

**HISTORIC DISTRICT COMMISSION
MEETING AGENDA**



**Monday, July 14, 2025 – 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC**

- Item 1.** Call to Order – Roll Call
- Item 2.** Pledge of Allegiance and Moment of Silence
- Item 3.** Conflicts of Interest
- Item 4.** Approval of Minutes – June 9, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** **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 (PID # 09-234-117). (*Tabled from June 9, 2025*)
- Item 7.** **PLHR-2025-00230** - Certificate of Appropriateness request from Carl and Sharron Goldfarb to replace five existing wood windows with metal clad wood windows at 502 W. Franklin Street. (PID # 09-232-234)
- Item 8.** **PLHR-2025-00231** - Certificate of Appropriateness request from Byrle Raper to demolish the home at 601 S. College Street. (PID # 09-235-202)
- Item 9.** **PLHR-2025-00244** - Certificate of Appropriateness request from Adrian Valdez, a contractor that will conduct the proposed projects, to replace all 16 wood windows on the home with composite windows and to replace the tin shingle roof with an asphalt shingle roof at 304 Maurice Street. (PID # 09-231-142)
- Item 10.** **PLHR-2025-00245** - Certificate of Appropriateness request from Andrey Livarchuk of Prime Property Partners LLC, to replace the front brick walkway with a new stained, stamped concrete walkway, replace the wood front door with a new wood craftsman style door and replace a rear door with a wood window and wood siding at 109 North College Street. (PID # 09-232-198A)
- Item 11.** Next Meeting: Monday, August 11, 2025
- Item 12.** 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, JUNE 9, 2025 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 06/10/25

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); Gladys Kerr; Jennifer Loria; Matthew Klaren;

Members Absent: Allen Watson; Anna Dowdy;

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

Guests: Michael Chambers; Natasha Higgins; Thomas Loria; Brian and Angie Rose; Angela McMillian-Orr; Haven Chambers; Sergio Avila;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – May 12, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the May 12, 2025 meeting.

Second: Jennifer Loria

Action: The motion passed with the following votes:

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

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-2025-00190 - 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.

Megan Brightharp and Sergio Avila 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 305 Lancaster Avenue is owned by Avila's Properties, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is the Aerial Map of the subject property shown highlighted in blue. The subject property is located south of Lancaster Avenue, east of South Washington Street and west of Bickett Street. Exhibit 2 is a Zoning Map showing the subject property highlighted in blue. The subject property, as are the contiguous properties, are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map showing the subject property highlighted in blue. Properties to the south of the subject property are not in the district, but all the parcels shown in blue are in the Historic District.
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) Exhibit 4 is a copy of the Application. Exhibit 5 is a survey of the site showing the current conditions. Currently, it is showing that there are two separate front steps, two separate rear steps and the detached garage they are requesting to demolish. Most of what they are asking for pertains to converting a duplex into a single-family home. Exhibit 6 is a photo of the existing conditions. Exhibit 7 are the proposed plans of construction. The applicant is proposing to extend the rear porch and have side stairs that lead down to the existing driveway. They are also proposing to combine the front porch and extend it into the existing foyer area. The parking pad was approved at staff level. Exhibit 8 are examples of the proposed front door options. The applicant is proposing to remove the two front doors and replace it with a set of double doors as well as remove one of the rear

door. The Historic District Commission will have to choose between Door Option 1 on the left and Door Option 2 on the right. Whichever door is chosen for the front door, they will have a matching single door for the rear door. Exhibit 9 is the proposed location of the retaining wall to align the front yard around the existing sidewalk and driveway. Exhibit 10 is a copy of the letter from the Urban Forester recommending that this tree be pruned, but not removed. As mentioned, the applicant is requesting to remove this tree.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 11-12) Exhibit 11 is the APO List. Exhibit 12 is the APO Map. Twelve letters were sent and no responses were received.

Gladys Kerr expressed her appreciation for the professionalism of the pictures and the drawings submitted and said it is really helpful in seeing the current conditions and the proposed changes.

The Commission had questions for Megan Brightharp. One of the requirements for tree removal is that another tree will need to be planted to replace it with one of similar species or similar appearance, but the applicant has not stated that they would replace it or with what type of tree they would replace it with. Please note that this address is currently a duplex that has lost its grandfather status so their only option is to make it a single-family home. They are not proposing to replace or remove any of the windows. They have also shown in their elevations that, when they extend the porch into the foyer area, those windows that are in the foyer area will still remain and will become a part of the entrance to the home.

Sergio Avila, one of the owners of the home and representing Avila's Properties, LLC, lives at 417 Moses Run Drive, Mt. Holly, approached the podium to answer questions. He prefers the Feather River door option. The house is 3,300 square feet. The parking pad was approved at staff level. No changes are made to the existing driveway. The proposed retaining wall will be brick and will be no taller than 36 inches. The larger tree is close to the house's roof and to the fence. He does not want to prune or keep the pecan tree.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00190, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the standards state: 1) enlarging the front porch by converting a portion of the existing foyer area into additional porch space does retain the character of the District and of the house; 2) replacing the two existing front doors with one front door because the house is being brought back into compliance to a single residency; With the two options of the doors, the Board chooses the option that is the Feather River white door along with the complimentary back door that matches. 3) converting the two arches of the front porch into one arch is congruous with the house and the standards of the District; 4) extending the rear porch is congruous with the District; 5) removing the existing partition on the rear porch and adding the new

railing is bringing it back again in harmony with a single-family home; 6) removing one of the rear doors; 7) relocating the steps from the front of the rear porch to the side; 8) adding a brick retaining wall (not to exceed 36-inches tall) around the front yard with like materials; 9) demolishing a dilapidated accessory structure is for safety reasons; and 10) the Board will not approve the removal of the existing 30-inch tree in the rear yard. They would like the applicant to prune that tree, but allowing for the 9-inch pecan tree to be removed. 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, Gladys Kerr, Jennifer Loria, Matthew Klaren

NAYS: None

Motion:

Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Ingrid Alvarado regarding the proposals as shown in PLHR-2025-00190. 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, Gladys Kerr, Jennifer Loria, Matthew Klaren

NAYS: None

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).

Patrick Blaszyk, Keri Mandler and Angela McMillian-Orr 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 607 S. Church Street is owned by Angela McMillian-Orr and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is an Aerial Map with the subject property highlighted in blue. It is located to the north of East Green Street and to the east of South Church Street. Exhibit 2 is a Zoning Map with the subject property highlighted in blue and is zoned RMD (Residential Medium Density) as are the surrounding parcels.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a map of the Historic District.

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) Exhibit 4 is a copy of the Application. Exhibit 5 is the Site Plan submitted by the applicant indicating the location of the new concrete sidewalk from the front circular sidewalk to the rear of the home. The sidewalk will be 4-foot wide and approximately 130-feet in length and is not proposed to be stained. Exhibit 6 is a photo of the proposed shed to be located in the northeastern corner of the yard and is proposed to meet the accessory structure setback requirements of 10-feet. The shed will be constructed with wood and have wooden doors and an asphalt shingle roof. Exhibit 7 are the current wood windows on the exterior of the home. They have a 2 over 2 window pane configuration and the applicant intends to replace these windows with composite windows that have a forty-percent reclaimed wood fiber. Exhibit 8 is an example of the proposed composite windows. Exhibit 9 is a photo of the proposed wrought iron handrail that will be located on the front porch steps. Exhibit 10 is an example of the location, right here in the middle of the front porch steps, where that handrail will be located.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 11-12) Exhibit 11 is a copy of the APO map where the subject property has the red star on it. There were a total of twenty-three parcels that were notified and staff has not received any inquires about this request. Exhibit 12 is a copy of the APO list.

The Board began discussion. Keri Mendler, Senior Planner, clarified that it is a case-by-case basis on whether the Board approves the proposed windows, but they must justify their reasoning and how it is congruous if it is a not wood-for-wood replacement. This type of proposed windows (wood fiber composite with a matte finish) have not been approved in the past, but it does not mean the Board cannot approve them. The State, for tax purposes, allows the wooden aluminum clad window, but the Board would like more information regarding the State's view on composites. There were no issues with any of the proposed changes except the windows. The Board also would like to see a sample of the proposed window prior to making a decision.

Angela McMillian-Orr, at 607 South Church Street, approached the podium to answer the Board's questions. She has had issues with the windows for the last ten years and cannot open them for circulation. The shed has been tabled for two months already. She does not want to have to stain the concrete walkway.

Richard Long, City Attorney, advised that the whole proposal should be tabled until the next meeting. On the other hand, if the Board approved everything except the windows then the

applicant would have to wait a year before she could reapply and would have another application fee as well.

Motion: Jennifer Smith made a motion that the Historic District Commission table the proposed project, PLHR-2025-00194.

Second: Gladys Kerr

Action: The motion passed with the following votes:

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

NAYS: None

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).

Megan Brightharp, Keri Mendler, Angie Rose and Brian Rose 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 700 W. Franklin Street is owned by Brian and Angie Rose and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located north of West Franklin Street and south of West Jefferson Street. Exhibit 2 is the zoning map showing the subject property highlighted in blue. The subject property, as are the surrounding parcels, are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is the map of the Historic District. The subject property, as are the contiguous parcels and to the south, are in the Historic District. The parcels north of the subject property are not in the Historic District.
3. At the February 10, 2025 Historic District Commission hearing, the applicant received approval to build a 10-foot by 10-foot wood porch and 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 by 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) Exhibit 4 is a copy of the application. The applicant included an attachment listing out the different products that they were requesting approval for. Exhibit 5 is a site plan provided by the applicant. To the rear of the home is the existing terrace where

they are proposing to add a new roof. To the right of the home is the new deck that will be 10 x 25 and will also include the requested steps. To the right of the house is the existing outbuilding. They are requesting to add windows. Exhibit 6 includes images of the proposed work. They are requesting to go from a single to a double front door.

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) Exhibit 7 is a copy of the APO list. Exhibit 8 is a copy of the APO map. Forty-eight properties were notified. No responses were received.

The Commission began with questions for the applicant. Brian Rose approached the podium and stated his address as 700 West Franklin. The house was built in the 1950's and moved in the 1970's. The foundation is cinder blocks and the terrace is cement and steel as well as the existing stairs are steel. They want to add windows to the shed that match the house. They are fine with metal clad or wood windows. They originally asked for a 10 x 10 deck, but they decided to expand that and add new stairs for safety purposes. It will not extend past the original terrace. The front door doesn't function properly and they are unable to find a locksmith that will work on it. They would like to go to a wood and glass double door rather than the single door with glass on the sides. The front porch, screen porch and sunroom will all have a metal roof. The cover of the rear terrace is hipped with matching metal roofing. Asphalt shingles will be on the upper level. It will match the home in terms of color, materials and roofing. They want to match up all the doors on the home. All of the windows are one-over-one so they will consider that on the front doors.

Angie Rose approached the podium and stated her address as 700 West Franklin. She said the front door examples may not be what they choose, but she likes the long pane in the front. They have not shopped for them yet, but plan to get something "more extravagant" on the front than what they have on the side.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00219, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the Standards state: that when it comes to replacing the existing stairs to the terrace, those will be replaced and will match the other railings that have been approved before; As far as adding the wood windows to the shed, as long as they are wood or metal clad and match the rest of the home, they are congruous with the standards; As far as replacing the front existing door, as you stated, the current door is no longer working so it is being replaced with a new double door that fits the character of the house; and adding the metal roof over the existing terrace is congruous since it matches the rest of the house and the other metal roofs 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, Gladys Kerr, Jennifer Loria, Matthew Klaren

NAYS: None

Motion: Matthew Klaren made a motion based on the preceding findings of fact, that the Historic District Commission grant a Certificate of Appropriateness to Brian and Angie Rose regarding the proposals as shown in PLHR-2025-00219. 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, Gladys Kerr, Jennifer Loria, Matthew Klaren

NAYS: None

Item 9. HDC Topic Discussion

Keri Mendler, Senior Planner, provided a general overview of Planning Department topics that had been raised in February and March for further discussion as well as recapped the Police and Code Enforcement topics that were discussed at the April meeting. She addressed Prevention of Demolition by Neglect and that a requested position has not been funded for 2026 in order to implement this program. The Commission can allow buildings to be painted on a case-by-case basis. There are increasing fines and penalties for code and zoning violations (citations), work-without-approval and after-the-fact COAs currently in place.

The Planning Department annually educates and informs Historic District owners and residents of the guidelines on making changes to the property. The City, through Teresa Campo, has down-payment financial assistance for new owners based on income and other metrics along with outside city agency partnerships. Façade grants are for downtown commercial, but not for residential. The State tax credits can only be used for certain projects and the Preservation Office representative is currently unavailable to come and present a public tax relief informational session.

Activities, such as walking tours, the Courthouse tour, photo contests, scavenger hunts and weekly Historical Facts about Monroe on social media, are just a few of the various community engagement events put on by the Planning Department. As a resident of the Historic District of Monroe, citizens are encouraged to create and host events to strengthen the community obtaining any necessary permits. No business or projects of the Historic District Commission should be discussed with each other or residents outside of the meetings. The Union County Preservation Commission has a different role pertaining to local landmarks.

There are presently no time limits and no rules regarding car covers for cars parked in the street per Police and Code enforcement guidelines. If there is a boarding house in the district then the address should be given to the Planning Department. Code enforcement limit of grass height is

12 inches city-wide. Statewide standards vary, but if any changes are made then it is recommended by staff to be implemented city-wide.

The Historic District signage was included in the budget so more information will be forthcoming. June 23rd is the date of the City Council 2025-2026 Budget Public Hearing.

The Historic District Commission did not propose or request any amendments to current policies for any topics discussed. There were no other questions or concerns expressed by the Board at this time.

Two guests in Scout uniforms were invited from the Board to speak about their visit to this meeting. The younger Scout is working on a Merit Badge for Citizenship in the Community. He lives next door to 305 Lancaster Avenue so he took notes on the first COA request to fulfill the requirement.

Item 10. **Next Meeting: Monday, July 14, 2025**

Item 11. **Adjournment**

Motion: **Jennifer Smith made a motion to adjourn this meeting.**

Second: **Archie Morgan**

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

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

NAYS: None

The meeting adjourned at **8:11 pm.**

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2025-00194

TO: Historic District Commission Members
DATE: July 14, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 607 S. Church St.

SUMMARY STATEMENT

This item was tabled at the June 9th Historic District Commission meeting in order for the applicant to present an example of the new composite windows proposed to replace the existing windows at the July 14th Historic District Commission meeting. This item was also tabled in order to provide the applicant time to find an alternative new window material besides the proposed composite windows in replacing the existing wood windows on the home proposed at the June 9th Historic District Commission Meeting. The applicant has not proposed any alternative window options to be heard by the Historic District Commission.

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)

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.

