



**PLANNING AND
DEVELOPMENT DEPARTMENT**

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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: 4038 FULLERTON

MEETING DATE: 06/10/2026

APPLICATION NUMBER: HDC2025-00562

HISTORIC DISTRICT: RUSSELL WOODS-SULLIVAN

APPLICANT/OWNER: DEBORAH LYNN MOHNEY

ARCHITECT/CONSULTANT: NONE

DATE OF PROVISIONALLY COMPLETE APPLICATION: 05/18/2026

DATE(S) OF STAFF SITE VISIT: 05/27/2026

SCOPE PHRASE FOR AGENDA: REPLACE VINYL WINDOW WITH NEW VINYL WINDOW

PUBLIC HEARING PER 21-2-77: YES

SUMMARY OF SCOPE OF WORK:

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

- **Replace existing double-hung vinyl window (1) with a new double-hung vinyl window.**

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

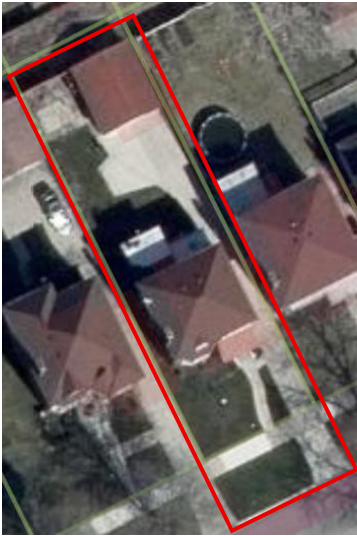
- None

EXISTING CONDITIONS:

- The 2-story house is clad with dark red brick, and a pyramidal hip roof is covered with asphalt shingles. The asymmetrical façade/front wall includes a bay window with stone base. The individual window openings are differently sized; cast stone quoins were installed adjacent the individual window and door frames. The first floor window openings have cast stone sills, while the openings at the second floor have angled brick sills. At the first floor, steel casement windows remain in place at the front and west side walls, and two openings on the east side wall. The remaining windows openings on the sides and front of the house have vinyl windows in double-hung or slider operation. The raised porch is enclosed with brick knee walls, and the stairs are flanked with wing walls; the cast stone atop all the porch walls has been painted white. The concrete stairs and porch pad are painted dark gray. The driveway leading to a two car, detached garage spans the space between the house's east side wall and east property line.



Staff photo, Façade looking north, 05/20/2026



Base Unit Tools

BACKGROUND INFORMATION:

- At the time of district designation, the windows at the second floor (and one window at the first floor, east wall) appear to be vinyl framed units, all with double-hung operation.
- The current operation of the second floor front/façade windows are sliding units. Staff did not locate an HDC approval for the replacement of the vinyl double-hung windows with the slider windows. (Please note: no changes to the slider windows are proposed with the current application.)
- According to BSEED's permitting program, Accella, a permit was issued for this house in 2012 (BLD2012-00007) through Tidemark (which was the previous BSEED program that cataloged paper permit applications). The Accella permit file does not list the work items, so it is not clear if this permit was for exterior or interior-only work.

DISTRICT INFORMATION/SIGNIFICANCE:

- Period of Significance: Staff's derived period of significance for residential structures in the district is 1920-1949, based on interpretation of the HDAB Final Report.
- Link to [District Elements of Design](#)
- Date/period of construction: 1939
- Contributing resource

REPORT PREPARED BY: AD