Historic Landmarks and Preservation Districts Commission

Report to the Committee

To: Chickasaw Architectural Review Committee
Thru: Savannah Darr, Historic Preservation Officer
From: Drake Watson, Planner I – Urban Design
Date: August 14, 2026

Case No: 26-COA-0156
Classification: Committee Review

GENERAL INFORMATION

Property Address: 3715 W Kentucky Street

Applicant: Vildan Ahmic, V and N Imperial Properties
7709 Beulah Church Road
Louisville, KY 40228

Owner: Same as applicant

Estimated Project Cost: TBD

Description of proposed exterior alteration:
The applicant seeks after-the-fact approval for the following exterior changes:

- Front façade (South):
  - Removal of the historic, wooden front porch awning that was located over the entry door.
  - Construction of a 7'W x 6'D front gabled porch roof addition with a 4:12 slope, clad in dimensional shingles. It will feature a 5-inch regular k-style gutter system and is supported by two wooden posts enclosed with simple wooden railing on the sides and along the concrete steps.
  - Removal of the two synthetic 1/1 windows on the front façade and aluminum window awnings
  - Vertical expansion of the two historic front facing window openings and installation of two 9/9 single-hung vinyl windows
  - Removal of the half multi-lite front door and installation of a four-panel metal door with a segmented ¼ lite window
- Side façade (East):
  - Removal of four 6/1 synthetic windows

    - Closure of three window openings
    - Vertical expansion of the historic window opening closest to the front façade and install a 1/1 single-hung vinyl window
    - Creation of a new opening to install a gang of two 1/1 single-hung vinyl windows
- Side façade (west):
    - Removal of two synthetic 6/1 vinyl windows and installation of two 1/1 single-hung vinyl windows

The applicant also seeks after-the-fact approval for the construction of a 6' tall board and batten style aluminum fence along the rear property line parallel to the alley, from the west side property line to the east side property line. Another segment starts flush with the front, southeast corner of the neighboring house at 3717 W Kentucky Street and ends flush at the front, southwest corner of the applicant's house at 3715 W Kentucky Street. A third segment starts at the rear, northeast corner of the applicant's house at 3715 W Kentucky Street and ends at the northwest corner of the house at 3713 W Kentucky Street.

Communications with Applicant, Completion of Application
The application was received on July 7, 2026 following the opening of zoning enforcement case (ENF-ZON-26-000727). It was assigned to a case manager on July 13, 2026. Final correspondence regarding the scope of work was received on July 18, 2026 at which point, the application was considered complete and requiring Committee Level review.

The case is scheduled to be heard by the Chickasaw Architectural Review Committee (ARC) on Wednesday, August 20, 2026 at 5:30 p.m. in the Metro Development Center located at 444 S. 5th Street, Louisville KY.

FINDINGS

Guidelines
The following interim design review guidelines, approved for the Chickasaw Preservation District, are applicable to the proposed exterior alteration: **Addition, Porches and Decks**, **Site** and **Window**. The report of the Commission Staff's findings of fact and conclusions with respect to these guidelines is attached to this report.

The following additional findings are incorporated in this report:

Site Context/ Background
The site is located on the north side of W Kentucky Street, two blocks east of S 38th Street. The building is a minimal traditional style, circa 1946 home. It historically featured a front gable roof, wide reveal traditional lap siding, and a raised foundation. The building is surrounded mainly by structures of similar style, massing, and era, with other mid-century structures located east of the property.

Previous COAs include:

- 26-COA-0118, approved by Staff in July 2026 for an after-the-fact rear addition and proposed siding change.

Conclusions
The after-the-fact covered porch addition generally does not meet the applicable Chickasaw Interim Design Guidelines for **Addition** and **Porches and Decks**. The new addition is located on the front façade of the historic structure, not meeting guideline **A.7**; however, the house did feature a historic wooden front gable awning creating a precedent for a covered porch. Other homes in the area also feature covered front porches, some of which appear to be additions and are in a variety of styles and sizes. The addition is somewhat subordinate to the house as it is shorter than the historic structure and is only slightly wider than the historic awning; thus, somewhat meeting guidelines **A.1** and **A.2.** The way the addition is constructed, and because the historic concrete stoop and steps are preserved and not altered, it can be removed causing minimal damage to the historic structure, generally meeting guidelines **A.8** and **PO.8.**

The after-the-fact fence somewhat meets the applicable Chickasaw Interim Design Guidelines for **Site**, specifically guideline **ST.7.** Previously, the property featured chain link fencing that was approximately 4' to 5' in height, but it was not a historically significant fence. The use of board and batten style metal for the fence material could be compatible with the architectural style of the house, but it does not match existing fencing in the surrounding context or district. The metal fence segment located on the east side of the property is not setback at least 2' as it is flush with the front façade of the house. This is in direct violation of the guideline.

