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**Regarding:** 1245 Spaight Street – Third Lake Ridge Historic District – Installation of replacement windows. 6th Ald. District  
**Contact:** Frances Gantner  
(Legistar #28665)

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**Date:** January 7, 2013  
**Prepared By:** Amy Scanlon, Preservation Planner

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**General Information:**

The Applicant is requesting a Certificate of Appropriateness for the replacement of windows at 1245 Spaighte Street. Staff was informed that the replacement windows have been purchased.

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**Relevant Landmarks Ordinance sections:**

33.19(11)(i) Guideline Criteria for Exterior Alteration in the Third Lake Ridge Historic District - Parcels Zoned for Residential Use.

1. Alteration of any existing structure shall be evaluated according to all criteria listed in Sec. 33.19(11)(g).
2. Alteration of the surface material, pattern and texture in the facade(s) of any existing structures shall be compatible with the original or existing historical finishes.
3. Alteration of any existing structure shall retain or be compatible with the original or existing historical rhythm of masses and spaces.
4. Alteration of any existing structure shall retain the existing historical landscape plan or shall develop a new plan which is compatible with the plans of the buildings and environment within its visually related area.
5. Alteration of the street facade(s) of any existing structure shall retain the original or existing historical proportional relationships of door sizes to window sizes.

33.19(11)(g) Guideline Criteria for Exterior Alteration in the Third Lake Ridge Historic District - Parcels Zoned for Commercial Use.

1. Alterations of the height of any existing structure shall be visually compatible with the buildings and environment within its visually related area.
  2. Alterations of the street facade(s) of any existing structure shall retain the original or existing historical rhythm of solids and voids.
  3. Alterations of the street facade(s) of any existing structure shall retain the original or existing historical materials.
  4. Alterations of the roof of any existing structure shall retain its existing historical appearance.
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**Staff Comments and Recommendations:**

Staff believes that replacement of wood windows does not meet the Ordinance (33.19(11)(g)3.). While window replacements have been approved for other properties, the Landmarks Commission is charged with reviewing the unique conditions of each property. The Landmarks Commission typically requests that property owners repair the original windows and install weather-stripping and storm windows before requesting replacement.

According to the submission materials, 13 windows are proposed for replacement. The submission materials do not indicate the locations of the windows proposed for replacement. Staff assumes the replacement windows would not be installed on the enclosed porch or in the basement.

Staff asked the Applicant to provide photos showing the condition of the existing window sash. The written description in the submission materials notes that most windows are rotting beyond repair and have water and air infiltration, but photos of these conditions were not provided.

Staff believes that windows are character defining features and that every attempt should be made to repair wood sash before replacing them. The Applicant was in the process of obtaining a permit when it was noted that the property is located in a historic district and had not been granted a Certificate of Appropriateness. It is possible that the replacement windows have already been purchased. The Landmarks Commission has previously approved window replacement requests that relate to the circumstances of the specific request.

While Staff recommends that the Commission not approve the Certificate of Appropriateness, if the Commission finds that a Certificate of Appropriateness should be granted for window replacement, Staff suggests that the Commission first understand the condition of the existing windows.