



CHATTANOOGA HISTORIC ZONING COMMISSION

MEETING MINUTES

October 16th, 2025

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held on October 16th, 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 September 2025 Meeting Minutes to be voted on. No amendments need to be made. *Clif McCormick* motioned to **APPROVE** the September minutes. *Matt McDonald* seconded the motion. All in favor. **The motion carries 6-0.**

Todd Morgan entered the meeting at 9:36 a.m..

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

- **HZ-25-116:** 5415 Beulah Ave.: Fence

- **HZ-25-119:** 5200 St. Elmo Ave.: Fence
- **HZ-25-120:** 806 Vine St.: Roof
- **HZ-25-122:** 1319 W. 45th St.: Porch Reconstruction
- **HZ-25-123:** 227 Eveningside Dr.: Fence
- **HZ-25-124:** 4620 St. Elmo Ave.: Fence

OLD BUSINESS

- **HZ-25-54: 203 Eveningside Dr.: New Openings, Deck Railing, Material Change**

Staff Presentation:

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

Relevant Guidelines Covered:

5.B Entrances, Porches, and Steps, Page 12

5.C Windows and Doors, Page 13

5.E Materials, Page 15

Applicant Presentation:

Applicant Lee Brock presented to the Commission that this presentation is the same that was presented in 2022.

Community Response:

One letter of opposition was presented to the Commission:

Historic Zoning Board,

I have lived in Feger Place for 16 years, and I am writing today to express my concerns with the proposed renovations to 203 Eveningside Dr. The current proposal calls for multiple historic architectural design choices to be removed, covered up, or altered. I would like to encourage you to strictly enforce our historic guidelines and deny the changes outlined in the 203 Eveningside renovation project.

Our guidelines specifically prohibit the addition of new openings into the home and restrict the replacement of windows to only those that are beyond repair. Please deny these new openings and window replacements.

This project also calls for shake siding to be added to a portion of the home. Shake siding has never been on this home and I feel that adding a new material to the historic portion of the home would be inappropriate. Please deny this aspect of the project.

This project calls for the addition of a French door to the porch. While this exists in other historic homes in the neighborhood, I feel that this door represents a new opening that should be denied per our guidelines, and the addition of the French door mixes a historic feature into the home that was not part of its original design. I feel that allowing the French door and the triple window on the enclosed portion of the front porch would only serve to condone the poor decision made by the previous owner who modified the front of this historic home by enclosing half of the grand porch. The addition of the French door also confuses the original historic elements with new elements which seem to be intended to appear as historic. I would encourage the enclosed front porch to be left as is or restored to its original open condition as a porch.

I feel that the changes proposed are unnecessary, and purely aesthetic. These aesthetic changes diminish the historic nature of the home and of our historic neighborhood. My impression of this historic zoning board is that it exists to protect our historic homes and neighborhoods from development and refurbishment plans such as this. I hope that this board will deny the proposed plans for 203 Eveningside Drive in its entirety, as each aspect fails to meet our historic guidelines.

Sincerely,

Eric Smith

209 Eveningside Dr, Chattanooga TN 37404

Eric Smith of 209 Eveningside Drive submitted a letter of opposition and stated that approximately 90% of the proposal conflicts with the established guidelines, noting that although he does not oppose the

proposed siding, it is not used elsewhere on the home and the guidelines discourage relocating windows. Former Commission member John Brennan, who no longer resides in the neighborhood, also spoke and noted that a previous Commission member supported the original proposal. Brennan explained that he represented the former owner who sold the home to the current applicant, giving him extensive familiarity with the property, and stated that little historic material remains on the home. He expressed his continued support for the proposal, as he did in 2022, stating that the proposed changes would return the home to a more historically characteristic appearance for the area.

Applicant Response:

The applicant responded by explaining that the intention of the proposal was to create a more symmetrical appearance and noted that the front porch had previously been enclosed. He presented the Commission with examples of similar door openings found elsewhere in the neighborhood and stated his belief that incorporating the elements currently being opposed would, in fact, make the home more historically accurate.

