

# HISTORIC DISTRICT COMMISSION MEETING



**Monday, June 8, 2020– 6:30 P.M.**  
**Conference Room – City Hall**  
**300 West Crowell Street - Monroe, NC**

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| <b><u>Item 1.</u></b> | <b>Call to Order – Roll Call</b>                                                                                                                                                                                                                                                                                                      |
| <b><u>Item 2.</u></b> | <b>Approval of Minutes – May 11, 2019</b>                                                                                                                                                                                                                                                                                             |
| <b><u>Item 3.</u></b> | <b>Conflicts of Interest</b>                                                                                                                                                                                                                                                                                                          |
| <b><u>Item 4.</u></b> | <b><u>COA 20-15000033 Certificate of Appropriateness</u> – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Philip Millward to enclose half of the existing deck with a screened in area and roof at the property located at 203 S. Washington Street (Tax ID #09-232-144)</b> |
| <b><u>Item 5.</u></b> | <b>Other</b>                                                                                                                                                                                                                                                                                                                          |
| <b><u>Item 6.</u></b> | <b>Next Meeting: July 13, 2020</b>                                                                                                                                                                                                                                                                                                    |
| <b><u>Item 7.</u></b> | <b>Adjournment</b>                                                                                                                                                                                                                                                                                                                    |

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

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cc: Planning Staff  
Mujeeb Shah-Khan  
Ashley Duncan

# **HISTORIC DISTRICT COMMISSION MINUTES**

**MONDAY, MAY 11, 2020 AT 6:30 PM**

**CONFERENCE ROOM - CITY HALL**

**300 West Crowell Street, Monroe, North Carolina**

To be Approved at the June 2020 Meeting  
Attendees to Sheri Laney on 5-12-20

## **ITEM 1: Call to Order.**

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

Members Present: Richard F. Ali, Bob Bullard, Philip Millward, Jennifer Smith, Susan Sganga (alternate) and Archie Morgan (alternate)

Members Absent: James Kerr and Megan Wozeah

Staff Present: Keri Mender, Planner, Ashley Britt, Assistant City Attorney (on Zoom) and Maryann Brown, Administrative Assistant (on Zoom)

Guests: John Wiggins, Jordan Hennessee and Dale Loberger

Susan Sganga (alternate) and Archie Morgan (alternate) were seated in the audience. Chairman asked Susan Sganga and Archie Morgan to sit on the dais with the Commission to fill in for James Kerr and Megan Wozeah, who were absent.

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

## **ITEM 2: Approval of Minutes.**

Chairman asked the Board if there were any questions, additions or deletions to the minutes of the December 9, 2019 meeting. He called for a motion to adopt the minutes of the meeting.

**Motion:** Jennifer Smith moved to approve the minutes of the December 9, 2019 meeting.

**Second:** Philip Millward

**Action:** The motion to approve the minutes passed unanimously.

**ITEM 3: Conflicts of Interest.**

There were no conflicts of interest.

**ITEM 4:**      **COA 20-15000026 Certificate of Appropriateness – The Historic District**  
**Commission is requested to consider a Certificate of Appropriateness request from James Harkey to change the design of three (3) windows on the front elevation from nine (9) over one (1) pane design to one (1) over one (1) pane design at the property located at 105 W. Houston Street (Tax ID #09-235-041)**

Keri Mendler informed the Commission that this COA request was withdrawn by the applicant. She said the applicant had previously replaced sashes on a window and installed a one over one window and the old window was a nine over one pane design. She said late last week the applicant had gone ahead and put in the nine over one pane design back. She said the applicant is no longer requesting that design change and therefore there is nothing further for the Commission to consider.

Chairman said to Keri that he knows that this meeting was held tonight so that this request did not go into that period of time where it was automatically approved. He asked Keri if they are aware that this is off the table now and they would have to come back to us. Keri said yes, she told him that any other changes will require approval. She said the application is withdrawn and there is nothing else to consider with it.

Jennifer Smith said there are two (2) separate families living in that house. Philip Millward said in looking at the house, the left hand side was condemned and as far as he is aware someone is living in there now. Keri said we can check into this. She said Code Enforcement and the Senior Planner have gone into the house and did see that it was converted to a single family. She said we should not have any more discussion on this since it is not in the purview of the Historic District.

**ITEM 5.**      **COA 20-15000029 Certificate of Appropriateness – The Historic District**  
**Commission is requested to consider a Certificate of Appropriateness request from John Wiggins to install an exterior door on the west side façade and approval of previously removing two (2) trees at the property located at 400 West Windsor Street (Tax ID #09-232-209)**

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler and John Wiggins came forward to be sworn.

