

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Tuesday, January 17, 2023 – 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 – December 12, 2022**
- Item 3.** **Conflicts of Interest**
- Item 4.** **COA PLHR 2023-00067 Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness to replace the front porch railing, the front porch columns, and the front door at 107 W. Houston St. (Parcel #09-235-046A).**
- Item 5.** **Next Meeting: February 13, 2023**
- Item 6.** **Adjournment**

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

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, DECEMBER 12, 2022 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

ITEM 1: Call to Order.

Archie Morgan, Acting Chair, called the meeting to order at 6:30 p.m. Ashlyn Penegar called the roll.

Members Present: Archie Morgan, Jennifer Smith

Members Absent: None

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

Guests: Gladys McCain Kerr, Angela Orr, Anna Dowdy, James Legg, Liane Watson, Matt Klaren, Ric Helton, Sky Broome, Allen Watson

ITEM 2: Approval of Minutes.

Archie Morgan, Acting Chair, called for a motion to approve the minutes of the previous meeting.

Motion: Jennifer Smith moved to approve the minutes of the November 14, 2022 meeting.

Second: Archie Morgan

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

AYES: Archie Morgan and Jennifer Smith

NAYS: None

ITEM 3: Conflicts of Interest.

No one raised a conflict.

ITEM 4. COA PLHR 2023-00067 Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness to replace the front porch railing and the front door at 107 W. Houston St. (Parcel #09-235-0046A).

Keri Mendler and Allen Watson approached the dais and were sworn in by Archie Morgan, Acting Chair.

Keri Mendler proceeded to give her presentation and said the Historic District Commission is requested to consider a Certificate of Appropriateness from Allen Watson to replace the front porch railing with a new design and the front door with a new design at 107 W. Houston St. The application also included the replacement of the porch flooring and ceiling with new like materials (tongue and groove wood boards), which has been approved at staff level.

Proposed Findings:

1. The subject property located at 107 W. Houston St. is owned by Allen Watson 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 November 11, 2022, the applicant applied for a COA to request approval to replace the existing spindle style porch railing with 'fret sawn' balustrades with a diamond pattern, as well as a request to replace the existing wood 6 panel door with a new wood and glass door. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 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 appropriate standards and conclusions in your staff report and I will be happy to answer any questions and of course Mr. Watson is here as well.

Archie Morgan, Acting Chair, said the original banister that is up there now...

Jennifer Smith said it's not original.

Archie Morgan, Acting Chair, asked Mr. Watson, do we know what the original one looked like?

Allen Watson said the house probably didn't have one.

Archie Morgan said please state your name for the record.

Allen Watson introduced himself.

Keri Mendler said I checked in the Sweet Union book and it was published in the 80's and it had the same style, but beyond that, I don't know what it may or may not have had, but frankly as Mr. Watson indicated, with it being as low to the ground, I still think from Building Code that they are probably supposed to have it. But, historically it would have probably made sense that they didn't have anything.

Archi Morgan, Acting Chair, said ok.

Jennifer Smith asked you are taking off that top too, right?

Mr. Watson said yes. We are also replacing the columns.

Jennifer Smith said right. I love all of this, I really do. I think it looks great with the house. I wanted to maybe offer a friendly suggestion, if possible. Where you have the diamonds in there, what would you think about putting another diamond down below that? Just to open up the house so that you can see the house more. I think it wouldn't look so closed in. I think it's beautiful architecture.

Archie Morgan, Acting Chair, said with the single diamond, it kind of makes it look boxed in a little bit, unless that's the look you are going for, more privacy.

Mr. Watson said we did some research on appropriate illustrates for the time period. The house is not a Victorian, it's kind of a hybrid Victorian/Bungalow. It's kind of a transitional period, right? Victorian kind of went out of style by 1915 and the Craftsmens really kicked in. Fret sawn was primarily on Victorians and they were very intricate with hearts and scallops and all kinds of stuff. But, we wanted to kind of bring some of the Victorian aspects in by having the fret sawn, but also recognize that it was a Bungalow and make it a little simpler.

Archie Morgan, Acting Chair, said there is nothing wrong with the single diamond. It's just a suggestion that might open it up some.

Jennifer Smith asked, that will be down the stairs too, correct?

Mr. Watson said correct.

Jennifer Smith asked, are you replacing the stairs?

Mr. Watson said yes, those stairs are not functional.

Jennifer Smith said I like the door too, really well.

Archie Morgan, Acting Chair, said you mentioned that you were replacing the columns. Have you found that column?

Mr. Watson said we are going to use square 6 by 6 columns. Again, that is more appropriate. The house when built didn't have turned columns, in all likelihood. It's not period appropriate. I don't know what columns they had, but they didn't look like that.

Archie Morgan, Acting Chair, said ok.

Jennifer Smith said that extra diamond would really set that off though! I just think it would look so pretty to open the front of that house up more.

Archie Morgan, Acting Chair, said it's a nice porch.

Jennifer Smith said I love the design.

Mr. Watson said the purpose of this is to make it more functional for us. Our dog has gone through it; our granddaughter has gone through it.

Jennifer Smith said what's there is so small too, and I don't think it ever looked appropriate for that house, ever.

Archie Morgan, Acting Chair, said it's just something to consider. Are there any other questions?

Jennifer Smith said I really like the door too.

Archie Morgan, Acting Chair, asked is there anyone else here to speak for the project, other than Mr. Watson? Is there anyone here to speak against the project? Hearing none...

Keri Mendler said if staff could interject really quick. The columns weren't mentioned in the application and if you are going from the spindle style to a square column, that will have to come back for approval. Keri asked Ashley, should they table and we can add it, or do we just need to table it, add it and then re-advertise?

Archie Morgan, Acting Chair, asked can we approve it to this point, with the caveat of it and then you guys can approve it on staff level? To save some time.

Keri Mendler said I can't do staff approval because this is a change of design.

Ashley Britt said I don't know that you can approve part of it and table the rest of it. I think you probably just need to table it as a whole.

Jennifer Smith asked you mean the whole thing?

Keri Mendler said I guess what I am saying is, they could take action on what's being requested tonight and he can file a separate application. I guess I was just trying to save an application fee, if we can table it, it's obviously up to the applicant. We can table it tonight and add the columns and re-advertise including the columns.

Ashley Britt said right, we can table the whole thing tonight until the next meeting and then amend the application and re-advertise, or approve the two items tonight and then make the modifications for the columns as a new COA for the January meeting.

Keri Mendler said it would save you \$75, but obviously delay the whole project another month. That's for you guys to discuss.

Jennifer Smith asked were you planning on having this project right away, getting started?

Mr. Watson said we are starting construction today. We have a lot of demolition work to do first.

Archie Morgan said they've got some stuff that they are doing that's already been approved by staff, right?

Jennifer Smith asked if we went ahead and approved the railing, well they can't do it without the columns.

