

**HISTORIC DISTRICT BOAD OF REVIEW**

Minutes

February 25, 2019

The Madison City Historic District Board of Review held a regular meeting on Monday, February 25, 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 (arrived at 5:35pm), Susan Schmidt, John Collins, 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.

**1/24/2019 Minutes:**

V. Crisafulli asked if everyone had a chance to read the minutes for the special meeting on January 24<sup>th</sup> and had any corrections or additions.

J. Wilber moved to approve the minutes – seconded by S. Ash.

**Roll Call:**

S. Ash	Approved
J. Wilber	Approved
S. Schmidt	Abstained
J. Collins	Abstained
O. McCall	Approved
V. Crisafulli	Approved

**Minutes stand approved.**

**1/28/2019 Minutes:**

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

O. McCall moved to approve the minutes – seconded by J. Wilber.

**Roll Call:**

S. Ash	Approved
J. Wilber	Approved
S. Schmidt	Abstained
J. Collins	Abstained
O. McCall	Approved
V. Crisafulli	Approved

**Minutes stand approved.**

V. Crisafulli gave an overview of what to expect for those who have never been to a Historic District Board of Review meeting. Once the application is announced the applicant or representative will come up to the microphone to answer any questions. Each applicant will be asked to sign the gold affidavit on the podium which states the required signage was up for the required amount of time. N. Schell will present the particulars on the project. The board will then go through a list of items to see if they meet the guidelines. V. Crisafulli added that at the end of each application the board will vote.

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**New Applications:**

1. Marcus and Ashley Grey – C. of A. to demolish structure.  
Location: **944 Walnut St.** Zoned: Medium Density Residential (R-8)

N. Schell showed existing photos of the structure and showed images of the property provided by the applicant. Marcus and Ashely Grey were present.

A. Grey added that the house has fallen in about four feet. M. Grey stated the only room with floor joists was the kitchen and they have collapsed onto the ground.

S. Ash asked about the condition of the sills. M. Grey stated he didn't think the house had any. V. Crisafulli stated one of the criteria the board considers when they get a demolition request is whether the applicant looked at alternatives to demolition. V. Crisafulli asked if the applicants have done that by putting it up for sale. M. Grey stated everything was for sale. M. Grey stated he owned the surrounding properties which is why they purchased this property.

V. Crisafulli asked about the future plans for the property if it was approved to be demolished. M. Grey stated he wanted to plant grass to make it presentable. M. Grey stated that if he was to build another structure the property is in the flood plain and therefore he would have to go through the process with the state to get it approved. S. Ash asked about at what height of the foundations needed to be in the area to be out of the flood plain. M. Grey stated he didn't know for sure but guessed between four and six feet. M. Grey stated the house was three feet underwater the last time it flooded.

S. Ash asked if the applicant thought the building could be jacked up. M. Grey answered no.

V. Crisafulli spoke about the density of downtown and stated that this area would be a significant gap in the district. M. Grey stated he didn't think this area off US421 added value to the district.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Demolition	80, 81	71, 72	<p>J. Wilber – It is in the medium density area and not the historic district area which is a part that helps with the demolition aspect of it. The owner has shown that the building is in such a state of deterioration and disrepair that this building is structurally unstable. I don't think anyone can rebuild this structure. I think it is incapable of earning an economic return on its value. The lot itself might be worth something but I don't think the building is. I do believe it fits both the guidelines and the ordinance.</p> <p>S. Ash – I would agree. I think it does meet as a non-contributing structure. I think it meets the guidelines and the ordinance especially number 1 and 2. The removal of a building such as this is not going effect the historic character of the district.</p> <p>O. McCall – I agree.</p> <p>J. Collins – It seems to follow the ordinance and the guidelines. Between having 421 cut off its back yard and being in the floodplain, I don't see how it can be saved.</p> <p>S. Schmidt – I agree that demolition seems like the reasonable solution. It follows the guidelines. It is non-contributing and I don't think the owner can receive an economic return from this building.</p> <p>V. Crisafulli – While I hate to see any building come down, I think this is one that we can loss without significant damage to the character of the district. I think the degree of deterioration warrants this demolition.</p>

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

“I move that the Greys be awarded a COA for demolition of 924 Walnut Street”.

