

HISTORIC DISTRICT BOARD OF REVIEW

Minutes

September 23, 2024

The Madison City Historic District Board of Review held the regularly scheduled meeting on Monday, September 23, 2024 at 5:30 p.m. at 101 W. Main Street. Mike Pittman presided over the meeting with the following members present: Happy Smith, Carol Ann Rogers, Ken McWilliams, William Jewell, Jed Skillman, and Sandy Palmer. Also present was Nicole M Schell – Director of Planning and Brenna Haley – Historic Preservationist.

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. B. Haley 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.

8/26/2024 Minutes:

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

S. Palmer moved to approve the minutes. Seconded by H. Smith.

Roll Call:

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

Minutes stand approved.

Applications:

1. Billy Cline – C. of A. to add 9’ addition to north of existing structure and convert 12’ of main level to living space.
Location: 121 Central Ave. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Billy Cline was present.

B. Cline reminded the board that the property is in the floodplain, meaning a single-story dwelling is impossible. K. McWilliams asked if that meant the drawings were inaccurate due to the structure needing to be on stilts, but B. Cline confirmed that the structure does not require stilts because garages can be in the floodplain as long as they do not have interior walls.

K. McWilliams asked for the total height of the structure. B. Cline said it will be 26 feet to the top of the roof from the ground. K. McWilliams then asked for the dimensions of the garage doors. B. Cline stated one would be nine feet for a car and one would be six feet for a golf cart.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
26.0 NEW CONSTRUCTION-ADDITIONS	p. 106-107	<p><i>Madison Historic District Design Guidelines – 26.0 NEW CONSTRUCTION-ADDITIONS p. 106-107</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.</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. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.</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. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.</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. Additions should be set in at least one foot (1') to show a break between the original structure and the new addition.</p> <p>26.5 Vinyl, aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding or trim may be allowed. SEE SIDING GUIDELINES.</p> <p>26.6 Wood windows are most appropriate for new additions within the historic district; however, substitute window materials may also be acceptable for new additions. SEE WINDOWS GUIDELINES.</p> <p>26.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.</p> <p>26.8 Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.</p> <p>26.9 Consider in your plan older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition.</p> <p><i>K. McWilliams – I think this is in compliance.</i> <i>C. Rogers – I agree.</i> <i>J. Skillman – It meets the guidelines.</i> <i>S. Palmer – I agree.</i> <i>H. Smith – I agree.</i> <i>W. Jewell – I agree.</i> <i>M. Pittman – I agree.</i></p>

M. Pittman asked for a motion. K. McWilliams made the following motion, “Based on the preceding finding of facts, I move that the Madison Historic District Board of Review grant a certificate of appropriateness to Billy Cline at 121 Central Avenue to repurpose and build and addition to his garage.”

Seconded by C. Rogers.

Roll Call:

M. Pittman Approved

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H. Smith	Approved
K. McWilliams	Approved
C. Rogers	Approved
J. Skillman	Approved
W. Jewell	Approved
S. Palmer	Approved

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

- Matthew Chandler – C. of A. to construct a covered stairwell vestibule addition to previously approved rooftop terrace to house a bar for guests.
 Location: 221 E. Second St Zoned: Central Business District (CBD)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Matthew Chandler was present. He explained that Brian Martin, the contractor for the project, would help discuss the proposal.

B. Martin said that there would be two covered sections on the roof, one on the left and one on the right where they are repurposing the industrial steel window and old brick to blend in with the building. The main purpose will be as an entrance to the rooftop deck as well as egress off of the deck. Since the staircase will be penetrating the roof, the stairs will need to be covered. The plan is to keep the stairs on the left looking more utilitarian, like what could be found on rooftops in larger cities. In fact, another similar rooftop staircase cover on a neighboring building is visible from the roof. The other covered section of the rooftop will be used to house the bar. The repurposed window and brick will make up the walls for that section. The perimeter will be surrounded by 42-inch-tall glass handrail panels covered with a steel pergola.

S. Palmer asked for clarification on where each covered section would be. B. Martin confirmed that the vestibule with the window would be on the east and south sides, and the other would be on the north side in the back corner. He also stated that the stairwell cover would be barely visible from the street.

W. Jewell asked what siding would be used on the stairwell vestibule. B. Martin said that it has not yet been officially confirmed but would probably be a metal skin to shed water but would not be anything fancy. M. Pittman asked how far the staircase would be from the south side of the building B. Martin said that it would be about 20 feet from the south side.

H. Smith thanked them for repurposing the window and the bricks, rather than using new ones.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

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	<p>never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.</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. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.</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. Additions should be set in at least one foot (1’) to show a break between the original structure and the new addition.</p> <p>26.5 Vinyl, aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding or trim may be allowed. SEE SIDING GUIDELINES.</p> <p>26.6 Wood windows are most appropriate for new additions within the historic district; however, substitute window materials may also be acceptable for new additions. SEE WINDOWS GUIDELINES.</p> <p>26.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.</p> <p>26.8 Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.</p> <p>26.9 Consider in your plan older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition.</p> <p><i>J. Skillman</i> – I say he meets all applicable criteria. <i>S. Palmer</i> – I agree for the same reasons. <i>H. Smith</i> – I think that the project doesn’t meet the setback requirements, but the building is more industrial, and I think the design is great. It does not meet the guidelines, but I think this is a good place for an exception. <i>C. Rogers</i> – I agree with the approval. <i>W. Jewell</i> – I agree. <i>K. McWilliams</i> – I agree. <i>M. Pittman</i> – I agree.</p>
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M. Pittman asked for a motion. J. Skillman made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review approve a certificate of appropriateness for the building located at 221 East Second Street for the proposed stairwell cover.”

Seconded by S. Palmer.

Roll Call:

M. Pittman Approved

H. Smith Approved

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- K. McWilliams Approved
- C. Rogers Approved
- J. Skillman Approved
- W. Jewell Approved
- S. Palmer Approved

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

- 3. Glen Spencer – C. of A. replace old non-working windows with white Quaker aluminum clad windows.
 Location: 313 East St. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Glen Spencer was present.

G. Spencer explained that the vinyl siding at the property has been replaced with LP Smart Siding already. K. Spencer asked for clarification on what kind of windows were going to replace the old ones. G. Spencer said that the original windows were wood with an aluminum storm window screwed to the outside. He said the interior windows were inoperable and could not be opened. The new windows are wood aluminum clad to match with surrounding homes, per the suggestion of Bender Lumbers. The windows have already been replaced.

H. Smith explained that the typical process is that the applicants plan the replacement, come before the board, have a conversation about the value of the windows and if they can be saved before anything is approved or changed. She went on to say that wood windows are eminently fixable and can almost always be repaired, and that now the board can't really evaluate the application.

W. Jewell asked if the one window on the back that has not been done was an oversight. G. Spencer said it wasn't, it just hadn't been done yet. He went on to say that the building is still under construction, with the roof being scraped, primed, and resealed, the landscaping with shrubbery, and the front door waiting to be repainted.

S. Palmer asked if he had a contractor. G. Spencer confirmed he was doing the work himself. S. Palmer wondered why the standard process wasn't followed, since he has followed it previously in town. G. Spencer explained that there was a miscommunication between himself and staff on what was approved and whether it could be done right away or not.

M. Pittman asked if the transom above the front door was original. G. Spencer said it would be hard for him to know, as he is unable to date doors.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
18.0 Windows	p. 82-86	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. Follow guidelines for wood or metal maintenance, as relevant. 18.3 Repair

	<p>existing historic windows where possible, rather than replacing entire window units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.</p> <p>18.4 Replace in kind, using replacement windows that match the existing historic elements as closely as possible. If replacement is necessary, consider first replacing only the deteriorated element, such as a single sash, rather than the entire frame. Any new replacement windows shall match the original in all dimensions, materials, and detailing as closely as possible. Wood windows or alternative materials such as composite or aluminum-clad with a baked enamel finish may be approvable. Some modern windows do not accurately resemble historic windows and may not be approvable by the HDBR. Replacing sash windows with sliding or fixed-light windows may not be approvable by the HDBR.</p> <p>18.5 Use storm windows to improve energy efficiency where needed. New storm units should have a finish compatible with the color of the house. Storm windows for double-hung sash should have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Interior storm windows of full-view design or which have matching sash meeting rails may be appropriate.</p> <p>18.6 Tinted glass is not appropriate in the historic district in any area visible from public view. Energy-saving or "low-E" glass may be used only if it is not tinted.</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. Snap-in grilles or grilles between glass are not appropriate for windows.</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. New window openings shall not be added to the primary façade or elevations readily visible from the public right-of-way. New window openings may be added at rear or side elevations not readily visible.</p> <p><i>C. Rogers</i> – This does not meet the guidelines, but they are just guidelines. I would not deny you putting that back window in to match the other two windows in the house.</p> <p><i>W. Jewell</i> – I agree.</p> <p><i>K. McWilliams</i> – I agree, but I'm disappointed you weren't advised to replace these windows with two over two windowpanes. The single over single pane doesn't do your home justice at all.</p> <p><i>H. Smith</i> – This does not meet the guidelines. There's a lot in the guidelines about keeping historic wood windows, because they are important architectural features. Obviously, there was a breakdown in communication here, and maybe this is a lesson for all of us.</p> <p><i>S. Palmer</i> – It did not meet the guidelines.</p> <p><i>J. Skillman</i> – I agree, it does not meet the guidelines.</p>
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		<p><i>M. Pittman</i> – I agree, we can't go back and put those windows back in because I'm sure they're gone. But I think with this situation, I think we can make an exception.</p>
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M. Pittman asked for a motion. C. Rogers made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review approves the change of the back window."

Seconded by K. McWilliams.

Roll Call:

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

The motion to approve the Certificate of Appropriateness was approved.

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 approves finished windows."

Seconded by C. Rogers.

Roll Call:

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

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

- 4. Heidi Geiges – C. of A. to tear down old shed and replace with new shed with vinyl siding to match the house.
 Location: 710 E. First St. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Heidi Geiges was present.

H. Geiges stated that her intention is to put something usable in the place of the current shed. She would like to use the space for storage and sitting space. She clarified It would not be for residential use. She said that the new replacement shed would be the same size with a real door and windows. It would have vinyl siding to match the house. The windows would also match the windows on the house.

H. Smith asked if H. Geiges knew what materials were underneath the vinyl on the house. H. Geiges said it's wood-framed, but there was not a true wood siding underneath.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
24.0 New Construction - Outbuildings	p. 101-102	<p>Madison Historic District Design Guidelines – 24.0 New Construction - Outbuildings p. 101-102</p> <p>24. 1 The design of new garages and other accessory buildings should be compatible with dwellings in the historic district. New outbuildings should respect and blend with the architectural style and scale of the associated dwelling.</p> <p>24.2 Site new garages and accessory buildings appropriately on the lot. Locate detached new garages and outbuildings to the rear of a dwelling or set back from the side elevations. Attached garages and accessory buildings should be set back from the front façade of the primary dwelling at least one-third of the total depth of the dwelling.</p> <p>24.3 If reconstruction of a missing garage or outbuilding is desired, it should be based on accurate evidence of the original configuration, form, massing, style, placement, and detail from photographic evidence or other documentation of the original building.</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. Materials used at exterior façades of garages and outbuildings were often different (and less costly) than that of the main dwelling. Materials that are appropriate for new secondary buildings include wood or brick. If frame buildings are constructed, alternative materials may be considered if they resemble traditional wood siding in texture, dimension, and overall appearance. Materials such as T1-11 siding, plywood and oriented strand board (OSB) are not sufficiently durable for exterior use and are not appropriate.</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</p>

	<p>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. These doors can be used on garages that are located at the back of the lot and are minimally visible from the street or public right-of-way. If the garage and garage doors are highly visible from a public street or located on a corner lot, solid wood or wood garage doors with a paneled design are more appropriate.</p> <p>24.9 At double garages, two single garage doors rather than one larger, double door should be installed. This will maintain the scale and rhythm of older structures, making a two-car garage seem smaller and more compatible with the primary dwelling.</p> <p>24.10 New carports should be located at the rear of dwellings and not visible. Most carport designs have flat roofs and metal support columns and are not compatible with historic dwelling designs.</p> <p><i>W. Jewell</i> –This project meets the guidelines. <i>C. Rogers</i> – I agree. <i>K. McWilliams</i> – I agree. <i>J. Skillman</i> – I agree. <i>S. Palmer</i> – I agree. <i>H. Smith</i> – I agree. <i>M. Pittman</i> – I agree.</p>
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M. Pittman asked for a motion. W. Jewell made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review approve a Certificate of Appropriateness for Heidi Geiges at 710 E. First St. to replace her shed."

Seconded by C. Rogers.

Roll Call:

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

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

- 5. Duane and Sheryle Raab – C. of A. to tear down current garage and replace with new garage.
 Location: 117/119 St. Michaels Ave. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Samuel Girod was present on behalf of the Raabs.

S. Girod explained that the plan is to tear down the current garage and replace the concrete pad, changing the size from 24'x24' to 28'x28' set further back off the street towards the house. They would side the structure with LP Smart Siding to match the rear addition on the house. He mentioned that the overhang on the carport would be over the neighbor's driveway if built as shown, so they are planning to change the roof pitch.

S. Girod explained that the drawings and renderings are different than the plan in that the door is on the wrong side and the roof is incorrect. Rather than use to the two different roof orientations, the roof would just be gabled in one direction. He clarified that the Raabs have still not finalized the plan.

S. Palmer asked about the height. S. Girod said the height would be the same as the rest of the house. K. McWilliams said he heard a few things that he felt were concerning. There was no finished design, and the neighbors are not in agreeance over where the building can be positioned. S. Girod said that Duane was in communication with the neighbors, but they had planned to attend this meeting to get a better understanding of what they would need to bring the application back the following month. D. Raab had asked ahead of time to have the application tabled if the board didn't like the application.

M. Pittman asked for a motion. J. Skillman made the following motion, "I move that the Madison Historic District Board of Review table the application until next month's meeting."

Seconded by S. Palmer.

Roll Call:

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

The motion to table the application was approved.

New/Old Business:

N. Schell reminded the board about the State Historic Preservation Conference happening the week of October 23rd.

H. Smith introduced a window glazing workshop presented by the Madison Friends of Wood Windows happening at the History and Art Center Southern Indiana Folk School on October 3rd from 1-4pm.

K. McWilliams asked for a follow-up on the windows at the house on Mill and 3rd Streets. N. Schell confirmed that those are temporary coverings to cover the openings during work, and they are in the process of being re-installed.

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Staff Report:

September 2024 Fast-Track Applications

Applicant	Address	COA
Alexis Hartman	203 W. Main St.	sign
Charles Ricketts	707 W. First St.	fence
Angela Stader	109 E. Main St.	sign
Glen Spencer	313 East St.	siding
Larry Ikerd	120 E. Second St.	sign
Heidi Geiges	71 E. First St.	fence
Mark Prickett	126 West St.	fence
Maryanne Imes	420 Broadway St.	railing on second story porch

September 2023 COA Review

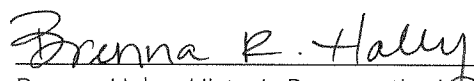
Applicant	Address	COA	Completion Status
Welch, Roger	509 E. Third St.	windows	Yes
LeGrand, Philip	417 W. Second St.	porch	Yes
Hollis, Kimm	203 Mill St.	door	Yes
Tim Callis	801 W First St	fence	Yes
Kim Lytle	314 W. Main St.	sign	Yes
Johnson, Cynthia	211 East St.	steps	Yes

S. Palmer made a motion to adjourn the meeting – seconded by K. McWilliams.

Meeting adjourned at 6:45 p.m.

BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW


 Mike Pittman, Chairman


 Brenna Haley, Historic Preservationist