



Memorandum

To: Courthouse Square Historic Preservation Commission

Notice that certain commission members will be included in the meeting via teleconference, subject to City of Oxford Code of Ordinances Section 2-82.

The meeting of the Courthouse Square Historic Preservation Commission will be held on **Monday, August 3, 2026 at 5:00 PM** in the City Hall Courtroom. The following items are on the agenda:

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from April 2026
4. Staff Report

Administrative Approvals

5. Case #489-A - COA requested by Kim Smith for new signage located at 403 South Lamar Boulevard (PPIN #5797)

Public Hearing

6. Case #490 – COA requested by Clay Scruggs for exterior modifications for property located at 1006 Jackson Avenue (PPIN #5951)
7. Case #491 – COA request by Allie O'Neal for exterior modifications for property located at 265 N Lamar Boulevard (PPIN #5800)
8. Adjourn.

"Auxiliary aids and services may be available to individuals with disabilities upon twenty-four (24) hours request by contacting Braxton Tullos, City of Oxford ADA Coordinator at 662-232-2453."

April 6, 2026 Courthouse Square Preservation Commission Meeting Minutes

1. Call to Order

2. Approval of the Agenda

- All in favor. Moved: Kyle Stribling Seconded: Taylor Webb Status: Passed

3. Approval of minutes from the February 2026 Meeting

- All in favor. Move: Kyle Stribling Second: Taylor Webb Status: Passed

4. Staff Report

Public Hearings

5. Case #487 – COA requested by Stefano Capomazza for demolition and new construction located at 1006 Jefferson Avenue (PPIN #5854)

Kate Kenwright presented on behalf of the city (YouTube video begins at 10:05)

Staff Comments: Staff Update:

The applicant seeks approval for a new mixed-use building at 1006 Jefferson Avenue. The demolition of the existing building on the site was not approved by this Commission after a motion to demolish failed at the February meeting. The case was appealed to the Mayor and Board of Aldermen who voted to overturn the Commission's decision and to allow for the demolition at their meeting on March 3, 2026.

As the demolition was approved by the Mayor and Board of Aldermen and will be carried out, the Commission will now review the plans for new construction. These plans were discussed as a part of the complimentary review and two public hearings for the project. The plans are unchanged since the Commission last viewed and discussed them at the February Commission meeting.

The applicant proposes a new three-story building (4 in some areas with the included basement) with a rooftop lobby and terrace. The proposed height is 35' 9" to the top of the roof, with the top of the elevator penthouse at 53'9".

The considerations for Commercial structures in the Design Guidelines recommend that new commercial buildings are evaluated to be compatible with the scale, massing, and form of existing historic buildings on the block. Recommendations include to design the height of the new building to be consistent with other buildings on the street. The height of the new building should be within 10% more or less of the average height of buildings on the street. The architectural features of the new building should be aligned with those of nearby historic buildings, including floor-to-ceiling heights, cornice alignment, window and door heights, and foundations. Material recommendations are to use materials and exterior finishes that complement the historic buildings, such as brick.

Staff finds that the proposal is compatible with many of the principles for new construction articulated in the Guidelines. The materials—cast stone, brick, aluminum storefront and clad windows—are compatible with both historic and new construction buildings in the District. The pedestrian-oriented storefront, with single-door entries that include transoms and sidelights, is compatible with the existing storefronts on the Courthouse Square. The overall massing, which is a simple block with regular rhythm of windows and doors and projecting awnings to delineate the ground floor commercial and upper-floor balcony spaces, is appropriate in the context of the District. The flat roof with parapet is also consistent with the District.

It is less clear if the height of the new building is appropriate and should be a point of discussion for the Commission. Of particular issue are these recommendations of the Guidelines:

- Design new construction to be compatible with the scale, massing, and form of the existing historic buildings on the block.
- Design the height of the new building to be consistent with other buildings on the street. The height of the new building should be within 10% more or less of the average height of buildings on the street.

The building meets the requirements of the Land Development Code related to number of floors, height, and floor area ratio. There are one and two-story residential and commercial historic structures (including the Isom House) along Jefferson Avenue. However, the other adjacent (east) neighbor is the City parking garage (3 stories). The recently approved project across the street is also 3 stories, and the 1000 Jefferson Avenue condo building is 3-story (with the 3rd floor recessed from the street). The proposed building would tip the balance of this portion of the street, with two 1 story buildings in between two 3 story buildings, further into the larger commercial scale of the Square which contrast the more residential neighboring district. As the street is mixed, the Commission may find that the new building is appropriate giving the current context of the street.

Staff Recommendation:

Staff finds that the new building is compatible in style and materiality with the District and meets the recommendations of the Guidelines for those elements. Staff suggests that the applicant could refine the proposal to better meet the recommendations of the Guidelines related to height. The Commission must determine if the varied nature of the surrounding buildings is such that some flexibility in the guidelines is warranted.

Summary of Discussion: Commissioner Phillips asked about the appealed decision that took place the Mayor and Board of Aldermen meeting. Ms. Kenwright and Mr. Requet explained that staff had asked for the request for new construction be returned to this commission for a vote. There was procedural discussion. Mrs. Povall on behalf of the applicant spoke about the design, massing and height of the building compared to neighboring properties. There was discussion about the street view and where the elevator and stair tower are located on the building. With no further questions or comments a motion was made.

Motion to approve - Moved: Kyle Stribling Second: Taylor Webb Status: Passed.

Commissioner Hyneman, Ellis, Webb and Stribling for. Commissioner Phillips and Hinton against.

Motion to Adjourn.

- Moved: Andy Phillips Seconded: Taylor Webb Status: Passed. All in favor.



To: Courthouse Square Historic Preservation Commission
From: Kate Kenwright, AICP; Planner II
Date: August 3, 2026

COA Application: 489
Applicant: Kim Smith (The Gift Bar)
Owner: Bridge Properties
COA Request: Install new awning and window decal

Address: 403 S Lamar Boulevard
PPIN: 6057

Historic District: Courthouse Square District

Date of Approval: June 2, 2026

Staff Comments:

The applicant received approval to replace the existing awning with a new branded awning in the same size and location of existing. Additionally, the approval included a window decal. Both signs are related to the change of business tenant in this location.

