

ADDRESS: 3440 W PENN ST

Proposal: Legalization of replacement windows

Review Requested: Final Approval

Owner: Kevin Ballardine, Amanda Joachim

Applicant: Kevin Ballardine, Amanda Joachim

History: 1930

Individual Designation: None

District Designation: Tudor East Falls Historic District, Contributing, 10/9/2009

Staff Contact: Kim Chantry, kim.chantry@phila.gov

OVERVIEW: This application proposes to legalize the installation of vinyl windows at 3440 W. Penn Street. In February 2026, a member of the community contacted the Historical Commission with photographs showing that windows at the subject property had been replaced. The original rolled steel casement windows on the first and second floors of the front façade were removed and replaced with vinyl casement windows without proper permits or the Historical Commission's approval. The Historical Commission's staff requested that the Department of Licenses & Inspections issue a violation. It was issued on 3 March 2026. The original window configuration for this style of building in the historic district consisted of a rolled-steel casement window with four eight-light leaves at the first floor, and a casement window with two operable eight-light leaves, and eight fixed lights, at the second floor. The new configuration features nine-light leaves with four on the first floor and three on the second floor, all with grilles between the glass.

SCOPE OF WORK: Legalize window replacement.

STANDARDS FOR REVIEW:

The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines include:

- *Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces and spatial relationships that characterize a property will be avoided.*
 - The rolled steel casement windows were a distinctive feature of the front facades of many homes in this historic district. Their removal does not satisfy Standard 2.
- **Standard 6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.**
 - The new windows are vinyl and in a different configuration than the originals and therefore do not satisfy Standard 6.

STAFF RECOMMENDATION: Denial, pursuant to Standards 2 and 6.



Image 1: 3440 W. Penn Street, showing original windows, July 7, 2025. Cyclomedia.



Image 2: 3440 W. Penn Street, showing new windows, February 2026.

Dear Members of the Historical Commission,

I am writing to respectfully request consideration and retroactive approval for the recent replacement of windows at my property.

The window replacement was undertaken as an emergency measure. The original rolled steel window frames had become severely warped and compromised, to the point that they could no longer be properly insulated. In addition, the glass panes were cracked and continuing to deteriorate, creating an urgent concern for safety, weather exposure, and further damage. Ice accumulation inside the windows was causing further damage, cracking the windows and causing the frame to rot. Given these conditions, we proceeded with immediate replacement.

At the time, we were unaware that a permit and prior approval from the Commission were required for this work, and were under the impression that the replacement windows simple had to be casement style. As soon as we became aware of this requirement, we began taking steps to address the situation and are now submitting the changes for your review in good faith.

The replacement windows are vinyl, and while they differ in material from the original steel frames, we are committed to making modifications to better align with the historic character of the property. We had planned to paint the windows to more closely match the original appearance and are very willing to work with the Commission to bring them into an acceptable state.

To that end, we are open to and committed to implementing Commission-guided solutions. We have considered including applying an exterior finish or metallic coating to better replicate the original steel appearance, adjusting framing details as recommended, and, if necessary, adding exterior metal cladding or other treatments to more closely match the historic design. We welcome the Commission's guidance on the most appropriate path forward and are prepared to follow their recommendations. We are also willing to submit revised details, samples, or mockups as requested to ensure full compliance with Commission standards.

We sincerely apologize for not following the proper approval process in advance and appreciate your understanding given the urgent circumstances. We are committed to full compliance moving forward and are happy to provide any additional documentation, photographs, or details the Commission may require.

Thank you for your time and consideration.

Sincerely,
 Kevin Bellardine
 3440 W Penn St
 Home Address: 3440 W Penn St, Philadelphia, PA 19129
 Applicant: Kevin Bellardine and Amanda Joachim
 Primary Contact/Owner: Kevin Bellardine | kevin@bellardine.com | 267.905.4295
 Secondary Contact/Owner: Amanda Joachim | joachimamanda17@gmail.com | 215.264.1834



X Violation Notice and Order to Correct

L&I File Number: CF-2026-017757

<p>RESPONSIBLE PARTY</p> <p>Kevin Bellardine, Amanda Joachim 3440 W Penn St Philadelphia, Pennsylvania 19129</p>	<p>V1</p> 	<p>DISTRICT OFFICE</p> <p>Construction Services North District 3RD FLR 667 N Broad St Philadelphia, PA 19123 215-683-0580 Construction.North@phila.gov</p>
<p>PROPERTY IN VIOLATION</p> <p>3440 W PENN ST, Philadelphia, PA 19129-1439</p>	<p>DATE OF NOTICE</p> <p>03/03/2026</p>	

On 02/28/2026 the Department of Licenses and Inspections inspected/investigated the property in violation and found the following condition(s) or activity which violate the Philadelphia Code. Based on these the property is deemed:


IN VIOLATION

The property will remain in this status until all the violations below are corrected and the Department of Licenses and Inspections has verified the corrective action. You are the person responsible for the correction of these violations.

