

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, September 13, 2021– 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC**

- Item 1.** **Call to Order – Roll Call**
- Item 2.** **Approval of Minutes – August 9, 2021**
- Item 3.** **Conflicts of Interest**
- Item 4.** **COA PLHR-2022-00023 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Marvin Frockt for approval of previously replaced wood windows with the addition of two-dimensional vinyl slats at the property at 202 Maurice Street (Tax ID #09-231-186)**
- Item 5.** **COA PLHR-2022-00028 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Richard Jordan for approval to install a shed in the rear yard at the property located at 401 E. Talleyrand Avenue (Tax ID #09-231-199)**
- Item 6.** **Next Meeting: October 11, 2021**
- Item 7.** **Adjournment**

ATTENTION BOARD MEMBERS: Please contact Maryann Brown at 704.282.4527 to confirm your attendance.

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, AUGUST 9, 2021 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

To be Approved at the September 2021 Meeting
Attendees to Sheri Laney on 8-10-21

DRAFT

ITEM 1: Call to Order.

Richard F. Ali, Chairman, called the meeting to order at 6:30 p.m. Maryann Brown called the roll.

Members Present: Richard F. Ali, Bob Bullard, Jennifer Smith, Archie Morgan and Susan Sganga

Members Absent: James Kerr

Staff Present: Keri Mendler, Planner; Mujeeb Shah-Khan, City Attorney; William Nance, Intern and Maryann Brown, Administrative Assistant

Guests: Eleanor McGinnis, Eric Rape and Tim Highstone

Chairman said in light of everything that is going on now, he asked if there is anybody who would like to go back to the policy we had a couple of months ago of wearing masks during the meetings. He said he would make a motion to that effect:

Motion: Richard Ali moved to reinstate the policy that everyone where a mask at this meeting, effective tonight, unless speaking during the meeting.

Second: Archie Morgan

Action: The motion to reinstate the mask wearing policy passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Susan Sganga and Archie Morgan

NAYS: Jennifer Smith

Mujeeb Shah-Khan said to the Chairman that he is following along the line of what City Council is doing tomorrow in requiring face masks for all members as well as attendees.

Chairman reminded everyone that this Commission is a quasi-judicial body and its processes and proceedings are governed by North Carolina State Law. He said tonight's proceeding is a quasi-judicial evidentiary hearing, the same as a court hearing. He said, therefore, all witnesses must be sworn in or affirmed. He said the Commission's discretion in these matters is limited. He said we are to base our decision upon factual evidence and not on personal opinion. He said this applies to all those testifying, as well as all Commission members.

Chairman reviewed what constitutes conflict of interest. He said a Commission member shall not participate in any COA discussion or vote when doing so is reasonably likely to have a direct, substantial and readily identifiable financial impact on the said member or if there is a familial relationship. He said,

in addition, with this being a quasi-judicial body, a Commission member may not participate if that participation would violate an applicant's constitutional rights to an impartial decision. He said these violations include, but are not necessarily limited to, a member having a fixed opinion prior to the hearing of the COA request, undisclosed ex-parte communication which can include any discussion with the applicant at any time or any place prior to the case being called, and a close familial or business relationship or a financial interest in the outcome. He said if a member should object to non-recusal by another member, the remaining members shall vote on the objection. He said the majority opinion vote will rule.

ITEM 2: Approval of Minutes.

Chairman asked the Board if there were any questions, additions or deletions to the minutes of the July 12, 2021 Meeting and July 26, 2021 Special Meeting. He called for a motion to adopt the minutes of the meeting.

Motion: Bob Bullard moved to approve the minutes of the July 12, 2021 meeting.
Second: Archie Morgan
Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan
 NAYS: None

Motion: Archie Morgan moved to approve the minutes of the July 26, 2021 Special Meeting.
Second: Susan Sganga
Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan
 NAYS: None

ITEM 3: Conflicts of Interest.

There were no conflicts of interest.

ITEM 4. COA PLHR-2022-00010 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Eleanor McGinnis to make an architectural change to the roof of the property by adding a gable to the front of the home, replace the current front door with a steel door, replace the existing metal windows with new metal windows, and paint the brick exterior at the property located at 502 E. Talleyrand Avenue (Tax ID #09-231-082)

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler, William Nance, Tim Highstone and Eric Rape came forward and were sworn.

William Nance, Intern, introduced this item and said this is a Certificate of Appropriateness request from Eleanor McGinnis for 502 E. Talleyrand Avenue. He said at this time he would introduce the findings:

Findings:

1. The subject property located at 502 E. Talleyrand Avenue is owned by Eleanor McGinnis and is zoned R-10 (Residential-High Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On July 12, 2021, the applicant applied for a COA to add a gable on the front of the house, replace the existing front wood door with a steel door, and paint the existing red brick exterior. The gable will be covered with horizontal hardiplank siding and will feature a standing seam eyebrow. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8 and 9)

William said staff has provided the appropriate guidelines and conclusions in your staff report. He said he would be glad to answer any questions you may have and the applicant is here to answer any questions as well.

Archie Morgan said in one of the findings it states, "The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance." Keri said this Finding states it meets the review criteria for an actual Certificate of Appropriateness.

Jennifer Smith asked Keri how close we have to stay to the guidelines. She said this house was built in 1955. Keri said the house is located in the Historic District so the standards would still apply. She said the State Historic Preservation Office classifies historical homes once they hit 50 years of age.

Chairman said it appears that there are three (3) changes to the house. He said on the surface all three (3) of those changes are counter to the existing standards that we have for the Historic District. He said in reading the standards and reading staff's conclusions about painting, about doors, and about alterations to the roof, he does not see anything here that really is on the positive side of these requests. He said the only thing he questions a little bit is the fact that the windows have already been approved. He said whether it would become more acceptable to allow the metal door, it seems to him that it would be more congruous with the new windows. Keri said the windows that are currently in the house are currently aluminum so that is why they were approved at staff level. Archie Morgan asked if they were replacing aluminum windows with aluminum windows. Keri said yes. Archie Morgan then asked if they were the same design. Keri said yes. Mr. Rape said they do not make the same windows that were on the house.

Jennifer Smith asked if the house was in a fire. Ms. Eleanor McGinnis said no. Chairman asked if there were any more questions for William. There were none.

Chairman asked if somebody representing the homeowner would like to come up and speak. He asked that you identify yourself for the record.

Mr. Eric Rape, General Contractor, came forward and said he lives at 1121 Snyder Store Road, Wingate, NC. He said he does not see anything historical about the house appearance. He said he is just trying to help the house. He said we are just trying to update the home and have it fit in more with the surroundings. He said to him it would benefit the neighborhood. He said the house was involved in a fire at some point. He said the roof does not even fit the house; it needs some adjustments done to it. He said the work he is doing is just minor to help the appearance and home in general. He said that is what they are trying to do. He said they are not trying to change the whole aspect of the house.

Jennifer Smith asked Mr. Rape about the gable work and if it was just for looks. Mr. Rape said for looks and in that area is one of the heaviest issues with the roof that apparently was not addressed right from the fire. He passed around a picture of a home on Franklin Street and said we are trying to get this look.

