

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, January 8, 2024 – 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC

- Item 1.** **Call to Order – Roll Call**
- Item 2.** **Pledge of Allegiance & Moment of Silence**
- Item 3.** **Approval of Minutes – October 9, 2023 & November 13, 2023**
- Item 4.** **Conflicts of Interest**
- Item 5.** **COA PLHR-20244-00112- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alan Parker for previously replacing portions of the steel roof over the front porch and a side bay window with copper roofing. (Parcel ID 09-232-235)**
- Item 6.** **COA PLHR- 2024-00120- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Veronica Carillo requesting approval for a previously installed door that replaced a window on the front façade of the home at 508 S. Crawford St. (Parcel ID: 09-235-206A)**
- Item 7.** **COA PLHR-2024-00122- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Donna Thrasher to replace detreated Masonite siding with hardie board siding at 504 South Haynes Street. (Parcel ID 09-235-038)**
- Item 8.** **COA PLHR-2024-00124- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jonathan Thompson to build an accessory structure in the rear yard of 304 East Houston Street. (Parcel ID 09-231-1118)**
- Item 9.** **COA PLHR-2024-00125- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Cindy Alvarado to build an 18-foot by 14-foot wooden deck in the back left area of the home at 501 South College Street. (Parcel ID 09-235-199)**
- Item 10.** **COA PLHR- 2024-00128- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval for a previously demolished addition to an existing carport. The applicant is also requesting to rebuild the addition to the carport as well as adding carriage style garage doors to a separate carport at the rear of the home at**

506 S. Church St. (Parcel ID: 09-234-109)

Item 11. **Next Meeting: February 12, 2024**

Item 12. **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, OCTOBER 9, 2023 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR:

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; Ashlyn Penegar, Administrative Assistant II

Guests: Kevin and Melinda Plue, Eric Storey

ITEM 2: Approval of Minutes of September 11, 2023

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

Motion: Gladys Kerr moved to approve the minutes of the September 11, 2023 meeting.

Second: Allen Watson

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

Item 4. Conflicts of Interest

Gladys Kerr said I need to be recused from Item number 7.

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.

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)

Megan Brightharp and Eric Story were both sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself. She said, tonight I'm here to present a Certificate of Appropriateness request 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.

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, 2023 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)

Megan Brightharp said, 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*. Staff has provided the appropriate Standards and Conclusions in your Staff Report and I am happy to answer any questions that you might have and the applicant is here as well.

Chair said I would like to ask because the trees are living and not diseased, do we need to have the Urban Forester involved in this?

Megan Brightharp said no and yes, that is why we do not need the Urban Forester involved in this.

Jennifer Smith asked I assume that they are in the way of building, correct?

Megan Brightharp said yes.

Audience member said they are either in the way or close enough to where it's not really appropriate to leave them. They are either right on the foundation or within 2 ft. of the foundation.

Chair asked does anyone have any more questions for Megan? Sir, state your name and address, please?

Eric Story approached the podium and introduced himself. He said I am at 3305 Kellystone Drive in Monroe, NC. The reason for coming back here was that the property owners/builders, they are going to be expanding the footprint by 6 ft., because they would like to include an office in the home that they are going to be selling. So, expanding the footprint, we moved the house over a little bit and those trees will be in conflict. Also, we want to bring the driveway on the opposite side, as originally proposed.

Chair said I think it was probably at the last meeting where we talked about building the home initially. Megan, does he need to go through the City to alter those plans, like he is talking about tonight?

Mr. Story said we have not submitted for a building permit yet.

Keri Mendler said what was presented at the last meeting, there weren't any floor plans submitted like we typically, so Staff did determine that to be a minor change since it was only a 6 ft. change in the foot plan.

Matt Klaren said I think due to the lot size, it wouldn't make a big difference if the driveway was on the opposite side, right?

Mr. Story said not necessarily, but for tree preservation, it does, because we would have to go between trees on the other side, that's why we are proposing to move it to the other since and its wider.

Gladys Kerr asked there is a shed building at the back, correct?

Mr. Story said correct.

Gladys Kerr said I think I saw a vehicle there.

Mr. Story said there is a vehicle there, it's the owners.

Gladys Kerr asked is everything ok?

Mr. Story said yes, they just have the vehicle parked there. I guess, to make it look like its being used.

Jennifer Smith said these trees aren't anything substantial, at all.

Chair said just don't mess with that tagged tree.

Mr. Story said absolutely not.

Chair asked do we have any further questions?

Mr. Story said this plan that we have changed, it's the same exact plan, it's just a different foot print, but the elevations are exactly the same.

Chair asked are there any other questions for the applicant?

Gladys Kerr asked tonight, we are just voting so that the trees can be removed, correct?

Chair said correct. Would anyone like to make a motion?

Motion: Matt Klaren made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2023-00065, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state that due to relevant design standards pertaining to site features and planning to preserve and site feature that contribute to the overall historic character of the district, including mature trees, lawns, grounds, hedges, accessory buildings with significant views. There is one condition, they are trees that are not requiring the Arborist to come out and take a look at them and in conjunction with the size of the trees. 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: Allen Watson 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-2023-00065. Such certificate to be subject to the conditions mentioned 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, Allen Watson**

NAYS: **None**

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)**

Megan Brightharp, Kevin Plue and Melinda Plue were sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself and said, tonight I'm here to present a Certificate of Appropriateness request from Kevin and Melinda Plue, to replace a wood deck with a concrete patio at 401 S. Crawford St.

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)

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 said I have one question. Does that concrete have to be colored?

Keri Mendler said I believe the standards specifically talk about driveways being colored, because they are visible from the right of way, in this instance the patio is behind the house and to the side, so you really can't see it at all, from any right of way. They have vegetation, trees and shrubs, so you really can't see it, of course that would be up to the commission, but generally it talks about concrete with driveways or sidewalks, or things that are more visible by the public.

Chair said you really can't see this.

Jennifer Smith said I couldn't find it when I went by it. I love your house, it's so charming and a great asset to the neighborhood.

Gladys Kerr said I'm happy that you want concrete instead of the wooden, the wood looked like it needed to say goodbye.

Chair asks are there any other questions for Megan? Hearing none, would you all like to come up? Please state your name and address for the record.

Kevin and Melinda Plue approached the podium and introduced himself. He said we are at 401 S. Crawford Street.

Chair said we see what you want to do and the color of it is going to be pretty much up to you folks, if you wanted to do it a color, we don't really have a standard there. Does anyone have any questions for the Plues?

Chair said ok, you can be seated. This seems to be fairly cut and dry, would someone like to make a motion on this COA?

Richard Long said you might want to see if there is anyone here that would like to speak in favor or against this.

Chair said yes, is there anyone here tonight that would like to speak against this project? Ok, I will entertain a motion.

Motion: Archie Morgan made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00053, 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 to locate and construct new decks and patios to the Historic fabric of the building and its character defining features and details are not destroyed, damaged or obscured. Installed desk so that they are structurally self-supporting and may be removed in the future, without damage to the historic building. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

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

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

NAYS: None

Motion: Gladys Kerr 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-2024-00053, 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-2024-00051- 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)

Keri Mendler and Darren Baucom were sworn in by the Chair.

Richard Long said Ms. Kerr did ask you be recused, so you all do need to vote on that motion for her to recuse herself.

Motion: Gladys Kerr made a motion to recuse herself from COA PLHR- 00051.

Second: Archie Morgan

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

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

NAYS: None

Keri Mendler approached the podium and said, tonight I'm here to present a Certificate of Appropriateness request 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, across from the Active Adult Center. The walkway will be stained a dark gray color.

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)

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*.

Chair said for clarification, everything has been done, except for the wrought iron gate.

Keri Mendler said yes.

Matt Klaren asked can you show us where the gates are going to be on the screen?

Keri Mendler said my understanding is that they would go across the walkway entering the fountain and then on the backside, it would be a mirror image.

Matt Klaren asked are the gates going to be closed?

Keri Mendler said I'm not sure.

Matt Klaren said I'm looking at the through walkway and if you put a gate on the front and the back, there's no walk way to the fountain.

Chair said you eliminate the walkway and the question we all are asking is the reason for the gate.

Jennifer Smith said there is nothing that connects them, they are just gates.

Matt Klaren said we are wanting people to enjoy the fountain and walk in, but if you put a gate at each entrance, you can't get to the fountain, without walking around.

Chair said I think it takes away from the project.

Keri Mendler said yes, that is one of my questions that I had as far as thinking through, because they are proposing these gates. I don't have an answer for that as far as if the will be closed or not. I know that Parks and Recreation had indicated the intent was to provide connectivity from the sidewalk on Franklin to the parking lot.

Matt Klaren said I love the idea.

Jennifer Smith said they are beautiful.

Matt Klaren said from a visual perspective, but I think from a practicality, I don't know how you can get to the benches, if the gates are closed.

Chair said same.

Keri Mendler said I wish I had an answer on that for you, but I don't. I'm sorry. There is someone here from Parks and Rec. The gates haven't been installed, so I don't know what the status is of the gates.

Jennifer Smith said what if you just put them on the end where the parking lot is and left this part off.

Keri Mendler asked can I finish my presentation, then we can get into that?

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)

Keri Mendler said I have provided the appropriate standards and conclusions in your Staff Report and I will be happy to answer any more questions that you might have and Darren Baucom is also here with Parks and Recreation and he may be able to answer your questions as well.

Chair asked, the Gateway Park you mentioned, does it have any wrought iron gates?

Keri Mendler said not that I'm aware of.

Chair said it just seems to us like the gates are restrictive and we don't really know the need for them. They are beautiful gates, no doubt about that, but to put them on either end of that fountain, I just don't see.

Jennifer Smith said I like them on one end. Can't we put them somewhere?

Keri Mendler said it says a 72-inch pair of wrought iron gates, 48 inches high.

Jennifer Smith asked how tall would that be?

Chair said that's 4 ft.

Keri Mendler said that's why it's before you guys, because it is over and the standards state 36 inches, but of course fences in front yards come to you guys anyways. So, either way, it would be coming to you. But, the standards do have a 36-inch limit.

Jennifer Smith said that's not that tall.

Chair said it's not, I just think its distracting.

Matt Klaren asked who is speaking on behalf of the project?

Keri Mendler said Darren Baucom is here with Parks and Recreation.

Chair asked is there any other questions for Keri? Sir, would you approach?

Darren Baucom approached the podium and introduced himself, he said I am at 5910 Morgan Mill Road in Monroe.

Chair asked can you shed some light on the gates?

Darren Baucom said I kind of agree with you guys, but I don't have the information on why they want to put the gates there. I'm not sure if they've even been purchased.

Allen Watson said I hope not. In looking at it, if you put those gates there, all you are going to do is get the vegetation trampled, because people are just going to walk around. It defeats the purpose of the sidewalk.

Jennifer Smith said if you put it in the back, where the parking lot is. It would keep someone from driving up in there with their car.

Matt Klaren said I think the purpose is that we want people to drive in there. It's part of the parking for the Senior Center is.

Jennifer Smith said what I'm talking about is up into where the sidewalk would be.

Chair said Keri, this parking lot is accessible from both of those streets, right?

Keri Mendler said the side streets. It has the main entrance off of Jefferson back there and then there is one off of the side street.

Jennifer Smith said oh, ok.

Matt Klaren said there are two entrances to that space.

Chair said it might be a moot point because everything else has been done, except these gates and if we don't vote for this project, 75% has already been done.

Keri Mendler said you can approve bits and pieces, it's something that its certainly up to the Commission.

Chair said our recommendation goes to Council.

Keri Mendler said no, this is a Historic District property and you are making the decision. Just because the City of Monroe is an applicant, it's no different.

Chair said thank you.

Matt Klaren said I think the gates look beautiful. But, if the purpose are to have gates with the gates closed, then you are basically not able to get to the fountain or the benches to sit down and if you actually have the gates open all the time, I'm not quite sure what the purpose would be.

Chair said why have a gate if it's open all the time.

Matt Klaren said I think it's a great idea, I just think that from a logistics standpoint it's very difficult to get into the fountains, if the gates are closed.

Darren Baucom said I understand.

Jennifer Smith asked where would the gates be placed? At the end of where the walkway is or where the circle goes around at that site?

Darren Baucom said where the 2 sidewalks meet, I'm pretty sure that sidewalk is 5 ft. across and the gates are 6 ft., so they would be across the sidewalk.

Jennifer Smith asked if they stayed open, they would be out onto the sidewalk?

Darren Baucom said more than likely, yes.

Chair said I think it looks more open, the way it is and ironically, Gateway Park doesn't have a gate.

Matt Klaren said that's true.

Darren Baucom said its considered the gateway I into the City.

Chair said I like it how its rendered and what it looks like, I just feel like the gates are restrictive and it's all open now and it looks very nice with the beautiful fountain and the landscaping around it.

Jennifer Smith said it would be pretty.

Chair said they are beautiful gates, but like some others have said, I just kind of question their necessity.

Jennifer Smith said I think it would be pretty to have the one on the back that faces into the parking lot and not have any up front. That's just my thought.

Chair asked on the Jefferson Street side?

Jennifer Smith said yes and not have anything up front.

Chair said because you like the gate.

Jennifer Smith said they are beautiful and they enhance all of that area.

Allen Watson said they are restrictive.

Jennifer Smith said not if they leave them open.

Chair said then it defeats the needs for a gate. An open gate serves no purpose, other than to look pretty.

Jennifer Smith said that's right.

Allen Watson asked Keri and said for clarification, we are asking to look at two things, correct?

Keri Mendler said I guess technically three. The gates, the sidewalk walkway area and the benches.

Jennifer Smith asked not the fountain?

Keri Mendler said no, that was something that was discussed when we updated the standards on how to address those types of things and it came down to that they were an art preference type of thing and they aren't necessarily permanent in nature.

Chair asked are the benches there now?

Keri Mendler said they are and honestly the benches, those were just something that was done with Gateway Park and it was included with the proposal. They were just trying to be consistent with what we did then.

Jennifer Smith asked are they going to put any statuary in there? You had mentioned something about that.

Keri Mendler said just that monuments and statuary are in the same kind of loop of artist items, I think this is it.

Jennifer Smith said the Gateway didn't have a fountain that looks like that in it and this could be separate, we don't have to have it match the other one. I like one set of gates.

Chair asked you are proposing to save the City 50% of this project? With one gate.

Jennifer Smith said someone with the City thought they would be beautiful.

Chair said they are pretty gates, we just kind of question whether they need to be there. I will entertain a motion.

Allen Watson said we might need some help constructing the motion, I can see us approving the sidewalk, the benches.

Richard Long said you've got the sidewalk and the benches, those are two things that you can approve. You can do one gate, no gates or all gates separately.

Chair asked do we have to have a motion on each thing?

Richard Long said they can be included, but if you wanted to make a separate motion, after if someone makes a motion for the sidewalk and the benches. You can make a second motion, if you wanted to put a gate, you can vote on that and break it into two motions.

Jennifer Smith said do the sidewalks and the benches and I'll make the other.

Chair asked if we make a motion that includes all three and its voting down, are we voting down all three? They are already there.

Richard Long said yes, they are. Remember that there are lots of things that happen after the fact and you all have said that it's got to go.

Chair said we don't want that. Ok, let's make a motion on the sidewalks and benches.

Motion: Allen Watson made a motion that this Historic District Commission Find as a Fact that the proposed project, COA PLHR 2024-00051, if constructed as according to the plans reviewed at this meeting, for the benches and the sidewalk, is congruous with the character of the district because the standards states that the design of new walkways and sidewalks to conform to the space and width, configuration and materials of existing sidewalks, driveways and off street parking areas that contribute to the overall Historic character of the district. Locating new driveways to the side or rear of existing houses and screened with landscaping, if the area is predominately visible from a public right of way. 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, and Allen Watson

NAYS: None

Motion: Matt Klaren 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-2024-00051, with the following conditions, as previously mentioned.

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

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

NAYS:

Chair said alright, I will entertain a motion on the gates.

Jennifer Smith said I will do that.

Motion: Jennifer Smith made a motion that this Historic District Commission Find as a Fact that the proposed project, COA PLHR 2024-00051, if constructed as according to the plans reviewed at this meeting, for the benches and the sidewalk, is congruous with the character of the district because the standards state that to introduce compatible with new fences and walls constructed to traditional materials, only in locations and configurations that are characteristics of the district. Keep the height of new fences and new walls consistent with the height of traditional fences and walls in the district and the applicant is proposing a wrought iron gate, featured near the fountain on the parcel. We are proposing one set of gates, at the rear of the parking lot where the walkway meets the parking lot. Therefore, the application is generally in harmony with the special character of the neighboring properties and or the Historic District as a whole.

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

AYES: Archie Morgan and Jennifer Smith

NAYS: Allen Watson and Matt Klaren

Richard Long said the motion fails. No gate.

Chair said we tried.

Gladys Kerr returned to the dais.

Item 8. Discussion: Historic District Signage

Keri Mendler approached the podium and said, believe it or not, we are staring the budget process for next year already. This has been a topic that has come up in our office over the last few years. This is just a discussion to see where you guys are at. Just after I started, we ordered the signs that are foam and we did that to replace what was a similar design, but wood and that was because the wood was failing. We think that we are probably on borrowed time with some

of these, especially some of the wood ones and I don't know how many wooden signs are still out there.

Chair asked is what you are showing us our two choices?