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 begin in 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 06-25-2025

Aerial Map

Case #: PLHR-2025-00194

Legend

-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD
(Residential Medium Density)

Owner: Angela
McMillian-Orr

Acres: 0.52



0 50 100
Feet

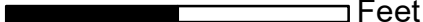


Exhibit 1

Zoning Map

Case #: PLHR-2025-00194

Legend

-  Parcels
-  Subject Property
-  Centerlines
-  RMD

Existing: RMD
(Residential Medium Denstiy)

Owner: Angela
McMillian-Orr

Acres: 0.52

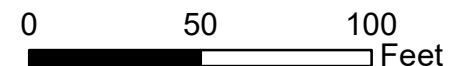


Exhibit 2



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

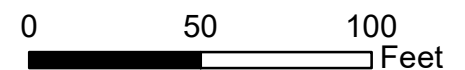


Exhibit 3

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 sidewalk 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> 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

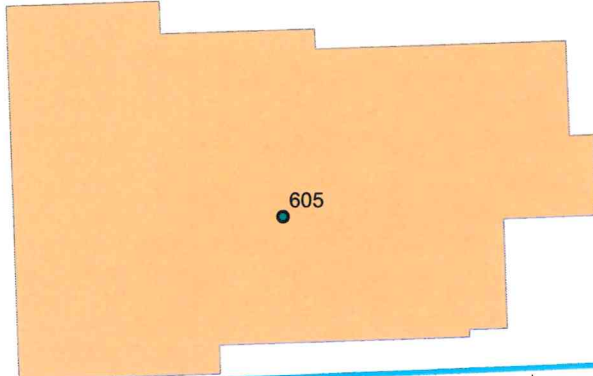
300 W. Crowell Street

Monroe, NC 28112

Phone: (704)-282-4550

Email: pblaszyk@monroenc.org

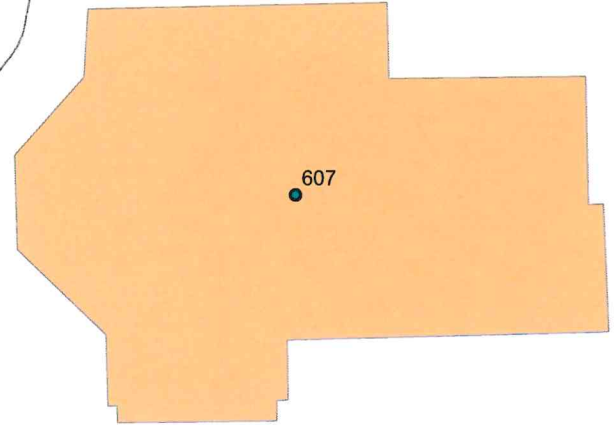
S CHURCH ST



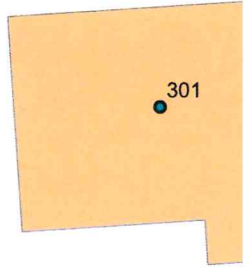
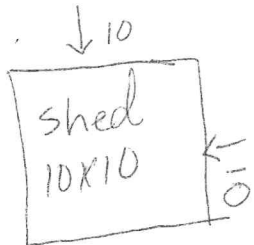
605

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

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 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

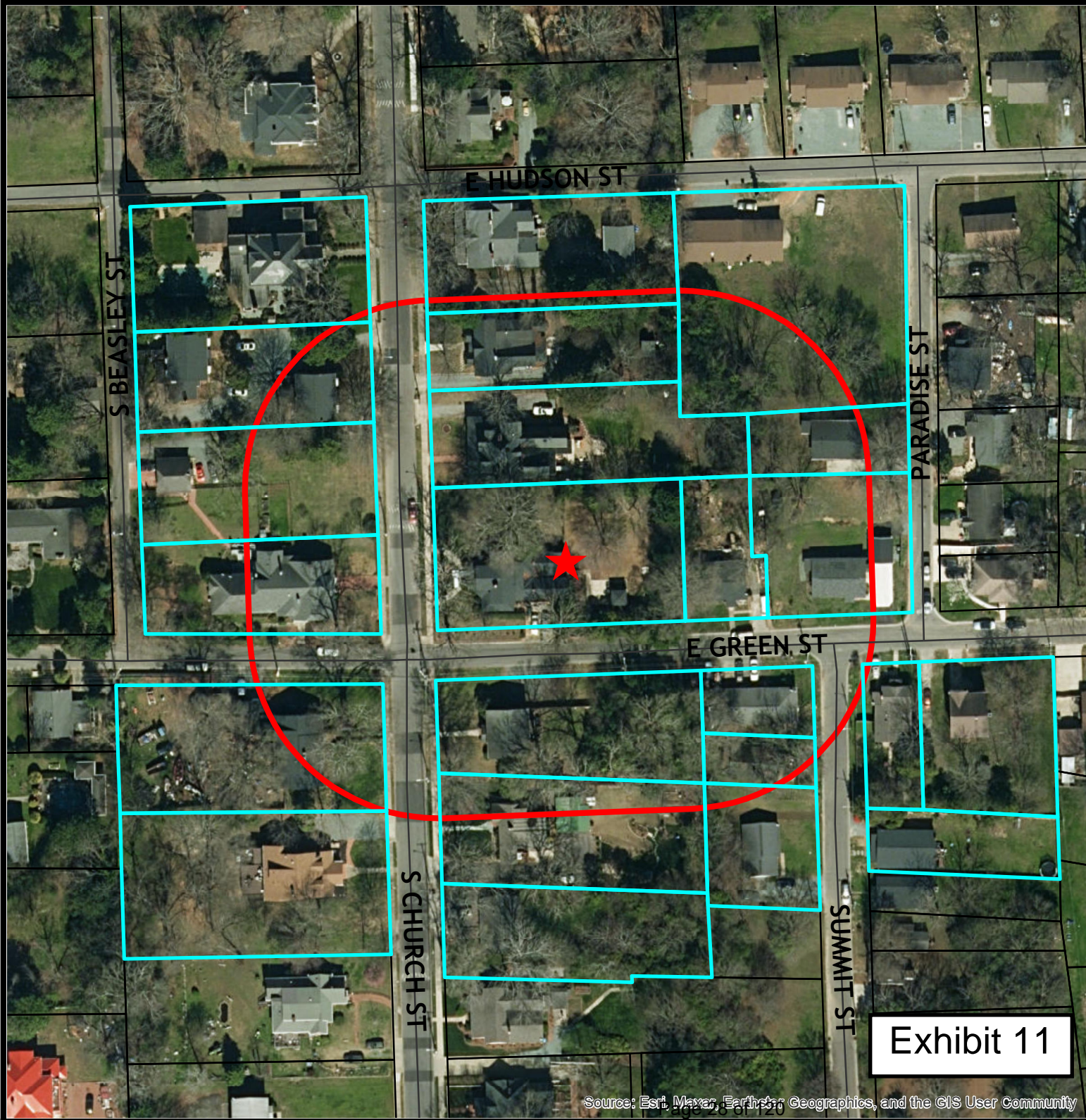
Legend

- 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-2025-00230

TO: Historic District Commission Members
DATE: July 14, 2024
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 502 W. Franklin Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Carl and Sharron Goldfarb for the property at 502 W. Franklin Street. The applicant is requesting approval to replace five existing wood windows with metal clad wood windows at 502 W. Franklin Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 5-28-2025
Name of Petitioner: Carl and Sharron Goldfarb
Location: 502 W. Franklin Street
Tax ID #: 09-232-234
Lot Size: 0.184 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

502 W. Franklin Street, circa 1905

This one-story, frame Queen Anne/Classical Revival style house was the early 20th century residence of E. C. Winchester, the Monroe postmaster. The house has a high hipped roof with projecting gables on all sides. The front gable has horizontal beveled tongue and groove sheathing and a twenty over one window. Across the front of the house runs an L-shaped porch, the west side of which is enclosed, the east end screened off. The porch roof is supported by heavy, turned columns, between which runs a railing of turned balusters.

The front door has a paneled surround and a transom. Under the porch, the wall is flush-sheathed. There are two chimneys with corbelled caps.

RELEVANT DESIGN STANDARDS

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 is requesting approval to replace five existing wood windows with metal clad wood windows. The original wood windows have a two-over-two pane design. The proposed windows will have the same pane design.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting approval to replace five existing wood windows with metal clad wood windows. The original wood windows have a two-over-two pane design. The proposed windows will have the same pane design.
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 new windows will be properly sized to fit the existing window openings.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 502 W. Franklin Street is owned by Carl and Sharron Goldfarb 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 28, 2025, the applicant submitted an application requesting approval to replace five existing wood windows with new metal clad wood windows. (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 replace five existing wood windows with new metal clad wood windows at 502 W. Franklin Street as presented (is/is not) congruous in concept according to the *Windows and Doors* standards contained within the *Monroe Design Standards*:

Windows and Doors, pg. 53

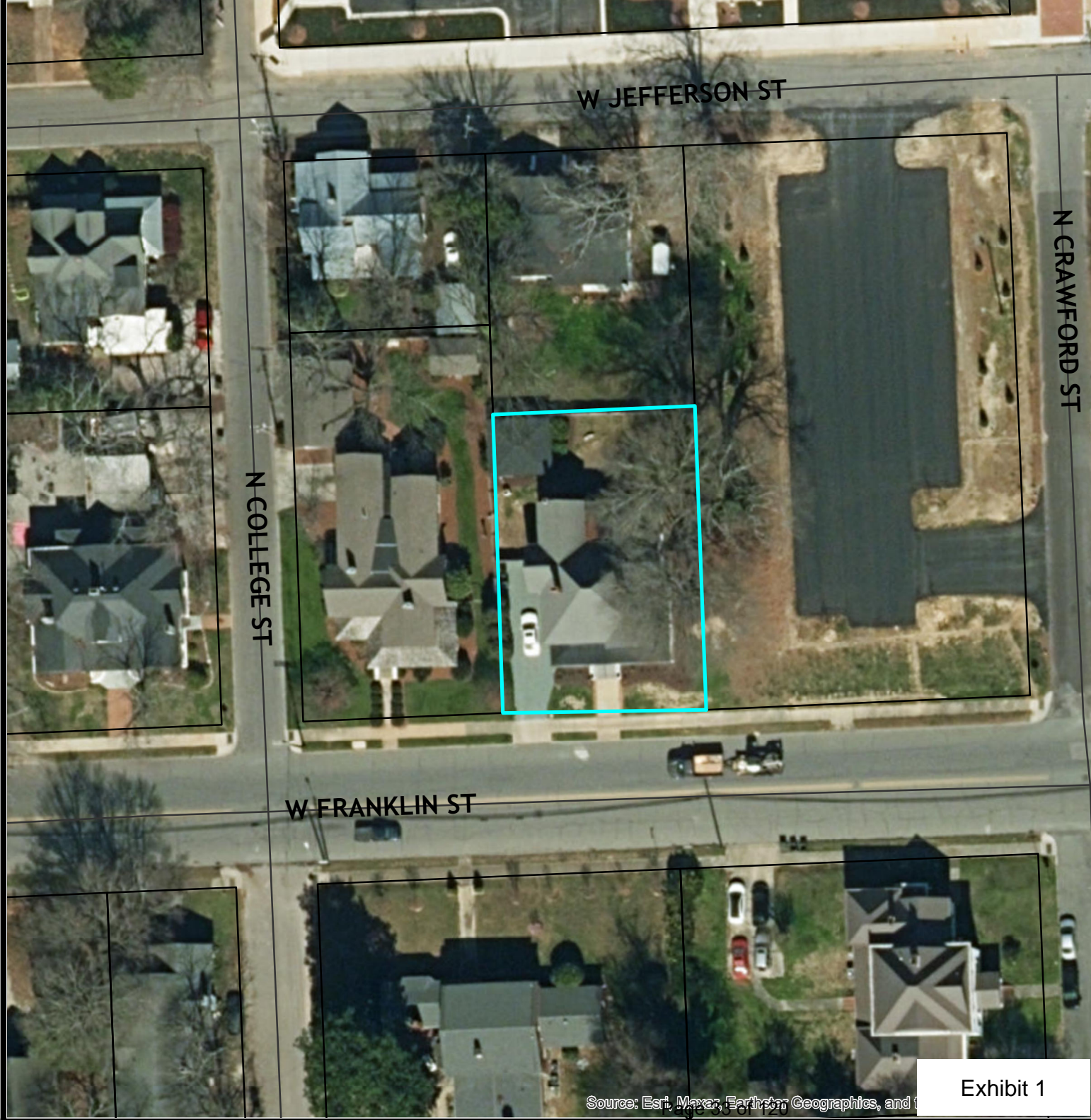
1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
3. 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.

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. Pictures of Existing Windows
6. Proposed Windows
7. APO List
8. APO Map

Prepared by: MB 6-13-2025



Aerial Map
PLHR-2025-00230

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Carl and Sharron Goldfarb

Acres: .184

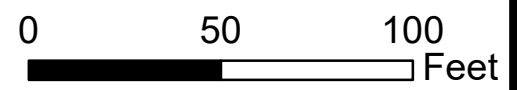


Exhibit 1

Source: Esri, Maxar, Earthstar Geographics, and others

Zoning Map
PLHR-2025-00230

Legend

- Centerlines
- Parcels
- DG-MX
- RMD
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Carl and Sharron Goldfarb