Commission Discussion, Motion, and Vote:

The Commission began by noting that much of the discussion involved rehashing elements that had already been approved. A member asked about the protocol when an approved project has not commenced construction, and it was clarified that if work has not begun within six months, the approval must be reissued. The Applicant presented a public meeting sign in sheet to the Commission. John Cavett motioned to accept the sign in sheet into the record. Todd Morgan seconded the motion and it passed with an all in favor vote.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-54: 203 Eveningside Dr., with the following conditions:
 - Front elevation dormer to be stained or painted shake siding.
 - The material, reveal, and size to be staff approved.
 - Vinyl shutters removed and not reinstalled.
 - Rear porch columns minimum of 6x6.
 - 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-24-96: 4425 Seneca Ave.: Windows**

Staff Presentation:

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

Relevant Guidelines Covered:

6.41 Windows, Page 74

Applicant Presentation:

Applicant Greer Hampton explained that she had not realized approval was unnecessary for window replacement and appeared before the Commission to request permission to proceed. She provided an update on the progress of reinstalling the windows and noted that the cost of the garage addition was so significant that it could not be undertaken simultaneously.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission inquired about the necessary action in this case, and Staff explained that since it had been over a year since the original Certificate of Appropriateness (COA) was issued, a new COA would be required. The Commission also asked about the company that installed the windows, noting that they had completed numerous projects in St. Elmo and that there were multiple instances of clients not being informed about the need for Commission approval. Staff stated that she was actively investigating the matter and would provide updates on the progress.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-24-96: 4425 Seneca Ave., with the following conditions:
 - Temporary approval for vinyl windows to remain. 2.
 - Original windows to be reinstalled.

Cassie Courtney seconded the motion.

All in favor.

The motion carries 7-0.

- **HZ-23-171: 4423 Seneca Ave.: As Built**

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 Richard McElhaney, representing the owner, stated that they are requesting a continuance at this time. He explained that they were unsure how the issue occurred, noting that they had a materials list and the builder completed the work, but the materials were apparently swapped. He added that they need to determine what needs to be replaced in order to correct the situation.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission noted that regular vinyl windows had been installed, which did not match the approved plans, and stated that the project needs to be brought back in line with the original approval. They expressed that they did not want to dictate exactly what the applicant must do and discussed potential options. The Commission then asked the applicant what they were specifically requesting. Contractor George Judzewitsch outlined some specific requests regarding what had already been built. The Commission emphasized that they regularly review window requirements and that the current installation does not comply with the approved design. They suggested that it would be helpful for the applicant to submit a proposal closer to the original approval and recommended deferring the decision to allow this. While noting that there were few issues with the front porch design, the Commission stated that the windows remain the primary concern and that the applicant should incorporate certain design features to better align with the approved plans.

- *Todd Morgan* made a motion to **DEFER** case #: HZ-23-171: 4423 Seneca Ave., to a later meeting date.

Cassie Courtney seconded the motion.

All in favor.

The motion carries 7-0.

- HZ-23-134: 5101 Tennessee Ave.: COA Revisions for Deck

Staff Presentation:

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

Relevant Guidelines Covered:

6.1 Additions Page 33

Applicant Presentation:

Applicant Josh Cooper addressed the Commission, explaining that they had applied for approval some time ago and had completed most of the renovation before moving in. They later decided not to reduce the additional light coming through the windows, as the back view was partially blocked. Cooper stated that they are now proposing a gable shape.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission clarified that the only proposed change is the roof shape, from a hip roof to a gable roof. They noted that this change is at the rear of the house and faces Glenwood.

- Matt McDonald made a motion to **APPROVE** case #: HZ-23-134: 5101 Tennessee Ave.

Clif McCormick seconded the motion.

All in favor.

The motion carries 7-0.

- HZ-24-56: 1402 W. 55th St.: COA Revisions for New Construction

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 Francesco Pizzuto presented to the Commission, requesting approval for changes to the chimney shape as well as modifications to window size, placement, and location. He also described proposed changes to the stairs and back porch, including the addition of handrails that were not shown on the plans, and a landing off the kitchen designed to match the front porch rails. Pizzuto requested permission to use a herringbone pattern instead of concrete for the front elevation. He further discussed a proposed fence and plans for an outdoor area in the rear, including a small firepit. Staff clarified that the Commission would only be reviewing the changes to the elevations and porch at this time.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission requested clarification regarding the proposed board-and-batten and lap siding changes. Francesco Pizzuto explained the specific updates and alterations to the siding, and the Commission expressed appreciation to the applicant for seeking approval prior to making the changes.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-24-56: 1402 W. 55th St., with the following condition(s):
 - Rear porch handrails to be staff approved.

