

**HISTORIC DISTRICT COMMISSION
MEETING
AGENDA**



**Monday, January 13, 2025 – 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 – December 9, 2024**
- Item 5.** **Quasi-Judicial Statement**
- Item 6.** **COA PLHR-2025-00107 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Paul Duttweiler for the property at 306 Maurice Street. The applicant is requesting approval for an above ground pool in the rear yard (Parcel ID # 09-231-132).**
- Item 7.** **COA PLHR-2025-00117 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from James Souther for the property at 407 E. Talleyrand Avenue. The applicant is requesting approval to replace the existing brick steps with a wood front porch (Parcel ID # 09-231-202).**
- Item 8.** **COA PLHR-2025-00125 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Marian Morgan to remove a 26-inch DBH Pecan tree at 604 W. Franklin Street (Parcel ID # 09-232-230).**
- Item 9.** **Legislative Agenda Discussion**
- Item 10.** **Next Meeting: February 10, 2025**
- Item 11.** **Adjournment**

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

cc: **Richard Long
Jeff Wells
Lisa Stiwinter
Planning Staff**



To: The Monroe North Carolina Historic Commission

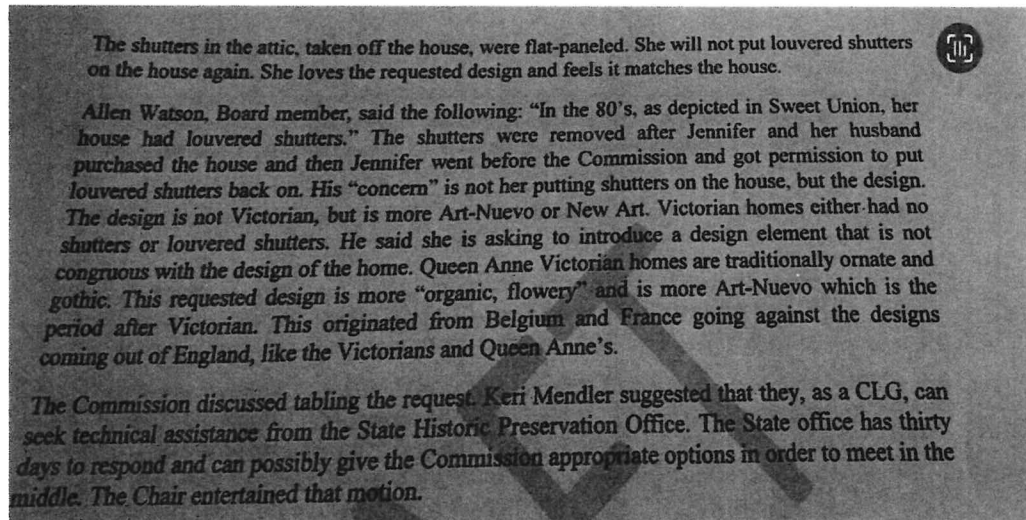
C.C, Jennifer Smith

From: Peter L. Karlan, M.S.L., ISA, A.M.
Old Town Holdings, L.L.C. - Historic Commercial Development Group
Karlan's Arms, Antiques & Appraisals, Inc. (Accredited Fine Arts Appraiser)

Re: Evaluation of 109 West Hudson Street, Monroe N.C.

12/8/2024

Statement & Objection



Response – The subject house was built in 1905 as reported by the owner. This would be considered a post Victorian (1850-1900) to late Victorian at best. A strong argument can be made that it is not Victorian at all but rather Edwardian, as Queen Victoria died in 1901 and Edward VII ascended the throne at that time until 1910. Regardless, I would categorize the house as very, very late Victorian, or transitional in its form and features. There were a variety of architectural styles present at this time they included Neo Gothic (Gothic Revival 1905-1930), Art Nouveau (1880-1920), Arts & Crafts (Craftsman 1890-1930), Queen Ann (1880-1910) among other styles present at this time.

In the early 20th century, medieval Gothic ideas were applied to modern buildings, both private homes and the new type of architecture called skyscrapers. Gothic Revival was a late Victorian style inspired by Gothic cathedrals and other medieval architecture.

Reference – Home & Garden



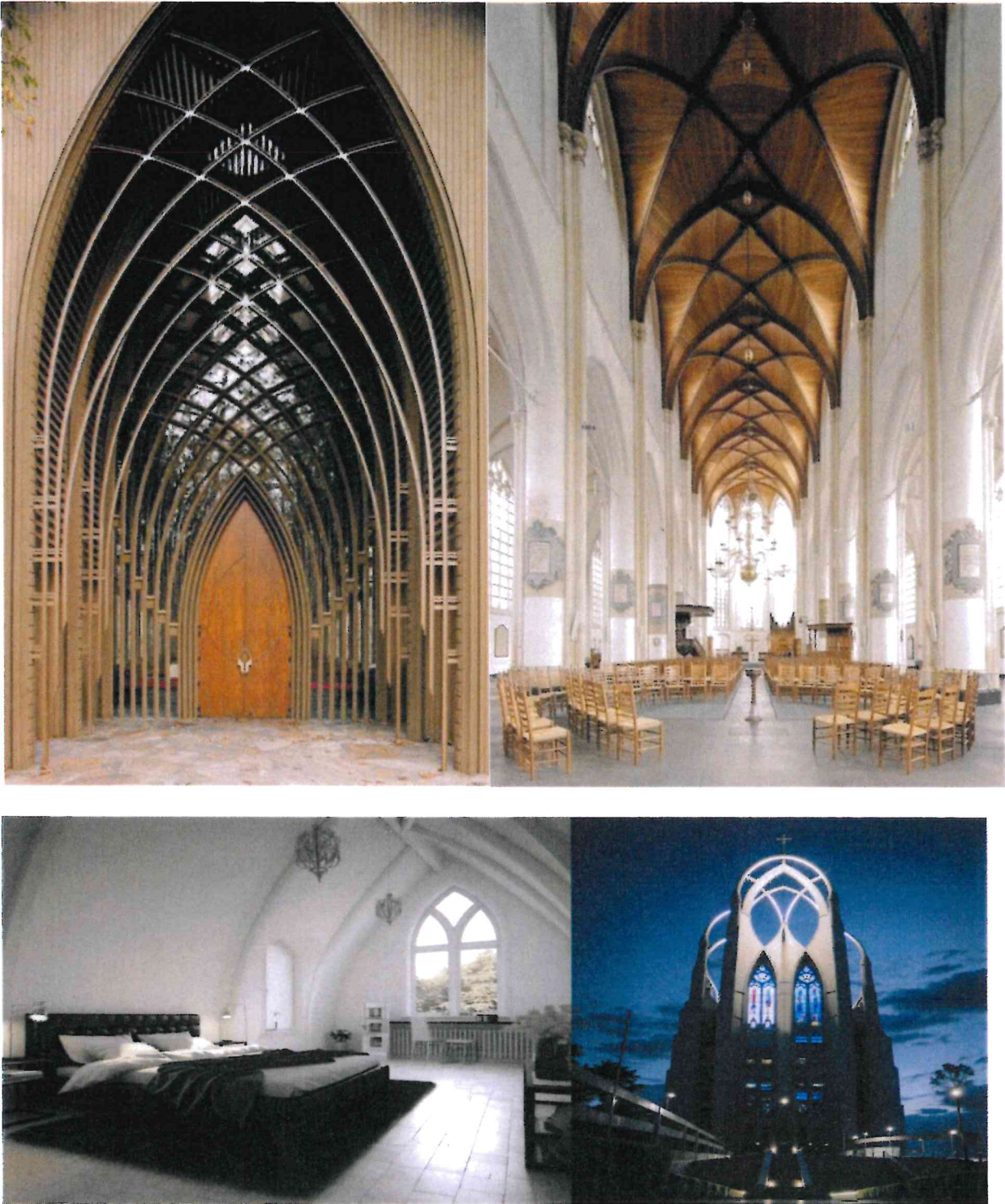
Gothic Revival Houses: Carpenter Gothic

The detail-heavy Gothic Revival architectural style also found its way to residential buildings, called "carpenter" Gothic Revival architecture. Carpenter Gothic brings an old-world feeling to residential buildings.

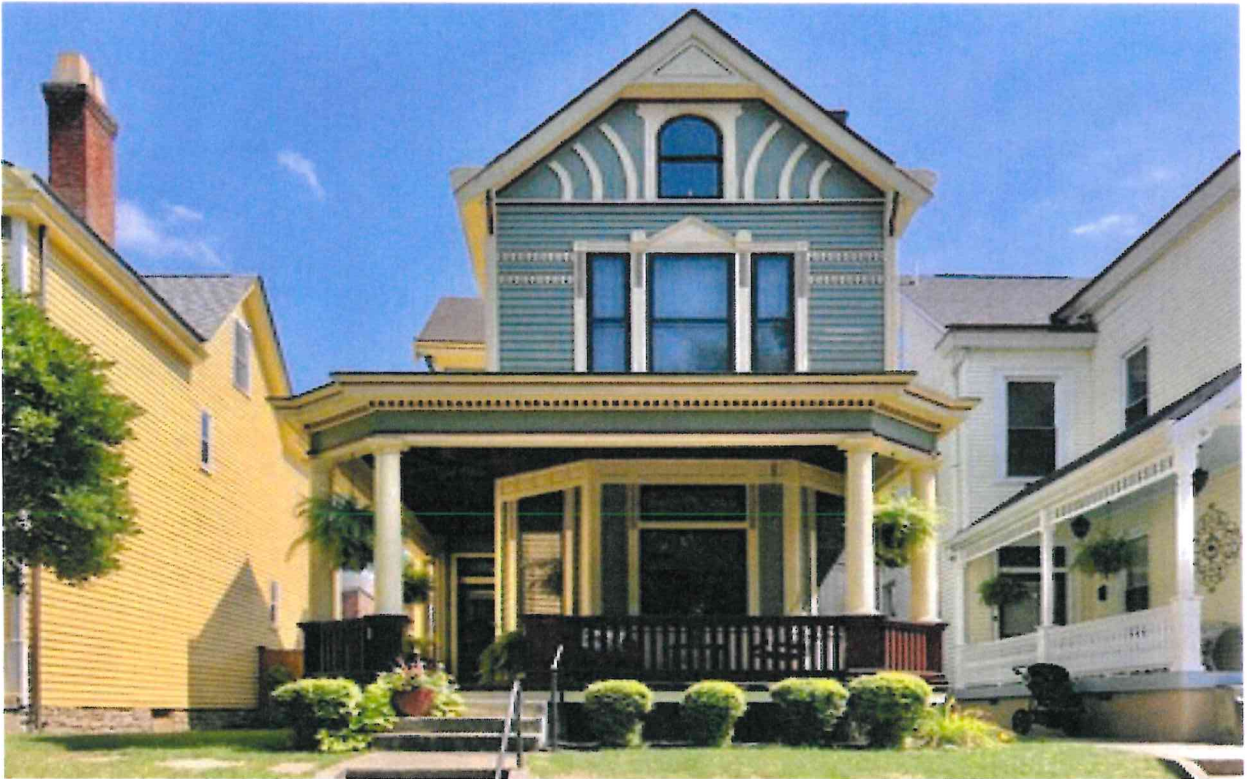
This housing style usually has fewer details than the traditional Gothic Revival. The features are scaled down and simplified when applied to homes, making them more accessible to homeowners. It includes pointed arches, doorways, and steep roofs, emphasizing verticality with vertical siding, tall, pointed windows, and intricate detailing.

