

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, June 10, 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.** **Conflicts of Interest**
- Item 4.** **COA PLHR-2024-00195- The Historic District Commission is requested to consider a Certificate of Appropriateness request from LeeAnn M. Blake for the property at 102 E. Windsor Street. The applicant is requesting approval for previously painting a historically unpainted surface at 102 E. Windsor Street. The applicant is also requesting to paint the remaining surfaces of the structure. (Parcel ID 09-232-025)**
- Item 5.** **COA PLHR-2024-00198- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Natasha Higgins for the property at 202 N. Crawford Street. The applicant is requesting approval for previously installing vinyl windows at 202 N. Crawford Street. (Parcel ID 09-232-218)**
- Item 6.** **Annual Report from State Historic Preservation Office**
- Item 7.** **Next Meeting: July 8, 2024**
- Item 8.** **Adjournment**

ATTENTION BOARD MEMBERS: Please contact Kimberly Davis at 704.282.4527 to confirm your attendance.



STAFF REPORT
PLHR-2024-00195

TO: Historic District Commission Members

DATE: June 10, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 102 E. Windsor Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from LeeAnn M. Blake for the property at 102 E. Windsor Street. The applicant is requesting approval for previously painting a historically unpainted surface at 102 E. Windsor Street. The applicant is also requesting to paint the remaining surfaces of the structure.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	4-30-2024
Name of Petitioner:	LeeAnn M. Blake
Location:	102 E. Windsor Street
Tax ID #:	09-232-025
Lot Size:	0.037 acres
Zoning Classification:	DC-MX (Downtown Central Mixed-Use)

GENERAL INFORMATION

The tax record indicates that this structure was constructed in 1954.

RELEVANT DESIGN STANDARDS

Masonry, pg. 45

1. It is not appropriate to paint masonry surfaces that were not historically painted.
The brick was not historically painted. The current tenant painted the front façade of the building white when they began occupying the space. The applicant is requesting to paint the remaining surfaces of the building to match the front.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 102 E. Windsor Street is owned by Milton and Denice Polemides and is zoned DC-MX (Downtown Central Mixed-Use). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. Staff received a call on April 4, 2024 inquiring about the newly painted brick façade at 102 E. Windsor Street.
3. On April 30, 2024, the applicant submitted an application requesting approval for previously painting a historically unpainted surface at 102 E. Windsor Street and approval to paint the rest of the structure. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

CONCLUSIONS

The proposal requesting approval for previously painting a historically unpainted surface and to paint the remaining surfaces of the structure at 102 E. Windsor Street as presented (is/is not) congruous in concept according to the *Masonry* standards contained within the *Monroe Design Standards*:

Masonry, pg. 45

1. It is not appropriate to paint masonry surfaces that were not historically painted.

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 Photos
6. Paint Details
7. APO List
8. APO Map

Prepared by: MB 5-13-2024



Aerial Map
PLHR-2024-00195

Legend

-  Centerlines
-  Parcels
-  Subject Property

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

Owner:
Milton and Denice Polemides

Acres: .037



0 40 80
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00195

Legend

- Centerlines
- Parcels
- Monroe Zoning Districts**
 - DC-MX
 - RMD
 - Subject Property

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

Owner:
Milton and Denice Polemides

Acres:.037



0 40 80
Feet

Exhibit 2

Historic District Map
PLHR-2024-00195

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

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

Owner:
Milton and Denice Polemides

Acres:.037



0 40 80
Feet

Exhibit 3

E CORRELL ST
Page 7 of 28

N HAYNE ST

N BEASLEY ST

E WINDSOR ST

S HAYNE ST

S BEASLEY ST



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 102 E Windsor St.
Applicant's name: LeeAnn M. Blake
Applicant's address: 206 Griffin Rd.
Monroe, NC 28112
Applicant's telephone number: 704-351-6073
Applicant's email address: mccamyblake@gmail.com
Property Tax Identification number: 092 - 32 - 025

2. The property is owned by (if different from above) Milton & Denise Pdemides
Address: 319 Abellia Dr. Waxhaw, NC 28173 Telephone: _____

3. The following Certificate of Appropriateness is requested for: Exterior painting
Please provide a brief description of the project: _____
Painting exterior of building white with high quality
masonry paint. Building front has been painted, need to complete
the rest of the building.

