



PROJECT BRIEF – *Historic District Board of Review*
Application for Certificate of Appropriateness at 408
Mulberry St. to construct a new shed under the fire stairs,
and to replace two side window openings with glass block.



Current Zoning: Central Business District (CBD)	Project Location: 408 Mulberry St.
Applicant: Tim Godward	Owner: same

Preliminary Staff Recommendation: **Approve**

Conditions:

1. N/A

Reasoning:

Project is in conformance with the guidelines.

History, Relevant Information, & Prior Approvals:

History:

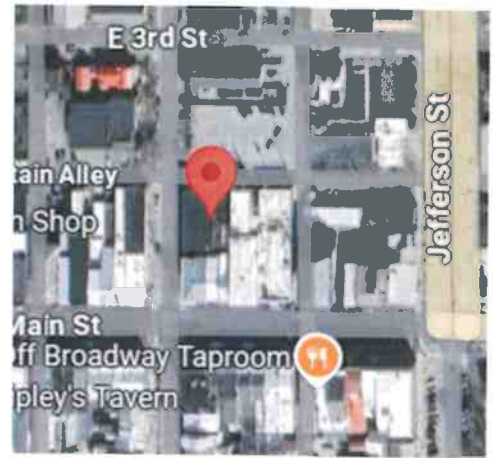
N/A

Relevant Information:

N/A

Prior Approvals:

N/A



Alterations, Historical Information, & Prior Approvals:

Date	c. 1911
Style	
Evaluation	Contributing, Individually Eligible
Survey Notes	

Guidelines, Standards, & Ordinances

HDBR Guidelines: *Madison Historic District Design Guidelines* – 24.0 New Construction - Outbuildings p. 101-102; 18.0 Windows p. 82-86

Ordinance: 151.34 Visual Compatibility Factors

HISTORIC RESOURCE INVENTORY FORM

Resource Address: 408-418 Mulberry St Madison Indiana 47250 USA
County: Jefferson
Historic name: Odd Fellows Building
Present name:
Local place name:
Visible from public right of way: Yes
Ownership: Private
Owner/Address:
Land unit size:
Site/Setting: Flat ground. Abuts sidewalk, alley to north and south of building.



Lat/Long: 38.7367026888783460, -85.3785797048935000 [WGS84]

UTM: Zone 16S, 640924.6175 mE, 4288806.7884 mN

Parcel No. GIS/Ref/ID: 26182

Historical Information

Historic Function: Commerce/Trade: Specialty Store	Current Function: Social: Meeting/Fellowship Hall
Construction Date: ca. 1910-1919 , documented 1911*	Architect:
Original or Significant Owners:	Builder:
Significant Date/Period:	Developer:
Areas of Significance: Architecture Community Planning and Development Social History	

Architectural Information

Category: building, Civic hall	Style: Classical Revival	<input type="checkbox"/> Additions <input type="checkbox"/> Alterations <input type="checkbox"/> Moved <input type="checkbox"/> Other Ancillary structures:
Structural: masonry	Exterior Material(s): original brick, original limestone	
Stories: 2, Bays:	Roof Material:	
Form or Plan: Two-Part Commercial Block, rectangular	Roof Type: Flat with parapet	
Foundation: limestone	Windows: replacement vinyl 1/1 double-hung sashes	
General condition: Good	Chimney(s):	
Basement:	Porch:	

Historical Summary:

Built for the Odd Fellows of Madison, this building has a meeting hall on its second floor and a row of commercial fronts along the street.

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: 4

Level of potential eligibility

- ☐ National
☐ State
☐ Local

Landmark potential

- ☐ National
☐ State
☐ Local



Description/Remarks

This is a 2-story civic hall in the Classical Revival style built in 1911. The structural system is masonry. The foundation is limestone. Exterior walls are original brick and original limestone. The building has a flat with parapet roof. Flat roof behind raised parapet with limestone coping, brick corbelling and limestone belt course at cornice. Windows are replacement vinyl, 1/1 double-hung sashes. Vinyl windows with limestone sills on upper floor. Four store fronts below Odd Fellow's Meeting Hall. 4 full-light doors with blocked upper transoms flanked by display glass in panels, 1 double full-light door with large upper transom light. Metal awnings. The street façade is divided into five bays of pilasters with simple capitals.

