City of Easton
Historic District Commission

Guidelines for Windows & Doors

Much of a building's character is defined by its windows. This tripartite (three-part) window features half-round headed window units separated by Corinthian pilasters.

PURPOSE

These *Guidelines* were prepared to provide property owners with information when considering the repair, alteration or installation of windows and doors. They are not intended to replace consultation with qualified architects, contractors, the Easton Historic District Commission (HDC) and Bureau of Planning Staff. The City's Staff and the HDC will be happy to provide a preliminary consultation addressing design or materials issues to potential applicants free of charge.

These *Guidelines* were developed in conjunction with the City of Easton's Historic District Commission (HDC), and the Bureau of Planning. Please review this information during the early stages of planning your project. Familiarity with this material can assist in moving a project quickly through the approval process, saving applicants both time and money. The HDC and the Bureau of Planning are available to provide informal informational meetings with potential applicants who are considering a project that might include exterior changes to their properties.

Additional *Guidelines* addressing other historic building topics are available at City Hall and on the City's website at www.easton-pa.com. For more information, to clarify whether a proposed project requires HDC review, or to obtain applications, please call the Bureau of Planning at (610) 250-6500.

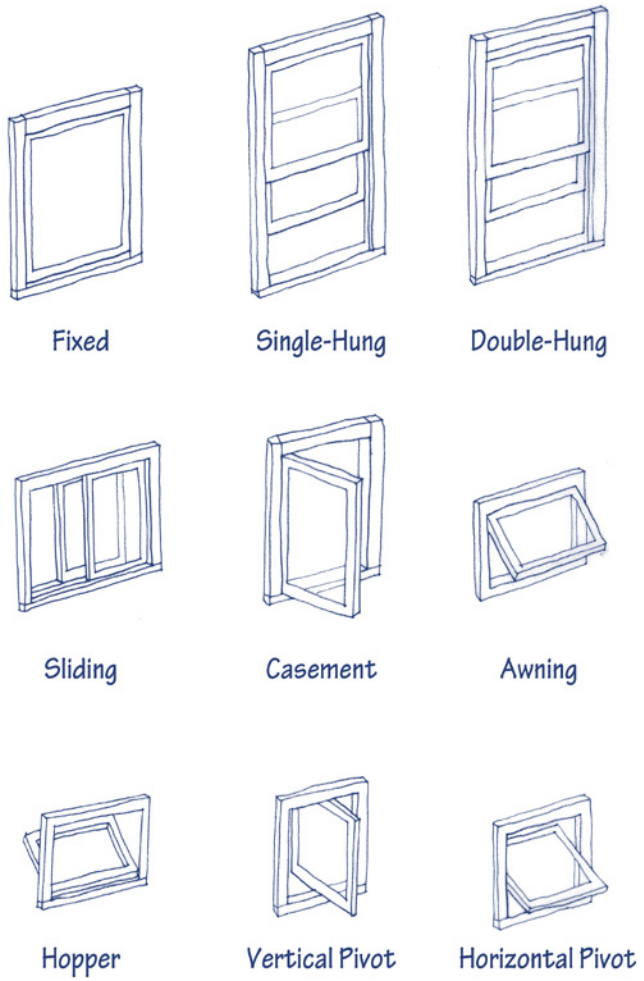
WINDOWS & DOORS

Windows and doors typically comprise at least one quarter of the surface area of exterior walls of most historic buildings. Windows and doors, in addition to their trim, shutters and associated features, are important elements of historic buildings.

Windows and doors can:

- Define the character of each individual building and provide a visual feature on the streetscape
- Help define the building type, use and architectural style
- Help identify the age of construction

Double-hung windows are the most common window type. This 2/2 example includes paneled wood shutters and an ornamental wood window hood that is typical of Italianate architecture.



COMMON WINDOW TYPES

All of the identified window types can have different muntin patterns or configurations. Muntin patterns are defined in terms of the number of panes or lights. (Refer to *Window Configurations, Page 3*, for additional information.)

- **Fixed:** Non-operable framed glazing
- **Single-hung:** Fixed upper sash above a vertically rising lower sash
- **Double-hung:** Two sashes that can be raised and lowered vertically
- **Sliding:** Either a fixed panel with a horizontally sliding sash or overlapping horizontally sliding sash
- **Casement:** Hinged on one side, swinging in or out
- **Awning:** Hinged at the top and projecting out at an angle
- **Hopper:** Hinged at the bottom and projecting in at an angle
- **Vertical Pivot:** Pivots vertically along its central axis
- **Horizontal Pivot:** Pivots horizontally along its central axis

WINDOW STYLES

Window patterns and configurations are intrinsically linked to a building's period of construction and style. Late 19th century buildings, such as those from the Victorian period, often had varied shaped windows and elaborate frames, casings and applied ornament and trim. When Colonial Revival style buildings were popularized beginning in the 20th century, the use of multi-paned windows with simpler frames and casings was more prevalent.

Since all of the components and details of a window are essential to defining a building's style, property owners are encouraged to investigate the essential elements of their windows prior to undertaking any modifications. For guidance on window and building styles, please consult with the HDC.

