



**CITY OF BELLE MEADE  
HISTORIC ZONING COMMISSION  
REGULAR MEETING AGENDA PACKET  
JANUARY 14, 2025, 03:00 PM**



**AGENDA HISTORIC ZONING COMMISSION  
REGULAR MEETING  
JANUARY 14, 2025, 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.citybellemeadetn.org](http://www.citybellemeadetn.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 December 10, 2024.

Attachment: [HZC Minutes December 10 2024.pdf](#)

**III. Unfinished Business - None**

**IV. New Business**

**A. The application for a Certificate of Appropriateness, #A24-31, of Dan Viner, 436 Westview Avenue, for a demolition of a single family residence.**

Attachment: [CoA Application.pdf](#)  
Attachment: [31\\_24-081---Viner---436-Westview-Ave-Belle-Meade.pdf](#)  
Attachment: [31\\_433-R0.jpg](#)  
Attachment: [31\\_434-WV.jpg](#)  
Attachment: [31\\_436-WV.jpg](#)  
Attachment: [31\\_438-WV.jpg](#)  
Attachment: [31\\_2024-Aug-436-Hller-Electrical-Estimate.pdf](#)  
Attachment: [31\\_Magnolia-Home-Inspection-Full-Report.pdf](#)  
Attachment: [deed.pdf](#)  
Attachment: [STAFF REPORT 436 Westview Avenue.pdf](#)  
Attachment: [TOMICHEK COMMENTS.pdf](#)

**B. The application for a Certificate of Appropriateness, #A24-33, of Jeff Castor for the Droke family, 4314 Sunnybrook Drive, for an addition to a single family residence.**

Attachment: [CoA Application.pdf](#)  
Attachment: [33\\_4314-Sunnybrook-Drive-Survey.pdf](#)  
Attachment: [33\\_Property-Images.pdf](#)  
Attachment: [SITE CALCULATIONS - 4314 Sunnybrook Drive.xlsx](#)  
Attachment: [241017 - Droke Residence - CDs.pdf](#)  
Attachment: [STAFF REPORT 4314 Sunnybrook Drive.pdf](#)

**V. Other Business**

## **A.Public Hearing and Approval of amendments to the City of Belle Meade Citywide Conservation Overlay Design Guidelines**

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

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

Attachment: [DRAFT STAFF HZC Design Guidelines December 2024 VERSION 2.pdf](#)

## **VI.Other Public Comment**

## **VII.Adjourn**

The next scheduled meeting of the Historic Zoning Commission will be held Tuesday, February 11, 2025 at Belle Meade City Hall.



**MINUTES  
HISTORIC ZONING COMMISSION – REGULAR MEETING  
DECEMBER 10, 2024, 3:00 PM  
BELLE MEADE CITY HALL, 4705 HARDING PIKE**

**Call to Order**

Chairman Bunny Blackburn called the meeting to order at 3:00 p.m.

**Commission Members Present**

Chairman Bunny Blackburn  
Sarah Bartholomew  
Mark Harrison  
Ray Hayles  
Charlie Rankin

**Commission Members Not Present**

Rene Poe  
Mal Wall

**City 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 November 12, 2024.

Motion to approve: Hayles Second: Harrison Vote: All aye

**New Business**

**The application for a Certificate of Appropriateness, #A24-25, of Catherine Sloan for Samonica Nashville Trust, 4414 Howell Place, for an addition to a single family residence.**

Catherine Sloan, Architect for the Halbowers, reviewed plans as submitted for the COA for an addition to the home at 4414 Howell Place.

Chairman Blackburn asked Sloan to review the elevations (as submitted).

Questions from the commission were answered by Sloan and Gavin Duke, Landscape Architect Duke Designs.

Public Comment Opened

No Public Comment

Public Comment Closed



Motion to approve: Rankin Second: Hayles Vote: All aye

**The application for a Certificate of Appropriateness, #A24-26, of Catherine Sloan for Eddie Simon Trustee, 4406 Tyne Boulevard, to demolish a single family residence.**

Catherine Sloan, Architect for Eddie Simon Trustee, owner of 4406 Tyne Boulevard, reviewed the demolition request as submitted.

A period of questions and comments from the board followed the presentation.

Public Comment Opened

No Public Comment

Public Comment Closed

Motion to approve: Hayles Second: Harrison

Chairman Blackburn stated that she wanted the record to reflect that the commission works hard to preserve the older homes in Belle Meade and that the presentation shows there is no longer a 1930s house.

Vote: All aye

**The application for a Certificate of Appropriateness, #A24-28, of Ben Chandler for John and Janie Berry, 612 Westview Avenue, for an addition to a single family residence.**

City Attorney, Doug Berry, recused himself from ruling on this proceeding, the owners of the property are his nephew and niece.

Ben Chandler, Architect with Daniels & Chandler, reviewed the plans as submitted for the project at 612 Westview Avenue.

There were no questions from the board.

Public Comment Opened

No Public

Public Comment Closed

Motion to approve: Rankin Second: Harrison

A period of comments and questions from the board ensued.

Vote: All aye

**The application for a Certificate of Appropriateness, #A24-29, of Michael and Margery Hartley, 416 Lynwood Boulevard, to demolish a single family residence.**

Mike Hartley, owner and resident of the home at 416 Lynwood Boulevard, reviewed the plans for the demolition of the home, on the property, as submitted.

A period of questions and comments from the commission ensued.

Public Comment Opened

No Public Comment

Public Comment Closed

Motion to approve: Hayles Second: Bartholomew Vote: All aye

**Public Hearing and Approval of amendments to the City of Belle Meade Citywide Conservation Overlay Design Guidelines**

Planning Director Mary Samaniego reviewed the Conservation Overlay Design Guidelines as discussed during the Work Session on the same guidelines held on November 12, 2024.

Commission members made additional recommendations for change.

City Attorney Doug Berry instructed the commission that they would need to stop and declare the proceeding a Work Session because of the changes they had requested noting this was set to be a Public Hearing and any changes suggested must be made in the form of a motion and the proper vote taken.

Chairman Blackburn adjourned the meeting at 4:12 p.m.

The proceedings as started under Other Business were declared to be a Work Session by Chairman Blackburn.

(The video of the proceedings were ended at this point).

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Chairman Bunny Blackburn

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City Recorder Rusty Terry

## Tree Removal Permit Application

## OWNER INFORMATION

Property Owner Email Address: Property Owner Phone: Is Owner Applicant? ☒ Yes ☐ No

## RELATIONSHIP TO OWNER:

☐ Contractor☐ Architect☐ Other (explain) 

## PROPERTY DESCRIPTION &amp; LOCATION

 AGE/YEAR OF STRUCTURE☐ Yes ☒ No PROPERTY OF SIGNIFICANCE (1901-1939)☐ Yes ☒ No PROPERTY OF CONSERVATION (1940-2000)☐ Yes ☒ No PROPERTY LESS THAN 50 YEARS

## PROPOSED ACTIVITY

☐ New Construction ☐ Demolition ☐ Exterior Alteration or Repair ☐ AdditionDefine Architectural Style 

## Reason for Request:

We request board approval to demolish the current home in order to design and build a new 2 bedroom home on the site for ourselves or our children. As we reside at the rear neighboring property at 433 Royal Oaks Drive, we would like to take down the current house in order to assess the design opportunities. We plan to build a small, sensitively scaled home that complements the site and the

**Demolition of Structures:**

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

see home inspection report;  
8 foot ceilings;  
deteriorating brick siding and chimney;  
wetness found in ceiling in multiple locations;  
electrical system is ungrounded with outdated

## Historical Significance

☐ Yes ☐ No Is the property habitable?

Give a compelling reason for demolition of property

after thorough investigation of the repairs and updates needed to bring the current home to safety and code standards, we prefer to take the current home down and begin from scratch on a new home

Describe the proposed reuse of existing materials, if any?

the bricks, windows and doors are quite dilapidated and are not suitable for reuse

---

#### **New Construction Material List Description**

Window Manufacturer:

Window Material:

Frame Material:

Windowsills:

Brick, Painted/Natural:

Brick/Stone Thickness:

Clapboard Material:

Clapboard Dimensions/Reveal:

Railings, Columns, Pilasters:

Chimney Material:

Roofing Material:

Exterior Doors:

Eaves/Cornice:

Gutters:

Gutter Dimensions:

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#### **Property of Significance**

☐Yes ☐No A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;

☐Yes ☐No Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;

☐Yes ☐No 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;

☐Yes ☐No 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

☐Yes ☐No Is a notable work of a master builder, designer, or architect, and/or;

☐Yes ☐No Possesses or may likely yield information important in prehistory or history, and/or

☐Yes ☐No Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.

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In Step 5 of the Application, please attach the below document(s) for all types of CoA Applications:

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

**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.

**Additional submittal requirements for New Construction and Additions:**

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

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I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Belle Meade requirements for the work authorized by this permit shall be met.

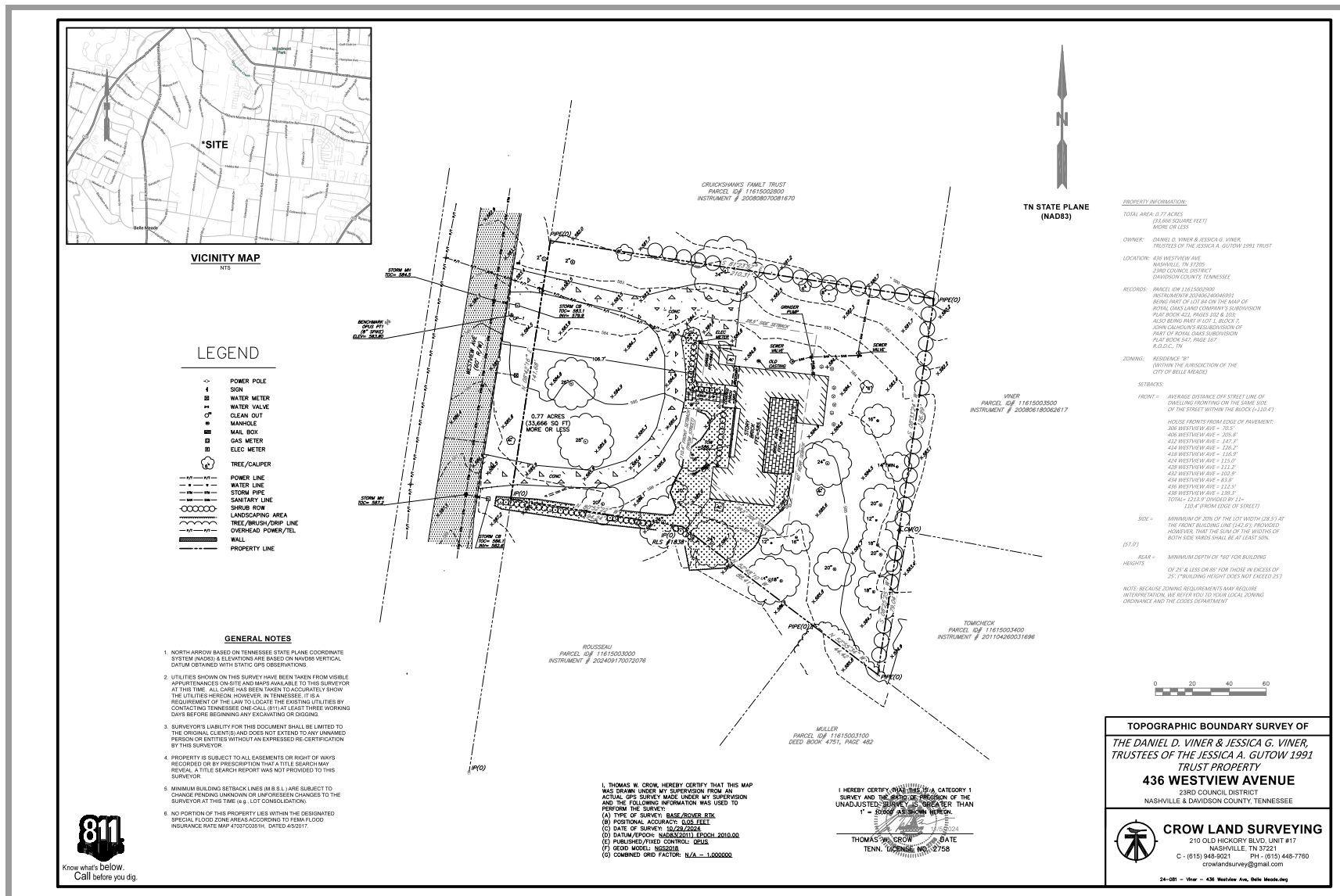
Daniel Viner

2024-12-09

Typed Signature of Applicant or Owner

Date

**CLICK SAVE** BEFORE CLICKING COMPLETE APPLICATION



The following attachment is not a PDF, so a link to the native file format is being provided instead:

[31\\_433-RO.jpg \(LINK\)](#)

The following attachment is not a PDF, so a link to the native file format is being provided instead:

[31\\_434-WV.jpg \(LINK\)](#)



The following attachment is not a PDF, so a link to the native file format is being provided instead:

[31\\_436-WV.jpg \(LINK\)](#)

The following attachment is not a PDF, so a link to the native file format is being provided instead:

[31\\_438-WV.jpg \(LINK\)](#)



Contact Us

Hello, this is your estimate

Location: 436 Westview Avenue, Nashville, TN, 37205

JOB ID

5085863889

Rewire (level 3)

Your Price

\$50,811.00

Accept Estimate

Summary

Whole House Rewire

PROJECT MANAGER CONTACT INFORMATION

\*Project Manager: Chris Green

\*Project Manager cell: (615)957-9542

\*Project Manager email: Chris.green@happyhiller.com

\*Hiller main office: 615-292-6110

INSTALLATION DETAILS

\*Date:

\*Start time:

\*Total investment:\$50,811.00

\*Payment method:

PROJECT MANAGER SUMMARY

\*House currently has no attic access to allow for rewire. Will need to coordinate with a contractor to allow access to get into attic space

\*Hiller will have to cut in to drywall and paneling to gain access to work areas

HILLER RECOMMENDS THE FOLLOWING SCOPE OF WORK:

WHOLE HOUSE ELECTRICAL REWIRE

ELECTRICAL REWIRE DETAILS

\*Installation includes a whole home rewire.

\*Installation includes removal of all metal boxes at each wall outlet, receptacle, switch, and fixture. All metal boxes will be replaced with plastic boxes.

\*All circuits will be installed with grounded Romex.

\*All outlets, receptacles, and switches are standard contractor grade, white in color and include cover plates unless noted otherwise.

- Note - Custom options are available at an additional charge.

\*Smoke detectors and carbon monoxide detectors are required with all home rewires. No exceptions.

- Note - Additional costs will be added to the rewire estimate based on the number of life safety devices required for the home.

\*Hiller highly recommends whole home rewires, panel upgrades and service replacements to include whole house surge protection.  
 \*Installation will be professionally installed according to current local and state NEC codes, and manufacturer specifications.

#### ELECTRICAL SYSTEM DETAILS

\*Square footage of the home:  
 \*Color of plugs, switches, and plates:  
 \*Is the electrical panel going to be replaced? Yes or no:  
 \*Is electrical service going to be replaced? Yes or no:  
 \*Is crawlspace and/or attic clear of items? Yes or no:

#### WARRANTY SPECIFICATIONS & HILLER GUARANTEES

\*2 year parts / 2 year labor  
 \*100% Satisfaction Guarantee, Equipment and Fixture Guarantee, "Happy You'll Be" Guarantee

#### HILLER PACKAGE DETAILS

\*Pricing includes all discounts, labor, installation and hook up materials, permits (if applicable), and warranty registration.

#### PAYMENT DETAILS

\*Hiller accepts cash, check, most major credit cards and financing W.A.C.  
 \*Payment is due upon completion.

#### CUSTOMER / INSTALLER NOTES PER PROJECT MANAGER

\*Whole home rewire process can take between 5-10 business days and power will be interrupted multiple times throughout the rewire installation.  
 \*If a service replacement is part of the scope of work, customers will be without electricity for up to 6-8 hours during the time of installation.  
 \*Customers should expect some dust during the rewire installation. Hiller is not responsible for dust removal.  
 \*Whole home rewire does not include electrical panels, disconnects or service replacement unless otherwise noted above  
 \*Includes permits (if applicable), labor, haul away and disposal of existing electrical components.  
 \*Panel relocation decision and location will be determined by the technician.  
 \*If customer wants to add additional lighting or other electrical needs above what is pre-existing in the home, customer will incur additional charges. (Example – recess lighting, eve lights, doorbell, low-voltage wiring)  
 \*Estimate does not include any additional electrical equipment and/or labor.  
 \*Certain electrical service providers and codes municipalities must inspect and approve electrical work prior to the job starting with Hiller. If this is required, this could take 7-10 days for the approval process to be completed. Hiller is not responsible for the length of time this process takes.  
 - After the electrical service provider and codes municipalities have approved the entire job scope, permits will be purchased, and the job can be scheduled to begin.  
 - Hiller will contact the customer for scheduling.  
 - After the project has been completed and final permits have been filed, local municipality codes inspectors will inspect the project. Customer must be available by phone when the inspector calls to schedule the inspection. Hiller is not responsible for the length of time this process takes.  
 \*Customer understands that drywall, wallpaper, paint damage may occur during panel replacement. Hiller is not responsible for any drywall, wallpaper, paint damage. Customer is responsible for all damages.  
 NOTE – Should the scope of the job change for any reason from what is listed above, including unforeseen issues and/or add-ons at customers request, additional costs may apply.

#### DISCLAIMER

\*Hiller LLC installation projects are installed to local code compliance and manufacturer specifications. All installation projects include equipment, material, labor, removal, installation, start-up, disposal fees, permits and inspections, unless notated otherwise by an authorized Hiller representative. HVAC projects will include the electrical to be upgraded to the first means of disconnect, if required by codes and/or manufacturer specifications. Should additional electrical upgrades or repairs, past included disconnects, be required during the installation of equipment, additional costs will be applied and will be the responsibility of the customer. All subcontractor costs will be the responsibility of the customer and should be paid directly to the subcontractor upon completion, unless otherwise notated by an authorized Hiller representative. Hiller LLC has the right to amend any estimate should the job scope require an amendment due to code compliance or manufacturer specifications and could result in additional costs. During the above installation, if any unforeseen issues are encountered during excavation such as rock removal, added top soil needed, etc. Extra costs may apply to the customer. Hiller is not responsible for any

damage to any unmarked underground domestic utilities and/or services such as electrical lines, water lines, etc. Hiller not responsible for any damage to any unmarked underground customer owned services such as dog fences, irrigation, etc. Final payment is due upon completion, unless otherwise notated in writing by an authorized Hiller representative.



**2501-3000 Sq. Ft. Rewire Of Existing Home Or New Addition Up To Codes With Access**

Your Price

**\$43,962.00**

2501-3000 Sq. Ft. Rewire Of Existing Home Or New Addition Up To Codes With Access (Drywall/Plaster Repair Not Included)



**Deluxe Main Breaker Panel Replacement with Surge (20+ to 40 Space - Flush Mount).**

Your Price

**\$3,819.00**

Deluxe Main Breaker Panel Replacement with Surge (20+ to 40 Space - Flush Mount).



**Install 200 Amp 240V Disconnect (Up to 8 space).**

Your Price

**\$1,038.00**

Install 200 Amp 240V Disconnect (Up to 8 space).



**Extended Service Time (Including Limited Access) 4**

Your Price

**\$1,992.00**

Plaster, paneling, and drywall cutting to gain access





## Inspection Report

**Jessica Viner**

**Property Address:**  
436 Westview Ave  
Nashville TN 37205



**Magnolia Home Inspections, LLC**

**Nick Willmore TN Home Inspection License #2360**



Magnolia Home Inspections, LLC

Viner



436 Westview Ave

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**Magnolia Home Inspections, LLC**

**Viner**

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**Magnolia Home Inspections, LLC****Viner**

|                                                            |                                   |                                  |
|------------------------------------------------------------|-----------------------------------|----------------------------------|
| <b>Date:</b> 7/19/2024                                     | <b>Time:</b> 10:30 AM             | <b>Report ID:</b> 24-3088        |
| <b>Property:</b><br>436 Westview Ave<br>Nashville TN 37205 | <b>Customer:</b><br>Jessica Viner | <b>Real Estate Professional:</b> |

**Comment Key or Definitions**

The following definitions of comment descriptions represent this inspection report. All comments by the inspector should be considered before purchasing this home. Any recommendations by the inspector to repair or replace suggests a second opinion or further inspection by a qualified contractor. All costs associated with further inspection fees and repair or replacement of item, component or unit should be considered before you purchase the property.

**Inspected (IN)** = I visually observed the item, component or unit and if no other comments were made then it appeared to be functioning as intended allowing for normal wear and tear.

**Not Inspected (NI)** = I did not inspect this item, component or unit and made no representations of whether or not it was functioning as intended and will state a reason for not inspecting.

**Not Present (NP)** = This item, component or unit is not in this home or building.

**Repair or Replace (RR)** = The item, component or unit is not functioning as intended, or needs further inspection by a qualified contractor. Items, components or units that can be repaired to satisfactory condition may not need replacement.

**REMINDER OF EXCLUSIONS AND LIMITATIONS OF THE INSPECTION AND REPORT**

1--- The inspection and report excludes and does not intend to cover any items or conditions which by the nature of their location are concealed or have limited access. Due to liability, furniture, personal items or equipment will not be moved or disassembled for inspection of components or conditions that may be concealed or hidden

2--- The inspection and report are based upon visual observations of conditions that exist at time of inspection

3--- The inspection and report are not intended to reflect the value of the premises or to make any representation as to the advisability or inadvisability of purchase

4--- Magnolia Home Inspections, LLC assumes no liability for the cost or replacement of any unreported items, defects or conditions

5--- The inspection and report are not to be considered as a guarantee or warranty expressed or implied

THIS REPORT IS FOR PRIVATE USE ONLY AND CAN NOT BE DISTRIBUTED TO ANYONE WITHOUT WRITTEN PERMISSION FROM

THE CLIENT'S LISTED ABOVE OR BY MAGNOLIA HOME INSPECTIONS, LLC. THIS REPORT SHALL NOT BE USED FOR

FUTURE REFERENCE OF ANY KIND. ONLY THE CLIENT'S LISTED ABOVE MAY RELY ON THIS REPORT

**Standards of Practice:**

TENNESSEE DEPARTMENT OF  
COMMERCE AND INSURANCE DIVISION  
OF REGULATORY BOARDS

**In Attendance:**

Client

**Type of building:**

Single Family (1 story)

**Approximate age of building:****Temperature:****Weather:****436 Westview Ave**

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1. Roofing

The home inspector shall observe: Roof covering; Roof drainage systems; Flashings; Skylights, chimneys, and roof penetrations; and Signs of leaks or abnormal condensation on building components. The home inspector shall: Describe the type of roof covering materials; and Report the methods used to observe the roofing. The home inspector is not required to: Walk on the roofing; or Observe attached accessories including but not limited to solar systems, antennae, and lightning arrestors.

Styles & Materials

Roof Covering:

Architectural

Viewed roof covering from:

Walked roof

Chimney (exterior):

Brick

|     |                                           | IN | NI | NP | RR |
|-----|-------------------------------------------|----|----|----|----|
| 1.0 | Roof Coverings                            | •  |    |    |    |
| 1.1 | Flashings                                 | •  |    |    |    |
| 1.2 | Skylights, Chimneys and Roof Penetrations | •  |    |    |    |
| 1.3 | Roof Drainage Systems                     | •  |    |    |    |
|     |                                           | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

Comments:



1.0 Item 1 (Picture)



1.0 Item 2 (Picture)

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1.0 Item 3 (Picture)



1.0 Item 4 (Picture)



1.0 Item 5 (Picture)



1.0 Item 6 (Picture)

**1.0** (1) The roof was covered with laminated fiberglass composition asphalt shingles and appeared to be past the mid-point of its service life (estimated 10-15 years old)

- The roof shingles appeared to be performing as expected

Laminated shingles are composed of multiple layers bonded together. Laminated shingles are also called "architectural" or "laminated" shingles. Composition shingles are composed of a fiberglass mat embedded in asphalt and covered with ceramic-coated mineral granules. The shingles appeared to be adequately protecting the roof at the time of the inspection.

**MANUFACTURER'S WARRANTY**

Shingles may be warranted for 20, 30, 40 or 50 years, although the 50-year warranty may also be called a lifetime warranty. Manufacturers like GAF offer a one time transfer of the product warranty. Call the manufacturer for more details. For GAF call 877-GAF-ROOF, Select Option 1, then Option 2

**Recommend** referring to disclosure documents or asking for exact age of roof and any warranty literature available

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1.0 Item 7 (Picture)



1.0 Item 8 (Picture)



1.0 Item 9 (Picture)



1.0 Item 10 (Picture)



1.0 Item 11 (Picture)

**1.0 (2) Defects were observed on the roofing surface:**

- Physical damage with visible asphalt and fiberglass was observed in areas. This damage most likely occurred from storm damage.
  - Leaks can be expected if repairs are deferred
- The bottom of the valley was collecting debris. Debris shelters water accelerating the process

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**Magnolia Home Inspections, LLC****Viner**

of deterioration creating a higher potential for future leaks.

- Moss growth was observed in areas. Moss growing on any roof surface will be more severe on roof sections that area shaded and exposed to periodically damp cool weather conditions. Because moss growing on a roof surface will hold moisture on the roof longer than other areas, these growths can reduce the service life of the roof covering, causing permanent damage if the growth is left unchecked

Consider the following measures for treatment of moss growth:

- Powdered Moss Control. Made from zinc sulfate, powders are highly recommended because they do not damage the structures of roof. Read warning labels and use caution if living near a habitat that contains aquatic wildlife. Many roofing companies offer this option as a treatment for moss covered roofs
- Keep your roof free of debris from leaves and sticks
- Keep your gutters free of leaves
- Zinc Strips. This is one of the safest methods to prevent future growth of moss. Nail zinc strips along the ridge caps along the peak of the roof. When it rains, zinc is released onto the roof and powerfully inhibits moss growth. Zinc strips usually last for 1 year and work best if started in a moss-free environment

**Recommend** a qualified roofer complete repairs necessary

**Recommend** keeping the valley areas free of debris at all times

**Recommend** a professional clean these areas of the roof. Aggressive cleaning by a non-professional may produce a nice aesthetic result but at the expense of damaging the shingles

**Recommend** asking Seller for exact age of roof and any warranty literature available



1.0 Item 12 (Picture)



1.0 Item 13 (Picture)

**1.0 (3)** Standing seam metal roofing was installed on the home

- Metal roofing is expected to be a low maintenance roof with a very long service life
- The flashing and installation of these roofs appeared to be professional and the roofs

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**Magnolia Home Inspections, LLC**

**Viner**

performing as expected

**Recommend** referring to disclosure documents or asking for exact age of roof and any warranty literature available



1.2 Item 1 (Picture)



1.2 Item 2 (Picture)



1.2 Item 3 (Picture)



1.2 Item 4 (Picture)



1.2 Item 5 (Picture) EXAMPLE

**1.2 (1)** There were defects observed on the chimney:

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**Magnolia Home Inspections, LLC****Viner**

- Spalling (deterioration) of the chimney brick was observed
- Cracking of the chimney cap was observed. Deferred maintenance could result in moisture intrusion.

