

## Window

- 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 façades and street-facing façades 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.
- W2** If historic windows on façades other than street-address façades or street-facing façades 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.
- W3** Replacement sash should not be used that does not fit historic window openings. Original openings should never be blocked-in to accommodate stock-sized windows.
- W4** Replacement windows proposed for façades other than street-address façades or street-facing façades, and those authorized pursuant to W1 for street-address façades and street-facing façades, 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** Reflective or insulating film shall not be applied to window glass on street-address façades or street-facing façades.
- W7** Smoked, tinted, or reflective glass shall not be used on windows on street-address façades or street-facing façades.
- W8** Transoms or sidelights shall not be blocked-in or back-painted.
- W9** The number, size, location, or shape of original windows shall not be altered on street-address façades or street-facing façades 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** Any new window openings for a new use shall not be located on street-address façades or street-facing façades.
- W11** The front face of historic window trim shall not be covered with metal or siding material. Siding may butt up to the side of historic window trim.

- 
- W12** New floors or dropped ceilings shall not be installed 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** When installing exterior storm windows or screens do not damage or obscure historic windows or frames.
- W15** Window sashes shall not be altered to accommodate window air-conditioning units.
- W16** When installing security bars 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** Awnings shall be designed 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** Awnings shall be installed 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** Awnings shall be installed so that the valance is no lower than permissible by code (Building Code or Public Works).
- 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** Shutters shall be installed only where there is historic evidence for them.