

# City of Pacific Grove Window Guidelines – Draft 7/16/2010

These window guidelines are intended to provide clarification for window replacements on historic and non-historic structures. If you have any questions regarding these guidelines or how they apply to your proposed project, please speak with a planner.

## Non-Historic Buildings:

1. Consistency of window style and materials within a single structure is encouraged. Also, the replacement of non-original windows with the style and materials of the original windows is encouraged.
2. Materials including wood, vinyl or aluminum clad wood, aluminum/metal frame, and vinyl windows are acceptable in non-historic buildings.
3. Interior sandwiched muntins are not acceptable unless the majority of the existing windows on the front façade of the structure have interior sandwiched muntins.

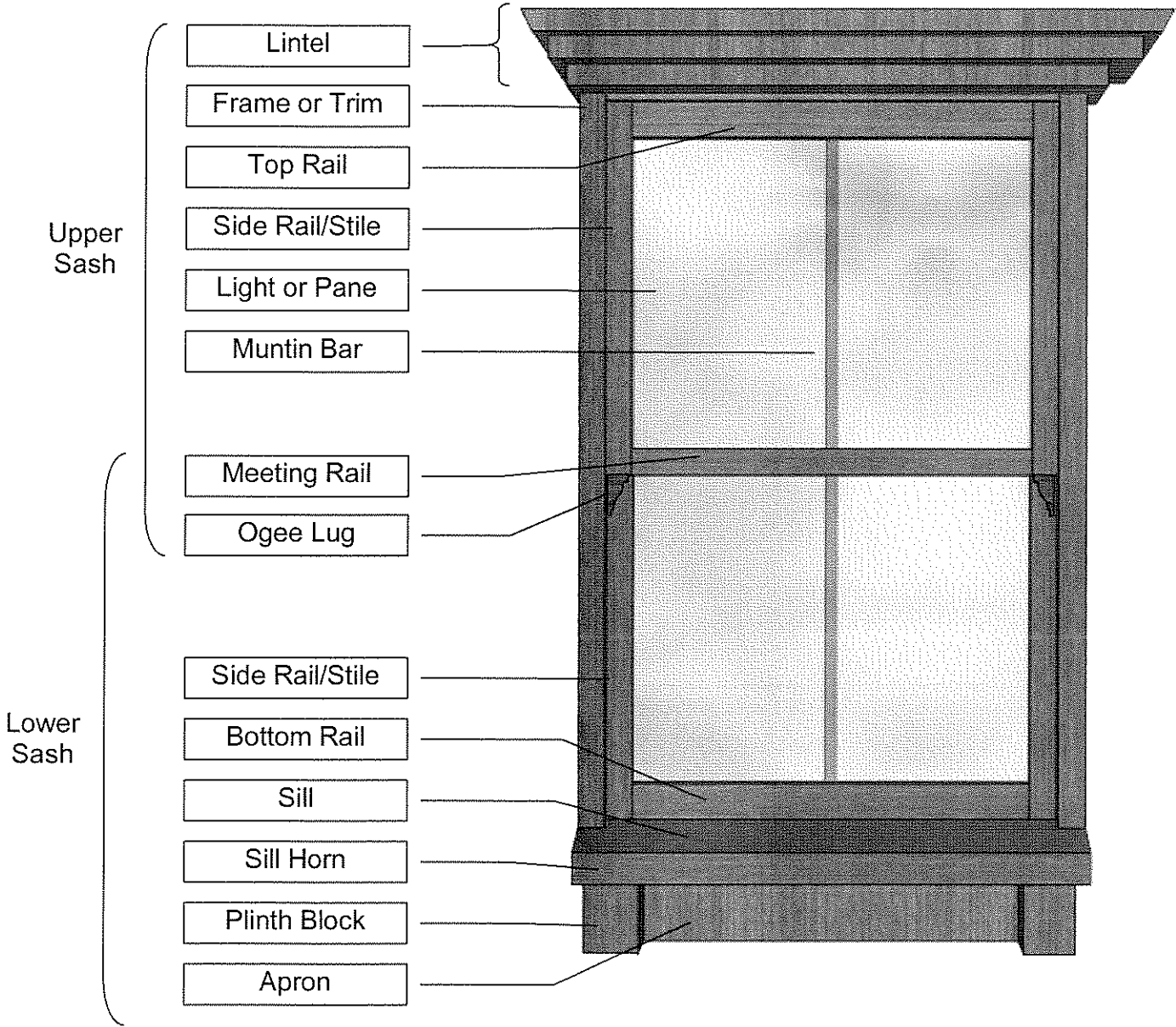
## Historic Buildings:

