



RE: Formal review request for the approval of window as installed for address 19355 Parkside.
Initial Historic District Commission approval on June 16, 2021 Application Number #21-7310

Narrative/Scope of Work:

There is no additional work that will be done at this time. We are requesting a review due to the window that was installed on Line #15 (Living Room East) of the contract.

The contract initially was contracted for a 2 wide awnings with transoms and then was changed to 2 wide awnings with a cross grille pattern. This was requested per the homeowner as a cost savings and have a similar look that the homeowner was happy with.

The change order was included in the packet that was approved on June 9 , 2021.

After several conversations with Audra, we were under the assumption that these cross grilles were approved and the job was closed. The homeowner requested, in writing, the closed approval from the historic district and that is when we became aware that there may be an issue with this Line #15 window and that there was a misunderstanding with the verbiage of the cross pattern of the grilles.

The Window was manufactured and installed per the specifications that were submitted with the change order.

Attached, Please find the following documents:

Historic Project Review Request

Building Permit Application (which we are not requesting to install anything new at this time)

Certificate of Appropriateness – Dated June 16th, 2021 with scope and change order

Pictures -Before and After of Line #15

Thank you for your time and consideration on this re-approval.