



**CITY OF BELLE MEADE
HISTORIC ZONING COMMISSION
REGULAR MEETING AGENDA PACKET
APRIL 9, 2024, 03:00 PM**



**AGENDA HISTORIC ZONING COMMISSION
REGULAR MEETING
APRIL 9, 2024, 03:00 PM
BELLE MEADE CITY HALL, 4705 HARDING PIKE**

TO ALL MEMBERS OF THE HISTORIC ZONING COMMISSION AND OTHER INTERESTED PARTIES:

This is to notify you of a scheduled meeting of the Board of Historic Zoning Commission (HZC), with public hearing and public comment on the agenda items. Public comment will also be heard on any matters related to the HZC. Items for consideration are listed below and are available on the city website, www.citybellemeade.org. The meeting will also be available through Live Stream on the city website.

I. Call to Order

II. Approval of Minutes

Consideration of the Minutes of the Historic Zoning Commission meeting held March 12, 2024.

Attachment: [HZC Minutes March 12 2024.pdf](#)

III. Old Business

A. The application for a Certificate of Appropriateness, HZC2024-8, of Patricia Fonseca representing Drew and Shelton Kitchen, 313 Lynwood Boulevard, to construct an addition to a single family residence.

Attachment: [APPLICATION PAID.pdf](#)

Attachment: [2024.02.16 313 LYNNWOOD HZC.pdf](#)

Attachment: [HZC-Certificate of Appropriateness 313 LYNNWOOD BLVD REV 1.PDF](#)

Attachment: [STAFF REPORT 313 Lynwood Blvd.pdf](#)

IV. New Business - None

V. Other Public Comment

VI. Adjourn

The next scheduled meeting of the Historic Zoning Commission will be held Tuesday, May 14, 2024 at Belle Meade City Hall.



**MINUTES
HISTORIC ZONING COMMISSION – REGULAR MEETING
MARCH 12, 2024, 3:00 PM
BELLE MEADE CITY HALL, 4705 HARDING PIKE**

Call to Order

Vice-Chairman Jeannette Whitson called the meeting to order at 3:01 p.m.

Commission Members Present

Vice Chairman Jeannette Whitson
Gavin Duke
Rene Poe
Charlie Rankin
Mal Wall

Staff Present

Planning Director Mary Samaniego
City Recorder Rusty Terry
City Attorney Doug Berry

Approval of Minutes

Consideration of the Minutes of the Historic Zoning Commission meeting held February 13, 2024.

Motion to approve: Wall Second: Duke Vote: All aye

Planning Director Mary Samaniego: Point of Order to clarify there are no conflicts of interest.

Vice Chairman Whitson: Are there any conflicts of interest on the items today?

There were none.

Old Business - None

New Business

The application for a Certificate of Appropriateness, HZC2024-5, of Michael Hoff representing George and Ellen Wright, 303 Jackson Boulevard, to construct an addition to a single family residence.

Ridley Wills, The Wills Company, presented the plans for the requested addition, a screened porch on the rear of the home.

A period of questions and comments from the board, addressed by Wills, followed the presentation.

Public Comment Opened

No Public Comment

Public Comment Closed

Motion to approve: Duke Second: Poe Vote: All aye

The application for a Certificate of Appropriateness, HZC2024-6, of Michael Marchetti representing Jane Entrekin, 304 Bellevue Drive West, to construct an addition to a single family residence.

Michael Marchetti presented the plans for the removal of an old addition(s), and new addition to the home located at 304 Bellevue Drive West.

A period of questions from the board, addressed by Marchetti, followed the presentation.

Public Comment Opened

No Public Comment

Public Comment Closed

Vice-Chairman Whitson asked Planning Director Samaniego for staff recommendation.

Planning Director Samaniego recommended approving the Certificate of Appropriateness based on the findings of fact.

Motion to approve: Wall Second: Rankin

Vice-Chairman Whitson stated if there are additional changes that are made outside the scope of what had been covered, the applicant would need to return for approval.

Vote: All aye

The application for a Certificate of Appropriateness, HZC2024-8, of Patricia Fonseca representing Drew and Shelton Kitchen, 313 Lynwood Boulevard, to construct an addition to a single family residence.

Patricia Fonseca, Architect with Pfeffer Torode Architecture, representing Drew and Shelton Kitchen, owners of 313 Lynwood Boulevard presented plans for renovation of the historical home.

A period of questions and comments from the board, addressed by Fonseca, followed the presentation.

Public Comment Opened

No Public Comment

Public Comment Closed

Motion to defer: Rankin Second: Duke Vote: All aye

The application for a Certificate of Appropriateness, HZC2024-7, of Rankin and Bill McGugin, 402 West Brookfield Avenue, to construct a new single family residence.

Ron Farris, Architect Farris Concepts in Architecture and Clay Trabue, Landscape Architect Kaiser Trabue Landscape Architects, design consultants for the McGugin family, reviewed plans for the new residence to be built at 402 West Brookfield Avenue.

A period of questions and comments, addressed by Farris and Trabue followed the presentation.

Public Comment Opened

Planning Director Mary Samaniego offered into the record a letter submitted by Karen Rich expressing concern over the plans for the property.

Public Comment Closed

Motion to approve with comment, cornice study, railing and material choices to be reviewed administratively: Duke Second: Wall

- Planning Director Samaniego requested a point of clarification on the finishes, if they were to be more Georgian in style.
- Vice-Chairman Whitson stated yes.

Vote: All aye

Other Public Comment

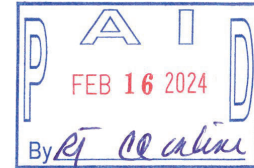
The meeting adjourned at 4:12 p.m.

Vice Chairman Jeannette Whitson

City Recorder Rusty Terry



CITY OF BELLE MEADE
CERTIFICATE OF APPROPRIATENESS APPLICATION



This CoA Form coincides with the Citywide Conservation Overlay Interim **Guidelines**. Please refer to the guidelines for the Certificate of Appropriateness process. Reference to the book, "A Field Guide to American Homes" is encouraged.

APPLICATION # H2C-2024-8

FEE: \$1500.00

PROPERTY DESCRIPTION & LOCATION

ADDRESS: 313 Lynnwood Blvd., Nashville, TN 37205

AGE/YEAR OF STRUCTURE: 1920 PROPERTY OF SIGNIFICANCE (1901-1939) ☒ YES
PROPERTY OF CONSERVATION (1940-2000) ☐ YES
PROPERTY LESS THAN 50 YEARS ☐ YES

PROPERTY OWNER or APPLICANT

NAME: Patricia Fonseca (rep. for owners: Drew + Shelton Kitchen)

P. Fonseca: 9213 Woodland St. Nashville, TN 37206

ADDRESS: D/S. Kitchen: 313 Lynnwood Blvd, Nashville, TN 37205

EMAIL: patty.fonseca@pfefferlorde.com / dkitchen@maynardnexusen.com / shelton.kitchen@gmail.com

PHONE NUMBER: PF: 615-653-6132 / DK: 415-906-9796

RELATIONSHIP TO OWNER: Contractor ☐ Architect ☒ Other (explain) ☐

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)

☐ New Construction
 ☐ Demolition
 ☐ Exterior Alteration or Repair
 ☒ Addition

Define Architectural Style Georgian

Describe Proposed Work We are requesting approval for a
new Addition which would sit behind the existing
home and would include a garage, primary
bedroom, primary bath, mudroom and stair hall.

All of the items listed below are required to be submitted for all types of CoA applications.

- | | |
|--|---|
| ☐ Description of Property Condition and Proposal | ☐ PDF Photos of Existing Property |
| ☐ Site Plan showing building envelope | ☐ PDF Photos of Neighboring Properties |
| ☐ All building elevations showing finish grade | ☐ PDF Inspirational Photos |
| ☐ Wall Section with siding, roofing, doors, windows, and ornamentation. | |

➤ Additional submittal requirements for Exterior Alteration or Repairs:

Include schematic drawings, photos, and/or specifications along with a materials list. Provide photos and descriptions of existing original materials. For major alterations to architectural features such as siding, roofing, doors, windows, and ornamentation, samples of new materials may be requested.

➤ Demolition of Structures:

Describe the structure's condition (ceiling height, wood decay, brick, siding, water intrusion, roof, etc.)

Historical Significance

Is the property habitable?

Give a compelling reason for demolition of property

Describe the proposed reuse of existing materials, if any?

➤ **New Construction and Additions:**

A complete set of CAD plans at 1/4-inch scale.

New Construction Material List Description

<u>Window Manufacturer:</u> Marvin Casement	<u>Railings, Columns, Pilasters:</u> painted wood
<u>Window Material:</u> Wood Interior	<u>Chimney Material:</u> stone
<u>Frame Material:</u> Aluminium Clad	<u>Roofing Material:</u> Asphalt Shingle to match existing
<u>Windowsills:</u> Brick rowlock & wood sill	<u>Exterior Doors:</u> Wood, to be painted
<u>Brick, Painted/Natural:</u> Brick, painted to match existing	<u>Eaves/Cornice:</u> Wood trim, to be painted
<u>Brick/Stone Thickness:</u> Standard brick - 3 1/2" Full depth stone veneer @ water table	<u>Gutters:</u> to match existing
<u>Clapboard Material:</u> N/A	<u>Gutter Dimensions:</u> to match existing
<u>Clapboard Dimensions/Reveal:</u> N/A	

Property of Significance

Properties of significance are those which are of particular architectural or historical significance to the early 20th century growth and development of Belle Meade. Significant dwellings, buildings and structures in Belle Meade are defined as follows:

- **Generally, these will be properties built prior to 1939 although there may be some properties which meet this level of significance after this date.**
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places.
- Embodying such other qualities and characteristics as in the judgment of the HZC should be considered significant to the historical and architectural context of Belle Meade.
- Be listed or determined eligible for listing in the National Register of Historic Places, and/or be determined to be a contributing property to an eligible historic district in the National Register of Historic Places; and,
- Possesses one or more of the following criteria:

Yes No

- ☐ ☒ A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;
- ☐ ☒ Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;
- ☒ ☐ Possesses distinguishing characteristics of an architectural type reflective of the dominant styles in Belle Meade and is inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship, and/ or;
- ☒ ☐ Possesses authenticity of its period of significance as evidenced by the survival of its characteristics, historic fabric, and architectural elements from that period; and/or
- ☐ ☒ Is a notable work of a master builder, designer, or architect, and/or;
- ☐ ☒ Possesses or may likely yield information important in prehistory or history, and/or
- ☐ ☒ Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.

In most cases the HZC discourages the demolition of a property of significance. Additions to properties of significance may be allowed if the addition is of appropriate scale and placement on the property. Criteria for demolition and additions to significant properties are outlined in the design guidelines.

Property Worthy of Conservation

Properties worthy of conservation are those which were built from the mid- to late-20th century and reinforce the historical and architectural character of Belle Meade through their design, scale, and materials. Properties worthy of conservation in Belle Meade are defined as follows:

- **Generally, these will be properties built after 1939 although there may be some properties within this category which were built prior to this date.**
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction.
- Be determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

In most cases the HZC will encourage the preservation of properties worthy of conservation. Properties worthy of conservation which are proposed for demolition or substantial additions will be reviewed by the HZC in order to identify alternatives which meet the property owner's requirements while preserving the integrity of the property. If no such alternatives are identified properties worthy of conservation may be demolished or receive additions in accordance with the design guidelines.

Appeals Process for Decisions by the City of Belle Meade Historic Zoning Commission: Anyone who may be aggrieved by any final order or judgement of the Commission may have such order or judgement reviewed by the courts, by the procedure of statutory certiorari, in the Davidson County Chancery Court. Such party shall, within sixty (60) days for the entry of order, file a petition with the Chancery Court.

