

1. Legal Ad

Documents:

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2. Agenda

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3. 582-584 Congress Street

Documents:

[HP MEMO - 582-584 CONGRESS STREET.PDF](#)

4. Seasonal Vestibule Installation

Documents:

[HP MEMO - SEASONAL VESTIBULE INSTALLATION.PDF](#)

5. Replacement Window Options

Documents:

[HP MEMO - REPLACEMENT WINDOW OPTIONS.PDF](#)

**LEGAL ADVERTISEMENT
HISTORIC PRESERVATION BOARD
CITY OF PORTLAND**

Public comments are taken at all meetings.

On **Wednesday, January 17, 2018**, the Portland Historic Preservation Board will meet at 5:00 in Room 209 of City Hall to review the following items. (Public comments are taken at all meetings):

1. PUBLIC HEARING

- i. Certificate of Appropriateness for Storefront Alterations (rear elevation) and Roof Deck Construction; 582-584 CONGRESS (Rear Elevation, 145 FREE STREET); Joe Ungs, Applicant.

2. WORKSHOP

- i. Discussion regarding Policy/Guidelines for Seasonal Entry Enclosures

Break for Dinner; Meeting Resumes at 6:45

WORKSHOP, continued

- ii. Update on Window Replacement Options and Discussion regarding Replacement Guidelines

3. CONSENT AGENDA

CITY OF PORTLAND, MAINE
HISTORIC PRESERVATION BOARD

Julia Sheridan, Chair
Bruce Wood, Vice Chair
Scott Benson
Ian Jacob
Robert O'Brien
Penny Pollard
John Turk

HISTORIC PRESERVATION BOARD AGENDA
January 17, 2018 at 5:00 p.m.
Room 209, City Hall, 389 Congress Street

Public comment is taken at all meetings

- 1. ROLL CALL AND DECLARATION OF QUORUM**
- 2. COMMUNICATIONS AND REPORTS**
- 3. REPORT OF DECISIONS OF JANUARY 10, 2018:**

- i. Certificate of Appropriateness for New Construction, Building Addition and Alterations to Existing Non-Contributing Structure; 61 Deering Street and 510 Cumberland Avenue; Avesta Housing, Inc., Applicant. The Board voted 7-0 to approve the application, subject to conditions.

- 4. PUBLIC HEARING**

- i. Certificate of Appropriateness for Storefront Alterations (rear elevation) and Roof Deck Construction; 582-584 Congress Street (Rear Elevation is 145 Free Street); Joe Ungs, Applicant.

- 5. WORKSHOP**

- i. Discussion regarding Policy/Guidelines for Seasonal Entry Enclosures

Break for Dinner; Meeting Resumes at 6:45

- 6. WORKSHOP, continued**

- ii. Update on Window Replacement Options and Discussion regarding Replacement Guidelines

- 7. CONSENT AGENDA**

**HISTORIC PRESERVATION BOARD
CITY OF PORTLAND, MAINE**

**PUBLIC HEARING
582-584 CONGRESS STREET**

TO: Chair Sheridan and Members of the Historic Preservation Board

FROM: Rob Wiener, Preservation Compliance Coordinator

DATE: January 9, 2018

RE: January 17, 2018 **Public Hearing – Rooftop Deck Addition,
Storefront Alterations**

Address: 582-584 Congress Street

Applicant: Joe Ungs, Corner Freak, LLC

Architects: Port City Architecture

Introduction

Property owner Joe Ungs has applied for a change of use and building permit to convert the upper floors of 582 and 584 Congress Street to residential use. Mr. Ungs purchased the two adjacent buildings in 2015, and has undertaken a phased rehabilitation since then, thus far including work to restore or replace windows and cleaning and repointing of exterior masonry. These first phases of the rehab were reviewed administratively in 2015. In the current phase of improvements, the owner plans one residential unit for the third and fourth floors of the taller building (582 Congress) and one unit for the third floor of 584 Congress. The exterior alterations for the Board's review pertain to the latter building. The ground floors of the two buildings are connected as Harmon's / Barton's and Minott's florist shops, with related storage and office space on the second floors; no change in use is planned at this time for these areas.

Staff elected to take this building permit application to the Historic Preservation Board because two exterior alterations are planned, both at the lower and older Noah Harding Block, 584 Congress Street. There the third floor is to be a dwelling, with a new deck and stair projection proposed for the flat roof. Also at 584 Congress, the rear storefront facing Free Street is to be reconstructed, with an additional entry door added in order to provide access to both the ground floor retail space and interior stairs serving the upper floors.

In the past both rooftop decks and significant storefront alterations have typically been reviewed by the Board, and staff thought it appropriate to follow the same process with this application. Though the storefront in question is on the building's rear face, it is a prominent

location, situated at the upper end of Free Street, adjacent to the H.H. Hay Building, and close to Congress Square and the Portland Museum of Art.

It is worth noting that in October 2016 the Board approved a rooftop addition at 580 Congress Street (the Springer's Jewelers building,) next door to the subject properties, but the construction has not yet started. The proposed rooftop structure at 580 Congress is to be the upper level of a two-level residential unit, with the lower floor on the existing fourth floor of the neighboring Moulton Block. Recent communications from the applicants to HP staff indicate that the design of the rooftop is likely to be revised, and may be scaled back.

For the Board's review staff has included pertinent pages of Port City Architecture's plans and structural details. (Not all of the engineers' interior structural details were considered essential to include.) Also included are the architects' photo of the existing Free Street storefront at 584 Congress, and a representation of the proposed replacement storefront. Staff has added street views of the Free Street and Congress Street elevations from multiple perspectives, a google aerial view, and the 1924 tax photo that includes the properties.

Subject Property and Context

While the proposed exterior alterations both pertain to 584 Congress Street, the pair is worth comparing and contrasting for the sense of the evolution of Congress Street they offer. The subject building is the shorter, three story structure closer to Congress Square. Dating from around 1825, it has been altered many times, and no longer has a ground floor entrance on Congress Street, but instead an incongruous, residentially-scaled window surrounded by painted masonry. (The two upper floors are unpainted brick.) On the second floor, a Chicago style window configuration replaced the original windows, probably in the early 1900's. While the third floor windows may retain their original shape and proportion, the 1/1 sash are not original. In the 1924 photos, the historic storefront is in place, the Chicago style window is on the second floor, and third floor windows have 1/1 sash.

The Free Street face of 584 Congress (a.k.a. 147 Free Street,) has the appearance of a storefront that was inserted in the façade long ago. Except for the modern, white six-panel fiberglass or steel door, the current storefront is traditional, black painted wood, with a black exposed steel beam above the transom windows. A modern metal louvered vent is positioned off-center, below the windows in the bricked-in bulkhead.

At Mr. Ung's other property, 582 Congress, the alterations are anticipated to be restricted to the interior. The four-story William Milliken Block is a significant John Calvin Stevens design constructed in 1889. With the lower scale of 584 Congress representing the earlier, residential era, we see in this pair of buildings evidence of the transition of Congress Street toward more modern, commercial structures. When the Milliken block was built to replace a smaller building, Congress Square and the area toward Longfellow Square to the west were still residential, and toward the east and Monument Square, development was more intensively commercial.

In the Milliken Block Stevens' developing Romanesque Revival style is evident in the heavy detailing, arched windows, rough stone sills, and brick patterns. A heavy steel beam above the Chicago windows on the second floor adds to the weight of the lower floors. The ground floor

at 582 retains the form of a traditional Congress Street storefront, and the historic, arched double-hung windows on the third and fourth floors were carefully rehabilitated in 2016. The blank west side wall, above the roof of 584 Congress Street, is covered with a large painted mural / sign for the florists occupying the first two floors. The large painted wall sign is an acquired historic feature; in the 1924 tax photo it advertised the furniture store that occupied the building. During the 2016 renovations, the rear (Free Street) windows on the upper floors of both buildings were replaced with new windows with the appropriate light configurations.

Proposed Alterations

At 584 Congress (Unit B) the deck planned for the rooftop is set back at least 11' from the closest edge of the Congress Street roof edge, and more than 6' away from the Free Street edge. According to Mr. Ungs, the deck is to be as low to the roof as possible – perhaps 12" to 14" above the roof surface. (See structural detail, Sheet S-2.1)

The small enclosure at the top of the spiral stairs is intended to be glass, and the roof line is shown following the pitch of the gable roof next door. As it will be partially hidden by the neighboring gable roof, visibility from the surrounding streets should be minimal, but the extent of visibility is unclear. Details for the walls and roof of the enclosure have not been finalized. The owner envisions a minimal structure, using greenhouse or storefront components; these details will need to be reviewed as they become available, prior to construction. (See sheet A-1.1 in architects' drawings.)

The deck is planned to cover the full width of the roof on 584 Congress, so the cable rail will run from side to side – from the wall of 582 Congress on the east side to the fire parapet on the west side of the building. Mr. Ungs provided some photographic examples of cable rails, which are included in the packet (see Attachment 6.) A drawing shows the top of the railing at 42" above the deck; it is not clear at this time whether the Permitting and Inspections Office could allow a lower rail (certainly no lower than 36.")

Plans call for a two level residence on the third and fourth floors of the Milliken Block – 582 Congress. No exterior changes are indicated that are associated with Unit A, but staff is unclear whether mechanical and venting systems have been detailed yet.

The other primary exterior alteration at the 584 Congress building is shown in the "existing" and "proposed" photographs of the Free Street storefront, and the general program is described by Mr. Ungs in his project summary. (See Attachments 1, 4 and 5.) In the rendering showing the proposed changes, we see a symmetrical entry with two identical doors flanking a large storefront window. The doors and window are taller than in the existing layout, because there are no transom windows. Mr. Ungs has not yet specified the material for the new storefront (both wood and aluminum have been mentioned,) but in the rendering mouldings surround the window and door glazing, and a recessed panel (penetrated by a relocated louvered vent) fits below the central window.

Staff Comments

Staff believes the Board could help provide the applicant with direction regarding some aspects of the proposed new storefront at the rear of 584 Congress Street (147 Free Street.)

- The existing storefront is wood, except for the modern door. Though a material has not been specified, the owner may prefer an aluminum storefront system if it would be more affordable, more resistant to wet weather, or required by code. Does the Board think the location and context call for wood, or would metal storefront be acceptable?
- The existing storefront has transom windows, and a residentially scaled door – most likely 6’-8” tall. In the proposed layout, the omission of the transoms makes room for taller doors.
- Compared to its much taller neighbor at 582 Congress, the scale of 584 is much smaller. (Note that floor heights do not align in the two buildings.) Are the proportions of the proposed layout in keeping with the scale of the more diminutive of the two buildings, or should the new storefront have transom windows like the existing?
- Given that the existing Free Street storefront has a traditional feel in its proportions, material, and inclusion of transoms, would it be more appropriate to follow the existing pattern even if it will be all new material below the steel beam, or should the rebuilt façade be modernized in layout and material, avoiding any pretense of recreating an historic storefront?
- Staff or the Board will have to review the final design of the storefront, prior to construction.

Staff believes the roof deck at 584 Congress Street will have some visibility from several locations on the street, but it will be limited and the materials for the railing and the stair enclosure should minimize their visual impact.

- Either staff or the Board should review and approve the final design and construction details for the stair enclosure.
- Should unforeseen circumstances necessitate a more substantial and visible stair enclosure (such as a more robust roof structure,) how should it be detailed to ensure a recessive appearance?
- The cable rail should be held to 36” above the deck, if possible; this will depend on Code review.
- The colors of both the railing assembly and the stair enclosure should be recessive; perhaps medium grey would be less obvious than black.
- The owner has stated that the height of the deck is to be as low to the roof as possible. Staff can review the final design dimensions.

Should any additional exterior alterations be required, such as lighting at doors, vents, or mechanical systems that might be visible, they will need to be reviewed (probably by staff) prior to construction or installation.

Applicable Review Standards

- (1) Every reasonable effort shall be made to provide a compatible use for the property which requires minimal alteration to the character-defining features of the structure, object or site and its environment or to use a property for its originally intended purpose.
- (2) The distinguishing original qualities or character of a structure, object or site and

its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

- (3) All sites, structures and objects shall be recognized as products of their own time, place and use. Alterations that have no historical basis or create a false sense of historical development such as adding conjectural features or elements from other properties shall be discouraged.
- (10) Wherever possible, new additions or alterations to structures and objects shall be undertaken in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.

Motion for Consideration

On the basis of plans and specifications submitted by the applicant for the January 17, 2017 public hearing and information included in the accompanying staff report, the Board finds that the proposed rooftop deck addition and storefront reconstruction at 584 Congress Street **meet (fail to meet)** the historic preservation ordinance review standards for review of new construction (subject to the following conditions.....)

Attachments:

1. Applicant's project summary
2. Architects' plans – selected sheets
3. Applicant's photos of building
4. Applicant's photo of existing Free Street storefront
5. Applicant's photo rendering of proposed Free Street storefront
6. Applicant's sample photos of cable railing system
7. Aerial photo of the buildings and their context (Google Earth)
8. Staff photos – street views
9. 1924 tax photos

Façade changes:

Building code requires direct separate street access for the egress stair. A separate door is also needed for access to the upper floors without entry into the retail shop. The above will result in the replacement of the white, hollow-core door, and the addition of a second door for entry into the store. Material of the egress stair door will depend on cost and what is required by fire code. The retail door will match the egress door for symmetry. Regardless of the material, the doors as well as the window frames will be black.

Rooftop Deck:

The rooftop deck is a new addition and will not require removal or amendment to any existing feature of the building. It will be composed of a glass access structure to house the spiral staircase, the actual deck, and two cable railings, the dimensions of which will not exceed code requirement.

ATTACHMENT 1

582-4 Congress Street

Renovations and Change of Use

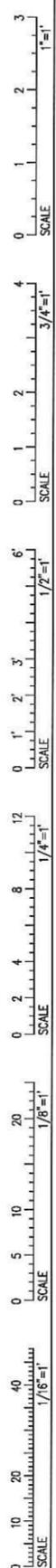


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ATTACHMENT 2



DRAWING LIST

DWG NUM	DRAWING TITLE	ISSUE OR MODIFICATION DATE
T-10	TITLE SHEET	
LS-10	EGRESS PLAN - BSMT / CODE REVIEW	
LS-11	EGRESS PLANS - 1st AND 2nd FLOORS	
LS-12	EGRESS PLANS - 3rd AND 4th FLOORS	
EX-10	EXISTING CONDITIONS PLANS	
D-10	DEMOLITION PLANS	
A-10	FLOOR PLANS - BSMT, 1st, 2nd, 3rd	
A-11	FLOOR PLANS - 4th / ROOF DECK	
A-20	STAIR SECTION	
A-21	STAIR SECTION	
S-10	GENERAL STRUCTURAL NOTES	
S-11	1st FLOOR FRAMING PLAN	
S-12	2nd FLOOR FRAMING PLAN	
S-13	3rd FLOOR FRAMING PLAN	
S-14	4th FLOOR FRAMING PLAN	
S-15	ROOF DECK FRAMING PLAN	
S-21	STRUCTURAL DETAILS	

PROJECT SUMMARY

EXISTING CONDITIONS:
THE CURRENT BUILDING IS A MULTI-UNIT MASONRY BUILDING. 582 CONGRESS STREET IS 4 STORIES AND 584 CONGRESS STREET IS 3 STORIES. CURRENTLY, THE BUILDING HOUSES A FLOWER SHOP TENANT ON THE FIRST FLOOR OF BOTH ADDRESSES. THE BASEMENT LEVEL IS USED FOR STORAGE FOR THE TENANT. THE SECOND FLOOR IS USED FOR OFFICE AND STORAGE SPACE FOR THE TENANT. THE THIRD (AND FOURTH) FLOORS ARE USED FOR STORAGE FOR THE TENANT. THE FRONT OF THE BUILDING FACES CONGRESS STREET, WHILE THE REAR OF THE BUILDING FACES FREE STREET. THE OTHER TWO OUTER WALLS ARE MULTI-JOINT MASONRY, SHARED WALLS WITH THE ADJACENT BUILDINGS (BOTH MERCANTILE).

