



Department of Planning and Development

Staff Report to the Historic Districts Commission

August 4, 2026

3030 Crooks – Window Replacement	
REQUEST	Certificate of Appropriateness to replace windows
APPLICANT	Thermal Shield Windows, owner - Sharon Bates
FILE NO.	PHDC2026-0015
PARCEL NO.	15-32-228-037
ZONING	R-4 One-Family Residential with a FB Flexible Business overlay
HISTORIC DISTRICT	3030 Crooks – Harry Serrell House
STAFF	Kristine Kidorf, Kidorf Preservation Consulting

In this Report:

Request	1
Historical Information	1
Review Considerations	2
Summary	3
Potential Motion	3

Request

The applicant is requesting a Certificate of Appropriateness to replace all of the windows in the house with vinyl replacement windows. The existing windows are a mix of wood, aluminum clad wood, and vinyl windows.

Historical Information

The subject site is a single-resource historic district located on the west side of Crooks Road just south of Auburn Road. The house is a 2-story tall pyramidal frame house with a 2-story rear ell. It combines Queen Anne style with a four-square massing. There is an enclosed wraparound porch on the front and south sides. The rear ell has a second floor sleeping porch. A commercial building/garage is located to the south of the house and was constructed at an unknown date.

The 2002 survey sheet states that the house was constructed in 1900 by E. Smith who sold the house to Delmer Frost in 1906. In 1909 Delmer and Alice Frost sold the house and 80 acres to Harry Serrell. Serrell moved the house back from Crooks to its current location. In 1944 Douglas Fowler purchased the house and closed in some of the extended porch area.

Review Considerations

The applicant is requesting a certificate of appropriateness to replace all 46 of the existing windows in the house with vinyl replacement windows. The applicant states that it is proposed to replace the windows in the existing openings. There will be no changes to the window size, configuration, or exterior appearance. No structural modification or alterations are proposed. Replacement vinyl windows will match the existing openings. The new windows are proposed to be “crème white” with black fiberglass screens.

The existing windows are a mix of wood, vinyl, and aluminum clad wood. The applicant states that many of the existing windows have deterioration due to age and exposure. The wood components have rotted, and the windows no longer provide an adequate weather seal, along air and moisture infiltration that may contribute to the further deterioration of the home.

Based on the photos provided the existing windows are as follows:

South elevation

There are 2 groups of vinyl windows which are on the first floor of the west enclosed porch and have a configuration consisting of a picture window between double-hung windows. The proposed replacement window specification matches that configuration.

There are 9 aluminum clad wood windows on the second-floor porch (the sleeping porch). These are all identical double-hung windows mulled together.

There are 3 six-pane large wood storm windows at the first floor between the west and east porches with wood double-hung windows behind them.

There are 4 wood double hung windows in the east enclosed porch (1st floor), and 2 wood double-hung windows in the second floor of the house.

East elevation

- There are 2 narrow wood double-hung windows on either side of the door in the angled wall of the porch.
- There are 9 wood double-hung windows in the first-floor porch that are mulled together.
- There are 2 wood double-hung windows in the second floor of the house that have aluminum storm windows.

West elevation

- There is one group of vinyl windows at the first floor of the enclosed porch that matches the configuration of the vinyl windows on the south elevation.
- There are 2 aluminum clad wood windows in the 2nd floor of the porch.
- There is a wood rectangular window in the basement, and another wood rectangular window near the door.
- There is 1 wood double-hung window in the 2nd floor of the house with an aluminum storm window.

North elevation

- There are 2 wood double-hung windows at the first floor, and 1 wood double-hung window at the 2nd floor with an aluminum storm window.

- There is a wood rectangular window at the first floor.

The specification calls for 4 awning windows; these are possibly proposed in the rectangular openings on the first floor and/or in the basement.

A slider window is proposed at an unknown location.

The applicant has provided interior and exterior photos showing the condition of the existing windows. The windows are a mix of newer wood or aluminum clad wood; historic wood; and vinyl windows. The historic wood windows have a variety of conditions with glass missing cracked; pieces of wood missing from the sash; and some chipped paint and deteriorated wood.

The applicant indicates the following materials will be used for the project:

1. Windows – vinyl in a crème white color with fiberglass screens. It is unknown if there will be exterior trim and what the material will be if so.

Summary

1. The house is a single resource historic district. The applicant is requesting a Certificate of Appropriateness to replace 46 windows.
2. Staff comments – replacing existing vinyl windows and newer aluminum clad wood windows with vinyl windows may be appropriate if the window size and configuration match the existing. For the historic wood windows the Commission should determine if the wood windows are deteriorated beyond repair, and if so, will the proposed replacement windows match the size, configuration, and profile of the wood windows. No dimensions or profiles were provided of either the existing historic wood windows, nor the proposed vinyl replacement windows so it is difficult to determine if the proposed vinyl replacement windows will have the same appearance as the existing windows. No information was provided on exterior window trim materials or configurations. The house appears to retain its historic wood window trim.
3. It is unknown if the applicant has submitted the proposed plans to the City's Planning and Building Departments for a formal review. Any work performed in connection with this project will be required to meet all zoning and building codes, rules and regulations.

Potential Motion

(Subject to adjustment based on Commission discussion)

MOTION, in the matter of File No. PHDC2026-015, that the Historic Districts Commission **APPROVES/DENIES** the request for a Certificate of Appropriateness for the window replacement as proposed for the single-resource historic district located at 3030 Crooks Road, Parcel Identification Number 15-32-228-037, with the following Findings and Conditions:

Findings:

1. The property is a single resource historic district, the proposed window replacement **appears to /does not appear to** destroy any character defining features of the property; and

2. The existing historic wood windows **are/are not** original and **are/are not** deteriorated beyond repair; and
3. The proposed vinyl replacement windows **match/do not match** the size, configuration and profile of the historic wood windows; and
4. The proposed window replacement **is/is not** in keeping with the Secretary of the Interior's Standard for Rehabilitation and Guidelines, in particular, standards 2 and 6 as follows:
 2. *The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.*
 6. *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*