

**HISTORIC DISTRICT BOARD OF REVIEW**

**Minutes**

**May 23, 2022**

The Madison City Historic District Board of Review held a regular meeting on Monday, May 23, 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.

**4/25/2022 Minutes:**

J. Wilber asked if everyone had a chance to read the minutes for the meeting for April 25, 2022 and had any corrections or additions.

T. Stark moved to approve the minutes. Seconded by S. Palmer.

**Roll Call:**

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

**Minutes stand approved.**

**Applications:**

- 1. Joe Breeck – C. of A. to install wood accessory building (13’7” x 24’1”) with metal roof behind 321 Jefferson.

Location: **321 Jefferson St.**

Zoned: **Central Business District (CBD)**

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant. Joe Breeck was present.

J. Wilber asked J. Breeck why the building had been installed prior to a COA approval and J. Breeck responded he was not aware of the need for a COA. J. Wilber, T. Stark, and S. Palmer stressed the importance of following the HDBR COA processes and gaining approvals prior to starting any work.

O. McCall asked if the building had electric, plumbing, gas lines, or a foundation and J. Breeck responded it did not. M. Pittman advised J. Breeck the close proximity of the accessory building to the primary structure could pose a fire hazard especially if the contents of the building are flammable.

**Certificate of Appropriateness Findings of Fact Worksheet**

<b>Building Element</b>	<b>Residential Guideline Page #</b>	<b>Commercial Guideline Page #</b>	<b>Discussion</b>
New Construction	69-71		<i>M. Pittman</i> – The guidelines really do not apply to this type of building, but it is compatible because the accessory building is located at the rear of the primary structure. One of the main



J. Wilber asked for public comment and noted none.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Porches  Porch Columns & Railings	49-50		<p><i>O. McCall</i> – You’re keeping as much historic material as possible, so that’s consistent. I suggested adding a capital &amp; finial to be more in line with the Federal styling, so that too is in conformance. The photos showing the previous porch show it was a more modern styling that did not match the house. And, your materials are wood, thus matching the historic materials, making this in conformance as well.</p> <p><i>M. Pittman</i>– I agree for the same reasons and I believe the style you’re using will greatly improve the home.</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>

J. Wilber 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 R/JL Properties for the proposed porch located at 613 Walnut St.”

Seconded by M. Pittman.

**Roll Call:**

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

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

- 4. John & Melanie Harrell – C. of A. to infill standard door on east side of garage; remove wood infill on east & build wall with salvaged brick to restore original brick façade appearance.

Location: **313 W. Third St.**

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

B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant, noting the application had been modified to include a different siding material and a new roof. Melanie Harrell was present.

J. Wilber asked if the roof had already been done. M. Harrell stated the Building Inspector had verbally given the contractor the okay to do the roof. N. Schell explained the Building Inspector originally thought there was not a public right of way and therefore not subject to HDDBR review. M. Pittman noted he’d witnessed how rotted the wood on the porch roof was when the contractors removed the old materials. M. Pittman also asked if M. Harrell planned to rebuild the second story that was on the house at one time and M. Harrell stated they do not.

T. Stark asked if M. Harrell would consider using another material than the proposed corrugated tin for the garage gables, such as cementitious siding or board and batten, but M. Harrell stated

the tin was the cheaper material and that it was covering such a small area, that it was the best material for this project. M. Harrell then demonstrated the areas where the tin would be installed.

J. Wilber asked for public comment and noted none.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
Garages & Outbuildings	45		S. Palmer – I know this has already been mentioned, but all work like this much be approved prior to the start of the project. Garage guideline one is applicable because they are restoring the historic look with the brick infill. However, the corrugated tin siding is not appropriate and does not conform to the guidelines due to the materials. The roof project is in conformance because the changes are minute. M. Pitman– I agree with everything but the siding. Most likely, the vertical siding noted on the survey rotted out, so using the tin is the best material because it doesn't rot like wood. C. Rogers – I agree for the same reasons. T. Stark – I agree for the same reasons. J. Wilber – I agree with O. McCall for the same reasons. I also want to add that this is a wonderful project that will be very impactful, but I cannot stress enough the importance of getting proper approvals prior to beginning any work. O. McCall – The garage has been changed so much since 1910 and most of the historic material is gone, that adding such a small amount of corrugated metal, which is not appropriate for roofing, would be okay.

J. Wilber 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 John & Melanie Harrell for the proposed already completed infill of the standard door on the east side of the garage using historic brick and to include galvanized metal siding to be installed on along the roofline and extending 1-2’ from the roof downward, and the rebuilding of the rear porch, which has already been completed, at 313 W. Third St.”