I have read and understand the information provided in this application and the Historic Zoning Overlay Design Guidelines concerning the process for design and the obtainment or denial of a Certification of Appropriateness (CoA). I understand that by omitting information that is required from this application, the application will not be reviewed, and CoA denied. I agree to notify the Building Official of any deviations during construction from the approved (CoA) plans, or a Stop Work Order will be imposed.

Applicant/Property Owner Signature: Patricia Fonseca Date: 2/14/2024

Kitchen Residence

02 / 16 / 2024

NOTES

- 1) THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, ABOVE GRADE AND UNDERGROUND UTILITIES SHOWN WERE TAKEN FROM VISIBLE APPEARANCES AT THE SITE, PUBLIC RECORDS AND/OR MAPS PREPARED BY OTHERS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPREHEND ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES ARE IN THE EXACT LOCATION INDICATED, THEREFORE, RELIANCE UPON THE TYPE, SIZE AND LOCATION OF UTILITIES SHOWN SHOULD BE DONE SO WITH THIS CIRCUMSTANCE CONSIDERED. DETAILED VERIFICATION OF EXISTENCE, LOCATION AND DEPTH SHOULD ALSO BE MADE PRIOR TO ANY DESIGN RELATIVE THEREOF. IT IS THE USER'S RESPONSIBILITY TO DETERMINE THE AVAILABILITY AND COST OF SERVICE SHOULD BE CONFIRMED WITH THE APPROPRIATE UTILITY COMPANY, IN ADVANCE. IF A REQUIREMENT FOR THE UNDERGROUND UTILITY DAMAGE PREVENTION ACT, THAT ANYONE WHO ENGAGES IN EXCAVATION MUST NOTIFY ALL KNOWN UNDERGROUND UTILITY OWNER, NO LESS THAN THREE (3) NOR MORE THAN TEN (10) WORKING DAYS PRIOR TO THE DATE OF THEIR INTENT TO EXCAVATE AND ALSO TO AVOID ANY POSSIBLE HAZARD OR CONFLICT, TENNESSEE ONE CALL, 1-800-361-1111.
- 2) UPON REVIEWING FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, MAP NUMBER 470501020V, DATED 4/20/2001, IT HAS BEEN DETERMINED THAT THE SUBJECT PROPERTY DOES NOT LIE WITHIN A FLOOD HAZARD AREA.
- 3) SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTING COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- 4) THE LOCATION AND/OR EXISTENCE OF UTILITY SERVICE LINES TO THE PROPERTY SURVEYED ARE UNKNOWN AND ARE NOT SHOWN.

DEED REFERENCE

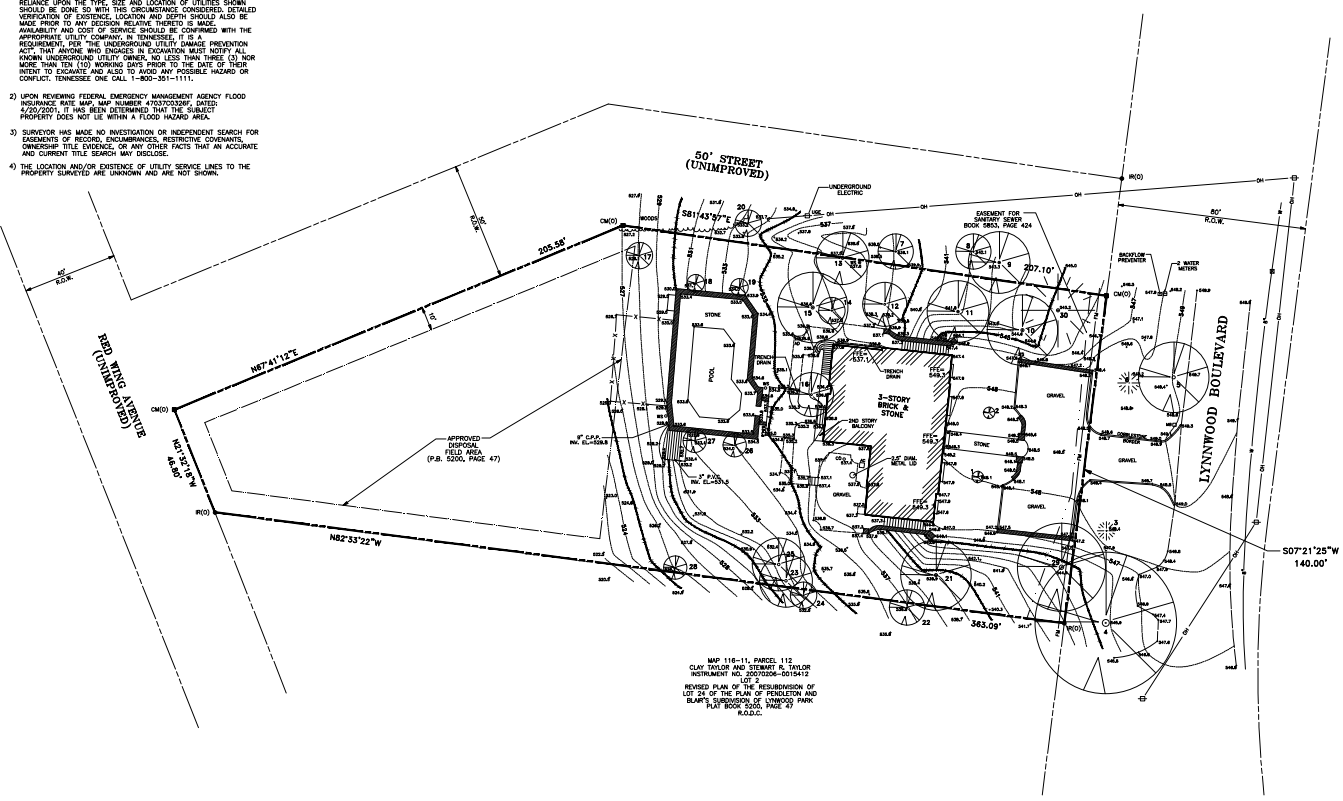
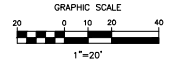
MAP 118-11, PARCEL 20
OWNER OF PARCELS 18 AND 19, Mrs. Clay M. Whitson
Instrument No. 2007006-000420
Described as Lot 1 on the Plan of the Resubdivision of Lot No. 24,
Plan of Parcel 18 & 19's Subdivision of Lynnwood Park
of record in Plat Book 5200, page 47

PLAT REFERENCE

Lot 1 on the Plan of the Resubdivision of Lot No. 24,
Plan of Parcel 18 & 19's Subdivision of Lynnwood Park
of record in Plat Book 5200, page 47

TOTAL AREA

45,261 SQUARE FEET OR 1.039 ACRES ±



TREE TABLE

NO.	SIZE	TYPE
1	4"	CREPE MYRTLE X2
2	4"	CREPE MYRTLE X2
3	6"	MAGNOLIA
4	6"	DOG
5	6"	MAPLE
6	6"	MAGNOLIA
7	12"	HACKBERRY
8	12"	BALUST
9	21"	MAPLE
10	24"	MAPLE
11	21"	MAPLE
12	12"	MAPLE
13	6"	MAPLE
14	6"	MAGNOLIA
15	12"	HACKBERRY
16	12"	PEAR
17	9"	CHERRY
18	6"	CHERRY
19	6"	HACKBERRY
20	9"	HACKBERRY
21	24"	HACKBERRY
22	18"	DOG
23	18"	HACKBERRY
24	18"	HACKBERRY
25	18"	HACKBERRY
26	6"	CHERRY
27	6"	CHERRY
28	6"	DOG-ELDER
29	20"	HACKBERRY
30	24"	MAGNOLIA

