

From: [Scanlon, Amy](#)
To: [Chare, Rebecca](#)
Subject: FW: Windows at 1229 Jenifer St
Date: Friday, August 31, 2018 11:32:48 AM

-----Original Message-----

From: Scanlon, Amy
Sent: Sunday, July 22, 2018 4:31 PM
To: 'Ann Kox' <annkox@gmail.com>
Subject: RE: Windows at 1229 Jenifer St

Hi Ann,

The Commission has approved Marvin aluminum clad exterior and wood interior recently, but that does not mean replacement units will be approved for your property. The Commission will want to understand the condition of the window and if it can be repaired.

Amy

-----Original Message-----

From: Ann Kox <annkox@gmail.com>
Sent: Saturday, July 21, 2018 2:43 PM
To: Scanlon, Amy <AScanlon@cityofmadison.com>
Subject: Re: Windows at 1229 Jenifer St

Dear Amy,

Can you please share with me the type of window that is likely to be approved, based on other requests in the neighborhood? I am not looking for a gigantic project—I just want to replace windows for the tenants.

Thanks,
Ann

Sent from my iPhone

> On Jul 21, 2018, at 2:28 PM, Scanlon, Amy <AScanlon@cityofmadison.com> wrote:

>

> Hi Ann,

> Thanks for the email. Any exterior alteration requires review and approval by the Landmarks Commission. The windows at 1229 Jenifer appear to be original. Please provide submission materials for Landmarks Commission review. I have attached the meeting/submission schedule and the application form to this email. There is not an application fee and the request will not require a public hearing. The submission materials should include photos of each window showing the window's condition and a description of where the window is located in the building. Any decorative window (like the two fixed windows in the bay) should be retained in place. The submission materials should also include manufacturer information about the proposed replacement window. In addition, the proposed replacement units must match the existing windows in dimension and appearance. Please contact me with any questions.

> Best,

> Amy

>

>

> Amy Loewenstein Scanlon, Registered Architect Preservation Planner
> Department of Planning & Community & Economic Development Planning
> Division Neighborhood Planning, Preservation and Design Section P.O.
> Box 2985 Madison WI 53701-2985 ascanlon@cityofmadison.com
> 608.266.6552

> Please visit the Historic Preservation Plan Facebook Page!

>

> www.cityofmadison.com/historicpreservationplan

>

>

>

> -----Original Message-----

> From: Ann Kox <annkox@gmail.com>

> Sent: Thursday, July 19, 2018 10:49 AM

> To: Scanlon, Amy <AScanlon@cityofmadison.com>

> Subject: Windows at 1229 Jenifer St

>

> Dear Amy,

> I would like to replace the windows in my property at 1229 Jenifer St. I'd like to purchase replacement inserts, but I want to make sure I understand the requirements and process before I do anything. Is there a website that clarifies the requirements and process?

>

> Thank you,

>

> Ann

>

> Sent from my iPhone

> <[2018 LC Meeting Schedule Dates.pdf](#)>

> <[Landmarks Commission application.pdf](#)>

From: [Cnare, Rebecca](mailto:rcnare@cityofmadison.com)
To: ["annkox@gmail.com"](mailto:annkox@gmail.com)
Cc: [Fruhling, William](mailto:fruhling@cityofmadison.com)
Subject: RE: Windows at 1229 Jenifer St
Date: Friday, August 31, 2018 11:46:31 AM

Hello Ann,

Amy Scanlon has left to take another position and my supervisor (cc'd on this email) and I are teaming up to handle preservation elated issues and request until we hire a new Preservation Planner.

I am looking through all of Amy's and only see that you had started to talk about window replacement with her. It is right that window replacements will need to be approved by the Landmarks Commission. (Often, the companies doing the remodeling handle the paperwork.)

As long as you need to go before them on the window project, I would suggest trying to combine it with your request to rebuild/ remodel the porch, as that will also need Commission approval.

Here is the Landmarks Commission Meeting schedule:

<https://www.cityofmadison.com/dpced/planning/documents/2018LCMeetingScheduleDates.pdf>

The next possible meeting is September 17, with a submission date of Sept 4th (this coming Tuesday)

Here is the Landmarks Commissions application:

[https://www.cityofmadison.com/dpced/planning/documents/Landmarks%20Commission%20application\(1\).pdf](https://www.cityofmadison.com/dpced/planning/documents/Landmarks%20Commission%20application(1).pdf)

- Your application will be for an alteration to a building in the Third Lake Ridge Historic District
- See the second page for submission requirements.