PROJECT DESCRIPTION:
THE FIRST FLOOR OF THE BUILDING WILL REMAIN MERCANTILE, BUT WILL HAVE THE OPTION TO REMAIN AS ONE TENANT OR HAVE TWO TENANTS. THE BASEMENT LEVEL WILL REMAIN STORAGE, BUT WILL ALSO ACCOMMODATE TWO TENANTS (MAX). THE SECOND FLOOR IS CURRENTLY OFFICES FOR THE TENANT AND WILL REMAIN. THE THIRD AND FOURTH FLOORS OF 582 WILL BECOME ONE RESIDENTIAL UNIT. THE THIRD FLOOR OF 584 WILL BECOME ONE RESIDENTIAL UNIT. A ROOF DECK WILL BE ADDED TO THE 584 UNIT.

CURRENTLY, THERE IS AN OPEN STAIR FROM THE FIRST FLOOR TO THE SECOND FLOOR IN 582. ALSO IN 582, THERE IS A STAIR UP TO THE THIRD FLOOR (WITH A DOOR AT THE BOTTOM) AND ANOTHER OPEN STAIR FROM THE THIRD TO THE FOURTH FLOORS. IN 584, THERE IS AN OPEN STAIR FROM THE SECOND FLOOR TO THE THIRD FLOOR. NONE OF THESE STAIRS ARE CONNECTED. THE PROJECT WILL REMOVE ALL OF THESE STAIRS AND REPLACE THEM WITH ONE CONNECTED FIRE-RATED STAIR. THE OPEN STAIR FROM THE THIRD LEVEL IN 582 TO THE FOURTH LEVEL WILL BE RELOCATED AND REMAIN OPEN (AS IT WILL BE COMPLETELY WITHIN THE UNIT).

MECHANICAL, ELECTRICAL AND PLUMBING:
NEW MECHANICAL, ELECTRICAL, AND PLUMBING SYSTEMS WILL BE INSTALLED IN THE BUILDING. THE MEP SYSTEMS FOR THE BUILDING WILL BE DESIGN-BUILD. THE CONTRACTOR AND/OR OWNER IS RESPONSIBLE FOR OBTAINING ALL PERMITS FOR THIS WORK.

SPRINKLER SYSTEM:
THE CURRENT BUILDING IS NOT SPRINKLED. A FULL NFPA 13 SYSTEM WILL BE INSTALLED THROUGHOUT THE BUILDING. THE CONTRACTOR AND/OR OWNER IS RESPONSIBLE FOR OBTAINING ALL PERMITS ASSOCIATED WITH THE SPRINKLER SYSTEM.

FIRE ALARM SYSTEM:
THE CURRENT BUILDING DOES NOT HAVE A FIRE ALARM SYSTEM. A FIRE ALARM SYSTEM WILL BE INSTALLED THROUGHOUT THE BUILDING (ALSO SEE CODE REVIEW). THE CONTRACTOR AND/OR OWNER IS RESPONSIBLE FOR OBTAINING ALL PERMITS ASSOCIATED WITH THE SPRINKLER SYSTEM.

CIVIL ENGINEERING:
CIVIL ENGINEERING IS NOT REQUIRED AS PART OF THIS PROJECT.

EXTERIOR SIGNAGE:
NONE.

ZONING:
THE BUILDING WILL HOUSE MERCANTILE AND RESIDENTIAL UNITS. BOTH USES ARE ALLOWED IN THE B-3 ZONE.

ADA:
ADA AND MIRA COMPLIANT TO THE GREATEST EXTENT POSSIBLE.

LEGEND

- DETAIL NUMBER
- SHEET WHERE DETAIL IS DRAWN
- △ INDICATES BUILDING SECTION
- △ BUILDING SECTION LETTER
- SHEET WHERE BUILDING SECTION IS DRAWN
- INTERIOR ELEVATION NUMBER
- SHEET WHERE ELEVATION IS DRAWN
- LOBBY
- 101 ROOM NAME AND NUMBER
- A KEYED NOTE
- 100A DOOR NUMBER
- A COLUMN GRID LINE
- ELEVATION TARGET
- △ WALL TYPE
- △ WINDOW TYPE
- △ REVISION ITEM
- X / A-XX ELEVATION MARK

GENERAL NOTES

- ALL MATERIALS, COMPONENTS, AND WORK ARE NEW AND SHALL BE PROVIDED IN THIS CONTRACT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.
- ALL WORK INCLUDED IN THIS CONTRACT SHALL CONFORM TO ALL STATE, NATIONAL AND OTHER CODES AND ORDINANCES WHICH APPLY TO THIS PROJECT.
- IT IS THE INTENT AND MEANING OF THESE DRAWINGS THAT THE CONTRACTOR AND EACH SUBCONTRACTOR PROVIDE ALL LABOR, MATERIALS, TRANSPORTATION, SUPPLIES, EQUIPMENT, ETC. TO OBTAIN A COMPLETE JOB TO INDUSTRY STANDARD IN A PROFESSIONAL WORKMANLIKE MANNER.
- THE CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS AND REPORT ANY DISCREPANCY(IES) IMMEDIATELY TO THE ARCHITECT.
- AT THE END OF EACH WORKING DAY, THE CONSTRUCTION SITE SHALL BE LEFT IN A NEAT AND CLEAN MANNER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS WHICH ARE REQUIRED FOR THE SATISFACTORY COMPLETION OF THE WORK AND FOR PAYING ALL FEES, HOOK UP CHARGES, ETC.
- THE CONTRACTOR SHALL OBTAIN APPROVAL FROM THE OWNER FOR THE SEQUENCE AND TIMING OF OPERATIONS PRIOR TO COMMENCING WORK. AREAS FOR STAGING ETC. MUST BE APPROVED BY THE OWNER.
- THE CONTRACTOR SHALL DISPOSE OF AND / OR RECYCLE ANY CONSTRUCTION DEBRIS FROM THE PROJECT SITE AS REQUIRED BY THE STATE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING DISPOSAL PERMITS WHICH ARE REQUIRED. CONSTRUCTION DEBRIS FROM THE PROJECT SITE SHALL BE DISPOSED OF IN A STATE APPROVED LANDFILL.
- ROOM NUMBERS ON THE DRAWING ARE FOR COORDINATION PURPOSES AND DO NOT NECESSARILY CORRESPOND TO ACTUAL ROOM NUMBERS.
- DUTY OF COOPERATION: RELEASE OF THESE PLANS CONTEMPLATES FURTHER COOPERATION AMONG THE OWNER, THE CONTRACTOR, THE ARCHITECT AND HIS CONSULTANTS. DESIGN AND CONSTRUCTION ARE COMPLEX. ALTHOUGH THE ARCHITECT AND HIS CONSULTANTS HAVE PERFORMED THEIR SERVICES WITH DUE CARE AND DILIGENCE, THEY CANNOT GUARANTEE PERFECTION. COMMUNICATION IS IMPERFECT, AND EVERY CONTINGENCY CANNOT BE ANTICIPATED. ANY AMBIGUITY OR DISCREPANCY DISCOVERED BY THE USE OF THESE PLANS SHALL BE REPORTED IMMEDIATELY TO THE OWNER. FAILURE TO NOTIFY THE OWNER COMPOUNDS MISUNDERSTANDING AND MAY INCREASE CONSTRUCTION COSTS. A FAILURE TO COOPERATE BY A SIMPLE NOTICE TO THE OWNER SHALL RELIEVE THE OWNER AND THE ARCHITECT FROM RESPONSIBILITY FROM ALL COSTS.
- THESE DRAWINGS DO NOT INCLUDE THE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. THE GENERAL CONTRACTOR SHALL PROVIDE FOR THE SAFETY, CARE OF UTILITIES AND ADJACENT PROPERTIES DURING CONSTRUCTION AND SHALL COMPLY WITH STATE AND FEDERAL SAFETY REGULATIONS.
- ALL MATERIALS AND WORK SHALL BE GUARANTEED FOR A MINIMUM OF ONE YEAR FROM THE DATE OF FINAL PAYMENT.
- ALL DOORS SHOULD HAVE ADA COMPLIANT LEVER HANDLES.
- SIGNAGE TO MEET ALL ADA REQUIREMENTS INCLUDING THE ONES INDICATED ON THE ADA BLOCK UNLESS NOTED OTHERWISE.

CODE REVIEW

SEE SHEETS LS-1.0, LS-1.1 AND LS-1.2 FOR FULL CODE REVIEW

PROJECT CODES

2009 INTERNATIONAL BUILDING CODE
2009 NFPA 101 LIFE SAFETY CODE

PROJECT CONTACTS

ARCHITECT: MARK CHALOUPECKY
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STRUCTURAL ENGINEER: CHRIS O'HARA
STRUCTURAL INTEGRITY
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TEL: (207) 774-4614
E-MAIL: CHRIS@STRUCTURALINTEG.COM

OWNER: JOE UNGS
E-MAIL: SGNUEOJ@GMAIL.COM

DEMO NOTES

- REMOVE STRUCTURAL ELEMENTS AS NOTED ON PLANS. VERIFY THAT STRUCTURAL ELEMENTS TO BE REMOVED ARE NON-LOAD BEARING. NOTIFY THE ARCHITECT OR STRUCTURAL ENGINEER OF ANY DISCREPANCIES. BEFORE DEMOLITION OF JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS, CONSULT WITH THE ARCHITECT OR STRUCTURAL ENGINEER FOR APPROVAL.
- CARE SHALL BE TAKEN BY THE CONTRACTOR TO PROTECT EXISTING SYSTEMS AND SURFACES TO REMAIN. ALL DAMAGE RESULTING FROM THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED OR REPLACED AS APPROVED BY THE ARCHITECT AT NO ADDITIONAL COST TO THE OWNER.
- WHERE REMOVALS OCCUR, PATCH HOLES AND AREAS OF MISSING FINISH (IE EXPOSED STUD AREAS WHERE WALLS ARE REMOVED, FLOOR FINISHES, ETC. TO MATCH EXISTING ADJACENT SURFACE). PROVIDE A SMOOTH CONTINUOUS SURFACE FREE OF SHADOW LINES.
- WHERE NEW WALLS OR INFILLS ABUT OR INTERSECT EXISTING WALLS, ALIGN NEW FINISH WITH EXISTING WALLS, ALIGN NEW FINISH WITH EXISTING FINISH AND FINISH JOINTS AT INTERSECTIONS SMOOTH AND CONTIGUOUS.
- IF SUSPECT HAZARDOUS MATERIALS ARE UNCOVERED DURING CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT IMMEDIATELY FOR TESTING AND / OR REMOVAL. ANY HAZARDOUS REMOVAL NECESSARY FOR THE SAFE IMPLEMENTATION OF THIS PROJECT SHALL BE CONTRACTED DIRECTLY BY THE OWNER. IF NECESSARY, THE CONTRACTOR SHALL COORDINATE WITH THE OWNER'S ABATOR ON THESE EFFORTS.
- UNLESS OTHERWISE NOTED, ALL ITEMS ON DEMOLITION PLANS ARE EXISTING.
- CONTRACTOR TO REPAIR ALL FINISHES AND PROVIDE INFILL WALLS AND FLOOR FINISHES WHERE REQUIRED.

RENOVATION NOTE

THIS BUILDING IS EXISTING AND WAS CONSTRUCTED MANY YEARS PRIOR. THE EXISTING CONDITIONS HAVE BEEN SHOWN ON THESE PLANS TO THE BEST OF EVERYONE'S ABILITIES. DUE TO THE AGE AND COMPLEXITY OF THE BUILDING, IT IS ASSUMED THAT ACTUAL CONDITIONS MAY VARY. THE CONTRACTOR AND OWNER ARE RESPONSIBLE FOR FIELD VERIFICATION OF ALL CONDITIONS AND DIMENSIONS.

PROJECT NOTES

- CONTRACTOR IS RESPONSIBLE FOR VERIFYING, AND COORDINATING ALL WORK WITH THE OWNER'S SCHEDULE, WORK TIMES, STORAGE AREAS AND BUILDING ACCESS PRIOR TO BIDDING.
- CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ARCHITECT AND THE OWNER IF CONDITIONS IN THE FIELD ARE NOT AS REPRESENTED ON THESE DRAWINGS, PRIOR TO CONTINUING THE WORK.
- CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL REQUIRED SAFETY MEASURES.
- CONTRACTORS TO PROTECT ALL SURROUNDING CONSTRUCTION AS REQUIRED. REPAIR AND REPLACE ALL DAMAGE DONE TO SURROUNDING CONSTRUCTION AS REQUIRED.

PERMIT NOTE

THE OWNER AND/OR CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED FOR CONSTRUCTION (INCLUDING, BUT NOT LIMITED TO: BUILDING, MECHANICAL, PLUMBING, ELECTRICAL, SPRINKLER SYSTEM, AND FIRE ALARM SYSTEM). THESE DRAWINGS ARE FOR PURPOSES OF CONSTRUCTION AND OBTAINING THE BUILDING PERMIT ONLY.

