



**CITY OF BELLE MEADE
HISTORIC ZONING COMMISSION
REGULAR MEETING AGENDA PACKET
AUGUST 13, 2024, 03:00 PM**



**AGENDA HISTORIC ZONING COMMISSION
REGULAR MEETING
AUGUST 13, 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 July 9, 2024.

Attachment: [HZC Minutes July 9 2024.pdf](#)

III. Old Business

A. The application for a Certificate of Appropriateness, HZC2024-11, of Jenney Petrikin representing Billy Ray Caldwell, 508 Park Center Drive to construct an addition to new single family residence.

Attachment: [PAID APPLICATION.pdf](#)

Attachment: [STAFF REPORT 508 Park Center Dr.pdf](#)

Attachment: [Kloepfel Letter.pdf](#)

Attachment: [PRESENTATION MATERIALS.pdf](#)

Attachment: [Resubmitted presentation.pdf](#)

Attachment: [Detached poolhouse resubmittal.pdf](#)

IV. New Business

A. The application for a Certificate of Appropriateness, HZC2024-23, of Tori and Dave Alexander, 4424 Shepard Place to construct an addition to a single family residence. REVISION

Attachment: [COMPLETE APPLICATION.pdf](#)

Attachment: [4424 Shepard Historic Application Updated 2024.pdf](#)

Attachment: [July 2024-Site Plan.pdf](#)

Attachment: [Revised Front Elevation.pdf](#)

Attachment: [Revised Rear Elevation.pdf](#)

Attachment: [Revised Side Elevation.pdf](#)

Attachment: [Window Details.pdf](#)

Attachment: [Approved Elevations HZC July 2023.pdf](#)

Attachment: [STAFF REPORT 4424 Shepard Place.pdf](#)

B. The application for a Certificate of Appropriateness, HZC2024-24, of DAC Properties, LLC, 4406 Harding Place to construct a new single family

residence.

Attachment: [PAID APPLICATION.pdf](#)

Attachment: [20240719 - 4406 Harding - Belle Meade Historic - Presentation 2_.pdf](#)

Attachment: [20240804 - 4406 Harding - DD.pdf](#)

Attachment: [STAFF REPORT 4406 Harding Pl.pdf](#)

C.Extension of demolition approval for 4444 Tyne Boulevard

V.Other Business - discussion of revision to Belle Meade Design Guidelines regarding administrative approvals.

Attachment: [FINAL HZC Design Guidelines August 2022.pdf](#)

Attachment: [DRAFT STAFF HZC Design Guidelines August 2024 REVISIONS.pdf](#)

VI.Other Public Comment

VII.Adjourn

The next scheduled meeting of the Historic Zoning Commission will be held Tuesday, September 17, 2024 at Belle Meade City Hall.



MINUTES
HISTORIC ZONING COMMISSION – REGULAR MEETING
JULY 9, 2024, 3:00 PM
BELLE MEADE CITY HALL, 4705 HARDING PIKE

Call to Order

Chairman Bunny Blackburn called the meeting to order at 3 p.m.

Board Members Present

Chairman Bunny Blackburn
Vice Chairman Jeannette Whitson
Ray Hayles
Mal Wall
Gavin Duke
Charlie Rankin

Board Members Not Present

Rene Poe

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 June 11, 2024.

Motion to approve: Duke Second: Whitson Vote All aye

I. Old Business

A. The application for a Certificate of Appropriateness, HZC2024-10, of Elizabeth Pogue representing Sara and Craig Perry, 401 Sunnyside Drive, to construct an addition to a single family residence.

Neither the applicant or representative were present, Planning Director Samaniego offered to reach out to them, Chairman Blackburn concurred.

B. The application for a Certificate of Appropriateness, HZC2024-13, of Jamie Pfeffer representing Robert Echols, 4444 Tyne Boulevard, to construct a new single family residence.

Jamie Pfeffer, Pfeffer Torode Architecture, presented project samples and reviewed the plans as submitted.

Chairman Blackburn requested that Pfeffer review the entire project since he

had initially presented at the previous month's meeting and the board had taken no action.

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

Public Comment Opened

No Public Comment

Public Comment Closed

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

Planning Director Mary Samaniego stated that the applicant for HZC2024-10 would not be able to attend the meeting

Samaniego recommended deferring the application to the August 13, 2024 meeting.

Motion to defer (application HZC2024-10): Duke Second: Rankin Vote: All aye

C. The application for a Certificate of Appropriateness, HZC2024-11, of Jenney Petrikin representing Billy Ray Caldwell, 508 Park Center Drive to construct an addition to new single family residence.

Jenney Petrikin, Architect JP Designs, representing Billy Ray and Maria Caldwell at 508 Park Center Drive stated the committee had requested several items during her presentation for the Caldwells at the June 11 HZC meeting. Petrikin reviewed those items, presenting sample products to be used as well.

A period of comments and questions from the board followed the presentation which were addressed by Petrikin and Wade Rick, of Daigh Rick Landscape Architects.

Public Comment Opened

No Public Comment

Public Comment Closed

Motion to approve with the condition of detaching the pavilion, and that it not touch the existing structure: Duke Second: Whitson

A board discussion ensued.

Vote all aye

D. The application for a Certificate of Appropriateness, HZC2024-14, of Alan Looney representing Jeff Frey, 707 Lynwood Boulevard, to construct a new single family residence.

Duke recused himself at 3:37 p.m. due to a conflict of interest.

Kevin Coffey, Architect C. Kevin Coffey Dwellings | Design, representing the Freys at 707 Lynwood Boulevard, reviewed the plans with revisions as requested by the board at the June 11, 2024 meeting. Coffey presented design materials, reviewing those items with the board.

A period of comments and questions from the board followed the presentation which were addressed by Coffey and Landscape Architect Gavin Duke, of Duke Design Group.

Public Comment Opened

No Public Comment

Public Comment Closed

A board discussion ensued.

Motion to approve with the condition that the applicant return with roof material change: Whitson Second

A board discussion ensued.

Vote: Hayles No, Wall Yes, Whitson Yes, Rankin Yes, Blackburn No

Following the vote, Duke rejoined the board at 4:13 p.m.

II. New Business

A. The application for a Certificate of Appropriateness, HZC2024-19, of Robert Swatt and Lars Nilsson, 1225 Chickering Road, to construct a new single family residence.

Nicole Vidalakis, owner of the property at 1225 Chickering Road gave a brief statement regarding the home she wanted to build and introduced her architect Robert Swatt of Swatt + Partners. Swatt reviewed the plans as submitted.

Questions and comments from the board followed the presentation, which were addressed by Swatt.

Public Comment Opened

Planning Director Samaniego shared an email from Rusty Moore, resident at 4422 East Brookfield Avenue, in opposition to the project as not in keeping with the style of the neighborhood.

William Sullivan, resident at 1229 Chickering Road, spoke in opposition to the project.

Lucy Freeman, resident at 4437 East Brookfield Avenue, spoke in opposition to the project.

Louise Bryan, resident at 4314 Iroquois Avenue, spoke in favor of the

project.

Public Comment Closed

Motion to approve with condition that materials and a landscape plan be presented: Duke Second: Wall

A board discussion ensued.

In reference to people in the audience raising their hand to speak, Chairman Blackburn inquired from City Attorney Doug Berry if public comment could be heard. Berry stated that if there were new facts to present they could be heard but that public comment had been closed.

William Sullivan, resident at 1229 Chickering Road stated that new information had been presented by the chairman.

Public Comment Reopened by Chairman Blackburn at the request of William Sullivan

William Sullivan, resident at 1229 Chickering Road stated that no one (in the neighborhood) had met or been approached by the owner, stating that no care had been given to the lot and it was indicative of how it would be cared for stating he did not want to be in constant litigation with the new owner.

Whitson stated this was not an issue for the Historic Zoning Commission.

Todd Jones, 4431 East Brookfield Avenue stated the trees were in deplorable shape.

Public Comment Closed

A board discussion ensued.

The motion was restated: approve with condition that materials and a landscape plan be presented; the motion was made by Duke and seconded by Rankin

Vote: Rankin Yes, Duke Yes, Blackburn No, Whitson No, Wall Yes, Hayles No

B. The application for a Certificate of Appropriateness, HZC2024-21, of Charlie Rankin, 4400 Howell Place to demolish an existing residence.

Charlie Rankin recused himself from the hearing at 4:51 p.m.

Charlie Rankin, Architect Rankin DesignWorks, representing the owners of 4400 Howell Place Matt and Jana White reviewed the information as submitted requesting for the demolition of the existing home.

Board comments and questions ensued and were addressed by Rankin.

Public Comment Opened

Jerry Ishee, resident at 4402 Howell Place, spoke in favor of the project.

Planning Director Samaniego referenced an email (which was submitted and in the packet) from Daniel and Kimberly Himes, residents at 4404 Iroquois Avenue, who are in opposition to the project.

Public Comment Closed

Motion to approve demolition: Wall

Motion failed due to a lack of second

A board discussion ensued

Motion to deny demolition: Hayles Second: Wall

Vote: Duke Aye, Blackburn Aye, Whitson Aye, Wall No, Hayles Aye

C. The application for a Certificate of Appropriateness, HZC2024-22, of Charlie Rankin, 4400 Howell Place, to construct a new single family residence.

The denial of application HZC2024-21 removed this from consideration.

Planning Director Samaniego stated that the applicant from 401 Sunnyside Drive, the first application had been able to make it to the meeting; the application had been formally continued to August, but since they were present she wanted to give the opportunity for the board to hear the application.

Chairman Blackburn provided a brief break for the board.

Rankin rejoined the board following the break.

D. The application for a Certificate of Appropriateness, HZC2024-10, of Elizabeth Pogue representing Sara and Craig Perry, 401 Sunnyside Drive, to construct an addition to a single family residence.

Craig Perry, resident at 401 Sunnyside Drive, reviewed the plans as re-submitted which the board had requested to be brought back for review.

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

Public Comment Opened

No Public Comment

Public Comment Closed

**Motion to approve with condition that the columns are properly proportioned
Tuscan columns: Duke Second: Whitson**

Chairman Blackburn asked Planning Director Samaniego if she were comfortable reviewing the columns, Samaniego state yes.

Vote: All aye

Other Public Comment - None

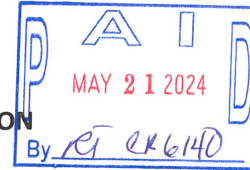
The meeting adjourned at 5:37 p.m.

Chairman Bunny Blackburn

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 2024-1

FEE: \$1500

PROPERTY DESCRIPTION & LOCATION

ADDRESS: 508 Park Center Drive

AGE/YEAR OF STRUCTURE: 1959 PROPERTY OF SIGNIFICANCE (1901-1939) ☐ YES
PROPERTY OF CONSERVATION (1940-2000) ☒ YES
PROPERTY LESS THAN 50 YEARS ☐ YES

PROPERTY OWNER or APPLICANT

NAME: Jenney A Petrikin / JP Designs

ADDRESS: 221 Bowling ave, Nashville TN 37205

EMAIL: jenney@jpdesigns.com

PHONE NUMBER: 615-498-7802

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

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)

____ New Construction ____ Demolition ____ Exterior Alteration or Repair X Addition

Define Architectural Style _____

Describe Proposed Work Addition of new first floor master suite, screen porch and pool bath.

The entire project is within the setback lines shown on site plan.

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.)
only removing existing brick where addition is going, preserving brick to use on addition.

Historical Significance

House originally designed by Edward Keeble in 1959

Is the property habitable?

yes currently occupied by owner

Give a compelling reason for demolition of property

N/A

Describe the proposed reuse of existing materials, if any?

Proposing to reuse existing brick where possible

➤ **New Construction and Additions:**

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

New Construction Material List Description

Window Manufacturer: Marvin Ultimate

Railings, Columns, Pilasters:

Window Material: Wood/ Clad

Chimney Material: Brick

Frame Material: 2 x 6 conventional framing

Roofing Material: concrete tile to match existing roof & standing seam metal or copper on screen porch and pool bath

Windowsills: Brick

Exterior Doors: Wood/ Clad Marvin

Brick, Painted/Natural: Brick natural

Eaves/Cornice: Hardi board to match existing with dentil mold detail to match existing soffit of original house

Brick/Stone Thickness: 4"

Gutters: To match existing

Clapboard Material: Artisan siding

Gutter Dimensions: To match existing

Clapboard Dimensions/Reveal: 6" reveal x 3/4" depth

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: Jenny Petrikin

Date: May 6, 2024

Staff Report

Agenda No.: IV.E.
Case No.: HZC2024-11
Staff: Mary Samaniego, Planning Director
Applicant: Jenney Petrikin representing Billy Ray Caldwell
Request: Certificate of Appropriateness for an addition
Location: 508 Park Center Drive

Summary:

The applicant, on behalf of the property owner, is requesting Certificate of Appropriateness approval for an addition to the existing residence. Specifically, the addition will include a new master suite, screen porch, and pool bath.

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 1.51 acres (65,137 square feet) and the existing residence is 6,714 square feet in size.
2. The residence was originally constructed in 1937 and is architecturally designated as Colonial Revival. It appears that the only significant alteration to the original residence was one addition that occurred in 2000.
3. The allowable building area per the Zoning Code is 12,767 square feet with 8,538 square feet proposed. The proposed addition will increase the overall residence area by 1,824 square feet.
4. The allowable building footprint of 7,816 square feet with 6,050 square feet proposed.
5. The dwelling has been identified in the 2021 historical survey (DV-22656) as having: brick construction type; brick foundation; wood windows; and a slate roof.
6. The residence has been owned by three owners over the last 50 years.
7. There are no accessory structures in the rear yard of the property.
8. The property is located within the Residence "B" zoning district and is not within the regulated floodplain.

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.

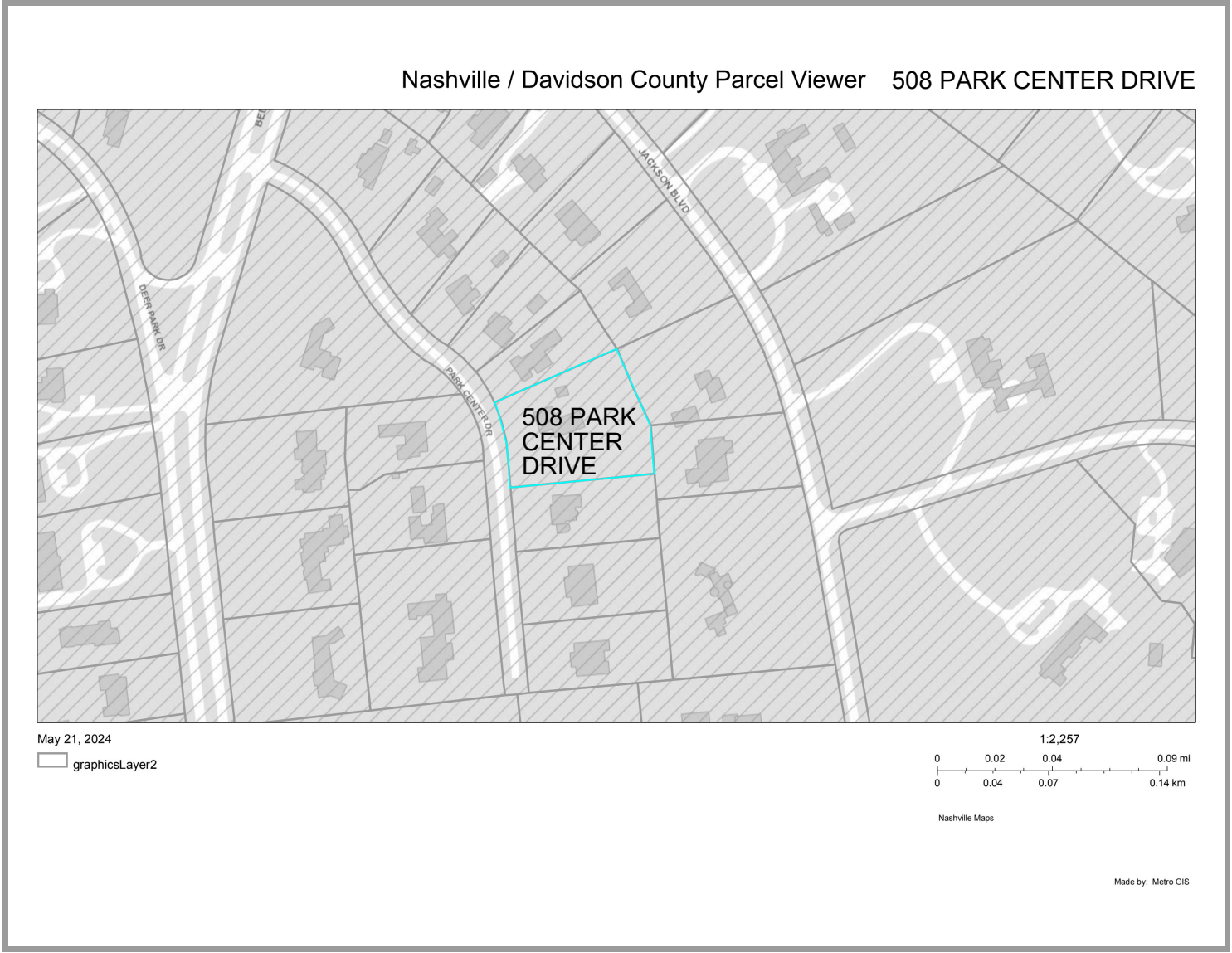
Similarly, the Belle Meade HZC Design Guidelines provide the following criteria for the review and approval of additions:

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.

Attachment:

1. Location Map



From: [David Kloeppel](#)
To: [Mary Samaniego](#)
Cc: [Ann Kloeppel](#)
Subject: 508 Park Center Ave Project
Date: Saturday, June 8, 2024 10:51:44 AM

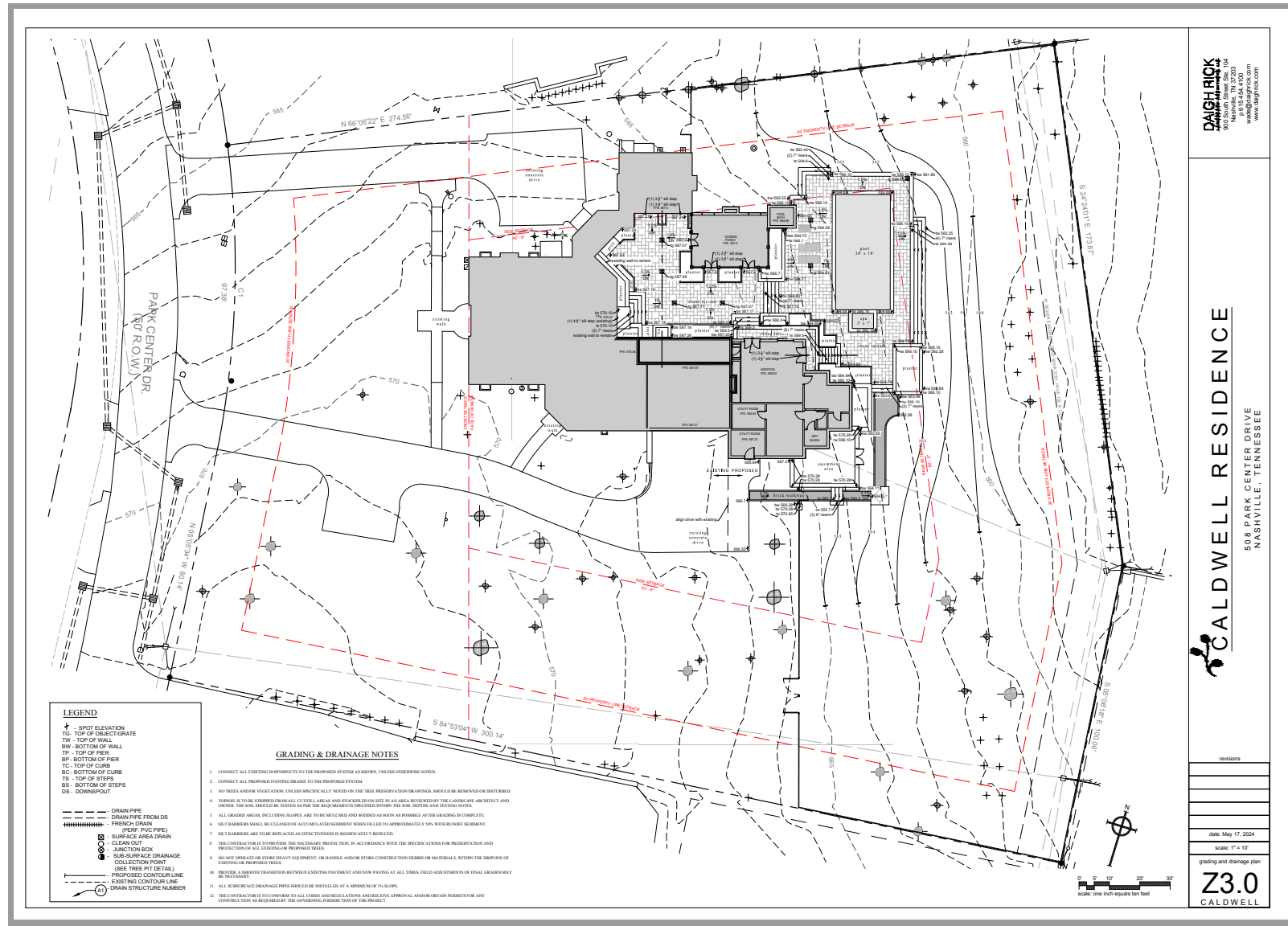
Hello,

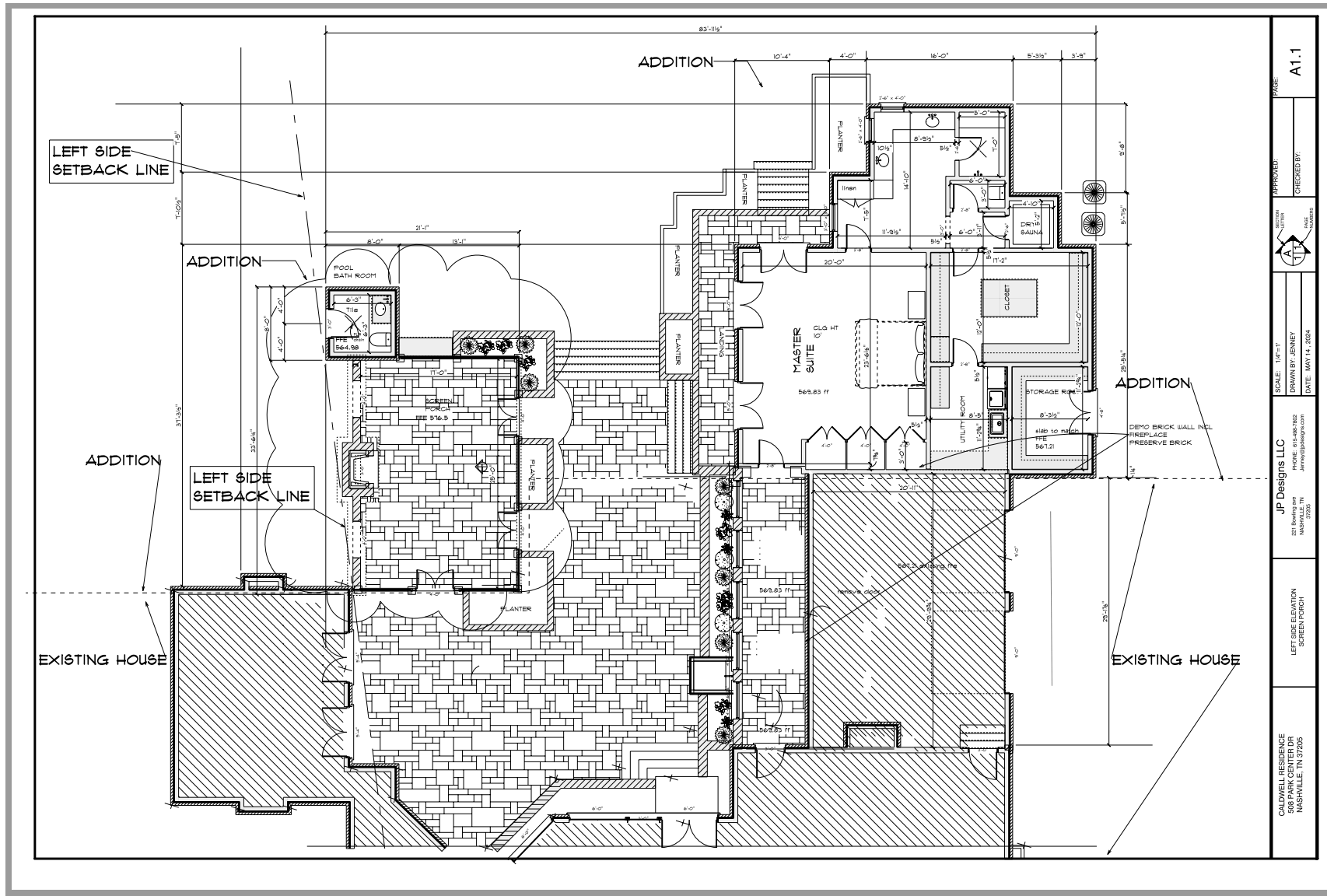
We live at 506C Park Center Ave, next door to the Caldwells, who are planning a construction project at their home. We are writing a letter of support of the project. We had discussed the plans at length with the Caldwells and are enthusiastic supporters of the improvements they are planning.

Please do not hesitate to reach out to us if you have any questions.

