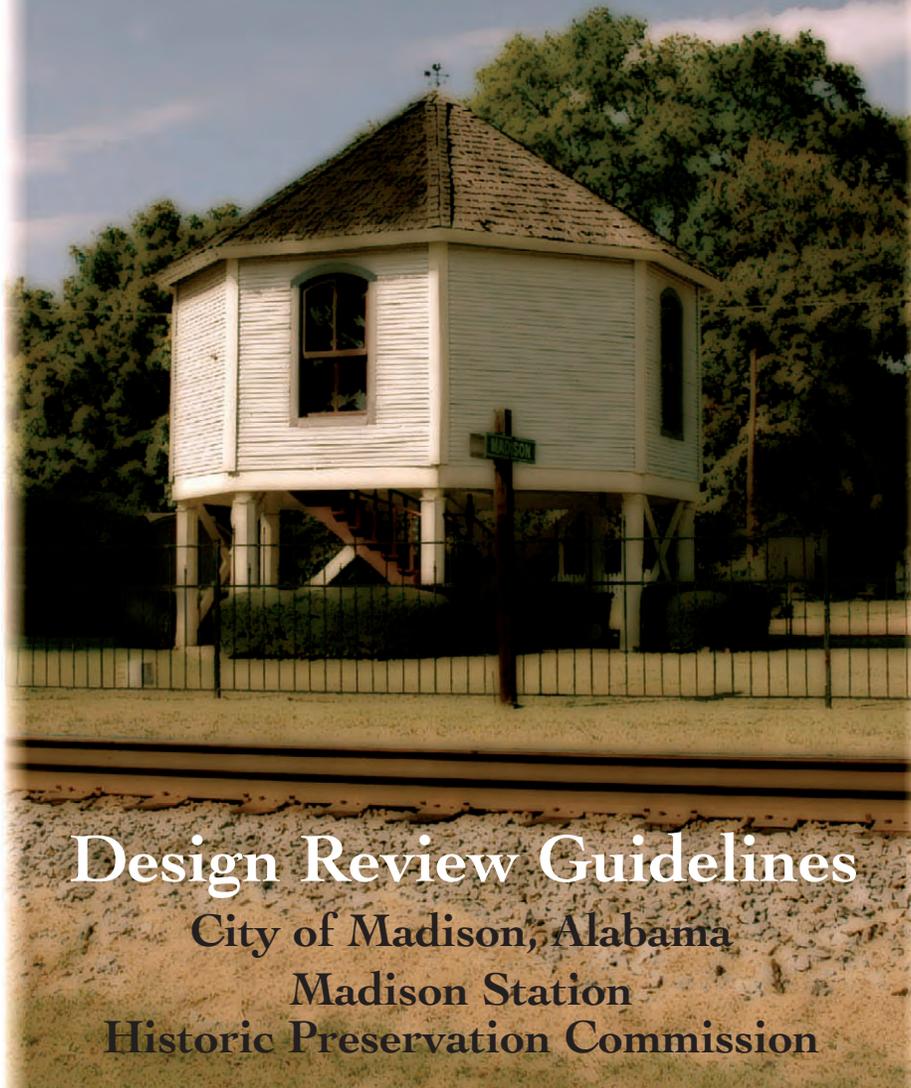


Madison Station Historic District



Design Review Guidelines

City of Madison, Alabama

Madison Station

Historic Preservation Commission

SCHNEIDER
Historic Preservation, LLC

December 2010



Madison Station Historic District

DESIGN REVIEW GUIDELINES

Madison Station Historic Preservation Commission
Madison, Alabama

December 2010

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Acknowledgments

The Madison Station Historic Preservation Commission extends its thanks to the Mayor and City Council for all of their support and assistance with this project. Thanks are also extended to the staff of the Alabama Historical Commission for their continuing cooperation and help. We also express our gratitude to the many individuals who assisted with the development of these guidelines through their participation in public meetings, by expressing their comments to us, and by taking the time to review drafts of this document. This participation was invaluable in helping us to insure that these guidelines were appropriate for the City of Madison and the residents of its locally-designated historic district.

This project was funded by the City of Madison.

*Madison Station Historic Preservation Commission
David B. Schneider*



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Madison Station Historic District

DESIGN REVIEW GUIDELINES

The Design Review Process

Madison's historic resources make an important contribution to the city's character, economy and quality of life. In recognition of this, the City of Madison officially designated the Madison Station Historic District in 1989. The city also created the Madison Station Historic Preservation Commission to help insure that the district's buildings were maintained in a manner that is consistent with their history and character. Within the district, all projects that result in exterior changes to buildings or their settings are required to obtain a "certificate of appropriateness" from the Historic Preservation Commission before a building permit may be issued. As property owners and members of the community themselves, the seven volunteer commission members recognize their responsibility to promote the commission's purposes through a cooperative and reasonable approach to working with applicants and the owners of the city's historic resources.

The City of Madison adopted Ordinance No. 2008-269 in 2008 that established the Madison Station Historic Preservation Commission and repealed a 1989 ordinance and its Architectural Review Board. The purpose of the commission is to promote the education, cultural, economic and general welfare of the residents of the City of Madison through the preservation and protection of buildings, sites, structures, areas and districts of significance and interest; through the preservation and enhancement of the national, state and local historic, architectural, archaeological and aesthetic heritage found in the City of Madison; and through the promotion and enhancement of Madison's history and aesthetic attractions to tourists and visitors.

Every historic building has its own character and relates to its surrounding neighborhood in a different way. Because of this, historic district commissions typically use a set of "design review guidelines" to guide them in making reasonable and consistent decisions regarding





Note how changes in materials and architectural elements can alter the architectural integrity of a historic building. Integrity affects the architectural character of these buildings

how proposed changes will affect the overall historic character of a building and its neighborhood. These Guidelines describe the City of Madison's design review process and guidelines relating to the Madison Station Historic District. These guidelines are based upon the Secretary of the Interior's Standards for Historic Rehabilitation, widely accepted standards developed by the National Park Service, as well as preservation principles and practices developed over more than seventy years of historic district designation in the United States. In addition, the guidelines are intended to help property owners in historic district apply the guidelines in a manner that provides ample flexibility to meet most economic circumstances and personal preferences while still insuring the preservation of the historic character of the district.

Why Review Design?

Real estate is often the most important investment people make. In addition to economic value, the properties that we choose for our residences or for our businesses have value as expressions of our individuality and the role we play in our community. Additional layers of intrinsic value are added to historic properties such as their ability to tell something about the history of the community and its people, their patriotic value, the value of their design and materials, and their relative rarity.

The protection afforded by local historic designation maintains the essential historic character of our neighborhoods. By establishing a reasonable set of design guidelines based upon national historic preservation standards, historic district designation protects the character of historic neighborhoods by helping to insure that work completed on the exteriors of individual buildings is consistent with the historic character of the building and its surrounding neighborhood.

Property values in local historic districts with design review commissions tend to rise significantly faster than their surrounding general real estate markets. A study that compared properties in Montgomery, Decatur, Birmingham, Huntsville, Mobile, Talladega, and Selma found that "historic designation has a positive and substantial impact on the value of properties located in a historic neighborhood."¹

While the maintenance of any piece of real estate carries with it a financial obligation for its owner, historic properties have their own characteristics that require a specialized

understanding of the technology and materials utilized in their construction. With this understanding, the cost of maintaining a historic building is often comparable to that of a non-historic building. Historic buildings were typically well built by skilled craftsmen using excellent and durable materials. For this reason, the cost of maintaining historic buildings is often quite reasonable when care is taken to retain existing materials and features.

The Madison Station Historic District's character, identity and sense of place are largely defined by its rich historic architectural legacy. Investment in the preservation of the neighborhood's architecture and layout will insure that this legacy is passed on to future generations.

Planning A Project

Since the overall intent of these guidelines is to maintain the character of the historic district, it is essential that planning for all rehabilitation and maintenance work consider the impact of the work on the character of the building and its surrounding neighborhood.

Understanding Architectural Character

Each historic building has its own individual character and contributes to its historic district in a unique way. Understanding what defines a particular building's character is therefore a critical step in the design review process. Historic character is defined by a mix of factors, typically including architectural period and style, architectural integrity, how the building has changed over time, use of materials, condition of the materials, how the building is sited, and its overall setting. The Madison Station Historic District has a unique architectural identity that is largely defined by the similar architectural style and details common to its buildings.

Architectural Period and Style. The buildings in the Madison Station Historic District represent an eclectic mix of architectural styles that were popular in the United States in the



The Victorian houses in the district are typically folk interpretations that exhibit only some of the characteristics typical of their styles. Some are grander in scale and architectural detail than others. Notable features of this house include its rounded 2-story porch, its elaborate entrances, its hipped roof with cross gables, and the patterned windows at its gable ends. Note also its patterned shingle roof.



This more modest 1-story Victorian house has many of the same elements found on its larger neighbor. Note the shaped attic vent and the decorative wood shingles in the gable ends.



The Craftsman style was popular in American in the early 20th century and is typified by low-pitched roof, open porches with supports on pedestals, and geometric window sash.



By the mid-20th century, many houses were becoming relatively plain architecturally in a style that is often referred to as Minimal Traditional.

19th and early 20th centuries. The most common residential styles include Queen Anne, Folk Victorian, Colonial Revival, Bungalow/Craftsman, and Minimal Traditional. Many of these houses are simple in character with minimal architectural embellishment. The district also includes a number of late 19th and early 20th century commercial buildings, a cotton gin, and several cotton warehouses. For more information about the architectural styles found throughout the district, please refer to [A Field Guide to American Houses](#) by Virginia and Lee McAlester.

Architectural Integrity. Architectural integrity refers to the degree to which a particular building reflects its historic character and retains its materials. Integrity is lost through alterations and the replacement of materials.

Architectural History. Buildings tend to change over time and some these changes can become significant to an understanding of the history of the building and the district. Being familiar with the history of a building can help answer questions about appropriate rehabilitation and maintenance strategies. It is also important to respect and maintain historic alterations.

Materials. Materials help to define the visual character of a building through the types of materials used, their placement on the building, and the craftsmanship that went into the construction. Materials provide the fabric and texture of a building and often help to relate the building to surrounding buildings. The condition of a building's materials can also help to define its character through the rich patina of age that historic materials often acquire. Much like an antique piece of furniture, historic buildings gain value through the retention of their authentic historic materials and architectural details.

Site and Setting. The relationship of a building to its site and its surrounding neighborhood is a significant dimension of its character. The setback of the building from its front and side property lines, the topography of the property and how the placement of the building responds to that topography, the surrounding landscaping, and how these features are similar or different from neighboring properties play a substantial role in defining the character of the property and the district.

Like the district's residential architecture, commercial buildings are typically relatively restrained in terms of architectural embellishment and are reflective of their late 19th to mid 20th century periods.



For additional information about identifying what defines the historic character of a building in the Madison Station Historic District, please refer to [Preservation Brief #17: Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.](#)

Understanding the character of a particular building, what defines that character, and how that character relates to the surrounding district is critical not only to the preservation of the individual historic resource, but also the preservation of the overall historic district. Alterations that destroy or alter the character of the building or its relationship to the district often have a serious impact on the overall integrity of the district, and hence its overall intrinsic value.

Contributing And Noncontributing. Within the district, buildings can be classified as follows:

Contributing - Contributing buildings are those which contribute to the district's overall historic character and that were constructed during the district's period of significance. Contributing buildings also retain integrity. A building has integrity if it retains sufficient historic fabric and features that continue to reflect the overall character it had during its period of significance.

Noncontributing - Noncontributing buildings are buildings that do not contribute to the district's overall historic character. Typically, these buildings were either constructed after the end of the district's period of significance or are earlier buildings that have lost integrity through alterations. Noncontributing properties can be either compatible with or intrusive to the character of the district in terms of scale, massing, materials and other architectural characteristics.

The goal of projects involving contributing buildings should be to maintain the primary character-defining elements of the building by retaining and repairing distinctive features and respecting historic alterations. The goal for a project involving noncontributing buildings should be to retain those features that are consistent with the historic character of the neighborhood and/or to replace incompatible features with compatible ones to the greatest practical degree.

Additional Information

These guidelines reference other publications that may be useful in providing additional background information (please see Appendix B). The City of Madison Design Review Commission maintains a library of these publications at the offices of the Planning and Building Department, Madison Municipal Building. The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings and the National Park Service's Preservation Briefs series are also available for review on the National Park Service's internet website and for purchase from the National Park Service.

Secretary of the Interior's Standards

The Secretary of the Interior's Standards form the basis for Madison's Design Guidelines. *The Standards* were developed by the National Park Service and are generally accepted nationwide as standards for the rehabilitation of historic buildings.

- Standard #1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- Standard #2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Standard #3: Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- Standard #4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- Standard #5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- Standard #6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- Standard #7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- Standard #8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- Standard #9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- Standard #10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

For a more detailed description of the *Standards* and how to apply them, please see the National Park Service website: http://www.nps.gov/hps/tps/standards_guidelines.htm.

Notes: _____

¹ M. Keivan Deravi, Ph.D., "Property Value Appreciation for Historic Districts in Alabama," July 2002.



The Madison Station Historic District

Adapted from the National Register Nomination for the Madison Station Historic District, prepared by Leslie Tucker, The Clue Group, in 2002 with additional information provided by the Historic Preservation Commission.

James Clemens, of Huntsville, founded the town of Madison after purchasing the 16th Section of Township 4 South, Range 2 West in 1854. Prior to that time, the land was leased by a committee of local citizens who were among the first nine surrounding landowners who purchased their properties in 1818. Clemens planned the town around the Memphis & Charleston railroad depot and began to sell lots for houses and stores in February of 1857. George Washington Martin purchased the first lot for his store.

The settlement became known as Madison Station, in reference to the railroad stop, and in honor of the country's fourth president, James Madison. In 1858, the first depot in was built and a house was constructed for the first station agent. The depot consisted of a single wooden freight house. In 1859, Clemens completed a survey of fifty lots, with many fronting the railroad and measuring approximately 66 x 98 feet, or 3/10 of an acre. The area soon attracted settlers from all over the region, particularly the nearby river port town of Triana.

With the arrival of this new, faster, more reliable year-round and less expensive means of shipping and transportation, this rural farming community was afforded a world of new opportunities. Growth and prosperity followed almost immediately. The railroad provided a much more efficient way to travel and ship the leading agricultural product of the region--cotton.

Tradesmen and the establishment of new businesses soon followed. J.J. Akers opened a saw and gristmill, and a blacksmith shop was established by S.D. Doolittle. Other early merchants included Walter and Thomas Hopkins, James Bibb, and Thomas J. Clay.

The Civil War brought the town's growth to a standstill. Several battles were fought in and around the area; one particular battle of note was the "Affair at Madison Station." The attack occurred on May 17, 1864, When Confederate soldiers overtook the Union-occupied Memphis & Charleston railroad, the direct route for men and supplies to be shipped to





Georgia. The Confederate soldiers captured the Union troops' supplies at Madison Station and burned the depot. According to records kept by the Union army, Confederate soldiers killed 18 men and wounded 55, and the Union killed one man, wounded three and captured 66 prisoners during the skirmish.

After the war, Madison Station experienced a new surge of prosperity. In 1869, Robert Spragin, administrator of the Clemens' estate, extended the 1859 lot survey to include additional lots that were sold at public auction. That same year, property owners James Bibb, George Washington Martin, and Thomas Lipscomb filed a petition with the probate judge of Madison County to incorporate the town and change the name to Madison. On November 30, 1869, voters approved these changes. "Station" was dropped from the name and the town of Madison was incorporated.

Eventually a business district developed on what is now the Main Street commercial district. In 1871, George Richard Sullivan and John Winston Burton opened a drugstore and G. W. Pride established a cotton gin. The first post office was also opened, housed in the T.J. Clay Mercantile Store. Thomas Clay served as the postmaster. By the 1870s, the town had eleven businesses, two livery stables and thirty-eight dwellings. And by 1887, the population of the town had reached 350.

In 1888, it was noted in the Northern Alabama Historical and Biographical records: "Madison is an incorporated town of about 500 inhabitants, ten miles west from Huntsville on the Memphis and Charleston Railroad. Its prosperity depends on cotton-about 2,000 bales are shipped from its station annually. It has eight or nine general stores ' a post, telegraph and express office, Methodist, Baptist, Christian and three colored churches and a good academy; a very healthful place; has fine freestone water, and its society is highly moral. The population was 500 people."

By the turn of the century, the town included a few other places of interest: two saloons, a jail and an undertaking parlor.

Madison's train depot would be housed in four different buildings during its existence. The original depot, a single wooden freight house, was constructed in 1858, two years after the arrival of the railroad. A shed was added in 1860. This first generation depot was destroyed in 1864 during the "Affair at Madison Station," a Civil War skirmish. It was replaced in 1866. Almost twenty years later, in 1885, the depot was rebuilt for a third time. The final depot, a combination passenger and freight station, was constructed in 1901 and consisted of a

frame building with tin shingle roof and loading platform. The depot was closed in 1961. A freight and passenger shed was constructed in 1962 and the train continued to deliver mail there until 1968. The remains of the concrete loading platform can be found on the north side of the railroad tracks located off Main Street.

