

**HISTORIC DISTRICT COMMISSION
MEETING
AGENDA**



**Monday, December 9, 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 – November 12, 2024**
- Item 5.** **Quasi-Judicial Statement**
- Item 6.** **COA PLHR-2025-00070 – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jennifer Smith for the property at 109 W. Houston Street. The applicant is requesting approval to replace the existing louvered wood shutters with new solid composite shutters featuring a decorative design (Parcel ID # 09-235-046). Tabled from 11/12/24.**
- Item 7.** **COA PLHR-2025-00075 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Scarlett Ruiz to construct a new home at 120 South Crawford Street (Parcel ID 09-232-175A). Tabled from 11/12/24.**
- Item 8.** **COA PLHR-2025-00096 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Juan Villanueva requesting approval for previously constructing a shed at 609 W. Morgan Street (Parcel ID 09-232-197).**
- Item 9.** **Next Meeting: January 13, 2024**
- Item 10.** **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

TUESDAY, NOVEMBER 12, 2024 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 11/13/24

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), Jennifer Smith (Vice Chair), Anna Dowdy, Allen Watson, Gladys Kerr and Matthew Klaren

Members Absent: Jennifer Loria

Staff Present: Keri Mendler, Senior Planner; Richard Long, City Attorney; Kimberly Davis, Admin. Asst. II

Guests: Lisa Hollowell, Natasha Higgins, Libby Helms, Dale Loberger, Margaret Desio

Item 2. Pledge of Allegiance & Moment of Silence

Item 3. Conflicts of Interest – Jennifer Smith for 109 W Houston Street

Item 4. Approval of Minutes – October 14, 2024

Motion: Allen Watson made a motion to approve the minutes of the October 14, 2024 meetings.

Second: Jennifer Smith

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

AYES: Archie Morgan (Chair), Jennifer Smith (Vice Chair), Anna Dowdy, Allen Watson, Gladys Kerr and Matthew Klaren

NAYS: None

Item 5. Quasi-Judicial Statement

Item 6. COA PLHR-2025-00070 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jennifer Smith for the property at 109 W. Houston Street. The applicant is requesting approval to replace the existing louvered wood shutters with new solid composite shutters featuring a decorative design (Parcel ID # 09-235-046).

Keri Mendler and Jennifer Smith approached the dais and were sworn in by the Chair.

Keri Mendler, Senior Planner, presented the Proposed Findings:

1. The subject property located at 109 W. Houston St. is owned by Jennifer Smith and is zoned RMD (Residential Medium Density). (Exhibit 1, 2) Exhibit 1 is an Aerial Map. The subject property is highlighted in blue and is located south of West Houston Street and east of Parker Street. Exhibit 2 is a Zoning Map with the property highlighted in blue. The tan color to the south is the RMD zoning district and the green color to the north is Office Medical zoning.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District map with the subject property highlighted in blue. This purple/periwinkle color is the Historic District while the white to the west is property located outside the District.
3. On October 10, 2024, the applicant submitted an application requesting approval to replace the existing louvered wood shutters with solid composite shutters featuring a decorative design at 109 W. Houston Street. The brand of the new shutters is Ekena Millwork and is constructed with a high density polymer composite material. (Exhibit 4-7) Exhibit 4 is a copy of the application. Exhibit 5 is an image of the shutters that were previously on the house. Exhibit 6 is an image of the new shutter with the decorative design. Exhibit 7 is an informational sheet on the shutter material which is a PVC or high-density composite material.
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 8-9) Exhibit 8 is a copy of the APO Mailing List. Exhibit 9 is a copy of the APO Mailing Map.

Archie Morgan, Chair, summarized the process that has brought the Commission up to this topic of using composite materials for windows and shutters. Wooden windows are more expensive and hard to find. A presentation on window material options was presented to the Commission at a prior meeting.

Mrs. Gladys Kerr, Commission member, asked if there could be “an established list of approved materials for staff-level approval.” Keri Mendler said if the Commission is interested in doing this then she can see what other commissions do, whether a on list or case-by-case basis, and bring it back before them.

Keri Mendler emphasized that these are two separate requests: a new design and a different material.

Jennifer Smith at 109 East Houston Street, Monroe, approached the podium. The shutters will be the dark, Charleston green to match the rest of the house. The house had paneled shutters before. According to the manufacturer, the design she is requesting has “become very popular with historic Queen Ann-style homes in San Francisco.” She said the manufacturer does not recommend the louvered shutters because he has had issues with them. The house previously had \$3500 worth of special-made wood shutters installed six years ago that were no longer usable due to the wood expanding with the weather and popping out. The new shutters will cost \$5000.

The shutters in the attic, taken off the house, were flat-paneled. She will not put louvered shutters on the house again. She loves the requested design and feels it matches the house.

Allen Watson, Board member, said the following: “In the 80’s, as depicted in Sweet Union, her house had louvered shutters.” The shutters were removed after Jennifer and her husband purchased the house and then Jennifer went before the Commission and got permission to put louvered shutters back on. His “concern” is not her putting shutters on the house, but the design. The design is not Victorian, but is more Art-Nuevo or New Art. Victorian homes either had no shutters or louvered shutters. He said she is asking to introduce a design element that is not congruous with the design of the home. Queen Anne Victorian homes are traditionally ornate and gothic. This requested design is more “organic, flowery” and is more Art-Nuevo which is the period after Victorian. This originated from Belgium and France going against the designs coming out of England, like the Victorians and Queen Anne’s.

The Commission discussed tabling the request. Keri Mendler suggested that they, as a CLG, can seek technical assistance from the State Historic Preservation Office. The State office has thirty days to respond and can possibly give the Commission appropriate options in order to meet in the middle. The Chair entertained that motion.

Motion: Allen Watson made a motion that the Historic District Commission table proposed project COA PLHR-2025-00070 and approach the State Historic Commission seeking their guidance for appropriateness on design for the property to present at the December meeting.

Second: Gladys McCain Kerr

Action: The motion passed with the following votes:

AYES: Archie Morgan, Anna Dowdy, Allen Watson, Gladys Kerr and Matthew Klaren

NAYS: None

Item 7. COA PLHR-2025-00073 – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alejandro Baeza, on behalf of Architekton LLC, to construct two additions on the rear of the house as well as install a 48-inch wood picket fence in the front yard at 505 S. Washington Street (Parcel ID # 09-235-226). The application also two staff-approved items which is the replacement of the windows with new wood windows that will be two-over-two as well as the installation of a 6-ft tall wood privacy fence on the side rear yard. There has been work going on and a separate application was submitted for the porch flooring and a roof, both done with like materials. For clarification, discussion for the Commission is on the two additions and on the 48-in tall fence.

Keri Mendler and Alejandro Baeza approached the podium and were sworn in.

Keri Mendler, Senior Planner, presented the Proposed Findings:

1. The subject property located at 505 S. Washington St. is owned by Architekton, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of

the Aerial Map with the property highlighted in blue. It is located north of Lancaster Avenue and east of South Washington Street. Exhibit 2 is a Zoning Map with the property highlighted in blue. The tan color is the RMD zoning district and the green to the east is the Office Medical and that is the Gateway Park.

2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map with the property highlighted in blue.
3. At the September 9, 2024 Historic District meeting, Commission members did inquire about the work occurring at this address. Staff investigated the matter and made contact with the property owner about the need to apply for necessary approvals.
4. On October 15, 2024 the applicant applied for a COA to request approval for previously starting construction on two additions on the rear elevation. The additions are approximately 15'x13' and 12'x13'. The additions have brick foundations and the applicant is proposing wood siding, wood 2 over 2 windows, and an asphalt shingle roof – all to match the existing house. The addition on the left side of the house will have a door to the exterior and the applicant is proposing to utilize the existing door on the rear of the house for this addition. The application also included a request for a 48-inch tall wood picket fence to match the existing fence on the property which does have to be approved by the Commission since it is in the front yard. (Exhibit 4-10) Exhibit 4 is a copy of the application. Exhibit 5 is a site plan that shows the location of the additions as well as the fence locations. One addition is on the left rear of the house and another addition is on the left right of the house. The picket fence is shown and will match the existing picket fence that runs along the front of the property line and Lancaster Avenue. Exhibit 6 is showing images of the house before the construction started. This is looking at the rear of the house. Exhibit 7 is a picture of the back of the house during construction. This was a one-story addition not done by the applicant, but they are adding on to that. Exhibit 8 is a rendering of what the addition is proposed to look like. Exhibit 9 is that existing door that they plan to relocate onto the addition. Exhibit 10 is a picture of the existing picket fence which will extend along Lancaster Avenue and the front of the property.
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 11-12) Exhibit 11 is a copy of the APO List and Exhibit 12 is a copy of the APO Map.

The Commission began reviewing the request. There is still a portion of fence along Lancaster Avenue and the applicant will finish it. The Planning Team received an inquiry about work being done on the house on September 9, 2024. Keri went to the site two times. One of those times, about a week later, she met with a contractor on site. At that point, the property owner received a “Zoning Notice of Violation” Letter. The property owner then contacted the Planning Team who gave the property owner instructions. After some back and forth with the owner, two to three

weeks later, a “Stop Work” Order was implemented. Then, on October 15th, a COA application was applied for by the applicant. A staff level decision allowed work on an “Interior Only” Permit for safety issues which did not include the additions. There are current permits for the porch flooring and the main roof which should be the only exterior work to be done at this time.

The applicant, Alejandro Baeza, from 1419 Summerlin Dairy Road, Wingate, approached the podium. The Commission Chair asked why the applicant did not stop work on the project when notified. The applicant said he was not aware of it initially and, once he realized it, he tried to enclose the property to stop people from coming. He said he has worked with Keri and the Planning Department and asked for permission to clean up. He was not aware that one of his employees had a “profanity and vulgar-laced tirade” against a Commission member. He said he would like more information in order to address and handle it. He was not the one who spoke with Jennifer Smith at an earlier date. He is the GC (General Contractor) and is not on-site at all times. He has a Project Manager on site. One addition is a bedroom continuation of an existing bedroom which was 9ft. The second addition is adding to the 4ft laundry room and will be a larger mud room and laundry room. The A-frame structure has been done to match the existing peaks for aesthetic purposes. The intention is for his best friend’s sister to buy the house. His intent is to keep this house as original as possible. The addition is using 140-year-old pine wood flooring.

Several Commission members emphasized how much they appreciate people who come in and fix up the Historic homes. The Chair asked if there was anyone there to speak for or against this project.

Dale Loberger, resident of 502 South Washington Street, Monroe, approaches the podium to speak. His home is across the street from the subject property. His primary concern is the 6-foot privacy fence that went up in the back yard without a permit. His other concern is about the 4-foot picket fence since it does not match the existing one in size.

Keri Mender addressed the height of the fence. She said they did not measure it, but it appeared taller than 36 inches. Since this is a concern, the Commission is able to say in their motion to require the fence to match the existing height. The fence can then be measured for accuracy. She understands Mr. Loberger’s concern that the fence not be staggered in height. The other 6-foot fence was approved at staff level, but she was not aware and will address the possible lack of permit upon installation. A 6-foot fence is allowed for the side and rear yard in the District. Several years ago, the Commission did not want fences in line with the front corner of the house to be 6- feet so staff are able to approve any fence with a 15-foot setback from the front corner. Covered porches are included in that 15-feet setback. People are entitled to privacy in their back yard.

Margaret Desio, at 305 South Washington Street, approached the podium. She lives five door down from the property. She wanted to make sure that the last buyer of the home was aware it fell into the Historic District. The real estate agent said yes and the buyer knew it was in the Historic District and that they had to abide by the guidelines. She was concerned about the foundation going up behind the house. When work continued even after the “Stop Work” Order went up, she became more concerned. She is a real estate broker and appraiser for over forty years and she knows what “restrictions, laws, ordinances and zoning do for a community.” “They protect the properties in the community,” she said. She said this homeowner came and did

not follow the Historic District rules. She said the begging for forgiveness instead of asking for permission has gotten out of hand. She wants the house “to be put back to the way it was when it was originally built because that is the designation of the Historic District.”

Chair, Archie Morgan, asked Attorney Richard Long to come up to the podium so they can ask questions. When asked what it takes to “have teeth” when people say they did not know about the restrictions on the District, Attorney Long said when there are zoning violations, you “have teeth” there. There can be a cease-and-desist order entered against a zoning violation, but he would have to research what would be done for the Historic District. Fines can be implemented, but how would they be enforced and how much would it cost the City to collect it. If fines are placed as a judgement then it attaches to the property for ten years and can be renewed for another ten years while accumulating interest at the State rate which is 8 percent.

Anna Dowdy asked if there could be a fine that the work cannot continue until they pay it. The fine would be conditional based on the violation.

As a Commission, they requested that Attorney Long look into how fines can be imposed for Historic District violations. He agreed. When some Commission members asked him about tabling this project, Attorney Long said he would discourage the Board from tabling this for punitive reasons.

Alejandro Baeza approached the podium to answer the Commission’s questions. There is currently a “Work Stop” Order for the exterior of the house. The applicant is working on the inside for which he has approval. Brian posted the “Stop Order” notice on October 8th and, from then on, it was stopped. He was then told to stop all work and he said it was stopped. He has a permit now and had also reached out to Keri and Brian in order to clean up the mess left from the previous work.

Keri Mendler clarified the “Stop Work” Order was originally issued for all the work taking place and he stopped the work. He then asked what he needed to do to work on the interior started back, make some progress and then fix the safety issue of half of the missing porch. He was then allowed to do an interior permit for interior work and included the front porch due to the safety issue. He has a permit for that, but none for any of the exterior or additions. The work on the additions were already sheathed and had a roof before the “Stop Work” Order was placed. There is point in him applying for building permits until he gets a decision from the Historic District. If the Commission makes him change something or it is not approved at all then there is no point in pulling permits.

Jennifer Smith asked how legal is it to ask the applicant to restore the house the way it was and take off the additions? Attorney Long said the Commission does not have to approve the COA, but the question is how will this be enforced? Other decisions have been made on a case-by-case basis where work was done and then the Commission made the applicant go back and undo the work that was completed.

Alejandro Baeza said he realizes that people want him to be held accountable and he is willing to do community service or other types of punitive service, but he does not agree or see the benefit of withholding the project when he says the punishment should be on him for his lack of action. He said he is there daily since there is a lot that will need to be done and he is handling it now.

Archie Morgan said there is not a problem with the project, but just the way he went about it. If this is tabled, then the house will continue to sit and “be an eyesore” in the Historic District. He said they appreciate people coming in and fixing up the homes. If they do not move forward in some way then they will deprive another home from being improved. Several members of the Board agreed.

Dale Loburger asked to approach and speak. He said he is not sure if it is true or not, but there is a story that the couple that lived there were divorced and the house was literally divided and part of it was moved. Adding to the back of the house may be historically appropriate. He is excited to work with the applicant on keeping like-for-like materials for the renovation.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that proposed project COA PLHR-2025-00073, for two additions on the rear of the house and the installation of a wood picket fence that matches the height of the existing picket fence at 505 South Washington Street as presented is congruous in concept according to the Fences and Walls and Additions Standards of the South Monroe Historic Standards. Specifically the Standards require that any new additions are compatible with the character of the District and conform to all pertinent guidelines and that it is only on a non-character defining elevation. In this particular case, it is in the rear of the home and while some of the addition that faces Lancaster Avenue is visible there will also be a privacy fence that makes that visibility less so. These additions will be of a nature that they are a lower elevation than the historically existing portion of the house so they won't detract from the character. Size and scale is not diminishing or visually overpowering the building. However, like-for-like will be used so it will be consistent with what already exists in the home. Plus, the addition that faces Lancaster Avenue is actually an addition to an addition so that addition that it is adding on to was not historically built with the original house. It appears the same for the other addition which looks, perhaps, to be an enclosed porch previously. It is extending what is already there. One of the doors, which was part of the original home, will be restored and added on to it. The panels of the windows will be consistent with what was already there: 2-over-2 panes. Based on all of that, it is consistent with the historic character of the District;

Second: Allen Watson

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Matthew Klaren made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness to Alejandro Baeza regarding the proposals as shown in COA application PLHR-2025-00073. Such certificate to be 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, Jennifer Smith, Anna Dowdy, Allen Watson, Gladys Kerr and Matthew Klaren**

NAYS: **None**

Item 8. **COA PLHR-2025-00075 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Scarlett Ruiz to construct a new home at 120 South Crawford Street (Parcel ID 09-232-175A).**

Keri Mendler and Scarlett Ruiz were sworn in.

Keri Mendler, Senior Planner, presented the Proposed Findings:

1. The subject property located at 120 South Crawford Street and is owned by Scarlett Ruiz and Michel Tikle and is zoned RMD (Residential Medium Density). (Exhibit 1, 2) Exhibit 1 is an Aerial Map showing the property highlighted in blue. It is located north of Talleyrand Avenue and west of South Crawford Street. Exhibit 2 is a Zoning Map with the property highlighted in blue.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map with the property highlighted in blue.
3. On October 17, 2024, the applicant submitted an application requesting approval to Construct a new 3-bedroom, 4-bathroom craftsman style home. The applicant is proposing fiber cement siding, wood brackets at the roofline, cedar post columns, brick trim along the foundation, aluminum clad wood windows with 4 over 4, 6 over 6, and 8 over 8 pane designs. The applicant is also proposing a wood door with 2-over-2 windows, a concrete porch with brick steps, an unstained concrete driveway, a steel garage door with windows, and architectural shingles. (Exhibit 4-10) Exhibit 4 is a copy of the application. This is explaining the window design depending on how big the windows are will dictate the pane design for a scale perspective. Exhibit 5 is a copy of the Site Plan. Here is Crawford Street and then Talleyrand Avenue. The proposed house is going to be sitting far back on the lot due to two existing easements that run directly across this property. It is a 35-foot wide easement which takes up a large portion of the property. The house will face Crawford Street. They are proposing a garage with this driveway, but it does sit far back due to this easement. Exhibit 6 are images that show the existing lot. This was previously the back yard of a house that faces College Street. There is currently a privacy fence around it. She confirmed the home will be located towards the back of the property close to the home on College Street. All the setbacks are still being met with the front and the rear-14 and 12.3 off the rear property line. It states unstained currently for the driveway, but that can be discussed. Exhibit 7 is the set of house plans. The whole set is in the packet, but just to show the rendering of the proposed house and the black-and-white version of the sides of the house. The square footage is 2226 square feet. Exhibit 8 is the proposed materials, such as the Hardie plank or the fiber cement siding, a brick foundation, the aluminum-clad wood windows, some cedar posts to decorate the front porch and the architectural asphalt shingles.

Exhibit 9 is the information on the proposed aluminum-clad, double-hung windows. Exhibit 10 are some pictures of the proposed garage doors with some slight variations between them. The applicant is proposing the door to be steel, but would mimic a wood door with the kind of design imprinted on the steel.

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 11-12) Exhibit 11 is a copy of the APO List and Exhibit 12 is a copy of the APO Map.

There were no questions for Keri Mendler. The Board began by speaking with the applicant.

Scarlett Ruiz approached the podium and gave her name and her address at 401 Conway Court, Waxhaw. She used to own the house right behind this property on College Street and loves the Historic District. She likes the look and character of the homes. She said this design “mends and blends” with the area and neighboring homes. She brought pictures of some new construction in the Historic District that she feels are similar to her design. This house will have twenty windows and so she has gone with the aluminum-clad wood windows. A wood window is almost 4x the cost of vinyl at almost \$500 a window. She chose a James Hardie texture outside, but that can be changed to all brick since the cost is almost the same. She wants to build a house in the Historic District while still blending in with the area and fulfilling the Commission’s requirements. (The picture of new construction in the District is passed around to the Commission members.)

Gladys Kerr, Board Member, emphasized that the Commission would like the driveway to be stained and Scarlett Ruiz said, “Yes, we can do that.”

The Commission discussed amongst themselves the style of the home and the changes that possibly could be made to make it blend more into the houses in the District. Moving the garage to the side is preferred. Different plans or other lots are not options for the applicant due to the cost. The new construction in the area may give the applicant some ideas on how to make the house look more “historic” and less like a “new farmhouse.” The aluminum-clad wooden windows will preferred. The Commission would like the applicant to make changes and bring it back for them to look at again. If the request is tabled until the December meeting then the applicant would need to turn in the updated changes within two weeks. Scarlett Ruiz said she can do this.

Deborah Price, the real estate agent for the applicant, came to the podium and said that she didn’t feel they were too off. The plan is not the objection, but only the age and appropriateness on the outside of the home. She asked if her client would need to pay or do mock-ups with actual materials on what she is going to change on the house. Keri Mendler recommended hand-drawing the changes with staff’s assistance on knowing what changes the Commission may prefer. If that doesn’t work out then there may need to be a professional rendering.