PERMIT SET

- NOT FOR CONSTRUCTION -

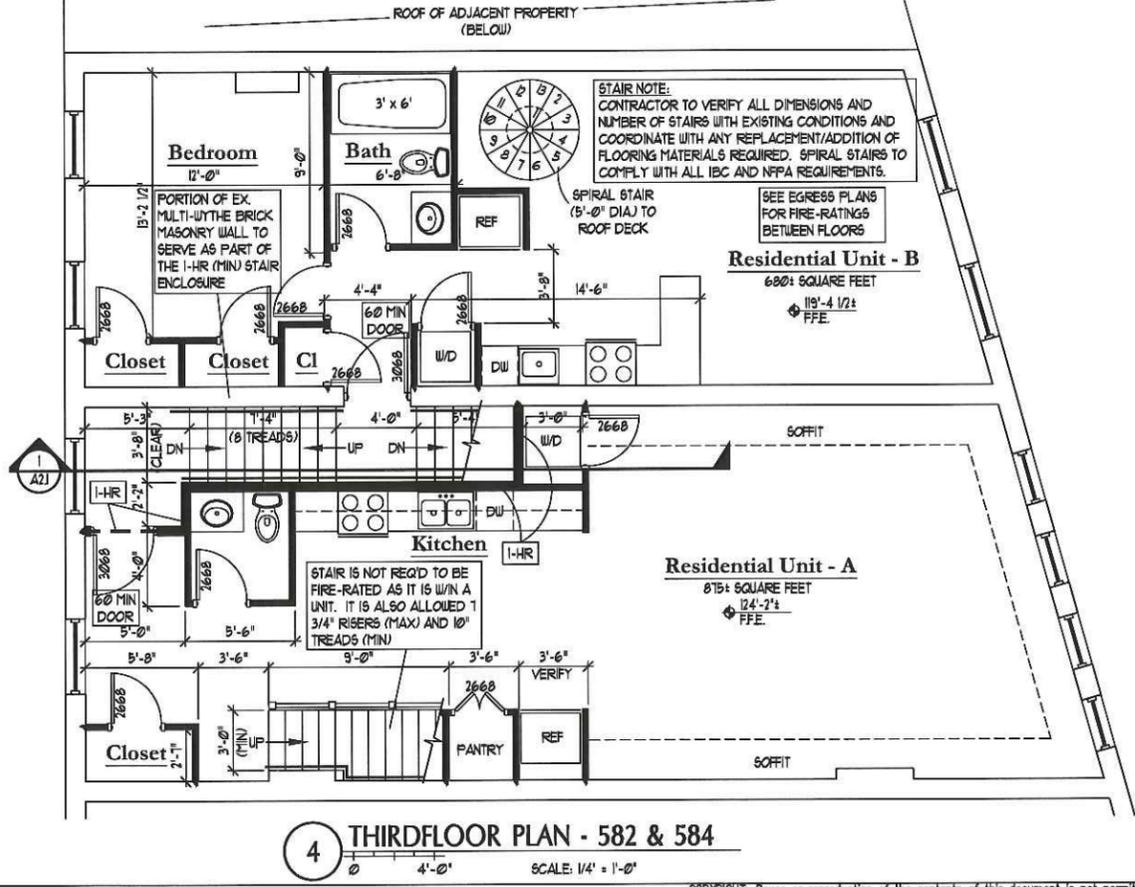
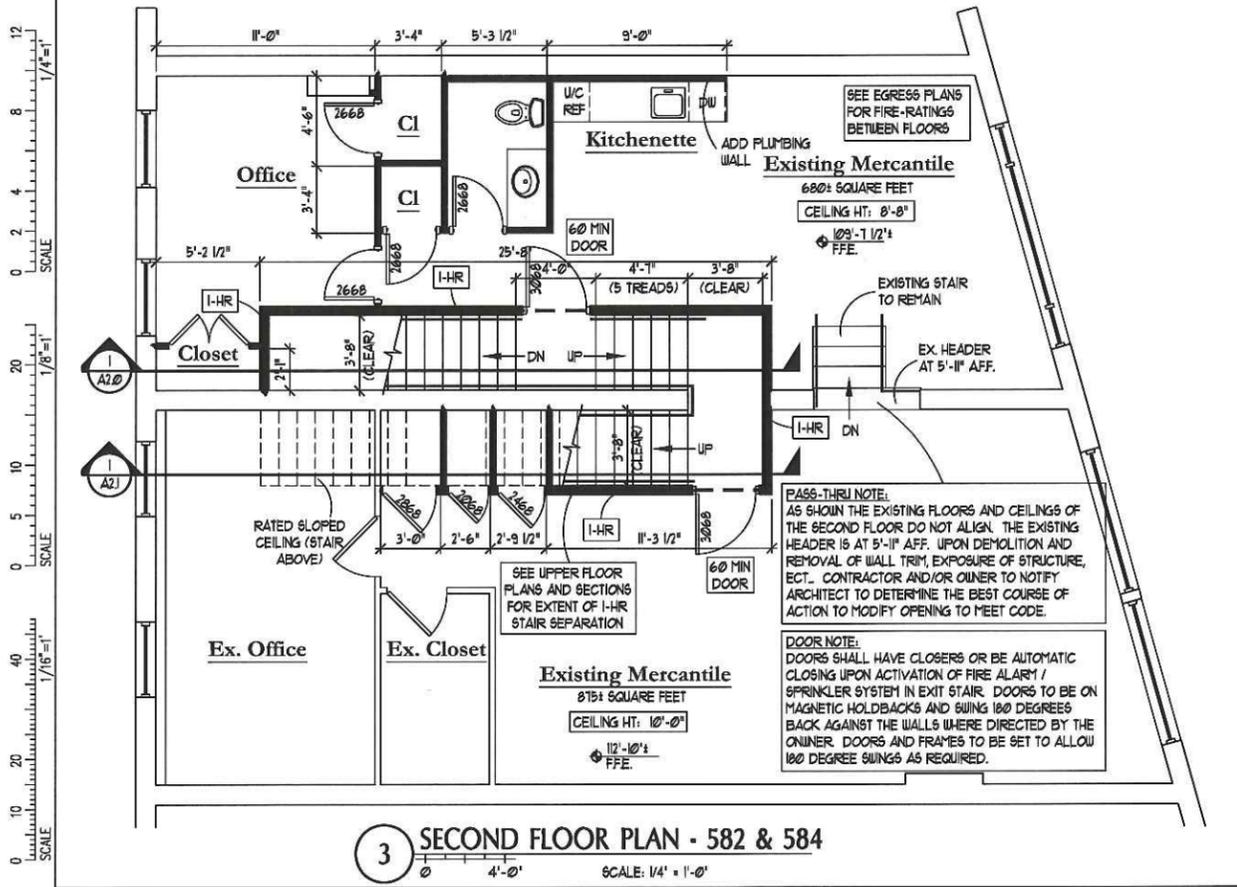
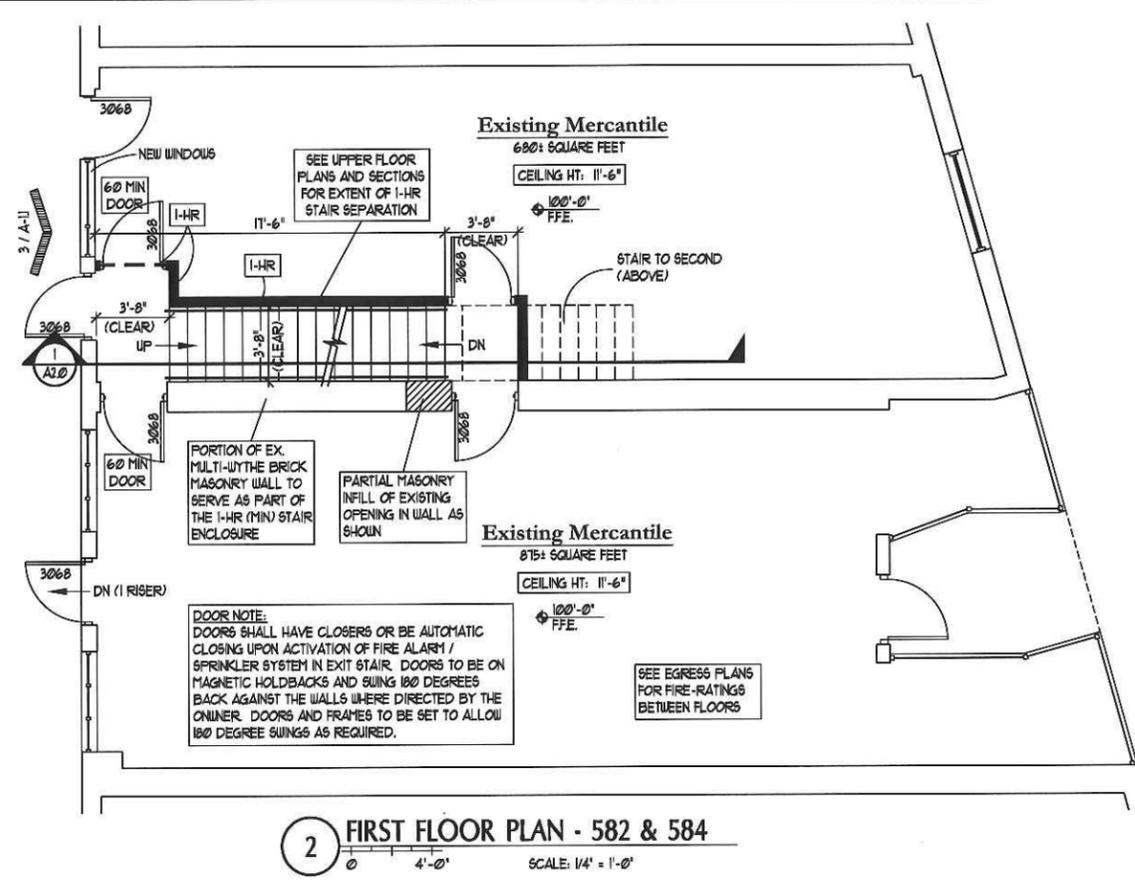
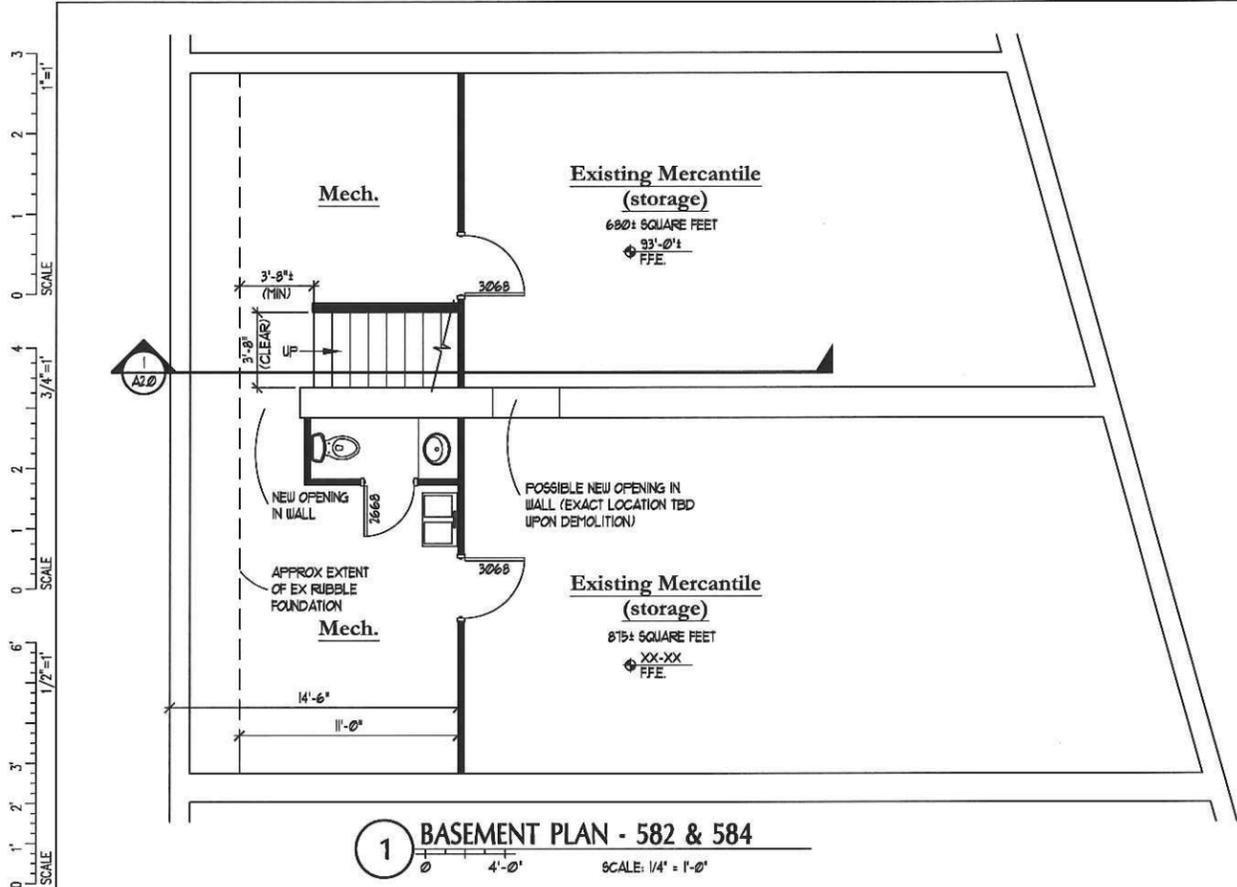
CONGRESS STREET MIXED USE
582-584 Congress Street
Portland, Maine

#	DATE	DESCRIPTION
1	10/24/11	PERMIT SET
2	11/28/11	PERMIT SET (REV 1)

Date Issued: November 28, 2011
Project Number: 15102
Drawing Scale: As Noted

TITLE SHEET

Drawn By: MC
Checked By: ACH
T 1.0



65 NEWBURY STREET
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Consultants:
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chris@structuralintegrity.com

