



**CITY OF BELLE MEADE
HISTORIC ZONING COMMISSION
REGULAR MEETING AGENDA PACKET
FEBRUARY 11, 2025, 03:00 PM**



**AGENDA HISTORIC ZONING COMMISSION
REGULAR MEETING
FEBRUARY 11, 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. 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 January 14, 2025.

Attachment: [HZC Minutes Jan 14 2025.pdf](#)

III. Unfinished Business

A. 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](#)

Attachment: [250203 - Droke Residence - HZC Resubmittal.pdf](#)

IV. New Business

A. The application for a Certificate of Appropriateness, #A25-01, of Catherine Sloan for the Jacques family, 911 Westview Avenue, for a new single family residence.

Attachment: [COA Application.pdf](#)

Attachment: [911 Westview Vacinity Map and Images.pdf](#)

Attachment: [911 Westview Drawings.pdf](#)

Attachment: [Rendering.pdf](#)

Attachment: [Jacques Front setback survey-5.pdf](#)

Attachment: [911 Exterior materials and colors.pdf](#)

Attachment: [STAFF REPORT 911 Westview Ave.pdf](#)

V. Other Public Comment

VI. Adjourn

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



**MINUTES
HISTORIC ZONING COMMISSION – REGULAR MEETING
JANUARY 14, 2025, 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
Ray Hayles
Rene Poe
Charlie Rankin

Commission Members Not Present

Vice-Chairman Mal Wall
Mark Harrison

Staff Members Present

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

Chairman Blackburn began the meeting with the order of business and asked commission members if there anyone had a conflict of interest, there were none.

Approval of Minutes

Consideration of the Minutes of the Historic Zoning Commission meeting held December 10, 2024.

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

Unfinished Business - None

New Business

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

Dan Viner, owner, reviewed the plans as submitted for the demolition of the home at 436 Westview Avenue, highlighting specific issues of the 1946 ranch style home.

A period of comments and questions from Chairman Blackburn, followed, which were addressed by Viner and Planning Director Mary Samaniego.

Chairman Blackburn stated that water and electrical issues were not reasons to grant demolition and asked Viner to continue to present his case.

Viner continued with the presentation.

A period of questions and comments from the board followed.

Public Comment Opened

Peter Rousseau, resident at 438 Westview Avenue, stated he had no opposition to the project.

Public Comment Closed

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

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.

Andrew King, with AK Designs reviewed the plans for the addition to the home at 4314 Sunnybrook, including moving the location of the front door and porch and adding a window.

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

Public Comment Opened

Miller Fitts, resident 4315 Signal Hill, which sits directly behind 4314 Sunnybrook Drive, wanted to address water run-off, Chairman Blackburn stopped Fitts and told him that the HZC does not address water run-off suggesting he contact Mary. Fitts also addressed privacy, fencing and landscaping issues; Planning Director Samaniego asked he contact her. Fitts asked on the rear elevation, where the existing door is located, if the plan was to extend the patio out, asking if there would be any improvement, again as to how it affects water run-off.

Planning Director Samaniego stated the site plan indicates no patio in the rear, and the plans indicate that what appears to be French doors are windows.

Public Comment Closed

Motion to Postpone based on comments from the board: Rankin Second: Bartholomew Vote: All aye

Other Business

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

PLEASE NOTE THAT ITEMS IN ITALICS ARE FOR CLARIFICATION PURPOSES MADE BY THE CITY RECORDER.

The meeting paused for a break before review of the Conservation Overlay Design Guidelines.

Planning Director Mary Samaniego stated staff recommended approval of the guidelines.

Chairman Blackburn opened Public Comment.

No Public Comment.

Public Comment Closed.

Motion to approve: Rankin Second: Poe

Page 5

Rankin: Motion to amend the definition of Appropriate to read: An action or feature that is suitable for the defined architectural style. 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.

Poe: Second

A board discussion ensued.

Planning Director Samaniego: Point of clarification, are we leaving the second sentence in.

Rankin: I did not think it was necessary with the new language.

Vote: All aye

Page 6

Rankin: Motion to change the language of inappropriate to read: An action or feature that is deemed not suitable for the defined architectural style. Where a feature action or design choice relates to demolition, new construction or an addition is stated to be, quote "inappropriate", the project will not be in compliance with the design guidelines.

Hayles: Second

No board discussion.

Vote: All aye

Rankin: Motion to change the definition of Thin Veneer to be labeled as "Thin Veneer Masonry Siding" to read Thin Veneer Masonry Siding differs from full bed depth Masonry Siding in its thickness but is made of the exact same high quality material. Thin Veneer Masonry Siding shall be considered less than four inch nominal thickness but no less than two inch nominal thickness.

Second: Bartholomew

No board discussion.

Vote: All aye

Rankin: Motion to add the definition of Full Bed Depth Masonry Siding the definition would then be Masonry Siding that has a nominal thickness of four inches or greater.

Second: Hayles

No board discussion.

Vote: All aye

Page 8

Rankin: Motion to change the definition of Properties Worthy of Conservation to read: Properties worthy of conservation are all properties in the City of Belle Meade built after 1939 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 addition will be reviewed by the HZC to ensure that the proposed work is in accordance with these design standards. Properties Worthy of Conservation are defined as follows: *(the bullet points remain as they read)*

Second: Poe

No board discussion

Vote: All aye

Page 9

Blackburn: Motion to add "not for reasons of demolition by neglect" in the second paragraph *(this is under CoAs are not required for: (second bullet)*

Bartholomew: Second

Vote: All aye

Blackburn: Motion to add the clarification *under any exterior alteration to an existing residence* if the architecture changes"

Second: Bartholomew

Vote: All aye

Blackburn: Motion to change the sentence Upon application the applicant must define the architectural style with supporting documentation such as *A Field Guide to American Houses* or *Get Your House Right*

Second: Hayles

A discussion between Planning Director Samaniego and the board ensued.

Vote: All aye

Rankin: I have a question about when we get into required documentation, what

do you mean by proposal?

Planning Director Samaniego: Like, What are you doing?

Rankin: Motion to change that language to description of property condition and proposed scope of work.

Second: Blackburn

Vote: All aye

Page 10

Blackburn: Under the materials sample exhibit board and color *Bullet point 10*. Motion to add: with specific exterior material pallet, such as paint colors, roofing materials, brick and stone.

Second: Hayles

Vote: All aye

Rankin: Motion on the wall section, add the word typical before the wall section.

Second: Bartholomew

Vote: All aye

Blackburn: Motion Under Demolition (second bullet point under For demolition:) add after Historic background and archival research: if any exists. And strike the next two sections (bullet points)

Second: Poe

Vote: All aye

Rankin: Motion to strike under Step Three - Review and Approval by the Historic Zoning Commission, in the third sentence the statement that says "based on detailed guidance"

Second: Bartholomew

Vote: All aye

Page 12

Rankin: Motion to strike, from the sixth bullet point that begins The roof form, The roof pitch of the dormer should generally match the roof pitch of the building.

Second: Hayles

Vote: All aye

Blackburn: Motion to strike the last sentence in the first paragraph under Criteria for Additions.

Second: Rankin

A discussion ensued.

Vote: All aye

**Blackburn: Motion to change the wording *at bullet two* to read
Character-defining features of contribution and historic buildings . . .**

Second: Poe

A board discussion ensued

**Rankin: Motion *(to change the second bullet point to read:)*
Character-defining features of historic buildings should not be radically
changed, obscured, damaged, or destroyed by an addition.**

Second: Poe

A board discussion ensued

Vote: All aye

Page 13

**Blackburn: Motion to change the first sentence to read: The City of Belle
Meade contains few vacant lots that provide development opportunities for new
construction. Therefore, demolition is frequently requested when a new
residence is planned. And to strike Sentence 3 in it's entirety.**

Second: Bartholomew

A board discussion ensued.

Vote: All aye

**Rankin: Motion to strike "of the highest quality possible" from sentence 4
(in the first paragraph)**

Second: Hayles

Vote: All aye

**Blackburn: In the next section down *(bullet point two)* Motion to strike "on
the primary street related or front facade" *(from the sentence)*. And to
strike the next sentence *(sentence 3)*. And in the next sentence *(before (or
maybe after, it was not stated and the line for inserting is ambiguous) the
semi colon add)* and true divided light and historical windows are acceptable.**

Second: Poe

Vote: All aye

NOT STATED AS A MOTION NEEDS TO BE CORRECTED 1:38

Blackburn: Under Siding change the comma after synthetic stone to a period (*in the second sentence*). Adding a new sentence (*following synthetic stone*). "Only wrapping an interior flu chase that penetrates the roof would allow the thinner brick veneer. And under materials after "new construction." (*still under siding in the sentence that begins Materials such as wood,*) following stone veneer add "true stucco over masonry"

A board discussion ensued

Second: Bartholomew

Vote: All aye

Rankin: Motion on the Foundations on the last sentence to read: Veneer covering concrete foundation walls must be full bed depth masonry.

Second: Blackburn

Vote: All aye

Rankin: Motion on Front Porch to replace "Broom Finished" with Finished

Second: Poe

Vote: All aye

Page 14

NOT STATED AS A MOTION NEEDS TO BE CORRECTED 1:42

Blackburn: Under Window Shutters *revise to state:* No shutters shall be plastic, vinyl or aluminum and must fit the window opening.

Second: Bartholomew

A board discussion ensued.

Blackburn: I'll amend the amendment to: No shutters shall be plastic, vinyl or aluminum, must fit the window opening and be mounted with operable hinges.

Second: Rankin

Vote: All aye

Rankin: Motion to add "be appropriate for" under Roof Materials after Roof slope ratio and to add cedar shake is an acceptable material. (*at the end of the second sentence*)

Second: Bartholomew

Vote: All aye

Rankin: Under Mechanical/Plumbing Vent Stacks add (*change the last sentence to read*) All vents must be copper or be painted to match roof color.

Second: Hayles

Vote: All aye

Blackburn: Add under Demolition: A home may have limited ability to meet current architectural trends such as ceiling heights of eight feet or less or inability to be maintained due to building style.

Second: None

A discussion ensued.

Withdrawn

Rankin: Motion to strike the second bullet point.

A board discussion ensued.

Second: Poe

Vote: All aye

A discussion ensued regarding criteria for demolition, initiated by Planning Director Samaniego.

THIS WILL NEED TO BE CLEANED UP BECAUSE THEY ACTUALLY DID VOTE TO REMOVE THE SECOND BULLET POINT - I MISSED THE VOTE

Vote to approve guidelines as amended: All aye

Other Public Comment

The meeting adjourned at 5:02 p.m.

