

**CITY OF DELAWARE  
HISTORIC PRESERVATION COMMISSION  
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex\*\*  
6:30 P.M.**

**AGENDA**

REGULAR MEETING

March 24, 2021

1. ROLL CALL
2. APPROVAL of the Motion Summary of the Historic Preservation Commission meeting held on February 24, 2021 as recorded and transcribed.
3. REGULAR BUSINESS
  - A. DISCUSSIONS
    - (1) Fiberglass-Clad Windows
4. STAFF COMMENTS
5. COMMISSION MEMBER COMMENTS AND DISCUSSION
6. NEXT REGULAR MEETING: April 28, 2021
7. ADJOURNMENT

\*\*This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by the Commission, staff, or the public will be available.

**HISTORIC PRESERVATION COMMISSION  
MOTION SUMMARY  
February 24, 2021**

ITEM 1. Roll Call

Chairman Coleman called the virtual meeting to order at 6:33 p.m.

Members Present: Cara Hering, Mark Reed, Mark Smiles, Sherry Riviera, Stephanie VanGundy, Chairman Joe Coleman

Member Absent: Councilwoman Lisa Keller

Staff Present: Dianne Guenther, Development Planner

**Motion to Excuse:** Mr. Reed motioned to excuse Councilwoman Keller, seconded by Vice-Chair Riviera. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on January 27, 2021, as recorded and transcribed.

**Motion:** Mr. Smiles motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on January 27, 2021, as recorded and transcribed, seconded by Ms. VanGundy. Motion approved with a 6-0 vote.

ITEM 3. REGULAR BUSINESS

- A. 2021-0332: A request by MOHIO Pizza for a Certificate of Appropriateness for a proposed rear permanent patio at 23 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther reviewed the staff report that was provided to the Commission. She reviewed that the Applicant had previously appeared before the Historic Preservation Commission at the January 27, 2021 meeting for an Informal Review. The Applicant is proposing to move forward to the construction of a rear permanent patio area. The Applicant is proposing to use cable shade that will be suspended from a black metal grid support system attached to the rear building wall and black metal vertical posts within the patio area. The cable shades will be suspended from the top grid and the cable shades will be lengthened to drape over the western end of the patio to shield the sun from the patio patrons. To assist with screening the parking lot, dumpsters the Applicant proposes a 6-foot-high black metal picket fence with horizontal wood slats to be affixed to the interior of the patio fence for additional screening.

Ms. Van Gundy and Chairman Coleman voiced a concern over the fence height and that it is a deviation from the current Standards.

Mr. Reed informed the Commission that he spoke with the Applicant on the fence request and that it was to help with shielding the sun and the parking lot view.

Ms. Hering voiced a concern regarding affixing horizontal wood slats to the interior of the patio fence since this typically is not consistent with the Standards. Discussion suggested an interior trellis would be more appropriate.

The Applicant was not present for the virtual meeting.

**Motion:** Vice-Chairwoman Riviera motioned to approve 2021-0332 along with Staff Recommendations 1 and 2 and with the provision that fencing shall be consistent with Architectural Standards with respect to materials that is wrought iron or similar (the interior wood slats may be substituted with an interior trellis) and that the height should be no more than 36” and any deviation of the fence would require further consideration of the Commission, seconded by Ms. Van Gundy. Motion approved by a 6-0 vote.

- B. 2021-0339: A request by Rylee Ltd for an Informal Review for the proposed demolition and reconstruction of 24-26 South Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther reviewed the staff report that was provided to the Commission. She reviewed that the Applicant had previously appeared before the Historic Preservation Commission for an Informal Review on July 22, 2020 to seek input on the project. Due to the building’s deteriorating condition from aging and three major flooding events, the Applicant would like to demolish the building and reconstruct a new building in its place. Also reviewed were the reports from the Chief Building Official.

**APPLICANT:**

Mark Lundquist  
Rylee Ltd  
1110 Morse Road  
Columbus, Ohio

Chairman Coleman discussed the concern on demolition, but that certain circumstances need to be factored. He indicated that he would not approve a demolition without an approved design.

Ms. Hering also discussed that the building could have merits for demolition, but also would need to have an approved design before making the decision. She requested to have formal architectural design and drawings presented to the Commission.

Ms. Riviera voiced concerns on a demolition and would prefer the Applicant look at the potential to rehabilitate the building.