Keri Mendler said right, yes. So, the option basically tonight is you could take action on the items, but the columns of course and I don't know the timing for that project, but, you could go ahead and re-submit for the January meeting and it would be another application, but either way you are looking at January.

Jennifer Smith said it really wouldn't make a difference if we went ahead and approved this part, if he still can't do anything until January.

Keri Mendler said yes, because you can't do much without the columns.

Mr. Watson said we can go ahead and do the floor and ceiling.

Keri Mendler said that you can do at staff level approval and I'm fine with letting you move forward with that, at that stand point.

Archie Morgan, Acting Chair, asked is this something that we vote on or we just table it?

Ashley Britt said there would be a vote and we would have to table it to a date certain.

Mr. Watson said ok.

Motion: Jennifer Smith made a motion to table the project at 107 W. Houston St. until the January 9th, 2023 Historic District Commission meeting.

Second: Archie Morgan

Action: The motion to table the project until January 9th, 2023 passed with the following votes:

AYES: Archie Morgan and Jennifer Smith
NAYS: None

Item 5. COA PLHR 2023-00069 Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness to construct a new house at 404 E. Talleyrand Ave. (Parcel # 09-231-180).

Keri Mendler and James Legg approached the dais and were sworn.

Keri Mendler proceeded to enter the Proposed Findings of Fact. The Historic District Commission is requested to consider a Certificate of Appropriateness from Helmsman Homes, LLC to construct a new home at 404 E. Talleyrand Avenue. A home, which was built around 1920, was on this lot until 2006/2007 when it was demolished.

Proposed Findings:

1. The subject property located at 404 E. Talleyrand Avenue is owned by Helmsman Homes, LLC 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 November 14, 2022, the applicant submitted an application requesting approval to construct a new home. The applicant is proposing the following materials: fiber cement lap and shake siding, aluminum trim (fascia, flashing, gutters), a concrete porch with fiberglass columns featuring a brick row lock on the columns, vinyl windows with any grid pattern, a solid wood door with six panes for the front door, a wood core, steel door with one light pane for the rear door, and an asphalt roof. The applicant is proposing a driveway on the front-left side of the house; however, they did not specify the materials or whether it would be stained. (Exhibit 4-8)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9 & 10)

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

Archie Morgan, Acting Chair, said I can't lay eyes on it and I haven't heard you mention it, but what is the square footage of the house?

Keri Mendler said I had 1,368. It says total heated 1,368 on the full set in the packet. Then the area as far as what's kind of in that area, houses on the street and this is the design standards and I think that's the second page of your staff report. The homes range from between 1,004 sq. ft. to 3,770 sq. ft. and I am not sure from a construction standpoint, Ashley, I don't know if we can regulate house size. I know we can't elsewhere, but I don't know if that applies to the Historic District and I know we can do design stuff. But, I would caution you as far as getting into the square footage.

Archie Morgan, Acting Chair, said I was just curious about it.

Jennifer Smith asked James Legg, are you the builder? I have some questions for you when Keri is finished.

Keri Mendler said I am done unless you have any more questions for me?

Archie Morgan, Acting Chair, said no. Sir, if you can approach and give us your name and address, please?

James Legg stepped to the podium and introduced himself.

Jennifer Smith said I am seeing a lot of materials that are not allowed in the Historic District, like this aluminum windows or vinyl windows and doors. I would really like to see some elevations of what this would look like other than just a drawing of it.

James Legg said my co-worker kind of put all this together and I stepped in for her. We can pretty much draw up anything that you guys would like to see. If you wanted to see, but usually this is the typical elevation that we do for our plans and then we just do a material list.

Archie Morgan, Acting Chair, asked, Keri, how does this work if there are materials that we don't normally allow in the Historic District? When it's a new house?

Keri Mendler said in the past, you guys have not approved vinyl and that was communicated before this meeting.

Jennifer Smith said correct.

Mr. Legg said that is very easy to change.

Jennifer Smith asked, vinyl siding? Were you putting vinyl siding?

Mr. Legg said no, it's hardy. It's cement porous siding.

Jennifer Smith asked, the pillars? Are they vinyl?

Keri Mendler said they are proposing fiberglass for the columns.

Jennifer Smith asked, fiberglass?

Keri Mendler said and my suggestion would be that if there are certain things that you are ok with and certain things you are not; you can handle that in the Findings of Fact. So, you could approve or modify what they are proposing, if you are wanting to move forward.

Archie Morgan, Acting Chair, asked, what vinyl are you proposing? The windows?

Mr. Legg said most of the windows we do for new construction are vinyl. But, we can change them to aluminum.

Jennifer Smith said they need to be wood.

Mr. Legg said that is something that we can definitely change. We have the options, like I said, my co-worker put all this through.

Jennifer Smith said we don't approve vinyl anything.

Mr. Legg said that's easy enough to change.

Archie Morgan, Acting Chair, said I would sure like to see it with more than one bath.

Mr. Legg said the problem is, I don't know if you saw the lot plan, but with the setbacks, the lot is really small.

Archie Morgan, Acting Chair, asked, is this home going to be for sale or a rental?

Mr. Legg said most likely it will be for sale. We typically do not rent.

Jennifer Smith asked, do you have a price point?

Mr. Legg said I don't. It really depends on the materials and stuff. Because say if we went from vinyl to wood windows, that adds thousands to the price of the house. So, it's really hard to say until we actually get materials and price them out to know what it cost to build.

Jennifer Smith asked where would the driveway be?

Archie Morgan, Acting Chair, said that left side.

Mr. Legg said it would be on that left side. She had a picture of the lot that she showed.

Keri Mendler stepped forward and showed the site plan and said there is the proposed driveway, and Talleyrand. To give you a better idea, there used to be a house there, so this was the existing more or less.

Mr. Legg said we would use the same everything, but replace it with concrete.

Jennifer Smith said I'm not comfortable with this at all. I just would like to see more elevations.

Archie Morgan, Acting Chair, said I would really like to see better elevations than this little pictures. I'm having to use my imagination and I'm getting a little old to do that.

Jennifer Smith said exactly. There isn't anything set in concrete because it could be changed.

Mr. Legg said something inaudible.

Jennifer Smith asked why would you just be putting up a solid wooden door on the front and not on the back?

Mr. Legg said we don't do a lot of Historic stuff, this would be like the fifth house we've done. We do a lot of scattered lot building and stuff like that. My coworker did a lot of our typical stuff in the back and stuff like that, but we can do the same type of door on the back. We can pretty much change it to anything that you guys required.

Jennifer Smith said it would need to be wood, solid wood.

Mr. Legg said we can do that.

Jennifer Smith said I don't know anything about the new houses, we haven't really talked about it. What are the soffits and stuff? Are they all vinyl too?

Mr. Legg said my coworker was going for aluminum soffit, but vinyl is our typical for most houses. Aluminum gutters and flashing and all that stuff.

Jennifer Smith asked what kind of shingles? What are they going to look like on the roof?

Mr. Legg said typically ours are black architectural. But, like I said, we can do any color or type.

