

# Design Guidelines - Windows

- W1** Original windows, hardware, hoods, lintels, pediments, sash, shutters and sills should be retained and repaired.
- W2** Vinyl and aluminum windows and other artificial materials are not recommended for use in the district.
- W3** Deteriorated window parts should be repaired if 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 – double-hung windows should replace double-hung and casement should replace casement.

*The replacement windows used on the first floor of this East Main Street building, while appropriate in size and pane configuration, are less successful in duplicating the 'heft' and profile of the historic sash above.*



**W8** True divided lights are appropriate for multi-pane sashes. The use of pop-in, sandwich or applied muntins is not appropriate.

**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** Regular maintenance and repairs should be undertaken to make windows weather-tight and energy efficient. Proper caulking of windows increases energy efficiency and improves comfort.

**W11** 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.

**W12** 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 configuration as the historic windows.

**W13** Decorative windows and windows made of stained, prism, beveled, cut or other art glass should be retained.



*The stained glass fanlight is a character-defining feature of this West Market Street home.*

**W14** 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.

**W15** Avoid replacement of clear glass with tinted, reflective or frosted glass, particularly on primary elevations.

**W16** 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.

**W17** Avoid the placement of skylights in roof locations that are visible from the public right-of-way.

**W18** 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.

**W19** 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.

**W20** 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.

**W21** 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.

**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.

**W23** Window air conditioning units should not be installed on primary facades unless no other locations are feasible.

*The replacement of the large, vertically-oriented historic windows (center) with much-smaller modern windows has dramatically altered the character of this commercial building at Vincennes Street and Ekin Avenue.*

