

Appendix IV: Window Guidelines

These Window Guidelines are intended to provide further clarification to Guideline #'s 37, 38, and 39. In addition, they are intended to provide similar clarification for all buildings within the City. If you have any questions regarding these guidelines, or how they apply to your proposed project, please speak with a planner. Refer to *Appendix III: Glossary* for definitions.

A. Non-Historic Buildings

1. As a general rule, consistency of window style and materials within a single structure is strongly encouraged.
2. The following are always allowed:
 - a. Wood, aluminum-clad wood, vinyl-clad wood, and fiberglass windows.
 - b. An upgrade from poor quality silver aluminum windows.
3. The following may be allowed:
 - a. If found to be visually insignificant, vinyl or aluminum/metal frame windows, as determined through a Counter Review and Determination.
 - b. If found to be visually significant, vinyl or aluminum/metal frame windows, if consistent with Guidelines #37 and #38, as determined through a Staff Approval.
4. The following are not allowed:
 - a. Sandwiche d muntins or interior snap-in grids, unless accompanied by exterior fixed grids.
 - b. Vinyl within the Pacific Grove Retreat, as shown in the shaded area in Figure 1, unless the window falls under Item 2.b above.

Figure 1 – Pacific Grove Retreat Tract



B. Historic Buildings

1. Original windows that can be restored shall be repaired and retained per the National Park Service's Secretary of the Interior's Standards for Historic Buildings. (<http://www.nps.gov/history/hps/tps/standguide/>)
2. Original windows that are determined to be "too deteriorated to restore" by the City's Chief Building Official may be replaced with in-kind windows.
3. Non-original windows on historic structures may be replaced with new windows:
 - a. That match other original windows existing on the structure; or
 - b. That match the original appearance of the structure, as evidenced by photographs or other means; or
 - c. If no original windows exist and no evidence of original appearance is available, non-original windows may be replaced with new windows that complement the style of the historic structure, as determined by the City's on-call historic consultant.
4. Windows in new additions to historic structures shall be solid wood, fiberglass or aluminum-clad wood, and shall complement the style and appearance of the existing historic windows. Vinyl and vinyl-clad windows are not acceptable. Aluminum/metal

frame windows are not acceptable unless the existing windows in the historic structure are of a similar material.

5. Sandwiched muntins or interior snap-in grids are not allowed, unless accompanied by exterior fixed grids.

C. Undetermined Historic Status Buildings

1. If the proposed window replacements are found to be visually insignificant through a Counter Review and Determination, replacements may follow the guidelines for Non-Historic Buildings listed above.
2. If the proposed window replacements are found to be visually significant through a Counter Review and Determination, the guidelines for Historic Buildings listed above shall apply, or the building shall be evaluated for historic significance via an Initial Historic Screening and/or Historic Determination.

Figure 2 – Anatomy of a Window

