

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, October 9, 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 – September 11, 2023**
- Item 3.** **Pledge of Allegiance & Moment of Silence**
- Item 4.** **Conflicts of Interest**
- Item 5.** **COA- PLHR-2024-00065- The Historic District Commission is requested to consider a Certificate of Appropriateness from Jorge and Alma Perez of 130 Homes, LLC to remove a 7-inch diameter Magnolia tree and a 6-inch Oak tree at 315 E. Houston Street. (Tax ID 09-231-128)**
- Item 6.** **COA PLHR-2024-00053- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Kevin and Melinda Plue to remove an existing wooden deck at 401 South Crawford Street and replace it with a concrete patio. (tax ID 09-235-213)**
- Item 7.** **COA PLHR-2024-00051- Certificate of Appropriateness- The Historic District Commission is requested to consider a Certificate of Appropriateness from the City of Monroe to construct to add a new walkway and wrought iron gates for the property located at 503 W. Jefferson St. (Parcel ID #: 09-232-242)**
- Item 8.** **Discussion: Historic District Signage**
- Item 9.** **Next Meeting: November 13, 2023**
- Item 10.** **Adjournment**

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

cc: Planning Staff
Richard Long
Terry Sholar

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, SEPTEMBER 11, 2023 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 10/02/2023

ITEM 1: Call to Order.

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

Members Present: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr and Allen Watson

Members Absent: Anna Dowdy and Jennifer Loria

Staff Present: Keri Mendler, Senior Planner; Richard Long, City Attorney; Megan Brightharp, Planner I; Patrick Blaszyk, Planner I; Ashlyn Penegar, Administrative Assistant II

Guests: AJ Asmar, Eric Storey, Alma Perez, Jorge Perez and Flo Rollins

ITEM 2: Approval of Minutes of July 10, 2023

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

Motion: Gladys Kerr moved to approve the minutes of the August 14, 2023 meeting.

Second: Jennifer Smith

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

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr and Allen Watson

NAYS: None

Item 3. Pledge of Allegiance & Moment of Silence

Gladys Kerr mentioned that is it 9/11 and we need to be mindful of those who died.

Chair agreed.

Item 4. Conflicts of Interest

There were none.

ITEM 5. COA PLHR-2023-00189- The Historic District Commission is requested to consider a Certificate of Appropriateness from AJ Asmar, the managing partner of 423 Developments, LLC, to construct a new home at 501 Everett Street. (Tax ID# 09-231-084)

Megan Brightharp and AJ Asmar approached the podium and were sworn in by the Chair.

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.

Megan Brightharp approached the podium and introduced herself. She proceeded to enter the proposed findings into the record.

Proposed Findings:

1. The subject property located at 501 Everett Street is owned by Anika Bahl and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On June 21, 2023 the applicant submitted an application requesting approval to construct a new 3 bedroom, 2 bathroom craftsman style home. At the August 14, 2023 meeting, the Historic District Commission tabled this request to allow the applicant time to address the concerns of the Commission. The applicant submitted a revised application proposing the following materials: fiber cement siding and trim, wood doors, 6 over 6 pane wood windows, black or white gutters, architectural shingles, a steel paneled garage door, and a concrete driveway to be stained dark gray. The applicant is proposing to have a side load garage that will face Charles Street; the driveway will extend from Charles Street to the garage. At the suggestion of the Historic District Commission, the applicant is proposing to include tapered columns, a decorative wooden vent above the front entrance, and a decorative gable Thornton brackets on the front of the home. (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)

Megan said Staff has provided the appropriate standards and conclusions in your Staff Reports and I will be happy to answer any questions that you might have and the applicant is here as well.

Chair said Megan, it might be helpful if you will go back and explain what our concerns were last time. I remember the columns and that vent that was missing. What other concerns did we have?

Gladys Kerr said the wooden windows.

Megan Brightharp said he is proposing 6 over 6 wooden windows.

Chair asked what other concerns did we have?

Megan Brightharp said I have listed the tapered columns, the decorative vent, the Thornton brackets. There was discussion about the garage door as well and I believe the shutters were also a concern and I want to say the door, but I can't remember if it was for this case.

Chair asked if this facing Everette?

Megan Brightharp said yes.

Chair said ok.

Megan Brightharp said it will have garage and driveway access from Charles Street.

Gladys Kerr said to the applicant, I like your shutters and I'm happy you got the vent. The columns also looked very nice. I'm hoping your gutters will be white.

Chair asked does anyone have any questions for Megan?

Jennifer Smith said just the applicant.

AJ Asmar approached the podium and introduced himself.

Jennifer Smith said I think those shutters are farm style looking. I don't think they go with that house at all.

Gladys Kerr said I disagree, Jennifer.

Chair said I don't know that I hate them, but they do look like farm style.

Matt Klaren said I agree with Jennifer. I think you've done a very nice job addressing most of our concerns. So, thank you for that, it's nice to have someone come back who is prepared. But, I

do agree with Jennifer on the shutters, that's not a major construction issues. That's more of a design.

Jennifer Smith said it takes away from the house.

Chair asked the Board, are you all leaning more towards no shutters?

Jennifer Smith said or louvered or paneled with some kind of architectural design. I love the columns, this is beautiful.

Chair said the columns turned out nice, but a lot of people wind up when we don't like their shutters, they go get the plastic ones down at the big box store.

Jennifer Smith said that's not approved, they need to be wood, of course.

Matt Klaren said we talked more about the cosmetic on a lot of things.

Gladys Kerr asked could you paint those white?

AJ Asmar said yes, we could.

Gladys Kerr said I like the shutters and I like white trim. I love the columns and gutters.

Jennifer Smith said they just look like barn shutters.

Chair asked how do you like the house without gutters?

Matt Klaren asked have you looked at the box design?

Mr. Asmar said I have and to be honest with you, Jennifer was here last meeting and she was telling me to look on Pinterest. If you look on Pinterest, the majority of the Craftsman style shutters, are identical to what is being presented in this photo.

Jennifer Smith said they sure are farm style to me.

Chair said I don't think the house looks bad without shutters.

Jennifer Smith said I don't either. I love the green.

Mr. Asmar said we would much rather prefer to not use shutters, if that's an option for all of you.

Gladys Kerr said I'm the only one that likes shutters and I'm the only farmer here too.

Chair said shutters are not a requirement for the District.

Jennifer Smith said everything else looks great.

Gladys Kerr said you've really complied with all of our requests.

Chair said we appreciate that very much and we appreciate the additional work that you've put in and also to the City Staff as well.

Mr. Asmar said thank you.

Chair asked do we have any other questions for Mr. Asmar? Hearing none, do we have anyone here that would like to speak in favor of this project? Hearing none, do we have anyone that would like to speak against? Hearing none, I will entertain a motion.

Motion: Archie Morgan made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2023-000189, if constructed according to the plans reviewed at this meeting tonight, with the decision of the Board is to not have any shutters on this particular house, is congruous with the character of the district because the standards state that that new building are to be consistent with the set back and spacing of surrounding district buildings that contribute to the overall historic character of the district and ensures that the new construction conforms with all pertinent standards in the district setting section. Therefore, the applicant 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 passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr and Allen Watson

NAYS: None

Motion: Archie Morgan made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness regarding the proposals as shown in COA application PLHR-2023-00189, with the following conditions, as previously mentioned.

Second: Jennifer Smith

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

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr, Allen Watson

NAYS: None

Item 6. COA PLHR-2023-00025-The Historic District Commission is requested to consider a Certificate of Appropriateness from Jorge and Alma Perez of 130 Homes, LLC, to construct a new home at 315 East Houston Street. (Tax ID# 09-231-128)

Megan Brightharp, Eric Storey and Jorge and Alma Perez approached the dais and were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself. She said, I'm here to present a Certificate of Appropriateness request from 130 Homes, LLC, to construct a new home at 315 E. Houston Street.

Proposed Findings:

1. The subject property located at 315 East Houston Street is owned by 130 Homes, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On July 26, 2023 the applicant submitted an application requesting approval to construct a new 3-bedroom, 2-bathroom craftsman style home. The applicant is proposing fiber cement and vinyl cedar shake siding, wood and metal trim, wood craftsman style doors, double hung wood windows with a grid pattern of windows on the top sash, copper plated gutters, architectural shingles, and an unstained concrete driveway. (Exhibit 4-5)
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 6-7)

Staff has provided the appropriate standards and conclusions in your staff report. I will be glad to answer any questions you may have and the applicant is also here to answer any question you may have for them.