Decorative or "gingerbread" trim is used around gables to give these homes a similar feeling to the highly detailed Gothic structures without covering the entire structure in ornate detailing. Parapets, towers, and finials are also sometimes added to these homes. However, the style avoided overcomplicating or adding too many heavy Gothic Revival details.

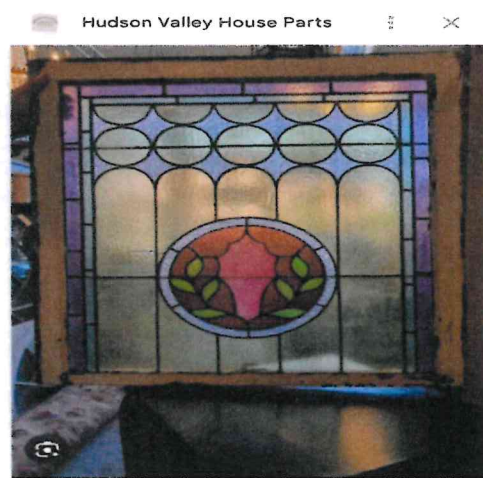
In addition, recent design trends have incorporated Gothic style or created looks like Goth cottagecore.



The term “Queen Anne” is broadly applied to architecture, furniture, and decorative arts of the period from 1880 to 1910. American Queen Anne style buildings in the United States came into vogue during the 1880s. The popularity of high Queen Anne style waned in the early 1900s, but some elements continued to be found on buildings into the 1920s, such as the wrap-around front porch (often L-shaped).



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Conclusion – Regardless of what era of design you determine the panels in question to be. Any of the eras of architecture you are considering would accommodate this request. the designs encompassed on the panels were present in architectural examples during the time this house was originally built. Whether it is Gothic Revival, Queen Ann, or Art Nouveau, any choice would be appropriate on this home. During this period, builders were experimenting with various elements

of design drawing from various current schools of architecture. This would be a perfectly appropriate explanation or reason to approve this request.

Very Respectfully Submitted,

Peter L. Karlan, M.S.L., ISA, A.M.



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

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

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

December 9, 2024

Keri Mendler
Senior Planner
City of Monroe
P.O. Box 69
Monroe, NC 28112

Via email: kmendler@monroenc.org

RE: Technical advice requested regarding replacement shutters at 109 W. Houston Street.

Dear Ms. Mendler:

Thank you for your recent submittal of the Monroe Historic District Commission's request for our advice under NC GS 160D-947(d) regarding the proposed replacement shutters at 109 W. Houston Street. Advice provided by the Historic Preservation Office (HPO) is non-binding and should not be considered an official ruling by our office or a determination regarding how the commission should decide a Certificate of Appropriateness (COA) case. Pursuant to the aforementioned statute, we offer the following advice.

National Register and Survey Specialist Julie Smith reviewed the COA application and offers the following comments:

"The house at 109 W. Houston St. though categorized as Colonial Revival in the Monroe Residential National Register Historic District (NRHD) inventory entry, is more accurately described as a Queen Anne. The asymmetrical form with a steeply pitched hipped roof and lower cross gables is typical of this style. The large wrap around porch with decorative curved brackets, shingled roof, gable end detailing, dormers with large protruding gables, and stained-glass windows are also elements exemplified by the Queen Anne style.

The proposed shutters are more reflective of a half-timbering design, which is not a feature of this particular Queen Anne design. The majority of Queen Anne style houses use louvered shutters, like this one, though some do have solid shutters with raised panels."

In addition, Restoration Specialist Brett Sturm reviewed the COA application and offers the following comments:

“Visually prominent replacement features like shutters should be designed to be compatible with the historic character of a building and, thus, meet the Secretary of the Interior’s *Standards for Rehabilitation*. Standard Nos. 3 and 6 apply specifically to the proposal at hand:

(3) “*Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.*” (6) “*Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*”

The proposed composite shutters present a curvilinear design motif unrelated to the stylistic mode of the building, which in 1909 reflected a Queen Anne aesthetic in form and proportions, with certain elements (e.g., boxed cornice returns, frieze boards, pilaster corner boards) borrowed from a 19th-century, Greek Revival palette. In the absence of documentary evidence showing the building outfitted with a similar, curvilinear shutter design historically, the introduction of a shutter in this style will detract from the visual character of the building and potentially obscure its age and material integrity.

Therefore, it is our view that the proposed shutter is not congruous to the historic character of this property and does not meet the Secretary of the Interior’s *Standard for Rehabilitation*. We understand that these *Standards* are the underlying foundation for your local design standards.

To meet the *Standards*, we believe a less prominent—or more historically common—shutter design should be employed so as to not compete with the larger stylistic picture presented by the building. This may include a louvered shutter design—as was previously installed—or a raised panel design, as deemed appropriate by your local historic commission in consultation with its design standards.

The use of PVC or composite materials in the construction of the replacement shutters should help alleviate the expansion and contraction issues that led to the demise of the previous shutters.”

We appreciate the opportunity to be of assistance to the commission. Please do not hesitate to contact me should you or the commission have additional questions.

Sincerely,



Kristi Brantley
CLG/Local Government Coordinator

cc: Julie H. Smith, National Register and Survey Specialist
Brett Sturm, Restoration Specialist

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, DECEMBER 9, 2024 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 12/10/24

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), Jennifer Loria, Allen Watson, Gladys Kerr, Anna Dowdy and Matthew Klaren

Members Absent: None

Staff Present: Keri Mendler, Senior Planner; Megan Brightharp, Planner 1, Patrick Blaszyk, Planner 1, Richard Long, City Attorney; Kimberly Davis, Admin. Asst. II

Guests: John Wiggins, Peter Karlan, Natasha Higgins, Kevin Garcia A, Scarlett Ruiz and Michel Tikle

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 – November 12, 2024

Motion: Jennifer Loria made a motion to approve the minutes of the November 12, 2024 meeting.

Second: Matthew Klaren

Action: The motion passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Jennifer Loria, Allen Watson, Gladys Kerr, Anna Dowdy 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). Tabled from 11/12/24.

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

Keri Mendler, Senior Planner, handed out the “Technical Advice requested regarding replacement shutters at 109 W. Houston Street” from the NC State Historic Preservation Office”

and presented the update on the shutter request for 109 West Houston Street. As a reminder, the applicant requested a new design and material for the shutters. The house originally had the wood louvered shutters, however, the applicant was requesting a solid composite shutter with a decorative design. Exhibit 5 is the original louvered shutter in its deteriorated state. Exhibit 6 and 7 is the information on the new shutters and the picture of the new design. This item was tabled last month in order to seek guidance from the State Historic Preservation Office which staff did request. The State had until December 13th to respond, however, they were able to provide a response this afternoon. The guidance from the State is nonbinding and should not be considered an official ruling on how to act on this application. It is simply guidance for the Commission to consider.

Keri Mendler went over details on the letter sent to the State requesting information, giving a brief outline of what was discussed and what the request was. Along with the letter, the State received a Google street image of the house showing the style of the home, pictures of the existing shutters when they were on the home, pictures of the deteriorated shutters and, lastly, pictures of the proposed shutters. The response received was from Julie Smith, a National Register and Survey Specialist, with the State Historic Preservation Office, who provided comments explaining that this house is listed as a Colonial Revival home in the National Register, but it “is more accurately described as a Queen Anne home.” They agree it is more Queen Anne versus the Colonial in the current Register. She explains that “Queen Anne style houses use louvered shutters, like this one, though some do have solid shutters with raised panels.” However, the proposed style by the applicant is “more reflective of a half-timbering design which is not a feature of this particular Queen Anne design.” Brett Sturm, a Restoration Specialist with the State Historic Preservation Office also offered comments based off of the Secretary of Interior’s *Standards for Rehabilitation*. He concurs with Julie Smith on the style of the home being a Queen Anne home rather than Colonial Revival and states the “proposed composite shutters present a curvilinear design motif unrelated to the stylistic mode of the building.” He stated, “... the introduction of a shutter in this style will detract from the visual character of the building and potentially obscure its age and material integrity.” Based on these comments, it is the opinion that the proposed shutter is not congruous with the historic character of the property and does not meet the Interior’s *Standard for Rehabilitation*.

The Commission discussed the issue of the material and design of the proposed shutters. Louvered and raised panel shutters are pretty standard. The material of the shutters is not an issue as much as the design. With decisions on a case-by-case basis, the Commission have been strict about being congruous and not detracting from the characteristic of the house. There are many options for composite shutters.

Jennifer Smith stated her name and address, 109 West Houston Street, as she approached the podium. She said she is not in favor of doing any louvered shutters regardless of the material. She and her husband put wood, straight paneled shutters and within five to six years they would split open. He would re-glue them and bind them until they could no longer be fixed. They put on louvered shutters prior to her being on the Historic District. She showed a picture of her proposed shutter in the dark green. She spoke about corresponding with Tonia Tully (Planning Supervisor for the City of Raleigh, NC) who was unable to “make opinions outside of Raleigh for a COA application.” Keri clarified the information she presented was from the State Historic Preservation Office and the Commission was able to consider the information she presented.

Jennifer stated Victorian Queen Anne era “was notorious for mix and match styles all the time.” She described ways in which her house has many features that may or may not be indicative of Queen Anne or Victorian styles. Jennifer asked to approach the Commission members and showed them a picture on her phone of the proposed shutter and how the design cannot be seen from the road. PVC shutters are not as wind-resistant as a paneled one. She likes this design and thinks it is Gothic Victorian.

