

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, April 10, 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 – March 13, 2023**
- Item 3.** **Conflicts of Interest**
- Item 4.** **COA PLHR- 2023-0135- Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness request for the property located at 406 W. Windsor Street from Darcy Duncan to replace existing plywood over a detached garage opening with a new garage door. (Parcel ID #: 09-232-208)**
- Item 5.** **COA PLHR- 2023-00136- Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness request for the property located at 215 S. Main Street from Greg Moore to install a pergola. (Parcel Id #: 09-232-075A)**
- Item 6** **Next Meeting: April 10, 2023**
- Item 7.** **Adjournment**

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

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, MARCH 13, 2023 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to S. Laney: 3/24/2023

ITEM 1: **Call to Order.**

Archie Morgan, 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: Matt Klaren, Michael Smith, Mariusz Wizgala, Gladys McCain Kerr, Jennifer Loria, Judy & Ken Ward, Ann Walters, Jennifer Melendez

ITEM 2: **Approval of Minutes.**

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

Motion: **Jennifer Smith moved to approve the minutes of the February 13, 2023 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.

Chair said this hearing is a quasi-judicial evidentiary hearing and that means that it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decisions. These rules are different from other types of land use decisions, like rezoning cases. The Board's discretion is limited and the Board must base its decision on competent and relevant and substantial evidence into the record. Participation is limited and this meeting is of course open to the public and everyone is welcome to watch. Parties with standing have rights to participate fully and parties may present evidence, call witnesses, make legal arguments, parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. So, that being said, next on the agenda is...

ITEM 4. **COA PLHR-2023-00112- Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of**

Appropriateness for the property located at 400 Sanford Street. Proposed work includes: 1) Replace wood windows with a mix of pane designs with metal clad wood windows or hardwood windows with 1 over 1 pane design, 2) Replace existing metal roof with asphalt shingles, 3) Replace existing 2 front doors with 1 door, 4) Replace rear doors on rear elevation with either a 1 full pane glass fiberglass door or a fiberglass door with a ½ pane glass, 5) Replace existing steel 6 panel doors on side addition with 6 panel wood doors, 6) remove overhang over doors on side addition, and 7) swap 2 sets of windows with each other on the right side elevation. (Parcel Id # 09-235-190A)

Keri Mendler and Mariusz Wizgala came forward and were sworn in by the Chair.

Keri Mendler proceeded to give a presentation and said The Historic District Commission is requested to consider a Certificate of Appropriateness for the property located at 400 Sanford Street. Proposed work includes: 1) Replace wood windows with a mix of pane designs with metal clad wood windows or hardwood windows with 1 over 1 pane design, 2) Replace existing metal roof with asphalt shingles, 3) Replace existing 2 front doors with 1 door, 4) Replace rear doors on rear elevation with either a 1 full pane glass fiberglass door or a fiberglass door with a ½ pane glass, 5) Replace existing steel 6 panel doors on side addition with 6 panel wood doors, 6) remove overhang over doors on side addition, and 7) swap 2 sets of windows with each other on the right side elevation. So, at this time I will introduce the proposed findings.

Proposed Findings:

1. The subject property located at 400 Sanford Street is owned by Double Eagle Properties, 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 January 25, 2023, the applicant applied for a COA to request approval for various projects including the following:
 1. Replace wood windows with a mix of pane designs with metal clad wood windows or hardwood windows with 1 over 1 pane design;
 2. Replace existing metal roof with asphalt shingles;

Keri Mendler said the main house has this older standing seam metal roof that you can see in this image. The addition off to the left, is asphalt shingles. So, he is requesting to replace this metal roof on the main house with asphalt shingles.

Chair asked may I ask a question?

Keri Mendler said yes.

Chair said his application says repair the roof, not replace with asphalt shingles.

Keri Mendler said part of one of the email chains, he is looking at options and I will defer to him a little bit, but they are looking at repairing, but they aren't sure if they will be able to make that happen. So, if they can't get it repaired well enough, they are requesting to replace it with asphalt shingles.

Chair said I assume this at one point in time was a duplex with the 2 meters.

Keri Mendler said yes, it is still grandfathered as a duplex, currently. They can still utilize it as a duplex.

3. Replace existing 2 front doors with 1 door;

Keri Mendler said as I stated, there is 2 existing doors currently that are kind of just the standard 6 panel, I'm not sure, but I think it's a steel door currently.

Archie Morgan asked does this mean that this is going away from a duplex?

Keri Mendler said I don't believe that's the intent. But, when we talked, he talked about doing one door that you would go into sort of a common area.

Chair said the application calls for a new, exterior door, plural.

Keri Mendler said right, there's doors on the back. I'm getting to that part. This is just for the front, either replacing 2 doors with 1 door or replacing the 2 steel doors with 2 wood doors that are similar style, just different material.

Jennifer Smith asked on the front?

Keri Mendler said yes, on the front. We are only talking about the front door or doors right now.

4. Replace rear doors on rear elevation with either a fiberglass door with a full pane glass or a fiberglass door with ½ pane glass;
5. Replace existing steel 6 pane panel doors on side addition with 6 panel wood doors;
6. Remove overhang over doors on side addition; and

Jennifer Smith asked is that a separate living quarters, other than the first part of the house or is it all one piece?

Mr. Wizgala said something inaudible.

Keri Mendler said it can only be used for a duplex, just to make sure that's clear. I believe the intent would be to make that a larger unit too.

Chair asked Keri, are you finished?

Keri Mendler said no, I'm not yet.

Chair said why don't you finish, then we will hear from the applicant.

Keri Mendler said that's fine. We do have a few more projects. It is a lot, I know.

7. Swap 2 sets of windows with each other on the right side elevation.

Keri Mendler said he is essentially wanting to replace them and I will let him get into the why.

(Exhibits 4-11)

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. (Exhibit 12-13)

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, the applicant is here as well.

Jennifer Smith said I just have a question for the applicant.

Chair said sir, if you would, approach and state your name and address please.

Mr. Wizgala stepped forward and introduced himself. He said my address is 400 Stafford Street, Monroe NC.

Chair said I really don't know where to begin. What is this going to be? A duplex again?

Mr. Wizgala said it is going to be a duplex again, yes.

Chair said ok, because there is a bunch of doors in this house.

Jennifer Smith said my question is, this hodge podge of different doors and all different windows, are you just looking to replace certain ones and not have them all look alike or are you just wanting to replace just the ones that have been listed here? Like the ones that are existing that don't match.

Mr. Wizgala said we plan to replace all windows in the house.

Jennifer Smith asked all of them?

Mr. Wizgala said every window, we want to do the same. But, some different sizes, but the same company makes them.

Jennifer Smith asked what were you going to do with the windows on the side on Gordon Street that Keri had showed?

Mr. Wizgala said we would like to replace the windows from the same manufacturer, but the reason we want to flop them, we want to put the new service in the same exact location. But, by code, the service cannot be too close to the window, if we freed the windows, we would be able to have more working space for new breaker boxes. Also, on the interior of the house, we are hoping to move the kitchen to the middle of the house, so that it's more functional for the residents. That's what we plan to do. But, the main reason is to pass our inspection with the electrical inspector because we need more space for our breaker boxes.

Chair asked every window in the home will be replaced?

Mr. Wizgala said every window will be changed to brand new, yes.

Chair said ok, Keri?

Keri Mendler said what he is wanting to do is basically put the smaller set of windows, which would be new, but it would still be smaller, at this location and move the larger set to the other location. It has to do with the meter box and the closeness of meters and windows.

Chair said tell me about metal clad windows in the district.

Keri Mendler said typically you guys have wanted to see wood, because from the exterior, now inside isn't really an issue, but obviously the wood windows, you want to be able to see the wood from the outside so that it keeps that historic look.

Jennifer Smith said but we can, if he wants to replace all this with the wood windows, he can put storm on top of those, can he not?

Keri Mendler said yes, they can do storm without any kind of approval. It's approved at Staff level.

Jennifer Smith said to help with heating too.

Keri Mendler said yes, so you guys could. But, wood windows, they say they are wood, but they are metal clad, so yes they are wood and on the inside they are metal or on the inside they are wood and you can paint them. They are more weatherproof.

Chair asked have we approved that in the past? The metal clad?

Keri Mendler said not that I'm aware of, no.

Chair said ok, as far as the roof goes, I would not be happy with any repairs to that roof. It needs a new roof, it's barn tin. We've both been by it, it's bad. Repairs are not going to help that roof, aesthetically.

Mr. Wizgala said I got a contractor who is looking on the roof and the roof is in pretty bad shape.

Chair said yes.

Mr. Wizgala said he mentioned that it's maybe repairable. But, insanely expensive. We would like to, if possible, to replace the metal roof with shingles. Because it would be more economical, so we have to look at how much we've spent on this project and the total value of the house after we finish. We have to work to find the kind of middle.