Jennifer Smith asked if they were fixing this house to sell or keep it as rental property. Ms. McGinnis said she is not sure.

Chairman said we have to decide, based on what we are given to work with. He asked if there was anyone else who would like to speak.

Mr. Tim Highstone came forward and said he is the next-door neighbor. He said he has lived here about 15 years. He said his background is new home construction. He said he built 100s of homes in Florida and then moved to Monroe. He said he definitely appreciates the idea of keeping things in an historical fashion. He said he used to live by the owners that previously owned the house and lived there forever. He said there was a fire at one point and it was taken down to a single story. He said Eric is right, that roof is a very poor design. He said as a neighbor, trying to keep his house, he would much rather see it like this [after the improvements] because to him it does match some of the other homes that are in the Historic District. He said as a neighbor, and one who wants to keep it historical, he gets it that the home is 50 years old. He said the house is totally out of place, and in his opinion, that look would bring it way more to the historic aesthetic value that we are all trying to preserve ultimately. He said he thinks intent of the guidelines would suggest...[could not hear end of sentence].

Ms. Eleanor McGinnis came forward and was sworn. She said she lived across the street for 43 years and the fire was before she lived there. She has three (3) other houses on that street and her son lives in the fourth house. She said she does not need this house, did not want this house, and all she wants to do is help the neighborhood look good. She said this house is totally out-of-style with everything else on the street. She said the house looks out of place.

Chairman asked Ms. McGinnis if there were any other houses that had a roof like the house across the street from her. Ms. McGinnis said no, they were all built around 1900s. She said they are also two (2)-story.

Susan Sganga said it seems like since there was a fire and it was redone 43 years ago, that should have some bearing on how we look at this.

Chairman asked if there was a big fire to the exterior of the home. Mr. Rape said it used to be a two (2)-story house. Ms. McGinnis said it was taken down to the foundation and this short, little house was built on a portion of the foundation. She said it is just so foreign to the street.

Jennifer Smith said there is a house on E. Houston Street that is a duplex. She said the people actually came before us and the brick has been painted. She said a two (2)-story house also. Ms. McGinnis said that is Tim's house.

Chairman asked Keri was that part of Talleyrand part of the original Historic District established in the 1980s. Keri said this is part of the original district from the 1980s.

Ms. McGinnis said it would be a lot cheaper for her to repair the house and not do the things to make it look better. She said she just cares about that street.

Archie Morgan said we have a conundrum here. He said if you look at the merits of the COA, it fails in every category. He said we have an eyesore house that these folks are wanting to make some improvements to and at the end of the day, it will look better than it does now. He said part of our responsibility is to preserve the Historic District. He said to do nothing to the house and let it sit there in disrepair [could not hear rest of sentence]. He said they do not allow gable roofs or allow you to change pitches and all that stuff; he gets it. He said in this particular case, it is going to be a positive for the Historic District.

Chairman said we certainly have two (2) things:

1. The guidelines, and
2. The discretion to vary from the guidelines on a case-by-case basis.

Archie Morgan said to Keri that we are not a precedent-setting board. He asked if that was correct. Mujeeb Shah-Khan said that would be correct, you are not a precedent-setting board. Chairman said it depends on the particular case before us at the time.

Vice Chairman said this is one of those very rare cases. He said first, this house, even being in the Historic District, has no historic significance. He said second, virtually everything he has heard from the applicant and her supporter indicates that it will be a far better looking building when the work is done in the manner that she is outlining. He said third, and he thinks this is important, most of the time when a house like this comes up, somebody is going to do something to it to try to make some money. He said he did not hear that here. He said he heard that the applicant wanted to do this because she wants the neighborhood to look better. He said that is important. He said it does not have anything to do with our standards or guidelines, but it does have something to do with why we are here.

Vice Chairman said there have been very few cases where it has come up to paint a brick house. He said the main reason is that there are very few brick houses in the Historic District. He said there was a two (2)-story brick house on W. Franklin Street that received approval to paint the brick a white, and he thinks it is a very nice looking residence now.

Chairman said paint is not within our jurisdiction. He asked Ms. McGinnis what color she is thinking about painting the brick. He said this has no bearing on the approval of this but he is just curious. Ms. McGinnis said it would be something in the white family.

Archie Morgan asked Ms. McGinnis if she was going to paint the entire house that color. Ms. McGinnis said yes.

Vice Chairman said he would like to know a little more about the proposed gable. Ms. McGinnis said the house is so squatty and she asked Eric if there was anything we can do to take it up and that was his answer to that. Vice Chairman said he would like to see a little more about the style. He said he thinks it is a good idea.

Mr. Rape passed around a picture. He said it would have more of a Craftsman-style look to it. He said there are several homes on the street that are Craftsman-style. Chairman asked where this gable would be

located. Mr. Rape said the front of the house across the porch. He said it would not impede on the porch in any way.

Jennifer Smith said she commends Ms. McGinnis for buying the house and trying to fix it up because it could have turned into rental property where they just band aided it and it could have looked horrible. Chairman said this was a rental property.

Ms. McGinnis said she lives on that street. She said if she had a perfect renter she possibly would rent it. She said she is afraid to sell it because she lives on that street. Mr. Rape said she has two (2) other children that own a house on Talleyrand. He said one (1) is next to her and there is another child across the street.

Archie Morgan said there is something to be said for leaving a house better than you found it and he said as far as he knows, this is something these folks want to do.

Archie Morgan asked Keri if this board has approved replacing a wood door with a metal door before. Keri said she cannot think of any but she knows that some have come up in the past. Mr. Morgan said the only reason he would go with a metal door is because you have aluminum windows. Ms. McGinnis said the reason it is a steel door is because she went to Lowes to pick out a door. She said she picked out a door that looked similar to the door that is on the house now. She said she discovered it was a steel door. She said the man at Lowes told her they do not sell wood doors.

Archie Morgan said there were no steel or metal doors when historic homes were built. Keri said yes. She said that is why in the past when this has been brought up, they have not been approved. She said she cannot say this has always happened, she said she just cannot recall. Mr. Morgan said he would like the door to stay wood.

Chairman said to Ms. McGinnis that if this Commission makes some concessions regarding the other items would you be willing to entertain a wood door. Ms. McGinnis said yes.

Vice Chairman said in regards to the gable, in looking at the photograph of the house, the best he can make out is that you will be just raising the pitch. Archie Morgan said they think the house is somewhat squatty and they think that will give it a little height and improve the curb appeal. Vice Chairman said he agrees with that.

Vice Chairman said if you have a house with a metal door, and this house has a metal door on it right now, is that correct. Chairman said it is a wood door. Vice Chairman said it has to be replaced with wood. Chairman said that is what we are discussing right now. He said the homeowner said she would be willing to entertain it staying wood.

Archie Morgan said it is not the prettiest house in the neighborhood and he does not know if it will be when these folks are done, but it is a step in the right direction.

Chairman asked if there were any further comments to be made. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR 2022-00010 to approve or deny.

Motion: Archie Morgan moved that the Historic District Commission find as a fact that the proposed project COA PLHR 2022-00010, if constructed according to the plan reviewed at this meeting, is congruous with the character of the district, providing that

the door is either repaired or replaced with a wood door, because they are trying to preserve the standards of the Historic District, these repairs are needed, and the house will be aesthetically better than the house is now.

Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion to approve the Findings of Fact passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan

NAYS: None

Chairman asked for a motion to approve the Certificate of Appropriateness.

Motion: Jennifer Smith said based on the preceding findings of fact, she moved that the Historic District Commission grant the Certificate of Appropriateness to this applicant, regarding the proposals as shown and given to us, with the change of the steel door to the wood door, subject to the conditions in the previous motion, for application COA PLHR 2022-00010.

Second: Susan Sganga

Action: The motion to approve the Certificate of Appropriateness subject to the conditions in the previous motion passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan

NAYS: None

ITEM 6. Adopt Revised Monroe Historic District Design Guidelines to conform to the New Chapter 160D of the North Carolina General Statutes

Keri said the NC General Assembly recently made changes to planning and zoning statutes that govern zoning across the State of North Carolina. She said these were incorporated into Chapter 160D and one of those changes was to change the term “guidelines” to “standards” as it relates to the Historic District. She said this change was made in order to clarify the provisions of the guidance document or necessary guidance standards for decision-making, rather than a purely advisory nature, and that they should be adhered to unless there is strong justification to deviate from them.

Keri said we also have broken the current guidelines off into two (2) pages for each section. She said one-(1) section talks about general background and below that there are preservation guidelines and best practices. She said this information is guidance and best practices whereas the second page of each topic

are now standards so that there is more emphasis on those being adhered to again unless there is strong justification to deviate from those.

Keri said we are requesting the Historic District Commission to adopt the Historic District Design Standards to replace the Historic District Design Guidelines. She said the changes to be considered are:

- Replace the word “guidelines” with “standards” throughout the document
- Move the fence height provision from best practices to standards so that when we are presenting fences in the front yard, that is actually a standard for you to consider whereas before it was just guidance

Keri said she would be happy to answer any questions and the City Attorney, Mujeeb Shah-Khan, is here to answer questions that are more specific.

Chairman asked Keri if this changed the way we use and [did not understand]. Keri said correct. She said as far as when you are making deviations, it is just reiterating that there needs to be a valid reason or justification as to why, in that instance, you are deviating from the standards and why you may not do it in other circumstances.

Chairman asked Keri if she had motion language prepared for this. Keri said you would just need to make a motion to adopt the Monroe Historic District Design Standards as provided.

Keri asked if there were any other questions. There were none. Chairman said we need to make a motion.

Motion: Richard Ali moved to make a motion to approve the Monroe Historic District Design Standards as presented.

Second: Archie Morgan

Action: The motion to approve the Monroe Historic District Design Standards passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan

NAYS: None

ITEM 7. Other

Jennifer Smith said to Keri that there is a house on Talleyrand at the opposite end from the COA tonight, not the one towards Church Street, and they have a chicken wire fence around the whole front of the house with little wood stakes holding it together. Keri said we can take a look. She said she knows the very end of Talleyrand there are two (2) houses that are not part of the district. Ms. Smith said the house looks older. Keri said we can take a look to make sure the house is not in the district. Ms. Smith said they have chickens in there too. Keri said chickens would be a Police issue.

Archie Morgan said where do we stand as far as videos we are supposed to watch. Keri said she reached out to the CLG Coordinator with the State, and she had not received any review or synopsis from anybody on our Commission. She said this would be due by the end of September. She said we still have about a month and a half. Keri said she will send out another e-mail with the link. She said two (2) members and staff have to watch three (3) videos. Chairman asked if they are different from the last

videos. Keri said they are. She said if you did not watch them last year, you are allowed to watch videos from last year. She said this is part of the CLG requirement that allows for funding of projects.

Vice Chairman asked Keri about the house at the end of Main Street [yellow house] that does not have steps. Keri said she did look into this. She said they had approval a number of years ago before she came to Monroe and part of the approval was to modify the steps. She said it was not to remove them entirely. She said it looks like their building permit has expired so she reached out to the owner to try to get an update on where they are at on the process of putting the steps back. She said she thinks it was approved in 2012 or earlier. She said she is waiting to hear back from the owner. She said we would have to enforce an expired building permit with a zoning violation.

Vice Chairman asked Keri what is the expiration date of a COA. Keri said COAs are generally good for six (6) months. She said they extend to a year when you start working on them. She said they are very similar to the building permit process. She said she knows they have been working on the house on Main Street for a number of years, on and off. She said the building permit has expired.

Vice Chairman said the owner of that house also owns a house on the corner of Washington and Windsor. Jennifer Smith asked what is going on with that house. Keri said they came to the Commission about a year and a half ago for a basement door. She said they had their windows redone. She said they were just doing a big remodel inside. She said that is just another house that has continuous work.

Vice Chairman said to Keri that as long as they are doing some work, the COA will stay in effect. Keri said yes.

Archie Morgan asked Keri for the status of the house at Washington and Lancaster. Keri said she is not sure but said she will follow up with Code Enforcement. Chairman said that somebody told him that the house used to be owned by his mother. He said it used to be in good shape but it has fallen behind and maybe he is not capable of doing what needs to be done.

Chairman asked if there is anything further that needs to be addressed. There was nothing.

ITEM 8. **Next Meeting – September 13, 2021**

ITEM 9. **Adjournment.**

Motion: Archie Morgan made a motion to adjourn this meeting.

Second: Bob Bullard

Action: The motion to adjourn passed unanimously with the following votes:

AYES: **Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan**

NAYS: **None**

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Richard F. Ali
Chairman

Maryann Brown /s/
Secretary to the Board



STAFF REPORT
PLHR-2022-00023

TO: Historic District Commission Members

DATE: September 13, 2021

FROM: Keri Mendler, Planner

PREPARED BY: William Nance, Planning Intern

SUBJECT: Certificate of Appropriateness request for 202 Maurice Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Marvin Frockt for the property at 202 Maurice Street. The applicant is requesting approval of previously replaced wood windows with the addition of two-dimensional vinyl slats. The original windows were wood with a 4 over 1 pane design. The applicant is also requesting approval for a 10 foot by 30 foot asphalt driveway.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	8-20-21
Name of Petitioner:	Marvin Frockt
Location:	202 Maurice Street
Tax ID #:	09-231-186
Lot Size:	0.1370 acres
Zoning Classification:	R-10 (Residential-High Density)

GENERAL INFORMATION

R.H. Helms House; ca. 1925

The one story frame bungalow occupied in 1928 by R.H. Helms, an employee of American Railway Express Company, retains its Craftsman styling which includes exposed rafter ends, triangular knee braces, and four over one sash windows. The rectangular house with its front gable roof sits perpendicular to the street and has a shed wing across the rear and an interior brick chimney.

RELEVANT DESIGN GUIDELINES

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting approval for previously replaced wood windows with vinyl slats. The original wood windows had a four over one pane design, while the new windows are of the same design but utilize vinyl slats.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The new windows are wood and the applicant has added the same pane configuration as the previous windows. The request is for approval of previously replaced wood windows with vinyl slats to match the original pane configuration.
3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
The new windows are properly sized, but the two-dimensional slats have been added separately.

Walkways, Driveways, and Off-street Parking, pg. 29

1. If a walkway or driveway is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in location, configuration, dimension, materials, color, and scale with the district building site and streetscape.
The applicant is requesting the addition of an asphalt driveway to the left of the house. There is no driveway currently on the property.
 2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
The driveway addition will be to the left of the house and will be 10 foot by 30 foot. The proposed driveway will not impact any significant features on the site.
 3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.
The applicant is proposing an asphalt driveway.
-

FINDINGS

Staff offers the following Findings:

1. The subject property located at 202 Maurice Street is owned by Marvin Frockt and is zoned R-10 (Residential-High Density). (Exhibit 1,2)
 2. The property is located in the South Monroe Historic District. (Exhibit 3)
 3. On August 20, 2021, Marvin Frockt applied for a COA in order to request approval for previously replaced wood windows with a 4 over 1 vinyl slat configuration and a new 10 foot by 30 foot asphalt driveway. (Exhibit 4-7)
 4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
 5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8, 9)
-

CONCLUSIONS

The request for approval of previously replaced wood windows with a 4 over 1 pane design at 202 Maurice Street as presented (is/is not) congruous in concept according to the *Windows and Doors and Walkways, Driveways, and Off-street Parking* guidelines contained within the *South Monroe Historic District Guidelines*:

Windows and Doors, pg. 33

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.

Walkways, Driveways, and Off-street Parking, pg. 29

1. If a walkway or driveway is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in location,

configuration, dimension, materials, color, and scale with the district building site and streetscape.

2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a Certificate of Appropriateness be (granted/denied) subject to review and approval of all city staff and its designated departments.

Attachment(s):

- Exhibit 1: Ortho Map
- Exhibit 2: Zoning Map
- Exhibit 3: Historic District Map
- Exhibit 4: COA Application
- Exhibit 5: Original Windows
- Exhibit 6: Current Windows
- Exhibit 7: Driveway Site Plan
- Exhibit 8: APO List
- Exhibit 9: APO Map

Prepared by: WMN 8-31-21



Ortho Map

PLHR-2022-00023

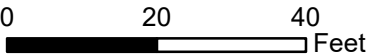
Legend

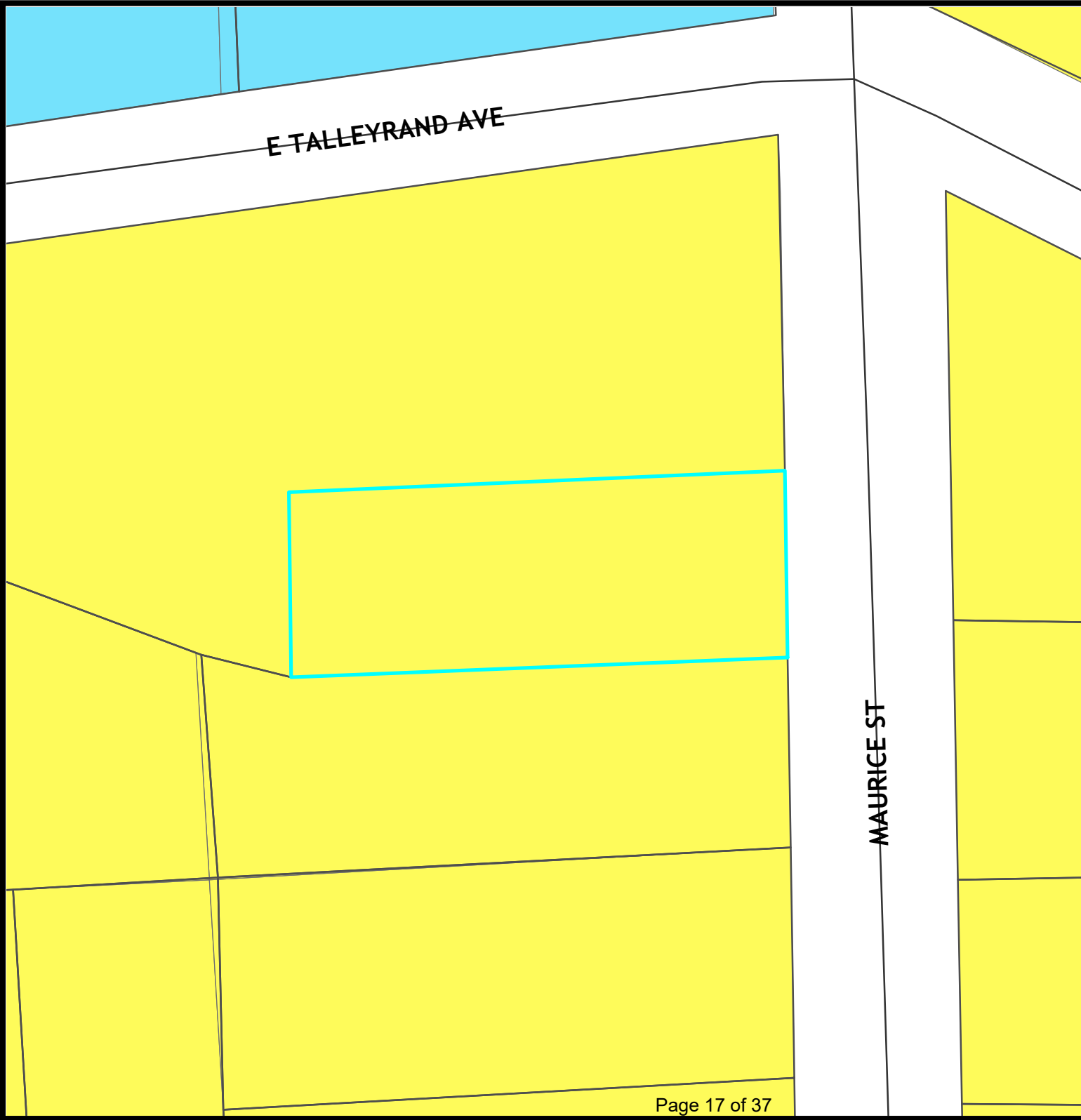
-  Centerlines
-  Parcels

Existing: R-10
(Residential - High Density)

Owner: Marvin Frockt

Acres: .1370





Zoning Map

PLHR-2022-00023

Legend

-  Parcels
-  Centerlines

Zoning Districts

-  R-10
-  OT

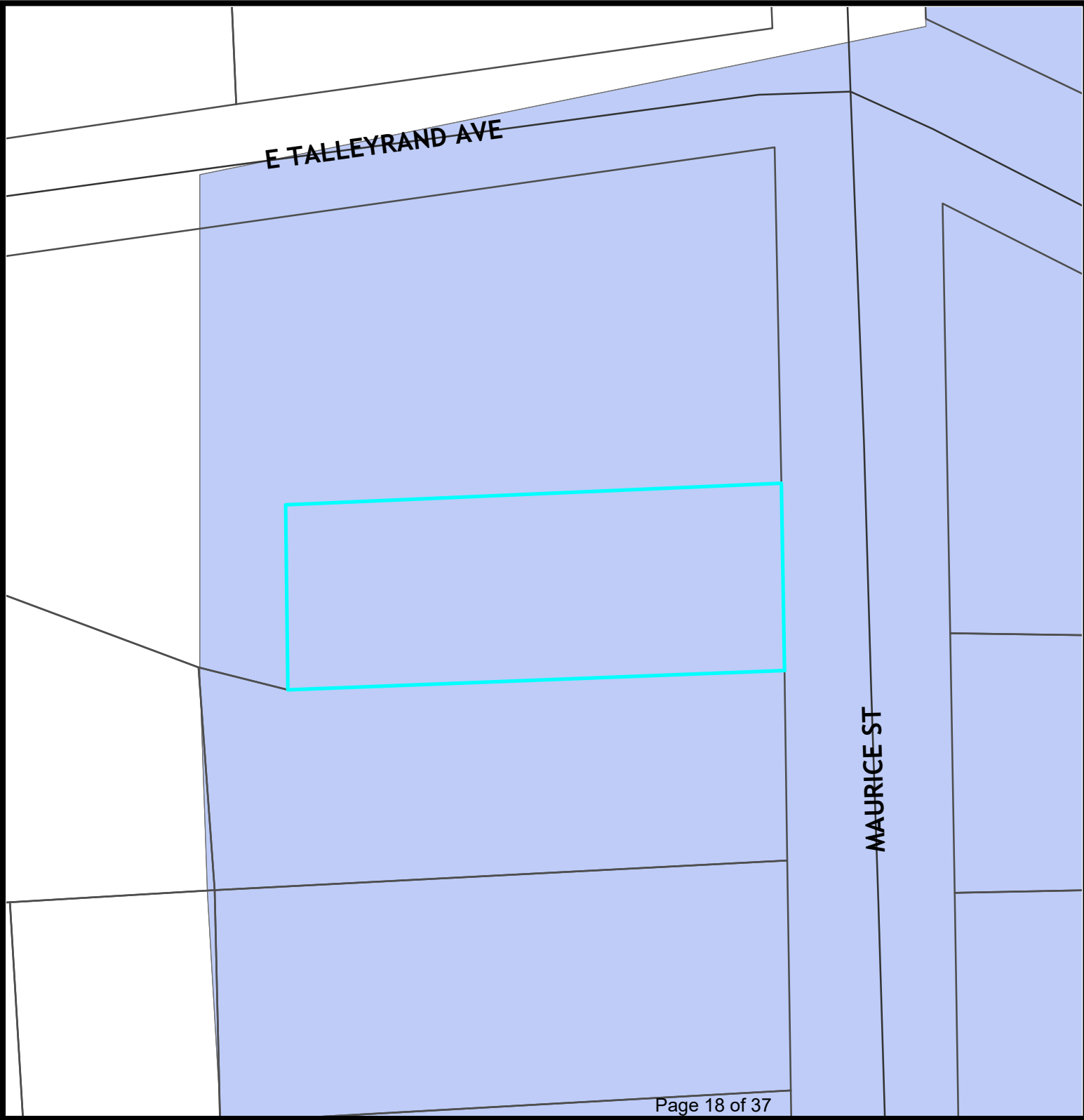
Existing: R-10
(Residential - High Density)

Owner: Marvin Frockt

Acres: .1370



0 30 60 Feet



E TALLEYRAND AVE

MAURICE ST



Historic District Map

PLHR-2022-00023

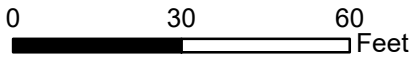
Legend

-  Parcels
-  Centerlines
-  Historic District

**Existing: R-10
(Residential - High Density)**

Owner: Marvin Frockt

Acres: .1370





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: _____
Application No: _____
Approved: _____ Denied: _____
_____ Administrative review
_____ Commission Review

1. Property location: 202 Mauricist
Applicant's name: Marvin Frock
Applicant's address: 1745 Scamhill Hall
Charlotte NC 28217
Applicant's telephone number: 704-5333621
Applicant's email address: Marvin080@AOL.com
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) _____
Address: _____ Telephone: _____

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project. Requesting Wood Windows
with 2 Dimensional / ~~Monter~~ Vinyl White
Color ~~Permanent~~ Matching Continuous Free
Vertical / (Mutins) Slats.
3 - Dimensional are Very Difficult To Find
also, 10X30 FT asphalt Driveway on the
left side of the House.
4. Attach a site plan showing the existing and proposed improvements, necessary setback lines, photographs of current and proposed materials. (Assistance is available to determine setback requirements at the Department of Planning & Development, 300 W. Crowell Street).

Applicant- Printed
Marvin Frock
Applicant- Signed

8-20-21
Date Submitted

****If you are signing on behalf of a company, please include your title within the company****

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069;
Telephone: (704) 282-4520. Applicants are responsible for providing all required information.

Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

If your project is required to be heard by the commission, you or a representative
will need to attend the meeting.

HISTORIC DISTRICT COMMISSION
FINAL PLAN SUBMISSION CHECKLIST

Required materials for all applications:

- ☐ Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- ☐ Photographs of site and existing conditions, as well as any proposed materials.
- ☐ Site plan showing property lines, existing and proposed changes

DO NOT WRITE BELOW THIS LINE

=====

Additional conditions and remarks: _____

Authorized signature

Date









ACCTNO	PROPERTYST	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231181	402 TALLYRAND ST	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231182	205 MAURICE ST	SHUTE JOYCE B		321 E WINDSOR ST	MONROE	NC	28112
09231183	203 S MAURICE ST	ROBERTS KRISTINE A		232 SUNSET DR	WADESBORO	NC	281703158
09231184	400 TALLEYRAND ST	SMITH MELISSA M	SMITH WRENN H	8826 BLOOMING ARBOR ST	HUNTERSVILLE	NC	28078
09231185	204 S MAURICE ST	COOK LEE DERBY	GARCIA RACHEL M	204 MAURICE ST	MONROE	NC	28112
09231186	202 MAURICE ST	HERRERA HERMELO		409 SPRINGHILL RD	MATTHEWS	NC	28104
09231162	325 E MORROW AVE	BUTLER BENJAMIN DES	BUTLER DALE FRAI	13729 STRING FELLOW LN	CHARLOTTE	NC	28278
09231163	327 MORROW AVE	OLIVA ANGEL MARIA		327 MORROW AVE	MONROE	NC	28112
09231164	329 MORROW AVE	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231165	206 S MAURICE ST	TAPIA LUCIS VERGARA		1312 SAINT ANDRES DR	MONROE	NC	28112
09231166	210 S MAURICE ST	MARKOWITZ OREN M		8716 STRATTON FARM RD	HUNTERSVILLE	NC	28078
09231167	0 MAURICE ST	SHUTE JOYCE B		321 E WINDSOR ST	MONROE	NC	28112
09231187	200 MAURICE ST	HARKEY JAMES C		8405 LANDSFORD RD	MONROE	NC	28112
09231189	103 BLAIR ST	JT BURNS & CO LLC		PO BOX 904	MONROE	NC	281110904
09231194	0 WINDSOR STREET	GUY PROPERTIES LLC		4401 EAST INDEPENDENCE BL	CHARLOTTE	NC	28205
09231195	104 S MAURICE ST	MCLENDON RUSSELL THOMAS		104 MAURICE ST	MONROE	NC	28112
09231196	106 MAURICE ST	HARKEY JAMES C	HARKEY TENLEY S	8415 LANDSFORD RD	MONROE	NC	28112
09231197	105 S MAURICE ST	ONS PROPERTY MANAGEMENT GROUP LL		301 E JOHN ST STE 2084	MATTHEWS	NC	28105
09231198	107 MAURICE ST	HUBER RICHARD		2306 DECOLE DR	LANCASTER	SC	29720
09231199	0 TALLYRAND ST	MIKE'S FINE HOME REMODELING LLC		501 SUNNYBROOK DR	MONROE	NC	28110
09231216	316 E WINDSOR ST	UNION COUNTY		316 E WINDSOR ST	MONROE	NC	28112

APO Map

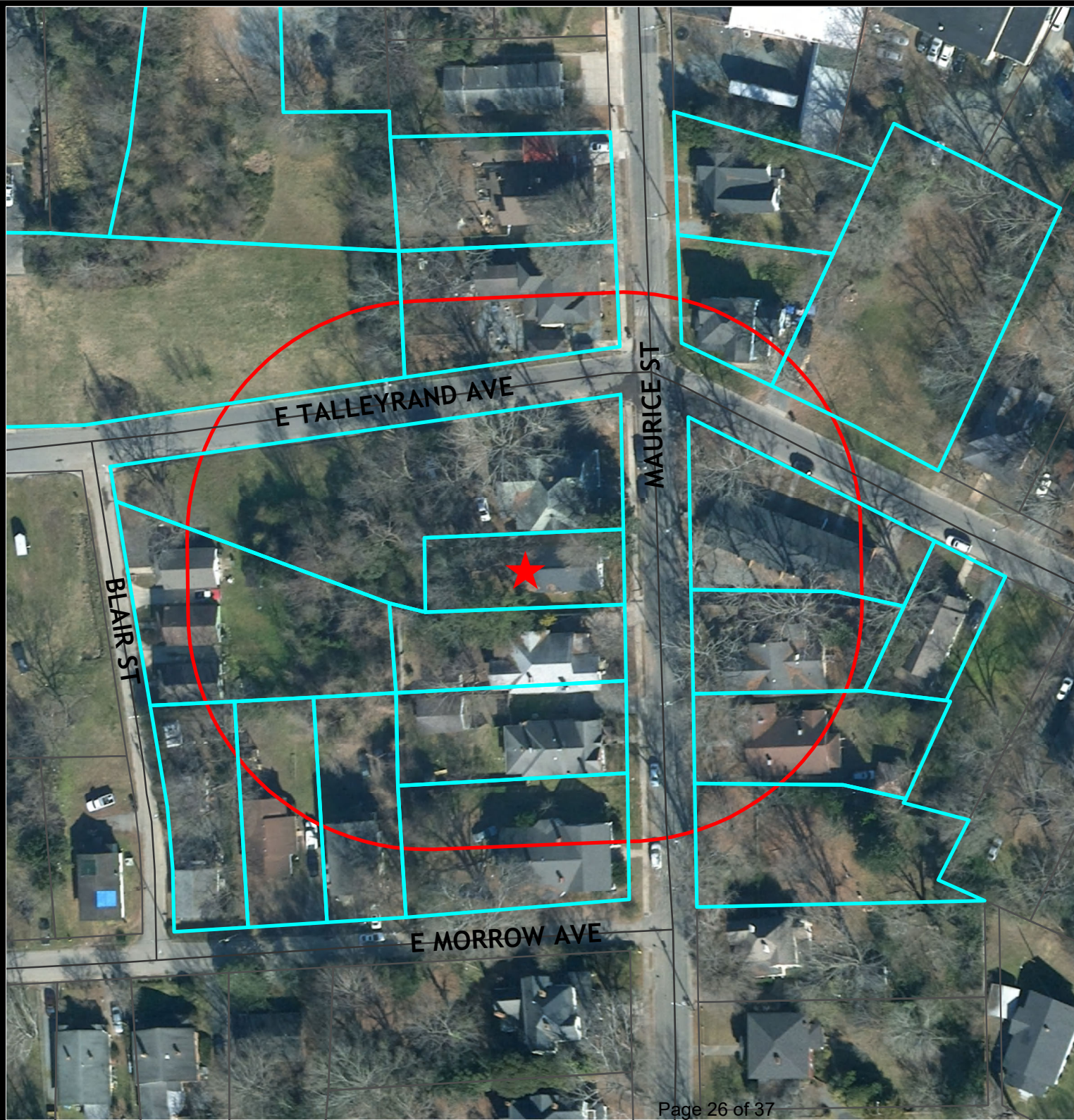
PLHR-2022-00023

Legend

-  Centerlines
-  Parcels
-  Notified Properties
-  150-foot Buffer
-  Subject Property



0 65 130
 Feet





STAFF REPORT
PLHR-2022-00028

TO: Historic District Commission Members

DATE: September 13, 2021

FROM: Keri Mendler, Planner

PREPARED BY: William Nance, Planning Intern

SUBJECT: Certificate of Appropriateness request at 401 E. Talleyrand Ave.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Richard Jordan. The applicant has requested approval to install a shed in the rear yard at 401 E. Talleyrand Ave.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	8-3-21
Name of Petitioner:	Richard Jordan
Location:	401 E. Talleyrand Avenue
Tax ID #:	09-231-199
Lot Size:	0.495 acres
Zoning Classification:	R-10 (Residential- High Density)

GENERAL INFORMATION

This lot was vacant from at least 1991 until spring 2021, when a new house was constructed on the lot.

RELEVANT DESIGN STANDARDS

Garages and Accessory Structures (pg. 35)

1. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.

The applicant is proposing to locate the shed on the right side of the rear yard. It will be located at least 10 feet from the side and rear property lines.

2. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.

The shed appears to be a prefabricated wooden structure. The shed is 10 feet by 10 feet and does not appear to be over 12 feet tall.

3. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch.

Removal of significant building elements or site features is not anticipated with the installation of this shed.

FINDINGS

Staff offers the following Findings:

1. The subject property located at 401 E. Talleyrand Avenue is owned by Richard Jordan and is zoned R-10 (Residential-High Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On August 3, 2021 the applicant applied for a COA to request approval of a 10 foot by 10 foot wooden shed. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7)

CONCLUSIONS

The proposed construction of a 10' x 10' wood shed at 401 E. Talleyrand Avenue as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* standards of the *South Monroe Historic District Standards*:

Garages and Accessory Structures (pg. 35)

1. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.
2. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if

they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.

3. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a Certificate of Appropriateness be (granted/denied) subject to review and approval of all city staff and its designated departments.

Attachments:

- Exhibit 1: Aerial Map
- Exhibit 2: Zoning Map
- Exhibit 3: Historic District Map
- Exhibit 4: Application
- Exhibit 5: Proposed Shed
- Exhibit 6: Proposed Site Plan
- Exhibit 7: APOs
- Exhibit 8: APO Map

Prepared by: WN 8-26-21

Ortho Map

PLHR-2022-00028

Legend

— Centerlines

□ Parcels

Existing: R-10
(Residential - High Density)

Owner: Richard Jordan

Acres: .495



0 30 60
Feet

E-TALLEYRAND AVE

Zoning Map

PLHR-2022-00028

Legend

-  Parcels
-  Centerlines

Zoning Districts

-  R-10
-  OT

Existing: R-10
(Residential - High Density)

Owner: Richard Jordan

Acres: .495



0 37.5 75 Feet



MAURICE ST

E TALLEYRAND AVE

Historic District Map

PLHR-2022-00028

Legend

-  Parcels
-  Centerlines
-  Historic District

Existing: R-10
(Residential - High Density)

Owner: Richard Jordan

Acres: .495



0 37.5 75 Feet





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: _____
Application No: _____
Approved: _____ Denied: _____
_____ Administrative review
_____ Commission Review

1. Property location: 401 E. Talleyrand Av.
Applicant's name: Richard C Jordan
Applicant's address: 401 E Talleyrand Av.
Monroe, N.C. 28112
Applicant's telephone number: 803 209 1511
Applicant's email address: rick.jordan@live.com
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) _____
Address: _____ Telephone: _____

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project Place Storage Shed in Back Yard.
10 X 10

4. Attach a site plan showing the existing and proposed improvements, necessary setback lines, photographs of current and proposed materials. (Assistance is available to determine setback requirements at the Department of Planning & Development, 300 W. Crowell Street).

Richard C Jordan

Applicant- Printed

Richard C. Jordan

Applicant- Signed

08.03.21

Date Submitted

****If you are signing on behalf of a company, please include your title within the company****

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069;
Telephone: (704) 282-4520. Applicants are responsible for providing all required information.

Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

If your project is required to be heard by the commission, you or a representative
will need to attend the meeting.

Revised April 2021



THIS IS TO CERTIFY THAT ON THE 27th DAY OF MARCH, 2021, AN ACTUAL SURVEY WAS MADE UNDER MY SUPERVISION OF THE PROPERTY SHOWN ON THIS PLAT, AND THAT THE BOUNDARY LINES AND THE IMPROVEMENTS, IF ANY, ARE AS SHOWN HEREON.

NOTICE

1. PID 09231199

SIGNED Thomas E. White
PROFESSIONAL LAND SURVEYOR

2. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL RECORDED OR UNRECORDED EASEMENTS, SETBACKS, BUFFERS, RIGHTS-OF-WAY, IMPERVIOUS AREAS, RESTRICTIONS AND/OR RESTRICTIVE COVENANTS, OTHER THAN SHOWN.

3. THIS PROPERTY IS LOCATED WITHIN AN AREA HAVING A ZONE DESIGNATION X BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), ON FLOOD INSURANCE RATE MAP (FIRM) NO. 3710543500J, WITH A DATE OF IDENTIFICATION OF 10/16/2008.

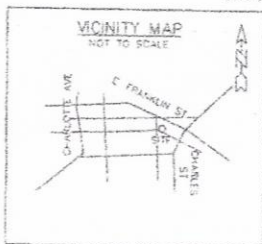
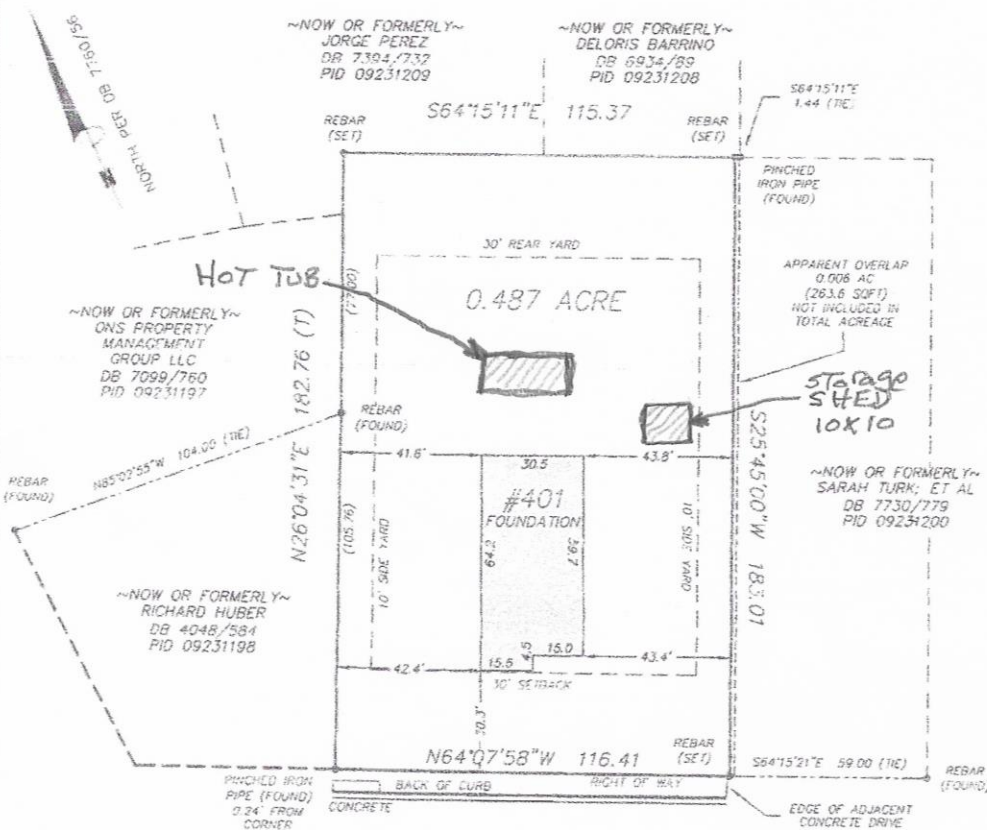
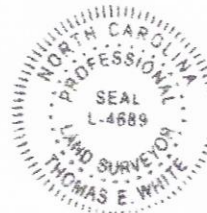
ZONE X DEFINITION: "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN."

4. SURVEY MADE WITHOUT THE BENEFIT OF A TITLE EXAMINATION.

5. PROPERTY ZONED: R-10
SETBACKS ARE SUBJECT TO INTERPRETATION BY THE PROPER ZONING ADMINISTRATION.

6. UNDERGROUND UTILITIES ARE NOT SHOWN. ALL UNDERGROUND UTILITIES ARE TO BE ACCURATELY MARKED BY OWNERS PRIOR TO CONSTRUCTION OR EXCAVATION.

7. LINES SHOWN REPRESENTING FENCES AND WALLS ARE MEASURED FROM THE APPROXIMATE CENTERLINE AND DO NOT ACCOUNT FOR THE THICKNESS, PLUMBNESS OR MEANDER OF THE FENCE UNLESS OTHERWISE STATED.



E. TALLEYRAND AVE
PUBLIC R/W

FOUNDATION SURVEY
OF

SCALE 1"=40'

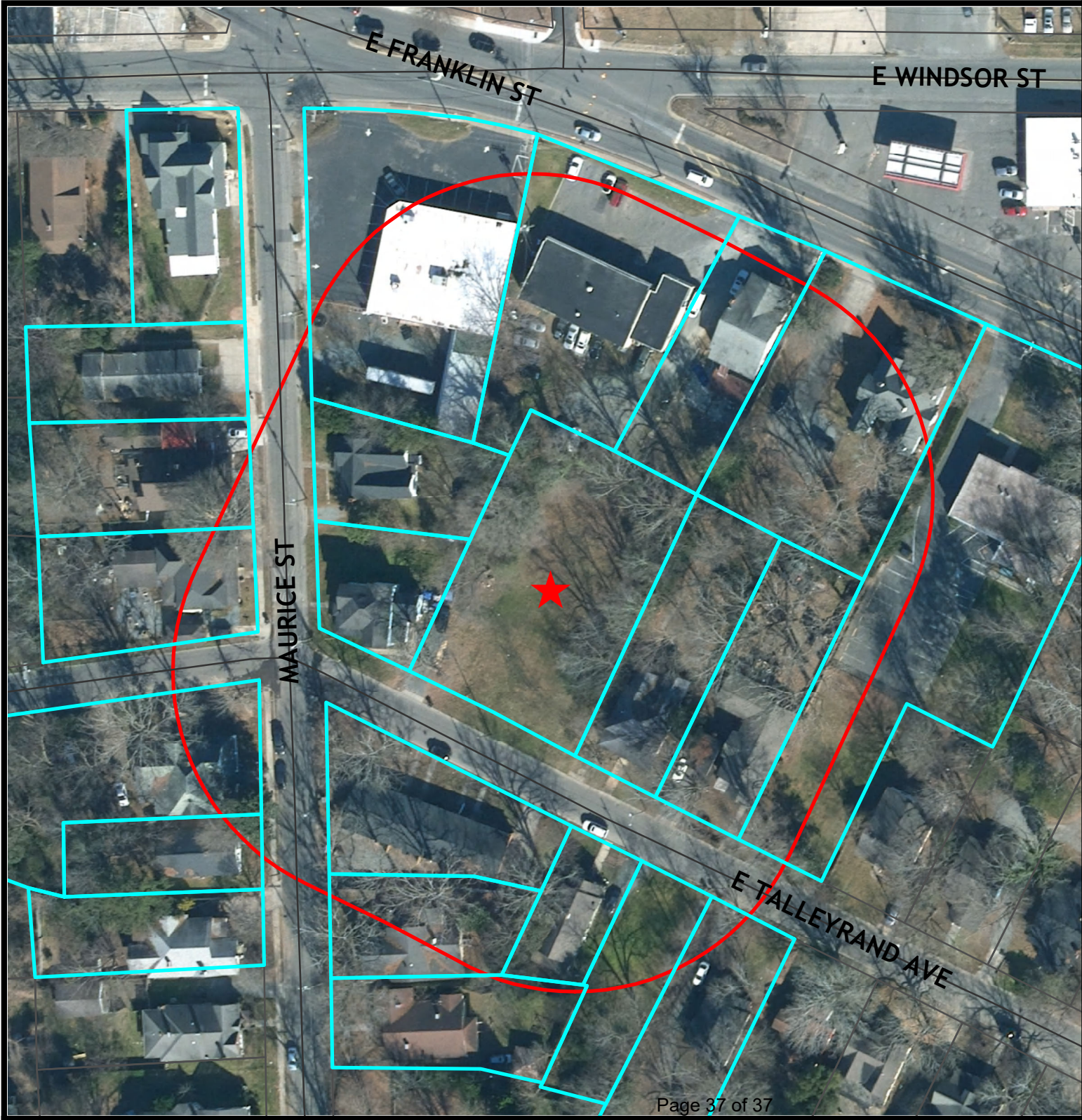
#401 E. TALLEYRAND AVE
CITY OF MONROE, UNION COUNTY, NORTH CAROLINA

SURVEYED FOR **MIKE'S FINE HOME REMODELING LLC**
MAP RECORDED IN BOOK _____ AT PAGE _____ DEED RECORDED BOOK **7760** PAGE **56**

CAROLINA SURVEYORS, INC.
P.O. BOX 287
PUEBLO, N.C. 28134
(704) 889-7601
FAX (704) 889-7614
CERTIFICATE OF AUTHORIZATION
NC-C-1242 SD-886

2020/BAT/Talleyrand Ave E #401

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTAT	OWNERZIP
09231187	HARKEY JAMES C		8405 LANDSFORD RD	MONROE	NC	28112
09231199	MIKE'S FINE HOME REMODELING LLC		501 SUNNYBROOK DR	MONROE	NC	28110
09231181	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231185	COOK LEE DERBY	GARCIA RACHEL M	204 MAURICE ST	MONROE	NC	28112
09231209	PEREZ ALMA	PEREZ JORGE A	802 LAKE STONE DR	MONROE	NC	28112
09231183	ROBERTS KRISTINE A		232 SUNSET DR	WADESBORO	NC	281703158
09231186	HERRERA HERMELO		409 SPRINGHILL RD	MATTHEWS	NC	28104
09231210	DELWOOD ASSOCIATES OF MONROE LLC		400 E FRANKLIN ST	MONROE	NC	28112
09231180	DAVIS JESSIE EUGENE		1414 CROWDER RD	MONROE	NC	28112
09231200	TURK SARAH STANTON	GROOMS STACEY MARIE	403 E TALLEYRAND AVE	MONROE	NC	28112
09231208	BARRINO DELORIS		1406 LANCASTER AVE	MONROE	NC	28112
09231184	SMITH MELISSA M	SMITH WRENN H	8826 BLOOMING ARBOR ST	HUNTERSVILLE	NC	28078
09231198	HUBER RICHARD		2306 DECOLE DR	LANCASTER	SC	29720
09231182	SHUTE JOYCE B		321 E WINDSOR ST	MONROE	NC	28112
09231195	MCLENDON RUSSELL THOMAS		104 MAURICE ST	MONROE	NC	28112
09231206	UNION MEMORIAL HOSPITAL INC		P O BOX 5003	MONROE	NC	281115003
09231211	SFTB LLC		PO BOX 2166	MATTHEWS	NC	28106
09231212	LUU VINH Q	LUU SUK LING	800 CIRCLE TRACE RD	MONROE	NC	281107677
09231179	FINE RENTALS LLC		PO BOX 639	LOCUST	NC	28097
09231196	HARKEY JAMES C	HARKEY TENLEY S	8415 LANDSFORD RD	MONROE	NC	28112
09231197	ONS PROPERTY MANAGEMENT GROUP LLC		301 E JOHN ST STE 2084	MATTHEWS	NC	28105
09231201	SHAUAN WAYNE & KARYN		405 E TALLEYRAND AVE	MONROE	NC	28112
09231207	RODIER INVESTMENTS LLC		96 WESTWOOD PL	ASHEVILLE	NC	28806



APO Map

PLHR-2022-00028

Legend

-  Centerlines
-  Parcels
-  Notified Properties
-  150-foot Buffer
-  Subject Property