The Board continued discussing the design since there is no objection to the material. These types of homes typically have no shutters, louvered shutters or raised panel shutters. Any of these types would not be an issue for some of the Commission. The proposed shutters have a distinct design or motif. In some cases, the Commission has “hammered” applicants on doors, windows, and other areas on whether it should be stained glass and so on in order to stay congruous with the characteristic of the house.

John Wiggins, at 108 S. Washington Street, presented a statement in support of Jennifer Smith and the approval of this COA. He spoke about the house being characteristically Gothic.

Peter Karlan, at 108 N. Main Street, presented his credentials, documentation and a handout in favor of Jennifer Smith and the approval of this COA.

The Commission continued discussing this COA. The shutters will be painted the Charleston Green to match the house trim. All of the Historic District was built between 1900 and 1920 and there are so many different designs incorporated into the historic houses in this area. There is much debate about what style of house this is, whether a Queen Anne with some 19th century Greek revival elements or Colonial Revival. The oldest picture of this house on record is from Sweet Union in the 1980’s and it showed the house with louvered shutters. The new shutters, if approved, will be placed on the upper levels of the front and sides of the house. When the house was built in 1905, it is not known what shutters, if any, were on the house.

Archie Morgan, Chair, asked Jennifer Smith to approach and asked, “If you found any louvered shutter or raised panel that you like, other than this (the proposed shutter), would you be dead set on getting these?” She responded, “I like those (the proposed shutter).”

Motion: Archie Morgan made a motion that the Historic District Commission find as a fact that the proposed project COA PLHR-2025-00070, if constructed according to the plans reviewed at this meeting and we’ve discussed, is congruous with the character of the district because the standards state, and we’ve talked about it ad-nauseam, the applicant is requesting this shutter that she likes. We’ve talked about the history of the home being built in 1905 which was at the end of the Queen Anne era. Plenty of other designs were being incorporated into homes throughout the Historic District. Therefore, the application is generally in harmony with the special character of the neighboring properties and for the Historic District as a whole.

Second: Anna Dowdy

Action: The motion passed with the following votes:

AYES: Archie Morgan, Matthew Klaren, Anna Dowdy,
Gladys Kerr (Abstained)

NAYS: Allen Watson, Jennifer Loria

Motion: Jennifer Loria made a motion based on the preceding findings of fact, that the Historic District Commission grant a Certificate of Appropriateness to Jennifer Smith regarding the proposals as shown in COA PLHR-2025-00070. Such certificate to be subject to the conditions contained in the previous motion.

Second: Archie Morgan

Action: The motion passed with the following votes:

AYES: Archie Morgan, Matthew Klaren, Anna Dowdy, Gladys Kerr

NAYS: Allen Watson, Jennifer Loria

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.

Megan Brightharp and Scarlett Ruiz approached the podium and were sworn in.

Megan Brightharp, Planner 1, said 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. She then presented the Proposed Findings:

1. The subject property is 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 West Talleyrand Avenue and west of South Crawford Street. Exhibit 2 is a Zoning Map with the property highlighted in blue. The subject property, as are the surrounding parcels, are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map showing the subject property highlighted in blue.
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) Exhibit 4 is a copy of the application. Exhibit 5 is a copy of the site plan. Two site plans were included in the Staff Report. The first one is a copy of the approved Minor Subdivision showing that this parcel used to be the backyard of the home opposite of it. The second one is the site plan showing that, where the driveway was initially going to go prior to the changes, they are still proposing access from West Talleyrand Avenue. It is also showing that the majority of the front yard is taken up by a utility easement. Exhibit 6 is a site photo showing the subject property as it is now. Exhibit 7 are the house plans that were submitted by the applicant. Exhibit 8 is a copy of the revised Elevation. The applicant

submitted this taking into consideration the comments that were made at the last Historic District Commission hearing. Exhibit 9 are the materials of construction. The applicant proposed architectural shingles, fiber cement siding, brick trim around the foundation of the home and aluminum-clad wood windows. There is an email thread that was included with the application showing that they will no longer be doing cedar post columns, but will do fiberglass columns. Exhibit 10 are the proposed windows. Exhibit 11 are the proposed garage options. The applicant has submitted three of which one the Commission will be responsible for selecting.

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) Exhibit 12 is a copy of the APO List. Exhibit 13 is a copy of the APO Map.

The Commission began questions and discussion. In the new elevation, the garage is no longer located on the front façade of the home with access still coming from West Talleyrand. The access is from West Talleyrand due to the utility easement that goes through the entire front yard. The concrete driveway can be stained as a condition for the ruling of the Commission. There were some imperfections in the rendering, but applicant is proposing the fiber cement siding.

Scarlett Ruiz, of 401 Conway Court, approached the podium. The Commission gave comments and some recommendations for the following changes to the revised elevation of this Tudor-style house: two windows above the front door instead of one, possibly Tudor-style shutters added to the whole house, the top peaks could be in a curved shape, extending the porch to one side of the house or the other, the two windows on the right side duplicated wherever there is a window, larger windows and suggested colors for windows and trim. The Commission asked applicant to see pictures of other houses near this property.

Keri Mendler, Senior Planner, approached the dais and swore in. She had stepped out when the Commission was discussing shutters and retrieved the book A Field Guide to American Houses. The Commission passed the book around looking at examples of a Tudor home and, specifically, shutters. Out of many examples of Tudor-style homes, only one of them had shutters. This rendering is a more modern example of a Tudor-style home.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that proposed project COA PLHR-2025-00075, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the Standards state that, with new buildings, the primary façade should always face the street and, in this case, it is facing South Crawford Street along with the other houses on that street. The Standards require that no major topography changes be made to modify the natural topography and, in this case, the lot is fairly flat so there will not be a lot of large scale grading. The Standards also ask to protect mature trees and not remove or damage existing trees. In this case, no trees will be removed as there are none in the center of the

lot where the house is located. The house should be compatible with surrounding buildings in terms of form, height, massing, scale and this house, as far as square footage is concerned, is consistent with surrounding houses which are 1000 to 4000 square feet in size. This one falls in the middle. New buildings will be compatible in terms of composition and pattern and texture and finish and, in this one, the applicant is proposing things that are consistent with the historic nature of the District, such as fiber cement siding that gives a wood plank appearance, wood decorative trim at the roof line, fiberglass reinforced polymer columns that will be painted or appear painted, brick trim along the foundation to give the appearance of a crawlspace and wood windows that are aluminum clad that are four-over-four and six-over-six depending on the size needed for that particular window area. The applicant is also proposing a wooden front door with two over two windows that is consistent with other homes in that area as well as a concrete porch with brick steps and a concrete driveway on the condition that that concrete driveway is stained. Also the applicant is proposing a steel garage door that appears to look like wood and, therefore, the Commission is fine with that on the condition that it be option 1 as set out in the proposal. Architectural shingles are also part of the proposal and that's consistent with surrounding homes. Two other conditions, as far the as windows go, above the front door, the Commission is conditioning this approval on that two windows will be installed instead of one that is on the elevation. Also, there are double windows on the right side of the home so we are conditioning this proposal that there will also be double windows on the left side of the home that match or are consistent with the ones on the right side as far as the elevation. Homes on this street have a mixture of pane designs for windows so what is being proposed is also consistent with other windows on the street. The application is generally in harmony with the special character of the neighboring properties and/or the Historic District as a whole. This is a new building so it needs to be compatible, but still discernable from historic buildings in the area.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Loria made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness to applicant, Scarlett Ruiz, regarding the proposals as shown in COA application PLHR-2025-00075. Such certificate is to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

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).

Patrick Blaszyk and Kevin Garcia, nephew of Juan Villanueva, approached the dais and were sworn in.

Patrick Blaszyk, Planner 1, presented the 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) Exhibit 1 is the Aerial Map for the area with the subject parcel is highlighted in blue and is located to the south of West Morgan Street and to the north of West Windsor Street. Exhibit 2 is the Zoning Map for the area with the subject property highlighted in blue and is zoned RMD (Residential Medium Density) as are all the other surrounding parcels in the area.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map where the subject property is highlighted in blue.
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) Exhibit 4 is a copy of the Notice of Violation that Planning staff sent.
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) Exhibit 5 is the application. Exhibit 6 is an example of the Southern Yellow Pine utilized to construct the shed. Exhibit 7 is an example of the Brown Wood Composite panel siding that the applicant plans to install on the exterior of the shed. Exhibit 8 is an example of the asphalt shingles that the applicant has used on the roof of the shed. Exhibit 9 is the example of the unfinished Pine Wood slab door that the applicant plans to install on the shed. Exhibit 10 is the existing conditions of the shed as it is located. This view is taken from the rear yard of the home and is currently under construction. Exhibit 11 is a Site Plan that was submitted indicating the location of the shed being next to the southeastern corner of the home. It does meet that 10-foot accessory structure setback requirements.
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) Exhibit 12 is the APO Map and Exhibit 13 is a copy of the APO

list for all the parcels that were notified.

The Commission began by asking Patrick questions. The shed is located in the rear of the home. It is close, but not attached and not built on an existing porch. The large tree close to the shed is not a problem. Citations were issued through the violation process. The picture of the shed shows the current state of construction. The applicant was notified of the violation on July 16th, but he did not come to the Historic District Meeting shortly afterwards. Staff has been working with the applicant and getting some materials submitted in order to complete the application. The Commission can decide on a certain amount of time to complete the project. This building was not permitted because the COA must be obtained first. The Commission would like the building finished all the way down to the ground and with similar materials as the house.

Kevin Garcia, who is representing the applicants, lives at 609 West Morgan Street and is the nephew of Juan Villanueva and Fabiola Acatitlan Chino. He approached the podium to answer questions. His uncle started building it and he wasn't aware although he knows there are processes to be done before building. When his uncle received the notice, he told his uncle to stop and don't continue building it until they can figure out what needs to be done before going forward. He has been helping his uncle to do whatever needs to be done to get it permitted the right way before his uncle continued and finished with the project. For the most part, the materials are ready and laying inside the shed. The siding is already purchased. He was not sure how his uncle was going to go about it, but that he wanted to build a shed. He was not sure about the exterior part how he was going to finish it. The asphalt shingles are flat and will match the house. The house is brick so the Commission recommends brick at the bottom of the shed and horizontal siding. They are willing to use the materials recommended by the Commission just to be able to finish the shed. The reason the shed is so close to the house is because there are break-ins in the area and they wanted it closer to the house. His uncle was willing to do a steel door, but Patrick suggested a wood door.

