

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, March 10, 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 and Moment of Silence
- Item 3.** Conflicts of Interest
- Item 4.** Approval of Minutes – February 10, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** COA PLHR-2025-00145 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from the City of Monroe to demolish the house at 112 S. College Street. The City of Monroe has declared the dwelling dilapidated and unfit for human habitation and intends to demolish and remove the structure. (Parcel ID # 09-232-185)
- Item 7.** PLHR-2025-00148 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Clinton Lawrence to demolish the existing deck and staircase on the rear elevation in order to construct an addition, new brick staircase, landing, roof and columns on the rear elevation of the home. The applicant is also requesting to demolish the original detached garage and concrete driveway in order to construct a new two-story garage and a new concrete driveway stained a dark brown color at 501 S. Church Street. (Parcel ID # 09-231-120)
- Item 8.** COA PLHR-2025-00150 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Ashley Fomen at 408 Lancaster Avenue to replace an existing aluminum picket fence with a new 6-foot-tall privacy brick wall and install a new in-ground pool and travertine paver decking. (Parcel ID # 09-235-216)
- Item 9.** HDC Discussion on Proposed Topics
- Item 10.** Next Meeting: April 14, 2025
- Item 11.** Adjournment

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

cc: Richard Long Lisa Stiwinter
Jeff Wells Planning Staff

HISTORIC DISTRICT COMMISSION MINUTES

**MONDAY, FEBRUARY 10, 2025 AT 6:30 PM
COUNCIL CHAMBERS - CITY HALL
300 West Crowell Street, Monroe, North Carolina**

Sent to HR: 02/11/25

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), Allen Watson, Gladys Kerr, Matthew Klaren, Jennifer Loria

Members Absent: Anna Dowdy

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

Guests: Yonis Turcios, Rolland “Ron” Ryback, Natasha Higgins, Brian and Angie Rose

Item 2. Pledge of Allegiance & Moment of Silence

Item 3. Conflicts of Interest – None

Item 4. Approval of Minutes – January 13, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the January 13, 2025 meeting.

Second: Jennifer Loria

Action: The motion passed with the following votes:

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

NAYS: None

Item 5. Quasi-Judicial Statement

Archie Morgan, Chair, said this hearing is a quasi-judicial evidentiary hearing and that means that it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decisions. These rules are different from other types of land use decisions, like rezoning cases. The Board’s discretion is limited and the Board must base its decision on competent and relevant and substantial evidence into the record. Participation is limited and this meeting is of course open to the public and everyone is welcome to watch. Parties with standing have rights to participate fully and parties may present evidence, call witnesses, make legal arguments; parties are limited to the applicant, the local government and individuals who can show they will suffer special damages.

Item 6. COA PLHR-2025-00118 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Yonis Turcios on behalf of Y&Z Homebuilders LLC, to construct a new home at the presently vacant parcel of 407 Everett Street (Parcel ID # 09-231-171). Previously, this lot had a home that was on the National Register. It was the R.A. Williams House constructed in 1925. It was a Craftsman-influenced frame house which was demolished back in 2015 along with the accessory structure garage due to fire damage. The lot has been vacant since.

Patrick Blaszyk, Keri Mendler and Yonis Turcios approached the dais and were sworn in by the Chair.

Patrick Blaszyk, Planner 1, presented the following Proposed Findings:

1. The subject property located at 407 Everett Street is owned by Y&Z Homebuilders LLC and is zoned RMD (Residential Medium Density). (Exhibit 1, 2) Exhibit 1 is the Aerial Map where the subject property can be seen here highlighted in blue. It is located to the north of Everett Street and to the south of East Talleyrand Avenue. Exhibit 2 is the Zoning Map with the subject property highlighted in blue and is zoned RMD (Residential Medium Density) as are the other parcels in the surrounding area.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a map of the Historic District. The property is located inside the District.
3. On December 16, 2024 the applicant submitted an application requesting approval to construct a new craftsman style home that is 1,615 feet in size. The applicant is proposing fiber cement siding and trim, craftsman PVC columns, polyurethane timber arches, treated lumber for the front porch and rear deck, primed wood windows with a 4 over 1 pane configuration, wooden doors, asphalt shingles, and a concrete driveway to be stained dark brown. The applicant will install a driveway that will extend from Everett Street to front right of the home. (Exhibit 4- 8) Exhibit 4 is the application. Exhibit 5 is the proposed Site Plan for the placement of the home on the lot. The applicant does intend on meeting the RMD setbacks being greater than 20ft from the front property line, 10ft from the sides and 10ft from the rear. The driveway will be located here on the front right hand side of the home. Exhibit 6 is a Photo of what the site looks like presently. It is a vacant lot and the applicant has communicated to staff that no trees will need to be removed for the construction of this new home. Exhibit 7 show the proposed house elevations. The applicant is proposing a Craftsman-style home and the home here previously was a Craftsman-influenced home. Exhibit 8 are a list of the proposed materials to be utilized for the construction of the home. The applicant intends utilizing fiber cement siding and shake as seen in these two photos here: Craftsman PVC columns, polyurethane timber arches, treated lumber for the front porch and rear deck, prime wood windows with four-pane over one pane configuration. The applicant has also submitted a few different options for the front and rear doors. The side door needs to be open to one of these options as well. Front door option number 1 is a wooden door with a three-pane glass window with stained glass. Option number 2 is also a wooden door with a four-pane glass window. For the rear of the house, there is another wooden door with a nine-pane glass window. Option number two is a wooden

door with another nine-pane glass window, but with a different pane configuration. Applicant intends on utilizing asphalt shingles. Here is an example of the brown stain they will use for the concrete driveway.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10) Exhibit 9 is the APO map where the subject property has the red star on it. There are a total of twenty-one parcels that were notified. Exhibit 10 is the APO list for all the parcels that were notified.

The Commission began looking at this proposed project. The square footage of the house is 1615. There were no other questions for Patrick.

Yonis Turcios, the applicant, approached the podium as gave his address of 3013 Love Mill Road, Unionville. He is working on a house next door to the subject property, but not the one on Everette Street. He likes option number two. The side door to the house will be eliminated. There will only be a front and back door. He prefers option two for the door. Several Board members told the applicant that they prefer option number one for both the front and back door and are pleased that he came prepared with options. As soon as it is approved, they plan on getting it started. It is an empty lot so no trees will need to be removed. His driveway will be in the front on the right.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00118, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the designs state there was a Craftsman-style home there. You have come with a lot of homework and giving us a lot of choices. Everything looks congruous. We like option 1 for the front and back doors. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

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 Yonis Turcios regarding the proposals as shown in COA PLHR-2025-00118. Such certificate 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, Allen Watson, Gladys Kerr,**
 Matthew Klaren, Jennifer Loria
NAYS: **None**

Item 7. **COA PLHR-2025-00127** - The Historic District Commission is requested to consider a Certificate of Appropriateness from Rolland Ryback. The applicant has requested approval to build a new wood shed and remove the existing shed in the rear yard at 902 W. Franklin Street (Parcel ID # 09-273-242).

Megan Brightharp, Keri Mendler and Rolland Ryback approached the podium and were sworn in. Megan Brightharp, Planner 1, presented the Proposed Findings:

1. The subject property located at 902 W. Franklin Street is owned by Rolland and Donette Ryback and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the Aerial Map showing the subject property highlighted in blue. The subject property is located west of North Franklin Street, east of North Bragg Street, south of West Jefferson Street and west of North Johnston Street. Exhibit 2 is a copy of the Zoning Map with the subject 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 map of the Historic District showing the subject property highlighted in blue.
3. On January 5, 2025, the applicant to build a new wood shed and remove the existing shed in the rear yard at 902 W. Franklin Street. The applicant is proposing to build the proposed shed as outlined in the included plans to be made of wood with LP-smart siding and asphalt shingles. The proposed shed will be approximately 320 square feet and measure 13.2 feet in height. (Exhibit 4-8) Exhibit 4 is a copy of the application. Exhibit 5 is a photo of the existing home at 902 West Franklin Street. Exhibit 6 is a photo of the existing shed. The applicant feels that the shed is deteriorating and is no longer suitable for the amount of storage that he requires which is why he is proposing to demolish it after he builds a new one. Exhibit 7 is a plan of the proposed shed. The applicant submitted building plans for the shed that included this rendering showing what the final product would look like when completed. He plans to build the shed from the ground up and not necessarily have one delivered on site. Exhibit 8 is a site plan showing where he is proposing to locate the new shed and where the old shed is located and confirming that the new shed will meet the minimum accessory structure setback of 10ft from the side and rear property lines.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10) Exhibit 9 is a copy of the APO List and Exhibit 10 is a copy of

the APO map. Twenty-four properties were notified of the Certificate of Appropriateness request.

The Commission began with questions and discussion. The way the house is oriented on the property, the shed is and will be visible from Franklin Street as well as the side and rear yard.

Rolland “Ron” Ryback, at 902 West Franklin, approached the podium and answered questions. The house was built in the mid-1940s and all improvements they have made in the last twenty-five years have been in character to that style of home. The new wooden shed will be painted, per the applicant, in a way that will blend in with the trees that are around it. He is not painting it a bright color or red, but a dark green or brown. It will sit on cinder blocks because a slab is not practical with all of the trees. He will not use the hardi-board, but will use a composite siding that is mold-resistant. He is using a gray 3-in-1 shingle roof that will match the roof on the house when he replaces it. He wants to use vinyl windows to match the house which currently has vinyl windows (installed prior to being in the Historic District). He is making it secure since it has been broken into three times. The shed on the property now is over twenty years old, full of stuff, old and falling apart.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00127, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because it will match the period of the home and the Historic District guidelines. The applicant is requesting to build the shed and the old shed will be removed. It should be built with wood or composite windows. 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, Allen Watson, Gladys Kerr,
Matthew Klaren, Jennifer Loria

NAYS: None

Motion: Allen Watson made a motion based on the preceding findings of fact that the Historic District Commission grant a Certificate of Appropriateness to applicant, Rolland Ryback, regarding the proposals as shown in COA application PLHR-2025-00127. 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, Allen Watson, Gladys Kerr,
Matthew Klaren, Jennifer Loria

NAYS: None

Item 8. COA PLHR-2025-00132 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Brian and Angie Rose for the property at 700 W. Franklin Street. The applicant is requesting approval to build a 10 foot by 10 foot wood porch. The applicant is also

requesting to replace the existing metal porch railing with new metal railing, relocate and replace the door on the outbuilding with a new design, replace the asphalt shingle roof of the sunroom and screened porch with black metal roofing, replace the rear door of the home with a door of a new design, and add a chimney cap to the existing chimney (Parcel ID # 09-232-229).

Megan Brightharp, Keri Mendler, Brian Rose and Angie Rose approached the dais and were sworn in.

Megan Brightharp, Planner 1, presented the Proposed Findings:

1. The subject property located at 700 W. Franklin Street is owned by Brian and Angie Rose and is zoned RMD (Residential Medium Density). (Exhibit 1, 2) Exhibit 1 is a copy of the Aerial Map showing the subject property highlighted in blue. Subject property is located north of West Franklin Street and south of West Jefferson Street. The property is located next door to the case you heard last month about the tree removal. Exhibit 2 is a Zoning Map showing the subject property highlighted in blue. The subject property is zoned RMD (Residential Medium Density) as are the surrounding parcels.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map showing the subject property highlighted in blue.
3. On January 13, 2025, the applicant submitted an application requesting approval to build a 10 foot by 10 foot wood porch, to replace the existing metal porch railing with new metal railing, relocate and replace the door on the outbuilding with a new design, replace the asphalt shingle roof of the sunroom and screened porch with black metal roofing, replace the rear door of the home with a door of a new design, and add a chimney cap to the existing chimney. (Exhibit 4-10) Exhibit 4 is the application where the applicant has included an attachment listing out all the projects they are requesting. Exhibit 5 is a copy of the Site Plan. Shown on the Site Plan is the outbuilding where they are requesting to replace and relocate the doors and do repairs. The outbuilding suffered damage from the tree that fell. Also on the home, shown here behind the screen porch is the proposed 10x10 wood deck which is also next to the terrace. The terrace is where they are proposing to change the design of the metal railing. The sunroom, the front porch and the screen porch currently have asphalt shingle roofs. They are in the process of changing the asphalt shingle to a metal roof on the sunroom, front porch and screen porch. Exhibit 6 includes photos of the existing rear door, railing and outbuilding. The applicant stated that they felt the existing rear door is more commercial than residential and they want to change to something that is more appropriate and congruous to the character of the home. Additionally, they are changing the railing to be similar to the existing fencing on the property. Behind that is the existing outbuilding, as it is, showing the damage that it has suffered. Exhibit 7 are images of the existing and proposed door for the outbuilding. This is a sketch that the applicant has submitted. You can see it at the bottom where there are two hardwood doors that they are proposing to remove and relocate. They are proposing to replace it with wood French doors with a window feature. Exhibit 8 are images of the proposed deck and railing. The existing fence on site matches the railing at the top so all of the

metal railing on the property will be cohesive. At the bottom is an example of the wood porch they are proposing. Exhibit 9 are photos of the proposed door and roofing. At the bottom is the proposed door to replace the one at the rear of the home to be in likeness with the French doors that are going on the outbuilding. At the top is an example of the proposed galvanized steel roofing that they would like to use to replace the asphalt shingle roofs on the sunroom, screened porch and front porch. Exhibit 10 are images of chimney caps. Currently the home does not have one and they are proposing to add one.

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 11-12) Exhibit 11 is a copy of the APO List and Exhibit 12 is a copy of the APO Map. Forty properties were notified of this Certificate of Appropriateness request.

