

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.

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 typical windows in Maywood. Typical windows may include such sash configurations as: 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 and basement windows. 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 measurements of the existing windows, plus specifications or cut sheets 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 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.

Applicants and the HALRB shall make all reasonable efforts to preserve special windows in the LHD that are of a custom design with unusual shapes, details, configurations, and/or craftsmanship. A stricter standard, such as restoration instead of replacement, may be applied to ensure the preservation of these character-defining windows. Special windows, including but not limited to stained or leaded glass decorative windows, non-standard dormer, gable or staircase windows, decorative transoms, and curved sashes, will be considered on the HALRB's discussion agenda.

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.

*Amended by HALRB XX, 2022.