PFEFFER TORODE

313 Lynnwood Blvd - Existing Site Plan





A. 312 Lynnwood Blvd



B. 310 Lynnwood Blvd



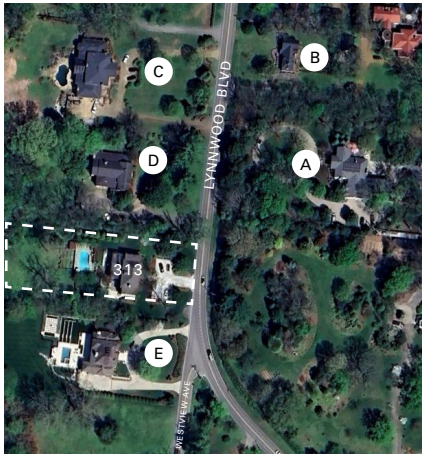
C. 309 Lynnwood Blvd



D. 311 Lynnwood Blvd



E. 301 Westview Ave



Context Map

PFEFFER TORODE

313 Lynnwood Blvd - Neighboring Residences





Existing Front Elevation



Existing Rear Elevation



Existing Side Elevation



Existing Side Elevation



Existing Courtyard

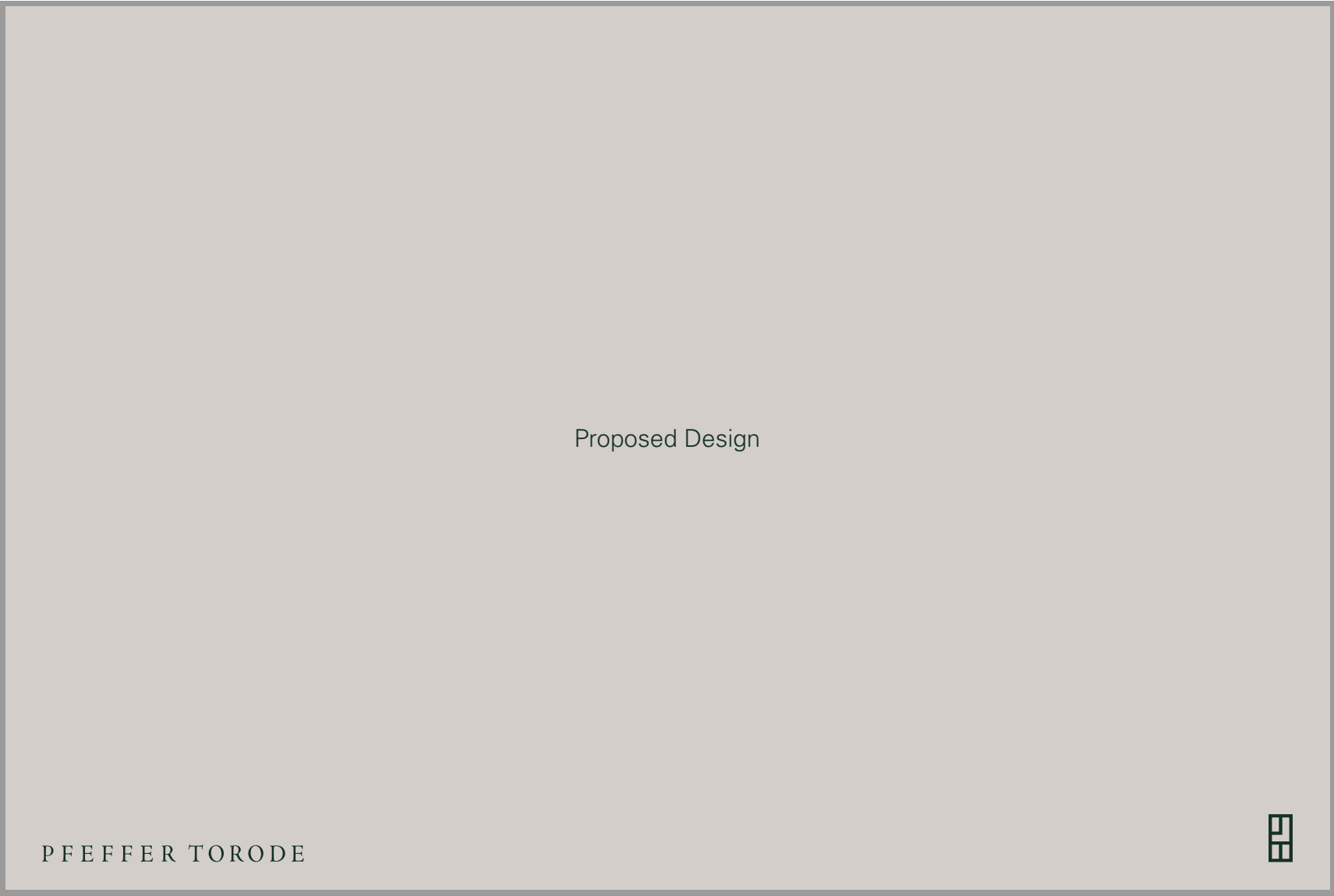


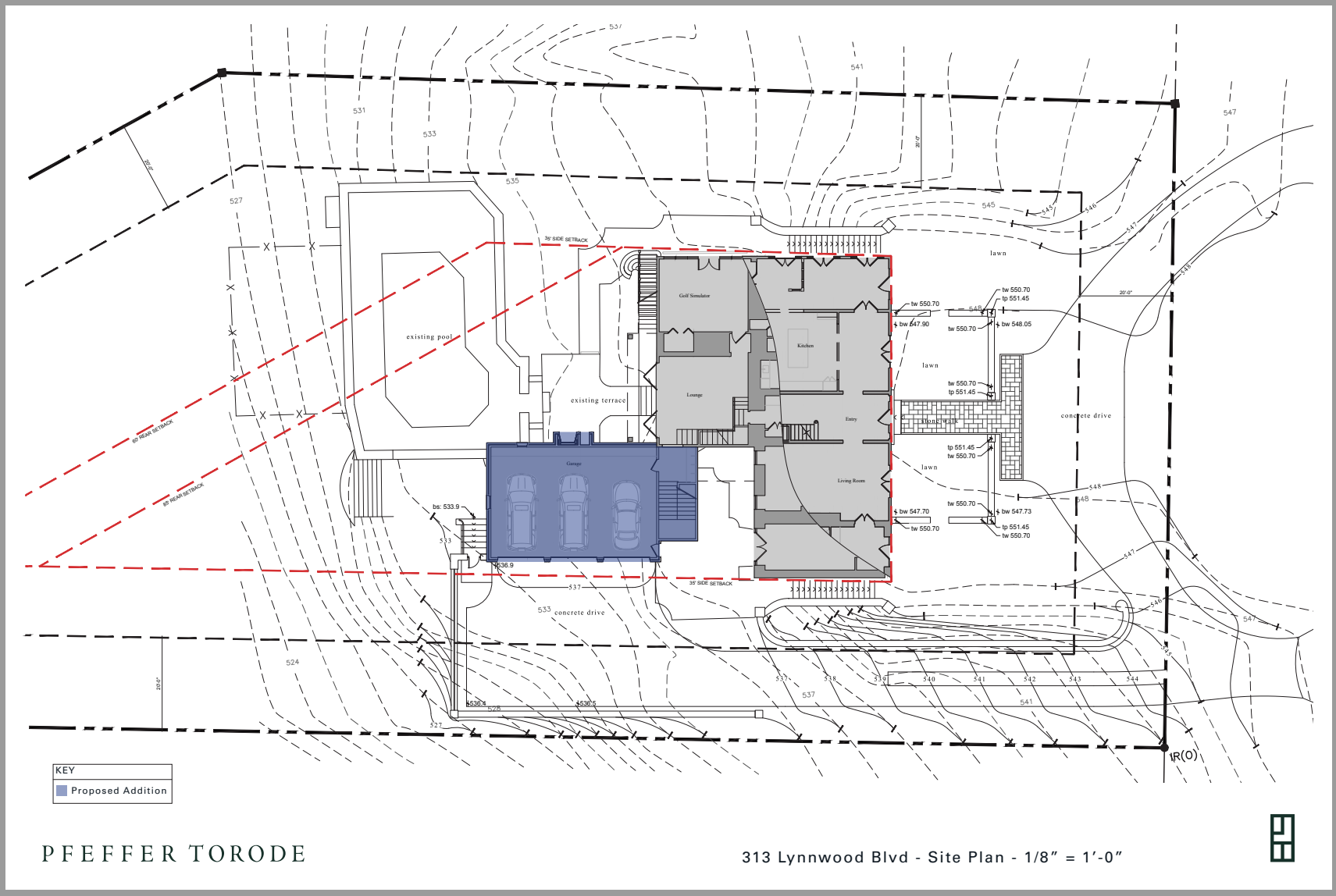