Chair said I understand. I just don't know how you could repair that, then you would have new tin beside or on rusty tin. That's not acceptable.

Jennifer Smith asked that's standing seam too, isn't it? That's not just barn tin.

Keri Mendler said it's close to a standing seam. It's not exactly.

Jennifer Smith asked is that original to that house?

Keri Mendler said honestly, it looks pretty original.

Jennifer Smith said that's what I am thinking.

Keri Mendler said it looks like something that would probably have been on there...

Jennifer Smith said you really need to replace it with tin.

Mr. Wizgala said it's been patched two times.

Chair asked, it's been what, sir?

Mr. Wizgala said it's been repaired two times. It's been patched multiple times. We are hoping to replace with similar material. I know in this area, a lot of historic houses with shingled roofs, so I was hoping we can save some money. I know the metal roof is way more expensive and then we can use the money we would be saving for a better exterior, like the walls. Originally, there is siding that some of it...

Jennifer Smith said it's probably from before when it was incorporated into the Historic District. So, that's probably why it got the asphalt shingles were added on and the awnings, it wouldn't have been accepted, if it had already been in the district.

Mr. Wizgala said we are thinking to pretty much do two options. We are hoping to either repair the existing siding or if we can save money on the metal roof, we can use that money for the better exterior siding.

Chair asked what is the square footage of the home?

Mr. Wizgala said the square footage is about 3,000 square feet.

Jennifer Smith said you gave this as your address. Are you planning on living on one side of it?

Mr. Wizgala said I plan to live on one side and the second side, I want to rent.

Jennifer Smith said that extension that's on the side, what is that going to be?

Mr. Wizgala said that is part of unit A, I want to use unit B. Unit A is part of that addition.

Chair said each one is about 1,500 square foot, is that what you are saying?

Mr. Wizgala said no, it's a little different. The unit B, is a little over 1,200 square feet and the other unit is about 1,700 square feet. Plus, there is about 20 square feet of common area, which you have two access doors.

Jennifer Smith said if this has been a duplex, there has been two separate meters on either side, right?

Keri Mendler said yes.

Mr. Wizgala said they are actually in the same location.

Keri Mendler said from a zoning standpoint, the duplex is grandfathered. It can continue as a duplex.

Jennifer Smith said ok.

Keri Mendler said from a zoning standpoint, it is what it is.

Chair asked how do you do that with one entry door?

Keri Mendler said there is two currently, but there is a common open space inside. So, you would go into the common area, then you would go into the separate spaces.

Jennifer Smith asked with some sort of wall that walls off the middle of it, I guess? So, it's just two separate sections?

Mr. Wizgala said no. The hallways are very narrow, they are not going to pass the code, so we created a common area that is about 8 ft. by 8 ft. and we have two main doors to the units.

Jennifer Smith asked you were saying aluminum siding was on here somewhere? I didn't see that.

Mr. Wizgala said it's not aluminum, it's a vinyl siding.

Jennifer Smith asked where is that at on the house?

Mr. Wizgala said it's pretty much the whole house.

Jennifer Smith asked the whole house is vinyl?

Keri Mendler said you can kind of tell. There is some. We did a site visit, but it's been a little while, I know that there was definitely vinyl on the back.

Jennifer Smith said that's where I saw it, I didn't think it was on the sides.

Mr. Wizgala said it's everywhere actually, the whole house is very much the same.

Jennifer Smith asked you are intending on keeping this beautiful trim that's original to the house up there? On the very back on the house, there is like a "T" that is original to it too. Are you planning on keeping all of that?

Mr. Wizgala said we are keeping the existing footing of the house. We like the details; we want to keep it as it is. On the addition part, when we remove the overhangs, at some point I will probably need to come back here one more time. We would like to do some kind of arts in similar to the original house. We would like to use something similar on the addition.

Jennifer Smith said oh ok, that would look good.

Chair asked Keri, can you show the front of the house? I want to see that overhang that they are wanting to remove.

Keri Mendler said it's these metal.

Mr. Wizgala said it looks like 1950's overhang.

Chair asked is this on the side? It says...

Keri Mendler said it's on the left. On the left front, like it's to the left if you are looking at the house. But, it's parallel with Sanford Street.

Jennifer Smith said if you were standing in front of it, it would be right to the left.

Chair said ordinarily, we would want to go back to a metal roof, if a metal roof is on the house. But, part of me is saying that any improvement to this house is encouraged and appreciated. I can understand where you would want to save some money on the roof and put that into some other improvements on the exterior. I just don't know how we normally feel about roofs. It's not fair to make the next person through here replace their metal roof, instead of shingles, when we told him that it was ok.

Jennifer Smith asked what do the shingles look like? Are they architectural looking?

Keri Mendler asked for the new shingles?

Jennifer Smith said yes.

Mr. Wizgala said this is just a proposal, but if you want me to do a specific type of shingles, I can make sure to do whatever you request. The ones are nicer, these aren't just regular tab. This is like a mid-price shingles.

Chair said I think that would look a lot better than trying to patch that metal. But, I don't want to run into this down the road where we've made a decision to let shingles go and then...

Jennifer Smith said it would get thrown in our face to say you did it for so and so.

Keri Mendler said as a commission, you are allowed to deviate from the design standards. But, you have to provide a reasoning as to why it was ok in this situation and may not be ok in other areas. Ashley, I don't know if you want to add anything else. But, you are not a precedent setting commission, but you do have to justify your reasoning.

Ashley Britt said Keri's covered it. It's just a case by case basis. So, if you would like to deviate, you just have to justify why for this particular case, it makes sense to do so because whatever your reasoning is, you just have to justify it.

Jennifer Smith said that is just to save him some money and that is not right.

Chair said I get it.

Mr. Wizgala asked can I say something?

Jennifer Smith said yes, sir.

Mr. Wizgala said if you look at the front of the house, we have the metal roof and on the bottom there is an overhang on the front porch.

Chair said yes.

Mr. Wizgala said that part we are probably going to keep as a metal roof.

Jennifer Smith asked do you mean put a new one on or keep that one?

Mr. Wizgala said probably a new metal roof on that part to make it kind of stand out.

Jennifer Smith asked what about that railing that's on the front of it? Are you planning on keeping that or changing that?

Mr. Wizgala said that railing is falling apart.

Jennifer Smith asked you were just going to take it off?

Keri Mendler said I think it's already off.

Jennifer Smith said oh, ok.

Keri Mendler said I don't know when that happened.

Mr. Wizgala said the railing, there was nothing to save. We are hoping at some point to remove those wood posts, but something stronger.

Jennifer Smith said well, that's not original to that house, I'm sure. They would have had something more curved and straight. Not cylinder.

Chair said I swear; it looks like barn tin to me.

Jennifer Smith said I don't think it is.

Mr. Wizgala said these are 4 x 4 posts.

Jennifer Smith said my daughter has barn tin on her barn, I know what that looks like.

Chair asked are there any home nearby with metal roofs or shingles?

Keri Mendler said there are a lot of shingles in this area. It's on the edge of the district. Like Jennifer was saying as well, this is kind of the expansion area, so there are a lot of roofs that were replaced to shingles before it came into the district and it's very much so on the edge of the district, which has been used for justification for going against the design standards in the past.

Jennifer Smith said I will say, if you are going to replace all the windows, they need to be wood. Not with metal on the outside and wood on the back. They need to be wood and one over one would be fine. Also, I wanted to talk about the doors. The door that you have proposed, I do not believe in any way shape or form that it goes with the house. It is very Spanish looking to me. He had some other ones, right?

Keri Mendler said he was proposing either this one that you are saying is Spanish looking and then a similar 6 panel, but wood is the two that he's proposing for the front. The other ones are more of a contemporary, fiberglass for the rear.

Jennifer Smith said fiberglass wouldn't be approved either. It needs to be wood. So, you can't find any doors that are like this?

Mr. Wizgala said these are kind of a similar design, but wood doors.

Keri Mendler said that's what the 6 panel option is, it's wood.

Jennifer Smith said but, it's wider than these are. That looks like that era, even the doorknobs do. These are a lot bigger looking. It just looks newer, I'm just trying to preserve the front of the house, the integrity of the house.

Keri Mendler said for what it's worth, I think these are both pretty standard size doors. I think they are 36 inch wide. It might look kind of distorted, but it is a 36 inch and that looks like a pretty standard size.

Jennifer Smith said the only thing is, the door that's on there, the insets are deeper and stand out while the other ones are flatter.

Keri Mendler said I got what you are saying now.

Mr. Wizgala said I can make sure they are exactly the same, but wood.

Jennifer Smith asked you are just going to put one door, or are you going to do the two?

Mr. Wizgala said two doors, yes. Exactly the same.

Chair said you are going to do the two instead of the one?

Keri Mendler said the option was to either do the one door that you are saying is sort of the Spanish style or replacing two with the same style, but with wood.

Chair said I just don't think the Spanish style fits the whole meter.

Jennifer Smith said no.

