For historic wood windows, the following shall be undertaken prior to consideration of replacement:

1. **First, Maintain** distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property;

2. **Then, Repair** in kind deteriorated historic features rather than replace them whenever possible; and

3. **Finally, Replace** only what is beyond repair and where the severity of deterioration requires replacement.

When these alternatives have been considered, the following steps will guide the choice of replacement windows:

- Limited extent. Wholesale replacement of windows should only be considered in cases of failure.
- Match dimension and design, including profile, muntins/mullion pattern, size, stile and rail dimensions. Unusual or ornamental windows shall be retained. If not true divided light, factory-adhered muntins on the exterior are acceptable. Between-the-glass grilles are not acceptable.
- Retain or replicate exterior framing and trim.
- Match existing window style (i.e. double hung, awning, transom, etc). Replacement casement windows are acceptable with a factory-adhered dividing bar (and muntins pattern, as appropriate) to visually replicate the appearance of a double-hung window.