

WINDOW GUIDELINES

Historic Preservation and Architectural Review Board Village of Cooperstown December 2010

1. Repair is preferable to replacement. Applications for replacement should document why repair is not a viable option. Cost alone should not be used as a criterion for replacement.
2. Energy efficiency can be achieved without replacing windows through the use of storm windows. Custom-made wood frame storm windows are preferred, but metal frame triple track storms can do the job. Storm windows do not require a Certificate of Appropriateness.
3. The presence of lead paint is not cause for replacement.
4. If replacement is unavoidable, the replacement should match the original in location, size, and type. The original number and sizes of panes should be replicated.
5. Grids between the glass of a thermal pane window or "snap in" grills are generally not approved. The exceptions are for buildings of relatively new construction that were built with such windows or older buildings that already have replacement windows of this type in place in the majority of the building. Faux grids may be considered for new buildings under certain circumstances, although generally undivided panes or simulated divided light windows are preferred.
6. Where thermal pane windows are found to be an appropriate choice, true divided lights or simulated divided lights should be used. Replicate what would have been historically found on the building, including when possible muntin profile.
7. Synthetic materials that precisely replicate the pattern and finished appearance of historic windows are generally approved, provided they are able to accept and hold paint. Applicants should provide specification sheets on all materials to be used. Vinyl is not acceptable in most cases, but may be considered in cases where windows are located at or below ground level or in buildings built after World War II.
8. Wood windows with a permanent finish or cladding are acceptable where the color and texture of the cladding is keeping with the style of the building.
9. Metal framed windows are appropriate in buildings that were originally constructed with such and may be considered on other commercial/industrial buildings or multi-family residences.
10. Where safety regulations require larger windows (emergency exits), casement windows that replicate other types of windows such as double hung windows may be acceptable.
11. Tinted and/or reflective glass is generally not recommended. Applications for such glass types should justify why its use is necessary or desirable.
12. The portion of the Zoning Law that addresses historic preservation issues allows an applicant whose Certificate of Appropriateness is denied to apply for relief on the ground of hardship.