

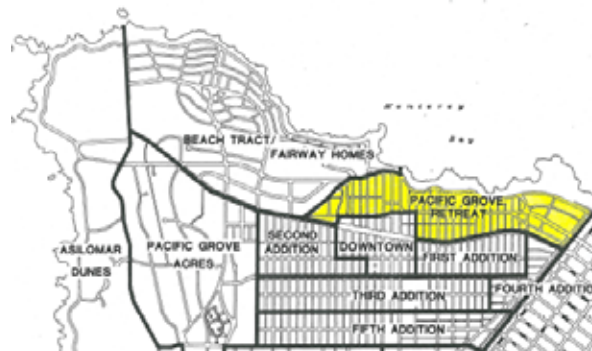
Appendix IV: Window Guidelines

These Window Guidelines are intended to provide further clarification to Guideline #'s 37, 38, and 39. In addition, they are intended to provide similar clarification for all buildings within the City. If you have any questions regarding these guidelines, or how they apply to your proposed project, please speak with a planner. Refer to *Appendix III: Glossary* for definitions.

A. Non-Historic Buildings

1. As a general rule, consistency of window style and materials within a single structure is strongly encouraged.
2. The following are always allowed:
 - a. Wood, aluminum-clad wood, vinyl-clad wood, and fiberglass windows.
 - b. An upgrade from poor quality silver aluminum windows.
3. The following may be allowed:
 - a. If found to be visually insignificant, vinyl or aluminum/metal frame windows, as determined through a Counter Review and Determination.
 - b. If found to be visually significant, vinyl or aluminum/metal frame windows, if consistent with Guidelines #37 and #38, as determined through a Staff Approval.
4. The following are not allowed:
 - a. Sandwiche d muntins or interior snap-in grids, unless accompanied by exterior fixed grids.
 - b. Vinyl within the Pacific Grove Retreat, as shown in the shaded area in Figure 1, unless the window falls under Item 2.b above.

Figure 1 – Pacific Grove Retreat Tract



B. Historic Buildings

1. Original windows that can be restored shall be repaired and retained per the National Park Service's Secretary of the Interior's Standards for Historic Buildings. (<http://www.nps.gov/history/hps/tps/standguide/>)
2. Original windows that are determined to be "too deteriorated to restore" by the City's Chief Building Official may be replaced with in-kind windows.
3. 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-original windows may be replaced with new windows that complement the style of the historic structure, as determined by the City's on-call historic consultant.
4. Windows in new additions to historic structures shall be solid wood, fiberglass or aluminum-clad wood, and shall complement the style and appearance of the existing historic windows. Vinyl and vinyl-clad windows are not acceptable. Aluminum/metal

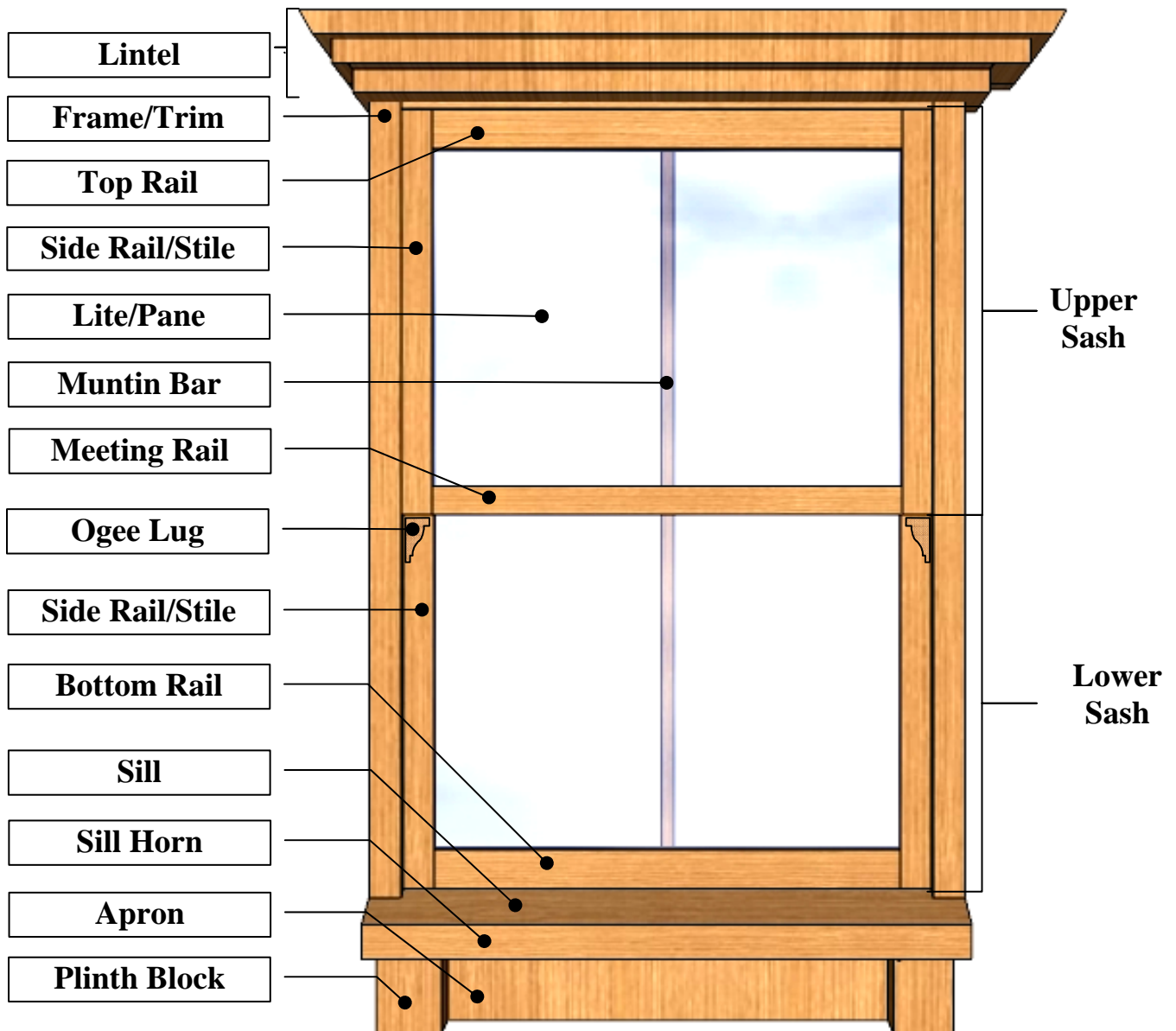
frame windows are not acceptable unless the existing windows in the historic structure are of a similar material.

