



# CHATTANOOGA HISTORIC ZONING COMMISSION

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## MEETING MINUTES

**November 20th, 2025**

The duly advertised meeting of the Chattanooga Historic Zoning Commission was held on November 20th, 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 October 2025 Meeting Minutes to be voted on. No amendments need to be made. *Clif McCormick* motioned to **APPROVE** the October minutes. *Matt McDonald* seconded the motion. All in favor. **The motion carries 6-0.**

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

- **HZ-25-126:** 4216 St. Elmo Ave.: Siding Repair + Replacement
- **HZ-25-129:** 4102 Alabama Ave.: Roof
- **HZ-25-130:** 5107 Beulah Ave.: Concrete Patio + Fence

- **HZ-25-131:** 4614 Glynden Dr.: Fence
  - **HZ-25-136:** 5307 Beulah Ave.: Window Restoration
  - **HZ-25-137:** 118 Eveningside Dr.: Roof
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## **OLD BUSINESS**

- **HZ-25-82: 4914 Florida Ave.: COA Amendment, Addition Expansion**

### **Staff Presentation:**

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

### **Relevant Guidelines Covered:**

6.1 Additions, Page 33

### **Applicant Presentation:**

Applicant Matthew Lewis informed the Commission that the square footage issue had been resolved. The revised addition is now smaller than the existing house, with the sunroom reduced in size, returning to the dimensions of the original submitted plan.

**Todd Morgan entered the meeting at 9:40AM.**

### **Community Response:**

Karen Wynn commented that the proposed addition is large relative to the original structure. She also raised concerns about the property's parking and driveways, noting the presence of two double-wide driveways and a freestanding shed.

### **Applicant Response:**

The Applicant responded that the driveway was widened and the sidewalk was redone, noting that the work matches the character of the neighborhood. He clarified that the shed mentioned by a neighbor is on adjacent property. It was confirmed that gravel had always existed at the side of the house and was simply paved over; staff stated that any changes in this area would require Commission approval.

### **Commission Discussion, Motion, and Vote:**

The Commission reviewed the timeline of the case and confirmed the details previously presented, noting that the information was now clear.

- *Clif McCormick* made a motion to **APPROVE** case #: HZ-25-82: 4914 Florida Ave., with no conditions.  
*Piper Stromatt* seconded the motion.

**All in favor.**

**The motion carries 6-0 (with 1 recusal).**

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## **NEW BUSINESS**

- **HZ-25-125: 5107 Beulah Ave.: Outbuilding**

### **Staff Presentation:**

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

**Relevant Guidelines Covered:**

6.22.C New Construction, Pg. 56

6.25 Porches, Porch Columns, and Railings, Pg. 59

**Applicant Presentation:**

Applicant Methias Porter requested permission to place a shed in the proposed location to store yard items and bicycles, helping to keep the yard organized. He noted that efforts were made to match the house and ensure the shed would not be an eyesore.

**Nathan Bird entered the meeting at 9:55AM.**

**Community Response:**

No Community Comments.

**Commission Discussion, Motion, and Vote:**

**Cassie Courtney entered the meeting at 10:04AM.**

The Commission requested clarification regarding the stop work order. Staff explained the issues and confirmed that the approved building footprint remained unchanged. The Commission asked the applicant whether they purchased the house after construction was completed and if the seller had disclosed any noncompliant items. They discussed options for addressing the issues without penalizing the new owner and considered barring further work at the property until all matters are resolved. It was confirmed that, for this case, only the shed would be addressed, with the 2024 case capturing the remaining issues. Director of the Land Development Office Bill Gore added that when work is done without a building permit, policies and procedures are in place to address the situation. Code Enforcement works with homeowners to ensure safety and compliance, coordinating closely with the offices to protect both the property and the occupant.

- *Brandon Panganiban* made a motion to **APPROVE** case #: HZ-25-125: 5107 Beulah Ave. with the following condition(s):
  - Approval is not related to other non-compliant work on other case numbers.

*Nathan Bird* seconded the motion.

