

HISTORIC DISTRICT COMMISSION  
MEETING AGENDA



Monday, June 9, 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 – May 12, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** **PLHR-2025-00190** - Certificate of Appropriateness from Ingrid Alvarado, on behalf of All in One Solutions, LLC, and convert the existing structure from a duplex to a single family home with the following: 1) enlarge the front porch by converting a portion of the existing foyer area into additional porch space; 2) replace the two existing front doors with one front door; 3) convert the two arches of the front porch into one arch; 4) extend the rear porch; 5) remove the existing partition and add new railing; 6) remove one of the rear doors; 7) relocate the steps from the front of the rear porch to the side; 8) add a brick retaining wall around the front yard; 9) demolish a dilapidated accessory structure; and 10) remove an existing tree in the rear yard of the home at 305 Lancaster Avenue.
- Item 7.** **PLHR-2025-00194** - Certificate of Appropriateness from Angela McMillian-Orr to construct a new concrete walkway, construct a new wooden shed, replace all 28 wood windows on the home with new composite windows and install a wrought iron railing on the front porch steps at 607 S. Church Street (Parcel ID # 09-234-117).
- Item 8.** **PLHR-2025-00219** - Certificate of Appropriateness from Brian and Angie Rose to build a 10-foot by 25-foot wood porch and replace the existing stairs to the terrace with new wood stairs with black metal railing. The applicant is also requesting to add new windows, wood or metal clad wood, to the existing shed, replace the existing front door with a new wood double door with a window feature and add a metal roof over the existing terrace at 700 W. Franklin Street (Parcel ID # 09-232-229).
- Item 9.** HDC Topic Discussion
- Item 10.** Next Meeting: Monday, July 14, 2025
- Item 11.** Adjournment

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

cc: Richard Long, Atty.  
Jeff Wells

Lisa Stiwinter  
Planning Staff

# HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, MAY 12, 2025 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

*Sent to HR: 05/13/25*

## **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, Jennifer Loria, Anna Dowdy

Members Absent: Matthew Klaren

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

Guests: Adolf Roldan, Jesus Diaz Hernandez, Selene Diaz, Natasha Higgins, Thomas Loria, Malati Scott, Ross Hicks, Will Heisner, Hannah Brooks,

## **Item 2. Pledge of Allegiance and Moment of Silence**

**Item 3. Conflicts of Interest** – None noted.

**Item 4. Approval of Minutes** – April 14, 2025

**Motion:** Jennifer Smith made a motion to approve the minutes of the April 14, 2025 meeting.

**Second:** Jennifer Loria

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

**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Gladys Kerr, 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.      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)**

Patrick Blaszyk, Adolf Roldan and Jesus Diaz Hernandez 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 506 East Talleyrand Avenue is owned by Jesus Diaz Hernandez and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is the aerial map where the subject property is seen highlighted in blue and is located to the south of East Talleyrand Avenue. Exhibit 2 is the zoning map with the subject property highlighted in blue. It is zoned RMD, as are the surrounding parcels in the area.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a map of the Historic District.
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) Exhibit 4 is a copy of the application. Exhibit 5 are the existing conditions of the partially-constructed pavilion that is currently on the site. Exhibit 6 are the materials that will be utilized in order to finish the pavilion. Exhibit 7 is an example of the proposed shed that will be constructed in the rear yard of the property. Exhibit 8 are the materials that will be utilized in constructing that shed, including plywood panel siding, asphalt shingle roof and a steel garage door.
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 9-11) Exhibit 9 is the site plan submitted by the applicant indicating that the pavilion will be relocated and moved over approximately 10 to 11 feet in order to meet that accessory structure setback requirement. The new shed will be constructed and located in the northwestern corner of the property. Exhibit 10 is a copy of the APO map. The subject property has the red star on it. There were a total of twenty-one parcels that were notified and staff has not received any inquiries about this request. Exhibit 11 is a copy of the APO mailing list.

The Commission had questions for the applicant.

Adolf Roldan, from 1736 Stout Street, and Jesus Diaz Hernandez, from 506 East Talleyrand Avenue, approached the podium. Mr. Roldan, who has been a licensed contractor since 1981, is a friend and Spanish interpreter for Mr. Hernandez. Mr. Roldan said that Mr. Hernandez did not know he had to get a permit until he got a notice from the City of Monroe. Mr. Roldan looked at the building and said he would get a permit and get it finished. The building is 4 x 12, built on-site, with a 15-ft high pitch roof using treated lumber. The only problem is it was built too close to the property line. They will fix this by putting in a concrete footer, move the building to the footer which will satisfy the 10-ft requirement from the property line, and get all the necessary inspections. Mr. Hernandez said that he could change the steel door to a wooden garage door. Mr. Roldan said he will make sure everything is done correctly and to the City of Monroe standards.

**Motion:** Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00164, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because it meets the following Standards: 1) If there is a garage or accessory structure missing then it can be replaced in kind while maintaining traditional height and proportion of garages and accessory buildings in the District; 2) The house previously had a detached two-story garage in the rear yard that was demolished in 2017; 3) They are proposing to construct a shed that is lower than the previous shed so it will not be excessively high; 4) The buildings are constructed with compatible materials of wood and the only condition is that the garage door on the utility building be constructed with something other than steel, such as wood or composite; 5) The asphalt shingles match the existing home; 6) The existing home is hardy-board so it will be consistent with the residential structure on the property; 7) The accessory buildings will all be located in the rear area of the home and not detracting from the front of the home and will not be readily visible; 8) These are not prefabricated accessory structures, but are being built from scratch with the help of a contractor; and 9) There are not any significant elements or sight features that will be removed in order to construct these structures. 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, 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 Jesus Diaz Hernandez regarding the proposals as

shown in COA PLHR-2025-00164. 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,  
Jennifer Loria, Anna Dowdy**

**NAYS: None**

**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)**

Patrick Blaszyk and Ross Hicks 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 205 S. Hayne Street is owned by Ross and Debbie Hicks and is zoned DC-MX (Downtown Central Mixed-Use). (Exhibit 1-2) Exhibit 1 is the aerial map with the subject property highlighted in blue. It is located to the west of South Beasley Street, to the south of East Talleyrand Avenue and to the east of South Hayne Street. Exhibit 2 is the zoning map for the area showing the subject property highlighted in blue and is zoned DC-MX. There are also parcels that are zoned RMD to the east, but primarily most of the parcels in the area are zoned DC-MX.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District map.
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) Exhibit 4 is a copy of the application. Exhibit 5 are the existing conditions of the site where the rear staircase can be seen where the ramp will be constructed. The rear door will be accessing the ramp. Exhibit 6 is a site plan indicating the layout of where the ramp will be located as well as the deck landing which will be at the top of the ramp. Exhibit 7 are the proposed materials that will be utilized in constructing the ramp which is treated wood. Exhibit 8 is an example of what the ramp will look like once completed.
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 map where the subject property has a red star. There were a total of sixteen parcels that were notified and staff has not received any inquiries about this request. Exhibit 10 is a copy of the APO list.

**Motion:** Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00193, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the Standards require that anything built for accessibility or to meet Life Safety Code requirements is done in such a way that it preserves the façade's features and finishes of the home. If it is a new addition, it will be reversible so it does not compromise the original design of the entrance or porch. In this case, the proposed ramp will be made of wood so it won't detract from the home's appearance. It will also be built atop of the existing rear porch, over the stairs, so that it won't remove anything existing on the home and is easily reversible. 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,  
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 Ross Hicks regarding the proposals as shown in COA PLHR-2025-00193. Such certificate to be subject to the conditions contained in the previous motion.

**Second:** Allen Watson

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

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

**NAYS:** None

**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)

Megan Brightharp and Malati Scott 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 201 North Crawford Street is owned by Nancy Hammons 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 north of Morgan Street and west of North Crawford Street. Exhibit 2 is the zoning map showing the subject property highlighted in

blue. The subject property, as are the surrounding parcels, is zoned RMD (Residential Medium Density).

2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is the map of the Historic District showing the subject property highlighted in blue.
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) The application also includes requests to be approved at a staff level. These requests include installing a new air conditioning unit, lattice screening, adding a new wood picket fence 15-ft behind the front corner of the home, installing storm windows and repairing the floor boards on the front porch. Exhibit 4 is a copy of the application. The applicant included with the application some explanations of what they are trying to do. Shown before you is an image of the existing shed that is attached to the home. The applicant has also shown some of the deteriorating elements of that shed and has also included a sketch of the proposed wood deck that they would like to build in its place. The applicant is also requesting to replace the windows that are above the existing shed with a set of wood French doors. The existing front door is behind a louvered screen door. They are requesting to replace the existing wood door with a new solid wood door. The applicant is proposing to repurpose some bricks they found in the home and use those to make a brick walkway leading from the front of the home to the rear yard. The applicant is also requesting to replace the existing rear door of the home with a wood door with a window feature and add a wood screen door to the existing screen porch on the home. Exhibit 5 is a copy of the site plan. The existing home is shown in pink. The green square is the proposed deck going in the rear of the home and the red is the proposed brick walkway. The black line is the fence that was approved at staff level.
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) Exhibit 6 is a copy of the APO list. Exhibit 7 is a copy of the APO map. Twenty-seven properties were notified. No responses were received.

The Commission had questions for the applicant. Malati Scott approached the podium and stated her address as 6709 Bachelor's Knob Road, Marshville, NC 28103. She is the project manager and they are fixing the house up to sell it. The doors would go into the old kitchen which is being changed to a dining room. The door with the glass panes is on the back of the house. The door was going to be painted white or gray to match the front porch. The house has been empty for a couple of months and they have had it since March, but not sure prior to that time. She is really

excited about the house and ready to make it look good again. It was built in 1902 so there is a lot of history and character there.

Archie Morgan, Chair, thanked Ms. Scott for coming into the Historic District and making changes on the home.

**Motion:** Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00196, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the Standards require that any new driveways or walkways conform with the materials of existing walkways, driveways and off-street parking areas that contribute to the overall historic character of the District and not remove any sight features, such as mature trees, if at all possible. They are also using materials that are consistent with the Historic District. In this particular case, they are proposing a brick walkway and brick is, of course, consistent with the historic character of the neighborhood and these will be bricks that are actually original to the home, repurposed from a previously existing chimney in the home. There won't be a removal of any major site features, such as trees, in order to construct the brick walkway. They proposed to replace the existing front door with the new six-paneled wood door. The rear door will be replaced with a new wood door and then a new wood screen door would be added. The Standards require that if something is deteriorated than it be replaced in-kind. Wood doors would be replaced with wood doors in this particular case. The homeowner is proposing to keep the original shutter door that goes over the front door and will remain in place. The screen door is going to be a wood addition that is consistent with the other features of the home. They propose to replace two windows on the rear of the home with a set of wood French doors with glass panels in it which is on the rear of the home, so it won't compromise the overall integrity of the residence from the front. It will also be replaced with white materials consistent with the other wood doors. Finally, the proposed wood deck is being constructed where there is an existing shed. However, that shed is deteriorated, as evidenced by the pictures and the homeowner's testimony, so it will be removed and there will be a wood deck constructed so it is consistent with the materials of the home and the overall character of the neighborhood and the district. It is also in the rear of the home so it will not detract from the way the home looks from the front. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

**Second:** Gladys Kerr

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

**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Gladys Kerr,  
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 Malati Scott regarding the proposals as shown in COA PLHR-2025-00196. Such certificate to be subject to the conditions contained in the previous motion.

**Second:** Gladys Kerr

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

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

**NAYS:** None

**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)

Patrick Blaszyk and William Heisner 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 402 S. Church St. is owned by William Heisner and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is the aerial map with the subject property highlighted in blue. It is located to the west of South Church Street, to the south of East Morrow Street and to the east of South Beasley Street. Exhibit 2 is the zoning map for the area.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District map.
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) Exhibit 4 is a copy of the application. Exhibit 5 are the existing conditions of the site where the new louvered wood shutters can be seen that have been installed as well as the new wooden door with the six-pane glass window. Here is a photo submitted by the applicant indicating that there were previously shutters on the front of the home indicated by the holes on the front of the house. Exhibit 6 is a photo of the front door that was installed on the front of the home when the applicant purchased the property. This is not the original door from when the house was constructed. Here is a photo showing the yellow storm or shutter door that was located in the front of the property that had been replaced here by Exhibit 7. Exhibit 7 is a photo of the new wood front door with a six-pane glass window. Here is a photo of the new louvered wood shutters that have been installed on the front of the home.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled Historic Districts of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is an APO map where the subject property has the red star on it. There were a total of fifteen parcels that were notified and staff has not received any inquiries about this request. Exhibit 9 is a copy of the APO list.

Mrs. Gladys Kerr, Board Member, shared that she had visited a dear friend, Jane Austin, who lived in this house and helped get the Union Symphony Orchestra organized and running.

