

**HISTORIC DISTRICT COMMISSION
MEETING AGENDA**



**Monday, May 12, 2025 – 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC**

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- 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 – April 14, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** **PLHR-2025-00164**-The Historic District Commission is requested to consider a Certificate of Appropriateness from Jesus Diaz Hernandez requesting approval for previously starting construction on a new pavilion and constructing a new shed in the rear yard at 506 E. Talleyrand Ave. (Parcel ID #09-231-080)
- Item 7.** **PLHR-2025-00193**-The Historic District Commission is requested to consider a Certificate of Appropriateness from Ross Hicks to install a wood handicap ramp on the rear porch of 205 S. Hayne Street. (Parcel ID #09-232-017)
- Item 8.** **PLHR-2025-00196**-The Historic District Commission is requested to consider a Certificate of Appropriateness from Malati Scott requesting approval to replace an attached shed with a wood deck, replace two windows on the rear of the home with French doors, add a brick walkway, replace the existing front and rear door with new wood doors, and add a wood screen door at 201 N Crawford Street. (Parcel ID #09-232-219)
- Item 9.** **PLHR-2025-00204**-The Historic District Commission is requested to consider a Certificate of Appropriateness from William Heisner to replace the front door and install new wood shutters at 402 S. Church Street. (Parcel ID #09-232-015)
- Item 10.** HDC Discussion on Proposed Topics
- Item 11.** Next Meeting: Monday, June 9, 2025
- Item 12.** Adjournment

ATTENTION BOARD MEMBERS: Please contact Kimberly Davis at 704-282-4527 to confirm your attendance.

cc: Richard Long
Jeff Wells

Lisa Stiwinter
Planning Staff

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, APRIL 14, 2025 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 4/15/25

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, Anna Dowdy

Members Absent: None

Staff Present: Jeff Wells, Asst. City Manager; Richard Long, City Attorney; Doug Britt, Asst. Director of Planning and Development; Keri Mendler, Senior Planner; Megan Brightharp, Planner 1; Kimberly Davis, Admin. Asst. II; Robert Rushing, Code Enforcement Officer III/Community Main.; David Maw, Code Enf. Officer II; Pablo Rodriguez, Code Enf. Officer I; Sgt. Mark Isley; Sgt. David Simpson; Officer Aycoth; Officer David Lang;

Guests: Ben and Hannah Brooks, Susan Sganga, Natasha Higgins, Thomas Loria,

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – March 10, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the March 10, 2025 meeting.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

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-2025-00170 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Ben and Hannah Brooks. The applicants have requested approval to install a new wood greenhouse at 701 Lancaster Avenue. (Parcel ID: 09-235-168)

Megan Brightharp and Ben Brooks approached the dais and were sworn in by the Chair.

Megan Brightharp, Planner 1, presented the following Proposed Findings:

1. The subject property located at 701 Lancaster Avenue is owned by Ben and Hannah Brooks 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 southeast of Lancaster Avenue. Exhibit 2 is a copy of the Zoning Map showing the subject property highlighted in blue. The subject property and the contiguous parcels are all 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. The subject property and the other parcels that front Lancaster Avenue on this block are all within the Historic District. The parcels shown in white are not.
3. On March 7, 2025 the applicant submitted an application to install a new wood greenhouse in the rear yard at 701 Lancaster Avenue. The proposed greenhouse will be approximately 51 square feet and measure 9.5 feet in height. (Exhibit 4-7) Exhibit 4 is a copy of the application. Exhibit 5 is a photo of the proposed greenhouse. It is a pre-fabricated wood greenhouse. Exhibit 6 is a copy of the Site Plan showing where they planned to locate the greenhouse and confirming that it will meet the 10ft accessory structure setback from the side and rear property lines. Exhibit 7 is an image of the rear yard showing where they plan to locate the greenhouse and confirming that there are no trees or any other items in the backyard that will need to be removed.
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 8-9) Exhibit 8 is the APO List. Exhibit 9 is a copy of the APO Map. Twenty-nine properties were notified. There were no responses to any of the letters.

The Commission had questions for the applicant.

Ben Brooks, the applicant, approached the podium representing himself and his wife, Hannah Brooks for 701 Lancaster Avenue. The windows of the greenhouse are a polycarbonate, plastic material. They wanted to make sure the size of this greenhouse was ok before they go bigger. It will be secured to the ground with a 4x6 wood frame with a gravel foundation filled between it and rebar to anchor the wood footers down into the ground.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00170, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the material for the proposed greenhouse is cedar wood, which is compatible with accessory structures in the district. The greenhouse will also be located in the rear yard of the residence, behind a 6-ft wooden privacy fence, so it will not be readily visible from the front of the residence and, therefore, will not detract from the overall historic character of the primary building. Finally, the greenhouse will be compatible in size and scale with other accessory structures in the Historic District. 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, Anna Dowdy

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 Ben and Hannah Brooks regarding the proposals as shown in COA PLHR-2025-00170. 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, Anna Dowdy

NAYS: None

Item 7. HDC Discussion on Proposed Topics

Keri Mendler, Senior Planner, and Doug Britt, Asst. Director of Planning and Development, presented a PowerPoint presentation and answered questions from the Board regarding Minimum Housing, Public Health Nuisance and Parking Ordinances. There are currently fourteen Minimum Housing Cases for the City of Monroe and three of those are in the Historic District. They, along with the Code Enforcement Officers, will follow up on specific concerns within the City and Historic District expressed by the Board Members.

Sergeant Mark Isley and Sergeant David Simpson of the City of Monroe Police Department approached the podium. They answered questions from the Board about City Ordinances regarding hazardous vehicles, improper parking, traffic violations, and abandoned vehicles.

Officer Aycoth and Officer David Lange with Animal Control answered the questions from the Board regarding the rules in owning chickens and other animals/livestock in the Historic District.

Item 8. **Next Meeting: Monday, May 12, 2025**

Item 9. **Adjournment**

Motion: **Anna Dowdy made a motion to adjourn this meeting.**

Second: **Allen Watson**

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

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

NAYS: None

The meeting adjourned at **7:48 pm.**

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2025-00164

TO: Historic District Commission Members
DATE: May 12, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 506 E. Talleyrand Ave.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Jesus Diaz Hernandez. The applicant has requested approval for previously starting construction on a new pavilion and to construct a new shed in the rear yard at 506 E. Talleyrand Ave.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 4-22-2025
Name of Petitioner: Jesus Diaz Hernandez
Location: 506 E. Talleyrand Ave.
Tax ID #: 09-231-080
Lot Size: 0.21 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

506 E. Talleyrand Ave - House; ca. 1940

Built prior to 1942, this two-story frame house features a double-pile, side-hall plan topped by a side gable roof with a one-story shed wing across the rear. Now clad in asbestos siding, it has a three-bay facade with a bay window on the right and a small gabled portico over the lefthand entrance. Windows have six over six sash, and there is an exterior end brick chimney on the west elevation.

The house previously had a detached garage in the rear yard that was two-story, gable-front frame garage with second floor apartment, and contemporary with the house. This garage was demolished in 2017.

RELEVANT DESIGN STANDARDS

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. 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 pavilion is constructed and proposed to be completed with treated wood, asphalt singles with a concrete foundation. The pavilion is 20-feet x 20-feet and 13.6 feet-tall.

The proposed shed will be constructed of wood, plywood panel siding and asphalt shingles. The shed is 12-feet x 16-feet and 13.1-feet tall. The applicant is proposing a steel garage door.

3. 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 pavilion is proposed to be relocated to the center of the rear yard, in close proximity to the home in order to meet the 10-foot accessory structure setback requirements.

The shed will be located in the southwestern corner of the rear yard. The shed is proposed to meet the 10-foot accessory structure setback requirements.

4. 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 pavilion is constructed of treated wood and the shed is proposed to be constructed with plywood siding.

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.
Removal of significant building elements or site features will not occur with the installation of this pavilion or shed.
6. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 506 East Talleyrand Avenue is owned by Jesus Diaz Hernandez 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 April 22, 2025, the applicant applied for a Certificate of Appropriateness for a partially constructed pavilion and to build a new shed at 506 East Talleyrand Avenue. The applicant is proposing the pavilion will be completed with treated wood, asphalt shingles and a concrete foundation. The applicant is proposing to build the proposed shed as outlined in the included plans to be made of wood with plywood panel siding, asphalt shingles, and a steel garage door. The pavilion is approximately 400 square feet and measures 13.6 feet in height. The shed will be approximately 320 square feet and measure 13.1 feet in height. (Exhibit 4-8)
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)

CONCLUSIONS

The proposal requesting approval for a new wood pavilion and a wood shed in the rear yard at 506 E. Talleyrand Avenue as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* standards of the *South Monroe Historic District Standards*:

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. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
3. 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.
4. 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.
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.
6. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

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

Exhibits:




1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Photos of Existing Pavilion
6. Example of Pavilion Materials
7. Plan of Proposed Shed
8. Proposed Shed Materials
9. Site Plan
10. APO Map
11. APO List

Prepared by: PB 04-22-2025

Aerial Map

Case #: PLHR-2025-00164

Legend

-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

**Owner: Jesus Diaz
Hernandez**

Acres: 0.21

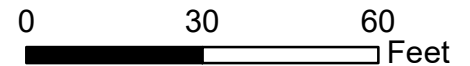


Exhibit 1

Zoning Map

Case #: PLHR-2025-00164

Legend

-  RMD
-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

**Owner: Jesus Diaz
Hernandez**

Acres: 0.21

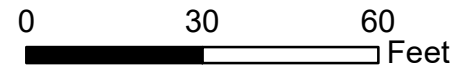


Exhibit 2

Historic District Map

Case #: PLHR-2025-00164

Legend

-  Parcels
-  Subject Property
-  Historic District
-  Centerlines

Existing: RMD
(Residential Medium Density)

**Owner: Jesus Diaz
Hernandez**

Acres: 0.21

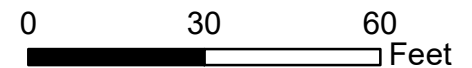


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 506 E Talley Road
Applicant's name: JESUS DIAZ FERNANDEZ
Applicant's address: 506 E TALLEY ROAD

Applicant's telephone number: 704-226-3331/704-254-2726
Applicant's email address: ADOLFORDIAW52@GMAIL.COM
Property Tax identification number: _____ - _____ - _____ 2 Items

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

3. The following Certificate of Appropriateness is requested for: _____

Please provide a brief description of the project _____

① Home owner had Fremmer Port building up without permit
he was told to stop. I will take project over + finish and build
to code. @ VC. Truss # 20932 20X20 canopy

② applicant wants to build 12X16 utility Building on Back
of Property meeting all city zoning Requirements
Back of Property

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).