Keri Mendler said we have what I call the gateway signs and there are about ten of those throughout the district and then we have the sign toppers and there is about 43 of those. Basically, what we are trying to get out of you guys tonight, is your idea of what you would like to do moving forward. At some point, we are going to need to order new signs and whether or not we stick to the design we have or do we want a new design? I think this design is probably from the 1980's, we don't necessarily need a new design. This is really just for discussion purposes, so when we are looking at the budget, we know what to look at. Are we looking at going through a public process with a design firm to do a whole new design or are we just looking for a sign contractor who can make this sign and produce it for us and put it up?

Jennifer Smith showed her phone and asked can you put this up?

Keri Mendler said I cannot, we do not have the adapter anymore.

Allen Watson asked is the City looking at its overall design concept or is there a new?

Keri Mendler said no, I know a couple years ago, the City did a whole new branding for City wide, but this is totally separate and it's just for Historic District. As part of the conversation of us thinking that we are probably on borrowed time with these signs, the guy who produced the current signs, just after I started in 2015, he no longer makes them. So, either way, we are going to have to find someone else to make the signs and that's when we decided to speak to the Commission about what direction you guys would like to go.

Allen Watson asked are we just talking about the gateway signs or all signs?

Keri Mendler said that is what we are asking you all. The sign toppers seem to be holding up just fine, but if you guys are wanting a new design, we would have to basically do all the signs over. If you would like to stick with the same design, we would probably just be looking at replacing the wood/foam signs that are the gateway signs.

Allen Watson asked what about right of way footprint? This looks like maybe 2 feet.

Keri Mendler said they aren't very big signs.

Planning staff is seeking input from the Historic District Commission on Historic District Signage. 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. The signs are no more than one foot by maybe one and a half foot and obviously, we are having to put them in areas where they are between the sidewalk and different areas. We can't make them too big and we don't want to obstruct visibility either.

Matt Klaren asked is the fiscal budget underway or is that coming up soon?

Keri Mendler said it has just begun, so that is why we are here to start having the conversations, so we can start looking into what the cost would be. So, we can ask for the funding.

Gladys Kerr said I know an excellent sign maker right here in Monroe, I wish we could invite him to give us some prices. The pictures that Jennifer has, he has already shown me some, almost exactly like that and he and his wife do a beautiful job.

Jennifer Smith said metal would hold up some much better than what it is right now.

Chair said I don't know what the process is with the City or if we have to get bids and how many bids you have to get.

Keri Mendler said tonight, I am just looking for consensus from the Commission. Do you want to stick with the same design, do you want a redesign to refresh it? That will help us start the conversation and we will probably be back. But, tonight I am just looking for a consensus of, do we like this design or do we want a new one?

Chair said it's kind of antiquated, like you said.

Keri Mendler said it was probably done in the 1980's when the original district was done.

Allen Watson said it's kind of the chicken and the egg, if we change the design, we are changing all of the signs. Is there enough money in the budget to change all of the signs?

Keri Mendler said that's why I am asking because we will have to figure it out and ask for it.

Gladys Kerr said we don't have to do them all at one time, if you don't have that much money.

Keri Mendler said that's what I'm saying, with the budget process, you have to figure out what you want, what would somebody charge for that and then you ask Council for the money and you hope they give it to you, then you can start the process.

Chair said I think we are in agreement that we want a new design.

Gladys Kerr said we want metal.

Matt Klaren said I think it's a great opportunity for us to really see what else is out there and I know a lot of things have changed overtime, but from a design standpoint and from the materials that are utilized. I think that's a strong point, I think budget constraints are always a concern when they start reaching the top of that budget, there are certain things that they are going to cut and I don't know if...

Chair said obviously the metal is going to cost more than metal or foam.

Jennifer Smith said metal is going to last much longer.

Chair said these have been up since the 1980's.

Keri Mendler said a lot of them were replaced over the last several years. Right before I started in 2015, we replaced probably 15 signs.

Matt Klaren said you could offset it with the maintenance and repairs. Who handles the selection process when you start looking for a new sign?

Keri Mendler said honestly, it would probably depend on how much the cost comes back as. Because we when we did the design standard update, we went through a whole RFP process.

Chair said to answer your original question, yes, we want a new design and we prefer metal.

Keri Mendler said like I said, this is really just the starting point of a conversation, so that we kind of have an idea of what we need to start looking at moving forward. Obviously, with a new design, there will be a public process for input from you guys and other residents in the District. So, it's a bit more involved than just having someone make new signs, with the same design.

Chair said we have no idea about the budget and worst case scenario, these metal ones on top of the signs and stop signs, we can add more of those.

Keri Mendler said yes, possibly. They make sense where they are at, honestly.

Chair asked is this something that we need to make a motion on?

Keri Mendler said I don't think it's something you need to make a motion on, I really just needed a consensus and I think I have that.

Jennifer Smith said Gladys made a great recommendation on somebody that she knows that could get the ball rolling.

Gladys Kerr said I will give you his name and number.

Keri Mendler said that will be helpful. The first step for the Historic Tree Survey that we received funding for, the first step was reaching out to some survey companies to tell them what we would like to do and ask how much they would charge for it.

Item 9. **Next Meeting: November 13, 2023**

Item 10. **Adjournment**

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

Second: **Gladys Kerr**

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

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

NAYS: **None**

The meeting adjourned at 7:25 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, NOVEMBER 13, 2023 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 12/18/2023

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, Anna Dowdy, Jennifer Loria, Gladys Kerr and Allen Watson

Members Absent: Matt Klaren

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

Guests: Brady & Harlie McBride, Richard Price

Chair said tonight, we will hear Item 5 first, since the applicant is not here yet.

Item 2. Pledge of Allegiance & Moment of Silence

Item 3. Conflicts of Interest

There were no conflicts.

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.

Item 5. COA PLHR-2024-00081- The Historic District Commission is requested to consider a Certificate of Appropriateness from Richard Price to remove four Magnolia trees and two Crepe Myrtle trees and replace them with four Dogwood trees and two Crepe Myrtle trees as well as a request to remove a brick wall and replace with a picket fence at 504 S. Washington St. (Parcel ID #: 09-235-219)

Megan Brightharp and Richard Price were both sworn in by the Chair.

Megan Brightharp approached the podium and introduced herself. She said, tonight I am here to present a Certificate of Appropriateness request from Richard Price to remove four Magnolia trees and two Crepe Myrtle trees, all above 6” in diameter at breast height, and replace them with four Dogwood trees and two Crepe Myrtle trees. An arborist report was not included with this request. Additionally, the applicant requests to remove a brick wall and replace it with a wood picket fence.

The application also included a request that has been approved at Staff level to replace an existing picket fence with a new picket fence.

Proposed Findings:

1. The subject property located at 504 South Washington Street is owned by Richard Price 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 October 18, 2023, the applicant applied for a COA to remove four Magnolia trees and two Crepe Myrtle trees and replace them with four Dogwood trees and two Crepe Myrtle trees as well as a request to remove a brick wall and replace with a picket fence. (Exhibits 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. (Exhibits 7-8)

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

Jennifer Smith asked those trees aren’t tagged or they don’t have any age or real age to them, do they? They aren’t 100 years old.

Megan Brightharp said they aren’t tagged.

Gladys Kerr asked are these trees diseased or anything?

Chair said we can ask the applicant about why exactly he’s removing them. Richard, please come up and introduce yourself.

Richard Price approached the podium and introduced himself. He said I live at 504 S. Washington Street.

Chair said ok, questions, are the trees too big, are they diseased? What's the deal?

Mr. Price said the magnolias are all just too big. It's too big of a species to ever have been planted there and the previous occupants have trimmed them up and they don't look like magnolia trees and you can walk under them. One of them is diseased, but I didn't have the Urban Forester come out to look at it. When you are standing on my porch looking to the left between my property and Dale's, one of them never gets green, it only gets yellow. It doesn't produce the what I call hand grenades. They are just really oversized and an inappropriate tree to begin with and then the crepe myrtles are just overgrown and have never been properly pruned. They are out of control, it's those trees that have damaged the brick retaining wall, between my property and Dale's property. We did a new fence in our backyard last year, so we just want to tie into that with a picket fence and bring it around and clean it up and plant new trees that are more appropriately sized and won't get overgrown like the magnolias. You will be able to see our house a little bit from the street.

Jennifer Smith said that's what I was getting ready to say, I think magnolias are obnoxious trees, I really do.

Mr. Price said they are great in an appropriate setting. They are not meant to be in a small front yard, right up against your property.

Jennifer Smith said they completely cover your property.

Gladys Kerr said they are so southern.

Mr. Price said they are and they look beautiful in front of a plantation that's sitting back about 100 yards from the house.

Chair said trying to mow those leaves is like trying to mow paper plates, they are so thick.

Jennifer Smith said I think dogwoods would be beautiful, because they are very open and spread.

Mr. Price said I think it will look great.

Chair said I agree with you there.

Gladys Kerr said Mr. Price, I'm just a bit sad, because all those years ago, I knew the couple that restored that house. They planted the trees and built the wall, so it's kind of sad for me.

Mr. Price said I wish they would have planted an appropriate species. We will make it back into something pretty again.

Jennifer Loria asked will you be putting the same type of picket fence?

Mr. Price said part of this is relocating part of the picket fence, its sitting just a little too far from the sidewalk, because of the way the trees over hang, we really can't grow anything there. So, we are going to move it forward and we are actually to try to move what is there and keep it. But, we are concerned that we will destroy it by taking it out of the ground. It doesn't appear to be cemented in, so we may be able to take it down and move it.

Jennifer Loria said it's a beautiful fence.

Mr. Price said otherwise, we will just build new and we will use the same or similar picket that we can find available.

Jennifer Loria asked is there a sidewalk right there?

Mr. Price said yes.

Jennifer Loria asked are you going to take it all the way to the sidewalk?

Mr. Price said close to it, about 6 inches or so. We are going to do it similar to the way yellow brick house, right by the Science Center, he's got the brick wall. There is a nice privacy fence there and then we have the picket fence and to me, that looks a bit odd to have three different materials there.

Jennifer Loria said you can actually see it in Exhibit 6. You can see the edge of the front.

Jennifer Smith said its nothing that's original to the house either.

Mr. Price said I don't believe so, ma'am.

Jennifer Loria said I think just carrying that picket fence around would really just charm it up and it will look cute.

Chair asked do we have any more questions for the application? I will entertain a motion and don't forget to add relevant design standards to your motion.

Motion: Archie Morgan made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2024-00081, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state that to retain and preserve the landscape and built site features that contribute to the overall Historic character of a district building, site, street scape, including mature trees, lawns and ground covering. The height of the picket fence will be left to the applicant's discretions, whether they would like 36 or 48 inch. Therefore, the application 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, Anna Dowdy, Gladys Kerr,
Allen Watson and Jennifer Loria**

NAYS: **None**

Motion: **Jennifer Smith 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-2024-00081. Such certificate to be subject to the conditions mentioned in the previous motion.**

Second: **Gladys Kerr**

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

AYES: **Archie Morgan, Jennifer Smith, Anna Dowdy, Gladys Kerr,
Allen Watson and Jennifer Loria**

NAYS: **None**

Item 6. **COA PLHR- 2024-00058- The Historic District Commission is requested to consider a Certificate of Appropriateness from Richard Schrader to replace existing vinyl siding with fiber cement siding on the rear addition of the home at 705 West Franklin Street. (Parcel ID #: 09-273-009)**

Megan Brightharp was sworn in by the Chair. (Applicant was not in attendance)

Megan Brightharp approached the podium and introduced herself and said, tonight I'm here to present a Certificate of Appropriateness request from Richard Schrader. The applicant has requested approval to replace existing vinyl siding with fiber cement siding on the rear addition of the home at 705 West Franklin Street.

Proposed Findings:

1. The subject property located at 705 West Franklin Street is owned Richard Schrader 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 21, 2023, the applicant applied for a COA to request approval to replace existing vinyl siding on the rear addition of the home with fiber cement siding at 705 West Franklin Street.
(Exhibits 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. (Exhibits 7-8)

Megan Brightharp said Staff has provided the appropriate standards and conclusions in your Staff Report and I will be happy to answer any questions that you might have and the applicant is unfortunately not here tonight.

Jennifer Smith asked what type of wood is that?

Allen Watson said it's hardy plank, which has a texture to it.

Chair asked this is ok in the district, right Megan?

Megan Brightharp said yes, you have approved it before in September when we had that case for 1206 West Franklin and that was the material that she proposed.

Chair said ok.

Chair asked this is along the back of the house on the rear?

Allen Watson said you can barely see it.

Chair asked if there were any questions for Megan?

Jennifer Loria asked this application was submitted in September and instead of it going to the October meeting, did he know that he was supposed to come tonight?

Megan Brightharp said yes. The applicants also get APO's. I don't know.

Jennifer Loria said I guess he doesn't have to be here.

Megan Brightharp said it would have been nice.

Chair said maybe something came up and we will give him the benefit of the doubt and this is fairly simply and has been approved before in the district, so I don't think there are any concerns. I would like to hear a motion.

Motion: **Anna Dowdy made a motion that the Historic District Commission Find as a Fact for the project COA PLHR 2024-00058, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because of the standards that state, that you are to retain and preserve exterior walls and they are important in defining the historic character of the district buildings, such as siding, and it's not appropriate to replace or cover historical wall material and in this case, this looks like it was an addition added in the 1970's with vinyl siding,**

which is not typically a historic wall material, so nothing is being covered that is historic. The replacement is improving the appearance because it's going to be a wood look/hardy board, that is more consistent with what would be considered historic material. Therefore, the application is generally in harmony with the special character of the neighboring property and or the Historic District as a whole.

Second:

Jennifer Loria

Action:

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

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

NAYS: None

Motion:

Gladys Kerr 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-2024-00058, such certificate to be subject to the conditions contained in the previous motion.

Second:

Jennifer Smith

Action:

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

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

NAYS: None

Chair said now that we are done with that, we have some other business. 320 Houston, it appears to be no one living there and hasn't for some time. It's always dark.

Keri Mendler asked did you send me an email on one, maybe 302 or 320 and I looked into it and they had active utilities.

Chair said there is no one there.

Jennifer Loria asked what color is the house?

Chair said its real dark grey, I think. It's the one beside the yellow house on down Houston a little bit.

Keri Mendler said I can check, but we can't make people occupy. Is there another concern?

Chair said I was just curious since there is no for sale sign or anything, I didn't know if it was on the market.

Keri Mendler said I can check to see about active utilities, but certainly, if there are other concerns, we are happy to look into them.

Jennifer Loria asked what's going on with the one with the construction on Houston that has a for sale by owner sign?

Keri Mendler said I did send a notice to them, because I did notice that they removed their chimneys and they didn't have approval from the Commission. I sent an NOV on that and the building permits are expired as well and I think in the next week or two, he actually hired a realtor to list the property. She came in and spoke to me a couple weeks ago and she said she had two contractors interested in it, but I am hoping that something will happen with that one.

Jennifer Loria asked does that mean that we would ask them to put the chimney's back?

Keri Mendler said he either have to put them back above the roof line to match exactly what they were or it could potentially come before you guys and that's happened before, where Commission's made people put chimneys back at least above the roof line. Just depending on architectural details and then whether it was on the front or the rear and visibility, so there's been a few cases like that and its gone both ways.

Jennifer Loria said interesting.

Keri Mendler said we will see what happens and hopefully something will happen with that sooner than later.

Chair said another questions I have, it's been a little over a year ago about this same property and I want to say it's 712 Church Street. It's the corner of Church and Barden, I believe.

Keri Mendler asked the white house?

Chair said yes. The issue it had before was the wrap around porch was full of furniture and stuff.

Keri Mendler said yes, it had some scaffolding too at one point.

Chair said it had all kinds of stuff on the porch.

Jennifer Smith said the shrubs are grown up almost to the roofline.

Chair said that porch issue is back and there are all sorts of stuff in the back and I don't know what the rules are.

Keri Mendler said its probably something with Code Enforcement, but I can have them look into it to see if there are any Code Enforcement issues that could be addressed.

Chair asked does anyone have any questions? There were none.

Item 9. **Next Meeting: December 11, 2023**

Item 10. **Adjournment**

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

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

NAYS: None

The meeting adjourned at 7:13 pm.

Respectfully submitted,

Archie Morgan
Chairman

Ashlyn Penegar
Secretary to the Board



STAFF REPORT
PLHR-2024-00112

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 406 West Franklin Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alan Parker for previously replacing portions of the steel roof over the front porch and a side bay window with copper roofing at 406 W. Franklin St.

Additionally, applicant has replaced the existing gutters and downspouts connected to the front porch with copper gutters and downspouts that have been approved at staff level.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	11-20-23
Name of Petitioner:	Alan Parker
Location:	406 West Franklin Street
Tax ID #:	09-232-235
Lot Size:	0.64 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

406 W. Franklin Street -Thomas J. Shannon House; In 1900 T. J. Shannon (1868-1907), who ran a general store, purchased a lot on which he built this Queen Anne/Classical Revival style house, pictured in Stack & Beasley in 1902. Its patterned slate roofs with sheet metal ornamental ridges have intersecting hipped sections with pedimented gables on the northwest, northeast and southwest corners, the latter two over three-sided bays. These gables have patterned tongue

and groove sheathing. At the southeast corner the roof pushes out into a round corner bay over the projecting second story porch. This porch has turned columns in pairs, a spindle fringe and a railing with balls set between the balusters in a garland pattern. The main porch runs across the front of the house and has Tuscan columns, though the railing is like that of the second floor. Over the front steps is a small portico with diagonal board patterning in its gable end. Underneath the porch are two large diamond-shaped windows. Other windows on the house are one over one. At the west side of the house is a rectangular bay window, and at the rear a one-story, gable-roofed wing. There are interior and exterior end chimneys, both with corbelled caps.