The signage meets the Design Guidelines recommendations that, “**simple, straight forward lettering is best**” and avoids “**flamboyant, overly fancy lettering or garish colors**” (ODG, Signage, pg. 158). The color scheme is limited to two colors as recommended. The signage also meets the size requirements of the Land Development Code, found in section 7.3.1.c.

THE *gift* BAR



Job #: 265227
Job Name: The Gift Bar

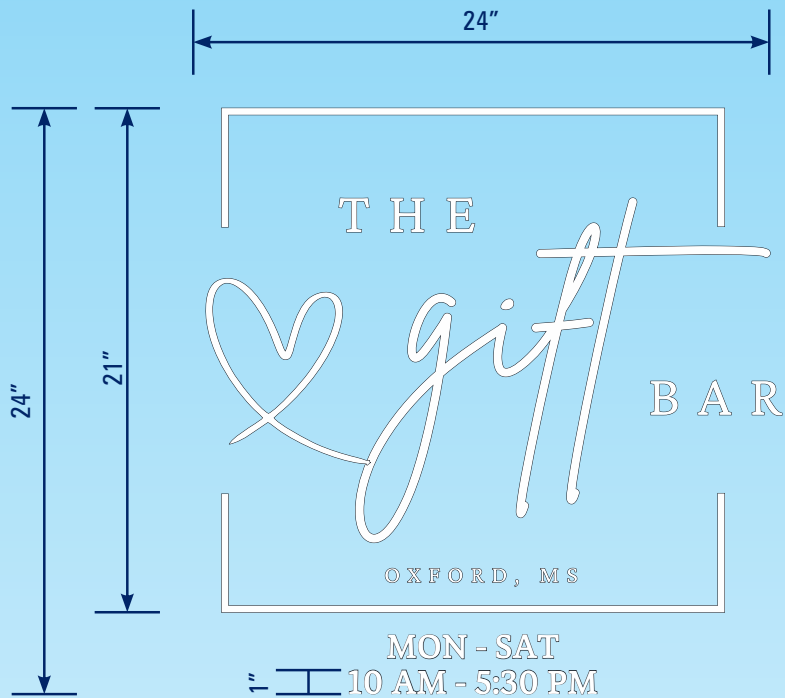
Sales Rep: Scott Folk
Drawn By: Tammy

Font Style: Logo
Lettering Type: Painted
Color: White
Logo size: 25"x28"
Fabric: Sunbrella #6075 Capri
Approved By:
Date:

4834 Hickory Hill Rd. * Memphis, TN 38141 * (901) 368-4477 * Fax (901) 368-1798
www.parasolawnings.com

SCALE
1 1/2" = 1'-0"

DOOR VINYL



SIGN DESCRIPTION:

MANUFACTURE/ INSTALL: (QTY. 1)

OPAQUE WHITE VINYL APPLIED FIRST SURFACE TO FRONT DOOR

CUSTOMER: THE GIFT BAR

ADDRESS: 102 COMMON WEALTH BLVD.

CITY/STATE: OXFORD, MS 38677

SIGN TYPE: DOOR VINYL

FILE: 5818_KDU_THE_GIFT_BAR_(oxford_door_vinyl)

W.O. #: 00000

APPROVAL: _____

SALES REP: GLENN BURNLEY

ARTIST: KYLIE UNDERWOOD

DATE: 00/00/26

REV: 00/00/26

RELEASE: 00/00/26

This artwork is provided as an example of concept and color. There are no exact match between printed CMYK inks and commercial grade paints. Please contact your representative and choose a PANTONE® color for paint. Mitchell Signs Company does not provide primary electrical to the sign location or site. All signs will be wired for 120v electrical services unless otherwise noted.

This is an original unpublished drawing, created by Mitchell Signs Company. It is submitted for your personal use in connection with the project being developed for you by Mitchell Signs Company. It is not to be shown to anyone outside of your organization, nor is it to be used, reproduced, copied, exhibited, altered, or distributed in any manner whatsoever without written permission from Mitchell Signs Company, or by right of purchase. All, or any part of this design (excepting registered trademarks), remains the property of Mitchell Signs Company. If artwork is not approved or sold within 30 days of submission for your review, Mitchell Signs Company reserve the right to charge for the creative time involved in its development.

© 2026 BY MITCHELL SIGNS

MITCHELL SIGNS

3200 HWY 45 NORTH, MERIDIAN, MS 39301

WWW.MITCHELLSIGNS.COM

PHONE: 601-482-7471 • 1-800-467-7471 • FAX: 601-482-7474





To: Courthouse Square Historic Preservation Commission
From: Kate Kenwright, AICP; Planner II
Date: August 3, 2026

COA Application: 490
Applicant: Clay Scruggs (Michael Grey Jones, SOZO Architecture)
Owner: Bridge Properties
COA Request: Changes to Storefront

Address: 1006 E Jackson Avenue
PPIN: 5951

Historic District: Courthouse Square District
Contributing/Non: Noncontributing
Case History: 08/2021—#383—Relocate existing overhead door
 02/2019—#334—Install new signage
 07/2017—#245—Removal of storefront to create alcove/patio
 06/2017—#206—Construct a balcony over the public right-of-way
 05/2013—#117—Enclose Exterior first and second floor space
 01/2012—#86—Expand second floor balcony
 07/2010—#55—Modifications to previously approved balcony plan
 12/2009—#38—Construct second floor patio

Staff Comments:

The applicant seeks approval to make changes to the storefront at 1006 E Jackson Avenue, the current location of 'Tangos'.

According to the Historic Resources Inventory survey, the subject property is a two-story, seven-bay brick masonry residential building, built ca. 1920 as a small hotel, before being converted solely for restaurant and retail uses ca. 1990.

The storefront was altered in 2021 to its current state, which is fully recessed from the sidewalk with a rollup garage door and a swing-out entry door. The building is listed as noncontributing due to extensive alterations, which include all of the first-floor storefronts which are not original to the building.

The applicant seeks to install a new storefront that would sit flush with the building's front façade, with a front entry door on the left side of the new storefront.

The building likely did not feature a series of storefronts as they currently existing today, as the building housed a hotel.

The Guidelines recommend to avoid creating historic appearances that never existed, and if a storefront needs replacement it is acceptable to install a contemporary treatment that respects both the character of the historic building and is compatible with the streetscape.

Staff finds the proposed new storefront to be an improvement on the current configuration of the space based on the recommendations of the Guidelines.

