

## Certificate of Appropriateness

*Filing Date:* May 8, 2025  
*Case Number:* **25-23-HPC**  
*Request:* **Certificate of Appropriateness**  
*Project Address:* 2760 Fairfield Avenue, Shreveport, LA 71104  
*Historic District:* Fairfield Historic District  
*Zoning:* R-HU (Highland Urban Conservation Residential District)  
*Applicant:* **Noel Walker / Community Window Company**  
*MPC Review by:* Walter Johnson, Community Planning Division  
walter.johnson@shreveportla.gov  
*HPC Meeting Date:* May 20, 2025

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### PROJECT DESCRIPTION

**2760 Fairfield Avenue** is the site of a two-story home located within the Fairfield Historic District. This project proposal calls for the upgrade of several existing windows to more energy-efficient & modern window treatments.

Following is an outline of the proposed scope of work for window removal and replacement project at 2760 Fairfield Avenue; this project will involve the removal of existing, outdated windows and the installation of new, energy-efficient and sound-reducing windows that are designed to complement the aesthetic and historical integrity of the home.

#### Scope of Work:

##### 1. Prepare the Area

- Move furniture and cover floors near the windows with drop cloths.
- Remove curtains, blinds, and any window treatments.
- If the window has an alarm sensor, disconnect it.

##### 2. Remove the Old Window

- Take off interior trim: Pry off the window casing and any interior molding carefully.
- Remove the window sash: If it's a double-hung window, remove both the upper and lower sashes.
- Take out the window frame (if doing a full-frame replacement): Pry out or cut through nails/screws holding the frame in place.
- Inspect the opening: Check for any signs of rot, mold, or water damage, and repair if necessary.

##### 3. Prepare the Opening

- Clean the opening of dust and debris.
- Make sure the opening is square and level.
- Apply flashing tape and/or caulk to the sill to prevent water intrusion.

##### 4. Install the New Window(s)

- Dry-fit the new window in the opening to ensure it fits.
- Apply caulk around the outer edges where the window will make contact.
- Insert the window into the opening.
- Use shims to make sure it is level and plumb.
- Screw or nail the window in place according to the manufacturer's instructions.

### 5. Seal and Insulate

- Spray low-expansion foam insulation around the window frame (between the new window and wall framing).
- Let it cure, then trim off excess foam.

### 6. Finish the Installation

- Reinstall interior trim or install new trim.
- Apply caulk around the edges where trim meets the wall and window for a finished seal.
- Paint or stain the trim if needed.

### 7. Clean and Inspect

- Wipe down the new windows.
- Test them to ensure they open, close, and lock properly.
- Make sure there are no drafts or gaps.

### Benefits:

- Energy Efficiency: Lower utility bills and reduced environmental impact through improved insulation and temperature control.
- Noise Reduction: Enhanced indoor comfort with advanced sound-dampening technology.
- Aesthetic Enhancement: New windows will maintain or enhance the home's visual integrity in harmony with surrounding properties.
- Neighborhood Stability: The homeowner's decision to renovate instead of relocate supports local property values and community cohesion.

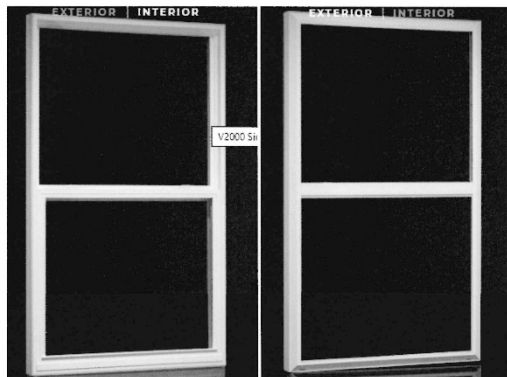
### Windows to be installed:

#### V200 Series Single-Hung - Model 3500



V200 Series Single-Hung  
Model 3500

The 3500 vinyl single-hung window offers handcrafted quality, exceptional durability, and optimal energy efficiency. With standard features that include a pre-punched mounting fin and removable sash and meeting rail for easy drywall pass through, our 3500 window is ideal for any new home construction project. A full-length lift rail and metal reinforcements at the meeting rails provide aesthetic and performance benefits that complement the window's builder-friendly attributes.



