

**HISTORIC DISTRICT BOAD OF REVIEW**

Minutes

January 28, 2019

The Madison City Historic District Board of Review held a regular meeting on Monday, January 28, 2019 at 5:30 p.m. in City Hall. Valecia Crisafulli presided over the meeting with the following board members present: Sonny Ash, Owen McCall, Betsy Lyman, and Josh Wilber. Also present: Mark Johnson, Building Inspector; Devon Sharpe, attorney; and Nicole Schell, City Planner – Preservation Coordinator.

V. Crisafulli opened the meeting by clarifying a few misconceptions she has heard in the public regarding the revisions to the guidelines. V. Crisafulli discussed mothballing and how it is used as a preservation practice. V. Crisafulli mentioned that the board will not be requiring documentation such as tax returns to prove economic hardship. The guidelines list any documentation that could be supplied by the applicant.

**12/3/18 Minutes:**

V. Crisafulli asked if everyone had a chance to read the minutes for the special meeting on December 3<sup>rd</sup> and had any corrections or additions.

J. Wilber moved to approve the minutes – seconded by B. Lyman.

**Roll Call:**

S. Ash	Approved
B. Lyman	Approved
J. Wilber	Approved
O. McCall	Approved
V. Crisafulli	Approved

**Minutes stand approved.**

**December Minutes:**

V. Crisafulli asked if everyone had a chance to read the minutes for the December meeting and had any corrections or additions.

B. Lyman moved to approve the minutes – seconded by O. McCall.

**Roll Call:**

S. Ash	Approved
B. Lyman	Approved
J. Wilber	Approved
O. McCall	Approved
V. Crisafulli	Approved

**Minutes stand approved.**

V. Crisafulli stated that since this is the beginning of a new year, the board needs to elect a chair and vice chair for this committee. She entertained nominations.

J. Wilber nominated V. Crisafulli for the position of Chair. B. Lyman seconded the nomination. Roll Call- All ayes

**Nomination approved in accordance with vote. V. Crisafulli is the 2019 Chair.**

O. McCall nominated B. Lyman for the position of Vice Chair. S. Ash seconded the nomination. Roll Call- all ayes

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**Nomination approved in accordance with vote. B. Lyman is the 2019 Vice Chair.**

V. Crisafulli announced the special presentation of the rotary clock. Matthew Forrester, President of the Rotary Club, and Dave Dionne, Rotary’s centennial chairman, were present. M. Forrester stated that May first of this year represents the hundredth anniversary for the local Rotary Club. N. Schell showed the clock that will be presented to the city from the Madison Rotary Club. The custom clock will be made by the Verdin Company out of Cincinnati and will be installed in early spring. S. Ash asked about the location of the clock. D. Dionne stated it will be at Main and Broadway but the side of the road has not been determined. B. Lyman asked about the height. M. Forrester stated it would be 16-ft. N. Schell confirmed.

**New Applications:**

1. Steve Buchanan – C. of A. to remove T1-11 siding on addition and replace with brick and new carriage style garage door. Remove overhang/porch from storefront door.  
Location: **630 W Main St.** Zoned: Specialty District (SD)

N. Schell showed existing photos of the structure and showed images of the proposed changes to the property provided by the applicant. Steve Buchanan was present.

J. Wilber asked about the material of the door. S. Buchanan answered steel. S. Ash asked if there were two doors on the building before. S. Buchanan stated he didn’t know but if there was the frame was gone. Jim Grant, who resides at 410 Mill Street and was the previous owner, stated there were not two doors at this location. B. Lyman asked if the door would fit into the area of the T1-11 siding. S. Buchanan stated the door would fit into that area then he would fill in around it with brick. S. Ash asked about the size of the door. S. Buchanan stated it would be 9-ft and the opening is about 14-ft.