**Recommend** a qualified stone mason tuck-point the chimney brick to avoid more extensive repairs in the future that may include moisture intrusion into the home.

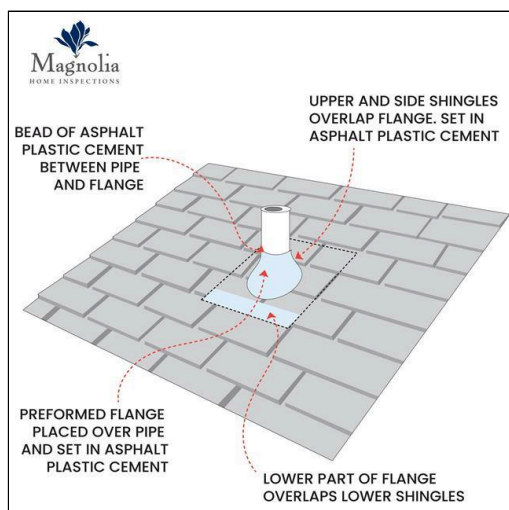
**Recommend** that a chimney sweep or stone mason repair or replace the chimney cap as needed. Magnolia recommends a chimney sweep certified by the Chimney Safety Institute of America (CSIA).



1.2 Item 6 (Picture)



1.2 Item 7 (Picture)



1.2 Item 8 (Picture) EXAMPLE

**1.2 (2)** There were defects observed with the roof boots:

- A significant dip in the plumbing vent roof boot was observed. The roof boot is designed to

**Magnolia Home Inspections, LLC****Viner**

shed water. Trapping water at this location can prematurely result in dry rot and leaks in the near future.

**Recommend** a qualified roofer complete repair necessary



1.2 Item 9 (Picture)



1.2 Item 10 (Picture)



1.2 Item 11 (Picture)

**1.2 (3)** There were defects observed with the roof boots:

- Exposed nail heads were observed in the roof boots/vents leaving a direct path for water to enter the interior. High probability of future leaks if not addressed.

**Recommend** roofing contractor apply roofing cement on all exposed nail heads

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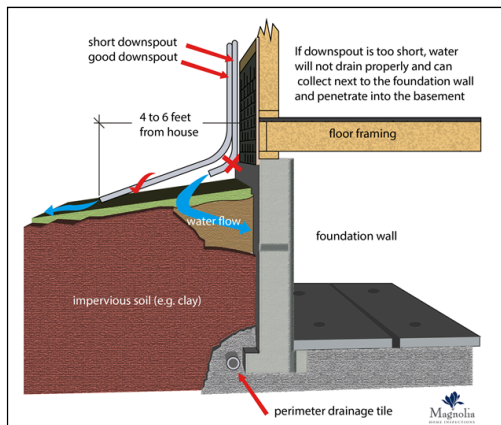
1.3 Item 1 (Picture)



1.3 Item 2 (Picture)



1.3 Item 3 (Picture)



1.3 Item 4 (Picture) EXAMPLE

**1.3 (1) Downspouts on the home terminated into drain-tile:**

- This design keeps water away from the foundation of the home, eliminating costly repairs in the future. Good

To maintain the integrity of the home's foundation it is important to monitor that water drains away from the perimeter of the home 4 to 6 feet

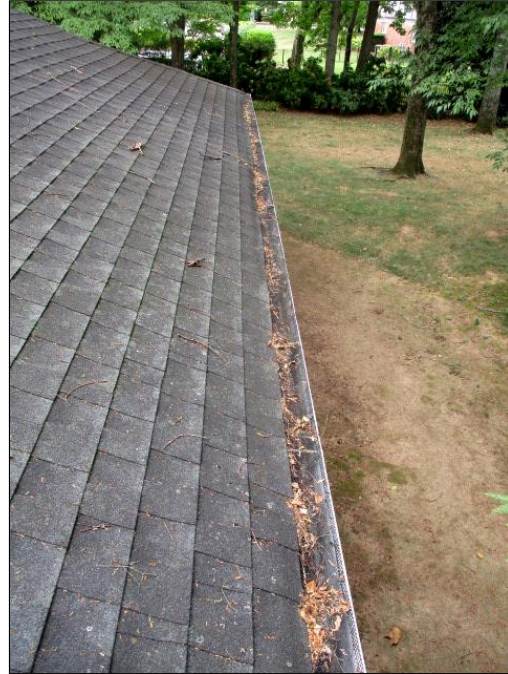


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1.3 Item 5 (Picture)



1.3 Item 6 (Picture)

**1.3 (2)** Gutter guards were installed on the gutters of the home. Good

The existence of gutter guards does not mean that the gutters are maintenance free. Seasonal visual inspection that the gutter guards are free of debris is recommended.

The roof of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Roof coverings and skylights can appear to be leak proof during inspection and weather conditions. Our inspection makes an attempt to find a leak but sometimes cannot. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

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## 2. Exterior



The home inspector shall observe: Wall cladding, flashings, and trim; Entryway doors and a representative number of windows; Garage door operators; Decks, balconies, stoops, steps, areaways, porches and applicable railings; Eaves, soffits, and fascias; and Vegetation, grading, drainage, driveways, patios, walkways, and retaining walls with respect to their effect on the condition of the building. The home inspector shall: Describe wall cladding materials; Operate all entryway doors and a representative number of windows. The home inspector is not required to observe: Storm windows, storm doors, screening, shutters, awnings, and similar seasonal accessories; Fences; Presence of safety glazing in doors and windows; Garage door operator remote control transmitters; Geological conditions; Soil conditions; Recreational facilities (including spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities); Detached buildings or structures; or Presence or condition of buried fuel storage tanks. The home inspector is not required to: Move personal items, panels, furniture, equipment, plant life, soil, snow, ice or debris that obstructs access or visibility.

### Styles & Materials

**Siding Material:**

Brick

**Exterior Entry Doors:**

Wood

**Driveway:**

Asphalt

|     |                                                                                                                                       | IN | NI | NP | RR |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|
| 2.0 | Wall Cladding and Flashing                                                                                                            | •  |    |    |    |
| 2.1 | Eaves, Soffits, Fascias, and Trim                                                                                                     | •  |    |    | •  |
| 2.2 | Doors (Exterior)                                                                                                                      | •  |    |    |    |
| 2.3 | Windows                                                                                                                               | •  |    |    |    |
| 2.4 | Vegetation, Grading, Drainage, Driveways, Fencing and Retaining Walls (With respect to their effect on the condition of the building) | •  |    |    |    |
| 2.5 | Decks, Balconies, Stoeps, Steps, Walkways, Porches, Patio/Cover and Applicable Railings                                               | •  |    |    |    |
| 2.6 | Exterior Lighting, Wiring and Fixtures                                                                                                | •  |    |    |    |
| 2.7 | Exterior GFCI's                                                                                                                       | •  |    |    | •  |
| 2.8 | Exterior Faucets                                                                                                                      | •  |    |    |    |
| 2.9 | Main Fuel Shut-off                                                                                                                    |    |    | •  |    |
|     |                                                                                                                                       | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

### Comments:



2.0 Item 1 (Picture)



2.0 Item 2 (Picture)

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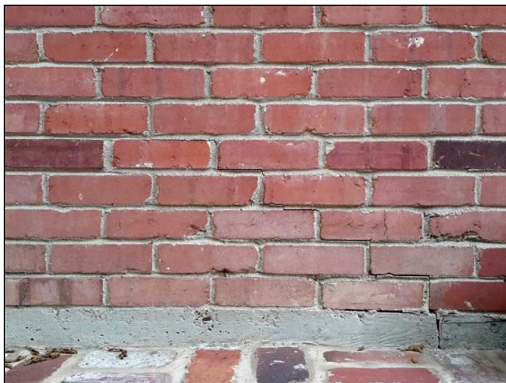


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2.0 Item 3 (Picture)



2.0 Item 4 (Picture)



2.0 Item 5 (Picture)



2.0 Item 6 (Picture)

**2.0 (1)** Minor cracks found on the home in multiple locations. The brick exterior is not a structural component of the home

- This crack most-likely occurred with downspouts dumping water directly at the homes foundation
  - Downspouts appear to have been recently installed
- These cracks can be typical for a home of this age.

**Recommend** a qualified stone mason tuck-point the cracks and monitor; if cracks begin to enlarge, consultation with a structural engineer is recommended.

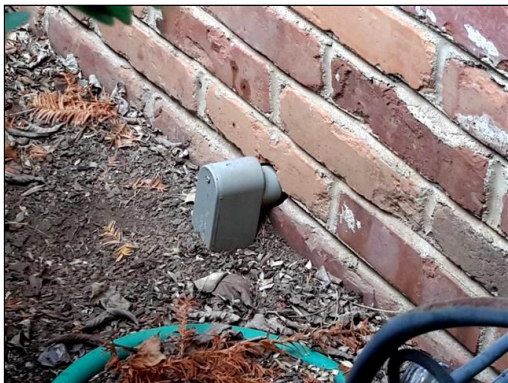
Magnolia inspectors are not engineers; we do not diagnose current structural condition nor predict the future performance of structural components. For diagnosis of the structural integrity professional assessment can only be provided by a structural engineer



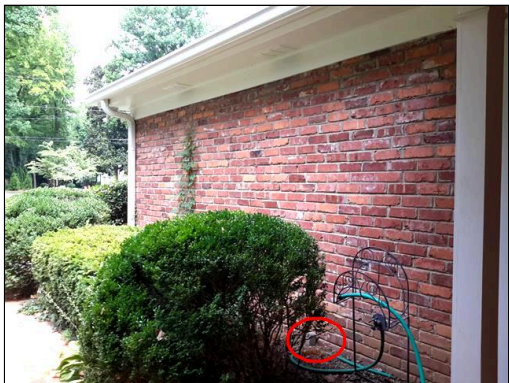
2.0 Item 7 (Picture)



2.0 Item 8 (Picture)



2.0 Item 9 (Picture)



2.0 Item 10 (Picture)

**2.0 (2)** Gap, hole found in the exterior of the home

**Recommend** all penetrations through siding, trim, and foundation wall be sealed with appropriate hydraulic cement or silicone-based exterior grade caulking



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2.0 Item 11 (Picture)

**2.0** (3) Paint on the siding showed signs of deteriorating leaving wood exposed to the elements:

- Accelerated deterioration of the wood will occur if not properly coated.

**Recommend** a qualified paint contractor prep, prime and paint to prevent the need for wood repair in the future (Budget Prudently)



2.1 Item 1 (Picture)



2.1 Item 2 (Picture)

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2.1 Item 3 (Picture)



2.1 Item 4 (Picture)

**2.1 (1)** Damage/deterioration was observed on the wood trim on the home (multiple locations).

- A more exhaustive search requiring the removal of trim and siding may uncover more extensive damage; diagnoses of the scope of work is beyond the scope of Home Inspection.

**Recommend** a paint contractor or exterior specialist provide scope of work and budget for all repairs necessary. (Having an exterior specialist quote to wrap with metal is a zero-maintenance, long-term option)



2.1 Item 5 (Picture)



2.1 Item 6 (Picture)

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2.1 Item 7 (Picture)

**2.1** (2) Peeling paint with exposed wood was observed on the home in multiple locations

- Un-coated, exposed wood will aggressively deteriorate if repairs are deferred

**Recommend** a qualified paint contractor prep, prime and paint to prevent the need for wood repair in the future. (Having an exterior specialist quote to wrap with metal is a zero-maintenance, long-term option)



2.2 Item 1 (Picture)



2.2 Item 2 (Picture)

**2.2** (1) Exposed wood was observed at the bottom of the door jamb:

- Accelerated deterioration will result if maintenance is deferred. This is a high-moisture area and will require on-going maintenance every 1-2 years. A long-term solution would be to replace the bottom 8 inches with a non-rot material

**Recommend** a qualified paint contractor prep, prime and paint to prevent the need for wood repair in the future. (Having an exterior specialist quote to wrap with metal is a zero-maintenance, long-term option)

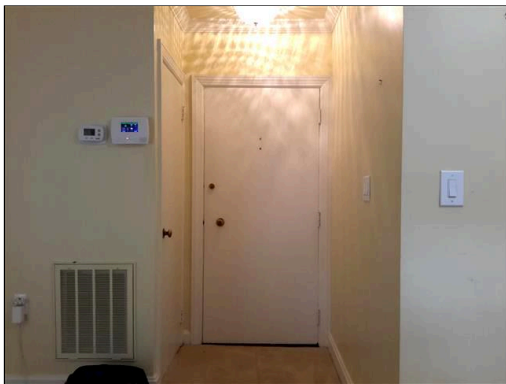
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2.2 Item 3 (Picture)

**2.2** (2) The detached studio door was in need of adjustment:

- The door was difficult to close because the door was in contact with the floor. The door may need to be cut down for free movement.

Appropriate adjustments/repairs can be completed by a competent handyman.



2.2 Item 4 (Picture)



2.2 Item 5 (Picture)

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2.2 Item 6 (Picture)



2.2 Item 7 (Picture) EXAMPLE

**2.2 (3)** Several doors on the home were in need of a new dead bolt:

- The dead bolt on the back door required a key on the interior of the home to unlock and lock the door
- The concern is if there was a fire and the key was not in the door, it would take time to find the key and you may not be able to exit in time

Consider changing the dead bolt to a standard turn style



2.3 Item 1 (Picture)



2.3 Item 2 (Picture)

**2.3 (1)** Peeling paint observed on the exterior windows:

- Accelerated deterioration, leading to more costly moisture intrusion issues is expected from exposed wood if repairs are deferred

**Recommend** priming and painting soon (Wrapping wood trim with metal is an economical, long-term solution)

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2.3 Item 3 (Picture)



2.3 Item 4 (Picture)



2.3 Item 5 (Picture) Missing Storm Windows

**2.3** (2) The majority of windows appeared to be covered with a storm window:

- Storm windows are a primary barrier to weather reducing maintenance needs (Highly recommended for wood windows)
- Storm windows also create an air buffer between the interior conditioned air and the exterior temperatures. This buffer increases the efficiency of the home, especially with single-pane glass windows

Consider permanently maintaining storm windows on the home

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2.3 Item 6 (Picture)



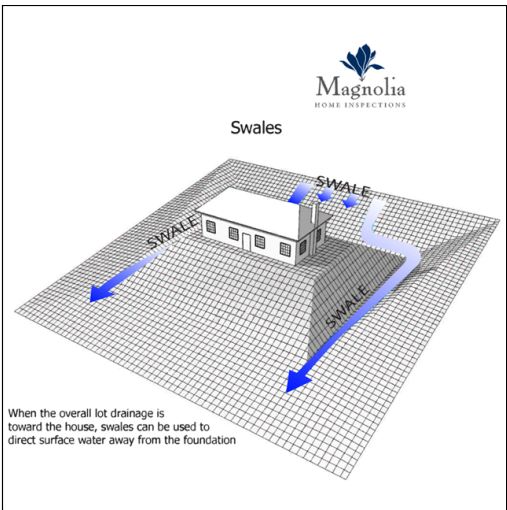
2.3 Item 7 (Picture)

**2.3 (3)** The window screens were at the end of their intended life-span and will be in need of replacement.

**Recommend** budgeting to replace the window screens in the near future.



2.4 Item 1 (Picture)

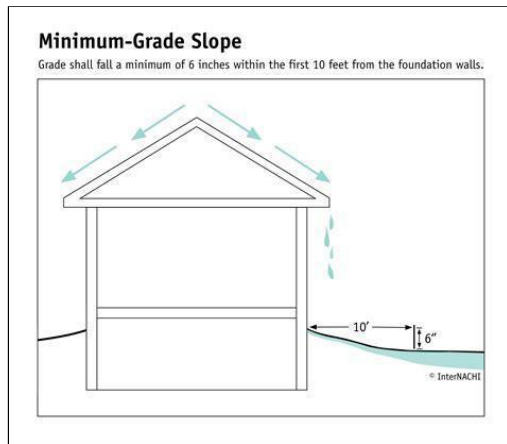


2.4 Item 2 (Picture) EXAMPLE



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2.4 Item 3 (Picture) EXAMPLE

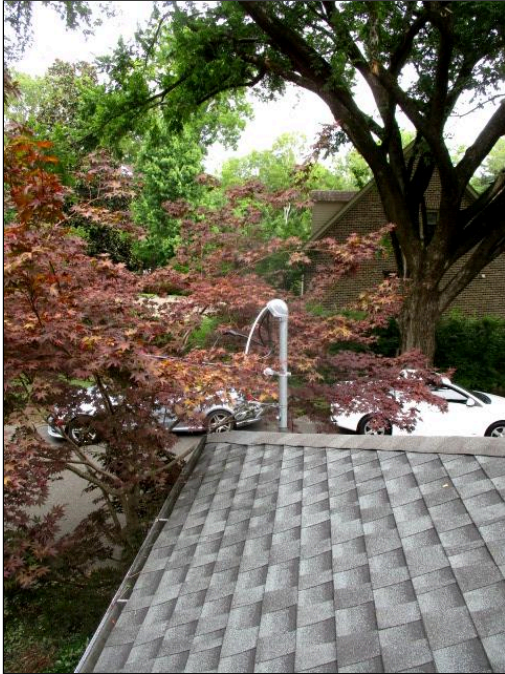
**2.4** (1) There was a neutral or negative slope at the back of the home that **does not** divert water run-off away from the foundation of the home:

- This condition can result in moisture intrusion and high moisture levels in the crawlspace. In worst cases excessively high moisture levels are maintained in the soil at the foundation. Over time this can cause the soil to loosen, losing its compaction strength (ability to hold the weight of the foundation) and lead to foundation movement.
- Ideally the grading should slope 6 inches over the first 10 feet away from the house foundation.

**Recommend** re-grading/back-filling these areas to improve drainage near the foundation and help reduce the risk of future foundation damage.

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2.4 Item 4 (Picture)



2.4 Item 5 (Picture)

**2.4 (2)** Tree limbs were observed to be in close proximity with roof or exterior trim of the home:

- Vegetation against the home's structure shelters moisture and leads to accelerated deterioration of wood trim and even roof shingles

**Recommend** keeping tree limbs back from the home approximately 5-10 feet. On-going maintenance item



2.4 Item 6 (Picture)



2.4 Item 7 (Picture)

**2.4 (3)** Defects were observed in the asphalt driveway:

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- Freeze-thaw cycles and deicing chemicals will only accelerated the degradation of the driveway at this location

**Recommend** filling the cracks with a color-match professional-grade epoxy grout, install a seal coat and monitor. If movement continues to occur, a qualified asphalt contractor can advise on repair options



2.4 Item 8 (Picture)

**2.4 (4)** A low spot was observed on the back of the home:

- This is a potential area for water to pool during heavy rains

**Recommend** a landscape contractor advise on options to drain this area appropriately



2.4 Item 9 (Picture)

**2.4 (5)** Vegetation on exterior walls can retain moisture and accelerate deterioration of the building components, even brick:

- Over a very long period of time moisture intrusion can result



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**Recommend** cutting back or the removal of heavy vegetation from exterior walls



2.5 Item 1 (Picture)



2.5 Item 2 (Picture)

**2.5 (1)** There were Moderate cracks and brick spalling in the back patio:

- This was most-likely caused by tree roots in the adjacent area
- Although defects like these are often considered cosmetic, repair costs can be substantial and require the services of a specialized contractor or structural engineer. Budget Prudently

**Recommend** a specialized concrete contractor review and provide a quote and scope of work



2.5 Item 3 (Picture)

**2.5 (2)** A trip hazard was observed in the side walkway (North-side of Home):

- These cracks can be typical for a home of this age

Consider having a specialized concrete contractor review and provide a quote and scope of work

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2.5 Item 4 (Picture)

**2.5** (3) There was a small crack in the front porch:

- These cracks can be typical for a home of this age

**Recommend** an exterior contractor seal the cracks with epoxy and monitor

2.7 Item 1 (Picture)

**2.7** (1) The exterior plugs were not GFCI protected:

- The lack of GFCI protection at exterior locations is considered a safety hazard

**Recommend** a qualified electrician add GFCI protection to plug(s)

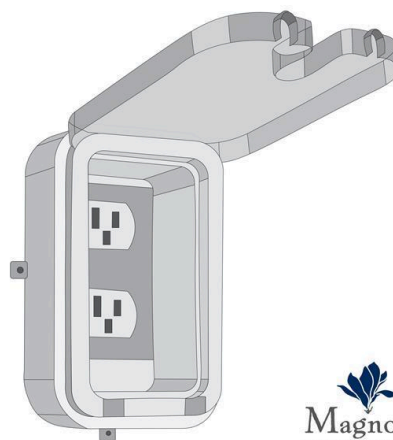
2.7 Item 2 (Picture) EXAMPLE





2.7 Item 3 (Picture)

WEATHERPROOF RECEPTABLE COVER

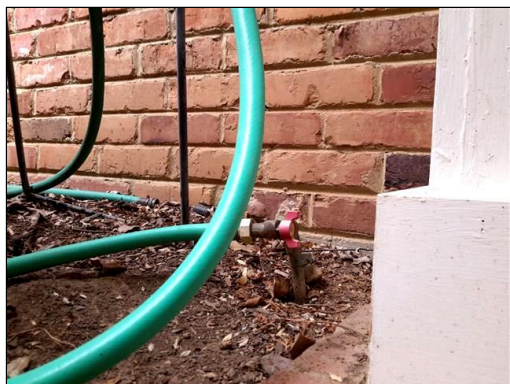


2.7 Item 4 (Picture) EXAMPLE

**2.7 (2)** Defects were observed with the exterior plug at the back of the home:

- The housing was antiquated

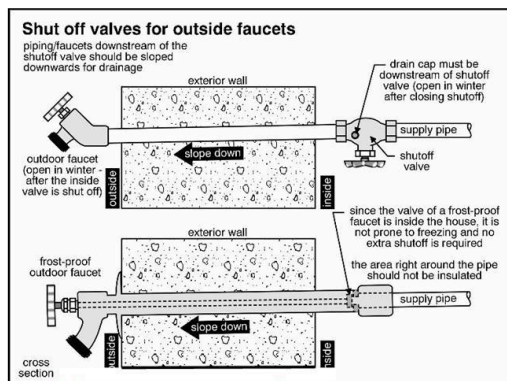
**Recommend** replacing the cover as soon as possible



2.8 Item 1 (Picture)



2.8 Item 2 (Picture)



## 2.8 Item 3 (Picture) EXAMPLE

**2.8** Older style faucets that were installed on the home are more prone to freezing, causing burst pipes in the winter season.

- This is for your information and considered a maintenance upgrade

Consider upgrading the exterior faucet to frost-free in the future

The exterior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

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### 3. Interiors

The home inspector shall observe: Walls, ceiling, and floors; Steps, stairways, balconies, and railings; Counters and a representative number of installed cabinets; and A representative number of doors and windows. The home inspector shall: Operate a representative number of windows and interior doors; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to observe: Paint, wallpaper, and other finish treatments on the interior walls, ceilings, and floors; Carpeting; or Draperies, blinds, or other window treatments.

