

HISTORIC PRESERVATION BOARD

WORKSHOP

MINUTES

May 24, 2012

3:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Melinda Pletcher, Chairman
Martin Lott, Vice Chairman
Ingrid Jacobus, Member (3:15 p.m.)
Bill Thompson, Member (3:50 p.m.)

ABSENT:

Frank T. Hurley, Member (Excused)

ALSO PRESENT:

George Kinney, Community Development Director
Catherine Hartley, Senior Planner
Pamala Prell, Deputy City Clerk, MMC

1. Discussion Items

a. Mock up of Educational Material

Senior Planner Catherine Hartley provided a draft newsletter regarding historic windows. A copy is attached to these minutes.

The Board agreed to send the newsletter by regular mail to the residents in Pass-a-Grille and to email the newsletter to the City Commission.

The Board agreed that the newsletter should contain Senior Planner Hartley's email and mailing addresses so the residents can provide comments regarding the newsletters.

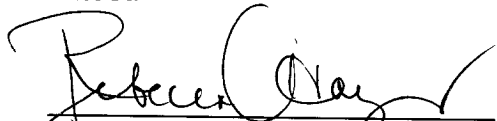
b. General Discussion

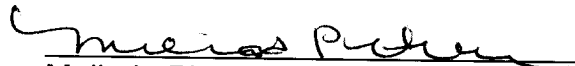
The Board agreed to change their regular meeting date to the first Thursday of each month at 2:00 p.m., beginning on June 7, 2012, and scheduled a Workshop Meeting on June 21, 2012, at 2:00 p.m., to review the next issue of the newsletter.

2. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 4:25 p.m.

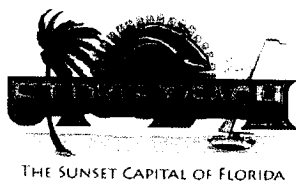
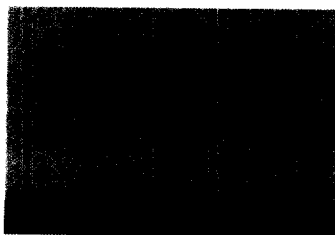
Attest:


Rebecca C. Haynes, City Clerk


Melinda Pletcher, Chairman

Minutes approved on: 6-7-12

Historic Preservation



Historic Windows 101

"The windows of a historic building are central to defining its character. Identifying and preserving the functional and decorative components of a window is crucial to maintaining the character of a property. The style of window is particularly essential to the character of the primary façade.

Different shapes, frames, muntin profiles, numbers of panes and their configuration make a window distinctive. Where historic windows exist they should be retained and repaired."

Source: Interpreting the Secretary of the Interior's Standards for Rehabilitation ITS number 23 National Park Service

Whether to repair or replace windows is an issue that can pose considerable problems in the rehabilitation of an historic structure. Distinctive windows that are a significant part of the overall design of a building should not be destroyed. Careful repair is the preferred approach. If repair is not technically or economically feasible, new windows that match the original in size, general muntin mullion configuration, and reflective qualities may be substituted for missing or irreparable windows.

Windows on new construction within an historic district are equally as important as maintaining historic windows. Marianne Cusato, author of Get Your House Right, states that "windows, more than any other single element, will determine the character of your house" (page 87). It is important that new construction fit into the fabric of a historic district; otherwise, the context of the district is compromised.



Avoid using windows with no casing or sill

Elements of a historic wood window

Window Head: The uppermost horizontal member of a window frame; also called a header.

Muntin: Wood strips that hold a pane of glass in a glazed door or window.

Jamb: The upper horizontal and vertical frame members that house the window sash. Jambes may be classified as head or side jambes.

Sash: The frame that holds window lights.

Sill: The horizontal member at the

