

HISTORIC DISTRICT BOAD OF REVIEW

Minutes

May 26, 2021

The Madison City Historic District Board of Review held a regular meeting on Wednesday, May 26, 2021 at 5:30 p.m. at 101 W. Main Street. Thomas Stark presided over the meeting with the following members present: Ken McWilliams, Jerry Wade, Jerome Vernon, and Owen McCall. Also present were Brian Martin – Building Inspector and Brooke Peach – Historic Preservationist.

T. Stark 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. Peach will present the particulars on the project. The board will then go through a list of items to see if they meet the guidelines. T. Stark added that at the end of each application the board will vote.

4/26/2021 Minutes:

T. Stark asked if everyone had a chance to read the minutes for the meeting for April 26, 2021 and had any corrections or additions.

K. McWilliams moved to approve the minutes – seconded by J. Wade.

Roll Call:

J. Vernon	Approved
O. McCall	Approved
J. Wade	Approved
T. Stark	Approved
K. McWilliams	Approved

Minutes stand approved.

K. McWilliams asked B. Martin about the process for enforcement of ordinances for contractors who begin projects without approval. B. Martin assured K. McWilliams that the department Director, Nicole Schell, was looking at potential policies for enforcement. B. Martin stated he wanted to keep people working, but that people did need to follow the proper processes.

T. Stark added the City staff and HDBR has worked very hard to make processes easier and to provide resources for residents.

Applications:

1. Randall Cole – C. of A. to: replace wood windows with vinyl windows.
Location: **1205 W. Main St.** Zoned: Historic District Residential (HDR)

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Jan Melton was present to represent R. Cole.

J. Melton stated R. Cole did get the grants and thanked the HDBR for informing her about the PACE grant program.

O. McCall stated nothing obstructed the view of the rear windows, which are proposed to be vinyl, from the alley behind the home. J. Vernon stated the rear windows appeared to be aluminum and non-historic. B. Peach agreed.

J. Vernon asked if the historic windows on the side porch were to be replaced as well. J. Melton stated they were not because they were in good shape. T. Stark clarified these windows were not on the application and J. Melton agreed.

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J. Wilber asked for public comments and noted there were none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Windows	60-63		<p><i>O. McCall</i> – The primary Guideline is number three which states windows should only be replaced if they are 80% or more deteriorated or missing. These are. The aluminum clad windows are appropriate. However, the guidelines state vinyl windows should not be installed on any façade with street views. The vinyl windows to be installed on the rear are along a public thoroughfare but is not necessarily within street view depending upon how one classifies a street. It's a gray area. If an alley is a street, the vinyl windows would not be in conformance with the guidelines.</p> <p><i>J. Vernon</i> – I disagree to a certain extent. From the alley view the windows that are visible are aluminum from the circa 1960s and are not historic windows. I think the vinyl windows would be an improvement.</p> <p><i>K. McWilliams</i> – I think the applicant's plans are perfect. They have gotten two grant approvals and are planning to install aluminum clad on the front and two sides and vinyl on the rear. To replace the rear aluminum non-historic windows with vinyl windows is fine.</p> <p><i>J. Wade</i> – I agree with K. McWilliams.</p> <p><i>T. Stark</i> – I agree with J. Vernon and K. McWilliams for all the same reasons. I want to commend you for saving the historic windows on the side porch.</p>

T. Stark asked for a motion. K. McWilliams made the following motion, "I move the Madison Historic District Board of Review grant a COA to the address at 1205 W. Main St. and Randall Cole for the proposed change in windows."

Seconded by J. Wade.

Roll Call:

J. Wilber	Approved
O. McCall	Approved
J. Wade	Approved
T. Stark	Approved
K. McWilliams	Approved
M. Pittman	Approved

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

2. Michael Rawert – C. of A. to: install vinyl replacement windows on sides and rear that will match the details, size, shape, and design of the existing windows.

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Location: **811-13 E. Second St.** Zoned: Historic District Residential (HDR)

B. Peach noted applicant M. Rawert has withdrawn the application.

3. Vildan Meredith – C. of A. to: install a metal carport and gravel parking area to the west side of the driveway.

Location: **724 Saddle Tree Ln.** Zoned: Historic District Residential (HDR)

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Vildan Meredith was present.

