

Changes to the Building Exterior

2.6 WINDOWS, STORM WINDOWS, AND SHUTTERS



Example of Craftsman style windows

The following guidelines for the exterior of the building are neither technical nor prescriptive, but are intended to help guide proper decisions as they relate to changes made on an exterior of a property. Every part of the exterior, from the windows, doors, metal work, paint colors, and even the placement of utilities affects the integrity of the historic character and architecture of the building. The relationship between the sizes of the lintel to the size of the cornice on a building contribute to the beauty of a building. Every change on a building should be looked at as a part of the entire composition of its façade.

Wood windows are found on many of Covington's historic buildings. These windows usually date from the mid- to late-19th century to the 20th century. Windows may come in all different sizes and configurations, and may be unique to a particular architectural style. For instance, Queen Anne style houses may have a stained-glass sash over a single-paned clear sash, while an Italianate style house may have a tall, narrow 2-lite sash over a second 2-lite sash. Craftsman or bungalow style houses may have a wide multi-lite (3-6) sash over a single-paned sash. Windows are an important part of a building's overall design scheme, and help date the building's construction. Windows are a distinctive part of any building, and their shape and configuration should not be altered.

The improper or insensitive treatment of windows and their openings can drastically change a building. Retention of historic wood windows should always be the goal. Wood windows were built so that any part of the window could be repaired or replaced. Therefore, if just a part of the window is broken or rotted, that part of the window can be replaced. The most common argument against the retention and preservation of wood windows is that by replacing them with low-e insulated glass vinyl windows, a building owner will save a significant amount of money on energy bills. The fact is, as proven through numerous studies, a properly sealed and fitted historic wood window that is weather sealed and has a properly fitted and sealed storm window actually has the same, if not better, R value (insulation value) than a low-e vinyl window. Furthermore, if properly maintained, a wood window will last hundreds of years longer than a vinyl window.

Storm windows are an important component of preserving historic wood windows and making windows energy efficient. They are installed on the exterior or interior of a window to help protect against damaging weather, air infiltration, or to protect a historic window. Both wood and aluminum storm windows are permitted. Wood storms are an older type of storm window, and are not as common today as aluminum storms. Wood storms are a better insulator than aluminum, and if a home has wood storms, they should be retained and repaired as needed.

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Example of an Italiante style window

GUIDELINES

1. Repair original wood windows, rather than replace. Window repair is not difficult, and can be accomplished by the homeowner. If homeowners do not wish to repair the windows themselves, individuals who specialize in window repair and wood window sash fabrication can assist.
2. Respect the original material and mode of operation of the windows – i.e., steel casement windows should be replaced with steel and wood should be replaced with wood.
3. Only replace wood windows with wood windows or aluminum-clad wood windows when they are visible from the street or on a corner lot when two sides of the building are visible and when sufficient evidence that the original windows are too deteriorated to be repaired.
4. Vinyl windows may be permitted on side elevations when those elevations are not highly visible from the street or when permitted by the Urban Design Review Board (UDRB). Vinyl windows in a color other than white (such as almond, off-white, sand, or cocoa) are strongly preferred.
5. When vinyl, vinyl-clad wood, or metal (aluminum) windows on the front of buildings need to be replaced, they are to be replaced with wood windows or aluminum-clad wood windows, unless the original windows were not wood or the owner can demonstrate that prior approval was given (a Certificate of Appropriateness, or “COA”) to install these types of replacement windows. Vinyl, vinyl-clad wood, and metal (aluminum) windows are acceptable only when placed in