Staff Recommendation:

Staff recommends approval of the COA as proposed.

Historic Resources Inventory

Property name, historic: Henry Hotel
Property name, common: Commercial building
Street Address: 1000-08 Jackson Avenue
Descriptive Location (Rural address):
Legal Description:
Former/Historic Use: Commercial: hotel/motel
Present Use: Commercial: nightclub
Date of Construction: c.1920
Date(s) of historic changes, if any:
Post-historic changes and date(s):
Architect(s):

Builder(s):

Brief Description:

ca. 1920, two story, 10-bay (D, WW, DD, W, W, D, W, W, W, W), frame with stucco covered brick, early 20th century commercial building. Roof is hip and gable with metal roof, box cornice, molded frieze and gable ends with slatted vents. Windows are 10-part stationary metal framed display, and 10 by 10 lights wood frame, 7-Bays on second floor are single or paired, wood casement with multi-light wood sashes. Entries are recessed, single and paired wood doors. Entry on east and west end are off-set. Remaining entries are recessed with single light doors.

Outbuildings or secondary elements (if significant, use separate form)

Historical Information:

Originally built as a small hotel according to 1920 Sanborn Map, the building was later used as residential hotel and then apartments before being converted to restaurants and retail uses beginning in 1990s.

MDAH Inventory Code

County: Lafayette
City: Oxford
USGS Quad map: Oxford South
Survey Seq. #: 39
Ownership: Private
Interior surveyed? No
Integrity: Some changes
Materials:
Style:
Form:

Sources:

Contexts:

Owner:

Photographer: Judith Johnson and Associates

Photo No/Date:

Form by: Judith Johnson & Associates

Survey project: Courthouse District-2020

Form completed: 02 Dec 2020

Registration Status and Dates

NHL:

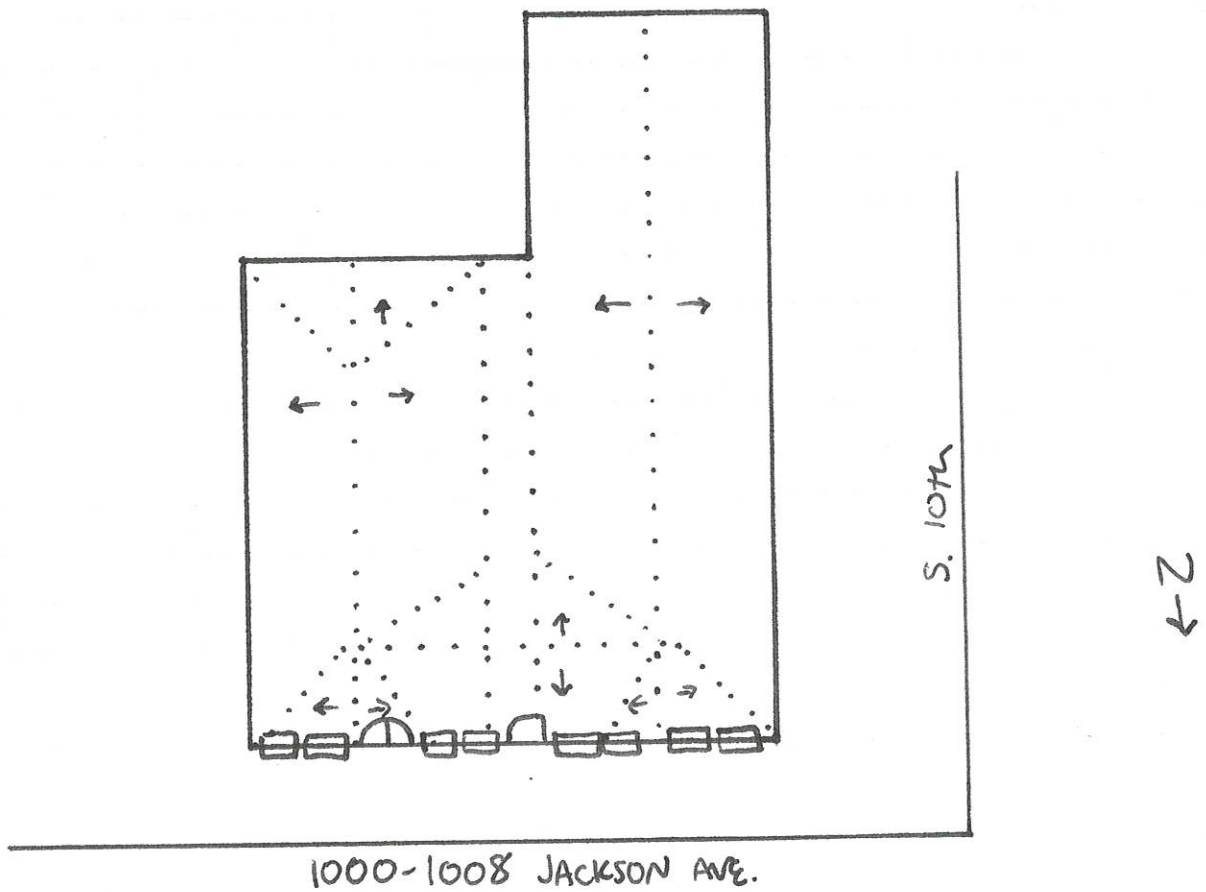
Listed NR

Federal DOE:

District Name:

- ☐ Contributing
☒ Non-Contributing
☐ Previously Listed

Element no.



WE ARE SEEKING APPROVAL AND A CERTIFICATE OF APPROPRIATENESS FROM THE CITY OF OXFORD'S COURTHOUSE SQUARE HISTORIC PRESERVATION COMMISSION.

THE MODIFICATION REQUESTED IS TO ADD A MORE APPROPRIATE STOREFRONT TO THE TENANT SPACE FORMERLY KNOWN AS "TANGO'S."

CURRENT STATE:

THIS PORTION OF THE BUILDING HAS A RECESSED ENTRY WAY SET BACK 13'-4" WITH A DOUBLE DOOR AND AN ALUMINUM ROLL UP DOOR SET IN UNFINISHED LAP WOOD SIDING.

WE ARE PROPOSING REMOVING THIS WALL, THE DOORS, AND SIGNAGE.

