



**PLANNING AND
DEVELOPMENT DEPARTMENT**

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 808
Detroit, Michigan 48226

Phone 313•224•1339
www.detroitmi.gov

SR-1 – SUMMARY STAFF REPORT (05-29-2026)

This report, prepared by staff, summarizes the proposed scope of work, the existing conditions at the property, and any factual background information. No PDD/HDC staff analysis/opinion is included.

ADDRESS: 4291 CORTLAND

MEETING DATE: 06-10-2026

APPLICATION NUMBER: HDC2026-00170

HISTORIC DISTRICT: RUSSELL WOODS-SULLIVAN

OWNER: DETROIT LAND BANK AUTHORITY (DLBA)

APPLICANT/CONSULTANT: CHELSEA STURZA / REFINED DESIGN SOLUTIONS

DATE OF PROVISIONALLY COMPLETE APPLICATION: 04-22-2026

DATE(S) OF STAFF SITE VISIT: 05-26-2026

SCOPE PHRASE FOR AGENDA: REPLACE WOOD WINDOWS WITH ALUMINUM-CLAD WOOD WINDOWS, INSTALL ALUMINUM-CLAD WOOD WINDOWS IN WINDOW OPENINGS

PUBLIC HEARING PER 21-2-77: NO

SUMMARY OF SCOPE OF WORK:

Based on staff review of the submitted documents, the following work is proposed:

- **Replace 4 wood windows with aluminum-clad wood windows**
 - Jeld-Wen aluminum-clad wood windows
 - Double-hung, one over one
- **Install aluminum-clad wood windows in 13 window openings**
 - Jeld-Wen aluminum-clad wood windows
 - Double-hung, one over one

MISSING INFORMATION, CLARIFICATION, OR OTHER ITEMS RELATING TO A COMPLETE SCOPE OF WORK:

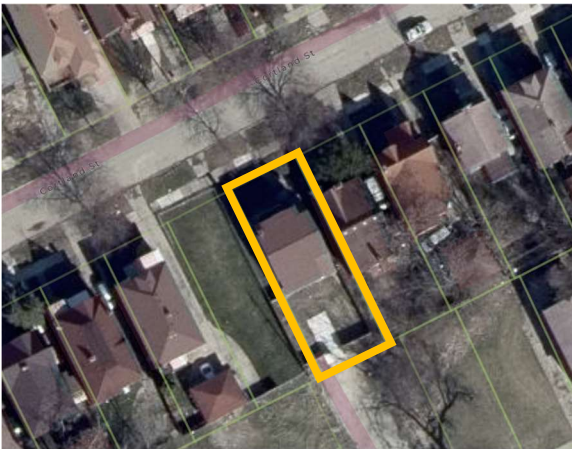
- Unknown if existing wood brickmold is proposed to be retained or not

EXISTING CONDITIONS:

- Built in 1926, this single-family residence is located within the Russell Woods-Sullivan Historic District. The dwelling was designed in the Dutch Colonial Revival style and has a side-gabled gambrel roof and shed-roof dormer spanning the attic level of the front façade. The exterior is primarily clad in brick, with wood shingle siding at the front dormer and side-gable ends. The front elevation features a combination of double-hung and leaded-glass casement windows, while a full-width porch extends across the front façade.



Staff photo, north elevation,



Base Unit Tools, outline by staff

BACKGROUND INFORMATION:

- The window openings had existing wood windows present and received a restoration COA-AA in March of 2022 for application #22-7764

DISTRICT INFORMATION/SIGNIFICANCE:

- Staff’s derived period of significance for residential structures is 1920 – 1949, based on the interpretation of the HDAB Final Report
- [Elements of Design Sec. 21-2-168](#)
- Built in 1926
- The house is a contributing resource to the district

REPORT PREPARED BY: LSJ