JESUS DIAZ FERNANDEZ
Applicant- Printed

[Signature]
Applicant- Signed

3/19/25
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

Thank you for letting me know!

Patrick Blaszyk, MA, CZO

Planner 1

City of Monroe

300 W. Crowell Street

Monroe, NC 28112

Phone: (704)-282-4550

Email: pblaszyk@monroenc.org



From: Adolfo Roldan <adolforoldan52@gmail.com>

Sent: Wednesday, April 23, 2025 2:53 PM

To: Patrick M. Blaszyk <pblaszyk@monroenc.org>

Subject: buildings

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

The pavilion is 13 feet 6 inches tall the shed will be is 13 feet 1 inch tall.



Canopy

Exhibit 5








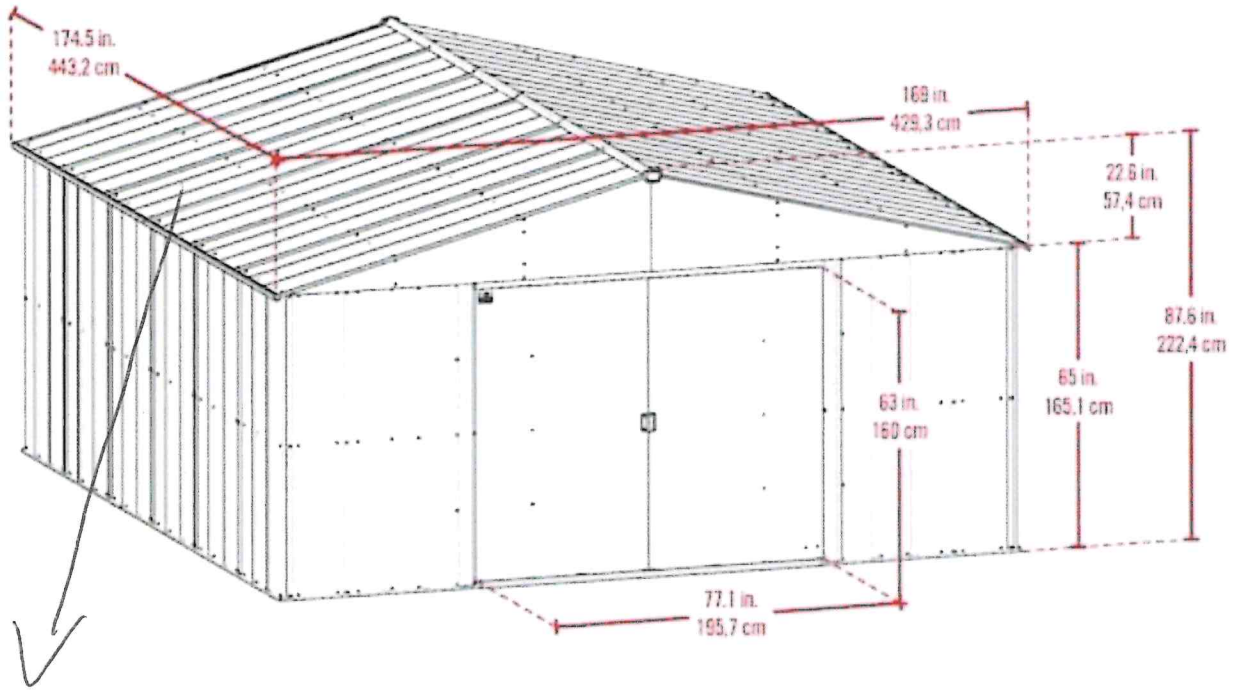


📏 Multiple Sizes Available

Severe Weather 2-in x 6-in #2 Prime
 Southern yellow pine Above ground
 Pressure Treated Lumber

Exhibit 6

	Classic series	14 x 14 ft. 4,3 x 4,3 m	Models: CLG1414CC, CLG1414FG & CLG1414BG
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30 year
architectural
Roofing

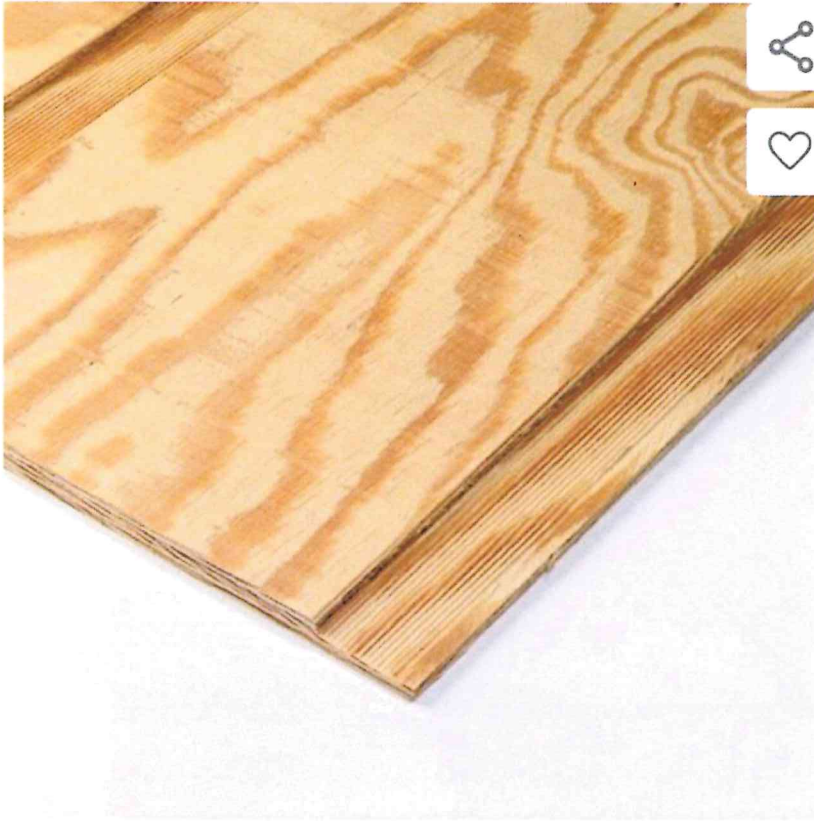
12x16
Utility Building

siding
wood lap

Exhibit 7

8:50 07:27 5G 86%

← Monroe Lowe's > Out of Stock | Check Nearby 🔍



12x16 White Building

Plytanium 12-in Groove Pattern
0.59-in x 48.0-in x 96.0-in SYP
Plywood Panel siding

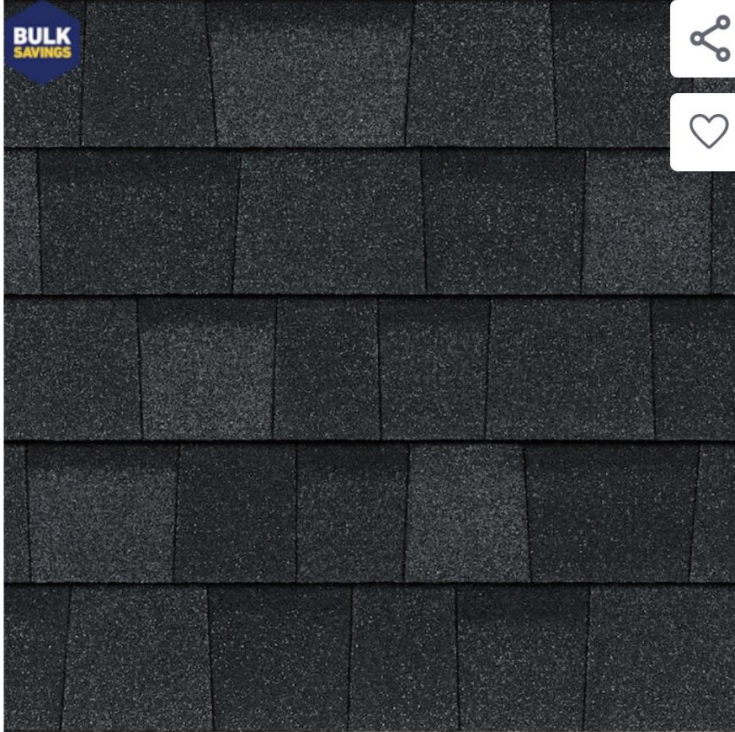
1k+ bought last week

\$48.57

Item #12936 • Model #NA

Shop Quot... Cart ⁹⁹ Wallet Acco...