Matt McDonald seconded the motion.

All in favor.

The motion carries 7-0.

Nathan Bird entered the meeting at 10:30 a.m..

- **HZ-22-143: 503 Battery Place: As Built**

Staff Presentation:

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

Relevant Guidelines Covered:

Page 33, 5.1 New Construction

Page 24. 4 Guidelines for Site Design

Applicant Presentation:

Applicant Mitch Holland, the contractor for the project, explained that he was not part of the original application, which was submitted by the owner and architect. He noted that he had received slightly different plans and acknowledged that it was their responsibility to bring any changes before the Commission. Holland stated that they were not attempting to make significant changes but were seeking approval for what had already been built.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission commented that the project is well-executed and enhances the surrounding area. They raised concerns regarding the steel porch structures that were not built, and the applicant acknowledged the contemporary nature of the project. The discussion then turned to differences between the proposed design and the as-built construction, specifically addressing the pool equipment and the lack of screening. The applicant explained that tall grasses had been planted and that a fence and additional landscaping would be installed in front of the equipment. He noted that the owner had chosen not to follow the originally proposed screening plan for the pool equipment. The Commission emphasized that all exterior equipment requires screening. The applicant responded that the HCAV equipment is adjacent to a large natural brush buffer and would not be visible from the street. The Commission then asked whether a wall matching the height of the brick foundation would adequately conceal the equipment.

- *Matt McDonald* made a motion to **APPROVE** case #: HZ-22-143: 503 Battery Place. with the following conditions:
 - Install fence screening around pool equipment.
 - The fence is to be the same height as the brick of the foundation.

- Fence to be the same material and color as the hardie board above the brick foundation.

Clif McCormick seconded the motion.

All in favor.

The motion carries 8-0.

NEW BUSINESS

- HZ-25-100: 5500 Beulah Ave.: Garage + Parking

Staff Presentation:

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

Relevant Guidelines Covered:

6.9 Driveways + Paving, Page 41

6.22 New Construction, Page 52

Applicant Presentation:

Applicant Representative Kim Cappuccitti stated that the presentation was self-explanatory and noted that hedges enclose the entire property. She mentioned that there is a woodshop down the road that generates music and other noise. Cappuccitti added that a garage and parking pad would be beneficial due to traffic and parking on the road, and expressed a desire for additional storage space on the property.

Community Response:

No Community Comments.

Commission Discussion, Motion, and Vote:

The Commission began by asking whether the garage/shed would be prefabricated or built on site, and the applicant stated that the method had not yet been determined. The Commission then reviewed the material list and considered potential conditions to include in a motion. They discussed the proposed windows, noting that they would need to match those of the main house, as well as the siding and the foundation of the structure.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-100: 5500 Beulah Ave., with the following conditions:
 - Wood or hardi siding.
 - Aluminum or vinyl clad wood windows.

Clif McCormick seconded the motion.

All in favor.

The motion carries 8-0.

- HZ-25-103: 4705 Michigan Ave.: Porch + Exterior Rehabilitation

Staff Presentation:

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

Relevant Guidelines Covered:

6.1 Additions, Page 33

6.33 Siding, Page 68

6.13 Foundations, Page 45

6.41 Windows, Page 74

6.25 Porches, Porch Columns, and Railings, Page 59

Applicant Presentation:

Applicants Holly Richey and Cullon Hooks presented to the Commission, providing a brief overview of their experience in historic preservation and addressing questions from Staff. They noted that the house is not a contributing structure to the National Register and has been significantly altered, though some original portions of the stone foundation remain visible from the original footprint. They stated that no historic fabric remains in the house. Richey and Hooks then discussed neighborhood characteristics that informed their proposed project, reviewed additional aspects of the project, and requested permission to install four columns on the front porch instead of the three shown on the plans.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission asked the applicant about the materials beneath the existing siding, and the applicant stated that it consists of asbestos shingles, with no original wood siding remaining on the house. The Commission then discussed the screened-in porch being located on the side of the house rather than the rear and considered approving it due to the lot's topography. They reviewed the vertical siding and noted that the foundation does not have wooden siding but that this condition is existing. The Commission requested confirmation regarding what material will replace the vinyl siding. They then discussed what could be approved at the current meeting to avoid delaying the project and reviewed the full scope of the request along with potential conditions for a motion.

