



[EXTERNAL] Re: 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

From Robert Saxon, Jr. <rsaxon@detroitlandbank.org>

Date Fri 3/27/2026 4:48 PM

To Chelsea Sturza <chelsea@refineddesignsolutions.com>; Audra Dye <dyea@detroitmi.gov>

Cc Jennifer Ross <rossj@detroitmi.gov>; Matthew Goodell <mgoodell@detroitlandbank.org>

The existing openings contained damaged wood windows. These windows were restored.

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From: Chelsea Sturza <chelsea@refineddesignsolutions.com>

Sent: Friday, March 27, 2026 3:41:01 PM

To: Audra Dye <dyea@detroitmi.gov>; Robert Saxon, Jr. <rsaxon@detroitlandbank.org>

Cc: Jennifer Ross <rossj@detroitmi.gov>; Matthew Goodell <mgoodell@detroitlandbank.org>

Subject: Re: 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

Hello Audra,

Rob is out of town until next week. I can confirm that the windows per item #2 are undergoing restoration in their existing openings per the previous COA, and are not being replaced.

SE Façade (Rear)

- 5. Double Hung 6/1  
1 Window - 2' 3"x 3'8."  
Repair - Assess for wood rot and replace rotted pieces in-kind, replace glass as needed, reglaze, repaint, hang weights as needed



- 6. Double Hung 9/1  
2'6" x 4'9" ea.  
Repair - Assess for wood rot and replace rotted pieces in-kind, replace glass as needed, reglaze, repaint, hang weights as needed, replace weights as needed based on damage to surrounding walls



My understanding is that the main request is regarding the first floor siding and applicable skirt.



Let me know if I can assist in any additional questions.

Thank you,

Chelsea Sturza  
Refined Design Solutions  
(248) 860-3592

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**From:** Audra Dye <dyea@detroitmi.gov>  
**Sent:** Wednesday, March 25, 2026 3:57 PM  
**To:** Robert Saxon, Jr. <rsaxon@detroitlandbank.org>  
**Cc:** Jennifer Ross <rossj@detroitmi.gov>; Chelsea Sturza <chelsea@refineddesignsolutions.com>  
**Subject:** Re: 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

Hi Rob,

Can you please revise Scope #2 to be clearer? It says, "restore existing windows matching style and size of original windows". Were the previous existing windows installed in new openings? Or were new windows installed in new openings? Thanks.

--Audra

**Audra Dye**

Architectural Historian, Planner | Planning & Development | City of Detroit  
Coleman A. Young Municipal Center, 2 Woodward Ave. Suite 808, Detroit, MI 48226  
[www.detroitmi.gov/hdc](http://www.detroitmi.gov/hdc)

[dyea@detroitmi.gov](mailto:dyea@detroitmi.gov)

**Mary Sheffield, Mayor**



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**From:** Audra Dye <dyea@detroitmi.gov>  
**Sent:** Wednesday, March 25, 2026 10:30 AM  
**To:** Robert Saxon, Jr. <rsaxon@detroitlandbank.org>  
**Cc:** Jennifer Ross <rossj@detroitmi.gov>; Chelsea Sturza <chelsea@refineddesignsolutions.com>  
**Subject:** Re: 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

Thank you!

### **Audra Dye**

Architectural Historian, Planner | Planning & Development | City of Detroit  
Coleman A. Young Municipal Center, 2 Woodward Ave. Suite 808, Detroit, MI 48226

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[dyea@detroitmi.gov](mailto:dyea@detroitmi.gov)

**Mary Sheffield, Mayor**



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**From:** Robert Saxon, Jr. <rsaxon@detroitlandbank.org>  
**Sent:** Tuesday, March 24, 2026 5:16 PM  
**To:** Audra Dye <dyea@detroitmi.gov>  
**Cc:** Jennifer Ross <rossj@detroitmi.gov>; Chelsea Sturza <chelsea@refineddesignsolutions.com>  
**Subject:** [EXTERNAL] Re: 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

Please refer to the attached.  
Yes, you can refer to me as representing the owner.

Let me know if there's more information you need.

**Robert Saxon Jr.**  
 Construction Manager, Property Rehabilitation,  
 Detroit Land Bank Authority

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 +1 313 974 6869 main

SAVE CONTACT

The Detroit Land Bank Authority’s lobby is open **by appointment only**. Visitors must make an appointment at least one business day in advance by calling your DLBA representative, (313) 974-6869, or emailing [inquire@detroitlandbank.org](mailto:inquire@detroitlandbank.org). Please check the DLBA’s website for updates and closures.

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**From:** Audra Dye <dyea@detroitmi.gov>  
**Sent:** Tuesday, March 24, 2026 2:40 PM  
**To:** Robert Saxon, Jr. <rsaxon@detroitlandbank.org>  
**Cc:** Jennifer Ross <rossj@detroitmi.gov>  
**Subject:** 4221 Cortland - HDC2026-00097 - Additional Information Needed for HDC Application

Good afternoon, Rob:

I had a chance to review your recently submitted documents and ask that you submit a bulleted scope of work for the rear wing - step by step "instructions" of what has already done and why, and what is planned for completion. This will give the Commission the information they need to easily review the submitted before and after photos and drawings. Please send this to me by 10 am, Thursday morning, 3/26.

Also, Chelsea Sturza is the applicant of record; may I list you name as the Land Bank owner contact on the staff reports?

Please email me with any questions.  
 Thanks.

**Audra Dye**

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[dyea@detroitmi.gov](mailto:dyea@detroitmi.gov)

**Mary Sheffield, Mayor**