Exhibit 8



**Owens Corning Oakridge Onyx Black
Algae Resistant Architectural Roof
Shingles (32.8-sq ft per Bundle)**

[Aisle 53 • Bay 1 >](#)

5K bought last week

- | 1 | + [Add to Cart](#)

1354482194783268158.jpg

*Utility
12 X 16 Building*





Exhibit 9

APO Map

PLHR-2025-00164

Legend

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

21 Parcels Notified



Exhibit 10

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231090	YANACSEK ROBERT S		513 EVERETTE ST	MONROE	NC	28112
09231101A	VISWALINGAM VELMURUGAN	MANI GAYATHRI	515 EVERETTE ST	MONROE	NC	28112
09231102	BURGESS JEAN C		8123 PINE HILL RD	MINT HILL	NC	28227
09231072	WYNKOOP JOHN D	WYNKOOP AMANDA	509 E TALLEYRAND AVE	MONROE	NC	28112
09231081	HIGHSTONE CAROLYN	HIGHSTONE TIMOTHY J	504 E TALLEYRAND AVE	MONROE	NC	28112
09231099	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09231080	HERNANDEZ JESUS DIAZ		506 E TALLEYRAND AVE	MONROE	NC	28112
09231086	COVINGTON EARNEST	COVINGTON ROSIE LEE	1211 AUSTIN CHANEY RD	WINGATE	NC	28174
09231087	GLENN JOHN JR	GLENN CYNTHIA	507 EVERETT ST	MONROE	NC	28112
09231063A	FKH SFR PROPCO I LP		1850 PARKWAY PL STE 900	MARIETTA	GA	30067
09231071	MCGINNIS ELEANOR D		505E TALLEYRAND AVE	MONROE	NC	28112
09231088	MENDOZA JOSE JUIS	CASTREJON COATLICUE S	509 EVERETTE ST	MONROE	NC	28112
09231089	CHAMBERS KATHERLEAN B HEIRS		511 E EVERETTE ST	MONROE	NC	28112
09231100	MENA ALEJANDRO MORAN		512 EVERETTE ST	MONROE	NC	28112
09231098	EG&T CAPITAL LLC		PO BOX 78372	CHARLOTTE	NC	28271
09231078	STEULAND JAYNE K		512 EAST TALLYRAND AVE	MONROE	NC	28112
09231079	MCGINNIS EMILY M	MCGINNIS MICHAEL D	508 E TALLEYRAND AVE	MONROE	NC	28112
09231091	TEDESCO PAUL		515 EVERETTE ST	MONROE	NC	28112

Exhibit 11



STAFF REPORT
PLHR-2025-00193

TO: Historic District Commission Members
DATE: May 12, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request 205 S. Hayne St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ross Hicks to install a handicap ramp at 205 S. Hayne St.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 04-09-25
Name of Petitioner: Ross Hicks
Location: 205 S. Hayne St.
Tax ID #: 09-232-017
Lot Size: 0.44 acres
Zoning Classification: DC-MX (Downtown Central Mixed-Use)

GENERAL INFORMATION

205 S. Hayne Street - Charles M. Shannon House; 1906

In 1905 Susan Sheppard deeded a lot next to her own residence to her son-in-law Charles M. Shannon, an engineer for Seaboard Airline Railway, who had this one-and-one-half story frame Colonial Revival house built shortly thereafter. Topped by a broad cross gable tin shingle roof, the triple-pile house is enlived by a semi-hexagonal bay on the left (north) of the asymmetrical three-bay facade, a smaller semi-hexagonal bay centered on the front gable end, and a semi-

hexagonal bay with a square bay above on the north elevation. A one-story, hip roofed porch with Tuscan columns and a replacement wrought iron railing spans the facade and continues on the north elevation. Windows have one over one sash, and the entrance is flanked by two-pane sidelights. Stuccoed brick chimneys with corbelled caps are in interior locations. A one-story ell extends to the rear.

RELEVANT DESIGN STANDARDS

Accessibility, Health, & Safety Considerations, pg. 61

1. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.
The applicant is requesting to add a handicap accessible ramp on the rear porch. The handicap ramp and rails will be constructed of wood.
 2. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.
This home was built in circa 1906; the handicap ramp and rails will be constructed of wood that will be placed on top of the existing rear porch over the stairs. It appears it will simply sit on top of the existing porch and is easily reversible.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 205 S. Hayne St. is owned by Ross and Debbie Hicks and is zoned DC-MX (Downtown Central Mixed-Use). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On April 9, 2025, the applicant submitted an application to install a wood handicap ramp with wood handrails on the rear porch of 205 S. Hayne St. (Exhibit 4-8)
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)

CONCLUSIONS

The proposed addition of a new wood handicap ramp and wood handrails over the rear porch at 205 S. Hayne St. as presented (is/is not) congruous in concept according to the *Accessibility, Health & Safety Considerations* standards of the *South Monroe Historic District Standards*:

Accessibility, Health, & Safety Considerations, pg. 61

1. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.
 2. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.
-

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

Exhibits:




1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Existing Conditions
6. Site Plan
7. Proposed Materials
8. Wheel Chair Ramp Example
9. APO Map
10. APO List

Prepared by: PB 4-16-25

Aerial Map

Case #: PLHR-2025-00193

Legend

-  Parcels
-  Subject Property
-  Centerlines

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

Owner: Ross & Debbie
Hicks

Acres: 0.44

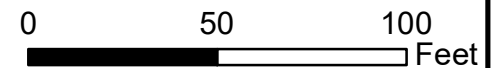



Exhibit 1

Zoning Map

Case #: PLHR-2025-00193

Legend

-  Parcels
-  Subject Property
-  Centerlines
-  DC-MX
-  RMD

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

**Owner: Ross & Debbie
Hicks**

Acres: 0.44

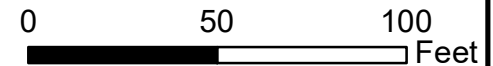


Exhibit 2

Historic District Map

Case #: PLHR-2025-00193

Legend

-  Parcels
-  Subject Property
-  Historic District
- Centerlines

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

**Owner: Ross & Debbie
Hicks**

Acres: 0.44

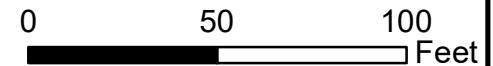


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 205 S. Hayne St. Monroe
Applicant's name: Ross & Debbie Hicks
Applicant's address: 205 S. Hayne St. Monroe

Applicant's telephone number: 704-291-1453
Applicant's email address: ross.hicks@hopeway.org
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Ross & Debbie Hicks
Address: _____ Telephone: 704-291-1453

3. The following Certificate of Appropriateness is requested for: A ramp at Backdoor
Please provide a brief description of the project: Construct a 4'x4' Landing at Backdoor with a 30' Ramp 36" wide 36" high Railings Treated lumber.

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).

Ross B Hicks
Applicant- Printed
Ross B Hicks
Applicant- Signed

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.

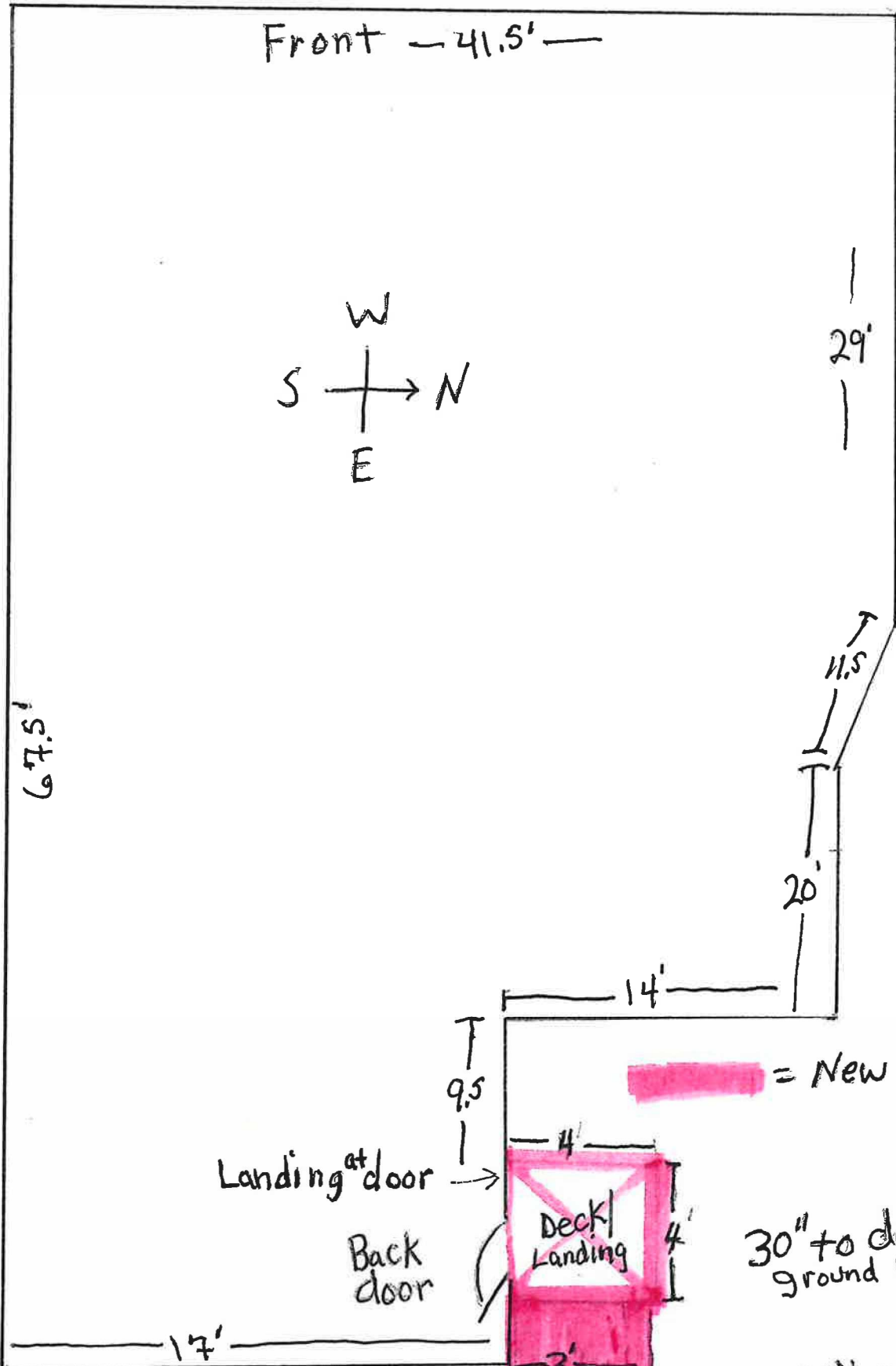
If your project is required to be heard by the commission, you or a representative will need to attend the meeting.

