

HISTORIC DISTRICT BOARD OF REVIEW

Minutes

February 26, 2024

The Madison City Historic District Board of Review held the regularly scheduled meeting on Monday, February 26, 2024 at 5:30 p.m. at 101 W. Main Street. Mike Pittman presided over the meeting with the following members present: Happy Smith, Micheal Zink, Ken McWilliams, Carol Ann Rogers, Jed Skillman, and Sandy Palmer. Also present was Nicole M Schell – Director of Planning.

M. Pittman 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. 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. M. Pittman added that at the end of each application, the board will vote.

1/22/2024 Minutes:

M. Pittman asked if everyone had a chance to read the minutes for the meeting on January 22, 2024, and had any corrections or additions.

S. Palmer moved to approve the minutes. Seconded by K. McWilliams.

Roll Call:

M. Pittman	Approved
H. Smith	Approved
M. Zink	Approved
S. Palmer	Approved
K. McWilliams	Approved
C. Rogers	Approved
J. Skillman	Abstained

Minutes stand approved.

Applications:

1. Sankalp Pampattiwar – C. of A. to remove a side door and replace with a window.
Location: 513 West St Zoned: Central Business District (CBD)

This application was withdrawn by applicant.

2. Russell Benkert – C. of A. to remove current windows and replace with more environmentally friendly aluminum clad windows. Remove siding wrap house with house wrap and replace siding with LP smart siding. Remove windows in bedrooms on second level that are 12" from floor level to make them safe for children. Remove fireplace and chimney in rear section of house and leave the chimney in the front section of house. Open up rear covered porch and make it open. Possibly add dormer to roof similar to the adjoining duplex. Remove door on north side of house.

Location: 423 Mill St Zoned: Historic District Residential (HDR)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Russell Benkert was present.

C. Rogers asked about the plan for the front windows. R. Benkert stated he wanted to replace them. C. Rogers asked why the chimney was to be removed. R. Benkert stated it was in bad shape and was leaking into the home. C. Rogers asked about the door removal. R. Benkert stated he didn't need an entry point at that location and it would provide additional wall space.

S. Palmer asked if we received a letter from the neighbor who appeared at the last meeting. N. Schell stated that she had not received anything but mentioned the concern was regarding the front siding and how it would impact her half. R. Benkert stated he planned to cut the siding in the middle about 4 inches and add a vertical board. K. McWilliams stated he did not think the neighbor would agree to R. Benkert cutting onto their half of the structure.

S. Palmer asked about the condition of the siding. R. Benkert stated it was mostly the west side because of the amount of water coming off the roof. M. Zink asked if the applicant was willing to patch the existing siding. R. Benkert stated he was willing to do that if he received approval to remove the enclosed porch. M. Pittman discussed the condition of the rear chimney and stated he did not think it warranted removal. H. Smith agreed with M. Pittman. H. Smith discussed the removal of the second-story windows and asked the applicant if he had considered alternatives to removing them like internal window inserts. R. Benkert stated he had not considered that but would rather remove them.

J. Skillman asked about the replacement windows for the windows. R. Benkert stated he would be using aluminum-clad windows. M. Pittman expressed concerns about the requested changes due to the status as a duplex. M. Pittman included that the windows and siding did not show much deterioration.

R. Benkert stated he had pulled one of the windows to try to repair it and it has been difficult. S. Palmer noted her issues with removing the windows and doors.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
		<p><i>S. Palmer -</i> <i>Madison Historic District Design Guidelines – 3.0 MATERIALS, WOOD SIDING AND SHINGLES p. 44-46</i></p> <p>3.1 Retain and preserve historic wood siding, shingles, trim, ornamentation, and other wood decorative elements.</p> <p>3.2 Maintain existing original wood siding, shingles, trim, ornamentation, and other wood decorative elements.</p> <p>3.3 Repair existing wood elements wherever possible.</p> <p>3.5 If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion.</p> <p>3.6 Avoid replacing clapboard siding with shingle siding (or vice versa) or replacing clapboard siding with siding of a different width or profile.</p> <p>3.9 The use of fiber cement (cementitious) siding may be approved for replacement of deteriorated wood siding, new structures, non-historic structures and additions to historic structures not visible from the public view.</p> <p><i>Madison Historic District Design Guidelines – 8.0 CHIMNEYS p. 57-58</i></p> <p>8.1 Retain original chimneys on the primary façade or locations readily visible from the public right-of-way.</p> <p>8.2 Maintain the structural integrity of an original chimney following the guidelines for brick/masonry.</p> <p>8.4 Replace original chimneys in kind.</p>

