

Window Design Guidelines Analysis

Current Standard Guidelines	Nore' Winter's Draft	Staff Suggestions
W1: Replace severely deteriorated historic windows with new windows that convey the same visual appearance. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of vinyl- and aluminum-clad wood window systems on primary elevations may be permissible if the proportion and detail closely match the original.	W.1 Preserve the functional and decorative features of a historic window, as well as the original window material. - Where a historic window is intact and in repairable condition, retain and repair it to match the existing as per location, light configuration, detail, and material. - Preserve a historic window feature including a frame, sash, muntin, mullion, glazing, sill, head, jamb, or molding. - Preserve an original 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 an original 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.	Based on our experience, we recommend strong guidance on the street-facing elements but more leniency on the side and rear elevations. We also recommend leniency to large buildings. Staff recommends the following edits: W.1 Preserve the functional and decorative features of a historic window, as well as the original window material <u>on street-facing and street-address building features (bays, etc.) and facades as they are more character defining. For buildings that were constructed with four or more stories, this applies to the first three stories.</u> - Where a historic window is intact and in repairable condition, retain and repair it to match the existing as per location, light configuration, detail, and material. - Preserve a historic window feature including a frame, sash, muntin, mullion, glazing, sill, head, jamb, or molding. - Preserve an original 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 an original double-hung window in a historic structure. A double-hung window functions like a transom,

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		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.
W2: Select windows that match the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when repair of original windows is impossible.	W.4 Match a replacement window design to the original. • Replace a severely deteriorated historic window with a new window that conveys the same visual appearance. 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. • Use historical, pictorial, and physical documentation to select a new window that is compatible with the historic character of the building and the district. • 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 original windows is impossible. • Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair. • 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. • Use a large sheet of clear glass when replacing a storefront display window.	Staff recommends the following edits: W.4 Match a replacement window design to the original. • Replace a severely deteriorated historic window <u>on street-facing and street-address building features (bays, etc.) and facades</u> with a new window that conveys the same visual appearance. <u>For buildings that were constructed with four or more stories, this applies to the first three stories.</u> 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. • <u>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.</u> <u>For buildings that were constructed with four or more stories, this applies to the fourth story and higher.</u> • Do not install a synthetic replacement window <u>on street-facing and street-address building features (bays, etc.) and facades</u> that does not appear similar in finish, texture, and depth to the historic window materials. <u>For buildings that were constructed with four or more stories, this applies to the first three stories.</u>

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	- Do not install a replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate a stock window. - Do not install a synthetic replacement window on a primary facade that does not appear similar in finish, texture, and depth to the historic window materials. - 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 a primary facade elevation. - Do not install contemporary picture, glass block, or jalousie window in an exterior window opening.	- 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 <u>street-facing and street-address building features (bays, etc.) and facades. For buildings that were constructed with four or more stories, this applies to the first three stories.</u> - Do not install contemporary picture, glass block, or jalousie window in an exterior window opening. <u>Where basement windows are not visible from the street, severely deteriorated, and non-functional, glass block may be permissible.</u> <u>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.</u>
W3: Evaluate the option of using appropriate salvage materials when replacing windows that are deteriorated beyond repair.	**Incorporated in W.4**	
W4: Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows	**Incorporated in W.4**	
W5: Do not install contemporary picture, glass block, or jalousie windows in exterior window openings.	**Incorporated in W.4**	
W6: Do not install synthetic replacement windows (vinyl, etc.) on primary facades.	**Incorporated in W.4**	
W7: Install replacement windows that operate in the same way as the original windows - double-hung windows are replaced with double-hung, and casement windows are replaced with casements.	**Incorporated in W.4**	

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W8: Do not replace multi-pane windows that have true divided lights with thermal glazing windows that have false "snap-in" or applied muntins on primary façade elevations.	**Incorporated in W.4**	
W9: Do not apply reflective or insulating film to window glass.	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. - Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way. - Do not block in or back-paint a transom or sidelight. - Do not alter the number, size, location, or shape of an original window if seen from a public way by making new window openings or permanently blocking existing openings. - Do not remove or obscure historic window trim with metal or siding materials. - Do not install new floors or dropped ceilings 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 a dropped ceiling is necessary.	Staff recommends the following edits: 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 <u>on street-facing and street-address building facades.</u> - Do not use smoked, tinted, <u>tinted</u> low-E, or reflective glass on <u>building facades that can be seen from a public way on street-facing and street-address building facades.</u> <u>Clear low-E is permissible.</u> - Do not <u>remove</u>, block in, or back-paint a transom or sidelight. <u>If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.</u> - Do not alter the number, size, location, or shape of an original window <u>on street-facing and street-address building features and facades</u> by making new window openings or permanently blocking existing openings. <u>Do not locate any new window openings that may be required for a new use on street-facing and street-address building facades.</u> - Do not remove or obscure historic window trim with metal or siding materials <u>on street-facing and street-address building facades.</u> <u>If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.</u>

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		Do not install new floors or dropped ceilings 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 a dropped ceiling is necessary.
W10: Do not use smoked, tinted, low-E, or reflective glass on building facades that can be seen from a public way.	**Incorporated in W.2**	
W11: Use large sheets of clear glass when replacement of storefront display windows is required.	**Incorporated in W.4**	
W12: Do not block-in or back-paint transoms or sidelights.	**Incorporated in W.2**	
W13: Use surviving prototypes to reconstruct missing window elements, such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds. The reconstructed element should be constructed of materials for which there is a historic precedent or a compatible substitute material if that is not possible.	W.3 Reconstruct a missing window element. - Use a surviving prototype to reconstruct a missing window element such as architraves, hoodmolds, sash, sills, and interior or exterior shutters or blinds. - Use a material for which there is a historic precedent or a compatible substitute material if necessary.	
W14: Do not alter the number, size, location, or shape of original windows seen from a public way 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.	**Incorporated in W.2**	
W15: Locate any new windows openings that may be required for a new use on a façade that cannot be seen from a public way. Newly-installed windows should be compatible with the overall design of the building.	**Not incorporated**	Staff recommends this be incorporated (see W.2).