Exhibit 4



Exhibit 5

205 S. Hayne St, Monroe, NC 28112
Ross & Debbie Hicks



Materials:

- Treated Lumber
- Gal. metal Brackets
- Coated Deck Screws
- Gal. Lag Bolts - Concrete

Exhibit 6



Exhibit 7



Exhibit 8

APO Map

PLHR-2025-00193

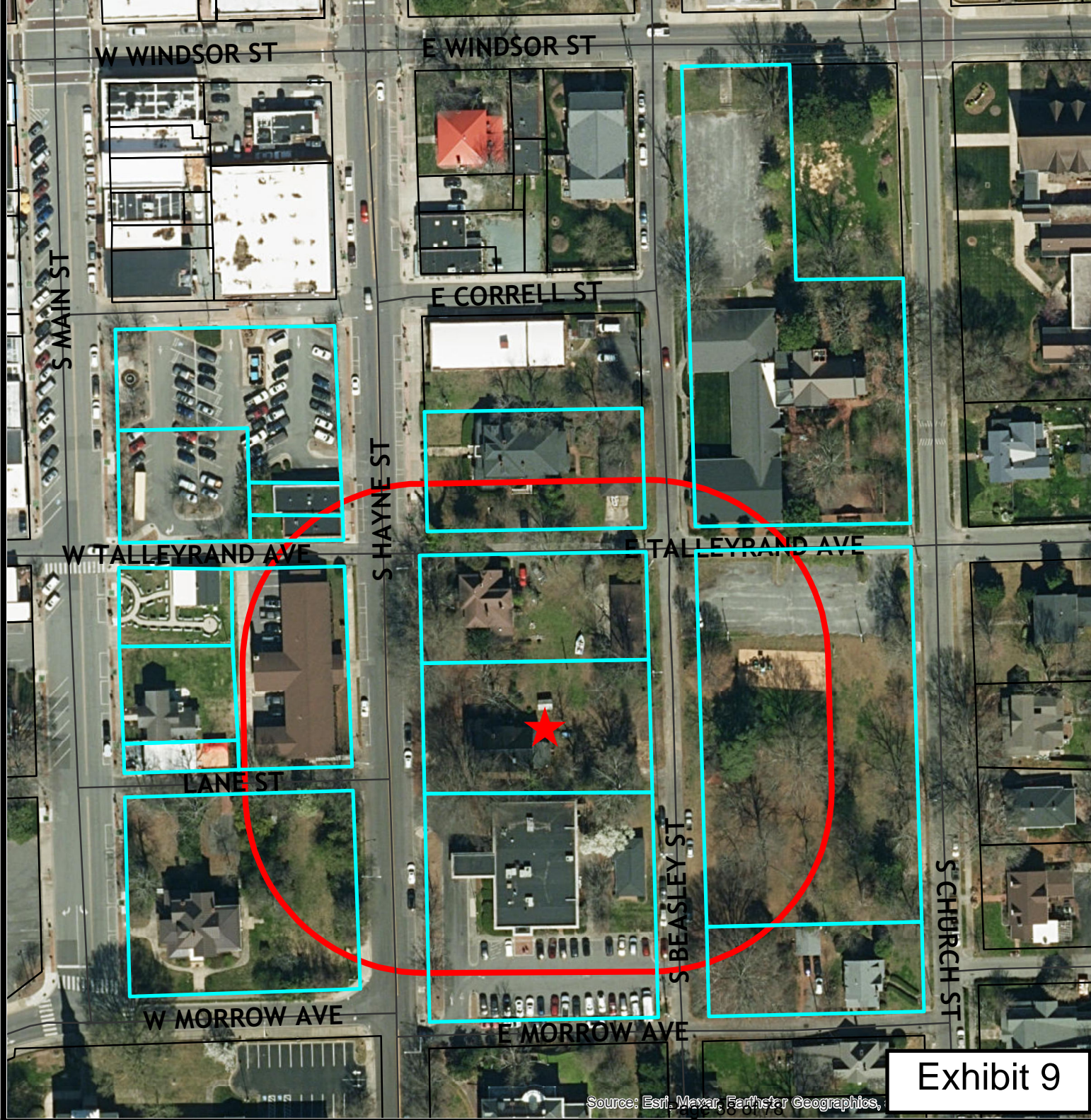
Legend

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

16 Parcels Notified



Exhibit 9



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232011	VESTRY ST PAULS EPISCOPAL CHURCH		116 S CHURCH ST	MONROE	NC	28112
09232019	CRIDER RICHARD HILL		201 S HAYNE ST	MONROE	NC	28112
09232073	W3 RESOURCE MANAGEMENT LLC		PO BOX 1561	MONROE	NC	28111
09232075A	HOME BREW CRAFT BEER & SMOOTHIES LLC		101 N CRAWFORD ST	MONROE	NC	28112
09232012	VESTRY OF ST PAUL'S EPISCOPAL CHURCH OF MONROE		PO BOX 297	MONROE	NC	281110297
09232074	MAHOGANY CREEK HOLDINGS LLC		657 ANN CARSON CT	ROCK HILL	SC	29732
09232017	HICKS ROSS B	HICKS DEBBIE L	205 S HAYNE ST	MONROE	NC	28112
09232070	PRESSON STEVE HUNTER HEIRS		122 FOREST HILLS DR	MONROE	NC	28112
09232076	CARLSON-MCNABB HOLDINGS LLC		400 W WINDSOR ST	MONROE	NC	28110
09232075	W3 RESOURCE MANAGEMENT LLC		PO BOX 1561	MONROE	NC	28111
09232072	EUDY JAMES		3657 HELMS RD	LANCASTER	SC	29720
09232013	ALBERTYN EVAN R	ALBERTYN DELLA K	2624 ROLLING HILLS DR	MONROE	NC	28110
09232071	ALLEN BRIAN	ALLEN TILIA N	7805 HAIGLER GIN RD	MONROE	NC	28110

Exhibit 10



STAFF REPORT
PLHR-2025-00196

TO: Historic District Commission Members
DATE: May 12, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request at 201 N. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Malati Scott. The applicant has requested approval to replace an attached shed with a wood deck, replace two windows on the rear of the home with French doors, and add a brick walkway in the front of the home at 201 N. Crawford Street. The applicant is also requesting to replace the existing front door with a new wood door, replace the existing rear door with a new wood door with a window feature, and add a wood screen door to the existing screened porch.

The application also includes requests to be approved at a staff level. These requests include installing a new Air Conditioning unit and lattice screening, adding a new wood picket fence 15 feet behind the front corner of the home, installing storm windows, and repairing the floorboards of the front porch.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 04-11-2025
Name of Petitioner: Malati Scott
Location: 201 N. Crawford Street
Tax ID #: 09-232-219
Lot Size: 0.285 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

201 N. Crawford Street- Griffith House; ca. 1920

Occupied during the 1920s by Mrs. Ruby Griffith, widow of J. V. Griffith, this plain, one-story, L-plan frame house has intersecting gable roofs. Inside the ell is a low-hipped porch with square columns on brick piers and square-section railings. At the rear of the house is a wide, gable-roofed wing. Windows are six over six and the front door has sidelights. Walls are covered with vinyl siding.

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 applicant is requesting to add a brick walkway from the front steps of the home to the side yard. The proposed walkway will measure approximately 36 inches in width and 30 feet in length.

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 applicant is not proposing to remove any site features in order to accommodate the proposed walkway.

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 requesting to construct the proposed walkway with repurposed brick from a previously existing chimney of the home.

Windows & Doors (pg. 53)

1. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the

original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.

The applicant is requesting to replace two windows on the rear of the home with a set of wood French doors featuring glass. The proposed French doors will measure 72 inches by 80 inches. The applicant is also proposing to replace the existing front door with a new six paneled wood door measuring 36 inches by 80 inches. The applicant is also requesting to replace the existing rear door of the home with a new wood door with a window feature measuring 36 inches by 80 inches. The applicant is proposing to add a new wood screen door to the existing screened porch of the home.

