

# OREGON CITY HISTORIC REVIEW BOARD POLICIES

## HISTORIC REVIEW BOARD POLICY #10: Window Repair and Replacement *A Guide for Property Owners*



### ABOUT THE HISTORIC REVIEW BOARD POLICIES

The City has adopted protections for locally designated properties to ensure these historic buildings maintain their integrity.

The Historic Review Board (HRB) adopted policies for minor alterations to historic structures that can be done without formal Board review. The policies are meant to provide clear direction to historic property owners on exterior changes including but not limited to roofing, siding, windows and doors. HRB Policies were first adopted in 1986 and updated in 2019.

Locally designated properties are subject to HRB Policies. This includes designated structures in McLoughlin Conservation District, all structures in Canemah National Register District, and landmarks outside of districts. To see if a property is designated, visit [www.orcity.org/maps/historic-resources](http://www.orcity.org/maps/historic-resources).

### HRB POLICY #10: WINDOW REPAIR AND REPLACEMENT

Original wood windows are important architectural features in any historic building. They are the “eyes” of the structure and they convey a sense of handcraftsmanship and detail that cannot be achieved with substitute materials. The HRB maintains that original windows should be retained and repaired whenever possible. If repair is not feasible, replacement of windows is acceptable in accordance with the following:

- For structures listed individually on the National Register before February 1, 2017, that are also listed as locally designated resources, replacement of windows shall be reviewed by the HRB.
- For locally designated historic landmarks, designated structures in the McLoughlin District, and contributing structures in the Canemah National Register District, wood, aluminum clad wood, and fiberglass clad wood windows are permitted as replacement windows if they match the original window design. A different window type may be used for egress purposes (for example, casement in place of a picture window) as long as the appearance, including muntins, is the same. It is the owner’s responsibility to document the design of the original windows.
- If a structure was originally built with aluminum or vinyl windows, vinyl replacement windows are permitted. The owner shall provide evidence of the original window material.



- On new and existing accessory structures, and on new and existing non-contributing structures in the Canemah National Register District, fiberglass and wood/plastic blended material windows are permitted.
- Interior window grids are not permitted.
- Replacement windows should match dimensions of original window stiles, rails, and sill depth.
- Any proposal that does not meet these policies may be reviewed by the HRB. The applicant shall provide a determination of the window's architectural significance and condition to assist the HRB to determine the repair and replacement options for the property.

Owners of non-designated structures are also encouraged to follow this policy for window repair and replacement.

### WHAT DOES THIS MEAN FOR YOU?

This means a few things as a property owner with a designated historic property:

- If the window replacement meets the HRB policy, it is reviewed at the staff level and does not require an additional permit or fee.
- If the window replacement does not follow these policies, then it must be referred or submitted to the HRB for review and decision, which will require a \$50 review fee.
- A building permit is only required for residential properties if the window opening is enlarged. For commercial properties, a building permit is required for any replacement.
- If historic windows are being repaired, no review is required. The HRB provides a grant program to assist property owners in the renovation of locally designated properties. Grants can be given for repair of historic windows. The application can be found at: [www.oregocity.org/planning/historic-preservation-grant](http://www.oregocity.org/planning/historic-preservation-grant).
- The Planning Division provides a list of resources and publications that could be of a help in repairing or replacing historic windows, which can be found at: [www.oregocity.org/planning/resourcespublications](http://www.oregocity.org/planning/resourcespublications).

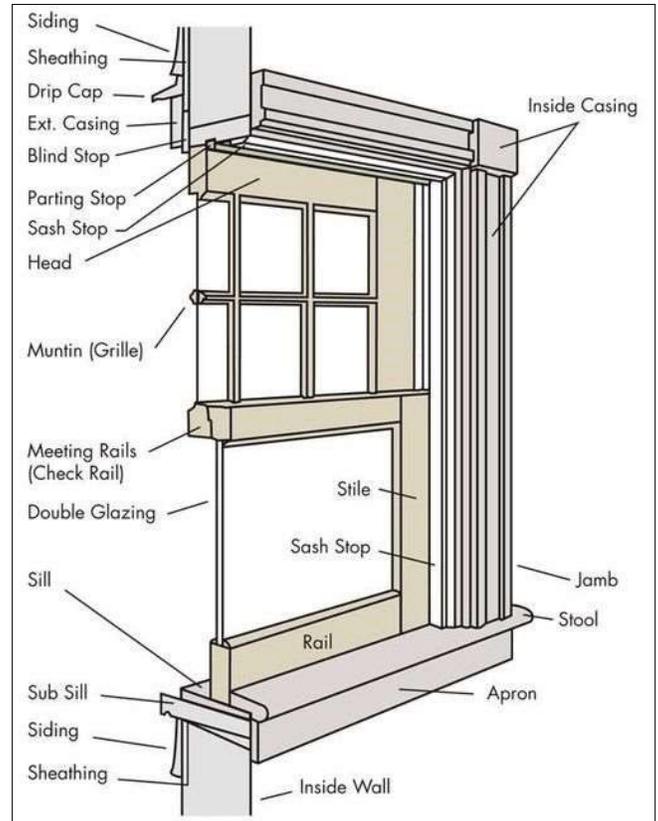
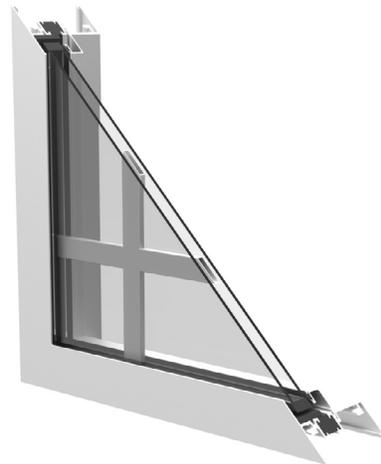


Diagram of the elements of a window



Window with interior grid (not permitted)

Further information about the HRB and HRB Policies can be found at: [www.oregocity.org/planning/hrb-policies](http://www.oregocity.org/planning/hrb-policies)

If you have any questions about the City's Preservation Program or if your property is locally designated, please contact:  
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