Warm regards,
David and Ann Kloeppel

Sent from my iPad





Neighboring homes on Park Center drive











**Caldwell Residence
508 Park Center Drive**

front





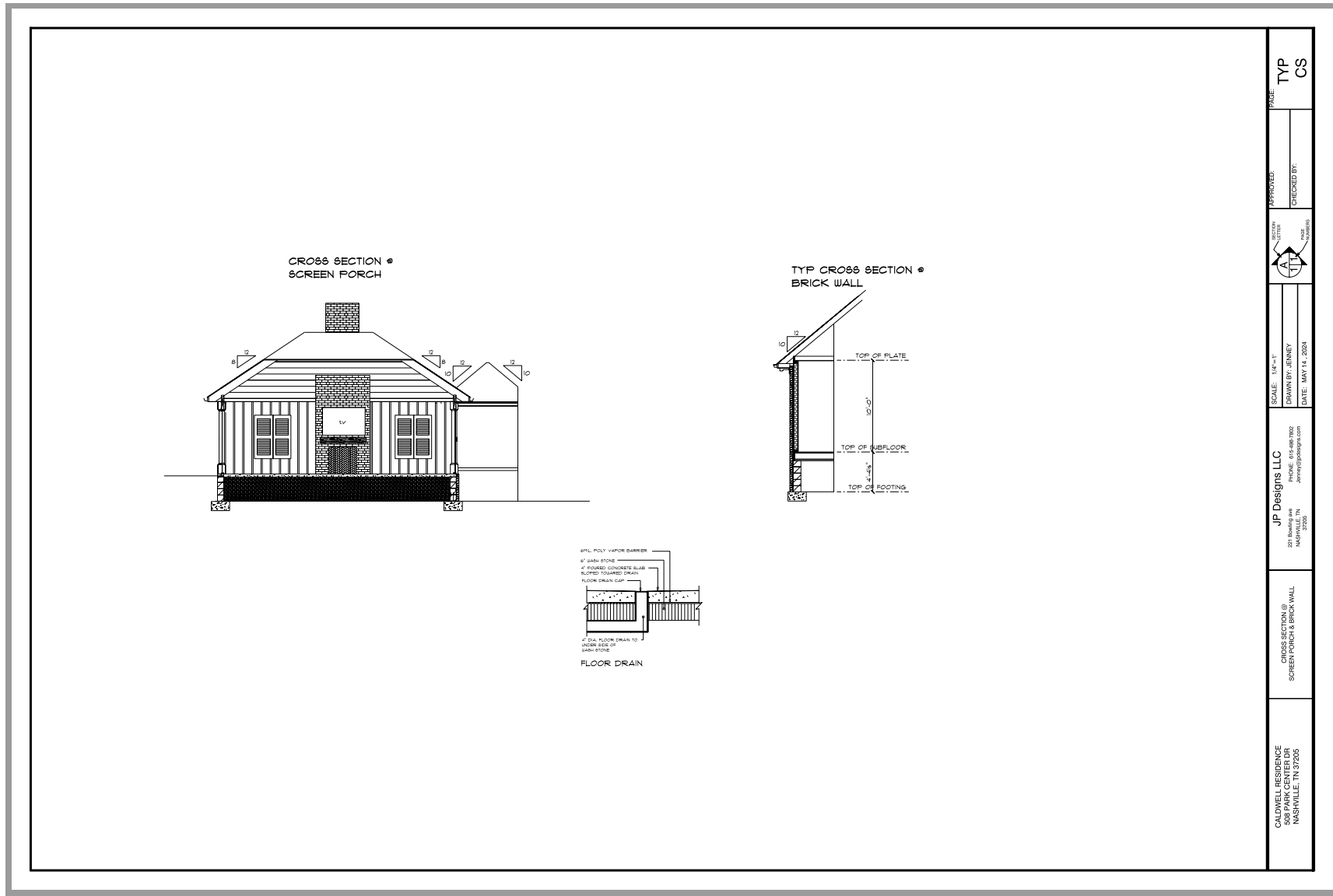


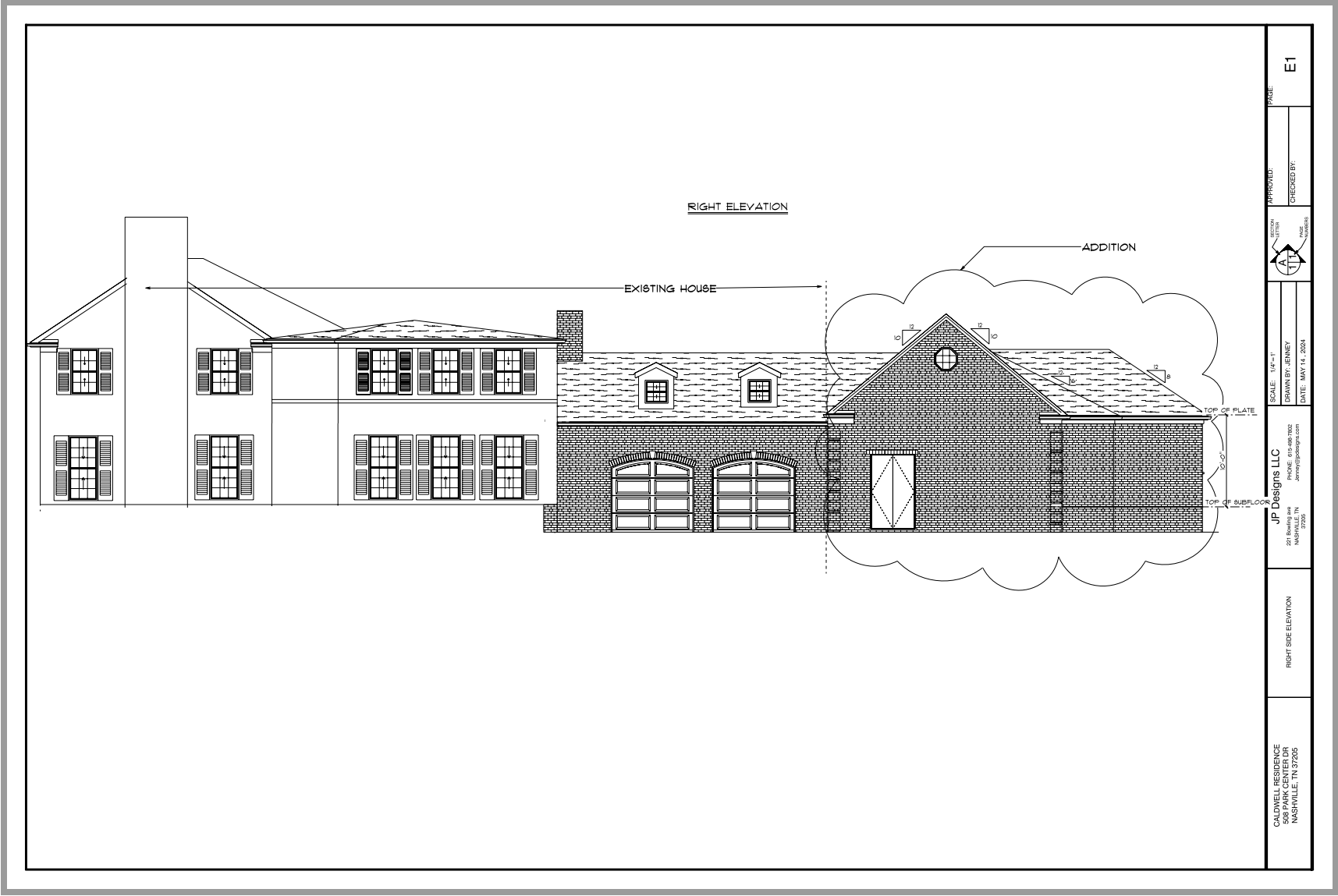




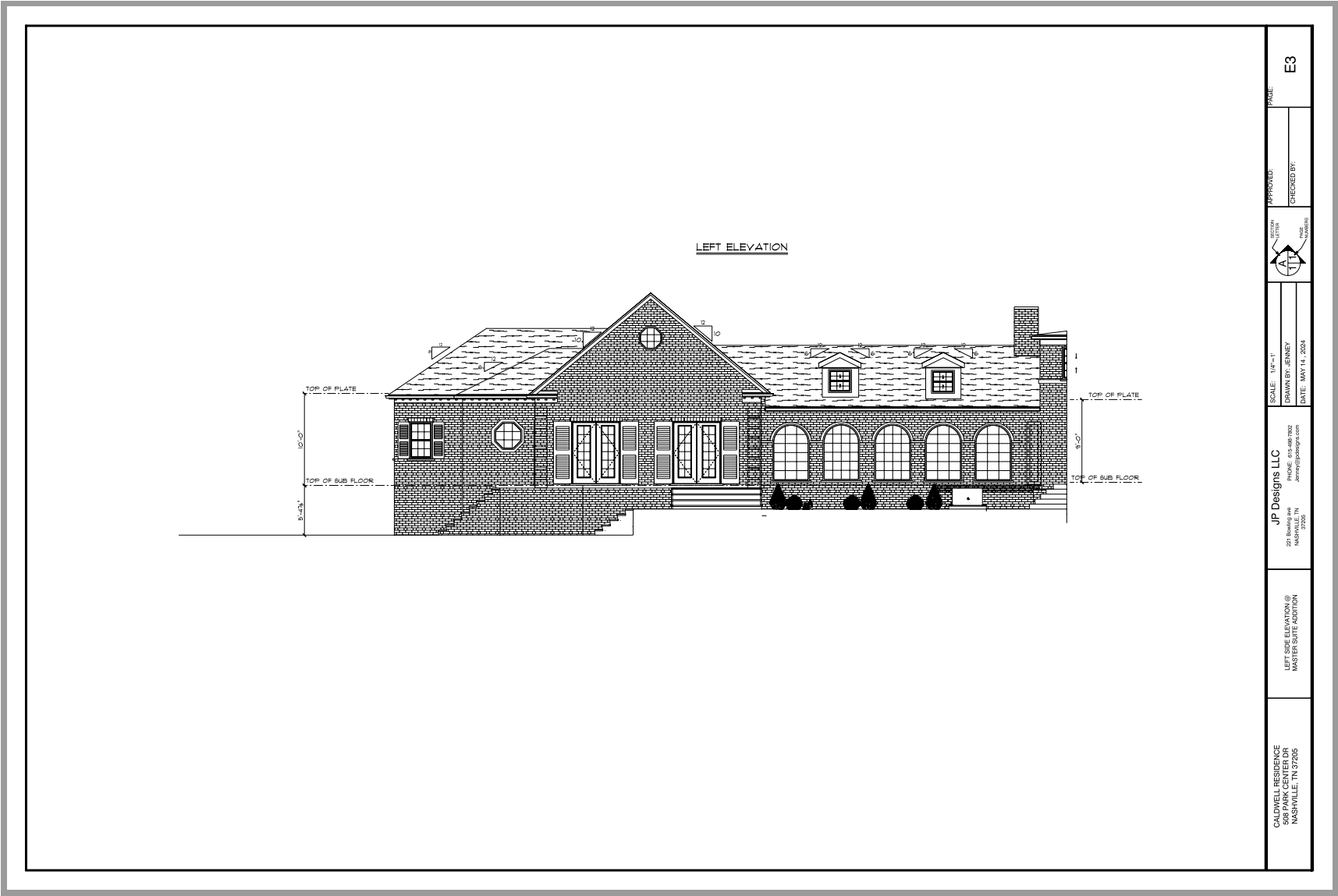


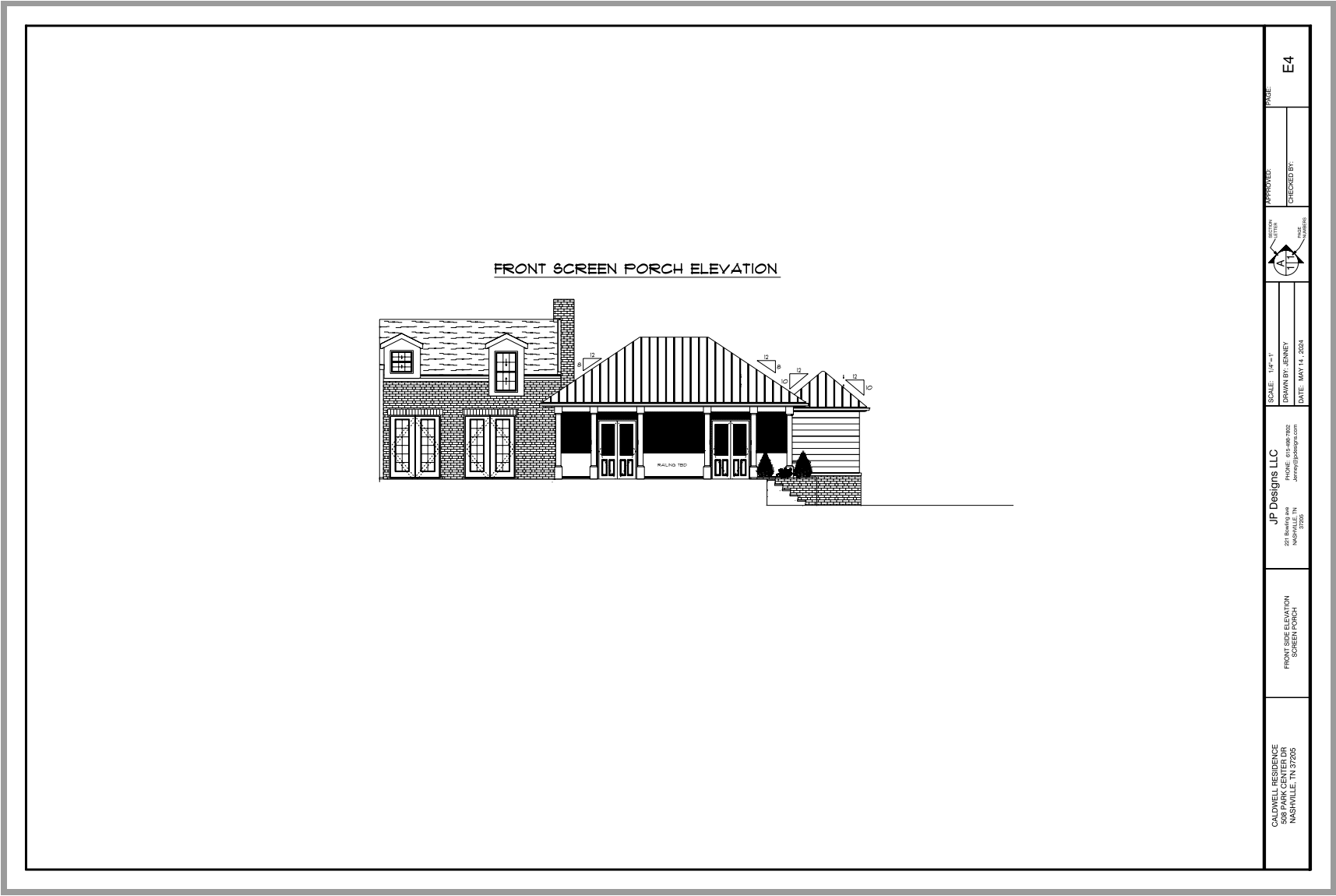


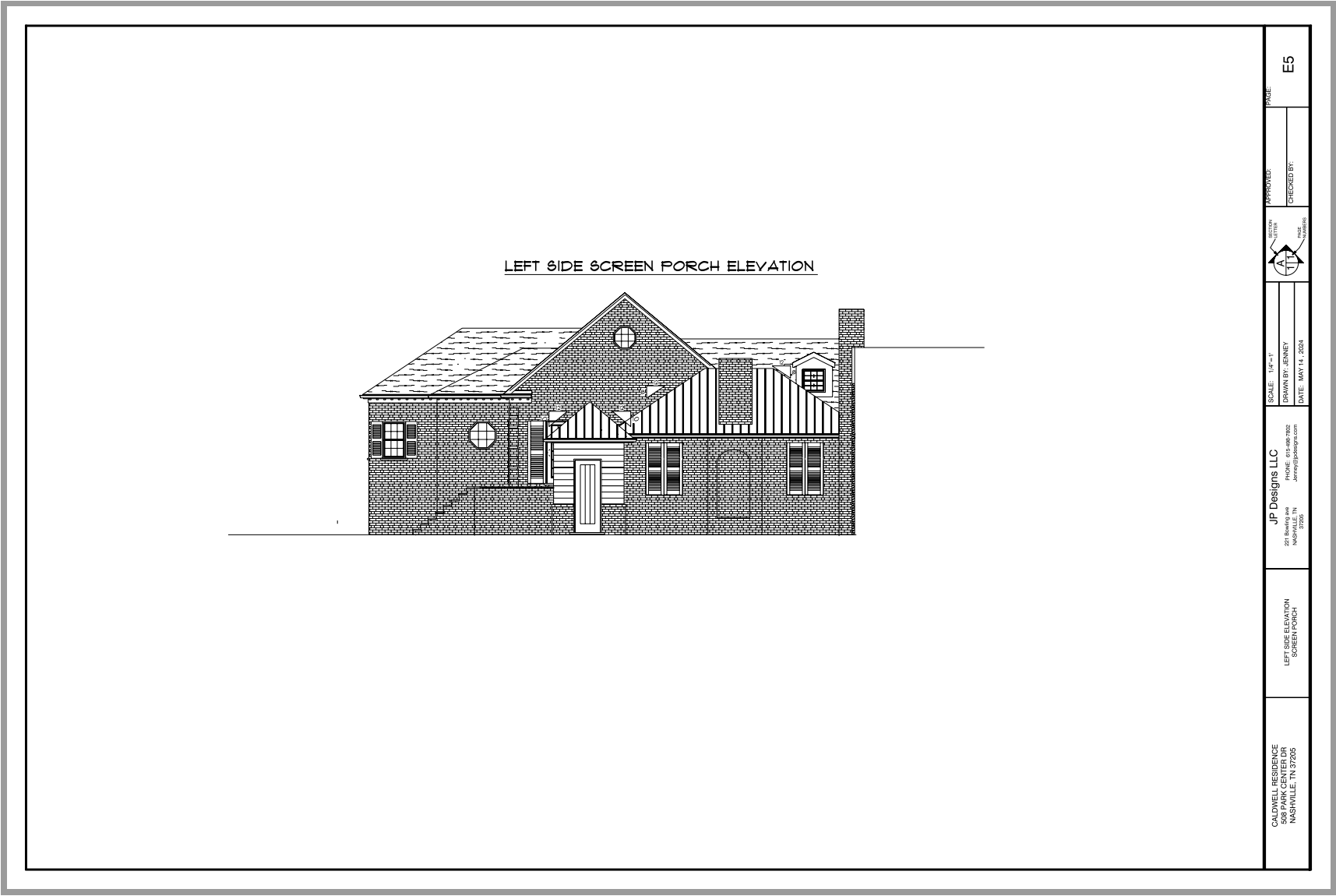












**Caldwell Residence
508 Park Center Drive**

front





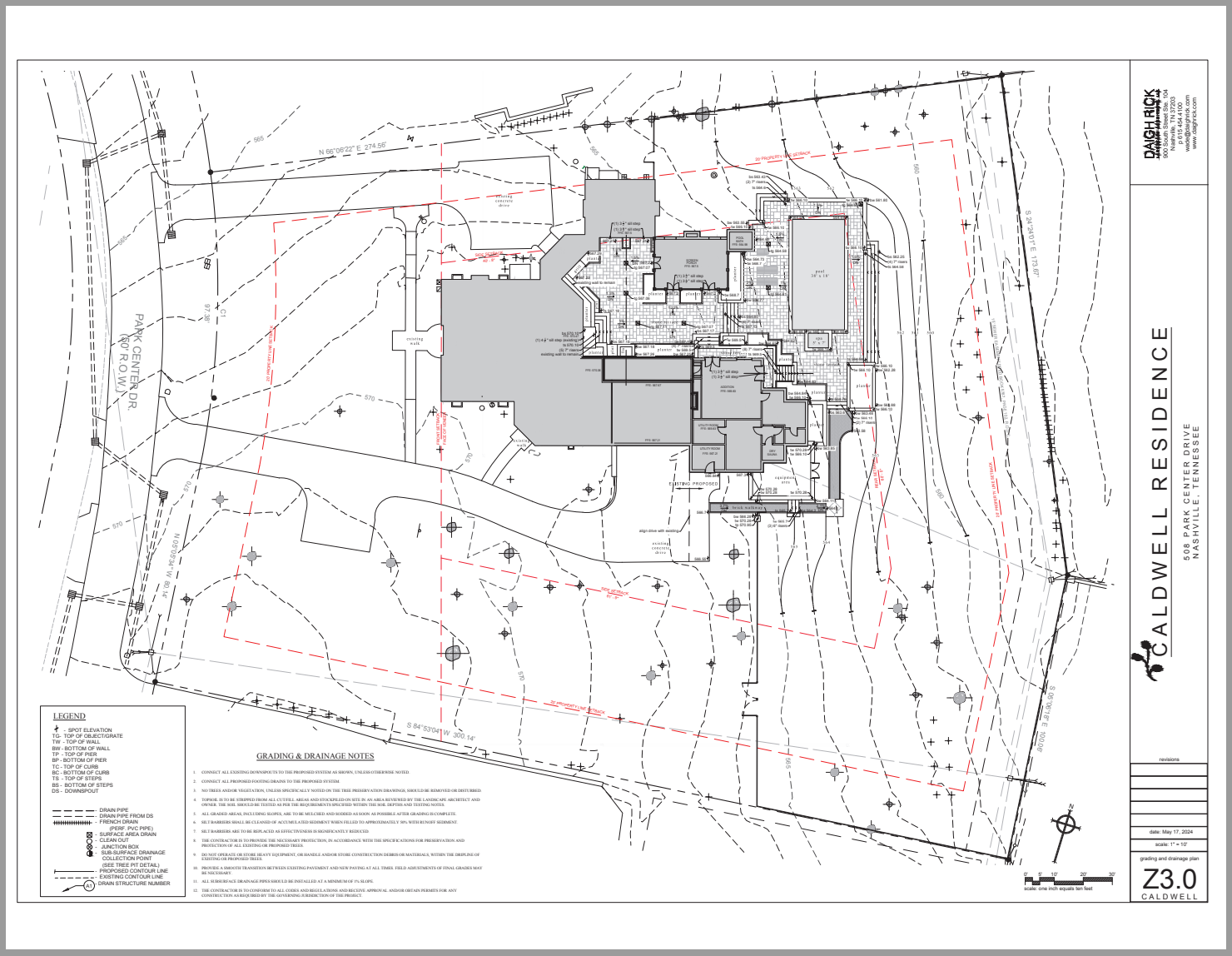






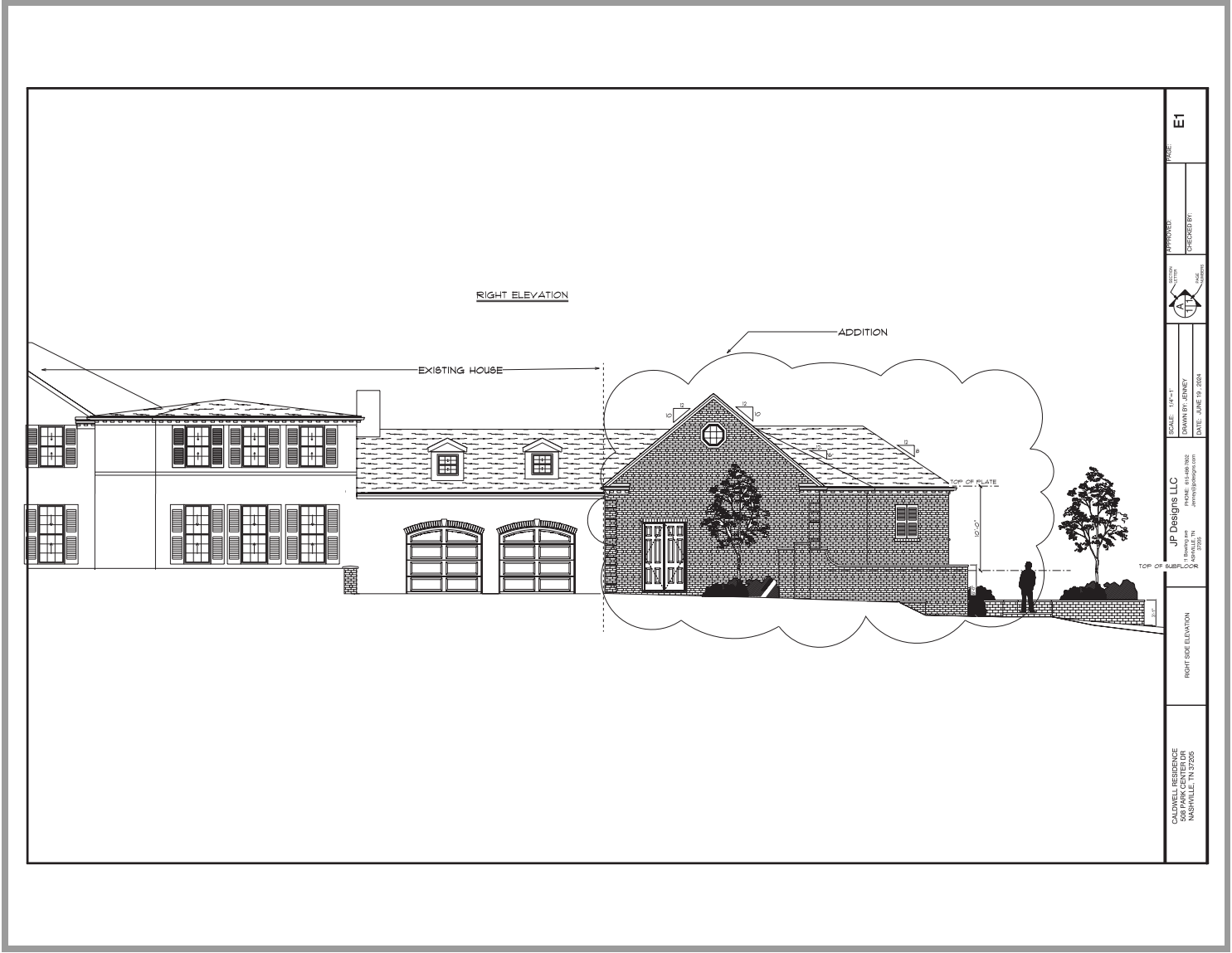


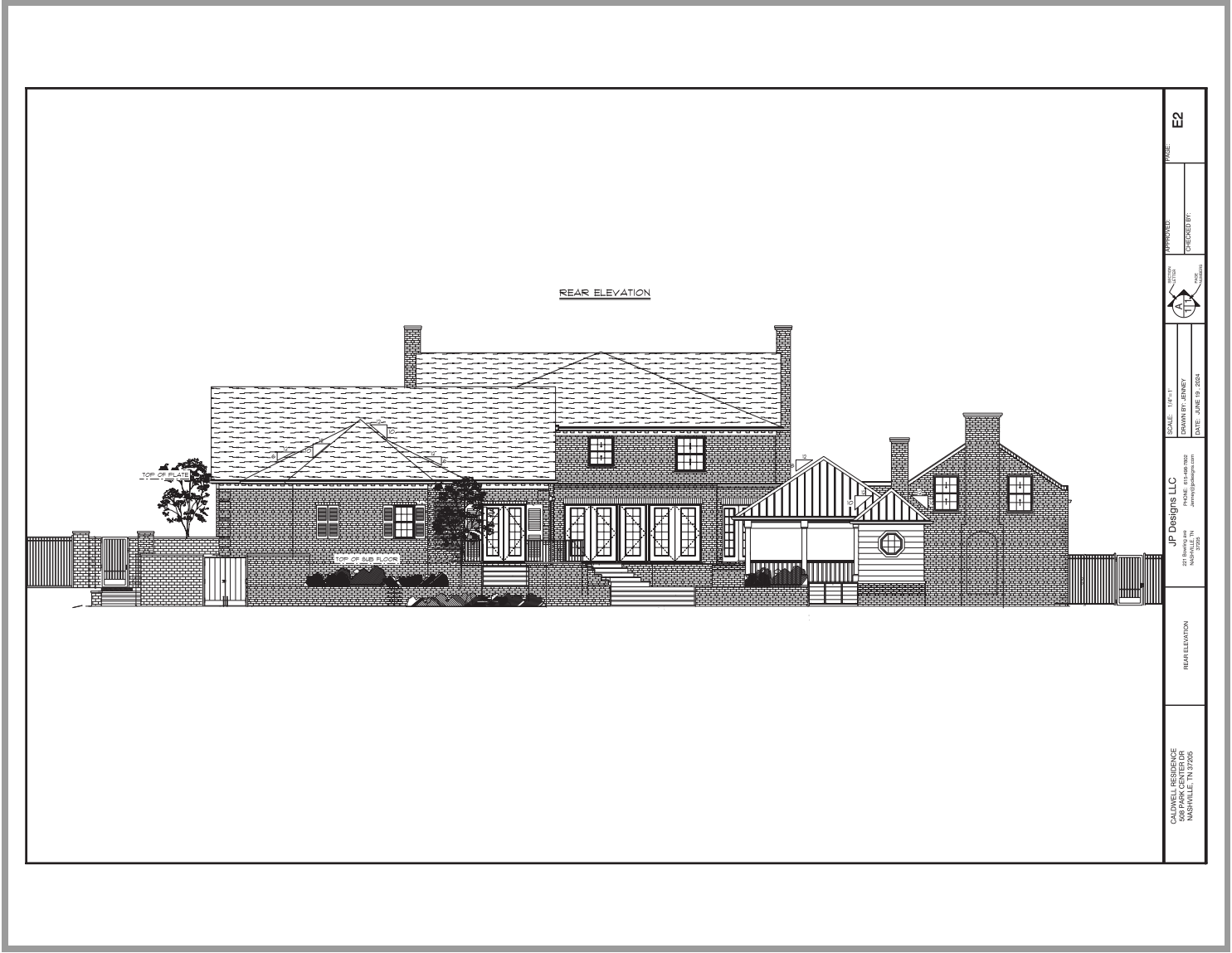


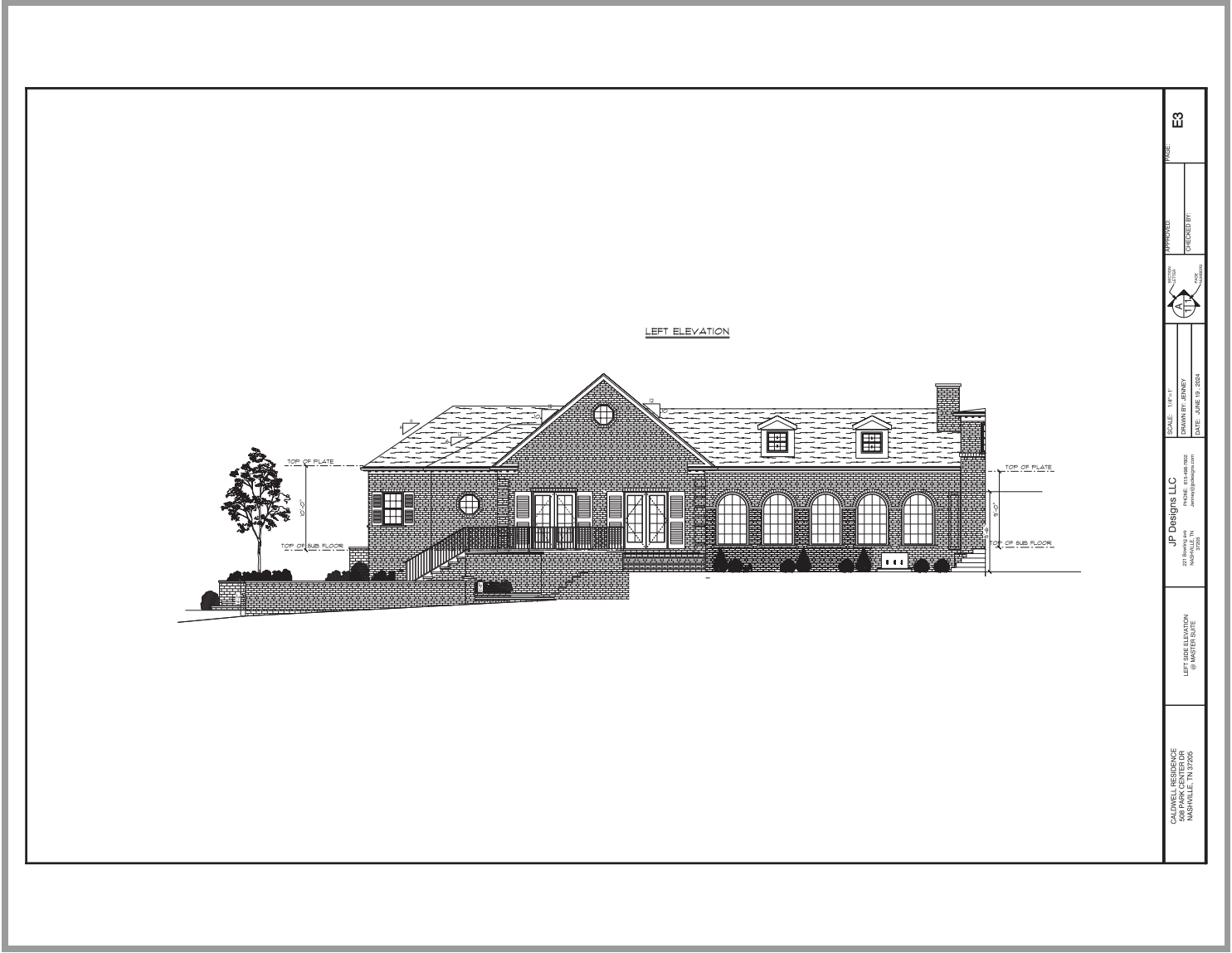


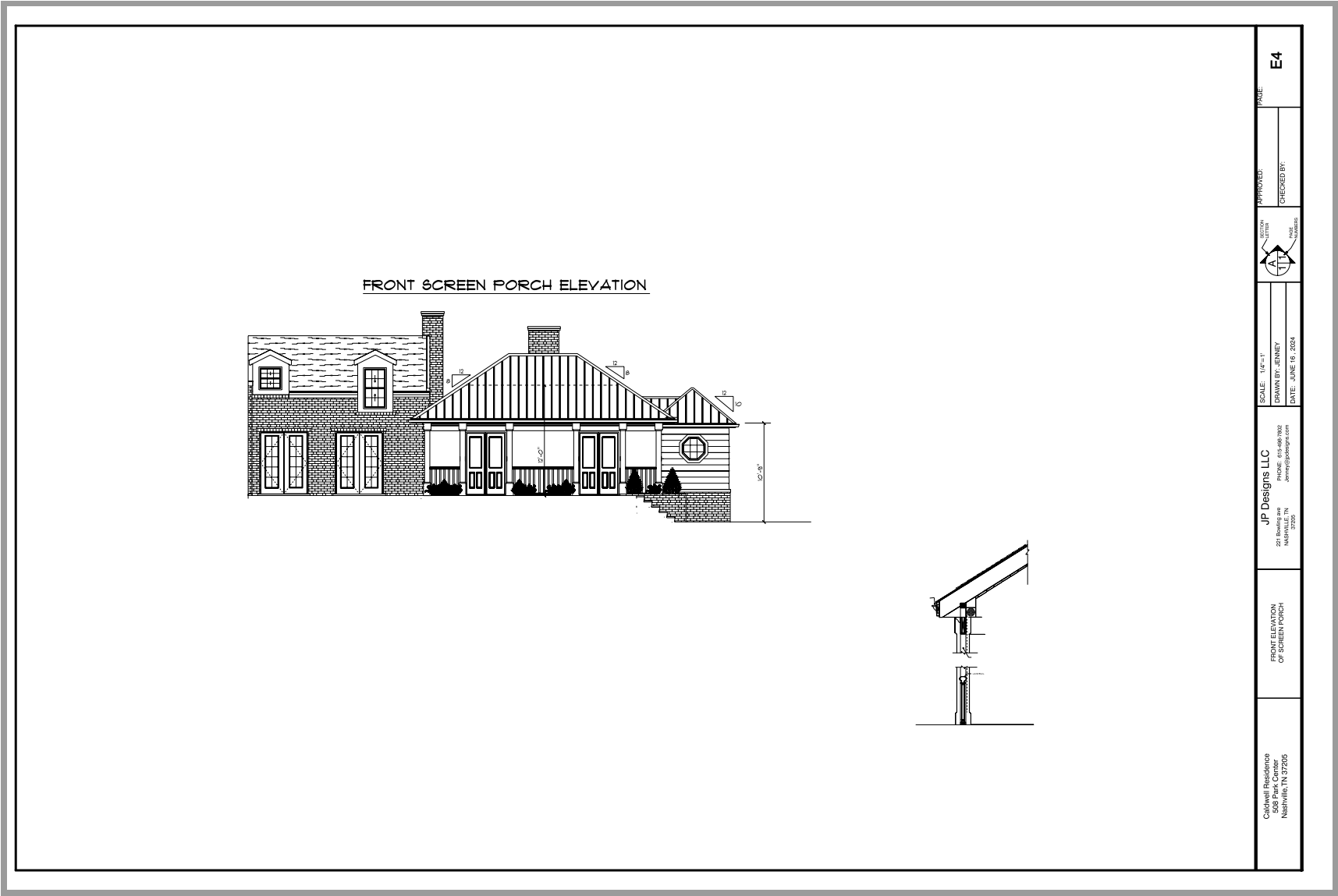




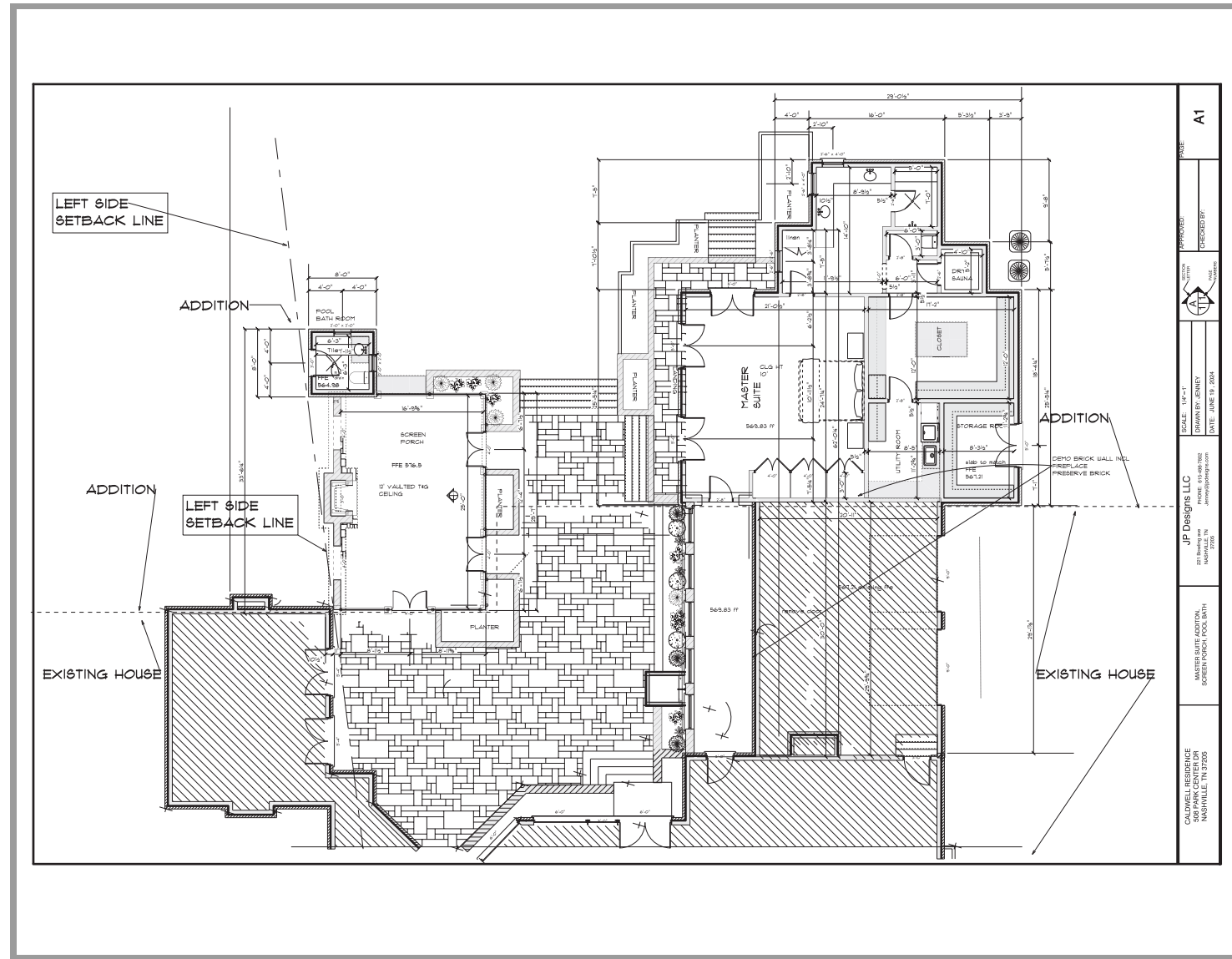












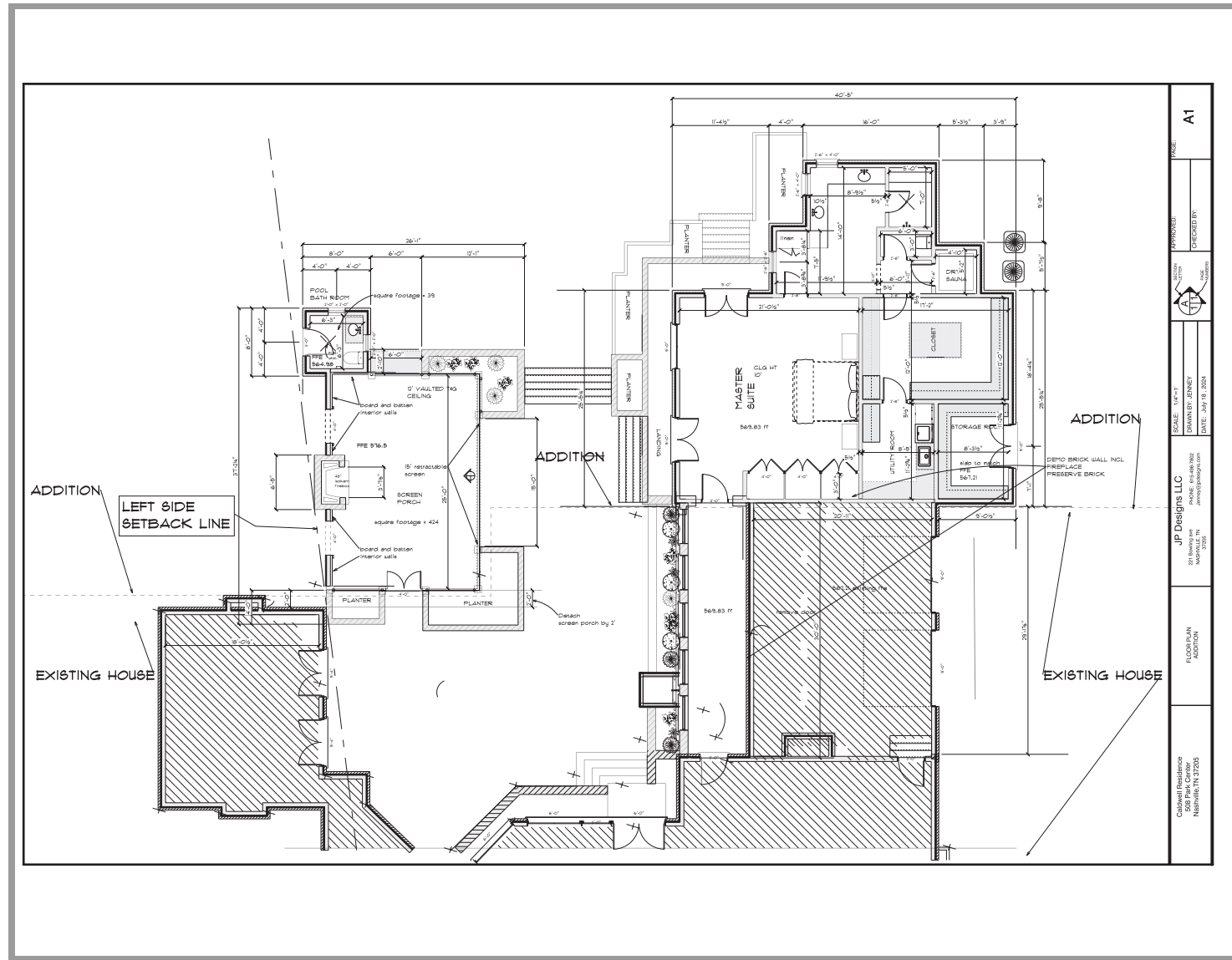
Neighboring homes on Park Center drive

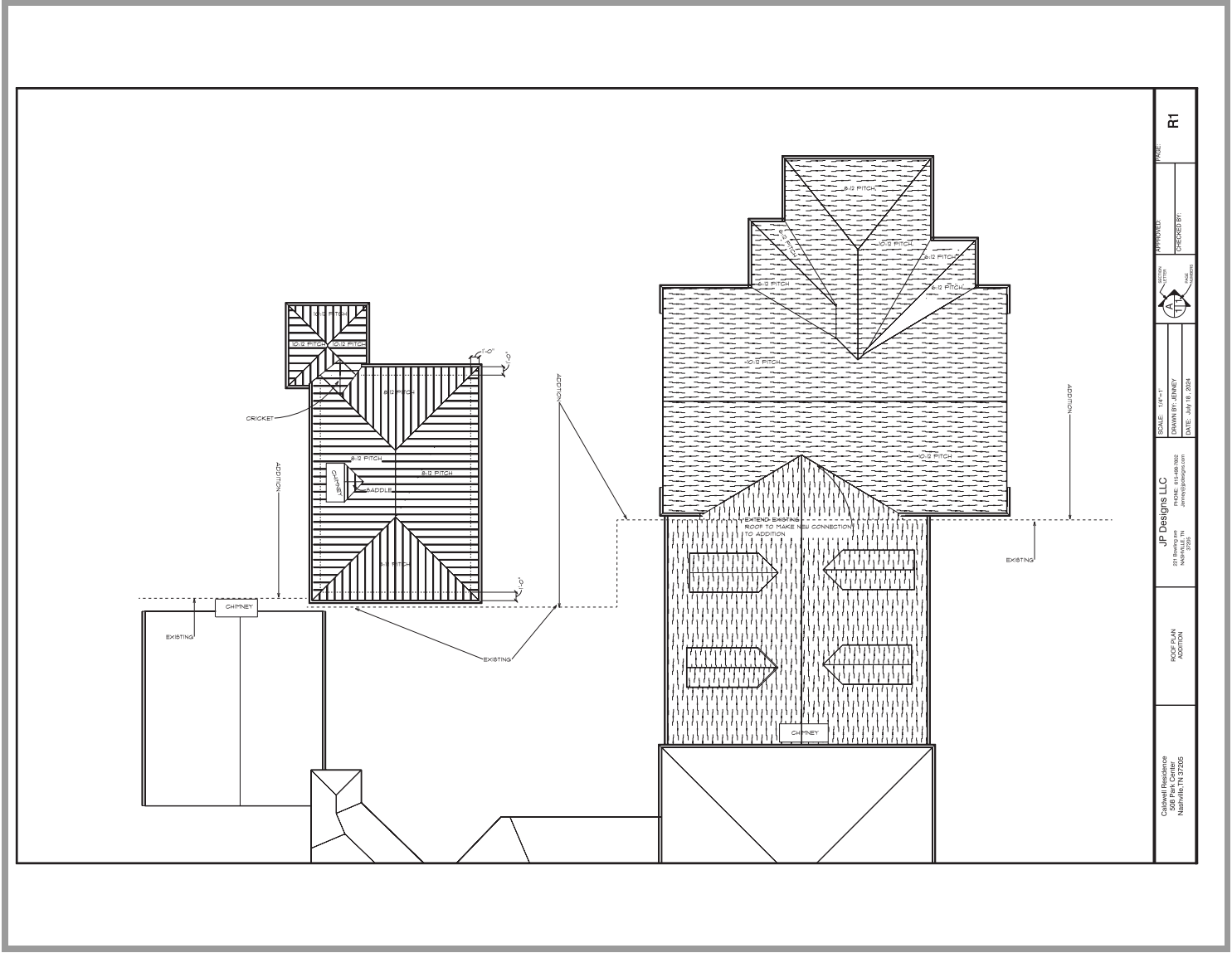






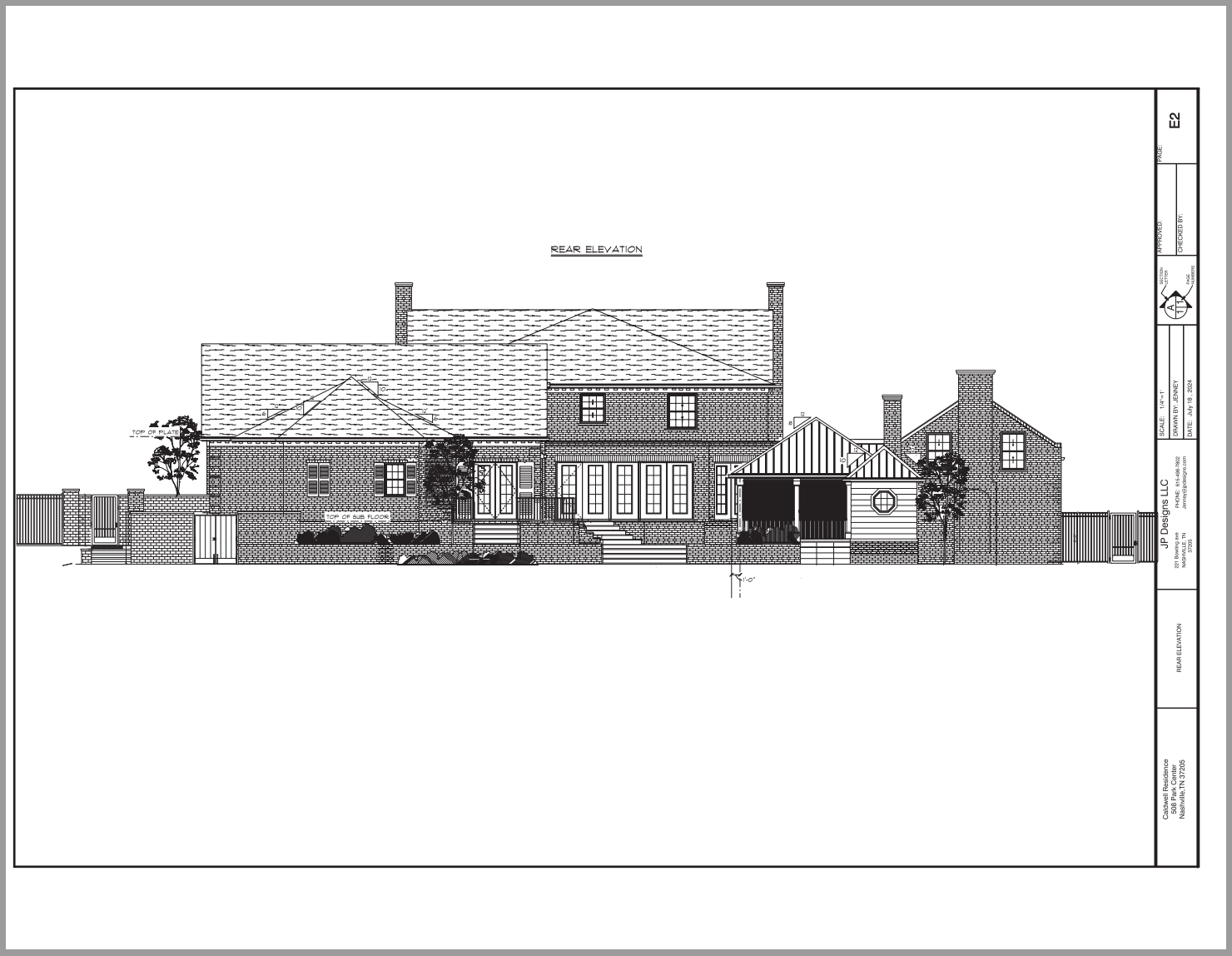


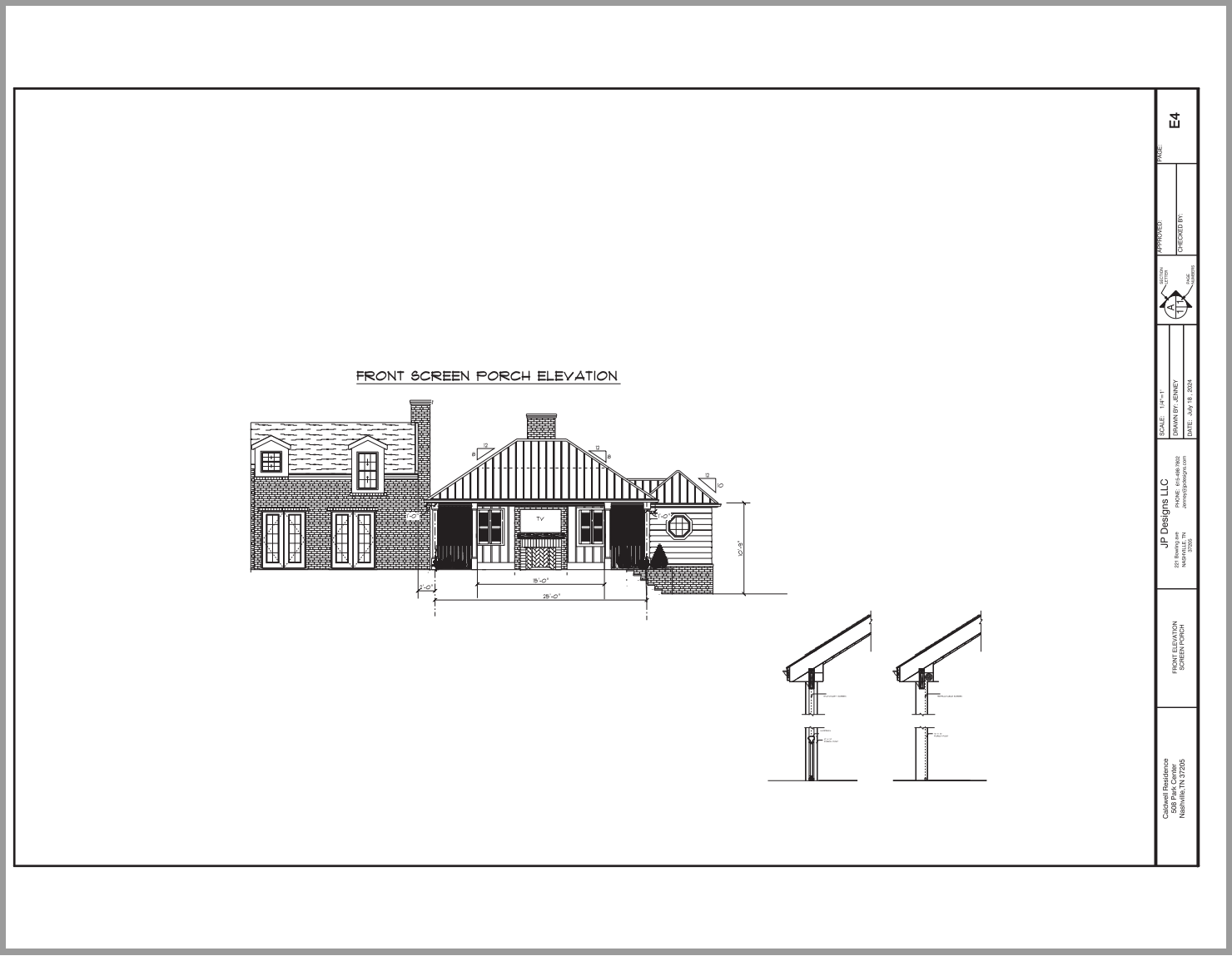




Caldwell Residence Nashville TN 37205	JP Designs LLC 2000 N. Nashville Nashville TN 37205 202.555.5555 jpd@jpdsgn.com	SCALE: 1/8" = 1'-0" DRAWN BY: JAMES DATE: July 18, 2024	APPROVED DATE: 7/18/24	CHECKED BY: DATE: 7/18/24	PAGE R1









**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 2024-23

FEE: VOID

PROPERTY DESCRIPTION & LOCATION

ADDRESS: 4424 Shepard Place

AGE/YEAR OF STRUCTURE: <u>100+</u>	PROPERTY OF SIGNIFICANCE (1901-1939)	<u>X</u> YES
	PROPERTY OF CONSERVATION (1940-2000)	<u> </u> YES
	PROPERTY LESS THAN 50 YEARS	<u> </u> YES

PROPERTY OWNER or APPLICANT

NAME: Tori and Dave Alexander

ADDRESS: 4424 Shepard Place

EMAIL: Tori@alexanderinteriors.net; Alexanders.nashville@gmail.com

PHONE NUMBER: (615) 438-6388

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 Federal; elements of classical

Describe Proposed Work Previously approved work; New windows with added architectural detail;
addition of mud room and pantry <200SF on rear facade

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.)

N/A

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

Window Manufacturer: Custom Fabrication

Railings, Columns, Pilasters: Stucco; painted wood

Window Material: Glass

Chimney Material: Stucco; copper caps

Frame Material: Wood

Roofing Material: Clay tile

Windowsills: Stucco, limestone finish

Exterior Doors: Wood w/ glazing

Brick, Painted/Natural: Stucco; painted wood

Eaves/Cornice: Painted wood

Brick/Stone Thickness: N/A

Gutters: Copper

Clapboard Material: N/A

Gutter Dimensions: 6" half round; 4" downspout

Clapboard Dimensions/Reveal: 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

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- 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: _____

Terio Alexander

Date: 7/19/2024

4424 SHEPARD PLACE

Proposed Work:

Exterior and interior restoration of main residential structure. The existing garage will remain untouched and in current condition. The home shows wear consistent with age as well as years of deferred maintenance. In addition to necessary repairs, there is a proposed addition to the second story. The proposed addition is below 500 SF total and does not go beyond the existing foundation of the home.