Motion: Anna Dowdy made a motion that the Historic District Commission table proposed project COA PLHR-2025-00075 until the December meeting.
Second: Matthew Klaren
Action: The motion passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Anna Dowdy, Allen Watson,
Gladys Kerr and Matthew Klaren
NAYS: None

Item 9. **Next Meeting:** December 9, 2024

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, Anna Dowdy, Allen Watson,
Gladys Kerr and Matthew Klaren
NAYS: None

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2025-00070

TO: Historic District Commission Members

DATE: November 12, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 109 W. Houston Street *tabled at November 12, 2024 meeting*

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Jennifer Smith for the property at 109 W. Houston Street. The applicant is requesting approval to replace the existing louvered wood shutters with new solid composite shutters featuring a decorative design.

This item was tabled at the November 12, 2024 meeting in order to seek guidance from the State Historic Preservation Office (SHPO) on whether the style of the shutters was appropriate for the home. The City requested technical assistance and the State Historic Preservation Office has 30 days to respond to this request. The State Historic Preservation Office has indicated they will provide comment by December 13, 2024; however, staff did request information by December 9, 2024 if possible. Staff will provide an update at the meeting.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	10-10-2024
Name of Petitioner:	Jennifer Smith
Location:	109 W. Houston Street
Tax ID #:	09-235-046
Lot Size:	0.272 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

109 W. Houston Street - J. H. Boyte House; circa 1909

This large frame Colonial Revival house was the long-time residence of J. H. Boyte, Monroe city clerk, treasurer and purchasing agent, who acquired a portion of the Covington property from H. D. Browning in 1909. The two-story, double-pile main block is topped by a tin shingle high hipped roof with shallow gabled bays on the side elevations and a gable above the right (west) bay of the three-bay facade; a small gabled dormer is set off-center on the front roof slope. One-story semi-hexagonal bays flank the central entrance which has sidelights and a three-part transom. A one-story wraparound porch with a projecting central portico is supported by slender Tuscan columns; there is a reproduction turned balustrade on the porch roof at the entrance bay. A two-story ell extends to the rear on the left (east) side, and a shallower two-story wing spans the back of the house with a small one-story porch in the angle created by the ell and wing. Tall brick chimneys with corbelled caps pierce the roof's side slopes. Windows are one over one sash.

RELEVANT DESIGN STANDARDS

Windows & 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 to replace the existing louvered wood shutters with composite shutters.
 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 to replace the existing louvered wood shutters with composite shutters.
 3. 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. Consider compatible substitute materials only if using the original material is not feasible.
The applicant is requesting to replace the existing louvered wood shutters with composite shutters.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 109 W. Houston St. is owned by Jennifer Smith 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 10, 2024, the applicant submitted an application requesting approval to replace the existing louvered wood shutters with solid composite shutters featuring a decorative design at 109 W. Houston Street. The brand of the new shutters is Ekena Millwork and is constructed with a high density polymer composite material. (Exhibit 4-7)
 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 8-9)
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CONCLUSIONS

The proposal requesting approval to replace the existing louvered wood shutters with new solid composite shutters featuring a decorative design at 109 W. Houston Street as presented (is/is not) congruous in concept according to the *Windows & Doors* standards contained within the *South Monroe Historic District Design Standards*:

Windows & 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. 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. Consider compatible substitute materials only if using the original material is not feasible.

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 Shutters
6. Proposed Shutter
7. Shutter Details
8. APO List
9. APO Map

Prepared by: KM 12/2/24

Aerial Map
PLHR-2025-00070

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing:
RMD
(Residential Medium Density)

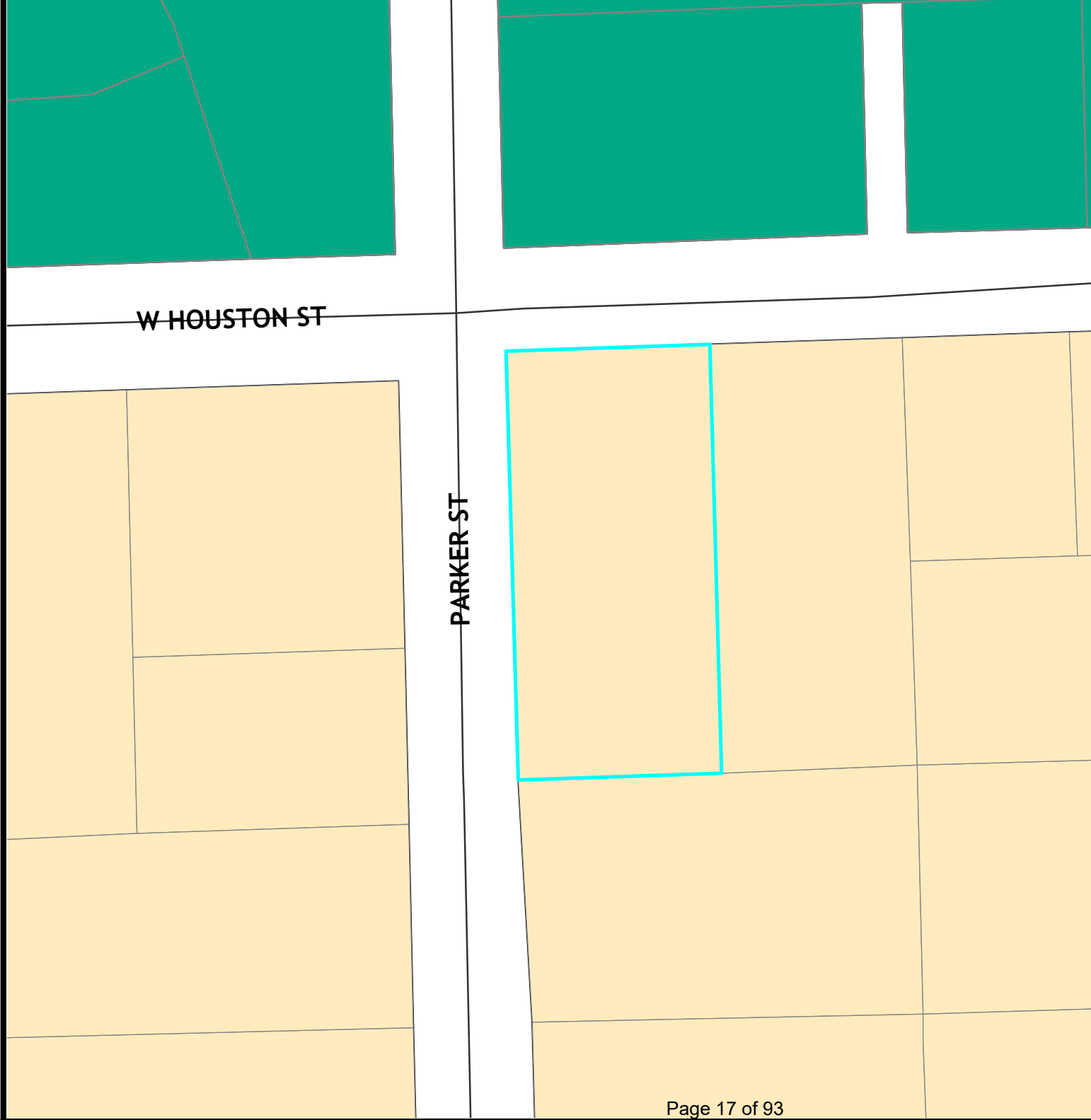
Owner:
Jennifer Smith

Acres: .272



0 50 100
 Feet





Zoning Map

PLHR-2025-00070

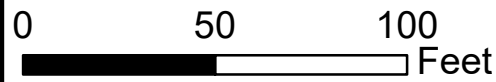
Legend

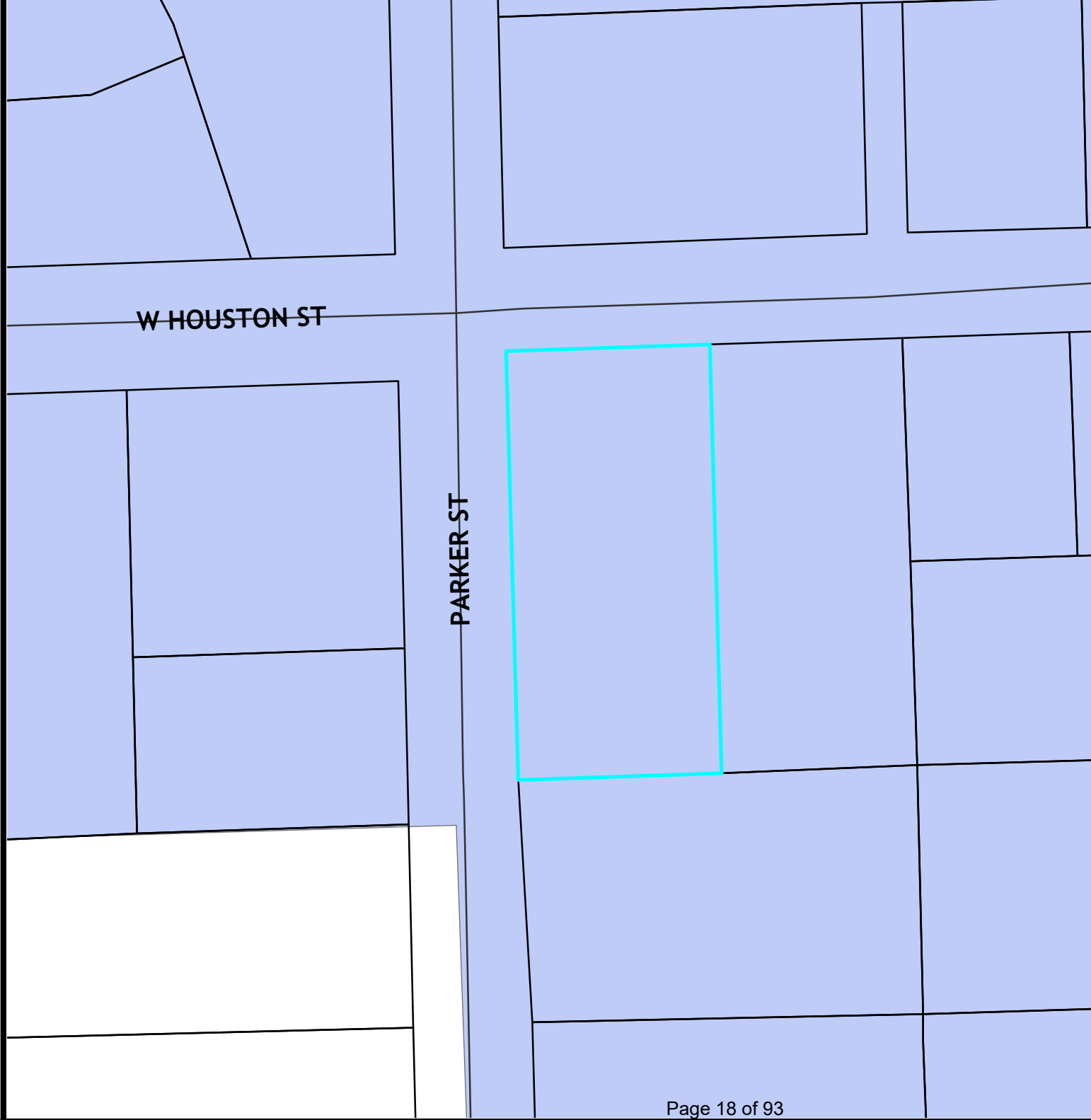
- Centerlines
- Parcels
- OM
- RMD
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Jennifer Smith

Acres: .272





Historic District Map

PLHR-2025-00070

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Jennifer Smith

Acres: .272



0 50 100 Feet



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

\$100.00

FOR STAFF USE ONLY

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

1. Property location: 109 W. Horeston St
Applicant's name: Jennifer Smith
Applicant's address: Same

Applicant's telephone number: 704-582-2353
Applicant's email address: Chelsieharley@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: _____
Please provide a brief description of the project: Composite Shutters
from Wooden Shutters

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).

Jennifer Smith

Applicant- Printed

Jennifer Smith

Applicant- Signed

10/10/24

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.

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





True Fit PVC Or Endura-Core Composite?

Shutter Material Selection Guide



EKENA
MILLWORK

True Fit PVC and Endura-Core composite materials share similar qualities in their rot deterrence, moisture deterrence, durability, finished appearance, and overall performance. However, there are key attributes for each material that maximize their benefits in varying applications.

PVC is known for its thermal related expansion and contraction and generally performs best when painted light colors. PVC is a non-structural material and should not be used in applications where the shutters will be hinged for a functional look. PVC shutters must be installed flat against the structure.

Endura-Core shutters are both thermally stable, and may be used in functional applications and are more versatile in the number of installation types they are suitable for.

Ekena's robust shutter selection allows homeowners and installers to choose the right material for the job.



True Fit PVC: Fixed install and best performance in light colors

Material Quick Overview

TRUE FIT PVC



ENDURA-CORE COMPOSITE

- ✓ Paint adhesion
- ✓ Curbs rot
- ✓ Curbs moisture
- ✓ Durability
- ✓ Authentic look
- ✓ Fixed install
- ✗ Hinged install
- ✗ Thermally stable

- ✓ Paint adhesion
- ✓ Curbs rot
- ✓ Curbs moisture
- ✓ Durability
- ✓ Authentic look
- ✓ Fixed install
- ✓ Hinged install
- ✓ Thermally stable



Endura-Core Composite: Fixed or hinged install + best performance in light or dark colors

PIN	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235099A	BECKER JOSEPH	BECKER MARTHA	201 W HOUSTON ST	MONROE	NC	28112
09235099						
09235047	BLACKS MEMORIAL PRESBYTERIAN CHURCH		509 S PARKER ST	MONROE	NC	28112
09235234A	CHAPMAN FAMILY ENTERPRISES LLC		5900 S M BENTON LN	MONROE	NC	28110
09235046B	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09235042	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
09235044						
09235043						
09235045						
09235237	GOMEZ-MIRANDA BENJAMIN	GOMEZ AMALIA	510 PARKER ST	MONROE	NC	28112
09235041	HARKEY JAMES C		8405 LANDSFORD RD	MONROE	NC	28112
09235040	HELMS ANN C		500 SOUTH HAYNE ST	MONROE	NC	28112
09235039	HELMS LIBBY ZEALY		502 S HAYNE ST	MONROE	NC	28112
09235233	LBG HOLDINGS LLC		2639 ROLLING HILLS DR	MONROE	NC	28110
09235234	LEHNHARDT PRICE INVESTMENTS LLC		205 LANCASTER AVE	MONROE	NC	28112
09235235	NAVA-VINALAY ORTENCIA		502 PARKER ST	MONROE	NC	28112
09235100	PAYNE KIMBERLY MARIE		203 W HOUSTON ST	MONROE	NC	28112
09235046C	PITTMAN SANDRA SMITH		505 PARKER ST	MONROE	NC	28112
09235037	POLK DONALD O	POLK DOROTHY C	500 WINDY DR	MONROE	NC	281102812
09235232	ROSS MARY H	BENTON KELLY ROSS	1804 CONCORD AVE	MONROE	NC	28110
09235046	SMITH JENNIFER S		PO BOX 158	MONROE	NC	28111
09235038	THRASHER DONNA G		504 S HAYNE ST	MONROE	NC	28112
09235046A	WATSON LIANE	WATSON ALLEN	107 W HOUSTON ST	MONROE	NC	28112
09235236	XALTIPA MIGUEL	XALTIPA MARIA LUZ	506 PARKER ST	MONROE	NC	28112

APO Map
PLHR-2025-00070

Legend

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

Existing:
RMD
(Residential Medium Density)

Owner:
Jennifer Smith

Acres: .272



0 150 300
Feet





STAFF REPORT
PLHR-2025-00075

TO: Historic District Commission Members

DATE: December 9, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 120 South Crawford Street

SUMMARY STATEMENT

This item was tabled from the November 12, 2024 Historic District Commission meeting in order for the applicant to revise the proposed home to be more compatible with the character of the Historic District. The Historic District Commission is requested to consider a Certificate of Appropriateness from Scarlett Ruiz to construct a new home at 120 South Crawford Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 10-17-2024
Name of Petitioner: Scarlett Ruiz
Location: 120 S. Crawford Street
Tax ID #: 09-232-175A
Lot Size: 0.3 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

This parcel was once the rear yard of 113 S. College Street.

RELEVANT DESIGN STANDARDS

New Construction, pg. 65

1. Site new buildings to be consistent with the setback and spacing of surrounding district buildings that contribute to the overall historic character of the district. Ensure the new construction conforms with all pertinent standards in the District Setting Section.
The zoning code requires a 20-foot front setback, a 10-foot side interior setback, a 15-foot corner side setback and a 10-foot rear setback for the RMD, Residential Medium Density, District. The applicant is proposing a 72-foot front setback, 19-foot corner side setback, 31-foot interior side setback, and a 12-foot rear setback. Houses on this street have a front setback of approximately 15-30 feet, interior side setbacks of approximately 0-40 feet, corner side setbacks of approximately 5-40 feet, and rear setbacks of approximately 20-40 feet. The applicant is proposing a larger front yard setback than others along south Crawford Street due to a sanitary sewer easement and a storm drainage easement passing through a significant portion of the front yard.
2. Site new buildings so that the orientation to the street is consistent with surrounding district buildings that contribute to the overall historic character of the district. Primary façades should always face the street.
The applicant is proposing the front of the house to face South Crawford Street. Other houses on South Crawford Street also face the street.
3. Site new buildings so that the existing topography of the site is maintained. Large-scale grading which would significantly modify the natural topography is not appropriate.
According to the topographical maps, this lot is fairly flat; staff is not aware of any necessary large scale grading.
4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.
There are not trees in the center of the lot where the house will be located.
5. Design new buildings to be compatible with surrounding buildings that contribute to the overall historic character of the district in terms of form, height, massing, scale, proportion, and roof shape.
The applicant is proposing this house will be approximately 2,226 square feet. Houses on this street are approximately 1,100 to over 4,000 square feet in size.
6. Design new buildings using exterior surface materials and architectural details that are compatible in terms of composition, module, pattern, texture, finish, color and detail with exterior materials on buildings that contribute to the overall historic character of the district, including brick, wood, and stone. If utilizing traditional materials is not feasible, alternative solutions may be considered.
The applicant is proposing fiber cement siding, wood decorative trim at the roofline, fiberglass reinforced polymer columns, brick trim along the foundation , and windows that

are 4 over 4 and 6 over 6. The applicant is also proposing a wood door with 2-over-2 windows, a concrete porch with brick steps, a concrete driveway, a steel garage door with windows, and architectural shingles.

7. Design the spacing, placement, scale, orientation, size, subdivision, proportion, and detail of windows and doors in new buildings to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

The applicant is proposing windows that are 4 over 4 and 6 over 6. Homes on this street have a mixture of pane designs for windows including, but not limited to 1 over 1, 2 over 2, 4 over 1, 6 over 1, and 6 over 6. Many homes on this street also have wood doors with glass frame construction.

8. Design the proportion of the proposed street façade to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

The National Register lists the majority of the homes on this street are Classical Revival, Queen Anne, and frame styles. The applicant is proposing to build a two-story Tudor style home. The applicant is proposing a slab foundation with a brick foundation wrap.

9. Design new buildings so they are compatible with but discernable from historic buildings in the district.

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

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

The applicant is proposing a concrete driveway. The proposed driveway would be prominently visible from the public right-of-way, but staining of the driveway and landscape screening were not proposed.

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

There are no large trees or significant site features located in the proposed driveway area. The applicant is proposing to construct the driveway to be accessed from W. Talleyrand Avenue.

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

The applicant is proposing a concrete driveway to be accessed from W. Talleyrand Avenue.

4. Introduce perimeter plantings, hedges, fences or walls to screen and buffer new driveways and off-street parking areas from adjacent properties that are residential in character.

The applicant is proposing to construct the driveway to be accessed from W. Talleyrand Avenue. There is an existing fence along this side of the parcel.

5. Maintain the continuity of sidewalks in the public right-of-way when introducing new driveways.
A sidewalk is not present along Crawford Street.
 6. It is not appropriate to locate off-street parking in front yards of district buildings that are residential in character.
The applicant is proposing to construct the driveway to be accessed from W. Talleyrand Avenue.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 120 South Crawford Street and is owned by Scarlett Ruiz and Michel Tikle 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 17, 2024, the applicant submitted an application requesting approval to construct a new 3-bedroom, 4-bathroom Tudor style home. The applicant is proposing fiber cement siding, wood decorative trim at the roofline, fiberglass reinforced polymer columns, brick trim along the foundation, and aluminum clad wood windows with 4 over 4 and 6 over 6 pane designs. The applicant is also proposing a wood door with 2-over-2 windows, a concrete porch with brick steps, an unstained concrete driveway, a steel garage door with windows, and architectural shingles. (Exhibit 4-11)
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 12-13)

CONCLUSIONS

The proposed construction of a new home at 120 South Crawford Street as presented (is/is not) congruous in concept according to the *New Construction and Walkways, Driveways, & Off-street Parking standards of the South Monroe Historic District Standards*:

New Construction, pg. 65

1. Site new buildings to be consistent with the setback and spacing of surrounding district buildings that contribute to the overall historic character of the district. Ensure the new construction conforms with all pertinent standards in the District Setting Section.
2. Site new buildings so that the orientation to the street is consistent with surrounding district

buildings that contribute to the overall historic character of the district. Primary facades should always face the street.

