

Historic Landmarks and Preservation Districts Commission

WINDOW Design Guidelines – Clifton

Revised –December 2010

Design Requirements

W1 The maintenance and repair of historic windows are essential to preserving the historic character and fabric of Clifton structures and the overall Clifton historic district. For that reason historic windows on street-address facades and street-facing facades shall not be replaced with new windows unless the Clifton ARC determines that the condition of existing windows, safety or energy efficiency considerations, or other relevant factors support window replacement.

During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.

<EDITOR'S NOTE: INSERT GRAPHIC IMAGE OR PHOTO HERE SHOWING EXAMPLES OF 'STREET ADDRESS FAÇADE' AND 'STREET FACING FAÇADE'>

W2 If historic windows on facades other than street-address facades or street-facing facades are replaced, or the owner is authorized to replace windows on street-address façade or street-facing façade pursuant to W1, the new windows shall convey the same visual appearance as the historic windows. The visual appearance of a window is based on details such as sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and other decorative features. Replacement windows may either be accurate reproductions using historical, pictorial, and physical documentation or be a new design that is compatible with the historic character of the building and the district. Use of wood, metal, or synthetic window systems for authorized window replacement is permissible.

During the planning stage for possible window replacement on any façade, and prior to submittal of an application for a Certificate of Appropriateness for window replacement, property owners should consult with the Landmarks staff on the application of these guidelines to their structure, options for addressing the property owner's needs, and concerns regarding their windows.

(Editor's note – this text was moved to W2 above)

W3 Do not use replacement sash that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock windows

W4 Replacement windows proposed for facades other than street-address facades or street-facing facades, and those authorized pursuant to W1 for street-address facades and street-facing facades shall operate in the same way as the original windows - double-hung windows are replaced with double-hung, and casement windows are replaced with casements.

W5 Thermal glazing windows that have muntins in accordance with W2 shall have such muntins permanently applied and may also incorporate internal dividers between the glass panes. .

W6 Do not apply reflective or insulating film to window glass on street address facades or street-facing facades.

W7 Do not use smoked, tinted, or reflective glass on windows on street-address facades or street-facing facades.

W8 Do not block-in or back-paint transoms or sidelights.

W9 Do not alter the number, size, location, or shape of original windows on street-address façades or street-facing facades by making new window openings or permanently blocking existing openings. If windows are no longer needed, they should be shuttered if original shutters exist. If shutters do not exist, a temporary closure should be prepared, leaving the window frame intact.

W10 Do not locate any new window openings for a new use on street-address façades or street-facing facades.

W11 Do not cover the front face of historic window trim with metal or siding material. Siding may butt up to the side of historic window trim.

W12 Do not install new floors or dropped ceilings that block the glazed area of windows. If such an approach is required, the design should incorporate setbacks that allow the full height of the window to be seen unobstructed.

W13 If exterior storm windows are installed they should duplicate the shape of the original window.

W14 Do not install exterior storm windows or screens that damage or obscure historic windows or frames.

W15 Do not alter window sashes to accommodate window air-conditioning units.

W16 Install any security bars in such a way that they do not obscure the architectural character of original windows or damage historic fabric. Commercial security grills should retract out of sight during business hours.

W17 Design awnings to complement existing architectural features. They should not overwhelm the façade.

W18 Awnings shall be of a material and form compatible with the building's historic character. Contemporary designs may be considered if compatible with the design and character of the building.

W19 Install awnings in a way that does not harm the building. Limit hardware installation to that which is required for structural stability. Anchors shall be installed in mortar joints, not masonry units.

W20 On commercial buildings attach awnings between the window display area and the signboard or second-floor window sills. Awnings shall be attached below the transom line where historic prism glass is present and building scale allows.

W21 Install awnings so that the valance is no lower than 9' above the sidewalk.

W22 Replacement shutters should match the visual appearance, size, and location of the originals and may be constructed of wood, metal, or synthetic material.

W23 Install shutters only where there is historic evidence for them.