



MADISON

Indiana
Planning, Preservation and Design

PROJECT BRIEF

Historic District Board of Review Application for Certificate of Appropriateness at 318 E. First St. to add shutters to front window and stained glass above door.

Application Date: June 19, 2024

HDBR Meeting Date: October 28, 2024

Project Description:

Certificate of Appropriateness application to add shutters to front window and stained glass above door.



Current Zoning:

CENTRAL BUSINESS DISTRICT (CBD)

Project Location:

318 E First St.

Applicant:

Mark and Patricia Dare
318 E. First St.
Madison, IN 47250

Owner:

Same

Supporting Documents:

COA application
Photographs
Copy of HDBR meeting public sign

Alterations, Historical Information, & Prior Approvals:

Date	C. 1870
Style	Italianate
Evaluation	Contributing
Survey Notes	

Alterations:

Historical Information/Misc. Important Information:

Prior COA Approvals:

Guidelines, Standards, & Ordinances

HDBR Guidelines:

Madison Historic District Design Guidelines – 9.0 DOORS AND ENTRANCES p. 59-61

- 9.1 Retain and preserve original doors and entrances.
- 9.2 Maintain and preserve original doors and entrances. Retain historic entrance features including decorative and functional aspects such as original jambs, sills, and headers of openings. Retain original primary doors on the main façade, as they contribute to a building's historic appearance. It is not appropriate to infill or cover historic door openings on primary facades or readily visible elevations.
- 9.3 Repair deteriorated or damaged historic doors consistent with historic materials. The repair of historic doors should be undertaken with methods to retain their historic fabric and appearance as much as possible. Use epoxy to strengthen deteriorated wood.
- 9.4 Do not enclose or conceal an original door opening on the primary façade or an elevation readily visible from the public right-of-way.
- 9.5 If historic doors are missing or are deteriorated/damaged beyond repair, install replacement doors that match the originals. Select replacement doors carefully to match the original doors in materials, dimensions, and panel configuration. Appropriate materials may include wood or fiberglass. The new doors should be in keeping with the style and period of the building. Use historic photographs to identify details about original doors if possible.
- 9.6 Never create a new door opening where none existed on a readily visible facade. Creating a new opening in a historically solid wall surface compromises the building's architectural integrity and is not appropriate. A new opening may be permitted on a rear or side elevation if it is not readily visible from the public right-of-way. The new entrance should still be compatible in scale, size, proportion, placement, and style to historic openings.
- 9.7 Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood and metal storm doors of the full view or large single-pane type are most appropriate because they do not obscure the original doors. Louvered wood doors are also appropriate, as are storm doors with a panel configuration matching that of the historic door. Otherwise, storm doors should be the full-view type. The standard "colonial" type storm door with scalloped trim and cross-buck bottom half is not appropriate.
- 9.8 Preserve historic screen doors, or select a screen door design that allows view of the original primary door it covers. Wood screen doors should be appropriate for the period and style of the structure.
- 9.10 Full-view security doors are appropriate for entrances not visible from the street. These should not be ornate or elaborate in their structural framework.

Madison Historic District Design Guidelines – 19.0 WINDOW SHUTTERS AND SCREENS p. 87

- 19.1 Retain and preserve original or historic shutters and screens.
- 19.2 Maintain and repair original or historic shutters and screens.
- 19.3 Repair and preserve original or historic shutters and screens. It is also appropriate to add louvered shutters to a historic structure if there is evidence that it once had them. If no evidence exists, shutters may also be added if appropriate for the age and style of the dwelling. All shutters shall be installed as to fit the window frame opening if closed and shall be of correct proportions for each window. Shutters shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate positions. Shutters may be operable or fixed.
- 19.4 Replace in kind. Shutters made of alternative materials that duplicate the look, appearance and patina of wood may be allowed. Vinyl shutters do not accurately duplicate the appearance of wood and are not approvable.