Any permit or license obtained to comply a violation of working without or in excess of a permit or a license will result in an additional inspection fee equal to the cost of the permit or license. (Phila. Code § A-901.13)

YOU ARE ORDERED TO MAKE THE NECESSARY REPAIRS AND/OR TAKE THE NECESSARY ACTION(S) TO CORRECT THE CITED CONDITIONS PRIOR TO 04/06/2026

VIOLATIONS

PHILA. CODE §	FINE AMOUNT	SCAN QR CODE FOR HOW TO RESOLVE
A-203.1/1	\$300.00	
<p>PHILA. CODE LANGUAGE</p> <p>A violation has been issued because the materials, equipment and/or devices constructed and/or installed are not approved.</p>		
<p>CONDITION IN VIOLATION</p> <p>Windows installed require historical review. To comply submit to Historical society commission.</p>		
<p>LOCATION</p> <p>site</p>		









Violation Notice and Order to Correct

L&I File Number: CF-2026-017757



DISTRICT OFFICE

Construction Services North District
 3RD FLR
 667 N Broad St
 Philadelphia, PA 19123
 215-683-0580
 Construction.North@phila.gov

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Failure to timely correct the violations listed above by or before the correction date listed above will result in the stated fine amount being imposed against you. The fines will be imposed on a per day basis for each violation that remains uncorrected AFTER the stated correction date. Phila. Code § A-601. If you timely correct each violation by the stated correction date, no fines will be due.

In addition to the fines listed above, failure to timely correct the violations will result in you being charged:

- Labor and material costs for any work performed by the City, such as a demolition; sealing of windows or doors; clearing of weeds, trash or debris; relocation expenses for removing occupants, costs associated with cease operations orders. Such costs are subject to an additional administrative fee of 21% (Phila. Code § A-503);
- An additional \$100 fee for repeat abatement work (Phila. Code § A-503.2); and
- Reinspection fees as follows: \$100 for the third inspection, \$200 for the fourth inspection, and \$350 for any additional inspections (Phila. Code § A-901.12.2).



YOU HAVE THE RIGHT TO APPEAL THIS NOTICE. YOUR APPEAL MUST BE FILED BY 04/02/2026.

IF YOU DO NOT TIMELY FILE AN APPEAL THEN YOU WAIVE YOUR RIGHT TO LATER CHALLENGE ANY PART OF THIS NOTICE. This includes waiving your right to argue: whether the violations existed, whether you were responsible to correct the violations, whether you had enough time to correct the violations, whether the City should have abated the violations, and whether the City can impose fines, fees, or costs against you.

For more information on filing an appeal and/or to obtain the approved form visit the appeals section of the Department of Licenses and Inspections website at www.phila.gov/li or the Boards Administration Unit, Concourse Municipal Services Building, 1401 J.F.K. Blvd., Philadelphia PA.

Appeals of the Technical Codes, such as the Zoning Code and/or Fire Code, need to be submitted to the appropriate Technical Appeal Board such as the Zoning Board of Adjustment and/or the Board of Safety and Fire Prevention. For additional information call 215-686-8686.

IF YOU HAVE ANY LEGAL QUESTIONS YOU SHOULD CONSULT WITH AN ATTORNEY.

If you do not have an attorney, you can contact the Philadelphia Bar Association Referral and Information Line at 215-238-6333 to have an attorney referred to you. You can also find a list of legal aid service providers at <http://palegalaid.net/legal-aid-providers-in-pa>.



The Philadelphia Code may be found online for free at www.phila.gov under "Open government."

If you have any questions regarding this notice or would like to schedule a re-inspection, please contact: Kerri Kelly
Kerri.Kelly@phila.gov or the district office noted above.

ATTENTION: This is an important notice! For information in your language, call 215-686-8686

ATENCIÓN: ¡Este es un aviso importante! Para recibir información en su idioma, llame al 215-686-8686

注意: 这是重要通知! 如果您需要以您的语言获得此信息, 请致电 215-686-8686

CHÚ Ý: Đây là thông báo quan trọng! Nếu bạn cần thư này bằng ngôn ngữ khác, vui lòng gọi 215-686-8686

주의: 중요 통지입니다! 이 서신을 귀하의 언어로 받고 싶으시면 215-686-8686번으로 전화하시기 바랍니다

پر کال کریں 215-686-8686 ترجمے کی خدمات کے لیے! یہ ایک ضروری اطلاع نامہ ہے: توجہ فرمائیے

ATTENTION: Cet avis est important! Si vous avez besoin de cet avis dans une autre langue, appelez le 215-686-8686