Acres: .184

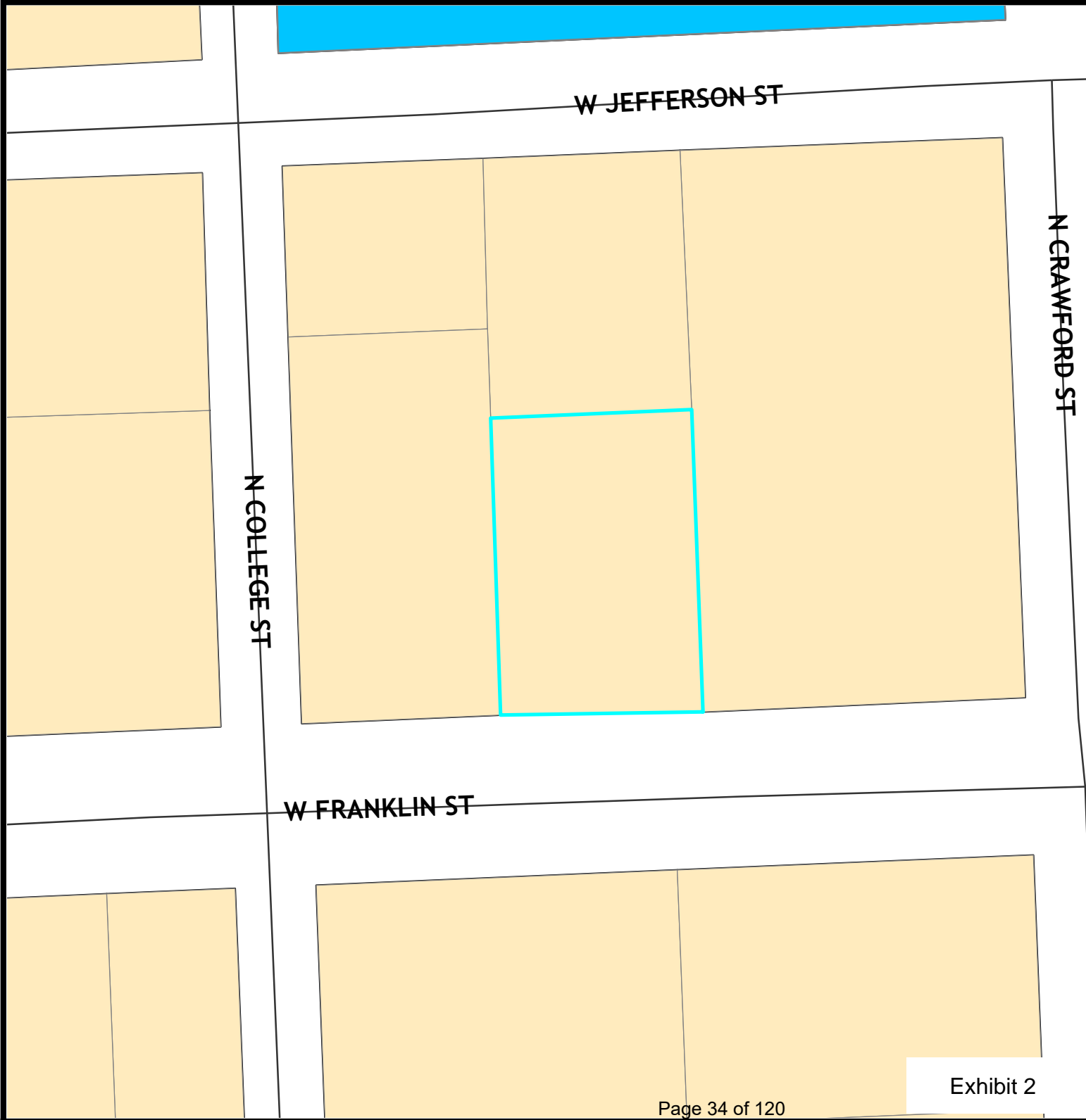
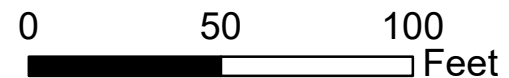
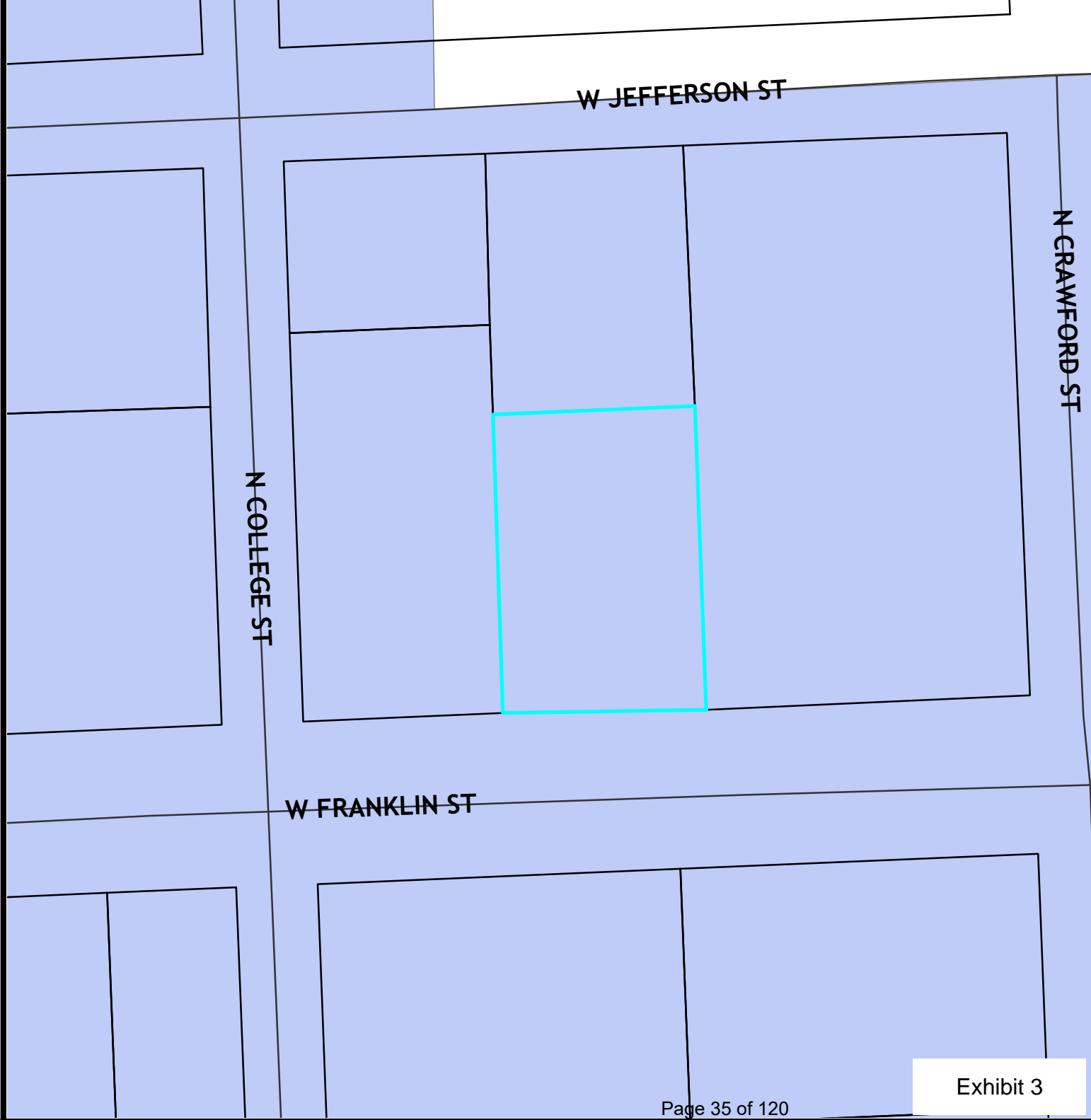


Exhibit 2



Historic District Map
PLHR-2025-00230

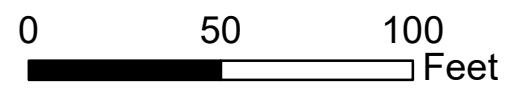
Legend

- Centerlines
- ▭ Parcels
- Historic District
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Carl and Sharron Goldfarb

Acres: .184





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 502 W. FRANKLIN ST
Applicant's name: Carl + Shayvon Goldfarb
Applicant's address: 502 W. FRANKLIN ST.
Monroe, NC 28112
Applicant's telephone number: 980-313-8082
Applicant's email address: cgoldfarb@wkg-law.com
Property Tax identification number:
Parcel #: 09232234

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

3. The following Certificate of Appropriateness is requested for: replacement of 5 windows
Please provide a brief description of the project: We are replacing 5 of the wooden windows with clad windows that will look just like the wooden ones. The present windows have various problems. Cannot be opened. Cracks in the wood allowing ants to come in, outside air to come through and rotten wood. Home is 115 yrs old.

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).

Carl Goldfarb

Applicant- Printed

Carl Goldfarb

Applicant- Signed

_____ Date Submitted

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

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

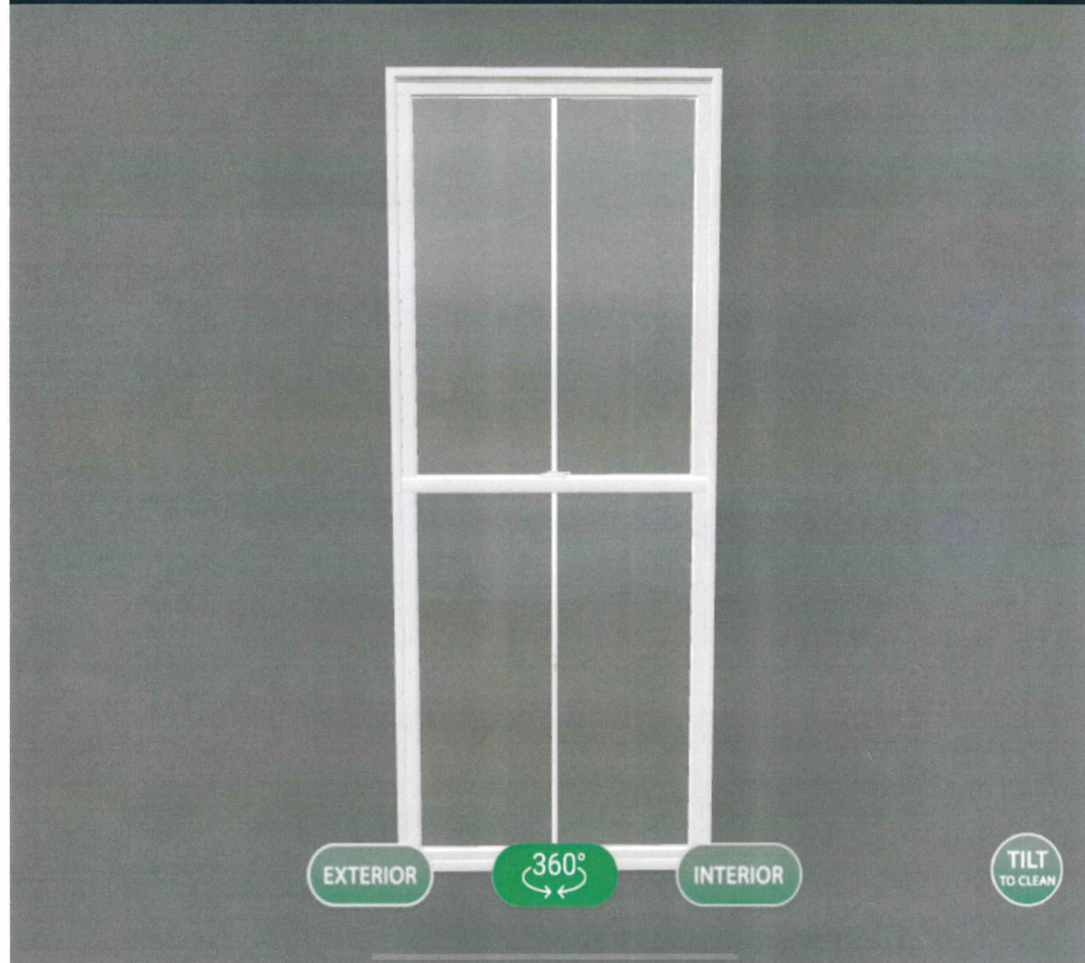
Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

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



101 Living

Acclaim™ Double-Hung (DG) - 34.00W x 85.00H





Home Improvement Agreement and Payment Terms

DBA: RENEWAL BY ANDERSEN OF THE CAROLINAS
Legal Name: S & L Windows and Doors, LLC
NC 80213, RBC 571
4749 West Boulevard | Charlotte, NC 28208
Phone: 704-909-2400 | Fax: 704-817-8548 | contracts@renewalcarolinas.com

Sharron Goldfarb
502 W Franklin St
Monroe, NC 28112
Year Built: 1914
H: (704)756-0609

Sharron Goldfarb

05/10/25

BUYER(S) NAME

CONTRACT DATE

502 W Franklin St, Monroe, NC 28112

(704)756-0609

BUYER(S) STREET ADDRESS

PRIMARY NUMBER

SECONDARY NUMBER

cgoldfarb@wkg-law.com

PRIMARY EMAIL

SECONDARY EMAIL

NOTES:

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of S & L Windows and Doors, LLC d/b/a Renewal By Andersen of the Carolinas ("Contractor"), in accordance with the terms and conditions described in this Home Improvement Agreement and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Home Improvement Agreement, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

TOTAL CONTRACT PRICE:

By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

DOWN PAYMENT:

BALANCE DUE:

We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

AMOUNT FINANCED:

METHOD OF PAYMENT:

SALES TAX:

NOTES:

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 05/14/2025 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

SIGNATURE OF SALES PERSON:

Jacob Matthews

PRINT NAME OF SALES PERSON

SIGNATURE OF CUSTOMER 1:

Sharron Goldfarb

PRINT NAME

SIGNATURE OF CUSTOMER 2:

PRINT NAME



Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF THE CAROLINAS
 Legal Name: S & L Windows and Doors, LLC
 NC 80213, RBC 571
 4749 West Boulevard | Charlotte, NC 28208
 Phone: 704-909-2400 | Fax: 704-817-8548 | contracts@renewalcarolinas.com

Sharron Goldfarb
 502 W Franklin St
 Monroe, NC 28112
 Year Built: 1914
 H: (704)756-0609

ID#	ROOM	SIZE	DETAILS	PRICE
		0 W 0 H	Misc: Misc, Job Miscellaneous Charges, THANK YOU!, Quantity 1, We appreciate your business and look forward to exceeding your expectations.	
101	Living	34 W 85 H	Window: Acclaim™ Double-Hung (DG) 1:1 Slope Sill, Base Frame Traditional Checkrail Exterior Black Interior White Performance Calculator: PG Rating: 30 DP Rating: + 30 / - 30 Glass: All Sash: High Performance SmartSun Glass, No Pattern Hardware: White Screen: TruScene Full Screen Grille Style: Grilles Between Glass (GBG) Grille Pattern: All Sash: Colonial 2w x 1h Misc: Clad Wrap Exterior Install Clad wrap on ext. window trim Insert Window Installation NEW Ext. Trim - Wood Picture Frame or Traditional, Includes sill nose.	
102	Primary Bathroom	33 W 53 H	Window: Acclaim™ Double-Hung (DG) 1:1 Slope Sill, Base Frame Traditional Checkrail Exterior Black Interior White Performance Calculator: PG Rating: 40 DP Rating: + 40 / - 40 Glass: All Sash: High Performance SmartSun Glass, No Pattern Hardware: White Screen: TruScene Full Screen Grille Style: Grilles Between Glass (GBG) Grille Pattern: All Sash: Colonial 2w x 1h Misc: Clad Wrap Exterior Install Clad wrap on ext. window trim Insert Window Installation NEW Ext. Trim - Wood Picture Frame or Traditional, Includes sill nose.	
103	Primary Bathroom	33 W 53 H	Window: Acclaim™ Double-Hung (DG) 1:1 Slope Sill, Base Frame Traditional Checkrail Exterior Black Interior White Performance Calculator: PG Rating: 40 DP Rating: + 40 / - 40 Glass: All Sash: High Performance SmartSun Glass, No Pattern Hardware: White Screen: TruScene Full Screen Grille Style: Grilles Between Glass (GBG) Grille Pattern:	



Itemized Order Receipt

DBA: RENEWAL BY ANDERSEN OF THE CAROLINAS
 Legal Name: S & L Windows and Doors, LLC
 NC 80213, RBC 571
 4749 West Boulevard | Charlotte, NC 28208
 Phone: 704-909-2400 | Fax: 704-817-8548 | contracts@renewalcarollnas.com

Sharon Goldfarb
 502 W Franklin St
 Monroe, NC 28112
 Year Built: 1914
 H: (704)756-0609

ID#:	ROOM:	SIZE:	DETAILS:	PRICE:
------	-------	-------	----------	--------

All Sash: Colonial 2w x 1h **Misc:** Clad Wrap Exterior Install
 Clad wrap on ext. window trim
 Insert Window Installation NEW Ext. Trim - Wood Picture
 Frame or Traditional, Includes sill nose.