Updated 2024: All windows to be replaced with added architectural detail; addition off ground level rear façade <200 SF. The current condition of the home is in the process of complete restoration. All approved exterior framing is complete. Approval pending for roof structure (remains in original state).

Detailed Description of Project Scope and Materials:

All exterior material selections to match existing or original materials. Red clay tile roof remain with necessary repairs as needed (Exhibit A). There are multiple active leaks from roof into attic. Two single story “side wings” with low slope shed rooflines consisting of red standing seam metal roofing material (Exhibit B). Both roof structures have both failed with visible corrosion and water damage to the interior. New plans call for the side wings to receive second story additions above and will reconstruct this roofing structure and finish. The shed roof will not be visible from the front or rear view due to parapet structures consistent with the original architecture of the home. All doors and windows to be reglazed and reused unless damage is beyond repair. Windows for the proposed addition are to be re-purposed from other locations receiving alteration within the scope of this project. The first level “side wing” facing Jackson Boulevard will be replacing two windows (these are replacement windows, not consistent with the original integrity of the home) each with a set of 6 lite arched mahogany doors. To further enhance the architectural value of the left side wing, pilasters (smooth finish paint grade wood) will flank the windows are each set of French doors adding weight and symmetry to this highly visible part of the home (Exhibit C). Existing hard finish stucco to be repaired; second story side wing additions

to also consist of hard finish stucco to be consistent. All exterior paint colors to remain consistent with current selections.

Updated 2024: Replacing all windows is necessary due to condition. Replacing all roofing materials (and interior structure) is required. All exterior materials to be replaced in likeness to original finishes with added enhancements. Addition off rear façade <200SF to include mud room and pantry. Minor adjustments to previously approved plans including gutter placement and railing design.



Exhibit A: Red clay roof tiles to remain

Update: All roof materials and structure are beyond repair. Internal structure to rebuilt to accommodate weight. Roofing material is to remain “red” clay tiles.

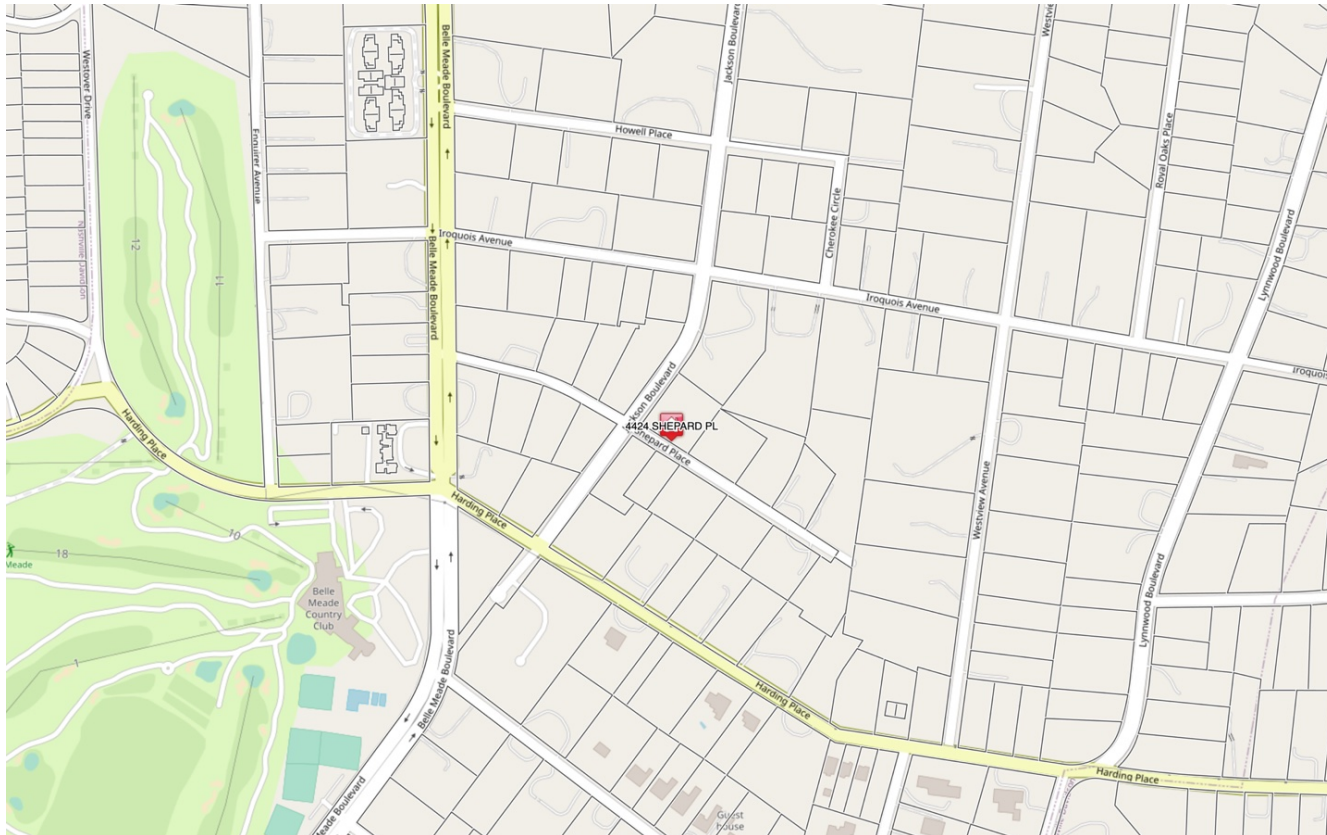


Exhibit C: Inspiration for side wing facing Jackson Blvd.
Pilasters and French doors to be added.

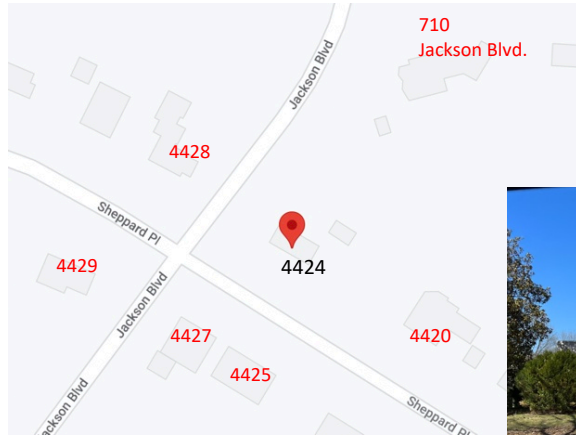


Exhibit B: Side wings / low pitch shed roof construction; red metal seam roof material.
Parapet design on front and rear.