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### Community and Preservation Focus:

The homeowner is a longtime admirer and resident of the Fairfield neighborhood. Rather than relocating to a newer area for modern upgrades, they are committed to investing in their existing home and contributing to the continued revitalization and upkeep of the

community. This project is a thoughtful approach to home improvement that balances modernization with a respect for the area's architectural charm and historical significance.

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### OTHER ACTIONS REQUIRED

The proposed project will require a Building Permit from the City of Shreveport Permits Division.

## **APPROVAL STANDARDS – Certificate of Appropriateness.**

Per Shreveport UDC Article 21, Section 21.5, D. Approval Standards, for a Certificate of Appropriateness:

*It is not the intention of these regulations to require the reconstruction or restoration of individual or original buildings and/or prohibit the removal or demolition of the same. Upon review of the application for a Certificate of Appropriateness, the Shreveport HPC and the Executive Director of the Shreveport-Caddo MPC, or his/her designee, must balance the following standards in making any recommendation and/or determination for approval:*

1. *Whether the proposed activity involving exterior features and/or exterior architectural features is harmonious with the special character of the HPOD.*

**MPC STAFF COMMENTS: MPC staff finds that the proposed activity IS HARMONIOUS with the special character of the HPOD.**

2. *Whether the proposed activity will adversely affect any exterior feature and/or exterior architectural feature.*

**MPC STAFF COMMENTS: MPC staff finds that the proposed activity WILL NOT adversely affect the exterior or architectural feature(s) and essence of the structure.**

3. *Whether the proposed activity will adversely affect the historic character of the landmark, site, building, structure, landscape and/or object.*

**MPC STAFF COMMENTS: MPC staff finds that the proposed activity WILL NOT adversely affect the historic character of the structure and area.**

4. *In considering new construction, if a contemporary design is used, the architectural styles from particular historic periods are not required; however, a determination regarding whether the contemporary design is harmonious with the character of the HPOD is required.*

**MPC STAFF COMMENTS: MPC staff finds that the architectural style IS HARMONIOUS with the characteristics of the HPOD. The new addition(s) will retain the same architectural elements in color, siding and texture.**

5. *Whether the proposed activity is in compliance with the design standards contained in Article 4.*

**MPC STAFF COMMENTS: MPC staff finds that the proposed activity IS IN COMPLIANCE with the design standards contained in Article 4 of the Shreveport UDC.**

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## **MPC STAFF ANALYSIS**

### **CERTIFICATE OF APPROPRIATENESS**

Based on the analysis of the approval standards, MPC staff finds that the proposed repairs are appropriate for the residence at 2760 Fairfield Avenue. Therefore, MPC staff recommends approval of this requested Certificate of Appropriateness.

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## **MPC STAFF RECOMMENDATION**

### **CERTIFICATE OF APPROPRIATENESS.**

MPC staff recommends APPROVAL of the requested **Certificate of Appropriateness** as it appears to meet the approval standards of Shreveport UDC Article 21, Section 21.5, D.

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**ATTACHMENTS**

- Exhibit A. Front Façade View
- Exhibit B. Zoning Map
- Exhibit C. Vicinity Map
- Exhibit D. Project Scope

**HISTORIC PRESERVATION COMMISSION (HPC) RECOMMENDATION (May 20, 2025)**  
**CERTIFICATE OF APPROPRIATENESS.**

**MPC EXECUTIVE DIRECTOR'S DECISION (May 20, 2025)**  
**CERTIFICATE OF APPROPRIATENESS.**

Executive Director Signature:	Date:
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**Exhibit A. Front Facade View**