1. The hierarchy for treatment of original wood windows is as follows:
  - a. Original wood windows that can be repaired must be repaired and retained, per the Secretary of the Interior Standards for Historic Buildings (National Park Service).
  - b. If a component (sash, frame, sill, etc) of an original wood window is determined to be “too deteriorated to repair” by the City’s Building Inspector, then that component may be replaced with a new component to match the original. “Match” means same material, size, shape, pattern, rail widths, decorative features, etc. (See Typical Window Components on back of this sheet)
2. Non-original windows on historic structures may be replaced with new windows:
  - a. That match other original windows existing on the structure, or
  - b. That match the original appearance of the structure, as evidenced by photographs or other means, or
  - c. If no original windows exist and no evidence of original appearance is available, non-historic windows may be replaced with new windows that compliment the style of the historic structure, as determined by an approved historic consultant.
3. Windows in new additions to historic structures shall be solid wood or aluminum clad wood, and shall compliment the style and appearance of the historic structure. Vinyl and vinyl clad windows are not acceptable. Metal frame windows are not acceptable unless the existing windows in the historic structure are of a similar material.
4. Interior sandwiched muntins are not acceptable in historic buildings.

## Buildings over 50 years old, Undetermined Historic Status:

1. If the proposed window replacements are determined to be “visually insignificant” by the Chief Planner or designee, replacements may follow the guidelines for Non-Historic Buildings listed above.
2. If the proposed window replacements are determined to be “visually significant” by the Chief Planner or designee, replacements shall follow the guidelines for Historic Buildings listed above, or the building shall be evaluated for historic significance via an Initial Historic Screening and/or Historic Determination.