Survey and Recorder

Project: Madison, Indiana	Sequence/Key no.:	Survey Date: October 2021
Prepared By: Douglas Kaarre, The Lakota Group/Douglas Gilbert Architect	Report Title/Name: Madison Local Historic District Update	Previous Surveys: Madison Reconnaissance Survey (2002-2004) ID #26182, surveyed Sep 04, 2002, Site Number 3-0734
Inventoried: 09/20/2021 11:43:40 am Last updated: 08/02/2022 1:01:56 pm 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: Tim Godward
Street: 314 W Third St.
City: Madison State: IN Zip: 47250
Phone (Preferred): 607-244-9107
Phone (Alternate): _____
Email: timgodward@gmail.com

OWNER INFORMATION (IF DIFFERENT*)

Name: Mulberry Lodge LLC (Donna Godward)
Street: 11903 W State Road 250
City: Deputy State: IN Zip: 47230
Phone (Preferred): 812-873-1145
Phone (Alternate): 908-902-8925
Email: donnagodward@gmail.com

* 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: 408 Mulberry St, Madison, IN

Zoning Classification: _____

Type of Project (Check all that apply)

- | | |
|------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> New Building | <input checked="" type="checkbox"/> Restoration, Rehabilitation, or Remodel |
| <input type="checkbox"/> Addition to Building | <input type="checkbox"/> Fence or Wall |
| <input type="checkbox"/> Relocating a Building | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other: _____ |

Description of Existing Use: Empty / abandoned storefronts and disused meeting hall

Description of Proposed Use: Remodel Shops/Storefronts to usable condition

Name of Contractor (If applicable): Mike Romozzi

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.

The primary effort will be to remodel and update the five storefronts on the first floor for use by local small businesses.

The state of the building is that it was left unattended. The roof was damaged, allowing water to run down the interior masonry walls and damage plaster and lath walls and ceilings. The water and heat were not turned off in correct order and further water damage occurred by bursting pipes. Trees in the rear courtyard were left to grow, creating a hazardous condition with overhead utility wires.

The roof has recently been replaced to prevent further damage to the property.

The trees in the courtyard have been removed to create a safe working condition for the next steps.

Some interior walls need to be removed and/or replaced. New Drywall, flooring and paint throughout the first floor.

Front facing Storefronts (windows, doors and transoms) on the first floor will be repaired as needed to return the building closer to its historic precedent. The awnings will be removed to support this as well.

The side windows, some of which are boarded over, will be exposed and replaced with Glass block to improve security and efficiency. Glass block is common in other building on the block.

In the rear of the building, a second story door currently exits to the roof of a dilapidated non-historic shed. To improve safety, a new emergency exit stairs will be constructed. The shed will be rebuilt to fit under the stairs. Existing neighbor fence will be connected to the new shed building, much like it is currently.

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		
<input type="checkbox"/>	Metal	49	STAFF		
<input type="checkbox"/>	Architectural Details	52	HDBR/STAFF		
<input checked="" type="checkbox"/>	Awnings & Canopies	54	STAFF	Aluminum	Removed
<input type="checkbox"/>	Cornices	56	HDBR/STAFF		
<input type="checkbox"/>	Chimneys	57	HDBR/STAFF		
<input type="checkbox"/>	Doors & Entrances	59	HDBR/STAFF		
<input checked="" type="checkbox"/>	Fire Escapes & Staircases	62	HDBR/STAFF	none	Steel
<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 checked="" type="checkbox"/>	Storefronts	78	HDBR/STAFF	Wood	Wood
<input checked="" type="checkbox"/>	Windows	82	HDBR/STAFF	Wood	Wood
<input type="checkbox"/>	Window Shutters and Screens	87	HDBR/STAFF		
<input checked="" type="checkbox"/>	Fences and Walls	88	STAFF	Wood	Wood
<input type="checkbox"/>	Mechanical Units	91	STAFF		
<input type="checkbox"/>	Pools, Fountains, Gazebos & Pergolas	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.