Chairman Bunny Blackburn

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 & 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 ☐ Addition

Define Architectural Style

Reason for Request:

New Entry Porch at front of residence and 2-sotry addition to rear of property of 2-Car Garage and Owners' Suite

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.

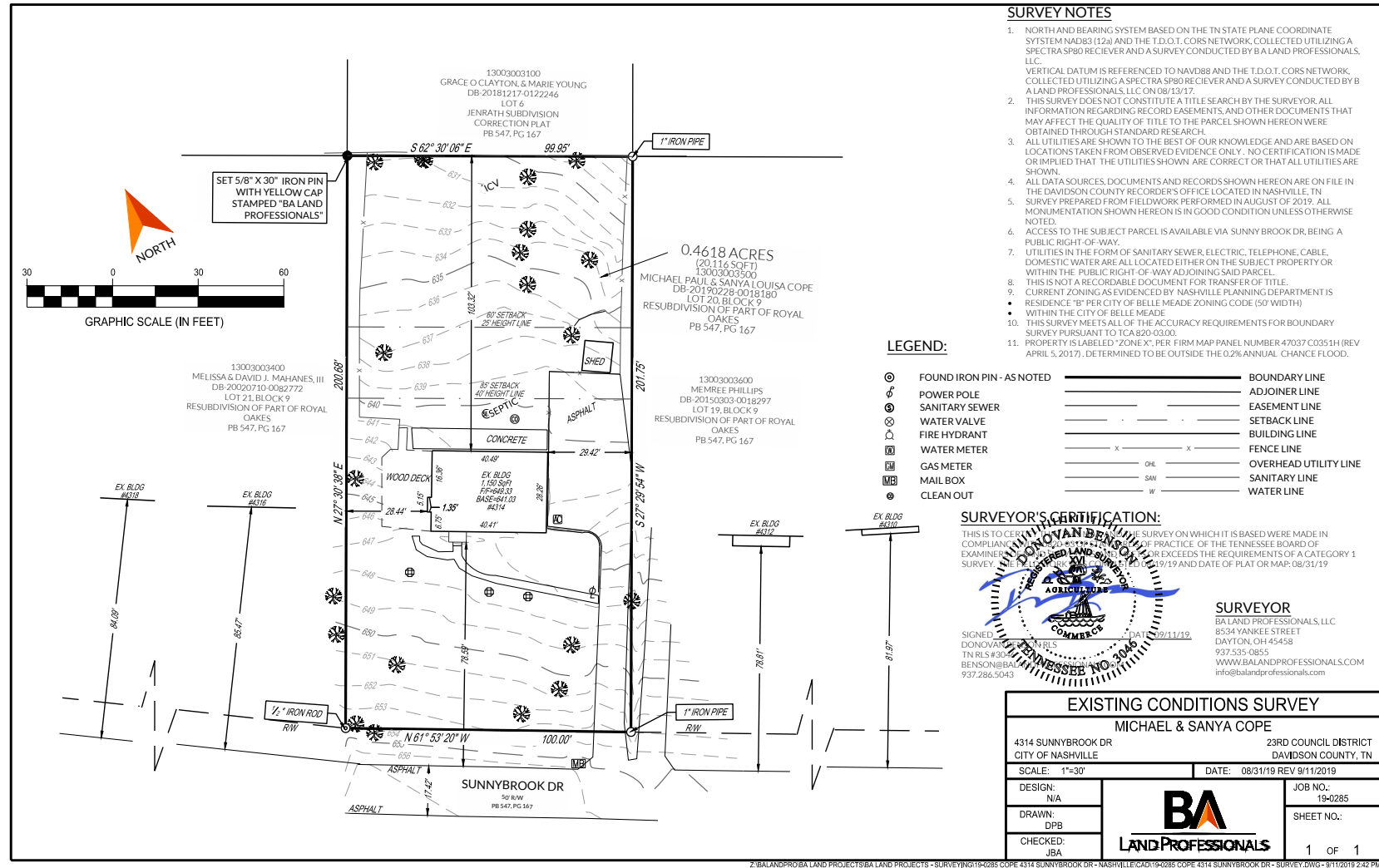
Jeffrey Castor

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 \(LINK\)](#)