Map of Property Location



Neighboring Properties



710 Jackson Blvd.



4424 Shepard Place



4420 Shepard Place



4428 Shepard Place



4429 Shepard Place



4425, 4427 Shepard Place

Existing Photos



Front- 4424 Shepard Place



Rear- 4424 Shepard Place



Side (Facing Jackson Blvd.)- 4424 Shepard Place

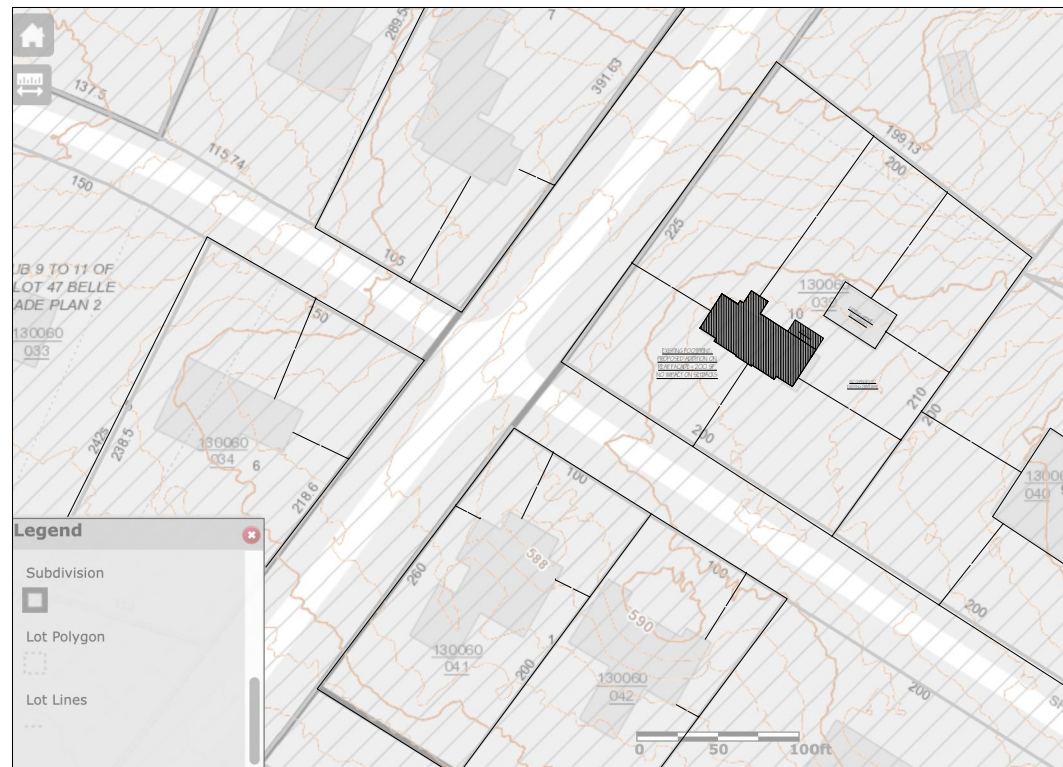


Side- 4424 Shepard Place

Inspiration







4424 SEPTEMBER 2024 SITE PLAN
SCALE 1/8" = 1'



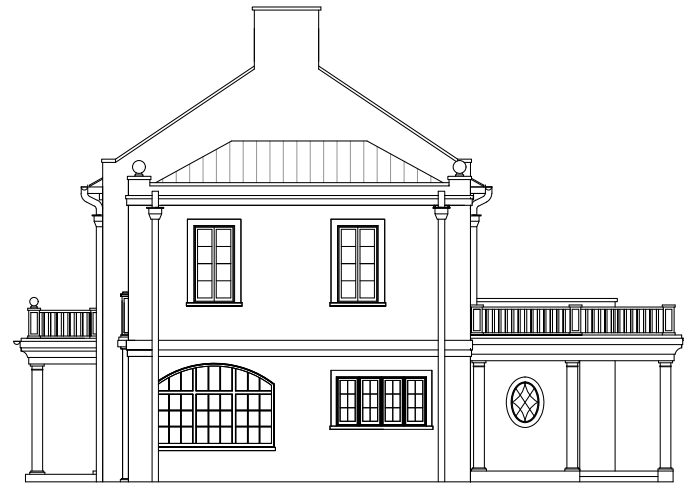
4424 SHEPARD PLACE-REVISED FRONT ELEVATION
SCALE $\frac{1}{8}" = 1'$



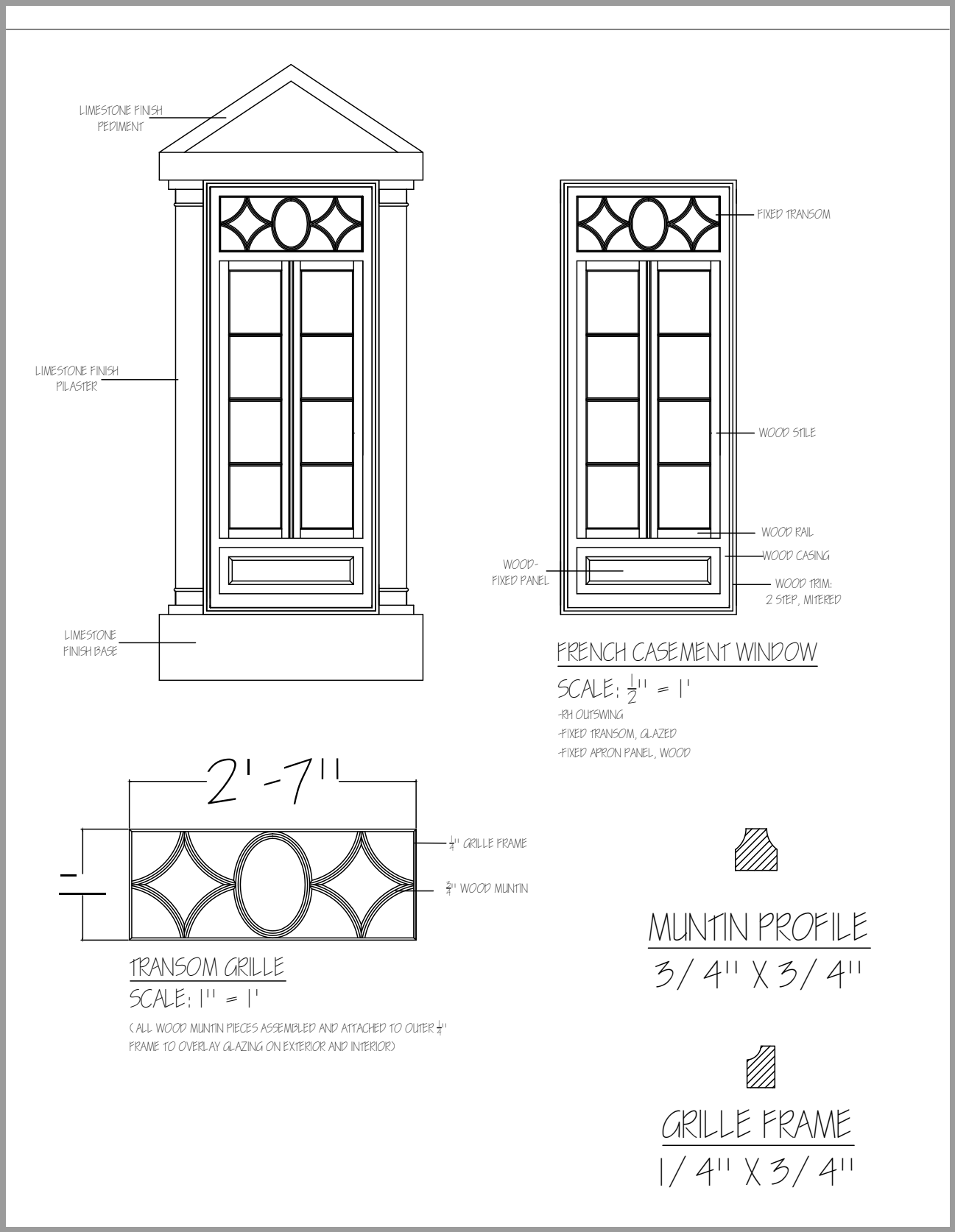
4424 SHEPARD PLACE-REVISED REAR ELEVATION
SCALE $\frac{1}{8}" = 1'$



REVISED SIDE ELEVATION (JACKSON BLVD. VIEW)
SCALE 1/8" = 1'



REVISED SIDE ELEVATION (SHEPARD PLACE VIEW)
SCALE 1/8" = 1'







4424 SHEPARD PLACE-REVISED SIDE ELEVATION
SCALE $\frac{1}{8}" = 1'$



4424 SHEPARD PLACE - REVISED REAR ELEVATION
SCALE $\frac{1}{8}" = 1'$



4424 SHEPARD PLACE-REVISED SIDE ELEVATION
SCALE $\frac{1}{8}$ " = 1'

Staff Report

Agenda No.: IV.A.

Case No.: HZC2024-23

Staff: Mary Samaniego, Planning Director

Applicant: Tori and Dave Alexander

Request: Certificate of Appropriateness for revisions to a previously approved addition

Location: 4424 Shepard Place

Summary:

The applicants/property owners are requesting Certificate of Appropriateness approval for revisions to the exterior of a previously approved addition. This property was reviewed and approved by the Historic Zoning Commission (HZC) in July of 2023. The property owners were issued a permit and construction began. An update to the status of construction was given by the Planning Director at the February 2024 HZC meeting. The update on the project noted that when work began on adding an upper story to the existing wings along with interior renovation it was revealed the more significant issues existed within the existing structure which required the removal of the stucco on the house. The building permit was revised to include the additional scope of work to adequately complete the project. During the overall review of the project, the property owners have decided to revise some of the elements (railings, windows, and dormers) of the exterior elevations. These changes to the façade necessitate this application for a revision to the original July 2023 Certificate of Appropriateness approval.

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, and the residence is approximately 4,000 square feet in size.
2. The residence was originally constructed in 1920 with some additions over the decades.
3. The proposed changes to the exterior include the addition of pediments and enlarged sills for the front elevation windows, change in the design of the second story railings, additional columns, additional side window, change in dormer size and type for rear elevation, and altered door and window placement and size for the rear elevation.
4. The changes to the exterior do 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:

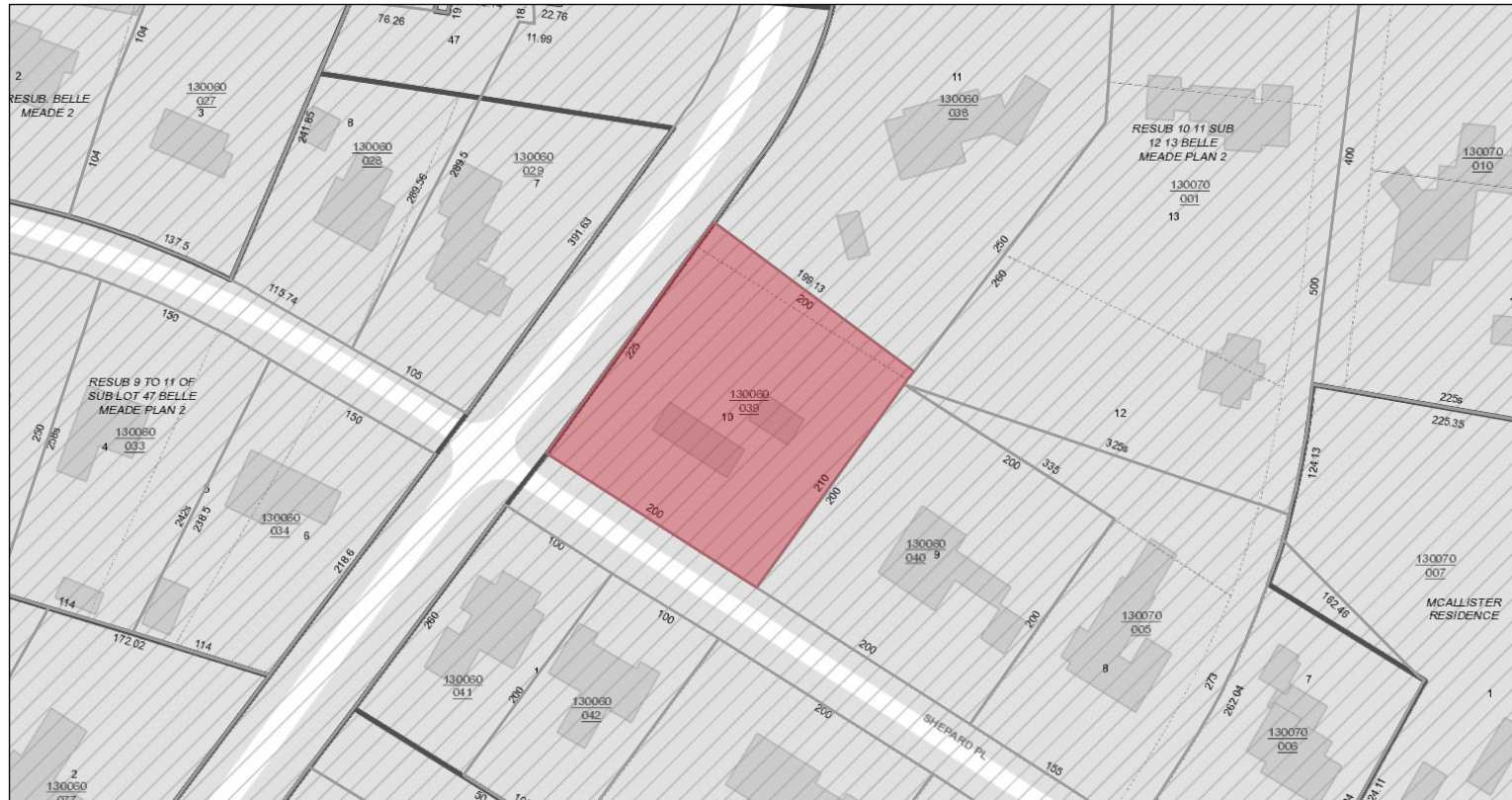
1. Additions should be appropriate to the architectural style of the existing building and blend with those characteristics of the subject dwelling and adjacent buildings and streetscapes.
2. Character-defining features of buildings should not be radically changed, obscured, damaged, or destroyed by 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:

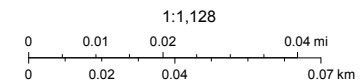
1. Location Maps

Nashville / Davidson County Parcel Viewer



April 21, 2023

- Override 1
- graphicsLayer2
- Zoning
- Urban Design Overlay
- Planned Unit Development

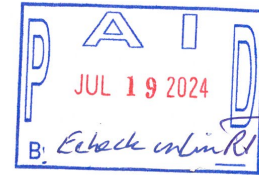


Metro GIS

Made by: Metro GIS



**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 # HZC#2024-24

FEE: \$2,000 - New Construction

PROPERTY DESCRIPTION & LOCATION

ADDRESS: 4406 Harding Place, Nashville, TN

AGE/YEAR OF STRUCTURE: <u>n/a</u>	PROPERTY OF SIGNIFICANCE (1901-1939)	<u> </u> YES
	PROPERTY OF CONSERVATION (1940-2000)	<u> </u> YES
	PROPERTY LESS THAN 50 YEARS	<u> </u> YES

PROPERTY OWNER or APPLICANT

NAME: DAC Properties, LLC

ADDRESS: 55 Music Square East, Nashville, TN 37203

EMAIL: marvin@novodesignbuild.com

PHONE NUMBER: (615) 640-6686

RELATIONSHIP TO OWNER: Contractor Architect Other (explain) Owner

PROPOSED WORK REQUIRING CERTIFICATE OF APPROPRIATENESS (COA)

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

Define Architectural Style Belgian Farmhouse

Describe Proposed Work _____

A roughly 7,600 sqft new construction home to be built on the proposed site.

The house will consist of 5 bedrooms, 5 full baths, 1 half bath, 3 car garage, an existing pool,
and a new spa.

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

Window Manufacturer: pella - aluminum clad
custom - all wood
atelier domingue - steel

Window Material:
aluminum clad wood / all wood / steel

Frame Material:
aluminum / wood / steel

Windowsills:
stone in stone volumes
wood with metal flashing when wood surrounds window

Brick, Painted/Natural:
no brick

Brick/Stone Thickness:
full thickness stone at random thickness
between 4 1/2" to 6"

Clapboard Material:
clear cedar

Clapboard Dimensions/Reveal:
between 8-12" wide and 3/4" thick

Railings, Columns, Pilasters:

Chimney Material:
chimney will be of full thickness stone

Roofing Material:
majority: antique terracotta tiles
minority flat section: beige tpo

Exterior Doors:
wood doors with glass in front of house
steel doors with glass at rear of house

Eaves/Cornice:
exposed cedar rafter tails with
tongue and groove cedar field material

Gutters:
copper half round

Gutter Dimensions:
6" diameter

Property of Significance

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Yes No

- | | | |
|---|---|---|
| ☐ ☐ | ☐ ☐ | A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or; |
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Applicant/Property Owner Signature: _____



Alexandros Darsinos

Date: 07.19.2024



4406 HARDING

NOVO Design Build

August 13, 2024

SITE PHOTOS









NEIGHBORING SITES

NEIGHBORING HOUSE

4409 Harding Pl, Nashville, TN 37205
Pl: 13007002400

This house across from 4406 Harding towards the South West. Because of the lot size, 4409 provides a relief from the small lots that sit directly across from our proposed site. The house at 4409 is large and carries a strong presence on Harding Place. The scale of the house sets a precedent for the remaining lots to the west on Harding.



NEIGHBORING HOUSE

4407 Harding Pl, Nashville, TN 37205
Pl: 13007002500

This house sits directly across the street from the proposed site. Because of its location it is very important to the site. As one leaves 4406 Harding and pulls out of the driveway onto the main road, 4407 is in view.

The original house at 4407 Harding was built in 1937.



NEIGHBORING HOUSE

4405 Harding Pl, Nashville, TN 37205
Pl: 13007002600

Similar to 4407 Harding, 4405 also sits across from the proposed site. It is also visible as one leaves the proposed site and exists onto Harding.

The original house at 4407 Harding was built in 1935.



NEIGHBORING HOUSE

4403 Harding Pl, Nashville, TN 37205
Pl: 13007002600

Similar to 4407 and 4405 Harding, 4403 also sits across from the proposed site. It is also visible as one leaves the proposed site and exists onto Harding.



NEIGHBORING HOUSE

4408 Harding Pl, Nashville, TN 37205
Pl: 15007014200

Directly across the street from 4409, this house sits next door to the proposed sight. The lot is almost one acre of land, and the relationship between the newly proposed house and the existing house on 4408 has been considered in the design and layout of the spaces.

The house at 4408 was first built in 1982. The house is well protected by vegetation and due to privacy the picture to the right is the best picture we could capture of the neighboring house.



NEIGHBORING HOUSE

4402-2/4402-3 Harding Pl, Nashville, TN 37205
PI: 130070A00100CO
PI: 130070A00200CO

This property sits on the other side (east) of the proposed lot. It is currently a condominium building with two units: Unit 1 and Unit 2 (closest to our proposed lot). The design and layout of the newly proposed building has taken into consideration this condominium building's layout.

The building was first built in 1996.



INSPIRATION IMAGES







RENDERINGS + SCREENSHOTS









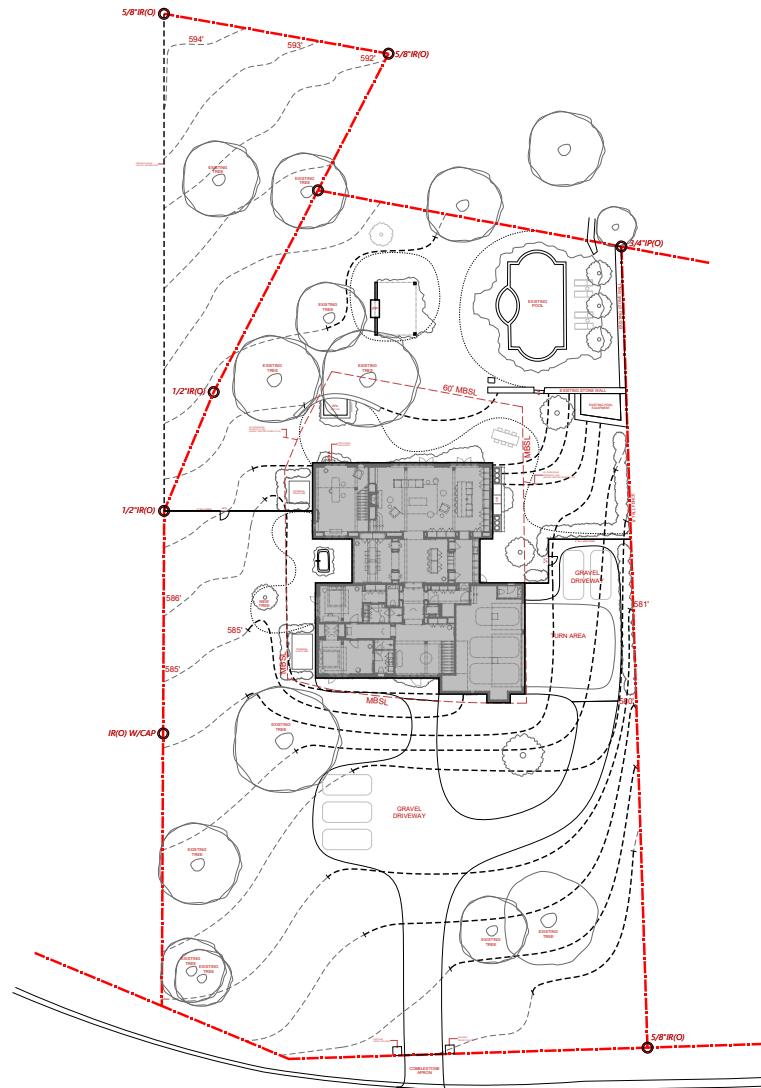
PLANS

Lot Size: 43,288 sqft
Foot Print: 4,762 sqft (5,192 sqft allowable)
FAR: 8,482 sqft (8,485 sqft allowable)
Driveway: 5,193 sqft (5,195 sqft allowable)
Front Driveway: 3,835 sqft (4,427 sqft allowable)
Hardscape w/ pool: 3,246 sqft (3,463 sqft allowable)

Front Setback Calculations:

Average 8 Houses: 132' 0-1/2"

Building Setback: 132' 7"



FIRST FLOOR PLAN

CONDITIONED AREA: 3,822 SQFT

The first floor consists of:

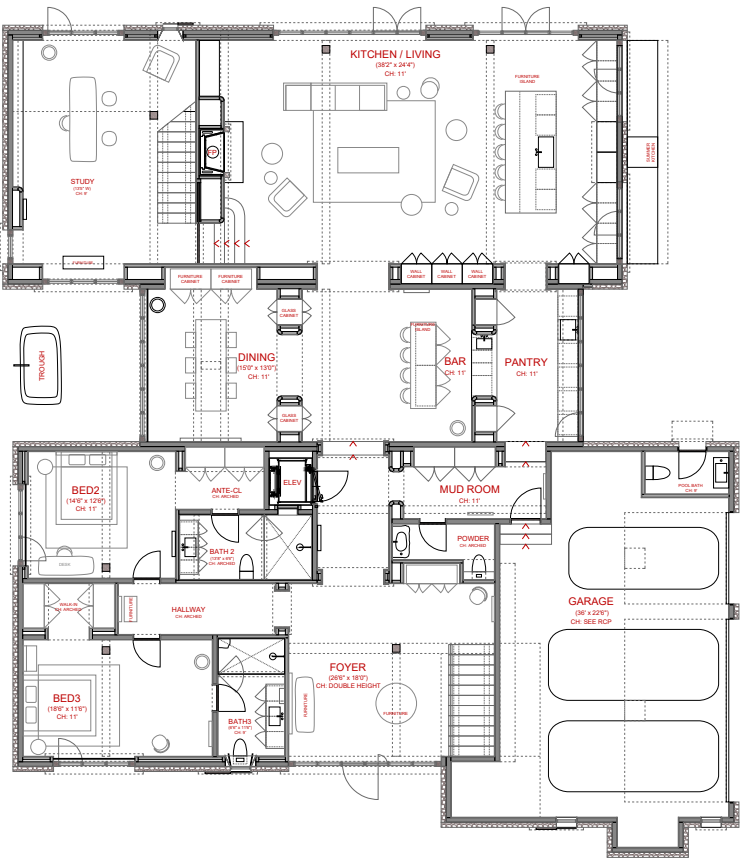
- STORAGE:
- 3 Car Garage
 - Mudroom
 - A/V Room
 - Large Pantry

- BEDS:
- 2 Guest Suites with Bathrooms

- LIVING SPACES:
- Main Living Room + Kitchen
 - Open Dining Area
 - Study
 - Foyer

- EXTRA SPACES:
- Bar Area with Island
 - Powder
 - Pool Bath

- EXTRA ITEMS:
- 1 Fireplace
 - Wine Storage
 - Outdoor Grill
 - Elevator

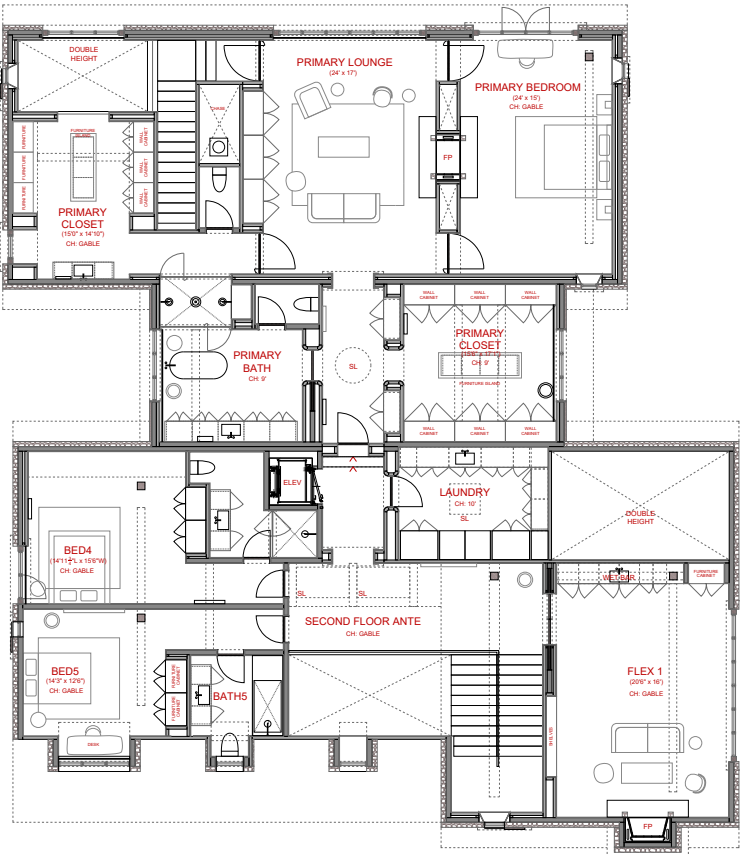


SECOND FLOOR PLAN

CONDITIONED AREA: 3,797 SQFT

The second floor consists of:

- STORAGE:
1 Storage Room
- BEDS:
Primary Suite
Primary Lounge
2 Primary Closets
Primary Bath
2 Guest Suites with Bathrooms
- LIVING SPACES:
Flex Space
- EXTRA SPACES:
Laundry Room
- EXTRA ITEMS:
2 Fireplaces
Elevator



ELEVATIONS



SOUTH ELEVATION (FRONT)



NORTH ELEVATION (REAR)



EAST ELEVATION (RIGHT)



WEST ELEVATION (LEFT)

MATERIALS

ROOF MATERIAL:

ANTIQUe TERRACOTTA TILES



SOFFIT + RAFTER DETAIL:

EXPOSED CEDAR RAFTER TAILS AND CEDAR TONGUE AND GROOVE SOFFIT



EXTERIOR WALL MATERIAL - STONE:

FULL THICKNESS (4 1/2" - 6") RECTANGULAR TUMBLED STONE, DRY STACKED LOOK



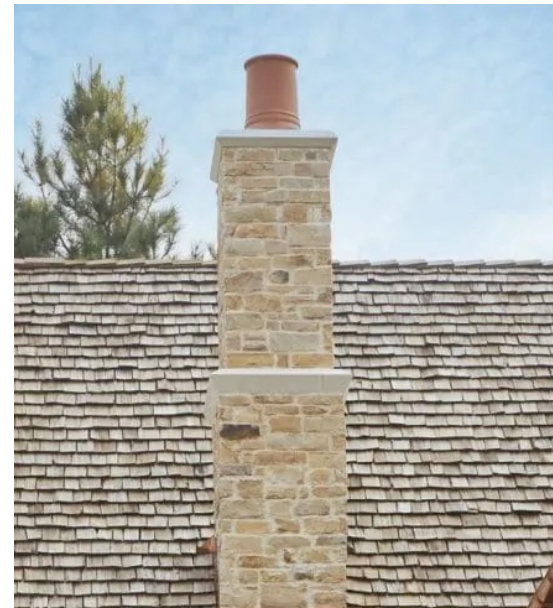
EXTERIOR WALL MATERIAL - CEDAR:

VERTICAL CEDAR CLAD RAINSCREEN AND FASCIA DETAILS



CHIMNEY MATERIAL:

STONE CHIMNEY WITH MASONRY MORTAR CAP AND CERAMIC FLUE



This image is a reference for the ceramic flue at the top of the chimney.

