

4.24 Preserve historic window components.

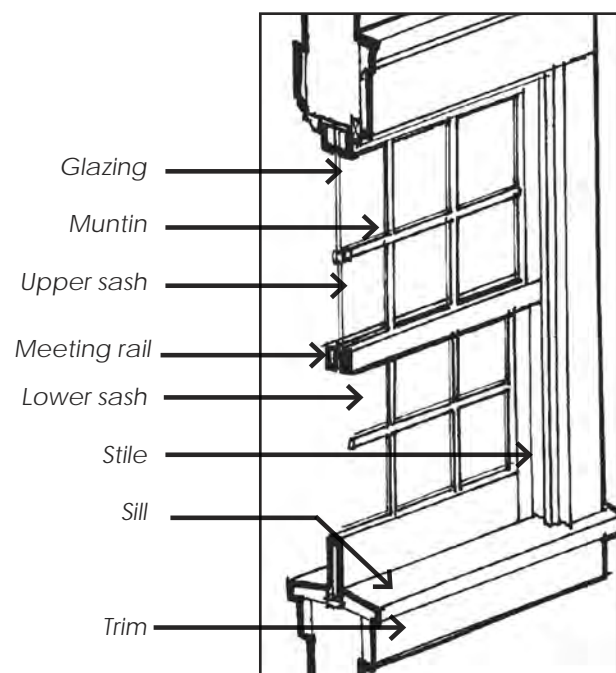
- Preserve the original size, position, number, and arrangement of historic windows in the wall of a building.
- Preserve historic window components, including the frame, sash, panes, muntins, mullions, glazing, sills, heads, jambs, moldings, operation, and groupings of windows.

4.25 Repair, rather than replace, frames, sashes, and other features.

- **Windows that have been painted shut are not considered damaged.** Use hand tools, such as a putty knife or five-in-one tool, to cut carefully through paint around the window sash without damaging it. Gently pry the window open, using a small pry bar, if necessary.
- Broken sash cords can be replaced by a handy homeowner with just a few tools.
- Brittle or missing glazing putty or glazing strips can be replaced; do not use caulk instead of appropriate glazing material.
- Small areas of rot or similar damage are most likely to be found at the window sill, where water may pool or splash onto the lower edge of the sash. Consider using a wood consolidant in these locations to preserve the original wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color) for a less visible result.
- Avoid painting windows shut.
- If using heat to strip paint from windows, take care to remove or otherwise protect the glass.



Replacing glazing putty
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Double-hung window components



The profile of this window and its trim both lack the proper depth.

4.26 Determine whether window components are damaged beyond repair.

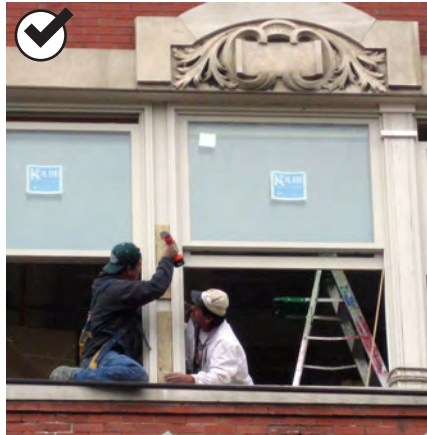
Damage beyond repair is determined on a case-by-case basis. Discuss with Historic Preservation Office staff for application requirements and resources.

4.27 Enhance the energy efficiency of an existing historic window, rather than replacing it.

- Add weatherstripping and caulking around the window frame.
- Install a storm window or insulated window shade. Interior storm windows are available and easy to install and remove. Exterior storm windows may be added without a COA.
- Use clear ultraviolet (UV)-blocking films or low-E films to prevent heat gain. If using low-E films, place them on the most exterior window surface (such as a storm window).



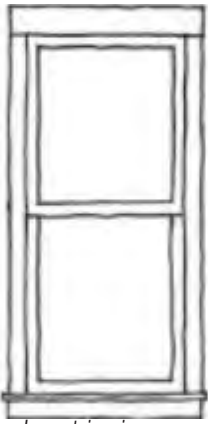
Unfinished metal windows such as these alter the character of window openings, and should not be used in highly visible locations.



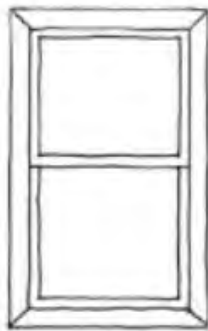
Appropriate new windows are the right size and material.