#### Styles & Materials

**Ceiling Materials:**

Gypsum Board

**Wall Material:**

Gypsum Board

**Floor Covering(s):**

Carpet

Vinyl

**Interior Doors:**

Hollow core

**Window Types:**

Wood Sash

Storm windows

**Cabinetry:**

Wood

**Countertop:**

Granite

|     |                                                     | IN | NI | NP | RR |
|-----|-----------------------------------------------------|----|----|----|----|
| 3.0 | Ceilings                                            | •  |    |    | •  |
| 3.1 | Walls                                               | •  |    |    |    |
| 3.2 | Floors                                              | •  |    |    |    |
| 3.3 | Windows (representative number)                     | •  |    |    |    |
| 3.4 | Doors (representative number)                       | •  |    |    |    |
| 3.5 | Steps, Stairways, Balconies and Railings            |    |    | •  |    |
| 3.6 | Counters, Cabinets and Trim (representative number) | •  |    |    |    |
| 3.7 | Shower Walls, Ceiling, Floors                       | •  |    |    |    |
|     |                                                     | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

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## Comments:



3.0 Item 1 (Picture)

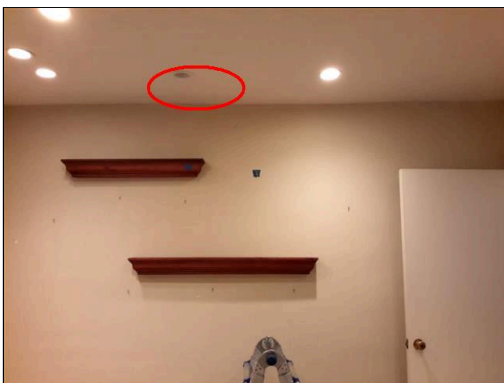


3.0 Item 2 (Picture)

**3.0 (1)** Stains in the ceiling were observed in the back living room:

- Elevated moisture levels were observed at this location
- Signs of microbial growth was present. Only results from an accredited laboratory (American Industrial Hygiene Association (AIHA), i.e) can identify Mold Test samples for potential hazard. Unless a Mold Test was previously requested, we did not test indoor air quality or determine if this growth is or is not a health hazard. A person's health is a truly personal responsibility. If you or your family members suffer from allergies or asthma, a Mold Test to determine threat level of airborne microbial particles is **recommended**. If hazardous microbial particles are identified inside the home, remediation of the source of that growth should occur before taking measures to control moisture. For more information visit: [EPA Mold Control](#)

**Recommend** a qualified roofer review the roof for necessary repairs before painting the interior. DO NOT finish paint before priming stains with a stain-block primer



3.0 Item 3 (Picture)



3.0 Item 4 (Picture)

**3.0 (2)** Stains in the ceiling were observed in the back bedroom:

- Elevated moisture levels were observed at this location

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**Recommend** a qualified roofer review the roof for necessary repairs before painting the interior. DO NOT finish paint before priming stains with a stain-block primer



3.0 Item 5 (Picture)



3.0 Item 6 (Picture)



3.0 Item 7 (Picture)



3.0 Item 8 (Picture)

**3.0** (3) Stains in the ceiling were observed in the living room and pantry:

- There was no indication of an active leak at the time of the inspection

**Recommend** asking the seller about the history of leaks and any associated repairs. DO NOT finish paint without priming stains with a stain-block primer



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3.0 Item 9 (Picture)



3.0 Item 10 (Picture)



3.0 Item 11 (Picture)

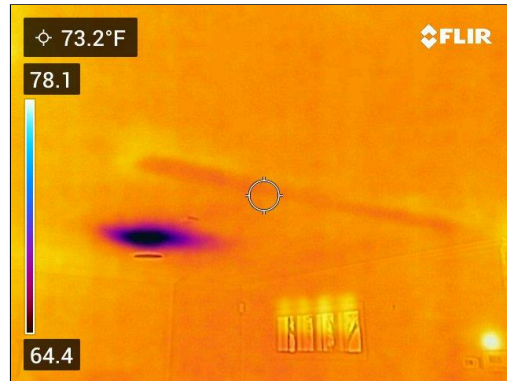
**3.0 (4)** Crack in drywall seam observed in the throughout the home:

- This can be typical for a home of this age
- Often occurring during the winter months when low humidity causes contraction or during changing seasons when both expansion and contraction occur within a 24 hour period

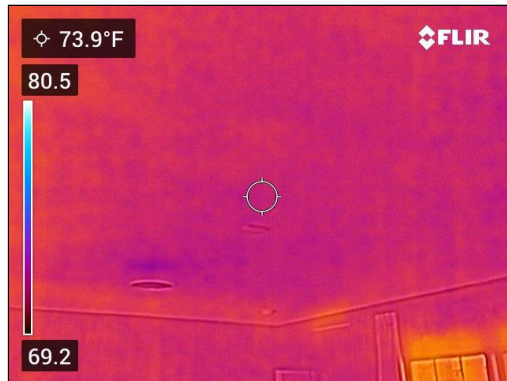
**Recommend** a qualified remodel painter using mesh tape when addressing this particular crack. Mesh tape help allow for more movement without resulting in additional cracks. Cosmetic Issue

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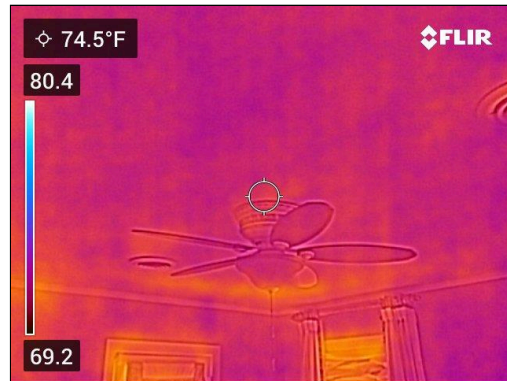
3.0 Item 12 (Picture)



3.0 Item 13 (Picture)



3.0 Item 14 (Picture)



3.0 Item 15 (Picture)

**3.0 (5)** A general scan of ceilings and walls was performed with an Infrared Camera:

- At the time of the inspection there were no defects observed during the IR scan
- An Infrared (IR) scan is a non-invasive inspection technique utilizing an infrared camera to measure electromagnetic radiation, invisible light waves that exist above the color red on the light spectrum
- An IR camera cannot 'see through walls' but does provide heat signature information that when analyzed correctly reveals significant anomalies such as bad wiring, duct leakage, water leaks, and gaps in insulation

For more information please visit: [Magnolia IR SCAN](#)

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3.1 Item 1 (Picture)



3.1 Item 2 (Picture)

**3.1** Crack in drywall seam observed in the throughout the home:

- This can be typical for a home of this age
- Often occurring during the winter months when low humidity causes contraction or during changing seasons when both expansion and contraction occur within a 24 hour period

**Recommend** a qualified remodel painter using mesh tape when addressing this particular crack. Mesh tape help allow for more movement without resulting in additional cracks. Cosmetic Issue



3.2 Item 1 (Picture)

**3.2** Vinyl tile in the back bedroom resembles vinyl asbestos tile. Vinyl asbestos tile was introduced in the 1950's and still commonly found in many homes built in this time period. The only means of identifying the material makeup is through lab analysis. According to the Mesothelioma Center, vinyl asbestos tile toxicity is considered low and the product is not considered friable.

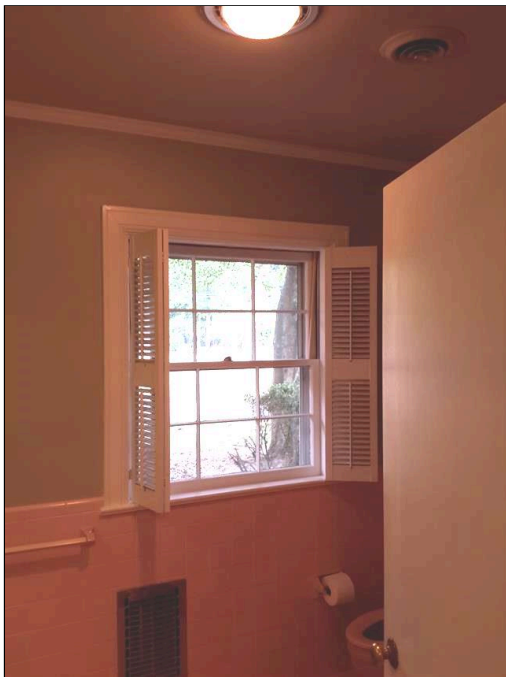
Asbestos in vinyl products becomes dangerous when fibers are released and become airborne. Normally, if the material is in good condition, it does not pose a threat. The asbestos is enclosed in vinyl, preventing the fibers from escaping. Tile and wallpaper products are considered non-friable. This

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means that the product is not easily broken by slight pressure.

However, cutting, sanding or disturbing damaged tile can result in the release of asbestos. If inhaled or swallowed over a long period of time, the fibers can cause a number of serious illnesses such as asbestosis and mesothelioma. The mastics or adhesives used to install these products also contained asbestos, though the fibers in adhesives are less likely to become airborne.

The abatement of asbestos tile is not considered as dangerous as abatement of vinyl sheet flooring but the U.S. Environmental Protection Agency (EPA) always recommends contacting a professional for any abatement project.



3.3 Item 1 (Picture)

**3.3** (1) The window in the master bathroom was not marked as tempered safety glass. For safety reasons windows in the areas below are required to have safety glass:

- Glass adjacent to a tub or shower
- Glass in stairways, landings, and ramps when the walking surface is within 36" of the glass, and the bottom edge of the glass is less than 60" from the walking surface.
- Glass adjacent to a door where the nearest vertical edge is within 24" of the arc of the door and whose bottom edge is less than 60" from the floor or walking surface.

Consider replacing the bottom sash window at this location with a tempered glass sash.

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3.3 Item 2 (Picture)



3.3 Item 3 (Picture)

**3.3** (2) The hardware on the back bedroom and master bathroom window was in need of adjustment:

- The hardware did not engage to lock the window

Appropriate adjustments/repairs can be completed by a competent handyman.



3.3 Item 4 (Picture)

**3.3** (3) A number of the original windows were not functional:

- The windows appeared to be painted shut

**Recommend** having at least one window operable in every room



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3.4 Item 1 (Picture)



3.4 Item 2 (Picture)



3.4 Item 3 (Picture)



3.4 Item 4 (Picture)

**3.4 (1)** Several interior doors were in need of adjustment:

- The door was difficult to close because the door was in contact with the door jamb

Appropriate adjustments/repairs can be completed by a competent handyman.

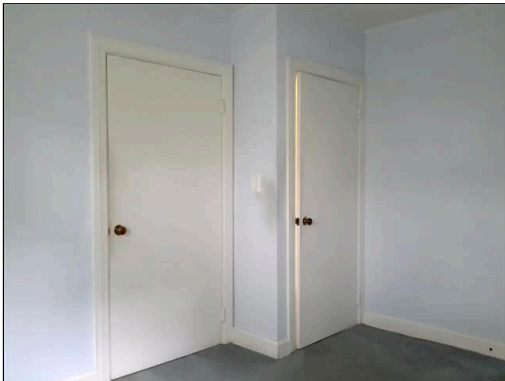
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3.4 Item 5 (Picture)

**3.4** (2) The hardware on the pantry door was in need of adjustment:

- The door hardware was in need of repair

Appropriate adjustments/repairs can be completed by a competent handyman.



3.4 Item 6 (Picture)

**3.4** (3) Door stops were missing on several doors throughout the home.

**Recommend** repair or replace door stops where necessary to prevent damage to the drywall.

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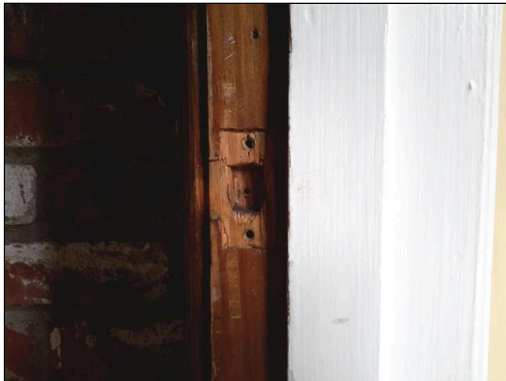
**Viner**



3.4 Item 7 (Picture)



3.4 Item 8 (Picture)



3.4 Item 9 (Picture)

**3.4 (4)** The hardware on the back living room door was in need of installation:

- The door hardware was missing
- The strike-plate was missing

Appropriate adjustments/repairs can be completed by a competent handyman.

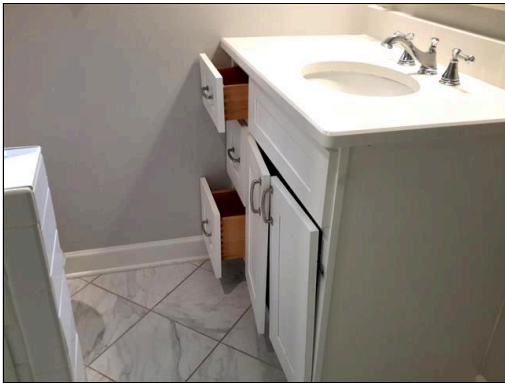
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3.6 Item 1 (Picture)

**3.6** (1) Caulking was cracked on the countertop in the kitchen.

- Cracked caulking at this location is very typical - on an exterior wall. (Exterior walls expand and contract at a slightly different rate from interior finishes)
- Cracked caulking in a high moisture area like this can result in microbial growth, as problems largely go unnoticed when hidden behind a cabinet.

**Recommend** caulking with a clear anti-microbial caulk



3.6 Item 2 (Picture)

**3.6** (2) The cabinet door in the bathroom was in need of adjustment.

A competent handyman should be qualified to complete the minor repairs

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3.6 Item 3 (Picture)

**3.6 (3)**

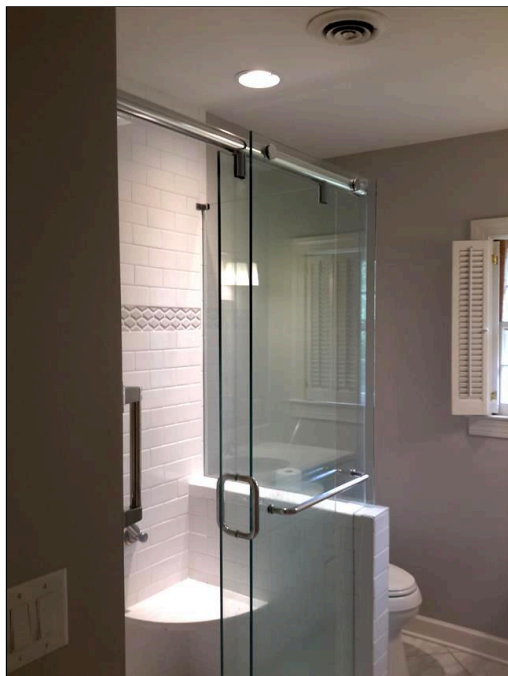
## LIMITATIONS OF A HOME INSPECTION

A home inspection report is not a scope of work for all possible repairs that could be performed in order to bring a property up to an assumed potential retail value. With the purchase of a property needing extensive repairs, due diligence is the responsibility of the home buyer and may include hiring a general contractor to provide a scope of work with budget for necessary repairs to increase the home's expected level of comfort or bring the home up to an expected standard value.

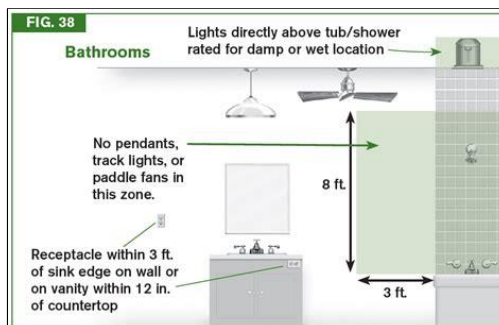
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3.7 Item 1 (Picture)



3.7 Item 2 (Picture) EXAMPLE

**3.7** The lighting for the bathroom was an exposed bare bulb:

- Bare bulb fixtures are not allowed by Current Building Standards above tubs and inside showers of bathrooms.

**Recommend** installing the appropriate trim or fixture with an enclosed bulb

The interior of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection did not involve moving furniture and inspecting behind furniture, area rugs or areas obstructed from view. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

## 4. Structural Components

The Home Inspector shall observe structural components including foundations, floors, walls, columns or piers, ceilings and roof. The home inspector shall describe the type of Foundation, floor structure, wall structure, columns or piers, ceiling structure, roof structure. The home inspector shall: Probe structural components where deterioration is suspected; Enter under floor crawl spaces, basements, and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected; Report the methods used to observe under floor crawl spaces and attics; and Report signs of abnormal or harmful water penetration into the building or signs of abnormal or harmful condensation on building components. The home inspector is not required to: Enter any area or perform any procedure that may damage the property or its components or be dangerous to or adversely effect the health of the home inspector or other persons.

### Styles & Materials

**Foundation:**

Monolithic Concrete Slab

**Floor Structure:**

Slab

**Wall Structure:**

2 X 4 Wood

**Ceiling Structure:**

2X6

**Roof Structure:**

2 X 6 Rafters

**Roof-Type:**

Hip

**Method used to observe attic:**

Crawled

**Attic info:**

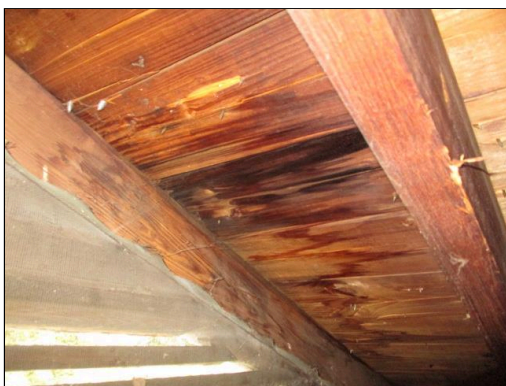
Pull Down stairs

No Storage

|     |                          | IN | NI | NP | RR |
|-----|--------------------------|----|----|----|----|
| 4.0 | Walls (Structural)       | •  |    |    |    |
| 4.1 | Floors (Structural)      | •  |    |    |    |
| 4.2 | Ceilings (Structural)    | •  |    |    |    |
| 4.3 | Roof Structure and Attic | •  |    |    |    |
| 4.4 | Attic Access             | •  |    |    |    |
|     |                          | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

### Comments:



4.3 Item 1 (Picture)



4.3 Item 2 (Picture)

**4.3 (1)** Leak stains were observed on the roof's decking and framing members.

- This type of stain can be the result of failed flashing around the chimney (very common) and lack of appropriate drainage

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- These stains can be typical of an older roof where the shingles have been replaced but not the decking. This is not indicative of an active leak but a leak that occurred on an older roof that has been replaced, the stains remain on the original decking that was not structurally compromised.

**Recommend** a qualified roofer review the roof for possible repairs necessary

**Recommend** asking the seller about the previous history of leaks and any associated repairs - review by a qualified roofer would be prudent



4.3 Item 3 (Picture)



4.3 Item 4 (Picture)

**4.3 (2)**

#### INSPECTION RESTRICTION

Portions of the attic were restricted from view due to presence of HVAC equipment and ductwork

This is for your information

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4.4 Item 1 (Picture)



4.4 Item 2 (Picture)

**4.4** (1) The pull-down attic staircase was in need of repair:

- The pull-down attic access was missing a first step

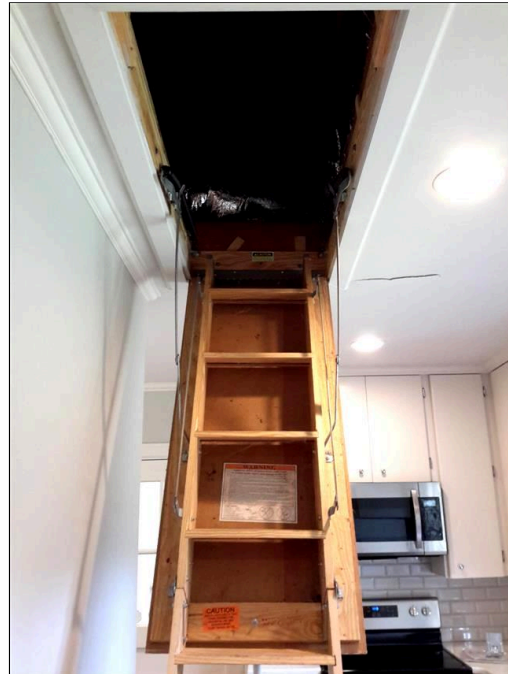
A competent handyman should be capable of necessary repairs

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4.4 Item 3 (Picture)



4.4 Item 4 (Picture)

**4.4 (2) The attic access was not insulated:**

- Insulating the back of the attic access panel is a very economical opportunity to increase the energy efficiency of the home

**Recommend** fastening rigid foam board or installing a insulated box above the entry

For more information Please Visit: [Attic Tent](#)

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4.4 Item 5 (Picture)

**4.4 (3)** The pole used to pull the attic access down was located in the kitchen. This pole eliminates the presence of a string hanging in the hallway. Good

The structure of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

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## 5. Plumbing System

The home inspector shall observe: Interior water supply and distribution system, including: piping materials, supports, and insulation; fixtures and faucets; functional flow; leaks; and cross connections; Interior drain, waste, and vent system, including: traps; drain, waste, and vent piping; piping supports and pipe insulation; leaks; and functional drainage; Hot water systems including: water heating equipment; normal operating controls; automatic safety controls; and chimneys, flues, and vents; Fuel storage and distribution systems including: interior fuel storage equipment, supply piping, venting, and supports; leaks; and Sump pumps. The home inspector shall describe: Water supply and distribution piping materials; Drain, waste, and vent piping materials; Water heating equipment; and Location of main water supply shutoff device. The home inspector shall operate all plumbing fixtures, including their faucets and all exterior faucets attached to the house, except where the flow end of the faucet is connected to an appliance. The home inspector is not required to: State the effectiveness of anti-siphon devices; Determine whether water supply and waste disposal systems are public or private; Operate automatic safety controls; Operate any valve except water closet flush valves, fixture faucets, and hose faucets; Observe: Water conditioning systems; Fire and lawn sprinkler systems; On-site water supply quantity and quality; On-site waste disposal systems; Foundation irrigation systems; Spas, except as to functional flow and functional drainage; Swimming pools; Solar water heating equipment; or Observe the system for proper sizing, design, or use of proper materials.

### Styles & Materials

**Water Source:**

Public

**Plumbing Water Supply (into home):**

Not visible

**Plumbing Water Distribution (inside home):**

PEX

Copper

**Plumbing Waste:**

PVC

Cast iron

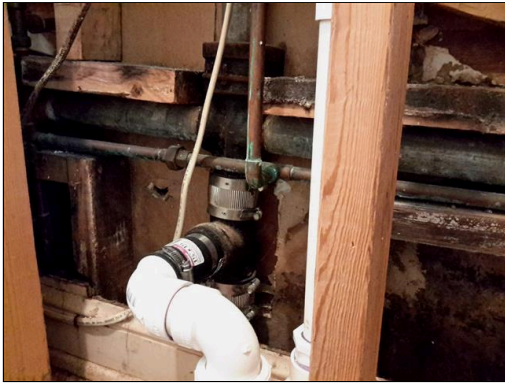
GALVANIZED (Old)

|     |                                                        | IN | NI | NP | RR |
|-----|--------------------------------------------------------|----|----|----|----|
| 5.0 | Plumbing Drain, Waste and Vent Systems                 | •  |    |    |    |
| 5.1 | Plumbing Supply & Distribution Systems                 | •  |    |    | •  |
| 5.2 | Plumbing Fixtures                                      | •  |    |    |    |
| 5.3 | Hot Water Systems, Controls, Chimneys, Flues and Vents | •  |    |    |    |
| 5.4 | Main Water Shut-off Device (Describe location)         | •  |    |    |    |
|     |                                                        | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

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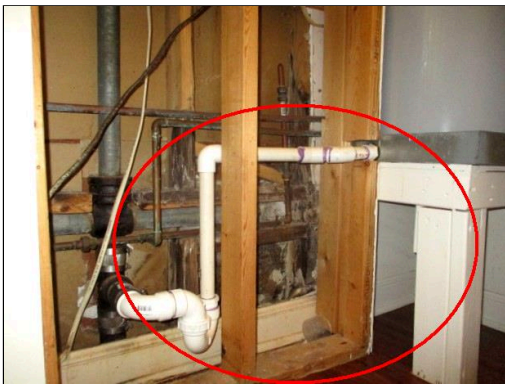
**Magnolia Home Inspections, LLC****Viner****Comments:**

5.0 Item 1 (Picture)

**5.0** (1) The original cast iron plumbing pipes were still being used for the sewer waste line:

- Cast iron pipe does have a life-span and will need to be replaced at some point in the future. No one can predict the future performance of plumbing pipes. Budget Prudently
- It is important to not wash heavy chemical cleaners down older pipes as excessive wear and eventual leaks may occur

Magnolia inspectors are not professional plumbers; we cannot predict the future performance of the sewer line. For a more thorough inspection of the sewer line a sewer scope is recommended. (Please call the Magnolia office to schedule this service)



5.0 Item 2 (Picture)

**5.0** (2) It appeared that passive drain line from the water heater pan was draining into a sewer waste line:

- This is considered a safety issue.
- The concern is that in the event of a back up, dangerous sewer water could be introduced into the home in an unsuspected area creating a serious health concern.

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**Recommend** a qualified plumbing contractor move this drain to the exterior of the home.



5.0 Item 3 (Picture)



5.0 Item 4 (Picture)

**5.0 (3)** A wastewater pump was observed:

- These are typically used to pump the home's wastewater up to the main municipal sewer line
- Inspection of the pump, tank, functionality and maintenance needs is outside the scope of a Home Inspection

**Recommend** asking the Seller about the maintenance needs of the wastewater pump system and who would be responsible for those needs or any necessary repairs (e.g. home owner or municipality) or reference the disclosure documents



5.0 Item 5 (Picture)



5.0 Item 6 (Picture)

**5.0 (4)** The home appeared to be on a sewer pump system. The sewer pump box was located on the front and North-side of the home. Inspection of a sewer pump is outside the scope of a Home Inspection.

- An alarm box was installed on the back of the home in case of pump failure

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**Recommend** referring to disclosure documents or contacting the HOA or local municipality for information on responsibility for maintaining the sewer pump system (Who to call for Emergency?) and any documentation of recent inspections.



5.0 Item 7 (Picture)

**5.0** (5) Access to sewer line for maintenance at locations called 'clean-outs' were found:

- Clean-outs allow for easy access to plumbers for clearing major clogs in waste drains.
- Large equipment can be operated outside with exterior clean-outs. Good



5.0 Item 8 (Picture)

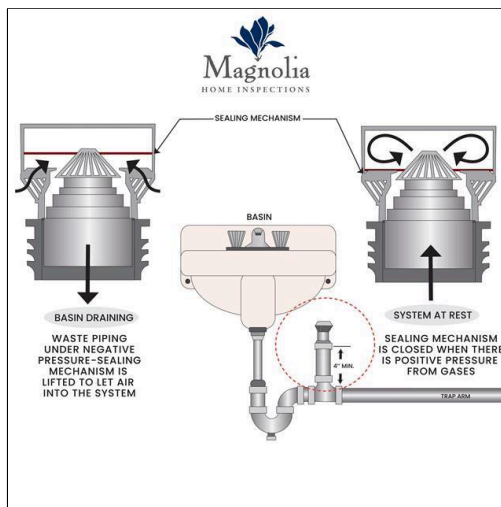


5.0 Item 9 (Picture)





5.0 Item 10 (Picture)



5.0 Item 11 (Picture) EXAMPLE

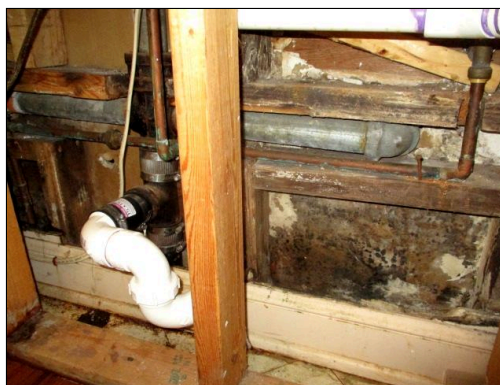
**5.0 (6)** Studor vents were located in the home (multiple locations):

- Studor vents are installed to assist in draining or when a plumbing vent is not accessible within a given proximity, like a kitchen island for example
- Studor vents are a mechanical device that allow for negative air pressure to assist in the draining of liquids in the drain pipe

Due to their mechanical nature studor vents do have an expected life-span, estimated to be around 10-15 years and will need to be replaced in the future. FYI



5.1 Item 1 (Picture)



5.1 Item 2 (Picture)



5.1 Item 3 (Video)

**5.1** There was an indication of a leak on the supply plumbing line:

- This was an active leak in need of immediate repair
- This leak appeared to be located under the laundry room
- Signs of microbial growth was present. Only results from an accredited laboratory (American Industrial Hygiene Association (AIHA), i.e) can identify Mold Test samples for potential hazard. Unless a Mold Test was previously requested, we did not test indoor air quality or determine if this growth is or is not a health hazard. A person's health is a truly personal responsibility. If you or your family members suffer from allergies or asthma, a Mold Test to determine threat level of airborne microbial particles is **recommended**. If hazardous microbial particles are identified inside the home, remediation of the source of that growth should occur before taking measures to control moisture. For more information visit: [EPA Mold Control](#)

**Recommend** a qualified plumber review plumbing in this area and complete appropriate repairs.



5.2 Item 1 (Picture)

**5.2** The detached studio faucet was missing the diffuser screen.

A competent handyman can easily install, if the correct screen is purchased.