Chair said I realize that we are not a precedent setting Board and I realize that this is in the outer edge of the district. It's a tough call on that roof.

Jennifer Smith said it is. Have you gotten any prices for a metal roof to replace it?

Mr. Wizgala said yes, it's almost three times more expensive than a regular roof.

Chair asked 2,000?

Jennifer Smith said he said three times more.

Mr. Wizgala said it's over \$60,000.

Chair asked \$60,000? For that house? What was the quote for the shingles?

Mr. Wizgala said the shingles are going to be about \$20,000.

Chair said I say we make an exception being that they are in the outer part of the district and all the houses around it are shingles.

Jennifer Smith asked what about keeping the roof line that we talked about on the front. (Board members were speaking low, amongst themselves.)

Ashley Britt said excuse me, we just need to make sure that the deliberations are loud enough for the clerk to add to the minutes please.

Chair said ok, we are just talking about the roof. So, we will just speak up then.

Jennifer Smith said I kind of liked your idea of keeping the porch roof that just covers the porch in metal and then some kind of architectural shingle, I could live with that. As long as it's not three tab or something.

Mr. Wizgala said we are going to make it nice.

Jennifer Smith asked are you going to paint it too? It's a darling house, I think it has a lot of possibilities.

Mr. Wizgala said after we finish, it will be a nice house.

Jennifer Smith said I noticed that the back of it had shingled roofing on the backside of the house, like when you came out the back side of the door there.

Mr. Wizgala said this is existing on the back of it. What you see is....

Jennifer Smith said it was already on there.

Mr. Wizgala said it's like a particle board, which is underneath the existing siding. It's like all particle board, it's really not appropriate and it's in very, very bad shape.

Jennifer Smith said I commend you for taking on such a big project.

Mr. Wizgala said it is big.

Jennifer Smith said I think if you stay true to it, it could be its own little jewel box.

Mr. Wizgala said I've got confirmation that it's not the first jewel. I found it in the past and I had to make it right.

Jennifer Smith asked the Chair, what are we going to do about these doors. I would rather see what's closer to what's on there than these that they are proposing.

Chair asked you mean the Spanish ones or?

Jennifer Smith said no, these. He said he could... You said you could find these, right?

Mr. Wizgala said I can find these, exactly the same. I can make the four doors to look exactly the same.

Jennifer Smith said there is an antique place, well, it's not an antique place. They sell all kind of antique doors and stuff right in Charlotte, in Downtown Charlotte. If you give me a card or something, I can send that to you. They've taken down homes and have all kinds of doors and posts.

Mr. Wizgala said those existing doors, they are nothing special. Those are just regular.

Jennifer Smith said oh I know, I saw them.

Mr. Wizgala said those are metal doors, which will be replaced by the wood.

Jennifer Smith asked these are metal? The ones that are on there?

Mr. Wizgala said yes. Those are just metal clad, regular and we can buy them.

Jennifer Smith said we want them wood though.

Mr. Wizgala said yes. But, I want to replace them with something similar.

Jennifer Smith said that deeper inset.

Mr. Wizgala said yes, similar.

Jennifer Smith said yes.

Keri Mendler said I see what you are saying, it's almost like, honestly though, I don't know if it's just that picture.

Jennifer Smith said no, that looks like...

Mr. Wizgala said that picture is not really good.

Jennifer Smith said those are really modern looking.

Chair said yes.

Jennifer Smith said and see the insets aren't deep, they are more flush.

Chair said right.

Jennifer Smith said where these don't stand out. These originally would have trim in the middle of those too. If it was an older door.

Keri Mendler said Jennifer, this is the same. It's the same door, but it's a different view.

Jennifer Smith said oh, then this one here that you were talking about?

Keri Mendler said it's got the deeper inset. I think it's just the way the picture was taken.

Jennifer Smith said the way it looks. Maybe the light shining on it.

Keri Mendler said he can replace what's there now with a steel door, just so that we are all on the same page. So, what he is really requesting to, basically what he is requesting is approval to do a wood door, but the same style. He can replace those steel doors with new steel doors today at Staff level, but at this point, he is requesting the wood.

Mr. Wizgala said those are actually more expensive for us to do wood.

Chair said do you want to try to hammer out a motion?

Jennifer Smith said are you kidding me? There is no way.

Keri Mendler said it might be helpful to go through each one so that you guys are kind of on the same page and so I'm on the same page too.

Jennifer Smith said yes.

Chair said ok, I would like to make a motion.

Motion: Archie Morgan made a motion to adopt the Findings of Fact for the proposed project, PLHR-2023-00112, if constructed according to those plans reviewed in this meeting is congruous with the character of the district because the standards state that they are to retain and preserve the windows and doors, including the side lights, and their decorative and functional features that are important in defining the Historic character of a district building, such as the frames and sash, thresholds, moldings, and so forth. 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.

Jennifer Smith asked all wood windows replaced, right?

Chair said yes.

Keri Mendler said no metal clad, it must be all wood.

Chair said we will go down these, each one.

Chair continued the Motion:

So therefore the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole. But, this finding is subject however to the following conditions:

- 1. Replace the wood windows with wood windows, all being the same. One over one, whatever you decide, they all need to match. Not the metal clad windows.**
- 2. Replace the existing metal roof. We would like to see metal on the porch roof and decorative/architectural shingles on the rest of it. We will allow that.**
- 3. Replace the existing two front doors, it says with one door, but you want the two doors. We will approve the one that Keri just showed us, the one with the 6 panel wood door.**
- 4. Replace the rear doors with either fiberglass door, with full pane glass or fiberglass door.**

Chair said they will all be the one showed on the screen, correct?

Keri Mendler said even the rear doors, you will approve them for this style, but not the two styles he requested?

Jennifer Smith said yes.

Keri Mendler asked Mr. Wizgala, do you understand that?

Mr. Wizgala asked what about on the back of the property, we do wood doors.

Chair asked Keri, can you show us that picture again?

Chair said ok.

Mr. Wizgala said if it's possible and I can find, wood doors with a window in it.

Chair said I don't have a problem with that.

Jennifer Smith said I'd like to see them all match.

Mr. Wizgala said we are looking for more sunlight inside the house.

Jennifer Smith said oh, I see.

Mr. Wizgala said on the back of the property, there is not many windows, so we need more sunlight.

Chair said we get that. We are trying to get something matching here, so is it possible to go with the window you are describing with a window pane in it for the front too? We are more about matching than anything with the doors.

Jennifer Smith said just so the house looks unified, instead of such hodgepodge everywhere.

Chair asked would you be willing to replace the two front doors with the type you are talking about for the back? That has the window pane in it?

Jennifer Smith said that would let light in too.

Mr. Wizgala said we've actually got enough windows on the front of the house, it's actually good light. But, on the back of the property, if we put the same design door, with the windows in it.

Jennifer Smith asked do you have a door that has a window in it that you can show us that's wood?

Keri Mendler said it's not wood or the proposed door. But, it's fiberglass.

Mr. Wizgala said it would be something like this, the same style door with a window in it. I can find it. Hardwood on both side. No fiberglass.

Chair asked you want to put these on the back?

Mr. Wizgala said on the back, yes.

Jennifer Smith asked there are two doors on the back? So, they would both be matching?

Mr. Wizgala said three doors. They are all going to be the same.

Keri Mendler said they do have this sort of same panel part, so we do have that similarity.

Jennifer Smith said I would be alright with that, as long as it's wood.

Chair said alright. So, as I was saying with the conditions.

5. Remove the overhang over the doors, on the side addition.

Keri Mendler asked can I just clarify really quick? The rear doors basically this one with the half pane and then sort of two panels, you are good with that, as long as it's wood?

Chair said on the back.

Jennifer Smith said on the back, yes.

Keri Mendler said alright, I just wanted to make sure.

Chair said we've already discussed the windows.

Jennifer Smith said yes.

Chair said I believe we've covered everything.

Jennifer Smith said we covered the thing about swapping out the windows on the side? Are those going to be new, wood windows too?

Mr. Wizgala said yes, new, wood windows.

Chair said you want to take those two small ones and basically swap, not actually swap window for window, but put the small ones forward and the bigger ones back because of a code requirement with the utility meters.

Jennifer Smith said I'm good with that.

Chair said ok, we are good with that as well. Based on that, do I have a second?

Second: Jennifer Smith
Action: The motion to adopt the Findings of Fact with conditions 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-2023-00112, 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

Chair said thank you sir.

Jennifer Smith said best of luck.

Mr. Wizgala said thank you.

Item 5. **COA PLHR 2023-00113 Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness to enclose an existing screen porch on the right side of the house for the property located 700 W. Franklin St. (Parcel ID # 09-232-229)**

Keri Mendler and Ann Walters stepped forward and were sworn in by the Chair.