Ordinance:

151.34 Visual Compatibility Factors

- (A) Height. The height of proposed buildings shall be visually compatible with adjacent buildings.
- (B) Proportion of building's front facade. The relationship of the width of building to the height of the front elevation shall be visually compatible to buildings, squares, and places to which it is visually related.
- (C) Proportion of openings within the facility. The relationship of the width of the windows to height of windows in a building shall be visually compatible with buildings, squares, and places to which the building is visually related.
- (D) Rhythm of solids to voids in front facades. The relationship of solids to voids in the front facade of a building shall be visually compatible with buildings, squares, and places to which it is visually related.
- (E) Rhythm of spacing of buildings on streets. The relationship of the building to open space between it and adjoining buildings shall be visually compatible to the buildings, squares, and places to which it is visually related.
- (F) Rhythm of entrance or porch projection. The relationship of entrances and porch projections to sidewalks of buildings, squares, and places shall be visually compatible to the buildings to which it is visually related.
- (G) Relationship of materials, and texture. The relationship of materials, and texture of the facade of a building shall be visually compatible with the predominant materials used in the buildings to which it is visually related.
- (H) Roof shapes. The roof shape of a building shall be visually compatible with the buildings to which it is visually related.
- (I) Walls of continuity. Appurtenances of a building such as walls, wrought iron, fences, evergreen landscape masses, and building facades, shall, if necessary, form cohesive walls of enclosure along a street, to insure visual compatibility of the building to the buildings, squares, and places to which it is visually related.
- (J) Scale of a building. The size of a building, the building mass of a building in relation to open spaces, the windows, door openings, porches, and balconies shall be visually compatible with the buildings, squares, and places to which it is visually related.

Secretary of the Interior Standards:

NA

Preservation Brief:

NA

Conformance with Guidelines, Ordinance & Standards:

The project is in conformance with the guidelines or ordinance.

Think GIS Map



HISTORIC RESOURCE INVENTORY FORM

Resource Address: 318 E 1st St Madison Indiana 47250 USA
County: Jefferson
Historic name:
Present name:
Local place name:
Visible from public right of way: Yes
Ownership: Private
Owner/Address:
Land unit size:
Site/Setting: On flat ground, property slopes in rear toward river. Concrete path along east of building.



Lat/Long: 38.7337340843527540, -85.3762166055225200 [WGS84]

UTM: Zone 16S, 641135.8603 mE, 4288480.9860 mN

Parcel No. GIS/Ref/ID: 32164

Historical Information

Historic Function: Domestic: Single Dwelling	Current Function: Domestic: Single Dwelling
Construction Date: ca. 1870-1879, circa 1870*	Architect:
Original or Significant Owners:	Builder:
Significant Date/Period:	Developer:
Areas of Significance: Architecture Community Planning and Development	

Architectural Information

Category: building, House	Style: Italianate	<input type="checkbox"/> Additions <input type="checkbox"/> Alterations <input type="checkbox"/> Moved <input type="checkbox"/> Other Ancillary structures: 1 total including garage
Structural: masonry	Exterior Material(s): brick	
Stories: 1, Bays:	Roof Material: standing seam metal	
Form or Plan: , L	Roof Type: Gable Front	
Foundation: parged	Windows: vinyl 1/1 double-hung sashes	
General condition: Excellent	Chimney(s):	
Basement:	Porch: single-story Full-width open porch	

Historical Summary:

Status (Current Listing or Designation)

National: ☐ indiv. ☒ district ☐ landmrk.
 State/Province: ☐ indiv. ☐ district ☐ landmrk.
 Local: ☐ indiv. ☒ district ☐ landmrk.
 2006, Madison National Historic Landmark District

1982, Madison Local Historic District

Evaluation (Preparer's Assessment of Eligibility)

Recommendation

☐ Individually eligible
☒ Eligible as contributing resource
☐ Not eligible / non-contributing
☐ Not determined