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5.3 Item 1 (Picture)



5.3 Item 2 (Picture)



5.3 Item 3 (Picture)

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**5.3** The hot water was supplied by a 40 gallon electric State water heater that appeared to be manufactured in 2021. A typical water heater has a life expectancy of 12 to 15 years

- An expansion tank was located on the water line. When the water heater makes hot water, the water in the system expands. The expansion of the warm water increases the pressure on the homes water pipes. The expansion tank absorbs the extra pressure, increasing the life expectancy of faucets and shut-off valves in the home. Good
- The TPR valve (Temperature and Pressure Relief) had an extension to catch leak pan with passive drain.

Defects were observed with the water heater:

- The electrical conductor providing power to the water heater was not protected by conduit as required by common building standards - bare electrical wires inside the home should always be protected inside of conduit
- The 40 gallon capacity was considered undersized for this home. 40 gallon water heaters are installed on small homes with with only 1 or 2 bathrooms for living occupants of 2-3 people maximum

**Recommend** a qualified electrician complete repairs necessary

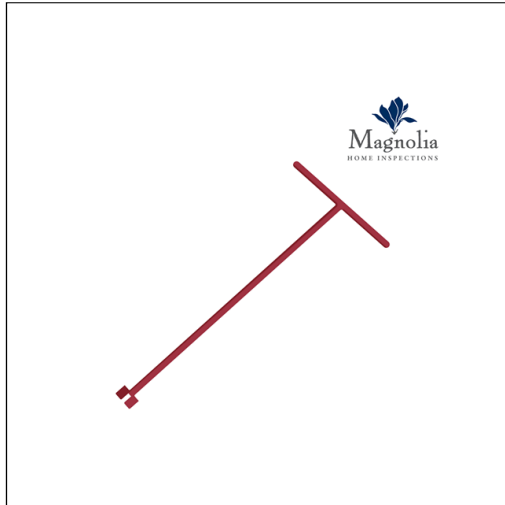
**Recommend** a plumber provide options for upgrading to a larger water heater, or tankless in the future



5.4 Item 1 (Picture)



5.4 Item 2 (Picture) Ball Valve

**Magnolia Home Inspections, LLC****Viner****5.4 Item 3 (Picture) Water Key****5.4** A main shut-off for the water was not located inside the home:

- If one does not exist, a water key will need to be used at the street meter to shut the water off
- It is prudent to have access to a main shut-off in the event of an emergency to reduce/eliminate water damage to the home in such an event

**Recommend** asking seller for knowledge of an interior water shut-off location. Have a plumber install an interior shut-off ball valve in the future if one does not exist (Considered an Upgrade)

The plumbing in the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Washing machine drain line for example cannot be checked for leaks or the ability to handle the volume during drain cycle. Older homes with galvanized supply lines or cast iron drain lines can be obstructed and barely working during an inspection but then fails under heavy use. If the water is turned off or not used for periods of time (like a vacant home waiting for closing) rust or deposits within the pipes can further clog the piping system. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.



## 6. Electrical System

The home inspector shall observe: Service entrance conductors; Service equipment, grounding equipment, main over current device, and main and distribution panels; Amperage and voltage ratings of the service; Branch circuit conductors, their over current devices, and the compatibility of their ampacities and voltages; The operation of a representative number of installed ceiling fans, lighting fixtures, switches and receptacles located inside the house, garage, and on the dwelling's exterior walls; The polarity and grounding of all receptacles within six feet of interior plumbing fixtures, and all receptacles in the garage or carport, and on the exterior of inspected structures; The operation of ground fault circuit interrupters; and Smoke detectors. The home inspector shall describe: Service amperage and voltage; Service entry conductor materials; Service type as being overhead or underground; and Location of main and distribution panels. The home inspector shall report any observed aluminum branch circuit wiring. The home inspector shall report on presence or absence of smoke detectors, and operate their test function, if accessible, except when detectors are part of a central system. The home inspector is not required to: Insert any tool, probe, or testing device inside the panels; Test or operate any over current device except ground fault circuit interrupters; Dismantle any electrical device or control other than to remove the covers of the main and auxiliary distribution panels; or Observe: Low voltage systems; Security system devices, heat detectors, or carbon monoxide detectors; Telephone, security, cable TV, intercoms, or other ancillary wiring that is not a part of the primary electrical distribution system; or Built-in vacuum equipment.

### Styles & Materials

**Electrical Service Conductors:**

Overhead service  
240 volts

**Panel Type:**

Circuit breakers

**Branch wire 15 and 20 AMP:**

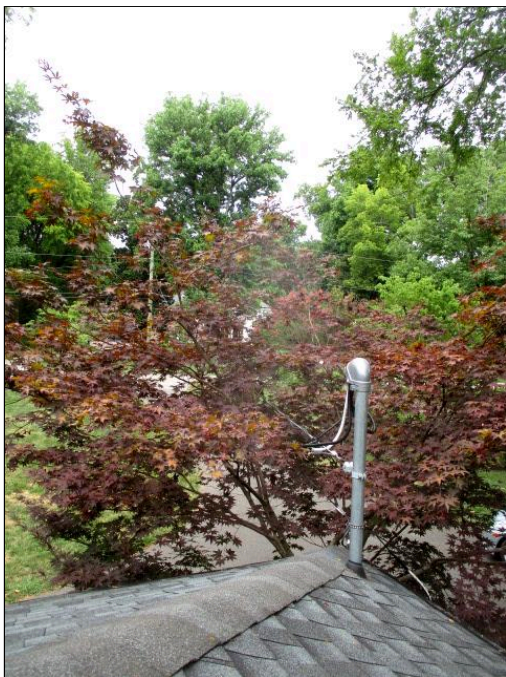
Copper

**Wiring Methods:**

Romex

|     |                                                                                                   | IN | NI | NP | RR |
|-----|---------------------------------------------------------------------------------------------------|----|----|----|----|
| 6.0 | Service Entrance Conductors                                                                       | •  |    |    |    |
| 6.1 | Electric Meter                                                                                    | •  |    |    |    |
| 6.2 | Main Service Panel and Distribution Panels                                                        | •  |    |    |    |
| 6.3 | Fixtures (Observed from a representative number operation of ceiling fans, and lighting fixtures) | •  |    |    |    |
| 6.4 | Conductors, Switches, Polarity and Grounding of Receptacles                                       | •  |    |    |    |
| 6.5 | Operation of GFCI (Ground Fault Circuit Interrupters)                                             | •  |    |    | •  |
| 6.6 | Smoke Detectors                                                                                   | •  |    |    |    |
| 6.7 | Carbon Monoxide Detectors                                                                         | •  |    | •  |    |
|     |                                                                                                   | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

**Magnolia Home Inspections, LLC****Viner****Comments:**

6.0 Item 1 (Picture)



6.0 Item 2 (Picture)

**6.0** Defects were observed with the Service Entrance Conductors:

- The overhead electrical service conductors were in close contact with vegetation. Loss of power and damage to appliances could result from a limb falling on the entrance conductors during a high-wind storm

**Recommend** cutting limbs approximately 5 feet surrounding the entrance conductors

6.1 Item 1 (Picture)



6.1 Item 2 (Picture)

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**Magnolia Home Inspections, LLC****Viner**

**6.1** The 200 amp meter was located on the North-side of Home:

- The meter was grounded. Good



6.2 Item 1 (Picture)



6.2 Item 2 (Picture)



6.2 Item 3 (Picture)



6.2 Item 4 (Picture) EXAMPLE

**6.2 (1)** The main service panel appeared to be a FEDERAL PACIFIC 200 amp located in the detached studio

The panel was clearly labelled and had defects:

- The service panel was made by Federal Pacific. Federal Pacific service panels (popular through the 1970's) are reputed to have a high rate of circuit breaker failure which can result in a fire or shock/electrocution. The circuit breakers inside have melted to the main 'bus bar' not allowing the breaker to ever trip, even when there's a short or overloaded circuit.
- Front panel screws were missing
- Dielectric grease was missing from the main service lugs
  1. Dielectric grease provides insulation for high voltages and prevent corrosion on the metal contacts

**Recommend** asking your insurance provider about the need for replacement of a Federal Pacific panel



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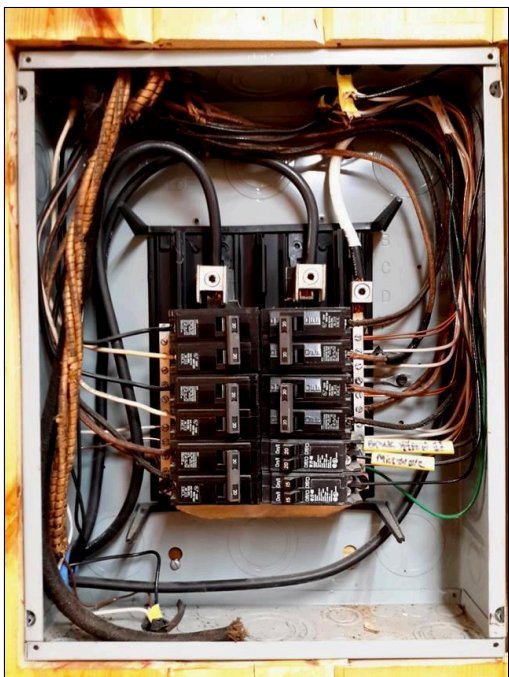
inside the home

**Recommend** a licensed electrical contractor provide quote for replacing the panel.

**Recommend** replacing the machine screws with fasteners appropriate for an electrical panel front



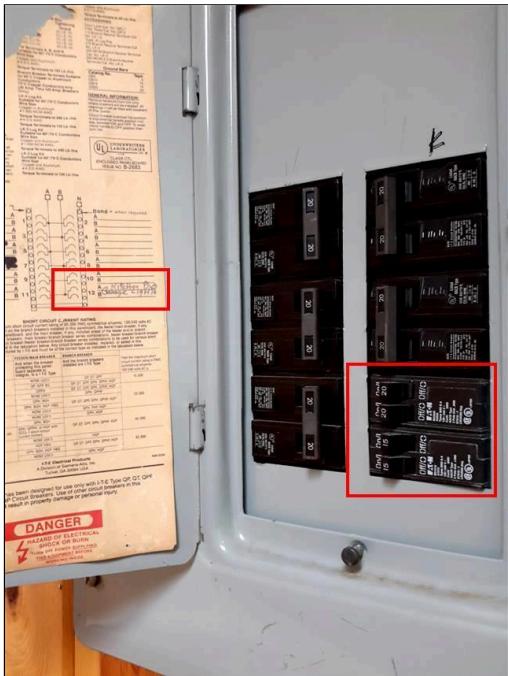
6.2 Item 5 (Picture)



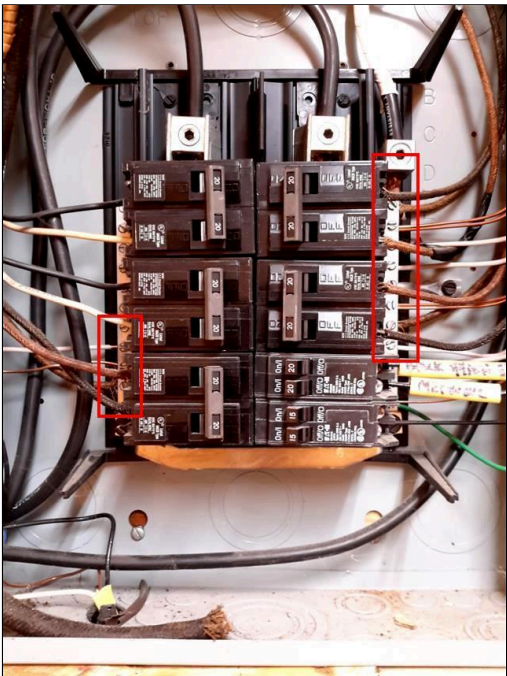
6.2 Item 6 (Picture)

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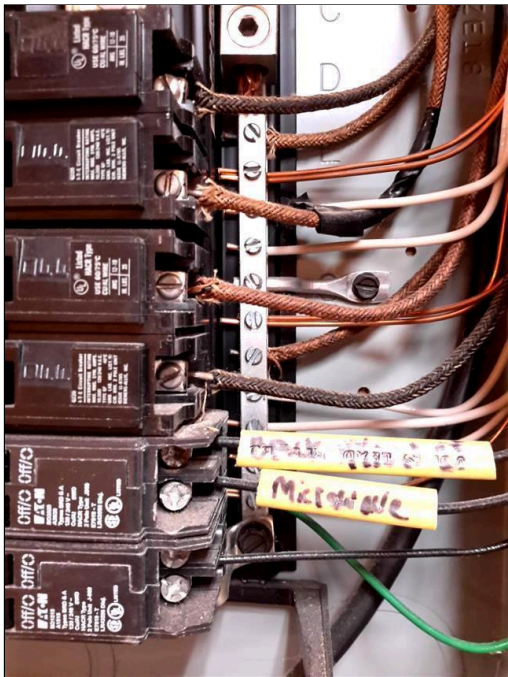
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6.2 Item 7 (Picture)



6.2 Item 8 (Picture)



6.2 Item 9 (Picture)



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**6.2** (2) The distribution panel appeared to be a SIEMENS 60 amp, located in the detached studio.

The panel was not clearly labelled and had defects:

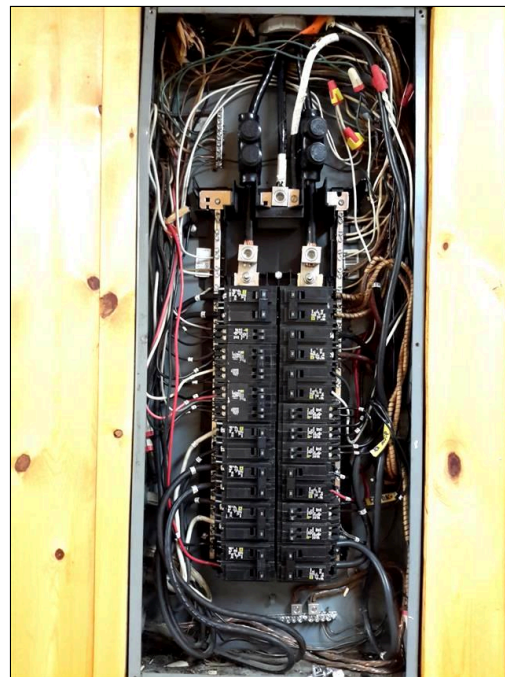
- Tandem breakers have been physically altered in order to forced into a location not intended by the manufacturer. Altering or manipulating breakers and the panel is considered a SAFETY HAZARD. There was room at the bottom of the panel for tandem breakers.
- Multiple grounded conductors were bonded to the neutral bus bar. Grounded conductors and neutral conductors are to be separated in the distribution panel.
- Cloth wiring with aged rubber insulators were present in the home. The presence these wires were found in the electrical panel, currently providing electrical current to the oven only (typical of a home of this age). The rubber in these conductors are highly friable and are to be replaced if moved during a remodel or serious electrical repairs. (If the cloth-wiring conductors are to remain, it is **recommended** that your insurance provider be consulted about the presence of cloth-wrapped, rubber insulated tinned-copper conductors in the electrical panel and how this might affect your premium rates)

**Recommend** that all electrical corrections be made by a qualified electrical contractor

**Recommend** correctly labeling the panel circuit breakers before walk-through. In the event of an emergency it is necessary to shut-off power to a circuit without shutting off power to the entire home



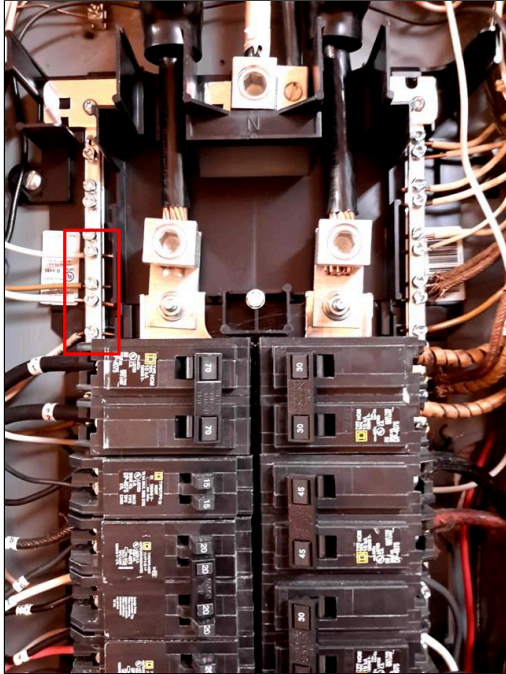
6.2 Item 10 (Picture)



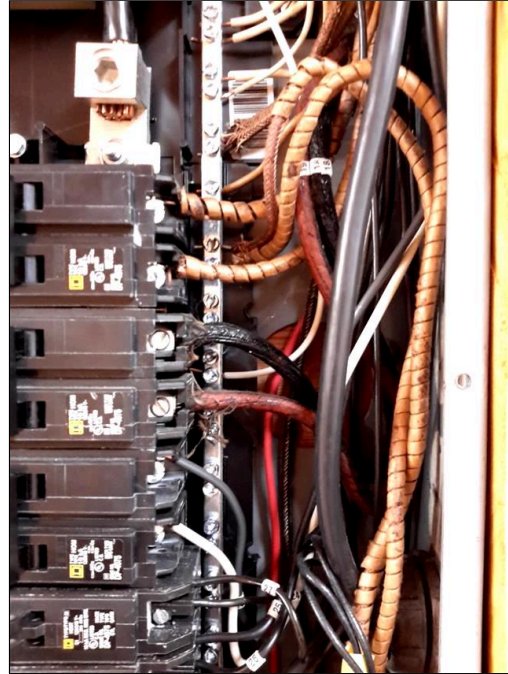
6.2 Item 11 (Picture)

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6.2 Item 12 (Picture)



6.2 Item 13 (Picture)

**6.2 (3)** The distribution panel appeared to be a SQUARE D 200 amp, located in the detached studio.

The panel was clearly labelled and had defects:

- Multiple grounded conductors were bonded to the neutral bus bar. Grounded conductors and neutral conductors are to be separated in the distribution panel.
- Cloth wiring with aged rubber insulators were present in the home. The presence these wires were found in the electrical panel, currently providing electrical current to the oven only (typical of a home of this age). The rubber in these conductors are highly friable and are to be replaced if moved during a remodel or serious electrical repairs. (If the cloth-wiring conductors are to remain, it is **recommended** that your insurance provider be consulted about the presence of cloth-wrapped, rubber insulated tinned-copper conductors in the electrical panel and how this might affect your premium rates)

**Recommend** that all electrical corrections be made by a qualified electrical contractor

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6.2 Item 14 (Picture)



6.2 Item 15 (Picture)

**6.2 (4)** The disconnect panel appeared to be a 25 amp located on the front of the home.

The panel was clearly labeled and the installation appeared to be clean and met standards of quality workmanship. Good



6.2 Item 16 (Picture)



6.2 Item 17 (Picture)

**6.2 (5)** The disconnect panel appeared to be a 20 amp located on the North-side of Home.

The panel was clearly labeled and the installation appeared to be clean and met standards of quality workmanship. Good



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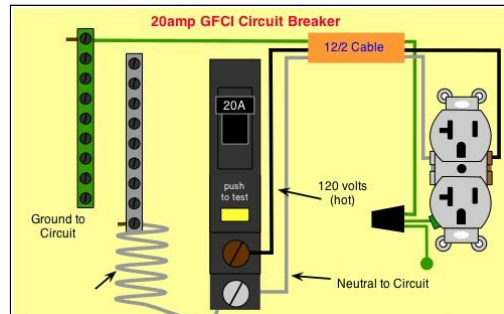
6.4 Item 1 (Picture)



6.4 Item 2 (Picture)



6.4 Item 3 (Picture)

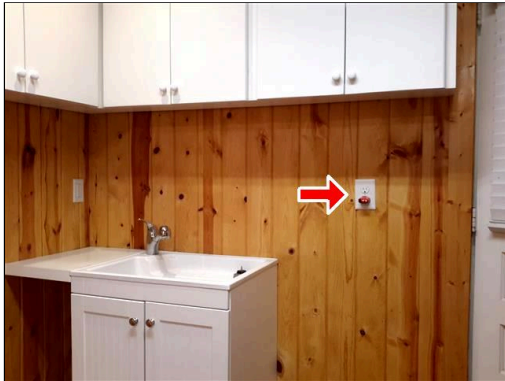


6.4 Item 4 (Picture) EXAMPLE

**6.4** Un-grounded 2-prong and 3-prong wall plugs were observed throughout the home:

- These ungrounded plugs are functional for commonly used items like cell phone chargers, radios and lamp fixtures but should not be used where grounding is intended for other electrical equipment like computers, printers, tv's, sound equipment, hair dryers, ect
- The 3-prong ungrounded plugs are an indication of replacing 2-prong receptacles without updating the old 2 wire conductors (hot and neutral) from the distribution panel to the receptacle outlet. If a fixture needs a grounded 3-prong receptacle, then do not use the ungrounded plugs

**Recommend** labeling the ungrounded 3-prong plugs**Recommend** a qualified electrician install a GFCI breaker for this circuit and labeling the plugs as "ungrounded GFCI protected". Grounded plugs are generally recommended for expensive electronic equipment



6.5 Item 1 (Picture)

**6.5** (1)

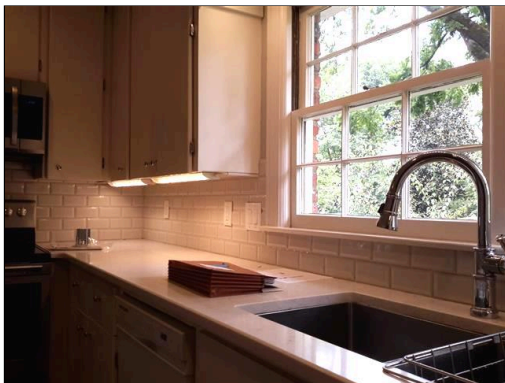
6.5 Item 2 (Picture) EXAMPLE

**SAFETY HAZARD**

There was no GFCI protection for the plug present in the detached garage:

- Current building standards require all plugs within 6 feet of a water source to be protected by a GFCI (Ground Fault Circuit Interrupter) as a means of preventing electrocution in the event an appliance falls into water

**Recommend** a licensed electrician install GFCI protection for all plugs necessary as soon as possible



6.5 Item 3 (Picture)

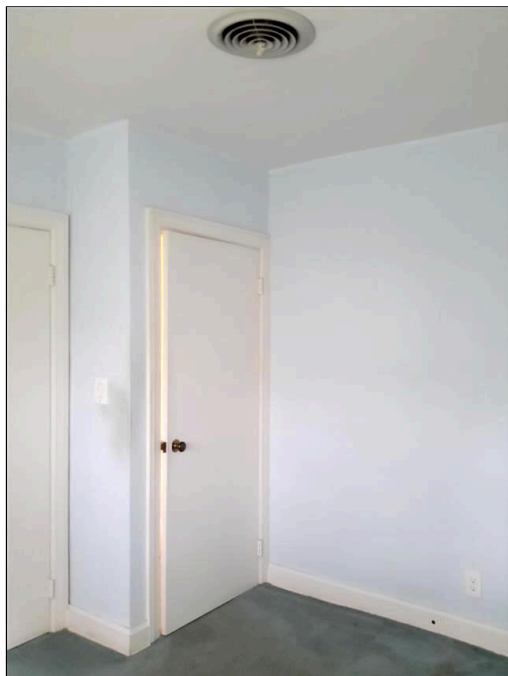


6.5 Item 4 (Picture)

**6.5** (2) The GFCI plugs in the kitchen bathroom were not grounded. Although GFCI plugs can work without a ground these plugs could not be tested for functionality without a ground.

This is for your information



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6.6 Item 1 (Picture)



6.6 Item 2 (Picture) EXAMPLE

**6.6** The National Fire Protection Agency recommends installing smoke alarms inside each bedroom, outside each sleeping area and on every level of the home, including the basement:

- On levels without bedrooms, install alarms in the living room (or den or family room) or near the stairway to the upper level, or in both locations. Without a working smoke detector in your home you have no first alert to a possible fire
- Smoke detectors were not present

**Recommend** installing in all appropriate locations

For more information visit: [Installation and Location of Smoke Alarms](#)



6.7 Item 1 (Picture) EXAMPLE

**436 Westview Ave**

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**Magnolia Home Inspections, LLC****Viner**

**6.7** The US Department of Energy recommends all living areas that are supplied by natural gas appliances be protected and monitored by an automatic carbon monoxide warning device:

- Mount the detectors on the walls at least a couple of feet below the height of the ceiling
- An alarm should be installed on every level of the home and in sleeping areas
- Place the alarm at least 15 feet away from fuel-burning appliances
- Make sure nothing is covering or obstructing the unit
- Do not place the unit in dead air spaces or next to a window or door

**Recommend** installing carbon monoxide detection device on all living levels that include a gas appliance

- Infants, the elderly, people with chronic heart disease, anemia, or breathing problems are more likely to get sick from CO. Each year, more than 400 Americans die from CO poisoning not linked to fires, more than 20,000 visit the emergency room, and more than 4,000 are hospitalized

For more information please visit: [Carbon Monoxide FACTS](#)

The electrical system of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Outlets were not removed and the inspection was only visual. Any outlet not accessible (behind the refrigerator for example) was not inspected or accessible. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

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## 7. Heating / Central Air Conditioning

The home inspector shall observe permanently installed heating and cooling systems including: Heating equipment; Cooling Equipment that is central to home; Normal operating controls; Automatic safety controls; Chimneys, flues, and vents, where readily visible; Solid fuel heating devices; Heat distribution systems including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units, convectors; and the presence of an installed heat source in each room. The home inspector shall describe: Energy source; and Heating equipment and distribution type. The home inspector shall operate the systems using normal operating controls. The home inspector shall open readily openable access panels provided by the manufacturer or installer for routine homeowner maintenance. The home inspector is not required to: Operate heating systems when weather conditions or other circumstances may cause equipment damage; Operate automatic safety controls; Ignite or extinguish solid fuel fires; or Observe: The interior of flues; Fireplace insert flue connections; Humidifiers; Electronic air filters; or The uniformity or adequacy of heat supply to the various rooms.