### Typical Window Components

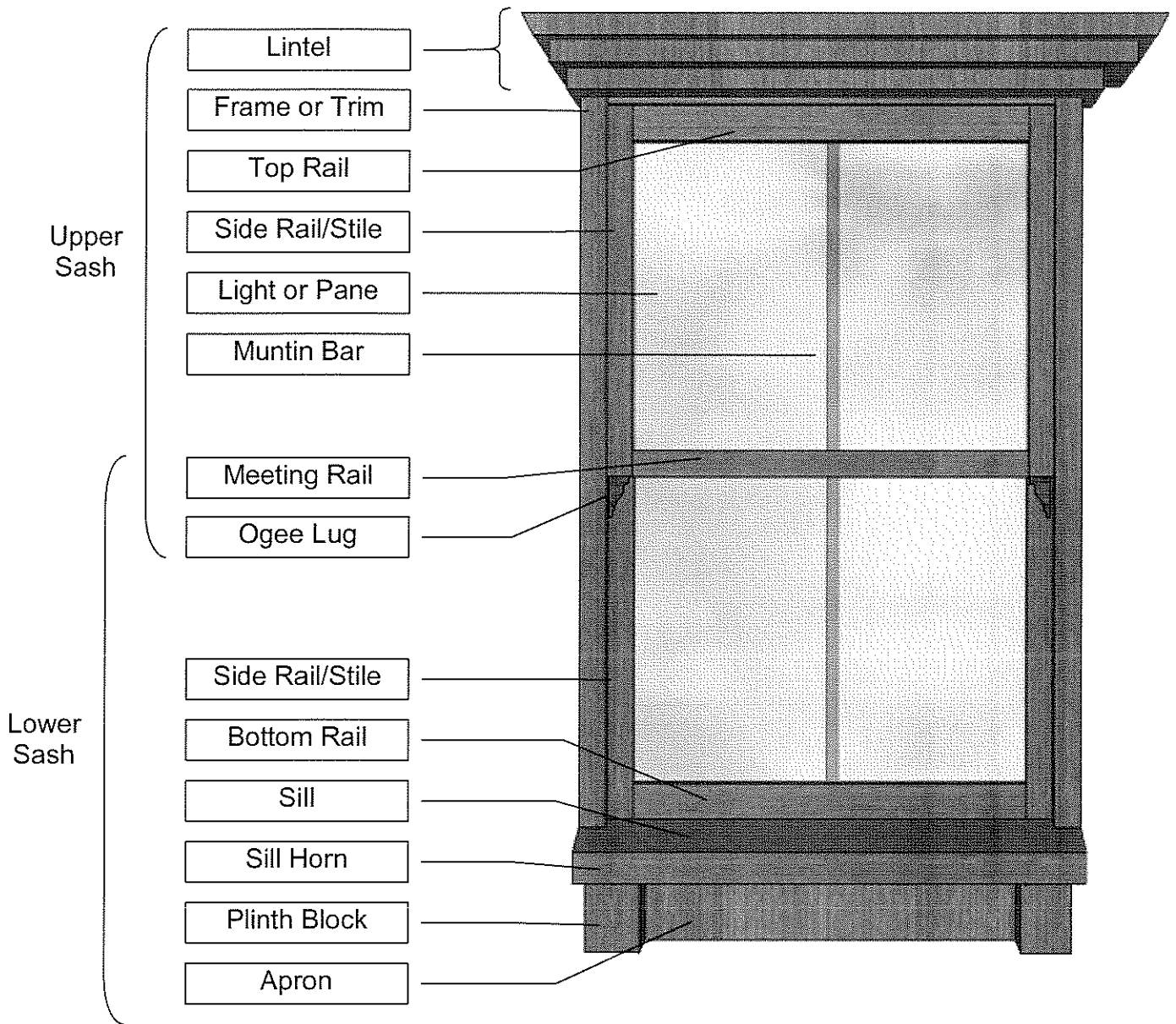


## HISTORIC WINDOW INSPECTION REPORT

Address: \_\_\_\_\_

Window Number or Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_



**Inspectors Notes:**

	Sash/Rail components	Frame/Trim components	Sill components	Other
Repairable				
Too Deteriorated to Repair				



### GUIDELINES FOR WINDOWS

These guidelines are intended to provide further clarification of the City's Architectural Guidelines for Single-Family Residences related to appropriate window materials (Guideline #39 and Appendix I) and provide similar window guidelines for all buildings in Pacific Grove. To streamline the review process, the Board recommends that the attached "Window Worksheet" be made available to potential applicants at the Community Development Department. The worksheet is intended as a helpful aid - not a required submittal.

#### Recommended Guidelines:

1. The preferred hierarchy for review and treatment of windows (including trim) in historic buildings is as follows:
  - a. Repair when possible;
  - b. Replicate materials and existing period features;
  - c. Replace with like materials to closely approximate the existing period features;
  - d. Replace with different or alternative materials to closely approximate or be compatible with the existing period features.
2. For historic buildings or additions to historic buildings, the muntins, frames, sashes, sills and exterior trim should match or closely approximate the profile of the period features (Refer to the attached window worksheet for information on character-defining period features). For projects involving additions to historic buildings, alternative materials may be appropriate in the addition.
3. Solid vinyl window materials are usually not acceptable in historic buildings but may be acceptable in non-historic buildings.
4. Alternative materials including exterior cladding may be appropriate window materials for historic buildings in some cases, and are generally acceptable in non-historic buildings.
5. Interior "sandwiched" muntins are usually not acceptable in any building. If interior muntins are proposed, a full-scale or corner sample of the window should be provided for the Board to review.