5. Sandwiched muntins or interior snap-in grids are not allowed, unless accompanied by exterior fixed grids.

C. Undetermined Historic Status Buildings

1. If the proposed window replacements are found to be visually insignificant through a Counter Review and Determination, replacements may follow the guidelines for Non-Historic Buildings listed above.
2. If the proposed window replacements are found to be visually significant through a Counter Review and Determination, the guidelines for Historic Buildings listed above shall apply, or the building shall be evaluated for historic significance via an Initial Historic Screening and/or Historic Determination.

Figure 2 – Anatomy of a Window



ADDITIONS TO APPENDIX III: GLOSSARY

Building, Historic: A building that has been placed on the City of Pacific Grove's Historic Resources Inventory pursuant to the Historic Preservation Ordinance evaluation criteria (PGMC §23.76.025) and state and federal eligibility criteria.

Building, Non-Historic: A building that is less than 50 years old, except those that have been determined to be historic, and buildings that are 50 years of age or older and have been determined to be non-historic.

Building, Undetermined Historic Status: Buildings that are 50 years of age or older that are not on the City's Historic Resources Inventory and have not gone through a Historic Determination or Initial Historic Screening process to determine historic status.

Divided Lite: The lites/panes in a window sash are divided horizontally and vertically by narrow strips of wood or metal called muntins.

Double Pane/Dual Glaze: Double pane/dual glazing means two panes of window glass sandwiched together to create a middle buffer. This buffer can either be "dead air" or it can be a special gas such as argon. The double panes of glass, plus the buffer zone, provide a better barrier against outside temperatures than single pane windows. Double glazing can be found with both new construction and with replacement windows.

In-Kind: Materials of like size, shape, location, and design as the originals, except window replacements may include double pane windows, also known as dual glaze windows.

Match: Materials that match the historic appearance of a structure.

Muntin: A strip separating panes of glass.

Muntin, Sandwiched: A strip, in between two panes of glass, attempting to create the look of a divided lite window.

Restore: Renewal, reconstruction or renovation of any portion of an existing property, site or building for the purpose of its continued use. The Chief Building Official's determination as to whether a historic window is "too deteriorated to restore" shall be guided by the National Park Service's Preservation Brief Number 9. (<http://www.nps.gov/history/hps/tps/briefs/brief09.htm>)

Window, Aluminum Frame: A window with an aluminum exterior and interior frame.

Window, Aluminum Wood Clad Frame: A window with an aluminum exterior frame and an interior wood frame.

Window, Fiberglass Frame. A window with a fiberglass exterior and interior frame.

Window, Vinyl Frame: A window with a vinyl exterior and interior frame.

Window, Vinyl Clad Wood Frame: A window with a vinyl exterior frame and an interior wood frame.

Window, Wood Frame: A window with a wood exterior and interior frame.