

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, May 8, 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 – April 10, 2023**
- Item 3.** **Conflicts of Interest**
- Item 4.** **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 5.** **COA PLHR- 2023-00168- Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness request for the property located at 604 W. Franklin St. to remove a chimney and add a rear deck. (Parcel Id #: 09-232-230)**
- Item 6.** **Ordinance Enforcement Discussion**
- Item 7** **Next Meeting: June 12, 2023**
- Item 8.** **Adjournment**

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

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, APRIL 10, 2023 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

To HR: 04/24/2023

Archie Morgan, Chair, said before I call the meeting to order, I think it would be nice to and it's been several months since we've had anything that looked anything like a full Board and we have one now because of these fine folks who stepped forward. I would like to start at the end and introduce yourself.

Anna Dowdy and Matt Klaren introduced themselves.

Gladys Kerr introduced herself and said I just wanted to thank those who had faith and courage to appoint me and I am honored to be here. I would like to make it perfectly clear to everybody whose interested that I am serving as a volunteer. I will receive no compensation, none will be rendered and none will be accepted. Thank you, sir.

Archie Morgan said we are honored to have you Gladys.

Jennifer Smith, Archie Morgan and Jennifer Loria introduced themselves.

ITEM 1: **Call to Order.**

Archie Morgan, Chair, called the meeting to order at 6:32 p.m. Ashlyn Penegar called the roll.

Members Present: Archie Morgan (Chair), Jennifer Smith (Vice Chair), Anna Dowdy, Matthew Klaren, Gladys Kerr and Jennifer Loria

Members Absent: Allen Watson

Staff Present: Doug Britt, Senior Planner; Ashley Britt, Assistant City Attorney; Ashlyn Penegar, Administrative Assistant; Mark Watson, City Manager; and Richard Long, City Attorney

Guests: Darcy Duncan and Greg Moore & Spouse

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 March 13, 2023 meeting.**

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

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr and Jennifer Loria
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- 2023-0135- 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)**

Doug Britt and Darcy Duncan came forward and were sworn in by the Chair.

Doug Britt said 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 and at this time I will proceed with the Findings of Fact:

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)

Doug Britt said what the APO map is for the new members, since this is a quasi-judicial and a public hearing, we are required to notify everybody within a 150 ft. of the subject property. So, the map is what we do to basically show the red ring and everything that is inside that ring is everybody that's within the 150 ft. of the property. Typically, what we do as far as Staff, you measure 150 ft. as if there is no right of way there, so if you take out the right of ways and different streets, usually if it's close, we are going to err on the side of caution and just notify a couple more out. So, that is what this map reflects and I will be happy to answer any questions if you have any. The applicant is here as well too.

Jennifer Smith asked do you have a picture of the garage? I usually drive by the house, but I didn't get a chance to and I came in late.

Doug Britt showed Exhibit 5, with the current picture of the garage.

Jennifer Smith asked is it brick?

Doug Britt said this is the garage space and this is a piece of painted plywood that's stood up in front of the opening of the garage door.

Jennifer Smith asked I was asking for a picture of the whole garage.

Doug Britt said that's all I have right here. That was all that was provided.

Gladys Kerr asked this picture faces Morgan Street, correct?

Doug Britt said yes, ma'am it does.

Gladys Kerr said there is another door facing Windsor that is attached to this building.

Darcy Duncan said that is not mine.

Gladys Kerr asked that is not yours?

Darcy Duncan said that part of the building does not belong to me. It was deeded to the neighbors at one time.

Jennifer Smith said they are connected?

Doug Britt said yes, I think this is what Ms. Kerr is talking about. You can see that it's all one structure and I will be honest with you. Things in the Historic District with property lines and

setbacks and structures, it gets a little crazy sometimes and this would be one of those examples. But, what she is only wanting to do is replace the existing painted plywood over her portion of her garage with a what we call a traditional garage door. She is seeking approval and like I said, she does give a couple of examples and I will let her speak about that. But, what she is asking for, there are some aluminum or metal ones in here and like I said, she can discuss that with the Board. I know you all have some comments about that as well.

Archie Morgan asked is aluminum acceptable in the Historic District?

Doug Britt said what Keri had in your packets, under the garage and accessory structures and this is referenced in relevant design standards on the 2nd page of your Staff Report. It says, "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." In this case, the applicant is proposing to replace an existing plywood covering with a functioning garage door on an existing detached structure. I think in the District, there is varied examples of different building materials on the garage doors within the District itself. I think there's probably aluminum ones and I know there are wooden ones. There are multiple different types of materials of garage doors within the District. Number two in the relevant design standards says, "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 proposing to replace an existing plywood covering with a functioning garage door on an existing detached structure. So, I think she is fine with that for number 2 as well. Basically what you as a Board would feel comfortable with, as far as approving. As you stated, it is on Morgan Alley, so it's not on the main Windsor side.

Gladys Kerr asked if I'm on Windsor and looking at the house, it appeared that there was a driveway on the left side of the side. Does it actually go to the garage from that direction?

Ms. Duncan said from the front, the driveway belongs to me until it gets to my fence. Then, it transitions over and the rest of the way goes to their property and their side of the garage.

Gladys Kerr said that's interesting.

Chair said let's let Doug finish. Does anyone have any more questions for Doug? Ok, Darcy, would you please come up and introduce yourself.

Darcy Duncan approached the podium and introduced herself and said I am at 406 W. Windsor St. Monroe, 28112.

Chair said whichever style you go with, I personally like the first one (1st example out of the 4 provided). It's definitely an improvement over plywood.

Gladys Kerr said that would be my choice. The first one, the white one with the black hardware.

Ms. Duncan said that was actually my first choice as well.

Chair said that's a vast improvement as to what's there now, in my opinion. Does anyone have any questions for Darcy?

Anna Dowdy said I didn't do a site visit or anything, but I did get on Google and just look at it. It looked like the house that this is facing has a very similar garage door, do you have any idea about that? To be consistent with the neighborhood?

Ms. Duncan said my house is actually grey with white trim. But, who knows what can happen in 138 years of things sitting there and like I said, that other side of the garage got deeded to them. So, my house doesn't actually match the garage to begin with.

Anna Dowdy said it's the one across the street.

Ms. Duncan said across the alley?

Anna Dowdy said yes. It looked like there was a house that had a very similar garage door already, so it kind of looked like it would be consistent.

Ms. Duncan said in trying to think across the alley, I don't think they do. But, there is one on the other side in that same building that's kind of similar.

Jennifer Smith asked like this one that we are looking at?