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Building Element	Guideline Page #	Discussion
3.0 MATERIALS, WOOD SIDING AND SHINGLES	44-46	<p><i>S. Palmer – Madison Historic District Design Guidelines – 9.0 DOORS & ENTRANCES p. 59-61</i></p> <p>9.1 Retain and preserve original doors and entrances. 9.2 Maintain and preserve original doors and entrances. 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.</p>
8.0 CHIMNEYS	57-58	<p><i>Madison Historic District Design Guidelines – 14.0 PORCHES p. 68-70</i></p> <p>14.11 Reconstruct missing porches or porch details based on accurate documentation of such features.</p>
9.0 DOORS & ENTRANCES	59-61	<p><i>Madison Historic District Design Guidelines – 18.0 WINDOWS p. 82-86</i></p> <p>18.1 Retain and preserve historic windows including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings. 18.2 Maintain existing historic windows where possible. 18.3 Repair existing historic windows where possible, rather than replacing entire window units.</p>
14.0 PORCHES	68-70	<p><i>Madison Historic District Design Guidelines – 26.0 NEW CONSTRUCTION – ADDITIONS p. 106-108</i></p> <p>26.1 Where possible, locate new additions at the rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties. 26.2 The overall proportions of a new addition should be compatible with the existing building in height, scale, size, and massing so as not to overpower it visually. 26.3 The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. 26.4 Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.</p>
18.0 WINDOWS	82-86	<p><i>Madison Historic District Design Guidelines – 26.0 NEW CONSTRUCTION – ADDITIONS p. 106-108</i></p> <p>26.11 Rooftop additions for commercial buildings may be approved under certain conditions.</p>
26.0 NEW CONSTRUCTION – ADDITIONS	106-108	<p><i>S. Palmer – Based on these findings of fact, I believe the demolition of the back porch is in conformance with the guidelines however the rest of the project is not in conformance with the guidelines.</i> <i>J. Skillman – I agree except I think the addition of the dormer is also acceptable to match the other half.</i> <i>C. Rogers - I agree for the same reasons with J. Skillman.</i> <i>M. Pittman – I agree for the same reasons with C. Rogers.</i> <i>M. Zink – I agree for the same reasons with C. Rogers.</i> <i>H. Smith – I agree for the same reasons.</i> <i>K. McWilliams – I agree for the same reasons with S. Palmer.</i></p>

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M. Pittman asked the applicant if they wanted to table the application based on the finding of facts or have the board vote. If it was denied a new application would need to be filed. R. Benkert asked if the board could vote on the items which were in conformance. M. Pittman stated they would have to vote on the entire application. N. Schell noted that the applicant could amend his application.

R. Benkert amended his application to include the removal of the chimney and replace it with a faux chimney to match, build the dormer, and remove the rear porch enclosure.

M. Pittman asked for a motion. S. Palmer made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness for the following change in this application: the building of a dormer, removal of the back porch, and repair of the chimney or build a faux chimney."

Seconded by K. McWilliams.

Roll Call:

S. Palmer	Approved
M. Pittman	Approved
H. Smith	Approved
M. Zink	Approved
K. McWilliams	Approved
C. Rogers	Approved
J. Skillman	Approved

The motion to approve the Certificate of Appropriateness was approved as amended. A Certificate will be issued for the amended project.

3. Brian Marshall – C. of A. to replace siding at 701 West St with LP smart siding. Replace the existing door on 703 West St with fiberglass door. Add new entrance on the rear of 703 West St on the second floor. Replace existing windows on 701 West St with vinyl windows, changing the size of one picture window. Add dormer on 701 West St. Add rear staircase to second floor on 703 West St. Replacing shingle roof with standing seam roof on 701 West St.
Location: 701-703 West St Zoned: Central Business District (CBD)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Brian Marshall was present.

