



**City of Poughkeepsie
Historic District and Landmarks Preservation Commission
Meeting Agenda**

Common Council Chambers

Thursday, January 12, 2023

6:00 PM

I. APPROVE MINUTES

1. Approve November 8, 2022 Meeting Minutes

II. COMMISSION PRESENTATION

1. Window Guidance Presentation

III. PUBLIC COMMENT

1. Public comment regarding window guidance
(five minutes per person limit)

IV. NEW BOARD BUSINESS

1. Approval of 2023 Meeting Schedule



City of Poughkeepsie
Historic District and Landmarks Preservation Commission Meeting
DRAFT Meeting Minutes

Common Council Chambers

Thursday, November 10, 2022 6:00 PM

Present

Gary Privratsky
Tim McQueen
Brian Hooper
John Bartelstone

Excused

Da’Ron Wilson
Werner Steger

Natalie Quinn, Development Director

Meeting Called to Order 6:00 PM

I. APPROVE OCTOBER MEETING MINUTES

1. Draft October 13, 2022 Meeting Minutes
Minutes Approved
Motion: Tim McQueen
Second: John Bartelstone
Carried: 4:0:0

II. NOMINATION FOR LOCAL LANDMARK DESIGNATION PUBLIC HEARING

1. **299 MAIN STREET**
Applicant Information:
Name: JMS 299 Main, LLC
Address: 299 Main Street, Poughkeepsie, NY

Presenting Teryl Mickens, Exceedance, LLC
Spoke regarding property and the owner’s efforts to get it approved by SHPPO and the National Parks Service National Registry

Motion to open the public hearing
Motion: Gary Privratsky
Second: John Bartelstone
Carried: 4:0:0

Laurie Sandow, South Grand Avenue - In favor of the designation

Motion to close the public hearing

Motion: Tim McQueen

Second: Brian Hooper

Carried: 4:0:0

Motion was made to refer nomination to the Common Council

Motion: Gary Privratsky

Second: John Bartelstone

Carried: 4:0:0

III. APPLICATION OF CERTIFICATE OF APPROPRIATENESS

1. 15 GARFIELD PLACE

Applicant information: Name: Natalie Grey

Address: 66 Old Field Road, Poughkeepsie, NY 12603

Project classification: Exterior Alteration - replacement of windows

REVIEW OF APPLICATION POSTPONED TO DECEMBER 8, 2022

2. 108 ACADEMY STREET

Applicant information: Name: Albert White

Address: 108 Academy Street, Poughkeepsie, NY

Project classification: Exterior Alteration - installation of Sealed Insulation System

Presenting Albert White, Owner

John Tremblay, contractor from Sigma Tremblay

Both Mr. White and Mr. Tremblay presented the sealed insulation system and how it would appear externally on the house.

After in depth discussion Ms. Quinn read the Certificate of Appropriateness.

Motion: Gary Privratsky

Second: Tim McQueen

Carried: 4:0:0

IV. PUBLIC COMMENT

Mary Reynolds, 137 Academy Street – Zoning code would allow/create new opportunities for historic homes to be “cut-up” into 4 units increasing the absentee landlords unconcerned about their tenants and the neighborhood. Airbnb rentals of the second floor of a house would be welcome providing housing options for students, residents and visitors and provide flexibility for homeowners who want to generate extra income or share their space with others.

Laurie Sandow, South Grand Avenue – Expressed concerns that current subcommittees and steering committee do not have interest in the historic district. Suggested that the HDLPC workshop the zoning.

V. COMMISSION BUSINESS

1. PROPOSAL TO CREATE WORKING GROUPS

Group to establish policy regarding window replacements

Gary Privratsky and John Bartelstone discussed with the board some of the issues that the working group has been working on to develop guidelines.

Natalie Quinn commented on the Zoning Code and the fact that there is not a finalized draft of the code published online yet. She encouraged the HDLPC to make working groups regarding the proposed changes to see how it works with the historic districts and recommend changes as needed. Ms. Quinn believes the zoning code would not change allowing multiple units where multiple units were not originally permitted at all. There is a public comment page for the zoning that may be closed at the moment but it will definitely re-open when the draft code is posted.