Existing Entry Sequence

PFEFFER TORODE

313 Lynnwood Blvd - Existing Conditions



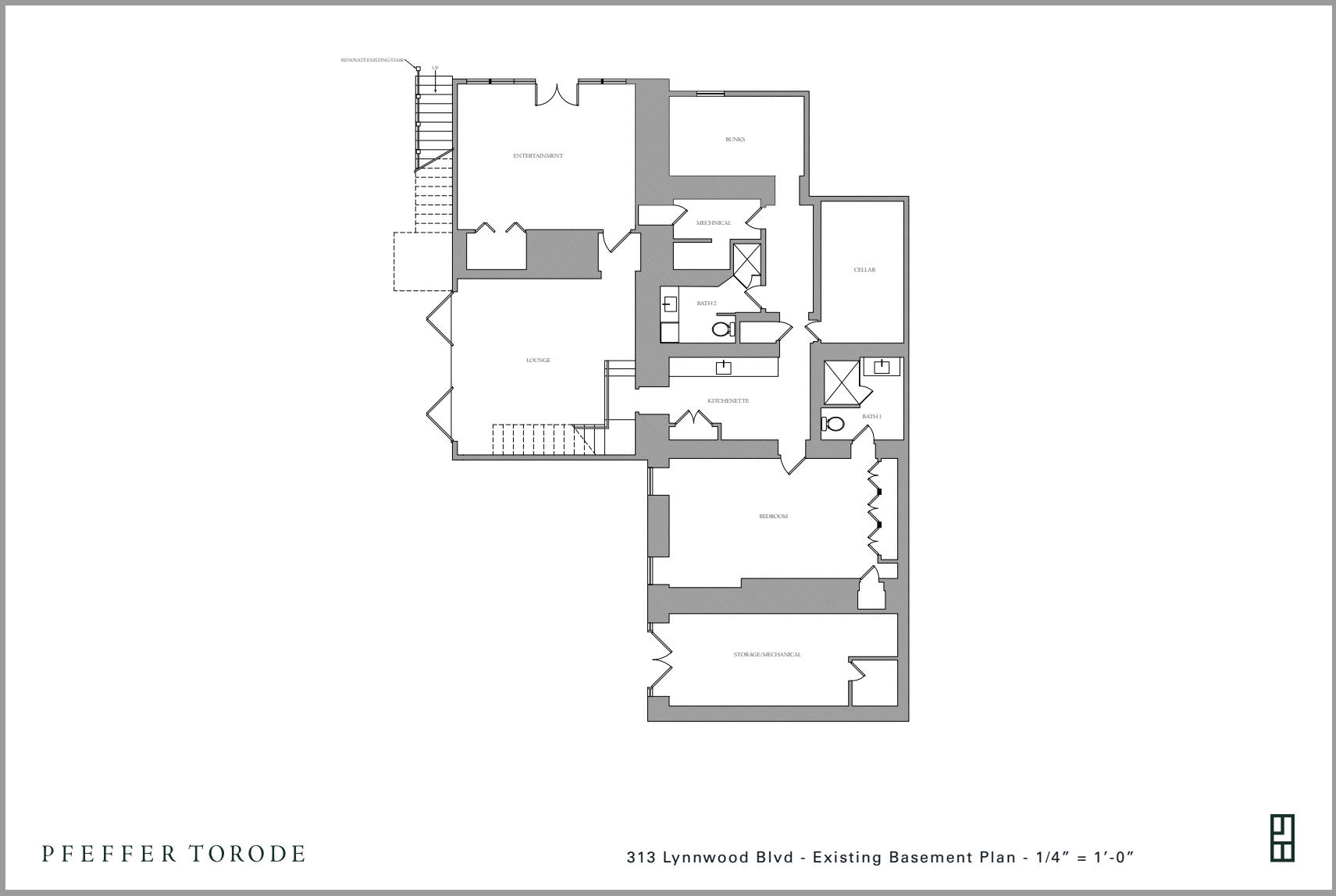


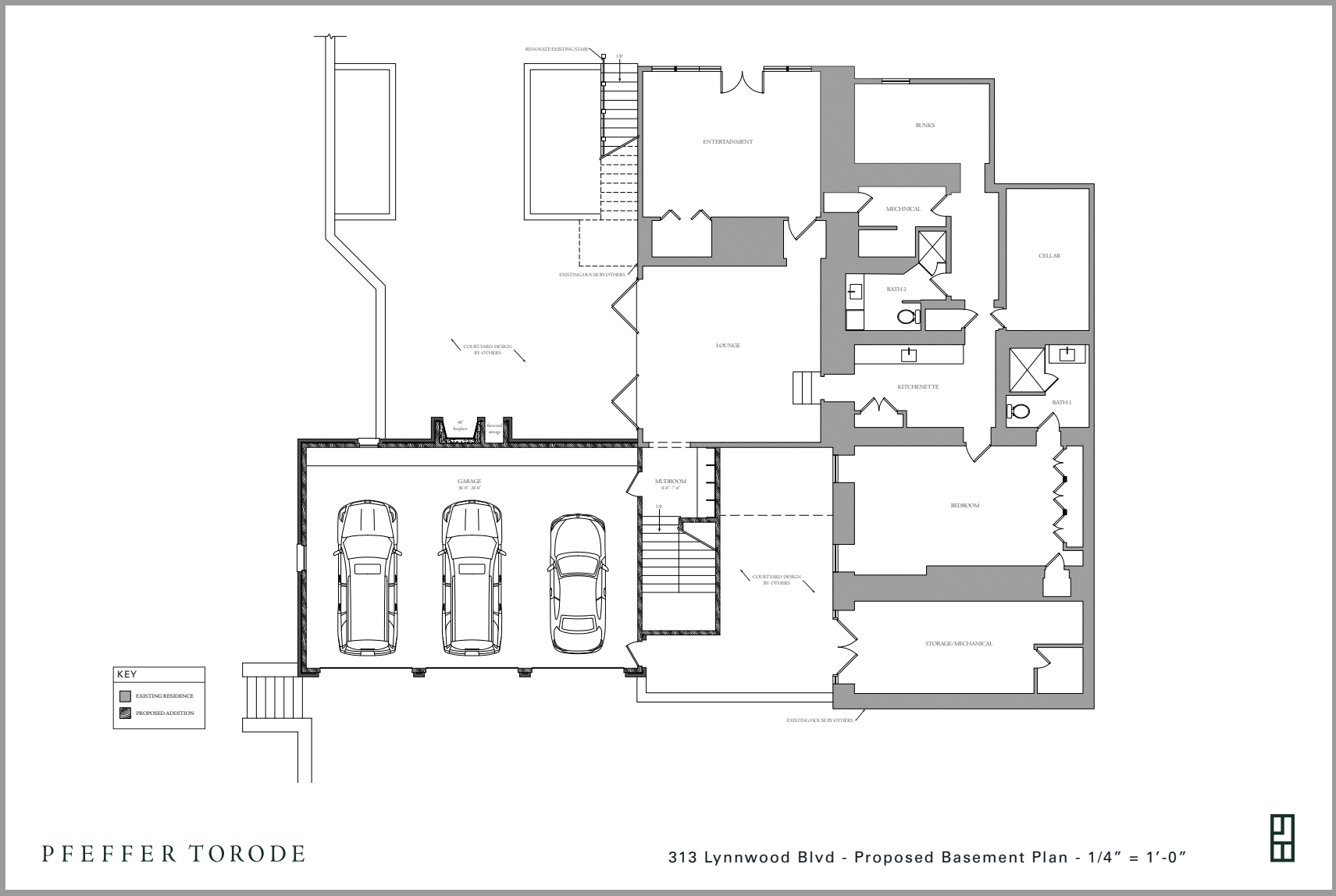


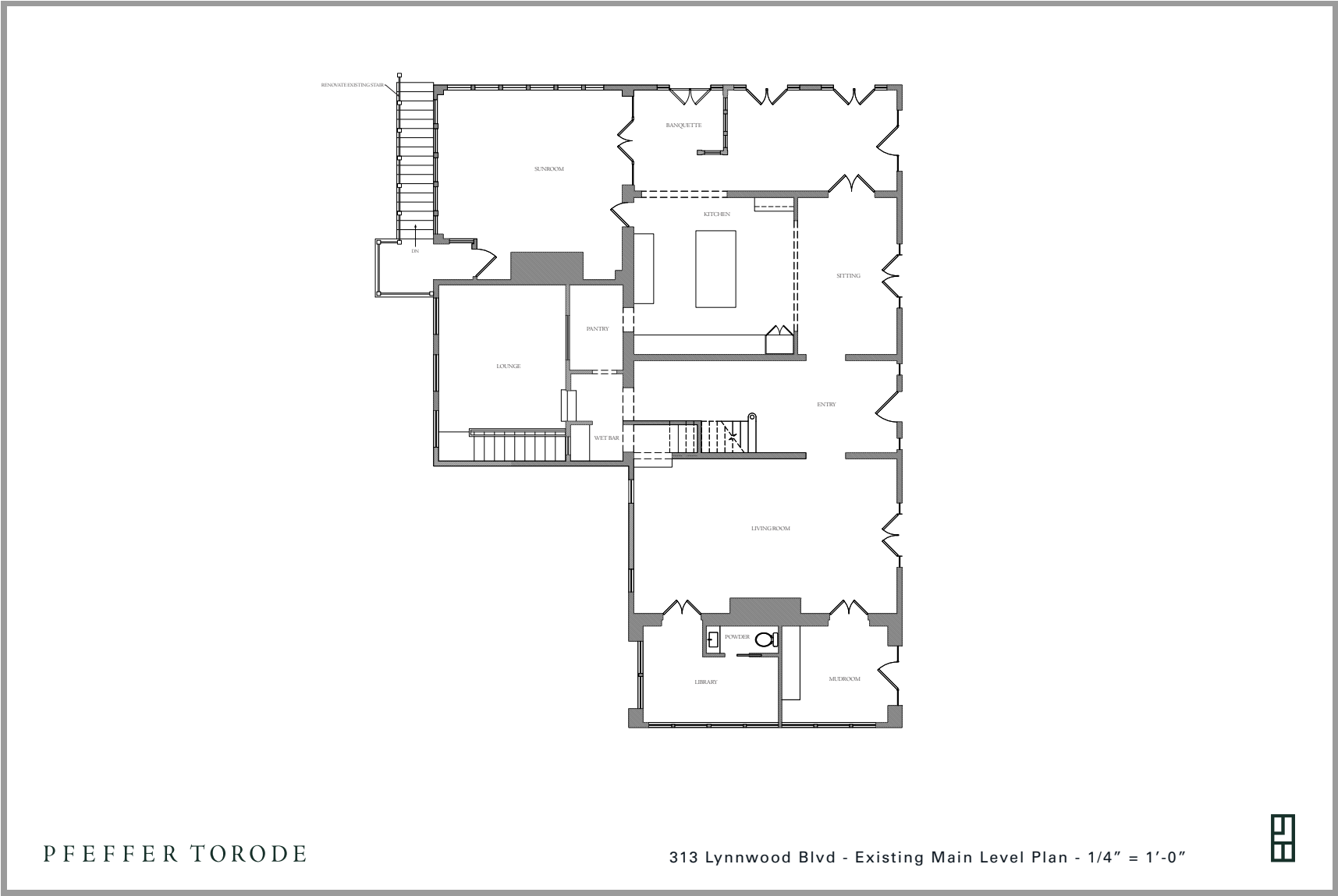
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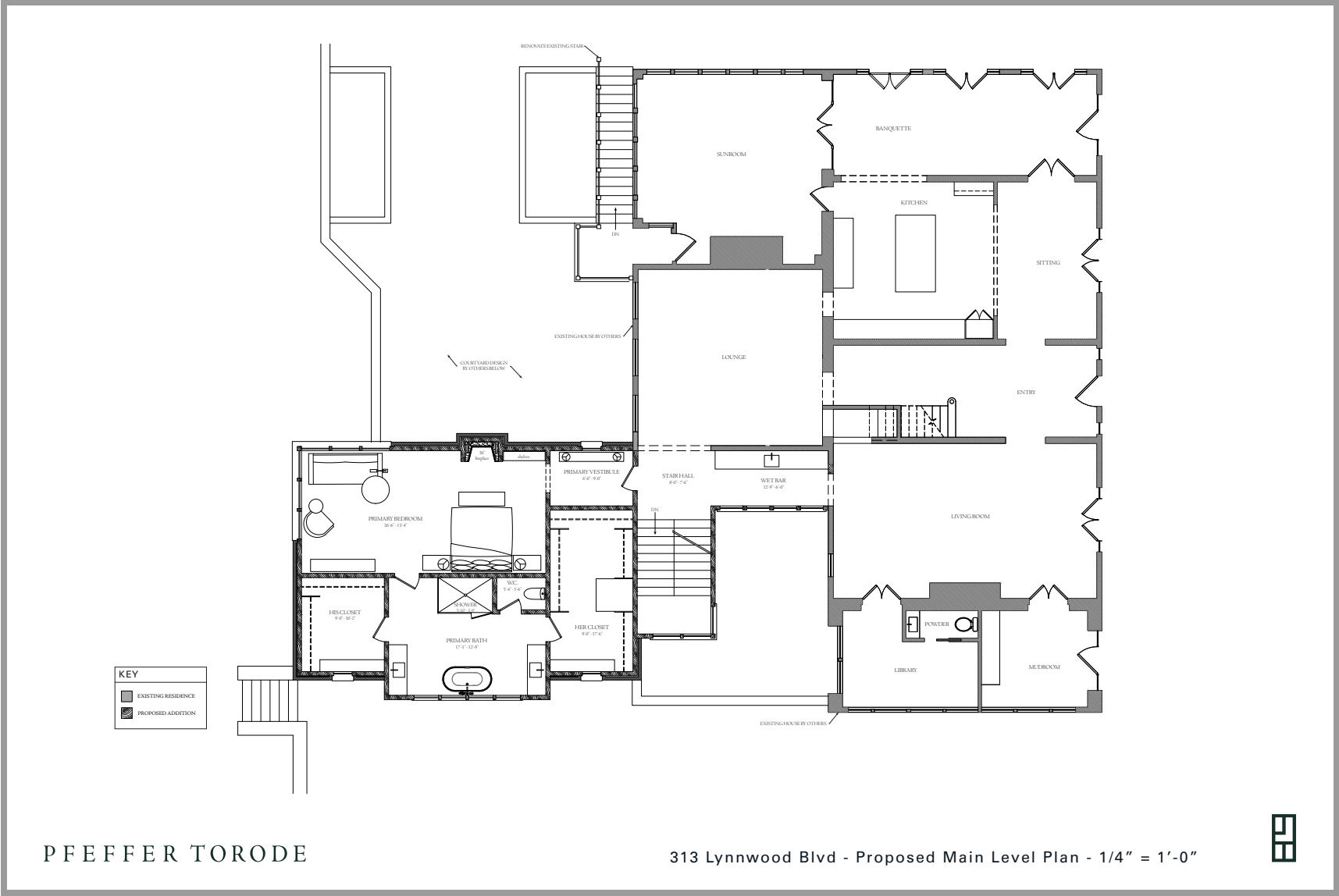
313 Lynnwood Blvd - Site Plan - 1/8" = 1'-0"













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313 Lynnwood Blvd - Existing Upper Level Plan - 1/4" = 1'-0"