Seconded by S. Palmer.

**Roll Call:**

- T. Stark                      Approved
- M. Pitman                   Approved
- O. McCall                   Approved
- J. Wilber                     Approved
- S. Palmer                    Approved
- C. Rogers                    Approved

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

- 5. Rebecca Combs – C. of A. to install 8’x10’ accessory building in rear yard of home.  
 Location: 313 E. Fourth St.                      Zoned: Historic District Residential (HDR)

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B. Peach showed photos provided by the applicant and explained the changes proposed by the applicant, noting the application had been modified to include a different size building and the fact the building had already been installed. Rebecca Combs was present.

J. Wilber asked R. Combs why the building was installed before the HDBR meeting. R. Combs stated she thought she was okay to put the shed in place once she filed the application. J. Wilber verified the building is not on a permanent foundation nor connected to utilities. T. Stark verified the size as 10’x12’.

J. Wilber asked for public comment and noted none.

**Certificate of Appropriateness Findings of Fact Worksheet**

Building Element	Residential Guideline Page #	Commercial Guideline Page #	Discussion
New Construction – Infill Buildings	69-71		<p><i>C. Rogers</i> – It has appropriate setbacks and is made of appropriate materials, so it is in conformance.</p> <p><i>S. Palmer</i> – I know this has already been mentioned, but all work like this much be approved prior to the start of the project. Garage guideline one is applicable because they are restoring the historic look with the brick infill. However, the corrugated tin siding is not appropriate and does not conform to the guidelines due to the materials. The roof project is in conformance because the changes are minute.</p> <p><i>M. Pittman</i>– I agree for the same reasons. I would also caution the applicant to be careful about storing anything flammable inside the building due to high temperatures that may cause fires.</p> <p><i>T. Stark</i> – I agree for the same reasons.</p> <p><i>J. Wilber</i> – I agree for the same reasons. I also want to make a general comment and ask applicants to not do work prior to HDBR approval.</p> <p><i>O. McCall</i> – The garage has been changed so much since 1910 and most of the historic material is gone, that adding such a small amount of corrugated metal, which is not appropriate for roofing, would be okay.</p>

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 Rebecca Combs for the proposed 10’x12’ wood and metal roof accessory building to be located at the rear of the home at 313 E. Fourth St. and subject to the conditions of approval from the fire marshal or building inspector regarding storage safety concerns.”

Seconded by S. Palmer.

**Roll Call:**

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

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N. Schell stated the newest draft of the guidelines was available both online or in print at City Hall. T. Stark asked about the timeline. N. Schell stated due to extended approval times, the DNR allowed awardees to extend the grant, so public comments will be taken until the July meeting.

M. Pittman stated on page 69 of the draft, the wording “not appropriate” regarding materials should not be used. Instead, it should be worded “may not be appropriate” because it is up to the HDDR to make such determinations. The HDDR needs flexibility because of various material types and various situations that may arise. S. Palmer stated flexibility is important, but clarity for applicants is critical.

The HDDR scheduled time to discuss the Board’s comments in July in order to give the public time to provide comments in June. N. Schell stated the HDDR would vote on the guideline update in July.

Staff Report:

May 2022 Fast-Track Applications

Applicant	Address	COA
<b>Madtown Liquors</b>	814 E. Second St.	Denied – chain link fence with barb wire strands at the top
<b>Cathy Taylor</b>	1010 W. Main St.	Removal of 6”x6” square posts on front porch & replace w/ 6” turned spindle posts & adding ginger bread similar to 1924 historic photo
<b>Kim Kidwell Lytle</b>	314 ½ W. Main St.	Install temporary 4’x8’ wooden sign (leaning against building) for up to 30 days

May 2021 COA Review

Applicant	Address	COA	Completion Status
<b>Randall Cole</b>	1205 W. Main St.	Replace wood windows with vinyl windows	Not Started
<b>Vildan Meredith</b>	724 Saddletree Ln.	Install metal carport	Not Started
<b>Jerry &amp; Bonnie Owens</b>	1209 W. Main St.	Demolish the garage & rebuild a garage to the exact size and specifications as the old garage	Denied COA for demolition – Violation (demo done prior to application)

				Approved COA for rebuild - yes, but violated COA
<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		Denied COA for demolition & vinyl windows - Violation
<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.)		Approved COA - rear addition, & decks - Yes
<b>Lindsay Clark</b>	818 W. Second St.	Demolish rear addition		Denied COA - Violation (demo done prior to application)
<b>Karen Modisett</b>	745 W. Main St.	Install 10'x10' or 10'x12' wood outbuilding at rear of property		Not Started
<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		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

