

WINDOWS DESIGN GUIDELINES

Effective Date October 1, 2015

The below Windows Design Guidelines amend the guidelines contained in the Plymouth Historic District Commission Handbook dated January 2008.

26. Windows (Page 34)

a. History of Windows - no change

b. Determination of Historical Significance

Any building within the Historic District in whole or in part is deemed Historically Significant if so determined by the Commission or its designee to be significant, based on any of the following criteria:

- 1- The Building is listed on, or is within an area listed on the National Register of Historic Places; or
- 2- The Building has been found eligible for the National Register of Historic Places; or
- 3- The Building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic, or social history of the Town or the Commonwealth; or
- 4- The Building is historically or architecturally important (in terms of period, style, method of building construction, or associated with a recognized architect or builder) either by itself or on the context of a group of buildings, or
- 5- The building reinforces the character of the Historic District and its streetscape.

The following shall apply:

c. Repair and Restoration of Original or Historic Windows

Any building deemed Historically Significant, the Original or Historic Windows must be repaired and restored.

The Commission maintains a list of Window Restoration Contractors solely for the convenience of the applicants. Applicants may contact Commission staff to obtain the list.

If the applicant believes the repair and restoration of the original or historic windows is not practical, the applicant must provide documentation to that effect to the Commission from one or more of the Window Restoration Contractors contained on the list maintained by the Commission.

If the Commission agrees that repair and restoration of the original or historic windows is not practical, Window Replacements will be approved provided that the new windows are appropriate to the period and style of the building and match the existing in material, size, design, and location. In addition, original or architecturally significant surround details including moldings must be retained or replaced in kind, including material, dimensions, profiles, and decorative elements.

The Commission maintains a list of window manufacturers and windows, with Window Replacements it has determined are appropriate as replacements for Original or Historic Windows on Historic Significant Buildings. Applicants may contact Commission staff to obtain the list.

d. Replacement of Original or Historic Window Sash on Historic Significant Buildings

If it is determined that the window frames (jambs, head, and sill) are in good condition but the window sash(s) require replacement because the sash have deteriorated to the point of disrepair, the Commission may approve a replacement SASH KIT provided it replicates the historic true-divided wooden sash in material, size, muntin pattern and profile, and all other visual aspects; consistent with the period and style of the building. Window surround details including moldings must be retained or replaced in kind, including material, dimensions, profiles, and decorative elements.

The Commission maintains a list of window manufacturers with Sash Kits it has determined are appropriate as window sash replacements for Original and Historic Windows on Historic Significant Buildings. Applicants may contact Commission staff to obtain the lists.

e. Replacement of Non-Original and Non-Historic Windows on Historic Significant Buildings

If the existing windows are not original or historic but the building is deemed to be Historically Significant by the Commission or its designee, the Commission will approve a window replacement that is appropriate to the period and style of the building. Window surround details including moldings must be retained or replaced in kind including material, dimensions, profiles, and decorative elements.

The Commission maintains a list of windows manufacturers and windows, with Window Replacements it has determined are appropriate for Non-Original and Non-Historic Windows on Historic Significant Buildings. Applicants may contact Commission staff to obtain the list.

f. Replacement of Existing Glazing on Historic Significant Buildings

If the applicant is seeking window replacements or replacement of window sash to increase the thermal efficiency of the existing windows, the Commission may consider the retrofitting of the existing sash with double-pane glass.

g. Replacement of Windows on Non-Historic Buildings

For replacement of windows on Non-Historic buildings, the windows should reinforce the character-defining features of the building, the character of the historic buildings within its immediate setting, and streetscape.

The Commission maintains a list of window manufacturers and windows, with Window Replacements it has determined are appropriate as window replacements on Non-Historic buildings. Applicants may contact Commission Staff to obtain the list.

h. Submission of Alternate Window Replacements and Sash Kit Products

Applicants may submit Window Replacement and Sash Kit Products they believe meet or exceed the specifications of windows and sash kits found on the list of *Approved Window Replacements, Sash Kits, and Interior Storm Windows* maintained by the Commission, for review and approval. It is the responsibility of the applicant to:

- 1- Provide all required material specifications and test results.
- 2- Provide a comparative analysis between a window found on the list of *Approved Window Replacements, Sash Kit, and Interior Storm Windows*, and the applicants proposed Window or Sash Kit.
- 3- Provide evidence that the proposed Window Replacement or Sash Kit product has been installed for a minimum of 5 years on similar type buildings.
- 4- Provide a sample of the proposed window replacement or sash kit.

i. Addition of New Windows on Historic Significant Buildings

The addition of new windows on primary and highly visible elevations of a Historically Significant Building is not allowed. New windows may be added on other elevations provided they do not detract from an original or architectural significant arrangement, pattern, or rhythm of windows. The windows must follow the quality standards established for *Original or Historic Windows on Historic Significant Buildings*. Applicant may contact Commission staff to obtain the list of approved windows.

j. Addition of New Windows on Non-Historic Significant Buildings

The addition of new windows on Non-Historic Buildings is permitted provided the location, number, and design of the New Window(s) are appropriate to the age and style of the building and of its immediate surroundings. The windows must follow the criteria established for *Other Windows on Non-Historic Buildings*. Applicant may contact Commission staff to obtain the list of approved windows.

k. Criteria for New Windows, Replacement Windows, Sash Kits, and Retrofitting Existing Sash with Double-Pane Glass

Approval of Window Replacements, Sash Kits, and Retrofitting of existing window sash with double-pane glass will be governed by the following criteria:

- 1- Replacement Windows material: Refer to list of *Replacement Windows, Sash Kits, and Interior Storm Windows* maintained by the Commission.
- 2- Muntin pattern: Must be consistent with the period and style of the building.
- 3- Muntin profile: The three-dimensional profile of the muntin must be as historically accurate as possible and between 5/8" and 7/8" wide depending on the period and style of the building, and be not less than 3/8" in depth. For buildings constructed prior to the early 19th century, the Commission may require wider muntins.
- 4- Muntin attachment: The exterior and interior applied muntin must be integral to the sash frame to ensure durability. Spacer bars between the panes of glass must be included to further replicate the appearance of a true-divided light.

- 5- Glass in windows with true divided lights: Only non-tinted, non-reflective, and non-obsolete glass can be used.
- 6- Glass in windows with applied muntin: Only non-tinted, non-reflective, and non-obsolete Lo-E or energy efficient glass can be used.
- 7- Screens: Only half-screens are permitted.
- 8- Window color: Must be consistent with the period and style of the building.
- 9- Surrounds including moldings: Historically significant window surrounds and moldings must be preserved during the window replacement process. Where missing, such details must be restored or replaced in kind.

I. Non-Historic Non-Residential Buildings

On non-historic non-residential buildings the Commission may consider the use of extruded aluminum windows and curtain wall system.

The use of such windows and curtain wall system will be governed by the following criteria:

- 1- Only non-tinted, non-reflective, and non-obsolete Lo-E or energy efficient glass can be used.
- 2- Window and curtain wall color must be consistent with the period and style of the building, and its immediate setting, and streetscape.
- 3- Screens: Only half-screens are permitted.

Furthermore, the applicant must provide the Commission with the following for review and approval:

- 1- Material specification and tests results.
- 2- Evidence that the proposed extruded aluminum windows and curtain wall system has been used for a minimum of 5 years on similar type buildings.
- 3- A sample of the proposed Extruded Aluminum Window and Curtain Wall system.
- 4- Provide sample of the proposed color.