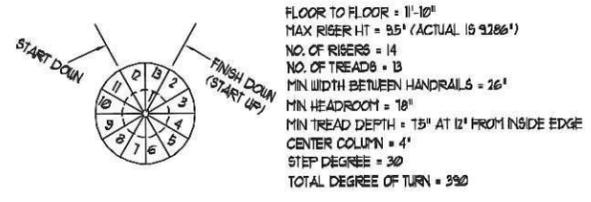
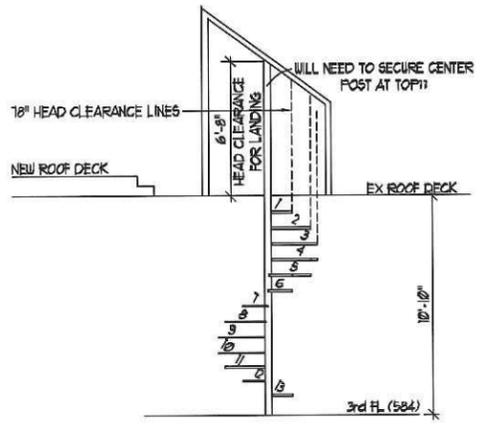
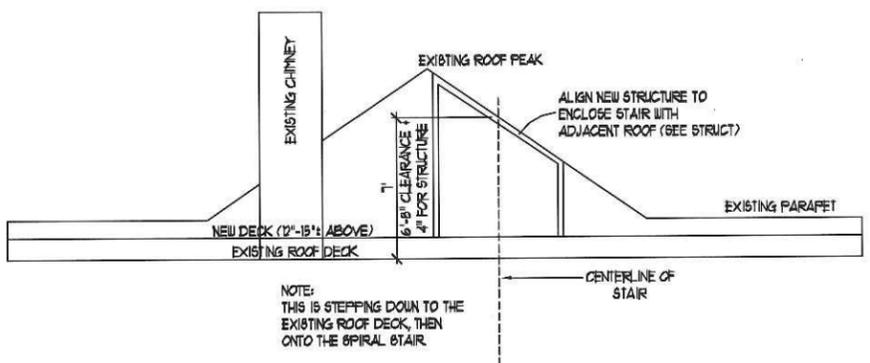
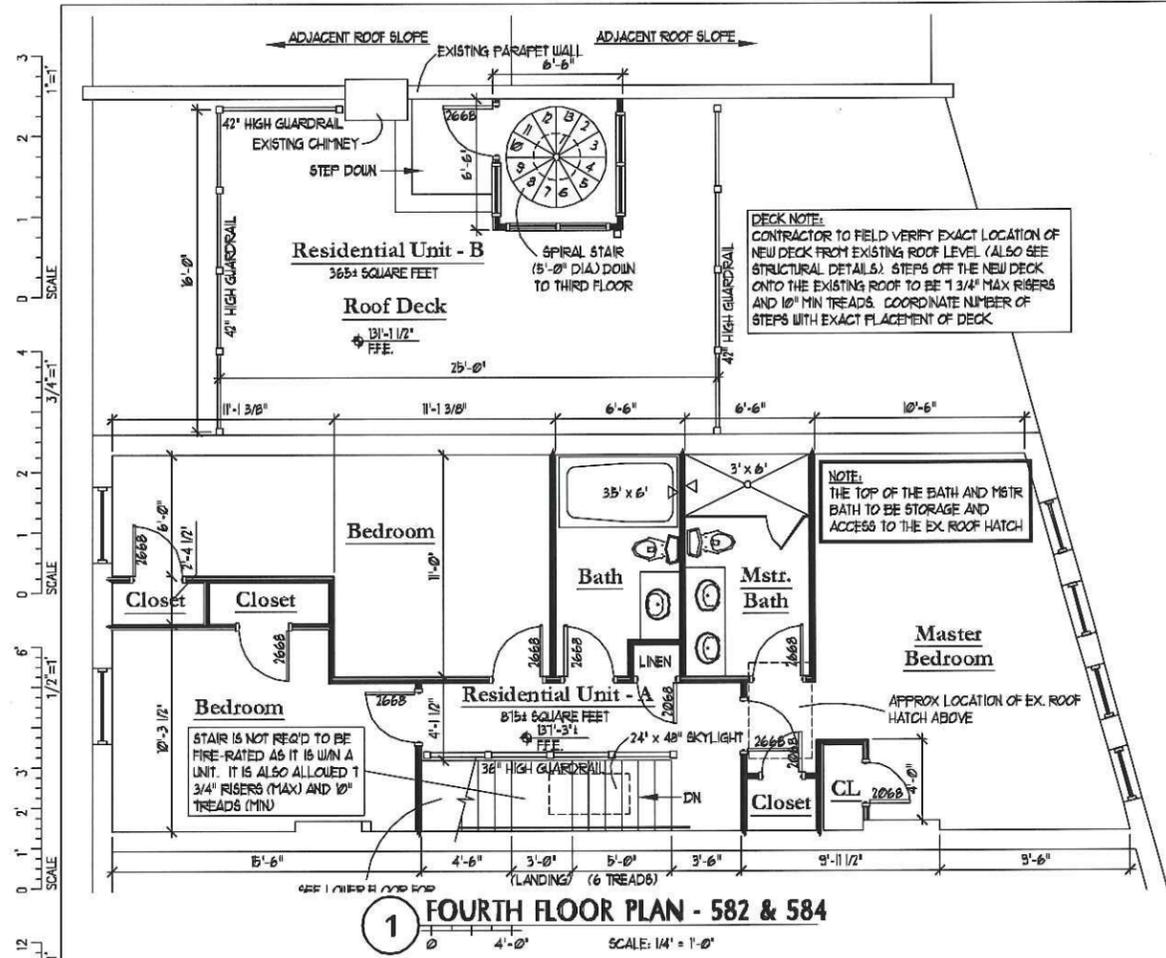
PERMIT SET
- NOT FOR CONSTRUCTION -
CONGRESS STREET MIXED USE
582-584 Congress Street
Portland, Maine

#	DATE	DESCRIPTION
1	10/16/11	REVIEW DWG
1	10/23/11	PERMIT SET

Date Issued: October 23, 2011
Project Number: 15102
Drawing Scale: As Noted

FLOOR PLANS

Drawn By: MC
Checked By: ACH
A-1.0



2 SPIRAL STAIR DETAILS (584 CONGRESS)
SCALE: NTS



3 EXTERIOR ELEVATION - FREE ST
SCALE: NTS



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207.761.9000



Consultants:
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Consulting Engineers, Inc.
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Portland, ME 04101
(207) 774-4614
contact: Chris O'Hara
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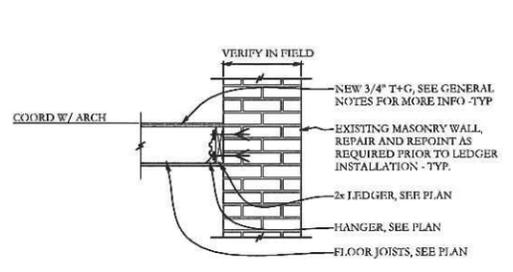
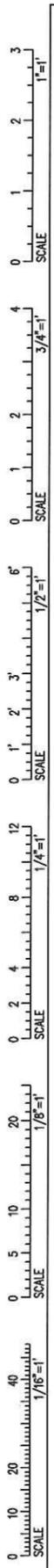
CONGRESS STREET MIXED USE
582-584 Congress Street
Portland, Maine

DATE	DESCRIPTION
10/16/11	REVIEW DUG
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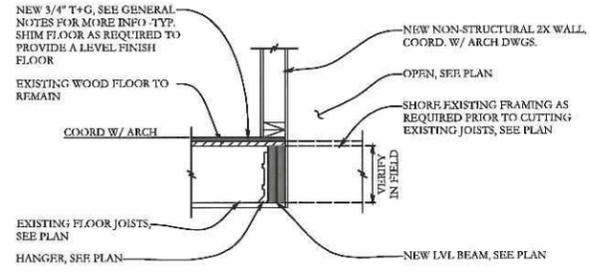
Date Issued: October 23, 2011
Project Number: 15102
Drawing Scale: As Noted

FLOOR PLANS

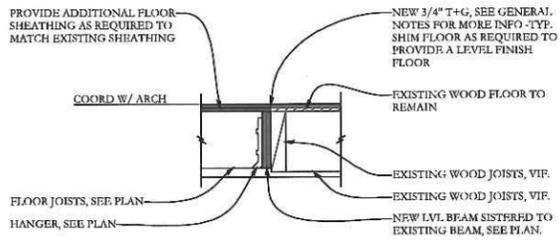
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Checked By:	ACH
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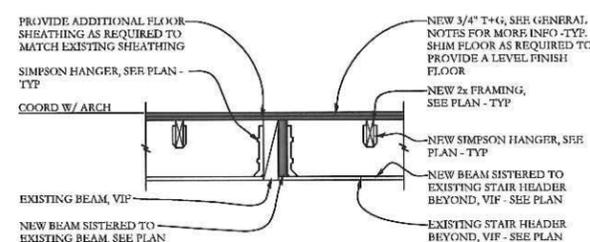
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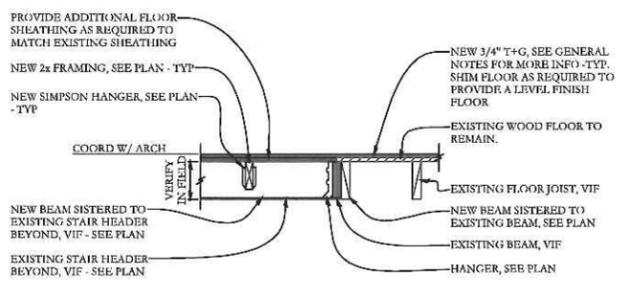
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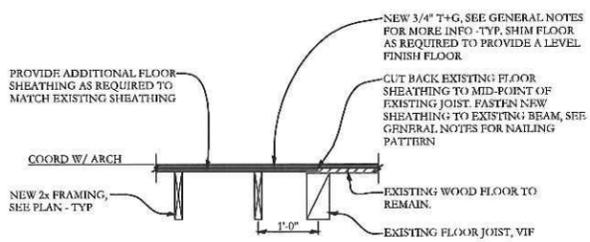
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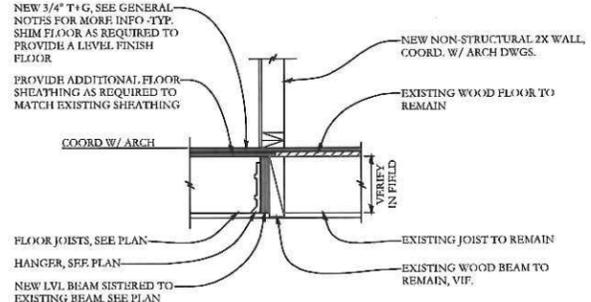
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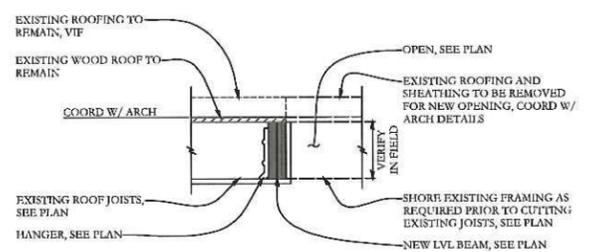
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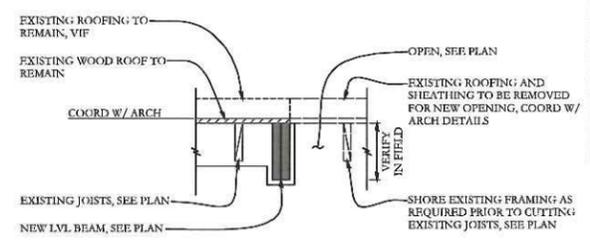
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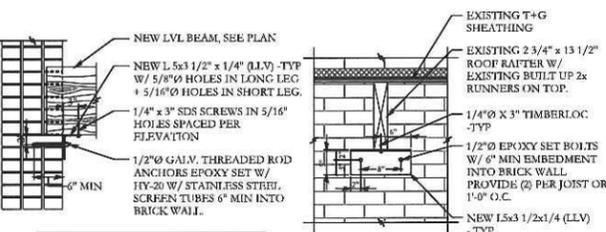
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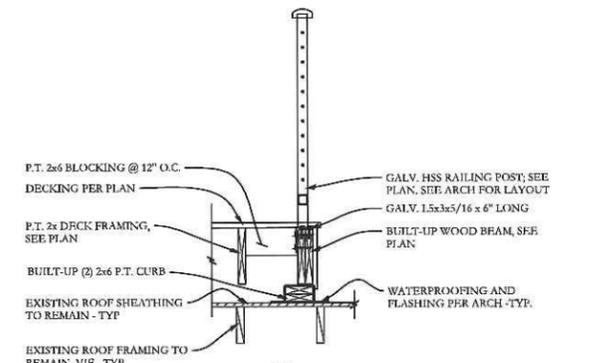
SECTION Q S2-1 3/4"=1'-0"



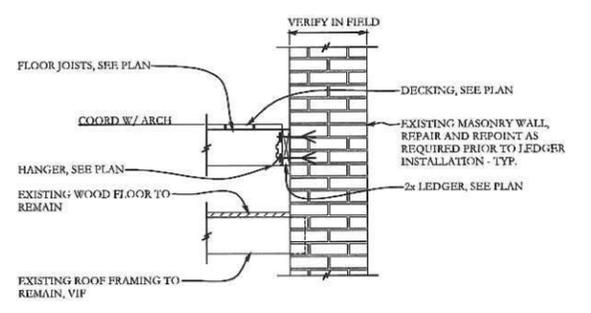
SECTION R S2-1 3/4"=1'-0"



SECTION S S2-1 3/4"=1'-0"



SECTION T S2-1 3/4"=1'-0"



SECTION U S2-1 3/4"=1'-0"



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 chris@structuralinteg.com

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CONGRESS STREET
 MIXED USE

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 Congress Street
 Portland, Maine

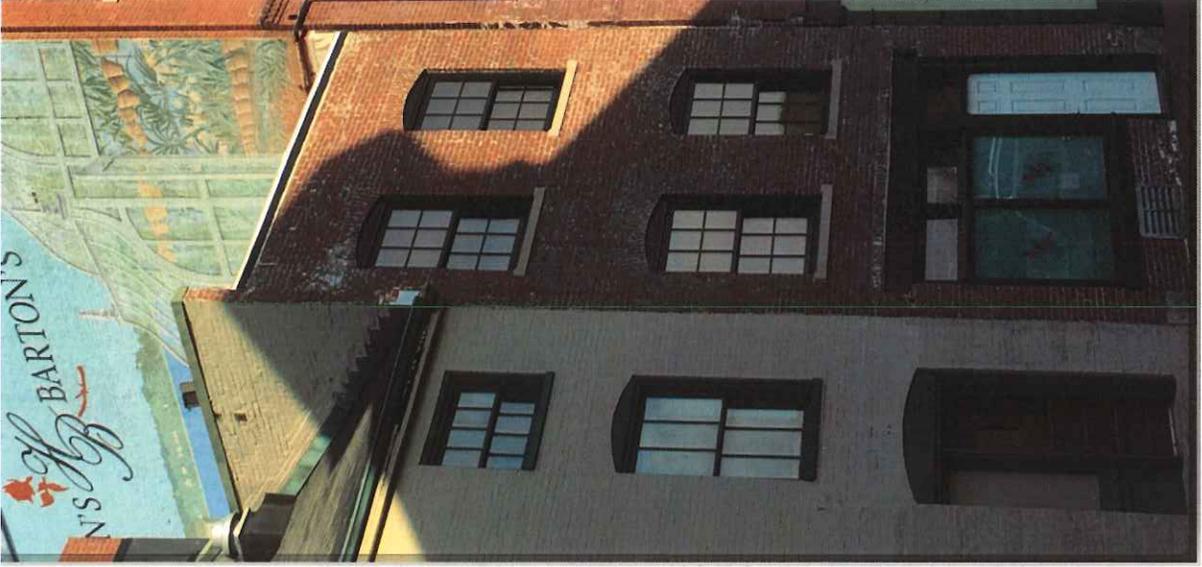
#	DATE	DESCRIPTION
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1	10/23/17	PERMIT SET