One of the most well known buildings in Madison was constructed in the late 1800s, during Confederate veteran Captain John Buchanan Floyd's tenure as mayor. Referred to as the "Roundhouse," the unusual octagon-shaped building was built on eight-foot stilts over a well that supplied water to the downtown stores. The Roundhouse served as the city hall, as well as the location for numerous town activities, including elections, card games and haircuts during the weekly visit by the barber. The structure was sold and dismantled in 1938. Its concrete foundation remains on the south side of the railroad tracks, just off Main Street. In 1968, plans for a replica of the Roundhouse began as a way to commemorate Madison's centennial the following year. Plans for the structure were taken from historic sketches of the original building, an original photograph and interviews with residents. The replica was constructed in 1986.

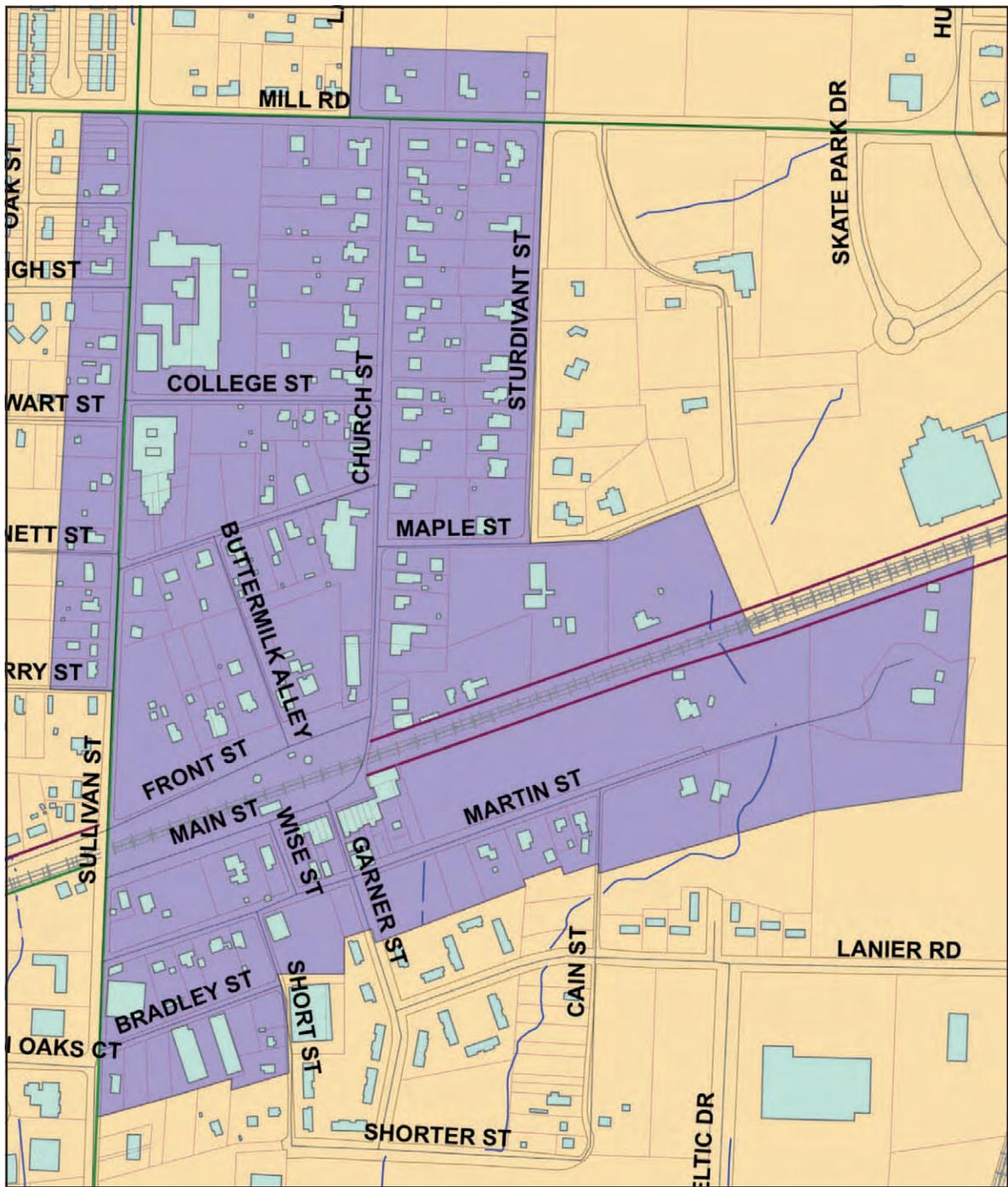
Two known fires occurred in Madison. In 1924, a fire destroyed three stores on the east end of town and in 1942 three stores on the west end were destroyed.

Madison's growth remained steady until the mid 1950s when Redstone Arsenal began to enlarge, at which point the rate of growth increased quite rapidly. In 1958, the city limits of the town were extended by annexation from 1/2 square mile to 9 square miles. By the 1980s, the population of Madison had reached 4,057 and in 2003, the population was over 33,000.

Madison's economy depended on cotton for a good part of its early history, and it remained important well into the 1960s. During that decade, Madison County produced more cotton than any other county in the state.



The Madison Station Historic District Boundary Map





Madison's Design Review Process

Authority

The City of Madison adopted Ordinance No. 2008-269 in 2008:

that established the Madison Station Historic Preservation Commission and repealed a 1989 ordinance and its Architectural Review Board. The purpose of the commission is to promote the education, cultural, economic and general welfare of the residents of the City of Madison through the preservation and protection of buildings, sites, structures, areas and districts of significance and interest; through the preservation and enhancement of the national, state and local historic, architectural, archaeological and aesthetic heritage found in the City of Madison; and through the promotion and enhancement of Madison's history and aesthetic attractions to tourists and visitors.

Pursuant to City Ordinance 2008-269 the Commission made, adopted and published regulations that the Commission applies in giving its consideration to the appropriateness of applications filed before it in preserving and protecting buildings of architectural interest and value in the district and the maintenance of the distinctive character of the district.

Important Definitions

The following terms are used throughout this Guide. The words "appropriate" and "inappropriate" are used because they relate to the city's ordinance which requires a "certificate of appropriateness" from the Commission before a building permit can be issued for exterior work in the locally designated historic district.

Adaptive Use	Adapting a building to a different use than that for which it was built or has historically been used.
Alteration	Any act or process that changes one or more of the exterior architectural features of a building, including but not limited to the erection, construction, reconstruction or removal of any building.
Appropriate	A proposed activity that is consistent with the guidelines.
Certificate of Appropriateness	A document evidencing approval by the Historic Preservation Commission of an application to make a material change in the exterior appearance of a designated historic property or of a property located within a designated historic district.
Demolition	The removal of a building, or a portion of a building, either by

	direct action or by neglect.
Inappropriate	A proposed activity that is not consistent with the guidelines and may result in the Historic Commission withholding a Certificate of Appropriateness.
Neglect	The failure to maintain a building's weathertight condition and/or the failure to prevent or correct deterioration of a building's structure, materials or finishes.
Preservation	To sustain the existing form, integrity, and material of a building or structure.
Primary Elevation	An elevation of a building that faces either a front or side street or that is otherwise prominently visible from public vantages within the district.
Recommended	A proposed activity that is recommended but is not required.
Rehabilitation	Returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of a property which are significant to its historical, architectural, and cultural values.
Restoration	Accurately recovering the form and details of a building and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work to match documented conditions.
Secondary Elevation	An elevation of a building that faces a rear or side yard or that is otherwise not prominently visible from public vantages of or within the district.
Stabilization	To reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining its essential form as it exists at present.

General Procedures

Please refer to the Bylaws in Appendix A.

Application Requirements

Please refer to the Regulations in Appendix B.

1 Materials



A. WOOD

In addition to being used for the structural systems of many historic houses, wood was traditionally used as a siding material and for the production of trim and details. A plentiful natural material in America, wood has traditionally had the advantage of being relatively inexpensive and easy to fabricate into building components. While wood is durable with proper maintenance, it is also susceptible to deterioration when not kept properly painted or when exposed to excessive moisture. A relatively soft material, wood can be easily damaged by abrasive cleaning or refinishing methods.

Wood is the most common form of siding traditionally found on Madison's historic buildings. Plain lapped wood siding, flush board siding (often within porches), beaded siding, novelty siding and a variety of shingles are common throughout the district. The variations of their textures and the evidence that remains of the craftsmanship that shaped them for use are often essential character-defining features of a building. Types of wood siding can give important clues to the date of a building or its alterations. For all these reasons, traditional wood sidings should typically be retained and repaired rather than replaced or covered.

Visual Characteristics of Installation

In addition to the visual character of the siding itself, the way that it was installed can also make important contributions to the character of a building. The width and depth of the lap of siding, the patterning of wood shingles, the use of corner boards or mitered corners, and other details have an impact on the texture of a building's surfaces. Likewise, the surfaces of the materials, whether smooth or exhibiting hand planing marks, and sometimes even the pattern of its nailing, are often recognizable features that should be retained.

Types of Replacement Siding

In more recent times, a variety of replacement siding materials have become popular. Each of these can change the character of a building in either subtle or dramatic ways depending on the nature of the material, the material it is intended to replace, and the prominence of where the material is placed. In the mid to late 20th century, asbestos and cement fiber shingles came into common usage as did asphalt siding. These materials are usually inconsistent with the historic character of buildings in the district. In more recent times, aluminum and vinyl sidings and a variety of composition board sidings have been developed. While these materials more closely resemble traditional wood sidings, they often lack the subtle visual characteristics that can contribute to the overall historic character of a building.

Guidelines for Wood & Exterior Siding

1. Retain and Repair Original Materials. It is appropriate and recommended that historic exterior siding, shingles, banding, cornerboards and other siding details be retained and repaired as needed wherever practical. All repairs should match the original work in design, material, texture and workmanship.
2. Replacement Materials. Where the replacement of exterior siding, shingles, banding cornerboards or other details is necessary due to excessive deterioration or damage, appropriate replacements should match the historic conditions in design, materials, appearance and workmanship to the greatest degree practical.
3. Synthetic Siding. The historic visual character of wood sidings are defined by the profile of the material, the reveals and shadow lines they create, the surface texture of the material and the expression of the craftsmanship of the installer (nailing patterns, etc.). Applied synthetic sidings, such as vinyl or aluminum, can change the visual character of a building and can conceal underlying problems (such as moisture penetration, decay and insect infestation). Likewise replacement of traditional siding with composition board (wood fiber, cementious, etc.) or plywood type materials changes the visual character of a building. Therefore the application of synthetic sidings to historic buildings within the district is typically not appropriate. The Madison Station Historic Preservation Commission Regulations (see Appendix B) state that: “the following features and structures are prohibited within the district: the addition of artificial siding or trim (such as aluminum or vinyl sidings) to cover or replace original materials (such as wood clapboards) unless the structure to be constructed or altered is considered to be noncontributing to the district as determined by federal guidelines.”

Owners are encouraged to remove synthetic sidings where they have been previously installed and to restore underlying historic siding. However it is appropriate to replace damaged or deteriorated previously applied synthetic sidings with new synthetic sidings as long as the new siding closely approximates the visual appearance of traditional historic siding.



Historic wood siding often has natural irregularities and textures that are typically not matched by modern replacement sidings.



Left: Note the use of wood shingles and wood weatherboards on this Victorian style house. *Right:* Note the use of wood shingles on this bungalow.

Note: The texture of this historic wood siding. Notice also that the corners are mitered and do not have corner boards – an important detail that would be difficult to match with synthetic materials.



Note: Many important visual characteristics can be lost through the application of synthetic siding including the width, shadow lines, nailing patterns and other features that define the character of historic siding materials. The application of synthetic siding materials can often conceal deterioration that is occurring to underlying conditions. By the time evidence begins to appear considerable damage may have already occurred. Note the staining on the photo at right indicating moisture-related deterioration below the synthetic siding.

The use of artificial siding products, such as boards composed of wood or cementitious fibers, is not recommended but may be appropriate for new construction, ancillary buildings and additions to historic buildings that are not readily visible from the street. Such materials should generally match the visual character of traditional wood sidings found within the district and typically should have smooth (as opposed to false grained) finishes.

4. Special Considerations for Noncontributing Resources. Synthetic materials are generally not appropriate for primary elevations of noncontributing resources.
5. Smooth finished, cementitious siding (Hardiplank by James Hardie Siding Products, or similar products) may be appropriate for secondary elevations and ancillary structures.

For additional information, please see the following Preservation Briefs: #06 Dangers of Abrasive Cleaning to Historic Buildings; #08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings; and #16: The Use of Substitute Materials on Historic Building Exteriors.

B. MASONRY

Masonry is found as both a structural and decorative material in the construction of historic buildings. Masonry has the advantage of being relatively durable and yet can be readily fabricated into building components. Despite their durability, most masonry materials can be easily damaged by abrasive cleaning or refinishing methods.

Many of the buildings in the Madison Station Historic District are of masonry construction or have masonry decorative features.

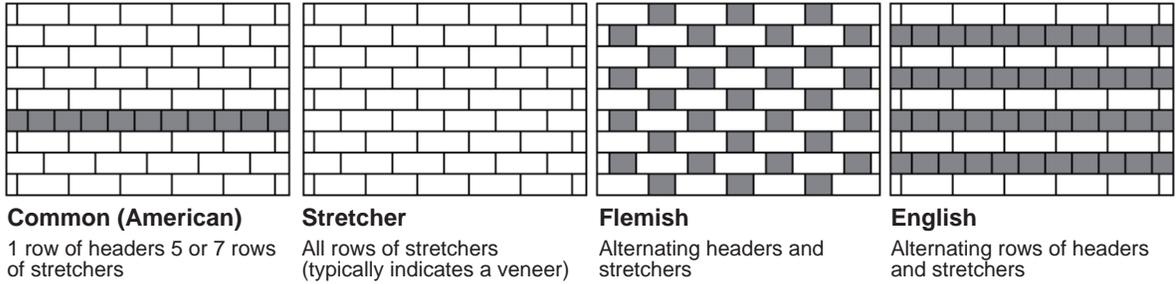
Types of Masonry Common in Madison.

Brick: The most common type of masonry construction in the city is brick. The character of the brickwork in historic buildings is most often defined by the color and texture of the brick, its bonding pattern, and the profile and material that it was pointed with. The illustrations on the next page give examples of these features.

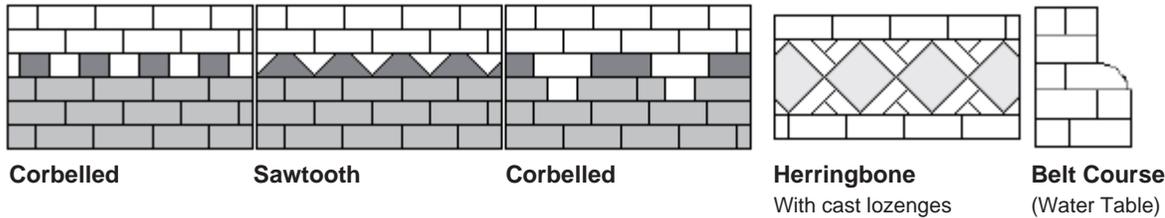
Inappropriate cleaning and coating treatments are a major cause of damage to historic masonry buildings. While either or both treatments may be appropriate in some cases, they can be very destructive to historic masonry if they are not selected carefully. Historic masonry, as considered here, includes stone, brick, architectural terra cotta, cast stone, concrete and concrete block. It is frequently cleaned because cleaning is equated with improvement. Cleaning may sometimes be followed by the application of a water-repellent coating. However, unless these procedures are carried out under the guidance and supervision of an architectural conservator, they may result in irrevocable damage to the historic resource.

Preservation Brief #1
Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

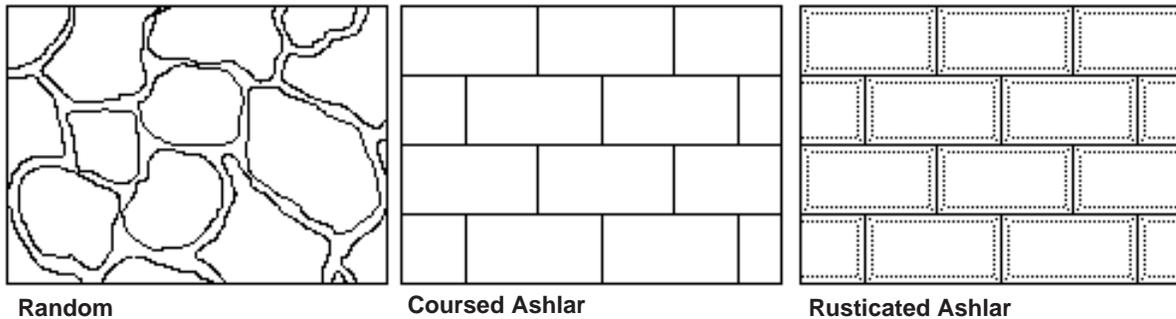
Typical Brick Bonding Patterns



Typical Decorative Brick Treatments



Typical Stone Patterns



Stone: Both natural stone and more modern cast stone (concrete based) are found in buildings in the district. Like brick, the character of stonework is defined by the color and texture of the stone, the pattern in which it is laid, and the profile and material that it was pointed with.

Stucco: In addition to brick and stone, stucco is also found in the district. Historic stucco has a variety of textures and finishes that define its character.