05 MAY 2025

Date

Signature of Applicant

COMPLETED BY PLANNING OFFICE		Meeting Information: Historic District Board of Review	
Application Accepted on: _____		101 W Main St, Madison, IN 47250 – Council Chambers	
Application Accepted by: _____		Meeting Date: _____ Time: 5:30PM	
Application to be Reviewed by:		Action on Application:	
<input type="checkbox"/> HDBR	<input type="checkbox"/> STAFF	<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

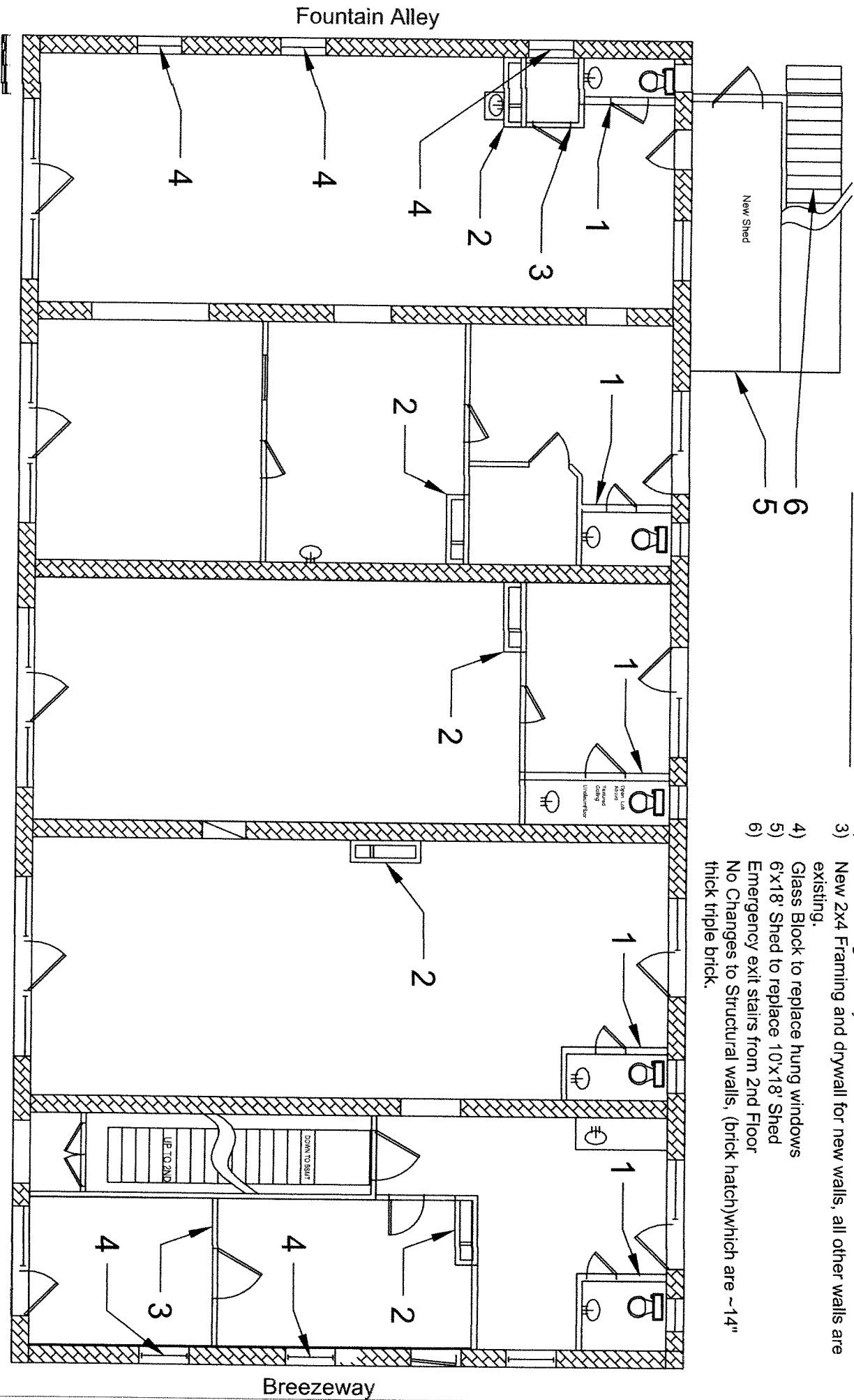
Documentation Review (Completed by Planning Office)