Motion was seconded by J. Collins.

**Roll Call:**

- S. Ash            Approved
- J. Wilber        Approved
- S. Schmidt      Approved
- J. Collins        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.

- 2. MVP1014 LLC – C. of A. to demolish block building on lower lot.  
     Location: **416 Presbyterian Ave.**                              Zoned: Central Business District (CBD)

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

S. Ash asked if the building had a foundation. M. Pittman stated it was on a slab.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Demolition	80, 81	71, 72	<p>S. Ash – Yes I do. I think it meets the commercial guidelines on page 70-71. It is a non-contributing structure and it is an insignificant building. I think it also meets the ordinance on item number 2 because the removal of such a building will not be detrimental to the character of the historic district.</p> <p>O. McCall – I agree for the same reasons.</p> <p>J. Collins – I agree for the same reasons.</p> <p>S. Schmidt – I agree for the same reasons.</p> <p>J. Wilber – I agree for the same reasons.</p> <p>V. Crisafulli – I agree for the same reasons.</p>

V. Crisafulli asked for a motion. S. Ash made the following motion:

“I move to approve a COA for at 416 Presbyterian Ave. to remove the block building. The building meets commercial guidelines pages 70-71 and the ordinance item 2”.

Motion was seconded by O. McCall.

**Roll Call:**

- S. Ash            Approved
- J. Wilber        Approved
- S. Schmidt      Approved

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J. Collins 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.

- 3. Charles Cox – C. of A. to replace wood garage door with steel garage door.  
Location: **841 W Main St.** Zoned: Local Business (LB)

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

L. Cox noted that the garage door would actually be recreated to match the existing door which was damaged by a car accident.

William Bower, who resides at 13703 N. County Road 1000 E., Sunman, IN, presented the board with a rendering of the proposed door. J. Wilber asked about the door material. W. Bower answered that it would be wood and glass. J. Collins and V. Crisafulli expressed appreciation for the applicant being willing to replicate the existing door.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Doors & Entrances	39 - 42	40 - 42	O. McCall – Yes I do. As stated on page 40-42 of the commercial guidelines, he is using what is encouraged. The applicant is replacing an historic door with basically the original design and materials. J. Collins – I agree for the same reasons. S. Schmidt – 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.

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

“I move that Charles and Linda Cox be granted a COA the replacement of the overhead door at 841 W Main Street”.

Motion was seconded by J. Wilber.

N. Schell noted that if the vote moves forward the board would be approving the original application not the proposed door.

O. McCall amended his motion to approve the wooden overhead door.

Amended motion seconded by J. Wilber.

**Roll Call:**

S. Ash Approved

J. Wilber Approved

S. Schmidt Approved

J. Collins Approved





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

- 6. CottageGreen LLC – C. of A. to brick in small window openings on the south facade. Chimney on rear addition will be removed. Replace first and second story windows with 6/6 wood windows. Replace basement windows with 1/1 windows with iron grids. Replace door with wood paneled door. Replace concrete on porches to create landing and steps.

Location: **613 Mulberry St.**

Zoned: Historic District Residential (HDR)

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

O. McCall asked if the windows being removed were original. J. Koehler answered no. O. McCall asked if they were lighting a stairwell. J. Koehler answered yes. S. Schmidt asked if the windows were smaller than the other windows. J. Koehler answered yes.

S. Ash expressed concern with the removal of the chimney. J. Koehler stated the addition’s chimney did not have a fireplace and was in bad shape. S. Ash discussed the design of the windows and stated that he thought the basement windows should be a 2/2. J. Koehler agreed to using 2/2 windows.

