

To: Historic Landmarks Board  
From: James Reitz (AICP) Senior Planner  
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Re: May 22 Agenda  
Date: May 15, 2018



## Memorandum

### ACTION ITEMS -

- A. Site Review. The staff report is attached. Note that Councilor Johnston will not be able to sit in during the hearing, as that would be prejudicial should there be an appeal of the Board's decision.
- B. Media Outreach and Editorial Calendar: Kelsey will provide an update. Also, please bring forth your ideas for articles over the July-through-December time period.

### INFORMATION ITEMS -

#### **Original Town Resurvey -**

Context Statement: The draft context statement was submitted February 23<sup>rd</sup> and our edits were submitted by March 9<sup>th</sup>. HPNW incorporated the edits; final edits were submitted by March 23<sup>rd</sup>.

District Boundary: A potential downtown district boundary was prepared by March 2<sup>nd</sup> and our edits were submitted by March 16<sup>th</sup>. HPNW attended the March 27 meeting to review both the context statement and draft downtown boundary.

Survey: The resurvey data will be submitted by June 15<sup>th</sup>. *We'll have two weeks to edit (by June 29<sup>th</sup>).* HPNW will incorporate the edits and return a final survey by July 13<sup>th</sup>.

As of May 10<sup>th</sup>, HPNW reports that data entry is going well, and they are on schedule.

**Preservation Grants:** For FY 2017-18, the City Council awarded the Board **\$7,675**. All projects below have been completed, and there is **\$450** still available. No new applications have been filed.

<u>Building</u>	<u>Address</u>	<u>Grant \$</u>	<u>Project</u>	<u>Status</u>	<u>Notes</u>
"Morrison" House	1827 Douglas Street	\$ 675	Painting	Completed	CEP 17-18
"Renzema" House	1903 22 <sup>nd</sup> Avenue	\$ 250	Chimney	Completed	CEP 17-18
Rasmussen House	1653 Birch Street	\$1,000	Soffit Repair	Completed	CEP 17-18
Burlingham House	1306 Birch Street	\$1,000	Structural	Completed	CEP 17-18
Shultz House	2204 15 <sup>th</sup> Avenue	\$1,000	Painting	Completed	CEP 17-18
"Monroy" House	2213 15 <sup>th</sup> Avenue	\$1,000	Painting	Completed	CEP 17-18
Chandler House	1839 Ash Street	\$1,000	Re-Roof	Completed	CEP 17-18
Moore House	2103 15 <sup>th</sup> Avenue	\$ 300	Porch Repair	Completed	CEP 17-18
Todd House	1638 Main Street	\$1,000	Seismic	Completed	CEP 17-18

For FY 2018-19, the City Council has awarded the Board **\$7,975**.

The **FHFG Annual Meeting** is also set for May 22<sup>nd</sup>, beginning at 6:00 pm in the auditorium (doors open at 5:30). Pacific University Associate Professor Eva Guggemos will give a presentation on the Forest Grove Indian School.

## 2018-19 CALENDAR - UPCOMING AGENDA ITEMS

### **June 26, 2018**

- Preservation Grant reviews
- National Night Out planning (August 7)
- Adopt July-December 2018 Editorial Calendar

### **July 24, 2018 (fourth Tuesday)**

- Preservation Grant reviews
- National Night Out planning (August 7)

### **August 21, 2018**

- Public Safety Open House planning (October 13)

### **September 25, 2018**

- Public Safety Open House planning (October 13)

### **October 23, 2018 (fourth Tuesday)**

- No items scheduled at this time

### **November 27, 2018**

- No items scheduled at this time

### **December 18, 2018 (third Tuesday)**

- Prepare annual report and presentation for January boards and commissions reception (not to exceed 5 minutes)
- Annual website review
- 2019 work plan
- Prepare January-June 2019 Editorial Calendar

### **January 22, 2019 (fourth Tuesday)**

- Review and adopt 2019 work plan
- SHPO Grant Application
- Review and adopt January-June 2019 Editorial Calendar
- Annual elections

### **February 26, 2019**

- Appoint subcommittee to prepare CEP application
- Discuss potential Stewart Award recipient
- Mock Design Review Hearing

### **March 26, 2019**

- Review and finalize CEP grant application
- Select Stewart Award recipient
- Preservation Month event planning

### **April 23, 2019 (fourth Tuesday)**

- Preservation Month event planning (continued)

### **May 28, 2019**

- Historic Month Proclamation (May 13 CC meeting)
- Honor Stewart Award recipient (May 13 CC meeting)
- Review July-December 2019 Editorial Calendar



# Historic Landmark Review Staff Report and Recommendation

Community Development Department, Planning Division

**Report Date:** May 14, 2018

**Hearing Date:** May 22, 2018

**Request:** Window Replacement at the James T. Buxton (a.k.a. Moore) House

**File Number:** 311-18-000009-PLNG

**Property Location:** 2206 12<sup>th</sup> Avenue

**Legal Description:** Washington County Tax Lot 1S306CA08200

**Applicants:** Julian and Laurel Medinger

**Comprehensive Plan and Zoning Map Designations:** Low Density Residential – Medium (LDR-A)  
R-5 Single-Family Residential

**Historic District** Painter’s Woods National Register Historic District

**Applicable Standards and Criteria:** City of Forest Grove Development Code:  
§10.5.220 *Procedure for Review of Proposed Work Affecting the Exterior of Landmarks*  
§10.12.210(H1) *Historic Landmarks-Related Definitions*

City of Forest Grove Design Guidelines Handbook:  
Focus Area V – *Historic District Design Guidelines*

**Reviewing Staff:** James Reitz, AICP, Senior Planner

**Recommendation:** Because the windows appear to be substantially intact and repairable, staff recommends that the application to remove and replace several original windows not be approved

## I. BACKGROUND:

The James T. Buxton House (a.k.a. the Moore House) was constructed c. 1916. It was cataloged as part of the 2005 Southside Survey (an RLS or reconnaissance-level survey) and further documented in the 2007 Intensive Level Survey:

*The two- and a half-story Moore house is a nice example of the Craftsman style of architecture. It is located on the southeast corner of 12<sup>th</sup> Avenue and Birch and faces 12<sup>th</sup> Avenue. The house, which originally had a barn and shop, is situated on high ground overlooking adjacent farm land. The low-pitched gable roof has wide overhanging eaves with prominent outriggers. On the first floor of the primary façade there is a large recessed veranda supported by ten square posts. This façade's most unique feature is the prominent bay window with a shed roof that projects from the second story. The building has a wood frame and cement foundation. The wood siding is clapboard on the first story and shingles on the second, common to this style in Forest Grove.*

The Oregon Inventory of Historic Properties Historic Resource Survey Form further describes the house as follows *"The two-story house at 2206 12<sup>th</sup> Avenue was built around 1916 in a Craftsman or Arts and Crafts style. It has a square plan and sits on a poured foundation which is partially parged and scored. The front-facing gable roof is covered with composition shingles and has decorative projecting eave brackets under its wide overhanging eaves. The walls of the house are clad in wood lap siding on the first story and wood shingles on the second story. These shingles are laid in bands with various widths of reveal to create a decorative effect and the walls at the second-story level flare slightly at the bottom. **The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond-paned windows exist at the attic level (emphasis added).** The inset porch across the building's front façade is supported by square columns arranged in groups and joined by horizontal wood pieces that appear to pass through the upper portions of the columns. An oriel bay window projects from the front façade and has a side shed roof. Small decorative brackets are located beneath the overhang of this oriel. **A two-story bay window projection is located on the west side of the house (emphasis added).** A chimney of bricks projects from the ridge of the roof near the rear of the house. This house is in excellent condition and its integrity is excellent."*

The subject property is considered contributing to the Painter's Woods National Register Historic District. The applicants wish to remove several original windows and replace them with Fibrex (composite wood) Renewal by Anderson windows of the same dimension and similar - but not necessarily the same - design as the existing windows. Because the existing windows do not meet the criteria for replacement - they are original and repairable - staff could not administratively approve the application.

Public notice for this application was mailed to property owners and residents within 300 feet of the site on May 1, 2018, as required by DC §10.1.610. Notice of this request was also published in the *News Times* on May 16, 2018. As of May 14<sup>th</sup>, no letters or emails have been received in response to these notices.

## II. PROJECT DESCRIPTION AND ANALYSIS

- A. Description of Proposal: The applicant's request is *"to replace (the) second story windows and selected windows on the first floor. ... We've wanted to upgrade the windows ever since we moved in, but weren't able to find a supplier who could maintain the architectural integrity of the building."*

The applicants wish to replace the windows because *"... most of our windows are not functional beyond the simple definition of being see-through. Our windows are painted shut, weather-beaten, cracked and thermally transparent to the outside. . . . We're looking to include window features not available in 1916 and original features long lost in the intervening decades."* The applicants cite features including carbon footprint reduction; the ability to clean the outside of the windows from inside the house; the ability to open both upper and lower sashes and have them remain open; and window maintainability as further reasons why they wish to replace the original windows. The application materials are attached as Exhibit 1.

The applicants proposed to replace the windows with new Renewal by Anderson units. Product information from the Anderson Windows website is attached as Exhibit 6.

- B. Site Examination: The home is located at the southeast corner of 12<sup>th</sup> Avenue and Birch Street. It is situated on high ground overlooking an adjacent subdivision. The bulk of the Painter's Woods District is located on either side of Birch Street, north of 12<sup>th</sup> Avenue.
- C. Architecture: According to the 2005 RLS and 2007 ILS, the home is constructed in the Craftsman or Arts and Crafts style. It is in excellent condition and its integrity is also excellent.
- D. Preservation Briefs: The National Park Service Technical Preservation Services division has prepared a series of *Preservation Briefs*. *The Repair of Historic Wooden Windows* addresses windows as follows:

*Technical Preservation Services recommends the retention and repair of original windows whenever possible. We believe that the repair and weatherization of existing wooden windows is more practical than most people realize, and that many windows are unfortunately replaced because of a lack of awareness of techniques for evaluation, repair, and weatherization. Wooden windows which are repaired and properly maintained will have greatly extended service lives while contributing to the historic character of the building. Thus, an important element of a building's significance will have been preserved for the future.*

The entire Brief is attached as Exhibit 5.

### III. APPROVAL CRITERIA, FINDINGS AND ANALYSIS

DC §10.5.220(D)(1) *General Review Standards* and §10.5.220 (D)(4)(j) *Building Design – Doors and Windows* requires that the proposal complies with the following criteria. The action of the Board to approve the application shall be accompanied by specific findings of fact indicating how each of the criteria in §10.5.220(D) are satisfied or, if the Board acts to disapprove the proposal, indicating how the proposal fails to satisfy one or more of the criteria.

#### **DC §10.5.220(D)(1) *General Review Standards***

- a) Every reasonable effort shall be made in the proposal to provide a compatible use for the property which requires minimal alteration of the structure, or to use the property for its originally intended purpose.

*Finding: Use of the property is not proposed to change. It would retain its function as a single-family home.*

- b) The distinguishing original qualities or character of the structure shall not be destroyed. The removal or alteration of historic material or distinctive architectural features shall be avoided when possible.

*Finding: According to the Oregon Inventory of Historic Properties Historic Resource Survey Form, "The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond-paned windows exist at the attic level." The form further describes the house as being in excellent condition with excellent integrity.*

*Finding: The Development Code defines Historic Integrity as "The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district" (DC §10.12.210(H1)(j)). While the windows are original to the building, the applicants propose to remove and replace some of them because they are "painted shut, weather-beaten, cracked and thermally transparent to the outside" which suggests that they have not been regularly maintained but also that they have not deteriorated to the point where replacement is the only viable option. Because the windows appear to be substantially intact, they do not meet the criteria for replacement; they are repairable.*

*Finding: The windows proposed to be removed are original to the house, and would therefore be defined as "historic material".*

*Conclusion: Because the existing windows are original historic material and are repairable, their removal should be avoided. Therefore, this criterion is not met.*

- c) All structures shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.

*Finding: The James T. Buxton house dates from c. 1916. The proposed window replacements would not seek to create an earlier appearance. This criterion is satisfied.*

- d) Changes which may have taken place in the history and development of the structure shall be recognized and respected.

*Finding: There have been no known exterior changes to the home; it retains excellent integrity. This criterion is not applicable.*

- e) Distinctive stylistic features or examples of skilled craftsmanship which characterizes the structure shall be treated with sensibility.