105	Living	34 W 85 H	<p>Window: Acclaim™ Double-Hung (DG) 1:1 Slope Sill, Base Frame Traditional Checkrail Exterior Black Interior White Performance Calculator: PG Rating: 30 DP Rating: + 30 / - 30 Glass: All Sash: High Performance SmartSun Glass, No Pattern Hardware: White Screen: TruScene Full Screen Grille Style: Grilles Between Glass (GBG) Grille Pattern: All Sash: Colonial 2w x 1h Misc: Clad Wrap Exterior Install Clad wrap on ext. window trim Insert Window Installation NEW Ext. Trim - Wood Picture Frame or Traditional, Includes sill nose.</p>	
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106	Living	34 W 85 H	<p>Window: Acclaim™ Double-Hung (DG) 1:1 Slope Sill, Base Frame Traditional Checkrail Exterior Black Interior White Performance Calculator: PG Rating: 30 DP Rating: + 30 / - 30 Glass: All Sash: High Performance SmartSun Glass, No Pattern Hardware: White Screen: TruScene Full Screen Grille Style: Grilles Between Glass (GBG) Grille Pattern: All Sash: Colonial 2w x 1h Misc: Clad Wrap Exterior Install Clad wrap on ext. window trim Insert Window Installation NEW Ext. Trim - Wood Picture Frame or Traditional, Includes sill nose.</p>	
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WINDOWS: 5	PATIO DOORS: 0	ENTRY DOORS: 0	SPECIALTY: 0	MISC: 1	SALES TAX
					PROJECT TOTAL



*Renewal by Andersen is committed to our customers' safety by
 complying with the rules and lead-safe work practices specified by the EPA.*

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232233	BULLARD ROBERT H		504 W FRANKLIN ST		MONROE	NC	28112
09232250A	DIETRICH SARAH ANN HOWEY		1414 TRAILWOOD DR		RALEIGH	NC	27606
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586		CHARLOTTE	NC	28229
09232234	GOLDFARB CARL	GOLDFARB SHARRON	502 W FRANKLIN ST		MONROE	NC	28112
09232218	HIGGINS NATASHA FAITH		202 N CRAWFORD 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
09232221	KNOX WALTER		203 N COLLEGE ST		MONROE	NC	28112
09232243	ALLEN TIFFANY MARIE		505 W JEFFERSON STT		MONROE	NC	28112
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST		MONROE	NC	28112
09232216	MOSER MADISON MACKENZIE		3606 HUCKLEBERRY RD		CHARLOTTE	NC	28210
09232245	MELENDEZ JENNIFER		601 W JEFFERSON ST		MONROE	NC	28112
09232246	OLIVA ANGEL MARIA ET AL	NOGUERA SANDRA I	603 W JEFFERSON ST		MONROE	NC	28112
09232220A	ONS PROPERTY MANAGEMENT GROUP LLC		50 SCHOOL RD	STE 184	MILL SPRING	NC	28756
09232235	PARKER MARK WAYNE	PARKER ALAN SCOTT	406 W FRANKLIN ST		MONROE	NC	28112
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST		MONROE	NC	28112
09232244	RYALS RONNIE GLYNN	RYALS GINA RANI	980 BARON RD		WAXHAW	NC	281738360
09232219	HAMMONS NANCY		201 N CRAWFORD ST		MONROE	NC	28112
09232223	DAIGLE SARA KAUFMAN		605 W FRANKLIN ST		MONROE	NC	28112
09232231	WARD JUDY ROBINSON		602 W FRANKLIN ST		MONROE	NC	28112

APO Map
PLHR-2025-00230

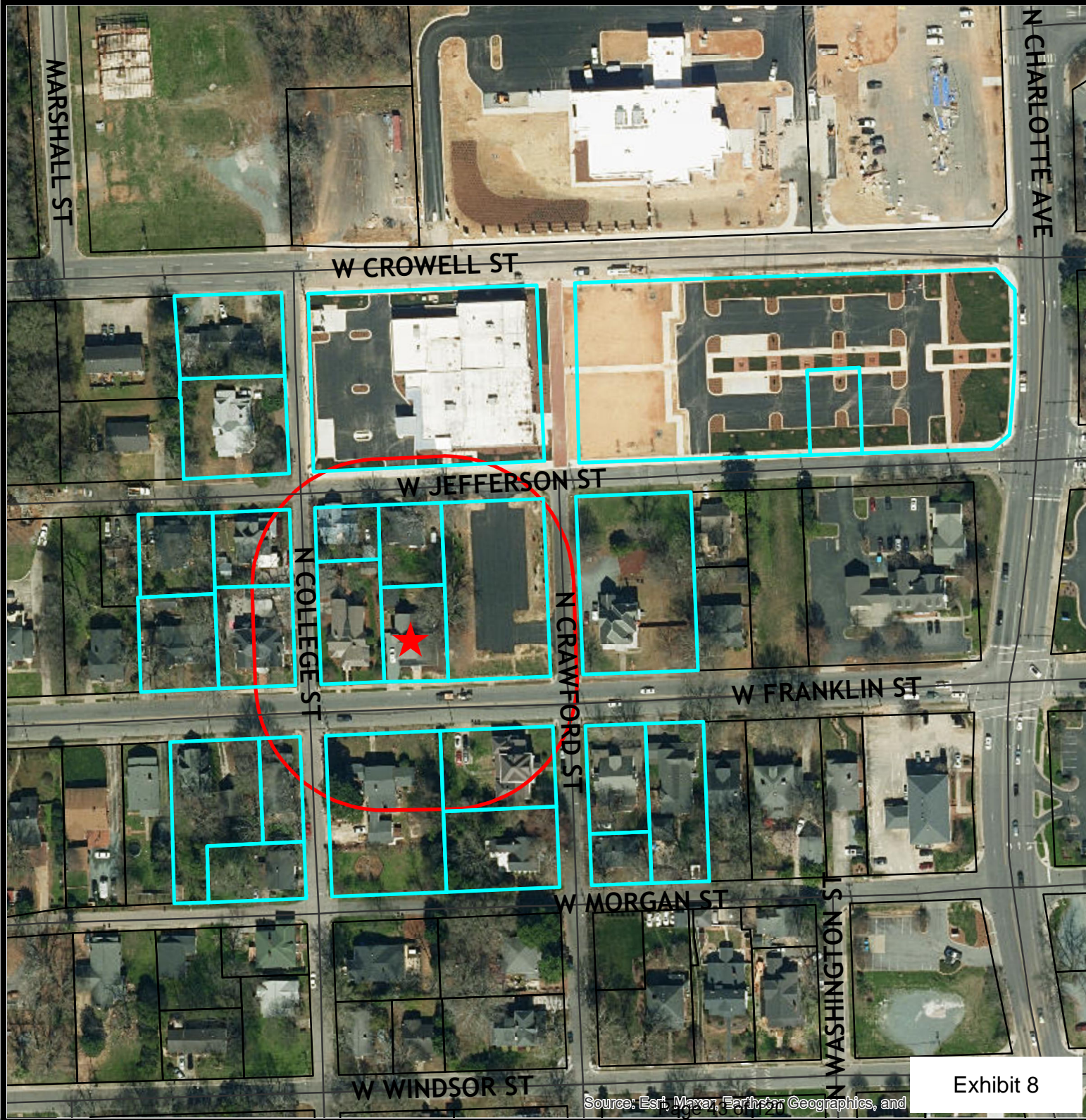
Legend

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

Parcels Notified: 24



Exhibit 8





STAFF REPORT
PLHR-2025-00231

TO: Historic District Commission Members
DATE: July 14, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 601 S. College Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Byrle Raper to demolish the house located at 601 S. College Street. The applicant applied for the request on June 6, 2025. On July 8, 2025, the Director of Planning and Development presented a petition for an ordinance to declare the property at 601 S. College Street as unfit for human habitation and demolition to the Monroe City Council. Staff will provide an update from the July 8th City council meeting at the Historic District meeting.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: June 6, 2025
Name of Petitioner: Byrle Raper
Location: 601 S. College St.
Tax ID #: 09-235-202
Lot Size: 0.193 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

601 S. College Street- Austin House, circa 1900

This one-story, frame Classical Revival style cottage was occupied in the 1920s by V. C. Austin. Its high, pyramidal roof is tin-shingled and there are tin-shingled gables at the northwest, northeast and southeast corners of the house. These gables have rectangular vents with ornamental cutouts. Centered in the front plane of the roof is a large dormer with pedimented gable roof. An L-shaped porch with square Tuscan columns wraps around the front and part of the south elevation. This porch has a pedimented gable over the front steps. Chimneys with corbelled caps are located on either side of the main roof. Window sash are two over two.

RELEVANT DESIGN STANDARDS

Demolition, pg. 74-75

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

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 601 S. College Street is owned by Byrle Raper and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)

3. On December 12, 2024 the City of Monroe Code Enforcement Division filed a Minimum Housing Petition to declare the property at 601 S. College Street as unfit for human habitation, listing the structure's rotten siding, rotten fascia, failing foundation, and broken windows as reason for the petition. (Exhibit 4-5)
 4. On June 6, 2025, Byrle Raper applied for a Certificate of Appropriateness (COA) requesting approval to demolish the structure at 601 S. College Street. (Exhibit 6-7)
 5. On July 8, 2025, the Director of Planning and Development presented a petition for an ordinance to declare the property at 601 S. College Street as unfit for human habitation and demolition to the Monroe City Council. Staff will provide an update at the meeting on the outcome of the July 8th City Council meeting.
 6. The Historic District Commission may delay the issuance of a COA for demolition for up to 365 days in the case of structures that provide to be significant historic resources of the district. The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. (Exhibit 8)
 7. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
 8. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10)
-

CONCLUSIONS

The proposed project that consists of demolition of the house at 601 S. College Street as presented (is/is not) congruous in concept according to the *Demolition* guidelines contained within the *South Monroe Historic District Design Standards*:

Demolition, pg. 74-75

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

trees on the site from damage due to compaction of the soil by heavy equipment.

7. After demolition, clear the site promptly and implement the approved site plan and maintain the site until is it reused.

Attachments:

1. Aerial Map
2. Zoning Map
3. HD Map
4. Minimum Housing Petition
5. Minimum Housing Findings of Fact
6. Application
7. Photos of 601 S. College Street
8. HD Design Standards Excerpt
9. APO List
10. APO Map

Aerial Map
PLHR-2025-00231

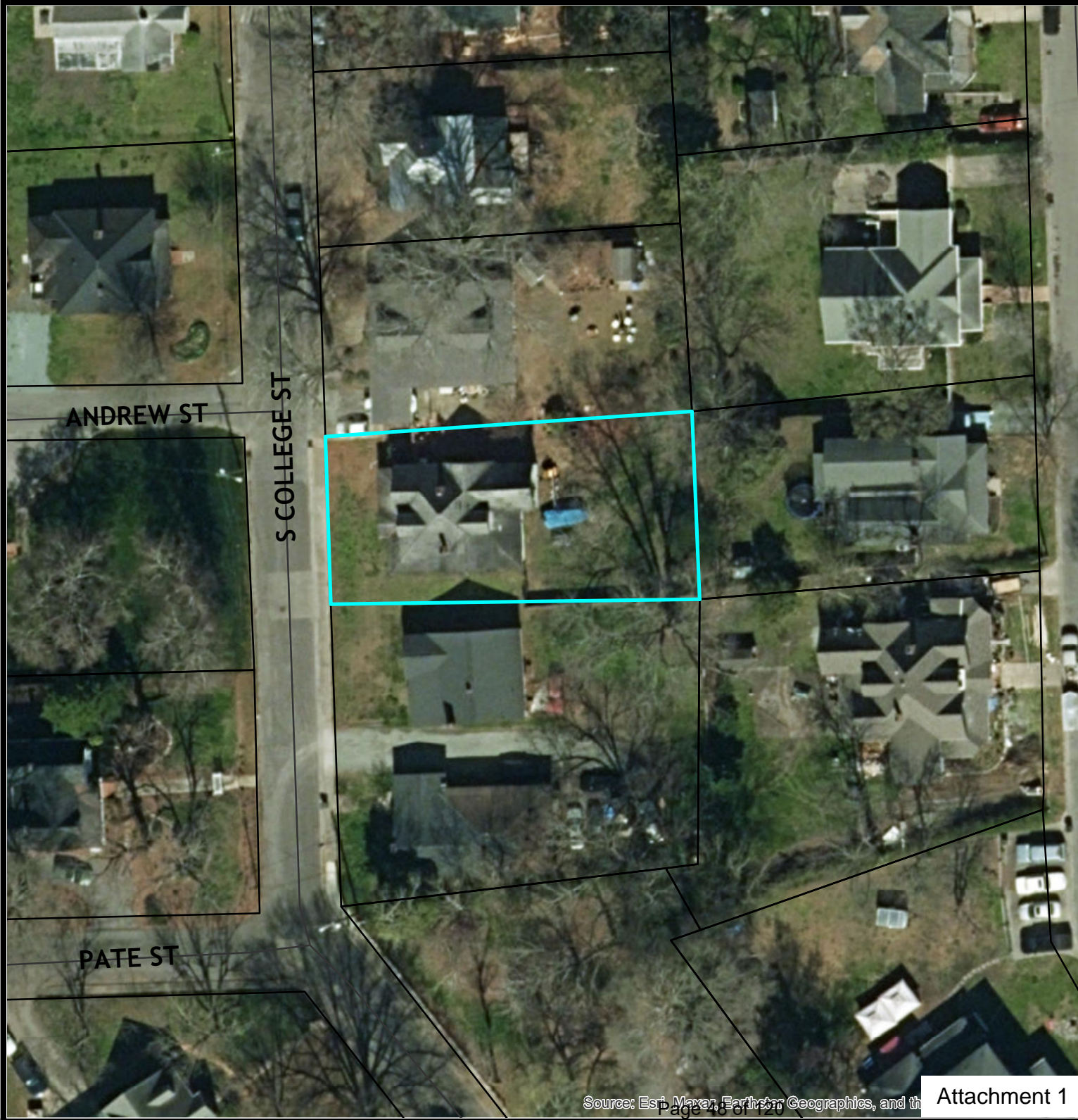
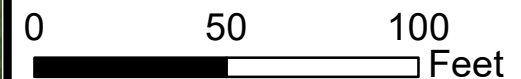
Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Byrle Raper

Acres: .193



Zoning Map
PLHR-2025-00231

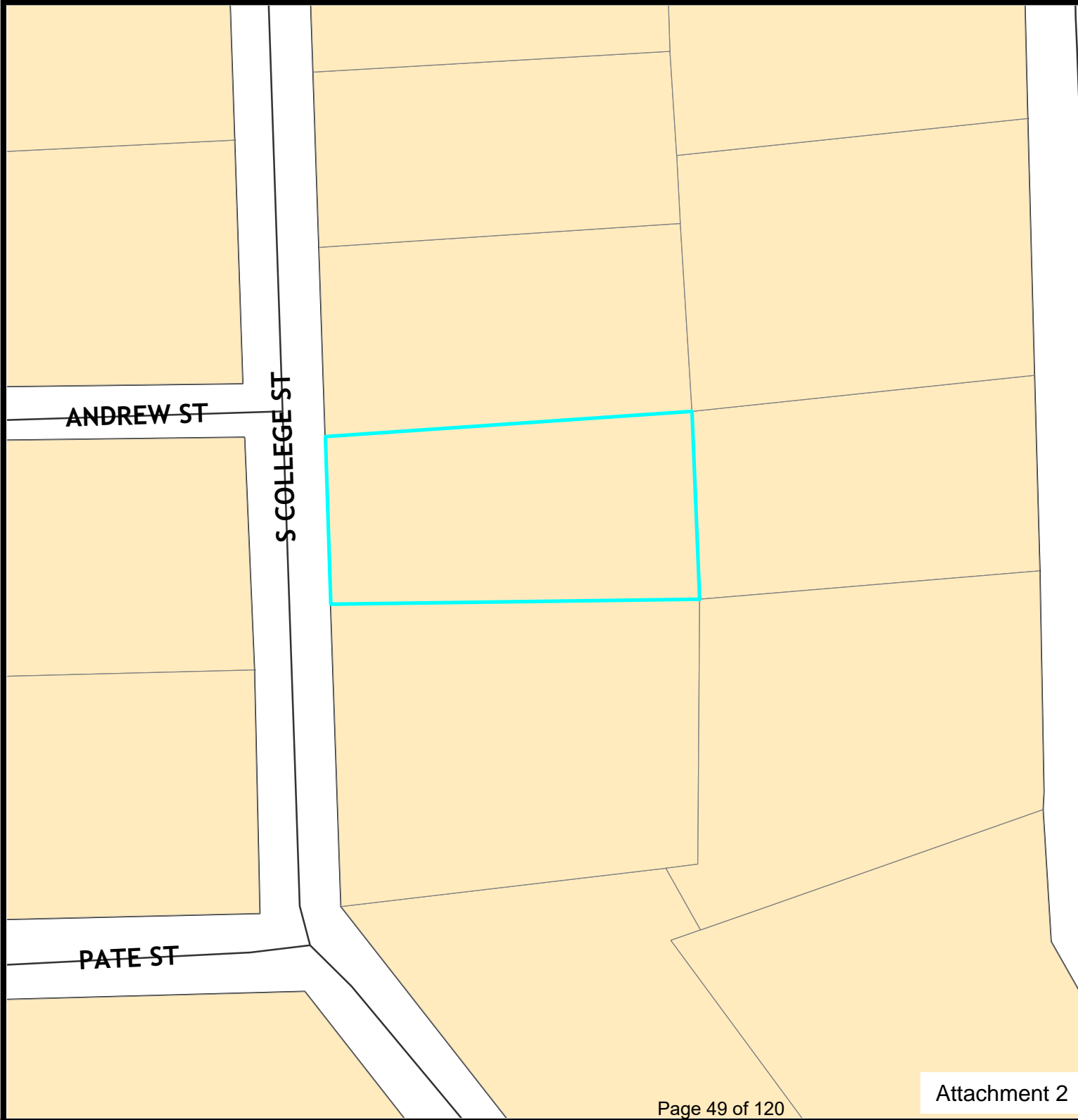
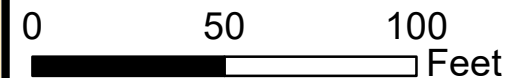
Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Byrle Raper

