

1.

Request:

Project Name: Window Replacement

Location:

Applicant:

Representative:

Jurisdiction:

Council District:

Case Manager:



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## Historic Landmarks and Preservation Districts Commission

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# Report to the Committee

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To: Cherokee Triangle Architectural Review Committee  
Thru: Savannah Darr, Historic Preservation Officer  
From: Bradley Fister, Senior Planner – Urban Design  
Date: May 23, 2025

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**Case No:** 25-COA-0057  
**Classification:** Committee Review

### GENERAL INFORMATION

**Property Address:** 1412 Willow Ave. Units 21, 22, 32, 34, 35, 37, & common areas  
1416 Willow Ave. Units 2A, 2B, 3A, 3B, & common areas

**Applicant:** James Hopkins, President of  
Dartmouth-Willow Terrace HOA  
1416 Willow Ave., Unit 6B  
Louisville KY, 40204  
(415) 420-6942  
[jimhopkins@gmail.com](mailto:jimhopkins@gmail.com)  
[dwtboardpresident@gmail.com](mailto:dwtboardpresident@gmail.com)

**Owner:** Please see attached list of individual owners, unit numbers,  
and contact information

**Estimated Project Cost:** TBD

### Description of proposed exterior alteration:

The applicant requests approval to replace a total of 205 historic wood double-hung and casement style windows and wrap their trim located on all elevations of both the Willow Terrace building and the Dartmouth building. There is currently a mix of muntin configurations ranging from 1/1, 3/1, 4/1, 6/1, 8/1, and 8/8 double-hung windows as well as a few 16-lite casement windows. The proposed replacement windows will be Andersen E-series clad wood double-hung windows.

### 1412 Willow Avenue (Willow Terrace):

- Unit 21/22 – eight (two 4/1, six 6/1) all non-street facing
- Unit 32 – eight (two 4/1, six 6/1) all non-street facing

- Unit 34 – seventeen (two 4/1, six 6/1, two 6/6, one 8/1, six 8-lite casement windows) all street facing
- Unit 35 – fourteen (two 4/1, two 4/4, seven 6/1, one 8/1, one 8/8) ten non-street facing
- Unit 37 – six (five 6/1, one 4/1) one non-street facing

**1416 Willow Avenue (Dartmouth):**

- Unit 2A – twenty-three (five 1/1, two 4/1, fifteen 6/1, one 8/1) fifteen non-street facing
- Unit 2B – twenty-three (five 1/1, two 4/1, fifteen 6/1, one 8/1) nine non-street facing
- Unit 3A – twenty-three (five 1/1, two 4/1, fifteen 6/1, one 8/1) fifteen non-street facing
- Unit 3B – twenty-three (five 1/1, two 4/1, fifteen 6/1, one 8/1) nine non-street facing

**Public Spaces on floors three and below of 1412 and 1416 Willow Avenue:**

- Sixty (two full-lite, seven 3/1, two 4/1, forty-nine 6/1) twenty-three non-street facing

*\*This proposal is only for the windows on the third-floor and below. The windows on the fourth floor and above of both buildings were approved previously under case number 25-COA-0058.*

**Communications with Applicant, Completion of Application**

The application was received on March 5, 2025 and was determined to be complete and requiring committee level review.

The case is scheduled to be heard by the Cherokee Triangle Architectural Review Committee (ARC) on Wednesday May 28, 2025 at 4:30 PM in Room 101 of the Metro Development Center located at 444 S. 5<sup>th</sup> Street.

**FINDINGS**

**Guidelines**

The following design review guidelines, approved for the Cherokee Triangle Preservation District, are applicable to the proposed exterior alteration: **Window**. The report of the Commission Staff's findings of fact and conclusions with respect to these guidelines is attached to this report.

The following additional findings are incorporated in this report:

**Site Context/ Background**

The Willow Terrace (8 stories tall), located at 1412 Willow Avenue, was constructed in 1922. The Dartmouth (11 stories tall), located at 1416 Willow Avenue, was constructed in 1927. Both buildings were designed by local architecture firm Jospheh and Joseph in the Beaux Arts style popular in Louisville from the late 1880's through the late 1920's. Each include character defining features such as symmetrical facades, raised stone foundations, classical bas-

reliefs of medallions and garlands, heavy cornices, and low-slope roofs with ornate parapets. They are zoned R8A and are located on the west side of Willow Avenue in the Traditional Neighborhood Form District. The site is surrounded by other multi-story apartment buildings of varying architectural styles.

Previous COAs for the Willow Terrace (1412 Willow Ave.) include case #21-COA-0013 in February of 2021 for tree removal.

Previous COAs for the Dartmouth (1416 Willow Ave.) include:

- Staff approved 25-COA-0058 in March 2025 for the replacement of all windows in both buildings on floors four and above;
- Staff approved 21-COA-0194 for installation of updated step rails, and an ornamental gate and fence panels;
- ARC approved 19-COA-1144 for window replacement;
- ARC approved 18-COA-1219 for window replacement; and
- ARC approved 16-COA-1199 for after-the-fact window replacement.

## **Conclusions**

The proposed window replacement somewhat meets the standard design guidelines for **Window**. All windows proposed for replacement are on the basement, first, second, and third levels of the two multi-story, multi-family, historic residential buildings. The guidelines call for the evaluation and review of all street-facing windows on levels three and below. For this reason, staff has inspected each of the windows proposed for replacement to evaluate their level of deterioration.

Staff determined the majority of the windows do not meet the standard for deterioration, thus not meeting **W.1** and **W.4**. However, large multi-family buildings such as these have different constraints from other buildings in the District. With the number of windows in the buildings, the visual rhythm of all the windows together is more consistent and impactful as its own design element. This is different from smaller scale buildings where a single window may be more impactful. For these reasons, the National Park Service (NPS) and Kentucky Heritage Council (KHC) take a more holistic review approach on large multi-story buildings such as these. The applicants are pursuing historic rehabilitation tax credits for the window replacement, which will be reviewed in depth by NPS and KHC. In this instance, staff believes a holistic approach is appropriate and should meet the guidelines. Each individual window is not character defining. It is the design of the whole façade of windows that is truly character defining.