Exhibit B. Zoning Map

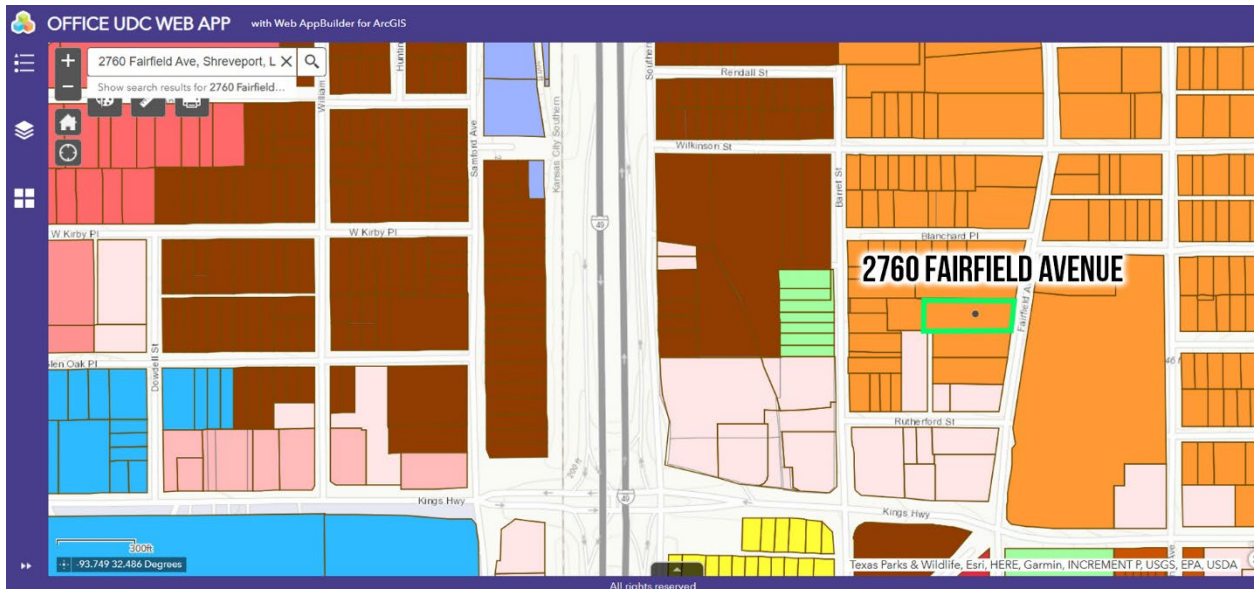


Exhibit C. Vicinity Map

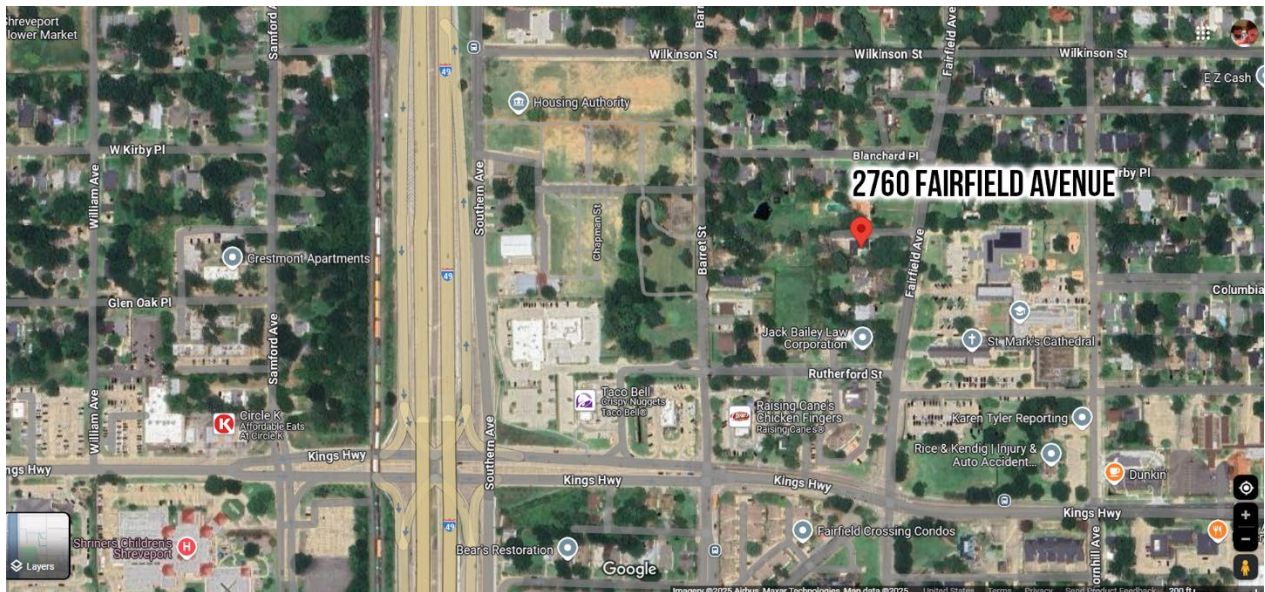