Keri Mendler proceeded to give a presentation and said The Historic District Commission is requested to consider a Certificate of to enclose an existing screen porch on the right side of the house for the property located 700 W. Franklin St. (Parcel ID # 09-232-229)

Proposed Findings:

1. The subject property located at 700 W. Franklin Street is owned by Ann Walters 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 February 10, 2023, the applicant applied for a COA in order to request approval to enclose the existing screened porch. The applicant is proposing to utilize a vinyl siding door, Edurclad wood casement windows, a vinyl single hung window, and fiber cement siding. (Exhibit 4-6)

Chair asked is that what you are showing us what will replace the screen porch in the interior?

Keri Mendler said correct.

Chair said that's going to be an office and a bathroom?

Keri Mendler said yes. Of course, we don't have any say on the interior, but it is just to show sort of the glass windows, door, siding, just sort of what it would look like depending on the two options.

Jennifer Smith asked has that always been a screened in back porch?

Keri Mendler said I'm not sure if it's always been screened in, but I would imagine.

Jennifer Smith said but, a porch, nonetheless.

Keri Mendler said as far as I know, yes.

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. (Exhibit 7-8)

Keri Mendler said Staff has provided the appropriate standards and conclusions in your Staff Report. I will be happy to answer any questions, of course the applicant is here as well.

Chair said I'm concerned because on page 57 it talks about porches and balconies and such. Consider the enclosure of a Historic porch only if the enclosure can be designed to preserve the historic character of the porch and the building. I don't know that we are doing that here. It says that it is not appropriate to enclose a porch or balcony on a primary or other highly visible elevation. That's facing Franklin Street.

Keri Mendler asked do you guys have any other questions for me?

Chair said no.

Ann Walters stepped forward and introduced herself. She said I live at 700 W. Franklin Street.

Jennifer Smith said I saw the house is up for sale, is it?

Ann Walters said sort of, yes. I'm staying in town.

Chair said I don't know.

Jennifer Smith said it's not in the guidelines.

Chair asked and said Keri, can you come back up and show us the elevations? It would be a whole lot simpler if it was on the back of the house.

Jennifer Smith said yes.

Keri Mendler said this is what it looks like now, we've got the front and of course the rear and sides. They are proposing glass door, with siding on the front and then the option 1 would be glass and siding with 2 individual windows or siding with 4 sets of windows and the rear is just siding and windows.

Jennifer Smith said the whole house is brick, isn't it?

Keri Mendler said I'm pretty sure. I don't think there is any siding. Yes.

Chair said I can appreciate the fact that you want to turn that into usable space and heated square footage. But, it goes against our guidelines as far as preserving the historic character of the porch. Now, we are throwing up siding and windows on it. There is no siding on the house, so Keri, do you have any way to help us out of this conundrum? It's not looking good at this point.

Keri Mendler said I'm trying to think if we've had any enclosures of screen porch. I'm sure that there have been, but I don't know the location. I can't think off the top of my head if they were.

Jennifer Smith said I don't see how we can approve this. I might be more inclined to possibly go that way, if it was brick. Not this wood.

Keri Mendler said sure. That's something you guys can kind of work out amongst yourselves.

Chair said well the guidelines say designed to preserve the historic character of the porch, which it doesn't with siding, but it may with brick.

Ann Walters said I can do brick, that's fine.

Jennifer Smith asked really?

Ann Walters said if I need to, but I don't want to. But, if I need to I will.

Keri Mendler said for what it's worth too, now granted 50 years is considered Historic, but it is on the newer side of the historic structure for our district. It was built in the 1950's, but it's still considered historic from the national side and it is in the Historic District, but it is certainly on the newer side.

Ann Walters said this house was moved there. It used to sit in the intersection beside Alice Jules coffee shop.

Chair said oh.

Ann Walters said so, it was moved there and that's when these were put on. In my opinion, that used to be a sleeping porch. I just wanted to make it a little warmer.

Chair said right, we can appreciate that. We are just not in agreement in the siding part.

Jennifer Smith said she said she would do brick.

Ann Walters said if I can do exactly what I would want. That front door would be wood sliding glass doors all the way back to where I would start the bathroom, it would just be enclosed. You just can't sit and enjoy the porch, there is too much noise. Franklin Street is just right there.

Chair asked that brick is painted, is that right?

Jennifer Smith said it is.

Chair said they can get close and match it, I know you can't find 50-year-old brick anymore, but it's painted so that's ok.

Jennifer Smith said slap that paint on there and it would be good.

Ann Walters said right. I would like to do that and put as much glass on the front half as I could with wood trim, wood doors. Then, at the back do the windows with brick.

Jennifer Smith asked on the sides, what are you going to do?

Ann Walters asked Keri, can I touch this computer?

Keri Mendler said yes, you can flip through.

Jennifer Smith asked are you going to do the same on the sides?

Ann Walters said here it would be brick on the backside with one or two windows. Then on the side, if you see where the front door is at the bottom of the screen, back to where it says closet. I would love for that to be all wood circled in glass. So, it would be an office area with a whole lot of natural light in it. Then start the brick from there back with windows. Does that make sense what I'm saying?

Jennifer Smith said I'm not computing that.

Chair said say that again, Ann.

Ann Walters said so...

Jennifer Smith said pull up where the house is itself instead of this inside thing? That will help me to visualize. Ok, so we are at the front here.

Ann Walters said so, here think of a sliding glass door, but with brick. So, that would be two sliding glass doors and it would fit almost perfect, if I had to put a layer of brick on one side to make sure the door fits, that would be there. Then on the side of the house, back to about almost where the back vent is up at the bottom, we would do the same thing with wooden sliding glass doors, then I would begin the brick at approximately that 2nd black vent back to the back with probably two windows and then the same thing on the back.

Chair asked these are wood windows?

Ann Walters said yes. It's just a five bedroom, two bath. So, it's very hard nowadays to have five bedrooms and only two baths.

Chair asked Jennifer, would you like to make a motion.

Jennifer Smith said alright.

Motion:

Jennifer Smith made a motion to adopt the Findings of Fact for PLHR 2023-00113 that the proposed project according to those plans reviewed in this meeting, with the conditions of the all brick with wood windows and wood door with full glass window is congruous with the character of the district because the standards state that the brick that is going to be used instead of the hardy board is congruous with the house being brick also, so it preserves the integrity of the Historic District.

So therefore the application is generally in 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 with conditions 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 2023-00113, 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

Ann Walters said thank you. We need more of you all, so thank you.

Chair said thank you for saying that.

Item 6. COA PHLR-2023-00114 Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness to remove a Pecan tree on the eastern side of the property line at 507 E. Hudson Street. (Parcel Id # 09-231-100A)

Keri Mendler and Michael Smith stepped forward and were sworn in by the Chair.

Keri Mendler proceeded to give presentation and said The Historic District Commission is requested to consider a Certificate of Appropriateness to remove a Pecan tree on the eastern side of the property line at 507 E. Hudson Street. (Parcel Id # 09-231-100A)

Proposed Findings:

1. The subject property located at 507 E. Hudson Street is owned by Lifestyle Rentals, 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 February 15, 2023, the applicant applied for a COA to request approval to remove a 16 inch DBH Pecan tree. The applicant submitted additional images as part of the application as well. (Exhibit 4)
4. The applicant did have the Union County Arborist, Dr. Keith O'Herrin, evaluate the tree before applying for the Certificate of Appropriateness. Dr. O'Herrin prepared a report and indicated the tree shows no sign of disease or decay. Dr. O'Herrin did indicate that the tree has a "growth lean greater than 15 degrees, biases toward the home." The Urban Forester does believe that with expert pruning, the risk to the home could be greatly reduced and reduce the weight of limbs. (Exhibit 5)
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
6. All Adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 6-7)

Keri Mendler said Staff has provided the appropriate standards and conclusions in your Staff Report. I will be happy to answer any questions, of course the applicant is here as well.

Jennifer Smith said a tree doctor has looked at it and says it's not diseased and it could be pruned to be more upright?

Chair said not just a tree doctor, but our Urban Forester.

Keri Mendler said yes, so obviously if Dr. O'Herrin had recommended removal, we could have done it at Staff level, but the standards do of course offer the ability for someone to come to you guys and ask for approval, based on their circumstances. So, yes, correct. Dr. O'Herrin did not see any disease or decay, but he did note that there is obviously a lean towards the house with the tree there. But, yes, you are correct in what you are saying and what Dr. O'Herrin had provided.

Chair said I am assuming that this is not a tagged tree.

Keri Mendler said I don't believe so. They only tag trees that are bigger than 25 inches, 20 years ago.

Chair said ok, you can plainly see that it's leaning and it's looking for sun. There are other trees around it and so forth.

Jennifer Smith said you've got two trees in the front that are doing the same thing. The one that's in the very front is kind of going like that

Keri Mendler asked Michael Smith to step towards the podium.

Michael Smith stepped forward and introduced himself. He said he is at 7206 Morgan Mill Rd. Monroe, NC.

Chair said you said you've done some trimming to this tree. Can you elaborate?