Unusual types of windows or those with unique configurations are particularly linked to a building's style. This double-hung window has 19 lights at the upper sash and a single light at the lower sash.

If considering replacement of this window, the property owner should anticipate replacement with a custom window to match the existing configuration.

The HDC Strongly Encourages:

- Retaining and maintaining historic windows

DEFINITIONS:

Mullion: The vertical element separating two window or door frames.

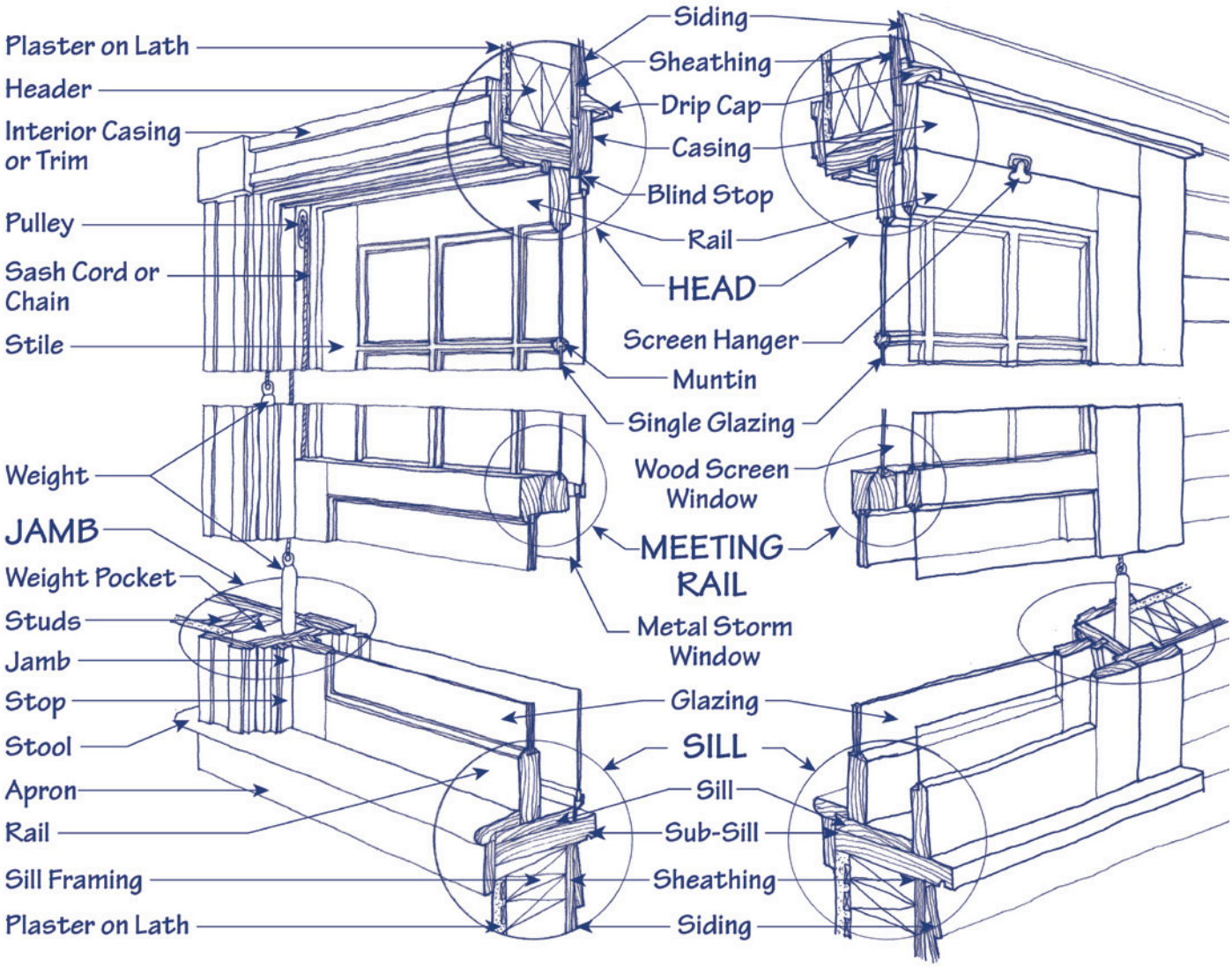
Muntin: The narrow molding separating individual panes of glass in a multi-paned true divided light sash, or applied in a simulated divided light sash.

Sash: The part of the window frame that holds the glazing, especially when movable.

Simulated Divided Light (SDL): A window or door in which muntins are applied to the glass at the exterior, interior and between layers of insulated glass.

True Divided Light: A window or door in which the glass is divided into several small panes.