Will Heisner, of 402 South Church Street, approached the podium to answer questions. This is his first home and he said he knew there were certain things he had to get approved. He was unaware that this was something that would need to be approved, but now he knows and he is sorry for not taking the right steps in the first place. The house was built in 1949. He was not planning on putting the shutter door back on since he was replacing the two doors with this one. It is dark inside and that is part of the reason they are replacing the doors.

**Motion:** Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2025-00204, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the Standards require that you preserve any decorative features that are important and define the historic character of the building, such as wooden shutters. While there weren't any wooden shutters on the house when the homeowner bought it, there are signs that indicate there were some type of shutters on the home. The proposed wooden shutters are consistent with the historic nature of the district. The front door is constructed of wood and has glass panels that are consistent with the other doors on the homes in the neighborhood and overall character of the district. Both the wooden front door and the louvered wood shutters fit in the locations of the original features on the home. 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,  
Jennifer Loria, Anna Dowdy

**NAYS:** None

**Motion:** Jennifer Smith made a motion based on the preceding findings of fact, that the Historic District Commission grant a Certificate of Appropriateness to William Heisner regarding the proposals as shown in COA PLHR-2025-00204. Such certificate to be subject to the conditions contained in the previous motion.

**Second:** Gladys Kerr

**Action:** The motion passed with the following votes:  
**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Gladys Kerr,  
Jennifer Loria, Anna Dowdy  
**NAYS:** None

**Item 10.** **CLG Annual Report** - For information purposes only, Keri Mendler, Senior Planner, presented the Annual Report from the State Historic Preservation Office. Last December, Patrick Blaszyk completed the comprehensive survey sent by the State to ensure Monroe and other CLGs are complying with the State regulations. This is a response letter congratulating the Commission and the Monroe Planning staff on completing the requirements to maintain the CLG status.

**Item 11.** **Next Meeting:** Monday, June 9, 2025

**Item 12.** **Adjournment**

**Motion:** Gladys Kerr 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,  
Jennifer Loria, Anna Dowdy  
**NAYS:** None

The meeting adjourned at 7:29 pm.

Respectfully submitted,

Archie Morgan  
Chairman

Kimberly Davis  
Secretary to the Board



**STAFF REPORT**  
**PLHR-2025-00190**

**TO:** Historic District Commission Members  
**DATE:** June 9, 2025  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request at 305 Lancaster Avenue

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ingrid Alvarado on behalf of All in One Solutions, LLC. The applicant is converting the existing structure at 305 Lancaster Avenue from a duplex to a single family home and has requested approval to enlarge the front porch by converting a portion of the existing foyer area into additional porch space, replace the two existing front doors with one front door, and convert the two arches of the front porch into one arch. The applicant is also requesting to extend the rear porch, remove the existing partition and add new railing, remove one of the rear doors, and relocate the steps from the front of the rear porch to the side. Lastly, the applicant is proposing to add a brick retaining wall around the front yard, demolish a dilapidated accessory structure, and remove an existing tree in the rear yard of the home.

The applicant has also requested to install a concrete walkway and a parking pad in the rear of the home, which was approved at staff level.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 04-04-2025  
**Name of Petitioner:** Ingrid Alvarado  
**Location:** 305 Lancaster Avenue  
**Tax ID #:** 09-235-105  
**Lot Size:** 0.168 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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## GENERAL INFORMATION

### 305 (303) Lancaster Avenue; circa 1920

Although apparently brick-veneered during the 1950s, this two-story, double-pile duplex retains details, which reveal its apparent probable 1920s construction date. The triple-pile building has a side-gable roof with exposed rafter ends and key brackets. These decorative elements are repeated on the gable-roofed, arcaded front porch, which shelters the two entrances on the four-bay facade. Other facade openings have paired six over six windows. Exterior end chimneys rise on the side elevations.

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## RELEVANT DESIGN STANDARDS

### Site Features & Plantings (pg. 23)

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

*The applicant is requesting to remove a 30-inch DBH Pecan tree located in the rear yard of the home. The Union County Urban Forester has recommended pruning the tree to reduce any risks to the existing structure.*

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

*The applicant has not indicated whether they will replace the tree if approved for removal.*

### Fences & 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 proposed wall will be made of brick and will serve as a retaining wall in the front yard of the home, not to exceed 36" in height.*

2. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing that are inconsistent with the character of the district in front or front side yards.

*The proposed retaining wall will be made of brick.*

3. 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 proposed brick retaining wall will not screen the front or side yards from visibility.*

### **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 proposing to remove the two existing front doors and replace them with one wood double door with a window feature. The applicant is also proposing to remove one rear entry and replace the remaining rear door with a wood door with a window feature to match the front door.*
2. It is not appropriate to fill in or cover over existing window or door openings if it would compromise the architectural integrity of the district building.  
*The applicant is proposing to fill in one of the rear door openings with like material so that only one rear entry will remain.*

### **Porches, Entrances & Balconies (pg. 57)**

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.  
*The applicant is requesting to alter the front porch by recessing the front entrance and extending the 5-foot wide concrete porch to approximately 9-feet wide. The applicant is also proposing to convert the two existing brick arches on the front porch into one arch with like materials.*
2. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.  
*The applicant is proposing to convert the two existing brick arches on the front porch into one arch with like materials.*

### **Decks & Patios (pg. 69)**

1. 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 existing partition wall between the two existing rear doors and will remove the existing wood steps to the rear patio and build a new set of wood steps to the side of the patio. The applicant is also proposing to remove the existing deck walls and replace with wood and metal railing*

### **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 accessory structure that they wish to demolish.*

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## **PROPOSED FINDINGS**

### **Staff offers the following Proposed Findings:**

1. The subject property located at 305 Lancaster Avenue is owned by Avila's Properties, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On April 4, 2025 the applicant submitted an application requesting approval to do the following:
  - Enlarge the front porch by converting a portion of the existing foyer area into additional porch space
  - Replace the two existing front doors with one front door
  - Convert the two arches of the front porch into one arch
  - Extend the rear porch
  - Remove the existing partition on the rear porch and add new railing
  - Remove one of the rear doors
  - Relocate the steps from the front of the rear porch to the side
  - Add a brick retaining wall around the front yard
  - Demolish a dilapidated accessory structure
  - Remove an existing tree in the rear yard of the home  
(Exhibit 4-10)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 11-12)

## **CONCLUSIONS**

The proposal requesting approval to enlarge the front porch by converting a portion of the existing foyer area into additional porch space, replace the two existing front doors with one front door, and convert the two arches of the front porch into one arch, extend the rear porch, remove the existing partition and add new railing, remove one of the rear doors, relocate the steps from the front of the rear porch to the side, add a brick retaining wall around the front yard, demolish a dilapidated accessory structure, and remove an existing tree in the rear yard of the home at 305 Lancaster Avenue as presented (is/is not) congruous in concept according to the *Site Features & Plantings, Fences & Walls, Windows & Doors, Porches, Entrances & Balconies, Decks & Patios, and Demolition* standards of the *South Monroe Historic District Standards*:

### **Site Features & Plantings (pg. 23)**

1. Retain and preserve the landscape and built site features that contribute to the overall historic character of a district building, site, or streetscape including mature trees, lawns

and ground cover, foundation plantings, hedges, retaining walls, terraces, trellises, accessory buildings, and significant views and vistas.

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

### **Fences & 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 fence or wall materials, such as vinyl or chain link fencing that are inconsistent with the character of the district in front or front side yards.
3. 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.

### **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. It is not appropriate to fill in or cover over existing window or door openings if it would compromise the architectural integrity of the district building.

### **Porches, Entrances & Balconies (pg. 57)**

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

### **Decks & Patios (pg. 69)**

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

### **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. Survey of Existing Site
6. Photo of Existing Conditions
7. Proposed Plans of Construction
8. Proposed Door Options
9. Location of Proposed Retaining Wall
10. Urban Forestry Memo
11. APO List
12. APO Map

Prepared by: MB 05-29-2025



**Aerial Map**  
**PLHR-2025-00190**

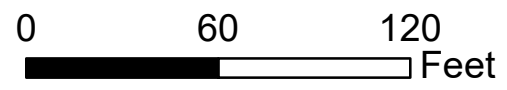
**Legend**

-  Centerlines
-  Parcels
-  Subject Property

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

**Owner:**  
**Avila's Properties, LLC**





**Acres: .168**



**Exhibit 1**

**Zoning Map**  
**PLHR-2025-00190**

**Legend**

-  Centerlines
-  Parcels
-  OM
-  RMD
-  Subject Property

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

**Owner:**  
**Avila's Properties, LLC**

**Acres: .168**

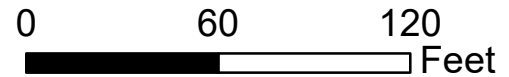






Exhibit 2



**Historic District Map**  
**PLHR-2025-00190**

**Legend**

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

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

**Owner:**  
**Avila's Properties, LLC**

**Acres: .168**

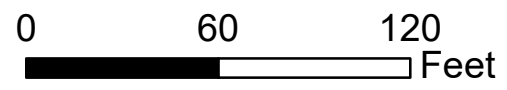


Exhibit 3



HISTORIC DISTRICT COMMISSION  
APPLICATION FOR REVIEW

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

1. Property location: 303 Lancaster Ave Monroe, NC 28112  
 Applicant's name: Ingrid Alvarado ( All in One Solutions LLC)  
 Applicant's address: 103 Forest Hills Ln  
Monroe, NC 28112  
 Applicant's telephone number: 704-219-8490  
 Applicant's email address: ialvarado65@hotmail.com  
 Property Tax identification number: 27-3252424 - \_\_\_\_\_

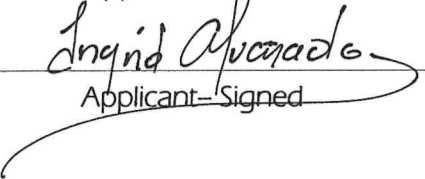
Avila's Properties LLC

2. The property is owned by (if different from above) \_\_\_\_\_  
 Address: 15 Columbus Place Unit #3 Telephone: 7182168802  
Stanford, CT 06907

3. The following Certificate of Appropriateness is requested for: 303 Lancaster Ave. Monroe NC 28112  
 Please provide a brief description of the project: Convert the front entrance into a larger porch with one  
central door. Convert 2 arches into one. Create a low  
retaining wall in front of house.  
Take out back porch separation and keep only one 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 ).

\_\_\_\_\_  
 Ingrid Alvarado - GC  
 Applicant- Printed

\_\_\_\_\_  
  
 Applicant-Signed

\_\_\_\_\_  
 April 4, 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

**NOTES:**

1. PROPERTY DESCRIPTION:  
 PARCEL #09235105, RECORDED IN DEED BOOK 8937 PAGE 811.  
 (UNION COUNTY REGISTER OF DEEDS)

ADDRESS: 303 LANCASTER AVENUE

2. AREA CALCULATED BY COORDINATE GEOMETRY METHOD.  
 TOTAL LOT AREA 7,689 sqft/0.177 acres.  
 AREA WITHIN R/W 541 sqft/0.012 acres.

3. SUBJECT TO MONROE (RMD) ZONING REGULATIONS.

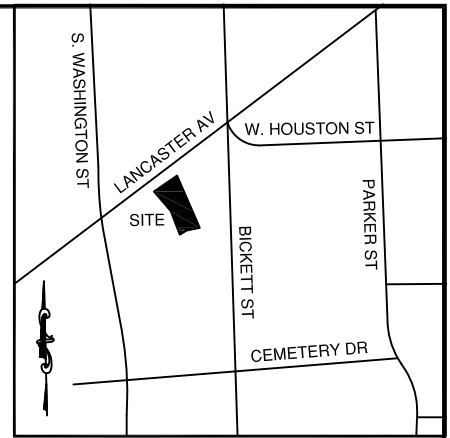
4. MINIMUM SETBACK 20'  
 MINIMUM SIDE YARD 10'  
 MINIMUM REAR YARD 10'

5. THIS PARCEL MAY BE SUBJECT TO EASEMENTS, RESTRICTIONS  
 AND/OR R/W'S EITHER RECORDED OR IMPLIED. A COMPLETE AND FULL  
 TITLE SEARCH WAS NOT PERFORMED FOR THIS SURVEY.

6. THIS PARCEL LIES WITHIN FEMA ZONE "X" (MINIMAL FLOOD RISK) PER  
 FIRM #3710543500J, EFFECTIVE DATE: OCTOBER 16, 2008.

