

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, August 11, 2025 – 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC

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- Item 1.** Call to Order – Roll Call
- Item 2.** Pledge of Allegiance and Moment of Silence
- Item 3.** Conflicts of Interest
- Item 4.** Approval of Minutes – July 14, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** **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. This item was tabled at the July 14th Historic District Commission meeting. The commission requested the applicant propose and provide a sample of a different shingle design as well as present sample materials of the proposed composite windows. (PID # 09-231-142) (*Tabled from July 14, 2025*)
- Item 7.** **PLHR-2026-00017** - Certificate of Appropriateness request from Filicia Rigas of AML Spitia LLC to convert the existing structure at 210 Maurice Street from a duplex into a single-family home and has requested various projects as outlined below: 1. Replace the existing wood siding on the home with fiber cement siding; 2. Replace the two existing front doors with one front door and sidelights; and 3. Replace a window on the corner-side of the home with a wood door and wood staircase to create a new side entrance to the home. (PID # 09-231-166)
- Item 8.** Fiscal Year End of Year Report
- Item 9.** Next Meeting: Monday, September 8, 2025
- Item 10.** 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, JULY 14, 2025 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 07/15/25

Item 1: Call to Order – Roll Call

Archie Morgan, Chair, called the meeting to order at 6:30 p.m. A quorum was present. Kimberly Davis called the roll.

Members Present: Archie Morgan (Chair); Jennifer Smith (Vice Chair); Gladys Kerr; Jennifer Loria; Matthew Klaren; Anna Dowdy;

Members Absent: Allen Watson;

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

Guests: Chelsey Felts; Justin Wortman; Adrian Valdez; Carl Goldfarb; Ric Helton; Sky Broome; Byrle Raper; Theresa Eaman; Bob Yanacsek;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – June 9, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the June 9, 2025 meeting.

Second: Jennifer Loria

Action: The motion to approve passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Gladys Kerr, Anna Dowdy, 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-2025-00194 - Certificate of Appropriateness from Angela McMillian-Orr to construct a new concrete walkway, construct a new wooden shed, and

install a wrought iron railing on the front porch steps at 607 S. Church Street (Parcel ID # 09-234-117). 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 wood windows at the July 14th Historic District Commission meeting. The applicant has withdrawn the window replacement from the Certificate of Appropriateness request.

Patrick Blaszyk, Keri Mendler 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 is 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 a 1 over 1 composite window 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 proposed Site Plan indicating the location of the new concrete sidewalk as well as the 10 x 10 shed. Exhibit 6 is an example of what the shed will look like once it is complete. Exhibit 7 is an example of the wrought iron handrail the applicants are proposing to place on the front porch steps. Exhibit 8 is an example of the location, in the middle of the steps, where the 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 9-10) Exhibit 9 is a copy of the APO map where the subject property has the red star on it. There are a total of twenty-three parcels that were notified and staff has not received any inquires. Exhibit 10 is a copy of the APO list.

The Board began with discussion and questions for Patrick. The sidewalk is concrete and the steps are brick where the handrail will be installed. This concrete will not be stained since the existing walkway is not stained and the applicant is just adding to the existing walkway.

Angela McMillian-Orr, at 607 South Church Street, approached the podium to answer the Board's questions. She has decided to come back next year before the Board because she priced the aluminum-clad windows as \$500 more versus the composite windows. Her quote was only for the windows and not for the installation. It will be too expensive for her to purchase twenty-eight windows in one year. She was able to find someone to help her open the windows which was a major concern for her.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00194, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the standards state: 1) The applicant is proposing a concrete walkway that will be tied in with the other existing walkway and will match better if it is not stained; 2) No significant sight features, such as trees, will be removed for the installation of the walkway; 3) The new wooden shed will be built with materials that are consistent and congruous with the area, specifically wood and asphalt shingles. The shed will also have wood doors which are consistent for the door. It will be located in the rear of the yard so it won't detract from the existing residence. It will not require the removal of any trees or other significant site features; 4) The installation of the wrought iron railing is consistent with the character of the neighborhood and this house. Exhibit 8 shows the wrought iron fence surrounding the property and this railing is consistent with the appearance of that. It is black metal and will be installed in the middle of the front porch steps so nothing has to be removed or destroyed in order to install this railing. It is easily removable and not detracting from anything that is currently there. Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Loria made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Angela McMillian-Orr regarding the proposals as shown in PLHR-2025-00194. Such certificate to be subject to the conditions contained in the previous motion.

