

HISTORIC DISTRICT BOARD OF REVIEW

Minutes

March 25, 2024

The Madison City Historic District Board of Review held the regularly scheduled meeting on Monday, March 25, 2024 at 5:30 p.m. at 101 W. Main Street. Mike Pittman presided over the meeting with the following members present: Happy Smith, 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.

2/26/2024 Minutes:

M. Pittman asked if everyone had a chance to read the minutes for the meeting on February 26, 2024, and had any corrections or additions.

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

Roll Call:

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

Minutes stand approved.

Applications:

1. 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)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Jessica Butler was not present at the beginning of the meeting but appeared later.

J. Butler noted that they would be removing the double doors along the street and creating a new double door entry out of a single door on the other side of the building. J. Butler stated the solar panels would be located on both south facing rooftops.

M. Pittman asked if there would be any changes to the windows. J. Butler stated the window openings would stay the same but they would like to replace the vinyl windows with an aluminum product. J. Butler added that in the future she would like to come back before the board to add molding around the window openings. J. Butler also mentioned that they would be removing the vinyl shutters.

S. Palmer asked about the configuration of windows and doors on the new entry side. J. Butler stated that one of the single doors will become the main entrance with the double doors, the windows would remain and they would replace all the other doors with frosted glass metal doors.

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M. Pittman asked for public comment. Dave Adams, 516 Mulberry St., spoke in favor of this project.

N. Schell noted that the applicant had discussed several items that needed approval that were not listed in her application. Those included changing the vinyl windows to aluminum, removal of the shutters, the removal of the awnings, and the replacement of the doors.

K. McWilliams asked about the awnings. J. Butler stated they would remove the current awnings and possibly add one at the new entrance. S. Palmer asked about the shutters. J. Butler stated those would be removed and there would be some different shutters installed. The replacement shutters will be included in a second application.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
9.0 DOORS AND ENTRANCES	59-61	<i>Madison Historic District Design Guidelines – 9.0 DOORS AND ENTRANCES p. 59-61</i> 9.1 Retain and preserve original doors and entrances. 9.2 Maintain and preserve original doors and entrances.
29.0 NEW CONSTRUCTION ENERGY RETROFITS	112-114	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. <i>Madison Historic District Design Guidelines –29.0 NEW CONSTRUCTION ENERGY RETROFITS p. 112-114</i>
18.0 WINDOWS	82-86	29.3 Install new energy upgrades in areas and spaces that will require the least amount of alteration to the building exterior, historic building fabric, and site features.
6.0 AWNING	54-55	29.5 Minimize the visual impact of solar panels. 29.8 Property owners may consider the use of reflective roofing surfaces to increase energy efficiency in warmer months.
19.0 SHUTTERS	87	<i>C. Rogers</i> – I think that even though our technical description of conformance with the guidelines isn't met, I still approve of the changes. <i>H. Smith</i> – It does not meet the guidelines, but I think an exception in this case is a worthy thing. <i>S. Palmer</i> – I agree it does not meet the guidelines but I am fine with it as it's a non-contributing structure and will make an exception. <i>K. McWilliams</i> – I agree for the same reasons. <i>J. Skillman</i> – I agree for the same reasons. <i>M. Pittman</i> – I agree for the same reasons.

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 Jessica Butler for the 505 Cragmont Street location to adjust two doorways, one close off the east facing doorway and make it a sign area, and the new primary entrance is going from a single to a double door in the west facade, the installation of solar panels on two rooftops. Changing the windows from fiberglass to aluminum, removing some awning awnings, adding some awnings, and removing shutters. Replacing the doors with new fiberglass doors."

Seconded by S. Palmer.

Roll Call:

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

- 2. Zac Laughlin on behalf of Royer – C. of A. to install 8-ft chain link fence along Saddletree Lane.
 Location: 805 East St Zoned: Light Industry (M-1)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Zac Laughlin was present.

Z. Laughlin explained that this area would be used for employee breaks and the chain link fence with tarping would provide some privacy and some safety from any traffic. C. Rogers asked about the location and length of the fence. Z. Laughlin stated this was along the alley and would be about 20-ft in length. J. Skillman expressed concerns regarding the height of the proposed fencing.