None of the board members had questions.

T. Stark asked for public comments and noted there were none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
New Construction – Infill	69-71		<p><i>J. Vernon</i> – This carport conforms to the guidelines. <i>K. McWilliams</i> – I agree for the same reasons. <i>J. Wade</i> – I agree for the same reasons. <i>O. McCall</i> – I think the main point is number seven since it specifically talks about a garage. It states it should be on the side elevation and set well back and this proposed carport does that. One could hardly do better than that. <i>T. Stark</i> – I agree for the same reasons.</p>

T. Stark asked for a motion. O. McCall made the following motion, “based on the preceding findings of fact, I move the Madison Historic District Board of Review grant a COA to Vildan Meredith to build a carport at 724 Saddle Tree Lane as described in the application.”

Seconded by K. McWilliams.

Roll Call:

J. Vernon Approved
 O. McCall Approved
 J. Wade Approved
 T. Stark Approved
 K. McWilliams Approved

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

4. Jerry and Bonnie Owens – C. of A. to: demolish the garage and rebuild a garage to the exact size and specifications of the old garage.
 Location: **1209 W. Main St.** Zoned: Residential Medium Density (R-8)

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Jerry Owens was present.

J. Owens stated the garage would be put back on the historic foundation and will be built back as close to the historic garage as possible. J. Wade stated he appreciated the applicant’s proactiveness in regards to putting the garage back the same way.

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J. Vernon asked what led to the removal of the historic garage. J. Owens stated the historic garage was unsafe and unsound and while the contractor was working on it, the garage fell down. J. Vernon confirmed the garage door would be a single and not a double.

O. McCall stated the 2018 images make the garage appear in good shape and that it's hard to believe it just fell. He underscored the idea this was a contributing structure. J. Owens stated the roof had leaked and caused rot. O. McCall stated it was disturbing this structure was taken down without the proper permits or COA.

B. Martin stated there was a stop work order placed on the project and that the applicants have gotten on the appropriate meeting agendas (HDBR and BZA).

T. Stark asked for public comments and noted there were none.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Garages	45		<p><i>J. Wade</i> – It is my opinion the new construction part of this application meets all guidelines, but I share O. McCall's concern. The pictures did not show an imploded building. I'm excited the applicant wants to build something new there, but I do have a major question mark about what happened to the existing structure.</p> <p><i>K. McWilliams</i> – I agree it is unfortunate the historic structure was demolished. I do approve of the new construction because it will have the same footprint as the historic garage and it conforms to the guidelines.</p> <p><i>O. McCall</i> – Let's begin on page 45 of the guidelines. The application says the materials will match the historic materials. Can you elaborate on that?</p> <p><i>J. Owens</i> – It's going to be put back as close to what it was.</p> <p><i>B. Peach</i> – The reason the application states that is because the historic garage had metal siding and a metal roof. The new garage will use the same materials and although the modern materials may not match exactly.</p> <p><i>T. Stark</i> – B. Peach, was the roof a standing seam?</p> <p><i>B. Peach</i> – No, it was not.</p> <p>Looking at the guidelines for infill buildings, because the new garage will be built on the same foundation and will have to match the same height as the old one, it does conform to the guidelines. Again, though, the demolition clearly violates all the guidelines. This was a contributing historic structure that was destroyed.</p> <p><i>J. Vernon</i> – Am I correct in assuming that while your contractor was working on the garage and removing metal panels, the wood underneath was rotten and you're saying it just fell?</p> <p><i>J. Owens</i> – It was very dangerous. And there was wood rot.</p> <p>Looking at the design, the framing you already have laid out, it appears as if you're going with the same framing style, footprint, and size. Looking at the materials, are they as close as you can get to the historic materials?</p> <p><i>J. Owens</i> – Yes.</p>
Demolition	80		
New Construction – Infill Buildings	69-71		

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			<p>It's unfortunate it fell down and you had problems while you were working on it.</p> <p><i>O. McCall</i> – It appears the historic garage had a door that slid on tracks like a barn door.</p> <p><i>J. Owens</i> – We'd like to put in an overhead garage door for convenience.</p> <p><i>T. Stark</i> – The building was demolished. I want to reiterate and underscore the importance of the need for an approval for demolition and most exterior changes prior to work being done. However, it's already been done in this case. I would agree that it does appear what you're building back will be a close sample to what was there. But, going forward, I want to remind anyone that whenever we remove historic fabric from historic Madison, commercial or residential, it's gone forever, so we need to be very careful and thoughtful when it comes to demolition and the removal of historic material.</p>
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T. Stark asked for a motion. J. Wade made the following motion, "based on the preceding findings of fact, I move the Madison Historic District Board of Review grant a 1209 W. Main St. to Jerry Owens for the construction of the new garage."