Keri Mendler, Planner, introduced this item and said this is a COA request from John Wiggins to add a door on the left elevation in order to access a basement and receive approval for previously removing two (2) trees on the left side of the property at 400 West Windsor Street. She said the findings are as follows:

**Findings:**

1. The subject property located at 400 West Windsor Street is owned by Kristofer Carlson and is zoned R-10 (Residential-High Density). (Exhibit 1,2)
2. The property is located in the South Monroe Historic District expansion. (Exhibit 3)

3. On March 16, 2020, the applicant applied for a COA in order to request approval to add a concrete stairway and metal door with a glass panel on the west side elevation. This door is necessary because the homeowner is constructing a basement in the existing crawl space and building code requires a means of ingress/egress from the basement. (Exhibit 4, 5)

Mr. Wiggins made a correction to the request. He said it would be a solid, wood door, not metal.

4. The application also includes a request of previously removing two (2) trees on the left side of the house. In August of 2019, an individual on behalf of Mr. Carlson requested a staff level approval to remove two (2) trees on the left side of the house. Staff requested a tree report from the Union County Arborist. The tree report indicated the trees should be monitored annually for changes in the roots, trunk and limb junctions and that damage to the crown should be cleaned of all dead and hanging limbs and branches. The report was sent to the applicant and the information was relayed that staff could not approve the removal at staff level but if they wished, they could seek approval from the Historic District Commission. Staff did not receive any guidance on how they wished to proceed. In March 2020, a new application was filed for the basement work and staff noticed the trees had been removed in the pictures submitted for that work and informed the homeowner/applicant that the tree removal should be added to this application. (Exhibit 6, 7)
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8)

Keri said staff has provided the appropriate guidelines and conclusions in the staff report. She said she would be happy to answer any questions and the applicant is here as well to answer any questions. She also said there is a sample motion sheet in front of you. She said Ashley Britt wanted to remind you that you do not have to read out the conditions part unless you are actually approving conditions on the application.

Chairman asked if there were any questions for Keri.

Jennifer Smith asked Keri if the trees had been removed. Keri said yes.

Chairman asked if there were any questions for Mr. Wiggins.

Bob Bullard asked Mr. Wiggins if the owner had any plans for replacing the trees. Mr. Wiggins said he does. He said according to the report, the trees were irreparably damaged at the time that the arborist came and they had already been cut by a professional tree service. He said they were apparently cut incorrectly. He said there was a lot of money put into the tree house in the biggest tree, but due to structural failing of the tree, the tree house was removed. He said they had submitted to remove the trees and were told that they should be monitored annually, not to remove the trees. He said while Kris was in Florida over Christmas last year, they had a lot of water going into the basement and had some big cracks that Mr. Woodruff has noticed. He said Mr. Woodruff had originally submitted for the removal of the trees and the trees were removed. He said this is how the story was relayed to him. He said in reading the report from the Union County Arborist, he could see that the trees had already sustained damage. He said Kris loves trees and will have a professional landscape designer in and is going to do some new

landscaping and planting some new trees. He said everything that Kris has promised in this community he has always carried through.

Jennifer Smith asked Mr. Wiggins if they were designated trees or 100-year old trees. Mr. Wiggins said he did not think they were. Keri said typically Bill Smith will include in his report if the trees were tagged. She said she did not see this in the report.

Archie Morgan asked Keri what the criteria is for replacing trees. Bob Bullard said he read that it has to be either the same type of tree that was cut down or similar. He said on Church Street we have lost eight (8) major trees. He said as far as he knows, none of them have been replaced. He said at the rate we are going, it won't be long before we have no tree covering in the Historic District. He said many of the trees are 100-years old or more and are diseased.

Archie Morgan said what he has seen is that nothing has been done to the trees. He said periodically you have to cut the dead out, do selective pruning, etc. He said we are talking a lot of money. He said Arbor Guard charges \$1,000 to treat an elm tree with Dutch Elm.

Keri said to Mr. Morgan that the guidelines do state that trees or hedges that are removed due to disease or storm damage must be replaced with a new tree or hedge of the same species or similar appearance. She said we also have a list of trees in the guidelines at the back.

Chairman asked Keri if this Commission would require the tree to be replaced. Keri said the Commission can make that a stipulation. She also said that since the application says a metal door and the Commission feels that they would want a wood door, that should also be part of your motion.