Date Issued: October 23, 2017
 Project Number: 15102
 Drawing Scale: As Noted

DETAILS

Drawn By: CJO
 Checked By: CJO
 S-2.1

584 Congress St-Back



584 Congress St-Front



ATTACHMENT 3

584 Congress: Existing Retail Store Front (Free Street Side)

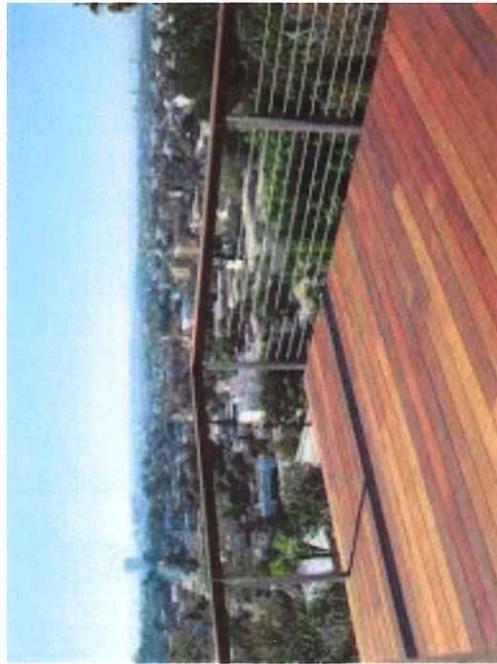
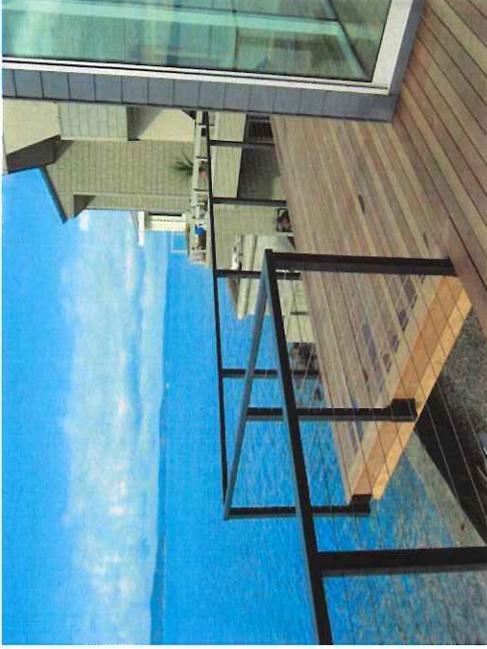


ATTACHMENT 4

584 Congress: Planned Retail Store Front (Free Street Side)



584 Congress St Roof Deck: Railing style





580

582

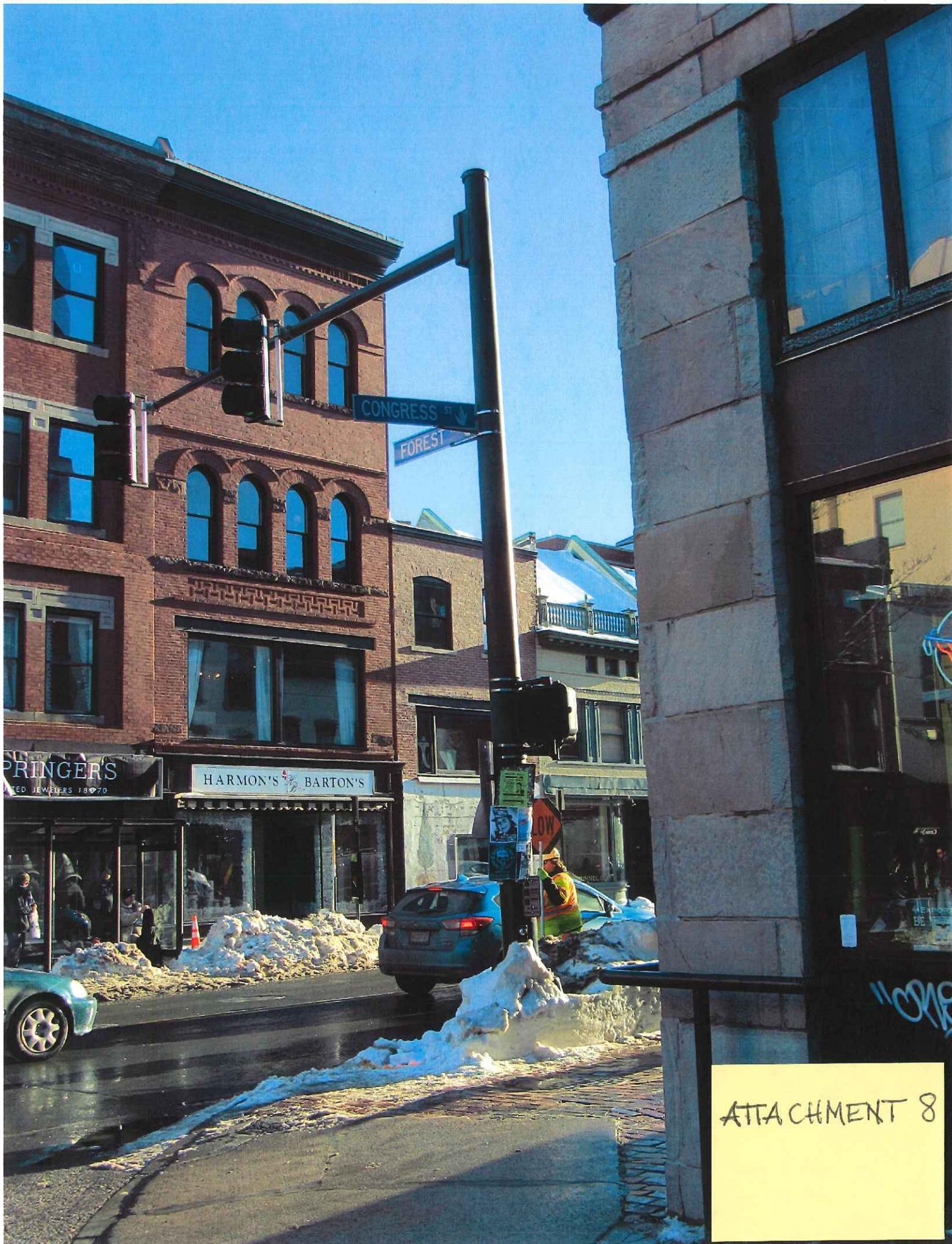
584

582 Congress St

FREE ST.