### Styles & Materials

**Ductwork:**

Insulated

**HVAC Equipment:**

Heat Pump

**Fireplace:**

Conventional

**Operable Fireplaces:**

Two

|     |                                                                                                                                                                    | IN | NI | NP | RR |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|
| 7.0 | Exterior Heating and Cooling Equipment                                                                                                                             | •  |    |    |    |
| 7.1 | Indoor Distribution Systems (including fans, pumps, ducts and piping, with supports, insulation, air filters, registers, radiators, fan coil units and convectors) | •  |    |    |    |
| 7.2 | Cooling Performance                                                                                                                                                | •  |    |    |    |
| 7.3 | Heating Equipment and Performance                                                                                                                                  | •  |    |    |    |
| 7.4 | Fireplaces and Wood-burning Stoves                                                                                                                                 | •  |    |    |    |
| 7.5 | Gas Shutoff Valve                                                                                                                                                  |    | •  |    |    |
| 7.6 | Flues and Vents (Gas Water Heaters or Heat Systems)                                                                                                                | •  |    |    |    |
| 7.7 | Automatic Safety Controls                                                                                                                                          | •  |    |    |    |
| 7.8 | Normal Operating Controls                                                                                                                                          | •  |    |    |    |
| 7.9 | Presence of Heating/Cooling Source in Each Room                                                                                                                    | •  |    |    |    |
|     |                                                                                                                                                                    | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

**436 Westview Ave**

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## Magnolia Home Inspections, LLC

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## Comments:



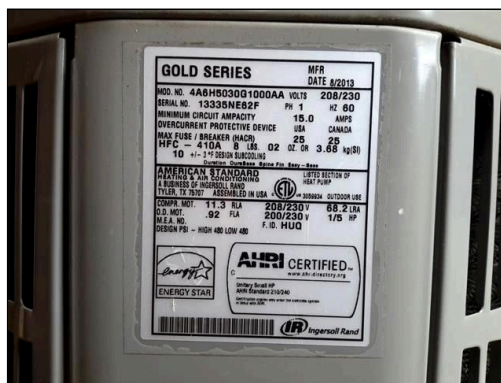
7.0 Item 1 (Picture)



7.0 Item 2 (Picture)



7.0 Item 3 (Picture)



7.0 Item 4 (Picture)

**7.0** (1) There were 2 HVAC units on the home:

- The South-end equipment appeared to be a American Standard 2.5 Ton Split-unit manufactured in 2013
- The North-end and detached studio equipment appeared to be a American Standard 2.5 Ton Split-unit manufactured in 2013

**Recommend** asking Seller for literature on warranty information for the units.

All manufacturers of the HVAC equipment recommend annual maintenance by a qualified HVAC technician FYI

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7.0 Item 5 (Picture)



7.0 Item 6 (Picture)

**7.0 (2)** The insulation on the line-set to the condenser outside has deteriorated and is missing in several sections:

- This deficiency decreases the efficiency of the equipment's performance

**Recommend** replacing the insulation on the line-set of the HVAC unit before installing a protective covering



7.1 Item 1 (Picture)

**7.1 (1)** The filter for the HVAC equipment has NOT been replaced in a very long time.

- A clogged air filter can place strain on the equipment resulting in premature maintenance repairs.

Consider signing up for a filter program that reminds you (*or your tenants*) to replace the filter by delivering a new filter to the front door every 30 days.



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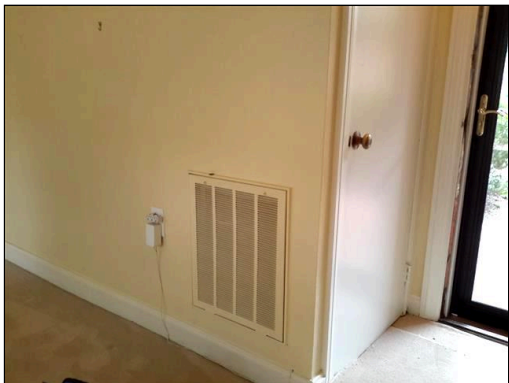
Viner



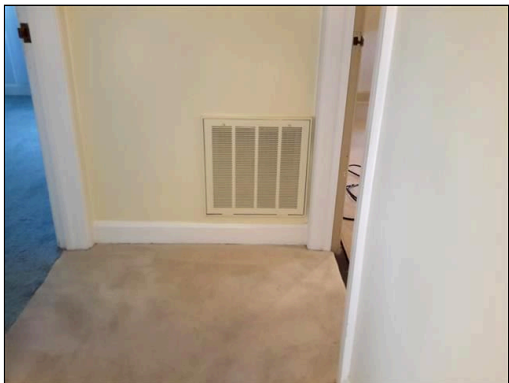
7.1 Item 2 (Picture)

**7.1** (2) A step ladder will need to be purchased in order to change the air filter at the detached garage return:

This is for your information



7.1 Item 3 (Picture)



7.1 Item 4 (Picture)

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**Magnolia Home Inspections, LLC****Viner**

7.1 Item 5 (Picture)

**7.1** (3) There were multiple returns throughout the home - this increases the overall performance and comfort in the home by increasing circulation of conditioned air throughout the home. Good



7.1 Item 6 (Picture)

**7.1** (4) A UV Light was installed on distribution equipment, located on the air handler in the attic:

- UV Lights are designed to neutralize airborne pathogens in the air before being distributed into the home.
- Inspection of auxiliary equipment is beyond the scope of a home inspection.
- UV Lights have a limited lifespan and need to be replaced on a routine schedule

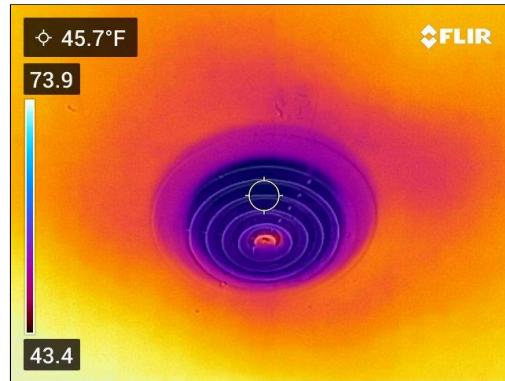
**Recommend** asking the seller for more information about the equipment, maintenance and warranty.

## Magnolia Home Inspections, LLC

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7.2 Item 1 (Picture)



7.2 Item 2 (Picture)

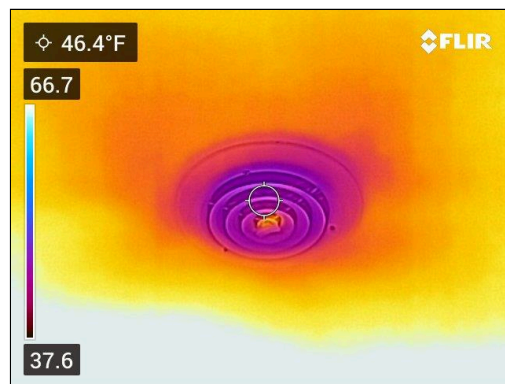
**7.2 (1)** The ambient air test was performed by using thermometers on the North-end air handler of heat pump in "Cool Mode" to determine if the difference in temperatures of the supply and return air are between 14 degrees and 22 degrees which indicates that the unit is cooling as intended:

- The return air temperature on your system read 66 degrees, and the supply air temperature was 46 degrees.
- This indicates a temperature variance in the normal range. Good.

This is a minimal test for functionality. A more in-depth evaluation measuring freon levels and equipment performance or need for maintenance requires a technical review with professional equipment by a qualified HVAC technician



7.2 Item 3 (Picture)



7.2 Item 4 (Picture)

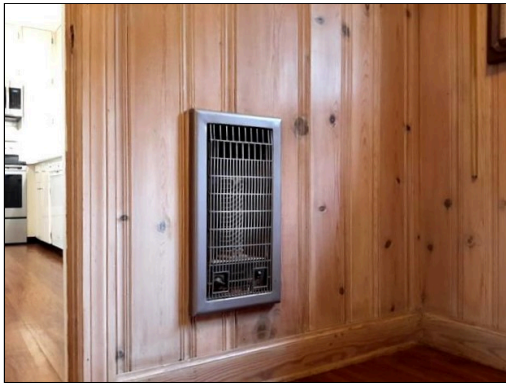
**7.2 (2)** The ambient air test was performed by using thermometers on the South-end air handler of heat pump in "Cool Mode" to determine if the difference in temperatures of the supply and return air are between 14 degrees and 22 degrees which indicates that the unit is cooling as intended:

- The return air temperature on your system read 74 degrees, and the supply air temperature was 46 degrees.

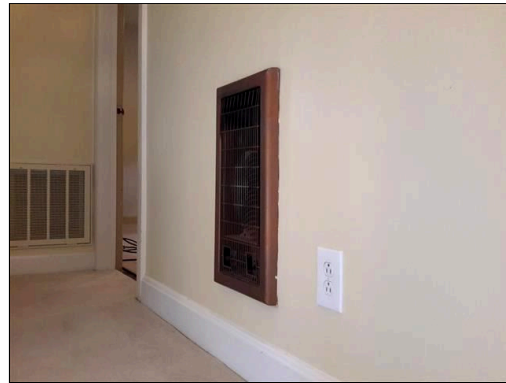
**Magnolia Home Inspections, LLC****Viner**

- This indicates a temperature variance in the normal range. Good.

This is a minimal test for functionality. A more in-depth evaluation measuring freon levels and equipment performance or need for maintenance requires a technical review with professional equipment by a qualified HVAC technician



7.3 Item 1 (Picture)



7.3 Item 2 (Picture)

### 7.3 In-wall electric heaters found in various locations in the home.

- These are antiquated heating systems and are expensive to operate comparative to a heat pump or gas furnace.
- Flammable material should NOT be in contact with the heaters or in close proximity during operation (furniture, beds, blankets, etc.) for safety. A clearance of at least three feet must be adhered to for safety.

Most homeowners disconnect breakers or remove these in-wall heaters when a whole-home HVAC system is installed. FYI



7.4 Item 1 (Picture)



7.4 Item 2 (Picture)

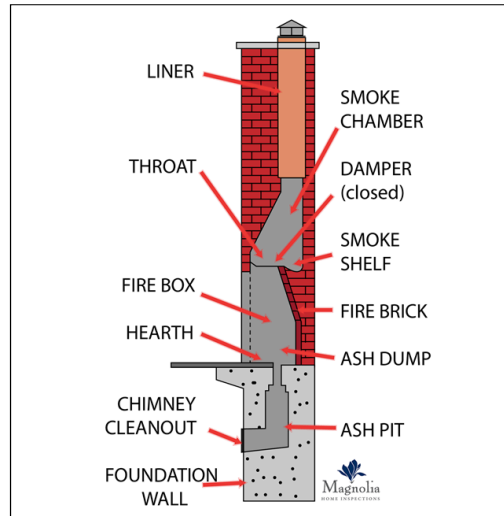
**436 Westview Ave**

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7.4 Item 3 (Picture)



7.4 Item 4 (Picture) EXAMPLE

**7.4 (1)** A conventional wood-burning fireplace was observed in the living room:

- The fireplace was not operated

At the time of the inspection, the damper operated as expected and there were other deficiencies observed:

- The chimney throat was in need of cleaning or coated with creosote build-up
- Creosote is black or brown in appearance. It can be crusty and flaky...tar-like, drippy and sticky...or shiny and hardened. Often, all forms will occur in one chimney system. Whatever form it takes, creosote is highly combustible. If it builds up in sufficient quantities - and the internal flue temperature is high enough - the result could be a chimney fire

**Recommend** a chimney sweep complete maintenance necessary and perform a more detailed inspection of the interior of the chimney. Magnolia recommends a chimney sweep certified by the Chimney Safety Institute of America (CSIA).



**Magnolia Home Inspections, LLC****Viner**

7.4 Item 5 (Picture)



7.4 Item 6 (Picture)



7.4 Item 7 (Picture)

**7.4 (2)** A conventional wood-burning fireplace was observed in the living room:

- The fireplace was not operated

At the time of the inspection, the damper operated as expected and there were no deficiencies observed

Although no significant deficiencies were found, consider having a chimney sweep perform a routine cleaning and more detailed inspection when purchasing a home before the fireplace is operated. Magnolia recommends a chimney sweep certified by the Chimney Safety Institute of America (CSIA).

**Magnolia Home Inspections, LLC****Viner**

7.8 Item 1 (Picture)



7.8 Item 2 (Picture)

**7.8** There were two thermostats installed on the North-end HVAC equipment:

- The thermostats operate dampers within the ductwork to control the direction of conditioned air within the home. This is called a Zoned System, an efficient option on a single HVAC unit, to regulate the temperature differences between upstairs and downstairs or opposite wings of a larger home
- A Zoned System works to balance the temperature of the home, to keep the downstairs warmer during the winter and the upstairs cooler during the summer. FYI

The heating and cooling system of this home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. The inspection is not meant to be technically exhaustive. The inspection does not involve removal and inspection behind service door or dismantling that would otherwise reveal something only a licensed heat contractor would discover. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

8. Built-In Kitchen Appliances

The home inspector shall observe and operate the basic functions of the following kitchen appliances: Permanently installed dishwasher, through its normal cycle; Range, cook top, and permanently installed oven; Trash compactor; Garbage disposal; Ventilation equipment or range hood; and Permanently installed microwave oven. The home inspector is not required to observe: Clocks, timers, self-cleaning oven function, or thermostats for calibration or automatic operation; Non built-in appliances; or Refrigeration units. The home inspector is not required to operate: Appliances in use; or Any appliance that is shut down or otherwise inoperable.

Styles & Materials

Dishwasher Brand:  
KITCHEN AIDE

Range/Oven:  
MAYTAG

Built in Microwave:  
SAMSUNG

Exhaust/Range hood:  
VENTED

Disposer Brand:  
IN SINK ERATOR

|     |                             | IN | NI | NP | RR |
|-----|-----------------------------|----|----|----|----|
| 8.0 | Dishwasher                  | •  |    |    |    |
| 8.1 | Ranges/Ovens/Cooktops       | •  |    |    |    |
| 8.2 | Range Hood (s)              | •  |    |    |    |
| 8.3 | Food Waste Disposer         | •  |    |    |    |
| 8.4 | Microwave Cooking Equipment | •  |    |    |    |
|     |                             | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

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Comments:

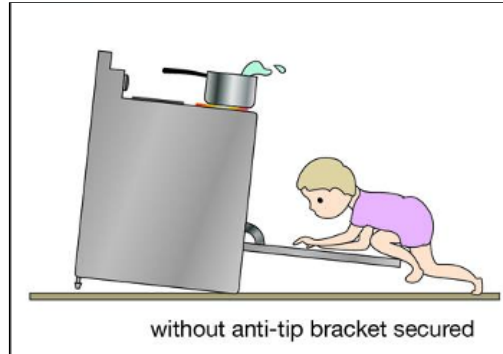


8.0 Item 1 (Picture)

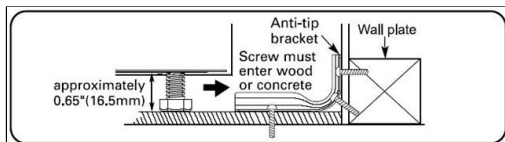
**8.0** The dishwasher completed a full cycle at the time of the inspection with no defects observed.  
Good



8.1 Item 1 (Picture)



8.1 Item 2 (Picture) EXAMPLE



8.1 Item 3 (Picture) EXAMPLE

**8.1 (1)** Appliance manufacturers are now supplying an anti-tip catch for all oven installations:

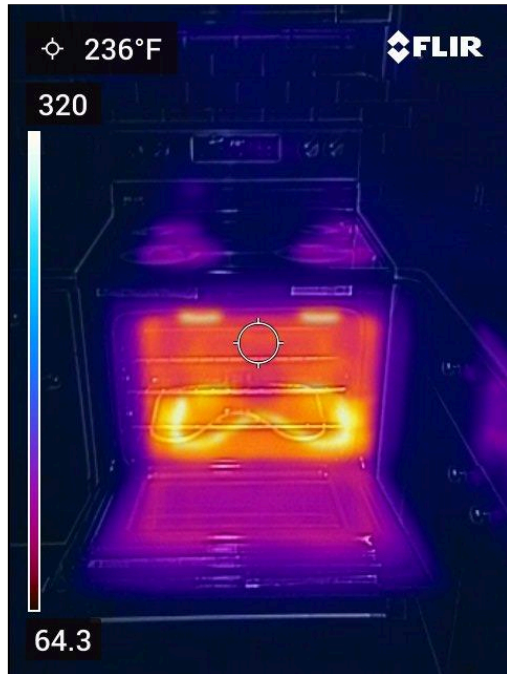
- This simple device keeps the oven from tipping over in the event that downward pressure is applied to an open oven door.
- No device was installed on the oven, but was located on the kitchen counter. FYI

**Recommend** considering installing this device in the future.



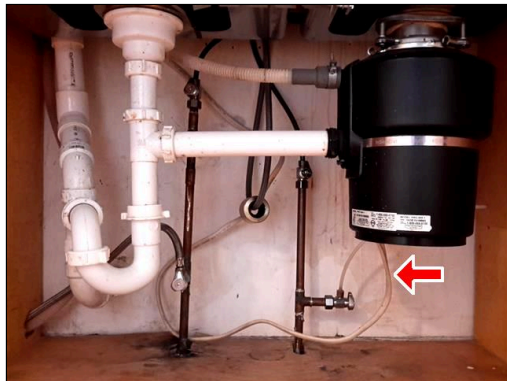
Magnolia Home Inspections, LLC

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8.1 Item 4 (Picture)

**8.1** (2) The oven and cooktop performed as intended with no defects observed. Good



8.3 Item 1 (Picture)

**8.3** An unprotected electrical wire was observed under the kitchen sink cabinet:

- An exposed wire is considered a Safety Hazard. A sharp object could easily cut the wire leaving an exposed HOT wire that could cause electrocution when another person reaches into the cabinet

**Recommend** installing conduit over this conductor as required

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**Magnolia Home Inspections, LLC**

**Viner**

The built-in appliances of the home were inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

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9. Insulation and Ventilation

The home inspector shall observe: Insulation and vapor retarders in unfinished spaces; Ventilation of attics and foundation areas; Kitchen, bathroom, and laundry venting systems; and the operation of any readily accessible attic ventilation fan, and, when temperature permits, the operation of any readily accessible thermostatic control. The home inspector shall describe: Insulation in unfinished spaces; and Absence of insulation in unfinished space at conditioned surfaces. The home inspector shall: Move insulation where readily visible evidence indicates the need to do so; and Move insulation where chimneys penetrate roofs, where plumbing drain/waste pipes penetrate floors, adjacent to earth filled stoops or porches, and at exterior doors. The home inspector is not required to report on: Concealed insulation and vapor retarders; or Venting equipment that is integral with household appliances.

Styles & Materials

Ventilation:

Ridge vents  
Soffit Vents

|     |                                               | IN | NI | NP | RR |
|-----|-----------------------------------------------|----|----|----|----|
| 9.0 | Insulation in Attic                           | •  |    |    |    |
| 9.1 | Ventilation of Attic and Foundation Areas     | •  |    |    |    |
| 9.2 | Venting Systems (Kitchens, Baths and Laundry) | •  |    |    |    |
|     |                                               | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

Comments:



9.0 Item 1 (Picture)



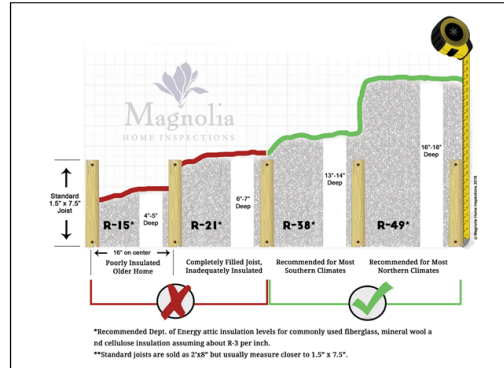
9.0 Item 2 (Picture)

## Magnolia Home Inspections, LLC

Viner



9.0 Item 3 (Picture)



9.0 Item 4 (Picture) EXAMPLE

**9.0 (1)** The attic floor appeared to be thermally insulated with blown-in fiberglass at an *varied* depth of approximately about 6 inches thick or approximately 19 R Value:

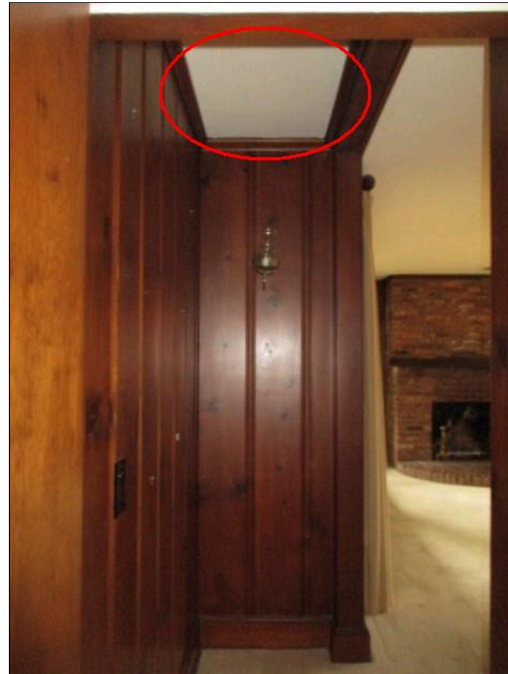
- The modern recommended value for attic floors is R-38
- Increasing the depth of thermal insulation reduces energy consumption and heating/cooling costs. This investment is a minimal cost

**Recommend** adding insulation to reduce energy consumption and heating/cooling costs. A qualified insulation contractor should be advised for a quote to bring depth to meet modern standards

Fiberglass is a man-made product that is composed of natural ingredients such as sand and can include recycled glass products. The ingredients are melted and spun to create small strands of fiberglass that together form "glass wool." Fiberglass insulation has been used since the 1930's and is now the most widely used home insulator



9.0 Item 5 (Picture)



9.0 Item 6 (Picture)

**9.0 (2)** The attic was not accessible. It is safe to assume that the insulation is consistent with homes of this age with insulation installed at less than 13 R-Value. The modern recommended value for attic floors is R-38.

- Increasing the depth of thermal insulation reduces energy consumption and heating/cooling costs. This investment is a minimal cost.

Budget Prudently. To reduce energy consumption and heating/cooling costs, it is **recommended** that additional thermal insulation be added to meet modern standards. A qualified insulation contractor should be advised for a quote.



**Magnolia Home Inspections, LLC**

**Viner**



9.2 Item 1 (Picture)

**9.2** Exhaust fans in the bathrooms were noisy:

- Older fans were not built for quiet operation. This is for your information

Changing out exhaust fans is considered an upgrade

The insulation and ventilation of the home was inspected and reported on with the above information. While the inspector makes every effort to find all areas of concern, some areas can go unnoticed. Venting of exhaust fans or clothes dryer cannot be fully inspected and bends or obstructions can occur without being accessible or visible (behind wall and ceiling coverings). Only insulation that is visible was inspected. Please be aware that the inspector has your best interest in mind. Any repair items mentioned in this report should be considered before purchase. It is recommended that qualified contractors be used in your further inspection or repair issues as it relates to the comments in this inspection report.

**436 Westview Ave**

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Magnolia Home Inspections, LLC

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## 10. Trade Contractor Professionals

For the convenience of our clients we have provided a list of trade contractors that might assist with quotes or repairs. Although we have had experience with the contractors in our previous careers we do not assume responsibility or liability for their work. Seeking multiple bids for projects is always recommended.

**Structural Engineer Electrician Plumber HVAC Technician**

Engineered Solutions Winston Electric Fix-it-All Plumbing Morton Heating & Cooling  
Anthony Locke 615/945.9119 Tony Winston 615/474.8870 Kevin Sipes 615/568.5051 Sim Morton 615/255.2527

**Carpentry Exterior Specialist Painting & Drywall Insulation & Energy**

Finney & Finney M&M Guttering Quality Coatings Nashville Home Energy  
Will Finney 615/419.0518 Josh Moore 615/867.7291 Kevin Cart 615/533.3163 Jeff Middlebrooks 615/788.6408  
Seals Carpentry Dies Construction Leave You Smiling  
Mike Seals 615/429.8770 Leon Dies 615/830.5588 Michael White 615/260.1729

**Faux and Cabinet Re-finish Plasterwork Microbial Remediation**

Artisan Painting Cozine Plastering AccuWorks Restoration Service  
Keith Wheatley 615/210.5889 Michael Cozine 615/876.3384 615-292-2009; [www.AccuWorks.com](http://www.AccuWorks.com)  
Westerly Construction  
Chris Parks 615-289-6444  
[www.westerlyconstruction.com/](http://www.westerlyconstruction.com/)

**New Housewares Arborist**

Oak Nashville - 4200 Charlotte Ave Hunt Adams 615/406-3588  
Mention Magnolia and Receive 10% OFF  
<http://www.oaknashville.com/>

|  |  |    |    |    |    |
|--|--|----|----|----|----|
|  |  | IN | NI | NP | RR |
|  |  | IN | NI | NP | RR |

IN= Inspected, NI= Not Inspected, NP= Not Present, RR= Repair or Replace

436 Westview Ave

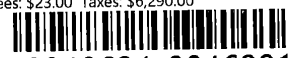
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RETURN TO:  
PREMIER ESCROW, LLC **BOX 10-A**  
4301 HILLSBORO PIKE, STE 300  
NASHVILLE, TN 37215

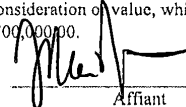
This instrument prepared by:  
Mark W. Honeycutt II  
Studio Title, Inc.  
20 Music Circle East  
Nashville, Tennessee 37203

Karen Johnson      Davidson County  
Batch # 1149911      **DEEDWARR**  
06/24/2024 03:29:33 PM      4 pgs  
Fees: \$23.00 Taxes: \$6,290.00

  
20240624-0046991

State of Tennessee  
County of Davidson

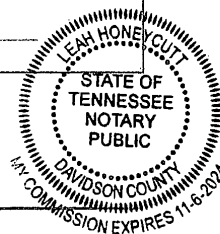
The actual consideration of value, whichever is greater, for this transfer is \$1,700,000.00.

  
Affiant

Subscribed and sworn to before me a notary public, this 19  
day of June, 2024.

