



# CHATTANOOGA HISTORIC ZONING COMMISSION

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## SPECIAL MEETING MINUTES

**November 13th, 2025**

The duly advertised specially held meeting of the Chattanooga Historic Zoning Commission was held on November 13th, 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 9:40 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

The Commission discussed the meeting plan, including how to proceed through the guidelines and any potential future meetings or needs. They also reviewed members' departure times for the day and considered who would serve as Chair once the Chair and Vice-Chair left. Todd Morgan volunteered to assume the role of Chair.

Staff then provided a brief summary of the guidelines for the Commission, including the changes that had been made.

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### How to Use the Guidelines Document

The Commission discussed the 'How to Use the Guidelines' document, emphasizing proactive consideration of areas with limited guidance, such as commercial buildings in St. Elmo. Staff will prepare a case study

using a vacant building and lot to illustrate guideline application, while Fort Wood's multi-family parcels and St. Elmo's former commercial section may inform architectural guidance. The workflow chart was reviewed to clarify fees, review steps, and deferral processes, with recommendations to add callouts, a note on reviewing the Historic Zoning ordinance, and hyperlinks to the CCC website and full historic guidelines. The guidelines will also be updated to reflect any new landmarks or districts, with all changes included in the approval packet.

Clif McCormick motions to make a resolution in favor of adopting the 'How to Use the Guidelines' document, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Nathan Bird seconded the motion.

All in favor – the motion passes.

## **Chapter 1: Guidelines Introduction**

The Commission discussed ways to improve the clarity and usability of the guidelines, including adding clearer reference points, visible callouts, hyperlinks, and visual highlights. They reviewed how the guidelines apply to homes from different time periods, noting that some areas may require stricter application based on historic contribution rather than age alone. Cassie explained that additional fieldwork and survey completion are needed before revising date-based language and recommended moving toward contributing and noncontributing distinctions within the ordinance. The Commission also discussed ordinance-related limitations affecting demolition applications, building elevation language, and revival-style construction, and agreed to revise language, add notes that additional documents may be requested, and flag several items for future ordinance updates.

Todd Morgan motions to make a resolution in favor of adopting Chapter 1, 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 2: Chattanooga Historic Properties**

The Commission discussed revisions to clarify neighborhood context and guidance, including noting the diversity of architectural styles, adding docks and stairs to the setting and landscape section, and including consideration of river-facing construction within the community context. They recommended completing a survey for Ferger Place to update the applicable section and adding a clear callout identifying trees as a protected element, with reference to the relevant guideline chapter. Public comments regarding tree protection in St. Elmo were noted, and the Commission stated a committee will be formed to gauge neighborhood interest in additional protections. The Commission also recommended striking setback language from the setting and landscape section, adding callouts for churches and small neighborhood commercial uses in the commercial and institutional section, and developing case studies to illustrate guideline application in different neighborhood scenarios.

Clif McCormick motions to make a resolution in favor of adopting Chapter 2, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Matt McDonald seconded the motion.

All in favor – the motion passes.

## **Chapter 3: Guidelines for Architectural Styles**

The Commission noted another reference to the 1970 date and recommended striking it to allow for greater flexibility in applying the guidelines. They also discussed updating the Styles section to better address modern construction occurring in St. Elmo, including contemporary interpretations such as Neo-Farmhouse designs.

Matt McDonald motions to make a resolution in favor of adopting Chapter 3, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Nathan Bird seconded the motion.

All in favor – the motion passes.

## **Chapter 4: Guidelines for Exterior Maintenance**

The Commission discussed revisions to improve clarity and usability in Chapter 4, including changing the opening language to “A building may be,” clarifying that ADA and Fair Housing requirements do not apply to single-family residences, and clearly identifying certain statements as informational only, including that a COA is not a building permit. They suggested reconsidering the chapter title, renaming the guidelines reference to “Exterior Maintenance Reference Guide,” and moving the blue informational box from the bottom to the top of the page while adding minor exterior maintenance work to the introductory blurb. The Commission also discussed standardizing application materials for public use, including potential window templates or schedules for the website. Concerns were raised about confusing language related to wood window and door deterioration in the Chapter 4.12 chart, with a recommendation to reference Chapter 9 more broadly, noting that the checklist in Section 4.12 is referenced in the Chapter 9 table (9.16).