The Commission began by asking Megan questions. The metal roofing examples are shown, but not the actual style or slope.

Brian Rose, from 700 West Franklin Street, approached the podium to answer questions. He explained that the sunroom has leaked since they bought it. It is leaking into the roof due to the asphalt shingles being used incorrectly on a slope that is too flat. Several roofers have come out and said they don't want to touch it unless they can change the product. They feel the leaking will continue with asphalt shingles and prefer the looks of the black metal roofing. The little front porch is not leaking, but the roof being replaced will tie it in for looks. Like materials were approved through staff. The cast iron railing took heavy damage and it doesn't match their fencing. They have wanted to tie in the screened porch to the terrace and having the same railing for both with "pull everything together and make it all match." The black chimney cap will match the black metal roofing. The chimney is not functioning and they want to keep animals out. They like the looks of the house and want to keep it looking that way. The original structure was built in 1938, but was moved to this site in the 70's. There is a modern foundation with a cinder block and steel terrace. The entire foundation had to be repaired when they bought it because the house was sinking in the middle. They have lived there for two years in July. The additional decking will not actually touch the original structure. It will only be attached to the 1970s foundation. The other pecan tree was taken down and Megan was great to work with. The back door is an outward swinging commercial door and need to be replaced with doors that match the ones already on the house.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00132, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because: they will add the wood deck which will not detract from the 1940s appeal of the home; the current terrace railing which is failing and damaged and will match it to what they currently have; they will repair the current outbuilding with like-

for-like materials; they are changing the doors to match and be more congruous to the house; they are repairing the roof by adding the metal side roof where the asphalt roof has been leaking and it will be in harmony with the District; they are replacing the rear door and matching other doors already on the house; adding the chimney cap for safety; and they are making these changes that are with materials congruous to the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

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 applicants, Brian and Angie Rose, regarding the proposals, as shown in COA application COA PLHR-2025-00132. Such Certificate 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, Allen Watson, Gladys Kerr,
Matthew Klaren, Jennifer Loria

NAYS: None

Other Discussion: Jennifer Smith, Vice-Chair, proposed that each Board member list five to ten items that they would like to discuss in a special meeting of the Board. She would like this to be scheduled possibly next week depending on the Planning Team and their schedule. She said that she wants code enforcement issues, minimum housing requirements and fines to be addressed in order to improve the Historic District. Attorney Richard Long advised that they not put too much work into changing the UDO at this time with the downzoning. She said she would like these items discussed with the HDC and forward recommendations to City Council for consideration.

Item 9. **Next Meeting:** Monday, March 10, 2025

Item 10. **Adjournment**

Motion: Jennifer Smith 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, Allen Watson, Gladys Kerr,
Matthew Klaren, Jennifer Loria

NAYS: None

The meeting adjourned at 7:31 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board

DRAFT



STAFF REPORT
PLHR-2025-00145

TO: Historic District Commission Members

DATE: March 10, 2025

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Certificate of Appropriateness for 112 S. College St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from the City of Monroe to demolish the house located at 112 S. College Street. The City of Monroe City Council adopted an ordinance, on February 11, 2025, to declare the structure at 112 S. College Street as dilapidated and unfit for human habitation. The adopted ordinance includes an order to repair or demolish the structure.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: February 12, 2025

Name of Petitioner: City of Monroe

Location: 112 S. College St.

Tax ID #: 09-232-185

Lot Size: 1.13 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

J.W. Griffin House, circa 1914

Built ca. 1914, this symmetrically-arranged, one-story frame Craftsman style house was occupied in the early 1920s by J. w. Griffin of R. c. Griffin and Brothers and Williams-Griffin

Implement Company. The front portion of the house has a cross gable roof, the rear a broad, intersecting gable. At either side elevation are small, hipped screened porches in front of gabled bays. The front entrance is recessed behind a gabled portico with square posts. Triple one over one windows flank the portico. Rafter tails are exposed in the deep eaves.

Garage; rear of 112 s. College St.; ca. 1980; NC Large brick double garage and carport
Garage; rear of 112 s. College St.; ca. 1914; C Hipped-roofed frame garage contemporary with house.

RELEVANT DESIGN STANDARDS

Demolition, pg. 74-75

1. Before demolition, work with the Historic District Commission to seek alternatives to demolition.
2. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.
3. Prior to demolition, work with the Historic District Commission and other interested parties to salvage usable architectural materials and features.
4. Prior to demolition, obtain a demolition permit from the City of Monroe Department of Planning and Development.
5. Prior to demolition, submit a site plan to the Historic District Commission illustrating the proposed landscaping or development of the site post-demolition for approval by the HDC.
6. During demolition, ensure the safety of any adjacent properties, historic resources, and significant site features, including trees, which may be affected by the demolition. Protect trees on the site from damage due to compaction of the soil by heavy equipment.
7. After demolition, clear the site promptly and implement the approved site plan and maintain the site until it is reused.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 112 S. College Street is owned by Nancy Hare 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 February 11, 2025, the Assistant Planning Director presented a petition and ordinance to the Monroe City Council to declare the property at 112 S. College St. as unfit for human habitation and order the dwelling be repaired or demolished. At the conclusion of the

presentation and public hearing, City Council adopted an ordinance finding the structure unfit for human habitation and order the dwelling be repaired or demolished and removed. (Exhibit 4-5)

4. On February 12, 2025, the City of Monroe Planning and Development Department applied for a Certificate of Appropriateness (COA) requesting approval to demolish the structure at 112 S. College St. (Exhibit 6-7)
5. The Historic District Commission may delay the issuance of a COA for demolition for up to 365 days in the case of structures that prove to be significant historic resources of the district. The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. (Exhibit 8)
6. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
7. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10)

CONCLUSIONS

The proposed project for demolition of the house at 112 S. College Street as presented (is/is not) congruous in concept according to the *Demolition* standards contained within the *South Monroe Historic District Design Standards*:

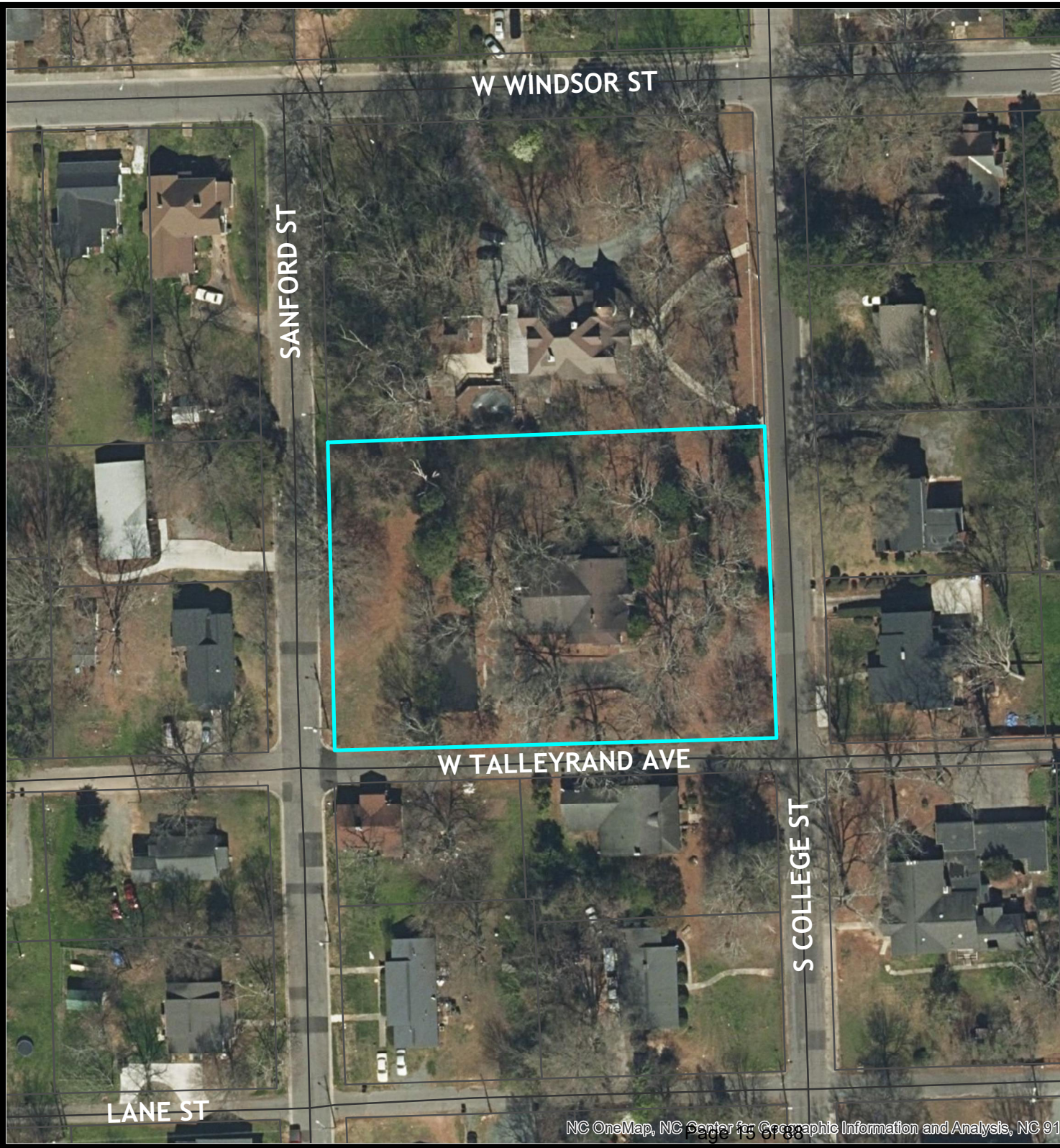
Demolition, pg. 74-75

1. Before demolition, work with the Historic District Commission to seek alternatives to demolition.
2. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.
3. Prior to demolition, work with the Historic District Commission and other interested parties to salvage usable architectural materials and features.
4. Prior to demolition, obtain a demolition permit from the City of Monroe Department of Planning and Development.
5. Prior to demolition, submit a site plan to the Historic District Commission illustrating the proposed landscaping or development of the site post-demolition for approval by the HDC.
6. During demolition, ensure the safety of any adjacent properties, historic resources, and significant site features, including trees, which may be affected by the demolition. Protect trees on the site from damage due to compaction of the soil by heavy equipment.
7. After demolition, clear the site promptly and implement the approved site plan and maintain the site until it is reused.

Attachments:

1. Aerial Map
2. Zoning Map

3. HD Map
4. City Council Staff Report
5. Adopted Ordinance
6. Application
7. Photos of Structure
8. HD Design Standards Excerpt
9. APO List
10. APO Map