The after-the-fact replacement of the front facing windows also do not meet the applicable Chickasaw Interim Design Guidelines for **Window**, specifically **W.1, W.2,** and **W.4**. The two synthetic, 1/1 windows on the front façade were removed prior to determining the state of deterioration and if they were historic in age. The historic window openings were also expanded vertically. The two new vinyl windows installed on the front façade feature a 9/9 configuration and are taller than the historic windows. In this site-specific instance, the use of vinyl as a replacement material is an appropriate replacement material for front facing windows, because the previous windows were constructed with a synthetic material. The after-the-fact changes to the windows and window openings on the side facades generally meet the applicable Chickasaw Interim Design Guidelines for **Window,** specifically **W.2** and **W.4,** because they are not located on the street-facing or street-address façade.

RECOMMENDATION
On the basis of the information furnished by the applicant and the applicable design guidelines, Staff recommends the application for a Certificate of Appropriateness be **approved with the following conditions:**

1. **The windows on the front façade shall be replaced with 1/1 windows that are truer to the previous window size within 6 months of this approval.**
2. **Window trim shall be reinstalled on the house on every window within 10 months of this approval.**
3. **Windows on the front façade shall not have reflective or insulating film or smoked, tinted, or reflective glass. Neutral low-E is permissible with review by staff of a glazing sample prior to ordering.**
4. **All exposed wood shall be clear coated, stained, or painted within 12 months of construction.**

5. **Lighting details shall be provided to staff for review and approval prior to installation.**
6. **If the design, materials, or scope of work changes, the applicant shall contact Landmarks Staff for prior review and approval.**
7. **All other required permits or approvals shall be obtained prior to work taking place.**

Drake Watson
Drake Watson
Planner I – Urban Design

08/14/2026
Date

Addition

Standard Design Guideline Checklist

+	Meets Guidelines	NA	Not Applicable
-	Does Not Meet Guidelines	NSI	Not Sufficient Information
+/-	Meets Guidelines with Conditions		

	Guideline	Finding	Comment
A.1	Place an addition so that it is subordinate to the historic structure. • Locate an addition at the rear of a historic structure. • If a rear placement is unfeasible, locate an addition along a secondary elevation (including a side wall) and set it back from the primary façade enough to be minimally visible. • Generally, additions should not exceed half of the original structure's total floor area or structure's footprint. • Design any new addition so that the first-floor height is equal to or slightly lower than the historic structure. The floor-to-floor heights should be equal to or up to 10 percent less than the historic structure.	+/-	The after-the-fact front covered porch is somewhat subordinate to the historic structure. Although it is located on the front façade, which this guideline does not generally allow, there is historic precedent for a porch covering, and the addition only measures 7' wide. This is only slightly larger than the historic awning.
A.2	Construct an addition that is smaller in size and a secondary element to a historic structure. • Design an addition to be subordinate in size and placement to the original historic structure. • Maintain a visual difference between the addition and the historic structure. • Do not construct a full-floor addition to the top of a residential, historic structure. • Camelback additions on historic shotgun style homes will be appropriately scaled for the home. • Set back additional stories from the historic wall plane of commercial or institutional structures when such an approach is required for a new use. The construction of additional stories should be as inconspicuous as possible and not damage or destroy character defining features.	+/-	The addition is somewhat subordinate to the primary structure. It is shorter than main house height, and it is not much wider than the historic stoop. It is only slightly larger than the historic awning.