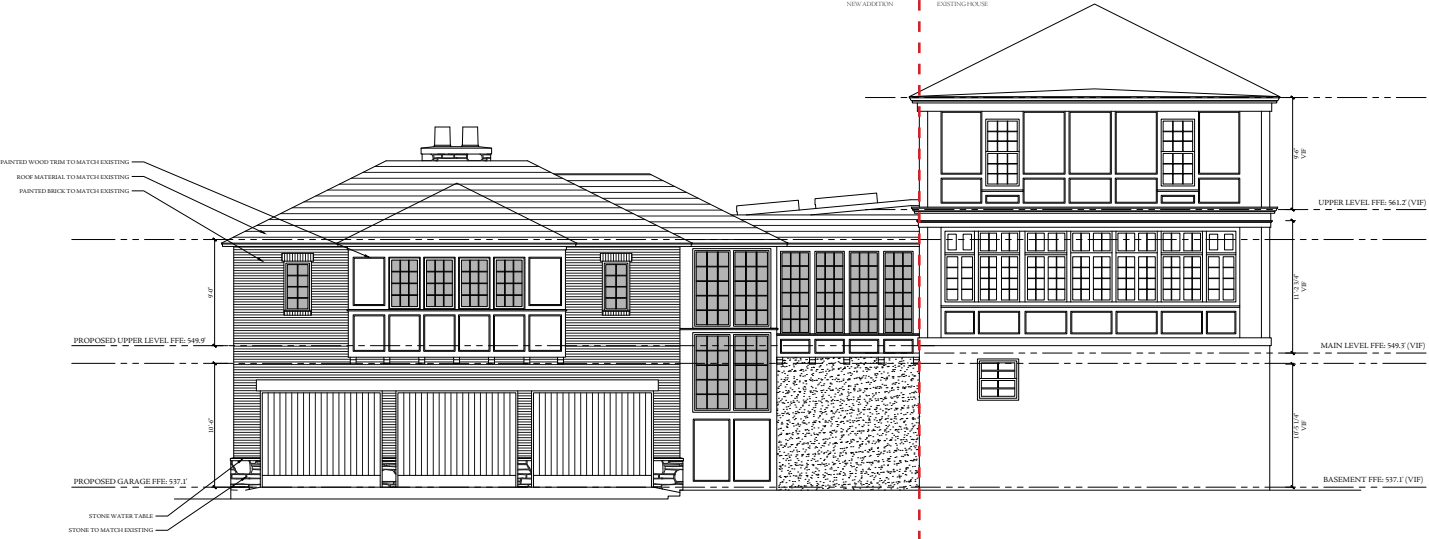




PFEFFER TORODE

313 Lynnwood Blvd - Proposed Rear Elevation - 1/4" = 1'-0"

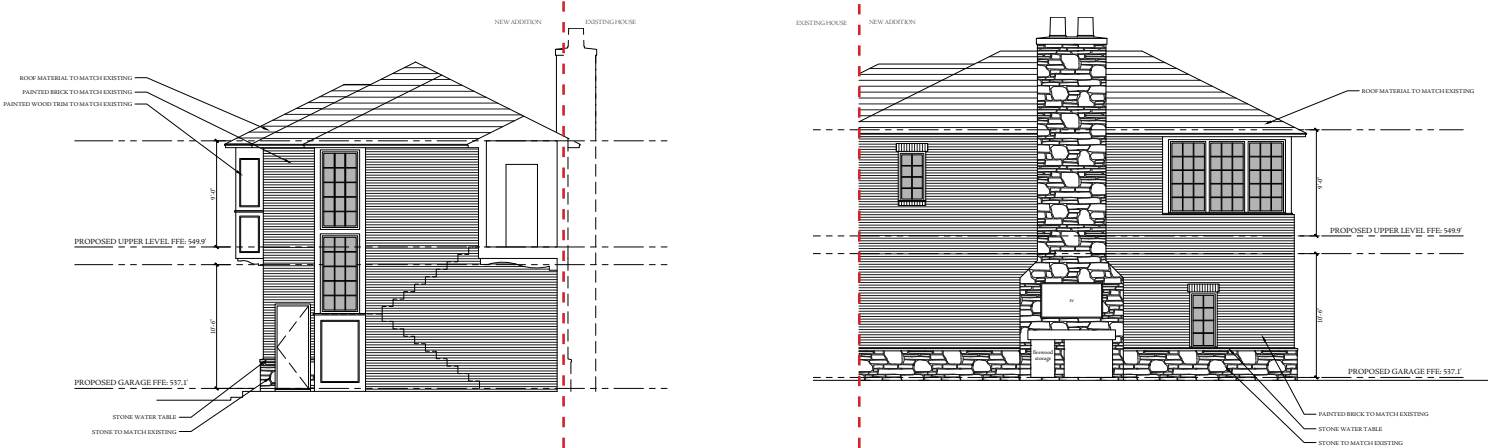




PFEFFER TORODE

313 Lynnwood Blvd - Proposed Side Elevation - 1/4" = 1'-0"

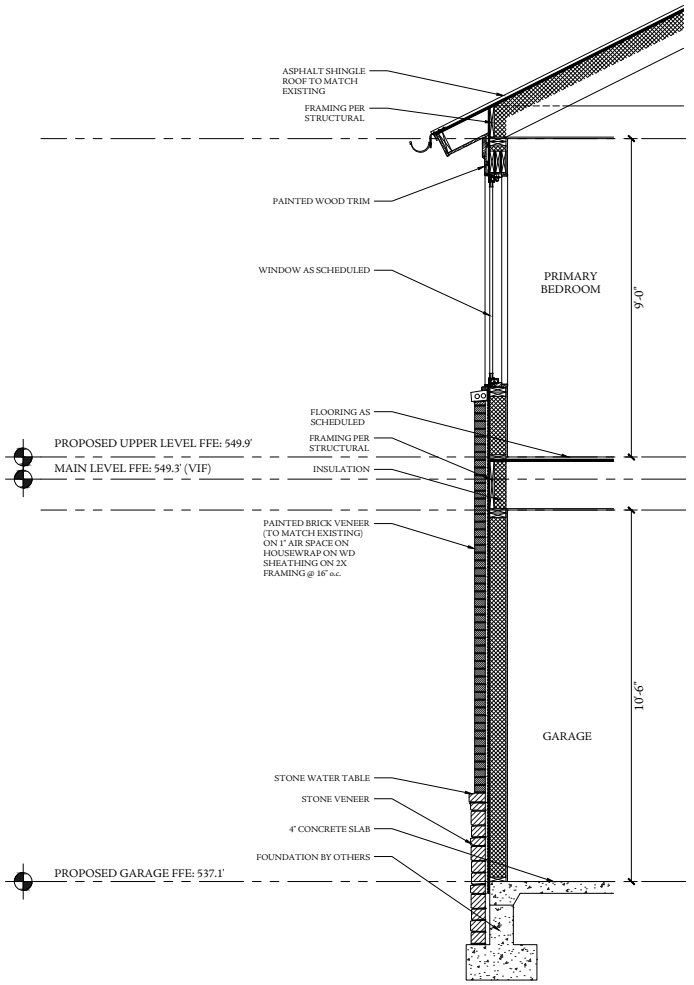
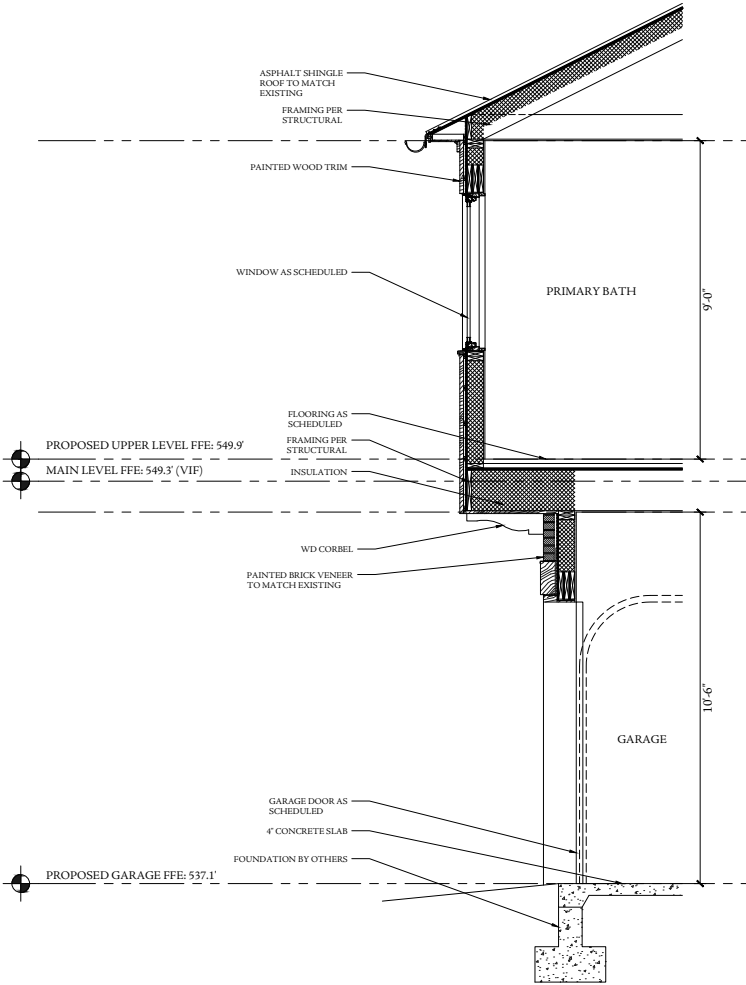




PFEFFER TORODE

313 Lynnwood Blvd - Proposed Front & Side Elevations - 1/4" = 1'-0"

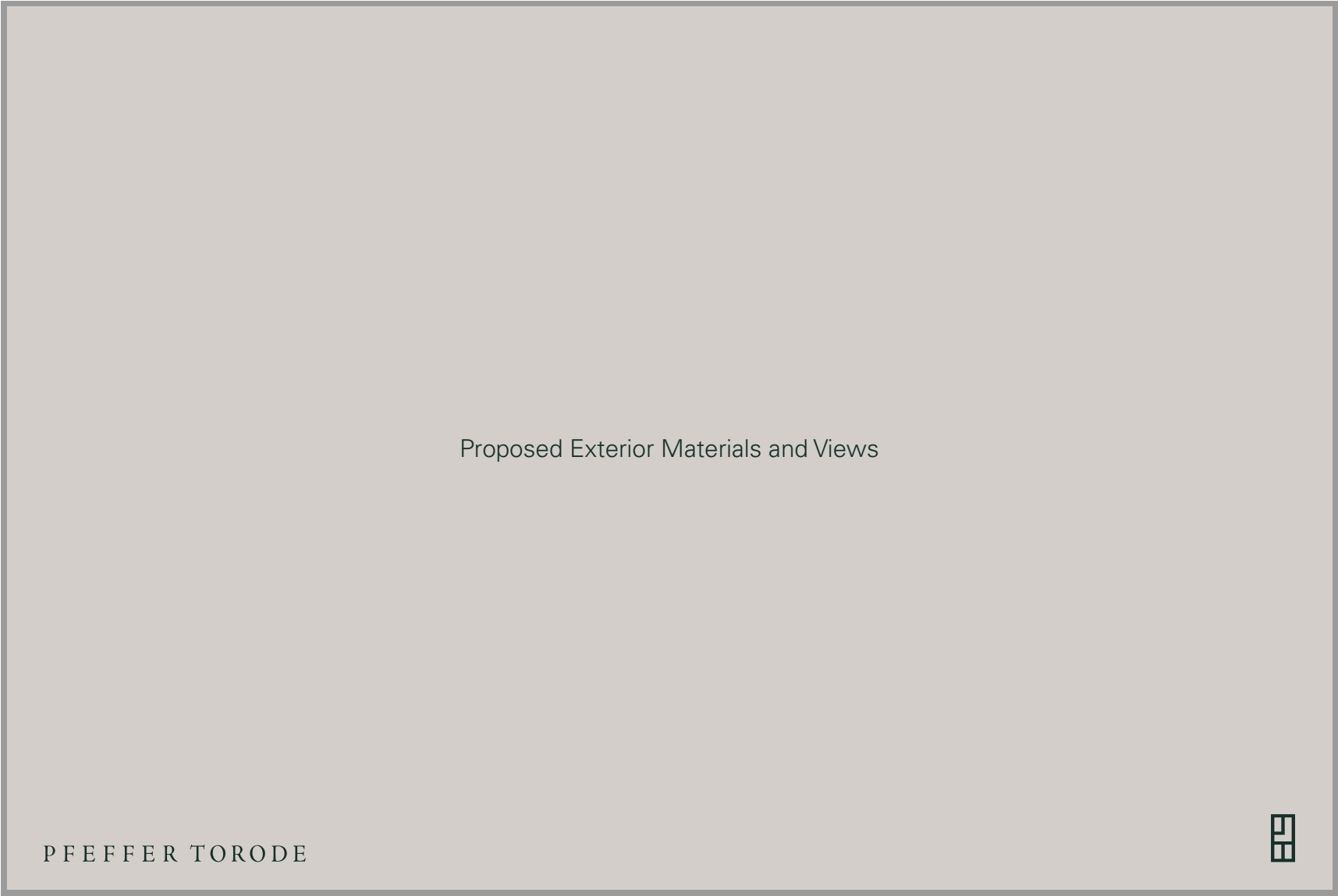




PFEFFER TORODE

313 Lynnwood Blvd - Wall Sections - 3/4" = 1'-0"







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313 Lynnwood Blvd - Inspiration Images





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313 Lynnwood Blvd - Courtyard View