Acres: .193



Historic District Map

PLHR-2025-00231

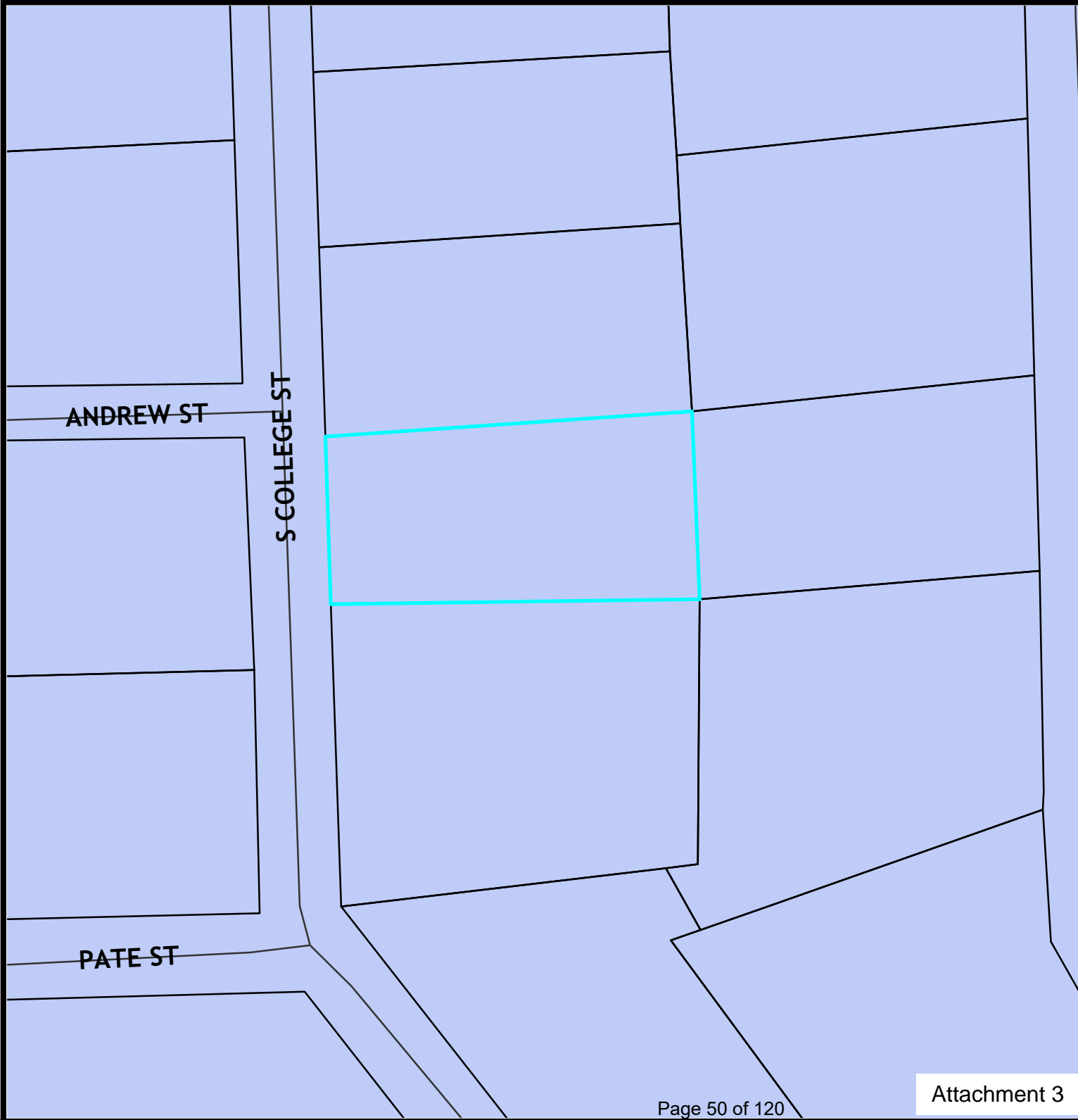
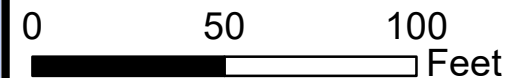
Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

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

**Owner:
Byrle Raper**

Acres: .193





PETITION
City of Monroe
300 West Crowell Street
Monroe, NC 28112

FOR OFFICE USE:
Verification of Residency:
By Whom: _____
Date: _____
Method: _____
Phone Book: _____
Other: _____

Date: December 12, 2024

TO: CITY OF MONROE CODE ENFORCEMENT DIVISION


The undersigned hereby respectfully charge that the structure, dwelling, or dwelling unit located at 601 S COLLEGE ST, MONROE, NC 28112 (**Tax Parcel ID#: 09235202**) is unsafe or unfit for human habitation because of the conditions shown on Exhibit A, attached hereto and incorporated herein by reference and ask that an investigation be made by the City of Monroe's Code Enforcement Division as provided for in the City's minimum housing standards, Chapter 153.

For this petition to be valid, it must be signed by a public authority, OR five (5) residents of the City of Monroe's jurisdiction that are 18 years of age.

All signatures and residency must be verified for this petition to be valid

<u>Code Enforcement</u>	_____
Public Authority	Occupant of Dwelling

<u>Robert Rushing</u>	_____
Print Name	Print Name

	_____
Signature	Signature

<u>City of Monroe, North Carolina</u>	_____
Agency	Address

<u>704 361 8199</u>	_____
Telephone Number	Telephone Number

City of Monroe Residents

I hereby certify by signing below that I am a current resident of the City of Monroe and a party to the referenced petition. I authorize the city to verify my residence in Monroe.

1. _____

Print Name

Signature

Date of Birth

Address

Telephone Number

NO. of Years Resident: _____

2. _____

Print Name

Signature

Date of Birth

Address

Telephone Number

NO. of Years Resident: _____

3. _____

Print Name

Signature

Date of Birth

Address

Telephone Number

NO. of Years Resident: _____

4. _____

Print Name

Signature

Date of Birth

Address

Telephone Number

NO. of Years Resident: _____

5. _____

Print Name

Signature

Date of Birth

Address

Telephone Number

NO. of Years Resident: _____

BRIEFLY DESCRIBE THE CONDITIONS YOU FEEL NEED TO BE ADDRESSED BY THIS PETITION.

Rotten siding / rotten fascia boards failing foundation and broken windows

Article 12, Chapter 160D of the North Carolina General Statutes provides municipalities with the ability to establish Minimum Housing Standards of fitness for the initial and continued occupancy of all buildings used for human habitation, as expressly authorized in G.S. §160D-1118 through 160D-1125, 160D-1201 through 160D-1212 and 160A-193.

The Monroe City Council adopted a Minimum Housing Standards Ordinance, Chapter 153 in 1992 establishing minimum standards and requirements for the initial and continued occupancy of all buildings used for human habitation.

The ordinance was a result of the city finding and declaring there exists dwellings within the city's jurisdiction that were unfit for human habitation due to deterioration or dilapidation; defects increasing the hazards of fire and accidents; lack of ventilation; light and sanitary facilities; and due to other conditions rendering such dwellings unsafe or unsanitary, dangerous and detrimental to the public, health and safety of the residents of the City.



**City of Monroe
Code Enforcement Division
FINDINGS OF FACT AND ORDER
CASE NUMBER CEH202501036**

March 11, 2025

**BYRLE D RAPER
505 S COLLEGE ST
MONROE, NC 28112**

TO: Owners and Parties in Interest of the dwelling, dwelling unit or abandoned structure located at **601 S COLLEGE ST, MONROE, NC 28112** Tax Map No. **09235202** in the City of Monroe, North Carolina.

The undersigned Code Enforcement Officer of the City of Monroe pursuant to law, conducted a hearing at the time and place stated in the Complaint and Notice of Hearing therefore issued and properly served, on the below-named owner(s) and parties in interest or their agents or attorneys.

At the hearing, the Answer, if any, filed by the owners and parties in interest was read and considered, and the evidence, contentions, and views of the owners and parties in interest, if present, were carefully analyzed and considered by the undersigned.

Upon the record and all of the evidence offered and contentions made, the undersigned Code Enforcement Officer does hereby find and enter the following **FINDINGS OF FACTS**:

1. The dwelling, dwelling unit or abandoned structure is owned by RAPER BYRLE D. The party in interest is (Owner).
2. The above-mentioned owner(s) and parties in interest with respect to the dwelling, dwelling unit or abandoned structure located at the place specified above were duly served as required by law with written Complaint and Notice of Hearing which set forth in the complaint along with the fixed time and place for a hearing upon the complaint as provided by law.
3. At the hearing, the following owners, persons in interest, or their agents or attorneys, were present and participated therein **(manager) & (Owner) YES x NO _____**
4. The dwelling, dwelling unit or abandoned structure described above is declared a dilapidated dwelling and is not in compliance with one or more of the standards of dwelling fitness therefore are in violation of the Minimum Housing Standards Ordinance, by reason of the following conditions found to be present and to exist in and about the structure as indicated in the violation details.
5. The current tax value of the dwelling is **\$ 70.200**

Based on the foregoing Findings of Fact, the undersigned **CONCLUDES** as follows:



1. The dwelling, dwelling unit or abandoned structure which is the subject matter of the proceeding is in violation of the City of Monroe Minimum Housing Standards Ordinance.
2. Due to these conditions the dwelling, dwelling unit or abandoned structure described above is found to be in a dilapidated condition within the meaning of the Minimum Housing Standards Ordinance.

IT IS THEREFORE ORDERED, ADJUDGED and DECREED that the dwelling named above is hereby declared a dilapidated dwelling, and the owner(s) and/or parties in interest of said dwelling are hereby ORDERED AND DIRECTED to bring such dwelling into compliance with the Minimum Housing Standards Ordinance as follows:

By repairing, altering, improving or demolishing the dilapidated structure and bring it into compliance with the Minimum Housing Standards Ordinance (included in the violation details attached hereto and incorporated herein by reference) by a date not later than 90 days from the date of this order being 06/09/2025

Pursuant to Section 153.60 titled "Appeals" of the Monroe Housing Standards Ordinance, an appeal may be taken by any person aggrieved thereby or by any officer, board or commission of the City. An appeal from the Code Enforcement Officer shall be taken within ten (10) days from the service of the order by filing a written notice of appeal to the Code Enforcement Officer and the Board of Adjustment which shall specify the grounds upon which the appeal is based.

Date: **March 11, 2025**

Ayrton Hernandez
Code Enforcement Officer I

VIOLATION DETAIL

VIOLATION: Safe and Sanitary Maintenance Standards-Exterior foundation, walls and roofs



DESCRIPTION: §153.22 SAFE AND SANITARY MAINTENANCE STANDARDS.

(A) Exterior foundation, walls and roofs. Every foundation wall, exterior wall and exterior roof shall be substantially weather tight and rodent proof; shall be kept in sound condition and good repair; shall be capable of affording privacy; shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. Every exterior wall shall be protected with paint or other protective covering to prevent penetration of moisture or the weather.

LOCATION: throughout exterior

NARRATIVE: 153.22 A,B,C. SHALL APPLY

VIOLATION: Safe and Sanitary Maintenance Standards-Windows and doors
DESCRIPTION: §153.22 SAFE AND SANITARY MAINTENANCE STANDARDS.

(C) Windows and doors. Every window, exterior door, basement or cellar door and hatchway shall be substantially weather tight, watertight and rodent proof; and shall be kept in sound working condition and good repair.

LOCATION:

NARRATIVE: 153.22 A,B,C. SHALL APPLY

VIOLATION: Structural Standards-Walls, Exterior
DESCRIPTION: §153.16 STRUCTURAL STANDARDS.

(C) Exterior walls shall conform to the following:

(1) There shall be no wall in which the plumb line from the top center of studs falls outside the base plate at any point along the wall.

(2) Maximum spacing for studding shall conform to the specifications of the North Carolina State Building Code, provided the spacing for studding shall not shows signs of being weak or overloaded. Otherwise, lesser spacing for studding shall be required.

(3) Studs shall be structurally sound and not likely to cause structural



weakness in the future.

(4) There shall be no broken or cracked structural members.

(5) All siding shall be weather tight, with no holes or excessive cracks or decayed, rotted, deteriorated or damaged boards which permit air to penetrate rooms or otherwise admit rodents.

(6) There shall be no loose siding.

(7) There shall be no deterioration because of lack of preventive maintenance consisting of painting, waterproofing, and repair.

LOCATION: throughout exterior

NARRATIVE: 153.16 C SHALL APPLY

VIOLATION: Safe and Sanitary Maintenance Standards-Stairs, porches and appurtenances

DESCRIPTION: §153.22 SAFE AND SANITARY MAINTENANCE STANDARDS.

(D) Stairs, porches and appurtenances. Every inside and outside stairwell, porch and any other appurtenances thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and shall be kept in sound condition and good repair.

LOCATION: front porch

NARRATIVE: 153.22 D SHALL APPLY

VIOLATION: STANDARDS OF DWELLINGS AND DWELLING UNITS FITNESS

DESCRIPTION: Every dwelling and dwelling unit used as a human habitation, or held out for use as a human habitation, shall comply with all of the minimum standards of fitness and the requirements of this chapter. No person shall occupy as owner, occupant, or let to another for occupancy or use as a human habitation, any dwellings or dwelling units which do not comply with the minimum standards of fitness for human habitation and the requirements of this chapter. All work shall be done in a workmanlike manner.



The Code Enforcement Officer shall determine that a dwelling is unfit for human habitation if he finds that any one (1) of the following conditions exist in such dwelling:

1. Interior walls or vertical studs, which seriously list, lean or buckle to such an extent as to render the dwelling unsafe.
2. Supporting member or members that show thirty-three (33) percent or more damage or deterioration, or non-supporting, enclosing or outside walls or covering that shows fifty (50) percent or more of damage or deterioration.
3. Floors or roofs which have improperly distributed loads, which are overloaded, or which have insufficient strength to be reasonably safe for the purpose used.
4. Such damage by fire, wind or other causes as to render the dwelling unsafe.
5. Dilapidation, decay, unsanitary conditions or disrepair that is dangerous to the health, safety or welfare of the occupants or other people in the City.
6. Inadequate facilities for egress in case of fire or panic.
7. Defects significantly increasing the hazards of fire, accident or other calamities.
8. Lack of adequate ventilation, light, heating or sanitary facilities to such extent as to endanger the health, safety or general welfare of the occupants or other residents of the City.
9. Lack of proper electrical, heating or plumbing facilities required by this chapter, which constitutes a definite health or safety hazard.
10. Lack of connection to a potable water supply and/or to the public sewer or other approved sewage disposal system, the lack of either one of which renders a dwelling unfit for human habitation. For the purposes of this standard, a dwelling is not connected to a potable water supply if the water supply has been "cut off" because of nonpayment of the water bill or otherwise or if the system for any reason is not receiving a flow of potable water to the tap.

