

# 323 N MAIN STREET – Window Replacement

## (25-69-COA)

CITY OF HENDERSONVILLE - COMMUNITY DEVELOPMENT - HISTORIC PRESERVATION  
COA STAFF REPORT

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## PROJECT SUMMARY

**Applicant:** Brian Holloway

**Property Owner:** Magnolia Properties of Hendersonville, LLC

**Property Address:** 323 N Main Street

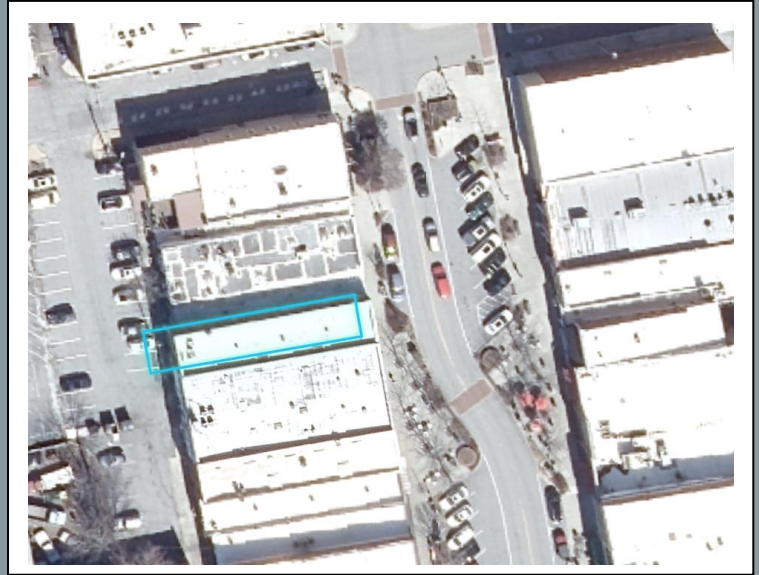
**Project Acreage:** .05 acres

**Parcel Identification Number(s):**  
9568-78-8041

**Current Parcel Zoning:** C-1 Central Business

**Historic District:** Main Street Historic District

**Project Type:** Window Replacement



SITE VICINITY MAP

### **Project Summary:**

The City of Hendersonville is in receipt of an application for a Certificate of Appropriateness (COA) from Brian Holloway for window replacement at 323 N Main Street.

The applicant has proposed to replace ten windows on the north elevation of the building. The applicant's rationale for the need to replace the windows is grounded in the cost (which the commission is not legally allowed to consider), the delay that having the windows restored could cause for the project, and the need for storm windows to increase energy efficiency.

Staff met with the applicant in March 2025 to discuss the possibility of replacing the windows. Staff has the ability to approve second floor replacement windows on Main Street, however, staff determined that the windows were in good conditions and therefore could be restored. Because of this, staff would not approve the application for replacement windows, and therefore, the Commission must take up the actions. Staff recommended three window restoration specialists. The applicant has stated that they met with one of the restoration specialists and the restoration specialist has said it is possible to repair the windows.

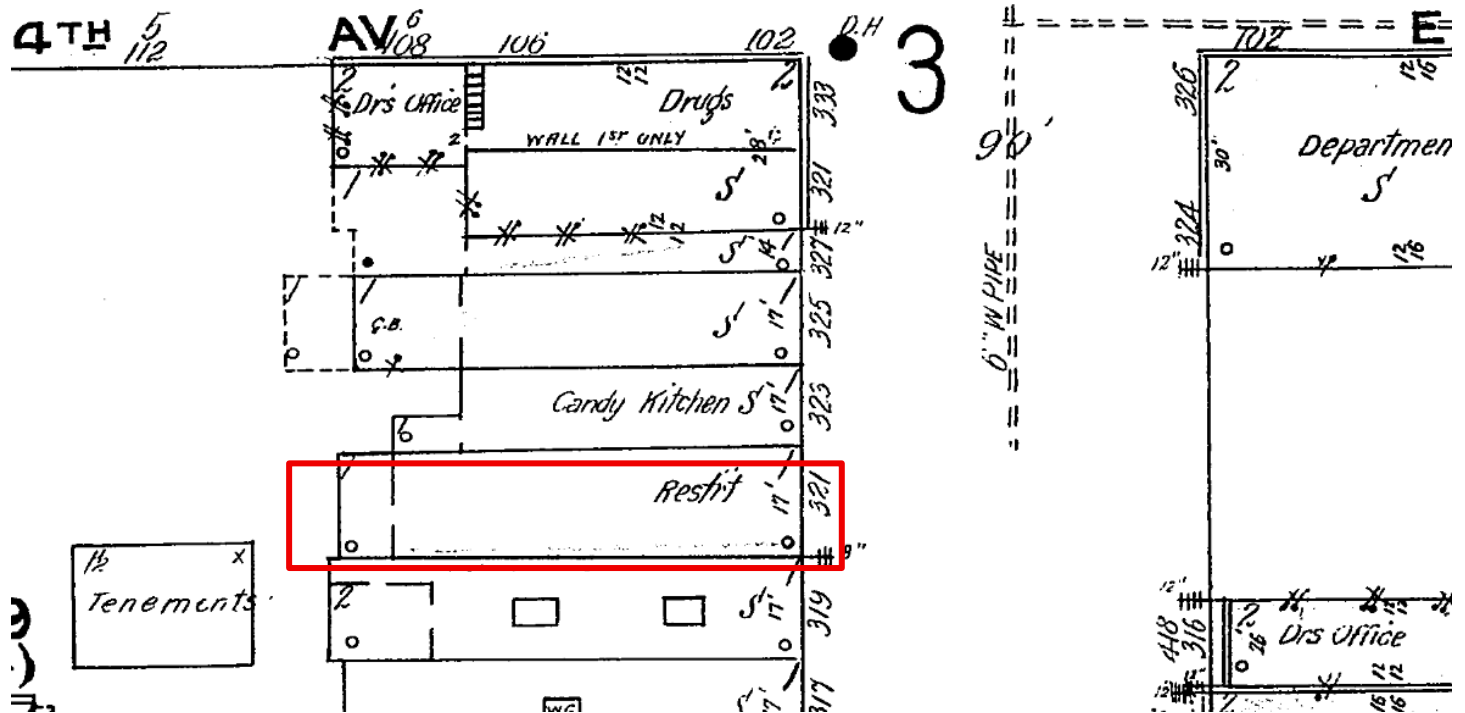
The windows are situated on the northern elevation of the building and are partially obscured from the street. Staff will have further details and photos of this in their staff report during the meeting.

HISTORY OF SUBJECT PROPERTY

# 323 N MAIN STREET

ca. 1920. Contributing.

Two-story yellow-cream brick building with white glazed terra cotta ornament. Ornament includes coping, inset shield, second-story window band (four windows set in terra cotta band), molded terra cotta enframement around storefront and second story windows, terra cotta frame and cornice around storefront. Door and storefront altered, glass block added.





SITE IMAGES : Proposed Windows to be Replaced





SITE IMAGES





## SITE IMAGES



### Design Review Advisory Committee

The Design Review Advisory Committee reviewed the proposed windows via email. The comments from the committee were sent to the applicant. Some of the comments were incorporated into the conditions in the motion.

## DESIGN STANDARDS CRITERIA

The request to replace the windows is governed by the *Hendersonville Historic Preservation Commission Main Street Design Standards*, which is applied to the City's Main Street Historic District. The following sections are applicable to the proposed Certificate of Appropriateness application:

### **3.4.2 WINDOWS AND DOORS**

Windows and doors by their proportion, shape, positioning, location, pattern, and size can contribute significantly to a building's historic character and are particularly indicative of stylistic periods. These openings in a building's exterior also provide opportunities for natural light, ventilation, and visual connections to the interior.

#### **Windows and Doors Guidelines**

- .1 Retain and preserve original windows and doors.
- .2 Retain and preserve openings and details of windows and doors, such as trim, sash, glass, lintels, sills, thresholds, shutters, and hardware.
- .3 If replacement of a window or door element is necessary, replace only the deteriorated element to match the original in size, scale, proportion, pane or panel division, material, and detail.
- .4 It is not appropriate to replace windows or doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design.
- .5 Protect and maintain existing windows and doors in appropriate ways:
  - Maintain caulking and glazing putty to prevent air or water infiltration around glass.
  - Weatherstrip windows and doors to prevent moisture and air infiltration.
  - Check sills and thresholds to ensure that water run off does not collect.
  - Maintain a sound paint film on all wooden windows and doors.
  - Monitor the condition of wooden windows and doors.
  - Note: Both the peeling of paint and the widening of joints may create the false appearance of deteriorated wood.
- .6 Repair original windows, doors, and frames by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- .7 Construct replacement shutters of wood, size them to window opening, and make them operable. It is not appropriate to introduce window shutters if none exists.
- .8 The use of reflective or highly tinted glass is discouraged.
- .9 It is not appropriate to fill in existing window or door openings or to alter the original opening.
- .10 It is not appropriate to introduce new windows or doors if they alter the building or damage historic materials and features. Keep new windows and doors in proportion, shape, positioning, location, size, material, and detail to existing units.
- .11 If a new window or door is required to meet building and safety codes, the replacement should be the least intrusive to the façade and without destroying historic materials.
- .12 If exterior storm windows are desired, they should have little visual impact. They should be painted to match the building and the color of the window sash and be installed so that existing windows are not obscured.
- .13 It is not appropriate to use snap-in muntins to create a false divided-light appearance.
- .14 In accordance with the Artificial Materials guidelines (Section 3.8), it is not appropriate to replace existing vinyl windows with new vinyl windows on contributing structures.
- .15 Existing windows and doors on non-contributing structures should be replaced in-kind.

*Retain and preserve original windows and doors.*