Jennifer Smith asked Mr. Wiggins if he was building a trench or walkway to that door because it looks like you would have to crawl underneath. Mr. Wiggins said they will build a stairwell so that it will start before the door, go down and then make a right into the space.

Jennifer Smith asked Mr. Wiggins how long the property owner has been living at the house. Mr. Wiggins said for some time. He said they moved into Tom Woodruff's house and that is where they now reside until the house is finished. He said they do want to move back in. He said the house is undergoing renovation, including this basement. He said the basement is the only part he is involved in.

Archie Morgan asked Keri if the tree list in the guidelines talk about the size of the tree. Keri said no, but the City of Monroe zoning code requires a 1.5-inch caliper tree for new homes.

Chairman asked if there were any questions. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA 20-15000029.

**Motion:** Philip Millward moved that the Historic District Commission find as fact that the proposed project COA application No. 20-15000029, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the guidelines state that...

Keri said as a reminder the relevant design guidelines are in the staff report.

Mr. Millward said the new concrete stairway to be used to access the basement and a new wooden, mahogany door will be added to the basement. Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

Discussion was held on adding replacement of the trees as part of the motion. Keri said that Mr. Millward can refer to the zoning code so that it is clear for everyone and the applicant is agreeable with a 1.5-inch caliper. Mr. Wiggins asked Keri if they would become canopy trees. Keri said yes. Mr. Wiggins said as long as we don't circumscribe where you can put the trees on the property, he did not think that would be a problem at all. Keri said it is up to this Commission. She said as long as they are somewhere far enough away from the foundation and won't cause future damage. Mr. Wiggins agreed.

Jennifer Smith asked how many trees will be replaced. Chairman said two (2) trees were taken down, two (2) need to be replaced.

Keri asked Mr. Millward if this was part of his motion. Mr. Millward said yes. Keri also asked if there should be mention about the door. Chairman said the motion should state that the application was amended from a metal door to a wood, mahogany door. Mr. Millward agreed.

**Motion:** Philip Millward moved that the Historic District Commission find as fact that the proposed project COA application No. 20-15000029, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because of the guidelines as stated, with the following conditions:

1. A new wooden, mahogany door will be added to the basement. The application was amended from a metal door to a wood door.
2. Replacement of two (2) trees that were removed, to comply with the City of Monroe Zoning Ordinance.

Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

**Second:** Richard Ali

**Action:** The motion to approve passed unanimously.

**Motion:** Richard Ali said based on the preceding findings of fact, he moves that the Historic District Commission approve a Certificate of Appropriateness to John Wiggins regarding the proposals as shown in application No. 20-15000029, with the condition that the door be changed from metal to wood (mahogany) and the two (2) trees that were removed be replaced, to comply with the City of Monroe zoning code.

**Second:** Archie Morgan

**Action:** The motion to approve passed unanimously.

**ITEM 6.** **COA 20-15000028 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jordan Hennessee to add a wooden deck on the rear elevation at the property located at 321 E. Houston Street (Tax ID #09-231-131)**

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler and Jordan Hennessee came forward to be sworn.

Keri Mendler, Planner, introduced this item and said this is a COA request from Jordan Hennessee to construct a deck on the rear elevation at 321 E. Houston Street. She said the findings are as follows:

Findings:

1. The subject property located at 321 E. Houston Street is owned by Jordan Hennessee and is zoned R-10 (Residential-High Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On March 16, 2020 the applicant applied for a COA to add a deck in the rear yard. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7)

Keri said staff has provided the appropriate guidelines and conclusions in the staff report. She said she would be happy to answer any questions and the applicant is here as well to answer any questions.

Keri said that Philip did have this house at one point and he applied for a slightly smaller deck. She said that since his request wasn't acted on and this deck is a different design, Mr. Hennessee had to reapply.

Chairman asked if the deck was going to be constructed with no railing. Mr. Hennessee said yes. He said it is about 30 inches at the farthest end of the deck, which is within the code. Keri said Mr. Hennessee will be applying for a permit so if there is an issue with the deck height, then that would be addressed at that time.

Philip Millward asked if the deck would be attached to the house. Mr. Hennessee said no, but it will be at the floor level of the house, but not attached.

Chairman asked if there were any further questions. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA No. 20-15000028.

**Motion:** Jennifer Smith moved that the Historic District Commission Findings of Fact for COA No. 20-15000028 be approved and constructed according to the plans reviewed at this meeting and is congruous with the character of the district because of the guidelines as stated, and therefore, the application is in harmony with the special character of the neighboring properties and/or the historic district as a whole.