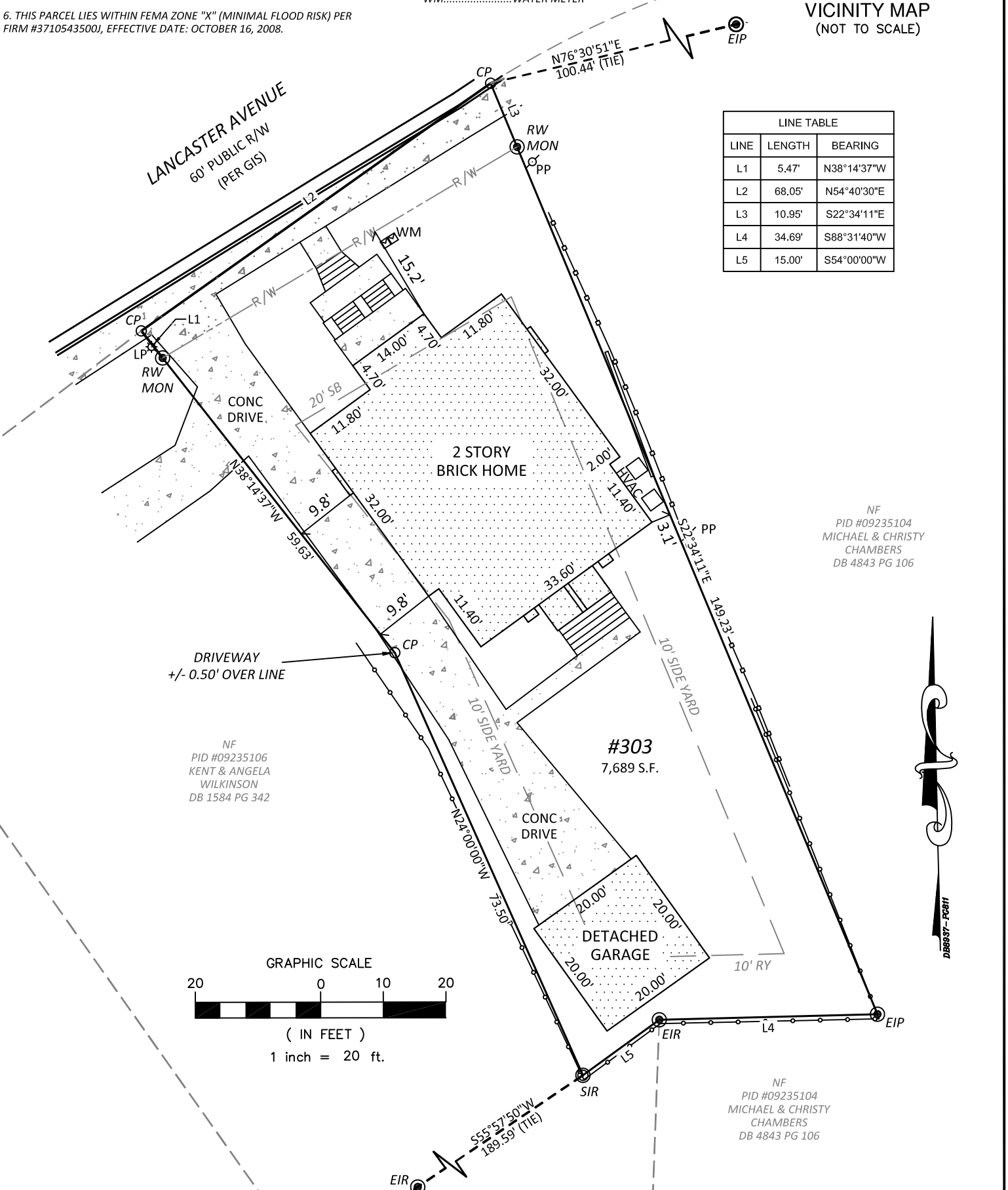
**LEGEND:**

- LINES NOT SURVEYED
- PROPERTY CORNER (FOUND)
- #4 REBAR (SET)
- CP.....COMPUTED POINT
- DB.....DEED BOOK
- EIP.....EXISTING IRON PIPE
- EIR.....EXISTING IRON ROD
- HVAC.....HEAT & AIR UNIT
- LP.....LIGHT POLE
- NF.....NOW OR FORMERLY
- PC.....PLAT CABINET
- PG.....PAGE
- PP.....POWER POLE
- RW.....RIGHT-OF-WAY
- RY.....REAR YARD
- SB.....SETBACK
- SF.....SQUARE FEET
- SIR.....SET IRON ROD
- WM.....WATER METER



VICINITY MAP  
(NOT TO SCALE)

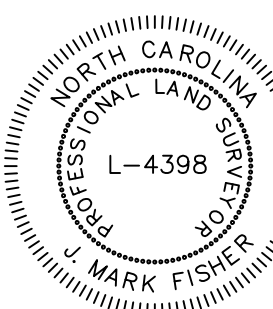
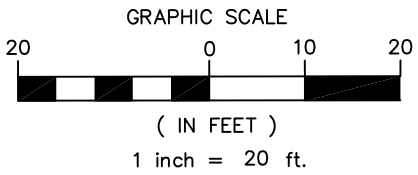
LINE TABLE		
LINE	LENGTH	BEARING
L1	5.47'	N38°14'37"W
L2	68.05'	N54°40'30"E
L3	10.95'	S22°34'11"E
L4	34.69'	S88°31'40"W
L5	15.00'	S54°00'00"W



NF  
 PID #09235104  
 MICHAEL & CHRISTY  
 CHAMBERS  
 DB 4843 PG 106

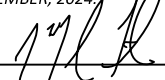
NF  
 PID #09235106  
 KENT & ANGELA  
 WILKINSON  
 DB 1584 PG 342

NF  
 PID #09235104  
 MICHAEL & CHRISTY  
 CHAMBERS  
 DB 4843 PG 106



THIS IS AN EXISTING PARCEL OF LAND WITHIN A MUNICIPALITY THAT  
 REGULATES PARCELS OF LAND.

I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM  
 AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DESCRIPTION  
 RECORDED IN DEED BOOK 8937 PAGE 811); THAT THE BOUNDARIES NOT  
 SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN PLAT  
 CABINET G, FILE 633; THAT THE RATIO OF PRECISION IS 1:10,000+; AND  
 THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF  
 PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).  
 THIS 6th DAY OF DECEMBER, 2024.

J. MARK FISHER  L-4398

**PHYSICAL SURVEY:**  
**303 LANCASTER AVENUE**  
 DATE: 06 DEC 2024 SCALE: 1"=20'  
 MONROE, NORTH CAROLINA  
 UNION COUNTY

PROPERTY OWNER:  
 AVILA'S PROPERTIES LLC  
 15 COLUMBUS PLACE, UNIT 3  
 STAMFORD, CT 06907

SURVEY PERFORMED BY:  
 VERITAS LAND SERVICES, PC  
 990 RIVERA  
 LINCOLTON, NC  
 (704) 50

**Exhibit 5**



Existing front facade of the home



Existing front porch



Current conditions of the front yard



Existing retaining wall



Existing rear deck and steps



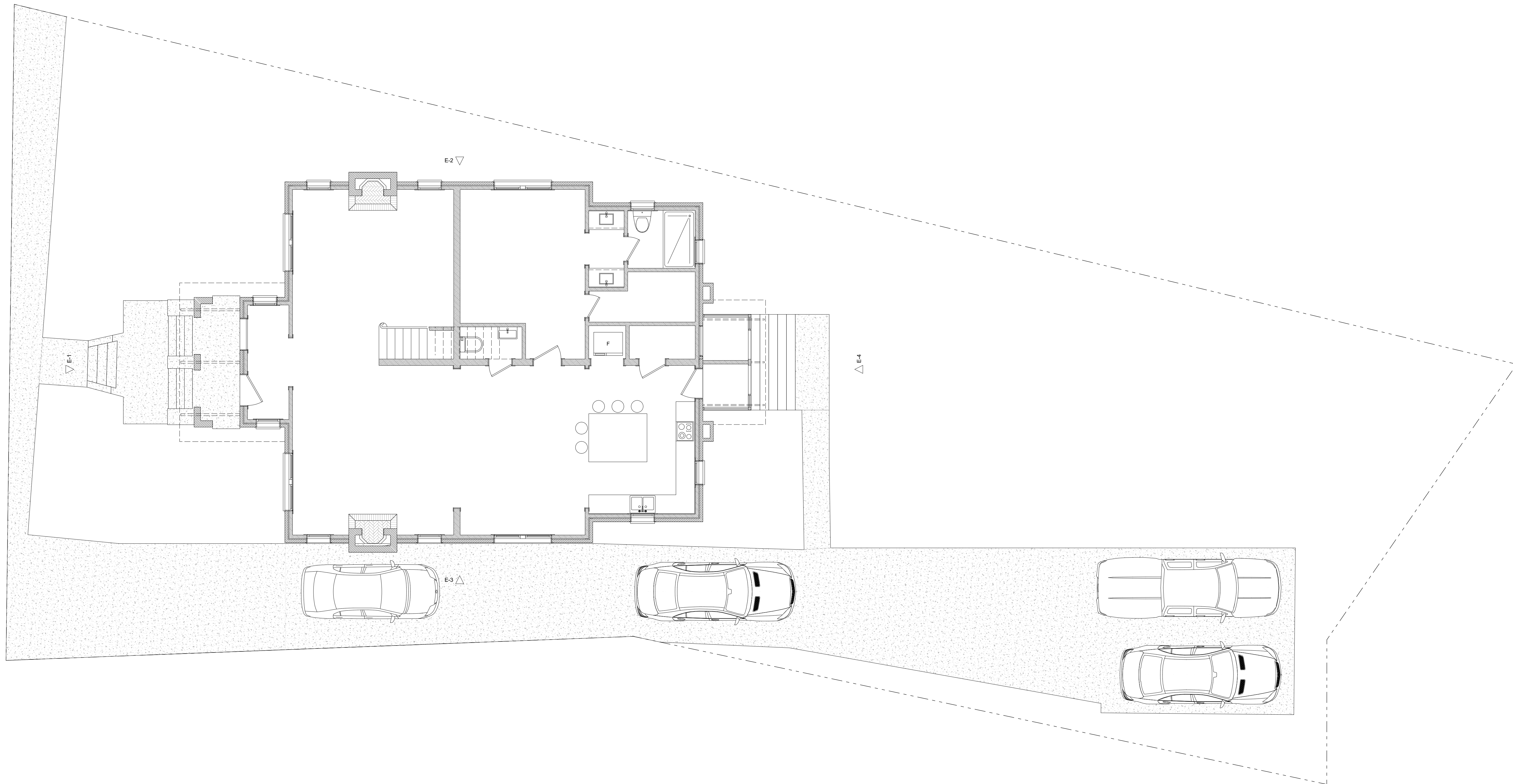
Existing steps to rear deck



Proposed tree to be removed



Proposed accessory structure to be demolished



1 SITE PLAN - EXISTING CONDITIONS  
SCALE: 3/16" = 1'-0"

## Existing Conditions & Remodeling Floor Plans

PROJECT NAME:

Single Family Residence Remodeling  
303 Lancaster Ave  
Monroe, NC 28112

OWNER:

AVILA'S PROPERTIES LLC

303 Lancaster Ave  
Monroe, NC 28112

REVISIONS:

DATE	DESCRIPTION
03/19/25	Site Plan & Elevations submittal
04/02/25	Facade updated

