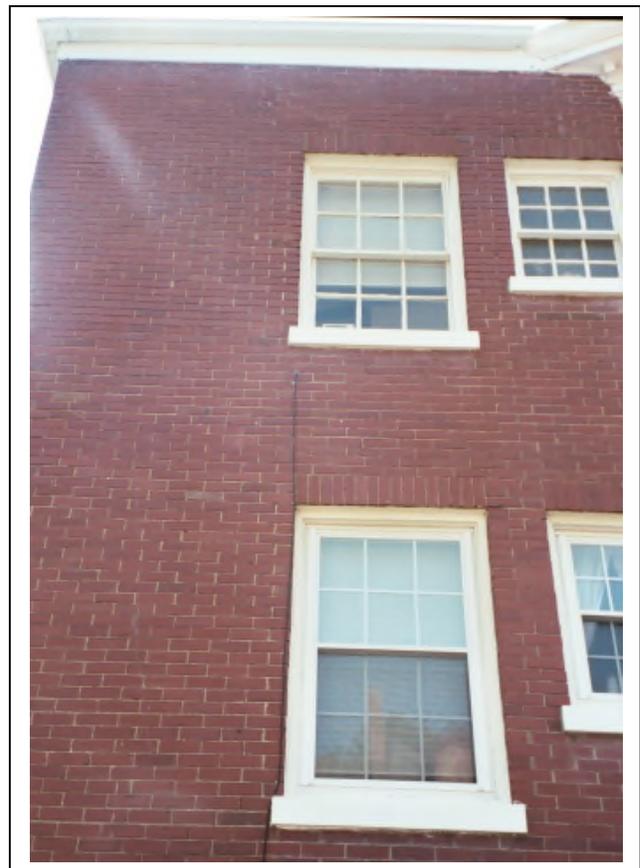


Design Guidelines: Windows

- W1** Original windows, hardware, hoods, lintels, pediments, sash, shutters and sills should be retained and repaired.
- W2** Aluminum and solid vinyl replacement windows are very strongly discouraged in the historic district. Wooden windows, vinyl- or aluminum-clad wood windows, or composite windows are all more appropriate options, particularly in a historic building.
- W3** Deteriorated window parts should be repaired if at all possible or replaced in-kind, with replacement parts matching the original in size, material and details.
- W4** If a window has deteriorated beyond repair, replacement windows should match the original in material, size, pane configuration, profile, and other details. If possible replace the sash only, to preserve trim and casing details.
- W5** Retain original window openings, pattern and size.
- W6** Replacement windows should be made to fit the existing openings – existing openings should not be altered to accommodate standard windows.

- W7** Replacement windows should operate in the same fashion as the historic windows – for example, double-hung windows should replace double-hung and casement should replace casement.
- W8** True divided lights are appropriate for multi-pane sashes. The use of pop-in, sandwich or applied muntins is not appropriate.



The replacement windows used on the lower level duplicate the style and pane configuration of the original windows, but are less successful in replicating the "heft" of historic wooden sash.

W9 Do not add shutters when no evidence exists that shutters were previously present on a building. Where appropriate, shutters should be properly installed (so they give the appearance that the window would be fully covered if they were closed) and should therefore be the correct height, width and shape for the opening.

W10 The use of storm windows is acceptable and will help increase energy efficiency. Storm windows should be traditional fixed or removable wooden windows or aluminum ‘triple-tracks.’ Interior storm windows may be an appropriate alternative in some situations.

W11 Storm windows should have minimal visual impact on the historic windows. Whether wood or metal, storm windows should match the existing sash color – avoid a bare metal finish. Storm windows should also have the same center meeting point as the historic windows.



W12 Decorative windows and windows made of stained, prism, beveled, cut or other art glass should be retained.

W13 Avoid blocking in, covering over or reducing the size of original window openings. In the case of mothballing a vacant building, plywood coverings may be used on a temporary basis, but this should not be a permanent treatment.

W14 Avoid replacement of clear glass with tinted, reflective or frosted glass, particularly on primary elevations. Temporary films that improve energy efficiency may be applied, but very dark ‘blackout’ films are not appropriate.

W15 Avoid replacement of clear glass with stained, beveled or art glass unless documentation exists that such glass was present historically in that location. New decorative glass that is installed should match the historic appearance.

W16 Avoid the placement of skylights in roof locations that are visible from the public right-of-way.

W17 Newly added windows and windows on additions should respect but not duplicate the size, patterning and details of the historic windows. Such additions should not be made to the primary façade of a building.

Art glass was frequently used in transom windows during the Victorian era, and should not be covered or removed.

W18 Use surviving examples to reconstruct missing window elements such as hoods, sash, sills and shutters. If no examples survive, reconstruction should be based on physical or pictorial evidence or the style of the building.

W19 Do not install new floors or dropped ceilings that block the glazed area of historic windows. If such an addition is necessary, the design should incorporate setbacks that allow the view of the window to be unobstructed.

W20 If storefront windows are to be replaced, use large sheets of clear glass. Blinds or curtains should be installed on the interior if the building use no longer necessitates display.

W21 Window air conditioning units should not be installed on primary facades unless no other locations are feasible

W22 Avoid covering transom windows. Consider uncovering and restoring transom windows that may have been covered in the past. Transom windows may be of clear, tinted, beveled, etched or stained glass – use physical or pictorial evidence, or the style of the building, to determine which one is appropriate.

WINDOW MAINTENANCE TIPS:

- ★ Regular maintenance and repairs should be undertaken to make windows weathertight and energy efficient. Maintenance work does NOT require a Certificate of Appropriateness from the HPC.
- ★ Proper caulking around window frames and glazing of window glass increases energy efficiency and improves comfort.
- ★ The use of storm windows is acceptable and will increase energy efficiency, in addition to protecting the primary windows below.



*Corner of Capitol Avenue and Beaver Street, 1909
From the Frederick Porter Griffin Collection, Harrison County Public Library*