J. Wilber asked about the gutter replacement. N. Schell reminded the board that gutters are reviewed through the office.

V. Crisafulli asked for any comments or questions from the board regarding the door or the removal of the front. S. Buchanan stated he removed it because it was rotten and he didn’t think it was original. V. Crisafulli mentioned this should have come before the board prior to its removal.

V. Crisafulli asked for any comments or questions from the audience.

J. Grant spoke in favor of the project.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Doors & Entrances	39 – 42	40 – 42	J. Wilber – I do feel like it meets the guidelines under doors and entrances on page 40-42. They are historically appropriate doors for the area and with them being steel it gives some security for the business owner. The demolition was already done so it’s tough. It does look to be original so I do believe the demolition would have been approved had the owner come before the board prior to its removal. S. Ash - I agree for the same reasons. B. Lyman – I agree for the same reasons. Brick is an appropriate material to fill in and number 5 states that owners are encouraged to replace missing or severely damaged unserviceable historic doors with new doors. The doors can be replaced with other historic examples and I appreciate the owner doing so. I agree that the front wasn’t original and I think it was deteriorated. I don’t think its removal was detrimental to the historic district.
Demolition	80-81	71-72	





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J. Wilber asked if the applicant would be willing to extend the application to next month. M. Grey agreed. S. Ash asked for interior photos.

V. Crisafulli asked for any comments or questions from the audience.

Link Ludington, president of the Cornerstone Society, stated his organization did not oppose this demolition. L. Ludington expressed his opinion on the reading of the ordinance and thought that the economic value is irrelevant at this point because the board has not determined whether the demolition is appropriate or not. V. Crisafulli thanked L. Ludington for his comments and stated that not everyone agrees with his interpretation. D. Sharpe and N. Schell expressed support for L. Ludington’s interpretation of the ordinance.

J. Wilber asked if the applicant wanted to extend the application or receive a decision at this meeting. M. Grey stated he would like a decision. V. Crisafulli expressed that she did not have enough information to vote for approval. M. Grey stated this property has been underwater several times in the last couple years and could not be rehabilitated.

Bob Courtney, who resides at 733 W Main Street, spoke in favor of the project. B. Courtney asked M. Johnson if the building was inhabitable. M. Johnson stated he has not been to the project site. B. Courtney cited the ordinance and stated that if this project was denied the applicant would only have to wait two months to demolish the structure. That would occur if the board denies the application and it is incapable of earning an economic return on its value. The question is about whether the structure is habitable. B. Courtney stated it was not. J. Wilber stated that normally the board receives something regarding deterioration and economic return on value. B. Courtney stated that a compromise could be the board approving the demolition subject to M. Johnson reviewing the interior of the structure to confirm that the building is not habitable. V. Crisafulli and J. Wilber disagreed with B. Courtney.

V. Crisafulli asked for board comments. V. Crisafulli stated she wanted to extend this application. O. McCall stated the applicant wanted a decision and the board couldn’t extend the application.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Demolition	80, 81	71, 72	<p>B. Lyman – The criteria to consider in the case of a proposed demolition is “whether the building is in such a state of deterioration and disrepair or so structurally unstable as to make preservation, restoration, or rehabilitation impracticable”. I have not seen enough information to make a determinate on that so I would not agree.</p> <p>O. McCall – I agree with B. Lyman however the board did recently agree on a demolition of a building on Mulberry Street which reminds me of this building. The building was so awfully situated and when this building was built the road ran in front of the building. This building is only 10 feet from the 421 ditch and had it been 10 feet west, it would have been torn down when they built 421. I think it is so horribly situated that it makes it impractical for anyone to invest in it. I would agree it meets the guidelines.</p> <p>J. Wilber – I think in this case, I would be agreeable if we had the qualifier of having our building inspector look at the structure and ensure that it is deteriorated.</p> <p>S. Ash – I agree with J. Wilber and B. Lyman. I think it should be documented with photographs and the building inspector. I think the applicant should bring more information to the board.</p> <p>V. Crisafulli - I do not feel like the applicant provided enough information to meet the criteria.</p>



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Motion was seconded by O. McCall.