PROPOSED MODIFICATIONS:

PROVIDE AND INSTALL A NEW STOREFRONT THAT IS BOTH FUNCTIONAL BETTER FOR THE NEW TENANT AND IS MORE APPROPRIATE FOR THE HISTORIC CONTEXT OF THE SQUARE. WE ARE MOVING THE STOREFRONT OUT TO THE BUILDING'S EDGE ON THE NORTH ELEVATION. THE MAIN ENTRANCE AT THE FAR LEFT SIDE OF THE STOREFRONT IS RECESSED 4 FEET SO THAT THE DOOR SWING DOES NOT IMPEDE PEDESTRIAN SIDEWALK TRAFFIC. THE REST OF THE STOREFRONT IS FLUSH WITH THE BUILDING'S FRONT. THE NEW DESIGN USES MATERIALS AND PROPORTIONS THAT BETTER SUIT THE BUILDINGS

HISTORIC ELEMENTS.

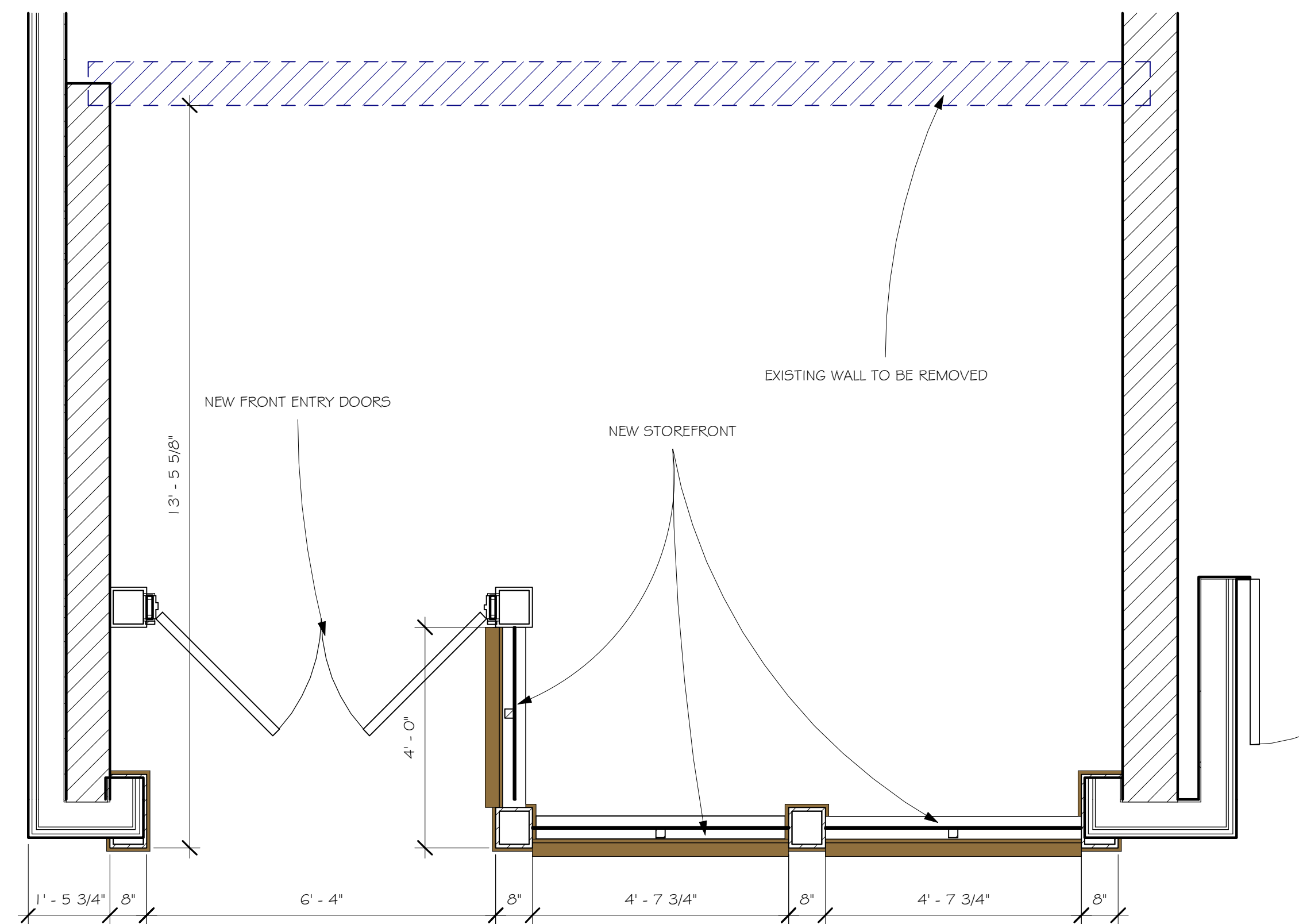
BUILDING HISTORY OVER TIME.

THE BUILDING WAS CONSTRUCTED IN 1920 AS THE HENRY HOTEL, THE BUILDING CONTAIN 4 MAIN STOREFRONTS ONE OF THOSE WAS THE J.R. COFIELD STUDIO. THE BUILDING FACADE AND THE BUILDING'S USES HAVE CHANGED OVER TIME WITH THE LATEST MODIFICATIONS TO THE BUILDING AS SHOWN IN THE PHOTO DIRECTLY TO THE LEFT. PLEASE ALSO SEE ADDITIONAL HISTORICAL PHOTOS OF THE BUILDING AT DIFFERENT TIMES THROUGHOUT IT'S HISTORY

NO.	DESCRIPTION



1 FRONT ELEVATION
1/4" = 1'-0"



2 ENLARGED ELEVATION
1/2" = 1'-0"



Jackson Avenue; view to southeast
Oxford Courthouse Square Historic District
Oxford, Mississippi *Lafayette Co.*
Jack A. Gold, Mississippi Department of
Archives and History
December, 1979
Photo No. 19 *4725*

FEB 20 1980



PROPOSED REQUEST:

WE ARE SEEKING APPROVAL AND A CERTIFICATE OF APPROPRIATENESS FROM THE CITY OF OXFORD'S COURTHOUSE SQUARE HISTORIC PRESERVATION COMMISSION.

THE MODIFICATION REQUESTED IS TO ADD A MORE APPROPRIATE STOREFRONT TO THE TENANT SPACE FORMERLY KNOWN AS "TANGO'S."