Michael Smith said we actually purchased that property in 2010 and at that time, the problem child was not the problem child that it's grown to become. In pruning it, we just thought it would be just pruning off the limbs as they grew into the side of the house from that picture there. But, Dr. O'Herrin is correct. It does flush new growth, but it doesn't straighten up. It still chases that sunlight, there is a canopy of trees behind it. It's not encapsulated really well in that picture, but as they leaf out, because they are deciduous trees, they are not evergreens, there is a couple of pines here as you can see. But, as they leaf out, all summer that tree chases sunlight and the more you prune it, the more vigorously it grows and you can see some water sprouts actually coming up straight off that tree to chase that sunlight, which weakens the tree. From a standpoint of protecting property and we like to keep our properties up.

Jennifer Smith said it's a cute little house.

Michael Smith said thank you. We have good tenants, I like low turnovers.

Chair said honestly, I have not been that far down Hudson and I was surprised when I saw that house.

Jennifer Smith said it's really cute.

Michael Smith said it is a nice house, and we have nice tenants. The roof is the original roof. It was a three-tab roof, which is a 25-year roof when it was installed and it has lived its life. We want to do that and actually...

Jennifer Smith asked are you going to replace the roof?

Michael Smith said I would like to. But, I would do that after when that tree came down so that I don't undo some expensive repair work.

Chair said we can see where it's got that mold growth on those shingles.

Michael Smith said it has some on that north side, it does. We have been up there to do previous prunes and there was some limb damage and as that tree does try to bear fruit and with it so leggy out there, it weights it down.

Chair said I am certainly not an arborist and I'm looking at the tree and if that was my home, I would be concerned about a tree leaning that much. It's greater than 15 degrees. I'm looking at it and I've been around a while and I've had various trees worked on and I'm wondering what you would take off of that tree to encourage it to grow straight and I don't really see it. I mean sure, you can take some of the weight off of it.

Michael Smith said we actually did some pruning on the trees in the front and they are not in those pictures. I don't even think I've got a picture of it. But, we did the pruning to the other trees on the property, but that one just needed to come down and when I approached Keri and them to do that, I was informed that I needed to see you folks. That's why I'm here.

Jennifer Smith said the trees in the front of it, the very front of the house. They are doing the same thing.

Michael Smith said they are quite a bit further away. It's a bit misleading, that tree right there is 12 feet from that house, so that the reach of that tree is much greater than the light limb load of the others. They are growing, the other trees, the one you see in the picture. It's a large tree, very beautiful tree, but we pruned up some selective pruning it to keep it healthy.

Chair asked are there other Pecan trees on the property, or just that one?

Michael Smith said there are other ones.

Jennifer Smith said the squirrels probably planted them.

Michael Smith said maybe, they are busy, I will give them that.

Chair said just looking at this home and this tree and where is in the district, I hate to go against our Urban Forester, we don't normally do that. But, I would not want a tree leaning this much and we get some pretty bad storms here and once this thing leafs out and gets all the fruit, it's going to be even heavier.

Jennifer Smith said I imagine the kind of clay dirt and the roots are in that can just topple over with a heavy wind.

Motion: Jennifer Smith made a motion to adopt the Findings of Fact for PLHR 2023-00114 that the proposed project according to those plans reviewed in this meeting is not congruous with the character of the district but that you can deviate from the standards because of the tree's heavy lean towards the house and it is not a tagged tree.

So therefore the application is generally in 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 2023-00114, 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

Michael Smith said thank you for your time.

ITEM 7. Next Meeting – April 10th, 2023

Jennifer Smith said Keri, I have something to ask. On College Street, 501 College Street, there is a house that has a whole addition that's been added to it.

Chair said it's at the corner of Brandon and Pate, if that's the same one. It's near this other one that we discussed tonight.

Jennifer Smith said it's a whole section, probably 1,000 square feet has been added to it.

Chair said it's major work.

Keri Mendler asked is it a white house?

Jennifer smith said yes.

Keri Mendler said that came before the Commission and was approved.

Chair said ok.

Jennifer Smith asked we approved that?

Keri Mendler said yes.

Chair said sometimes these things happen and then it's months before they get started.

Jennifer Smith said I didn't see anything in front of it saying that it had been approved.

Chair said I didn't see a City sign.

Keri Mendler said we give them a green piece of paper that they are supposed to put up, but I can't physically make them put it up.

Jennifer Smith said that's what I was missing then.

Keri Mendler said I think we are talking about the same one. It's right on the corner. It's sort of a Craftsmen/Bungalow look.

Jennifer Smith said yes.

Chair said ok, good. Is there anything else?

Jennifer Smith asked is there anything that can be done about and this may not have anything to do with the Historic District, I don't know, but it's about people parking in the front yard.

Keri Mendler said that's a Code Enforcement thing.

Jennifer Smith said you would have to talk to them about that?

Keri Mendler said yes or you can do a "Report an Issue" and Code Enforcement can look into it.

Jennifer Smith said ok. That's all I have.

Chair said I just would like to add that I was told that the Special Council and I'm sorry, I can never remember the name of the council that votes on membership, met today.

Keri Mendler said yes. The Citizens Appointment Committee.

Chair said yes, and City Council should vote tomorrow and we should get a full Board by the April meeting.

Jennifer Smith said they approved five people.

Chair said I would like to repeat my request to have the Urban Forester come before us to talk about trees in the district as well as the Code Enforcement.

Keri Mendler said I will just reiterate my question on what you are wanting the Urban Forester to come speak about, specifically? So that he can be prepared.

Chair said I know you have been working with him in regards to potential punishment for people that arbitrarily remove a tagged tree without permission.

Keri Mendler said right.

Chair said I would like to know where that's going. That needs to change and I don't want it to fall through the cracks.

Keri Mendler said it's not. It's a City wide ordinance and Planning staff has reviewed their comments and it's a lengthy section and he's provided a lot of comments for us to go through. We met about it last week

and it was our second meeting trying to go through the comments and digest everything. So, it's not falling through the cracks.

Chair asked so you aren't at the point really, you've got to go through all those comments.

Keri Mendler said right and that's what we are doing right now internally with Doug, Lisa and myself, we are reviewing what he has given us, because it's a lot and obviously he's a Doctor in Forestry, so we want to make sure that we are giving his review and comments enough attention and making sure that we can digest it and making sure that we are doing what's best for the City when we implement these rules. So, it's a process, but it is not being forgotten about.

Chair said I understand. Perhaps once you go through those comments and you are a little closer and can make some decisions on that, then someone can get us up to speed on what that is.

Keri Mendler said it would be a text amendment to the Unified Development Ordinance and it would go to Planning Board for recommendation and then on to City Council for adoption. But, it is definably not being forgotten about. It's being worked on internally.

Chair said sometimes the wheels just turn slow with some things.

Keri Mendler said yes, it's a big section to begin with and we didn't have anything before, so even what we have now is a big section and is new. Then, of course, getting all these new comments and suggestions from the County Urban Forester, it's a lot to take in and digest and we need to make sure that we are doing stuff that we know we can actually implement and making sure that we aren't setting ourselves for failure on implementation as well.

Chair said exactly.

Keri Mendler said we actually did meet about it, like I said, last week, so it's something that we are actively working on internally.

Chair said as far as Code Enforcement, there seems to be a lot of why is this allowed and why is that not allowed. I think we would just benefit from hearing from what is a violation and what isn't. We hear it all the time.

Keri Mendler said yes, I've passed that along to the Planning Director.

Chair said once we get a full Board, I think we would all benefit from knowing, like I said, what is a violation and what isn't.

Jennifer Smith said I am happy to say that the tree, have you seen that the tree has been replaced at the church? It's not a nice big one, but it's a start.

Chair asked is it near where the other one was?

Jennifer Smith said it is.

Chair said no, I haven't seen it.

Jennifer Smith said I am going to fertilize it every summer.

Keri Mendler said I think what took them a while is that they were doing soil amendments from where they ground the stump. They met with the Urban Forester out there and he made recommendations on how to amend the soil to make sure that the tree can survive.

Chair said now they called the Urban Forester.

Jennifer Smith said I was so tickled to see that. It's not very big, but it's a start. I'm going to fertilize it, I'm telling you.

Chair asked is there anything else?

