

HISTORIC DISTRICT BOARD OF REVIEW

Minutes

February 24, 2025

The Madison City Historic District Board of Review held the regularly scheduled meeting on Monday, February 24, 2025 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, Jared Anderson, Ryan Rodgers, and Jed Skillman. Also present was Brenna Haley – Historic Preservationist and Bryan Shaw – Building Inspector.

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.

01/27/2025 Minutes:

M. Pittman asked if everyone had a chance to read the minutes for the meeting on January 27, 2025, and had any corrections or additions.

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

Roll Call:

H. Smith	Approved
M. Pittman	Approved
K. McWilliams	Approved
W. Jewell	Approved
J. Skillman	Abstained
R. Rodgers	Abstained
J. Anderson	Abstained

Minutes stand approved.

Applications:

1.

Daniel Duran – C. of A. to replace and extend front steps to make safer.
Location: 412 E. Third St. Zoned: Central Business District (CBD)
- B. Haley

showed photos provided by the applicant and explained the changes proposed by the applicant. Daniel Duran was present.
- D. Duran

explained that the rise on the current steps is very steep and uneven, and some are cracking. The house to the left of the one presented (now owned by D. Duran as well) had reduced the slope of their stairs a few years prior, and that he intends to match those. He also intends to tuckpoint the front façade. The railings will be made by Madison Ironworks.
- M. Pittman

asked B. Shaw if the height of the stairs was okay. B. Shaw confirmed that they were fine according to the ADA.
- M. Pittman

asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet		
Building Element	Guideline	Discussion
	Page #	

10.0 Fire Escapes & Exterior Stairs	p. 62	<i>Madison Historic District Design Guidelines</i> 10.0 Fire Escapes & Exterior Stairs p. 62 10.1 Meet accessibility and life-safety building code requirements so that the historic building and its character defining features are preserved. 10.2 Consult with code officials to identify alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features. 10.3 If needed, introduce new or additional means of access that are reversible and that do not compromise the original design of a historic entrance. 10.4 Locate fire doors, exterior fire stairs, ADA ramps, or elevator additions on rear or non-readily visible elevations. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building. <i>K. McWilliams</i> – This meets the requirements. <i>W. Jewell</i> – I agree. <i>J. Anderson</i> – I agree. <i>H. Smith</i> – I agree. <i>R. Rodgers</i> – I agree. <i>J. Skillman</i> – I agree. <i>M. Pittman</i> – I agree.
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M. Pittman asked for a motion. K. McWilliams made the following motion, "I move that the Madison Historic District Board of Review grant a Certificate of Appropriateness for the project at 412 E. Third St. to replace and extend front steps to make safer."

Seconded by W. Jewell.

Roll Call:

M. Pittman	Approved
H. Smith	Approved
K. McWilliams	Approved
J. Skillman	Approved
W. Jewell	Approved
R. Rodgers	Approved
J. Anderson	Approved

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

2. JD Webster, – C. of A. to build a storage structure next to an existing structure on the same property.
Location: 1090 W. Second St. Zoned: Heavy Manufacturing (M2)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. JD Webster was present.

JD Webster explained that the proposed storage building would look identical to the one already on the property and would be sitting at the same angle to the west of the original. It would be 36'x60', just like the one already on the property and would be used for personal storage.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
24.0 New Construction - Outbuildings	p. 101-102	<p><i>Madison Historic District Design Guidelines</i> – 24.0 New Construction - Outbuildings p. 101-102</p> <p>24. 1 The design of new garages and other accessory buildings should be compatible with dwellings in the historic district. New outbuildings should respect and blend with the architectural style and scale of the associated dwelling.</p> <p>24.2 Site new garages and accessory buildings appropriately on the lot. Locate detached new garages and outbuildings to the rear of a dwelling or set back from the side elevations. Attached garages and accessory buildings should be set back from the front façade of the primary dwelling at least one-third of the total depth of the dwelling.</p> <p>24.3 If reconstruction of a missing garage or outbuilding is desired, it should be based on accurate evidence of the original configuration, form, massing, style, placement, and detail from photographic evidence or other documentation of the original building.</p> <p>24.4 The outbuilding should maintain a proportional mass, size, and height to ensure it is not taller or wider than the principal building on the lot.</p> <p>24.5 Materials used for new garages and outbuildings should reflect the historical development of the property. Materials used at exterior façades of garages and outbuildings were often different (and less costly) than that of the main dwelling. Materials that are appropriate for new secondary buildings include wood or brick. If frame buildings are constructed, alternative materials may be considered if they resemble traditional wood siding in texture, dimension, and overall appearance. Materials such as T-11 siding, plywood and oriented strand board (OSB) are not sufficiently durable for exterior use and are not appropriate.</p> <p>24.6 Generally, the eaves and roof ridge of any new outbuilding should not be higher than those of the existing primary building.</p> <p>24.7 Windows which are readily visible from the public right-of-way should be appropriate to the style of the house. Visible pedestrian doors should either be appropriate for the style of house to which the outbuilding relates or be flat with no panels.</p> <p>24.8 Metal garage doors with a paneled design may be appropriate. These doors can be used on garages that are located at the back of the lot and are minimally visible from the street or public right-of-way. If the garage and garage doors are highly visible from a public street or located on a corner lot, solid wood or wood garage doors with a paneled design are more appropriate.</p> <p>24.9 At double garages, two single garage doors rather than one larger, double door should be installed. This will maintain the scale</p>