	Guideline	Finding	Comment
A.3	Preserve the orientation of the historic structure when constructing an addition. • If a new side entry is added in coordination with an addition, design it to be subordinate to the structure's historic primary entry.	+	The orientation of the building will not be altered as the deck and proposed covered porch still leads to the front door.
A.4	Design an addition to respect and reflect the general relationship of solids (wall surfaces) to voids (window and door openings) as seen on the historic structure.	NA	The proposed addition is not proposed to be enclosed.
A.5	Design an addition that respects, complements, and does not overwhelm the historic roof form.	+	The historic roof form will not be altered. The front gable of the addition matches that of the historic front gable.
A.6	Use a building material for a new addition that is similar or subordinate to the primary material of the historic structure, considering the size, composition, and arrangement of materials. • Generally, wood is subordinate to brick, and brick and stucco are subordinate to stone. • Design an addition that can be differentiated from the historic structure in material and design. • Do not design additions to appear older than the historic structure.	+	The proposed use of asphalt shingle roofing for the addition is in keeping with those seen on the historic structure. See conditions of approval.
A.7	Minimize visibility of an affixed element from the public right-of-way through its placement on a secondary or tertiary elevation and through the use of compatible materials. • When installing a modern communication device such as a satellite dish, locate along rear roofline or secondary or tertiary wall. • When constructing a new code-required stair, elevator, or ramp, construct along a secondary or tertiary wall and design it to be as subordinate as possible.	-	The addition will be an affixed element that is visible from the public right of way.
A.8	When installing an affixed element to a historic structure, minimize the damage to the character defining elements of the historic structure and maintain the ability to easily remove the newly affixed element. • When installing a new code-required stair or elevator, do not alter or block a character-defining historic window or door opening of the historic structure that cannot be reversed. • Design the addition to be consistent with the materials and scale of the historic structure. • If access via a secondary elevation is not possible, install a ramp in a manner that does not damage historic fabric and is unobtrusive.	+/-	The front porch addition will not greatly alter the historic structure as the historic roof form will not be altered, the historic concrete stoop and steps will not be altered, and the historic front door opening on the front façade will not be changed. The addition could be removed, and an awning could be reinstalled to reflect the house as it was upon designation.

Porches and Decks

Standard Design Guideline Checklist

+	Meets Guidelines	NA	Not Applicable
-	Does Not Meet Guidelines	NSI	Not Sufficient Information
+/-	Meets Guidelines with Conditions		

	Guideline	Finding	Comment
PO.1	Preserve a historic porch in its original location. • Do not move, screen, enclose, or demolish a historic porch. • Do not add new ornament to a historic porch that did not exist historically or cover architectural details. • Do not add a front porch to the primary facade of a historic structure that never had a porch. • Screen panels may be permitted if they can be removed seasonally, are set behind porch elements, and do not damage historic fabric.	+	The historic concrete front stoop is not proposed to be altered.
PO.2	Repair a porch in a way that maintains the historic character. • Use a material that is similar to the historic structure material in style, texture, finish, composition, and proportion. • Do not cover porch or cornice elements with vinyl or aluminum siding unless historic documentation shows this material was original. • Do not install porch ceilings or close in exposed eaves where none existed previously. Exposed rafters and roof decks are character-defining features for certain architectural styles. • An alternative material may be considered for a porch when the appearance is similar to that of the original. Consult the Alternative Materials guidelines for more information.	NA	
PO.3	If reconstruction is required, design porch elements in a way that reflects the time period of the historic structure and use in-kind materials. Consult the Alternative Materials guidelines for more information. • Install replacement flooring that closely matches the original tongue and groove flooring dimensions. • Match the dimensions of the original material. • Do not use over-sized boards for a porch floor. • Do not replace historic stone steps unless the stone is no longer usable. • Replace deteriorated porch steps with in-kind materials. Replacement steps should be of the same scale and dimensions as the original.	+/-	The new porch is different from the former historic awning. The use of wooden posts and wooden rails does not necessarily reflect the time period of construction for the historic structure.
PO.4	When enclosing a side or rear porch, preserve the design and detailing of original porch elements. • Use large sheets of recessed glass rather than solid materials for the enclosure.	NA	
PO.5	Preserve a historic railing or baluster.	NA	
PO.6	Design a replacement railing or baluster to match the historic as closely as possible. • If matching the historic design is technically or economically unfeasible, a simplified porch rail and baluster may be used.	-	Historically there was not a railing enclosing the stoop. If railing is required by code for the stoop, it would need to be a material that is appropriate to

	Guideline	Finding	Comment
	• When installing a code-required handrail or railing, select a design that is simple and stylistically compatible with a historic railing. • Use a replacement material appropriate to the material of the historic structure. For example, a cast- or wrought-iron column, railing, or baluster should not be used to replace a brick or wood porch element.		the period in which the building was constructed. The proposed wood railing does not match what would have been installed historically.
PO.7	Minimize visibility of a new deck. • Do not construct a new deck along a street-facing or street-address facade. • Construct a new deck at the rear of a historic structure. It should not extend beyond the side walls of the historic structure. If a deck is needed on a secondary elevation, screen it from view from the primary street and the street-facing or street-address façade.	NA	
PO.8	Minimize damage to the historic structure and maintain the ability to remove the new deck.	+	The historic concrete steps and walkway are not proposed to be altered and will be retained. The historic awning was removed, however the front porch addition is similar in design and style. The porch cover could be removed and a new awning could be installed without much damage to the historic structure.
PO.9	Use wood when constructing a new deck. • All wood will be stained or painted. • Alternative materials may be allowed on certain portions of a new deck. Consult the Alternative Materials guidelines for more information.	NA	

Site

Standard Design Guideline Checklist

+	Meets Guidelines	NA	Not Applicable
-	Does Not Meet Guidelines	NSI	Not Sufficient Information
+/-	Meets Guidelines with Conditions		

	Guideline	Finding	Comment
ST.1	Preserve established property line patterns as well as street and alley widths in a preservation district. • If re-platting is considered, draw boundaries based on historic development patterns.	NA	
ST.2	Maintain a walkway that connects the street and building when this is a character defining feature in the surrounding context.	NA	
ST.3	Install a new sidewalk to be compatible with the historic ones in the area. • Maintain the existing width of neighboring sidewalks.	NA	

	Guideline	Finding	Comment
	• Use a traditional sidewalk material as seen in the surrounding context, such as historic concrete mix or pavers. Match the pattern of the historic sidewalks where that is character defining.		
ST.4	Minimize the visual impact of parking and delivery areas. • Provide access to structures from an alley wherever one exists. • If alley access is unfeasible, locate driveways, parking areas, and loading docks to the side and rear of properties. • Use landscaping to screen a parking area. • Plant and landscape a large parking lot to soften the impact of paving. • Do not use paving in the front yard for a parking area unless necessary due to site specific conditions or historically appropriate to the surrounding context. • Do not create a new driveway or garage that opens onto a primary street unless necessary due to site specific conditions or historically appropriate to the surrounding context.	NA	
ST.5	Maintain a historically significant fence or site wall.	NA	Chain link fence was previously located on the site but is not considered to be historically significant.
ST.6	Repair a historic fence with materials that match existing sections of historic fencing in height and detail. • If an exact match of materials cannot be made, a simplified design that is subordinate to the historic is appropriate.	NA	
ST.7	Design a new fence to be compatible with the architectural style of the house and existing fences in the surrounding context. • Install a metal fence under 3' in the front yard where there is historic precedent. Wood may be used where there is historic precedent in the District. • Install a rear- or side-yard privacy fence to be set back from the side wall by at least 2'. • Install a rear- or side-yard privacy fence so the finished side is presented out. • Use stained or painted wood for a wood privacy fence. • Any privacy fencing shall be 7' feet in height or less, as measured from grade, including any retaining walls. • Do not install a masonry wall in a street-visible location unless it is used to retain earth at changes in grade, screen service areas, or unless a historic precedent exists. • Do not install chain-link, split-rail, or woven-wood fencing or concrete block walls in areas visible from the public view unless historically appropriate to the surrounding context.	+/-	The board and batten siding style of the metal fence is somewhat compatible with the architectural style of the house, but it is very different from the existing fences in the surrounding context. The metal fencing is 6' in height. The fencing is flush with the front façade of the house and not set back 2' as this guideline stipulates. The fencing located on the east side of the house is located near the rear of the primary structure. The metal fence in the rear yard is less than 7' in height.
ST.8	Preserve a large tree in the front yard unless it is diseased, dying, and/or damaging the historic building. A report from an arborist can determine this.	NA	

	Guideline	Finding	Comment
	• Select and place trees or landscaping that minimize the likelihood of damage to structures once mature.		
ST.9	Maintain original front yard topography, including grades, slopes, elevations, and berms. • Do not recontour front-yard berms into stepped terraces. • Do not use railroad ties, landscape timbers, or other historically inappropriate materials for retaining walls. • Do not carry out excavations or regrading within or adjacent to a historic building, which could cause the foundation to shift or destroy significant archaeological resources.	NA	
ST.10	Use low-water and non-evasive species when considering a new planting. • Consider the use of plantings and placement that will assist in managing rainfall at the site. These Low Impact Design (LID) strategies help to control rainfall and storm water runoff at the source. It also helps distribute storm water across the site to replenish groundwater supplies and contribute to overall water efficiency.	NA	
ST.11	Match the grade of adjacent properties with new construction.	NA	
ST.12	Preserve and maintain a historic site wall or retaining wall. • Repair only the portion of a historic retaining wall or site wall that is deteriorated. • Preserve the character of a historic mortar joint when repointing a historic wall or retaining wall. • If an exact match cannot be made, a simplified design is appropriate.	NA	
ST.13	Explore alternatives before proposing significant site and topographical changes to a historic site. Alternatives include: • Construct a subterranean retaining wall to stabilize the slope, but that sits below the landscaped surface, and so remains invisible. • Use a stabilizing plant material or other ground cover that does not require mowing or a high degree of maintenance, rather than constructing a new retaining wall. • Construct a low, transparent fence at the top of the slope to provide an enclosed front yard area for children or pets, rather than replacing the slope with a new retaining wall. • Where low curbing (approximately 6”) is prevalent, replicate this rather than constructing a wall.	NA	
ST.14	Avoid adding a new retaining wall until all alternatives have been explored. • Only add a new retaining wall that will alter the slope of a historic front yard area where at least one of the following conditions is present: a. The slope is not a character defining feature of the preservation district or individual landmark. b. There is a high level of variety in the treatment of front yard areas among adjacent properties, including retaining walls. c. The front yard slope is unstable, threatens the foundation of a historic structure, and other	NA	

	Guideline	Finding	Comment
	strategies have been tested and been unsuccessful.		
ST.15	If all other strategies have failed, locate and design a new retaining wall to minimize impacts on the preservation district or historic property. • Use a low-kick wall, up to 2' in height, to help stabilize the yard while maintaining most of the historic slope. • Design a new retaining wall to minimize visual impacts on the character defining features of the historic property, block, and district. • Use a material that is historically significant to the preservation district or that relates to the historic property. • Avoid using terraced retaining walls. • Do not completely replace the slope with a tall retaining wall.	NA	
ST.16	Preserve a historic site material when possible. • Maintain a brick, stone, or poured concrete step or pathway wherever present. • Maintain historic curbing whenever possible. • Any replacement should use historic materials. If replacement with historic materials is not technically or economically feasible, a substitute material may be used if it duplicates the color, texture, pattern, and visual appearance of the original. • Use paving materials that are compatible with adjacent sites and architectural character.	NA	
ST.17	Preserve and maintain a historic lighting fixture if it is character defining, when possible.	NA	
ST.18	Design new or replacement lighting that is in character with the setting. • Use a fixture that is compatible with architectural and site design elements. • When adding a new fixture, use an understated fixture that is subordinate to the historic building. • When installing a new fixture, attach it in a way that does not damage the historic fabric. • Design lighting to be contained within a site and to not spill over to a neighboring property. • Softly illuminate an architectural feature if desired. • Direct light down and away from a neighboring property. • For a commercial property, minimize free standing lighting. Instead, use ambient light from a storefront as a light source. • Do not use an imitation historic fixture that may convey a false sense of history. • Do not use a light source that creates a harsh glare or color. • Do not light parking lots in a harsh manner. • Do not use a blinking or animated light.	NA	No new lighting is proposed at this time with the exterior changes to the front porch. See conditions of approval.
ST19	Minimize the visual impact of a service area and its related fixtures. • Position an air conditioning unit, satellite dish, greenhouse addition, overhead wiring, or other fixture type on a secondary elevation where they do not detract from the character of the site.	NA	

	Guideline	Finding	Comment
	• Screen a cellular tower and associated fixture from view. • Install a utility line underground wherever possible. • Do not harm historic resources through road widening, driveway construction, or underground utility repair.		
ST.20	Locate pools in the rear yard. Do not harm historic resources during the construction of a pool.	NA	

Window

Standard Design Guideline Checklist

+	Meets Guidelines	NA	Not Applicable
-	Does Not Meet Guidelines	NSI	Not Sufficient Information
+/-	Meets Guidelines with Conditions		

	Guideline	Finding	Comment
W.1	Preserve the functional and decorative features of a historic window, as well as the historic window material on street-facing and street-address building features (bays, etc.) and facades as they are more character defining. For structures that were constructed with four or more stories, this applies to the first three stories. • Where a historic window is intact and in repairable condition, retain and repair it to match the existing as per location, lite configuration, detail, and material. • Preserve the historic window features including the frame, sash, muntin, mullion, glazing, sill, head, jamb, and molding. • Preserve a historic transom. A transom can be opened to let cool air in and warm air out of the structure. • Preserve the original material of a window. If this is not possible, alternative materials may be considered if they convey the character, detail, and finish of the original material. • Maintain the functionality of a historic double-hung window in a historic structure. A double-hung window functions like a transom, and allows cool and in and warm air out, facilitating air circulation. • Repair, rather than replace, a frame and sash. • Consider weather-stripping a window to reduce air flow in and out of a structure, creating a more energy-efficient building.	-	The window openings were completely changed and their elements removed. See conditions of approval.
W.2	Avoid alterations to a historic window that would negatively affect the historic appearance of the window and structure. • Do not apply reflective or insulating film to window glass on street-facing and street-address facades. • Do not use smoked, tinted, or reflective glass on street-facing and street-address facades. Neutral appearance low-E is permissible. • Do not remove, block in, or back-paint a transom or sidelight. If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.	+/-	The two new windows on the front façade altered the size of the historic window openings. The historic trim on the windows was removed when the window openings were expanded. Three openings on the east side façade were closed in and one was expanded, but they

	Guideline	Finding	Comment
	• Do not alter the number, size, location, or shape of a historic window on street-facing and street-address building features and facades by making new window openings or permanently blocking existing openings. • For a masonry structure, inset new bricks in historic window or door openings on secondary or tertiary elevations that have approval to be removed. Preserve opening details, such as lintels, to demark where the historic opening was once located. • Do not locate any new window openings that may be required for a new use on street-facing and street-address facades. • Do not remove or obscure historic window trim with metal or siding materials on street-facing and street-address building facades. If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines. • Do not install new floors, dropped ceilings, or interior walls that block the glazed area of historic windows. A design should incorporate a setback that allows the full height of the historic window to be seen unobstructed if new floors, dropped ceilings, or interior walls are necessary.		are not on a street-facing façade. See conditions of approval.
W.3	Reconstruct a missing window element. • Use a surviving prototype to reconstruct a missing window element, such as architraves, hoodmolds, sash, sills, and exterior shutters or blinds. • Use a material for which there is a historic precedent or a compatible substitute material if necessary.	NSI	The window trim needs to be reinstalled to meet this guideline. See conditions of approval.
W.4	Match a replacement window design to the historic. Replace a severely deteriorated historic window on street-facing and street-address building features (bays, etc.) and facades with a new window that conveys the same visual appearance. For structures that were constructed with four or more stories, this applies to the first three stories. For more information on what classifies a window as "severely deteriorated" and, therefore eligible to be completely replaced, see the final page of this chapter. Windows on side and rear elevations that are not character defining and do not face the street, do not have to meet the severely deteriorated threshold. For structures that were constructed with four or more stories, windows on the fourth story and higher do not have to meet the severely deteriorated threshold. • Use historical, pictorial, and physical documentation to select a new window that is compatible with the historic character of the building. • Select a window that matches the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when the repair of historic windows is impossible.	+/-	The two replacement windows on the front façade do not match the two historic windows. The historic window openings were expanded to accommodate the new windows, and they are of a different configuration (9/9) from the previous (1/1). The use of vinyl for the front facing windows is an appropriate material for the front facing windows however, because in this site-specific instance, the previous windows were constructed from a synthetic material. The after-the-fact vinyl windows on the east side facade do not match the historic window openings, nor are the new vinyl windows on

