



SR-2 – ADVISORY STAFF REPORT (06-05-2026)

This advisory report, prepared by staff, represents the opinion and advice of professional staff, and does not represent nor direct the separate review and decision of the Historic District Commission. This report serves as an addendum to SR-1, an objective staff summary of the proposal and property.

ADDRESS: 4254 TYLER

MEETING DATE: 06-10-2026

APPLICATION NUMBER: HDC2026-00252

SCOPE: REHABILITATE DWELLING (SOME WORK COMPLETED WITHOUT APPROVAL),
REPLACE WOOD WINDOWS WITH VINYL WINDOWS

ADVISORY STAFF REPORT PREPARED BY: L. SAINT JAMES

STAFF OBJECTIONS TO APPROVAL:

This first section describes itemized conclusions/concerns, which, in staff's professional opinion, would prevent the issue of an unconditional Certificate of Appropriateness (COA). "None" means staff has no objections and believes a COA is warranted, with no conditions. The Historic District Commission is not required to accept staff opinions or recommendations.

1. The historic wood windows are distinctive, character-defining historic features of the resource. The deterioration noted constitutes typical maintenance needs of old windows and is repairable. Thus, the windows should not be considered "deteriorated beyond repair," the standard required for their replacement.
2. The proposed windows do not "match the old in design, color, texture, and other visual qualities, and where possible, materials."
3. Due to their plasticity, flatness, detracting color/sheen, component profiles, and poor material quality, consumer-grade vinyl windows are incompatible with the building's overall historic character and do not exhibit an appearance consistent with the general characteristics of a historic window of the same type and period, as required by National Park Service (NPS) Guidance.
4. Where the existing windows are missing or determined to be beyond repair, the replacement should be compatible with the architectural design of the structure.
5. Architectural features/elements copied from incompatible styles (like the proposed door) are not appropriate here, and create a false sense of historic development, contrary to the NPS's Standards for Rehabilitation, Standard #3.
6. The proposed paint, window, and gutter/downspout colors are incompatible with the historic character of the house and are not typical for the Dutch Colonial Revival style.

STAFF ANALYSIS AND DISCUSSION:

This second section expands on the reasoning and analysis leading to staff's conclusions given in the first section above. The Historic District Commission is not required to accept staff opinions or recommendations.



HDAB designation photo, 1999

HOUSE NO.	4254		
STREET	Tyler 93		
PERMIT NO.	3670	LOT NO.	3-21-23
USE	dwelling	DATE	
CONST.	frame		
REMARKS	Frame garage Permit No. 3671		

BSE-200B

Permit card, BSEED

- The building permit for the erection of the house and garage was issued on 03-21-1923.

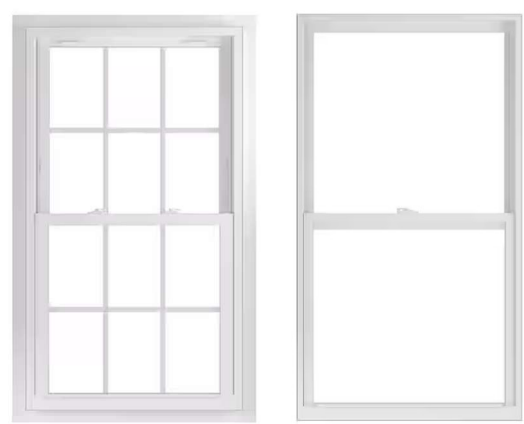
Window & Door Analysis

- The applicant stated that “The existing historic wood windows at the property are currently in deteriorated condition due to prolonged exposure, deferred maintenance, and water intrusion. Several windows show signs of rot, damaged glazing, broken panes, failing sash components, and deterioration of surrounding trim and framing materials.”