Jennifer Smith said I don't want to talk about color, I just want to see what the actual shingle would look like. Is it just a three tab?

Keri Mendler showed a picture of the proposed shingle said this is in your packet as well.

Archie Morgan, Acting Chair, asked, Keri, what about vinyl soffits and all that stuff? Is that allowed in the Historic District or no?

Keri Mendler said that's up to you guys.

Archie Morgan, Acting Chair, said we are on a slippery slope here.

Jennifer Smith said we are.

Keri Mendler said obviously staff, we recommend things as far as not doing vinyl and doing wood materials. But, ultimately, they can apply for whatever they want and that's why it comes to the Commission for decision to determine if its congruous or not with the design standards set in place.

Archie Morgan, Acting Chair, said I personally don't want to be the one that starts the ball rolling on a bunch of vinyl in the Historic District.

Jennifer Smith asked, can I ask what the year of the houses are along that street?

Keri Mendler said I think this is on the back page of the staff report.

Jennifer Smith said and what they mostly look like too. We want something to blend with the neighborhood too.

Keri Mendler said if you look on the second page of your staff report, sorry it doesn't look like the ages per se, but it talks about them being one story craftsman, bungalow and cottage style homes that are typically on that street.

Jennifer Smith asked these right here? This is what we have pictures of?

Keri Mendler said that would just be on the kind of section of Talleyrand that this house is on. I think there was 14 or 15 houses that I looked at, so it would have been on this stretch on from Talleyrand from Maurice St. to Huff St., that stretch. There is about 15 houses and I looked at those in the national register and I didn't look at the year, but the style was craftsman, bungalow and cottage style.

Jennifer Smith said that's not really what this one looks like that he's proposing. Is it?

Archie Morgan, Acting Chair, asked, is there anyone else here that will speak for this project?

Sky Broome stepped forward and introduced himself and said he is at 703 S. Church St.

Ashley Britt said he needs to be sworn in.

Sky Broome stepped forward and was sworn.

Sky Broome said because we walk the Historic District so often, I know actually what the houses on this block look like. This block of Talleyrand is mostly smaller homes; there is one house that would be diagonally across, it's a lot on that diagram. But, it's a brand new home that was built within the past two years that was built by another builder that was keeping with the Historic District and it's all the smaller style. The next block down, further to the east, the houses get larger, but this block specific the houses tend to be somewhere around the 1,000-1,600 sq. ft. It's a bunch of smaller ones.

Jennifer Smith said this doesn't look craftsman style to me. Would you mind if we table this and you came back with some...

Archie Morgan, Acting Chair, said we would like to see some better elevations. We don't want to see any vinyl. Don't include any added vinyl. It wouldn't help you at all.

Jennifer Smith said what you proposed here, it doesn't look craftsman style, to me at all. It just looks like a little ranch house.

Mr. Legg said we can change it to however you guys would like.

Jennifer Smith said that would be great.

Archie Morgan, Acting Chair, said we would love to see that.

Jennifer Smith said yes.

Mr. Legg said something inaudible.

Archie Morgan, Acting Chair, asked Ashley Britt, do we need to vote on this?

Ashley Britt said yes, sir.

Motion: Archie Morgan made a motion to table this project until February 13th, 2023.
Second: Jennifer Smith
Action: The motion to table this project until February 13th, 2023 passed with the following votes:
AYES: Archie Morgan and Jennifer Smith
NAYS: None

Mr. Legg said thank you.

Item 6. COA PLHR 2023-00075 Certificate of Appropriateness - The Historic District Commission is requested to consider a Certificate of Appropriateness to install a handicap ramp at 607 S. Church St. (Parcel # 09-234-117).

Keri Mendler and Angela McMillian-Orr stepped forward and were sworn.

Keri Mendler proceeded to enter the Proposed Findings of Fact. The Historic District Commission is requested to consider a Certificate of Appropriateness from Angela McMillian-Orr to install an aluminum handicap ramp and wrought-iron style handrails at 607 S. Church St.

Proposed Findings:

1. The subject property located at 607 S. Church St. is owned by Angela McMillian-Orr 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 November 22, 2022, the applicant submitted an application to install an aluminum handicap ramp with wrought-iron style handrails on the front porch. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 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 appropriate standards and conclusions in your packet and of course the applicant is here as well.

Archie Morgan, Acting Chair, asked, Keri, will you please put the picture of the actual ramp they are proposing back on the screen?

Keri Mendler said yes. This is the proposed ramp; the black is the handrails that are being proposed.

Jennifer Smith asked the handrails on that walkway thing?

Keri Mendler said I will defer to the applicant on this. Do you have any other questions for me?

Jennifer Smith said can you put the picture of the house back up on the screen? Thank you.

Archie Morgan, Acting Chair, asked the applicant to step forward and introduce herself.

Angela McMillian-Orr said my address is 607 S. Church St.

Archie Morgan, Acting Chair, said Jennifer, did you have some questions?

Jennifer Smith asked you are proposing these black handrails in that design?

Ms. McMillian-Orr said that original picture that looked like a handicap ramp, that is a temporary situation. My husband was in a car accident and so he's been in the hospital for over a month now and so we are trying to get something where he can go up a ramp, until he can actually be able to put his hand on a rail and walk up the stairs himself. So that ramp is temporary and that's why it doesn't look that great. It's just something that I want to put there so I can get him up the rails so I can get him in the home. It's not going to be there for a long drawn out time, probably less than six months.

Archie Morgan, Acting Chair, said you will have that for less than six months and then you want to get rid of it and put in a wooden ramp?

Ms. McMillian-Orr said no, I want to put in those rails that you just saw.

Archie Morgan, Acting Chair, said so he won't need the ramp after six months?

Ms. McMillian-Orr said I don't think so.

Archie Morgan, Acting Chair, said I see.

Ms. McMillian-Orr said he is going to need something to be able to help him get up the stairs. He's had a hip replacement and both of his knees are shot and the bottom of his bones on the bottom are messed up too.

Archie Morgan, Acting Chair, asked, once the ramp's gone, then those rails would go in?

Ms. McMillian-Orr said yes, exactly.

Jennifer Smith asked, you are going to leave that on permanently, right?

Archie Morgan, Acting Chair, asked, there is no rails at all now?

Ms. McMillian-Orr said there are no rails right now. The rails that I am looking at will be wrought iron, because the fence is that and we are trying to...

Jennifer Smith said mimic that.

Archie Morgan, Acting Chair, asked, are you going to take down any of the white railing from the porch or is it going to stay?

Ms. McMillian-Orr said that's going to stay there.

Archie Morgan, Acting Chair, said the only railing you are talking about going up is up the steps and once the ramp is removed.

Ms. McMillian-Orr said exactly.

Archie Morgan, Acting Chair, asked, do you have any other questions for her?

Jennifer Smith said I don't think so.

