



# CITY OF NEW ORLEANS

## Historic District Landmarks Commission

### Guidelines for Windows and Doors



#### WINDOWS AND 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 shutters, trim and associated features are important elements of historic buildings because they can:

- Define the character of each individual building and provide a visual feature on the streetscape
- Help define architectural style, building type
- Help date the age of construction
- Provide natural light and ventilation
- Act as a transition from the exterior to the interior
- Windows act as the “eyes” of a building
- Doors can be welcoming for visitors

#### SECTION INDEX

The HDLC reviews all alterations to and replacement of visible exterior windows and doors:

- Common Window Types – Page 08-2
- Historic Window Problem Solving – Page 08-4
- Window Options – Positives Versus Negatives – Page 08-6
- Doors – Page 08-10
- Historic Door Problem Solving – Page 08-12
- Shutters and Blinds – Page 08-14
- Screen Windows and Screen Doors – Page 08-16
- Hurricane Protection – Page 08-17
- Weather Stripping, Caulk and Trim – Page 08-18
- Hardware and Window and Door Security – Page 08-19
- Non-Historic Door Types – Page 08-20

**All applicants must obtain a Certificate of Appropriateness (CofA) as well as all necessary permits prior to proceeding with any work.** 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. Staff review of all details is required to ensure proposed work is appropriate to the specific property.

Additional *Guidelines* addressing other historic building topics are available at the HDLC office and on its web site at [www.nola.gov](http://www.nola.gov). For more information, to clarify whether a proposed project requires Historic District Landmarks Commission (HDLC) review, to obtain property ratings or permit applications, please call the HDLC at (504) 658-7040.

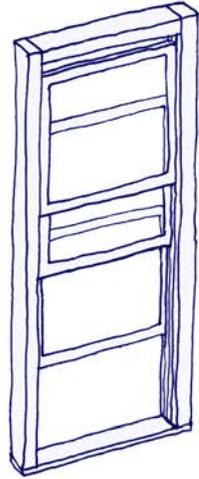
#### USING THESE GUIDELINES

The first step in using these Guidelines is to understand the rating. The rating corresponds to the historical and/or architectural significance of properties and determines what will be permitted within local Historic Districts or at local Landmarks under the jurisdiction of the HDLC.

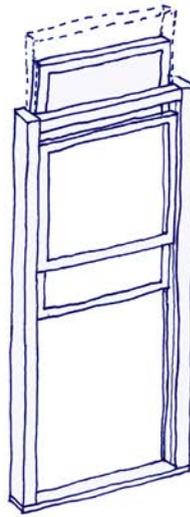
- S** *Significant Properties – Retain the highest degree of architectural and historical merit.*
- C** *Contributing Properties – Contribute to the overall District and city character.*
- N** *Non-Contributing Properties – Do not contribute to the overall District character.*



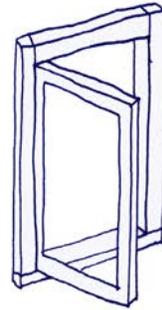
a. Single-hung



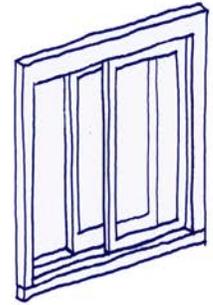
c. Triple-hung



e. Slip Head



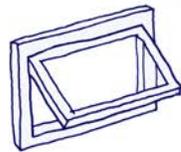
g. Casement



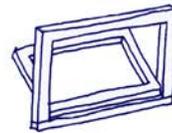
j. Sliding



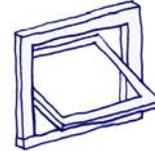
b. Double-hung



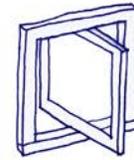
d. Awning



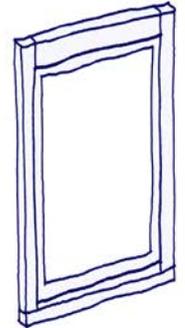
f. Hopper



h. Horizontal pivot



i. Vertical pivot



k. Fixed

## COMMON WINDOW TYPES

All of the identified window types can have different muntin patterns or configurations. (Refer to *Definitions*, Page 08-3.) Window type is closely linked to building style. As a result, not all window types are appropriate for all buildings. Double-hung windows are the most common type of window found in New Orleans.

A benefit of the double-hung, triple-hung and slip head window type is that the top sash can slide down. This allows heat within a room to escape and promotes cross ventilation. Maintaining operation of the top sash can be very beneficial in New Orleans' climate.

- a. Single-hung:** Fixed upper sash above a vertically rising lower sash
- b. Double-hung:** Two sashes that can be raised and lowered vertically – the most common window type in New Orleans
- c. Triple-hung:** Three sashes that can be raised and lowered vertically and extend to the floor to allow passage through the window – limited to the 1830s
- f. Awning:** Hinged at the top and projects out at an angle
- d. Slip Head:** Two sashes that can be raised and lowered vertically with a taller bottom sash that can be raised into a pocket in the head (top) of the window allowing passage through the window

- f. Hopper:** Hinged at the bottom and projecting in at an angle
- g. Casement:** Hinged on one side, swinging in or out - typical in French influenced architecture before 1830 when casement sashes were always hung on the inner face of an exterior wall, made to swing inward, and includes exterior shutters; early 20th century installations were mounted at the exterior wall thickness and open out
- h. Horizontal pivot:** Pivots horizontally along a central axis
- i. Vertical pivot:** Pivots vertically along a central axis
- j. Sliding:** Either a fixed panel with a horizontally sliding sash or overlapping horizontally sliding sash – generally not appropriate for historic New Orleans buildings
- k. Fixed:** Non-operable framed glazing – generally only appropriate in storefronts as display windows

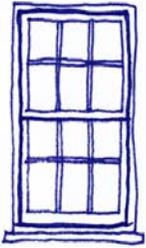
### OTHER WINDOW TYPES:

**Storefront windows and doors:** Refer to *Guidelines for Commercial Buildings*.

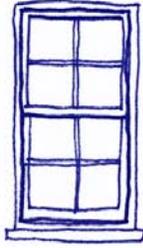
**Porch and Gallery Enclosures:** Refer to *Guidelines for Porches, Galleries and Balconies*.

## WINDOW CONFIGURATIONS

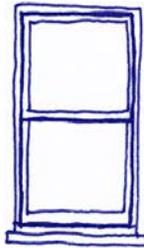
Different window configurations are associated with specific architectural periods and styles. Altering the window type, style, shape, material, size, component dimension, muntin pattern or location can dramatically alter the appearance of the building.



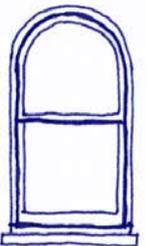
6/6 Double-hung Window  
Creole,  
Greek Revival



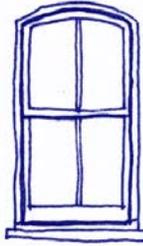
4/4 Double-hung Window  
Italiante  
Eastlake



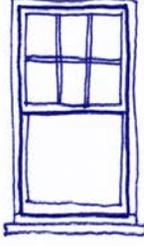
1/1 Double-hung Window  
Queen Anne,  
Colonial Revival  
Neoclassical



1/1 Round-head Window  
Italiante,  
Neoclassical



2/2 Arched-head Window  
Italiante,  
Eastlake



6/1 Double-hung Window  
Mediterranean,  
Craftsman

## DEFINITIONS:

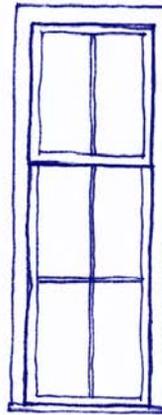
**Mullion:** The vertical element separating two window or door frames.

**Muntin:** The narrow molding separating individual panes of glass in a multi-paned window sash.

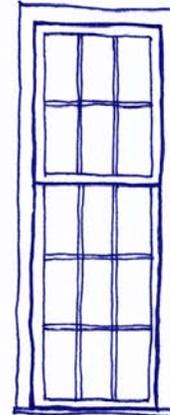
**Sash:** The part of the window frame that holds the glazing, especially when movable.