CURRENT STATE:

THIS PORTION OF THE BUILDING HAS A RECESSED ENTRY WAY SET BACK 1'3"-4" WITH A DOUBLE DOOR AND AN ALUMINUM ROLL UP DOOR SET IN UNFINISHED LAP WOOD SIDING.

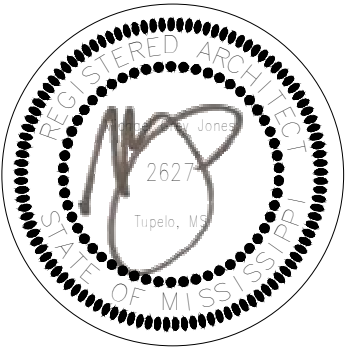
WE ARE PROPOSING REMOVING THIS WALL, THE DOORS, AND SIGNAGE.

PROPOSED MODIFICATIONS:

PROVIDE AND INSTALL A NEW STOREFRONT THAT IS BOTH FUNCTIONAL BETTER FOR THE NEW TENANT AND IS MORE APPROPRIATE FOR THE HISTORIC CONTEXT OF THE SQUARE. WE ARE MOVING THE STOREFRONT OUT TO THE BUILDING'S EDGE ON THE NORTH ELEVATION. THE MAIN ENTRANCE AT THE FAR LEFT SIDE OF THE STOREFRONT IS RECESSED 4 FEET SO THAT THE DOOR SWING DOES NOT IMPEDE PEDESTRIAN SIDEWALK TRAFFIC. THE REST OF THE STOREFRONT IS FLUSH WITH THE BUILDING'S FRONT. THE NEW DESIGN USES MATERIALS AND PROPORTIONS THAT BETTER SUIT THE BUILDING'S HISTORIC ELEMENTS.

BUILDING HISTORY OVER TIME.

THE BUILDING WAS CONSTRUCTED IN 1920 AS THE HENRY HOTEL, THE BUILDING CONTAIN 4 MAIN STOREFRONTS ONE OF THOSE WAS THE J.R. COFIELD STUDIO. THE BUILDING FACADE AND THE BUILDING'S USES HAVE CHANGED OVER TIME WITH THE LASTED MODIFICATIONS TO THE BUILDING AS SHOWN IN THE PHOTO DIRECTLY TO THE LEFT. PLEASE ALSO SEE ADDITIONAL HISTORICAL PHOTOS OF THE BUILDING AT DIFFERENT TIMES THROUGHOUT ITS HISTORY



REVISIONS	



To: Courthouse Square Historic Preservation Commission
From: James Hirsch; Planner I
Date: August 3, 2026

COA Application: 491
Applicant: Allie O’Neal
Owner: Oxford Square North, LLC
COA Request: Replace existing window with flip-up service window

Address: 265 North Lamar Boulevard
PPIN: 5800

Historic District: Courthouse Square District
Contributing/Non: Noncontributing
Case History:

- Case 457-A – Install signage – July 2024
- Case 423-A – Install new signage – February 2023
- Case 411-A – Replace existing skylight – May 2022
- Case 404-A – Install new signage – February 2022
- Case 400-A – Changes to existing brick, install new brick – November 2021
- Case 391-A – Install new windows, sunshades – October 2021
- Case 374-A – Install new sunshade on roof – March 2021
- Case 331 – Install vent pipe – January 2020
- Case 325 – Install new signage – October 2019
- Case 322 – Install vent pipe – October 2019
- Case 310 – Install new sunshade on roof – August 2019
- Case 296 – Install new windows, sunshades, remove lattice gazebos – May 2019
- Case 172 – Install new windows, sunshades – April 2015
- Case 136 – Install new signage – January 2013
- Case 135 – Install new signage – January 2013
- Case 106 – Install new signage – December 2012
- Case 81 – Install new signage – September 2011
- Case 45 – Remove slate tile, install stamped concrete sidewalk – February 2010

Staff Comments:

The applicant seeks approval for replacement of an existing window in a tenant space interior to ‘Oxford Square North’, to facilitate a fold-up service window for a new restaurant and cocktail lounge in the tenant space formerly occupied by ‘The Growler’.

265 North Lamar Boulevard (Oxford Square North) is listed as noncontributing in the Courthouse Square Historic District (built c. 2000). The interior courtyard from which this tenant space is accessed is partially viewable from the rear of the building, a City parking garage & surface parking lot. Existing windows to the tenant space are wood, arranged 2/2. Per the material specification document, the replacement window is proposed to be wood sash, and can be altered to suit (the product website indicates 2/2 window pattern is available, and the applicant has agreed to match the existing window arrangement).

Staff finds this replacement window keeps with the existing material, rhythm, and arrangement of the windows in the courtyard while providing operational value for the new user. With this location not being highly visible from the public realm, Staff has no objections to this request.

Staff Recommendation:

Staff recommends approval of the COA as proposed.

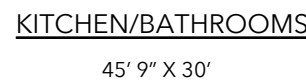


Suite F

79 1/2"

41 7/8"

SCALE: 1/4" = 1'-0"