  
Notary Public

My commission expires: 11/6/24

**WARRANTY DEED**

| Name & Address of New Owner:                                                      | Send Tax Bills To: | Map/Parcel IDs: |
|-----------------------------------------------------------------------------------|--------------------|-----------------|
| <b>Jessica A. Gutow 1991 Trust</b><br>433 Royal Oaks Drive<br>Nashville, TN 37205 | Same               | 116 15 0 029.00 |

**THIS INDENTURE**, made and entered into this 19<sup>th</sup> day of **June, 2024**, by and between **EARL O. HENRY, JR. AND WIFE, MARILYN N. HENRY, AS TENANTS BY THE ENTIRETY**, Grantor, and **DANIEL D. VINER AND JESSICA G. VINER, TRUSTEES OF THE JESSICA A. GUTOW 1991 TRUST**, Grantee,

**WITNESSETH:** That for and in consideration of TEN DOLLARS cash in hand paid, and other good and valuable considerations, the receipt of all of which is hereby acknowledged, the Grantor has bargained and sold and does hereby bargain, sell, convey and confirm unto the Grantee the following described real estate:

Land lying in Davidson County, Tennessee, more particularly described as follows:

Being the southerly part of lot No. 84 on the Map of Royal Oaks Land Company's Subdivision, of record in book 421, pages 102 and 103, Register's Office for said County, described according to a survey made by W. B. Southgate, Surveyor, as follows:

Beginning at a point in the easterly margin of Westview Avenue 446 feet south of the southerly margin of Fourth Street; thence easterly parallel with Fourth Street, 210 feet to a point; thence southerly, parallel with Westview Avenue 221 feet to a point; thence northwesterly 230 feet, more or less, to the easterly margin of Westview Avenue; thence with the margin of same northerly 100 feet 4 inches to the point of beginning.

Being the same property conveyed to JANE C. HENRY by deed from WARREN J. HUNZICKER AND WIFE, MARJORIE J. HUNZICKER, of record in Book 3255, page 593, dated August 3, 1961, said Register's Office.

JANE C. HENRY further conveyed to JANE C. HENRY, TRUSTEE OF THE JANE C. HENRY LIVING TRUST, ESTABLISHED BY THE REVOCABLE TRUST AGREEMENT OF JANCE C. HENRY, DATED JUNE 10, 2005, of record in Instrument No. 20051025-0128920, dated June 10, 2005, said Register's Office.

Being the same property conveyed to EARL O. HENRY, JR., TRUSTEE OF THE EARL O. HENRY, JR. INHERITANCE TRUST from EARL O. HENRY, JR., SUCCESSOR TRUSTEE OF THE JANE C. HENRY LIVING TRUST, ESTABLISHED BY THE REVOCABLE TRUST AGREEMENT OF JANE C. HENRY DATED JUNE 10, 2005, by deed of record as Instrument No. 20090511-0043221, dated April 27, 2009, said Register's Office.

EARL O. HENRY, JR., TRUSTEE OF THE EARL O. HENRY, JR. INHERITANCE TRUST further conveyed to EARL O. HENRY, JR., of record in Instrument No. 20130502-0044506, dated April 9, 2013, said Register's Office.

EARL O. HENRY, JR. further conveyed to EARL O. HENRY, JR. AND WIFE, MARILYN N. HENRY, AS TENANTS BY THE ENTIRETY, by quitclaim deed of record in Instrument No. 20130509-0047099, dated April 30, 2013, said Register's Office.

Plus, an additional, adjoining tract of land lying in Davidson County, Tennessee, more particularly described as follows:

Being a part of Lot No. 1 on the Plan of Block No. 7 in John Calhoun's Re-subdivision of a part of Royal Oaks Subdivision, as of record in Book 547, page 167, Register's Office for Davidson County, Tennessee, to which plan reference is hereby made for a more complete description.

Beginning at a point on the easterly margin of West View Drive 150 feet north of the northeast corner of the intersection of said drive and Glenn Eden Drive; thence along said margin northerly 50 feet; thence easterly 106.1 feet more or less, westerly 94 feet to the point of beginning.

Being the same property conveyed to MRS. JANE C. HENRY, by deed from JOHN E. TOMA AND WIFE, SARA L. TOMA, of record in Book 4432, page 308, dated July 17, 1970, said Register's Office.

JANE C. HENRY further conveyed to JANE C. HENRY, TRUSTEE OF THE JANE C. HENRY LIVING TRUST, ESTABLISHED BY THE REVOCABLE TRUST AGREEMENT OF JANCE C. HENRY, DATED JUNE 10, 2005, of record in Instrument No. 20051025-0128920, dated June 10, 2005, said Register's Office.

Page 3 of 4

Being the same property conveyed to EARL O. HENRY, JR., TRUSTEE OF THE EARL O. HENRY, JR. INHERITANCE TRUST from EARL O. HENRY, JR., SUCCESSOR TRUSTEE OF THE JANE C. HENRY LIVING TRUST, ESTABLISHED BY THE REVOCABLE TRUST AGREEMENT OF JANE C. HENRY DATED JUNE 10, 2005, by deed of record as Instrument No. 20090511-0043221, dated April 27, 2009, said Register's Office.

EARL O. HENRY, JR., TRUSTEE OF THE EARL O. HENRY, JR. INHERITANCE TRUST further conveyed to EARL O. HENRY, JR., of record in Instrument No. 20130502-0044506, dated April 9, 2013, said Register's Office.

EARL O. HENRY, JR. further conveyed to EARL O. HENRY, JR. AND WIFE, MARILYN N. HENRY, AS TENANTS BY THE ENTIRETY, by quitclaim deed of record in Instrument No. 20130509-0047099, dated April 30, 2013, said Register's Office.

THIS CONVEYANCE IS MADE SUBJECT TO: (1) all easements, restrictive covenants and conditions, and other matters of record, including all items set out on any applicable plat of record; (2) and all applicable governmental and/or zoning regulations; (3) taxes which have been prorated as of the date of closing and assumed by the Grantee herein.

This is improved property known as: 436 Westview Avenue, Nashville, TN 37205

**TO HAVE AND TO HOLD** The aforesaid real estate, together with all the appurtenances, estate, title and interest thereunto belonging or in any wise appertaining unto the said Grantee, his heirs, successors and assigns in fee simple forever.

And the said Grantor does hereby covenant with the said Grantee that he is lawfully seized in fee of the afore described real estate; that he has a good right to sell and convey the same; that the same is unencumbered; and that unless otherwise herein set out the title and quiet possession thereto he will warrant and forever defend against the lawful claims of all persons.

The word "Grantor" or "Grantee" as used herein shall mean "Grantors" or "Grantees" if more than one person or entity be referred to, and pronouns shall be construed according to their proper gender and number according to the context hereof.

**WITNESS** the signature of the said Grantor the day and year first above written.

Earl O. Henry, Jr.  
EARL O. HENRY, JR.

STATE OF TENNESSEE, COUNTY OF DAVIDSON

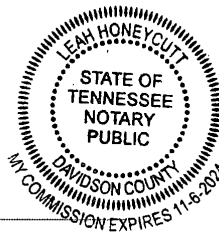
Before me, a Notary Public in and for said State and County, duly commissioned and qualified, personally appeared **EARL O. HENRY, JR.**, to me known (or proved to me on the basis



Page 4 of 4

of satisfactory evidence) to be the person described in and who executed the foregoing instrument, and acknowledged that she executed the same for the purposes therein contained.

WITNESS my hand and Notarial Seal at office this 19 day of 2024,  
2024.



[Signature]  
Notary Public

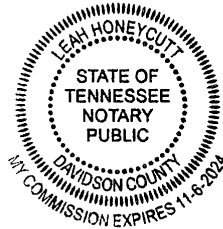
My commission expires: 11/6/24

Marilyn N. Henry  
MARILYN N. HENRY

STATE OF TENNESSEE, COUNTY OF DAVIDSON

Before me, a Notary Public in and for said State and County, duly commissioned and qualified, personally appeared **MARILYN N. HENRY** to me known (or proved to me on the basis of satisfactory evidence) to be the person described in and who executed the foregoing instrument, and acknowledged that she executed the same for the purposes therein contained.

WITNESS my hand and Notarial Seal at office this 19 day of June,  
2024.



[Signature]  
Notary Public

My commission expires: 11/6/24

### Staff Report

Agenda No.: IV.A.  
Case No.: A24-31  
Staff: Mary Samaniego, Planning Director  
Applicant: Dan Viner  
Request: Certificate of Appropriateness for demolition  
Location: 436 Westview Avenue

---

**Summary:**

The applicant/property owner is requesting Certificate of Appropriateness approval for demolition of a residence determined to be a property worthy of conservation. This residence was constructed in 1946 and appears to be in original condition. The applicant has stated the architectural style as ranch.

**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 0.78 acres (33,977 square feet - SF) and is rectangular with frontage on Westview Avenue.
2. The residence was constructed in 1946 and has a ranch architectural style. Due to its construction date, per the Belle Meade Citywide Conservation Overlay Design Guidelines, it is determined to be *a property worthy of conservation*.
3. The residence is one-story and approximately 2,663 SF with an attached one-car garage.
4. The residence appears to have three major additions since original construction and there have been four owners since construction in 1946.
5. The dwelling has been identified in the 2021 historical survey (DV-26148) as having: brick construction type; hip roof configuration with asphalt shingles; wood, double-hung windows; one brick chimney; brick veneer wall cover; and brick foundation. Facade has original projecting bay and recessed wing. The central chimney was originally exterior.
6. Staff upon research did not find any significant architect or builder associated with this residence. Jane Henry, a previous owner, was widow of WWII serviceman, dentist, and ornithologist Dr. Earl Henry Sr. who died on the USS Indianapolis during World War II. Previous owners include Dr. Warren Hunzicker, Vanderbilt University Professor William C. Holland

7. The applicant has submitted a structural/condition evaluation of the residence by a licensed home inspector.

#### **Staff Recommendations and Findings of Fact:**

##### *Zoning Ordinance Standards*

The standards of proof required for each individual Certificate of Authority are established in the Zoning Ordinance. Per Section 14-207(5), 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:

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; and
4. Any other factor, including aesthetic, which is reasonably related to the purpose of this part.

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:

1. Generally, these will be properties built after 1939; or,
2. Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction; or,
3. Be determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

##### *Design Guidelines Criteria for Demolition*

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.

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

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

Attachment:

1. Location Map





**From:** [Scott Tomichek](#)  
**To:** [Mary Samaniego](#)  
**Cc:** [Ashley Tomichek \(abr226@aol.com\)](#)  
**Subject:** 436 Westview- Dan & Jessica Viner- Demolish Permit  
**Date:** Monday, December 23, 2024 1:47:28 PM  
**Attachments:** [image359028.png](#)

---

Ms. Samaniego-

I hope you are well and getting ready for the holidays!

My wife and I currently reside at 435 Royal Oaks which is the home directly behind 436 Westview. Our current neighbors on Royal Oaks, Dan and Jessica Viner, have recently advised us that they have purchased 436 Westview.

They have shared their intentions to demolish 436 Westview and build a comfortable home for their family.

From what I understand, the demolition permit is being considered in January 2025 and the historical zoning committee is always interested in the opinion of neighbors.

My wife and I wanted to let you and the zoning commission know that we have no issue with the Viner's plan. When we moved onto Royal Oaks fourteen years ago, we could not have asked for better neighbors. We have watched each other's kids grow and play. They have become much more than neighbors to us! They have always been very respectful and diligent when communicating with us regarding property line issues and/ or construction. We know that whatever they do, it will be an improvement to the neighborhood.

In closing, please accept their application to demolish 436 Westview. If you have any questions or require further assistance on the matter, please feel free to contact me (615) 406-7260.

Best,

Scott Tomichek



Scott Tomichek | Partner, CRI Advisors, LLC  
Carr, Riggs & Ingram | [CRIadv.com](#)  
3011 Armory Dr | Ste 300 | Nashville, TN 37204  
o [615-665-1811](#)

.....  
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## Tree Removal Permit Application

## OWNER INFORMATION

Property Owner Email Address: Property Owner Phone: Is Owner Applicant? ☐ Yes ☒ No

## RELATIONSHIP TO OWNER:

☐ Contractor☐ Architect☐ Other (explain) 

## PROPERTY DESCRIPTION &amp; LOCATION

 AGE/YEAR OF STRUCTURE☐ Yes ☒ No PROPERTY OF SIGNIFICANCE (1901-1939)☒ Yes ☐ No PROPERTY OF CONSERVATION (1940-2000)☐ Yes ☒ No PROPERTY LESS THAN 50 YEARS

## PROPOSED ACTIVITY

☐ New Construction ☐ Demolition ☐ Exterior Alteration or Repair ☐ AdditionDefine Architectural Style 

## Reason for Request:

**Demolition of Structures:**

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

## Historical Significance

☐ Yes ☐ No Is the property habitable?

Give a compelling reason for demolition of property

Describe the proposed reuse of existing materials, if any?



---

**New Construction Material List Description**

Window Manufacturer:

Window Material:

Frame Material:

Windowsills:

Brick, Painted/Natural:

Brick/Stone Thickness:

Clapboard Material:

Clapboard Dimensions/Reveal:

Railings, Columns, Pilasters:

Chimney Material:

Roofing Material:

Exterior Doors:

Eaves/Cornice:

Gutters:

Gutter Dimensions:

---

**Property of Significance**

☐ Yes ☐ No A broad cultural, political, economic, or social association with the historic development of Belle Meade, the state, or the nation, and/or;

☐ Yes ☐ No Identification with a historic person or with important events in Belle Meade, state, and/or national history, and /or;

☐ Yes ☐ No 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;

☐ Yes ☐ No 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

☐ Yes ☐ No Is a notable work of a master builder, designer, or architect, and/or;

☐ Yes ☐ No Possesses or may likely yield information important in prehistory or history, and/or

☐Yes ☐No Possesses other qualities and characteristics that, in the judgment of the HZC should be considered for designation as a significant property.

---

In Step 5 of the Application, please attach the below document(s) for all types of CoA Applications:

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

**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.

**Additional submittal requirements for New Construction and Additions:**

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

---

I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Belle Meade requirements for the work authorized by this permit shall be met.

Jeffrey Castor

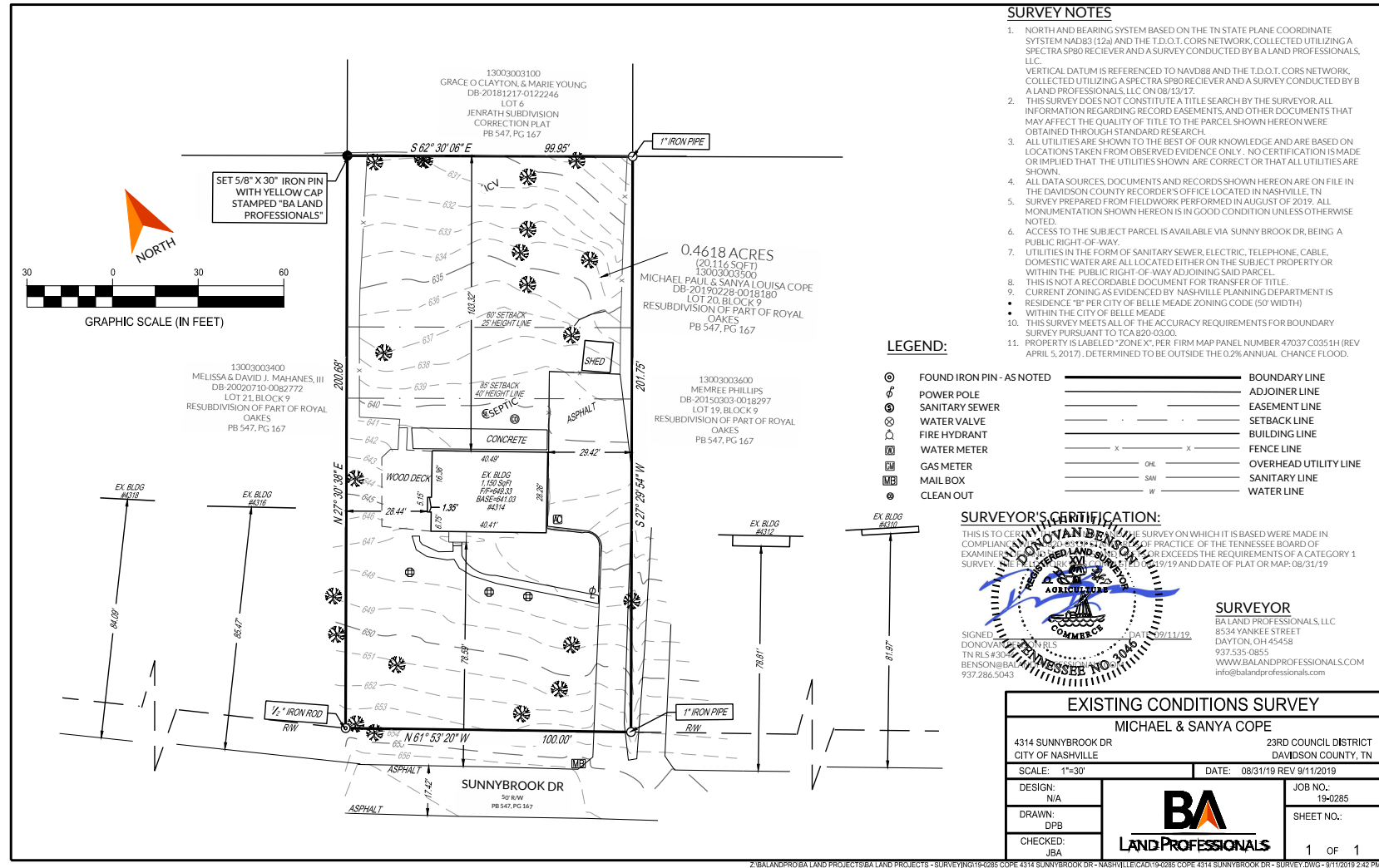
2024-12-17

Typed Signature of Applicant or Owner

Date

**CLICK SAVE** BEFORE CLICKING COMPLETE APPLICATION









4314 Sunnybrook Drive





















The following attachment is not a PDF, so a link to the native file format is being provided instead:

[SITE CALCULATIONS - 4314 Sunnybrook Drive.xlsx \(LINK\)](#)

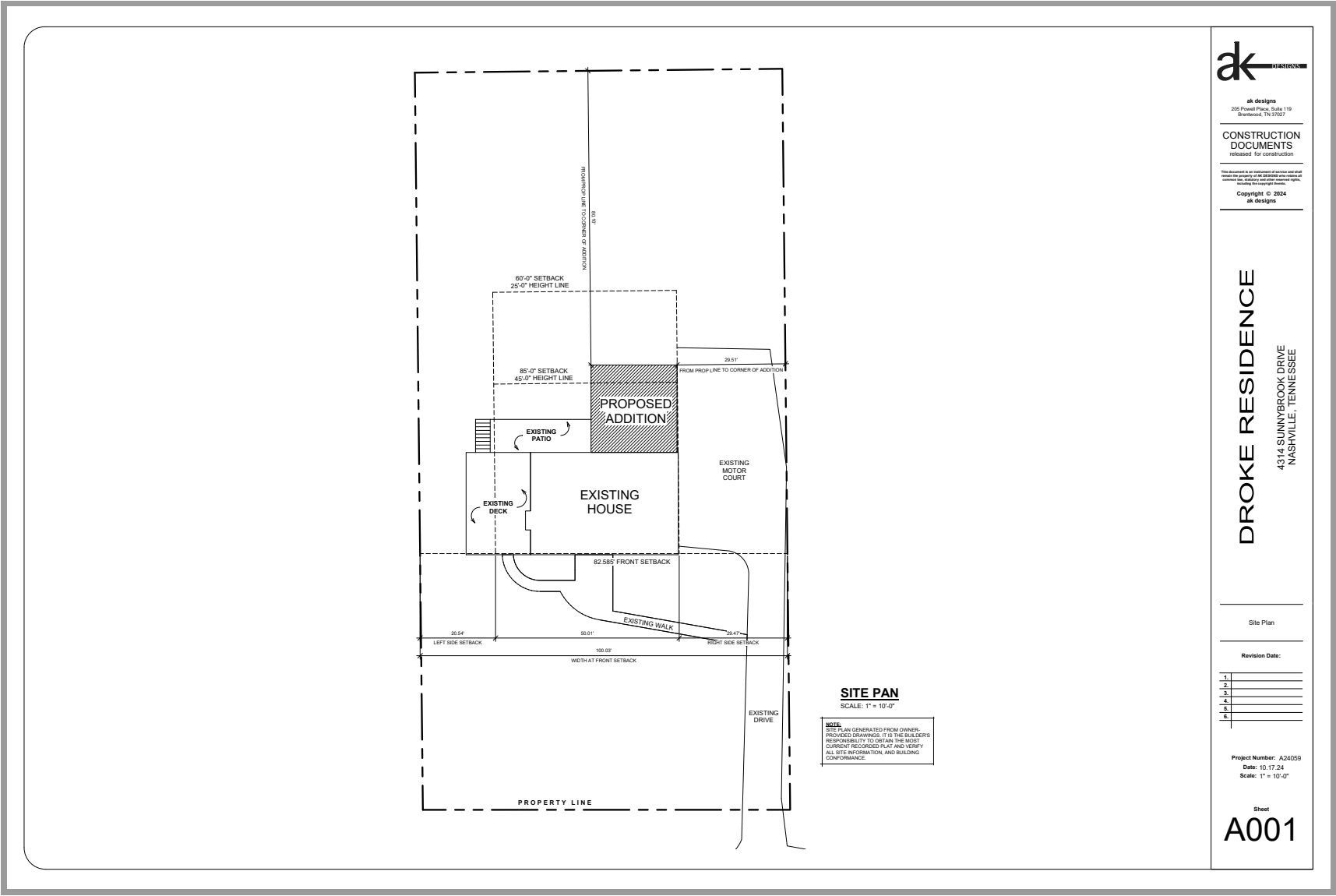


## DROKE RESIDENCE

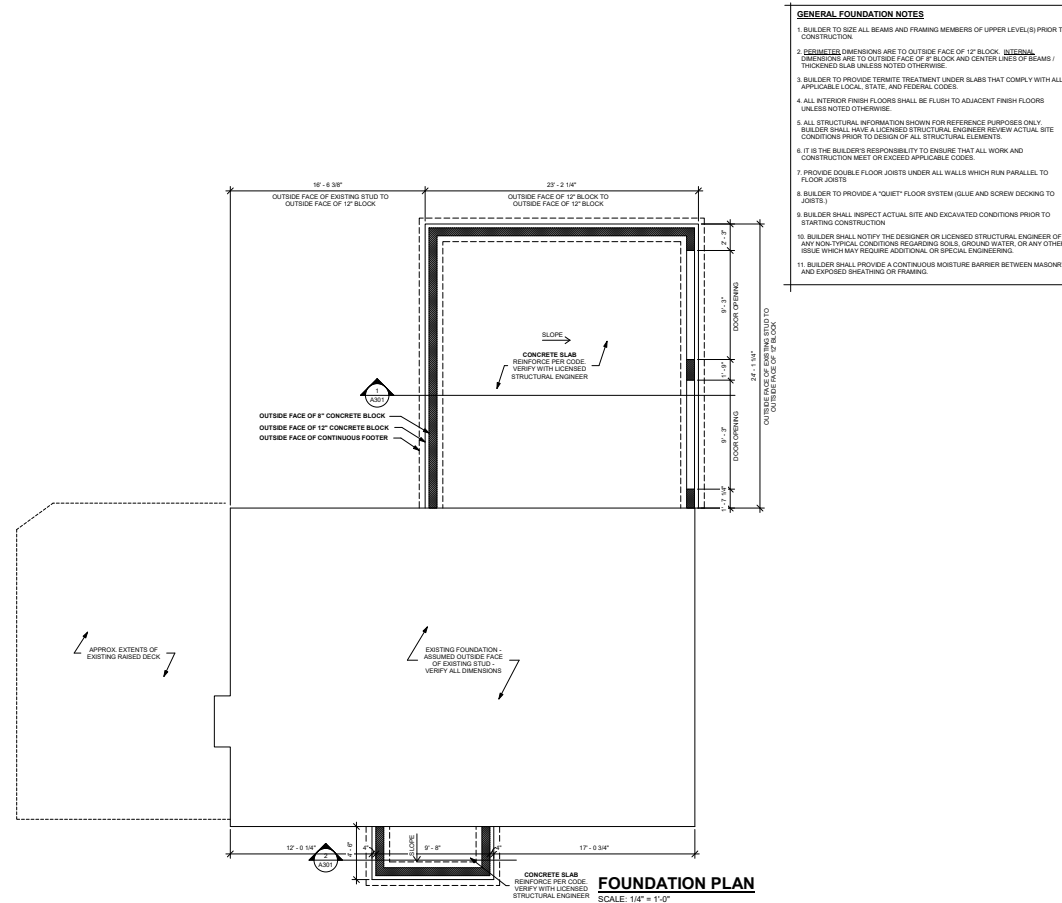
4314 SUNNYBROOK DRIVE  
NASHVILLE, TENNESSEE



10.17.24







**ak designs**  
205 Powell Place, Suite 119

205 Powell Place, Suite 119  
Brentwood, TN 37027

## CONSTRUCTION

CONSTRUCTION  
DOCUMENTS

released for construction

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4314 SUNNYBROOK DRIVE  
NASHVILLE, TENNESSEE

