

YPSILANTI HISTORIC DISTRICT FACT SHEET

WINDOWS

This is one is a series of Fact Sheets provided by the Historic District Commission to assist property owners and building contractors in planning appropriate treatment of structures within the Historic District.

The Historic District Commission requires that a building be maintained in its original form whenever possible. The character and historic value of a building both change whenever alterations are made and every effort shall be made to maintain the historical integrity of a building.

Your application for a Historic District Work Permit, submitted to the Building Department, will be forwarded to the Historic District Commission for review and must be approved by the Commission before work can begin.

Historic District Work Permit applications may be obtained from the Building Department in the basement of City Hall, in the Planning and Development Department on the 4th floor of City Hall, or on the City website, www.cityofypsilanti.com.

REPAIR:

Although old windows often need repair or leak cold air, it is always preferable and more appropriate to repair the windows than to replace them. Replacement windows will save some energy, therefore some money, but it will take a long time to break even.

Window repair often results in considerable 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.

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. 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.

NEW WINDOW OPENINGS:

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

SCREEN/STORM WINDOWS:

Any new screen/storm must have its horizontal members in the same place as those of 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.

Recaulking and weatherstripping are required and will improve the thermal efficiency.

SHUTTERS:

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 vinyl or aluminum may be approved in some cases. Solid vinyl 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, in order to accurately replicate the appearance of the original windows.

Glass must be clear, not smoked or tinted.

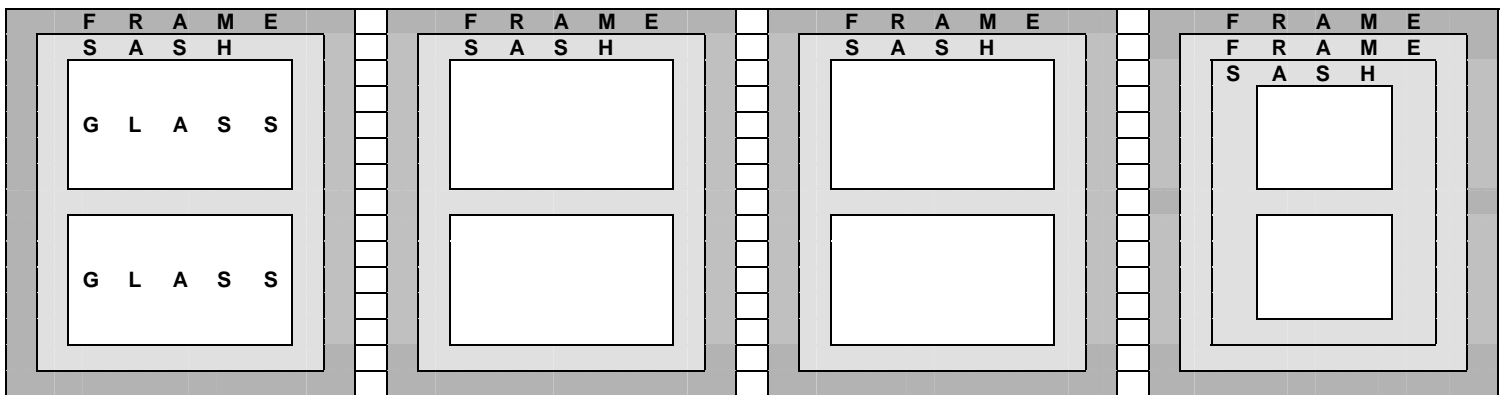
There are two kinds of replacement windows:

1. **SASH KITS**, which consist of sash only. (*The sash is the part of the window that holds the glass and moves up and down within the frame.*)
2. **FULL-FRAME REPLACEMENTS**, which consist of sash and 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. Thus the glass area is not reduced (see illustration #2). This installation is appropriate and can be approved.

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. Thus, 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. Thus, the glass area is reduced (see illustration #4). This installation is not appropriate and will not be approved.



#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