		and rhythm of older structures, making a two-car garage seem smaller and more compatible with the primary dwelling. 24.10 New carports should be located at the rear of dwellings and not visible. Most carport designs have flat roofs and metal support columns and are not compatible with historic dwelling designs. <i>W. Jewell</i> – I think you meet the guidelines. <i>K. McWilliams</i> – I agree. <i>J. Skillman</i> – I agree. <i>R. Rodgers</i> – I agree. <i>H. Smith</i> – I agree. <i>J. Anderson</i> – I agree. <i>M. Pittman</i> – I agree.
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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 JD Webster for his second garage at 1090 W. Second St.”

Seconded by W. Jewell.

Roll Call:

M. Pittman	Approved
H. Smith	Approved
K. McWilliams	Approved
J. Skillman	Approved
W. Jewell	Approved
R. Rodgers	Approved
J. Anderson	Approved

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

3. 1809 Property Group LLC – C. of A. to add small, fixed windows to living space, replace single door with a French door, add a garage door, and remove the exterior stairs to the second floor.
Location: 206 W. First St. Zoned: Historic District Residential (HDR)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Tony Steinhardt was present.

B. Haley explained that the house on the property is older than the survey cited. The house was used as a barrack in the 1930s at Freeman Field in Seymour, Indiana.

T. Steinhardt said that the previous owners, the Goodman family, started Madison Chemical out of this building, and they were the ones who brought it to the current location from Freeman Field.

H. Smith asked about what would happen to the stone removed from the ground level to accommodate the garage door. T. Steinhardt said that it would be used to fill in other areas. J. Skillman asked about the walkway on the side of the house and what would happen to that. T. Steinhardt said there wasn't much to work with and it would be staying.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
9.0 Doors and Entrances	p. 59-61	<i>Madison Historic District Design Guidelines</i> 9.0 Doors and Entrances p. 59-61 8.1 Retain original chimneys on the primary façade or locations readily visible from the public right-of-way. Even a nonfunctioning chimney should be preserved as an important architectural feature. Do not apply stucco or paint to chimney masonry. Concrete, slate, unglazed terra cotta, and stone may be used as chimney caps. Removing non-functioning chimneys or flues at locations not readily visible from the public right-of-way may be appropriate. 8.2 Maintain the structural integrity of an original chimney following the guidelines for brick/masonry. Use gentle cleaning methods as needed. When repointing is necessary use compatible soft historic mortar compounds. 8.3 Repair chimneys to match the original as closely as possible. Chimneys may be rebuilt or otherwise supported if they become unstable or damaged. Physical structural support may include metal straps or brackets anchored to the roof framing. Match repairs to historic materials, shapes, mortar, material color, and brick patterns. 8.4 Replace original chimneys in kind. Match all original aspects, including height, configuration, shoulders, stack details, brick color, texture, and bond pattern. 8.5 Chimney caps are decorative and functional. Chimney caps should be vented to prevent the build-up of moisture within the chimney stack. 8.6 Do not add a chimney to a façade or elevation readily visible from the public right-of-way unless there is physical or photographic evidence that it was originally at that location. <i>H. Smith</i> – I think you meet the guidelines. <i>J. Skilman</i> – I agree. <i>R. Rodgers</i> – I agree. <i>J. Anderson</i> – I agree. <i>W. Jewell</i> – I agree. <i>K. McWilliams</i> – I agree. <i>M. Pittman</i> – I agree.

M. Pittman asked for a motion. H. Smith made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a Certificate of Appropriateness to Tony Steinhardt for 206 W. First St. for the proposed windows, doors, and siding."

Seconded by K. McWilliams.

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

4. City of Madison – C. of A. add covers to the existing dugouts at John Paul Park.
Location: 500 W. Third St. Zoned: Open Space (OS)
- B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Christian Hansen was present on behalf of the City.

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C. Hansen explained that the City wants to bring adult softball back downtown, but the slabs that make up the dugouts are not covered.

M. Pittman asked what material was previously for the roofs there. C. Hansen said that they had not been covered for at least the last twenty years. M. Pittman expressed concern for the wind resistance of the covers. C. Hansen said that was the reasoning for three posts each with hurricane clips.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
22.0 Pools, Fountains, Gazebos, and Pergolas	p. 93	<i>Madison Historic District Design Guidelines</i> - 22.0 Pools, Fountains, Gazebos, and Pergolas p. 93 22.1 Gazebos and pergolas should be constructed of wood and painted in colors that complement the adjoining building. 22.2 Gazebos and pergolas should not obscure views or damage historic features of the adjoining building. 22.3 Gazebos and pergolas should be located out of or with limited public view. 22.4 Swimming pools and fountains should be located in the back yards and have limited visibility from public vantage points. 22.5 Plants and/or fencing should be used to screen views of pools or fountains. <i>J. Skillman</i> – I think you meet the guidelines. <i>R. Rodgers</i> – I agree. <i>H. Smith</i> – I agree. <i>J. Anderson</i> – I agree. <i>K. McWilliams</i> – I agree. <i>W. Jewell</i> – I agree. <i>M. Pittman</i> – I agree.

M. Pittman asked for a motion. J. Skillman made the following motion, "Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a Certificate of Appropriateness to the City of Madison for the dugout covers."

Seconded W. Jewell.

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

5. Royer Corp. – C. of A. to add addition to the north side of the existing structure.
Location: 805 East St. Zoned: Light Manufacturing (M1)

B. Haley showed photos provided by the applicant and explained the changes proposed by the applicant. Zach Zehron was present on behalf of Royer Corp.

Z. Zehron explained that the addition would be going onto another addition that had been approved in 2018. It would add two additional shipping docks on the north end, and provide an additional 9000 sq. feet of warehousing space.

M. Pittman asked for public comment.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Guideline Page #	Discussion
26.0 New Construction - Additions	p. 106-108	<p><i>Madison Historic District Design Guidelines</i> - 26.0 New Construction - Additions p. 106-108</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>26.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.</p> <p>26.8 Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.</p> <p>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.</p> <p>26.10 Additions which are appropriately sized and scaled may be added at the rear of commercial buildings.</p> <p>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.</p> <p><i>W. Jewell</i> – I think you meet the guidelines. <i>K. McWilliams</i> – I agree. <i>J. Anderson</i> – I agree. <i>H. Smith</i> – I agree. <i>R. Rodgers</i> – I agree. <i>J. Skillman</i> – I agree.</p>

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		M. Pittman – I agree.
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M. Pittman asked for a motion. W. Jewell made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a Certificate of Appropriateness to the Royer Corporation for the new building addition at 805 East St.”

Seconded by J. Anderson.

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

New/Old Business:

H. Smith spoke about a window replacement that happened at 420 E. Second St. earlier that day. She had brought in one of the windows and discussed interest in changing how the City approached window replacement approvals for historic wood windows.

Staff Report:

February 2025 Fast-Track Applications

Applicant	Address	COA
Shelly Murphy Smith	418 E Second St.	pediments on first story windows and door, separation and replacement of porch to accommodate brickwork
Katheryn Rutherford	423 W Main St.	Signs (look like paintings)
Matt Binzer	518 Jefferson St.	Replacing vinyl windows with aluminum clad
Rachael Headley	815 W. Second St.	Replacing roof with shingles to match those above doors
Daryl May	217 E. Main St.	sign
Addie Davis	311 East St.	Front door

February 2024 COA Review

Applicant	Address	COA	Completion Status
Applicant	Address	COA	Completed
Bates, Jennifer (BJ Combs)	420 E Second St	windows	yes
Eden, Charlene	611 East St	siding	no
Burdette, Gary	705 E Second St	Siding, gutters, windows	yes
Heath, Koko	118 E Main St	sign	yes
Crafton, Van	317 Mulberry St	Windows, doors, lighting	yes
Lakeman, Randy	132 E Main St	sign	yes

Brown, Rebeccah	612 Mulberry St	Doors; porches; windows	in progress
604 Mulberry LLC	604 Mulberry St	doors	yes

J. Anderson made a motion to adjourn the meeting – seconded by k. McWilliams.

Meeting adjourned at 6:26 p.m.

BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW


Mike Pittman, Chairman


Brenna Haley, Historic Preservationist