2. If additional doors or windows are necessary, install them on a rear or non-character-defining façade of the building, but only if they do not compromise the architectural integrity of the district building.

The applicant is requesting to replace two windows on the rear of the home with a set of wood French doors featuring glass. The proposed French doors will measure 72 inches by 80 inches. The applicant is also proposing to add a new wood screen door to the existing screened porch of the home.

Decks & Patios (pg. 69)

1. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.

The applicant is proposing to remove the attached, deteriorated shed and construct a wood deck behind the existing home. The proposed deck will measure 8 feet by 10 feet and will be elevated 6 feet from the ground. The proposed location of the deck is not visible from Crawford Street, but is visible from West Morgan Street.

2. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.

The applicant is proposing to remove the attached, deteriorated shed and construct a deck behind the existing home. The deck and its railings will be made of wood. The proposed deck will measure 8 feet by 10 feet and will be elevated 6 feet from the ground.

3. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, masonry or lattice panels, and evergreen foundation plantings.

The proposed deck will measure 8 feet by 10 feet and will be elevated 6 feet from the ground to be accessed from the proposed screen doors.

Demolition (pg. 75)

1. 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.

The applicant has submitted photographs of the attached shed that they wish to demolish.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 201 North Crawford Street is owned Nancy Hammons 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 April 11, 2025, the applicant submitted an application requesting approval to replace an attached shed with a wood deck, replace two windows on the rear of the home with French doors, and add a brick walkway in the front of the home at 201 N. Crawford Street. The applicant is also requesting to replace the existing front door with a new wood door, replace the existing rear door with a new wood door with a window feature, and add a wood screen door to the existing screened porch. (Exhibit 4-5)
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 6-7)

CONCLUSIONS

The proposal requesting approval replace an attached shed with a wood deck, replace two windows on the rear of the home with French doors, add a brick walkway in the front of the home, replace the existing front door with a new wood door, replace the existing rear door with a new wood door with a window feature, and add a wood screen door to the existing screened porch at 201 N. Crawford St. as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* 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.

Windows & Doors (pg. 53)

1. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
2. If additional doors or windows are necessary, install them on a rear or non-character-defining façade of the building, but only if they do not compromise the architectural integrity of the district building.

Decks & Patios (pg. 69)

1. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
2. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
3. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, masonry or lattice panels, and evergreen foundation plantings.

Demolition (pg. 75)

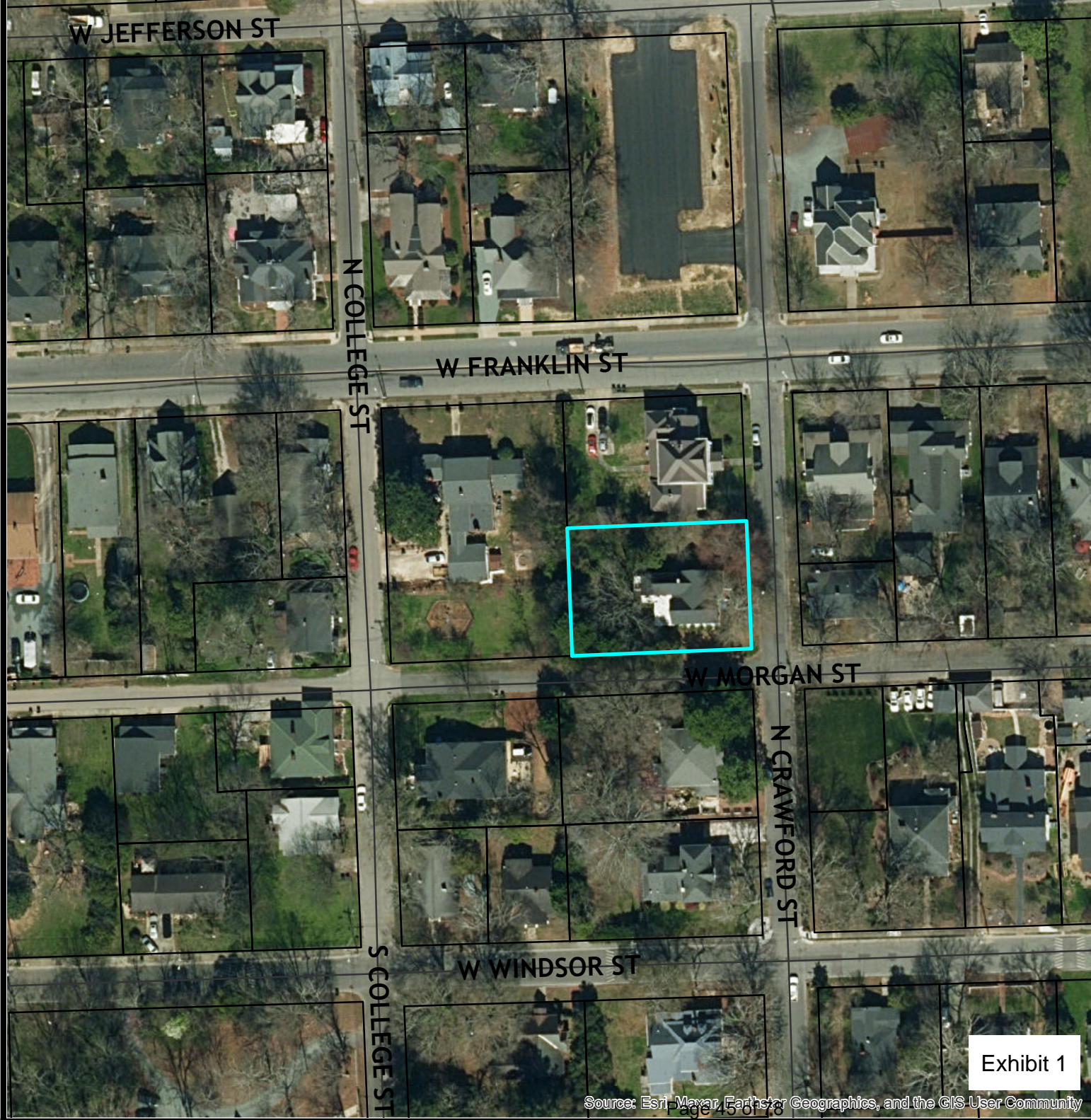
1. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.

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. APO List
7. APO Map

Prepared by: MB 04-25-2025



Aerial Map
PLHR-2025-00196

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Nancy Hammons

Acres: .285

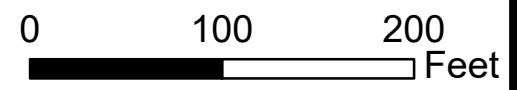


Exhibit 1

W JEFFERSON ST

N COLLEGE ST

W FRANKLIN ST

W MORGAN ST

N CRAWFORD ST


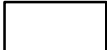


W WINDSOR ST

S COLLEGE ST



Zoning Map
PLHR-2025-00196

Legend

-  Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Nancy Hammons

Acres: .285

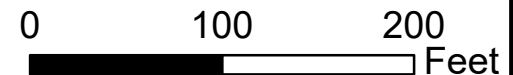


Exhibit 2

W JEFFERSON ST

N COLLEGE ST

W FRANKLIN ST

W MORGAN ST

N CRAWFORD ST

W WINDSOR ST

S COLLEGE ST



Historic District Map PLHR-2025-00196

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Nancy Hammons

Acres: .285

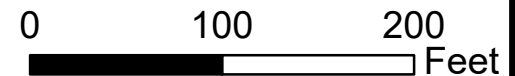


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 201 N Crawford St. Monroe, NC
Applicant's name: Malati Scott
Applicant's address: 6709 Bachebrs Knob Rd.
Marshville, NC 28103
Applicant's telephone number: 704-777-5359
Applicant's email address: marvin.malati@gmail.com
Property Tax identification number: 092-32-219

2. The property is owned by (if different from above) Nancy Hammons
Address: 4397 Sucia Dr. Ferndale, WA Telephone: 360-305-4070

3. The following Certificate of Appropriateness is requested for: "See attached for project requests please"
Please provide a brief description of the project: _____

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).

Malati Scott

Applicant- Printed

[Signature]

Applicant- Signed

4/7/25

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

Project Requests:
201 N Crawford St.

1) Addition of backyard deck:

Request to remove rotting shed to build 8' x 10' wooden deck at the back of the house. The deck will be built 6' feet off the ground and will not be physically tied to the structure of the house, (freestanding), with access to the inside of the home via two french doors. There is a rotting shed attached to the home that will need to be removed to make room for the new deck. The deck will not be visible from the street. Spindles will be set 3 1/2" apart, railing built 36" high.

Proposed materials: Wooden 2x4's, deck boards, 4x6's, and 1 1/4" spindles.

Photos below showcasing shed to demolish and rotting of inside of shed. Also included a sketch of proposed project.



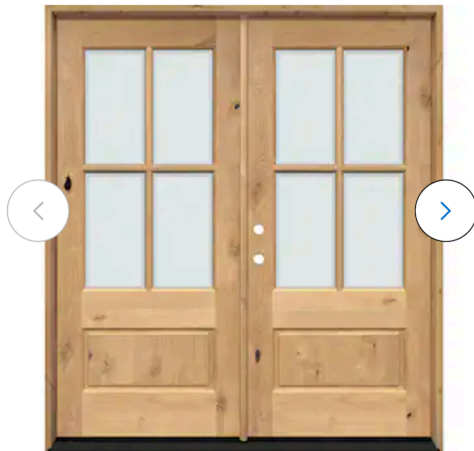
201 N Crawford Street



2) Replacing windows with french doors:

Request to remove two small windows on back of house to replace with set of gridded french doors to allow access from inside of home to deck mentioned above.