Archie Morgan, Acting Chair, said I understand and we are certainly not doctors. If we ok this, with the caveat that after six months, we just don't want to see it in a year's time. We need to put some wording in it or otherwise, it will be there in a year. I'm afraid of that, if we don't say something about it.

Jennifer Smith said we can include that in the motion.

Ms. McMillian-Orr said I don't mind that at all. Because we don't think that it's going to be six months.

Jennifer Smith said that entrance to that is really wide, so and I think I see three or four steps there.

Ms. McMillian-Orr said exactly.

Jennifer Smith said they kind of off set to the side.

Ms. McMillian-Orr said those steps go straight up, they just kind of look like that from that picture. It's just straight.

Jennifer Smith said here is another question, were you planning on putting one in the middle and two on each side, the railings?

Ms. McMillian-Orr said I haven't thought about putting one in the middle. I just thought about putting them on each side to make them bilateral.

Jennifer Smith said right. Just to kind of make it even to make it look...

Ms. McMillian-Orr said right.

Jennifer Smith asked, would that be enough for him to get up into the house?

Archie Morgan, Acting Chair, said it would look funny to have one in the middle.

Jennifer Smith said well yeah, I didn't know. If you are handicapped, what you would possibly need to get into the house.

Keri Mendler said before the Commission acts on it, staff does have concerns and obviously we understand the situation currently, but if for some reason six months isn't enough for the ramp, it's kind of difficult for staff to enforce something that only has a temporary.

Jennifer Smith said oh, yes.

Keri Mendler said especially if God forbid something happens and he needs the ramp longer than that. I get the situation, but it would be difficult for us to enforce something on a temporary basis.

Jennifer Smith said ok. Would it be possible to put it at the side of the house?

Ms. McMillian-Orr asked what do you mean at the side of the house?

Archie Morgan, Acting Chair, asked, are there any other steps leading up to the porch, other than the ones we are looking at? There is none on the sides?

Jennifer Smith asked there is none on the sides?

Ms. McMillian-Orr said no. There are steps in the back, but I think there is like twelve.

Jennifer Smith said oh no. He wouldn't want to do that.

Ms. McMillian-Orr said this is really the only option.

Jennifer Smith said I thought it was open on the sides, ok.

Archie Morgan, Acting Chair, said I don't like the thought of it being up there over six months and hopefully he will be recovered within six months.

Jennifer Smith asked what kind of time frame are we talking?

Archie Morgan, Acting Chair, said we can't put a time frame, from what they are saying.

Jennifer Smith asked at all?

Archie Morgan, Acting Chair, said we can't put any time limit.

Ms. McMillian-Orr said it's not like I want that up there.

Keri Mendler said that's not what we're saying at all.

Ashley Britt said I believe the one that was presented is this way, but you may want to include in the Findings that it's reversible or removable. I think that would help towards having it be temporary. But, it would be difficult to put a timeline on it, from an enforcement standpoint.

Archie Morgan, Acting Chair, said I understand that.

Ms. McMillian-Orr said that is a removable ramp.

Archie Morgan, Acting Chair said I don't think you are enamored with the ramp either. It's not the prettiest thing you are going to have in front of your house. We appreciate that.

Jennifer Smith asked what if something would happen that he would need, God forbid, to be in a wheel chair or have to continue or you never know. In six months, maybe his recovery may not even be, it might be a year.

Ms. McMillian-Orr said we would have to think of something else.

Jennifer Smith said something other than the temporary there. You would have to have something permanent.

Ms. McMillian-Orr said right now yes. But, I'm shocked. I'm just doing what I can because this is a lot and I've been dealing with this for almost a month and a half with him in the hospital. I just wanted to come here go through these motions and I appreciate your time.

Archie Morgan, Acting Chair said we appreciate you taking the time to bring it before us.

Jennifer Smith said exactly.

Archie Morgan, Acting Chair said we are not in a position to deny a man his wheelchair ramp. Lord knows, I might need one someday and I hope I don't have to move out of the District to get one. That being said, Jennifer, would you like to make a motion?

Motion: Jennifer Smith made a motion to adopt the Findings of Fact for PLHR 2023-00075 that the proposed project according to those plans reviewed in this meeting is congruous with the character of the district because the standards state that they meet the accessibility and life, safety code requirements in such a way that the district's buildings' character defining facades, features and finishes are preserved, and the applicant is requesting to add a handicap accessible ramp on the front porch. The handicap ramp will be aluminum with wrought iron style handrails, and it will be removable in accordance with the standards, and therefore the application is in general harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Archie Morgan

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

AYES: Archie Morgan and Jennifer Smith

NAYS: None

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 2023-00075, for reference if needed introduce new or additional means of access that are reversible

and do not compromise the original design or materials of a Historic entrance front porch, 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: Archie Morgan and Jennifer Smith

NAYS: None

Jennifer Smith said if it did need be that this be permanent, other than it being aluminum, wood would at least be congruent with the neighborhood and house, I would think. But, it's probably too late to add that in.

Ashley Britt said it is.

Archie Morgan, Acting Chair asked if that turns out to be the case and we certainly hope it doesn't. But, if it becomes a permanent thing and she wants to replace it with wood, would she have to do a COA to do that? To replace what she's got?

Jennifer Smith said it's different materials.

Keri Mendler said yes, it's a change of material.

Archie Morgan, Acting Chair said hopefully within six months you will just be able to haul it off somewhere. Put it on the Swap Shop.

Jennifer Smith said Godspeed for his fast recovery.

Archie Morgan, Acting Chair said yes, absolutely. Alright, anymore business before us? I would like to ask a few things. Do we have an update for 305 Houston? Where the windows were removed?

Keri Mendler said I sent them an official notice, I need to follow up on that.

Archie Morgan, Acting Chair said you told us that last time and he still hasn't done a thing since.

Keri Mendler said I met him out on site and I spoke with him. He came into the office and I spoke with him and there was no action, so I sent the notice. Obviously, there is still no action. I need to follow up on it.

Archie Morgan, Acting Chair said I can't ever remember where it is, but there is a storage building somewhere that you've told them to dismantle.

Jennifer Smith said that's off of Franklin St.

Keri Mendler said it's Jefferson. I think when we spoke, it was after the joint meeting for Planning Board, perhaps. There was COVID related changes and basically the permit was issued within a certain time period, and they were extended until January. Sometime in January of 2023, I believe, and I will have to

check the exact date. But, I believe I already have it on my calendar to follow up on it. I did send an email and tried to get some information, but I haven't heard anything.

Archie Morgan, Acting Chair said ok.

Jennifer Smith said I have a question. There is an, and I drove by and I don't know if it has the house number. But, it's right across from the Post Office there on...

Keri Mendler said the garage?

Jennifer Smith said yes.

Keri Mendler said it's not in the Historic District.

Jennifer Smith said oh, it isn't?

Keri Mendler said I was surprised as well.

Jennifer Smith said I am kind of surprised, I thought when was that allowed to go up.

Keri Mendler said they are just outside of the District.

Jennifer Smith said he is fine then.

