



CHATTANOOGA HISTORIC ZONING COMMISSION

MEETING MINUTES

September 18th, 2025

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held on September 18th, 2025, at 9:30 a.m. in conference room 1A of the Development Resource Center Building.

Chairman Skip Pond called the meeting to order at 9:31 A.M.

Roll Call: Admin Support Shelby Ogle called the roll.

Member Attendance:

- ☒ Clif McCormick
- ☒ Piper Stromatt
- ☒ Brandon Panganiban
- ☐ Todd Morgan
- ☒ John Cavett
- ☐ Cassie Courtney
- ☒ Nathan Bird
- ☒ Matt McDonald
- ☒ Skip Pond

Staff Attendance:

- ☒ Presenter: Cassie Cline
- ☒ Admin: Shelby Ogle
- ☒ City Attorney: Andrew Trundle
- ☐ City Attorney: Chris McKnight

Swearing In: Admin Support Shelby Ogle swore in people addressing the Committee.

Rules and Regulations: Chairman Skip Pond explained the rules and procedures, order of business, and announced the meeting is being recorded.

Approve Minutes: Chairman Skip Pond presented the August 2025 Meeting Minutes to be voted on. No amendments need to be made. *Clif McCormick* motioned to **APPROVE** the August minutes. *Brandon Panganiban* seconded the motion. All in favor. **The motion carries 7-0.**

Staff Review Cases: Historic Preservation Planner Cassie Cline presented the Staff Review cases to the Commission.

- **HZ-25-92:** 5202 Tennessee Ave.: Fence + Door Overhang
- **HZ-25-93:** 4512 St. Elmo Ave.: Exterior Rehabilitation, Fence, Deck
- **HZ-25-96:** 5201 Beulah Ave. : Fence

- **HZ-25-98:** 862 Oak St.: Tree Removal
- **HZ-25-99:** 808 Vine St.: Tree Removal
- **HZ-25-102:** 4411 Tennessee Ave.: Siding Repair
- **HZ-25-108:** 4110 St. Elmo Ave.: Window Replacement (Non-Historic)
- **HZ-25-109:** 115 Eveningside Dr.: Roof
- **HZ-25-110:** 4017 Tennessee Ave.: Chimney Repointing + Window Repair

OLD BUSINESS

- **HZ-24-102: 4718 Florida Ave.: Addition, COA Revisions**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

- 6.1 Additions, Page 33
- 6.27 Roofs, Page 27
- 6.6 Decks, Page 38
- 6.31 Shutters, Page 66

Applicant Presentation:

Applicant Stephanie Pons presented that she received easy approval in November but has not yet started construction. Over the past few months, she has made design improvements, primarily to the back of the house. She explained that she modified the south elevation by adding a roof and screening to the porch. All additions are located at the rear, and existing doors and window openings will remain, even if covered by new walls. She also noted that she is not pursuing shutters at this time.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission asked about the existing roof, and Ms. Pons confirmed it is asphalt shingle, noting that no slate roofing would be removed. Discussion then turned to the deck shown on the plans; she clarified that the deck is not being pursued at this time and that she would return to the Commission for approval if she decides to add a deck or patio in the future. Staff added that a patio would likely qualify for staff-level approval.

- *Matt McDonald* made a motion to **APPROVE** case #: HZ-24-102: 4718 Florida Ave. with the following conditions:
 - The patio on the north side of the home is excluded from this approval.
 - All conditions from the previous approval carry forward to this approval.

Nathan Bird seconded the motion.

All in favor.

The motion carries 7-0.

- **HZ-25-82: 4914 Florida Ave.: Addition**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

- 6.1 Additions, Page 33
- 6.8 Doors, Page 40
- 6.9 Driveways + Paving, Page 41
- 6.25 Porches, Porch Columns and Railings, Page 59
- 6.41 Windows, Page 74

Applicant Presentation:

Applicant Matthew Lewis presented that the previous concern regarding the size of the addition has been addressed by removing the sunroom to ensure the addition is smaller than the primary dwelling. He requested clarification on how square footage is calculated and what percentage qualifies as smaller. The Commission and the applicant discussed the square footage of both the proposed and original designs, with Denise Shaw, the project architect, reviewing the figures for the original design.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission discussed the intent of the guidelines regarding additions that closely match the existing home's footprint. Members expressed concern that the proposed addition significantly increases the home's size, potentially diminishing its original character, and noted the lack of precise square footage figures. The applicant asked whether the Commission preferred wood or concrete front porch stairs, and the Commission confirmed that either material would be acceptable.

