



CITY OF

Ypsilanti

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Historic District

Windows and Weatherization

This Fact Sheet is not a substitute for the ordinance, but addresses common questions about City ordinances. For further information, please contact the Historic District Assistant.

All permit applications are available from the Building Department and at cityofypsilanti.com/permits.

Completed applications may be dropped off at the Building Department.

City Hall

One South Huron
Ypsilanti, MI 48197

Building

3rd Floor, City Hall
Phone: (734) 482-1025
cityofypsilanti.com/157

Planning

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/planning

Historic District

4th Floor, City Hall
Phone: (734) 483-9646
cityofypsilanti.com/hdc

All permits, fees, and factsheets can be found at cityofypsilanti.com/permits.

Repairing and Re-glazing Historic Windows

Window repair often results in considerable energy cost savings while at the same time preserving original architectural materials. Epoxy wood-consolidating materials and polyurethane glues make it possible to repair even badly deteriorated wood windows.

Repair Process

- Remove the sash and lay it on a flat surface.
- Examine the exterior window frame, especially the sill, for rot or other deterioration.
- Dig out and replace bad sections with new wood or epoxy repair material. The epoxy works like auto body filler or spackle. Mix it up and pack it tightly into any depression or hollow in the wood. When hardened, it can be sanded, primed and painted.
- Then remove paint or varnish on both interior and exterior of the sash, re-glue where necessary, replace cracked glass and loose or missing glazing putty.
- Sand, apply a coat of linseed oil, prime with old-based primer, and paint the sash with latex paint.
- Replace sash cord if windows are counterweighted.
- Return sash to window.
- Nail stops back into place.

For more information on wood window repair, see NPS Preservation Brief 9: The Repair of Historic Wooden Windows, available at <http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>.

Creating New Windows or Doors

New openings transform a building's character, often threatening historic integrity, and are not generally allowed.

Screen Windows and Storm Windows

Any new screen or storm must be compatible with the window it is covering.

Metal combination screen/storms are permitted, although wood screens and storms are encouraged for better appearance and more efficient energy conservation. If a metal-framed screen/storm is installed, it must fit within the exterior trim and rest upon the blind stop. The metal frame must be either painted or factory-finished, not mill (raw metal) finish. Re-caulking and weather stripping are required and will improve the thermal efficiency.

Shutters

Wood shutters are permitted as a way to close off an unnecessary window. They must be properly hinged, fit within the window frame and painted.

Replacement Windows

In some cases, replacement windows are approved by the Historic District Commission. In all cases, the Commission will require an installation which does not reduce the glass area of any window.

Wood replacement windows are preferred. Wood windows clad in aluminum may be approved in some cases. Solid vinyl and vinyl clad windows will not be approved.

The new window shall be the same configuration as the window it is replacing. For example, three panes over one, one over one, etc. Panes of glass in the replacement must match the size and shape of the original. The exterior trim installed after replacement must match the original. In cases of replacement windows where the glass is not physically divided into panes by muntins, the Commission will require that muntins be permanently adhered to the exterior of the window to replicate the appearance of the original windows.

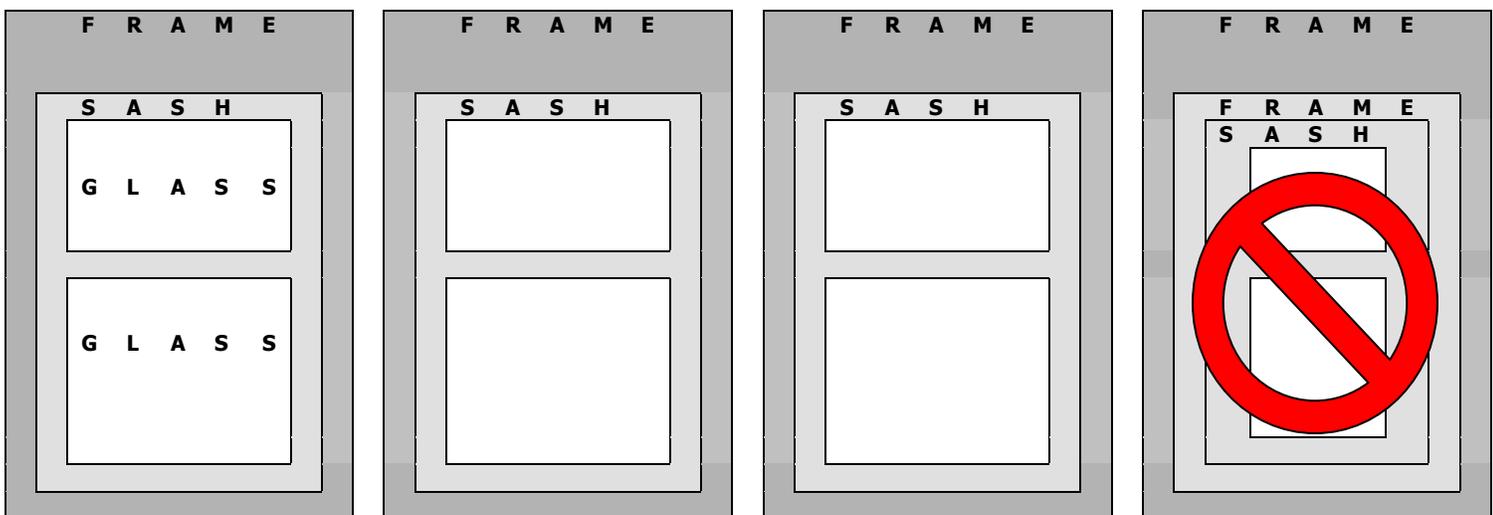
Glass must be clear, not smoked or tinted.

Types of Replacement Windows

Sash kits consist of sash only. The sash is the part of the window that holds the glass and moves up and down within the frame. Sash kits are installed by removing the old sash, leaving the old frame in place, and inserting the new sash in the old frame. The glass area is not reduced (see illustration #2). This installation is appropriate and can be approved.

Full-frame replacements consist of sash and frame. Full-frame replacements are installed in one of two ways:

1. The old sash and the old frame are removed. The replacement window is inserted in the rough opening. The glass area is not reduced (see illustration #3). This installation is appropriate and can be approved.
2. The old sash is removed, but the old frame is left in place. The replacement window (sash and frame) is inserted in the old frame. This results in two frames, the old frame and the replacement frame. The glass area is reduced (see illustration #4). This installation is not appropriate and is not permitted.



**#1
ORIGINAL WINDOW**

Original frame and sash intact.

**#2
SASH KIT installed in
OLD FRAME**

Old frame is retained, old sash is removed, new sash kit is inserted in old frame.

Result - no reduction in glass area.

YES

**#3
FULL-FRAME
REPLACEMENT installed in
ROUGH OPENING**

Old frame is removed, old sash is removed, full-frame replacement is inserted in rough opening.

Result - no reduction in glass area.

YES

**#4
FULL-FRAME
REPLACEMENT installed
in OLD FRAME**

Old sash is removed, old frame is retained, full-frame replacement is inserted in old frame.

Result – two frames and reduction in glass area.

NO