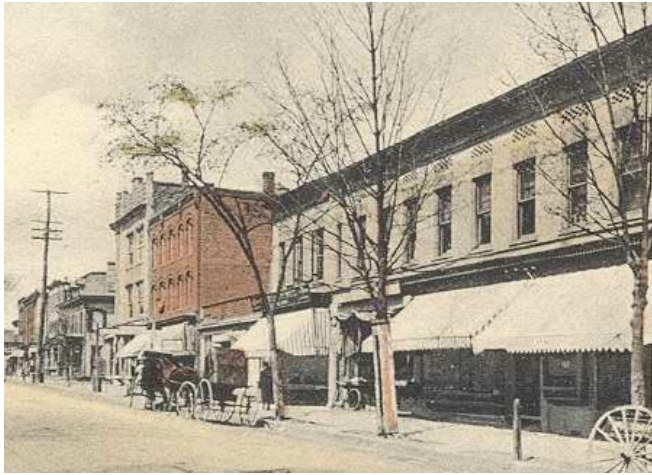
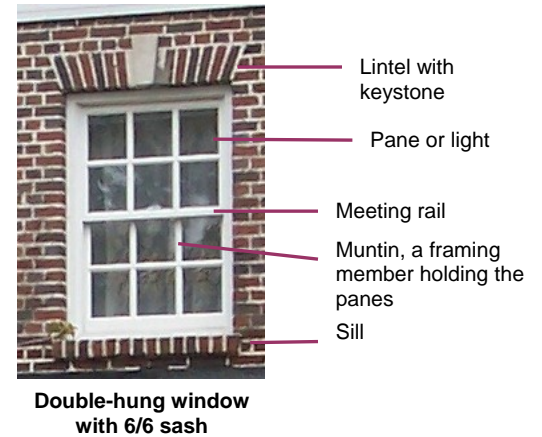


Upper-Story Windows



The importance of regular spaced upper-story windows to the streetscape is illustrated by this detail from an early 20th century postcard showing the Hanks Block at 57-67 East Ridgewood Avenue.



Windows are one of the most prominent and important features of a building. While the storefront level usually has large areas of glass and small areas of opaque materials, the upper stories reverse this pattern with small areas of glass and a predominance of opaque materials. Generally the upper-story windows are regularly spaced and set up a well defined compositional rhythm. The placement of the windows, their size, the division of their sash, and their enframing are important features in the façade's composition. In addition, collectively they contribute a regular rhythm to the streetscape.

The historic buildings in the District have many types of upper windows reflecting the variety of architecture. Most historic upper-story windows were double-hung sash with varying divisions of lights. Sash with single upper and lower panes predominated during much of the District's period of significance. However, metal casement windows were also popular in the early 20th century, particularly for Tudor Revival buildings. Large upper-window openings with multiple units are present on a number of buildings. Openings may be rectangular or arched. Some windows have ornate cornices or lintels. The appropriateness of a window style must be judged in relation to the style of the building and historical and physical evidence.

Alteration of upper windows significantly alters the proportion and/or symmetry of the historic building's facade and of the entire streetscape. Furthermore, original windows are elements by which the style and era of a building can be recognized. While most buildings in the District retain their original window openings, original sash has frequently been replaced changing the character of the historic building and its streetscape.

Upper Story Windows

Guidelines

Historic upper-story windows should be preserved and maintained.

Historic upper-story windows should not be replaced to improve energy efficiency, but preservation methods should be employed to upgrade efficiency.

Replacement windows should match the documented originals or similar windows on visually related buildings.

Restore missing upper-story windows to enhance the proportion and symmetry of the façade.

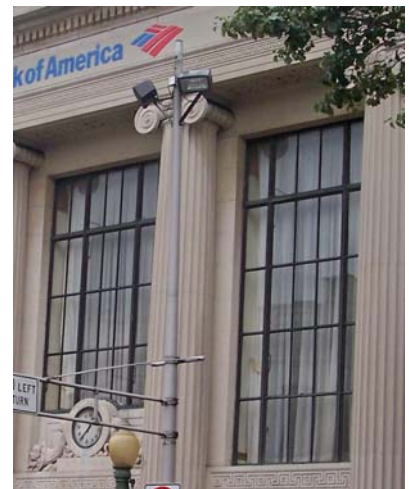
Recommended

For Contributing Historic Buildings

- If the historic windows are still in place, they should be repaired if at all possible. Replace only the deteriorated sections, rather than the entire window.
- Remove inappropriate later windows and replace with ones of appropriate design.
- Reopen closed-in openings and install windows of appropriate design.
- If window sash is irreparable or altered, new replacements should be based on the window's historic appearance or physical evidence. The replacement window should match the original in size, design, division of panes, dimensions of frame and muntins, finishes, and, where possible, materials. If no evidence exists for the building's original windows, the new windows should replicate a typical window of visually related historic buildings.
- Use clear glass or only minimal tinting with low-e coatings. Unless there is documentary evidence otherwise, windows should appear transparent from street level.