Keri Mendler approached the dais and was sworn in. She said the accessory structure does not necessarily have to be brick if the home is brick. Historically, there have been older homes with wood siding and they were designed to be more rustic. Panel siding is not as historically accurate as horizontal siding. Composite for accessory structures has been done before. Some houses, like 708 Windsor Street, may have a storage building that doesn't match the house, but it had been there for several years. You may not want to do metal for a new building, but possibly wood siding would match the house. There are some design standards for the consideration of the Commission that discuss siding that won't detract from the original building.

Thomas Loria, from 305 Maurice Street, approached the podium to speak to the Commission in regards to their questions about a setback from the house to a shed. The average setback from a house, mostly due to insurance because of flammable materials, machinery, ventilation and other issues, is typically 5-feet. Larger structures can be set back further from the house. Without any permits, it is not known how far back this shed is from the house.

Motion: **Anna Dowdy made a motion that the Historic District Commission Find as a Fact that proposed project COA PLHR-2025-00096, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the Standards state that when**

constructing a proposed accessory building, like a shed, it will be consistent with the scale of other like buildings in the area. In this case, the proposal is a shed that is 16 x 8 feet and 12.4-feet tall which appears to be consistent with other buildings or sheds in the area. It will be oriented in such a way that it is in the rear yard and will not take away from the historic nature of the home. In this case, the shed is built in the rear of the yard and is not visible at all from the front yard or the part that faces the main street. It will be fabricated using materials that are consistent with materials on the home. Specifically, it will be built with wooden composite siding on the condition that it be horizontal siding rather than vertical siding that is on the proposal which is more consistent with the gable on the existing house. It will also be framed all the way to the ground. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Archie Morgan

Action: The motion passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Jennifer Loria, Allen Watson,
Gladys Kerr, Anna Dowdy, 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 applicant, Juan Garcia Villanueva, regarding the proposals as shown in COA application PLHR-2025-00096. Such certificate is to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

The Commission began discussion. At the November meeting, Anna Dowdy asked about implementing fines when applicants come through the process after they have already started and/or finished the project.

Richard Long, City Attorney, said if the Commission wants to do so they will have to go through City Council. He stated the following: “The Commission has the ultimate ability to tell the applicants to remove it. If they want to break their will to do this then start making them move it or remove it. Other jurisdictions that have Historic Districts, the recommendation of the State is not that you have special fines. You use the Zoning Ordinances because it is a violation of the Zoning Ordinances. Now, you can start enforcing the Zoning Ordinances, but you don’t want to take away the discretion of your planners and working with people. The other part is, as you move forward with Zoning Violations, is you have the enforcement procedure. Tagging them with a fine is great, but you still have to take them to court to collect that fine and get it registered as a lien. If you got a \$100 fine, I will be relatively certain that the City Council is not

going to go pay me to spend a half a day in court to collect that \$100 fine. The real threat is stopping the process or making them remove it. That clashes with where you are trying to be. You want these properties to be renovated. You want people to take the time and do the whole thing. When you go in there and they are saying 'I'd rather have forgiveness rather than permission,' the idea is to say, 'Well, we still want you to fix it.' If you make them tear it down then you are sitting there and they walk away from it, now you have an eyesore. That can be your problem."

Keri Mendler confirmed with Richard Long that fines get doubled. If you work without permits, you have to pay double permit fees. The fees do go up.

Allen Watson said Keri did a good job of sending out mailers. He asked if mailers could go out twice a year.

Keri Mendler responded that mailers go out once a year in January. They are not overly expensive so it is possible to send them out twice a year. The APO List is property owners because ultimately they are the ones responsible. Both letters and postcards have been sent in the past. It is very time-consuming to filter out to make sure there are not duplicates sent and that the tenants and property owners both receive them. Other Commissions have asked what others cities do for educating the public and the State points to our department often because they know what we do and give our mailings as examples. We have our brochure which we share with real estate brokers and people that are interested in properties that explain what it means to own in the District.

Attorney Richard Long answered the Commission when they were asking about receiving information about the Historic District when they have utilities cut on or when they close on a house. He said this information is not in a closing because it is not anything a closing attorney would certify and it is the same with zoning. You can take a page out of the County's Tax Notice where it tells you where it all gets spent. Maybe the City tax bills can possibly add that certain rules apply when a recipient lives in the Historic District. It is just a type of notification.

Archie Morgan, Chair, said there may legitimately be people who do not know that there are certain rules in the District. People may buy a house and not know so this is not to penalize people, but to educate. Some Board members asked if they can be similar to a welcome wagon for new Historic District owners, but there would have to be sufficient funding for a program such as this.

Item 9. **Next Meeting:** Monday, January 13, 2025

Item 10. **Adjournment**

Motion: **Archie Morgan made a motion to adjourn this meeting.**

Second: **Gladys Kerr**

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

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

NAYS: **None**

The meeting adjourned at **8:22 pm.**

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board

DRAFT



STAFF REPORT
PLHR-2025-00107

TO: Historic District Commission Members

DATE: January 13, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 306 Maurice Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Paul Duttweiler for the property at 306 Maurice Street. The applicant is requesting approval for an above ground pool in the rear yard at 306 Maurice Street.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 11-18-2024

Name of Petitioner: Paul Duttweiler

Location: 306 Maurice Street

Tax ID #: 09-231-132

Lot Size: 0.276 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

Matthews-Wood House; circa 1909

J. F. Wood, an engineer for seaboard Airline Railway, purchased this one-story frame house in 1920 from its builder N. M. S. Matthews, a realtor. The rectangular house is covered by a paired front gable roof and has symmetrical projecting gabled bays on the north and south elevations. Each gable end has a square louvered attic vent with decoratively pierced panels. A hip-roofed porch with square tapered posts on brick piers and exposed rafters covers the three-bay facade and continues on the south elevation; the left and side portions of the porch

are screened. There are a shed rear wing, two interior brick chimneys, and two over two sash windows.

RELEVANT DESIGN STANDARDS

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.
The applicant is proposing to construct a new above ground pool in the rear yard.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 306 Maurice St. is owned by Ramiro A. Rivadineira and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On November 18, 2024, the applicant submitted an application requesting approval to build an above ground pool at 306 Maurice Street. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

CONCLUSIONS

The proposal requesting approval to build an above ground pool at 306 Maurice Street as presented (is/is not) congruous in concept according to the *Site Features and Plantings standards* contained within the *Monroe Design Standards*:

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Picture of Pool
7. APO List
8. APO Map

Prepared by: MB 12-19-2024

Aerial Map
PLHR-2025-00107

Legend

- Centerlines
- Parcels
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ramiro A. Rivadineira

Acres: .276



0 60 120
Feet

Exhibit 1

Zoning Map
PLHR-2025-00107

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ramiro A. Rivadineira

Acres: .276



0 60 120 Feet

Exhibit 2

Historic District Map

PLHR-2025-00107

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ramiro A. Rivadineira

Acres: .276



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: 306 MAURICE ST.
Applicant's name: PAUL DUTTWEILER
Applicant's address: 306 MAURICE ST.
MONROE, NC 28112
Applicant's telephone number: 704-779-0202
Applicant's email address: dutt1020@gmail.com
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) ADRIAN RIVADINEIRA
Address: 1020 GWINMAR RD INDIAN TRAIL, NC 28079 Telephone: 704-779-3369

3. The following Certificate of Appropriateness is requested for: 306 MAURICE ST MONROE, NC 28112

Please provide a brief description of the project. INSTALLATION OF AN ABOVE GROUND
POOL. NO ELECTRICAL OR PROPERTY MODIFICATION REQUIRED.

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).

PAUL DUTTWEILER
Applicant- Printed
[Signature]
Applicant- Signed

Nov 18, 2024
Date Submitted

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

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

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

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

Exhibit 4



MAURICE ST

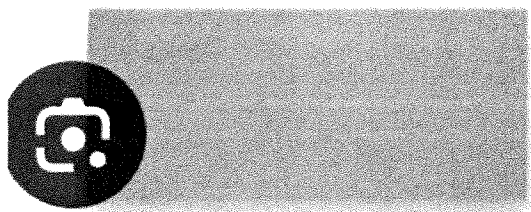
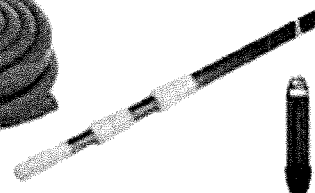
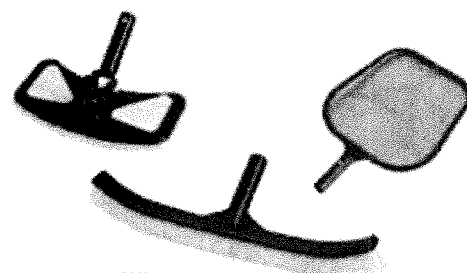
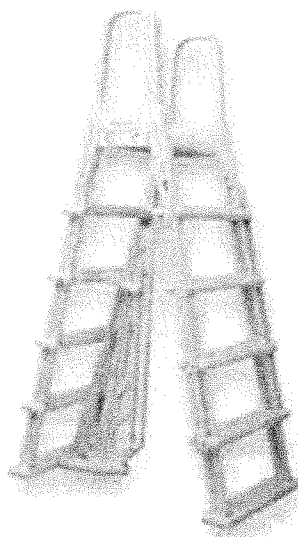
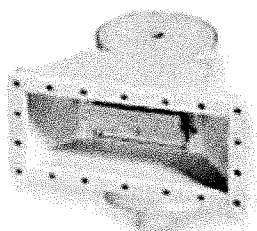
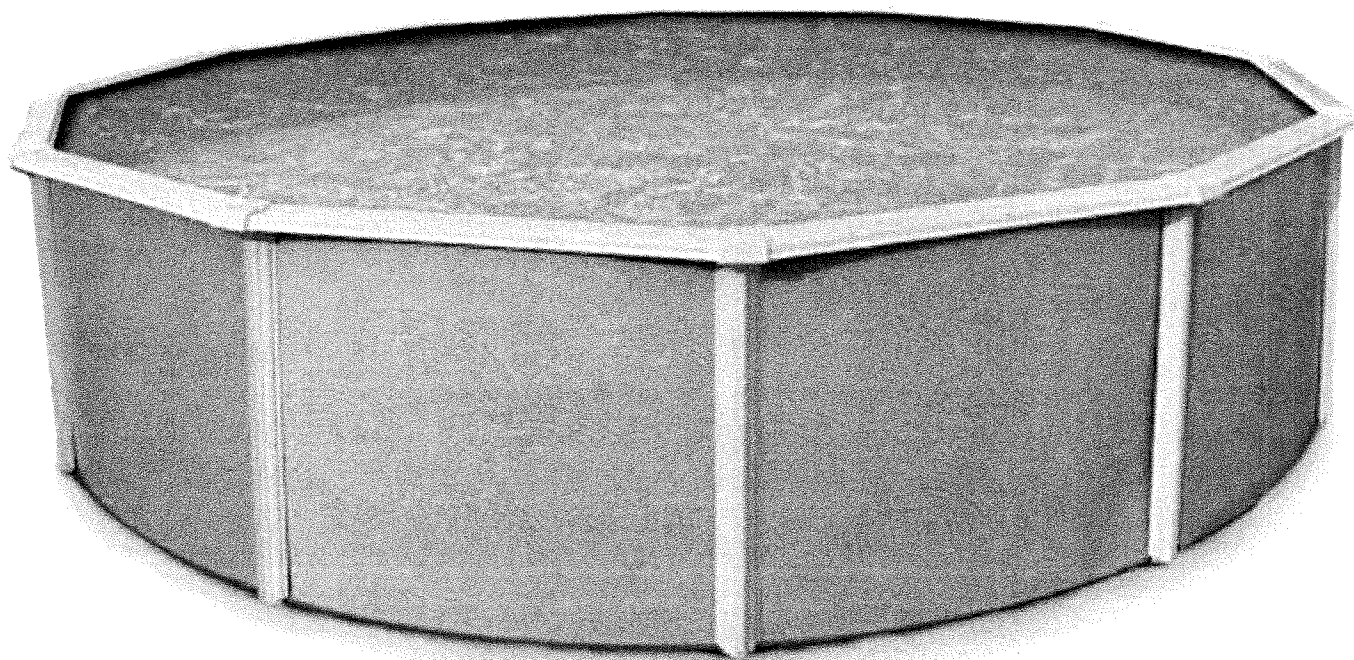