Proposed materials: Greatview 72" x 80" wooden french doors with glass.



3) AC unit

Request to add AC unit to right side yard. Will be obscured with a 32" x 38" lattice screen.

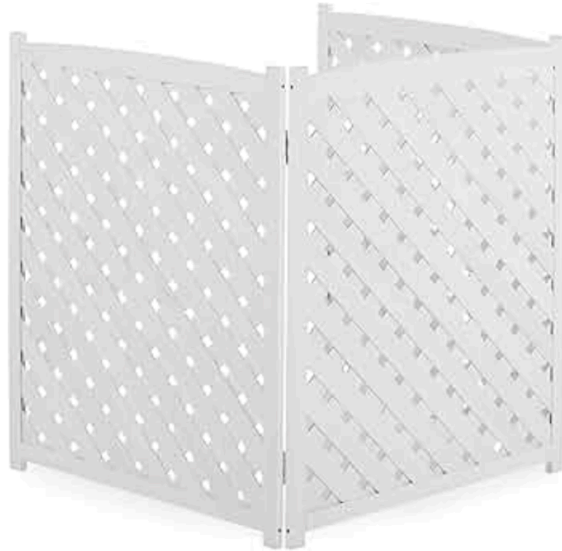
Proposed materials: Wooden lattice screen.

Photo of side yard where unit will be located:



Photo of proposed materials to obscure unit:

3-Panel Outdoor Air Conditioner Fence Screen, 32" W x 38" H
Outside Backyard Wood Privacy (White)



4) Picket fence to side yard:

Request to add 20' of white picket fence and 36" gate to side yard to complete enclosure of backyard. Fence will not exceed 3.5' tall. Pickets will be placed 4" apart.

Proposed material: 3.5' wooden pickets, 2x4s, and 4x4s.





5) Front door:

Request to replace front door, (which is hidden behind original shutter door.) Only want to replace the front door behind the shutter door. Front door is obscured

201 N Crawford Street

from view unless shutter door is propped open. Emphasis on the fact that the original shutter door will remain and we are only replacing the door behind it.

Proposed materials: 36" x 80" 6-Panel Solid Wooden Door



6) Front porch:

Request to fix and replace rotten wood with tongue and groove wood. Not changing style or material, just preserving what already exists.



7) Windows:

Request to add storm windows to several windows on the home that do not already have them, (half the windows have storm windows already). Will only be fixing and painting windows, not replacing them.

8) Brick walkway:

Request to add brick walkway from front steps to side yard. 36" in width, running from the front to the side yard, about 30' in length.

Proposed material: red brick found in the home, belonging to a retired chimney.



9) Back door:

Request to replace back door. Not visible from street.

Proposed materials: 36" x 80" Lite exterior wood door with glass.

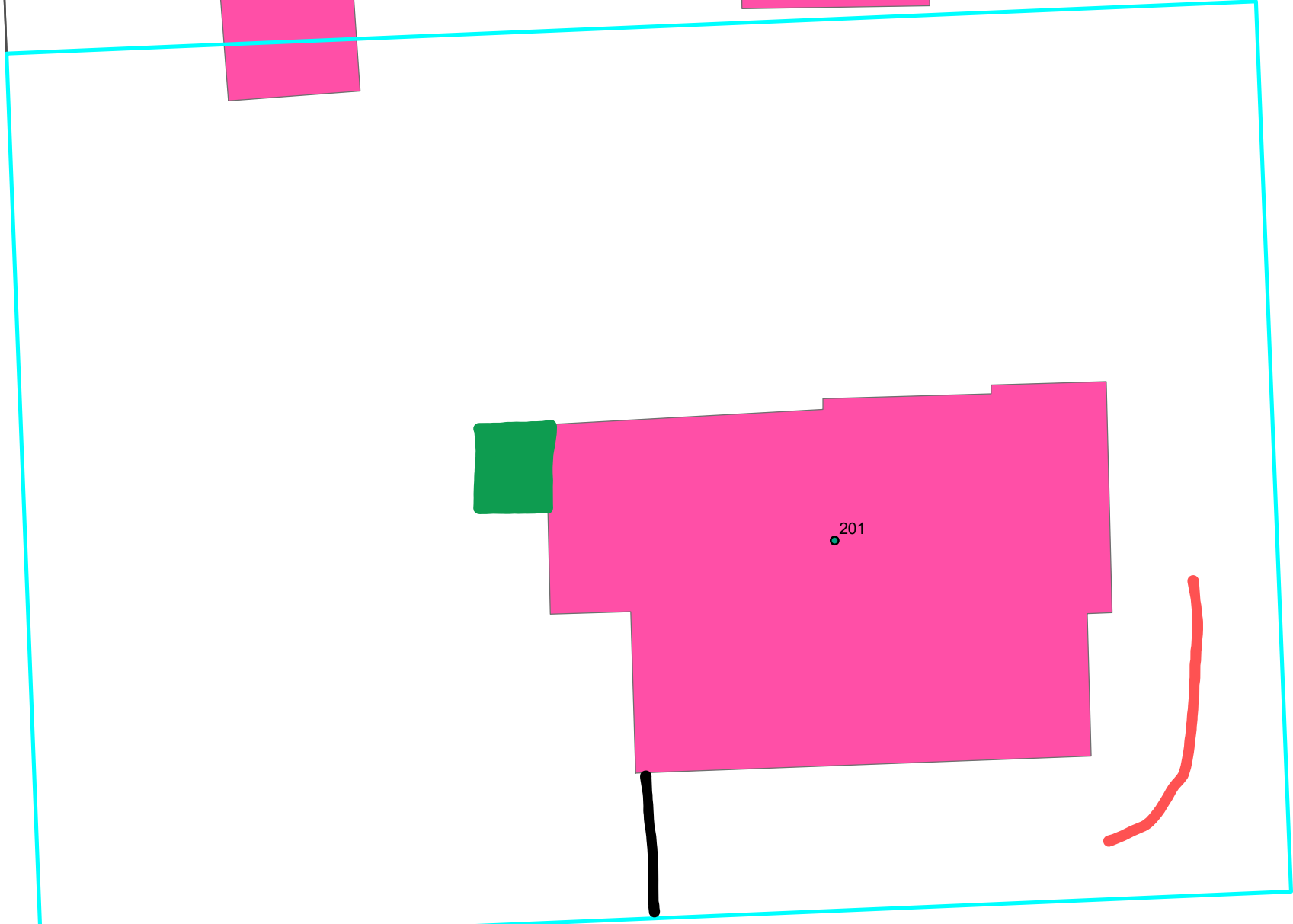


10) Screen door:

Request to install new screen door to existing screened porch.

Proposed materials: Reliablilt Wooden screen door.





N CRAWFORD ST

— fence
— deck
— walkway


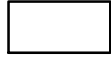


W MORGAN ST

Exhibit 5

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232233	BULLARD ROBERT H		504 W FRANKLIN ST		MONROE	NC	28112
09232204	COOKE STEVEN	COOKE JESSICA	103 N CRAWFORD ST		MONROE	NC	28112
09232199	CTJ INVESTMENT GROUP LLC		PO BOX 482		MONROE	NC	28111
9232223	DAIGLE SARA KAUFFMAN		605 W FRANKLIN ST		MONROE	NC	28112
09232201	DONTON LEE III	DONTON THOMAS FRANKLIN	4801 ST SIMONS TER		WAXHAW	NC	28173
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586		CHARLOTTE	NC	28229
09232208	DUNCAN DARCY DEMART		406 W WINDSOR ST		MONROE	NC	28112
09232234	GOLDFARB CARL	GOLDFARB SHARRON	502 W FRANKLIN ST		MONROE	NC	28112
09232215	GOODWIN SARAH POLK		401 1/2 W FRANKLIN ST		MONROE	NC	28112
09232237	GUSTAFSON SCOTT THOMAS		402 W FRANKLIN ST		MONROE	NC	28112
09232219	HAMMONS NANCY		201 N CRAWFORD ST		MONROE	NC	28112
09232206	HEISNER WILLIAM R	HEISNER PATRICE A	408 W WINDSOR ST		MONROE	NC	28112
9232207							
09232208A							
09232218	HIGGINS NATASHA FAITH		202 N CRAWFORD ST		MONROE	NC	28112
09232232	HILL SHANNON M		600 WEST FRANKLIN ST		MONROE	NC	28112
09232221	KNOX WALTER		203 N COLLEGE ST		MONROE	NC	28112
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST		MONROE	NC	28112
09232205	MOORE JENNIFER REBECCA	MOORE GREGORY RALPH	101 N CRAWFORD ST		MONROE	NC	28112
9232216	MOSER MADISON MACKENZIE		3606 HUCKLEBERRY RD		CHARLOTE	NC	28210
09232220A	ONS PROPERTY MANAGEMENT GROUP LLC		50 SCHOOL RD	STE 184	MILL SPRING	NC	28756
09232235	PARKER MARK WAYNE	PARKER ALAN SCOTT	406 W FRANKLIN ST		MONROE	NC	28112
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST		MONROE	NC	28112
09232198A	PRIME PROPERTY PARTNERS LLC		4912 WOODHAVEN LN		INDIAN TRAIL	NC	28079
09232203	SHANLEY LAURA		108 N COLLEGE ST		MONROE	NC	28112
09232202	SIGNATURE BUILDERS & SERVICES INC		13534 PLAZA RD EXTENSION		CHARLOTTE	NC	28215