**All in favor.**

**The motion carries 9-0.**

- **HZ-25-132: 4419 Seneca Ave.: Stop Work Order, Siding Replacement**

**Staff Presentation:**

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

**Relevant Guidelines Covered:**

6.33 Siding, Page 68

**Applicant Presentation:**

Applicant Mary Moore informed the Commission that she has lived in her house for over 40 years and was unaware that she needed approval for the proposed work. She explained that after a new house was built next door, she began planning improvements to her own home. She met with City staff to understand requirements and contacted contractors to replace the siding to enhance the house's appearance. Ms. Moore stated she believed the siding was simply wood and had been painted multiple times. Contractor Andrew Thomas noted that the house has multiple siding types and an addition, and that the existing paint

has helped hold the siding together. He added that extensive remodeling has occurred on the street, and confirmed that the proposed work will not alter the appearance or details of the front façade, but will replace the siding throughout the house.

**Community Response:**

No community comments.

**Commission Discussion, Motion, and Vote:**

The Commission requested an update on the project's status. The contractor confirmed that the siding had been removed from the entire house, noting that wood remains beneath the new siding on the front façade. The Commission inquired about the different types of siding present on the house and whether any of the original wood had been salvaged. The contractor stated that the wood was in poor condition but emphasized the importance of maintaining the water tables over the block. The Commission then discussed the procedures for obtaining Historic Commission approval for siding replacement.

- *Piper Stromatt* made a motion to **APPROVE** case #: HZ-25-132: 4419 Seneca Ave., with the following conditions:
  - Continue with siding replacement on sides, rear, and addition.
  - Front lap siding to be inspected on site and repaired/replaced upon inspection, with like kind.

*Nathan Bird* seconded the motion.

**All in favor.**

**The motion carries 9-0.**

- **HZ-25-133: 5406 Virginia Ave.: Attached Carport, Screened Porch**

**Staff Presentation:**

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

**Relevant Guidelines Covered:**

6.6 Decks, Page 38

6.22.C New Construction, Pg. 56

**Applicant Presentation:**

Applicant Albert Holmes, the property owner, stated that the house was built approximately one year ago and that they are enjoying the home but would like to make some adjustments. He explained that they propose enclosing the rear porch with screening, which is connected to the living room, and adding a carport on the side of the house. He noted that the carport would match the existing house in design, with a brown metal roof, and that the same roofing material would be used for both the screened porch and the carport in place of shingles. Mr. Holmes stated that he spoke with the neighboring property owner, who indicated the proposed carport would not be an issue. Clayton Davis reiterated the details of the applicant's proposal.

**Community Response:**

No community comments.

**Commission Discussion, Motion, and Vote:**

The Commission asked the applicant questions regarding the proposed design, including confirmation of the location of the rear stairs. The applicant stated that the stairs would remain unchanged and that the primary modification would be replacing the existing 4x4 porch posts with 6x6 posts to support the roof. The

Commission also inquired about setbacks for the proposed carport, and it was noted that those details would be addressed during the building permit process.

- *Nathan Bird* made a motion to **APPROVE** case #: HZ-25-133: 5406 Virginia Ave. with no conditions.  
*Matt McDonald* seconded the motion.

**All in favor.**

**The motion carries 9-0.**

**- HZ-25-135: 4713 Alabama Ave.: Outbuilding Demolition and Reconstruction**

**Staff Presentation:**

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

**Relevant Guidelines Covered:**

6.7 Demolition, Page 39

6.22.C New Construction, Page 52

**Applicant Presentation:**

**Brandon Panganiban recused himself, as he is the Applicant.**

Applicant Brandon Panganiban informed the Commission that he and his partner purchased the house a few years ago with the intent to rent it; however, due to the condition of the property, it became a live-in renovation that has taken approximately two years to complete the interior restoration. He stated that significant effort was made to return the house to a historically appropriate appearance. Mr. Panganiban explained that the accessory structure is believed to date to the 1920s and was constructed with rough-cut lumber, making it structurally unsound. While the main house is a Dutch gable, he noted that the accessory structure has a sloped roof, and they are proposing to rebuild it in its existing form rather than altering it to match the house. The proposed roof material would be architectural shingles. He also stated that there is a short block wall along one side of the structure and that they are proposing to expand the footprint to incorporate that area.