Anna Dowdy said yes. It looked like it's kind of similar.

Jennifer Smith said I am assuming that the garage was built later than the house, correct? And it's all brick?

Ms. Duncan said probably and yes.

Matt Klaren said I also took a drive by and looked at quite a few in the area and to Doug and Archie's point, it does reflect the historic garages and accessories of other structures within the district.

Jennifer Loria asked you will be adding all the black hardware and stuff to it, right?

Ms. Duncan said yes, that way it just kind of looks like carriage doors and looks more traditional. I'll spruce up the paint and all that good stuff.

Chair asked does anyone have any more questions for Darcy? Is anyone here wanting to speak in favor of this project? There was no one. Anyone here tonight that is not in favor of this project? There was no one. Darcy, thank you. I will entertain a motion.

Motion: Jennifer Loria made a motion to adopt the Findings of Fact for the proposed project, COA PLHR-2023-00135, if constructed according to the plans reviewed at this meeting are congruous with the character of the district because the standards state that the garage door will be compatible with other historic garages. So therefore the application (choice #1) is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

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

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr and Jennifer Loria
NAYS: None

Motion: Gladys Kerr made a motion that 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-2023-00135, 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, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr and Jennifer Loria
NAYS: None

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)

Doug Britt and Greg Moore stepped forward and were sworn in by the Chair.

Doug Britt proceeded to give a presentation and said The Historic District Commission is requested to consider a Certificate of Appropriateness from Greg Moore to install a pergola at 215 S. Main Street.

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)

Chair said Doug, you said the City does not find anything wrong with this and it does meet the certain whatever you said.

Doug Britt said this falls within the same standards as the previous case under garages and accessory structures and that was on page 2 of your Staff Report. Just to go through those...

Chair said I am interested in number 3.

Doug Britt said, "it is not appropriate to introduce pre-fabricated metal accessory structures in the Historic District". So, that would be up to the Board's discretion because obviously with COA and being quasi-judicial, basically Staff presents the information to you and it's left up to you all to decide if you would like to introduce metal or if you would require it be wood of some form or fashion. Like I said, the applicant can better answer what he is willing or not willing to do, but that would be up to the Board to make that decision, if you would like to introduce that.

Chair said it is clearly pre-fabricated.

Doug Britt said yes sir, it is. Again with COAs in any application that comes before you or any other Board, we advise people as far as what the requirements are, but we can't tell somebody if they are going to do metal or pre-fabricated, we can't tell them that they can't apply, just because the standards. They have the ability to apply, but it's up to the Board, whether you want to say it meets the standards or if it doesn't meet the standards. If it does not, he does have different options, which he is willing to do and maybe perhaps one of those is wood, which would probably resolve some of your concerns. But, that would probably be better for him to address that than me.

Chair said my personal concern is the Downtown area is really growing and if we start allowing pre-fabricated this and that to go in, I'm wondering what it's going to look like 5 years from now and everyone will have a pre-fab pergola from Lowes sitting out there. I don't think this is the direction we want our Downtown to go in.

Doug Britt said I think that's a valid concern as well.

Chair said we will hear more from the applicant. Do we have any more questions for Doug?

Jennifer Smith said I just have some for the applicant.

Gladys Kerr said I have some for the applicant as well.

Greg Moore approached the podium and introduced himself and said he is at 101 N. Crawford St. Monroe, NC. I own Homebrew Taproom at 215 S. Main St.

Jennifer Smith said I wanted to offer a friendly suggestion that I pulled up that I think would look really cool back there.

Mr. Moore said let's see what you've got.

Jennifer Smith showed photo from her phone.

Mr. Moore said these were just three examples just to give you a broad, we are easy, we can build pretty much whatever.

Jennifer Smith said this is cedar and it would last forever. I think it would really be with great keeping and you would put a metal roof on top of it, but it would fit great with the area and I think that building.

Chair said Jennifer, you might want to pass your phone around.

Gladys Kerr said I would like to know if you are planning to put that pergola on that concrete pad that is directly at your backdoor?

Mr. Moore said we are. The concrete pad is 20 x 20.

Gladys Kerr said you are talking 15 x 15, so you would have plenty of space.

Mr. Moore said yes. We can get one designed and installed by a contractor.

Gladys Kerr said now you have a picnic table out there with some lights strung around, you are using it.

Mr. Moore said we are. We mainly use it for dart boards back there, yoga, ladder ball games. We call it the sanctuary.

Gladys Kerr said we would like you to have one, it sounds like a good idea. I agree with Jennifer, I really like the wood and cedar sounds lovely. A roof that's pitched and not flat, I think flat would cause a problem with rain.

Chair said something like this (Example Jennifer showed on her phone) looks more permanent than something like that (pre-fabricated metal pergola).

Jennifer Smith said if it's cedar wood, it would last. You wouldn't have any destruction from termites or anything.

Mr. Moore said I would have to look to see how much cedar costs too. Because wood costs and we aren't deep pockets.

Jennifer Smith said you could run lights in that.

Mr. Moore said I know.

Chair said I think we are just looking for a step up from...

Jennifer Smith said that building is beautiful, it would fit with the character of that building.

Mr. Moore said it is, it is. I'm sure we can build one of wood pretty easily. I can't guarantee cedar, because cedar is pretty expensive.

Jennifer Smith said I would like to see it have some character, wouldn't you? Instead of something that just looks like a barn or a shed.

Gladys Kerr said the building is just brick and rectangular with a flat roof, correct?

Mr. Moore said yes.

Gladys Kerr said this would really add significance.

Mr. Moore said yes, it would be awesome. We can even paint some of the columns red to match the brick.

Chair asked Doug, would we be better off to table it until he brings us some other ideas on paper after he gets a price?

Doug Britt said I was talking to Ashley, if you are all wanting the cedar thing, what Ashley said is to enter that picture and explain that and you can enter that into an exhibit into the record. It would probably be exhibit 10, but if he is not willing to do that based on the price...

Jennifer Smith said he can come back with something similar.

Doug Britt said you can table it until the next month for him to check prices of cedar. That will make you figure out how big you are going to do and you can narrow it down.

Mr. Moore said we do have a budget. We have to be under \$7,000 for the complete project.

Jennifer Loria said if you can get somebody like a GC that shows posts like this and posts like that. All the different pergola styles and we see them all through the Historic District.

Mr. Moore said I can have something drawn up.

Jennifer Smith said you could have like in the front where we approved your brick thing that runs around. You could have those brick kind of column things and set those on top of that.

Mr. Moore said that puts us out of budget. Brick is pricey right now, especially with the labor.