DOUBLE-HUNG WINDOW COMPONENTS



(Viewed from Interior) *(Viewed from Exterior)*

WINDOW CONFIGURATIONS

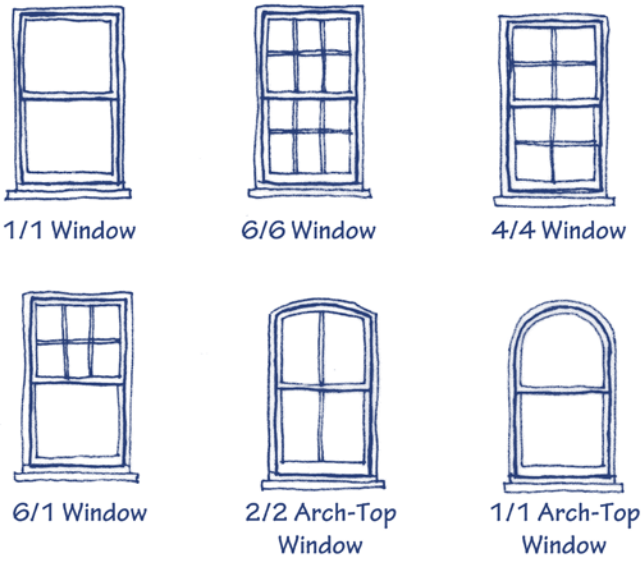
Different window configurations are appropriate for each architectural period or style. Altering the window type, style, shape, material, size, component dimension, muntin pattern or location can dramatically alter the appearance of the building.

If Replacement Windows Are Warranted, The HDC Typically Approves:

- Utilizing historically appropriate muntin pattern, window configuration exterior profile and size
- Utilizing hardware appropriate for the historic period
- Installing simulated or true divided-light windows rather than snap-in muntin grids for multi-paned appearance

The HDC Typically Does Not Approve:

- Using only internal muntins between glazing layers
- Using only interior muntins



Typically, the deterioration of wood windows first occurs at the sill. Peeling paint can allow moisture to enter wood and cause rot. Regular repainting is recommended to provide a protective layer against moisture.

One of the advantages of historic wood windows over modern prefabricated units is repairability. This photo demonstrates a dutchman repair at the corner of a historic wood window. Also note the new glazing putty.

HISTORIC WINDOW PROBLEM SOLVING

Property owners do not pay attention to their windows until a problem occurs. Typical concerns include operation, reducing air infiltration, maintenance and improving appearance. Generally, the appearance of a window that has not been properly maintained can seem significantly worse than its actual condition. Replacement of an entire wood window because of a deteriorated component, typically the sill or bottom rail, is rarely necessary. In many instances, selective repair or replacement of damaged parts and the implementation of a regular maintenance program is all that is required. It is generally possible to repair windows in fair or good condition relatively economically.

To improve operation

- Verify that sash cords, chains and weights are functional
- Remove built-up paint, particularly at jambs
- Repair or replace deteriorated components such as parting beads that separate window sash

To reduce air infiltration

- Install weather-stripping snugly between moving parts (quality metal weather-stripping can last over 20 years)
- Replace broken glass (glazing)
- Re-caulk perimeter joints
- Remove and replace missing or cracked glazing putty
- Add sash locks to tighten windows
- Add an interior storm window (a storm window can achieve similar R-values to a new thermal window)
- Insulate weight pockets if no longer in use

To reduce solar heat gain or heat loss

- Utilize operable exterior shutters where historically appropriate
- Install interior blinds or curtains
- Plant deciduous trees at south and west elevations to block summer sun and allow in winter sun, and plant conifer trees at north elevation to reduce effect of winter winds
- Install UV window shades or film

Maintenance

- Regularly review, repair and repaint windows

The HDC Typically Approves:

- Retaining and maintaining serviceable historic windows
- Using storm sash rather than window replacement as the best means to achieve energy efficiency
- Installing weather stripping, caulk, glazing putty and sash locks to reduce air infiltration (Refer to *Page 12*)
- Reducing solar heat gain or loss through related activities such as utilizing shutters, blinds or curtains, strategically locating trees and installing UV protection

CRITERIA FOR REVIEW

The following guidelines apply when evaluating window repair or replacement:

1. **Perform routine maintenance:** Replace broken or missing components such as trim, glazing or sash cords. Verify that caulking, glazing putty and weather-stripping is securely applied and repaint.
2. **Treat or repair deteriorated components:** At the early stages of wood deterioration, it is possible to complete in-place treatments that do not necessitate component replacement. This includes treating wood for insects or fungus, epoxy consolidation, applying putty at holes and cracks and painting. Metal window components, often found at Tudor Revival buildings, require regular maintenance to prevent deterioration such as bowing or rusting. Regular scraping of surface rust and application of a rust-inhibitive paint will allow windows to remain serviceable for a significantly longer period of time.
3. **Replace deteriorated components:** Replace either the deteriorated portion of the component with a "Dutchman" (refer to photograph, *Page 4*)or the entire component if very deteriorated. A "Dutchman" is a repair with a piece of the same material in a sharp-edged recessed cut and can be used for wood or metal components, although metal typically require a skilled metal worker. The replacement pieces should match the original in design, shape, profile, size, material and texture. New sills are usually easily installed while complete sash replacement might solve problems of broken muntins and deteriorated rails.
4. **Replace window:** If the majority of the window components are deteriorated or missing and require replacement, unit replacement might be warranted.

WINDOW REPAIR VERSUS REPLACEMENT

When considering repair and retention of existing windows versus installation of replacement windows, applicants are encouraged to retain existing historic windows. However, replacement of window components or units may be necessary due to extensive deterioration; in such a case, documentary evidence should be provided with an application.