Archie Morgan, Acting Chair said I appreciate the folks that have come out and shown an interest in joining the Board. How many openings are there?

Keri Mendler said five.

Archie Morgan, Acting Chair said for some of these people, this is their second meeting and for some, it's their first. What's the process so that they will know going forward.

Keri Mendler said I will defer a little bit to Ashley Britt, but the Citizens Appointment Committee will consider applications and I don't think their meeting is until March. There has been a discussion about Special Meetings.

Jennifer Smith asked what about February?

Keri Mendler said I don't know if that's set right now. That was something that I was going to personally follow up with, so that we can hopefully get some seats and you guys have attended your meetings, so we want to respect that as well. But, if you are here, just make sure that you are signed in so we can have record of your attendance. That is basically it, they will consider them at the March meeting, unless there is a discussion before that.

Ashley Britt said once they consider them, then they make the recommendation to City Council.

Keri Mendler said Council makes the official decision.

Archie Morgan, Acting Chair asked, so, it may be before March?

Keri Mendler said I don't know, there was discussion. I will follow up. I know that they had mentioned that at some point.

Archie Morgan, Acting Chair said very good.

Archie Morgan, Acting Chair asked the audience if there are any questions for us, the Board, or staff? We do appreciate your attendance tonight and hopefully we will see you up here soon?

Jennifer Smith asked, we don't have anything for January, is that right? Just February?

Keri Mendler said you will have 107 in January and then there is maybe two more.

Archie Morgan, Acting Chair said Ms. Kerr, you can attend that meeting and then that would be your second meeting.

Ms. Kerr said I will gladly come.

ITEM 7. **Next Meeting – January 9th, 2023**

ITEM 8. **Adjournment.**

Motion: **Jennifer Smith made a motion to adjourn this meeting.**

Second: **Archie Morgan**

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

AYES: **Archie Morgan and Jennifer Smith**

NAYS: **None**

The meeting adjourned at 7:26 pm.

Respectfully submitted,

Archie Morgan
Acting Chairman

Ashlyn Penegar
Secretary to the Board



STAFF REPORT
PLHR-2023-00067

TO: Historic District Commission Members

DATE: January 17, 2023 (*tabled from December 12, 2022*)

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 107 W. Houston St.

SUMMARY STATEMENT

This item was tabled at the December 12, 2022 Historic District meeting to allow the applicant to include the replacement of the porch columns to his application. The Historic District Commission is requested to consider a Certificate of Appropriateness from Allen Watson to replace the front porch railing and porch columns with a new design and to replace the front door with a new design at 107 W. Houston St. The application also included the replacement of the porch flooring and ceiling with new like materials (tongue and groove wood boards), which has been approved at staff level.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	11-10-22
Name of Petitioner:	Allen Watson
Location:	107 W. Houston St.
Tax ID #:	09-235-046A
Lot Size:	0.26 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

The residential structure is the Shepherd-Fletcher-Welsh House and was constructed in 1914 for E. F. Shepherd. This one-story frame cottage was acquired in 1917 by Emsley Fletcher who sold it the following year to John Welsh; the latter is listed in the 1922 and 1928 city directories as a traveling salesman. The rectangular double-pile house is topped by a high hipped roof and has a shallow gabled bay on the right (west) side of the three-bay facade; a one-story wing with a

lattice porch extends across the rear. The full-facade porch has turned posts and balusters and a spindle frieze. Windows have four over one novelty sash. Brick chimneys located on either side of the roof ridge have been rebuilt, and the foundation's brick piers have been infilled. *(Taken from the National Register of Historic Places).*

RELEVANT DESIGN STANDARDS

Windows & Doors, pg. 53

1. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible. *The applicant has requested to replace the existing solid wood 6 panel front door with a new wood and glass door.*

Porches, Entrances, & Balconies, pg. 57

1. If replacement of an entire porch, entrance or balcony feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible. *The applicant is requesting to replace the existing spindle style porch railing with wood 'fret sawn' balustrades with a diamond pattern. The applicant is also requesting to replace the existing spindle columns with 6x6 square pressure treated wood columns.*
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 107 W. Houston St. is owned by Allen Watson 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 November 11, 2022, the applicant applied for a COA to request approval to replace the existing spindle style porch railing with 'fret sawn' balustrades with a diamond pattern, as well as a request to replace the existing wood 6 panel door with a new wood and glass door. The applicant has also added the replacement of the existing spindle columns with 6x6 square pressure treated wood columns. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposed installation of a new handrail design and porch columns on the front porch and a new front door at 107 W. Houston Street as presented (is/is not) congruous in concept according to the *Windows & Doors* and *Porches, Entrances, and Balconies* standards of the *South Monroe Historic District Standards*:

Windows & Doors, pg. 53

1. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

Porches, Entrances, & Balconies, pg. 57

1. If replacement of an entire porch, entrance or balcony feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

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. Revised Application
5. Porch Railing
6. Front Door
7. Porch Columns
8. APO Map
9. APO List

Prepared by: KM 12-15-22



Ortho Map

PLHR-2023-00067

Legend

— Centerlines

□ Parcels

Existing: RMD
(Residential Medium Density)