Chair said we are trying to get away from the pre-fab look.

Jennifer Smith said from the Lowes look. I can send this picture to you.

Mr. Moore said that would be great. And I can find someone that can draw it up.

Chair said I think we need to make a motion to table this because he's got a budget, obviously and we aren't happy with the pre-fab look.

Jennifer Loria said we love the idea of a pergola back there.

Chair said with the growth of Downtown and all, we just don't want to see these popping up on every street corner.

Jennifer Smith said you can put one up in the front too.

Mr. Moore said that front is beautiful the way it is.

Doug Britt said maybe he can price for the cedar. (inaudible) You can get your cedar cost and if that's not where you want to be, you can still come back and if you get another cost for doing something that's not cedar.

Mr. Moore said that makes sense.

Doug Britt said you all are ok with that?

Jennifer Smith said yes.

Motion: Gladys Kerr made a motion to table COA PLHR- 2023-00136 without further advertising until the May 8th Historic District Meeting.

Second: Jennifer Smith

Action: The motion to table COA PLHR- 2023-00136 passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Matt Klaren, Gladys Kerr and Jennifer Loria

NAYS: None

ITEM 7. **Next Meeting – May 8, 2023**

Jennifer Smith said I have a question for Staff. Is the house that's on Main St. that still does not have stairs going up to it that Mr. Bullard has brought up several times, is there anything going on with that that we would expect some new stairs?

Doug Britt said I can check with Keri about that.

Jennifer Smith said it's right there next to the Baptist Church on Morrow and Main or Lancaster and Main.

Doug Britt said I think I know which one you are talking about.

Chair said I just want to make you aware Doug, three meetings ago a woman on S. Church came before us with a wheelchair ramp. We granted that and she has since removed it. It was going to be temporary anyways.

Matt Klaren said I saw that.

Gladys Kerr said it was a temporary thing because her husband was in a wheelchair and needed access and we are happy that he is better.

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, Jennifer Smith, Anna Dowdy, Matt Klaren,
Gladys Kerr and Jennifer Loria**

NAYS: **None**

The meeting adjourned at 7:05 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board



STAFF REPORT
PLHR-2023-00136

TO: Historic District Commission Members

DATE: May 8, 2023 (*Tabled from April 10, 2023 Meeting*)

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. The Historic District Commission tabled this request at the April 10, 2023 meeting in order to allow the applicant to investigate other designs and materials for the pergola.

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 a revised option that will be made of cedar.*

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 a revised pergola option that will be made of cedar and have a pitched roof. 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. At the April 10, 2023 meeting, the Historic District Commission tabled this request to allow the applicant to investigate a different design and materials for the pergola. The applicant has submitted a revised pergola option that will be constructed of cedar materials and have a pitched roof. (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. Revised Pergola Option
6. Site Plan
7. APO List
8. APO Map