The HDC Typically Does Not Approve:

- Replacing a window component or unit if repair and maintenance will improve its performance and preserve historic elements

It is important to remember that because a portion of the window or door is deteriorated, replacement of the entire component or unit might not be necessary, particularly for wood windows. A simple means of testing wood window deterioration is to probe the element with an awl or ice pick. Pierce the element perpendicularly and measure the penetration depth and damp wood at an angle for the type of splintering. (Refer to the *Guidelines for Exterior Woodwork* for wood rot information and repair techniques, *Pages 3-5*.)

IF REPLACEMENT WINDOWS ARE WARRANTED

Because of the importance of windows and doors in the appreciation of architectural character, the HDC strongly encourages repair or replacement of only the components of windows that are deteriorated beyond repair. If a property owner wishes to pursue window replacement, they might need to demonstrate that the existing windows are beyond repair and replacements are warranted by providing detailed photographs for HDC review.

If Replacement Windows Are Warranted, The HDC Typically Approves:

- Relocating historic windows to publicly visible elevations and installing replacement windows at less visible areas
- Matching the original size, shape, material, configuration, operation, dimensions, profiles and detailing to the greatest extent possible
- Matching muntin patterns, profiles and dimensions
- Selecting wood, aluminum, or a material with an on-site painted finish for replacement windows
- Reusing serviceable trim, hardware or components

The HDC Typically Does Not Approve:

- Decreasing window size more than 1 1/2" or shape with in-fill to allow for installation of stock unit size
- Vinyl or similar material with flat profiles and pre-finished components
- Increasing window sizes or altering the shape to allow for picture or bay windows
- Replacement window types or configurations that are architecturally or historically inappropriate
- New openings at publicly visible elevations

The 9-over-6 vinyl replacement windows have applied muntins, are mounted flush against the outside wall and lack the depth of traditional windows. They do not have trim or casings. They are not appropriate for historic buildings.

WINDOW MATERIALS: PAST & PRESENT

Wood windows were historically manufactured from durable, close, straight-grain hardwood of a quality uncommon in today's market. The quality of the historic materials and relative ease for repairs allows many well-maintained old windows to survive from the 19th century or earlier.

Replacement windows and their components tend to have significantly shorter life spans than historic wood windows. Selecting replacement windows is further complicated by manufacturers who tend to offer various grades of windows, with varying types and qualities of materials and warranties. Today, lower cost wood windows are typically made from new growth timber, which is much softer and more susceptible to deterioration than hardwoods of the past. Vinyl and PVC materials, now common for replacement windows, break down in ultraviolet light, and generally have a life expectancy of less than 20 years. Because of the great variety of finishes for aluminum windows, they continue to be tested to determine projected life spans.

Other areas of concern with replacement windows beyond the construction materials used in the frame and sash are the types and quality of the glazing, seals, fabrication and installation. Double glazing or insulated glass, used in most new window systems, is made up of an inner and outer pane of glass sandwiching a sealed air space. The air space is typically filled with argon gas with a perimeter seal. This perimeter seal can fail in as few as 10 years, resulting in condensation between the glass layers, necessitating replacement to allow for clear visibility. Many of the gaskets and seals that hold the glass in place also have a limited life span and deteriorate in ultraviolet light.

Significant problems with replacement windows also result from poor manufacturing or installation. Twisted or crooked frames can make windows difficult to operate. Open joints allow air and water infiltration into the wall cavity or building interior.

If Replacement Windows Are Warranted, The HDC Typically Approves:

- Installing quality wood windows when replacement is deemed necessary
- Reviewing grades of windows offered by manufacturers
- Utilizing quality materials in the installation process
- Understanding the limits of the warranties for all components and associated labor for replacement
- Selecting reputable manufacturers and installers who are likely to remain in business and honor warranties

REPLACEMENT WINDOW QUALITY

Reputable vendors typically provide a better selection and higher quality replacement window options than companies that advertise with bulk mailings or flyers. Each manufacturer also provides various grades of replacement window options. Manufacturer's information can generally be found on their web sites or in catalogues.

WINDOW OPTIONS

Repair or replacement of existing components: Deteriorated sills, sash and muntins are repairable by craftsmen with wood consolidant or replacement parts, retaining original fabric and function. In-kind replacement sash and sills can be custom-made to replace deteriorated sections if necessary. It is strongly encouraged that property owners explore repair and selective replacement parts options prior to considering sash or frame replacement.

Benefits of repair and selective component replacement:

- Original building fabric and historic character remain
- Repairs can be completed by local carpenters
- Timber, used in historic windows, can remain serviceable substantially longer than replacement units

Sash replacement package: Some manufacturers offer replacement jamb liners and sash for installation within existing window frames. The system allows installation of new sash of various muntin patterns within existing frames. Because of the loss of the historic sash, this option is discouraged.