Aerial Map

Case #: PLHR-2025-00145

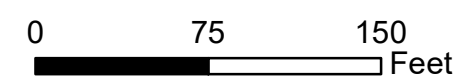
Legend

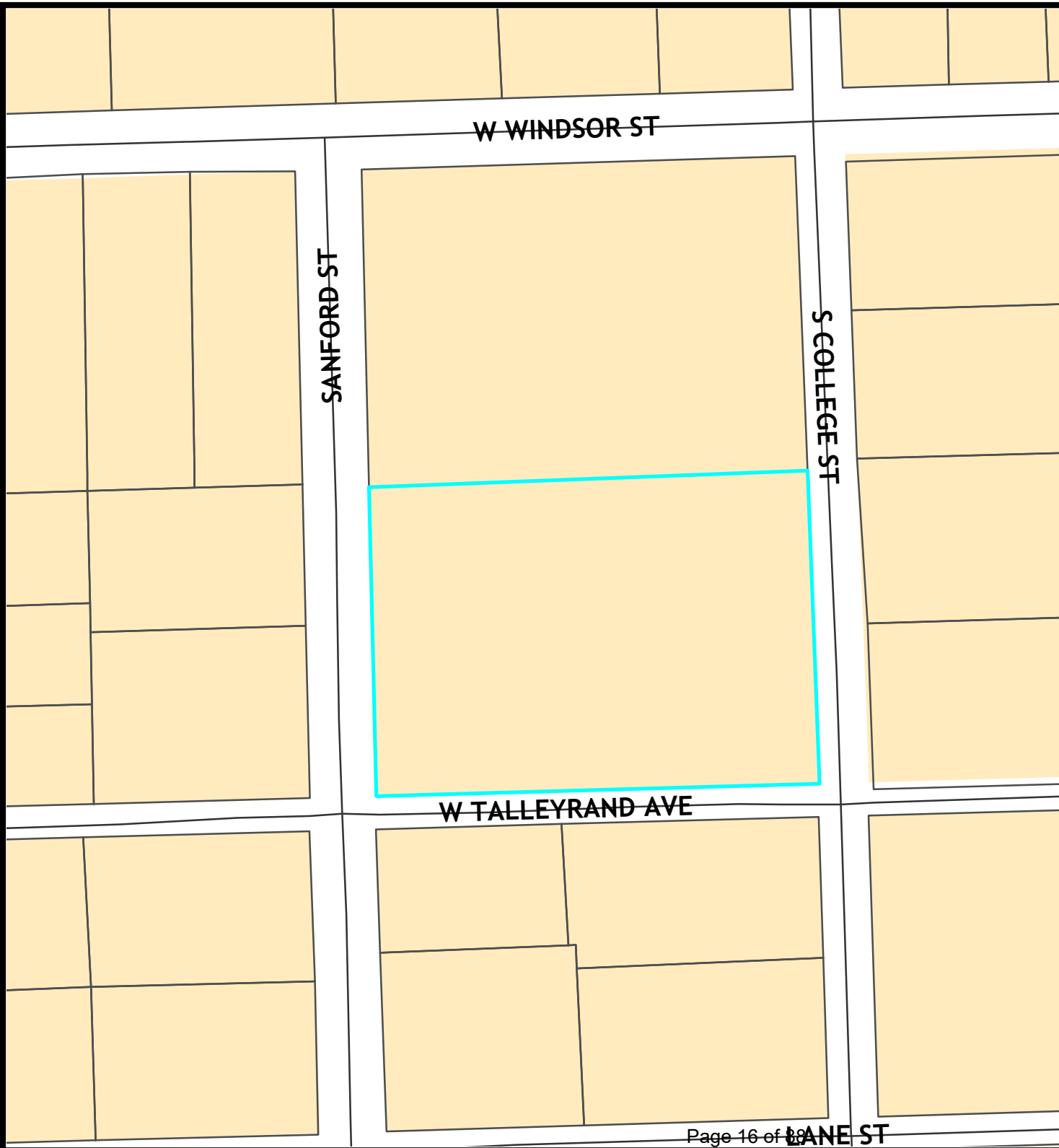
- Centerlines
- Parcels

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

Owner: Nancy Simmons

Acres: 1.13





Zoning Map

Case #: PLHR-2025-00145

Legend

Centerlines

Parcels

Zoning Districts

RMD

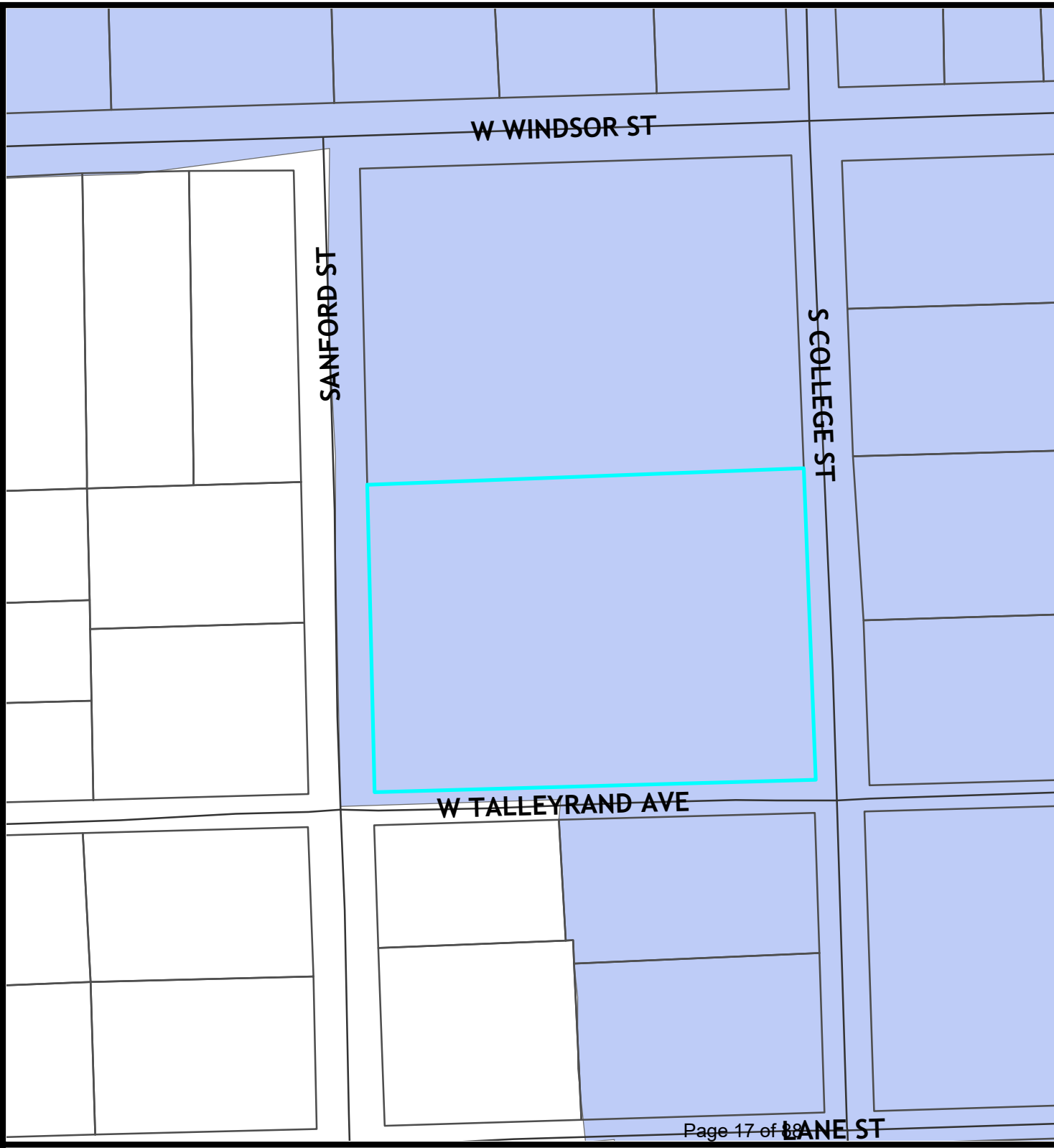
Existing: RMD
(Residential Medium Density)

Owner: Nancy Simmons

Acres: 1.13



0 80 160
Feet



Historic District Map

Case #: PLHR-2025-00145

Legend

- Centerlines
- Parcels
- Historic District

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

Owner: Nancy Simmons

Acres: 1.13



0 80 160
Feet



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: February 11, 2025

PREPARED BY: Doug Britt, Assistant Director of Planning and Development

FROM: Lisa Stiwinter, Director of Planning and Development

SUBJECT: Petition for an Ordinance to Declare Certain Property Unfit for Human Habitation and Demolition located at 112 S College Street (Tax ID: 09-232-185)

SUMMARY STATEMENT

City Council is requested to consider an Ordinance to declare the dwelling at 112 S College Street dilapidated and unfit for human habitation and to order the dwelling repaired, altered, improved or demolished and removed.

REVIEW

On July 18, 2024, a Minimum Housing Petition was filed for 112 S College Street by the Code Enforcement Officer due to citizen concerns. A Minimum Housing Inspection was conducted on July 16, 2024 and several violations were discovered.

During the Minimum Housing Inspection the Code Enforcement Officer found the following violations: broken windows throughout house; failing roof, rotten siding and fascia board; trash and debris throughout house; missing walls & ceiling/dry wall and insulation throughout house; missing electric and wiring throughout house, missing floors/joist throughout house; missing interior stairs; missing plumbing throughout house; and missing brick in foundation.

The dwelling located at 112 S College Street is located in the South Monroe Historic District. The dwelling has been vacant and in a state of disrepair for an extended time period. The current owner, Nancy Carol Hare, was notified of the minimum housing hearing, scheduled for August 13, 2024 by way of first class and certified mail and with a copy of the notice posted on the dwelling. Nancy Carol Hare attended the hearing.

The findings of the hearing indicate the dwelling was determined to be dilapidated and unfit for human habitation and ordered to be repaired or demolished within ninety (90) days, due to the unsafe condition of the dwelling. A copy of the findings of facts and order were mailed by first class and certified mail and a copy posted on the dwelling stating all violation of the Minimum Housing Ordinance and ordering the repair or demolition within ninety (90) days. The finding of facts and order of the Code Enforcement Officer entered on September 10, 2024 ordering Nancy Carol Hare and parties in interest if any to repair or demolish and remove said structure was not appealed and the time for appeal expired on September 23, 2024.

Due to the condition of the structure and the adverse impact it has on the area, staff requests that the structure be repaired, altered, improved or demolished and removed. A lien will be placed the property to collect the cost of the demolition upon any sale of the property. According to Chapter 153 of the Code of Ordinances titled “Minimum Housing Standards”, if the repair; alteration; improvement of the dwelling cannot be made at a reasonable cost of less than 50% of the value of the dwelling the order shall require the owner, within the time specified in the order, to remove or demolish such dwelling. The value of the dwelling is \$69,800 and the land value is \$19,400. D.A.P. Contracting Inc. a licensed general contractor provided the city an estimate in the amount of \$88,378.50, which is greater than 50% of the value of the dwelling.

RECOMMENDATION

Staff recommends City Council declare the property unfit for human habitation and adopt the demolition ordinance.

City Council will need to take action on the following items:

1. Motion to recommend adoption of the Ordinance to Declare Certain Property Unfit for Human Habitation and Demolition located at 112 S College Street (Tax ID: 09-232-185).

OR

2. Motion to recommend denial of the Ordinance to Declare Certain Property Unfit for Human Habitation and Demolition located at 112 S College Street (Tax ID: 09-232-185).

Attachments:

Attachment 1- Ortho Map
Attachment 2- Petition
Attachment 3- Consent to Inspect
Attachment 4- Notice of Publication & Hearing
Attachment 5- Finding of Fact and
Demolish Order
Attachment 6- Photographs
Attachment 7- O-2025-08

Original: (for Recording)
Ensure M# is on Ordinance - Code Enforce will add
NOTE: Please return original Ordinance to City Clerk's Office

FILED
DATE: February 19, 2025
TIME: 9:42:32 AM
UNION COUNTY
CLERK OF SUPERIOR COURT
BY: L. Ezzell

FILED
UNION COUNTY, NC
CRYSTAL D. GILLIARD
REGISTER OF DEEDS
FILED Feb 19, 2025
AT 09:53 am
BOOK 09063
START PAGE 0552
END PAGE 0555
INSTRUMENT # 03848
EXCISE TAX (None)
JT

**ORDINANCE OF MONROE CITY COUNCIL
TO DECLARE PROPERTY OF NANCY CAROL HARE AT
112 S COLLEGE STREET, MONROE, NORTH CAROLINA
UNFIT FOR HUMAN HABITATION AND
ORDER DWELLING REPAIRED OR DEMOLISHED AND REMOVED
O-2025-08**

This matter comes before the City Council on the petition of a Code Enforcement Official for an ordinance finding a structure located on the herein described property unfit for human habitation and ordering the structure repaired or demolished in order to effectuate the purpose of Chapter 160D, Article 12 of the North Carolina General Statutes with respect to the property hereinafter described.

Council hereby makes and enters the following FINDINGS OF FACT:

1. The dwelling, dwelling unit or abandoned structure located at 112 S College Street, Monroe, North Carolina is owned by and being the property of Nancy Carol Hare, described by deed recorded on April 18, 1996 in Book 888, page 595, Union Public Registry, and identified as Tax Parcel Number 09-232-185.
2. The subject property is located in the South Monroe Historic District and is currently vacant.
3. Based upon an inspection of the subject property referenced above, the following violations of the Minimum Housing Ordinances were found: broken windows throughout house; failing roof, rotten siding and fascia board; trash and debris throughout house; missing walls & ceiling/dry wall and insulation throughout house; missing electric and wiring throughout house; missing floors/joist throughout house; missing interior stairs; missing plumbing throughout house; and missing brick in foundation.
4. A Minimum Housing Complaint and Notice of Hearing was issued by the Code Enforcement Officer on July 24, 2024 setting a hearing date regarding the dwelling, dwelling unit or abandoned structure for 9:30 am on August 13, 2024.

5. Nancy Carol Hare and being parties in interest were duly served with a Complaint and Notice of Hearing by regular and certified mail, return receipt, with a copy posted on the dwelling, sent on July 24, 2024.
6. The Code Enforcement Officer held and conducted the Minimum Housing Code Enforcement Hearing on August 13, 2024 at 9:30 a.m. at which Nancy Carol Hare attended.
7. As a result of the hearing, the Code Enforcement Officer made and entered an Order finding said dwelling, dwelling unit or abandoned structure to be in violation of the Minimum Housing Code, determined the property to be in a dilapidated condition as defined in Section 153.03 of the Monroe Code of Ordinances, and ordered Nancy Carol Hare to repair or demolish and remove the dwelling by December 9, 2024 due to the unsafe condition of the dwelling.
8. The dwelling located at 112 S College Street has a tax value of \$69,800 and the repairs necessary to bring the house into compliance with the State building code are estimated at \$88,378.50, which exceed 50% of the value.
9. The Order entered by the Code Enforcement Officer was duly served to Nancy Carol Hare and parties of interests by regular and certified mail return receipt, with a copy posted on the dwelling.
10. The Order of the Code Enforcement Officer, entered on September 10, 2024 ordering Nancy Carol Hare to repair or demolish and remove said structure was not appealed and the time for appeal has expired, and it is found to be correct and proper and is therefore ratified and incorporated herein by reference.
11. The structure located on the property described herein is and continues to be out of compliance with the Order and unfit for human habitation.

NOW, THEREFORE, BE IT ORDAINED THE CODE ENFORCEMENT OFFICER IS HEREBY ORDERED AS FOLLOWS:

1. The Code Enforcement Officer is hereby ordered to cause the above structure located at 112 S College Street, Monroe North Carolina, to be demolished and removed and is authorized to utilize all other statutory means of enforcing the Order and this Ordinance including but not limited to the remedies set out in N.C.G.S. §160A-175(e) and (f) and N.C.G.S. §160D-1203(4) and (5).
2. The cost associated with demolition and removal of the structure to effectuate the purpose of this Ordinance shall be a lien against the property as provided in N.C.G.S. §160D-1203(7) and filed with the City of Monroe Tax Collector.

3. All personal property, fixtures, and salvageable materials remaining in the dwelling shall be disposed of and any funds derived there from shall be used in conformity with N.C.G.S. §160D-1203(7).
4. This Ordinance shall be recorded in the Office of the Register of Deeds for Union County and indexed in the grantor index under the property owner's name.
5. This Ordinance shall be effective from and after the date of its adoption.