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

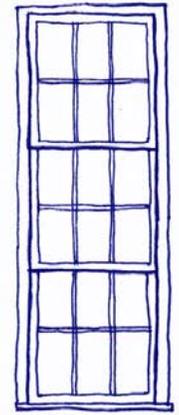
### Windows that typically open to provide passage onto a porch or gallery:



2/4 Slip Head Window  
Italiante,  
Neoclassical



6/9 Slip Head Window  
Greek Revival,  
Italiante



6/6/6 Triple-hung Window  
Greek Revival

## WINDOW STYLES

Window patterns and configurations are linked to a building's period of construction and style. Pre-1850 buildings were typically constructed with small individual pieces of glass within an operable sash. As technology developed at the end of the 19th century, smaller pieces of glazing were replaced with larger pieces of glass allowing for more expansive views. This coincided with the beginning of the Victorian period, which encouraged varied shapes of windows and more elaborate frames, casings, applied ornament and trim. When the Colonial Revival style was 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 the construction period and style, the pattern and configuration of proposed replacement windows should be historically appropriate for each building. (For guidance on window and building styles, please refer to the *Guidelines for Building Types and Architectural Styles* for additional information.)

### Window Type, Configuration and Style Review

Replace existing windows with true divided light windows to match existing

**S C N** HDLC Staff review.

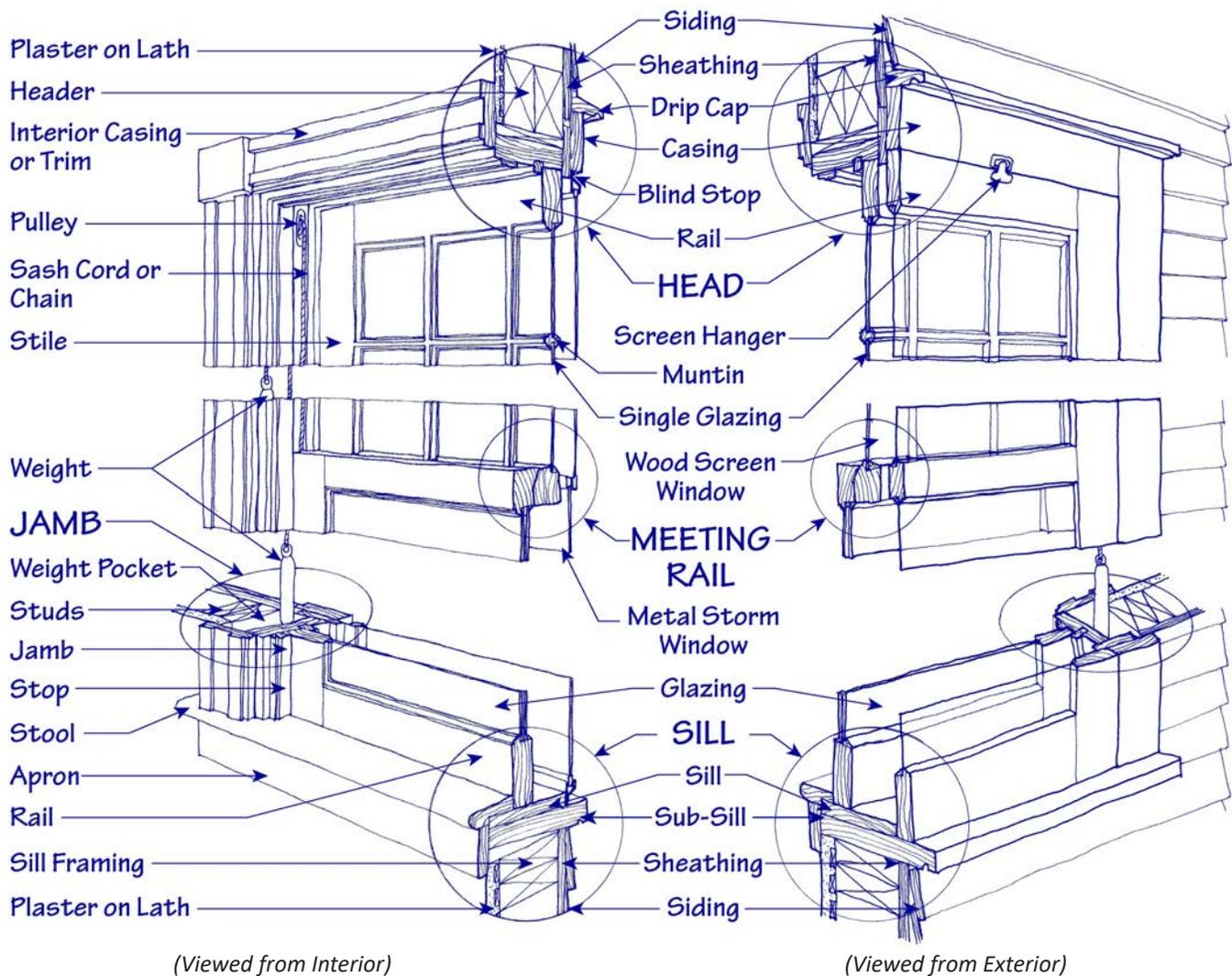
Install historically inappropriate window type or configuration

**S C** Commission appeal.

**N** HDLC Staff review.

### KEEP IN MIND...

The HDLC approves true divided light windows to match historic configurations at the street elevations of buildings.



(Viewed from Interior)

(Viewed from Exterior)

## HISTORIC WINDOW PROBLEM SOLVING

Property owners generally 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 upgrade 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 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

- Install and utilize operable exterior shutters
- Install interior blinds or curtains
- Plant deciduous trees at south and west elevations to block summer sun and allow in winter sun
- Install UV window shades or film

### Maintenance

- Regularly review, repair and repaint windows

## WOOD WINDOW REPAIR

When considering repairing an existing window versus installing a replacement window, the HDLC strongly encourages applicants to repair existing elements. However, they do recognize that it is sometimes necessary to replace window components or an entire sash because of extensive deterioration or damage. It is important to remember that because a portion of the window is deteriorated, replacement of the entire component or unit might not be necessary. (Refer to the *Guidelines for Exterior Woodwork* for wood testing and repair methods.)

Given the significance windows play in defining the architectural character of a building, the HDLC strongly encourages the repair of existing windows. If components are deteriorated, replace only deteriorated components. **If a property owner wishes to pursue historic window replacement, they will be required to demonstrate that the existing windows are beyond repair and replacements are warranted.**

When evaluating window repair or replacement, the following guidelines can be helpful:

- 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 the window.
- 2. Treat or repair deteriorated components:** At the earlier 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.



*The window sill and jamb have peeling paint and some checking or splitting. Removal of the loose paint will allow the wood to be inspected for signs of rot.*

- 3. Replace Deteriorated Components:** Replace either the deteriorated portion of wood with a “Dutchman” or the entire component if the majority is deteriorated. A Dutchman is a repair with a piece of the same material in a sharp-edged recessed cut. 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, damaged or missing and in need of replacement, installation of new window that matches the original window might be warranted.

### WOOD WINDOW REPAIR GUIDE:

#### THE HDLC REQUIRES:

- Documentation of deterioration of existing windows sufficient to justify proposed replacement
- Detailed and dimensioned documentation of proposed windows and the existing window to be replaced

#### THE HDLC RECOMMENDS:

- Retaining, maintaining and repairing original windows
- Replacing modern inappropriate windows with historically appropriate windows

#### THE HDLC DISCOURAGES:

- Removing historic window sashes
- Removing or encapsulating historic wood trim



*Typically, window deterioration first occurs at the sill. Peeling paint can allow moisture to enter wood and cause rot.*

## WINDOW MATERIALS PAST AND PRESENT

Wood windows were historically manufactured from durable, close, straight-grain hardwood of a high quality uncommon in today's market. The quality of the historic materials and relative ease of repairs has allowed many well-maintained, wood 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 different grades of windows, with varying types and qualities of materials and warranties.