Staff photo, 05-26-2026, showing existing conditions

PROPOSED



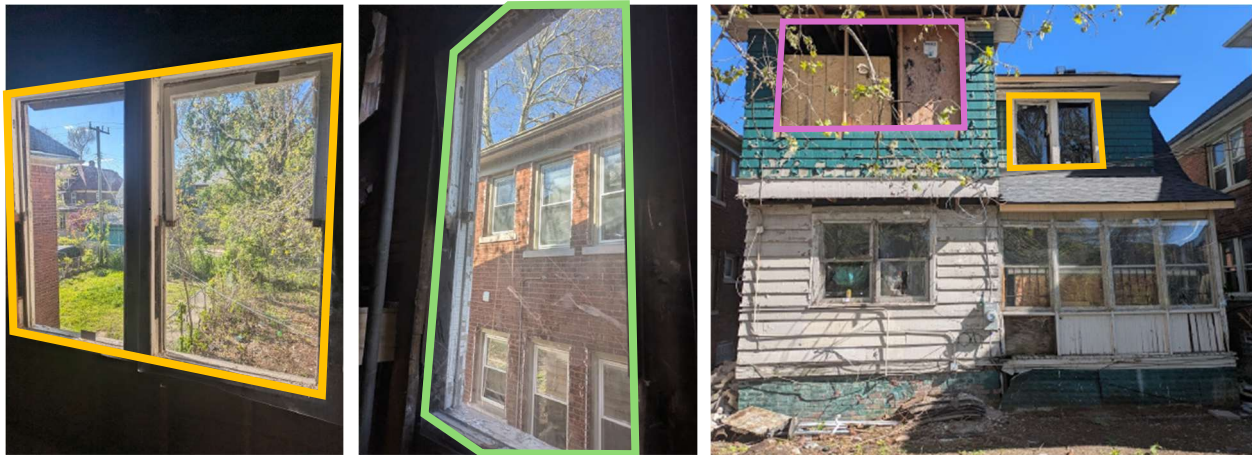
Location: façade

Location: sides & rear

*American Craftsman
Double-Hung
Grids between the glass*

*American Craftsman
Single-Hung*

- The Elements of Design (Sec. 21-2-168) mention “wood is almost universally used for window frames and other functional trim.” And “windows are commonly either metal casements or wooden sash.” In this case, the wood windows provide important character that contributes to the building’s historic appearance.
- The wood windows are distinctive, character-defining historic features that mostly have not proven to be beyond feasible repair.
- Some of the conditions described, such as damaged glazing and broken panes, will impair their operation, but are reasonably repairable.



Photos from application, outlines by staff

- It is staff’s opinion that the windows shown are beyond repair or missing altogether. Where the existing window is beyond repair or missing, the replacement should be compatible with the architectural design of the structure. Staff has the authority to approve of the installation of historically appropriate replacements in original historic openings, where windows are missing entirely.
- Even if the historic window repair is found infeasible, the installation of the vinyl windows does not follow the [Historic District Commission’s ‘Historic Wood Window Guidelines’](#) or the [NPS ‘Replacement Windows that Meet the Standards.’](#) As stated in the NPS’ guidelines for replacement windows, “When historic windows exist, they should be repaired when possible. When they are too deteriorated to repair, selection of the replacement windows must be guided by Standard 6. Design, visual qualities, and materials are specific criteria provided by the Standard that are pertinent to evaluating the match of a replacement window. Evaluating the adequacy of the match of the replacement window involves the consideration of multiple issues.” Specifically, referencing the factors to consider in evaluating the match of a window:
 - ***Glass size and divisions.*** *Muntins reproduced as simulated divided lights – consisting of a three-dimensional exterior grid, between-the-glass spacers, and an interior grid – may provide an adequate match when the dimensions and profile of the exterior grid are equivalent to the historic muntin and the grid is permanently affixed tight to the glass.*

- **Materials and finish.**

- *While it may be theoretically possible to match all the significant characteristics of a historic window in a substitute material, in actuality, finish, profiles, dimensions and details are all affected by a change in material.*
- *Secondary window elements that do not match the finish or color of the window can also diminish the match. Examples include white vinyl tracks on dark-painted wood windows.*

PROPOSED



Location: façade & side
Masonite
Steel 6-Panel

- Staff has the authority to approve of the installation of historically appropriate replacements in original historic openings, where doors are missing entirely.
- It is staff's opinion that the proposed front door is inappropriate, especially given its reference to contemporary style doors with the 6-panel style.
- During field observations for the Russell Woods-Sullivan Historic District, staff identified houses of a similar architectural style with historic front doors: multi-lite over 2-panel wood doors.



4255 Tyler, 6-lite over 2-panel wood door



4734 Sturtevant, 8-lite over 2-panel wood door

Paint Analysis

- The proposed paint color, in addition to the proposed white vinyl windows and gutters/downspouts, include A:1 Yellowish Gray.



Photo from application of proposed paint color

- As described in the Historic District Commission Color System C, “For the stucco or clapboard, frame colonial, yellow was the most popular body color, although gray or blue was used. Normally these were then trimmed with white or ivory on the cornice, cornerboards, window frames, sash, etc., depending on which gave the lesser contrast.” Although the colors leaned toward pastels and low-contrast, houses of this style and era weren’t typically one color throughout.

STAFF RECOMMENDATION:

This third and final section takes staff’s itemized “objections” identified in the first section, and presents them in the form of “conditions” in support of a proposed approval recommendation or “reasons” in support of a proposed denial recommendation, in the form required by Section 21-2-78 of the City Code. The Historic District Commission is not required to accept staff opinions or recommendations.

Section 21-2-78, Determinations of Historic District Commission

Recommendation 1 of 2, Denial: Replace wood windows with vinyl windows

Staff recommends that the proposed work will be inappropriate according to the Secretary of the Interior’s Standards for Rehabilitation and the Russell Woods-Sullivan Historic District’s Elements of Design, specifically:

- **Standard #2:** The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- **Standard #3:** Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- **Standard #5:** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- **Standard #6:** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

- Elements of Design #: 7, 9

For the following reasons;

1. The historic wood windows are distinctive, character-defining features that were not proven to be beyond repair.
2. The proposed windows do not match the old in design, texture, materials, and other visual qualities.
3. Due to their plasticity, flatness, detracting color/sheen, component profiles, and poor material quality, consumer-grade vinyl windows are incompatible with the building's overall historic character and do not exhibit an appearance consistent with the general characteristics of a historic window of the same type and period, as required by National Park Service Guidance.

Recommendation 2 of 2, Certificate of Appropriateness: Remaining work items

Staff recommends that the proposed work will be appropriate according to the Secretary of the Interior's Standards for Rehabilitation and the Russell Woods-Sullivan Historic District's Elements of Design, with the condition that:

1. The proposed paint, window, and gutter/downspout colors are to follow the Historic District Commission Color System C.
2. A new design for the replacement wood door incorporating 6-lite over 2-panels shall be selected and submitted to staff for review and approval.
3. Dimensioned drawings for front porch railing will be submitted to Staff for approval.