Benefits of the sash replacement package:

- Original muntin pattern can be duplicated
- Maintains the historic opening, surround and trim

Negatives of the sash replacement package:

- Historic sash are removed and become landfill debris
- Replacement sash have a limited warranty, likely needing replacement again in 10 to 25 years as seals and joints open
- Modification of the jambs is necessary
- The jamb liners do not always work well in existing window openings and might need more frequent replacement
- Out-of-plumb openings can be difficult to fit making window sash hard to operate
- Perimeter seals might not be tight

Frame and sash replacement unit: A complete frame with pre-installed sash of various muntin patterns for installation within an existing window frame opening. Because of the total loss of both the frame and the sash, this is strongly discouraged.

Benefits of the frame and sash replacement unit:

- Manufactured as a unit to be weather tight
- Original muntin pattern can be duplicated

Negatives of the frame and sash replacement unit:

- Historic sash are removed and become landfill debris, the historic character of the building is diminished
- The surrounding frame is modified, alteration of built-in surrounds might be required and two frames and sills are typically visible at the exterior
- The size of the window sash and glass openings are reduced due to the new frame within the old frame
- In-fill might be required for non-standard sizes

Leaded glass windows were popularized in the late 19th and early 20th centuries. The lead cames can be formed in various shapes and patterns, and can include colored or textured glass. The ornate bracketed trim at the window head is indicative of the Italianate period.

MAINTAINING REPLACEMENT WINDOWS

One of the selling points of replacement windows is that they do not require maintenance. With the relatively short life expectancy of many of the materials and components, this is usually an optimistic viewpoint.

As joints or seals in replacement windows deteriorate, openings can be formed that allow air and water to enter into the window frame, wall cavity and/or building interior, causing additional damage. Repair of these openings typically requires replacement of the deteriorated parts. This can present a problem if the manufacturer has modified their designs or is no longer in business, necessitating custom fabrication of deteriorated elements or replacement of the window.

As previously described, the double-glazing has similar problems over time with the deterioration of the perimeter seal. In addition, if the glazing unit is cracked or broken, it will require full replacement. This is further complicated when the double-glazing includes an internal muntin grid.

By contrast, a good carpenter can generally repair a historic wood window with single pane glazing and install an interior or exterior storm window to improve thermal performance.

REPLACEMENT WINDOW COSTS

The costs that should be anticipated if considering the installation of replacement windows include:

- Labor to remove old windows
- Environmental costs of disposal including transportation and landfill fees
- Purchase price and delivery of new windows
- Environmental costs of manufacturing and transporting new window from the factory
- Labor and materials to modify existing frames for new windows
- Labor to install new windows
- Life-cycle costs associated with more frequent replacement of new windows as they deteriorate

WINDOW REPLACEMENT GUIDE

The HDC Encourages:

- Maintaining historic windows and trim
- Matching the original material, size, shape, configuration, type, operation, materials, muntin pattern, dimensions, exterior profiles and detailing to the greatest extent possible with a salvaged or new replacement window
- Installing clear glass at all openings unless replacing historic colored, beveled or frosted glass in-kind

If Replacement Windows Are Warranted, The HDC Typically Approves:

- Installing replacement windows in less visible areas
- Installing quality replacement windows to match the historic materials; wood windows with an exterior painted wood finish are generally an acceptable option for historic wood windows
- Simulated divided light windows with profiled exterior muntins, interior muntins and black internal muntins between insulated glass layers
- Maintaining serviceable trim, hardware and components or use salvaged materials

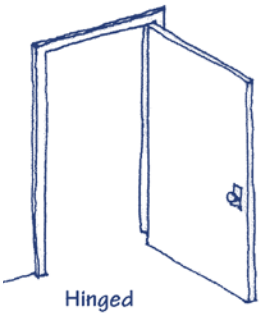
The HDC Typically Does Not Approve:

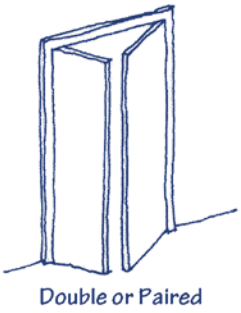
- Replacing a window component or unit if repair and maintenance will improve its performance and preserve historic elements
- Decreasing window size more than 1 1/2” or shape with in-fill to allow for installation of stock unit size
- Installing vinyl or vinyl-clad windows
- Installing capping or cladding over trim and surrounds
- Installing an inappropriate window type, such as a casement in a former double-hung window location
- Increasing window sizes or altering the shape to allow for picture or bay windows
- Installing glass block or jalousie windows where they were not found historically

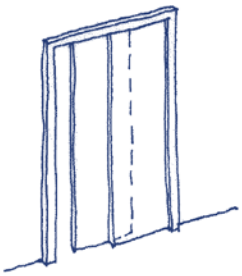
DOORS

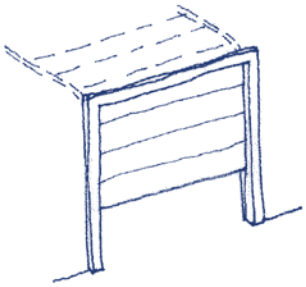
Entrance doors serve an important role in regulating the passage of people, light and air into a building, as well as providing a threshold separating the exterior and interior. Historically, most doors were wood and varied stylistically based upon the building design, providing either a grand formal appearance or one that is more informal and welcoming. Traditionally, a door's hardware and trim complemented the overall building style. When selecting hardware for a door it is important to complement its historic style.

