



Historic Landmarks and Preservation Districts Commission

Report to the Committee

To: Clifton Architectural Review Committee
Thru: Cynthia Elmore – Historic Preservation Officer *CE*
From: Becky Gorman-Historic Preservation Specialist
Date: January 24, 2019

Case No: 19COA1001
Classification: Committee Review

GENERAL INFORMATION

Property Address: 213 Haldeman Avenue

Applicant: Jennifer Cress, Owner
Ever Clever Flips
2306 Phoenix Hill Dr.
Louisville, KY 40207
502.437.9504
Jennifer@evercleverflips.com

Owner: Same as Applicant

Estimated Project Cost: \$15,000

Description of proposed exterior alteration:

The applicant requests approval to replace the front façade windows, install fishscale shingles in the front gable, remove a side door that faces the street, and paint the front porch elements.

Communications with Applicant, Completion of Application

The application was received on January 4, 2019. The application was determined to be complete and classified as requiring Committee Review on January 7, 2019. Staff visited site on January 10, 2019.

FINDINGS

Guidelines

The following design review guidelines, approved for the Clifton Preservation District, are applicable to the proposed exterior alteration: **Door and Entrances,**

Masonry, Paint and Coatings, Siding and Trim, and Windows. 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 wood frame Camelback house built in the late 1800's is located on the east side of Haldeman Avenue and is surrounded by other two-story wood frame and masonry houses. It is located across the street from Kentucky School for the Blind. The site is zoned R-5 and is located in a Traditional Neighborhood Form District. In October 2018 Case# 18COA1266 approved the removal of two chimneys. The items in 19COA1001 that could be reviewed at staff level were separated into a new application (case# 19COA1010) so that they could be expedited.

Conclusions

Staff visited the site on January 10, 2019 to evaluate the windows and discuss the project. The front façade windows are in a deteriorated state with broken glass and deteriorated wood. Staff recommends approval of replacing the front windows with the conditions stated in the Recommendation.

The proposed fishscale shingles to be added in the gable seem to be appropriate to this structure; and may be behind the existing vinyl siding. However, that has not been substantiated at this point. In the case that it exists behind the vinyl siding, then repair and re-painting would be the preferred treatment. Guideline SD3 does state "contemporary wood or fiber cement board should be used when replacing sections of deteriorated wood." However, if there is no evidence of fishscale shingles then they should not be installed in the gable.

The door proposed for removal is not the primary entrance. It is a street-facing side entrance that is setback from the front façade. The door has already been removed and a new shower installed on the interior where the door opening was. The Door Design Guidelines do not specifically address the removal of a door. However, the Clifton illustrated guides quote the Secretary of the Interior's Standards for Rehabilitation in regards to entrances stating, "The treatment of entrances is important in retaining the overall architectural character of the building. The entrance is often the focal point of the facade and is an integral component of a historic building's character." Looking to the Window design guidelines for the treatment of window closures, guideline W9 states, "The number, size, location, or shape of original windows shall not be altered on street-address façades or street-facing façades by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact." Had the door not been removed, staff would recommend that it remain but that it could be closed off from the interior. If possible a non-functioning door should be installed in the original opening.

The porch wall is constructed of rusticated stamped concrete block and the columns appear to be formed concrete. There is some evidence that it was previously painted. Although, the Masonry and Paint guidelines state not to paint masonry, P1 states CMU(concrete block) should be skim coated then painted. Considering that these are concrete porch elements, which are typically painted, staff recommends approval of painting the porch. However, the concrete block does not need a skim coat as it is rusticated block. The mortar joints may need repointing. See the attached Masonry Design Guidelines. The house foundation is shown as painted in the rendering but shall not be painted.

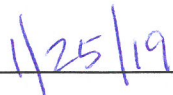
RECOMMENDATION

On the basis of the information furnished by the applicant, the application for a Certificate of Appropriateness is **approved with the following conditions**:

1. The new windows shall convey the same visual appearance as the historic windows. The visual appearance of a window is based on details such as sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and other decorative features.
2. Replacement sash shall not be used that does not fit historic window openings. Original openings shall not be blocked-in to accommodate stock-sized windows.
3. Thermal glazing windows that have muntins in accordance with W2 shall have such muntins permanently applied and may also incorporate internal dividers between the glass panes.
4. Historic window trim shall not be covered with metal or siding material.
5. Fishscale shingles shall only be installed if there is documented evidence that it was present in the gable.
6. If possible a non-functioning door should be installed in the original opening.
7. The foundation shall not be painted.
8. All Planning & Design approvals and building permits shall be obtained prior to construction.
9. If the design changes, the applicant shall contact staff for review and approval.