Today, a wide variety of materials are used in window production. Lower cost wood windows are typically made from new growth timber, which is much softer and more likely to deteriorate than hardwoods of the past. Vinyl and PVC materials, now common for replacement windows, break down in ultraviolet light, and have a life span of approximately 15 years. The great variety and combinations of other materials and finishes for replacement windows, including aluminum, 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 sashes are the types and quality of the glazing, seals, fabrication and installation. Double glazing or insulated glass, used in most new window systems, is comprised of an inner and outer pane of glass sandwiching a sealed air space. The air space is typically filled with an inert gas such as argon with a perimeter seal. In lower quality and often vinyl windows, 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. This is particularly true if the existing window opening is not square or plumb. Twisted or crooked frames can make windows difficult to operate. Open joints allow air and water infiltration into the wall cavity or building interior.

### SALVAGED WINDOWS

To find the best quality replacement window, a good place to start might be an architectural salvage store. Because of the quality of the wood historically used in New Orleans' windows, salvaged and repaired windows will often outlast new replacement windows.

Salvaged windows should match the size, shape, type, configuration and profiles of historic windows.

## WINDOW OPTIONS – POSITIVES VERSUS NEGATIVES

### Repair or replacement of existing components:

Deteriorated sills, sash and muntins can be repaired by skilled craftsmen using wood consolidant or replacement parts, retaining original fabric and function. (Refer to *Guidelines for Exterior Woodwork*.) In-kind replacement sash and sills can be custom-made to replace deteriorated sections if necessary. The HDLC strongly encourages that all repair and selective replacement part options be explored prior to considering complete replacement of sash or frames.

#### *Repair and selective component replacement benefits:*

- Original building fabric and historic character remain
- Historic profiles, dimensions and proportions can be retained and matched
- Repairs can be completed by skilled local carpenters
- Timber, used in historic windows, can last substantially longer than replacement units

**Sash replacement package:** Some manufacturers offer replacement jamb liners and sash for installation within existing window casings. 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 by the HDLC.

#### *Sash replacement package benefits:*

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

#### *Sash replacement package negatives:*

- Historic sashes are removed and become landfill debris
- Stock replacement sashes are often inappropriate to the size and proportions to existing openings and detailing
- Replacement sash have a limited warranty, likely needing partial or full 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
- Racked openings can be hard to fit, making window sash hard to operate, and seals might not be tight

### REPLACEMENT WINDOW QUALITY

Reputable lumber yards or window specialists 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.



*The 9/6 vinyl replacement windows in the left image have applied muntins, are mounted flush against the outside wall and lack the depth of traditional windows. They do not have trim or casings including a drip cap and sill. As a result they are inappropriate and would not be approved by the HDLC.*

*The traditional 6/6 wood windows in the right image has true divided light muntins and wood casings with a decorative window cornice. The window sashes are set back from the wall plane.*

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

*Frame and sash replacement unit benefits:*

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

*Frame and sash replacement unit negatives:*

- Historic sash is removed and become landfill debris, and the historic character of the building is diminished
- Stock replacement sashes are often inappropriate to the size and proportions to existing openings and detailing
- 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
- Can require modification of existing casing and sills

### **REPLACEMENT WINDOW COSTS**

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

- Labor to remove old windows and disposal fee
- Purchase price and delivery of new windows
- Labor and materials to modify existing framing for new windows
- Labor to install new windows
- Life-cycle costs associated with more frequent replacement of deteriorated components and windows

### **VINYL AND ALUMINUM REPLACEMENT WINDOWS**

One of the claims of vinyl and aluminum window sales people is that vinyl and aluminum replacement windows do not require maintenance. However, considering the relatively short life span of many of the materials and components, they will need continual replacement.

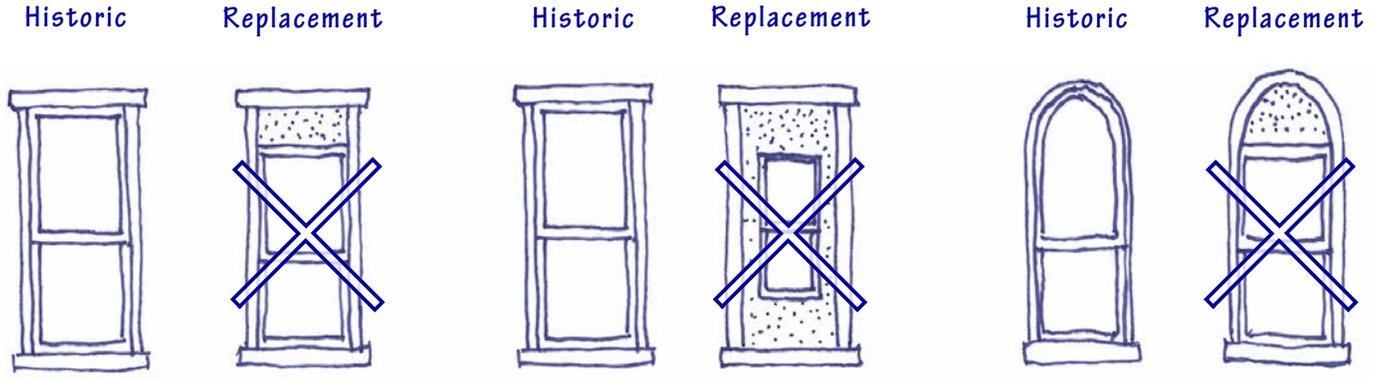
- As joints or seals in replacement windows deteriorate, openings can be formed that allow air and water to enter into the window frame, wall cavity and/or building interior, causing additional damage. Repair of these openings typically requires replacement of the deteriorated parts. This can present 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 entire window.
- 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 applied or internal muntin grid.

By contrast, a good carpenter or handy homeowner can generally repair a historic wood window with single pane glazing and install an interior storm window to improve thermal performance. As a result, the HDLC recommends the use of wood replacement sash, with details to match other existing units on the building when the historic sashes are missing or non-reparable.

**The HDLC does not permit the replacement of historic wood windows with vinyl or aluminum windows at street elevations.**

## INAPPROPRIATE REPLACEMENT WINDOWS

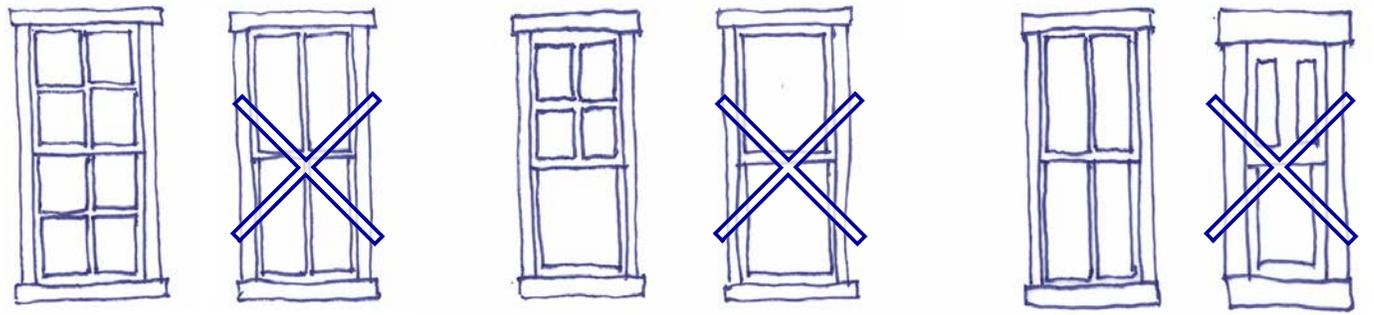
The following diagrams indicate historic windows with **inappropriate** examples of replacement windows. When considering a replacement window, every effort should be made to match the size, configuration, shape and proportions of the existing window in addition to retaining or duplicating the historic decorative wood trim.