Adopted this 11th day of February 2025.

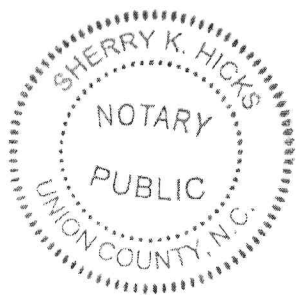
Attest:

Bridgette H. Robinson
Bridgette H. Robinson, City Clerk

**NORTH CAROLINA
UNION COUNTY**

I, Sherry K. Hicks, Notary Public, in and for said County and State, do hereby certify that Bridgette H. Robinson personally appeared before me this day and acknowledged that she is the City Clerk of the City of Monroe, a municipal corporation of said state, and that by virtue of said office is also Clerk to the City Council of said City, and that by authority duly given and as an act of said City, the foregoing instrument was signed in the name of the City and in her presence by its Mayor, sealed with the corporate seal of said City, and attested by herself as its City Clerk.

Witness my hand and notarial seal, this 11th day of February 2025.



Sherry K. Hicks
Sherry K. Hicks, Notary Public
My Commission Expires: 01/04/2026



Union County, NC
Crystal D. Gilliard
Register of Deeds

Instrument Type : ORD
Instrument # : 03848
Book/Page : 09063 / 0552-00555 Pages : 4
1st Grantor : NANCY CAROL HARE
Description:

Receipt # : 2025-816270
Date : 02/19/2025 09:53am
Document : 1 of 1

Description	Qty	Unit Cost	Extended
Deed and General Inst - first 15 pages	1	26.00	26.00
		Document 1	26.00
		Grand Total	26.00
		Credit	-26.00
		Balance	0.00

(704)283-3794
UNION COUNTY R.O.D.
500 NORTH MAIN ST
MONROE, NC 28112

02/19/2025 09:57:32

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXX9942
Chip Card: VISA CREDIT
AID: A0000000031010
SEQ #: 2
Batch #: 968
INVOICE 2
Approval Code: 075075
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed
Tax Amount: \$0.00
Cust Code:

SALE AMOUNT \$26.00

CUSTOMER COPY



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: 2/12/25
Application No: PLHR-2025-00145
Approved: _____ Denied: _____

☐ Administrative review
☒ Commission Review

1. Property location: 112 S. College St.
Applicant's name: City of Monroe / Planning Dept.
Applicant's address: 300 W. Crowell St.

Applicant's telephone number: 704-282-4520

Applicant's email address: _____

Property Tax identification number: 09 - 232 - 185

2. The property is owned by (if different from above) Nancy Simmons
Address: 3308 Olde Creek Trail Telephone: _____
Matthews, NC 28105

3. The following Certificate of Appropriateness is requested for: Demolition
Please provide a brief description of the project: On Feb. 11, 2025 City Council adopted an ordinance declaring the property unfit for human habitation & ordered the dwelling repaired or demolished and removed.

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).

Lisa Stiwinter Planning & Development
Director
Applicant- Printed
Rita Stewart
Applicant- Signed

2/12/25

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.



































Excerpt from page 74 of the South Monroe Historic Design Standards:

Demolition of a building, structure, site feature, or archaeological resource is an irreversible action that results in the permanent loss of the resources that contribute to the integrity and character of the historic district. In addition to the loss of resources, demolition can also negatively impact the context and setting of the adjacent buildings and the district as a whole. Further, the demolition of buildings is inherently unsustainable, resulting both in a loss of embodied energy and an increase of building supplies to local landfills.

For these reasons, demolition of historic structures in the South Monroe Historic District should be carefully weighed before submitting an application for a COA. **The HDC may delay the issuance of a COA for up to 365 days in the case of structures that prove to be significant historic resources of the district.** The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. Property owners should maintain the historic building through this period. Failure to maintain historic properties properly can result in their eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures is in direct conflict with the goals of the City of Monroe in establishing the South Monroe Historic District. Buildings not in use should be stabilized and weatherized in order to preserve them for future rehabilitation or relocation.

APO Map

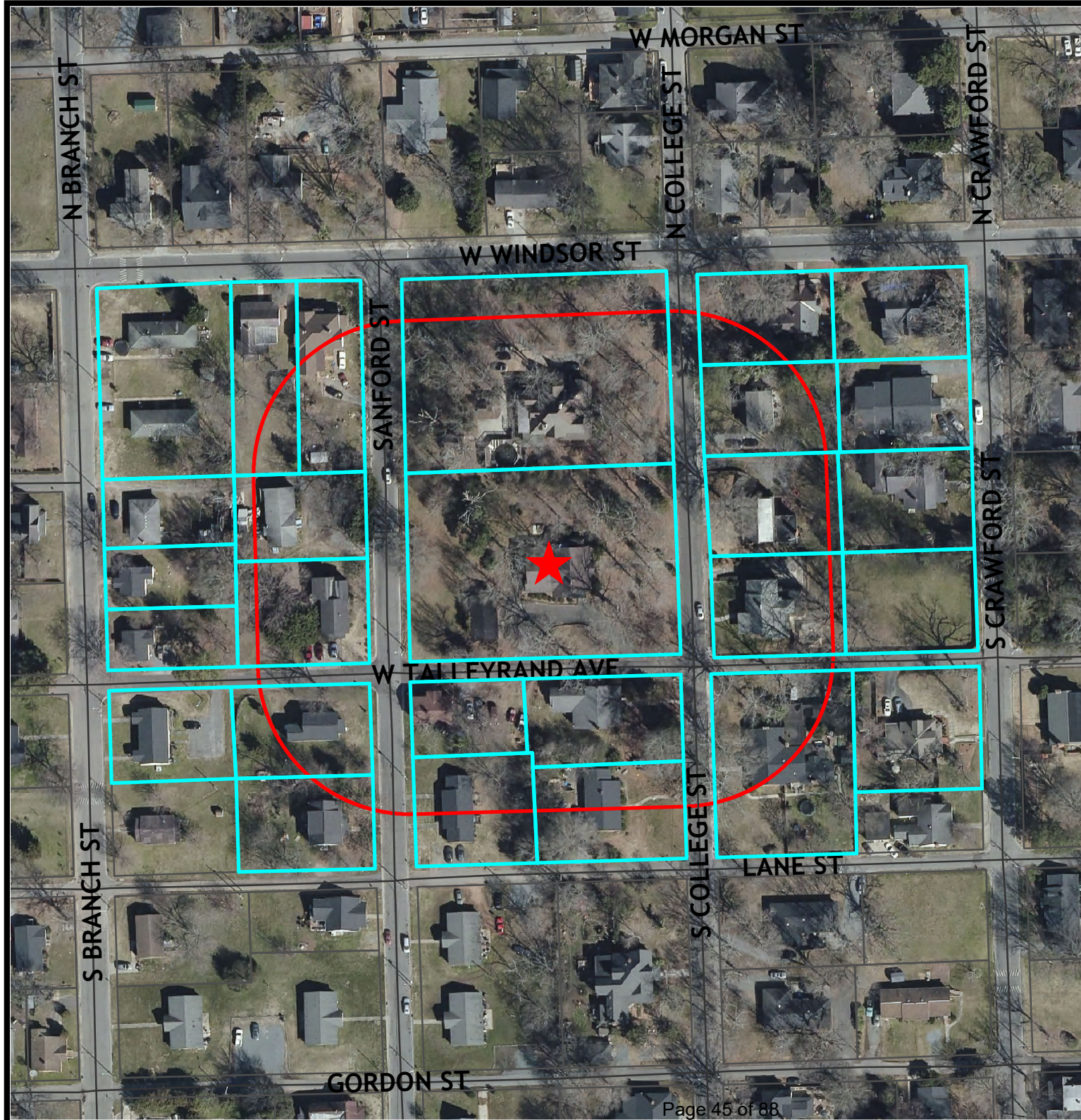
Project Name

Legend

- Centerlines
- 150-ft Buffer
- Parcels

- Notified Properties
- Subject Property

27 Parcels Notified



	Parcel Number	Owner	Owner	Mailing Address	Mailing City	Mailing Sate	Mailing Zip
1	09232172	DELANEY HERBERT STANHOPE	LEDFORD TRACY RENEE	9221 MCELROY RD	WAXHAW	NC	281739038
2	09232175	ALMOND GILES K	ALMOND ANITA	1219 PRESSON FARM LN	MONROE	NC	28110
3	09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY	HENRICO	VA	23238
4	09232186A	ARTEAGA JOAQUIN MELCHOR	AYALA ANA MARIA GARCIA	5516 PAGELAND HWY	MONROE	NC	28112
5	09232191	HEATH KACHECKIA S	HEATH KAREN P	700 W TALLEYRAND AVE	MONROE	NC	28112
6	09232193	CARELOCK LARRY JUNIOR		1006 ZEPHYR CIR	MONROE	NC	281100000
7	09232174	WILLIAMSON CHARLES WHITFIELD	MOOYOUNG MARTINA MARIE	114 S CRAWFORD ST	MONROE	NC	28112
8	09232185	HARE NANCY CAROL		PO BOX 426	MATTHEWS	NC	28106
9	09232186B	STELCO PROPERTIES LLC		2839 GRAY FOX ROAD	MONROE	NC	28110
10	09232186C	JONES BRANDON C		1811 SARDIS RD N STE 214	CHARLOTTE	NC	28270
11	09273020	TARTAN ASSOCIATES		815 BRIDGEWATER DR	MONROE	NC	28112
12	09273034	MELGARA CANDIDA D	MELGARA MATEO	7319 BLYTHWOOD LN	CHARLOTTE	NC	28227
13	09273035	LY HUONG THI LINH	WARD FRANCIS J	8011 IDLEWILD RD	INDIAN TRAIL	NC	28079
14	09232173	MURRAY KEVIN D	MURRAY MARTHA R	%MURRAY PROPERTIES	MONROE	NC	28110
15	09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR	MONROE	NC	28112
16	09232179	LOCKHART AMBER		203 SOUTH COLLEGE ST	MONROE	NC	28112
17	09232182	AUSTIN JOE E JR		105 ESK CT	CARY	NC	27511
18	09232190C	STELCO PROPERTIES LLC		2839 GRAY FOX RD	MONROE	NC	28110
19	09232194	GRIFFITH CLINT E		703 W WINDSOR ST	MONROE	NC	28112
20	09232181	COBLE HEATHER LYNN		111 S COLLEGE ST	MONROE	NC	281125427
21	09232183	FELTS CHELSEY SHEA ET AL	WORTMAN JUSTIN TODD	3005 S POTTER RD	WAXHAW	NC	28173
22	09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST	MONROE	NC	28112
23	09232186	ABBOTT ELEANOR E STILLWAGON		202 S COLLEGE ST	MONROE	NC	28112
24	09232190	WINN ROBERT	WINN JENNIFER	1301 MEDLIN ROAD	MONROE	NC	28112
25	09232190A	COLSTON JOYCE T	THOMAS SCOTT BARON	206 SANFORD ST	MONROE	NC	28112
26	09232192	SFR JV-1 2021-1 BORROWER LLC		15771 RED HILL AVE STE 100	TUSTIN	CA	92780
27	09273033	MERCER ARIANA MADELINE		PO BOX 882	RUNNING SPRINGS	CA	92382



STAFF REPORT
PLHR-2025-00148

TO: Historic District Commission Members

DATE: March 10, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Certificate of Appropriateness request at 501 S. Church St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Clinton Lawrence, for various projects as outlined below:

1. Demolition of the deck and stairs on the rear of the home in order to construct a 15' x 15'5" addition in the location of the existing deck.
 2. Construct a new brick staircase, landing, roof and posts around the new rear door of the home.
 3. Demolition of the original hipped-roofed frame garage covered with asbestos siding and concrete driveway due to its current condition in order to construct a new two-story brick garage and a new concrete driveway stained a dark brown color.
-

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	2-04-2025
Name of Petitioner:	Clinton Lawrence
Location:	501 S. Church St.
Tax ID #:	09-231-120
Lot Size:	0.80 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

501 S. Church Street - James H. Lee House; 1912-1914

Located in the center of a corner lot dotted with large oak trees, the J. H. Lee House is the most accomplished Monroe example of the Classical Revival style. Lee moved to Monroe from Marshville in 1892, opening a drug store on Lafayette Street (now Main). In 1902, he and his brother George S. Lee erected a large brick store at the corner of Main and Franklin streets where they operated a dry goods store known as Lee and Lee. J. H. Lee was also president of both the First National Bank of Monroe and the Bank of Marshville, director of the Monroe Telephone company, and one of the organizers of the Icemorlee Cotton Mills. Following his second marriage, to Annie Williams, in 1908, Lee had the former Methodist Parsonage on this corner moved to an adjoining lot (later demolished) and a new residence designed by Wheeler & Stern of Charlotte. The house was constructed in 1912-1914 under the supervision of master carpenter William Ervin Wallace. The central mass of the house is a two-story frame cube, three bays on a side, with a hipped slate roof. Dominating the front elevation is a full-height portico with pairs of colossal fluted Ionic columns. The ceiling of this portico has deep coffering, while the tympanum is sheathed in German siding and has a large lunette. Both the portico and the main cornice of the building have deep eaves filled with mutules. The soffits behind these mutules, however, are slotted for attic ventilation. Midway down the north and south elevations are two-story, three-sided bays with pedimented gables detailed like that of the front portico. A one-story porch with widely-spaced Ionic columns runs from one side bay to the other across the front of the house behind the main portico columns. On the north elevation, this porch terminates in a one-story portico, while on the south side it extends into a porte cochere. Underneath the front portico, a balustraded deck is located on the roof of this porch. On both levels, the front entrances have large central doors flanked by sidelights and transoms with leaded stained glass panes. There are also stained glass transoms on the flanking front windows and on the side bays. The wall under the portico is flushboarded. The roof is pierced by prominent pressed brick chimneys with corbelled caps. In the interior, the house has a central hall plan, and the major rooms have sophisticated Classical Revival, Colonial Revival and craftsman-influenced mantels and woodwork.

