

Historic Preservation Commission
Minutes - January 14, 2025

1. Call to Order: Chairman Griffin called the meeting to order at 6:00pm.
2. Roll Call: Chairman Griffin; Commissioners Beroza, Hubbard, Sanders, and Taylor were present.

Staff: Byran Wood – Community Development Director, Emily Carson- Community Planner, and Christine Sewell – Recording Clerk

Speakers: Cathy Compton, Daniel Gentry and David Garrett

3. Citizens with Input: Cathy Compton – 114 Jill Crest Drive wanted to follow up on email sent to Commissioner Sanders regarding changes on the report for 1205 Swift Street; Commissioner Sanders advised she had received and edited. Ms. Compton inquired about clear cutting on lots with or without dwellings; specifically, on Masee Lane; Mr. Wood advised there are tree preservation requirements in the ordinance and the lots in question were cleared before the district designation.
4. Approval of the Agenda – Commissioner Taylor motioned to approve as presented; Commissioner Beroza seconded; all in favor and was unanimously approved.
5. Approval of Minutes – December 10, 2024, meeting – Commissioner Sanders motioned to approve as submitted; Commissioner Hubbard seconded; all in favor and was unanimously approved.
6. Announcements – Chairman Griffin referred to the notices listed.
 - a. Procedures for Public Hearings
 - b. Please place cell phones in silent mode.
7. New Business
 - a. Election of Chair and Vice Chair for 2025

Commissioner Sanders motioned to nominate Andrew Griffin as Chair; Commissioner Beroza seconded; all in favor and was unanimously approved. Commissioner Beroza motioned to nominate Commissioner Sanders as Vice Chair; Commissioner Hubbard seconded; all in favor and was unanimously approved.

b. Public Hearing:

- **COA-0007-2025.** Construct a new house at 905 Masee Lane. Parcel number oP0100 008000. The applicant is David Garrett for Live Oak Construction.
- **COA-0008-2025.** Construct a new house at 903 Masee Lane. Parcel number oP0100 058000. The applicant is David Garrett for Live Oak Construction.

Mr. Wood advised an application was filed for each parcel but will present one report for both. The applicant proposes construction of two new single-family detached houses on a vacant parcel that was recently subdivided into two lots. The 1 1/2-story houses will be clad in cement-

fiber siding with a standing-seam metal roof. Per the plans an attached carport will be located on the side of the houses, set back approximately 40 feet from the front façade of the house. As a vacant lot, the subject property is a non-contributing property in the Washington-Evergreen district and has double frontage lot fronting both Masee Lane and Clinchfield Circle. The Design Guidelines for Residential New Construction and Site & Setting Walks & Drives apply.

Placement: The houses are proposed to front Masee Lane. The 900 block of Masee Lane consists of the two subject properties flanked by one developed lot on each side. To the north of the subject properties, at 909 Masee Lane, is a house fronting Forest Hill Drive. It was constructed circa 1954 and is identified as a “non-contributing” structure in the Washington-Evergreen Report of Designation. To the south of the subject properties, at 900 Clinchfield Circle, is a “contributing” Craftsman-style house facing Clinchfield Circle. The side yard at 900 Clinchfield Circle, adjacent to the subject properties, is approximately 60 feet wide, providing visual separation from the proposed new houses. Staff believe it is more appropriate to orient the new houses to Masee Lane rather than Clinchfield Circle. There is only one house fronting the 900 block of Clinchfield which is a “contributing” structure. Orienting the new houses to Masee protects the integrity of the one contributing house on the 900 block of Clinchfield. Since there are no other houses fronting Masee Lane in the 900 block, Staff believe the proposed orientation of the new houses meets the design guideline for placement.

