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

AGENDA

REGULAR MEETING April 28, 2021

1. ROLL CALL

2. APPROVAL of the Motion Summary of the Historic Preservation Commission meeting held on March 24, 2021 as recorded and transcribed.

3. REGULAR BUSINESS

   A. 2021-1191: A request by the City of Delaware for approval of revisions to the Architectural Standards for the Downtown Historic District and to include fiberglass-clad wood windows as an approved material in the City of Delaware Historic Overlay District.

      - JOIN VIRTUAL MEETING: To provide live public comment please email emccloskey@delawareohio.net or call 740-203-1013 to sign up by 3 p.m. the date of the meeting. **Name and address are required for public comment**. Comments are limited to 3 minutes.

      - EMAIL, LETTER, PETITION: Written public comment, maximum of 500 words, is to be received by 3 p.m. the date of the meeting to be presented to the Commission for submission and read into the record. **Name and address are required.**

      - FACEBOOK: Comments received on Facebook will not be presented during the meeting and will be addressed by staff subsequent to the meeting as appropriate.

4. STAFF COMMENTS
   (1) Proposed Spring Street Properties Demolition

5. COMMISSION MEMBER COMMENTS AND DISCUSSION

6. NEXT REGULAR MEETING: May 26, 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
March 24, 2021

ITEM 1. Roll Call
Chairman Coleman called the virtual meeting to order at 6:34 p.m.

Members Present: Cara Hering (unavailable due to computer issues from 7:08 p.m. to 7:10 p.m.), Mark Reed, Mark Smiles, Stephanie VanGundy, Councilwoman Lisa Keller, Vice-Chair Sherry Riviera, Chairman Joe Coleman

Staff Present: Dianne Guenther, Development Planner

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on February 24, 2021, as recorded and transcribed.

Motion: Ms. VanGundy motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on February 24, 2021, as recorded and transcribed, seconded by Mr. Smiles. Motion approved with a 7-0 vote.

ITEM 3. REGULAR BUSINESS

A. DISCUSSIONS
(1) Fiberglass-Clad Windows

The Commission reviewed the staff report provided to them regarding the proposed revisions to the Architectural Standards for Downtown Delaware: Inclusion of Fiberglass-Clad Windows as an Acceptable Window Treatment. Ms. Guenther was requested to proceed with preparation of a formal case proposing modifications to the Architectural Standards.

ITEM 4. STAFF COMMENTS
Ms. Guenther discussed the procedure for sidewalk permits and discussed the plan to have the greenhouse and igloo structures that are placed on patios removed by April 30 and discussed potential regulations for use after non-COVID environment. Councilwoman Keller voiced concerns on having a date for the structures to be removed if the businesses felt they were beneficial to use.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Vice-Chair Riviera voiced concerns related to two letters received regarding the informal review for a demolition of 24-26 South Sandusky Street. Ms. Guenther clarified that there was no formal case or application submitted and recommended that discussion wait until a formal application is submitted. Chairman Coleman discussed the concern of setting a precedence.

ITEM 6. NEXT REGULAR MEETING: April 28, 2021

ITEM 7. ADJOURNMENT

Motion: Ms. VanGundy moved to adjourn the meeting, seconded by Mr. Reed. The Historic Preservation Commission meeting adjourned at 7:23 p.m.

_____

Chairperson

_____

Elaine McCloskey, Clerk

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EST 1808
CITY OF
DELAWARE
OHIO

HISTORIC PRESERVATION COMMISSION / STAFF REPORT
CASE NUMBER: 2021-1191
REQUEST: Revisions to Architectural Standards
PROJECT: Fiberglass-Clad Wood Windows As Approved Material
MEETING DATE: April 28, 2021

APPLICANT
City of Delaware
Historic Preservation Commission
1 South Sandusky Street
Delaware, OH 43015

REQUEST
2021-1191: A request by the City of Delaware for approval of revisions to the Architectural Standards for the Downtown Historic District and to include fiberglass-clad wood windows as an approved material in the City of Delaware Historic Overlay District.

LOCATION & DESCRIPTION
The revisions to the Architectural Standards will affect all properties located in the City of Delaware that are subject to the historic preservation chapter requirements contained within Chapter 1190 of the Zoning Code, which is the Historic District Overlay, and depicted on the City of Delaware Historic Overlay District map, as amended from time to time.