Motion to adjourn the meeting

Motion: Gary Privratsky

Second: Tim McQueen

Carried: 4:0:0

For more details regarding the meeting, please visit the [Meeting Webcast](#) or the [Agendas and Minutes](#) page on the [City of Poughkeepsie](#) website.



HISTORIC DISTRICT & LANDMARK PRESERVATION COMMISSION (HDLPC)



WINDOW GUIDANCE

In most historic buildings windows, doors, and its architectural details were carefully designed as integral components of the building's character and design. Their historic appearance and relationship to the building serve as the basis for HDLPC's rules for work involving the restoration, modification, or replacement of windows.

Per Secretary of the Interior's guidance, The City of Poughkeepsie HDLPC encourages repairing your historic windows rather than replacing.

Your Historic Property

As the owner of an historic property, you can take pride in knowing that your house or building is special.

Your property is either an integral, contributing part of an historic district or an outstanding example of architecture in its own right or both. With this pride come certain responsibilities that the owner of a non-registered property does not have. Historic districts and free-standing historic landmarks representing the periods in which they were built and as such, are portals to the past, while at the same time, functioning as vibrant components of the community. In designating a building a landmark, the City, and possibly State and Nation, recognizes that your property's historic character needs to be preserved and that pressures which would lead to the loss of that character must be resisted.

Preservation is an active process that requires you, the owner, to be sensitive to repairs and alterations that would be inconsistent with the period in which the property was built. The HDLPC is here to help guide you on options and ensure that the historic nature of designated properties is respected. HDLPC decisions are based on the practice of saving existing building features, elements, and materials unless there is absolutely no other practical alternative. In most cases, repair more successfully preserves a building's character than does replacement with modern materials, and the Commission is most respectful of this fact.

Like preservation commissions across the nation, in its deliberations, The City of Poughkeepsie HDLPC adheres to preservation guidelines issued by the US Secretary of the interior. These guidelines inform decisions made by the National Park Service when it performs maintenance and restoration on historic properties owned by the US government. The owner of an historic property is exposed to numerous pressures that can threaten historic authenticity. These forces can come from, for example, window manufacturers who will try to convince you to replace original windows with modern ones without considering the impact that it would have on the house and the surrounding community.

Other pressures can come from HVAC contractors, solar contractors, and from home-improvement centers which sell components that are incompatible with the craftsmanship that your historic property embodies. This is where you must work a bit harder than owners of non-historic designated properties. It will take a little more work, but there are craftspeople and manufacturers who understand the needs of owners like you and who share your desire to maintain the spirit of your property as well as its integrity.

Historic Window Repair and Retention Policy

In almost all instances the Department of Interior and the City of Poughkeepsie HDLPC will require you to keep your existing windows. Research has shown that your house's repaired original windows are capable of being more cost-efficient than modern (and modern-looking) replacements. Old windows were carefully crafted of old-growth lumber and can be successfully repaired and restored. Appropriate storm windows can make original windows as energy-efficient as double-pane replacements, and help your original windows last much longer without replacement.

There are few reasons for the Commission to permit the replacement of original windows with new ones. As per the Secretary of the Interior's guidance, more than 50% of the window must be beyond repair.

Reasons for this determination might be:

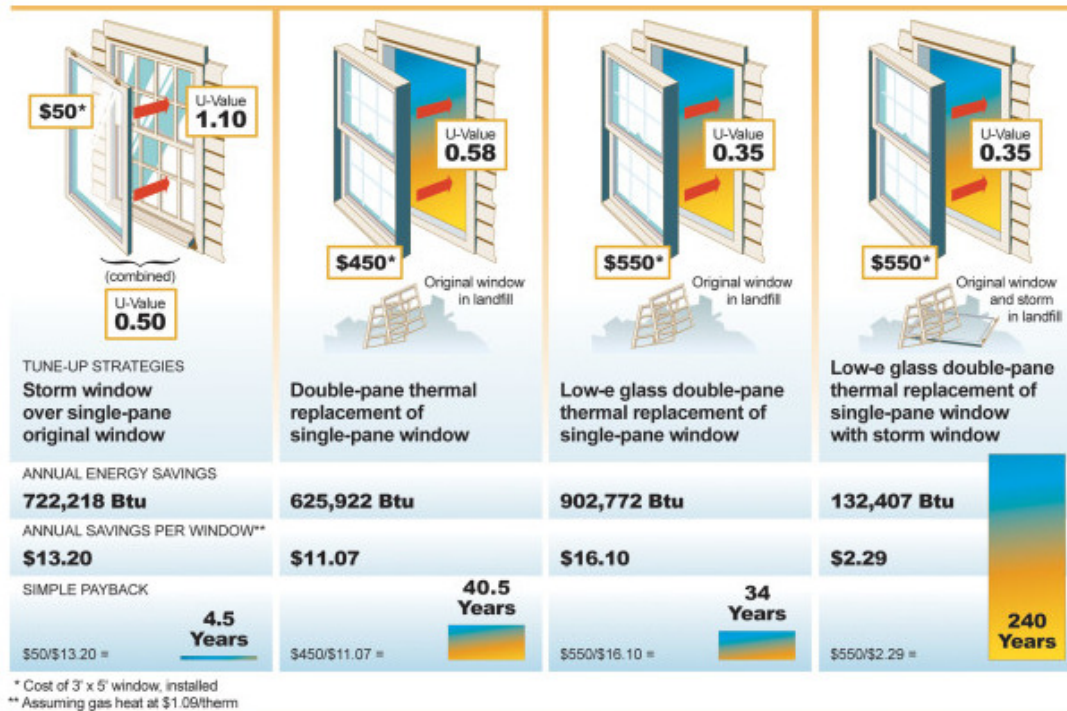
- Fire / explosion damage
- Flood damage
- Extensive rot

With some basic knowledge and a bit of practice, historic building owners often find they can inexpensively tackle window maintenance and restoration themselves. (Please see attached appendix of window restoration webinars available on YouTube). An original window cleaned of old paint that makes it hard to open, with new ropes, an operating lock, and simple weather stripping along with a storm window is as energy efficient as a new double glazed window.

Window Guidance

In the case of more than 50% of the window is beyond repair, you may find benefit in working with a window specialist. Replacements should be made of wood or HDLPC approved wood equivalents. Vinyl, Aluminum (unless design appropriate) and insert windows are not acceptable replacements.

Comparison between storms and window replacement



John Van Pelt/OHJ archives; source Keith Haberern P.E., R.A., courtesy the Collingswood (N.J.) Historic District Commission

<https://www.oldhouseonline.com/gardens-and-exterior/preserving-wood-windows/>

Improve Operation: Often poor operation is due to paint sealing the window sash to the window jambs and sills, making them difficult or impossible to open. Using a window sash saw to cut the paint seal usually resolves this issue. In addition, replacing window hardware including pulley chains or ropes, hinges and sash locks, in addition to scraping, sanding, repainting and using paste wax in the window jambs will improve window functionality.

Repair Deterioration: If a window shows sign of deterioration, it is often the result of moisture penetration. This is preventable by thorough painting, regular maintenance, and prompt repairs. If mild rot has already occurred, wood hardener and wood epoxy can be used to strengthen and smooth window jams and sills. If more extreme rot has occurred, it is best to remove the deteriorated sections and install a dutchman that matches the original window details. For wood windows, consider using a compatible rot-resistant hardwood. Unlike modern replacement windows which cannot be repaired, original old growth wood windows were designed using individual elements that can be repaired or replaced as necessary. Individual elements that are typically exposed to the most severe weathering and deterioration, like sills and the bottom rails of sashes, can be repaired or replaced – giving old windows many more years of excellent service (see Appendix).

Do Routine General Maintenance: To prevent deterioration, it is important to caulk around frames and sill, scrape peeling paint, sand to a smooth finish, prime with an oil-based primer, and repaint the window sash and/or frames with two coats of exterior grade paint. To increase the longevity of the windows, routinely inspect the windows every five to seven years and make necessary minor repairs.

Maintain Glass and Glazing Putty: Broken glass and glazing putty failure is another contributor to the deterioration of windows. It is important to replace broken glass and failing glazing putty with new glass

and glazing putty as soon as practical. Subsequently, the affected area should be primed and painted to maintain a waterproof seal.

Add Weatherstripping: While making repairs, it is a good opportunity to retrofit or upgrade historic windows to improve the performance and energy efficiency. All types of historic windows can be retrofitted with appropriate insulation, air sealing, and weatherstripping, while minimizing the impact on the functionality and aesthetics of the window.