Scale & Form: With no other structures fronting Masee Lane, and the closest existing structure being a one-story, non-contributing house with partial second floor, the scale and form of the proposed houses will have little impact. However, the proposed houses are one and half-story, approximately 30’ wide at the front façade with front-facing gable roof forms projecting from the primary side gable roof form. The deep, 16’-wide porch is covered with a shed roof. While an attached carport is proposed, it is near the rear of the houses, allowing the front façade of the houses to be the predominant visual element seen from the street. Staff believes the scale and form of the proposal is generally consistent with one-story houses throughout the Washington-Evergreen district, particularly those houses constructed prior to 1940.

Openings: The proposed houses have two sets of double, double-hung windows with 2/2 grid pattern. A smaller fixed window is located in the front-facing gable. The front door is proposed with 3/4 glazing. The proportions of the windows and doors to the overall front façade composition are appropriate. The façade facing Masee Lane of the adjacent non-contributing structure consists of large openings of a screened porch and sunroom. Staff believes the openings of the proposed houses are generally consistent with those of houses throughout the Washington-Evergreen district.

Materials & Details: Siding of the proposed houses is cement-fiber (i.e. Hardiboard) shown on the plans as vertical board-and-batten style. While brick is shown on the elevation drawing for the foundation, Staff understand the houses will be constructed as a slab on grade. A brick skirt wall may be incorporated below the windows. The roof is proposed to be standing-seam metal. Window and door materials are not identified in the application. Specific details about unspecified materials and any differences planned for the two houses should be addressed by

the applicant. Generally, however, staff believes the materials and details of the proposal are appropriate for the district.

Walks & Drives: A double-width concrete driveway will extend along the side of the houses to the attached carport and is consistent with the design guidelines.

In conclusion, Mr. Wood advised staff recommends approval, subject to specific details being provided for the materials and details by the applicant, and the Commission may also want to require the houses to be placed closer to Masee Lane than shown on the site plan.

Chairman Griffin opened the public hearing at 6:18pm and called for anyone in favor of the request. The applicants Mr. Daniel Gentry and David Garrett were present. Mr. Garrett advised their intention when the property was purchased was to provide structures that would fit within the district. Chairman Griffin inquired if there will be brick skirting; Mr. Garrett advised there would be. Commissioner Hubbard inquired if there would be a fireplace; Mr. Garrett advised there would not be. Commissioners Sanders requested confirmation both houses would not be identical in nature; Mr. Garrett advised they would not as some of the façade changes to create differences would be with the siding, windows, and color.

Chairman Griffin called for anyone opposed; there being none the public hearing was closed at 6:22pm.

Commissioner Beroza motioned to approve as presented COA 0007-2025; Commissioner Sanders seconded; all in favor and was unanimously approved.

Commissioner Taylor motioned to approve as presented COA 0008-225; Commissioner Hubbard seconded; all in favor and was unanimously approved.

8. Old Business

- a. Finalize Swift Street Report of Designation and Schedule Public Hearing – Mr. Wood reviewed the comments DCA provided. One comment is additional history from 1855 to 1961; Commissioner Sanders advised she will reach out to the Historical Society as nothing was found in initial research. Another comment was to verify the integrity of the houses listed as contributing; Mr. Wood and the Commission then reviewed each of the properties to be verified and reclassified, as either non-contributing, contributing, or to remove from the district. On conclusion of review and edits Mr. Wood will finalize the report. Mr. Wood provided the proposed public hearing dates, which would be February 11, 2025, for the Commission with Council’s public hearing on March 18, 2025. The Commission concurred to move forward with the schedule of public hearings.

9. Other Business

- a. Discuss possible delegation of certain COA types – Mr. Wood advised following discussions with other boards the delegation of certain COA’s to staff to streamline the process. The city attorney is reviewing if the Commission will be able to do so, however, the Commission would still review new construction, demolition, additions, and substantial modifications. The question before the Commission is for delegation to staff for minor reviews (ex. door changes, planters, etc). Mr. Wood advised the specifics are still being discussed to determine the standards and noted staff will always have the

ability to bring before the Commission or Main Street Advisory Board. The Commission concurred with staff proceeding.

10. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 7:14pm.

Approved 02.11.25