

HISTORIC DISTRICT BOARD OF REVIEW**Minutes**

April 25, 2022

The Madison City Historic District Board of Review held a regular meeting on Monday, April 25, 2022 at 5:30 p.m. at 101 W. Main Street. Josh Wilber presided over the meeting with the following members present: Owen McCall, Thomas Stark, Sandy Palmer, Carol Ann Rogers, and Mike Pittman. Also present was Nicole Schell – Director of Planning and Brooke Peach – Historic Preservationist.

J. Wilber 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. J. Wilber added that at the end of each application the board will vote.

J. Wilber also welcomed and introduced the two new HDBR members – Sandy Palmer and Carol Ann Rogers. Each new member made a brief introduction.

**2/28/2022 Minutes:**

B. Peach noted the HDBR must vote to approve the February minutes because the approval of the minutes was tabled at the March meeting. J. Wilber asked if everyone had a chance to read the minutes for the meeting for February 28, 2022 and had any corrections or additions.

M. Pittman moved to postpone the vote on the minutes – seconded by T. Stark.

**Roll Call:**

M. Pittman           Approved

O. McCall            Approved

T. Stark              Approved

J. Wilber             Approved

***Minutes stand approved.*****3/28/2022 Minutes:**

J. Wilber asked if everyone had a chance to read the minutes for the meeting for March 28, 2022 and had any corrections or additions.

T. Stark moved to postpone the vote on the minutes – seconded by O. McCall.

**Roll Call:**

M. Pittman           Approved

O. McCall            Approved

T. Stark              Approved

J. Wilber             Approved

***Minutes stand approved.*****Applications:**

1. David Cheatham/Amy Eberwine – C. of A. to demolish and remove shed; demo 12’x32’ rear single-story addition and replace with 16’x32’ wood frame structure with gable roof (same pitch) to meet and match second story roof pitch and height.

Location: **815 & 817 W. Second St.**

Zoned: **Historic District Residential (HDR)**

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B. Peach explained the application had been withdrawn by the applicant.

2. Sarah Grey – C. of A. to replace three existing windows with vinyl windows; build a new porch on the existing addition; install one new vinyl window on existing addition; and install new 6” stainless steel chimney pipe; add one new entrance on patio side; and install fiber cement lap siding on garage facade.  
 Location: **312 W. Third St.**                      Zoned: **Historic District Residential (HDR)**

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Daniel Orellana was present to represent the applicant.

J. Wilber asked the specific location of the intended vinyl window replacements. D. Orellana stated they would be on the existing non-historic rear addition and that they selected vinyl due to the excessive moisture in the area that has caused the existing wooden windows to deteriorate at a much faster pace than usual. The vinyl windows are 6/6 (on each casement sash) style casement Pella 250 series with dimensional muntins on the interior, exterior, and inside the glass panes. O. McCall asked where the new window would be located and D. Orellana stated there would be three on the patio side and one by the door, which is the new one. The windows will be installed with a new sill and trim to match the trim of the existing windows on the historic parts of the home. D. Orellana stated they would prefer wood but that new wood windows take an extremely long time to come in whereas the vinyl windows do not.

M. Pittman asked B. Peach if the windows and project items on the patio side should be reviewed because they are not in the view of the public right of way. B. Peach stated when the foliage is not present on the trees, the patio area is visible from the alley.

T. Stark asked where the chimney was going to be located. D. Orellana stated it would be located on the rear of the addition toward the middle of the roof line so that it would not be very visible.

J. Wilber asked for public comments and noted Ken McWilliams. K. McWilliams stated the HDR needed to do their homework and go to stores, such as Lowe’s, that have the Pella 250 vinyl windows on display rather than asking applicants to bring samples in. No other public comments were noted.