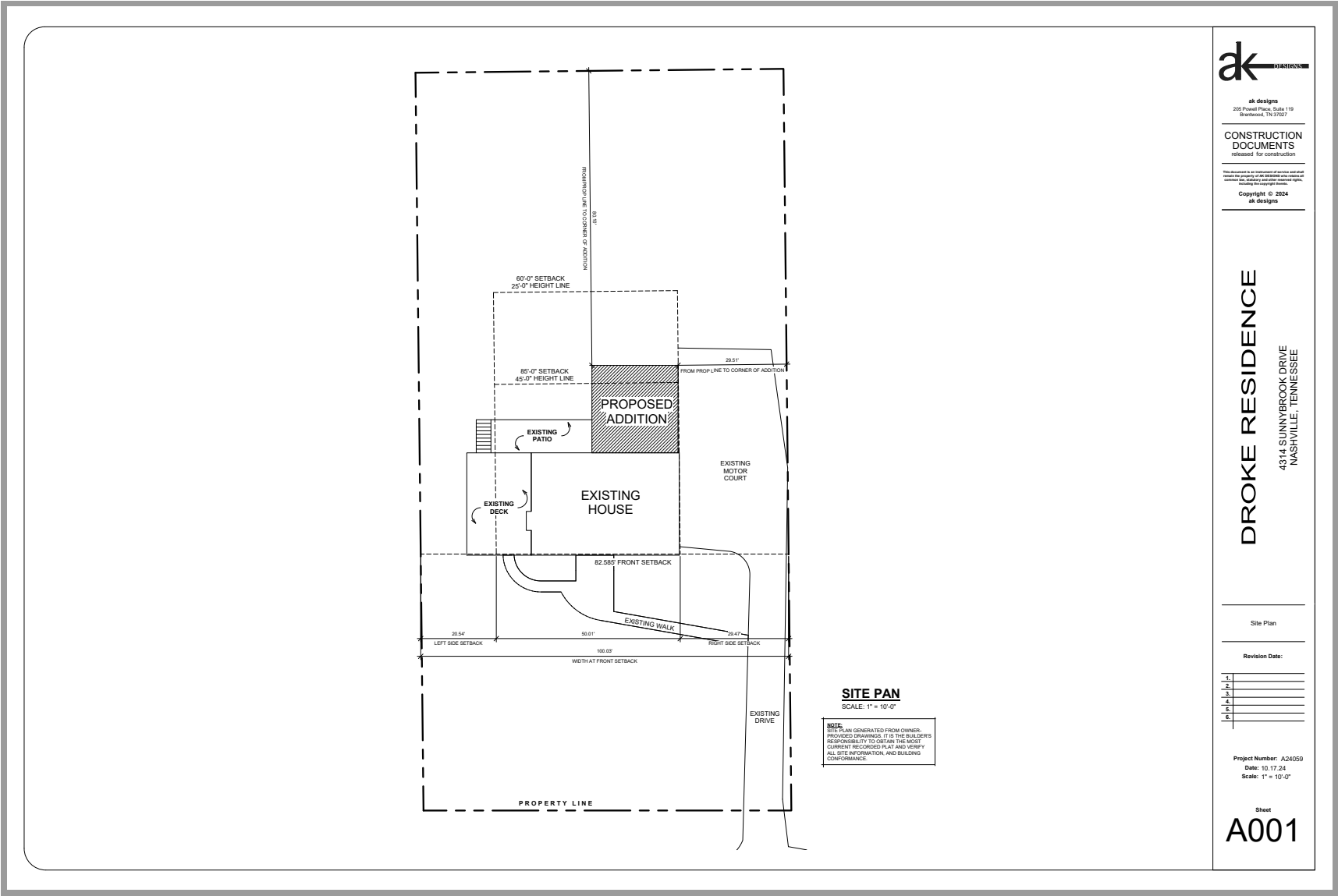


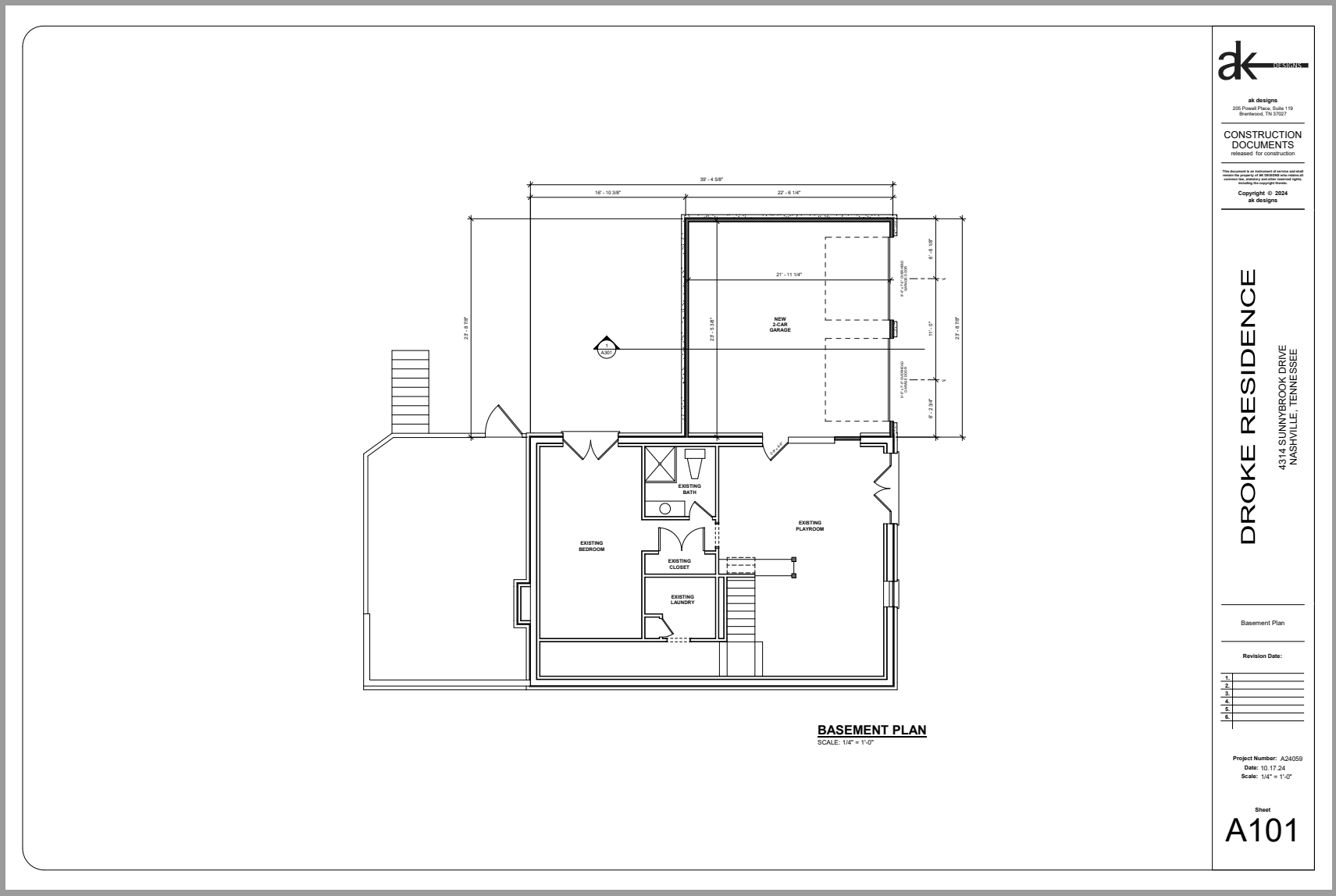
DROKE RESIDENCE

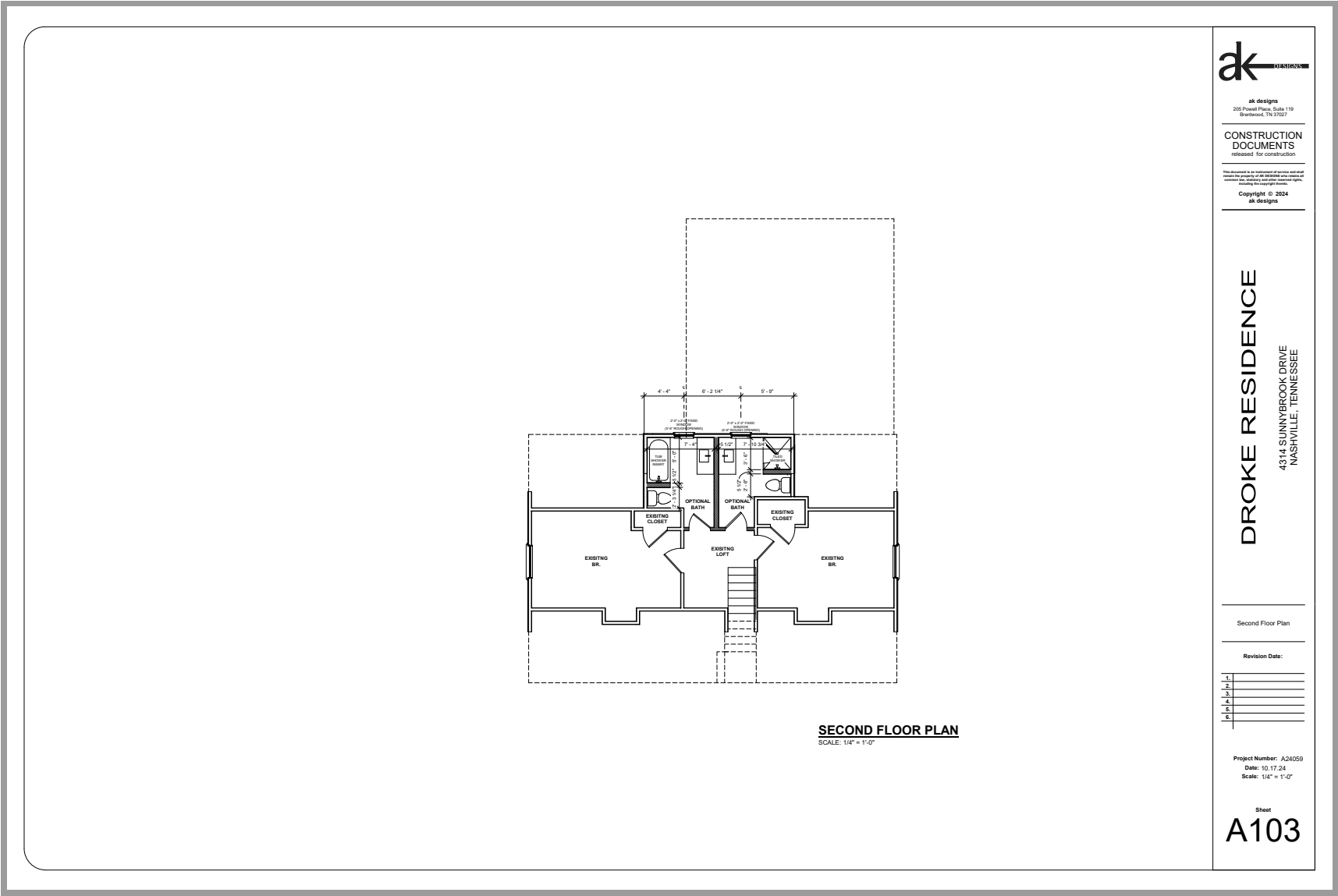
4314 SUNNYBROOK DRIVE
NASHVILLE, TENNESSEE

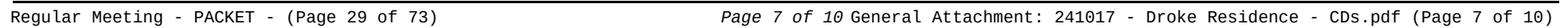


10.17.24











Regular Meeting - PACKET - (Page 30 of 73)

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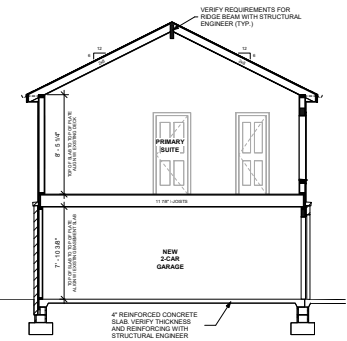
Regular Meeting - PACKET - (Page 30 of 73)

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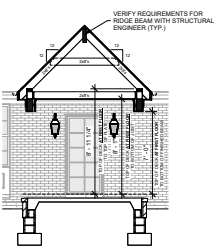
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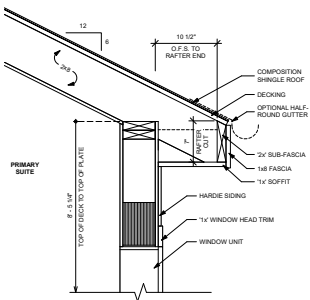
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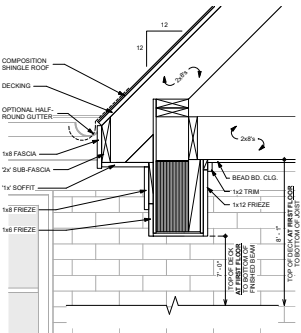
1 Building Section One
1/4" = 1'-0"



2 Building Section Two
1/4" = 1'-0"



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



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

GENERAL BUILDING SECTION NOTES:

1. CONTRACTOR TO VERIFY DEPTHS OF FOOTINGS MEET OR EXCEED ALL APPLICABLE CODES.
2. CONTRACTOR SHALL CONSULT A LICENSED STRUCTURAL ENGINEER FOR DESIGN OF FOUNDATION SYSTEM, INCLUDING SIZE AND REINFORCING OF CONTINUOUS FOOTERS, PIER, CONCRETE BLOCK-POURED WALLS, SLABS AND THICKENED SLABS.
3. CONTRACTOR TO VERIFY ADEQUATE NATURAL BEARING CONDITIONS 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 STRUCTURAL TIE-BRACING AND CONNECTION REQUIREMENTS BETWEEN FRAMING AND FOUNDATION SYSTEM.
6. INSULATION NOT SHOWN FOR CLARITY OF DRAWINGS. BUILDER TO ENSURE INSULATION MEETS OR EXCEEDS ALL APPLICABLE CODES.
7. CONTRACTOR SHALL PROVIDE TIE BRACES AND COLLAR TIES PER CODE.
8. CONTRACTOR SHALL ENSURE ALL CONCRETE SLABS SLOPE AWAY FROM THE STRUCTURE AT A DESIRED SATISFACTORY TO ALL APPLICABLE CODES.
9. CONTRACTOR SHALL CONSULT A LICENSED STRUCTURAL ENGINEER TO VERIFY REQUIREMENTS FOR STRUCTURAL RIDGE BEAMS, AS REQUIRED TO MEET OR EXCEED ALL APPLICABLE CODES.

TYPICAL INSULATION LOCATIONS:

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

TYPICAL FLASHING APPLICATION:

1. WINDOWS AND DOORS CONTRACTOR TO ENSURE COMPLIANCE OF CONSTRUCTION WITH ALL LOCATED, 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. FOR VENTS, GABLE VENTS, ETC.).



ak designs

205 Powell Place, Suite 119

Brentwood, TN 37027

CONSTRUCTION

DOCUMENTS

related for construction

This document is an integral part of the project and shall remain the property of the architect and shall not be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of the architect.

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ak designs

DROKE RESIDENCE

4314 SUNNYBROOK DRIVE
NASHVILLE, TENNESSEE

Sections & Details

Revision Date:

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

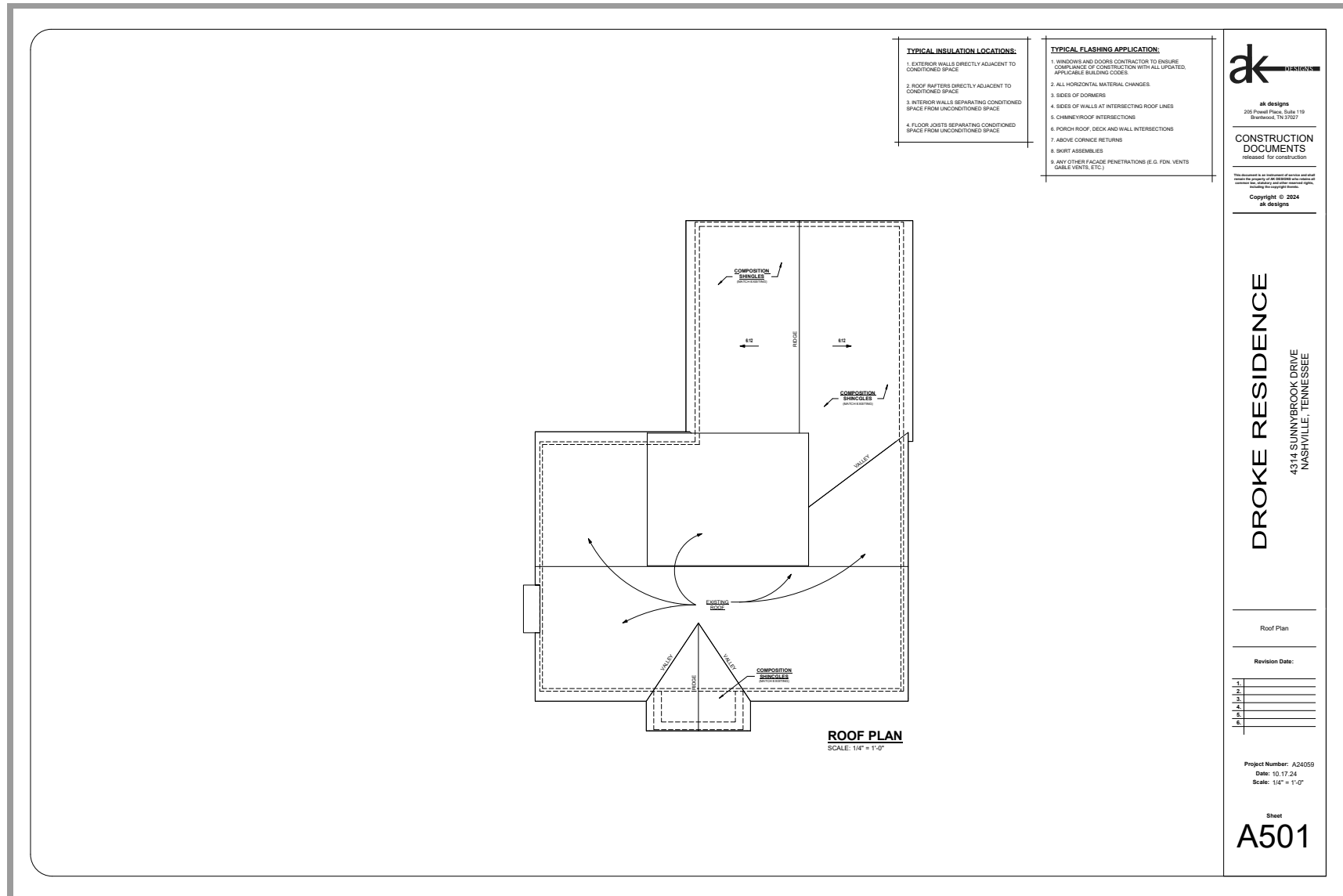
Project Number: A24059

Date: 10.17.24

Scale: As indicated

Sheet

A301



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 DescriptionWindow 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.

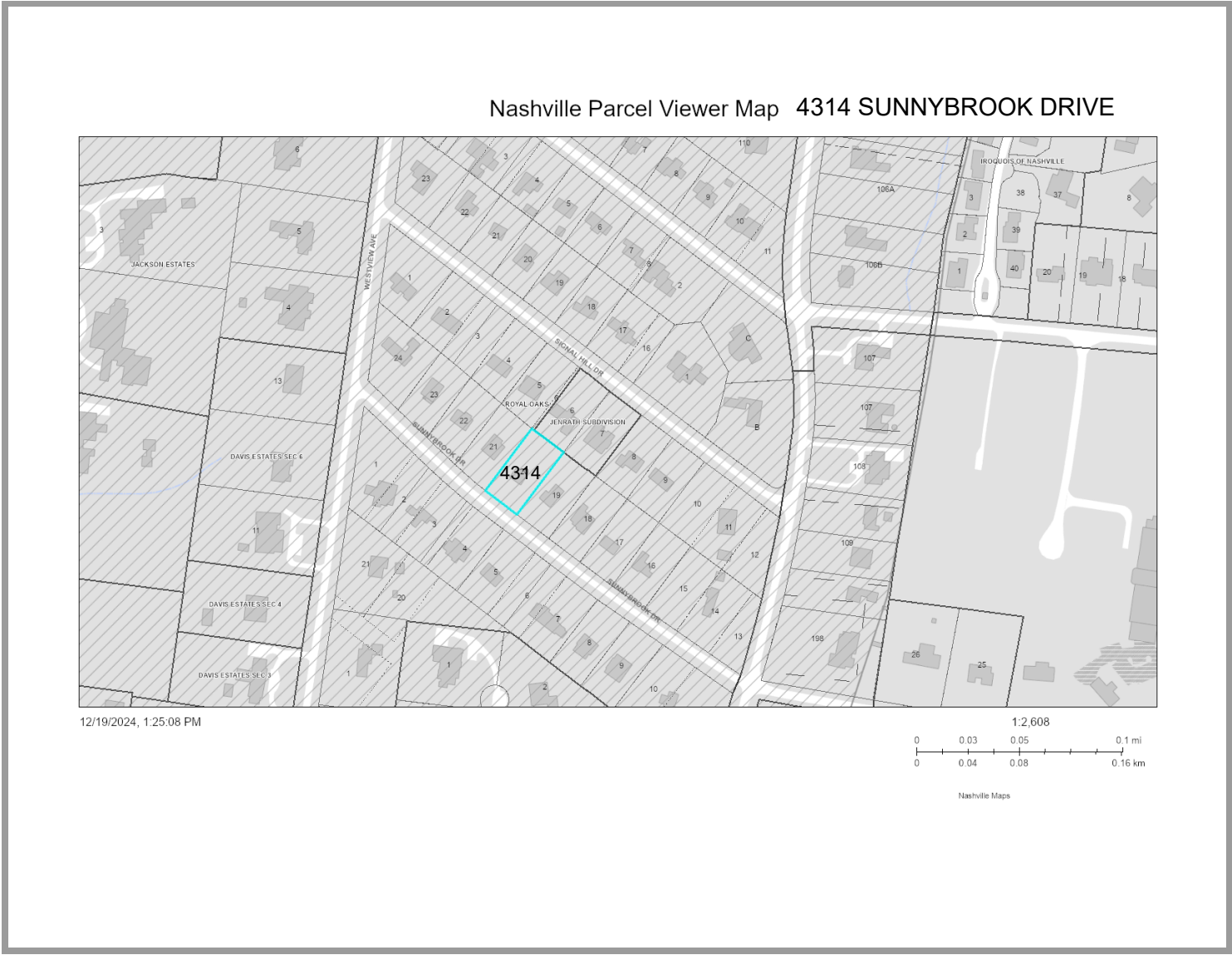
Similarly, the Belle Meade HZC Design Guidelines provide the following *criteria for the review and approval of additions*:

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



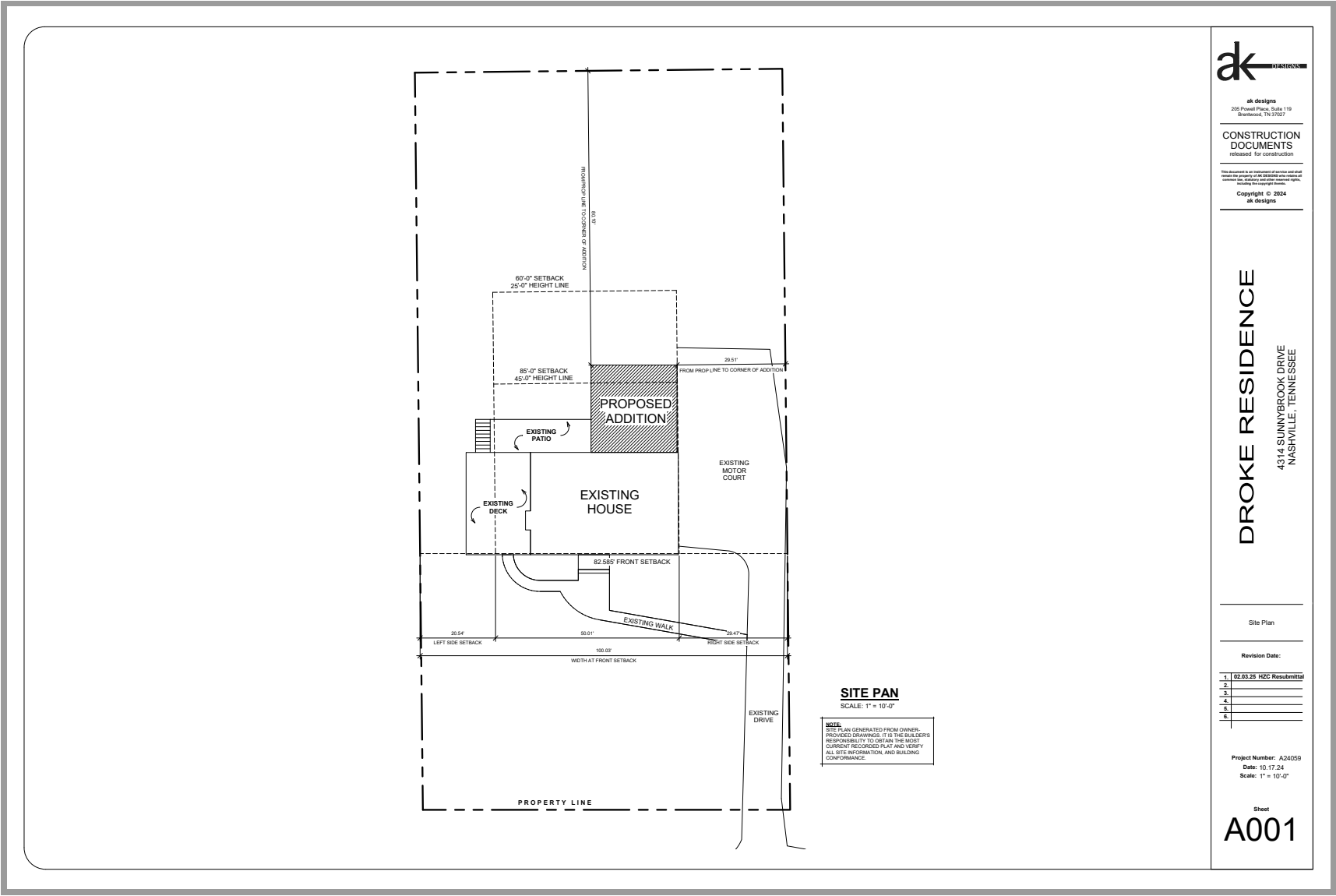


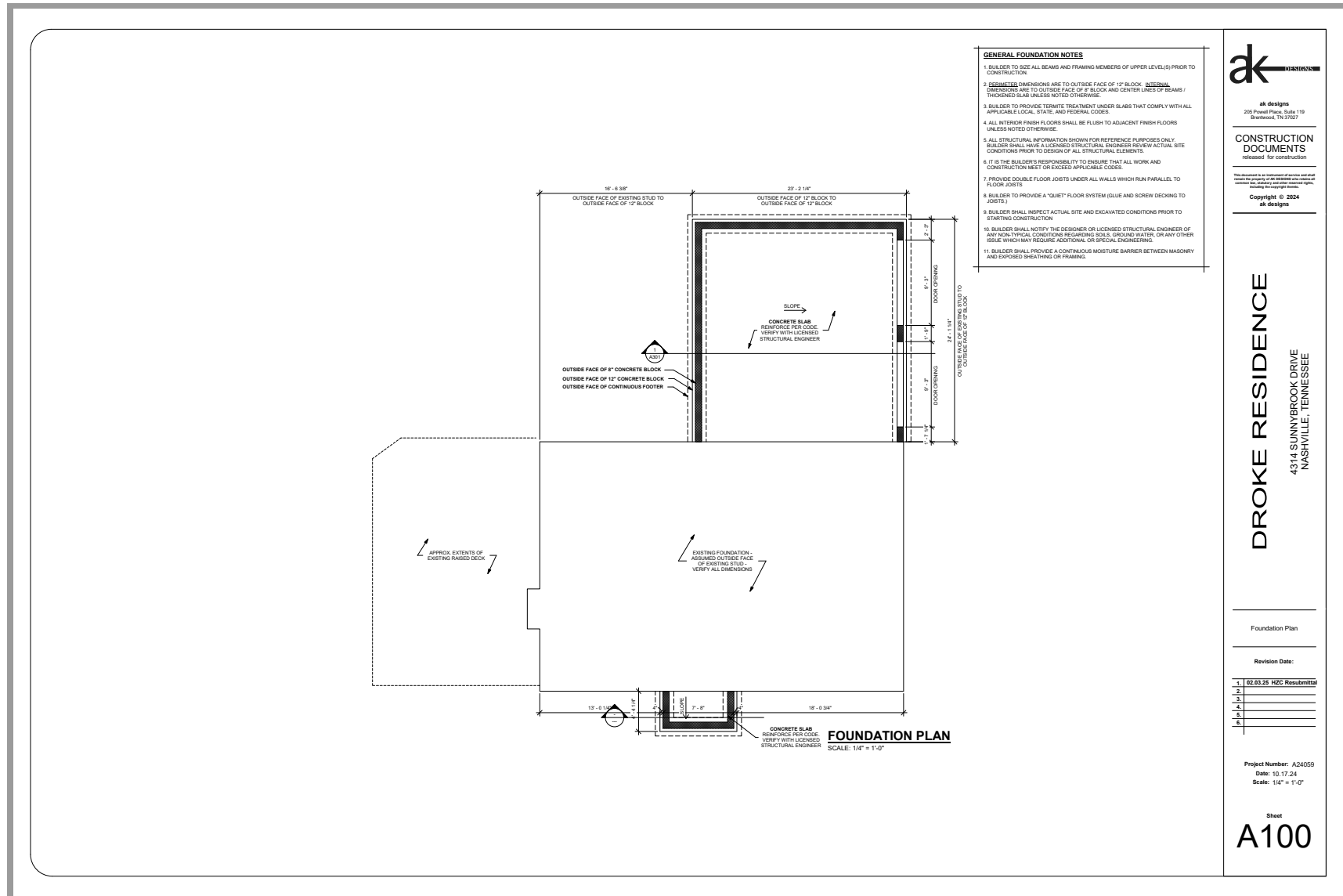
DROKE RESIDENCE

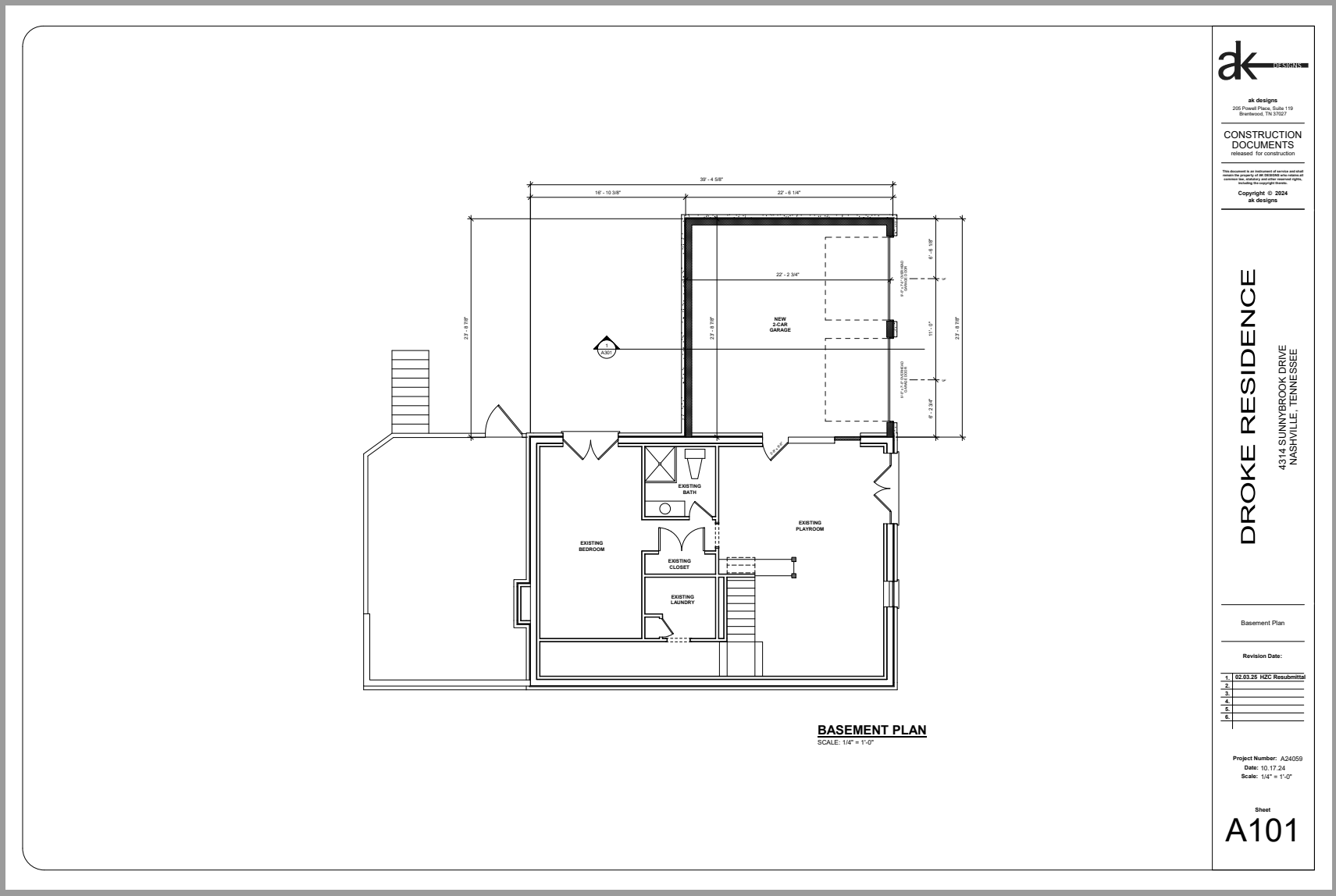
4314 SUNNYBROOK DRIVE
NASHVILLE, TENNESSEE

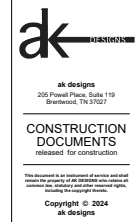


02.03.25









Second Floor Plan

Revision Date:

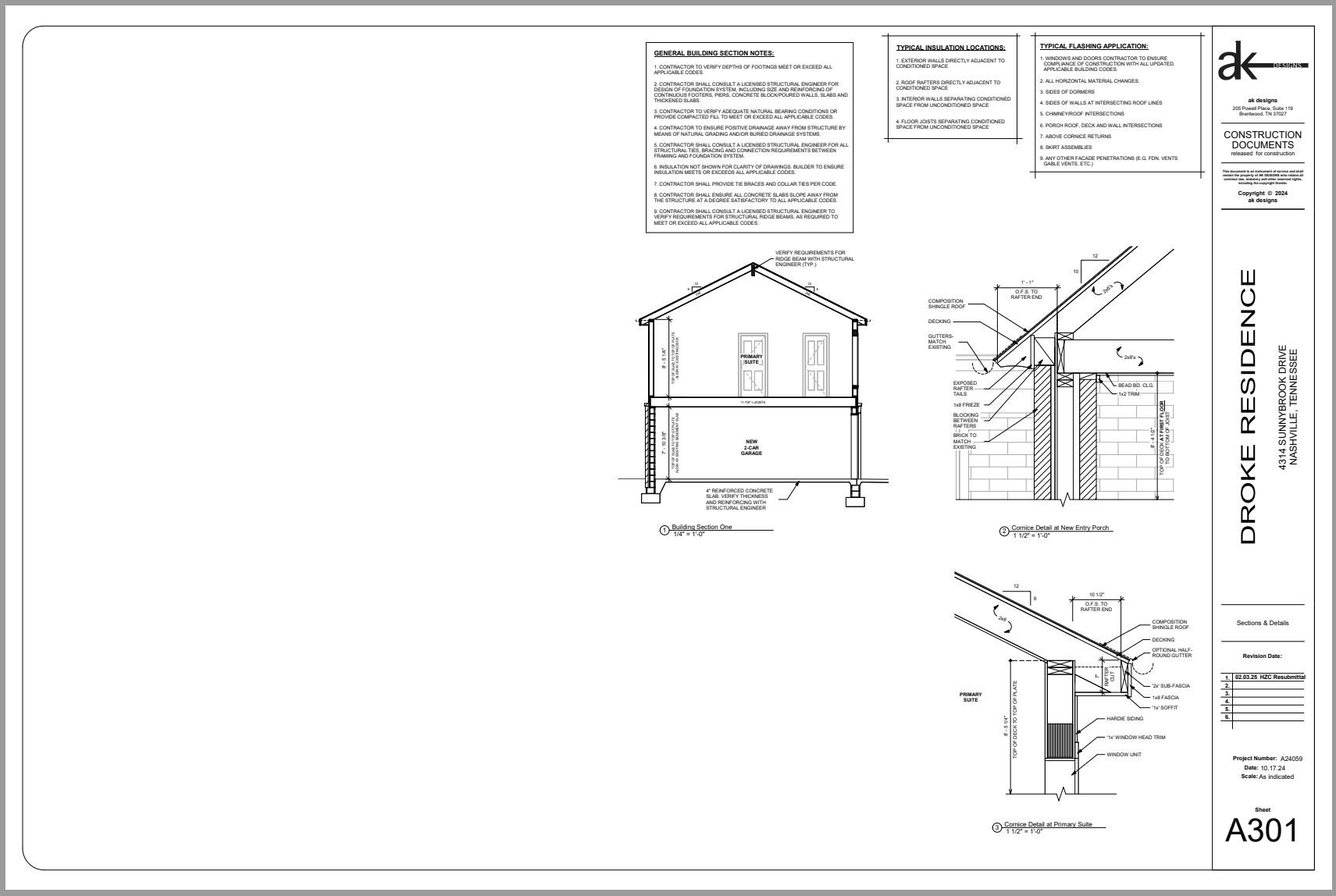
Project Number: A24059
Date: 10.17.24
Scale: 1/4" = 1'-0"

Sheet

A103









OWNER INFORMATION

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

RELATIONSHIP TO OWNER:

☐ Contractor☐ Architect☐ Other (explain)

PROPERTY DESCRIPTION & 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:

A +/- 5,000 square foot, 1 3/4 story symmetrical wood siding house with a one story porch and 3 gable dormers. It has one story flanking wings to either side that are stone. There is a one story garage and screened porch on the back.