Ms. VanGundy discussed that many buildings on the south side of Sandusky were affected by the flood and concerns that others would also want to demolish their buildings. She discussed her preference to rehabilitate the building. She also requested if the Applicant had spoken to adjoining owners.

Mr. Reed discussed the preference to have both front and back renderings of a proposed façade.

Mr. Smiles discussed that each case for demolition should be on its own merit and the need to look at the recommendation of the Chief Building Official in the decision. He discussed that he would consider new construction.

The Commission discussed the proposed revised rendering that were provided. They discussed previous construction in the Historic District and that they did not try to replicate the building.

C. DISCUSSIONS  
(1) Fiberglass-Clad Windows

Ms. Guenther reviewed the last discussion and request for methodology for replacement windows. The parameters of approval of a comparable window replacement are based on the National Park Services Preservation Brief 9: The Repair of Historic Wooden Windows. She reviewed this briefing and the section Window Replacement. She discussed that the Commission may want to create an appendix to the Architectural Standards outlining the factors and information. She discussed that each case will be different and may not require the same level of detail to be submitted based on age, architectural style, etc. Ms. Guenther was requested to draft an amendment to include fiberglass-clad windows in the Standards to present before the Commission.

- ITEM 4. STAFF COMMENTS
- ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION
- ITEM 6. NEXT REGULAR MEETING: March 24, 2021
- ITEM 7. ADJOURNMENT

**Motion:** Mr. Smiles moved to adjourn the meeting, seconded by Vice-Chairwoman Riviera. The Historic Preservation Commission meeting adjourned at 8:14 p.m.

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Chairperson

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Elaine McCloskey, Clerk



MEMORANDUM

**DISCUSSION: FIBERGLASS-CLAD WINDOWS**

To: Historic Preservation Commission Members

From: David Efland, Planning and Community Development Director  
Dianne Guenther, Development Planner

Date: March 24, 2021

RE: Proposed Change to Architectural Standards for Downtown Delaware:  
Inclusion of Fiberglass-Clad Windows As An Acceptable Window Treatment

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At last discussion of the referenced topic at the February 24, 2021 meeting, the Historic Preservation Commission reviewed additional information regarding methodology to approve replacement windows. The parameters for approval of a comparable window replacement are essentially based on the National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows, in the section entitled Window Replacement.

The Commission appeared agreeable to include fiberglass-clad windows as an approved material for window replacement in the Historic District Overlay. Staff was requested to draft the appropriate changes to the existing Architectural Standards for review and approval by the Commission. As discussed, changes to the Architectural Standards will entail:

- 1) Revisions to Existing Text in Architectural Standards: Amending the sections of the body of the Standards referencing windows to include fiberglass-clad windows.
- 2) Create Figure 9 in Appendix for Window Guidance: To be consistent with the format in the existing Appendix of the Architectural Standards, "Figure 9" depicting a typical window diagram is proposed to be created. It will be immediately followed by text with guidance on factors to consider in (a) determining if a window may be repaired or replaced and (b) selecting a replacement window.
- 3) Certificate of Appropriateness Application Submission Requirements for Window Replacement: The window guidance mentioned above will be followed by an outline of submission requirements to be included with a Certificate of Appropriateness application specifically for window replacement.

These changes are presented in the following pages for review and comment by the Commission. Staff suggests reading the changes with a complete copy of the Architectural Standards in hand for relevance in the subject context.

Regarding next steps, Staff will make any edits resulting from the Commission's review of the proposed changes. Upon finalization of the proposed text, a formal case proposing the modifications to the Architectural Standards, which will include the affected pages in the Standards with bolded text and strikethroughs as needed, will be presented to HPC for approval via majority vote. The proposed

changes and HPC's approval are then forwarded to the Planning Commission for concurrence. Next, Staff will prepare an Ordinance for presentation to and passage by City Council authorizing the revisions to the Architectural Standards as approved by HPC (and the Planning Commission). Lastly, the Architectural Standards will be revised accordingly effective the date of the passage of the Ordinance.

**REVISIONS TO EXISTING TEXT IN ARCHITECTURAL STANDARDS**

*The proposed revisions would include the following sections of the Architectural Standards regarding window treatments. Suggested language for the revision to the text of the existing Architectural Standards is bolded in red below:*

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**Page 3 -- PART 1: STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS**

**Historic Window and Door Treatments**

When existing historic windows cannot be repaired, replacement windows shall maintain the profile and size of the historic window, including sash and trim. Windows shall not be replaced with single fixed light installations. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Replacement windows shall be of wood, **and/or wood with aluminum cladding, and/or wood with fiberglass cladding**. Existing windows shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation.

**Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

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**Page 5 -- PART 2: STANDARDS FOR NEW CONSTRUCTION**

**STANDARDS FOR THE DOWNTOWN CORE SUBDISTRICT**

Upper Floors

When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double hung or have a horizontal division in the middle and shall be of wood, **and/or wood with aluminum cladding, and/or wood with fiberglass cladding**. Aluminum cladding shall not be a mill finish and/or natural aluminum color.

**Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

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Page 6 --PART 2: STANDARDS FOR NEW CONSTRUCTION

**STANDARDS FOR THE TRANSITIONAL SUBDISTRICT**

Upper Floors

The upper floors of buildings taller than one-story in the Transitional subdistrict shall have separate, vertically proportioned windows with at least a 2 to 1 height to width proportion. Existing windows are important to the look of a building, and shall not be boarded up, bricked in, or otherwise covered up. Street-facing windows that have been boarded up, bricked in, or otherwise covered up shall be reopened and/or reinstalled as a part of any façade renovation or rehabilitation. When replacing windows, the profile and size of the original sash and trim shall be maintained. Window sash shall not be replaced with sash inappropriate to the age and style of the building. If divided sash are used, divisions shall appear from the exterior as true muntins. Upper story windows shall be double-hung or have a horizontal division in the middle and shall be of wood, **and/or** wood with aluminum cladding, **and/or wood with fiberglass cladding**. Aluminum cladding shall not be a mill finish and/or natural aluminum color. Their placement shall coordinate with the storefront divisions.

**Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

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Page 8 --PART 2: STANDARDS FOR NEW CONSTRUCTION

**STANDARDS FOR THE RESIDENTIAL SUBDISTRICT**

**Windows**

Street-facing windows shall be double-hung and shall maintain vertical proportions with at least a 3 to 2 height to width ratio. If divided sash are used, divisions shall appear from the exterior as true muntins. When replacing windows, the profile and size of the original sash and trim shall be maintained.

**Required Materials**

Main building: Standard modular brick and/or painted horizontal wood siding.

Trim (e.g., fascia, soffit, frieze, casement, etc.): Stone and/or painted wood.

Porch columns, railings, etc.: Painted wood.

Roofing: Slate, standing-seam metal, asphalt shingles, or wood or composite shakes or shingles.

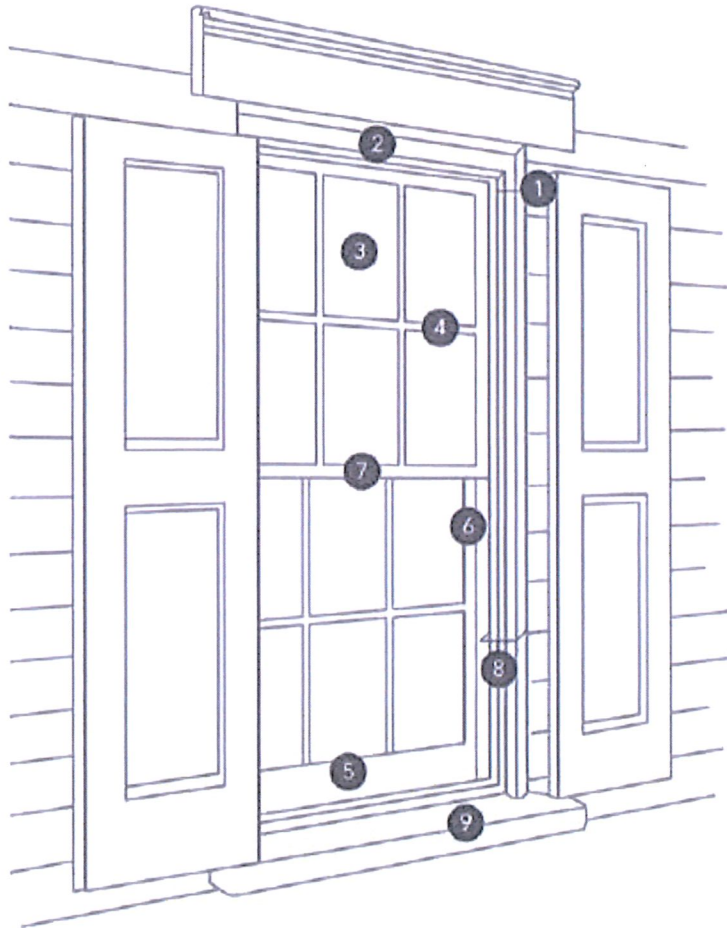
**Windows: Wood, wood with aluminum cladding, and/or wood with fiberglass cladding. Aluminum cladding shall not be a mill finish and/or natural aluminum color.**