Roll Call:

- S. Ash Approved
- B. Lyman Approved
- J. Wilber Approved
- O. McCall Approved
- V. Crisafulli Approved

**The motion to approve the Certificate of Appropriateness passed. A Certificate will be issued for the entire project.**

V. Crisafulli stated the COA was approved and the applicant could go ahead with the project pending the requisite building permits were filed.

- 5. Cathy Hale – C. of A. to build a 45-ft x 62-ft house.  
Location: **1212 W Second St.** Zoned: Medium Density Residential (R-8)

N. Schell showed existing photos of the structure and showed drawings of the proposed changes to the property provided by the applicant. Cathy Hale was present.

B. Lyman asked about the entrance drive to the house. C. Hale stated it would probably be off Second Street. O. McCall asked if the façade of the house would face south. C. Hale answered yes. S. Ash asked about type of shingles. C. Hale stated they would be asphalt. C. Hale added that the building will not have vinyl windows or vinyl siding.

V. Crisafulli asked for any comments or questions from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Infill Buildings	69 - 71	64 - 66	J. Wilber – Under the infill building guidelines on page 69-71, it meets the compatibility with adjacent buildings in height and scale. The garage is at the rear which also meets the guidelines. S. Ash - I agree for the same reasons. B. Lyman – I agree and state that it also meets the guidelines for setbacks, scale and proportion, and roof forms. It meets all the criteria. O. McCall – I agree. It is oriented towards the major street which meets the guidelines. V. Crisafulli - I agree for the same reasons. It also meets the guidelines in terms of materials.

V. Crisafulli asked for a motion. O. McCall made the following motion:

“I move to approve a COA for an infill building for 1212 W Second Street”.

Motion was seconded by S. Ash.

Roll Call:

- S. Ash Approved
- B. Lyman Approved
- J. Wilber Approved
- O. McCall Approved

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V. Crisafulli Approved

**The motion to approve the Certificate of Appropriateness passed. A Certificate will be issued for the entire project.**

V. Crisafulli stated the COA was approved and the applicant could go ahead with the project pending the requisite building permits were filed.

- 6. Suggett Schmidt Properties LLC – C. of A. to construct a 5-ft x 16-ft structure over existing front concrete porch and install a flat rubber roof to match home on east side.  
Location: **1219 W Main St.** Zoned: Medium Density Residential (R-8)

N. Schell showed existing photos of the structure and showed drawings of the proposed changes to the property provided by the applicant. Mike Prickett was present and represented the applicant.

S. Ash asked about the materials. M. Prickett stated it would be wood that will be painted. The porch will replicate the neighbor’s but will be slightly smaller so it doesn’t overpower the house. S. Ash asked about the roof. M. Prickett stated it will have crown molding with a box gutter and one downspout. S. Ash asked about the pitch. M. Prickett stated it would be flat.

V. Crisafulli asked for any comments or questions from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Porches	49, 50	--	S. Ash – Yes it meets the guidelines for porches on pages 49-50. It uses all the proper wood and imitates the building next door. It is a great project. B. Lyman – I agree for the same reasons. O. McCall - I agree for the same reasons. J. Wilber – I agree for the same reasons. V. Crisafulli - I agree for the same reasons.

V. Crisafulli asked for a motion. J. Wilber made the following motion:

“I move to approve a COA for 1219 W Main Street for the addition of the porch which is in line with the residential guidelines page 49-50”.

B. Lyman made the following amendment to add the following:

“...for the construction of a 5-ft x 16-ft structure over the existing concrete porch and to install the flat rubber roof”.

Motion was seconded by S. Ash.

