

From: [George Gause](#)
To: [Mark Thieroff](#)
Cc: [Ashray Gupta](#); [Travis Almsted](#); [Joanna Zimny](#)
Subject: RE: 251 Maria Ave. window work HP approval
Date: Friday, August 16, 2024 10:00:50 AM
Attachments: [251 Maria windows.pdf](#)
[image001.png](#)

Your application for work has been administratively approved by the City of Saint Paul Heritage Preservation staff. I have signed off on your permit application. You can contact the Department of Safety & Inspection (DSI) for further instructions for your permit review.

Please note that online permits are disabled for work in the historic districts. You will need to fax your building permit application with the attached historic approval to the building department (651) 266-9124 or submit it in person at the permit desk at 375 Jackson Street (2nd floor) Saint Paul. Please include the attached Certificate of Appropriateness (COA) with your submittal documentation to the Department of Safety and Inspection (DSI).

For more information on building permits please visit:

<https://www.stpaul.gov/departments/safety-inspections/permits-and-licensing>

Let me know if you have any questions.

Thanks



George Gause

Supervisor, Heritage Preservation
Planning & Economic Development
1400 City Hall Annex
25 4th Street West
Saint Paul, MN 55102
P: 651-266-6714
Pronouns: He/Him
George.Gause@stpaul.gov

From: Mark Thieroff <MarkThieroff@siegelbrill.com>
Sent: Thursday, August 15, 2024 3:20 PM
To: George Gause <George.Gause@ci.stpaul.mn.us>
Cc: Ashray Gupta <ashray@encephaloinvestments.com>; Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>
Subject: RE: 251 Maria Ave.

Think Before You Click: This email originated **outside** our organization.

George:

This will confirm that the original openings will be restored and the new windows will be sized to fit those original openings.

Please let me know if you have any other questions or need any other additional information.

Thank you.

Mark Thieroff

Siegel Brill PA

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From: George Gause <George.Gause@ci.stpaul.mn.us>

Sent: Wednesday, August 14, 2024 8:49 AM

To: Mark Thieroff <MarkThieroff@siegelbrill.com>

Cc: Ashray Gupta <ashray@encephaloinvestments.com>; Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>

Subject: RE: 251 Maria Ave.

Hello Mark,

Staff still needs to know how the window openings will be treated:

- A. Original openings will be restored, and new windows are sized to fit those original openings.
- or
- B. The current resized openings will be retained, and new windows will be sized to fit the new openings. If this is the choice, staff will need to know how the new window size will be trimmed and how will the façade wall be treated.



Let me know if you have any questions.
Thanks



SAINT PAUL
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George Gause

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From: Mark Thieroff <MarkThieroff@siegelbrill.com>
Sent: Tuesday, August 13, 2024 2:22 PM
To: George Gause <George.Gause@ci.stpaul.mn.us>
Cc: Ashray Gupta <ashray@encephaloinvestments.com>
Subject: RE: 251 Maria Ave.

Think Before You Click: This email originated **outside** our organization.

George:

Attached is my client's application for HPC approval of the replacement windows for 251 Maria Ave. Please confirm that the application has been received and is complete.

Thank you.
Mark Thieroff
Siegel Brill PA

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From: George Gause <George.Gause@ci.stpaul.mn.us>
Sent: Wednesday, July 24, 2024 1:38 PM
To: Mark Thieroff <MarkThieroff@siegelbrill.com>
Subject: RE: 251 Maria Ave.

Mark,

We will need a narrative of the work, photos of the work area and product literature from Gladstone. You don't have to worry about the other items, they don't apply in this case.

Let me know if you have any questions.

Thanks



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George.Gause@stpaul.gov

From: Mark Thieroff <MarkThieroff@siegelbrill.com>
Sent: Wednesday, July 24, 2024 12:41 PM
To: George Gause <George.Gause@ci.stpaul.mn.us>
Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>
Subject: RE: 251 Maria Ave.



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George,

As we will be preparing this application on a tight timeframe, I want to make sure that our initial submission meets your requirements. Looking over the application form that you sent, can you please confirm what is needed in each of the categories below?

Complete statement and clear scope describing in detail the proposal. **I assume this is just a narrative describing the windows to be replaced.**

Photos of project area. Clearly labeled showing proposed work site, location (Street facing façade, north elevation, etc.) and surroundings. **We will submit clear photos of all elevations.**

Plans (as applicable)

- Demolition plan – **not applicable**

- Site plan with scale and basic overall dimensions showing entire lot from street edge to alley. Include all existing/proposed driveways, curb cuts and structures. Show mechanical equipment locations. Highlight and label proposed work area clearly. – **not applicable**

- Elevation drawings with scale. Please label and include base elevation and include heights for all interior floor/ceiling levels, to top of roof deck, cornice, and top of appurtenances behind that façade. Show and label all materials, such as windows, doors, porches, lighting, roofs, siding, etc. – **please advise as to what is needed here**

- Details on exterior architectural elements, including balconies, lighting, railings, vents, – **please advise as to what is needed here**

Information on proposed new materials (if applicable).

- Material, trim and finish information and samples. – **please advise as to what is needed here**

- Provide manufacturer cut sheets which include: specifications, material, design, dimensions, functionality and color. **We will obtain this information from the contractor**

and provide it.

