



PROJECT BRIEF – *Historic District Board of Review*
Application for Certificate of Appropriateness at 422 Walnut St. to extend existing north wall to end of existing porch to make a new room and enclose the east wall of the porch, including two windows and a sliding door, exterior siding to match house.



Current Zoning: Central Business District (CBD)	Project Location: 422 Walnut St.
Applicant: Beth Owens	Owner: same

Preliminary Staff Recommendation: **Approve**

Conditions:

1. N/A

Reasoning:

History, Relevant Information, & Prior Approvals:

History:

N/A

Relevant Information:

N/A

Prior Approvals:

N/A



Alterations, Historical Information, & Prior Approvals:

Date	c. 1850
Style	Greek Revival
Evaluation	Contributing
Survey Notes	Windows are replacement vinyl

Guidelines, Standards, & Ordinances

HDBR Guidelines Not Met:

Madison Historic District Design Guidelines – 14.0 Porches p. 68-70

Madison Historic District Design Guidelines - 26.0 New Construction - Additions p. 106-108

Ordinance Points Not Met: 151.34 Visual Compatibility Factors

N/A

Conformance with Guidelines, Ordinance & Standards:

This project is in conformance with the guidelines and ordinance

HISTORIC RESOURCE INVENTORY FORM

Resource Address: 422 Walnut 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: Flat ground. Linear path along north side.



Lat/Long: 38.7371818734989200, -85.3755613337642700 [WGS84]

UTM: Zone 16S, 641186.0288 mE, 4288864.6177 mN

Parcel No. GIS/Ref/ID: 29161

Historical Information

Historic Function: Domestic: Single Dwelling	Current Function: Domestic: Single Dwelling
Construction Date: ca. 1850-1859 , circa 1850*	Architect:
Original or Significant Owners:	Builder:
Significant Date/Period:	Developer:
Areas of Significance: Architecture Community Planning and Development	

Architectural Information

Category: building, House	Style: Greek Revival	<input type="checkbox"/> Additions <input checked="" type="checkbox"/> Alterations <input type="checkbox"/> Moved <input type="checkbox"/> Other Ancillary structures: 1 total including garage
Structural: masonry	Exterior Material(s): brick	
Stories: 2, Bays:	Roof Material: replacement asphalt shingles	
Form or Plan: 2/3 Double Pile, rectangular	Roof Type: Side Gable , flush eaves , dentil moulding	
Foundation: not visible	Windows: replacement vinyl 1/1 double-hung sashes	
General condition: Good	Chimney(s): one Parged side right	
Basement:	Porch: Stoop	

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

Level of potential eligibility

- ☐ National
☐ State
☐ Local

Landmark potential

- ☐ National
☐ State
☐ Local

Eligibility: Applicable NHL Criteria: 1, 4

Description/Remarks

This is a 2-story house in the Greek Revival style built in 1850. The structural system is masonry. The foundation is not visible. Exterior walls are brick. Brick is common bond. The building has a side gable roof clad in replacement asphalt shingles with flush eaves and dentil moulding. Side gable, low pitch, brick dentils at fascia, brick chimney at side gable. There is one side right, parged chimney. Windows are replacement vinyl, 1/1 double-hung sashes. 1/1 replacement windows with flat stone lintels and sills. There is a stoop. Modern upper-light door, blocked transom light and partial pediment stone lintel. Pedimented lintels.

Survey and Recorder

Project: Madison, Indiana	Sequence/Key no.:	Survey Date: December 2021
Prepared By: Douglas Gilbert, The Lakota Group/Douglas Gilbert Architect	Report Title/Name: Madison Local Historic District Update	Previous Surveys: Madison Reconnaissance Survey (2002-2004) ID #29161, surveyed Sep 17, 2002, Site Number 3-0945
Inventoried: 09/20/2021 11:43:48 am Last updated: 06/13/2022 7:14:15 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: Beth U. Owens
Street: 422 Walnut St.
City: MADISON State: IN Zip: 47250
Phone (Preferred): 812-701-4291
Phone (Alternate): 812-274 4127
Email: obuowens@aol.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: 422 Walnut St. MADISON, IN 47250
Zoning Classification: R

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: Porch

Description of Proposed Use: 3 season Porch

Name of Contractor (If applicable): Dustin Cutshall

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.