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).

LeeAnn M. Blake

Applicant- Printed

Applicant- Signed

04/30/2024

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:

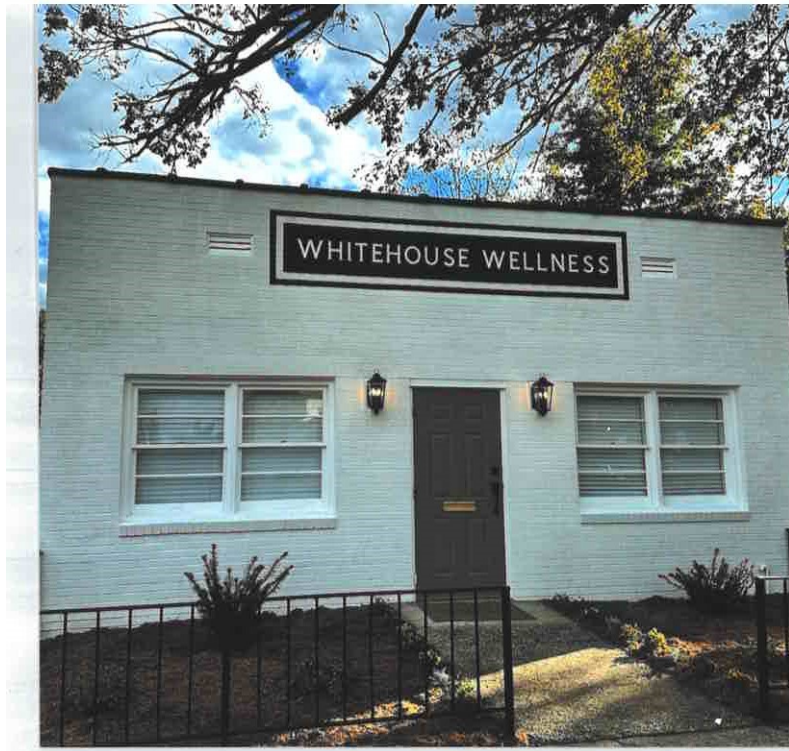
- ☐ Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- ☐ Photographs of site and existing conditions, as well as any proposed materials.
- ☐ Site plan showing property lines, existing and proposed changes

DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date



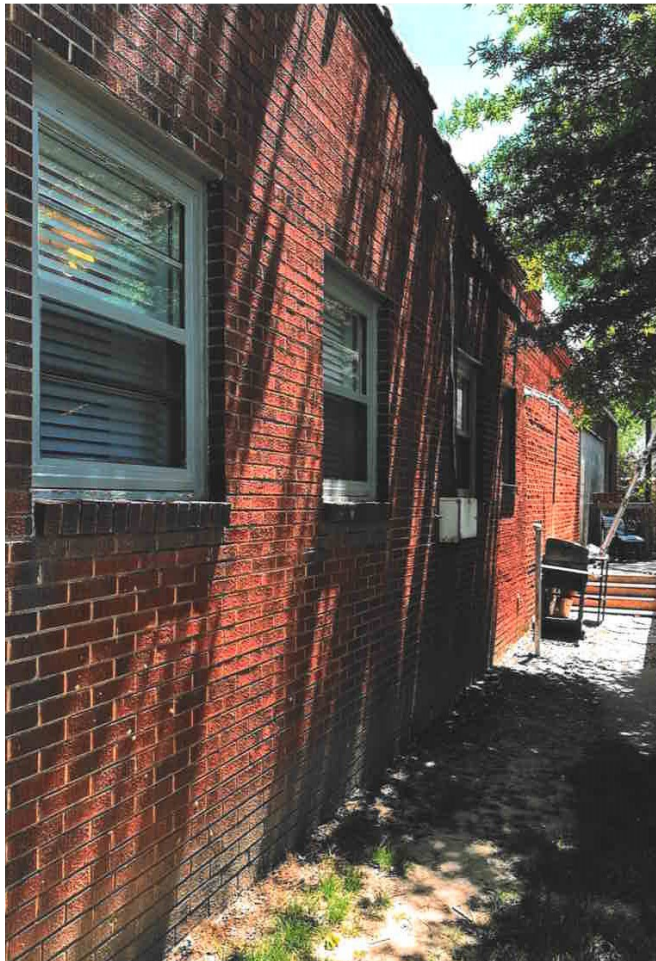
Painted Front Façade



Front Façade Prior to Painting

Exhibit 5

Unpainted Side and Rear Façades



Tool Kit(<https://romabio.com/sales>



(<https://www.amazon.com/Romano-Masonry-Italy-Cementitious-Richmond/dp/B07R75QGZQ?th=1>).

Details

FIND A STORE
([HTTPS://ROMABOOKS.COM/FIND-US/](https://romabooks.com/find-us/)).

PRODUCT DESCRIPTION

Masonry Flat is a high-performing, mineral masonry paint made for extreme durability for the interior or exterior. A beautiful, permanent flat finish that is naturally mold resistant, toxin-free, and environmentally friendly. Mineral paints are breathable and calcify to the masonry surface allowing moisture to release creating a longer-lasting finish with low maintenance.

- Ideal for brick, stone, or stucco
- Will not chip, peel or flake off
- 20 Year warranty, if applied as directed
- 2 coats, no additional primer for unpainted, absorbent masonry
- Pressure wash and paint on the same day as masonry surfaces must be dampened

SURFACE TYPE

Interior/Exterior Absorbent, Unpainted Brick & Stone (No Primer needed);
Unabsorbent Or Glossy Brick/Hardie Board/Cementitious Board/Concrete/CMU
Block/ Portland or Gypsum Stucco (MicroGrip Primer)

COVERAGE

1 Coat	1L/1QT	2.5L/0.67GAL	15L/4GAL
Square Feet	65-85	165-215	1000-1300

APPLICATION REQUIREMENTS

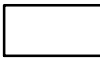
- **PREP** Prepare and clean surface. Dampen masonry surface.
- **DILUTION** Product must be diluted prior to application
- **COATS** 2 Coats