BACKGROUND
At the July 25, 2018 HPC meeting, Commissioner Stephanie VanGundy suggested, and the Commission recommended, to engage in a discussion regarding fiberglass-clad wood windows and for Staff to research the longevity and other historic cities that have worked this type of window into their Architectural Standards. The suggestion resulted from a denial of a Certificate of Appropriateness for HPC 2018-1514 for a variance to use fiberglass-clad wood windows instead of aluminum-clad wood windows, which the Applicant indicated would result in similar or better durability and an overall cost-savings for the project.

Throughout 2019, 2020, and into 2021, Staff arranged a manufacturer presentation of the product and provided reports on the regulatory process to incorporate new language into the Architectural Standards, the vetting process used by the City of Columbus to allow this window material, outreach to state and federal agencies involved with historic preservation, and methodology and parameters for approval of a comparable window replacement. National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows, in its section entitled Window Replacement provides the basis for guidance on window repair and placement. Staff was then requested to draft the appropriate changes to the existing Architectural Standards for review and approval by the Commission.

At its March 24, 2021 meeting, Staff presented the changes to the Architectural Standards to HPC, which entailed:

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.

Commission members reviewed all new text and offered comments. Staff then summarized 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.

PROPOSAL

Staff completed the edits as suggested by HPC at its March 24, 2021 meeting. To be incorporated into existing text structure in the Architectural Standards, the term "fiberglass-clad wood windows" is written as "wood with fiberglass cladding," which has the same meaning. The actual amended pages of the Architectural Standards are attached to and made a part of this Staff Report. They include revisions to Page 3, 5, 6, and 8, and the addition of Pages 37, 38, 39, and 40. The edits are illustrated below:

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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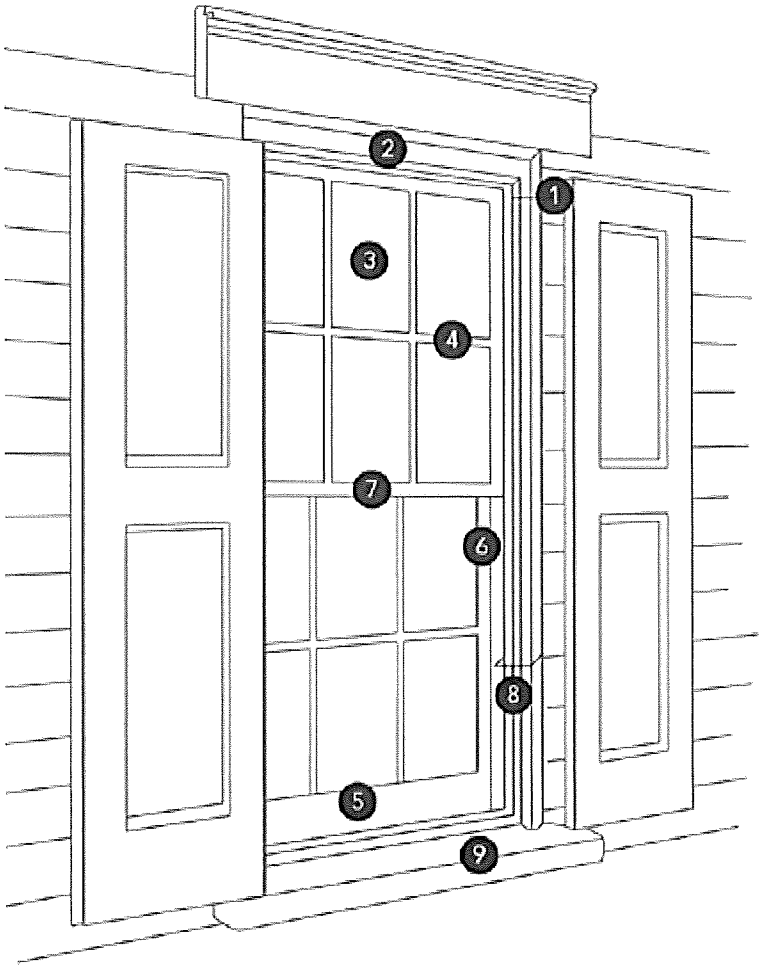
PROPOSED FIGURE 9 OF TYPICAL WINDOW PROFILE IN APPENDIX

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.