APO Map
PLHR-2025-00196

Legend

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

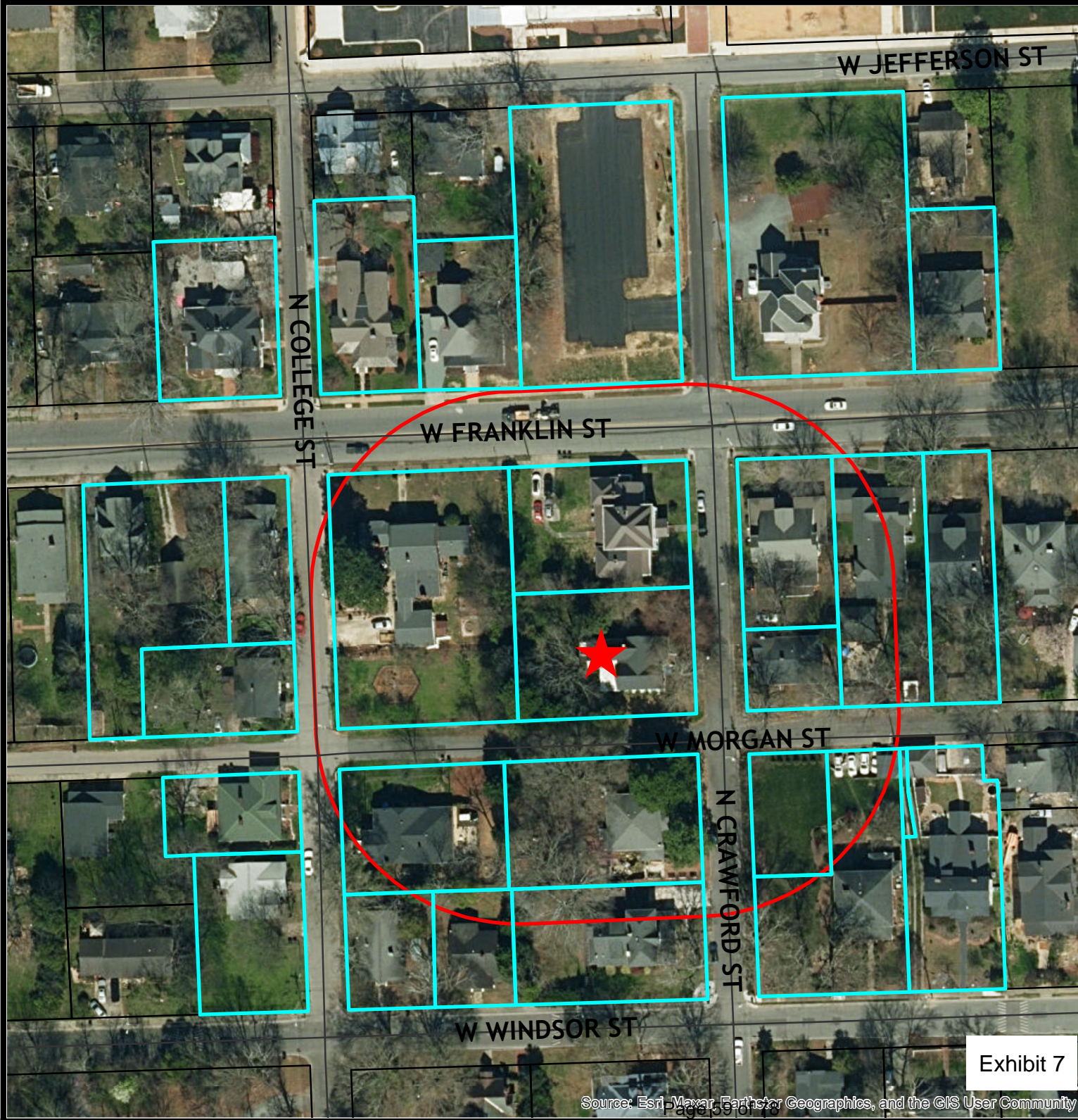


Exhibit 7

Parcels Notified: 27



STAFF REPORT
PLHR-2025-00204

TO: Historic District Commission Members
DATE: May 12, 2024
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request for 402 S. Church St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from William Heisner to replace the front door and install new wood shutters at 402 S. Church St.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 4-21-2025
Name of Petitioner: William Heisner
Location: 402 S. Church St.
Tax ID #: 09-232-015
Lot Size: 0.22 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

402 S. Church Street; circa 1945;

The home is a one-story brick colonial Revival-influenced residence.

A gable-roofed concrete block double garage was constructed in 1970. This garage is a large, gable-roofed concrete block double garage

RELEVANT DESIGN STANDARDS

Windows & Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting approval for previously removing a wood front storm door and wood front door and replaced them with a single wood front door with a 6-pane glass window. The applicant is also requesting approval to install new louvered wood shutters.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
3. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
4. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
Both the new wood front door and louvered wood shutters fit in the locations of the original features on the home.
5. It is not appropriate to replace a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute material.
The louvered shutters and new front door on the front elevation of the home are both constructed of wood.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 402 S. Church St. is owned by William Heisner 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 April 21, 2025, the applicant submitted an application requesting approval for previously replacing a wood front door and wood storm door with a new front wood door featuring a 6-

pane glass window. The applicant is also requesting approval for previously installing louvered wood shutters on the front of the home. (Exhibit 4-7)

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposal requesting approval for a new wood front door with a 6-pane glass window and new louvered wood shutters at 402 S. Church St. as presented (is/is not) congruous in concept according to the *Windows & Doors* standards contained within the *South Monroe Historic District Design Standards*:

Windows & Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
3. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
4. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
5. It is not appropriate to replace a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute materials.

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

Exhibits:




1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Existing Conditions
6. Previously Installed Front Door and Storm Door
7. New Front Door and Shutters
8. APO List
9. APO Map

Prepared by: PB 4-21-2025

Aerial Map

Case #: PLHR-2025-00204

Legend

-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

Owner: William Heisner

Acres: 0.22

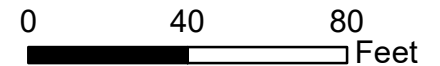





Exhibit 1

Zoning Map

Case #: PLHR-2025-00204

Legend

-  Parcels
-  Subject Property
-  Centerlines
-  DC-MX
-  OM
-  RMD

Existing: RMD
(Residential Medium Density)

Owner: William Heisner

Acres: 0.22

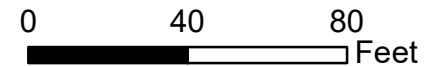


Exhibit 2

Historic District Map

Case #: PLHR-2025-00204

Legend

-  Parcels
-  Subject Property
-  Historic District
-  Centerlines

Existing: RMD
(Residential Medium Density)

Owner: William Heisner

Acres: 0.22

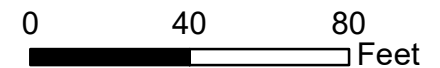
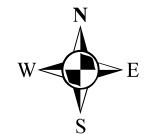


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY	
Date submitted:	_____
Application No:	_____
Approved:	_____ Denied: _____
_____	Administrative review
_____	Commission Review

1. Property location: 402 S. Church St
 Applicant's name: Will Heisner
 Applicant's address: 402 S. Church St Monroe NC 28112
 Applicant's telephone number: 704-806-0602
 Applicant's email address: will@charlotteultimate.com
 Property Tax identification number: 09-232-015 - _____


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

3. The following Certificate of Appropriateness is requested for: front door and shutters 402 S. Church St.

Please provide a brief description of the project:
 Install new shutters to replace shutters that were previously removed from the home years ago. Attached in email is a picture of the holes in the mortar from where the shutters were attached previously. Shutters are special order solid wood that have been primed with oil base primer and painted black. Not plastic. Replace door that was not original to the home. The door that was on the home when purchased was a cheap wood door with no glass that was painted a canary yellow. Probably installed in the 70's or 80's. We also removed a yellow louvered storm door that was not original to the home that was also painted the canary yellow. There was a door we found in shed but was dry rotted and beyond repair. It may or may not have been the original door. It was a wood door with 2/3rds glass and bottom third was wood. It is era appropriate so we believe it may have been the original. So we purchased and installed a door similar to it. Mahogany with six panes of glass that cover the top 2/3rds of the door.

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).