Exhibit 6

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561		MONROE	NC	28111
09231108	BENNETT LARRY D	BENNETT CATHERINE G	404 HOUSTON ST		MONROE	NC	28112
09231109							
09231136	BUTLER DENNIS E HEIRS		C/O DIANE THOMAS	4900 RIDGELY DR	CHARLOTTE	NC	28208
09231130	CORTES CRISTOBAL E	CORTES MARISOL	14315 DARIUS KAY CT		CHARLOTTE	NC	28273
09231133	COY ALEJANDRO ROBERTO	COY SHIRELLE KAREN	323 E HOUSTON STREET		MONROE	NC	28112
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST		MONROE	NC	28112
09231111	DILLS DUSTIN E	DILLS KELLY	322 E HOUSTON ST		MONROE	NC	28112
09231110	ELIZABETH MISSIONARY BAPTIST CHURCH		503 MAURICE ST		MONROE	NC	28112
09231143	FEDELE ANTHONY CHRISTIAN		302 MAURICE ST		MONROE	NC	28112
09231135	FROST REBECCA G		315 S MAURICE ST		MONROE	NC	28112
09231142	HAILEY KATRINA S		304 MAURICE ST		MONROE	NC	28112
09231129	HANSEN JAMES EDWARD		317 E HOUSTON ST		MONROE	NC	281125633
09231113	HAWK GEOFF	HAWK PATRICIA	3905 FINCHER RD		MATTHEWS	NC	28104
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST		MONROE	NC	28112
09231131	HENNESSEE JORDAN R		308 SHORECREST DR		SENECA	SC	29672
09231146	JOSEY JOHN BOYD	JOSEY ROBERT JULE	PO BOX 1242		MONROE	NC	28112
09231145							
09231147							
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST		MONROE	NC	28112
09231166	MAB RENTALS LLC		8100 S BLVD STE 4001		CHARLOTTE	NC	28273
09231132	RIVADINEIRA RAMIRO A		1020 GWINMAR RD		INDIAN TRAIL	NC	28079
09231137	WALTERS JOSEPH KEITH	WALTERS JULIA T	405 E HOUSTON ST		MONROE	NC	28112
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT		MATTHEWS	NC	28105
09231140	WM HOMES LLC		406 EVERETTE ST		MONROE	NC	28112
09231112	WRIGHT JOHN W III		320 EAST HOUSTON ST		MONROE	NC	28112

APO Map
PLHR-2025-00107

Legend

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

Parcels Notified: 23



Exhibit 8

TO: Historic District Commission Members

DATE: January 13, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request for 407 E. Talleyrand Avenue

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from James Souther for the property at 407 E. Talleyrand Avenue. The applicant is requesting approval to replace the existing brick steps with a wood front porch at 407 E. Talleyrand Avenue.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	12-13-2024
Name of Petitioner:	James Souther
Location:	407 E Talleyrand Avenue
Tax ID #:	09-231-202
Lot Size:	0.169 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

407 1/2 E. Talleyrand Street; circa 1945

One-story frame gable-roofed cottage with Colonial Revival influence.

RELEVANT DESIGN STANDARDS

Porches, Entrances, and Balconies, pg. 57

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.
The applicant is requesting to alter the front porch by removing the existing brick steps and adding an 8-foot by 6-foot wood front porch. The applicant is also proposing to keep the existing iron railings and use them as the railing for the proposed porch.
2. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.
The applicant is requesting to keep the existing iron railings and use them as the railing for the proposed porch.

Accessibility, Health, and Safety Considerations, pg. 61

1. In considering changes to a district building, review accessibility and life-safety codes implications to determine if the proposed change is compatible with the district building’s architectural integrity and setting or if it will compromise them.
The applicant is requesting to keep the existing iron railings and use them as the railing for the proposed porch.
2. Meet accessibility and life-safety code requirements in such a way that the district site and its character-defining features are preserved.
The applicant is requesting to keep the existing iron hand rails and use them as the hand rails for the proposed wood porch.
3. Meet accessibility and life-safety code requirements in such a way that the district building’s character-defining facades, features, and finishes are preserved.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 407 E. Talleyrand Avenue is owned by City Rock, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 13, 2024, the applicant submitted an application requesting approval to replace the existing brick steps with a wood front porch at 407 E. Talleyrand Avenue (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)

CONCLUSIONS

The proposal requesting approval to replace the existing concrete stoop with a wood front porch at 407 E. Talleyrand Avenue as presented (is/is not) congruous in concept according to the *Porches, Entrances, and Balconies* and *Accessibility, Health, and Safety Considerations* standards of the *South Monroe Historic District Standards*:

Porches, Entrances, and Balconies, pg. 57

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.
2. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.

Accessibility, Health, and Safety Considerations, pg. 61

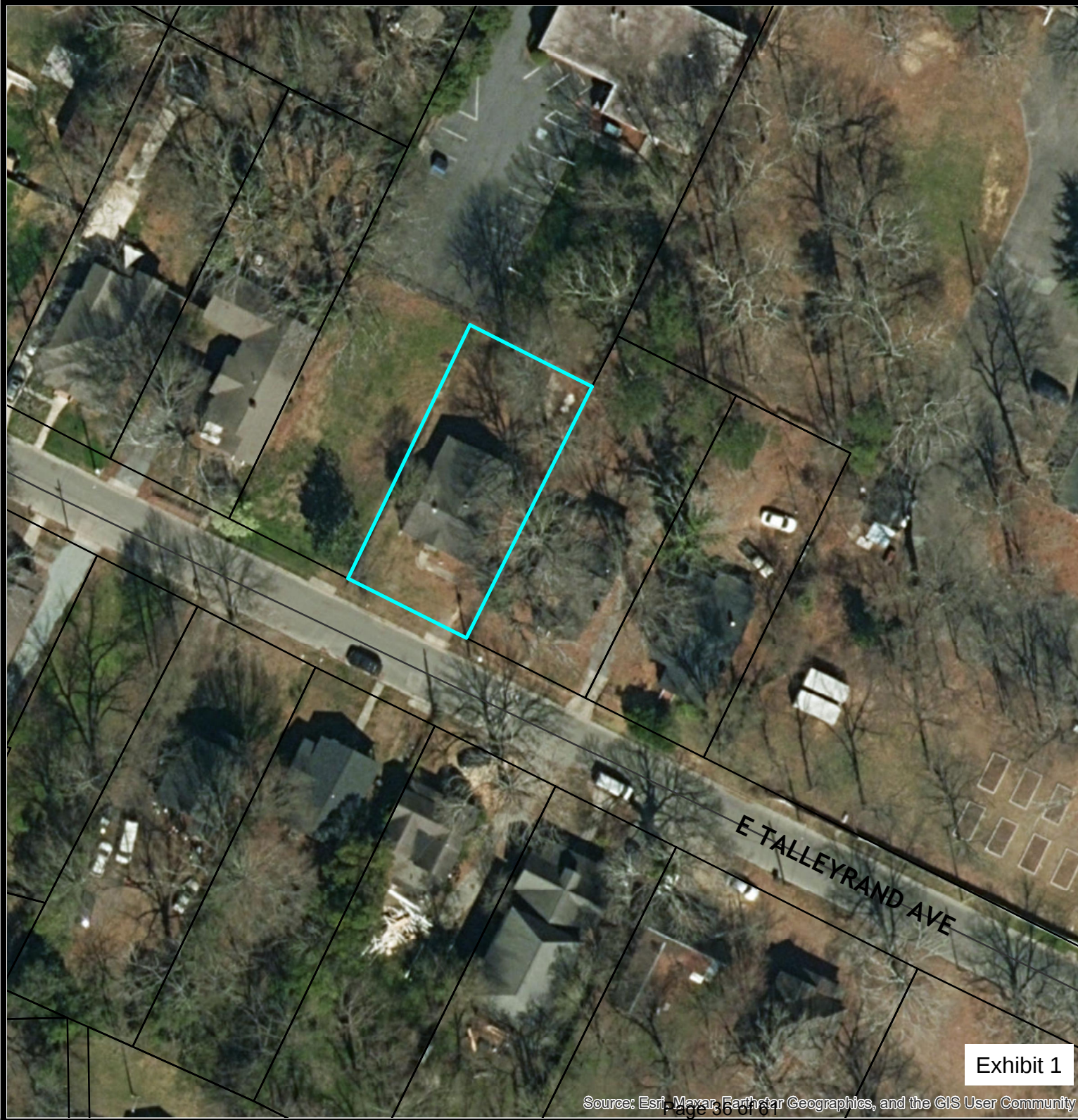
1. In considering changes to a district building, review accessibility and life-safety codes implications to determine if the proposed change is compatible with the district building's architectural integrity and setting or if it will compromise them.
2. Meet accessibility and life-safety code requirements in such a way that the district site and its character-defining features are preserved.
3. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.