**Size:** The replacement window should be sized to fit the window opening – Infill panels should not be installed

**Size:** The replacement window should be sized to fit the window opening – Infill panels should not be installed

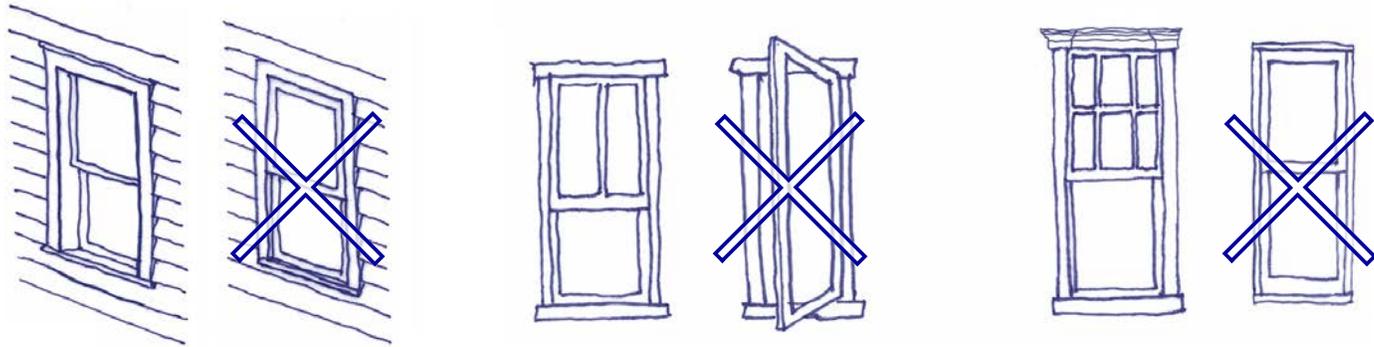
**Shape:** The replacement window should be shaped and sized to fit the window opening – Infill panels should not be installed



**Configuration:** The replacement window should have a 4/4 light configuration to match the historic window

**Configuration:** The replacement window should have a 4/1 light configuration to match the historic window

**Proportions:** The proportions of window components should match the historic window including the size of the frame and muntins



**Depth in Wall:** The location of replacement window should be set back into the wall the same distance as the historic window

**Type:** The replacement window should match the type of historic window

**Decorative trim:** Decorative trim should be retained or replaced



Much of a building's character is defined by its windows. The ornamental cornice above the windows and supporting brackets are typical of the Italianate style.

### WINDOW GUIDE

#### THE HDLC REQUIRES:

- Matching the original size, shape, configuration, type, operation, materials, muntin pattern, dimensions, profiles and detailing to the greatest extent possible with a salvaged or new replacement window
- Installing clear or uniformly frosted glass, without a pattern, at all glazed openings unless replacing historic colored or beveled glass in-kind

#### THE HDLC RECOMMENDS:

- Installing replacement windows in less visible areas
- Installing quality wood replacement windows
- Reusing serviceable trim, hardware or components or using salvaged materials

#### THE HDLC DOES NOT PERMIT:

- Replacing a window component or unit if repair and maintenance will improve its performance and preserve historic elements
- Decreasing window size or shape with in-fill to allow for installation of stock unit size
- 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

### Replacement Window Review

*Dimensioned drawings of proposed windows including all details and finish of vinyl and aluminum must be approved by the HDLC Staff to any installation*

**Install historically appropriate wood windows**

**S C N** HDLC Staff review.

**Install recessed mounted, simulated divided light windows with profiled exterior muntin, interior and internal muntin with sash sizes and profiles that match traditional wood windows at non street facing elevations**

**S** Commission appeal.

**C N** HDLC Staff review.

### KEEP IN MIND...

- Carefully review various grades of windows offered by manufacturers
- Utilize quality materials throughout the installation process
- Determine pricing, availability, and installation cost for replacement glazing
- Install weather stripping and caulk appropriate to the installation (Refer to *Page 08-18*)
- Understand the limits of the warranties for all components and associated labor for replacement
- Select reputable manufacturers and installers who are likely to remain in business and respond if there is a future problem

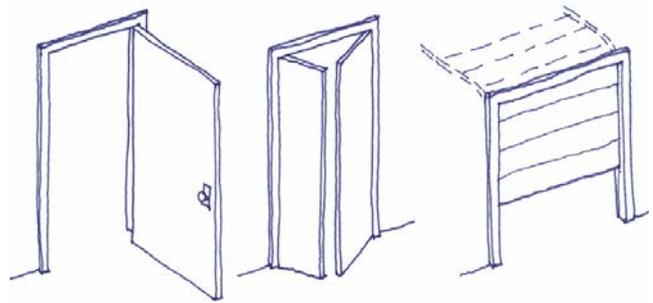
## DOORS

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 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 the historic style.

Doors are typically constructed of numerous parts. In some of the earliest examples doors were constructed of vertical boards nailed to horizontal boards, similar to batten shutters. By the middle of the 18th century, elaborate paneled doors became more common and represent the most common door type in American style residences. Paneled doors can be constructed in a variety of configurations that can reflect the style of the building. Later doors often included glazed panels.

### 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. (See examples below.) As a result, doors are considered an important feature and the HDLC recommends the retention, maintenance and repair of historic doors.



a. Hinged

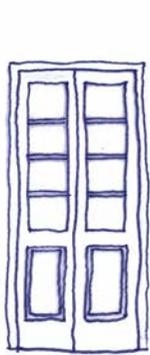
b. Double or Paired

c. Overhead

### COMMON DOOR TYPES

All of the identified door types can have different patterns or configurations.

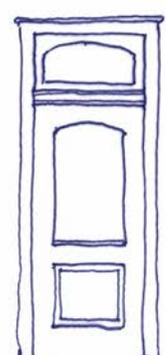
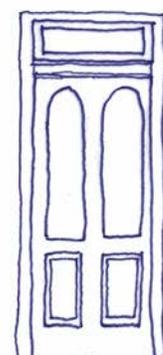
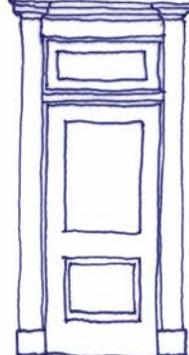
- a. **Hinged:** Swings to close at opposite jamb – almost always mounted at interior thickness of wall swinging inward
- b. **Double or Paired:** A pair of swinging doors that close an opening by meeting in the middle – the most common door type in New Orleans' historic buildings, includes French doors and most historic store doors.
- c. **Overhead:** Horizontal sections that slide on tracks opening upward – most often found at garages



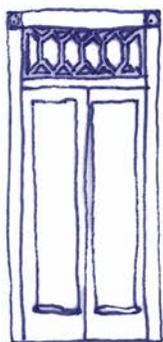
Creole



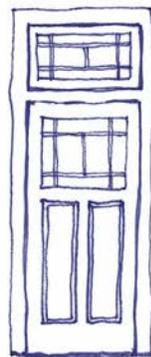
Classical Revival



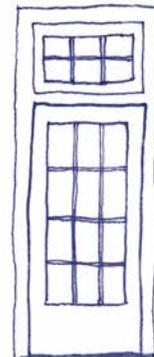
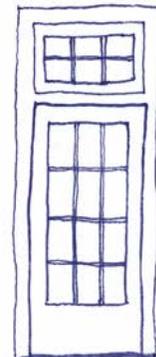
Victorian  
(Italiante, Eastlake, Queen Anne)



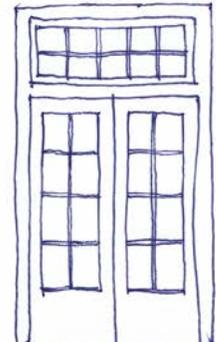
Neoclassical  
(Edwardian)



