



**PLANNING AND
DEVELOPMENT DEPARTMENT**

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SR-2 – STAFF ADVISORY 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: 4038 FULLERTON

MEETING DATE: 06-10-2026

APPLICATION NUMBER: HDC2026-00225

SCOPE: REPLACE VINYL WINDOW WITH VINYL WINDOW

ADVISORY STAFF REPORT PREPARED BY: A. DYE

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. Replacement windows for missing or non-historic windows must be compatible with the historic appearance and character of the building and consistent with the general characteristics of a historic window of the type and period.
2. 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 NPS Guidance.

STAFF ANALYSIS AND DISCUSSION:

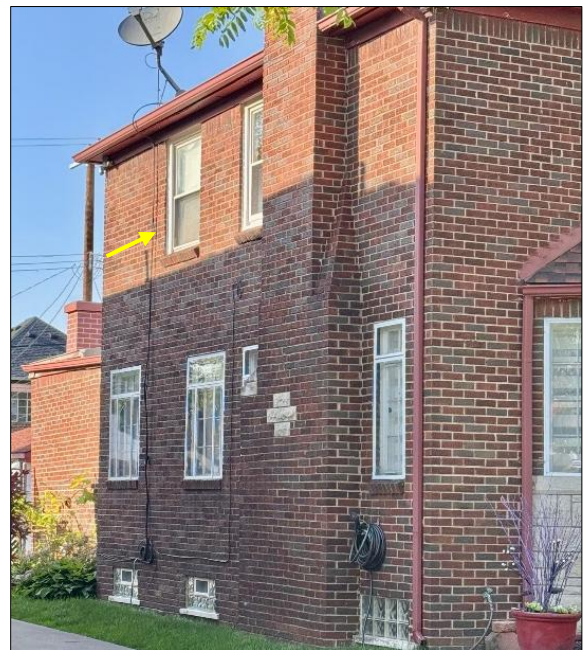
This second section expands on the reasoning and analysis leading to staff's conclusions given in the first section above. The Historic District Commission is not required to accept staff opinions or recommendations.

- The building permit for the dwelling was issued on 06/05/1939.
- Per the designation photo, the house's original windows at the second floor were no longer extant at the time of district designation. Steel casement windows remain in many of the first floor window openings on the front and side walls.
- In 2000, HDC staff approved the installation of six (6) vinyl windows.



Designation photo, 1999. HDAB

- The subject of this application is to replace one (1) existing vinyl double-hung window with one (1) new vinyl double-hung window. The opening is located on the west side of the house, on the second floor.



The window proposed for replacement is near the rear of the house at the second floor (yellow arrow). Staff photo, 05/27/2026.

- The Russell Woods-Sullivan Elements of Design discuss windows as they relate to differing architectural designs of residential buildings:
 - (7) **Relationship of materials.** *The majority of houses are faced with brick, often combined with wood, stone or stucco...wood is almost universally used for window frames and other functional trim. Windows are commonly either metal casements or wooden sash.*
 - (9) **Relationship of colors.** *Natural brick colors, such as red, yellow, brown and buff, predominate in wall surfaces...Buildings of vernacular English Revival styles generally have painted woodwork and window frames of a dark brown or cream color...*

- According to the National Park Service’s document [Replacement Windows that meet the Standards](#):

- *Replacement windows for missing or non-historic windows must be compatible with the historic appearance and character of the building and consistent with the general characteristics of a historic window of the type and period.*
- *Replacing existing incompatible, non-historic windows with similarly incompatible new windows does not meet the Standards.*

- 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 NPS Guidance.
- Flat coil stock surrounds the window. Staff doesn’t know if the original wood brickmold remains under the aluminum, but it is highly likely. A window replacement application should consider the removal of the coil/trim material and exposure of the profiled wood trim. The Wallside Window order does not include a work item related to the brickmold/existing coil trim.



Applicant photo.

- In addition to the materiality of the window and trim, the bright white window frame/sash and trim is a contemporary color and is incompatible with the architectural details of an English Revival design house.
 - The district’s Elements of Design state “*vernacular English Revival styles generally have painted woodwork and window frames of a dark brown or cream color*”
 - *The Commission’s Color System D, for English Revival houses states, Normally, the window and door frames and the projecting cornices will be painted the color selected for the heavy timber frames or a gray, brown or greenish stone color to match the actual stone trim of the house if such exists, or, a dark color such as black, dark brown, or dark green to suggest the metal casement windows which were normally iron and lead set in oak, frames which, like the heavy framing, darkened with age.*
 - *The trim of such houses rarely looks well done in a color lighter than the stone trim and certainly not in light reds, blues, yellows or greens. Occasionally, these houses were trimmed in white, but this generally provides too great a contrast to the usual brick and stone construction; as a consequence it is not recommended.*

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 1, Denial

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 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

And

- Elements of Design # 7 and 9.

For the following reasons;

1. Replacement windows for missing or non-historic windows must be compatible with the historic appearance and character of the building and consistent with the general characteristics of a historic window of the type and period.
2. 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 NPS Guidance.