Garage; rear of 501 S. Church St.; 1914;C

One-story, hipped-roofed frame garage covered with asbestos siding.

Fence; S. Church and Houston St. sides of 501 S. Church; 1914; C

Victorian ornamental wrought iron fence with cast iron posts and gates.

RELEVANT DESIGN STANDARDS

Walkways, Driveways, and 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 new driveway is going to be located in the rear yard and take access from E. Houston Street.

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.
The loss of significant site features including mature trees is not anticipated with the installation of this driveway.
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 new concrete driveway that has a dark brown stain.
4. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.
The loss of significant building elements or site features including mature trees is not anticipated with the installation of this driveway.

Garages and Accessory Structures (pg. 35)

1. If an entire garage or accessory structure is missing or so deteriorated that it is structurally unsound, replace it in kind based on accurate documentation of the original garage or accessory structure or replace with a new design that is compatible in form, scale, size, materials and finish with the primary building on the site and with other historic garages or accessory structures in the district. Maintain the traditional height and proportion of garages and accessory buildings in the district.
The applicant is proposing to demolish the existing garage and construct a new two-story garage constructed with brick materials, which is comparable to other detached garages in the Historic District.
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 applicant is proposing to locate the garage in the rear yard in the same location as the original garage. It will be located at least 10 feet from the side and rear property lines.
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 proposed garage will have brick and mortar walls, wood windows, an asphalt shingle roof, painted fiberglass door with a glass window and wooden garage doors. The windows will be wood with a six-over-six design. The garage will measure approximately 1440 square feet in size.

4. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
The proposed garage will have brick and mortar walls, wood windows, an asphalt shingle roof, painted fiberglass door with a glass window, wooden garage doors. The windows will be wood with a six-over-six pane design.
5. 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.
The applicant is proposing to demolish the original garage to construct the new two-story garage. It will not require the removal of a tree.

Additions, pg. 67

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent guidelines in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.
The applicant is proposing to demolish the existing deck in order to install an addition on the rear elevation. The addition will be visible from E. Houston Street as 501 S. Church Street is a corner lot.
3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.
The addition will be connected to existing rooms; exterior walls will be removed to make the connections.
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.
The original rear deck will be demolished with the construction of the addition the applicant is proposing.
5. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.
The addition is one-story and is lower than the majority of the main roof and is located on the rear elevation of the house.
6. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.

The addition is one-story and is lower than the majority of the main roof and is located on the rear elevation of the house.

7. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.

The applicant is proposing to repurpose 1 over 1 wood windows to match the existing windows, wood French doors with glass windows, brick foundation, a brick staircase to replace the existing wood staircase, install a roof and posts over the new brick landing asphalt shingle roof to match the existing roof, and wood siding to match the existing house.

8. Design a new addition to be compatible with but slightly differentiated from the district building in material and detailing so it does not appear to be original to the building. It is not appropriate to attempt to make new additions appear original to the building, giving a false historic appearance.
9. Consider siting an infill addition or connector back from the district building's wall plane so the form of the building can be distinguished from the new work.
The addition is in line with the existing rear and side elevations of the home.
10. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.
11. It is not appropriate to construct a new addition if the overall proportion of built mass to open space on the site will vary significantly from the surrounding buildings and sites that contribute to the special character of the historic district.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 501 S. Church St. is owned by Clinton and Kristi Lawrence 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 February 4, 2025, the applicant applied for a COA to request approval to demolish the existing deck and staircase on the rear elevation in order to construct a 225 square foot addition in its place, and to construct a new brick staircase, landing, roof and columns around the rear door of the home. The addition will be 15' x 15'5" in size. The addition will have a brick foundation and the applicant is proposing wood siding, repurposing the original 1-over-1 wood windows, wooden French doors with one-pane glass windows and an asphalt shingle

roof – all to match the existing house. The applicant is also requesting to demolish the original hipped-roofed frame garage covered with asbestos siding and concrete driveway due to its current condition in order to construct a new two-story brick 1,440 square-foot garage with 6-over-6 wood windows, painted fiberglass door with a glass window, wooden garage doors, asphalt single roof and a new concrete driveway stained a dark brown color. (Exhibit 4-9)

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 10-11)

CONCLUSIONS

The proposal to demolish the existing deck and staircase on the rear elevation in order to construct a new addition, a new staircase, landing, roof and posts and to demolish the original garage and driveway in order to build a new garage and driveway at 501 S. Church Street as presented (is/is not) congruous in concept according to the *Walkways, Driveways, and Off-street Parking Garages and Accessory Structures* and *Addition* standards of the *South Monroe Historic District Standards*:

Walkways, Driveways, and 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. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

Garages and Accessory Structures (pg. 35)

1. If an entire garage or accessory structure is missing or so deteriorated that it is structurally unsound, replace it in kind based on accurate documentation of the original garage or accessory structure or replace with a new design that is compatible in form, scale, size, materials and finish with the primary building on the site and with other historic garages or

accessory structures in the district. Maintain the traditional height and proportion of garages and accessory buildings in the district.

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.
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.
4. 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.
5. 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.

Additions, pg. 67

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent guidelines in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.
3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.
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. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.
6. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.
7. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the

building materials and paint colors.

8. Design a new addition to be compatible with but slightly differentiated from the district building in material and detailing so it does not appear to be original to the building. It is not appropriate to attempt to make new additions appear original to the building, giving a false historic appearance.
 9. Consider siting an infill addition or connector back from the district building's wall plane so the form of the building can be distinguished from the new work.
 10. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.
 11. It is not appropriate to construct a new addition if the overall proportion of built mass to open space on the site will vary significantly from the surrounding buildings and sites that contribute to the special character of the historic 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. Existing Conditions
7. Addition Renderings
8. Garage Renderings
9. Concrete Driveway Stain Color
10. APO Map
11. APO List

Prepared by: PB 2/19/25

Aerial Map

Case #: PLHR-2025-00148

Legend

-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

Owner: Clinton & Kristi
Lawrence

Acres: 0.80



0 70 140
 Feet

E HUDSON ST

Exhibit 1

Zoning Map

Case #: PLHR-2025-00148

Legend

-  RMD
-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

**Owner: Clinton & Kristi
Lawrence**

Acres: 0.80



0 70 140
 Feet

E HUDSON ST

E HOUSTON ST

S CHURCH ST

Exhibit 2

Historic District Map

Case #: PLHR-2025-00148

Legend

-  Parcels
-  Subject Property
-  Historic District
-  Centerlines

Existing: RMD
(Residential Medium Density)

**Owner: Clinton & Kristi
Lawrence**

Acres: 0.80



0 70 140
Feet



E HUDSON ST

Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 501 S Church St.
Applicant's name: Clint Lawrence
Applicant's address: 501 S. Church St.
Monroe NC 28112
Applicant's telephone number: 704-219-9832
Applicant's email address: clint@lawrenceurveying.com
Property Tax identification number: 09 - 231 - 120

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

3. The following Certificate of Appropriateness is requested for: See enclosed document.
Please provide a brief description of the project: see enclosed document.

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).

Clint D. Lawrence
Applicant- Printed

[Signature]
Applicant- Signed

02/04/2025
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

Clint & Kristi Lawrence
501 S. Church Street

City of Monroe Historic District Property Submittal for Proposed Renovations/Improvements

Exterior ~~PLHR202500089 - Tree removal~~

- ~~• Permitted and removed an historic 43-inch Oak along Church tree due to disease~~
- ~~• Porch roofs, interior gutters, ridge caps, chimney flashing, and chimney caps are being installed as copper. This work has been approved as general maintenance and is ongoing.~~ **General maintenance**
- Requesting removal of existing garage and concrete due to current condition, location, and asbestos siding.
- Construct a new garage with second floor storage that takes access from Houston Street.
 - Proposed exterior to be brick or material to match existing house.
 - Roof to be architectural shingles, standing seam metal, or slate.
- Add onto the southeastern corner of the house to generate a primary suite closet. Existing windows are to be reused with this addition. Remove existing deck within this area.

See enclosed site plan, floor plans, architectural elevations, and pictures.

Fri 2/21/2025 5:26 PM

Clint Lawrence Clint@Lawrencesurveying.com

Re: Tree Removal for 501 S Church St.

Patrick,

No trees are planned to be removed with the addition or garage.

Clint

Sent from my iPhone

On Feb 21, 2025, at 3:17 PM, Patrick M. Blaszyk <pblaszyk@monroenc.org> wrote:

Good afternoon Clint,

Can you please confirm that no trees will need to be removed for the construction of the addition or the new 2-story garage at 501 S. Church St?

Thank you!

Patrick Blaszyk, MA, CZO

Planner 1

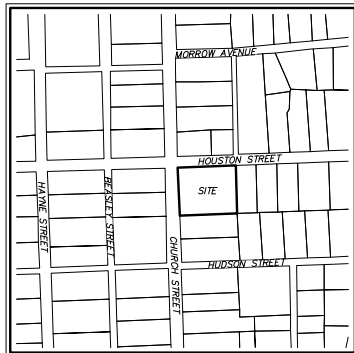
City of Monroe

300 W. Crowell Street

Monroe, NC 28112

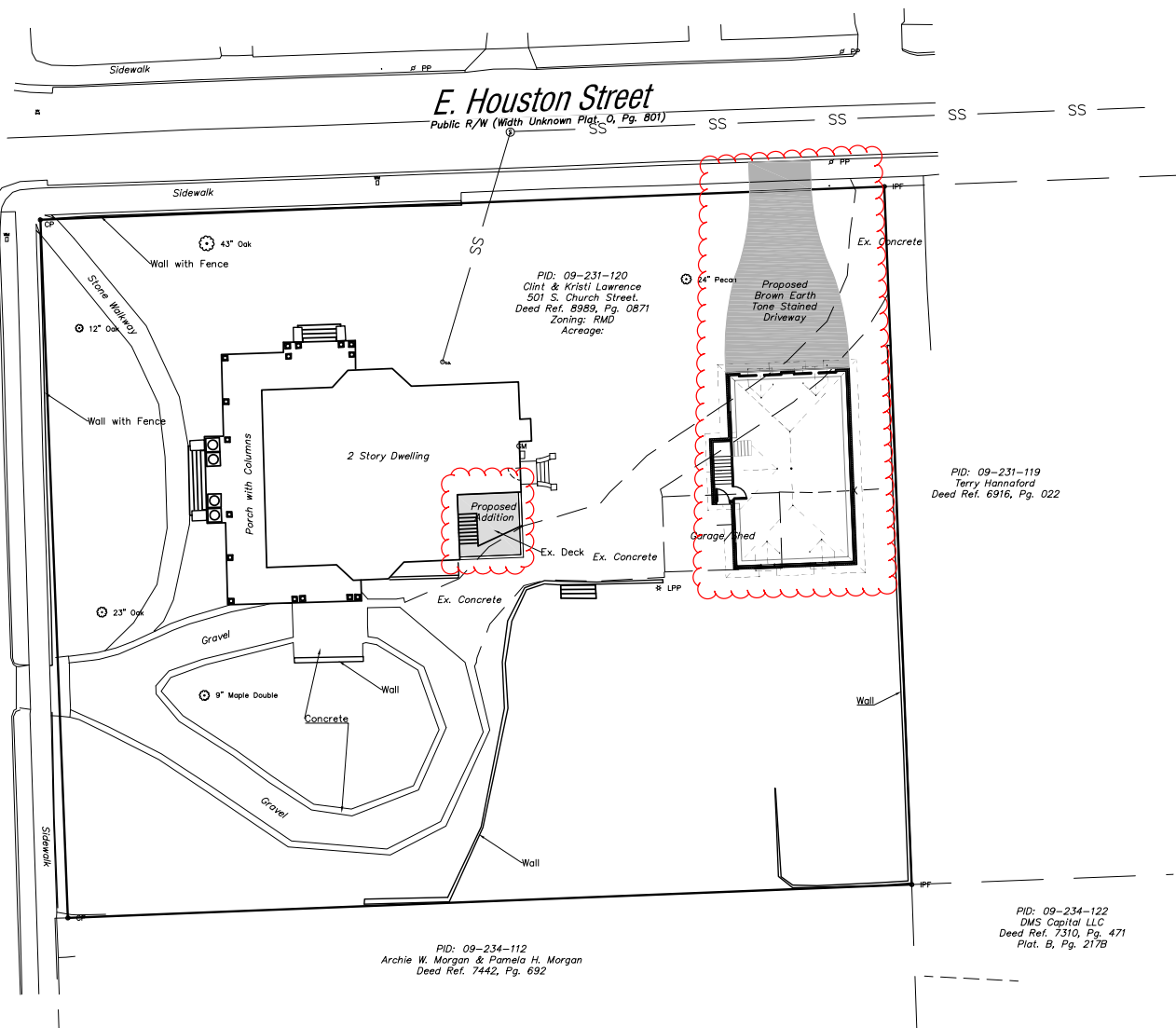
Phone: (704)-282-4550

Email: pblaszyk@monroenc.org

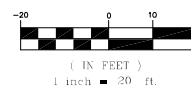


Vicinity Map

(NTS)
S. Church Street
Public R/W (Width Unknown)



State Plane Coordinate values
were obtained using a Topcon
Hiper GPS using Virtual
Reference Stations



NOTES

1. Areas computed using coordinate geometry.
2. This property may be subject to right of ways, easements, restrictions and covenants either recorded or implied.
3. All distances shown are horizontal ground distances.
4. Rebar set at all corners unless otherwise noted.
5. Broken lines indicate property lines not surveyed.
6. All adjoining property owner information is taken from current deeds and tax records and are considered as "Now or Formerly".
7. Lawrence Associates makes no guarantees to the compaction or to the nonexistence of spoils areas.
8. Other underground utilities may exist but their locations are not known.
9. This map was prepared without the benefit of a title search. Subject to full title search.