Install Storm Windows: Installing interior or exterior storm windows, in conjunction with repairing and retrofitting existing historic windows, can be just as effective as modern replacement windows in terms of improving energy-efficiency and occupant comfort.

- Interior storm windows should have clear glazing that require no mullions, muntins, or wide frames visible from the exterior of the building.
- Exterior storm windows with clear glazing should have tightly fit framing within the window openings without the need for a sub frame or panning around the perimeter, with meeting rails used only in conjunction with double-hung windows, with a finish that matches the windows.

Restoration and/or Storm Window Providers:

Bridge Lane Restorations <https://bridgelanerestorations.com/>

White Clay Kill Preservation <https://whiteclaykillpreservation.com/>

Newburgh Sash & Restoration <https://newburghsash.com/>

Adams Architectural Millwork Co. <https://adamsarch.com/>

Allied Window, Inc. <https://www.alliedwindow.com/>

Reasons not considered acceptable by the HDLPC for Window Replacement

Lead Paint

The presence of lead paint in window frames is not a sufficient reason to replace existing windows as there are effective means of lead remediation available to owners. The key is to keep finishes in good condition and repaint on a regular basis. In particular, friction points like jambs can be stripped and repainted or repainted to encase any traces of lead based paint.

Energy Efficiency

Energy efficiency is not a sufficient reason to replace existing windows as the original windows (with appropriate storm windows) can almost always meet or exceed modern e-values while having a greater return on investment. In general, windows account for only a small percentage of a home's heat loss. Most heat loss is through uninsulated walls and attic space.

Window Replacement

If it is determined by the HDLPC that replacing original windows is an appropriate solution, the new windows must adhere as closely as possible to all elements of the original windows.

Replacement Criteria

Proof of Severe Deterioration: Severe deterioration on over 50 percent of the window must be documented by a site visit or photos. Each window must be evaluated and documented separately. Windows that are not significantly deteriorated due to their more sheltered location will not be approved for replacement.

Window Guidance

Glass Size: Original openings shall not be reduced and glass to frame ratio must remain the same. All proportions of the new window must match those of the original window. Adherence to this will prevent light loss, caused by a decrease in the area of glass present in the original windows.

Materials: Mass-produced replacement windows lack the graceful and delicate design typical of period windows and are rarely acceptable. While even premium replacement windows are marketed as being made of wood, almost all of them are clad with either vinyl or aluminum are prone to water infiltration and unseen interior rot and are not capable of being painted to match existing trim colors. Aluminum clad wood windows with baked enamel finish may be considered on a case by case basis provided they match the dimensions, profiles and overall appearance of the original windows. In no cases will vinyl-clad windows be acceptable.

Fenestration: Modern replacement windows employ various methods used to simulate older multi-pane designs. Acceptable replacement windows will be constructed of individual panes of glass separated by real muntins as per the original windows. Fake “snap-in” muntins or simulated divided lights applied to a single sheet of glass are unacceptable.

Proportions and Profiles: Replacement window consistency considerations involve number, shape and panes of glass; tracery, frame, sash design and function; muntin and mullion design and configuration. Keep in mind that what may seem like small changes in molding profiles and shadow lines can have a detrimental effect of historic facades, given the importance of windows as a major character defining feature of historic buildings.

Unique Windows

Some original windows are of a unique design will be very difficult to be replaced today. Such designs are used in bay windows, dormers, clerestories, and sidelights among others. Every effort must be shown to be made in preserving the visual integrity of these unique elements and finding acceptable replacements for such components.