Factors Determining Window Replacement

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.

Replacement Window Selection

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 to 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.

Storm Windows and Window Screens

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

- 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.
- 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.
• Single sheets of glass or Plexiglas are not permitted as storm windows over double-hung windows.
• Single sheets of glass may be used on transoms and single-pane or single-lite windows.
• Do not install mirrored or tinted glass in storm windows.

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 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 existing 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 a durable mid-range to high-end quality product and the selected product color.

This ends the section of revisions to the Architectural Standards.

STAFF ANALYSIS

Staff finds that the Historic Preservation Commission possesses the authority under Section 1190.04(g) of the Zoning Code for the development of the Architectural Standards:

(g) The HPC shall develop standards and guidelines for preserving the historic and architectural significance of the historic districts, on a district-by-district basis, which shall be based on the Secretary of the Interior's Standards for Rehabilitation. The standards and guidelines shall promote redevelopment of historic structures and assure that new development within each district is compatible with existing development.

As technology changes and improves, construction materials will do the same. Staff finds that HPC performed its due diligence in the investigation of the proposed window product. There has been a paradigm shift at municipal, state, and federal level historic preservation agencies regarding materials used to achieve historic profile appearance. Projects which apply for historic district compliance approvals or funding approvals are reviewed to ensure they comply the Secretary of the Interior Standards for Rehabilitation following guidance from the National Park Service (NPS) Preservation Standards. NPS Technical Preservation Services Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors speaks to alternate materials for historic preservation efforts. The substitute materials should match the appearance and general properties of the historic material and not damage the historic resource. The key is to use a material for the best look and profile. Window sash replacement or total window replacement is allowable, and again, the use of a product that will match the existing profile is key. The proposed materials must ensure that the historic integrity of the building would remain after the work is completed. Interviewed sources indicate fiberglass exterior/wood interior windows have been approved for these types of projects, and the material works well.

In addition, NPS Technical Preservation Services Preservation Brief 9: The Repair of Historic Wooden Windows, in its section entitled Window Replacement provides the basis for guidance on window repair and placement. HPC has incorporated this guidance into the appropriate proposed text revisions to the existing Architectural Standards.

Therefore, HPC has fulfilled its duty under the referenced section of the City Zoning Code. Staff is supportive of the proposed window product and related revisions to the Architectural Standards. The proposed revisions will have a positive impact on investments by Historic District building and business owners without compromising the integrity of the historic fabric of the City of Delaware.

STAFF RECOMMENDATION (HPC 2021-1121)

Staff recommends approval of the request by the City of Delaware for revisions to the Architectural Standards for the Downtown Historic District and to include fiberglass-clad wood windows as an approved material in the City of Delaware Historic Overlay District.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled*_____

CONDITIONS/MISCELLANEOUS:

PART 1: STANDARDS FOR REHABILITATION OF HISTORIC BUILDINGS

New additions to historic buildings shall comply with both the Secretary of the Interior's Standards for Rehabilitation and with the Standards for New Construction. Any alteration or addition to a non-historic building shall be treated as new construction and shall comply with the Standards for New Construction (Part 2).

For purposes of applying these Standards, a historic building is defined as any building or building feature that has gained historical significance in the community. In establishing historical significance, the Commission may consider a number of factors, including but not limited to the age of the building, the architectural contribution of the building, whether events of historical or cultural significance have occurred at the building, and whether a noted individual or group is associated with the building.

The Secretary of the Interior's Standards for Rehabilitation, as currently published and hereafter revised, shall be applied in rehabilitating historic buildings within the Historic District.

The Secretary of the Interior's Standards for Rehabilitation (37 CFR 67)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historical significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Treatment of Non-Historic Storefronts

When undertaking changes to a non-historic storefront on a historic building, the new work shall be designed and constructed to reflect the historic character of the building. The historic character shall be determined from historic photographs and physical evidence. In the absence of such documentary evidence, a design shall be based upon typical commercial storefronts of the era from which the building dates. In any situation the Commission may consider changes in design necessitated by adaptive reuse of the building or by the use of modern materials and building techniques.