*Finding: The windows proposed to be removed are stylistic features of Craftsman or Arts and Crafts architecture. The applicants propose to remove and replace some of them because they are "painted shut, weather-beaten, cracked and thermally transparent to the outside" which suggests that they have not been regularly maintained but also that they have not deteriorated to the point where replacement is the only viable option. Because the windows appear to be substantially intact, they do not meet the criteria for replacement; they are repairable.*

*Finding: As noted in the application "The current windows in the first floor include diamond motif single-pane leaded glass in the upper sashes. We are working with Anderson to find a diamond pattern divided light solution, however the new windows won't match the leaded glass appearance." As proposed, these distinctive windows would be removed; the proposed replacement style is unknown and may or may not duplicate the original.*

*Conclusion: Because the windows appear to be substantially intact and repairable, they do not meet the criteria for replacement. Further, replacing them with new units of unknown design would remove original features which characterize the structure. Therefore, this criterion is not met.*

- f) Deteriorated architectural features shall be repaired if practicable; if not, they should be replaced in-kind. Where replacement of features is proposed, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

*Finding: According to the Oregon Inventory of Historic Properties Historic Resource Survey Form, "The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond-paned windows exist at the attic level." The form further describes the house as being in excellent condition with excellent integrity.*

*Finding: The Development Code defines Historic Integrity as "The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district" (DC §10.12.210(H1)(j)). The applicants propose to remove and replace some of the charactering-defining windows because they are "painted shut, weather-beaten, cracked and thermally transparent to the outside" which suggests that they have*

*not been regularly maintained but also that they have not deteriorated to the point where replacement is the only viable option. Multiple window restoration contractors are located in the greater Portland area that could restore the windows. Depending on their skill set and the extent of the repairs needed, the applicants may also be capable of performing the work.*

*Conclusion: Because the windows appear to be substantially intact and not significantly deteriorated, they are repairable. Therefore, this criterion is not met.*

- g) Proposed surface cleaning, if any, of structures shall be undertaken with the least damaging means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

*Finding: No surface cleaning is proposed; this criterion is not applicable.*

- h) Every reasonable effort shall be made to protect and preserve archeological landmarks affected by, or adjacent to, the landmark.

*Finding: No known archeological resources would be affected by this application. This criterion is not applicable.*

- i) A design which may be proposed for alterations and additions to the structure shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood, and environment.

*Finding: The James T. Buxton house was constructed c. 1916. It is of Craftsman-style architecture. According to the Oregon Inventory of Historic Properties Historic Resource Survey Form "The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond-paned windows exist at the attic level."*

*The form further describes the house as being in excellent condition with excellent integrity. The Development Code defines Historic Integrity as "The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district" (DC §10.12.210(H1)(j)).*

*Finding: The applicants propose to alter the structure by removing and replacing some of the significant historical and architectural material because of its deteriorated condition, but also for convenience, including:*

- *The leaded glass in a diamond pattern in one window may not be replicated; and*
- *The 16-over-1 window would be replaced with a 1-over-1 window in the second-story bay.*

*Replacement windows would match the configuration and dimensions of the existing windows. The replacement windows would only partially match the style and would not*

*match the materials of the existing windows. Because the replacements would only partially match the originals in style and would not match the materials, this criterion is not met.*

- j) Wherever possible, new additions or alterations to any structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

*Finding: No additions are proposed. The proposed windows would be fitted into existing openings such that, if removed in the future, the essential form and integrity of the structure would not be impaired. This criterion is met.*

- k) Attempts to improve or enhance the exterior appearance of a landmark by installing decorative features, such as shutters, shall be avoided unless it can be established that the feature existed on the landmark at its inception.

*Finding: No decorative features are proposed to be added; this criterion is not applicable.*

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#### **DC §10.5.220(D)(4)(j) Building Design – Doors and Windows**

- i. Original openings on visible sides of historic buildings shall be retained.

*Finding: The proposed windows would be fitted into existing openings such that, if removed in the future, the original openings would be retained. This criterion is met.*

- ii. New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.

*Finding: No additional main and upper level window or door openings on front or visible sides of historic buildings are proposed. This criterion is not applicable.*

- iii. New basement windows or doors are allowed on side walls.

*Finding: No new basement windows or doors are proposed; this criterion does not apply.*

- iv. New window types and materials not allowed at front-facing or visible sides: sliding glass units, glass block, vinyl, fiberglass, between glass grids, commercial-type windows.

*Finding: No sliding glass units, glass block, vinyl, fiberglass, between glass grids, or commercial-type windows are proposed. The new windows would be constructed of a composite material consisting of reclaimed wood fiber and PVC polymer that is fused together. Because the composite material is not vinyl or fiberglass, and is composed in part of wood fiber, window sashes made of this material would be allowed on front-facing and visible sides.*

- v. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals. Not Allowed: Window shapes other than rectangular.

*Finding: Replacement windows would mostly replicate the existing windows, including true divided lights. The exceptions would be:*

- o *The leaded glass in a diamond pattern would not be replicated; and*
- o *The 16-over-1 window would be replaced with a 1-over-1 pane window in the second-story bay.*

*Replacement windows would match the configuration and dimensions of the existing windows. The replacement windows would only partially match the style and would not match the materials of the existing windows. Because the replacements would only partially match the originals in style and would not match the materials, this criterion is not met.*

- vi. Retain and repair existing historic window and door parts and trim. Wholesale replacement of windows or sash in good condition on historic buildings is not allowed.

*Finding: While the windows are original to the building, the applicants propose to remove and replace some of them because they are "painted shut, weather-beaten, cracked and thermally transparent to the outside" which suggests that they have not been regularly maintained but also that they have not deteriorated to the point where replacement is the only viable option. Because the windows appear to be substantially intact and in good condition, they do not meet the criteria for replacement; they are repairable.*

*Conclusion: Because the existing windows are original historic material and are repairable, their removal should be avoided. Therefore, this criterion is not met.*

- vii. Storm windows are acceptable on interior or exterior. If on the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Exterior storm doors are allowed.

*Finding: No storm windows are proposed. This criterion is not applicable.*

- viii. Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings the block face. This includes their design, materials, pattern, grouping, and configuration.

Not allowed: window shapes other than rectangular, vertically asymmetric, individual window division or configuration.

*Finding: This criterion is not applicable because the request pertains to an existing structure, not a new one.*

- ix. Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.

*Finding: The replacement units would replicate the original windows, including transparent glazing. No reflective, tinted or obscure glass is proposed. This criterion is met.*

- x. Doors and Sidelights: New decorative or stained glass is allowed.

*Finding: No new decorative or stained glass windows are proposed; this criterion is not applicable.*

- xi. New door types not allowed: Flush metal doors, metal and glass storefront or commercial-type doors.

*Finding: No new doors are proposed; this criterion is not applicable.*

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## **Design Guideline Handbook – Focus Area Section V Historic District Design Guidelines**

Recognizing that no set of standards can be perfect, the guidelines provide guidance on how construction might deviate from the standards, and yet still accomplish the goal of protecting a building's architectural heritage. Projects can be permitted to deviate from the development standards in some ways, if it is demonstrated that the related design guidelines have been addressed, and that deviations would result in a higher quality development. The applicable Design Guidelines for this request are as follows (Design Guideline Handbook Section V p. 24):

### **DOORS AND WINDOWS**

**Guideline:** Preserve and maintain historic doors and windows, and utilize their design as a cue for new work.

**Description:** Windows and doors provide access, light, and ventilation. Their design and arrangement is often a primary decorative feature in a historic building. The majority of historic windows in Forest Grove are double-hung wood sash, although there are examples of several other styles of windows. Historically, doors were also made of wood.

### **Recommended**

- Original window and door openings should be retained.

*Finding: Original window openings would be retained. The proposal would not modify the dimensions of the window openings. This guideline is met.*

- Original decorative details should be preserved.

*Finding: By replacing the windows, the original materials and details would be removed. This guideline would not be met.*

- Repair wooden doors, windows, sashes, frames, and trim whenever possible. If repair is not possible, replacements should match the original details in design, configuration, and materials (i.e., wood, glass, and hardware).

*Finding: The applicant proposes to replace the windows because “most of (them) are not functional beyond the simple definition of being see-through. (They) are painted shut, weather-beaten, cracked and thermally transparent to the outside.” This suggests that the windows have not been regularly maintained but also that they have not deteriorated to the point where replacement is the only viable option. Because the windows appear to be substantially intact, they do not meet the guideline for replacement; they are repairable.*

*Finding: Replacement windows would mostly replicate the existing windows, including true divided lights. The exceptions would be:*

- *The leaded glass in a diamond pattern would not be replicated; and*
- *The 16-over-1 window would be replaced with a 1-over-1 window in the second-story bay.*

*Replacement windows would match the configuration and dimensions of the existing windows. The replacement windows would only partially match the style and would not match the materials of the existing windows.*

*Conclusion: Because the existing windows appear to be substantially intact, they do not meet the guideline for replacement; they are repairable. Furthermore, because the replacements would only partially match the originals in style and would not match the materials, this guideline is not met.*

- Avoid removing a historic window and blocking the opening or replacing it with a new window that conveys a completely different appearance.

*Finding: Window openings would be retained. Some of the new windows would replicate the original designs, while others would convey a completely different appearance by not replicating the existing diamond pattern or by replacing multiple panes with a single pane. Therefore, this guideline would not be met.*

- If storm windows are desired, consider those that can be installed on the interior of the windows. If exterior storms are necessary, select storm window materials compatible with the age of the house (wooden storm windows are appropriate for homes constructed prior to 1945, while aluminum storm windows became popular for homes constructed after 1945).

*Finding: No storm windows are proposed. This guideline is not applicable.*

- Window restorations should follow fire safety and building codes.

*Finding: Window restoration is not proposed. This guideline is not applicable.*

- New windows added in basement and attic remodels must meet building codes related to adequate egress and ingress while attempting to retain historical accuracy; but building codes take precedence.

*Finding: New windows in the basement or attic are not proposed. This guideline is not applicable.*

- The relationship of width to height of windows and doors should be consistent with the dominant pattern set by the surrounding historic buildings, as should the rhythm of walls to openings.

*Finding: No new construction is proposed with this application. This guideline is not applicable.*

#### IV. ALTERNATIVES

The Historic Landmarks Board may:

1. Approve the request as submitted, if it can make written findings, supported by substantial evidence in the record, that the request meets the criteria of Development Code §10.5.220(D)(1) *General Review Standards* and (D)(4)(j) *Building Design – Doors and Windows* above.

**Motion to Approve as Submitted** -- *I move to approve the application as submitted, as the project meets the standards of Development Code Section 10.5.220(D)(1) General Review Standards and (D)(4)(j) Building Design – Doors and Windows.*

2. Approve the request with modifications or conditions, if it can make written findings, supported by substantial evidence in the record, that the request meets the criteria of DC §10.5.220(D)(1) *General Review Standards* and (D)(4)(j)(i), (v) and (ix) *Building Design – Doors and Windows*.

**Motion to Approve with Conditions** - *I move to approve the application with these conditions (list conditions). With these conditions the project would meet the standards of Development Code Section 10.5.220(D)(1) General Review Standards and (D)(4)(j)(i), (v) and (ix) Building Design – Doors and Windows.*

If the HLB concludes that the application complies with the approval criteria above, staff recommends that approval of the application include the following conditions:

1. The applicant shall be bound to the project description and all representations made by the applicant during the application and decision-making proceeding.
2. The applicant shall comply with all applicable City building codes and standards.
3. The existing windows shall be removed with care and recycled.

3. Deny the request, if it can make written findings, supported by substantial evidence in the record, that the request does not meet the criteria of DC §10.5.220(D)(1) *General Review Standards* and (D)(4)(j) *Building Design – Doors and Windows* above.

***Motion to Deny*** - I move to deny the application based on the findings in the staff report because the project does not meet standards of Development Code Sections 10.5.220(D)(1)(b), (e), (f) and (i); and 10.5.220(D)(4)(j)(iv), (v) and (vi).

4. Continue the matter to a date certain for further considerations.

**Motion to Continue the Hearing to a Date Certain** - I move to continue the issue to the June 26, 2018 HLB meeting and request additional information and/or research including...

## V. CONCLUSION AND RECOMMENDATION

The windows may have suffered from some deferred maintenance, but they appear to be substantially intact and repairable. Furthermore, even if they were replaced with exact duplicate windows (and several would not be replaced with exact duplicates), a portion of the James T. Buxton house's original, historic building fabric would be lost. For these reasons, staff recommends that the request to remove and replace the windows not be approved.

## VI. LIST OF EXHIBITS

The following exhibits were received, marked, and entered into the record as evidence for this application at the time this staff report was written. Exhibits received after the date of this report will be marked beginning with the next consecutive number and will be entered into the record at the time the hearing is opened, prior to oral testimony.

