

- D. *Bungalows.* No bungalows shall be erected on any residential lot. For the purpose of this Section, "bungalow" shall be deemed to be any residence which does not contain a second (2nd) story capable of being utilized for at least two (2) bedrooms of not less than ten (10) feet by twelve (12) feet each and space for a stairway leading thereto.

Section 505.045. Installation of Windows and Doors. [Ord. No. 812 §1, 10-9-2006; Ord. No. 885 §6, 6-14-2010]

- A. *Definitions.* As used in this Section, the following terms shall have these prescribed meanings:

COMMISSION — The Historical Preservation Commission of the City of Pasadena Hills, Missouri.

REPLACEMENT WINDOW/REPLACEMENT DOOR/WINDOW REPLACEMENT/DOOR REPLACEMENT — The removal of the existing unit and its frame leaving the rough opening in the wall to remeasure for new replacement.

- B. No person, firm or corporation may install or construct new windows and doors or alter existing windows and doors in any structure within the City without first obtaining a permit from the City Building Commissioner.
- C. All applications for a window or door permit shall be accompanied by material samples, renderings and construction plans and specifications drawn by a qualified and reputable contractor.
- D. No permit for installation or alteration of windows or doors shall be issued unless the samples, renderings, plans and specifications for such installation or alteration conform to the specifications set forth in this Section; provided however, that such specifications are consistent with standards promulgated by the Secretary of the Interior as such standards have been incorporated by Ordinance No. 619.

1. *General specifications.*

- a. Existing windows and doors should be repaired, not replaced. Wood that can be repaired shall not be removed; wood components shall be repaired by patching, piecing-in, consolidation or otherwise reinforcing the wood.
- b. If an applicant believes that an existing window or door cannot be repaired, the following characteristics of such window or door shall be preserved and not altered:
 - (1) The position, function, number, size and arrangement of historic windows and doors in a building wall, and
 - (2) The material and design of the existing window or door, including the casing, size, number of panes and type of window or door.

However, if such window or door is not a character-defining feature of the facade as determined by the Historic Preservation Commission, minor changes in the proposed replacement window or door may be approved by the Commission.

- c. Any window replacement with insulating glass shall have permanently applied muntins no wider than seven-eighths ($\frac{7}{8}$ inch and dark colored internal spacer bars. Flat muntin grids applied to the inside or outside panes and removable muntins are prohibited.
- d. Replacement windows shall be wood, either in its natural state or aluminum clad on the exterior. Window components shall be an earth-tone color which is consistent with the style of the structure and from the list of approved colors promulgated by the Commission.
- e. Replacement windows incorporating external storm panels that are integrated into the sash are prohibited.
- f. Vinyl windows or doors are prohibited.
- g. Interior trim and sills on replacement windows and doors should be reused and refinished with minor modifications to allow a good fit. In the event the existing trim and sills cannot be reused, a reasonable facsimile to size, proportion and detail of the original detail shall be used.
- h. Where original doors contribute to the historic character of the structure, they should be preserved. Front door refurbishment may include new weather stripping, a new threshold if required and bottom door sweep. Door hardware shall be refurbished; however, if the existing hardware cannot be reused, a reasonable facsimile to size and style to the existing shall be used.
- i. On facades not visible from any public street, road, alley, sidewalk or other right-of-way, replacement windows are to match the existing location and size. Alternate window muntin options may be allowed in those areas upon approval of the Commission. If remodeling in those areas includes an addition or exterior wall renovation, compatible window and door size, function and style is to be considered and executed in matching the existing exterior architectural style and detail of the house.
- j. The repair/reconstruction of steel case windows is approved and encouraged.
- k. If the original window style has been subject to renovation prior to the passage of the ordinance, the current window style and layout pattern on the facade may remain and be upgraded with new replacement windows of similar type or style even if such particular type or style is prohibited by this Section. However, the replacement of the current window style and layout with the original window layout and window type is encouraged. Nothing in this Subsection shall be construed as an exemption from the permit requirements of this Section or compliance with other provisions of this Section.
- l. Existing interior and exterior trim shall be preserved in place unless such is damaged by a window or door renovation.
- m. If front door replacement is required, the same door and frame style, same door fenestration if it applies, and same door and frame material and detail shall be

maintained.

2. *Additional specifications for storm windows and doors.* Storm windows and doors can be an important part of the renovation of an older structure to modern living and energy standards. The principle behind the specifications listed below is to accommodate the use of storm window and doors in a manner that has minimal impact on the appearance of the primary window and door, which are often some of the most distinctive features of a building.
 - a. Storm windows and doors must be painted or aluminum clad to match or complement the trim of the structure. Any material is acceptable as long as it is clad or painted.
 - b. Storm doors should avoid obscuring the design of the front door.
 - c. Storm windows must be of a configuration that will not obscure the window behind.
 - d. Stained glass and decorative windows shall be preserved in place and shall be repaired as necessary. A storm window is allowed to protect the window and provide additional weather and interior climate protection.
 - e. Storm windows and doors must match the size of the existing windows and doors.
 - f. Alternate window pattern and door detail can be used on side, rear and basement door locations.
 - g. The installation of storm windows cannot alter the existing window size, detail and fenestration.
 - h. Security storm doors are prohibited.
- E. If, upon inspection, the windows or doors do not conform to the specifications set forth herein or do not conform to the samples, renderings and plans submitted, the Building Commissioner shall place a "stop work" order on the work immediately. The work already completed shall be replaced with work that conforms to the specifications and the samples, renderings and plans provided with the application for permit.
- F. The property owner seeking a permit for installation or alteration to the window(s) and door(s) shall be required to pay funds or present a surety bond to the City, to be held in escrow by the City, to ensure the completion of the work in conformance with the specifications and permit conditions. Such funds may be used by the City, in accordance with the terms of the escrow agreement, for the purpose of bringing the window and door installation or alteration into compliance with the specifications set forth herein.
- G. Any decision or order of the Building Commissioner in the enforcement of this Section may be appealed to the Board of Adjustment in accordance with the procedures for appeal of administrative decisions.