



The City of Spartanburg Board of Architectural Design & Historic Review

AGENDA

**December 11, 2025, at 5:30 P.M.
Spartanburg County Council Chambers
366 N. Church Street – Spartanburg, SC 29303**

(Please Note: Items as they appear on the Docket may or may not be considered in the order as they are presented. The Chairman will announce any changes after the roll call)

- I. Call To Order.**
- II. Roll Call.**
- III. Freedom of Information Act Compliance** – Public notification of the City of Spartanburg’s Board of Architectural Design & Historic Review meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg’s Zoning Ordinance.
- IV. Rules and Procedures for Meeting Conduct.**
- V. Approval of Agenda.**
- VI. Disposition of Minutes from the November 13, 2025, Meeting.**
- VII. Old Business:** None.
- VIII. New Business:**
 1. COA: 25-004-00071: Certificate of Appropriateness for Major Works — 189 S Hampton Drive (TMS # 7-16-02-276.00) in the Hampton Heights Historic District. The applicant is seeking approval to install new vinyl windows. The property is located in the R-8 SFD (Single Family Residential) zoning district. **Owner: Jessica Fenn / Contractor: Scott Doughman, Window Nation**
 2. COA: 25-004-00072: Certificate of Appropriateness for Major Works — 118 Phifer Drive (TMS # 7-08-15-259.00) in the Beaumont Mills Historic District. The applicant is seeking approval to install new vinyl windows. The property is located in the R-6 (General Residential) zoning district. **Owner: Tyler & Katie Helms / Contractor: Golden Key Construction**
- IX. Staff Updates:** ACOG Continued Education and Election for new Officers.
- X. Adjournment.**

For more information, please contact the City of Spartanburg Planning Department at planning@cityofspartanburg.org or call (864) 596-2068.

**Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, November 13, 2025, at 5:30 PM
Spartanburg County Council Chambers**

The City of Spartanburg Board of Architectural Design and Historic Review (HARB) met in County Council Chambers on Thursday, November 13, 2025, at 5:30 PM with the following members in attendance: **Sylvelie Franke, Brandon Gaffney, Adib Kapasi, Julie Gilmore, Kenneth Brown, and Bill Michels.** Representing the Planning Department - **Fredalyn Frasier, Planning Director, Dominick Calace, Planner I.**

Roll Call:

Mr. Michels: Bill Michels
Ms. Gilmore: Julie Gilmore
Mr. Brown: Kenneth Brown
Mr. Kapasi: Adib Kapasi
Mr. Gaffney: Brandon Gaffney (Virtually)
Ms. Franke: Sylvelie Franke

Ms. Franke: Freedom of Information Act Compliance – Public notification of the City of Spartanburg Board of Architectural Design and Historic Review (HARB) this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg Zoning Ordinance.

Approval of Agenda:

A motion was made by Mr. Gaffney, seconded by Mr. Brown to approve the agenda. The motion was approved with a vote of 6-0.

Approval of Meeting Minutes from October 9, 2025.

A motion was made by Mr. Kapasi, seconded by Mr. Brown to approve the meeting minutes as amended. The motion was approved with a vote of 6-0.

Old Business:

COA: 25-004-00023: Certificate of Appropriateness for Major Works – 232 Hydrick Street (TMS # 7-12-14-166.00) in the Hampton Heights. The applicant is seeking approval for new construction. The property is located in the R-8 (General Residential) zoning district. Owner: City of Spartanburg | Applicant: James White Enterprises, LLC.

Project Description and History

The project site is located on an approximately 7,500 square foot lot in the Hampton Heights Historic District on the west side of Hydrick Street near the intersection with West Henry Street. The site is currently vacant. The applicant proposes to build a 2,617 square foot single-family dwelling unit on the lot.

The proposed residential structure is a one-and-a-half story Craftsman style home measuring 35 feet in width and 63 feet 2 inches in length, with a peak ridge height of 30 feet 8 inches. The house will be constructed on a stucco foundation with a crawl space.

A full-width front porch measuring 9 feet in depth will span the entire facade. The porch decking will consist of painted wood tongue and groove deck boards and will be supported by brick foundations with painted wood columns. Wooden porch railings will enclose the porch and extend down the stairs. The applicant is proposing to clad the house in Hardie Plank lap siding. The windows will be black wood, six over six single hung windows with simulated divided lites. The front door is proposed to be a craftsman style mahogany-stained wood door. The roof will be comprised of architectural shingles. A split strip driveway is proposed along the side of the home with a concrete parking pad located in the rear yard.

Previous Board Action

This application was presented to the Board of Architectural Design and Historic Review on September 11th, 2025. The Board voted to defer action, requesting additional information regarding the siding corner detail, stucco specifications, window specifications, railing specifications, and a revised second-floor plan showing windows in the bedroom areas.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the guidelines is to provide property owners with guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City.

The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the Standards listed in the Ordinance.

The project site has a zoning designation of R-8 SFD, Single Family District, which allows single family dwelling units. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation, and the five criteria listed in the findings. Normally, when a new house is proposed in most other areas of the city, only a building permit is required. However, due to the location, the proposed house is subject to Section 6.0, New Construction Guidelines, of the Historic Districts Design Manual.

6.2 Recognizing the Prevailing Character of Existing Development

- *Identify and respect the prevailing character of adjacent historic buildings and surrounding developments.*

The surrounding homes near the proposed development are predominantly bungalows in character. The proposed residence incorporates defining features of the Craftsman Bungalow style, including prominent columns and a full-width front porch. The scale and design of the front porch are consistent with those found on other Craftsman-style homes within the district.

6.2.1 Building Setback and Orientation:

- *The orientation of a new building and its site placement shall appear to be consistent with dominant patterns within the area of influence, if such patterns are apparent.*

The applicant's submission of the site plan indicates that the structure will be located 8 feet from the north side setback and 18 feet 4 inches from the south side setback. The structure will be

located 10 feet from the front property line, which appears to be consistent with adjacent properties.

6.2.2 Directional Emphasis:

- *A new building's directional emphasis shall be consistent with dominant patterns of directional emphasis within the area of influence, if such patterns are present.*

The structure will exhibit horizontal directional emphasis and face Hydrick Street, consistent with other structures on the street.

6.2.3 Shape:

- *Roof Pitch: The roof pitch of a new building shall be consistent with those of existing buildings within the area of influence, if dominant patterns are apparent.*

The roof pitch of the proposed house will be 4:12 at the front of the house and transition to 8:12 near the center of the dormer. This roof pitch is consistent with Craftsman Bungalow style homes in the district.

- *Porch Form: The shape and size of a new porch shall be consistent with those of existing historic buildings within the area of influence, if dominant patterns are apparent.*

The front porch extends along the entire length of the home's facade, 33 feet and extends 9 feet out from the home. This porch size is consistent with other Craftsman style front porches in the district. The structure has four brick foundation columns with painted wood columns. This style is consistent with other Craftsman homes in the district.

- *Building Elements: The principal elements and shapes used on the front façade of a new building shall be compatible with those of existing buildings in the area of influence, if dominant patterns are apparent.*

The applicant is proposing a craftsman style home with symmetrical features. The door will be located in the center of the facade flanked by six-over-six wood framed simulated divided lite windows on either side. The dormer will be located in the center of the structure with two windows of the same style. The north side of the home will have a 3-foot by 14-foot bump-out addition on the first floor. The principal elements and shapes are consistent with adjacent structures and other Craftsman style homes in the historic district.

6.2.4: Massing:

- *The massing of a new building shall be consistent with dominant massing patterns of existing buildings in the area of influence, if such patterns are apparent.*

The proposed structure is a 1.5 story home. The ridge height of the proposed building is 30 feet 8 inches. The design also includes a dormer in the front of the house that will extend from the peak of the roof to the front porch. Adjacent homes on the street range in height from 1 to 2 stories. The scale and form of the structure are appropriate for the surrounding neighborhood.

6.2.5: Proportion:

- *The proportions of a new building shall be consistent with dominant patterns of existing buildings in the area of influence, if such patterns are apparent.*

There is no information in the submission that provides the proportion of the structure in relation to other structures. Based on staff observations at the project site, the proportion of the proposed structure is consistent with the design guidelines.

6.2.6 Rhythm:

- *New construction in a historic area shall respect and not disrupt existing rhythmic patterns in the area of influence, if such patterns are present.*
There is no information in the submission that provides the rhythm of the structure in relation to other structures. Based on staff observations at the project site, the rhythm of the proposed structure is consistent with the design guidelines.

6.2.7 Scale/Height:

- *New construction in historic areas shall be consistent with dominant patterns of scale with the area of influence, if such patterns are present.*
The structure is a 1.5 story home. The structure is 35 feet 10 inches wide, 60 feet 4 inches long, and has a peak ridge height of 30 feet 8 inches. The front porch extends along the entire front facade and will be 9 feet in depth. Adjacent homes on the street range from 1 to 2 stories. The proposed scale and height are consistent with adjacent homes and the design guidelines. The size of the front porch is similar to that of other properties in the surrounding area.

Hampton Heights Design Guidelines

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. *The character and appropriateness of the design*

The character of the surrounding homes can be described as bungalows. Although the housing style is not specifically mentioned in the submission, the features are typical of a Craftsman Bungalow with its prominent front porch and columns. The size and design of the front porch are typical of the surrounding properties. The site plan shows a split strip driveway on the south side of the lot leading to a concrete parking pad in the rear yard. The proposed setback is 10 feet, which is consistent with adjacent structures on Hydrick Street.

b. *The scale of the buildings*

The proposed home is 1.5 stories. The structure is 35 feet 10 inches wide, 60 feet 4 inches long, and has a peak ridge height of 30 feet 8 inches. The front porch extends along the entire front facade and will be 9 feet in depth. Adjacent homes on the street range from 1 to 2 stories. The proposed scale and height are consistent with adjacent homes and the design guidelines. The size of the front porch is similar to that of other properties in the surrounding area.

c. *The texture and materials*

The proposed house will be clad with Hardie Plank lap siding. The material creates the appearance of wood siding, which is consistent with surrounding homes. The visible width of the siding is unclear but should not exceed 5 inches. A sample of the siding should be provided for review by staff. The applicant has also provided a siding corner detail confirming that the corners will be finished with trim pieces rather than mitered siding, consistent with historic construction methods.

The front porch is proposed with painted wood columns with brick foundations. The porch decking will be painted wood tongue and groove deck boards. This material is consistent with homes in the historic district. The railing that encloses the porch and extends along the stairs will be wood. Detailed railing construction drawings were submitted to verify compliance with the design guidelines. This material is consistent with the design guidelines and adjacent homes.

The home's foundation will be stucco with a crawl space. The finish will consist of a ½ inch lime-based gray stucco parge coat over waterproofed CMU. This treatment is consistent with the design guidelines and visually compatible with historic foundations.

The roof will have a 4:12 pitch at the front of the home which transitions to an 8:12 pitch near the center. The roof is proposed to be composed of charcoal architectural shingles. The roof material and design are consistent with the design guidelines.

A craftsman style mahogany-stained door is proposed for the front of the house. This type and style of door is consistent with the historic design guidelines and other doors in the adjacent properties. The proposal shows single-hung six-over-six black wood windows with simulated divided lites. All windows are double pane glass. The drawings have been updated to show a 6-inch cedar wood finish around the windows. The window style and trim are consistent with the historic design guidelines.

d. *The relationship of such elements to similar features of structures in the immediate surroundings –*

The proposed Bungalow is an appropriate design for the site. It will match the prevailing character of

the surrounding homes, most of which are some form of Bungalow. The porch is a character defining feature of the Bungalow. There are multiple structures on Hydrick Street with similar styles of front porches. It is not clear how some of the features are consistent with other character defining features in the neighborhood. No examples of existing features in the neighborhood were provided as examples for this submission.

e. *If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –*

The structure will be similar to other homes in the neighborhood, including the front porch, windows, and doors. The siding proposed in the applicant's site plan appears to be consistent with the building materials of surrounding homes. The construction makes use of an otherwise vacant and underutilized lot in the historic district.

Staff Recommendation

Staff recommends approval of the proposed design. The applicant has provided clarification on all items requested at the September 11th, 2025 meeting, and the home is consistent with the Historic Design Guidelines for new construction.

Applicant:

Christopher Ceej Jefferson.

Public Speakers: None.

Discussion:

The board recommended that the applicant revise the proposed windows from six-over-six to six-over-one for better alignment with historic character. The applicant also expressed interest in transitioning the foundation to brick. The board advised that any HardiePlank siding used should have a smooth, non-wood texture finish, and the exposure should not exceed five inches.

A motion was made by Dr. Avery, seconded by Mr. Brown, to approve as presented with minor changes as stated above by a vote of 7 to 0.

Staff Announcements:

Staff announced the continuation of ACOG continuing education. All board meetings for 2026 will be held at the Dr. T.K. Gregg Community Center, located at 650 Howard Street.

Housing Updates:

An update was provided for 310 Spring Street, where tracks were previously installed. The property was given six months to come into compliance. A site visit confirmed the work remains incomplete, as of both April and the current date. Code Enforcement has followed up, and proceedings are underway to bring the property into compliance. An update is expected by mid-December.

Officer Elections:

- A motion was made by Mr. Brown, seconded by Ms. Frankie, to reappoint Bill Michels as Chair. The motion passed with a vote of 7–0.
- A motion was made by Dr. Avery to nominate himself as Vice Chair, seconded by Mr. Michels. The motion also passed with a vote of 7–0.

New Business:

None.

The meeting was adjourned at 6:04 PM.

Bill Michels, Chairman

PO Box 1749 • Spartanburg, SC 29304 • Phone: (864) 596-2068 • email: planning@cityofspartanburg.org
website: www.cityofspartanburg.org

December 3, 2025

TO: The Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works
Address: 189 S Hampton Dr (TMS: 7-16-02-276.00)
Historic District: Hampton Heights Historic District
Zoning: R-8 SFD (Single Family District)
Owner/Applicant: Jessica Fenn
Contractor: Window Nation / Go Permits

Request: The Applicant is seeking approval to install new vinyl windows

Project Description and History

The project site is located on an approximately 22,000 square foot lot in the Hampton Heights Historic District on the southeast corner of S Hampton Drive and Peronneau Street. The residential structure is considered a non-contributing structure within the historic district as it was constructed in 1987 prior to the adoption of the Historic District and does not reflect a historic architectural style.

The Applicant is seeking approval to replace all of the windows on the structure. According to the Applicant, the existing windows are inefficient, allowing cold air into the home in winter and hot air in summer. The existing windows are one-over-one single-pane wood windows. The Applicant proposes replacing them with one-over-one double-pane vinyl windows. Photos of both the interior and exterior windows, as well as product specifications, are included in the application materials.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the guidelines is to provide property owners with guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City.

The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the standards listed in the Ordinance.

Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing a Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation and the five criteria listed in the findings.

Hampton Heights Design Guidelines

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Section 8.1.4 Windows of the Hampton Heights Design Guidelines states, “Windows are very important in creating rhythm on a house and also play a role in the directional emphasis and scale of buildings. Highly decorative windows with distinctive shapes or glazing patterns are always character-defining features of buildings. Guideline: Existing windows, including window sash, glass, lintels, sills, frames, molding, shutters, and all hardware shall be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new materials shall be compatible with original materials in terms of material, design, and hardware. If it is necessary to replace an entire window, the replacement shall be sized to the original opening and shall duplicate all proportions and configurations of the original window.”

- The proposed replacement windows maintain the existing one-over-one configuration and size of the original windows. The proposed material (vinyl) differs from the existing wood windows.

b. The scale of the buildings

- The replacement of windows will not affect the scale of the buildings.

c. The texture and materials

- The proposed replacement windows are vinyl, which differs in material and texture from the existing wood windows. The window openings and configuration will remain the same.

d. The relationship of such elements to similar features of structures in the immediate surroundings –

- Properties in the immediate surroundings of the project site appear to have wood windows.

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –

- The Design Guidelines require replacement windows to be compatible with the originals in material, size, and design. The vinyl material differs from the original wood windows, while the size and one-over-one design are retained.

Staff Recommendation

Staff recommends that approval of front-facing window replacement be conditioned on the applicant considering these alternatives to vinyl, to ensure the façade remains compatible with the historic district's character while allowing reasonable flexibility for a non-contributing property.

Fiberglass	Very durable; resists warping, rot, moisture, temperature swings; low maintenance; long service life.	Better chance of compatibility than vinyl: many fiberglass products can mimic wood profiles, allow paintable finishes, and have stable dimensions similar to wood.	Excellent wood-look alternative Compatible with district appearance
Composite / Wood-Clad	Wood interior, durable exterior (aluminum, fiberglass, or vinyl-clad) Low maintenance Can be painted/ stained	Often a strong compromise — retains wood window aesthetic where visible, yet easier upkeep and better durability than pure wood; many districts and preservation bodies accept clad windows as “appropriate historic looking replacements”.	Popular preservation-friendly option; maintains visual character while reducing upkeep.

Submitted by:

Dominick Calace

Dominick Calace
Planner I
City of Spartanburg Planning Department

Attachments:

Conditions of Approval
Site Map
Zoning Map
Site Photos
Application and Materials

CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:

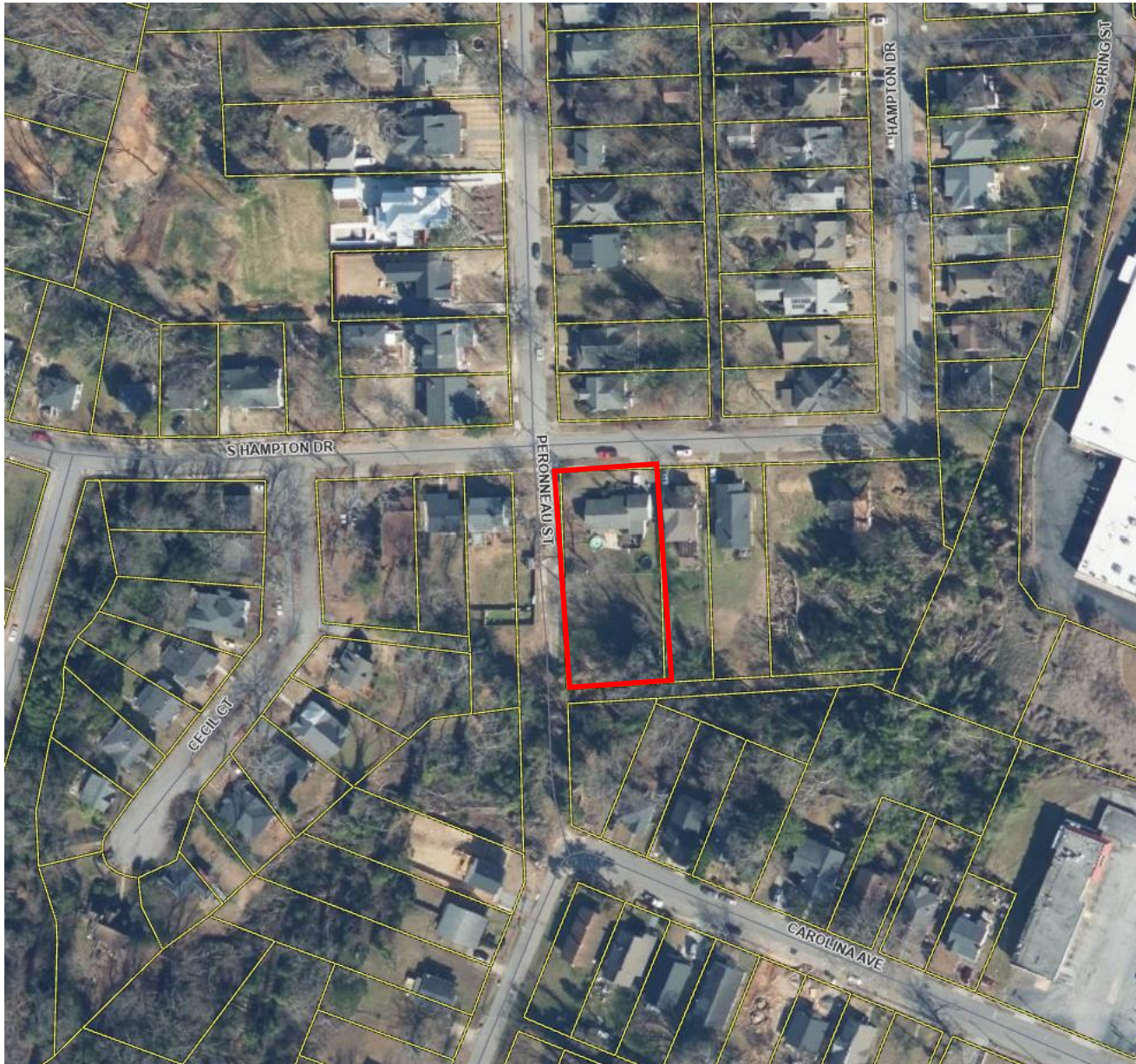
189 S Hampton Dr (TMS: 7-16-02-276.00) - Hampton Heights Historic District

Owner/Applicant: Jessica Fenn

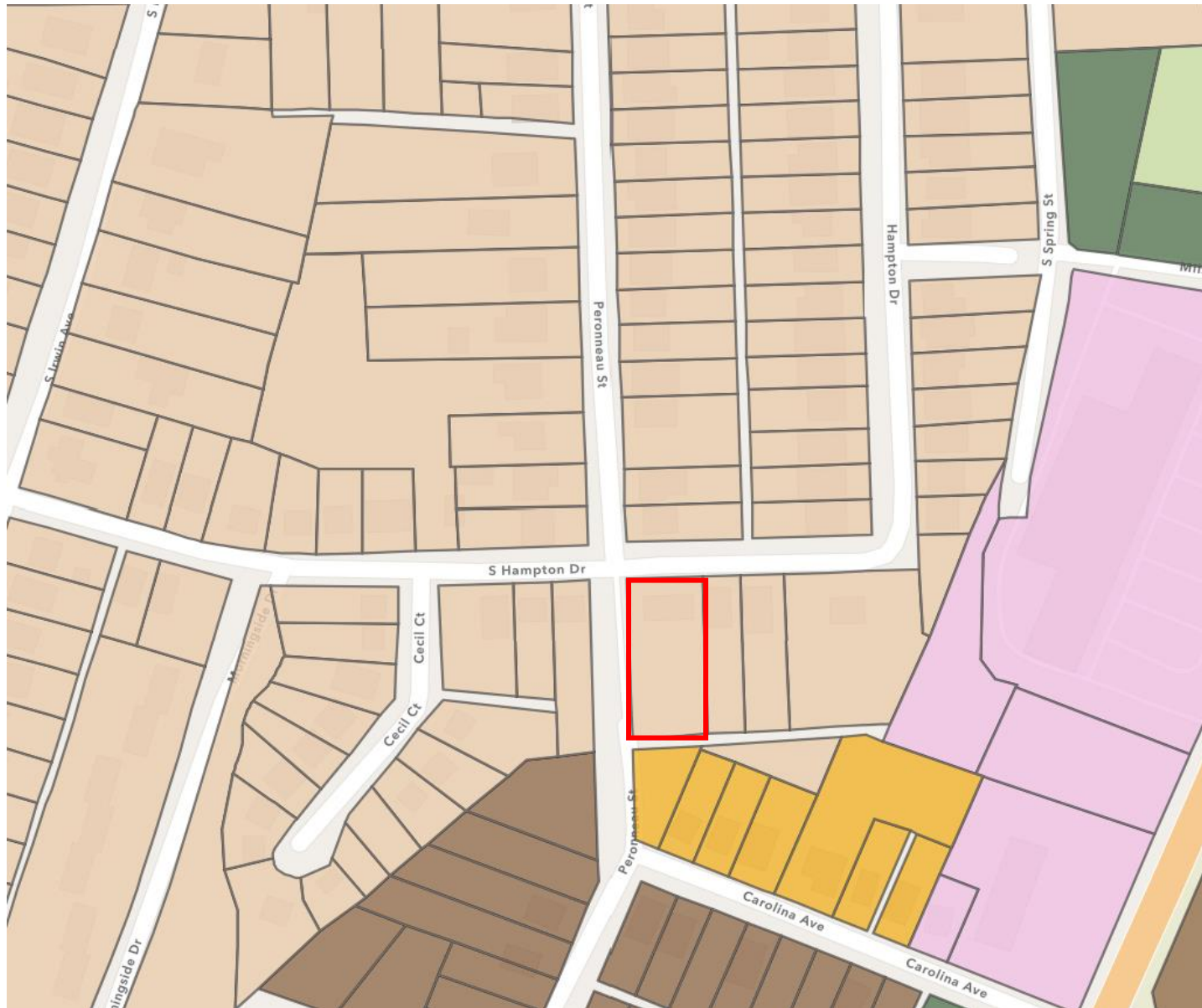
Contractor: Window Nation

1. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
2. All plans for future construction which are not covered by this review shall be submitted to the City Planning Department for review and approval.
3. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.
4. This permit shall be exercised within **six months of the date of final approval**, or it shall become null and void. Extensions may be granted with the permission of the Board.
5. A building permit shall be obtained from the Building Department prior to commencement of work.
6. The development of the site shall be in substantial accordance with the approved plans submitted and on file in the Spartanburg City Planning Department. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.

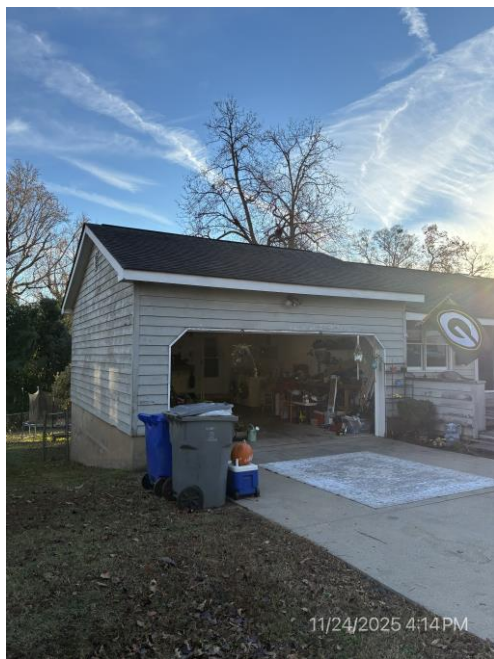
Site Map – 189 S Hampton Dr



Zoning Map – 189 S Hampton Dr



Site Photos – 189 S Hampton Dr



Properties to the Left and Right



Properties Across the Street



PO Box 1749 • Spartanburg, SC 29304 • phone: (864) 596-2068 • email: planning@cityofspartanburg.org
website: www.cityofspartanburg.org

Certificate of Appropriateness (COA) Historic Properties

Owner: FENN JESSICA JEAN Phone: 321-263-7530
Address: 189 S Hampton Dr Email: jfenn@dfamilk.com
City: Spartanburg State: SC Zip: 29306

Applicant: Scott Doughman Phone: 860-952-4112
Address: 105 Buttonball Ln Email: windownation@gopermits.org
City: Glastonbury State: CT Zip: 06033

Contractor: WINDOW NATION Phone: 860-952-4112
Address: 8110 Maple Lawn Blvd # 335 Email: windownation@gopermits.org
City: Fulton State: Maryland Zip: 20759

Address of Property: 189 S Hampton Dr Spartanburg, SC 29306
Tax Map Number: 7-16-02-276.00 Zoning District Residential

Please select the activity requested:

- | | |
|---|---|
| ☐ Alteration of Structure/Property | ☐ New Construction on Vacant Lot |
| ☐ Repair of Structure/Property | ☐ Demolition of Structure |
| ☐ Addition to Existing Structure | ☒ Other |

Fees and Payments can be made using the Permit Number and the [City of Spartanburg Payment Portal](#).

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above-described property.

Applicant: Signature: David Friessorger Date: 10/31/25

Staff Use Only / Received by: Planning/Oksana

Date Received: 11/03/25 Time: _____ Permit Number: 25-0400071

Certificate of Appropriateness (COA) Additional Items

Please attach to this Application any of the applicable items:

- | | |
|---|--|
| ☒ Site Plans or Surveys | ☐ Detail Drawing(s), Floor Plans(s) or Sketch(es) |
| ☐ Photographs of Existing property | ☐ Material(s) and Sample(s) |
| ☐ Photographs of Changes requested | ☐ Other |

Description of Proposed work (attach extra sheets as needed):

Remove and replace 8 windows and 1 sliding glass door like for like no structural changes.

Please read and initial the following statements:

- _____ I am the owner of the property, or
- ☒ I am acting on behalf of the owner(s) of this property and have attached a letter from the owner(s) indicating their knowledge of this application.
- ☒ The information on this application represents an accurate description of the proposed work.
- ☒ I have omitted nothing that might affect the decision of the Historic Architect Review Board.
- ☒ I will attend (or send a representative to attend) the public hearing of this application before the Historic Architect Review Board.
- ☒ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.

1200 Woodruff Rd
Greenville, SC 29607
License #: N/A



Date of Agreement:

October 7, 2025
Customer ID: PR1607949
Contract No: WN-GVL-159460-0
Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
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Buyer(s) listed above hereby jointly and severally agrees to purchase the goods and/or services listed on the accompanying specification sheets, in accordance with the prices and terms described in the Custom Remodeling and Improvement and the Product Specifications (collectively, this "Agreement").

Windows - GrandView Inclusions: Fusion-welded corners, Special Formula uPVC, Deluxe Limit lock on double hung windows, Duratex warm edge spacer, True sloped sill on double hung window, Composite reinforcement in meeting rails, Stainless Steel Constant Force Balance system, Integral Sash Interlock, Vycore Foam Insulation in frame and sash, Integral weather-stripping, Elegant sculpted exterior, exterior custom capping, installation by a certified crew, clean up and haul away of all job related debris.

Windows - Potomac Inclusions: Fusion-welded corners, Special Formula uPVC, Magnetic bottom seal on double hung windows, Vent latches on double hung windows (**EXCEPT windows with VyWood interior), Integrated tilt latches on double hung windows, 3/4" insulated glass, Duratex warm edge spacer, Mortise-cut sill dam wall, True sloped sill on double hung window, Thermacore Composite reinforcement in meeting rails, Stainless Steel Constant Force Balance system, Integral Sash Interlock, Vycore Foam Insulation in frame and sash, Triple weather-stripping, Elegant sculpted exterior, double strength glass, exterior custom capping, installation by a certified crew, clean up and haul away of all job related debris.

Sliding Glass Door - 7000 Series Patio Door inclusions: Fusion-welded master frame and panels, multi-chambered insulation frame, Quad weather-sealed meeting rails, Extruded uPVC material, Steel - Zinc-coated tandem rollers, stainless steel multipoint locking system, Aluminum threshold, operating panel and meeting rail reinforced with roll formed steel, Duratex Spacer System, exterior custom capping, installation by a certified crew, clean up and haul away of all job related debris.

DO NOT SIGN THIS CONTRACT IF THERE ARE ANY BLANK SPACES.

It is agreed and understood by and between parties that the Product Specifications, along with the Custom Remodeling and Improvement Agreement, constitutes the entire understanding between the parties, and replaces any and all prior negotiations, representations, or agreements, either written or oral. The Product Specifications may not be changed, modified, or varied in any way (with exception that installation materials may be substituted with similar products when inventory shortages exist) unless such changes are in writing and signed by both Buyer(s) and Window Nation, LLC. Buyer(s) hereby acknowledge that Buyer(s) has read the Product Specifications.

I have read and received each page of this Product Specification.

Window Nation

Signature of Exterior Design Consultant
Christopher Nemethy - License #: N/A

Buyer(s)

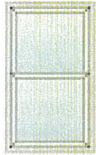
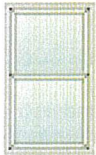
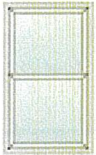
Buyer Name: Jessica Fenn
Buyer Name: Thomas Harrelson

YOU, THE BUYER(S), MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

PRODUCT SPECIFICATIONS

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
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Work Order Details:

1	Model: GrandView W:36.0" H: 54.0" Location: 1st Floor, Living Room Quantity: 2 Style: Double Hung Color: Interior White > Exterior White Configuration: Standard Sash Configuration Grids: No Grids Glass: Triple Silver Glass > Standard > Not OBS Screen: Half Screen	
2	Model: GrandView W:36.0" H: 54.0" Location: 1st Floor, Bedroom Quantity: 1 Style: Double Hung Color: Interior White > Exterior White Configuration: Standard Sash Configuration Grids: No Grids Glass: Triple Silver Glass > Standard > Not OBS Screen: Half Screen Description: pops room	
3	Model: GrandView W:36.0" H: 54.0" Location: 1st Floor, Bedroom Quantity: 1 Style: Double Hung Color: Interior White > Exterior White Configuration: Standard Sash Configuration Grids: No Grids Glass: Triple Silver Glass > Standard > Not OBS Screen: Half Screen Description: kids room	

1200 Woodruff Rd
Greenville, SC 29607
License #: N/A

**Date of Agreement:**

October 7, 2025

Customer ID: PR1607949

Contract No: WN-GVL-159460-0

Sales: 866-446-2846

Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
--	---	--

Work Order Details:**4**

Model: GrandView W:32.0" H: 54.0" Location: 1st Floor, Bedroom Owner Quantity: 1

Style: Double Hung

Color: Interior White > Exterior White

Configuration: Standard Sash Configuration

Grids: No Grids

Glass: Triple Silver Glass > Standard > Not OBS

Screen: Half Screen

**5**

Model: GrandView W:36.0" H: 38.0" Location: 1st Floor, Bathroom Owner Quantity: 1

Style: Double Hung

Color: Interior White > Exterior White

Configuration: Standard Sash Configuration

Grids: No Grids

Glass: Triple Silver Glass > Tempered Full > Not OBS

Screen: Half Screen

**6**

Model: Potomac W:35.0" H: 34.0" Location: 1st Floor, Kitchen sink Quantity: 1

Style: Garden

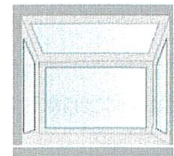
Color: Interior White > Exterior White

Glass: Extreme 2 Pane/Lowe & Argon > Standard > Not OBS

Grids: No Grids

Head & Seat: Oak Head & Seat

Screen: No Screen



1200 Woodruff Rd
Greenville, SC 29607
License #: N/A

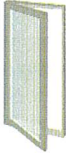


Date of Agreement:
October 7, 2025
Customer ID: PR1607949
Contract No: WN-GVL-159460-0
Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
--	---	--

Work Order Details:

7	Model: Potomac W:24.0" H: 30.0" Location: 1st Floor, Den Quantity: 1 Style: Single Casement Color: Interior White > Exterior White Glass: Triple Silver Glass > Standard > Not OBS Grids: No Grids Hinge: Hinge Left Screen: Full Screen Description: band room	
8	Model: 7000 Series W:72.0" H: 80.0" Location: 1st Floor, Den Quantity: 1 Style: Sliding Glass Door Color: Interior White > Exterior White Door Operation: Left Hand Operable - Left Door Active (Inside Looking Out) Glass: Extreme 2 Pane/Lowe & Argon > Standard > Not OBS Grids: No Grids Handle: White Size: "6 Foot Door - 72""x80"" (2 Panel)" Description: band room (1) Frame Out SGD	
Additional Items:		

1200 Woodruff Rd
Greenville, SC 29607
License #: N/A

**Date of Agreement:**

October 7, 2025
Customer ID: PR1607949
Contract No: WN-GVL-159460-0
Sales: 866-446-2846
Service: 866-217-9582

PRODUCT SPECIFICATIONS

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
--	---	--

Special Instructions:

None

Installation Details:

Window Removal Type: Wood Exterior Trim: High Performance Trim Coil Exterior Trim Color: White Sealant: OSI Quad Max Insulation Around Window: OSI Quad Foam Clean Up and Haul Away: Yes	Additional products needed in the future: No Customer agrees to allow Window Nation to post a yard sign until 30 days after install: Yes Year house was built: 1987 EPA Lead Containment Required: No EPA Lead Testing Required: No HOA Approval Required: No
---	--

1200 Woodruff Rd
Greenville, SC 29607
License #: N/A



Date of Agreement:
October 7, 2025
Customer ID: PR1607949
Contract No: WN-GVL-159460-0
Sales: 866-446-2846
Service: 866-217-9582

CUSTOM REMODELING AND IMPROVEMENT AGREEMENT

Buyer Address: Jessica Fenn Thomas Harrelson 189 S Hampton Dr Spartanburg, SC 29306	Buyer Contact Information: 321-263-7530 (864) 768-2250	Buyer Email Information: jfenn@dfamilk.com
--	---	--

Buyer(s) listed above hereby jointly and severally agrees to purchase the goods and/or services of Window Nation, LLC. ("Contractor") in accordance with the prices and terms described in this document and the Product Specifications, which are incorporated as part of the Agreement (collectively, this "Agreement"). This Agreement represents a cash sale of goods and services. Buyer(s) agrees to pay the cost of the goods and services purchased as described herein, regardless of timing or approval of any financing Buyer(s) may seek for their purchase.

Sale Total	\$18,350	Estimate Project Start: 6-8 Weeks Estimate Project Finish: 1 to 3 days after start Buyer(s) acknowledge that definite start and completion dates are NOT of the essence. Delays beyond Contractors control not included in calculating timeframes. See Section 6 of the Terms and Conditions.
Setup & Disposal Fee	\$349	
Permit Administration	\$30	
Total Sale Price	\$18,729	
Sales Tax (0.0%)	\$0	
Total Amount Due	\$18,729	
Down Payment	\$3,000	
Down Payment Type	Credit Card	
Balance Due	\$15,729	
Amount Financed	\$15,729	
COD (Payable at time of install)	\$0	
Measure Tech to Collect Deposit	NO	

This Agreement constitutes the entire agreement and understanding between the parties, and this Agreement replaces any and all prior negotiations, representations, or agreements, either written or oral. No amendment, modification or waiver of this Agreement shall be valid or effective unless in writing and signed by both parties. Buyer(s) hereby acknowledge that Buyer(s) 1) has read the entire Agreement and has received a completed, signed, and dated copy of this Agreement, including the two accompanying Notice of Cancellation forms, on the date first written above and 2) was orally informed of his/her right to cancel this transaction. Buyer(s) also agrees and understands that if Buyer(s) finance the work with a third-party, the terms of that financing will be contained on separate documents, including any finance charge. Price includes all discounts and promotions.

I have read and received each page of this Agreement.

Window Nation

Buyer(s)

Signature of Exterior Design Consultant
Christopher Nemethy - License #: N/A

Buyer Name: Jessica Fenn
Buyer Name: Thomas Harrelson

YOU, THE BUYER(S), MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

ORDER: 90118
ORDER DATE: 10/16/2025

QUOTE

INVOICE INFORMATION

Window Nation - Greenville
8110 Maple Lawn Blvd
Fulton, MD 20759

SHIPPING INFORMATION

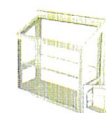
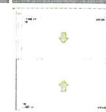
Window Nation - Greenville
1200 Woodruff Rd
Unit A-9
Greenville, SC 29607

SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
90118	10/16/2025	PRJ524580 FENN	PRJ524580 FENN		2% 10 Net 30 days	
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
1	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[LIVING RM 3] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	35 3/4 W X 53 1/4 H			

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
90118	10/16/2025	PRJ524580 FENN	PRJ524580 FENN		2% 10 Net 30 days	
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
2	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[LIVING RM 4] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	35 3/4 W X 53 1/4 H			
3	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[BEDROOM 5] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	35 3/4 W X 53 1/4 H			

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS
90118	10/16/2025	PRJ524580 FENN	PRJ524580 FENN		2% 10 Net 30 days
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL
6	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[OWNERS BATH 8] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) TEMPERED ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	35 3/4 W X 37 1/4 H		
7	Garden Window EXACT SIZE INSTALL LOCATION=[KITCHEN SINK 1] WHITE FRAME OAK DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON JAMB=[6] PLANT SHELF QTY=[1] INSULATED SEAT	1	34 1/4 W X 33 1/4 H		
8	CASEMENT INSTALL LOCATION=[DEN 9] EXACT SIZE WHITE FRAME LEFT OPERATING (ISLO) DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON SUPER SPACER CASEMENT HANDLE{FOLDING HANDLE=[WHITE]} INSTALLATION SCREWS SCREEN{CASEMENT SCREEN=[VyClear Mesh]} AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-54-00350-00001] SOLAR HEAT GAIN=[0.18] U FACTOR=[0.24] VISUAL TRANSMITTANCE=[0.42] ENERGY STAR 7 CERTIFIED IN ZONE:=[NC.SC.S.]	1	23 1/2 W X 28 1/4 H		



ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
90118	10/16/2025	PRJ524580 FENN	PRJ524580 FENN		2% 10 Net 30 days	
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
4	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[BEDROOM 6] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	35 3/4 W X 53 1/4 H			
5	GRAND VIEW DOUBLE HUNG INSTALL LOCATION=[OWNERS RM 7] EXACT SIZE WHITE FRAME DUAL GLAZE DOUBLE STRENGTH LOWE TRIPLE SILVER (366) ARGON DURA SPACER PLAIN=[WHITE] DOUBLE LOCK NIGHT LATCHES INSTALLATION SCREWS HALF SCREEN=[VyClear Mesh] AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-53-00021-00001] SOLAR HEAT GAIN=[0.21] U FACTOR=[0.27] VISUAL TRANSMITTANCE=[0.5] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	31 1/2 W X 53 1/4 H			

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
90118	10/16/2025	PRJ524580 FENN	PRJ524580 FENN		2% 10 Net 30 days	
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
9	PATIO DOOR 7000 SERIES 6FT INSTALL LOCATION=[DEN] EXACT SIZE LEFT OPERATING (ISLO) WHITE FRAME DUAL GLAZE PATIO DOOR GLASS LOWE TRIPLE SILVER (366) TEMPERED ARGON DURA SPACER 7000 PD HANDLE=[WHITE WITHOUT KEY] 6FT SIGNATURE SCREEN=[VyClear Mesh] INSTALLATION SCREWS AIR LEAKAGE VALUE <=[0.3] CPD CODE=[VYW-A-39-00144-00001] SOLAR HEAT GAIN=[0.23] U FACTOR=[0.28] VISUAL TRANSMITTANCE=[0.53] ENERGY STAR 7 CERTIFIED IN ZONE:=[SC.S.]	1	71X79 1/2			
TOTALS: 9						

COMMENT:

This is a quote only and will not go into production until confirmed by you. By signing this quote, you are agreeing to purchase the products and options specified at the quoted prices. Any alterations or additions may alter the price. This quote is valid for 60 days only.

(Before Signing this quote please check it carefully to ensure it is accurate.)

Approved By: _____ Date: _____ Tag Name/PO: _____

Measure Technician

Keith Oates

Order: Fenn, Jessica - GVL - 10/07/2025 09:00 AM

Project Number: PRJ524580

Market: Greenville, SC

Homeowner

Jessica Fenn

189 S Hampton Dr

Spartanburg, SC 29306

Phone: 321-263-7530

Email: jfenn@dfamilk.com



Window



Window

Measure Technician
Keith Oates

Order: Fenn, Jessica - GVL - 10/07/2025 09:00 AM
Project Number: PRJ524580
Market: Greenville, SC

Homeowner
Jessica Fenn
189 S Hampton Dr
Spartanburg, SC 29306
Phone: 321-263-7530
Email: jfenn@dfamilk.com



Window



Window

Measure Technician
Keith Oates

Order: Fenn, Jessica - GVL - 10/07/2025 09:00 AM
Project Number: PRJ524580
Market: Greenville, SC

Homeowner
Jessica Fenn
189 S Hampton Dr
Spartanburg, SC 29306
Phone: 321-263-7530
Email: jfenn@dfamilk.com



Window



Window

Measure Technician
Keith Oates

Order: Fenn, Jessica - GVL - 10/07/2025 09:00 AM
Project Number: PRJ524580
Market: Greenville, SC

Homeowner
Jessica Fenn
189 S Hampton Dr
Spartanburg, SC 29306
Phone: 321-263-7530
Email: jfenn@dfamilk.com



Window



Window

Measure Technician

Keith Oates

Order: Fenn, Jessica - GVL - 10/07/2025 09:00 AM

Project Number: PRJ524580

Market: Greenville, SC

Homeowner

Jessica Fenn

189 S Hampton Dr

Spartanburg, SC 29306

Phone: 321-263-7530

Email: jfenn@dfamilk.com



Window

December 3, 2025

TO: The Board of Architectural Design and Historic Review

RE: Certificate of Appropriateness for Major Works

Address: 118 Phifer Dr (TMS: 7-08-15-259.00)

Historic District: Beaumont Mills Historic District

Zoning: R-6 (General Residential District)

Owner/Applicant: Tyler & Katie Helms

Contractor: Golden Key Construction

Request: The Applicant is seeking approval to install new vinyl windows

Project Description and History

The project site is located on an approximately 9,700 square foot lot in the Beaumont Mills Historic District on the south side of Phifer Drive. The residential structure was constructed in 1941. The architectural style designated by the Beaumont Mill Design Guidelines is House Type 13 – Gable on Hip Cottage.

The Applicant is seeking approval to replace all of the windows on the structure. The Applicant has stated that the existing windows have broken panes, do not close all the way, and are inefficient, leading to high energy bills. The existing windows on the structure are six-over-six single-pane wood windows. The windows will be replaced with six-over-six simulated divided lite vinyl windows. Photos of both the interior and exterior of the windows are included, as well as the specifications for the proposed replacement units.

The Applicant has noted that replacing the existing windows with new wood units would require custom fabrication and would be significantly more expensive than vinyl replacements. According to the Applicant, vinyl windows are priced between \$500–\$900 per unit, while new custom wood windows begin at approximately \$1,200 per unit. The Applicant states that this cost difference affects the feasibility of replacing their windows.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Beaumont Mills Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the guidelines is to provide property owners with guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City.

The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the standards listed in the Ordinance.

Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing a Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation and the five criteria listed in the findings.

Beaumont Mills Design Guidelines

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Section 8.1.4 Windows of the Beaumont Mill Design Guidelines states, "Windows are another significant character defining feature of any home. Wood windows were constructed so that individual pieces could be taken apart and repaired as needed. Therefore, many original windows could be repaired for much less than replacing a window. If it's determined that the windows are in such deteriorated condition that they must be replaced, you should select a new window with extreme care. Make sure the following details should be compatible when selecting a new window: Size of window, Shape and size of sash, Window pane size and configuration, Muntin and Mullion profile shape, and Location of meeting rail. Wood and aluminum clad wood windows are the most appropriate replacement materials. Other window materials will be evaluated by the HARB."

- The proposed replacement windows maintain the six-over-six configuration and size of the original windows. The proposed material (vinyl) differs from the original wood windows and must be evaluated by the HARB.

b. The scale of the buildings

- The replacement of windows will not affect the scale of the buildings.

c. The texture and materials

- The proposed replacement windows are vinyl, which is different in material and texture from the existing wood windows. The window openings and configuration will remain the same.

d. The relationship of such elements to similar features of structures in the immediate surroundings –

- Properties in the immediate surroundings of the project site appear to have a combination of wood and vinyl windows. The properties to the left and right both have vinyl windows. Of the three properties across the street, two have vinyl windows, and one has wood windows.

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –

- The Design Guidelines require replacement windows to be compatible with the originals in material, size, and design. While the proposed windows retain the size and six-over-six configuration, the vinyl material must be evaluated for harmony with the historic district.

Staff Comments

Staff acknowledge the Applicant's stated cost difference between custom wood windows and the proposed vinyl replacements. If the Board determines that the proposed vinyl windows match the size of the existing openings, retain the six-over-six configuration, and provide an acceptable sash/muntin profile, and meeting-rail alignment consistent with the Design Guidelines, approval of the replacement may be appropriate.

Staff Recommendation - Denial

The property is classified as a **contributing structure**, and staff recommends that vinyl windows not be used for replacement of windows visible from the street.

- Replacement windows should maintain the original openings, proportions, muntin patterns, and trim profiles to preserve the historic integrity of the façade and the district's character.
- Historically appropriate alternatives such as wood, fiberglass, or composite/wood-clad windows.
- The City may have funding or grant programs available to assist property owners experiencing financial hardship in meeting these requirements.

Submitted by:

Dominick Calace

Dominick Calace
Planner I
City of Spartanburg Planning Department

Attachments:

Conditions of Approval

Site Map

Zoning Map

Site Photos

Application and Materials

**CONDITIONS OF APPROVAL FOR THE PROJECT ON PROPERTY AT:
118 Phifer Dr (TMS: 7-08-15-259.00) - Hampton Heights Historic District**

Owner/Applicant: Tyler & Katie Helms

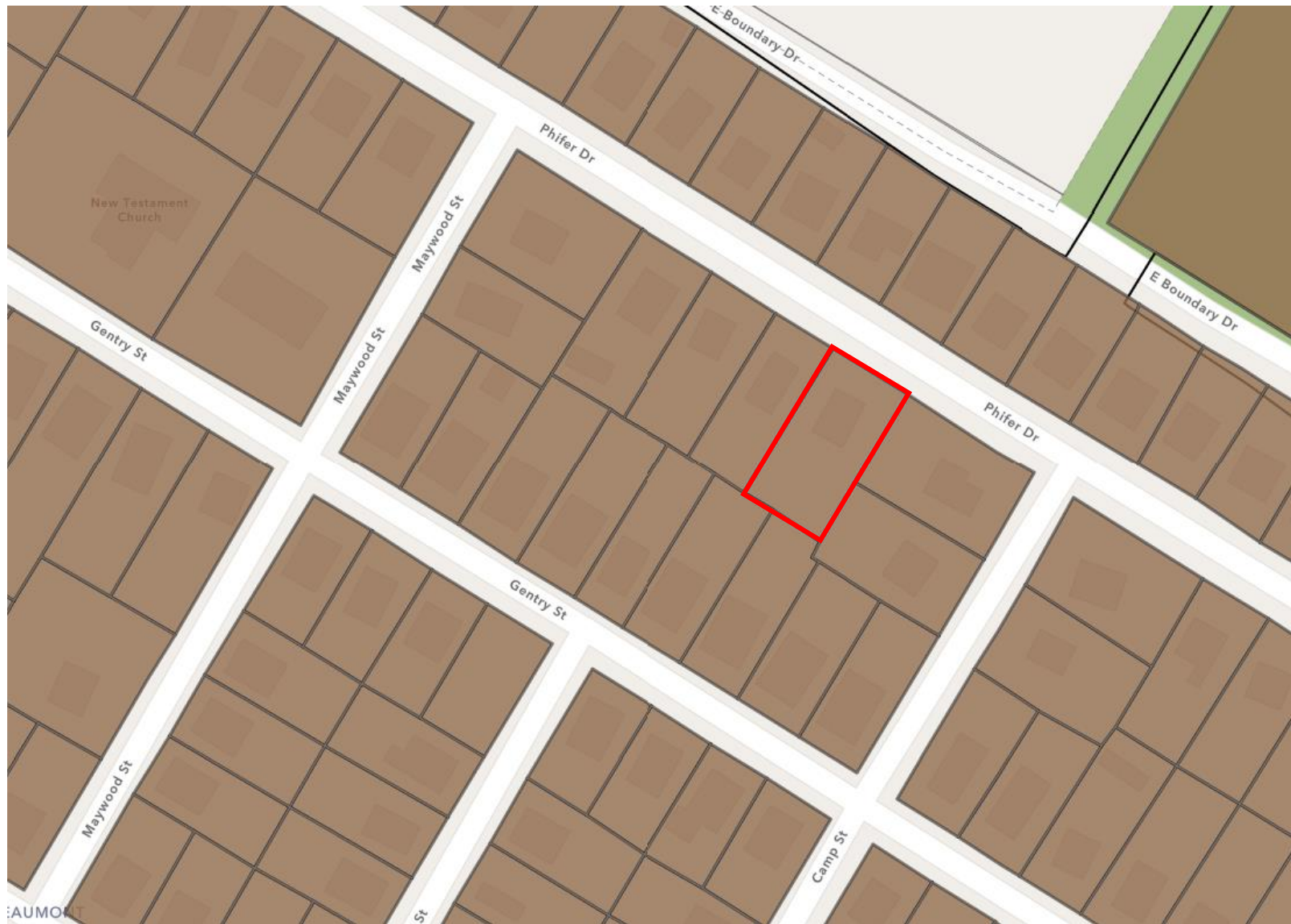
Contractor: Golden Key Construction

1. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
2. All plans for future construction which are not covered by this review shall be submitted to the City Planning Department for review and approval.
3. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.
4. This permit shall be exercised within **six months of the date of final approval**, or it shall become null and void. Extensions may be granted with the permission of the Board.
5. A building permit shall be obtained from the Building Department prior to commencement of work.
6. The development of the site shall be in substantial accordance with the approved plans submitted and on file in the Spartanburg City Planning Department. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.

Site Map – 118 Phifer Dr



Zoning Map – 118 Phifer Dr



Site Photos – 118 Phifer Dr



Properties to the Left and Right



Properties Across the Street





NOV 14 2025

Planning Department

PO Box 1749 • Spartanburg, SC 29304 • phone: (864) 596-2068 • email: planning@cityofspartanburg.org
website: www.cityofspartanburg.org

Certificate of Appropriateness (COA) Historic Properties

Owner: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Applicant: _____ Phone: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____

Contractor: Golden Key Construction Phone: 864-510-8835
Address: 2118 Buffalo West Springs Hwy Email: Golden Key construction 22 @ gmail
City: Buffalo State: SC Zip: 29321

Address of Property: 118 Phifer Dr Spartanburg SC 29303
Tax Map Number: 7-08-15-259.00 Zoning District: R-6

Please select the activity requested:

- ☐ Alteration of Structure/Property
☒ Repair of Structure/Property
☐ Addition to Existing Structure

- ☐ New Construction on Vacant Lot
☐ Demolition of Structure
☐ Other

Fees and Payments can be made using the Permit Number and the [City of Spartanburg Payment Portal](#).

To the best of my knowledge, the information on this application and all additional documentation is true, factual and complete. I hereby agree to abide by all conditions of any approvals granted by the City of Spartanburg. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I hereby authorize the staff of the Planning Department to inspect the premises of the above-described property.

Applicant: Signature: [Signature] Date: 11-13-2025

Staff Use Only / Received by: Planning

Date Received: 11/17/25 Time: _____ Permit Number: 25'0400072

Certificate of Appropriateness (COA) Additional Items

Please attach to this Application any of the applicable items:

- | | |
|---|--|
| ☐ Site Plans or Surveys | ☐ Detail Drawing(s), Floor Plans(s) or Sketch(es) |
| ☐ Photographs of Existing property | ☐ Material(s) and Sample(s) |
| ☐ Photographs of Changes requested | ☐ Other |

Description of Proposed work (attach extra sheets as needed):

Replace Broken wood Windows to Vinyl
to original Look But with Vinyl Windows
Windows will have same Grid Patterns
(60% of houses on street have Vinyl windows)

Please read and initial the following statements:

- _____ I am the owner of the property, or
- _____ I am acting on behalf of the owner(s) of this property and have attached a letter from the owner(s) indicating their knowledge of this application.
- _____ The information on this application represents an accurate description of the proposed work.
- _____ I have omitted nothing that might affect the decision of the Historic Architect Review Board.
- X_____ I will attend (or send a representative to attend) the public hearing of this application before the Historic Architect Review Board.
- _____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work.



118 Phifer Dr,
Spartanburg, SC

Dear Board of Spartanburg,

We are writing to you regarding the urgent need to replace the windows in our historic community homes. As the current windows are broken and the winter months are fast approaching, it is imperative that we find a cost-effective and timely solution to mitigate discomfort and increase energy efficiency within the homes. After considering both wood and vinyl window options, we believe that vinyl windows are a more practical choice for several compelling reasons.

****Cost Considerations****

One of the most significant factors that influence our decision is cost. Vinyl windows are substantially more budget-friendly, with prices ranging from \$500 to \$900 per window, compared to the starting cost of \$1,200 per wood window. Many of our community members are working with fixed budgets, and the lower cost of vinyl windows can provide the financial relief necessary without sacrificing quality or performance.

****Durability and Maintenance****

Vinyl windows offer distinct advantages in terms of durability and maintenance. Unlike wood windows, which are susceptible to chipping, cracking, and peeling due to moisture and sunlight exposure, vinyl windows are water-resistant, will not rot, and are resistant to pest infestations. Moreover, vinyl windows do not require regular painting or sealing, making them a low-maintenance option that homeowners will appreciate.

****Energy Efficiency****

Vinyl windows also excel in energy efficiency. They are excellent insulators and meet the Energy Star ratings for South Carolina, with a U-factor of 0.28 and SHGC of 0.23. This means that vinyl windows can significantly reduce energy costs by maintaining indoor temperatures better than wood windows, which are poor conductors of heat and cold.

****Lead Time and Installation****

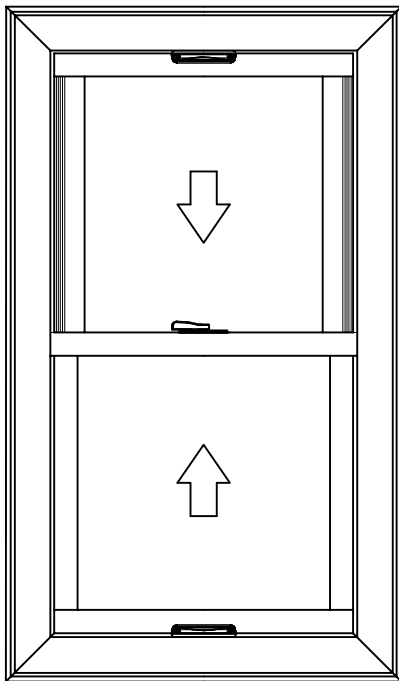
The need for swift action cannot be overstated given the onset of winter. Vinyl windows come with a considerably shorter lead time of just 3 weeks, compared to the 3-month wait for wood windows. This time efficiency allows us to address the immediate needs of residents, ensuring that all installations are complete before the cold weather sets in.

In conclusion, vinyl windows are a more cost-effective, durable, and energy-efficient option that meets the urgent needs of our community. We urge you to consider this proposal favorably to ensure the well-being and comfort of our residents this winter.

Thank you for considering our proposal.

Sincerely,

Golden Key Construction LLC



Interior View

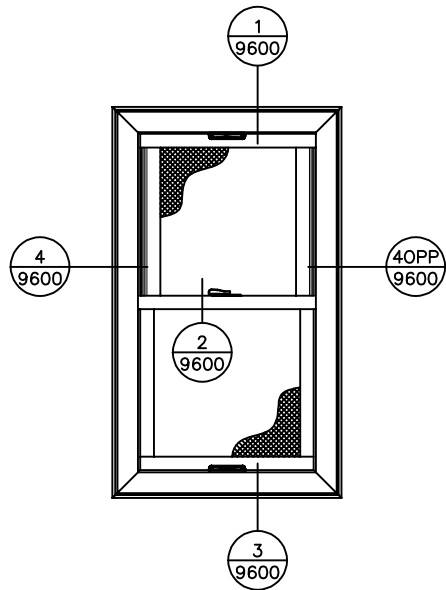
Features

- Stylish Bold Bevel, Frame Depth - $3 \frac{1}{4}"$
- Stainless Steel Constant Force Balances
- Continuous Head & Sill on Twin & Triple Units
- Heavy-duty vinyl frame
- Glazing Pocket Depth - $\frac{3}{4}"$
- Watertight Full Capture Sill w/no Weep Holes

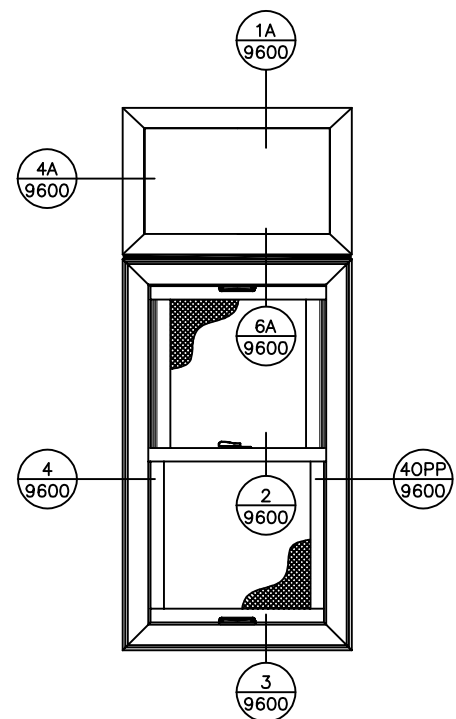
Options

- Extension Jambs $4 \frac{9}{16}"$ - $6 \frac{9}{16}"$
- Full Screen
- J-Channel Filler
- Low-E & Argon Filled Glass Units
- Pull Handle
- Simulated Divided Lites
- Snap-on Nail Fin
- Window Opening Control Device

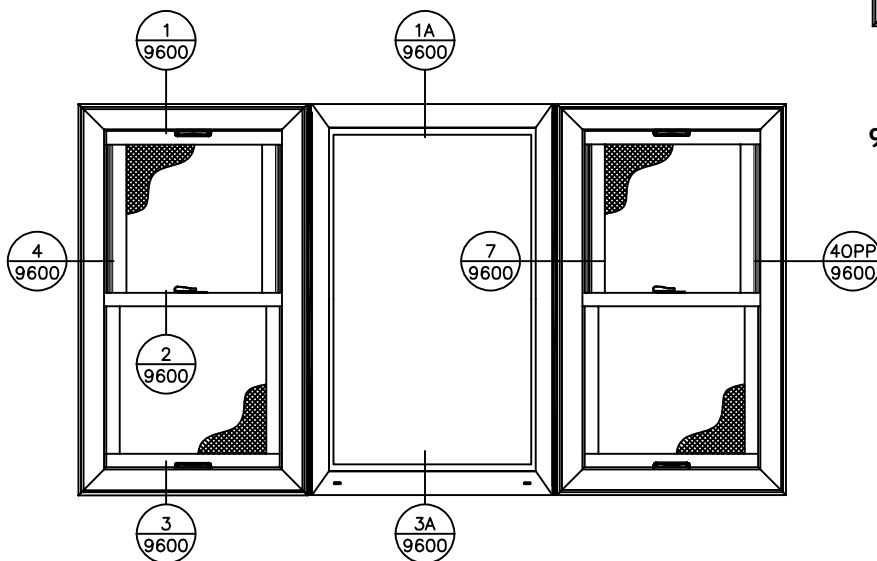
9600 Series Double Hung Replacement



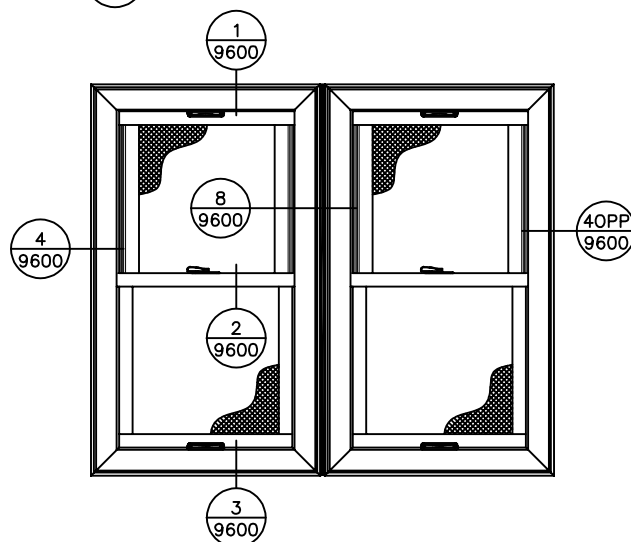
9600 DH



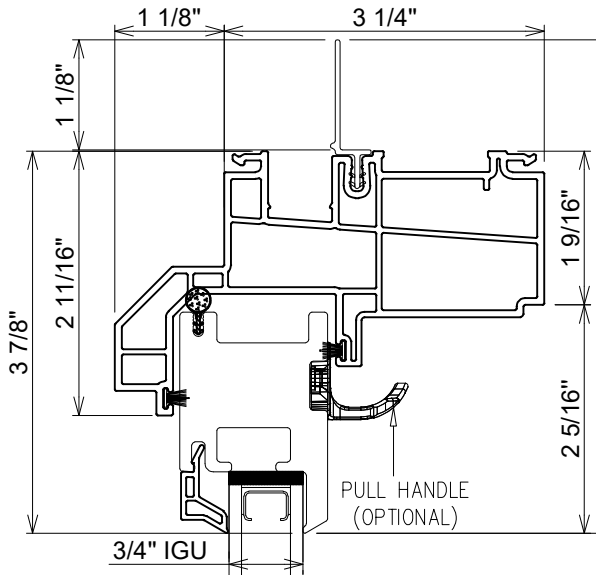
9600 DH w/PW



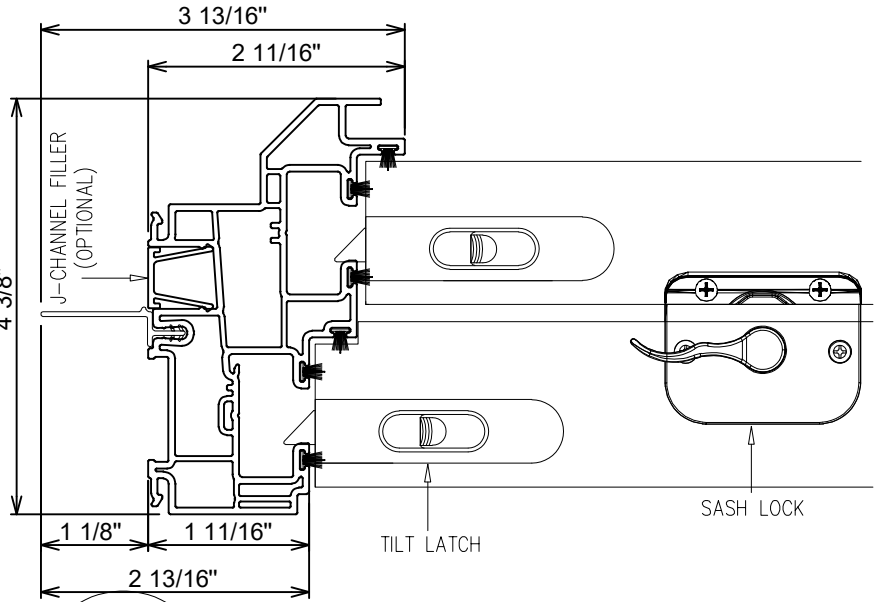
9600 DH - PW - DH



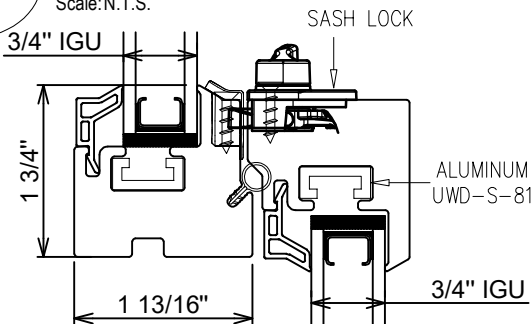
9600 Series Double Hung Replacement



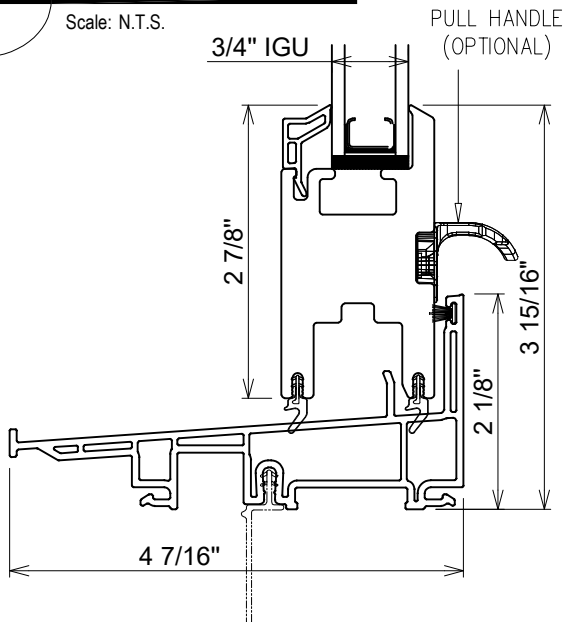
1 HEAD SECTION
9600 Scale: N.T.S.



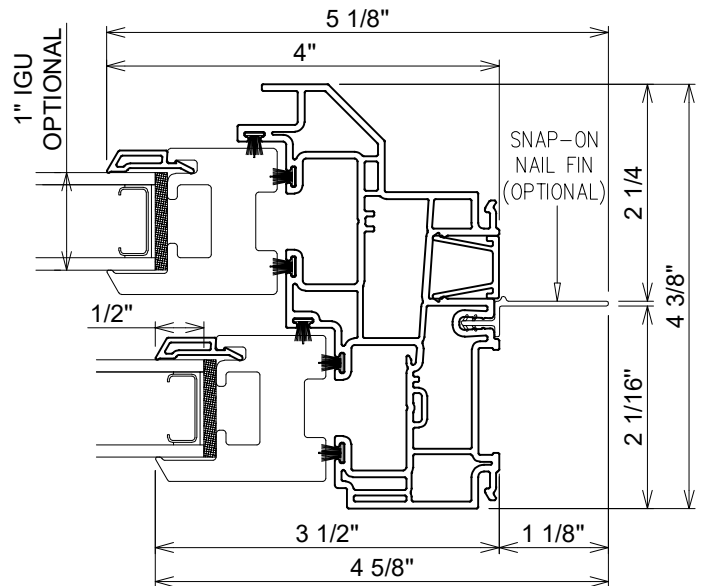
4 JAMB SECTION
9600 Scale: N.T.S.



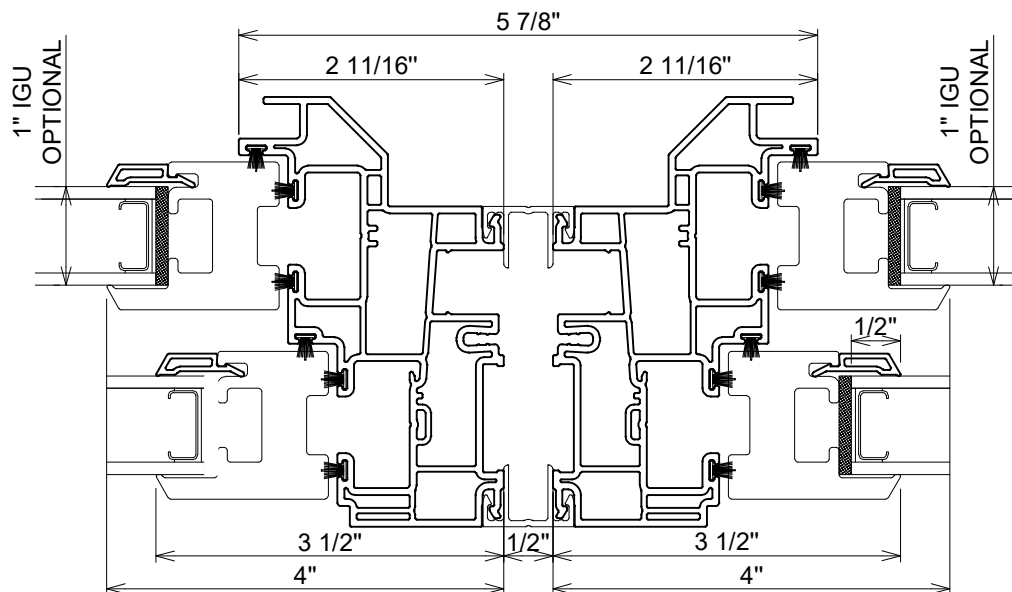
2 MEETING RAIL SECTION
9600 Scale: N.T.S.



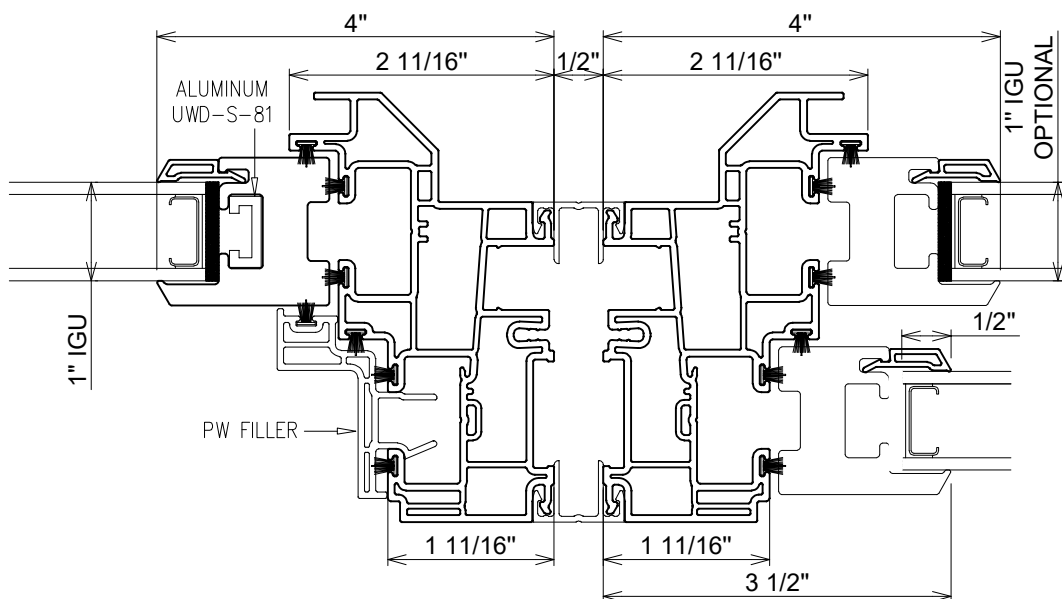
3 SILL SECTION
9600 Scale: N.T.S.



4 OPP JAMB SECTION
9600 Scale: N.T.S.

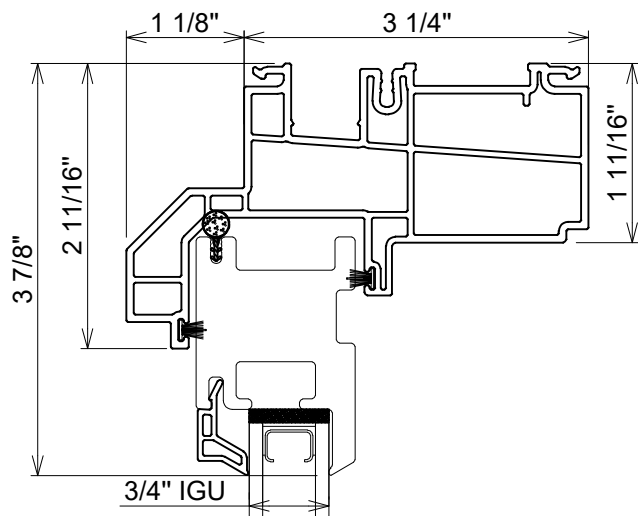


8
9600
MULLION V-SECTION
Scale: N.T.S.



7
9600
MULLION V-SECTION
Scale: N.T.S.

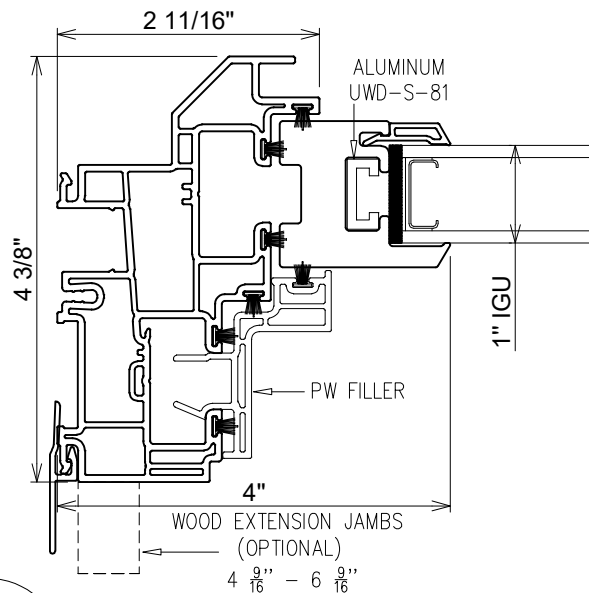
9600 Series Double Hung Replacement



1A PW HEAD SECTION

9600

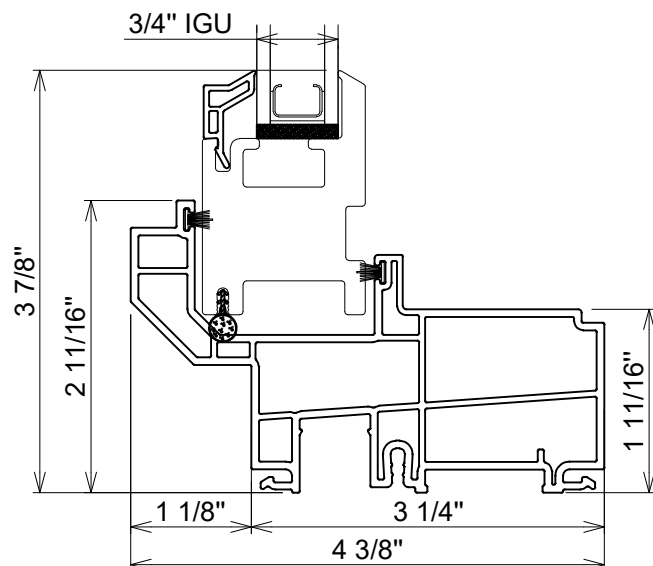
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4A PW JAMB SECTION

9600

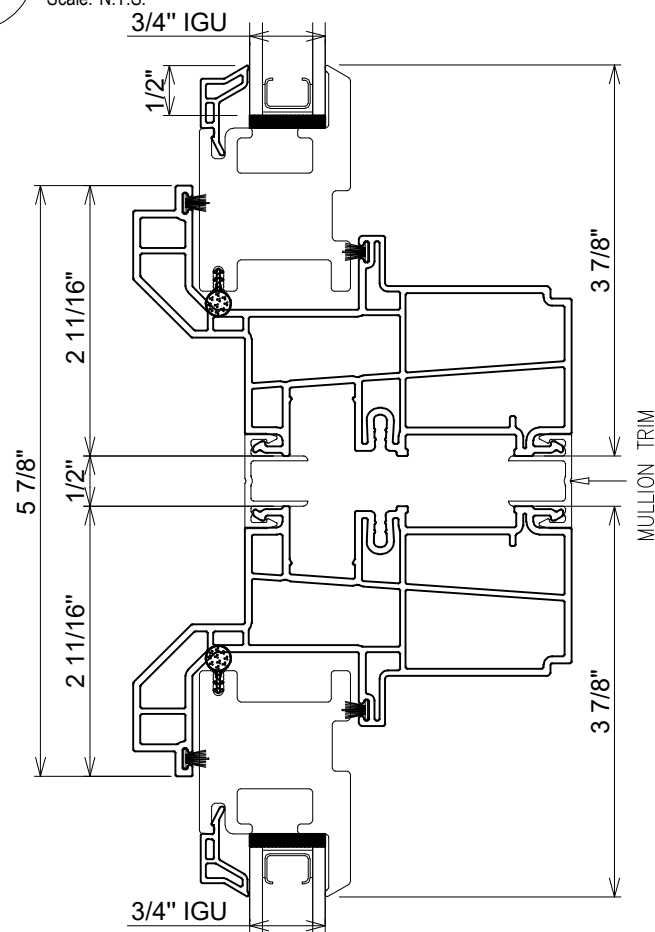
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3A PW SILL SECTION

9600

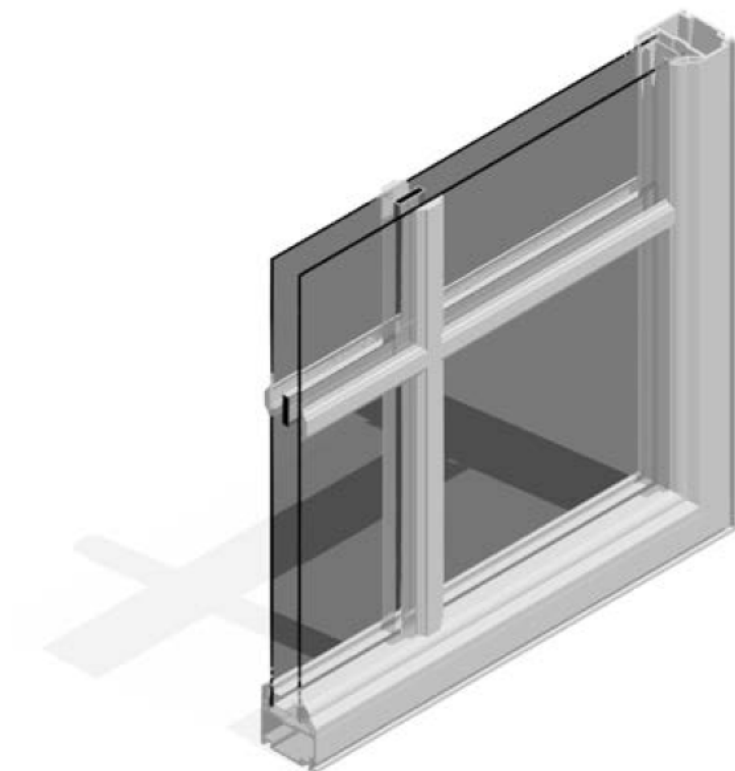
Scale: N.T.S.



6A MULLION H-SECTION

9600

Scale: N.T.S.













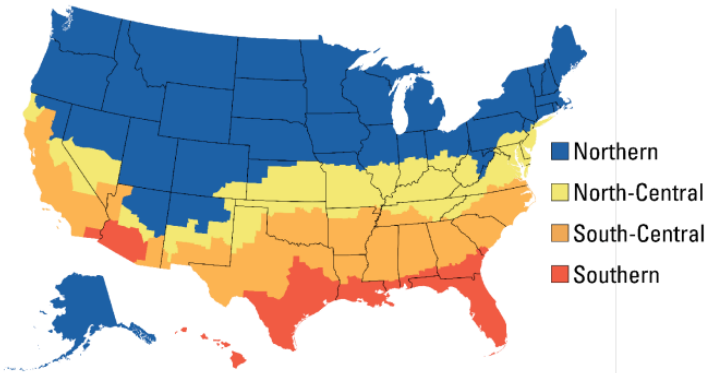


ENERGY STAR v7 UPDATE

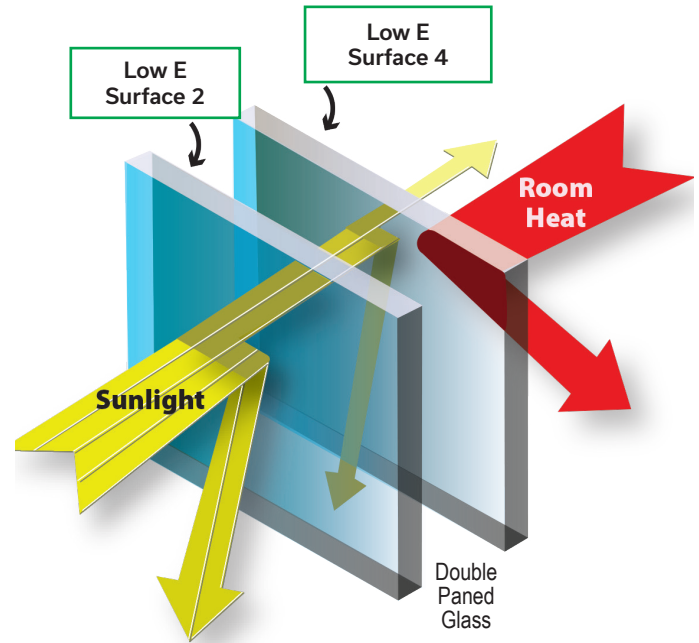
OCT 2023



ENERGY STAR® for Windows, Doors, and Skylights CLIMATE ZONE MAP



Low E, or low emissivity energy-efficient windows, have a thin transparent coating that reflects heat and UV light keeping the temperature in your home comfortable. Our double pane windows contain Lo-E coatings in various configurations; optimized for your designated climate zone. Optional, heavier-than-air **argon gas** must also be included to meet Energy Star requirements.