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|------------------|---|
| <b>Exhibit 1</b> | Application Materials, submitted by the applicant   |
| <b>Exhibit 2</b> | Background material from City and State files   |
| <b>Exhibit 3</b> | City of Forest Grove Development Code §10.5.220 <i>Procedure for Review of Proposed Work Affecting the Exterior of Landmarks</i> and §10.12.210(H1) <i>Historic Landmarks-Related Definitions</i> |
| <b>Exhibit 4</b> | Modern Houses – Craftsman. Excerpt from <i>A Field Guide to American Houses</i> (McAlester 1994 pp. 453-454)  |
| <b>Exhibit 5</b> | Preservation Brief 9 <i>The Repair of Historic Wooden Windows</i>   |
| <b>Exhibit 6</b> | Information from the Renewal by Anderson windows website  |
| <b>Exhibit 7</b> | PowerPoint Slides   |

**EXHIBIT 1**

Application Materials, submitted by the applicant

# Proposal for Window Replacement at 2206 12th Avenue

## Introduction:

We plan to replace our second story windows and selected windows on the first floor at 2206 12th Avenue. We have lived in this house for 22 years and have been careful to maintain the historical character of our house across multiple remodeling projects. We've wanted to upgrade the windows ever since we moved in, but weren't able to find a supplier who could maintain the architectural integrity of the building.

Now we believe we have found a solution and would like to present our project to the board.

## Our Windows

Like many older homes most of our windows are not functional beyond the simple definition of being see-through. Our windows are painted shut, weather beaten, cracked and thermally transparent to the outside. Times change, and we're looking to include window features not available in 1916 and original features long lost in the intervening decades. Namely:

- Carbon footprint reduction
  - Our conservative guess is 50% of our heating bill goes to compensating for the windows. This is roughly equivalent to ~3 metric tons of CO<sub>2</sub> per year (about 7000 pounds)
- The ability to clean the outside of the windows from within the house
  - Currently we must hire professional window cleaners for our exterior second story windows.
- The ability to open both upper and lower sashes (and have them stay open)
  - All of the upper sashes sealed shut and many of the lower sashes don't open as well.
  - The counterweights and ropes are damaged and lost, the pulleys painted over
- Window maintainability
  - Replacing a simple cracked pane usually requires replacement of the weather damaged sash and the interior trim

## Window Replacement Project

Our proposed project with Anderson Renewal will replace the 11 windows on the second floor and the three windows in the dining room bay on the first floor. The new windows will

- Fit into the existing openings, no changes to the structure of the house
- Match the proportions and panes of the current windows (exceptions below)
- Match the historical paint scheme currently in place (colors selected by Janet Lamb)

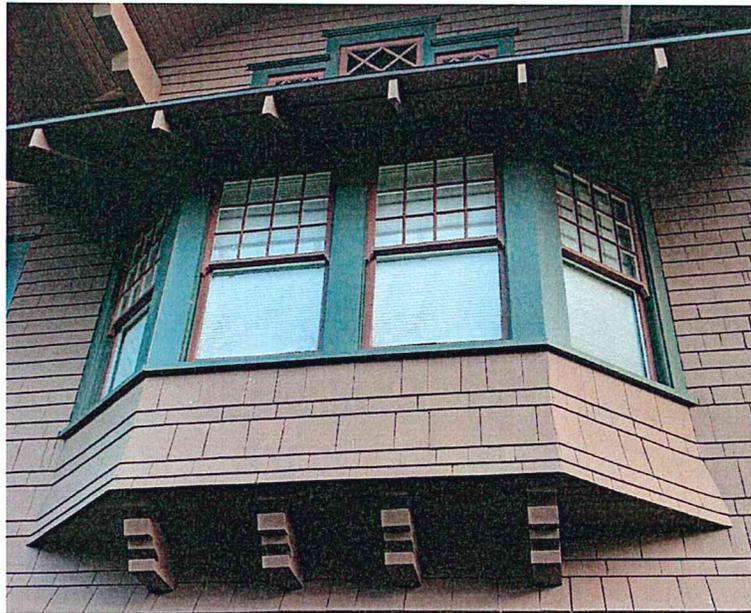
- Utilize full divided light (no inserts)

The current windows in the first floor include diamond motif single-pane leaded glass in the upper sashes. We are working with Anderson to find a diamond pattern divided light solution, however the new windows won't match the leaded glass appearance.

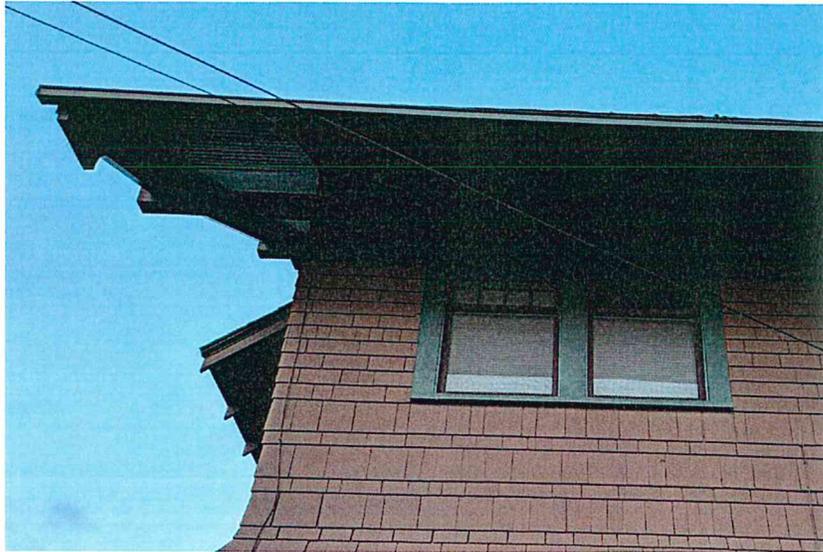
The picture window in the second story bay (West Side) currently has 16 lights (2 x 8) in the upper sash. To reduce cost and for ease of cleaning, the new upper sash will have a single pane.

## Photos

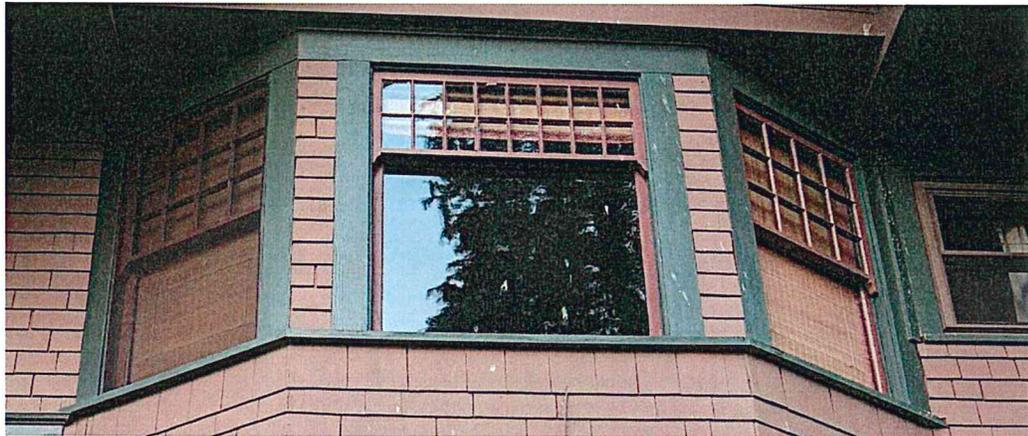
These are the existing windows, note that with the exceptions above, the replacements will be a match.



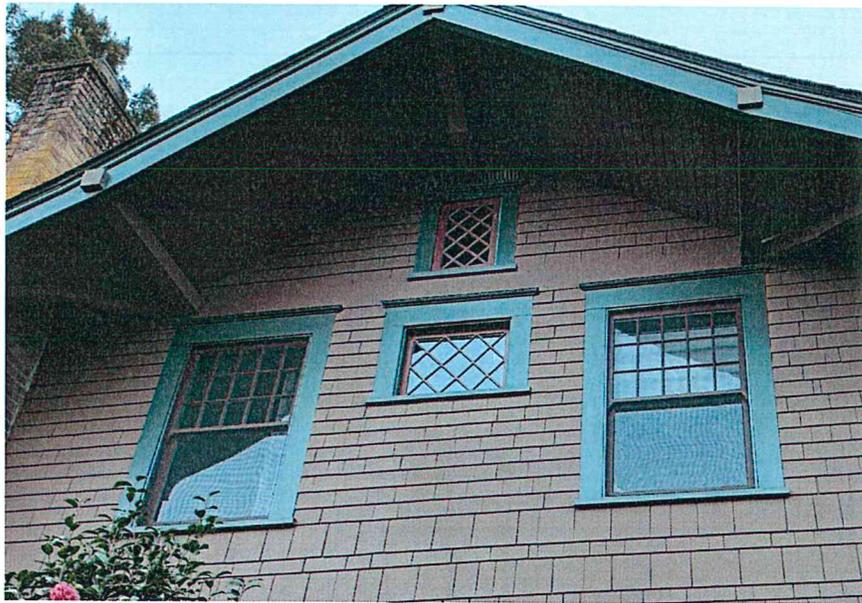
2nd Floor North Bay (4)



Second Floor West (2)



Second Floor West Bay (3)



Second Floor East, 2 sash windows (not the small ones)



First Floor West Bay (3)

## Conclusion

Thanks again for your kind consideration, we hope you will approve this project.

## **EXHIBIT 2**

Background material from City files

## Forest Grove Southside Intensive Survey

**Address:** 2206 12<sup>th</sup> Avenue  
**Historic Name:** James T. Buxton House  
**Date of Construction:** 1916  
**Owner:** Julian Medinger  
**Legal Description:** Fairmount, Lot 1 pt vacated street  
**Classification:** Historic Contributing



### Description:

The two and a half story Moore house is a nice example of the Craftsman style of architecture. It is located in the Fairmount Addition on the southeast corner of 12<sup>th</sup> Street and Birch and faces 12<sup>th</sup> Ave. The house is situated on high ground overlooking adjacent farm land and originally had a barn and shop. The low pitched gable roof has wide overhanging eaves with prominent outriggers. On the first floor of the primary façade there is a large recessed veranda supported by ten square posts. This façade's most unique feature is the prominent bay window with a shed roof which projects from the second story. This bay has four double hung twelve over one windows. The building has a wood frame and cement foundation. The wood siding is clapboard on the first story and shingles on the second.

### Significance:

The property was bought by James T. Buxton in 1904 and he owned it until it was sold by his estate in 1928. The house was constructed on the property in 1916. James T. Buxton was born on March 16th, 1854 on a donation land claim northwest of Forest Grove. He was the grandson of Henry Buxton Sr. who came to Oregon in 1841 as part of the Red River migration. His father was Henry Buxton Jr, a Forest Grove farmer. In 1878 he married Pharabe Bailey and they had 12 children. Buxton served as a City Councilman and was listed as a blacksmith in the City Directories from 1881 to 1905/06. The property was owned by various people from the twenties and thirties including Albert and Emma Ellis, who purchased the property in 1928. Mr. Ellis was a farmer through his life. Daniel and Florence Moore owned the property from 1951 until 1997. Florence Moore was a deputy at Lincoln County Courthouse until she married her husband Daniel in 1936. They moved to Forest Grove in 1951 and Daniel Moore was an accountant for Pine Products Corp. from 1937 -1949. While living in Forest Grove he operated a machine shop and was a realtor and developer.

# FOREST GROVE HISTORIC RESOURCES INVENTORY

Street	2206 12TH AVENUE	City	Forest Grove
Quad	Forest Grove	UTM (NAD 83) Zone	10 Northing
Twn/Rng/Sect/Qt Sect	01S 03W 06 CA	Map	1S306CA TLN 8200
Addition	Fairmount	Block	NA Lot 1

Construction Date	1916	Circa? <input checked="" type="checkbox"/>	City Date	1916	Historic Name	James T. Buxton House
Architect		Builder				
Original Use	Single-family residence	Current Use	Single-family residence			
Cluster		Current Name		Archaeology	Unknown	

Integrity	Excellent	Condition	Excellent	NR Listed?	No	Local Ranking	
NR findings	Potentially eligible - individually					Local Number	

Primary Style	Craftsman	Plan Shape	Square
Secondary Style	Arts and Crafts	Number of Stories	2.0 Moved? Unknown
Foundation Type	Poured concrete	Structural Framing	
Roof Form	Front gable	Roofing Material	Composition shingle
Window Type	Wood multi-pane, and multi/1 wood double hung		
Primary Surfacing	Wood shingle		
Secondary Surfacing	Lap		
Decorative Surfacing			
Alterations	Small gable dormer on west, 1980s.		
Assoc. Resources	Shed	Associated Total	1
Assoc. Addresses			

**Physical Description** The two story house at 2206 12th Avenue was built around 1916 in a Craftsman or Arts and Crafts style. It has a square plan and sits on a poured concrete foundation which is partially parged and scored. The front facing gable roof is covered with composition shingles and has decorative projecting eave brackets under its wide overhanging eaves. The walls of the house are clad in wood lap siding on the first story and wood shingles on the second story. These shingles are laid in bands with various widths of reveal to create a decorative effect and the walls at the second story level flare slightly at the bottom. The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond paned windows exist at the attic level. The inset porch across the building's front façade is supported by square columns arranged in groups and joined by horizontal wood pieces that appear to pass through the upper portions of the columns. An oriel bay window projects from the front façade and has a wide shed roof. Small decorative brackets are located beneath the overhang of this oriel. A two story bay window projection is located on the west side of the house. A chimney of bricks projects from the ridge of the roof near the rear of the house. This house is in excellent condition and its integrity is excellent.

