

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 wooden, double sash true divided-lite windows in a variety of ~~designs~~ configurations such as, ~~like~~ 6 over 6, 2 over 2, 3 over one, and-or 1 over 1. Casement wood windows were also used but less frequently ~~commonly~~. Many commercial Commercial and institutional buildings built prior to 1945 generally had steel double sash, casement, or projecting windows. In ~~the~~ 1945, new window types, particularly such as metal and-or glass jealousies and-as well as awning windows were manufactured, making their accessibility a popular option for new construction and replacements ~~of-for~~ old windows.

The scale, visual characteristic and ~~L~~location of a window on a building and its impact to the overall elevation ~~in-of~~ the building are significant elements that ~~are-takingshall be taken~~ into consideration ~~while-when~~ analyzing the appropriate solution for a window. ~~matter~~.

The Secretary of the Interior's Standards are formulated under four pillars:

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.

Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.

HARC encourages the retention and restoration of historic windows and their components, including historic glazing, frames, hoodmolds, weights and pulleys, sashes, muntins, hardware and any decorative elements significant to the historic character of the window. Continuous maintenance shall include making the window weathertight by re-caulking, replacing deteriorated elements to match and painting. such as re-caulking, painting and replacing deteriorated elements is also encouraged. The more historic fabric a building can retain, the more accurate the information it can yield. Surviving historic fenestration is an irreplaceable resource which should be conserved and repaired whenever possible. Properly cared for these windows can last indefinitely.

With an increasing emphasis being placed on making existing buildings more energy efficient, replacement windows have become a greater threat than ever before to the character of historic buildings and areas. 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. Therefore, guidance on identifying, retaining, and preserving character-defining features, such as windows, is always given first.

Definitions: As used in this section, the following terms have the following meanings:

Color. "Color" means the sensible perception of hue, value and saturation characteristics of surfaces of window and door components.

Configuration. "Configuration" means the number, shape, organization and relationship of panes (lites) of glass, sash, frame, muntins, or tracery.

Details. "Details" means the dimensions and contours of both the stationary and moveable portions of a window or door, and moldings.

Existing window or existing door. "Existing window" or "existing door" means the window and/or door existing at the time of designation or a window and/or door which has been changed subsequent to designation pursuant to a permit issued by the Commission.

Fenestration. "Fenestration" means the arrangement, proportioning and design of windows in a building.

Finish. "Finish" means the visual characteristics, including color, texture and reflectivity of exterior material. Finish can be based on the original or historic finish, or finishes used at similar buildings in later eras of significance typical of a particular historic district as an alternative to matching the original or historic finish.

Frame. "Frame" means the stationary portion of a window or door unit that is affixed to the facade and holds the sash or other operable portions of the window or door.

Glazing. "Glazing" means the material, usually glass, that fills spaces between sash members (rails, stiles and muntins), commonly referred to as panes or lites. Note: glazing may consist of multiple layers of glass, including laminated glass and insulated glass with or without low-e coatings, provided the glass is otherwise clear.

Head. "Head" means the upper horizontal part of a window or door frame or opening.

Hoodmold. "Hoodmold", also called dripstone, or label, is molding projecting from the face of the wall, immediately above an arch or opening whose curvature or outline it follows.

Historic window or historic door. "Historic window" or "historic door" means:

- a window or door installed at time of construction of the building; or
- a window or door of a type installed at time of construction of similar buildings in similar periods and styles; or
- a window or door installed at time of major facade alterations 50 or more years ago.

Jamb. "Jamb" means the side parts of a window or door frame or opening, as distinct from head and sill.

Lite. "Lite" means a pane of glass, a window, or a sub-pane of a window or door.

Low-e. "Low-e" means a coating or sheet of material applied to glass that reduces the amount of heat transferred through the glass, which is considered clear or untinted for the purposes of these rules.

Match. "Match" means either an exact or an approximate replication. If not an exact replication, the approximate replication must be designed so as to achieve a suitable, harmonious and balanced result.

Meeting rail. "Meeting rail" means a sash rail in a double-hung window designed to interlock with an adjacent sash rail.

Member. "Member" means a component part of a window or door.

Molding. "Molding" means a piece of trim that introduces varieties of outline or curved contours in edges or surfaces as on window or door jambs and heads. Moldings are generally divided into 3 categories: rectilinear, curved and composite-curved.

Mullion. "Mullion" means a vertical primary framing member that separates paired or multiple windows within a single opening.

Muntin. "Muntin" means the tertiary framing member that subdivides the sash into individual panes, lites or panels; lead "comes" are often used in stained glass windows. Note: Muntins may be traditional true divided, or simulated divided lite ("SDL") type; however, grids placed between two sheets of glass only are not considered muntins.

Operation. "Operation" means the manner in which a window or door unit opens, closes, locks, or functions (e.g., casement or double-hung). If non-operable, a window unit (such as a side lite) is identified as "fixed."