In general, the Commission will need to see:

- Photos of the existing building,
- Photos / justification showing why the original windows are not able to be repaired
- Design/plans/specifications of the new windows
- Design/ plans /specifications of the new/rebuilt rear porch

Please let me know if you have any questions about this process and I will try to help.

-Rebecca

Rebecca S Cnare, PLA
Urban Design Planner
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-----Original Message-----

From: Ann Kox <annkox@gmail.com>
Sent: Wednesday, August 29, 2018 3:39 PM
To: Scanlon, Amy <AScanlon@cityofmadison.com>
Subject: Re: Windows at 1229 Jenifer St

Hi Amy,

Since we are living out of town, this process is not feasible and quite discouraging for people like us who always try to do the right thing and make improvements. We are working with a remodeling company to see what can be done, and in the meantime I have one more question about our back porch, which is in disrepair. We want to either replace it with something similar, or maybe have more of an open porch (like it probably was originally). Do we take that to the commission also, or does that just go through the building permit office?

Below is a photo.

Thanks,

Ann

From: [Cnare, Rebecca](#)
To: "[annkox@gmail.com](#)"; "[elise@waunakeeremodeling.com](#)"
Cc: [Fruhling, William](#); [Heiser-Ertel, Lauren](#)
Subject: RE: 1229 Jenifer Street - information still needed t process application.
Date: Thursday, November 15, 2018 4:08:04 PM

Ann and Elise,

Pardon my error highlighted in yellow in the email below, as I just copied the info from my last email to you. The correct information is:

The deadline for a complete submission will be a Nov 19 submission deadline for the Dec 3 meeting.

-Rebecca

From: Cnare, Rebecca
Sent: Thursday, November 15, 2018 3:51 PM
To: 'annkox@gmail.com' <annkox@gmail.com>; 'elise@waunakeeremodeling.com' <elise@waunakeeremodeling.com>
Cc: Fruhling, William <wfruhling@cityofmadison.com>; Heiser-Ertel, Lauren <LHeiser-Ertel@cityofmadison.com>
Subject: 1229 Jenifer Street - information still needed t process application.

Hello Ann & Elise,

We received the online application for window replacement at 1229 Jenifer Street, but are missing some crucial information before the Landmarks Commission can review your project.

Even though this is an online application, we still need to get a Landmarks Commission application and 12 paper copies of your submittal. See submittal requirements on the second page of the Landmarks Application.

Landmarks Commission Meeting schedule:

<https://www.cityofmadison.com/dpced/planning/documents/2018LCMeetingScheduleDates.pdf>

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Here is the Landmarks Commissions application:

[https://www.cityofmadison.com/dpced/planning/documents/Landmarks%20Commission%20Application\(1\).pdf](https://www.cityofmadison.com/dpced/planning/documents/Landmarks%20Commission%20Application(1).pdf)

- Your application will be for an alteration to a building in the Third Lake Ridge Historic District
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As I mentioned in my email from August 31, the Application needs to show the following: (My newly added comments are in red)

- Photos of the existing building,
We need to have photos of each façade of the house.
- Photos / justification showing why the original windows are not able to be repaired
I see you sent a few photos of window conditions, but this is a really large replacement project, and the Commission will want to understand more fully why a complete replacement of all of the windows in the whole house is necessary. The Landmarks Commission would ask you for more documentation, so I'd rather have you get that info ahead of time, rather than hear it from the Commission and have to come back.

Also, Amy Scanlon's prior correspondence with you in July said that "the submission materials should include photos of each window showing the window's condition and a description of where the window is located in the building. Any decorative window (like the two fixed windows in the bay) should be retained in place."

- Design/plans/specifications of the new windows

Waunakee should be able to provide you with the specification sheet for the proposed windows. Also, are the windows full replacement units or inserts?

- Design/ plans /specifications of the new/rebuilt rear porch

Are you still planning the porch project, or only the windows?

Thank you,
Rebecca



Rebecca S Cnare, PLA

Urban Design Planner

Planning Division

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Bailey, Heather

From: Bailey, Heather
Sent: Wednesday, February 20, 2019 10:42 AM
To: 'Kurt Hartjes'
Subject: RE: 1229 Jenifer St. windows

Kurt,

We have many successful applications each cycle. I'm sorry that you are struggling with our process. I would be happy to meet with you to discuss specifics of how to organize a successful application.

We actually do care a great deal about efficiency and sustainability. I think we just have different conclusions on how to achieve those ends. Let me know if any of our previous instructions have been unclear.



