

**Madison Station Historic Preservation Commission  
Minutes of the January 9, 2019  
Annual Organizational and Regular Meeting**

The meeting convened in the Madison Municipal Complex, Planning and Building Conference Room, 100 Hughes Road, Madison, Alabama 35758. Commission Chairman Charles Nola called the meeting to order at 5:33 p.m.

**Attendance**

**Commission Members**

Charles Nola, Chairman	Present
Dennis Vaughn, Vice-Chairman	Present
Jeanne Steadman, Historic Liaison	Absent
Elbert Balch	Present
Larry Anderson	Present
Cindi Sanderson	Present
Cindy Sensenberger	Absent
Councilmember Gerald Clark	Present

**City Staff**

Sherri Williams, Assistant Planner and Board Secretary

**Registered Public Attendees**

Matthew Balch, Thomas Jarvinen, Christina Carmen Burks, Steve Burks. *Other members of the public were present but did not sign the Public Attendance Record.*

**Public Comment**

Chairman Nola opened the floor to public comment for non-agenda items. There being no public comment, Chairman Nola closed the floor to public comment.

**Approval of minutes**

Chairman Nola asked Commission members for suggested changes or corrections to the draft minutes of the September 12, 2018 Regular Meeting. One correction was noted. There being no other changes or corrections, Chairman Nola called for a motion:

**Motion:** Mr. Anderson moved to approve minutes of the September 12, 2018 Regular Meeting, with one change as noted. Mrs. Sanderson seconded the motion and the vote was as follows:

**Final Vote:**

Elbert Balch	Aye
Dennis Vaughn	Abstain
Larry Anderson	Aye
Charles Nola	Aye
Cindi Sanderson	Aye

**Motion Carried.**

**Election of 2019 Officers**

1. Chair – Mr. Balch nominated Charles Nola and Mr. Vaughn seconded the nomination. There being no objections or further nominations, Mr. Nola was elected by acclamation.
2. Vice-Chair - Mrs. Sanderson nominated Dennis Vaughn and Mr. Nola seconded the nomination. There being no objections or further nominations, Mr. Vaughn was elected by acclamation.
3. Historic Liaison – Mr. Nola nominated Cindi Sanderson and Mr. Vaughn seconded the nomination. There being no objections or further nominations, Cindi Sanderson was elected by acclamation.

**Applications for Certificates of Appropriateness**

*The following Applications for Certificates of Appropriateness were presented for public review but not for public hearing or comment.*

**1. 2018-COA-007 – 14 Martin Street Directional Signage**

*Elbert Balch requested recusal stating that he is the father of the applicant and co-owner of the property. Upon recusal Mr. Balch extricated himself from the meeting.*

Applicants Matthew Balch and Thomas Jarvinen appeared and presented their request, along with a rendering. Mr. Balch stated they wish to install directional signage to indicate the location of client parking. One small post and panel sign will be placed in the grassy area to the west of the driveway. The panel will not exceed six square feet (2-ft. x 3-ft.) and the post will not exceed 3-ft. in height. The second sign, also post and panel style, will be at the entrance from Bradley Street and be similar in size and height to the previously approved ground sign, located at the front of the lot, the Martin Street side of the property. Messrs. Balch and Jarvinen publicly recognized and thanked Ms. Elizabeth Dawson, who created the design for the two signs.

**Motion:** Mr. Vaughn moved to approve case number 2018-COA-007, 14 Martin Street, Addition of Directional Signage, as presented. Mr. Anderson seconded the motion and the vote was as follows:

**Final Vote:**

Elbert Balch	Recused
Dennis Vaughn	Aye
Larry Anderson	Aye
Charles Nola	Aye
Cindi Sanderson	Aye

**Motion Carried.**

**2. 2019-COA-001 – 305 Church Street Outbuilding Addition**

Board Secretary Sherri Williams stated that the outbuilding was placed on the property prior to property owners receiving HPC approval and without a building permit. Code Enforcement contacted the property owners who submitted a general application for a Certificate of Appropriateness.

The applicants, Mr. and Mrs. Burks provided photographs of the outbuilding along with a plot plan showing its current location. They stated the 32'x12' carriage house style outbuilding has hardboard siding, wood eaves and carriage house style doors. It has a metal roof with a cupola and weathervane. It is painted to match the house. They wish to keep the outbuilding where it is currently located, approximately 2-feet from the property line. Sherri Williams stated that the building code requires a firewall if it is closer than 5-feet to the property line.

Members discussed adopted Design Review Guidelines regarding the placement of outbuildings, which states that outbuildings are to be located in the rear yard and not visible from a public street. Members discussed with the applicants various placement and screening alternatives. Members stated that if it were moved further back on the lot, and the partial privacy fence were extended along both side property lines, they would not object if the cupola and weathervane were visible from the street.

The applicants stated they wished to amend their application, as necessary, and would comply with the following requirements:

1. Relocation of the existing prefabricated outbuilding, a minimum of 32-feet west from its current location as indicated on the plot plan included with the general application, more specifically, to behind the cherry (Chinese) chestnut tree, located at the south property line, and approximately 200-feet from the east (front) property line;

2. Extension of the partial 6-foot wood privacy fence, existing at the north and south property lines, to extend the full length of the north and south property lines, to the corner of the rear (west) property line. All privacy fencing to be the same material and in the same style as the exiting fence. All privacy fencing to be painted white;
3. Compliance with applicable building codes generally, and specifically as they relate to firewall, footing/slab details, electrical details and wind load.
4. Adherence to Code Enforcement's 30-day completion timeline of 10-days to obtain building permits and all work completed within 30-days from the date of approval of the Certificate of Appropriateness. Upon completion and final inspection, the Building Director will issue a Certificate of Completion and forward a copy of the same to the Madison Station Historic Preservation Commission.

**Motion:** Larry Anderson moved to approve case number 2019-COA-001, 305 Church Street, addition of prefabricated outbuilding, as amended, with placement of the outbuilding to be a minimum of 32-feet from the location shown on the application, more specifically behind the cherry (Chinese) chestnut tree located at the south property line, and with the extension of the partial 6-foot wood privacy fencing existing along the north and south property lines, to the corners of the rear (west) property line, with all privacy fencing to be in the same style and materials as the exiting privacy fencing and painted white, and subject to all other city codes and requirements. Elbert Balch seconded the motion and the vote was as follows:

**Final Vote:**

Elbert Balch	Aye
Dennis Vaughn	Aye
Larry Anderson	Aye
Charles Nola	Aye
Cindi Sanderson	Aye

**Motion Carried.**

**Other Business**  
(Members of the Public)

Chairman Nola opened the floor to members of the public having other business to bring before the Commission. There being none, Chairman Nola closed the floor.

**Other Items for Discussion**  
(Commission members and City staff)

Chairman Nola opened the floor to Commission members and City Staff having other items for discussion.

Board members discussed the improvements made by property owners who previously received Certificates of Appropriateness, and asked City Staff for the status of 4155 Sullivan Street, which requires additional review. Sherri Williams stated that Technical Review staff is working closely with the property owner and her engineer and that they are hopeful a site plan will be submitted within the next month.

There being no further items for discussion, Chairman Nola closed the floor.

**Adjournment**

With no other business before the Commission, Chairman Nola adjourned the meeting at 8:25 p.m.



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**Approved: Charles Nola, Chairman**  
**Madison Station Historic Preservation Commission**



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**Attest: Sherri Williams, Board Secretary**