Doors are typically constructed of numerous parts. By the middle of the 18th century, elaborate paneled doors became more common, and now represent the most common door type in American residences. Paneled doors can be constructed in a variety of configurations that can reflect the style of the building. Later 19th century doors often included glazed panels. In the 20th century new door types, including flush doors and metal doors, had periods of popularity.


Hinged


Double or Paired


Sliding


Overhead

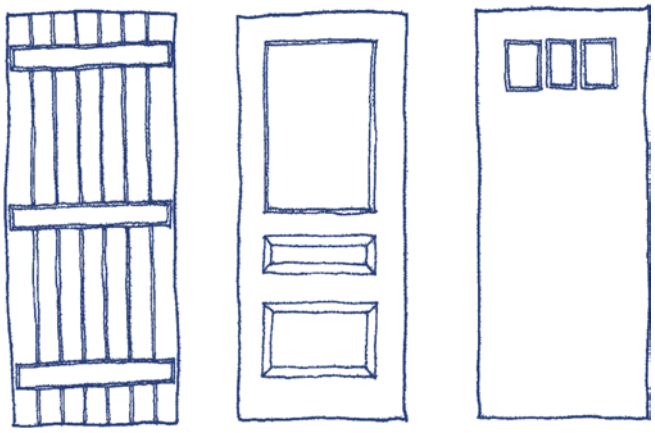
COMMON DOOR TYPES

- **Hinged:** Swings to close at opposite jamb – almost always mounted at interior thickness of wall swinging inward
- **Double or Paired:** A pair of swinging doors that close an opening by meeting in the middle – includes French doors
- **Sliding:** Either a fixed panel with a horizontally sliding door or overlapping horizontally sliding doors – includes patio doors
- **Overhead:** Horizontal sections that slide on tracks opening upward – most often found at garages

WOOD DOOR TYPES

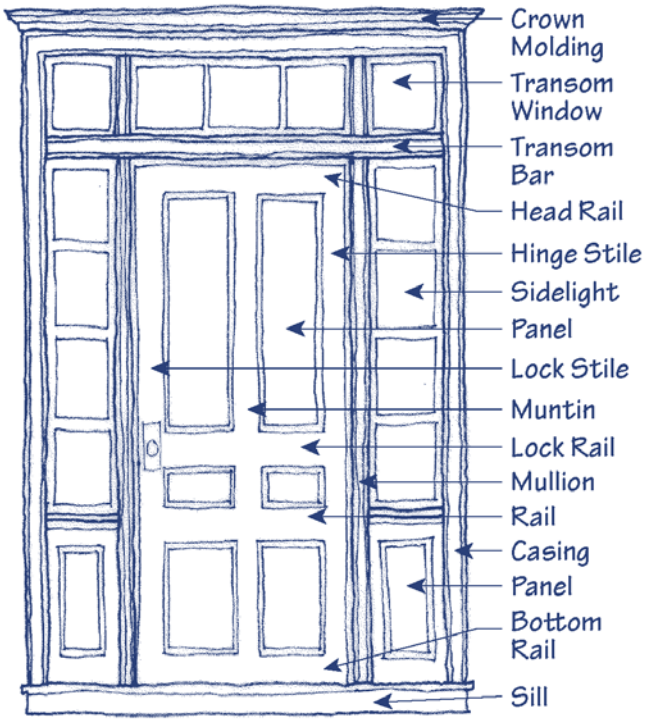
All door types can have glazing installed in different configurations.

- **Batten:** Full height boards attached edge to edge with horizontal boards nailed to the verticals
- **Paneled:** A frame of solid wood parts with either glass or wood panels
- **Flush:** A single plain surface on its face, typically wood veneer


a. Batten b. Paneled c. Flush

PANELED WOOD DOOR COMPONENTS

In Easton, paneled wood doors are the most common for historic residences. The diagram below identifies common wood paneled door components. Door configurations vary with a building's architectural style.



This paneled wood door has a highly detailed and decorative transom, sidelights and surround with flanking engaged columns.

DOOR STYLES

Door styles tend to correspond to the architectural style of the building, with some examples being more "high-style" while others are simpler interpretations. As a result, doors are considered an important feature and the retention, maintenance and repair of historic doors is recommended.

If door replacement is warranted, the door should be appropriate for the architectural style and character of the building. Contact the HDC or Bureau of Planning Staff for additional information.

Paired wood doors, which often include glass lights, are typical of Victorian period buildings.

Wood checking and peeling paint is visible. Minor repair and maintenance can prolong the serviceable life of this door.

HISTORIC DOOR PROBLEM SOLVING

Since doors tend to be one of the most operated elements on the exterior of a building, they are more likely to deteriorate from wear or damage and generally require more regular maintenance, such as painting. If deterioration occurs, selective repair or replacement of damaged parts and the implementation of a regular maintenance program is often all that is required to retain a historic door.