Prepared by: KM 4-20-23

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,

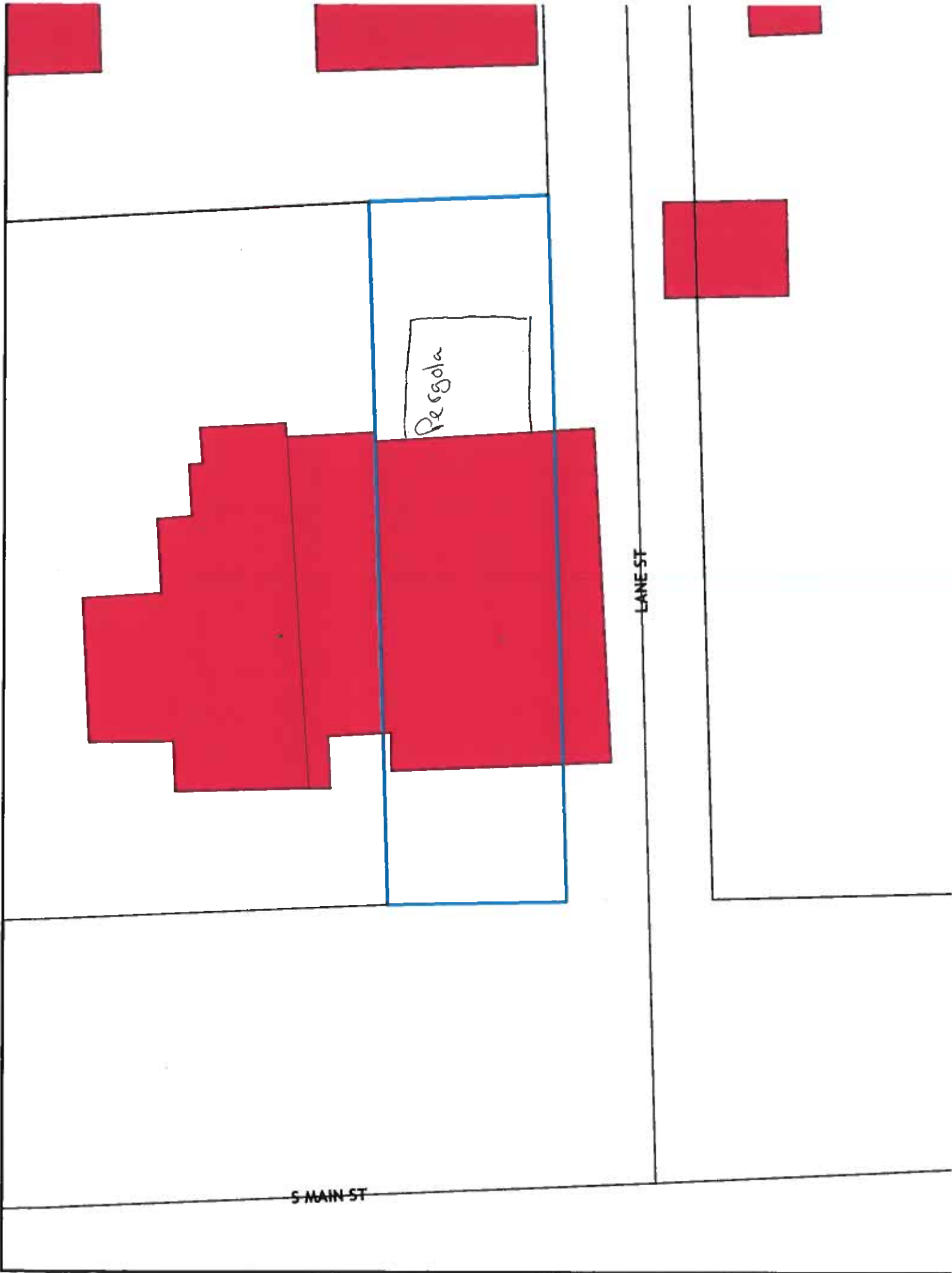
>>

>> 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



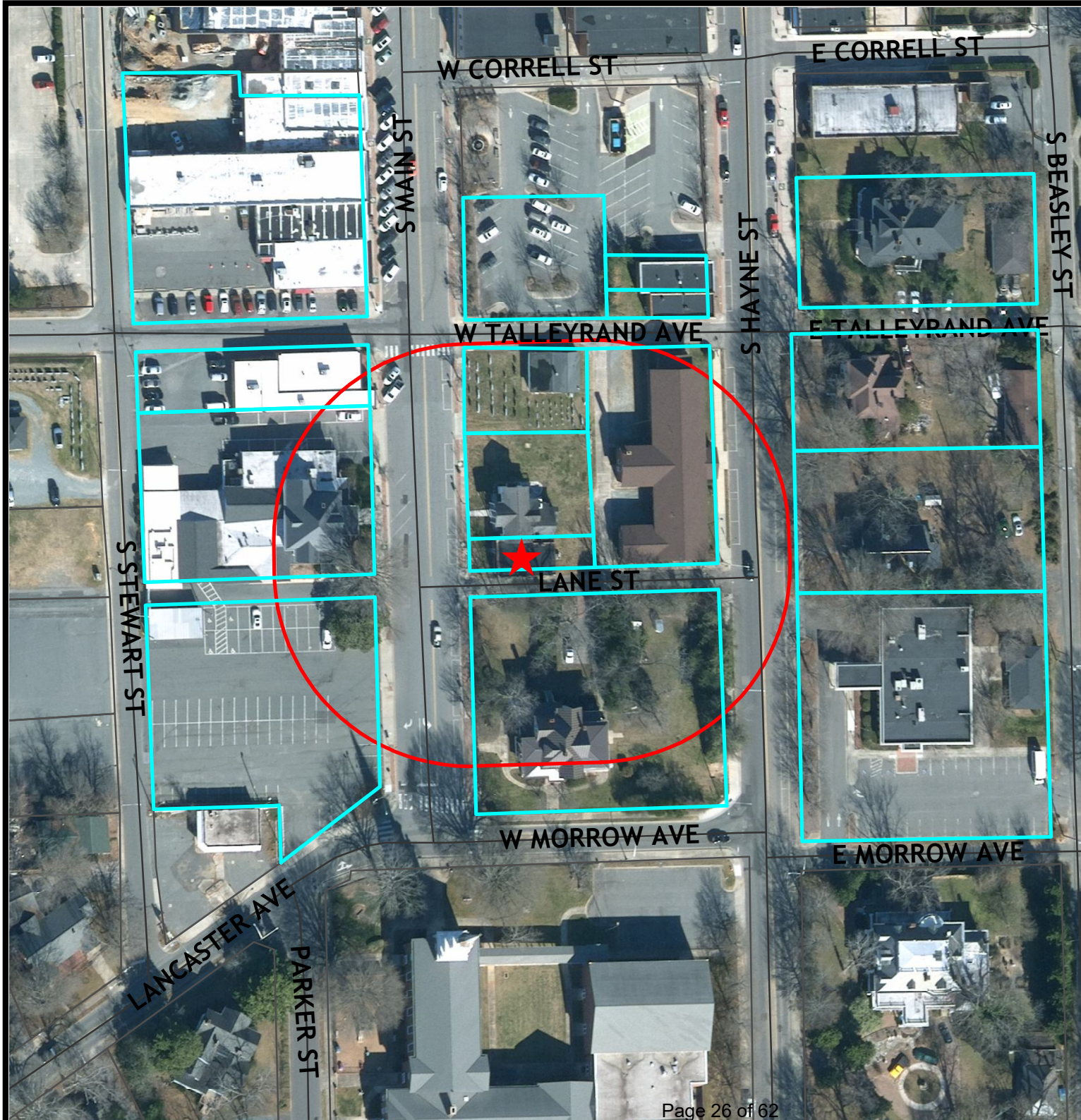
	ACCTNO	OWNERNAME1	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09232079	FOREST LAWN COMPANY (THE)	PO BOX 130548	HOUSTON	TX	77219
2	09232073	W3 RESOURCE MANAGEMENT LLC	PO BOX 1561	MONROE	NC	28111
3	09232081	JR SHUTE COMPANY LLC	321 E WINDSOR STREET	MONROE	NC	28112
4	09232071	ALLEN TILIA N	212 S HAYNE ST	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





STAFF REPORT
PLHR-2023-00168

TO: Historic District Commission Members

DATE: May 8, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request for 604 W. Franklin St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Marian Morgan for the property at 604 W. Franklin Street. The applicant is requesting approval to remove a chimney and add a rear deck.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	4-10-23
Name of Petitioner:	Marian Morgan
Location:	604 W. Franklin Street
Tax ID #:	09-232-230
Lot Size:	0.31 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

W. Maroun House (as listed in the National Register Nomination); circa 1928

In early 1928 this lot was purchased by Mrs. Marie Maroun, and W. Maroun of the Gray Shop, ladies wear, is shown as living here in the 1928 city directory. The one-story craftsman bungalow has a jerkin-headed cross gable that extends its eaves in the center to give shelter to the door and a small porch. This portion of the roof is supported by pairs of triangular brackets and arches upward slightly over the door. The door has sidelights whose panes reach to the floor. Adjacent to the door is a prominent front chimney. At the southeast corner of the house is a sunroom with rows of six over six windows over a brick base. On the east side of the house is a shed-roofed bay window. At the west end of the house is a pergola carport with trellis supports.

The deep eaves of the house have exposed rafter tails and outriggers with decoratively-cut ends. The house is German-sided.

RELEVANT DESIGN STANDARDS

Masonry, pg. 45

1. Retain and preserve functional and decorative masonry features that are important in defining the overall historic character of a district building and site — such as walls, foundations, chimneys, and piers — as well as their decorative details including bonding patterns, tooling, coatings, and colors.

The applicant is requesting to remove one chimney on the rear portion of the house.

Roofs, pg. 55

2. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.

The applicant is requesting to remove one chimney on the rear portion of the house.

Decks & Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.

The deck will be attached to the back of the house.

2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.

The deck will be located behind the house in the rear yard.

3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.

The applicant is proposing a wood deck with pressure treated wood and black metal handrails.

4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.

The deck will be level with the back door, which is about three feet in height. The rear yard is fairly screened with existing vegetation.