Chair asked if there are any questions for Megan? There were none.

Eric Storey approached the podium and introduced himself, he said I am the General Contractor. There are two things that were a little off, the cedar shake, that's not going to be vinyl. We originally said it was going to be vinyl.

Jennifer Smith said that's what I was about to bring up.

Mr. Storey said that was an oversight on my part and we've corrected it. It will be wood. The gutters are aluminum, but they are copper colored.

Matt Klaren confirmed that it wasn't real copper.

Mr. Storey said yes, it's just the color.

Gladys Kerr said I would like to ask about the driveway. You said you had not planned to stain it?

Mr. Storey said that's correct.

Jennifer Smith said that's required.

Gladys Kerr said it's required.

Mr. Storey said if its required, we will do it.

Jennifer Smith said its required by the City.

Mr. Storey asked stained and colored by the City?

Jennifer Smith said no, that's their requirement for you to do that.

Mr. Storey asked the concrete itself?

Jennifer Smith said yes.

Mr. Storey asked the literal staining of the concrete?

Jennifer Smith said my driveway is a dark grey also, but they put that mixture in the cement when they pour it.

Mr. Storey said I just didn't know that was required.

Keri Mendler said just to clarify, it's the design standards requirement and not the City ordinances. So, it's up to your discretion whether or not you would like to require it.

Chair asked to be stained?

Keri Mendler said right, it's a design standard, it is listed, but the Commission can obviously vary from the design standards, if you give a reason why its unique in the particular situation.

Gladys Kerr said we've been requiring it since I've been here.

Keri Mendler said you have, I just wanted to make it clear that it's not an ordinance, it's a design standard.

Jennifer Smith said yes.

Mr. Storey said it has no effect on us, so if that's a requirement, it doesn't matter.

Allen Watson said that's been consistent.

Chair said we would like to see it stained. He asked, are they going to occupy the home or is it a rental?

Mr. Storey said it will be for sale.

Jennifer Smith asked what the price point would be?

Mr. Storey said we haven't purchased the plans yet, because we didn't know where it was going to go. So, the elevation is the elevation of the plans that he intends to build. But, we haven't purchased the plans yet. We just have the front elevation.

Chair said it says it's over 1,400 square feet.

Mr. Storey said I believe so.

Chair said this is what was submitted. It says 3 bedrooms, 2 bath and over 1,400 square feet of living space.

Mr. Storey said if you guys will specify the color preference of the concrete.

Chair said normally brown or grey.

Gladys Kerr said I like the grey.

Jennifer Smith said it fades though.

Matt Klaren asked Keri where this was in the standards?

Keri Mendler said yes, it basically says to avoid bright, stark white, concrete and why cities do that and it earth tone colors.

Jennifer Smith showed the example of the elevation and asked is this going to be elevated up, just like this? Is that going to be brick or this lattice looking?

Mr. Storey said the porch will be lattice.

Jennifer Smith said no, on the bottom part of the foundation.

Mr. Storey said that porch will be open underneath and then the front of the porch, where the stairs are, would be lattice. It will be raised up to the height of the surrounding houses are and

then that porch would be extended out where the roof line is and the front of that porch would be the lattice.

Chair asked you aren't sure of the window configuration.

Mr. Storey said typically the ones that we would do for the wood style, would be 4 panes on the top and then glass at the bottom.

Chair said as long as they are wood. Does anyone have any more questions?

Jennifer Smith showed the example in the Staff Report and asked this is the type of railing that you are planning to do also? Also, that railing will go down the side?

Mr. Storey said that's correct and with the tapered columns. I know with the last gentleman, he had the vents on the front, but our plan has the windows. I don't know if it matters for you guys, but it's just what's there.

Chair asked does that front porch wrap around down the side of the house?

Mr. Storey said no.

Jennifer Smith asked are you putting this little pergola looking thing over the top?

Mr. Storey said yes.

Jennifer Smith said I love that.

Chair said I like it too; it dresses it up. Do we have any more questions for Eric? Hearing none. Do we have anyone here that would like to speak in favor of this project?

Allen Watson asked are the back buildings rehab-able?

Chair asked are they storage buildings or what is it?

Mr. Storey said for the most part, it will be storage. I think I put in there (application) that they are going to address it when we get in there and start looking at it. I don't know the whole backstory.

Mr. Perez said they are big storage buildings and I don't have any more information right now.

Mr. Storey said I think my mindset is that in the future, whoever purchases that home, may be able to use that as an ADU, because the structure, whether legal or not, I think at some point prior to his ownership, somebody was living in there. I know they had plumbing at some point, I wouldn't sit here and tell you its habitable right now.

Chair asked do we have anyone here that would like to speak against this project? Not hearing any, I will accept a motion on this project.

Motion: Matt Klaren made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00025, if constructed accorded to the plans reviewed at this meeting, is congruous with the character of the district because of the standards that state, that the building is consistent with the setback and spacing of the surrounding district buildings that contribute to the overall historic character of the District and the construction conforms with all the pertinent standards in the district setting section, therefore the application is in general in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Archie Morgan

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

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr and Allen Watson

NAYS: None

Motion: Allen Watson made a motion based on the proceeding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to the applicant regarding the proposal as shown in COA PLHR-2024-00025, 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, Matt Klaren, Gladys Kerr and Allen Watson

NAYS: None

Item 7. COA PLHR-2024-00024- The Historic District Commission is requested to consider a Certificate of Appropriateness request for the property located at 1206 W. Franklin Street, from Flo Rollins for various projects that include the following: Replace rotten wood siding with cedar ridge woodgrain siding; replace existing steel wrapped wood door with a full steel door; and add additional railing to the front and side porches to match rear wrought iron railing on rear porch. (Tax ID # 09-273-205)

Megan Brightharp and Flo Rollins approached the dais and were sworn in by the Chair.

Megan Brightharp introduced herself and proceeded to enter the Findings of Fact.

Proposed Findings:

1. The subject property located at 1206 West Franklin Street is owned by Bill and Flo Rollins 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 July 31, 2023, the applicant applied for a COA to request approval for various projects including the following:
 1. Replace rotten wood siding with cedar ridge, composite acrylic, woodgrain siding;
 2. Replace existing steel wrapped wood door with a full steel door;
 3. Add additional railing to the front and side porches to match rear wrought iron railing on rear porch.(Exhibits 4-6)

The application also included the following items that have been approved at staff level: replace existing wrought iron railing on the rear porch with like materials and design and repair/replace window casings with like materials and design.

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. (Exhibits 7-8)

Megan Brightharp said Staff has provided the appropriate standards and conclusions in your staff report. I will be glad to answer any questions you may have and the applicant is also here to answer any question you may have for them.

Jennifer Smith asked what year was this built?

Flo Rollins said 1956, I was 11 years old.

Gladys Kerr asked is there any question about the steel door? Help me with that.

Chair said we will ask questions about that and the shutters and so forth. We probably just need to go through these things one by one since she is wanting to do so much.

Matt Klaren said I think the replacement door is a storage door and its not on the front.

Megan Brightharp said it's the side, front corner.

Chair asked are there any changes to the front door?

Megan Brightharp said no.

Chair asked do you have something with the shutters?

Megan Brightharp said she is wanting to paint them.

Chair asked do we have any other questions for Megan? Hearing none, Mrs. Rollins, please approach and introduce yourself.

Flo Rollins approached the podium and introduced herself.

Allen Watson asked the fascia that you are replacing, that would be all hardy plank? Along the roof line.

Mrs. Rollins said it will be the same material.

Allen Watson asked will you be replacing the windows or are you just wrapping them?

Mrs. Rollins said we are just wrapping them, we had the windows replaced about 10-12 years ago.

Allen Watson asked you will use fiber cement for that as well?

Mrs. Rollins said yes.

Keri Mendler said the window wrapping, its considered a repair, so its not part of the consideration tonight. So, in your Staff Report, 1-3 is what's up for consideration.

Chair said ok, so we have: replace rotten wood siding with cedar ridge composite woodgrain siding and we are good with that. Replace the existing steel wrapped door to the side with the full steel door. Add additional railing to the front and side porches to make the rear wrought iron and I think we are all ok with that. That's all we are really concerned with.