Extend existing North wall to end of existing porch and
make a closet with use entrance from inside of existing room.
Enclose the east wall of the porch including 2 windows &
sliding door, finish new walls with dry wall, wrap
exterior wall with matching Vinyl Siding

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 checked="" type="checkbox"/>	Siding	44	HDBR/STAFF	vinyl	vinyl
<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 checked="" type="checkbox"/>	Doors & Entrances	59	HDBR/STAFF	sliding N/A	sliding
<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 checked="" type="checkbox"/>	Light Fixtures	66	STAFF	reproduction period	Keeping existing
<input checked="" type="checkbox"/>	Porches	68	HDBR/STAFF	treated lumber	treated lumber
<input type="checkbox"/>	Roofs	71	HDBR/STAFF		
<input type="checkbox"/>	Signs	74	STAFF		
<input type="checkbox"/>	Storefronts	78	HDBR/STAFF		
<input checked="" type="checkbox"/>	Windows	82	HDBR/STAFF	N/A	double hung
<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.

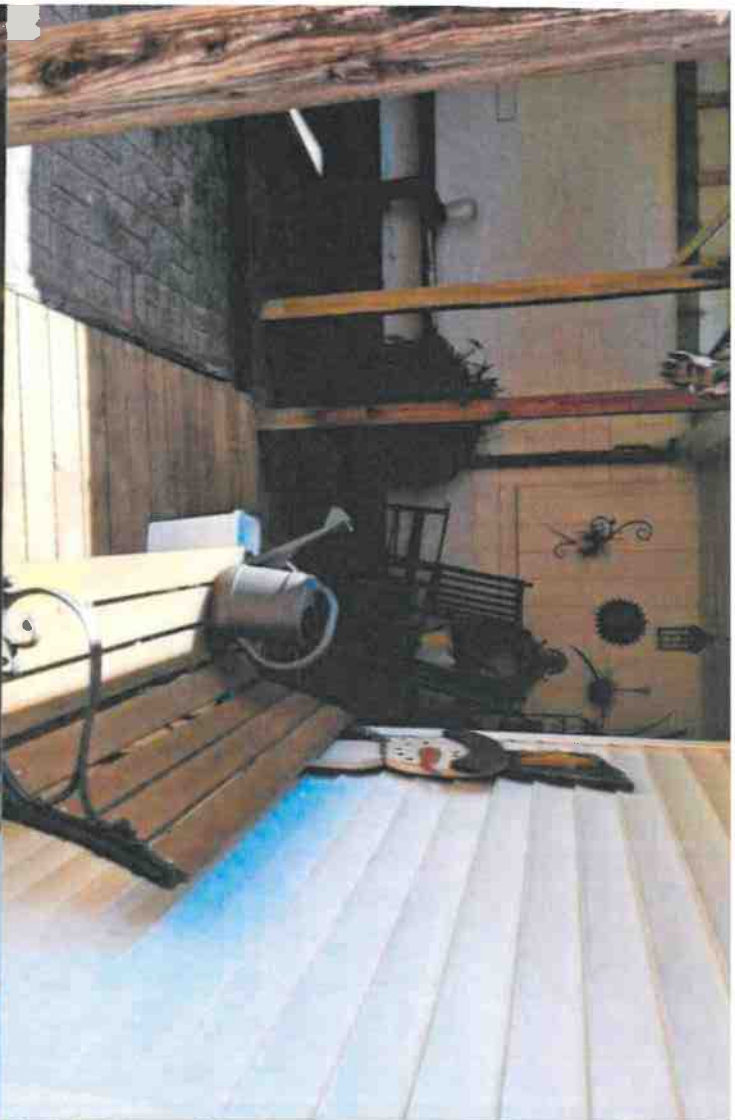
Aug 29, 2025
Date

[Signature]
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)

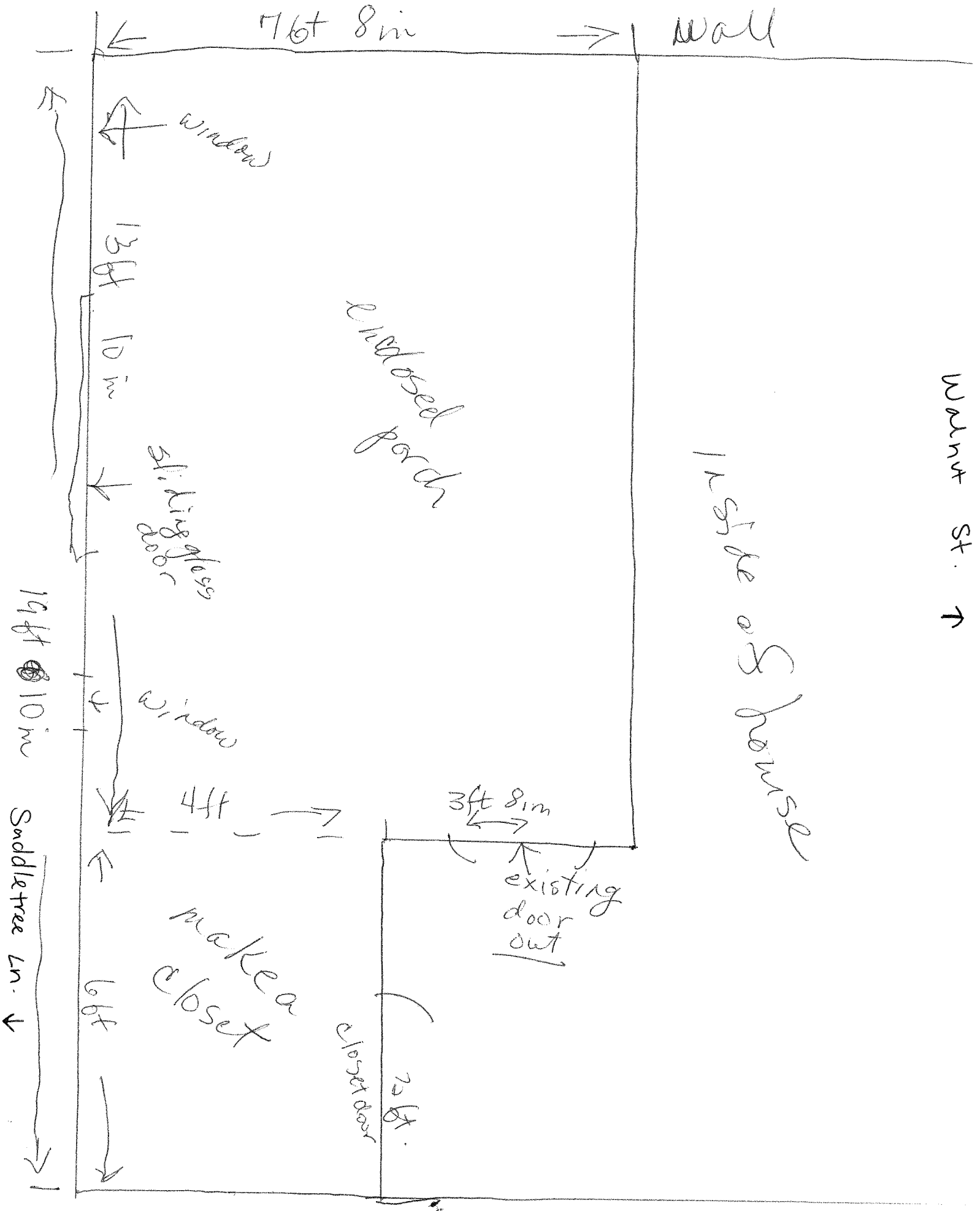
- | | |
|--|---|
| ____ Owner Authorization provided (if req'd) | ____ Required supporting documents are provided |
| ____ Site plan is adequate | ____ COA Addendum (if req'd) |
| ____ Application is complete | ____ Notification Sign given to applicant |



Waint St. ↑

1st side of house

Third St. ↓



Peter H. Owens
422 Walnut St.



MADISON
Indiana
Planning, Preservation and Design

MADISON HISTORIC DISTRICT BOARD OF REVIEW

Request for Certificate of Appropriateness

Application has been made by: (name) Beth Owens

Property Address: (address) 422 Walnut St.

Proposed Action to: (explain) _____

extend existing north wall to end of existing porch to make a new room and enclose the east wall of the
porch, including two windows and a sliding door, exterior siding to match the house

Meeting will be held on: (date) September 22, 2025

POSTING DEADLINE

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

09-07-2025

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.