STEEL WINDOWS / DOORS:

LARGE STEEL WINDOWS AND DOORS



Page 36 of 47

WOOD CLAD WINDOWS:

ALUMINUM CLAD DIVIDED LIGHT WINDOWS WITH WOOD INTERIOR FINISH



CASEMENTS AND EXTERIOR WOOD DOORS:

OAK WOOD DOORS, CASEMENTS, AND WINDOWS



WINDOW HEADERS:

WOOD HEADERS ABOVE WINDOWS



DORMERS:

THREE DORMERS CLAD IN STONE WITH ANTIQUE RED TILE ROOF



GARAGE DOORS:

WOOD CLAD GARAGE DOORS WITH SMALL WOOD SQUARE WINDOWS



Page 41 of 47

ACCESSORIES:

COPPER GUTTERS: HALF ROUND WITH CYLINDER DOWNSPOUT



Page 42 of 47

ACCESSORIES:

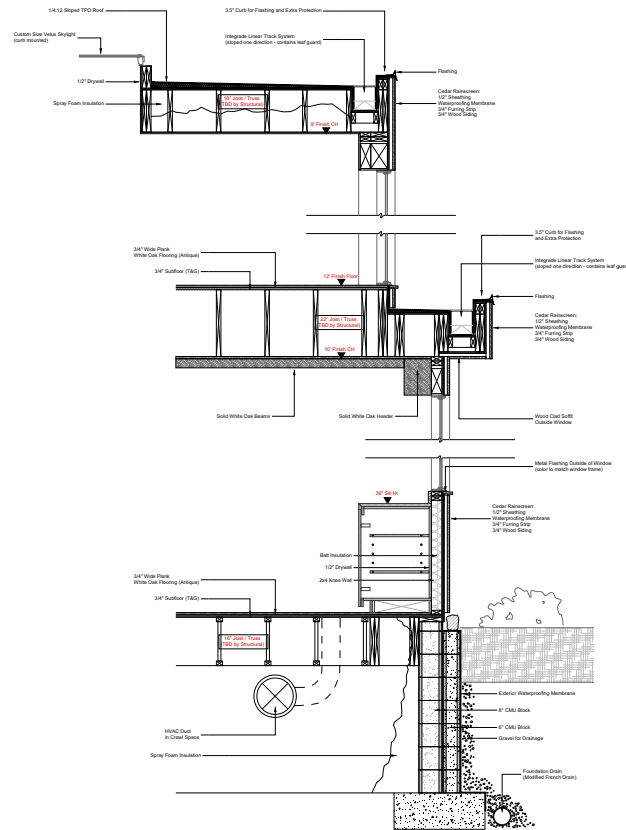
METAL LANTERNS (GAS)



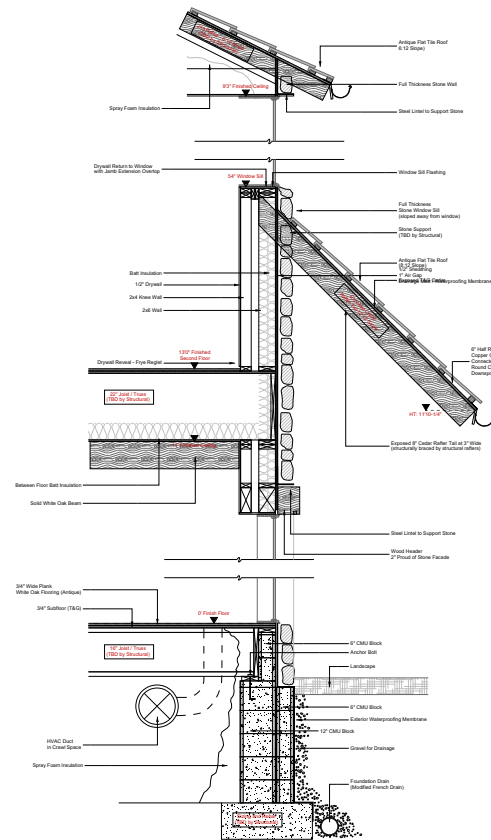
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WALL PACKAGES

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First Floor Pantry
Second Floor Primary Closet



First Floor Bed 3
Second Floor Bed 5 Dormer

E N D

(see architectural set for more detail)

GENERAL NOTES

THE FOLLOWING GENERAL NOTES APPLY TO THE PROJECT:

- IT IS SOUGHT THAT THE CONTRACTOR VISIT THE PROJECT SITE PRIOR TO BIDDING TO BECOME FAMILIAR WITH THE EXISTING SITE CONDITIONS.
2. THE DRAWINGS SHALL BE WORKED IN CONJUNCTION WITH THE PROJECT MANUAL, SPECIFICATIONS, AND ANY ADDENDUMS. THE PROJECT MANUAL CONTAINS ADDITIONAL INFORMATION REQUIRED TO CONSTRUCT THE WORK OF THIS CONTRACT.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE DRAWINGS. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY SIGNIFICANT CHANGES IN DIMENSIONS OR CONDITIONS.
4. THE CONTRACTOR SHALL PROVIDE ALL MATERIALS, TOOLS, EQUIPMENT AND NECESSARY PERSONNEL TO CONSTRUCT THE WORK. THE CONTRACTOR SHALL PROVIDE A DESCRIPTION AS MAY BE NECESSARY TO COMPREHEND THE SCOPE OF WORK DEFINED ON THE DRAWINGS.
5. THE CONTRACTOR SHALL ARRANGE FOR, OBTAIN AND PAY FOR ALL PERMITS, INCLUDING INSPECTIONS, AGENCY APPROVALS, ETC. AND PAY ALL FEES FIXED BY STATE, LOCAL AND MUNICIPAL AUTHORITIES HAVING JURISDICTION OVER WORK. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS, ELEMENTS, CERTIFICATES, INSPECTIONS AND AGENCY APPROVALS TO THE OWNER.
6. FABRICATE AND INSTALL ALL WORK IN STRICT ACCORDANCE WITH THE B.C. ALL APPLICABLE BUILDING CODES, AND THE GENERAL AND SUPPLEMENTARY CONDITIONS OF THE CONTRACT.
7. ALL CONTRACTORS AND SUBCONTRACTORS SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS, ETC. AND PAY ALL FEES, TRADES, MEANS AND METHODS OF CONSTRUCTION, SAFETY AND SECURITY ON SITE.
8. CUTTING AND PATCHING SHALL BE PERFORMED BY EACH TRADE AS NECESSARY FOR THE PERFORMANCE AND INSTALLATION OF THEIR WORK. CUTTING AND PATCHING SHALL BE DONE IN ACCORDANCE WITH THE B.C. ALL APPLICABLE BUILDING CODES, STANDARDS FOR FINISHES AND SUBSTRATES AFFEYED.
9. THE CONTRACTOR SHALL PROTECT THE FACILITY FROM WEATHER AND MAINTAIN SECURE ACCESS TO ALL AREAS OF THE FACILITY.
10. PROTECT EXISTING PROPERTY DURING CONSTRUCTION, REPAIR OR REPLACE, WITHOUT ADDITIONAL CHARGE TO THE OWNER, ANY EXISTING WORK DAMAGED DURING THE COURSE OF CONSTRUCTION.
11. THE WORK SHALL BE COORDINATED WITH THE ARCHITECTURAL REVIEW COMMITTEE OF THE UNIVERSITY OF CALIFORNIA, BERKELEY.
12. UNLESS ITEMS OF MATERIAL, EQUIPMENT OR WORK ARE SPECIFICALLY NOTED TO BE PROVIDED OR FURNISHED BY OTHERS, THEY SHALL BE PROVIDED UNDER THE CONTRACT.
13. ALL WORK SHALL BE PERFORMED BY SKILLED WORKERS IN A WORKMANLIKE AND PROFESSIONAL MANNER CONSISTENT WITH INDUSTRY STANDARDS.
14. MATERIALS AND COMPONENTS AS SPECIFIED CONSTITUTE A STANDARD OF QUALITY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE QUALITY OF ALL WORK. ALL MATERIALS AND COMPONENTS SHALL BE ACCEPTABLE ONLY WITH WRITTEN PRIOR APPROVAL BY THE ARCHITECT.
15. THE CONTRACTOR SHALL PERFORM TESTS AT HIS OWN EXPENSE, AS NECESSARY OR AS REQUIRED BY ANY INSPECTION AGENCY. TEST SHALL BE MADE TO VERIFY THAT THE WORK CONFORMS TO THE SPECIFICATIONS AND ALL OTHER TYPES, ELEMENTS, SPECIFICATIONS AND ARE IN WORKING ORDER.
16. THE CONTRACTOR SHALL LEAVE THE WORK IN PROPER WORKING ORDER AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE WORK. IF IT IS THE CONTRACTOR'S RESPONSIBILITY TO REMOVE OR REPLACE ANY EQUIPMENT, FURNITURE AND INSTALLED UNDER THE CONTRACT WHICH DEVELOPS FROM THE WORK, THE CONTRACTOR SHALL REMOVE IT WITHIN ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE BY THE OWNER.
17. IF IT IS THE BUILDER'S/OWNER'S RESPONSIBILITY TO PROVIDE STANDARD CONSTRUCTION PRACTICES AND DETAILS AND PROVIDE A STRUCTURAL, SOUND AND SOUNDLY CONSTRUCTED BUILDING, THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES OR INTRUSIONS RECOGNIZED BEFORE ANY CONSTRUCTION OF THE BUILDING.
18. ALL STRUCTURAL SPECIFICATIONS IS FOR REFERENCE ONLY. BUILDER / OWNER SHALL HAVE A LICENSED STRUCTURAL ENGINEER REVIEW ALL STRUCTURAL ELEMENTS OF THE BUILDING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF ALL FINISH FLOORS SHALL BE ADJUST WITH THE ADJACENT FLOORS OF SIMILAR OR DISSIMILAR MATERIALS, FLUSH FOUNDATION FRAMING OR CONCRETE AS REQUIRED.
19. IF IT IS THE BUILDER'S/OWNER'S RESPONSIBILITY TO REVIEW ALL FINISH FLOORS, ELEMENTS OF THE BUILDING, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF ALL FINISH FLOORS SHALL BE ADJUST WITH THE ADJACENT FLOORS OF SIMILAR OR DISSIMILAR MATERIALS, FLUSH FOUNDATION FRAMING OR CONCRETE AS REQUIRED.
20. PREFABRICATED FIREPLACE CONSTRUCTION SHALL MEET OR EXCEED ALL APPLICABLE BUILDING CODES AND STANDARDS. IF IT IS THE BUILDER'S/OWNER'S RESPONSIBILITY TO ENSURE THAT THE DIRECTION OF THE CHIMNEY DRAINAGE IS CORRECT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF ALL FINISH FLOORS SHALL BE ADJUST WITH THE ADJACENT FLOORS OF SIMILAR OR DISSIMILAR MATERIALS, FLUSH FOUNDATION FRAMING OR CONCRETE AS REQUIRED.
21. ALL EXTERIOR EXPLODED WORK SHALL BE INSTALLED IN WEATHER TIGHT MANNER, CALK AND PROVIDE WEATHER BARRIER MATERIALS AS REQUIRED FOR WEATHER TIGHTNESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DESIGN OF ALL FINISH FLOORS SHALL BE ADJUST WITH THE ADJACENT FLOORS OF SIMILAR OR DISSIMILAR MATERIALS, FLUSH FOUNDATION FRAMING OR CONCRETE AS REQUIRED.
22. THE PRODUCTS ARE THE PROPERTY OF NOVIO DESIGN BUILD, LLC AND SHALL BE USED WITHOUT WRITTEN CONSENT.

INDEX OF DRAWING SET

SHEET NO. DRAWING TITLE

- | | |
|------|-------------------|
| T1.0 | COVER |
| A1.0 | SITE PLAN |
| A1.1 | FIRST FLOOR PLAN |
| A1.2 | SECOND FLOOR PLAN |
| A1.4 | ROOF PLAN |
| A2.1 | ELEVATIONS |
| A2.2 | ELEVATIONS |
| A5.1 | SCHEDULE: WINDOWS |
| A5.2 | SCHEDULE: WINDOWS |
| A5.2 | SCHEDULE: DOORS |
| A6.1 | WALL DETAILS |
| A6.2 | WALL DETAILS |

EDITS

[illegible]

AREA
RESIDENCE B

7,619 SQFT	TOTAL CONDITIONED
*AREA FROM OUTSIDE OF EXTERIOR WALL	
3,822 SQFT	FIRST FLOOR CONDITIONED
3,797 SQFT	SECOND FLOOR CONDITIONED
250 SQFT	OUTDOOR COVERED AREA
863 SQFT	GARAGE

4,762 SQFT FOOTPRINT

*AREA FROM OUTSIDE OF EXTERIOR WALL



PROJECT:
4406 HARDING

ADDRESS

4406 Harding Place,
Nashville, TN 37205

OWNER

DAC Properties, LLC
55 Music Square East
Nashville, TN 37203

PARCEL ID

13007002000

DD SET

NOT FOR CONSTRUCTION

08/04/2024

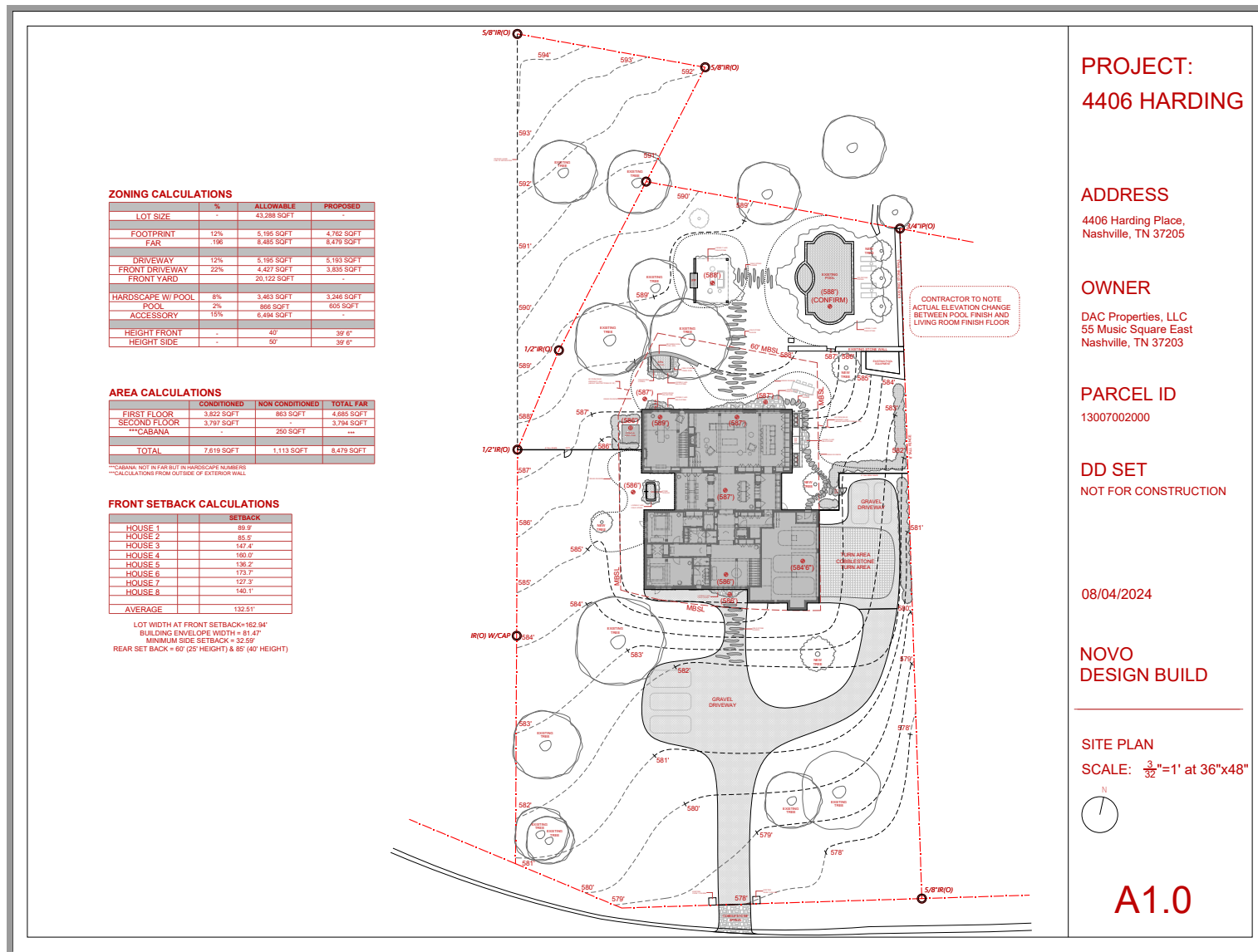
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DESIGN BUILD

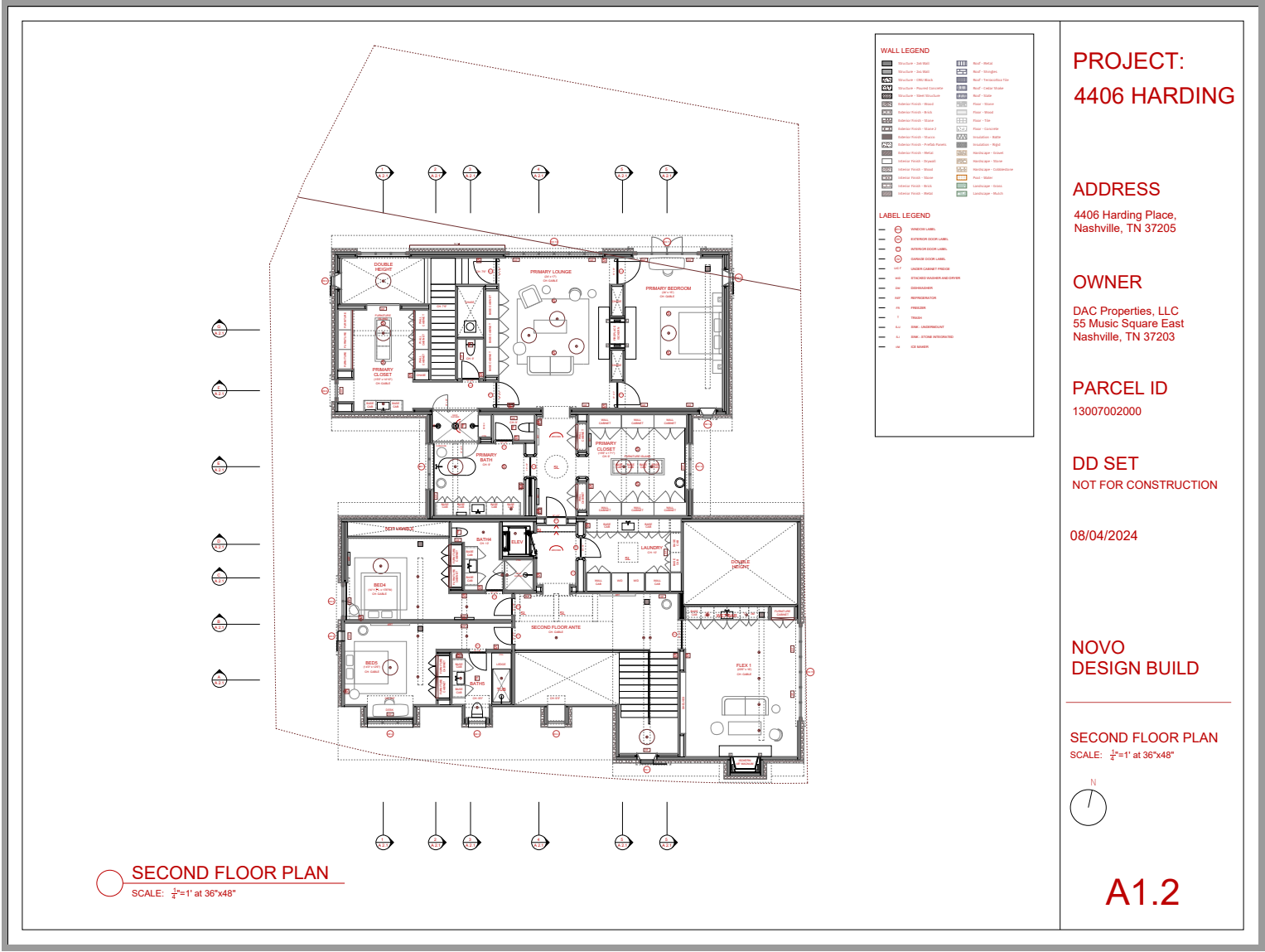
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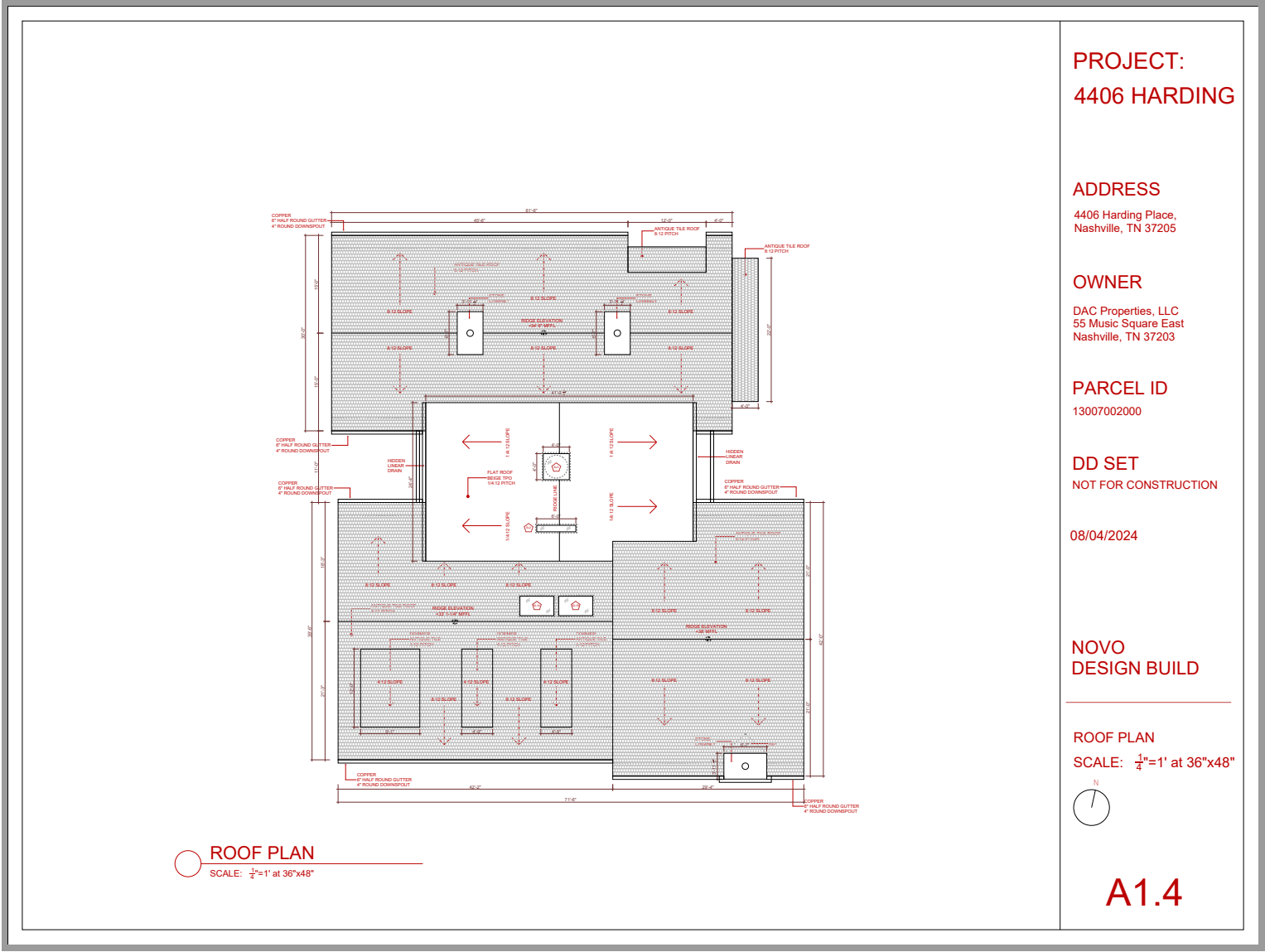
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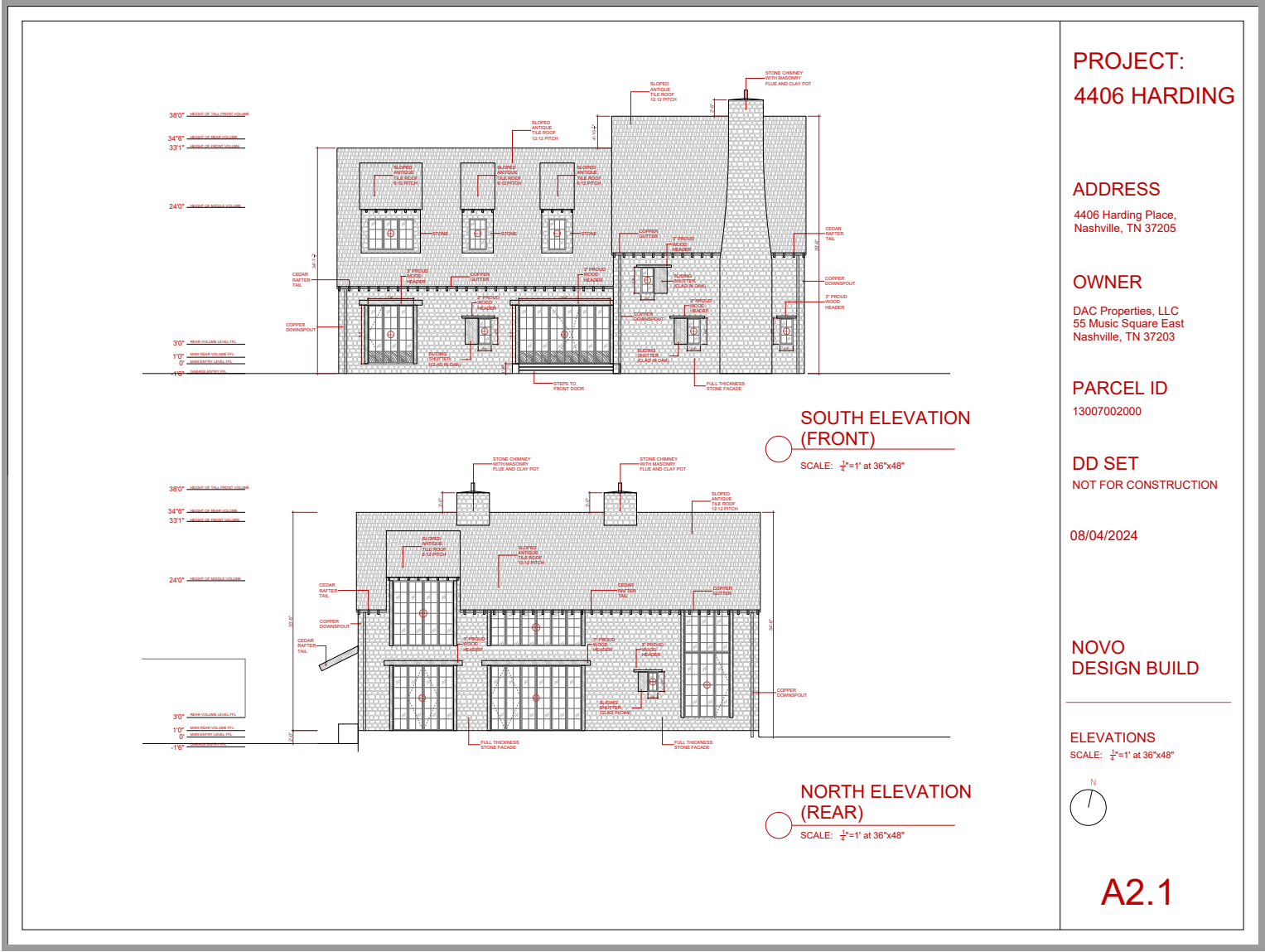


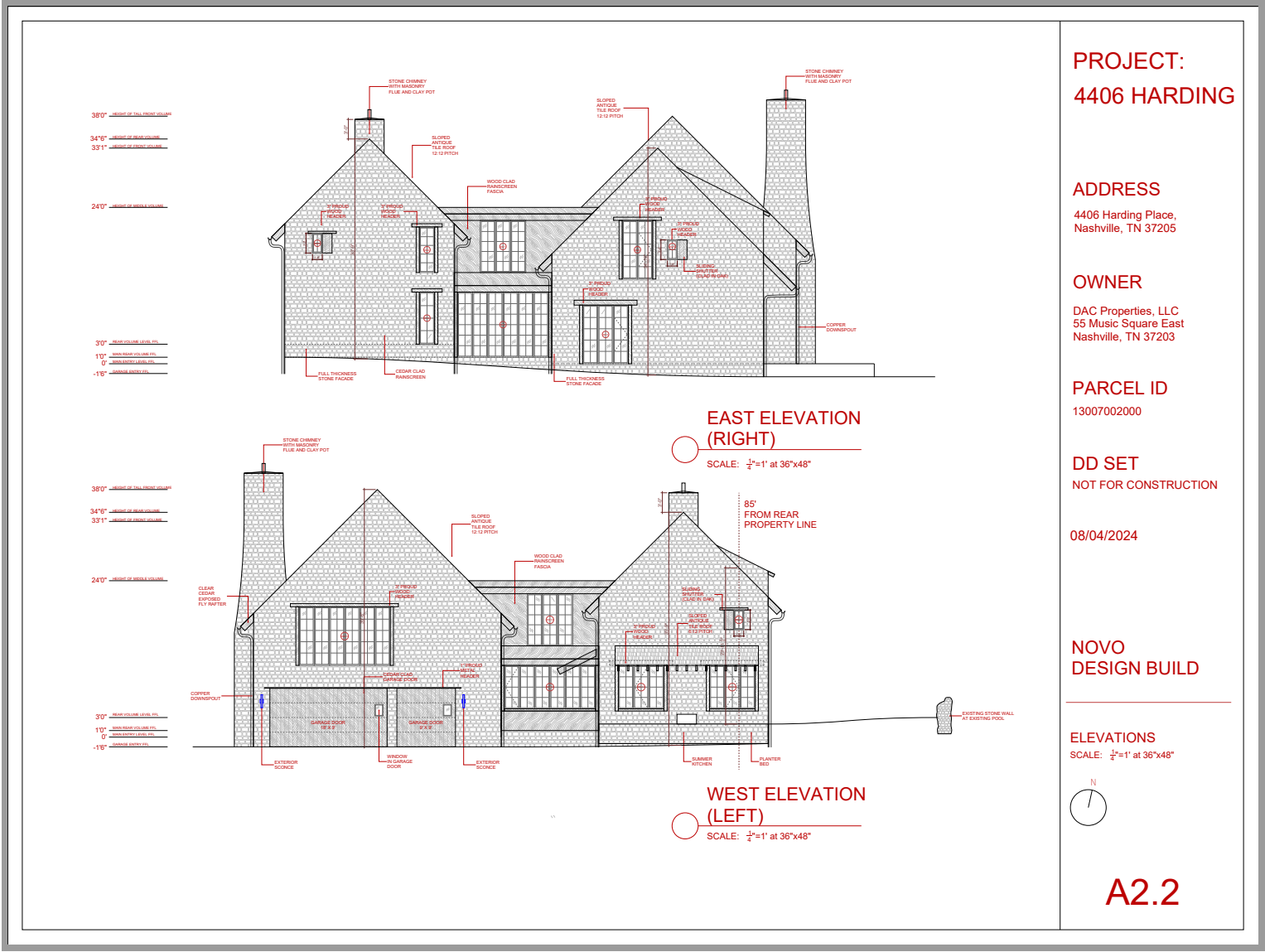
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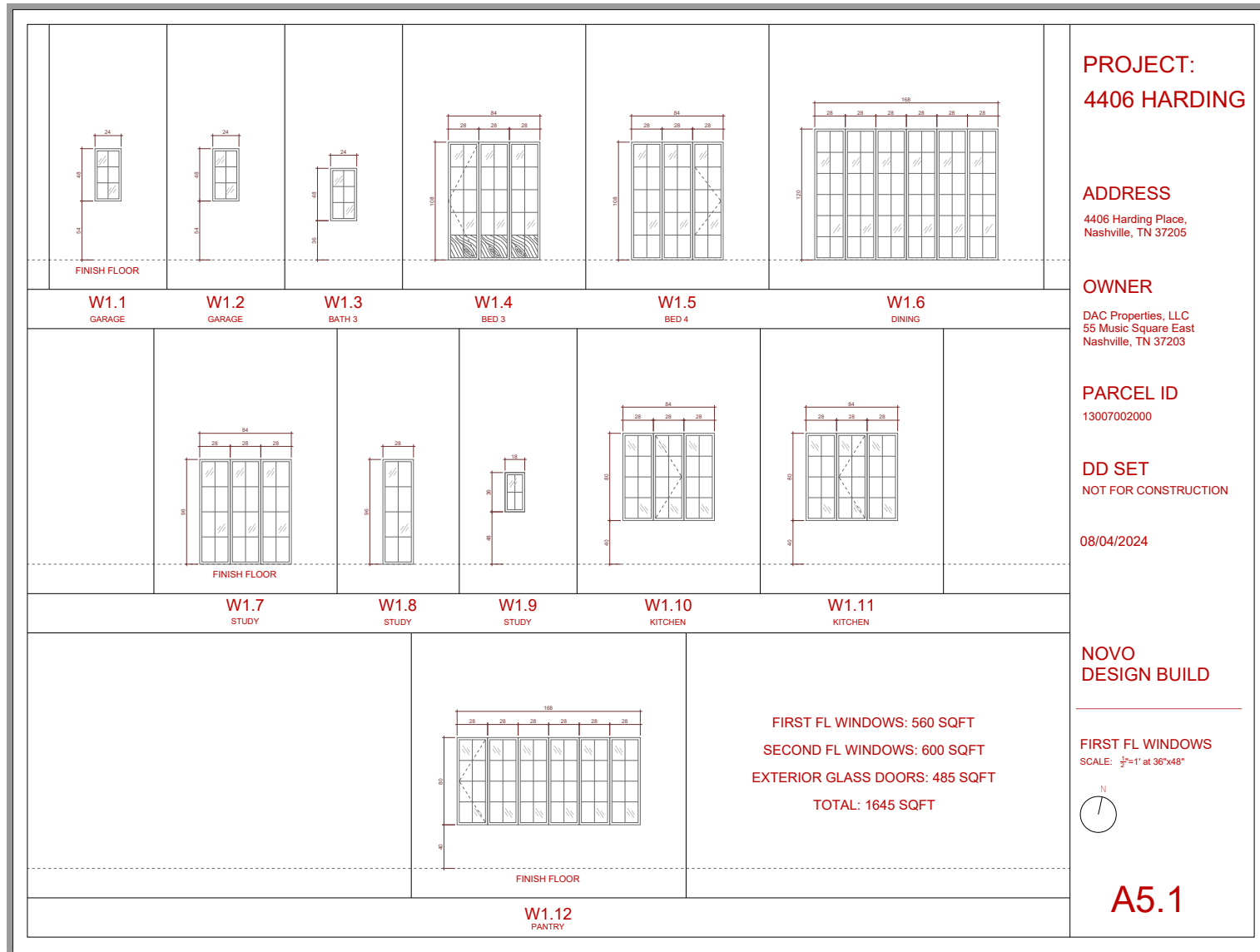