Arts & Crafts / Bungalow



Mediterranean Revival



## FRENCH DOORS

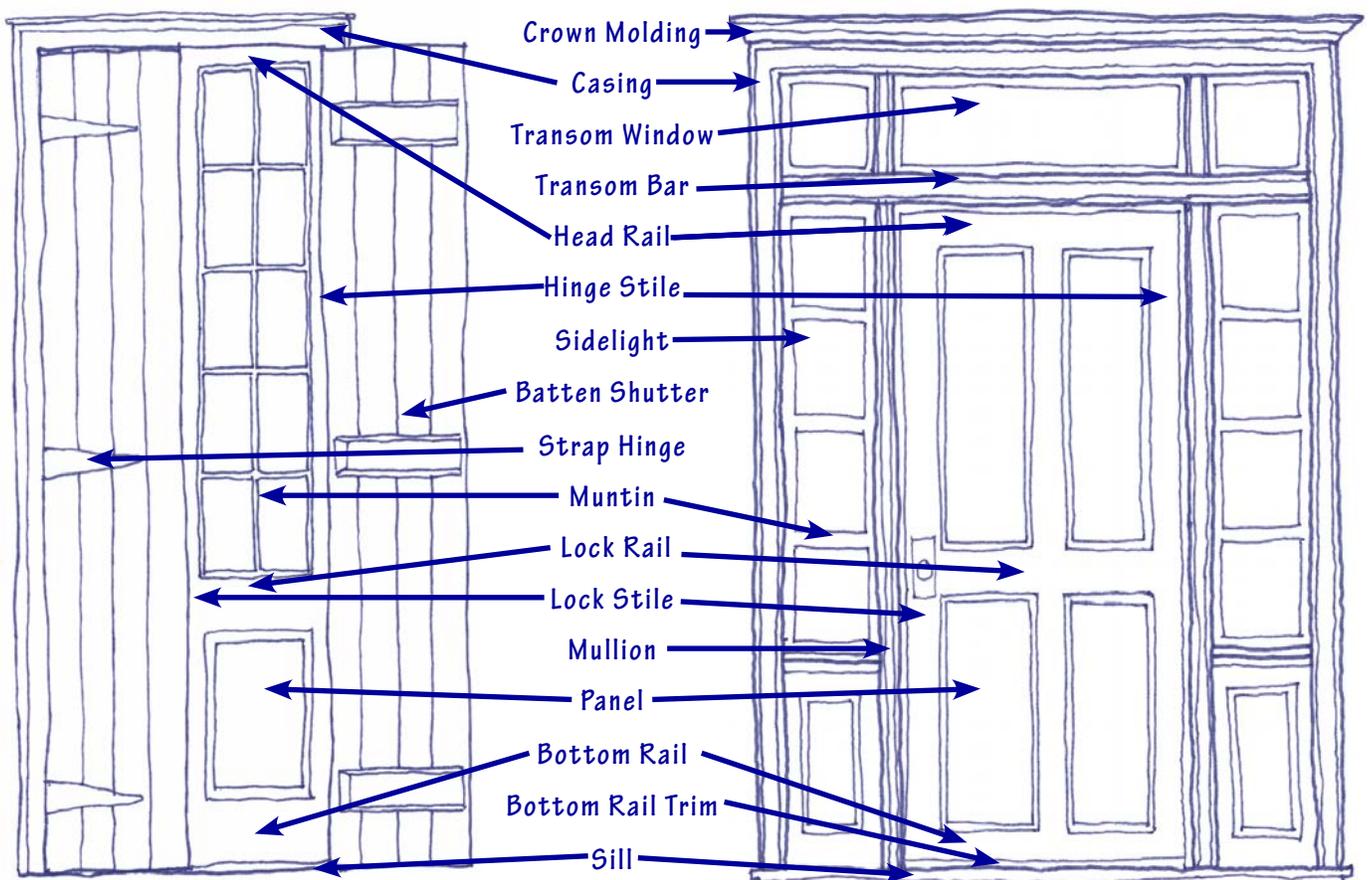
French doors consist of a pair of doors, each having one or two narrow panels at the bottom and a glazed section at the top. Early French doors, constructed before 1830, generally were made with a single bottom panel with many small panes of glass above. As the size of available glass increased during the mid 19th century, later examples often featured large panes of glass over wood panels.

French doors of various forms were used in buildings of virtually all styles, types and dates. The specific design, including the arrangement of glazing and panels, as well as the proportions and hardware, relate to the specific design, style and period of construction of the buildings on which they are located.

## PANELED WOOD DOORS

In the City of New Orleans, paneled wood doors are common on American style townhouses or center hall cottages. Paneled wood doors consist of rails and stiles which form a framework in which solid wood panels are held in place with moldings. The width of the various rails and stiles, their arrangement, the profiles of panel moldings and panels are all determined by the style, type and date.

Exterior panel doors are typically hung individually. Later 19th century examples often included one large glazed panel above the lock rail. More ornate examples would also include transom windows and/or sidelights to provide interior light and a grander appearance.



## PATIO DOORS

Patio doors are often referred to as French doors by door and window manufacturers today. Patio doors are either paired or sliding doors with a single or multiple panes of glass and no panels, and do not replicate the proportions of traditional French doors.

## COMMERCIAL DOORS

Refer to *Guidelines for Commercial Buildings* for more information on doors for commercial and institutional buildings.

## 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.



*Wood checking (splitting) and peeling paint visible. Minor repair and maintenance can prolong the serviceable life of this historic door. The trim at the bottom rail of the door helps prevent storm water from entering the building.*

### 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

### SALVAGED DOORS

To find the best quality replacement door, a good place to start might be an architectural salvage store. Because of the quality of the wood historically used in New Orleans' doors, salvaged and repaired doors will often outlast new replacement doors.

Salvaged doors should match the size, shape, type, configuration and profiles of the original doors.

### ENTRANCE DOORS FOR DOUBLE HOMES

Entrance doors for homes originally constructed as doubles, such as shotgun doubles, should be maintained.

## DOOR GUIDE

### THE HDLC REQUIRES:

- Retaining serviceable original wood doors, transoms, sidelights unless seriously deteriorated
- Retaining serviceable trim and hardware unless seriously deteriorated or non-operational
- If the originals do not survive, matching replacement doors as closely as possible to original doors or using doors appropriate to the building's period and style
- Installing wood doors that fit fully within historic door opening without infill panels

### THE HDLC RECOMMENDS:

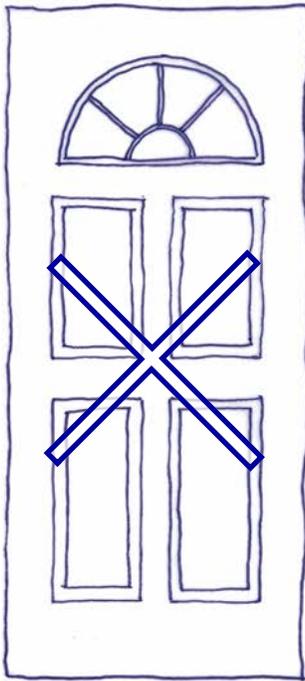
- Mounting new doors at the interior thickness of the wall to swing inward unless outward swing required by Code
- Understanding the limits of the warranties for all components and associated labor for replacement
- Selecting reputable manufacturers and installers who are likely to remain in business and respond if there is a future problem

### IF DOOR REPLACEMENT IS WARRANTED, THE HDLC REQUIRES:

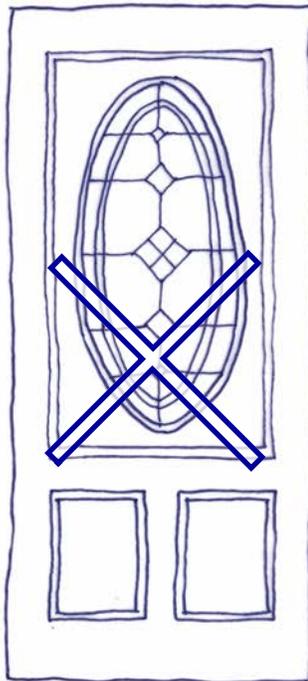
- Installing quality wood doors that are appropriate to the building
- Utilizing quality materials in the installation process
- Matching the original materials, type, size, shape, configuration, muntin pattern, dimensions, profiles and detailing to the greatest extent possible
- Selecting true divided-light, single glazed doors with matching muntin profiles and dimensions as appropriate when allowed by Code
- Retaining and reusing serviceable trim, hardware or components or using salvaged materials
- Installing clear or uniformly frosted glass, without a pattern, at all glazed openings unless replacing historic colored or beveled glass in-kind