RELEVANT DESIGN STANDARDS

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
2. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
The applicant is requesting to replace the previous steel roof over the front porch and bay window with a copper roof.
3. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.
The applicant is not requesting to replace the metal shingle roof above the front porch and side bay window with multi-rib metal roofing.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 604 West Franklin Street is owned by Alan and Mark Parker and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On November 20, 2023, the applicant applied for a COA requesting approval for previously replacing the existing steel roof over the front porch and side bay window and replace it with a copper roof. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

CONCLUSIONS

The proposal for previously replacing portions of the steel roof over the front porch and a side bay window with copper roofing, as presented (is/is not) congruous in concept according to the *Roofs* standards of the *South Monroe Historic District Design Standards*:

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
 2. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
 3. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.
-
-

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.

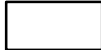
Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Original Roof
6. New Roof
7. APO List
8. APO Map

Prepared by: MB 12-15-23

Aerial Map
PLHR-2024-00112

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Alan and Mark Parker

Acres: .64

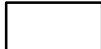


0 60 120
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00112

Legend

-  Centerlines
-  Parcels
- Zoning Districts**
 -  DG-MX
 -  RMD
 -  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Alan and Mark Parker

Acres: .64

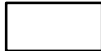


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Exhibit 2

Historic District Map
PLHR-2024-00112

Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Alan and Mark Parker

Acres: .64



0 60 120
 Feet

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: 406 West Franklin St. Monroe NC 28112
Applicant's name: Alan Parker
Applicant's address: 406 West Franklin St.
Monroe N.C. 28112
Applicant's telephone number: (704) 283-1813
Applicant's email address: _____
Property Tax Identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Alan Parker and Mark Parker
Address: 406 West Franklin St. Telephone: (704) 283-1813

3. The following Certificate of Appropriateness is requested for: New Copper Porch roof
Please provide a brief description of the project:
Old roof was leaking badly and needed to be replaced
Old roof was put on in 1990 was made of steel. It was
done wrong and had to be fix over and over again for years.
I put copper on so it would last 100 years

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).

Alan Scott Parker
Applicant- Printed

Alan Parker

Applicant- Signed

Nov. 20, 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.

Exhibit 4

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

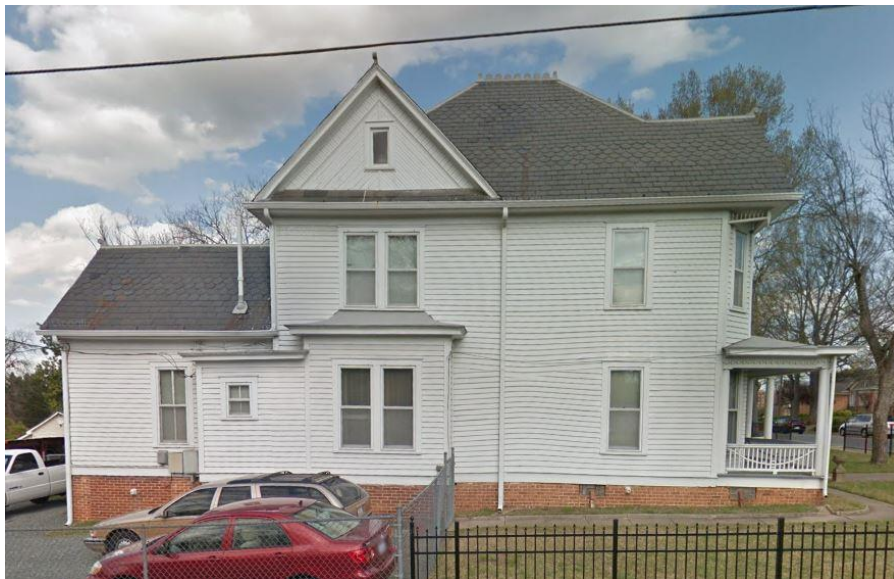




Exhibit 6

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232213	HUFFMAN BILLIE OLIVER		340 W MORGAN ST	MONROE	NC	28112
09232214	CARLSON FAMILY HOLDINGS LLC		401 WEST FRANKLIN ST	MONROE	NC	28112
09232215	GOODWIN SARAH POLK		401 1/2 W FRANKLIN ST	MONROE	NC	28112
09232216	MCMANUS DEBRA F	MCMANUS HARRY L	403 WEST FRANKLIN ST	MONROE	NC	28112
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST	MONROE	NC	28112
09232218	HIGGINS NATASHA FAITH		202 N CRAWFORD ST	MONROE	NC	28112
09232219	TRAVIS ELIZABETH ELLEN		201 N CRAWFORD ST	MONROE	NC	28112
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586	CHARLOTTE	NC	28229
09232220A	DANIELS TRAVIS A		1131 MAREMONT CT	MATTHEWS	NC	28104
09232234	GOLDFARB CARL	GOLDFARB SHARRON	502 W FRANKLIN ST	MONROE	NC	28112
09232235	PARKER ALAN SCOTT	PARKER MARK WAYNE	406 W FRANKLIN ST	MONROE	NC	28112
09232237	GUSTAFSON SCOTT THOMAS		402 W FRANKLIN ST	MONROE	NC	28112
09232238	GUSTAFSON MATTEAS A JR	GUSTAFSON NANCY LEE	1102 MARTHA DR	MONROE	NC	28112
09232239	LR & FR LLC		PO BOX 267	INDIAN TRAIL	NC	28079
09232241	EDWARDS DANIEL ALEX	EDWARDS JACQUELYN NOELLE	403 W JEFFERSON ST	MONROE	NC	28112
09232243	LAZARUS PROPERTIES LLC		400 LANCASTER AVE	MONROE	NC	28112

Exhibit 7

APO Map
PLHR-2024-00112

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Alan and Mark Parker

Acres: .64



0 120 240
Feet

Exhibit 8



STAFF REPORT
PLHR-2024-00120

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 508 South Crawford Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Veronica Carillo requesting approval for previously replacing a window with a new door on the front façade of the home at 508 South Crawford Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	12-6-23
Name of Petitioner:	Veronica Carillo
Location:	508 South Crawford Street
Tax ID #:	09-235-206A
Lot Size:	0.284 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

508 S. Crawford street - J. E. Efird House I; Probably built around 1895 for Jacob E. Efird (1867-1931) of Efird Marble works, this one and a half-story frame Queen Anne style house has a hipped main block with twin gables at the front corners. Centered between the gables is a gabled dormer with a small balcony in front of it. Extending from the south side of the house is a gable-roofed wing. Another gable is set in the north elevation. These gables and the dormer have flush-sheathed faces and ornamental spindled and scroll~sawn gable inserts. Across the front of the house is a front porch that has angled gables at the two outer corners and a gabled portico over the front steps. This porch has turned posts, a spindled fringe, and square-section railings. Windows on the house have two over two sash, except for one over one windows in gables. Windows under the

porch have molded surrounds and bullseye corner blocks. The porch walls are sheathed with beaded tongue and groove. Although the original front door- has been removed, the molded surround, sidelights and transom remain.

RELEVANT DESIGN STANDARDS

Windows and Doors (pg. 53)

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting permission for previously installing a wooden door that replaced the existing window.
2. Preserve and maintain window and door features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.
The applicant is requesting permission for previously installing a wooden door that replaced the existing window.
3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
The applicant is requesting permission for previously installing a wooden door that replaced the existing window.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 508 South Crawford Street is owned by Eva Guzman-Carrillo 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 December 6, 2023, the applicant applied for a COA requesting approval for previously replacing a window with a door on the front façade of the home (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. (Exhibits 7-8)
-

CONCLUSIONS

The proposal requesting approval for previously replacing a window with a new door on the front façade of the home as presented (is/is not) congruous in concept according to the *Windows and Doors* standards of the *South Monroe Historic District Design Standards*:

Windows and Doors (pg. 53)

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
 2. Preserve and maintain window and door features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.
 3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
-

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. Historic Photos of the House
6. Photos of the New Door
7. APO List
8. APO Map

Prepared by: MB 12-18-23

Aerial Map
PLHR-2024-00120

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

Acres: .306



0 60 120
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00120

Legend

Centerlines

Parcels

Zoning Districts

RMD

Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

Acres: .306



0 60 120
Feet

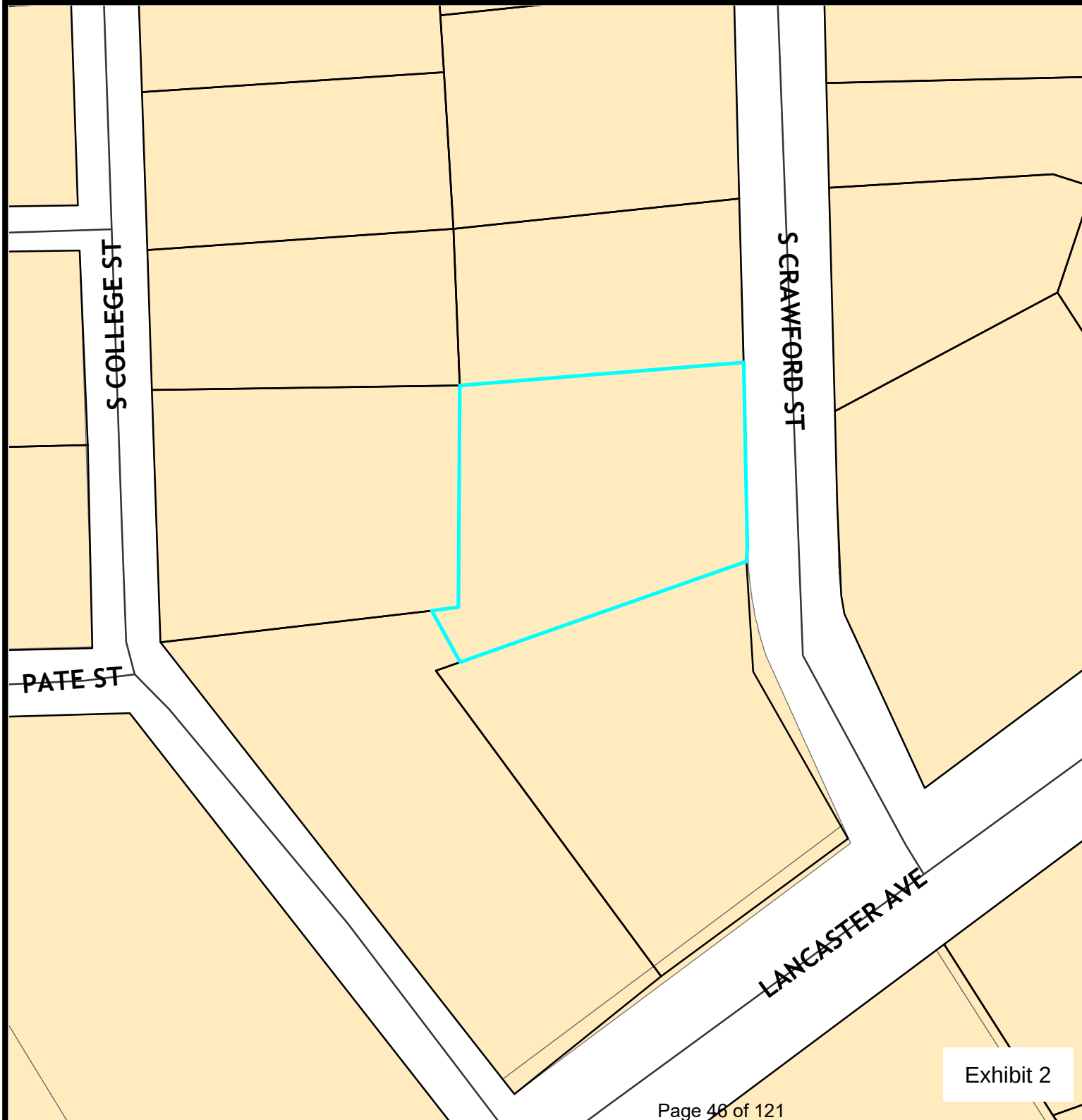


Exhibit 2

Historic District Map

PLHR-2024-00124

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property
- Notified Properties

Existing: RMD
(Residential Medium Density)

Owner:
Jonathan Thompson

Acres: .284



0 50 100
Feet

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: 508. S. Crawford
Applicant's name: Veronica Carrillo
Applicant's address: 508. S. Crawford

Applicant's telephone number: 204-218-7288
Applicant's email address: Nero Carrillo123@aol.com
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Eva Guzman.
Address: 707 S. Hayne Telephone: 980-505-1233

3. The following Certificate of Appropriateness is requested for: _____

Please provide a brief description of the project: _____

To keep the side door
instead of the window

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).

Veronica Carrillo
Applicant- Printed

Veronica Carrillo
Applicant- Signed

12-6-23

Date Submitted

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

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

Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

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

Exhibit 4

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



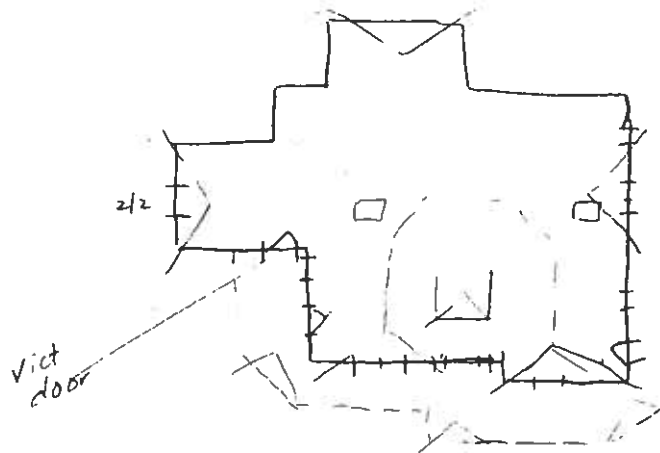
Exhibit 5

great details in gables
 spindle sunbursts
 narrow + g siding, bargebd,
 decorative attic vents
 great dormer

windows 2/2

square frieze
 balustrade

delapidated
 garage



front door
 removed

db 58, p 526. April 1904. W S Krauss to J E Efird. Beginning at a stone on Crawford St & runs with Crawford St 14 1/2 ft to J E Efird's corner. Thence with Efird's line S. 67 W 110 ft to a stone, thence a straight line back to the beginning corner 108 ft.

b 44, p 590. May 1909. Monroe Insur & Invest Co. to J E Efird. 2900. Beginning at a stone or stake on Lafayette St (probably means Lancaster Ave), then S 53 W 169 ft with said st to a rock, then N 6.75 W 86 ft to a stone, then N 3 W 90 ft with Crawford St to a stone, then N 54.25 E 111.5, then S 33.75 E 159.75 to beginning. ?
 ing SW corner of J R Winchester Home or residence lot. J R
 inchester > G (?) P Lowry (1892)

drawing by Joseph Schuchman



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235217	BELK MATTHEW	BELK STEPHANIE	400 LANCASTER AVE	MONROE	NC	28112
09235180	BUNDY SIDI BROWN	BUNDY APRIL LAUREN	800 S COLLEGE ST	MONROE	NC	28112
09235111	CANTEY KIMBERLY ELIZABETH		405 LANCASTER AVE	MONROE	NC	28112
09235215	CHILDS CHRISTOPHER CODY	HUENKE EMILY R	505 S. CRAWFORD ST	MONROE	NC	28112
09235218	CROSS JESSICA M		506 S WASHINGTON ST	MONROE	NC	28112
09235206	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR	WAXHAW	NC	28173
09235182	FLOYD SARAH VIRGINIA		600 S COLLEGE ST	MONROE	NC	28112
09235216	FOMEN ASHLEY	FOMEN ALEX	408 LANCASTER AVE	MONROE	NC	28112
09235207	GRISE-HANEY MARTHA		504 S CRAWFORD ST	MONROE	NC	28112
09235206A	GUZMAN-CARRILLO EVA		508 S CRAWFORD ST	MONROE	NC	28112
09235208	LLINAS VERA B		603 EFIRD ST	MONROE	NC	28112
09235114	MONROE CITY BOARD OF EDUCATION		500 N MAIN ST	MONROE	NC	28110
09235200	MOSLEY BARRY PERNELL		503 S COLLOGE ST	MONROE	NC	28112
09235112	PAEZ JONATHAN		407 LANCASTER AVE	MONROE	NC	28112
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST	MONROE	NC	28112
09235202	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235203						
09235197						
09235201						
09235214	SHERROD ROBERT G JR		221 S BRAGG ST	MONROE	NC	28112
09235205	SMITH PATTI		502 LANCASTER AVE	MONROE	NC	28112
09235204	SONG REALTY LLC		PO BOX 79192	CHARLOTTE	NC	28271
09235181A	WHITE MICHAEL D	WHITE RUTHHANNE	602 SOUTH COLLEGE ST	MONROE	NC	28112