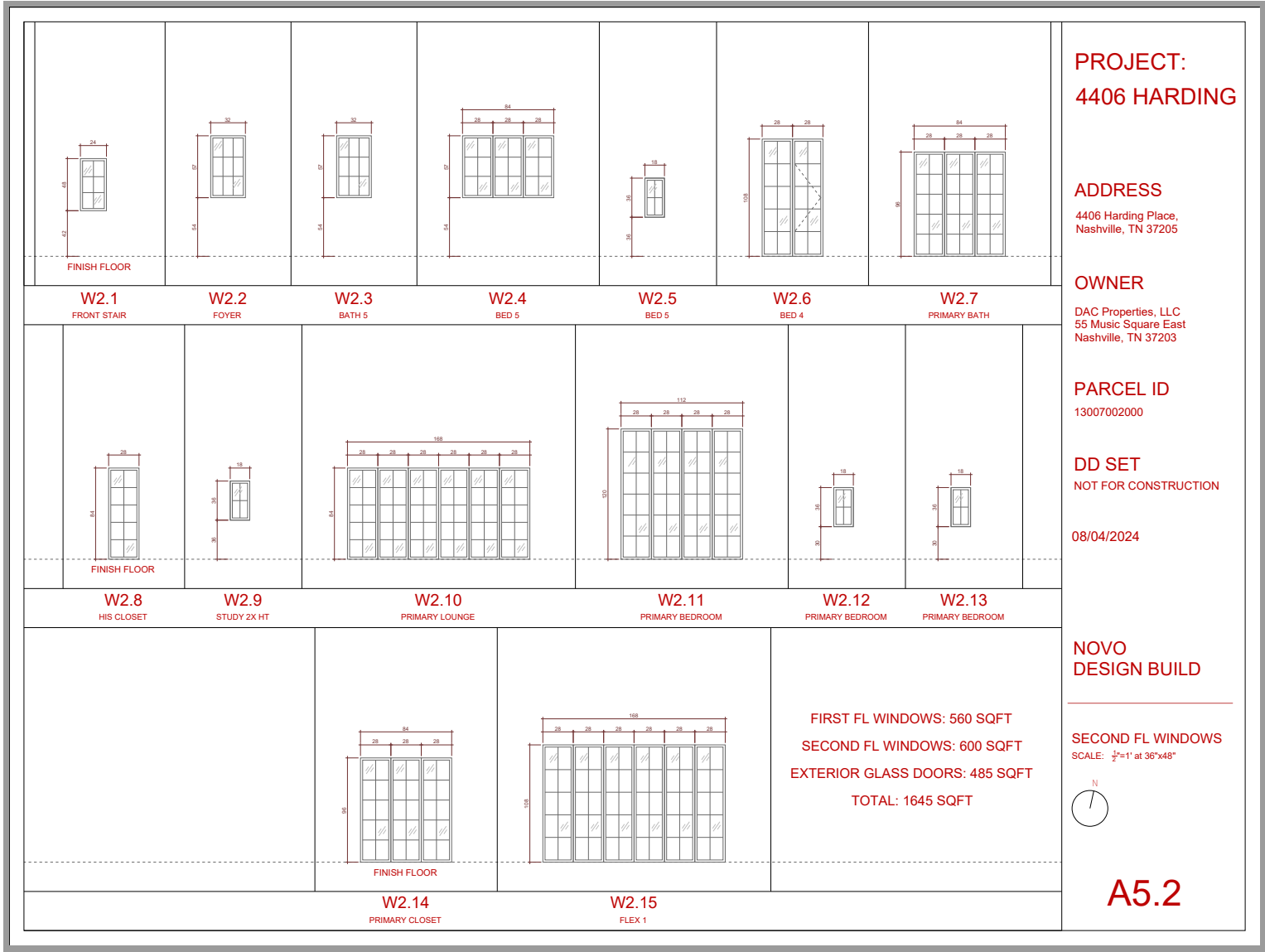


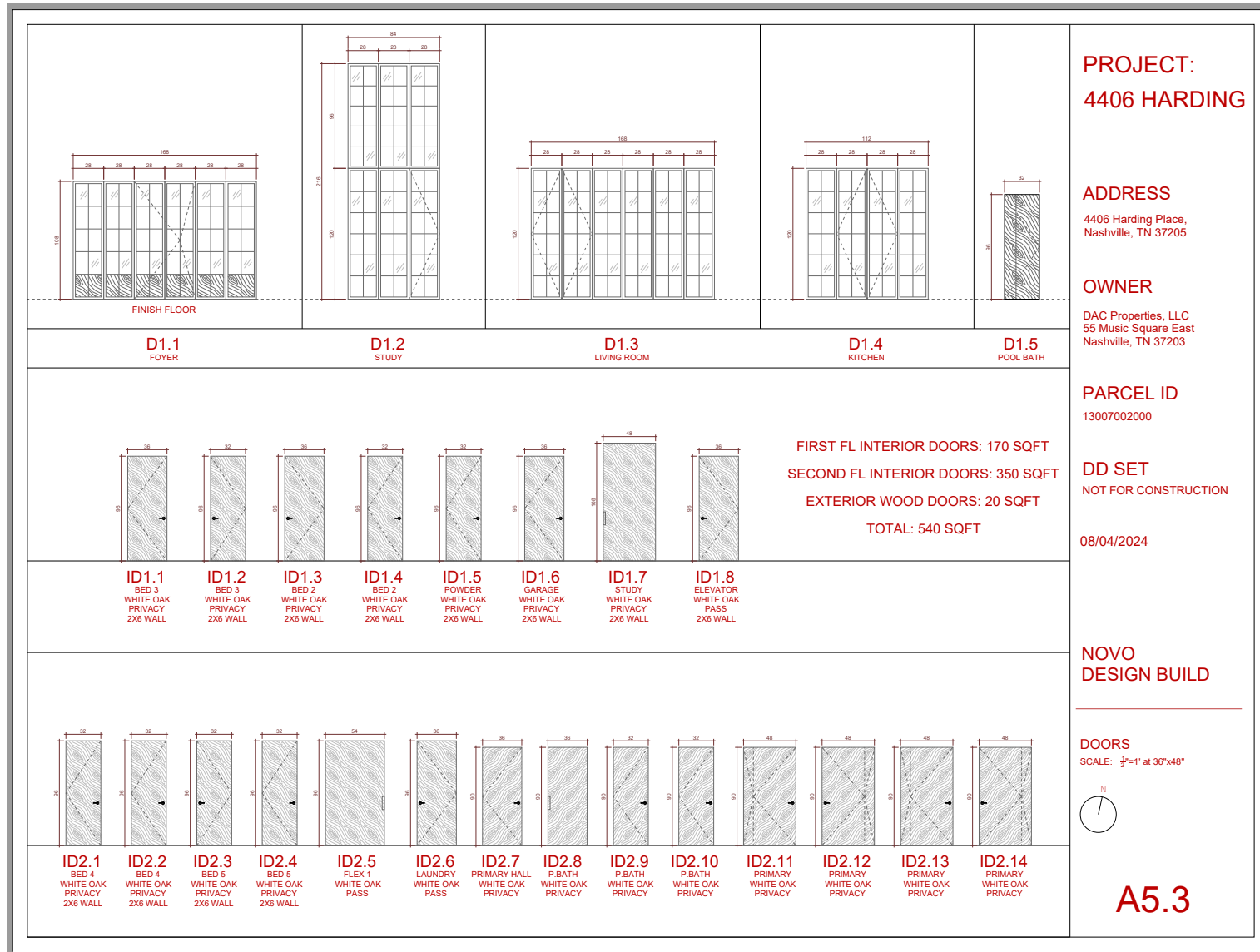


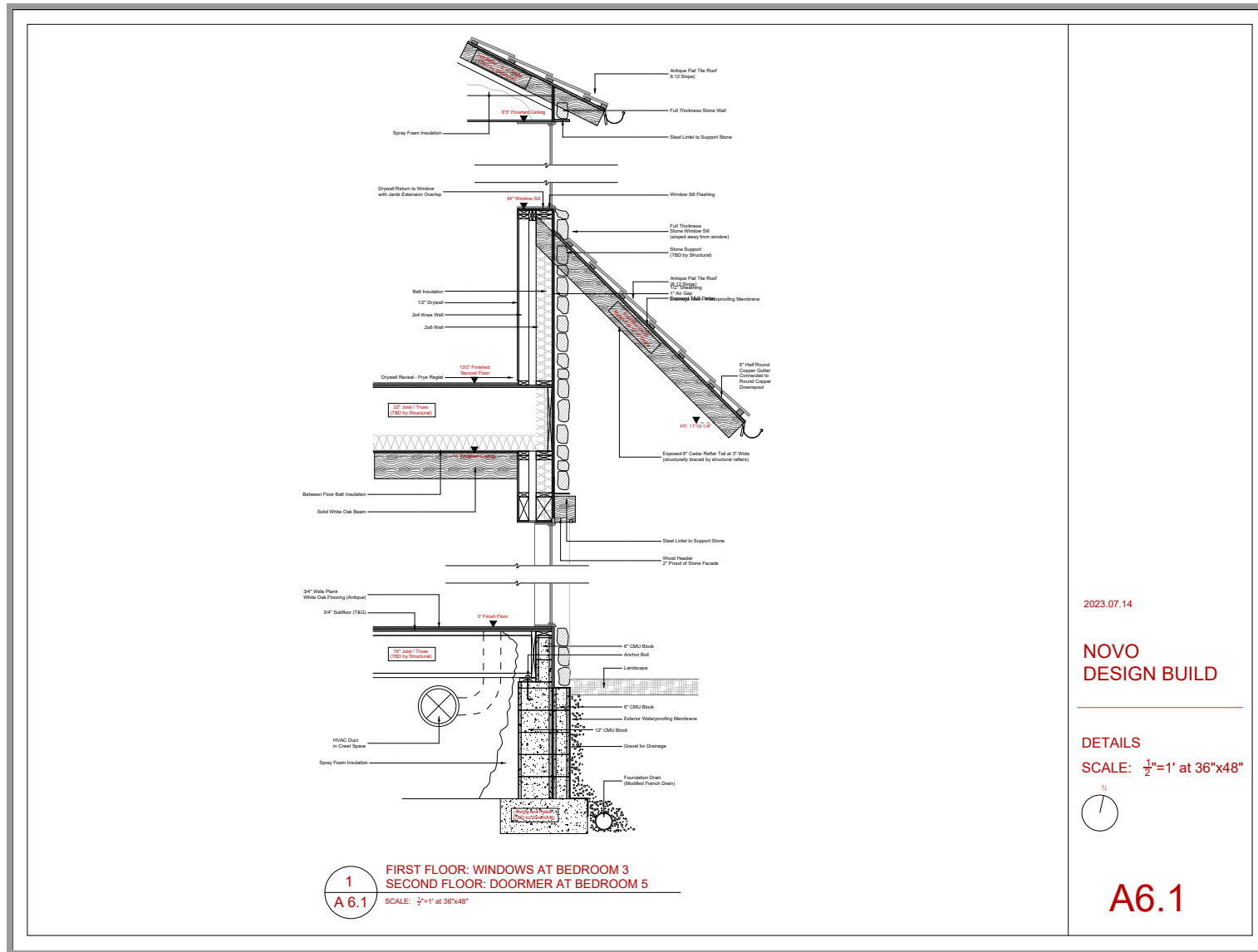


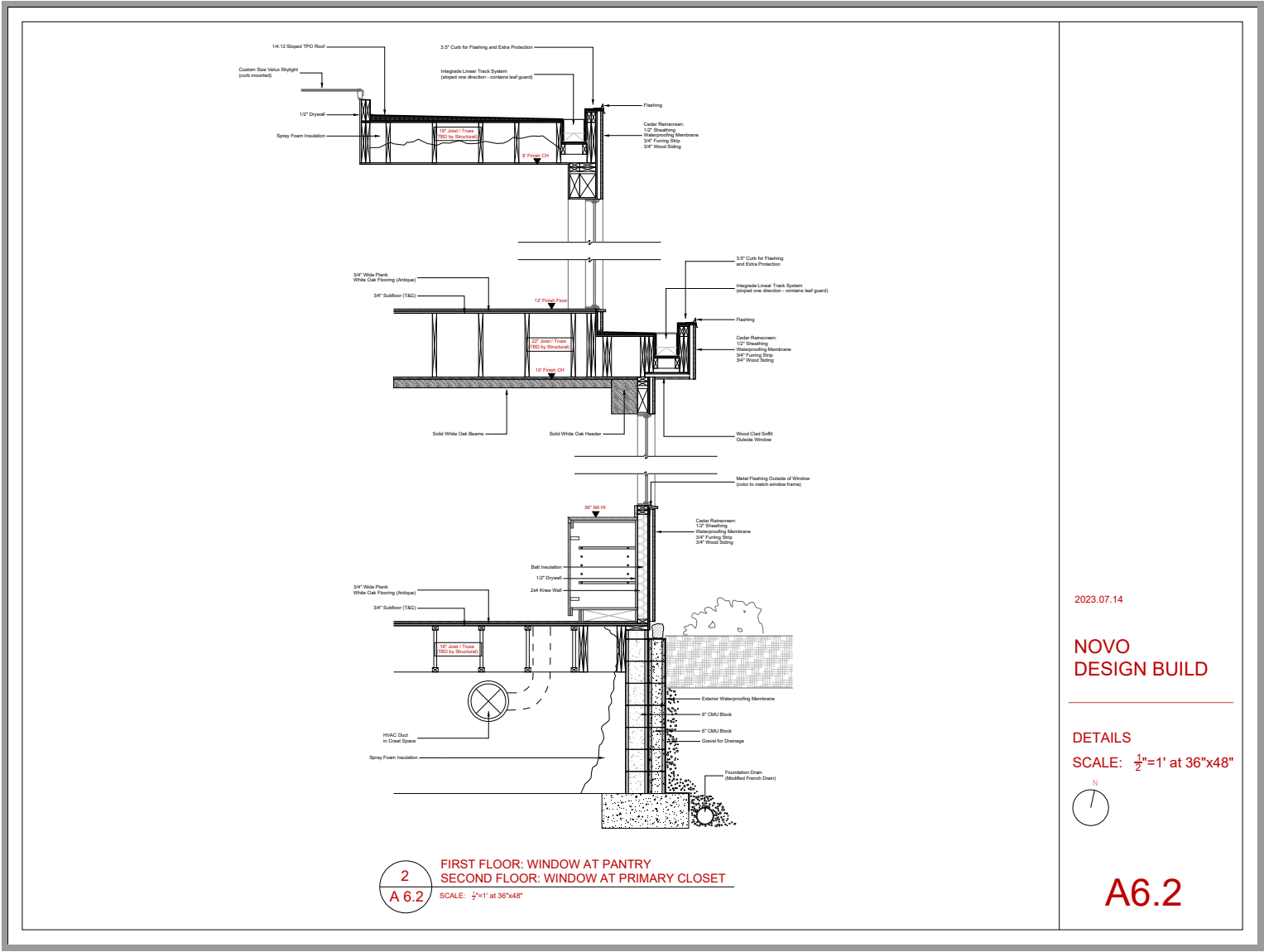












Staff Report

Agenda No.: IV.B.

Case No.: HZC2024-24

Staff: Mary Samaniego, Planning Director

Applicant: DAC Properties, LLC

Request: Certificate of Appropriateness for construction of a single-family residence.

Location: 4406 Harding Place

Summary:

The applicant/property owner is requesting Certificate of Appropriateness approval for the construction of a new single-family residence. The previous residence was demolished in 2019. There was a previous proposal to construct a Belgian farmhouse style residence that was heard and ultimately withdrawn at the September 2023 Historic Zoning Commission meeting. The proposed architectural style is Belgian Farmhouse with standard elevations, materials, and references provided in the submittal for this meeting.

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 0.99 acres (43,288 square feet - SF) and is rectangular with frontage on Harding Place.
2. The footprint proposed for the residence is approximately 4,762 square feet (5,195 square feet allowed) and the total gross floor area is 8,479 square feet (8,485 square feet allowed).
3. The submitted site plan indicates compliance with all standards of the Zoning Ordinance for maximum footprint, floor area, and elevation change.
4. The site plan indicates a driveway leading from Harding Place to a three-bay attached garage on the east side of the residence. There is also a three-car parking court area in the front yard within the allowable front yard parking area parameters. The total area of driveways and parking areas is 5,193 square feet and the maximum allowed is 5,195 square feet.
5. The proposed architectural style is Belgian Farmhouse.

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 new primary dwellings:

1. **Number of Units** No more than one (1) principal dwelling may be erected on any one (1) lot or building site.
2. **Shape** Variations of rectangular and square forms are most appropriate for Belle Meade.
3. **Scale (Height)** Belle Meade's zoning restricts new construction to no more than three and one-half stories or 40 feet in height. This maximum height would be appropriate for blocks with large lot sizes and where most dwellings have building heights varying from 25 to 40 feet. On blocks that have predominately one-story or two-story dwellings, new construction of one -to two-stories would be more appropriate.
4. **Scale (Massing)** The massing of new construction is dependent on the Floor Area Ratio (FAR). The allowable footprint area of a dwelling above the natural grade of the site shall not exceed eight percent (8%) of the total lot area in Estates "A" district. Estates "B", Residence "A", and Residence "B" are all twelve percent (12%). More detailed information concerning allowable scale and massing is outlined in the City's Zoning Code.
5. **Scale (Size)** A dwelling, regardless of height, shall have a minimum gross floor area of two thousand (2,000) square feet.
6. **Lot placement.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. Building setbacks from the street should not be less than the minimum of adjoining setbacks. More detailed information on front, side and rear yard setbacks is outlined in the City's Zoning Code.
7. **Orientation to the street** Most Belle Meade dwellings have their primary façades facing the street. New construction should reflect the orientation found along the block in which it is sited.
8. **Proportion and Rhythm of Openings** The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) in a new building should be compatible with surrounding historic buildings. Window openings on the primary street-related or front façade of new construction should be representative of the window patterns of similarly massed historic buildings. Single-light sashes are appropriate for new construction. If using multi-light sashes, muntins should be fully

simulated and bonded to the glass, and exhibit an interior bar, exterior bar, as well as a spacer between glass panes.

9. **Roof shape and pitch** Roof slope ratio for new construction shall rise from the eave at a slope of not less than 6:12 (6:12 refers to 6 inches of rise to 12 inches of run in measuring slopes). Roof slopes of less than 6:12 shall be considered a “low slope” roof and no more than thirty percent (30%) of the total roof area shall be allowed to be a low slope roof. Roof forms of gable and hipped variations are most appropriate for Belle Meade.
10. **Site Planning** Building and site design shall respect the existing topography, the character-defining site features, including existing trees and vegetation, and shall minimize cut, fill, and the use of retaining walls.
11. **Mechanical/Utility Systems/Service Equipment** Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building or in another inconspicuous location and screened. When located on a secondary façade, the mechanical and/or utility equipment shall be located beyond the midpoint of the building if feasible and the visual impact of the equipment shall be minimized by screening or incorporating it as an element of the building or landscape design.
12. **Materials** In order to ensure the highest quality craftsmanship and construction the following guidelines shall be followed for new construction.

Foundations: Most existing foundations are of stone, brick or concrete and these foundation materials are preferred for new construction. Split faced concrete block is not an acceptable foundation material.

Siding: No siding material shall be vinyl, aluminum, or wood refaced with vinyl or aluminum. No exterior materials shall be thin veneer brick, stone, cultured stone, or synthetic stone, unless wrapping an interior flue chase that penetrates the roof. Materials such as Exterior Insulation Finishing System (EFIS) is not allowable for new construction. Materials such as wood, cementitious siding and solid brick or stone veneer are appropriate materials for new construction.

Front Doors: No front door shall be of steel, aluminum, or vinyl.

Front Porch: No front steps visible from the street shall be “Broom Finished” concrete.

Windows: Wood construction is preferred for windows, especially those on the fronts of dwellings. Other acceptable materials are composite and professional grade vinyl and aluminum. Windows shall not incorporate vinyl or aluminum frames of contractor grade. New construction shall not incorporate storm windows.

Deck Material: No deck shall be constructed of vinyl clad materials.

Window Shutters: No shutters shall be plastic, vinyl, or aluminum.

Fascia (Gutter Board) Material: No fascia board shall consist of wood refaced with vinyl or aluminum.

Gutters: No gutter shall have less than a six-inch (6") opening. Downspouts shall be a minimum of three by four inches (3"x 4") in circumference.

Chimneys: Chimneys located on exterior walls constructed of materials other than masonry or modular masonry (Isokern "type") may not be constructed. Chimneys may not be faced with vinyl, aluminum, wood refaced with vinyl or aluminum, thin veneer brick, thin veneer stone, cultured stone, or synthetic stone.

Paint: Painting of unfinished surfaces shall consist of a minimum of three (3) coats. One primer, two finish coats, and only the primer may be applied with a sprayer. All paints shall be of a better quality than contractor grade paint.

Roofing Materials: Common roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate. For new construction, materials that are compatible in type, color, and texture with adjacent properties should be used. Shingles should be of a dark color, predominantly dark gray or brown. Metal roofs should be of traditional colors not bright or glaring, and of traditional profile. Asphalt shingles must be a minimum weight of at least 300lb per square and/or use 3-tab shingles. All metal roofs shall be of a quality to include a sixty (60) year guarantee on finish and shall not use exposed screws.

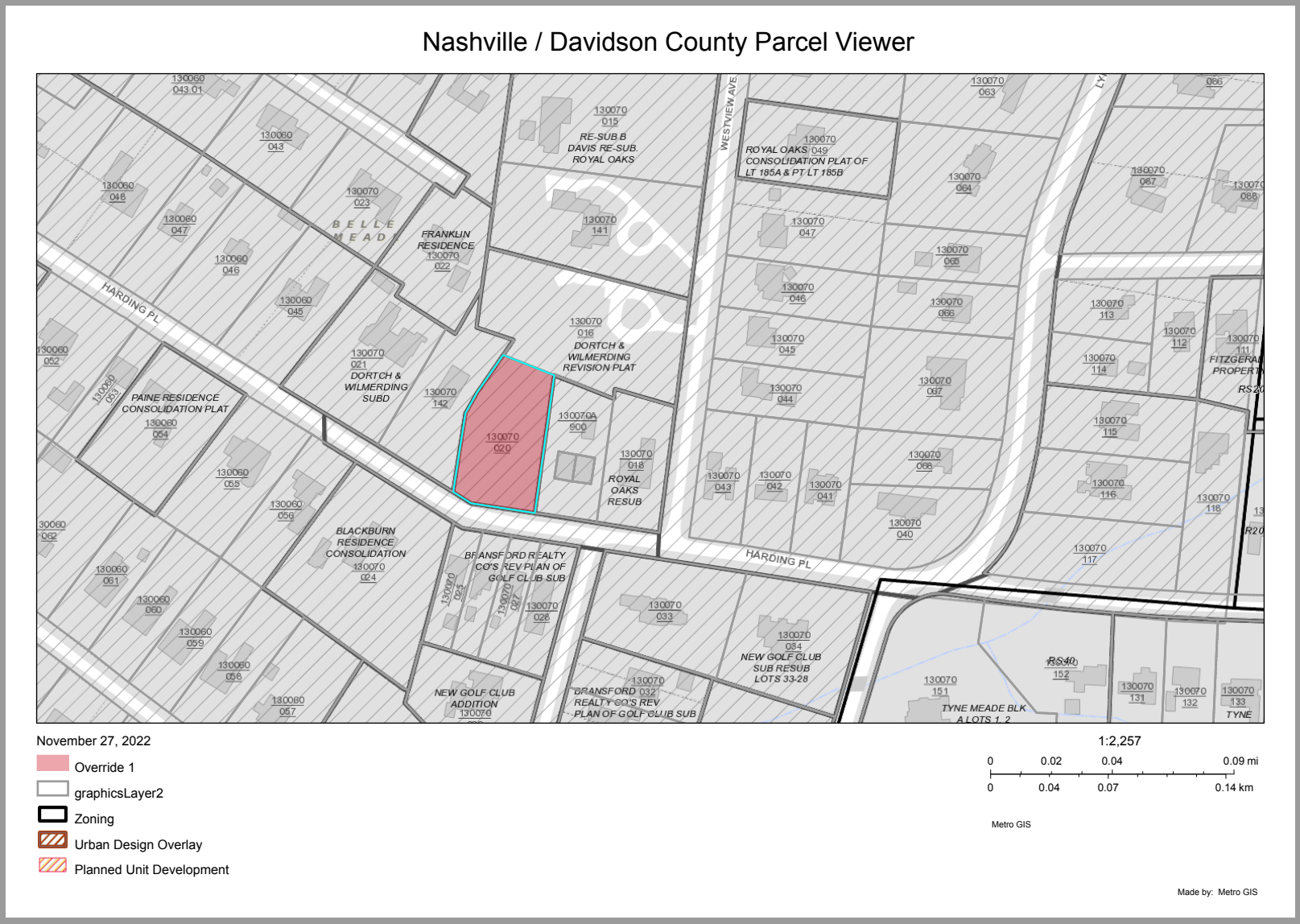
Mechanical/Plumbing Vent Stacks: No vents shall be located on the portion of the structure's roof facing to the "front" as defined in the Zoning Code. All vents must be painted to match roof color.

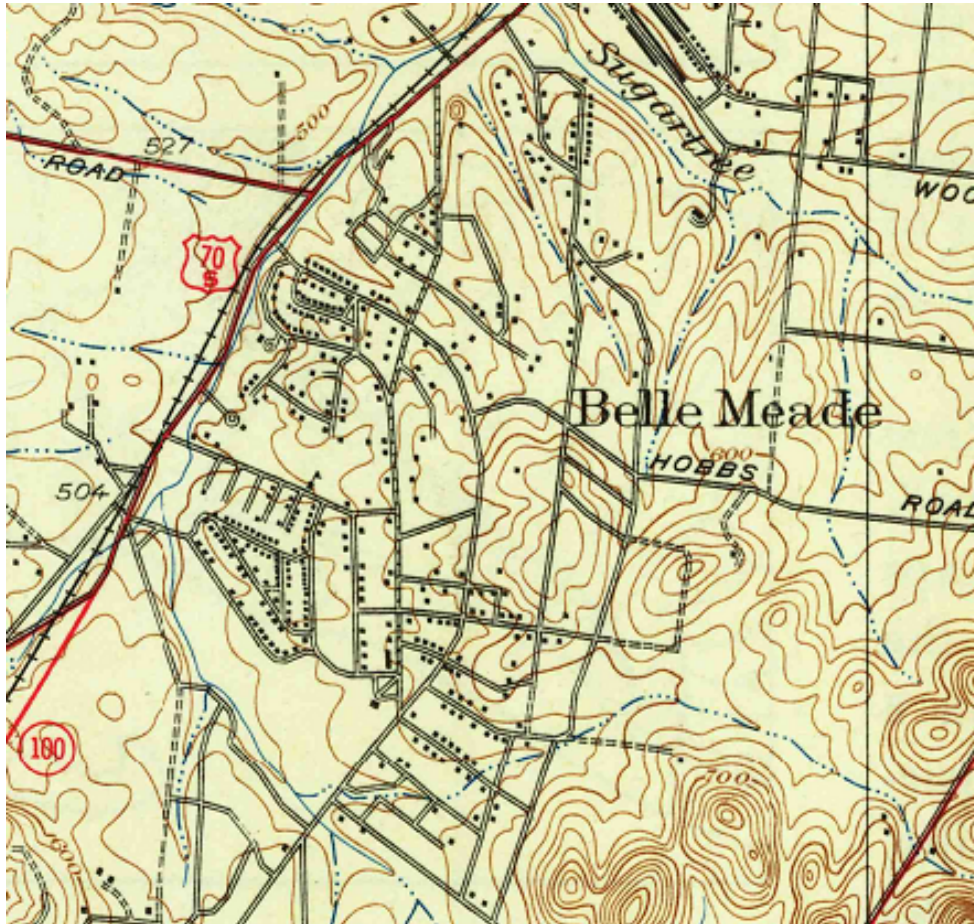
Garage Doors: No garage doors shall be vinyl, fiberglass, or aluminum. No steel garage doors shall be less than twenty-four (24) gauge thickness.