Gladys Kerr said we think you are in compliance with all that.

Mrs. Rollins said thank you so much.

Chair asked does anyone have any questions for Mrs. Rollins? Hearing none, do we have anyone that would like to speak in favor of this project? Hearing none, do we have anyone here that would like to speak against this project? Hearing none, I will entertain a motion.

Motion: Allen Watson made a motion that this Historic District Commission Find as a Fact that the proposed project, COA PLHR 2024-00024, if constructed as according to the plans reviewed at this meeting is congruous with the character of the district because the standards state to retain and preserve historic porches, entrances, balconies, terraces and decorative and functional features that are important to the character of the district buildings, such as columns, pilasters, balustrades, brackets, lattice work, soffits and tongue and grove floorings, as well as their finishes. Therefore, the application is generally in harmony with the special character of the neighboring properties and or 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, Matt Klaren, Gladys Kerr and Allen Watson

NAYS: None

Motion: Archie Morgan made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness regarding the proposals as shown in COA application PLHR-2024-00024, with the following conditions, as previously mentioned.

Second: Jennifer Smith

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

AYES: Archie Morgan, Jennifer Smith, Matt Klaren, Gladys Kerr and Allen Watson

NAYS:

Chair said the COA is granted.

ITEM 8. **Next Meeting – October 9, 2023**

ITEM 8. **Adjournment**

Motion: Jennifer Smith made a motion to adjourn this meeting.
Second: Allen Watson
Action: The motion to adjourn passed unanimously with the following votes:

AYES: Archie Morgan, Jennifer Smith, Gladys Kerr and Allen
Watson

NAYS: None

The meeting adjourned at 7:17 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board



STAFF REPORT
PLHR-2024-00065

TO: Historic District Commission Members

DATE: October 9, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 315 E. Houston St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Jorge and Alma Perez of 130 Homes, LLC to remove a 7-inch diameter Magnolia tree and a 6-inch Oak tree at 315 E. Houston Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	9-22-23
Name of Petitioner:	Jorge and Alma Perez, on behalf of 130 Homes, LLC
Location:	315 East Houston Street
Tax ID #:	09-231-128
Lot Size:	0.43 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

This lot previously had a home, the National Register had the following information about the past structure: “Built for carpenter C. A. Long in 1910, this one-story frame Classical Revival cottage is similar in form and decoration to a substantial number of early 20th century houses in the district. characteristic of the type, the Long House has a hip-roofed main block with projecting gabled bays on the facade and side elevations; those on the facade and west are semi-hexagonal. The one-story porch, which follows the line of the three-bay facade, has a dentiled cornice, Tuscan columns and square balusters. German siding covers the house, which has interior chimneys flanking the roof ridge, one over one and two over two windows, and a transomed entrance.”

This property has been vacant since at least 2005 with records only indicating a shed to be present.

RELEVANT DESIGN STANDARDS

Site Features & Plantings, pg. 23

1. Retain and preserve the landscape and built site features that contribute to the overall historic character of a district building, site, or streetscape including mature trees, lawns and ground cover, foundation plantings, hedges, retaining walls, terraces, trellises, accessory buildings, and significant views and vistas.

The applicant is requesting to remove a 7-inch diameter Magnolia tree and a 6-inch diameter Oak tree at 315 E. Houston Street.

2. Replace a large tree or hedge that must be removed due to disease or storm damage with a new tree or hedge of the same species or of similar appearance.

The applicant has not indicated whether or not they will replace the trees if approved for removal.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 315 East Houston Street is owned by 130 Homes, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On September 22, 2023, the applicant applied for a COA to request approval to remove a 7-inch diameter Magnolia tree and a 6-inch diameter Oak tree as they may have a negative impact on the foundation of the home to be built that was approved at the September 11, 20223 Historic District Commission hearing. The applicant submitted additional images as part of the application as well. (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 remove a 7-inch diameter Magnolia tree and a 6-inch diameter Oak tree at 315 E. Houston St. as presented (is/is not) congruous in concept according to the *Site Features & Plantings* standards of the *South Monroe Historic District Standards*:

Site Features & Plantings, pg. 23

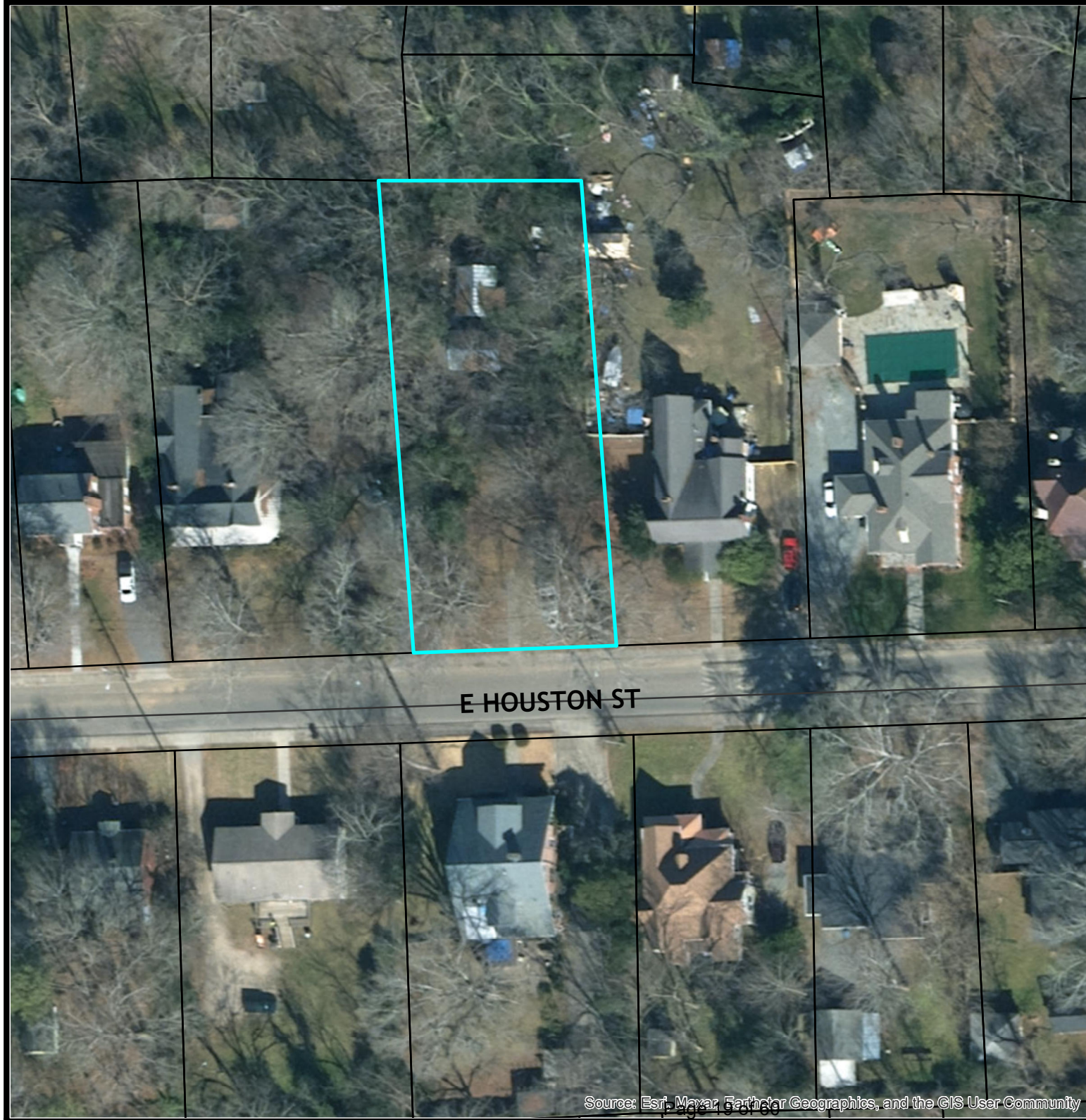
1. Retain and preserve the landscape and built site features that contribute to the overall historic character of a district building, site, or streetscape including mature trees, lawns and ground cover, foundation plantings, hedges, retaining walls, terraces, trellises, accessory buildings, and significant views and vistas.
2. Replace a large tree or hedge that must be removed due to disease or storm damage with a new tree or hedge of the same species or of similar 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. Images of trees to be removed
6. Site Plan
7. APO Map
8. APO List