Seconded by K. McWilliams.

Roll Call:

J. Vernon Approved
O. McCall Approved
J. Wade Approved
T. Stark Approved
K. McWilliams Approved

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

T. Stark asked for a motion on the demolition. O. McCall made the following motion, "based on the preceding findings of fact, I move the Madison Historic District Board of Review deny a COA for the demolition of the garage at the rear of 1209 W. Main St."

Seconded by T. Stark.

Roll Call:

T. Stark Approved
O. McCall Approved
J. Wade Approved
K. McWilliams Abstain
J. Vernon Approved

The motion to deny the Certificate of Appropriateness passed. A denied Certificate will be issued for the demolition.

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5. Howard and Lisa Cutshall – C. of A. to: demolish and rebuild the 16' x 10' addition to the rear of each duplex side; replace windows with 2/2 double hung Pella vinyl windows, build a 6' x 16' wood deck on the rear of each duplex side.

Location: **907-09 W. Second St.** Zoned: Historic District Residential (HDR)

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicants. Lisa Cutshall was present.

L. Cutshall stated the home was falling apart, but they are looking forward to the finished project.

K. McWilliams stated that putting vinyl windows on the front would just denigrate the entire project. I know Pella is not an inexpensive product, but can't you put wood windows on the front? L. Cutshall stated the project budget would not allow those. K. McWilliams stated the applicants would simply have to dig deeper into their pockets. J. Vernon agreed and urged the applicant to apply for a PACE grant.

O. McCall asked L. Cutshall if the rear addition included in the application to be demolished had been already demolished. L. Cutshall stated they had, but that the additions were in bad shape, had a tree growing through it, and the gas company had to get access to the pipes underneath the home. O. McCall took issue with the fact no pictures showing the deterioration of the rear additions nor the current windows were included to warrant asking for a demolition and window replacement. L. Cutshall replied many of the windows were missing. T. Stark echoed the other commissioners' concerns.

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Windows	60-63		<p><i>O. McCall</i> – Vinyl clad windows should not be installed on any façade visible. 909 has historic windows that look like they're in good shape and to replace them does not conform to the guidelines. The decks and rear additions conform to the guidelines. The demolition does not because we do not have any objective evidence or photos, so we cannot grant a COA for demolition without just cause.</p> <p><i>K. McWilliams</i> – I agree with J. Vernon for the same reasons.</p> <p><i>J. Wade</i> – I agree with the statements on the vinyl windows and also urge you to apply for the PACE grant.</p> <p><i>T. Stark</i> – I agree for the same reasons.</p> <p><i>J. Vernon</i> – I disagree with O. McCall and think the windows were 80%+ deteriorated.</p>
New Construction – Additions	68		
New Construction – Decks	64		
Demolition	80		

T. Stark asked for a motion for the rear additions and decks. O. McCall made the following motion, "Based on the preceding findings of fact, I move that the Madison HDBR grant a COA to Howard and Lisa Cutshall for the proposed rear deck and rear and lateral additions at 907 and 909 W. Second St."

Motion was seconded K. McWilliams.

Roll Call:

T. Stark Approved
O. McCall Approved
J. Vernon Approved
K. McWilliams Approved

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Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
New Construction – Infill Buildings	69-71		<i>J. Vernon</i> – This project is in conformance of all the guidelines. <i>O. McCall</i> – I agree for the same reasons. <i>K. McWilliams</i> – I agree for the same reasons. <i>J. Wade</i> – I agree for the same reasons. <i>T. Stark</i> – I approve for the same reasons.

T. Stark asked for a motion. O. McCall made the following motion, “based on the preceding findings of fact, I move the Madison HDBR grant a COA to Judy Koehler for the property at 613 Mulberry St. to build a carport at the rear of the home.”

Motion was seconded J. Wade.