The proposed wrapping of the trim generally does not meet **W.2**. However, the wood trim that is simple in design and its proposed wrapping can prevent further deterioration and possible deferred maintenance issues. The applicants have unique height related constraints to access the windows and trim readily and affordably on a regular basis to consistently maintain them. Though these are residential buildings, their scale and massing are not comparable to single-family residences or smaller multi-residential buildings in the District.



The proposed replacement windows do generally meet **W.4**. They will be Andersen E-series, clad wood, double-hung windows with clear glazing that will match the muntin configuration of the existing windows and fit the historic window openings. This window type will be used on the entire building for a cohesive design. There is one owner requesting replacement of their three 16-lite, double casement windows with 8/8 double-hung windows. The casement windows are generally considered a hazard at this height. Historically, this change has already occurred in some of the units and has not negatively impacted the historic integrity of the building (**Figures 1 and 2**). While this proposed change in design and function does not fully meet **W.4**, staff believes there is historic precedent and site-specific needs to approve this change.

Given the specifics of these sites and buildings and the recommendations by NPS and KHC, staff recommends approval of the replacement of all windows contained in this application.

Furthermore, if the ARC approves this application, staff requests that additional, identical applications for replacement of street facing windows and wrapping of trim, that are submitted for 1412 and 1416 Willow Avenue only, may be reviewed and approved at a staff level given they meet the same specifications of the windows approved under this application.



Figure 1 – U of L Libraries Digital Collections Photograph of Willow Terrace Apartments, 1927.



Figure 2 – Google Street View, Oct 2018, of 1412 Willow Ave. (red squares indicates a 16-lite casement window previously replaced with a 16-lite double-hung window).

### RECOMMENDATION

On the basis of the information furnished by the applicant, staff recommends the application for a Certificate of Appropriateness be **approved** with the following conditions:

1. The applicant shall submit a glazing sample to staff for review and approval prior to ordering the replacement windows.
2. All replacement windows shall be the proposed Andersen-E series double-hung windows with clear or neutral low-E glazing.
3. Necessary repairs shall be made to wood prior to wrapping. No rotten wood shall be wrapped.
4. If the proposal or scope of work should change in any way the applicant shall contact staff for review and approval prior to continuing work.

Bradley Fister

Bradley Fister  
Senior Planner – Urban Design

5-23-2025

Date

# Window

## Standard Design Guideline Checklist

+	Meets Guidelines	NA	Not Applicable
-	Does Not Meet Guidelines	NSI	Not Sufficient Information
+/-	Meets Guidelines with Conditions		

	Guideline	Finding	Comment
<b>W.1</b>	<p>Preserve the functional and decorative features of a historic window, as well as the historic window material on street-facing and street-address building features (bays, etc.) and facades as they are more character defining. For structures that were constructed with four or more stories, this applies to the first three stories.</p> <ul style="list-style-type: none"> <li>Where a historic window is intact and in repairable condition, retain and repair it to match the existing as per location, lite configuration, detail, and material.</li> <li>Preserve the historic window features including the frame, sash, muntin, mullion, glazing, sill, head, jamb, and molding.</li> <li>Preserve a historic transom. A transom can be opened to let cool air in and warm air out of the structure.</li> <li>Preserve the original material of a window. If this is not possible, alternative materials may be considered if they convey the character, detail, and finish of the original material.</li> <li>Maintain the functionality of a historic double-hung window in a historic structure. A double-hung window functions like a transom, and allows cool and in and warm air out, facilitating air circulation.</li> <li>Repair, rather than replace, a frame and sash.</li> <li>Consider weather-stripping a window to reduce air flow in and out of a structure, creating a more energy-efficient building.</li> </ul>	+/-	<p>The majority of the windows proposed for replacement do not meet the standard for deterioration, thus their proposed replacement does not meet this guideline. However, large multi-family buildings such as these have different constraints from other buildings in the District. With the number of windows in the buildings, the visual rhythm of all the windows together is more consistent and impactful as its own design element. This is different from smaller scale buildings where a single window may be more impactful.</p> <p>For these reasons, the National Park Service (NPS) and Kentucky Heritage Council (KHC) take a more holistic review approach on large multi-story buildings such as these. The applicants are pursuing historic rehabilitation tax credits for the window replacement, which will be reviewed in depth by NPS and KHC.</p> <p>In this instance, staff believes a holistic approach is appropriate and should meet the guidelines. Each individual window is not character defining. It is the design of the whole façade of windows that is truly character defining.</p>
<b>W.2</b>	<p>Avoid alterations to a historic window that would negatively affect the historic appearance of the window and structure.</p> <ul style="list-style-type: none"> <li>Do not apply reflective or insulating film to window glass on street-facing and street-address facades.</li> <li>Do not use smoked, tinted, or reflective glass on street-facing and street-address facades. Neutral appearance low-E is permissible.</li> <li>Do not remove, block in, or back-paint a transom or sidelight. If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.</li> <li>Do not alter the number, size, location, or shape of a historic window on street-facing and street-address building features and facades by making new window openings or permanently blocking existing openings.</li> <li>For a masonry structure, inset new bricks in historic window or door openings on secondary or tertiary elevations that have approval to be removed. Preserve opening details, such as lintels, to</li> </ul>	+/-	<p>The applicant proposes to replace the windows using clad-wood, Andersen E-series, double-hung windows that will fit in the historic openings without modifications. All glazing shall be clear, neutral low-E is permissible with staff review of a glazing sample prior to ordering.</p> <p>Furthermore, the proposed wrapping of the trim generally does not meet W.2. However, the wood trim that is simple in design and its proposed wrapping can prevent further deterioration and possible deferred maintenance issues. The applicants have unique height related constraints to access the windows and trim</p>