**Statement of Significance**

The property was bought by James T. Buxton in 1904 and he owned it until it was sold by his estate in 1928. The house was constructed on the property in 1916. James T. Buxton was born on March 16th, 1854 on a donation land claim northwest of Forest Grove. He was the grandson of Henry Buxton Sr. who came to Oregon in 1841 as part of the Red River migration. His father was Henry Buxton Jr, a Forest Grove farmer. In 1878 he married Pharabe Bailey and they had 12 children. Buxton served as a City Councilman and was listed as a blacksmith in the City Directories from 1881 to 1905/06. The property was owned by various people from the twenties and thirties including Albert and Emma Ellis, who purchased the property in 1928. Mr. Ellis was a farmer through his life. Daniel and Florence Moore owned the property from 1951 until 1997. Florence Moore was a deputy at Lincoln County Courthouse until she married her husband Daniel in 1936. They moved to Forest Grove in 1951 and Daniel Moore was an accountant for Pine Products Corp. from 1937 -1949. While living in Forest Grove he operated a machine shop and was a realtor and developer.

**Bibliography**

Local Inventory- 1978  
 Local Inventory - 1985/1986  
 Local Historic Context - 1994, 1998, 2005  
 Hillsboro Argus - various years  
 Morelli Collection-Biographical files  
 Eric Stewart Collection; Biographical files

**Research:**

Title/Deed	<input checked="" type="checkbox"/>	Tax Records	<input checked="" type="checkbox"/>
Sanborn Maps	<input type="checkbox"/>	SHPO Files	<input type="checkbox"/>
Obituary Index	<input checked="" type="checkbox"/>	State Archives	<input type="checkbox"/>
City Directories	<input checked="" type="checkbox"/>	State Library	<input type="checkbox"/>
Census	<input type="checkbox"/>	Local Histories	<input checked="" type="checkbox"/>
Biographical	<input checked="" type="checkbox"/>	Interviews	<input checked="" type="checkbox"/>
Newspapers	<input checked="" type="checkbox"/>	Photographs	<input type="checkbox"/>
Permits	<input type="checkbox"/>		

Local Library Forest Grove City Library      Historical Society Washington County Historical Societ  
 University Library Pacific University      Other Shute Park Library, Hillsboro

**Owner Info: Type** \_\_\_\_\_

Owner MEDINGER, JULIAN P & LAUREL J

Address 2206 12TH AVE

\_\_\_\_\_

City FOREST GROVE

State OR      ZIP 97116

Recorded	<u>5/5/2006</u>		
Recorder	<u>Kimberli Fitzgerald</u>		
Roll	<u>4</u>	Roll 2	<u>4</u>
Frame	<u>5</u>	Frame 2	<u>6</u>
Taken	<u>2/1/2005</u>	Taken 2	<u>2/1/2005</u>
Taken By	<u>D. Pinyerd</u>	Taken By 2	<u>D. Pinyerd</u>

Permits \_\_\_\_\_

Notes \_\_\_\_\_

# Oregon Historic Site Record

LOCATION AND PROPERTY NAME			
<b>address:</b>	2206 12th St Forest Grove, Washington County	<b>historic name:</b>	Buxton, James T, House
<b>assoc addresses:</b>		<b>current/other names:</b>	Moore, Dan, House
<b>location descr:</b>		<b>block/lot/tax lot:</b>	1 / 8200
		<b>twshp/rng/sect/qtr sect:</b>	2S 2E 32 CA
PROPERTY CHARACTERISTICS			
<b>resource type:</b>	Building	<b>height (stories):</b>	2.0
<b>elig evaluation:</b>	eligible/contributing	<b>total elig resources:</b>	
<b>prim constr date:</b>	c.1916	<b>NR Status:</b>	Listed in Historic District
		<b>total inelig resources:</b>	
<b>prim orig use:</b>	Single Dwelling	<b>date indiv listed:</b>	
<b>second orig use:</b>		<b>orig use comments:</b>	
<b>primary style:</b>	Craftsman	<b>prim style comments:</b>	
<b>secondary style:</b>		<b>sec style comments:</b>	
<b>primary siding:</b>	Shingle	<b>siding comments:</b>	
<b>secondary siding:</b>	Horizontal Board	<b>architect:</b>	
<b>plan type:</b>		<b>builder:</b>	
<b>comments/notes:</b>			
GROUPINGS / ASSOCIATIONS			
<b>Survey/Grouping Included In:</b>	<b>Type of Grouping</b>	<b>Date Listed</b>	<b>Date Compiled</b>
Forest Grove Southside Survey	Survey & Inventory Project		2005
Painter's Woods Historic District	Listed Historic District	05/28/2009	2008
SHPO INFORMATION FOR THIS PROPERTY			
<b>NR date listed:</b>	N/A	<b>106 Project(s):</b>	None
<b>ILS survey date:</b>		<b>Special Assess Project(s):</b>	None
<b>RLS survey date:</b>	03/07/2005	<b>Federal Tax Project(s):</b>	None
ARCHITECTURAL / PROPERTY DESCRIPTION			
<i>(Includes expanded description of the building/property, setting, significant landscape features, outbuildings and alterations)</i>			
<p>The two story house at 2206 12th Avenue was built around 1916 . The two and a half story Moore house is a nice example of the Craftsman style of architecture. It is located in the Fairmount Addition on the southeast corner of 12th Street and Birch and faces 12th Ave. The house is situated on high ground overlooking adjacent farm land and originally had a barn and shop. The low pitched gable roof has wide overhanging eaves with prominent outriggers. On the first floor of the primary façade there is a large recessed veranda supported by ten square posts. This façade's most unique feature is the prominent bay window with a shed roof which projects from the second story. This bay has four double hung twelve over one windows. The building has a wood frame and cement foundation. The wood siding is clapboard on the first story and shingles on the second. Alterations: Small gable dormer on west, 1980s. Assoc Resources: Shed</p>			
HISTORY			
<i>(Chronological, descriptive history of the property from its construction through at least the historic period - preferably to the present)</i>			
<p>The property was bought by James T. Buxton in 1904 and he owned it until it was sold by his estate in 1928. The house was constructed on the property in 1916. James T. Buxton was born on March 16th, 1854 on a donation land claim northwest of Forest Grove. He was the grandson of Henry Buxton Sr. who came to Oregon in 1841 as part of the Red River migration. His father was Henry Buxton Jr, a Forest Grove farmer. In 1878 he married Pharabe Bailey and they had 12 children. Buxton served as a City Councilman and was listed as a blacksmith in the City Directories from 1881 to 1905/06. The property was owned by various people from the twenties and thirties including Albert and Emma Ellis, who purchased the property in 1928. Mr. Ellis was a farmer through his life. Daniel and Florence Moore owned the property from 1951 until 1997. Florence Moore was a deputy at Lincoln County Courthouse until she married her husband Daniel in 1936. They moved to Forest Grove in 1951 and Daniel Moore was an accountant for Pine Products Corp. from 1937 -1949. While living in Forest Grove he operated a machine shop and was a realtor and developer.</p>			
RESEARCH INFORMATION			
✓ Title Records	Census Records	Property Tax Records	Local Histories
✓ Sanborn Maps	Biographical Sources	SHPO Files	Interviews
✓ Obituaries	Newspapers	State Archives	Historic Photographs
✓ City Directories	Building Permits	State Library	
<b>Local Library:</b>	Forest Grove City Library	<b>University Library:</b>	
<b>Historical Society:</b>		<b>Other Respository:</b>	
<b>Bibliography:</b>			

**OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY FORM**

Note: For properties 35 years old and newer, starred (\*) sections are the only required fields.

\*County: **Washington**

*Street Address: <b>2206 12TH AVE</b>				*City: <b>Forest Grove</b>			
USGS Quad Name: <b>Forest Grove</b>			UTM (NAD83) Zone: <b>10</b>		Northing: <b>5039691</b>		Easting: <b>491546</b>
Township: <b>01S</b>	Range: <b>03W</b>	Section: <b>06</b>	Block: <b>NA</b>	Lot: <b>1</b>		Map #: <b>1S306CA</b>	Tax Lot #: <b>8200</b>
Historic Name:						Grouping or Cluster Name:	
*Date of Construction: <b>c. 1916</b>		Other Name:					
Historic Use or Function: <b>Single-family residence</b>			*Current Use: <b>Single-family residence</b>			Associated Archaeological Site: <b>Unknown</b>	
Architectural Classification(s): <b>Craftsman / Arts and Crafts</b>			Plan Type/Shape: <b>Square</b>			Number of Stories: <b>2</b>	
Foundation Material: <b>Poured concrete</b>			Structural Framing: <b>Platform</b>			Moved? <b>Unknown</b>	
Roof Type/Material: <b>Front gable / Composition shingle</b>			Window Type/Material: <b>Wood multi-pane; multi/1 wood double hung</b>				
Exterior Surface Materials Primary: <b>Wood shingle</b>			Secondary: <b>Lap</b>		Decorative:		
Exterior Alterations or Additions/Approximate Date: <b>Small gable dormer on west, 1980s.</b>							
Number and type of associated resources: <b>Shed (1)</b>							
Integrity: <b>Excellent</b>		Condition: <b>Excellent</b>		Local Ranking:		National Register Listed? <b>No</b>	
Preliminary National Register Findings:		Potentially Eligible: <input checked="" type="checkbox"/> Individually or <input type="checkbox"/> As a contributing resource in a district Not Eligible: <input type="checkbox"/> Intact but lacks distinction <input type="checkbox"/> Altered (choose one): <input type="checkbox"/> Reversible/Potentially eligible individually or in district <input type="checkbox"/> Reversible/Ineligible as it lacks distinction <input type="checkbox"/> Not 50 years old <input type="checkbox"/> Irretrievable loss of integrity					
Description of Physical and Landscape Features: <p>The two story house at 2206 12th Avenue was built around 1916 in a Craftsman or Arts and Crafts style. It has a square plan and sits on a poured concrete foundation which is partially parged and scored. The front facing gable roof is covered with composition shingles and has decorative projecting eave brackets under its wide overhanging eaves. The walls of the house are clad in wood lap siding on the first story and wood shingles on the second story. These shingles are laid in bands with various widths of reveal to create a decorative effect and the walls at the second story level flare slightly at the bottom. The primary window type on the house is multi-pane-over-one double hung sashes and multi-pane fixed wood windows. Some diamond paned windows exist at the attic level. The inset porch across the building's front façade is supported by square columns arranged in groups and joined by horizontal wood pieces that appear to pass through the upper portions of the columns. An oriel bay window projects from the front façade and has a wide shed roof. Small decorative brackets are located beneath the overhang of this oriel. A two story bay window projection is located on the west side of the house. A chimney of bricks projects from the ridge of the roof near the rear of the house. This house is in excellent condition and its integrity is excellent.</p> <p>A very large oak tree stands to the northeast of the house. Associated structures include a shed at the rear of the house.</p>							
Statement of Significance [Required ONLY for Intensive Level Surveys] (use additional sheets if necessary)							
*Researcher/Organization: <b>Bernadette Niederer / HPNW</b>					*Date Recorded: <b>3/7/2005</b>		
Survey Form (Page 1 of 3)				Local Designation #		SHPO #	

**OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY FORM**

\*County: **Washington**

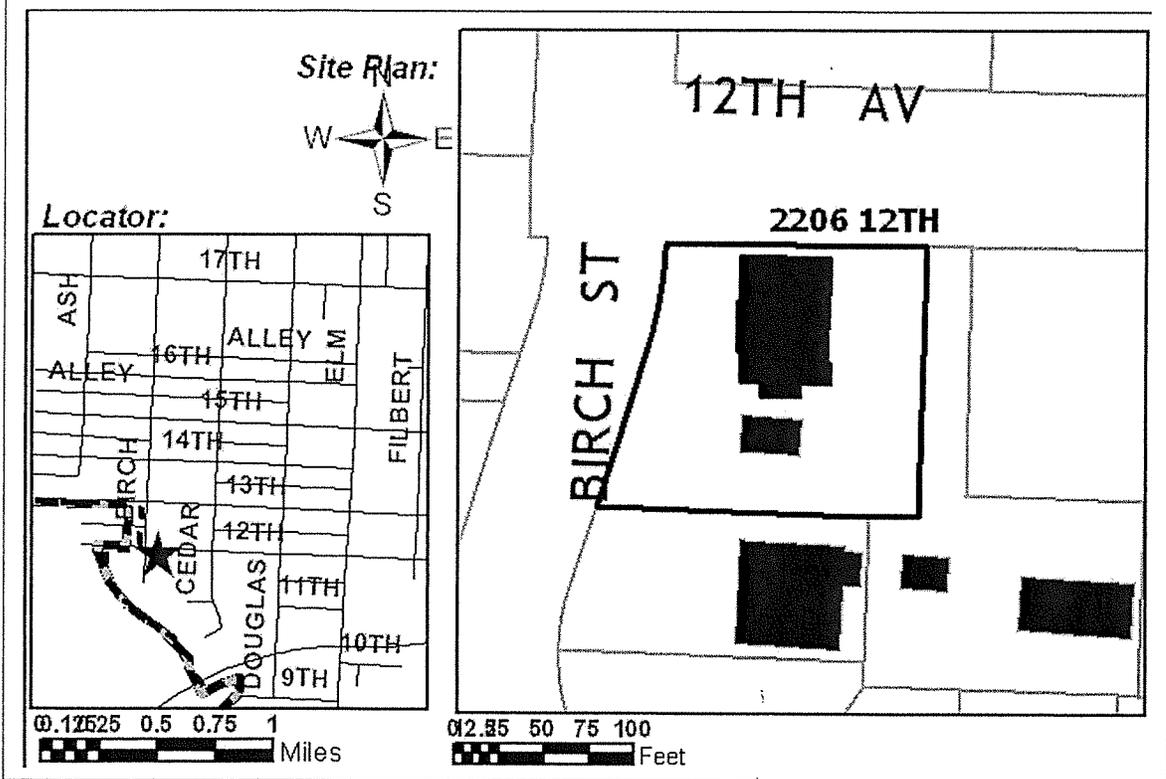
\*Street Address: **2206 12TH AVE**

\*City: **Forest Grove**

Photo:



Location:



*Researcher/Organization: <b>Bernadette Niederer / HPNW</b>			*Date Recorded: <b>3/7/2005</b>	
Survey Form (Page 2 of 3)	*Photo Roll# <b>4</b>	*Frame #(s) <b>5, 6</b>	Local Designation #	SHPO #

OREGON INVENTORY OF HISTORIC PROPERTIES  
HISTORIC RESOURCE SURVEY FORM

Continuation Sheet

\*County: **Washington**

\*Street Address: **2206 12TH AVE**

\*City: **Forest Grove**



\*Researcher/Organization: **Bernadette Niederer / HPNW**

\*Date Recorded: **3/7/2005**

Continuation Page

\*Photo Roll# **4**

\*Frame #(s) **6**

Local Designation #

SHPO #

## EXHIBIT 3

### City of Forest Grove Development Code §10.5.220 *Procedure for Review of Proposed Work Affecting the Exterior of Landmarks* and §10.12.210(H1) *Historic Landmarks-Related Definitions*

#### 10.5.220 PROCEDURE FOR REVIEW OF PROPOSED WORK AFFECTING THE EXTERIOR OF LANDMARKS

For the purposes of this section, “historic landmark” or “landmark” is construed to include “historic contributing building” as defined in §10.12.210 H1. These standards apply to:

- Structures listed on the *Forest Grove Register of Historic and Cultural Landmarks*, whether or not they are located within a district;
- Historic contributing structures within a district;
- Non-contributing structures within a district; and
- New development within a district.

Prior to the commencement of work on the exterior of a landmark (including repairs, maintenance, alterations, improvements, reconstruction and/or expansion affecting the exterior appearance of the landmark), an application describing the proposed work shall be submitted to the Community Development Department for review. The application shall include plans and specifications describing proposed materials and methods in sufficient detail to illustrate the finished results.

For landmarks within a district, the design intent is to maintain or better the overall integrity of the district. For new development or non-contributing buildings there is a similar intent, particularly if the development would displace an existing landmark.

The standards in this section apply to the exterior rehabilitation of buildings within a historic district. Situations include existing historic contributing buildings, additions, or new development within a district, and to individually-listed historic landmarks located outside of a district. Certain provisions apply to all properties.

Two-Track Procedure: Pursuant to §10.2.350, designs or portions of a project not meeting, or those requesting an exception to the Standards [Track 1] shall be reviewed under the Guidelines [Track 2] as described in Design Guidelines Handbook Section V *Historic District Design Guidelines*.

- A. Exempt Activities. Replacement of deteriorated materials in kind, repainting, installation of gutters and leaders and installation of removable storm windows and demolition of non-contributing buildings shall be considered allowable without assessment of visual impact.
- B. Director Review. When the proposed work activities are not exempt under A. above, the Director shall review the application and plans. If review results in a determination that the work would not result in visual change, the Director shall provide the applicant with written approval for the work to proceed.

Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the Director. The Director may require additional plans and application materials beyond those required for issuance of a building permit. If review results in a determination that the work would

comply with the standards of §10.5.220(D) below, the Director shall provide the applicant with written approval for the work to proceed.

C. HLB Review.

1. Where review of the application results in a determination that the work would not comply with the standards of §10.5.220(D) below, the application shall be forwarded to the HLB for review and action subject to Type III procedures. Other design elements requiring HLB review include:
  - a. Relocations or repositionings of a landmark or a historic contributing building pursuant to §10.5.225;
  - b. Demolition of a landmark or historic contributing building pursuant to §10.5.225;
  - c. Removal of chimneys from a landmark or historic contributing building; and
  - d. New exterior stairs (except those connected to ground-floor entries).
2. Where the proposed work is of such a nature that a building permit is required, the Building Official shall withhold issuance of a building permit for the proposed work pending review and approval by the HLB. The Board may require additional plans and application materials beyond those required for issuance of a building permit.
3. After reviewing plans and materials, the HLB shall approve, approve with conditions, or reject the proposal subject to Type III notice procedures and time-lines.

D. Review Standards

In acting on an application submitted pursuant to this section for work affecting the exterior of a landmark or construction of a new building within a district, the Director shall approve the proposal if findings are made demonstrating that the following standards are met:

1. General Review Standards
  - a. Every reasonable effort shall be made to provide a compatible use for the property that requires minimal alteration of the structure, or to use the property for its originally intended purpose.
  - b. The distinguishing original qualities or character of the structure shall not be destroyed. The removal or alteration of historic material or distinctive architectural features shall be avoided when possible.
  - c. All structures shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
  - d. Changes that may have taken place in the history and development of the structure shall be recognized and respected.
  - e. Distinctive stylistic features or examples of skilled craftsmanship that characterize the structure shall be treated with sensibility.
  - f. Deteriorated architectural features shall be repaired if practicable; if not, they should be replaced in kind. Where replacement of features is proposed, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

- g. Surface cleaning, if any, of structures shall be undertaken with the least damaging means. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- h. Every reasonable effort shall be made to protect and preserve archeological landmarks affected by, or adjacent to the landmark.
- i. A design for alterations and additions to the structure shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood, and environment.
- j. Wherever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were removed in the future, the essential form and integrity of the structure would not be impaired.
- k. Attempts to improve or enhance the exterior appearance of a landmark by installing decorative features, such as shutters, shall be avoided unless it can be established that the feature existed on the landmark at its inception.

## 2. Building and Addition Placement and Orientation

## 3. Spacing and Setbacks

### 4. Building Design

- a. Height
- b. Width
- c. Shape
- d. Roof
- e. Dormers and Roof Features
- f. Porches
- g. Front, Side and Rear Building Elevations

- i. The front façade orientation and access for historic buildings shall be maintained. The major defining features including entry, porches, roof-line, bays and dormers shall be retained on the front and visible sides of historically contributing buildings.
  - ii. The front façade orientation and access for new buildings shall be consistent with historic building examples on the block.
  - iii. Front Façade: New buildings shall avoid very flat, wide and tall front and visible side walls with minimal relief and level parapets. The front shall create relief by a limited use of projections and recesses such as a porch, bay, wing, or the roof slope.
  - iv. Openings: New buildings shall have windows on the front and visible sides of habitable rooms at each level. Each room shall have a minimum of one window.
  - v. Rear Elevation: Unless specifically denoted as significant, the rear and non-visible side elevations of historic buildings may be altered. Those alterations must be consistent with the overall building design and use products and materials noted as acceptable in the Standards.
- ### h. Outbuildings and Garages
- i. Exterior Siding and Decorative Architectural Details

- i. Historic buildings and landmarks shall retain and repair existing siding, architectural features, and details.
  - ii. Replacement siding, moldings, and other decorative architectural details shall match the material, pattern, detail and dimension of either the existing or the original siding or material.
  - iii. Front and visible sides of new buildings shall have the following minimum wall trim: window and door casings, top of wall to roof overhang on gable sides.
  - iv. Siding Patterns Allowed: A maximum of three wood siding or shingle patterns and types; may also have one type of masonry or plaster.
  - v. Siding, decorative architectural details and exposed materials that are not allowed:
    - Aluminum or metal; vinyl; scored plywood; sheet siding.
    - Alternative engineered siding not matching original profiles.
    - Plastic, foam or polymer trim.
    - Cultured stone or synthetic masonry.
    - Use of stains and clear finishes is acceptable only for doors and sidelights, and utility structures.
    - Mill or clear finish aluminum or stainless steel is not allowed as an exposed finish
  - vi. Removal of non-historic features or reconstruction of historic features, with documentation, is allowed on historic buildings and landmarks.
- j. Doors and Windows
- i. Original openings on visible sides of historic buildings shall be retained.
  - ii. New main and upper level window or door openings on front or visible sides of historic buildings are not allowed.
  - iii. New basement windows or doors are allowed on side walls.
  - iv. New window types and materials not allowed at front-facing or visible sides: sliding glass units, glass block, vinyl, fiberglass, between glass grids, commercial-type windows.
  - v. New or replacement windows and doors on historic buildings shall match the style, configuration, dimensions, and materials of existing or originals. Not Allowed: Window shapes other than rectangular.
  - vi. Retain and repair existing historic window and door parts and trim. Wholesale replacement of windows or sash in good condition on historic buildings is not allowed.
  - vii. Storm windows are acceptable on interior or exterior. If on the exterior they shall match the window shape, style, basic configuration, and shall be a comparable color. Exterior storm doors are allowed.
  - viii. Windows and doors on new buildings shall be appropriate to the style of the building and as found on historic buildings the block face. This includes their design, materials, pattern, grouping, and configuration.

Not allowed: window shapes other than rectangular, vertically asymmetric, individual window division or configuration.

- ix. Glazing on visible building sides and front shall be clear. Reflective or tinted glass or films are not allowed; decorative or stained glass replacement is excepted. Obscure glass is allowed at bathrooms.
- x. Doors and Sidelights: New decorative or stained glass is allowed.
- xi. New door types not allowed: Flush metal doors, metal and glass storefront or commercial-type doors.

k. Foundations

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**§10.12.210(H1) *Historic Landmarks-Related Definitions***

H1. Historic Landmarks-Related Definitions.

- a. Basement:
- b. Block Face:
- c. Building Line:
- d. Building Parts:
  - Main Portion: The central building mass.
  - Front Portion: The front section of the building; extends back one room, or ten feet from the front wall.
  - Wings: A subsidiary and extension portion of the building; at least one room in size.
- e. Bay: A partial room projection. It may extend to grade, the floor level, or may be raised, and may also have its own roof.
- f. Demolition:
- g. Historic Contributing Building: Any building, structure, object or site within the boundaries of a historic district which reflects the significance of the district as a whole due to historic associations, historic architectural qualities, or archeological features.
- h. Historic Landmark: Any structure, archeological site, prehistoric site, or historic site on the Forest Grove Register of Historic and Cultural Landmarks (Historic Register) as designated by the City Council.
- i. Historic Landmarks Board.
- j. Integrity: The historic, character-defining physical features that convey a building, object, site or structure's significance as part of a district.
- k. Non-Contributing Building.
- l. Oblique, Non-Orthogonal, Skewed Front Walls:
- m. Primary Building Side: The most architecturally significant side, typically the front and the side that faces the street and that typically has the main entry.
- n. Secondary Building Side(s): Non-primary side(s).
- o. Visible Sides or Portions: Portions of the building that are visible from the adjacent street(s) or public way.

## **EXHIBIT 4**

Excerpt from *A Field Guide to American Houses* (McAlester 1994)

ECLECTIC HOUSES
Craftsman
1905-1930

## IDENTIFYING FEATURES

Low-pitched, gabled roof (occasionally hipped) with wide, unenclosed eave overhang; roof rafters usually exposed; decorative (false) beams or braces commonly added under gables; porches, either full- or partial-width, with roof supported by tapered square columns; columns or pedestals frequently extend to ground level (without a break at level of porch floor).