- *Piper Stromatt* made a motion to **APPROVE** case #: HZ-25-82: 4914 Florida Ave., with the following conditions:
 - Stairs to be wood or concrete.
 - Wood ½ lite door- location as is on plans.

Clif McCormick seconded the motion.

All in favor.

The motion carries 7-0.

- **HZ-25-26: 5419 St. Elmo Ave.: COA Revisions/ADU**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

- 6.22 New Construction, Page 52

Applicant Presentation:

Applicant Denise Shaw presented that the property fronts three streets and, due to financial constraints, proceeding with the house addition is not feasible. Instead, they are proposing an ADU, while still aiming to enhance the house's street-facing character, which is reflected in the current proposal.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission requested to review the previously approved drawings to compare with the new proposed ADU and sought clarification on the roof design. The applicant, Denise Shaw, explained that the roof details on the plans were included in error and were not removed during revisions.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-25-26: 5419 St. Elmo Ave., with no conditions.
Matt McDonald seconded the motion.

All in favor.

The motion carries 7-0.

- **HZD-25-6: 5401 Alabama Ave.: Primary Structure Demolition**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

6.7 Demolition, Page 39

Applicant Presentation:

Applicant Denise Shaw noted that she attended a prior meeting regarding the house demolition and observed both the condition of the house under previous ownership and repair attempts by the new owners. She acknowledged that the front façade was requested to remain and presented a new design that aims to recreate the appearance of the existing front of the house.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission inquired if there was any new information regarding the condition of the house. Applicant Bianca Vitaconte stated that there was nothing new to present but understood that Staff aimed to close out the case. It was reiterated that the applicant was requested to preserve as much of the front façade and architectural features as possible, either by reusing or replicating them. The Commission then requested to review the proposed plans for the house.

- *Clif McCormick* made a motion to **DEFER** case #: HZD-25-6: 5401 Alabama Ave., to later in the agenda.

Matt McDonald seconded the motion.

All in favor.

The motion carries 7-0.

NEW BUSINESS

- **HZ-25-107: 5401 Alabama Ave.: Primary Structure Reconstruction/Addition**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

6.1 Additions, Page 33
6.8 Doors, Page 40
6.25 Porches, Porch Columns and Railings, Page 59
6.9 Driveways + Paving, Page 41
6.41 Windows, Page 74

Applicant Presentation:

Applicants Denise Shaw and Bianca Vitaconte presented the new square footage of the proposed house, noting that the first floor will primarily serve as living space with bedrooms on the second floor. They emphasized efforts to preserve and reuse architectural features and to rebuild the front façade in keeping with the existing design, including plans to use brick on the foundation and match the original materials. The proposed roof line will be approximately 15 inches taller than the original, and the addition is designed to evoke the appearance of a historic sunroom without functioning as one. Shaw reviewed the other elevations, noting that the front façade will remain wood, with matching siding salvaged or replaced in kind. She also stated that existing replacement windows will be upgraded to higher-grade windows and requested guidance on acceptable window types.

Community Response:

No Community Comments.

Commission Discussion, Motion, and Vote:

The Commission asked whether the front siding is the only historic siding, which was confirmed. They discussed treating the case as a reconstruction rather than a demolition, noting that some leniency is appropriate since the applicant is attempting to preserve the front façade for the neighborhood. The Commission considered retaining the front façade while demolishing and rebuilding the rear addition as proposed. Since no historic windows exist, they agreed that composite windows are acceptable. When asked about salvageable portions of the front façade, the applicant noted that the main structure, including floors and walls, is failing, not just trim or accents. The Commission then deliberated on moving forward with the demolition case, the precedent it may set, and the best approach for presenting and executing a demolition with rebuild, along with discussion of the proposed new plans.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-25-107: 5401 Alabama Ave., with the following conditions:
 - All windows may be composite or aluminum clad.
 - Siding and trim on the front portion of the building to match existing size and profile.
 - Reinstallation of existing trim is not required.
 - Defer to drawings for reconstruction of other elements.

Matt McDonald seconded the motion.

All in favor.

The motion carries 6-1.

***Nathan Bird* made a motion to bring forward HZD-25-6 and hear the case at this point in time.**

***Matt McDonald* seconded the motion.**

All in favor.

The motion carries 7-0.