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232062 22	195 NORTH TRADE LLC		130 LIBRARY LN		MATTHEWS	NC	28105
09232062 05							
09232062 06							
09232007	218 EAST FRANKLIN LLC		PO BOX 1014		MONROE	NC	28111
09232071	ALLEN BRIAN	ALLEN TILIA N	7805 HAIGLER GIN RD		MONROE	NC	28110
09232062 04	ANFIELD INVESTMENTS LLC		2631 LIVERY STABLE DR		MATTHEWS	NC	28105
09232062 01							
09232062 24	BAILEY JACKSON LEE		109 HAYNE ST UNIT 312		MONROE	NC	28112
09232062 13	BALLARD JERRY DANIEL	BALLARD TARA MOSER	5706 LANCASTER HWY		MONROE	NC	28112
09232068B	CARLSON HEISNER HOLDINGS LLC		408 W WINDSOR ST		MONROE	NC	28112
09232068A							
09232064A	CDJW LLC		PO BOX 481		MONROE	NC	28111
09232019	CRIDER RICHARD HILL		201 S HAYNE ST		MONROE	NC	28112
09232023	CTJ INVESTMENT GROUP LLC		PO BOX 482		MONROE	NC	28111
09232024B							
09232062 25	DALRYMPLE JAMES		109 N HAYNE ST UNIT 313		MONROE	NC	28112
09232062 19	DEL HOYO ROBERT R		109 N HAYNE ST UNIT 223		MONROE	NC	28112
09232062 20	DRUMMOND SARAH		3011 FREIDA LN		GASTONIA	NC	28054
09232062 18	DUNLAP JERREL MARIANO	DUNLAP SALOAN	109 N HAYNE ST UNIT 219		MONROE	NC	28112
09232072	EUDY JAMES		3657 HELMS RD		LANCASTER	SC	29720
09232067	GATEWOOD DEVELOPMENT LLC		1619 WAXHAW INDIAN TRAIL RD S		WAXHAW	NC	28173
09232066	GIBSON WALTER H JR	GIBSON FLORIE M	1711 WHITE STORE RD		MONROE	NC	28112
09232064	GRIFFIN H CHARLES		6022 UNIONVILLE BRIEF RD		MONROE	NC	28110
09232062 15	HOBBS JOHN DAVID		109 N HAYNE ST UNIT 216		MONROE	NC	28112
09232062 07	HUFFMAN CAROLYN MOORE		109 N HAYNE ST UNIT 200		MONROE	NC	28112
09232062 10	J MARIE LLC		20700 MARSTON RD		LAUREL HILL	NC	28351
09232062 08	KELLY JOHN	KELLY RAWLES	2631 LIVERY STABLE DR		MATTHEWS	NC	28105
09232062 12	LAMBERT WANDA SUE		109 N HAYNE ST #213		MONROE	NC	28112
09232062 30	LAVERGNE JERILYN GUIDRY	LAVERGNE CECIL BERT	109 HAYNE ST UNIT 318		MONROE	NC	28112
09232068	MCCOTTER INVESTMENTS LLC		108 S HAYNE ST		MONROE	NC	28112
09232062 11	MCFADDEN MICHAEL	MCFADDEN JESLYN	109 N HAYNE ST UNIT 212		MONROE	NC	28112
09232062 26							
09232063	MELTON LINDA GODWIN		1324 HICKORY WOODS DR		MONROE	NC	28112
09232065	MSG COMMERCIAL PROPERTIES LLC		2500 ROOSEVELT BLVD		MONROE	NC	28110
09232062 09	NADAR JASON M		109 N HAYNE ST UNIT 205		MONROE	NC	28112
09232062 28	PENA DANIEL	PENA ALEXIS	6916 PINEWOOD FOREST DR		MONROE	NC	28110
09232021	POLEMIDES MILTON		319 ABELLIA DR		WAXHAW	NC	28173
09232022							
09232024A	POLEMIDES PHOTENI	POLEMIDES MILTON JOHN	313 ABELLIA DR		WAXHAW	NC	28173
09232025							
09232062 16	PRICE KATHRYN J		2067 TWO SISTERS DR		LANCASTER	SC	29720
09232062 14	RING LANNETTE		109 N HAYNE ST UNIT 215		MONROE	NC	28112
09232062 17	ROSS WILLIAM RUSSELL	SOLANO CHARITO CARREON	109 N HAYNE ST UNIT 218		MONROE	NC	28112
09232062 31	ROWE DOUGLAS E		109 N HAYNE ST	APT 319	MONROE	NC	28112
09232062 21	SERDINSKY ERIC JOHN	SERDINSKY SHAUNA	109 NORTH HAYNE ST #304		MONROE	NC	28112
09232062 23	SHAW ROSIONA		109 N HAYNE ST UNIT 311		MONROE	NC	28112
09232020	SHIN HYON MIN		109 S HAYNE ST		MONROE	NC	28112
09232024	SIZER LLC		C/O JAMES KERR	PO BOX 783	MONROE	NC	28111
09232062 29	VAUGHN MARK	VAUGHN JOELL	109 N HAYNE ST UNIT 317		MONROE	NC	28112
09232011	VESTRY ST PAULS EPISCOPAL CHURCH		116 S CHURCH ST		MONROE	NC	28112
09232062 27	WIGFALL KIARRA		109 N HAYNE ST UNIT 315		MONROE	NC	28112
09232062 32	WOOLFORD VALERIE		109 N HAYNE ST UNIT 323		MONROE	NC	28112

APO Map

PLHR-2024-00195

Legend

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

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

Owner:
Milton and Denice Polemides

Acres: .037



0 150 300
Feet



Exhibit 8



STAFF REPORT
PLHR-2024-00198

TO: Historic District Commission Members

DATE: June 10, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 202 N. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Natasha Higgins for the property at 202 N. Crawford Street. The applicant is requesting approval for previously installing vinyl windows at 202 N. Crawford Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	5-14-2024
Name of Petitioner:	Natasha Higgins
Location:	202 N. Crawford Street
Tax ID #:	09-232-218
Lot Size:	0.1 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

202 N. Crawford St. previously addressed as 200 N. Crawford Street, circa 1935

Built about 1935 in place of an earlier frame house, this rectangular, one-story, brick Tudor Revival cottage has intersecting gables at the front and a hipped-roofed rear section. Centered in the front elevation is a small gable with returns that has a round-arched recess leading to a round-headed door. Next to the entrance is a screened corner porch. The gable on the other side of the entrance has a triple window with crossette sash and a round-headed vent in the gable front that matches one over the door. On the north elevation of the house is an exterior end chimney. Other windows in the house have crossette sash.