APO Map PLHR-2024-00120

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

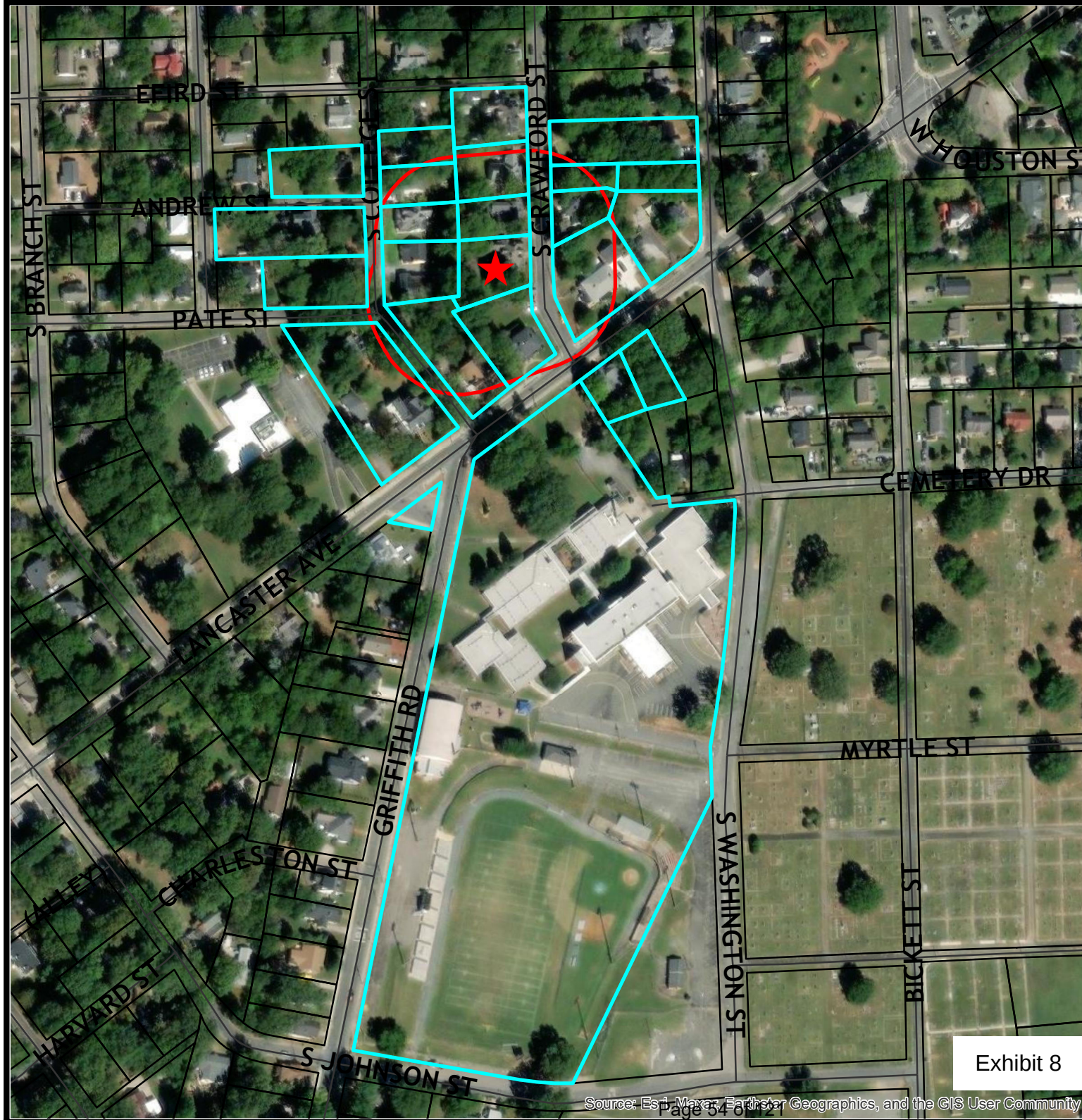
Acres: .306



0 240 480
Feet



Exhibit 8





STAFF REPORT
PLHR-2024-00122

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 504 South Hayne Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Donna Thrasher to replace deteriorated Masonite siding with hardie board siding at 504 South Hayne Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	12-4-23
Name of Petitioner:	Donna Thrasher
Location:	504 South Hayne Street
Tax ID #:	09-235-038
Lot Size:	0.385 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

504 S. Hayne Street - Redfearn-Harne House; Given its similarities to other rental houses built in the late 19th and early 20th centuries by Randolph Redfearn, it seems likely that the \$5000 that George F. Horne paid Redfearn in 1920 was for both this one-story frame Queen Anne house and the lot on which it stands. Horne is listed in the 1922 City Directory as associated with the Smith-Lee company and in 1928 as vice president of Davis-Williams company, dealers in dry goods, groceries and hardware, as well as cotton merchants. Although now clad in masonite siding, the L-shaped, gable-roofed house retains its many decorative details, including Stick-Style ornament in the gable ends, molded vergeboards with bull's eye bosses, sawn and pierced gable ornament, sawn brackets with pendants under the eaves of the clipped corners of the front wing, and louvered

attic vents with hoods and decorative cutouts. A one-story porch with simple square posts shelters the right (north) two bays of the three-bay facade; these two bays consist of the double leaf entrance and a semi-hexagonal bay with one over one and two over one sash windows. centered on the porch roof is a small decorative gable with floral motif sawn ornament. Windows and doors are set in decorative surrounds with corbelled bull's eye cornerblocks and plinths. The house has classical cornerboards and an exterior end chimney on the north elevation. One-story, gable-roofed wings extend to the rear, and there is a small shed wing on the south elevation.

RELEVANT DESIGN STANDARDS

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
2. If replacement of an exterior wall feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting to replace the existing Masonite siding with hardie board siding.
3. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
The applicant is requesting to replace the existing Masonite siding with hardie board siding.
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.
The applicant is requesting to replace the existing Masonite siding with hardie board siding.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 504 South Hayne Street is owned by Donna Thrasher 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 December 4, 2023, the applicant applied for a COA requesting approval to replace existing Masonite siding with hardie board siding. (Exhibits 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. (Exhibits 7-8)

CONCLUSIONS

The proposal to replace deteriorated Masonite siding with hardie board siding to the *Exterior Walls* standards of the *South Monroe Historic District Design Standards*:

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding,
2. shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
3. If replacement of an exterior wall feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
4. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
5. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Existing Conditions
6. Proposed Material
7. APO List
8. APO Map

Prepared by: MB 12-14-23



Aerial Map
PLHR-2024-00122

Legend

- Centerlines
- Parcels
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Donna Thrasher

Acres: .385

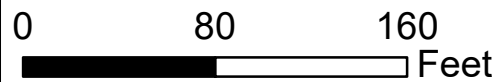
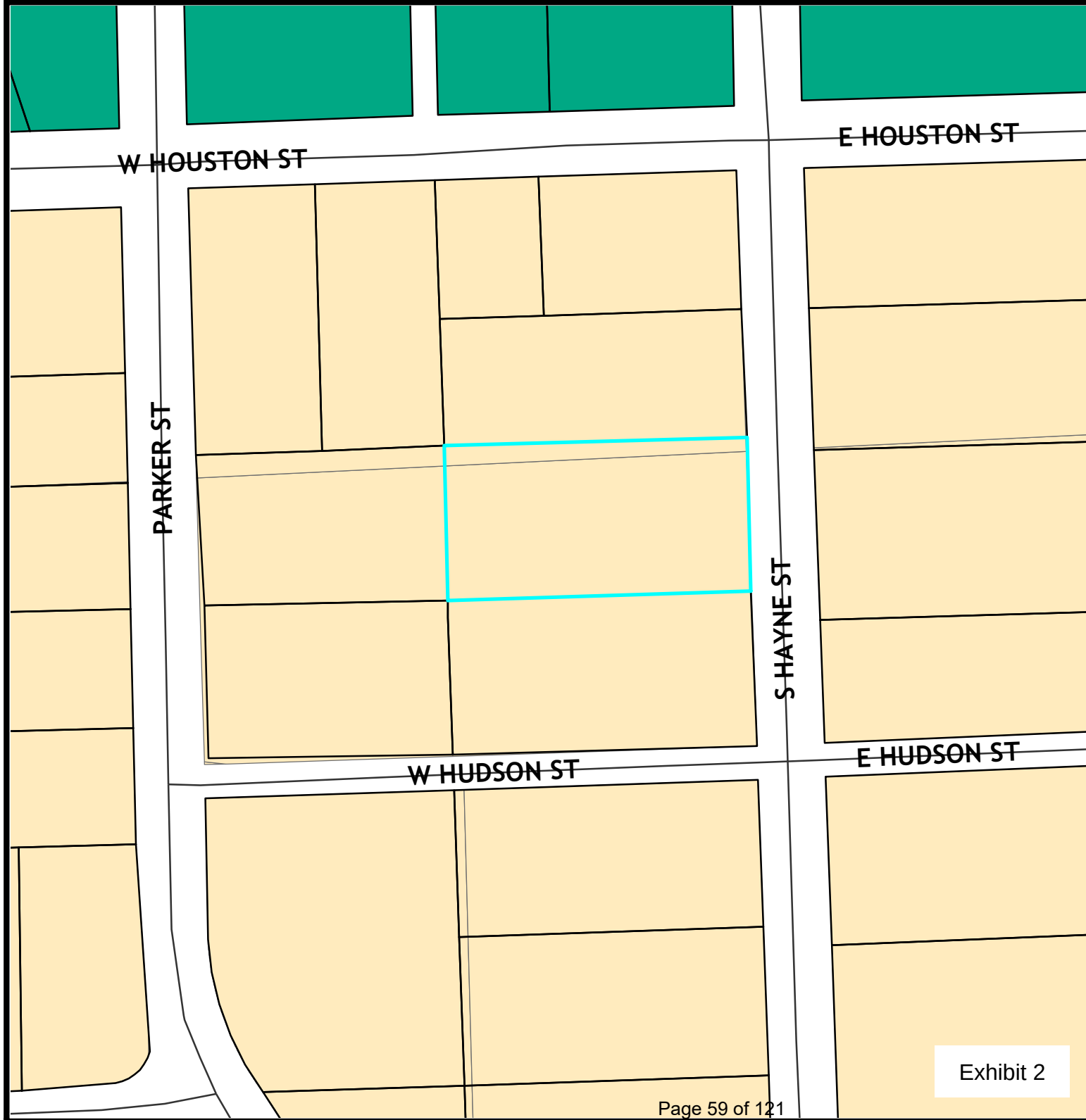


Exhibit 1



Zoning Map
PLHR-2024-00122

Legend

- Centerlines
- Parcels
- Zoning Districts**
 - OM
 - RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Donna Thrasher

Acres: .385

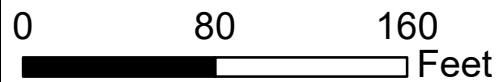
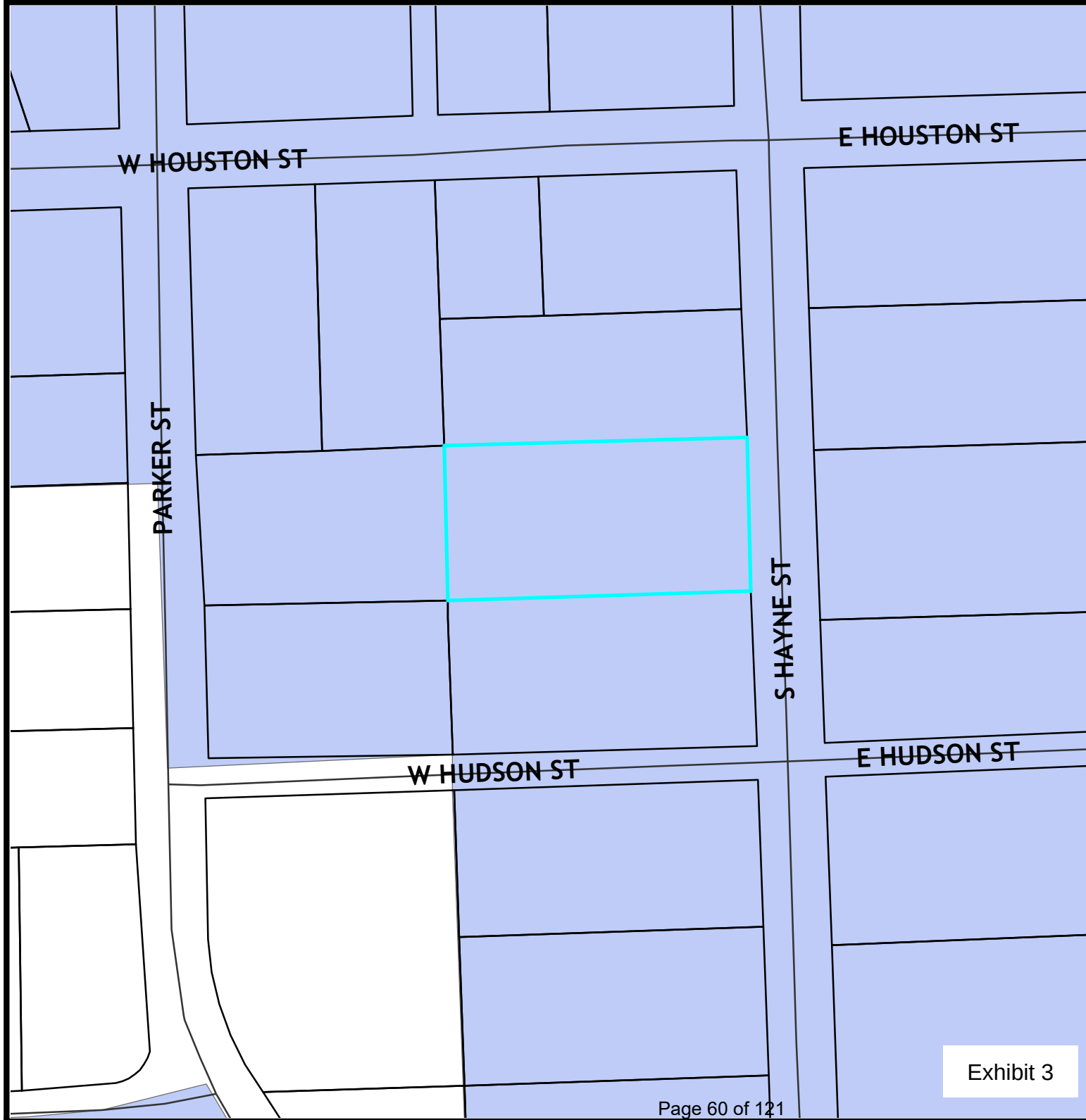


Exhibit 2



Historic District Map

PLHR-2024-00122

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Donna Thrasher

Acres: .385



0 80 160
Feet

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: 504 S. HAYNE ST MONROE
Applicant's name: DONNA THRASHER
Applicant's address: SAME

Applicant's telephone number: 704.534.0718
Applicant's email address: thrasherdy@gmail.com
Property Tax identification number: _____ - _____ - _____

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

3. The following Certificate of Appropriateness is requested for: REPLACE FAILED MASONITE
Please provide a brief description of the project: SIDING ON LOWER PORTION OF
HOUSE WITH HARDI BOARD. THE SIDING ON THE
HOUSE IS CURRENTLY A COMBINATION OF MASONITE
(A PRODUCT DISCONTINUED IN MARCH 2001) & HARD
BOARD. SEVERAL LOWER MASONITE BOARDS HAVE
FAILED. EXISTING MASONITE IS 1x12" TEXTURED &
REPLACEMENT HARDI BOARD WILL ALSO BE 1x12"
TEXTURED TO MATCH.

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).

DONNA THRASHER

Applicant- Printed

Donna Thrasher

Applicant- Signed

12/21/2023

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 28111-006
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.