## PRINCIPAL SUBTYPES

Four principal subtypes can be distinguished:

**FRONT-GABLED ROOF**—About one-third of Craftsman houses are of this subtype. Porches, which may either be full- or partial-width, are almost evenly divided between those sheltered beneath the main roof and those with separate, extended roofs. Most examples of this subtype are one-story, but one-and-a-half- and two-story examples are not uncommon; dormers are found in only about 10 percent of this subtype.

**CROSS-GABLED ROOF**—Cross-gabled examples make up about one-fourth of Craftsman houses. Of these, three-quarters are one-story examples; dormers occur on about 20 percent. Porches are varied, but by far the most common type is a partial-width, front-gabled porch, its roof forming the cross gable.

**SIDE-GABLED ROOF**—About one-third of Craftsman houses are of this subtype. Most are one-and-a-half stories high with centered shed or gable dormers. Porches are generally contained under the main roof, sometimes with a break in slope. Two-story examples commonly have added, full-width porches. This subtype is most common in the northeastern and midwestern states.

**HIPPED ROOF**—These make up less than 10 percent of Craftsman houses; they are almost equally divided between one- and two-story examples. This subtype is similar to some simple Prairie houses, which normally lack the exposed rafters and other typical Craftsman details.

## VARIANTS AND DETAILS

**PORCH ROOF SUPPORTS**—Columns for supporting the porch roofs are a distinctive and variable detail. Typically short, square upper columns rest upon more massive piers, or upon a solid porch balustrade. These columns, piers, or balustrades frequently begin directly

at ground level and extend without break to a level well above the porch floor. Commonly the piers or columns have sloping (battered) sides. Materials used for piers, columns, and solid balustrades are varied. Stone, clapboard, shingle, brick, concrete block, or stucco are all common; they frequently occur in combination.

**ROOF-WALL JUNCTIONS**—Among the most distinctive features of the style are the junctions where the roof joins the wall, which are almost never boxed or enclosed. The roof has a wide eave overhang; along *horizontal* edges the actual rafter ends are exposed, or false rafter ends are added. These are sometimes cut into decorative shapes. Along the sloping, or rake, edges, three or more beams (usually false) extend through the wall to the roof edge. These are either plain or embellished by a triangular knee brace.

**OTHER DETAILS**—Craftsman doors and windows are similar to those used in vernacular Prairie houses (see page 442). Dormers are commonly gabled, with exposed rafter ends and braces such as are found at the main roof-wall junction. The most common wall cladding is wood clapboard; wood shingles rank second. Stone, brick, concrete block, and stucco are also used, most frequently in the northern and midwestern states. Secondary influences such as Tudor false half-timbering, Swiss balustrades or Oriental roof forms are also sometimes seen.

#### OCCURRENCE

This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s. The Craftsman style originated in southern California and most landmark examples are concentrated there. Like vernacular examples of the contemporaneous Prairie style, it was quickly spread throughout the country by pattern books and popular magazines. The style rapidly faded from favor after the mid-1920s; few were built after 1930.

#### COMMENTS

Craftsman houses were inspired primarily by the work of two California brothers—Charles Sumner Greene and Henry Mather Greene—who practiced together in Pasadena from 1893 to 1914. About 1903 they began to design simple Craftsman-type bungalows; by 1909 they had designed and executed several exceptional landmark examples that have been called the “ultimate bungalows.” Several influences—the English Arts and Crafts movement, an interest in oriental wooden architecture, and their early training in the manual arts—appear to have led the Greenes to design and build these intricately detailed buildings. These and similar residences were given extensive publicity in such magazines as the *Western Architect*, *The Architect*, *House Beautiful*, *Good Housekeeping*, *Architectural Record*, *Country Life in America*, and *Ladies' Home Journal*, thus familiarizing the rest of the nation with the style. As a result, a flood of pattern books appeared, offering plans for Craftsman bungalows; some even offered completely pre-cut packages of lumber and detailing to be assembled by local labor. Through these vehicles, the one-story Craftsman house quickly became the most popular and fashionable smaller house in the country. High-style interpretations are rare except in California, where they have been called the Western Stick style. One-story vernacular examples are often called simply bungalows or the Bungaloid style.

## EXHIBIT 5

### Preservation Brief 9 *The Repair of Historic Wooden Windows*

The windows on many historic buildings are an important aspect of the architectural character of those buildings. Their design, craftsmanship, or other qualities may make them worthy of preservation. This is self-evident for ornamental windows, but it can be equally true for warehouses or factories where the windows may be the most dominant visual element of an otherwise plain building. Evaluating the significance of these windows and planning for their repair or replacement can be a complex process involving both objective and subjective considerations. *The Secretary of the Interior's Standards for Rehabilitation* and the accompanying guidelines, call for respecting the significance of original materials and features, repairing and retaining them wherever possible, and when necessary, replacing them in kind. This Brief is based on the issues of significance and repair which are implicit in the standards, but the primary emphasis is on the technical issues of planning for the repair of windows including evaluation of their physical condition, techniques of repair, and design considerations when replacement is necessary.

Much of the technical section presents repair techniques as an instructional guide for the do-it-yourselfer. The information will be useful, however, for the architect, contractor, or developer on large-scale projects. It presents a methodology for approaching the evaluation and repair of existing windows, and considerations for replacement, from which the professional can develop alternatives and specify appropriate materials and procedures.

#### **Architectural or Historical Significance**

Evaluating the architectural or historical significance of windows is the first step in planning for window treatments, and a general understanding of the function and history of windows is vital to making a proper evaluation. As a part of this evaluation, one must consider four basic window functions: admitting light to the interior spaces, providing fresh air and ventilation to the interior, providing a visual link to the outside world, and enhancing the appearance of a building. No single factor can be disregarded when planning window treatments; for example, attempting to conserve energy by closing up or reducing the size of window openings may result in the use of *more* energy by increasing electric lighting loads and decreasing passive solar heat gains.

Windows are frequently important visual focal points, especially on simple facades such as this mill building. Replacement of the multi-pane windows with larger panes could dramatically alter the appearance of the building.

Historically, the first windows in early American houses were casement windows; that is, they were hinged at the side and opened outward. In the beginning of the eighteenth century single- and double-hung windows were introduced. Subsequently many styles of these vertical sliding sash windows have come to be associated with specific building periods or architectural styles, and this is an important

consideration in determining the significance of windows, especially on a local or regional basis. Site-specific, regionally oriented architectural comparisons should be made to determine the significance of windows in question. Although such comparisons may focus on specific window types and their details, the ultimate determination of significance should be made within the context of the whole building, wherein the windows are one architectural element.

After all of the factors have been evaluated, **windows should be considered significant to a building if they:**

1. are original,
2. reflect the original design intent for the building,
3. reflect period or regional styles or building practices,
4. reflect changes to the building resulting from major periods or events, or
5. are examples of exceptional craftsmanship or design.

Once this evaluation of significance has been completed, it is possible to proceed with planning appropriate treatments, beginning with an investigation of the physical condition of the windows.

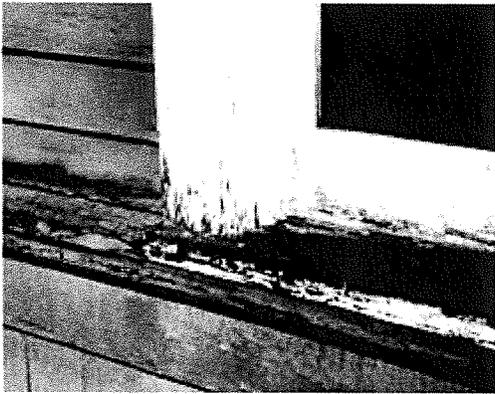
### **Physical Evaluation**

The key to successful planning for window treatments is a careful evaluation of existing physical conditions on a unit-by-unit basis. A graphic or photographic system may be devised to record existing conditions and illustrate the scope of any necessary repairs. Another effective tool is a window schedule which lists all of the parts of each window unit. Spaces by each part allow notes on existing conditions and repair instructions. When such a schedule is completed, it indicates the precise tasks to be performed in the repair of each unit and becomes a part of the specifications. **In any evaluation, one should note at a minimum:**

1. window location
2. condition of the paint
3. condition of the frame and sill
4. condition of the sash (rails, stiles and muntins)
5. glazing problems
6. hardware, and
7. the overall condition of the window (excellent, fair, poor, and so forth)

Many factors such as poor design, moisture, vandalism, insect attack, and lack of maintenance can contribute to window deterioration, but moisture is the primary contributing factor in wooden window decay. All window units should be inspected to see if water is entering around the edges of the frame and, if so, the joints or seams should be caulked to eliminate this danger. The glazing putty should be checked for cracked, loose, or missing sections which allow water to saturate the wood, especially at the joints. The back putty on the interior side of the pane should also be inspected, because it creates a seal

which prevents condensation from running down into the joinery. The sill should be examined to insure that it slopes downward away from the building and allows water to drain off. In addition, it may be advisable to cut a dripline along the underside of the sill. This almost invisible treatment will insure proper water runoff, particularly if the bottom of the sill is flat. Any conditions, including poor original design, which permit water to come in contact with the wood or to puddle on the sill must be corrected as they contribute to deterioration of the window.



Deterioration of poorly maintained windows usually begins on horizontal surfaces and at joints, where water can collect and saturate the wood. Photo: NPS files.

One clue to the location of areas of excessive moisture is the condition of the paint; therefore, each window should be examined for areas of paint failure. Since excessive moisture is detrimental to the paint bond, areas of paint blistering, cracking, flaking, and peeling usually identify points of water penetration, moisture saturation, and potential deterioration. Failure of the paint should not, however, be mistakenly interpreted as a sign that the wood is in poor condition and hence, irreparable. Wood is frequently in sound physical condition beneath unsightly paint. After noting areas of paint failure, the next step is to inspect the condition of the wood, particularly at the points identified during the paint examination.

Each window should be examined for operational soundness beginning with the lower portions of the frame and sash. Exterior rainwater and interior condensation can flow downward along the window, entering and collecting at points where the flow is blocked. The sill, joints between the sill and jamb, corners of the bottom rails and muntin joints are typical points where water collects and deterioration begins. The operation of the window (continuous opening and closing over the years and seasonal temperature changes) weakens the joints, causing movement and slight separation. This process makes the joints more vulnerable to water which is readily absorbed into the end grain of the wood. If severe deterioration exists in these areas, it will usually be apparent on visual inspection, but other less severely deteriorated areas of the wood may be tested by two traditional methods using a small ice pick.

An ice pick or an awl may be used to test wood for soundness. The technique is simply to jab the pick into a wetted wood surface at an angle and pry up a small section of the wood. Sound wood will

separate in long fibrous splinters, but decayed wood will lift up in short irregular pieces due to the breakdown of fiber strength.

Another method of testing for soundness consists of pushing a sharp object into the wood, perpendicular to the surface. If deterioration has begun from the hidden side of a member and the core is badly decayed, the visible surface may appear to be sound wood. Pressure on the probe can force it through an apparently sound skin to penetrate deeply into decayed wood. This technique is especially useful for checking sills where visual access to the underside is restricted.

Following the inspection and analysis of the results, the scope of the necessary repairs will be evident and a plan for the rehabilitation can be formulated. **Generally the actions necessary to return a window to "like new" condition will fall into three broad categories:**

1. **routine maintenance procedures,**
2. **structural stabilization, and**
3. **parts replacement.**

These categories will be discussed in the following sections and will be referred to respectively as **Repair Class I, Repair Class II, and Repair Class III**. Each successive repair class represents an increasing level of difficulty, expense, and work time. Note that most of the points mentioned in Repair Class I are routine maintenance items and should be provided in a regular maintenance program for any building. The neglect of these routine items can contribute to many common window problems.

Before undertaking any of the repairs mentioned in the following sections all sources of moisture penetration should be identified and eliminated, and all existing decay fungi destroyed in order to arrest the deterioration process. Many commercially available fungicides and wood preservatives are toxic, so it is extremely important to follow the manufacturer's recommendations for application, and store all chemical materials away from children and animals. After fungicidal and preservative treatment the windows may be stabilized, retained, and restored with every expectation for a long service life.

### **Repair Class I: Routine Maintenance**



This historic double-hung window has many layers of paint, some cracked and missing putty, slight separation at the joints, broken sash cords, and one cracked pane. Photo: NPS files.



After removing paint from the seam between the interior stop and the jamb, the stop can be pried out and gradually worked loose using a pair of putty knives as shown. Photo: NPS files.

Repairs to wooden windows are usually labor intensive and relatively uncomplicated. On small scale projects this allows the do-it-yourselfer to save money by repairing all or part of the windows. On larger projects it presents the opportunity for time and money which might otherwise be spent on the removal and replacement of existing windows, to be spent on repairs, subsequently saving all or part of the material cost of new window units. Regardless of the actual costs, or who performs the work, the evaluation process described earlier will provide the knowledge from which to specify an appropriate work program, establish the work element priorities, and identify the level of skill needed by the labor force.