PFEFFER TORODE

313 Lynnwood Blvd - Connector View





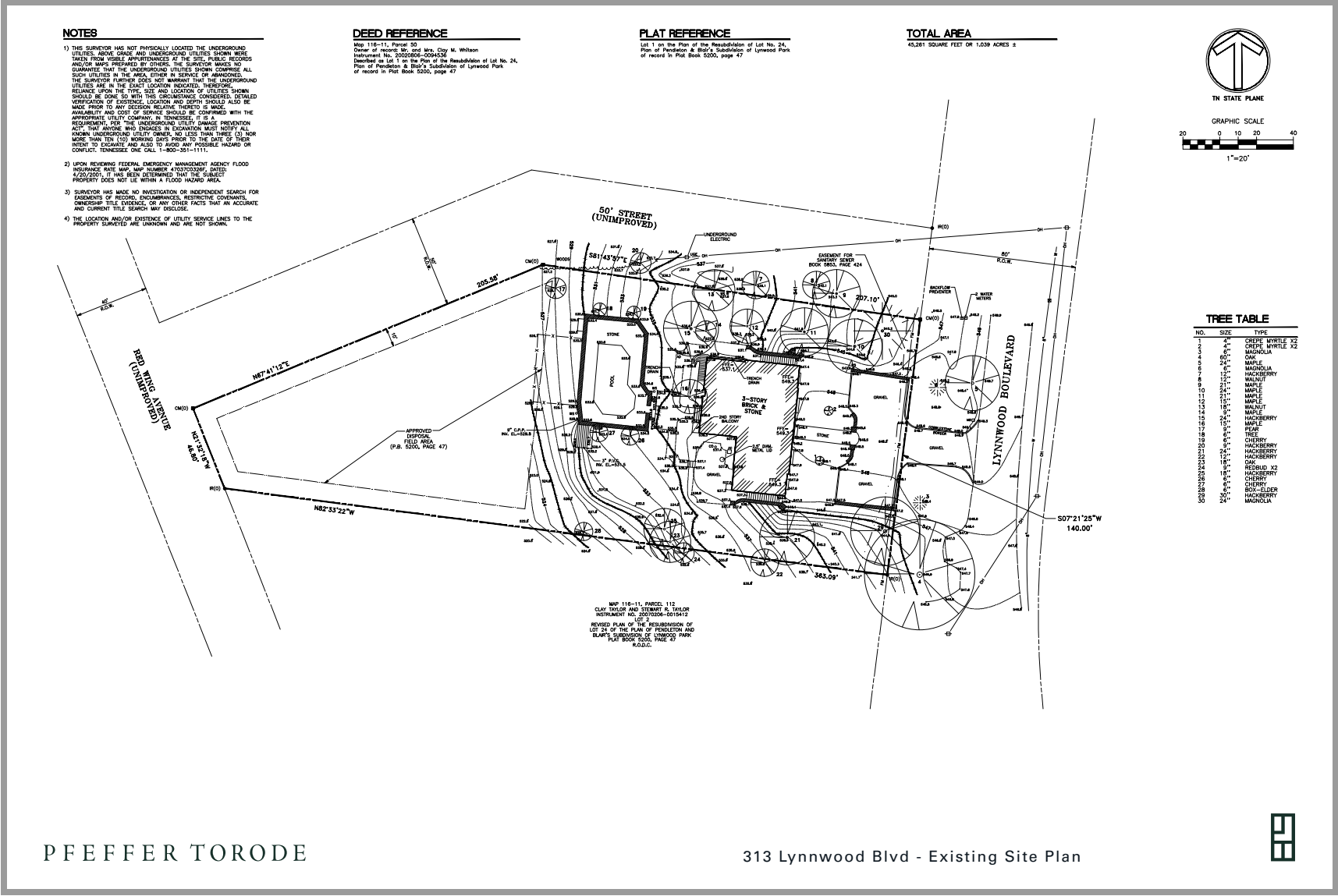
PFEFFER TORODE

313 Lynnwood Blvd - Primary Bath & Garage View



Kitchen Residence

04 / 09 / 2024





A. 312 Lynnwood Blvd



B. 310 Lynnwood Blvd



C. 309 Lynnwood Blvd



D. 311 Lynnwood Blvd



E. 301 Westview Ave



Context Map

PFEFFER TORODE

313 Lynnwood Blvd - Neighboring Residences





Existing Front Elevation



Existing Rear Elevation



Existing Side Elevation



Existing Side Elevation



Existing Courtyard



Existing Entry Sequence

PFEFFER TORODE

313 Lynnwood Blvd - Existing Conditions





Existing Window/Door Header



Existing Operable Shutters



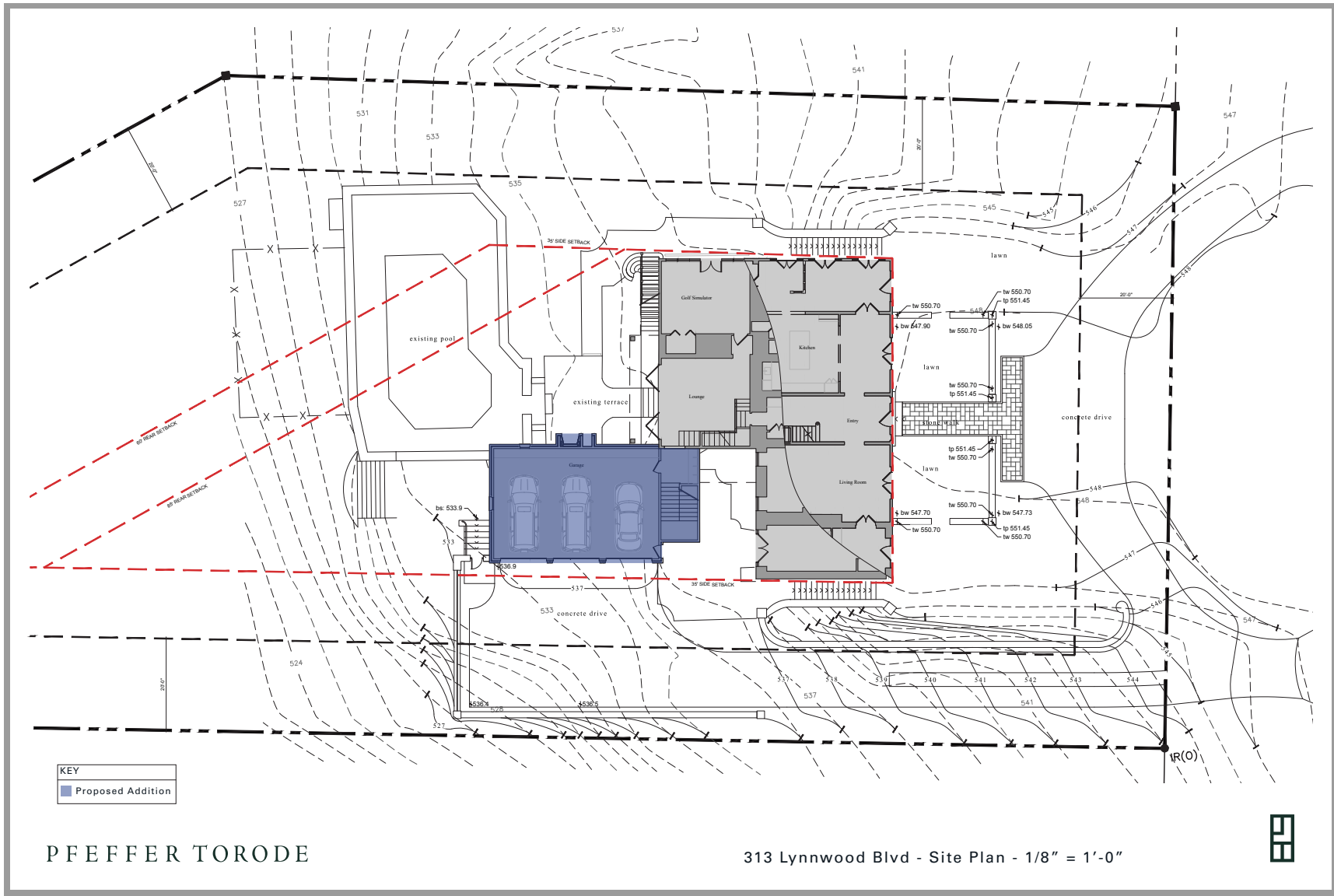
Existing Cornice Profile

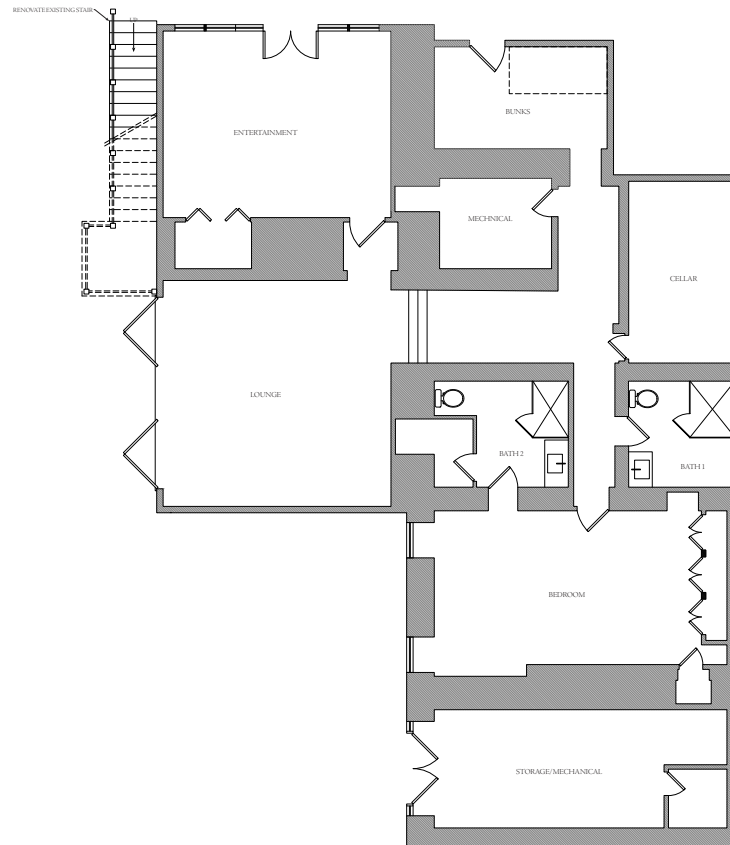
PFEFFER TORODE

313 Lynnwood Blvd - Existing Conditions





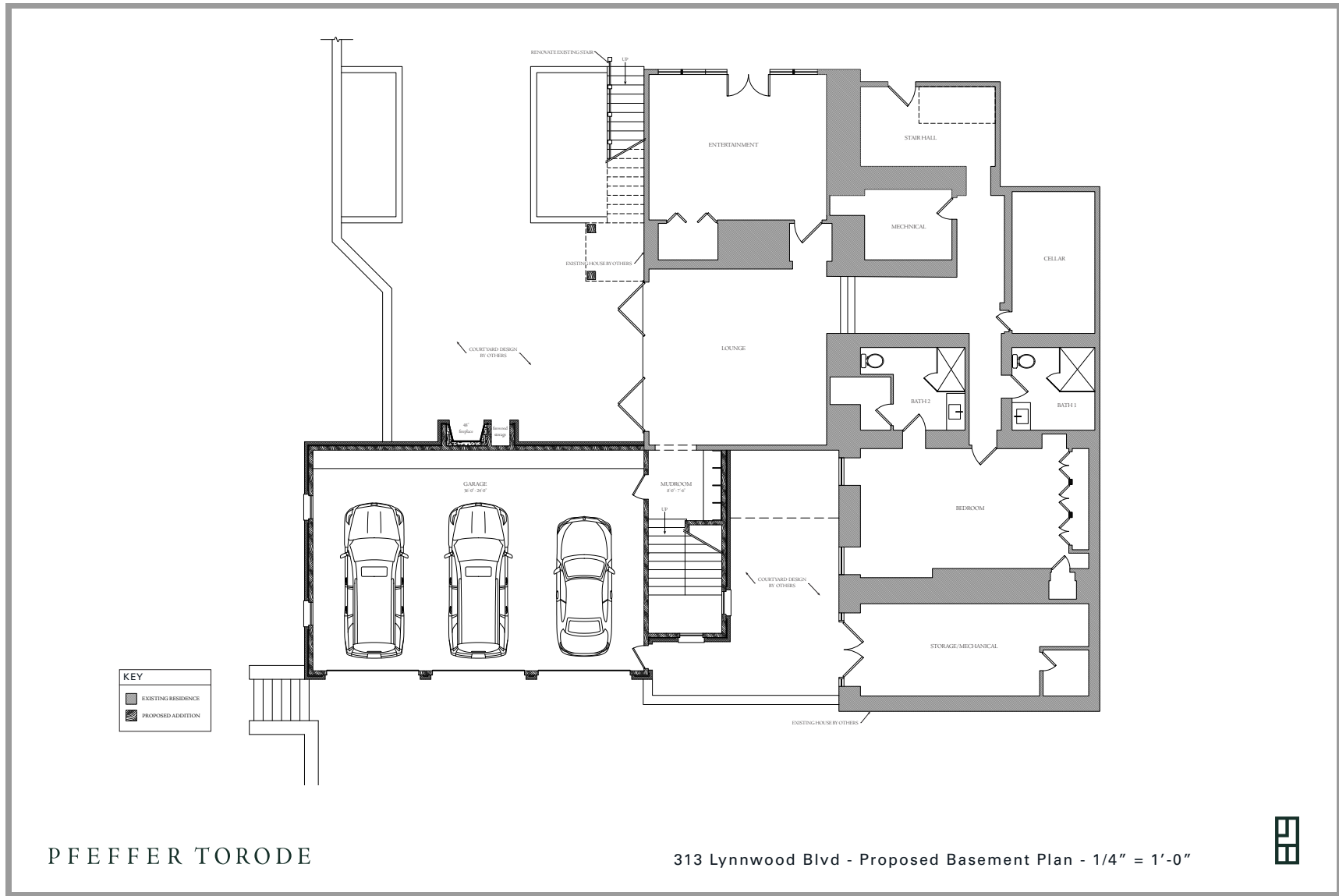


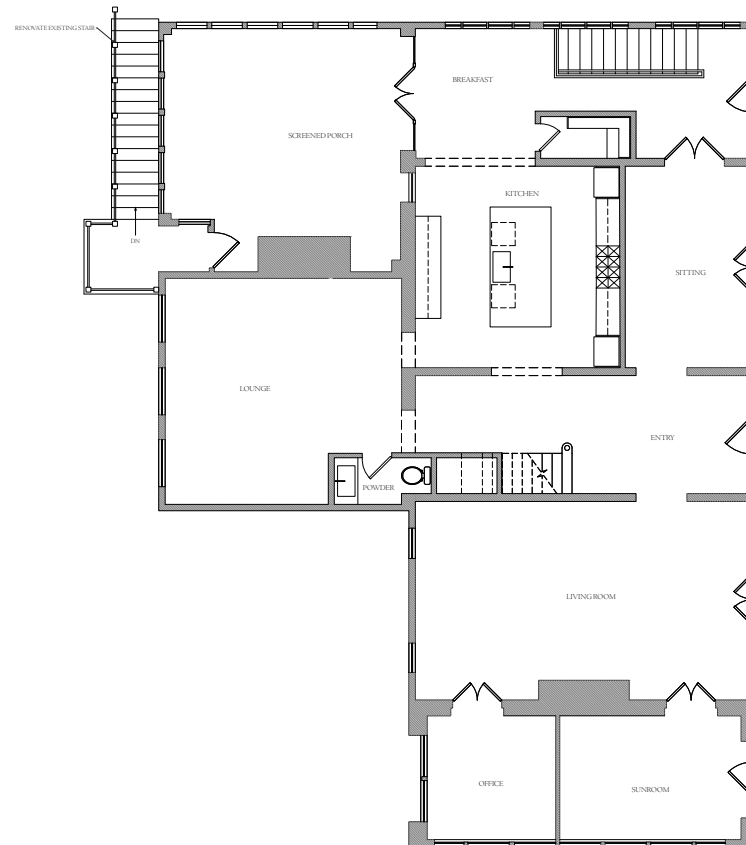


PFEFFER TORODE

313 Lynnwood Blvd - Existing Basement Plan - 1/4" = 1'-0"



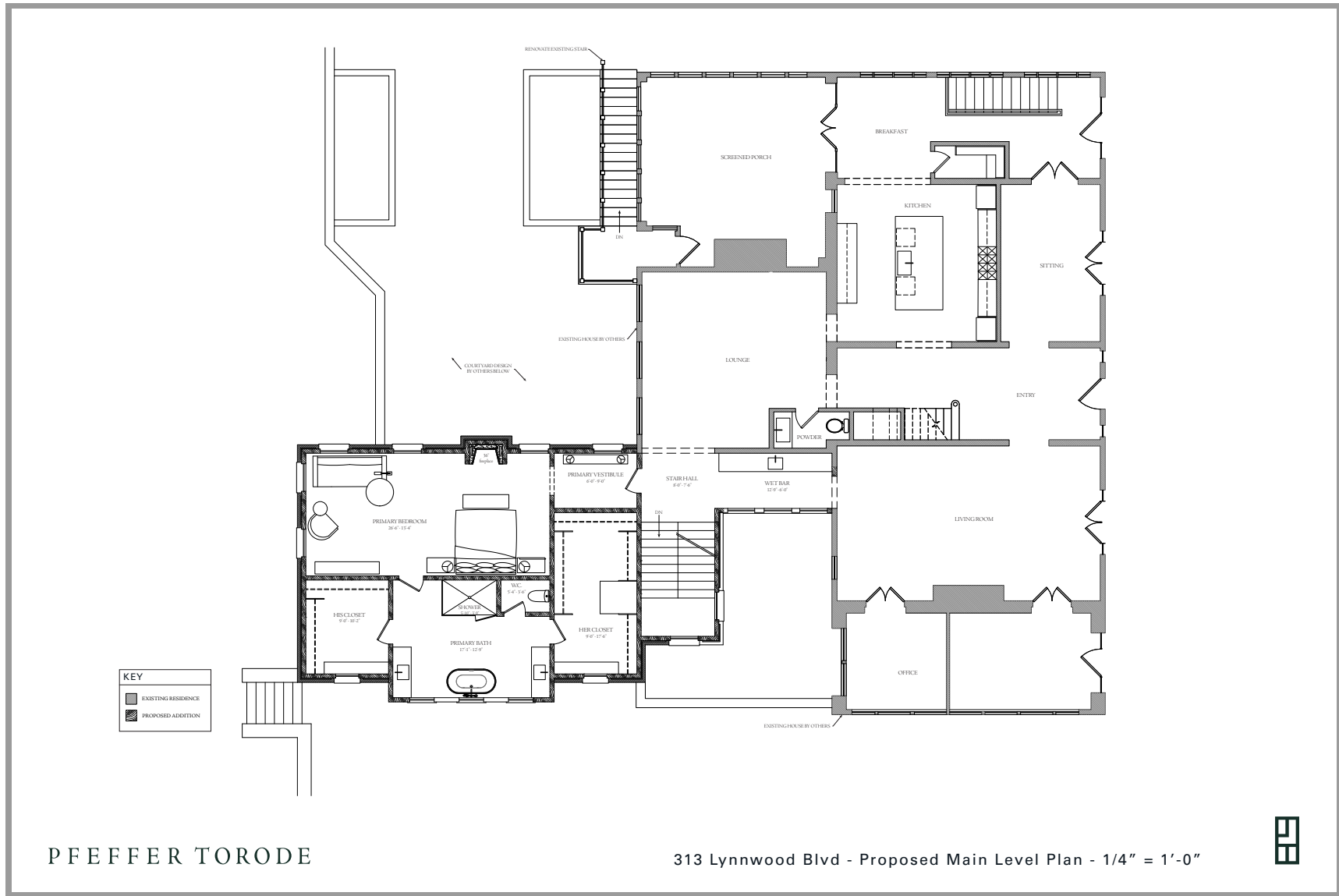


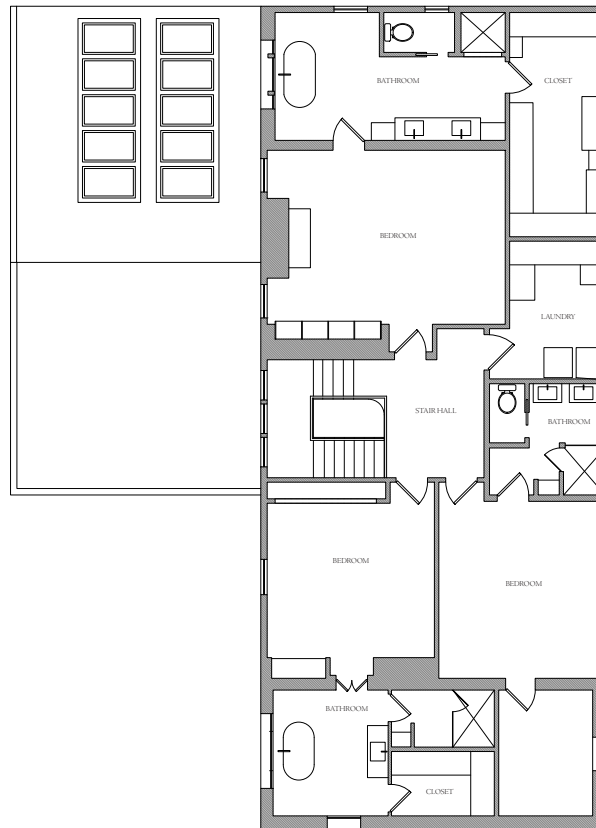


PFEFFER TORODE

313 Lynnwood Blvd - Existing Main Level Plan - 1/4" = 1'-0"







PFEFFER TORODE

313 Lynnwood Blvd - Existing Upper Level Plan - 1/4" = 1'-0"



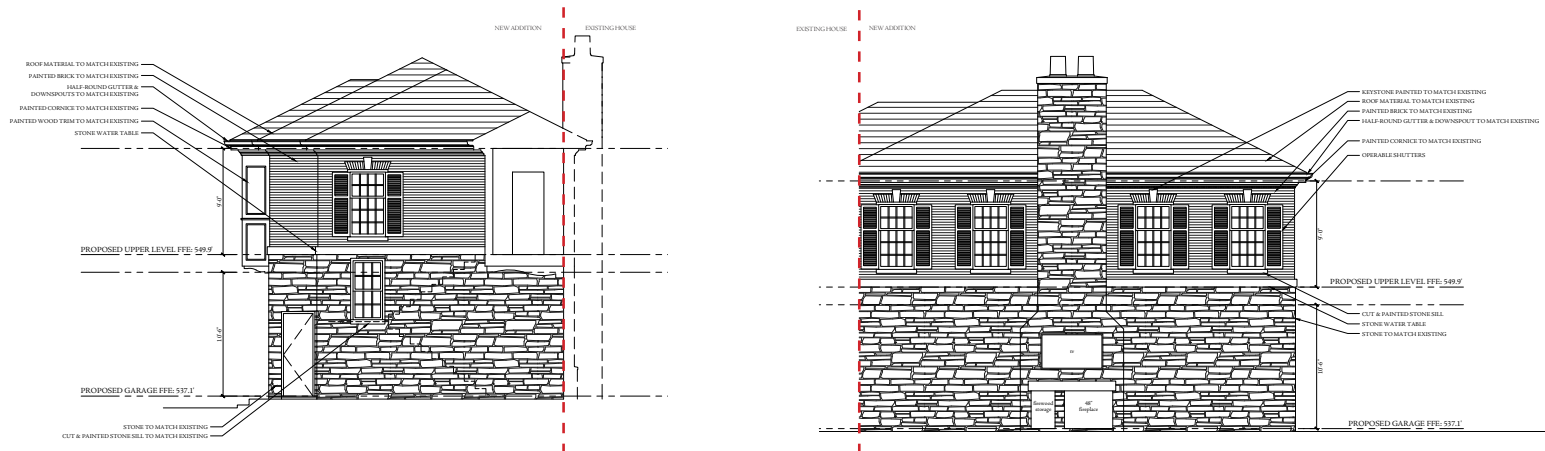


PFEFFER TORODE

313 Lynnwood Blvd - Proposed Rear Elevation - 1/4" = 1'-0"



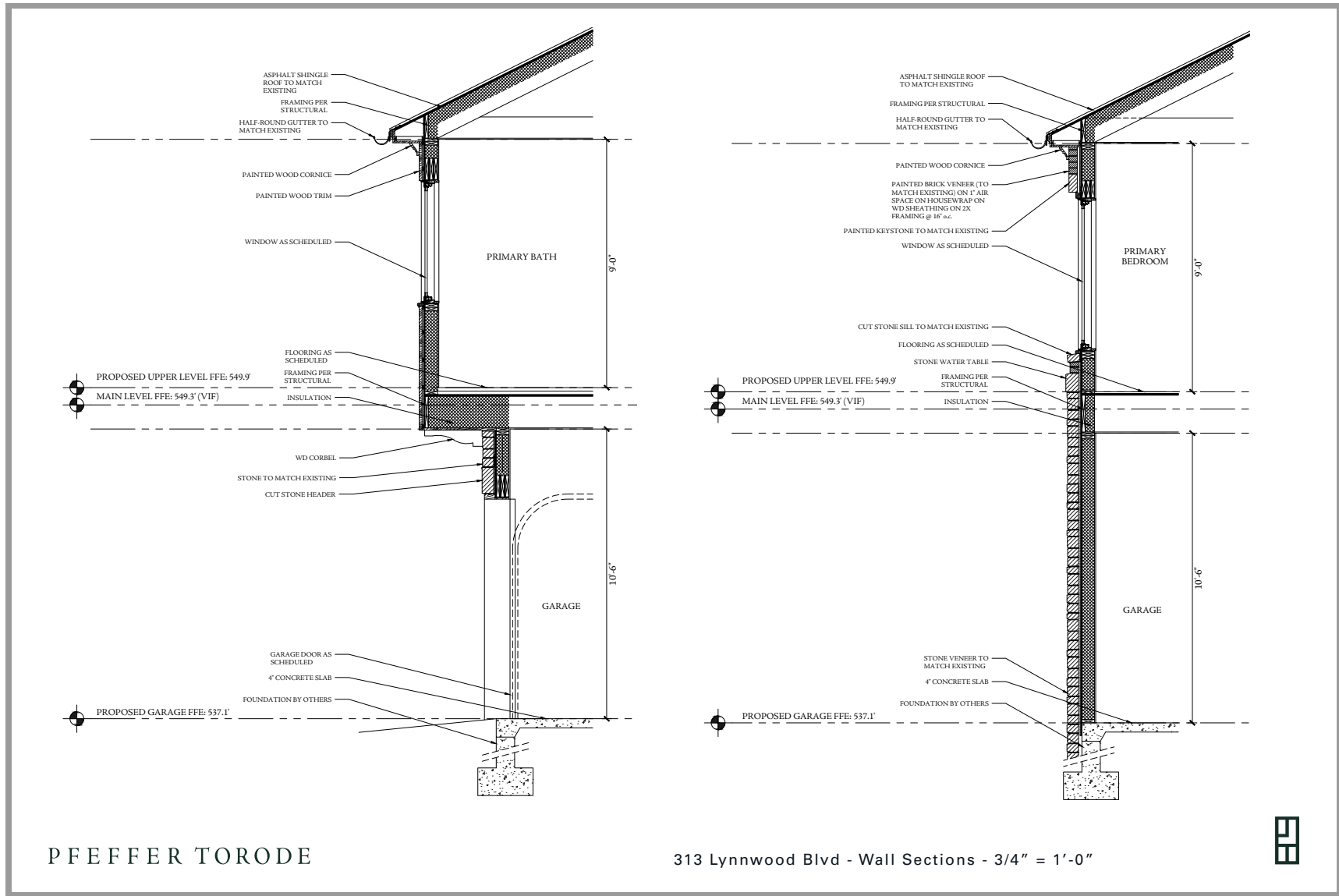


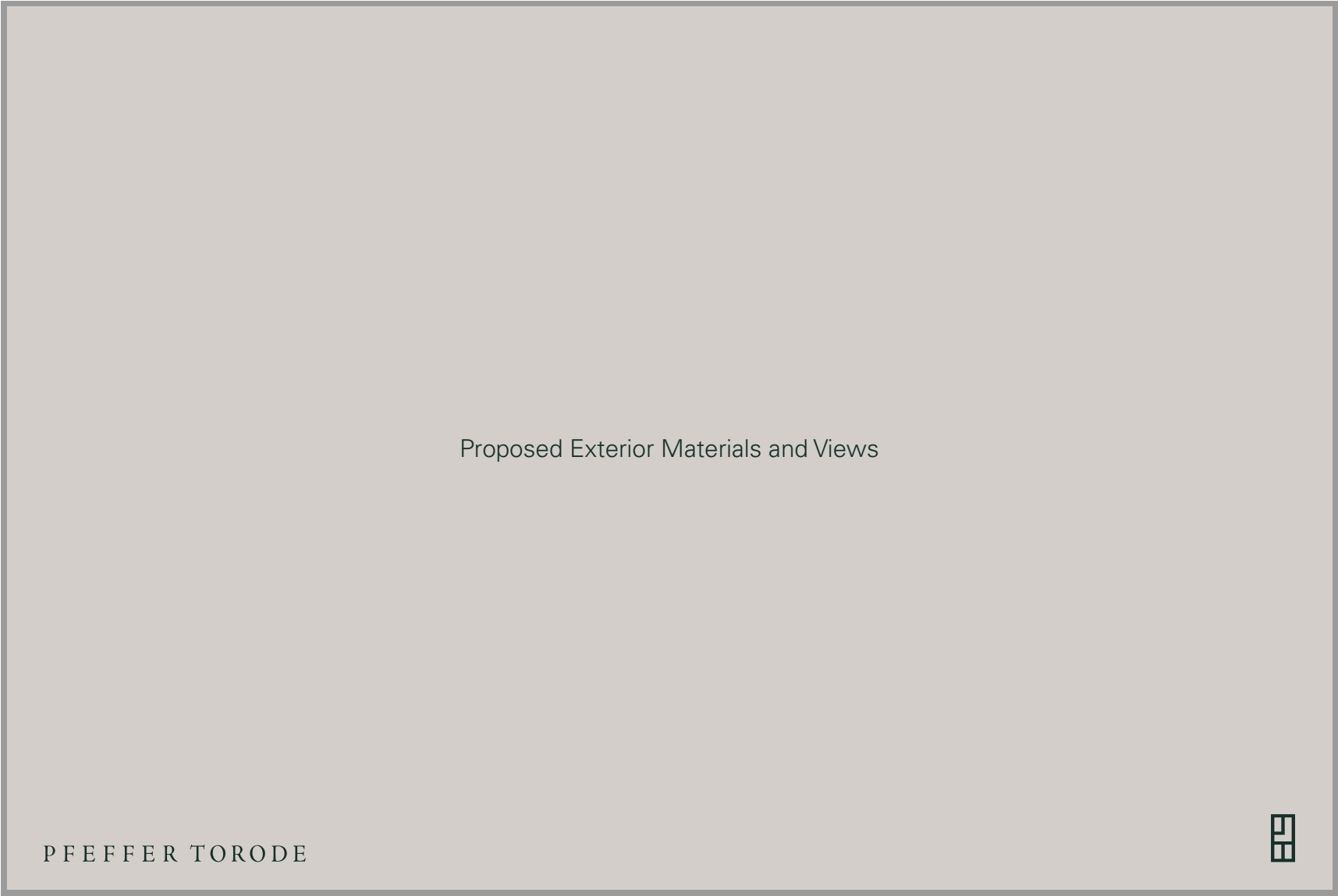


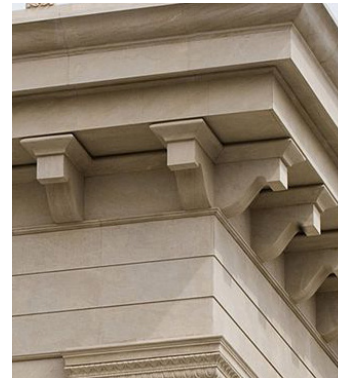
PFEFFER TORODE

313 Lynnwood Blvd - Proposed Front & Side Elevations - 1/4" = 1'-0"









PFEFFER TORODE

313 Lynnwood Blvd - Inspiration Images





PFEFFER TORODE

313 Lynnwood Blvd - Courtyard View





PFEFFER TORODE

313 Lynnwood Blvd - Connector View





PFEFFER TORODE

313 Lynnwood Blvd - Primary Bath & Garage View



Staff Report

Agenda No.: IV.C.
Case No.: HZC2024-8
Staff: Mary Samaniego, Planning Director
Applicant: Patricia Fonseca
Request: Certificate of Appropriateness for an addition
Location: 313 Lynwood Boulevard

Summary:

The applicant, on behalf of the property owners (Drew and Shelton Kitchen), is requesting Certificate of Appropriateness approval for an addition to the existing residence. The specific additions/renovations include an attached garage and additional living space.

Planning Considerations:

The following general factors, planning concepts, and other facts should be considered in the review of this application:

1. The subject property is 1.04 acres (45,261 square feet) and the residence is 5,165 square feet in size.
2. The residence was originally constructed in 1920 and is architecturally designated as Georgian. There have been several additions to the residence since 1957 according to Sanborn maps.
3. The allowable building area per the Zoning Code is 8,871 square feet with 6,387 square feet proposed.
4. The allowable building footprint of 5,431 square feet with 4,211 square feet proposed.
5. The proposed addition to the rear will increase the overall residence area by 1,222 square feet.
6. The dwelling has been identified in the 1993 historical survey (DV-22011) as having: brick construction type; one brick chimney; brick foundation; and a hip asphalt roof.
7. The residence was originally owned by the Dallas V. Johnson family, later to Lanny Neal, and then to Andrew Spurgeon. The property has had over eight different owners over the decades.
8. There is a swimming pool and potting shed in the rear yard of the property.
9. The property is located within the Residence "B" zoning district and is not within the regulated floodplain.
10. The addition does not impact the placement of the structure on the lot regarding Zoning Code compliance.

Staff Recommendations and Findings of Fact:

The standards of proof required for each individual Certificate of Authority are established in the Zoning Ordinance. Per Section 14-209(4), The Historic Zoning Commission shall rely upon the adopted guidelines for the district and give primary consideration to per Section 14-202(1)(c):

1. Historic or architectural value of the present structure;
2. The relationship of the exterior architectural features of such structure to the rest of the structure, surrounding areas, and to the character of the district;