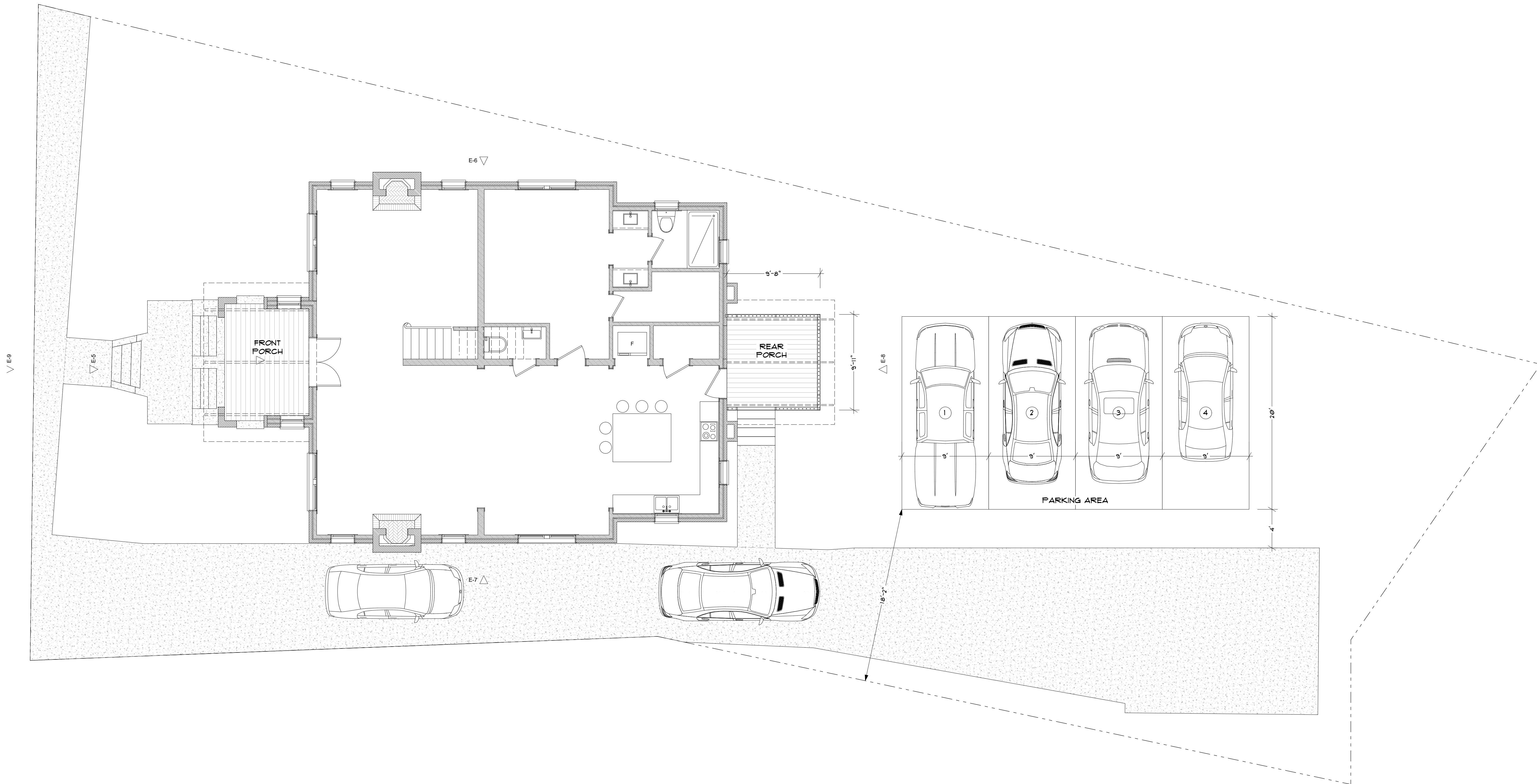
DRAWN BY: RV  
CHECKED BY: RV/IA  
ISSUE DATE: 04-02-25

SHEET TITLE:

SITE PLAN EXISTING CONDITIONS

SHEET NUMBER:

AD.3



① SITE PLAN - PROPOSAL  
SCALE: 3/16" = 1'-0"

## Existing Conditions & Remodeling Floor Plans

PROJECT NAME:

Single Family Residence Remodeling  
303 Lancaster Ave  
Monroe, NC  
28112

OWNER:

AVILA'S PROPERTIES LLC

303 Lancaster Ave  
Monroe, NC  
28112

REVISIONS:

DATE	DESCRIPTION
03/19/25	Site Plan & Elevations submittal
04/02/25	Facade updated

DRAWN BY: RV  
CHECKED BY: RV/IA  
ISSUE DATE: 04-02-25

SHEET TITLE:

SITE PLAN PROPOSAL

SHEET NUMBER:

AD.4



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



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



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



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

## Existing Conditions & Remodeling Floor Plans

PROJECT NAME:

Single Family Residence Remodeling  
303 Lancaster Ave  
Monroe, NC  
28112

OWNER:

AVILA'S PROPERTIES LLC

303 Lancaster Ave  
Monroe, NC  
28112

REVISIONS:

DATE	DESCRIPTION
03/19/25	Site Plan & Elevations submittal
04/02/25	Facade updated

DRAWN BY: RV  
CHECKED BY: RV/IA  
ISSUE DATE: 04-02-25

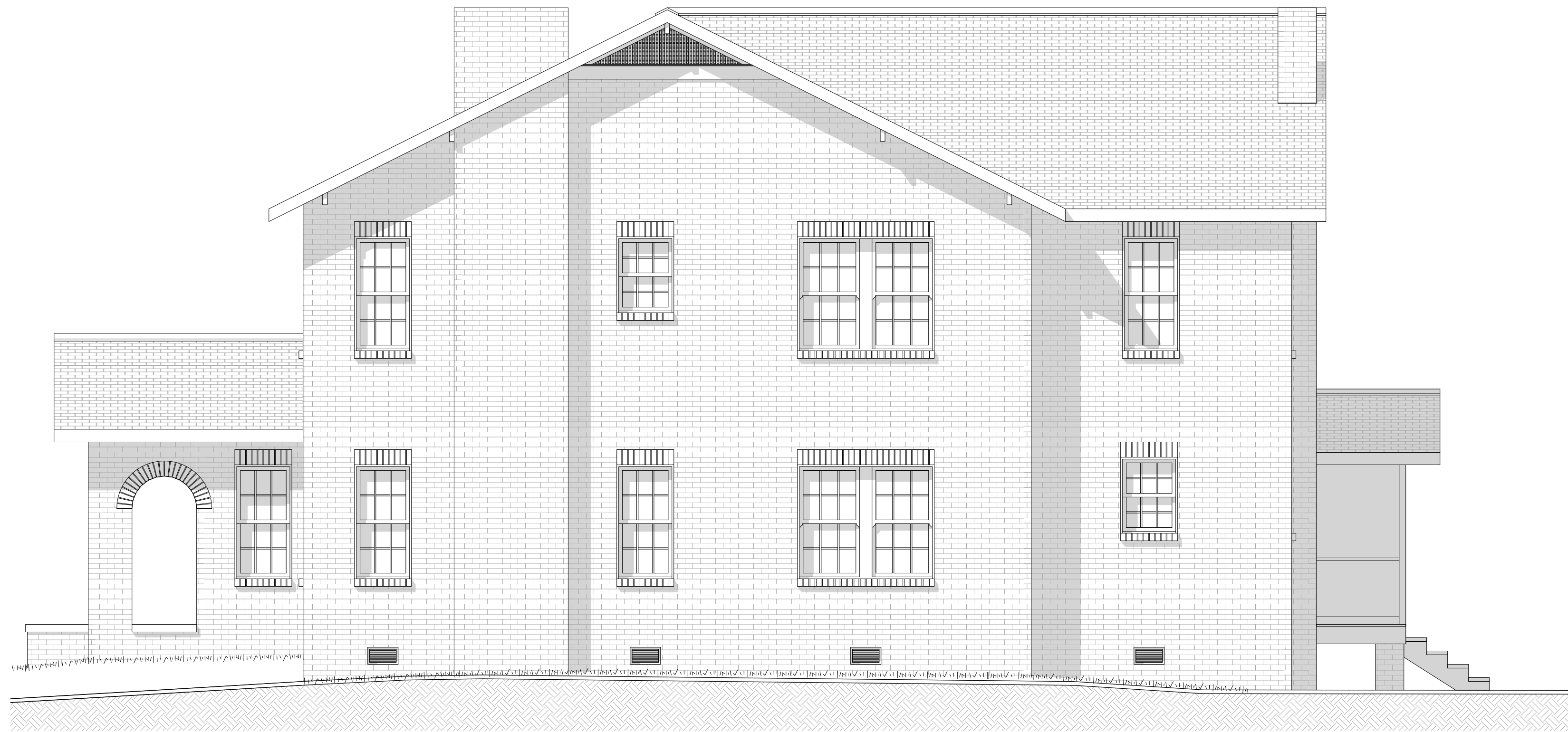
SHEET TITLE:

ELEVATIONS

SHEET NUMBER:

Exhibit 7

AD.5



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



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



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



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

## Existing Conditions & Remodeling Floor Plans

PROJECT NAME:

Single Family Residence Remodeling  
303 Lancaster Ave  
Monroe, NC  
28112

OWNER:

AVILA'S PROPERTIES LLC

303 Lancaster Ave  
Monroe, NC  
28112

REVISIONS:

DATE	DESCRIPTION
03/19/25	Site Plan & Elevations submittal
04/02/25	Facade updated

DRAWN BY: RV  
CHECKED BY: RV/IA  
ISSUE DATE: 04-02-25

SHEET TITLE:

ELEVATIONS


SHEET NUMBER:

AD.6

## Pros Buy These Together


CURRENT ITEM

New



**Steves & Sons**  
72 in. x 80 in.  
Regency 3/4-  
Lite 4SDL  
Brook Deco  
Glass LHis...

★★★★★



**Steves & Sons**  
Regency 36  
in. x 80 in.  
3/4 Lite 4  
SDL Oasis  
Decorativ...

★★★★★ (5 / 2)

- 1 +

**Add to Cart**

**Add to Project**

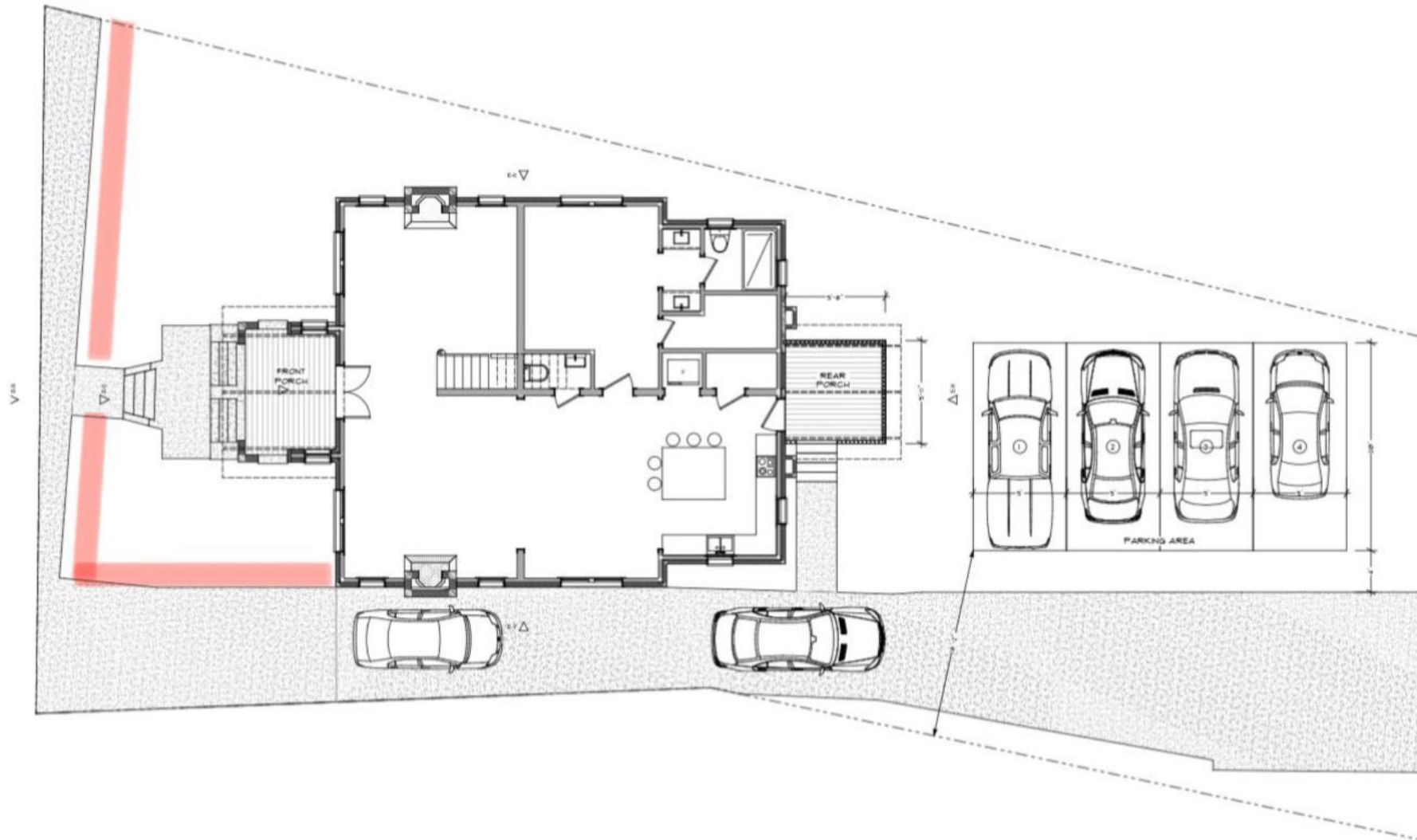


**Feather River  
Doors**  
66 in. x 81.625  
in. Rochester  
Patina 1/2 Lit...

★★★★★ (4 / 35)  
Model# 873171-  
400

Expert Installation Available  
**\$1,898<sup>00</sup>**

**Pickup**  
19 eligible for **Free Ship to**



① SITE PLAN - PROPOSAL  
SCALE 3/16" = 1'-0"

Exhibit 9



2

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

May 23, 2025

Keri Mendler, AICP, CZO  
Senior Planner  
City of Monroe  
Re: 305 Lancaster Ave

I visited 305 Lancaster Ave on May 22<sup>nd</sup>, 2025 at the request of the property owner to inspect a large pecan and other smaller trees.