314 SUNNYBROOK DRIVE  
NASHVILLE, TENNESSEE

**Y**

### Foundation Plan

Revision Date:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

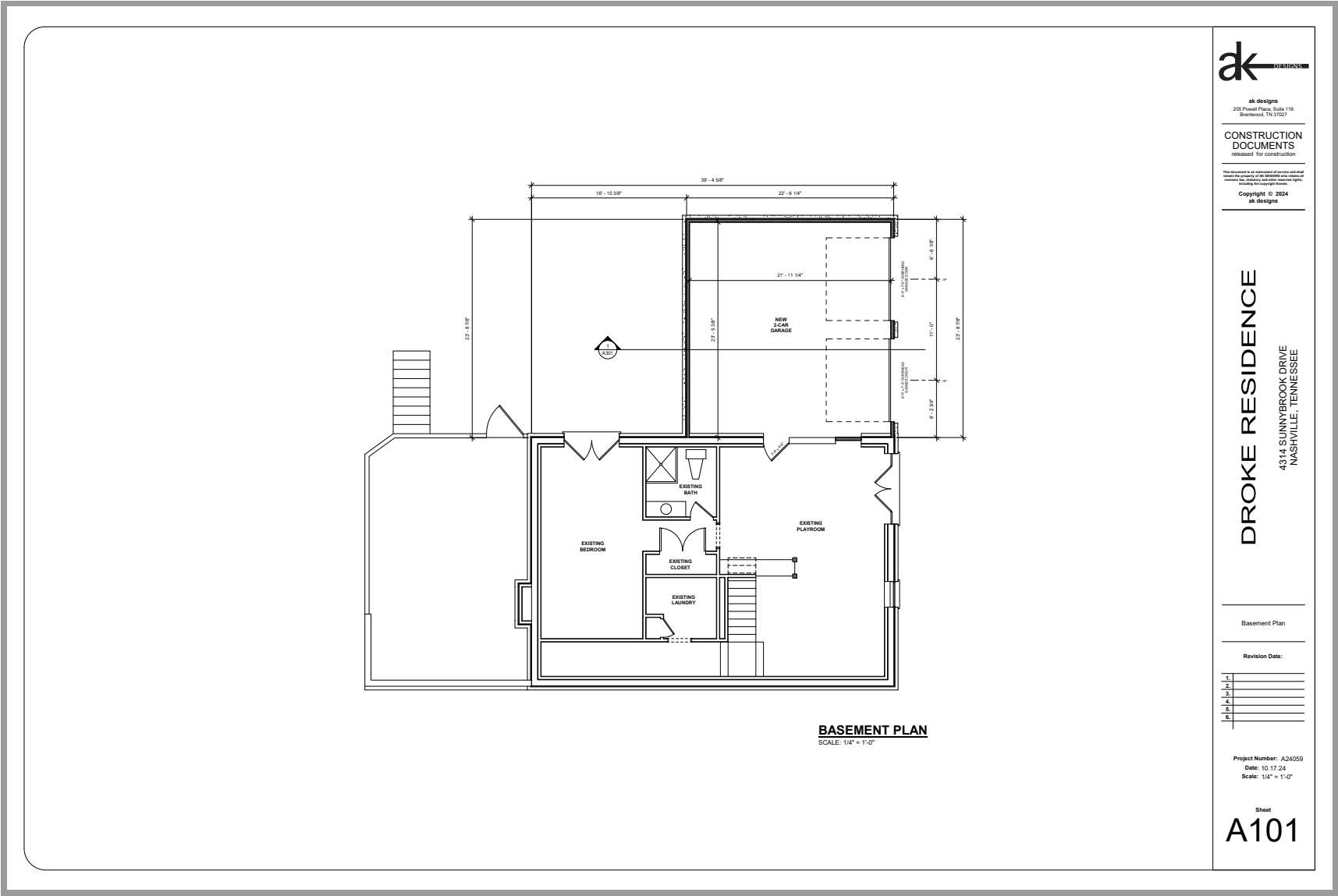
Project Number: A24059

Date: 10.17.24

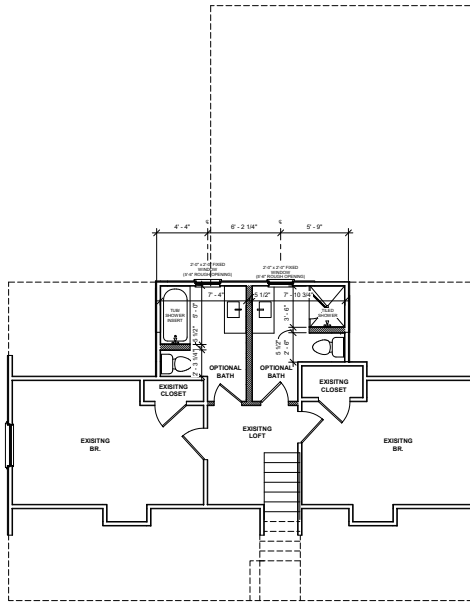
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Sheet

A100







## SECOND FLOOR PLAN



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Brentwood, TN 37027

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DOCUMENTS

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## DROKE RESIDENCE

4314 SUNNYBROOK DRIVE  
NASHVILLE, TENNESSEE

### Second Floor Plan

Revision Date:

|    |  |
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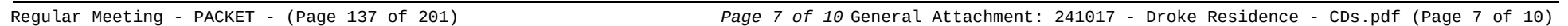
Project Number: A24059

Date: 10.17.24  
Scale: 1/4" = 1'-0"

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Sheet  
**A103**







Regular Meeting - PACKET - (Page 138 of 201)

① Building Section One  
1/4" = 1'-0"

② Building Section Two  
1/4" = 1'-0"

1. CONTRACTOR SHALL PROVIDE DEPTHS OF FOOTINGS MEET OR EXCEED ALL APPLICABLE CODES.
2. CONTRACTOR SHALL CONSULT A LICENSED STRUCTURAL ENGINEER FOR ALL DESIGN OF THE FOUNDATION SYSTEM INCLUDING SIZE AND REINFORCING OF CONTINUOUS FOOTERS, PIERLS, CONCRETE BLOCKFOOTED WALLS, SLABS AND TIE RODS, AND ALL OTHER FOUNDATION DETAILS.
3. CONTRACTOR TO VERIFY ADEQUATE NATURAL BEARING CAPACITIES OR PROVIDE COMPACTED FILL TO MEET OR EXCEED ALL APPLICABLE CODES.
4. CONTRACTOR TO ENSURE POSITIVE DRAINAGE AWAY FROM STRUCTURE BY MEANS OF NATURAL GRADING AND/OR BURIED DRAINAGE SYSTEMS.
5. CONTRACTOR SHALL CONSULT A LICENSED STRUCTURAL ENGINEER FOR ALL DESIGN OF THE BRACING AND CONNECTION REQUIREMENTS BETWEEN FRAMING AND FOUNDATION SYSTEM.
6. INSULATION NOT SHOWN FOR CLOSING OF DRAINAGE BUILDER TO ENSURE INSULATION MEETS OR EXCEEDS ALL APPLICABLE CODES.
7. CONTRACTOR SHALL PROVIDE THE INSULATION COLLAR TIES PER CODE.
8. CONTRACTOR SHALL ENSURE CONCRETE SLABS BURY AWAY FROM THE STRUCTURE A DEGREE SATISFACTORY TO ALL APPLICABLE CODES.
9. CONTRACTOR SHALL CONSULT A LICENSED STRUCTURAL ENGINEER FOR ALL REQUIREMENTS FOR STRUCTURAL RIDGE BEAMS, AS REQUIRED TO MEET OR EXCEED ALL APPLICABLE CODES.

1. EXTERIOR WALLS DIRECTLY ADJACENT TO CONDITIONED SPACE
2. ROOF RAFTERS DIRECTLY ADJACENT TO CONDITIONED SPACE
3. INTERIOR WALLS SEPARATING CONDITIONED SPACE FROM UNCONDITIONED SPACE
4. FLOOR JOISTS SEPARATING CONDITIONED SPACE FROM UNCONDITIONED SPACE

1. WINDOWS AND DOORS CONTRACTOR TO ENSURE COMPLIANCE OF CONSTRUCTION WITH ALL UPDATED, APPLICABLE BUILDING CODES.
2. ALL HORIZONTAL MATERIAL CHANGES.
3. SIDES OF DORMERS
4. SIDES OF WALLS AT INTERSECTING ROOF LINES
5. CHIMNEY/ROOF INTERSECTIONS
6. PORCH ROOF, DECK AND WALL INTERSECTIONS
7. ABOVE CORNICE RETURNS
8. SKIRT ASSEMBLIES
9. ANY OTHER FACADE PENETRATIONS (E.G. FDN. VENTS GABLE VENTS, ETC.)

③ Cornice Detail at Primary Suite  
1 1/2" = 1'-0"

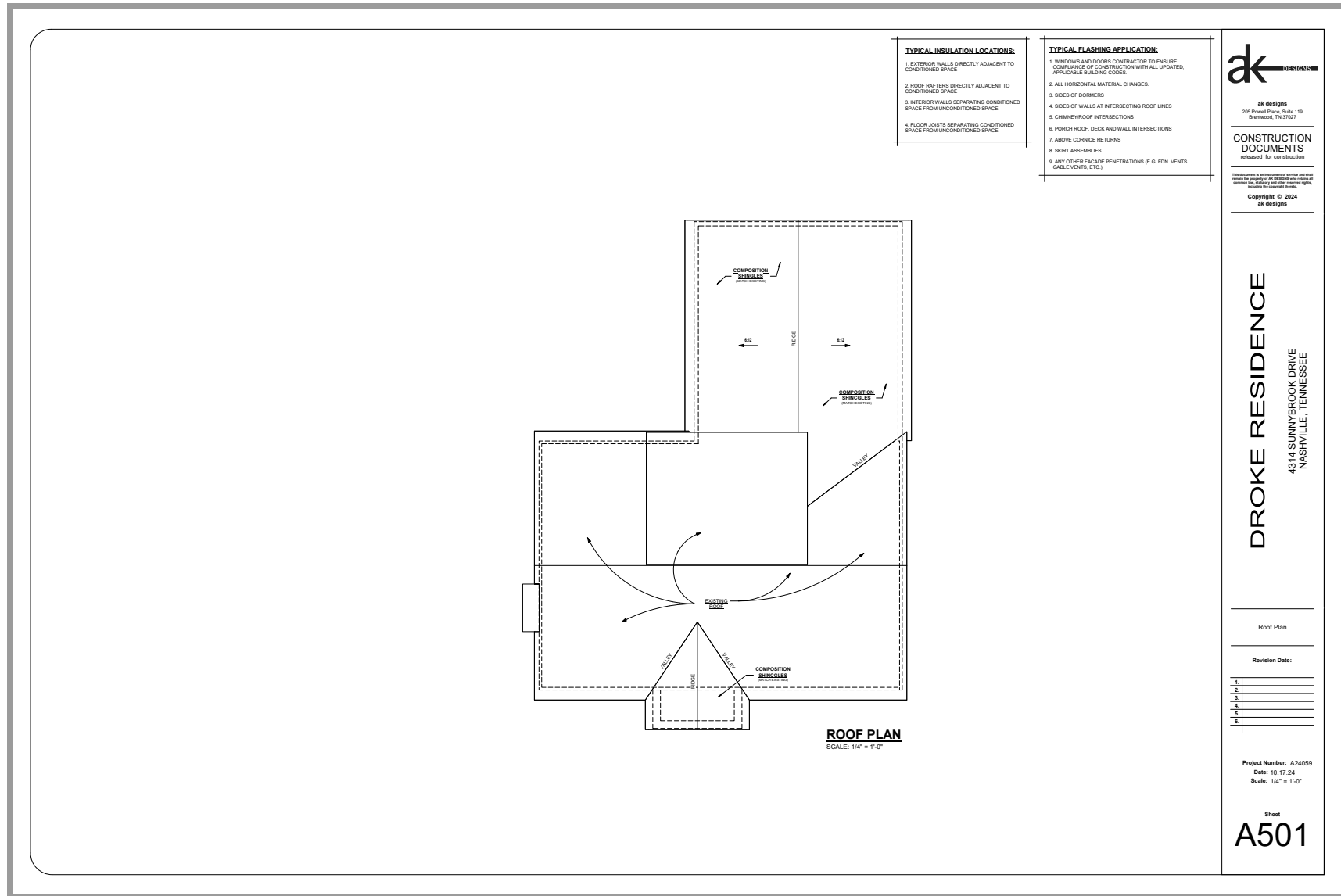
④ Cornice Detail at New Entry Porch  
1 1/2" = 1'-0"

**DROKE RESIDENCE**

## Revision Date:

Project Number: A24059  
Date: 10.17.24  
Scale: As indicated

Regular Meeting - PACKET - (Page 139 of 201)



### Staff Report

Agenda No.: IIV.B.

Case No.: #A24-33

Staff: Mary Samaniego, Planning Director

Applicant: Jeff Castor for the Droke family

Request: Certificate of Appropriateness for an addition to a single-family residence.

Location: 4314 Sunnybrook Drive

---

#### Summary:

The applicant, Jeff Castor representing the Droke family, is requesting Certificate of Appropriateness approval for an addition to a single-family residence. Specifically, the request is to construct a two-bay garage addition with a second-story to the rear of the residence. The proposed architectural style is cottage 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 0.45 acres (20,116 square feet).
2. The proposed addition has a footprint of 557 square feet with an overall area, including the second floor, of 1,002 square feet.
3. The applicant is proposing a two-story rear addition with a two-bay garage on the basement level and a new master suite on the first floor. Also, the existing off-center front door will be relocated to the centered with additional windows added.
4. The existing dwelling was constructed in 1947. Due to its construction date, per the Belle Meade Citywide Conservation Overlay Design Guidelines, it is determined to be *a property worthy of conservation*.
5. The dwelling has been identified in the 2021 historical survey (DV-26286) as having: brick construction type; gable with asphalt roof; double-hung wood/vinyl windows; one brick chimney; brick foundation; and a side porch addition. Facade has off-center entrance bay with flat roof and square, wood posts. Windows rest on wood panels. Basement level garage bay doors have been removed and replaced with multi-light pedestrian doors/windows.
6. The residence has been owned by eight families over the last 50 years.
7. Staff upon research did not find any significant architect, builder, nor city persons associated with this residence.
8. The property is located within the Residence "C" zoning district and is not within the regulated floodplain.



## 9. Materials list:

**New Construction Material List Description**Window Manufacturer: Window Material: Frame Material: Windowsills: Brick, Painted/Natural: Brick/Stone Thickness: Clapboard Material: Clapboard Dimensions/Reveal: Railings, Columns, Pilasters: Chimney Material: Roofing Material: Exterior Doors: Eaves/Cornice: Gutters: Gutter Dimensions: **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 14-207(5), The Historic Zoning Commission shall rely upon the adopted guidelines for the district and give primary consideration to:

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.

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.

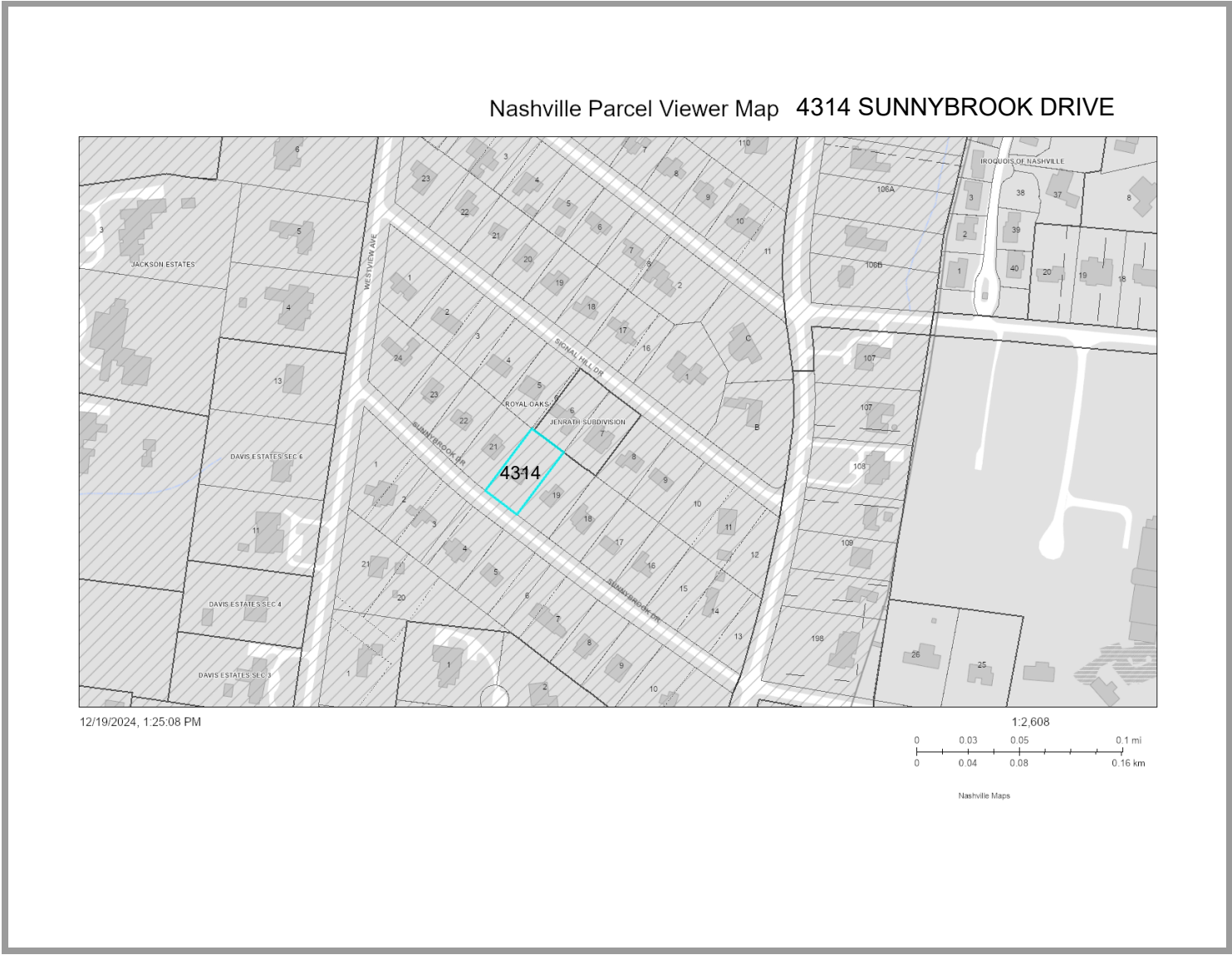
Similarly, the Belle Meade HZC Design Guidelines provide the following *criteria for the review and approval of additions*:

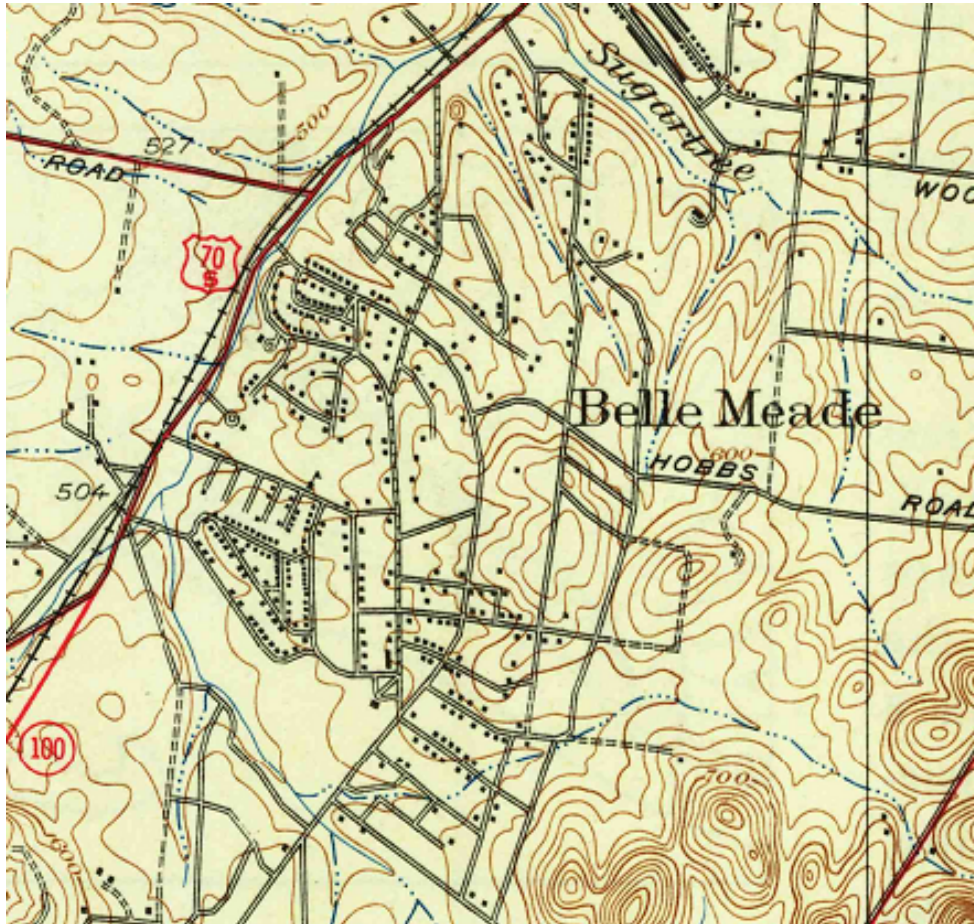
1. Additions should be appropriate to the architectural style of the existing building and blend with those characteristics of the subject dwelling and adjacent buildings and streetscapes.
2. Character-defining features of buildings should not be radically changed, obscured, damaged, or destroyed by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





## **CITYWIDE CONSERVATION OVERLAY DESIGN GUIDELINES**

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

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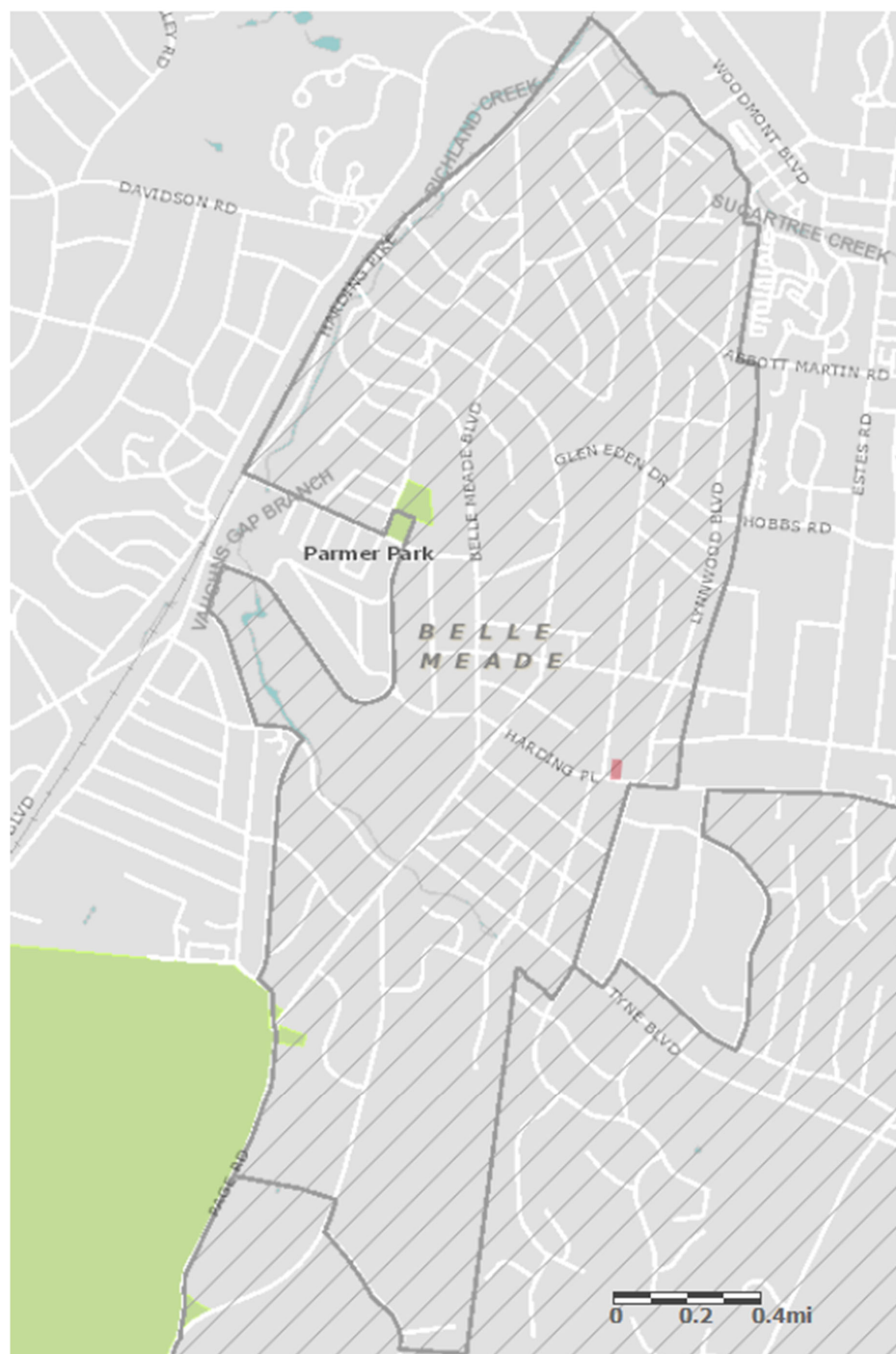
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Map of the City of Belle Meade

## 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](#)

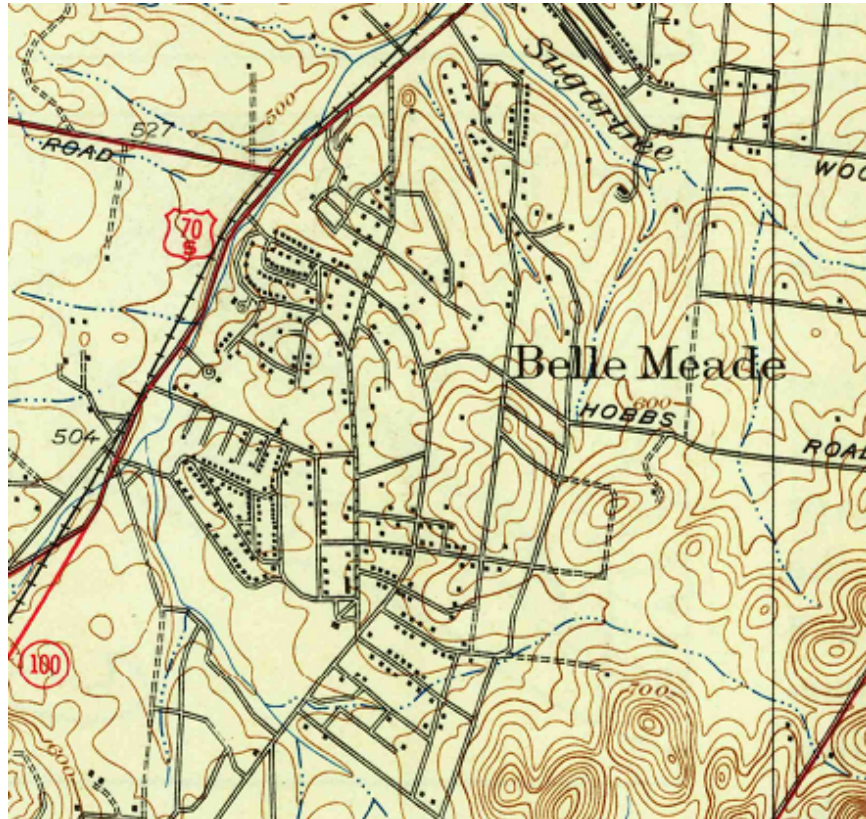
- [32. Making Historic Properties Accessible](#)
- [33. The Preservation and Repair of Historic Stained and Leaded Glass](#)
- [34. Applied Decoration for Historic Interiors: Preserving Composition Ornament](#)
- [35. Understanding Old Buildings: The Process of Architectural Investigation](#)
- [36. 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](#)
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- [41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront](#)
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- [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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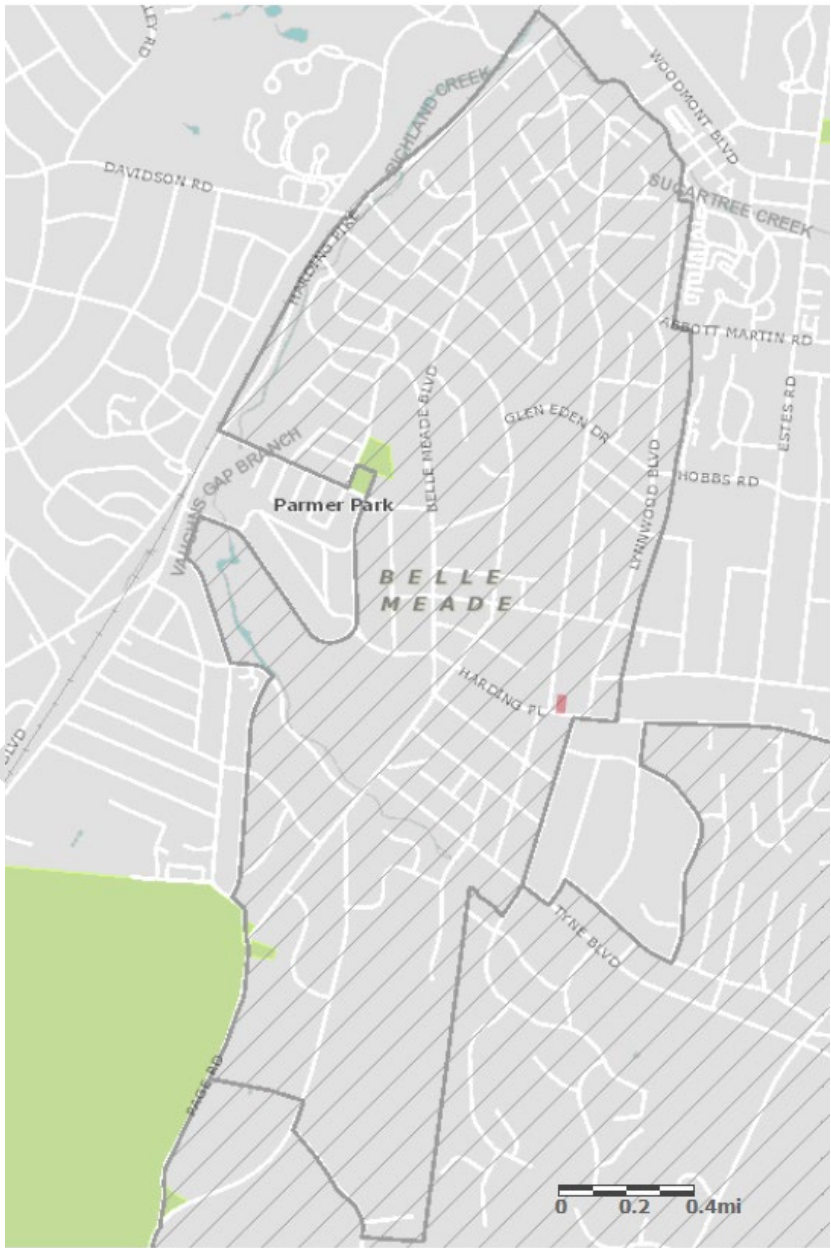
## **CITYWIDE CONSERVATION OVERLAY DESIGN GUIDELINES**

**CITY OF BELLE MEADE, TENNESSEE  
ADOPTED AUGUST 2022  
AMENDED DECEMBER 2024**



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## Map of the City of Belle Meade

**INTRODUCTION AND PURPOSE OF THESE 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 and/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 Principles**

Belle Meade is recognized as one of the most prestigious and significant residential communities in the United States. 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 the City of Belle Meade and design new construction of the highest possible quality.