4.28 If replacement cannot be avoided, match a new window to the original.

- Do not replace an entire window if new components, such as sash packs, are available. Replace the frame as a last resort.
- Match the original sash configuration: single-hung, double-hung, casement, etc.
- If damage is confined to one sash, look for a historic salvaged replacement sash.
- Select a similar profile and depth of trim, as well as the arrangement and number of layers of trim from the frame to the glass. (No flat boards.) All new windows must be recessed.
- If the original window had divided panes (lites), select a replacement window that is made with genuine muntins, with panes of glass set between them. Do not choose a window with strips of material located between large panes of glass to simulate muntins.
- Use the same material as the original window, especially on highly visible walls. Consider an alternative material only if the appearance of the window components will match those of the original in dimension, profile, and finish. The type of material is likely to affect the dimensions of the sash components: Historic wood windows often have more narrow sashes and frames than modern synthetic windows due to the nature of the material and manufacturing process.
- Although the City does not regulate glass, consider using clear window glass (glazing) to convey the visual appearance of historic glass. Visible differences in the reflectivity of new vs. historic glass can have a negative impact. If transparent low-E glass is used, ensure that the low-E glass is the outermost surface to avoid damaging a storm window.
- While windows with unfinished metals, metallic finishes, and reflective window glazing are allowed if mounted appropriately, they are not recommended.
- Vinyl windows are not recommended. If used, they must be recessed and inset to simulate a traditional window profile. Fin-mounted windows are neither appropriate nor compatible within the historic districts.



This window trim is appropriately sized and includes a proper sill.



Avoid using same-sized trim with mitered corners.

Altering an existing window opening

Although preserving all historic windows is recommended, a change in the size and shape of an original window opening may be considered (a) in a location that is not highly visible from the street, such as on a side wall toward the rear of the building, and (b) when the existing window is not a key character-defining feature. Do not alter a window opening on or near the front of a building.

4.29 Reuse the original window to replace another that is beyond repair; move to another location, when feasible; or store it.

- If a window opening is to be altered, resulting in the removal of an original window, consider using that window to replace another that is beyond repair.
- Original windows that have been removed may also be used in an addition in some cases.
- Store an original window in a location where it will be protected from damage and weather. Store the window upright and elevated on plastic-covered blocks to keep moisture from wicking from the ground to the window. Do not store a window in a flat orientation where glass is more likely to be broken, or stack windows on top of one another.

4.30 Design a new window to be compatible with the historic building.

- Use a simple shape for the window with a profile that is simple in character to identify the window as being new.
- More flexibility in window design, including size and detailing, may be considered farther back on the side wall of a building.
- Reglazing with frosted glass is permitted if privacy is a concern.

Installing a window in a new location

Occasionally, a new window may be needed in a location that did not have one historically. This may be considered where (a) the new window would not be in a highly visible location and (b) creating the opening would not destroy any key character-defining features, such as on a side wall toward the rear of the building. Do not create a new window opening on the front of a building.

Be aware that shiplap is a structural element of an exterior wall, so installing a window in a new location may not be a simple task.

4.31 Design a new window to be compatible with the historic building.

- Use a simple shape for the window, with a profile that is simple in character, to identify the window as being new.
- More flexibility in window design, including size and detailing, may be considered farther back on the side wall of a building.
- Properly detailed trim around openings should mimic a structure: the jambs should appear to rest on the sill and to support the lintel. The lintel should be deeper than the jamb width. Avoid mitered corners.

Doors

Many types and styles of front doors can be found on historic Houston buildings. Some are solid wood with decorative panels, while others are wood with glass lites; some have sidelights and transoms. The door is often one of the primary character-defining features of a historic building, and a door's character is based on its design, materials, and location. When a new door is needed, it should be in character with the building, especially when it is the primary entrance.

4.32 Preserve the proportions of a historic door and its opening.

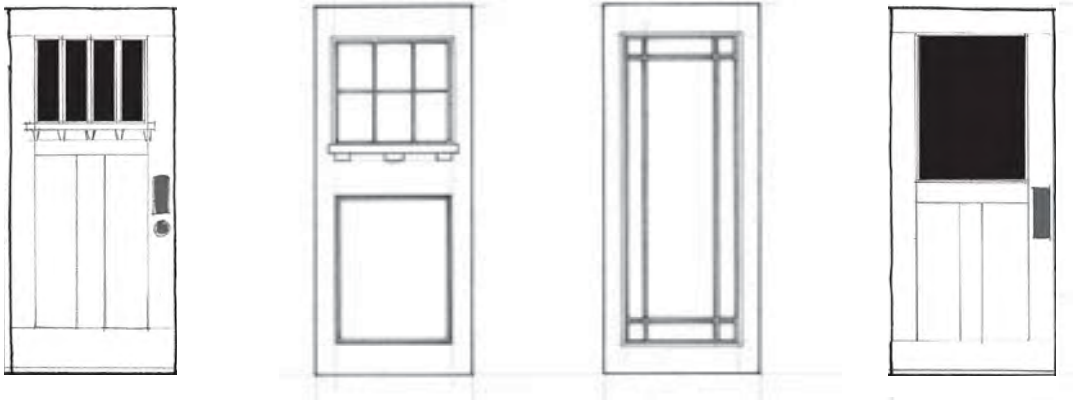
- Preserve a door's character-defining features, including its location, size, frame, panels, panes, muntins, glazing, thresholds, and moldings.
- Keep doors appropriately painted or stained to protect the wood from weather.
- Do not alter the original size and shape of a historic door opening that is located in a highly visible location.
- When possible, restore a previously altered door opening in a highly visible location.

