



April 29, 2020

Morgan and Shelby Gutenkunst
233 N. Charles St.
Waukesha, WI 53186

Re: Landmarks Commission Emergency Certificate of Appropriateness – 233 N. Charles St.

Mr. & Mrs. Gutenkunst,

This is to inform you that the City of Waukesha Planning Department has granted you an Emergency Certificate of Appropriateness for replacement of three windows. As a result of the Covid-19 virus the City has decided to cancel the May Landmarks Commission meeting. The next scheduled Landmarks Commission meeting will take place on Wednesday June 3rd. However, the Landmarks Commission understands that the delay might be inconvenient and costly for you, so it has authorized staff to issue an emergency approval to allow you to start work in the meantime.

The Emergency COA is granted for the proposed work on the picture window on the west, front side of the house, and the two original windows on the north side of the house. Any necessary removal of replacement materials is also authorized. However, I am not able to grant an Emergency COA for the addition of a new window. The Landmarks Commission will need to discuss that proposal at their June meeting to determine whether it complies with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties.

Please note, this Emergency COA does not authorize either you or your contractors to do any construction work that would normally require a building permit without first obtaining one from the Building Department. I will notify the Building Department that this work has been approved, and work on window openings that existed prior to issuance of BLR119-00385 does not require a Building Permit. However, please contact Chief Building Inspector Kristin Stone at 262-524-3536 or kstone@waukesha-wi.gov prior to opening or closing any new window openings.

Your application will be discussed at the June 3rd, 2020 Landmarks Commission meeting. At that time, The Commission will review both the work that has already been completed and your plans for additional work. They will decide whether to grant a full Certificate of Appropriateness. They will base their decision on the criteria from the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

You will also be eligible for a Landmarks Paint and Repair Grant. The Commission typically authorizes grants of roughly 10% of a project's value, up to a maximum of \$2,000.

Thank you for your continued cooperation. Feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Griffith".

Charlie Griffith
Associate Planner
262-524-3529
cgriffith@waukesha-wi.gov