### **45 Minute Lunch Break**

**Skip Pond, Clif McCormick, and Nathan Bird leave the meeting. There is still a quorum of 6 members.**

Brandon Panganiban motions to make a resolution in favor of adopting Chapter 4, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Matt McDonald seconded the motion.

All in favor – the motion passes.

## **Chapter 5: Guidelines for Roofing**

The Commission discussed updates to Chapter 5 to balance historic preservation with modern building technology. They recommended reducing overly specific language regarding gutters and siding, noting Nathan’s comment on the 5.14 table. For roof-mounted additions such as skylights and solar panels, the section should address framing and visibility from the right-of-way, emphasizing that new technologies are encouraged by the City if they do not interfere with the roofline or the historic character. Peer review of language for solar panels and skylights was recommended. In the 5.14 table, staff review of certain items should be elevated to Commission review when removal or replacement could affect the façade’s aesthetics, while in-kind asphalt-to-asphalt replacements may remain staff-approved. Overall, the Commission stressed capturing modern materials within the guidelines while maintaining the intent of historic preservation.

Brandon Panganiban motions to make a resolution in favor of adopting Chapter 5, 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.

## **Chapter 6: Guidelines for Exterior Woodwork**

The Commission discussed siding guidance in Chapter 6, noting conflicting language between the two pages. They agreed that composite materials are acceptable replacements for wood and recommended removing references to high visibility and rot. For siding replacements “in kind,” review should remain at the Commission level. The group suggested capturing stricter application on certain streets in Chapter 2 and considering the level of visibility—alley, main street, or pedestrian areas—while maintaining Commission review for all visible façades. In the Resources Appendix, they recommended adding a reference to neighborhood associations or Preserve Chattanooga for recommended contractors or agents for projects.

Matt McDonald motions to make a resolution in favor of adopting Chapter 6, 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.

## **Chapter 7: Guidelines for Masonry and Stucco**

The Commission discussed revisions to Chapter 7 to clarify review requirements and terminology. They agreed that the type of covering or sealing should determine whether review goes to the Commission (CHZC). For weatherproofing masonry, products that are proven to protect historic materials and are not visually detectable should be allowed, with staff review based on product specifications. The chart showing appropriate and inappropriate treatments was noted as confusing, and the group recommended clarifying the beginning of the R sections to indicate that staff referrals may occur for items generally considered inappropriate, allowing applicants to justify exceptions. Terminology such as “inappropriate” should be refined in the glossary, with potential modifiers like “potentially,” “disfavored,” “required review,” and “discouraged,” and reference to BOZA language for hardship and deviation processes was suggested.

Brandon Panganiban motions to make a resolution in favor of adopting Chapter 7, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Piper Stromatt seconded the motion.

All in favor – the motion passes.

## **Chapter 8: Guidelines for Porches, Stoops, and Decks**

The Commission discussed updates to Chapter 8 to clarify exterior lighting, fans, and porch enclosures. They recommended removing security devices from the inappropriate section and revising the language to address “altering or installing exterior electrical lighting and fans,” specifying that exterior fans must not have drooping blades. Staff review is allowed unless the alteration conflicts with architectural standards or is flagged by staff, in which case it would go to the Commission (CHZC). Gas lanterns and lighting distinctions between building and landscape purposes were clarified, with relevant content from Chapter 10.5 to be cross-referenced in Chapter 8. Porch enclosure language was updated to address prominent façades and new construction, distinguishing between screening (mesh or similar, staff review) and full enclosure (glass, steel, etc., Commission review if visible from the front). The term “reconstruct” will replace “rebuild,” and “visibility” will be defined in the guidelines, potentially with an illustrative drawing similar to the zoning code.

Matt McDonald motions to make a resolution in favor of adopting Chapter 8, subject to any future amendments, with the intent to formally adopt the entire Guidelines at a later date.

Piper Stromatt seconded the motion.

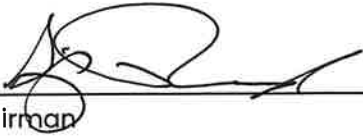
All in favor – the motion passes.

Matt McDonald motioned to adjourn the meeting.

Cassie Courtney seconded the motion.

All in favor.

**The meeting was adjourned at 2:15 p.m..**



Chairman

12/18/2025

Date



Admin Assistant

12/18/25

Date