



Historic Preservation Commission  
COA Application  
Commissioner Work Sheet & Staff Report

APPLICATION INFORMATION

November 13, 2018

ADDRESS: 376 Poplar Street

APPLICANT: Preston Snyder

BRIEF DESCRIPTION: 1) restoration of a vent; 2) replacment of two windows; 3) addition of rear doors

APPLICABLE GUIDELINES:

- A. *Madison Preservation Manual p.155* - Windows and Window Repairs: Window Replacement
- B. *Madison Design Criteria* - Minor Alterations - Increasing Energy Efficiency
- C. *Madison Preservation Manual p.122* - Frequently Altered or Replaced Features for Residential and Commercial/Industrial Properties - Entrances
- D. *Madison Preservation Manual p.120* - Frequently Altered or Replaced Features for Residential and Commercial/Industrial Properties - Windows, New Window Openings and Bay Windows
- E. *Madison Design Criteria* - Standards & Guidelines - Secretary of the Interior’s Standards for Rehabilitation #6 & #9

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STAFF COMMENTS:

**Analysis:**

The restoration of the vent is encouraged. The metal screen is non-historic and should be removed. Paint ghosts will most likely indicate the vent was diagonal slats. Another possibility, given the horizontal orientation of the opening, a fixed window may have occupied the opening. The commission may wish to consider granting the option for a fixed window.

The removal of non-historic windows is encouraged. The proposed windows reestablish the window size. A 9/9 design is the better choice both to match the replacement windows on the right elevation and because historically side and rear elevation often had more lights than front windows due to cost.

The addition of the door occurs on the rear as preferred by the guidelines. The new door meets the guidelines by using appropriate materials and scale. The casing design should be confirmed.

**Recommendations:**

Approval recommended.

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**PROJECT DESCRIPTION: 376 Poplar Street**

The applicant proposes removing metal screening from the front gable vent and placing fixed louvers in the opening.

The applicant proposes removing non-historic windows/infill from the left elevation window and the rear elevation window. Replacement windows will fill the historic window opening and will be wood, dhs, SDLs. The light configuration will either be 4/4 to match the historic front windows or 6/6 to match non-historic windows on the right elevation (these windows are actually 9/9).

Lastly, the applicant proposes adding a new doorway to the rear wall of the house. The opening will have a pair of 6-0x 6-8 doors. The doors will be wood, single light, full glazed.

**COMMISSIONER WORK SHEET**

**Setback:**

Front Yard \_\_\_\_\_  
Side Yard \_\_\_\_\_  
Rear Yard \_\_\_\_\_

**Materials:**

Roofing \_\_\_\_\_  
Siding \_\_\_\_\_  
Windows \_\_\_\_\_  
Doors \_\_\_\_\_  
Lighting \_\_\_\_\_  
Foundation \_\_\_\_\_  
Porches \_\_\_\_\_  
Decking \_\_\_\_\_  
Steps \_\_\_\_\_  
Ornament \_\_\_\_\_

**Hardscape (size, design, placement, materials):**

Walks \_\_\_\_\_  
Drives \_\_\_\_\_  
Fencing \_\_\_\_\_  
Lighting \_\_\_\_\_

**Notes:**

**I move to [approve, approve w/ conditions, or deny] the application dated 11/13/2018 for [state proposed, either all or part] at 376 Poplar Street [as submitted or with the following conditions agreed to by the applicant:**

**I find [compliance or noncompliance] with the following guidelines: [refer to guidelines referenced in staff report or any that came up in discussion] and [state the following only if applicable] the following circumstances unique to the property: [unique features allowing the decision].**