

From: [Bailey, Heather](#)
To: [Heiser-Ertel, Lauren](#)
Subject: FW: Landmarks Commission -- policy on window replacement
Date: Monday, October 28, 2019 3:35:37 PM

From: Alex Saloutos <[REDACTED]>
Sent: Monday, October 28, 2019 3:33 PM
To: Bailey, Heather <HBailey@cityofmadison.com>
Subject: Landmarks Commission -- policy on window replacement

Hi, Heather!

The proposed policy on applications for window replacement is a step in the right direction. Property owners should be encouraged to refurbish, repair, and maintain the original windows. In addition, the process to apply for a certificate of appropriateness should be smooth and easy for property owners, city staff, and the Landmarks Commission. I have a few comments on the proposed policy regarding window replacement for consideration by the Landmarks Commission:

1. The proposed policy requires the applicant to provide a statement from a contractor that the windows are beyond repair or are not economically feasible to repair. My understanding is the current ordinance allows the Landmarks Commission to approve a certificate of appropriateness if there is an economic hardship. The proposed wording appears to be a hoop for applicants to jump through to allow window replacement and does not promote repair of the windows. In lieu of requiring a statement from a contractor that the windows are beyond repair or are not economically feasible to repair, why not require the applicant to furnish an estimate for the repair of the windows or, if a qualified contractor will not repair a window, an explanation from the contractor why, excluding cost as a reason, and a detailed description of the defects or deficiencies in each window that can't be repaired? The Landmarks Commission will then have information on what it will cost to repair the windows and can determine if there is an economic hardship or detailed information from a subject matter expert on why they can't be repaired.
2. The proposed policy states the assessment must come from a "contractor who completes window repair." Some contractors repair only certain aspects of the windows and may not be qualified or interested in the scope of work needed to refurbish and repair the windows in the application. Some contractors may both repair windows and sell replacements and may make more money from replacements. How could the standard on who provides the estimate and/or assessment be strengthened? Offhand I'd suggest, "qualified specialist actively in the business of refurbishing and repairing windows." In addition it would be helpful to add some basic requirements about their qualifications. Perhaps,

including in the application photos and references from three recent window repair projects of comparable scope. There may be other ways to add some “teeth” to the requirement of who provides the estimate or assessment.

3. What do the contractors who do this work think about the policy? Are there unintended consequences? If you have not done so already, I suggest asking subject matter experts for their input on the policy before it is approved.

It would be helpful if there was a list of contractors available that do this type of work that could be given out to property owners. Since we first talked a couple of weeks ago, I have reached out to contacts I have in the building trades, historic preservation community, and neighborhood groups in areas with historic districts to find contractors who do this work. As of today, I have received the names of 15 contractors who may do this work. So far, I have contacted seven of them: five of them do this work and would like to be included on a list of contractors doing this work, one does this work and does not want to be included on the list as they focus on larger commercial jobs, and one does not do this type of work. I plan to contact the rest of the contractors to see if they repair windows and would like to be included on a list of contractors. I plan to recommend to the Madison Trust that they maintain this list as it would be a valuable community service and further their mission to educate the public on historic preservation.

I hope this is helpful. Please feel free to contact me if you have any questions or I can be of any additional help.

Cheers,

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A handwritten signature in black ink, appearing to be the letter 'A' with a stylized flourish extending from the bottom right.

Alex Saloutos, Broker Associate

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