Documentation Requirements

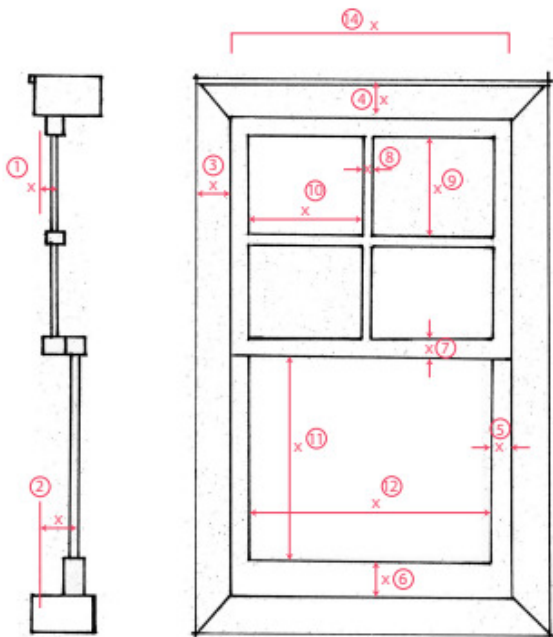
In addition to an HDLPC Certificate of Appropriateness (CoA) Application Form a complete application typically requires the materials listed below, but additional materials may be required depending on the work type. Submissions from prior CoA submissions can be provided as reference.

Additional Required Documentation and Drawings for Window Replacement Applications

- Color photos of the entire building showing location and context of proposed replacement or modification work in scope of the CoA.
- Color photo closeups, of the detail of all windows/openings and intersections in scope of the CoA.
 - o A CoA will be considered incomplete if closeup(s) of one window is provided with the expectation all windows will be approved.
- Schedule of all windows to be considered in CoA including location on exterior elevation/photos with detailed dimensions between existing windows/openings and proposed windows/openings (see worksheet on following page)
- Vertical and horizontal section documentation of proposed windows/openings
- Comparative window evaluation to show dimensional differences and configurations
- Product specifications and sample for review
- Color and finish specifications and color sample

Frame and Sash Comparison - Single and Double Hung Windows

Instructions: To compare the replacement windows to the original, it is important to understand the compatibility between the original and the replacement. Please fill in each value, in inches. Feel free to notate any other measurements that you feel is important to the replacement discussion.



Existing Frame and Sash Exterior Material _____
Proposed Frame and Sash Exterior Material _____

	Existing	Proposed
1. Upper Sash Measurement from exterior façade to glass (Shadow Profile)	_____	_____
2. Lower Sash Measurement from exterior façade to glass (Shadow Profile)	_____	_____
3. Side trim Measurement	_____	_____
4. Top/bottom Measurement	_____	_____
5. Stile Measurement	_____	_____
6. Rail Measurement	_____	_____
7. Meeting Rail Measurement	_____	_____
8. Muntin Measurement	_____	_____
9. Glass Height upper	_____	_____
10. Glass Width lower	_____	_____
11. Glass Height lower	_____	_____
12. Glass Width lower	_____	_____
13. Overall Sash height	_____	_____
14. Overall Sash width	_____	_____

Appendix:

U.S. Department of the Interior

Preservation Briefs: 9 The Repair of Historic Wooden Windows

<https://www.nps.gov/orgs/1739/upload/preservation-brief-09-wood-windows.pdf>

Window Restoration Video Examples

<https://www.youtube.com/watch?v=4Ajolyww1bE>

<https://www.youtube.com/watch?v=K9p7MaLbsLE>

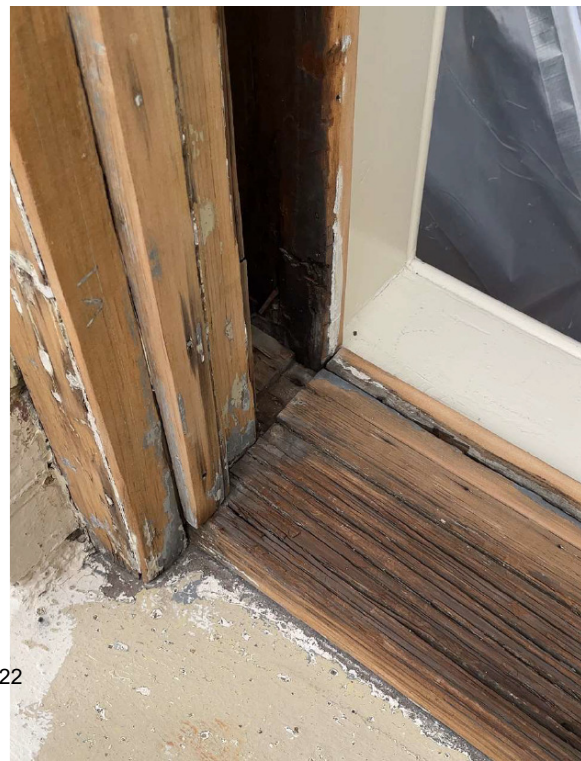
Example Window Restoration

This is a 156-year-old, old growth wood window. The vertical surfaces are in good shape, the sill is beginning to experience rot; but the next steps show how the sill was able to be restored. All work depicted was completed by the homeowner with no construction education.