**Second:** Susan Sganga

**Action:** The motion to approve passed unanimously.

**Motion:** Philip Millward said based on the preceding findings of fact, he moves that the Historic District Commission approve the Certificate of Appropriateness to Jordan Hennessee regarding the proposals as shown in application No. 20-15000028.

**Second:** Jennifer Smith

**Action:** The motion to approve passed unanimously.

**ITEM 7.      COA 20-15000032 Certificate of Appropriateness – The Historic District  
Commission is requested to consider a Certificate of Appropriateness request from  
Dale Loberger for approval of a previous request to demolish an interior chimney  
at the property located at 502 S. Washington Street (Tax ID #09-235-220)**

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler and Dale Loberger came forward to be sworn.

Keri Mendler, Planner, introduced this item and said this is a COA request from Dale Loberger for previously demolishing an interior chimney at 502 S. Washington Street. She said this was approved by staff based on the opinion of our Building Inspector that an unsafe situation was present with the deterioration of this chimney. She said, however, that staff did make the approval contingent on Mr. Loberger seeking approval from the Historic District Commission to leave it as is, i.e., no chimney (she said the chimney has been removed) or, reconstruction of the chimney from the roofline up would be required. She said this has been done in the past by this Commission. She said the findings are as follows:

**Findings:**

1. The subject property located at 502 S. Washington St. is owned by Dale Loberger and is zoned R-10 (Residential-High Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On April 9, 2020, Mr. Loberger contacted staff about a concern he had regarding the deterioration of one of his interior chimneys at his home. After reviewing his concerns, contacting other jurisdictions in the State and seeking advice from the State Historic Preservation Commission, staff requested a building inspector conduct a safety inspection. After the inspection, Bryan McAllister indicated the deterioration of the chimney created an unsafe condition and should be removed immediately. (Exhibit 4-6)
4. According to North Carolina General Statute §160A-400.13, the regulation of historic landmarks shall not be construed to prevent the demolition of any such feature which the building inspector or similar official shall certify is required by the public safety because of an unsafe or dangerous condition. With that being said, staff did approve Mr. Loberger to remove the interior chimney and did indicate that as a condition of that approval, he would have to appear before the Historic District Commission and seek approval of the chimney removal or to see if the Commission would require a re-construction of the chimney above the roofline as has been done in the past. (Exhibit 7, 8)
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.

6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9)

Keri said staff has provided the appropriate guidelines and conclusions in the staff report. She said she would be happy to answer any questions and the applicant is here as well to answer any questions.

Chairman asked if there were any questions for Keri.

Archie Morgan asked if we are basically deciding whether we would require the chimney to be replaced. Keri said yes. Mr. Morgan asked if this Commission has required this in the past. Keri said there was one that was required by the Commission to be reconstructed. She said the only thing she can say about that is it was very visible from the road. Mr. Morgan said this is a chimney that you cannot see from the front of the house and if you want to see it you basically have to trespass on the property in the back. He said he does not think the Historic District is losing much by losing a chimney that no one can see.

Chairman asked Mr. Loberger if his preference is not to reconstruct the chimney. Mr. Loberger said correct. He said the fireplace is actually in the dining room. He said his house is also a designated property for the County. He said one of the three features of his house is that particular mantle. He said part of the reason he did not want to reconstruct the chimney is that he could not make it a functioning fireplace without changing the dimensions of the fire box. He said he has already rebuilt the fire box and it is almost the exact dimensions of the original. He said the reason a lot of this work was already done prior to this meeting is because he stepped on the hearth to wind the clock and the hearth went through the floor.

Archie Morgan asked Mr. Loberger if he was going to put in some gas logs. Mr. Loberger said no.

Chairman asked if there were any further questions. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA No. 20-15000032. Keri said to relate back to the design guidelines in your staff report when making your motion.

**Motion:** Archie Morgan moved that the Historic District Commission find as a fact that the proposed COA No. 20-15000032, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district in regard to the retention and preservation of 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, with the exception that this particular chimney is out of sight and therefore we will not require that it be replaced. Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

**Second:** Philip Millward

**Action:** The motion to approve passed unanimously.

**Motion:** Philip Millward said based on the preceding findings of fact, he moves that the Historic District Commission grant a Certificate of Appropriateness to Dale Loberger regarding the proposals as shown in application COA No. 20-15000032.

**Second:** Richard Ali

**Action:** The motion to approve passed unanimously.

## **ITEM 8.**        **Other**

Keri said she had provided a copy of the latest Certificate of Appropriateness log with the packets. She asked if there were any questions. She said COA applications are starting to pick up. She said there have been a lot of trees that have been received for staff approval.