SCALE: $3/16" = 1'-0"$



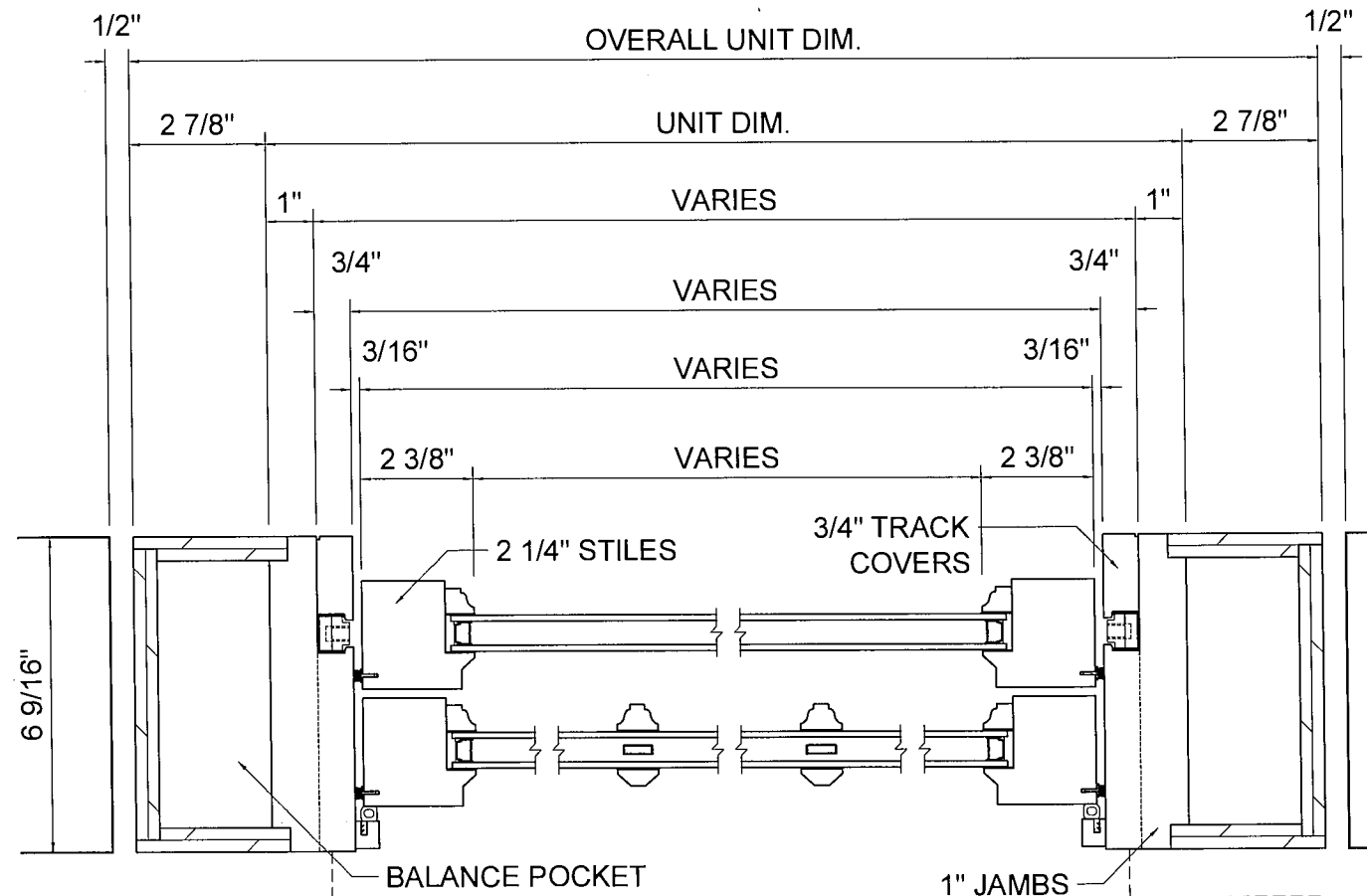
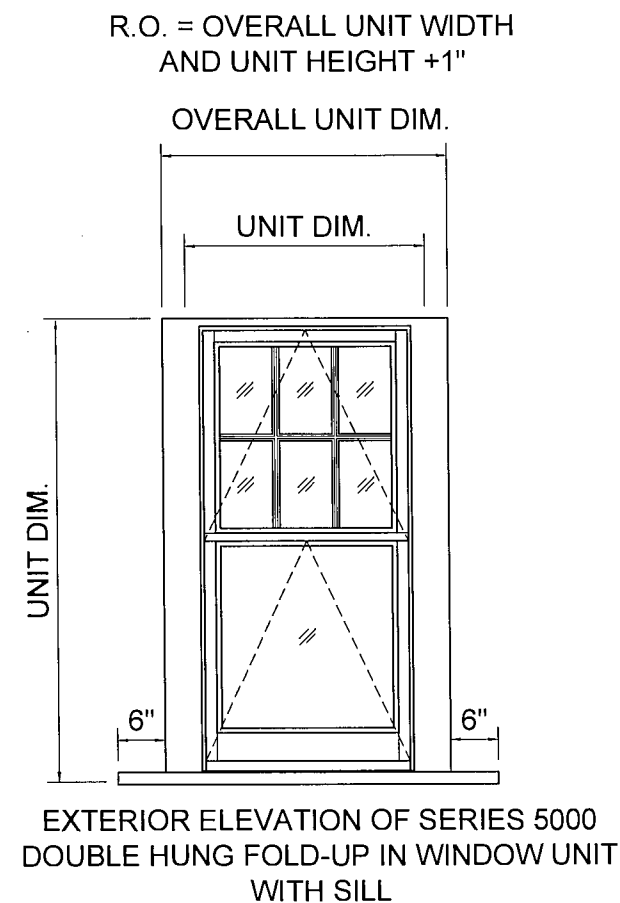
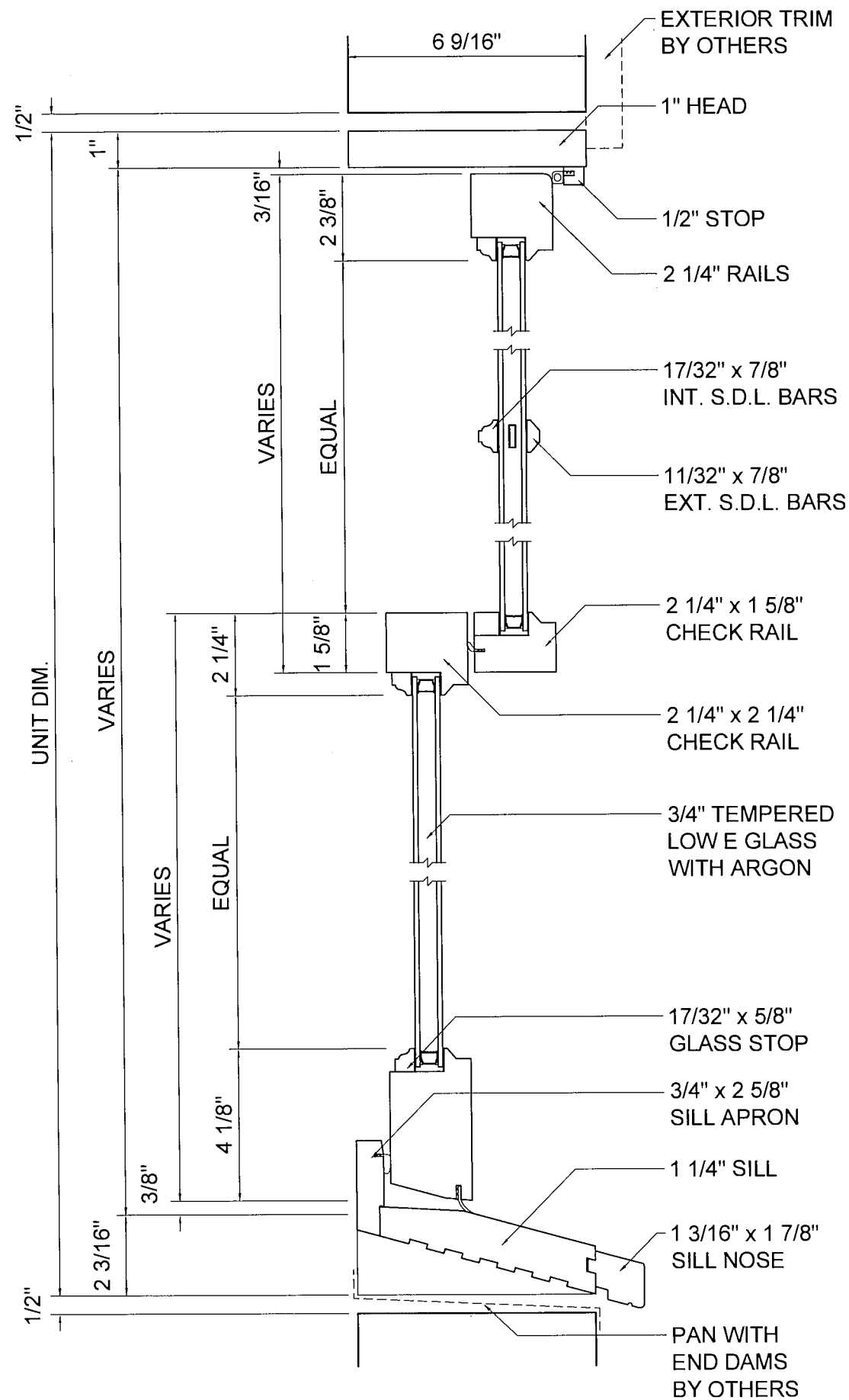
1. THE ATTACHED DRAWINGS ARE FOR PRICING ONLY. A MEETING WITH THE CONTRACTOR IS REQUIRED BEFORE CONSTRUCTION SO THAT ANY REVISIONS, ERRORS OR OMISSIONS CAN BE RESOLVED AND REFLECTED ON THE FINAL DRAWINGS. A LICENSED ENGINEER IS REQUIRED TO APPROVE DRAWINGS BEFORE CONSTRUCTION BEGINS.