**Roll Call:**

- S. Ash Approved
- B. Lyman Approved
- J. Wilber Approved
- O. McCall Approved
- V. Crisafulli Approved

**The motion to approve the Certificate of Appropriateness passed. A Certificate will be issued for the entire project.**

V. Crisafulli stated the COA was approved and the applicant could go ahead with the project pending the requisite building permits were filed.



## Historic District Board of Review

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7. Madison Horizon Partners LLC (Riverside Tower, LP) – C. of A. for the construction of exterior awnings at 7 exterior entrances.  
Location: **1001 W Second St.** Zoned: Historic District Residential (HDR)

N. Schell showed existing photos of the structure and showed drawings of the proposed changes to the property provided by the applicant. Brandon Denton was present. N. Schell added that the applicant has asked to amend the application to include the installation of HVAC units and the change in roof material. N. Schell stated that previously the applicant had been approved for standing seam metal but would like to use an exposed fastener metal roof. N. Schell stated the board also needed to vote to extend the applicant's previous approval as it has expired without commencing during the first year.

B. Lyman asked about the location of the HVAC units. B. Denton stated they would be placed throughout the property. There will be 56 units and will be hidden with vegetation. B. Denton stated that when they got onto the roof they realized that more than 50% of the roof is either TPO or this exposed fastener metal. There is only one section which has standing seam and one which has shingles. B. Denton stated that the plan is to keep the TPO where it is currently and then use the exposed fastener metal on the rest of the property.

S. Ash asked about seeing a sample. B. Denton stated he didn't have a sample but had photos of the existing roof. S. Ash asked about the width between ribs. B. Denton stated the ribs are about 10 inches and are about one inch tall. B. Lyman asked for an illustration showing how much of the roof would be exposed fastener. B. Denton passed out a drawing which showed the existing roof types and explained where the exposed fastener will be located.

B. Lyman asked about the design of the awning. B. Denton stated the awning is basically a basin which will have a drainage feature which will allow the water to drain. B. Lyman asked about the materials. B. Denton stated it would be aluminum.

V. Crisafulli asked for any comments or questions from the audience.

Donna Weaver, who resides at 404 W Third Street, spoke against the canopies. D. Weaver stated she believed that the industrial and minimalist design does not go with the character of the building. B. Denton respectfully disagreed.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Awnings	35	34, 35	B. Lyman – I don't think this really falls under awnings. And agree with N. Schell's combination of the awning and addition guidelines. That really captures the spirit of what an addition is in terms of guideline number 5. That states, "additions should be contemporary in design but compatible with adjacent buildings". I looked at the small building and the design of the porch roof is similar to the proposed canopies. I think it the guidelines because it fits the openings. The design and materials were chosen to minimally impact the district's character and I think the design is compatible based on the fact that it mimics the smaller building's porch. Since the HVAC is on the ground and the applicant has agreed to group them together and landscape them it does fit the commercial guidelines on page 69. O. McCall - I agree for the same reasons. J. Wilber – I agree for the same reasons. S. Ash - I agree for the same reasons. V. Crisafulli - I agree for the same reasons.
Rear & Lateral Additions	68	62	
HVAC	78	69	
Roof	53-54	47	O. McCall – I always thought of an exposed fastener roof as something you put on a barn. The applicant would not put a modern materials and the design of a material that leaks since this is an expensive building.

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Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Roof	53-54	47	<p>O. McCall – Since there is a material of similar design already on the building, I don't see an issue with it.</p> <p>J. Wilber – There is currently four types of roofing material on the building and of this the applicant is keeping parts of them which has the exposed fastener metal roof. The majority of the roof is already the exposed fastener metal. They are changing out some standing seam and shingles which is a smaller part of this. It is important to be uniform since this will be a commercial building. I would be okay with the change.</p> <p>S. Ash – I agree with J. Wilber.</p> <p>B. Lyman – I agree with the commercial guidelines on page 62. I appreciate the fact that the applicant is maintaining the roof forms and is maintaining the historic roof materials. I think it meets the guidelines.</p> <p>V. Crisafulli – I agree with limiting the types of materials and keeping it as streamlined as possible.</p>

V. Crisafulli asked for a motion for the canopies and HVAC units. B. Lyman made the following motion:

"I move to approve a COA for the plan for 1001 W Second Street to construct 7 exterior awnings in the style presented at the meeting. They will be made out of aluminum. I approve the grouping of the multiple HVAC units as they match the commercial guidelines on page 69. The applicant has agreed to screen them with landscaping materials as much as possible so it meets the criteria and a COA should be approved".