- *Todd Morgan* made a motion to **APPROVE** case #: HZ-25-103: 4705 Michigan Ave., with the following conditions:
 - All balustrades to be 2x2 wood and not wire as shown.
 - 4 columns on the front porch, spaced proportionally.
 - Horizontal siding at the base of the front porch and not on the sides.
 - Side porch approval is not intended to set a precedent.

Nathan Bird seconded the motion.

All in favor.

The motion carries 8-0.

- **HZ-25-113: 4401 St. Elmo Ave.: Correction Notice, Outbuilding**

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 Maria Cardillo addressed the Commission, stating that she has lived in her home for 40 years and expressed a strong desire to avoid making any changes to it.

Community Response:

Charity Martin, a long-time neighbor at 4412 St. Elmo Avenue, stated that she has known the property owner for 23 years and had even rented from her when she first married. She emphasized the importance of the property to the neighborhood and noted that it is well hidden from the main street. Another neighbor added that they had driven past the property numerous times without noticing the building, highlighting its discreet location.

Commission Discussion, Motion, and Vote:

The Commission requested a side-by-side comparison of the original structure and the existing conditions. They inquired about the foundation, and it was stated that the shed is built on block and should be reviewed as a shed. The Commission noted that the new structure is an improvement over the previous one and is consistent with the character of the neighborhood. They also confirmed that the new shed is larger than the original shed.

- *Matt McDonald* made a motion to **APPROVE** case #: HZ-25-113: 4401 St. Elmo Ave. with no conditions.

Nathan Bird seconded the motion.

All in favor.

The motion carries 8-0.

- **HZ-25-115: 4910 St. Elmo Ave. : Stop Work Order, 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 Francesca De Angelis explained that the porch decking was removed because it was old and uneven, and that further inspection revealed a rotted beam. She stated that they planned to rewrap the post, but upon disassembly, discovered there was no interior structure supporting the porch. De Angelis added that they would like to raise the porch knee wall due to a large drop-off on the side and are seeking guidance on the safest approach.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission began by confirming that the applicant intended to rewrap the porch posts, and the applicant stated that their goal was to maintain the same appearance. The Commission then asked for clarification regarding the proposed changes to the knee wall, and the applicant presented several options. The discussion then turned to the floor material and other aspects of the proposed project.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-25-115: 4910 St. Elmo Ave. with the following conditions:
 - Rebuild front porch columns to match historic columns including detailing, width, and any taper.
 - Porch knee wall to be rebuilt in like kind, except not to exceed 36" in height.

Matt McDonald seconded the motion.

All in favor.

The motion carries 8-0.

- HZ-25-117: 5415 Beulah Ave.: Shed

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 Jaimelee Wilcoxon, representing the owner, presented to the Commission the proposed location of a privacy fence and a 10x12 shed. She described aspects of the shed, noting that it will match the house and be oriented in the same direction.

Community Response:

No community comments.

Commission Discussion, Motion, and Vote:

The Commission requested clarification on the location of the privacy fence and how it would screen the shed.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-117: 5415 Beulah Ave., with no conditions:

Clif McCormick seconded the motion.

All in favor.

The motion carries 8-0.

Other Business

Next Meeting Date: November 20th, 2025 (Application Deadline, October 17th, 2025 by 4 p.m.)

Historic Guidelines Update: Staff addressed the Commission regarding the final draft of the historic guidelines, providing a hard copy for review. Staff also discussed the upcoming community wrap-up meetings for the guidelines and outlined potential timelines and hearings for the Commission to review the guidelines and make a recommendation to City Council.

Nathan Bird motioned to adjourn the meeting.

Clif McCormick seconded the motion.

All in favor.

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


Chairman

11/20/2025
Date


Admin Assistant

11/20/25
Date