**The routine maintenance required to upgrade a window to "like new" condition normally includes the following steps:**

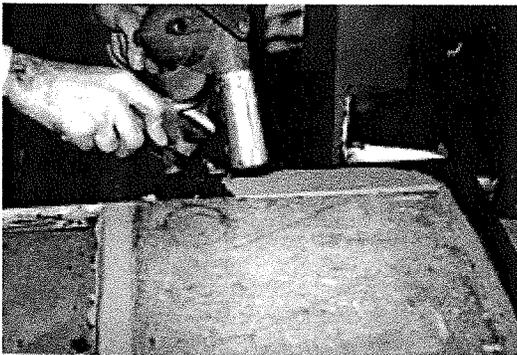
1. some degree of interior and exterior paint removal,
2. removal and repair of sash (including re-glazing where necessary),
3. repairs to the frame,
4. weather-stripping and reinstallation of the sash, and
5. repainting.

These operations are illustrated for a typical double-hung wooden window, but they may be adapted to other window types and styles as applicable.

Historic windows have usually acquired many layers of paint over time. Removal of excess layers or peeling and flaking paint will facilitate operation of the window and restore the clarity of the original detailing. Some degree of paint removal is also necessary as a first step in the proper surface

preparation for subsequent refinishing (if paint color analysis is desired, it should be conducted prior to the onset of the paint removal). There are several safe and effective techniques for removing paint from wood, depending on the amount of paint to be removed.

Paint removal should begin on the interior frames, being careful to remove the paint from the interior stop and the parting bead, particularly along the seam where these stops meet the jamb. This can be accomplished by running a utility knife along the length of the seam, breaking the paint bond. It will then be much easier to remove the stop, the parting bead and the sash. The interior stop may be initially loosened from the sash side to avoid visible scarring of the wood and then gradually pried loose using a pair of putty knives, working up and down the stop in small increments. With the stop removed, the lower or interior sash may be withdrawn. The sash cords should be detached from the sides of the sash and their ends may be pinned with a nail or tied in a knot to prevent them from falling into the weight pocket.



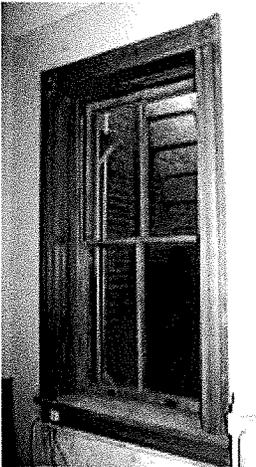
Sash can be removed and repaired in a convenient work area. Paint is being removed from this sash with a hot air gun. Photo: NPS files.

Removal of the upper sash on double-hung units is similar but the parting bead which holds it in place is set into a groove in the center of the stile and is thinner and more delicate than the interior stop. After removing any paint along the seam, the parting bead should be carefully pried out and worked free in the same manner as the interior stop. The upper sash can be removed in the same manner as the lower one and both sash taken to a convenient work area (in order to remove the sash the interior stop and parting bead need only be removed from one side of the window). Window openings can be covered with polyethylene sheets or plywood sheathing while the sashes are out for repair.

The sash can be stripped of paint using appropriate techniques, but if any heat treatment is used, the glass should be removed or protected from the sudden temperature change which can cause breakage. An overlay of aluminum foil on gypsum board or asbestos can protect the glass from such rapid temperature change. It is important to protect the glass because it may be historic and often adds character to the window. Deteriorated putty should be removed manually, taking care not to damage the wood along the rabbet. If the glass is to be removed, the glazing points which hold the glass in place can be extracted and the panes numbered and removed for cleaning and reuse in the same openings.

With the glass panes out, the remaining putty can be removed and the sash can be sanded, patched, and primed with a preservative primer. Hardened putty in the rabbets may be softened by heating with a soldering iron at the point of removal. Putty remaining on the glass may be softened by soaking the panes in linseed oil, and then removed with less risk of breaking the glass. Before reinstalling the glass, a bead of glazing compound or linseed oil putty should be laid around the rabbet to cushion and seal the glass. Glazing compound should only be used on wood which has been brushed with linseed oil and primed with an oil based primer or paint. The pane is then pressed into place and the glazing points are pushed into the wood around the perimeter of the pane.

The final glazing compound or putty is applied and beveled to complete the seal. The sash can be refinished as desired on the inside and painted on the outside as soon as a "skin" has formed on the putty, usually in 2 or 3 days. Exterior paint should cover the beveled glazing compound or putty and lap over onto the glass slightly to complete a weather-tight seal. After the proper curing times have elapsed for paint and putty, the sash will be ready for reinstallation.



Following the relatively simple repairs, the window is weathertight, like new in appearance, and serviceable for many years to come. Photo: NPS files.

While the sashes are out of the frame, the condition of the wood in the jamb and sill can be evaluated. Repair and refinishing of the frame may proceed concurrently with repairs to the sash, taking advantage of the curing times for the paints and putty used on the sash. One of the most common work items is the replacement of the sash cords with new rope cords or with chains. The weight pocket is frequently accessible through a door on the face of the frame near the sill, but if no door exists, the trim on the interior face may be removed for access. Sash weights may be increased for easier window operation by elderly or handicapped persons. Additional repairs to the frame and sash may include consolidation or replacement of deteriorated wood. Techniques for these repairs are discussed in the following sections.

The operations just discussed summarize the efforts necessary to restore a window with minor deterioration to "like new" condition. The techniques can be applied by an unskilled person with minimal

training and experience. To demonstrate the practicality of this approach, and photograph it, a Technical Preservation Services staff member repaired a wooden double-hung, two-over-two window which had been in service over ninety years. The wood was structurally sound but the window had one broken pane, many layers of paint, broken sash cords and inadequate, worn-out weather-stripping. The staff member found that the frame could be stripped of paint and the sash removed quite easily. Paint, putty and glass removal required about one hour for each sash, and the re-glazing of both sashes was accomplished in about one hour. Weather-stripping of the sash and frame, replacement of the sash cords and reinstallation of the sash, parting bead, and stop required an hour and a half. These times refer only to individual operations; the entire process took several days due to the drying and curing times for putty, primer, and paint, however, work on other window units could have been in progress during these lag times.

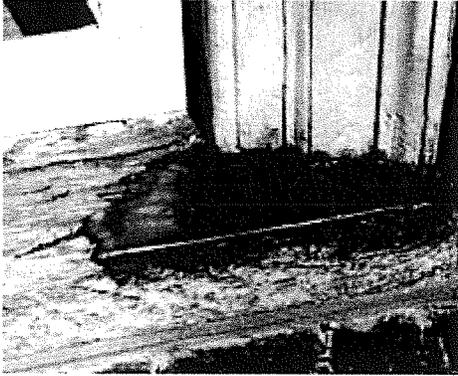
### **Repair Class II: Stabilization**

The preceding description of a window repair job focused on a unit which was operationally sound. Many windows will show some additional degree of physical deterioration, especially in the vulnerable areas mentioned earlier, but even badly damaged windows can be repaired using simple processes. Partially decayed wood can be waterproofed, patched, built-up, or consolidated and then painted to achieve a sound condition, good appearance, and greatly extended life. Three techniques for repairing partially decayed or weathered wood are discussed in this section, and all three can be accomplished using products available at most hardware stores.

**One established technique for repairing wood which is split, checked or shows signs of rot, is to:**

1. dry the wood,
2. treat decayed areas with a fungicide,
3. waterproof with two or three applications of boiled linseed oil (applications every 24 hours),
4. fill cracks and holes with putty, and
5. after a "skin" forms on the putty, paint the surface.

Care should be taken with the use of fungicide which is toxic. Follow the manufacturers' directions and use only on areas which will be painted. When using any technique of building up or patching a flat surface, the finished surface should be sloped slightly to carry water away from the window and not allow it to puddle. Caulking of the joints between the sill and the jamb will help reduce further water penetration.



This illustrates a two-part epoxy patching compound used to fill the surface of a weathered sill and rebuild the missing edge. When the epoxy cures, it can be sanded smooth and painted to achieve a durable and waterproof repair. Photo: NPS files.

When sills or other members exhibit surface weathering they may also be built-up using wood putties or homemade mixtures such as sawdust and resorcinol glue, or whiting and varnish. These mixtures can be built up in successive layers, then sanded, primed, and painted. The same caution about proper slope for flat surfaces applies to this technique.

Wood may also be strengthened and stabilized by consolidation, using semi-rigid epoxies which saturate the porous decayed wood and then harden. The surface of the consolidated wood can then be filled with a semi-rigid epoxy patching compound, sanded and painted. Epoxy patching compounds can be used to build up missing sections or decayed ends of members. Profiles can be duplicated using hand molds, which are created by pressing a ball of patching compound over a sound section of the profile which has been rubbed with butcher's wax. This can be a very efficient technique where there are many typical repairs to be done. The process has been widely used and proven in marine applications; and proprietary products are available at hardware and marine supply stores. Although epoxy materials may be comparatively expensive, they hold the promise of being among the most durable and long lasting materials available for wood repair. More information on epoxies can be found in the publication "Epoxies for Wood Repairs in Historic Buildings," cited in the bibliography.

Any of the three techniques discussed can stabilize and restore the appearance of the window unit. There are times, however, when the degree of deterioration is so advanced that stabilization is impractical, and the only way to retain some of the original fabric is to replace damaged parts.

### **Repair Class III: Splices and Parts Replacement**

When parts of the frame or sash are so badly deteriorated that they cannot be stabilized there are methods which permit the retention of some of the existing or original fabric. These methods involve replacing the deteriorated parts with new matching pieces, or splicing new wood into existing members. The techniques require more skill and are more expensive than any of the previously discussed alternatives. It is necessary to remove the sash and/or the affected parts of the frame and have a carpenter or woodworking mill reproduce the damaged or missing parts. Most millwork firms can

duplicate parts, such as muntins, bottom rails, or sills, which can then be incorporated into the existing window, but it may be necessary to shop around because there are several factors controlling the practicality of this approach. Some woodworking mills do not like to repair old sash because nails or other foreign objects in the sash can damage expensive knives (which cost far more than their profits on small repair jobs); others do not have cutting knives to duplicate muntin profiles. Some firms prefer to concentrate on larger jobs with more profit potential, and some may not have a craftsman who can duplicate the parts. A little searching should locate a firm which will do the job, and at a reasonable price. If such a firm does not exist locally, there are firms which undertake this kind of repair and ship nationwide. It is possible, however, for the advanced do-it-yourselfer or craftsman with a table saw to duplicate moulding profiles using techniques discussed by Gordie Whittington in "Simplified Methods for Reproducing Wood Mouldings," *Bulletin of the Association for Preservation Technology*, Vol. III, No. 4, 1971, or illustrated more recently in *The Old House*, Time-Life Books, Alexandria, Virginia, 1979.

The repairs discussed in this section involve window frames which may be in very deteriorated condition, possibly requiring removal; therefore, caution is in order. The actual construction of wooden window frames and sash is not complicated. Pegged mortise and tenon units can be disassembled easily, if the units are out of the building. The installation or connection of some frames to the surrounding structure, especially masonry walls, can complicate the work immeasurably, and may even require dismantling of the wall. **It may be useful, therefore, to take the following approach to frame repair:**

1. conduct regular maintenance of sound frames to achieve the longest life possible,
2. make necessary repairs in place, wherever possible, using stabilization and splicing techniques, and
3. if removal is necessary, thoroughly investigate the structural detailing and seek appropriate professional consultation.

Another alternative may be considered if parts replacement is required, and that is sash replacement. If extensive replacement of parts is necessary and the job becomes prohibitively expensive it may be more practical to purchase new sash which can be installed into the existing frames. Such sash are available as exact custom reproductions, reasonable facsimiles (custom windows with similar profiles), and contemporary wooden sash which are similar in appearance. There are companies which still manufacture high quality wooden sash which would duplicate most historic sash. A few calls to local building suppliers may provide a source of appropriate replacement sash, but if not, check with local historical associations, the state historic preservation office, or preservation related magazines and supply catalogs for information.

If a rehabilitation project has a large number of windows such as a commercial building or an industrial complex, there may be less of a problem arriving at a solution. Once the evaluation of the windows is completed and the scope of the work is known, there may be a potential economy of scale.

Woodworking mills may be interested in the work from a large project; new sash in volume may be considerably less expensive per unit; crews can be assembled and trained on site to perform all of the

window repairs; and a few extensive repairs can be absorbed (without undue burden) into the total budget for a large number of sound windows. While it may be expensive for the average historic home owner to pay seventy dollars or more for a mill to grind a custom knife to duplicate four or five bad muntins, that cost becomes negligible on large commercial projects which may have several hundred windows.