If your old windows are beyond repair, it may be necessary to replace them, either with exact replicas or with windows that closely approximate the period features of the originals. Before choosing new windows, it may be helpful to answer the following questions, which are designed to pinpoint important period window features on your project. For help in identifying typical window elements, refer to the diagram on page 5.

**WINDOW TYPE:** Check the appropriate boxes to indicate the existing window types, styles and materials on your project

- Double hung (both sashes designed to slide up and down) # \_\_\_\_\_
- Single hung (only one sash slides) # \_\_\_\_\_
- Casement (window swings open) # \_\_\_\_\_
- Fixed # \_\_\_\_\_
- Other # \_\_\_\_\_ Type? \_\_\_\_\_
- Single light (one pane of glass) # \_\_\_\_\_
- Divided light (smaller panes) # \_\_\_\_\_
- Wood # \_\_\_\_\_  Metal # \_\_\_\_\_  Other # \_\_\_\_\_

**SIZE AND PROPORTIONS** - It is important to preserve the original dimensions and proportions of your home's windows. Note the dimensions of the original windows (including putty) and all their parts below, as viewed from outside:

Width of side rails: \_\_\_\_\_ Width of top rail: \_\_\_\_\_

Width of meeting rail, if any \_\_\_\_\_ Width of bottom rail: \_\_\_\_\_

Width of muntin bars, if any: \_\_\_\_\_ Thickness of sill: \_\_\_\_\_

Depth of apron below sill, if any: \_\_\_\_\_ Number of lights in each sash: \_\_\_\_\_

Dimensions of each light: (Height) \_\_\_\_\_ (Width) \_\_\_\_\_

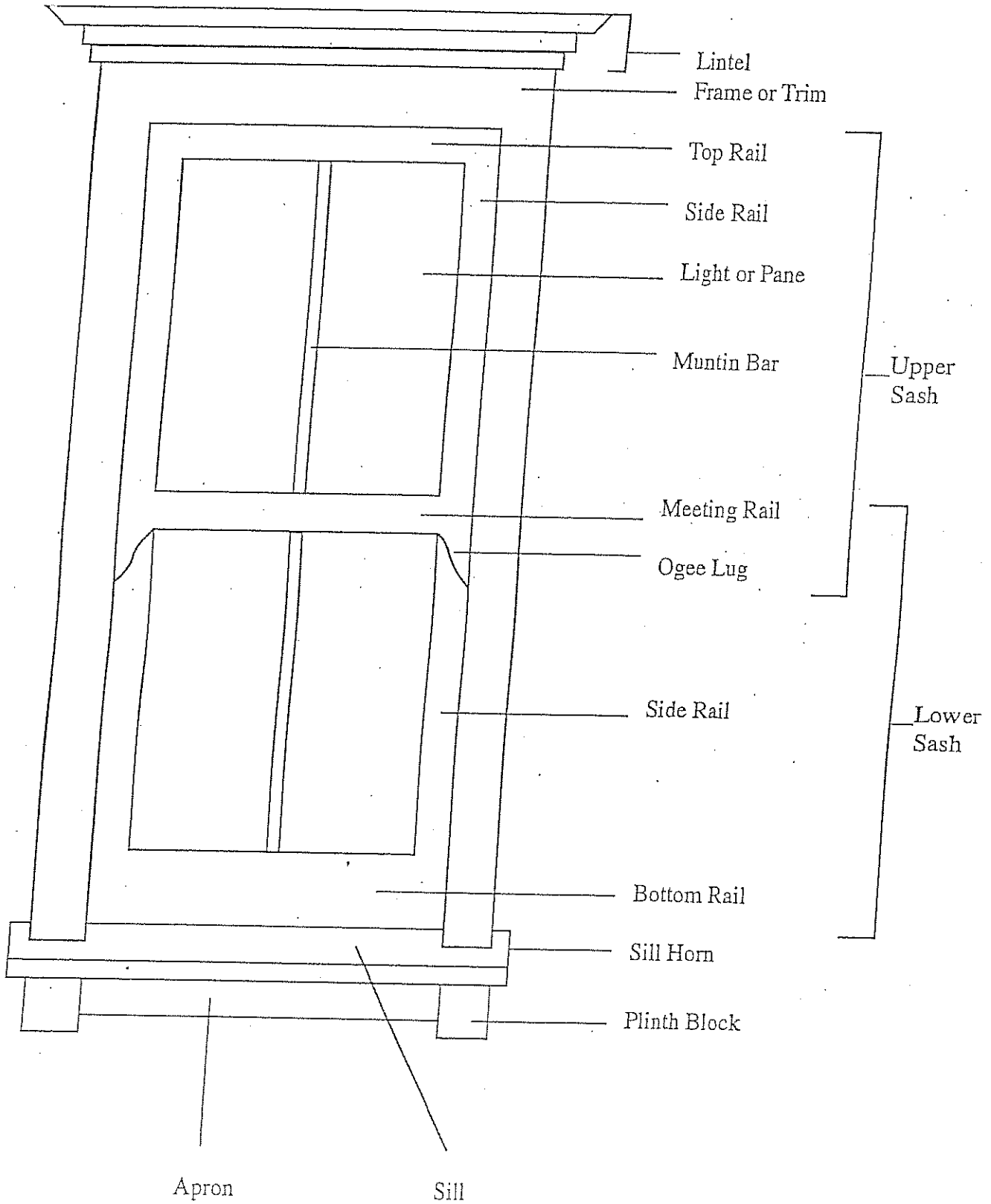
Distance from the forward-most face of the sash to the front of the trim: \_\_\_\_\_