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 approval for previously replaced wood windows with vinyl windows. The original wood windows had an eight over one pane design, while the new windows are of the same design but utilize vinyl materials.
2. If replacement of a deteriorated window or door 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 new windows are vinyl and the applicant has added the same pane configuration as the previous windows. The request is for approval of previously replaced wood windows with vinyl windows to match the original pane configuration.
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 new windows are properly sized.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 202 N. Crawford Street is owned by Natasha Higgins and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. Staff was notified on April 22, 2024 that new vinyl windows had been installed in place of the original wooden windows at 202 N. Crawford Street.
3. On May 14, 2024, the applicant submitted an application requesting approval for previously replacing wooden windows with vinyl windows. (Exhibit 4-5)
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 6-7)

CONCLUSIONS

The proposal requesting approval for previously replacing wood windows with vinyl windows at 202 N. Crawford Street as presented (is/is not) congruous in concept according to the *Windows and Doors* standards contained within the *Monroe 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. If replacement of a deteriorated window or door 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.
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. Pictures of Windows
6. APO List
7. APO Map

Prepared by: MB 5-28-2024



Aerial Map
PLHR-2024-00198

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing; RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1

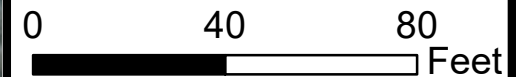


Exhibit 1

Zoning Map
PLHR-2024-00198

Legend

Centerlines

Parcels

Monroe Zoning Districts

RMD

Subject Property

Existing; RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1



0 40 80 Feet

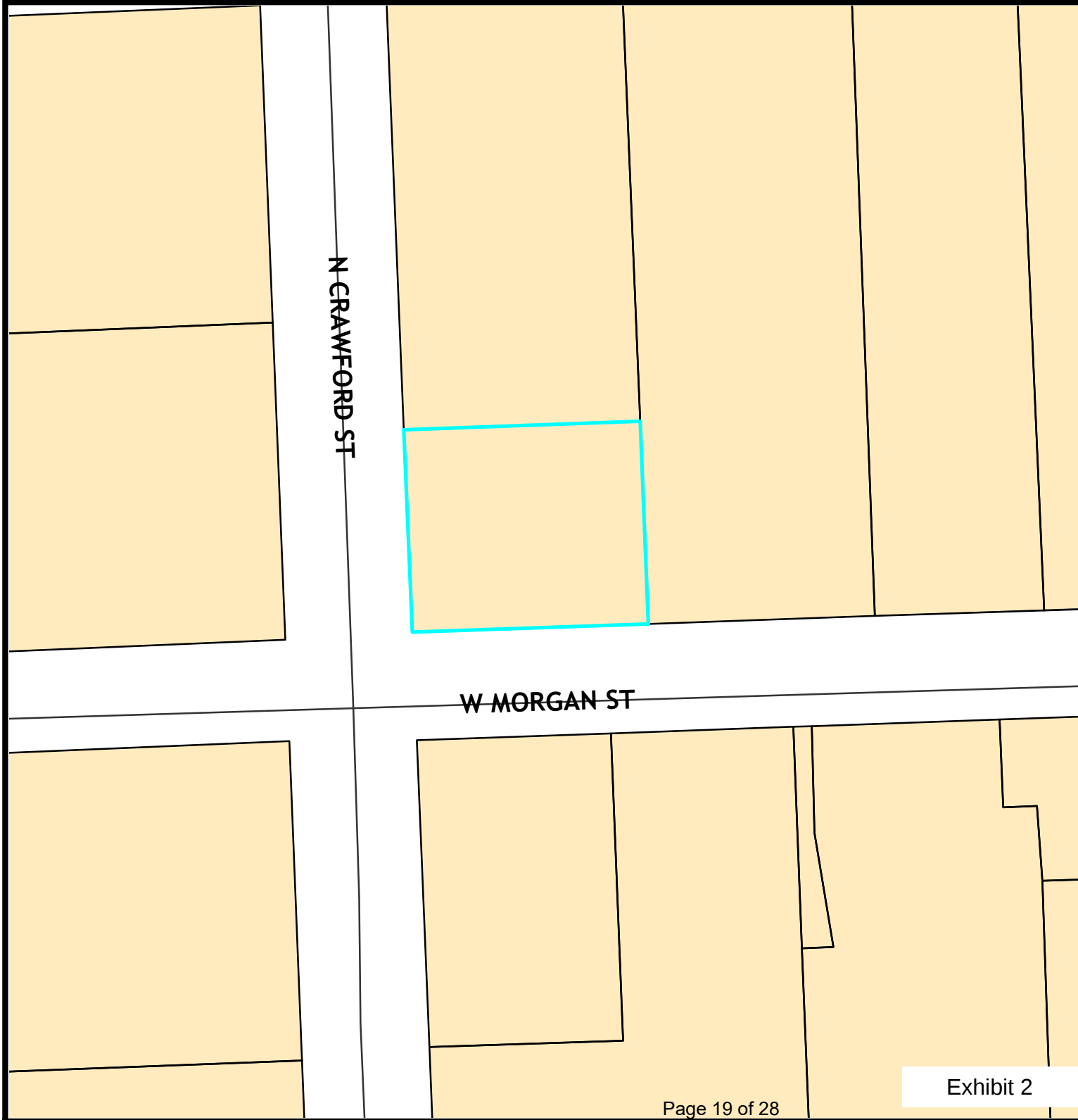


Exhibit 2

Historic District Map

PLHR-2024-00198

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing; RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1



0 40 80 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: 202 N Crawford St
Applicant's name: Natasha Higgins
Applicant's address: 202 N Crawford St
Monroe, NC 28112
Applicant's telephone number: 828 817 1542