3. Site new buildings so that the existing topography of the site is maintained. Large-scale grading which would significantly modify the natural topography is not appropriate.
4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.
5. Design new buildings to be compatible with surrounding buildings that contribute to the overall historic character of the district in terms of form, height, massing, scale, proportion, and roof shape.
6. Design new buildings using exterior surface materials and architectural details that are compatible in terms of composition, module, pattern, texture, finish, color and detail with exterior materials on buildings that contribute to the overall historic character of the district, including brick, wood, and stone. If utilizing traditional materials is not feasible, alternative solutions may be considered.
7. Design the spacing, placement, scale, orientation, size, subdivision, proportion, and detail of windows and doors in new buildings to be compatible with the surrounding buildings that contribute to the overall historic character of the district.
8. Design the proportion of the proposed street façade to be compatible with the surrounding buildings that contribute to the overall historic character of the district.
9. Design new buildings so they are compatible with but discernable from historic buildings in the district.

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

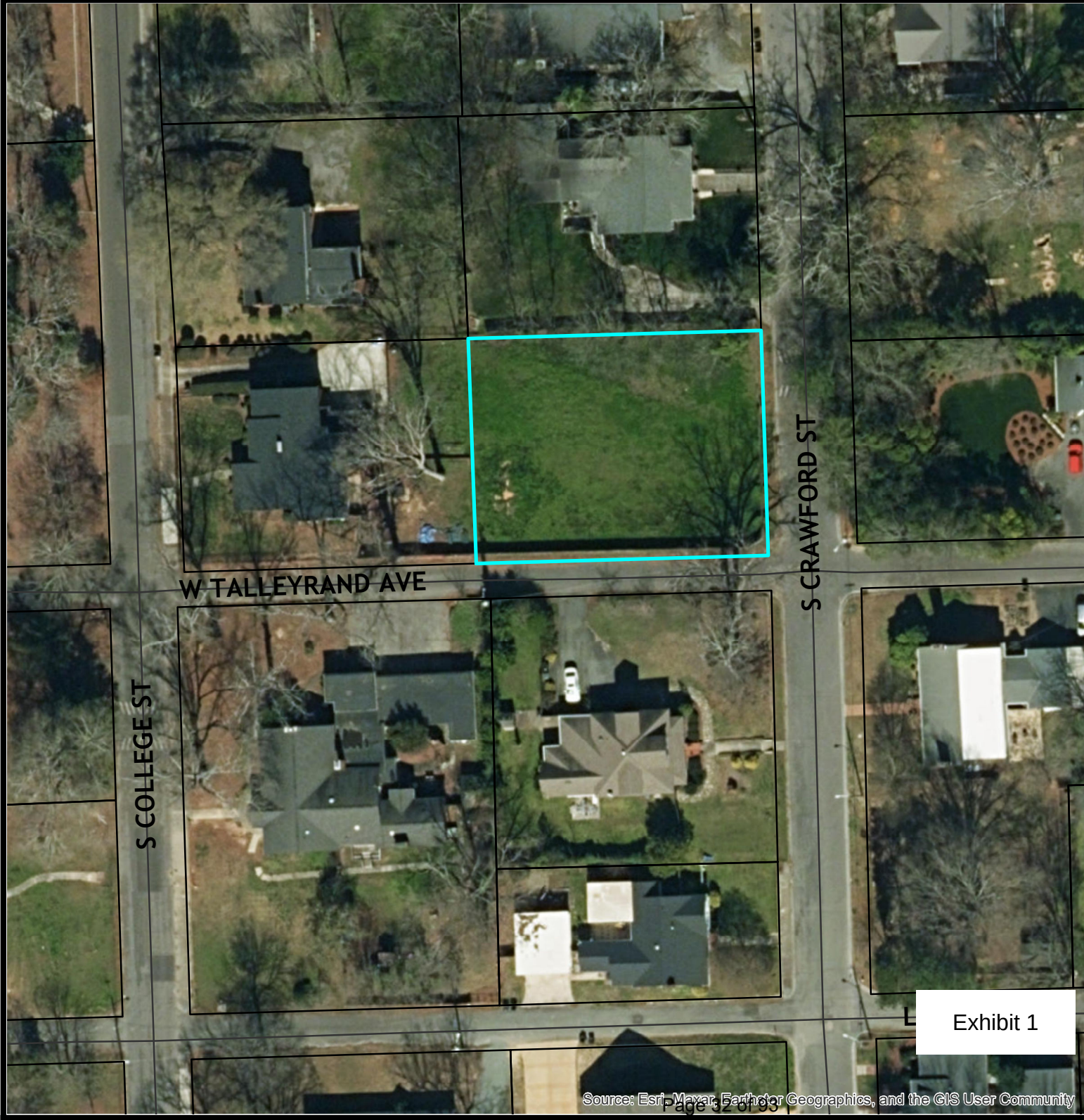
1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.
2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.
4. Introduce perimeter plantings, hedges, fences or walls to screen and buffer new driveways and off-street parking areas from adjacent properties that are residential in character.
5. Maintain the continuity of sidewalks in the public right-of-way when introducing new driveways.
6. It is not appropriate to locate off-street parking in front yards of district buildings that are residential in character.

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. Ortho Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Site Photo
7. House Plans
8. Revised Elevation
9. Materials of Construction
10. Proposed Windows
11. Proposed Garages
12. APO List
13. APO Map

Prepared by: MB 12/2/24



Ortho Map
PLHR-2025-00075

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Scarlett Ruiz
Michel Tikle

Acres: .3

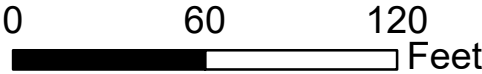


Exhibit 1

Zoning Map

PLHR-2025-00075

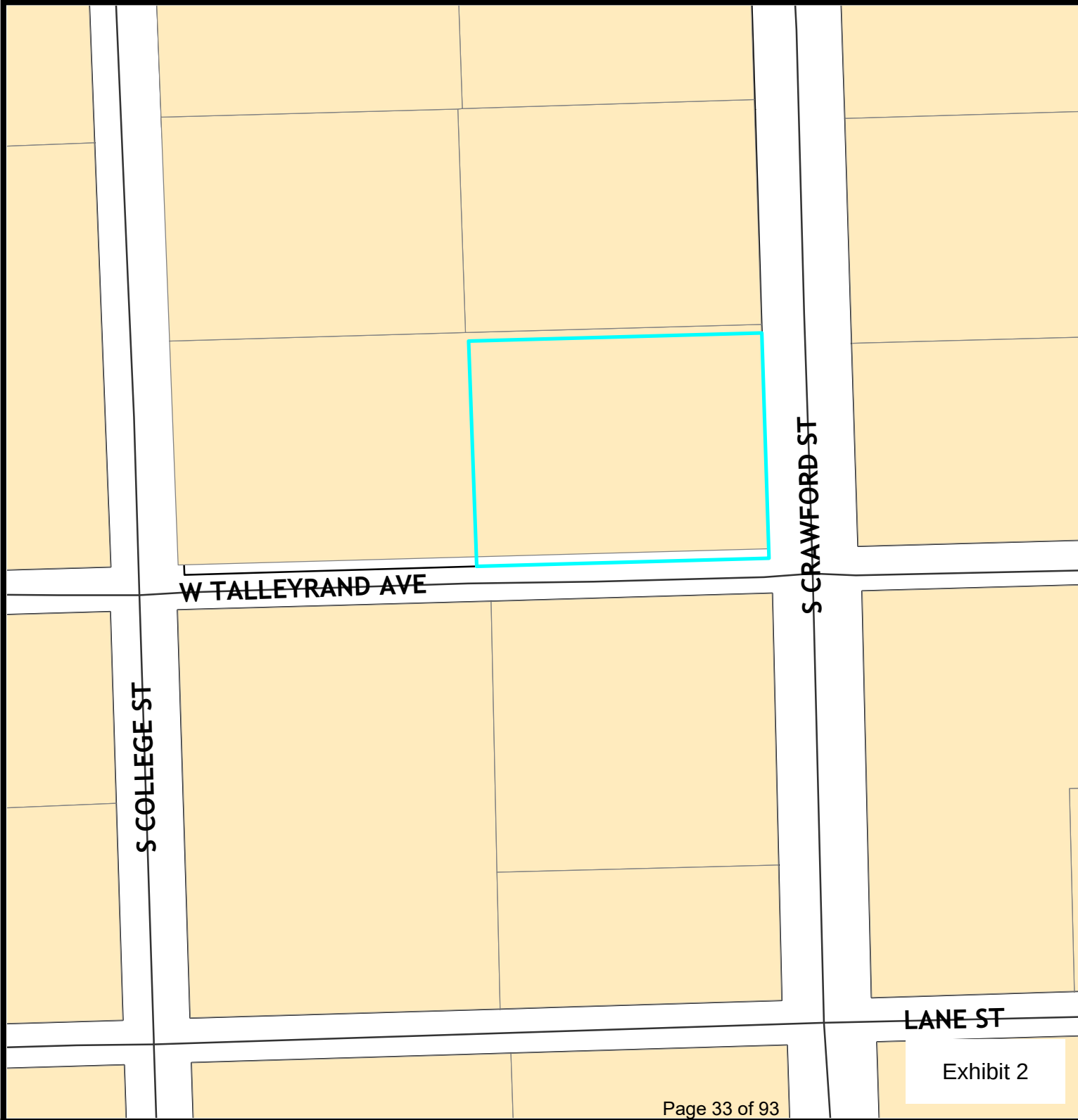
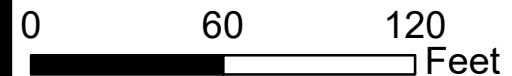
Legend

-  Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing:
RMD
 (Residential Medium Density)

Owner:
 Scarlett Ruiz
 Michel Tikle

Acres: .3



LANE ST

Exhibit 2

Historic District Map
PLHR-2025-00075

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Scarlett Ruiz
Michel Tikle

Acres: .3



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: 0 Crawford street; Parcel #09232175A
Applicant's name: Scarlett Ruiz
Applicant's address: 401 Conway Court
Waxhaw, NC 28173
Applicant's telephone number: 917-687-7887
Applicant's email address: tykleconstuction@outlook.com
Property Tax identification number: Parcel #09232175A

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

3. The following Certificate of Appropriateness is requested for: permission to build new construction home
Please provide a brief description of the project. _____
This is a request for permission to build a new construction home on parcel no 09232175A while meeting
meeting the Historic District requirements and blending this home with the surrounding home's character
This home will be the "Debbie House" because it will have wood exterior touches with the columns at the entrance
of home. The siding will be made of Jame Hardie plank and windows will be made of wood frame window covered
with aluminum on the exterior and interior of wood. The roof will use architectural shingles and metal roof on the
patio entrance roof.

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).

Scarlett Ruiz

Applicant- Printed

Applicant- Signed

10/17/24

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.

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

Attachment No. 1- picture of lot

Attachment No. 2- Site plan with the building pad of 44 x 40

Attachment No. 3- Debbie House Exterior Materials of Construction

Attachment No. 4- Debbie House Plan- includes crawlspace details

Attachment No.5- Aluminum Clad Wood Windows Technical Specifications

DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date

Megan Brightharp

From: Scarlett Ruiz <tykleconstruction@outlook.com>
Sent: Friday, November 1, 2024 4:05 PM
To: Megan Brightharp
Subject: Re: Lot on Crawford street, parcel 09232175A

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Hi Megan,

It depends on the width of the window. Those windows that are 2' wide have a four window panel over 4. For 2' 6" wide windows they are 6 over 6 and if there is a 4' wide window, it would get a 8 over 8.

Attached are the different configurations.

Sent from my iPhone

On Nov 1, 2024, at 3:38 PM, Megan Brightharp <mbrightharp@monroenc.org> wrote:

I understand that the windows are double hung. That just means the window can go up and down. Are you proposing windows that are exactly like the ones in the rendering (2 window panes-over-2 window panes) or are you planning to do something more intricate like the windows in the window brochure that was provided (those are 6-over-6).

Megan Brightharp, Planner

City of Monroe
300 W. Crowell Street/PO Box 69
Monroe, NC 28111
(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz <tykleconstruction@outlook.com>

Sent: Friday, November 1, 2024 2:55 PM

To: Megan Brightharp <mbrightharp@monroenc.org>

Subject: Re: Lot on Crawford street, parcel 09232175A

Hi Megan,

We don't need to remove any trees as they are not within the building pad and this area is clear.

The windows were are using are double hung windows.

Thanks,
Scarlett

Sent from my iPhone

On Nov 1, 2024, at 2:46 PM, Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Afternoon,

Have any trees been removed from this site or will any trees need to be removed to build the house?

Will the windows of the home be 2-over-2 like in the rendering that was provided with the plans or will there be a different pane configuration?

Megan Brightharp, Planner

City of Monroe
300 W. Crowell Street/PO Box 69
Monroe, NC 28111
(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz <tykleconstruction@outlook.com>
Sent: Tuesday, October 22, 2024 11:37 AM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: Lot on Crawford street, parcel 09232175A

Okay we can send a site plan with the driveway.

The driveway will be Fromm Talleyrand.

Thank you,

Sent from my iPhone

On Oct 22, 2024, at 11:06 AM, Megan Brightharp
<mbrightharp@monroenc.org> wrote:

I see the approved subdivision plat from 2022 for this parcel, but I will need a site plan showing where the driveway will go.

Megan Brightharp, Planner

City of Monroe
300 W. Crowell Street/PO Box 69
Monroe, NC 28111
(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz <tykleconstruction@outlook.com>
Sent: Monday, October 21, 2024 11:30 AM

To: Megan Brightharp <mbrightharp@monroenc.org>

Subject: Re: Lot on Crawford street, parcel 09232175A

Yes here are some pictures of the style and look we had in mind.

<image002.jpg>

<image003.jpg>

<image004.jpg>

Thanks!

Sent from my iPhone

On Oct 21, 2024, at 11:04 AM, Megan Brightharp
<mbrightharp@monroenc.org> wrote:

Are the pictures something that can be emailed?

Megan Brightharp, Planner

City of Monroe

300 W. Crowell Street/PO Box 69

Monroe, NC 28111

(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz <tykleconstruction@outlook.com>

Sent: Monday, October 21, 2024 9:55 AM

To: Megan Brightharp <mbrightharp@monroenc.org>

Subject: Re: Lot on Crawford street, parcel 09232175A

Good Morning Megan,

We would like to use a steel wood looking garage door and I can bring some pictures on it.

If the committee doesn't like this look, we will propose the wood garage door.

Thank you,

Sent from my iPhone

On Oct 21, 2024, at 9:16 AM,
Megan Brightharp
<mbrightharp@monroenc.org>
wrote:

Good Morning,

Do you have an update on the material
of the garage door?

Megan Brightharp, Planner
City of Monroe
300 W. Crowell Street/PO Box 69
Monroe, NC 28111
(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz
<tykleconstruction@outlook.com>
Sent: Friday, October 18, 2024 3:51 PM
To: Megan Brightharp
<mbrightharp@monroenc.org>
Subject: Re: Lot on Crawford street,
parcel 09232175A

Hi Megan,

We can use wood for the door and
brackets and concrete for driveways.
We will send the updated attachment
#3.

The look of our house is similar to
this new construction home on
Crawford street a few homes down.
We have brick on the stairs and on
the bottom of the house with the
crawlpace. We also have the
wooden brackets. Our post will be
pine wood and it looks like this

house used james Hardie on the first floor level but changed to different siding on the top. This house looks like they used alumin clad wood windows or maybe black vinyl (not sure- hard to tell on the picture)

<image002.png>

We want to check on the pricing difference between aluminum and wood garage doors because we would prefer to use an aluminum or steel wood looking garage door but if the price difference is close we could use a wood garage door.

Thank you,

Sent from my iPhone

On Oct 18, 2024, at 2:29 PM, Megan Brightharp
<mbrightharp@monroenc.org> wrote:

The Monroe Design Standards can be accessed [HERE](#). This document is what the Commission will base their decision on. The house you are proposing is not particularly congruous with the designs of the homes of the district, so I would expect comments and

pushback from the Commission about it.

They would prefer wood for doors, garage doors, windows, and siding. They have approved fiber cement siding in the past, so I wouldn't expect what you are proposing to be an issue.

The driveway and walkway will need to be concrete and they will also need to be scored and stained a neutral color.

***Megan Brightharp,
Planner***

City of Monroe
300 W. Crowell
Street/PO Box 69
Monroe, NC 28111
(704) 282-4554 (p)

<image001.gif>

From: Scarlett Ruiz
<tykleconstruction@outlook.com>

Sent: Friday, October 18, 2024 2:13 PM

To: Megan Brightharp
<mbrightharp@monroenc.org>

Subject: Re: Lot on Crawford street, parcel 09232175A

Hi Megan,

I can resend Attachment #3 to include the material for the items mentioned in your email, is there a requirement I must

meet as we have not
locked in material
selection for these but
we will work with
requirements.

We are leaning
toward aluminum for
the garage doors but
please advise.

Driveway is concrete
and asphalt if
acceptable.

Brackets are wood

Porch has a concrete
landing with brick
stairs.

Door could be wood
or composite. Please
advise.

Thank you,

Sent from my iPhone

On Oct
18,
2024,
at
1:53 P
M,
Megan
Bright
harp
<mbrightharp@monroenc.org>

Megan Brightharp

From: Scarlett Ruiz <tykleconstruction@outlook.com>
Sent: Tuesday, November 26, 2024 1:14 PM
To: Megan Brightharp
Cc: Keri Mendler
Subject: Re: 120 S. Crawford St.

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)

Hi Megan,

Below are the responses in green.

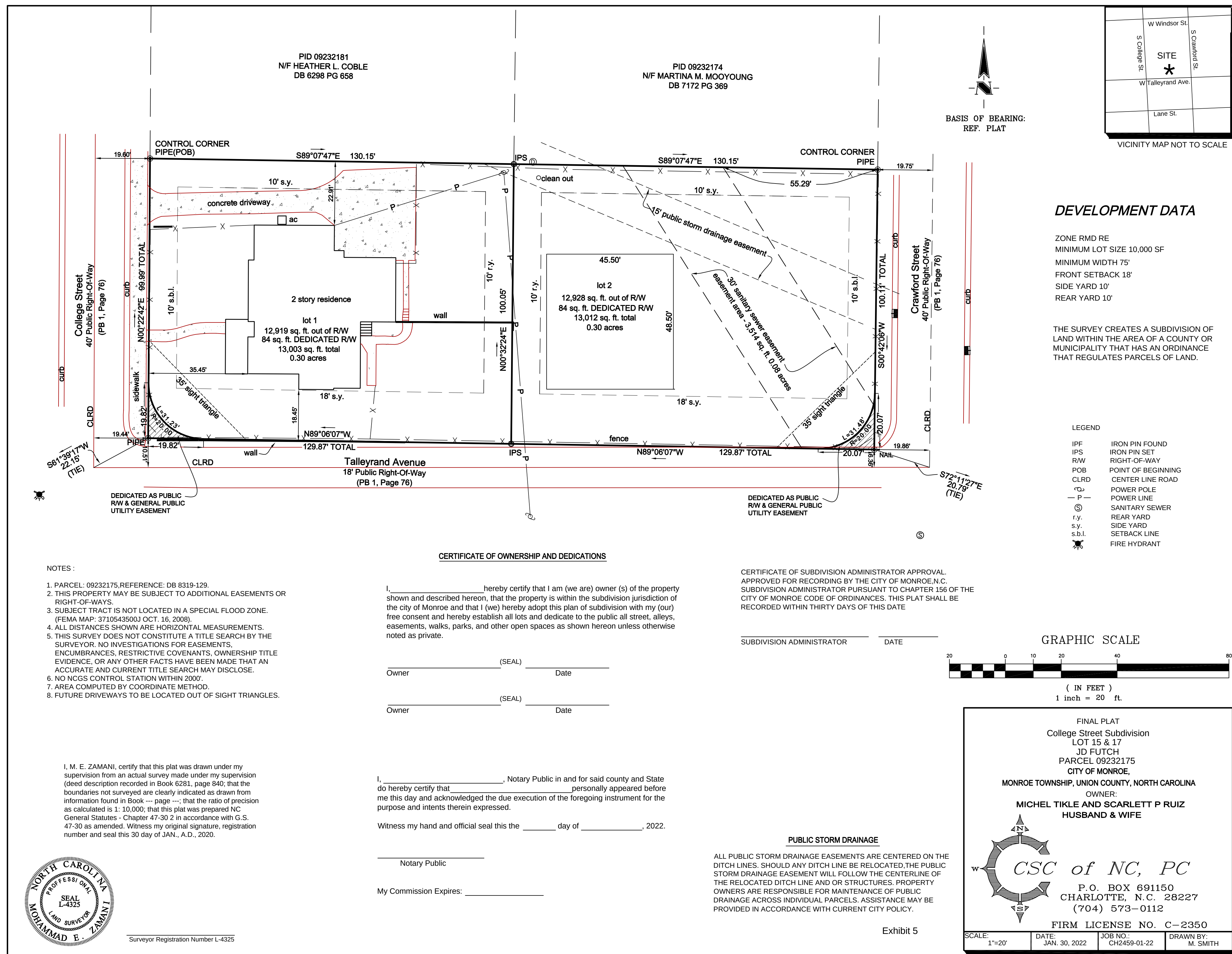
Good Afternoon,

I am working on updating the staff report for 120 S. Crawford Street and wanted to double check a few things.

