

**Appendix H: Maywood Local Historic District In-Kind Window Replacement Guidelines  
Review Session #2 for HALRB Consideration on June 15, 2022**

***Staff Introduction***

*Based on community feedback and HALRB discussion at the May 18, 2022, virtual public hearing, the Historic Preservation Program staff has modified the initial draft language considered by the HALRB for in-kind window replacements in the Maywood Local Historic District (LHD). Staff has responded to the HALRB's recommendations via comments to the language, defined "typical" and "special" windows for clarity, and reorganized the final paragraph for clarifying context.*

*Red: HALRB proposed language as discussed May 18, 2022*

*Blue: Staff proposed language*

DRAFT

## Appendix H: In-Kind Window Replacement Guidelines

These guidelines are intended to provide property owners information on the technical and aesthetic considerations for window replacement within the Maywood Local Historic District (LHD). They outline the preservation and design principles applied in the review of this type of work to ensure that changes are compatible with the character of the LHD.

### Definitions

**Typical windows:** Typical sash configurations in the Maywood Local Historic District may include but not be limited to one-over-one, two-over-two, six-over-six, and six-over-one windows; single-pane casement windows; and square single-pane or four-light attic, dormer, and basement windows.

**Special windows:** Special windows in the Maywood Local Historic District may include but not be limited to stained or leaded glass decorative windows, non-standard dormer, gable or staircase windows, decorative transoms, and curved sashes.

Approval by the Historical Affairs and Landmark Review Board (HALRB) is required for all window replacement projects. The HALRB will permit in-kind, identical window replacements for ~~windows it considers~~ typical windows in Maywood. New typical replacement windows must:

- Match the existing windows in material, design, dimension, profile, and appearance from the public right-of-way;
- Fit properly within the existing window openings;
- Replicate the existing pane configuration;
- Replicate the dimensions and profiles of the existing sash, framing elements, and muntins; and
- Match the finish and visual qualities of the existing windows.

Applicants will be required to submit photographs and measured ~~drawings~~ of the existing windows, plus ~~product data sheets and dimensioned drawings~~ for the proposed window replacements that clearly indicate exact size and details.

If the existing window material is inconsistent with the age and style of the house, the applicant may submit a material more appropriate for the LHD for the HALRB's consideration.

As Maywood is a residential LHD, tinted glass is not appropriate. However, insulated or double-glazed clear glass is permissible if it does not affect the visible profile and depth of the muntins from the public right-of-way. Muntins on multi-light windows must be integral (not removable) and have an exterior profile. False muntins located between two panes of glass and removable muntins are not appropriate.

Anything other than a "typical window" as defined above will be considered by the HALRB as a "special window" and will be considered on the HALRB's discussion agenda. Applicants and the HALRB shall make all reasonable efforts to preserve special windows ~~original to the house that have character-defining features~~ in the LHD that are of a custom design with unusual shapes, details, configurations, and/or craftsmanship. A stricter standard, such as restoration ~~before~~ replacement, may be applied to ensure the preservation of these character-defining windows.

Updated June 1, 2022

All proposed changes to material, design, dimension, profile, or appearance, to any window type (either typical or special), will be considered on the HALRB's discussion agenda.

\*Approved by HALRB XX, 2022.

DRAFT