

**MINUTES
HISTORIC ZONING COMMISSION
BELLE MEADE CITY HALL
SEPTEMBER 19, 2019**

Call to Order

The initial meeting of the HZC was opened by Mayor Jim Hunt, at 3:03 pm.

Introduction of the HZC members

Mayor Hunt introduced the members of this newly created Commission:

Bunny Blackburn Gavin Duke Ron Farris Mal Wall Jeannette Whitson

Recognition of the "Implementation Team"

Mayor Hunt stated the purpose of this Team was to assist the HZC members with discussion and feedback in the initial creation of rules, procedures, design guidelines and overlay zones. He introduced the Team members:

Charlie Atwood, Haley Dale, Stephanie Galanter, Jim Hastings, Steve Horrell, Scott Kendall, Charlie Rankin, Clay Trabue. Larry Wieck was not present.

Staff members present

Beth Reardon, City Manager

Doug Berry, City Attorney

Lyle Patterson, Building Official

Election of Chair and Vice-Chair

Jeannette Whitson nominated Mal Wall for Chair and Ron Farris nominated Jeannette Whitson for Vice-Chair. There being no further discussion, the members voted unanimously to approve the nominations.

Adoption of Monthly Meeting Day and Time

Lyle suggested meeting every two weeks during the 150-day moratorium time period. Once the Commission adopted rules and guidelines, it would only be necessary to meet when building plans required review by the HZC. Jeannette suggested meeting as needed on Thursdays at 3:00 pm.

Motion to set meeting day & time: Whitson Second: Farris Vote: All Aye

Adoption of Roberts Rules of Order

Doug Berry reviewed the Tennessee Open Meetings Law ("Sunshine Law") and the importance of members only discussing (with each other) the business of this Commission at public meetings. He explained the difference of a public hearing vs. public meeting. Roberts Rules of Order were adopted by consent.

Introduction of Tennessee Historic Preservation Specialist, Jane Coleman Cottone

Jane Coleman reviewed the results of the historic resources survey conducted in July and August by staff from her office. Every property in Belle Meade was included in this survey. Suggestions for potential overlay districts were included in the report, although it is possible to have just one overlay for the City, which is less confusing to residents. Jane Coleman had handouts regarding templates for historic zoning design guidelines and creating overlay districts. She explained concept of conservation overlay vs.

historic and contributing home (historic) vs. non-contributing (new or altered).

Review of Duties and Responsibilities of Commission

- Doug Berry distributed a draft Rules of Order and Procedure document for review prior to adoption and suggested comparing same document on Metro's HZC website.
- Mal - requested that Doug prepare an ordinance to create one overlay district for the entire City, for Commissioner and MPC consideration.
- Doug - Next step: HZC and staff need to draft design guidelines for discussion and review.
- Haley - State language is "review" guidelines instead of "design" guidelines.
- Charlie Atwood - Avoid "historic" overlay; instead use "conservation" or "preservation" overlay.
- Bunny - This Commission was created based on citizen concerns; therefore, guidelines should be designed to answer those concerns.
- Jeannette - Communicate that neither Tenn. Historical Commission or Metro are directing this process - they have no oversight.
- Jane Coleman - Belle Meade has complete local control over this process. Also, guidelines should only include what the HZC will review - nothing more.
- Lyle - Should additions be reviewed by HZC? No, unless they are not in keeping with design guidelines. Lyle feels HZC focus should be more on new construction/demolitions rather than additions.
- Implementation Team comments: How to identify homes to be preserved; possibly integrate Belle Meade's building materials list into guidelines; how/where to draw the line on quality; tread lightly on guidelines.
- Suggested cities for review of design guidelines: Richland neighborhood-Nashville; Mountain Brook-Birmingham; Highland Park-Dallas; River Oaks-Houston.
- Lyle will prepare bullet-points that need further discussion and send to HZC and Implementation Team.

The next meeting will be Wednesday, Oct. 2nd at 3:00 pm.

Other Business: None Scheduled

Motion to Adjourn at 4:36pm: Duke Second: Whitson Vote: All Aye

Chairman Mal Wall

City Manager Beth Reardon