- What material will the front porch columns be made of? Column will be made out of fiberglass reinforced polymer.
- Are you still proposing the same doors from the original home? Yes wood door at entrance.
- Will there still be brick trim along the foundation of the home? yes brick trim on the foundation for the crawlspace.
- Are you still proposing the same steel garage door options? Yes steel wood looking door on the side of Talleyran. Door not visible on the front.
- For the original home, you proposed windows that were 4 over 4, 6 over 6, and 8 over 8. The pane design for the windows in the new elevations aren't clearly visible in the images. Please clarify the proposed pane design. Yes it will be 4 over 4. Any window that is wider than 30" uses a 6 over 6 which in the front are the first two windows on the first floor and the top two windows on the second floor.

Thank you,

Megan Brightharp, Planner



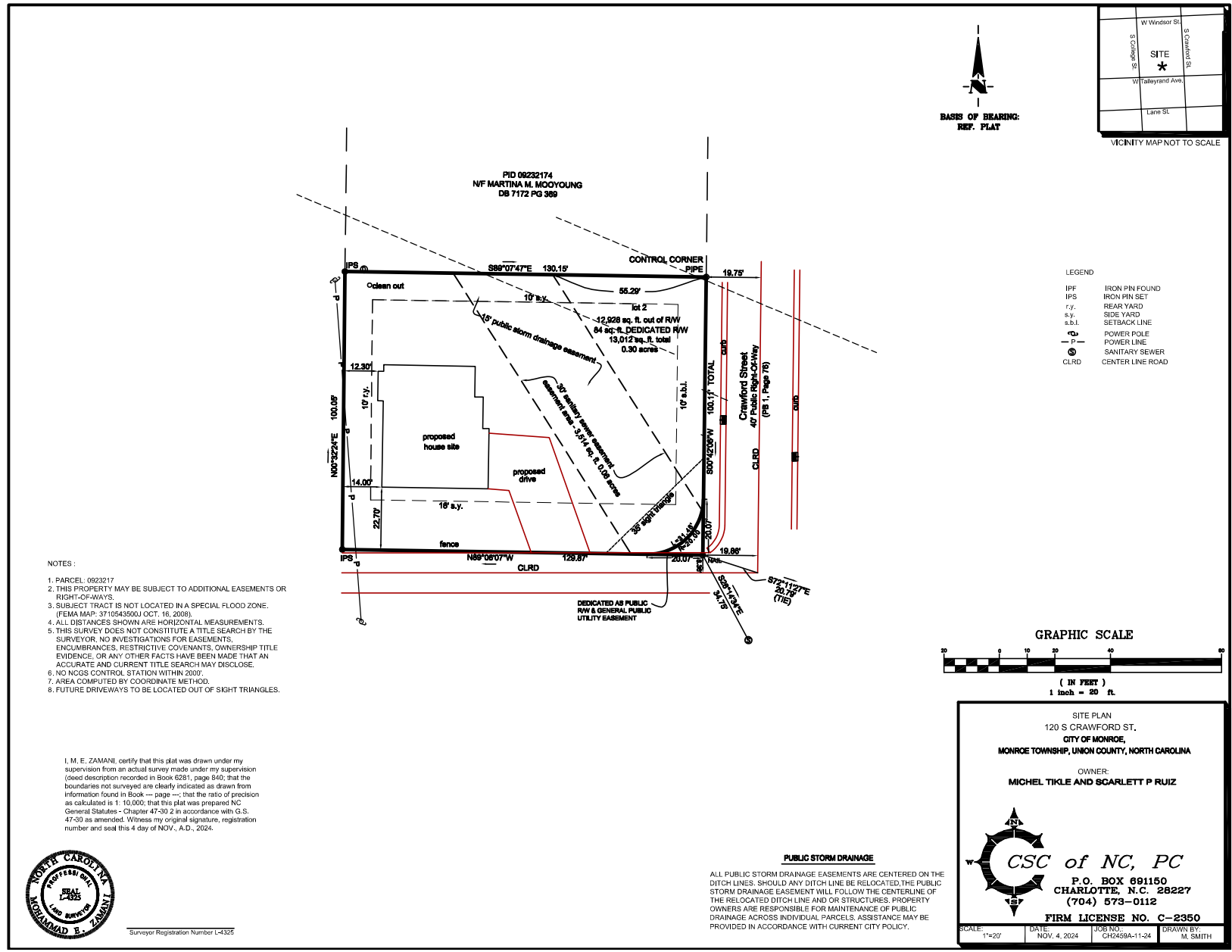
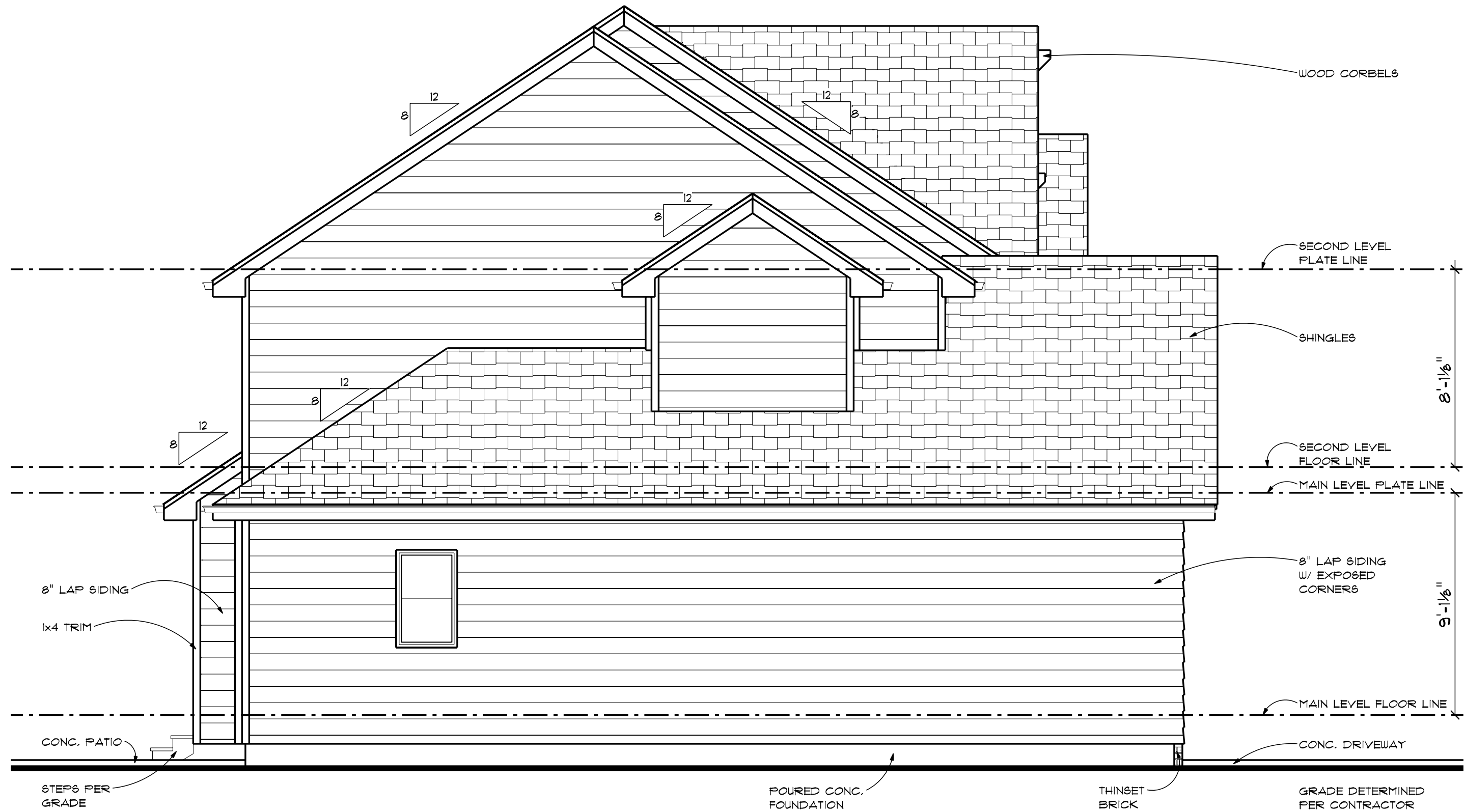




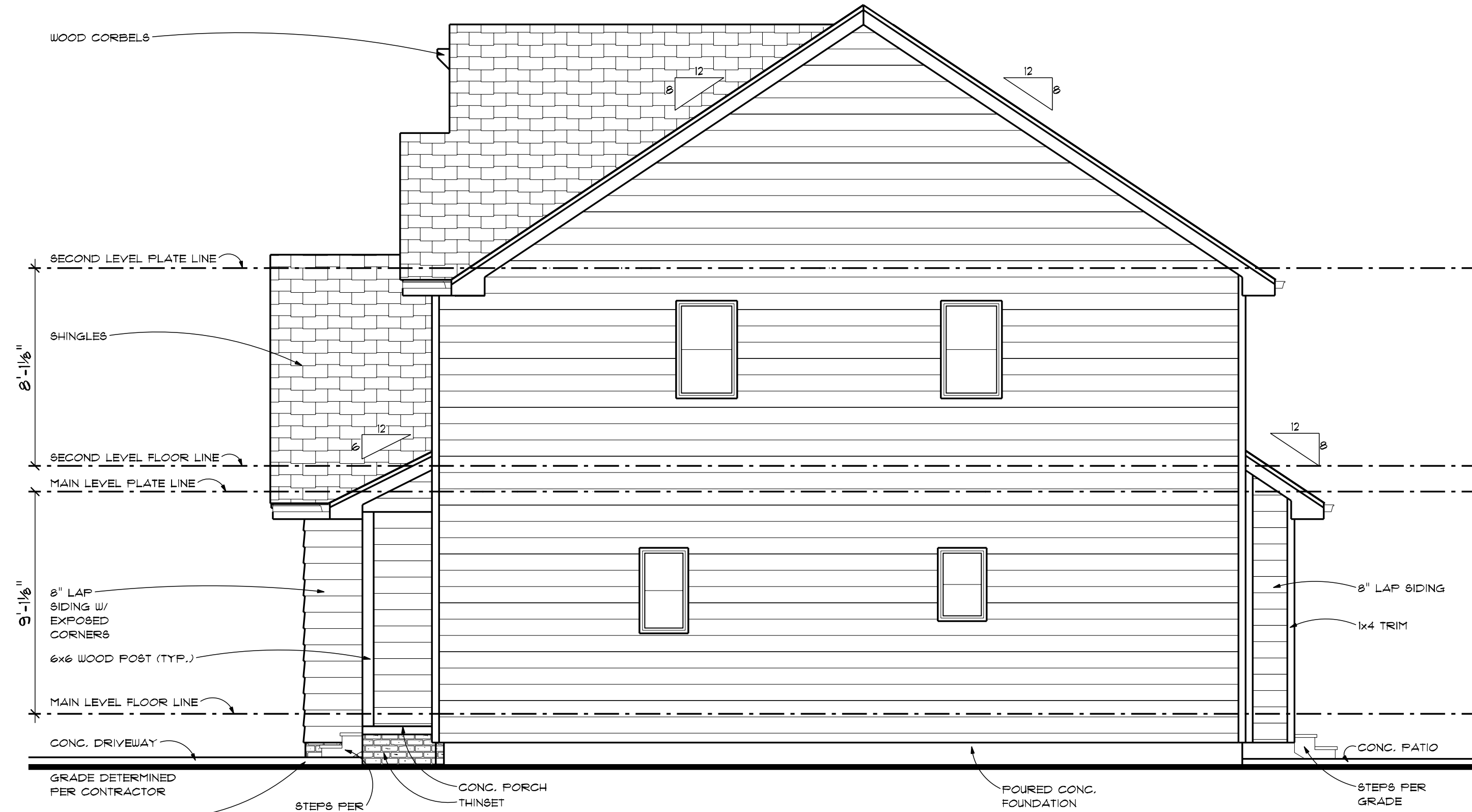
Exhibit 6

GENERAL NOTES

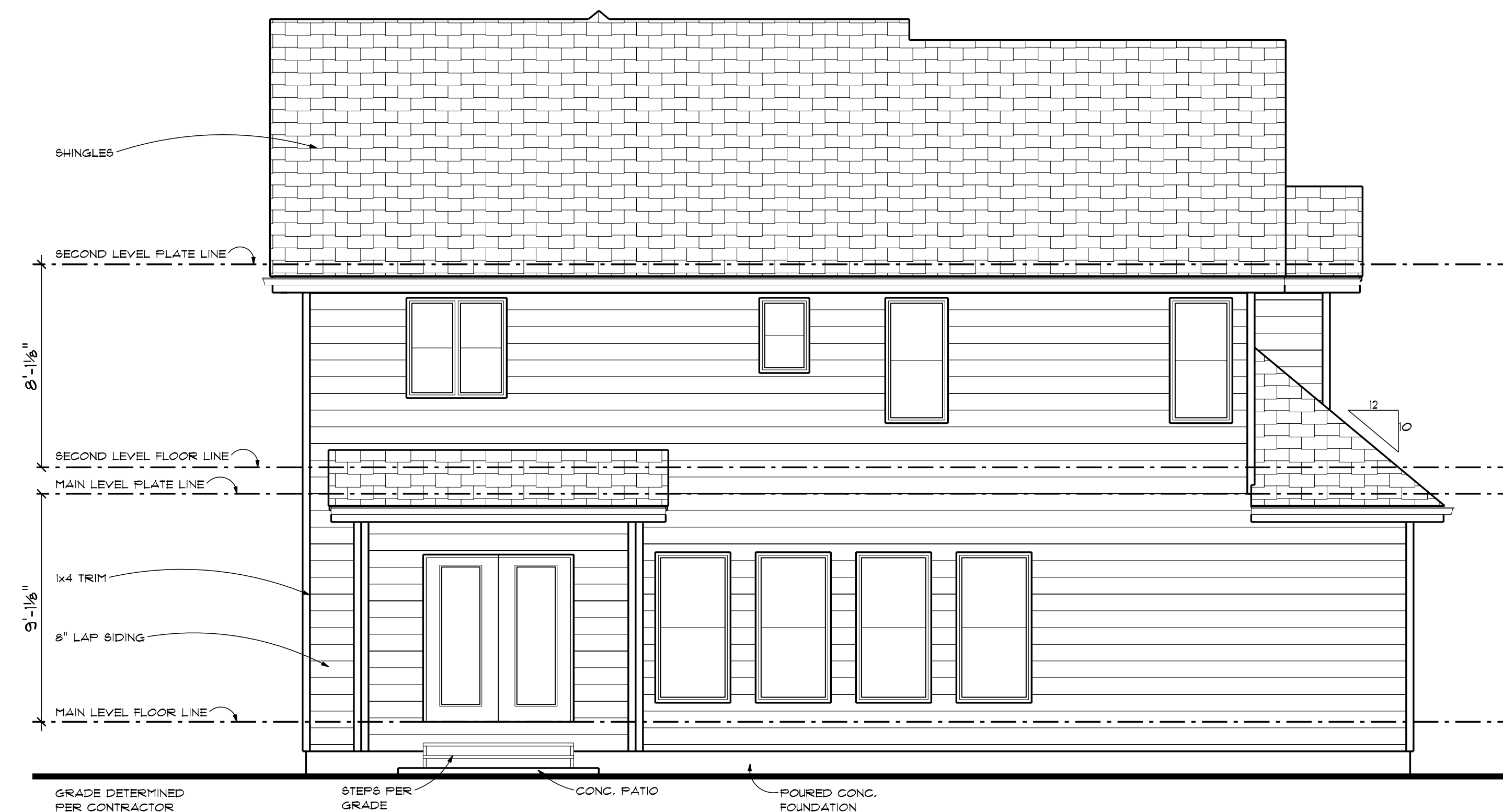
100% SCALE @ 24"x36"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



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10/17/2024
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Scarlett Ruiz
Garage Left



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CODE & SITE REQUIREMENTS PRIOR TO CONSTRUCTION.
THAT MAY OCCUR DURING OR AFTER THE BUILDING PROCESS.