Roll Call:

T. Stark Approved
O. McCall Approved
J. Vernon Approved
K. McWilliams Approved
J. Wade Approved

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

7. Lindsay Clark – C. of A. to: demolish rear addition.
Location: **828 W. Second St.** Zoned: Historic District Residential (HDR)

B. Peach showed photos provided by the applicants and explained the changes proposed by the applicants. Lindsay Clark was present.

L. Clark stated she was not aware of the processes involved for demolition, but that the rear addition was demolished due to its deteriorated condition. O. McCall stated the images from Google did not appear to show deterioration. T. Stark stated he walks the area frequently and can attest to it’s deterioration.

T. Stark asked for any questions from the Board or for public comment. Karen Modisett stated she was a neighbor and could verify the addition was bad.

Certificate of Appropriateness Findings of Fact Worksheet

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Demolition	80		<i>K. McWilliams</i> – There is no reason to approve this demolition as it does not conform to the guidelines. <i>O. McCall</i> – I agree for the same reasons. <i>J. Wade</i> – Agree. <i>T. Stark</i> – Agree for the same reasons. <i>J. Vernon</i> – Agree for the same reasons.

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

Old Business:

T. Stark noted there was no old business from the Board.

New Business:

B. Peach spoke about Preservation Month and thanked J. Vernon for allowing a before and after photo essay and article detailing his family's restoration of their home. B. Peach presented J. Vernon with a certificate of recognition acknowledging his achievements and contributions to historic Madison.

T. Stark spoke about the possibility to reinstating the certified mail to neighbor requirement and proposed to change the Rules of Procedure to also ensure COA approvals must be posted for the duration of a project. Link Ludington offered a public comment that, in his opinion, the ordinance would have to change to accomplish these things and a change to the Rules of Procedure would not be sufficient. B. Peach stated she would research the issue. T. Stark and the HDBR agreed to hold discussions at the next meeting regarding the research.

K. McWilliams requested B. Peach report on PACE at each meeting.

Staff Report:

Historic District Board of Review: May 2020 Review

Applicant	Address	Project Description	Completion Status
Jim Pruett	708 E. Second St.	Remove front & back porches; side stoop replaced w/ patio; side window replaced w/ door; stoop or awning over front door; new 1/1 vinyl windows	Windows nor front door awning have been done; all else has
Trevor & Van Crafton	505 Walnut St.	17' x 17' two-story addition on rear	Project Started
Tim Tullis	915 W. Main St.	Demolish garage	Yes
Chris & Ruthi McGarry	712 W. Second St.	Add 14' x 17' sunroom on rear	Yes
Ryan Walker	411 E. Third St.	*DENIED* request to demolish the chimney & install metal flue pipe	Chimney is still there

Historic District Board of Review: Fast Track Applications

Applicant	Address	Project Description	Date of Approval
Kaitlyn Palazzolo / Kevin Carlson	845 W. Main St.	Flat sign mounted on building	4/27/2021

Mike Prickett / Power Equipment Solutions	319 W. Main St.	Wrought iron fence installed on sidewalk in front of building; sign 2 signs – one on west & one on north side of building	5/10/2021 4/29/2021
Jacqueline Matteson	219-21 Walnut St.	Replace standing seam metal roof with asphalt shingle roof	5/10/2021
Charles Requet, III	135 E. Main St.	Install lighting on front façade	5/17/2021
Tony & Lisa Hammock	917-19 W. Main St.	Replace southwest double wood window with aluminum clad	5/18/2021
Tina Stambaugh	116 Jefferson St.	Install low profile ProVia tempered glass aluminum storm windows	5/19/2021
Glen Schulte	428 Jefferson St.	Window replacement was already in progress when application filled out; replacement windows have same 6/6 configuration & size	5/24/2021
Paulette Boncutter	602 E. Second St.	Remove siding on modern rear addition & replace with wood patio railing; also install treated wood beam & posts	5/24/2021

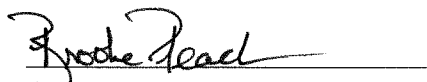
O. McCall made a motion to adjourn the meeting – seconded by K. McWilliams.

Meeting adjourned at 7:41p.m.

BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW



Thomas Stark, Vice-Chair



Brooke Peach
Historic Preservationist