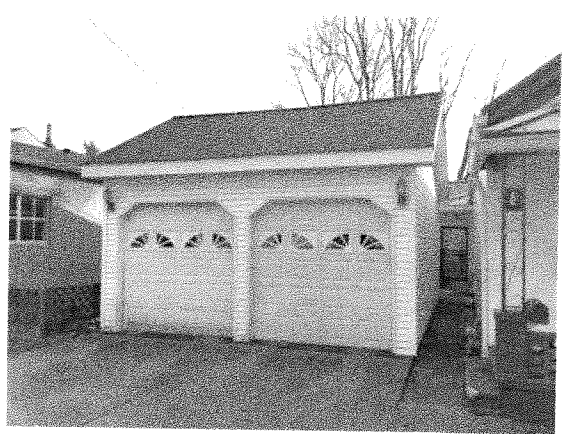
Level of potential eligibility

☐ National
☐ State
☐ Local

Landmark potential

☐ National
☐ State
☐ Local

Eligibility: Applicable NHL Criteria: 1, 4



Description/Remarks

This is a 1-story house in the Italianate style built in 1870. The structural system is masonry. The foundation is parged. Exterior walls are brick. Brick is common bond. The building has a gable front roof clad in standing seam metal. Front gable with projecting cornice and scrolled bracket supports. Inset pierced attic vent with brick header surround. Windows are vinyl, 1/1 double-hung sashes. 1/1 windows, side windows in segmental arch brick openings with stone sills. There is a single-story, full-width open porch characterized by a hipped roof clad in standing seam metal with modern metal posts on square brick piers. Standing seam metal hipped roof, modern metal columns on brick supports with decorative brick lattice work railings. Full multi-light door, 2-light transom.

Survey and Recorder

Project: Madison, Indiana	Sequence/Key no.:	Survey Date: December 2021
Prepared By: Douglas Kaarre, The Lakota Group/Douglas Gilbert Architect	Report Title/Name: Madison Local Historic District Update	Previous Surveys: Madison Reconnaissance Survey (2002-2004) ID #32164, surveyed Aug 15, 2002, Site Number 3-0503
Inventoried: 09/20/2021 11:43:31 am Last updated: 07/05/2022 5:55:10 pm by Doug Kaarre / 312.467.5445 x 220	Level of Survey: <input checked="" type="checkbox"/> Reconnaissance <input type="checkbox"/> Intensive	Additional Research Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

Application for Certificate of Appropriateness

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

HDBR Staff Review Fee	\$ 10.00
HDBR Application Fee*	\$ 25.00
HDBR Ad Fee*	\$ 15.00
Sign Fee*	\$ 2.00 per street

* Required for applications being heard before the HDBR.

Purpose: All exterior changes visible from the public right-of-way (streets/alleys) within the Madison Historic District requires a Certificate of Appropriateness (COA). Applications must be complete before the HDBR or Staff can begin the review process. Submit this application form, all supplemental documentation as required, and the required fee(s).

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: MARK & PATRICIA DARE
Street: 318 E. 1ST STREET
City: MADISON State: IN Zip: 47250
Phone (Preferred): 513-218-1191
Phone (Alternate): 513-543-2659
Email: TRISH.DARE13@GMAIL.COM
MARK@DOCS.MONEY

OWNER INFORMATION (IF DIFFERENT*)

Name: MARK & PATRICIA DARE
Street: SAME
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

* If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.

PROPERTY FOR WHICH THE WORK IS REQUESTED

Address and/or Legal Description of Property: 318 E. 1ST STREET MADISON IN

Zoning Classification: _____

Type of Project (Check all that apply)

- ☐ New Building
- ☐ Addition to Building
- ☐ Relocating a Building
- ☐ Demolition

- ☐ Restoration, Rehabilitation, or Remodel
- ☐ Fence or Wall
- ☐ Sign

☒ Other: SHUTTERS & STAIN GLASS

Description of Existing Use: _____

Description of Proposed Use: ADD SHUTTERS TO FRONT WINDOW & STAIN GLASS ABOVE FRONT DOOR

Name of Contractor (If applicable): SELF

Per the City of Madison Historic District Ordinance, an application must include the following in addition to the usual material required for a building permit at the time of application. For site plans all four (4) setbacks from property line MUST be labeled. Only one (1) copy of each supporting document is necessary.

