

**Historical Architectural Review Board  
COA Final Review Sheet**

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**HDC-2023-00096**

**Address: 503 W. Allen Street**

**District: Old Fairgrounds Historic District**

**Applicant: Anna Thomas, Endicon, Inc., owner**

**Proposal: Replace second-story windows and framing**

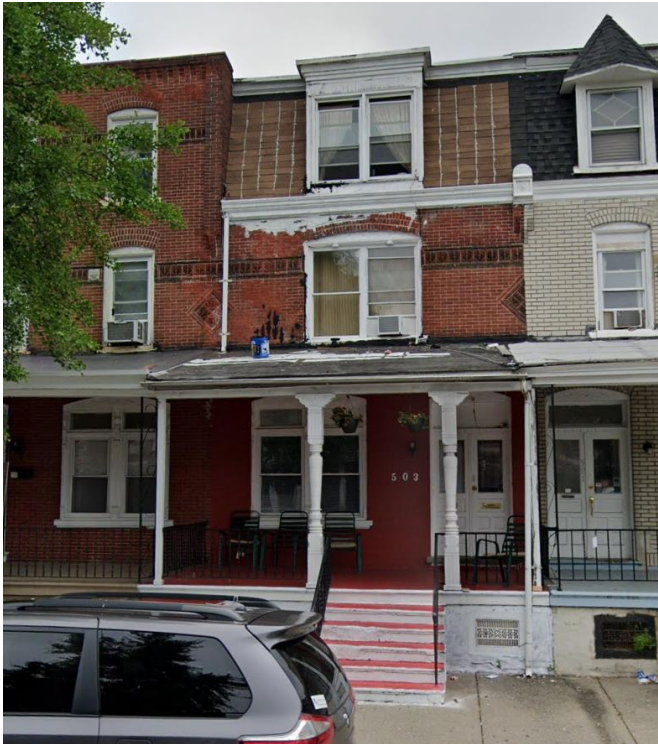
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**Building Description:**

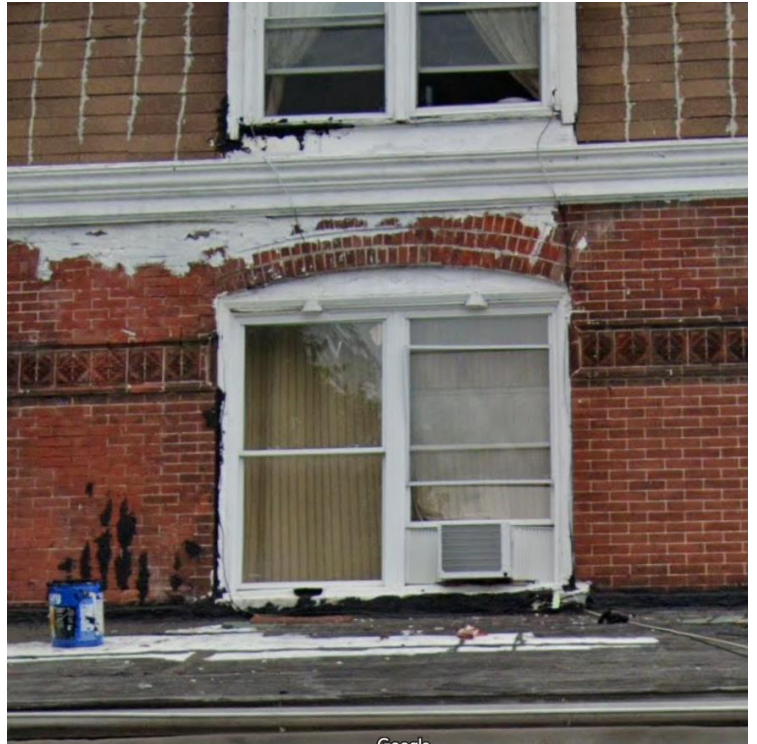
This 3-story brick twin house, ca 1895 is a porch house and has a combination of roof lines with slate shingles and a single chimney. There is an iron fence at the side and rear. The windows are 2/2 sash with Italianate lintels. The main entry is a single door on a concrete porch with iron railing.

**Project Description:**

The second-story front façade windows and framing has been removed without a certificate of appropriateness and are currently in violation, though no formal notice has been sent. This application proposes to replace the historic windows and framing with new aluminum-clad wood windows and wood framing.