Width of mullion (dividing member and trim) that separates windows set side by side: \_\_\_\_\_

**OTHER IMPORTANT DETAILS:**

Are the muntin bars square or shaped in some way? \_\_\_\_\_ Does the sill have horns that extend beyond the trim? If so, how far? \_\_\_\_\_ Are there other decorative elements, such as plinth blocks or a lintel? \_\_\_\_\_ Does the upper sash have ogee lugs - shaped extensions of the side rails - at its lower corners? \_\_\_\_\_ How does the siding or exterior wall surface meet the trim? Does the trim stand out from the face of the siding, or is it flush or recessed? If it stands out, by how much? \_\_\_\_\_

Refer to the diagram on the next page for help in identifying typical window elements.



TYPICAL WINDOW ELEMENTS

RESOLUTION NO. 4-053

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE TO ESTABLISH SUPPLEMENTAL ARCHITECTURAL REVIEW DESIGN GUIDELINES RELATED TO WINDOWS FOR BUILDINGS IN PACIFIC GROVE.

THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE AS FOLLOWS:

SECTION 1. This council hereby adopts the recommendations of the Architectural Review Board regarding additional guidelines for windows supplementing Architectural Review Guideline No. 39 and Appendix I of the Architectural Review Guidelines for Single-Family Dwellings and incorporating the guidelines into the design review process for all other buildings that are subject to design review.

SECTION 2. The Community Development Director, or his/her designate, is directed to administer the new policy guidelines.

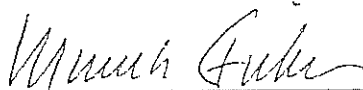
PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 6th day of October, 2004, by the following vote:

AYES: Fisher, Gasperson, Schenk, Goldbeck, Costello, Stidham, Renz

NOES: NONE

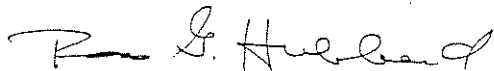
ABSENT: NONE

APPROVED:



MORRIS G. FISHER, Mayor

ATTEST:



ROSS G. HUBBARD, City Clerk

APPROVED AS TO FORM:



DAVID M. FLEISHMAN, City Attorney