Motion was seconded by J. Wilber.

**Roll Call:**

S. Ash            Approved  
 B. Lyman        Approved  
 J. Wilber        Approved  
 O. McCall       Approved  
 V. Crisafulli    Approved

***The motion to approve the Certificate of Appropriateness passed.***

V. Crisafulli asked for a motion on the roof. J. Wilber made the following motion:

"I move to approve a COA for 1001 W Second Street for the change of roofing material from standing seam and shingles that are on parts of the roof to the exposed fastener metal roof".

Motion was seconded by S. Ash.

**Roll Call:**

S. Ash            Approved  
 B. Lyman        Approved  
 J. Wilber        Approved  
 O. McCall       Approved  
 V. Crisafulli    Approved

***The motion to approve the Certificate of Appropriateness passed.***

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V. Crisafulli asked for a motion to extend the previous approval. J. Wilber made the following motion:

“I move to extend the previous approval that was made a year ago to allow the proposed renovations to continue for this year”.

Motion was seconded by O. McCall.

### Roll Call:

S. Ash	Approved
B. Lyman	Approved
J. Wilber	Approved
O. McCall	Approved
V. Crisafulli	Approved

***The motion to approve the Certificate of Appropriateness passed. A Certificate will be issued for the entire project.***

V. Crisafulli stated the COA was approved and the applicant could go ahead with the project pending the requisite building permits were filed.

### Extended Applications:

1. Broadway Baptist Church – C. of A. to replace 12 wood windows with vinyl windows.  
Location: **615 Broadway St.** Zoned: Historic District Residential (HDR)

V. Crisafulli asked if the representative was present from the Broadway Baptist Church. N. Schell stated she had tried to reach out to them earlier since they just received the quote on the windows. N. Schell stated typically when a representative was not present the application was deemed incomplete application and was moved to the next meeting. V. Crisafulli asked N. Schell to inform the applicants. N. Schell agreed.

### Business - New:

V. Crisafulli stated the board needed to act on moving the March meeting from 4<sup>th</sup> Monday (March 25<sup>th</sup>) to 3<sup>rd</sup> Monday (March 18<sup>th</sup>). The new deadline for applications would be Tuesday, February 26, 2019 by 4:00 p.m.

V. Crisafulli asked for any comments or questions from the board or the audience.

V. Crisafulli asked for a motion. B. Lyman made the following motion:

“I move to allow the March meeting from 4<sup>th</sup> Monday (March 25<sup>th</sup>) to 3<sup>rd</sup> Monday (March 18<sup>th</sup>). The new deadline for applications would be Tuesday, February 26, 2019 by 4:00 p.m.”.

Motion was seconded by O. McCall.

### Roll Call:

S. Ash	Approved
B. Lyman	Approved
J. Wilber	Approved
O. McCall	Approved
V. Crisafulli	Approved

***The motion to approve the change in meeting date passed.***

### Business - Old: Revisions to the Design Guidelines

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V. Crisafulli discussed the process taken to this point on the revisions of the guidelines. V. Crisafulli stated the board needed to act on the advisory group which will help the board with guidance on the next revisions to the guidelines. The following names were nominated:

- Amy Smith
- Ann Roller
- Betsy Lyman
- Bob Courtney
- Camille Fife
- Damon Welch
- Donna Weaver
- Greg Sekula
- Happy Smith
- Jan Vetrhus
- Jessica Butler
- John Marsh
- John Staicer
- Kim Nyberg
- Laura Renwick
- Link Ludington
- Louann Waller
- Mark Johnson
- Mary Beth Boone
- Michelle Sanchez
- Mike Pittman
- Nicole Schell
- Pam Newhouse
- Rhonda Deeg
- Sally Wurtz
- Tom Gold
- Valecia Crisafulli
- Victoria Perry

V. Crisafulli suggested that all the names be approved as members on the team. V. Crisafulli recommended adding Andrew Forrester and Julie Berry who are running for mayor along with Bob Courtney.