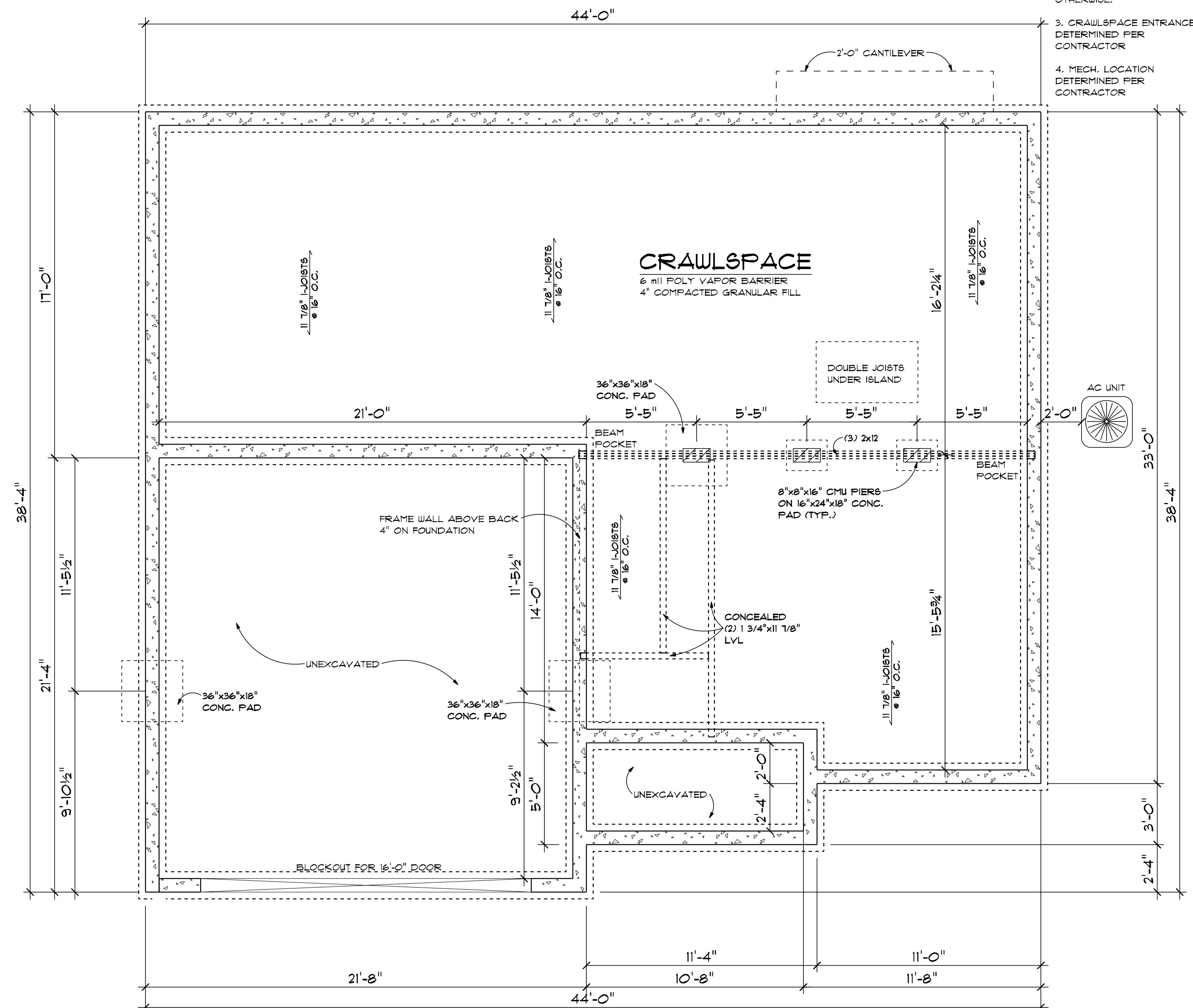
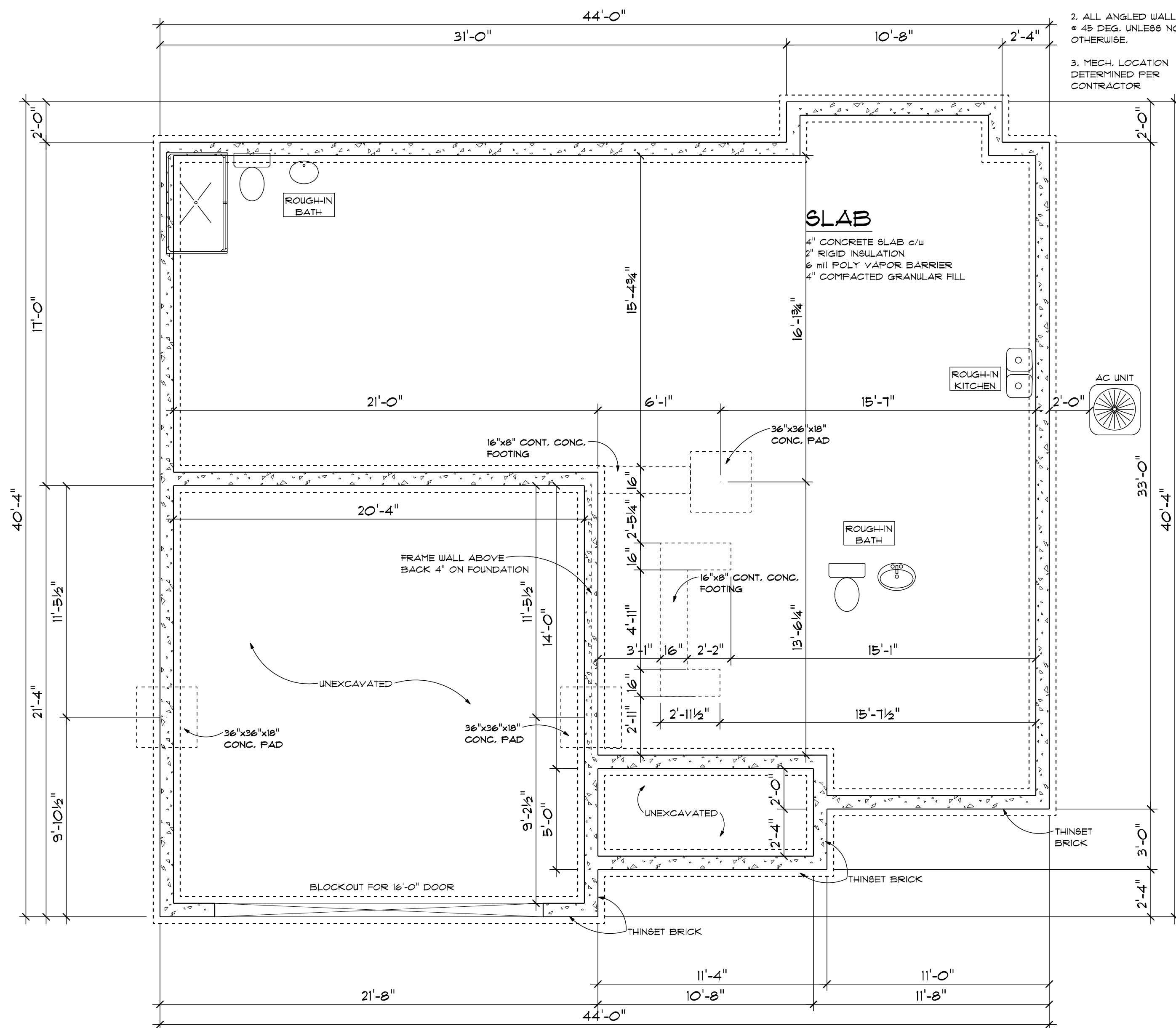
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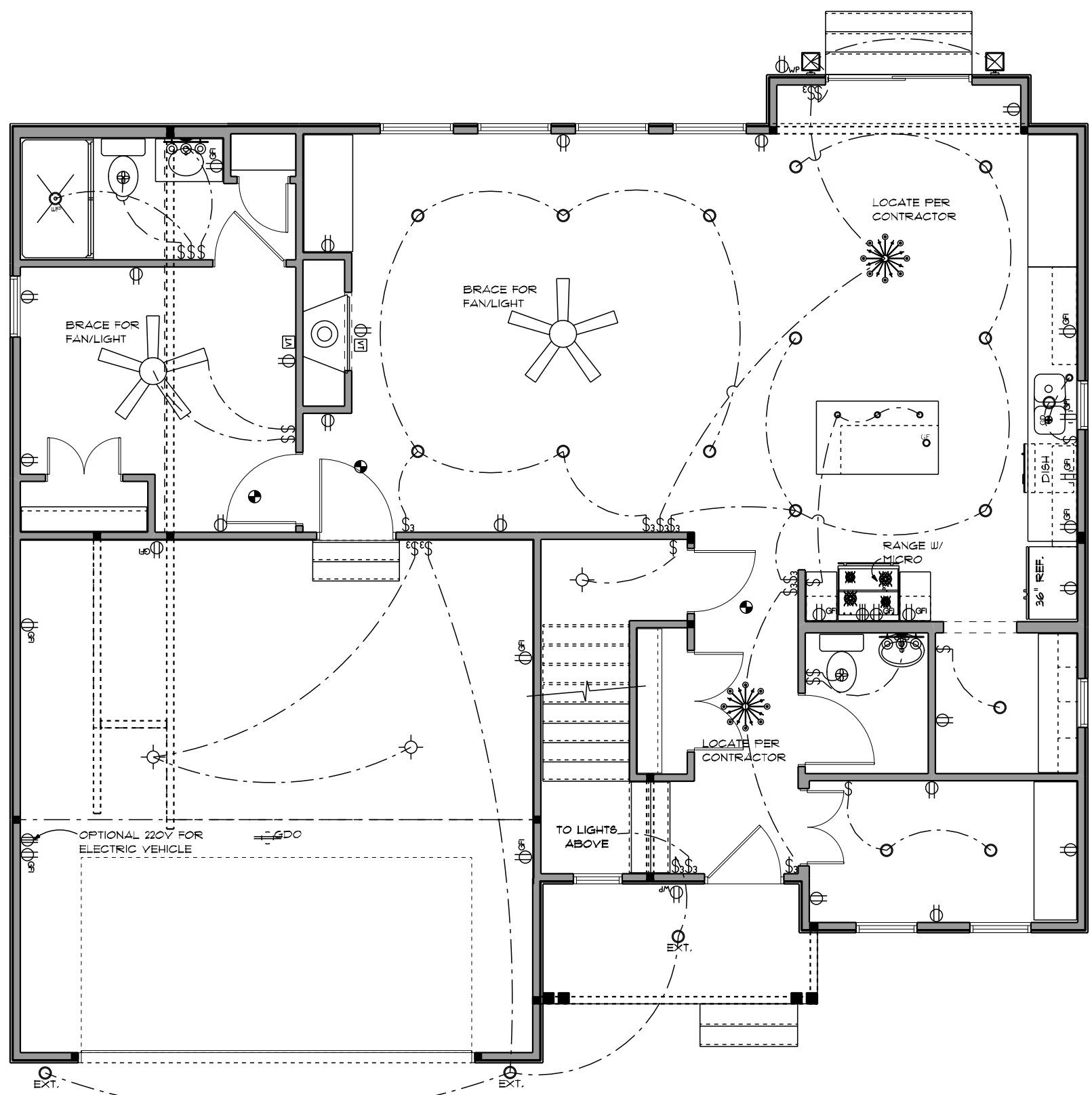
SHEET
2
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1

CON SCALE = 3/4" = 1'-0"

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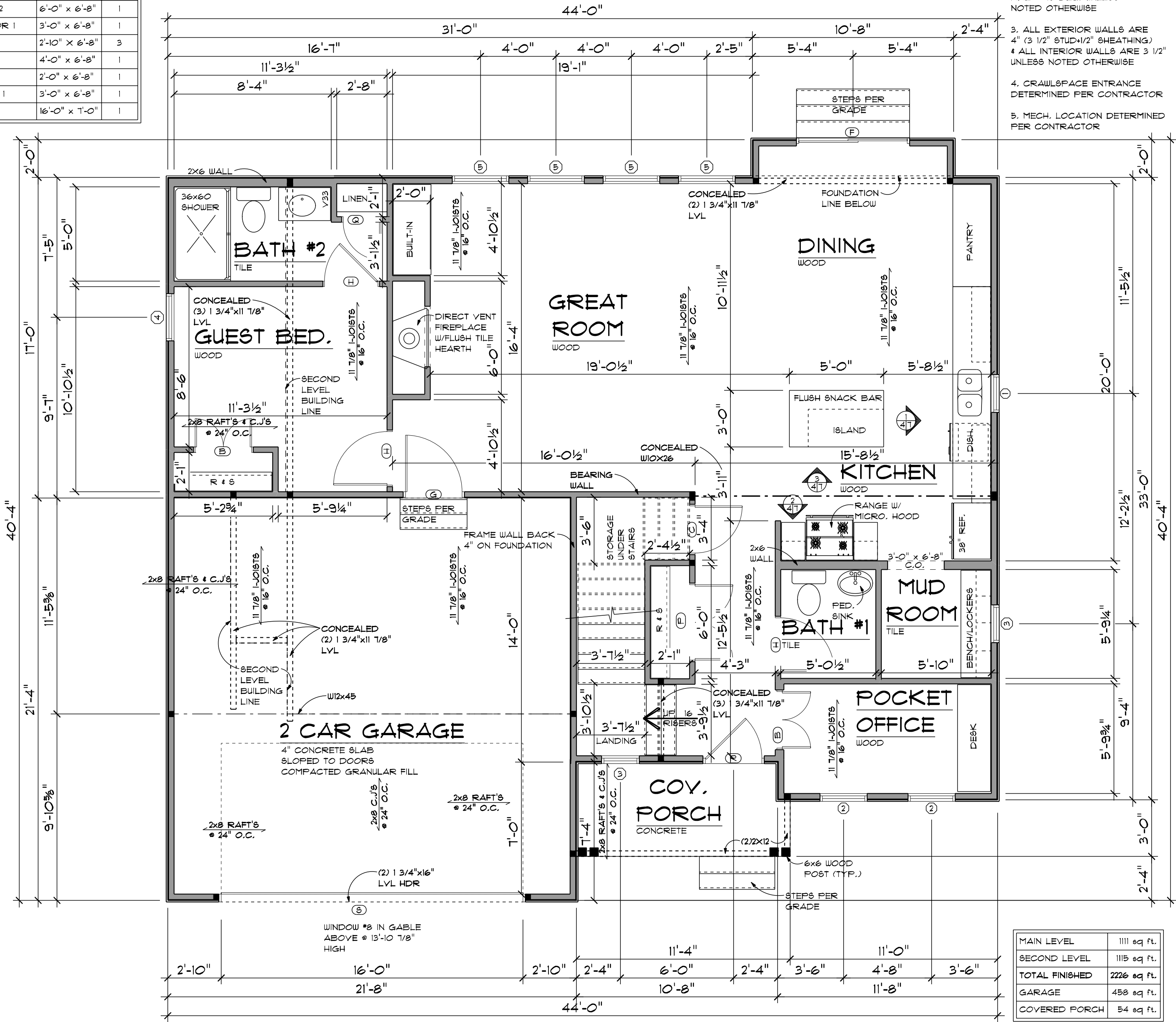
ELECTRICAL	COUNT	SYMBOL
CEILING CLASSIC	1	
can light 6 inch	16	
ceiling classic	1	
EXTERIOR CAN LIGHT	3	
exterior light G3	2	
Garage Door outlet	1	
LIGHT	1	
Smoke Detector	3	
ceiling tv outlet	2	
fan	2	
light	2	
outlet	8	
outlet 220v	2	
outlet gfi	13	
outlet up	2	
switch	13	
switch 3 way	12	
wall mounted G3 3 lights	2	
CEILING FAN 6 BLADED G4	2	
CAN LIGHT WATERPROOF 6 INCH	1	
pendant cone	3	
countertop receptacle GFI	1	
GARBAGE DISPOSAL	1	
PLUNGER SWITCH	1	



MAIN LEVEL ELECTRICAL PLAN

SCALE: 3/16" = 1'-0"

OPENING ID	TYPE	PRODUCT CODE	SIZE	COUNT
1	WINDOW	24X36 DOUBLE HUNG 1	2'-0" x 3'-0"	1
2	WINDOW	30X12 DOUBLE HUNG 1	2'-6" x 6'-0"	2
3	WINDOW	24X42 DOUBLE HUNG 1	2'-0" x 3'-6"	2
4	WINDOW	30X48 DOUBLE HUNG 1	2'-6" x 4'-0"	1
5	WINDOW	36X12 DOUBLE HUNG 1	3'-0" x 6'-0"	4
B	DOOR	36X80 2	3'-0" x 6'-8"	2
C	DOOR	30X80 1	2'-6" x 6'-8"	1
F	DOOR	12X80 SLIDING 2	6'-0" x 6'-8"	1
G	DOOR	36X80 EXTERIOR 1	3'-0" x 6'-8"	1
H	DOOR	34X80	2'-10" x 6'-8"	3
P	DOOR	48X80 2	4'-0" x 6'-8"	1
Q	DOOR	24X80 1	2'-0" x 6'-8"	1
R	DOOR	36X80 FRENCH 1	3'-0" x 6'-8"	1
S	GARAGE	182X84	16'-0" x 11'-0"	1



MAIN LEVEL FLOOR PLAN

SCALE: 1/4" = 1'-0"

GENERAL NOTES:

1. ALL MAIN LEVEL WALLS ARE 8'-1 1/8" HIGH UNLESS NOTED OTHERWISE
2. ALL ANGLED WALLS ARE # 45 DEG. UNLESS NOTED OTHERWISE
3. ALL EXTERIOR WALLS ARE 4" (3 1/2" STUD/1/2" SHEATHING)
4. ALL INTERIOR WALLS ARE 3 1/2" UNLESS NOTED OTHERWISE
4. CRAWLSPACE ENTRANCE DETERMINED PER CONTRACTOR
5. MECH. LOCATION DETERMINED PER CONTRACTOR

MAIN LEVEL	1111 sq. ft.
SECOND LEVEL	1119 sq. ft.
TOTAL FINISHED	2230 sq. ft.
GARAGE	498 sq. ft.
COVERED PORCH	54 sq. ft.



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10/8/2024
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10/17/2024
REVISION

Scarlett Ruiz
Garage Left



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SHEET
4
OF
1

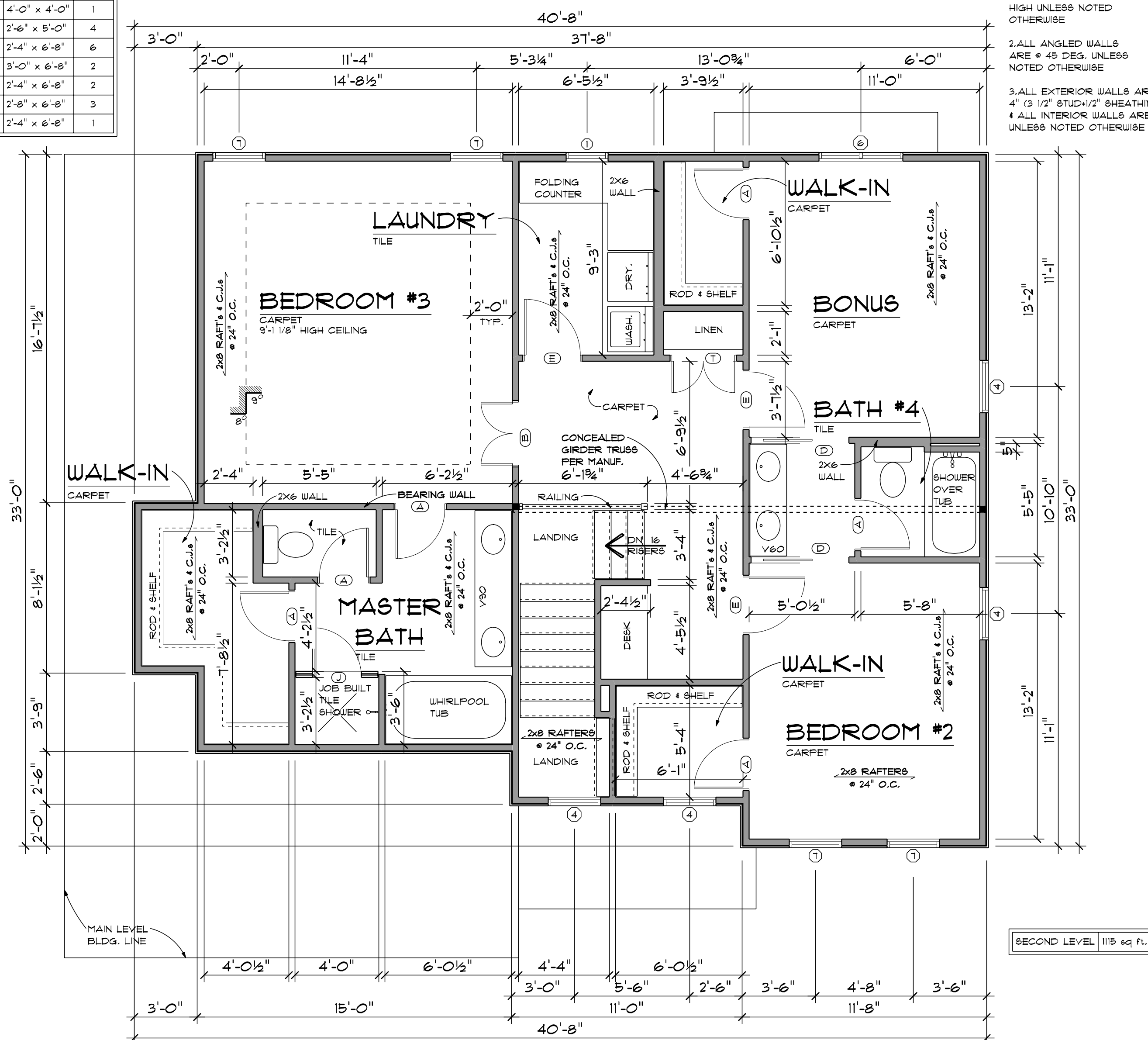
20% SCALE = 24"X36"

The purchaser of these plans is given the limited license to reproduce these plans for construction purposes only and further distribution is illegal. Do not scale prints - see dimensions.

This is a detailed floor plan of a house, oriented with the entrance at the top. The plan includes the following rooms and features:

- Living Area (Top Left):** Features a fireplace on the left wall and a large window. A label "BRACE FOR FANLIGHT" points to a window opening.
- Kitchen (Top Right):** Contains a sink, a stove, and a refrigerator. A label "BRACE FOR FANLIGHT" points to a window opening.
- Bathroom (Middle Left):** Includes a bathtub, a toilet, and a sink. A label "BRACE FOR FANLIGHT" points to a window opening.
- Bedroom (Bottom Left):** Features a bed and a window. A label "BRACE FOR FANLIGHT" points to a window opening.
- Central Staircase:** Located in the center of the house, with a label "TO SWITCH BELLIG" pointing to a switch.
- Entrance (Top):** Shows the front door and a small hallway.
- Electrical Wiring:** Indicated by dashed lines connecting various electrical symbols (switches, outlets, lights) throughout the house.
- Labels:** "BRACE FOR FANLIGHT" appears four times, pointing to specific window openings. "TO SWITCH BELLIG" points to a switch near the staircase.

OPENING ID	TYPE	PRODUCT CODE	SIZE	COUNT
I	WINDOW	24X36 DOUBLE HUNG 1	2'-0" x 3'-0"	1
J	WINDOW	30X48 DOUBLE HUNG 1	2'-6" x 4'-0"	4
6	WINDOW	48X48 DOUBLE HUNG 2	4'-0" x 4'-0"	1
T	WINDOW	30X60 DOUBLE HUNG 1	2'-6" x 5'-0"	1
A	DOOR	28X80 1	2'-4" x 6'-8"	6
B	DOOR	36X80 2	3'-0" x 6'-8"	2
D	DOOR	28X80 POCKET 1	2'-4" x 6'-8"	2
E	DOOR	32X80 1	2'-8" x 6'-8"	3
J	SHOWER DOOR	28X80 GLASS	2'-4" x 6'-8"	1



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SHEET

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1

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 FINISHES, ETC., REQUIREMENTS AGAINST LOCAL BUILDING DEPARTMENT
 THAT MAY OCCUR DURING OR AFTER THE BUILDING PROCESS.