Prior to restoring
windowsill and window.

For personal and property protection, you will want a lead paint grade respirator, plastic to secure the area and a HEPA vacuum, because if the house is older than 1978 there likely is lead paint in there somewhere. To remove paint, paint scrapers and a heat gun to remove paint and prepare the surface. First steps: secure the area and remove paint.

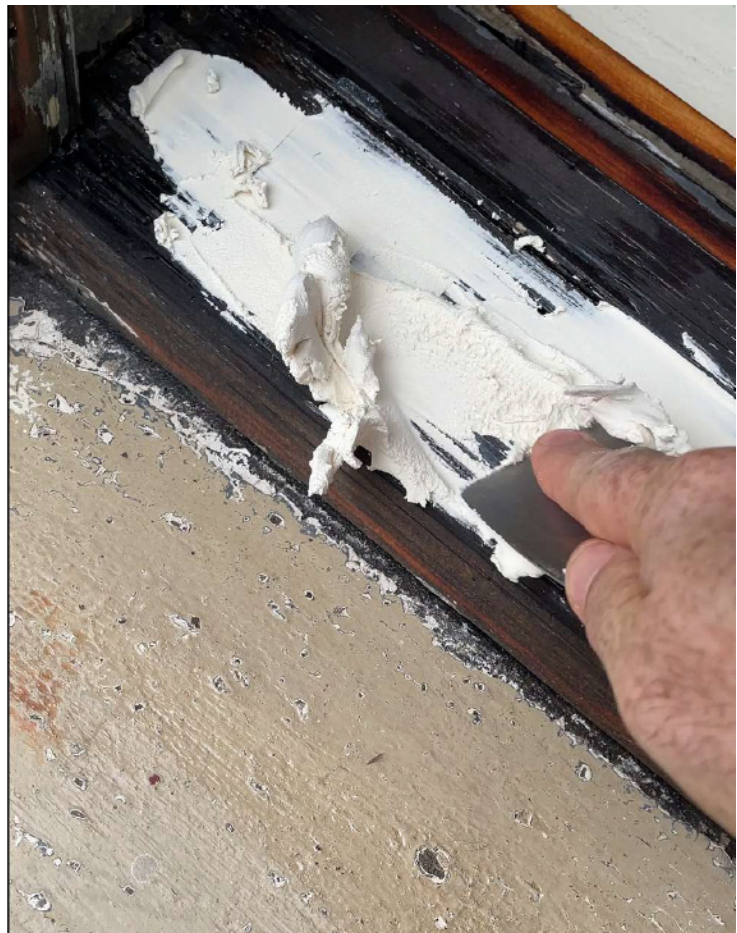


Window Guidance

After surfaces are cleared of paint and gently sanded, Abatron Liquid Wood was applied to the surfaces with the greatest need for structure and stabilization. Minwax Wood Hardener was used on the surfaces with less need.



Abatron Wood Epox was used for filling holes and replacing missing wood.



After the Wood Epox had dried, a primer coat was applied to prepare for the finish coat.



Final coat and finished product.



**CITY OF POUGHKEEPSIE
HISTORIC DISTRICT & LANDMARK PRESERVATION COMMISSION
2023 MEETING DATES**

City Hall – Common Council Chambers – 6:00 P.M.

The agenda will be posted on the city's website one (1) week prior to the scheduled meeting. Applications to be considered must be submitted two (2) weeks prior to the scheduled meeting.

THURSDAY, JANUARY 12

THURSDAY, FEBRUARY 9

THURSDAY, MARCH 9

THURSDAY, APRIL 13

THURSDAY, MAY 11

THURSDAY JUNE 8

THURSDAY, JULY 13

THURSDAY, AUGUST 10

THURSDAY, SEPTEMBER 14

THURSDAY, OCTOBER 12

THURSDAY, NOVEMBER 9

THURSDAY, DECEMBER 14