**Figure 9 in the Appendix illustrates a typical window profile with guidance on factors to consider in determining if a window may be repaired or replaced and selecting a replacement window.**

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**PROPOSED FIGURE 9 OF TYPICAL WINDOW PROFILE IN APPENDIX**

*This window sketch would be a new addition to the Appendix of the existing Architectural Standards.*



1. **Brick Mold** – The molding, usually wooden, that covers the gap between the window frame and the opening into which the window is set.
2. **Casing** – The molding surrounding the window jamb, usually seen on the exterior on frame buildings.
3. **Lights/Glazing/Panes** – The glass or pieces of glass that makes up the transparent portion of a window.
4. **Muntin** – The narrow horizontal and vertical pieces that hold together the panes of glass in multi-pane windows.
5. **Sash** – The wooden frame located inside the jamb that holds the glass; also known as the operable component of the window.
6. **Stiles** – The vertical members of the sash.
7. **Meeting Rails** – The bottom horizontal member of the upper sash and the top member of the lower sash.
8. **Jamb** – The sides and top of a window.
9. **Still** – The bottom side of the window usually made out of heavier material that slopes away from the building to help shed water.

Source: City of Fernandina Beach, FL Historic District Council

TYPICAL WINDOW PROFILE  
Figure 9



### PROPOSED GUIDANCE ON WINDOW REPAIR AND REPLACEMENT

*This section would be a new addition to the Appendix of the existing Architectural Standards immediately following Figure 9 Typical Window Profile. This section includes storm windows and screens, which are not currently addressed in the Architectural Standards. Staff recommends these two items be included.*

#### FACTORS TO CONSIDER IN THE REPAIR OR REPLACEMENT OF WINDOWS

Original windows define the historic context of the building; reflect its time period, style, and regional characteristics; and should be preserved when possible. There is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should begin with an assessment of the existing windows, rather than window products currently available. Select a replacement window which retains as much of the character of the historic window as possible. Energy efficiency is only one of the factors for replacement; it should not dominate the decision.

Generally, typical residential windows and upper floor windows on downtown commercial buildings include: one-over-one, two-over-two, four-over-four, or six-over-six. This is in reference to the number of window panes in each window sash. (For example, the window in the diagram is considered six-over-six.) The original windows typically are double-hung with counterweights to move the sash up behind the upper sash. Attempt to understand the uniqueness of the window's contribution to the appearance of the façade, including:

- the pattern of the window openings and their size
- proportions of the frame and sash (e.g. the width/depth of styles, rails, and meeting rails)
- configuration of window panes
- muntin profiles (replacement must be simulated divided lite—not just grids between the glass)
- type of wood
- paint color
- characteristics of the glass
- associated details such as arched tops, hoods, or other decorative elements

In many cases, repair and retrofit of the historic windows is more economical than total replacement. If not carefully analyzed, selected replacement units will be unlike the originals in design and appearance. Since windows are important in defining the building's historic character, insensitively designed replacement windows may destroy the building's historic character. At times, unique designs require custom-made windows. Changing the original window pane style or opening size is not appropriate.

The following factors may be considered in determining whether a window may be replaced:

- The window frame or sash is missing.
- The window is not original or contributing.
- The window does not have stained or leaded glass.
- More than half of the sash is rotten (wood) or rusting (metal) and the existing condition has been documented by the Applicant and reviewed by City Staff.
- Mold is continuously growing on the interior of the window sash or frame and the existing condition has been documented by the Applicant and reviewed by City Staff.

- Condensation is continuously appearing on the interior of the window and the existing condition has been documented the Applicant and reviewed by City Staff.
- The window does not meet egress requirements.
- Appropriate ongoing efforts to weatherize, maintain, or repair the window are not successful.
- The installation of a storm window over a contributing primary window will not address the issue.
- The installation of a storm window will not allow the operation of a contributing primary window.

