

## Guidelines for Windows, Shutters, Storefronts and Window Protection

### Windows

Windows are character-defining features and a significant architectural element of every historic building in Key West. Historically most of residential and mixed-use frame vernacular buildings built before 1945 had double sash true divided windows in a variety of designs, like 6 over 6, 2 over 2, 3 over one, and 1 over 1. Casement wood windows were also used but less commonly. Many commercial and institutional buildings built prior to 1945 had steel double sash, casement, or projecting windows. In the 1945 new window types, particularly metal and or glass jealousies and awning windows were manufactured making their accessibility a popular option for new construction and replacements of old windows. Location of a window and its impact to the overall elevation in the building are significant elements that are taking into consideration while analyzing the appropriate solution for a window matter.

[Include illustrations of type of windows]

The Secretary of the Interior's Standards are formulated under four pillars: identify and retain, protect and preserve, repair and replace when repairs are not a feasible option. However potential future impact of natural hazards on our island aggravates the loss, damage, or destruction of historic buildings. In an effort to mitigate the vulnerability of historic windows and the visual impact of window protections HARC has developed these guidelines to assist our citizens in making an appropriate decision pertaining to windows in their buildings. The goal must be to minimize any adverse impacts to the historic character of a building and the district to the extent possible in adapting the building to be more resilient.

HARC encourages the retention and restoration of historic windows and their components, including historic glazing, frames, hoodmolds, weights, sashes, muntins and any decorative elements. The more historic fabric a building can retain the more accurate information it can yield. Continuous maintenance shall include making the window weathertight by re-caulking, replacing deteriorated elements to match and painting.

#### A. Guidelines for window replacements:

1. Historic windows on buildings individually listed in the National Register of Historic Places shall be retain and preserved. If replacement is requested an assessment of the conditions of the windows will be required. If the window has lost more than 55% of its historic fabric a replacement will be considered if the new unit replicates the existing window, including design, dimension, and material. Impact resistant windows matching

dimensions, design and materials are an acceptable solution as replacements and must have clear glass or Low-E (minimum XX Visual Light Transmittance). Tinted or colored glass is not allowed. Muntin grids that match the same material of the window are required in the exterior of the glass if the design includes such grid.

2. Historic stain glass windows must be maintained, preserved, and restored and all efforts shall be made to protect them from deterioration. Replacement of any components must match existing in design and materials. Elements used for any reinforcement must match profile and color of existing to match and blend.
3. Replacement windows on principal elevations or elevations visible from the streets of frame vernacular, brick or concrete buildings that were built before 1945 shall match windows of the same period of the building, including design, dimensions, and materials. Impact resistant windows matching dimensions, design and materials are an acceptable solution as replacements and must have clear glass, can have double glass or insulated glass with Low-E (minimum XX Visual Light Transmittance). For buildings where original windows were steel, aluminum windows are acceptable replacements as long as the details, including munting profiles and reverse match period units. Tinted or colored glass is not allowed. Muntin grids that match the same material of the window are required in the exterior of the glass if the design includes such grid.
4. Replacement windows on secondary elevations of frame vernacular, brick or concrete buildings that were built before 1945 shall match windows of the same period of the building, including design, dimensions, but materials can be either wood, metal, or clad. Impact resistant windows matching dimensions and design are an acceptable solution as replacements and must have clear glass, can have double glass or insulated glass with Low-E (minimum XX Visual Light Transmittance). For buildings where original windows were steel, aluminum windows are acceptable replacements as long as the details, including munting profiles and reverse match period units. Tinted or colored glass is not allowed. Muntin grids that match the same material of the window are required in the exterior of the glass if the design includes such grid.
5. Replacement windows on frame vernacular, brick or concrete buildings that were built on or after 1945 can be of different type, particularly buildings with jalousie and awning windows. Impact resistant windows, either wood, metal, or clad, matching dimensions, are an acceptable solution as replacements and must have clear glass, can have double glass or insulated glass with Low-E (minimum XX Visual Light Transmittance). Tinted or colored glass is not allowed. Flat or interior muntins between glass exposed to the exterior is not allowed on elevations visible from the street. Window reveal and position in the fenestration must match existing.

6. Replacement windows in buildings and additions within the historic district and built under a Florida Building Code must meet current Code and efforts shall be made to use window units which their design be harmonious with adjacent historic buildings, particularly on visible elevations from a public right-of-way.
7. The use of a window that is visually incompatible to the historic appearance of the building or that obscure, damage or destroy character-defining features of a contributing or historic building is not allowed.

B. Changes to fenestrations:

1. Alteration of original window fenestrations on contributing or historic buildings is not allowed, unless the historic architectural review commission finds that the alteration will not adversely impact character defining elevations of a building. This also applies to alteration of a historic window fenestration to install a door. Restoring original location and dimensions of fenestrations is highly advised.
2. For a contributing or historic building with a new use requires emergency escape and rescue openings it is appropriate that such changes in fenestration dimensions be done in secondary elevations non-visible from the right-of-way.
3. The insertion of new floors or furred-down ceilings which cut across the glazed areas of windows and the exterior form and appearance of a window is changed on a contributing or historic building is not allowed.
4. Changes in window fenestrations on non-contributing or non-historic buildings shall be made in a manner that will not visually detract from any street.

## Shutters

## Storefronts

Storefronts are character-defining features of a commercial building. Historic storefronts must be preserved as they are part of the sense of place in the historic district commercial corridors.

Of significance, if a building is internally sub divided with different operational businesses, the totality of the frontage elevation reading shall be kept as one.

## Window Protection

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