2. EMELIE MCGEE OPERATES UNDER THE TITLE "DRAFTSMAN" AND IS NOT A LICENSED ARCHITECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED BUILDING PERMITS AND SHALL BE RESPONSIBLE FOR FOLLOWING ALL APPLICABLE BUILDING CODES.

3. SHOULD ANY OMISSION, DISCREPANCY, AMBIGUITY OR ERROR IN THE DRAWINGS BE DISCOVERED, OR SHOULD THERE BE ANY DOUBT AS TO MEANING OR INTENT THEREOF, THE CONTRACTOR SHOULD REPORT SUCH FINDINGS TO THE DESIGNER. CLARIFICATIONS WILL BE MADE BY THE DESIGNER WITH SUPPLEMENTAL INFORMATION OR BY REVISION TO THE DRAWINGS, WHICH WILL BE ISSUED TO THE CONTRACTOR. IN THE EVENT OF THE CONTRACTOR'S FAILURE TO GIVE SUCH NOTICE, THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE RESULTS.

1. INTERIOR DIMENSIONS DO NOT INCLUDE EXTERIOR MATERIALS; THE DIMENSIONS ARE FROM SHEETROCK TO SHEETROCK-4.5" WALLS
2. ALL FINISHES TO BE CHOSEN BY OWNER
3. ALL STRUCTURAL/BUILD OUT QUESTIONS TO BE DIRECTED TO CONTRACTOR/OWNER

- 4.
- 5.
- 6.
- 7.
- 8.



FoldUp™

A window like no other

A Division of Rochester Colonial Mfg.
1794 Lyell Avenue., Rochester, New York 14606
Phone: (800) - 321 - 8199 (585) - 254 - 8191
Fax: (585) - 254 - 1768

NOTE:
JOBS WILL NOT BE PUT INTO PRODUCTION UNTIL ALL REQUIRED INFORMATION IS COMPLETE AND FINAL APPROVAL IS SIGNED DATED AND RETURNED.

ALL REVISIONS ARE SUBJECT TO ADDITIONAL COST AND LEAD TIME TO DELIVERY DATE. MRH

FINAL APPROVAL

SIGNATURE: _____

DATE: _____

SERIES 5000 DH FOLD-UP IN WINDOW UNIT WITH SILL

DATE:
8/21/23

DRAWING:
1 OF 1

Section 08 52 13

Series 5000 FoldUp™ Inline Windows

Part 1: General

I. Section Includes

A. Series 5000 all-wood FoldUp™ Inline and Fixed windows, inward or outward swinging, complete with hardware, glazing, insect screen, simulated divided lite, and jamb extensions

II. References

A. American Society for Testing Materials (ASTM):

1. E283: Standard Test method for Rate of Air Leakage through Exterior Windows, Curtain Walls and Doors
2. E330: Standard Test Method for Structural Performance of Exterior Windows, Curtain Walls and Door by Uniform Static Air Pressure Difference
3. E547: Standard Test Method for Water Penetration of Exterior Windows, Curtain Walls and Doors by Cyclic Static Air Pressure Differential
4. E2190: Specification for Sealed Insulated Glass Units
5. C1036: Standard Specification for Flat Glass
6. E2068: Standard Test Method for Determination of Operating Force of Sliding Windows and Doors

B. American Architectural Manufacturer's Association/Window and Door Manufacturer's Association (AAMA/WDMA/CSA):

1. AAMA/WDMA/CSA 101/I.S.2/A440-08, Standard/Specification for windows, doors and skylights
2. AAMA/WDMA/CSA 101/I.S.2/A440-11, Standard/Specification for windows, doors and skylights

C. Sealed Insulating Glass Manufacturer's Association/Insulating Glass Certification Council (SIGMA/IGCC)

D. National Fenestration Rating Council (NFRC):

1. 101: Procedure for Determining Fenestration Product thermal Properties
2. 200: Procedure for Determining Solar Heat Gain Coefficients at Normal Incidence

III. Submittals

- A. Shop Drawings: Submit shop drawings as required by architect
 - B. Samples: Submit samples if required by architect or owner
 - C. Quality Control Submittals: Submit manufacturer's certification indicating compliance with specified performance and design requirements
- IV. Delivery
- A. Deliver in original packaging and protect from weather
- V. Storage and Handling
- A. Prime and seal wood surfaces, including to be concealed by wall construction, if more than thirty (15) days will expire between delivery and installation
 - B. Store window units in an upright position in a clean and dry storage area above ground to protect from weather
- VI. Warranty
- A. Complete and current warranty information is available from manufacturer and is subject to the terms, condition, limitations and exclusions set forth in the Rochester Colonial's Windows and Door Limited Warranty.