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

Exhibits:

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

Prepared by: MB 12-20-2024



Aerial Map
PLHR-2025-00117

Legend

- Centerlines
- Parcels
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
City Rock, LLC

Acres: .169



Exhibit 1

0 60 120
Feet

Zoning Map
PLHR-2025-00117

Legend

-  Centerlines
-  Parcels
-  CD
-  OM
-  RMD
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
City Rock, LLC

Acres: .169

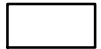


0 60 120
 Feet

E TALLEYRAND AVE

Histtoric District Map
PLHR-2025-00117

Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

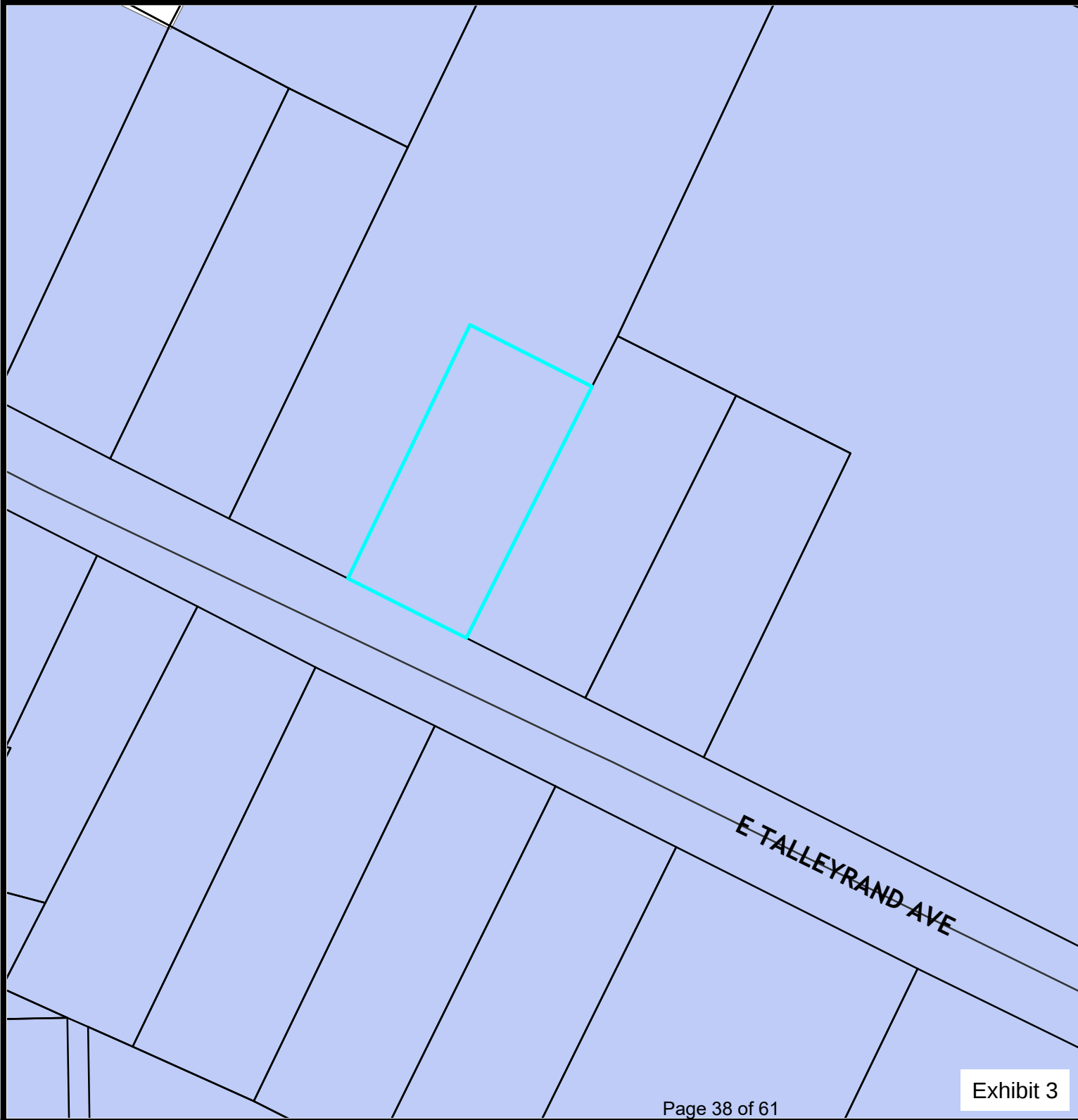
Existing:
RMD
(Residential Medium Density)

Owner:
City Rock, LLC

Acres: .169



0 60 120
 Feet





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 407 1/2 E. Talleyrand
Applicant's name: James Souther, mgr of City Rock
Applicant's address: Po Box 413, Midland, NC 28107

Applicant's telephone number: 704-771-3706
Applicant's email address: CityRockJR@gmail.com
Property Tax identification number: 93 - 490 - 1079

2. The property is owned by (if different from above) City Rock LLC
Address: Po Box 413, Midland, NC Telephone: 704-771-3706

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project. The home has no stable front entrance. It does have 3 narrow steps leading up to front door which are breaking and separating from the house. They are precarious. I would like to enhance the entrance with an 8'x5' stoop having 2 step leading up. I will paint it with the base of the home keeping with a uniform presentation. Also, we will keep the wrought iron railings and relocate them to either side of the deck.
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).

James R. Souther, mgr

Applicant- Printed

James R. Souther, mgr

Applicant- Signed

12/13/24

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.

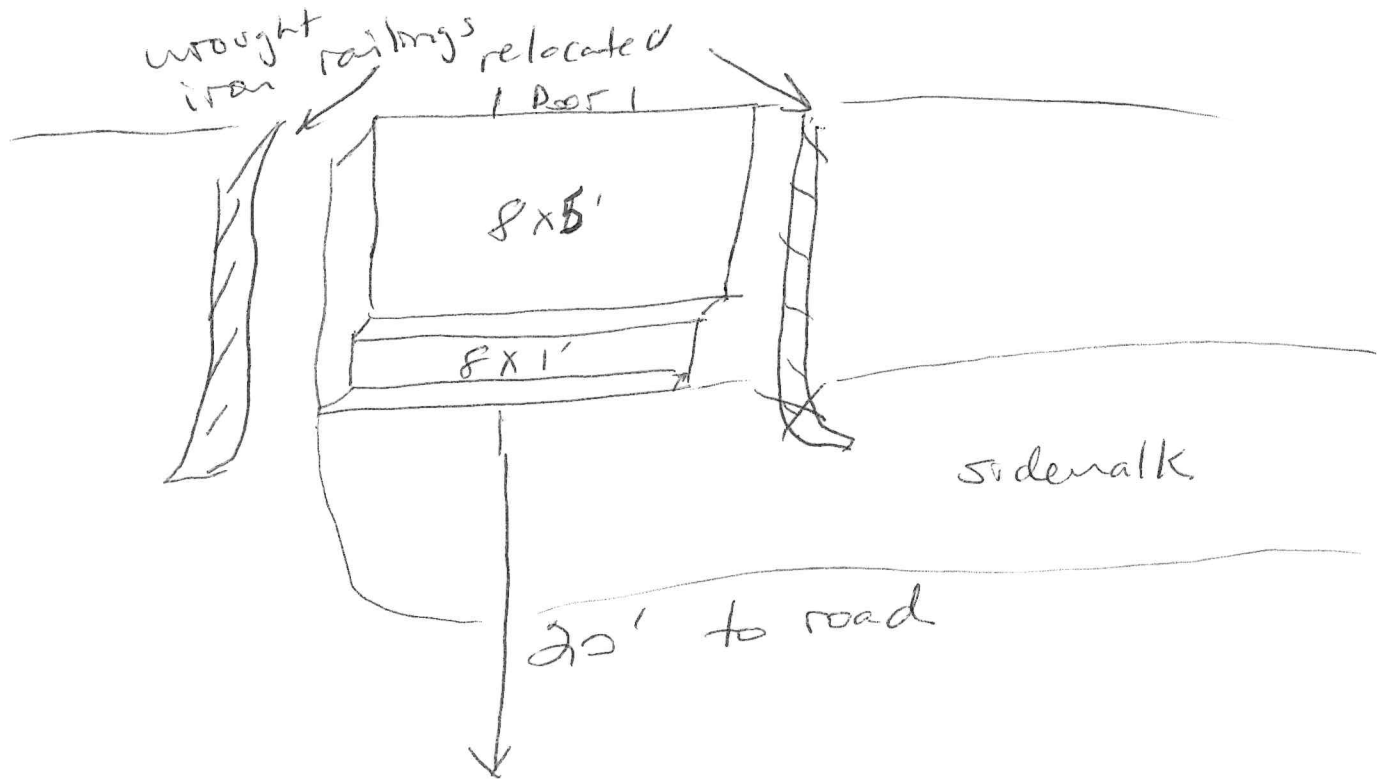
If your project is required to be heard by the commission, you or a representative
will need to attend the meeting.