Becky Gorman
Historic Preservation Specialist



Date

Attached Documents / Information

1. Staff guideline checklist

Door and Entrance

Clifton Design Guideline Checklist

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

| | Guideline | Finding | Comment |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------|
| D1 | Front-facing (i.e., street-address façade) doors proposed for replacement should be replaced with the same or in-kind materials. Many options exist for repairing or restoring historic doors and producing historically compatible and durable results. Some of these options may be more economical, in the long run, than replacement. All options should be reviewed with Landmarks staff before replacing historic doors. If replacement is necessary, there are many new products to choose from for economical, compatible replacement doors and building materials. | NA | Front-facing secondary entrance is proposed for removal. |
| D2 | Replacing non-original, non-historic doors is recommended when the replacement doors are more appropriate to the period and style of the building, and match the size of the original opening. | NA | |
| D3 | Replacement doors should – whenever possible – duplicate the design, proportion, and arrangement of paneling and glazing of the original door or period of architectural significance. Replacing a missing historic door with one that matches the historic door is preferable if physical, pictorial, or photographic evidence exists to document its appearance. Absent that, the door may be replaced with a new door that is compatible with the style and character of the historic building. | NA | |
| D4 | The character of doors and entrances should be maintained by keeping decorative features and historic elements. Avoid the addition of elements for which there is no historic precedent. | NA | Front-facing secondary entrance is proposed for removal. |
| D5 | Creating new entrances on street-address or street-facing facades should be avoided. | NA | |
| D6 | Historically clear-finished (i.e., stained then lacquered or top-coated) doors should be refinished in the same manner and should not be painted. Leave historically clear-finished doors unpainted. | NA | |
| D7 | Replacing historic double-entry (leaf) doors with a single door should be avoided. | NA | |
| D8 | Original entrance or door openings should not be altered to accommodate stock doors. The historic entrance including the door, transom or fanlight, sidelights, pilasters, and entablature should be retained and repaired. | NA | |
| D9 | Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained. | NA | |
| D10 | When undertaking the reconstruction of a missing entrance or porch feature, historical, pictorial, and physical documentation should be used. If there is not sufficient information to determine the original design, a new design should be prepared that is compatible with the architectural character of the building and the district. Conjectural or | NA | |

| | Guideline | Finding | Comment |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| | falsely historical designs are not appropriate. | | |
| D11 | Screen doors, storm doors and security doors should be simple with a narrow-frame design that enables the inner door to be seen and does not obscure the architectural character of original doors or damage historic fabric. | NA | |
| D12 | Commercial security grilles should retract out of sight during business hours and preferably be mounted inside the glass. Security bars should be painted an unobtrusive color. | NA | |
| D13 | Vestibules should not be added to the street-address or street-facing facade on commercial use or leased buildings unless there is a historic precedent. Such additions alter the character, proportion, and massing of the facade. | NA | |
| D14 | Character-defining features of an historic building should be retained when undertaking work required for ADA accessibility and code compliance. | NA | |
| D15 | ADA-accessibility ramps should be located on secondary elevations wherever possible. If locating a ramp on the primary facade is required, it should be installed in a way that does not damage historic fabric and is as unobtrusive as possible. | NA | |

Masonry

Clifton Design Guideline Checklist

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

| | Guideline | Finding | Comment |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------|
| M1 | Do not paint masonry, stucco, limestone walls, and masonry retaining walls that have never been painted. Painting unpainted surfaces creates an on-going maintenance issue. Paint is difficult to remove, accumulated layers will obscure decorative detail, and paint coatings (even "breathable" paints) will affect the wall's vapor transmission performance. | +/- | See conclusions regarding the porch elements proposed to be painted. |
| M2 | New masonry features shall not be constructed that are either falsely historical (characteristic of periods prior to the building's actual construction), or are incompatible with the building or historic district in terms of size, scale, material, or color. | NA | |
| M3 | New openings shall not be cut into exterior walls that constitute the building's street-address or street-facing facade. (For example, do not create an opening in an exterior wall for the installation of an air conditioning unit on a street-address or street-facing facade including structures on a corner lot or sited diagonally.) For these purposes, an alley is not a street-facing facade. | NA | |
| M4 | Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained. | NA | |
| M5 | The existing bonding pattern, coursing, color, size, and strength of masonry should be matched when repairing a section of brick wall. Bricks should be toothed-in to historic brickwork to strengthen the joint between new and old, except where new construction (e.g., a room addition) meets old construction. | NA | |
| M6 | Substantial portions of exterior walls should not be removed or rebuilt if such an action would adversely impact a structure's historic integrity. | NA | |

