



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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)

February 15, 2016

Shelley Gaylord  
1318 Rutledge Street  
Madison, WI 53703

Re: Certificate of Appropriateness for 1318 Rutledge Street

At its meeting on February 8, 2016 the Madison Landmarks Commission reviewed, in accordance with the Madison General Ordinances pertaining to provisions of the Historic Preservation Ordinance, your plans to alter the exterior of the residence located at 1318 Rutledge Street in the Third Lake Ridge Historic District. The Landmarks Commission voted to approve the issuance of a Certificate of Appropriateness for the replacement of windows with the following conditions of approval:

1. The Applicant shall work with staff on the appropriate treatment of the opening to install a window of an appropriate proportion at the first floor front elevation.
2. The exterior window trim on the first floor front elevation shall be traditional with a show sill instead of being picture framed.
3. The replacement windows shall be one-over-one double hungs.
4. The screens shall be full height with center horizontal bar.

After the meeting the Applicant received administrative approval to use a mullion of the same width as the second floor front window on the first floor opening to attempt to make the windows more similar in proportion and appearance.

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 major design changes from the plans submitted and the additional information provided to the Landmarks Commission must receive approval by the Landmarks Commission, or staff designee, prior to the issuance of the building permit. This Certificate is valid for 24 months from the date of issuance.

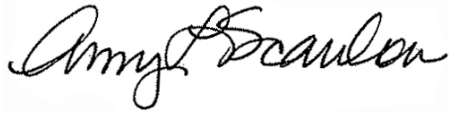
Please also note that failure to comply with the conditions of your approval is subject to a forfeiture of up to \$250 for each day during which a violation of the Landmarks Commission ordinance continues (see Madison General Ordinances Chapter 41, Historic Preservation Ordinance).

Please contact me (608-266-6552 or [ascanlon@cityofmadison.com](mailto:ascanlon@cityofmadison.com)) with any questions.

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Sincerely,

A handwritten signature in black ink, reading "Amy Loewenstein Scanlon". The signature is fluid and cursive, with the first name "Amy" being more prominent.

Amy Loewenstein Scanlon, Registered Architect  
Preservation Planner  
City of Madison Planning Division

cc: Building Inspection Plan Reviewers  
City preservation file  
Kurt Hartjes, Waunakee Remodeling