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

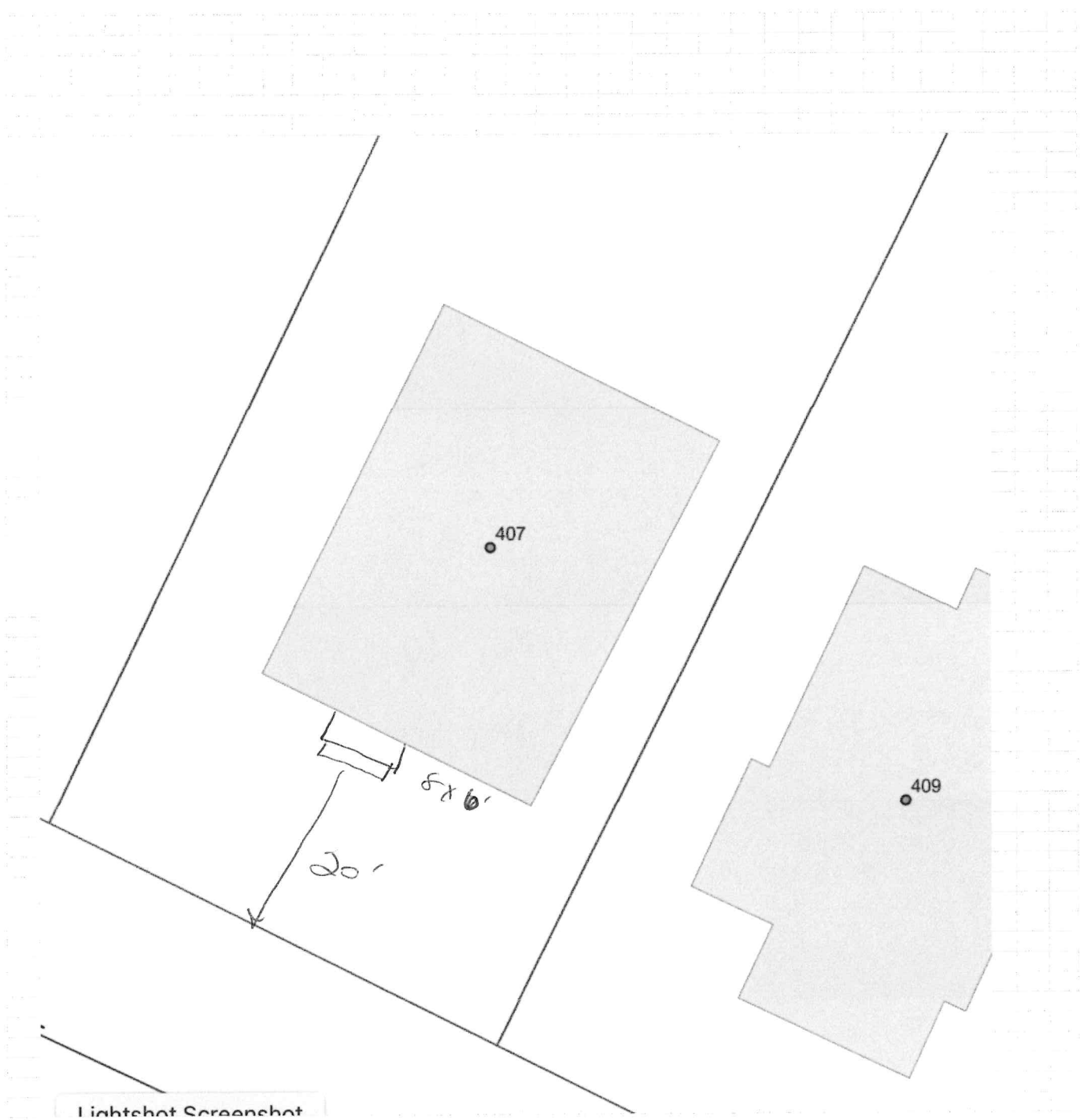


DO NOT WRITE BELOW THIS LINE

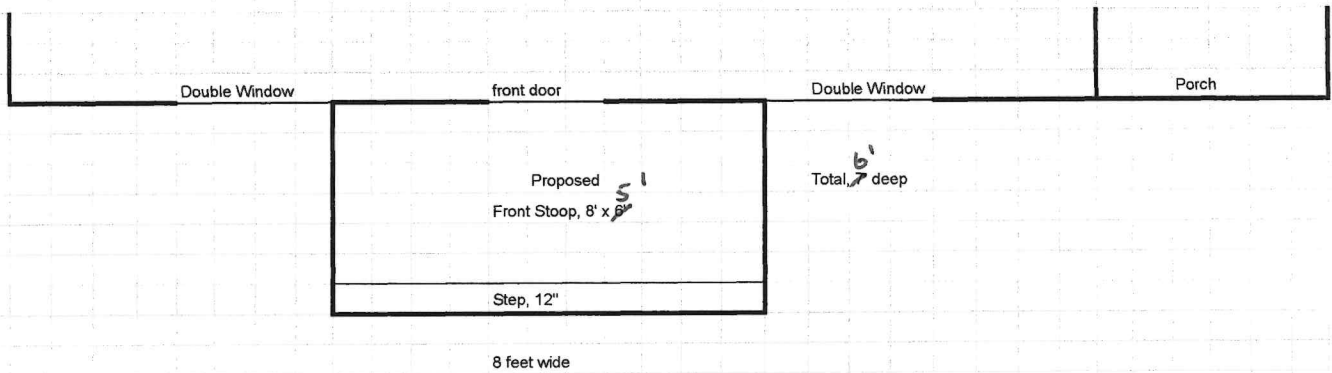
Additional conditions and remarks: _____

Authorized signature

Date



407 East Talleyrand Dr



Megan Brightharp

From: james souther <cityrockjr@gmail.com>
Sent: Friday, December 20, 2024 10:50 AM
To: Megan Brightharp
Subject: Re: Site Plan for 407 E Talleyrand

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

Hi Megan,

We plan to use 2 x 4 x 8' lumber as used in a regular deck. I have original wood siding from the house and will use it on the sides so there will be continuity from the house to the porch. Finished professionally just means that I have my framer doing the work, and he is very good. So it won't be just a quick job by an average someone.

Thank you,

On Thu, Dec 19, 2024 at 4:58 PM Megan Brightharp <mbrihtharp@monroenc.org> wrote:

Please send an example of the wood you intend to use so I may include it in the staff report. Also, what do you mean finished professionally?

Megan Brightharp, Planner

City of Monroe

300 W. Crowell Street/PO Box 69

Monroe, NC 28111

(704) 282-4554 (p)



From: james souther <cityrockjr@gmail.com>
Sent: Thursday, December 19, 2024 4:56 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: Site Plan for 407 E Talleyrand

Wood boards, but will be finished professionally top and sides. Then painted the color of the brick base to match and blend. Brick or stone is beyond my budget. But I could mound up dirt!!! 😊

Thanks, Meghan

On Thu, Dec 19, 2024 at 4:25 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Goo Afternoon,

I am completing the staff report for the COA for a new front porch at this address. What material will the porch be made of?

Megan Brightharp, Planner

City of Monroe

300 W. Crowell Street/PO Box 69

Monroe, NC 28111

(704) 282-4554 (p)



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231208	BARRINO DELORIS		1406 LANCASTER AVE	MONROE	NC	28112
09231167	BOND STONE HOLDINGS LLC		207 MAURICE ST	MONROE	NC	28112
09231177	DAUGHERTY GREGORY R		PO BOX 482	WINGATE	NC	28174
09231183	DOWLESS BEN WELDON	MCKANE RACHEL CAROLYN	203 MAURICE ST	MONROE	NC	28112
09231179	FINE RENTALS LLC		PO BOX 639	LOCUST	NC	28097
09231200	GROOMS STACEY MARIE	TURK SARAH STANTON	403 E TALLEYRAND AVE	MONROE	NC	28112
09231203	HARTLINE KELLI L		825 MARVIN RD	WAXHAW	NC	28173
09231176	HEDGEPEETH TODD A	HEDGEPEETH VICKIE L	410 E TALLEYRAND AVE	MONROE	NC	28112
09231180	HELMSMAN HOMES LLC		PO BOX 3965	MOORESVILLE	NC	28117
09231199	JORDAN RICHARD C JR	JORDAN DEBORAH W	401 E TALLEYRAND AV	MONROE	NC	28112
09231202	MILLS MITCHEL M ET AL	MILLS DIANE	311 GRANDVIEW CIRCLE	WAYNESVILLE	NC	28786
09231205	MSG COMMERCIAL PROPERTIES LLC		PO BOX 1699	MONROE	NC	28111
09231184	OUTSIDE MECKLENBURG PROPERTIES LLC		3330 LEAMINGTON LN	CHARLOTTE	NC	28226
09231207	RODIER INVESTMENTS LLC		96 WESTWOOD PL	ASHEVILLE	NC	28806
09231201	SHAUAN WAYNE	SHAUAN KARYN	405 E TALLEYRAND AVE	MONROE	NC	28112
09231182	SIMPSON MASON ANDREW	WILL ALICE IVY	205 MAURICE ST	MONROE	NC	28112
09231204	TOTTY LOUISE LILES HEIRS		411 TALLEYRAND AVE E	MONROE	NC	28112
09231206	UNION MEMORIAL HOSPITAL INC		PO BOX 5003	MONROE	NC	281115003
09231175B	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231181						
09231178	YOUTH WITH A MISSION CHARLOTTE INC		418 E FRANKLIN ST	MONROE	NC	28112

APO Map
PLHR-2025-00117

Legend

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

Parcels Notified: 20



Exhibit 9



STAFF REPORT
PLHR-2025-00125

TO: Historic District Commission Members

DATE: January 13, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness request at 604 W. Franklin St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Marian Morgan to remove a 26-inch DBH Pecan tree at 604 W. Franklin Street.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 12-31-24

Name of Petitioner: Marian Morgan

Location: 604 W. Franklin St.

Tax ID #: 09-232-230

Lot Size: 0.31 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

604 W. Franklin St. W. Maroun House; circa 1928

In early 1928 this lot was purchased by Mrs. Marie Maroun, and W. Maroun of the Gray Shop, ladies wear, is shown as living here in the 1928 city directory. The one-story craftsman bungalow has a jerkin-headed cross gable that extends its eaves in the center to give shelter to the door and a small porch. This portion of the roof is supported by pairs of triangular brackets and arches upward slightly over the door. The door has sidelights whose panes reach to the floor. Adjacent to the door is a prominent front chimney. At the southeast corner of the house is a sunroom with rows of six over six windows over a brick base. On the east side of the house is a shed-roofed bay window. At the west end of the house is a pergola carport with trellis supports.

The deep eaves of the house have exposed rafter tails and outriggers with decoratively-cut ends. The house is German-sided.

RELEVANT DESIGN STANDARDS

Site Features & Plantings, pg. 23

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

The applicant is requesting to remove a 26-inch DBH Pecan tree. Mandi's Tree Service has recommended removal of the tree as they have pruned it in the past and do not believe there is much else to do to preserve the tree. The recent tree inventory lists this tree's condition as "Fair" and the likelihood of failure as "Probable".