I found a 30 inch pecan behind the home. This tree had a large leader/trunk removed in the last 1-2 years. This is a very large pruning wound that isn't showing any response growth yet – it isn't clear yet how impactful this will be to the tree's vigor or structure/decay. The remainder of the tree has good structure for a pecan and shows no major defects or decay. The property owner was asking to remove the tree, but I informed them I don't think that is necessary. I recommended pruning to reduce risk to the house.

Further away from the home was a 9 inch pecan with a major defect and pocket of decay, putting the neighbor's garage at high risk. I recommend this small, rotten pecan tree be removed. There are also numerous clumps of Japanese ligustrum the property owner wants to remove. This species is a highly aggressive, non-native invasive and I recommend they remove all the Japanese ligustrum and English ivy.

Keith O'Herrin, Ph.D.  
NCRF #1941  
ISA-CA, TRAQ  
Urban Forester  
Union County, NC

Contact: Keith O'Herrin, Urban Forester – Keith.O'Herrin@UnionCountyNC.gov

Figure 1: 30 inch pecan at 305 Lancaster Ave



Figure 2: 30 inch pecan at 305 Lancaster Ave



Figure 3: Rotten 9 inch pecan. Red circle shows location of major pocket of decay where a second trunk previously snapped out. Neighbor's garage is visible in the background.



Figure 4: Clumps of Japanese ligustrum to the right of the rotten 9 inch pecan.



Figure 5: More clumps of Japanese ligustrum and English Ivy in the backyard



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09235224	JUSTINA HOUSTIN PARKER		518 BICKET ST		MONROE	NC	28112
09235217	BELK MATTHEW	BELK STEPHANIE	400 LANCASTER AVE		MONROE	NC	28112
9235225	BELK MATTHEW BLAKE JR		503 S WASHINGTON ST		MONROE	NC	28112
09235104	CHAMBERS MICHAEL R	CHAMBERS CHRISTY K	301 LANCASTER HWY		MONROE	NC	28112
09235218	CROSS JESSICA M		506 S WASHINGTON ST		MONROE	NC	28112
09235245	ESTEBAN HIDALGO	GUADALUPE HIDALGO	509 BICKETT ST		MONROE	NC	28112
09235249	HIDALGO ENRIQUE		621 WASHINGTON ST		MONROE	NC	28110
9235246	HOUSTON BERNICE		518 BICKETT ST		MONROE	NC	28110
09235243	JIMENEZ HECTOR	BANDERA NARVELIA	517 BICKETT ST		MONROE	NC	28112
09235107A	MCBETH DAMON T	MCBETH TESHA M	3419 RICHARDS XING		FORT MILL	SC	29708
09235105	AVILA'S PROPERTIES, LLC		15 COLUMBUS PL	UNIT 3	STAMFORD	CT	6907
09235226	ARCHITEKTON, LLC		P.O. BOX 1637		MONROE	NC	28111
09235101	OSMAN MOHAMED S		207 W HOUSTON ST		MONROE	NC	28112
9235244	PARKER JUSTINA HOUSTON		518 BICKETT STREET		MONROE	NC	28111453
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST		MONROE	NC	28112
09235107C	REYES-ORDAZ EDSON		617 S WASHINGTON ST		MONROE	NC	28112
09235113	ROBERTO CHRISTINE M		7235 WINDSWEPT LOOP		SPARKS	NV	89436
09235232	ROSS MARY H	BENTON KELLY ROSS	1804 CONCORD AVE		MONROE	NC	28110
09232127A	SMITH BEN	SMITH DAWN	200 LANCASTER AVE		MONROE	NC	28112
09235107B	SUSUNAGA JONAS VALENZUELA	URBANO PAULINA PONCE	514 BICKETT ST		MONROE	NC	28110
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-2025-00190**

**Legend**

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



Exhibit 12

**Parcels Notified: 24**



**STAFF REPORT**  
**PLHR-2025-00194**

**TO:** Historic District Commission Members  
**DATE:** June 9, 2025  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Patrick Blaszyk, Planner  
**SUBJECT:** Certificate of Appropriateness request at 607 S. Church St.

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Angela McMillian-Orr. The applicant has requested approval to construct a new concrete walkway, construct a new wooden shed, replace all 28 wood windows on the home with new composite windows and install a wrought iron railing on the front porch steps at 607 S. Church Street.

---

---

**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 05-14-2025  
**Name of Petitioner:** Angela McMillian-Orr  
**Location:** 607 S. Church St.  
**Tax ID #:** 09-234-117  
**Lot Size:** 0.52 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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**GENERAL INFORMATION**

**607 S. Church Street - Jerome-Green House; ca. 1895, 1900**

In 1899, Thomas J. Jerome purchased a house at this corner from J. W. Bivens. An attorney, Jerome was elected to the State senate in 1898 and in 1900 ran for state attorney general. Jerome sold the house in 1907 to S. H. Greene for several times what he had paid for it, and the present appearance of the house no doubt reflects additions made by Jerome. S. H. Greene, a railroad conductor, lived in the house through the 1920s. The two-story frame house has a single-pile main block with a two-story, gabled wing extending at the front. This front wing is semi-

octagonal on both floors. A hipped porch with tall, turned posts and turned baluster railings runs around the front three elevations of the building, following its lines. The front entrance is off-center, next to the two-story bay, and has a leaded glass transom. At either side of the second floor facade are rectangular oriel windows. The front portions of the house have exposed rafter tails and triangular brackets. Across the rear of the house is a hipped wing from which extends a gabled wing. These two wings have cornices with Victorian brackets. There is also a three-sided bay window on the north side of the first wing. Except under the front porch, the house has two over two sash. The rear wing has a chimney with corbelled cap, but there is an unusual angled interior chimney on the front portion.

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## **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 proposing the new walkway will be begin the front yard where it will connect to the existing circular walkway and will terminate in the rear yard.*
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.  
*No significant site features such as mature trees will be removed with the installation of this walkway.*
3. For new walkways and parking areas, use appropriate traditional paving materials such as brick, stone, and scored concrete. Color and texture of new surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.  
*The applicant is proposing to use concrete for the walkway leading from the circular walkway on the front of the home to the rear of the house. The applicant did not indicate a proposal to stain the driveway to avoid the bright white/gray color.*
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. 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 shed will be constructed of wood, and asphalt shingles. The shed is 10-feet x 10-feet and 8.2-feet tall. The applicant is proposing the shed will have wood doors.*

2. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.

*The shed will be located in the left corner of the rear yard. The shed will meet the 10-foot accessory structure setback requirements, and is proposed to be located 10 feet from the side property line and 10 feet from the rear property line.*

3. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch.

*Removal of significant building elements or site features will not occur with the installation of this shed.*

### **Windows and Doors, (pg. 53)**

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.

*The applicant has requested approval to replace all 28 existing 2 over 2 wood windows on the home with 1 over 1 composite windows that contain 40 percent reclaimed wood fiber.*

2. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

*The applicant has requested approval to replace all 28 existing 2 over 2 wood windows with on the home with 1 over 1 composite windows that contain 40 percent reclaimed wood fiber. The composite material is being requested as it does contain 40 percent reclaimed wood fiber.*

3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.

*The proposal is to install 28 composite windows on the exterior of the home will not alter the original openings where the wood windows are installed currently.*

4. 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 windows located on the front and side elevations of the home are clearly visible from a main road. The front and left side elevations are visible from S. Church Street and the right side corner elevation is visible from E. Green Street. The rear elevation is not visible from a main road.*

**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 single wrought iron railing to the middle of the front porch steps.*
  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.  
*The new wrought iron railing will be installed in the middle of the front porch steps.*
- 

**PROPOSED FINDINGS**

**Staff offers the following Proposed Findings:**

1. The subject property located at 607 S. Church Street is owned by Angela McMillian-Orr 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 14, 2025, the applicant applied to build a new concrete walkway from the circular sidewalk in the front yard to the rear yard, construct a new 10’x10’ wood shed in the rear yard, replace all twenty-eight 2 over 2 wood windows with 1 over 1 composite windows that contain 40 percent reclaimed wood fiber and install a single wrought iron handrail on the front porch steps at 607 S. Church Street. The applicant is proposing to build the proposed shed as outlined in the included plans to be made of wood, asphalt shingles and have wood doors. The proposed shed will be approximately 100 square feet and measure 8.2 feet in height. (Exhibit 4-10)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 11-12)

**CONCLUSIONS**

The proposal to build a new concrete walkway from the front yard into the rear yard, construct a new wood shed in the rear yard, replace all twenty-eight 2 over 2 wood windows with 1 over 1 composite windows and install a single wrought iron handrail on the front porch steps as presented at 607 S. Church St. (is/is not) congruous in concept according to the *Walkways, Driveways and Off-street Parking, Garages and Accessory Structures, Windows and Doors and Accessibility, Health, & Safety Considerations* 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. For new walkways and parking areas, use appropriate traditional paving materials such as brick, stone, and scored concrete. Color and texture of new surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.
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. 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.
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 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.

### **Windows and Doors, (pg. 53)**

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
2. If replacement of 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.

3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
4. 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.

**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. Site Plan
6. Shed Example
7. Existing Wood Windows
8. Composite Windows Example
9. Handrail Example
10. Proposed Location of Handrail
11. APO List
12. APO Map

Prepared by: PB 05-21-2025

## Aerial Map

Case #: PLHR-2025-00194

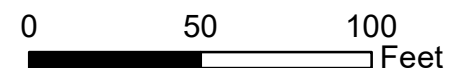
### Legend

-  Parcels
-  Subject Property
-  Centerlines

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

**Owner: Angela  
McMillian-Orr**

**Acres: 0.52**



**Exhibit 1**

## Zoning Map

Case #: PLHR-2025-00194

### Legend

-  Parcels
-  Subject Property
-  Centerlines
-  RMD

Existing: RMD  
(Residential Medium Denstiy)

Owner: Angela  
McMillian-Orr

Acres: 0.52

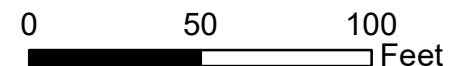


Exhibit 2

S. CHURCH STREET

E. GREEN ST.

## Historic District Map

Case #: PLHR-2025-00194

### Legend

-  Parcels
-  Subject Property
-  Historic District
-  Centerlines

Existing: RMD  
(Residential Medium Density)

Owner: Angela  
McMillian-Orr

Acres: 0.52

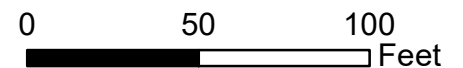


Exhibit 3

S. CHURCH STREET

E. GREEN ST.



HISTORIC DISTRICT COMMISSION  
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

Date submitted: \_\_\_\_\_  
Application No: \_\_\_\_\_  
Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
\_\_\_\_ Administrative review  
\_\_\_\_ Commission Review

1. Property location: 607 S Church ST Monroe NC 28112  
Applicant's name: Angela McMillian-Orr  
Applicant's address: \_\_\_\_\_

Applicant's telephone number: 360-764-6007  
Applicant's email address: AIDC30@aol.com  
Property Tax identification number: 09235-009

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

3. The following Certificate of Appropriateness is requested for Shed 10x10 wood Shed/Brown Shingles

*Please provide a brief description of the project.*  
Asphalt Shingle (roof of the shed) concrete Sideway left side  
of the house to rear yard to connect to the sidewalk backyard  
width 4 feet length 130 feet.  
replace all 28 windows on the home. Anderson 100 series  
with 40% reclaimed wood with composite material  
Rail going up the steps (front) wrought iron

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).

Angela McMillian-Orr  
Applicant- Printed  
Angela McMillian-Orr  
Applicant- Signed

5-14-25  
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

Wed 5/21/2025 1:38 PM

Angela Mcmillian <aidc30@aol.com>

**Re: Site Plan**

Patrick M. Blaszyk <pblaszyk@monroenc.org>

No trees will be removed for the shed nor the sidewalk

On Wednesday, May 21, 2025 at 10:05:20 AM EDT, Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Good morning Angela,

Can you please confirm that for the installation of the sidewalk or shed, no trees will be removed from the property?