Owner: Allen Watson

Acres: .26



0 40 80
Feet

Zoning Map

PLHR-2023-00067

Legend

— Centerlines

□ Parcels

Zoning Districts

■ OM

■ RMD

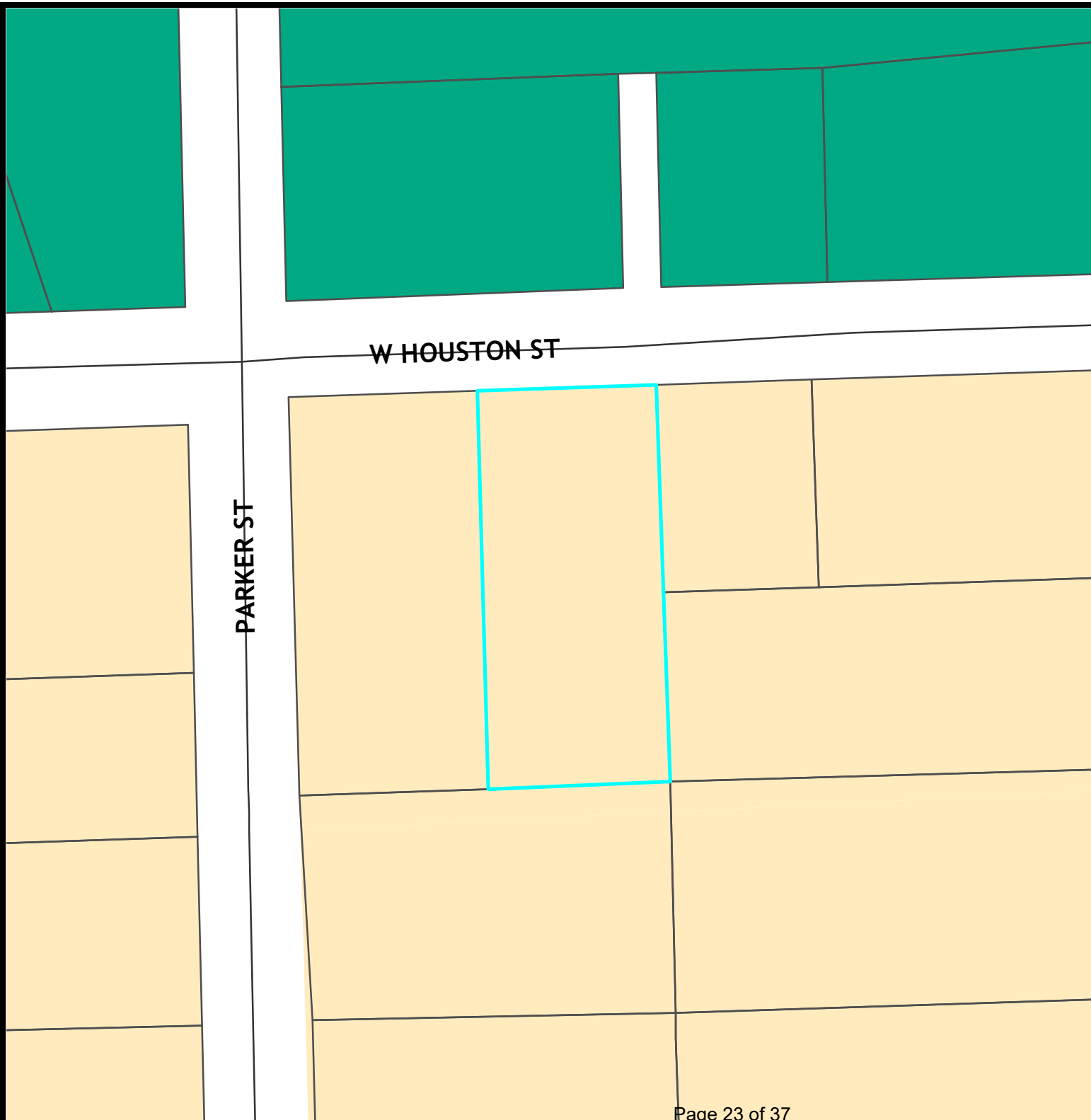
Existing: RMD
(Residential Medium Density)

Owner: Allen Watson

Acres: .26



0 40 80
Feet



Historic District Map

PLHR-2023-00067

Legend

-  Centerlines
-  Parcels
-  Historic District

**Existing: RMD
(Residential Medium Density)**

Owner: Allen Watson

Acres: .26



0 40 80
 Feet



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: 11-10-22
Application No: PLHR-2022-000167
Approved: _____ Denied: _____
____ Administrative review
☒ Commission Review

1. Property location: 107 W Houston Street
Applicant's name: Allen & Liane Watson
Applicant's address: 107 W Houston Street
Monroe, NC 28112
Applicant's telephone number: 919-608-9928
Applicant's email address: Awatson2@nc.rr.com
Property Tax identification number: 09 - 235 - 046A

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

3. The following Certificate of Appropriateness is requested for: Repair Front Porch & Replace Front door
Please provide a brief description of the project. Current front porch floor boards are rotting and hazardous.
Current front porch railing is in violation of current building code safety requirements and is dangerous for
our grandchildren. Current front porch ceiling is falling and needs repair. Current front door creates dark interior.
Project scope: Demo existing porch steps, railing, flooring and ceiling. Replace with 3 1/4" pressure treated, tongue and
groove flooring, tongue and groove bead board ceiling, steps and railing to meet current building code
requirements with pressure treated wood. Front door to be replaced with new wood and glass door as per
attached picture. Everything to be painted to match existing house colors. Replace existing columns
with 6x6 pressure treated columns

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).

Allen Watson
Applicant- Printed
Allen Watson
Applicant- Signed

11/10/22
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.

Existing Porch



Request to use Fret Sawn Balusters instead of simple pickets - period appropriateness:

Arts & Crafts (1900 to 1925) Bungalows, Foursquares, Dutch Colonial

There are fewer Arts & Crafts porches highlighted in millwork catalogs, in part because these porches are relatively simple and their heyday was relatively short. Also, many porch components like support pedestals and bases had been replaced with brick and stone. However, catalogs do show expressly Arts & Crafts porch parts, such as piers and brackets, along with generic millwork like railings that were also regularly ordered for these buildings.

Supports

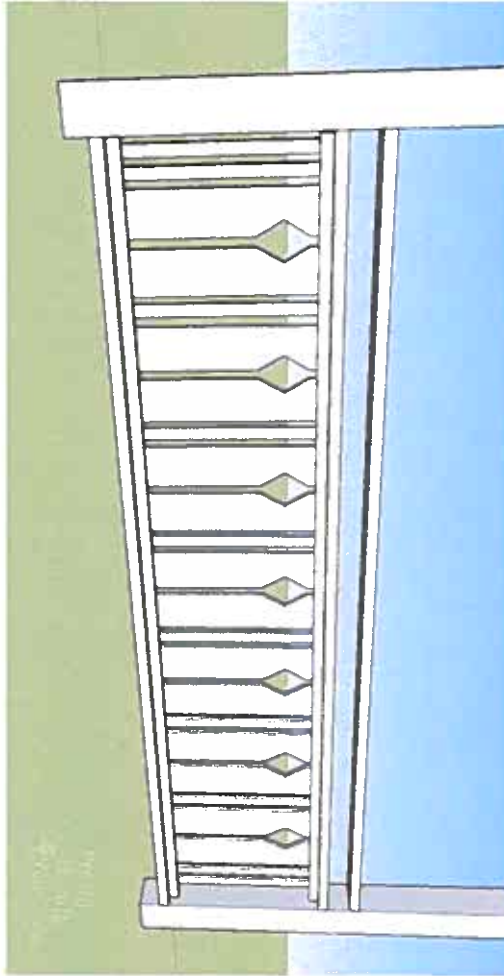
The archetypal Arts & Crafts porch support is a pier: a wood post that is distinctively battered (tapered) from bottom to top on all four sides. Often springing from the top of thick stone or brick pedestals, they were only a few feet tall and sometimes used in twos or threes. When present, the capitals on these piers were eclectic and nonclassical, incorporating Prairie-School or Japanese motifs for instance. Trim if any could be a bit of half-round or an inset panel. Where full-sized masonry supports of stone or stucco were used, as in pergola porches, wood detailing might be present at the top or in the decorative tails of rafter supports.