The following factors may be considered in selecting a replacement window if it is determined the existing contributing window cannot be weatherized, maintained, or repaired:

- The Applicant is to submit details and profiles of the existing and new windows for comparison by the Historic Preservation Commission.
- Only the sash should be replaced if the original frame is in good condition.
- Replacement sash must be comparable to material and profiles of the existing contributing window.
- All parts of a replacement window (including sash, frame, stile, rails, sills, moldings and muntins) must be comparable to the existing contributing window in material, size, profile, operation, and proportion.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered if the contributing window was all metal. The new window must be comparable in profile, operation, and proportion to the contributing window.
- Window openings shall not be filled in or altered to accommodate larger or smaller replacement windows.
- Basement windows should be maintained to allow light and ventilation into that space.
- Glass block should not be installed in window openings.
- An insulated window may be considered if the size, profile, operation, and proportion is comparable to the contributing window.
- Insulated windows with divided lites shall have true divided lites with muntins that are comparable to the size and profile of the original muntins. Simulated divided lites may be considered, if the muntins are bonded to the exterior and interior of the window, are comparable to the size and profile of the original muntins, and have a minimally visible spacer bar between the two glass panes.
- Glass color, texture, and tinting are to match existing.
- Stained or leaded glass is not to be insulated unless original to the opening or historically documented for the opening.
- A wood, aluminum-clad wood window, or fiberglass-clad wood window may be considered for new construction if the size, profile, operation, and proportion are appropriate to the style and design of the new construction.

The following recommendations may be considered in maintaining or installing storm windows and window screens:

- Maintain and preserve historic storm windows whenever possible. (These are typically found in the Residential Sub-district of the Historic District.)
- To be historically accurate, choose removable or fixed exterior wood storm windows. Painted metal storm windows are an appropriate alternative to wooden storm windows.
- Choose as narrow a sash frame as possible if an exterior metal storm window is selected.

- The storm window meeting bar is to be in the same location as the meeting rails of the primary window sashes.
- Install exterior, low profile storm windows that fit the original window openings and do not obscure the glass or sash. The frame of the storm window should be mounted inside the existing window frame.
- Exterior wood and metal storm windows of the primary windows are to be a color compatible with the color scheme of the building, usually the same color as the sash.
- Do not use single sheets of glass or Plexiglas as storm windows over double-hung windows. Single sheets may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.
- If there are no historic photographs or other physical evidence of historic storm windows or screens being in place, in the absence of such documentary evidence, interior storm windows and interior screens are to be installed on residential use and commercial buildings in the Historic District following the design parameters above. Alternatively, a request for a Certificate of Appropriateness may be made to the Historic Preservation Commission for consideration of exterior screens on a case-by-case.

#### **PROPOSED SUBMISSION REQUIREMENTS FOR WINDOW REPLACEMENT**

*This section would be a new addition to the Appendix of the existing Architectural Standards immediately following Figure 9 Typical Window Profile and the guidance on window repair and replacement.*

#### **SUBMISSION REQUIREMENTS FOR A CERTIFICATE OF APPROPRIATENESS APPLICATION FOR WINDOW REPLACEMENT**

The key to successful planning for window replacement is a careful evaluation of the existing physical condition of the existing windows. Replacement should match or be comparable to the historic sash in pane size and configuration, glazing, muntin detailing and profile, and historic color and trim. At times, the profiles of replacement elements, such as muntins, sash, frames, and moldings are flatter and wider or narrower and thinner than the historic profiles. These items are important for consideration since a change in relief and profile affects the character of the historic window, which in turn alters the overall appearance of the entire building.

If it is obvious that the windows in place are not the original windows, the Applicant will be asked to locate historic photographs of the building to replicate the original or earlier style. Or, in the absence of documentary evidence, select a window style that will not detract from the historic appearance of the building or the Historic District.

The following information will be required to be submitted with a request for a Certificate of Appropriateness for window replacement for review by the Historic Preservation Commission:

- 1) Clear, colored, detailed photographs, including at least one of each:
  - Full-frame shot of the entire building
  - Full-frame shot of individual windows from the exterior
  - Full-frame shot of individual windows from the interior
  - Close-up views of intersection of sills and frames
  - Close-up views of sash, focusing on bottom rail and muntins (if existing)
  - Close-up view of sills and bottom rails from the interior

- 2) A photograph key illustrating the location of the windows on the building in relation to the photographs.
- 3) A written description of each window denoting its material, the type of window it is, and its configuration. For example: Window 1 is wood, double-hung, 6-over-6.
- 4) Window section drawings of both the existing and proposed windows, or submitting a list of measurements comparing the individual elements of the existing windows to the proposed windows (as depicted in Figure 9 Typical Window Profile).
- 5) A brochure from the window manufacturer detailing the product and the selected product color.