Heather L. Bailey, Ph.D.

Preservation Planner
Neighborhood Planning, Preservation + Design Section

Department of Planning + Community + Economic Development
Planning Division
215 Martin Luther King, Jr. Blvd.; Suite 017
PO Box 2985
Madison WI 53701-2985
Email: hbailey@cityofmadison.com Phone: 608.266.6552

From: Kurt Hartjes <kurt@waunakeeremodeling.com>
Sent: Wednesday, February 20, 2019 10:05 AM
To: Bailey, Heather <HBailey@cityofmadison.com>
Subject: Re: 1229 Jenifer St. windows

Heather,

These homeowners are upset. Every time we do something it isn't good enough. The frustration level is mounting with the home owners. I understand that no one wants them to upgrade their homes and make them efficient. This what they need though, and we provide the best solution in the industry for preservation and the look that is historically accurate.

Maybe a good thing would be someone from the commission go look at the windows falling out? Obviously the pictures in a PDF form, then 256 pages of wasted paper, along with hours to do this process could be saved. Also, a visit to our showroom might help out on how we do things and not using a metal clad window that is getting approved as historically accurate.

As the new preservation planner I would love to meet with you and have a conversation about this. We meet a lot of homeowners every year needing to upgrade their homes. I don't think anyone understands the pains of this, and what these homeowners go through on retrying to preserve these homes.

Thank you,

Kurt Hartjes
Sales Manager
Waunakee Remodeling
608-850-2127



On Feb 20, 2019, at 9:36 AM, Bailey, Heather <HBailey@cityofmadison.com> wrote:

Kurt,

Attached is the recent correspondence we have on this project. I have the hard copy applications we received on November 1, 2018. Per the emails, Bill noted detail that were missing. It does not look like we ever received those missing items. You could move forward for the next Landmarks Commission meeting (which is March 11 and the deadline is this upcoming Monday). I agree with Bill that they will ask for the very details he said you should include. I think it would be the best use of your time to include the missing details so that you do not run the risk of them continuing your item to a future meeting:

- A clear window schedule showing where each window style is located
- Current measurements/dimensions of existing windows
- Product specification sheet that correlates to each replacement location to show how it replicates the originals in dimensions
- Better photo documentation showing the state of the existing windows (what was submitted is very dark)

You'll see this in previous correspondence from Bill, but I thought it would be good to reiterate now. Below is the upcoming schedule for our meetings:

<https://www.cityofmadison.com/dpced/planning/documents/2019LCMeetingScheduleDates.pdf>

Let me know how you would like to proceed.

<image001.jpg>

Heather L. Bailey, Ph.D.

Preservation Planner
Neighborhood Planning, Preservation + Design Section

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PO Box 2985
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Email: hbailey@cityofmadison.com Phone: 608.266.6552

From: Kurt Hartjes <kurt@waunakeeremodeling.com>
Sent: Wednesday, February 20, 2019 8:57 AM
To: Bailey, Heather <HBailey@cityofmadison.com>
Subject: Re: 1229 Jenifer St. windows

Heather,

Can you please give me an update on 15 E. Gilman?

Thank you,

Kurt Hartjes
Sales Manager
Waunakee Remodeling
608-850-2127



On Feb 14, 2019, at 11:45 AM, Bailey, Heather <HBailey@cityofmadison.com> wrote:

Kurt,

I'm the new preservation planner and Rebecca Cnare forwarded your inquiry to me. I know that Bill Fruling was working with the either you or the property owner for 15 E Gilman, but he's out of the office until Monday. I'll be able to follow up with you on where that project stands at that time.

For 1229 Jenifer St., the last correspondence we have is from Rebecca Cnare on November 15, 2018, where she detailed the submission requirements. It does not appear that we ever received those additional materials to make this a complete application that would allow this project to get on a Landmarks Commission agenda. Rebecca's instructions accurately explain the process for moving forward. I am attaching that correspondence. If you have questions about the instructions, please let me know. But we are unable to proceed until we get those materials.

Below is a link to the Landmark's application and the submission deadlines. Please see page 2 of the application, which specifies that we need 12 print copies of your submission and other requirements.

Landmarks Commission Application Information

[Submittal Dates](#)

[Application](#)

<image001.jpg>

Heather L. Bailey, Ph.D.

Preservation Planner

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<email 11-15-18.pdf>

<Correspondence with applicant_4 December 2018.pdf>
<Correspondence with applicant_13 November 2018.pdf>
<Correspondence with applicant_20 November 2018.pdf>