60 ft

ATTACHMENT 7



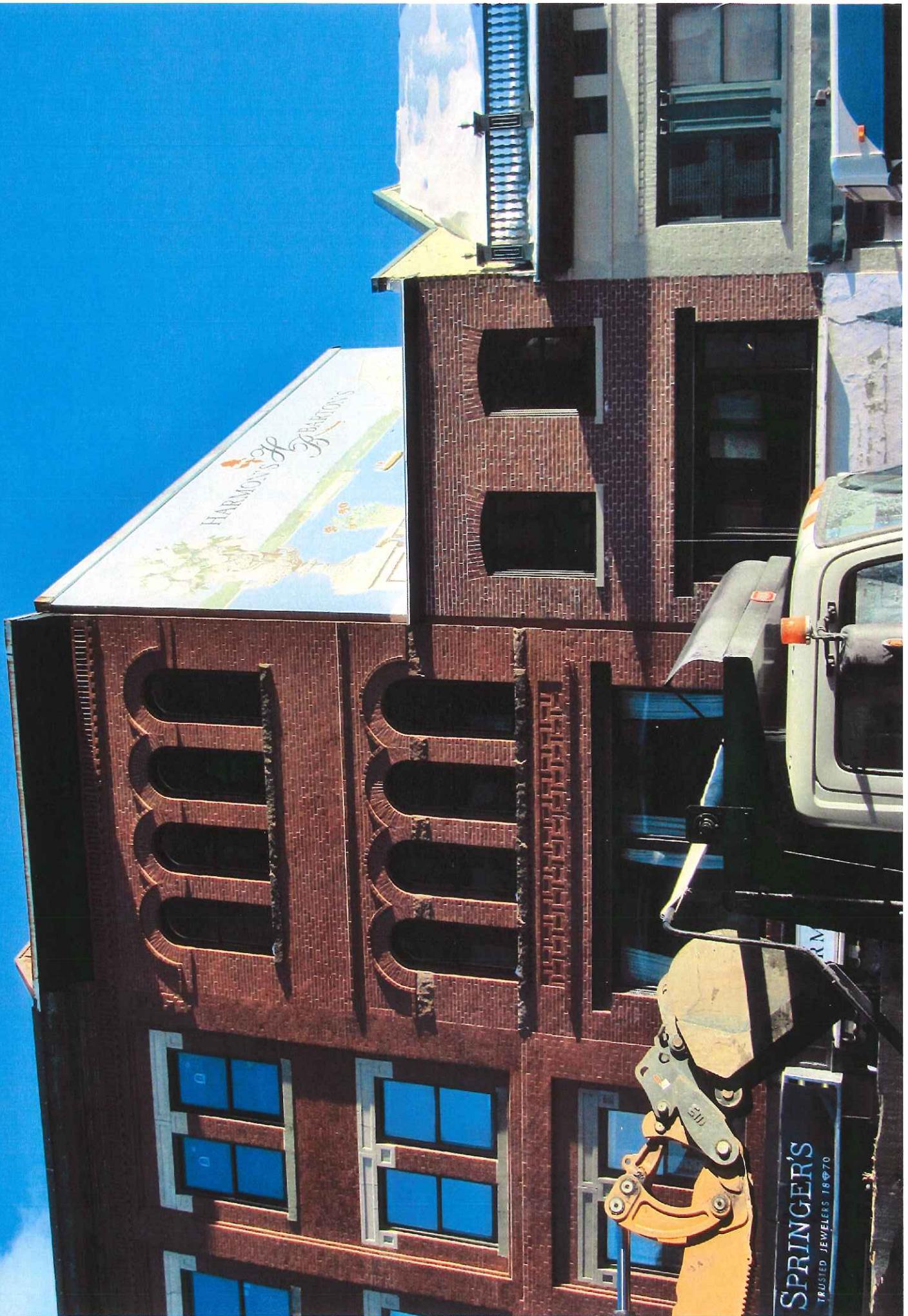
SPRINGER'S
JEWELERS 1870

HARMON'S BARTON'S

CONGRESS ST

FOREST

ATTACHMENT 8



HARMONY'S OF BRANTFORD

SPRINGER'S
TRUSTED JEWELERS 18970



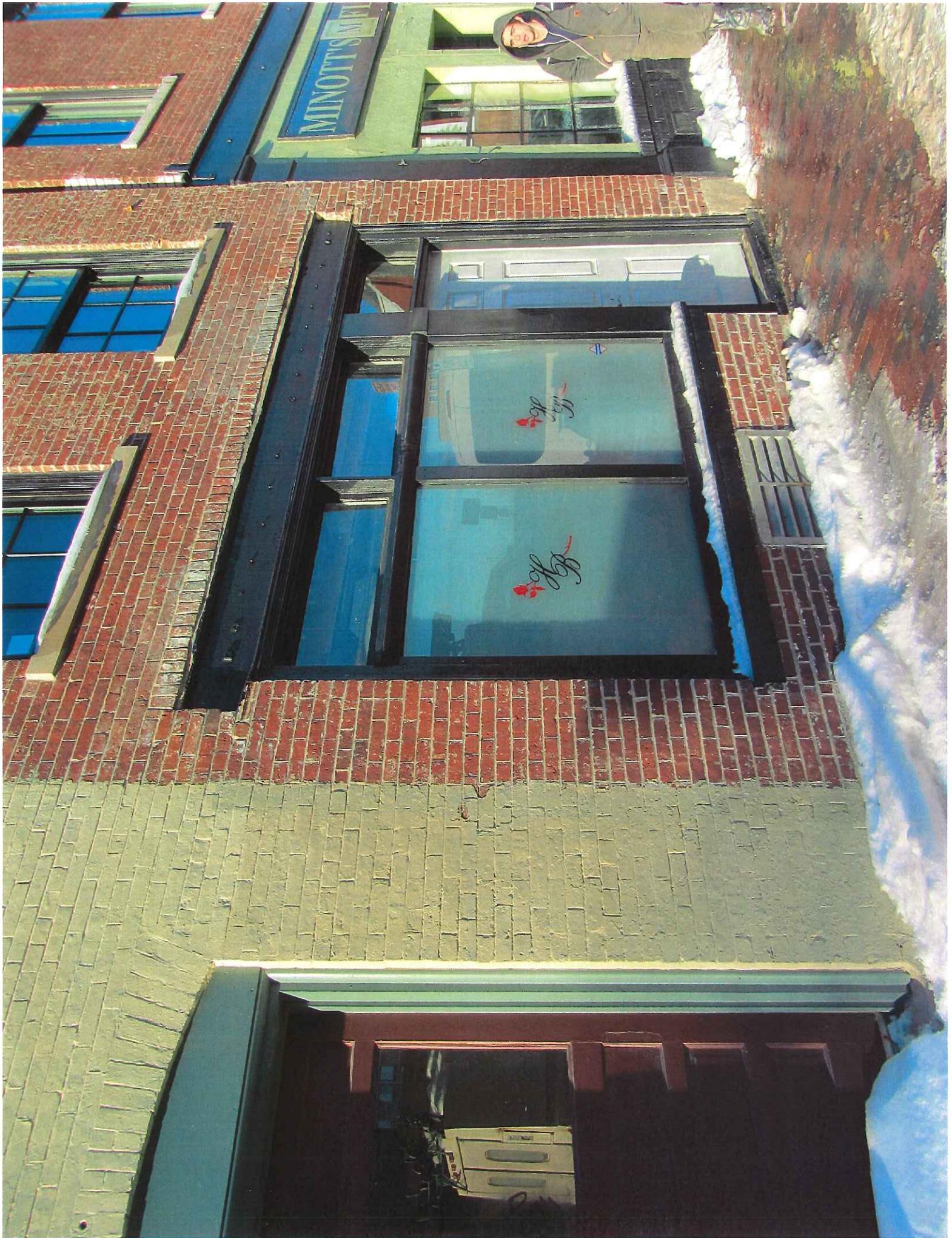
HARMON'S of BARTON'S

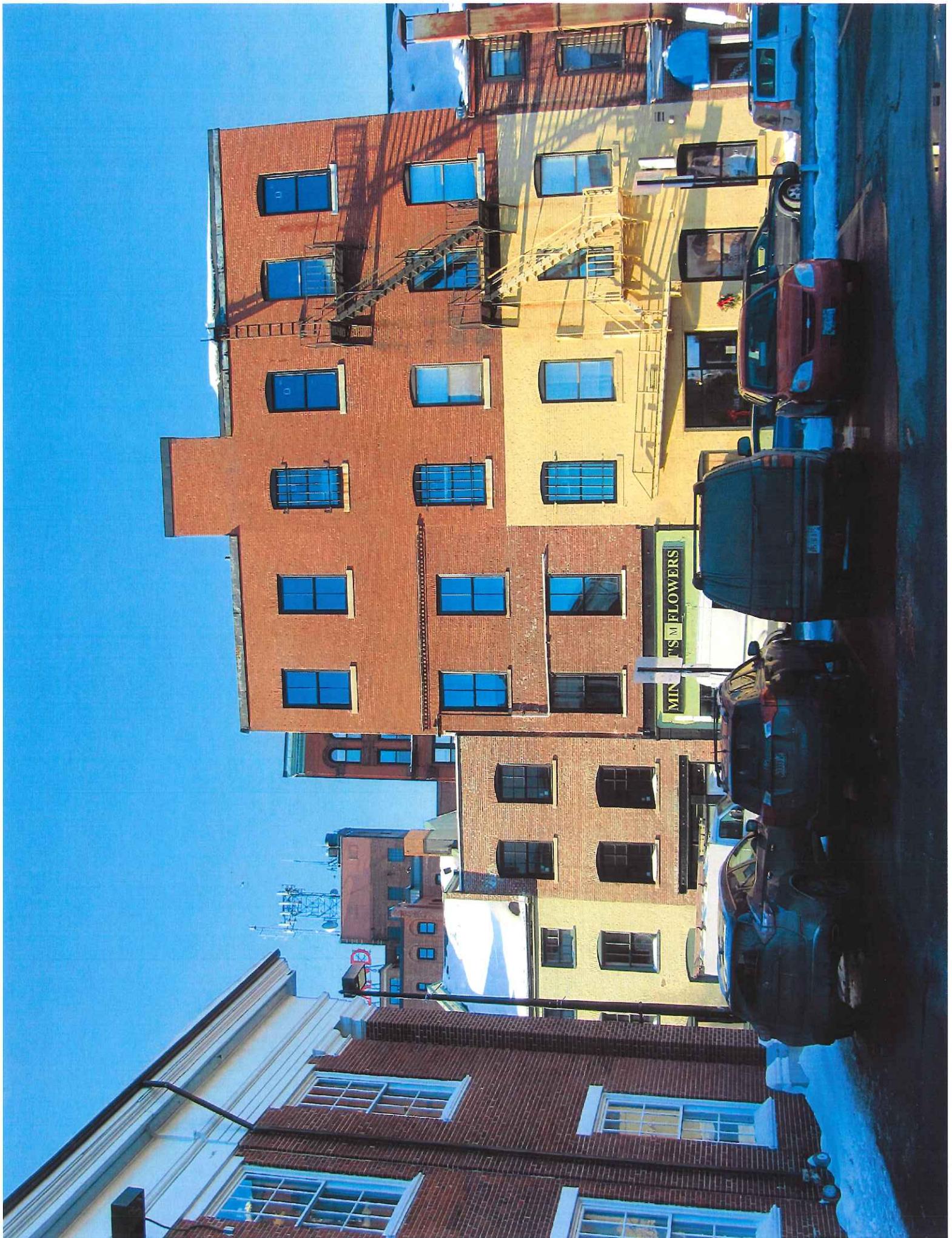


SLOW

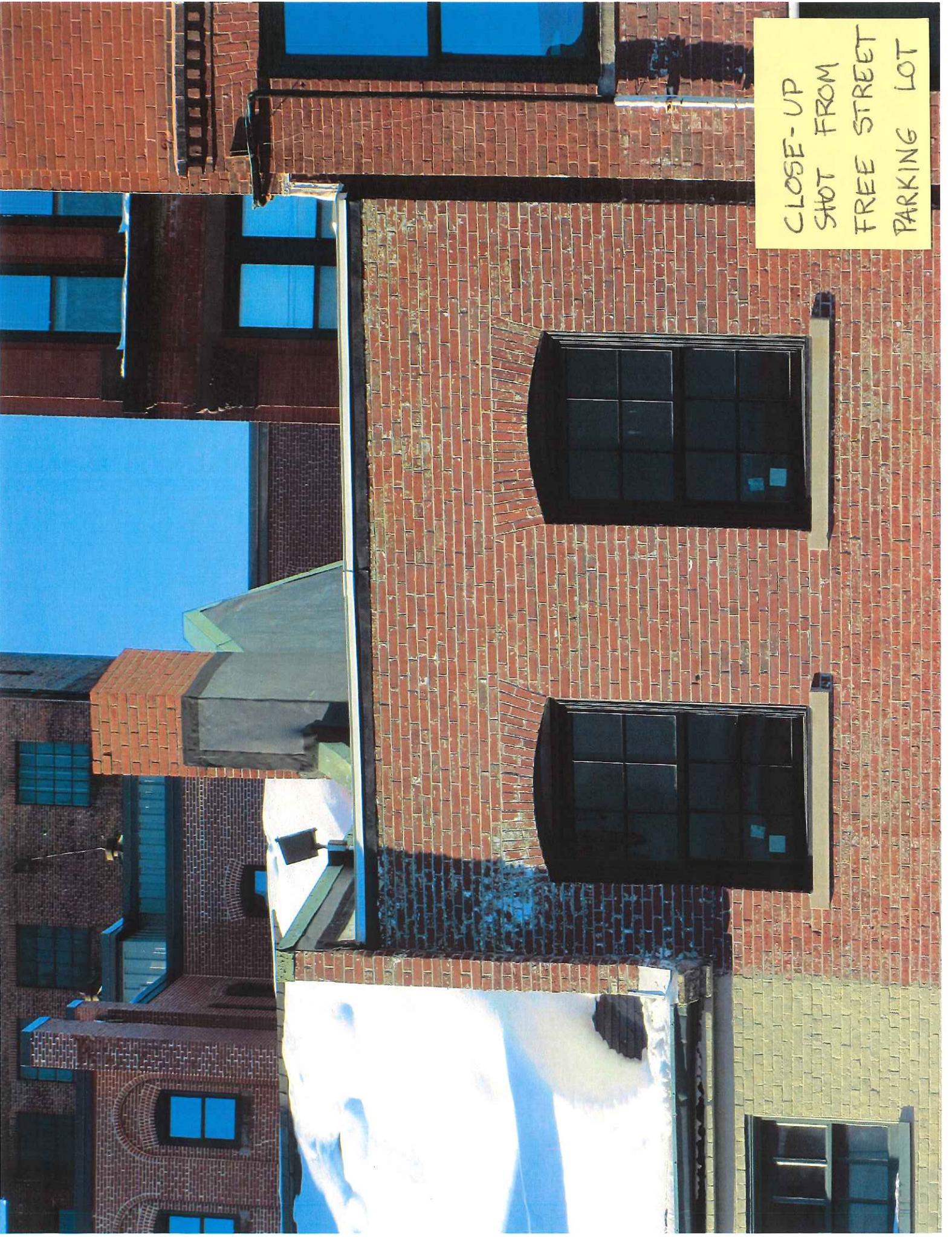
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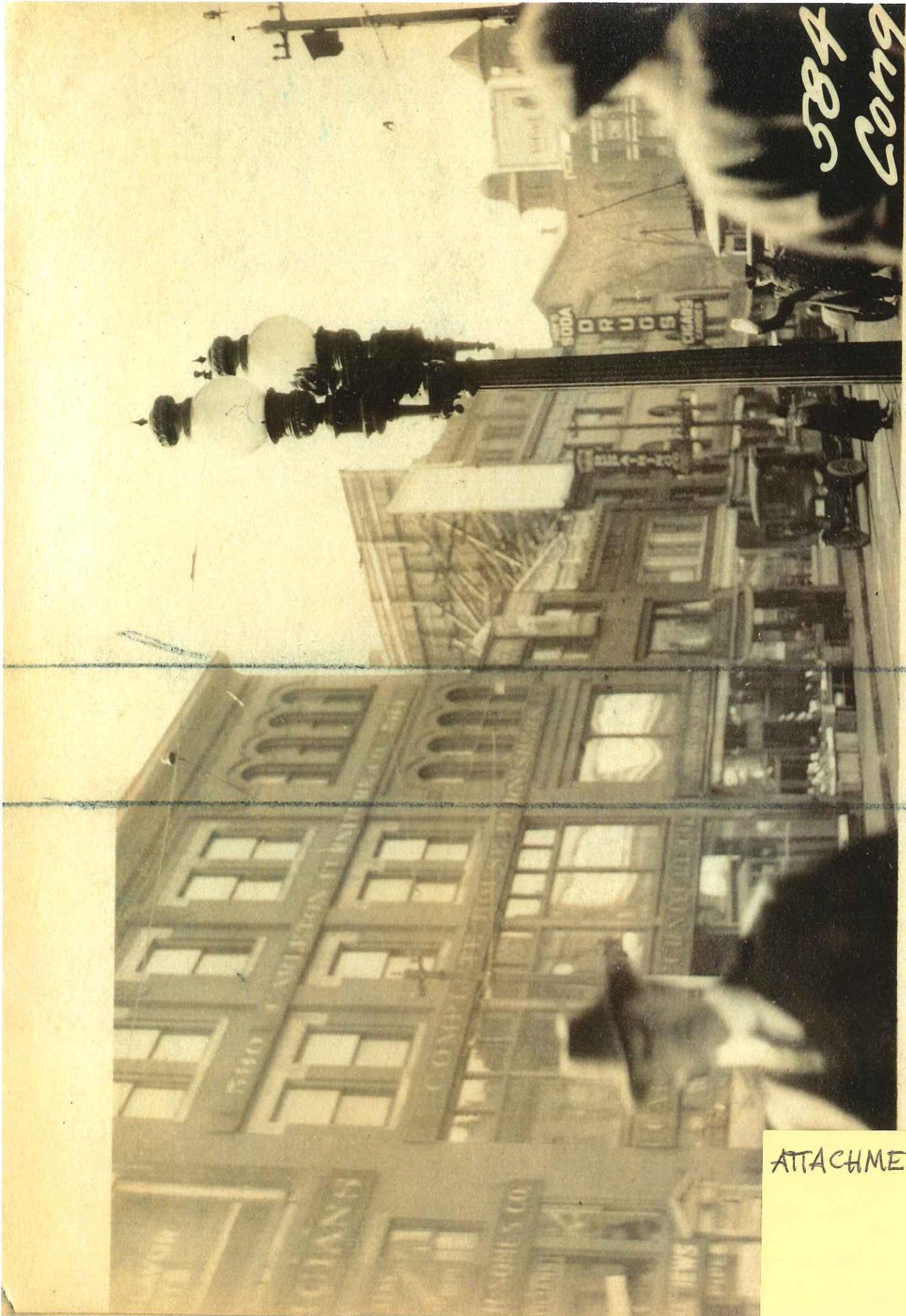
SPRINGFIELD





CLOSE-UP
SHOT FROM
FREE STREET
PARKING LOT





6407
4884

ATTACHMENT 9



CO. 584

THE CLOVERDALE CO.

TWIN LIGHTS
BUSINESS LUNCH

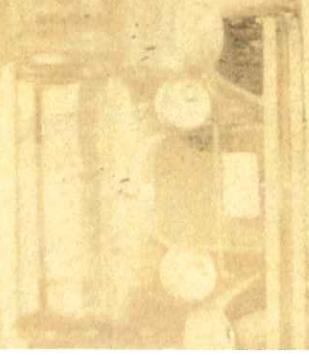
MISCELLANEOUS

584
584

CARLETON
FURNITURE

CARLETON F
HOUSE F
CRESCENT
RANGES

502-2-208



580-4
Car

**HISTORIC PRESERVATION BOARD
CITY OF PORTLAND, MAINE**

WORKSHOP

TO: Chair Benson and Members of the Historic Preservation Board

FROM: Deb Andrews, Historic Preservation Program Manager

DATE: January 12, 2018

RE: January 17, 2018 **Workshop – Preliminary discussion regarding guidelines for seasonal vestibule installations at commercial entries**

Introduction

In recent months, staff has received an increasing number of inquiries from commercial tenants, particularly restaurant tenants, regarding the possibility of installing exterior vestibules in front of their entries to provide a wind/cold break for their interior space. In order to provide appropriate guidance and direction to those asking to install an exterior vestibule, staff is seeking input from the Historic Preservation Board on this type of exterior alteration. Board members are being asked to consider the following general questions: 1) under what circumstances are these types of exterior installations acceptable; and 2) what parameters or guidelines should be established to ensure that the installations meet historic preservation ordinance standards. Input from Wednesday's discussion will likely be translated into draft guidelines that will return to the Board for formal review and approval.

Background

To date, the Board has reviewed and approved only one formal application for installation of a seasonal entry vestibule. In 2015, the owners of 133 Spring Street (who also own and operate Bao Bao Restaurant in the building), applied for approval of a seasonal entry enclosure. Board members will recall that the interior space is quite small and narrow and that the entrance is set back from the street. Following considerable discussion regarding the general issue of compatibility and details of the installation, the Board approved the installation of a vestibule subject to the condition that it be installed on a seasonal basis only (October 1 to April 30). See Attachment 1 for photo of installed enclosure at Bao Bao. As Board members may be aware, the owners of the restaurant have not removed the enclosure since it was installed in the fall of 2015. (To be fair, staff has had minimal contact with the owner regarding compliance.)

The only other seasonal enclosure staff is aware of in a historic district is that in front of Duck
O:\3 PLAN\4 HISTORIC PRESERVATION\HP Board Memos\2018 Memos\1-17-18 Seasonal Shelters wkshp.doc- 1 -

Fat on Middle Street. This vestibule was installed prior to historic district designation, however. The enclosure extends across the entire frontage of the restaurant and is sufficiently deep to provide space for tables as well as an enclosed entry. That enclosure is up year-round and occupies a considerable depth of the sidewalk. It is not clear whether the owners received special approval for the permanent installation. See Attachment 2 for photo.

Throughout the downtown, there are numerous examples of wind/cold barriers installed on the interior that consist of heavy fabric, plastic sheeting or some other device.

Code Constraints

A number of factors, including code requirements, limit the possibility of installing an exterior seasonal vestibule. One significant constraint has to do with the position of the entry door. Because many entrances are positioned directly at the sidewalk edge and not set back, the installation of a vestibule would require that it extend into the public way. While this is generally not encouraged or allowed, there are instances where an owner can seek and receive a revocable license from the City to extend into a public way. Particularly where the sidewalk in question is fairly wide, it is reasonable to assume that a revocable license would be approved for a temporary structure.

Other constraints limiting one's ability to install an exterior vestibule, even where the entrance *is* set back from the street, stem from door swing requirements and required distances between an establishment's primary door and the vestibule door. For establishments with a capacity of 50 or more, the door must swing out. In order to allow for the door swing, one would need at least a 7-foot distance between the inner and outer door. Many thresholds are shallower than 7 feet. For establishments with a capacity of 49 or less, the primary door can swing in, but you still need 7' of distance to allow for the vestibule door to swing in. (There are some instances where the two doors do not need to swing in the same direction.)

Notwithstanding these complicating constraints, requests for seasonal enclosures are increasing and the possibility exists for overcoming code or licensing complications. Accordingly, it is appropriate that the issue be addressed in terms of compliance with historic preservation regulations.