Thank you,

**Patrick Blaszyk, MA, CZO**

*Planner 1*

*City of Monroe*

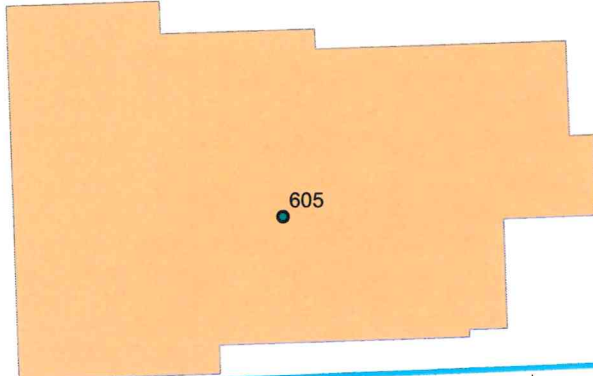
*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*

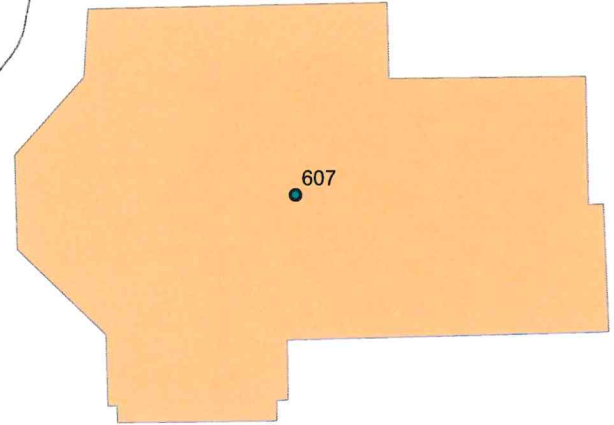
S CHURCH ST



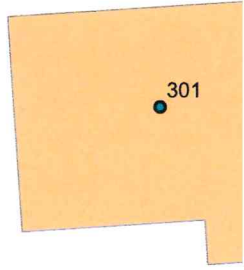
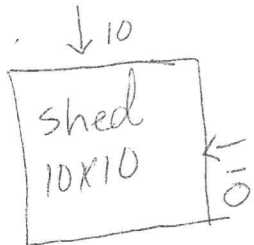
605

width 4 feet  
length 130 feet

New ↓  
Concrete Sidewalk



607



301

E GREEN ST

Exhibit 5



Exhibit 6



Exhibit 7

## STRENGTH & PERFORMANCE

Fibrex® material is **2X stronger than vinyl** and it retains its stability and rigidity in all climates so weathertight seals stay weathertight.

100 Series products can **withstand temperatures up to 150°F**, even in dark colors, meaning they won't warp due to sun exposure.

## ENVIRONMENTALLY RESPONSIBLE

Our exclusive Andersen® Fibrex composite material is composed of **40% reclaimed wood fiber by weight**, most of which is reclaimed from the manufacturing of Andersen wood windows.



See how Andersen created Fibrex material at [andersenwindows.com/fibrex](http://andersenwindows.com/fibrex)

## ENERGY EFFICIENT

Our weather-resistant construction seals out drafts, wind and water so well, you can relax in comfort whatever the weather. Plus, Fibrex material **blocks thermal transfer nearly 700 times better** than aluminum to help reduce heating and cooling bills.



## COLORS THAT LAST

Durable, factory-finished interiors and exteriors feature a premium matte finish that isn't shiny like vinyl plus they **never need painting and won't fade, flake, blister or peel.**

On 100 Series products, **the finish is 12X thicker than that of painted vinyl windows\*\*** resulting in superior scratch resistance so they'll look beautiful for years to come.

## ADVANCED CRAFTSMANSHIP

100 Series products feature **virtually seamless corners** for a cleaner, more contemporary look.



100 Series sash corner seam



Vinyl sash corner seam

## TRANSFERABLE LIMITED WARRANTY

Most other window and door warranties end when a home is sold, but our coverage — 20 years on glass, 10 years on non-glass parts — transfers from each homeowner to the next. And, because it's not prorated, the coverage offers **full benefits, year after year, owner after owner.** So it can add real value when you decide to sell your home.

**OWNER2OWNER**  
**LIMITED WARRANTY**

Exhibit 8

\*Visit [andersenwindows.com/warranty](http://andersenwindows.com/warranty) for details.

\*\*When 100 Series products were tested against five leading competitors' painted vinyl window products.



Exhibit 9



Exhibit 10

## APO Map

**PLHR-2025-00194**

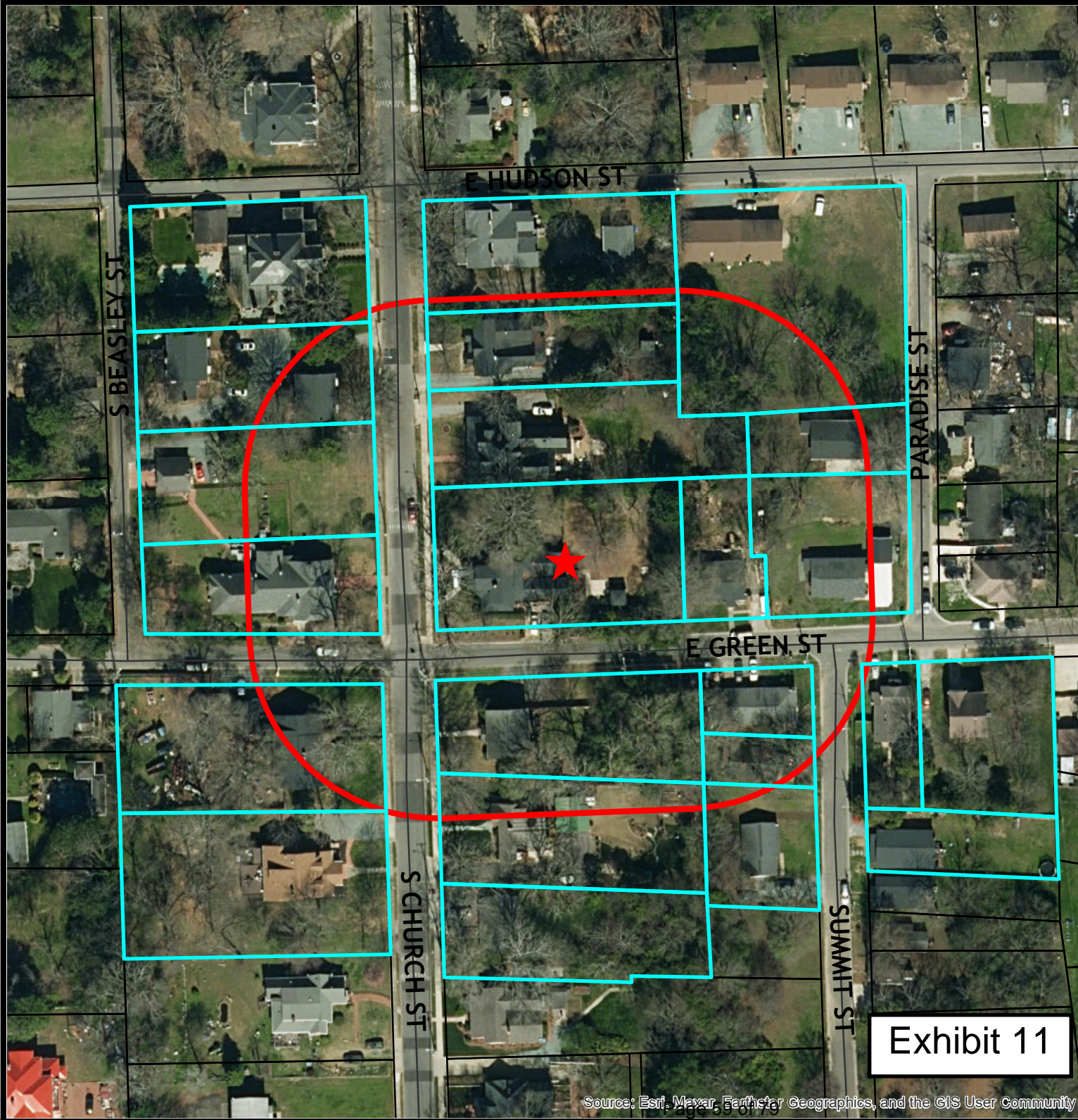
### Legend

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

**23 Parcels Notified**



**Exhibit 11**



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234121	RIVES LINDA SHAW SUCCESSOR TRUSTEE		3560 MEMBERS CLUB BLVD	SOUTHPORT	NC	28461
09234093	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR	WAXHAW	NC	28173
09234069	JOVEL HERIBERTO A PARRAS	VENTURA SONIA AVILA	705 SUMMIT ST	MONROE	NC	28112
09234091	PETERSEN GARY V		702 SUMMITT ST	MONROE	NC	28112
09234095	EUDY MITCHELL L	EUDY MARILYN M	2608 DOSTER RD	MONROE	NC	28112
09234108	BULLARD ROBERT B	BULLARD SHIRLEY S	600 S CHURCH ST	MONROE	NC	28112
09234115	PRESTON KELLY R		603 S CHURCH ST	MONROE	NC	28112
09234067	WING PROPERTIES LLC		6701 CREFT CIR	INDIAN TRAIL	NC	28079
09234103	CUMMINGS DONNA MILLS		702 SOUTH CHURCH ST	MONROE	NC	28112
09234120	SOLENSKY DONALD DANIEL	SOLENSKY JERRIANN LOUISE	608 PARADISE ST	MONROE	NC	28112
09234092	SIMPLE PROPERTY SOLUTIONS LLC		4108 MALTA PL	CHARLOTTE	NC	28215
09234116	HILL JASON	HILL PAMELA	605 S CHURCH ST	MONROE	NC	28112
09234118	AYALA VICTOR A	CORTEZ ANA MARIA PEREZ	301 E GREEN ST	MONROE	NC	28112
09234090	WINN ROBERT	WINN JENNIFER	1301 MEDLIN ROAD	MONROE	NC	28112
09234105	FISH PAUL F	FISH MARIE T	606 S CHURCH ST	MONROE	NC	28112
09234104	SULLIVAN JIMMY LEE	SULLIVAN CRYSTAL ANN	700 S CHURCH ST	MONROE	NC	28112
09234107	W3G LLC		PO BOX 1584	MONROE	NC	28111
09234114	DEFORREST MATTHEW M	NAPIER TAURA S	601 S CHURCH ST	MONROE	NC	28112
09234119	GADDY DIANNE		303 E GREEN ST	MONROE	NC	28112
09234068	SANCHEZ MIGUEL	SANCHEZ MARIA	1650 CROWELL DAIRY RD	INDIAN TRAIL	NC	28079
09234094	HELTON RICHARD CLEVELAND JR	BROOME ERNEST HARRY III	703 S CHURCH ST	MONROE	NC	28112
09234117	MCMILLIAN-ORR ANGELA		607 S CHURCH ST	MONROE	NC	28112

Exhibit 12



**STAFF REPORT**  
*PLHR-2025-00219*

**TO:** Historic District Commission Members  
**DATE:** June 9, 2025  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request for 700 W. Franklin St.

---

**SUMMARY STATEMENT**

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 St. The applicant is requesting approval to build a 10-foot by 25-foot wood porch and replace the existing stairs to the terrace with new wood stairs with black metal railing. The applicant is also requesting to add new windows, wood or metal clad wood, to the existing shed, replace the existing front door with a new wood double door with a window feature, and add a metal roof over the existing terrace at 700 W. Franklin Street.

---

**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 04-25-2025  
**Name of Petitioner:** Brian and Angie Rose  
**Location:** 700 W. Franklin Street  
**Tax ID #:** 09-232-229  
**Lot Size:** 0.507 acres  
**Zoning Classification:** RMD (Residential Medium Density)

---

**GENERAL INFORMATION**

**700 W. Franklin Street; circa 1950**

Two-story brick Colonial Revival style foursquare house.

---

## **RELEVANT DESIGN STANDARDS**

### **Windows & Doors, pg. 53**

1. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.  
*The applicant is requesting to replace the original front door of the home with a wood double door with a window feature. The applicant is also requesting to add two 1-over-1 widows to the existing outbuilding. The applicant is proposing for the windows to be wood or metal clad wood.*

### **Roofs, pg. 55**

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.  
*The applicant is requesting to install a black metal hipped roof to extend over the existing terrace.*
2. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.  
*The applicant is requesting to install a black metal hipped roof to extend over the existing terrace.*
3. It is not appropriate to introduce new roof features such as dormers, chimneys, skylights, or vents if they will compromise the historic roof design, damage character-defining roof materials or compromise the architectural integrity of the building.  
*The applicant is requesting to install a black metal hipped roof to extend over the existing terrace.*

### **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 construct a wood deck with stairs behind the existing screened porch. The proposed deck will not be visible from Franklin Street.*
2. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.  
*The applicant is proposing aluminum railing for the new deck and stairs to match the design of the existing fence.*
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 applicant is proposing to locate the proposed wood deck and stairs behind the existing*

screened porch. The proposed deck and stairs will not be visible from Franklin Street.