Applicant's email address: higgins.natasha@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: windows
Please provide a brief description of the project: I replaced windows using a vinyl window. I took care that the windows matched the original design - minus the silver storm windows - that were covering the original windows.

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).

Natasha Higgins

Applicant- Printed

N Higgins

Applicant- Signed

5.14.2024

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

Not needed per Patrick Blaszyk & Megan Brightnarp
5.13.2024

DO NOT WRITE BELOW THIS LINE

=====

Additional conditions and remarks: _____

Authorized signature

Date



Original Wooden Windows



New Vinyl Windows

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232210	CARLSON FAMILY HOLDINGS LLC		400 W WINDSOR ST		MONROE	NC	28112
09232214							
09232209	CARLSON KRISTOFER L	CARLSON CARMEN L	400 W WINDSOR ST		MONROE	NC	28112
09232204	COOKE STEVEN	COOKE JESSICA	103 N CRAWFORD ST		MONROE	NC	28112
09232172	DELANEY HERBERT STANHOPE	LEDFOORD TRACY RENEE	9221 MCELROY RD		WAXHAW	NC	281739038
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586		CHARLOTTE	NC	28229
09232208	DUNCAN DARCY DEMART		406 W WINDSOR ST		MONROE	NC	28112
09232211	FIRST CHARTER REAL ESTATE HOLDINGS LLC MD 10ATA1 CORP FAC		C/O FIFTH THIRD BANK	38 FOUNTAIN SQUARE PLAZA	CINCINNATI	OH	45263
09232234	GOLDFARB CARL	GOLDFARB SHARRON	502 W FRANKLIN ST		MONROE	NC	28112
09232215	GOODWIN SARAH POLK		401 1/2 W FRANKLIN ST		MONROE	NC	28112
09232238	GUSTAFSON MATTEAS A JR	GUSTAFSON NANCY LEE	1102 MARTHA DR		MONROE	NC	28112
09232237	GUSTAFSON SCOTT THOMAS		402 W FRANKLIN ST		MONROE	NC	28112
09232206	HEISNER WILLIAM RALPH		408 W WINDSOR ST		MONROE	NC	281124748
09232207							
09232208A							
09232218	HIGGINS NATASHA FAITH		202 N CRAWFORD ST		MONROE	NC	28112
09232213	HUFFMAN BILLIE OLIVER		340 W MORGAN ST		MONROE	NC	28112
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST		MONROE	NC	28112
09232216	MCMANUS HARRY L	MCMANUS DEBRA F	403 WEST FRANKLIN ST		MONROE	NC	28112
09232170	MEDLIN BRIAN	MEDLIN VANESSA	409 W WINDSOR ST		MONROE	NC	28112
09232205	MOORE JENNIFER REBECCA	MOORE GREGORY RALPH	101 N CRAWFORD ST		MONROE	NC	28112
09232220A	ONS PROPERTY MANAGEMENT GROUP LLC		50 SCHOOL RD	STE 184	MILL SPRING	NC	28756
09232235	PARKER MARK WAYNE	PARKER ALAN SCOTT	406 W FRANKLIN ST		MONROE	NC	28112
09232171	RAINE ARTHUR GEOFFREY	RAINE PAMELA	411 WINDSOR ST		MONROE	NC	28112
09232203	SHANLEY LAURA		108 N COLLEGE ST		MONROE	NC	28112
09232219	TRAVIS ELIZABETH ELLEN		201 N CRAWFORD ST		MONROE	NC	28112