PLEASE NOTE:

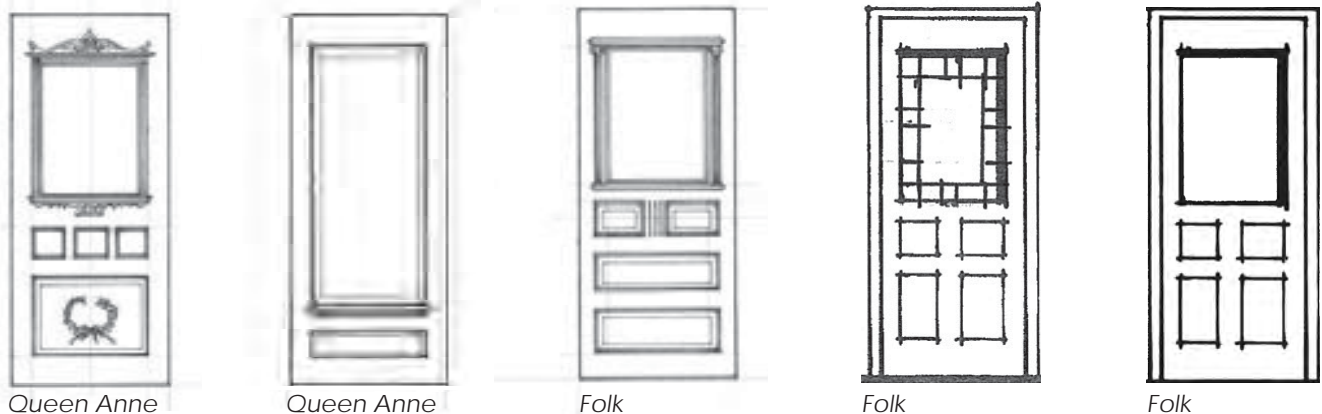
If **security** is a concern, install long-throw deadbolt locks with reinforced deadbolt and lockset strike plates. Use extra-long (3") screws to attach strikeplates through the doorjamb and into the studs.

For **energy efficiency**, apply caulk around the interior door frame and maintain or install weatherstripping. Historic solid and paneled wood doors have good thermal properties.

TYPICAL CRAFTSMAN RESIDENTIAL DOORS



TYPICAL VICTORIAN ERA RESIDENTIAL DOORS





This door with a transom above is appropriate for a Victorian-era house.



This replacement door with ornate, faux leaded glass would be inappropriate on many historic buildings.

4.33 Repair, rather than replace, a historic door.

- For information about repairing the window or lites in a door, see information about repairing historic wood windows.
- For small areas of damage, consider using a wood consolidant to preserve the original wood.
- If a patch or Dutchman repair is appropriate, remove the least amount of material needed to properly execute the repair. Use wood as close to the original material as possible (same species, grain pattern, and color) for a less visible result.

4.34 If a door cannot be repaired, match its replacement to the original.

- If a similar door on the same building is available to be moved from a less prominent location, this option is preferred.
- If an existing replacement door is not available, match the new replacement door to the original door's design. For example, the number, size, and arrangement of panels and lites should be the same.
- Match the material of the original door, or choose a material that will look similar after it is painted.
- If the original door design is unknown, use a design that is appropriate to the architectural style of the house.

Altering an existing door opening

A change in the size and shape of an original door opening may be considered if (a) the door is not highly visible from the street, such as on a side wall toward the rear of the building, and (b) the existing door is not a character-defining feature of the building and, therefore, may be altered without substantially affecting the integrity of the historic building. Do not alter a historic door opening on the front of a building. If a change is appropriate:

4.35 Design the new door to be compatible with the historic building.

- Use a design that is simple in character and of its own time, so that the door will be easy to identify as being new.
- More flexibility in door design, including size and detailing, may be considered farther back on the side wall of a building.

4.36 Reuse the original door in another location, if possible, or consider storing it for future use.

- If a door opening is to be altered, consider using the original door to replace another door in a more prominent location that is beyond repair.
- Store a historic door in a location where it will be protected from weather and moisture. If storing a historic door in a garage, keep it in an upright position and elevate it above the floor on blocks covered in plastic, to prevent moisture wicking up from the ground.