

Windows

W1 Original windows, hardware, hoods, lintels, pediments, sash, shutters and sills should be retained and repaired.

W2 Deteriorated window parts should be repaired if possible or replaced in-kind, with replacement parts matching the original in size, material and details.

W3 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.

W4 Where original or early windows have previously been replaced, new windows should be based on windows still extant on the building, photos of the building with the original windows, or similar windows found on buildings of the same period and style. New windows should match windows of a similar aged building in size, operation, glass to frame proportion and frame to sash proportion/opening.

W5 Vinyl and aluminum and other artificial materials are not recommended for use for primary windows in the district. Aluminum may be appropriate for storm windows (see guidelines W12 and W13 for more information).

W6 Retain original window openings, pattern and size.

W7 Replacement windows should be made to fit the existing openings – existing openings should not be altered to accommodate standard windows.



Replacement of the original first floor windows with much smaller vinyl units has dramatically changed the character of this historic home.

W8 Replacement windows should operate in the same fashion as the historic windows – double-hung windows should replace double-hung and casement should replace casement.

W9 Any replacement windows should be installed in the same location relative to the wall plane as the historic windows. Changing the amount of recess will affect the three-dimensional appearance of the wall.

W10 True divided lites are appropriate for multi-pane sashes. The use of pop-in or applied muntins is not appropriate. If simulated divided lite windows are to be used, they should utilize dividers both inside and outside the glass, as well as a dark internal divider within the window with the same pane configuration.

W11 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. Shutters should be wood or paintable composite material: vinyl or plastic shutters are not appropriate for use in the historic district.

W12 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.

W13 Storm windows should have minimal visual impact on the historic windows. Whether wood or metal, storm windows should have a factory or painted finish to match the window sash or trim color – a bare metal finish is not appropriate. When used with double-hung windows, the midpoint of the storm windows should align with the meeting rail of the sash behind.

W14 Decorative windows and windows made of stained, prism, beveled, cut or other art glass should be retained.

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. If decorative glass is being proposed to provide more privacy, consider a removable opaque film or other reversible solution.

W16 Avoid replacement of clear glass with tinted, reflective or frosted glass, particularly on primary elevations.



This arched stained glass transom window on the façade is a character-defining feature of a West Market Street home.

W17 Avoid blocking in, covering or reducing the size of original window openings. In the case of mothballing a vacant building, plywood coverings – placed on the interior of the window frame - may be used on a temporary basis, but this should not be a permanent treatment.

W18 Avoid the placement of skylights in roof locations that are visible from the public right-of-way.

W19 Newly added windows and windows on additions should reflect the proportions of the historic windows, and should respect but not necessarily duplicate the size, patterning and details of the historic windows. New windows should not be added to the primary façade of a building.

W20 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.



W21 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.

W22 If storefront windows are to be replaced, use large sheets of clear glass that match the original window size. Blinds, curtains or removable opaque film should be installed on the interior if the building use no longer necessitates display. If a false wall is to be installed to block the storefront windows, it should be set back at least 18 inches from the windows and be readily removable.

W23 Avoid covering transom windows unless it is being done as a temporary measure to protect the glass and allow for future restoration. 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.

W24 Window air conditioning units should not be installed on primary facades unless no other locations are feasible. Original sash should not be permanently altered or removed, nor should window openings be altered, to accommodate window air conditioning units.

To accommodate the window air conditioning unit shown here, the lower sash has been removed and a fixed upper window has been added, changing the character and configuration of the window opening.

WINDOW MAINTENANCE:

- * Regular maintenance and repairs should be undertaken to make windows weather-tight and energy efficient. This may include periodic paint removal and repainting, replacing glazing compound as needed, repairing the wood with epoxy or fillers, and weatherstripping. Maintenance work does NOT require a Certificate of Appropriateness from the NAHPC.
- * Proper caulking around the window increases energy efficiency and improves comfort. A good bead of caulk should be applied – and re-applied as needed – where the window trim meets the wood siding or masonry, and also where the sill and the jamb meet.
- * Factors such as poor design, moisture, vandalism, insect attack, and lack of maintenance can all contribute to deterioration, but moisture is the primary contributing factor in wooden window decay. This is often evidenced by paint not properly adhering to the wood surface. Identify and correct any moisture problems as the first step of any window repair project.



This circa 1950 photo shows the south side of State Street between Spring and Market streets, with the former City Hall building in the foreground.

From the collection of the Stuart Barth Wrege Indiana History Room, Floyd Co. Library