B. Marshall mentioned he would like the option to move the staircase from the back to the side along the creek if he buys the lot next door. J. Skillman asked about the doorway on the front the appears to lead upstairs. B. Marshall said he would be removing that staircase and therefore would not need the doorway. It would become a window.

K. McWilliams commended the applicant on the improvements being made to 701 West St. K. McWilliams asked if the applicant had access to the historic windows that were removed by the previous owner. B. Marshall stated he did not have the historic windows. K. McWilliams noted they were not listed on the board's application. N. Schell noted they would be staff-reviewed since they will be aluminum-clad.

S. Palmer asked about the picture window at 701 West St. B. Marshall stated he could leave it the same but would like to install a smaller window. H. Smith confirmed if the roof change would be standing seam. B. Marshall stated it would be a new standing seam roof instead of shingles.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
3.0 MATERIALS, WOOD SIDING AND SHINGLES	44-48	<p><i>C. Rogers – Madison Historic District Design Guidelines – 3.0 MATERIALS, WOOD SIDING AND SHINGLES p. 44-46</i></p> <p>3.8 The use of vinyl or aluminum siding or trim is not appropriate.</p> <p>3.9 The use of fiber cement (cementitious) siding may be approved for replacement of deteriorated wood siding, new structures, non-historic structures and additions to historic structures not visible from the public view.</p>
9.0 DOORS AND ENTRANCES	59-61	
15.0 ROOFS	71-73	<p><i>Madison Historic District Design Guidelines – 9.0 DOORS AND ENTRANCES p. 59-61</i></p>
18.0 WINDOWS	82-86	<p>9.1 Retain and preserve original doors and entrances.</p> <p>9.2 Maintain and preserve original doors and entrances.</p> <p>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.</p>
26.0 NEW CONSTRUCTION – ADDITIONS	106-108	<p>9.5 If historic doors are missing or are deteriorated/damaged beyond repair, install replacement doors that match the originals.</p> <p>9.6 Never create a new door opening where none existed on a readily visible facade.</p>
28.0 NEW CONSTRUCTION – ACCESSIBILITY AND LIFE SAFETY	110-111	<p><i>Madison Historic District Design Guidelines – 15.0 ROOFS p. 71-73</i></p> <p>15.1 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs.</p> <p>15.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile.</p> <p>15.4 New roofing materials should be compatible with either the existing or original roofing material.</p> <p>15.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs.</p> <p>15.10 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking sufficient historical, pictorial, or physical documentation.</p> <p>15.11 Avoid altering the existing roof pitch or introducing a new roof pitch.</p>
		<p><i>Madison Historic District Design Guidelines – 18.0 WINDOWS p. 82-86</i></p> <p>18.1 Retain and preserve historic windows including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings.</p> <p>18.2 Maintain existing historic windows where possible.</p> <p>18.3 Repair existing historic windows where possible, rather than replacing entire window units.</p> <p>18.4 Replace in kind, using replacement windows that match the existing historic elements as closely as possible.</p>