Exhibit 4

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



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09235002	HARRISON GARY R	HARRISON JEREMY S	405 S HAYNE ST		MONROE	NC	28110
09235003	SCHMITT KARL		18 COVIL AVE		WILMINGTON	NC	28403
09235004	SELLS RONALD III	SELLS KYRA	503 S HAYNE ST		MONROE	NC	28112
09235005	DUNN BARTON HARRIS		505 S HAYNE ST		MONROE	NC	28112
09235006	JT BURNS & CO LLC		PO BOX 904		MONROE	NC	28111
09235007	KENDRICK STEPHEN	KENDRICK LAURA ARNETTE	8808 WALTHAM FOREST CT		WAXHAW	NC	28173
09235036	HOWARD JAMITHON M		600 S HAYNE ST		MONROE	NC	28112
09235037	POLK DONALD O	POLK DOROTHY C	500 WINDY DR		MONROE	NC	281102812
09235038	THRASHER DONNA G		504 S HAYNE ST		MONROE	NC	28112
09235039	HELMS LIBBY ZEALY		502 S CHURCH ST		MONROE	NC	28112
09235040	HELMS ANN C		500 SOUTH HAYNE ST		MONROE	NC	28112
09235041	HARKEY JAMES	HARKEY TENLEY S	8415 LANDSFORD RD		MONROE	NC	28112
09235042	FIRST BAPTIST CHURCH		109 MORROW AVE		MONROE	NC	28112
09235043	FIRST BAPTIST CHURCH		109 MORROW AVE		MONROE	NC	28112
09235045	FIRST BAPTIST CHURCH		109 MORROW AVE		MONROE	NC	28112
09235046	SMITH JENNIFER S		PO BOX 158		MONROE	NC	28111
09235046A	WATSON LIANE	WATSON ALLEN	107 W HOUSTON ST		MONROE	NC	28112
09235046B	DMS CAPITAL LLC		2316 WENSLEY DR		CHARLOTTE	NC	28210
09235046C	PITTMAN SANDRA SMITH		505 PARKER ST		MONROE	NC	28112
09235047	BLACKS MEMORIAL PRESBYTERIAN	CHURCH	509 S PARKER ST		MONROE	NC	28112
09235099	BECKER JOSEPH	BECKER MARTHA	201 W HOUSTON ST		MONROE	NC	28112
09235099A	BECKER JOSEPH	BECKER MARTHA	201 W HOUSTON ST		MONROE	NC	28112
09235233	LBG HOLDINGS LLC		107 E JEFFERSON ST	STE C	MONROE	NC	28110
09235235	NAVA-VINALAY ORTENCIA		502 PARKER ST		MONROE	NC	28112
09235236	XALTIPA MARIA LUZ	XALTIPA MIGUEL	506 PARKER ST		MONROE	NC	28112
09235237	GOMEZ AMALIA	GOMEZ-MIRANDA BENJAMIN	510 PARKER ST		MONROE	NC	28112

Exhibit 7

APO Map
PLHR-2024-00122

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Donna Thrasher

Acres: .385



0 130 260
Feet

Exhibit 8



STAFF REPORT
PLHR-2024-00124

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 304 East Houston Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jonathan Thompson to build an accessory structure in the rear yard of 304 East Houston Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	12-11-23
Name of Petitioner:	Jonathan Thompson
Location:	304 East Houston Street
Tax ID #:	09-231-118
Lot Size:	0.284 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

304 E. Houston Street - Ashcraft-Garren House; Previously occupied by Eugene Ashcraft, editor of the Monroe Enquirer, this two-story L-shaped frame house was purchased in 1918 by Dr. R. H. Garren, an eye, ear, nose and throat specialist. A tin shingle gable roof covers the main block of the house, from which one-story rear ells extend. A one-story porch supported by square-section columns in pairs and trios shelters the right (west) two recessed bays of the three-bay facade, whose central entrance has a single sidelight and a beveled oval glass panel in the door. A modern wrought iron railing rings the porch's shed roof. The first floor window in the east bay has a leaded

glass transom above a single-light lower sash; other windows are one over one sash. Louvered attic vents in the gable ends have decorative sawn pieces. The principal chimney is in an interior end location on the east elevation.

RELEVANT DESIGN STANDARDS

Garages and Accessory Structures (pg. 35)

1. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district. *The applicant is proposing to locate the shed on the right side of the rear yard. It will be located at least 10 feet from the side and rear property lines.*
2. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district. *The proposed shed will have brick and mortar walls, a black tin stamped roof, and antique styled windows. The windows will be wood with a one-over-one design and the doors will be wooden. The shed will measure approximately 925 square feet.*
3. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color. *The proposed shed will consist of brick and mortar walls, a black tin stamped roof, wooden doors, one –over-one wooden windows, a wooden picture window, and a wooden sliding glass door.*
4. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch. *Removal of significant building elements or site features is not anticipated with the installation of this shed.*

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 304 East Houston Street is owned by Jonathan Thompson 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 December 11, 2023, the applicant applied for a COA requesting approval to build an accessory structure in the rear yard of the home. The applicant is proposing to build a shed that will consists of brick and mortar walls, a black tin stamped roof, wooden doors, one –over-one wooden windows, a wooden picture window, and a wooden sliding glass door. (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. (Exhibits 8-9)

CONCLUSIONS

The proposal to build an accessory structure, as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* standards of the *South Monroe Historic District Design Standards*:

Garages and Accessory Structures (pg. 35)

1. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.
2. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.
3. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch.

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.

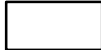
Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Elevations
7. Proposed Materials
8. APO List
9. APO Map

Prepared by: MB 12-19-23

Aerial Map
PLHR-2024-00124

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Jonathan Thompson

Acres: .284



0 50 100
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00124

Legend

-  Centerlines
-  Parcels
- Zoning Districts**
 -  RMD
 -  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Jonathan Thompson

Acres: .284



0 50 100
 Feet

E HOUSTON ST

Exhibit 2

Historic District Map
PLHR-2024-00124

Legend

- Centerlines
- Parcels
- Historic District
- ★ Subject Property
- Notified Properties

Existing: RMD
(Residential Medium Density)

Owner:
Jonathan Thompson

Acres: .284



0 50 100
Feet

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: 304 E Houston St, Monroe, NC 28112
Applicant's name: Jonathan Thompson
Applicant's address: 304 E Houston St Monroe, NC 28112

Applicant's telephone number: 704 441 1600
Applicant's email address: JonFVK@gmail.com
Property Tax identification number: _____ - _____ - _____

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

3. The following Certificate of Appropriateness is requested for: This proposed storage building
Please provide a brief description of the project. will be approximately 925 sq ft, incorporating
a classic design, utilizing durable materials. These materials will include
brick and mortar walls, black tin stamped roof, and antique-style windows.
The accessory structure will sit on the southwest section of our lot, ten
feet from the property line. windows will be constructed with wood frames in
a one-over-one design. All doors will be wood.

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).

Jonathan Thompson
Applicant- Printed

Jonathan Thompson
Applicant- Signed

12-11-2023
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.

Exhibit 4

HISTORIC DISTRICT COMMISSION
FINAL PLAN SUBMISSION CHECKLIST

Required materials for all applications:

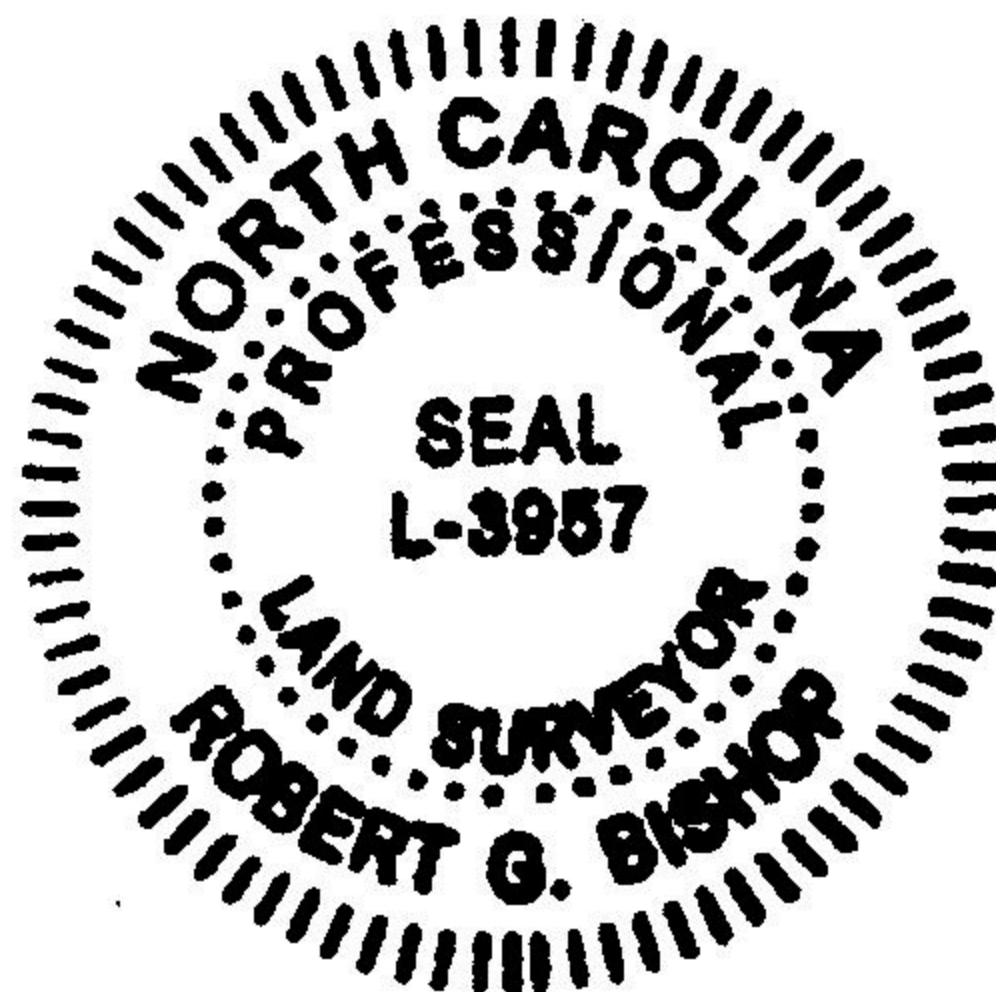
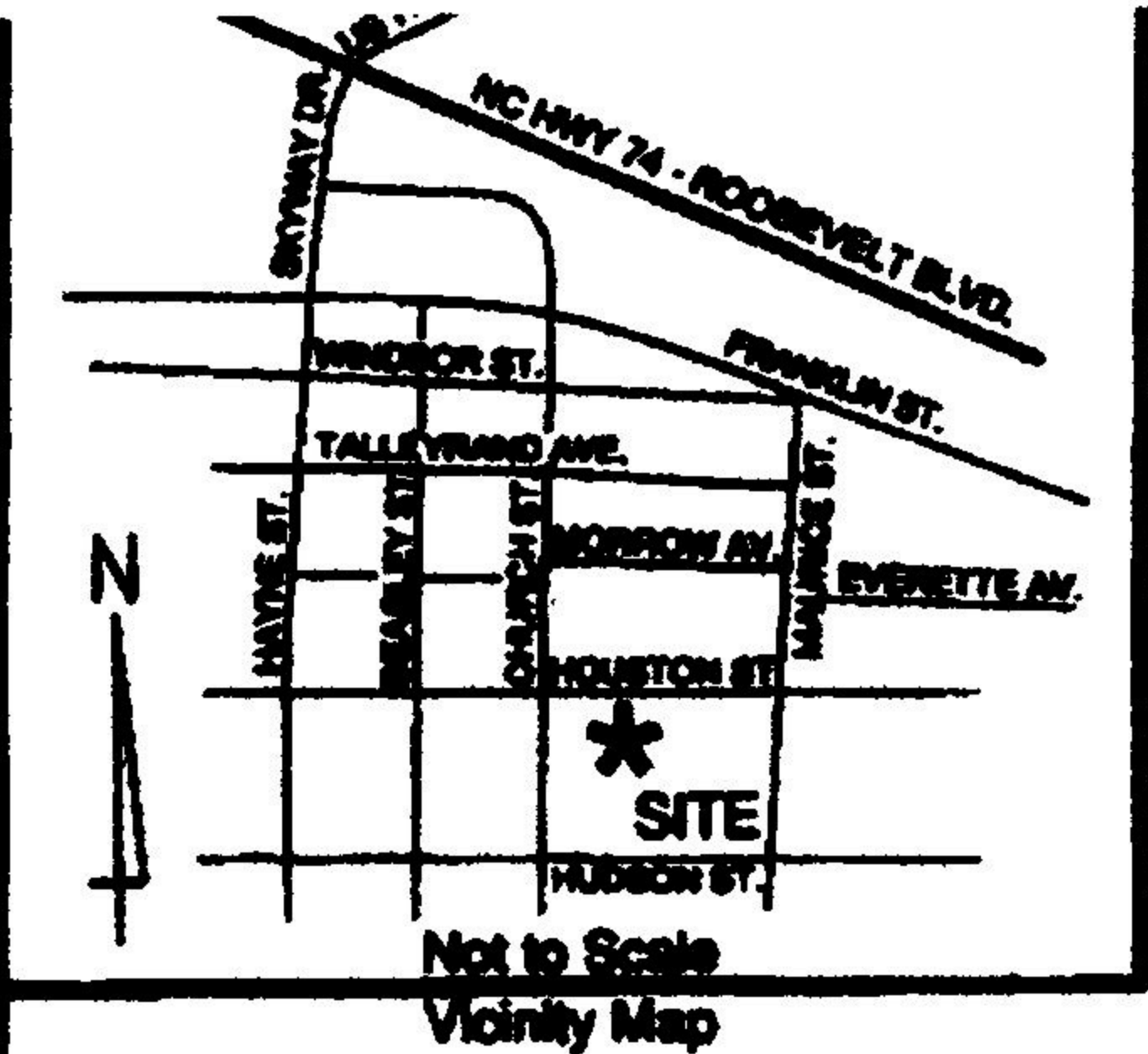
- ☐ Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- ☐ Photographs of site and existing conditions, as well as any proposed materials.
- ☐ Site plan showing property lines, existing and proposed changes

DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date

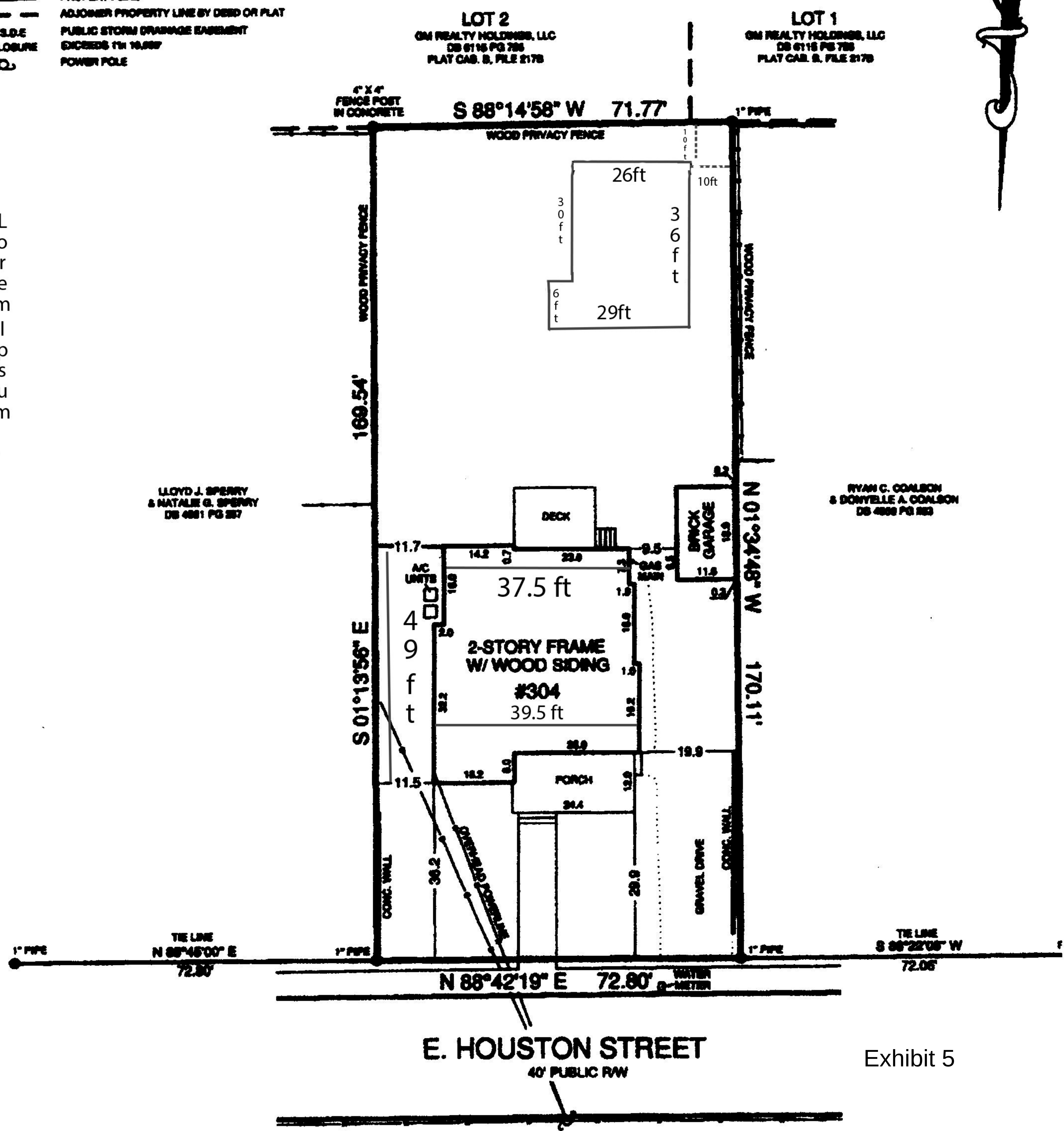


Bishop Land Surveying
 10719 Trolley Run Dr.
 Cornelius, N.C. 28031
 Phone: (704) 634-9356
 Business License #: C-2674

LEGEND

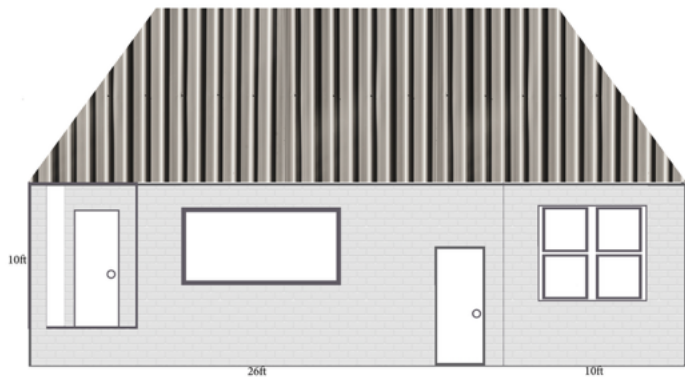
- E.I.P. EXISTING IRON PIN
- E.C.M. EXISTING CONCRETE MONUMENT
- S.I.P. RE-BET IRON PIN
- C.P. COMPUTED POINT
- PROPERTY LINE
- ADJONER PROPERTY LINE BY DEED OR PLAT
- P.S.D.E PUBLIC STORM DRAINAGE EASEMENT
- CLOSURE EXCEEDS 1" IN 10,000'
- POWER POLE