In addition to the ten (10) conditions stated above, any one of which renders a dwelling unfit for human habitation, the Code Enforcement Officer shall determine that a dwelling is unfit for human habitation if he/she finds that a dwelling fails to fully comply with seven (7) or more of the standards of dwelling fitness in §153-16 through §153.23.

LOCATION: Throughout house

NARRATIVE: 153.15 (10) SHALL APPLY



VIOLATION: Structural Standards-Floors
DESCRIPTION: §153.16 STRUCTURAL STANDARDS.

(B) Floors shall conform to the following:

(1) There shall be no decayed, termite damaged, fire-damaged, broken, overloaded or sagging sills.

(2) Sills shall be properly supported and reasonably level.

(3) Joists shall not be overloaded, sagging or broken, and shall be structurally sound and not likely to cause structural weakness in the future.

(4) Maximum spans for floor joists and sills, providing they show no signs of being weak or overloaded, shall comply with the requirements of the North Carolina State Building Code.

(5) Flooring shall be weather tight without holes or excessive cracks, which permit air to penetrate rooms.

(6) Flooring shall be reasonably smooth and not decayed, fire damaged or worn through.

(7) There shall be no loose flooring.

(8) Floors shall be reasonably level.

(9) There shall be no use of the ground for floors, or wood floors on the ground.

(10) The flooring in each room shall consist of the same or similar material; and where covering or finishing is provided, such covering or finishing shall be reasonably smooth and not worn through.

(11) Bath, kitchen and washer/dryer area floors shall have water resistant floor coverings.

LOCATION: Throughout house

NARRATIVE: 153.16 (1,2,3,5,6,7,8) SHALL APPLY



VIOLATION: Structural Standards-Walls, Interior
DESCRIPTION: §153.16 STRUCTURAL STANDARDS.

(D) Interior walls shall conform to the following:

(1) Interior finish shall be free of holes and excessive cracks which permit air to penetrate rooms, and if painted or papered, shall be free of chips or excessive peeling.

(2) There shall be no walls in which the plumb line from the top center of studs falls outside the base plate at any point along the wall.

(3) There shall be no loose plaster, loose boards, or other loose wall materials.

(4) There shall be no cardboard, newspaper or highly combustible or improper wall finish; and all wall materials shall be of the same or similar quality and material.

(5) Maximum spacing for studding shall conform to the specifications of the North Carolina Residential Building Code, provided the studding does not show signs of being weak or overloaded. Otherwise, lesser spacing for studding shall be required.

(6) Studs shall be structurally sound and not likely to cause structural weakness in the future.

(7) There shall be no broken or cracked studs or other structural members.

(8) There shall be no rotted, deteriorated or damaged walls and all walls shall be free from holes or cracks which might admit rodents.

(9) There shall be headers above all doors and windows.

LOCATION: Throughout house

NARRATIVE: 153.16 (1,8) SHALL APPLY

VIOLATION: HEATING STANDARDS
DESCRIPTION: §153.18 HEATING STANDARDS.

(A) Every building and every dwelling unit shall be weatherproof and capable of being adequately heated, and the heating equipment in every dwelling or dwelling unit shall be maintained in good order and repair.

(B) Every dwelling and dwelling unit shall have facilities for providing heat in accordance with either subparagraph (1) or (2) of this paragraph (B):

(1) Central and electric heating systems. Every central or electric heating system shall be of sufficient capacity so as to heat all habitable rooms, bathrooms and water closet compartments in every dwelling unit to which it is connected to a minimum temperature of sixty-eight (68) degrees Fahrenheit measured at a point three (3) feet above the floor with an outside temperature of twenty (20) degrees Fahrenheit during winter conditions.

(2) Other heating facilities. Where a central or electric heating system is not provided, each dwelling shall be provided with sufficient chimneys, flues, or gas vents, whereby heating appliances may be connected, so as to heat all habitable rooms to a minimum temperature of sixty-eight (68) degrees Fahrenheit measured three (3) feet above the floor with an outside temperature of twenty (20) degrees Fahrenheit during winter conditions.

(C) All electric, gas and oil heating equipment installed on the premises shall be listed by Underwriters' Laboratories or American Gas Association and installed in accordance with the provisions of the North Carolina Building Code.

(D) There shall be no loose bricks in chimneys.

(E) There shall be no holes in flues.

(F) There shall be no suspended or hanging masonry chimneys.

(G) Thimbles shall be grouted in tightly.

(H) Thimbles shall not be broken or cracked.

(I) Thimbles shall be high enough for stovepipe to rise one-quarter (1/4) inch per foot minimum.

(J) The hearth shall be at least sixteen (16) inches deep and eight (8) inches beyond each side of the fireplace opening.



(K) No combustible materials shall be within six (6) inches of the top and seven (7) inches of either side of the fireplace opening.

(L) Fireplaces shall be enclosed with masonry when the chimney is used as a flue for a stove.

(M) A stove shall be within six (6) feet of a thimble serving it.

(N) No combustible material shall be within twelve (12) inches of a stovepipe.

(O) No stovepipe shall protrude through combustible walls.

(P) In multiple dwellings and rooming houses with central heat, the furnace room shall be enclosed with material having at least a one-hour fire protection rating.

(Q) Fireplaces shall be used for supplementary heating only and not for basic heat.

LOCATION: Throughout interior of house

NARRATIVE: 153.18 (A) SHALL APPLY

VIOLATION: ELECTRICAL STANDARDS
DESCRIPTION: §153.19 ELECTRICAL STANDARDS.

(A) Every dwelling shall be wired for electrical lights and convenience receptacles connected in such a manner as determined by the State Electrical Code.

(B) No receptacles, ceiling fixtures, or other fixtures shall be hanging loose.

(C) All switches and receptacles shall be safely operable.

(D) Every habitable room shall contain not less than two (2) wall-type electrical convenience receptacles connected in such manner as required by the National Electrical Code.

(E) There shall be installed in every habitable room, bathroom, laundry room, hallway, stairway and furnace room at least one supplied ceiling or wall type electrical light fixture; provided, further, that the ceiling light fixture may be omitted in a living room and bedrooms, provided three (3) electrical convenience receptacles are installed, one (1) of which is controlled from a wall switch.

(F) There shall be no unsafe wiring.

(G) There shall be no drop or extension cords in excess of six (6) feet in length.

(H) No circuits shall be overloaded. Fuses shall be sized correctly and not bridged out.

(I) All fixtures, receptacles, equipment in every public hall and stairway in every multiple dwelling unit shall be adequately lighted by electrical lights at all times when natural light is not sufficient. All wiring to be installed and maintained in a state of good repair, safe, capable of being used and shall be in accordance with the National Electrical Code.

(J) Every dwelling shall be equipped with smoke detectors installed to protect occupants in all sleeping areas. Operable smoke alarms, shall be either battery-operated or electrical, having an Underwriters' Laboratories, Inc. listing or other equivalent national testing laboratory approval, and installed in accordance with either the standards of the National Fire Protection Association or the minimum protection designated in the manufacturer's instructions.

(K) Every dwelling shall have a minimum of one operable carbon monoxide alarm per rental unit per level, either battery-operated or electrical, that is listed by a nationally recognized testing laboratory that is OSHA-approved to test and certify to the American National Standards Institute/Underwriters Laboratories Standards ANSI/UL2034 or ANSI/UL2075, and install the carbon monoxide alarms in accordance with either the standards of the National Fire Protection Association or the minimum protection designated in the manufacturer's instructions.

(L) A carbon monoxide alarm may be combined with smoke alarms if the combined alarm does both of the following:

(1) Complies with ANSI/UL2034 or ANSI/UL2075 for carbon monoxide alarms and ANSI/UL217 for smoke alarms; and

(2) Emits an alarm in a manner that clearly differentiates between



detecting the presence of carbon monoxide and the presence of smoke.

(M) The requirements in subsections (K) and (L) above apply only to dwellings units having a fossil-fuel burning heater, appliance, or fireplace, and in any dwelling unit having an attached garage.

LOCATION: Throughout interior of house

NARRATIVE: 153.19 (A,B,F) SHALL APPLY

VIOLATION: SPACE, USE AND LOCATION STANDARDS
DESCRIPTION: §153.21 SPACE, USE AND LOCATION STANDARDS.

(A) No cellar shall be used for living purposes unless:

(1) The floor and walls are substantially watertight;

(2) The total window area, total operable window area and ceiling height are equal to those required for a habitable room;

(3) The required minimum window area of every habitable room is entirely above the grade adjoining such window area, except where the windows face a stairwell, window well or access way.

(B) Water closet and bathing facilities shall be enclosed with an operable door and lock for privacy.

(C) There shall be no holes or excessive cracks in walls, ceilings, outside doors or outside windows.

(D) Access shall be provided to all rooms within a dwelling unit without passing through a public space.

(E) Doors shall be provided at all doorways leading to bedrooms, water closet rooms, and bathrooms and all rooms adjoining a public space.

(F) All doors providing access to any living unit shall have operable locks, and the owner shall provide a change of locks or keys for new

tenants.

(G) All doors opening to the outside shall be reasonably weather tight.

(H) A minimum of one approved and listed smoke detector shall be installed adjacent to each sleeping area and on each habitable floor level and basement. Smoke detectors shall be installed in accordance with the manufacturer's recommendation and listing and maintained in proper working order. When activated, the detector shall provide an audible alarm. See G.S. § 42-42.

LOCATION: Throughout house

NARRATIVE: 153.21 (C,G) SHALL APPLY

VIOLATION: PLUMBING STANDARDS
DESCRIPTION: §153.17 PLUMBING STANDARDS.

(A) All plumbing shall be installed in accordance with the North Carolina Plumbing Code and shall be maintained in a state of good repair and in good working order.

(B) All plumbing shall be connected to the city sanitary sewer system where available or to another approved system connected to a potable water supply.

(C) All fixtures shall be operable and accessible to the occupants of the dwelling.

(D) There shall be no broken water closet bowls.

(E) Water closets shall not be loose or leaking.

(F) No leaks shall be in shower stall floor and/or wall.

(G) There shall be adequate facilities for furnishing hot water to each tub or shower, lavatory, and kitchen sink.

(H) There shall be installed an approved potable water supply inside the building for each dwelling unit.

(I) There shall be installed in each dwelling unit not less than a kitchen sink, a water closet, tub or shower, lavatory and sink and an adequate supply of both cold and hot water.

(J) There shall be separate toilet facilities for each dwelling unit.

(K) Toilet and bathing facilities shall be protected from the weather.

(L) All water piping shall be protected from freezing by proper installation in unprotected space.

(M) Sewer and water pipes shall be supported with no broken or leaking pipes.

(N) Every water closet compartment floor surface and bathroom floor surface shall be so constructed and maintained as to be reasonably impervious to water and so as to permit such floor to be readily kept in a clean and sanitary condition.

(O) The water closet and tub or shower shall be located in a room or rooms affording privacy to use.

LOCATION: Throughout house.

NARRATIVE: 153.17 (B) SHALL APPLY



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 601 S. College St.
Applicant's name: Byrle Roper
Applicant's address: 505 S College St.

Applicant's telephone number: 704 221-0252
Applicant's email address: _____
Property Tax identification number: 09 - 235 - 202

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

3. The following Certificate of Appropriateness is requested for: Demolition of House at
Please provide a brief description of the project. 601 S. College St.

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).

Byrle Roper
Applicant- Printed

Byrle Roper
Applicant- Signed

06-06-25
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.

Attachment 6































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

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

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

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09235209	AGUILAR ISABEL VELASCO		406 S CRAWFORD ST	MONROE	NC	28112
09235194	ALDRIDGE JUANITA DENISE		501 SANFORD ST	MONROE	NC	28112
09235195	ALDRIDGE WANDA FAY M		503 SANFORD ST	MONROE	NC	28112
09232187A	BARNETT STEVEN R	BARNETT SUSAN W	302 S COLLEGE ST	MONROE	NC	28112
09235180	BUNDY SIDI BROWN	BUNDY APRIL LAUREN	800 S COLLEGE ST	MONROE	NC	28112
09235191A	CHAVARRIA MAYCOL BANEGAS		607 SUMMERSTON LN	INDIAN TRAIL	NC	28079
09235215	CHILDS CHRISTOPHER CODY	HUENKE EMILY R	505 S. CRAWFORD ST	MONROE	NC	28112
09232178	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	9408 CLERMONT CIRCLE	POWELL	OH	43065
09235190A	DOUBLE EAGLE PROPERTIES LLC		3232 MICHELLE DR	MATTHEWS	NC	28104
09235189	DUIGNAN CHRISTOPHER	DUIGNAN CECILIA	15209 YARMOUTH RD	CHARLOTTE	NC	28277
09235206	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR	WAXHAW	NC	28173
09235181	ESPINAL-ANDELIZ RAFAEL M		640 PATE STREET	MONROE	NC	28112
09235183						
09235183A	FINE RENTALS LLC		1610 HIONSON RD	MONROE	NC	28112
09235182	FLOYD SARAH VIRGINIA		600 S COLLEGE ST	MONROE	NC	28112
09235216	FOMEN ASHLEY	FOMEN ALEX	408 LANCASTER AVE	MONROE	NC	28112
09235199	GARCIA CINDY WALDINA ALVARADO	MEJIA HUGO LEONEL OCHOA	501 S COLLEGE STREET	MONROE	NC	28112
09235190	RAMIREZ MIGUEL		4511 HOWEY FARM DR	WAXHAW	NC	28173
09235207	GRISE-HANEY MARTHA		504 S CRAWFORD ST	MONROE	NC	28112
09235206A	GUZMAN-CARRILLO EVA		707 S HAYNE ST	MONROE	NC	28112
09235193	KALTSOUNIS ANGELO JAMES		6136 GREYSTONE DR	MATTHEWS	NC	28104
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST	MONROE	NC	28112
09235191	LICHTENHAN JONATHAN SCOTT	LICHTENHAN CARRIE ROWELL	400 S COLLEGE ST	MONROE	NC	28112
09235208	LLINAS VERA B		603 EFIRD ST	MONROE	NC	28112
09235220	LOBERGER DALE A		502 SOUTH WASHINGTON ST	MONROE	NC	28112
09235210	MCHALE NANCY C		405 S COLLEGE ST	MONROE	NC	28112
09235200	MOSLEY BARRY PERNELL		3615 LEES CROSSING DR	CHARLOTTE	NC	28213
09235192	MYERS JOSHUA BRENT		4706 REHOBEGH RD	WAXHAW	NC	28173
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST	MONROE	NC	28112
09235188A	QH HOMES INC		306 LEAHY MILL CT	MATTHEWS	NC	28104
09235203	GARCIA CLEMENTE		501 WINCHESTER AVE	MONROE	NC	28110
09235197	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235198	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235201	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235202	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235211	RUDY DEBORAH J		401 S COLLEGE ST	MONROE	NC	28112
09235183B	SEWELL IAN	SEWELL WENDY	2093 PHILADELPHIA PIKE #4040	CLAYMONT	DE	19703
09235214	SHERROD ROBERT G JR		221 S BRAGG ST	MONROE	NC	28112
09235196	SILVERIO ALBERTO CUTIERRIZZ	NUNEZ ITZEL PINEDA	3317 SINCERITY RD	MONROE	NC	28110
09235205	SMITH PATTI		502 LANCASTER AVE	MONROE	NC	28112
09235179	SMITH RAYMOND G		5924 GILBOA RD	MARSHVILLE	NC	28103
09235204	SONG REALTY LLC		PO BOX 79192	CHARLOTTE	NC	28271
09235181A	WHITE MICHAEL D	WHITE RUTHHANNE	602 SOUTH COLLEGE ST	MONROE	NC	28112
09232187	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110

APO Map
PLHR-2025-00231

Legend

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

Parcels Notified: 45





STAFF REPORT
PLHR-2025-00244

TO: Historic District Commission Members
DATE: July 14, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 304 Maurice Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Adrian Valdez, a contractor that will conduct the proposed projects, to replace all 16 wood windows on the home with composite windows and to replace the tin shingle roof with an asphalt shingle roof at 304 Maurice Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: June 20, 2025
Name of Petitioner: Adrian Valdez
Location: 304 Maurice Street
Tax ID #: 09-231-142
Lot Size: 0.25 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

304 Maurice Street - Monroe Insurance and Investment Company House; ca. 1912

Another house built by the Monroe Insurance and Investment Company on the Stinson tract, this one-and-one-half story frame Colonial Revival house was purchased in 1917 by M. A. Alexander, who is listed in the 1922 and 1928 city directories as a farmer. Quite dissimilar from

the others (#s 313 and 314), the Alexander house has a front-facing, tin shingle, bellcast gambrel roof with narrower gambrels on the side elevations. One-story semi-hexagonal bays are located on the facade and south elevations. A recessed corner porch in the right (north) bay of the two-bay facade has a single Tuscan column; the porch extends to a porte cochere. Now sheathed in aluminum siding, the house has one over one sash windows, interior brick chimneys, and decorative cutouts over louvered attic vents.