____ Owner Authorization provided (if req'd)
 ____ Site plan is adequate
 ____ Application is complete

____ Required supporting documents are provided
 ____ COA Addendum (if req'd)
 ____ Notification Sign given to applicant

408 Mulberry St **Ground Floor Plan**

- NOTES:
- 1) Existing lavatory walls to 6" thick (2x6 framing and drywall)
 - 2) 2x4 framing and drywall for Air Return
 - 3) New 2x4 Framing and drywall for new walls, all other walls are existing.
 - 4) Glass Block to replace hung windows
 - 5) 6'x18' Shed to replace 10'x18' Shed
 - 6) Emergency exit stairs from 2nd Floor
 No Changes to Structural walls, (brick hatch) which are ~14" thick triple brick.



Sidewalk on Mulberry St.



Fig 1 - Historic Postcard showing no awnings on original building. See also various pictures from Jefferson County Historical Society

- V900446 (this image)
- V901710 (attached)
- V900450 (Attached)



Fig 2- Front (West Face) of building from Mulberry St. showing storefront to be remodeled and Awnings to be removed

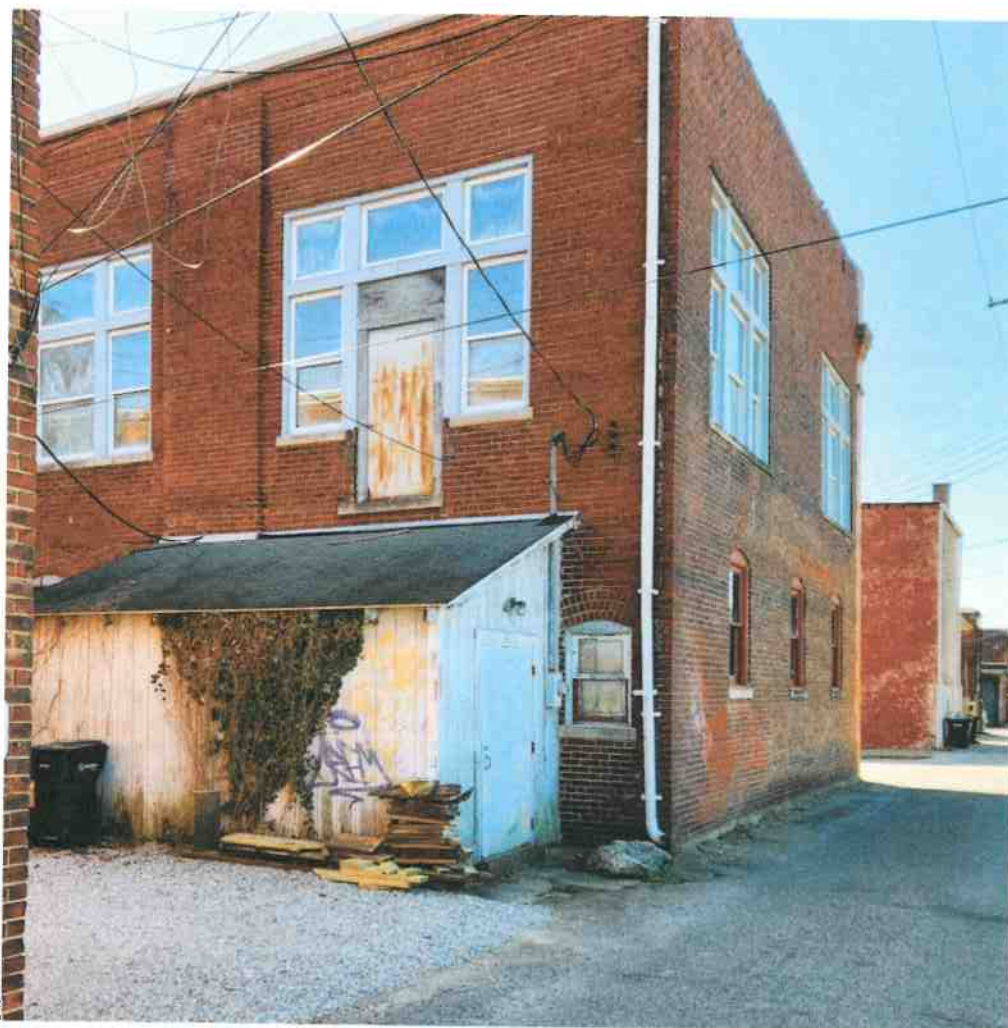


Fig.3 Rear (Northwest Corner from alley) of building showing dilapidated Shed and 2nd floor emergency exit to shed roof. Also note three (3) First floor windows on the north face of the building, to be replaced with glass block.

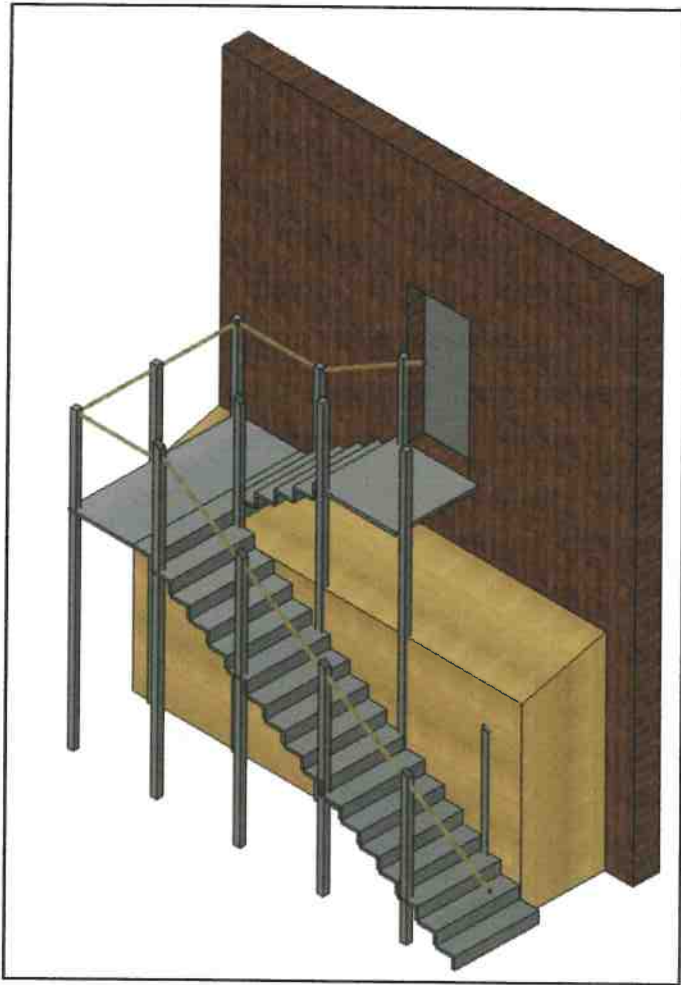
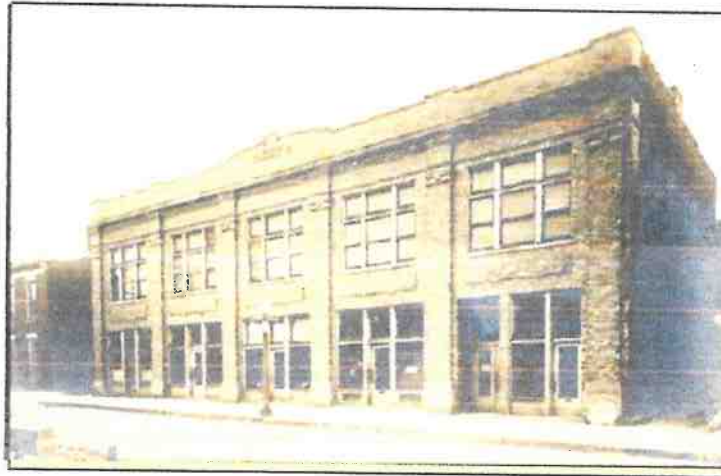