V. Crisafulli asked about the roof material. J. Koehler stated she would be changing the roof from shingles to standing seam. S. Ash asked about the door design. J. Koehler stated she had several doors in storage and would be using one which fit the opening. S. Ash asked if they were period appropriate. J. Koehler answered yes.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

<b>Building Element</b>	<b>Residential Guideline Page #</b>	<b>Commercial Guideline Page #</b>	<b>Discussion</b>
Chimneys	38	--	<p>J. Wilber – I do believe the chimney removal meets the guidelines on page 38 because it may not have been original and it is not architecturally significant. The doors are within the guidelines because they will be wood and period specific to the house. This meets the guidelines on page 39-42. The porches meet the residential guidelines on pages 49-50. They are concrete and will be masonry which is similar material. The railing and posts will be wood.</p> <p>J. Koehler asked about using painted aluminum railing on the back porch. V. Crisafulli asked if it would be visible. J. Wilber stated it would be visible from the alley. S. Ash asked if they would match the drawing. J. Koehler answered yes. N. Schell asked if it would match the fence at Bicentennial Park. J. Koehler stated she couldn’t picture the fence. V. Crisafulli stated she didn’t see an issue since it would be on the rear porch. O. McCall stated the rear porch was visible from Fifth Street. S. Ash asked if the columns shape. J. Koehler stated the posts would be square. J. Koehler stated she would stick with the wood railing.</p> <p>J. Wilber – The roof will be changed from shingles to standing seam. Standing seam is an acceptable material and therefore meets the guidelines on page 53-54. The windows will be 6/6 which meets the guidelines and the basement windows will be 2/2. All the windows will be wood which meets the guidelines on pages 60-63. The iron gating also meets the guidelines.</p>
Doors & Entrances	39 – 42	40 – 42	
Porches	49, 50	--	
Windows	60 – 63	56 – 59	
Roof	53-54	47	

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Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Chimneys	38	--	S. Ash asked about if the basement windows had existing jambs. J. Koehler answered yes.
Doors & Entrances	39 – 42	40 – 42	S. Ash – I would agree the windows meet the guidelines if the replacement windows fit the openings. I agree with J. Wilber on Doors and entrances, porches, windows, and the roof. I do not agree on the chimney because I believe it is an original chimney. The guidelines state that original chimneys should not be removed.
Porches	49, 50	--	
Windows	60 – 63	56 – 59	
Roof	53-54	47	O. McCall – I agree with J. Wilber. J. Collins – I agree with O. McCall. S. Schmidt – I agree with O. McCall. V. Crisafulli – I agree with J. Wilber.

V. Crisafulli asked for a motion on all the elements except the chimney. O. McCall made the following motion:

“I move to approve a COA for CottageGreen LLC for the demolition of the rear chimney and restoration of the two chimneys on the main house, wood period doors, the porches are repaired with concrete with wood railing and columns, and replacement windows will be 2/2 on the basement windows and 6/6 on the rest, and the roof to be a standing seam rather than the existing shingles”.

N. Schell noted that the motion included the chimneys.

O. McCall amended his motion by removing the chimney portion.

Motion was seconded by J. Wilber.

**Roll Call:**

S. Ash           Approved  
J. Wilber        Approved  
S. Schmidt      Approved  
J. Collins        Approved  
O. McCall       Approved  
V. Crisafulli    Approved

***The motion to approve the Certificate of Appropriateness on all the elements except the chimney passed.***

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

“I move to approve a COA for 613 Mulberry Street for the removal of the rear chimney”.

Motion was seconded by O. McCall.

**Roll Call:**

S. Ash           Disapproved  
J. Wilber        Approved  
S. Schmidt      Approved  
J. Collins        Approved  
O. McCall       Approved  
V. Crisafulli    Approved



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**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.

- 7. Ken and Sally McWilliams – C. of A. to replace front door with four panel wood door. Install new lighting. Replace/repair two non-original galley doors. If doors cannot be refurbished then replace with four panel wood doors with two glass panels. Build a 26-ft x 22-ft garage, a 10-ft x 13-ft 10-in, and a 5-ft 8-in x 14-ft 4-in addition.

