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SPECIAL MEETING , August 9, 2011
HISTORIC DISTRICT BOARD OF REVIEW

Minutes

August 9, 2011

The City of Madison Historic District Board of Review (HDBR) held a special meeting on Tuesday, August 9, 2011 at 5:30 p.m. at 420 Walnut Street (Meeting location courtesy of Paul Davis)

Board Chairman, Dirk Cheatham called the meeting to order. The roll was called, board members present included: Ron Hopper, Dirk Cheatham, Ginger Jorgensen, Mike Pittman, Ann Roller, and Paul Davis. Preservation Planner Camille Fife was also present. One board member, John DeLuca was absent. Madison Courier reporter Peggy Vlrebome was present for part of the meeting. No other persons attended.

The purpose of the meeting was to discuss proposed new Rules of Procedure and Code of Ethics as part of our submission for the Certified Local Government application.

I. A discussion was held regarding the Department of Natural Resources/Division of Historic Preservation and Archaeology (DNR/DHPA) letter and the status of our Certified Local Government (CLG) application. Ginger Jorgensen read the letter from Steve. Kennedy.

- A) Item 1. Camille Fife will reference the most recent amendment to the ordinance (151.45 A) in a letter to Steve Kennedy to satisfy this requirement.
- B) Item 3. Regarding survey update: Ginger Jorgensen read this part of the letter and a discussion was held regarding the existing survey database. Mike Pittman and others expressed the desire to have the survey available to homeowners. Camille Fife stated that she believed that the new WEB site would have this capability.
- C) Item 4. Waiver of National Register (NR) procedures was briefly discussed. Camille Fife will provide the requested new request.
- D) Item 2 addressed the need for new Rules of Procedure and a Code of Ethics.

II. CODE OF ETHICS

- A. Camille Fife gave a copy of the proposed to all for discussion. She mentioned that this was adapted from a sample provided by the National Alliance of Preservation Commissions.
- B. After a lengthy review and discussion of the various sections, the Board decided to re-order the sections of the document as follows: “Standards of Professional Conduct” will be first, “Responsibility to the Profession” will be second and “Responsibility to the Community” will be the third. Each will be put on a separate, single page as suggested by Mike Pittman.
- C. Mike Pittman moved to accept the Code of Ethics as written with the exception of changing the order and format. Ron Hopper seconded the motion. It was unanimously approved.

NOTE: Camille Fife to scan and send out Barnes and Thornburg (B&T) letter.

II. RULES OF PROCEDURE:

- A) Camille Fife directed everyone to eliminate the last sentence in the draft (it was inadvertently left in the copy).
- B) A discussion of the question of how decisions about “conspicuous change” was held. Camille Fife handed out a copy of the letter solicited by Greg Sekula from Barnes and Thornburg. The Board asked for copies. Camille will scan and send to all.
- C) Camille Fife explained the methodology she used to develop the draft Rules of Procedures. She downloaded and looked at procedures and other documents from all over the country. She especially recommended Naragansett, Rhode Island’s attractive materials. The group then reviewed the draft document, section by section:
 - i. **Introduction:** OK as written
 - ii. **Purpose:** OK as written

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- iii. **General Rules:** In the first sentence, following ...Section 151, add: “which is in turn based on the” (State of Indiana Enabling Act,...) Balance is OK.
- iv. **Board of Review:** Sixth sentence should read: “Members must be residents of the city and fulfill other requirements as stated in the City of Madison Ordinance, Chapter 151. 45 A). Eliminate the next sentence in that paragraph. Balance is OK.
- v. **Officers, Staff and Duties;** Chair, Vice-Chair remain the same. Change “Recording Secretary” to “Secretary”. Change “Staff Liaison” to “Staff”. Eliminate “the” in first sentence.
- vi. **Meetings:** Regular Meetings: Add “as stated in the Madison Ordinance, Chapter 151. Special Meetings: Add “to” in the last sentence. Quorum and Official Vote: Second sentence should read: “however, no application for a Certificate of appropriateness shall be denied unless four members of the HDBR vote for denial. Cancellation of Meetings: OK as written. Notice: OK as written.
- vii. **Certificate of Appropriateness: General:** Add the following before the first sentence: “Nothing shall be construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure within the historic district. Painting other than painting of a sign is to be considered ordinary maintenance and repair; review by the Board of Review of colors is not mandatory.” Change “right of way to “street or alley” in c), d) and e). Notice: Should read: “Before the meeting, applicants shall post signs obtained from the Office of Historic Preservation, City of Madison, which announce the date, time, and location of the Historic Board of Review meeting and the applicant’s proposed changes as published in the appropriate legal notice. The sign shall also contain language which specifies that the meeting is open to all residents of Madison who wish to attend. Signs must be visible from all public streets and alleys. A fee of \$2.00 per sign will be charged the applicant at the time of filing. Filing Fee: Should read: “In addition, an ad fee of \$10.00 will be requested from the applicant at the time of filing. Unless the fee is paid, no action shall be taken on the application.”
- viii. **Procedure:** Add before second sentence from end, first paragraph: “Such actions can be made, providing the applicant has submitted sufficient documentation for the Board to render a decision.” Change CoA (for Certificate of Appropriateness) to COA wherever it appears. Second paragraph, second sentence: change “h/she” to “he/she”. Add “or table” to the last sentence in this paragraph and delete the first “or”. Delete entire sentence beginning: “At their discretion and for good cause...”
- ix. **Fast-Track Certificate of Appropriateness:** First sentence: change “staff” to “Preservation Planner or Building Inspector”. Second sentence should read: “This authorization is limited to applications for COAs for signs which meet the sign specifications.” Delete the next sentence. The next sentence should read: “Fast-Track COAs require an application form to be approved by the HDBR before this process is initiated. Fast-Track COAs require documentation of the sign, but no ad fee, no notice to neighboring property owners, no advertising and no approval by the full HDBR.”
- x. **Appeals:** OK as written.
- xi. **Amendments:** OK as written.

This concluded the discussion of the Code of Ethics and Rules of Procedure.

IV. Motion to adjourn was made by Mike Pittman, and seconded by Ginger Jorgensen, all were in favor. The meeting was adjourned.