**Certificate of Appropriateness Findings of Fact Worksheet**

| <b>Building Element</b> | <b>Residential Guideline Page #</b> | <b>Commercial Guideline Page #</b> | <b>Discussion</b>  |
|-------------------------|-------------------------------------|------------------------------------|--|
| Chimneys                | 38                                  |                                    | <p><i>T. Stark</i>– New chimneys are not addressed in the guidelines, but because this chimney will be on the rear non-historic portion of the house, it is in conformance despite the non-conforming materials. Likewise, the guidelines do not address a new entrance, but because the proposed new door will be installed at the rear of the non-historic addition and the door materials are in conformance, the new door itself is in conformance. The proposed new siding that will be installed over the cinderblock is in conformance to the materials guidelines and will contribute to the overall architectural character of the home. Windows are a prominent building component and vinyl is not appropriate on any façade visible from the street, so the vinyl windows facing the patio would be in conformance but the vinyl window facing the alley would not.</p> <p><i>S. Palmer</i> – Since there are no guidelines on adding a chimney, I find the location in the rear to be in conformance but wish the materials would incorporate brick so that it would be similar to the historic materials. I find the doors and entrances to be in conformance and agree with T. Stark on the windows.</p> <p><i>O. McCall</i> - My primary concern about the windows is the fact the casement style does not architecturally match the rest of the</p> |
| Doors & Entrances       | 39-40                               |                                    |  |
| Siding                  | 56-60                               |                                    |  |
| Windows                 | 60                                  |                                    |  |
| Porches                 | 50                                  |                                    |  |

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|  |  | windows on the house, but, since they are being placed in the non-historic addition, it's okay to not match.<br><i>M. Pittman</i> – I find the project to be in conformance and a great improvement to the rear of the home.<br><i>C. Rogers</i> – I agree with O. McCall.<br><i>J. Wilber</i> – I agree with O. McCall. Essentially, it is one window that will be highly visible on the alley side and we have previously approved vinyl windows that can be seen from the right of way, so as much as it's controversial, sometimes, in a situation like this where there is a clear architectural difference between the historic structure and the addition, it is appropriate. |
|--|--|--|

J. Wilber asked for a motion. O. McCall made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a COA to Sarah Grey for the propose chimney, siding, and vinyl windows at 312 W. Third St.”

S. Palmer noted the application included a porch that was not included in the Findings of Fact, discussion, or motion. O. McCall withdrew his motion.

J. Wilber asked D. Orellana to explain the porch. D. Orellana stated due to the fact there was no soffit or anything to deter rainwater from the area, S. Grey would like to build a small porch in order to protect the doorway, provide shelter, and divert the water away from pooling by the rear entrance. T. Stark asked the dimensions of the porch and D. Orellana stated 16’x6’.

**Certificate of Appropriateness Findings of Fact Worksheet**

| Building Element | Residential Guideline Page # | Commercial Guideline Page # | Discussion  |
|------------------|------------------------------|-----------------------------|---|
| Porches          | 50                           |                             | <i>T. Stark</i> – In accordance with the guidelines, the porch project you’ve described is appropriate.<br><i>S. Palmer</i> – I agree with T. Stark.<br><i>O. McCall</i> – I agree.<br><i>M. Pittman</i> – I agree.<br><i>C. Rogers</i> – I agree.<br><i>J. Wilber</i> – I agree with T. Stark. |

J. Wilber asked for a motion. O. McCall made the following motion, “Based on the preceding findings of fact, I move that the Madison Historic District Board of Review grant a COA to Sarah Grey for the proposed stainless-steel chimney, new entrance, siding, vinyl windows, and porch on the rear/alley at 312 W. Third St.”

Seconded by M. Pittman.

**Roll Call:**

O. McCall                      Approved

M. Pittman                    Approved

T. Stark                         Deny

J. Wilber                       Approved

C. Rogers                      Approved

S. Palmer                       Approved

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

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3. Suzanne Hollinger – C. of A. to remove one vinyl window on east wall above garage and replace with a fiberglass or steel door; build deck above garage within the boundaries of the existing garage roof with posts made of black steel/iron.  
 Location: **310 Broadway St.**                      Zoned: **Historic District Residential (HDR)**

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Suzanne Hollinger and Larry Childress were present.

