



April 29, 2020

Craig and Megan Cerbins  
304 E. College Ave.  
Waukesha, WI 53186

**Re: Landmarks Commission Emergency Certificate of Appropriateness – 304 E. College Ave.**

Mr. & Mrs. Cerbins,

This is to inform you that the City of Waukesha Planning Department has granted you an Emergency Certificate of Appropriateness for roof replacement, gutter and downspout replacement, and flashing repair. 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 3<sup>rd</sup>. 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 with the condition that new gutters and downspouts will match the size and general style of the existing gutters. 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

Your application will be discussed at the June 3<sup>rd</sup>, 2020 Landmarks Commission meeting. At that time, The Commission will review both the work that has already been completed and (if applicable) 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