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.

Catherine Sloan

2025-01-15

Typed Signature of Applicant or Owner

Date

CLICK SAVE BEFORE CLICKING COMPLETE APPLICATION

VICINITY MAP



EXISTING PROPERTY



NEIGHBORING HOUSES





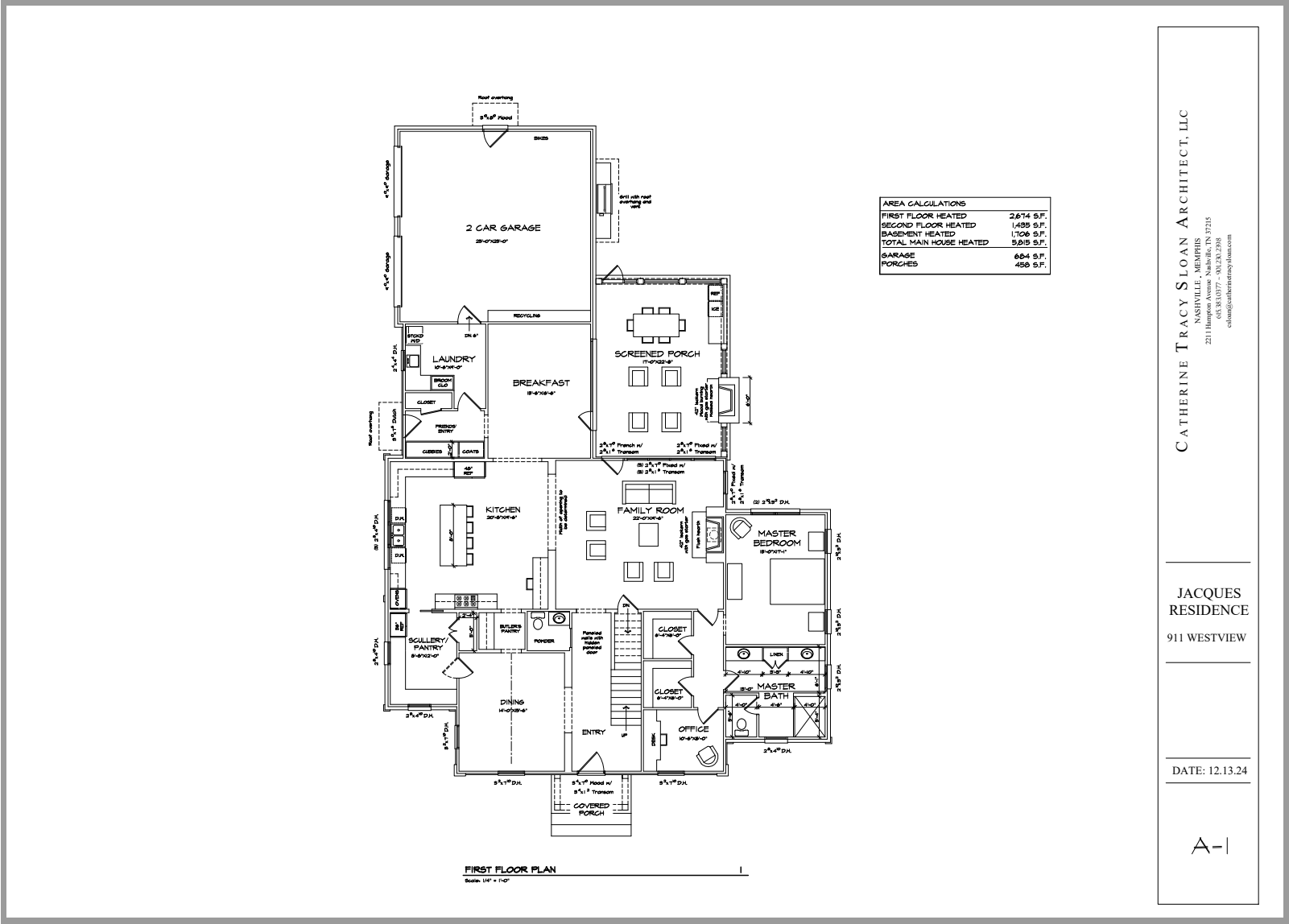
INSPIRATION IMAGES









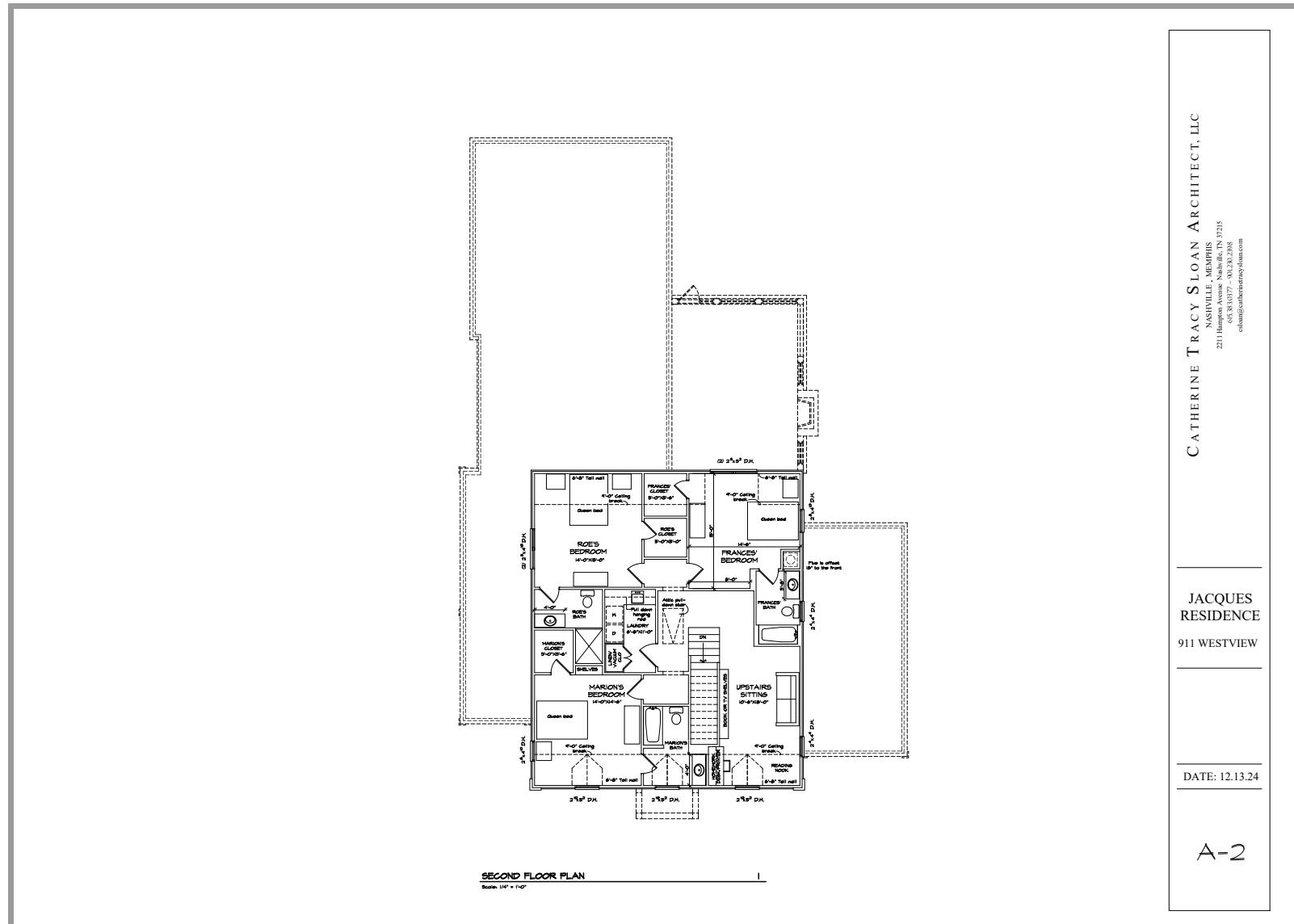


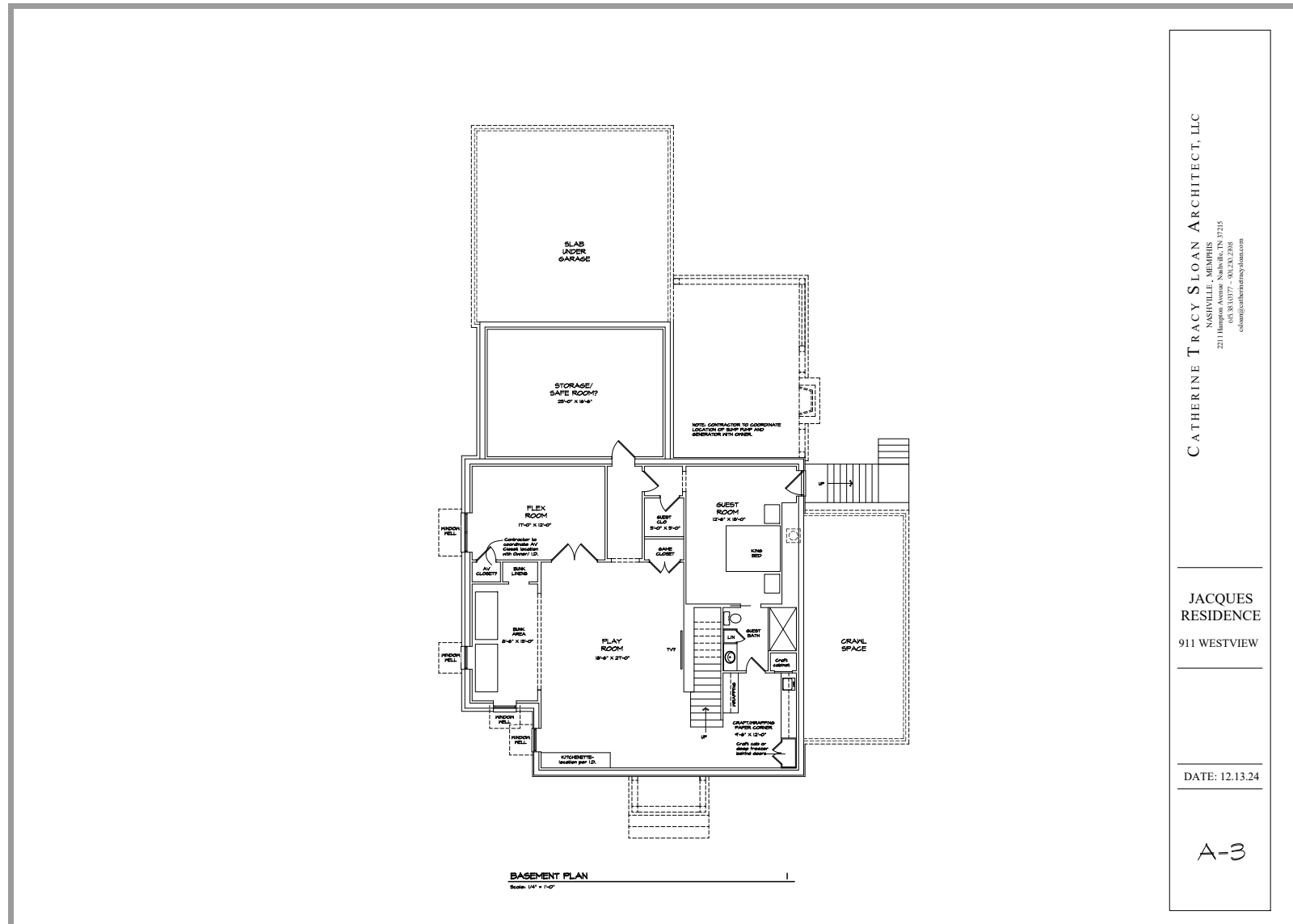
CATHERINE TRACY SLOAN ARCHITECT, LLC
NASHVILLE, MEMPHIS
2111 Hampton Avenue, Nashville, TN 37215
615.383.0377 - 901.231.2288
csls@catrinesloandesign.com

JACQUES
RESIDENCE
911 WESTVIEW

DATE: 12.13.24

A-1



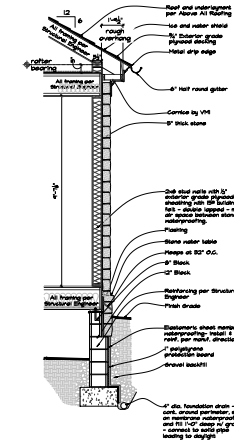




RIGHT SIDE ELEVATION 2
Scale: 1/4" = 1'-0"



FRONT ELEVATION 1
Scale: 1/4" = 1'-0"



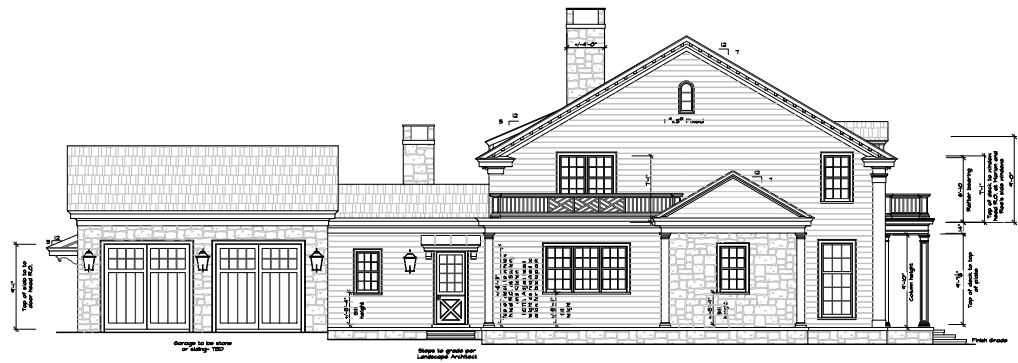
TYPICAL WALL SECTION 4
Scale: 1/2" = 1'-0"

CATHERINE TRACY SLOAN ARCHITECT, LLC
NASHVILLE, MEMPHIS
2211 Hampton Avenue Nashville, TN 37215
615.383.0377 - 901.231.2288
csls@catrinesloan.com

JACQUES
RESIDENCE
911 WESTVIEW

DATE: 12.13.24

A-5



LEFT SIDE ELEVATION
Scale: 1/4" = 1'-0"



REAR ELEVATION
Scale: 1/4" = 1'-0"

CATHERINE TRACY SLOAN ARCHITECT, LLC
NASHVILLE, TENNESSEE
2711 Hampton Avenue, Nashville, TN 37215
615.383.0377 - 901.231.2288
ctsloan@catherinesloan.com

JACQUES
RESIDENCE
911 WESTVIEW

DATE: 12.13.24

A-6



NOTES

- 1) THIS SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. ABOVE GRADE AND UNDERGROUND UTILITIES SHOWN WERE TAKEN FROM VISIBLE APPEARANCES AT THE SITE, PUBLIC RECORDS AND /OR MAPS PREPARED BY OTHERS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES ARE IN THE EXACT LOCATION INDICATED. THEREFORE, RELIANCE UPON THE TYPE, SIZE AND LOCATION OF UTILITIES SHOWN SHOULD BE DONE SO WITH THIS CIRCUMSTANCE CONSIDERED. DETAILED VERIFICATION OF EXISTENCE, LOCATION AND DEPTH SHOULD ALSO BE MADE BEFORE ANY DECISION RELATIVE THERETO IS MADE. AVAILABILITY AND COST OF SERVICE SHOULD