Railings and Balusters

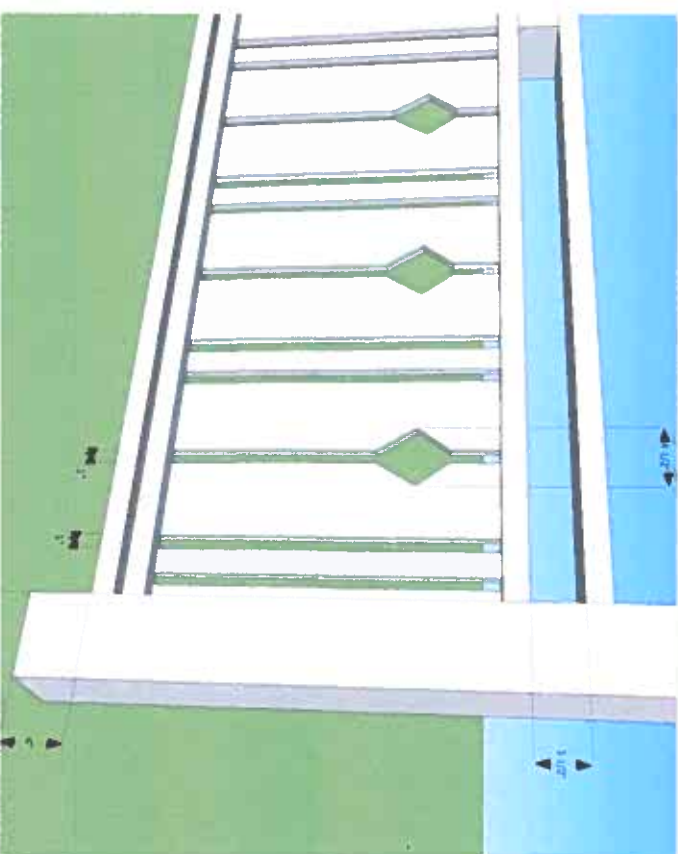
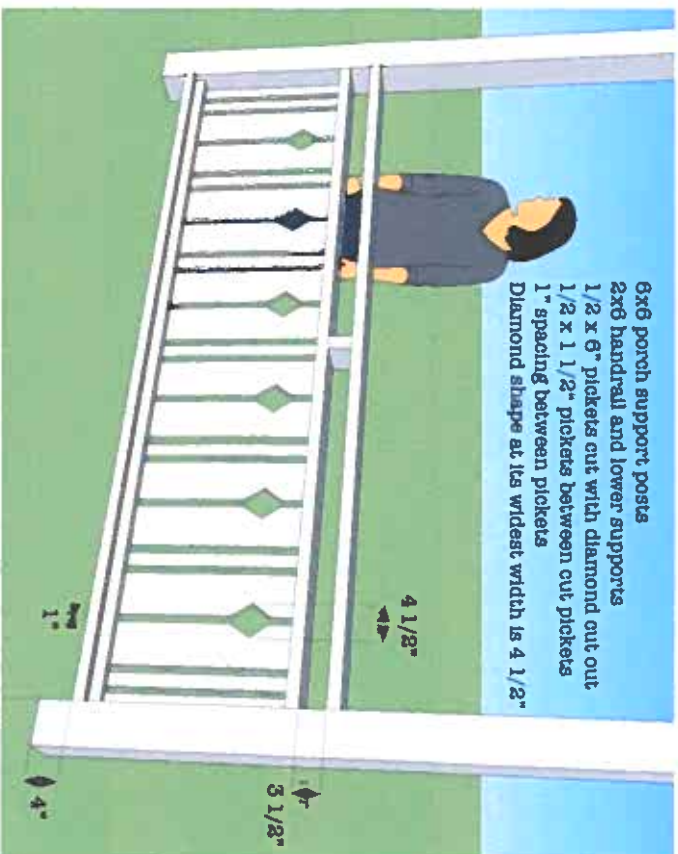
In some cases, the main cladding of the house (brick, shingles, clapboards) extended to the porch balustrade, wrapping the porch in a solid, lower shield. The more typical balustrade would likely have square balusters and a wide, heavy railing. Fret-sawn boards derived from Arts & Crafts motifs occasionally appeared on custom homes, but were less evident in millwork catalogs.

Source: <https://www.oldhouseonline.com/gardens-and-exterior/porch-details-for-every-era/>

Proposed porch railing



*Proposed front railing
Diamond opening to be adjusted
to meet 4" opening maximum*