Recommended: Preserve historic upper-story windows. This early photograph shows a window with typical 1/1 double-hung sash.



Recommended: Preserve original window sash. The bank at 56 East Ridgewood retains the multi-paned metal windows installed when the building was erected in 1930.

Upper-Story Windows

Not Recommended

- Blocking or filling in original window openings.
- Adding additional non-historic window openings.
- Changing the size or shape of a window opening.
- Sash with inappropriate division of panes. (For example, it is inappropriate to replace a historic 6/1 sash with a 1/1 sash. It is inappropriate to replace a historic 1/1 double hung sash with a single pane of glass.)
- Fixed, single pane glass.
- Dark or reflecting tinting.
- Replacing clear glass with opaque panels, such as metal, wood, and/or other materials.
- Metal screens or bars covering window openings unless there is documentary or physical evidence for such features.
- Flat muntins inserted onto the panes (“snap-ins”).
- Installation of shutters when no documentary evidence exists for them. If shutters are installed they have to be the correct size and style to appear to close.
- Plastic or metal awnings unless original to the building.

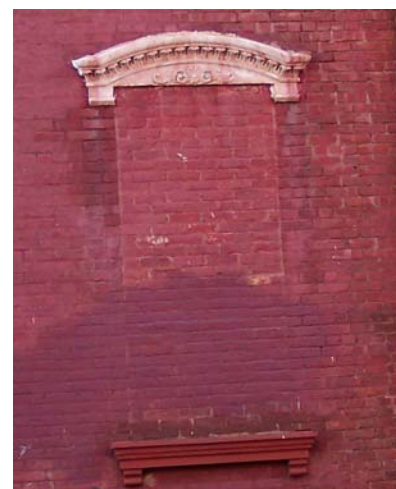


Not Recommended: Using sash with inappropriate division of panes. The upper-sash with new 6/1 sash does not match with the lower 1/1 sash.

Storm Windows for Contributing Historic Buildings:

Recommended

- Interior storm windows.
- Exterior storm windows with narrow trim that follows the shape of the window and have a meeting rail aligned with that of the window.
- Color appropriate for period and color scheme of the building.



Not Recommended: Blocking or filling-in window openings.

Upper-Story Windows

Storm Windows for Contributing Historic Buildings

Not recommended

- Unpainted metal storm windows.
- Stock size storm windows that require reducing the opening's size.

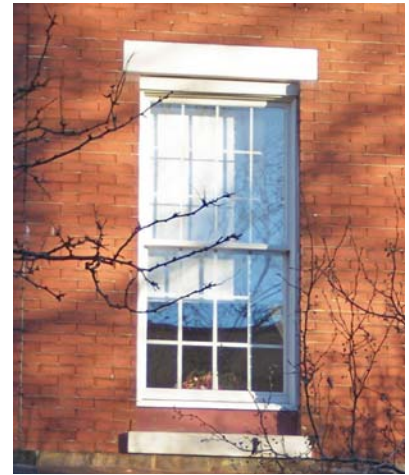
Upper Story Windows for Non-Contributing Buildings

Recommended

- Upper windows that through size and placement maintain the rhythm of the streetscape.
- Upper-story facades should reflect the existing window to wall surface ratio of the streetscape.
- The curtain wall windows of mid-20th century buildings should be treated with sensitivity for this type of architectural design.

Not Recommended

- New window openings that disrupt the exiting rhythm of the streetscape.
- Plastic or metal window awnings.



Not Recommended: Using stock windows and storms that require blocking part of the openings and using snap-in muntins.



Not Recommended: Using shutters where there is no evidence for their historic use and that are too narrow and so clearly cannot function.

Resources

Hopewell, New Jersey, Historic Preservation Commission, *Design Guidelines: Guidelines for Wood Windows and Doors*, <http://208.55.240.96/Guidelines-Historic-Properties.html>

National Park Service, *Preservation Brief 9: The Repair of Historic Wooden Windows*, <http://www.cr.nps.gov/hps/tps/briefs/brief09.htm>

NPS, *Preservation Brief 13. The Repair and Thermal Upgrading of Historic Steel Windows*, <http://www.cr.nps.gov/hps/tps/briefs/brief13.htm>

NJ Historic Preservation Office: *FYI Publication, Repairing Wood Windows*, <http://www.state.nj.us/dep/hpo/4sustain/windowrepair.pdf>

NJ Historic Preservation Office, *FYI Publication, Retrofitting Historic Windows*, <http://www.state.nj.us/dep/hpo/4sustain/windowretrofit.pdf>

NJ Historic Preservation Office, *FYI Publication: Saving Wood Windows*, <http://www.state.nj.us/dep/hpo/4sustain/windowsave.pdf>