Scarlett Ruiz

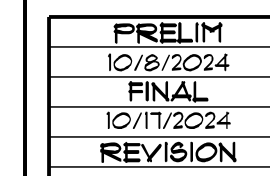
Garage Left

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Advanced House Plans

Garage Left



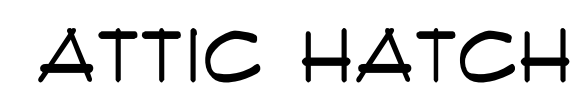
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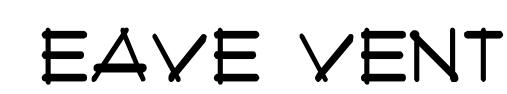
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SHEET
6
OF
7

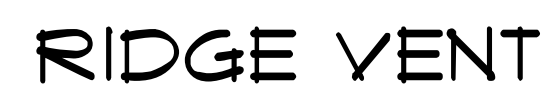
100% SCALE = 24"x36"



SCALE: 1"=1'-0"



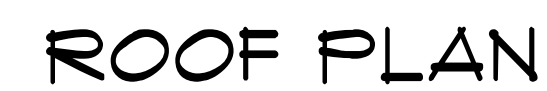
SCALE: 1"=1'-0"



SCALE: 1"=1'-0"



SCALE: 1"=1'-0"



SCALE: 1/4" = 1'-0"



SCALE: 3/8" = 1'-0"

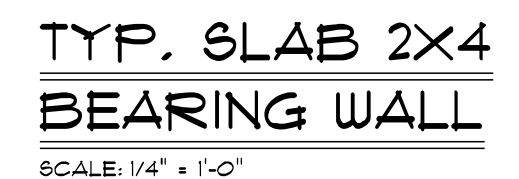
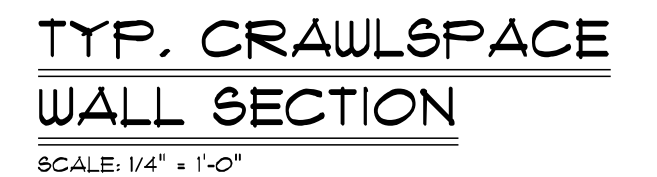
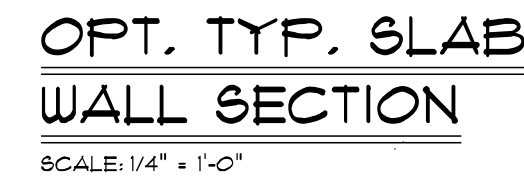




Exhibit 8

The Debbie House



→ architectural
shingles

→ All James
Hardie Plank

→ cedar post

brick trim

aluminum-clad wood
windows

Exhibit 9



Exhibit 10

DOUBLE-HUNG WINDOWS

A classic beauty, double-hung windows offer a sleek design with ventilation options from the top, bottom or both. Add a TruScene® insect screen to let the outside in, maximizing your view, not limiting it. E-Series double-hung windows give you the option to select aluminum or wood jamb liner inserts for added visual appeal and include flush-mounted hardware that allows for easy tilt-in operation.

Double-Hung Window Overview	58
Double-Hung Insert Window Overview	60
Double-Hung Sash Replacement Kit Overview	62
Sizing	
Double-Hung	64
Double-Hung Cottage & Reverse Cottage	66
Double-Hung Picture & Transom	67
Arch Single-Hung	68
Arch Single-Hung Reverse Cottage	70
Direct-Set Double-Hung Transom	71
Monumental Single-Hung	72
Window Details	74
Installation Materials	154
Product Performance	158



Custom sizing is available.





DOUBLE-HUNG WINDOW

FEATURES

DOUBLE-HUNG WINDOWS

FRAME & SASH

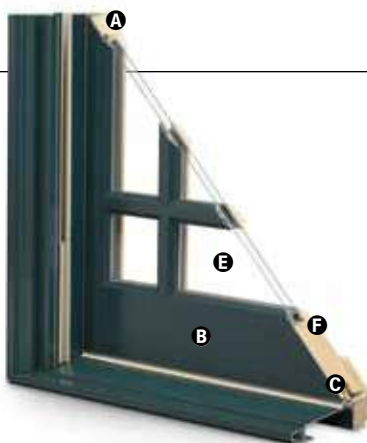
A Select wood components are kiln dried and treated with water/insect repellent and preservative. Interior wood surfaces are available in pine, mixed grain Douglas fir, cherry, hickory, mahogany*, maple, oak, walnut, alder or vertical grain Douglas fir. Interior surfaces are available unfinished or factory primed. Optional factory-applied finishes are available in a variety of stains and paints.

B Wood components are fitted with aluminum extrusions on the exterior. 50 exterior colors that meet AAMA 2604 and 2605 specifications are available, as well as custom colors. Also available is a selection of seven exterior anodized options.

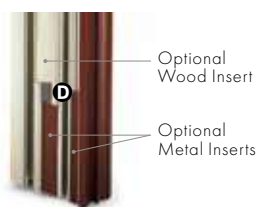
Optional vinyl installation flanges are pre-applied into a kerf on the frame exterior to facilitate installation. Optional aluminum flanges or metal installation clips are available.

C Compression bulb weatherstrip is applied on the bottom sash, head jamb, at the meeting rail and on side jambs for a maximum weather seal.

Jamb liners encase balancer assemblies that allow each sash to be tilted 90° inward from a bottom pivot and stay securely in place for washing.



D Double-hung jamb liners incorporate synthetic interior and exterior inserts or optional painted aluminum exterior and wood-veneered interior inserts.



GLASS

E High-Performance Low-E4® glass with a low-conductivity spacer. Triple-pane glass, tinted, clear dual-pane, high-altitude glass and other special glazing options are available.

F Glass is fixed in place from the interior with wood stops that can be removed for easy reglazing if necessary. Glass stops available in ovolo (colonial) and contemporary profiles.

GLASS SPACERS available in black, white and stainless steel.

HARDWARE

Sash lock/tilt mechanisms and keepers give a slim, more traditional design and allow opening and tilting of the window in one operation. Tilting the sash from the inside for cleaning is effortless.

Optional surface mount sash lifts allow for easy operation. Units less than 3' wide use one lift. Units 3' wide and greater use two lifts.

HARDWARE OPTIONS



Lock

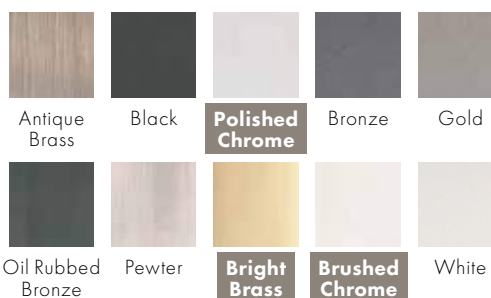


Sash Lift

Antique Brass | Black | **Polished Chrome** | Bronze | Gold
Oil Rubbed Bronze | Pewter | **Bright Brass** | **Brushed Chrome** | White

Windows with VeriLock® sensors use a different sash lock. See the next page for details.
Bold name denotes finish shown.

HARDWARE FINISHES



Oil rubbed bronze is a "living" finish that will change with time and use.

EXTERIOR & INTERIOR OPTIONS

EXTERIOR COLORS 50 exterior colors, 7 anodized finishes and custom colors. See exterior colors on page 11.

INTERIOR WOOD SPECIES



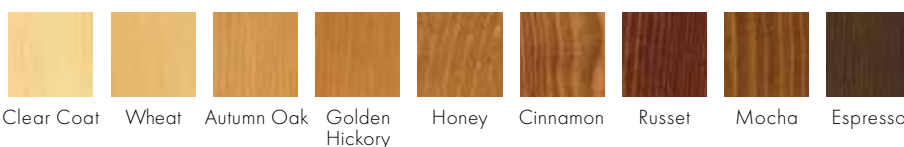
Interior custom stains, paints and color matching available.

Naturally occurring variations in grain, color and texture of wood make each window one of a kind.

All factory-finished options are shown on pine.

Painted options available on pine. Dark bronze and black painted options available on pine or maple. Anodized silver painted option available on maple only.

FACTORY-FINISHED INTERIORS



INTERIOR PAINTED OPTIONS



*Actual wood species is either Sapele or Sipo, both non-endangered species grown in Africa, with color and characteristics similar to Central American mahoganies.
Printing limitations prevent exact replication of colors and finishes. Please see your Andersen supplier for actual color and finish samples.

ACCESSORIES Sold Separately

DOUBLE-HUNG WINDOWS

HARDWARE

Window Opening Control Device Kit

An optional Window Opening Control Device Kit is available, which limits opening the sash to less than 4" when the window is first opened. Available in stone and white.

VeriLock & Open/Closed Sensors **DISCONTINUED**



VeriLock sensors are unique as they detect whether the windows are locked or unlocked* — a feature no other sensors can provide. Available in all hardware finishes.

Open/Closed Sensors

Wireless open/closed sensors are available in four colors.

See page 27 for Smart Home options.

INSECT SCREENS

TruScene® Insect Screens

Andersen® TruScene insect screens let in over 25% more fresh air and provide 50% greater clarity than conventional Andersen insect screens, all while keeping out unwanted small insects. Frames are available in painted aluminum or wood-veneered options.

Conventional Insect Screens



Charcoal fiberglass screen mesh fits into an aluminum frame in all 50 exterior colors and seven anodized finishes. Available in half or full insect screens. Aluminum screen mesh is available as an option.

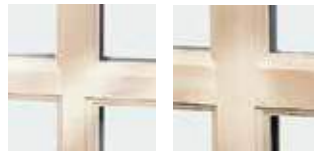
See page 24 for more information on our insect screens.

GRILLES

Full Divided Light

Permanent interior and exterior grilles with grille spacer bars between two panes of glass. Available in $\frac{5}{8}$ ", $\frac{7}{8}$ ", $1\frac{1}{8}$ ", $1\frac{1}{2}$ ", or $2\frac{1}{4}$ " widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.


 $\frac{5}{8}$ "

 $\frac{7}{8}$ "

 $1\frac{1}{8}$ "

 $1\frac{1}{2}$ "

Simulated Divided Light

Permanent exterior and interior grilles without grille spacer bars. Available in $\frac{5}{8}$ ", $\frac{7}{8}$ ", $1\frac{1}{8}$ ", $1\frac{1}{2}$ ", or $2\frac{1}{4}$ " widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.


 $\frac{7}{8}$ "

Finelight™ Grilles-Between-the-Glass

Available in $\frac{5}{8}$ " flat or 1" contoured aluminum profiles. Two-tone colors of pebble tan/colony white, sierra bronze/colony white or forest green/colony white are available on the 1" profile.


 $\frac{5}{8}$ " Flat

1" Contoured

Removable Interior Wood Grilles

Removable interior wood grilles are available in a $\frac{7}{8}$ " width and ovolo or contemporary profiles. Optional surround for removable grille and permanent exterior grilles also available. Ovolo profile shown below.


 $\frac{7}{8}$ "

See page 22 for more information on grilles.

*When properly configured and maintained with a professionally installed security system and/or self monitoring system compatible with Honeywell® 5800 controls. See your Andersen supplier for more information.

DOUBLE-HUNG INSERT WINDOW

FEATURES

DOUBLE-HUNG INSERT WINDOWS

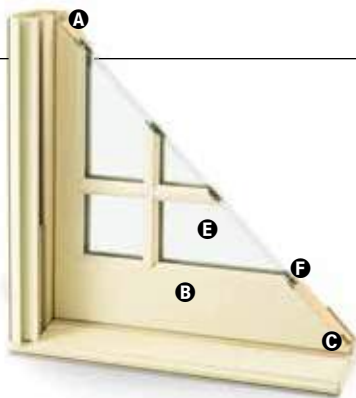
Double-hung insert window fits into an existing window frame making installation a breeze. The appearance of the interior and exterior of the home are maintained because the existing frame, wall coverings and trim work stay completely intact.

FRAME & SASH

A Select wood components are kiln dried and treated with water/insect repellent and preservative. Interior wood surfaces are available in pine, mixed grain Douglas fir, cherry, hickory, mahogany*, maple, oak, walnut, alder or vertical grain Douglas fir. Interior surfaces are available unfinished or factory primed. Optional factory-applied finishes are available in a variety of stains and paints.

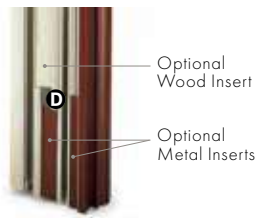
B Wood components are fitted with aluminum extrusions on the exterior. 50 exterior colors that meet AAMA 2604 and 2605 specifications are available, as well as custom colors. Also available is a selection of seven exterior anodized options.

C Compression bulb weatherstrip is applied on the bottom sash, head jamb, at the meeting rail and on side jambs for a maximum weather seal.



Jamb liners encase balancer assemblies that allow each sash to be tilted 90° inward from a bottom pivot and stay securely in place for washing.

D Basic jamb liners are available in beige or white and are made of synthetic material. Optional painted aluminum exterior inserts and wood-veneered interior inserts also available.



SILL

8 degrees is the standard slope. Filler block is used on existing window sill angles of less than 8 degrees.

GLASS SPACERS available in black, white and stainless steel.

GLASS

E High-Performance Low-E4® glass with a low-conductivity spacer. Triple-pane glass, tinted, clear dual-pane, high-altitude glass and other special glazing options are available.

F Glass is fixed in place from the interior with wood stops that can be removed for easy reglazing if necessary. Glass stops available in ovolo (colonial) and contemporary profiles.

HARDWARE OPTIONS



Lock

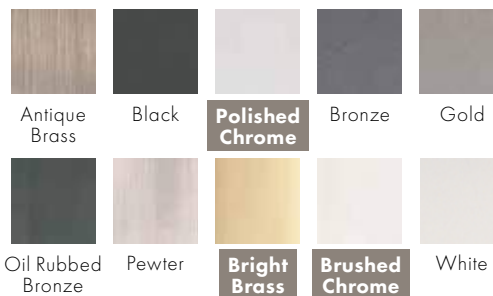


Sash Lift

Antique Brass | Black | **Polished Chrome** | Bronze | Gold
Oil Rubbed Bronze | Pewter | **Bright Brass** | **Brushed Chrome** | White

Windows with VeriLock® sensors use a different sash lock. See the next page for details.
Bold name denotes finish shown.

HARDWARE FINISHES



Oil rubbed bronze is a "living" finish that will change with time and use.

EXTERIOR & INTERIOR OPTIONS

EXTERIOR COLORS 50 exterior colors, 7 anodized finishes and custom colors. See exterior colors on page 11.

INTERIOR WOOD SPECIES



Interior custom stains, paints and color matching available.

Naturally occurring variations in grain, color and texture of wood make each window one of a kind.

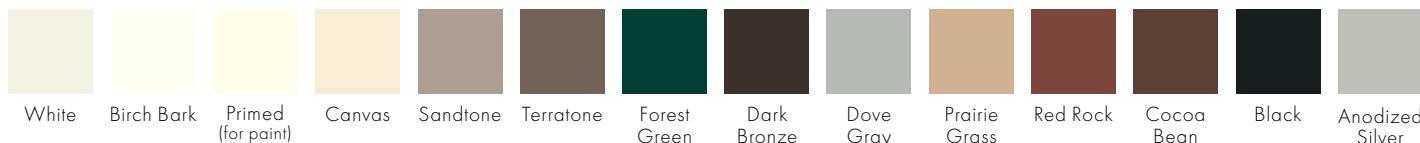
All factory-finished options are shown on pine.

Painted options available on pine. Dark bronze and black painted options available on pine or maple. Anodized silver painted option available on maple only.

FACTORY-FINISHED INTERIORS



INTERIOR PAINTED OPTIONS



*Actual wood species is either Sapele or Sipo, both non-endangered species grown in Africa, with color and characteristics similar to Central American mahoganies.
Printing limitations prevent exact replication of colors and finishes. Please see your Andersen supplier for actual color and finish samples.

HARDWARE

Sash lock/tilt mechanisms and keepers give a slim, more traditional design and allow opening and tilting of the window in one operation. Tilting the sash from the inside for cleaning is effortless.

Surface mount sash lifts allow for easy operation. Units less than 3' wide use one lift. Units 3' wide and greater use two lifts.

MEASURING GUIDELINES

Measuring guidelines for double-hung insert and picture insert windows can be found on andersenwindows.com/measure.

ACCESSORIES Sold Separately

DOUBLE-HUNG INSERT WINDOWS

HARDWARE

Window Opening Control Device Kit

An optional Window Opening Control Device Kit is available, which limits opening the sash to less than 4" when the window is first opened. Available in stone and white.

VeriLock & Open/Closed Sensors **DISCONTINUED**



VeriLock sensors are unique as they detect whether the windows are locked or unlocked* — a feature no other sensors can provide. Available in all hardware finishes.

Open/Closed Sensors

Wireless open/closed sensors are available in four colors.

See page 27 for Smart Home options.

INSECT SCREENS

TruScene® Insect Screens

Andersen® TruScene insect screens let in over 25% more fresh air and provide 50% greater clarity than conventional Andersen insect screens, all while keeping out unwanted small insects. Frames are available in painted aluminum or wood-veneered options.

Conventional Insect Screens



Charcoal fiberglass screen mesh fits into an aluminum frame in all 50 exterior colors and seven anodized finishes. Available in half or full insect screens. Aluminum screen mesh is available as an option.

See page 24 for more information on our insect screens.

GRILLES

Full Divided Light

Permanent interior and exterior grilles with grille spacer bars between two panes of glass. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



5/8"

7/8"



1 1/8"

1 1/2"

Simulated Divided Light

Permanent exterior and interior grilles without grille spacer bars. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



7/8"

Finelight™ Grilles-Between-the-Glass

Available in 5/8" flat or 1" contoured aluminum profiles. Two-tone colors of pebble tan/colony white, sierra bronze/colony white or forest green/colony white are available on the 1" profile.



5/8" Flat

1" Contoured

Removable Interior Wood Grilles

Removable interior wood grilles are available in a 7/8" width and ovolo or contemporary profiles. Optional surround for removable grille and permanent exterior grilles also available. Ovolo profile shown below.



7/8"

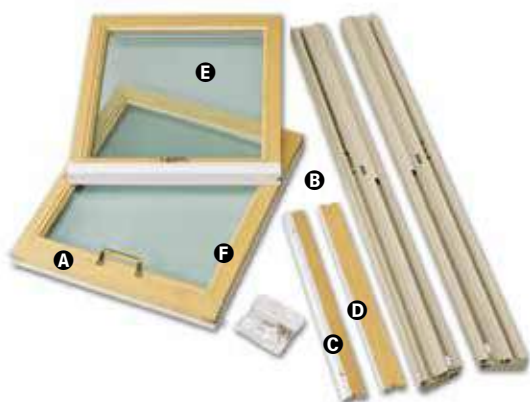
See page 22 for more information on grilles.

*When properly configured and maintained with a professionally installed security system and/or self monitoring system compatible with Honeywell® 5800 controls. See your Andersen supplier for more information.

DOUBLE-HUNG SASH REPLACEMENT KIT

FEATURES

DOUBLE-HUNG SASH REPLACEMENT KITS



Double-hung sash replacement kits are complete with window sash, locking hardware and sash lifts, compression jamb liners and balancer systems, sill filler, head parting stop and installation hardware. Each kit is built to your exact measurements.

The kits were designed to replace older sash with a new energy-efficient sash without removing the trim and the window frame. The sash replacement will fit a double-hung window with a jamb pocket depth of 3 1/4" or larger.

Kits are also available in a picture window design. The sash depth is 1 1/2". Picture window sash replacement kit consists of one sash and one sill filler.

SASH

A Select wood components are kiln dried and treated with water/insect repellent and preservative. Interior wood surfaces are available in pine, mixed grain Douglas fir, cherry, hickory, mahogany*, maple, oak, walnut, alder or vertical grain Douglas fir. Interior surfaces are available unfinished or factory primed. Optional factory-applied finishes are available in a variety of stains and paints.

B Wood components are fitted with aluminum extrusions on the exterior. 50 exterior colors that meet AAMA 2604 and 2605 specifications are available, as well as custom colors. Also available is a selection of seven exterior anodized options.

C The sash replacement kit utilizes a foam weatherstrip on the bottom of the lower sash that forms a weather-tight seal against the sill filler when closed.

D Hollow bulb weatherstrip forms a compression seal at the meeting rails and at the head.

Each kit utilizes a two-piece foam-backed jamb liner and a block and tackle balancer system. The sash tilt inward for easy cleaning. Beige or white jamb liners are available and are cut to the sill slope specified at time of order.

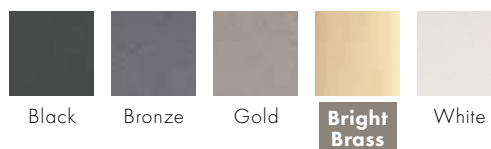
HARDWARE OPTIONS



Black | Bronze | Gold | **Bright Brass** | White

Bold name denotes finish shown.

HARDWARE FINISHES



Additional finishes not shown or listed above include: Antique Brass, Brushed Chrome, Oil Rubbed Bronze, Pewter and Polished Chrome

EXTERIOR & INTERIOR OPTIONS

EXTERIOR COLORS 50 exterior colors, 7 anodized finishes and custom colors. See exterior colors on page 11.

INTERIOR WOOD SPECIES



Interior custom stains, paints and color matching available.

Naturally occurring variations in grain, color and texture of wood make each window one of a kind.

All factory-finished options are shown on pine.

Painted options available on pine. Dark bronze and black painted options available on pine or maple. Anodized silver painted option available on maple only.

FACTORY-FINISHED INTERIORS



INTERIOR PAINTED OPTIONS



*Actual wood species is either Sapele or Sipo, both non-endangered species grown in Africa, with color and characteristics similar to Central American mahoganies. Printing limitations prevent exact replication of colors and finishes. Please see your Andersen supplier for actual color and finish samples.