RELEVANT DESIGN GUIDELINES

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 16 existing 1 over 1 wood windows on the home with 1 over 1 composite windows made by Andersen.
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 16 existing 1 over 1 wood windows on the home with 1 over 1 composite windows made by Andersen. The composite material is being requested as they have a matte finish similar to wood.
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 16 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 both side elevations are visible from Maurice Street.

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. Preserve and maintain roof features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from wall surfaces are intact and

properly functioning.

3. If replacement of a roof feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.

The applicant is requesting to replace the existing tin shingle roof with an asphalt shingle roof.

4. 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 replace the existing tin shingle roof with an asphalt shingle roof.

5. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.

The applicant is not requesting to replace the metal shingle roof with multi-rib metal roofing.

PROPOSED FINDINGS

Staff offers the following Findings:

1. The subject property located at 304 Maurice Street is owned by Katrina Hailey and is zoned RMD (Residential Medium Density). (Exhibits 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On June 20, 2025, Adrian Valdez submitted a COA application in order to request approval to replace all sixteen 1 over 1 wood windows with 1 over 1 composite windows by Andersen at 304 Maurice Street. The applicant has also requested approval to replace the entire tin shingle roof with an asphalt shingle roof.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposal to replace all sixteen 1 over 1 wood windows with 1 over 1 composite windows made by Andersen and to replace the entire tin shingle roof with an asphalt shingle roof as presented at 304 Maurice Street (is/is not) congruous in concept according to the *Windows and Doors, and Roofs* standards of the *South Monroe Historic District Standards*:

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.

Roofs, (pg. 55)

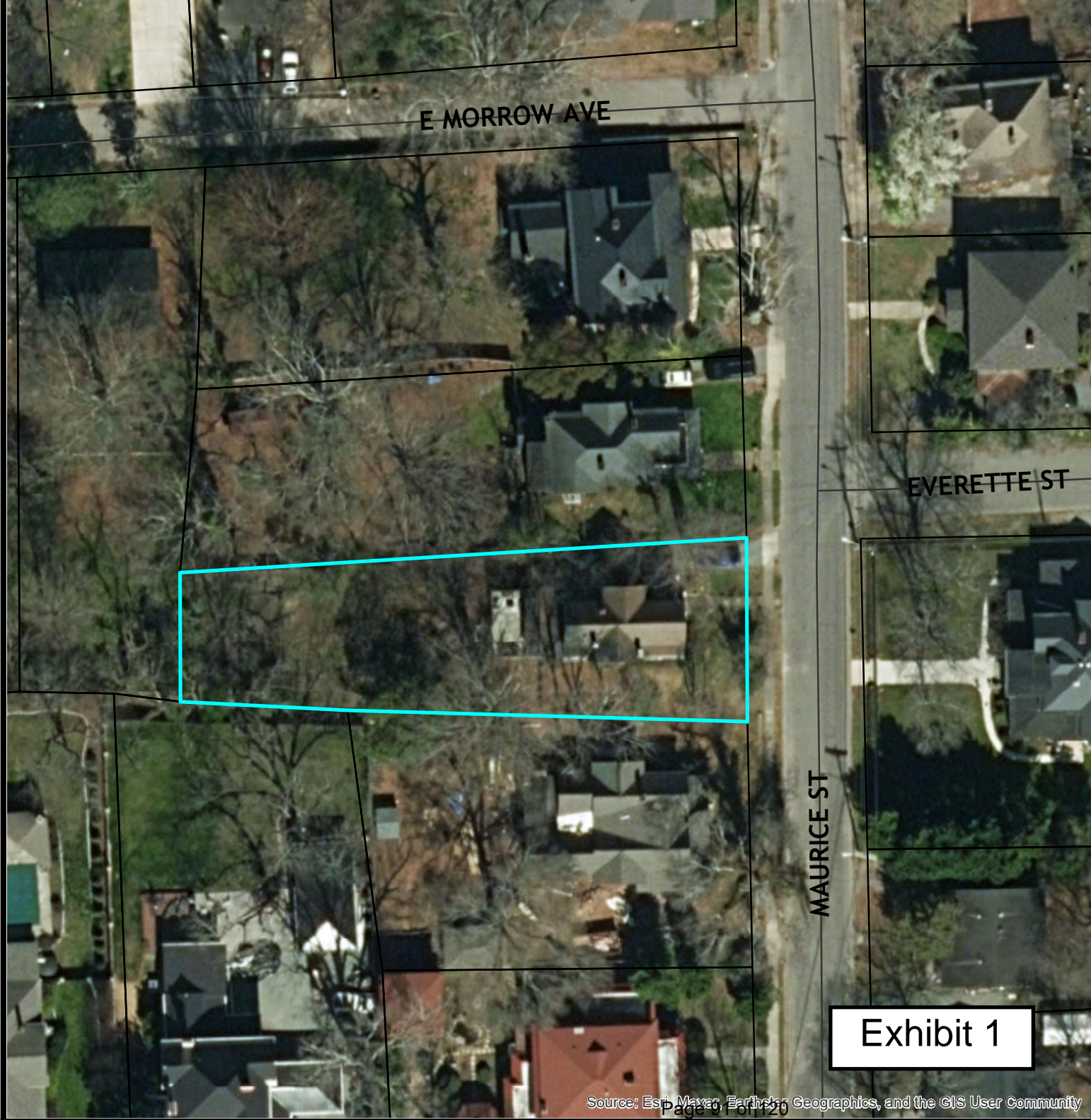
1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
2. Preserve and maintain roof features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from wall surfaces are intact and properly functioning.
3. If replacement of a roof feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
4. 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.
5. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.

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. HD Map
4. Application
5. Existing Windows and Roof
6. Proposed Composite Windows
7. Proposed Asphalt Shingle Roof
8. APO Map
9. APO List

Prepared by: PB 06-25-25



Aerial Map

Case #: PLHR-2025-00244

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

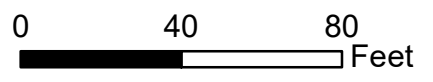
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(Residential Medium Density)

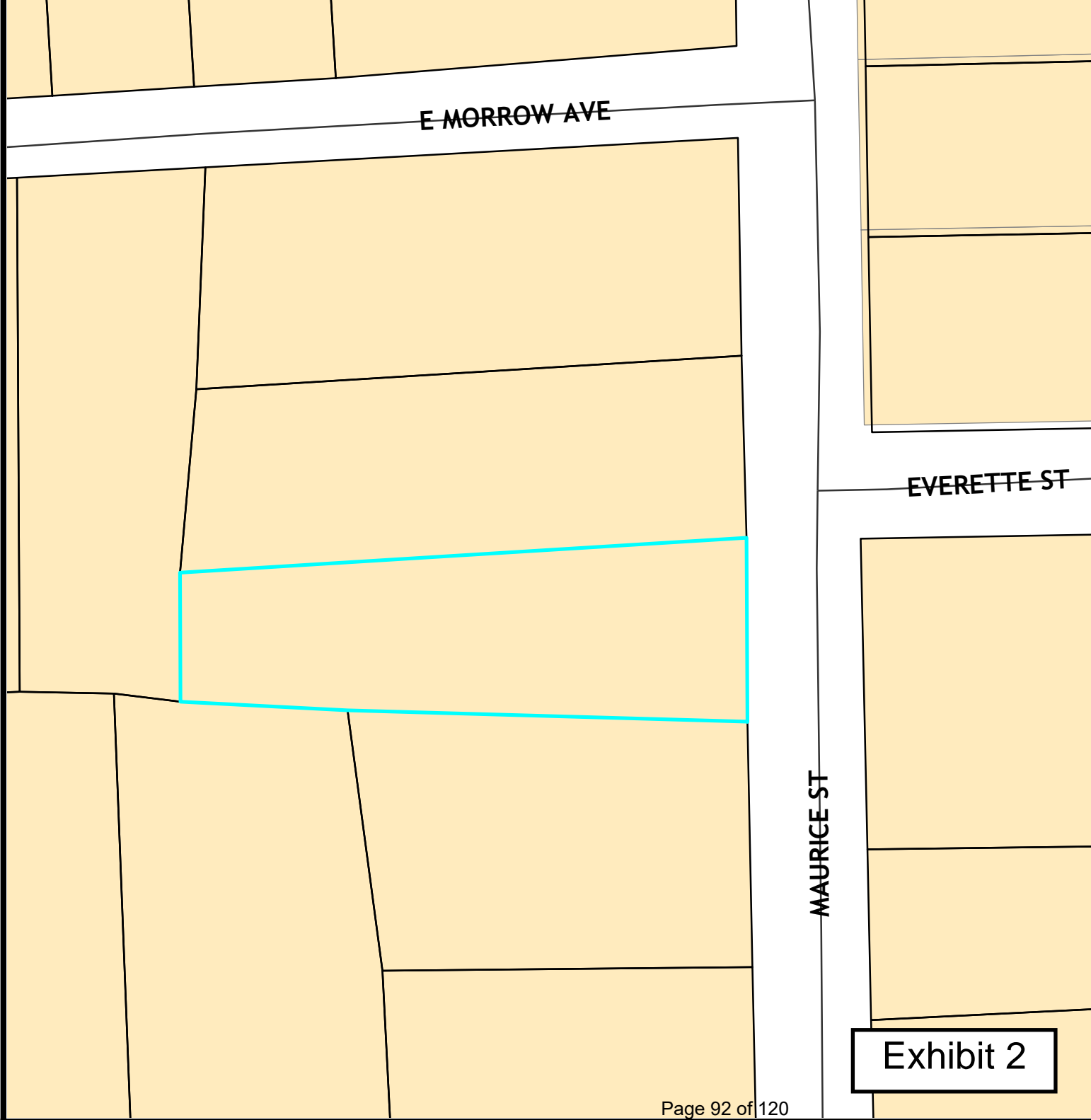
Owner: Katrina Hailey

Acres: 0.25



Exhibit 1





Zoning Map

Case #: PLHR-2025-00244

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Katrina Hailey

Acres: 0.25

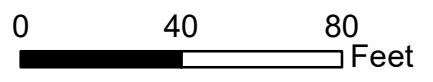
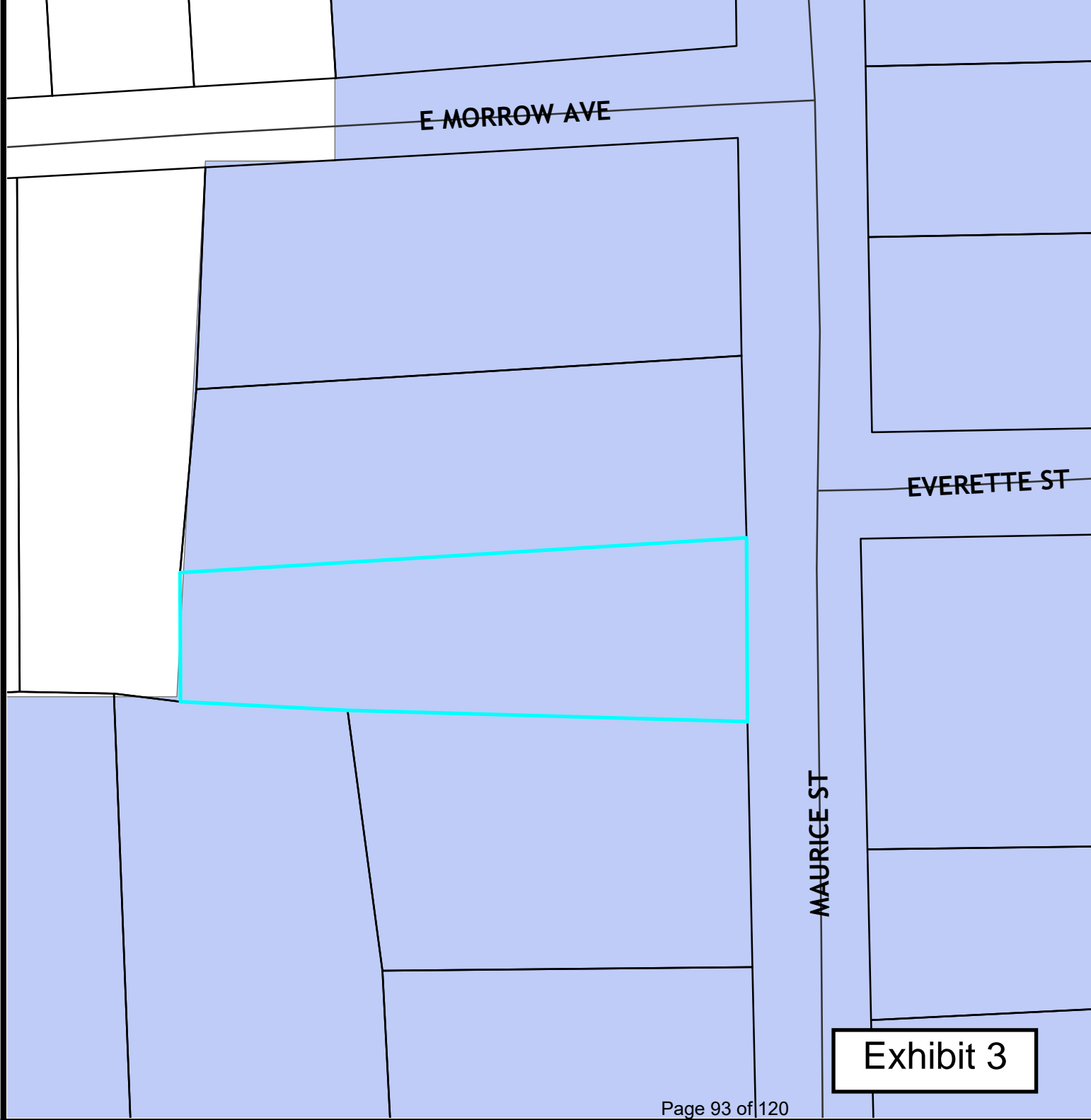


Exhibit 2



Historic District Map

Case #: PLHR-2025-00244

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Katrina Hailey

Acres: 0.25

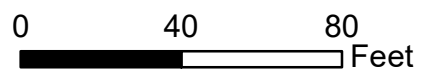


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 304 Maurice St Monroe, NC
 Applicant's name: Adrian Valdez
 Applicant's address: 20459 Coley Street
Lowell NC
 Applicant's telephone number: 864-827-5910
 Applicant's email address: earlybird roofs @ gmail.com
 Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Katrina Hailey
 Address: 304 Maurice St Telephone: 704-713-8215

3. The following Certificate of Appropriateness is requested for: Roof and windows

Please provide a brief description of the project: _____

Replace metal roof with asphalt shingles

replace callwood framed windows to ~~vinyl~~ vinyl or composite windows

roof is actively leaking water into house as of 5-27-25

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).