### THE HDLC DOES NOT PERMIT:

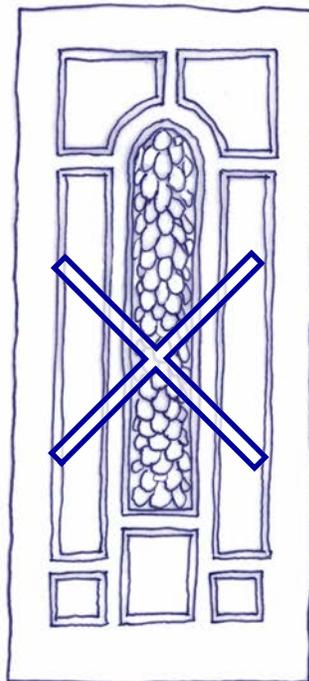
- Installing an inappropriate door type, i.e. a single hinged door in a former double door location or increasing door sizes or altering the shape to allow for larger entrances unless there is no alternative to meet accessibility requirements
- Replacing a door or component if repair and maintenance will improve its performance and preserve historic elements
- Decreasing door size or shape with in-fill or increasing door opening to allow for installation of stock door size
- Removing or encapsulating historic wood trim



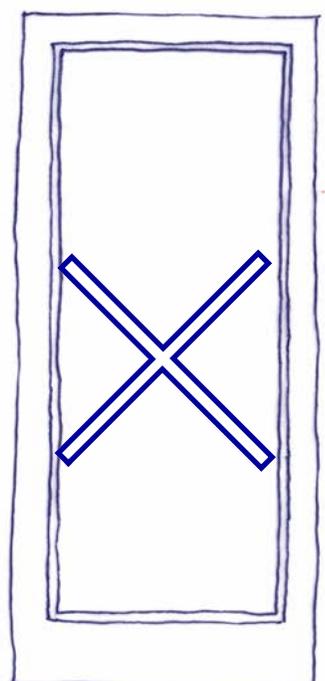
*Half-round windows are generally not historically appropriate*



*Oval windows and modern leaded glass are generally not historically appropriate*



*Irregular panel doors with carved decorations or modern leaded glass are generally not historically appropriate*



*Flush doors with large glass windows are generally not appropriate at residences*

### WOOD REPLACEMENT DOOR TYPES

Similar to windows, replacement doors should match the original materials, type, size, shape, configuration, panel pattern, glazed window type and pattern, proportions, profiles and details as historic doors.

There are several replacement door styles that are commercially available that are not appropriate for historic buildings, as seen in the diagrams above. (Refer to Page 08-10 and the *Guidelines for Building Types and Architectural Styles* for additional information.)



*This 4-panel door is flanked by pilasters and 3-light sidelights and is topped by a transom window. Highly ornate doors are only appropriate at "high-style" buildings. Simpler buildings should have simpler doors and trim.*

Replacement Door Review	
<b><i>Dimensioned drawings of proposed doors including all details and finish of non-wood doors must be submitted and approved by the HDLC Staff prior to any installation</i></b>	
<b>Install historically appropriate wood doors</b>	
<b>S C N</b>	HDLC Staff review.
<b>Replace existing wood doors with inappropriate doors; or modify or install new non-historic door opening</b>	
<b>S C</b>	Commission appeal.
<b>N</b>	HDLC Staff review.

KEEP IN MIND...
<ul style="list-style-type: none"> <li>• Stock replacement doors often do not fit the size and proportions of historic openings</li> <li>• Stock replacement doors often do not include the level of design and detailing typically found in historic doors</li> <li>• Doors generally open inward, hung on the inner wall surface, allowing the thickness of the wall surface to be expressed at the exterior</li> </ul>



Louvered shutters are the most common type of shutters in New Orleans.

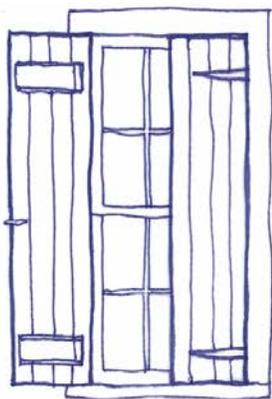
## SHUTTERS AND BLINDS

Historically, exterior shutters were used as shielding devices for windows and doors, providing privacy and protection from intruders and hurricanes. Batten; vertical board/rail and stile; and paneled shutters were installed to provide a solid barrier when closed. Louvered shutters, the most common shutter type in New Orleans, allow the control of light and air. Shutters were not used on all buildings or in all locations. Their use is often dependent on a building's style. 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.

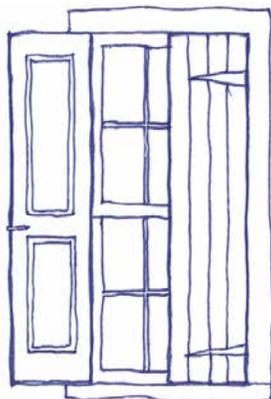
## SHUTTER TYPES

All of the identified shutter types can have different construction methods and configurations. In many instances, the interior of the shutters, the side facing the inside of the building when closed, will have a different appearance than the outside face of the shutter. It is important to note that all shutter types are not appropriate for all buildings.

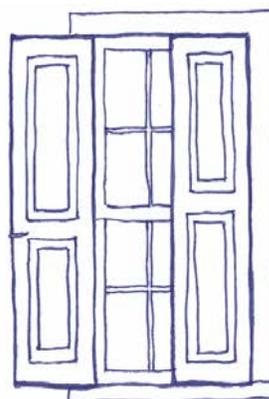
- a. Batten Shutters:** Vertical boards fastened with horizontal boards (battens) at inside face. Outside face of vertical boards usually grooved at the edges. Hung on wrought iron strap hinges, about two-thirds shutter width. Generally appropriate for pre-1840 buildings; Creole cottages; and at the ground floor commercial buildings with residential and louvered shutters above.
- b. Vertical Board/Rail and Stile Shutters:** The outside face of vertical boards looks like batten shutters with grooves at the edges. The inside face has a paneled appearance with stiles and rails with molded trim detailing. The interior paneled area can be flat, recessed, or diagonal boards flush with stiles and rails. Hung on wrought iron strap hinges, about two-thirds shutter width. Generally appropriate for pre-1840 buildings; Creole cottages; and at the ground floor of commercial buildings with residential (and louvered shutters) above.
- c. Paneled Shutters:** Frames of rails and stiles which support panels of wood held in place by moldings. Hung on strap hinges, "Clark's Tip" or "Acme, Lull & Porter" hinges (Refer to Page 08-19) depending on the building and dating style and construction date. Often installed at the ground floor with louvered above. Generally appropriate for 18th century through the mid 20th century buildings. (For night blinds in commercial doors, refer to *Guidelines for Commercial Buildings*.)
- d. Louvered Shutters:** Louvered shutters, also known as blinds, are the most common shutter type in New Orleans' historic buildings. Frames of rails and stiles support either fixed or operable wood slats. Hung on "Clark's Tip" or "Acme, Lull & Porter" hinges. Generally appropriate for mid to late 19th century styles such as Greek Revival and Italianate.



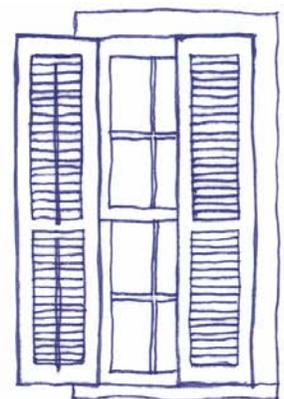
a. Batten Shutter



b. Vertical Board / Rail and Stile Shutter



c. Paneled Shutter



d. Louvered Shutter

## SHUTTERS BY STYLE

The type and detailing of a shutter should be appropriate for the age, type and style of the building on which it is hung. (Refer to the *Guidelines for Building Types and Architectural Styles* for more information.)