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 7:51 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board



STAFF REPORT
PLHR-2023-00135

TO: Historic District Commission Members

DATE: April 10, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 406 W. Windsor Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Darcy Duncan to replace existing plywood over a detached garage opening with a functioning garage door.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 3-6-23

Name of Petitioner: Darcy Duncan

Location: 406 W. Windsor Street

Tax ID #: 09-232-208

Lot Size: 0.28 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

Former Methodist Parsonage; circa 1886

Apparently built in 1886 as a parsonage for the Methodist Episcopal Church, south, after the church trustees had purchased a lot at the corner of Windsor and Crawford streets from N.W. Bivens and T. H. Curlee, this two-story frame Italianate house was sold in 1897 to E.C. Winchester, who is listed in the 1900 U.S. Census as a "Capitalist." In 1906, Winchester's widow, who had remarried, sold the house to Frank Armfield, an attorney, who in turn sold it in 1919 to A.M. Secrest, president of the Union Drug company and Secrest Motor Company. Secrest apparently moved the house from its original location northwest of the current site

prior to selling the corner lot to James Griffith in 1921. The 1928 city directory lists Hargrove Bowles, assistant cashier of the Bank of Union, as the occupant. The single-pile front section of the house is topped by a side gable roof and has a three bay facade with a central projecting gabled bay where the entrance has double-leaf doors and crossette-patterned sidelights and three-part transom. This entrance and the windows on the facade have crossette surrounds; a shallow bracketed shed hood projects over the paired four over four windows on the second floor of the central bay, as well as over windows on the side elevations of the front section. A one-story porch spans the facade; it has bracketed chamfered posts with drill-work bases, square-section balusters and a bracketed cornice. Different brackets are used on the main cornice, and paired round-arched attic vents have wave-pattern louvers. The bracketed cornice continues on the one-story rear wing, which is topped by paired gables. Brick chimneys between the front and rear sections and in the rear wing have decorative caps.

RELEVANT DESIGN STANDARDS

Garage and Accessory Structure, pg. 35

1. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
The applicant is requesting to replace an existing plywood covering with a functioning garage door on an existing detached structure.
 2. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.
The applicant is requesting to replace an existing plywood covering with a functioning garage door on an existing detached structure.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 406 W. Windsor Street is owned by Darcy Duncan 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 March 6, 2023, the applicant applied for a COA to replace an existing plywood covering on an existing detached garage with a new functioning garage door. The applicant has submitted four options for consideration. (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 proposal to replace existing plywood with a functioning garage door at 406 W. Windsor Street as presented (is/is not) congruous in concept according to the *Garage and Accessory Structure* standards of the *South Monroe Historic District Standards*:

Garage and Accessory Structure, pg. 35

1. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
2. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

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. Existing Conditions
6. Proposed Garage Door Options 1-4
7. Site Plan
8. APO List
9. APO Map

Prepared by: KM 3-31-23



Ortho Map

PLHR-2023-00135

Legend

- Centerlines
- Parcels

Existing: RMD
(Residential Medium Density)

Owner: Darcy Duncan

Acres: .28



0 50 100
Feet

Zoning Map

PLHR-2023-00135

Legend

-  Centerlines
-  Parcels
-  OM
-  RMD

Existing: RMD
(Residential Medium Density)

Owner: Darcy Duncan

Acres: .28



0 50 100
 Feet

N CRAWFORD ST

W MORGAN ST

N WASHINGTON ST

W WINDSOR ST

S CRAWFORD ST

S WASHINGTON ST

Historic District

PLHR-2023-00135

Legend

-  Centerlines
-  Parcels
-  Historic District

Existing: RMD
(Residential Medium Density)

Owner: Darcy Duncan

Acres: .28



0 50 100
 Feet

N CRAWFORD ST

W MORGAN ST

N WASHINGTON ST

W WINDSOR ST

S CRAWFORD ST

S WASHINGTON ST



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: _____

Application No: _____

Approved: _____ Denied: _____

_____ Administrative review

_____ Commission Review

- Property location: 406 W. Windsor St. A
Applicant's name: Darcy Duncan
Applicant's address: 406 W. Windsor St.
Applicant's telephone number: 704-201-4743
Applicant's email address: darcy@ifitsdigital.com
Applicant's FAX number: _____
Property Tax identification number: _____ - _____ - _____
- The property is owned by (if different from above) Same as above
Address: _____ Telephone: _____
- The following Certificate of Appropriateness is requested for: Garage Door on Garage
Please provide a brief description of the project: To improve the aesthetics and ~~make~~ make my garage functional & safe, I would like to remove the plywood that is currently covering the garage door opening and have a white garage door installed. The door opening faces the back alley on Morgan St. and while it is not visible from the front of the house, the white color of the door will match the white trim on the garage and the house.
- 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).

Darcy Duncan

Applicant- Printed

Applicant- Signed

3-6-23

Date Submitted

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069; Telephone: (704) 282-4520; Fax (704) 282-4735. 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 12-22-15











THIS IS TO CERTIFY THAT ON THE 9TH DAY OF DECEMBER 2015, 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.

MORGAN STREET

(30' PUBLIC R/W)

Justin McKown
JUSTIN MCKEOWN, PLS L-4739



CARSON FAMILY HOLDING, LLC
DB: 3473 PG: 818

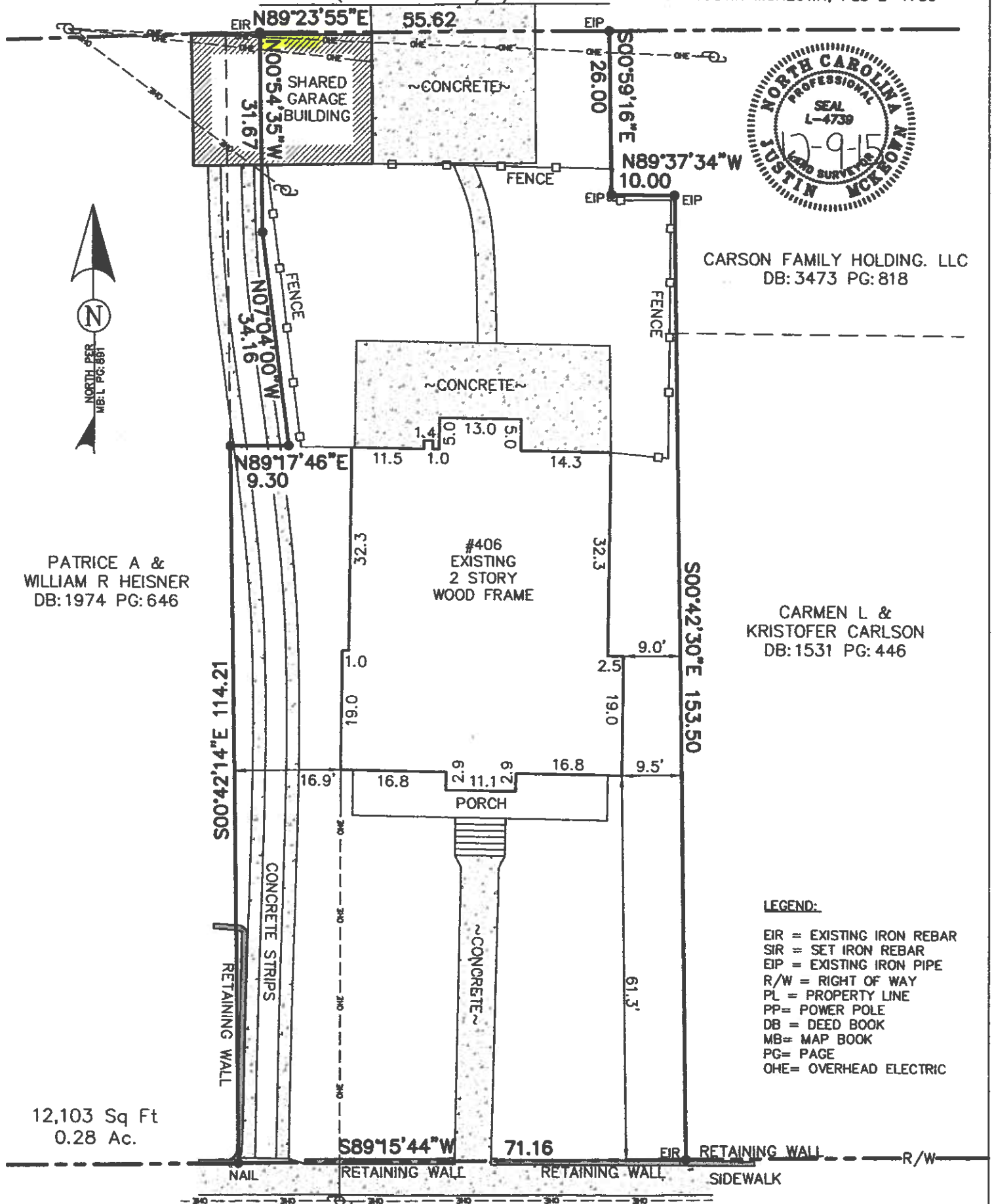
CARMEN L &
KRISTOFER CARLSON
DB: 1531 PG: 446

PATRICE A &
WILLIAM R HEISNER
DB: 1974 PG: 646

12,103 Sq Ft
0.28 Ac.