Repair, Replace, or Repair/Replace:

- ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features)
- ☐ Site Plan MUST have all four (4) setbacks labeled. (Only if changing footprint)
- ☒ Photographs (current/proposed) with captions
- ☐ Samples/brochures

New Buildings and New Additions:

- ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features)
- ☐ Site Plan MUST have all four (4) setbacks labeled.
- ☐ Floor Plan
- ☐ Photographs of proposed site and adjoining properties with captions
- ☐ Samples/brochures

Sign and Fence/Walls:

- ☐ Photograph of Existing with captions
- ☐ Sketches/Photo of proposed
- ☐ Samples/brochures
- ☐ COA Addendum

Moving Buildings:

- ☐ Map showing existing location
- ☐ Map showing proposed location
- ☐ Photographs of structure with captions

Demolition:

- ☐ Photographs with captions

Provide a detailed Narrative statement describing the proposed scope of work. If the project includes more than one type of project, please divide the description into sections.

1) ADD CEDAR SHUTTERS TO FRONT WINDOW

2) THERE USED TO BE STAINED GLASS ABOVE FRONT DOOR BUT IT BROKE & WAS PAINTED OVER.
WE WANT TO REPLACE IT WITH NEW STAIN GLASS.

Include a list of existing and proposed materials for each applicable category. New Construction, Relocation, or Demolition are on the next page.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
<input type="checkbox"/>	Brickwork & Masonry	40	STAFF		
<input type="checkbox"/>	Concrete & Stucco	42	STAFF		
<input type="checkbox"/>	Siding	44	HDBR/STAFF		
<input type="checkbox"/>	Metal	49	STAFF		
<input type="checkbox"/>	Architectural Details	52	HDBR/STAFF		
<input type="checkbox"/>	Awnings & Canopies	54	STAFF		
<input type="checkbox"/>	Cornices	56	HDBR/STAFF		
<input type="checkbox"/>	Chimneys	57	HDBR/STAFF		
<input checked="" type="checkbox"/>	Doors & Entrances	59	HDBR/STAFF	<i>PAINTED STAIN GLASS</i>	<i>STAIN GLASS</i>
<input type="checkbox"/>	Fire Escapes & Staircases	62	HDBR/STAFF		
<input type="checkbox"/>	Foundations	63	STAFF		
<input type="checkbox"/>	Historic Garages & Outbuildings	64	HDBR/STAFF		
<input type="checkbox"/>	Light Fixtures	66	STAFF		
<input type="checkbox"/>	Porches	68	HDBR/STAFF		
<input type="checkbox"/>	Roofs	71	HDBR/STAFF		
<input type="checkbox"/>	Signs	74	STAFF		
<input type="checkbox"/>	Storefronts	78	HDBR/STAFF		
<input checked="" type="checkbox"/>	Windows	82	HDBR/STAFF	<i>NOTHING</i>	<i>CEDAR</i>
<input type="checkbox"/>	Window Shutters and Screens	87	HDBR/STAFF		
<input type="checkbox"/>	Fences and Walls	88	STAFF		
<input type="checkbox"/>	Mechanical Units	91	STAFF		
<input type="checkbox"/>	Pools, Fountains, Gazebos & Pergolas (existing)	93	STAFF		

Include a list of existing and proposed materials for each applicable category.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
<input type="checkbox"/>	New Construction - Residential	94	HDBR		
<input type="checkbox"/>	New Construction - Outbuildings	101	HDBR		
<input type="checkbox"/>	New Construction - Commercial	103	HDBR		
<input type="checkbox"/>	New Construction - Additions	109	HDBR		
<input type="checkbox"/>	New Construction - Decks	109	HDBR/STAFF		
<input type="checkbox"/>	New Construction - Accessibility	110	HDBR/STAFF		
<input type="checkbox"/>	New Construction - Energy Retrofit	112	HDBR/STAFF		
<input type="checkbox"/>	Relocation	115	HDBR		
<input type="checkbox"/>	Demolition	116	HDBR		
<input type="checkbox"/>	Other: _____		HDBR/STAFF		

