



CITY OF SAVANNAH

HISTORIC PRESERVATION COMMISSION

REQUEST FOR CERTIFICATE OF APPROPRIATENESS

Petitioner: Merriman Millworks, Steve Merriman

MPC File No.: 26-003773-COA

Address: 309 West Henry Street

PIN: 20052 29003

Zoning: Tn-1

Staff Reviewer: Jodie Brown, AICP

Date: August 26, 2026

NATURE OF REQUEST:

The applicant is requesting approval to replace seven (7) windows and repair the remaining ones.

CONTEXT/SURROUNDING AREA:

Located on the southside of the road between Montgomery and Jefferson Streets, the subject property is located in the Gue Ward. Designed with Greek Revival influences, it was built in 1873. The house is two-stories with a gable end that fronts the street. It is sheathed with wood lap siding and has 6/6 wood windows. The main entrance is located at the northwest corner. The neo-colonial entrance door with a two-light transom is located on small porch with a shed roof. Access to the porch is provided via concrete steps with a simple picket railing that are parallel to the house.

The subject building is listed resource as a contributing resource within the National Register Victorian Historic District and the local Victorian Historic District.

FINDINGS:

The following standards from §7.9 - Victorian Historic District Ordinance apply:

***Secretary of the Interior's Standards and Guidelines for Rehabilitation.** Material changes to contributing resources and resources that are eligible for listing as contributing shall be evaluated by use of the current edition of the Secretary of the Interior's Standards and Guidelines for Rehabilitation as published by the U.S. Department of the Interior. In considering proposals for alterations to contributing resources, the documented original design of the resource may be considered.*

***Secretary of the Interior's Standards 2– Historic Character.** The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

The applicant evaluated all of the windows and is proposing to replace seven (7) of them while repairing the remaining ones. The replacement windows will match the historic windows in operation, size, light pattern and material. The proposed work is consistent with Standard 2.

Secretary of the Interior's Standards 6– Deteriorated Features. *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

The house has suffered from deferred maintenance. The property owner is working to restore the house consistent with the Secretary of the Interior's Standards and the city code. Replacement windows are limited to the seven (7) worst windows while the remaining ones will be repaired. The proposed work is consistent with Standard 6.

Visual Compatibility Criteria. *To maintain the special character of the Victorian Historic District as identified in the architectural survey and visual analysis, new construction and any material change in appearance shall be consistent with the standards, criteria and guidelines developed for the district. The applicable criteria below shall be used to assess new construction and material changes. These criteria shall not be the basis for appeal to any board, commission or administrator described in this Ordinance, or to the Mayor and Aldermen.*

Materials. *The relationship of materials and textures of the proposed building or structure shall be visually compatible with the contributing buildings and structures to which it is visually related.*

The proposed windows will match the historic windows including the shape of panes, operation, and material. The proposed work is consistent with this criterion.

Victorian Historic District Design Standards.

New Construction, Additions, and Alterations. *The intent of these standards is to ensure appropriate new construction, additions, and alterations within the Victorian Historic District. They are also intended to protect the historic integrity of contributing resources. Designs for new construction are to be consistent with contributing resources from the district's Period of Significance (1870-1923).*

The following design standards shall apply to new construction, additions, alterations to contributing and non-contributing resources, and site alterations, unless otherwise specified. Though certain building materials are prescribed below, the Historic Preservation Commission may approve alternative materials that are not listed as prohibited upon a showing by the applicant that the material or product is visually compatible with historic building materials and has performed satisfactorily in the local climate.

Windows, Alterations to contributing resources.

Windows shall be repaired rather than replaced, provided however, if the degree of degradation does not allow repair, the degradation of each window shall be photographically documented and verified by the Planning Director, and the new

window shall be of the same materials and configuration as the original (including single-glazed and true-divided lights, when appropriate).

The existing windows are in an advance state of disrepair. While some of the windows will be repaired others (7) will be replaced in-kind. The windows were investigated by a craftsman cognizant of repair techniques and based on previous poorly done repairs, rotted wood and missing components, some windows were chosen for repair. The remaining windows will be replaced. The proposed work is consistent with this historic district design standard.

Staff Report - Certificate of Appropriateness
MPC File No. 26-003773-COA
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STAFF RECOMMENDATION:

APPROVE the proposed window replacement (7) and window repair at 309 West Henry Street AS SUBMITTED, because the work is visually compatible and meets the standards.

MW: CC: JB

Note: This recommendation could change subject to new information provided at the Historic Preservation Commission meetings. Final decisions will be made by the Historic Preservation Commission at the public hearing based on information provided at the meeting, as well as information submitted for the staff recommendation.