Archie Morgan asked Keri what was in place where we can remind the homeowner that a tree needs to be replaced. Keri said we will just need to follow up on a staff level. She said part of the staff approval process includes the guideline where the tree needs to be replaced. Mr. Morgan asked if that was not this Board's purview. Keri said you can certainly let your neighbors know but when it is approved at staff level it is going to be staff's responsibility to make sure it is done. She said she has to make sure that it can be done at staff level since they are guidelines. She said she will look into this.

Chairman asked Keri what mechanism is in place to know when a tree is removed. He said if we are going to require a tree be replaced, how do we know if someone has taken down a tree and it needs to be replaced. Keri said not knowing if a tree has been taken down is one aspect of this. Keri said if we know that a tree has been taken down, our only avenue right now is to come before this Board.

Archie Morgan said there was a huge tree on Houston that fell, and it is going to cost an arm and leg to clean it up and the owner is not going to pay it. He asked who would take care of this. Keri said Code Enforcement has some regulations on tree limbs or large trees. She said she does not know the exact specifics of it, but it came out of one of the Neighborhood Walks a few years ago. She said she believes that Code Enforcement can go in and abate this and then put a lien on the property. She said she believes that this is how they do it.

Jennifer Smith said she wonders why their homeowner's insurance would not pay for the tree. Keri said there are some financial issues to begin with so she is not sure why.

Jennifer Smith said on Friday, a huge tree was taken out of the front yard of the house that sits on the corner of Houston and Church. Keri said she believes they have a COA. Chairman asked if the homeowner has to replace that tree. Keri said she will have to find out how this works. Jennifer Smith said there is no space for a tree unless the stump is removed.

Archie Morgan asked Keri if Code Enforcement works by report only or do they drive around looking. Keri said they actively ride around. She said they do get phone calls where they have to check things as well. She said if you see something, there is an online reporting system on the website.

Bob Bullard asked if the property owner at 407 Church was informed that they have to replace the tree. Keri said the guidelines say that you should replace a tree that has been removed with a similar species. She said when it is at staff level, she has to receive more guidance on staff's enforcement ability.

Bob Bullard said Archie brought up something earlier that you can put a one (1) gallon tree out or you can put out a tree that you need some equipment to plant the tree. Keri said if it is something that we approved tonight, we would refer back to the zoning code which is the 1.5-inch caliper tree.

Dale Loberger said the younger the tree, the better chance of its survival. He said a larger tree is going to run into more potential issues. He said he has planted many seedlings that are now 60-foot oak trees in his yard.

Archie Morgan said one thing that is devastating to a tree is ivy growing up them. He said ivy is all over the trees in the Historic District and it will kill every tree in time. Keri said unfortunately we do not have anything in the guidelines for this.

Chairman asked if there was anything else to discuss. There was no other discussion.

**ITEM 9:**            **Next Meeting**

Chairman said the next meeting is scheduled for June 8, 2020 at 6:30 p.m. Keri said we have one (1) item for the agenda.

**ITEM 10:**            **Adjournment.**

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

**Second:**           Philip Millward

**Action:**            The motion to adjourn passed unanimously.

The meeting adjourned at 7:47 pm.

Respectfully submitted,

Richard F. Ali  
Chairman

Maryann Brown /s/  
Secretary to the Board



**STAFF REPORT**  
*Case # 20-15000033*

**TO:** Historic District Commission Members

**DATE:** June 8, 2020

**FROM:** Doug Britt, Senior Planner

**PREPARED BY:** Keri Mendler, Planner

**SUBJECT:** Certificate of Appropriateness request at 203 S. Washington Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Philip Millward to enclose half of the existing deck with a screened in area and roof at 203 S. Washington Street.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness

**Date of Petition:** 4-30-20

**Name of Petitioner:** Philip Millward

**Location:** 203 S. Washington St.

**Tax ID #:** 09-232-144

**Lot Size:** 0.17 acres

**Zoning Classification:** R-10 (Residential-High Density) & OT (Office Transitional)

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**GENERAL INFORMATION**

**Circa 1940**

First appearing in the 1942-43 Monroe City Directory, this one-and-one-half-story frame colonial Revival house features a double-pile plan with a side-gable roof and a front-facing, one-story gabled bay. A single-shoulder brick chimney rises between two six over six windows in this bay, and the main entrance is located in the north side. A one-story porch on square-section classical posts shelters the entrance and a window on the left side of the facade. Above this window is a gabled wall dormer.