S. Hollinger stated the deck would provide much needed outdoor space given the fact there is virtually no yard at this site. T. Stark asked if the air conditioning units would be moved to accommodate the new entryway and L. Childress stated they would. J. Wilber asked if the posts would be wood and the railings metal and S. Hollinger agreed they would. T. Stark asked what material the deck flooring would be constructed of. S. Hollinger stated she would prefer a material like Trex decking that is low-maintenance but would use wood if the HDDBR required it. J. Wilber asked the height and size of the deck. L. Childress stated it would be 27’x30’ but is not a consistent 27’ because they would follow the garage angles, so some areas may be 20’ and the railings would be the code required 36”. O. McCall noted because of the height and angles of the garage roof, the deck would be barely visible.

J. Wilber asked for public comment and noted Ken McWilliams. K. McWilliams stated he understood this project was to enhance the resident’s or guest’s experience, but that even with an elevated deck, there was still nothing to look at but an alley scene and the typical alley street furniture.

**Certificate of Appropriateness Findings of Fact Worksheet**

| <b>Building Element</b>  | <b>Residential Guideline Page #</b> | <b>Commercial Guideline Page #</b> | <b>Discussion</b>  |
|--------------------------|-------------------------------------|------------------------------------|--|
| Doors & Entrances        | 39-42                               |                                    | <p><i>O. McCall</i> – Removing a vinyl window and changing that to a door that is barely visible is in accordance with the guidelines. The new door is also of a simple design that is in keeping with the building’s architectural character. The deck is in conformance because it is located at the rear, is of simple design, will be made of traditional materials, and is consistent with the rest of the building.</p> <p><i>M. Pittman</i> – I agree.</p> <p><i>C. Rogers</i> – I agree for the same reasons.</p> <p><i>T. Stark</i> – I agree for the same reasons.</p> <p><i>J. Wilber</i> – I agree for the same reasons.</p> <p><i>S. Palmer</i> – I agree for the same reasons.</p> |
| Windows                  | 60-63                               |                                    |  |
| New Construction - Decks | 64                                  |                                    |  |

J. Wilber asked for a motion. T. Stark made the following motion, “Based on the preceding findings of fact, I move the Madison Historic District Board of Review grant a COA to Suzanne Hollinger for the proposed new construction of a wood or Trex deck 27’x40’ in dimension, the removal of a non-historic window, and the addition of a new steel or fiberglass door in the window opening at 310 Broadway.”

Seconded by S. Palmer.

**Roll Call:**

- |            |          |
|------------|----------|
| T. Stark   | Approved |
| M. Pittman | Approved |
| O. McCall  | Approved |
| J. Wilber  | Approved |
| S. Palmer  | Approved |

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C. Rogers Approved

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

**Old/New Business:**

M. Pittman raised the issue of excessive erosion of a historic stone lined ditch running north and south on the west side of Mill St. caused by an excavation project at 123 Mill St. M. Pittman noted an application to install a retaining wall on the site was approved in October 2021 but that the project had not begun to date. Recent heavy rainfall coupled with the excavated landscape has caused significant damage to the site and the ditch. M. Pittman asked B. Peach to send a letter to the applicants in order to get a project status update.

J. Wilber recognized K. McWilliams for public comment. K. McWilliams stated a private citizen paid for the newly installed landscaping along First St., which is the northern property border.

J. Wilber asked B. Peach about the timeline for an approved COA project. B. Peach explained that once approved, applicants have one year to start a project and that during the October 2021 meeting, the applicant did note the project would not begin until late Spring or Summer due to the required weather conditions for pouring concrete. J. Wilber noted the erosion and damage has occurred much faster than anticipated and that the applicant even indicated a sense of urgency on the project. J. Wilber asked if there is anything the HDBR could do to inquire about the project or encourage action sooner rather than later. N. Schell stated the stone ditch is in the City right-of-way but that the HDBR could send an inquiry letter to ask about project status.

N. Schell gave an update on the design guidelines project stating the subcommittee members, T. Stark, O. McCall, and M. Pittman, had reviewed the first draft and submitted comments. They and staff are in the process of reviewing the second draft. N. Schell gave a revised timetable handout and noted the entire state of Indiana had received an extension on their grants due to the prolonged approval times. The second draft will be presented for public comment at the May 23, 2022 HDBR meeting but may be accessed at City Hall in the interim.

B. Peach also noted the new postcards the City created to recognize citizen efforts to keep Madison clean, safe, and beautiful.