	Guideline	Finding	Comment
	<p>demark where the historic opening was once located.</p> <ul style="list-style-type: none"> <li>Do not locate any new window openings that may be required for a new use on street-facing and street-address facades.</li> <li>Do not remove or obscure historic window trim with metal or siding materials on street-facing and street-address building facades. If this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.</li> <li>Do not install new floors, dropped ceilings, or interior walls that block the glazed area of historic windows. A design should incorporate a setback that allows the full height of the historic window to be seen unobstructed if new floors, dropped ceilings, or interior walls are necessary.</li> </ul>		<p>readily and affordably on a regular basis to consistently maintain them. Though these are residential buildings, their scale and massing are not comparable to single-family residences or smaller multi-residential buildings in the District.</p> <p>See conditions of approval.</p>
<b>W.3</b>	<p>Reconstruct a missing window element.</p> <ul style="list-style-type: none"> <li>Use a surviving prototype to reconstruct a missing window element, such as architraves, hoodmolds, sash, sills, and exterior shutters or blinds.</li> <li>Use a material for which there is a historic precedent or a compatible substitute material if necessary.</li> </ul>	NA	
<b>W.4</b>	<p>Match a replacement window design to the historic. Replace a severely deteriorated historic window on street-facing and street-address building features (bays, etc.) and facades with a new window that conveys the same visual appearance. For structures that were constructed with four or more stories, this applies to the first three stories.</p> <p>For more information on what classifies a window as “severely deteriorated” and, therefore eligible to be completely replaced, see the final page of this chapter.</p> <p>Windows on side and rear elevations that are not character defining and do not face the street, do not have to meet the severely deteriorated threshold. For structures that were constructed with four or more stories, windows on the fourth story and higher do not have to meet the severely deteriorated threshold.</p> <ul style="list-style-type: none"> <li>Use historical, pictorial, and physical documentation to select a new window that is compatible with the historic character of the building.</li> <li>Select a window that matches the historic sash dimension, muntin configuration, reveal depths, glass-to-frame ratios, glazing patterns, frame dimensions, trim profiles, and decorative features when the repair of historic windows is impossible.</li> <li>Install a replacement window that operates in the same way as the original window. Double-hung windows are replaced with double-hung, and casement windows are replaced with casements. Replacement windows can also appear to operate in the same way. A casement or fixed window that looks like a double-hung window could be permissible.</li> <li>Do not install a replacement sash that does not fit historic window openings. Historic openings should never be blocked-in to accommodate a stock window.</li> <li>Do not install a synthetic replacement window on street-facing and street-address building features</li> </ul>	+/-	<p>The proposed replacement windows do generally meet W.4. They will be Andersen E-series, clad wood, double-hung windows with clear glazing that will match the muntin configuration of the existing windows and fit the historic window openings. This window type will be used on the entire building for a cohesive design.</p> <p>There is one owner requesting replacement of their three 16-lite, double casement windows with 8/8 double-hung windows. The casement windows are generally considered a hazard at this height. Historically, this change has already occurred in some of the units and has not negatively impacted the historic integrity of the building (Figures 1 and 2). While this proposed change in design and function does not fully meet W.4, staff believes there is historic precedent and site-specific needs to approve this change.</p> <p>See conditions of approval.</p>

	<b>Guideline</b>	<b>Finding</b>	<b>Comment</b>
	<p>(bays, etc.) and facades that does not appear similar in size, finish, texture, and depth to the historic window materials. For structures that were constructed with four or more stories, this applies to the first three stories.</p> <ul style="list-style-type: none"> <li>Do not replace a multi-pane window that has true divided lights with thermal glazing windows that have false "snap-in" or applied muntins on street-facing and street-address building features (bays, etc.) and facades. Simulated divided lite is permissible. For structures that were constructed with four or more stories, this applies to the first three stories.</li> <li>Do not install contemporary picture, glass block, or jalousie window in an exterior window opening unless there is historic documentation that this occurred originally. Where basement windows are not visible from the street, are severely deteriorated, and are non-functional, glass block may be permissible.</li> <li>If a window has been previously replaced that does not meet these guidelines, the next time it is replaced, it will come into compliance by following these guidelines.</li> </ul>		
<b>W.5</b>	<p>Preserve and repair an existing wood shutter when possible.</p> <ul style="list-style-type: none"> <li>Keep historic shutters intact. The shutters serve as accents and provide security.</li> <li>Use existing shutters to help cool a structure. Shutters help block solar heat gain in the summer while allowing breeze to pass through (if they are louvered), helping with cooling costs during summer months.</li> </ul>	NA	
<b>W.6</b>	<p>Repair an existing shutter with in-kind materials or with materials that replicate the original material, design, and dimensions. If the shutter was replaced previously with a material that does not meet these guidelines and work is being done, then it will be corrected to come into compliance with these guidelines.</p>	NA	
<b>W.7</b>	<p>Replace shutters where they previously existed when possible.</p> <ul style="list-style-type: none"> <li>If damage is too extensive to repair, using replacement shutters may be considered.</li> <li>Choose a replacement shutter that appears similar in style, color, size, and material to the historic materials. The replacement shutter should cover one-half of the window, were it to be closed.</li> <li>Install shutters only where there is historic evidence for them.</li> <li>A replacement shutter should be or appear to be operable, measure the full height and width of the windows, and be constructed of a historically appropriate material.</li> <li>Mount replacement shutters so they partially cover the vertical trim of the window frame.</li> <li>Do not mount a shutter to the masonry or cladding on either side of the window.</li> <li>Do not install aluminum or vinyl shutters that do not accurately replicate the historic shutter.</li> </ul>	NA	
<b>W.8</b>	<p>Preserve an original awning when possible.</p>	NA	
<b>W.9</b>	<p>Maintain a historic awning in operable condition when possible.</p>	NA	
<b>W.10</b>	<p>Repair an altered awning to its original design when possible.</p>	NA	
<b>W.11</b>	<p>Replace a non-repairable historic awning or add a new</p>	NA	