V. Crisafulli asked for any comments or questions from the board or the audience.

B. Courtney stated he would decline the invitation to participate instead of adding the other candidates. V. Crisafulli asked the board's opinion. B. Lyman stated they all should be invited. V. Crisafulli agreed. V. Crisafulli added that this would be a public meeting and all members of the historic board will be invited.

V. Crisafulli asked for a motion. J. Wilber made the following motion:

"I move to approve the guideline advisory team as stated".

Motion was seconded by B. Lyman.

### Roll Call:

S. Ash	Approved
B. Lyman	Approved
J. Wilber	Approved
O. McCall	Approved
V. Crisafulli	Approved

***The motion to approve the guideline advisory team passed.***

V. Crisafulli opened the floor to public comments on the guidelines. M. Pittman asked about a survey on the historic board, historic guidelines, and an architectural survey of the district. M. Pittman mentioned the historic district map and secondary district. B. Courtney asked if the individuals running for city council will be invited. V. Crisafulli made the recommendation to extend invitations to those running for city council rather than adding them to the team. J. Wilber agreed.

### Business - Old:

V. Crisafulli urged the board to consider attending the state preservation conference in April in Evansville. N. Schell stated she will send out a reminder email and added that she needed to know who will be attending by March 1<sup>st</sup>. The city receives two scholarships and she has to let the state know who will be receiving them. V. Crisafulli recommended the scholarships go to the newer board members.

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**Business – Staff Report:**

## Historic District Board of Review: Fast Track Applications

Applicant	Address	Date of Approval	Material
Suggett Schmidt Properties LLC	1219 W Main St	1/14/2019	Aluminum ProVia Storm Door
Latasha Campbell	710 W Main St	1/15/2019	Window Sign
Gary Liter	407 E Third St	1/22/2019	Wood Fence
Jerry Wade	307 West St	1/24/2019	Restoration of original garage door opening

## Historic District Board of Review: 2018 COA Review

Applicant	Address	What Was Approved	Done According to COA?
Madison Horizon LLC (Denton Floyd Real Estate)	1001 W Second St.	<ul style="list-style-type: none"> <li>Replace 211 wood windows with wood windows.</li> <li>Replace existing rubber, corrugated metal and asphalt roofing with metal standing seam roofing without the internal ribbing.</li> <li>Replace 13 doors with wood and glass doors.</li> <li>Install concrete handicap ramp. Install metal and brick overhang over handicap ramp.</li> </ul>	Asking for extension
Richardson, Larry	302 West St.	<ul style="list-style-type: none"> <li>Metal and glass storm doors</li> </ul>	Not Started
Lynch, Scott	719 W Second St	<ul style="list-style-type: none"> <li>Demolish garage</li> </ul>	Yes

**Business - Old: 622 West Street**

M. Johnson asked about the status of finding a buyer for 622 West Street. M. Johnson asked L. Ludington if he had heard from Indiana Landmarks. L. Ludington stated he would speak to Greg Sekula. V. Crisafulli stated she wanted to talk about the city's responsibility regarding the burnt out properties.

No further business to be brought before the board.

B. Lyman made the motion to adjourn - seconded by J. Wilber

Meeting adjourned at 7:32p.m.

**BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW**


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Valecia Crisafulli, Chair

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Nicole M Schell, City Planner – Preservation Coordinator