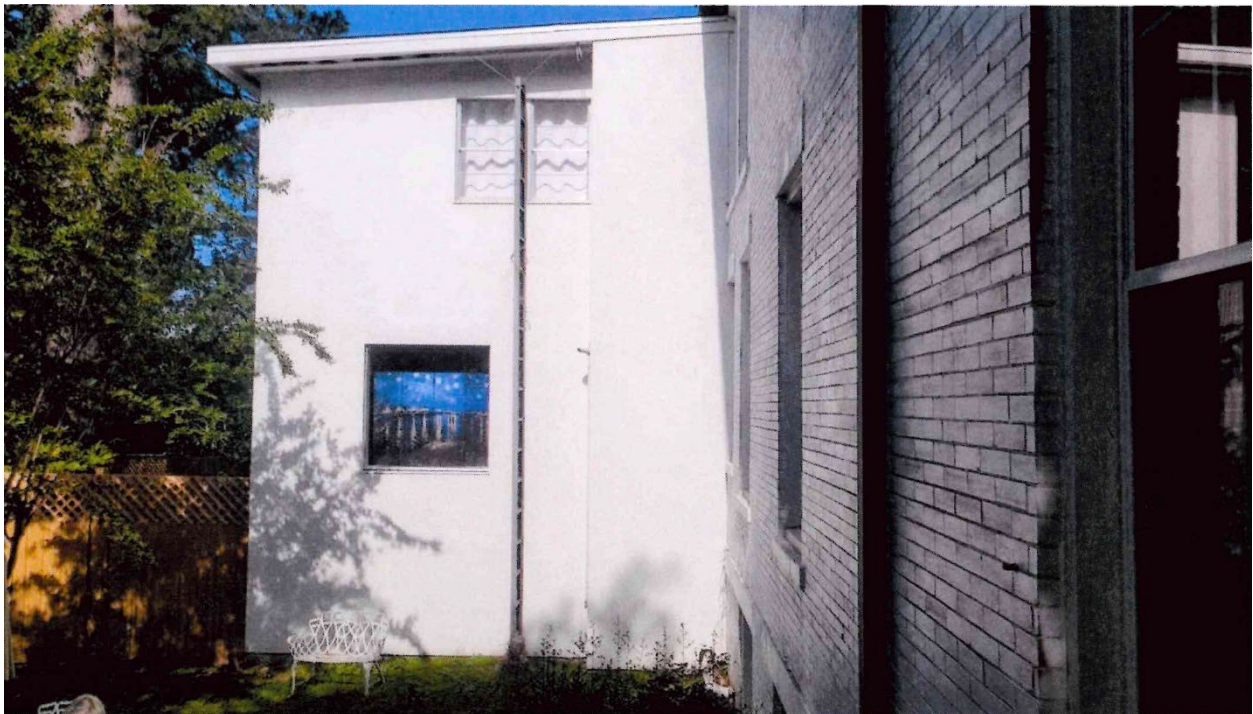


Exhibit D. Project Scope











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