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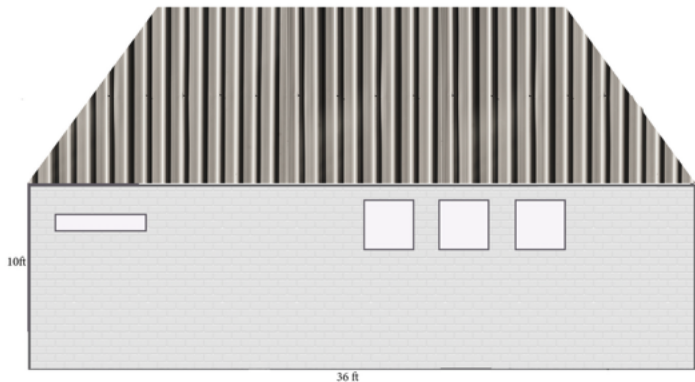
D.B. 6246 PG. 677

Exhibit 5

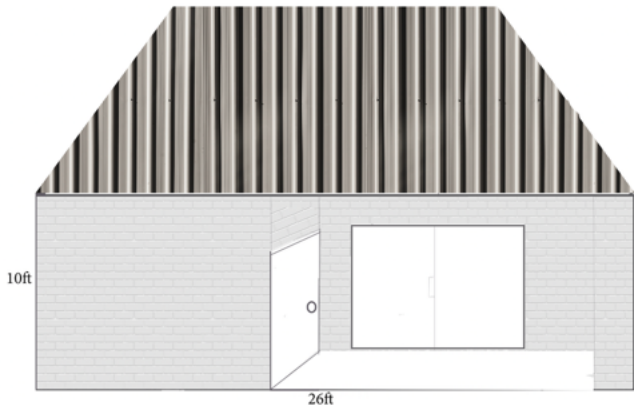


Front View

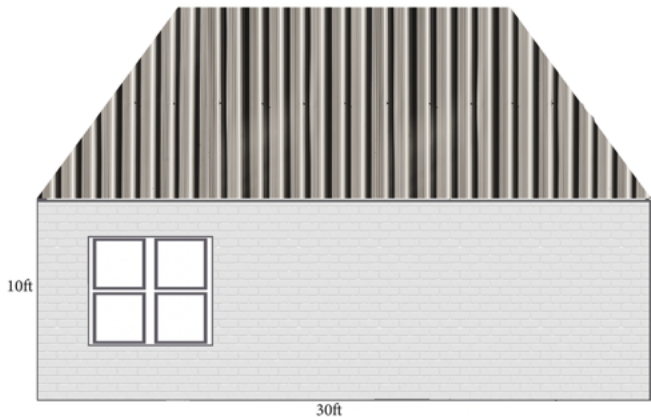
Exhibit 6



Back View



Left Side View



Right Side View



DOOR+DOOR

Search for products

Search

INTERIOR

BUILD

LOVERED

EXTERIOR

BARN DOORS

SPECIALTY

HARDWARE

SALE

INFO

COMMERCIAL

Home / 5 Panel Shaker Style Interior Door

5 Panel Shaker Style Interior Door

★★★★★ 71 Reviews

Standard Orders Process in 5-7 Days | Jamb Kits in Just 7-14 Business Days

Lead time does not include shipping and delivery time

Ordering is simple. Complete the order form below!

Size

Width

Height

Door Configuration*

1

Add to cart

\$226.00

4 interest-free installments, or from \$20.48/mo with shopify

DETAILS

Pella

Windows

Doors

The Pella Difference

Where to Buy

For Pros

Charlotte, NC

Support

Careers

Pella Luxury Division

Free Consultation

PELLA® LIFESTYLE SERIES

WOOD PICTURE WINDOW

Features

Design Options

Downloads & Specs

Reviews

BUILDER ADD TO CART

Shop / Windows / Pella® Lifestyle Series / Pella® Lifestyle Series Picture Window

PELLA® LIFESTYLE SERIES

Wood Picture Window

3.93 ★★★★★ 2385 Reviews

Pella Lifestyle Series wood picture windows are an energy-efficient, non-operable option for your home. These windows are available with a variety of grille patterns and finishes, so you can personalize them to complement any style of home.

Available in rectangles, curved and angle-top shapes.

Energy-efficient dual- and triple-pane glass options to increase your home comfort.

Triple-pane products trusted and certified by the Passive House Institute.

Product #300006

ONLINE ONLY PRICE

From \$672.73

Pay in 4 interest-free payments of \$168.19 with PayPal. Learn more

BUILD & ADD TO CART

CONTACT A PELLA REP

Others are building this window!

This window has been built 1348 times this month.

HOW TO GET ONLINE ORDERS

Job Site Delivery

Free Warehouse Pickup

Enter your address to see available settings

Pella® Lifestyle Series Picture Window Features

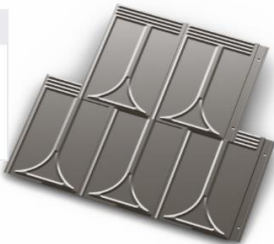
Page 80 of 121



PRODUCT INFO



COLORS



★★★★★ (128)

\$1188⁰⁰

★★★★★ (154)

\$1178⁰⁰

★★★★★ (31)

\$2448⁰⁰

★★★★★ (288)

\$748⁰⁰

★★★★★ (3)

\$2378⁰⁰

★★★★★ (185)

\$1488⁰⁰

1/3

>

Anderson
59 in. x 80 in. 400 Series Frenchwood White Right-Hand Sliding
Patio Door, Oak Interior, Low-E SmartSun Glass
(18, 30, 36 in. x 66" Questions & Answers (3))

Hover Image to Zoom

Share

Print

\$1932²⁷

\$162.80/mo! suggested payments with 12 month/12% financing. Apply Now

- Wide profiles offer the authentic craftsmanship of French doors
- Stain-grade quality wood interiors are ready to finish
- Low-maintenance Perma-Shield exterior cladding protects the door

[View More Details](#)

Color/Finish: White

Common Door Size (WxH) in.: 59 x 80

59 x 80

71 x 80

Door Handling: Right-Hand/Slide

Left-Hand/Slide

Right-Hand/Slide

Out of Stock

This item is unavailable online and in stores.

You've Still Got Options! You can request in-home installation services product. This item is currently out of stock.

Get Expert Door Installation

A local pro will take care of the job for you

☐ Request door installation service

What to Expect

Have a question?

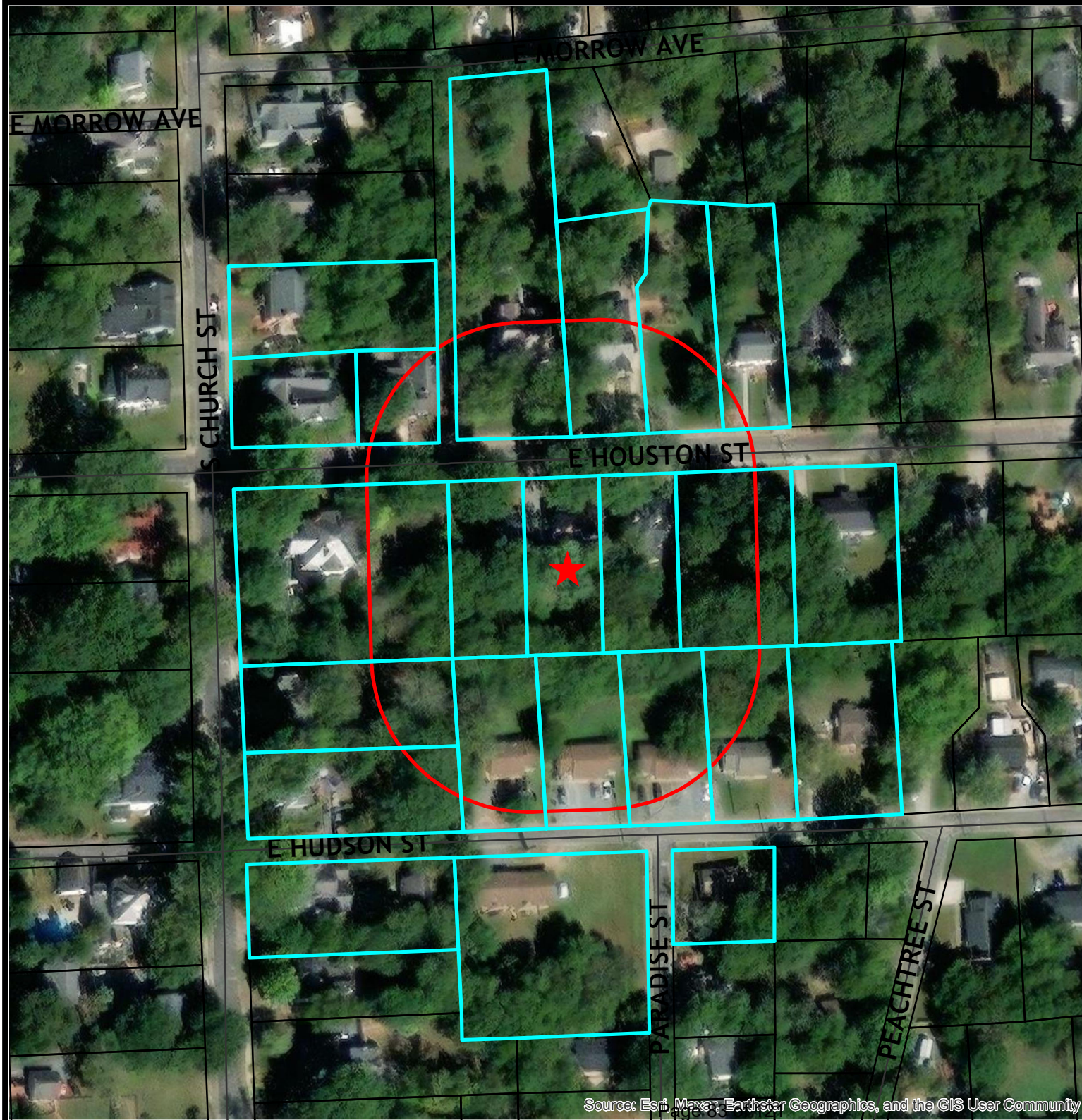
Live Chat

CHAT NOW

Page 81 of 121

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234125	CAIJA MARCOS BAUTISTA		313 E HUDSON ST	MONROE	NC	28112
09234140	COVINGTON EDITH J		315 E GREEN ST	MONROE	NC	28112
09234114	DEFORREST MATTHEW M	NAPIER TAURA S	601 S CHURCH ST	MONROE	NC	28112
09234122	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09234123						
09234124						
09231116	FUNDERBURK BARBARA ANNE		310 EAST HOUSTON ST	MONROE	NC	28112
09231119	HANNAFORD TERRY		302 E HOUSTON ST	MONROE	NC	28112
09231118	HARTNESS KATHERINE J	THOMPSON JONATHAN D	304 E HOUSTON ST	MONROE	NC	28112
09231122	HELMS AMY H	HELMS WILLIAM F III	405 S CHURCH ST	MONROE	NC	28112
09231121	HILL ERIC	HILL RHONDA	407 S CHURCH ST	MONROE	NC	28112
09231120	LEITNER THOMAS	LEITNER TRACEY	501 S CHURCH ST	MONROE	NC	28112
09234121	MANGUM VIRGINIA		1008 OAK HILL DR	MONROE	NC	28110
09231124	MCCOLLUM NOLA H		303 E HOUSTON ST	MONROE	NC	28112
09234112	MORGAN ARCHIE W	MORGAN PAMELA H	505 SOUTH CHURCH STREET	MONROE	NC	28112
09231126	PARKS TANNER	PARKS MEGHAN	309 E HOUSTON ST	MONROE	NC	28112
09231123	PRESTON REBECCA A		301 E HOUSTON ST	MONROE	NC	28112
09234124A	ROLDAN AMELIA	ROLDAN HERNANDO P	4642 PIGOTT RD SW	SHALLOTTE	NC	28470
09231125	SCHMITT KARL FREDRICK	ANDERSON ADRIENNE L	18 COVIL AVE	WILMINGTON	NC	28043
09231125A						
09231117	SPERRY LLOYD J	SPERRY NATALIE G	306 E HOUSTON ST	MONROE	NC	28112
09234113	STEWART JOSEPH NEIL		507 S CHURCH ST	MONROE	NC	28112
09231115A	WARDWELL JACQUELINE R	WARDWELL WILLIAM SHAWN	2655 ROLLING HILLS DR	MONROE	NC	28110

Exhibit 8



APO Map
PLHR-2024-00124

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Jonathan Thompson

Acres: .284



0 130 260
Feet



STAFF REPORT
PLHR-2024-00125

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 501 South College Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Cindy Alvarado to build an 18 foot by 14-foot wooden deck in the back left area of the home at 501 South College Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	11-27-23
Name of Petitioner:	Cindy Alvarado
Location:	501 South College Street
Tax ID #:	09-235-199
Lot Size:	0.208 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

501 S. College Street - E. H. McKenzie House; This plain, one-story frame bungalow was occupied by E. H. McKenzie, a clerk at Efird's, in 1922. Although now vinyl sided, the house retains its form and basic detailing. The main roof is cross gable, with a broad rear gable roof. There is an engaged front porch with widely-spaced pyramidal columns on brick piers, and a shed dormer, its vent now covered with siding. The craftsman front door is flanked by paired one over one windows.

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 deck will be made of wood and located at the rear of the home.
2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
The deck will be located in the rear yard to align with the existing rear entrance to the home. 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 deck will be made of wood.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
The deck will be located in the rear yard and will align with the existing rear entrance to the home.
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 deck will be located in the rear yard to align with the existing rear entrance to the home. This area is not readily visible from the street.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 501 South College Street is owned by Cindy Alvarado and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On November 27, 2023, the applicant applied for a COA requesting approval to build a wooden deck at the rear of the house. (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. (Exhibits 8-9)

CONCLUSIONS

The proposal to build an 18 foot by 14-foot wooden deck in the back left area of the home, as presented (is/is not) congruous in concept according to the *Decks and Patios* standards of the *South Monroe Historic District 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.
2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.

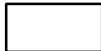
THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a Certificate of Appropriateness be (granted/denied) subject to review and approval of all city staff and its designated departments.

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Proposed Deck
7. Proposed Materials
8. APO List
9. APO Map

Aerial Map
PLHR-2024-00125

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Cindy Alvarado

Acres: .208



0 50 100
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00125

Legend

-  Centerlines
-  Parcels
- Zoning Districts**
 -  RMD
 -  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Cindy Alvarado

Acres: .208



0 50 100
 Feet

ANDREW ST

S COLLEGE ST

EFIRD ST

Exhibit 2

Historic District Map

PLHR-2024-00125

Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Cindy Alvarado

Acres: .208



0 50 100
Feet



ANDREW ST

S COLLEGE ST

EFIRD 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: 501 S College St, Monroe NC 28112
Applicant's name: Cindy Alvarado
Applicant's address: 501 S College St, Monroe NC 28112

Applicant's telephone number: 704-726-8158
Applicant's email address: Byndi.byn@gmail.com
Property Tax identification number: 954-94-5663 - _____

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

3. The following Certificate of Appropriateness is requested for: Add Deck
Please provide a brief description of the project. _____

Build an 18x14 wooden deck in the back left area of the house

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

Cindy Alvarado

Applicant- Printed


Applicant- Signed

11/27/23

Date Submitted

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

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

Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

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

Exhibit 4

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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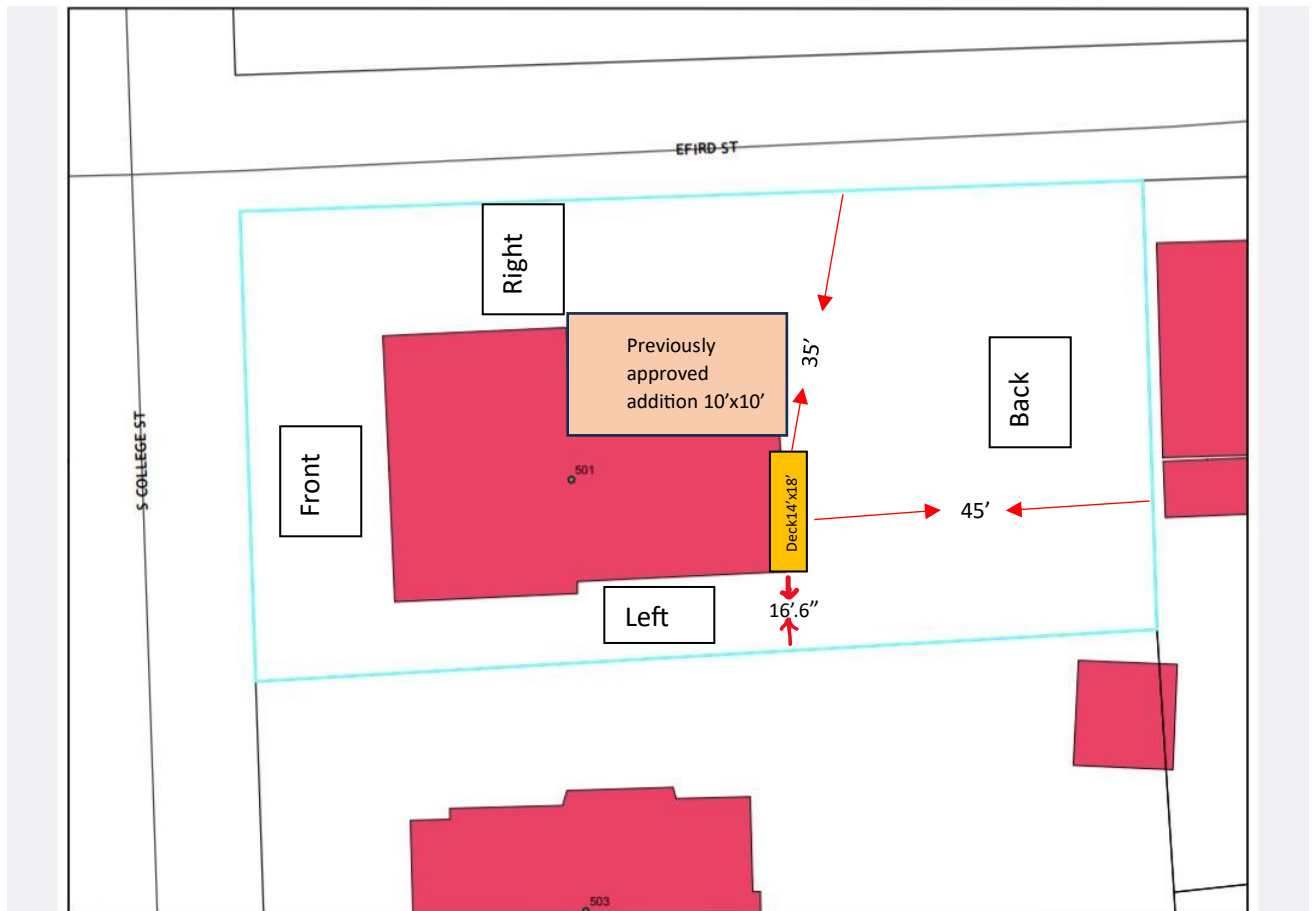
Additional conditions and remarks: _____

Authorized signature

Date

501 S College St, Monroe NC 28112

Material for Deck: Wood



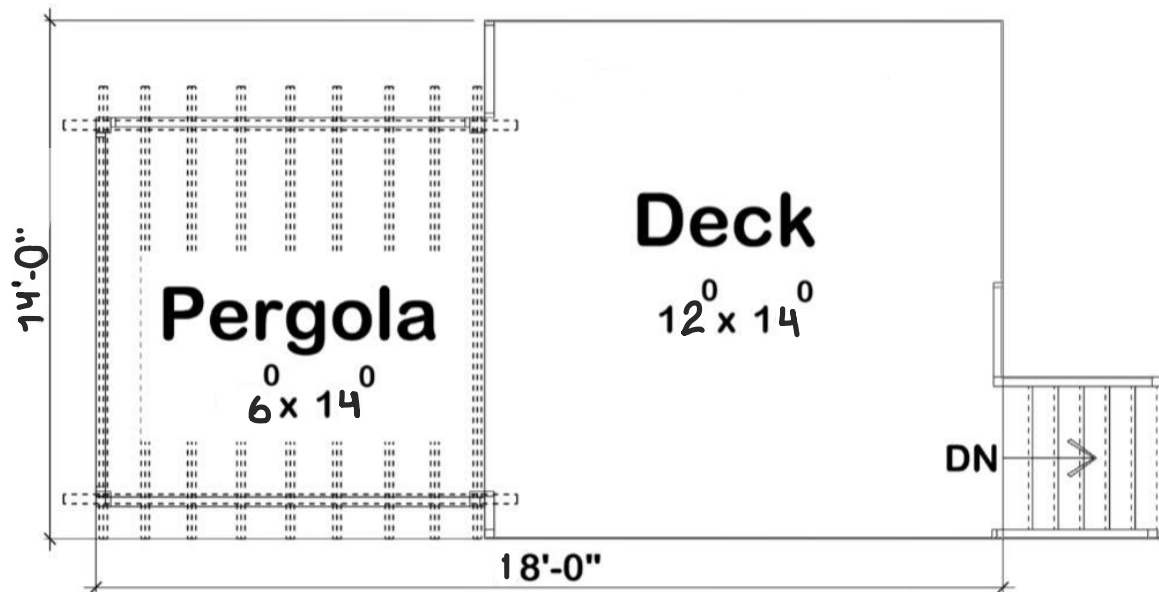


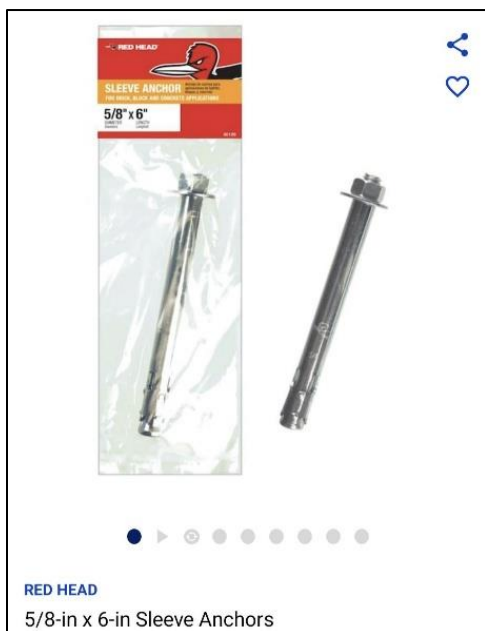
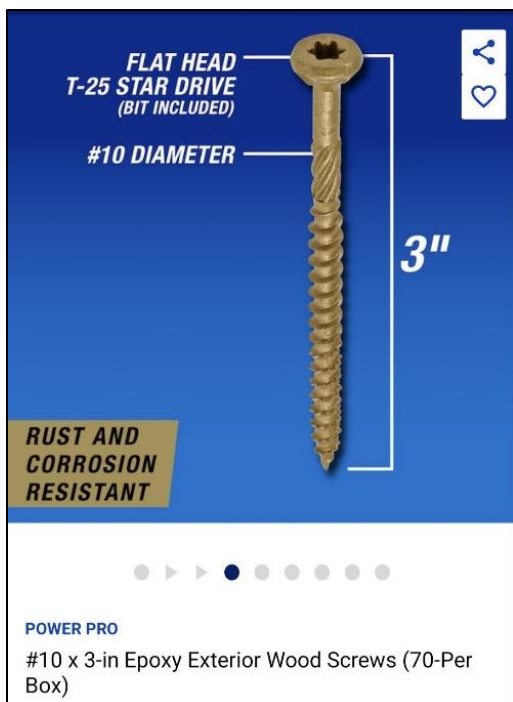
image of what the deck and pergola will look like once complete.

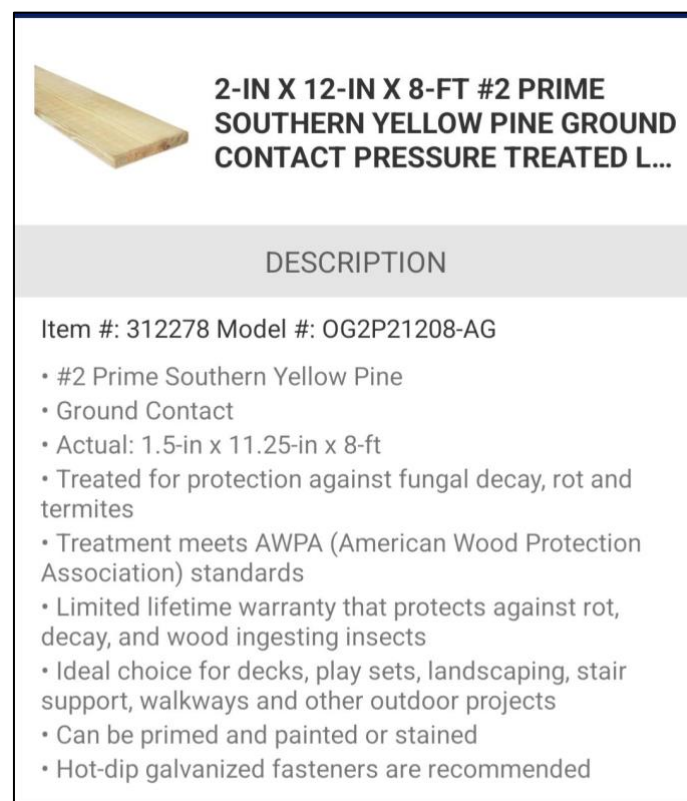
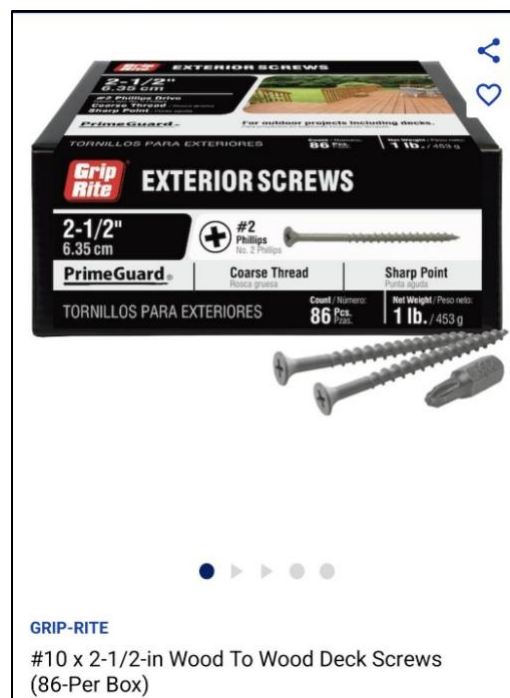


Materials:



Exhibit 7







SPECIFICATION

📏 Dimensions	
Actual Length (Feet)	6.0
Actual Thickness (Inches)	3.5
Actual Width (Inches)	3.5
Common Length Measurement	6-ft
Common Measurement (T x W)	4-in x 4-in
Industry Standard Min Thickness (Inches)	3.5
Industry Standard Minimum Length (Feet)	6.0
Industry Standard Minimum Width (Inches)	3.5

📄 Features	
Contact Type Allowed	Ground contact
Edge Profile	Square
For Use with Decking	Yes
For Use with Fencing	Yes
For Use with Landscaping	Yes
Grade	#2
Green or Kiln-Dried	Kiln-dried
Material	Wood
Series Name	N/A
Wood Species	Southern yellow pine



SEVERE WEATHER

2-in x 10-in x 16-ft #2 Prime Southern Yellow
Pine Ground Contact Pressure Treated Lumber

SPECIFICATION

Dimensions

Actual Length (Feet)	16.0
Actual Thickness (Inches)	1.5
Actual Width (Inches)	9.25
Common Length Measurement	16-ft
Common Measurement (T x W)	2-in x 10-in
Industry Standard Min Thickness (Inches)	1.5
Industry Standard Minimum Length (Feet)	16.0
Industry Standard Minimum Width (Inches)	9.25

Features

Contact Type Allowed	Ground contact
Edge Profile	Square
For Use with Decking	Yes
For Use with Fencing	Yes
For Use with Landscaping	Yes
Grade	#2 Prime
Green or Kiln-Dried	Kiln-dried
Material	Wood
Series Name	N/A
Wood Species	Southern yellow pine



2-IN X 42-IN PRESSURE TREATED BROWN WOOD SQUARE DECK BALUSTER

DESCRIPTION

Item #: 488989 Model #: P42DA1T15EL

Pressure treated southern yellow pine deck baluster with a lifetime limited warranty.

- #1 Grade southern yellow pine angled two end baluster
- Severe Weather Above Ground pressure treated exterior wood protected by Ecolife (EL2); a stabilizing formula that repels water keeps boards straighter and looking better longer
- Ecolife (EL2) provides built-in water repellency that lasts for up to 3 years and reduces surface cracking and checking by up to 50% compared to ordinary treated wood
- Treatment meets American Wood Protection Association (AWPA) standards and is building code compliant (IRC and IBC)
- Lifetime limited warranty that protects against damage by fungal decay or termite attack which makes the wood structurally unfit for which it was intended
- For optimal performance of paint and stain coatings, allow the wood to dry after installation, and apply a UV protective finish to enhance the long-term beauty
- Use building code approved fasteners and hardware; hot-dipped galvanized or stainless-steel is recommended
- Ideal choice for decks, gazebos and above ground exterior projects
- Angled two end baluster

SPECIFICATION

General	
Color/Finish Family	Brown
Manufacturer Color/Finish	Brown
Series Name	N/A
Type	Deck baluster

Dimensions	
Actual Height (Inches)	41.75
Actual Thickness (Inches)	1.31
Actual Width (Inches)	1.31
Common Measurement (T x W x H)	2-in x 2-in x 42-in
Common Measurement (T x W)	2-in x 42-in

Features	
For Use with Deck Stairs	Yes
For Use with Decking	Yes
For Use with Porches	Yes
Green or Kiln-Dried	N/A
Material	Wood
Package Quantity	1
Pressure Treated	Yes
Shape	Square
Style	N/A
Wood Species	Southern yellow pine



SEVERE WEATHER

2-in x 42-in Pressure Treated Brown Wood Square Deck Baluster

SPECIFICATION

Dimensions

Actual Length (Feet)	8.0
Actual Thickness (Inches)	3.5
Actual Width (Inches)	3.5
Common Length Measurement	8-ft
Common Measurement (T x W)	4-in x 4-in
Industry Standard Min Thickness (Inches)	3.5
Industry Standard Minimum Length (Feet)	8.0
Industry Standard Minimum Width (Inches)	3.5

Features

Contact Type Allowed	Ground contact
Edge Profile	Square
For Use with Decking	Yes
For Use with Fencing	Yes
For Use with Landscaping	Yes
Grade	#2
Green or Kiln-Dried	Green
Material	Wood
Series Name	N/A
Wood Species	Southern yellow pine

Warranty

Warranty	Limited lifetime
----------	------------------



BEST SELLER

SEVERE WEATHER

4-in x 4-in x 8-ft #2 Southern Yellow Pine Ground Contact Pressure Treated Lumber



10-MM METRIC SPLIT LOCK WASHER

DESCRIPTION

Item #: 756036 Model #: 260712

Engineered to provide more uniform load distribution, split lock washers are great for any indoor/outdoor project. Ideal for situations where potential loosening from corrosion or vibration is a concern, split lock washers are used to prevent nuts and bolts from coming loose. These fasteners contain split ends that help "lock" into the mating material, thus providing a locking feature when tightened beneath a nut. The exterior duplex coating offers good corrosion resistance. Use with treated lumber in applications with like nuts and bolts of similar diameter.

- Commonly used in applications using a bolt or a screw where two pieces are being joined together
- Split ends grip the material surface to prevent loosening during vibration
- Duplex coating provides 20x the protection of zinc and 2x the protection of galvanized fasteners
- Use with like nuts and bolts of similar diameter
- For use with any indoor or outdoor project with treated lumber
- Limited Lifetime Warranty against rust and corrosion
- Steel construction

SPECIFICATION

General

Finish	Coated
Type	Split

Dimensions

Inner Washer Diameter (Inches)	3/8-in
Inner Washer Diameter (Number)	N/A
Washer Diameter	10mm
Washer Thickness (Inches)	N/A
Washer Thickness (Millimeters)	N/A

Features

Material	Steel
Package Quantity (Count)	1
SAE	Yes
Warranty	Limited lifetime



3/8-IN X 16 GALVANIZED STEEL HEX NUT

DESCRIPTION

Item #: 41196 Model #: 492020

Hex nuts are used to prevent shear movement and tension when adhering facing materials together with machine bolts. Hex nuts are commonly used in wood to wood, wood to metal, and metal to metal applications. Galvanized zinc hex nuts are recommended for most general uses and are corrosion resistant. Be sure to pre-drill any holes and to use washers and bolts that are a similar grade and finish. Project Pack items come specially poly-bagged for your convenience.

- Hex nuts are designed to mechanically join materials by fastening to a bolt
- Galvanized zinc finish offers high resistance to corrosion in exterior applications
- Can be installed by screwing onto exposed thread by hand and tightening with a wrench
- Safe for use in most general home and commercial applications
- Recommended for use with bolts and washers of a similar size and finish
- Parts feature USS coarse 3/8-in-16 screw thread
- Parts conform to ASTM A153 specification

CA Residents: [Prop 65 Warning\(s\)](#)

SPECIFICATION



SINGLE 2-IN X 4-IN 14-GAUGE ZMAX TENSION TIE

DESCRIPTION

Item #: 2132165 Model #: DTT2Z

The DTT2Z is a safe, cost-effective way to attach deck-railing posts to the deck framing for stronger, safer railings. Because the post is tied back into the deck joists, rather than to the rim joist alone, the connection is stronger than typical through-bolt installations. The DTT2Z is also ideal for guardrail-post connections and lateral-load connections between the deck and house.

- Suitable for lighter duty holdown applications on single or double 2x posts
- Ties the guardrail post into deck framing
- Stronger and safer than nails, lag screws or bolts
- Ties the deck into the house for a stronger, safer ledger connection
- Helps prevent a common type of deck failure
- Installs easily with Strong-Drive SDS screws (included)
- Made from 14-gauge steel
- ZMAX galvanization offers extra corrosion resistance for exterior and treated-wood applications
- Install with 1/4-in x 1-1/2-in Strong-Drive SDS Heavy-Duty Connector screws (included) and 1/2-in machine or anchor bolt



3/8-IN X 6-IN GALVANIZED COARSE THREAD EXTERIOR CARRIAGE BOLT

DESCRIPTION

Item #: 67352 Model #: 812734

Carriage bolts feature a smooth, dome shaped head, without an external drive for appearance, safety and security. Underneath the head is a square section that is the same diameter as the threaded portion of the bolt, allowing the bolt to be installed with just a single tool. Pre-drilled holes are required for installation.