LEGEND:

EIR = EXISTING IRON REBAR
SIR = SET IRON REBAR
EIP = EXISTING IRON PIPE
R/W = RIGHT OF WAY
PL = PROPERTY LINE
PP = POWER POLE
DB = DEED BOOK
MB = MAP BOOK
PG = PAGE
OHE = OVERHEAD ELECTRIC



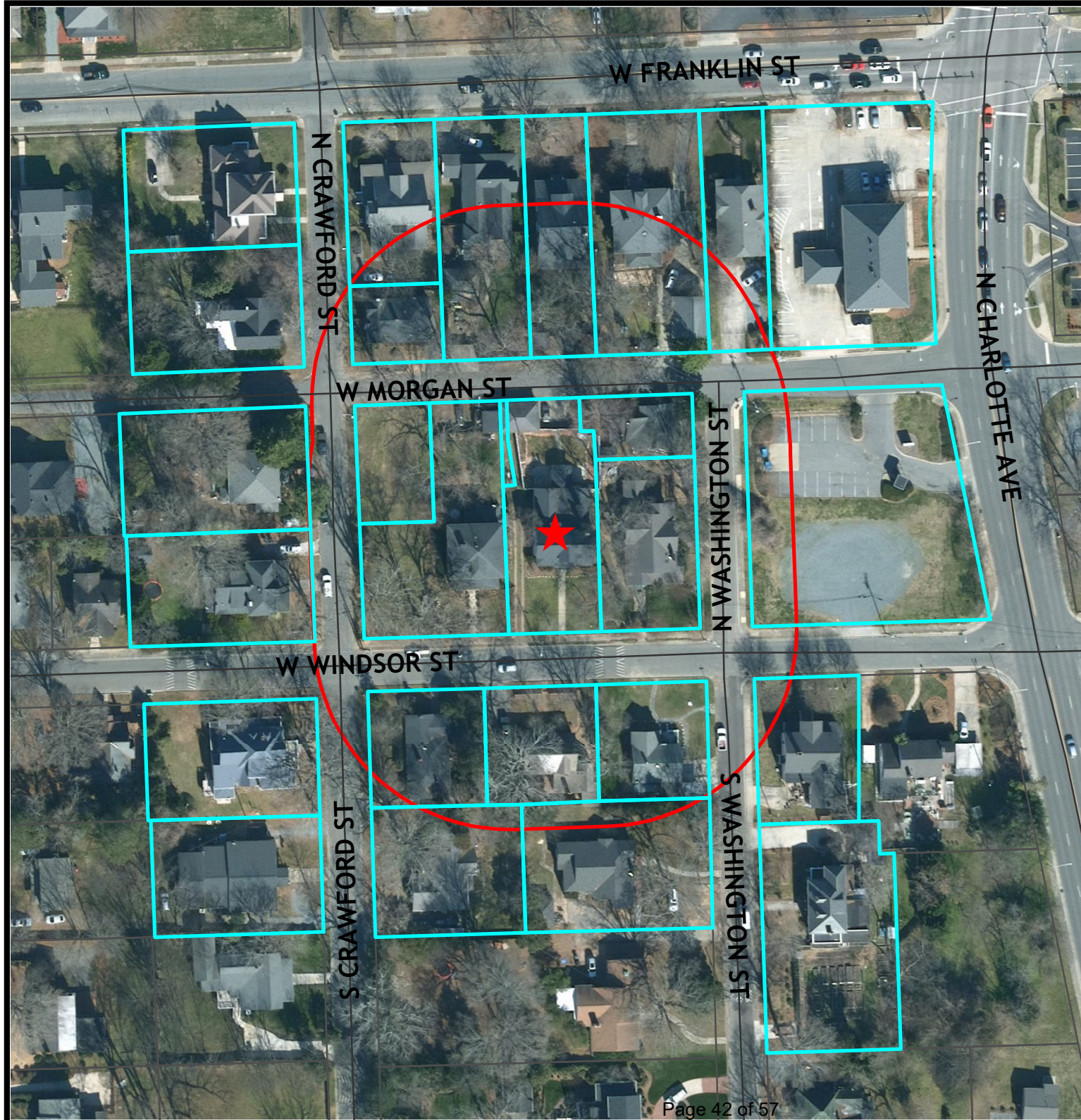
	ACCTNO	OWNERNAME1	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09232169	EG&T CAPITAL LLC	PO BOX 78372	CHARLOTTE	NC	28271
2	09232213	HUFFMAN BILLIE OLIVER	340 W MORGAN ST	MONROE	NC	28112
3	09232217	MCCAULEY CURTIS W	405 W FRANKLIN ST	MONROE	NC	28112
4	09232139C	FRANCIS LYDIA	317 WEST WINDSOR ST	MONROE	NC	28112
5	09232172	DELANEY HERBERT STANHOPE	9221 MCELROY RD	WAXHAW	NC	281739038
6	09232204	COOKE JESSICA	103 N CRAWFORD ST	MONROE	NC	28112
7	09232207	HEISNER PATRICE A	408 W WINDSOR ST	MONROE	NC	28112
8	09232208	DUNCAN DARCY DEMART	406 W WINDSOR ST	MONROE	NC	28112
9	09232167	SUAREZ ELIZABETH T	101 S CRAWFORD ST	MONROE	NC	28112
10	09232173	MURRAY KEVIN D	2006 WALKUP AVE STE A200	MONROE	NC	28110
11	09232209	CARLSON CARMEN L	400 W WINDSOR ST	MONROE	NC	28112
12	09232210	CARLSON FAMILY HOLDINGS LLC	400 W WINDSOR ST	MONROE	NC	28112
13	09232212	FIRST CHARTER REAL ESTATE HOLDINGS LLC MD 10ATA1 CORP FAC	38 FOUNTAIN SQUARE PLAZA	CINCINNATI	OH	45263
14	09232215	GOODWIN SARAH POLK	401 1/2 W FRANKLIN ST	MONROE	NC	28112
15	09232216	MCMANUS DEBRA F	403 WEST FRANKLIN ST	MONROE	NC	28112
16	09232220A	DANIELS TRAVIS A	1131 MAREMONT CT	MATTHEWS	NC	28104
17	09232219	TRAVIS ELIZABETH ELLEN	201 N CRAWFORD ST	MONROE	NC	28112
18	09232208A	HEISNER WILLIAM RALPH	408 W WINDSOR ST	MONROE	NC	281124748
19	09232211	FIRST CHARTER REAL ESTATE HOLDINGS LLC MD 10ATA1 CORP FAC	38 FOUNTAIN SQUARE PLAZA	CINCINNATI	OH	45263
20	09232214	CARLSON FAMILY HOLDINGS LLC	401 WEST FRANKLIN ST	MONROE	NC	28112
21	09232170	MEDLIN BRIAN	409 W WINDSOR ST	MONROE	NC	28112
22	09232171	RAINE ARTHUR GEOFFREY	411 WINDSOR ST	MONROE	NC	28112
23	09232206	HEISNER WILLIAM	408 W WINDSOR ST	MONROE	NC	28112
24	09232218	HIGGINS NATASHA FAITH	202 N CRAWFORD ST	MONROE	NC	28112
25	09232205	MOORE JENNIFER REBECCA	101 N CRAWFORD ST	MONROE	NC	28112
26	09232139A	LOFFER WARREN CALEB	107 S WASHINGTON ST	MONROE	NC	28112
27	09232168	CARLSON FAMILY HOLDINGS LLC	400 WEST WINDSOR ST	MONROE	NC	28112

APO Map

406 W. Windsor St.

Legend

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





STAFF REPORT
PLHR-2023-00136

TO: Historic District Commission Members

DATE: April 10, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 215 S Main St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Greg Moore to install a pergola at 215 S. Main Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 3-7-23
Name of Petitioner: Greg Moore
Location: 215 S. Main Street
Tax ID #: 09-232-075A
Lot Size: 0.06 acres
Zoning Classification: DC-MX (Downtown Core- Mixed Use)

GENERAL INFORMATION

According to the Sweet Union book, this brick structure was added to 211 S. Main Street in the early 1940s.

RELEVANT DESIGN STANDARDS

Garage and Accessory Structure, pg. 35

1. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.

The applicant is proposing to install a pergola behind the structure at 215 S. Main St. The applicant has submitted three options with varying styles and materials.