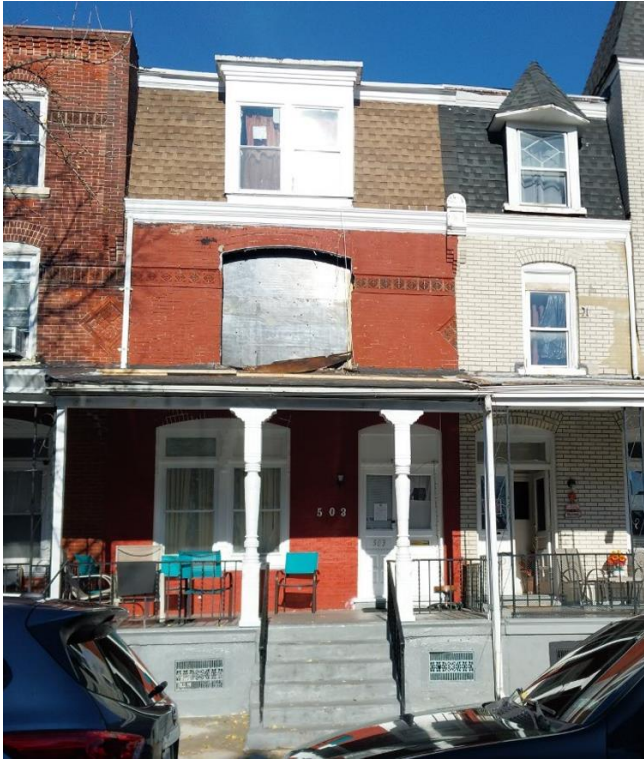


**Front façade of 503 W. Allen Street, 2019.  
(Google StreetView)**



**Photo showing the windows and framing to be replaced.  
(Google StreetView)**

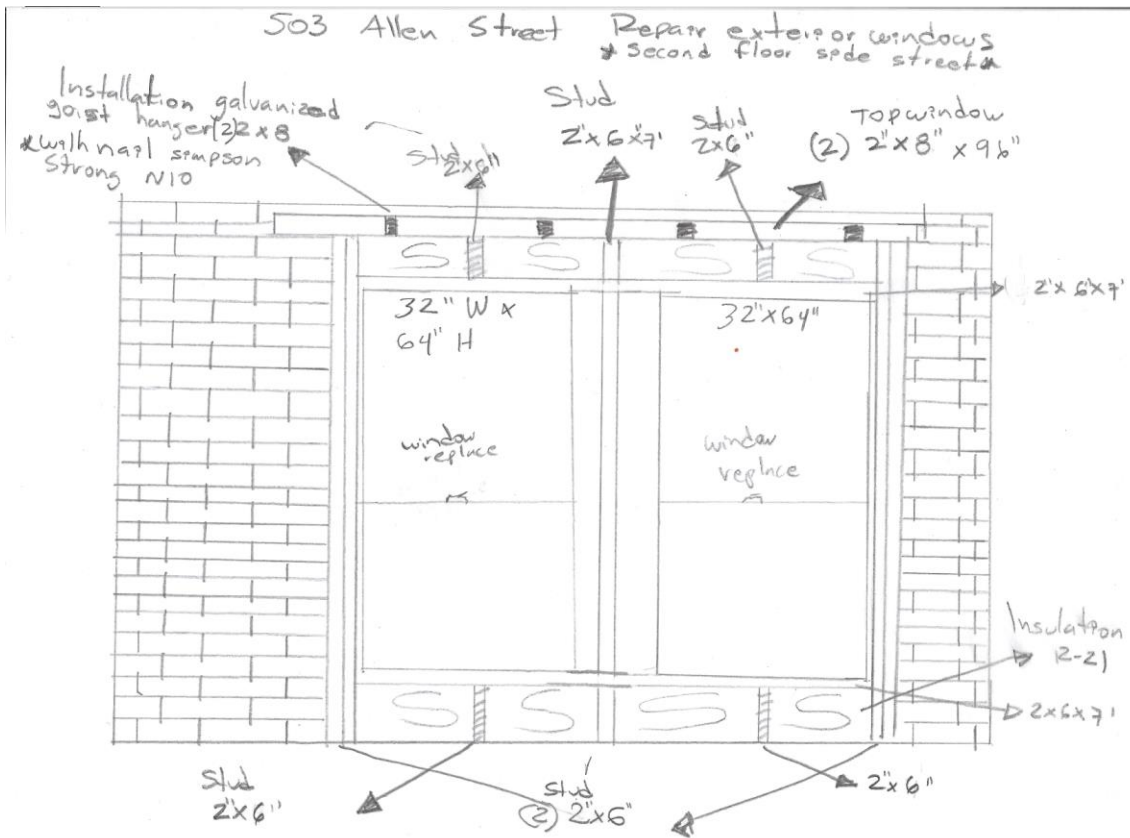
**Historical Architectural Review Board  
COA Final Review Sheet**



Front façade with windows removed and boarded, 2023.  
(Applicant)



Proposed aluminum clad window.  
(Applicant)



Drawing of window replacement showing interior view.  
(Applicant)

**Applicable Guidelines:**

# Historical Architectural Review Board

## COA Final Review Sheet

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### Chapter 3.5 – Windows

**3.5.7** Repair, restore, and reuse original windows prior to replacing them. Where one component of a window is deteriorated or broken, repair or replace the individual piece rather than replace the entire window unit. Repair or selectively replace in-kind existing hardware to ensure window operability, including sash cords, weights, and pulleys. Repaired windows have been shown to achieve energy performance levels comparable to replacement windows.

