

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, November 14, 2022 – 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 – July 11, 2022**
- Item 3.** **Conflicts of Interest**
- Item 4.** **The Historic District Commission is requested to adopt a text amendment to the Historic District Design Standards.**
- Item 5.** **Next Meeting: December 12, 2022**
- Item 6.** **Adjournment**

ATTENTION BOARD MEMBERS: Please contact Ashlyn Penegar at 704.282.4527 to confirm your attendance.

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, JULY 11, 2022 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

ITEM 1: Call to Order.

Richard F. Ali, Chairman, called the meeting to order at 6:38 p.m. Ashlyn Penegar called the roll.

Members Present: Richard F. Ali (Chairman), Jennifer Smith and Archie Morgan

Members Absent: None

Staff Present: Keri Mendler, Senior Planner; Ashley Britt, Assistant City Attorney; and Ashlyn Penegar, Administrative Assistant

Guests: Dale Loberger, Angel Oliva, Norman Yeta

ITEM 2: Approval of Minutes.

Chairman called for a motion to approve the minutes of the meeting.

Motion: Jennifer Smith moved to approve the minutes of the June 13, 2022 meeting.

Second: Archie Morgan

Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Richard Ali, Jennifer Smith and Archie Morgan

NAYS: None

ITEM 3: Conflicts of Interest.

No one raised a conflict.

ITEM 4. COA PLHR-2022-00194 Certificate of Appropriateness- The Historic District Commission is requested to consider a certificate of appropriateness request from applicant Carlos Noguera to construct a new paved driveway at 603 W. Jefferson St. (Parcel # 09-232-246)

Chair said I just would like to mention that we are a quasi-judicial body, so if you are speaking, you will have to come up and swear in or affirm.

Keri Mendler, Angel Oliva, and Norman Yeta came forward and were sworn.

Chair asked Norman Yeta to stay and also take the translator oath and said do you solemnly swear (or affirm) to interpret accurately, completely and impartially, using your best skill and judgment in accordance with the standards prescribed by law, follow all policies and procedures established by this

board for legal interpreting or translating, and discharge all the solemn duties and obligations of legal interpretation and translation as they now exist and as they may be amended in the future?

Mr. Yeta said I do.

Keri Mendler introduced herself and said she was here to present a Certificate of Appropriateness request for 603 W. Jefferson Street and will now present the proposed findings.

Proposed Findings:

1. The subject property located at 603 W. Jefferson is owned by Carlos Noguera and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On June 6, 2022, the applicant applied for a COA to request approval to construct a new paved driveway on the left (eastern) side of the property. (Exhibit 4-6) Exhibit 6 are pictures depicting the existing conditions, it shows the front of the house and to the right, they do have an existing shared access driveway and to the left is where they are proposing a new driveway.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.4 titled Historic Districts of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

Keri Mendler said staff has provided the standards and conclusions in your staff report and I am happy to answer any questions and of course the applicant is here as well.

Chair asked does the driveway as planned meet the guidelines and standards?

Keri Mendler said the zoning ordinance does require new driveways to be paved and they are located to the side of the house versus in front of the house, which these design standards state to locate parking to the side or rear. As far as material, I think at this time, they are not sure if they are wanting asphalt or concrete. So, of course if they are wanting to do concrete, it would be up to the Commission's discretion as to whether or not to require staining to avoid that bright white, otherwise they could do asphalt blacktop. Otherwise, it seems to meet the standards in my opinion.

Chair asked if there are any other questions for Keri?

Chair said hearing none, are there any questions for the applicant?

Jennifer Smith said I have a question for the applicant.

Chair asked Norman Yeta to come forward with Angel Oliva to translate.

Mr. Yeta came forward and introduced himself.

Jennifer Smith asked do you have any idea what you are going to do?

Mr. Yeta said I think he decided to do asphalt.

Jennifer Smith asked asphalt?

Mr. Yeta said yes. He decided to go with asphalt and he has some photos of examples that I can show you guys what it would look like, if that's fine?

Jennifer Smith said do you plan to keep this driveway on this side also?

Mr. Yeta asked on the right side?

Jennifer Smith said yes.

Mr. Yeta said they said in order to add another driveway there, I would have to make another application in a month, so depending on if it's easier or more convenient for us to just gravel it, we will just see this month.

Jennifer Smith said when you say it's shared, is it shared with next door?

Mr. Yeta said it's just a little black hill like slab that's asphalt. Then it kind of divides into its own gravel area. But, it's not really a big driveway, it's mainly 6 or 7 feet worth of concrete or asphalt.

Keri Mendler said the existing, it kind of comes off of Jefferson St. and this pavement sort of comes around this guidewire and into their lot, which has gravel. Do you kind of see that Jennifer?

Jennifer Smith said yes.

Mr. Yeta said where the blue car is parked, that's where this little black slab is.

Jennifer Smith said but she said it was shared. So, are you sharing it with the neighbor right next door to you?

Mr. Yeta said yes, he uses it.

Jennifer Smith asked he if accesses it?

Mr. Yeta said yes. I use it too to park the car in there, but it's all in the gravel area, but on the other side there is a whole bunch of mud. But, I have a picture on my phone to show you.

Chair said just walk in front of us and show us.

Mr. Yeta approached and showed the Board members the photo from his cell phone.

Chair asked if there were any other questions?

Chair asked if Mr. Yeta could email the photos for the record?

Mr. Yeta said yes.

Chair asked if there is anyone that would like to speak in favor on in opposition to this COA?

There was no one.

Chair asked if there is a motion on the findings of fact related to this COA PLHR 2022-00194?

Motion: Archie Morgan made a motion that the Historic District Commission find as a fact that the proposed project COA application COA PLHR 2022-00194, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state to design new driveways and walkways to conform with the spacing with configuration of materials of existing walkways and driveways and off street parking areas that contribute to the overall historic character of the district, which this does. The applicant is requesting this, therefore the application is generally in harmony with the special character of the neighboring properties and the historic district as a whole.

Second: Richard Ali

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

AYES: Richard Ali, Jennifer Smith and Archie Morgan
NAYS: None

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

Motion: Archie Morgan made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness regarding the proposals as shown in COA application PLHR 2022-00194, such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion to approve the Certificate of Appropriateness passed with the following votes:

AYES: Richard Ali, Jennifer Smith and Archie Morgan
NAYS: None

Chair said ok, so COA 2022-00194 is approved as submitted. Thank you very much for coming in before you built the driveway.

Mr. Yeta said thank you so much.

Jennifer Smith said it's a cute little house.

Mr. Yeta said yes, it's really nice and comfortable. We used to live in South Charlotte in Pineville and this one is so much more spacious.

Jennifer Smith said I love it.

Mr. Yeta said so, you know how there is a curb? Would it be fine to make a ramp and take that curb area away?

Chair asked you mean for the driveway?

Keri Mendler said the permits that you came in and applied for this morning, which will be addressed through the Engineering Department. We did speak to them prior to when your brother came in and we talked to them about it and they didn't think there would be an issue, but they will make sure that everything meets the codes for that.

Chair said thank you for coming in.

Other:

Chair asked Keri to come forward and said I just wanted to follow up about their COA in general and about staff approvals. I was kind of wondering why this was not staff approved.

Keri Mendler said typically it's an addition to the property, which we typically bring to the Commission. I had actually asked myself that as well when they came in, so I looked into it and we've brought them to the Commission in the past. Now, if that's something that the Commission would like to reevaluate and pass that along to staff, just as long as we have a clear understanding of what's accepted and what isn't, as far as I know if it's going to be concrete, I know you want it to be stained. Of course, asphalt is acceptable as well. But, if that's something that the Commission would like to hand over to staff, I don't think that's necessarily an issue and I'm going to defer to Ashley Britt, simply because in the table, it doesn't specify driveways specifically in regards to that.

Chair said I'm not putting you on the spot, I just thought for something that seemed like to me, it was kind of cut and dry.

Keri Mendler said I tend to agree with you. I looked at past stuff and it is an addition to the property, so if it is something that the Commission would like to hand over to staff, just as long as we have a clear understanding, that is fine with me.

Chair asked how would we develop a clear understanding? In writing? You pretty much know.

Keri Mendler said I do and I think if someone came in and said we want to do a driveway, even a U-shaped driveway in the front of the house, I would say we need to bring that to the Commission. But, if it's something off to the side or in the rear, that is what the standards state and again I know if it's concrete, it needs to be stained. Unless there is something really wild that somebody brings in, I think probably 95% of the time, I am going to know what you guys want and if I don't, then obviously we can't deny them. So, if we don't ever feel comfortable, we can bring them to you guys as well.

Archie Morgan said I would be ok with that. That's what the standards state.

Keri Mendler said right.

Archie Morgan said Jennifer?

Jennifer Smith said yes.

Jennifer Smith said Keri, I do have a question. Remember that house that's across the street from James Kerr's and the people came before us to put a circular driveway? One thing that we did not do that I wish we would have was specify how large they could make that. That takes up their entire yard.

Keri Mendler I remember some discussion on that.

Jennifer Smith said they can park two cars side by side. It looks awful.

Keri Mendler said that's one reason too, if someone wanted to bring in something like a u-shaped in front of the house. At least in my mind, that's something that I would bring to the Commission, because again, that's in front of the house and that would be something that certainly the Commission can address as far as how large and how wide and expansion wise.

Chair asked if we did on that one?

Keri Mendler said I don't recall. I remember there being a discussion.

Jennifer Smith said it's not stained either.

Keri Mendler said it actually is.

Jennifer Smith asked is it?

Keri Mendler said it is. They stained it a darker grey color. So, if that's something the Commission wants to maybe make clearer, that's something we may need to discuss. I don't think we necessarily want to get too into the weeds with what color, because really it just says that it needs to be stained in earth tone color to avoid the bright white. It's still grey, but it's not the bright white color.

Chair asked isn't there a circular driveway on the opposite side of Franklin St. on the corner?

Keri Mendler said there is. To the left of Mr. Kerr's.

Jennifer Smith said they were roped into the Historic District and that's what one of our complaints was. While they have one next door, well they weren't in the District and we didn't have to approve that at the time.

Keri Mendler said they do and I'm sure there are others, but yes.

Chair asked Archie if he had anything to say.

Archie Morgan said no.

Chair said I have one more thing. I know we've had this conversation before and it's the property and I believe it's also on Jefferson St. It's Mr. Belk's.

Keri Mendler said with the shed. Are you asking about the shed?

Chair said I know supposedly there's a permit that's been issued. If I'm wrong, then let me know. But, he has X number of days or weeks or months.

Keri Mendler said it's sometime in October, I don't remember the exact date, but I did look into it.

Chair asked to begin construction?

Keri Mendler said well the shed is obviously there. So, he just needs to make the modifications that was approved. Basically the way building permits work, they get issued, I believe it's 6 months unless state statutes have changed something. But, if you call in an inspection and with a shed, you probably aren't going to be calling in inspections. But, for a house for example, you are calling in inspections so often and each time you call in an inspection, the building permit gets extended for a year. With a shed that is a 12 x 12 or some kind of size like that, you're not really going to have those inspections along the way, but they could potentially call in a consultation, which again extends the permit out a year. But, the 6 month, if he hasn't called in anything, the permit will expire and we can continue with the violation process from there and I have that on my calendar as a reminder. But, there is not a whole lot that I can do until that time, which is sometime in October.

Chair said it just seems to me and I know you are following protocols. It just seems to me that we disapproved that how long ago, 8 months ago maybe?

Keri Mendler said yes, it's been a while.

Chair said at least that long, maybe a year.

Keri Mendler said typically the way his worked out, he applied for the permit before he came before you guys. We basically denied it until the issue was resolved here.

Chair said but he put it up anyway.

Keri Mendler said well he put it up, then he came in and applied for a COA and a permit. So, unfortunately sometimes those drag things out longer too. Because since he had a permit on file, he just had to come in and submit revisions and it's kind of a tricky situation as far as protocol and what we can do. If he hadn't submitted a permit, we could have at least gone forward with the violation process at that time.

Chair said it just seems that if somebody comes here and we say no to something, it should be, again, I know there is a process. But, it's doesn't seem like it should be a two year process or to be corrected. Because suppose that house goes up for sale, what would prohibit and let the potential buyer know that the property is in violation of Historic District?

Keri Mendler said really, that's part of the due diligence of whoever is buying that property. Just because someone is selling a property, doesn't mean the violation goes away. It's part of their due diligence to find out what issues might be on the property. It falls on whoever is buying the property at that point. But, I can follow up with him to see if I can sort of see if I can get a timeline.

Chair said I know you have. Then that house down on Houston St.
Keri Mendler asked which one on Houston?

Chair said Hudson St.

Keri Mendler said which one? Are we talking about the one you gave me three different addresses for?

Ashlyn Penegar said it was either 306 or 406.

Keri Mendler said 406, yes.

Chair said thank you Ashlyn.

Keri Mendler said I did speak with the owner and he is familiar with the Historic District and he's been before you guys before. He has permits for interior work only and I spoke with him, he said he is not doing anything on the exterior. So, if you see something, feel free to let me know. We are keeping an eye on it as well. But, I did speak to him and he said he is only doing interior work.

Chair said ok.

Jennifer Smith asked which house is this?

Keri Mendler said it's 406 E. Houston. It's sort of close to Charles St. If you are heading towards Charles, it's on the right side.

Chair said the lower front of the house on the right is nonexistent. So, whether they are doing something in the crawl space and had to take that off, I don't know. But, that's gone.

Keri Mendler said I can look into it further. I know he did have work for under the crawl space.

Chair said maybe they had to take that off to do what they were wanting to do on the inside.

Keri Mendler said I will keep an eye on it and it is on my radar. I will keep an eye on it for sure.

Chair asked if there is anything else?

Keri Mendler said obviously we only have three people. So, just to remind you again, we do have open seats. We are going to send a post card out, I'm hoping either next week or the week after that. It will go to every district resident, not necessarily property owners. So, if it's a rental with an out of state owner, obviously they aren't eligible to serve, but maybe we will have some people apply.

Chair said I might have misunderstood what you just said, did you say renters are eligible if they aren't out of state?

Keri Mendler said no, it will go to the tenant or property owners if they live there. But, it won't go to property owners who live out of state.

Chair said it would be nice if there was a table full.

Keri Mendler said yes, it's good for you guys and it's good for the applicant.

Chair said if I were coming in here and going before a Commission or Board to have a decision made and I come in and there is only three people out of a table like this.

Archie Morgan said if you think of some people, you need to call and ask them.

Chair said I've asked several people.

Jennifer Smith said Dale is going to apply.

Keri Mendler said I figured he might.

Archie Morgan said I've got one I'm going to ask.

Keri Mendler said I think Ashley said the next Citizens Appointment is in September, but it may have to be rescheduled since it falls on Labor Day. But, we will see what happens.

Keri Mendler said keep spreading the word to your neighbors. One other thing, you guys need to potentially come to a consensus about a recommendation for a Vice Chair. If you would like to throw a couple names out there, there is Jennifer and Archie. If you want to nominate both, that's fine. But, we would basically send it on to the Citizen's Appointment and they will make a decision.

Chair said I think the right thing to do at this point, since there is only two people. I would think it would just be Archie and Jennifer nominated and it goes to the Appointment Committee.

Keri Mendler said that's fine, if that's fine with you guys.

Archie Morgan said either way is fine with me.

Keri Mendler said we will just send both names forward and then we will get a nomination, as long as you both are willing to serve.

Jennifer Smith said absolutely.

ITEM 5. **Next Meeting – August 8, 2022**

ITEM 6. **Adjournment.**

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

Second: Jennifer Smith

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

AYES: **Richard Ali, Jennifer Smith and Archie Morgan**

NAYS: **None**

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Richard F. Ali
Chairman

Ashlyn Penegar
Secretary to the Board



Ortho Map

PLHR-2023-00044

Legend

— Centerlines

□ Parcels

Existing: OM
(Office Medical)

Owner: First Baptist Church

Acres: 1.75



0 80 160
Feet

Zoning Map

PLHR-2023-00044

Legend

— Centerlines

▭ Parcels

Zoning Districts

DC-MX

DG-MX

OM

RMD

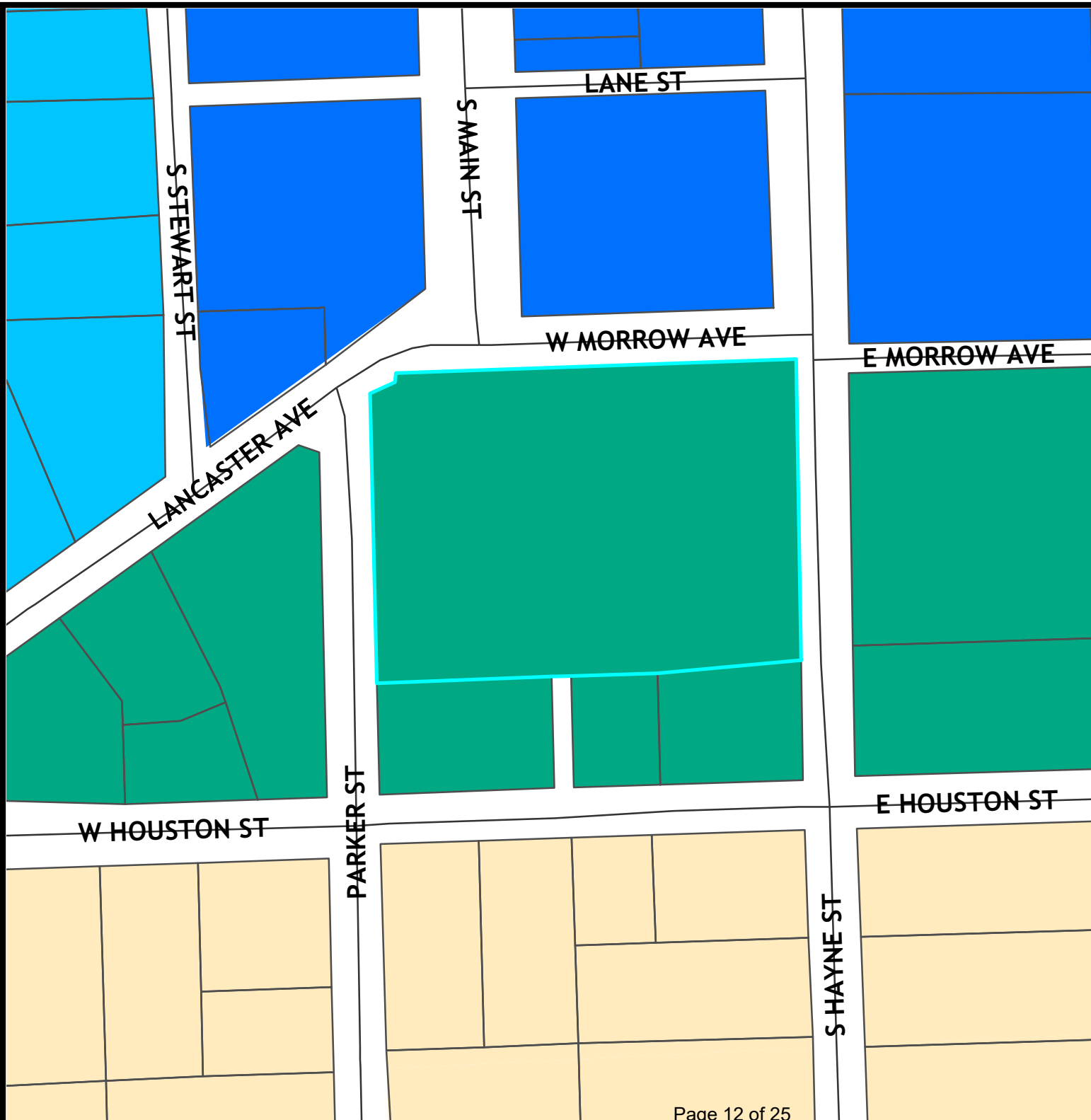
Existing: OM
(Office Medical)

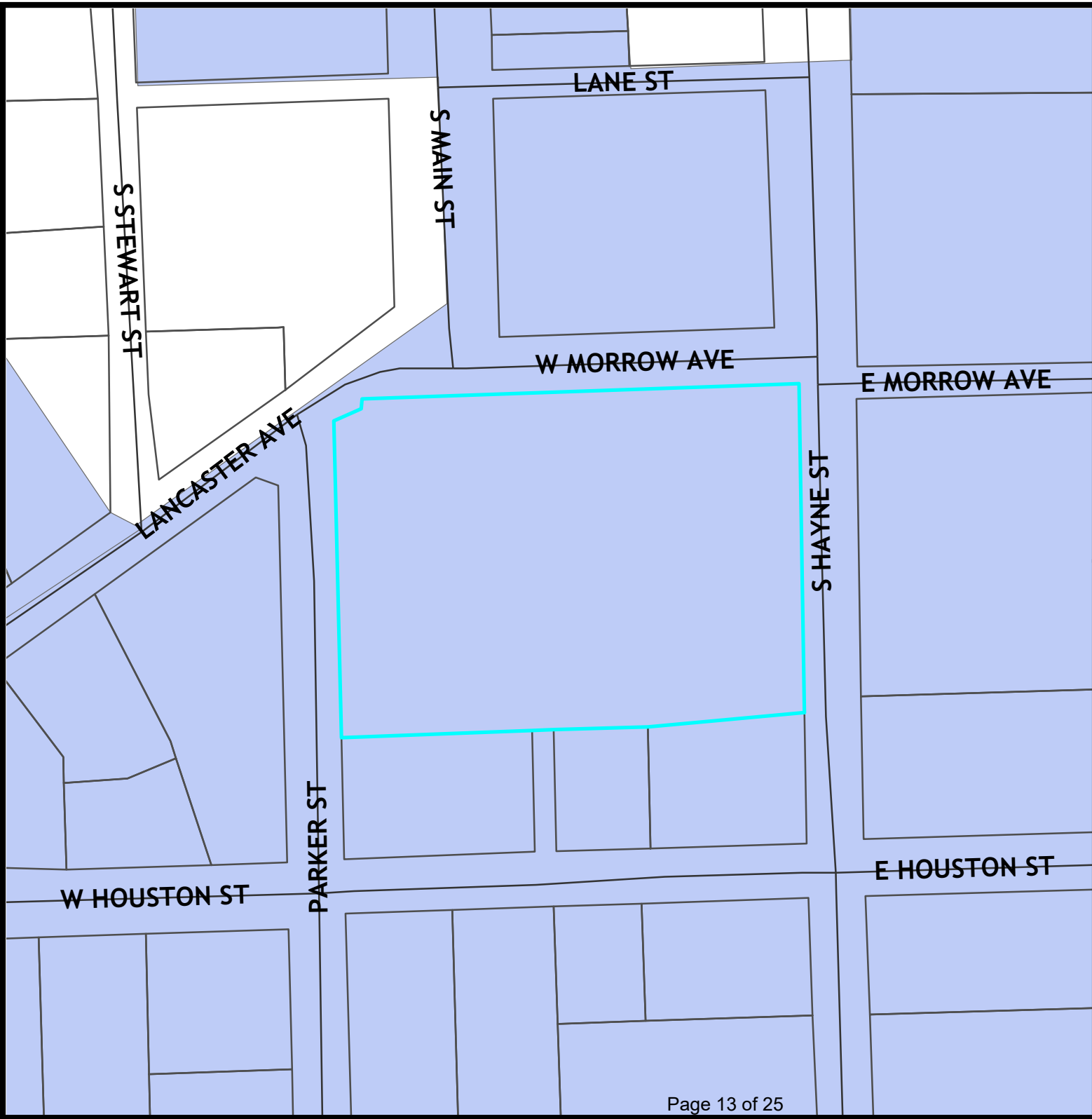
Owner: First Baptist Church

Acres: 1.75



0 90 180
Feet



Historic District Map

PLHR-2023-00044

Legend

- Centerlines
- Parcels
- Historic District

**Existing: OM
(Office Medical)**

Owner: First Baptist Church

Acres: 1.75



0 80 160 Feet



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: First Baptist Church
Applicant's name: Alyssa Metze
Applicant's address: 109 W Morrow Ave
Monroe NC 28112
Applicant's telephone number: 704-283-8534
Applicant's email address: msalyssaprek@gmail.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: retractable awning
Please provide a brief description of the project. The retractable awning will measure 13' by 15' and the ~~canvas~~ canvas will be a solid dark green. It will be over the door that enters a classroom on the small playground. The playground faces W. Houston St and the side of the playground runs parallel with Hayne St. The retractable awning will be mounted to the outside of the building and will be motorized.

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).

Alyssa Metze Preschool Director
Applicant- Printed

Alyssa Metze
Applicant- Signed

10/10/22
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.

example of what
it could look like
*this is not the exact
one we are getting -
the color of the fabric
and the size will be
different*



color of the
awning



color choices for
the frame

White

Beige

Clay

Brown

CHAT NOW
CLICK HERE



location of the
awning will be
above the door
* this playground faces
Houston St. *

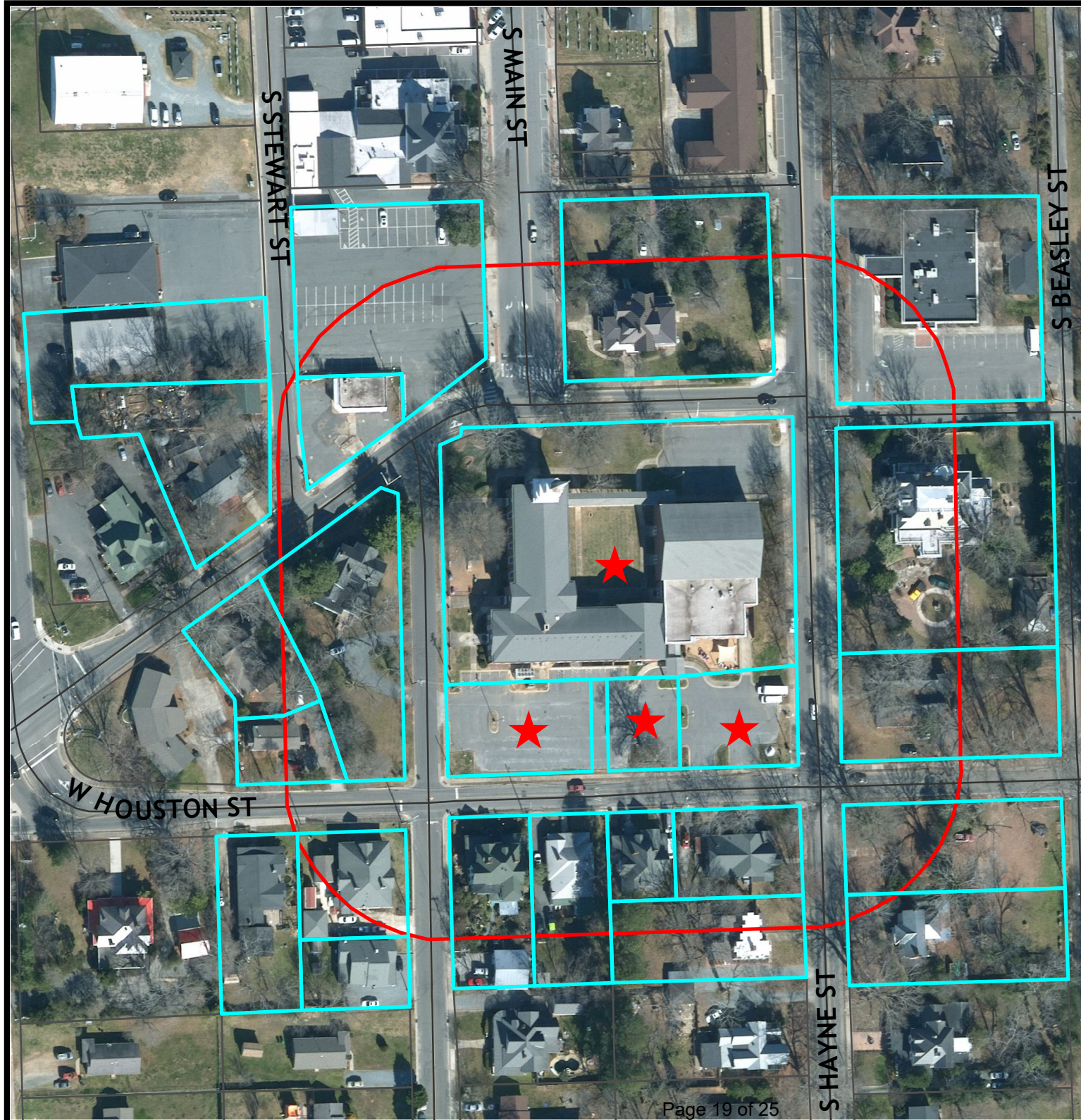


APO Map

109 W. Morrow Ave.

Legend

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



	ACCTNO	OWNERNAME1	CURR_ADDR2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09232127	SMITH BEN		200 LANCASTER AVE	MONROE	NC	28112
2	09232077	OLD TOWN HOLDINGS LLC		7011 HYDE PARK DR	INDIAN TRAIL	NC	28079
3	09235004	SELLS RONALD III		503 S HAYNE ST	MONROE	NC	28112
4	09235043	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
5	09235099A	BECKER JOSEPH		201 W HOUSTON ST	MONROE	NC	28112
6	09235234A	CHAPMAN FAMILY ENTERPRISES LLC		5900 S M BENTON LN	MONROE	NC	28110
7	09235042	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
8	09235039	HELMS LIBBY ZEALY		502 S CHURCH ST	MONROE	NC	28112
9	09235001	CHIN CLIFFORD A		401 S HAYNE ST	MONROE	NC	28112
10	09235040	HELMS ANN C		500 SOUTH HAYNE ST	MONROE	NC	28112
11	09235041	HARKEY JAMES		8415 LANDSFORD RD	MONROE	NC	28112
12	09235044	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
13	09235045	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
14	09235046	SMITH JENNIFER S		PO BOX 158	MONROE	NC	28111
15	09235046A	WATSON LIANE		107 W HOUSTON ST	MONROE	NC	28112
16	09235233	LBG HOLDINGS LLC	STE C	107 E JEFFERSON ST	MONROE	NC	28110
17	09232076	CARLSON-MCNABB HOLDINGS LLC		400 W WINDSOR ST	MONROE	NC	28110
18	09232078	MFH LLC	PO BOX 130548	%PROPERTY TAX 9TH FLOOR	HOUSTON	TX	77219
19	09232126A	DANSEL HOLDINGS LLC		2118 CAROLINA PLACE DR	FORT MILL	SC	29708
20	09235003	SCHMITT KARL		18 COVIL AVE	WILMINGTON	NC	28403
21	09235099	BECKER JOSEPH		201 W HOUSTON ST	MONROE	NC	28112
22	09235234	LEHNHARDT PRICE INVESTMENTS LLC		205 LANCASTER AVE	MONROE	NC	28112
23	09232016	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
24	09235002	HARRISON GARY R		405 S HAYNE ST	MONROE	NC	28110
25	09235100	THAPA BHIM KUMAR		203 W HOUSTON ST	MONROE	NC	28112



STAFF REPORT
PLHR-2023-00044

TO: Historic District Commission Members

DATE: November 14, 2022

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 109 W. Morrow Ave.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Alyssa Metze on behalf of the First Baptist Church, to add a new motorized retractable awning to the rear of 109 W. Morrow Ave.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	10-10-22
Name of Petitioner:	Alyssa Metze
Location:	109 W. Morrow Ave.
Tax ID #:	09-235-044
Lot Size:	1.75 acres
Zoning Classification:	OM (Office Medical)

GENERAL INFORMATION

First Baptist Church; Circa 1956

Organized in 1852, Monroe's Baptist congregation met for a number of years in a building near the present city cemetery, but moved to a location on Lafayette (Main) Street in 1878. The 1878 building was damaged by fire in 1885 and rebuilt in 1887; it was demolished in the early 1950s. The present building, a large brick Neo-Georgian edifice, was completed in 1956. A two-story education building extends across the rear and beyond both side elevations. There is a parking lot east of the church.

RELEVANT DESIGN STANDARDS

Sustainability, Utilities & Energy Retrofits, pg. 59

1. Increase the thermal efficiency of district building through appropriate traditional practices such as caulking and weather-stripping, and by introducing energy efficient features such as storm windows and doors, and historically-appropriate awnings and operable shutters where appropriate.

The applicant is requesting to install a new motorized retractable awning.

PROPOSED FINDINGS

Staff offers the following Findings:

1. The subject property located at 109 W. Morrow Ave. is owned by the First Baptist Church of Monroe and is zoned OM (Office Medical) (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On October 10, 2022, the applicant applied for a COA to request approval to construct a new motorized retractable awning. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.4 titled Historic Districts of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

CONCLUSIONS

The proposed project to construct a motorized retractable awning at 109 W. Morrow Avenue as presented (is/is not) congruous in concept according to the *Sustainability, Utilities, and Energy Retrofit* standards of the *South Monroe Historic District Standards*:

Sustainability, Utilities & Energy Retrofits, pg. 59

1. Increase the thermal efficiency of district building through appropriate traditional practices such as caulking and weather-stripping, and by introducing energy efficient features such as storm windows and doors, and historically-appropriate awnings and operable shutters where appropriate.

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.

Exhibits:

1. Aerial Map

2. Zoning Map
3. Historic District Map
4. Application
5. Awning Style
6. Awning Location
7. APO Map
8. APOs

Prepared by: KM 10-24-22



STAFF REPORT

TO: Historic District Commission

DATE: November 14, 2022

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Text Amendment to the Historic District Design Standards document

SUMMARY STATEMENT

The Historic District Commission is requested to adopt a text amendment to the Historic District Design Standards.

REVIEW

At the July 11, 2022 Historic District Meeting, staff presented a Certificate of Appropriateness application to install a new driveway in the side yard. At the meeting the Commission questioned why this item had to be reviewed and approved by the Commission and staff indicated it was a requirement of the Design Standards document. The Commission then requested if this type of request could be given to staff for future applications.

Rather than merely having a simple agreement on interpretation staff believes, after confirming with the Design Standards document, that this should be an official text amendment to the document as the table on page 14 indicates that “addition or changes in design, materials, or size” of driveways are Major Changes and therefore require Commission approval.

Staff proposes changing the table on page 14 as follows:

Project	Repair requiring no review	Minor In-Kind Replacement requiring COA & Staff Review	Major Exterior Change requiring COA & HDC review
Driveway	Repair existing	Replacement of feature, addition of new driveways or change of material, design or size in side or rear yard. Paving existing gravel in front yards	Addition of new driveways or change in material, design, or size in front yards

RECOMMENDATION

Staff recommends adoption of the text amendment to the Historic District Design Standards document.