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.**

Store entrances may be recessed 3-6 feet into the building face so that a door may open outwards without obstructing the sidewalk. The recessed opening shall extend from the ground to the bottom of the header. The door shall be glazed (with at least 50% glass in area and not more than 75%) and the sides of the recess at the entrance shall also be transparent above the base. A transparent or opaque glass transom shall extend from the top of the door to the bottom of the header.

Upper Floors

The Downtown Core upper floors shall be faced with standard modular brick or cut stone facing with stone or cast stone details, such as lintels, sills, and capitals. Upper floors shall have vertically-proportioned window openings whose width is no more than half their height. 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 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. **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.**

Window spacing shall be consistent with the divisions that occur within the storefront.

In the case of a multi-lot width property, the upper floors shall express the 20 to 25-foot typical lot divisions in the form of bays by using different window types, pilasters, other changes in wall articulation, or any combination of these across lot divisions.

The street-facing roofline shall be horizontal and carry a strong cornice element that is at least $1/15^{th}$ of the total building height. Alternatively, the vertical dimension of the cornice of an adjacent building may be approximated.

Structures in the Interior of Blocks

In the Downtown Core, structures constructed in the interior of city street blocks shall be no more than three stories or 40 feet in height. Walls of such structures that are visible from a public way shall be finished in brick that may be combined with pre-cast concrete or stone masonry details.

These walls shall have horizontal tops and be capped by a cornice. These walls shall also carry windows, openings or relief such as recesses to create the appearance of windows. These shall be proportioned so as to be taller than wide. Building walls not visible from a public way may be finished in brick or cementitious or synthetic stucco.

STANDARDS FOR THE TRANSITIONAL SUBDISTRICT

The Standards for this subdistrict are intended to maintain the character of the area surrounding the Downtown Core as a transitional environment between the downtown and the surrounding neighborhoods. This subdistrict consists primarily of commercial buildings of one or two stories. Some of the buildings form a uniform streetwall as in the Downtown Core subdistrict, while others appear as separate buildings.

In some areas of this subdistrict, one-and two-story buildings are characterized by a continuous wall surface that carries down to street level around the storefront. Others look more like Downtown Core buildings. The result is a streetscape that shows more building variation than the Downtown Core.

Figures 3, 4, and 5 in the Appendix illustrate typical historic commercial buildings in the Transitional subdistrict.

Site Plan

Transitional subdistrict buildings shall be built to the back of the sidewalk and cover the entire lot width, maintaining a continuous streetwall. Parking may be on the street or on-site at the rear of the building but not on the side of the building. The main entrance shall be at the front. Rear entrances, where they exist, shall be designed as true entrances, not as back doors.

Overall Building Form

All new construction in the subdistrict shall be compatible with the design character of the surrounding historic streetscape. Buildings shall be either a Transitional building, as described herein, or a Downtown Core building, as described in the Standards for the Downtown Core subdistrict.

Transitional buildings shall be one or two stories with a continuous wall surface that carries down to street level around the storefront. The façade's primary building material shall be brick. At least ninety percent (90%) of the width of the ground-floor streetwall shall be fully glazed storefront. All upper stories shall have street-facing windows.

Buildings may cover more than one lot, in which case the facade shall be treated visually to express bays of a single lot width.

Storefront

The storefront shall consist of a solid base, transparent glass, and a header, which may be transparent or opaque. The base shall be 12 to 24 inches high and the material used shall contrast with the primary building material of the façade.

The entrance door shall be glazed (with at least 50% glass in area and not more than 75%) but does not need to be recessed. If it is recessed, the sides of the recess shall also be glazed. In both cases, the transom between the top of the door and the header shall also be made of transparent or opaque glass.

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.**

The upper wall on the single-story type may include sign bands that do not extend over the storefront divisions.

STANDARDS FOR THE RESIDENTIAL SUBDISTRICT

Buildings in these areas, regardless of their use, are residential in character. Within the subdistrict, there is considerable variation in siting, streetscape, and the style of the buildings, depending on the immediate neighborhood. One of the defining characteristics of this subdistrict is that most of the buildings were built originally as free-standing, separate residences, with front, side, and back yards.

Figures 6 and 7 in the Appendix illustrate typical historical buildings in the Residential subdistrict.