PRELIMINARY

Exhibit 5



LAWRENCE ASSOCIATES

115 N. Church St
Monroe, North Carolina 28112
P 704-289-1013

www.lawrencesurveying.com
Firm License Number: C-2856

*Proposed Improvement Plan for
Clint & Kristi Lawrence
City of Monroe, Union County, NC*

Orig. scale: 1" = 20' Date: January 22, 2025 Drawn By: COL

Job No. 7312 Drawing file: 7312 Working 01.16.2025.dwg Drawing no. 25/000

REVISIONS



Ex. Deck and Proposed Addition Area Pic #1

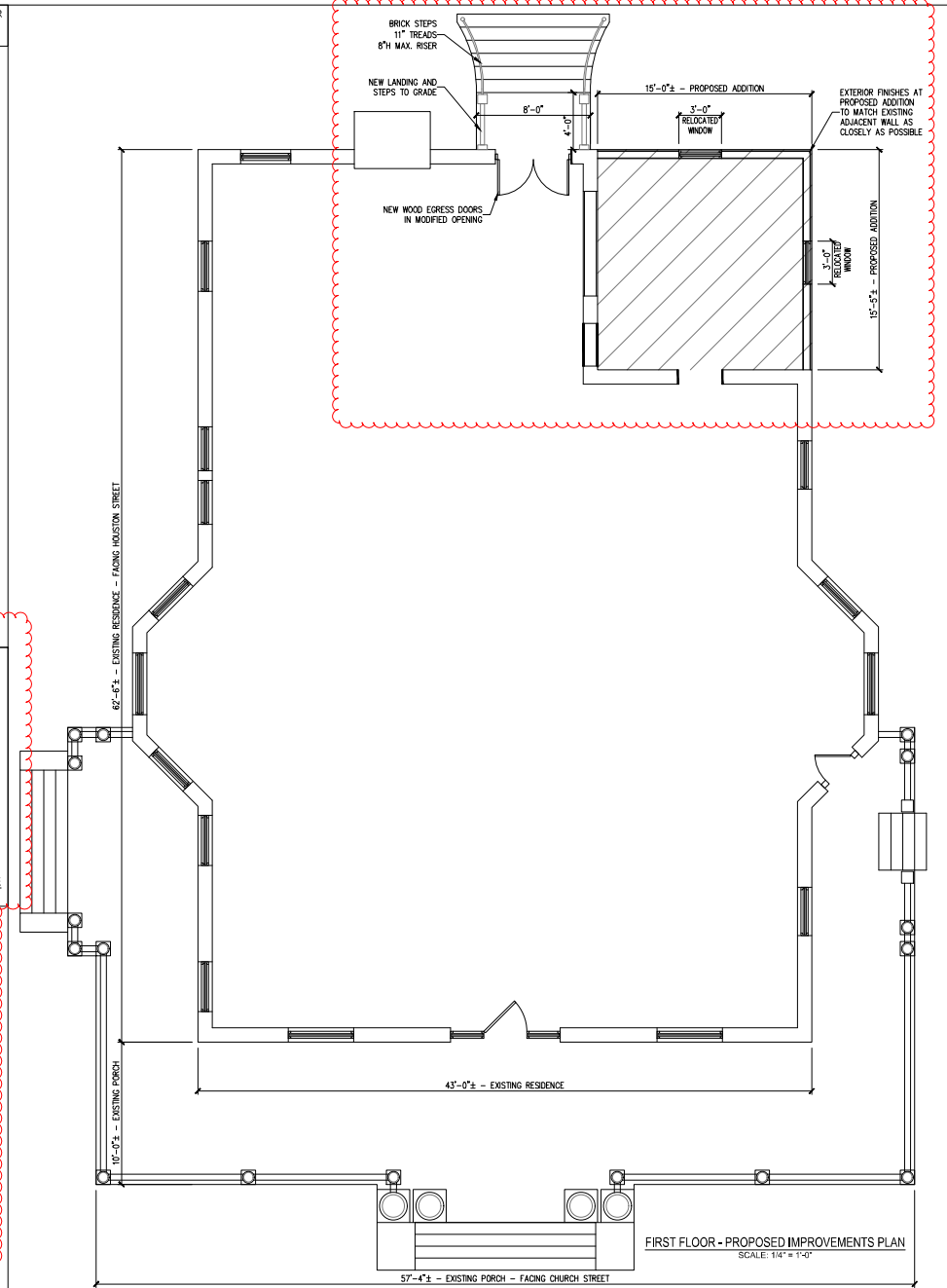
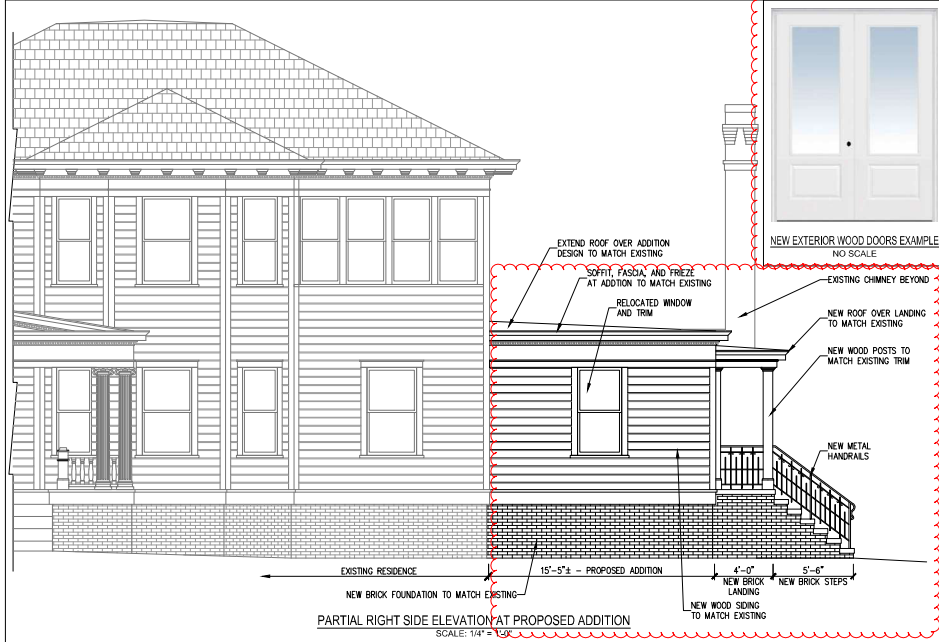
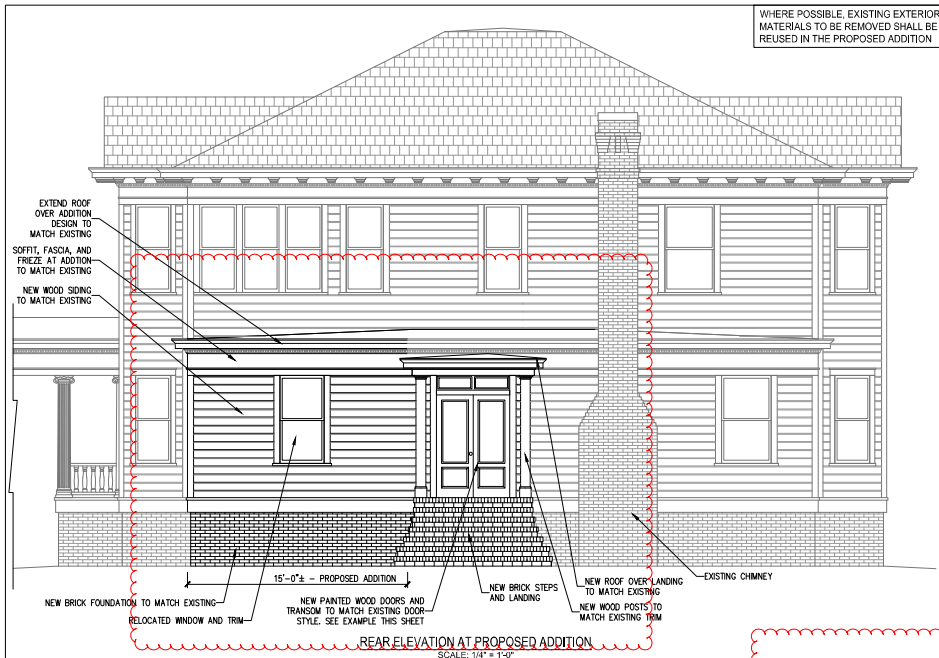
Exhibit 6



Ex. Deck and Proposed Addition Area Pic #2



Ex. Garage to be Removed



**RED SKYE
DESIGN, LLC**
POST OFFICE BOX 1860
INDIAN TRAIL, NC
704-519-6091
chad.redskye@gmail.com

NOTE: THIS DESIGN IS THE PROPERTY
OF RED SKYE DESIGN, LLC AND SHALL
NOT BE REPRODUCED FULLY OR IN
PART WITHOUT THE WRITTEN
PERMISSION OF THE DESIGNER.

PROPOSED RESIDENCE ALTERATIONS AND NEW GARAGE FOR:

Clint and Kristi Lawrence

501 SOUTH CHURCH STREET

MONROE, NORTH CAROLINA 28112

SHEET TITLE

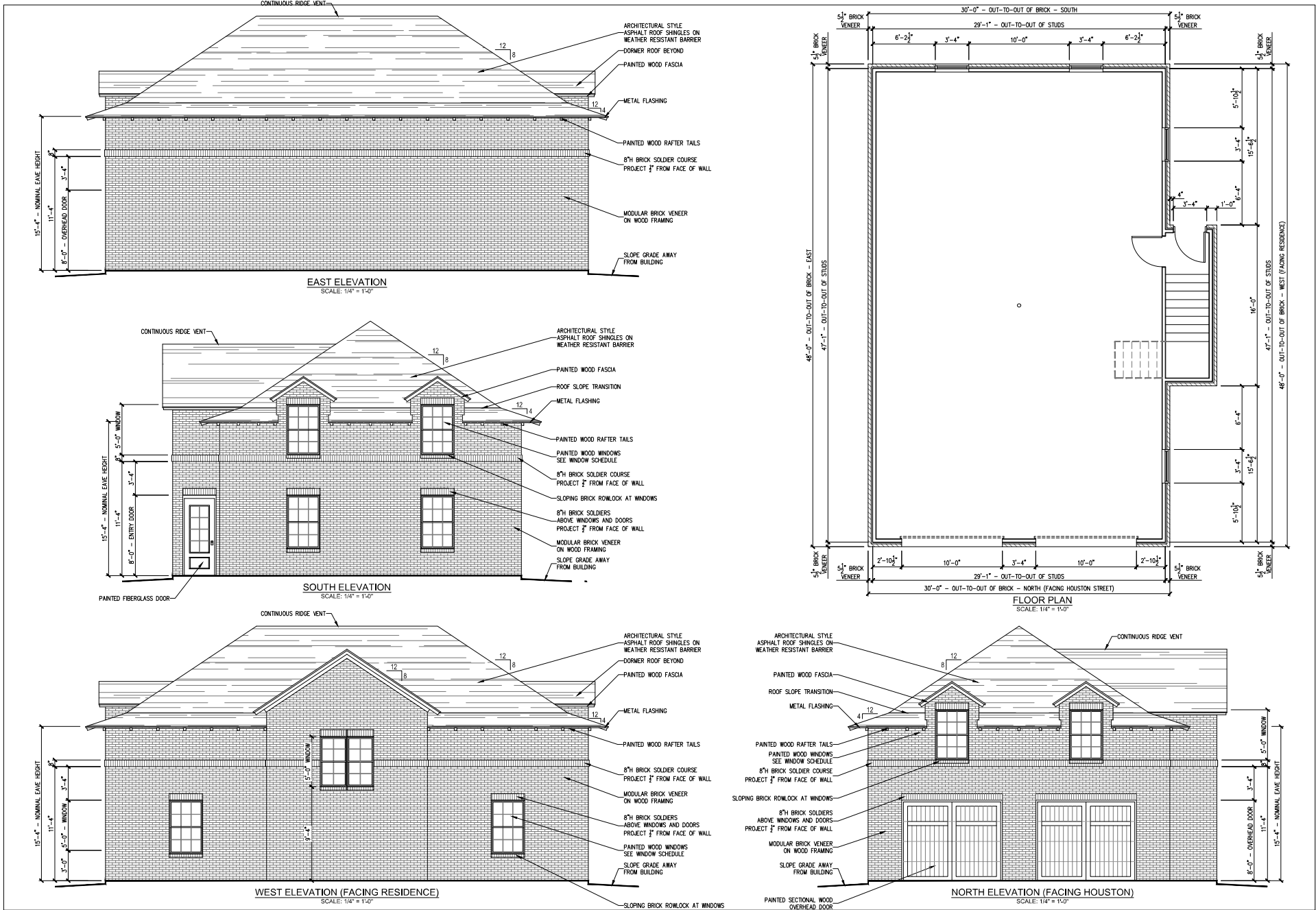
RESIDENCE
IMPROVEMENTS
FLOOR PLAN
& ELEVATIONS

REVISIONS

PROJECT NO: 25-05
DRAWN BY: CTC
CHK'D BY: CTC
DATE: 2/19/2025

B-1

SHEET 1 OF 2



RED SKYE
DESIGN, LLC
POST OFFICE BOX 1860
INDIAN TRAIL, NC
704-519-6091
chad.redskye@gmail.com

NOTE: THIS DESIGN IS THE PROPERTY
OF RED SKYE DESIGN, LLC AND SHALL
NOT BE REPRODUCED FULLY OR IN
PART WITHOUT THE WRITTEN
PERMISSION OF THE DESIGNER.