BE CONFIRMED WITH THE APPROPRIATE UTILITY COMPANY. IN TENNESSEE, IT IS A REQUIREMENT, PER THE UNDERGROUND UTILITY DAMAGE PREVENTION ACT, THAT ANYONE WHO ENGAGES IN EXCAVATION MUST NOTIFY ALL KNOWN UNDERGROUND UTILITY OWNERS, NO LESS THAN THREE (3) NOR MORE THAN TEN (10) WORKING DAYS PRIOR TO THE DATE OF THEIR INTENT TO EXCAVATE AND ALSO TO AVOID ANY POSSIBLE HAZARD OR CONFLICT. TENNESSEE ONE CALL 1-800-351-1111.
- 2) THE LOCATION AND/OR EXISTENCE OF UTILITY SERVICE LINES TO THE PROPERTY SURVEYED ARE UNKNOWN AND ARE NOT SHOWN.
- 3) UPON REVIEWING FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, 47037C0341H, DATED APRIL 5, 2017. IT HAS BEEN DETERMINED THE LIMITS OF THE DETAIL STUDY DO NOT REACH THE SUBJECT PROPERTY (FLOOD ZONE "X").
- 4) THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EVIDENCE OF RECORDS, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
- 5) ALL DISTANCES WERE MEASURED WITH E.D.M. EQUIPMENT AND HAVE BEEN ADJUSTED FOR TEMPERATURE.
- 6) THE SURVEYOR'S LIABILITY FOR THIS DOCUMENT SHALL BE LIMITED TO THE ORIGINAL PURCHASER AND DOES NOT EXTEND TO ANY UNNAMED PERSON OR ENTITIES WITHOUT AN EXPRESSED RE-CERTIFICATION BY THE SURVEYOR WHOSE SIGNATURE APPEARS UPON THIS SURVEY.
- 7) BASES OF BEARING TAKEN FROM GLOBALLY POSITIONED SATELLITE MONUMENTS AND TRANSLATED TO THE TENNESSEE STATE PLANE COORDINATE SYSTEM NAD83 AS ESTABLISHED FOR THIS SURVEY.
- 8) THIS PROPERTY IS SUBJECT TO ANY COVENANTS, RESTRICTIONS, AND ALL OTHER MATTERS SHOWN ON THE RECORDED NEW GOLF CLUB, PLAT BOOK 421, PAGE 185, R.O.D.C.
- 9) PARCEL NUMBERS SHOWN THUS (00) REFER TO COUNTY TAX MAP 130-11.

PROPERTY OWNER INFORMATION

EZZELL, JAMES B. ET UX (10.00)
811 WESTVIEW AVENUE
NASHVILLE, TN 37205
TAX MAP 130-11, PARCEL 10.00
DB-0000542-0000259, R.O.D.C.

PLAT REFERENCE

BEING LOT 52, OF THE PLAN OF
REVISED PLAT OF NEW GOLF CLUB SUBDIVISION (52)
PLAT BOOK 421, PAGE 185, R.O.D.C.