With all masonry finishes, it is important to understand the specific material and to be familiar with appropriate cleaning and repair methods. Properly maintained, masonry is a very durable finish. Inappropriate cleaning and repair methods can greatly increase its rate of deterioration, therefore great care must be taken to select the appropriate treatment.



Note the patterned brickwork on this commercial facade, the use of a cast naming stone, and the use of terra cotta parapet caps.

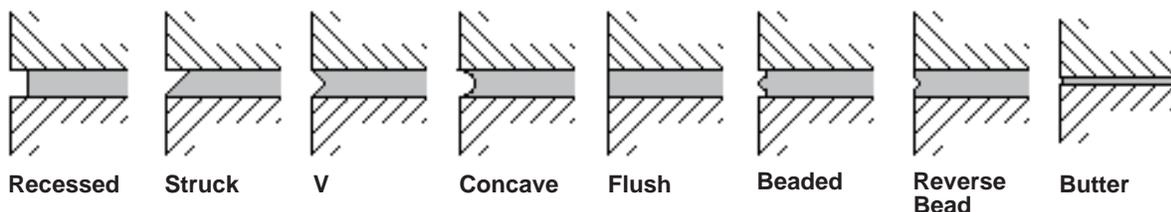
Guidelines for Masonry

1. **Cleaning.** It is recommended that Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings be reviewed prior to undertaking any masonry cleaning. Historic masonry should only be cleaned when necessary to halt deterioration or to remove heavy soiling. Always begin with the gentlest cleaning method possible and begin by cleaning a test patch in an inconspicuous area. The test patch should be observed over a period of time to assess both the immediate and longer term effects of the cleaning. Often a simple garden hose and soft bristle (nonmetallic) brush is sufficient. Low-pressure water cleaning should be conducted within the range of 20 to 100 psi at a range of 3 to 12 inches. Steam cleaning and the use of non-ionic detergents can also be effective. Chemical cleaning may also be acceptable for the removal of stains or paint. However, caution should be taken to insure that chemical cleaning methods are appropriate for the particular masonry surface. Cleaners such as muriatic acid, caustic soda, or lye should never be used on historic brick surfaces.

Abrasive (such as sandblasting) or high pressure cleaning methods should never be used on historic masonry surfaces.

2. **Details.** Masonry details and ornamentation should never be removed or obscured.
3. **Repairs.** Masonry repair, replacement or repointing should match the original work in material, color, texture, workmanship and character. Repointing with inappropriate mortar can have both visual and physical consequences. The use of mortars with a high Portland Cement content or the use of most ready-mix mortars are generally

Typical Pointing Profiles



inappropriate for historic masonry. Such mortars are typically harder than the surrounding masonry or stone materials and can result in considerable damage over time. Please refer to Preservation Brief #2: Repointing Mortar Joints in Historic Masonry Buildings prior to undertaking any repairs to historic masonry or stonework.

4. Pointing. For historic buildings, pointing should match documented historic conditions in material, profile and color. In new construction, pointing should be consistent with traditional pointing profiles.
5. Do Not Cover. Covering historic masonry with artificial stone surfaces, synthetic (metal, vinyl, etc.) siding, stucco or any other type of applied siding is not appropriate.
6. Painting. It is inappropriate to paint historic masonry that was historically unpainted. When repainting masonry that has previously been painted, care should be taken to prepare the surfaces for new finishes in a manner that does not damage the underlying material. Nonhistoric paint finishes that have been applied to historic masonry may be only removed in a manner that will not damage the underlying material. Please refer to the discussion of painting in Section 1-D.
7. Sealants. Masonry sealants such as silicone based products or the application of stucco over existing surfaces are typically not appropriate. Please refer to Preservation Brief #1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings for additional information.
8. Stucco. The use of synthetic stucco systems is not appropriate.
9. Special Considerations for New Construction/Noncontributing Resources. The general provisions of this section apply to new construction and existing buildings that are noncontributing to the district. Masonry materials, unit size, and finishes should be consistent with historic materials found within the district. Where masonry on such buildings is not visually compatible with the character of masonry typically found on historic buildings within the district (due to color, texture or other visual properties), painting or the application of alternate materials may be appropriate provided the work is visually compatible with the character of the surrounding neighborhood.

Abrasive cleaning of brick can remove the hard-fired surface coating that protects the brick resulting in accelerated deterioration. Note how sandblasting has resulted in the severe deterioration of the bricks in this photo.



C. METALS

Like masonry, metal is used as both a structural and decorative material in the construction of historic buildings and also in the construction of appurtenant elements (fences, lighting, etc.). Metal is also a common historic roofing material. It has the advantage of being both strong and durable and it can be cast, stamped, pressed or wrought into a wide variety of shapes. While cast and wrought metals can typically tolerate abrasive cleaning methods, sheet metals require greater care.

Types of Metals Common in Madison.

Roofing. Traditional historic metal roofing includes both raised seam sheet metal designs where metal pans are jointed by bent seams and pressed or stamped metal designs. Each type has its own ridge, valley and edge details that help to define its character. The figures on page 25 show examples of traditional metal roofing materials and their details.

Pressed metal ornamentation. Pressed or stamped metals were also historically used for ornamental details such as cornices, banding, spandrels, or foundation skirting.

Cast Metals. Cast metals, most typically iron, were historically used for roof cresting, railings, porch supports, storefront elements on commercial buildings, and as fencing.

Wrought Metals. Wrought metals, again typically iron, were most commonly found historically as hardware and decorative elements.

Steel and Extruded Metals. Steel and extruded metals were historically used most often as window and door elements, gutters and downspouts, and or for ornamental purposes.

Guidelines for Metals

1. **Cleaning.** While some metals (cast iron, steel) are tolerant of relatively abrasive cleaning methods, others (pressed metals, sheet metals) can be seriously damaged by abrasive cleaning methods. Typically, the least abrasive cleaning method possible should be used and should be tested in an inconspicuous location to insure that no damage is caused to the material.



Cast iron fence in Madison.

2. Details. Historic metal details should never be removed or obscured.
3. Repairs. Repairs should match the original work in material, color, texture, workmanship and character.
4. Painting. Most metal surfaces require painting to protect them from rust. Exceptions include some decorative sheet metals (copper, for example) and such materials that were historically unpainted should not be painted. Please refer to the discussion of painting in Section 1-D.

D. PAINTING

Guidelines for Painting

1. Surface Preparation. All surfaces to be repainted should be carefully hand prepared for new finishes. The use of abrasive cleaning methods such as sandblasting or the use of power rotary sanders is not appropriate and causes severe permanent damage to historic materials. In addition, the use of water should be carefully considered and should be conducted within the range of 20 to 100 psi at a range of 3 to 12 inches. For wood surfaces, hand scraping and sanding, chemical strippers that do not damage the wood surface, or heat guns when care is used not to burn the wood surface are appropriate. For masonry surfaces, nonabrasive surface brushing, low pressure water washing, or chemical strippers or cleaners that do not damage the masonry surface are appropriate. For metal surfaces, hand scraping or low pressure water washing is appropriate.
2. General. Historic materials that have historically been painted should remain painted, Likewise, historic materials that have not been previously painted should remain unpainted.
3. Color. Color schemes that are appropriate to the style, period or design of a historic building or that are generally consistent with the surrounding neighborhood or other buildings are recommended. Several paint manufacturers offer historic paint color palettes that may be useful in choosing an appropriate color scheme.
4. Exposed Wood. The use of unpainted wood is not appropriate at principal elevations unless it matches a documented historic condition. Maintenance Tip: Most modern pressure-treated lumber is intended to have an applied finish such as paint. Consult the manufacturer's specification for details.

For additional information, please see the following Preservation Briefs: #10: Exterior Paint Problems on Historic Woodwork and #37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing.



Colors that are appropriate to the period and style of the building are recommended.



Colors that are visually incompatible with the historic character of the district, such as hot pink, are not recommended.

2 Architectural Elements



A. ROOFING

The shape of a building's roof is one of its most important character-defining features. The form of the roof and its features are also key elements of the building's style. Some roofs are more visually prominent than others and the materials of the roof can also be a major character-defining element.

Guidelines for Roofing

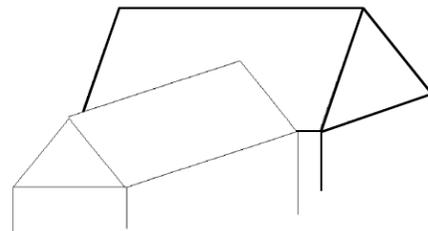
The majority of residences have gable or hipped roof forms or a combination of the two. Many roofs no longer retain their original roof materials and have been replaced with asphalt or composition roofs. Only a few surviving historic roofs including one patterned shingle roof and one metal roof are visible.

1. **Form.** Historic roof forms should be retained at principal elevations. Where additions are considered at secondary elevations, the roof form should be similar to those of the building and should be constructed in such a manner as to not obscure the overall form of the historic roof.



Note how the form and material of this roof contribute to the character of the house.

Roof Form



Roof forms for additions should be compatible with the historic roof and should be visually secondary to the principal roof.

2. **Historic Materials.** Historic roof materials, such as metal standing seam, pressed metal shingles, cement asbestos shingles or slate, should be retained and repaired where necessary. A variety of products are currently available that can extend the useful life of metal roofing. If it can be demonstrated that roof surfaces are deteriorated beyond the point of reasonable repair, replacement is appropriate. Replacement materials

should approximate the visual characteristics of the historic roofing to the greatest extent possible.

3. *Replacement Materials.*

Composition Shingles. The application of composition shingles to replace deteriorated composition roofs is appropriate. Where documentation indicates that a building historically had wood shingle roofing, the use of a textured “architectural” grade composition shingles in a light gray or silver-gray color is appropriate. Where documentation indicates that a building historically had slate roofing, the use of a textured “architectural” grade composition shingles in a medium or dark gray or black color is appropriate. The use of patterned composition shingles based on historic patterns is appropriate. Where documentation of original or historic roofing is not available, dark colors, including dark red, black and dark greens are recommended.

Wood Shingles. Wood shingles or modern imitation wood shingles are typically not appropriate for buildings constructed after 1920 unless documentation for their original application exists.

Metal Roofing. Metal standing seam or patterned metal roofs are typically not appropriate for buildings constructed after 1920 unless documentation for their original application exists. The use of modern factory-finished metal roofing systems is typically inappropriate, but may be considered where pan-width, ridge details, seam profile and eave details can be modified to approximate the appearance of traditional standing seam roofing. The use of “V-crimped” or corrugated metal roofing is also typically not appropriate for residential buildings but may be considered for small-scale ancillary structures that are not readily visible from the street.

Membrane or Built-up Roofing. Modern membrane and built-up roofing is appropriate for flat roofs. Membrane systems may also be appropriate for use on low-pitched roofs at secondary elevations but should be either dark green or gray in color.

4. Dormers. Historic dormers should be retained and repaired as needed. New dormers should only be considered at secondary elevations that are minimally visible from the street. Where new dormers are added, their design should be compatible with the historic character of the building in terms of scale, design and materials.
5. Other Roof Features. Roof ornamentation such as finials and balustrades should be retained and repaired as needed. Ventilation cupolas, chimneys, and other historic roof features should be retained and repaired as needed.
6. Gutters and Downspouts. Historic gutters, box gutters, leaders and downspouts should be retained and maintained. New gutters and downspouts should be consistent with the architectural character of the building and should be fabricated using painted metal or exposed copper. The use of half-round gutters and round downspouts is recommended at all principal elevations. The use of architectural gutters and rectangular downspouts is not recommended unless documentation exists of their historic use on the subject building. Gutters and downspouts should be painted to match the adjacent exterior house color.



Figure 4.2 Note how the ridge and eave details on this traditional standing seam metal roof have been folded down and how the pattern created results in a softer visual character.



Figure 4.3 Note how the heavier ridge details and strong angular lines of this modern metal roof contrast with the softer appearance of the traditional roof.

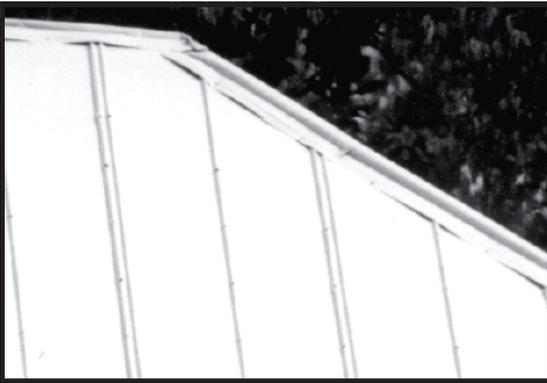


Figure 4.4 V-crimped metal roofing like this and other similar roofing (including corrugated) are not appropriate for most buildings in the district.



Figure 4.5 Patterned metal roofing like this can still be purchased today.

Figure 4.6 Patterned asphalt roofing similar to this can also still be purchased today and is an appropriate alternative to shingles on many buildings.



7. Cornices, Eaves & Soffits. Historic cornices, eaves and soffits should be retained and repaired as needed to match adjacent historic conditions. Synthetic materials should not be applied and historic design features such as exposed rafter ends, moldings, etc. should be retained. For all new construction, cornice, eave and soffit details should be compatible with historic precedents found within the district.

8. Skylights. Skylights may be appropriate if they will not be readily visible from a principal street. In such cases, the use of low-profile flat skylights is recommended.
9. Antennas. Modern communication antennas are visually inconsistent with the historic character of the district and should be located and sized to be minimally visible from the street vantages.

For additional information, please see the following Preservation Briefs: 04: Roofing for Historic Buildings; 19: The Repair and Replacement of Historic Wooden Shingle Roofs; 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs; and 30: The Preservation and Repair of Historic Clay Tile Roofs.

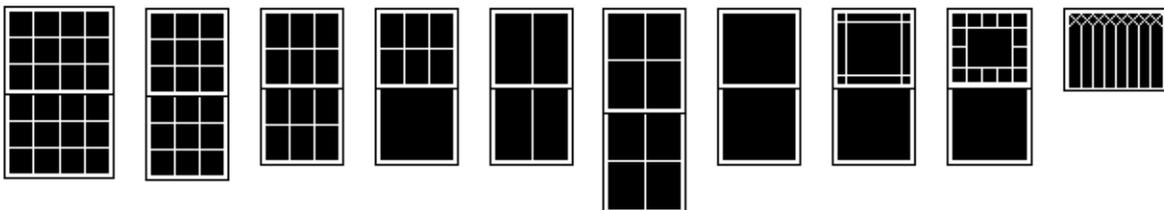
B. WINDOWS

The size, placement and appearance of windows has always been a major architectural consideration in the design of houses. As technology has allowed panes of glass to become larger, the diversity of windows has expanded. Earlier buildings tended to have smaller windows with more numerous individual panes (or lights) while more modern buildings tended to have larger windows with less lights. This technological evolution was incorporated into the prevailing styles of buildings throughout the history of the district. Greek Revival buildings often had 6/6 light sash for example. During the Victorian period, 4/4, 2/2 and 1/1 light sash as well as stained glass windows tended to be popular. In the early 20th century, 1/1 light sash, leaded glass, and geometric patterned sash became commonplace. All of these window styles provide evidence of the architectural history and development of the building and the district as a whole.

Materials

Most windows in the historic district have wooden frames and surrounds. The thickness and profile of these framing members also typically vary by architectural period and style and are also important aspects of the character of the windows. In the 20th century, metal window frames and surrounds became increasingly popular, especially for commercial buildings.

Window Styles

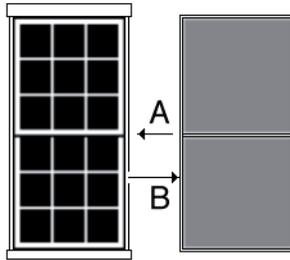


Windows are typically a major character-defining element of historic buildings. Each of these examples is appropriate for a particular style and period of house.

Guidelines for Windows

1. Retain Existing. Existing historic windows should be maintained and repaired with matching materials when needed. It is often more economical to retain deteriorated windows than to replace them, especially since new technologies such as the use of epoxy consolidants aid in repair.
2. Replacement. The condition of windows should be evaluated on a window by window basis and replacement is only appropriate where the deterioration of historic window elements can be demonstrated to have exceeded the point of reasonable repair. New windows or window elements should match the historic windows in design and materials. Modern metal or vinyl-clad windows, different types of vertical or horizontal glazing arrangements and windows with snap-in muntins or muntins sandwiched within glazing are not appropriate on principal elevations and are not recommended on secondary elevations of historic buildings. Such windows are appropriate on secondary elevations of additions to historic buildings, additions to noncontributing buildings and new construction. When using such windows it is recommended that they approximate the visual character of windows in adjacent historic buildings in terms of their glazing pattern and the width, profile and finish of their framing members.
3. Oversized Windows. The addition of modern picture windows or other openings not in scale with the building should not be installed on principal elevations.
4. Decorative Glass. Historic stained glass, leaded glass or other decorative glass features should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where such features do not presently exist, their installation at principal elevations is not recommended unless they are being installed to match documented historic conditions.
5. Specialty Windows. Historic specialty windows such as bay window and bowfronts, should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where such features do not presently exist, their installation at principal elevations is not recommended unless they are being installed to match documented historic conditions.
6. Glazing. Replacement window glass at principal elevations should typically be a clear glass. The use of modern mirror glass, smoked glass or other glass with non-traditional reflective characteristics is not appropriate at principal elevations and is discouraged at secondary elevations.
7. Storm Windows & Screens. The use of interior storm windows is recommended. Exterior storm windows are appropriate as long as they meet the following characteristics: 1) framing members are minimal in width and profile; 2) any horizontal bracing or other divisions line up visually with the meeting rails of the underlying window sash; and 3) the framing is finished to blend in or match the surrounding trim color. Storm windows should also allow for ventilation along their bottom edge to allow condensation to evaporate. Exterior screens should follow the same general guidelines for storm windows but are typically not appropriate on principal elevations unless their historic use can be documented for the subject building.

