



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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Madison Municipal Building, Suite LL-100  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
Fax (608) 267-8739  
[www.cityofmadison.com](http://www.cityofmadison.com)

May 23, 2014

Mr. Craig and Ms. Katie Parsons  
102 N Roby Road  
Madison, WI 53726

Re: Certificate of Appropriateness for 102 N Roby Road

Mr. Craig and Ms. Katie Parsons,

At its meeting on May 19, 2014, the Madison Landmarks Commission reviewed, in accordance with the Madison General Ordinances pertaining to provisions of the Landmarks Ordinance, your plans to alter the exterior of the building located at 102 N Roby Road in the University Heights Historic District. At that meeting, the Landmarks Commission voted to approve the issuance of a Certificate of Appropriateness for the construction of a railing and an access door to create a roof deck on the existing sunroom with the condition that the new railing and exterior door will closely resemble the appearance of the existing elements on the house.

This letter will serve as the "Certificate of Appropriateness" for the project. When you apply for a building permit, take this letter with you to the Building Inspection Counter, Department of Planning and Development, Lower Level Suite LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard.

Please note that any design changes from the plans submitted must receive approval by the Landmarks Commission, or staff designee, prior to the issuance of the building permit.

Please also note that failure to comply with the conditions of your approval is subject to a forfeiture of up to \$250 for each day during which a violation of the Landmarks Commission ordinance continues (see Madison General Ordinances Sec. 33.19).

Please contact me with any questions (266-6552 or [ascanlon@cityofmadison.com](mailto:ascanlon@cityofmadison.com)).

Sincerely,

Amy Loewenstein Scanlon, Registered Architect  
Preservation Planner

Cc: City of Madison preservation file  
Bryan Cooper, AIA  
Building Inspection Plan Reviewers