Staff Comments/Questions

In taking up this issue, staff offers several questions and observations for consideration:

- To what extent should the installation of exterior shelters be discouraged in favor of an interior solution, particularly in instances where there appears to be considerable space inside the entrance to accommodate an interior barrier?

- In the case of the Bao Bao installation, the Board worked hard to ensure that the temporary enclosure was visually compatible with the surrounding storefront--see photo. Perhaps it is fair to consider whether this approach—which results in fairly compatible design solution--encourages applicants to keep the enclosure up year-round—or at least argue to do so on the basis of the structure’s compatibility? Would a more “obviously temporary” solution facilitate the vestibule’s removal?
- What general parameters, design guidelines should be established for these types of installations?

In addition to photos of the two Portland examples cited, staff has enclosed photos of several enclosures seen in a recent trip to Chicago.

Attachments

1. Photos, Portland examples
2. Photos, Chicago examples
3. Examples from awning vendors

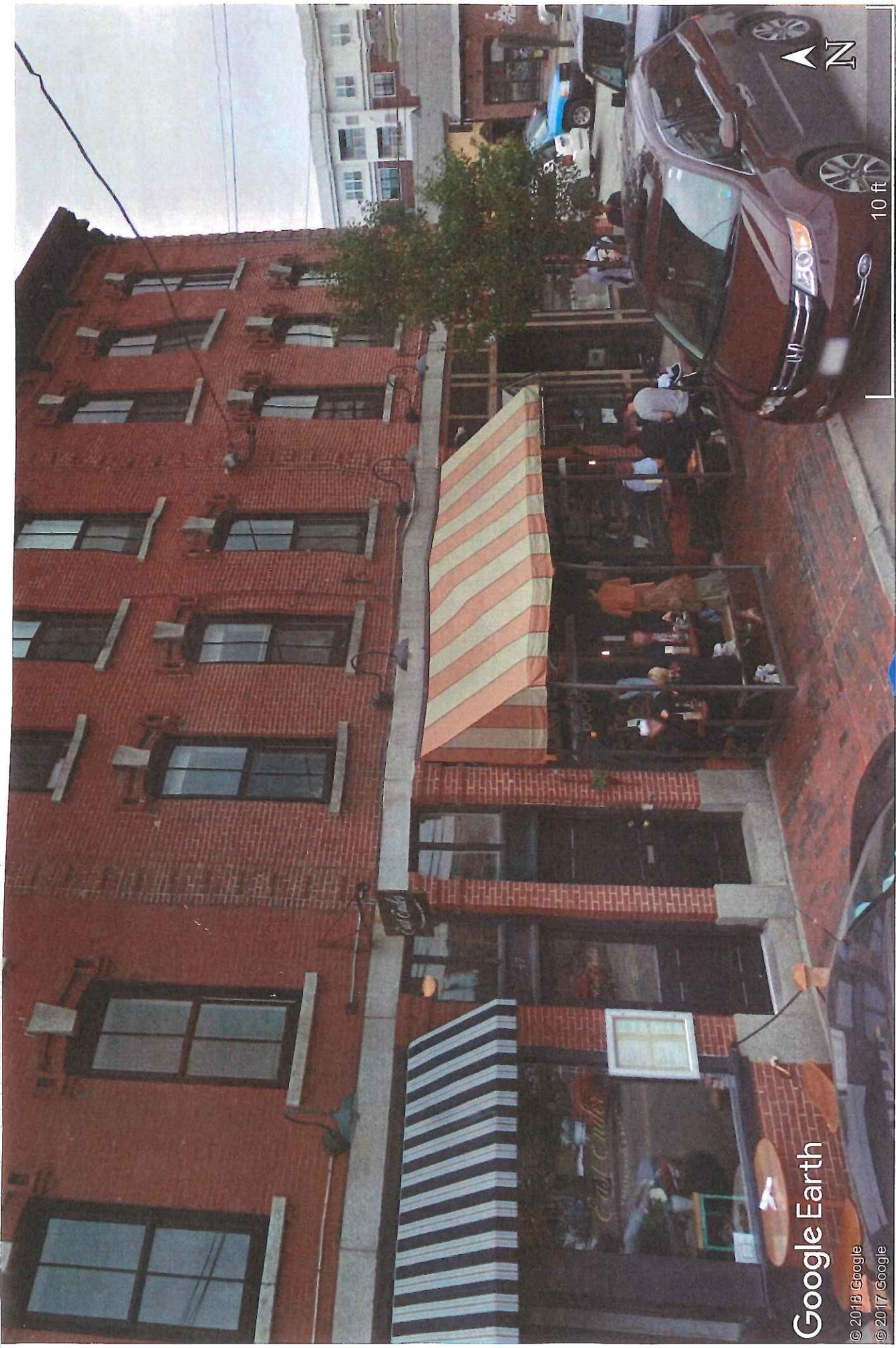
bao
bao
DUMPLING HOUSE







10 ft



Google Earth

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Clients of this restaurant are nice and cozy entering the enclosed entrance during the winter months.



Outdoor Poolside Enclosure



Old Fields Port Jefferson

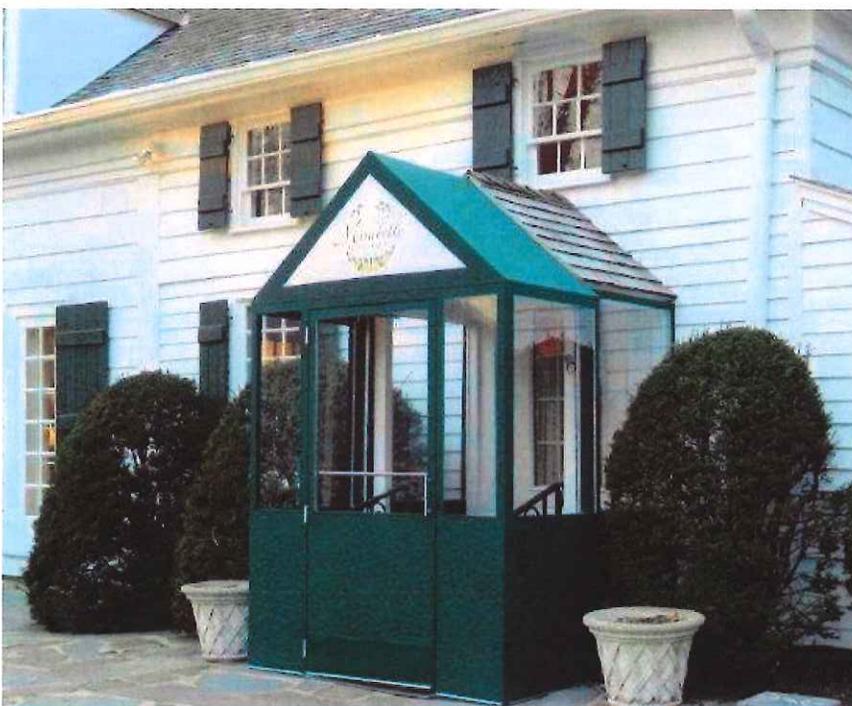




Trader Joe's
Hewlett, NY



Side View of Sport Time Vestibule Enclosure
Suffolk County, Long Island





Inside Enclosed Walkway
Winthrop University Hospital
Mineola, NY



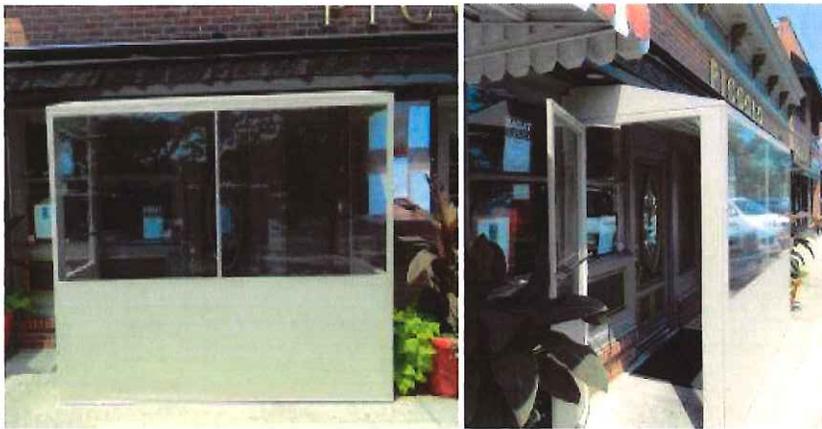
Enoteca – Carle Place
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**HISTORIC PRESERVATION BOARD
CITY OF PORTLAND, MAINE**

**WORKSHOP
DISCUSSION OF REPLACEMENT WINDOW OPTIONS**

TO: Chair Benson and Members of the Historic Preservation Board

FROM: Rob Wiener, Preservation Compliance Coordinator

DATE: January 12, 2018

RE: January 17, 2018 **WORKSHOP** - Discussion regarding the attributes of Various Replacement Window Options and their Suitability for Designated Historic Structures

On May 3, 2017 staff made a brief presentation on the issue of window replacement in historic districts, and reviewed some of the options being offered in the marketplace. The presentation included slides, and was followed by Board questions and a discussion on some of the issues and considerations that come with window replacement proposals. No decisions regarding future policy changes regarding window replacement were made at this preliminary workshop. At the workshop on January 17, 2018 staff would like to continue the discussion on window replacement options, with particular attention paid to alternatives to wood windows. It is the hope of HP staff members that the Board can help establish clear guidelines for when alternative materials are appropriate to use in protected properties.

Staff must deal with window replacement applications frequently, and in many instances are comfortable making administrative decisions on a case-by-case basis following review of a number of factors. Though Board decisions are not expected at this workshop, staff members feel that the workshop will help toward articulating clear, coherent policies to guide staff in ongoing administrative reviews, and for the Board to refer to when Board review is warranted.

At a recent general discussion between staff members Deb Andrews and Rob Wiener and Marvin Window representatives Ron Conterio and Matt Stetson (A.W. Hastings Co.,) Mr. Conterio and Mr. Stetson offered to attend a Board workshop on window options, and participate in a discussion comparing wood and clad units. Given the prevalence of clad window requests and ongoing efforts by Marvin to refine the historic appearance of its windows, staff thought having Mr. Conterio and Mr. Stetson attend the Board meeting could be helpful and informative. They have offered to supply some addresses where Board members can see installed Marvin windows, and will have sample windows to display at the January 17 workshop.

Staff is including a draft policy on window sash replacements (a work in progress,) a sample window policy guide from Geneva, Illinois, and a list of addresses in Portland where installed windows of various materials and manufacturers can be viewed. In addition to materials

included with this memo, and slides to be projected at the January 17 workshop, staff hopes to be providing Board members before the meeting with additional addresses where replacement windows have been installed.

Applicable Standards, Current Practice, and Challenging Issues

Historic Preservation staff members continue to receive frequent inquiries from owners of both commercial and residential historic properties about window replacements; it is also common for these requests to come from a window supplier. In the latter cases, a window supplier may have already made a window replacement proposal to an owner, with a specific product in mind. With increasing frequency these proposals, and also the requests from owner applicants, are for aluminum clad, composite, or fiberglass windows.

In keeping with typical historic preservation practice, staff tries to begin consideration of window replacement proposals by speaking directly to the property owner (or manager, in some cases,) about the existing conditions at the site. Staff makes a point of actually inspecting the existing windows as well as becoming familiar with the history of the building and the neighborhood context. Site visits may have a window sales person present in addition to the property owner.

The following language was prepared for a draft policy on sash replacement kits – applicable as well to full unit replacements:

Replacement Sash for Historic Buildings

Portland's historic preservation ordinance includes ten review standards that guide the Historic Preservation Board and staff in assessing applications for alterations to historic buildings. The following three standards are applicable in the review of **requests to replace historic windows**:

(2) The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(5) Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.

(6) Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.

As these three review standards clearly communicate, the general intent behind the

historic preservation ordinance is that every effort be made to retain the original characteristics of a historic building—including its materials. Accordingly, repair is recommended over replacement. The need to replace the material—particularly when it is original—must be demonstrated. If replacement is warranted, the standards strongly encourage that it be *in kind*. The standards do not expressly preclude consideration of non-traditional materials, however, and they acknowledge that individual circumstances will vary. Accordingly, the standards allow for flexibility when it is warranted and when the visual characteristics of the new replacement material match those of the original.

If it is determined that it is infeasible to repair sash but other window components are intact, new replacement sash can often be placed in the historic frame and operate smoothly using the existing counter-balance system. New sash may also operate in new jamb liners within the existing frame if the profile of the liners is very low and they do not noticeably reduce the size of the sash within the opening.

Additionally, Standard # 4 For Review of Alterations may apply in cases where long ago window changes to a property have acquired significance over time:

(4) Changes which may have taken place in the course of time are evidence of the history and development of a structure, object or site and its environment. Changes that have acquired significance in their own right, shall not be destroyed.

Meeting with property owners is important because of the opportunity to educate them about the full range of options, and emphasize the potential for rehabilitation of old windows that are not functioning well. Despite this approach, often there is intense pressure from building owners, property managers, and window representatives to install new windows. In many cases applicants have heard from various sources that maintenance of new windows will be vastly easier and less costly with new windows, particularly if the exterior material is not wood. Discussion with staff affords a chance to promote full due diligence on the part of the owner, to compare the cost of new windows with the cost of rehabilitation and potential ongoing maintenance. Further, applicants are urged to examine closely the life expectancy for new windows, compared with well-maintained historic windows.

It is commonly believed today that most of the lumber used in window manufacturing (most of it is a variety of pine) is less dense and less durable than wood in historic windows because it is not from slow-growing, old growth trees. Guarantees offered by window manufacturers tend to emphasize maintenance, specifying that wood windows need to be painted on a regular schedule.

Among the considerations in discussions / decisions about whether to replace windows, and what materials to use, staff attempts to ensure that these factors and questions are included:

Existing conditions:

- Are the existing windows original? Are they not original but are old enough to have historic significance in keeping with the property?
- If the windows have been replaced in the past, what is the age / quality / condition / material of the existing windows?

- Are there storm windows? Are the storm windows functioning and protecting the historic windows? To what extent do they detract visually from the historic appearance of the existing windows?
- Are the windows a significant feature of the property, important to the historic character?
- Is the proposed replacement window a close match for the historic windows? (Note that new windows tend to be heavier in construction because they are most likely to have heavier insulated glazing. Dimensions of stiles and rails usually must be slightly greater, and exterior muntin depths - projection from the glass - are usually smaller on new windows because of the thickness of insulated glass.)

Other circumstances:

- Significance of the property
- Neighborhood context
- Visibility of the windows in question, including proximity to street or sidewalk
- What is the budget of the owner? Should this be a consideration, if the preferred solution might be so expensive that nothing will be done and further deterioration of the property might result?

Alternative Materials v. Wood Windows

If a decision has been reached that replacement should be considered, what should be considered?