Most windows should not require the extensive repairs discussed in this section. The ones which do are usually in buildings which have been abandoned for long periods or have totally lacked maintenance for years. It is necessary to thoroughly investigate the alternatives for windows which do require extensive repairs to arrive at a solution which retains historic significance and is also economically feasible. Even for projects requiring repairs identified in this section, if the percentage of parts replacement per window is low, or the number of windows requiring repair is small, repair can still be a cost effective solution.

### **Weatherization**

A window which is repaired should be made as energy efficient as possible by the use of appropriate weather-stripping to reduce air infiltration. A wide variety of products are available to assist in this task. Felt may be fastened to the top, bottom, and meeting rails, but may have the disadvantage of absorbing and holding moisture, particularly at the bottom rail. Rolled vinyl strips may also be tacked into place in appropriate locations to reduce infiltration. Metal strips or new plastic spring strips may be used on the rails and, if space permits, in the channels between the sash and jamb. Weather-stripping is a historic treatment, but old weather-stripping (felt) is not likely to perform very satisfactorily. Appropriate contemporary weather-stripping should be considered an integral part of the repair process for windows. The use of sash locks installed on the meeting rail will insure that the sashes are kept tightly closed so that the weather-stripping will function more effectively to reduce infiltration. Although such locks will not always be historically accurate, they will usually be viewed as an acceptable contemporary modification in the interest of improved thermal performance.

Many styles of storm windows are available to improve the thermal performance of existing windows. The use of exterior storm windows should be investigated whenever feasible because they are thermally efficient, cost-effective, reversible, and allow the retention of original windows (see "Preservation Briefs: 3"). Storm window frames may be made of wood, aluminum, vinyl, or plastic; however, the use of unfinished aluminum storms should be avoided. The visual impact of storms may be minimized by selecting colors which match existing trim color. Arched top storms are available for windows with special shapes. Although interior storm windows appear to offer an attractive option for achieving double glazing with minimal visual impact, the potential for damaging condensation problems must be addressed. Moisture which becomes trapped between the layers of glazing can condense on the colder, outer prime window, potentially leading to deterioration. The correct approach to using interior storms is to create a seal on the interior storm while allowing some ventilation around the prime window. In actual practice, the creation of such a durable, airtight seal is difficult.

## Window Replacement

Although the retention of original or existing windows is always desirable and this Brief is intended to encourage that goal, there is a point when the condition of a window may clearly indicate replacement. The decision process for selecting replacement windows should not begin with a survey of contemporary window products which are available as replacements, but should begin with a look at the windows which are being replaced. **Attempt to understand the contribution of the window(s) to the appearance of the facade including:**

1. the pattern of the openings and their size;
2. proportions of the frame and sash;
3. configuration of window panes;
4. muntin profiles;
5. type of wood;
6. paint color;
7. characteristics of the glass; and
8. associated details such as arched tops, hoods, or other decorative elements.

Develop an understanding of how the window reflects the period, style, or regional characteristics of the building, or represents technological development.

Armed with an awareness of the significance of the existing window, begin to search for a replacement which retains as much of the character of the historic window as possible. There are many sources of suitable new windows. Continue looking until an acceptable replacement can be found. Check building supply firms, local woodworking mills, carpenters, preservation oriented magazines, or catalogs or suppliers of old building materials, for product information. Local historical associations and state historic preservation offices may be good sources of information on products which have been used successfully in preservation projects.

Consider energy efficiency as one of the factors for replacements, but do not let it dominate the issue. Energy conservation is no excuse for the wholesale destruction of historic windows which can be made thermally efficient by historically and aesthetically acceptable means. In fact, a historic wooden window with a high quality storm window added should thermally outperform a new double-glazed metal window which does not have thermal breaks (insulation between the inner and outer frames intended to break the path of heat flow). This occurs because the wood has far better insulating value than the metal, and in addition many historic windows have high ratios of wood to glass, thus reducing the area of highest heat transfer. One measure of heat transfer is the U-value, the number of BTUs per hour transferred through a square foot of material. When comparing thermal performance, the lower the U-value the better the performance. According to ASHRAE 1977 Fundamentals, the U-values for single glazed wooden windows range from 0.88 to 0.99. The addition of a storm window should reduce these figures to a range of 0.44 to 0.49. A non-thermal break, double-glazed metal window has a U-value of about 0.6.

## **Summary and References**

Technical Preservation Services recommends the retention and repair of original windows whenever possible. We believe that the repair and weatherization of existing wooden windows is more practical than most people realize, and that many windows are unfortunately replaced because of a lack of awareness of techniques for evaluation, repair, and weatherization. Wooden windows which are repaired and properly maintained will have greatly extended service lives while contributing to the historic character of the building. Thus, an important element of a building's significance will have been preserved for the future.

This publication has been prepared pursuant to the National Historic Preservation Act of 1966, as amended, which directs the Secretary of the Interior to develop and make available information concerning historic properties. Technical Preservation Services (TPS), National Park Service prepares standards, guidelines, and other educational materials on responsible historic preservation treatments for a broad public.

1981

## EXHIBIT 6

### Information from the Renewal by Andersen Windows Website

There's a reason the double-hung window is such a popular choice among Renewal by Andersen homeowners. Pair its timeless, classic look with our wide range of color and design options, and enhance most any style home, from contemporary to historical. Two check-rail options give you additional flexibility.

Live better: both lower and upper sash can be opened, bringing fresh air into your home and increasing ventilation. Plus, they tilt in to make cleaning easy.

Renewal by Andersen double-hung windows are an excellent choice for restoration and renovation projects where historic accuracy is important. They are also well-suited for rooms facing walkways, porches, or patios, as they do not protrude into the space.

Renewal by Andersen windows are made from Fibrex material, an Andersen-exclusive composite that combines the strength and stability of wood with the low-maintenance features of vinyl.

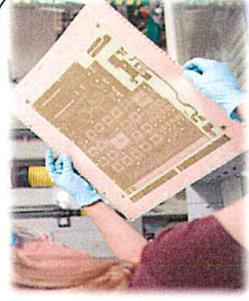
1. Energy Efficiency - The superior thermal insulating properties of Fibrex material help your home stay warmer in winter and cooler in summer—and help you save money on your energy bills. Our different glass options offer unique benefits for heating, cooling, visible light transfer, and UV reduction.
2. Strength and Durability - Twice as strong as vinyl, Fibrex material weathertight seals stay weathertight. Its durable nature means that it can stand up to even the most extreme temperature swings, maintaining its stability and rigidity in all climates.
3. Beauty - The strength of Fibrex® material means narrower frames; narrower frames mean more glass—and more view. Plus, the extrusion process allows us to craft windows to any shape—meaning you can match the architectural style of your home...or define a new look.

The process also fuses the color into the material, including dark exterior colors not found with most other replacement windows.

4. Maintenance - Renewal by Andersen windows are warranted not to flake, rust, blister, peel, crack, pit or corrode. Plus, our windows stand the test of time and are as easy to operate after 20 years as the day they were installed.
5. Because Fibrex is a composite using real wood fiber, it is very strong. This means narrower frames which, in turn, means more glass area. Vinyl frames are often thicker, reducing glass area.
6. As a low-maintenance composite, it expands and contracts very little, even with extreme temperature swings. This means we can offer dark exterior colors that vinyl can't because Fibrex material can "take the heat."
7. Due to this material difference, Renewal by Andersen can offer one of the best window limited warranties in the industry.

## **EXHIBIT 7**

PowerPoint Slides



# Historic Landmarks Board Meeting

## May 22, 2018

James T. Buxton House

Design Review

James Reitz (AICP), Senior Planner

*A place where families and businesses thrive.*

## Proposal

- The proposed project would replace 11 windows on the second floor and 3 windows in the first floor bay
- All replacements would match existing dimensions
- All replacements would use true divided lights (no inserts)
- Existing window designs would be replicated except:
  - The diamond pattern may not match (no design has been submitted)
  - The leaded glass appearance would not be replicated
  - The center 16-over-1 first floor bay window would be replaced with a 1-over-1 window

# Like-for-Like Replacements



2nd Floor North Bay (4)

A place where families and businesses thrive.

# Like-for-Like Replacements



**Second Floor West (2)**

A place where families and businesses thrive.

# Second Floor Bay Window

Replace 16-panes  
with a single pane



Second Floor West Bay (3)

Like-for-like replacements

A place where families and businesses thrive.

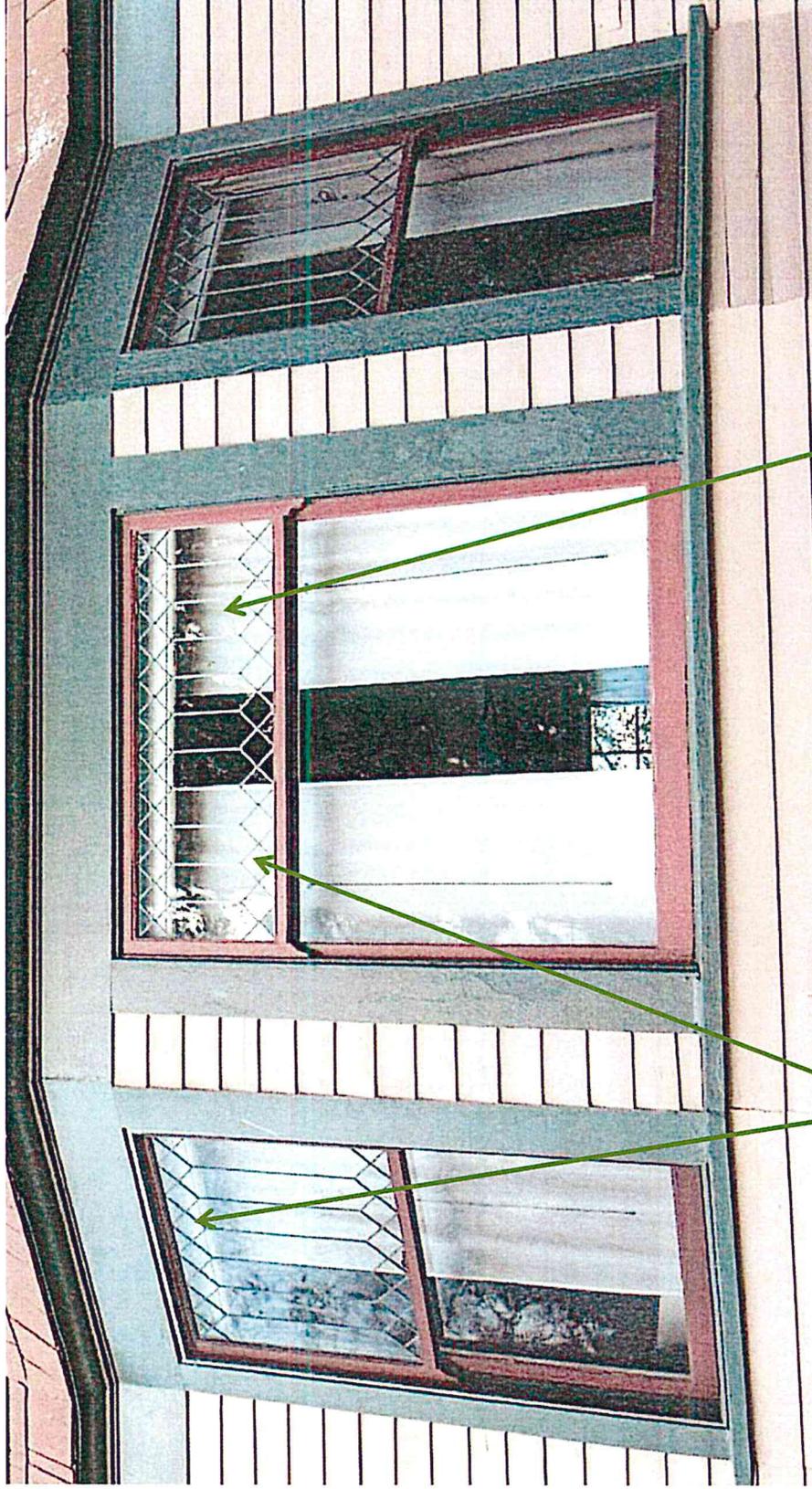
# Like-for-Like Replacements



Second Floor East, 2 sash windows (not the small ones)

A place where families and businesses thrive.

# First Floor Bay Window



Diamond pattern proposed to be replicated; but no design submitted

Leaded glass appearance would not be replicated

A place where families and businesses thrive.

## Staff Recommendation

- The existing windows appear to be substantially intact and repairable.
- Even if they were replaced with exact duplicate windows (and several would not be replaced with exact duplicates), a portion of the James T. Buxton house's original, historic building fabric would be lost.
- For these reasons, staff recommends that the request to remove and replace the windows be denied.