finished floor heights of adjacent historic houses, to be verified by MHZC in the field;
2. Final approval of materials including brick, the window and door selections, and the driveway and walkway;
3. The side walls of the connector element are stepped in at least two feet (2') from the side walls of the primary gables;
4. A walkway be added to connect from the front porch to the front right of way;
5. The porch beam height be increased to eighteen inches (18") to thirty-six inches (36") and that the columns have capitals and bases;
6. The front setback should match that of the adjacent historic house to the left, to be verified prior to the start of construction;
7. The HVAC units and utility connections are approved;
8. A window or door added to long the blank the wall space on the right side of the house;
9. The foundation on the outbuilding is lowered to one foot (1'); and,
10. The dormers on the outbuilding are revised so that only one is a wall dormer and both dormers are inset at least two feet (2') from the side walls.

With these conditions, staff finds that the proposed addition/infill/outbuilding meets sections IV. (Materials), V. (New Construction-Infill), and VII. (New Construction-Detached Outbuildings & Garden Structures) of Part I and the Bowling House District chapter of Part II of the design guidelines for Turn-of-

the 20th-Century Districts.

**Motion:** Commissioner Mosley moved to rescind its March 16, 2022, motion requiring that an application be submitted for the reconstruction of the historic building and recommends approval of the proposed infill and outbuilding at 4311 Utah Avenue with the following conditions:

1. The finished floor height be consistent with the finished floor heights of adjacent historic houses, to be verified by MHZC in the field;
2. Final approval of materials including brick, the window and door selections, and the driveway and walkway;
3. The side walls of the connector element are stepped in at least two feet (2') from the side walls of the primary gables;
4. A walkway be added to connect from the front porch to the front right of way,
5. The porch beam height be increased to eighteen inches (18") to thirty-six inches (36") and that the columns have capitals and bases;
6. The front setback should match that of the adjacent historic house to the left, to be verified prior to the start of construction;
7. The HVAC units and utility connections are approved;
8. A window or door added to long the blank the wall space on the right side of the house;
9. The foundation on the outbuilding is lowered to one foot (1'); and,
10. The dormers on the outbuilding are revised so that only one is a wall dormer and both dormers are inset at least two feet (2') from the side walls;

finding that with these conditions, the proposed addition/infill/outbuilding meets sections IV. (Materials), V. (New Construction-Infill), and VII. (New Construction-Detached Outbuildings & Garden Structures) of Part I and the Bowling House District chapter of Part II of the design guidelines for Turn-of-the 20th-Century Districts. Vice-chair Stewart seconded, and the motion passed with Commissioner Cotton in abstention.

#### 14. 1704 CEDAR LN

Application: New Construction—Addition

Council District: 18

Overlay: Belmont-Hillsboro Neighborhood Conservation Zoning Overlay

Project Lead: Jenny Warren [Jenny.Warren@nashville.gov](mailto:Jenny.Warren@nashville.gov)

PermitID#: T2023005639

**Applicants:** Mary Johnson, owner

**Public:** None present (public comment sent via email prior to the meeting)

**Description of Project:** Application for the construction of an addition that goes wider than the historic house and has a basement-level garage.

**Recommendation Summary:** Staff recommends approval of the proposed addition, with the following conditions:

1. The partial demolition shall be accomplished manually;
2. The applicant shall submit a demo/shoring plan prior to permitting, and that there be an inspection after shoring;
3. The HVAC shall be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building; and,
4. Materials are reviewed prior to purchase and installation, including: rear step material, all windows and doors, the garage door and the driveway material.

With these conditions, staff finds that the proposed addition meets the design guidelines for the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay.

**Motion: Vice-chair Stewart moved to approve the proposed addition, with the following conditions:**

- 1. The partial demolition shall be accomplished manually;**
  - 2. The applicant shall submit a demo/shoring plan prior to permitting, and that there be an inspection after shoring;**
  - 3. The HVAC shall be located behind the house or on either side, beyond the midpoint of the house, and utility meters be located on the side of the building; and,**
  - 4. Materials are reviewed prior to purchase and installation, including: rear step material, all windows and doors, the garage door and the driveway material;**
- finding that with these conditions, the proposed addition meets the design guidelines for the Belmont-Hillsboro Neighborhood Conservation Zoning Overlay. Commissioner Johnson seconded and the motion passed unanimously.**

#### **NEW BUSINESS**

No new business.