- Visual authenticity – how close a match can be practically obtained?
- From what distance might one be able to tell the difference between the alternate material and painted wood?
- Projected lifespan?
- Anticipated maintenance requirements – to what extent should this affect the decision?
- Affordable solutions – to what extent should this be considered?

Staff Comments

In making decisions about window replacements it is important to balance many considerations. Clarity and predictability are essential features of policy guidelines, but so are flexibility and adaptability. In the day-to-day world of regulation, staff and the Board often find a need for compromise, accommodation for special circumstances, and the maintenance of constructive working relationships with those that are subject to regulation. That said, if the goal of historic preservation is to protect the character and integrity of designated structures, to what extent does this go deeper than the appearance of historic authenticity?

Among the more specific questions that might be worthy of further discussion:

- In judging appearance, from what distance should this judgement be made, and does that critical distance change, depending on other circumstances?
- Does it continue to be reasonable to reach different decisions about window material based on the degree to which the property has been altered? Distance from the street? Neighborhood context? Other considerations?
- Should there be different considerations for commercial properties as opposed to

residential properties, or downtown locations as opposed to residential neighborhoods?

Attachments:

1. DRAFT of Replacement Sash for Historic Buildings – document by HP staff
2. Addresses to view installed replacement windows
3. Policy Guide for Window Repair or Replacement Requests – Geneva, Illinois

Replacement Sash for Historic Buildings - DRAFT

Portland's historic preservation ordinance includes ten review standards that guide the Historic Preservation Board and staff in assessing applications for alterations to historic buildings. The following three standards are applicable in the review of **requests to replace historic windows**:

- (2) *The distinguishing original qualities or character of a structure, object or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.*
- (5) *Distinctive features, finishes, and construction techniques or examples of skilled craftsmanship which characterize a structure, object or site shall be treated with sensitivity.*
- (6) *Deteriorated historic features shall be repaired rather than replaced wherever feasible. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the feature being replaced in composition, design, texture and other visual qualities and, where possible, materials. Repair or replacement of missing historic features should be based on accurate duplications of features, substantiated by documentary, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects.*

As these three review standards clearly communicate, the general intent behind the historic preservation ordinance is that every effort be made to retain the original characteristics of a historic building—including its materials. Accordingly, repair is recommended over replacement. (Please see the Historic Preservation office's publications on window repair.) The need to replace the material—particularly when it is original—must be demonstrated. If replacement is warranted, the standards strongly encourage that it be *in kind*. The standards do not expressly preclude consideration of non-traditional materials, however, and they acknowledge that individual circumstances will vary. Accordingly, the standards allow for flexibility when it is warranted and when the visual characteristics of the new replacement material match those of the original.

If it is determined that it is infeasible to repair sash but other window components are intact, new replacement sash can often be placed in the historic frame and operate smoothly using the existing counter-balance system. New sash may also operate in new jamb liners within the existing frame if the profile of the liners is very low and they do not noticeably reduce the size of the sash within the opening.

Replacement Sash on Primary Façades

To be acceptable, replacement sash on primary façades should *match* the original sash in the following respects.

- **Overall Dimensions:** Overall width and height of each sash.
- **Component Dimensions:** Dimensions of sash components: width of the stiles, width of the top, bottom, and meeting rails, and the size and profile of the muntins. These dimensions determine the daylight opening which, like the glass size, should not be reduced.

ATTACHMENT 1

- **Materials:** Wood for wood windows, steel for steel, etc. On the upper stories of large commercial buildings, aluminum replacement windows with appropriate detailing might be approved.
- **Operation:** Double-hung, single-hung, casement, or other.
- **Configuration:** The pattern or organization of glass panes of the original sash (for example one-over-one, six-over-one, arch top etc.).
- **Muntin profile and divided lights:** True divided lights in replacement sash are generally preferred when original muntin width and profile can be closely matched, but are not always necessary. New sash that have simulated divided lights may be acceptable if they include muntins that are permanently fixed to the exterior and interior of the glass and an internal spacer, to duplicate the appearance of true divided lights. Simulated divided light muntins are non-structural, and are usually available in a variety of widths. Their width and profile should match the existing as closely as possible. *Windows that do not closely duplicate the muntin profile of the original, that use removable snap-in muntins, muntins placed only between panes of insulated glass, or muntins placed solely on the interior, are not acceptable.*
- **Setback:** New sash should be set back from the wall plane the same distance as the original window sash.
- **Glazing details:** While most historic glass is held into the sash with glazing putty, most modern glass is held in with wood, metal, or plastic stops. These stops are available in a variety of shapes. Glazing stops should be a flat bevel to resemble glazing putty unless another shape is documented as historic to a particular building.
- **Glazing:** Glass should not be tinted or reflective. Low-e glass is acceptable if its visual transmittance rating ("VTR) is 70% (.7) or higher. Glass with a lower rating is not acceptable as its reflective quality and color do not have the character of traditional window glass.
- **Visibility of jamb liners:** Historic double-hung windows typically had lifting hardware concealed behind the frame. Sash replacements often have exposed jamb liners. Their profile should be minimized, and the color chosen to reduce visibility from the exterior. Noticeably wide jamb liners are not acceptable. Windows where only the bottom sash moves (single-hung) are often preferable as they make possible further reduction in the visibility of jamb liners.
- **Screens:** While full exterior screens are standard with most new windows, they are not an appropriate choice for historic buildings. For double-hung windows screens should fit below the upper sash. Half screens are usually available on replacement windows when requested, and interior screens are another possible solution.
- **Finish:** Color is a consideration of the Historic Preservation Board when it is an integral and permanent part of the replacement window, such as on an aluminum window. It should be consistent with the architectural period of the building.
- **Storm windows:** If the windows on the building have existing storm windows and only some of the primary windows are being replaced, consistency should be maintained – storms should be left on all windows until they can all be removed at once.

Replacement Sash at Secondary Facades Not Readily Visible From the Street

There may be less stringent requirements for replacement sash on less visible facades; however they should still match the original in sightlines, dimensions, configuration, and glazing.

Addresses to view installed windows

1. 87 Brackett Street – upper floor – Lincoln clad sash kits
2. 6 City Center – upper double-hung units – Marvin clad windows
3. 11 Lewis Street – Marvin Wood (front,) Integrity fiberglass (sides, rear)
4. 87 Brackett Street – Lincoln clad sash kits (2nd floor)
5. 30 Exchange Street – Pella architectural wood – full units
6. 31 Bramhall – window replacement proposed, Marvin clad sash kit
7. 10 Danforth Street – Marvin Clad product
8. 206 Danforth Street – Green Mountain wood, full units
9. 208 Danforth Street (rear ell facing Clark) – Andersen E Series aluminum clad
10. 18 Pine – Andersen Renewal, composite insert
11. 70-72 Pine – Andersen Renewal, composite insert
12. 157 Pine – Marvin Clad product
13. Pine and West Streets – Butler School Building – Marvin clad windows
14. 205 Spring Street – Marvin wood windows
15. UNE – Alumni Hall – Marvin clad windows

ATTACHMENT 2

GENEVA HISTORIC PRESERVATION COMMISSION
Policy Guide for Window Repair or Replacement Requests

1. **Contributing (or higher rated) buildings,** Residential and Commercial.
Thoroughly assess the condition of the window sash and frame. Repair first, assuming windows are original or historic. *If the evaluation of the assessment determines that repair is not feasible,* replacements should be of detailing, proportions, operation/function, and styling that are consistent with that of the original or existing historic windows; replacement window material shall either replicate historic materials (wood or metal) or be fabricated of a contemporary, alternate material (e.g. aluminum clad, wood windows). Where muntins existed, historically, replacement windows shall incorporate true or simulated divided lites; muntins at simulated divided lites must include muntins applied to the exterior and interior of the window glazing and, where insulated glass is installed, non-specular (i.e. black, gray, bronze, or white) metal spacer bars shall be installed between the panes of glass. At interior side yards, "prominently viewed from the street" shall apply only to those side wall windows located towards the street and forward of a significant change in building plane.

2. **Non-contributing buildings.**
Thoroughly assess the condition of the window sash and frame. Repair first. If the assessment determines that repair is not feasible, the style, detailing, operation/function, and proportions of replacements should be consistent with building style, however more flexibility should be allowed in the window material.

3. **Existing additions to contributing (or higher rated) buildings prominent and easily viewed from the street.**
Thoroughly assess the condition of the window sash and frame. Repair first, assuming windows are original or historic. *If the evaluation of the assessment determines that repair is not feasible,* replacement should be of detailing, proportions, operation/function, and styling that are consistent with that of the original or existing historic windows; replacement window material may replicate historic materials (wood or metal) or be fabricated of a contemporary, alternate material (e.g. aluminum clad, wood windows). Where muntins existed, historically, replacement windows shall incorporate true or simulated divided lites; muntins at simulated divided lites must include muntins applied to the exterior and interior of the window glazing and, where insulated glass is installed, bronze-colored spacer bars between the panes of glass. At interior side yards, "prominently viewed from the street" shall apply only to those side wall windows located towards the street and forward of a significant change in building plane.

4. **Existing additions to contributing (or higher rated) buildings not prominent or easily viewed from the street.**
Thoroughly assess the condition of the window sash and frame. Repair first. *If the evaluation of the assessment determines that repair is not feasible,* the style, detailing, operation/function, and proportions of replacements should be consistent

with building style, however more flexibility should be allowed in the window material. Original historic portion will always be addressed by #1.

5. **New additions to contributing (or higher rated) buildings.**

Windows should match the style, detailing, operation/function, and proportions of existing windows, if on a prominent facade, but alternate materials may be considered acceptable. Original, historic portions of a building shall always be addressed by #1.

6. **New additions to non-contributing buildings.**

Windows should match the style, detailing, operation/function, and proportions of existing windows, if on a prominent facade, but alternate materials may be considered acceptable if an addition is not prominent or readily visible from the street.

7. **New residential or commercial construction.**

Flexibility should be allowed in material, however styling, detailing, spacing and proportions should be appropriate to the suggested architecture or styling of the new structure. Interior snap-in or false, between-pane grids, are not appropriate or acceptable.

Secretary of the Interior's Standards for Rehabilitation

The Geneva Historic Preservation Commission uses the Standards when reviewing specific rehabilitation projects in the Historic District. The following standards should be considered when dealing with historic windows.

Standard #2. The original distinguishing qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

Standard #4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard #5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

Standard #6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.

For additional information, see Preservation Brief # 9: The Repair of Historic Wooden Windows (<https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>), summarized below:

Window Significance

Not all windows are equally significant. Factors determining significance include:

- age of window
- design of window
- physical integrity
- street facing façade
- architectural and historical significance

Windows should be considered significant if they:

1. are original or historic.
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.
5. are examples of exceptional craftsmanship or design.

Window Facts

- Windows convey building character.
- Most often, historic windows are made of irreplaceable materials.
- Windows need periodic maintenance.
- Renovation of windows is realistic and affordable.

Storm Windows

The use of storm windows should be considered whenever feasible because exterior or interior storm windows are:

1. thermally efficient
2. cost-effective
3. reversible
4. allow the retention of original windows

Storm windows, in combination with historic windows, can provide equal or better energy performance than many modern windows, which utilize insulating glass. Wood storm windows are preferred because wood has a better insulating value than metal. However, aluminum clad storm windows may be allowed provided they do not cover the trim. Storm windows can also provide significant protection from the weather to your historic windows. If old or historic storm windows exist, consider continuing to use them. Storm windows can also be placed on the inside of a window.

Weatherstripping is the single most cost-effective way to improve the energy performance of your windows.

Energy conservation is no excuse for the wholesale destruction of historic windows which can be made thermally efficient by historically and aesthetically acceptable means.

What is the Condition of Your Window?

When evaluating the physical condition of windows, look at the following:

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

Moisture is the primary contributing factor in wooden window decay.

Failure of the paint finish should not be mistakenly interpreted as a sign that the wood is in poor condition and hence, irreparable. Wood is frequently in sound condition beneath unsightly paint.

Window Repair

Routine Maintenance needed to upgrade a window to "like new" condition normally includes the following:

1. some degree of interior and exterior paint removal.
2. removal and repair of sash (including re-glazing and replacement of sash cords and chains, where necessary).
3. repairs to the frame.
4. weatherstripping or jamb liners and reinstallation of sash.
5. re-painting.

Window Replacement

Replacement windows should match historic windows in:

- style and operation
- dimensions
- true-divided or simulated divided lite(s)
- appropriate alternate materials (*i.e.* avoid bronze anodized aluminum window frames and sash unless historic precedence exists)

Investigate and document the following when replacing windows:

1. pattern and size of the openings
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
8. other details (*e.g.* arched hoods, decorative elements, etc.)

Resources

- **"Fixing Double-Hung Windows."** *Old House Journal* (no. 12, 1979): 135.
- Look, David W. **"Preservation Brief #10: Paint Removal from Historic Woodwork."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1982.
- Phillips, Morgan and Selwyn, Judith. **Epoxies for Wood Repairs in Historic Buildings.** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior (Government Printing Office, Stock No. 024-016-00095-1), 1978.
- **"Sealing Leaky Windows."** *Old House Journal* (no. 1, 1973): 5.
- Smith, Baird M. **"Preservation Brief #3: Conserving Energy in Historic Buildings."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1978.
- Myers, John H. **"Preservation Brief #9: The Repair of Historic Wooden Windows."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior, 1981.
- Park, Sharon C. **"Preservation Brief #13: The Repair and Thermal Upgrading of Historic Steel Windows."** Washington, D.C.: Technical Preservation Services, U.S. Dept. of the Interior.
- See the following web page to view the Preservation Briefs:
<http://www.nps.gov/tps/how-to-preserve/briefs.htm>
- **Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings**, U.S. Dept. of the Interior, National Park Service, 1983.
- NPS Guidelines for Rehabilitating Historic Buildings:
<http://www.nps.gov/tps/standards/rehabilitation/rehab/>
- Carmody, John, Heschong, Lisa and Selkowitz, Stephen. **Residential Windows: A Guide to New Technologies and Energy Performance.** New York: W.W. Norton & Company, 1996.
- **Caring for Your Historic House.** Heritage Preservation and National Park Service. New York: Harry N. Abrams, Inc., 1998.
- McAlester, Virginia and McAlester, Lee. **A Field Guide to American Houses.** New York: Alfred A. Knopf, 1997.
- **The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings** (16 different NPS Tech Notes on Windows).
- **The Window Workbook for Historic Buildings** (Companion to the Handbook, contains technical papers and listings for windows and restoration products).
- See the following web page to view the Preservation Tech Notes:
<http://www.nps.gov/tps/how-to-preserve/tech-notes.htm>
- New York Landmarks Conservancy, **"Repairing Old and Historic Windows: A Manual for Architects and Homeowners."** Washington, D.C.: The Preservation Press, 1992.
- Federal Historic Preservation Tax Credits: <http://www.nps.gov/tps/tax-incentives.htm>

NOTE: All webpage links were verified at the time of re-publication; however, webpage links may change from time-to-time.

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