GLASS SPACERS available in black, white and stainless steel.

GLASS

E High-Performance Low-E4® glass with a low-conductivity spacer. Tinted, clear dual-pane, high-altitude glass and other special glazing options are available.

F Glass is fixed in place from the interior with wood stops that can be removed for easy reglazing if necessary. Glass stops available in ovolo (colonial) and contemporary profiles.

HARDWARE

Sash replacement kits under 36" in width will receive one lock and one sash lift. Kits 36" to 48" in width will receive two locks and two sash lifts. Kits 48" and wider will require three locks and two sash lifts.

MEASURING GUIDELINES

Measuring guidelines for double-hung and picture sash replacement kits can be found on andersenwindows.com/measure.

ACCESSORIES Sold Separately

DOUBLE-HUNG SASH REPLACEMENT KITS

INSECT SCREENS

TruScene® Insect Screens

Andersen® TruScene insect screens let in over 25% more fresh air and provide 50% greater clarity than conventional Andersen insect screens, all while keeping out unwanted small insects. Frames are available in painted aluminum or wood-veneered options.

Conventional Insect Screens



Charcoal fiberglass screen mesh fits into an aluminum frame in all 50 exterior colors and seven anodized finishes. Available in half or full insect screens. Aluminum screen mesh is available as an option.

See page 24 for more information on our insect screens.

GRILLES

Full Divided Light

Permanent interior and exterior grilles with grille spacer bars between two panes of glass. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



Simulated Divided Light

Permanent exterior and interior grilles without grille spacer bars. Available in 5/8", 7/8", 1 1/8", 1 1/2", or 2 1/4" widths and ovolo or contemporary profile. Ovolo profile shown below, not all widths are pictured.



Finelight™ Grilles-Between-the-Glass

Available in 5/8" flat or 1" contoured aluminum profiles. Two-tone colors of pebble tan/colony white, sierra bronze/colony white or forest green/colony white are available on the 1" profile.



5/8" Flat 1" Contoured

Removable Interior Wood Grilles

Removable interior wood grilles are available in a 7/8" width and ovolo or contemporary profiles. Optional surround for removable grille and permanent exterior grilles also available. Ovolo profile shown below.



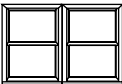
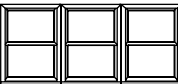
7/8"

See page 22 for more information on grilles.

DOUBLE-HUNG WINDOWS

Double-Hung Window Sizes

	1' 8 1/2"	2' 0 1/2"	2' 4 1/2"	2' 6 1/2"	2' 8 1/2"	3' 0 1/2"	3' 2 1/2"	3' 4 1/2"	3' 8 1/2"	4' 0 1/2"
	1' 8"	2' 0"	2' 4"	2' 6"	2' 8"	3' 0"	3' 2"	3' 4"	3' 8"	4' 0"
3' 0 1/2"										
3' 0"	TCLDH1830	TCLDH2030	TCLDH2430	TCLDH2630	TCLDH2830	TCLDH3030	TCLDH3230	TCLDH3430	TCLDH3830	
3' 4 1/2"										
3' 4"	TCLDH1834	TCLDH2034	TCLDH2434	TCLDH2634	TCLDH2834	TCLDH3034	TCLDH3234	TCLDH3434	TCLDH3834	
4' 0 1/2"										
4' 0"	TCLDH1840	TCLDH2040	TCLDH2440	TCLDH2640	TCLDH2840	TCLDH3040	TCLDH3240	TCLDH3440	TCLDH3840	TCLDH4040
4' 6 1/2"										
4' 6"	TCLDH1846	TCLDH2046	TCLDH2446	TCLDH2646	TCLDH2846	TCLDH3046	TCLDH3246	TCLDH3446	TCLDH3846	TCLDH4046
4' 9 1/2"										
4' 9"	TCLDH1849	TCLDH2049	TCLDH2449	TCLDH2649	TCLDH2849	TCLDH3049	TCLDH3249	TCLDH3449	TCLDH3849	TCLDH4049
5' 0 1/2"										
5' 0"	TCLDH1850	TCLDH2050	TCLDH2450	TCLDH2650	TCLDH2850	TCLDH3050	TCLDH3250	TCLDH3450	TCLDH3850	TCLDH4050
5' 1 1/2"										
5' 1"	TCLDH1851	TCLDH2051	TCLDH2451	TCLDH2651	TCLDH2851	TCLDH3051	TCLDH3251 †	TCLDH3451 †	TCLDH3851 †	TCLDH4051 †

Joined Double-Hung Combinations					
2-Wide			3-Wide		
					
Single Unit Frame Width	Rough Opening Width	Frame Width	Single Unit Frame Width	Rough Opening Width	Frame Width
1'-8"	3'-4 1/2"	3'-4"	1'-8"	5'-0 1/2"	5'-0"
2'-0"	4'-0 1/2"	4'-0"	2'-0"	6'-0 1/2"	6'-0"
2'-4"	4'-8 1/2"	4'-8"	2'-4"	7'-0 1/2"	7'-0"
2'-6"	5'-0 1/2"	5'-0"	2'-6"	7'-6 1/2"	7'-6"
2'-8"	5'-4 1/2"	5'-4"	2'-8"	8'-0 1/2"	8'-0"
3'-0"	6'-0 1/2"	6'-0"	3'-0"	9'-0 1/2"	9'-0"
3'-2"	6'-4 1/2"	6'-4"	3'-2"	9'-6 1/2"	9'-6"
3'-4"	6'-8 1/2"	6'-8"	3'-4"	10'-0 1/2"	10'-0"
3'-8"	7'-4 1/2"	7'-4"	3'-8"	11'-0 1/2"	11'-0"
4'-0"	8'-0 1/2"	8'-0"	4'-0"	12'-0 1/2"	12'-0"

NOTES

† These units meet or exceed the following dimensions:
 Clear Opening Area 5.7 sq. ft., Clear Opening Width 20",
 Clear Opening Height 24" and 44" maximum floor to sill
 height (with standard 6' 10-1/2" structural header height).
 See your local code official for requirements in your area.

Units may be ordered with sash lifts if desired. Units 3' 0" and wider will use two sash lifts.

If glass is positioned within 18" of the finished floor, safety/tempered glass may be required. Local codes may differ. Verify tempered glass requirements with your local building code official.

Use structural joining material when necessary or required by code.

The light patterns illustrated apply to rectangular removable interior wood grilles, Full Divided Light, Simulated Divided Light, Decorelle 100, 150 and 400 and Finelight™ Grilles-Between-the-Glass. All removable interior wood grilles will be installed in the units unless otherwise specified.

For a metric conversion in millimeters, multiply dimensions in inches by 25.4.

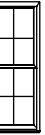
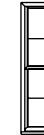
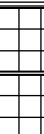
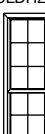
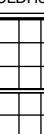
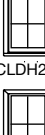
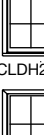
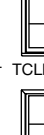
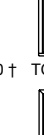
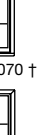
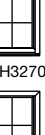
FORMULA FOR COMBINATION WINDOWS

The overall frame dimension (both width and height) is equal to the sum of the individual unit frame dimensions plus joining material dimension(s).

The overall rough opening (both width and height) is equal to the overall frame dimensions plus 1/4" on all sides.

FOR WINDOWS GREATER THAN 30 SQUARE FEET OR RATED HIGHER THAN PG50, ONE OF THESE THREE INSTALLATION METHODS IS REQUIRED:
 A) THROUGH THE JAMB B) ALUMINUM INSTALLATION FLANGE OR C) INSTALLATION CLIPS.
 ADDITIONAL CUSTOM SIZES ARE AVAILABLE. CONTACT YOUR LOCAL SUPPLIER FOR MORE INFORMATION. DRAWINGS ARE NOT TO SCALE.

Double-Hung Window Sizes

		1' 8 1/2"	2' 0 1/2"	2' 4 1/2"	2' 6 1/2"	2' 8 1/2"	3' 0 1/2"	3' 2 1/2"	3' 4 1/2"	3' 8 1/2"	4' 0 1/2"
		1' 8"	2' 0"	2' 4"	2' 6"	2' 8"	3' 0"	3' 2"	3' 4"	3' 8"	4' 0"
R.O. F.S.	5' 6 1/2"										
	5' 6"	TCLDH1856	TCLDH2056	TCLDH2456	TCLDH2656	TCLDH2856	TCLDH3056 †	TCLDH3256 †	TCLDH3456 †	TCLDH3856 †	TCLDH4056 †
	6' 0 1/2"										
	6' 0"	TCLDH1860	TCLDH2060	TCLDH2460	TCLDH2660	TCLDH2860 †	TCLDH3060 †	TCLDH3260 †	TCLDH3460 †	TCLDH3860 †	TCLDH4060 †
	6' 6 1/2"										
	6' 6"	TCLDH1866	TCLDH2066	TCLDH2466	TCLDH2666 †	TCLDH2866 †	TCLDH3066 †	TCLDH3266 †	TCLDH3466 †	TCLDH3866 †	
	7' 0 1/2"										
	7' 0"	TCLDH1870	TCLDH2070	TCLDH2470 †	TCLDH2670 †	TCLDH2870 †	TCLDH3070 †	TCLDH3270 †	TCLDH3470 †		
	7' 6 1/2"										
	7' 6"	TCLDH1876	TCLDH2076	TCLDH2476 †	TCLDH2676 †	TCLDH2876 †	TCLDH3076 †	TCLDH3276 †			

NOTES

† These units meet or exceed the following dimensions: Clear Opening Area 5.7 sq. ft., Clear Opening Width 20", Clear Opening Height 24" and 44" maximum floor to sill height (with standard 6' 10-1/2" structural header height). See your local code official for requirements in your area.

Units may be ordered with sash lifts if desired. Units 3' 0" and wider will use two sash lifts.

If glass is positioned within 18" of the finished floor, safety/tempered glass may be required. Local codes may differ. Verify tempered glass requirements with your local building code official.

Use structural joining material when necessary or required by code.

The light patterns illustrated apply to rectangular removable interior wood grilles, Full Divided Light, Simulated Divided Light, Decorelle 100, 150 and 400 and Finelight™ Grilles-Between-the-Glass. All removable interior wood grilles will be installed in the units unless otherwise specified.

For a metric conversion in millimeters, multiply dimensions in inches by 25.4.

FORMULA FOR COMBINATION WINDOWS

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ADDITIONAL CUSTOM SIZES ARE AVAILABLE. CONTACT YOUR LOCAL SUPPLIER FOR MORE INFORMATION. DRAWINGS ARE NOT TO SCALE.



Exhibit 11

PIN	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232186	ABBOTT ELEANOR E STILLWAGON		202 S COLLEGE ST		MONROE	NC	28112
09232186A	ARTEAGA JOAQUIN MELCHOR	AYALA ANA MARIA GARCIA	5516 PAGELAND HWY		MONROE	NC	28112
09232182	AUSTIN JOE E JR		105 ESK CT		CARY	NC	27511
09232168	CARLSON FAMILY HOLDINGS LLC		400 WEST WINDSOR ST		MONROE	NC	28112
09232181	COBLE HEATHER LYNN		111 S COLLEGE ST		MONROE	NC	281125427
09232178A	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	852 NETTLES BLVD		JENSEN BEACH	FL	34957
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY		HENRICO	VA	23238
09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST		MONROE	NC	28112
09232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST		MONROE	NC	28112
09232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST		MONROE	NC	28112
09232185	HARE NANCY CAROL		3308 OLDE CREEK TR		MATTHEWS	NC	281057414
09232160	HELMS TONY MAX	HELMS JOYCE A	301 S CRAWFORD ST		MONROE	NC	28112
09232165	HUFFMAN BILLIE OLIVER		340 W MORGAN ST		MONROE	NC	28112
09232179	LOCKHART AMBER		203 SOUTH COLLEGE ST		MONROE	NC	28112
09232173	MURRAY KEVIN D	MURRAY MARTHA R	%MURRAY PROPERTIES	2006 WALKUP AVE STE A200	MONROE	NC	28110
09232163	REARICK ELISHA	REARICK ZACHARY TAYLOR	200 S WASHINGTON ST		MONROE	NC	28112
09232177A	RM1 SFR PROPCO A LP		C/O FIRSTKEY HOMES LLC	1850 PARKWAY PL STE 900	MARIETTA	GA	30067
09232176	ROLDAN JENNIFER		1301 MEDLIN ROAD		MONROE	NC	28112
09232167	SUAREZ ELIZABETH T ET AL	SUAREZ GREGORY GILBERT	101 S CRAWFORD ST		MONROE	NC	28112
09232175A	TIKLE MICHEL	RUIZ SCARLETT P	401 CONAWAY COURT		WAXHAW	NC	28173
09232175							
09232166	WIGGINS JOHN P	WIGGINS DUSTI H	108 S WASHINGTON ST		MONROE	NC	28110
09232174	WILLIAMSON CHARLES WHITFIELD	MOOYOUNG MARTINA MARIE	114 S CRAWFORD ST		MONROE	NC	28112

APO Map PLHR-2025-00075

Legend

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

Existing:
RMD
(Residential Medium Density)

Owner:
Scarlett Ruiz
Michel Tikle

Acres: .3



0 140 280
Feet



Exhibit 13



STAFF REPORT
PLHR-2025-00096

TO: Historic District Commission Members

DATE: December 9, 2024

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Certificate of Appropriateness request at 609 W. Morgan St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Juan Garcia Villanueva. The applicant has requested approval for a shed previously constructed in the rear yard at 609 W. Morgan Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	11-1-2024
Name of Petitioner:	Fabiola Acatitlan Chino
Location:	609 W. Morgan Street
Tax ID #:	09-232-197
Lot Size:	0.40 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

609 Morgan street - House; ca. 1928, ca. 1960

Typical of modest 1920s bungalows, this one-story brick-veneer rectangular dwelling is topped by a front gable roof with exposed rafter ends and has a hip-roofed full-facade porch with square posts on brick piers and four over one sash windows. However, later in the century a one story with basement Colonial Revival ranch addition was constructed on the rear (south) elevation which, from Windsor Street, appears to be a separate house facing the latter.

RELEVANT DESIGN STANDARDS

Garages and Accessory Structures (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 shed is constructed of prime treated southern yellow pine, brown wood composite panel siding, duraridge shasta white hip ridge roof shingles and a unfinished pine wood slab door. The shed is 16-feet x 8-feet and 12.4-feet tall.

2. 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 shed is located on the right side of the rear yard. The shed meets the 10-foot accessory structure setback requirements, as the shed is located 27 feet from the side property line and 81 feet from the rear property line.

3. 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 installed shed is not prefabricated or constructed of metal. Therefore, the wooden shed with proposed brown wooden composite siding satisfies this requirement.

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 has not occurred with the installation of this shed.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 609 W. Morgan Street is owned by Fabiola Acatitlan Chino and Juan Garcia Villanueva 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 August 13, 2024, Planning Staff issued a Notice of Violation regarding the accessory structure as the wooden shed was constructed at 609 W. Morgan Street without a Certificate of Appropriateness. (Exhibit 4)

4. On November 1, 2024, the applicant applied for a COA to request approval for the previously constructed 16-foot x 8-foot and 12.1-foot tall shed. The shed is constructed of prime treated southern yellow pine and asphalt shingles. The applicant plans to install brown wood composite panel siding and an unfinished pine wood slab door as these have not been installed yet. (Exhibit 5-11)
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 12-13)

CONCLUSIONS

The 16-ft x 8-ft and 12.1-ft tall prime treated southern yellow pine, brown wood composite panel siding with duraridge shasta white hip ridge roof shingles and an unfinished pine wood slab door shed presently constructed at 609 W. Morgan Street as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* standards of the *South Monroe Historic District 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. 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.
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.

Attachments:

1. Aerial Map
2. Zoning Map
3. HD Map
4. Notice of Violation
5. Application
6. Prime Southern Yellow Pine Wood Example

7. Proposed Exterior Composite Wood Panel
8. Shed Roof Shingles Example
9. Proposed Wooden Door
10. Photo of Shed
11. Site Plan
12. APO Map
13. APO List

Prepared by: PB 11-22-24

Aerial Map

Case #: PLHR-2025-00096

Legend

-  Subject Property
-  Centerlines
-  Parcels

Existing: RMD
(Residential Medium Density)

**Owner's: Fabiola Acatitlan
Chino & Juan Garcia
Villanueva**

Acres: .40



Exhibit 1

0 50 100
Feet

Zoning Map

Case #: PLHR-2025-00096

Legend

 Subject Property

 Centerlines

 Parcels

Zoning Districts

 RMD

Existing: RMD
(Residential Medium Density)

**Owner's: Fabiola Acatitlan
Chino & Juan Garcia
Villanueva**

Acres: .40



0 50 100
 Feet

W MORGAN ST

W WINDSOR ST

SANFORD ST

Exhibit 2

Historic District Map

Case #: PLHR-2025-00096

Legend

-  Subject Property
-  Centerlines
-  Parcels
-  Historic District

Existing: RMD
(Residential Medium Density)

**Owner's: Fabiola Acatitlan
Chino & Juan Garcia
Villanueva**

Acres: .40



0 50 100
Feet

Exhibit 3



CITY OF MONROE

P.O. BOX 69 MONROE, NC 28111-0069
PHONE 704-282-4520

NOTICE OF VIOLATION - Case No. CEZONE-2025-00254

August 13, 2024

CHINO FABIOLA ACATITLAN
VILLANUEVA JUAN GARCIA
15 DENNIS ST
MONROE, NC 28110

Copy to:

RE: Property Located at: 609 W MORGAN ST, MONROE, NC 28112
Tax Map Lot Reference: 09232197

Dear CHINO FABIOLA ACATITLAN and VILLANUEVA JUAN GARCIA:

Upon investigation on August 13, 2024 the above referenced property is determined to be in violation of Code 157 of the City of Monroe Code of Ordinances entitled **ZONING CODE**, and specifically, the conditions constituting the violation are noted. Section 157.3.4.12 of the Unified Development Ordinance (UDO) discusses that Code 152 states that failure to comply with a Certificate of Appropriateness (COA) shall be zoning violation. On July 16th, Planning staff sent a courtesy letter regarding an accessory structure constructed without obtaining a COA from the Historic District Commission. Per the City of Monroe Historic District Design Standards, any new construction requires a COA and Historic District Commission review and approval.

That you are ordered to abate or remove the conditions constituting the violation within 10 days from the receipt of this Notice. If you fail, neglect or refuse to abate or remove the conditions constituting the violation within 10 days from the receipt of this order, you will be liable for civil penalties as provided in Chapter 10 of the Monroe Code of Ordinances. This notice shall constitute a **Notice of Violation** pursuant to said section.

That the above-referenced property **MUST BE BROUGHT INTO COMPLIANCE** not more than 10 days after the receipt of this notice. Should you fail to bring the property into compliance with the City Code within 10 days, the City of Monroe may issue a **CIVIL CITATION** in the amount of \$50.00 for the first citation. A continued violation shall be subject to additional penalties of \$100.00 for the second citation, and \$500.00 for the third and subsequent citation, as well as any administrative costs, attorney's fees and other relief as provided by law.

If the violation is repeated within a two year period from the date of the initial violation, it shall be considered to be a continuation of the initial violation and shall be subject to the penalties as described above. A repeat violation is one which is identical to or reasonably similar to a previous violation for which a Notice of Violation or Civil Citation has been issued by the City.

Exhibit 4



CITY OF MONROE

P.O. BOX 69 MONROE, NC 28111-0069
PHONE 704-282-4520

APPEAL RIGHTS: If you disagree with the above findings and order for 609 W MORGAN ST, MONROE, NC 28112, you have **THIRTY (30) DAYS** within which to exercise your right of appeal to the Board of Adjustment of the City of Monroe which will stay all proceedings until said Board makes its determination. Appeals may be filed with the Planning and Community Development Department of the City of Monroe at 300 West Crowell Street, Monroe, NC.

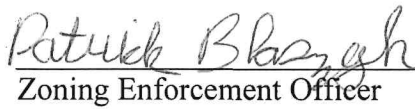
 Patrick Blaszyk
Zoning Enforcement Officer

Photo of Violation





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 604 W Morgan St Monroe NC
Applicant's name: Fabiola Acatitlan Chino
Applicant's address: Juan Garcia Villanueva

Applicant's telephone number: 704 296 7291, 980 269 9932
Applicant's email address: araceli.k99@gmail.com
Property Tax identification number: 993 - 21 - 97

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. this is storage building -
this new construction is only to
storage our stuff, not for living in there
just storage purpose
Size 8"ft by 16"ft high 8"ft 8 inches.

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).

