

**HISTORIC DISTRICT BOAD OF REVIEW**

**Minutes**

**January 23, 2023**

**The Madison City Historic District Board of Review held the rescheduled December 19, 2022 meeting on Monday, January 23, 2023 at 5:30 p.m. at 101 W. Main Street. Tom Stark presided over the meeting with the following members present: Carol Ann Rogers, Owen McCall, Sandy Palmer, and Mike Pittman. Also present was Nicole Schell – Director of Planning, Devon Sharpe – HDBR Attorney, and Brooke Peach – Historic Preservationist.**

T. Stark 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. Peach will present the particulars on the project. The board will then go through a list of items to see if they meet the guidelines. T. Stark added that at the end of each application the board will vote.

**Election of Officers:**

T. Stark asked for a nomination for Chairman. M. Pittman moved to nominate Josh Wilber. Seconded by O. McCall.

**Roll Call:**

M. Pittman	Approved
T. Stark	Approved
C. Rogers	Approved
O. McCall	Approved
S. Palmer	Approved

***Josh Wilber elected Chairman.***

T. Stark asked for a nomination for Vice-Chairman. T. Stark moved to nominate M. Pittman. Seconded by C. Rogers.

**Roll Call:**

M. Pittman	Approved
T. Stark	Approved
C. Rogers	Approved
O. McCall	Approved
S. Palmer	Approved

***Mike Pittman elected Vice-Chairman.***

**12/27/2022 Minutes:**

T. Stark asked if everyone had a chance to read the minutes for the meeting for December 27, 2022 and had any corrections or additions.

C. Rogers moved to approve the minutes. Seconded by M. Pittman.

**Roll Call:**

M. Pittman	Approved
T. Stark	Approved

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- C. RogersApproved
- O. McCallApproved
- S. PalmerAbstain

Minutes stand approved.

Applications:

1. Deborah Morris – C. of A. to replace 9 wood windows with 9 vinyl windows of same size, shape, and design.

Location: 313 E. First St.Zoned: Central Business District (CBD)
- B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Deborah Morris was present.
- D. Morris stated the building and business was in the process of being sold at the time of the window installation. She stated her contractor advised the windows could not be repaired and she installed what she could afford. T. Stark asked if D. Morris if she had photos showing the deteriorated windows and D. Morris stated she did not.
- C. Rogers asked D. Morris to confirm the contractor was Boss Construction and D. Morris agreed. C. Rogers asked whether D. Morris had knowledge of the HDBR or if the contractor advised her of the need to get an approved COA prior to starting the project and D. Morris said she was not aware she needed a COA nor did the contractor advise her of that. M. Pittman and O. McCall asked B. Peach about contractor registration status and the ability to work without proper registration. B. Peach stated at the last check Boss Construction was not registered with the City but that all contractors working within the City were required to be registered.
- D. Morris stated she did not own the building nor the business any longer and stated the new owner was Paulette Boncutter.
- T. Stark asked for public comment and noted none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
Windows	82-86	<div>S. Palmer – Historic wood windows were not maintained, should be repaired when possible and we have no evidence of the deterioration, and when they are replaced, they should be replaced with an appropriate material. None of this was done, so it is not in conformance. Also, the ordinance requires a COA to be obtained prior to a project, that was not done, so that is not in conformance either.</div> <div>O. McCall – I noticed not all the windows had been replaced and the ones that remain appear to be in great shape, so it’s surprising to me the ones that were replaced would’ve been in such bad shape. I agree with S. Palmer.</div> <div>M. Pittman – I agree with S. Palmer.</div> <div>T. Stark – I agree with S. Palmer. I wish we would’ve had evidence of the deterioration, but since we do not, it is impossible for us to go against the guidelines.</div> <div>C. Rogers – I agree with S. Palmer.</div>

T. Stark asked for a motion. S. Palmer made the following motion, “Based on the preceding findings of fact, I move the Madison Historic District Board of Review deny a COA to for the replacement of the wood windows with 9 vinyl windows of the same size and design as requested by Deborah Morris at the 313 E. First St. location.”

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Seconded by O. McCall.

**Roll Call:**

T. Stark	Approved
M. Pittman	Approved
O. McCall	Approved
C. Rogers	Approved
S. Palmer	Approved

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

2. Chris & Gina Lynn – C. of A. to amend previous COA to replace existing door on the west side of the front of home with a window and trim to match other existing windows on front of home.

Location: **214 W. Second St.**

Zoned: **Historic District Residential (HDR)**

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Chris and Gina Lynn were present.

G. Lynn stated their original intent was to always have the west entrance look like a window. C. Lynn stated he originally was going to alter the existing door on that entrance to look more like a window, but instead restored that door and installed it on the east entrance. He also stated they left the door frame intact and infilled the space with two window sashes and wood trim below.

C. Rogers asked about the missing eyebrow piece for the east entrance and C. Lynn stated it was being repaired currently and would be reinstalled. C. Rogers stated the original COA application was for a door that looked more like a window and asked if the applicants changed their minds and installed a window instead. C. Lynn stated they decided not to alter the existing door, saved the east entrance door, and installed the window with trim instead. S. Palmer clarified the original COA was for a door. O. McCall clarified the applicants did not conform to the original COA. C. Lynn stated they infilled the entrance with two sashes and wood trim below because their idea was always for that space to appear more like a window than door. C. Lynn also stated the addition of the trim piece to resemble a window sill under the door is what he thought made the major difference in appearance; otherwise he believes he is in conformance with the original idea and COA.

T. Stark noted the limestone steps were removed and asked B. Peach if they were approved to be removed. B. Peach stated they were not. C. Lynn stated the previous owner installed those steps after the removal of a non-historic porch. T. Stark asked about matching the parge stone foundation and C. Lynn stated their contractor was working on doing work to make that area look similar to the rest of the foundation.

T. Stark stated the primary concern was the fact the west entrance looked more like a door and altered the original historic duplex appearance. S. Palmer echoed these sentiments and stated the current window infill made the home appear to be a single-family rather than its original design as a duplex and noted several duplexes around town that had been converted into single-family homes but retained both entrance doors whether both were functional or not. C. Lynn stated the only thing that changed from the original COA was the sill trim piece. M. Pittman stated trim piece did make the house appear to be a single-family home but that there was nothing to prevent a subsequent owner to turn that opening back into an entrance. M. Pittman also noted many buildings were not currently used as they were historically designed.

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M. Pittman also noted any exterior change should at the very least warrant contact with the historic preservationist prior to the work being done.

C. Lynn stated they would like to keep the trim piece. O. McCall noted even without the trim piece, no door would have two sash pieces, so that it would still clearly be a window with infill trim rather than a door that was approved. T. Stark stated the original COA was for a door with a window to match the other windows. C. Lynn stated he thought the original COA was to install a window inside a door. T. Stark underscored the importance of retaining openings on the front façade.

T. Stark asked for public comment and noted Ken McWilliams. K. McWilliams stressed the significance of this particular home and neighborhood and underscored the importance of preserving the historic façade. He also expressed concern with these changes possibly affecting future historic resource inventory ratings and contributing status. D. Sharpe also stated, noting not as the attorney but as a citizen, there was a porch that was removed from the house. T. Stark stated the previous owner did receive a COA to remove the porch because it was a non-historic addition.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Guideline Page #	Discussion
Doors & Entrances	59-61	<i>O. McCall</i> – Historic entrances and doors should be retained and preserved and this one was not. The jambs and sills were retained. It is not appropriate to infill or cover historic door openings and this was. This application does not meet the guidelines. <i>S. Palmer</i> – I agree. <i>M. Pittman</i> – I disagree. The applicant has made a significant effort to preserve the original materials. <i>T. Stark</i> – I agree with O. McCall for the reasons we discussed earlier. Each of those houses on that block are very important and changing anything on the front of that house goes against the guidelines. <i>C. Rogers</i> – I disagree.
Windows	82-86	

T. Stark asked for a motion. C. Rogers made the following motion, “Based on the preceding findings of fact, I move the Madison Historic District Board of Review grant a COA to Chris and Gina Lynn at 214 W. Second St. for the application as proposed to replace the existing door on the front of the home with a window and trim to match other existing windows on front of home.”

Seconded by M. Pittman.

**Roll Call:**

- |            |          |
|------------|----------|
| T. Stark   | Deny     |
| S. Palmer  | Deny     |
| M. Pittman | Approved |
| O. McCall  | Deny     |
| S. Rogers  | Approved |

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

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3. Rick Grote – C. of A. to install solar panels on the rear roof elevations.  
Location: **1029 W. Second St.** Zoned: **Heavy Manufacturing (M-2)**

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Rick Grote was present.

M. Pittman and T. Stark asked about the roof’s ability to support the weight of solar panels. N. Schell stated the project would require a building permit and if any deficiencies were noticed, they would be addressed.

T. Stark asked for public comment and noted.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Guideline Page #	Discussion
New Construction – Energy Retrofits	112-114	<i>M. Pittman</i> – The rear addition is non-historic and the visibility will be limited from where the panels will be on the roof and not readily visible from the street. The project is in conformance. <i>S. Palmer</i> – I agree for the same reasons. <i>T. Stark</i> – I agree for the same reasons. <i>C. Rogers</i> – I agree. <i>O. McCall</i> – I agree for the same reasons.

T. Stark asked for a motion. S. Palmer made the following motion, “Based on the preceding findings of fact, I move the Madison Historic District Board of Review grant a COA for the proposed installation of solar panels on the rear roof elevations as requested by Rick Grote.”

Seconded by M. Pittman.

**Roll Call:**

T. Stark                      Approved  
M. Pittman                  Approved  
O. McCall                    Approved  
S. Palmer                    Approved  
S. Rogers                    Approved

**Old/New Business:**

B. Peach showed the HDBR the proposed new COA form format change and approved COA sign to be posted at any job site. T. Stark asked for public comment.

T. Stark requested a motion to approve the new form and sign and O. McCall so moved.

Seconded by M. Pittman.

**Roll Call:**

T. Stark                      Approved  
M. Pittman                  Approved  
O. McCall                    Approved  
S. Palmer                    Approved

S. Rogers                      Approved

HDBR also reviewed the changes to the approval guide denoting staff review and HDBR review criteria.

**Staff Report:**

January 2023 Fast-Track Applications

Applicant	Address	COA
Jae Wood	108 E. Main St.	Amend previous COA to include 72"x30" aluminum sign
Rick Cole	752 Jefferson St.	Replace 6 existing wood windows w/ 2 aluminum clad picture windows on south façade
Mark Viterna	526 Walnut St.	Replace existing vinyl siding w/ Cementous siding, replacement metal door with wood & glass door, & vinyl windows w/ aluminum clad wood windows
Joel Storm	810 E. Second St.	Replace existing aluminum siding w/ Cementous siding 3-5" reveal

January 2022 COA Review

Applicant	Address	COA	Completion Status
William Peckinpaugh	912 W. First St.	Addition of doors & windows	In progress
Chad Gray	928 Park Ave.	ADA ramp & doors	Yes
Louis Joyner/ John Morgan	403 W. First St.	Porch columns & roof modifications	Yes
Matthew & Daniel Chandler	111 E. Second St.	Replace windows, overhead door w/ double doors & sidelites, install awning/sign, install 2 new doors on east	In progress
Van Crafton & Trevor Crafton	422 St. Michael's Ave.	Install new doors on east & south, add 6 windows, build shotgun rear addition, rebuild east porch, replace 2 eastern windows w/ sliding glass doors, add 1 window on eastern, demolish the single-story frame addition on rear, build additional second story	Yes

C. Rogers made a motion to adjourn the meeting – seconded by S. Palmer.

Meeting adjourned at 6:38 p.m.

**BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW**

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Tom Stark, Vice-Chairman 2022

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Mike Pittman, Vice-Chairman

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Brooke Peach  
Historic Preservationist

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