



**Historic Preservation Commission
COA Application Staff Report**

Meeting Date: April 13, 2021

APPLICATION INFORMATION

ADDRESS: 398 Park Street

APPLICANT: Merritt Massey - the owner(s) of Bell Park Lofts

BRIEF DESCRIPTION: construction of a parking lot and retaining wall

APPLICABLE GUIDELINES:

- A. *Madison Design Criteria* - Fences & Walls: Retaining, Foundation, and Coping Walls
- B. *Madison Preservation Manual p. 109-110* - Retaining Walls
- C. *Madison Design Criteria* - Pavement: Walkways, Parking - Commercial Areas
- D. *Madison Preservation Manual p. 118* - Additional Site Features in Commercial Areas: Parking

STAFF COMMENTS:

Note: A letter from the City Manager is on file that grants permission for this application to be submitted for the portion on city owned property. Use of this area by the applicant is under consideration. Should the COA application be approved, it could only be executed once the applicant has legal right for use of the city portion.

Analysis:

All elements of the parking, walks, and wall appear to meet guidelines.

Recommendation: Approval recommended.

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PROJECT DESCRIPTION: 398 Park Street

An eight space parking lot and drive is proposed for the left side of the building.

Bordering the parking is a walk will leading to the side door, the public walk, and front door. This walk has a ramp at the south end and steps at the north end (confirm hand rail material/design or delegate to staff review). Walks, steps, and ramps are concrete.

Boarding the walk is a poured concrete retaining wall. The profile of the wall follows the slope of the land. The height varies with of @1.6’.

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 4/13/2021 for [state proposed, either all or part] at 398 Park 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].