To improve operation

- Verify that doors fit properly in their frames and joints are tight
- Verify that hardware is operational, particularly that hinges are tight and hinge pins not worn
- Remove built-up paint at door and jambs
- Repair or replace deteriorated components such as trim and stops

To reduce air infiltration

- Install weather stripping between door and frame
- Replace broken glass (glazing) and remove and replace missing glazing putty
- Re-caulk perimeter joints around frame
- Install a screen or storm door

Maintenance

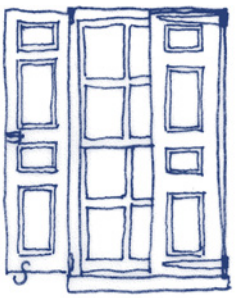
- Regularly review and repair doors
- Re-paint wood doors

The HDC Typically Approves:

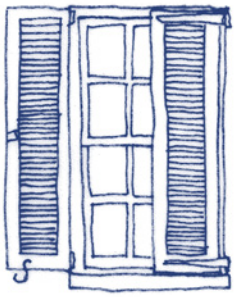
- Retaining historic doors and surrounding trim
- If the originals do not survive, matching replacement doors as closely as possible to original doors or use doors appropriate to the period and style of the building
- Using wood replacement doors for historic wood doors

The HDC Typically Does Not Approve:

- Removing or encapsulating historic wood trim
- Replacing original doors unless seriously deteriorated



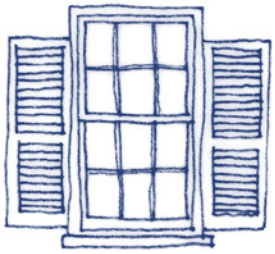
Six-over-six double-hung window with paneled shutters



Six-over-six double-hung window with louvered shutters

The 2-panel shutters do not fit the arched opening of the window

Not Recommended



The louvered shutters are too short and narrow for the window

Not Recommended

SHUTTERS

Historically, exterior shutters were used as shielding devices. Paneled shutters were installed to provide a solid barrier when closed and louvered shutters to regulate light and air. Shutters were not used on all historic buildings or in all locations. Some building styles, such as Art Deco, typically did not include shutters. It is often possible to determine if shutters previously existed by looking for hardware such as hinges or tie-backs or evidence of their attachment such as former screw holes in the window casing.

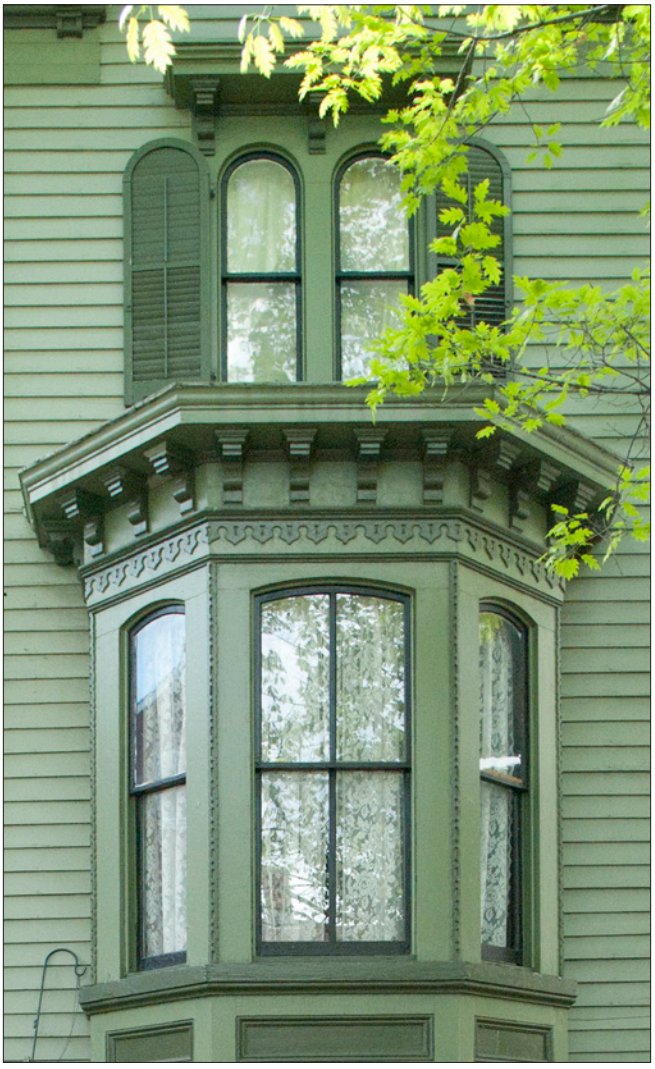
The HDC Typically Approves:

- Maintaining historic shutters
- Installing new shutters where they existed historically
- Operable wood shutters or other materials with a paintable finish
- Period-appropriate hardware
- Shutters of the appropriate style for the building and location - typically paneled at the first floor and louvered at upper floors
- Appropriately sized and shaped shutters for the window opening, fitted to cover the window when closed
- Refurbished historic shutter hardware appropriate to the building style

The HDC Typically Does Not Approve:

- Shutters where they did not exist historically
- Shutters screwed or nailed to the face of the building
- Vinyl or aluminum shutters

Paneled wood shutters are typically found at the first floor of buildings, while louvered shutters are located at upper floors. Paneled shutters provide additional security while louvers provide ventilation in bedrooms. Also note the period-appropriate hardware including hinges, tie-backs, latches and pull rings.