---

## **PROPOSED FINDINGS**

### **Staff offers the following 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)
  2. The property is located in the South Monroe Historic District. (Exhibit 3)
  3. At the February 10, 2025 Historic District Commission hearing, the applicant received approval to build a 10 foot by 10 foot wood porch, to replace the existing metal porch railing with new metal railing. On April 25, 2025, the applicant submitted an application requesting approval to build a 10-foot by 25-foot wood porch, in lieu of the previously approved 10-foot x 10-foot wood porch, and replace the existing stairs to the terrace with new wood stairs. The applicant is also requesting to add new windows, wood or metal clad wood, to the existing shed, replace the existing front door with a new wood door with a window feature, and add a metal roof over the existing terrace at 700 W. Franklin Street. (Exhibit 4-6)
  4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
  5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)
- 

## **CONCLUSIONS**

The proposal requesting approval to build a 10-foot by 25-foot wood porch and stairs with metal railing, add new windows, wood or metal clad wood, to the existing shed, replace the existing front door with a new wood double door with a window feature, and add a metal roof over the existing terrace at 700 W. Franklin Street.as presented (is/is not) congruous in concept according to the *Windows & Doors, Roofs and Decks & Patios* standards of the *South Monroe Historic District Standards*:

### **Windows & Doors, pg. 53**

1. 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.

### **Roofs, pg. 55**

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.

2. If replacement of an entire roof surface or 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.
3. It is not appropriate to introduce new roof features such as dormers, chimneys, skylights, or vents if they will compromise the historic roof design, damage character-defining roof materials or compromise the architectural integrity of the 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.

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

Exhibits:

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

Prepared by: MB 5-13-2025

## Aerial Map

PLHR-2025-00219

### Legend

— Centerlines

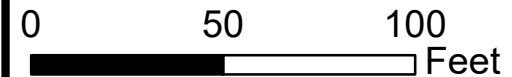
▭ Parcels

▭ Subject Property

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

**Owner:**  
**Brian Rose**  
**Angie Dehart**

**Acres: .507**



W JEFFERSON ST

W FRANKLIN ST

Exhibit 1

**Zoning Map**  
**PLHR-2025-00219**

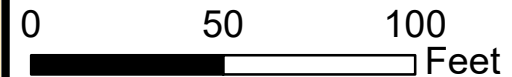
**Legend**

- Centerlines
- ▭ Parcels
- RMD
- ▭ Subject Property

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

**Owner:**  
**Brian Rose**  
**Angie Dehart**

**Acres: .507**



**W FRANKLIN ST**

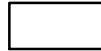
**W JEFFERSON ST**

Exhibit 2

## Historic District Map

PLHR-2025-00219

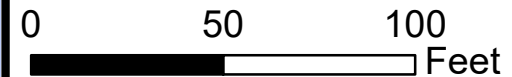
### Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

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

**Owner:**  
**Brian Rose**  
**Angie Dehart**

**Acres: .507**



W JEFFERSON ST

W FRANKLIN 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: 700 W Franklin St, Monroe, NC 28112  
Applicant's name: Brian and Angie Rose  
Applicant's address: Same  
\_\_\_\_\_  
Applicant's telephone number: 704-292-4901  
Applicant's email address: brianrose826@gmail.com  
Property Tax identification number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

3. The following Certificate of Appropriateness is requested for: See attached list.  
*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).

Brian Rose  
Applicant- Printed

  
Applicant- Signed

4-25-25  
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.

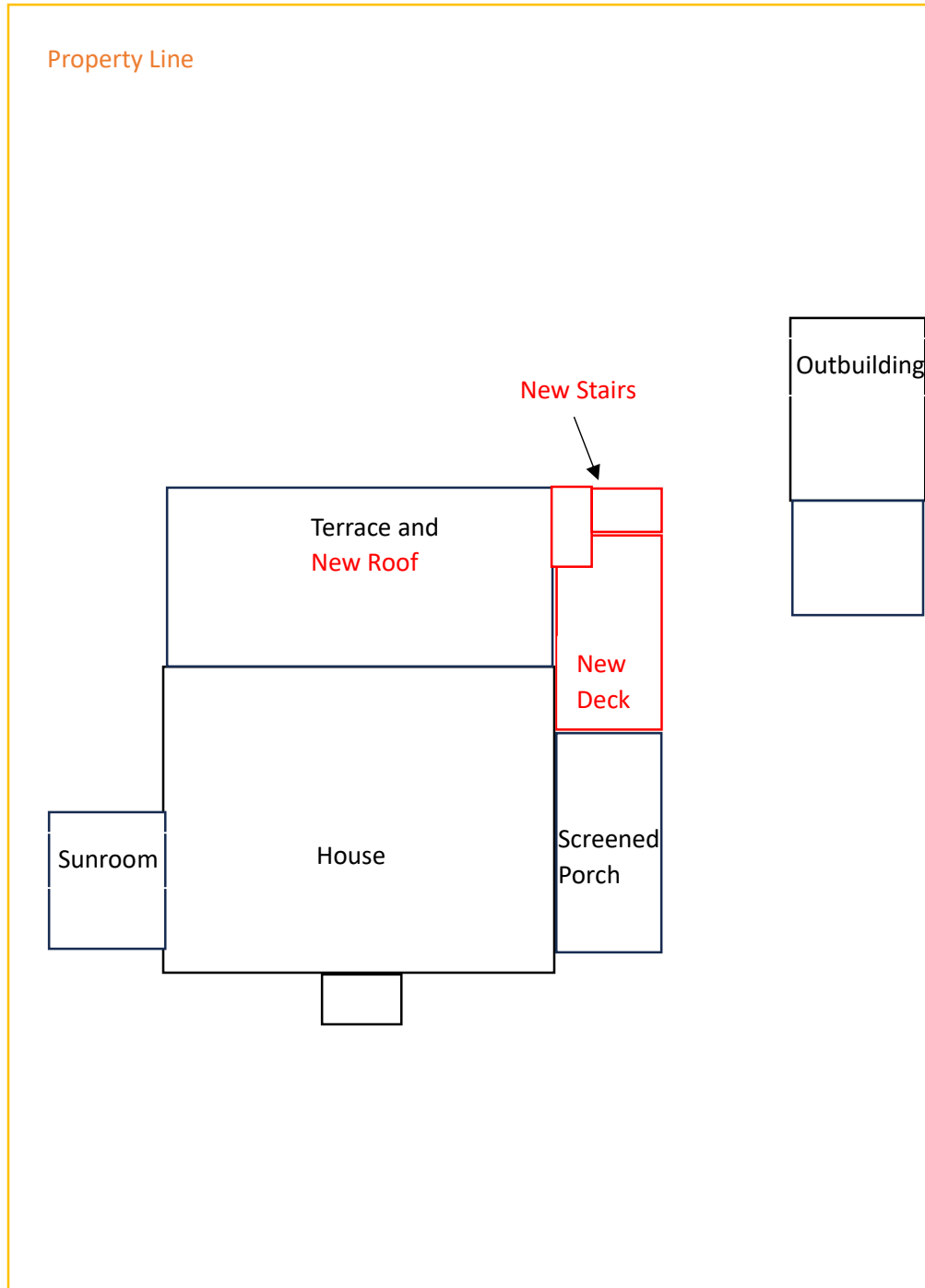
If your project is required to be heard by the commission, you or a representative  
will need to attend the meeting.

Exhibit 4

**Certificate of Appropriateness is requested for:**

- Expanded scope of new wooden deck
  - New deck will be larger than the original 10'x10' on the existing COA.
  - The new deck will be roughly 10' x 25'.
  
- New stairs will be added to the deck. (see pictures)
  - The existing stairs off of the terrace were damaged and will be removed.
  - New deck and stairs will be constructed from treated lumber. Railing will be black metal, as in the existing COA.
  
- Addition of windows during shed repairs (see diagram)
  - New windows will be wood or metal clad wood.
  
- New front house door (see pictures)
  - New door will be wood and glass
  
- Addition of roof over the terrace (see pictures)
  - Hipped roof with black metal roofing to match the rest of the house.

Site map – 700 W Franklin St. (not to scale)

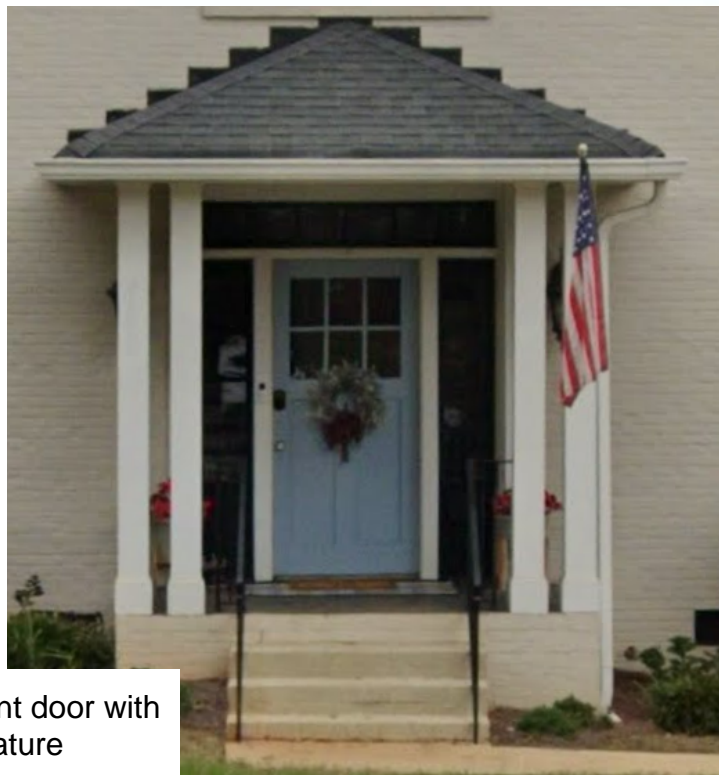




Examples of proposed wood deck and metal railing



Proposed wood front door with window feature



Existing wood front door with window feature



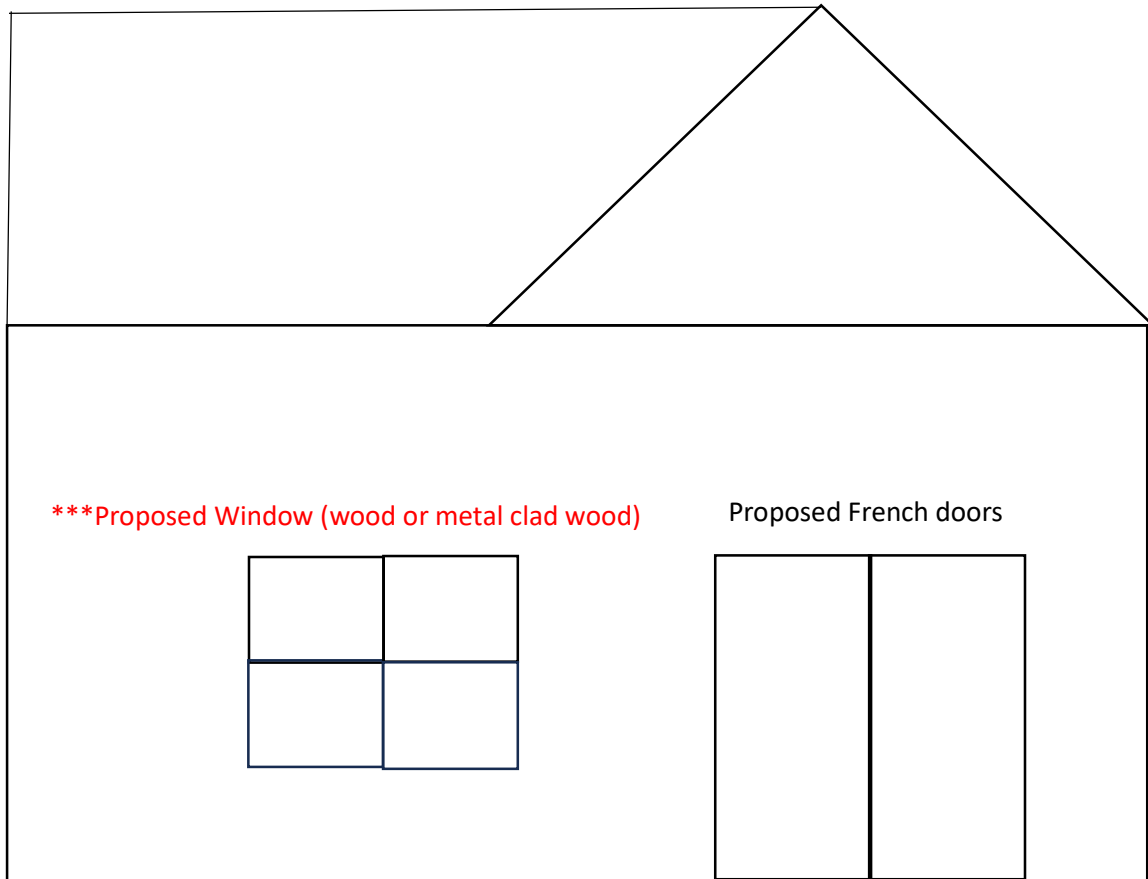
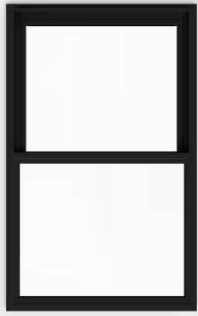
Example of proposed roof material to extend over the existing terrace