PROPOSED RESIDENCE ALTERATIONS AND NEW GARAGE FOR:
Clint and Kristi Lawrence
501 SOUTH CHURCH STREET
MONROE, NORTH CAROLINA 28112

SHEET TITLE
GARAGE
FLOOR PLAN
AND
ELEVATIONS

REVISIONS

PROJECT NO: 25-05
DRAWN BY: CTC
CHECKED BY: CTC
DATE: 2/12/2025

B-2

SHEET 2 OF 2

Exhibit 8



SELECT GRADE® INTEGRAL CONCRETE COLORANT

- Packaged in pre-measured repulpable bags for accurate and convenient coloring of concrete.
- 11 standard base colors provide 44 color options by varying the number of bags per cubic yard.
- Standard base color system simplifies and reduces inventory management.



COLOR CHART

TECH DATA

COLOR CHART

ATTENTION! The color chart below is to demonstrate range of colors available and are not to be used to select colors based on how they are viewed on a computer display.*INDICATES FOR INTERIOR USE ONLY

1 BAG PER 2 YARDS	1 BAG PER 1 YARD	2 BAGS PER 1 YARD	3 BAGS PER 1 YARD
 SG01 BROWN	 EARTH BROWN	 TOASTED BROWN	 CHINCHILLA BROWN
 SG02 CORAL	 RED CORAL	 CRIMSON CORAL	 FIERY CORAL



APO Map

PLHR-2025-00148

Legend

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

18 Parcels Notified



Exhibit 10

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234109	DAMIEN RISTAINO	DEANA RISTAINO	506 S Church ST	MONROE	NC	28112
09234110	GRAY CHRISTOPHER A	GRAY LAURA M	502 SOUTH CHURCH ST	MONROE	NC	28112
09234111	KLAREN MATTHEW J	KLAREN KAY	500 S CHURCH ST	MONROE	NC	28112
09234112	MORGAN ARCHIE W	MORGAN PAMELA H	505 SOUTH CHURCH STREET	MONROE	NC	28112
09234123	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09231119	HANNAFORD TERRY		302 E HOUSTON ST	MONROE	NC	28112
09234113	STEWART JOSEPH NEIL		507 S CHURCH ST	MONROE	NC	28112
09235001A	COLT WILLIAM W	COLT MELODY S	404 S CHURCH ST	MONROE	NC	28112
09231118	THOMPSON JONATHAN D	HARTNESS KATHERINE J	304 E HOUSTON ST	MONROE	NC	28112
09231117	SPERRY LLOYD J	SPERRY NATALIE G	306 E HOUSTON ST	MONROE	NC	28112
09231122	HEISNER WILLIAM	CARPENTER TIM	408 W WINDSOR ST	MONROE	NC	28112
09231125	SCHMITT KARL FREDRICK	ANDERSON ADRIENNE L	18 COVIL AVE	WILMINGTON	NC	28043
09231120	LAWRENCE CLINTON DONALD	LAWRENCE KRISTI D	501 S CHURCH ST	MONROE	NC	28112
09234122	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09235001B	AUSTIN BARBARA JANICE		406 S CHURCH ST	MONROE	NC	28112
09231121	HILL ERIC	HILL RHONDA	407 S CHURCH ST	MONROE	NC	28112
09231123	HILBISH GEORGE LEE REVOCABLE TRUST		607 S HAYNE ST	MONROE	NC	28112
09231124	HAMPTON WARREN D JR	HAMPTON STEPHANIE L	303 E HOUSTON ST	MONROE	NC	28112

Exhibit 11



STAFF REPORT
PLHR-2025-00150

TO: Historic District Commission Members

DATE: March 10, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Megan Brightharp, Planner

SUBJECT: Certificate of Appropriateness request at 408 Lancaster Avenue

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ashley Fomen at 408 Lancaster Avenue. The request is to replace an existing aluminum picket fence with a new 6-foot tall privacy brick wall and install a new in ground pool and travertine paver decking. The History District Commission approved a COA request to replace an existing aluminum picket fence with a new privacy brick wall, no taller than 6-feet, install a new pool and concrete decking, and add wood shutters at 408 Lancaster Avenue in 2021. However, work for this COA did not commence within 12 months of being approved, causing the COA to expire.

This property is locally designated therefore the Union County Preservation Commission must approve the project as well. The applicant received approval from the Union County Historic Preservation Commission in 2021. The Union County Preservation Commission's Certificate of appropriateness do not expire; therefore, the proposed project is still approved by the County.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 2-14-2025

Name of Petitioner: Ashley Fomen

Location: 408 Lancaster Ave.

Tax ID #: 09-235-216

Lot Size: 0.52 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

J.E. Efird House II; circa 1925

Built in the mid 1920's by local contractor G. Marion Tucker, this two-story, tapestry brick-veneer Colonial Revival house was the residence of Jacob E. Efird (1867-1931), founder of Efird Marble Works. Efird had previously built and occupied a house on S. Crawford Street. The wide, double-pile, center-hall house is covered by a hipped roof with bracketed eaves. The symmetrical three-bay facade is flanked by one-story flat-roofed hyphens--a porch on the east and a sunroom on the west. The main entrance is side lighted and has double-leaf doors below an elliptical fanlight; this treatment is repeated on the exterior entrance to the sunroom. On either side of the main entrance is a group of three nine over one windows. Each of the first floor front openings has a soldier course lintel with terra cotta keystones and corner blocks; the corner blocks at the entrances are trapezoidal. The broad entrance bay front porch has massive brick piers and a flat roof with a wrought iron railing; the side porch is a smaller version of the front porch. Symmetrically placed brick chimneys are located to the right and left of the roof ridge. There is a small one-story latticed porch on the rear.

RELEVANT DESIGN GUIDELINES

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 in ground pool and travertine paver decking in the rear yard.

Fences and Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
The existing aluminum fence is located in the rear yard and will be replaced with a new, 6-foot tall brick privacy wall.
2. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.
The existing aluminum fence is located in the rear yard and will be replaced with a new, 6-foot tall brick privacy wall.

PROPOSED FINDINGS

Staff Offers the Following Proposed Findings:

1. The subject property located at 408 Lancaster Avenue is owned by Ashley Fomen 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 May 10, 2021, the History District Commission approved a COA request to replace an existing aluminum picket fence with a new privacy brick wall, no taller than 6-feet, and install a new pool and concrete decking at 408 Lancaster Avenue. Work for this COA did not commence within 12 months of being approved, causing the COA to expire. On February 14, 2025, the applicant submitted a new COA application requesting to replace an existing aluminum picket fence with a new 6-foot tall privacy brick wall and install a new in ground pool and travertine paver decking at 408 Lancaster Avenue. (Exhibit 4-8)
3. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
4. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10)

CONCLUSIONS

The proposal to replace an existing aluminum picket fence with a new privacy brick wall, no taller than six-feet, and install a new in ground pool and travertine paver decking at 408 Lancaster Avenue as presented (is/is not) congruous in concept according to the *Site Features and Planting* and *Fences and Walls* guidelines of the *South Monroe Historic District Guidelines*:

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.

Fences and Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
2. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map

4. Application
5. Site Plan
6. Proposed Pool Location
7. Proposed Pool and Brick
Wall Example
8. Existing Fence
9. APO List
10. APO Map

Prepared by: MB 2-20-2025



Aerial Map
PLHR-2025-00150

Legend

- Centerlines
- Parcels
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ashley Fomen
Alex Fomen

Acres: .52

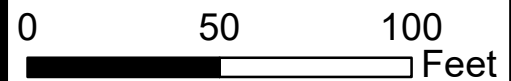


Exhibit 1

Zoning Map
PLHR-2025-00150

Legend

— Centerlines

▭ Parcels

▭ RMD

▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ashley Fomen
Alex Fomen

Acres: .52



0 50 100
Feet

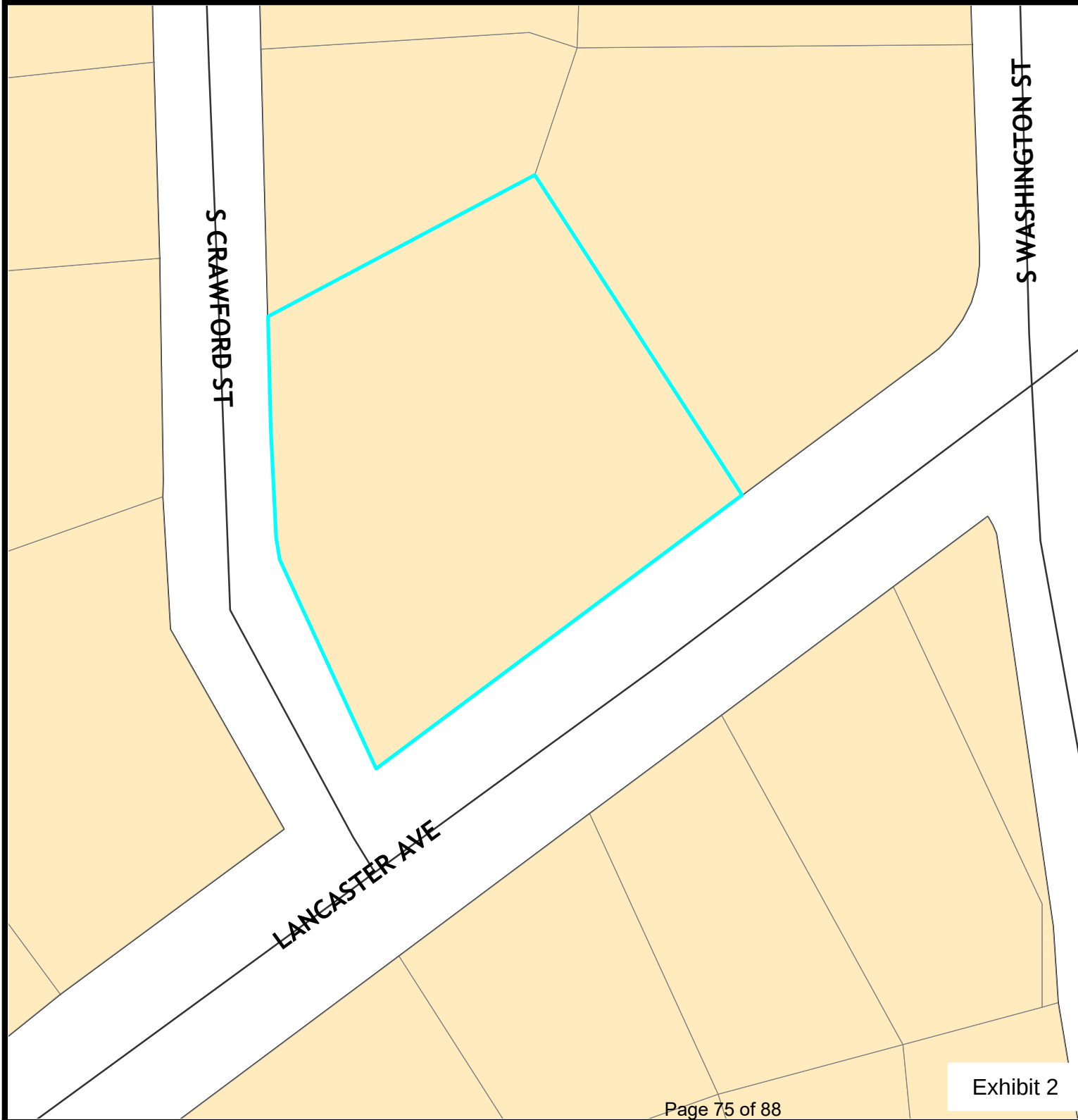
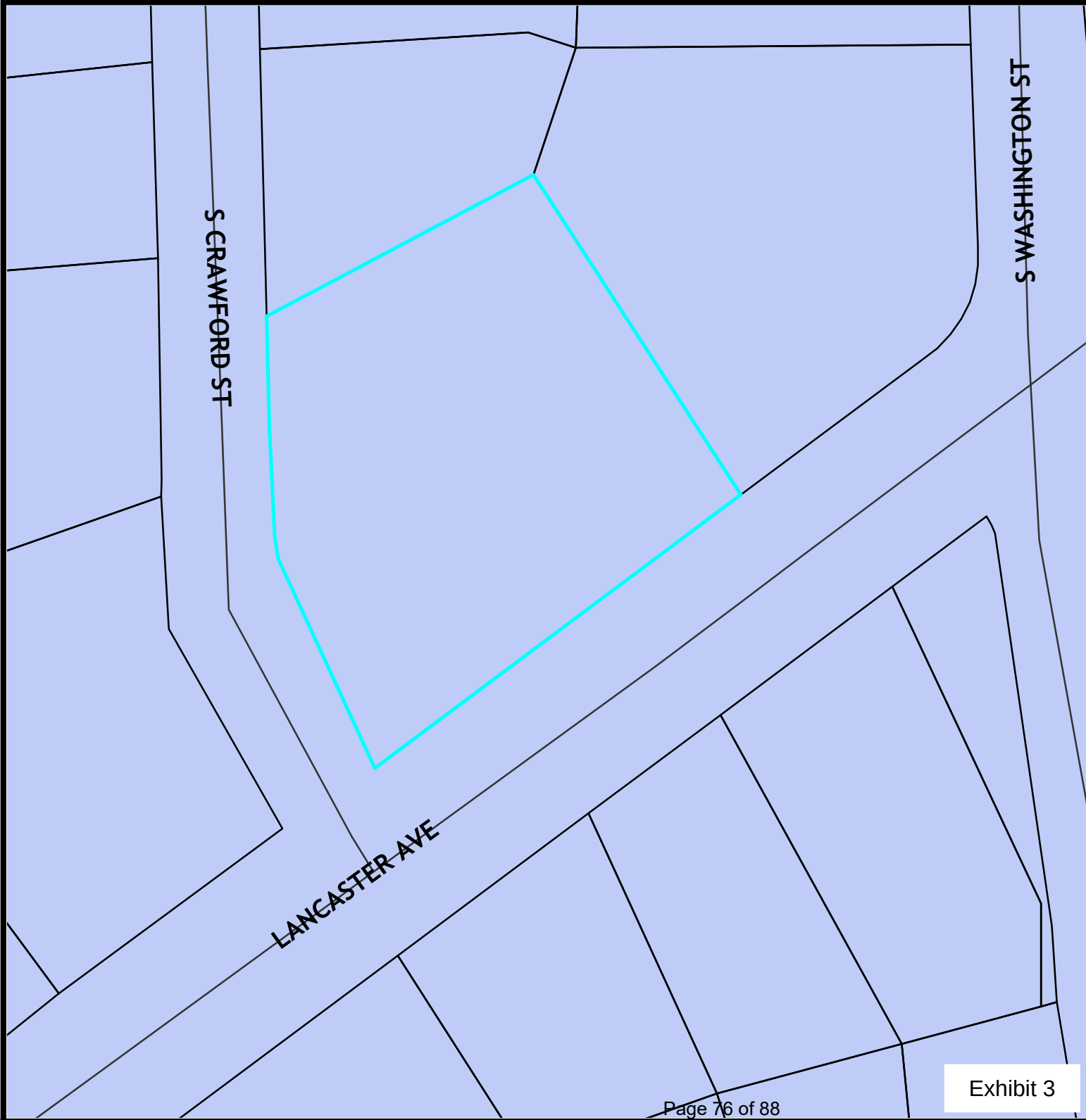