The second floor louvered shutters located above the projecting bay have half-round heads, fitting the window opening.

Bare metal finished doors, such as this aluminum example, are generally not appropriate for most historic buildings. This example includes a thick horizontal division that spans across the center of the lower windows and decorative grillework that makes the door visually more prominent.

SCREEN & STORM WINDOWS & DOORS

Screens and storms should conceal as little of the historic window or door as possible and should be selected to complement each window or door type. This generally means selecting a screen or storm window or door that has rails that coincide with the rails and glazing pattern and overall configuration of the associated window or door.

The most recommended option for a screen or storm door is a simple wood framed opening with a large screen and minimal ornament. If more elaborate detailing is desired, the style and level of detailing should complement the building style; for example, a screen or storm door with Victorian gingerbread would not be appropriate for a Colonial Revival house.

The stained wood screen door matches the color of the paired wood door beyond, decreasing its visual prominence. The horizontal divider in the screen does not obstruct the glazed panels and details of the wood door.

The oriel window includes exterior wood storm windows. The storm windows are painted to match the window sash and the meeting rails are aligned.

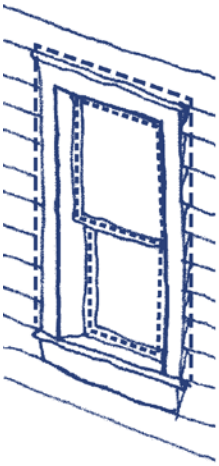
STORM / SCREEN WINDOWS & STORM / SCREEN DOOR GUIDE

The HDC Typically Approves:

- Simple storm / screen windows and doors with large screened openings that reveal as much of the historic window or door as possible and fit historic openings
- Removable storm / screen windows to facilitate maintenance of historic windows
- Storms / screens that minimize change to the exterior appearance, including interior storm windows
- Retaining wood storm / screen windows
- Painting / staining the storm / screen window or door frame to match the adjacent window sash or door

The HDC Typically Does Not Approve:

- Vinyl or bare metal storm / screen frames – Wood frames can be custom made to fit any size or shape opening
- Visually opaque screen material
- Plexiglas, acrylic or similar material, fastened to window or door frames, screens or shutters
- Storms / screens adhered or fastened directly to window or door trim, shutters or blinds
- Half or stock storm / screen windows that are too small or a different shape than the window opening and require in-fill trim or panels



Recommended weather-stripping locations:

- *Behind window sash track*
- *Between window meeting rails*
- *At perimeter of doors/windows*

Recommended caulk locations:

- *Between door/window frame and adjacent wall*
- *Between abutting materials such as corner boards and siding, porch and wall surface*
- *Between dissimilar materials such as masonry and wood, flashing and wall surface*

WEATHER STRIPPING & CAULK

Proper application of weather stripping and caulk around windows and doors can greatly reduce air infiltration and drafts. When selecting weather stripping or caulk it is important to choose the material appropriate for each location and follow manufacturer's installation recommendations for the best results. Because weather stripping is used between the moving parts of windows and doors, it is highly susceptible to damage and can become loose, bent or torn. It is important to inspect weather stripping on a regular basis, preferably every fall, and replace it as needed. For high use installations such as entrance doors, it may be beneficial to install more durable weather stripping such as spring metal or felt.

Recommended locations for weather stripping:

- Behind window sash track and between meeting rails
- At perimeter of doors and windows

The installation of caulk or other sealants should occur throughout the exterior of the building. Locations include where two dissimilar materials meet; where expansion and contraction occur; or where materials are joined together. In some instances caulks and sealants can be sanded and/or painted to minimize their visual appearance. It is important to select the appropriate type for each location and exercise care when removing old caulk that might contain lead.

Recommended locations for caulk:

- Between window or door frame and adjacent wall

Weather Stripping: A narrow compressible band used between the edge of a window or door and the jambs, sill, head and meeting rail to seal against air and water infiltration; of various materials including spring metal, felt, plastic foam and wood with rubber edging.

Caulk: Flexible sealant material used to close joints between materials; of various materials including tar, oakum, lead, putty, and modern elastomerics such as silicone and polyurethane.

WINDOW & DOOR SURROUNDS & TRIM

Exterior wood trim frames windows and doors and serves as the transition to adjoining wall surfaces. Functionally it provides protection at the corners of openings, creating a weather-tight building enclosure.

Historically, wood trim and ornament profiles, details and sizes varied with building styles and whether a building was "high-style" or simple, all of which are important to the historic character. As a result, wood trim and ornament are considered to be important building features. At buildings where some of the wood trim or ornament has been removed, the wood trim or ornament should be replaced in-kind. At buildings where all original moldings have been removed, simple examples from buildings of similar style and age should be used.

The HDC Typically Approves:

- Retaining and maintaining historic wood trim

The HDC Typically Does Not Approve:

- Removing historic window and door surrounds and trim
- Capping or cladding of window and door surrounds and trim

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PREPARATION

All components of the *City of Easton - Guidelines for Windows & Doors* including all text, graphic design, photography and illustrations unless noted otherwise were prepared by:

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