| | Guideline | Finding | Comment |
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| M7 | Exterior replacement bricks should be suited for exterior use. Do not replace sections of historic brick with brick that is substantially stronger. New brick is stronger than old brick. | NA | |
| M8 | Re-point only those joints that are no longer sound. Do not remove all joints, sound and unsound, in an effort to achieve a uniform appearance when re-pointing. Large-scale removal of mortar joints often results in damage to historic masonry. Old mortar is softer than new mortar. | NSI | See conclusions. |
| M9 | Unsound mortar joints should be carefully removed with hand tools that are narrower than the mortar joint. Power tools should not be used because they have the potential to scar adjacent masonry. | NSI | See conclusions. |
| M10 | Unsound mortar should be removed to a depth of two-and one-half the times the width of the joint or to sound mortar, whichever is greater. | NSI | See conclusions. |
| M11 | Historic mortar joints should be matched in color, texture, joint size, and tooling when repairing or re-pointing. | NSI | See conclusions. |
| M12 | The mortar mix used for re-pointing should be compatible with the historic masonry. The re-pointing mortar should be equivalent to or softer than the original mortar. (When re-pointing mortar is harder than the surrounding masonry, as is the case with many modern mixtures, moisture cannot escape through the joints. Trapped moisture will freeze within the walls and fracture surrounding masonry.) | NSI | See conclusions. |
| M13 | The mortar should be analyzed to determine the chemical composition of the mortar mix for the specific application at the historic structure. If possible, send a sample of the original mortar to a lab for analysis. If this is not feasible, a high lime and low Portland cement content mortar mix (1 part cement, 1 part lime, 6 parts sand) is often acceptable. | NA | |
| M14 | Joints that have been re-pointed using a very hard mortar – or in an un-workmanlike manner – should not be removed until natural weathering has begun to weaken and crack them. Removal prior to that time would likely damage the adjoining brick, block, or stone. | NA | |
| M15 | Synthetic caulking should not be used to re-point historic masonry. | NA | |
| M16 | Masonry surfaces should not be cleaned with harsh chemicals, abrasive brushes or high pressure power tools. It is better to under clean than over clean. A "like new" appearance is rarely desirable. | NA | |
| M17 | The physical and chemical properties of the masonry should be known before proposing or testing any chemical cleaning treatments. If improperly applied, chemical treatments may cause permanent damage that significantly outweighs any benefits of cleaning. Contractors and homeowners may wish to consult the Landmarks staff for the best practices and techniques for cleaning masonry surfaces. | NA | |
| M18 | Cleaning treatments should be tested in an inconspicuous area of the building to evaluate potential adverse effects to the masonry. Observation over a complete seasonal cycle is preferred so any long-term effects may be ascertained. For any proven acceptable chemical cleaning treatments, be sure to follow all manufacturer's instructions. | NA | |
| M19 | Sandblasting or high-pressure water treatments should not be used to clean historic masonry. Both sandblasting and high-pressure water (greater than 300 psi) remove the tough, outer-protective surface of the brick and loosen mortar joints, accelerating deterioration. | NA | |
| M20 | The masonry on buildings with deteriorated mortar joints should not be cleaned. Such masonry should be properly re-pointed prior to cleaning to ensure water does not penetrate the wall during the cleaning process. | NA | |

| | Guideline | Finding | Comment |
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| M21 | Water- or chemical-based cleaning systems should not be used when there is a chance of freezing temperatures. Masonry cleaning should not commence until the temperature will remain above 50 degrees for 72 hours after cleaning. | NA | |
| M22 | Graffiti should be removed as soon as possible, beginning with the gentlest means possible and taking care not to inadvertently etch an outline of the graffiti onto the wall. | NA | |
| M23 | When removing paint from previously-painted masonry, use gentle treatments that have been tested in an inconspicuous location. Do not sandblast, pressure wash or use acid-based cleaners (consult with Landmarks for recommended products). Solvent-based chemical strippers are preferred over sandblasting or pressure washing the masonry surface. | NA | |
| M24 | When painting is applicable, a "breathable" masonry coating that is compatible with – and can create a strong bond with – existing paint should be used. | NA | |
| M25 | Repaired or patched stucco areas should match the strength, composition, color, and texture of the original to the greatest degree possible. | NA | |
| M26 | When patching stucco, cut back the successive layers to provide a key for the new layers to prevent new cracking. | NA | |
| M27 | Stucco repairs should result in the same or unchanged dimension between the surface of the stucco and adjacent finishes. | NA | |
| M28 | Stucco, any synthetic stucco treatment, or a permastone-type cladding should not be installed over historic masonry or wood siding. | NA | |
| M29 | Do not resurface historic masonry with exterior insulation. | NA | |
| M30 | Masonry and terra cotta chimney caps proposed for reconstruction or replacement should be replaced only after approval is obtained with caps of similar material and design whenever possible. Otherwise, a metal cap historically appropriate to the roof's design and materials is acceptable. Salvaged or historical reproductions are locally available. | NA | |