Exhibit 2



Historic District Map

PLHR-2025-00150

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ashley Fomen
Alex Fomen

Acres: .52

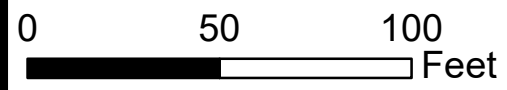


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 408 Lancaster Ave Monroe NC
Applicant's name: Ashley & Alex Fomen
Applicant's address: 408 Lancaster Ave
Monroe, NC 28112
Applicant's telephone number: 551-208-4451
Applicant's email address: ashleymp.74@gmail.com
Property Tax identification number: _____ - _____ - _____

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

3. The following Certificate of Appropriateness is requested for: 20x36 ft pool that range
Please provide a brief description of the project. 3ft-8ft deep. Including a 6ft
Brick privacy fence that goes around property line. This
request, pool & fence, was previously approved in 2021

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).

Ashley Fomen
Applicant- Printed

Ashley Fomen
Applicant- Signed

2/13/25
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

Square pool 20 x 36 concrete pool
3ft - 8ft deep. minimum of 3ft travertine
flooring around the pool.

Brick privacy fence 6 ft tall including
footers. Include 3 entrance wood gates.
Fencing will replace current aluminum fencing.
Brick to match ~~current~~ brick style of house.

DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date

Megan Brightharp

Subject: FW: COA - 408 Lancaster Ave Monroe NC

From: Ashley Fomen <ashleyp.74@gmail.com>
Sent: Friday, February 21, 2025 1:32 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: COA - 408 Lancaster Ave Monroe NC

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

I did call the county historic office last week and when I spoke to the lady she said she did not believe so.

On Thu, Feb 20, 2025, 2:25 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Will the County's Historic Preservation Commission require a new application as well?

Megan Brightharp, Planner

City of Monroe

[300 W. Crowell Street](#)/PO Box 69

Monroe, NC 28111

(704) 282-4554 (p)



From: Ashley Fomen <ashleyp.74@gmail.com>
Sent: Thursday, February 20, 2025 1:04 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: COA - [408 Lancaster Ave Monroe NC](#)

Hello,

Please see my responses below:

1. The instances are based on the pool and decking.
2. The decking will be pavers, most likely travertine.

Let me know if you have any more questions.

Thanks,
Ashley Fomen

On Thu, Feb 20, 2025, 12:49 PM Megan Brightharp <mbrihtharp@monroenc.org> wrote:

Good Afternoon,

I have received your application and I have some follow up questions:

1. Are the instances showing the pool setbacks from the property line indicating the pool AD the decking, or just the pool?
2. Will the deking be concrete as shown in the example image?

Megan Brightharp, Planner

City of Monroe

[300 W. Crowell Street](#)/PO Box 69

Monroe, NC 28111

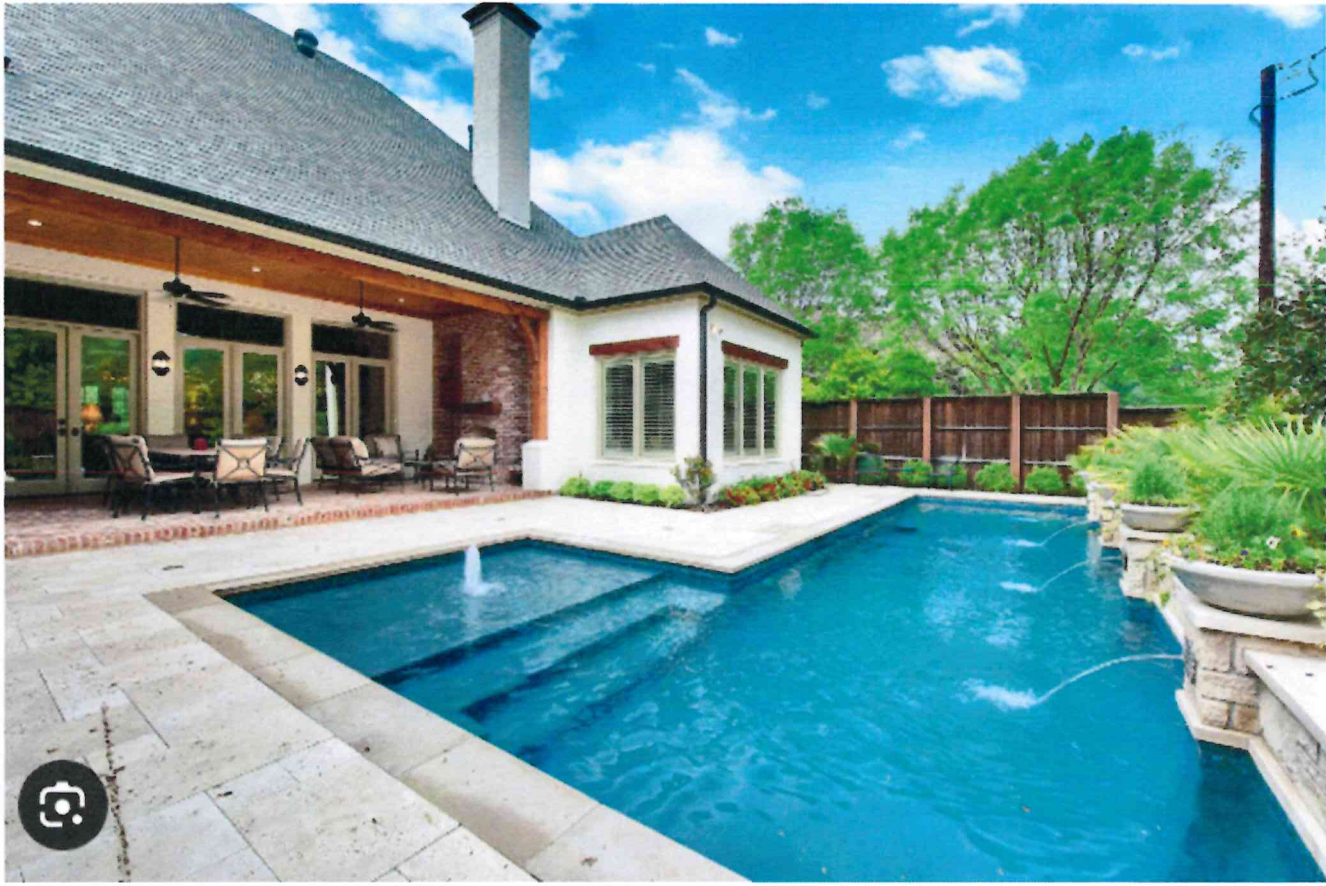
(704) 282-4554 (p)



BACK of
House
Backyard where pool
will be.



POOL EXAMPLE



BRICK EXAMPLE: BRICK TO MATCH EXISTING BRICK ON HOUSE



FRONT OF GARAGE



FROM BACKYARD ON CRAWFORD ST



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09235217	BELK MATTHEW	BELK STEPHANIE	400 LANCASTER AVE		MONROE	NC	28112
09235225	BELK MATTHEW BLAKE JR		503 S WASHINGTON ST		MONROE	NC	28112
09235111	CANTEY KIMBERLY ELIZABETH		405 LANCASTER AVE		MONROE	NC	28112
09235215	CHILDS CHRISTOPHER CODY	HUENKE EMILY R	505 S. CRAWFORD ST		MONROE	NC	28112
09235218	CROSS JESSICA M		506 S WASHINGTON ST		MONROE	NC	28112
09235206	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR		WAXHAW	NC	28173
09235216	FOMEN ASHLEY	FOMEN ALEX	408 LANCASTER AVE		MONROE	NC	28112
09235112	GOURE DEVIN RUSSELL ET AL	BALL COURTNEY	407 LANCASTER AVE		MONROE	NC	28112
09235207	GRISE-HANEY MARTHA		504 S CRAWFORD ST		MONROE	NC	28112
09235206A	GUZMAN-CARRILLO EVA		508 S CRAWFORD ST		MONROE	NC	28112
09235208	LLINAS VERA B		603 EFIRD ST		MONROE	NC	28112
09235220	LOBERGER DALE A		502 SOUTH WASHINGTON ST		MONROE	NC	28112
09235107A	MCBETH DAMON T	MCBETH TESSA M	3419 RICHARDS XING		FORT MILL	SC	29708
09235114	MONROE CITY BOARD OF EDUCATION		500 N MAIN ST		MONROE	NC	28110
09235226	NEMER SANDRA STEWART HEIRS		C/O KELLY ANN NEMER STEGALL	701 W FRANKLIN ST	MONROE	NC	28112
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST		MONROE	NC	28112
09235203	RAPER BYRLE D		505 S COLLEGE ST		MONROE	NC	28112
09235202							
09235107C	REYES-ORDAZ EDSON		617 S WASHINGTON ST		MONROE	NC	28112
09235113	ROBERTO CHRISTINE M		7235 WINDSWEPT LOOP		SPARKS	NV	89436
09235113A							
09235113B							
09235214	SHERROD ROBERT G JR		221 S BRAGG ST		MONROE	NC	28112
09235205	SMITH PATTI		502 LANCASTER AVE		MONROE	NC	28112
09235204	SONG REALTY LLC		PO BOX 79192		CHARLOTTE	NC	28271
09235110	WEN RIVER LLC		17215 OVERSTONE CT		CHARLOTTE	NC	28277
09235106	WILKINSON RICHARD KENT	WILKINSON ANGELA	307 LANCASTER AVE		MONROE	NC	28110

APO Map
PLHR-2025-00150

Legend

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



Parcels Notified: 28

Exhibit 10



STAFF REPORT

TO: Historic District Commission

DATE: March 10, 2025

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Historic District Discussion

SUMMARY STATEMENT

At the February 10, 2025 Historic District meeting, the Historic District Commission (HDC) requested a meeting to discuss various topics with staff and make recommendations to City Council for proposed changes. Staff has gathered a list of topics from Commission members and has provided a brief summary of those topics below for discussion.

REVIEW

Police Department

- Vehicles parked on the street (Kerr)
- Farm Animals in the City (Smith)

Legal

- Request for closing attorney's to provide design standards to new owners within the district at the time of closing and report back to the Planning Department that the owners were notified. (Smith)

Code Enforcement

- Vehicles parked in yards/on grass (Smith)
- Trash & debris in yards (Morgan, Smith)
- Minimum code standards; require owners to repair properties (loose boards, painting, etc.) (Morgan, Smith)
- Furniture on front porches (Morgan)
- Establish district specific property maintenance standards Loria)

- Increased code enforcement in areas outside of Historic District such as Charlotte Avenue (Smith)

Planning & Zoning

- Update on the proposed Prevention of Demolition by Neglect Ordinance (Watson, Loria)
- Can the HDC allow brick to be painted (Kerr)
- Fines/penalties for doing work without approval (Smith)
- Explore financial assistance options for property owners (Loria)
- Strengthen community engagement/Historic Preservation Month (Loria)
- Collaboration with Union County Preservation Commission (Loria)
- Need for the HDC to hold citizens more accountable when doing work without approval and adhere with design standards (Smith)

RECOMMENDATION

Planning staff has provided the above topics received by various commission members for further discussion and direction from the Historic District Commission.