Thanks again—

Mark

Mark Thieroff

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From: Mark Thieroff

Sent: Wednesday, July 24, 2024 12:31 PM

To: George Gause <George.Gause@ci.stpaul.mn.us>

Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>

Subject: RE: 251 Maria Ave.

George (and Travis):

I have discussed George's email below with my client and the decision has been made to replace the windows with ones that meet applicable guidelines. One question we have relates to timing. The July 18, 2024, notice from DSI says a reinspection will take place on July 31 and requires an application for HPC permit to have been submitted by then. My client is going to hire Gladstone Windows to do the window work, and the earliest they can visit the site to prepare a proposal is July 31. (See attached email.)

Would it possible to extend the July 31 deadline by one week with respect to the HPC permit application? We are working diligently to meet this requirement and would greatly appreciate the brief extension.

Thank you.

Mark Thieroff

Siegel Brill PA

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From: George Gause <George.Gause@ci.stpaul.mn.us>

Sent: Wednesday, July 24, 2024 10:48 AM

To: Mark Thieroff <MarkThieroff@siegelbrill.com>

Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>

Subject: RE: 251 Maria Ave.

The structure is located within the Dayton's Bluff historic district. Saint Paul Legislative Code chapter 73 requires any exterior work that requires a city permit must first achieve approval from the HPC. Any city permit application will be put on hold until HPC approval occurs. The windows were installed without a permit. The owner will need to pull a permit for that work. If the correction notice includes exterior work that requires a permit, that work will also need to be reviewed.

The owner has two options:

- a. File for a public hearing with the HPC to retain the work as-is. The work that I see on the front façade would not meet the area design guidelines §74.89(d)(1). City staff would recommend denial to the commission. Neighbors and area organizations receive notice of public hearings, so there may be public objection at the hearing. If the commission votes to deny, the owner would need to change the windows or appeal the denial to City Council. A City Council denial will probably take at least 30 days to schedule.
- b. Change the windows to match the guidelines §74.89(d)(1). Staff can administratively approve an application that meets the guidelines. That approval can occur within a couple days, depending on current workload.

Let me know if you have any questions.

Thanks

George Gause



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George.Gause@stpaul.gov

From: Mark Thieroff <MarkThieroff@siegelbrill.com>
Sent: Wednesday, July 24, 2024 9:32 AM
To: George Gause <George.Gause@ci.stpaul.mn.us>
Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>
Subject: RE: 251 Maria Ave.

Think Before You Click: This email originated **outside** our organization.

George,

Thanks for your message. To be clear, my client received a Fire Inspection Correction Notice that states, “Apply for a building permit for the new windows. This building is in a historic district apply for the permit with the Heritage Preservation Commission.”

As the windows have already been installed, it is not clear to me whether we should be applying for HPC review or an after-the-fact permit from DSI. The Correction Notice addresses additional issues beyond the windows, but my question to you relates specifically to the windows.

Thanks again—
Mark Thieroff

Mark Thieroff
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From: George Gause <George.Gause@ci.stpaul.mn.us>
Sent: Wednesday, July 24, 2024 8:57 AM
To: Mark Thieroff <MarkThieroff@siegelbrill.com>
Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>
Subject: RE: 251 Maria Ave.

This property is within a locally designated historic district. Before a building permit is released, review and approval by the City of Saint Paul Heritage Preservation Commission (HPC) is required. We review all exterior work that requires a city permit. The review is accomplished in accordance with the established historic guidelines adopted for the area in Saint Paul Legislative Code Chapter 73 and 74. There is no fee for our review or consultations. Visit www.stpaul.gov/HPC for more information.

The HPC does not adjudicate violation notices or after-the-fact permits. That is handled by the Department of Safety and Inspection (DSI). Only the project in question is reviewed by the HPC.

To begin the HPC review process, staff will need an application (attached) with photos of the work area and information about what changes are considered. You can send that application to me directly or send it to our office: askHPC@stpaul.gov

The HPC holds public hearings every two weeks (except for City holidays). Application and documentation filing deadline is three (3) weeks prior to a public hearing. Upcoming public hearings and deadlines:

- HPC public hearing August 19, 2024; deadline is July 29, 2024.
- HPC public hearing September 16, 2024*; deadline is August 26, 2024.
(September 2nd is a City holiday)

Once the HPC has approved the application, then the owner can submit the application (along with the HPC approval letter) to the Department of Safety & Inspection (DSI) for building permit review. HPC approval does not waive the need for a building permit.

For more information on building permits please visit: <https://www.stpaul.gov/departments/safety-inspections/permits-and-licensing>

Let me know if you have any questions.
Thanks



George Gause

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From: Mark Thieroff <MarkThieroff@siegelbrill.com>
Sent: Friday, July 19, 2024 12:33 PM
To: *CI-StPaul_AskHPC <AskHPC@ci.stpaul.mn.us>
Cc: Travis Almsted <Travis.Almsted@ci.stpaul.mn.us>
Subject: 251 Maria Ave.

Greetings--

I represent the owner of the apartment building located at 251 Maria Ave., and my client has been informed by DSI staff that a recent window replacement project on the property required an HPC permit. Can you please let me know about the process for applying for an after-the-fact permit for this project?

Thank you.

Mark Thieroff
Siegel Brill PA

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