**Community Response:**

No community comments.

**Commission Discussion, Motion, and Vote:**

The Commission stated that they did not see any issues with the proposed design and asked the applicant about the foundation. The applicant explained that the existing structure sits on a concrete slab and noted that several trees in poor condition would need to be removed due to safety concerns. He stated that a new concrete slab foundation may be required. The Commission also inquired about other items shown on the site plan. The applicant explained that they propose updating the retaining wall and grading the yard to create additional usable backyard space, as well as adding a rear landing that would match the design of the front porch.

- *Matt McDonald* made a motion to **APPROVE** case #: HZ-25-135: 4713 Alabama Ave with no conditions.  
*Todd Morgan* seconded the motion.

**All in favor.**

**The motion carries 8-0 (with 1 recusal).**

**Piper Stromatt left at 11AM.**

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## **Historic Guidelines Update Review**

### **Chapter 11: Guidelines for Additions, New Construction, and Demolition**

The Commission discussed scaling and massing in St. Elmo, noting that building size can be influenced by topography. They expressed concern that the new construction section may feel restrictive to neighborhood growth and discussed the pros and cons of having hard limits on building size. Emphasis was placed on ensuring new construction does not detract from the character of the neighborhood and acknowledging that CHZC interpretation can be subjective. It was suggested that guidance on unique character and neighborhood context could be included at the beginning of each chapter. Additionally, the Commission recommended adding language under demolition review on page 11.20 to address actions for preserving the integrity of the home, including stabilization, with potential for staff approval.

Matt McDonald motions to make a resolution in favor of adopting Chapter 11, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Clif McCormick seconded the motion.

All in favor – the motion passes.

### **Chapter 9: Guidelines for Windows and Doors**

The Commission recommends removing the caulk component from the windows section and relocating it to the best practices portion, clarifying that caulk should not be applied to the heads of windows. Security camera references should be removed, while metal window grates should be retained. They also recommend updating images of garage doors and reviewing hardware details throughout the chapter. Neighborhood feedback should be carefully considered when revising guidance on specific features and materials.

Todd Morgan motions to make a resolution in favor of adopting Chapter 9, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Clif McCormick seconded the motion.

All in favor – the motion passes.

**Nathan Bird left at 12AM.**

### **Chapter 10: Guidelines for Site Site and Landscape Elements**

The Commission recommends adding in language about trash enclosure to the section of the chapter that speaks to small structures.

Todd Morgan motions to make a resolution in favor of adopting Chapter 10, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Clif McCormick seconded the motion.

All in favor – the motion passes.

### **Chapter 12: Guidelines for Signage**

The Commission did not have notable recommendations for changes to this chapter.



Matt McDonald motions to make a resolution in favor of adopting Chapter 12, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Cassie Courtney seconded the motion.

All in favor – the motion passes.

## **Appendix A & B**

The Commission recommends adding references to local historic preservation resources, including Preserve Chattanooga and contractors specializing in historic preservation. Additional local organizations, such as realtors, contractors, the AIA and AGC local offices, the Home Builders Organization, and Chattanooga Deconstruction, should also be included. For clarity, items already referenced in the ordinance should be highlighted in a different color to distinguish them from other resources.

Matt McDonald motions to make a resolution in favor of adopting Appendix A & B, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Clif McCormick seconded the motion.

All in favor – the motion passes.

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## **Other Business**

**Next Meeting Date:** December 18th, 2025 (Application Deadline, November 21st, 2025 by 4 p.m.)

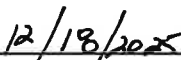
Brandon Panganiban motioned to adjourn the meeting.

Clif McCormick seconded the motion.

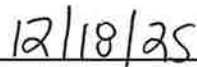
All in favor.

**The meeting was adjourned at 12:29PM.**

  
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Chairman

  
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Date

  
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Admin Assistant

  
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Date