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

The applicant has not indicated whether or not she will replace the tree if approved for removal.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 604 W. Franklin Street is owned by Marian Morgan and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 31, 2024, the applicant applied for a COA to request approval to remove a 26-inch DBH Pecan tree. The applicant submitted additional images as part of the application as well. (Exhibit 4-5)
4. The applicant has had conversations with Dr. Keith O'Herrin regarding this tree, at this time he does not recommend removal; therefore, there is no report recommending removal. A representative of Mandi's Tree Service recommended removal of the tree based on previous pruning and a belief that there is nothing else to be done to save or reduce the risk of this tree other than removal. The recent tree inventory lists this tree's condition as "Fair" and the likelihood of failure as "Probable". (Exhibit 6-7)
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 8-9)

CONCLUSIONS

The proposal to remove a 26-inch DBH Pecan tree at 604 W. Franklin St. as presented (is/is not) congruous in concept according to the *Site Features & Plantings* standards of the *South Monroe Historic District Design Standards*:

Site Features & Plantings, pg. 23

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

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Tree Images
6. Email Correspondence
7. Tree Inventory Findings
8. APO List
9. APO Map

Prepared by: KM 1-2-25

Ortho Map

PLHR-2025-00125

Legend

- Centerlines
- Parcels

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

Owner: Marian Morgan

Acres: .31



0 50 100
Feet

Exhibit 1

Zoning Map

PLHR-2025-00125

Legend

Centerlines

Parcels

Zoning Districts

DG-MX

RMD

Existing: RMD
(Residential Medium Density)

Owner: Marian Morgan

Acres: .31



0 50 100
Feet

Exhibit 2

Historic District Map

PLHR-2025-00125

Legend

- Centerlines
- Parcels
- Historic District

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

Owner: Marian Morgan

Acres: .31



0 50 100
Feet

Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: 12/31/24
Application No: PLHC-2025-00125
Approved: _____ Denied: _____
☐ Administrative review
☒ Commission Review

1. Property location: 604 W. Franklin St.
Applicant's name: MARIAN MORGAN
Applicant's address: 604 W. Franklin St.
Monroe, NC 28112
Applicant's telephone number: 336-848-0932
Applicant's email address: mrmorgan5@gmail.com
Property Tax identification number: 09 - 23 - 2230

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

3. The following Certificate of Appropriateness is requested for: removal of tree #256
Please provide a brief description of the project. I am seeking approval of the removal of a large pecan tree (#256) or permission to prune the top of the tree. The tree is leaning toward my neighbor's house. On Dec. 11th, the massive pecan tree on the west side of this tree came down causing damage to my neighbor's main house and office building. With tree #255 gone there is nothing to break the fall of tree #256.

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).

MARIAN MORGAN

Applicant- Printed

Marian Morgan

Applicant- Signed

12-31-24

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

Previous Large Limb Removal





Looking from W. Franklin St. towards Jefferson St.



Looking from Jefferson St. towards W. Franklin St.

Trunk/Base of Tree



From: Marian Morgan <mvmorgan5@gmail.com>
Sent: Tuesday, December 31, 2024 2:22 PM
To: Keri Mendler
Subject: Fwd: Mandi's Tree Care, LLC Morgan Marian Proposal #928515 12-17-2024
Attachments: [IMG_0305.jpeg](#); [IMG_0307.jpeg](#); [IMG_0306.jpeg](#)

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

I misread this email from Mandi's. Looks like she does suggest removal.

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

From: **MTC** <mandistreecare@gmail.com>
Date: Mon, Dec 30, 2024, 11:14 AM
Subject: Re: Mandi's Tree Care, LLC Morgan Marian Proposal #928515 12-17-2024
To: Marian Morgan <mvmorgan5@gmail.com>

Good Morning Marian,

Hope you had a wonderful Christmas!

We have reviewed the pictures attached.

After removing the ivy, we do believe that this tree should be removed. There is not much more we can do to this tree.

We had touched this tree a couple years ago removing a limb hanging toward the neighbors as a temporary fix.

We will send a proposal for complete removal taking into consideration that we have worked on this tree in the past.

Let us know if you have any questions or concerns.

Thank you,

MTC Office Team
Mandi's Tree Care, LLC
#704-288-8882
Po Box 3093
Monroe, NC 28111

"Proudly serving Union County and surrounding areas"

On Wed, Dec 18, 2024 at 8:05 AM Marian Morgan <mvmorgan5@gmail.com> wrote:
Thank you. If anyone can get the ivy off I'd like to get pictures of what's behind the ivy. I'm really in fear of it falling too.
Marian

On Wed, Dec 18, 2024, 7:49 AM MTC <mandistreecare@gmail.com> wrote:
Hi Marian,

I will come by and look at ivy tomorrow and see if we can remove it. My brother also has a drone and I will see if he can come and take a look too.

I'll keep you updated.

Thank you,

MTC Office Team
Mandi's Tree Care, LLC
#704-288-8882
Po Box 3093
Monroe, NC 28111

Please note that our office will be closed from 12/23 to 12/26 in observance of the Christmas holiday.
We appreciate your understanding and wish you a joyous holiday season!
We will continue to monitor emails for emergencies.

"Proudly serving Union County and surrounding areas"

On Tue, Dec 17, 2024 at 4:35 PM Marian Morgan <mvmorgan5@gmail.com> wrote:
I had Keith O'Herrin come over this afternoon to review the pecan tree that was pruned two years ago. My neighbors and I are concerned about the chance of it failing due to the leaning. Keith couldn't find a reason to condemn it but wonders about what we can't see because of the ivy. He suggested that someone remove the ivy and let me know if they see anything behind the ivy. He also mentioned getting an aerial picture to see if it shows anything. Is this anything you can do?
Thanks for all your help,
Marian

On Tue, Dec 17, 2024, 10:24 AM MTC <mandistreecare@gmail.com> wrote:
I appreciate it! The dogs may be fun for the guys.. lol

Address #	Street Name	Tag Number	Common Name	Diameter Breast Height (DBH)	Tree Height	Crown Spread	Condition	Primary Maint.	Primary Defect	Likelihood of Failure	Likelihood of Impacting Target	Likelihood of Failure + Impact	Consequence of Failure + Impact	Risk Rating
604	W Franklin St	256	Pecan	26	60	35	Fair	Prune	Dead and dying branches	Probable	Low	Unlikely	Significant	Low
604	W Franklin St	255	Pecan	30	60	40	Good	Prune	Dead and dying branches	Possible	Low	Unlikely	Severe	Low
604	W Franklin St	257	Pecan	29	60	50	Good	Discretionary	Branch attachment	Improbable	Medium	Unlikely	Severe	Low

	ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
1	09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	NC	28112
2	09232223	VIDAL GUSTAVO	VIDAL PERRY	605 W FRANKLIN ST	MONROE	NC	28112
3	09232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST	MONROE	NC	28112
4	09232225	JOYCE DAVID		609 W FRANKLIN ST	MONROE	NC	28112
5	09232226	STEGALL STEVEN M	STEGALL KELLY A	701 W FRANKLIN ST	MONROE	NC	28112
6	09232227	SMITH BRADFORD R	SMITH DEBORAH A G	703 W FRANKLIN ST	MONROE	NC	28112
7	09232228	PYLE KIM		704 W FRANKLIN ST	MONROE	NC	28112
8	09232229	DEHART ANGIE	ROSE BRIAN	700 W FRANKLIN ST	MONROE	NC	28110
9	09232230	MORGAN MARIAN V		604 W FRANKLIN ST	MONROE	NC	28112
10	09232231	WARD WILLIAM KENNETH	WARD JUDY ROBINSON	602 W FRANKLIN ST	MONROE	NC	28112
11	09232232	HILL SHANNON M		600 WEST FRANKLIN ST	MONROE	NC	28112
12	09232245	MELENDEZ JENNIFER		601 W JEFFERSON ST	MONROE	NC	28112
13	09232246	OLIVA ANGEL MARIA ET AL	NOGUERA SANDRA I	603 W JEFFERSON ST	MONROE	NC	28112
14	09232247	LOBERGER DALE A	LOBERGER SHELLEY W	502 S WASHINGTON ST	MONROE	NC	28112
15	09232249	LYONS LANCE		14213 HILLSIDE DR	JAMUL	CA	91935
16	09232249A	SUTTON REBECCA DIANE		3319 WAXHAW HIGHWAY	MONROE	NC	28112
17	09232250	HUGHES DONALD S	CLARK BETTY A	600 W JEFFERSON ST	MONROE	NC	28112
18	09232250A	DIETRICH SARAH ANN HOWEY		1414 TRAILWOOD DR	RALEIGH	NC	27606
19	09273004C	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
20	09273004D	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
21	09273004E	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
22	09273004F	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
23	09273008	MIDDLETON PARTNERS LLC		PO BOX 783	MONROE	NC	281110783
24	09273008 01	WHITE BETTY R		710 W FRANKLIN ST	MONROE	NC	28112
25	09273008 02	MCMANUS SYLVESTER E III	WHITE BETTY R	710 WEST FRANKLIN ST	MONROE	NC	28112
26	09273008 03	BREWER MP LLC		PO BOX 769	MARSHVILLE	NC	28103
27	09273008 04	SUPPES LAUREN		716 W FRANKLIN ST	MONROE	NC	28112
28	09273008 05	MORICOLA PAUL		718 W FRANKLIN ST	MONROE	NC	28112
29	09273008 06	RUSHING GILBERT DOUGLAS		831 BRIDGEWATER DRIVE	MONROE	NC	281128445
30	09273008 07	WEST TAYLOR EVELYN	GROSE JASON	722 W FRANKLIN ST	MONROE	NC	28112
31	09273008 08	MORALES BRIAN GLENN		724 W FRANKLIN ST	MONROE	NC	28112
32	09273008 09	CANTEY KIM		405 LANCASTER AVE	MONROE	NC	28112
33	09273008 10	CANTEY KIM		405 LANCASTER AVE	MONROE	NC	28112
34	09273008 11	W3 RESOURCE MANAGEMENT LLC		PO BOX 1699	MONROE	NC	28111
35	09273008 12	BBB PARTNERS LLC		PO BOX 769	MARSHVILLE	NC	28103
36	09273008 13	BBB PARTNERS LLC		PO BOX 769	MARSHVILLE	NC	28103
37	09273008 14	TRIPODI TRACY H		750 W FRANKLIN ST	MONROE	NC	28112
38	09273008 15	SMITH PATRICK JAMES	SMITH CHRISTAL ANN	752 W FRANKLIN ST	MONROE	NC	28112
39	09273008 16	PLYLER KADIE		754 W FRANKLIN ST UNIT 16	MONROE	NC	28112
40	09273008 17	LUND GLADIS		756 W FRANKLIN ST	MONROE	NC	28112
41	09273008 18	HELMS ARON A		758 W FRANKLIN ST	MONROE	NC	28112
42	09273008 19	BREWER BAUCOM PROPERTIES LLC		PO BOX 1022	MONROE	NC	28111
43	09273008 20	BREWER BAUCOM PROPERTIES LLC		PO BOX 1022	MONROE	NC	28111
44	09273008 21	SMITH BRANDON	HOCOTT ROSA E	764 W FRANKLIN ST	MONROE	NC	28112
45	09273009	SCHRADER RICHARD EUGENE JR	OSMAN MOHAMED S	705 W FRANKLIN ST	MONROE	NC	28112

APO Map

604 W. Franklin St.

Legend

- Centerlines
- Parcels
- 150-ft Buffer

- Notified Properties
- Subject Property

45 Parcels Notified



Exhibit 9