Primary facade. "Primary facade" means:

- A façade fronting a street or public thoroughfare that is not a street, such as a lane or alley;
- A visible façade that possesses a level of design or significant architectural features that are commensurate with the building's street-fronting façade(s), and where such façade (i) faces but does not front a street, such as a setback façade, or (ii) is part of a dominant massing element where at least one façade is street fronting or street-facing, such as a tower element; and
- A façade with a primary entrance to the building.

Rail. "Rail" means a horizontal sash member.

Repair. "Repair" means work to correct deterioration or decay of, or damage to, a window or door or any part thereof and to restore same, as closely as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage. The term "ordinary repair" refers to work that does not require a permit.

Restoration. "Restoration" means the process of returning, as nearly as possible, a building or any of its architectural features to its original form and condition.

Sash. "Sash" means the secondary part of a window which holds the glazing in place. It may be operable or fixed, and is usually constructed of horizontal and vertical members. A sash may be subdivided with muntins.

Secondary facade. "Secondary facade" means a facade that does not front on a street or a public thoroughfare and that does not possess significant architectural features that are commensurate with the street fronting façade.

Significant architectural feature. "Significant architectural feature" means an architectural component of a building that contributes to its special historic, cultural and aesthetic character, or that in the case of an historic district reinforces the special characteristics for which the district was designated.

Sill. "Sill" means the lower horizontal part of a window frame or window opening; also the accessory member which extends as a weather barrier from frame to outside face of wall.

Special window. "Special window" means a window or door that possesses rare or distinctive traits reflective of its style and age, including but not limited to:

- A rare shape and distinctive pattern,
- Distinctive glazing
- Fine craftsmanship and/or distinctive materials, including bronze; brass; nickel silver; cast metal; and elaborate carved woodwork.
- Age, including original windows at buildings constructed prior to 1850(?)

A. Guidelines for window replacements:

1. Historic windows on buildings individually listed in the National Register of Historic Places and the Local City of Key West Register shall be retained and preserved. If replacement is requested, an assessment of the conditions of the each window will be required. If it is determined that anythe window has lost more than 55% of its historic fabric, a replacement will be considered if the new unit replicates the existing window being replaced, including configuration, detail, design, dimension, and material and color. Impact resistant windows matching configuration, detail, dimensions, design, and materials and

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

2. Historic staineded-glass windows and special 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-elevationsprimary facades 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 configuration, detail, design, dimensions, and materials and color. Impact resistant windows matching configuration, detail, dimensions, design, and materials, and color are an acceptable alternative solution as replacements and must have clear glassglazing, can have double-Double glass-glazing or insulated glass with Low-E (minimum XX Visual Light Transmittance) is permissible. For buildings wherewhere, original windows were-are steel, aluminum windows are acceptable replacements as long as the details, including munting profiles and revere-reveals match period units. Tinted or colored glass is not allowed. Muntin grids that match the same material of the window are required in-o the exterior of the glass-glazing if the design includes such grid.
4. Replacement windows on secondary elevations-facades of frame vernacular, brick or concrete buildings that were built before 1945 shall match windows of the same period of the building, including configuration, detail, design, and dimensions. The ,but materials can be either wood, metal, or clad. Impact resistant windows matching configuration, detail, dimensions and design are an acceptable solution-alternative as replacements and must have clear glassglazing, can have double-Double glass glazing or insulated glass with Low-E (minimum XX Visual Light Transmittance) is permissible. For buildings where original windows were steel, aluminum windows are acceptable replacements as long as the details, including munting profiles and revere-reveal match period units. Tinted or colored glass is not allowed. Muntin grids that match the same material of the window are required in-on the exterior of the glass-glazing if the design includes such grid.
5. Replacement windows on frame vernacular, brick or concrete buildings that were built on-in or after 1945 can be of different types, particularly buildings with jalousie and awning windows. Impact resistant windows, either wood, metal, or clad, matching configuration,detail,dimensions and design, are an acceptable solution as replacements and must have clear glassglazing, can have double-Double glass glazing or insulated glass with Low-E (minimum XX Visual Light Transmittance) is permissible. 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 conditions.
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-are harmonious in design with adjacent historic buildings, particularly on visible elevationsprimary facades from a public right-of-way.
7. The use of a window that is visually incompatible to the historic appearance of the-a building or that obscures, damages or destroys 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 that requires an emergency escape and rescue openings, ~~it is appropriate that~~ such changes in fenestrations ~~dimensions shall~~ be located ~~done in~~ on secondary ~~elevations-façades and~~ non-visible from ~~the~~ any public 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.
5. The replacement of missing or broken glazing in historic windows with high-performance clear glazing is allowed, only if the historic character of the window can be maintained.
6. Installing clear, low-emissivity (low-e) glass or film without noticeable color in historically-clear windows to reduce solar heat gain may be allowed if the historic character of the window can be maintained.
7. Installing whiteout /translucent (frosted appearance), privacy mirror (one-way) films, decorative films, black films or colored films are not allowed. An exception to this rule may be reviewed on a case by case bases which would allow only whiteout / translucent (frosted appearance) films for privacy purposes. Examples that may be considered for exemption include windows located on secondary façades in bath / restroom areas, exam rooms or any other window located in a room that may require added privacy.