Prepared by: MB 9/27/23



Aerial Map
PLHR-2024-00065

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
130 Homes, LLC

Acres: .43



0 60 120
Feet

Zoning Map

PLHR-2024-00065

Legend

Centerlines

Parcels

Zoning Districts

RMD

Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
130 Homes, LLC

Acres: .43



0 60 120
Feet

E HOUSTON ST

Historic District Map

PLHR-2024-00065

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
130 Homes, LLC

Acres: .43



0 60 120
Feet

E HOUSTON ST



HISTORIC DISTRICT COMMISSION APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 315 Houston St Monroe NC 28112
 Applicant's name: 130 Homes LLC
 Applicant's address: 404 E Franklin St Monroe NC 28112

 Applicant's telephone number: 980-425-0968
 Applicant's email address: jorgep130@yahoo.com
 Property Tax identification number: 09 - 231 - 128

2. The property is owned by (if different from above) 130 Homes LLC
 Address: 404 E. Franklin St Monroe NC 28112 Telephone: 980-425-0968

3. The following Certificate of Appropriateness is requested for: 315 Houston St Monroe NC 28112

Please provide a brief description of the project. _____

New Construction Project of a 3 bed and 2 bath Craftsmen style home.

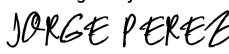
The Front Porch will face Houston St and will be a central feature in the elevation focus. We are proposing with an updated application to remove 2 trees that could interfere with the long term stability of the foundation.

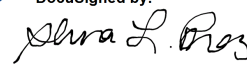
One tree is a 7" diameter Magnolia tree with no favorable features. The other is a 6" Oak tree that is curved in stature and does not add any contribution to the overall historic scenery. We are also proposing to bring the driveway through on the Left side of the home to accommodate the preservation of additional trees.

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).

JORGE PEREZ

Alma Perez

Applicant- Printed
 DocuSigned by:

 5A6F16893A204E6...
 Applicant- Signed

DocuSigned by:

 8470E2A6FFE44D2...

9/22/2023

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.

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

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Additional conditions and remarks: _____

Authorized signature

Date



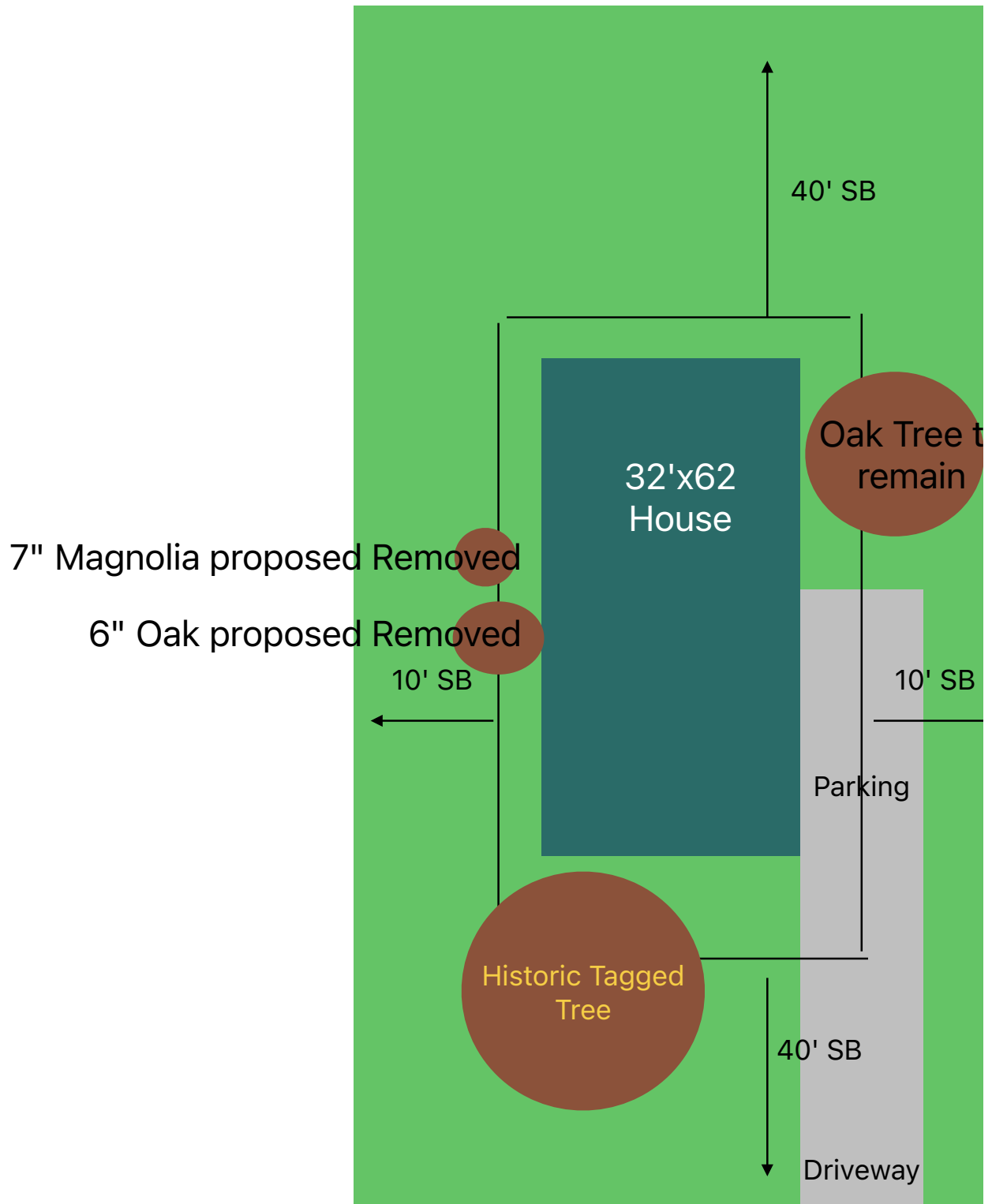
6-inch diameter Oak tree



7-inch diameter Magnolia tree

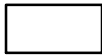


Proposed trees to be removed



APO Map
PLHR-2024-00065

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
130 Homes, LLC

Acres: .43



0 120 240
Feet

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231112	WRIGHT JOHN W III		320 EAST HOUSTON ST	MONROE	NC	28112
09231113	HAWK GEOFF	HAWK PATRICIA	1006 KWANSAN CT	INDIAN TRAIL	NC	280793229
09231114	HOPKINS TRENTON BROWNING	RUSHING CALLAN JACQUELINE	316 E HOUSTON ST	MONROE	NC	28112
09231115	VOSBURGH DIANE	VOSBURGH WILLIAM FRANCIS JR	314 HOUSTON ST	MONROE	NC	28112
09231115A	WARDWELL JACQUELINE R	WARDWELL WILLIAM SHAWN	2655 ROLLING HILLS DR	MONROE	NC	28110
09231116	FUNDERBURK BARBARA ANNE		310 EAST HOUSTON ST	MONROE	NC	28112
09231125A	SCHMITT KARL FREDRICK	ANDERSON ADRIENNE L	18 COVIL AVE	WILMINGTON	NC	28043
09231126	PARKS TANNER	PARKS MEGHAN	309 E HOUSTON ST	MONROE	NC	28112
09231128	NEAL MARY KEEVER		311 E HOUSTON ST	MONROE	NC	28112
09231129	HANSEN JAMES EDWARD		317 E HOUSTON ST	MONROE	NC	281125633
09231130	CORTES CRISTOBAL E	CORTES MARISOL	14315 DARIUS KAY CT	CHARLOTTE	NC	28273
09231131	HENNESSEE JORDAN R		107 CARRIAGE PATH	EASLEY	SC	296428975
09231145	JOSEY JOHN BOYD	JOSEY ROBERT JULE	326 MORROW AVE	MONROE	NC	28110
09231148	VMD INC		613 EUCLID ST	MONROE	NC	28110
09231149	FLORES CELERINA AVILES		318 MORROW AVE	MONROE	NC	28112
09231150	MARSH REGINA MARILYN		420 BOYTE ST	MONROE	NC	28110
09231151	TEAL THOMAS B		312 W MORROW AVE	MONROE	NC	28112
09231157	MT CALVARY AME ZION CHURCH		800 LASALLE ST	MONROE	NC	28110
09231158	YAFFE KAYE S		104 OLD DAM WAY	CRAMERTON	NC	28032
09231159	ALEXANDER CALVIN		319 E MORROW AVE	MONROE	NC	28112
09231160	STRANGE JOYCE TERESA		6701 BELLOWS PL	CHARLOTTE	NC	28227
09231161	CURETON JOHN LOUIS		2644 GEORGETOWN RD	GREAT FALLS	SC	29055



STAFF REPORT
Case # PLHR-2024-00053

TO: Historic District Commission Members

DATE: October 9, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 401 S. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Kevin and Melinda Plue to remove an existing wooden deck at 401 South Crawford Street and replace it with a concrete patio.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: September 8, 2023
Name of Petitioner: Kevin and Melinda Plue
Location: 401 South Crawford Street
Tax ID #: 09-235-213
Lot Size: 0.214 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

J. S. Stearns House; circa. 1900

During the 1920s this house was occupied by J. S. Stearns, a building contractor. Built about the turn of the century, the one-story, Queen Anne style frame cottage has a T-shaped plan with gable-roofed rear wings. In the front corner of the tee is a hipped-roofed porch with turned posts and turned baluster railings. The front gable ends have beveled tongue and groove sheathing, spindled gable inserts and rectangular vents with wave pattern louvers. Windows are two over two.

RELEVANT DESIGN STANDARDS

Decks and 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 patio will be a concrete patio located at the rear entrance 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 patio will be inset from the sides of the home and will be located in the rear yard, where the existing deck is located. This area is not readily visible from the street.
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
The patio will be made of concrete.
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 patio will be located in the rear yard and will be the same size as the existing patio.
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.
There do not appear to be any significant features in the proposed location of the 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.
The patio will be made of concrete and it will be inset from the sides of the homes on the rear elevation. This area is not readily visible from the street.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 401 South Crawford Street is owned by Kevin and Melinda Plue 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 September 8, 2023 the applicant applied for a COA to replace the existing wood deck with a concrete patio at the rear of the house. (Exhibit 4-8)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

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

CONCLUSIONS

The proposal to replace the wood deck with a concrete patio at 401 South Crawford Street (is/is not) congruous in concept according to the *Decks and Patios* guidelines of the *South Monroe Historic District Standards*:

Decks and 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.

Attachments:

- Exhibit 1: Aerial Map
- Exhibit 2: Zoning Map
- Exhibit 3: Historic District Map
- Exhibit 4: Application
- Exhibit 5: Existing Deck
- Exhibit 6: APO List
- Exhibit 7: APO Map

Prepared by: MB 9/27/2023

Aerial Map
PLHR-2024-00053

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Owner:
Kevin and Melinda Plue

Acres: .2



0 40 80
Feet



Zoning Map
PLHR-2024-00053

Legend

— Centerlines

▭ Parcels

Zoning Districts

▭ RMD

▭ Subject Property

Owner:
Kevin and Melinda Plue

Acres: .2



0 40 80
Feet

GORDON ST

S CRAWFORD ST

Historic District Map

PLHR-2024-00053

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Owner:
Kevin and Melinda Plue

Acres: .2



0 40 80
Feet

GORDON ST

S CRAWFORD ST



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: 9-8-23
Application No: _____
Approved: _____ Denied: _____
☐ Administrative review
☒ Commission Review

1. Property location: 401 South Crawford Street
Applicant's name: Kevin and Melinda Plue
Applicant's address: 401 South Crawford Street

Applicant's telephone number: 704.877.9882 KP; 704.877.9881 (MP)
Applicant's email address: kevinplue@gmail.com; melindaplue@gmail.com
Property Tax identification number: Parcel Number: 09235213

2. The property is owned by (if different from above) Kevin and Melinda Plue
Address: 401 South Crawford Street Telephone: 704-877-9881 or 704-877-9882
3. The following Certificate of Appropriateness is requested for: replacing wooden deck with concrete patio
Please provide a brief description of the project. 16x20' wood deck needs replacing.
Demolish and remove 16x20' wood deck. Install concrete patio in same area and at the same size.
Area is completely out of view of both Crawford (main street) and Gordon Street (side street)
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).

Kevin and Melinda Plue

Applicant- Printed


Kevin Plue (Sep 7, 2023 20:46 EDT)

Applicant- Signed

September 7, 2023

Date Submitted

****If you are signing on behalf of a company, please include your title within the company****

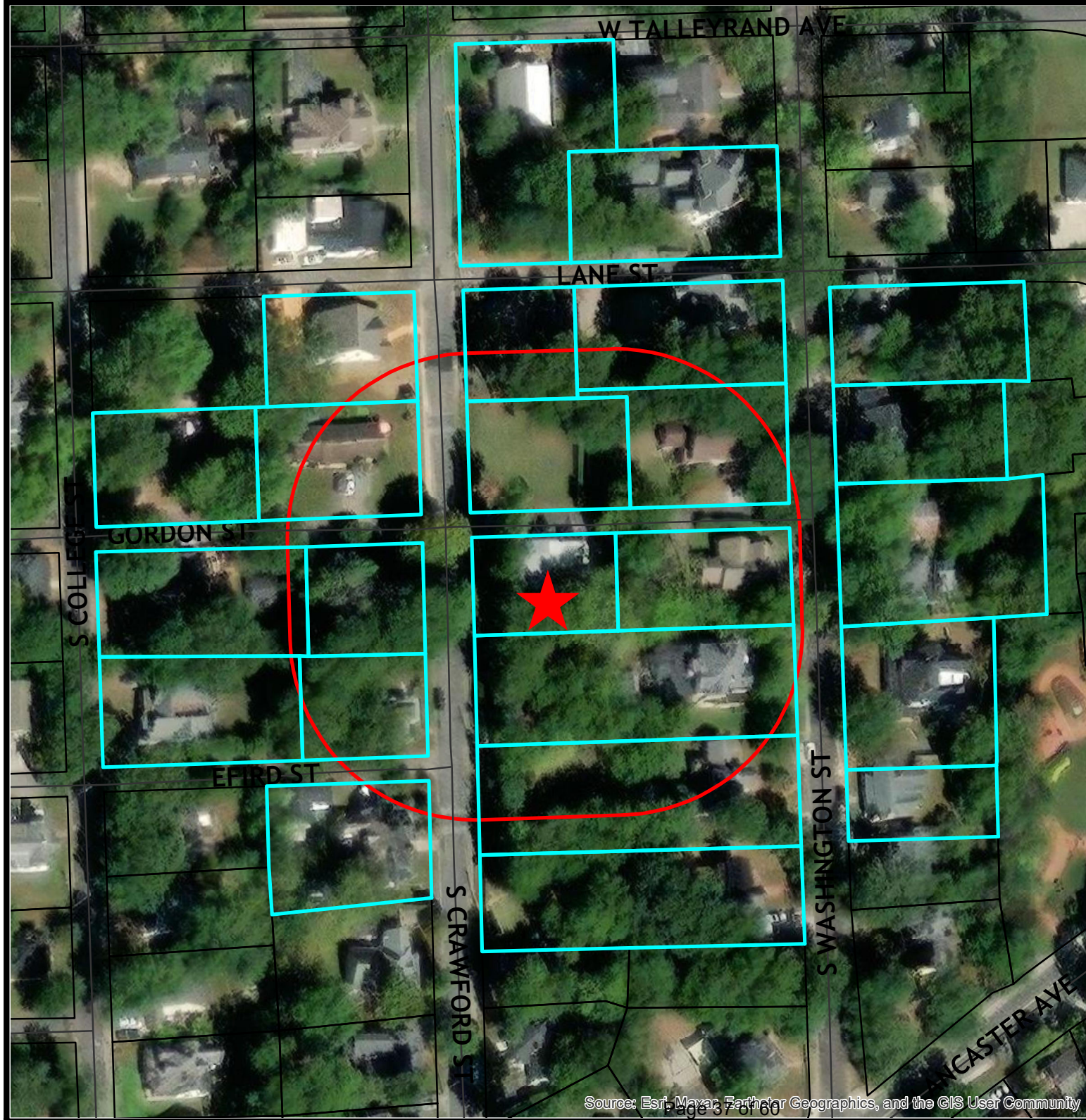
Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069;
Telephone: (704) 282-4520. Applicants are responsible for providing all required information.