Location: **315 Poplar St.**

Zoned: Historic District Residential (HDR)

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

J. Wilber asked about the material of the breezeway. K. McWilliams stated it would be wood. K. McWilliams stated the materials on the garage would be tall thin lights, Hardieboard siding, round gutters and downspout, and asphalt shingles.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Doors & Entrances	39 – 42	40 – 42	S. Ash – The doors and entrances meet the guidelines on page 39-42. The lighting meets the guidelines on page 47. The infill building meets the guidelines on page 69-71. O. McCall – I agree for the same reasons. J. Collins – I agree for the same reasons. S. Schmidt – I agree for the same reasons. J. Wilber – I agree for the same reasons. V. Crisafulli – I agree for the same reasons. The setback of the infill building places the building close to the rear of the lot.
Lighting	47	45	
Infill Buildings	69-71	64-66	

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

“I move to approve a COA for 315 Poplar Street to replace the doors on the porches with wood with glass doors, and the front door with wood doors; build an infill building, breezeway, and addition as proposed; and install the proposed lighting fixtures”.

Motion was seconded by S. Schmidt.

**Roll Call:**

- S. Ash            Approved
- J. Wilber        Approved
- S. Schmidt      Approved
- J. Collins        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.

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- 8. Cornerstone Society, Inc. – C. of A. to remove existing 32' x 5' front cement slab. Replace it with approximately 4' wide stone steps at each entrance. Replace existing siding on sides of structure with either new wood siding or smooth LP Smart siding. Replace the (2) windows on each side with wood windows, 6 over 6 true divided light. Replace current damaged doors on both sides with period appropriate wood panel doors. Remove existing 12' x 32' single story shed roof addition. Replace it with a wood frame 1 1/2 story 16' x 32' addition with a gable roof line. Replace damaged metal roof with architectural shingles Remove chimneys and replace them with faux chimneys Add wood Siding and two out swinging front doors to existing shed.  
Location: **815 W Second St.** Zoned: Historic District Residential (HDR)

O. McCall recused himself from the discussion and vote since he is a board member of the organization. D. Sharpe asked which historic board members were also members of the Cornerstone Society. V. Crisafulli and S. Ash stated they were members. D. Sharpe asked if their membership with Cornerstone would affect their ability to be impartial on this application. V. Crisafulli and S. Ash answered no.

N. Schell showed existing photos of the structure and showed images of the proposed changes to the property provided by the applicant. Donna Weaver was present and represented Cornerstone Society, Inc.

D. Weaver added that the house is on a dirt foundation and the sills are rotted. D. Weaver let the board know that their first choice in siding is wood but would consider using LP Smart siding. Windows will be restored to 6/6 windows. The doors will be replaced with a solid four panel door on the sides and back.

S. Ash asked if they planned to keep the front siding. D. Weaver answered yes. S. Ash asked if the faux chimneys would match the existing. D. Weaver answered yes.

V. Crisafulli asked for comment from the audience.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Chimneys	38	--	O. McCall – Abstained from the discussion and left the room for Findings of Fact and vote. J. Collins – I think this follows all the guidelines and it is pretty exciting to see this project come together. In terms of the chimneys there will be a lot to figure out in terms of how to support the faux chimneys but that will be worked out. There is some releveling needed. I see no reason not to approve this. The chimneys are on page 38. The replacement is fine. The doors and entrances on page 39-42 and those will be conforming to the guidelines with historic doors. The porches will maintain the coverings and the new steps will not be an issue. The roof material is currently standing seam but replaced with shingles and that is fine. That is on page 53-54. The wood siding meets the guidelines on page 56-58. The siding looked to be in pretty good shape but they will replace what is needed. The windows will be wood windows with 6/6 design and that is compliant with the guidelines on page 60-63. The addition meets the demolition guidelines on page 80-81 due to the fire. It is pretty essential that addition is removed and replaced. The addition meets the guidelines on page 68. S. Schmidt – I agree for the same reasons. J. Wilber – I agree for the same reasons. The only hesitation I have is with the addition because they are supposed to be secondary. This is not but makes sense. S. Ash – I agree for the same reasons. V. Crisafulli – I agree for the same reasons.
Doors & Entrances	39 – 42	40 – 42	
Porches	49, 50	--	
Roofs	53, 54	47	
Siding	56 - 58	---	
Windows	60 - 63	56 - 59	
Rear & Lateral Additions	68	62	
Demolition	80, 81	71, 72	

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V. Crisafulli asked for a motion. S. Schmidt made the following motion:

“I move to grant the Certificate of Appropriateness for the rehabilitation at 815 W Second Street as proposed”.