APO Map PLHR-2024-00198

Legend

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

Existing: RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1



0 150 300
Feet

Exhibit 7



STAFF REPORT

TO: Historic District Commission Members

DATE: June 10, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Annual Report Response Letter

SUMMARY STATEMENT

Each December, staff receives a comprehensive survey from the North Carolina State Historic Preservation Office. The purpose of the survey is inform the State of Monroe's activities regarding Historic Preservation for data gathering as well as to confirm Monroe is complying with the requirements to maintain our status as a Certified Local Government (CLG). Megan Brightharp completed this survey and we recently received a response letter congratulating us on completing the requirements to maintain our status. Attached is the response letter.

RECOMMENDATIONS

This letter is being provided for informational purposes only. No action is required.

Exhibits:

1. NC SHPO Response Letter

Prepared by: KM 6/4/24



**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

May 24, 2024

Megan Brightharp
Planner
City of Monroe
300 West Crowell St.
Monroe, NC 28111

Email: mbrightharp@monroenc.org

Dear Ms. Brightharp:

Thank you for the annual report regarding the Monroe Historic District Commission's activities during FY 2022-23 as a Certified Local Government (CLG) in North Carolina's preservation program. As a CLG, Monroe continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,000 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

The following are minimum responsibilities, per the National Park Service, for continued participation in the CLG program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

Based on the information contained in the report, we are pleased that Monroe is meeting the responsibilities for continued participation in the CLG program.

The report indicates commission and staff were engaged during FY2022-2023 in fulfilling duties outlined in NC GS §160D-942, primarily through reviewing numerous Certificates of Appropriateness applications. We applaud staff and commission for your efforts and dedication to preservation.

In addition to the basic responsibilities noted above, CLGs must meet certain, more specific requirements set forth in the *Guidelines for North Carolina's Certified Local Government Program*. One of these requirements is to participate in annual training as the local community benefits from the commission's increased knowledge and expertise. We commend Monroe's commitment to meet these training requirements this past year.

Please keep in mind that the North Carolina State Historic Preservation Office is here to support you in your preservation efforts. We love to hear from you and encourage you to continue to call upon us for:

- Technical assistance – Brett Sturm, Restoration Specialist, at brett.sturm@dncr.nc.gov or 919-814-6589.
- National Register information – Julie Smith, National Register and Survey Specialist, at julie.smith@dncr.nc.gov or 919-814-6597.
- Any additional support or questions - Kristi Brantley, CLG Coordinator, at kristi.brantley@dncr.nc.gov or 919-814-6576.

Congratulations on the continued certification of Monroe as an important local government partner in North Carolina's historic preservation program. We thank the city, the historic district commission, and the citizens for all they do to preserve Monroe's unique and irreplaceable historic resources and for the contribution their efforts make to its overall quality of life.

Best,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping underline that extends to the right.

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer