

**HISTORIC DISTRICT COMMISSION
MEETING
AGENDA**



**Monday, August 12, 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.** **Approval of Minutes – July 8, 2024**
- Item 5.** **COA PLHR-2024-00198 - This item was tabled from the June 10, 2024 Historic district meeting to allow the applicant opportunity to search for wood windows at the suggestion of the Commission. The Historic District Commission is requested to consider a Certificate of Appropriateness request from Natasha Higgins for the property at 202 North Crawford Street. The applicant is requesting approval to install new wooden windows after previously installing vinyl windows at 202 North Crawford Street. (Parcel ID # 09-232-218)**
- Item 6.** **COA PLHR-2025-00016 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Veronica Carrillo requesting approval for previously installing a stained glass window on the front façade of the home at 508 South Crawford Street after previously removing the original window to install a door. (Parcel ID# 09-235-206A)**
- Item 7.** **Next Meeting: September 9, 2024**
- Item 8.** **Adjournment**

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

cc: **Richard Long
Terry Sholar
Planning Staff**

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, JULY 8, 2024 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR:

Item 1: Call to Order – Roll Call

Archie Morgan, Chair, called the meeting to order at 6:30 p.m. A quorum was present. Kimberly Davis called the roll.

Members Present: Archie Morgan (Chair), Anna Dowdy, Allen Watson, Jennifer Loria and Gladys Kerr

Members Absent: Matthew Klaren, Jennifer Smith (Vice Chair)

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

Guests: Oktawian Rybenski, Thomas Loria, Natasha Higgins, Brad Deiter, Filicia Rigas, Michael Bowman, Rick Carter

Item 2. Pledge of Allegiance & Moment of Silence

Item 3. Conflicts of Interest – None noted

Item 4. Approval of Minutes – March 11, 2024, April 8, 2024, May 13, 2024 and June 10, 2024

Motion: Allen Watson made a motion to approve the minutes of the March 11, April 8, May 13 and June 10, 2024 meetings.

Second: Archie Morgan

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

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

NAYS: None

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-2024-00213** - The Historic District Commission is requested to consider a Certificate of Appropriateness from Marielle Garcia, on behalf of The Agency (property manager), for 514 Everett Street. The applicant replaced the two original wood front doors; the original doors featured a half door one-pane glass window. The original doors were replaced with non-wood six panel front doors. The applicant is now requesting to replace the incongruous doors with either a half four-pane glass wood door or a half nine-pane glass wood door. (Parcel ID # 09-231-099)

Megan Brightharp and Alex Garcia approached the dais and were sworn in by the Chair.

Megan Brightharp, Planner 1, approached the podium, introduced herself and said, tonight I'm here to present a Certificate of Appropriateness request from Marielle Garcia, on behalf of The Agency. She is the Property Manager for 514 Everett Street. At this time I will present the proposed findings.

1. The subject property located at 514 Everett St. is owned by DMS Capital, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located south of Everett Street and north of East Hudson Street. Exhibit 2 is a copy of the zoning map. The subject property is zoned RMD for Residential Medium Density as are the surrounding parcels.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District map showing the subject property highlighted in blue.
3. On May 22, 2024, staff was notified the front doors at 514 Everett Street had been replaced with incongruous doors.
4. On June 10, 2024, the applicant applied for a COA to request approval to utilize new wood doors featuring either a half four-pane glass window or half nine-pane glass window for both front doors after having replaced the original half one-pane glass window wooden front doors with a door that was not made of wood. (Exhibit 4-8) Exhibit 4 is a copy of the application. Exhibit 5 are images of the original front doors. Exhibit 6 are images of the existing front doors as they are now. Exhibit 7 is a copy of the first door that they are proposing as a replacement. Exhibit 8 is an image of the second proposed door for this project.
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10) Exhibit 9 is a copy of the APO list. Exhibit 10 is a copy of the APO map.

The applicant is here and I'll be happy to answer any questions at this time.

Chair said that first picture is a little grainy. Is that original window one solid sheet or does it have grids?

Jennifer Loria said I think it is one solid.

Megan Brightharp said yes.

Chair said that is not being offered here, correct? Can that door not be found with the solid...?

Megan Brightharp said this is what was originally there and these are the doors that they are proposing.

Jennifer Loria said it is one or the other, right?

Megan Brightharp said yes, they are presenting two options.

Gladys Kerr said is it true the original is one solid piece of glass?

Chair said yes and a solid wood door. Those doors were deteriorating and cannot be repaired and they have looked for similar. Some recommendations were provided and were unsuccessful. They are asking us to consider these doors which are wood from The Home Depot. Neither are solid glass at the top. Anyone have any more questions for Megan before we hear from the applicant?

Gladys Kerr said to look like the original, the four panes look more like the original, rather than the nine.

Chair said sir, will you state your name and address for the record, please.

Alex Pimentel said his name. My wife is Marielle, but she is home with the kids. I'm also a Property Manager at the agency. I'm here representing DMS Capital. The issues with the doors. I'll be honest. I take full blame and responsibility. They were not in good shape and it was just recommended. By the time I knew that the doors were no good, they were probably broken and in the dumpster. I have looked for those exact doors in some of the shops that were recommended, but some of the shops were thirty and forty miles away. A phone call does not get it done. I went to nearby Habitat and I went to one that was pretty far. To find that exact one with the same dimensions is really hard. Not that I don't want to be driving around the City of Charlotte looking for this one door. I think the doors from Home Depot or Lowes are wood and are very nice. I have noticed in the neighborhood that other neighbors don't have the single glass. They have the panes. I'm not saying it's not a big deal. It is completely up to you. I think it is very presentable. Whichever one of the two doors you guys approve, if so, I think it would look very nice in the house.

Jennifer Loria said are you getting it unfinished? Are you painting it? They're allowed to paint it whatever color they want.

Alex Pimentel said whatever, you pick the color and we'll paint it.

Chair said two of our members are missing, Jennifer and Matt. Jennifer always has an eye for whether the door matches the house and the neighborhood.

Jennifer Loria said I think it does. It is a craftsman style door for a Craftsman house. The four pane looks good.

Alex Pimentel said just riding through Everette Street, I saw different windows on almost every single house. There is also a brand-new house going on the corner.

Jennifer Loria said yes, there is. I think what Archie is trying to say is, does it fit the house not necessarily the neighborhood. We are looking that it is a Craftsman that was built in 1922. So we are just looking to make sure it matches.

Alex Pimentel said we are also not... our purpose is also to make the house look better and more presentable. I know about the windows. That they have to be wood. That was my mistake on the door. I wasn't one-hundred percent on that. We are trying to put something nicer and better, I'm not going to say quality because it is the same wood door, but something that is very presentable for the house.

Gladys Kerr said is there a reason there is a vast difference in the cost?

Alex Pimentel said no, but I'm hoping you all choose the cheaper one. I like the nine pane for that reason.

Chair said is rustic, knotty alder in fitting with the house? I'm not familiar with that.

Allen Watson said I think once it gets a coat of paint. You are not going to stain it, are you? The original door was painted.

Jennifer Loria said if you do stain it, I think it would look amazing.

Chair asked if any other questions for the applicant? Is there anyone else to speak in favor of project? Is there anyone tonight wants to speak in opposition of it? Hearing none.

Anna Dowdy said I guess we need to decide about which door we prefer.

Allen Watson said I think the 4-Lite is more appropriate for the house. Does anybody think the 9-Lite is better?

Gladys Kerr said I really prefer the four.

Chair said I do too even though it is the more expensive one. Sorry about that.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that proposed project COA PLHR-2024-00213, if constructed according to the plans reviewed at the meeting, is congruous with the character of the district because the standards state: “If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material.” Here the applicant is requesting two wooden doors with two wooden doors. There is a slight difference, in that the new doors would have four panes instead of one, but it is still congruous with the Craftsman-style nature of the home as well as the fact that the owner stated that there are other neighbors in the area that have multiple panes on their doors. It will still be congruous with the overall neighborhood that the house is located in. Therefore, I feel the application is generally in harmony with the special character of the neighboring properties and/or the Historic District as a whole. To make it clear, the Commission is approving the four-pane door consisting of Alder wood.

Second: Allen Watson

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Loria made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness to the agency regarding the proposals as shown in COA application PLHR-2024-00213. Such certificate subject to the conditions contained in the previous motion.

Second: Archie Morgan

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

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

NAYS: None

Item 6. COA PLHR-2024-00216 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from the City of Monroe to demolish the house at 208/210 Maurice Street. The City of Monroe has declared the dwelling dilapidated and unfit for human habitation and intends to demolish and remove the structure. (Parcel ID # 09-231-166)

Keri Mendler, David Maw and Michael Bowman approached the dais and were sworn in by the Chair. Keri Mendler, Senior Planner introduced herself and presented proposed findings.

Proposed Findings:

1. The subject property located at 208/210 Maurice Street is owned by MAB Rentals, LLC and is zoned RMD (Residential Medium Density). The property is located west of Maurice Street and north of East Morrow Street. (Exhibit 1-2) Exhibit 1 is the Ortho Map where the property is highlighted in blue. Exhibit 2 is a Zoning Map with the property highlighted in blue. All of the surrounding properties are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map. The property is highlighted in blue. The blue shaded colors you see are the properties within the Historic District while the white to the west are properties located outside of the District.
3. On June 11, 2024, the Planning Director presented a petition for an ordinance to declare the property at 208/210 Maurice St. as unfit for human habitation and demolition to the Monroe City Council. At the conclusion of this presentation and public hearing, City Council adopted an ordinance finding the structure unfit for human habitation and order the dwelling be repaired or demolished and removed. (Exhibit 4-5) Exhibit 4 is a copy of that Staff Report that was presented to City Council on June 11th. Exhibit 5 is a copy of the Adopted Ordinance to declare the structure unfit for human habitation and order the demolition of the structure.
4. On June 14, 2024, the City of Monroe Planning and Development Department applied for a Certificate of Appropriateness (COA) requesting approval to demolish the structure at 208/210 Maurice St. (Exhibit 6-7) Exhibit 6 is a copy of the application. Exhibit 7 are images of the structure. These are exterior photos. The top two are the rear of the house looking towards Maurice Street. The bottom photos, the one on the left, I believe, is the left side of the house if you are looking at the front. The one on the right is the front of the house from the street. You can see the fire damage and the black charred area is the fire damage. These are some interior photos of the structure. I think this is a photo that was taken earlier in the process before the house was boarded up.
5. The Historic District Commission may delay the issuance of a COA for demolition for up to 365 days in the case of structures that provide to be significant historic resources of the district. The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. (Exhibit 8) Exhibit 8 is a copy or excerpt of the design standards that outline the ability to delay these issuances for 365 days.
6. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
7. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10) Exhibit 9 is a copy of the APO List. Exhibit 10 is a copy of the APO mailing map.

Keri Mendler said staff has provided the appropriate standards and conclusions in your Staff Report and I'll be happy to answer any questions. The property owner is here as well. We also have a representative from Code Enforcement to answer any minimum housing specific questions.

Allen Watson said Keri, the estimate of puts it back to the original, pre-fire, state, correct? It's a duplex now and it cannot become a duplex again, correct?

Keri Mendler said correct, it looks like the structure has a tax value of \$138,000 and the land is valued at about \$15,000. The total value is \$152,900. Code Enforcement received an estimate of \$120,970 to repair the dwelling.

Jennifer Loria said to bring it back to a duplex or to make it habitable?

Keri Mendler said to repair it to a habitable state.

Allen Watson said it's a catch-22. You can't repair it back to a duplex. You need to repair it back to a single-family dwelling, correct?

Keri Mendler said correct. Obviously the inside, as of right now, most of it has been cleaned up. There are some images that show where they have cleaned up some of the burned areas.

Jennifer Loria said I don't know if this is relevant. Since 2021, since the Code Enforcement minimum housing has started, there has obviously been ample time to do some work on this property. That hasn't been happening so I'm guessing fines have been levied against this property.

Chair said my question is why wasn't ever appealed?

Keri Mendler said I will defer to the applicant or property owner on that. To answer your question, I don't know about fines with the minimum housing process. I will let David answer that.

David Maw said his name at 1012 Southwind Trail, Indian Trail. I am a Code Enforcement Officer for the City of Monroe. The fines don't happen unless the house is tore down. There are a few billing things that will come out at the end for paperwork and all if it gets torn down.

Chair said any other questions at this time for Keri? Can we hear from the applicant?

Michael Bowman introduced himself at 8100 South Boulevard, Suite 4001, Charlotte, NC 28273.

Chair said take us back. You were approached by the City and Code Enforcement. Tell us your side of it.

Michael Bowman said yes, so there has been a litany of issues with this property. I purchased it in 2021. Shortly after that, there was a major fire. Property was fine prior to that. The insurance company jumped on the scene, very hands-on and helpful, and I was granted a decent amount of money to repair it. The contractor that told me they were hired by the insurance agency pitched to me like we will take care of it from start to finish and this is your only option. We got into odds because I spoke with the insurance company and they said no, you have options. You can take the check and cash it and then sale the property or you can repair it. I started looking at the numbers and it didn't make sense for me to spend that much money repairing this property so I cashed the check and I told the general contractor to stop. That turned into a case of litigation for a year and a half battle on what was owed. Back in February, we settled on a \$70,000 mechanics lien and that's been what has held this property back from being sold. That lien has been paid down to \$20,000. It's set to be paid off by the time this property closes August 15th and the property is under contract set to be closed on August 15th. My understanding is the buyer has every intention of repairing this property. Regardless, if that contract falls out, we are very confident we can secure a backup offer and a buyer. Some are actually higher than the current contract. We don't necessarily need a 365 day extension.

Jennifer Loria said we can do from 1 day to 365. Up to 365 is really put there to allow any buyer to get it habitable in that amount of time. If you have a buyer, it changes things.

Chair said it does change things. We went down this road before on a property on Houston Street. They were ready to demolish and, all of a sudden, a buyer shows up who is going to put his heart and soul into the house and love it again. We couldn't have been happier about it.

Michael Bowman said the market value of this property is around what it is under contract for which is \$100,000. We've received offers from \$80,000 to \$110,000, but the problem was I didn't have the finances to clear the mortgage plus the \$70,000 lien. I was paying the lien off \$10,000 a month for seven months. I'm down five payments and have two left. That was the biggest reason. If you look at the price history of the property, you'll see a \$10,000 decrease every month up until this point. The reason is every month I made the payment, we reduced the price of the house because we were motivated to get it sold.

Jennifer Loria said so the person you have purchasing the house, let's say it goes through, they are aware that the City has declared this house to be demolished?

Michael Bowman said I can't speak for them. My understanding is yes. They are present along with the buyer's agent if they want to speak on their behalf.

Jennifer Loria said our issue is not that you can secure a buyer, but is there enough time within 365 days and enough money to get it back into a single residency and whatever Code Enforcement required it to be habitable.

Michael Bowman said my understanding is one of the units is worse than the other.

Gladys Kerr said sir, may I ask, are you totally against demolition?

Michael Bowman said my biggest problem with demolition is I can sell the property for sixty to seventy thousand dollars, I owe one-hundred thousand on it. My biggest problem with the demolition is my lender. I have a decent size portfolio with Skyler Credit Union and I don't want to rock the boat there. They've already been knocking on my door and asking about repairs. I don't think that is the ideal scenario. This property has been in front of you all for a while and I understand you want to move this forward asap and get a plan of action going.

Chair said yes, I think the City just wants some movement on it. They want it repaired, altered, improved or demolished and removed. They just want some progress made.

Anna Dowdy said are the buyers mostly interested in repairing the house or would they rather have an empty lot where they can build?

Michael Bowman said my buyer's agent is here. My understanding is that everyone interested in it is wanting to repair it.

Rick Carter and Filicia Rigas approached the dais and were sworn in by the Chair.

Rick Carter said his name and 2944 Parkwest Drive, Albemarle, NC 28001. I am the agent representing the buyers. This is Filicia. She is one of the buyers. We've had the opportunity to go in with a contractor, with structural engineers, electricians, the whole works, so we know what we are up against here. We want to go in and renovate the property to the Historical Committee's standards and make it back into a single-family home. My client has done this on several occasions all over and around Charlotte, renovating homes there in the trade. They do very good work. Everything they do is to the top.

Jennifer Loria said would you be renovating it to turn around and sell it?

Rick Carter said yes, ma'am. That is the objective.

Chair asked what did you find with your structural engineer and all of them? What are they saying?

Rick Carter said we found that structurally it needs some work, but it's not terrible. Obviously, it's going to have to have complete electrical and plumbing redone. Fire damage was not terrible. It looks bad from the outside.

Jennifer Loria said it's confined to one side of that duplex mainly, right?

Rick Carter said yes, but I don't think the fire damage was anything that would stop it from being overly expensive. We've run our budgets and know where we are. That's about it.

Filicia Rigas said her name and address at 8014 Weddington Downs Drive, Matthews, NC 28104. My husband and I own a company where we renovate houses. We don't put lipstick on it. We renovate them. We have done a few. I married a builder, but we do have two businesses that we run along with renovations. This one caught our eye about nine months ago and we went and saw it before it was boarded and then went back and saw it when it was boarded up. I would stay

under contract, which is supposed to be on the 16th of August, only if I have the largest term to renovate it because of running two businesses and I have a family, I won't be moving there because my daughter likes going to Weddington, but I will, and we will, fix the house to the integrity of the neighborhood.

Jennifer Loria said so a year is enough time for you to do something? That's all we can give you.

Filicia Rigas said I believe so, yes. I don't think it will be much longer because it is starting in August and taking it into September. The outside was the part I wanted to pay a lot of attention to. It seems like it was a Craftsman. We've worked on a Craftsman in uptown Charlotte and we kept it close to the integrity of the Craftsman-style.

Jennifer Loria said Keri, let me know if I'm wrong, but if we say 365 days, that's 365 days from today not 365 days from when you close. That's only eleven months for you.

Keri Mendler said I want to clarify too that, just because you delay the demolition for 365 days, does not mean that the City is going to go the next day and demolish the house. If progress is being made then we will not just demolish it.

Filicia Rigas said this is in our backyard so we won't have to travel so much. It's something my husband has wanted for over nine months. I lived in this area since 1988 so I'm familiar with the area. I like the idea of going back to the single-family home. Keep it quaint and keep the neighborhood clean. If I have the amount of time that I'm allowed then, yes, if we close on August 16th, then we start.

Chair said are there any other questions for them? Is there anyone else here that would like to speak in favor of this project? None. Is there anyone here tonight that would like to speak in opposition of this project? None. Discussion? We've been down this road before, as I said. Our main responsibility is to preserve the Historic District. We got very fortunate with the other one we had. It was going to be torn down and it was hard to argue for and against that until a buyer stepped up, like these fine folks, and decide they are going to put some money into it.

Gladys Kerr said I really felt like the only option was to destroy it, but I've listened very carefully. It's hard for me to imagine that anybody would want to even start to try to restore it. I'm not in construction and we need to give you a chance, I guess.

Chair said we are in the business of preservation, if at all possible.

Anna Dowdy said I have more of a legal question for Mr. Long. Do we approve the COA, but delay it?

Richard Long said do not table it for a year. You can approve the COA, but delay it under the statute for 365 days.

Chair said well, I'm not a builder. My home was renovated and it was a Sears & Roebuck house. I don't have the vision that some of these people have to do this all the time and they know what

it takes to replace this and that. It's over my head, but I'm thankful there are people, like them, who want to preserve.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that proposed project COA PLHR-2024-00216, if constructed according to the plans reviewed at the meeting, is approved to demolish the structure, however, our Commission will grant a 365 day delay under the statute to give the Commission and, specifically the owners and future buyers, adequate time to explore alternatives to the destruction of the building, specifically, to give the owner time to find a buyer and give that buyer time to restore and renovate the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the Historic District as a whole.

Second: Allen Watson

Action: The motion passed with the following votes:

AYES: Archie Morgan, Anna Dowdy, Allen Watson, Jennifer Loria

NAYS: Gladys Kerr

Motion: Jennifer Loria made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness to the City of Monroe regarding the proposals as shown in COA application PLHR-2024-00216. Such certificate subject to the conditions contained in the previous motion.

Second: Allen Watson

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

AYES: Archie Morgan, Anna Dowdy, Allen Watson, Jennifer Loria

NAYS: Gladys Kerr

Item 7. Next Meeting: August 12, 2024

Chair said Richard, can you give us an update on a certain driveway on Everette Street?

Richard Long said it is still in litigation.

Jennifer Loria said can you illuminate me on how that works because I don't understand it.

Richard Long said we have to file an action and Code Enforcement enforces it and, just like any civil suit, once they've been served, they have thirty days to file an answer. They can file an answer opposed to that and it's off to court we go.

Chair said where is the process currently?

Richard Long said they have been served.

Item 8. **Adjournment**

Motion: Gladys Kerr made a motion to adjourn this meeting.

Second: Jennifer Loria

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

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

NAYS: None

The meeting adjourned at 7:17 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2024-00198

TO: Historic District Commission Members

DATE: August 12, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 202 N. Crawford Street (*tabled from June 10, 2024*)

SUMMARY STATEMENT

This item was tabled from the June 10, 2024 Historic district meeting to allow the applicant opportunity to search for wood windows at the suggestion of the Commission. 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 to install new wooden windows after 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 to replace previously installed vinyl windows with wooden windows. The original wood windows, prior to being replaced with vinyl, had an eight over one pane design. The applicant is requesting to install new wood windows of the same design.
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 applicant is requesting approval to replace previously installed vinyl windows with wooden windows that will 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.

4. On May 14, 2024, the applicant submitted an application requesting approval for previously replacing wooden windows with vinyl windows. This item was tabled from the June 10, 2024 Historic district meeting to allow the applicant opportunity to search for wood windows at the suggestion of the Commission.
 5. On July 18, 2024, the applicant submitted a revised application requesting to replace five vinyl windows in the front of the home with five wooden windows of the same design, eight-over-one. Wooden windows can be approved at staff level and COA's are valid for 12 months after being issued. However, since this is an active violation, staff cannot approve 12-months to correct the violation. In order to satisfy their financial obligations for the previously installed vinyl windows, the applicant is requesting to install the wooden windows after April 2025. The Historic District Commission is requested to determine an appropriate timeframe to replace the windows. (Exhibit 4-9)
 6. 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.
 7. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 10-11)
-

CONCLUSIONS

The proposal requesting approval to replace previously installed vinyl windows with wooden 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 Previous Windows
6. Picture of Proposed Window
7. Window Quote
8. Email Confirming Window Material
9. Email Requesting Additional Time
10. APO List
11. APO Map

Prepared by: MB 07-29-2024



Aerial Map
PLHR-2024-00198

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing; RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1



0 40 80
 Feet

Exhibit 1

Zoning Map
PLHR-2024-00198

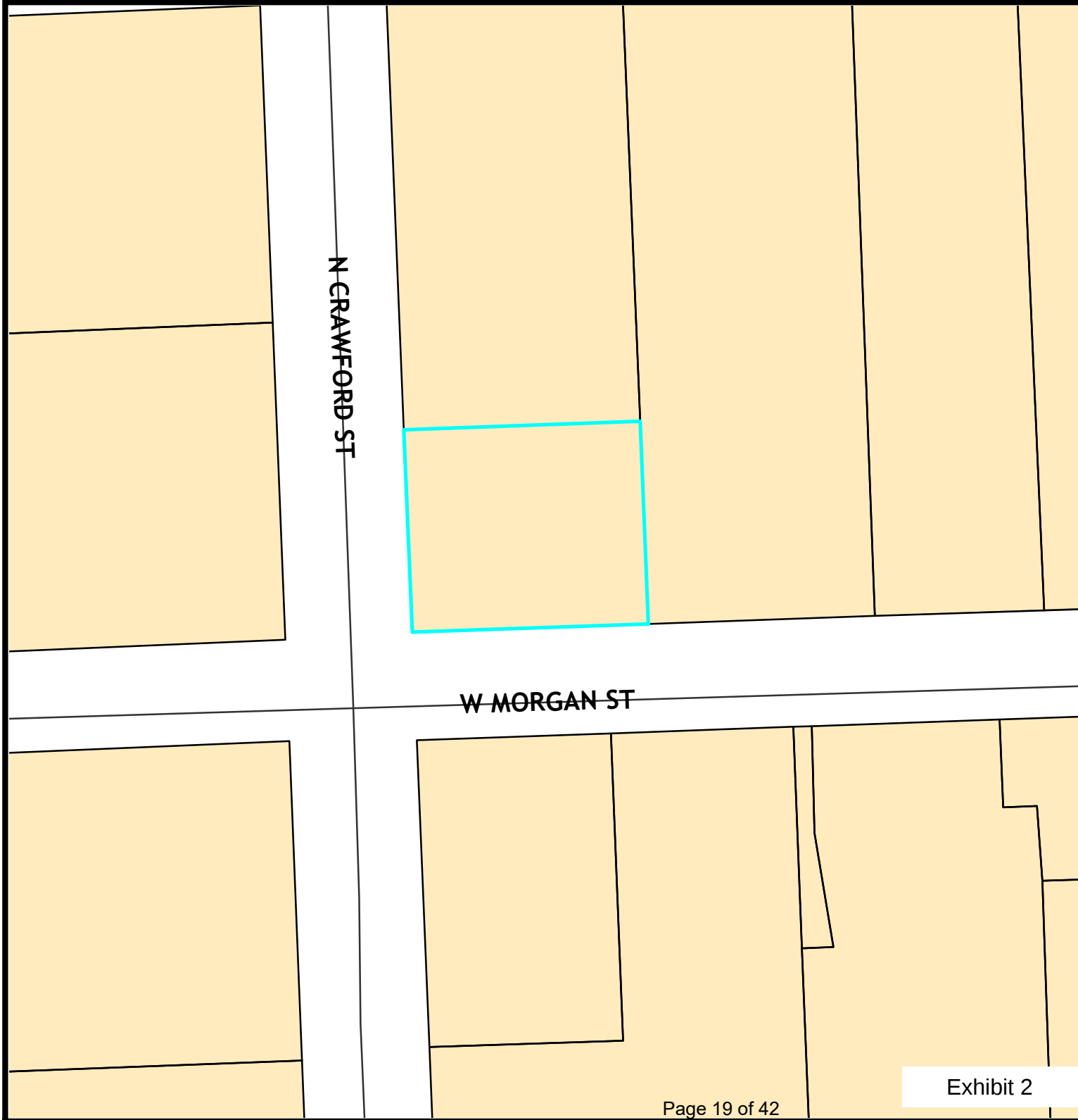
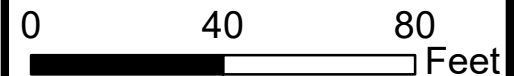
Legend

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

Existing; RMD
(Residential Medium Density)

Owner:
Natasha Higgins

Acres: .1



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 Monroe NC 28112
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) Same as above
Address: _____ Telephone: _____

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project. Replace 5 vinyl windows in the front of the house with
5 wooden windows of the same color and design.

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). Quote and picture of material has been emailed to the office.

Natasha Higgins

Applicant- Printed
Natasha Higgins

Applicant- Signed

July 18, 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. **Attached in email with this application**
- ☒ Site plan showing property lines, existing and proposed changes
Not needed per Mrs. Brightharp with last application.

DO NOT WRITE BELOW THIS LINE

=====

Additional conditions and remarks: _____

Authorized signature

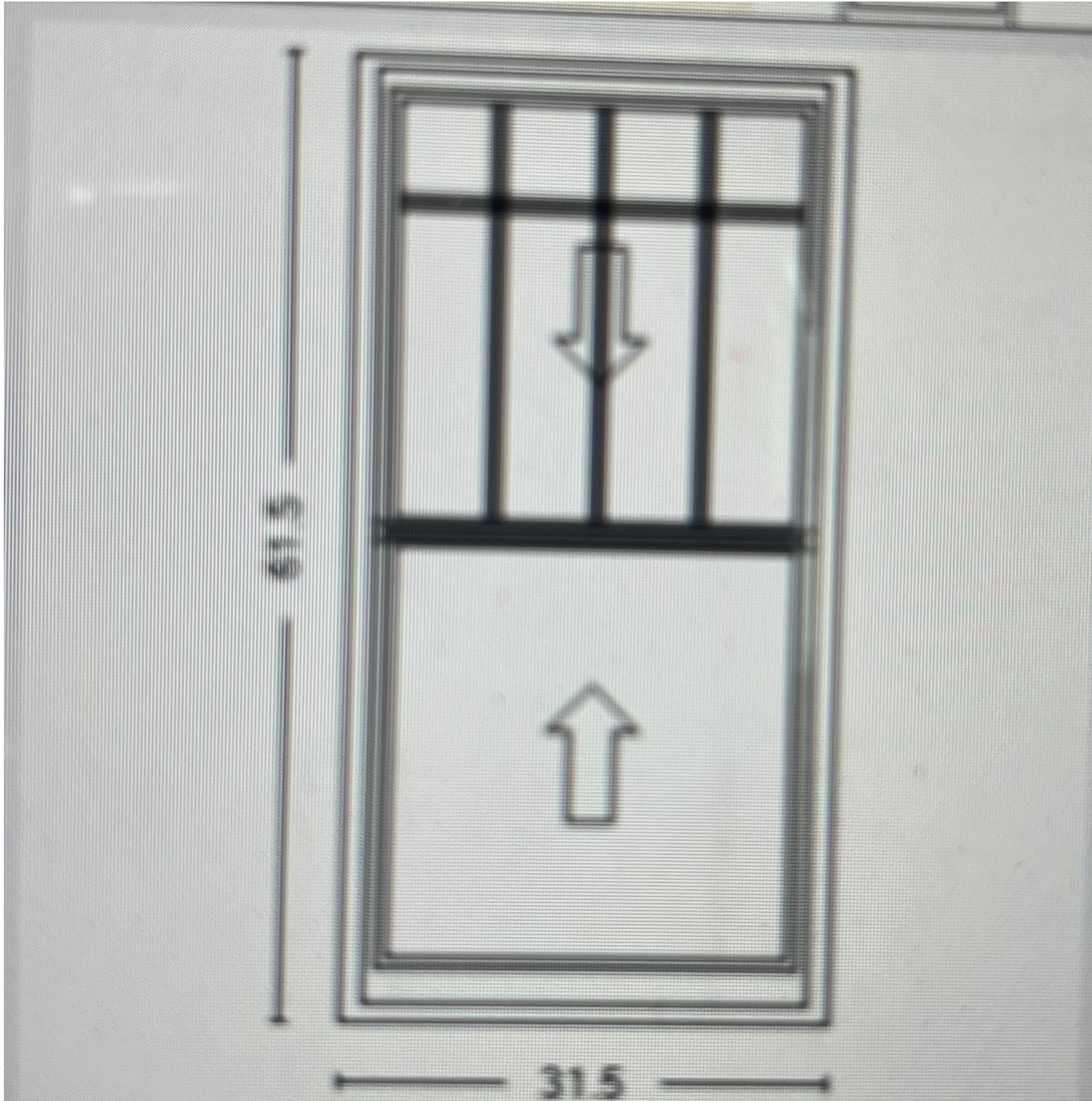
Date



Original Wooden Windows



New Vinyl Windows





Contract - Detailed

Pella Window and Door Showroom of Charlotte
7132 Brice Knoll Lane
Charlotte, NC 28269
Phone: (704) 347-1301 **Fax:**

Sales Rep Name: Ross, Jeff
Sales Rep Phone: 704-578-9874
Sales Rep Fax:
Sales Rep E-Mail: jross@pelladirect.com

Customer Information	Project/Delivery Address	Order Information
Natasha Higgins 202 N Crawford St Monroe, NC 28112-4674 Primary Phone: (828) 8171542 Mobile Phone: Fax Number: E-Mail: higgins.natasha@gmail.com Great Plains #: 1007972074 Customer Number: 1011699174 Customer Account: 1007972074	Natasha Higgins - 202 N Crawford St, Monroe, NC, U 202 N Crawford St Lot # Monroe, NC 28112 County:	Quote Name: Natasha Higgins - 202 N Crawford St, Monroe, Order Number: 731 Quote Number: 18386811 Order Type: Installed Sales Payment Terms: Tax Code: Quoted Date: 7/7/2024

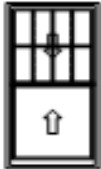
Line #	Location:	Attributes
--------	-----------	------------

10 None Assigned

Pella Reserve, Traditional Double Hung, 31.5 X 61.5

Qty

5



PK #
2170

Viewed From Exterior

1: 31.561.5 Double Hung, Equal

Frame Size: 31 1/2 X 61 1/2

General Information: Standard, Luxury, Wood, Pine, 4 3/8", 4 3/16"

Exterior Color / Finish: Primed, Primed Aluminum

Interior Color / Finish: Bright White Paint Interior

Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Hardware Options: Cam-Action Lock, White, No Window Opening Control Device, No Limited Opening Hardware, Order Sash Lift, No Integrated Sensor

Screen: Full Screen, Standard EnduraClad, White, Standard, InView™

Performance Information: U-Factor 0.28, SHGC 0.25, VLT 0.47, CPD PEL-N-234-01142-00001, Performance Class CW, PG 45, Calculated Positive DP Rating 45, Calculated Negative DP Rating 45, Clear Opening Width 28.125, Clear Opening Height 26.312, Clear Opening Area 5.139062, Egress Meets Typical for ground floor 5.0 sqft (E1) (United States Only)

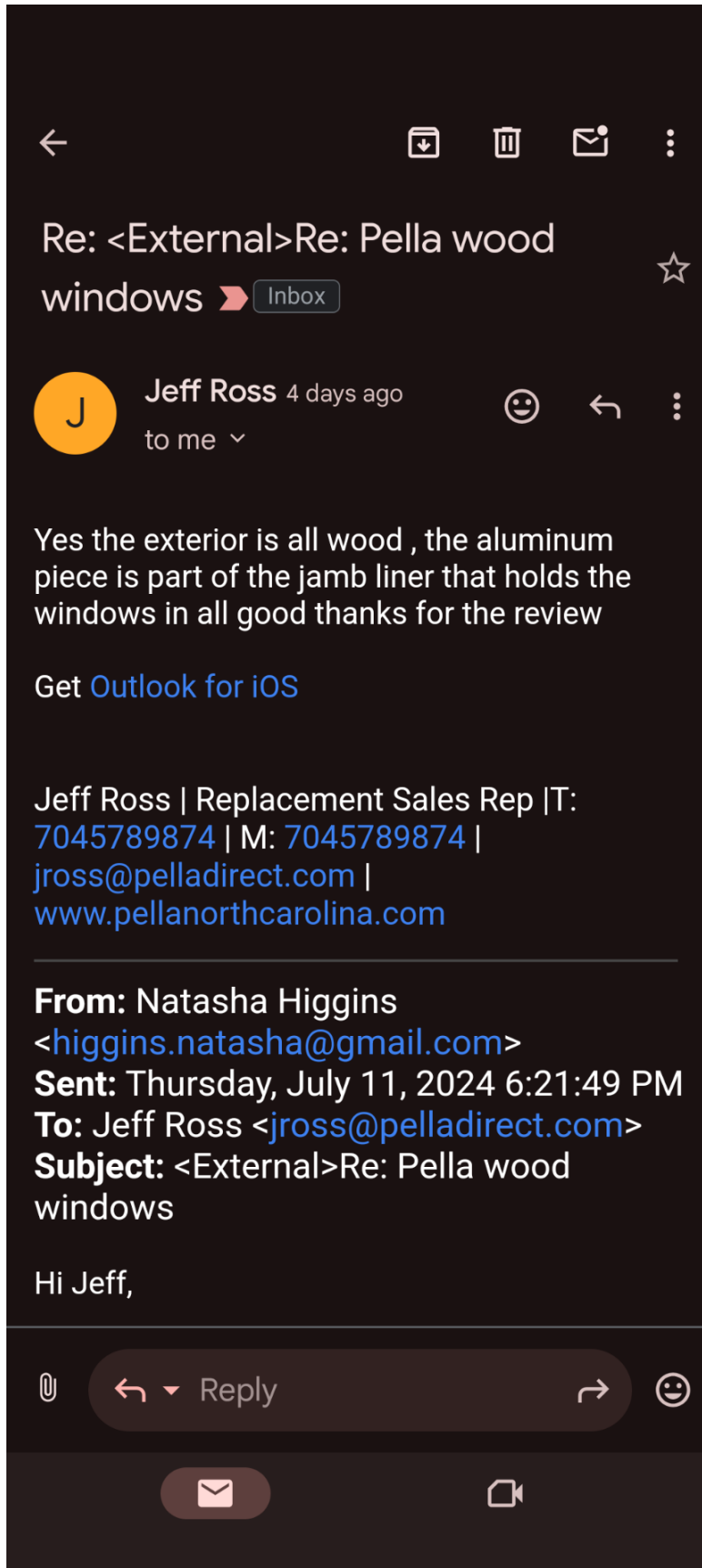
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (4W2H / 0W0H), White, Classic White

Wrapping Information: No Exterior Trim, 4 3/16", 4 3/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 186".

Frame Size: 31.5" X 61.5"

Exhibit 7

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com



Megan Brightharp

From: Keri Mendler
Sent: Thursday, July 18, 2024 2:45 PM
To: Natasha Higgins
Cc: Megan Brightharp
Subject: RE: Updated window picture

Natasha,

While the wood windows can be approved by staff, we cannot approve the timeline you are seeking. With that said, we will take your revised application to the commission and the time frame in which they must be replaced will be up to the Commission.

You do not need to pay an extra fee, but you will need to submit the revised application, window quote, and images no later than July 26th.

Thank you,

Keri Mendler, AICP, CZO

Senior Planner

City of Monroe

300 W. Crowell Street/ P.O. Box 69

Monroe, NC 28112-0069

(704)-282-5797 p

(704)-283-7704 f

kmendler@monroenc.org



E-mail correspondence to and from this address may be subject to North Carolina's public records laws and if so, may be disclosed.

From: Natasha Higgins <higgins.natasha@gmail.com>
Sent: Tuesday, July 16, 2024 3:58 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Cc: Keri Mendler <khutchins@monroenc.org>
Subject: Re: Updated window picture

Hi! That sounds good. Do I have to pay a fee with the new application? If so, how much?

As I mentioned at the June 11th commission meeting, I would need to pay off the vinyl windows before moving forward with the wooden windows. I've estimated my last vinyl window payment to be in April 2025.

Thanks!

Natasha Higgins, MLS

On Tue, Jul 16, 2024 at 3:39 PM Megan Brightharp <mbrightarp@monroenc.org> wrote:

Good Afternoon,

Keri and I had a discussion about your project moments ago. If you are now installing wooden windows, this would now be a like for like replacement and can be approved at staff level. You will need to complete a new application reflecting that you are requesting to install the wooden windows.

An application has been attached for your use.

Please note that the windows will need to be exposed wood windows with the same pane design. Should something other than exposed wood windows with the same pane design be installed at the time of inspection, we will move forward with the violation process.

With that information, how much time do you suspect it will take to complete the window installation?

Megan Brightharp, Planner

City of Monroe

300 W. Crowell Street/PO Box 69

Monroe, NC 28111

(704) 282-4554 (p)



From: Natasha Higgins <higgins.natasha@gmail.com>
Sent: Tuesday, July 16, 2024 2:31 PM
To: Keri Mendler <khutchins@monroenc.org>; Megan Brightharp <mbrightharp@monroenc.org>
Subject: Fwd: Updated window picture

Hi y'all! Here is the updated picture of the windows. This shows the colonial pane which matches the originals.

Thanks!

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

From: Jeff Ross <jross@pelladirect.com>
Date: Tue, Jul 16, 2024, 2:21 PM
Subject: Updated window picture
To: Natasha Higgins <higgins.natasha@gmail.com>

Good afternoon here is the updated drawing for the HOA if needed

Thanks Jeff

Get [Outlook for iOS](#)

Jeff Ross
Replacement Sales Rep



T: 7045789874
M: 7045789874
Pella Carolina Inc. - Charlotte, NC
jross@pelladirect.com - www.pellanorthcarolina.com



[We appreciate your feedback.](#)

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Please note that while we scan all emails for viruses, we cannot guarantee that any email is virus-free

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 11



STAFF REPORT
PLHR-2025-00016

TO: Historic District Commission Members

DATE: August 12, 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 Carrillo requesting approval for previously installing a stained glass window on the front façade of the home at 508 South Crawford Street after previously removing the original window to install a door.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	07-16-2024
Name of Petitioner:	Veronica Carrillo
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 stained glass 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 stained glass 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 stained glass window that is a different size than the original 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. At the May 13, 2024 meeting, the Commission Denied the proposed door and the applicant was instructed to reinstall the window.
4. On July 16, 2024, the applicant submitted an application requesting approval for previously installing a stained glass window on the front façade of the home. (Exhibit 4-6)
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

CONCLUSIONS

The proposal requesting approval for previously installing a stained glass window 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. Photos of Original Window
6. Photo of the New window
7. APO List
8. APO Map

Prepared by: MB 07-17-2024

Aerial Map
PLHR-2025-00016

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

Acres: .306



0 50 100
Feet

Exhibit 1

Zoning Map
PLHR-2025-00016

Legend

— Centerlines

▭ Parcels

Monroe Zoning Districts

▭ RMD

▭ Subject Property

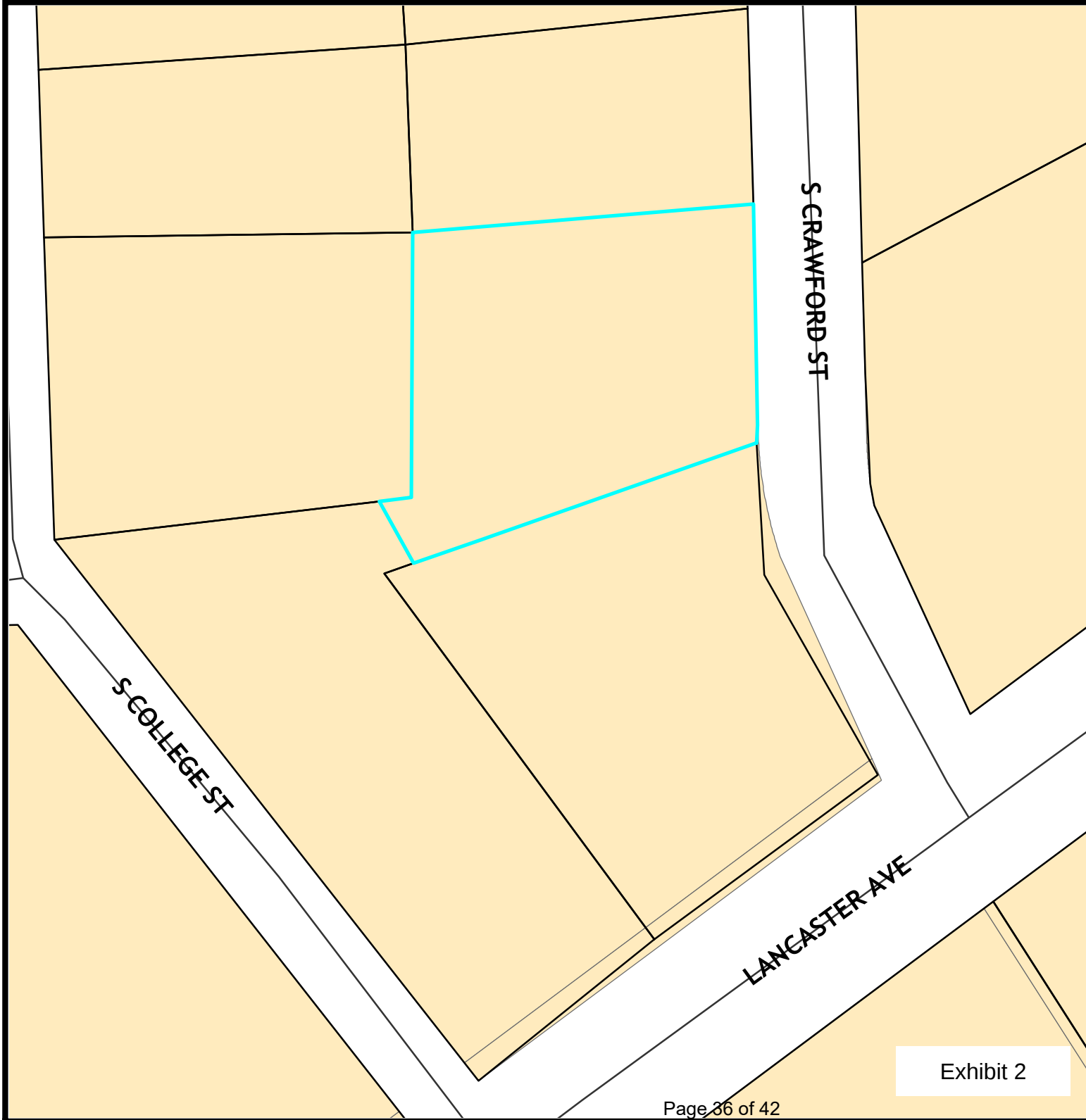
Existing: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