**Staff Report:**

April 2022 Fast-Track Applications

| Applicant                                | Address           | COA  |
|--|-------------------|--|
| <b>Kim Kidwell Lytle</b>                 | 314 W. Main St.   | Remove aluminum awnings; remove non-wood lap siding installed on transoms & replace w/ glass & original transoms or wood   |
| <b>Jill Shaw</b>                         | 501 W. Main St.   | Install wooden entablature around the front primary entrance   |
| <b>Historic Madison Foundation, Inc.</b> | 304 W. Second St. | Replace tin standing seam roof, half round galvanized gutter, & round galvanized downspout with a new copper standing seam custom formed roof, copper half-round gutters, & copper downspout |

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April 2021 COA Review


| Applicant                                    | Address              | COA  | Completion Status |
|--|----------------------|--|-------------------|
| <b>Chris &amp; Gina Lynn</b>                 | 216-14 W. Second St. | Add a surround at the front door (214) & build a new garage at rear of property  | In progress       |
| <b>1809 Property Group / Tony Steinhardt</b> | 221 W. First St.     | Rehabilitate home to original 1850s exterior; foundation lifting the house to reflect historic wood construction by extending wood siding treatment to ground; 3 additions off rear added from 1900-50 to south demolished; new 30'x15 1/2" addition to match massing & scale but w/ modern materials to match historic structure & will include basement; metal roofing as siding & wide wood siding referencing original siding on original structure; use existing siding (if possible); reopen original side entry; replace roof w/ metal roof | In progress       |
| <b>Kevin Watkins</b>                         | 222 W. Second St.    | Add second story addition on north extent of home on rear; add 2 clerestory windows on west side; add single window in the kitchen on west side; add window in 2 <sup>nd</sup> floor addition; remove brick chimney on north façade; add 2 windows in 2 <sup>nd</sup> story addition; remove 2 windows on 1 <sup>st</sup> floor facing; add 20'x26' garage w/ loft w/ primary opening to face Poplar St. w/ dormer facing north & a covered catwalk between the garage & rear door   | In progress       |
| <b>Bill &amp; Patti Johnson</b>              | 520 W. Second St.    | Build 10'x10' wood outbuilding & 10'x8' deck in backyard   | Yes               |
| <b>McGillan Holdings</b>                     | 801 E. Main St.      | Remove small 24" windows on west side & install overhead doors in basement level on north end & middle event & serving area  | In progress       |
| <b>Ron Frazee</b>                            | 829 W. Main St.      | Add capital above front entry door to project out 16", add crown molding, corbels, & flat roof painted to match window trim; capital will cover transom  | Yes               |


|                                    |                      |   |   |
|------------------------------------|----------------------|---|---|
| <b>Howard &amp; Lisa Cutshall</b>  | 907-09 W. Second St. | Demolish & rebuild the 16'x10' addition to the rear of each duplex side; replace windows with 2/2 double hung Pella vinyl windows; build a 6'x16' wood deck on the rear of each | Approved COA for rebuild - yes, but violated COA        |
| <b>Judith Koehler</b>              | 613 Mulberry St.     | Build a 21'x22' carport at west side of property (carport will have fire-rated common wall with garage at 615 Mulberry St.)   | Denied COA for demolition & vinyl windows - Violation   |
| <b>Lindsay Clark</b>               | 818 W. Second St.    | Demolish rear addition  | Approved COA - rear addition, & decks - Yes             |
| <b>Karen Modisett</b>              | 745 W. Main St.      | Install 10'x10' or 10'x12' wood outbuilding at rear of property   | In progress   |
| <b>Matt Findley / Brian Martin</b> | 615 Mulberry St.     | Rebuild rear addition & add covered deck; build new garage; remove door on south elevation & replace with window matching windows on same side                                  | Denied COA - Violation (demo done prior to application) |
|                                    |                      |   | Not Started   |
|                                    |                      |   | Yes   |

T. Stark made a motion to adjourn the meeting – seconded by S. Palmer.

Meeting adjourned at 6:52 p.m.

**BY ORDER OF THE MADISON CITY HISTORIC DISTRICT BOARD OF REVIEW**

  
 Josh Wilber, Chair

  
 Brooke Peach

Historic Preservationist