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W16: Do not obscure historic window trim with metal or siding material.	**Incorporated in W.2**	
W17: Do not install new floors or dropped ceilings that block the glazed area of historic windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.	**Incorporated in W.2**	
W18: Install exterior storm windows that duplicate the shape of the original window. Storm windows should be painted to match the color of the window frame.	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. • Install a storm window that duplicates the shape and color of the original 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 fixture, do not damage any part of the historic window or frame or obscure the architectural character of the original window.	Staff recommends the following edits: 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 <u>when possible. 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.</u> • Install a storm window that duplicates the shape and color of the original 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 fixture, do not damage any part of the historic window or

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		frame or obscure the architectural character of the original window.
W19: Do not install exterior storm windows or screens that damage or obscure historic windows or frames. Mount storm windows on the blind stop within the window frame. Storm window or screen rails should always match the rails of the windows behind. They should have either wood or narrow, metal frames that are painted to match the color of the building trim.	**Incorporated in W.12**	
W20: Do not install window air conditioning units on a primary façade if installation on a secondary façade can address the same need. If this is not an option, do not alter the window sash to accommodate the air-conditioning unit.	**Incorporated in W.12**	
W21: Install any security bars in such a way that they do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.	**Incorporated in W.12**	
W22: Design awnings to complement existing architectural features. They should not overwhelm the façade.	W.11 Replace a non-repairable historic 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	This new guideline focuses on not installing awnings where there is no historic precedent. Thus, only being able to install when replacing a historic awning. Do we want this? If an awning is an appropriate design, especially for commercial, should we alter this recommendation? Should we differentiate between commercial style buildings and residential style buildings (not use, architectural style)? Also, this “Do not use fiberglass, metal, plastic, or back lit awnings that have contemporary shapes” would not allow for some interesting awnings that might be very appropriate on W. Main Street. Staff recommends the following edits:

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	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 window sill. 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 fiberglass, metal, plastic, or back lit awnings that have contemporary shapes. • Do not install an awning where there is no historic evidence.	W.11 Replace a non-repairable historic awning <u>or add a new awning</u> 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 window sill. 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 fiberglass, metal, plastic or back lit awnings that have contemporary shapes. <u>Metal, glass, fiberglass, and similar material awnings may be permissible if they complement the architecture of the building.</u>

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		Do not install an awning <u>where it would not be historically appropriate.</u>
W23: Install awnings made of weather-proofed canvas of a traditional form. Fiberglass, metal, plastic, and back-lit awnings that have contemporary shapes are inappropriate and visually intrusive.	**Incorporated in W.11**	
W24: Select an awning color that complements the building, with solid colors and narrow or wide stripes running perpendicular to the building being the preferred patterns.	**Incorporated in W.11**	
W25: Install awnings in a way that does not harm the building. Hardware installation should be limited to that which is required for structural stability and should be driven into mortar joints rather than into masonry.	**Incorporated in W.11**	
W26: Attach awnings between the window display area and the signboard or second-floor window sills. Awnings should be attached below the transom line where historic prism glass is present and building scale allows.	**Incorporated in W.11**	
W27: Install awnings so that the valance is no lower than 7' above the sidewalk.	**Not incorporated**	
W28: Repair shutters with in-kind materials. If damage is so extensive that they cannot be repaired, replacement shutters should match the visual appearance of the originals.	W.6 Repair an existing shutter with in-kind materials.	Staff recommends the following edits: W.6 Repair an existing shutter with in-kind materials <u>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.</u>
W29: Install shutters only where there is historic evidence for them. Replacement shutters should be or appear to be operable, measure the full height and width of the windows, and be	W.7 Replace shutters where they previously existed when possible. If damage is too extensive to repair, using replacement shutters may be	Staff recommends the following edits: W.7 Replace shutters where they previously existed when possible.

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constructed of a historically-appropriate material. Solid shutters are appropriate for the ground floor, and solid or louvered shutters are appropriate for upper floors.	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. - 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. - Use solid shutters for the ground floor and solid or louvered shutters for the upper floors. - 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.	- 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. - 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. - Use solid shutters for the ground floor and solid or louvered shutters for the upper floors. - 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 <u>that do not accurately replicate the historic shutter.</u>
W30: Mount replacement shutters so that they partially cover the vertical trim of the window frame. This gives shutters the appearance that they are indeed operable, even if in truth they are not. Shutters should not be applied to the masonry or cladding on either side of the window.	**Incorporated in W.7**	
W31: Do not install aluminum or vinyl shutters.	**Incorporated in W.7**	

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W32: Photographically document architectural features that are slated for reconstruction prior to the removal of any historic fabric.	**Not incorporated**	Photos are a requirement of the COA application. This is not necessarily needed here.
No previous guideline	W.5 Preserve and repair an existing wood shutter. • Keep original 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.	Staff recommends the following edits: W.5 Preserve and repair an existing wood shutter <u>when possible</u>. • Keep original 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.
No previous guideline	W.8 Preserve an original awning.	Staff recommends the following edits: W.8 Preserve an original awning <u>when possible</u>.
No previous guideline	W.9 Maintain a historic awning in operable condition.	Staff recommends the following edits: W.9 Maintain a historic awning in operable condition <u>when possible</u>.
No previous guideline	W.10 Repair an altered awning to its original design.	Staff recommends deleting this one.