5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.

It does not appear any features or trees will require removal for the construction of the deck.

6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic

character of the district building or site.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 604 W. Franklin St. is owned by Marian Morgan 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 April 10, 2023, the applicant submitted an application requesting approval to remove one chimney located on the rear of the house and to add a rear deck at 604 W. Franklin St. (Exhibit 4-6)
 4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
 5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)
-

CONCLUSIONS

The proposed project to demolish one chimney and add a rear deck at 604 W. Franklin Street as presented (is/is not) congruous in concept according to the *Masonry, Roof, and Decks & Patios* standards contained within the *Monroe Design Standards*:

Masonry, pg. 45

1. Retain and preserve functional and decorative masonry features that are important in defining the overall historic character of a district building and site — such as walls, foundations, chimneys, and piers — as well as their decorative details including bonding patterns, tooling, coatings, and colors.

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.

Decks & Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset

from the building's rear corners, where they are not visible from the street.

3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.

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. Chimney Request
6. Deck Request
7. APO List
8. APO Map

Prepared by: KM 4-19-23



W JEFFERSON ST

W FRANKLIN ST

Ortho Map

PLHR-2023-00168

Legend

-  Centerlines
-  Parcels

Existing: RMD
(Residential Medium Density)

Owner: Marian Morgan

Acres: .31



0 30 60
 Feet

Zoning Map

PLHR-2023-00168

Legend

— Centerlines

▭ Parcels

Zoning Districts

▭ RMD

Existing: RMD
(Residential Medium Density)

Owner: Marian Morgan

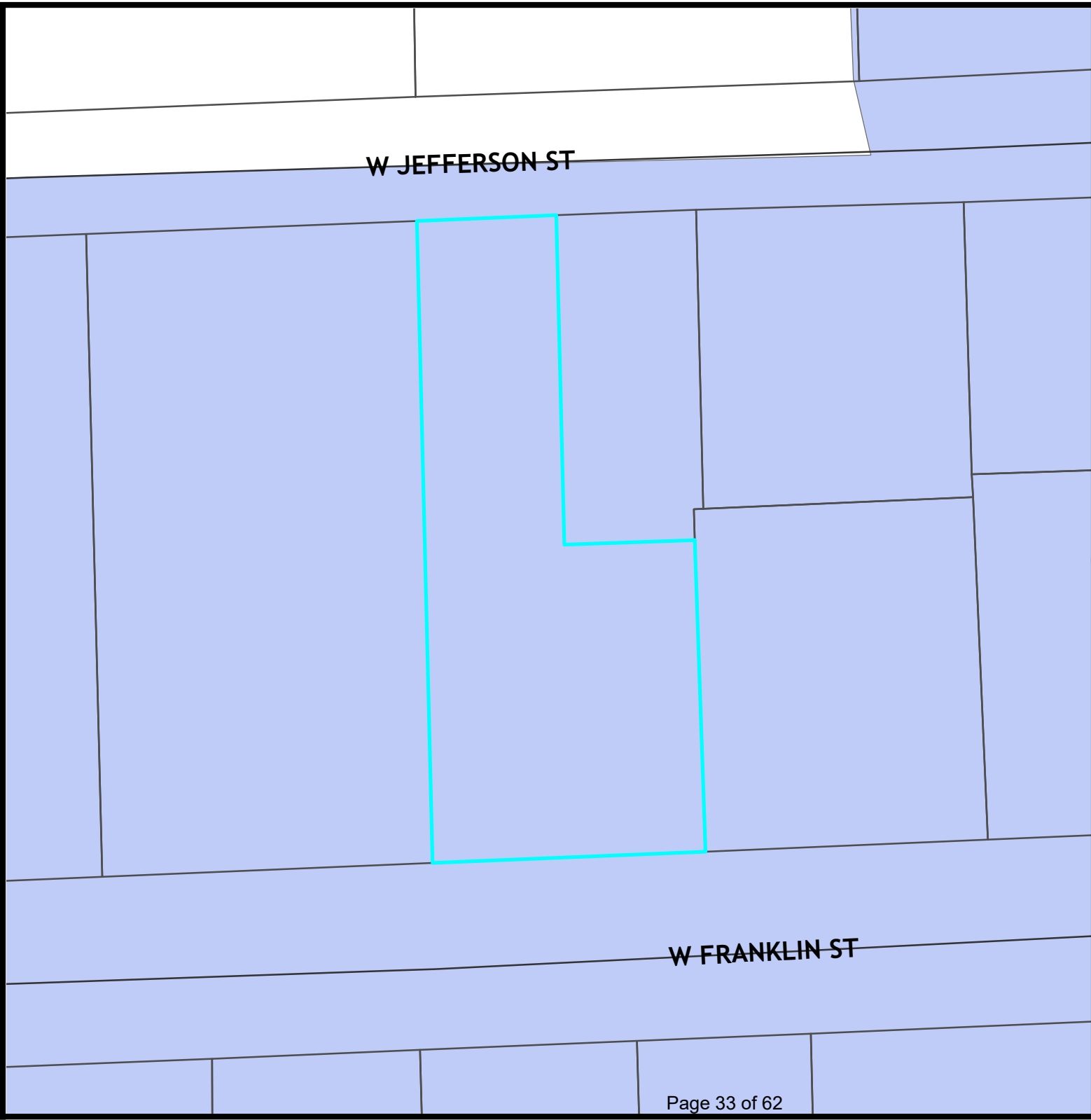
Acres: .31



0 30 60
Feet

W JEFFERSON ST

W FRANKLIN ST



Historic District Map

PLHR-2023-00168

Legend

- Centerlines
- Parcels
- Historic District

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

Owner: Marian Morgan

Acres: .31



0 30 60
Feet



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 604 W. Franklin St. Monroe, NC
Applicant's name: MARIAN MORGAN
Applicant's address: 604 W. FRANKLIN ST
Monroe, NC 28112
Applicant's telephone number: 336-848-0932
Applicant's email address: MMORGAN5@GMAIL.COM
Property Tax identification number: 09-232-230

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

3. The following Certificate of Appropriateness is requested for: 604 W. FRANKLIN ST.
Please provide a brief description of the project The chimney on the side of the house needs to be removed. It is crooked and crumbling. It has been inspected. The inspector said it needs removal.
I would like to have a deck attached to the back side of the house.

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

MARIAN MORGAN

Applicant- Printed

Marian Morgan

Applicant- Signed

10 (mm)
4-23

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.

From: Marian Morgan <mvmorgan5@gmail.com>
Sent: Wednesday, April 19, 2023 12:23 PM
To: Keri Mendler
Subject: Fwd: Rear Deck- 604 W. Franklin

FYI

----- Forwarded message -----

From: **Philip Millward** <Philip@pmhomesolutions.net>
Date: Wed, Apr 19, 2023, 11:58 AM
Subject: Re: Rear Deck- 604 W. Franklin
To: Marian Morgan <mvmorgan5@gmail.com>

it will be standard pressure treated wood with a metal handrail as requested 10 x10

On Wed, Apr 19, 2023, 11:51 AM Marian Morgan <mvmorgan5@gmail.com> wrote:

Can you help me with this and I'll get back with Keri.
Thanks

----- Forwarded message -----

From: **Keri Mendler** <khutchins@monroenc.org>
Date: Wed, Apr 19, 2023, 11:23 AM
Subject: Rear Deck- 604 W. Franklin
To: Marian V Morgan <mvmorgan5@gmail.com>

Marian,

Can you confirm the materials for the rear deck? Are you proposing standard pressure treated decking or something else?

Thanks!

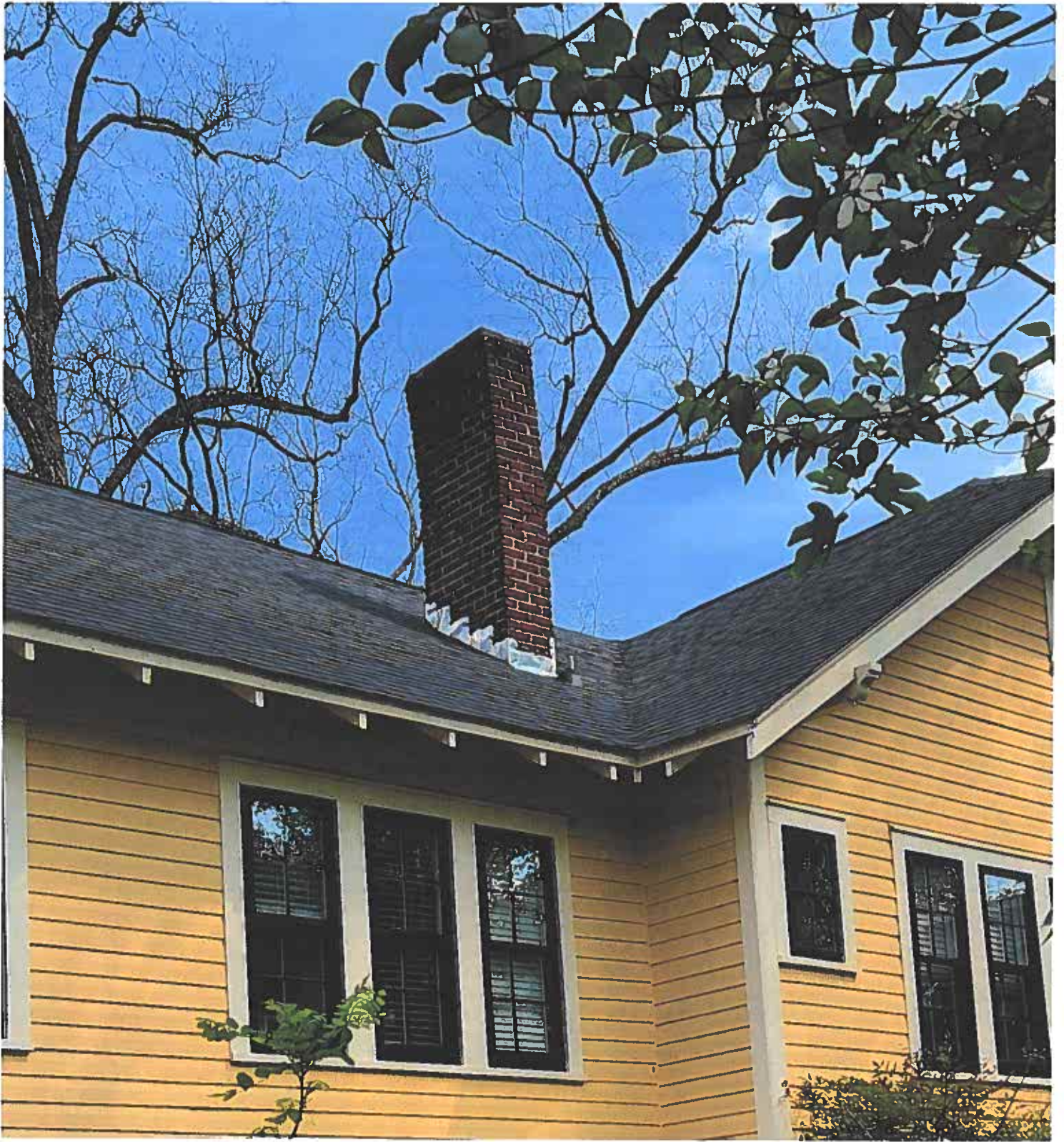
Keri Mendler, AICP, CZO
Senior Planner
City of Monroe
300 W. Crowell Street/ P.O. Box 69
Monroe, NC 28112-0069
(704)-282-5797 p
(704)-283-7704 f
kmendler@monroenc.org



Picture taken by Clean Sweep
Chimney Solutions LLC



Chimney will be removed -
Roof will be patched with matching
roof tiles.