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

Attachment:

1. Location Map





CITYWIDE CONSERVATION OVERLAY DESIGN GUIDELINES

**CITY OF BELLE MEADE, TENNESSEE
AUGUST 2022**

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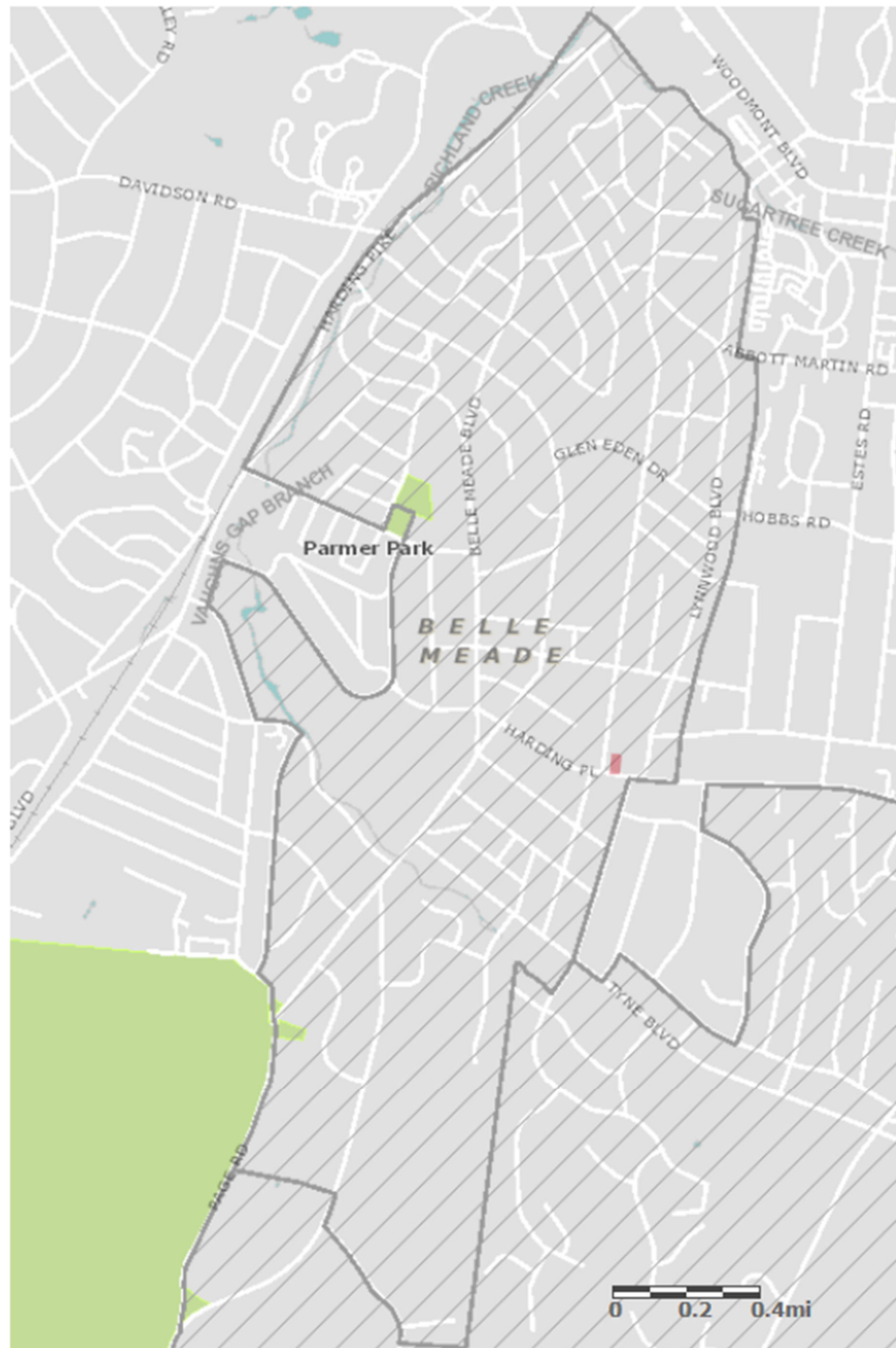
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Map of the City of Belle Meade

INTRODUCTION AND PURPOSE OF THE GUIDELINES

Belle Meade's Conservation Overlay – Policy Statement

The purposes of the Conservation Overlay and Historic Zoning Commission (HZC) are to protect and benefit Belle Meade's residents, their quality of life, and the cultural heritage of the Belle Meade community by preserving, protecting, carrying forward, and improving its distinct visual and aesthetic architectural character and value, quality of excellence in design and materials, and craftsmanship of both historic and modern buildings, structures, streetscapes, neighborhoods, and areas within its cultural landscape that are of significant importance and beauty; to regulate exterior design, arrangement, texture and materials proposed to be used to insure compatibility; to create an aesthetic appearance which complements and is in harmony with Belle Meade's historic or architecturally worthy structures; to embrace both heritage properties and creativity of new modern properties; to stabilize and improve property values; and to maintain and foster Belle Meade's legacy of civic beauty and pride.

Belle Meade's Heritage—A Guiding Principle

Belle Meade is recognized as one of the most prestigious and significant residential communities in America. The City was created in the early 1900s from lands associated with the Belle Meade Plantation which was prominent in the 19th century as a nationwide leader in horse racing and breeding. As Nashville grew into a major City, much of the Belle Meade property was subdivided and platted into exclusive residential lots. Located approximately six miles southwest of downtown Nashville, the development of Belle Meade was aided by rising automobile ownership, its rural setting away from the noise and pollution of the City and the growing prosperity of Nashville's merchant and business class.

Between 1910 and 1930, over two hundred homes were built in the City. Most of these were designed by Nashville's most prominent architects in the Neo-classical, Colonial Revival, Georgian Revival and Tudor Revival styles. Construction in the City slowed during the 1930s and early 1940s due to the effects of the Great Depression and World War II. After 1945 many new homes were built as vacant lots were filled and the City expanded to the south. The popular Ranch style was widely built during the 1950s and 1960s along with more traditional Colonial Revival and Tudor Revival influenced houses.

Since the mid-20th century, Belle Meade has maintained much of its architectural legacy. While some historic homes have been replaced or enlarged, the City retains a strong sense of place. Concerns over the potential loss of this sense of place led the City to create a historic overlay ordinance and Historic Zoning Commission in 2019. The purpose of this Ordinance is to preserve and protect the historical and/or architectural value of buildings, structures, or areas of significant importance; to regulate exterior design, arrangement, texture and materials proposed to be used within the historic districts to insure compatibility; to create an aesthetic appearance which complements the historic or other structures; to stabilize and improve property values; and to foster civic beauty.

The protection and preservation of the City's heritage is now a guiding principle for residents and City leaders. The City's commitment to its heritage supports these objectives:

- Preserve the architectural and historical character of Belle Meade's significant historic properties.
- Encourage development that is compatible with the character of the City's historic resources.
- Conduct design review to assist property owners to be good stewards and utilize best practices for their properties.
- Expect that builders, developers and architects will respect the traditional architectural character of Belle Meade and design new construction of the highest possible quality.

Belle Meade's Heritage—What the Historic Zoning Commission Reviews

The Belle Meade Historic Zoning Commission has the authority to require design review for any proposed demolition, new construction or additions to existing properties. This review will be in accordance with the following categories:

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, and,
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places; or,
- Embody 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; or,
- 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; or,
- Possesses one or more of the following criteria:
 - A. A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;
 - B. Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;
 - C. 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;
 - D. 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;

- E. Is a notable work of a master builder, designer, or architect, and/or;
- F. Possesses or may likely yield information important in prehistory or history, and/or;
- G. Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.

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; or,
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction; or,
- Be determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

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.

Property Less than Fifty Years of Age

Properties less than fifty years of age will generally not require HZC design review for demolition or additions but there may be instances where they possess characteristics that make them important to Belle Meade's overall character. They may possess design elements such as scale, massing, setback, lot placement, and materials that are supportive of neighboring properties. Properties less than fifty years of age do not exclude them from the application of design review by the HZC, especially if the proposed work has the potential to adversely affect a neighboring property of significance. Each case will be evaluated on an individual basis to determine how the proposed work will impact the property, adjacent properties, the blockscape, and streetscape. It will be the responsibility of the Belle Meade Director of Building and Zoning to bring properties less than fifty years of age before the HZC if the proposed work may potentially adversely affect adjacent properties of significance.

If demolition of a property less than fifty years of age is approved and a new building is proposed for its site, the proposal for new construction will be reviewed by the HZC to insure compatibility with the architectural character of the street and City.

Zoning Requirements

In addition to these design guidelines, property owners must follow the zoning requirements set forth in the Belle Meade Zoning Code, Title XIV, Chapter 2. The Zoning Code outlines the allowable floor area, front and side yard setbacks, allowable height and parking requirements for new construction and additions. When planning for new construction or additions within the City the Zoning Code must be consulted and followed.

The Secretary of the Interior's Standards for Rehabilitation

The HZC follows the standards set forth in the Secretary of the Interior's Standards for Rehabilitation. These guidelines provide information on best practices for rehabilitation and new construction, a document created in 1978 and revised in 2017. Tennessee state law requires that any conservation overlay district comply with these standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. Avoid the removal of historic materials or alteration of features and spaces that characterize a property.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated

from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

How the Certificate of Appropriateness Process Works

If a building is within the City limits of Belle Meade and a property owner wants to construct a new building or addition, or demolish an existing building, the owner must first obtain a Certificate of Appropriateness and a building permit where applicable. A Certificate of Appropriateness (CoA) is a form issued to ensure that the work planned for new construction, additions or demolition meets the criteria of the design guidelines. The CoA needs to be obtained in addition to the regular building permit.

Step One - Does Your Work Require a CoA?

Within the City of Belle Meade, a CoA is required for the following:

- Any construction, alteration, demolition, or removal which requires a building or demolition permit such as new primary construction, additions to buildings, demolishing buildings, or moving buildings. This requirement applies to significant properties and those worthy of conservation.

COAs are not required for:

- Building rehabilitation which does not involve complete or partial demolition of less than 35% of the structure;
- Demolition or additions to properties less than fifty years of age, and;
- Interior changes.

Step Two - Obtain and Complete a CoA Application prior to beginning the work.

Property owners must first meet with City staff and obtain a CoA from the Building and Zoning Department in City Hall prior to the initiation of work outlined in Step One. Approvals are granted by the HZC through the issuance of a CoA. The HZC will make their decisions on CoA applications based on the design guidelines adopted by the City of Belle Meade. Required documentation for a CoA should include:

- ✓ For **new construction and additions**, a complete set of schematic plans at scale and descriptions of materials. Final plans, that are submitted for permit, shall be drawn to scale and shall include a site plan to show all existing and proposed improvements. Specifications and/or samples of exterior materials will be required such as siding, roofing, doors, windows, and ornamentation.
- ✓ For **demolition**, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

Step Three - Submit the CoA Application and Meet with City Staff

Once a property owner has completed a CoA application form, a meeting with the City staff at the Building and Zoning Department is recommended. The Building and Zoning Department staff will meet with the property owner to discuss the project, answer questions, and advise on whether or not the plans are required to go before the HZC. If the work proposed requires HZC review, the staff will advise whether or not the proposed work meets the design guidelines. If there is a conflict between the plans and the design guidelines, the staff can offer advice on how to modify them to meet the guidelines.

Staff Review

The HZC has delegated to the Director of Building and Zoning (Staff) the ability to administratively approve work without prior review of the work by the HZC. The types of Certificates of Appropriateness (CoA) that may be administratively reviewed are listed below. The Commission Chair may extend this list in emergency situations to provide optimum customer service. Staff may, at any point during the review process and for any reason, choose to refer the CoA to the HZC.

- Demolition of non-historic accessory structures and appurtenances.
- Demolition of any structure that has become a major life-safety hazard and is requested to be demolished for that reason.
- Demolition of primary buildings less than fifty years of age.
- Additions.

Step Four - Obtain a Building Permit

Building permits are available at the Building and Zoning Office at City Hall. Building permits must be posted at the job site. A CoA is valid for one year from the date of issuance. If no work is performed during that year a new CoA must be submitted.

Step Five - Begin Work

If your plans change while work is in progress, contact the Building and Zoning Office staff **BEFORE** undertaking a change or deviation from the CoA. Work undertaken contrary to original approval in a CoA or beyond the scope of the CoA requires approval from the HZC or Staff. If a violation is discovered or reported, the following steps may be taken:

- The Building and Zoning Office may issue a Stop Work Order. At this point the property owner should obtain CoA approval of the work from the HZC. If the work does not meet the design guidelines, the HZC may require that the work be redone or modified.
- If the property owner does not respond to the Stop Work Order, the Building and Zoning Office may issue a citation for violating the ordinance. This will outline deadlines for responding. If the property owner still does not respond, the Bldg. & Zoning Office may issue a citation to appear in court.

How to Use This Manual

Property owners, real estate agents, developers, contractors, tenants, architects, and building designers should use these design guidelines when considering any project that will affect demolition, additions or new construction within the City of Belle Meade. For any project that is subject to review by the HZC or Staff, the applicant should refer to the design guidelines at the beginning of the planning process to avoid efforts that later may prove to be inappropriate and are ultimately rejected by the HZC.

The HZC will use these design guidelines in its review of proposed projects involving demolition, additions and new construction. In each case, the combination of circumstances and variables will require the HZC to conduct its review and make its decision on the merits of the particular case. In making its determination of the appropriateness of a project, the HZC will determine whether:

- ❖ The proposed work complies with the criteria in the design guidelines.
- ❖ The integrity of the individual historic building or property is preserved.
- ❖ New buildings or additions are designed to be compatible with surrounding historic properties.

Each design guideline element is described with a broad policy statement followed by justification of this policy based on design principles. The information in the background, policy statement and specific itemized design guidelines all serve as the basis for HZC decisions.

There are two primary approaches to work reviewed in Belle Meade:

- **Staff Review**
Many actions involving properties can be reviewed directly by the Belle Meade Building and Zoning Staff and can typically be reviewed in a brief period of time as long as such actions would not require review by the HZC and are consistent with the design guidelines.
- **Historic Zoning Commission Review**
Projects with greater complexity and more permanent effect including extensive alterations, new construction, and requests for demolition for significant properties and properties worthy of conversation are among the actions that require review by the HZC.

Property owners are encouraged to contact the Building and Zoning Staff if they have any questions concerning the need for a Certificate of Appropriateness and the level of review required for their specific project.

Terminology and Interpretation

Throughout the design guidelines a number of terms are frequently used to reflect the design principles that the HZC and Staff will consider when making decisions. These

terms and their interpretation are as follows:

Addition

The extension or increase in floor area or height of any structure.

Alteration

A change in building material; the addition or elimination of any architectural features.

Appropriate

Where a feature, action or design choice relates to demolition, new construction or an addition is stated to be “appropriate,” the project will be in compliance with the design guidelines. Sometimes a feature, “action” or design choice that is appropriate for one design or style is not appropriate for other designs and styles.

Beyond Repair and Beyond Reasonable Repair

The terms “beyond repair” and “beyond reasonable repair” means deterioration of a property has progressed to the point where repair is no longer an option for the building or feature. The burden of proof to demonstrate “beyond repair” will be the responsibility of the applicant.

Character

The term “character” means the attributes, qualities and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Compatible and Compatibility

The terms “compatible” and “compatibility” mean “appropriate.” Compatibility also means the characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict. Compatible actions reinforce the established rhythm of a streetscape, maintaining typical placement of buildings on their lots, and common features among the buildings, such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights.

Demolition

The tear down or removal of part or all of any structure.

Design Guidelines

Standards or criteria which the HZC and Staff must consider determining the appropriateness of a proposal for work.

Inappropriate

In some cases, a stated feature, action, or design choice is stated to be “inappropriate.” In such cases, by choosing the design approach referred to as “inappropriate,” the project would not be in compliance with the design standards.

Preservation

The term “preservation” means the adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, or structures significant to the heritage of Belle Meade.

Recommended

The term “recommended” means suggested, but not mandatory actions outlined in the design guidelines.

Rehabilitation

The term “rehabilitation” means the act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Repair

The reconstruction or renewal of any part of an existing structure for the purpose of maintenance.

Shall or Should

Where the terms “shall” or “should” are used, compliance is specifically required.

Significant

The term “significant,” when used with characteristics of historical or architectural resources, means those characteristics that are important to, or expressive of, the historical, architectural, or cultural quality and integrity of the resource and its setting, and includes, but is not limited to, building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship.

Visible or Readily Visible

The terms “visible” or “readily visible” means easily visible from public streets and rights-of-way, including through parking lots and other open spaces.

NEW CONSTRUCTION—ADDITIONS

BACKGROUND

Many of Belle Meade's historic dwellings have been expanded with additions since their original construction. These additions vary in size but traditionally the additions have been added on rear elevations. In some cases, lateral additions have been constructed or porches enclosed for living space. Some early additions may now have significance in their own right and merit preservation.

POLICY AND JUSTIFICATION

Additions to significant properties are permissible as long as they minimally affect historic materials, are not readily visible, are secondary in size and scale to the footprint of the original building and maintain the dominance of the original structure. The new addition should be compatible with the character of the original dwelling while blending with the overall design. An addition should be designed and constructed in a manner that would allow its potential removal in the future with minimal effect to the historic building. Buildings sited on corner lots will be reviewed for their visual impacts to both the primary and secondary streets. For properties worthy of conservation, there may be additional flexibility in the design and size of rear additions. Review of additions to properties less than fifty years of age typically do not require review by the HZC unless there is a potential adverse effect to a neighboring property.

GUIDELINES

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.

NEW CONSTRUCTION—PRIMARY DWELLINGS

BACKGROUND

Belle Meade contains a number of vacant lots that provide development opportunities for new construction. Construction of a new primary dwelling may also be necessary when a property is lost due to fire, flooding, or other disaster. In recent years there has also been increased development of existing properties resulting in the demolition of dwellings and their replacement with new construction.

POLICY AND JUSTIFICATION

The general approach to new construction is for it to be compatible with adjacent dwellings and of the highest quality possible. Compatible means reinforcing typical features that buildings display along the street and in the vicinity such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. New construction in Belle Meade should reflect traditional architectural styles such as the Colonial Revival, Georgian Revival, and Tudor Revival. However, contemporary designs are also appropriate if they are built with compatible massing, scale, proportions, and materials. Replications or reproductions of historic designs of the early- to mid-20th century are also appropriate for Belle Meade. Belle Meade is known for the high quality of its designs and craftsmanship and new dwellings and structures are expected to maintain this standard.

GUIDELINES (as fully detailed in the Belle Meade Zoning Code)

1. **Number of Units** No more than one (1) principal dwelling may be erected on any one (1) lot or building site.
2. **Shape** Variations of rectangular and square forms are most appropriate for Belle Meade.
3. **Scale (Height)** Belle Meade's zoning restricts new construction to no more than three and one-half stories or 40 feet in height. This maximum height would be appropriate for blocks with large lot sizes and where most dwellings have building heights varying from 25 to 40 feet. On blocks that have predominately one-story or two-story dwellings, new construction of one -to two-stories would be more appropriate.
4. **Scale (Massing)** The massing of new construction is dependent on the Floor Area Ratio (FAR). The allowable footprint area of a dwelling above the natural grade of the site shall not exceed eight percent (8%) of the total lot area in Estates "A" district. Estates "B", Residence "A", and Residence "B", are all twelve percent (12%). More detailed information concerning allowable scale and massing is outlined in the City's Zoning Code.

5. **Scale (Size)** A dwelling, regardless of height, shall have a minimum gross floor area of two thousand (2,000) square feet.
6. **Lot placement.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. Building setbacks from the street should not be less than the minimum of adjoining setbacks. More detailed information on front, side and rear yard setbacks is outlined in the City's Zoning Code.
7. **Orientation to the street** Most Belle Meade dwellings have their primary façades facing the street. New construction should reflect the orientation found along the block in which it is sited.
8. **Proportion and Rhythm of Openings** The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) in a new building should be compatible with surrounding historic buildings. Window openings on the primary street-related or front façade of new construction should be representative of the window patterns of similarly massed historic buildings. Single-light sashes are appropriate for new construction. If using multi-light sashes, muntins should be fully simulated and bonded to the glass, and exhibit an interior bar, exterior bar, as well as a spacer between glass panes.
9. **Roof shape and pitch** Roof slope ratio for new construction shall rise from the eave at a slope of not less than 6:12 (6:12 refers to 6 inches of rise to 12 inches of run in measuring slopes). Roof slopes of less than 6:12 shall be considered a "low slope" roof and no more than thirty percent (30%) of the total roof area shall be allowed to be a low slope roof. Roof forms of gable and hipped variations are most appropriate for Belle Meade.
10. **Site Planning** Building and site design shall respect the existing topography, the character-defining site features, including existing trees and vegetation, and shall minimize cut, fill, and the use of retaining walls.
11. **Mechanical/Utility Systems/Service Equipment** Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building or in another inconspicuous location and screened. When located on a secondary façade, the mechanical and/or utility equipment shall be located beyond the midpoint of the building if feasible and the visual impact of the equipment shall be minimized by screening or incorporating it as an element of the building or landscape design.
12. **Materials** In order to ensure the highest quality craftsmanship and construction the following guidelines shall be followed for new construction.

Foundations: Most existing foundations are of stone, brick or concrete and these foundation materials are preferred for new construction. Split faced concrete block is not an acceptable foundation material.

Siding: No siding material shall be vinyl, aluminum, or wood refaced with vinyl or aluminum. No exterior materials shall be thin veneer brick, stone, cultured stone or synthetic stone, unless wrapping an interior flue chase that penetrates the roof. Materials such as Exterior Insulation Finishing System (EFIS) is not allowable for new construction. Materials such as wood, cementitious siding and solid brick or stone veneer are appropriate materials for new construction.

Front Doors: No front door shall be of steel, aluminum or vinyl.

Front Porch: No front steps visible from the street shall be "Broom Finished" concrete.

Windows: Wood construction is preferred for windows, especially those on the fronts of dwellings. Other acceptable materials are composite and professional grade vinyl and aluminum. Windows shall not incorporate vinyl or aluminum frames of contractor grade. New construction shall not incorporate storm windows.

Deck Material: No deck shall be constructed of vinyl clad materials.

Window Shutters: No shutters shall be plastic, vinyl or aluminum.

Fascia (Gutter Board) Material: No fascia board shall consist of wood refaced with vinyl or aluminum.

Gutters: No gutter shall have less than a six-inch (6") opening. Downspouts shall be a minimum of three by four inches (3"x4") in circumference.

Chimneys: Chimneys located on exterior walls constructed of materials other than masonry or modular masonry (Isokern "type") may not be constructed. Chimneys may not be faced with vinyl, aluminum, wood refaced with vinyl or aluminum, thin veneer brick, thin veneer stone, cultured stone or synthetic stone.

Paint: Painting of unfinished surfaces shall consist of a minimum of three (3) coats. One primer, two finish coats, and only the primer may be applied with a sprayer. All paints shall be of a better quality than contractor grade paint.

Roofing Materials: Common roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate. For new construction, materials that are compatible in type, color, and texture with adjacent properties should be used. Shingles should be of a dark color, predominantly dark gray or brown. Metal roofs should be of traditional colors not bright or glaring, and of traditional profile. Asphalt shingles must be a minimum weight of at least 300lb per square and/or use 3-tab shingles. All metal roofs shall be of a quality to include a sixty (60) year guarantee on finish and shall not use exposed screws.

Mechanical/Plumbing Vent Stacks: No vents shall be located on the portion of the structure's roof facing to the "front" as defined in the Zoning Code. All vents must be painted to match roof color.

Garage Doors: No garage doors shall be vinyl, fiberglass or aluminum. No steel garage doors shall be less than twenty-four (24) gauge thickness.

DEMOLITION – OVERALL APPROACH

BACKGROUND

The loss of historic dwellings can occur through damage from fires or storms or by neglect and deterioration. Property owners may also want to demolish buildings for new construction or remove outbuildings that are no longer functional or in poor condition. However, demolition presents the greatest threat to the integrity of a significant historic resource. A demolished significant dwelling is not only irreplaceable—the City also loses an important piece of its historical context.

GUIDELINES

1. In most cases the HZC will not approve the demolition of a significant property to the historical context of Belle Meade, unless:
 - public safety and welfare requires the removal of the building or structure, or;
 - the building has lost its architectural and historical value.
2. In order for the HZC to reach the important decision of demolishing a significant property, the owner should submit with the application [i] historic background and archival research, [ii] thorough documentation of the building and property, and [iii] a plan for dismantling of historic materials for salvation. Such materials to be salvaged include historic timber framing, windows, doors, mantels, newel posts, balusters, moldings, flooring, hardware, metalwork, brackets, weatherboard, brick, stone, other masonry components, and any other interior or exterior decorative elements.
3. If demolition appears inevitable, the owner is encouraged to consider moving or relocating the building to another location within the City.
4. An experienced, licensed, and qualified structural or architectural engineer and builder with experience in historic properties should evaluate the condition of the subject building and whether it might be able to withstand relocation as an alternative to demolition. This assessment should consider how much damage can be caused by removal and be compiled into a historic conditions report for the HZC evaluation.
5. When approved, the demolition should be accomplished in a manner that will preserve existing trees and major vegetation. Demolition should follow standards set forth in the City's tree ordinance.

APPENDIX A - NATIONAL PARK SERVICE PRESERVATION BRIEFS

The National Park Service's **Preservation Tech Notes** provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources. The Tech notes are available at the National Park Service's page <https://www.nps.gov/tps/how-to-preserve/tech-notes.htm>.

The following Preservation Briefs are made available by the National Park Service. The links will take you to the National Park Service's website (<http://www.nps.gov/hps/tps/briefs/presbhom.htm>).