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## **RELEVANT DESIGN GUIDELINES**

### **Additions, pg. 67**

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent guidelines in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.  
*The screened-in area will be added to the existing deck on the rear elevation.*
3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.
4. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.  
*The addition of the screened area will be on the rear elevation.*
5. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.  
*This home is 2 stories and the addition of the screened area will not project above the second floor.*
6. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.
7. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.

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## **FINDINGS**

### **Staff offers the following Findings:**

The subject property located at 203 S. Washington Street is owned by Hayden Desio and is zoned R-10 (Residential-High Density) and OT (Office Transitional). (Exhibit 1-2)

1. The property is located in the South Monroe Historic District. (Exhibit 3)
2. On April 30, 2020 the applicant applied for a COA to construct a screened in area and roof over half of the existing deck on the rear elevation. (Exhibit 4-6)

3. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
4. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7)

### **CONCLUSIONS**

The proposal to enclose half of an existing deck with a screen porch and cover with a roof at 203 S. Washington Street as presented (is/is not) congruous in concept according to the *Addition* guidelines of the *South Monroe Historic District Guidelines*:

#### **Additions, pg. 67**

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent guidelines in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.
3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.
4. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.
5. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.
6. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.
7. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.

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

#### Attachments:

- Exhibit 1: Aerial Map
- Exhibit 2: Zoning Map
- Exhibit 3: Historic District Map
- Exhibit 4: Application
- Exhibit 5: Existing Conditions
- Exhibit 6: Example of the proposal
- Exhibit 7: APOs

Prepared by: KM 5-26-20

## Ortho Map

**Case #: 20-15000033**

### Legend

- Centerlines
- Parcels

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

**Owner: Hayden Desio**

**Acres: .17**



0 30 60  
Feet

Exhibit 1

## Zoning Map

**Case #: 20-15000033**

### Legend

Centerlines

Parcels

### Zoning Districts

#### Code

R-10

OT

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

**Owner: Hayden Desio**

**Acres: .17**



0 30 60  
Feet

Exhibit 2

S WASHINGTON ST

W TALLEYRAND AVE

LANE ST

## Historic District Map

**Case #: 20-15000033**

### Legend

-  Centerlines
-  Parcels
-  Historic District Expansion

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

**Owner: Hayden Desio**

**Acres: .17**



0 30 60  
 Feet

S WASHINGTON ST

W TALLEYRAND AVE

LANE ST

Exhibit 3



HISTORIC DISTRICT COMMISSION  
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: \_\_\_\_\_  
Application No: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
\_\_\_\_\_ Administrative review  
\_\_\_\_\_ Commission Review

1. Property location: 203 S Washington St Monroe, NC 28112  
Applicant's name: PM Home Solutions LLC  
Applicant's address: 505 Parker St, Monroe NC 28112  
Applicant's telephone number: 704-254 5764  
Applicant's email address: Philip@pmhomesolutions.net  
Applicant's FAX number: \_\_\_\_\_  
Property Tax Identification number: 092 - 321 - 44

2. The property is owned by (if different from above) Hayden Munn Desio  
Address: \_\_\_\_\_ Telephone: 919 523 4334

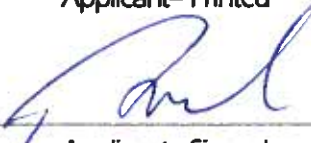
3. The following Certificate of Appropriateness is requested for: \_\_\_\_\_  
Please provide a brief description of the project: \_\_\_\_\_

COA # 1/2 DECK SCREENED IN BRAM WOODEN WITH ROOF ADDED

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).