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HDBR does not constitute approval of other federal, state, or local permit applications.
- I understand that I (or my representative) will need to attend the HDBR Hearing. If no representation is present at the meeting, the application will be deemed incomplete and will be placed on the next month's agenda.
- I have reviewed the City of Madison's "Historic District Guidelines" in preparing this Application.
- I understand that I must post the notification sign(s) provided by the HDBR on site for 15 consecutive days immediately prior to the meeting on which my application will be heard by the HDBR.

8/13/24
Date

Mark D. Lee
Signature of Applicant

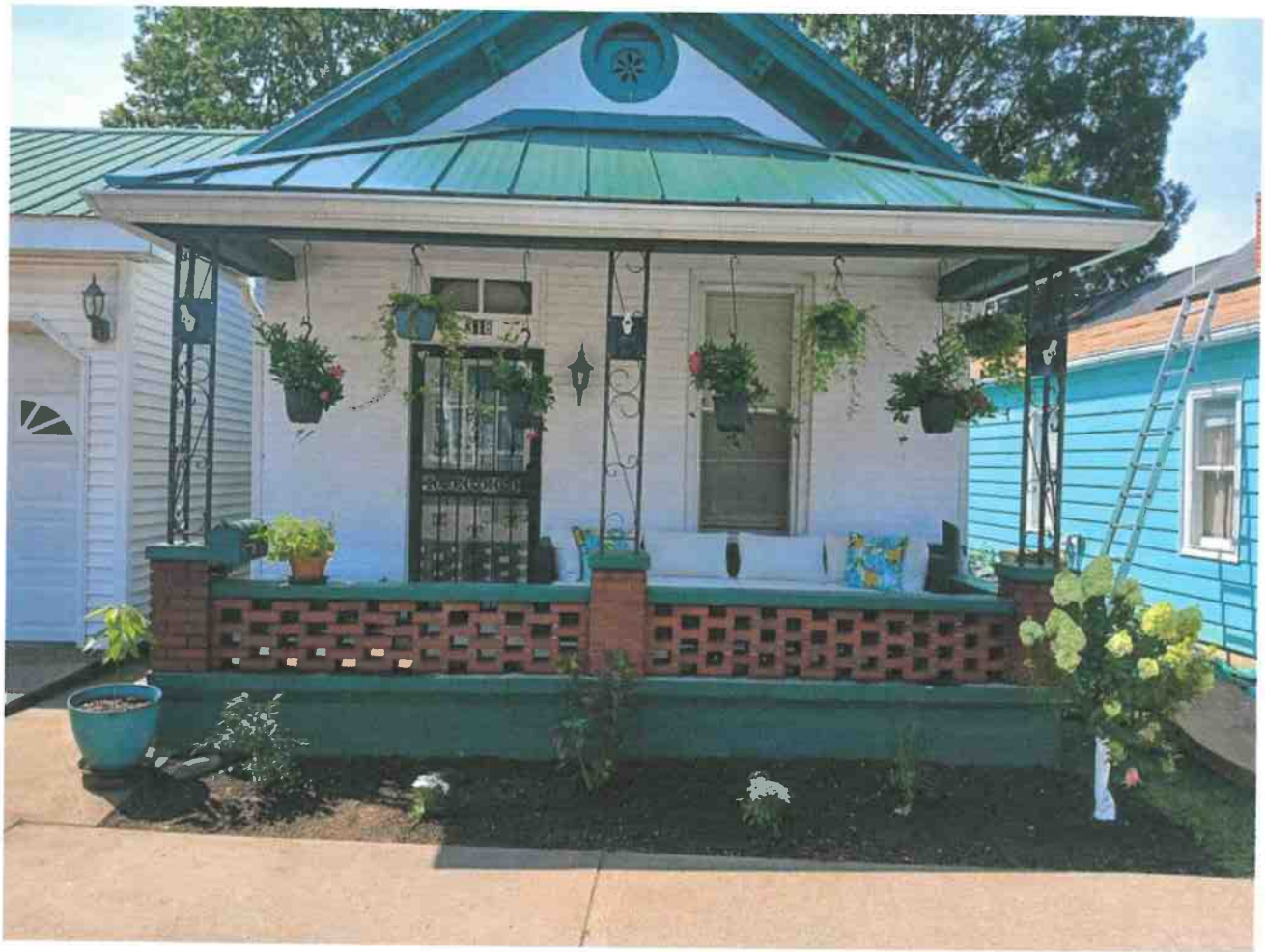
COMPLETED BY PLANNING OFFICE		Meeting Information: Historic District Board of Review	
Application Accepted on: _____		101 W Main St, Madison, IN 47250 - Council Chambers	
Application Accepted by: _____		Meeting Date: _____ Time: 5:30PM	
Application to be Reviewed by:		Action on Application:	
<input type="checkbox"/> HDBR	<input type="checkbox"/> STAFF	<input type="checkbox"/> HDBR/STAFF COA issued	<input type="checkbox"/> HDBR/STAFF COA denied
		<input type="checkbox"/> HDBR Extended	<input type="checkbox"/> Sent to HDBR by Staff