Building Element	Guideline Page #	Discussion
3.0 MATERIALS, WOOD SIDING AND SHINGLES	44-48	<p><i>C. Rogers</i> - <i>Madison Historic District Design Guidelines</i> – 18.0 WINDOWS p. 82-86</p> <p>18.7 New windows must match the originals in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or simulated divided lights (SDL) which have three dimensional grilles on both the interior and exterior sides and a shadow bar between the panes.</p> <p>18.8 New window openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features.</p>
9.0 DOORS AND ENTRANCES	59-61	
15.0 ROOFS	71-73	
18.0 WINDOWS	82-86	<p><i>Madison Historic District Design Guidelines</i> – 26.0 NEW CONSTRUCTION – ADDITIONS p. 106-108</p> <p>26.1 Where possible, locate new additions at the rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.</p> <p>26.2 The overall proportions of a new addition should be compatible with the existing building in height, scale, size, and massing so as not to overpower it visually.</p> <p>26.3 The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location.</p> <p>26.4 Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.</p> <p>26.11 Rooftop additions for commercial buildings may be approved under certain conditions.</p>
28.0 NEW CONSTRUCTION – ACCESSIBILITY AND LIFE SAFETY	110-111	<p><i>Madison Historic District Design Guidelines</i> – 28.0 NEW CONSTRUCTION – ACCESSIBILITY AND LIFE SAFETY p. 110-111</p> <p>28.1 Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site.</p> <p>28.2 Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.</p> <p><i>C. Rogers</i> - I think he had met the guidelines or as closely as we can get to them.</p> <p><i>H. Smith</i> – I agree for the same reasons.</p> <p><i>M. Zink</i> – I agree for the same reasons.</p> <p><i>K. McWilliams</i> – I agree for the same reasons.</p> <p><i>J. Skilman</i> – I don't agree. I think the fire escape needs an additional landing and turned so that it doesn't interfere with the bottom window or doorway. I do not think the staircase meets the guidelines. If he modifies the staircase as discussed, I think it would meet the guidelines.</p> <p><i>S. Palmer</i> – I agree for the same reasons.</p> <p><i>M. Pittman</i> – I agree for the same reasons.</p>

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M. Pittman asked for a motion. K. McWilliams made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Brian Marshall at 701-703 West Street for an application to replace the siding at 701 West with LP Smart siding, replace the existing door on 703 West with a fiberglass door, and add a new entrance on the rear of 703 west on the second floor and having an exit either or on the north side or west side. To replace existing windows on 701 West, with vinyl windows changing the size of one picture window. And add a dormer on 701 West St and replace the shingle roof with standing seam."

Seconded by M. Zink.

Roll Call:

S. Palmer	Approved
M. Pittman	Approved
H. Smith	Approved
M. Zink	Approved
K. McWilliams	Approved
C. Rogers	Approved
J. Skillman	Approved

The motion to approve the Certificate of Appropriateness was approved as amended. A Certificate will be issued for the entire project.

- Matthew Chandler – C. of A. to Replace garage door with half-glass garage door on south side. Replace dilapidated doors on south side. Remove two windows and replace with entry doors on the south side. Add one entry door on the south side. Add railing along roof line.
Location: 301 Jefferson St Zoned: Central Business District (CBD)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Matt Chandler and Brian Martin were present.

The board and applicant discussed the new door openings on Second Street. The applicant explained why they were needed based on the use of the structure and requirements by the state for egress.

K. McWilliams asked about the garage door style. B. Martin stated it would be a special-order door with glass and less frame to be consistent with the industrial windows.

K. McWilliams noted that the removal of windows for new doors was not within the guidelines but felt that the state fire marshal's office trumped the guidelines. M. Pittman agreed. H. Smith asked about the new doorway on the Jefferson Street facing portion of the building and if it was going into a bricked-in opening. B. Martin stated there was a bricked-in opening in that area but not exactly where they needed the new doorway. B. Martin stated it would 42 to 48-in railing made of steel frame and glass panels.