2. 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 install a pergola behind the structure at 215 S. Main St.
3. 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 applicant has submitted three options with varying styles and materials and the size will be approximately 15-feet x 15-feet.
4. 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.
The pergola will be located behind the existing structure, there does not appear to be a need to remove any trees to accommodate the pergola.
5. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 215 S. Main Street is owned by Home Brew Craft Beer & Smoothies LLC and is zoned DC-MX (Downtown Core- Mixed Use). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On March 7, 2023, the applicant applied for a COA to construct a pergola behind the existing structure at 215 S. Main St. The applicant has submitted three options with varying designs and materials. (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)

CONCLUSIONS

The proposal to install a pergola at 215 S. Main Street as presented (is/is not) congruous in concept according to the *Garage and Accessory Structure* standards of the *South Monroe Historic District Standards*:

Garage and Accessory Structure, pg. 35

1. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
2. 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.
3. 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.
4. 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.
5. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

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. Proposed Pergola Options 1-3
6. Site Plan
7. APO List
8. APO Map

Prepared by: KM 3-29-23

Ortho Map

PLHR-2023-00136

Legend

-  Centerlines
-  Parcels

Existing: DC-MX
(Downtown Core- Mixed Use)

Owner: Home Brew
Craft Beer & Smoothies

Acres: .06



0 25 50
 Feet

Zoning Map

PLHR-2023-00136

Legend

— Centerlines

□ Parcels

Zoning Districts

■ DC-MX

Existing: DC-MX
(Downtown Core- Mixed Use)

Owner: Home Brew
Craft Beer & Smoothies

Acres: .06



0 25 50
Feet

S MAIN ST

LANE ST

Historic District Map

PLHR-2023-00136

Legend

-  Centerlines
-  Parcels
-  Historic District

Existing: DC-MX
(Downtown Core- Mixed Use)

Owner: Home Brew
Craft Beer & Smoothies

Acres: .06



0 25 50
 Feet



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 215 S Main St
Applicant's name: Greg Moore
Applicant's address: 101 N Crawford St
Applicant's telephone number: 980 215 3564
Applicant's email address: homebrentaproom@gmail
Applicant's FAX number: _____
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: Pergola
Please provide a brief description of the project _____
we host yoga on our back patio and hope to add a
pergola to protect customers from weather.
Size would be approx. 15' x 15'

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).

Greg Moore Owner
Applicant- Printed

[Signature]
Applicant- Signed

3/7/23
Date Submitted

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069; Telephone: (704) 282-4520; Fax (704) 282-4735. 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.

From: Greg Moore <gregmoorenync@gmail.com>
Sent: Thursday, March 30, 2023 2:02 PM
To: Keri Mendler
Subject: Re: Home Brew Pergola

Oh sorry. Yes owner.

Sent from my iPhone

> On Mar 30, 2023, at 12:33 PM, Keri Mendler <khutchins@monroenc.org> wrote:

>

> Thank you, but I need to know your title within the LLC, I assume owner?

>

> Keri Mendler, AICP, CZO

> Senior Planner

> City of Monroe

> 300 W. Crowell Street/ P.O. Box 69

> Monroe, NC 28112-0069

> (704)-282-5797 p

> (704)-283-7704 f

> kmendler@monroenc.org

>

>

>

> E-mail correspondence to and from this address may be subject to North Carolina's public records laws and if so, may be disclosed.

>

> -----Original Message-----

> From: Greg Moore <gregmoorenync@gmail.com>

> Sent: Thursday, March 30, 2023 11:11 AM

> To: Keri Mendler <khutchins@monroenc.org>

> Subject: Re: Home Brew Pergola

>

>

>

>

> Here you go Keri.

>

>

>

> Sent from my iPhone

>

>> On Mar 29, 2023, at 1:58 PM, Keri Mendler <khutchins@monroenc.org> wrote:

>>

>> Greg,

>> Can you provide your title within the LLC that owns the property?

>>

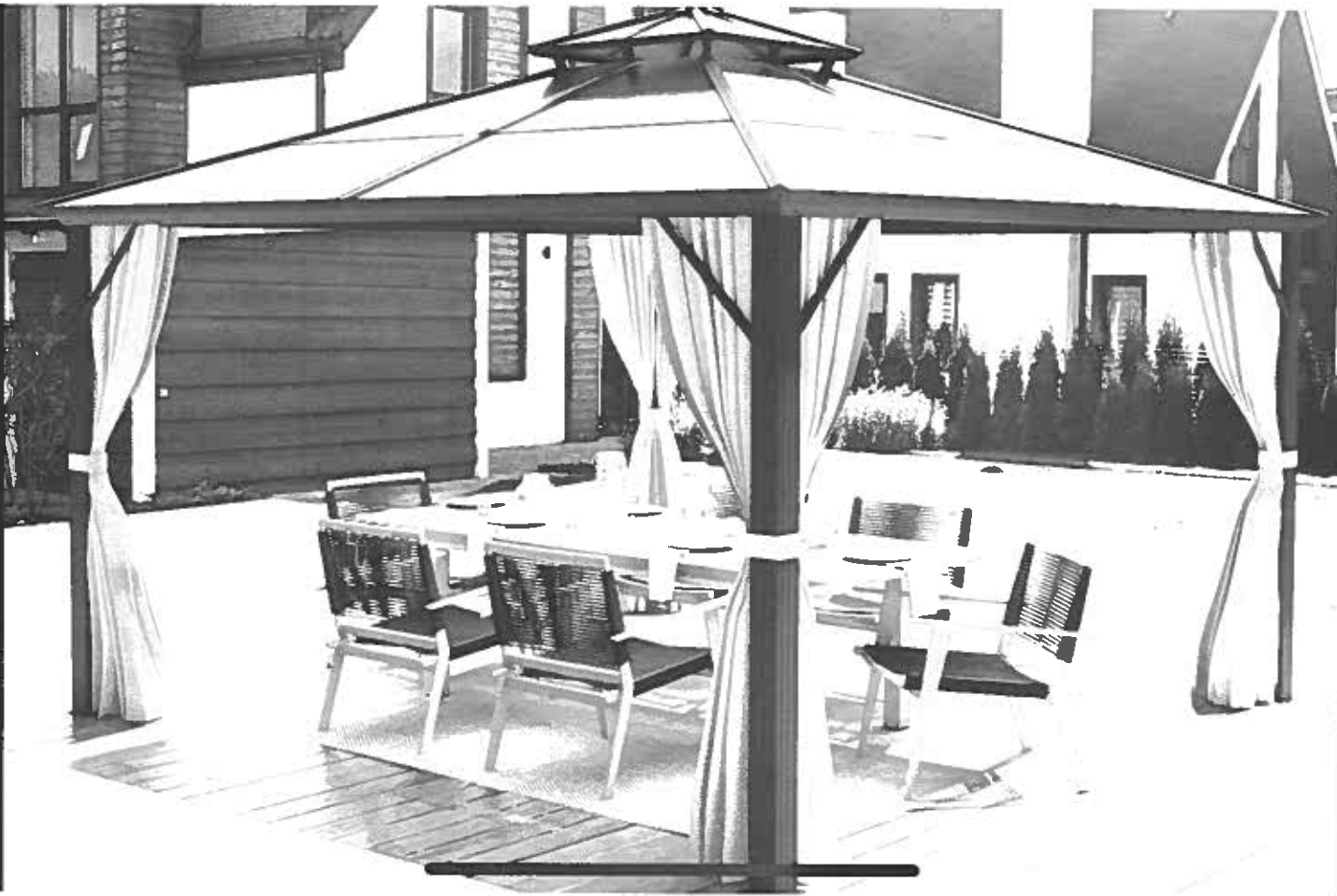
>> Thanks,

>>

>> Keri Mendler, AICP, CZO

>> Senior Planner

>> City of Monroe









3 HDZ 25 ft

Lane St

Home Brew
Taproom & Tunes

15' x 15' Pergola
on back patio

	ACCTNO	OWNERNAME1	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09232079	FOREST LAWN COMPANY (THE)	PO BOX 130548	HOUSTON	TX	77219
2	09232073	W3 RESOURCE MANAGEMENT LLC	PO BOX 1561	MONROE	NC	28111
3	09232081	JR SHUTE COMPANY LLC	321 E WINDSOR STREET	MONROE	NC	28112
4	09232071	ALLEN TILIA N	212 S HAYNE ST	MONROE	NC	28112
5	09232075A	HOME BREW CRAFT BEER & SMOOTHIES LLC	101 N CRAWFORD ST	MONROE	NC	28112
6	09232018	CRIDER RICHARD	201 S HAYNE ST	MONROE	NC	28112
7	09232019	CRIDER RICHARD HILL	201 S HAYNE ST	MONROE	NC	28112
8	09232017	HICKS DEBBIE L	205 S HAYNE ST	MONROE	NC	28112
9	09232072	EUDY JAMES	3657 HELMS RD	LANCASTER	SC	29720
10	09232076	CARLSON-MCNABB HOLDINGS LLC	400 W WINDSOR ST	MONROE	NC	28110
11	09232078	MFH LLC	PO BOX 130548	HOUSTON	TX	77219
12	09232080	BLACKBURN JAMES	200 S MAIN ST	MONROE	NC	28112
13	09232070	PRESSON STEVE HUNTER	122 FOREST HILLS DR	MONROE	NC	28112
14	09232075	W3 RESOURCE MANAGEMENT LLC	PO BOX 1561	MONROE	NC	28111
15	09232016	CITY OF MONROE	PO BOX 69	MONROE	NC	281110069
16	09232074	MAHOGANY CREEK HOLDINGS LLC	657 ANN CARSON CT	ROCK HILL	SC	29732

APO Map

215 S. Main St.

Legend

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

