# HISTORIC DISTRICT BOARD OF REVIEW

**Minutes December 16, 2024**

**The Madison City Historic District Board of Review held the regularly scheduled meeting on Monday, December 16, 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, William Jewell, Jed Skillman, and Sandy Palmer. Also present was 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.

**11/25/2024 Minutes:**

M. Pittman asked if everyone had a chance to read the minutes for the meeting on November 25, 2024,and had any corrections or additions.

K. McWilliams moved to approve the minutes. Seconded by H. Smith.

**Roll Call:**

S. Palmer Approved

H. Smith Approved

M. Pittman Approved

K. McWilliams Approved

W. Jewell Approved

J. Skillman Approved

***Minutes stand approved.***

**Applications:**

1. Hanging Rock Properties – C. of A. to demolish and rebuild the back addition.

Location: 1122 W. Second St. Zoned: R-8 Residential Medium Density (R-8)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. John Heitz was present.

J. Heitz explained that the rear addition had been removed before the meeting, as his contractor got ahead of himself. He plans to rebuild the rear addition on the same footprint. It will come off from the same roof pitch as the existing house.

J. Skillman commended the fact that J. Heitz would be using Hardie board on the addition. He then asked if the side door would remain covered up. J. Heitz said it would likely be left as is. J. Skillman asked if the windows would be vinyl. J. Heitz said they would not be in the front, but the existing house did already have vinyl windows on the sides, so those may end up being moved to the rear addition.

W. Jewell asked about the foundation for the rear addition. J. Heitz said it would be poured concrete.

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**Certificate of Appropriateness Findings of Fact Worksheet**

|  |  |  |
| --- | --- | --- |
| **Building Element** | **Guideline**  **Page #** | **Discussion** |
| 26.0 NEW CONSTRUCTION-ADDITIONS | p. 106-108 | *Madison Historic District Design Guidelines* – 26.0 NEW CONSTRUCTION-ADDITIONS p. 106-108  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. 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.  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.  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.  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.  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.  26.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.  26.8 Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.  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.  26.10 Additions which are appropriately sized and scaled may be added at the rear of commercial buildings.  26.11 Rooftop additions for commercial buildings may be approved under certain conditions. Rooftop additions for additional living space or decks may be appropriate if the addition is stepped back from the main façade of the building by at least thirty (30) feet. On corner lots, the addition should be stepped back at least twenty (20) feet on the side street. With the zoning height restriction of forty-five feet, only a small number of commercial buildings would have the potential for a rooftop addition.  *J. Skillman* – I believe this meets the requirements.  *S. Palmer –* I agree for the same reasons.  *H. Smith* – I agree.  *W. Jewell* – I agree.  *K. McWilliams* – I agree.  *M. Pittman* – I agree. |

M. Pittman asked for a motion. J. Skillman made the following motion, “I move that the Madison Historic District Board of Review grant a Certificate of Appropriateness for the proposed property on 1122 W. Second St.”

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Seconded by K. McWilliams.

**Roll Call:**

M. Pittman Approved

H. Smith Approved

K. McWilliams 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.***

1. Ryan Leach – C. of A. to extend walls to roofline and add new deck railings.

Location: 1023 E. Vaughn Dr. Zoned: Open Space (OS)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Ryan Leach was present, on behalf of the Bennetts.

R. Leach explained that the plan is just to extend the walls out to the roofline to extend the living space. The siding will be either Hardie board or LP Smart Siding. He also confirmed that there were no plans to touch the roof. The deck railings would be replaced in some places and removed as necessary to accommodate the expansion.

W. Jewell questioned if the overhang of the roof would remain. R. Leach confirmed it would remain as it is now.

M. Pittman asked for public comment.

**Certificate of Appropriateness Findings of Fact Worksheet**

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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 approve a certificate of appropriateness to for the changes at 1023 Vaughn Dr. to move out the existing walls to match the deck railings.”

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Seconded by S. Palmer.

**Roll Call:**

M. Pittman Approved

H. Smith Approved

K. McWilliams 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.***

1. Claude and Wanda Rottet – C. of A. to build a two-car garage.

Location: 820 Fillmore Aly. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Claude Rottet was present.

C. Rottet was proposing a two-car garage to be built on the open area of their property. The garage would include a man door on the front of the structure alongside the garage doors. C. Rottet had questions about zoning and was advised that those questions could not be answered by the Historic District Board of Reviews, and instead would have to be answered at the next Board of Zoning Appeals meeting.

Since the design of the garage could not be finalized due to the Rottets being unsure of the setback allowances and the combination of parcels, M. Pittman asked if C. Rottet would be open to tabling the application until after he is seen at the BZA meeting. C. Rottet agreed to have his application tabled.

***K. McWilliams made a motion to table the application. J. Skillman seconded the motion.***

**New/Old Business:**

K. McWilliams requested an update on the property on the corner of Mill and 3rd streets. B. Haley confirmed the windows would be replace with glass, and not left with plexiglass permanently. H. Smith stated that the homeowner had come to a window glazing workshop at the History Center and had successfully reglazed at least one window so far.

S. Palmer asked about the buildings on Main Street that are deteriorating with nothing being done to them. B. Haley explained that an ordinance is being worked on that will help address that problem.

**Staff Report:**

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December 2024 Fast-Track Applications

|  |  |  |
| --- | --- | --- |
| Applicant | Address | COA |
| Beverly Lyons | 805 E. Second St. | Windows (aluminum clad) |

December 2023 COA Review

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Address | COA | Completion Status |
| Rodney Pettit | 723-725 W Third St | siding | In progress |
| Katheryn Rutherford | 423 W Main St | doors | Yes |
| Jane Martin | 907 W Main St | windows | Yes |
| Robert Schwartz | 518 E Second St | Storm windows | Yes |

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

Meeting adjourned at 6:00 p.m.

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

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Mike Pittman, Chairman Brenna Haley, Historic Preservationist