### French Colonial (18th century)

- Batten shutters, including vertical board rail and stile shutters

### Creole (early 19th century)

- Batten shutters, including vertical board rail and stile shutters
- Louvered shutters, especially fixed louvered on the upper stories

### Greek Revival (mid 19th century)

- Any variation of louvered shutters
- Paneled shutters

### Italianate (late 19th century)

- Louvered shutters, especially operable louvers

### Gothic Revival (late 19th century)

- Paneled shutters, custom fit to pointed arch openings
- Louvered shutters, operable or fixed

### Queen Anne (late 19th century)

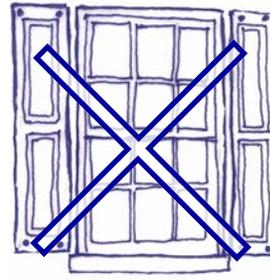
- Louvered shutters, usually operable

### Neoclassical (early 20th century)

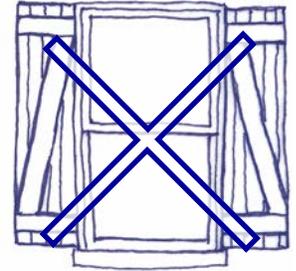
- Typically without shutters or operable or fixed louvered shutters only on side façades

### Bungalow/Craftsman/Arts and Crafts (early 20th century)

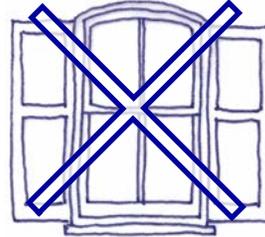
- Typically without shutters or shutters only on side façades
- Operable louvered or paneled with Arts and Crafts motif cut outs



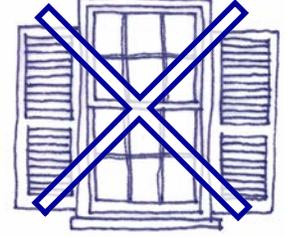
Six-over-six double-hung window with screwed-in shutters



One-over-one double-hung window with Z-shutters



The 2-panel shutters do not fit the arched opening



The louvered shutters are the incorrect size for the window



Paired windows rarely have shutters. These shutters are screwed into the wall and would not fit over the window if closed and are obviously fake.

## SHUTTER GUIDE

### THE HDLC REQUIRES:

- All shutters must be operable with the ability to open and when closed, must fill the entire door or window recess

### THE HDLC RECOMMENDS:

- Retaining, maintaining and repairing historic wood shutters
- Retaining and reusing historic shutter hardware

### THE HDLC DOES NOT PERMIT:

- Shutters that do not replicate the dimensions and proportions of historic wood shutters
- The installation of fixed shutters
- The installation of Bermuda shutters unless the building was specifically designed to include them
- The installation of roll-down hurricane shutters
- The installation of shutters in locations they would not have existed historically

## Shutter Review

### Remove existing, appropriate wood shutters

**S C**

Commission appeal.

**N**

HDLC Staff review.

### Install operable wood shutters; appropriately sized to opening; appropriate to building style with period appropriate hardware

**S C N**

HDLC Staff review.

### Install appropriately detailed metal shutters, other shutters or shutter hardware

**S**

Commission appeal.

**C N**

HDLC Staff review.



*A screen door should be finished to match the historic door to provide protection from insects while minimizing the visual impact on the historic character.*

## SCREEN WINDOWS AND SCREEN DOORS

Screens 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 window or door that has rails that coincide with the rails and glazing pattern and overall configuration of the window or door behind.



*The arched wood screen fits the window opening.*

The most recommended option for a screen 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 door with Victorian gingerbread would not be appropriate for a Colonial Revival house.

## SCREEN WINDOW AND SCREEN DOOR GUIDE

### THE HDLC REQUIRES:

- Simple screen windows and doors with large screened openings that reveal as much of the historic window or door as possible
- Installing removable window screens to facilitate maintenance of historic windows

### THE HDLC RECOMMENDS:

- Screens that minimize the change to the exterior appearance
- Painting the wood screen window or door frame to match the adjacent window trim

### THE HDLC DOES NOT PERMIT:

- Exterior storm windows or doors at locations that are visible from the street
- Vinyl, aluminum, metal or other synthetic material for screen frames unless it is an integral component of an approved window, particularly at street elevations (Wood frames can be custom made to fit any size or shape opening)
- Installing visually opaque screen material
- Installing Plexiglas, or similar material, fastened to window or door frames, screens or shutters
- Screens adhered or fastened directly to window or door trim, shutters or blinds
- Using half screen windows or those that are too small or a different shape than the window opening and require in-fill trim or panels

## Screen Window and Screen Door Review

**Install exterior wood screen windows appropriately sized to opening**

**S**

Commission review.

**C N**

HDLC Staff review.

**Install exterior wood screen doors appropriately sized to opening**

**S**

Commission review.

**C N**

HDLC Staff review.

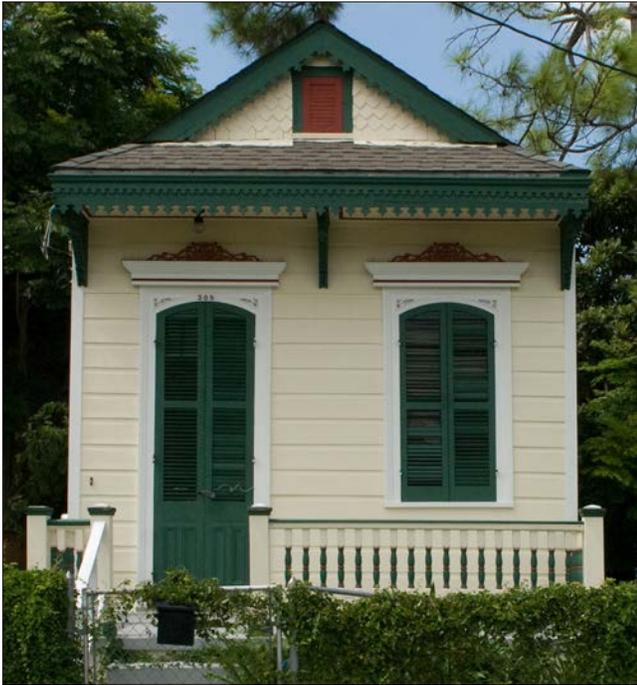
**Install other screen windows or screen doors**

**S C**

Commission appeal.

**N**

HDLC Staff review.



*Fastening shutters and blinds provides protection from hurricanes and additional security.*

### HURRICANE PROTECTION

For many homes in New Orleans, one of the most traditional forms of hurricane protection is shutters or blinds. Additional protection can be obtained by fastening pre-fitted plywood panels onto closed shutters. These forms of protection allow historic windows to remain in place, retaining the historic character of buildings.

When significant changes are made to existing buildings and new buildings are constructed, the International Building Code and Residential Code require hurricane protection for windows. Hurricane rated windows and doors can provide additional protection; however, they do not necessarily prevent windows and doors from breaking during a storm and allowing the building’s interior to be damaged. Hurricane resistant windows and doors tend to have very wide frames and muntins and shallow profiles that do not match historic proportions and are not appropriate for historic buildings.

Another hurricane protection option is fabric storm panels that can protect windows and doors from flying debris in the event of a storm. Fasteners can be pre-installed in locations that are minimally visible and painted to match adjacent surfaces. Fabric storm panels are lightweight, easy to install and allow light to enter a building in the event of a storm. Another benefit is that they have little to no impact on the historic character of a building if installed only when storms threaten.

Manufacturers are continuing to develop new options for hurricane protection. The HDLC encourages innovative solutions that do not require removal of historic fabric and have minimal visual impact when not in use.