Acres: .306



0 50 100
Feet



Historic District Map PLHR-2025-00016

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

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

**Owner:
Eva Guzman- Carrillo**

Acres: .306



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 St
Applicant's name: Veronica Carrillo
Applicant's address: 707 S. Hayne St
Monroe N.C. 28112
Applicant's telephone number: 704-218-7288
Applicant's email address: Vercarril23@aol.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: _____
Please provide a brief description of the project TO please approve the
new window because the old one broke.

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

7-16-24

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.



Original Window



New Stained Glass Window

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

Zoning Map

PLHR-2025-00016

Legend

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

Exising: RMD
(Residential Medium Density)

Owner:
Eva Guzman- Carrillo

Acres: .306



0 240 480
Feet

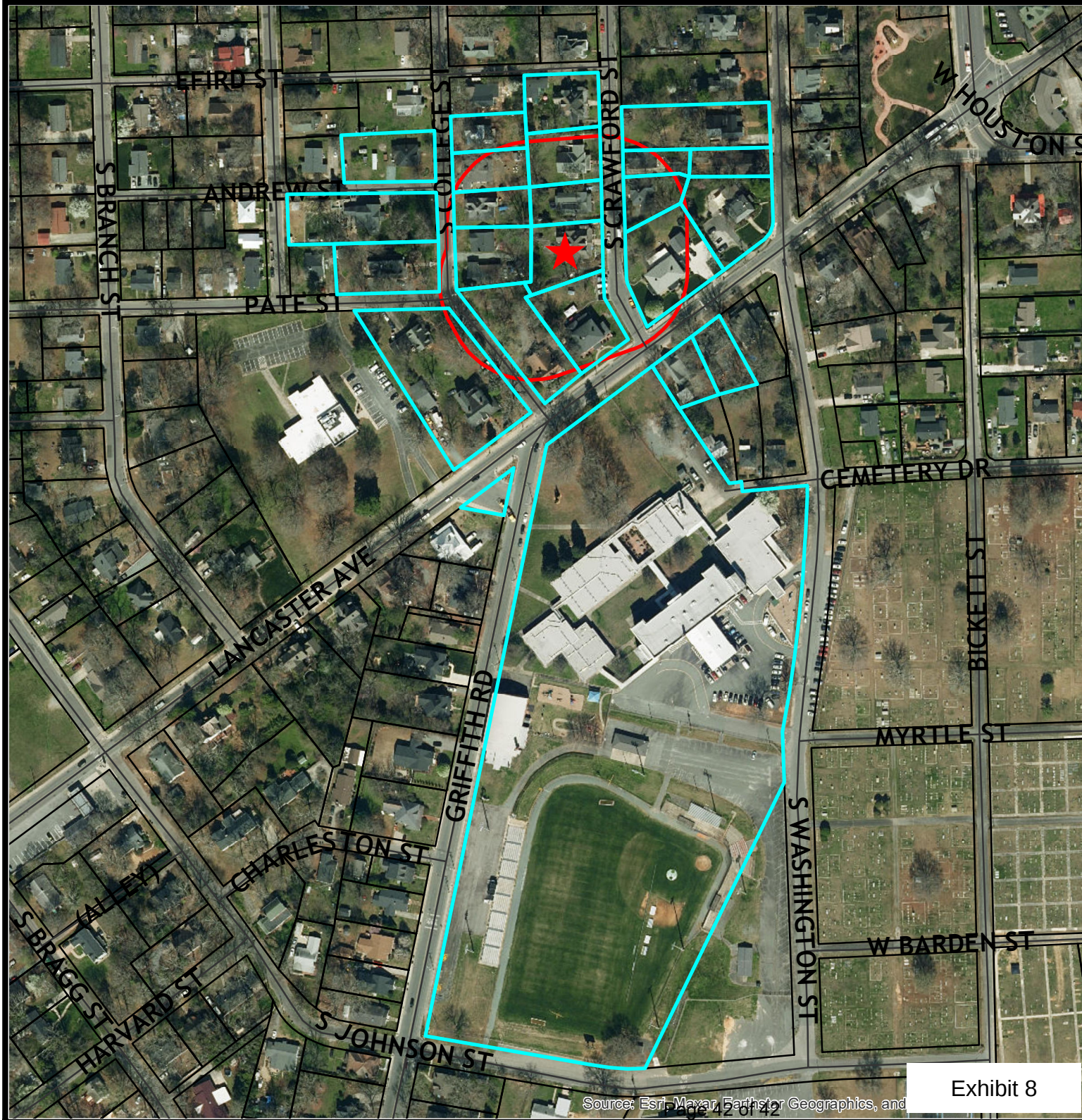


Exhibit 8