	Guideline	Finding	Comment
	<p>awning to be consistent with the historic context.</p> <ul style="list-style-type: none"> <li>• Design an awning to complement existing architectural features. It should not overwhelm the facade.</li> <li>• Design an awning to be of matte-finish, weather-proofed fabric of traditional form, and of a color that complements the building. Typically, an awning of a solid color and narrow or wide stripes running perpendicular to the building is the preferred pattern.</li> <li>• Consider the use of an operable awning where appropriate. Operable awnings can provide shade in the summer and allow solar access in the winter, increasing the energy-efficiency of a structure.</li> <li>• Use a material that is durable and weather resistant.</li> <li>• Attach an awning between the window display area and the signboard or second floor window sill. An awning should be attached below the transom line where historic prism glass is present.</li> <li>• Do not damage the historic structure when installing an awning. Hardware should be limited to that which is required for structural stability and should be driven into mortar joints, not masonry.</li> <li>• Do not use plastic or back lit awnings. Metal, glass, fiberglass, and similar material awnings may be permissible if they complement the architecture of the building.</li> <li>• Do not install an awning where it would not be historically appropriate.</li> </ul>		
<b>W.12</b>	<p>Minimize the visual impact of a modern appurtenance on a historic building.</p> <ul style="list-style-type: none"> <li>• Install a window fixture, such as air conditioning unit, in a window on a secondary elevation when possible.</li> <li>• Do not alter the window sash to accommodate an air-conditioning unit, if this has been done previously and changes are proposed, then it will be corrected to come into compliance with these guidelines.</li> <li>• Install a storm window that duplicates the shape and color of the historic window. A storm window can help reduce air movement into and out of an existing window and provide a more affordable way to create a more energy efficient home.</li> <li>• Use a storm window that has wood or narrow metal frame.</li> <li>• Mount a storm window on the blind stop within the window frame.</li> <li>• Install security bars in a way that does not obscure the historic window.</li> <li>• Use retractable commercial security bars for a storefront.</li> <li>• Upon installation of a modern appurtenance, do not damage any part of the historic window or frame or obscure the architectural character of the historic window.</li> </ul>	NA	



## Louisville-Jefferson County Metro Government

### OFFICE OF PLANNING

METRO DEVELOPMENT CENTER 444 SOUTH 5th STREET SUITE 300  
LOUISVILLE, KENTUCKY 40202

Phone: (502) 574-6230 Website: [louisvilleky.gov/government/planning-design](http://louisvilleky.gov/government/planning-design)

## Certificate of Appropriateness Application

Case Number: 25-COA-0057

Submittal Date: 03/05/2025

Intake Staff: Drake Watson

### Application Information

**Primary Address:** 1412 WILLOW AVE, LOUISVILLE, KY 40204  
**Primary Parcel Id:** 077S00K10000  
**Project Description:** A certificate of appropriateness to replace 291 windows in the R5B and R8A zoning districts  
**Project Name:** Cherokee Triangle- Window replacement

### GENERAL INFORMATION

Acres	0
Dwelling Units	0
Historic Preservation District	CHEROKEE TRIANGLE
New Building Square Feet	0
Number of Meeting Notification Postcards	0
Project Cost	831768
PVA Assessed Value	0
Rooms	0

### GIS INFORMATION

Council District	8
Current Subdivision Name	BARRINGER LAND CO SUBDIVISON
Fire Protection District	LOUISVILLE #4
Form District	TRADITIONAL NEIGHBORHOOD
Historic Site	APARTMENT BUILDING #EL#
Municipality	LOUISVILLE
National Register District	CHEROKEE TRIANGLE

Overlay District	NONE
Plan Certain	NONE
Plat Book - Page	02-272
System Development District	NO
Zoning Code	R8A

#### Owner Information

**Name:** ATKINS GEORGE L TRUSTEE  
**Address:** ADDRESS UNKNOWN, CONDO LAND LOT, KY C-LOT

#### Contact Information

**Type:** Applicant  
**Name:** James Hopkins  
**Address:**  
KY  
**Phone:** 4154206942  
**Email:** jimhopkinds@gmail.com

#### Owner Certification Statement

**Application Submitted By:**

hereby certify that I am the owner of property subject of this application, or that I am authorized to submit this application on behalf of the owner(s) of the property.&nbsp; I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.



**COA**

# Certificate of Appropriateness Application

Louisville Metro Office of Planning

Case No:

25-COA-0057

Intake Staff:

DW

Date:

3-5-25

NO APPLICATION FEE

**STAFF USE ONLY ABOVE THIS LINE**

In order to be assigned the following week, applications are due on Fridays at 5:00 pm. Once complete, please bring the application and supporting documentation to: Office of Planning, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <https://louisvilleky.gov/government/planning-design/>.

**Project Information:**

*Overall district boundaries and other property information required on this form can be found on the Parcel Report via the LOJIC Online Map tool: <https://www.lojic.org/lojic-online>.*

**Preservation****District:**☐ Butchertown☐ Old Louisville☒ Cherokee Triangle☐ Parkland Business☐ Clifton☐ West Main Street☐ Limerick☐ Individual Landmark

Project Name: Window replacements for 21 applicants on floors 2 and 3 at Dartmouth-Willow Terrace co

Project Address / Parcel ID: 1412-1416 Willow Ave.

Total Acres: \_\_\_\_\_ PVA Assessed Value: \_\_\_\_\_ Project Cost (exterior improvements only): \$831,768

Does the project include a new building or building addition? If so, please provide the following information:

Existing Sq Ft: \_\_\_\_\_ New Construction Sq Ft: \_\_\_\_\_ Height (Ft): \_\_\_\_\_

**Project Description:**

→ Use additional sheets if needed

Replace 291 windows on floors 2-3 with Andersen E-series. Please see attached cut sheet and brochure.

**RECEIVED**

MAR 05 2025

**OFFICE OF  
PLANNING**

25-COA-0057

## Contact Information

Print and use a second copy of this page if additional contacts are needed.

### Owner:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant / Contact:

Name: James Hopkins

Company: \_\_\_\_\_

Address: 1416 Willow Ave., 6B

City: Louisville State: KY Zip: 40204

Primary Phone: 415-420-6942

Alternate Phone: \_\_\_\_\_

Email: jimhopkins@gmail.com

**Owner Signature (required):** \_\_\_\_\_

### Certification Statement

A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, \_\_\_\_\_, in my capacity as \_\_\_\_\_, hereby  
*representative/authorized agent/other*

certify \_\_\_\_\_ is (are) the owner(s) of the property which  
*name of LLC / corporation / partnership / association / etc.*

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a materially false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

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MAR 05 2025

OFFICE OF  
PLANNING

25-COA-0057

## Checklist

Please submit the completed application along with the following documents



Applications will not be accepted without the following items:

- ☐ **Photos:** Current and dated photographs showing building front, specific project area, and surrounding buildings
- ☒ **Materials Info:** Elevations, pictures, samples, brochures, or other technical data describing materials, such as windows, doors, roofing, fencing, etc. to be used in the renovation or replacement
- ☐ **Plans / Renderings:**
  - ✓ **Site Plan:** drawn to scale and showing all property lines, existing development, and proposed development (preferably printed on a 11" x 17" page). Ask customer service for a "SITE PLAN GUIDE" for reference and instructions.
  - ✓ **Floor Plan:** If the proposal involves a building, a general floor plan of the improvement, drawn to scale, and with the purpose of each room labeled (preferably printed on a 11" x 17" page).
  - ✓ **Elevations:** If the proposal involves a building, signage, or walls/fencing, an Elevation of the improvement, drawn to scale (preferably printed on a 11" x 17" page).
  - ✓ **Landscaping Plan:** If the proposal involves the removal or installation of landscaping, a Landscaping Plan, drawn to scale (preferably printed on a 11" x 17" page).
  - ✓ Any other plans or renderings necessary to show the extent of the exterior changes.
- ☐ **Mailing Labels:** (For Committee Level Reviews only) You are required to notify the neighboring property owners of this application. You must create mailing labels of 1st-tier adjoining property owners, and your Case Manager (ask customer service for a "HOW-TO: USER GUIDE" for step-by-step instructions). Staff will prepare the notice once a meeting date is determined, but the applicant is responsible for picking up and mailing.

Note: Committee reviews may be required due to the complexity of the case. The necessity of these items will be determined by staff upon review. Projects requiring committee level review include, but are not limited to, construction of new buildings, demolition, and projects that vary widely from design guidelines.

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MAR 05 2025

OFFICE OF  
PLANNING

## Definition

**Certificate of Appropriateness:** A project involving physical changes to the exterior of a building, structure, or property designated as a local landmark or located within a local preservation district shall require prior approval in the form of a Certificate of Appropriateness. An approval requires substantial conformance to design guidelines established for each landmark and district. The design guidelines, along with other information regarding local preservation districts, may be found at the website of the Landmarks and Preservation Districts Commission: <https://louisvilleky.gov/government/planning-design/historic-preservation-landmarks-and-overlay-districts>

25-COA-0057



## Contact Information

Print and use a second copy of this page if additional contacts are needed.

### Owner:

Name: Dehli Properties, LLC  
Company: Dehli Properties, LLC  
Address: 1118 Rostrevor Cir  
City: Louisville State: KY Zip: 40205  
Primary Phone: 502-727-7669  
Alternate Phone: 502-727-7669  
Email: dehliproperties@gmail.com

### Applicant / Contact:

Name: Gail Dehli  
Company: Dehli Properties, LLC  
Address: 1412 Willow Ave., unit 32  
City: Louisville State: KY Zip: 40204  
Primary Phone: 502-727-7669  
Alternate Phone: 502-727-7669  
Email: dehliproperties@gmail.com

Owner Signature (required): Gail J. Dehli

### Certification Statement

A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, Gail Dehli, in my capacity as manager, hereby  
representative/authorized agent/other  
certify Dehli Properties, LLC is (are) the owner(s) of the property which  
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: Gail J. Dehli Date: 09/24/2024

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a materially false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

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Print Name	Signature	Email	Phone	Unit #
Connie TRAQUITH		connietraquith@gmail.com	503-526-3496	35
DOUG WOLFE		DOUGWOLFEKY@CMTIL.BM	501-866-7080	39
Emily Neat		emilyneat@gmail.com	(502) 819-2101	224 21

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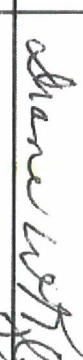




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Print Name	Signature	Email	Phone	Unit #
Diane Hyle		diane.hyle@con dustry.org	502- 608- 1906	34
Mareen Aubrey		mareen.aubrey@ gmail.com	502- 592- 6360	34
Amy Aboud		AmyAboud@ yano.com	502- 417- 8081	36
Carolyn Whalen		—	502 290.0369	35
EMILY HOSFER		EHOSFER@ GMAIL.COM	502.415 2468	38

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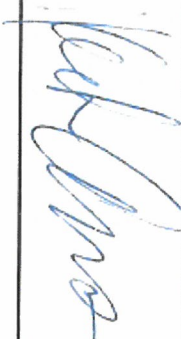



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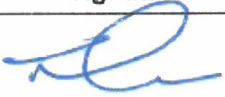
Print Name	Signature	Email	Phone	Unit #
Keith Auerbach		beaplanT @aol.com	508- 291- 7819	2A
Leanne Appleton		leannep@ appleton.com	202.256. 7053	2B

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4

**THIS FORM IS ONLY FOR FLOORS 2 AND 3**

Print Name	Signature	Email	Phone	Unit #
Thomas Miller		Tdmiller10 ADL.com	615- 727-2939	3B Dartmouth

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The Dartmouth-Willow Terrace Windows Project

You'll be asked for your name and contact information on a form like these

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~~AUGUST 20, 2024~~ AUGUST 21, 2024

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Haven't seen one yet? You can download a copy for floors 2 and 3 here



(<https://drive.google.com/file/d/1Ebe4eMRZIPbGmFKjx0WGZLXFxr5xLluT/view>). And you can download one for floors 4 and higher here

([https://drive.google.com/file/d/19yu84yGjZd7J\\_H\\_ycwYQSJs38lp\\_0Wxi/view](https://drive.google.com/file/d/19yu84yGjZd7J_H_ycwYQSJs38lp_0Wxi/view)). Spend less than a minute completing the appropriate one for your floor, then return it to:

Floors 2 and 3 to WT resident Connie Jaquith at [conniejaquith@gmail.com](mailto:conniejaquith@gmail.com) (<mailto:conniejaquith@gmail.com>).

Floors 4 and up to WT board members Scott Miller at [mm451987@yahoo.com](mailto:mm451987@yahoo.com) (<mailto:mm451987@yahoo.com>) or Carl Tannehill at [cjtannehill1@gmail.com](mailto:cjtannehill1@gmail.com) (<mailto:cjtannehill1@gmail.com>).

**THIS FORM IS ONLY FOR FLOORS 2 AND 3**

Print Name	Signature	Email	Phone	Unit #
Tommy Tapp Jr		TommyTapp MOTIS ICA	270-993-7182	31
Shari Tapp		Shari Tapp @gmail.com	270- 993- 7181	31

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THIS FORM IS ONLY FOR FLOORS 4 AND HIGHER

Print Name	Signature	Email	Phone	Unit #

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Print Name	Signature	Email	Phone	Unit #
Connie Sorrell		Connie.Sorrell@ouisulb.edu	(502) 49494911	28
Maurine Oleskey	"	writersmag@ gmail.com	502 552 4254	26

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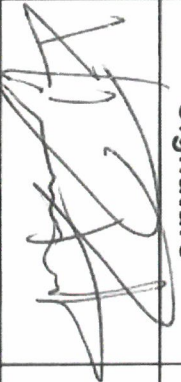





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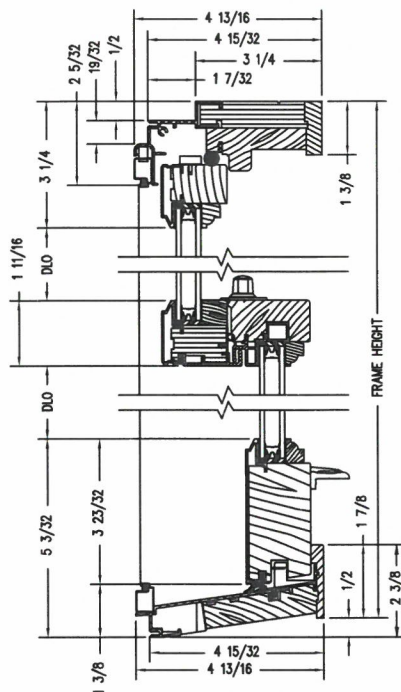
Print Name	Signature	Email	Phone	Unit #
W Dean Factor		wdfactor70@gmail.com	6502 693-1414	33
<del>SHARPER</del> JANET PARRISH		Janet P @ gmail.com	502 322-6516	32
Nancy Bodeil		bodeilouky@gmail.com	502 319 6649	37 #
W, H Bodeil		wkbodeil@gmail.com		
SHARPER		Sharper iii Bodeil.com	646-229-7756	24
Janet Parrish		Janet - a Parrish @ yahoo.com	502 632-4324	23

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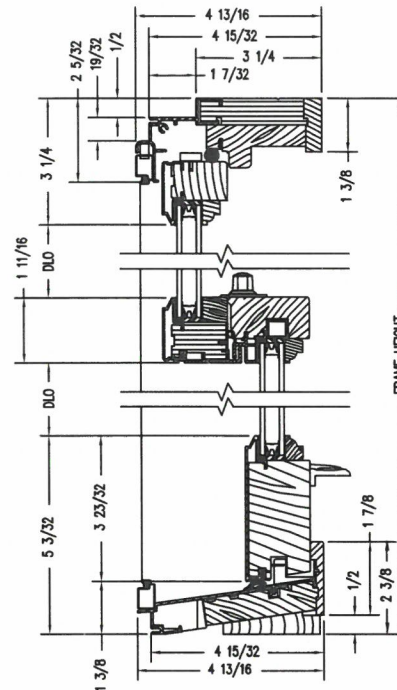
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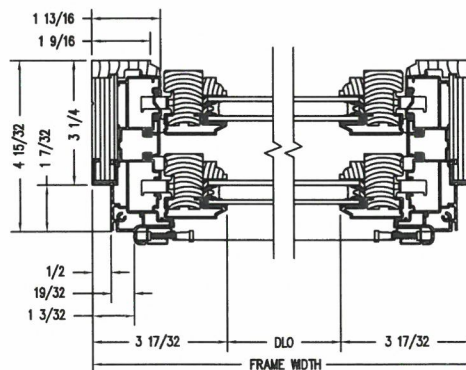
## Double-Hung Insert Windows



Vertical Section  
(For sill angles 8° and greater)



**Vertical Section**  
(For sill angles less than 8°)



Horizontal Section

Shown with ovolo (colonial) glass stops.

PROPER INSTALLATION AND MAINTENANCE OF E-SERIES PRODUCTS IS ESSENTIAL TO ATTAIN OPTIMUM PERFORMANCE AND OPERATION. WRITTEN INSTALLATION INSTRUCTIONS THAT PROVIDE GUIDELINES FOR PROPER INSTALLATION ARE AVAILABLE BY VISITING [ANDERSENWINDOWS.COM](http://ANDERSENWINDOWS.COM). CUSTOM SIZES ARE AVAILABLE. CONTACT YOUR LOCAL SUPPLIER FOR MORE INFORMATION. DRAWINGS ARE NOT TO SCALE.

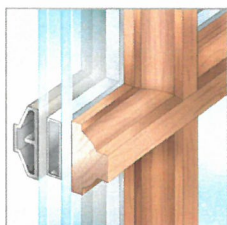
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# ARCHITECTURALLY AUTHENTIC GRILLES

We offer a variety of grille styles and patterns to choose from, or design your own with varying lines, curves and shapes.

## FULL DIVIDED LIGHT (MODERN DIVIDED LIGHT)

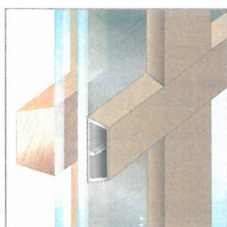
Give any window an authentic look with full divided light grilles that are permanently applied to the interior and exterior of your window with a spacer between the glass. Available in ovolo (colonial) and contemporary profiles.



Chamfer exterior grille and ovolo interior grille profiles

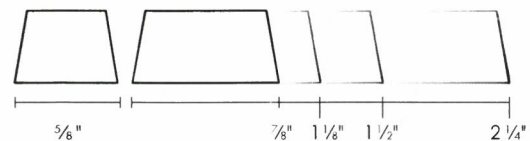
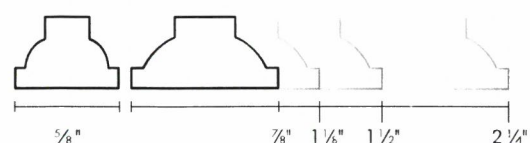
## SIMULATED DIVIDED LIGHT (CLASSIC DIVIDED LIGHT)

An economical solution with traditional beauty, our simulated divided light features fixed exterior and interior grilles without an internal spacer. Available in ovolo and contemporary profiles.

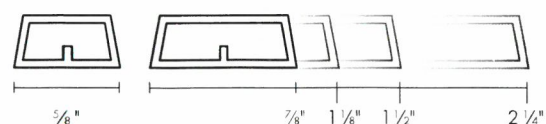
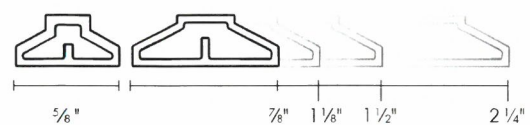


Contemporary exterior and interior grille profiles

### Interior

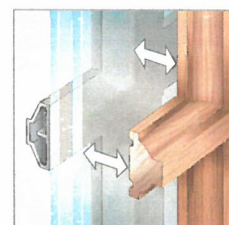


### Exterior

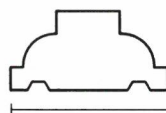


## REMOVABLE INTERIOR WOOD GRILLES

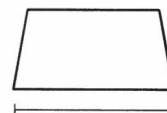
Our removable wood grilles are installed on the interior surface. They are available with an optional surround and an optional permanently applied exterior grille. Available in ovolo and contemporary profiles.



Ovolo profile and optional permanently applied exterior grille with chamfer profile



Ovolo



Contemporary

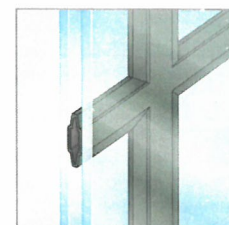
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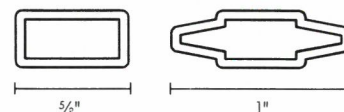
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## FINELIGHT™ GRILLES-BETWEEN-THE-GLASS

Aluminum grilles conveniently placed between two panes of glass make the glass easy to clean inside and out.



1" contoured profile



Flat

Contoured

Contoured profile also in 3/4"

### 5/8" Color Options

- ☐ Colony White
- ☐ Sierra Bronze
- ☐ Pebble Tan
- ☐ Forest Green

### 1" Color Options

- ☒ Sierra Bronze/Colony White
- ☒ Pebble Tan/Colony White
- ☒ Forest Green/Colony White

Choose from our broad palette of 50 colors or select from the two-tone paint combinations shown above.

Available in any color combination in addition to those shown.

# DOUBLE-HUNG INSERT WINDOW

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## FEATURES

### DOUBLE-HUNG INSERT WINDOWS

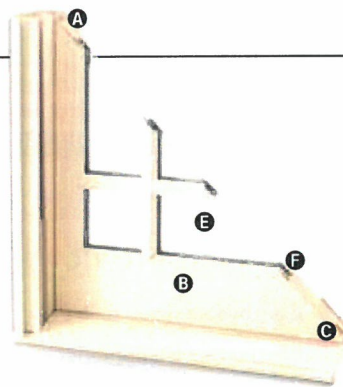
Double-hung insert window fits into an existing window frame making installation a breeze. The appearance of the interior and exterior of the home are maintained because the existing frame, wall coverings and trim work stay completely intact.

### FRAME & SASH

**A** Select wood components are kiln dried and treated with water/insect repellent and preservative. Interior wood surfaces are available in pine, mixed grain Douglas fir, cherry, hickory, mahogany, maple, oak, walnut, alder or vertical grain Douglas fir. Interior surfaces are available unfinished or factory primed. Optional factory-applied finishes are available in a variety of stains and paints.

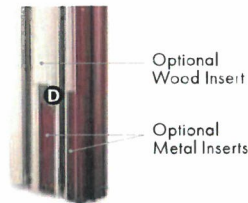
**B** Wood components are fitted with aluminum extrusions on the exterior. 50 exterior colors that meet AAMA 2604 and 2605 specifications are available, as well as custom colors. Also available is a selection of seven exterior anodized options.

**C** Compression bulb weatherstrip is applied on the bottom sash, head jamb, at the meeting rail and on side jambs for a maximum weather seal.



Jamb liners encase balancer assemblies that allow each sash to be tilted 90° inward from a bottom pivot and stay securely in place for washing.

**D** Basic jamb liners are available in beige or white and are made of synthetic material. Optional painted aluminum exterior inserts and wood-veneered interior inserts also available.



### SILL

8 degrees is the standard slope. Filler block is used on existing window sill angles of less than 8 degrees.

GLASS SPACERS available in black, white and stainless steel.

### GLASS

**E** High-Performance Low-E4® glass with a low-conductivity spacer. Triple-pane glass, tinted, clear dual-pane, high-altitude glass and other special glazing options are available.

**F** Glass is fixed in place from the interior with wood stops that can be removed for easy reglazing if necessary. Glass stops available in ovolo (colonial) and contemporary profiles.

## HARDWARE OPTIONS



Lock



Sash Lift

Antique Brass | Black | **Polished Chrome** | Bronze | Gold  
Oil Rubbed Bronze | Pewter | **Bright Brass** | **Brushed Chrome** | White

Windows with VeriLock® sensors use a different sash lock. See the next page for details.  
Bold name denotes finish shown.

### HARDWARE FINISHES



Oil rubbed bronze is a "living" finish that will change with time and use.

## EXTERIOR & INTERIOR OPTIONS

**EXTERIOR COLORS** 50 exterior colors, 7 anodized finishes and custom colors. See exterior colors on page 11.

### INTERIOR WOOD SPECIES



### FACTORY-FINISHED INTERIORS



### INTERIOR PAINTED OPTIONS



Interior custom stains, paints and color matching available.

Naturally occurring variations in grain, color and texture of wood make each window one of a kind.

All factory-finished options are shown on pine.

Painted options available on pine. Dark bronze and black painted options available on pine or maple. Anodized silver painted option available on maple only.

\*Actual wood species is either Sapele or Sipo, both non-endangered species grown in Africa, with color and characteristics similar to Central American mahoganies. Printing limitations prevent exact replication of colors and finishes. Please see your Andersen supplier for actual color and finish samples.

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## HARDWARE

Sash lock/tilt mechanisms and keepers give a slim, more traditional design and allow opening and tilting of the window in one operation. Tilting the sash from the inside for cleaning is effortless.

Surface mount sash lifts allow for easy operation. Units less than 3' wide use one lift. Units 3' wide and greater use two lifts.

## MEASURING GUIDELINES

Measuring guidelines for double-hung insert and picture insert windows can be found on [andersenwindows.com/measure](http://andersenwindows.com/measure).

## ACCESSORIES Sold Separately

### DOUBLE-HUNG INSERT WINDOWS

#### HARDWARE

##### Window Opening Control Device Kit

An optional Window Opening Control Device Kit is available, which limits opening the sash to less than 4" when the window is first opened. Available in stone and white.

##### VeriLock & Open/Closed Sensors **DISCONTINUED**



VeriLock is a sensor that is installed in the window frame. It is used to lock the window in the open position. The sensor is available in two colors: stone and white.

##### Open/Closed Sensors

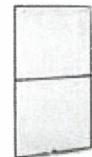
Open/Closed sensors are available in two colors: stone and white. They are used to monitor the window's position and send a signal to the control system.

#### INSECT SCREENS

##### TruScene® Insect Screens

Andersen® TruScene insect screens let in over 25% more fresh air and provide 50% greater clarity than conventional Andersen insect screens, all while keeping out unwanted small insects. Frames are available in painted aluminum or wood-veneered options.

##### Conventional Insect Screens



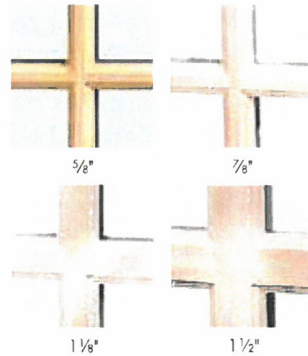
Charcoal fiberglass screen mesh fits into an aluminum frame in all 50 exterior colors and seven anodized finishes. Available in half or full insect screens. Aluminum screen mesh is available as an option.

See page 24 for more information on our insect screens.

#### GRILLES

##### Full Divided Light

Permanent interior and exterior grilles with grille spacer bars between two panes of glass. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



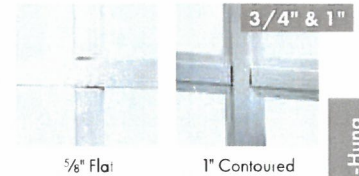
##### Simulated Divided Light

Permanent exterior and interior grilles without grille spacer bars. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



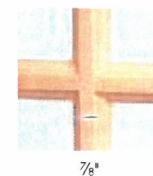
##### Finelight™ Grilles-Between-the-Glass

Available in 5/8" flat or 1" contoured aluminum profiles. Two-tone colors of pebble tan/colony white, sierra bronze/colony white or forest green/colony white are available on the 1" profile.



##### Removable Interior Wood Grilles

Removable interior wood grilles are available in a 7/8" width and ovolo or contemporary profiles. Optional surround for removable grille and permanent exterior grilles also available. Ovolo profile shown below.



See page 22 for more information on grilles.

E-Series Double-Hung Windows

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