Documentation Review (Completed by Planning Office)

____ Owner Authorization provided (if req'd)
 ____ Site plan is adequate
 ____ Application is complete

____ Required supporting documents are provided
 ____ COA Addendum (if req'd)
 ____ Notification Sign given to applicant

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




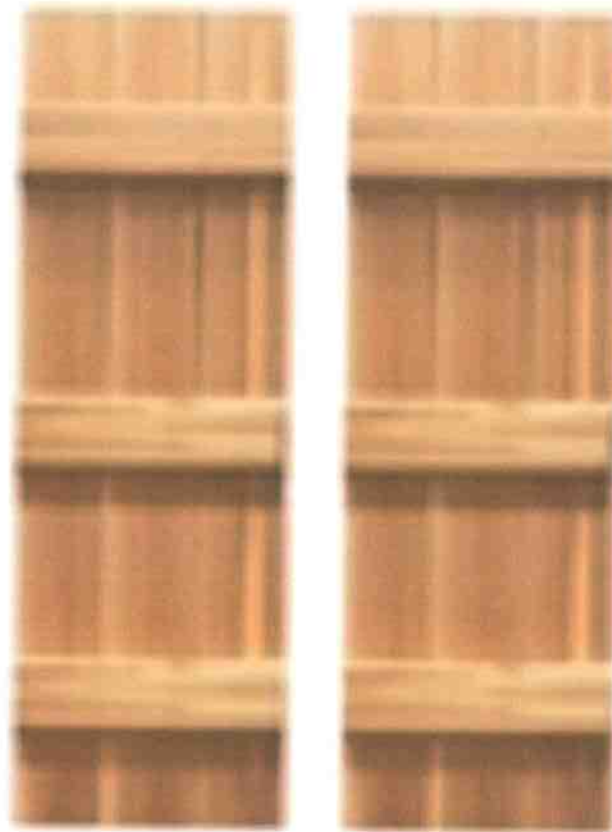
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MADISON
Indiana
Planning, Preservation and Design

MADISON HISTORIC DISTRICT BOARD OF REVIEW

Request for Certificate of Appropriateness

Application has been made by: (name) Mark and Patricia Dare

Property Address: (address) 318 E First St

Proposed Action to: (explain) add cedar shutters to front window

Meeting will be held on: (date) October 28, 2024

POSTING DEADLINE

Place of Meeting: City Hall — 101 W. Main Street, Madison, IN 47250

10-13-2024

Time of Meeting: 5:30 PM

All interested persons are welcome to attend this hearing to voice their objections or support for the application.

For further information, Contact the Office of Planning, Preservation, & Design at (812) 265-8324.