Fabiola Acatitlan Chino
Applicant- Printed

Fabiola Acatitlan Chino
Applicant- Signed

11-1-2024
10-18-2024
Date Submitted

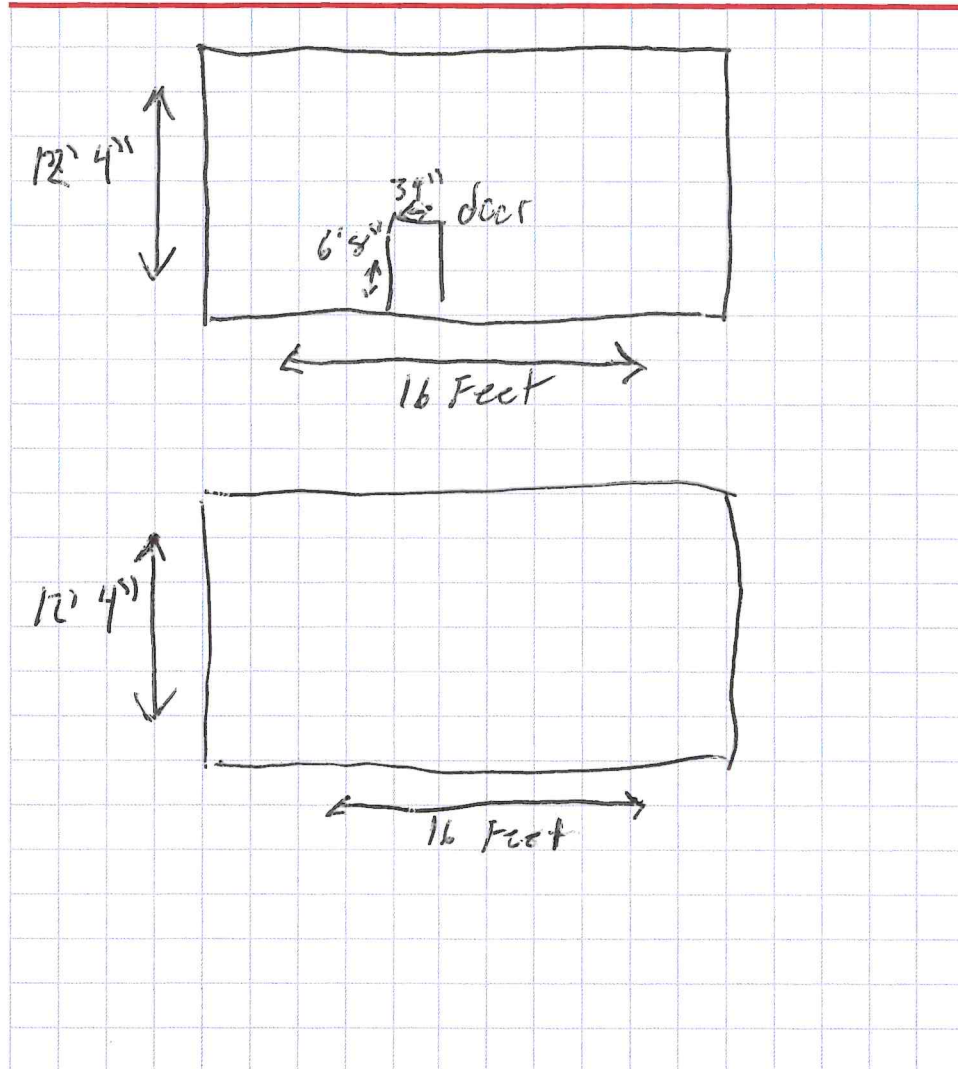
****If you are signing on behalf of a company, please include your title within the company****

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 5



BUFFALO/HEADQUARTERS

55 James E Casey Dr
 Buffalo, NY 14206
716.826.2636

WATERTOWN

22432 US Route 11
 Watertown, NY 13601
315.782.8247

ROCHESTER

20 Jetview Dr
 Rochester, NY 14624
585.235.0160

CAROLINAS

4350 Thermal Ave
 Midland, NC 28107
704.220.1779

SYRACUSE

6181 Thompson Rd Suite 500A
 Syracuse, NY 13206
315.299.4114

CONNECTICUT

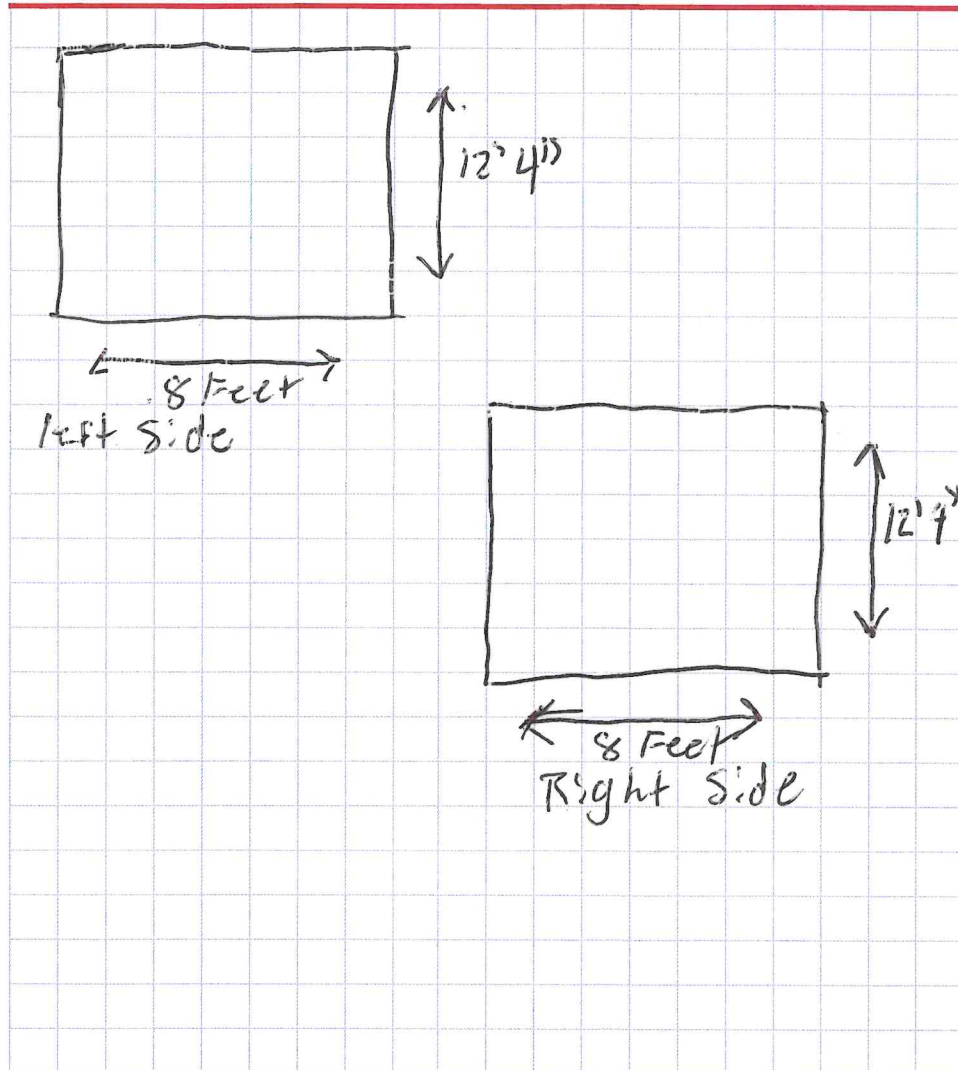
4 Indian Neck Ave
 Branford, CT 06405
203.481.3469

ALBANY

156 Railroad Ave
 Albany, NY 12205
518.438.0139

PITTSBURGH

7724 Edgewood Ave
 Pittsburgh, PA 15218
412.271.5400



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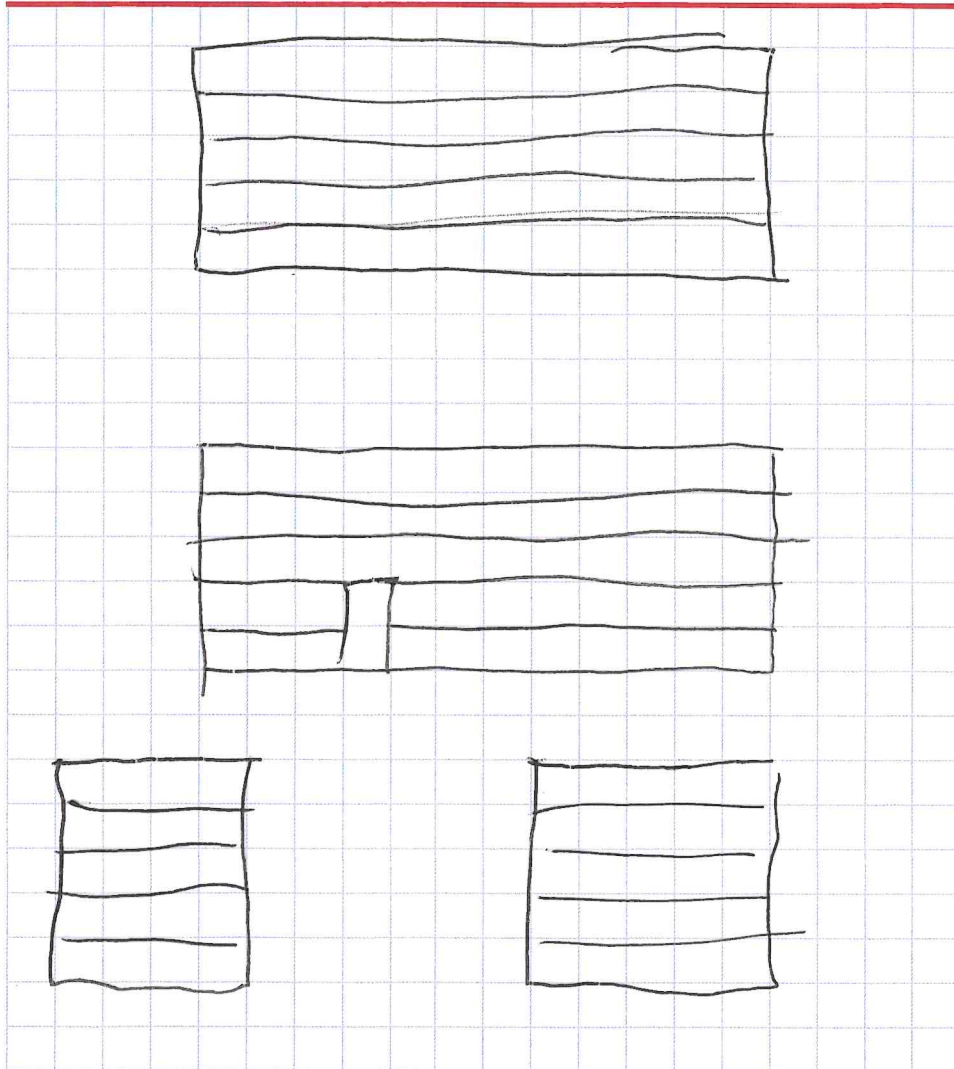
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412.271.5400

Severe Weather 2-in x 6-in x 16-ft #2 Prime
Southern Yellow Pine Above Ground Pressure
Treated Lumber

★★★★☆ 17,653



Exhibit 6

0.375-in x 48-in x 96-in Brown Wood Composite
Panel Siding (32-Sq. ft/Piece)

★★★★☆ 779



Exhibit 7

Owens Corning DuraRidge Shasta White Hip and Ridge Roof Shingles (20-lin ft per Bundle)

★★★★☆ 25



Exhibit 8

RELIABILT 30-in x 80-in Clear 6-panel Solid Core
Unfinished Pine Wood Slab Door

★★★★☆ 140



Exhibit 9



Exhibit 10

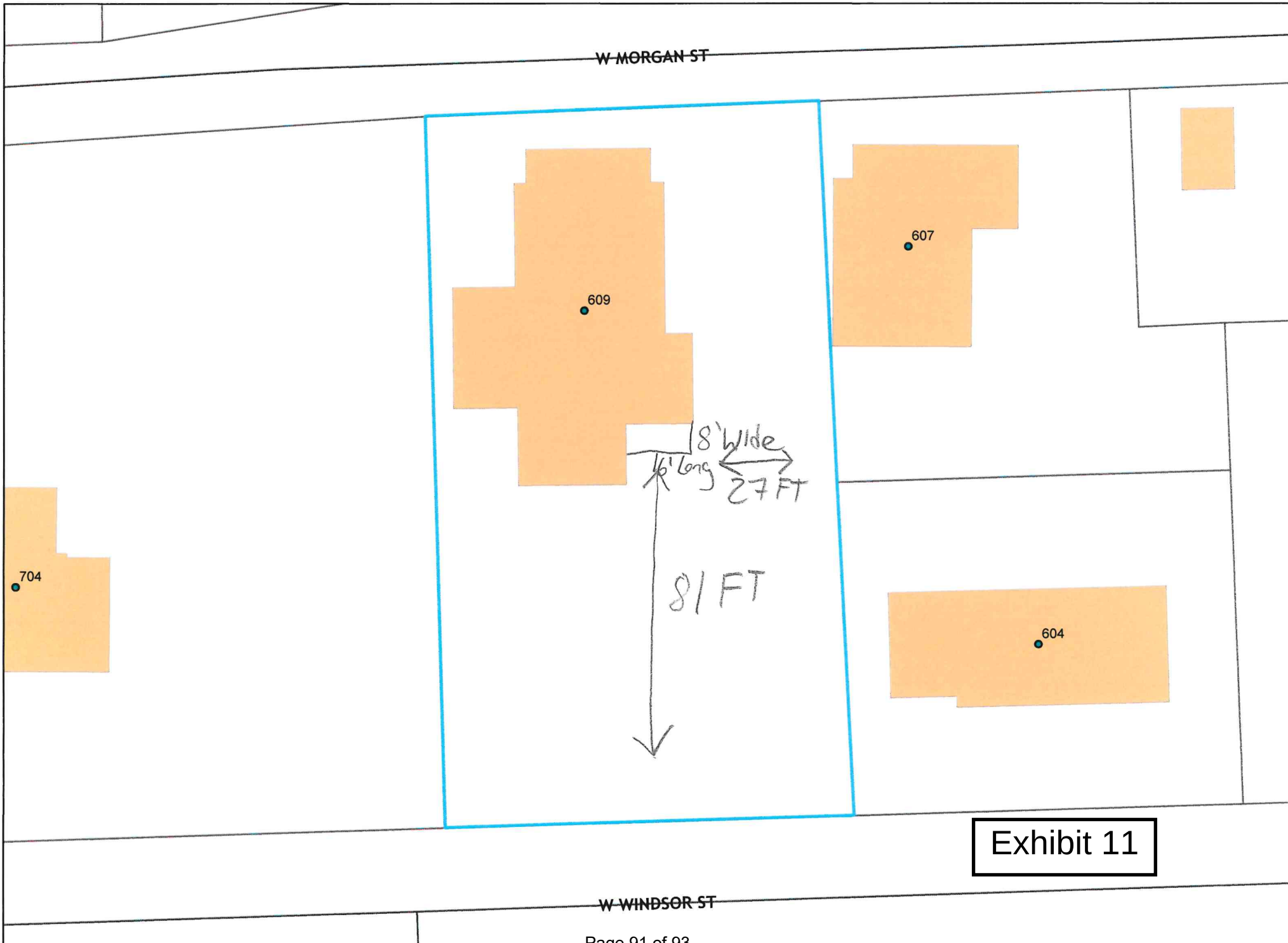
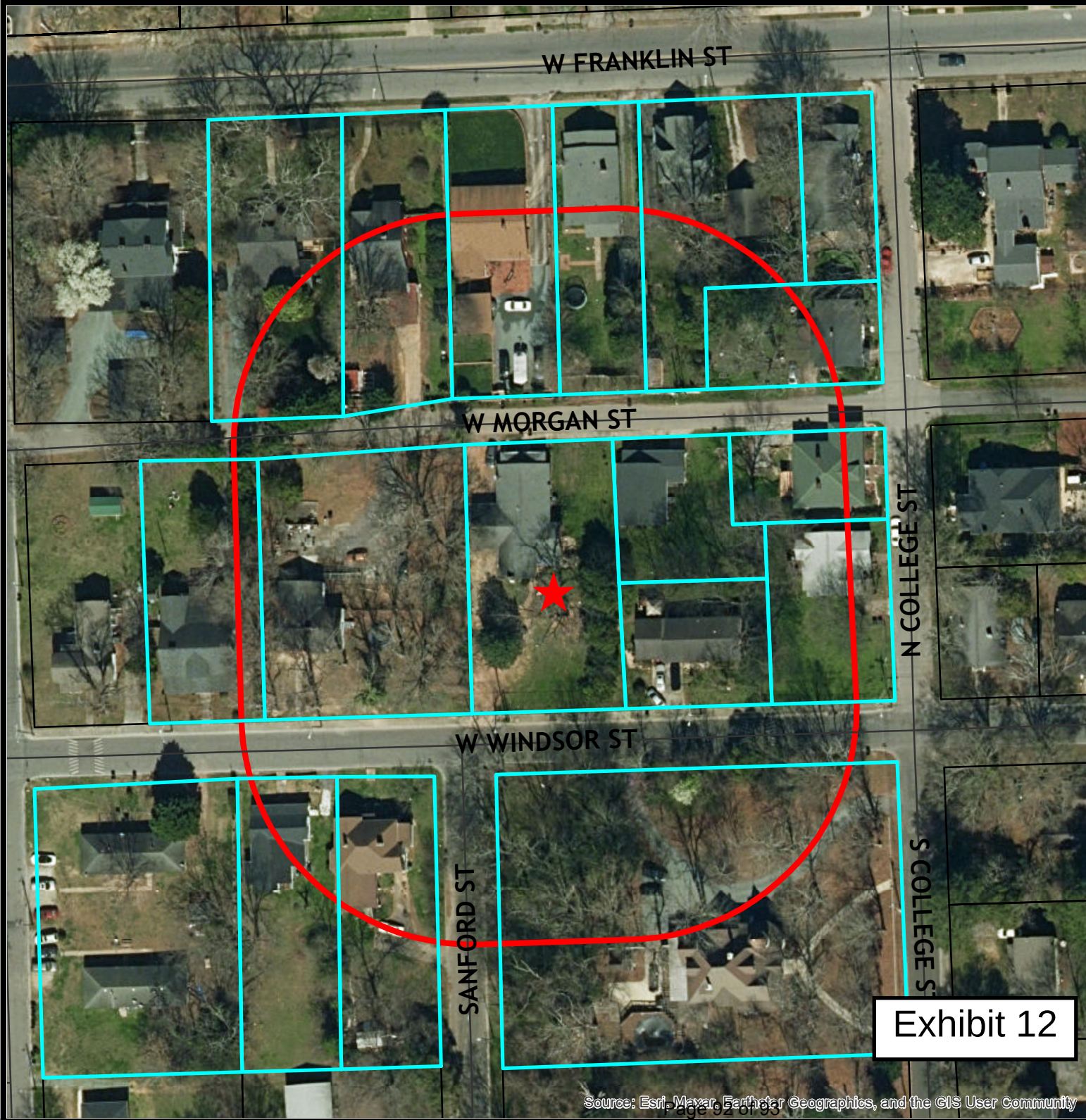


Exhibit 11



APO Map

PLHR-2025-00096

Legend

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

18 Parcels Notified



Exhibit 12

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERZIP	OWNERSTATE
09232196	CURETON VANCES		704 W WINDSOR ST	MONROE	28112	NC
09232221	KNOX WALTER		203 N COLLEGE ST	MONROE	28112	NC
09232195	SAGE CHRISTOPHER		706 W WINDSOR ST	MONROE	28112	NC
09273020	TARTAN ASSOCIATES		815 BRIDGEWATER DR	MONROE	28112	NC
09232193	CARELOCK LARRY JUNIOR		1006 ZEPHYR CIR	MONROE	28110	NC
09232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST	MONROE	28112	NC
09232226	STEGALL STEVEN M	STEGALL KELLY A	701 W FRANKLIN ST	MONROE	28112	NC
09232227	SMITH BRADFORD R	SMITH DEBORAH A G	703 W FRANKLIN ST	MONROE	28112	NC
09232194	GRIFFITH CLINT E		703 W WINDSOR ST	MONROE	28112	NC
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	28112	NC
09232198	CHAMBERS TEDDY L	CHAMBERS PATRICIA M	604 W WINDSOR ST	MONROE	28112	NC
09232223	VIDAL GUSTAVO	VIDAL PERRY	605 W FRANKLIN ST	MONROE	28112	NC
09232198A	HOLLOWAY FRANKLIN		109 N COLLEGE ST	MONROE	28112	NC
09232198B	DEESE MARY ELLEN		607 W MORGAN ST	MONROE	28112	NC
09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST	MONROE	28112	NC
09232197	VILLANUEVA JUAN GARCIA	CHINO FABIOLA ACATITLAN	15 DENNIS ST	MONROE	28110	NC
09232199	CTJ INVESTMENT GROUP LLC		PO BOX 482	MONROE	28111	NC
09232225	JOYCE DAVID		609 W FRANKLIN ST	MONROE	28112	NC

Exhibit 13