Paint and Coatings

Clifton Design Guideline Checklist

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

| | Guideline | Finding | Comment |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------|
| P1 | Do not paint masonry, stucco, limestone walls, and masonry-retaining walls that have never been painted. Painting unpainted surfaces creates an on-going maintenance issue. Paint is difficult to remove, accumulated layers will obscure decorative detail, and paint coatings (even "breathable" paints) will affect the wall's vapor transmission performance. A masonry surface colored with a wash (lead oxide, white or lime wash) is considered as unpainted and should not be painted. CMU (concrete block) should be skim coated then painted. | +/- | See conclusions for painting concrete porch elements. |
| P2 | When removing paint from previously-painted masonry, use gentle treatments that have been tested in an inconspicuous location. Do not sandblast, pressure wash, or use acid-based cleaners (consult with Landmarks for recommended products). | NA | |
| P3 | On previously-painted masonry, use a "breathable" masonry paint that is compatible with – and can create a strong bond | NA | |

| | Guideline | Finding | Comment |
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| | with – existing paint. Portland cement joints may be painted as the mortar mix is stronger. Do not paint over lime mortar mix joints since lime mortar mix is soft. | | |
| P4 | Paints and coatings manufactured before 1978 contained lead. Historic structures often contain hazardous substances, such as lead paint and asbestos. Since June 2010, the EPA regulations require contractors to be certified and follow specific work practices to prevent lead contamination. For additional lead paint information, contact the Metro Health Department and see the Appendix at the end of this section. For asbestos removal and disposal methods, contact Metro Air Pollution Control. | NSI | |

Siding and Trim

Clifton Design Guideline Checklist

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

| | Guideline | Finding | Comment |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------------------------------------------------------|
| SD1 | Missing wood features should not be replaced with conjectural or falsely historic reconstructions or with newly designed elements that are incompatible with the building's size, scale, or materials. | NSI | See conclusions regarding fishscale proposed for the front gable. |
| SD2 | Architectural features that are proposed for reconstruction or replacement must be photographically documented by the property owner as part of the application submitted to Landmarks for approval of any exterior modification. Historic elements cannot be removed until after approval has been obtained. | NA | |
| SD3 | Contemporary wood siding or fiber cement board, which conveys the visual appearance of historic siding, should be used when replacing sections of deteriorated wood. Other materials which expand and contract like wood may be used when approved by staff or ARC review. | + | |
| SD4 | Structurally inappropriate materials such as textured plywood (e.g., T-111) or similar soft wood products that shed water poorly should not be used on primary structures. Architecturally and historically inappropriate materials should not repair, replace, or be placed over historic wood siding. | NA | |
| SD5 | Exterior veneers shall not be installed over wood siding or as a replacement for exterior siding. Some examples of historically inappropriate exterior veneers not to be used are artificial stone or other masonry, EIFS (synthetic stucco), asbestos shingles, or asphalt shingles. | NA | |
| SD6 | Replace or repair damaged or deteriorated wood siding with wood or wood-like materials. Undamaged, intact historic wood siding should be preserved and not removed and/or replaced. | NA | |
| SD7 | Replacement siding should be installed horizontally unless there is valid historic documentation for a different original orientation. | NA | |
| SD8 | Retaining and preserving the original wood siding and trim with paint is encouraged, especially on the street-address façade. The application of fiber cement board matching the original existing exposure is preferred over vinyl or aluminum siding and may be approved by staff without ARC review. Vinyl or aluminum siding may be applied to street address façades, side, and rear elevations with ARC | NA | |

| | Guideline | Finding | Comment |
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| | approval. The installation of any type of siding should not obscure or damage historic ornamental details such as fish-scale shingles, moldings, window casings, sills, hoods, brackets, and corner boards. Do not install siding of any type over rotten wood. Do not wrap windows and trim with metal. If applied, remove insul-brick material and apply house wrap before applying siding. | | |
| SD9 | Fiber cement, vinyl or aluminum siding should match the profile and dimensions of the original wood siding. A smooth-faced, narrow profile siding (3" or 4" reveal) is acceptable for installation. Historic fabric, trim, or corner boards should project slightly beyond the vinyl siding, wherever possible without causing damage. | NA | |
| SD10 | Paints and coatings manufactured before 1978 contained lead. Historic structures often contain hazardous substances, such as lead paint and asbestos. Since June, 2010, the EPA regulations require contractors to be certified and follow specific work practices to prevent lead contamination. For additional lead paint information, contact the Metro Health Department. For asbestos removal and disposal methods, contact Metro Air Pollution Control. | NA | |
| SD11 | Installation of insulation with a proper vapor barrier should be done from the interior. Do not remove exterior siding to install insulation within the exterior walls of historic wood frame construction. This can result in damage to historic fabric by locking in mold and moisture and will rot wood from within. Houses need to be breathable. | NA | |

Windows

Clifton Design Guideline Checklist

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

| | Guideline | Finding | Comment |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------|
| W1 | The maintenance and repair of historic windows are essential to preserving the historic character and fabric of Clifton structures and the overall Clifton historic district. For that reason, historic windows on street-address façades and street-facing façades shall not be replaced with new windows unless the Clifton ARC determines that the condition of existing windows, safety or energy efficiency considerations, or other relevant factors support window replacement. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows. | | See conclusions regarding window condition. Staff recommends approval with conditions. |
| W2 | If historic windows on façades other than street-address façades or street-facing façades are replaced, or the owner is authorized to replace windows on street-address façade or street-facing façade pursuant to W1, the new windows shall convey the same visual appearance as the historic windows. The visual appearance of a window is based on details such as sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and other decorative features. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be | + | See conditions of approval. |

| | Guideline | Finding | Comment |
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| | a new design that is compatible with the historic character of the building and the district. Use of wood, metal, or synthetic window systems for authorized window replacement is permissible. During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows. | | |
| W3 | Replacement sash should not be used that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock-sized windows. | + | See conditions of approval. |
| W4 | Replacement windows proposed for façades other than street-address façades or street-facing façades, and those authorized pursuant to W1 for street-address façades and street-facing façades, shall operate in the same way as the original windows - double-hung windows are replaced with double hung, and casement windows are replaced with casements. | + | See conditions of approval. |
| W5 | Thermal glazing windows that have muntins in accordance with W2 shall have such muntins permanently applied and may also incorporate internal dividers between the glass panes. | + | See conditions of approval. |
| W6 | Reflective or insulating film shall not be applied to window glass on street-address façades or street-facing façades. | NA | |
| W7 | Smoked, tinted, or reflective glass shall not be used on windows on street-address façades or street-facing façades. | NA | |
| W8 | Transoms or sidelights shall not be blocked-in or back-painted. | NA | |
| W9 | The number, size, location, or shape of original windows shall not be altered on street-address façades or street-facing façades by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact. | NA | |
| W10 | Any new window openings for a new use shall not be located on street-address façades or street-facing façades. | NA | |
| W11 | The front face of historic window trim shall not be covered with metal or siding material. Siding may butt up to the side of historic window trim. | NA | |
| W12 | New floors or dropped ceilings shall not be installed that block the glazed area of windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed. | NA | |
| W13 | If exterior storm windows are installed they should duplicate the shape of the original window. | NA | |
| W14 | When installing exterior storm windows or screens do not damage or obscure historic windows or frames. | NA | |
| W15 | Window sashes shall not be altered to accommodate window air-conditioning units. | NA | |
| W16 | When installing security bars do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours. | NA | |
| W17 | Awnings shall be designed to complement existing architectural features. They should not overwhelm the façade. | NA | |
| W18 | Awnings shall be of a material and form compatible with the building's historic character. Contemporary designs may be considered if compatible with the design and character of the building. | NA | |

| | Guideline | Finding | Comment |
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| W19 | Awnings shall be installed in a way that does not harm the building. Limit hardware installation to that which is required for structural stability. Anchors shall be installed in mortar joints, not masonry units. | NA | |
| W20 | On commercial buildings attach awnings between the window display area and the signboard or second-floor window sills. Awnings shall be attached below the transom line where historic prism glass is present and building scale allows. | NA | |
| W21 | Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works). | NA | |
| W22 | Replacement shutters should match the visual appearance, size, and location of the originals and may be constructed of wood, metal, or synthetic material. | NA | |
| W23 | Shutters shall be installed only where there is historic evidence for them. | NA | |