## 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; and
- 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.

## 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, an addition and/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.

### **Certificate of Appropriateness**

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.

### **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.

### **City**

The land area within the boundaries of the City of Belle Meade jurisdiction.

### **Compatible and Compatibility**

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 complete 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.

**Non-residential Use**

This term applies to any existing or proposed church and other place of worship, school, the Belle Meade Historic Site, the Belle Made Country Club, or multi-family housing.

**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 the City 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.

**Residence**

A building which is to be used as a single occupancy unit which also includes sanitary and cooking facilities for one or more persons, either permanently or temporarily.

**Shall or Should**

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

**Significant**

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.

**Thin Veneer**

Featuring a shallow depth from  $\frac{3}{4}$  to 1  $\frac{1}{2}$ -inch. Thin veneer differs from full veneer stone in its thickness, but is made from the exact same high-quality material. Natural thin stone veneer weighs under 15 pounds per square feet.

## WHAT THE HISTORIC ZONING COMMISSION REVIEWS

The City of 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:

### 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 the city. 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. A property of significance is defined as follows:

- Generally, these will be properties built prior to 1939;
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places;
- Embody such other qualities and characteristics as in the judgment of the HZC should be considered significant to the historical and architectural context of the City of Belle Meade;
- Are listed or determined eligible for listing in the National Register of Historic Places, and/or determined to be a contributing property to an eligible historic district in the National Register of Historic Places; and/or
- Possesses one or more of the following criteria:
  - A broad cultural, political, economic, or social association with the historic development of the City of Belle Meade, the state, or the nation;
  - Identification with a historic person or with important events in the city, state, and/or national history;
  - Possesses distinguishing characteristics of an architectural type reflective of the dominant styles in the city and is inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship;
  - Possesses authenticity of its period of significance as evidenced by the survival of its characteristics, historic fabric, and architectural elements from that period;
  - Is a notable work of a master builder, designer, or architect;
  - 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.

### **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 the City of Belle Meade through their design, scale, and materials. 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. Properties worthy of conservation are defined as follows:

- Generally, these will be properties built after 1939;
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction; and/or
- Are determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

## **HISTORIC ZONING COMMISSION REVIEW PROCESS**

Property owners are encouraged to contact the Planning Director if they have any questions concerning the need for a Certificate of Appropriateness and the level of review required for their specific project. There are two primary approaches to work reviewed in the City of Belle Meade:

- **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.
- **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.

### **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.

**Step One - Does Your Work Require a Certificate of Appropriateness (CoA)?**

These requirements apply to Properties of Significance and Properties Worthy of Conservation as described previously unless exempted below. Within the City of Belle Meade, a CoA is required for the following activities:

- Any new construction of a residence;
- Any exterior alteration to an existing residence;
- Partial or complete demolition to an existing residence that reduces the building footprint and/or gross floor area;
- Any addition to an existing residence;
- Any relocation/moving of an existing residence; and/or
- Any of the activities non-residential use (as defined herein) which requires a building or demolition permit.

CoAs are not required for:

- 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;
- Construction of accessory structures and appurtenances; or
- Interior renovation or remodel that does not alter the exterior of the structure.

**Step Two - Obtain and Complete a CoA Application**

Property owners must first meet with the Belle Meade Planning Director and obtain a CoA application prior to the initiation of work outlined in Step One. The director will discuss the project, answer questions, and offer advice on how to meet the guidelines. Upon application, the applicant must define the architectural style as found in A Field Guide to American Houses or Get Your House Right books.

Required documentation (in pdf format) to accompany the CoA application submittal:

- For new construction and additions:
  - Description of property condition and proposal;
  - Site plan showing building envelope, all existing and proposed structures and site features;
  - Building elevations for each side of the structure showing finished grade;
  - Floorplans for each proposed story/floor;
  - Inspirational photos based on architectural style;
  - Wall section with siding, roofing, doors, windows, and ornamentation;
  - Photos of existing property;
  - Photos of neighboring properties; and
  - Presentation for HZC meeting.
- For demolition:
  - Description of property condition and reason for demolition;
  - Historic background and archival research;
  - 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;

- A report stating the condition of the building by a registered architect, licensed contractor, licensed building inspector, or licensed structural engineer.
- Survey showing existing structures and site features;
- Photos of existing property (inside and outside);
- Photos of neighboring properties; and
- Presentation for HZC meeting.

### **Step Three - Review and Approval by the Historic Zoning Commission**

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. The HZC shall grant the CoA with or without conditions, postpone the approval for a resubmittal based on detailed guidance, or deny the application with reasons/findings stated. The HZC will make their decisions on CoA applications based on the criteria within these design guidelines.

### **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 two years from the date of issuance. If no work is performed during that period, a new CoA application must be submitted and approved.

### **Step Five - Begin Work and Enforcement**

If your plans change while work/construction is in progress, contact the Planning Director BEFORE undertaking a change or deviation from the CoA. Work undertaken contrary to original approval of a CoA requires approval from the HZC or Planning Director. The Planning Director may approve a change to the original CoA approval if said change meets the following criteria:

- Building materials are upgraded but still in the assigned architectural style; and/or
- Alterations to building elements (windows, doors, etc.) that are in the assigned architectural style but were not specifically discussed during the HZC approval process.

The HZC chair will be informed of all administrative approvals by the Planning Director. A record of the administrative approval will be included in the original HZC application file.

If a violation is discovered or reported, the following steps may be taken:

- The Building/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/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 Building/Zoning Office may issue a citation to appear in city court.



## CRITERIA FOR REVIEW AND APPROVAL

### **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.

### **Criteria For Additions**

Many of the City 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. Additions to properties are permissible as long as they minimally affect historic materials, 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.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for an addition:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The exterior material cladding of side dormers should match the primary or secondary material of the main building.

### **Criteria For New Construction**

The City of 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. The general approach to new construction is for it to be compatible with adjacent dwellings and of the highest quality possible. New construction in Belle Meade should reflect traditional architectural styles such as the Colonial Revival, Georgian Revival, and Tudor Revival. However, early- to mid-20th century and contemporary designs are also appropriate if they are built with compatible massing, scale, proportions, and materials. Belle Meade is known for the high quality of its designs and craftsmanship and new dwellings and structures are required to maintain this standard.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for new construction:

- Most city dwellings have their primary façades facing the street. New construction should reflect the orientation found along the block in which it is sited;
- The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) shall reflect the proposed architectural style as well as be compatible with surrounding historic buildings. Window openings on the primary street-related or front façade should be representative of the window patterns of the proposed architectural style. 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; and
- 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.

#### **Material Requirements for Additions and New Construction**

In order to ensure the highest quality craftsmanship and construction the following guidelines shall be followed for the specific architectural elements:

- *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. Corner stones must have at least a 4" depth.
- *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 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. Windows shall not incorporate vinyl or aluminum frames. 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:* All paints shall be of a better quality than contractor grade paint. All proposed colors with brand names (Benjamin Moore – True White) with examples must be indicated on the proposed plans.
- *Roofing Materials:* Roof slope ratio shall the proposed architectural style. Roof

forms of gable and hipped variations are most appropriate for Belle Meade. Common roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate. Roofing materials of faux clay tiles, faux slate, etc. are prohibited. Shingles should be of a dark color, predominantly dark gray or brown. Asphalt shingles must be a minimum weight of at least 300lb per square and/or use 3-tab shingles. Metal roofs should be of traditional colors not bright or glaring, and of traditional profile. 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. Each garage bay shall have a separate door.

### **Criteria for Demolition**

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 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.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for demolition:

- Public safety and welfare requires the removal of the building or structure; and
- The owner is encouraged to consider moving or relocating the building to another location within the City. 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.

## 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>.

**Preservation Briefs** are made available by the National Park Service through this link (<http://www.nps.gov/hps/tps/briefs/presbhom.htm>).

DRAFT



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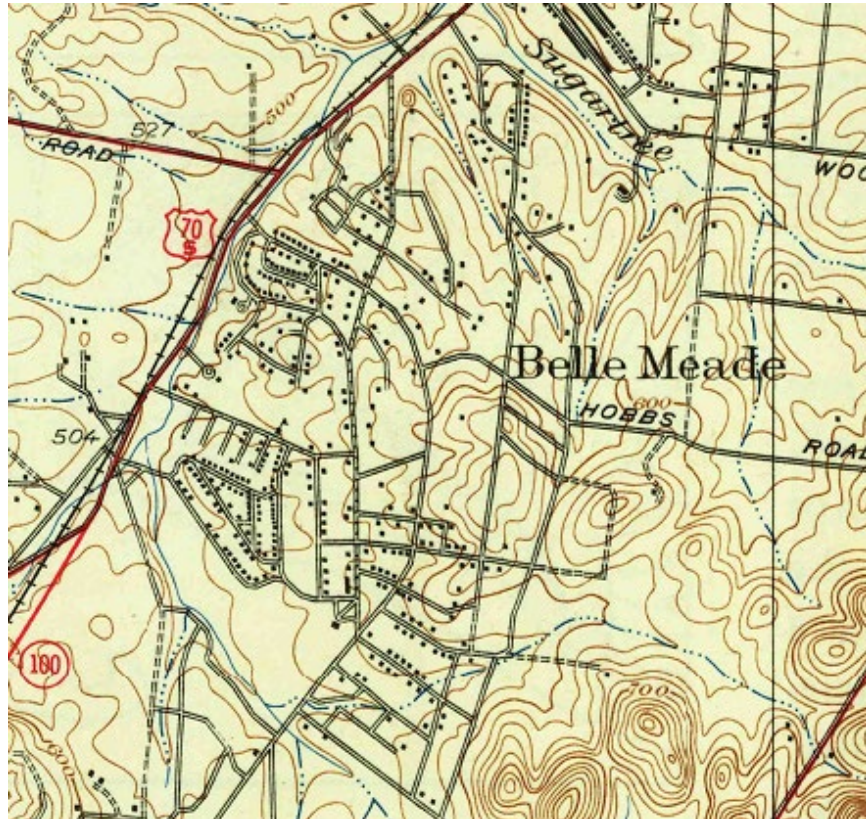
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## **CITYWIDE CONSERVATION OVERLAY DESIGN GUIDELINES**

**CITY OF BELLE MEADE, TENNESSEE  
ADOPTED AUGUST 2022  
AMENDED DECEMBER 2024. VER 2.**

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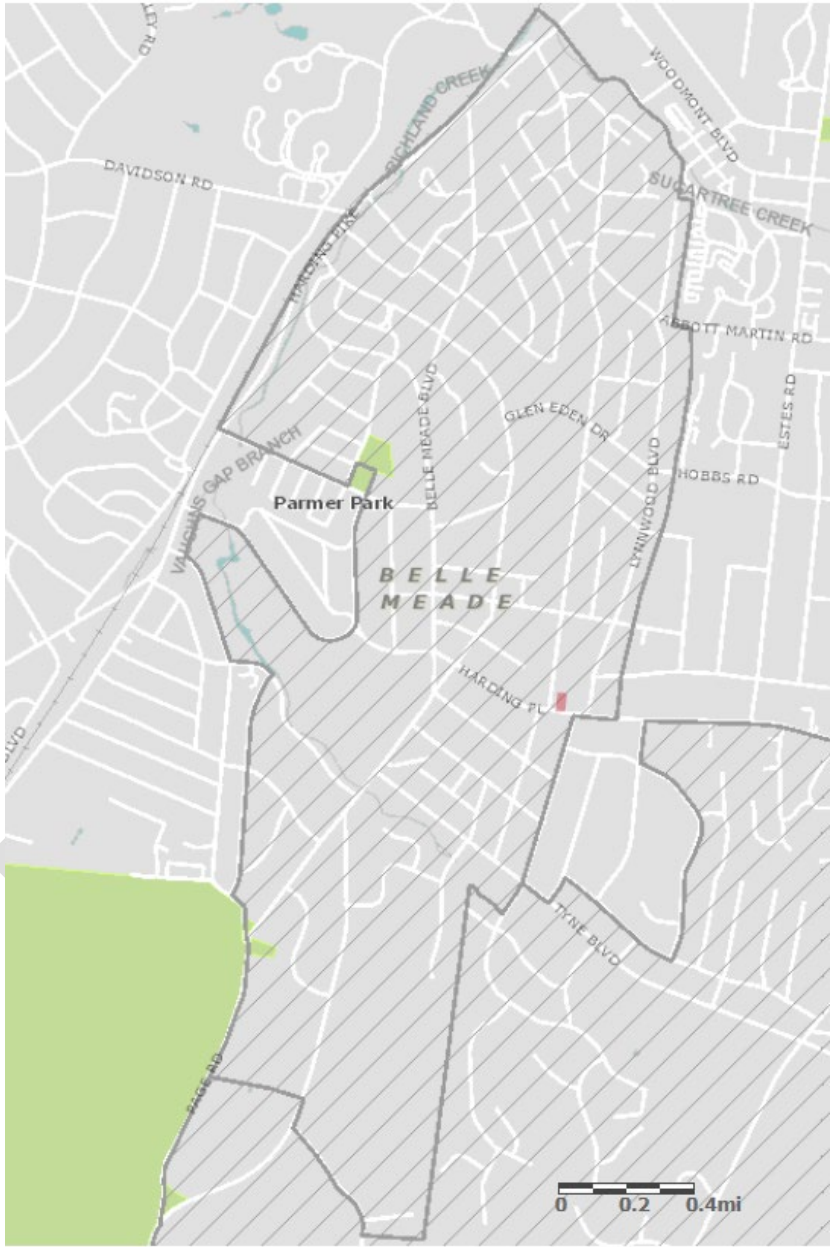
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## INTRODUCTION AND PURPOSE OF THESE GUIDELINES

### **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 and/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 Principles**

Belle Meade is recognized as one of the most prestigious and significant residential communities in the United States. 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 the City of Belle Meade and design new construction of the highest possible quality.

## 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 include 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; and
- 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.

## 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, an addition and/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.

### **Certificate of Appropriateness**

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.

### **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.

### **City**

The land area within the boundaries of the City of Belle Meade jurisdiction.

### **Compatible and Compatibility**

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 complete 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.

**Non-residential Use**

This term applies to any existing or proposed church and other place of worship, school, the Belle Meade Historic Site, the Belle Made Country Club, or multi-family housing.

**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 the City 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.

**Residence**

A building which is to be used as a single occupancy unit which also includes sanitary and cooking facilities for one or more persons, either permanently or temporarily.

**Shall or Should**

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

**Significant**

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.

**Thin Veneer**

Featuring a shallow depth from  $\frac{3}{4}$  to 1  $\frac{1}{2}$ -inch. Thin veneer differs from full veneer stone in its thickness, but is made from the exact same high-quality material. Natural thin stone veneer weighs under 15 pounds per square feet.

## WHAT THE HISTORIC ZONING COMMISSION REVIEWS

The City of 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:

### 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 the city. 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. A property of significance is defined as follows:

- Generally, these will be properties built prior to 1939;
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association, as defined for eligibility for listing in the National Register of Historic Places;
- Embody such other qualities and characteristics as in the judgment of the HZC should be considered significant to the historical and architectural context of the City of Belle Meade;
- Are listed or determined eligible for listing in the National Register of Historic Places, and/or determined to be a contributing property to an eligible historic district in the National Register of Historic Places; and/or
- Possesses one or more of the following criteria:
  - A broad cultural, political, economic, or social association with the historic development of the City of Belle Meade, the state, or the nation;
  - Identification with a historic person or with important events in the city, state, and/or national history;
  - Possesses distinguishing characteristics of an architectural type reflective of the dominant styles in the city and is inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship;
  - Possesses authenticity of its period of significance as evidenced by the survival of its characteristics, historic fabric, and architectural elements from that period;
  - Is a notable work of a master builder, designer, or architect;
  - 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.



### **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 the City of Belle Meade through their design, scale, and materials. 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. Properties worthy of conservation are defined as follows:

- Generally, these will be properties built after 1939;
- Possess integrity of design, materials, workmanship, setting, location, feeling, and association from their original period of construction; and/or
- Are determined to be a contributing property to an eligible historic district in the National Register of Historic Places.

## **HISTORIC ZONING COMMISSION REVIEW PROCESS**

Property owners are encouraged to contact the Planning Director if they have any questions concerning the need for a Certificate of Appropriateness and the level of review required for their specific project. There are two primary approaches to work reviewed in the City of Belle Meade:

- **Historic Zoning Commission Review**  
Projects with greater complexity and more permanent effect including extensive alterations, new construction, and requests for demolition are among the actions that require review by the HZC.
- **Staff Review**  
Many actions involving properties can be reviewed directly by the Belle Meade Building and Zoning Staff. The requests 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.

### **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, 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.

**Step One - Does Your Work Require a Certificate of Appropriateness (CoA)?**

These requirements apply to Properties of Significance and Properties Worthy of Conservation as described previously unless exempted below. Within the City of Belle Meade, a CoA is required for the following activities:

- Any new construction of a residence;
- Any exterior alteration to an existing residence;
- Partial or complete demolition to an existing residence that reduces the building footprint and/or gross floor area;
- Any addition to an existing residence;
- Any relocation/moving of an existing residence; and/or
- Any of the non-residential uses (as defined herein) which requires a building or demolition permit for the principal structure.

CoAs are not required for:

- 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;
- Construction of accessory structures and appurtenances; or
- Interior renovation or remodel that does not alter the exterior of the structure.

**Step Two - Obtain and Complete a CoA Application**

Property owners must first meet with the Belle Meade Planning Director and obtain a CoA application prior to the initiation of work outlined in Step One. The director will discuss the project, answer questions, and offer advice on how to meet the guidelines. The table below indicates if the CoA will be reviewed by the HZC or administrative by the planning director. Items that are administratively reviewed and meet the design guidelines, generally receive a permit within one week of receipt of a complete application

| TYPE OF PROJECT                                                                                                                | CoA Review and Approval |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Any new construction of a residence                                                                                            | HZC                     |
| Any exterior alteration to an existing residence                                                                               | Administrative          |
| Partial or complete demolition to an existing residence that reduces the building footprint and/or gross floor area            | HZC                     |
| Any addition to an existing residence                                                                                          | HZC                     |
| Any relocation/moving of an existing residence                                                                                 | HZC                     |
| Any of the non-residential uses (as defined herein) which requires a building or demolition permit for the principal structure | HZC                     |

Upon application, the applicant must define the architectural style as found in A Field Guide to American Houses or Get Your House Right books.

Required documentation (in pdf format) to accompany the CoA application submittal:

- For new construction and additions:
  - Description of property condition and proposal;
  - Site plan showing building envelope, all existing and proposed structures and

- site features;
  - Building elevations for each side of the structure showing finished grade;
  - Floorplans for each proposed story/floor;
  - Inspirational photos based on defined architectural style;
  - Wall section with siding, roofing, doors, windows, and ornamentation;
  - Photos of existing property;
  - Photos of neighboring properties;
  - Presentation for HZC meeting; and
  - Materials sample exhibit/board in color.
- For demolition:
- Description of property condition and reason for demolition;
  - Historic background and archival research;
  - 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;
  - A report stating the condition of the building by a registered architect, licensed contractor, licensed building inspector, or licensed structural engineer.
  - Survey showing existing structures and site features;
  - Photos of existing property (inside and outside);
  - Photos of neighboring properties; and
  - Presentation for HZC meeting.

### **Step Three - Review and Approval by the Historic Zoning Commission**

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. The HZC shall grant the CoA with or without conditions, postpone the approval for a resubmittal based on detailed guidance, or deny the application with reasons/findings stated. The HZC will make their decisions on CoA applications based on the criteria within these design guidelines.

### **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 two years from the date of issuance. If a building permit is not issued by the city during that period, a new CoA application must be submitted and approved.

### **Step Five - Begin Work and Enforcement**

If your plans change while work/construction is in progress, contact the Planning Director BEFORE undertaking a change or deviation from the CoA. Work undertaken contrary to original approval of a CoA requires approval from the HZC or Planning Director. The Planning Director may approve a change to the original CoA approval if said change meets the following criteria:

- Building materials are upgraded but still in the assigned architectural style; and/or
- Alterations to building elements (windows, doors, etc.) that are in the assigned architectural style but were not specifically discussed during the HZC approval

process.

The HZC chair will be informed of all administrative approvals by the Planning Director. A record of the administrative approval will be included in the original HZC application file.

If a violation is discovered or reported, the following steps may be taken:

- The Building/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/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 Building/Zoning Office may issue a citation to appear in city court.

## CRITERIA FOR REVIEW AND APPROVAL

### **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.

### **Criteria For Additions**

Many of the City 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. Additions to properties are permissible as long as they minimally affect historic materials, 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.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for an addition:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The exterior material cladding of side dormers should match the primary or secondary material of the main building.



### Criteria For New Construction

The City of 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. The general approach to new construction is for it to be compatible with adjacent dwellings and of the highest quality possible. New construction in Belle Meade should reflect traditional architectural styles such as the Colonial Revival, Georgian Revival, and Tudor Revival. However, early- to mid-20th century and contemporary designs are also appropriate if they are built with compatible massing, scale, proportions, and materials. Belle Meade is known for the high quality of its designs and craftsmanship and new dwellings and structures are required to maintain this standard.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for new construction:

- Most city dwellings have their primary façades facing the street. New construction should reflect the orientation found along the block in which it is sited;
- The relationship of width to height of windows and doors, and the rhythm of solids (walls) to voids (door and window openings) shall reflect the proposed architectural style as well as be compatible with surrounding historic buildings. Window openings on the primary street-related or front façade should be representative of the window patterns of the proposed architectural style. 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; and
- 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.

### Material Requirements for Additions and New Construction

In order to ensure the highest quality craftsmanship and construction the following guidelines shall be followed for the specific architectural elements:

- *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. Corner stones must have at least a 4" depth.
- *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 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. Aluminum clad windows may be used as alternative to full wood windows. Windows shall not incorporate vinyl or aluminum frames. 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. When chimneys are above the roofline, the materials may have a nominal thickness between 2" – 4". 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:* All paints shall be of a better quality than contractor grade paint. All proposed colors with brand names (Benjamin Moore – True White) with examples must be indicated on the proposed plans.
- *Roofing Materials:* Roof slope ratio shall the proposed architectural style. Roof forms of gable and hipped variations are most appropriate for Belle Meade. Common roofing materials in Belle Meade include asphalt shingle, metal, clay tile and slate. Roofing materials of faux clay tiles, faux slate, etc. are prohibited. Shingles should be of a dark color, predominantly dark gray or brown. Asphalt shingles must be a minimum weight of at least 300lb per square and/or use 3-tab shingles. Metal roofs should be of traditional colors not bright or glaring, and of traditional profile. 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. Each garage bay shall have a separate door.

### **Criteria for Demolition**

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 that are no longer functional or in poor condition. However, demolition presents the greatest threat to the integrity of a significant historic resource.

The following are specific guidelines that will be considered by the HZC when reviewing a proposal for demolition:

- Public safety and welfare requires the removal of the building or structure; and
- The owner is encouraged to consider moving or relocating the building to another location within the City. 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.

## 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>.

**Preservation Briefs** are made available by the National Park Service through this link (<http://www.nps.gov/hps/tps/briefs/presbhom.htm>).

DRAFT

## APPENDIX B - SOURCES OF INFORMATION

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