Will Heisner

 Applicant- Printed


 Applicant- Signed

04/08/2025

 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

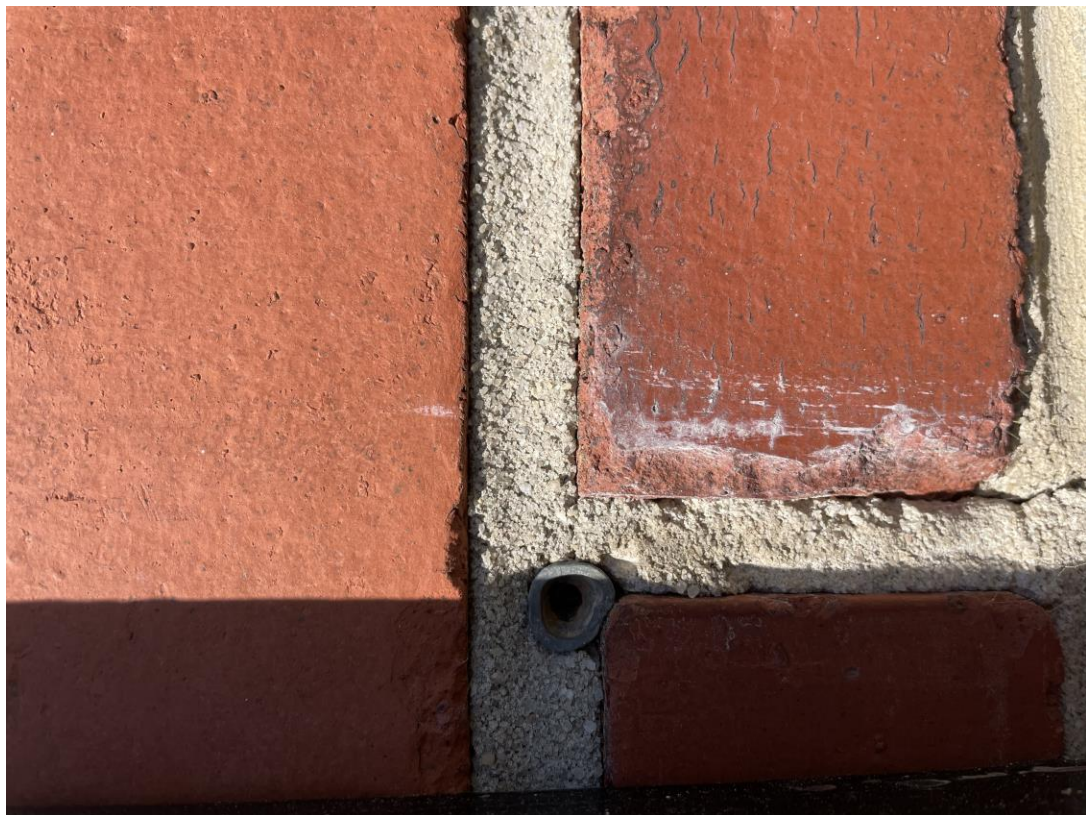


Exhibit 5





Exhibit 6





Exhibit 7



APO Map

PLHR-2025-00204

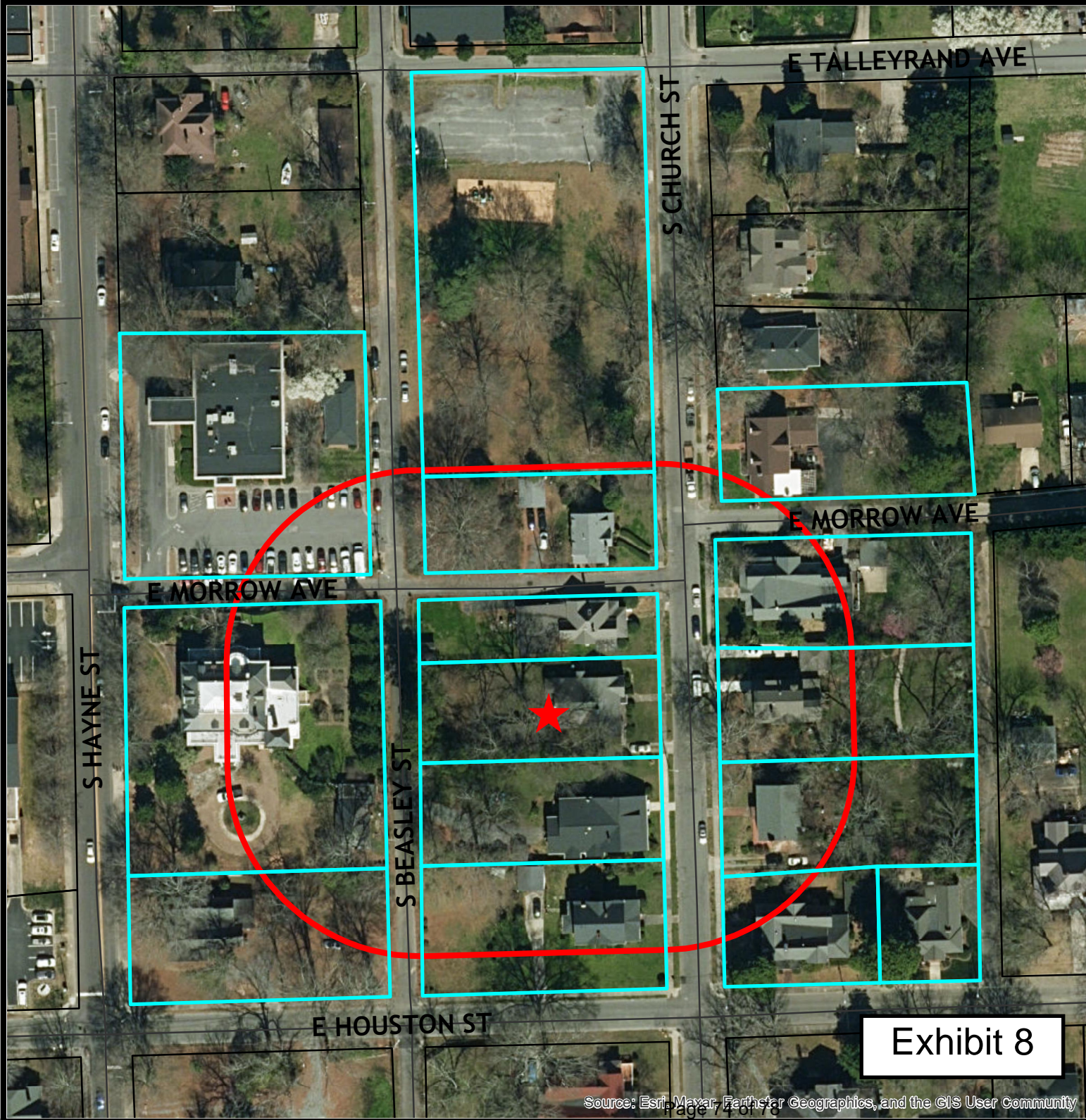
Legend

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

15 Parcels Notified



Exhibit 8



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231152	COWARD MICHAEL S	COWARD KELLY V	401 S CHURCH ST	MONROE	NC	28112
09232012	VESTRY OF ST PAUL'S EPISCOPAL CHURCH OF MONROE		PO BOX 297	MONROE	NC	281110297
09235001	BELK HOUSE LIVING 2 GIVE LLC		401 S Hayne St	MONROE	NC	28112
09235001A	COLT WILLIAM W	COLT MELODY S	404 S CHURCH ST	MONROE	NC	28112
09231153	MCFADDEN JESLYN	MCFADDEN MICHAEL	209 S CHURCH ST	MONROE	NC	28112
09231122	William Heisner	Tim Carpenter	405 S CHURCH ST	MONROE	NC	28112
09232015	William Heisner		402 S CHURCH ST	MONROE	NC	28112
09232014	ALBERTYN EVAN R	ALBERTYN DELLA K	2624 ROLLING HILLS DR	MONROE	NC	28110
09235002	HARRISON JEREMY S	HARRISON NICOLE	3314 HARD ROCK COURT	INDIAN TRAIL	NC	28079
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
09231152A	ENGLISH DAVID LEE	RADFORD SUSAN LEIGH	403 S CHURCH ST	MONROE	NC	28112

Exhibit 9



STAFF REPORT

TO: Historic District Commission Members
DATE: May 12, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Keri Mendler, Senior Planner
SUBJECT: Annual Report Response Letter

SUMMARY STATEMENT

Each December, staff receives a comprehensive survey from the North Carolina State Historic Preservation Office. The purpose of the survey is to inform the State Historic Preservation Office about Monroe’s historic preservation efforts and to verify the city’s compliance with the requirements to maintain the Certified Local Government (CLG) status. Patrick Blaszyk completed the survey this year and we recently received a response letter congratulating us on completing the requirements to maintain our status. Attached is the response letter.

RECOMMENDATIONS

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

- Exhibits:
1. NC SHPO Response Letter

Prepared by: KM 4/16/25



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

Ramona M. Bartos, Administrator

Governor Josh Stein
Secretary Pamela Brewington Cashwell

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

April 15, 2025

Keri Mendler
Senior Planner
City of Monroe
300 West Crowell St.
Monroe, NC 28111

Email: kmendler@monroenc.org

Dear Ms. Mendler:

Thank you for the annual report regarding the Monroe Historic District Commission's activities during FY 2023-2024 as a Certified Local Government (CLG) in North Carolina's preservation program. As a CLG, Monroe continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,100 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

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

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

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

The report indicates commission, and staff were engaged during FY2023-2024 in fulfilling duties outlined in NC GS §160D-942. In addition to reviewing numerous Certificates of Appropriateness applications, Monroe conducted a tree inventory and plans to hold a historic district forum. We applaud staff and commission for your efforts and dedication to preservation.

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

requirements this past year. We appreciate Monroe hosting CLG training this year and enjoyed meeting commission members and local government staff.

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

- Technical assistance – Restoration Branch Supervisor Brett Sturm at brett.sturm@dncr.nc.gov or 919-814-6589.
- National Register information – National Register and Survey Specialist Julie Smith at julie.smith@dncr.nc.gov or 919-814-6597.
- Any additional support or questions - CLG Coordinator Kristi Brantley at kristi.brantley@dncr.nc.gov or 919-693-2412.

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

Best,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive style with a long, sweeping tail on the letter "y".

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer