



PROJECT BRIEF – *Historic District Board of Review
Application for Certificate of Appropriateness at 308
Madison St. to replace carport damaged in storm, with
same dimensions on the original concrete pad, with a
small enclosure for storage at the back with a door.*



Current Zoning: R-8 Residential Medium Density	Project Location: 308 Madison St.
Applicant: Susan Morrison	Owner: same

Preliminary Staff Recommendation: **Approve**

Conditions:

1. N/A

Reasoning:

Project is in conformance with the guidelines.

History, Relevant Information, & Prior Approvals:

History:

N/A

Relevant Information:

NA

Prior Approvals:

N/A



Alterations, Historical Information, & Prior Approvals:

Date	c. 1890
Style	
Evaluation	Contributing
Survey Notes	

Guidelines, Standards, & Ordinances

HDBR Guidelines: *Madison Historic District Design Guidelines* – 24.0 New Construction - Outbuildings p. 101-102

Ordinance: 151.34 Visual Compatibility Factors

HISTORIC RESOURCE INVENTORY FORM

Resource Address: 308 Madison St Madison Indiana 47250 USA
County: Jefferson
Historic name:
Present name:
Local place name:
Visible from public right of way: Yes
Ownership: Private
Owner/Address:
Land unit size:
Site/Setting: On 2nd terrace incline rising north from the river. There is a linear walkway that winds around the south side of the house.



Lat/Long: 38.7393578238319200, -85.3997954614858400 [WGS84]

UTM: Zone 16S, 639075.4080 mE, 4289068.9940 mN

Parcel No.

Historical Information

Historic Function: Domestic: Single Dwelling	Current Function: Domestic: Single Dwelling
Construction Date: ca. 1890-1899 , circa 1890*	Architect:
Original or Significant Owners:	Builder:
Significant Date/Period:	Developer:
Areas of Significance: Architecture	

Architectural Information

Category: building, House	Style:	<input type="checkbox"/> Additions <input type="checkbox"/> Alterations <input type="checkbox"/> Moved <input type="checkbox"/> Other Ancillary structures: 1 total including garage
Structural:	Exterior Material(s): aluminum siding	
Stories: 1 and 2, Bays:	Roof Material: asphalt shingles	
Form or Plan: Vernacular, L	Roof Type: Gable and Hip , box cornice	
Foundation: not visible	Windows: replacement vinyl 1/1 double-hung sashes	
General condition: Good	Chimney(s):	
Basement:	Porch:	

Historical Summary:

Status (Current Listing or Designation)

National: ☐ indiv. ☒ district ☐ landmrk.

State/Province: ☐ indiv. ☐ district ☐ landmrk.

Local: ☐ indiv. ☒ district ☐ landmrk.

2006, Madison National Historic Landmark District

1982, Madison Local Historic District

Evaluation (Preparer's Assessment of Eligibility)

Recommendation

- ☐ Individually eligible
☒ Eligible as contributing resource
☐ Not eligible / non-contributing
☐ Not determined

Eligibility: Applicable NHL Criteria: 1, 4

Level of potential eligibility

- ☐ National
☐ State
☐ Local

Landmark potential

- ☐ National
☐ State
☐ Local

Description/Remarks

This is a 1 and 2-story house built in 1890. The foundation is not visible. Exterior walls are aluminum siding. The building has a gable and hip roof clad in asphalt shingles with box cornice. The roof has a boxed cornice, slight returns, and plain fascia. Windows are replacement vinyl, 1/1 double-hung sashes. Original opening with transom, original wood door, metal storm. Secondary door is also wood paneled with geometric upper light and transom window.

Survey and Recorder

Project: Madison, Indiana	Sequence/Key no.:	Survey Date: February 2022
Prepared By: Peggy Veregin, The Lakota Group/Douglas Gilbert Architect	Report Title/Name: Madison Local Historic District Update	Previous Surveys: Madison Reconnaissance Survey (2002-2004), surveyed Jun 26, 2002, Site Number 1-069
Inventoried: 09/20/2021 11:42:52 am Last updated: 07/20/2022 10:24:24 am by Doug Kaarre / 312.467.5445 x 220	Level of Survey: <input checked="" type="checkbox"/> Reconnaissance <input type="checkbox"/> Intensive	Additional Research Recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No



MADISON

Indiana
Planning, Preservation and Design

101 W Main St
Madison, IN 47250
(812) 265-8324

Application for Certificate of Appropriateness

Paper applications will be accepted by the Office of Planning, Preservation, and Design; however, electronic submissions through our Permit Portal are preferred. This application can be submitted electronically at www.madison-in.gov/reporting.

HDBR Staff Review Fee	\$ 10.00
HDBR Application Fee*	\$ 25.00
HDBR Ad Fee*	\$ 15.00
Sign Fee*	\$ 2.00 per street

* Required for applications being heard before the HDBR.

Purpose: All exterior changes visible from the public right-of-way (streets/alleys) within the Madison Historic District requires a Certificate of Appropriateness (COA). Applications must be complete before the HDBR or Staff can begin the review process. Submit this application form, all supplemental documentation as required, and the required fee(s).

This application must be filed at least 15 days prior to scheduled meeting to be eligible for consideration at that meeting. Actual deadlines vary due to holidays, office business hours and operating schedule, media publishing deadlines, etc. Deadlines are published publicly and can also be provided by contacting the Planning Office.

APPLICANT INFORMATION

Name: USAN MORRISON
Street: 308 MADISON ST
City: MADISON State: IN Zip: 47250
Phone (Preferred): 812-277-6036
Phone (Alternate): _____
Email: suoc12452@hotmail.com

OWNER INFORMATION (IF DIFFERENT*)

Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone (Preferred): _____
Phone (Alternate): _____
Email: _____

*** If Applicant is not Owner, MUST submit documentation from owner authorizing applicant on their behalf.**

PROPERTY FOR WHICH THE WORK IS REQUESTED

Address and/or Legal Description of Property: 308 Madison St.

Zoning Classification: R-8

Type of Project (Check all that apply)

- ☒ New Building
- ☐ Addition to Building
- ☐ Relocating a Building
- ☐ Demolition

- ☐ Restoration, Rehabilitation, or Remodel
- ☐ Fence or Wall
- ☐ Sign
- ☐ Other: _____

Description of Existing Use: NA

Description of Proposed Use: car port

Name of Contractor (If applicable): _____

Per the City of Madison Historic District Ordinance, an application must include the following in addition to the usual material required for a building permit at the time of application. For site plans all four (4) setbacks from property line MUST be labeled. Only one (1) copy of each supporting document is necessary.

Repair, Replace, or Repair/Replace:

- ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features)
- ☒ Site Plan MUST have all four (4) setbacks labeled. (Only if changing footprint)
- ☐ Photographs (current/proposed) with captions
- ☐ Samples/brochures

New Buildings and New Additions:

- ☐ Structure Plan - Elevations (Only required if making changes to openings or adding/removing features)
- ☐ Site Plan MUST have all four (4) setbacks labeled.
- ☐ Floor Plan
- ☐ Photographs of proposed site and adjoining properties with captions
- ☐ Samples/brochures

Sign and Fence/Walls:

- ☐ Photograph of Existing with captions
- ☐ Sketches/Photo of proposed
- ☐ Samples/brochures
- ☐ COA Addendum

Moving Buildings:

- ☐ Map showing existing location
- ☐ Map showing proposed location
- ☐ Photographs of structure with captions

Demolition:

- ☐ Photographs with captions

Provide a detailed Narrative statement describing the proposed scope of work. If the project includes more than one type of project, please divide the description into sections.

Garage taken out by storm. Old metal garage. Will be same dimensions. Reusing concrete pad. Replacing with carpet with small enclosure at back. One door.

Include a list of existing and proposed materials for each applicable category. New Construction, Relocation, or Demolition are on the next page.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
<input type="checkbox"/>	Brickwork & Masonry	40	STAFF		
<input type="checkbox"/>	Concrete & Stucco	42	STAFF		
<input type="checkbox"/>	Siding	44	HDBR/STAFF		WOOD
<input type="checkbox"/>	Metal	49	STAFF		
<input type="checkbox"/>	Architectural Details	52	HDBR/STAFF		
<input type="checkbox"/>	Awnings & Canopies	54	STAFF		
<input type="checkbox"/>	Cornices	56	HDBR/STAFF		
<input type="checkbox"/>	Chimneys	57	HDBR/STAFF		
<input type="checkbox"/>	Doors & Entrances	59	HDBR/STAFF		
<input type="checkbox"/>	Fire Escapes & Staircases	62	HDBR/STAFF		
<input type="checkbox"/>	Foundations	63	STAFF		
<input type="checkbox"/>	Historic Garages & Outbuildings	64	HDBR/STAFF		
<input type="checkbox"/>	Light Fixtures	66	STAFF		
<input type="checkbox"/>	Porches	68	HDBR/STAFF		
<input type="checkbox"/>	Roofs	71	HDBR/STAFF		
<input type="checkbox"/>	Signs	74	STAFF		
<input type="checkbox"/>	Storefronts	78	HDBR/STAFF		
<input type="checkbox"/>	Windows	82	HDBR/STAFF		
<input type="checkbox"/>	Window Shutters and Screens	87	HDBR/STAFF		
<input type="checkbox"/>	Fences and Walls	88	STAFF		
<input type="checkbox"/>	Mechanical Units	91	STAFF		
<input type="checkbox"/>	Pools, Fountains, Gazebos & Pergolas (existing)	93	STAFF		

Include a list of existing and proposed materials for each applicable category.

Check all that apply	Building Element	Guideline Page #	Approval Types	Existing Material	Proposed Material
<input type="checkbox"/>	New Construction - Residential	94	HDBR		
<input type="checkbox"/>	New Construction - Outbuildings	101	HDBR		
<input type="checkbox"/>	New Construction - Commercial	103	HDBR		
<input type="checkbox"/>	New Construction - Additions	109	HDBR		
<input type="checkbox"/>	New Construction - Decks	109	HDBR/STAFF		
<input type="checkbox"/>	New Construction - Accessibility	110	HDBR/STAFF		
<input type="checkbox"/>	New Construction - Energy Retrofit	112	HDBR/STAFF		
<input type="checkbox"/>	Relocation	115	HDBR		
<input type="checkbox"/>	Demolition	116	HDBR		
<input type="checkbox"/>	Other: _____		HDBR/STAFF		

Please read the following statements. Your signature below acknowledges that you have read the statements and attest to their accuracy:

- I understand that the approval of this application by City Staff or the HDBR does not constitute approval of other federal, state, or local permit applications.
- I understand that I (or my representative) will need to attend the HDBR Hearing. If no representation is present at the meeting, the application will be deemed incomplete and will be placed on the next month's agenda.
- I have reviewed the City of Madison's "Historic District Guidelines" in preparing this Application.
- I understand that I must post the notification sign(s) provided by the HDBR on site for 15 consecutive days immediately prior to the meeting on which my application will be heard by the HDBR.

4-22-2025
Date

Guadalupe Mooser
Signature of Applicant

COMPLETED BY PLANNING OFFICE Application Accepted on: _____ Application Accepted by: _____ Application to be Reviewed by: <input type="checkbox"/> HDBR <input type="checkbox"/> STAFF	Meeting Information: Historic District Board of Review 101 W Main St, Madison, IN 47250 – Council Chambers Meeting Date: _____ Time: 5:30PM Action on Application: <input type="checkbox"/> HDBR/STAFF COA issued <input type="checkbox"/> HDBR/STAFF COA denied <input type="checkbox"/> HDBR Extended <input type="checkbox"/> Sent to HDBR by Staff
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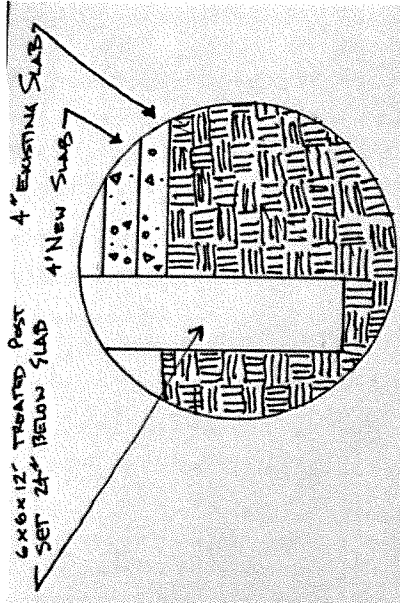
Documentation Review (Completed by Planning Office)

- | | |
|---|--|
| _____ Owner Authorization provided (if req'd) | _____ Required supporting documents are provided |
| _____ Site plan is adequate | _____ COA Addendum (if req'd) |
| _____ Application is complete | _____ Notification Sign given to applicant |

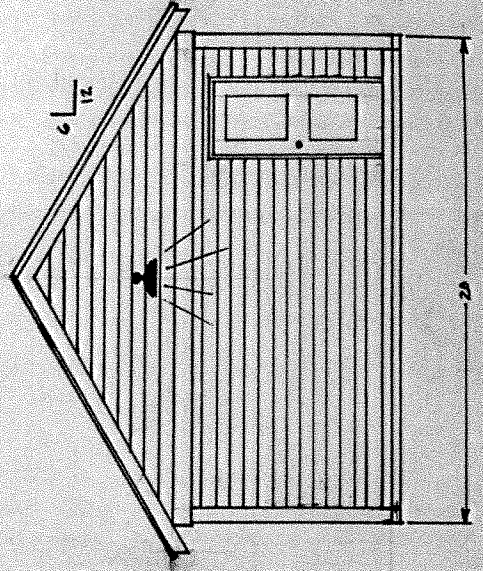
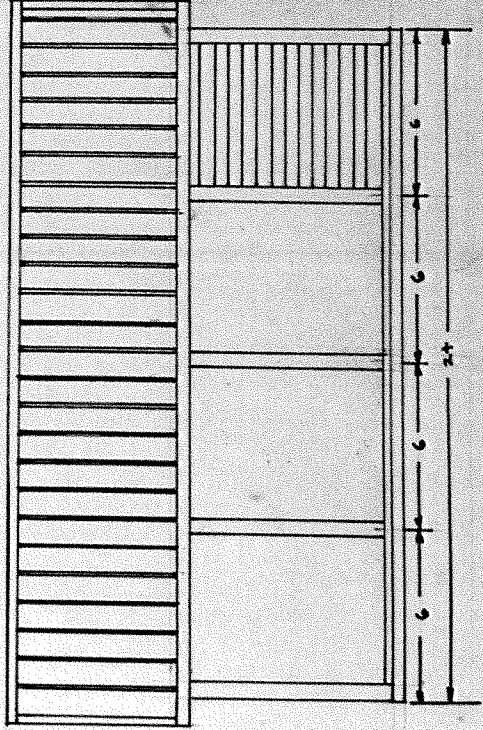


NOTES:

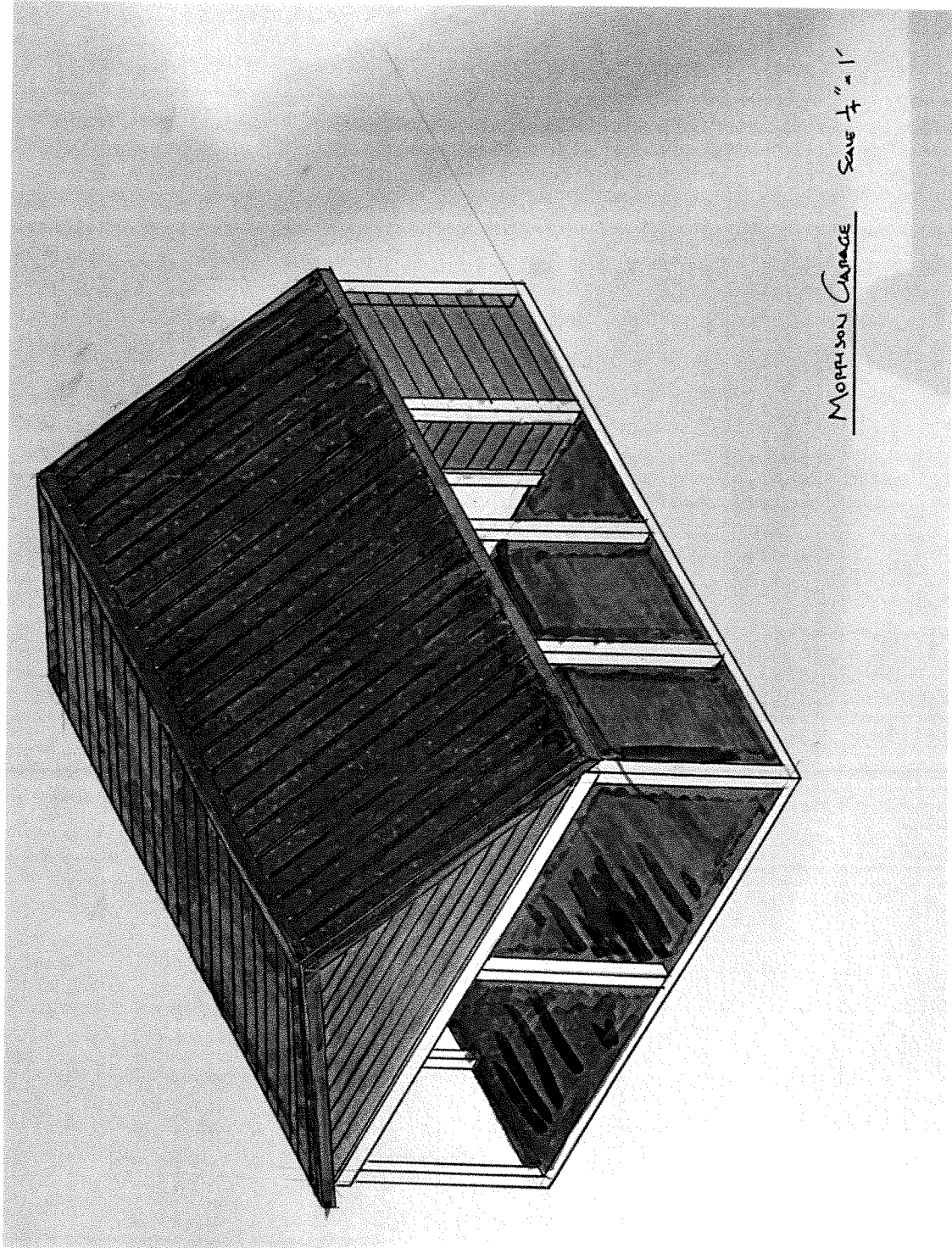
- METAL ROOF BLACK ON DARK
- SIDING WHITE 4' CORON TO MATCH HOUSE
- DOOR & TRIM WHITE MATCHING HOUSE
- 4" SLAB TO COVER EXISTING SLAB
- DOOR = EXTERIOR 36" x 80"



DETAIL: POST & SLAB
NOT TO SCALE



MORRISON GARAGE SCALE 1" = 4'



MORTIMER GARAGE Scale $\frac{1}{4}'' = 1'$



MADISON
Indiana
Planning, Preservation and Design

MADISON HISTORIC DISTRICT BOARD OF REVIEW

Request for Certificate of Appropriateness

Application has been made by: (name) Susan Morrison

Property Address: (address) 308 Madison St.

Proposed Action to: (explain) building a new carport to replace one destroyed in storm, same dimensions on same concrete pad with a small enclosure for storage at the back with one door

Meeting will be held on: (date) May 27, 2025

POSTING DEADLINE

Place of Meeting: **City Hall** — **101 W. Main Street, Madison, IN 47250**

05-12-2025

Time of Meeting: **5:30 PM**

All interested persons are welcome to attend this hearing to voice their objections or support for the application.

For further information, Contact the Office of Planning, Preservation, & Design at (812) 265-8324.