



**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Josh Stein
Secretary Pamela Brewington Cashwell

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

November 20, 2025

Sam M. Hayes
Community Development Dept., Planning Division
City of Hendersonville
160 6th Avenue E
Hendersonville, NC 28792
shayes@hvlnc.gov

RE: HPO advice on window repair or replacement at 323 North Main Street, Hendersonville.
NC

Dear Mr. Hayes:

Thank you for your recent submittal of the Hendersonville Historic Preservation Commission's request for our advice under NC GS 160D-947(d) regarding the repair or replacement of second floor side elevation windows at the above referenced address. Advice provided by the HPO is non-binding and should not be considered an official ruling by our office or a determination regarding how the commission should decide a COA case.

Pursuant to the statute, Restoration Specialist Jennifer Cathey reviewed the COA and offers the following technical advice.

Two specific questions were posed in the inquiry: attribution of an approximate date for the existing upper floor side elevation windows (and opinion if the windows are original to the building), and advice on work required to repair or restore the existing windows.

Based on photos provided by HPC staff, the second floor, side elevation windows appear original to the ca. 1920s commercial building. Various details of the window sash are consistent with the age, form, and style of the building, and with other traditional downtown commercial buildings of this era. This detailing includes the following features:

- The windows are 6/1 wood sash with molded muntins.

- Interior features and trim include a wide mullion between paired windows; molded wood trim, sill, and apron; brass locks; and brass recessed sash lifts.
- Exterior features and trim include a wide mullion between paired windows, wood framing; applied molded wood brickmold; and wood sill. Window units are recessed into the wall plane (are not flush with interior or exterior wall).

Also judging from photos provided by HPC staff, the interior side of the windows, including sash, glass, trim, sills, and aprons appear to be in generally good condition. The stained finish (as opposed to a painted finish) appears to be early or original to the building and is characteristic of many pre-1950 residential and commercial interiors. Exterior condition of the windows varies, with the upper components of each whole window assembly (frame, brickmold, sash, muntins, protected by the window recess) in generally good condition. Lower components of each window (including bottom rails of both top and bottom sash, and bottom ends of wood frames, and wood sills, more exposed to the weather), appear to be in fair to poor condition. Exterior paint and glazing, and caulking are in generally poor condition.

Exterior repairs would likely entail painting and glazing of the window sash, painting of frames and sills, and caulking between window frame and masonry, all of which are generally regarded as routine maintenance of wood windows.

Intensive exterior repairs necessary *prior* to glazing and painting would appear to entail the following:

- Repair or replacement of the bottom rail of top and bottom sash of most window units.
- Repair or replacement of deteriorated or missing wood sills.
- Repair or replacement of deteriorated side window frame components.

Repair or replacement of sash rails and window frame components, as well as filler/epoxy repair or replacement of windowsills, are routine components of historic building repair and maintenance, and they require skilled carpentry. In addition to repairs listed above, general operability of each window would be ensured by inspecting and repairing ropes, weights, and pulleys. User comfort and insulative value of the windows may be improved by installation of interior or exterior storm units, or insulated drapes or blinds.

Repair of the windows appears to be technically feasible utilizing widely available materials and standard carpentry methods. Detailed advice for wood window repair are available online in Preservation Brief 9 (www.nps.gov/orgs/1739/upload/preservation-brief-09-wood-windows.pdf), and in reference publications such as Steve Jordan's *Window Sash Bible*. Repairing and retaining windows is compliant with Secretary of the Interior's (SOI) Standards 2, 5, and 6, in which "*removal of historic materials shall be avoided,*" "*distinctive features that characterize a historic property shall be preserved,*" and "*deteriorated historic features shall be repaired rather than replaced.*"

Aside from evaluating conditions and identifying potential scope of repair work, *Guidelines* for applying SOI Standards appearing in various National Park Service/Technical Preservation Services publications allow us to evaluate proposed work within the context of the whole building and taking into consideration overall repair needs. For example, we may evaluate the location of the windows and their relative importance to the overall historic character of the building when considering repair or replacement.

The interior appearance of the windows, including the depth and profiles of the window trim and muntins, and the dimension, color, grain, and character of the trim, sills, and aprons, are likely very significant and character-defining to the upper floor building interior, and they may also be significant among any remaining interior building features. However, the windows are not highly visible from a public vantage point (street or sidewalk), nor are they located in a primary interior space that is likely to be seen by the public (such as a public office, retail, restaurant, or assembly space). Rather, the windows appear to light new upper floor residential or office units, which are generally considered to be non-primary, private spaces within the downtown commercial setting. Given that the windows are on a secondary elevation, and located within a non-primary interior space, retaining the existing windows may be evaluated as less critical to protecting the overall historic character and integrity of the building than other character-defining building features seen in the public realm.

Should this kind of flexibility be adopted, then SOI Standard 6 is a useful guide, stating that *“where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”*

Putting this guidance into practice, replacement windows that protect historic character of the building will match the appearance, size, design, proportions, and profiles of the existing windows, and have clear glazing. To evaluate SOI compliance, it is essential to have detailed comparative information about both the existing and proposed replacement windows, showing them in elevation (straight-on) and in section (cross-section and in relationship to the wall thickness). Alternatively, photos or sketches of the existing window annotated with dimensions, paired with detailed product information (“cut sheets”) of proposed replacement units may be utilized. These materials allow for point-for-point comparisons of existing and proposed window units. Drawings or sketches that facilitate point-for-point review include elevations and large-scale sill, jamb, head, meeting rail, and muntin details. To reproduce the depth of traditional windows, simulated divided light windows may be sourced to have muntin grids installed on the exterior, interior, and between the insulated glass. When window units are historically paired side by side, retaining or recreating the dividing mullion width and profile is essential to recreating accurate window proportions and appearance.

We appreciate the opportunity to be of assistance to the commission.

Please do not hesitate to contact me or Ms. Cathey should you or the commission have additional questions.

Sincerely,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive style with a large, sweeping initial 'K' and a long, horizontal flourish at the end of the name.

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer
Jennifer Cathey, HPO Restoration Specialist