Chimney Requested
for removal



604

602

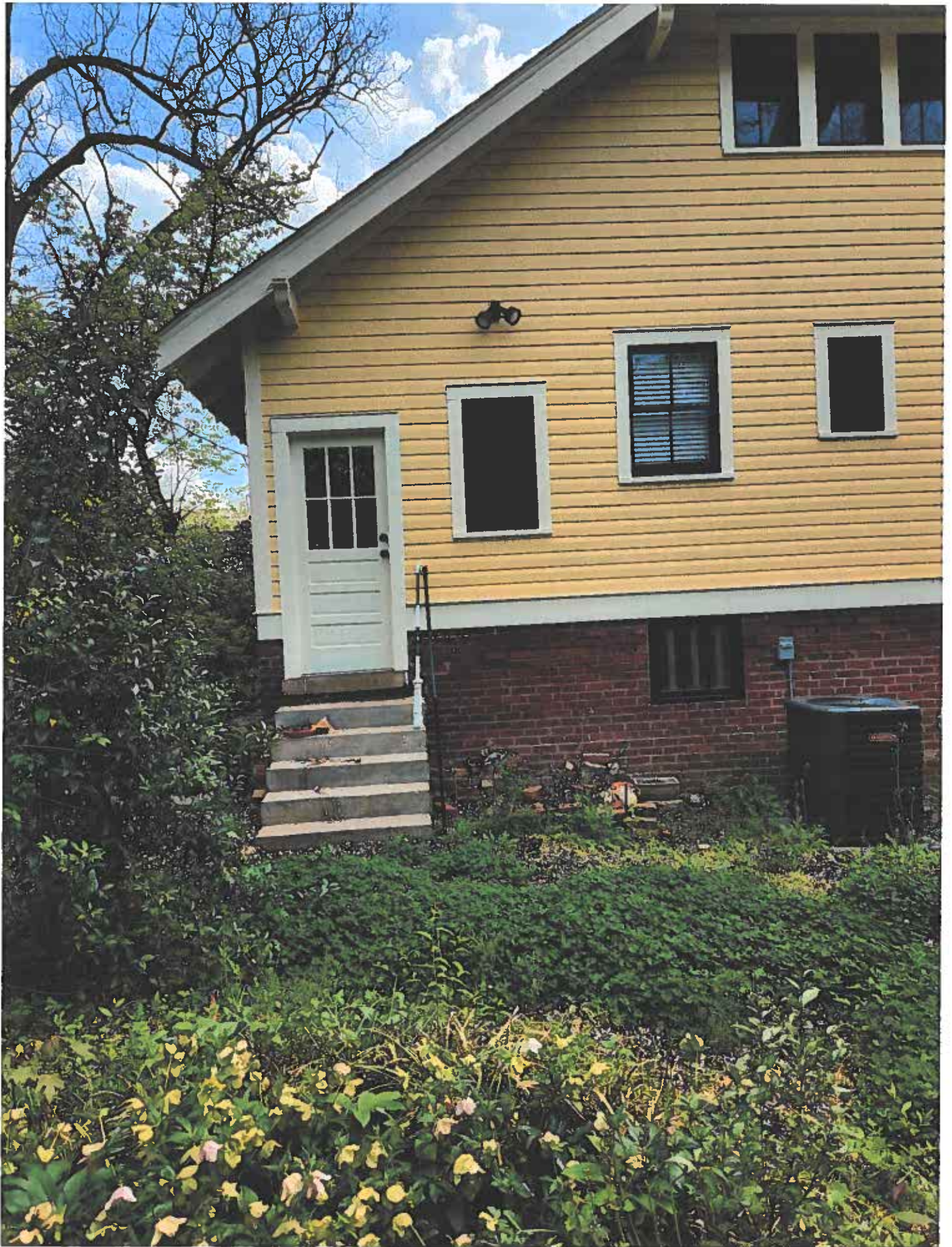
W Franklin St

W Franklin St

W Franklin

Chimney requested
for removal







10' x 10' wood deck will be flush with back ~~to~~ door. Black metal railing - side stair way to ground. The height of the deck will be 3 feet. The deck will be attached to the back of house.

ACCTNO	OWNERNAME1	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232226	STEGALL KELLY A	701 W FRANKLIN ST	MONROE	NC	28112
09232246	NOGUERA CARLOS NIETO	603 W JEFFERSON ST	MONROE	NC	28112
09232245	MELLENDEZ JENNIFER	601 W JEFFERSON ST	MONROE	NC	28112
09232247	LOBERGER DALE A	502 S WASHINGTON ST	MONROE	NC	28112
09273004F	PINNACLE HOMES USA LLC	2908 MORGAN MILL ROAD	MONROE	NC	28110
09232228	PYLE KIM	704 W FRANKLIN ST	MONROE	NC	28112
09273004C	PINNACLE HOMES USA LLC	2908 MORGAN MILL ROAD	MONROE	NC	28110
09273004D	PINNACLE HOMES USA LLC	2908 MORGAN MILL ROAD	MONROE	NC	28110
09232231	WARD JUDY ROBINSON	602 W FRANKLIN ST	MONROE	NC	28112
09273004E	PINNACLE HOMES USA LLC	2908 MORGAN MILL ROAD	MONROE	NC	28110
09232227	SMITH BRADFORD R	703 W FRANKLIN ST	MONROE	NC	28112
09232230	MCGINNIS ELEANOR D	505 E TALLEYRAND AVE	MONROE	NC	28112
09232232	HILL SHANNON M	600 W FRANKLIN ST	MONROE	NC	28112
09232222	PORTER PEGGY B	601 WEST FRANKLIN ST	MONROE	NC	28112
09232223	VIDAL GUSTAVO	605 W FRANKLIN ST	MONROE	NC	28112
09232224	MAGGARD JAMES	607 W FRANKLIN ST	MONROE	NC	28112
09232229	WALTERS ANN GRIFFIN	1003 OAK HILL DR	MONROE	NC	28110
09232249	LYONS LANCE	14213 HILLSIDE DR	JAMUL	CA	91935
09232250	CLARK BETTY A	600 W JEFFERSON ST	MONROE	NC	28112
09232225	JOYCE DAVID	609 W FRANKLIN ST	MONROE	NC	28112
09232249A	SUTTON REBECCA DIANE	3319 WAXHAW HIGHWAY	MONROE	NC	28112

W CROWELL ST

W JEFFERSON ST

W FRANKLIN ST

W MORGAN ST

N BRANCH ST

N COLLEGE ST

APO Map

604 W. Franklin St.

Legend

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



City-wide Ordinance Enforcement Discussion



Historic District Commission

May 8, 2023

Page 45 of 62

Lisa Stiwinter, Director of Planning and Development

Meeting Agenda:

1. Police Department ordinances and violations
2. Engineering Department ordinances and violations
3. Planning & Development Department ordinances and violations
4. How to submit a ordinance violation complaint
5. Contact Information

Police Department Ordinances

➤ **Abandon & Junked Motor Vehicles Ordinance-Chapter 90:**

- Regulates abandon, hazardous and junk vehicles

➤ **Animal Control Ordinance-Chapter 91:**

- Regulates livestock and containment of animals
- Regulate dogs
- Enforces the abuse of animals

➤ **Noise Control Ordinance-Chapter 92:**

- Regulates loud and disturbing noises
- Regulates particular sounds impacting residential life
- Regulates loud noises as a result of animals
- Regulates motor vehicle noise

Police Department Ordinances

➤ Stopping, Standing or Parking Restricted And Prohibited in Residential Districts-Chapter 72.45.