Motion was seconded by J. Collins.

**Roll Call:**

S. Ash	Approved
J. Wilber	Approved
S. Schmidt	Approved
J. Collins	Approved
O. McCall	Abstained
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.

D. Weaver announced that the Cornerstone Society had applied for funding from the 1772 Foundation for \$30,000 and was awarded.

O. McCall returned to the room.

**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 stated that representative from the Broadway Baptist Church has asked for an extension on their application.

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

“I move to extend the application to the March 18<sup>th</sup> meeting”.

Motion was seconded by S. Ash.

**Roll Call:**

S. Ash	Approved
J. Wilber	Approved
S. Schmidt	Approved
J. Collins	Approved
O. McCall	Approved
V. Crisafulli	Approved

***The motion to extend the application passed.***

**Business - New:**

## Historic District Board of Review

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

V. Crisafulli expressed appreciation for the public comments the board has received on the revisions to the guidelines. V. Crisafulli stated that the guideline advisory team will meet on March 6<sup>th</sup> at 5:30pm. N. Schell stated she would be sending a formal RSVP for the meeting. V. Crisafulli stated that she and B. Lyman would be meeting to create a list of key topics for the March 6<sup>th</sup> discussion.

M. Pittman commented on the process moving forward with the guidelines and asked about the size of the advisory team. N. Schell stated the invite went out to 30 people. M. Pittman asked about the reasoning for the advisory team meeting. V. Crisafulli stated the board will be asking for input from this group and the board will meet to discuss any remaining questions. The board, at a public meeting, will determine what revisions to incorporate. A new draft of the guidelines will be available to the public. M. Pittman asked about the time frame for approval. V. Crisafulli stated the board was shooting for final approval in May. M. Pittman suggested that the group break down the guidelines into sections.

### Business – Staff Report:

#### Historic District Board of Review: Fast Track Applications

Applicant	Address	Date of Approval	Material
Steve Buchanan	630 W Main St	2/5/2019	Gutters
Trevor Lytle/Brye Welty	423 W Main St	2/14/2019	Signs
William Scott Albright	214 E Main St	2/25/2019	Signs

#### Historic District Board of Review: 2018 COA Review

Applicant	Address	What Was Approved	Done According to COA?
Rodgers, Kelly and Ryan	207-209 W First St.	<ul style="list-style-type: none"> <li>Install lights on front and back</li> <li>Install two new front doors</li> <li>Install 4 new back doors</li> <li>Install new HVAC units for each side</li> </ul>	Yes
Hammock, Anthony & Lisa	935 W Main St	<ul style="list-style-type: none"> <li>Demolish addition on back of house</li> <li>Replace and increase size of addition</li> <li>Replace existing siding with smooth fiber cement siding</li> <li>Replace windows as needed with aluminum clad windows</li> <li>Replace front porch and change porch roof with a hip roof</li> </ul>	
Helton, Jeannette Wallace	708 W Main St	<ul style="list-style-type: none"> <li>Replace existing siding with Hardie Board siding and trim</li> <li>Replace picture window with single Aluminum Clad window</li> <li>Add small windows along sides of house</li> <li>Replace front door.</li> </ul>	Yes

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<b>Applicant</b>	<b>Address</b>	<b>What Was Approved</b>	<b>Done According to COA?</b>
<b>Nuss, Mark &amp; Gilda (Kelly &amp; Ryan Rodgers)</b>	217 W First St	<ul style="list-style-type: none"> <li>Demolish existing structure</li> </ul>	Yes
<b>Buddydale LLC &amp; J. Nash Crafton LLC</b>	766 W Third St	<ul style="list-style-type: none"> <li>Demolish the back addition and rebuild back addition</li> <li>Replace the roof with shingles</li> </ul>	

No further business to be brought before the board.

J. Wilber made the motion to adjourn - seconded by J. Collins.

Meeting adjourned at 7:16p.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