K. McWilliams asked about the railing on the rooftop.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
9.0 DOORS AND ENTRANCES	59-61	<p><i>K. McWilliams - Madison Historic District Design Guidelines - 9.0 DOORS AND ENTRANCES p. 59-61</i></p> <p>9.1 Retain and preserve original doors and entrances.</p> <p>9.2 Maintain and preserve original doors and entrances.</p> <p>9.3 Repair deteriorated or damaged historic doors consistent with historic materials.</p> <p>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.</p> <p>9.5 If historic doors are missing or are deteriorated/damaged beyond repair, install replacement doors that match the originals.</p> <p>9.6 Never create a new door opening where none existed on a readily visible facade.</p>
18.0 WINDOWS	82-86	<p><i>Madison Historic District Design Guidelines - 18.0 WINDOWS p. 82-86</i></p> <p>18.1 Retain and preserve historic windows including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings.</p> <p>18.2 Maintain existing historic windows where possible.</p> <p>18.3 Repair existing historic windows where possible, rather than replacing entire window units.</p> <p>18.4 Replace in kind, using replacement windows that match the existing historic elements as closely as possible.</p> <p>18.7 New windows must match the originals in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or simulated divided lights (SDL) which have three dimensional grilles on both the interior and exterior sides and a shadow bar between the panes.</p>
26.0 NEW CONSTRUCTION - ADDITIONS	106-108	<p><i>Madison Historic District Design Guidelines - 26.0 NEW CONSTRUCTION - ADDITIONS p. 106-108</i></p> <p>26.11 Rooftop additions for commercial buildings may be approved under certain conditions.</p>
		<p><i>K. McWilliams - I believe the entire project meets the guidelines.</i></p> <p><i>M. Zink - I agree for the same reasons. It doesn't actually go in alignment with our guidelines but as we bring structures into our current time, we have to agree to modifications in order to make them work.</i></p> <p><i>H. Smith - I agree with M. Zink. It does not meet the historic border review guidelines, but because of code reasons, because of economic vitality, and because of the worthiness of the project. This is a good time for an exception to the guidelines, but I think it's good to keep clear that we're not meeting our guidelines. But this is a good reason for an exception.</i></p> <p><i>S. Palmer - I agree for the same reasons.</i></p> <p><i>J. Skillman - I agree for the same reasons.</i></p> <p><i>C. Rogers - I agree for the same reasons.</i></p> <p><i>M. Pittman - I agree for the same reasons.</i></p>

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M. Pittman asked for a motion. M. Zink made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Matthew Chandler at 301 Jefferson Street, based on what he has proposed this evening in terms of the modifications to the doors and entrances on Second Street; the modifications to the existing windows; and the construction of the railing on the rooftop deck.”

Seconded by S. Palmer.

Roll Call:

- S. Palmer Approved
- M. Pittman Approved
- H. Smith Approved
- M. Zink Approved
- K. McWilliams Approved
- C. Rogers Approved
- J. Skillman Approved

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

- 5. Ryan Leach on behalf of Peter Ashley – C. of A. to remove existing 5-ft x 4-ft shed and build a similar shed of 5-ft x 8-ft.
 Location: 509 W Third St Zoned: Historic District Residential (HDR)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Peter Ashley was present.

P. Ashley explained that the existing shed was rotten, and he wanted to replace it with a larger shed.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
32.0 DEMOLITION	116-117	M. Zink – Madison Historic District Design Guidelines – 32.0 DEMOLITION p. 116-117
24.0 NEW CONSTRUCTION - OUTBUILDINGS	101-102	32.1 Choose demolition only as a last resort. 32.4 Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources. If artifacts are discovered which pre-date December 31, 1870 there may be additional requirements as outlined in Appendix E. 32.5. Retain mature trees on site and leave the lot properly graded and seeded.

Building Element	Guideline Page #	Discussion
32.0 DEMOLITION 24.0 NEW CONSTRUCTION - OUTBUILDINGS	116-117 101-102	<p><i>M. Zink - Madison Historic District Design Guidelines - 24.0 NEW CONSTRUCTION - OUTBUILDINGS p. 101-102</i></p> <p>24. 1 The design of new garages and other accessory buildings should be compatible with dwellings in the historic district.</p> <p>24.2 Site new garages and accessory buildings appropriately on the lot.</p> <p>24.4 The outbuilding should maintain a proportional mass, size, and height to ensure it is not taller or wider than the principal building on the lot.</p> <p>24.5 Materials used for new garages and outbuildings should reflect the historical development of the property.</p> <p>24.6 Generally, the eaves and roof ridge of any new outbuilding should not be higher than those of the existing primary building.</p> <p>24.7 Windows which are readily visible from the public right-of-way should be appropriate to the style of the house. Visible pedestrian doors should either be appropriate for the style of house to which the outbuilding relates or be flat with no panels.</p> <p>24.8 Metal garage doors with a paneled design may be appropriate.</p> <p><i>M. Zink - Based on the findings of fact, I agree with the modifications of the shed size.</i></p> <p><i>H. Smith - I agree for the same reasons.</i></p> <p><i>K. McWilliams - I agree for the same reasons.</i></p> <p><i>C. Rogers - I agree.</i></p> <p><i>J. Skillman - Absolutely.</i></p> <p><i>S. Palmer - I agree for the same reasons.</i></p> <p><i>M. Pittman - I agree for the same reasons.</i></p>

M. Pittman asked for a motion. M. Zink made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Ryan Leach at 509 West third Street on the proposed shed of 5-ft x 8-ft in the new location and removing the old shed."

