

**Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, December 11, 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, December 11, 2025, at 5:30 PM with the following members in attendance: **Sylvelie Franke, Brett Avery, Dave Williams, Kenneth Brown, Julie Gilmore, Rod McCants, 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
Dr. Avery: Brett Avery
Mr. Brown: Kenneth Brown
Mr. McCants: Rod McCants (Late Arrival)
Mr. Williams: Dave Williams
Ms. Franke: Sylvelie Franke

Mr. Michels: 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. Brown seconded by Dr. Avery to approve the agenda. The motion was approved with a vote of 7-0.

Approval of Meeting Minutes from November 13, 2025.

A motion was made by Dr. Avery, seconded by Mr. Brown to approve the meeting minutes as amended. The motion was approved with a vote of 7-0.

Old Business:

None.

New Business:

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

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

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.

Applicant:

Victor Borisik (Golden Key Construction)

Public Speakers:

Melissa Scoeffel

Joseph Parks

Discussion:

The board discussed the window material request with an emphasis on visual compatibility and long-term durability. While several members expressed concern about diverging from original materials, they agreed that in this case, composite for the front-facing windows and vinyl for the side and rear could achieve a balanced outcome. The applicant was responsive, and staff confirmed they would review the final selections to ensure consistency with the district.

A motion was made by Mr. Brown and seconded by Dr. Avery to approve vinyl windows on the side and rear elevations of the home. The three front-facing windows shall be wood-clad, fiberglass, or composite material, subject to staff review for compliance prior to installation. The motion passed by a vote of 5 in favor, 1 opposed, and 1 abstained.

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

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 was constructed in 1987 and does not reflect a historic architectural style. The home is considered a non-contributing structure within the historic district.

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

Applicant:

Joseph Parks

Public Speakers:

Lukas Hauser

Discussion:

The board emphasized the importance of maintaining the overall character of the neighborhood. Members noted that while vinyl windows may be acceptable for the rear and side elevations due to limited visibility, the front-facing windows should meet a higher standard to preserve the streetscape. There was general agreement

to allow vinyl in non-visible areas, but require composite, wood, or clad materials for any windows facing the public right of way. The board aimed to strike a balance between practical upgrades and visual integrity, referencing prior case language to guide consistency.

A motion was made by Dr. Avery, seconded by Mr. Brown, to allow vinyl windows and sliders at the rear as proposed, and to require composite, wood, or clad windows on the front elevation, subject to staff approval prior to installation with a vote of 7 to 0.

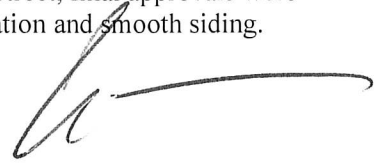
Staff Announcements:

Staff shared updates on continuing education for 2026, with plans to offer ACOG sessions virtually or host them locally at the Dr. TK Gregg Community Center to support CEU completion. All 2026 HARB meetings will also be held at this location, 650 Howard Street, in the main community room.

No applications were received for the January meeting. Members will receive reminders before the February session.

Code Enforcement continues to follow up on housing compliance. At 232 Hydrick Street, final approvals were granted after board-requested changes were confirmed, including a full brick foundation and smooth siding. The applicant is expected to apply for permits soon.

The meeting was adjourned at 6:35 PM.



Bill Michels, Chairman