**3.5.8** Replace windows in-kind if original windows are deteriorated beyond feasible repair. Wood is the preferred material for most replacement windows. Replacement windows should match the original as closely as possible in material, size, type, operation, profile, and appearance. Replicate the existing dimensions of glazing, configuration of muntins, or unique decorative lites. Match sash and frame thickness and window depths. For existing non-original windows, it is preferred to replace with wood windows rather than new alternate windows.

**3.5.9** Replace windows with alternate materials if in-kind replacement is not feasible. Replacement windows must match the original as closely as possible in type, size, operation, profile, appearance, and configuration of lites and muntins. Aluminum-clad wood windows are an appropriate alternate because they can replicate the original appearance and material. Composite wood or fiberglass windows with paintable exterior surfaces can be appropriate alternates if they match the original appearance, but are not recommended from a sustainability perspective. Vinyl windows are not appropriate due to short lifespan, poor performance, and inability to match historic profiles.

**3.5.15** Replace deteriorated window trim or decorative elements only as necessary to match the size, profile, and material of the original elements. For window lintels or hoods that project from the façade plane and are vulnerable to water collection, consider installing metal drip edges to shed water away from windows. Copper is recommended and should be left to weather naturally; aluminum is acceptable and should be painted to match surrounding materials. Avoid encasing wood sills with metal or vinyl, as they will trap moisture and may cause more damage.

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### **Observations & Comments:**

Staff notes that the building description from the time the district was designated describes the front façade windows as two-over-two double-hung sash windows with Italianate lintels. Staff suggests that the description is incorrect and contends that the building has Queen Anne features and that the windows were likely one-over-one double-hung sash windows.

At the time the applicant submitted the application, the second-story windows and framing had been removed without permits or a certificate of appropriateness. The drawing included in the application shows the interior framing and proposed window replacement. Staff initially rejected the drawing and requested an exterior drawing showing the framing and masonry opening; however, the applicant again provided the same drawing of the interior framing. Staff finds that the HARB cannot properly review the proposed scope of work without a drawing that shows the exterior framing, noting that the decorative trim below the lintel and the center mullion have been removed and should be recreated to their original dimensions and appearance to comply with Guideline 3.5.15.

If all exterior framing and trim is replicated to match the historic, staff finds the proposed aluminum-clad wood sash windows to be appropriate, provided they are the same dimensions as the historic windows.

Staff further notes that the façade has paint and roofing tar on the brick that should be removed to bring the property into compliance.

### **Staff Recommendation:**

Denial, owing to incompleteness, with the comment that a scaled elevation drawing of the exterior framing, trim, and masonry opening be submitted for HARB review.

## Historical Architectural Review Board COA Final Review Sheet

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**Discussion:** The applicants circulated a drawing that had not been received prior to the meeting. The drawings was a scaled drawing with more information although not all details described. The discussion focused mostly on those details. The type of trim over the dimension lumber frame, the location of the sill above the roof surface, the type of sill, and the arched header board. Ms Zacarias ultimately communicated that the arched header piece had not been thrown away and they still had it. This was welcome news. The following conditions were discussed: the trim would be 1” thick flat, rot resistant wood (not pressure-treated and not capped in aluminum); the sill will be a 4” above the roof surface to the bottom and would be appropriately flashed from under the sill to the roof; the sill would be 3”-4” thick and made of rot resistant wood (not pressure treated or capped in aluminum); the carved arched header piece will be reinstalled; and the unique “keystone” details will be replicated. The window replacement spec was reviewed prior to the motion and found to meet the Guidelines for Historic Districts.

### **Actions:**

Mr. AJ Jordan moved to approve, with conditions, the application presented on February 5th, 2024, to replace the historic windows and framing with new aluminum-clad wood windows and wood framing, pursuant to Chapter 3.5, sections 3.5.8, 3.5.9, 3.5.15. The following conditions were agreed to by the applicant:

- The exterior trim will be 1” thick, flat, rot resistant wood (not pressure-treated and not capped in aluminum)
- The sill will be a 4”-5” above the roof surface to the bottom and would be appropriately flashed from under the sill to the roof.
- The sill would be 3”-4” thick and made of rot resistant wood (not pressure treated and not capped in aluminum).
- The carved arched header piece will be reinstalled.
- The unique “keystone” details will be replicated.
- The window replacements are aluminum clad wood as proposed.

Mr. Encelewski seconded the motion, which carried with unanimous support.