*Hurricane shutters should not be permanently installed on windows. They should be stored and installed when needed for storms.*

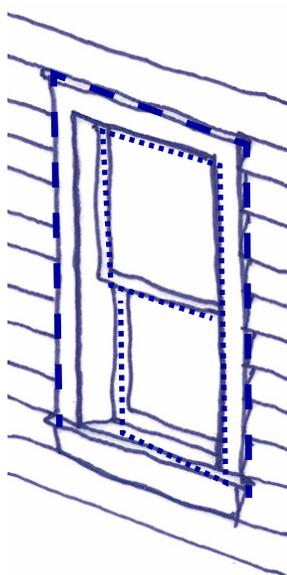
Hurricane Protection Review	
<p><b>Install appropriate fasteners to allow quick installation of protection prior to a storm</b></p> <p><b>S C N</b> HDLC Staff review.</p>	
<p><b>Install visually obtrusive hurricane protection or remove historic building fabric</b></p> <p><b>S C N</b> Commission review. HDLC Staff review.</p>	

KEEP IN MIND...
<ul style="list-style-type: none"> <li>• Hurricane resistant windows and doors do not mean they will not break in the event of a storm, they only potentially reduce interior damage during a storm</li> <li>• Clips and fasteners can be installed on existing window trim to allow pre-cut plywood panels, fabric storm panels or other hurricane protection to be installed quickly in the event of a storm</li> </ul>

## WEATHER STRIPPING AND CAULK FOR WINDOWS AND DOORS

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 the manufacturer’s installation recommendations for the best results. Because weather stripping is used between the moving parts of windows and doors, it can easily become damaged, loose, bent or torn. It is important to inspect weather stripping on a regular basis, preferably every fall, and replace it as needed. For heavy use installations such as entrance doors, it may be beneficial to install more durable weather stripping, such as spring metal or nailed felt.

The installation of caulk or other sealants should occur throughout the exterior of the building. Locations where caulk is recommended 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 weather stripping locations:

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

### Recommended caulk locations:

- Between window or door 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

### DEFINITIONS:

**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; made of various materials including spring metal, felt, plastic foam and wood with rubber edging.

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



## WOOD TRIM AND ORNAMENT

Exterior wood trim frames windows and doors and serves as the transition to adjoining wall surfaces. Functionally, it provides protection at the perimeter and 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.

### WOOD TRIM AND ORNAMENT GUIDE

#### THE HDLC REQUIRES:

- Retaining historic wood trim and ornament

#### THE HDLC RECOMMENDS:

- Refer to *Wood Trim and Ornament, Guidelines for Exterior Woodwork, Page 06-3* for the maintenance and repair of historic wood trim and ornament
- Reusing original window and door frames and trim when replacing windows or doors, or exactly copying the dimensions and profiles of original trim
- Using modern composite materials as an alternative to wood where rot is a problem, while matching the profiles and dimensions of the historic trim

#### THE HDLC DISCOURAGES:

- Removal, alteration or concealing of original trim and detailing including window and door trim

### Wood Trim and Ornament Review

**Install appropriate wood trim or ornament to match historic wood trim or ornament**

**S C N**

HDLC Staff review.

**Install other wood trim or ornament**

**S C**

Commission appeal.

**N**

HDLC Staff review.



Strap hinges were originally handmade of wrought iron and often painted black. On historic buildings, strap hinges should be simple in design without decorative detailing.

## SHUTTER AND DOOR HARDWARE

Hardware (hinges, hooks, locks, etc.) forms an important part of the character of historic openings. The selection of specific hardware types should be carefully related to the type of window, door or shutter that the hardware is intended to serve. Until the mid 19th century, hardware was often made by hand and very simple in design. These simple designs included the strap hinges found on early doors and shutters. In the mid 19th century, the design of hardware became more detailed and elaborate, typically selected to complement the specific style of a building. Simpler buildings would typically have simple hardware and more high-style designs would have more decorative designs. As a result, the HDLC encourages that the design and finish of hardware should be carefully considered when replacement is necessary, and proposed hardware should match historic samples as closely as possible.



Since brightly polished brass hardware was rarely found in historic architecture, its use is discouraged. If a property owner wishes to have a bright finish, they are encouraged to polish their hardware.

The brass door hardware complements the style of the residence.



“Acme, Lull & Porter” and “Clark’s Tip” hinges hold shutters open and closed, eliminating the need for shutter dogs.



If metal bars or grilles are installed at the exterior, they should be sized to fit the opening and align with frames and muntins with simple barrier grilles and no decoration.

## WINDOW AND DOOR SECURITY

Traditionally, one of the best means of securing a property was to close shutters or apply night blinds. Closed louvered shutters provide an additional level of security and privacy while allowing windows to be opened for ventilation. More recently, re-glazing, particularly tempered glass, has been used as a deterrent, providing a barrier that is difficult to break. Electronic security systems and warning devices can be installed at the interior of doors and windows without altering the historic appearance of the building’s exterior. (Refer to *Security Cameras, Guidelines for Porches, Balconies and Galleries*, Page 09-10 for more information.)

If metal bars or grilles are considered the only acceptable method for securing a building, the HDLC encourages property owners to install them at the interior of the window, door or display window. **If metal bars or grilles are installed at the exterior, the HDLC only permits the use of simple barrier grilles without decorative detailing. The bars or grilles should be properly sized to fit the opening and align with the frame opening and muntin configuration. No acrylic panels or metal mesh will be permitted to be attached to the security screens.** (For commercial buildings, refer to *Guidelines for Commercial Buildings*, Page 11-22 for more information.)

### Wood and Door Security Review

#### Install appropriate or unobstrusive security device

**S**

Commission review.

**C N**

HDLC Staff review.

#### Install exterior bars, grilles or other security device

**S**

Commission review.

**C N**

HDLC Staff review.

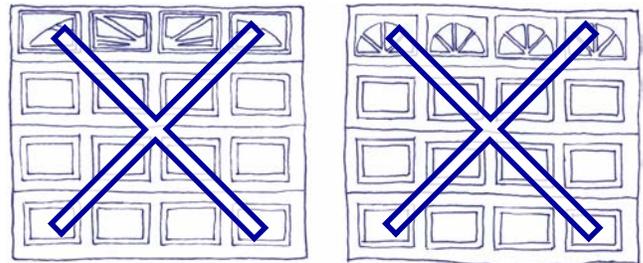


The former storefront opening to the right was modified for use as a garage. The historic transom window configuration matches the storefront to the left.

## NON-HISTORIC DOOR TYPES

Occasionally, modern functions require openings not found in historic architecture. These may include garage doors, doors that must swing outward to meet safety or code requirements, specialized vents or other special conditions. The goal of the HDLC is to integrate these types of openings into buildings in such a way as to maintain the historic character of the building and the neighborhood.

If an opening can be made which copies another opening type which could have reasonably existed on a particular building, then it may be desirable to do so. It should also be understood that in some cases, it may be impossible to make certain desired changes simply because the style or type of building does not lend itself to such modification. Where existing additions or modifications do not fit the pattern of historic development in the district, every effort should be made to minimize their impact rather than making the intrusion more prominent.



Garage doors with arched or round window openings are generally not appropriate for historic buildings.

### MODIFYING OR ADDING WINDOW OR DOOR OPENINGS

The arrangement, size and proportions of window and door openings are key components of a building's style and character.

As a result, the modification or addition of window or door openings, particularly on more prominent building façades, is discouraged. This includes the infill of all or part of an opening to make it smaller or to visually remove it. It also includes increasing the size of a door opening to provide a larger opening for a display window, garage or other use.

### GARAGE DOOR GUIDE

#### THE HDLC RECOMMENDS:

- Retaining historic garage doors
- Wood or metal paneled doors
- Single bay openings that do not require removal of decorative features or modification of opening

### Non-Historic Door Types / Door or Window Opening Modification Review

#### Install a non-historic door type

**S C**

Commission review.

**N**

HDLC Staff review.

#### Install door or window in a new opening or modified opening

**S**

Commission review.

**C N**

HDLC Staff review.

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