Philip Millward

Applicant- Printed

  
Applicant- Signed

04/22/20

Date Submitted

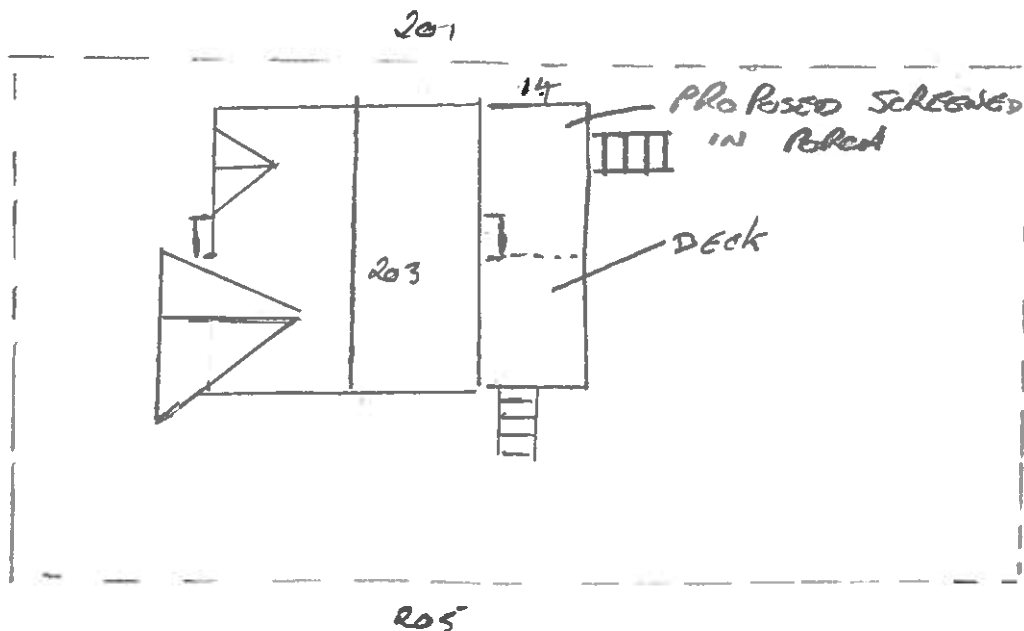
Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069; Telephone: (704) 282-4520; Fax (704) 282-4735. Applicants are responsible for providing all required information. Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