North				North Central				South Central				South			
Previous Low-E3		2023 Update Low-E7*-N		Previous Low-E2		2023 Update Low-E7-NC		Previous Low-E2 Solar		2023 Update Low-E7-SC		Previous Low-E2 Solar		2023 Update Low-E7-S	
U-F [†]	SHGC ^{††}	U-F	SHGC	U-F	SHGC	U-F	SHGC	U-F	SHGC	U-F	SHGC	U-F	SHGC	U-F	SHGC
≤0.27	Any	≤0.22	≥0.17	≤0.30	≤0.40	≤0.25	≤0.40	≤0.30	≤0.25	≤0.28	≤0.23	≤0.40	≤0.25	≤0.32	≤0.23
0.28	0.32	0.23	≥0.35												
0.29	0.37	0.24	≥0.35												
0.30	0.42	0.25	≥0.40												
		0.26	≥0.40												

*E7 = Energy Star (version 7)

[†]U-F = U-Factor

^{††}SHGC = Solar Heat Gain Coefficient



Understanding the New NFRC label



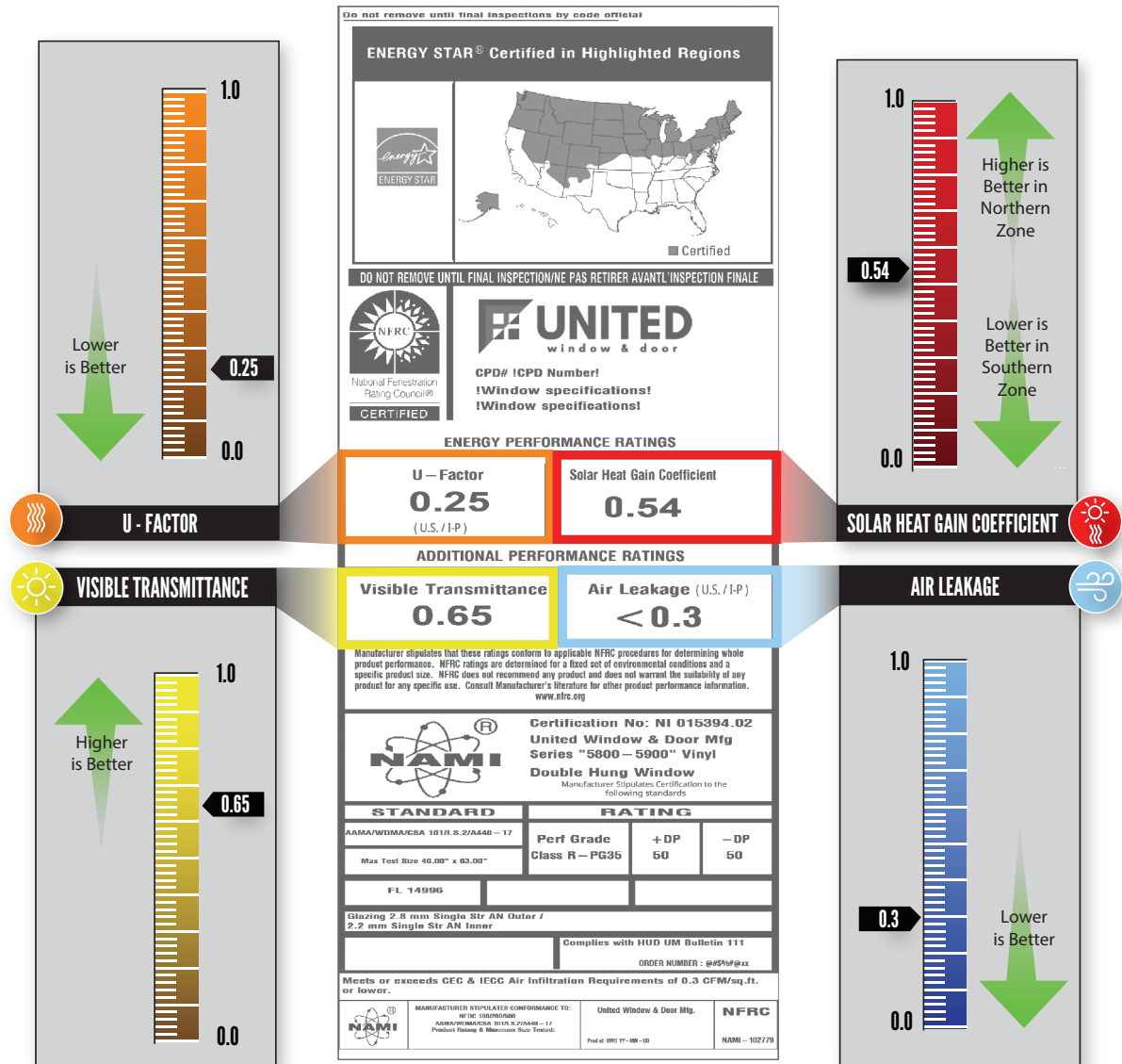
U-Factor (UF)

A rating based on how much heat is allowed to transfer through the product. The lower the U-factor, the less heat transfer occurs through a product. U-factor is particularly important during the winter heating season in colder climates.



Solar Heat Gain Coefficient (SHGC)

A rating based on how much heat from the sun is blocked. The lower the SHGC, the more a product is blocking solar heat gain. Blocking solar heat gain is particularly important during the summer cooling season in hot Southern climates. By contrast, people in Northern climates may want solar heat gain during the cold winter months to lessen the cost of heating the home.



Visible Light Transmission (VLT)

A rating based on how much visible light comes through a product. The higher the VLT, the higher the potential for day lighting.



Air Leakage

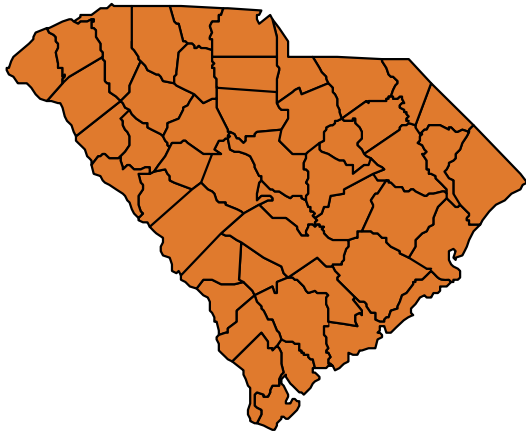
A rating based on how much air will enter a room thru the product. Lower number, the lower the potential for a draft.



Energy Code Compliance Guide to Window Selection in South Carolina

Code: 2006 International Energy Conservation Code

This guide is designed to help select windows, doors and skylights that will meet the requirements of the 2006 IECC for residential buildings as it relates to South Carolina. The IECC assigns the counties in the state of South Carolina into a single climate zone. The requirements vary for this zone and are detailed in the window selection requirements found on the back of this sheet. The requirements in the 2006 IECC are the same for windows used in new buildings, remodeling & additions to existing buildings, and as replacements of existing windows.



Step-by-Step Instructions

1. Use the color-coded map or list of counties to locate the IECC climate zone in which construction is taking place.
2. Use the “Table of IECC Requirements for Window Selection in South Carolina” (on the back of this sheet) to determine the window performance requirements associated with the climate zone.
3. Construct the home with windows that have area weighted average U-factor and SHGC values less than or equal to the values for the climate zone and meet the code maximum air leakage requirements.

IECC CLIMATE ZONE 3

Abbeville	Greenwood
Aiken	Hampton
Allendale	Horry
Anderson	Jasper
Bamberg	Kershaw
Barnwell	Lancaster
Beaufort	Laurens
Berkeley	Lee
Calhoun	Lexington
Charleston	Marion
Cherokee	Marlboro
Chester	McCormick
Chesterfield	Newberry
Clarendon	Oconee
Colleton	Orangeburg
Darlington	Pickens
Dillon	Richland
Dorchester	Saluda
Edgefield	Spartanburg
Fairfield	Sumter
Florence	Union
Georgetown	Williamsburg
Greenville	York

The 2006 International Energy Conservation Code

The 2006 IECC was adopted during the 2005 International Code Council (ICC) code cycle and is currently available to states for adoption. It is published by the International Code Council. For additional details or to obtain a copy of the 2006 IECC, contact the ICC by phone or visit their website at www.iccsafe.org.

The IECC is the national model energy standard certified by the U.S. Department of Energy pursuant to the Energy Policy Act (EPAct). EPAct requires that all states review and consider adopting the IECC as the state building energy code.

Table of IECC Requirements for Window Selection in South Carolina

Simplified Prescriptive Paths for Compliance with the 2006 IECC for Windows in New Buildings and Remodeling & Replacement Windows

Package	Window & Door U-factor	Skylight U-Factor	Window, Door & Skylight SHGC
Climate Zone 3	0.65	0.65	0.40

NOTES:

1. This table of window requirements is based upon the 2006 IECC and does not necessarily reflect the version of the IECC that may have been adopted by the state or any state-specific amendments. The IECC specifies additional requirements for other parts of the building envelope not listed here, such as insulation for walls and ceilings.
2. This table applies to residential buildings as defined in the IECC for compliance under the prescriptive approach. The 2006 IECC permits unlimited window area, so long as the prescriptive requirements are satisfied. In addition to new construction, this table of prescriptive requirements applies to all additions, alterations and replacement fenestration.
3. "Window" refers to glazed products in exterior walls of buildings, including glass doors and glass block, along with the accompanying sashes, frames, etc. Windows include all glazed products in the exterior of buildings that are not skylights. "Skylight" refers to glazed products installed at a slope of 15 degrees or more from vertical.
4. U-factor is a number, generally between 0.2 and 1.20, that indicates the rate of heat loss (or gain) through a window. A lower U-factor demonstrates a greater resistance to heat loss and gain, i.e., better insulating value of the window. As a result, a lower number produces greater winter comfort.
5. SHGC, or Solar Heat Gain Coefficient, is a number between 0 and 1 that indicates the fraction of radiation (heat) from the sun that is transmitted through the window; the lower the SHGC, the less the amount of solar radiation that is allowed to pass through the window and become unwanted additional heat in the summer. As a result, a lower number produces greater summer comfort.
6. Window and skylight U-factor and SHGC values are maximum acceptable levels. An area-weighted average of fenestration products shall be permitted to satisfy the U-factor and SHGC requirements. Up to 15 square feet of glazed fenestration is permitted to be exempt from the U-factor and SHGC requirements.
7. Window U-factor and SHGC must be determined from a National Fenestration Rating Council (NFRC) label on the product or from a limited table of product default values in the IECC.
8. The code requires that non-site-built windows be labeled in a manner to show that they meet the IECC's air infiltration requirements; specifically, equal to or better than 0.30 cfm per square foot of window area (swinging doors below 0.50 cfm) as determined in accordance with NFRC 400, AAMA/WDMA 101/I.S.2, or AAMA/WDMA 101/I.S.2/NAFS.
9. The labeled product U-factor and SHGC should also be used in calculation procedures to properly size the home's HVAC equipment. The IECC requires the use of an appropriate computational procedure to size equipment. Properly sized equipment will operate more efficiently and effectively and will save money up front because builders and consumers can avoid paying extra for oversized equipment.



World's Best Window Co.
 Millennium 2000+
 Vinyl-Clad Wood Frame
 Double Glazing • Argon Fill • Low E
 Product Type: **Vertical Slider**

ENERGY PERFORMANCE RATINGS	
U-Factor (U.S./I-P) 0.35	Solar Heat Gain Coefficient 0.32
ADDITIONAL PERFORMANCE RATINGS	
Visible Transmittance 0.51	Air Leakage (U.S./I-P) 0.2
Condensation Resistance 51	—

Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any product and does not warrant the suitability of any product for any specific use. Consult manufacturer's literature for other product performance information.
www.nfrc.org

Look for the NFRC Label!
 The 2 most important values to look for are:
 U-factor & Solar Heat Gain Coefficient (SHGC)



See the Efficient Windows Collaborative (EWC) web site for more information.
www.efficientwindows.org

Limitations

This guide is an energy code compliance aid for window selection in South Carolina based upon the 2006 IECC and reflects the prescriptive values from Table 402.1.1 of that code. This guide only addresses window requirements and not the requirements applicable to the rest of the home. It does not provide a guarantee that a home meets the IECC, nor is it a guarantee that the home meets the energy code of the state. The guide has not been customized to reflect the version of the IECC or any state-specific amendments that South Carolina may adopt or has adopted. For additional details on South Carolina's energy code, please contact your local building guide official.