Part 2: Products

- VII. Manufactured Units
- A. Description: Series 5000 FoldUp+In Inline as manufactured by Rochester Colonial Mfg. Corp., Rochester, NY
 - B. Description: Series 5000 FoldUp+Out Inline as manufactured by Rochester Colonial Mfg. Corp., Rochester, NY
 - C. Description: Series 5000 Fixed In-Sash as manufactured by Rochester Colonial Mfg. Corp., Rochester, NY. (Note: other window and door units can be made to match all FoldUp™ detailing – see www.heartwoodwindowsanddoors.com for further information or contact manufacturer)
- VIII. Frame Description
- A. Interior & Exterior: Non finger-jointed solid wood (Spanish cedar, genuine mahogany, or other species approved by manufacturer)
 - 1. Kiln-dried to moisture content no greater than 8 percent at the time of fabrication

- B. Frame depth: 6 9/16" jamb minimum, jamb extensions available
- C. Wood sill: Non finger-jointed solid wood (Spanish cedar, genuine mahogany, or other species approved by manufacturer) – OR - No Sill for countertop applications. Please specify countertop thickness.

IX. Sash Description

- A. Interior & Exterior: Non finger-jointed solid wood (Spanish cedar, genuine mahogany, or other species approved by manufacturer)
 - 1. Kiln-dried to moisture content no greater than 8 percent at the time of fabrication
- B. Sash thickness: 2 1/4".
- C. Exterior Cope Profile: Putty (typical)
- D. Interior Sash Sticking: Ogee (typical – see manufacturer for other options)

X. Glazing

- A. Select quality complying with ASTM C1036. Insulating glass SIGMA/IGCC certified to performance level CBA when tested in accordance with ASTM E2190.
- B. Glazing method: Insulating glass or single glass
- C. Glazing seal: Silicone bedding on interior and exterior
- D. Glass Type: Tempered in both upper and lower sash, Clear/Low E on surface 2 with minimum 90% Argon gas fill or other options as specified by architect or local codes, and approved by manufacturer

XI. Finish

- A. Exterior (options):
 - 1. Bare wood, hand sanded to at least 150 grit, (or add optional oil based stain and clear coat with Zar Ultraviolet oil based Polyurethane)
 - 2. Primed with two coats water based primer, sanded between coats 150 grit, allow final coat to dry 4 hours before final coat
 - 3. Primed as above and then painted two with Richards Excel DTM Industrial Semi-Gloss Enamel (or other options as specified by architect and approved by manufacturer), sanded with 220 grit between coats,
- B. Interior Finish options:
 - 1. Bare wood, hand sanded to at least 150 grit, (or add optional oil based stain and clear coat with Zar Ultraviolet oil based Polyurethane)

2. Primed with two coats water based primer, sanded between coats 150 grit, allow final coat to dry 4 hours before final coat
3. Primed as above and then painted two with Richards Excel DTM Industrial Semi-Gloss Enamel (or other options as specified by architect and approved by manufacturer), sanded with 220 grit between coats,

XII. Hardware

- A. Two flush mounted stainless steel sliding lock bolts (one right, one left) at meeting rail to secure to window jamb. Choice of brushed nickel, black, or chrome finish.
- B. Interior and Exterior Hinges – powder coated extruded aircraft-grade aluminum with stainless steel pins
- C. Balance System - Proprietary counterweighted balance system with stainless steel cable, and structural homopolymer plastic shoe connected to solid brass pivot pin. Operating force of window should not exceed limits as outlined in ASTM E2068.

XIII. Jamb Extension

- A. Jamb extensions are available for various wall thickness factory-applied up to 10" deep
- B. Finish: Match interior frame finish

XIV. Insect Screen

- A. (For *inward* swinging units) – Optional factory-installed full fixed screen with wood or aluminum frame (please specify)
 1. Screen Mesh: Fiberglass, aluminum, or bronze (wood frame only) mesh in standard finishes. Aluminum frames available in 10 standard colors.
- B. (For *outward* swinging units): Optional manual or motorized roll screens. Size limits may apply
 1. Fiberglass screen only in standard colors

XV. Simulated Divided Lites (SDL)

- A. 5/8", 3/4", 7/8", or 1-1/8" or other width as may be available from the manufacturer
- B. Muntin material: solid wood
- C. Interior muntins: Per manufacturer's standard options
- D. Exterior sticking: "Putty" profile
- E. Muntins adhere to glass with closed-cell copolymer acrylic foam tape

- F. Light Patterns: Various rectangular patterns as specified by architect
- G. Finish – match interior and exterior finishes as stated above

Part 3: Execution

XVI. Examination

- A. Verification of Condition: Before installation, verify openings are plumb, square and of proper dimensions. Report frame defects or unsuitable conditions to the General contractor before proceeding.
- B. Acceptance of Condition: Beginning on installation confirms acceptance of existing conditions.

XVII. Installation

- A. Assemble and install window/door unit(s) according to manufacturer's instruction and reviewed shop drawing. Shim window so that sashes move freely up and down. Utilize Simpson Strong Tie #A-23 "L" brackets or equivalent for installation.
- B. Install sealant and related backing materials at perimeter of unit..
- C. Use finish nails to apply wood trim and mouldings. Apply sealant between trim and frame.

XVIII. Cleaning

- A. Remove visible labels and adhesive residue according to manufacturer's instruction.
- B. Leave windows and glass in a clean condition.

XIX. Protecting Installed Construction

- A. Protect windows from damage by chemicals, solvents, paint or other construction operations that may cause damage.

End of Section