

# Windows and Doors

## **Staff Letter - No Certificate Necessary:**

1. Interior storm windows.
2. Interior stained glass, if not installed in existing window sash.
3. Replacement of broken or missing glass with new glass to match the original.
4. Repair of existing storm windows and doors with materials and design to match the original with identical materials and design.

## **Staff Level Certificate of Appropriateness:**

1. Exterior storm windows and doors, provided;
  - a) No alteration to the opening is required.
  - b) They are not attached to and do not cover any exterior trim.
  - c) They are prefinished or painted.
2. Stained glass **installed** in windows or doors.
3. Restoration of windows and doors, including replacement of deteriorated parts.
4. Replacement of historic windows and doors when deteriorated beyond repair, provided replacement matches the original in dimension, materials, and style.
5. Replacement of missing windows or doors, provided replacement matches the originals in dimension, materials, and style.
6. Replacement of any non-historic door or window with an appropriate new one.

## **Commission Level Certificate of Appropriateness:**

1. Replacement of any historic door or window (sash and/or frame) that does not match the original.
2. Removal or alteration of existing windows or doors.
3. Creation of new window or door openings.
4. Any action deemed inappropriate by Staff.

## **Recommended:**

1. Windows on a historic building are important elements defining its architectural character and historic significance. Their original materials and features should be respected and retained if possible.

# Windows and Doors (cont.)

## Recommended: (cont.)

### 2. Considerations for window replacement:

The "Secretary of the Interior's Standards" and the "Hierarchy of Action in the Secretary's Standards" provide nationally accepted guidance on matters such as the replacement of windows. These standards recommend that deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features should be substantiated by documentary, physical, or pictorial evidence.

3. Existing windows can be repaired and retrofitted. It is recommended that consideration be given to using caulk, weather stripping, modern mechanical parts, and storm windows.
4. Storm windows should fit window openings exactly, without the use of spacers. They should be painted, anodized, clad, or otherwise coated in a color to match the existing windows or trim. They should be compatible with the window pattern (no simulated muntins or decorative details), should not obscure window trim and may be made of wood, aluminum, or other metals. Consider interior storm windows.
5. Original window trim should be preserved and retained. Only badly deteriorated sections should be replaced to match the original. Decorative window caps or other details should be added only if there is evidence that they existed originally.
6. Window shutters (also known as blinds) may be installed if there is evidence that they once existed on a building. For evidence, look for old photographs, remaining hinges, and hinge mortises.
7. Original doors should be repaired and retained, or if beyond repair, or replicated.
8. If an original door is lost, its replacement may be an old or new door compatible with the building style. New doors should be wood (unless the original door was of a different material) and should match the original in size, shape, and proportion.
9. Transom windows and door trim should be retained or reinstalled if there is evidence of their original existence.
10. Wood storm and screen doors are preferred, if fitted properly to the door opening with no spacers, if designed to not obscure the primary door design, and if there are no inappropriate decorative details or simulated muntins.
11. Hardware on a new door should be compatible with the building's style.
12. If the original hardware is missing from a historic door, replacement hardware should be compatible historic hardware or compatible new hardware.
13. Original garage doors that are significant to the character of a garage should be repaired and retained. If beyond repair, they should serve as a model for the design of replacement doors.
14. Replacement garage doors that are compatible with the garage design.
15. Using plastic for weatherization on the inside of windows.

## **Windows and Doors (cont.)**

### **Not Recommended:**

1. Replacement windows not similar to the original in size, dimensions, shape, design, pattern, and materials. Examples: metal and vinyl cladding, snap-in muntins, and tinted glass are not considered similar to original wood windows.
2. Creating new window openings or eliminating original window openings. This should be considered only when necessary and should be avoided on significant, highly visible elevations.
3. Eliminating original or adding new door openings, especially on significant facades. Any new openings should be indistinguishable from the original openings.
4. Sliding glass doors.
5. Discarding original door hardware. If possible, it should be repaired and retained.
6. Altering the size of garage door openings or changing single doors to double doors unless there is a documented access problem.
7. Residential style doors on commercial buildings.
8. Door styles that evoke an era pre-dating the building.
9. Using plastic on the exterior of windows and doors for weatherization.

### **Commission Policy on Temporary Closure of Window and Door Openings**

The Evansville Preservation Commission has adopted a policy that a property owner may close an exterior opening with an opaque material in a building in the preservation district for obvious reasons of security or repair for a period of four months without any need to obtain a Certificate of Appropriateness. If the owner of the building desires to keep the opening closed for more than four months, however, the owner must obtain a Certificate of Appropriateness from the Commission to keep the enclosure in place.