- Carriage bolts are designed to fasten a wooden face to either wood or metal
- The galvanized finish provides superior weather and corrosion protection
- Install by pushing the carriage bolt through a pre-drilled hole, secure placement with hex nuts and washers
- Common applications include security fixings, decking, fencing, furniture, outdoor play equipment; places where the bolt must only be removable from one side
- The self-locking square section on the underside of the head pulls into the wooden material as hex nuts are tightened, eliminating spinning after installation
- Conforms to ASTM A153 specifications

CA Residents: [Prop 65 Warning\(s\)](#)

SPECIFICATION

General

Finish	Galvanized
Manufacturer Color/Finish	Galvanized

Dimensions

Bolt Diameter	3/8-in
Length Measurement	6-in



5/4-in x 6-in x 8-ft Cedar Air-dried Lumber

SPECIFICATION

🔗 Dimensions	
Actual Length (Feet)	8
Actual Thickness (Inches)	1
Actual Width (Inches)	5.5
Common Length Measurement	8-ft
Common Measurement (T x W)	5/4-in x 6-in
Industry Standard Min Thickness (Inches)	1
Industry Standard Minimum Length (Feet)	8
Industry Standard Minimum Width (Inches)	5.5

📄 Features	
Contact Type Allowed	Above ground
Dressing	Smooth 4 sides
For Use with Decking	Yes
For Use with Fencing	Yes
For Use with Floors & Ceilings	No
For Use with Framing	No
For Use with Furniture & Cabinets	No
For Use with Landscaping	Yes
For Use with Shelving	Yes
For Use with Wall Paneling	No
For Use with Woodworking Projects	Yes
Grade	#2 & Btr
Green or Kiln-Dried	Air-dried
Hardwood/Softwood	Softwood
Series Name	N/A
Type	Lumber
Wood Species	Cedar

🛡️ Warranty	
Warranty	None

📄 Certifications	
CA Residents: Prop 65 Warning(s)	Yes
Meets AWPA Standards	No



SEVERE WEATHER

5/4-in x 6-in x 8-ft Standard Southern Yellow
Pine Pressure Treated Lumber



**5/4-IN X 6-IN X 16-FT STANDARD
SOUTHERN YELLOW PINE
PRESSURE TREATED LUMBER**

DESCRIPTION

Item #: 312520 Model #: OGS540616-AG

- Standard Grade Southern Yellow Pine
- Above Ground
- Actual: 1-in x 5.5-in x 16-ft
- Treated for protection against fungal decay, rot and termites
- Treatment meets AWP (American Wood Protection Association) standards
- Limited lifetime warranty that protects against rot, decay, and wood ingesting insects
- Ideal choice for decks, gazebos and other above ground exterior projects
- Can be primed and painted or stained
- Hot-dip galvanized fasteners are recommended

SPECIFICATION

 Dimensions

Actual Length (Feet)	16.0
Actual Thickness (Inches)	1.0
Actual Width (Inches)	5.5
Common Length Measurement	16-ft
Common Measurement (T x W)	5/4-in x 6-in
Industry Standard Min Thickness (Inches)	1.0
Industry Standard Minimum Length (Feet)	16.0
Industry Standard Minimum Width (Inches)	5.5

 Features

Contact Type Allowed	Above-ground
Edge Profile	Radius edge
For Use with Decking	Yes
For Use with Fencing	No
For Use with Landscaping	No
Grade	Standard
Green or Kiln-Dried	Kiln-dried
Material	Wood
Series Name	N/A
Wood Species	Southern yellow pine



SEVERE WEATHER

5/4-in x 6-in x 16-ft Standard Southern Yellow Pine Pressure Treated Lumber

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09235209	AGUILAR ISABEL VELASCO		406 S CRAWFORD ST	MONROE	NC	28112
09235194	ALDRIDGE OTTO FLOYD		501 SANFORD ST	MONROE	NC	28112
09235195	ALDRIDGE WANDA FAY M		503 SANFORD ST	MONROE	NC	28112
09232187A	BARNETT STEVEN R	BARNETT SUSAN W	302 S COLLEGE ST	MONROE	NC	28112
09232177	CATOE JAMES L	CATOE PAMELA M	2822 WOLF POND RD	MONROE	NC	28112
09235215	CHILDS CHRISTOPHER CODY	HUENKE EMILY R	505 S. CRAWFORD ST	MONROE	NC	28112
09232178	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	3919 MAPLE GROVE RD	MARION	OH	43302
09235206	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR	WAXHAW	NC	28173
09235182	FLOYD SARAH VIRGINIA		600 S COLLEGE ST	MONROE	NC	28112
09235199	GARCIA CINDY WALDINA ALVARADO	MEJIA HUGO LEONEL OCHOA	501 S COLLEGE STREET	MONROE	NC	28112
09235207	GRISE-HANEY MARTHA		504 S CRAWFORD ST	MONROE	NC	28112
09235206A	GUZMAN-CARRILLO EVA		508 S CRAWFORD ST	MONROE	NC	28112
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST	MONROE	NC	28112
09235191	LICHTENHAN CARRIE ROWELL	LICHTENHAN JONATHAN SCOTT	400 S COLLEGE ST	MONROE	NC	28112
09235208	LLINAS VERA B		603 EFIRD ST	MONROE	NC	28112
09235220	LOBERGER DALE A		502 SOUTH WASHINGTON ST	MONROE	NC	28112
09235210	MCHALE NANCY C		405 S COLLEGE ST	MONROE	NC	28112
09235200	MOSLEY BARRY PERNELL		503 S COLLOGE ST	MONROE	NC	28112
09235192	MYERS JOSHUA BRENT		2004 WHITE CEDAR LN	WAXHAW	NC	28173
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST	MONROE	NC	28112
09235202	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235203						
09235197						
09235201						
09235198						
09235211	RUDY DEBORAH J		401 S COLLEGE ST	MONROE	NC	28112
09235214	SHERROD ROBERT G JR		221 S BRAGG ST	MONROE	NC	28112
09235196	SILVERIO ALBERTO CUTIERRIZZ	NUNEZ ITZEL PINEDA	505 SANFORD ST	MONROE	NC	28112

Exhibit 8

APO Map
PLHR-2024-00125

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Cindy Alvarado

Acres: .208



0 120 240
Feet

Exhibit 9



STAFF REPORT
PLHR-2024-00128

TO: Historic District Commission Members

DATE: January 8, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 506 South Church Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval for previously demolishing an addition to an existing carport. The applicants are also requesting to rebuild the addition to the carport. However, should rebuilding the carport to meet design standards not be feasible, the applicant would like to forego this request. Additionally, the applicant is requesting to add carriage style garage doors to a separate carport at the rear of the home at 506 South Church Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	12-11-23
Name of Petitioner:	Damien and Deana Ristaino
Location:	506 South Church Street
Tax ID #:	09-234-109
Lot Size:	0.284 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

506 S. Church Street - Houston-Redfearn House; The earliest portion of this house was apparently constructed ca. 1874 by B. F. Houston (1821-1897), a prominent Monroe businessman and early land developer, probably in the Italianate style. At the time of his death in 1897, Houston was no longer living in the house, which he willed to his daughter Mary Houston Redfearn, wife of Randolph Redfearn (1865-1932), a businessman and real estate developer. The Redfearns, who

were married in 1887, may have been living in the house when it was remodeled in 1892. They certainly were responsible for remodeling and expanding the house about 1905. The earliest portion of the house appears to have been a T or L-shaped, two-story frame Italianate house with a hipped-roofed, single-pile front section and hipped rear ell. The cornices on the south elevation retain their Italianate brackets. With the 1905 remodeling came a full-width, colossal portico with widely-spaced, fluted Corinthian columns set on brick pedestals. centered in the hipped roof of this portico is an unusual dormer with flanking sheet metal domed turrets topped with urns and finials set on pedestals. The entablature of the portico has a variety of mannered ornament, including paired consoles over the central columns and paired stubby pilasters over the corner ones. Underneath the porch, the entrance has stained glass sidelights and transom and flanking Palladian windows with stained glass. On the second floor under the porch is a shallow balcony with a single door that has stained glass sidelights. At the north side of the house is an Ionic-columned porte cochère with swag-ornamented frieze. Also on the north elevation is a two-story, three--sided bay with a dormer and cornice similar to that of the front portico. This bay has a beveled, leaded glass window. At the rear of the house is a two-story wing with a sleeping porch on the second floor. There is also a jerkin-headed rear dormer, a hipped-roofed one-story kitchen wing and, on the southwest corner, a one-story sunroom.

Garage; rear of 506 S. Church St.; ca. 1920; Two-story frame double garage with standing seam tin roof. Rear of garage has gable and shed-roofed wings. Small barn; rear of 506 s. Church St.; 1900; Gable-roofed frame barn with shed wing and attached cold frame.

RELEVANT DESIGN STANDARDS

Demolition (pg. 75)

1. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.

The applicant has submitted photographs of the portion of the carport that was demolished, and has submitted a written description of the circumstances.

Garage and Accessory Structure, pg. 35

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

The applicant is requesting to rebuild the previously demolished addition to a carport and add carriage style garage doors to a separate car port in the rear of the home.

2. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

The applicant is requesting to add carriage style garage doors to an existing car port.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 506 South Church Street is owned by Damien and Deana Ristaino 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 December 11, 2023, the applicant applied for a COA requesting approval for a previously demolished addition to an existing carport. The applicant also requested to rebuild the addition to the carport. However, should rebuilding the carport to meet design standards not be feasible, the applicant would like to forego this request. Additionally, the applicant requested to add wood carriage style garage doors to a separate carport at the rear of the home (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. (Exhibits 7-8)

CONCLUSIONS

The proposal requesting approval for a previously demolished addition to an existing carport; the request to rebuild the addition to the carport, pending the feasibility of meeting design standards; and the request to add carriage style garage doors to a separate carport at the rear of the home as presented (is/is not) congruous in concept according to the *Demolition* and *Garage and Accessory Structures* standards of the *South Monroe Historic District Design Standards*:

Demolition (pg. 75)

1. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.

Garage and Accessory Structure, pg. 35

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

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Carport That was Demolished
6. Proposed Carriage Style Doors
7. APO List
8. APO Map

Prepared by: MB 12-20-23

Aerial Map
PLHR-2024-00128

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Damien and Deana Ristaino

Acres: .74



0 50 100
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00128

Legend

- Centerlines
- Parcels
- Zoning Districts**
 - RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Damien and Deana Ristaino

Acres: .74



0 50 100
Feet

Exhibit 2

Historic District Map
PLHR-2024-00128

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Damien and Deana Ristaino

Acres: .74



0 50 100
Feet

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: 506 S Church St
Applicant's name: Damien Ristaino/ Deana Ristaino
Applicant's address: 2921 Tallard Ln
Charlotte, NC 28270
Applicant's telephone number: 704-953-5789
Applicant's email address: pawsatb@gmail.com
Property Tax identification number: 0923 - 41 - 09

2. The property is owned by (if different from above) Libby Helms
Address: 506 S. Church St Telephone: Unknown

3. The following Certificate of Appropriateness is requested for: Demolition (possible rebuild)/ carriage doors additon
Please provide a brief description of the project. Shed roof and gable roof addition to carport was deemed
Unrepairable by professional contractors. Our intention is to rebuild in like kind but may not be cost effective.
See attached photos. Photos are limited due to demolition being started prior to having knowledge that a COA
must be applied for.
Request time period appropriate carriage doors be added to carport. See photo of current state and suggestion
of time period doors.

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).

Damien Ristaino/ Deana Ristaino

Applicant- Printed


Applicant- Signed

11 December 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.

Exhibit 4

Revised April 2021

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



Left garage door 7'x 15'
Right garage door 7'2" x 13'11"

*Custom doors not quotable – will need to send a custom garage company out

(Carport garage 30x20)

Note the subjects carport has been found to have significant peeling paint.

* the surface requiring treatment must be thoroughly washed, scraped, wire brushed or otherwise cleaned to remove all cracking, scaling, peeling, chipping, and loose paint, and then repainted with two coats of a suitable nonleaded paint, or
* the paint shall be completely removed or the surface covered with a suitable material such as gypsum wallboard, plywood, or plaster before any painting is undertaken if the integrity of the surface needing treatment cannot be maintained.

*Cannot guarantee scraping, scaling, etc due to age. Highly recommend vinyl over and / or rebuild completely

To estimate repairs, window replacement and painting \$20,000-\$30,000

Following removed, nor repairable The carports rear roof/storage

area is not stable and needs to be replaced, repaired and/or removed.

(barn kind of) Lean to 8x28

Mid 6x12

Back 7x12 (9' high)

Removal of all of this including debris removal \$7500

IF APPROVED A DETAILED ESTIMATE WILL BE SENT.

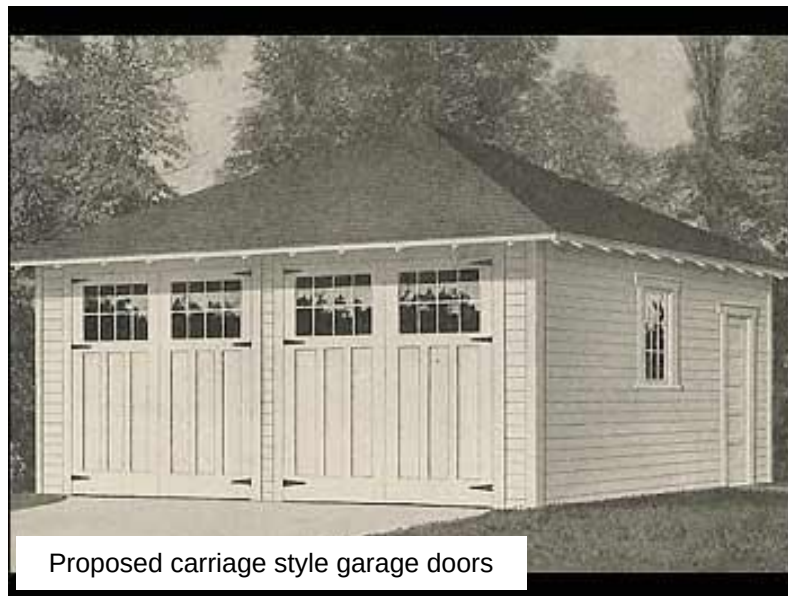
**Price may change due to unforeseen issues.

SUBTOTAL
TAX
TOTAL

37,500.00
2,531.25
\$40,031.25



Existing carport in the rear of the home



Proposed carriage style garage doors

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234106	FISH MARIE T	FISH PAUL F	606 SOUTH CHURCH ST	MONROE	NC	28112
09234110	GRAY CHRISTOPHER A	GRAY LAURA M	502 SOUTH CHURCH ST	MONROE	NC	28112
09234112	MORGAN ARCHIE W	MORGAN PAMELA H	505 SOUTH CHURCH STREET	MONROE	NC	28112
09234114	DEFORREST MATTHEW M	NAPIER TAURA S	601 S CHURCH ST	MONROE	NC	28112
09234115	PRESTON KELLY R		603 S CHURCH ST	MONROE	NC	28112
09235004	SELLS RONALD III	SELLS KYRA	503 S HAYNE ST	MONROE	NC	28112
09234113	STEWART JOSEPH NEIL		507 S CHURCH ST	MONROE	NC	28112
09234107	W3G LLC		PO BOX 1584	MONROE	NC	28111
09234108	BULLARD ROBERT B	BULLARD SHIRLEY S	600 S CHURCH ST	MONROE	NC	28112
09235001B	AUSTIN BARBARA JANICE		406 S CHURCH ST	MONROE	NC	28112
09234109	DAMIEN RISTAINO	DEANA RISTAINO	502 S HAYNE ST	MONROE	NC	28112
09234116	HAWTHORNE AMANDA	HAWTHORNE MARIA	605 S CHURCH ST	MONROE	NC	28112
09235006	JT BURNS & CO LLC		PO BOX 904	MONROE	NC	28111
09235007	KENDRICK STEPHEN	KENDRICK LAURA ARNETTE	8808 WALTHAM FOREST CT	WAXHAW	NC	28173
09231120	LEITNER THOMAS	LEITNER TRACEY	501 S CHURCH ST	MONROE	NC	28112
09231121	HILL ERIC	HILL RHONDA	407 S CHURCH ST	MONROE	NC	28112
09235003	SCHMITT KARL		18 COVIL AVE	WILMINGTON	NC	28403
09235005	DUNN BARTON HARRIS		505 S HAYNE ST	MONROE	NC	28112
09234111	KLAREN MATTHEW J	KLAREN KAY	500 S CHURCH ST	MONROE	NC	28112
09235002	HARRISON GARY R	HARRISON JEREMY S	405 S HAYNE ST	MONROE	NC	28110
09235008	MILLSAPS KENT	MILLSAPS MELODY	605 S HAYNE ST	MONROE	NC	28112

Exhibit 7

APO Map
PLHR-2024-00128

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Damien and Deana Ristaino

Acres: .74



0 140 280
Feet

Exhibit 8