FRONT SETBACK DATA

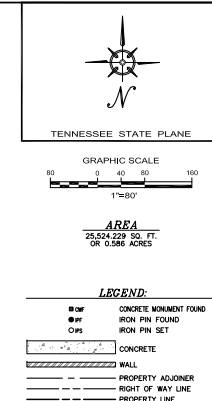
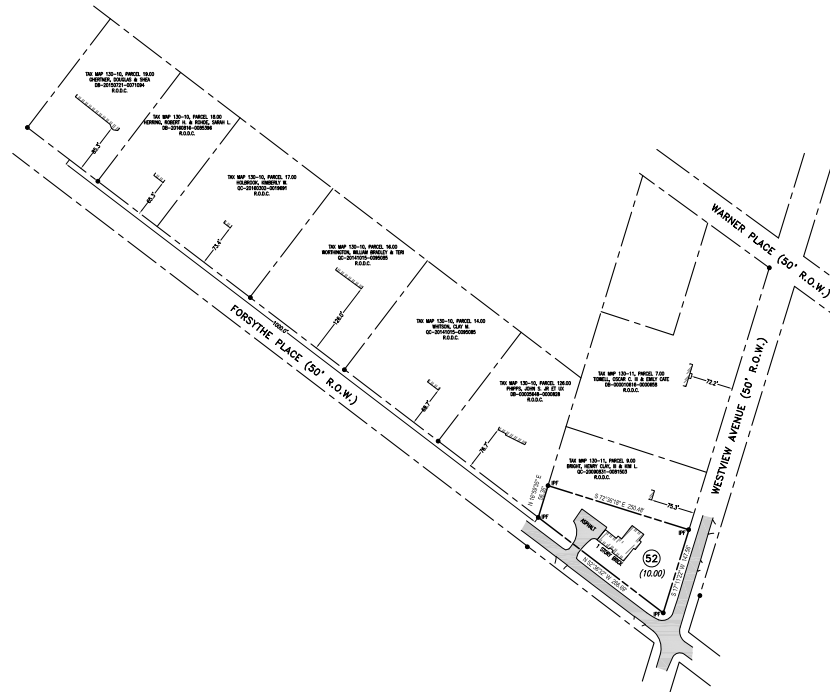
AVERAGE OF HOUSES 1000' ON FORSYTHE PLACE = 82.57'
AVERAGE OF HOUSES WESTVIEW AVENUE FORSYTHE PLACE = 73.75'

SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY THAT THIS IS A CATEGORY I SURVEY IN COMPLIANCE WITH THE RULES OF THE TENNESSEE STATE BOARD OF EXAMINERS FOR LAND SURVEYORS, CHAPTER 0820-3, STANDARDS OF PRACTICE, THAT THE RATE OF PRECISION OF THE UNADJUSTED SURVEY IS GREATER THAN 1:10,000 AS SHOWN HEREON AND THAT THIS SURVEY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PREPARED BY:
DONLON LAND SURVEYING, LLC
TIMOTHY MARK DONLON

1530 BELLE FOREST CIRCLE
NASHVILLE, TN 37211
TEL. (615) 673-1116, FAX (615) 673-0117
Mark@donlonlandsurveying.com
http://www.donlonlandsurveying.com/



FRONT SETBACK SURVEY
OF
LOT No. 52
NEW GOLF CLUB
SUBDIVISION
PLAT BOOK 421, PAGE 185
DAVIDSON COUNTY, TENNESSEE

PREPARED FOR:
LAUREN & RICHARD
JACQUES
911 WESTVIEW AVENUE
NASHVILLE, TN 37205
DATED: MARCH 28, 2024

224031 JACQUES



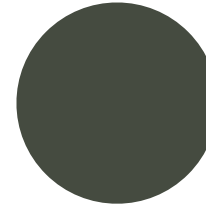
COPPER LANTERNS



PAINTED LAP SIDING WITH
MITERED CORNERS



SIDING COLOR



SHUTTER COLOR



STONE FOR PORCH, PATIO & PATHWAYS



EXTERIOR STONE

PARKES & LAMB
INTERIORS

911 WESTVIEW DRIVE | EXTERIOR FINISHES & MATERIALS



PARKES & LAMB
INTERIORS

911 WESTVIEW DRIVE | ADDITIONAL INSPIRATION IMAGES

Staff Report

Agenda No.: IV.A.
Case No.: #25-01
Staff: Mary Samaniego, Planning Director
Applicant: Catherine Sloan for the Jacques family
Request: Certificate of Appropriateness for a new single-family residence.
Location: 911 Westview Avenue

Summary:

The applicant and property owners are requesting Certificate of Appropriateness approval for a new single-family residence. The proposed architectural style is Colonial with standard elevations, materials, and references provided in the submittal for this meeting. The property is currently occupied by a residence that was approved for demolition by the HZC in February 2024. At the November 2024 Board of Zoning Appeals meeting, the following variances were approved to facilitate this project: exceeding the maximum allowable building footprint (allowable is 3,062 square feet and approved is 3,701 square feet), a front yard setback on Westview Avenue (from 70'8" to 60'8"), and), a front yard setback on Forsythe Place (from 30' to 28'6").

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 0.59 acres (25,524 square feet - SF) and trapezoidal in shape with frontage on Westview Avenue and Forsythe Place.
2. Per Section 14-205(1)(b)(i) of the Zoning Ordinance, the square footage of footprint shall not exceed twelve percent (12%) of the lot area. The allowable footprint for the proposed lot is 3,062 square feet. The proposed footprint is 3,701 square feet (639 square feet over the maximum allowable). Variance approved by BZA.
3. Per Section 14-205(1)(b)(ii) of the Zoning Ordinance, the allowable floor area ratio calculation for the proposed lot is 5,743 square feet. The proposed floor area ration calculation is 5,251 square feet.
4. The zoning district is Residence B and the submitted site plan indicates compliance with all standards of the Zoning Ordinance for all applicable standards beyond the BZA variance approvals.
5. The property is not located within the regulated floodplain.
6. Materials list:

New Construction Material List Description

Window Manufacturer: Marvin or Sierra Pacific

Window Material: Wood

Frame Material: Wood

Windowsills: Wood

Brick, Painted/Natural: N/A

Brick/Stone Thickness: 5"

Clapboard Material: Beveled cedar siding (not H&B)

Clapboard Dimensions/Reveal: 7 1/4" with 6 1/4" reveal

Railings, Columns, Pilasters: Wood

Chimney Material: Stone

Roofing Material: Asphalt Shingle

Exterior Doors: Wood doors provided by Dal

Eaves/Cornice: Wood

Gutters: Painted to match the cornice

Gutter Dimensions: 4"

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 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, is reasonably related to the purpose of this part.

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

1. **Number of Units** No more than one (1) principal dwelling may be erected on any one (1) lot or building site.
2. **Shape** Variations of rectangular and square forms are most appropriate for Belle Meade.
3. **Scale (Height)** Belle Meade's zoning restricts new construction to no more than three and one-half stories or 40 feet in height. This maximum height would be appropriate for blocks with large lot sizes and where most dwellings have building heights varying from 25 to 40 feet. On blocks that have predominately one-story or two-story dwellings, new construction of one -to two-stories would be more appropriate.
4. **Scale (Massing)** The massing of new construction is dependent on the Floor Area Ratio (FAR). The allowable footprint area of a dwelling above the natural grade of the site shall not exceed eight percent (8%) of the total lot area in Estates "A" district. Estates "B", Residence "A", and Residence "B" are all twelve percent (12%). More detailed information concerning allowable scale and massing is outlined in the City's Zoning Code.
5. **Scale (Size)** A dwelling, regardless of height, shall have a minimum gross floor area of two thousand (2,000) square feet.
6. **Lot placement.** Front and side yard setbacks should respect the setbacks found along the block on which the building is sited. Building setbacks from the street should not be less than the minimum of adjoining setbacks. More detailed information on front, side and rear yard setbacks is outlined in the City's Zoning Code. *Staff note – BZA approval for front yard setback variances.*
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. *Staff note – the orientation is toward Westview Avenue which is the historic development pattern of the immediate area.*
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.

Staff note – front door material is not stated.

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.

Staff note – window shutter material is not stated.

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

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

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

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

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

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

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

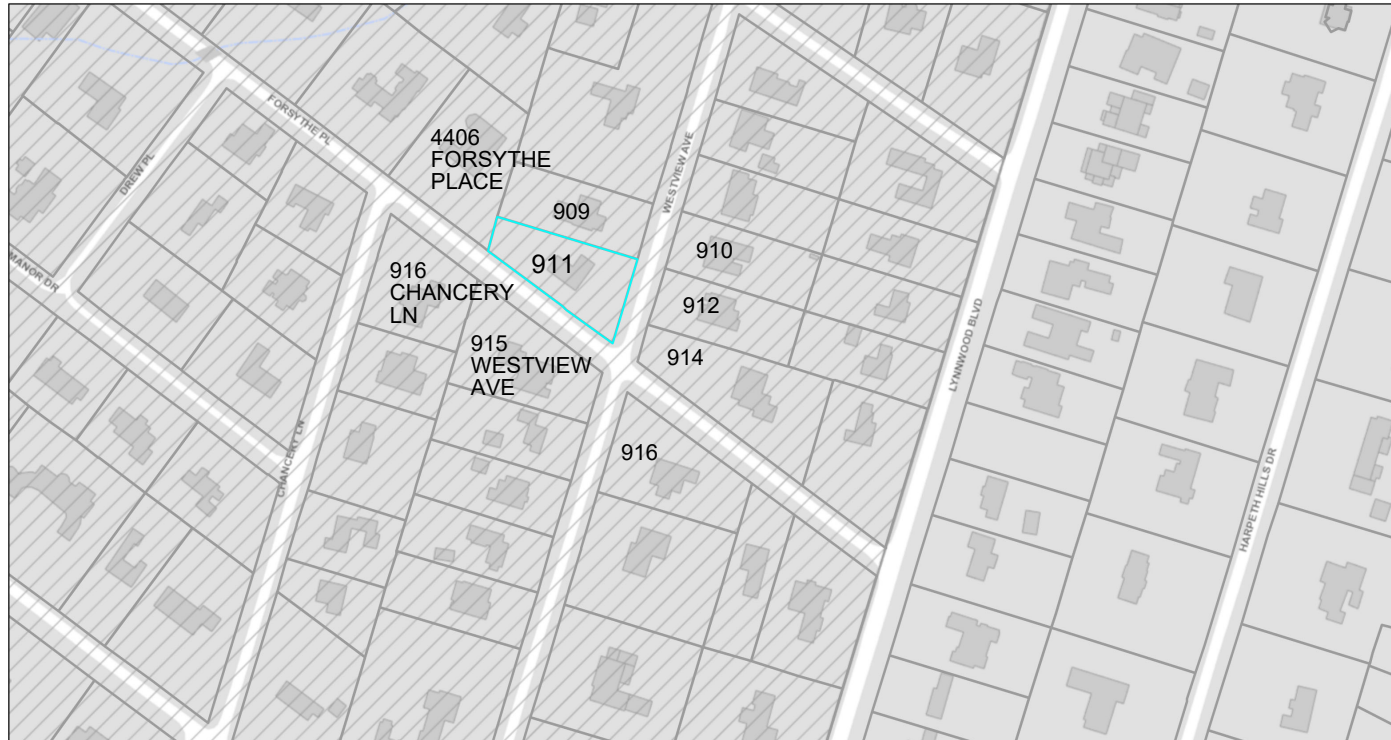
Staff note – garage door Staff note – front door material is not stated.

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

Attachment:

1. Location Map

Nashville / Davidson County Parcel Viewer 911 WESTVIEW AVENUE



January 22, 2024

graphicsLayer2

1:2,257

0 0.02 0.04 0.09 mi
0 0.04 0.07 0.14 km

Nashville Maps

Made by: Metro GIS