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.



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232164	FERGUSON ANASTASIA	FERGUSON JOEL	201 CRAWFORD ST	MONROE	NC	28112
09232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST	MONROE	NC	28112
09232177	CATOE JAMES L	CATOE PAMELA M	2822 WOLF POND RD	MONROE	NC	28112
09232156	DILLION DEBORAH J		300 S WASHINGTON ST	MONROE	NC	28112
09232160	HELMS JOYCE A	HELMS TONY MAX	301 S CRAWFORD ST	MONROE	NC	28112
09232158	BRAINARD ANN M	BRAINARD RICHARD B JR	304 WASHINGTON ST	MONROE	NC	28112
09232154	DESIO MARGARET DAMON LIVING TRUST		305 S WASHINGTON ST	MONROE	NC	28112
09232178	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	3919 MAPLE GROVE RD	MARION	OH	43302
09235224	LAZARUS PROPERTIES LLC		400 LANCASTER AVE	MONROE	NC	28112
09235222	EVERETT DIANE		400 S WASHINGTON ST	MONROE	NC	28112
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST	MONROE	NC	28112
09235211	RUDY DEBORAH J		401 S COLLEGE ST	MONROE	NC	28112
09235213	CAMPBELL MELINDA	PLUE KEVIN E	401 S CRAWFORD ST	MONROE	NC	28112
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09232153	PARKS JANET S		403 WASHINGTON ST	MONROE	NC	28112
09235210	MCHALE NANCY C		405 S COLLEGE ST	MONROE	NC	28112
09235223	RICHARDS DONNA F	RICHARDS KEITH D	405 SOUTH WASHINGTON ST	MONROE	NC	28112
09235209	AGUILAR ISABEL VELASCO		406 S CRAWFORD ST	MONROE	NC	28112
09235220	LOBERGER DALE A		502 SOUTH WASHINGTON ST	MONROE	NC	28112
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST	MONROE	NC	28112
09232155	THE B&B GROUP INC		5059 OVERCREST DRIVE	KANNAPOLIS	NC	28081
09235208	LLINAS VERA B		603 EFIRD ST	MONROE	NC	28112
09232177A	RM1 SFR PROPCO A LP		C/O FIRSTKEY HOMES LLC	MARIETTA	GA	30067



Historic District Map

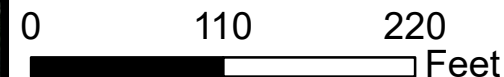
PLHR-2024-00053

Legend

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

Owner:
Kevin and Melinda Plue

Acres: .2





STAFF REPORT
PLHR-2024-00051

TO: Historic District Commission Members

DATE: October 9, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 503 W. Jefferson St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ryan Jones, Director of Parks and Recreation, on behalf of the City of Monroe to add a new walkway and wrought iron decorative gates to the property. The walkway will be stained a dark gray color.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	9-8-23
Name of Petitioner:	City of Monroe
Location:	503 W. Jefferson St.
Tax ID #:	09-232-242
Lot Size:	0.57 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

A one-and-one half story frame craftsman house once stood on this parcel, constructed in the 1920's. The National Register survey lists the parcel as vacant at the time of surveying in the 1980's and aerial imagery indicates this parcel has been used for a parking lot since at least 1991.

RELEVANT DESIGN STANDARDS

Walkways, Driveways, & Off-street Parking, pg. 29

1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.

The applicant is requesting approval for previously installing a new walkway around a fountain at 503 W. Jefferson St. near the new Active Adult Center building.

2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.

The new walkway did not require the removal of any trees.

3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.

The walkway has been constructed of poured concrete, the applicant is proposing to stain the concrete a dark gray color.

4. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

The new walkway did not require the removal of any trees.

Fences & Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.

The applicant is proposing a wrought iron gate feature near the fountain on the parcel.

2. Fences in front yards are limited to 36" in height. Typically, they are constructed of metal or wood and allow for visibility through the fence. In rear yards, fence height may reach six feet and fences may have more opacity.

The applicant is proposing a wrought iron gate feature near the fountain on the parcel. The fence is proposed to be 48" in height and allow visibility through the fence/gate.

3. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.

The applicant is proposing to utilize wrought iron materials.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 503 W. Jefferson is owned by the City of Monroe 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 September 8, 2023, the applicant applied for a COA to request approval for previously installed a concrete walkway as well as approval to install a new 48-inch tall wrought iron gate at 503 W. Jefferson 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 for approval of previously installing a concrete walkway and approval to install a new 48-inch tall wrought iron gate new paved driveway at 503 W. Jefferson Street as presented (is/is not) congruous in concept according to the *Walkways, Driveways, and Off-street Parking* standards of the *South Monroe Historic District Standards*:

Walkways, Driveways, & Off-street Parking, pg. 29

1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.
2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.
4. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

Fences & Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
2. Fences in front yards are limited to 36" in height. Typically, they are constructed of metal or

wood and allow for visibility through the fence. In rear yards, fence height may reach six feet and fences may have more opacity.

3. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.

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. Walkway & Benches
6. Proposed Gate
7. APO Map
8. APOs

Prepared by: KM 9-22-23



W JEFFERSON ST

N CRAWFORD ST

W FRANKLIN ST



Ortho Map

PLHR-2024-00051

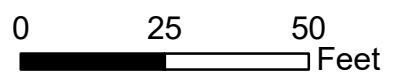
Legend

- Centerlines
- Parcels

Existing: RMD
(Residential Medium Density)

Owner: City of Monroe

Acres: .57



W JEFFERSON ST



Zoning Map

PLHR-2024-00051

Legend

Centerlines

Parcels

Zoning Districts

RMD

Existing: RMD
(Residential Medium Density)

Owner: City of Monroe

Acres: .57



0 25 50 Feet

W FRANKLIN ST

N CRAWFORD ST

W JEFFERSON ST



Historic District Map

PLHR-2024-00051

Legend

- Centerlines
- Parcels
- Historic District

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

Owner: City of Monroe

Acres: .57



0 25 50
Feet

W FRANKLIN ST

N CRAWFORD ST



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 503 W. Jefferson Street
Applicant's name: Ryan Jones
Applicant's address: 500 W. Jefferson Street
Monroe NC 28112
Applicant's telephone number: 704-282-4659
Applicant's email address: Rjones@monroenc.org
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) City of Monroe
Address: 300 W. Crowell Street Monroe NC 28112 Telephone: 704-282-4659

3. The following Certificate of Appropriateness is requested for: Path, Benches + Iron Gate
Please provide a brief description of the project. The Bazemore Active Adult Center was opened to the public in June of 2023. This project included a path around a decorative fountain connecting the sidewalk to the Bazemore parking lot to provide access to facility from the sidewalk. Also included in this request are two benches along the path. This request also included the addition of two wrought iron gates at the entryway on either side of the path. The path has been stained an earth tone color. The area of the path exists between Franklin St. + the parking lot.
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).

Ryan Jones

Applicant- Printed

Applicant- Signed

9/8/2023

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.

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

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Additional conditions and remarks: _____

Authorized signature

Date

09232255

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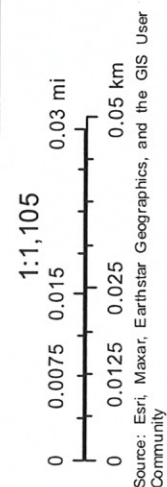
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09232151

09232

- ☐ - Benches
- X - Wrought Iron Gates



From: Keri Mendler
Sent: Thursday, September 7, 2023 2:54 PM
To: 'kerrjamesmaxwell@gmail.com'
Subject: RE: 500 w franklin

Good afternoon,
I received your voicemail. When we updated our Historic Design Standards, the approval of fences/gates in front yard was given to the Historic District Commission, so the proposal to add a 4' tall gate will have to be reviewed and approved by the Historic District Commission. If approved, a zoning permit would be required as well.

I have also sent an email to staff regarding the walkway and benches as those need approval from the Commission as well.

Please let me know if you have any further questions.

Thank you,

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: Keri Mendler
Sent: Wednesday, September 6, 2023 3:18 PM
To: 'James Maxwell Kerr' <kerrjamesmaxwell@gmail.com>
Subject: RE: 500 w franklin

Good afternoon,
I called the number on the city website yesterday morning. I wasn't sure if that was a good number to use, so I wanted to follow up and see if we could touch base on your email.

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

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: James Maxwell Kerr <kerrjamesmaxwell@gmail.com>

Sent: Tuesday, September 5, 2023 9:58 AM

To: Keri Mendler <khutchins@monroenc.org>

Subject: 500 w franklin

72" pair of iron gates. 48" high. Pls call



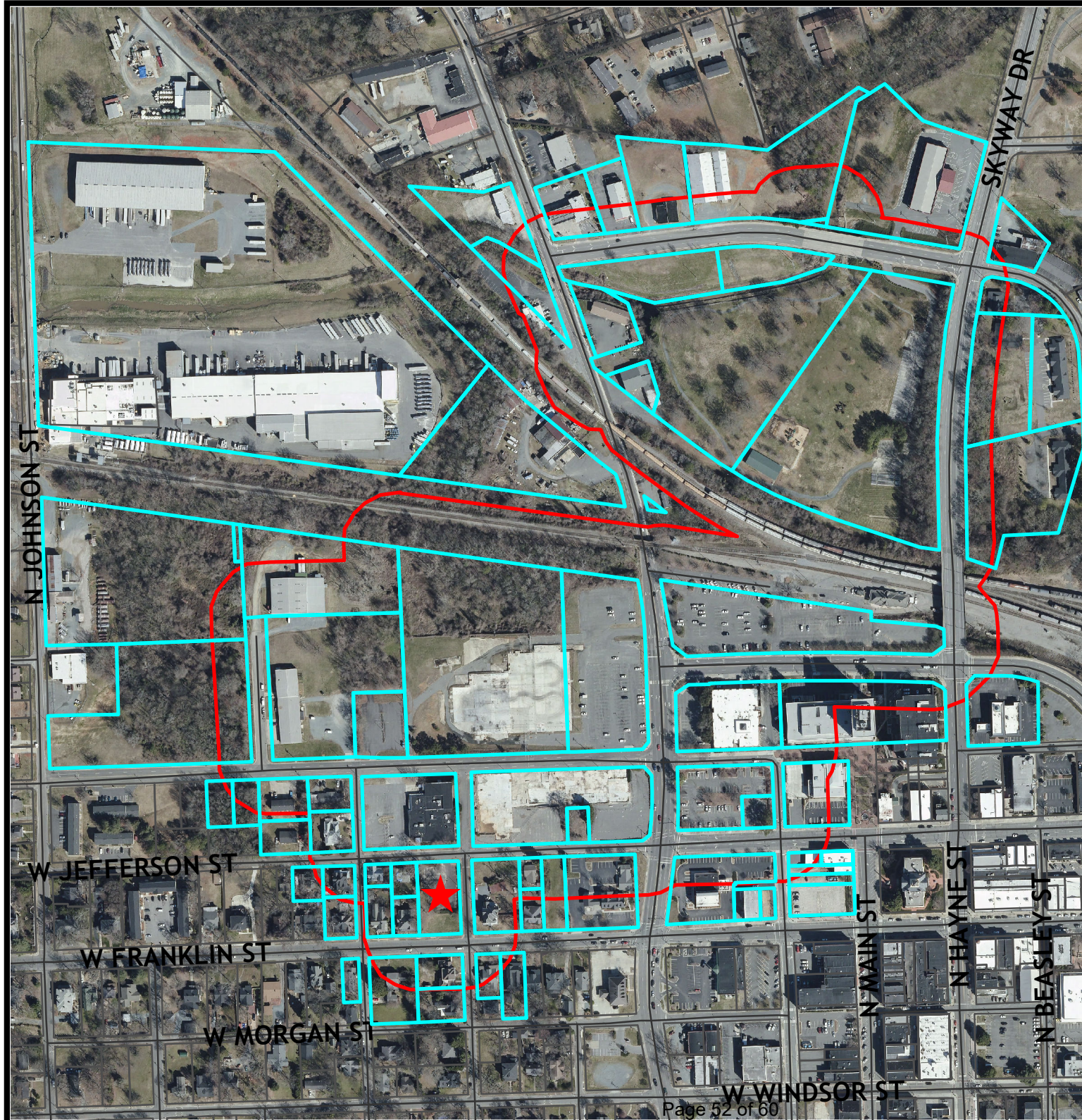


APO Map

503 W. Jefferson St.

Legend

- Centerlines
- Parcels
- Notified Properties
- Subject Property



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232107	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09232105	312 N CHARLOTTE AVENUE LLC	ATTN: DAVE SIERK	PO BOX 1699	MONROE	NC	28111
09232100A03	BIEDLER L K ET AL	HARRINGTON WILLIAM	PO BOX 1003	MONROE	NC	281111003
09232233	BULLARD ROBERT H		504 W FRANKLIN ST	MONROE	NC	28112
09229019A	CAMPBELL JOHN M CO		PO BOX 687	MONROE	NC	281110687
09232262	CAMPBELL PARTNERSHIP (THE)		PO BOX 687	MONROE	NC	28111
09229019C	CAMPBELL PARTNERSHIP THE	%BEN CAMPBELL GENERAL PARTNER	102 WINCHESTER AVE	MONROE	NC	28110
09229021	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232097	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232260	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09229020	CITY OF MONROE		300 WEST CROWELL STREET	MONROE	NC	28112
09229023	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232098	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232103	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232255	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232256	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232260A	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09229020A	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232254	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232257	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232102	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232258	CITY OF MONROE		PO BOX 69	MONROE	NC	28111
09229022	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232242	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232250	CLARK BETTY A	HUGHES DONALD S	600 W JEFFERSON ST	MONROE	NC	28112
09232100A02	CROW HARRY B JR	CROW VAN THI	315 B N MAIN ST	MONROE	NC	28112
09229024	CUTHBERTSON JAMES DONALD	CUTHBERTSON VICKIE B	PO BOX 746	MONROE	NC	28111
09232220A	DANIELS TRAVIS A		1131 MAREMONT CT	MATTHEWS	NC	28104
09232250A	DIETRICH SARAH ANN HOWEY		1414 TRAILWOOD DR	RALEIGH	NC	27606
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586	CHARLOTTE	NC	28229
09232241	EDWARDS DANIEL ALEX	EDWARDS JACQUELYN NOELLE	403 W JEFFERSON ST	MONROE	NC	28112
09232108A	GLASS PRISCILLA A		111 RIDGEWOOD DR	MONROE	NC	28112
09232234	GOLDFARB CARL	GOLDFARB SHARRON	502 W FRANKLIN ST	MONROE	NC	28112
09270035 70	GOULSTON TECHNOLOGIES INC		PO BOX 5025	MONROE	NC	281115025
09232238	GUSTAFSON MATTEAS A JR	GUSTAFSON NANCY LEE	1102 MARTHA DR	MONROE	NC	28112
09232237	GUSTAFSON SCOTT THOMAS		402 W FRANKLIN ST	MONROE	NC	28112
09232099	HELMS INVESTMENTS LLC		PO BOX 725	MONROE	NC	28111
09232232	HILL SHANNON M	HILL MARK	600 W FRANKLIN ST	MONROE	NC	28112