Example of proposed roof shape to extend over the existing terrace

700 W Franklin St. – Outbuilding door layout

\*\*\*Proposed



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDR	OWNERCITY	OWNERSTATE	OWNERZIP
09273008 12	BBB PARTNERS LLC		PO BOX 769	MARSHVILLE	NC	28103
09273008 13						
09273008 19	BREWER BAUCOM PROPERTIES LLC		PO BOX 1022	MONROE	NC	28111
09273008 20						
09273008 03	BREWER MP LLC		PO BOX 769	MARSHVILLE	NC	28103
09273008 10	CANTEY KIM		405 LANCASTER AVE	MONROE	NC	28112
09273008 09						
09273010	COX SONDA D	COX RUSSELL F	6205 RAPE RD	MONROE	NC	28112
09273008 18	HELMS ARON A		758 W FRANKLIN ST	MONROE	NC	28112
09232232	HILL SHANNON M		600 WEST FRANKLIN ST	MONROE	NC	28112
09232250	HUGHES DONALD S	CLARK BETTY A	600 W JEFFERSON ST	MONROE	NC	28112
09232225	JOYCE DAVID		609 W FRANKLIN ST	MONROE	NC	28112
09232221	KNOX WALTER		203 N COLLEGE ST	MONROE	NC	28112
09232247	LOBERGER DALE A	LOBERGER SHELLEY W	502 S WASHINGTON ST	MONROE	NC	28112
09273008 17	LUND GLADIS		756 W FRANKLIN ST	MONROE	NC	28112
9232249	LYONS LANCE		14213 HILLSIDE DR	JAMUL	CA	91935
09273008 02	MCMANUS SYLVESTER E III	WHITE BETTY R	710 WEST FRANKLIN ST	MONROE	NC	28112
09232245	MELENDEZ JENNIFER		601 W JEFFERSON ST	MONROE	NC	28112
09273008	MIDDLETON PARTNERS LLC		PO BOX 783	MONROE	NC	281110783
09273008 08	MORALES BRIAN GLENN		724 W FRANKLIN ST	MONROE	NC	28112
9232230	MORGAN MARIAN V		604 W FRANKLIN ST	MONROE	NC	28112
09273008 05	MORICOLA PAUL		718 W FRANKLIN ST	MONROE	NC	28112
9232246	OLIVA ANGEL MARIA ET AL	NOGUERA SANDRA I	603 W JEFFERSON ST	MONROE	NC	28112
09273004F	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
09273004C						
09273004B						
09273004D						
09273004E						
09273004A						
09273008 16	PLYLER KADIE		754 W FRANKLIN ST UNIT 16	MONROE	NC	28112
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	NC	28112
9232228	PYLE KIM		704 W FRANKLIN ST	MONROE	NC	28112
09273008 06	RUSHING GILBERT DOUGLAS		831 BRIDGEWATER DRIVE	MONROE	NC	281128445
09273009	SCHRADER RICHARD EUGENE JR	OSMAN MOHAMED S	705 W FRANKLIN ST	MONROE	NC	28112
09232227	SMITH BRADFORD R	SMITH DEBORAH A G	703 W FRANKLIN ST	MONROE	NC	28112
09273008 21	SMITH BRANDON	HOCOTT ROSA E	764 W FRANKLIN ST	MONROE	NC	28112
09273008 15	SMITH PATRICK JAMES	SMITH CHRISTAL ANN	752 W FRANKLIN ST	MONROE	NC	28112
09232226	STEGALL STEVEN M	STEGALL KELLY A	701 W FRANKLIN ST	MONROE	NC	28112
09273008 04	SUPPES LAUREN		716 W FRANKLIN ST	MONROE	NC	28112
09232249A	SUTTON REBECCA DIANE		3319 WAXHAW HIGHWAY	MONROE	NC	28112
09232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST	MONROE	NC	28112
09273008 14	TRIPODI TRACY H		750 W FRANKLIN ST	MONROE	NC	28112
09232223	DAIGLE SARA KAUFFMAN		605 W FRANKLIN ST	MONROE	NC	28112
09273008 11	W3 RESOURCE MANAGEMENT LLC		PO BOX 1699	MONROE	NC	28111
09232229	DEHART ANGIE	ROSE BRIAN	700 W FRANKLIN	MONROE	NC	28112
09232231	WARD WILLIAM KENNETH	WARD JUDY ROBINSON	602 W FRANKLIN ST	MONROE	NC	28112
09273008 07	WEST TAYLOR EVELYN	GROSE JASON	8513 CROWDER RD	RALEIGH	NC	27603
09273008 01	WHITE BETTY R		710 W FRANKLIN ST	MONROE	NC	28112

## APO Map

PLHR-2025-00219

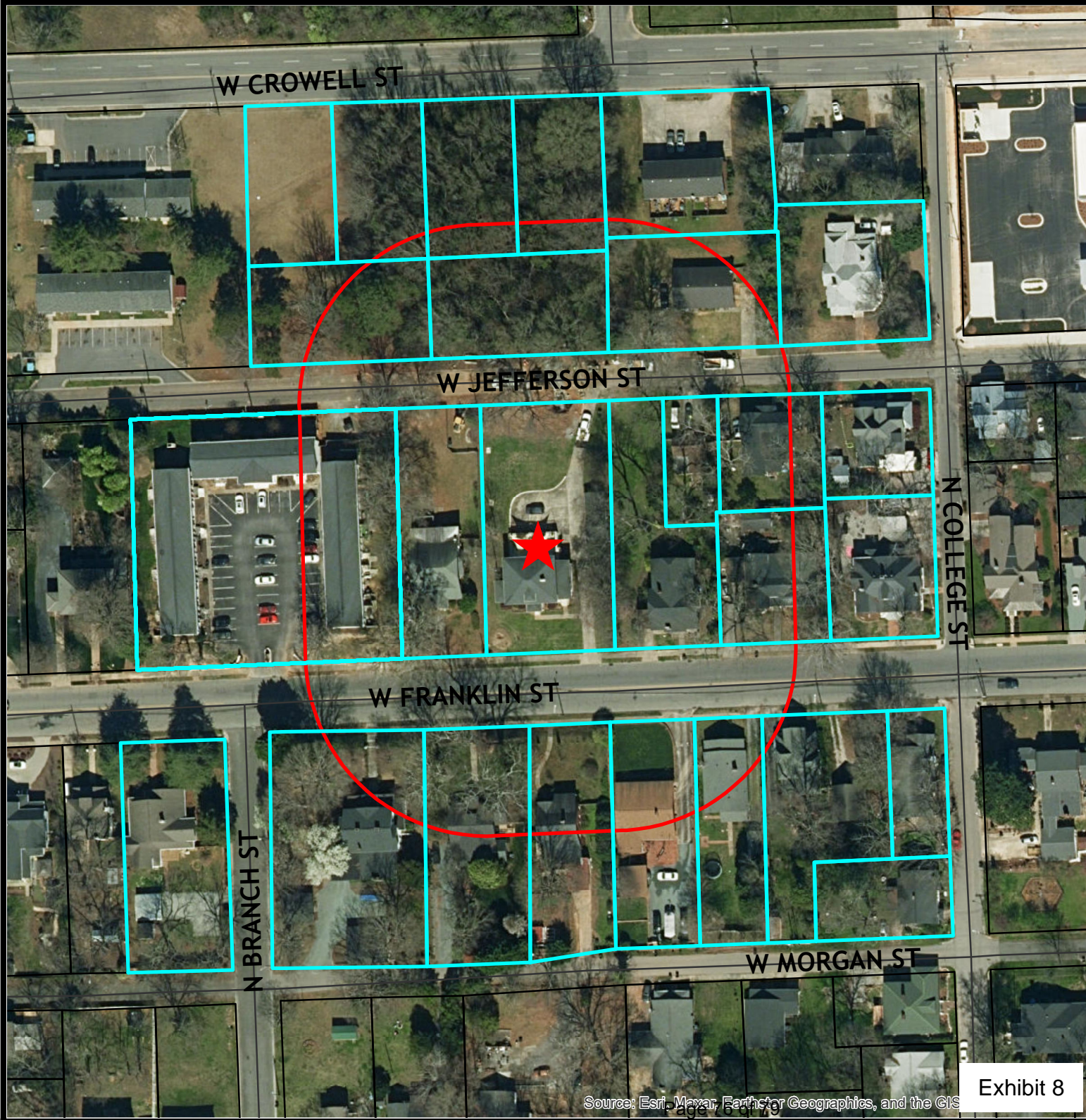
### Legend

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

Parcels Notified: 48



Exhibit 8





## STAFF REPORT

**TO:** Historic District Commission

**DATE:** June 9, 2025

**FROM:** Lisa Stiwinter, Planning and Development Director

**PREPARED BY:** Keri Mendler, Senior Planner

**SUBJECT:** Historic District Discussion

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### 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.

At the March 10, 2025 Historic District meeting, Keri Mendler went through the topics and provided an overview of the each item listed. While most of the topics were resolved at the March meeting, additional questions were raised for a few of the topics. At the April 14<sup>th</sup> meeting, Doug Britt, Assistant Director of Planning and Development, and a representatives from the Police Department presented information on the associated topics.

At the June 9<sup>th</sup> meeting, Keri Mendler will go over the Planning topics that were raised.

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### REVIEW

#### **Police Department**

- Vehicles parked on the street (Kerr)
  - Seeking clarification on how close individuals can park to a stop sign; concerns about cars parked within a few feet of stop sign and it can cause congestion near the intersection (specific example given was Maurice St. at E. Houston St.)
  - Can cars be parked on the street with covers, is there is a time limit for how long cars can be parked on street?
- Farm Animals in the City (Smith)
  - Questions on enforcement of animals in the city such as chickens and pigs

## **Code Enforcement**

- Vehicles parked in yards/on grass (Smith)
  - Keri Mendler explained the increased number of code enforcement officers has resulted in increased enforcement.
- Trash & debris in yards (Morgan, Smith)
  - Keri Mendler explained the increased number of code enforcement officers has resulted in increased enforcement.
- Minimum code standards; require owners to repair properties (loose boards, painting, etc.) (Morgan, Smith)
  - Keri Mendler explained minimum code standards are set by the State Legislature. After further discussion, it was discovered this was relating more so to Demolition by Neglect ordinances, which will be discussed in a future meeting.
- Furniture on front porches (Morgan)
  - Keri Mendler explained the increased number of code enforcement officers has resulted in increased enforcement.
- Establish district specific property maintenance standards (Loria)
  - During the discussion, it was discovered Ms. Loria was referring to other jurisdictions having stricter standards for cars being parked, grass/weed height in Historic Districts (Hendersonville & Wilmington were given as examples). Staff will continue to look into this and see what can be implemented.
- Increased code enforcement in areas outside of Historic District such as Charlotte Avenue (Smith)
  - Keri Mendler explained the increased number of code enforcement officers has resulted in increased enforcement.

## **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)
  - Attorney Richard Long addressed this item at the March 10, 2025 meeting

## **Planning & Zoning**

- Update on the proposed Prevention of Demolition by Neglect Ordinance (Watson, Loria)
  - Keri Mendler explained the draft ordinance is being reviewed by all necessary parties; however, staffing and funding are still a barrier to full implementation of this ordinance.
- Can the HDC allow brick to be painted (Kerr)
  - Keri Mendler explained the HDC can allow brick to be painted, but the vote was split on the most recent case thus resulting in no approval for painting the brick.
- Fines/penalties for doing work without approval (Smith)
  - Keri Mendler explained that we do zoning violations that can result in fines if not addressed by the property owner. Keri Mendler also explained that applications that are submitted after a project is started/completed result in doubled application fees (\$50 for staff level and \$200 for commission level).

- Explore financial assistance options for property owners (Loria)
    - Keri Mendler explained the City has financial assistance for qualifying property owners based on income and other metrics.
  - Strengthen community engagement/Historic Preservation Month (Loria)
    - Interested in hosting additional education workshops to provide info on resources (financial assistance, tax credits, etc.). Keri Mendler contacted the state regarding a presentation on tax credits, we are working on having something this year; however, the State's resources are limited. In the meantime Keri Mendler sent a recorded YouTube video with tax credit information from the State.
  - Collaboration with Union County Preservation Commission (Loria)
    - Keri Mendler provided clarification on the role of the Union County Preservation Commission relating to the local landmark program.
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### **RECOMMENDATION**

Planning staff has provided the above topics received by various commission members for further discussion and direction from the Historic District Commission. Keri Mendler will discuss the planning topics in more detail at the June meeting.