Figure 4. Approximation of Proposed Emergency Exit and Modified Shed on Rear of Building. Detailed drawings to be provided by selected contractor. Not to Scale.

Other#		Category	10: Unclassifiable Artifacts	
Old#		Subcategory	Archives documents	
Accession#	2002.41			
Source	McLain, Kenneth			Recas Gift
Creditline				Reccdate 09/12/02
Home loc	none - scanned from loaned photo			
Description	View of the I.O.O.F. - Odd Fellows Building. Visible in photo is the Haigh Funeral Parlor.			
Earlydate	0	Print	Postcards: 3.5 x 5.5 in.	Orig/Copy
Latedate	0	Film size		Frame#
Studio				Slide#
Neg Loc				Negative#
Collection	VC-012 McLain Postcard Collection			
Title	Odd Fellows Building			
Photographer				
Place	Madison/Madison Twp./Jefferson Co./IN/USA			
Event				
Medium				
Frame				
Proc Method				
Copyright	Jefferson County Historical Society			
Catdate	12/02/2002	Classification		
Catby	RG	People		
Subjects				
Search terms				
Notes	Scanned from postcard in personal collection of Kenneth McLain.			

007\V900450R.JPG



Other#		Category	10: Unclassifiable Artifacts	
Old#		Subcategory	Need to Classify	
Accession#				
Source				Recas
Creditline				Reccdate
Home loc	None - Scanned from Loaned image			
Description	Street scene view of Mulberry St. north of Main St. Visible in photo is the lodge building of the I.O.O.F. (Odd Fellows). SEE NOTES.			
Earlydate	0	Print	3 x 5.5 in.	Orig/Copy
Latedate	0	Film size		Frame#
Studio				Slide#
Neg Loc				Negative#
Collection	VC-001 General Collection			
Title	Mulberry St. north of Main St.			
Photographer				
Place	Madison/Madison Township/Jefferson Co./IN/USA			
Event				
Medium				
Frame				
Proc Method				
Copyright				
Catdate	03/11/2009	Classification		
Catby	Bob Thomas	People		
Subjects	Street scene			
Search terms	Odd Fellows building automobile			
Notes				

Photo loaned by Donna I





MADISON
Indiana
Planning, Preservation and Design

MADISON HISTORIC DISTRICT BOARD OF REVIEW

Request for Certificate of Appropriateness

Application has been made by: (name) Tim Godward

Property Address: (address) 408 Mulberry St.

Proposed Action to: (explain) _____
construction of new shed under fire stairs _____
replacement of side windows with glass block (similar to other buildings on block) _____

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.