Exterior Storm Windows



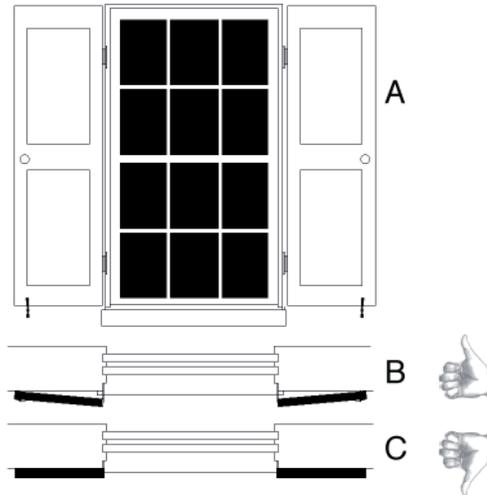
A: Align intermediate support of storm window to visually line up with meeting rail of window.
B: Paint or finish storm window frame to match window trim.

C. WINDOW FEATURES

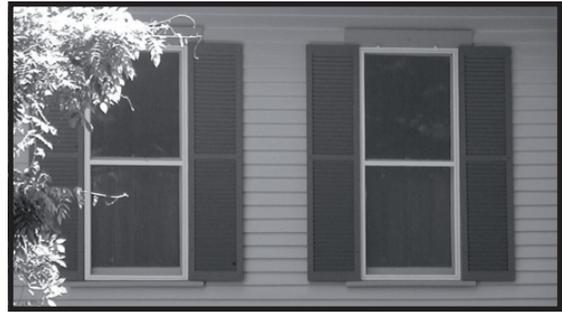
Guidelines for Window Features

1. **Shutters/Blinds.** Historic wood shutters or blinds should be retained, appropriately maintained or repaired as needed to match documented historic conditions. Where shutters or blinds are extremely deteriorated, it is recommended that they be replaced with shutters or blinds to match the historic ones in design, material and workmanship. An alternative in such cases is to simply remove the deteriorated shutters or blinds.
2. **Materials.** The use of synthetic materials such as aluminum or vinyl for replacement shutters on principal elevations is not appropriate. All replacement shutters should be sized to fit their corresponding opening. It is recommended that shutters or blinds at principal elevations be installed so as to be operable using appropriate hardware. An appropriate alternative is to mount the shutters or blinds so that they give the appearance of being operable. Typically, shutters or blinds at principal elevations should not be flush mounted to the adjacent wall surface.
3. **Proportion.** New shutters and blinds should be proportional to the window opening. They should be neither too wide nor too narrow to cover the window opening.
4. **Replacement.** Paneled wood shutters and louvered blinds are both typically appropriate for Madison's historic residences. However, shutters or blinds should not be installed on principal elevations of buildings where there is evidence that they never existed historically.
5. **Color.** Shutters and blinds should be painted a contrasting color to the body of a building.
6. **Awnings:** Canvas awnings are appropriate if they are compatible with the historic character of the building and are sized and shaped to match the window opening. When installing awnings, care should be taken to minimize damage to the building. Framing should be bolted into mortar joints rather than into masonry surfaces, etc. Metal awnings should not be applied on primary elevations.

Shutter/Blinds Should Match the Opening



- A: Shutters should be sized to fit the opening.
- B: It is recommended that the shutters be operable. If not, they should be fixed in place with spacers adjacent to the window to approximate the visual character of operable shutters.
- C: Shutters should not be surface mounted unless this was a documented historic condition.



5.4 Note how these shutters relate to the size of the window opening and appear to be inoperable.



5.5 Note how these shutters do not relate to the size of the window opening and that they clearly appear to be inoperable.

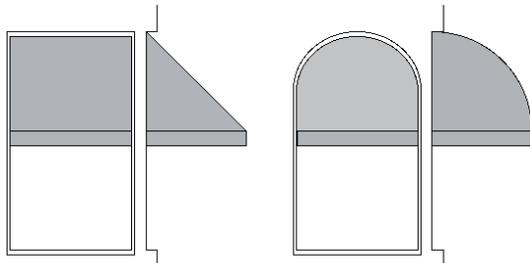


Figure 5.6. Awnings should match the overall shape and size of the window.

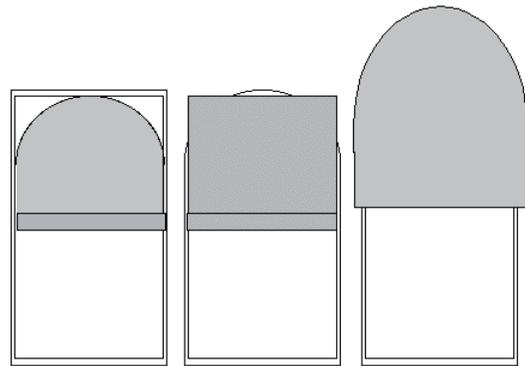


Figure 5.7. Awnings that do not match the overall shape and size of the window are not appropriate.

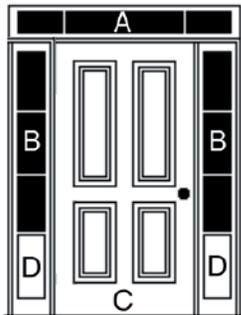
D. ENTRANCES

Guidelines for Entrances

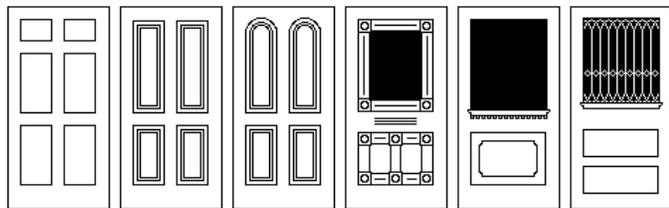
1. General. Original elements of entrances, including doors, door surrounds, transoms and sidelights should be maintained. Enclosing of transoms and sidelights is not appropriate
2. Openings. Historic openings should be retained. It is inappropriate to reduce, enlarge or infill openings on principal elevations. Alterations at secondary elevations are not recommended but appropriate if not readily visible from principal street vantages.
3. Doors. Retain and repair original doors as needed. Historic hardware and locks should be retained and repaired if practical. Where new hardware is required, it should be appropriate to the style of the building. If replacement of an historic door on a primary elevation is necessary, it is recommended that a new door be installed to match the design of the original door. Other appropriate alternatives include: 1) relocation of an original door from the side or rear elevations providing the doors match in appearance; or 2) replacement with an appropriate historic door. Many architectural salvage companies specializing in historic architectural features have and/or antique stores sell appropriate replacement doors. If a historic door is not available, a modern door is appropriate as long as it is compatible with the architectural character of the building. Modern and flush doors, doors with ornate or elaborate metal designs, or other designs out of keeping with the character of the house are not appropriate
4. Finishes. Historic finishes should be retained wherever practical. Where later finishes have been applied, it is appropriate to retain those finishes (painted surfaces can be repainted, for example) or to restore documented historic finishes.
5. Screen/Storm Doors. Appropriate screen or storm doors for entrances that are visible from principal street views include doors that are consistent with architectural period of the house or that are of a simple design with as much open screen or glass area as possible. Framing should be painted to blend with color of the door and its surround. Aluminum storm doors of any color are inappropriate on principal entrances. Wood storm doors are appropriate if they are compatible with the historic character of the house. Typically wood storm doors with 5" wide stiles and rails of 5" to 10" and stiles

Entrance Features

- A: Transom
- B: Sidelights
- C: Door
- D: Bulkhead



Door Styles



Typical doors from the 18th to the 20th centuries (left to right)

and rails aligned with the stiles and rails of the entrance door would be appropriate. Painted aluminum storm doors are appropriate on secondary elevations.

6. Security Doors. Exterior metal security doors are typically not appropriate for use at entrances on primary elevations.

E. ARCHITECTURAL DETAILS

Each historic architectural period and style used architectural ornamentation and design details as an integral parts of architectural composition. While ornamentation and details were often subtle in earlier styles, relying on molding profiles and minimal trim to express design motifs, the use of ornamentation gradually increased until the Victorian period when its use was often anything but subtle. Like other aspects of architectural style, ornamentation and architectural details are important to the character of a building and the district.

Ornamentation most often occurs at rooftop structures (such as ventilation cupolas and dormers), or along cornices, around windows and doors and at porches. Within the district, a variety of different architectural moldings, trim and other ornamental features are found that illustrate all of the major architectural periods and styles. It is important to note that historic ornamentation also varies by quality and level of detail. Grander buildings typically had grander ornamentation and simpler buildings often had simpler ornamentation. This is also an important aspect of the character of the building.

Chimneys, while most often historically functional rather than ornamental, are also important architectural details for most buildings.

Cornices and Eave Details. The design and detail of the junction between horizontal walls surfaces and roofs are often character-defining features of various architectural periods and styles. Earlier and simpler designs often included simple boxed cornices, open rafter ends, or simple closed cornices. More elaborate designs include richly ornamented cornices. The manner in which these details were continued to side elevations can also be a character-defining feature and common details include: cornice returns or pediments, raking boards or decorative bargeboards at gable ends, etc.



Examples of Eave & Cornice Details

Left: simple exposed rafter ends (appropriate); Middle: traditional historic boxed cornice with returns Detail (appropriate); Right: modern return detail (inappropriate).



Decorative Sawn Trim

Cornerboards and Quoins. The articulation of a building's corners also helps to define the building's overall character and style. Typical examples include simple plain corner boards, pilastered cornerboards, pilasters, quoins, or beveled edges.

Vertical Elements and Banding. Vertical elements such as pilasters or the arrangements of windows within common vertical panels are common elements to some architectural styles as are the use of horizontal elements such as banding or water tables.

Guidelines for Architectural Details

1. Repair. Historic architectural ornamentation and details should be retained and repaired as needed. All repairs should match adjacent historic conditions in design, materials, and workmanship.
2. Replacement in Kind. Where architectural ornamentation and details must be replaced because they are missing or have deteriorated beyond reasonable repair, replacement components should match adjacent or documented historic conditions in design, materials, and workmanship. Conjectural restoration of missing architectural ornamentation is not appropriate. Likewise, the replacement or other installation of architectural ornamentation that is inconsistent with the style, period or design of the building is not appropriate.
3. Adding Ornamentation. Ornamentation should only be applied to a historic building where there is documentation that it once existed. In cases where such documentation exists, the ornamentation shall match the historic documented conditions. Conjectural restoration of missing ornamentation is not appropriate.
4. New Construction. Architectural ornamentation and details for new buildings and additions within the historic district should be based on existing historic precedents.
5. Painting. Please refer also to the discussion of painting in section 1-D.

F. CHIMNEYS

Guidelines for Chimneys

1. General. Historic chimneys should be retained. Repairs should be accomplished to match adjacent historic conditions in design, materials and workmanship. All masonry repairs should match the historic color, texture and composition of the historic masonry and its pointing materials.
2. New Chimneys. The use of metal chimneys or chimneys clad with wood or materials of similar appearance is not appropriate. The use of stone is only appropriate where its historical use on the building can be documented or where it is compatible with the style of the building. The addition of new chimneys to historic buildings should only occur at secondary elevations that are not readily visible from the street. Such chimneys should be constructed or faced with brick or other appropriate material that are compatible with the historic character of the building. For new construction or additions, it is recommended that chimneys be constructed or faced with brick. The use of stucco may be considered if it is compatible with the overall design of the new construction.
3. Caps. Decorative chimney caps are only appropriate where documentation indicates that they existed historically on the subject building and, if installed, should match the documented historic conditions in design, material, and workmanship. Simple flat or nearly flat caps designed to seal chimneys are only appropriate if they are minimally visible and if any visible portions are finished to approximate the color of the adjacent chimney. The use of flat stone caps that do not project beyond the chimney faces are also appropriate.



3 Porches

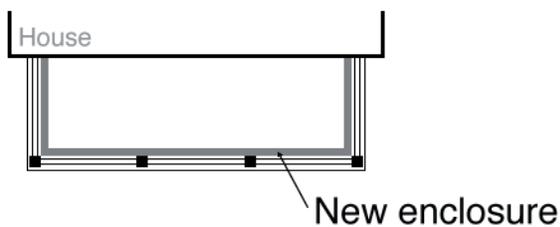


Porches are major character-defining elements of most of the residential buildings, and many of the nonresidential buildings, throughout the Madison Station Historic District. Especially when they are on the front elevation or prominent side elevations, porches are often prominent decorative and functional features. Most porches were constructed as part of the building's original design, or reflect important periods of historic remodeling, and are therefore important to understanding the architectural development of the building and the district.

Guidelines for Porches

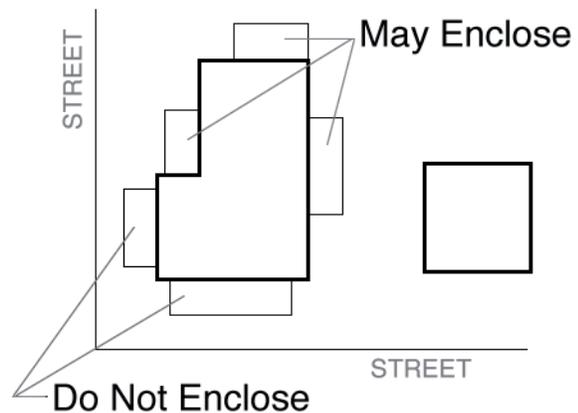
1. **General.** Historic porches should be retained and repaired as needed. The removal of historic porches and their architectural elements that are visible from principal vantages is not appropriate.
2. **Retain Historic Components.** Historic porch columns, railings or other details should be retained and repaired as needed.

Figure 3.1
Porch Enclosures, Screening and Glazing



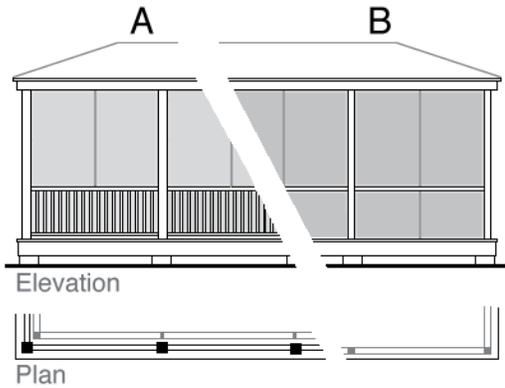
Porch enclosures should be recessed behind existing historic porch supports, rails and other framing components.

Figure 3.2
Porch Enclosures, Appropriate Locations



Enclosing porches that open onto principal streets is not recommended. Enclosures at secondary locations are acceptable.

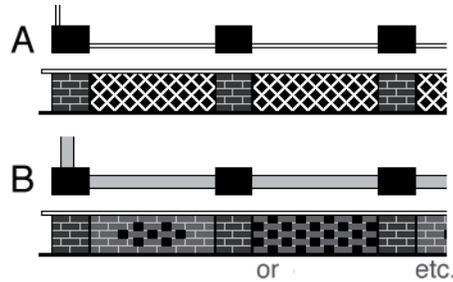
Porch Screening and Glazing



A: Where historic porch supports, rails and other framing components remain, recess screening behind existing components and hide framing behind them to the greatest extent possible.

B: Where no historic components remain, new screen or glazing framing should approximate the visual pattern of appropriately-spaced supports and railings.

Porch Foundation Infill



A: Lattice is an appropriate infill. It should be recessed slightly from the line of the face of the piers.

B: Brick is an appropriate infill if it is recessed from the line of the face of the piers and provides adequate ventilation.

3. Replace Missing or Deteriorated Components in Kind. Where porch columns, railings or other details are deteriorated or missing, new components should duplicate the historic components in design and workmanship. In cases where historic components are completely missing, it is recommended that new components match documented historic conditions based on historical documentation (photographs, etc.). If such documentation is not available, components should be chosen that are appropriate to the building and the surrounding neighborhood. Appropriate new and salvaged historic porch components are readily available from several companies in the region or from other national suppliers. The use of wrought iron porch supports, fluted metal columns or other synthetic components that do not replicate historic conditions is not appropriate. Likewise, the use of modern exterior bevelled and other picket details that are not consistent with historic porch designs are not appropriate. Turned posts and columns that do not closely approximate historic designs in terms of diameter, turning patterns, and capital details, are typically not appropriate.
4. Enclosures. Porches on principal elevations or secondary elevations that are readily visible from the street should not be enclosed. When porches are to be enclosed at secondary elevations, remaining historic components such as columns, railings, etc., should be preserved and the enclosure recessed behind them.
5. Screening/Glazing. Porches on principal elevations should not be enclosed with glass. Screening should likewise be avoided at principal elevations. Where glazing or screening is installed, historic components such as columns, railings, etc., should be preserved and the enclosure recessed behind them (please see figure 3.3). Where this occurs, new framing members should be concealed behind the historic components wherever possible (please see figure 3.3). Where new framing members must be exposed, they should be of a dark color to help minimize their visual impact. Where screening or glazing occurs at secondary porches that do not retain historic components,

new framing should approximate the visual pattern of appropriately-spaced supports and railings (please see figure 3.3).

6. New Porches/Decks. Porches should not be added to principal elevations on buildings which were constructed without porches at these locations. The addition of new porches or decks is appropriate on rear elevations which are not readily visible from major streets.
7. Foundation Infill. Wood lattice is recommended for the enclosure of areas beneath most porches. Brick infill is also appropriate if it is recessed from back from the exterior line of the piers and if adequate ventilation is provided (please see Fig. 3.4). Brick patterns in decorative open weaves are appropriate on foundations for new construction.
8. Stairs. Existing historic porch stairs and railings should be retained and repaired as needed. Where porch stairs or railings are later additions or are missing altogether new elements should be based on documentation of historic conditions. Typically, wood stairs are appropriate for the porches of frame residences and brick stairs are appropriate for the porches of brick residences. Where new brick stairs are proposed, they should match the color and texture of the adjacent foundation. Modern pre-cast concrete stairs are not appropriate on primary elevations.
9. Special Considerations for Noncontributing Resources: The general provisions of this section apply to existing buildings that are noncontributing to the district.
10. Finishes. All wooden porch elements that are visible from principal vantages should be painted in a color that is compatible with the house. The use of exposed wood for porch elements that are visible from principal vantages is typically not appropriate.

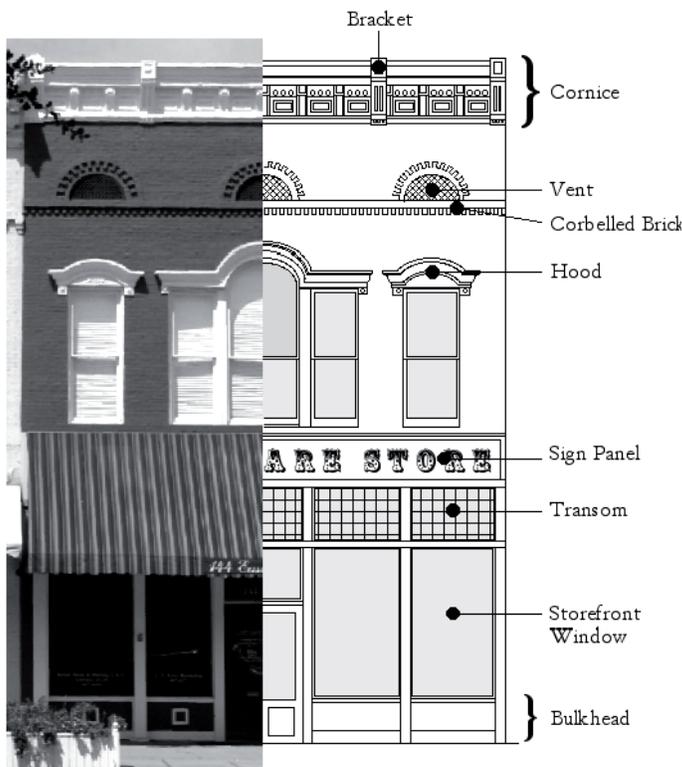
4 Commercial Buildings



While most of the design guidelines included within this publication apply generally to all types of buildings within the historic district, commercial buildings have some unique features. The most significant of these features is the storefront. Storefronts are typically the focal point of a commercial building's facade and often reflects its historic retail function. The upper level of most of the district's commercial buildings are architecturally related to the storefront and most have flat or monopitch roofs concealed by flat or shaped parapets, often with decorative cornices.

The historic evolution of storefronts is similar to that of windows: as technology advanced, larger and larger storefront windows were possible with progressively smaller framing.

Traditionally, historic storefronts in Madison had a central or off-center entrance flanked by display windows above low bulkheads. Typically a transom extended the full width of the storefront, as often did a canopy or awning. Signage was often located within a band atop the transom or above the awning. Entrances were often recessed. Transoms included a variety of glazing, including plain glass, prism glass or other patterned glass. Many of the districts commercial buildings also have decorative iron vent grilles at their attic levels.



Parts of a Traditional Commercial Building's Facade

Guidelines for Commercial Buildings

1. General. Retain and repair as needed surviving historic features.
2. Cornices. Retain and repair historic cornices where they exist.
3. Vents. Many commercial buildings within the district retain decorative cast-iron attic vents. These are distinctive character-defining and functional features that should be retained and repaired as needed.
4. Awnings. Canvas awnings are appropriate for commercial buildings. The design of the awnings should be compatible with the historic character of the building and they should be sized and shaped to march the storefront. When installing awnings, existing hardware should be used or care should be taken to minimize damage to the building when installing framing. For example, framing should be bolted into mortar joints rather than into masonry surfaces, etc.
5. Canopies. Fixed canopies are appropriate where documentation exists that they historically existed on the building. The design of fixed canopies should match documented historical conditions where possible.
6. Storefront Systems. Historic storefronts are important character-defining features of commercial buildings and the surrounding area. Surviving storefronts or storefront elements should be retained and repaired as needed. Where no historic storefront remains, the design of new storefronts should be consistent with the historic character of the building. Designs based on documented historic conditions are appropriate and encouraged. The new storefront should relate to the scale, proportions and materials of the building.
7. Storefront Transoms. Storefront transoms and historic glazing should be retained. Where transoms have been covered, it is recommended that they be reopened. Where transoms have been removed, it is recommended that they be constructed to match documented historic conditions or to be compatible with the historic character of the building.
8. Storefront Windows. Historic storefront windows and bulkheads should be retained and repaired as needed. Where historic storefront windows no longer remain, it is recommended that new windows match documented historic conditions or be compatible with the historic character of the building.
9. Changes in Use. When commercial buildings are converted for non-retail use, their storefronts should be retained. It is inappropriate to infill storefront windows and transoms. It is appropriate to backpaint storefront windows or to install interior blinds to accommodate the new use.

For additional information, please refer to: Good for Business: A Guide to Renovating the Exteriors of Older Commercial Buildings published by the City of Milwaukee, Wisconsin. This useful publication that provides a discussion of the history and design of storefronts and their materials as well as detailed guidance for rehabilitating existing storefronts or designing new ones. Also refer to: Preservation Briefs #11: Rehabilitating Historic Storefronts.

5 Site & Setting



The relationship between a building and the landscape that surrounds it is an important character-defining feature of both the building and the overall historic district. Landscape features and appurtenant buildings and structures can impact the character of the site and its surrounding neighborhood and are therefore considered in the design review process. The intent of these guidelines is to provide basic guidance for features of the site to help insure that they are in keeping with the overall historic character of the district.

While few documented historic landscapes remain within the district, certain elements of traditional landscape design do remain. The width of front and side yards, the presence of fencing, curbs or retaining walls, and certain types of plant materials are examples of these elements.

A. LANDSCAPING

Guidelines for Landscaping

1. General. Landscaping should complement a building rather than overwhelm it. Buildings should not be completely hidden from sight by trees and bushes. Plantings should typically be some distance from the base of a building to prevent holding excessive moisture against it. Likewise, climbing plants and vines can cause damage to the surfaces of historic buildings.
2. Parking. Parking areas should be located at secondary elevations wherever possible. Parking lots and driveways should be screened by fencing or shrubbery to separate them from the streets and adjacent properties.
3. Trees. The removal of existing trees with a base circumference of 20 inches or more is not appropriate unless the tree is diseased, has been extensively damaged, or is dead. Where such trees are removed it is recommended that new trees of a similar species be planted.
4. Plants. It is recommended that plant materials be native to this region of Alabama and the use of species of plant that have been traditionally used in the community is encouraged.

5. Sidewalks. Poured concrete sidewalks were introduced into the historic districts in the early 20th century and the continued repaired and reuse of concrete for sidewalks is appropriate. The use of brick paving for sidewalks, while not typically used here historically, is also appropriate as is the use of fine gravel or stone pavers. Modern applied finishes to concrete are generally not recommended.
6. Ornaments. Garden ornamentation such as statuary, birdbaths, and other freestanding elements are appropriate. It is recommended that they be compatible with the overall historic character of the property and the district.
7. Garden Structures. It is recommended that garden structures such as gazebos, retaining walls, trellises, etc. be located away from principal street vantages unless they are replacing features documented to have historically existed on the property.

B. FENCING

Guidelines for Fencing

The district retains many examples of historic fences and retaining walls. Historic fencing along principal street vantages is typically low in height (48 inches or less) and constructed of wood, cast iron and/or brick which is sometimes stuccoed. Historic fencing tends to be open in character in that it does not block views of the building from the street. Retaining walls are typically constructed of brick which is also sometimes stuccoed. Non-traditional fencing within the district, including wood privacy fences, chain link, wire, etc., is typically found in rear yards and along secondary street vantage

1. Existing Fencing and Retaining Walls. Where historic fences and retaining walls remain, especially along principal street vantages, they should be retained and repaired as needed.

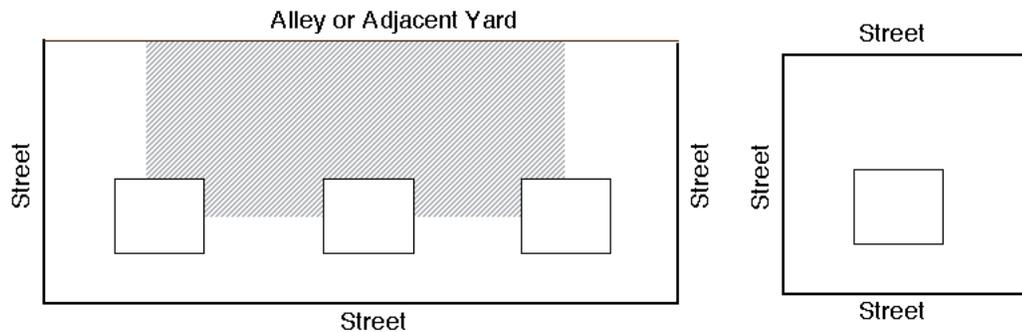


Historic fencing in the district includes ornate iron fencing and simple wood picket fencing.



2. New Fencing and Retaining Walls. Where new fences or retaining walls are desired along principal street vantages, they should be compatible with the principal building on the site and the surrounding neighborhood in both design and materials.
3. Height. Fences at principal street vantages should be low in height (typically no higher than 36-42"). Fences on readily visible secondary vantages should be no higher than six feet. Please note that fencing must also comply with any other applicable city building or zoning codes.
4. Other Fences. The use of chain-link, wire, wood plank, vinyl, solid brick or open weave fences along principal street vantages is not appropriate. The use of these fence materials is appropriate in rear or side yards at secondary vantages or where not visible from principal street vantages.
5. Finishes. Wood and metal fencing should be painted. The use of exposed treated wood for fencing that is visible from a principal public vantage is typically not appropriate.

Appropriate Locations for Other Fences



Nonhistoric fences should be limited to areas that are not readily visible from primary vantages. Right: Example of a typical block. Right: Example where rear yard backs up to a street.

C. EXTERIOR LIGHTING

Guidelines for Exterior Lighting

1. Historic. Historic exterior lighting should be retained and repaired as needed wherever practical.
2. Replacement. If retention of historic fixtures is not possible, contemporary fixtures that are compatible with the historic character of the building should be used. Lights which can be concealed in the porch ceiling or beneath eaves are appropriate.
3. Walkway/Street Lighting. For walkways small footlights are generally preferable to a large freestanding lights. The design of all lighting should be compatible with the historic character of the building and the surrounding historic district.

D. OUTBUILDINGS & ANCILLARY BUILDINGS

Guidelines for Outbuildings and Ancillary Building

1. Retain. Many garages, outbuildings and other ancillary buildings contribute to the character of the district and should be preserved and maintained.
2. Removal. Demolition of contributing buildings and outbuildings is inappropriate unless warranted by structural conditions, economic hardship or where the public safety is endangered.
3. New Construction. New outbuildings should be simple in design to complement and blend with the principal building on the site. Outbuildings constructed within street vantages should generally meet the guidelines for new construction or additions. While they are not encouraged, the use of frame prefabricated outbuildings is appropriate as long as they are not readily visible from the street. Where such buildings are used, the installation of landscape screening is encouraged.

E. UTILITY & ACCESSORY STRUCTURES

Guidelines for Utility and Accessory Structures

1. HVAC Units. All heating and cooling mechanical units, including window air conditioning units, ground and roof condensers, and exterior conduits and ductwork should typically be placed away from principal elevations. Where mechanical units must be located in areas that are visible from the street, they should be screened with landscaping, framed lattice panels, brick opened weave walls or other appropriate screening.
2. Satellite Dishes/Solar Units/Other Antennas. Satellite dishes, solar energy collectors or other antennas and/or their towers are appropriate as long as they are not readily visible from the street. Typically, such structures should be located so as to be screened from street vantages by the building or in an inconspicuous location removed from the street. Screening can be used to mitigate visual impact but should be permanent and appropriate to the character of the building and/or its landscape setting. The use of small 18 to 20 inch diameter dishes is encouraged.
3. Swimming Pools Swimming pools should be located in rear yards or to the rear of side yards. They should be concealed from public vantages through screening and/or fencing.

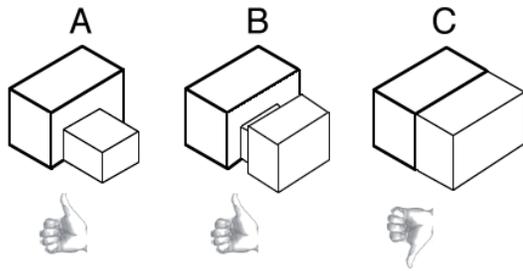
6 Additions



Guidelines for Additions

1. **General.** Additions to all buildings within the districts shall be subject to review.
2. **Size.** New additions should be compatible with the size and scale of the building. The addition should be visually subordinate to the building, allowing the building to remain the principal focal point of the site.
3. **Location.** Additions should not be made to principal elevations. Additions at the rear of buildings, such as additional enclosed living space, wood decks, and porches are appropriate providing they are minimally visible from the street. Side additions may be appropriate if located toward the rear of the building and they are visually subordinate to the building.
4. **Design.** Additions should be architecturally compatible with the historic character of the building but typically should not seek to replicate its historic design. The use of accurate period designs can actually compromise the character of the historic building by confusing the visual record of its historical development. Contemporary designs for additions that meet the guidelines of this section and that draw from the architectural vocabulary of the building are encouraged. The intent is that additions blend in with the character of the historic building while at the same time expressing their contemporary construction. It should be recognized that additions to historic buildings represent an important design challenge that will have a lasting impact on the character of the district.
5. **Shape.** Additions should be compatible in shape with the existing historic building. Typically buildings in the districts are rectangular. Likewise, the shape of the roof of the addition should be compatible with that of the historic building and should have a similar pitch.
6. **Rooftop Additions.** Rooftop additions are not recommended. They may be appropriate if they are subordinate in size and scale to the historic rooftop. They should be located so as to not be readily visible from principal street vantages, should be compatible in design with the historic building, and should all other requirements of this section. Skylights are only appropriate where they are minimally visible from principal street vantages.
7. **Reversibility.** New additions should be constructed in such a manner that if removed in the future, the essential form and integrity of the historic building and its environment would be unimpaired.

Additions, Massing

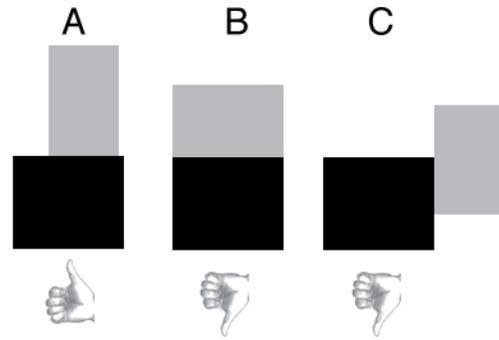


A: Additions that are clearly subordinate in size are appropriate.

B: Larger additions where mass is broken into smaller components are appropriate.

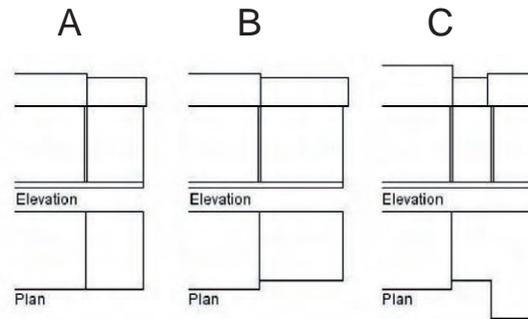
C: Additions that change the apparent mass of the building are not appropriate.

Additions, Size



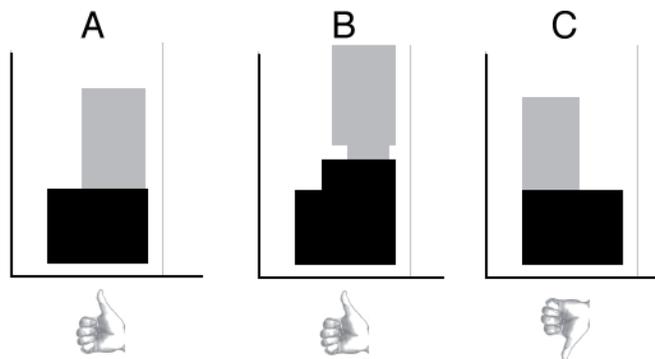
All three additions are the same size. Note how different placements can affect the impact of the addition on the house.

Rear Additions, Connection



A: The addition is reduced in height and clearly indicated by a corner board; B: The addition is also recessed slightly from the plane of the side wall; C: A larger addition is offset by a hyphen.

Additions, Corner Lots



A & B: The addition is set back from the intersecting street thereby allowing it to visually recede from the building. These alternatives are appropriate.

C: Placing the addition closer to the intersecting street causes greater visual impact on the building and is not recommended unless site conditions make such a placement necessary and the addition is clearly smaller in scale.

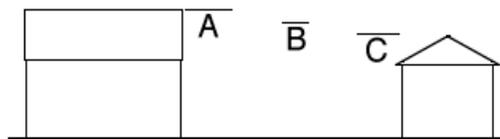
7 New Construction



Guidelines for New Construction

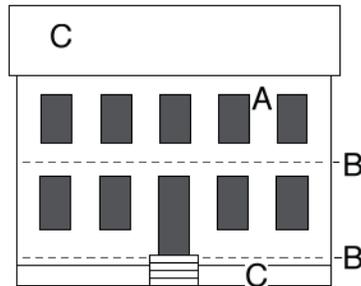
1. General. All new construction must conform with setbacks, density and other requirements as set forth in the zoning ordinance of the City of Madison.
2. Height. The height of new construction in the district should be compatible with the historic buildings in the surrounding area. New construction typically should not exceed the height of the tallest adjacent historic building nor be of lesser height than the lowest adjacent historic building. It is recommended that new construction range between ten percent more or less than the average of the heights of the adjacent buildings. In some cases, such as the presence of noncontributing adjacent buildings, corner lots or lots where there are no immediately adjacent buildings, it may be necessary to examine the average heights of other historic buildings within the immediate area of the proposed new construction.
3. Proportion. New construction should be consistent with adjacent buildings in proportions of width to height.
4. Rhythm. It is important that new construction in the historic district be consistent with adjacent historic buildings in rhythm of spacing and setback. This rhythm includes the size and placement of openings on principal elevations and the exterior visual expression of floor to floor heights, the presence of porches and the heights and forms of roofs. New construction should maintain the rhythm of porch orientation on each block and follow the size, height, and, placement of adjacent buildings.

New Construction, Height



Height of new infill building (B) should be an average of surrounding houses (A) and (C).

New Construction, Scale



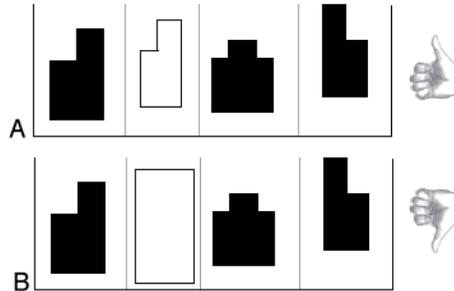
- A: The overall ratio and relation of window and door openings within the facade should be consistent with surrounding buildings.
- B: The floor to floor heights and elevation of the first floor should be consistent with surrounding buildings.
- C: The proportion of the foundation and roof to the facade should be consistent with surrounding buildings.

5. Setbacks. Setbacks for new construction throughout the district should be consistent with adjacent historic buildings. Generally, setbacks should be within more or less than ten percent (10%) of the average setback of the adjacent buildings.
6. Design. New construction should be architecturally compatible with the historic character of the district but typically should not seek to replicate historic designs. The use of accurate period designs can actually compromise the character of the district by confusing the visual record of its historical development. Contemporary designs for new construction that meet the guidelines of this section and that draw from the architectural vocabulary of the district are encouraged. The intent is that new buildings blend in with the character of the district while at the same time expressing their contemporary construction. It should be recognized that new construction within historic districts represents an important design challenge that will have a lasting impact on the character of the district. Madison's historic district derives its character from an assemblage of buildings representing a variety of historic periods and styles. New construction provides an opportunity to continue to add to this tradition while at the same time respecting the unique character of the district that this tradition had already created.
7. Materials. New construction should be compatible with adjacent historic buildings in terms of the composition, texture and finish of materials and the design and appearance of architectural details. It is recommended that traditional materials be used for all new construction. However the use of synthetic siding or other artificial siding products may be appropriate in new construction provided the material generally matches the visual character of traditional wood siding. The use of brick is also appropriate if it is generally consistent in appearance and size with brick traditionally used within the district. The use of stucco is also appropriate. The visual expression of expansion joints commonly used in modern stucco systems is typically not appropriate.
8. Windows. The use of synthetic windows may be appropriate provided the new windows are compatible with the overall character of the building and the surrounding neighborhood. Windows should have divided lights. The use of true divided lights is

recommended as they are more visually compatible with traditional windows found within the district. However, modern internal and applied systems maybe appropriate. Windows should be finished to match the adjacent trim. Finishes (such as anodized finishes or bright aluminum) that are inconsistent with traditional finishes used within the district are inappropriate except for use on commercial buildings.

9. Roofs. Roof forms and pitches must be consistent with adjacent historic buildings.
10. Porches. Porches are a common feature of residences within the district and the use of porches on new residences is recommended. The design and detailing of porches should be compatible with the design of historic porches found on historic buildings that are similar in character to the proposed building.

New Construction, Size



A: New building footprint (A) is consistent with remaining houses on the block and is appropriate. B: New building footprint (B) is larger than remaining houses on the block and is inappropriate.

8 Signs



Traditionally, the presence of signage within the historically residential areas of the district was very limited. The introduction of signage within these areas therefore must be given careful consideration if it is to be compatible with the overall historic character of the district.

Signage within the commercial areas of the district has traditionally been commonplace and followed the general trends in historic signage found throughout the country.

Please note that the City of Madison has a separate sign ordinance which compliments the requirements of this section. The sign ordinance provides additional information and details about the types, sizes and location of signs that are permitted within the city. This section is intended to provide additional guidance and requirements for signage within the historic district.

Guidelines for Signs

1. General. Signage shall be consistent with the overall historic character of the building and its surrounding area. Therefore, signage shall be compatible in material, size, color, scale, design, and character with the historic character of the building and the other historic buildings within the district. Signage should compliment, rather than compete with the character of the building and the surrounding area.
2. Placement. Signs shall be mounted or erected so that they do not obscure the architectural details or openings of a building. No sign, or portion of a sign, shall extend above the bottom of the cornice at the top of the building face. Locate signs on flat, unadorned parts of the façade or paint directly onto the glass storefront. Hanging signs shall not project beyond the adjoining buildings so to obscure the view of the streetscape or the adjoining buildings. It is not appropriate to install a large, out-of-scale, projecting sign on a building façade. A hanging sign shall be at least 8 feet off the ground. Signs shall be aligned with others in the area in order to create a uniform appearance.
3. Size. The scale and proportions of the sign should be related to the scale and proportion of the building on which it is mounted. Signs shall not obscure or visually compete with the building's architectural elements.
4. Materials. Sign materials shall match or be compatible with the historic materials of the building. Traditional signs were often painted on finished wood or metal panels. Wood, metal, stucco, stone or brick is allowed. The use of resin to give the appearance of wood may be used as appropriate. The use of interior-grade wood, unfaced plywood, unfinished wood, plastic, vinyl or similar materials is typically not appropriate.
5. Mounting. Signs shall be mounted in such a way so as to minimize damage to historic materials. On masonry buildings, holes for fasteners shall be placed in the mortar joints, not in the masonry units. On frame buildings, mounting brackets and bolts shall be the

minimum amount necessary to assure adherence to the surface while at the same time preventing excessive wood penetration.

6. Design. The overall design of all signage including the mounting framework shall relate to the design of the principal building on the property. Buildings with a recognizable style such as Greek revival, Italianate, Victorian, etc. shall use signage of the same style. This can be done through the use of decorative features such as columns, frames and brackets. For buildings without a recognizable style, the sign shall adopt the decorative features of the building, utilizing the same materials and colors. Signs shall be mounted with frames or painted borders. Signs should not attempt to look older than the building. For example, colonial type signs are not appropriate on Victorian buildings. The use of symbolic, three dimensional signs, such as red and white barber poles, is encouraged.
7. Lettering. Early photographs of downtown Madison show a wide variety of commercial signs. Many times lettering was painted directly on the window glass. If a building had a transom over the main entrance, street numbers were usually painted on the glass in that area. Lettering designs were usually in typefaces without serifs or with simple serifs and were styled in all capital letters. Fancy lettering, such as italics or ornate Gothic styles, was used as an accent or an emphasis in combination with plain lettering. The style of lettering used on signs and any other graphics used on the sign shall be compatible with the style and character of the building and the surrounding area. The use of plastic lettering is not appropriate and should not be used.
8. Lighting. Internally lit awnings and signs are typically not appropriate. Signs shall be lighted using focused, low intensity illumination. Such lighting should not shine into pedestrian or vehicular traffic nor should it shine into adjacent areas. Light fixtures mounted on the ground should be screened by landscaping or other appropriate screening. Flashing, blinking, revolving or rotating lights are typically not appropriate.
9. Old Signs: Old signs that contribute to the overall historic character of the building or district shall be retained and preserved. Occasionally old signs can be appropriately restored for contemporary use.
10. Neon Signs: Neon signs may be appropriate for certain commercial buildings as long as their design is compatible with the historic character of the building and the surrounding area.
11. Multi-Tenant Buildings: The Owner of a multi-tenant building shall submit an overall sign plan for the building addressing placement, size, materials, design and lettering. Signage for the building and tenants shall be consistent.
12. Reusing Signs: If the Owner/Tenant of a property changes and the new Owner/Tenant wants to reuse an existing sign at the property, the existing sign can be reused without having to have the Owner/Tenant appear before the Commission if all of the following apply:
 - A. The sign had previously been approved by the Commission.
 - B. The reused sign will use the same colors and same style of type.
 - C. There are no logos or designs on the sign.

9 Accessibility

Accessibility issues and health and safety requirements often require changes to a building.

Most of the residences in the district were built with raised foundations. Therefore, accessibility for persons with disabilities often requires the introduction of handrails, a ramp, or lift to the first floor level.

Current codes may dictate additional exits and/or a fire stair in a building. The need for public access to historic buildings may necessitate that the building comply with current standards for safety and accessibility. It should be noted that current codes and the Americans with Disability Act of 1990 include some flexibility in compliance when historic building are involved.

When changes to a building are necessary for accessibility or health and safety they should be incorporated without compromising the integrity of the building, its character-defining features or its site.

Guidelines for Accessibility

1. General. It is appropriate to meet accessibility and life-safety requirements in such a way that minimal alteration occurs to the site and the building's overall historic character and character-defining features, fabric, and finishes.
2. Placement. Locate fire doors, exterior fire stairs, elevator, or other additions on rear or secondary elevations. Where feasible, locate ramps on side or rear elevations.
3. Design: Designs for doors, exterior fire stairs, elevator, ramps or other additions to be compatible in character, materials, scale, proportion and finishes with the building. Where ramps or lifts are required to access historic front porches, they should be installed so as to not alter the overall character of the porch. Typically, they should access the side of the porch and not require the removal of existing historic railings or porch supports. The design of the railing for access ramps should be simple in character and compatible, rather than replicate, of any historic railings. Typically, the preferred alternative is a simple iron or metal railing. Modern turned balusters or exterior bevelled posts are typically not appropriate. All wooden porch elements that are visible from principal vantages should be painted in a color that is compatible with the house. The use of exposed wood for porch elements that are visible from principal vantages is typically not appropriate.
4. Landscaping: The use of traditional materials and details and the addition of landscaping screening can be used to mitigate the visual impact the new design elements with the building.
5. Reversible: All accessibility features should be installed in such a manner that if they were to be removed in the future, the underlying historic fabric and features would be unimpaired.

9 Special Issues

A. DEMOLITION

Guidelines for Demolition

1. Not Appropriate for Contributing Buildings. The demolition of contributing buildings is not appropriate. The Commission may only grant a certificate of appropriateness for the the demolition of a contributing building where it finds that: failure to do so would result in an unreasonable economic hardship for the property's owner, the public safety is endangered, the building is no longer contributing to the district, and/or where demolition is necessary to otherwise enhance the historic district.
2. Appropriate for Noncontributing Buildings. Demolition is appropriate if a building is noncontributing or has lost its architectural significance or integrity and if its demolition would have a positive effect on the overall appearance and character of a district.
3. Outbuildings Considered to be Contributing. Outbuildings (such as kitchens, garages, carriages houses, barns, sheds, etc.) and permanent landscaping features (such as retaining walls, fences, gazebos, etc.) are considered to be contributing unless the Commission makes a determination that they are noncontributing, they are not visible from a public vantage, or the Commission determines that their removal would otherwise not be detrimental to the historic character of the district.
4. Replacement. In reviewing the appropriateness of any demolition request, the Commission may consider the proposed reuse of the property to determine if the demolition will have a positive effect on the overall appearance and character of a district. Accordingly, the Commission may withhold a certificate of appropriateness for a demolition request until such time as a certificate of appropriateness has been approved for any new construction on the site.

B. RELOCATION

Guidelines for Relocation

1. Relocation. Because the significance of a historic building is related to its physical location and setting, the relocation of buildings within the district is generally not appropriate. Relocation may be appropriate if the Commission determines that it is the most reasonable alternative to the building's demolition or if the building has previously been moved within the past fifty years. Relocated buildings must generally comply with all other requirements of these guidelines. In its new location, the building should be compatible with the design, materials, height, massing, proportions, orientation, and siting of the buildings surrounding it. The building's new setting should be, to the greatest degree practical, similar to that of its historic setting.

For additional information, please see the following: [National Register Bulletin 15: How to Apply Criteria Considerations](#), see [Criteria Consideration B: Moved Properties](#).

Guidelines for Mothballing

If a building becomes vacant or is abandoned, it is recommended that it be secured in order to prevent demolition by neglect.

1. Security. Secure the building against vandalism, break-ins, and natural disasters. Apply temporary coverings to window and door openings in such a manner as to not damage historic features or materials.
2. Stabilize. Structurally stabilize the building as needed and provide and maintain a weather-tight roof. Temporary roofing may be installed if needed. Discontinue all utilities and remove flammable materials and debris from the building.
3. Ventilation. Provide adequate ventilation to the interior of the building through the use of vents in the window and door coverings.
4. Pest Control. The building should be treated to prevent termite infestation.
5. Monitor. Periodically monitor the building to insure the effectiveness of the mothballing program.

For additional information, please see [Preservation Brief: #31: Mothballing Historic Buildings](#).



APPENDIX A
Bylaws

Madison Station Historic Preservation Commission



Madison Station Historic Preservation Commission City of Madison, Alabama

By-Laws

Article I

Name, Membership and Mission Statement

Section 1 Name

The name of the Commission shall be The Madison Station Historic Preservation Commission, (hereinafter sometimes referred to as the "Commission").

Section 2 Membership: Commission composition; nomination of members; terms of office; removal; vacancies

- a) The Commission shall be composed of 7 members, who shall have demonstrated training or experience in the fields of history, architecture, architectural history, urban planning, archaeology or law, or who shall be residents of an historic district designated pursuant to that ordinance. Members of the Commission shall be bona fide residents of the City of Madison. Not more than one of the members shall be a public official.
- b) Members of the Commission shall be nominated by the Mayor and appointed by the City Council. Nomination and appointment of members shall be made so as to ensure that the Commission will be composed of persons with as much of the training and experience specified in subsection (a) of this section as is possible.
- c) Except for the original members of the Commission, members shall serve three-year terms and shall be appointed in such a manner so as to serve overlapping terms. Two of the original members of the Commission shall be appointed to serve one-year terms, two of the original members shall be appointed to serve two-year terms, and the remainder of the original members shall be appointed to serve three-year terms. Members of the Commission may be reappointed.
- d) Members of the Commission may be removed for cause by the City Council.
- e) Vacancies on the commission shall be filled by persons nominated by the Mayor and appointed by the City Council. Such appointments shall be for the unexpired term of the member replaced.

Section 3 Mission Statement

To promote the educational, cultural, economic and general welfare of the residents of the City of Madison through the preservation and protection of buildings, sites, structures, areas and districts of historic significance and interest; through the preservation and enhancement of the national, state and

local historic, architectural, archaeological and aesthetic heritage found in the City of Madison; and through the promotion and enhancement of Madison's historic and aesthetic attraction to tourists and visitors. The Commission will also provide for the creation, protection and enhancement of historic properties or historic districts, structures, and places in the City of Madison.

Article II Meetings and Votes

Section 1 Meeting location

Regular meetings of the Commission will be held at the City of Madison Municipal Complex. Special called, or other meetings not related to Certificates of Appropriateness, may be held at other municipal venues as deemed necessary by the Chairman.

Section 2 Regular Meetings

Regular meetings of the Commission shall be the 2nd Wednesday of each month at 6:00 or at other times as agreed by the majority of members.

Section 3 Notice of Meetings

Public notice of the time and place of the Commission meetings shall be given in like manner, and at such times and places, as other public Boards of the City of Madison.

Section 4 Adjournment of Meetings

If any meeting of the Commission cannot be held because a quorum of the Preservation Commission is not present, a Majority of the Commission voters present at the meeting may adjourn the meeting.

Section 5 Voting

Each Commission member will be allowed one vote per motion. In the case of a tie vote, the application will be approved.

Section 6 Quorum

The presence of a majority of the Commission members will constitute a quorum. A quorum will not be determined by the number of seats of the Commission, only the number of members.

Section 7 Special Meetings

When a Certificate of Appropriateness is before the Commission and a quorum is not present, a Special Meeting shall be called by the Chairman. The Chairman will direct the Recording Secretary, or other City of Madison representative designated by the Mayor or Director of the Department of Planning and Building, to post a Notice of Meeting twenty-four hours (24 hours) in advance of said Special Called meeting. Special Called Meetings shall be called at the request of the Chairman, Vice- Chairman or by any two members.

Article III
Officers, Election of Officers, Term Lengths, Removals and Resignations

Section 1 Officers

The officers of the Commission shall be a Chairman, Vice-Chairman, Historic Liaison/ Corresponding Secretary and such other officers that the Commission may approve. Officers shall be elected by a majority vote of the members of the Commission. Any two or more offices may be held by the same member, apart from Chairman and Historic Liaison/Corresponding Secretary.

Section 2 Election, term of office and vacancies

The officers of the Commission shall be elected annually by the Commission at the first regularly scheduled meeting of the Board's calendar year. A vacancy in any office arising because of death, resignation, removal, or other unknown circumstances, may be filled by the Commission for the unexpired portion of the term. Officers otherwise qualified and eligible, shall serve past the expiration of their term until their successor has been elected.

Section 3 Removal

An Officer may be removed from office by a majority vote of the Commission whenever, in the judgment of the members, the best interest of the Commission will be thereby served.

Section 4 Chairman

The Chairman shall preside at all meetings of the Commission.

Section 5 Vice Chairman

The Vice-Chairman shall perform all duties of the Chairman in the absence or disability of the Chairman.

Section 6 Historic Liaison

The Historic Liaison shall correspond and interface with other historic organizations, commissions and groups on a local, state or national level, as well as perform the duties of corresponding secretary.

Section 7 Resignation

Any officer may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Article IV
Miscellaneous**

Section 1 Fiscal Year

The fiscal year of the Preservation Commission shall run concurrently with the City of Madison's fiscal year.

Section 2 Parliamentary Rules

Roberts Rules of Order, (current edition) shall govern the conduct of all Commission proceedings, when not in conflict with Alabama law or City of Madison Ordinance No. 2008-269.

Section 3 Procedure to Amend By-Laws

By Laws can be amended by a proposal submitted in writing by a member of the Commission. Said proposal cannot be voted on at same meeting as submitted except by unanimous consent; other wise vote shall be taken at the following meeting and adopted if approved by majority vote of members.

Section 4 Conflicts

If there are conflicts or inconsistencies between the provisions of Alabama law, the City of Madison Ordinance No. 2008-269, and these By-Laws, then the provisions of Alabama law, City of Madison Ordinance No. 2008-269, and the By-Laws (in that order) shall prevail.

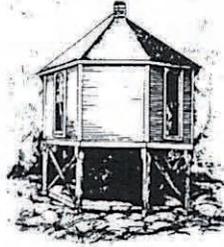
Adopted on the 4th day of March, 2009.

The Madison Station Historic Preservation Commission
BY: Dennis Vaughn, Chairman



APPENDIX B
Regulations

Madison Station Historic Preservation Commission



Madison Station Historic Preservation Commission City of Madison, Alabama

Regulations

ARTICLE I - Applications

- A. When Certificates of Appropriateness are required
- B. When Certificates of Appropriateness are not required
- C. Preliminary Review Allowed
- D. Submission of Plans
- E. Demolition Applications
- F. Deadline for Applications
- G. Submission of Applications
- H. Publication of Agenda

ARTICLE II - Review of Applications by Commission

- A. Commission Meetings
- B. Meeting Procedure
- C. Review Decision
- D. Factors Considered
- E. Specific Rules Governing Decisions
- F. Member Disqualified from Voting
- G. Form of Decision
- H. Notification of Decision / Building Permit
- I. Institution of Court Proceedings to Prevent Violations and Recover Damages

ARTICLE III - Required Maintenance and Repair

Regulations

Pursuant to the City of Madison, Alabama Ordinance 2008-269 the Madison Station Historic Preservation Commission (MSHPC) of the City of Madison does hereby make, adopt and publish the following regulations which the Commission shall apply in giving its consideration to the appropriateness of applications filed before it in preserving and protecting the buildings of architectural and historical value in the district and the maintenance of the distinctive character of the district.

ARTICLE I APPLICATIONS

A. When Certificates of Appropriateness are required

As to any realty in any local historic preservation district designated by the Madison City Council, a Certificate of Appropriateness must be obtained from the Commission before the following acts take place:

Note: Any work completed without a Certificate of Appropriateness may be subject to removal.

1. The exterior architectural features of any existing building or structure are in any way reconstructed, restored, renovated or altered as to material, color or structural appearance;
2. An addition to an existing building or structure is constructed;
3. A new building, structure or appurtenance (including walls, fences, terraces, drives, patios, pools, antennas, solar collectors and similar items) is constructed;
4. The removal or demolition of any building, structure or appurtenance, including demolition by neglect and the failure to maintain an historic property or a structure;
5. The painting of any building or structure in one or more colors that differ from the present color of the building or structure, or the painting of originally unpainted surfaces;
6. The erection or demolition or changes of any sign except for an appropriate marker identifying the name and address of an occupant or a resident, appropriate historical marker, and beautification markers subject to meeting the Zoning Ordinance;
7. The preparation of land for parking areas; and
8. A change being made in or upon any public property, street, walk way or park within or touching upon the boundaries of any historic preservation district.

B. When Certificates of Appropriateness are not required

A Certificate of Appropriateness shall not be required for the following actions within a locally designated historic preservation district:

1. Any interior work unless it causes a change in the exterior appearance;
2. Repairing or maintaining any building or structure which effects no material alteration or change in the exterior architectural features.
3. Replacing the window glass when not otherwise changing the window in any way;
4. Repainting the exterior using prior colors.
5. Re-roofing with the identical materials and color of materials; and
6. Landscaping with plant materials that requires no significant change in the terrain of the property, creates no new off-site drainage, and does not remove or demolish any existing landscape features such as terraces, fences, drives, etc.

C. Preliminary Review Allowed

Prior to the final application for a Certificate concerning a building, which is proposed to be constructed, reconstructed, or altered, preliminary schematic plans may be submitted to the Commission for review. The purpose of this review stage is to reduce the cost to the property owner by providing a review stage prior to the preparation by the property owner of plans necessary to apply for a Certificate. The said schematic plans shall depict the exterior architectural features of the building and shall include photographs of adjoining properties with sufficient architectural detail so that determination of compatibility can be made. This stage is informal and optional with the applicant and is designed to allow both the applicant and the Commission to review the proposal prior to the applicant incurring significant expense in the proposal. If the applicant does not follow this stage, the Commission shall disregard any such expense or investment as a factor in its decision.

No change shall be made in or upon any public street, walkway or park without the plan having been submitted to the Commission for the expression of its recommendations prior to the commencement of such work. All applications for the recommendations of the Commission should be submitted by the submitting authority at the preliminary stage and prior to the preparation of actual construction plans, so the recommendations of the Commission may be given maximum consideration in the planning and execution of the work.

This article shall not prevent the construction, reconstruction, alteration, restoration, or demolition of any such feature that the chief building official, fire chief, director of public works, water and wastewater board, or chief of police shall certify is required by the public safety because of an unsafe or dangerous condition.

D. Submission of Plans

Every application for a Certificate of Appropriateness shall include a completed application form available from the City of Madison Department of Planning and Building and be accompanied by plans of the proposed construction, reconstruction, alteration or demolition.

Additionally, clear photographs of the existing structures or site taken from several views and an over-all view of the lot must be submitted. As used herein, plans shall mean:

1. Drawings or sketches with sufficient detail to show, as far they relate to exterior appearance, the architectural design of the work proposed;
2. Samples of proposed materials, textures and colors; and
3. The plot plans or site layout including fences, walks, terraces, accessory buildings, signs, lights and other appurtenances.

All drawings must be to scale.

Failure to provide sufficient plans or samples of materials and colors to demonstrate the final results shall be cause for denial. Re-submittal with greater detail will be allowed for the next Commission meeting.

E. Demolition Applications

Property owners requesting demolition must notify by mail, all property owners within 500 feet of the lot lines of the proposed demolition, stating the nature of the request and giving details of the MSHPC public hearing date, place and time. This information is available from the Madison City Clerk's office.

Applications for demolition of a structure within an historic preservation district shall include the following information:

1. The historic significance of the structure, including a narrative concerning any historical events or persons connected with the structure;
2. The appropriate date of the original construction and the date of any major additions or alterations thereof, if known;
3. A description of the architectural style or period which the structure represents, and any other material available concerning architectural aspects of the structure;
4. At least two exterior photographs of the structure, showing, as near as possible, all the exposed surfaces of the structure;
5. A statement concerning any practical difficulties in making the structures meet the minimum code requirements.

6. The present use of the property and surrounding properties and any proposed changes in said uses; and

7. The proposed use of the land following demolition and a schematic design of any new structures and/or the future use of the land.

F. Deadline for Applications

The deadline for submission of an application shall be the last Wednesday of each month for inclusion on the next month's agenda. Submission of application and supporting documents to the Planning and Building department does not constitute submission to the Commission.

G. Submission of Applications

Applications for the Certificate of Appropriateness to present to the Commission are available in the office of the City of Madison Department of Planning and Building and on the City of Madison web site at www.madisonal.gov. When completed, documents should be submitted to the Department of Planning and Building along with all required supplementary materials.

1. All required data must be submitted with the application, incomplete applications may be denied.
2. Re-submittal of an application that has previously been denied must be significantly amended to address the reason for denial, or the same application can be re-submitted after a six months period.

Note: If anyone other than the owner is to appear, a letter of authorization by the owner is required.

H. Publication of Agenda

Public notice of the agenda, time and place of the Commission meetings shall be given in like manner and at such times and places, as other public Boards of the City of Madison.

ARTICLE II REVIEW OF APPLICATIONS BY COMMISSION

A. Commission Meetings

The Commission's regular monthly meeting shall be held on the second Wednesday of each month, except that the Chairman may set a different meeting date when he determines it appropriate. Special meetings of the Commission may be called at the discretion of the Chairman as he determines necessary, especially in the event of an emergency nature such as storm damage and fires, where issuance of a Certificate of Appropriateness is necessary to allow immediate work to prevent further damage to the structure.

B. Meeting Procedure

The Commission at its regular monthly meeting shall review all timely filed applications. A person knowledgeable of the application (such as the owner, contractor, architect or agent of the owner) must be present to answer questions. If someone other than the owner presents the application, a letter of authorization is required. Absence of such spokesperson shall be cause for denial of the Certificate of Appropriateness.

C. Review Decision

The board shall review plans and render its decision as a written order to the applicant within 35 days from the submission of such plans to the Commission for consideration. If no action upon plans submitted to board has been taken at the expiration of 60 days from the date of submission of plans to the board, such plans shall be deemed to have been approved and, if all other requirements of the city have been met, construction or reconstruction may proceed.

D. Factors Considered

In determining whether a Certificate of Appropriateness should be granted, the Commission shall consider the following factors:

1. The historical or architectural value and significance of the building or structure which is proposed to be constructed, reconstructed, altered, demolished or removed and its relationship and congruity with the historic value of the district as a whole or adjacent buildings or structures in particular;
2. The appropriateness of the exterior architectural features of the building or structure which is proposed to be constructed, reconstructed, or altered in relationship to such historic district and the exterior architectural features of other buildings and structures therein as a whole and adjacent buildings or structures in particular and to the boundaries, terrain and other significant features of the lot upon which it is proposed to be constructed and to similar features of the surrounding land areas;
3. The general exterior design, materials and color proposed to be used in the building, construction, reconstruction, or alternation of the building or structure and the type of windows, exterior doors, lights, signs, and other fixtures and appurtenances which will be visible from any public street, way, park or place;
4. The size, shape, location, elevation, colors and design of any sign proposed to be erected, the type and location of any illumination thereof, and other factors relevant to the appropriateness of such sign to its proposed location;

In passing upon the appropriateness of any of those things enumerated above, the Commission shall not consider interior arrangement or features of a building or structure except as they may affect the exterior appearance of the building or structure. Also, the Commission shall not exercise any control over land use, such as is governed by the zoning ordinance, or over construction, such as is governed by the building code or subdivision regulations.

E. Specific Rules Governing Decisions

The Commission, before approving any application for a certificate concerning any building, structure or appurtenance, shall also consider the factors listed below.

1. In the case of a proposed alteration or addition to an existing building, such alteration or addition should not materially impair or alter the architectural character or historic value of the building.

2. In the case of a proposed new building, such building will not, in itself or by reason of its location on the site, materially impair the architectural character or historic value of buildings on adjacent sites or in the immediate vicinity. This does not mean that new construction must imitate the style and details of an existing structure, only that it be in harmony with the existing structure in terms of scale, proportions, massing, orientation, colors and materials. Contemporary styles which are, in the judgment of the Commission, harmonious with their surroundings will be approved.

3. In the case of a proposed new building, such building will not to be injurious to the general visual character of the historic district in which it is to be located.

4. In the case of the proposed demolition of an existing building, the removal of such building will not be detrimental to the historic and architectural character of the district or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property in the use of benefits of his property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period not to exceed six months. If the board concludes that the demolition shall be postponed, it shall, before issuing any final order with respect to such postponement, afford the applicant an opportunity to appear before the board to offer any evidence such person may desire to present concerning the proposed order. Within the period of postponement, the board shall consult with the Madison Station Historical Preservation Society and others to ascertain what the city or other agency or organization may do to preserve such architecturally or historically valuable building and shall make recommendations to that effect to the city council or otherwise cause the building to be preserved. When demolition of a significant structure is stayed by the Commission, and the period of stay has elapsed, the building inspector's office can issue a demolition permit. Such demolition permit issued after a stay period shall be effective for a period of twelve months. If such demolition permit is not applied for and acted upon by a significant demolition within the 12-month period after and subsequent to a stay-period which has been required, an application for demolition must be applied for as if one had not been applied for and qualified to be issued previously.

5. In reviewing the building materials proposed, the following features and structures are prohibited within the district: the addition of artificial siding or trim (such as aluminum or vinyl sidings) to cover or replace original materials (such as wood clapboards) unless the structure to be constructed or altered is considered to be noncontributing to the district as determined by the federal guidelines; portable signs, as defined by the zoning ordinance of the city; and chain link fences in the front yard of any lot or residence; paved or graveled front yard. Any artificial siding approved for noncontributing or new structures must still meet the other tests set out above. Contributing structures are those which contribute to the district's overall historic character and that were constructed during the district's period of significance. Contributing buildings also retain integrity. A building has integrity if it retains

sufficient historic fabric and features that continue to reflect the overall character it had during its period of significance. Noncontributing structures are buildings that do not contribute to the district's overall historic character. Typically, these buildings were either constructed after the end of the district's period of significance or are earlier buildings that have lost integrity through alterations.

F. Member Disqualified from Voting

Any member of the Commission who shall be employed to design or construct a building or who shall have any proprietary, tenancy, or personal interest in such building requiring approval of the plans by the Commission shall be disqualified from voting thereon.

G. Form of Decision

Every decision of the Commission in passing upon plans for buildings located or to be located in historic districts shall be in the form of a written order stating the finding of the Commission, its decision and reasons therefore. The Commission shall not disapprove any plans without giving its recommendations for changes necessary to be made before the plans will be reconsidered. Such recommendations may be general in scope, and compliance with them shall qualify the plans for reconsideration by the Commission.

H. Notification of Decision and Building Permit

Upon receiving the order of the Commission, the secretary shall thereupon notify the applicant of the decision. If the Commission shall have approved the request, and if all other requirements of the city have been met, the Building Inspector may issue a permit for the proposed building or demolitions in the same manner as all other such permits are issued. If the Commission shall have disapproved the plans, the Building Inspector shall not issue such permit. In a case where the Commission has disapproved the application, the secretary shall furnish the applicant with a copy of the Commission's written order, together with a copy of any recommendations for changes necessary to be made before the Commission will reconsider the plans.

I. Institution of Court Proceedings to Prevent Violations and Recover Damages

The Madison Station Historic Preservation Commission, or the City of Madison, shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any change in the exterior of a building or structure which is either an historic property or which is contained in an historic district, except in compliance with the provisions of Ordinance No. 2008-269 or rules and regulations adopted pursuant to it, or to prevent any illegal act or conduct with respect to such historic property, or historic district, and to recover any damages which may have been caused by the violation of that ordinance.

**ARTICLE III
REQUIRED MAINTENANCE and REPAIR**

A. General

Neither the owner nor the person in charge of a structure within an historic district or of a designated landmark shall permit such structure or landmark to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance or architectural feature so as to produce or tend to produce, in the judgment of the Commission, a detrimental effect upon the character of the district as a whole or the life and character of the landmark or structure in question, including but not limited to:

1. The deterioration of exterior walls or other vertical support;
 2. The deterioration of roofs or other horizontal members;
 3. The deterioration of exterior chimneys;
 4. The deterioration or crumbling of exterior plaster or mortar;
 5. The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;
 6. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.
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APPENDIX C
**List of Preservation Briefs
and Other Helpful Publications**

List of Preservation Briefs and Other Helpful Publications

Caring for Your Historic House. National Park Service, 1998.

Good for Business: A Guide to Renovating the Exteriors of Older Commercial Buildings. City of Milwaukee, WI, 2000.

Handbook for Owners of Alabama's Historic Houses, by Camille Agricola Bowman.

Masonry: How to Care for Old and Historic Brick and Stone, Mark London, The Preservation Press, 1988.

The Secretary of the Interior's Standards for Rehabilitation with Illustrated Guidelines for Rehabilitating Historic Buildings. National Park Service, 1992.

The Windows Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings. Charles Fisher, editor.

The Architectural Review Board maintains a library of the following publications that are available for public review. Many of these publications are also available over the internet.

Preservation Briefs

Published by the National Park Service

01: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

02: Repointing Mortar Joints in Historic Masonry Buildings

03: Conserving Energy in Historic Buildings

04: Roofing for Historic Buildings

05: The Preservation of Historic Adobe Buildings

06: Dangers of Abrasive Cleaning to Historic Buildings

07: The Preservation of Historic Glazed Architectural Terra-Cotta

08: Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings

09: The Repair of Historic Wooden Windows

10: Exterior Paint Problems on Historic Woodwork

11: Rehabilitating Historic Storefronts

12: The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)

13: The Repair and Thermal Upgrading of Historic Steel Windows

14: New Exterior Additions to Historic Buildings: Preservation Concerns

15: Preservation of Historic Concrete: Problems and General Approaches

16: The Use of Substitute Materials on Historic Building Exteriors

17: Architectural Character - Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

18: Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements

19: The Repair and Replacement of Historic Wooden Shingle Roofs

20: The Preservation of Historic Barns

21: Repairing Historic Flat Plaster - Walls and Ceilings

22: The Preservation and Repair of Historic Stucco

- 23: Preserving Historic Ornamental Plaster
- 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- 25: The Preservation of Historic Signs
- 26: The Preservation and Repair of Historic Log Buildings
- 27: The Maintenance and Repair of Architectural Cast Iron
- 28: Painting Historic Interiors
- 29: The Repair, Replacement, and Maintenance of Historic Slate Roofs
- 30: The Preservation and Repair of Historic Clay Tile Roofs
- 31: Mothballing Historic Buildings
- 32: Making Historic Properties Accessible
- 33: The Preservation and Repair of Historic Stained and Leaded Glass
- 34: Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- 35: Understanding Old Buildings: The Process of Architectural Investigation
- 36: Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
- 37: Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- 38: Removing Graffiti from Historic Masonry
- 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 40: Preserving Historic Ceramic Tile Floors
- 41: The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 42: The Maintenance, Repair and Replacement of Historic Cast Stone
- 43: The Preparation and Use of Historic Structure Reports
- 44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
- 45: Preserving Historic Wooden Porches
- 46: The Preservation and Reuse of Historic Gas Stations
- 47: Maintaining the Exterior of Small and Medium Size Historic Buildings



APPENDIX D
City of Madison Ordinance No. 2008-269

ORDINANCE NO. 2008-269

AN ORDINANCE OF THE CITY OF MADISON RELATING TO HISTORIC PRESERVATION; REPEALING ORDINANCE 89-45; PROVIDING FOR THE MADISON STATION HISTORIC PRESERVATION COMMISSION; ENUMERATING POWERS, DUTIES, ETC. THEREOF; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MADISON AS FOLLOWS:

Section 1. Repealer; New Ordinance Adopted in Lieu and Substitution Thereof.

Ordinance 89-45, as amended by Ordinance 89-59 and as codified in Article V of Chapter 16 of the Madison Code of Ordinances, is hereby repealed in its entirety, and in lieu and substitution thereof is adopted a new Article V, with sections and subsections:

Section 12-60. Purpose.

The purpose of this ordinance is to provide for the establishment of a historic preservation commission to promote the educational, cultural, economic and general welfare of the residents of the City of Madison through the preservation and protection of buildings, sites, structures, areas and districts of historic significance and interest; through the preservation and enhancement of the national, state and local historic, architectural, archaeological and aesthetic heritage found in the City of Madison; and through the promotion and enhancement of Madison's historic and aesthetic attraction to tourists and visitors.

Section 12-61. Establishment of historic preservation commission.

There is hereby established the Madison Station Historic Preservation Commission (the "Commission") to provide for the creation, protection and enhancement of historic properties or historic districts, structures, and places in the City of Madison.

Section 12-62. Composition of commission; nomination of members; terms of office; removal; vacancies; officers; rules; reimbursement of expenses; personnel; annual report; meetings.

- (a) The Commission shall be composed of 7 members, who shall have demonstrated training or experience in the fields of history, architecture, architectural history, urban planning, archaeology or law, or who shall be residents of an historic district designated pursuant to that ordinance. Members of the commission shall be bona fide residents of the City of Madison. Not more than one of the members of the commission shall be a public official.
- (b) Members of the commission shall be nominated by the Mayor and appointed by the City Council. Nomination and appointment of members of the commission shall be made so as to ensure that the commission will be composed of persons with as much of the training and experience specified in subsection (a) of this section as is possible.
- (c) Except for the original members of the commission, members of the commission shall serve three year terms and shall be appointed in such a manner so as to serve overlapping terms. Two of the original members of the commission shall be appointed to serve one year terms, two of the original members of the commission shall be appointed to serve two year terms, and the remainder of the original members of the commission shall be appointed to serve three year terms. Members of the commission may be reappointed.

- (d) Members of the commission may be removed for cause by the City Council.
- (e) Vacancies on the commission shall be filled by persons nominated by the Mayor and appointed by the City Council. Such appointments shall be for the unexpired term of the member replaced.
- (f) Members of the commission shall elect a chairman and a vice chairman and such other officers as the members deem necessary. The commission shall adopt rules of procedure and bylaws to govern its operations and shall communicate those rules of procedure and bylaws to the Mayor and City Council. The rules of procedure and bylaws of the commission shall specify what number of members of the commission constitutes a quorum.
- (g) Members of the commission shall serve without compensation but may be reimbursed for expenses incurred on behalf of the commission in accordance with the rules and regulations for the reimbursement of expenses adopted by the commission, subject to budgetary allocations made by the City Council.
- (h) The commission may employ such professional, technical, office and other personnel as may be necessary to carry out the purposes and responsibilities of the ordinance enacted pursuant to this ordinance subject to budgetary allocations made by the City Council. Staff in the Department of Planning and Building shall perform the commission's administrative duties, such as the taking of meeting minutes and the maintenance of the commission's records.
- (i) The commission shall prepare and file with the City Council, and with the Alabama Historical Commission, an annual report of its activities as required by the City Council and the Alabama Historical Commission.
- (j) Meetings of the commission shall be public meetings and shall be held at times and places and pursuant to such notices specified in this ordinance and the Alabama Open Meetings Law (Sec. 36-25A, Code of Alabama).

Section 12-63. Status of commission as nonprofit agency exempt from taxation.

The Commission shall constitute a non-profit governmental agency whose funds shall be used exclusively for public purposes. Such commission shall have tax exempt status, and the properties of the commission and the income therefrom, together with all leases, agreements and contracts made by it, shall be forever exempt from any and all taxation by the State of Alabama and any political subdivision thereof, including, but not limited to, income, admission, amusement, excise and ad valorem taxes, as specified in Alabama Act 89-536.

Section 12-64. Powers and duties of commission.

The Commission shall be authorized to:

- (a) Preserve and protect buildings, structures and sites of historic and architectural value in the historic districts designated pursuant to this ordinance;
- (b) Prepare a survey of all property within the City;
- (c) Recommend to the City Council structures, sites and districts for designation as historic properties or districts
- (d) Restore and preserve any historic properties acquired by the City;
- (e) Promote acquisition of facade and conservation easements by the City;
- (f) Develop and conduct educational programs on historic projects and districts designated pursuant to this ordinance and on historic preservation subjects;

- (g) Make such investigations and studies of matters relating to historic preservation as the City Council or the commission deems necessary and appropriate for the purposes of this ordinance;
- (h) Apply for funds to carry out the purposes and responsibilities of the commission from municipal, county, state, federal and private agencies and sources;
- (i) Purchase, sell, contract to purchase, contract to sell, own, encumber, lease, mortgage and insure real and personal property in carrying out the purposes and responsibilities of the commission, subject to approval of the City Council;
- (j) Investigate, survey and process nominations of properties to the National Register of Historic Places;
- (k) Investigate, survey and process applications for certification of historic properties for tax credits for preservation expenditures;
- (l) Contract with other municipal, county, state, federal and private agencies and organizations to perform historic preservation related functions;
- (m) Exercise such further powers as the commission may deem reasonably necessary and proper to carry out the purposes, responsibilities and powers of the commission.

Section 12-65. Designation of historic properties and historic districts by municipality on recommendation of commission; criteria.

- (a) On recommendation of the historic preservation commission, the City Council may designate historic properties and historic districts within the territorial jurisdiction of the municipality.
- (b) The Commission shall not recommend designation of an historic property or historic district unless such recommendation is based on a finding of a survey of such property or district conducted by or for the commission in accordance with the rules and regulations of the Alabama Historical Commission.
- (c) The commission shall not recommend designation of an historic property or historic district unless it finds that the building, structure, site or district is identified with or represents a significant aspect of the cultural, political, economic, military or social history of the locality, region, state or nation or has had a significant relationship with the life of a historic person or event, representing a major aspect of the history of the locality, region, state or nation, or if a part of the historic, architectural, archaeological or aesthetic heritage of the locality, region, state, or nation. In the case of an individual building or structure, the commission may recommend designation as an historic property if the commission finds that the building or structure is an example of an architectural style, or combination of architectural styles, which is representative of the City of Madison or which is unique to that municipality. In the case of a district, the commission may recommend designation as an historic district if the commission finds that the district contains vernacular structures which contribute to an overall character and sense of place which is representative of the municipality creating the commission.

Section 12-66. Public hearing on proposed recommendation; notification of property owners.

- (a) Before the commission shall recommend the designation of an historic property or historic district, it shall hold a public hearing on the proposed recommendation of historic designation to be held at a time and place, and pursuant to such notices specified in the ordinance creating the commission.
- (b) In addition to the notice of the public hearing required pursuant to subsection (a) of this section, all owners of property to be included in the proposed historic designation, as such owners are identified in the relevant property tax

rolls, if such owners can be found on reasonable inquiry, shall be notified by mail of the public hearing to be held by the commission on the proposed recommendation of historic designation.

Section 12-67. Written notice of designation of historic property or district.

Upon the designation of any historic property or historic district by the City, pursuant to this ordinance, the historic preservation commission shall give notice in writing of that designation to all agencies of the municipality, and to all owners of property included in the historic designation.

Section 12-68. Certificate of appropriateness prerequisite to changes in historic property or district; submission and consideration of application for certificate; rules, regulations and standards; expedited procedure; records.

- (a) No change in the exterior appearance of an historic property or any building, structure or site within an historic district may be made, and no historic property may be demolished, and no building or structure in an historic district may be erected or demolished unless and until a certificate of appropriateness for such change, erection or demolition is approved by the historic preservation commission. Signs shall be considered as structures and no sign on an historic property or in an historic district shall be changed, erected or demolished unless and until a certificate of appropriateness is approved by the commission. The requirement of a certificate of appropriateness shall apply to public property which has been designated as an historic property or which is contained in an historic district, and shall apply to all actions by public authorities which involve historic properties and properties within historic districts. Demolition by neglect and the failure to maintain an historic property or a structure in an historic district shall constitute a change for which a certificate of appropriateness is necessary. The painting of originally unpainted surfaces shall require a certificate of appropriateness, as shall the repaint of painted surfaces that alters the character of the surface.
- (b) The commission shall adopt rules and regulations setting forth the procedure for submission and consideration of applications for certificates of appropriateness, and no certificate of appropriateness shall be approved unless an application for a certificate of appropriateness is submitted to the commission accompanied by such drawings, photographs and plans, as may be required by the commission.
- (c) The commission shall adopt general design standards which shall apply in considering the granting and denial of certificates of appropriateness.
- (d) Applications for certificates of appropriateness shall be considered by the commission at public meetings, held at least monthly in Madison City Hall, on dates and at times provided in the commission's bylaws. The City Clerk or commission secretary shall post notice of such meetings at least one week in advance thereof in a manner consistent with the provisions of the Alabama Open Meetings Law (Sec. 36-25A, Code of Alabama).
- (e) The commission may adopt an expedited procedure for approval of routine maintenance to historic properties, or to buildings or structures in historic districts. Such expedited procedure may waive the requirements for submission of an application for a certificate of appropriateness and for consideration at a public meeting.
- (f) The commission shall keep a record of all applications for certificates of appropriateness and requests for approval of routine maintenance and of all of its proceedings.

Section 12-69. Appeal of denial to circuit court.

Any person having a request for a certificate of appropriateness denied by the historic preservation commission, or architectural board as hereinafter provided, may appeal such denial to the circuit court of the county in which the commission exists.

Section 12-70. Issuance of certificate; factors considered; reasons for rejection; application for reconsideration; effect of rejection on issuance of building permit.

- (a) The historic preservation commission shall approve an application and issue a certificate of appropriateness if it finds that the proposed change, erection or demolition conforms to the general design standards established by the commission, is compatible with the character of the historic property or historic district and does not detract from the value of the historic property or historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the historic and architectural features involved and the proposed change thereto, and the relationship thereof, to the exterior architectural style, and pertinent features of other structures in the immediate neighborhood.
- (b) In its review of applications for certificate of appropriateness, the commission shall not consider interior changes or use having no effect on the exterior of a building or structure.
- (c) In the event the commission rejects an application, it shall state its reasons for doing so and shall transmit a record of such action and reasons therefor, in writing, to the applicant. The applicant may make modifications to its plans and resubmit the application for reconsideration at any time after doing so.
- (d) In cases where the application is for a change in the exterior of the building or structure which would require the issuance of a building permit, the rejection of an application for a certificate of appropriateness by the commission shall be binding upon the Department of Planning and Building.

Section 12-71. Institution of court proceedings to prevent violations and recover damages.

The historic preservation commission, or the City of Madison, shall be authorized to institute any appropriate action or proceeding in a court of competent jurisdiction to prevent any change in the exterior of a building or structure which is either an historic property or which is contained in an historic district, except in compliance with the provisions of this ordinance or rules and regulations adopted pursuant to it, or to prevent any illegal act or conduct with respect to such historic property, or historic district, and to recover any damages which may have been caused by the violation of that ordinance.

Section 12-72. Applicability of ordinance to highways, bridges, etc.; applicability of federal provisions.

The provisions of this ordinance shall not apply to a highway, road, street, bridge, or utility structure or facility, nor to any highway, road, street, bridge or utility structure or facility to be constructed or improved, including any property, building or other structure or facility to be changed, moved, demolished, acquired or utilized in connection therewith, lying or running within any municipality or county, or within an historic district or an area designated as historic properties under this ordinance, nor to actions taken in connection therewith by public authorities or utilities charged with responsibility of constructing, maintaining, repairing or improving any such highway, road, street, bridge or utility structure or facility, including any property, building or other structure or facility to be changed, moved, demolished, acquired or utilized in connection therewith; provided further, however, that where property lying within an area designated as historic properties or as an historic district, pursuant to the provisions of this ordinance is sought to be utilized or acquired by any such public authority for the purpose of construction or improvement of a highway, road, bridge, utility structure or facility or street, and the provisions and requirements of Section 106, et seq., of the National Historic Preservation Act of 1966 (16 USCA 470), are applicable to the property acquisition or utilization, the public authority or utility may utilize or acquire any such property, building or other structure or parts thereof, and change, move or demolish any building or other structure in accordance with the applicable provisions, requirements and procedure provided for under such act, including the requirements and procedure as applicable of the Advisory Council on Historic Preservation, Section 36, Code of Federal Regulations 800 (16 USCA 470i), and in accordance with the provisions, requirements and procedure as applicable under Section 4(f) of the U.S. Department of Transportation Act of 1966, as amended, 49 USCA 1653(f), and under 23 USCA 138.

Section 2. Conflicts. All ordinances, parts of ordinances, or regulations in conflict herewith are repealed.

Section 3. Severability. Should any section of this Ordinance be declared invalid or unconstitutional by any court of competent jurisdiction, such declaration shall not affect the validity of the Ordinance as a whole or any part thereof which is not specifically declared to be invalid or unconstitutional.

Section 4. Codification. It is the intention of the Madison City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Madison, Alabama, and the Sections of this Ordinance may be renumbered to accomplish such intention.

Section 5. Effective Date. This Ordinance shall become effective upon adoption and publication as required by law.

READ, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Madison, Alabama, on this the 27th day of October, 2008.

Steve Haraway President and Presiding
Officer of the
City Council of the City of Madison

ATTEST:

Melanie A. Williard, CMC
City Clerk – Treasurer

APPROVED this _____ day of _____, 2008

Arthur S. Kirkindall, Mayor

Upon publication, this ordinance will go into effect without Mayor Kirkindall's signature.