Proposed Porch Kailing



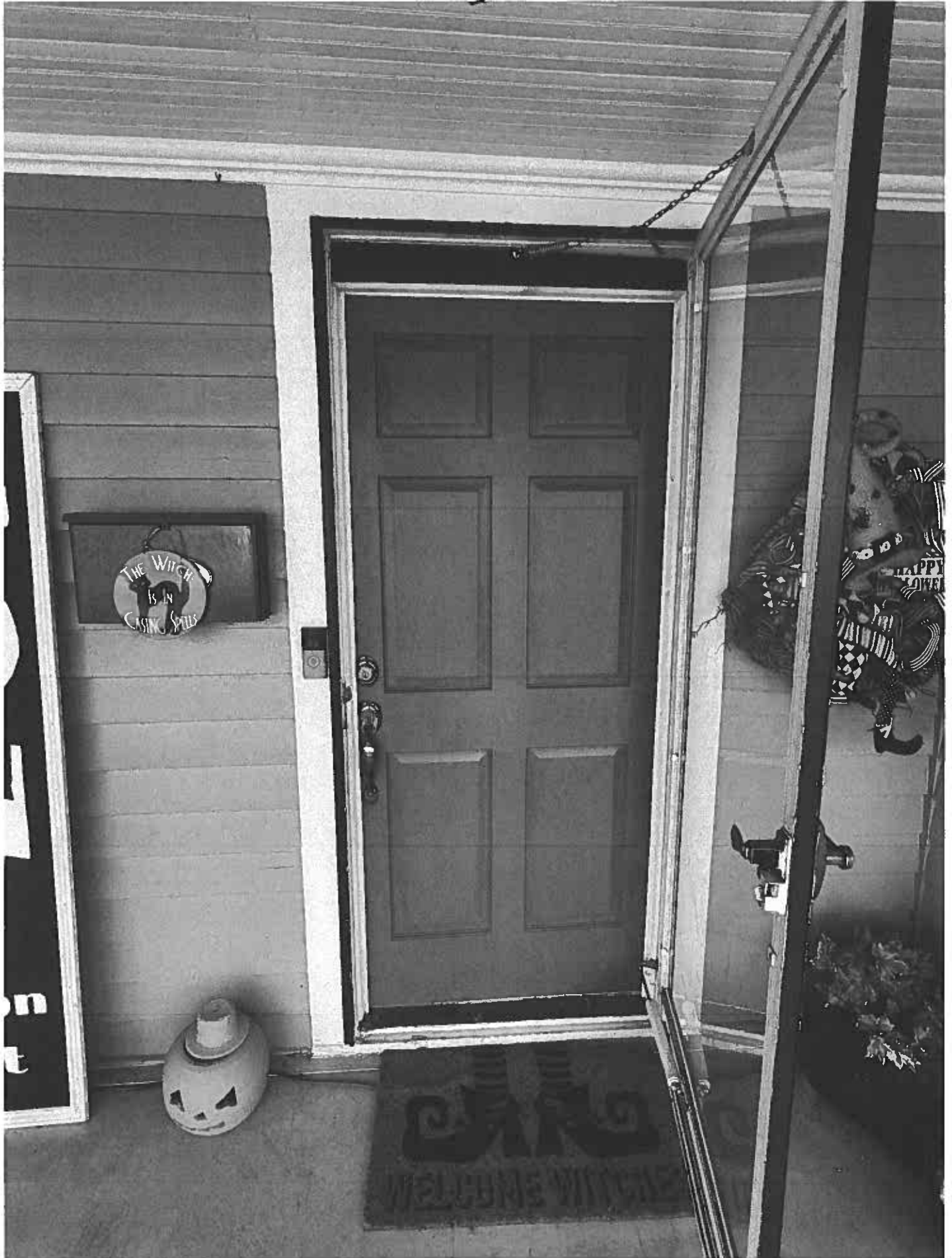
Proposal Porch Railing



Proposed Porch Railing



Existing front door



Proposed front door



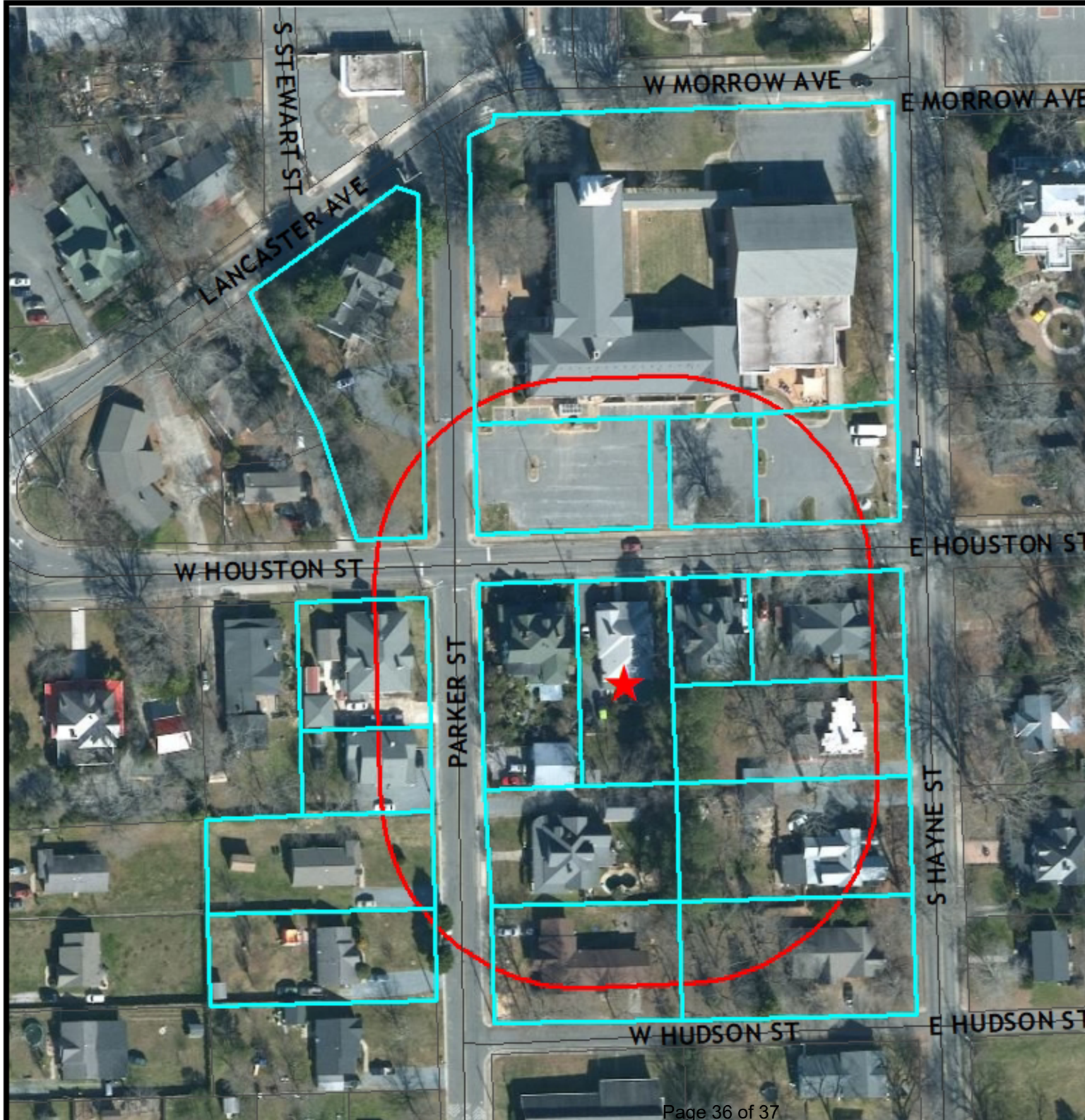


APO Map

107 W. Houston St.

Legend

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



	ACCTNO	OWNERNAME1	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09235038	THRASHER DONNA G	504 S HAYNE ST	MONROE	NC	28112
2	09235235	NAVA-VINALAY ORTENCIA	502 PARKER ST	MONROE	NC	28112
3	09235043	FIRST BAPTIST CHURCH	109 MORROW AVE	MONROE	NC	28112
4	09235046C	PITTMAN SANDRA SMITH	505 PARKER ST	MONROE	NC	28112
5	09235099A	BECKER JOSEPH	201 W HOUSTON ST	MONROE	NC	28112
6	09235236	XALTIPA MARIA LUZ	506 PARKER ST	MONROE	NC	28112
7	09235042	FIRST BAPTIST CHURCH	109 MORROW AVE	MONROE	NC	28112
8	09235039	HELMS LIBBY ZEALY	502 S CHURCH ST	MONROE	NC	28112
9	09235040	HELMS ANN C	500 SOUTH HAYNE ST	MONROE	NC	28112
10	09235041	HARKEY JAMES	8415 LANDSFORD RD	MONROE	NC	28112
11	09235044	FIRST BAPTIST CHURCH	109 MORROW AVE	MONROE	NC	28112
12	09235045	FIRST BAPTIST CHURCH	109 MORROW AVE	MONROE	NC	28112
13	09235046	SMITH JENNIFER S	PO BOX 158	MONROE	NC	28111
14	09235046A	WATSON LIANE	107 W HOUSTON ST	MONROE	NC	28112
15	09235233	LBG HOLDINGS LLC	107 E JEFFERSON ST. Ste c	MONROE	NC	28110
16	09235037	POLK DONALD O	500 WINDY DR	MONROE	NC	28110
17	09235099	BECKER JOSEPH	201 W HOUSTON ST	MONROE	NC	28112
18	09235046B	DMS CAPITAL LLC	2316 WENSLEY DR	CHARLOTTE	NC	28210