	Guideline	Finding	Comment
	• Install a replacement window that operates in the same way as the original window. Double-hung windows are replaced with double-hung, and casement windows are replaced with casements. Replacement windows can also appear to operate in the same way. A casement or fixed window that looks like a double-hung window could be permissible. • Do not install a replacement sash that does not fit historic window openings. Historic openings should never be blocked-in to accommodate a stock window. • Do not install a synthetic replacement window on street-facing and street-address building features (bays, etc.) and facades that does not appear similar in size, finish, texture, and depth to the historic window materials. For structures that were constructed with four or more stories, this applies to the first three stories. • Do not replace a multi-pane window that has true divided lights with thermal glazing windows that have false “snap-in” or applied muntins on street-facing and street-address building features (bays, etc.) and facades. Simulated divided lite is permissible. For structures that were constructed with four or more stories, this applies to the first three stories. • Do not install contemporary picture, glass block, or jalousie window in an exterior window opening unless there is historic documentation that this occurred originally. Where basement windows are not visible from the street, are severely deteriorated, and are non-functional, glass block may be permissible. • If a window has been previously replaced that does not meet these guidelines, the next time it is replaced, it will come into compliance by following these guidelines.		either side facade of the same configurations as the historic, but these changes were done on a non-street-facing façade. More leniency can be provided for these facades.
W.5	Preserve and repair an existing wood shutter when possible. • Keep historic shutters intact. The shutters serve as accents and provide security. • Use existing shutters to help cool a structure. Shutters help block solar heat gain in the summer while allowing breeze to pass through (if they are louvered), helping with cooling costs during summer months.	NA	
W.6	Repair an existing shutter with in-kind materials or with materials that replicate the original material, design, and dimensions. If the shutter was replaced previously with a material that does not meet these guidelines and work is being done, then it will be corrected to come into compliance with these guidelines.	NA	
W.7	Replace shutters where they previously existed when possible. • If damage is too extensive to repair, using replacement shutters may be considered. • Choose a replacement shutter that appears similar in style, color, size, and material to the historic materials. The replacement shutter should cover one-half of the window, were it to be closed.	NA	

	Guideline	Finding	Comment
	• Install shutters only where there is historic evidence for them. • A replacement shutter should be or appear to be operable, measure the full height and width of the windows, and be constructed of a historically appropriate material. • Mount replacement shutters so they partially cover the vertical trim of the window frame. • Do not mount a shutter to the masonry or cladding on either side of the window. • Do not install aluminum or vinyl shutters that do not accurately replicate the historic shutter.		
W.8	Preserve an original awning when possible.	+	The metal awning previously located above the front facing window was removed. However, these were not found to be character defining to the house.
W.9	Maintain a historic awning in operable condition when possible.	NA	
W.10	Repair an altered awning to its original design when possible.	NA	
W.11	Replace a non-repairable historic awning or add a new awning to be consistent with the historic context. • Design an awning to complement existing architectural features. It should not overwhelm the facade. • Design an awning to be of matte-finish, weather-proofed fabric of traditional form, and of a color that complements the building. Typically, an awning of a solid color and narrow or wide stripes running perpendicular to the building is the preferred pattern. • Consider the use of an operable awning where appropriate. Operable awnings can provide shade in the summer and allow solar access in the winter, increasing the energy-efficiency of a structure. • Use a material that is durable and weather resistant. • Attach an awning between the window display area and the signboard or second floor windowsill. An awning should be attached below the transom line where historic prism glass is present. • Do not damage the historic structure when installing an awning. Hardware should be limited to that which is required for structural stability and should be driven into mortar joints, not masonry. • Do not use plastic or back lit awnings. Metal, glass, fiberglass, and similar material awnings may be permissible if they complement the architecture of the building. • Do not install an awning where it would not be historically appropriate.	NA	
W.12	Minimize the visual impact of a modern appurtenance on a historic building. • Install a window fixture, such as air conditioning unit, in a window on a secondary elevation when possible.	NA	

	Guideline	Finding	Comment
	• Do not alter the window sash to accommodate an air-conditioning unit, if this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines. • Install a storm window that duplicates the shape and color of the historic window. A storm window can help reduce air movement into and out of an existing window and provide a more affordable way to create a more energy efficient home. • Use a storm window that has wood or narrow metal frame. • Mount a storm window on the blind stop within the window frame. • Install security bars in a way that does not obscure the historic window. • Use retractable commercial security bars for a storefront. • Upon installation of a modern appurtenance, do not damage any part of the historic window or frame or obscure the architectural character of the historic window.		