09232100	HORTON BOYD JR		211 W JEFFERSON ST	MONROE	NC	28112
09273001	JOHNSON STREET LLC	C/O J.W. LANEY III	120 MACEDONIA CHURCH RD	MONROE	NC	28112
09229025A	JOYNER BARBARA H	JOYNER H D	1228 ROSA DR	MONROE	NC	28112
09229026	KANELLOS GROUP INC (THE)		1000 LANCASTER AVE	MONROE	NC	28112
09229089	KONDRATUK LIDIA	KONDRATUK PEDRO	3008 PROVIDENCE FOREST DR	WEDDINGTON	NC	28104
09232243	LAZARUS PROPERTIES LLC		400 LANCASTER AVE	MONROE	NC	28112
09232239	LR & FR LLC		PO BOX 267	INDIAN TRAIL	NC	28079
09232249	LYONS LANCE		14213 HILLSIDE DR	JAMUL	CA	91935
09229025	MASSEY RICHARD KEVIN		9400 WHITEHORN DR	CHARLOTTE	NC	28277
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST	MONROE	NC	28112
09229090	MCCRAY ANNE H	MCCRAY H CARROLL	7324 WOLF POND RD	MONROE	NC	28112
09232216	MCMANUS DEBRA F	MCMANUS HARRY L	403 WEST FRANKLIN ST	MONROE	NC	28112
09232245	MELENDEZ JENNIFER		601 W JEFFERSON ST	MONROE	NC	28112
09229027	NASRALLAH JAD	NASRALLAH SUZANNE	2500 HOWERTON CT	CHARLOTTE	NC	28270
09229088A	NC PACE RE LLC	C/O RHA HEALTH SERVICES	17 CHURCH STREET	ASHEVILLE	NC	28803
09232246	NOGUERA CARLOS NIETO	NOGUERA SANDRA I	603 W JEFFERSON ST	MONROE	NC	28112
09229016	OPERATION REACHOUT INC		1308 MILLER ST	MONROE	NC	28110
09232235	PARKER ALAN SCOTT	PARKER MARK WAYNE	406 W FRANKLIN ST	MONROE	NC	28112
09273004C & 0	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	NC	28112
09273003	PRICE MARGARET G	PRICE WILLIAM D	712 WINDING BROOK RD	MONROE	NC	28112
09229088B	RAHI LLC		3401 ANTIOCH CHURCH RD	MATTHEWS	NC	28104
09232259	RANDM LLC	%ROBERT L SNYDER	17776 KINGS POINT DR	CORNELIUS	NC	28031
09232244	RYALS GINA RANI	RYALS RONNIE GLYNN	980 BARON RD	WAXHAW	NC	281738360
09232249A	SUTTON REBECCA DIANE		3319 WAXHAW HIGHWAY	MONROE	NC	28112
09232100A01	THOMAS & HARRINGTON & BIEDLER		PO BOX 1003	MONROE	NC	281111003
09232219	TRAVIS ELIZABETH ELLEN		201 N CRAWFORD ST	MONROE	NC	28112
09229020B, 09	UNION COUNTY	%ADMINISTRATIVE SERVICES	500 N MAIN ST STE 709	MONROE	NC	28112
09232041	UNITED CAROLINA BANK	%BB&T PROPERTY TAX DEPT	PO BOX 167	WINSTON SALEM	NC	27102
09273001A	UNKNOWN		ADDRESS UNKNOWN	UNKNOWN	NC	28110
09229019	WINCHESTER VALLEY LLC		1718 A AMHERST PL	CHARLOTTE	NC	28204



STAFF REPORT

TO: Historic District Commission

DATE: October 9, 2023

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Historic District Signage

SUMMARY STATEMENT

Planning staff is seeking input from the Historic District Commission on Historic District Signage.

REVIEW

There are two types of identification signs located within the Historic District: Gateway Signs and Street Sign Toppers. Unfortunately, I was unable to find an exact time frame of when the gateway signs were installed; however, many of them were replaced in the 2015-2016 timeframe. The street sign toppers were installed in 2012-2013. There are approximately 10 gateway signs and 43 street sign toppers. Each of these signs have a similar design with the Historic District symbol and phrase: “Reflections of the Past light our way to the future”.

The gateway signs are a mixture of routed wood and some are routed foam to look like wood, while the street sign toppers are metal. The street sign toppers seem to be in decent condition; however, Planning staff is concerned about the condition and long-term stability of the gateway signs. While we have received and replaced signs in the past, the sign contractor who produced the signs is no longer in business; therefore, in preparation for the 2024 fiscal year budget process, Planning staff is seeking input from the Historic District Commission on how they wish to move forward.

Planning has prepared a few notes on potential options moving forward to help guide the discussion:

1. Work with a design firm/sign contractor to prepare new signs with the same design.

- a. Material of the signs may differ as there are new technologies; however, we would maintain and open line of communication if the Commission decides to move forward with the same design.
 - b. Would require replacement of about 10 signs.
 - 2. Work with a sign contractor to develop a new design for the Historic District signs.
 - a. Would require a public input process from residents of the district.
 - b. Would possibly take additional time through the public process and design process. Cost would also likely be more due to additional components (public process and design).
 - c. Would require replacement of about 53 signs.
-

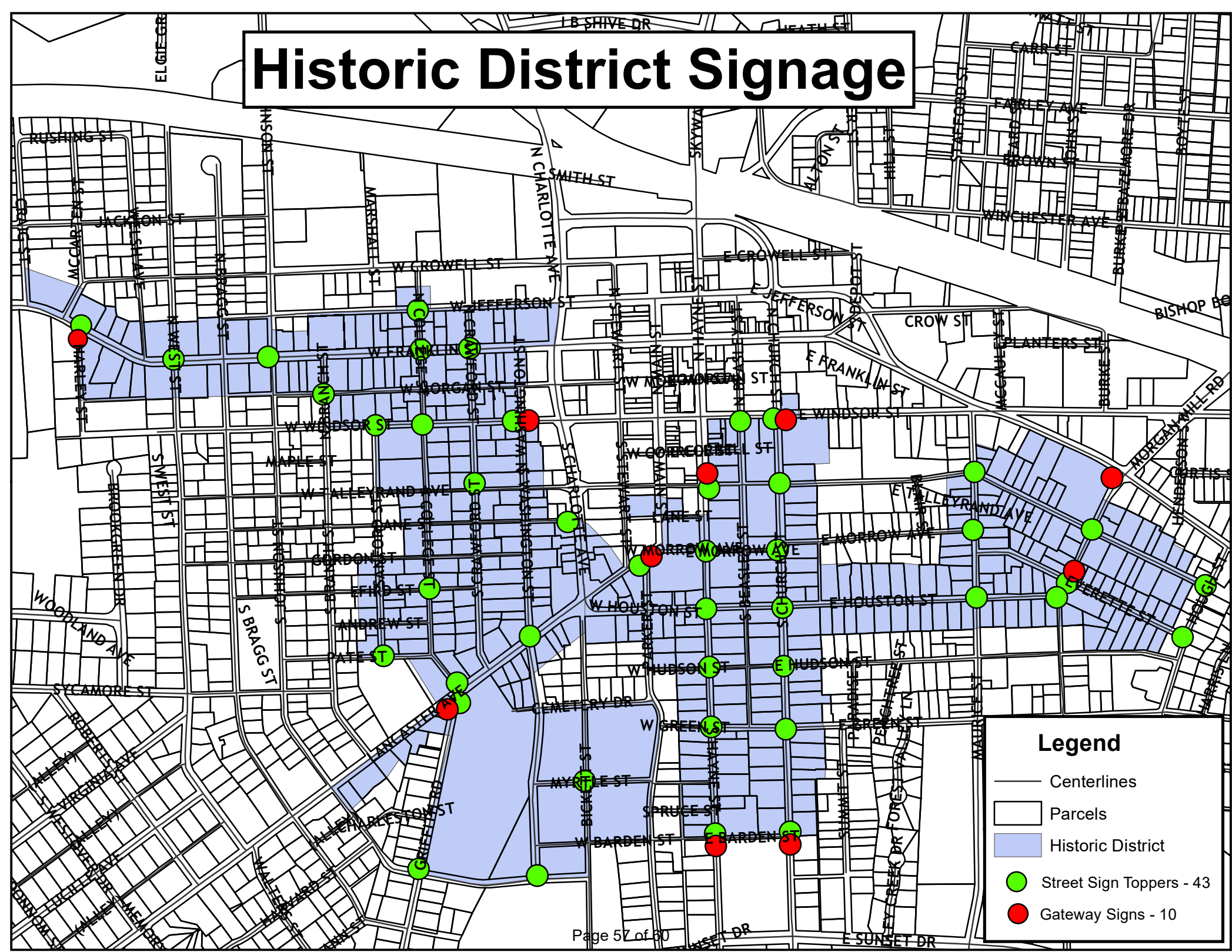
RECOMMENDATION

Planning staff is seeking input from the Historic District Commission on how to move forward with the current Historic District signs.

Attachments:

- 1. Map of HD Sign Locations
- 2. Street Sign Topper
- 3. Foam Gateway Sign
- 4. Wood Gateway Sign

Historic District Signage



Street Sign Topper



Foam Gateway Sign



Wood Gateway Sign