Adrian Valdez owner

Applicant- Printed

[Signature]

Applicant- Signed

5-27-2025

Date Submitted

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

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

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

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

Exhibit 4



Exhibit 5







Exhibit 6



About This Product

Andersen 100 Series Single-Hung windows are the smart alternative to vinyl windows. They offer superior strength and performance because they're made of Fibrex material, which is 2X stronger than vinyl. Plus, 100 Series windows are environmentally responsible and energy efficient, making them a better choice for your home. This window features an insert frame with exterior accessory kerf for easy installation and convenient attachment of install accessories.

Highlights

- White interior and exterior with a premium matte finish
- Insert frame with exterior accessory kerf for easy replacement and attachment of installation accessories
- Includes head expander and sill extender for easy installation
- Made of Fibrex composite material that won't fade, flake, blister or peel even in extreme temperatures
- Virtually seamless corners for a beautiful, clean look inside and out
- Low-E glass helps reduce energy bills in any climate
- Locking design automatically engages when the window is closed to provide added security and peace of mind
- Includes white insect screen
- For replacement parts, please visit parts.andersenwindows.com.
- [Return Policy](#)

Product Information

Internet # 310461043

Model # 9180380

Store SKU # 1004610017



Exhibit 7

APO Map

PLHR-2025-00244

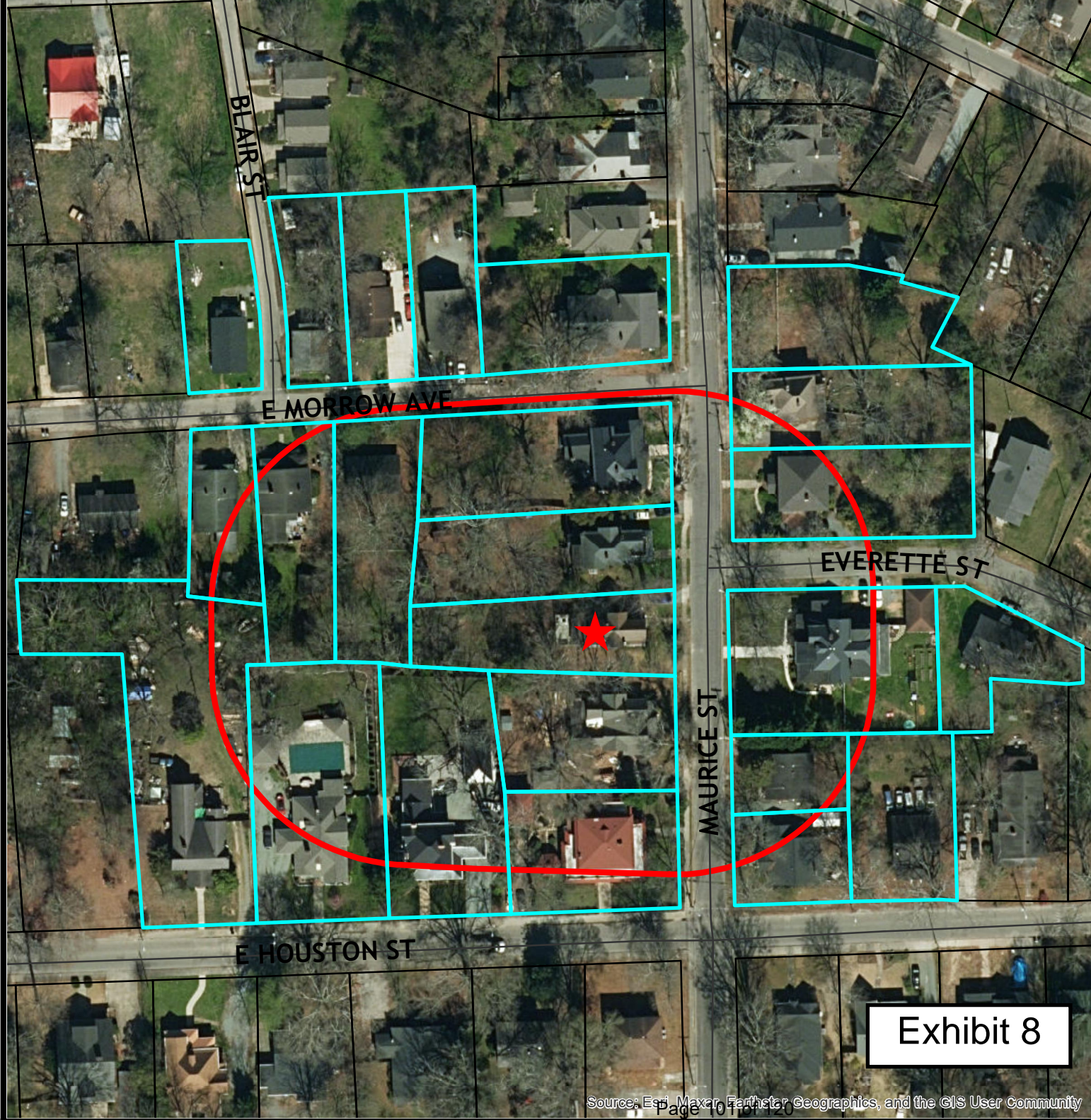
Legend

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

24 Parcels Notified



Exhibit 8



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231129	HANSEN JAMES EDWARD		317 E HOUSTON ST	MONROE	NC	281125633
09231164	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231166	AML SPITIA LLC		8014 WEDDING DOWNS DR	MATTHEWS	NC	28104
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT	MATTHEWS	NC	28105
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231132	RIVADINEIRA RAMIRO A		306 MAURICE ST	MONROE	NC	28112
09231133	COY ALEJANDRO ROBERTO	COY SHIRELLE KAREN	323 E HOUSTON STREET	MONROE	NC	28112
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231136	BUTLER DENNIS E HEIRS		C/O DIANE THOMAS	CHARLOTTE	NC	28208
09231143	FEDELE ANTHONY CHRISTIAN		302 MAURICE ST	MONROE	NC	28112
09231162	BUTLER DALE FRANKLIN	BUTLER BENJAMIN DESI	13729 STRING FELLOW LN	CHARLOTTE	NC	28278
09231163	MARTIN GERALD E	MARTIN LISA	1407 OLD SILO LN	LINCONTON	NC	28092
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09231131	HENNESSEE JORDAN R		308 SHORECREST DR	SENECA	SC	29672
09231135	FROST REBECCA G		315 S MAURICE ST	MONROE	NC	28112
09231146	DIXON TIFFANY JOSEY	JOSEY ROBERT JULE	PO BOX 1242	MONROE	NC	28112
09231167	JUSTIN D WORTHMAN		505 W WINDSOR ST	MONROE	NC	28112
09231130	CORTES CRISTOBAL E		319 E HOUSTON ST	MONROE	NC	28112
09231161	CURETON JOHN LOUIS		2644 GEORGETOWN RD	GREAT FALLS	SC	29055
09231140	WM HOMES LLC		406 EVERETTE ST	MONROE	NC	28112

Exhibit 9



STAFF REPORT
PLHR-2025-00245

TO: Historic District Commission Members
DATE: July 14, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 109 North College Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Andrey Livarchuk of Prime Property Partners LLC, to replace the front brick walkway with a new stained, stamped concrete walkway, replace the wood front door with a new wood craftsman style door and replace a rear door with a wood window and wood siding at 109 North College Street.

The application also included a request that has been approved at staff level to replace the existing wood windows on the home with like materials.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 6-17-2025
Name of Petitioner: Andrey Livarchuk
Location: 109 North College Street
Tax ID #: 09-232-198A
Lot Size: 0.14 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

109 N. College Street - House; ca. 1930

About 1930 this hipped-roofed, one-story frame craftsman style bungalow was built. Running along the front and part of the north sides of the house is an engaged porch with square-in-section

columns on low brick piers. A hipped dormer with louvered vents is centered in the front of the roof, and there are chimneys with corbelled caps on either side of the roof. Window sash are two over two.

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 to replace the existing brick front walkway with a new stained, stamped concrete walkway that has a brick design.
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 stamped concrete with a brick design for the front walkway. The applicant has indicated they will stain the walkway a red/ brick color 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.

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 is requesting to replace the existing wood front door with a new wood craftsman style door that has a three-pane glass window feature.
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 is requesting to replace the existing wood front door with a new craftsman style wood door that has a three-pane glass window feature.

3. 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 applicant is requesting to replace the existing wood front door with a new craftsman style wood door that has a three-pane glass window feature.

The applicant is also requesting to replace the rear door opening on the second story of the home with a 2 over 2 wood window and wood siding.

4. 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 requesting to cover over the existing rear door opening on the second story of the home with a 2 over 2 wood window and wood siding. There is presently a wood door with a one-pane window in this opening. The wood deck this door accessed was removed from the home prior to the applicant purchasing the property.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 109 North College Street is owned by Prime Property Partners 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 June 17, 2025, the applicant applied for a COA to replace the existing front brick walkway with a new stained, stamped concrete walkway, replace the existing wood front door with a new craftsman style wood door that has a three-pane glass window feature replace the existing second-story rear door opening with a 2 over 2 pane wood window and wood siding at 109 North College Street. (Exhibits 4-6)
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. (Exhibits 7-8)

CONCLUSIONS

The proposal to replace the front brick walkway with a new stained, stamped concrete walkway, replace the existing wood front door with a craftsman style wood door with a three-pane glass window feature and replace the existing rear door opening with a 2 over 2 wood window and wood siding at 109 North College Street as presented (is/is not) congruous in concept according to the *Walkways, Driveways and Off-street Parking*, and *Windows and Doors*, standards of the *South Monroe Historic District 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.
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.

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 a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute material.
 4. 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.
-

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Existing Conditions
6. Proposed Materials
7. APO Map
8. APO List

Prepared by: PB 6-25-2025

Aerial Map

Case #: PLHR-2025-00245

Legend

- Centerlines
- Parcels
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Prime Property
Partners LLC

Acres: 0.14

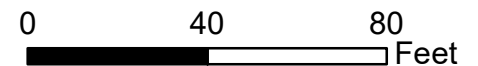
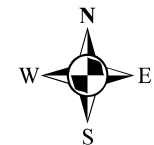


Exhibit 1

Zoning Map

Case #: PLHR-2025-00245

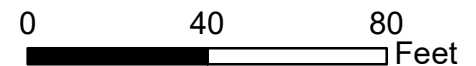
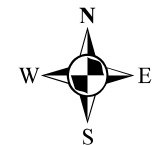
Legend

-  Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing: RMD
(Residential Medium Density)

**Owner: Prime Property
Partners LLC**

Acres: 0.14



W MORGAN ST





N COLLEGE ST

Exhibit 2

Historic District Map

Case #: PLHR-2025-00245

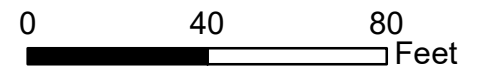
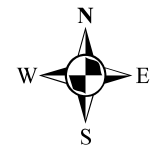
Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD
(Residential Medium Density)

**Owner: Prime Property
Partners LLC**

Acres: 0.14



W MORGAN ST

N COLLEGE 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: 109 N College St, Monroe NC 28112
Applicant's name: Andrey Livarchuk
Applicant's address: 4912 Woodhaven Lane Indian Trail, NC 28079
Applicant's telephone number: 704-292-5644
Applicant's email address: MrAndrosha@gmail.com
Property Tax identification number: 092 - 321 - 98A

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

3. The following Certificate of Appropriateness is requested for: Home Remodel
Please provide a brief description of the project:
Replace wood windows with new Pella brand wood windows. The design and material are the same.
Replace brick walkway with stamped concrete in a brick design
Replace front door with a craftsman style with a window on top. Current door is wood. New door is also wood.
Rear first floor door is currently full glass. Will be replacing it with a window. Will be filling the rest with the same wood siding. Replace 4 missing basement windows. Replace 9 existing windows.

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).

Andrey Livarchuk
Applicant- Printed

Andrey Livarchuk
Applicant- Signed

06/05/2025
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



Existing Front Walkway

Exhibit 5



Existing Wood Front Door



Existing Rear Door



Proposed Stamped Concrete Front Walkway

Exhibit 6



8'0" - Shaker Flush Glazed Door - 2 Panel Craftsman - 3 Light

Proposed New Wood Front Door



2 over 2 pane

Proposed Pella 2 over 2 wood window



Proposed Wood Siding



APO Map

PLHR-2025-00245

Legend

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

21 Parcels Notified



Exhibit 7

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

ACCTNO	OWNERNAME1	OWNERNAME 2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232219	NANCY HAMMONS		201 N CRAWFORD ST	MONROE	NC	28112
09232221	KNOX WALTER		203 N COLLEGE ST	MONROE	NC	28112
09232205	MOORE JENNIFER REBECCA	MOORE GREGORY RALPH	101 N CRAWFORD ST	MONROE	NC	28112
09232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST	MONROE	NC	28112
09232201	DONTON LEE III	DONTON THOMAS FRANKLIN	4801 ST SIMONS TER	WAXHAW	NC	28173
09232202	SIGNATURE BUILDERS & SERVICES INC		13534 PLAZA RD EXTENSION	CHARLOTTE	NC	28215
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	NC	28112
09232198	CHAMBERS TEDDY L	CHAMBERS PATRICIA M	604 W WINDSOR ST	MONROE	NC	28112
09232172	DELANEY HERBERT STANHOPE	LEDFORD TRACY RENEE	9221 MCELROY RD	WAXHAW	NC	281739038
09232183	FELTS CHELSEY SHEA ET AL	WORTMAN JUSTIN TODD	3005 S POTTER RD	WAXHAW	NC	28173
09232203	SHANLEY LAURA		108 N COLLEGE ST	MONROE	NC	28112
09232220A	ONS PROPERTY MANAGEMENT GROUP LLC STE 154		50 SCHOOL RD	MILL SPRING	NC	28756
09232223	DAIGLE SARA KAUFFMAN		605 W FRANKLIN ST	MONROE	NC	28112
09232198A	PRIME PROPERTY PARTNERS LLC		4912 WOODHAVEN LN	INDIAN TRAIL	NC	28079
09232198B	DEESE MARY ELLEN		607 W MORGAN ST	MONROE	NC	28112
09232204	COOKE STEVEN	COOKE JESSICA	103 N CRAWFORD ST	MONROE	NC	28112
09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST	MONROE	NC	28112
09232197	VILLANUEVA JUAN GARCIA	CHINO FABIOLA ACATITLAN	15 DENNIS ST	MONROE	NC	28110
09232199	CTJ INVESTMENT GROUP LLC		PO BOX 482	MONROE	NC	28111
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586	CHARLOTTE	NC	28229
09232225	JOYCE DAVID		609 W FRANKLIN ST	MONROE	NC	28112

Exhibit 8