1. [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)
2. [Repointing Mortar Joints in Historic Masonry Buildings](#)
3. [Improving Energy Efficiency in Historic Buildings](#)
4. [Roofing for Historic Buildings](#)
5. [Preservation of Historic Adobe Buildings](#)
6. [Dangers of Abrasive Cleaning to Historic Buildings](#)
7. [The Preservation of Historic Glazed Architectural Terra-Cotta](#)
8. [Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)
9. [The Repair of Historic Wooden Windows](#)
10. [Exterior Paint Problems on Historic Woodwork](#)
11. [Rehabilitating Historic Storefronts](#)
12. [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\)](#)
13. [The Repair and Thermal Upgrading of Historic Steel Windows](#)
14. [New Exterior Additions to Historic Buildings: Preservation Concerns](#)
15. [Preservation of Historic Concrete](#)
16. [The Use of Substitute Materials on Historic Buildings Exteriors](#)
17. [Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)
18. [Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements](#)
19. [The Repair and Replacement of Historic Wooden Shingle Roofs](#)
20. [The Preservation of Historic Barns](#)
21. [Repairing Historic Flat Plaster Walls and Ceilings](#)
22. [The Preservation and Repair of Historic Stucco](#)
23. [Preserving Historic Ornamental Plaster](#)
24. [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)
25. [The Preservation of Historic Signs](#)
26. [The Preservation and Repair of Historic Log Buildings](#)
27. [The Maintenance and Repair of Architectural Cast Iron](#)
28. [Painting Historic Interiors](#)
29. [The Repair, Replacement & Maintenance of Historic Slate Roofs](#)
30. [The Preservation and Repair of Historic Clay Tile Roofs](#)
31. [Mothballing Historic Buildings](#)

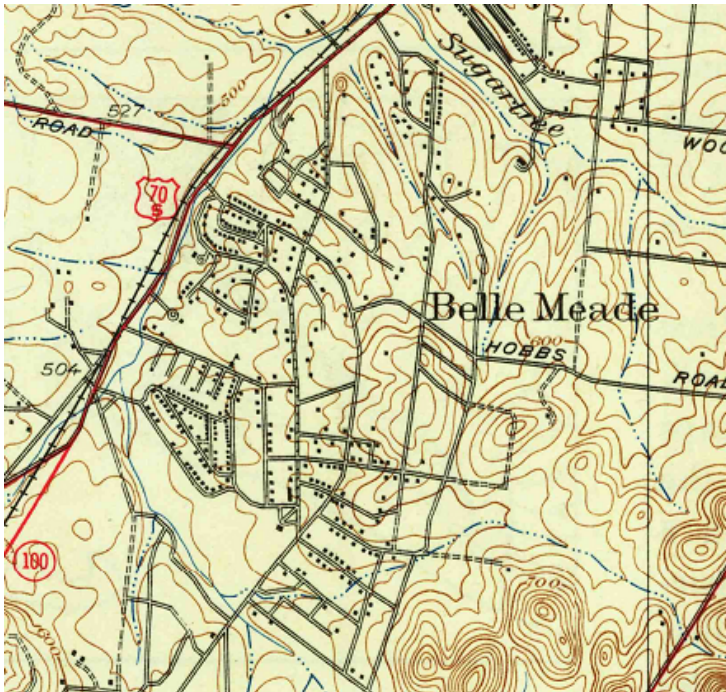
- [32. Making Historic Properties Accessible](#)
- [33. The Preservation and Repair of Historic Stained and Leaded Glass](#)
- [34. Applied Decoration for Historic Interiors: Preserving Composition Ornament](#)
- [35. Understanding Old Buildings: The Process of Architectural Investigation](#)
- [36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes](#)
- [37. Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing](#)
- [38. Removing Graffiti from Historic Masonry](#)
- [39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)
- [40. Preserving Historic Ceramic Tile Floors](#)
- [41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront](#)
- [42. The Maintenance, Repair and Replacement of Historic Cast Stone](#)
- [43. The Preparation and Use of Historic Structure Reports](#)
- [44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)
- [45. Preserving Historic Wood Porches](#)
- [46. The Preservation and Reuse of Historic Gas Stations](#)
- [47. Maintaining the Exterior of Small and Medium Size Historic Buildings](#)

APPENDIX B

Sources of Information

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**CITYWIDE CONSERVATION OVERLAY
DESIGN GUIDELINES**

**CITY OF BELLE MEADE, TENNESSEE
AUGUST 2022**

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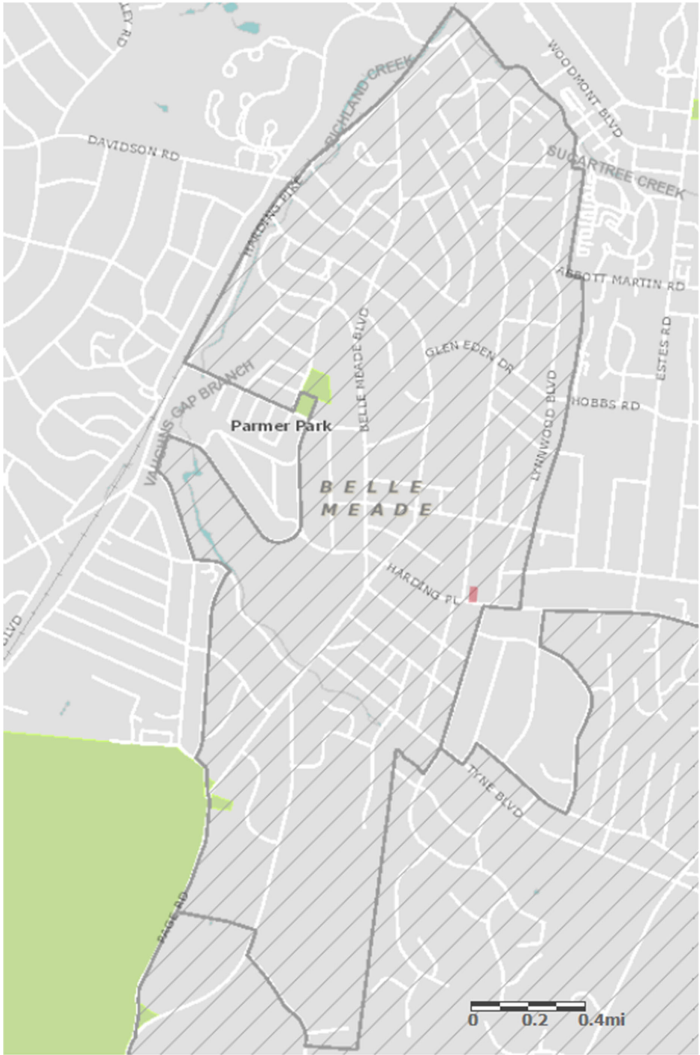
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Map of the City of Belle Meade

INTRODUCTION AND PURPOSE OF THE GUIDELINES

Belle Meade's Conservation Overlay – Policy Statement

The purposes of the Conservation Overlay and Historic Zoning Commission (HZC) are to protect and benefit Belle Meade's residents, their quality of life, and the cultural heritage of the Belle Meade community by preserving, protecting, carrying forward, and improving its distinct visual and aesthetic architectural character and value, quality of excellence in design and materials, and craftsmanship of both historic and modern buildings, structures, streetscapes, neighborhoods, and areas within its cultural landscape that are of significant importance and beauty; to regulate exterior design, arrangement, texture and materials proposed to be used to insure compatibility; to create an aesthetic appearance which complements and is in harmony with Belle Meade's historic or architecturally worthy structures; to embrace both heritage properties and creativity of new modern properties; to stabilize and improve property values; and to maintain and foster Belle Meade's legacy of civic beauty and pride.

Belle Meade's Heritage—A Guiding Principle

Belle Meade is recognized as one of the most prestigious and significant residential communities in America. The City was created in the early 1900s from lands associated with the Belle Meade Plantation which was prominent in the 19th century as a nationwide leader in horse racing and breeding. As Nashville grew into a major City, much of the Belle Meade property was subdivided and platted into exclusive residential lots. Located approximately six miles southwest of downtown Nashville, the development of Belle Meade was aided by rising automobile ownership, its rural setting away from the noise and pollution of the City and the growing prosperity of Nashville's merchant and business class.

Between 1910 and 1930, over two hundred homes were built in the City. Most of these were designed by Nashville's most prominent architects in the Neo-classical, Colonial Revival, Georgian Revival and Tudor Revival styles. Construction in the City slowed during the 1930s and early 1940s due to the effects of the Great Depression and World War II. After 1945 many new homes were built as vacant lots were filled and the City expanded to the south. The popular Ranch style was widely built during the 1950s and 1960s along with more traditional Colonial Revival and Tudor Revival influenced houses.

Since the mid-20th century, Belle Meade has maintained much of its architectural legacy. While some historic homes have been replaced or enlarged, the City retains a strong sense of place. Concerns over the potential loss of this sense of place led the City to create a historic overlay ordinance and Historic Zoning Commission in 2019. The purpose of this Ordinance is to preserve and protect the historical and/or architectural value of buildings, structures, or areas of significant importance; to regulate exterior design, arrangement, texture and materials proposed to be used within the historic districts to insure compatibility; to create an aesthetic appearance which complements the historic or other structures; to stabilize and improve property values; and to foster civic beauty.

The protection and preservation of the City's heritage is now a guiding principle for residents and City leaders. The City's commitment to its heritage supports these objectives:

- Preserve the architectural and historical character of Belle Meade's significant historic properties.
- Encourage development that is compatible with the character of the City's historic resources.
- Conduct design review to assist property owners to be good stewards and utilize best practices for their properties.
- Expect that builders, developers and architects will respect the traditional architectural character of Belle Meade and design new construction of the highest possible quality.

Belle Meade's Heritage—What the Historic Zoning Commission Reviews

The Belle Meade Historic Zoning Commission has the authority to require design review and subsequent issuance of a Certificate of Appropriateness for any proposed demolition, new construction or additions to existing properties that are designated in one of the two categories below. This review will be in accordance with the following categories:

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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, and,
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places; or,
- Embody 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; or,
- ~~Be~~ Are 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; or,
- Possesses one or more of the following criteria:
 - A. A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;
 - B. Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;
 - C. 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;
 - D. Possesses authenticity of its period of significance as evidenced by the survival

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of its characteristics, historic fabric, and architectural elements from that period; and/or;
E. Is a notable work of a master builder, designer, or architect, and/or;
F. Possesses or may likely yield information important in prehistory or history, and/or;
G. Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.

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 other sections of these 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 but more than 50 years of age; or and**,
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction; or,
- Be determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

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.

Property Less than Fifty Years of Age

Properties less than fifty years of age will generally not require HZC design review for demolition or additions but there may be instances where they possess characteristics that make them important to Belle Meade's overall character. (22) They may possess design elements such as scale, massing, setback, lot placement, and materials that are supportive of neighboring properties. Properties less than fifty years of age do not exclude them from the application of design review by the HZC, especially if the proposed work has the potential to adversely affect a neighboring property of significance. Each case will be evaluated on an individual basis to determine how the proposed work will impact the property, adjacent properties, the blockscape, and streetscape. It will be the responsibility of the Belle Meade Planning Director of Building and Zoning to bring properties less than fifty years of age before the HZC if the proposed work may potentially adversely affect adjacent properties of significance.

If demolition of a property less than fifty years of age is approved and a new building is

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Regular Meeting - PACKET - (Page 185 of 201) Attachment 6 DRAFT STAFF HZC Design Guidelines August 2024 REVISIONS.pdf (Page 6 of 22)

proposed for its site, the proposal for new construction will be reviewed by the HZC to insure compatibility with the architectural character of the street and City.

Zoning Requirements

In addition to these design guidelines, property owners must follow the zoning requirements set forth in the Belle Meade Zoning Code, Title XIV, Chapter 2. The Zoning Code outlines the allowable floor area, front and side yard setbacks, allowable height and parking requirements for new construction and additions. When planning for new construction or additions within the City the Zoning Code must be consulted and followed.

The Secretary of the Interior's Standards for Rehabilitation

The HZC follows the standards set forth in the Secretary of the Interior's Standards for Rehabilitation. These guidelines provide information on best practices for rehabilitation and new construction, a document created in 1978 and revised in 2017. Tennessee state law requires that any conservation overlay district comply with these standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. Avoid the removal of historic materials or alteration of features and spaces that characterize a property.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

How the Certificate of Appropriateness Process Works

If a building is within the City limits of Belle Meade and a property owner wants to construct a new building or addition, or demolish an existing building, the owner must first obtain a Certificate of Appropriateness and a building permit where applicable. A Certificate of Appropriateness (CoA) is a form issued to ensure that the work planned for new construction, additions or demolition meets the criteria of the design guidelines. The CoA needs to be obtained in addition to the regular building permit.

Step One - Does Your Work Require a CoA?

Within the City of Belle Meade, a CoA is required for the following:

- Any new construction, exterior alteration, demolition, addition, moving, and/or removal which requires a building or demolition permit such as new primary construction, additions to buildings, demolishing buildings, or moving buildings. This requirement applies to Properties of Significant Properties Worthy of Conservation, and Primary buildings less than 50 years of age unless exempted below significant properties and those worthy of conservation.

COAs are not required for:

- Building rehabilitation which does not involve complete or partial demolition of less than 35% of the structure;
 - Demolition or additions to properties less than fifty years of age, and;
 - Interior changes.
- (BELOW IS FROM NEW ZONING ORDINANCE)
- Demolition of accessory structures and appurtenances.
 - Demolition of any structure that has become a major life-safety hazard and is requested to be demolished for that reason.
 - Demolition of primary buildings less than fifty years of age.
 - Construction of accessory structures and appurtenances.

Step Two - Obtain and Complete a CoA Application prior to beginning the work.

Property owners must first meet with City staff and obtain a CoA application from the Building and Zoning Department in City Hall prior to the initiation of work outlined in Step One. Approvals are granted by the HZC through the issuance of a CoA. The HZC will

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~~make their decisions on CoA applications based on the design guidelines adopted by the City of Belle Meade. Staff will discuss the project, answer questions, and advise whether or not the proposed work meets the design guidelines. If there is a conflict between the plans and the design guidelines, the staff can offer advice on how to modify them to meet the guidelines.~~

~~Required documentation to accompany the for a CoA CoA application must should include:~~

- ✓ For **new construction and additions**, a complete set of schematic plans at scale and descriptions of materials. Final plans, that are submitted for permit, shall be drawn to scale and shall include a site plan to show all existing and proposed improvements. Specifications and/or samples of exterior materials will be required such as siding, roofing, doors, windows, and ornamentation.
- ✓ For **demolition**, photographs of the building proposed for demolition are required along with a statement describing the reasons for demolition and proposed use of the site.

Step Three - Submit the CoA Application Review and Approval by the Historic Zoning Commission and Meet with City Staff

Once a property owner has completed a CoA application form, a meeting with the City staff at the Building and Zoning Department is recommended. The Building and Zoning Department staff will meet with the property owner to discuss the project, answer questions, and advise on whether or not the plans are required to go before the HZC. If the work proposed requires HZC review, the staff will advise whether or not the proposed work meets the design guidelines. If there is a conflict between the plans and the design guidelines, the staff can offer advice on how to modify them to meet the guidelines.

Staff Review

The HZC has delegated to the Director of Building and Zoning (Staff) the ability to administratively approve work without prior review of the work by the HZC. The types of Certificates of Appropriateness (CoA) that may be administratively reviewed are listed below. The Commission Chair may extend this list in emergency situations to provide optimum customer service. Staff may, at any point during the review process and for any reason, choose to refer the CoA to the HZC.

- Demolition of non-historic accessory structures and appurtenances.
- Demolition of any structure that has become a major life safety hazard and is requested to be demolished for that reason.
- Demolition of primary buildings less than fifty years of age.
- Additions.

~~The HZC meets monthly to hear and approve CoA applications during a public meeting. The planning director will advise the HZC whether or not the proposed work meets the design guidelines. If there is a conflict between the plans and the design guidelines, the planning director may offer advice on how to modify the plans to meet the guidelines. The HZC shall act within thirty (30) days of acceptance of a completed CoA~~

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application and materials submittal. The HZC shall grant the CoA with or without conditions or deny the same, and shall state the grounds for any denial in writing.

The HZC will make their decisions on CoA applications based on the design guidelines. In making its review the HZC shall rely upon the adopted guidelines for the district and give primary consideration to:

- Historic or architectural value of the present structure;
- 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;
- The general compatibility of exterior design, arrangement, texture, and materials proposed to be used; and
- Any other factor, including aesthetic, which is reasonably related to the purpose of this part.

Step Four - Obtain a Building Permit

Building permits are available at the Building and Zoning Office at City Hall. Building permits must be posted at the job site. A CoA is valid for one two years (FROM NEW ZONING ORDINANCE) from the date of issuance. If no work is performed during that year period, a new CoA application must be submitted and approved.

Step Five - Begin Work

If your plans change while work is in progress, contact the Building and Zoning Office staff **BEFORE** undertaking a change or deviation from the CoA. Work undertaken contrary to original approval in a CoA or beyond the scope of the CoA requires approval from the HZC or Staff. If a violation is discovered or reported, the following steps may be taken:

- The Building and Zoning Office may issue a Stop Work Order. At this point the property owner should obtain CoA approval of the work from the HZC. If the work does not meet the design guidelines, the HZC may require that the work be redone or modified.
- If the property owner does not respond to the Stop Work Order, the Building and Zoning Office may issue a citation for violating the ordinance. This will outline deadlines for responding. If the property owner still does not respond, the Bldg. & Zoning Office may issue a citation to appear in court.

How to Use This Manual (MOVE TO BEGINNING)

Property owners, real estate agents, developers, contractors, tenants, architects, and building designers should use these design guidelines when considering any project that will affect demolition, additions or new construction within the City of Belle Meade. For any project that is subject to review by the HZC or Staff, the applicant should refer to the design guidelines at the beginning of the planning process to avoid efforts that later may prove to be inappropriate and are ultimately rejected by the HZC.

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The HZC will use these design guidelines in its review of proposed projects involving demolition, additions and new construction. In each case, the combination of circumstances and variables will require the HZC to conduct its review and make its decision on the merits of the particular case. In making its determination of the appropriateness of a project, the HZC will determine whether:

- ❖ The proposed work complies with the criteria in the design guidelines.
- ❖ The integrity of the individual historic building or property is preserved.
- ❖ New buildings or additions are designed to be compatible with surrounding historic properties.

Each design guideline element is described with a broad policy statement followed by justification of this policy based on design principles. The information in the background, policy statement and specific itemized design guidelines all serve as the basis for HZC decisions.

There are two primary approaches to work reviewed in Belle Meade:

➤ **Staff Review**

Many actions involving properties can be reviewed directly by the Belle Meade Building and Zoning Staff and can typically be reviewed in a brief period of time as long as such actions would not require review by the HZC and are consistent with the design guidelines.

➤ **Historic Zoning Commission Review**

Projects with greater complexity and more permanent effect including extensive alterations, new construction, and requests for demolition for significant properties and properties worthy of conversation are among the actions that require review by the HZC.

Property owners are encouraged to contact the Building and Zoning Staff if they have any questions concerning the need for a Certificate of Appropriateness and the level of review required for their specific project.

Terminology and Interpretation

Throughout the design guidelines a number of terms are frequently used to reflect the design principles that the HZC and Staff will consider when making decisions. These terms and their interpretation are as follows:

Addition

The extension or increase in floor area or height of any structure.

Alteration

A change in building material; the addition or elimination of any architectural features.

Appropriate

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Where a feature, action or design choice relates to demolition, new construction or an addition is stated to be “appropriate,” the project will be in compliance with the design guidelines. Sometimes a feature, “action” or design choice that is appropriate for one design or style is not appropriate for other designs and styles.

Beyond Repair and Beyond Reasonable Repair

The terms “beyond repair” and “beyond reasonable repair” means deterioration of a property has progressed to the point where repair is no longer an option for the building or feature. The burden of proof to demonstrate “beyond repair” will be the responsibility of the applicant.

Character

The term “character” means the attributes, qualities and features that make up and distinguish a particular place or development and give such a place a sense of definition, purpose, and uniqueness.

Compatible and Compatibility

The terms “compatible” and “compatibility” mean “appropriate.” Compatibility also means the characteristics of different uses or activities that permit them to be located near each other in harmony and without conflict. Compatible actions reinforce the established rhythm of a streetscape, maintaining typical placement of buildings on their lots, and common features among the buildings, such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights.

Demolition

The tear down or removal of part or all of any structure.

Design Guidelines

Standards or criteria which the HZC and Staff must consider determining the appropriateness of a proposal for work.

Inappropriate

In some cases, a stated feature, action, or design choice is stated to be “inappropriate.” In such cases, by choosing the design approach referred to as “inappropriate,” the project would not be in compliance with the design standards.

Preservation

The term “preservation” means the adaptive use, conservation, protection, reconstruction, restoration, rehabilitation, or stabilization of sites, buildings, districts, or structures significant to the heritage of Belle Meade.

Recommended

The term “recommended” means suggested, but not mandatory actions outlined in the design guidelines.

Rehabilitation

The term “rehabilitation” means the act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.

Repair

The reconstruction or renewal of any part of an existing structure for the purpose of maintenance.

Shall or Should

Where the terms “shall” or “should” are used, compliance is specifically required.

Significant

The term “significant,” when used with characteristics of historical or architectural resources, means those characteristics that are important to, or expressive of, the historical, architectural, or cultural quality and integrity of the resource and its setting, and includes, but is not limited to, building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship.

Visible or Readily Visible

The terms “visible” or “readily visible” means easily visible from public streets and rights-of-way, including through parking lots and other open spaces.

NEW CONSTRUCTION—ADDITIONS

BACKGROUND

Many of Belle Meade's historic dwellings have been expanded with additions since their original construction. These additions vary in size but traditionally the additions have been added on rear elevations. In some cases, lateral additions have been constructed or porches enclosed for living space. Some early additions may now have significance in their own right and merit preservation.

POLICY AND JUSTIFICATION

Additions to significant properties are permissible as long as they minimally affect historic materials, are not readily visible, are secondary in size and scale to the footprint of the original building and maintain the dominance of the original structure. The new addition should be compatible with the character of the original dwelling while blending with the overall design. An addition should be designed and constructed in a manner that would allow its potential removal in the future with minimal effect to the historic building. Buildings sited on corner lots will be reviewed for their visual impacts to both the primary and secondary streets. For properties worthy of conservation, there may be additional flexibility in the design and size of rear additions. Review of additions to properties less than fifty years of age typically do not require review by the HZC unless there is a potential adverse effect to a neighboring property.

GUIDELINES

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.

NEW CONSTRUCTION—PRIMARY DWELLINGS

BACKGROUND

Belle Meade contains a number of vacant lots that provide development opportunities for new construction. Construction of a new primary dwelling may also be necessary when a property is lost due to fire, flooding, or other disaster. In recent years there has also been increased development of existing properties resulting in the demolition of dwellings and their replacement with new construction.

POLICY AND JUSTIFICATION

The general approach to new construction is for it to be compatible with adjacent dwellings and of the highest quality possible. Compatible means reinforcing typical features that buildings display along the street and in the vicinity such as similar roof forms, materials, window and door sizes and placement, porch size and location, and foundation heights. New construction in Belle Meade should reflect traditional architectural styles such as the Colonial Revival, Georgian Revival, and Tudor Revival. However, contemporary designs are also appropriate if they are built with compatible massing, scale, proportions, and materials. Replications or reproductions of historic designs of the early- to mid-20th century are also appropriate for Belle Meade. Belle Meade is known for the high quality of its designs and craftsmanship and new dwellings and structures are expected to maintain this standard.

GUIDELINES (as fully detailed in the Belle Meade Zoning Code)

1. **Number of Units** No more than one (1) principal dwelling may be erected on any one (1) lot or building site.
2. **Shape** Variations of rectangular and square forms are most appropriate for Belle Meade.
3. **Scale (Height)** Belle Meade's zoning restricts new construction to no more than three and one-half stories or 40 feet in height. This maximum height would be appropriate for blocks with large lot sizes and where most dwellings have building heights varying from 25 to 40 feet. On blocks that have predominately one-story or two-story dwellings, new construction of one -to two-stories would be more appropriate.
4. **Scale (Massing)** The massing of new construction is dependent on the Floor Area Ratio (FAR). The allowable footprint area of a dwelling above the natural grade of the site shall not exceed eight percent (8%) of the total lot area in Estates "A" district. Estates "B", Residence "A", and Residence "B", are all twelve percent (12%). More detailed information concerning allowable scale and massing is outlined in the City's Zoning Code.
5. **Scale (Size)** A dwelling, regardless of height, shall have a minimum gross floor area

of two thousand (2,000) square feet.

6. **Lot placement.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. Building setbacks from the street should not be less than the minimum of adjoining setbacks. More detailed information on front, side and rear yard setbacks is outlined in the City's Zoning Code.
7. **Orientation to the street** Most Belle Meade dwellings have their primary façades facing the street. New construction should reflect the orientation found along the block in which it is sited.
8. **Proportion and Rhythm of Openings** The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) in a new building should be compatible with surrounding historic buildings. Window openings on the primary street-related or front façade of new construction should be representative of the window patterns of similarly massed historic buildings. Single-light sashes are appropriate for new construction. If using multi-light sashes, muntins should be fully simulated and bonded to the glass, and exhibit an interior bar, exterior bar, as well as a spacer between glass panes.
9. **Roof shape and pitch** Roof slope ratio for new construction shall rise from the eave at a slope of not less than 6:12 (6:12 refers to 6 inches of rise to 12 inches of run in measuring slopes). Roof slopes of less than 6:12 shall be considered a "low slope" roof and no more than thirty percent (30%) of the total roof area shall be allowed to be a low slope roof. Roof forms of gable and hipped variations are most appropriate for Belle Meade.
10. **Site Planning** Building and site design shall respect the existing topography, the character-defining site features, including existing trees and vegetation, and shall minimize cut, fill, and the use of retaining walls.
11. **Mechanical/Utility Systems/Service Equipment** Mechanical and/or utility equipment, including heating and air conditioning units, meters, and exposed pipes, shall be located on the back of the building or in another inconspicuous location and screened. When located on a secondary façade, the mechanical and/or utility equipment shall be located beyond the midpoint of the building if feasible and the visual impact of the equipment shall be minimized by screening or incorporating it as an element of the building or landscape design.
12. **Materials** In order to ensure the highest quality craftsmanship and construction the following guidelines shall be followed for new construction.

Foundations: Most existing foundations are of stone, brick or concrete and these foundation materials are preferred for new construction. Split faced concrete block is not an acceptable foundation material.

Siding: No siding material shall be vinyl, aluminum, or wood refaced with vinyl or aluminum. No exterior materials shall be thin veneer brick, stone, cultured stone

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or synthetic stone, unless wrapping an interior flue chase that penetrates the roof. Materials such as Exterior Insulation Finishing System (EIFS) is not allowable for new construction. Materials such as wood, cementitious siding and solid brick or stone veneer are appropriate materials for new construction.

Front Doors: No front door shall be of steel, aluminum or vinyl.

Front Porch: No front steps visible from the street shall be "Broom Finished" concrete.

Windows: Wood construction is preferred for windows, especially those on the fronts of dwellings. Other acceptable materials are composite and professional grade vinyl and aluminum. Windows shall not incorporate vinyl or aluminum frames of contractor grade. New construction shall not incorporate storm windows.

Deck Material: No deck shall be constructed of vinyl clad materials.

Window Shutters: No shutters shall be plastic, vinyl or aluminum.

Fascia (Gutter Board) Material: No fascia board shall consist of wood refaced with vinyl or aluminum.

Gutters: No gutter shall have less than a six-inch (6") opening. Downspouts shall be a minimum of three by four inches (3"x4") in circumference.

Chimneys: Chimneys located on exterior walls constructed of materials other than masonry or modular masonry (Isokern "type") may not be constructed. Chimneys may not be faced with vinyl, aluminum, wood refaced with vinyl or aluminum, thin veneer brick, thin veneer stone, cultured stone or synthetic stone.

Paint: Painting of unfinished surfaces shall consist of a minimum of three (3) coats. One primer, two finish coats, and only the primer may be applied with a sprayer. All paints shall be of a better quality than contractor grade paint.

Roofing Materials: Common roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate. **Roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate.** For new construction, materials that are compatible in type, color, and texture with adjacent properties should be used. Shingles should be of a dark color, predominantly dark gray or brown. Metal roofs should be of traditional colors not bright or glaring, and of traditional profile. Asphalt shingles must be a minimum weight of at least 300lb per square and/or use 3-tab shingles. All metal roofs shall be of a quality to include a sixty (60) year guarantee on finish and shall not use exposed screws.

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Mechanical/Plumbing Vent Stacks: No vents shall be located on the portion of the structure's roof facing to the "front" as defined in the Zoning Code. All vents must be painted to match roof color.

Garage Doors: No garage doors shall be vinyl, fiberglass or aluminum. No steel garage doors shall be less than twenty-four (24) gauge thickness.

DEMOLITION – OVERALL APPROACH

BACKGROUND

The loss of historic dwellings can occur through damage from fires or storms or by neglect and deterioration. Property owners may also want to demolish buildings for new construction or remove outbuildings that are no longer functional or in poor condition. However, demolition presents the greatest threat to the integrity of a significant historic resource. A demolished significant dwelling is not only irreplaceable—the City also loses an important piece of its historical context.

GUIDELINES

1. In most cases the HZC will not approve the demolition of a significant property to the historical context of Belle Meade, unless:
 - public safety and welfare requires the removal of the building or structure, or;
 - the building has lost its architectural and historical value.
2. In order for the HZC to reach the important decision of demolishing a significant property, the owner should submit with the application [i] historic background and archival research, [ii] thorough documentation of the building and property, and [iii] a plan for dismantling of historic materials for salvation. Such materials to be salvaged include historic timber framing, windows, doors, mantels, newel posts, balusters, moldings, flooring, hardware, metalwork, brackets, weatherboard, brick, stone, other masonry components, and any other interior or exterior decorative elements.
3. If demolition appears inevitable, the owner is encouraged to consider moving or relocating the building to another location within the City.
4. An experienced, licensed, and qualified structural or architectural engineer and builder with experience in historic properties should evaluate the condition of the subject building and whether it might be able to withstand relocation as an alternative to demolition. This assessment should consider how much damage can be caused by removal and be compiled into a historic conditions report for the HZC evaluation.
5. When approved, the demolition should be accomplished in a manner that will preserve existing trees and major vegetation. Demolition should follow standards set forth in the City's tree ordinance.

APPENDIX A - NATIONAL PARK SERVICE PRESERVATION BRIEFS

The National Park Service's **Preservation Tech Notes** provide practical information on traditional practices and innovative techniques for successfully maintaining and preserving cultural resources. The Tech notes are available at the National Park Service's page <https://www.nps.gov/tps/how-to-preserve/tech-notes.htm>.

The following Preservation Briefs are made available by the National Park Service. The links will take you to the National Park Service's website (<http://www.nps.gov/hps/tps/briefs/presbhom.htm>).

1. [Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings](#)
2. [Repointing Mortar Joints in Historic Masonry Buildings](#)
3. [Improving Energy Efficiency in Historic Buildings](#)
4. [Roofing for Historic Buildings](#)
5. [Preservation of Historic Adobe Buildings](#)
6. [Dangers of Abrasive Cleaning to Historic Buildings](#)
7. [The Preservation of Historic Glazed Architectural Terra-Cotta](#)
8. [Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings](#)
9. [The Repair of Historic Wooden Windows](#)
10. [Exterior Paint Problems on Historic Woodwork](#)
11. [Rehabilitating Historic Storefronts](#)
12. [The Preservation of Historic Pigmented Structural Glass \(Vitrolite and Carrara Glass\)](#)
13. [The Repair and Thermal Upgrading of Historic Steel Windows](#)
14. [New Exterior Additions to Historic Buildings: Preservation Concerns](#)
15. [Preservation of Historic Concrete](#)
16. [The Use of Substitute Materials on Historic Buildings Exteriors](#)
17. [Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character](#)
18. [Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements](#)
19. [The Repair and Replacement of Historic Wooden Shingle Roofs](#)
20. [The Preservation of Historic Barns](#)
21. [Repairing Historic Flat Plaster Walls and Ceilings](#)
22. [The Preservation and Repair of Historic Stucco](#)
23. [Preserving Historic Ornamental Plaster](#)
24. [Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches](#)
25. [The Preservation of Historic Signs](#)
26. [The Preservation and Repair of Historic Log Buildings](#)
27. [The Maintenance and Repair of Architectural Cast Iron](#)
28. [Painting Historic Interiors](#)
29. [The Repair, Replacement & Maintenance of Historic Slate Roofs](#)
30. [The Preservation and Repair of Historic Clay Tile Roofs](#)

- [31. Mothballing Historic Buildings](#)
- [32. Making Historic Properties Accessible](#)
- [33. The Preservation and Repair of Historic Stained and Leaded Glass](#)
- [34. Applied Decoration for Historic Interiors: Preserving Composition Ornament](#)
- [35. Understanding Old Buildings: The Process of Architectural Investigation](#)
- [36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes](#)
- [37. Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing](#)
- [38. Removing Graffiti from Historic Masonry](#)
- [39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings](#)
- [40. Preserving Historic Ceramic Tile Floors](#)
- [41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront](#)
- [42. The Maintenance, Repair and Replacement of Historic Cast Stone](#)
- [43. The Preparation and Use of Historic Structure Reports](#)
- [44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design](#)
- [45. Preserving Historic Wood Porches](#)
- [46. The Preservation and Reuse of Historic Gas Stations](#)
- [47. Maintaining the Exterior of Small and Medium Size Historic Buildings](#)

APPENDIX B

Sources of Information

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