Seconded by C. Rogers.

Roll Call:

- S. Palmer Approved
- M. Pittman Approved
- H. Smith Approved
- M. Zink Approved
- K. McWilliams Approved
- C. Rogers Approved
- J. Skillman Approved

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

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- 6. 604 Mulberry LLC – C. of A. to replace one existing door. Remove one door and replace it with a window.
 Location: 604 Mulberry St Zoned: Historic District Residential (HDR)

This application was withdrawn by staff due to new information showing it could be reviewed by staff.

- 7. Josh Sebastian – C. of A. to demolish non-historic rear addition.
 Location: 926 Walnut St Zoned: Historic District Residential (HDR)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Cindy Huntington was present to represent the applicant.

C. Huntington noted that the addition included a side porch that would also be removed. M. Pittman asked if it was everything besides the brick structure. C. Huntington said yes.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
32.0 DEMOLITION	116-117	<p><i>H. Smith –</i> <i>Madison Historic District Design Guidelines – 32.0 DEMOLITION p.</i> 116-117</p> <p>32.1 Choose demolition only as a last resort. 32.2 Document the historic resource prior to demolition. 32.4 Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources. If artifacts are discovered which pre-date December 31, 1870 there may be additional requirements as outlined in Appendix E. 32.5. Retain mature trees on site and leave the lot properly graded and seeded. 32.7 Demolition by neglect occurs when a building is allowed to deteriorate through lack of maintenance.</p> <p><i>H. Smith –</i> I think the finding of fact here is that this application meets the HDBR guidelines with regard to demolishing a non-historic rear addition. <i>M. Zink –</i> I agree for the same reasons. <i>K. McWilliams –</i> I agree for the same reasons. <i>C. Rogers -</i> I agree for the same reasons. <i>J. Skillman –</i> This is a worthy project. <i>S. Palmer –</i> I agree for the same reasons. <i>M. Pittman –</i> I agree for the same reasons.</p>

M. Pittman asked for a motion. K. McWilliams made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Josh Sebastian for 926 Walnut Street to demo the non-historic rear addition.”

Seconded by M. Zink.

Roll Call:

- S. Palmer Approved
- M. Pittman Approved
- H. Smith Approved

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- M. Zink Approved
- K. McWilliams Approved
- C. Rogers Approved
- J. Skillman Approved

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

8. Jessica Butler – C. of A. to adjust to two doorway areas of the exterior. The previous primary entrance is to be vacated and made into a signage area. The new primary entrance is a proposed expansion from a singular door to a double door entry at the west facade of the building. Installation of solar panels to the rooftop area.
 Location: 505 Cragmont St Zoned: Local Business (LB)

This application was deemed incomplete by staff due to lack of payment or posting of notification signs.

9. Cara Fox – C. of A. to replace a window with a double door on the side of the building. Install gas lights on the building.
 Location: 602 W Main St Zoned: Specialty District (SD)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Cara Fox was present.

C. Fox noted that her request was similar to an earlier application and the doorway is required for fire egress. S. Palmer asked if the garage doors operate. C. Fox stated they did but the fire marshal's office would not let her use those as egress.

H. Smith asked about the opening size. C. Fox explained that the window opening is the correct size, the door would just extend the opening. M. Pittman asked about the light fixtures. C. Fox stated they would be similar to those on her home. H. Smith asked about the door material. C. Fox responded it would be a fiberglass door.