M. Pittman asked for public comment. Dave Adams, 516 Mulberry St., spoke in favor of the application. D. Adams stated the employees needed a safe area that was enclosed.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
20.0 FENCES AND WALLS	88-90	<p><i>Madison Historic District Design Guidelines – 20.0 FENCES AND WALLS p. 88-90</i></p> <p>20.5 Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, texture, material, and design.</p> <p>20.6 Fences shall not exceed a height of three (3) feet in front yards and other areas of primary visual concern.</p> <p>20.9 Contemporary or utilitarian fence materials are not appropriate for fences in the public view.</p> <p><i>H. Smith</i> – The guidelines state that fences in the front of the building shouldn't exceed 3-ft and behind the building shouldn't exceed 6-ft. Therefore this does not meet the guidelines. It also states that chain link is inappropriate so that does not meet the guidelines; however, this is not a historic building. These changes do not impact the historic district and this would be a good place for an exception to the guidelines.</p> <p><i>S. Palmer</i> – I agree for the same reasons.</p> <p><i>K. McWilliams</i> – I agree for the same reasons.</p> <p><i>J. Skillman</i> – I do not agree. The applicant could make the fence 6-ft and put up planters.</p> <p><i>C. Rogers</i> -I agree with H. Smith for the same reasons.</p> <p><i>M. Pittman</i> – I agree with H. Smith for the same reasons.</p>

M. Pittman asked for a motion. H. Smith 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 Royer, for the proposed, eight-foot-tall by 20-foot long, chain link fence along Saddle Tree Lane, located at 805 East Street."

Seconded by C. Rogers.

Roll Call:

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

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

- 3. Kim and Jeff Kennard – C. of A. to install 30-ft x 30-ft pergola over rear patio.
 Location: 709 W Main St Zoned: Specialty District (SD)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Pat Sorrell was present and represented the applicants.

S. Palmer asked if the pergola would cover both levels of the patio. P. Sorrell stated it would be 30-ft x 30-ft but was not sure if it would cover both levels. P. Sorrell stated she believed it would likely cover both levels.

H. Smith asked about the width and if it would cover the walkways. P. Sorrell stated it would not cover the walkways. J. Skillman asked about the height. P. Sorrell stated it would be higher than the doorway but would not be taller than the building.

M. Pittman asked for public comment. Dave Adams, 516 Mulberry St., spoke in favor of this application.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
24.0 NEW CONSTRUCTION OUTBUILDINGS	101-102	<i>Madison Historic District Design Guidelines</i> – 24.0 NEW CONSTRUCTION OUTBUILDINGS p. 101-102 24. 1 The design of new garages and other accessory buildings should be compatible with dwellings in the historic district. 24.2 Site new garages and accessory buildings appropriately on the lot. 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. 24.5 Materials used for new garages and outbuildings should reflect the historical development of the property.

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Building Element	Guideline Page #	Discussion
24.0 NEW CONSTRUCTION OUTBUILDINGS	101-102	<i>S. Palmer</i> – I think this is in conformance with our guidelines. <i>H. Smith</i> – I agree for the same reasons. <i>K. McWilliams</i> – I agree for the same reasons. <i>J. Skillman</i> – Love the project. <i>C. Rogers</i> - I agree for the same reasons. <i>M. Pittman</i> – I agree for the same reasons.

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 the building at 709 West Main to the Kennards to install a 30-ft x 30-ft pergola over rear patio."

Seconded by C. Rogers.

Roll Call:

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

- 4. Emily Schafer – C. of A. to reconstruct 2-story frame home on existing foundation.
 Location: 308 Elm St Zoned: Historic District Residential (HDR)

N. Schell showed photos provided by the applicant and explained the changes proposed by the applicant. Emily Knox (Schafer) was present.

M. Pittman noted that E. Knox is currently renting from him but felt that he could effectively evaluate her application. The board did not take issue with M. Pittman’s participation in this application.

K. McWilliams asked about the height of the structure from ground to rooftop. N. Schell stated the plans did not show the complete height but that the ground to eave was reading at 119-ft which is not correct. E. Knox stated the first floor would have 9-ft ceilings and the second floor would have 8-ft ceilings.

S. Palmer asked about the footprint of the structure. E. Knox stated it would essentially be the same footprint but they squared up the back portion. S. Palmer asked about the window material. E. Knox stated she hadn’t selected the new windows. The windows in the original home were wood but she would like to use a clad window. S. Palmer asked about the roof material. E. Knox stated it would be shingles.

C. Rogers asked about the door material. E. Knox stated it would be a wood door. K. McWilliams asked about if this application met setbacks. N. Schell noted that she hadn’t received a site plan but that would be up for discussion at another board.

E. Knox noted that the rendering had the steps from the front and she would like to enter the porch from the north side. H. Smith expressed her appreciation for the complete plans and the compatibility of the plan with the surrounding neighborhood.

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K. McWilliams asked about the siding material. E. Knox stated it would be LP smart siding or Hardie board siding. K. McWilliams asked about the porch railings. E. Knox stated they would be wood.

M. Pittman asked for public comment. Dave Adams, 516 Mulberry St., spoke in favor of this application.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
23.0 NEW CONSTRUCTION-DWELLINGS	94-100	<p><i>Madison Historic District Design Guidelines – 23.0 NEW CONSTRUCTION-DWELLINGS p. 94-100</i></p> <p>Building Placement 23.1 Maintain a similar front, side, and rear yard setback to other historic buildings on the block and/or side of the street. 23.2 Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street. 23.3 Place outbuildings and accessory structures in side and rear yards. 23.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources. If an artifact dating prior to December 31, 1870 is discovered, follow the guidance for archaeology set forth in Appendix E.</p> <p>Building Height/Scale 23.5 New construction should have heights consistent with neighboring dwellings along the block. 23.6 Make the scale of the proposed building compatible with the scale of contributing structures along the block or side of street. 23.7 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street. 23.8 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.</p> <p>Materials 23.9 Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. 23.10 The use of substitute products such as vinyl, aluminum and pressed board siding may be appropriate. 23.11 Use materials in traditional ways. 23.12 Vinyl clad and vinyl frame windows may be used in new construction provided that the surrounding window trim and the muntin pattern are appropriate to the architectural style and period of the structure.</p> <p>Details 23.13 Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street. 23.14 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.</p>

Building Element	Guideline Page #	Discussion
23.0 NEW CONSTRUCTION-DWELLINGS	94-100	<p><i>Madison Historic District Design Guidelines – 23.0 NEW CONSTRUCTION-DWELLINGS p. 94-100</i></p> <p>Texture 23.15 Create in new construction a similar degree of texture as that found in contributing buildings in the historic district.</p> <p>Form and Rhythm 23.16 Design new construction that reflects the basic shapes and forms on the block and in the historic district. 23.17 Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. 23.18 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings.</p> <p><i>K. McWilliams – I think this meets the guidelines. C. Rogers - I agree for the same reasons. J. Skillman – I agree. S. Palmer – I agree for the same reasons. H. Smith – I agree for the same reasons. M. Pittman – I agree for the same reasons.</i></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 Emily Schafer Knox to rebuild her home at 308 Elm Street.”

Seconded by S. Palmer.

Roll Call:

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

N. Schell read the proposed amendment to the rules of procedure. N. Schell stated that legal counsel had a few questions regarding the amendment, and she asked the board to table the discussion until the next meeting.

M. Pittman made the following motion, “to table the rules of procedure amendment.”

Seconded by K. McWilliams.

Roll Call:

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

Staff Report:

March 2024 Fast-Track Applications

Applicant	Address	COA
Butters, Bruce	309 Jefferson St	sign
Staicer, Judy	518 E Second St	door
Ohlendorf, Bill & Susan	407 W Second St	garage
Norma Jean Kinyon	416 W Third St	storm door
James Davis	780 Gerry Ln	siding; windows
Shari Pahls	209 E First St	siding
Matthew Binzer	1213 W Main St	Fence

March 2023 COA Review

Applicant	Address	COA	Completion Status
Koren, Emeka	760 W. Third St.	solar panels	Complete
Wilber, Josh and Rielly	506 W. Main St.	roof	Complete
Gray, Marcus	124 East St.	porch	Complete
Storm, Joel	810 E. Second St.	siding	Complete
Riverside Group, LLC	1010 E. First St.	infill building	In Progress
Riverside Group, LLC	1016 E. First St.	infill building	In Progress
Riverside Group, LLC	1016 E. First St.	infill building	In Progress

S. Palmer made a motion to adjourn the meeting – seconded by H. Smith.

Meeting adjourned at 6:29 p.m.

BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW


 Mike Pittman, Chairman


 Nicole M Schell, Director of Planning