Overall Building Form

The typical building form shall be a simple, one and a half or two-story box, with few projections. Projections may be the full height of the building, roof dormers, or simply be a front porch (open or screened). The roof may be hipped or gabled. Roof pitches shall be 6 in 12 or steeper. Street-facing windows shall be separate and shall align vertically between the two floor levels. Street-facing garages are prohibited.

Site Plan

The Standards for the Residential subdistrict reflect the variation in existing siting within the subdistrict. See Figure 8 in the Appendix.

Franklin Street, E. Winter Street, and Central Avenue

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 15 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall be on the street face, connected to the sidewalk by a paved walkway.

Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

William Street **and S. Union Street**

The front yard setback shall match that of an adjacent residential structure. If no residential structure is present, the front yard setback shall be 35 feet. No additional curb cuts shall be allowed without the approval of the City Engineer. The front yard shall be planted with turf and/or landscaped.

On-site parking shall be at the back of the building and shall be screened from the street. While there may be an entrance from the parking area, the building's main entrance shall face the street, connected to the sidewalk by a paved walkway.

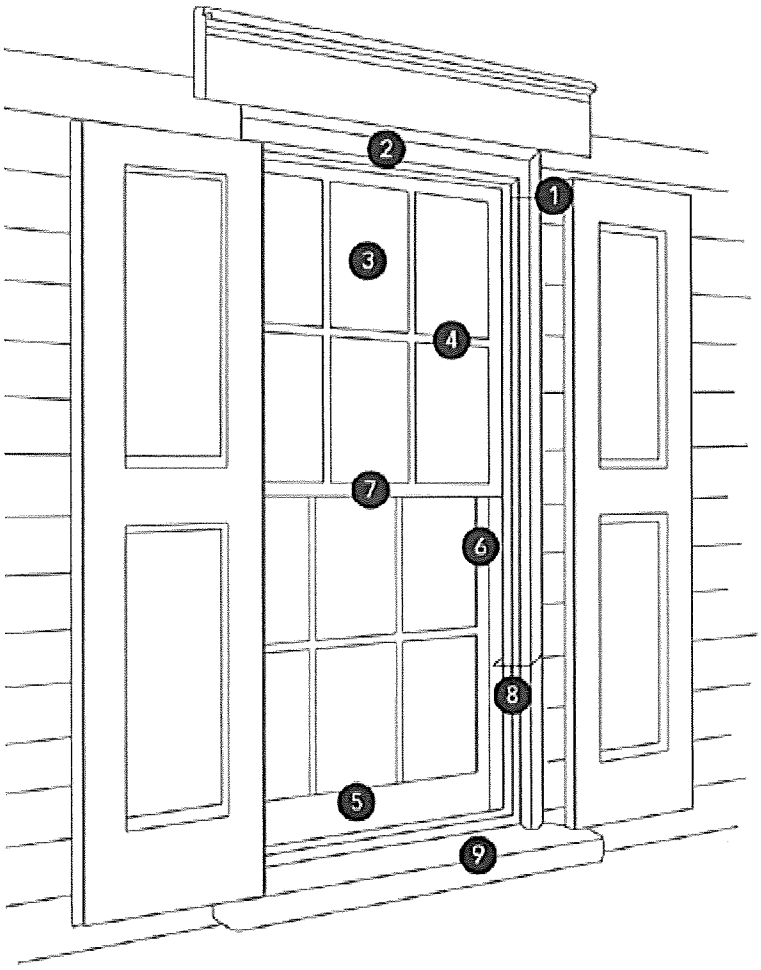
Existing trees in the tree lawn shall be maintained or, if necessary, replaced at or near their present locations, as approved by the Shade Tree Commission.

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.



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

GUIDANCE ON WINDOW REPAIR AND REPLACEMENT

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.

Factors Determining Window Replacement

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.

Replacement Window Selection

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 to 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.

Storm Windows and Window Screens

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

- 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.
- 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.
- Single sheets of glass or Plexiglas are not permitted as storm windows over double-hung windows.
- Single sheets of glass may be used on transoms and single-pane or single-lite windows.
- Do not install mirrored or tinted glass in storm windows.

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 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 existing 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 a durable mid-range to high-end quality product and the selected product color.