

MEMORANDUM

To: Historic District Commissioners

From: Jill Thacher, Historic Preservation Coordinator

Date: April 13, 2023

Re: Modification to Staff Approval List: Clad Windows and Signs

At the annual retreat in March, the Historic District Commission discussed additions to the Staff Approval List. Attendees requested that two items be proposed at a regular meeting: signs and clad windows.

Signs

Sign proposals to the HDC have become fairly routine and most signs in recent years have been approved with little discussion. Staff proposes to amend the current language in the Staff Approval List that addresses sign lighting:

- 31) Installation of external **lighting on signs**, provided the lighting meets the requirements of the *Historic District Design Guidelines*.

To read as follows:

- 31) **Signs and lighting on signs**, provided the work meets the requirements of the *Historic District Design Guidelines* and the *Sign Guidelines* and has no visible junction boxes and minimal visible conduit.

Clad Windows

Several applications requesting clad windows to replace modern (post-1944, not from the period of significance for the historic district) wood windows have been reviewed by the HDC in the last two years. The parameters discussed at the retreat are included in this proposed new item for the Staff Approval List.

- 38) Replacement of post-1944 wood windows with **clad wood windows** that meet the *Historic District Design Guidelines* on the following conditions: the windows are not visible from the public right-of-way; the dimensions of the glass surface of the wood windows is maintained; the wood windows are not replicas of the building's pre-1945 windows; and no specifications of the building's pre-1945 windows exist.