- Regulates the stopping, standing, parking or otherwise leave unattended any of the following vehicles in residential districts to include any driveway, street, front yard or alley:
 - commercial motor vehicle, dump truck, excursion passenger vehicle, horse trailer, property hauling vehicle, or any other type of passenger or commercial vehicle that exceeds two rear axles or four tons



➤ Maintenance of Portions of Street Right-of-Way-Chapter 77.52

- Every owner, tenant, or occupant having control of property or lot fronting any city street or roadway in the City shall:
 1. Keep right-of-way between property line & edge of pavement or curblin, including sidewalk, clean and clear of all weeds and other vegetation, shall keep any grass thereon cut and keep drains and street gutters open and free from obstruction.
 2. Keeps streets and sidewalks clear of overhanging limbs, bushes, shrubs, vines & other vegetation along with any obstruction which interfere with the public use of the street or sidewalk.
- Engineering Department has authority to cause the removal of any shrubbery and trees or other obstructions from street right-of-way including dedicated or recorded easements for sight distance.

Engineering Department Ordinances

➤ Solid Waste-Chapter 55

- Yard Waste Collection:
 1. Yard waste shall not be mixed with other trash, construction debris, tires, etc.
 2. Yard waste such as tree limbs, cuttings and shrubbery shall be cut in lengths no greater than four (4) feet and no greater than six (6) inches in diameter. Trimmings and grass cuttings must be bagged.



Engineering Department Ordinances

➤ Solid Waste-Chapter 55

- Construction Material:
 1. Property owner shall dispose of debris resulting from construction, demolition or repair of buildings to include brick, stone, plumbing materials, plaster, asphalt, roofing, floor coverings, gutters, wood, and shingles.
 2. Should be disposed at Union County Transfer Station



Engineering Department Ordinances

➤ Solid Waste-Chapter 55

- Bulky Waste Collection (residential only):
 1. Consist of discarded furniture, junk, appliances and other similar items on day of residential garbage collection.
 2. Bulky items must not be co-mingled with solid waste or yard waste to scattered throughout front yard. Loose items must be bagged.



➤ Code Enforcement Division:

- Public Health Nuisance-Chapter 93
- Minimum Housing Standards-Chapter 153
- Abandon Structure-Chapter 153
- Parking in the Yard-Chapter 72.26

➤ Planning & Zoning Division:

- Illegal home occupations-Chapter 157, Section 7.4
- Illegal signs-Chapter 157, Section 8.2
- Historic Tree Removal or work in Historic District without Certificate of Occupancy (COA).
- Accessory buildings, fences, home addition etc., without permit, Chapter 157, Section 3.4.20, Section 7.5, & Section 8.3.10

Code Enforcement Violations

- **Public Health Nuisance** is considered a condition or activity involving real property that amounts to an unreasonable interference with the health, safety, morals, or comfort of the community.
- Conditions that constitute a PHN include:
 - Neglect of property
 - Unauthorized accumulation of solid waste and litter
 - Dilapidated conditions on premises
 - Storage/use of upholstered furniture outdoors
 - Uncontrolled growth of weeds or grass greater than 12 inches
 - Junk and debris

Public Health Nuisance Violations

HIGH GRASS



JUNK & DEBRIS`



UPHOLSTERED FURNITURE



Minimum Housing Standards

- In 1992, Minimum Housing Ordinance was adopted to establish minimum standards/requirements for the occupancy of all buildings used for human habitation.
- Ordinance was a result of the city finding dwellings that were unfit for human habitation due to the following:
 - Deteriorated or dilapidated
 - Defects increasing the hazards for fire and accidents
 - Lack of ventilation, light or sanitary facilities,
 - Other conditions rendering such dwellings unsafe or unsanitary, dangerous and detrimental to the welfare of residents.

Minimum Housing Standards Violations

DILAPIDATED & UNFIT



DETERIORATED & FIT



**DETERIORATED &
UNFIT**

Parking in the Yard

- Vehicles shall be parked in an approved parking or loading space-concrete, asphalt, or existing gravel
- Vehicles shall not be placed or parked in the front yard or front and side yard of corner lots
- Vehicles include cars, trucks, boats, RVs, campers and buses
- Code Enforcement's operating procedure is to provide a brochure first and then ticket in the amount of \$25.00



Planning & Zoning Violations

➤ Illegal Home Occupations:

- Unified Development Ordinance (UDO) allows certain business to be permitted in a residence as a home occupation if they meet certain requirements.
 - Permitted uses: personal offices; beauty/barber parlors; dressmaking; photography; cake making or decorating; artist or craftwork; computer consulting; teaching/tutoring; day care (no more than 5 kids); and yoga/massage instruction/therapy.
- Prohibited uses: on-site retail; repair, service and painting of vehicles; catering or commercial bakeries; tool, equipment, or vehicle sales or rental; veterinary clinic/hospitals, kennel or stable; physicians, dentist or chiropractor; funeral parlor; food vendors, or restaurants.



Planning & Zoning Violations

➤ Signs:

- No sign may be constructed, erected, altered, replaced or modified without a permit and shall comply with the sign requirements in the sign ordinance.
- Prohibited signs

➤ Accessory buildings, fences, home additions, etc.

- All require a permit and to meet certain ordinance standards.

➤ Historic Tree Removal or work in Historic District without a Certificate of Appropriateness (COA) approval.

How to submit a complaint

- Go to the City of Monroe's website on the main page to report an issue. Listed below is the link:
 - <https://www.monroenc.org/>. The report an issue is located at the top right hand corner. Complete the form with the complaint leaving out your name and address.
- Call or email and request to speak with a staff member or Administrative Assistant. All contact information is located on the website for each department as well as the main point of contacts on this slide show.
- Mail a letter to the City of Monroe at PO Box 69, Monroe, NC 28111.
- Call or email to schedule a meeting with department to discuss any concerns.

Contact Information:

- City of Monroe main webpage: <https://www.monroenc.org/>
 - Report An Issue-top right hand corner
- Lisa Stiwinter, Director of Planning and Development at 704-282-4569 or lstiwinter@monroenc.org.
- Laurie Broome, Engineering Department at 704-282-4565 or solidwaste@monroenc.org
- Street Division, Engineering Department at 704-282-4667.
- Police Department non-emergency number at 704-282-4700 or non-emergency number for the 911 Dispatch Center is 704-289-1591
- Keri Mendler, Senior Planner at 704-282-5797 or kmendler@monroenc.org
 - Historic District violations (Illegal home business, tree removal, work without a COA, etc.)
- Robert Rushing, Code Enforcement Officer III at 704-282-4522 (office), 704-361-8199 (cell) or rrushing@monroenc.org
- Code Enforcement Administrative Assistant at 704-282-5770 or hbumgarner@monroenc.org