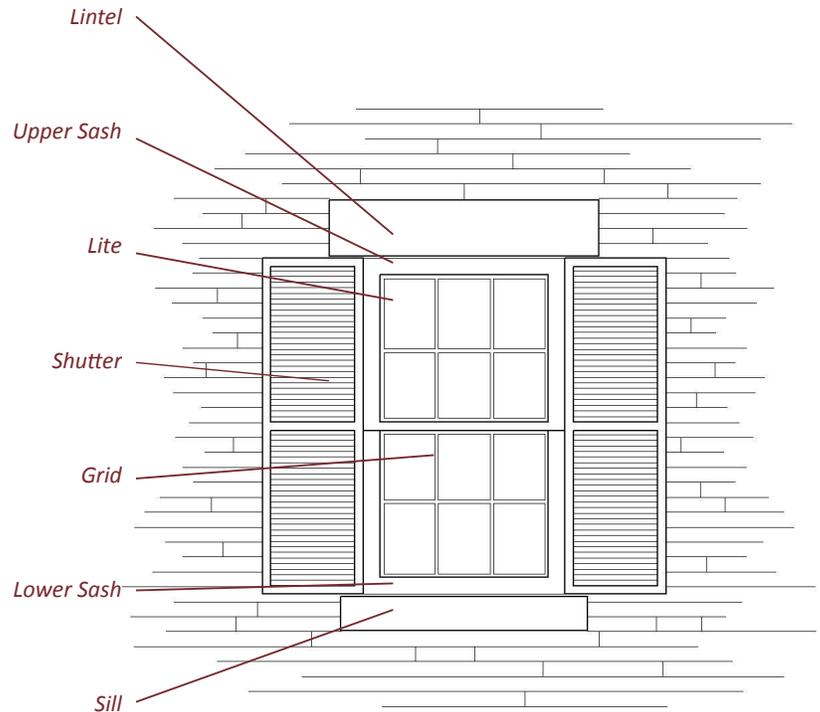
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the side and rear elevations of a building and upon approval by the UDRB.

6. Do not reduce the original window opening size. Replacement windows must always fit the existing opening. Window openings may not be enlarged or filled in on street elevations. On older buildings with large windows, this may require ordering custom-sized windows to fit the opening.
7. Replace multi-pane sash windows with windows that have true divided lites rather than snap-in grids or grids between panes of glass. Grids that are permanently affixed to the exterior of the glass are permitted.
8. If original window openings are to be filled in on the sides or rear of the building, the outline of the original openings are to remain apparent by setting infill material back from the surface of the building and leaving original sills and lintels in place. Original window openings on the sides or rear may also be blocked by attaching shutters in a closed position to maintain the appearance of a window, but only if shutters would have originally been used on the building.
9. New windows installed where there are no existing openings are to match the existing windows as much as possible, especially on the primary elevations. New openings are to be of the same size and at the same height as existing openings.

10. Existing wood casing and brick molding around a window must be maintained and painted. It may not be wrapped in vinyl or aluminum. If the wood casing or brick molding is in bad condition, it is to be repaired and replaced with new wood. If new wood windows are installed, new brick molding/casing may be used, but it should still match the original profile as closely as possible.



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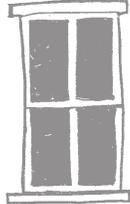
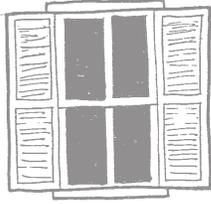


Example of appropriate storm window

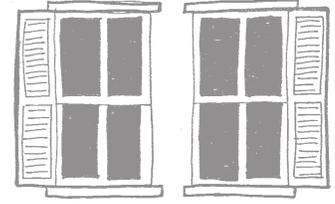
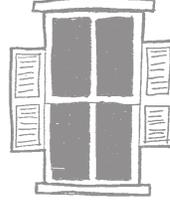
11. Use storm windows that are made out of wood or anodized aluminum with a dark finish. However, if the existing windows are painted white, then white storm windows are allowed.
12. Storm windows come in triple-track, double-track, and historic one-lite configurations, all of which are permitted. Historic one-lite storms have the narrowest profile and are the least obtrusive.
13. Storm windows are to fit the original window openings.
14. Choose as narrow a sash as possible, and make sure the storm window has the same meeting rail as the window behind it.
15. Storm windows need to have proper glass. Plexiglas storm windows are not permitted as the chemicals in Plexiglas cause the lead in windows (including stained glass) to break down.
16. Make sure that storm windows are properly fitted with sash tracks deep enough not to let air through. Storm windows should be well sealed with either weather stripping or caulk around moveable joints to get the most energy efficiency from the windows.

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Appropriate size shutters



Inappropriate: shutters are too small and shutters do not cover entire window when closed



Example of appropriate shutters

Shutters

17. Retain and repair all original shutter materials.
18. Match new shutters to original shutters in composition, size, shape, color, and texture. Metal, vinyl, or plastic shutters are not permitted.
19. When shutters are desired, they are to be sized so that they will theoretically or functionally cover the entire width of the window they border.
20. Shutters are to be added to buildings only where the style would have permitted shutters.

Glass Block Windows

21. Glass block windows are permitted on sides and rear elevations in basement windows when the openings are not highly visible from the street. The glass block is to be clear and recessed a minimum of 2" from the window lintel. If windows are on the front of the building, they are to be covered with a mesh screen or other form of screening.



Example of glass block with appropriate screening