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

## HISTORIC DISTRICT COMMISSION FINAL PLAN SUBMISSION CHECKLIST

### Required materials for all applications:

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



DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date



*Picture for EXAMPLE*



*EXAMPLE*



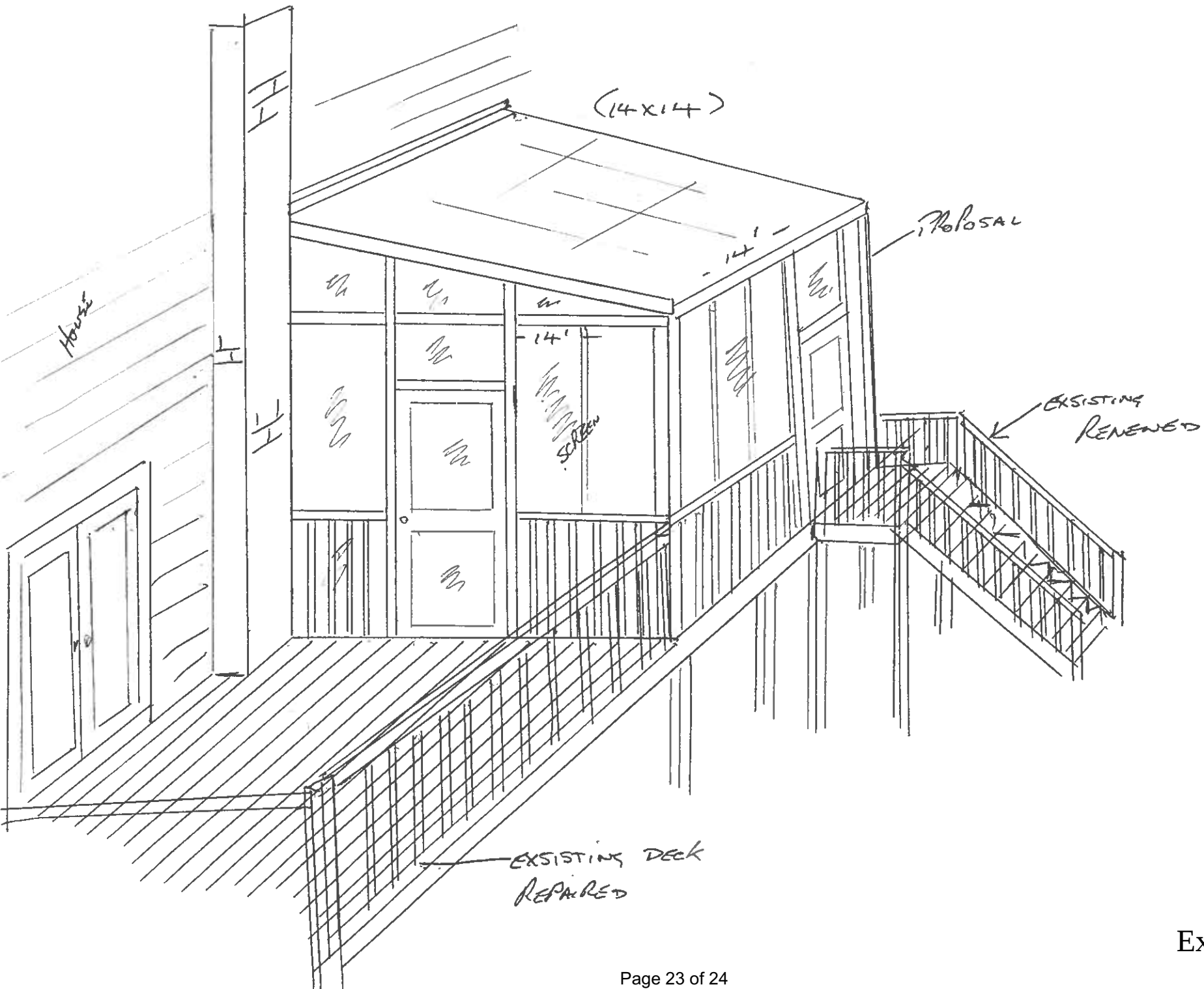


Exhibit 6

09232165  
HUFFMAN BILLIE O  
PO BOX 1008  
MONROE NC 28111

09232146  
HOLSHOUSER RUTH M ET AL  
5200 AMITY PL  
CHARLOTTE NC 28212

09232147  
TSITOURIS CHRISTOPHER ERIC  
4109 ROCKY RIVER RD S  
MONROE NC 28112

09232155  
SIMS PAUL M  
PO BOX 2261  
CORBIN KY 40702

09232139A  
NEWBILL KENNETH DARU  
NEWBILL FRANCINE RIVERA  
112 S TRYON ST #1600  
CHARLOTTE NC 28284

09232139B  
LAWRENCE F DONALD & WIFE DEBORAH  
O P O BOX 1014  
MONROE NC 28111-1014

09232145  
ZIMMERMAN NEAL & WIFE SUSAN  
207 SOUTH WASHINGTON ST  
MONROE NC 28112

09232140  
B K JONES & CO LLC  
PO BOX 1584  
MONROE NC 28112

09232166  
WIGGINS JOHN P  
WIGGINS DUSTI H  
108 S WASHINGTON ST  
MONROE NC 28110

09232144B  
MURRAY KEVIN  
6262 GRAYSTONE DR  
MATTHEWS NC 28104

09232124  
BRIDLE STEVE  
BRIDLE ELIZABETH ANN  
3251 OLD FIELD CREEK RD  
GRASSY CREEK NC 28631

09232158  
BRAINARD RICHARD B JR & WIFE ANN M  
304 WASHINGTON ST  
MONROE NC 28112

09232141  
GRECO THOMAS A  
GRECO SHERRY L  
10400 HADDONSHIRE LN  
CHARLOTTE NC 28211

09232149  
BRADLEY ELITE PROPERTIES  
316 N CHURCH ST  
MONROE NC 28112

09232162  
FREEZE JEFFERY TODD & LISA CAROL  
204 S WASHINGTON ST  
MONROE NC 28112

09232154  
DESIO MARGARET DAMON  
305 S WASHINGTON ST  
MONROE NC 28112

09232144  
HELMS TONY M  
HELMS JOYCE A  
301 S CRAWFORD ST  
MONROE NC 28112

09232124  
BRIDLE STEVE  
BRIDLE ELIZABETH ANN  
3251 OLD FIELD CREEK RD  
GRASSY CREEK NC 28631

09232163  
MARTIN SUSAN STILES  
200 WASHINGTON ST  
MONROE NC 28112

09232150  
CROWDER MAE AGNES BURVICK  
1102 WOODLAND AVE  
MONROE NC 28112-5245

09232156  
DILLION DEBORAH J  
300 SOUTH WASHINGTON ST  
MONROE NC 28112

09232142  
GOLDFARB WILLIAM & WIFE JILL  
PARKER  
& BRETT TAYLOR & JASON TAYLOR  
P O BOX 11982  
CHARLOTTE NC 28220

09232144A  
WADE MARTHA R  
2006 WALKUP AVE STE A200  
MONROE NC 28110

09232125  
WKG PROPERTIES LLC  
% WILLIAM GOLDFARB  
PO BOX 3200  
MONROE NC 28111

09232117  
UNITED STATES POSTAL SERVICE  
MONROE NC 28110

09232164  
FERGUSON JOEL & ANASTASIA M  
201 CRAWFORD ST  
MONROE NC 28112

**HISTORIC DISTRICT MTG OF 6-8-20**  
**203 S. Washington St**