3. The general compatibility of exterior design, arrangement, texture, and materials proposed to be used;
4. Any other factor, including aesthetic, which is reasonably related to the purpose of this part.

Similarly, the Belle Meade HZC Design Guidelines provide the following criteria for the review and approval of additions:

1. Additions should be appropriate to the architectural style of the existing building and blend with those characteristics of the subject dwelling and adjacent buildings and streetscapes.
2. Character-defining features of buildings should not be radically changed, obscured, damaged, or destroyed by an addition. The existing historic building fabric should not be damaged by the installation of a new addition.
3. The creation of an addition through enclosure of a front porch, stoop or entry is not appropriate. The creation of an addition through the enclosure of a side porch or attached garage may be appropriate.
4. Contemporary designs for additions to existing properties are not discouraged when such additions do not destroy significant historical, architectural, or cultural material; and when such design is compatible, by not contrasting greatly, with the size, scale, color, material, and character of the property, neighborhood, or environment.
5. New dormers should be similar in design and scale to an existing dormer on the building. If there are no existing dormers, new dormers should be similar in design and scale to an original dormer on another historic building that is similar in style and massing. The number of dormers and their location and size should be appropriate to the style and design of the building.
6. The roof form of the dormer should match the roof form of the building or be appropriate for the style. The roof pitch of the dormer should generally match the roof pitch of the building.
7. The exterior material cladding of side dormers should match the primary or secondary material of the main building.

Staff recommends approving the Certificate of Appropriateness based on the written findings of fact.

Attachments:

1. Location Map