M. Pittman asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
9.0 DOORS AND ENTRANCES	59-61	<i>S. Palmer – Madison Historic District Design Guidelines – 9.0 DOORS AND ENTRANCES p. 59-61</i>
13.0 LIGHT FIXTURES	66-67	9.1 Retain and preserve original doors and entrances. 9.2 Maintain and preserve original doors and entrances. 9.5 If historic doors are missing or are deteriorated/damaged beyond repair, install replacement doors that match the originals. 9.6 Never create a new door opening where none existed on a readily visible facade.
18.0 WINDOWS	82-86	

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Building Element	Guideline Page #	Discussion
9.0 DOORS AND ENTRANCES	59-61 66-67 82-86	<p><i>S. Palmer</i> – <i>Madison Historic District Design Guidelines</i> – 13.0 LIGHT FIXTURES p. 66-67</p>
13.0 LIGHT FIXTURES		<p>13.5 Select simple designs appropriate to the character of the building.</p>
18.0 WINDOWS		<p>13.7 Do not allow light fixtures to damage or obscure architectural features or other building elements.</p>
		<p>13.9 For commercial buildings, gooseneck or similar down-light, building-mounted fixtures above awnings and building elements are appropriate and should provide a soft glow and low level of illumination.</p>
		<p>13.10 Light fixtures which direct the illumination down rather than up are recommended to reduce light pollution on neighboring properties.</p>
		<p>13.11 Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light.</p>
		<p><i>Madison Historic District Design Guidelines</i> – 18.0 WINDOWS p. 82-86</p>
		<p>18.1 Retain and preserve historic windows including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings.</p>
		<p>18.2 Maintain existing historic windows where possible.</p>
		<p>18.3 Repair existing historic windows where possible, rather than replacing entire window units.</p>
		<p>18.4 Replace in kind, using replacement windows that match the existing historic elements as closely as possible.</p>
		<p><i>S. Palmer</i> – I guess we'll have to say that we're not in compliance on the door, given that it is a very visible side, and it is a new opening. But it's also not a historic opening that's there. It seems like a reasonable exception to the guidelines. I would approve the application.</p>
		<p><i>J. Skillman</i> – Yes, in a heartbeat.</p>
		<p><i>C. Rogers</i> – I approve.</p>
		<p><i>M. Pittman</i> – I would approve it but add that the doorway is needed to comply with fire codes.</p>
		<p><i>M. Zink</i> – I agree for the same reasons.</p>
		<p><i>H. Smith</i> – I agree for the same reasons.</p>
		<p><i>K. McWilliams</i> – I agree for the same reasons.</p>

M. Pittman asked for a motion. S. Palmer made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Cara Fox for the 602 West Main Street to replace a window with a double door on the side of the building and install gas lights."

Seconded by K. McWilliams.

Roll Call:

S. Palmer Approved

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- M. Pittman Approved
- H. Smith Approved
- M. Zink Approved
- K. McWilliams Approved
- C. Rogers Approved
- J. Skillman Approved

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

Old/New Business:

M. Pittman stated he would like to request that staff start requiring new signs if they missed a meeting. They would also be required to pay for the replacement signs. N. Schell stated each sign is \$2 and if the board would like to proceed it would require an amendment to the rules of procedure. The board would have to advertise that proposed amendment before being able to vote.

K. McWilliams asked for an update on the board's legal cases. M. Pittman stated that discussion would need to occur in an executive session. N. Schell stated she would contact the attorneys.

Staff Report:

February 2024 Fast-Track Applications

Applicant	Address	COA
Eden, Charlene	611 East ST	siding
Burdette, Gary	705 E Second St	siding, gutters, windows
Heath, Koko	118 E Main St	sign
Crafton, Van	317 Mulberry St	windows; doors; lighting
Lakeman, Randy	132 E Main St	sign
Brown, Rebecca	612 Mulberry St	doors; porches; windows
604 Mulberry LLC	604 Mulberry St	doors

February 2023 COA Review

Applicant	Address	COA	Completion Status
Chancellor, Andrew	206 East St.	entry wall modification	In Progress

M. Zink made a motion to adjourn the meeting – seconded by S. Palmer.

Meeting adjourned at 7:24 p.m.

BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW



Mike Pittman, Chairman



Nicole M Schell, Director of Planning