- **HZD-25-6: 5401 Alabama Ave.: Primary Structure Demolition**

Commission Discussion, Motion, and Vote:

The Commission confirmed that both a demolition permit and a building permit will be required from the building department. They then discussed how to frame a motion that avoids setting a precedent for future cases and considered whether any additional conditions should be applied to the case.

- *Matt McDonald* made a motion to **APPROVE** case #: HZD-25-6: 5401 Alabama Ave., with the following conditions:
 - This approval references case HZ-25-107.
 - The demolition permit may not be granted until the building permit for case HZ-25-107 is applied for/is issued.

Nathan Bird seconded the motion.

All in favor.

The motion carries 6-1.

- **HZ-25-94: 4601 Alabama Ave.: Addition**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

6.1 Additions, Page 33

Applicant Presentation:

Applicant Nate Heffner presented that the structure is existing and will remain as open as possible, resembling a sunroom. He then reviewed the plans for enclosing the open porch.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission stated that they had no questions for the applicant and concluded that the proposal does not interfere with the historic character of the neighborhood.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-81: 229 Eveningside Dr. with no conditions.

Nathan Bird seconded the motion.

All in favor.

The motion carries 7-0.

- **HZ-25-104: 5112 Tennessee Ave.: Windows + Doors**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

6.41 Windows, Page 74

Applicant Presentation:

Applicant Nate Paulk presented that the owners, who previously lived in Florida, are renovating the house for their son. He noted that neighbors are enthusiastic about the project, as the house is currently an eyesore. The owners personally cleaned the house and plan to preserve all historic features without adding any new additions, focusing solely on improving the existing structure.

Community Response:

Denise Shaw stated that she regularly observes the house and is enthusiastic about the renovations. She commented on the proposed window updates, noting that the existing windows are not historically accurate or in keeping with the period of the house and neighborhood.

Commission Discussion, Motion, and Vote:

The Commission inquired about the rest of the house's windows and whether they are 1-over-1. It was stated that the aluminum awnings will be preserved and that another home in the neighborhood was used as precedent. The Commission expressed concern that the proposed windows may not match the existing design, noting that the other windows in the house are 6-over-1.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-104: 5112 Tennessee Ave. with no conditions.

Nathan Bird seconded the motion.

All in favor.

The motion carries 7-0.

- **HZ-25-111: 5419 St. Elmo Ave.: Front Porch**

Staff Presentation:

Historic Preservation Planner Cassie Cline presented the report to the Commission.

Relevant Guidelines Covered:

6.25 Porches, Porch Columns and Railings, Page 59

Applicant Presentation:

Applicant Denise Shaw presented that nearly every home in St. Elmo features a porch, and the homeowner desired one, as the original home appeared to have had a porch. She explained that while the proposed design differs from the original, it aligns more closely with the neighborhood context. Shaw reviewed design aspects of the porch, including the roof and its slope, and discussed the proposed material choice for the porch skirt.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission asked why the metal railings were being retained instead of replaced with wood. Denise Shaw explained that the metal railings are more historically accurate to the house and preserve their ornamental character, though the Commission noted that metal railings are uncommon in the neighborhood. The Commission also discussed a previous request to replace out-of-code metal railings and a side set of stairs that did not match the house. Shaw proposed adjusting the design to end the porch at the side of the house and remove the secondary stairs, leaving only the front porch stairs.

Piper Stromatt left the meeting at 11:49A.M..

- Brandon Panganiban made a motion to **APPROVE** case #: HZ-25-111: 5419 St. Elmo Ave., with the following conditions:
 - Remove the uncovered deck portion.
 - One set of stairs.
 - Wood tongue and groove material of construction.

Nathan Bird seconded the motion.

All in favor.

The motion carries 6-0.

Other Business

Next Meeting Date: September 18th, 2025 (Application Deadline, August 22nd, 2025 by 4 p.m.)

Historic Guidelines Update: Staff updated the Commission on the Historic Guidelines revision process, noting that a meeting with the Mayor is scheduled to review the guidelines, with the goal of moving forward toward approval and holding neighborhood meetings.

Live Streaming Meetings: It was noted that live streaming will begin, requiring a rearrangement of seating to accommodate the camera. One member expressed that their primary concern while watching the live stream is being able to see the presentation clearly, rather than the speakers.

Nathan Bird motioned to adjourn the meeting.

Clif McCormick seconded the motion.

All in favor.

Meeting was adjourned at 11:56 a.m..


Chairman

10/16/2025
Date


Admin Assistant

10/16/25
Date