



Historic Preservation Commission  
COA Application  
Commissioner Work Sheet & Staff Report

APPLICATION INFORMATION

May 14, 2019

ADDRESS: 847 Fifth Street

APPLICANT: Rev. Selena Clark

BRIEF DESCRIPTION: 1) replacement of a window, 2) installation of a walkway

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.120* - Frequently Altered or Replaced Features for Residential and Commercial/Industrial Properties - Windows, New Window Openings and Bay Windows
- D. *Madison Design Criteria* - Standards & Guidelines - Secretary of the Interior's Standards for Rehabilitation #6
- E. *Madison Design Criteria* - Pavement - Walkways
- F. *Madison Preservation Manual p.101 - 102* - New Walkways
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STAFF COMMENTS:

**Analysis:**

Walkway. The walkway appears to meet the guidelines with respect to Size and Material. Based on the description, it also appears to meet guidelines for Placement and Design - to be confirmed with a site plan provided by the applicant.

Window. This change was completed without a COA. The ordinance directs the commission to "review the application without prejudice, as if no work had been completed." If the application is approved the change may remain in place. If approved with conditions the change may remain provided the conditions are fulfilled. If denied the applicant must return the property to the prior condition.

With the window removed, it is not possible to assess what the condition was. The new window is a replica which returns the element to prior condition (design and material).

**Recommendations:**

Approval recommended provided a site plan confirms the walkway meets placement and design requirements. The applicant is cautioned to obtain a COA before replacing any other windows (a building permit is most likely required as well).

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**PROJECT DESCRIPTION: 847 Fifth Street**

The applicant proposes installing a walkway from the parking lot to the front porch. The walkway is 36” wide and is of concrete. Placement appears to be between the building and the parking lot. To be confirmed with a site plan.

Also proposed is replacement of the window above the front entrance. The replacement is in kind: wood, single pane, TDL.

**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 5/14/2019 for [state proposed, either all or part] at 847 Fifth 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].