Second: Archie Morgan

Action: The motion passed with the following votes:

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

NAYS: None

Item 7. PLHR-2025-00230 - The Historic District Commission is requested to consider a 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. (Parcel ID # 09-232-234)

Megan Brightharp, Keri Mendler and Carl Goldfarb 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 502 W. Franklin Street is owned by Carl and Sharron Goldfarb 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 east of North College Street and west of the excess parking for the Active Senior Center. Exhibit 2 is a copy of the zoning map with the subject property highlighted in blue. The subject property, as are the contiguous parcels, is 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. The subject property is highlighted in blue and, in a different shade of blue, the blue parcels are in the Historic District.
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) Exhibit 4 is a copy of the Application. Exhibit 5 is a selection of the existing windows the applicant is requesting to replace. Exhibit 6 is a 3-D rendering of the proposed windows that the applicant is choosing from. These windows will be metal-clad wood windows.
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 the APO List. Exhibit 8 is the APO Map. Twenty-four properties were notified and no responses were received.

The Commission had questions for Megan Brightharp. There was not a sample of the windows provided by the applicant. Keri Mendler stated that the Pella representative brought in an aluminum-clad wood window to show the Board at a prior meeting. Megan Brightharp confirmed that the window will be two-over-two.

Carl Goldfarb, who resides at 502 W. Franklin Street, Monroe, approached the podium to answer questions. He said he is only replacing the five windows at this time due to expense, but all of the windows on the house are in “bad shape.”

Motion: **Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00230, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the standards require that if a window needs to be replaced due to deterioration then it needs to be replaced with one of similar design.**

In this case, the proposal is to replace wooden windows with aluminum-clad wooden windows that are two-over-two pane design. This is the same pane design already existing on the house. If it is not feasible to replace with the exact same material, as discussed before, aluminum or metal-clad windows are a compatible, feasible substitute option in this case. 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, Anna Dowdy,
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 Carl and Sharron Goldfarb regarding the proposals as shown in PLHR-2025-00230. 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, Anna Dowdy,
Jennifer Loria, Matthew Klaren

NAYS: None

Item 8. PLHR-2025-00231 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Byrle Raper to demolish the home at 601 S. College Street. (Parcel ID 09-235-202) The Monroe City Council approved the request presented to them on July 8, 2025.

Megan Brightharp, Keri Mendler and Byrle Raper 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 601 S. College Street is owned by Byrle Raper and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. Subject property is located east of South College Street and south of Andrew Street. Exhibit 2 is a copy of the Zoning map showing the subject property highlighted in blue. The subject property, as are the contiguous parcels, are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a map of the Historic District showing the subject property highlighted in blue. Subject property, as are the contiguous parcels, is in the Historic District.
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) Exhibit 4 is a copy of the Minimum Housing Petition. Exhibit 5 is a copy of the Minimum Housing Findings of Fact.

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) Exhibit 6 is a copy of the application. Exhibit 7 is an assortment of photos of 601 South College Street in its current conditions showing the decaying roof, rotten fascia, and failing front porch and foundation.
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.
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 prove to be significant historic resources of the district. The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. (Exhibit 8) Exhibit 8 is a copy of the Historic District *Design Standards* excerpt highlighting the 365-day window for delay.
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) Exhibit 9 is a copy of the APO List. Exhibit 10 is a copy of the APO Map. Forty-five properties were notified and there were no responses to those letters.

The Board began with discussion and questions for Megan Brightharp. The City Council already voted on this since the applicant, in good faith, already applied for a Certificate of Appropriateness for demolition prior to the Minimum Housing case going before City Council. The Minimum Housing case is taken to City Council first and then Planning Staff brings a COA request to the Historic District Commission. The applicant has decided to go ahead and apply for a COA to have the house demolished, but, because the Minimum Housing petition had already been filed, it still has to come before the Historic District Commission. The applicant has owned this property since 1998.

Keri Mendler, Senior Planner, clarified the typical process for Minimum Housing. Code Enforcement give homeowners a certain number of days to fix up the property or demolish it on their own. Minimum Housing cases will always go to City Council before it comes to the Historic District Commission unless the applicant wants to apply outside of that process. Even if the property owner did not apply to Historic District, the Planning Department team would be bringing it before the Commission next month.

Byrle Raper, at 505 South College Street, approached the podium to answer the Board's questions. He bought the house in 1998 and Code Enforcement condemned it then, but no one brought it up again until now. Estimates received from several different contractors show that it is cheaper to tear it down than to fix it. After being condemned twice, he thinks he need to tear it

down. It has not been occupied at all since he bought it. It was a duplex and drug dealers, prostitutes and drug users had been living there. He bought it in order to get rid of them since they were next door to his home and family. He hasn't decided whether to rebuild after this house is demolished, but he wants to keep the property to maintain his privacy. He lives to the left of this property.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00231, if constructed according to the plans reviewed at this meeting is congruous with the character of the District because the standards state, in this particular case, that City Council has already approved the demolition of the house. The homeowner, in a show of good faith, has submitted a Certificate of Application for demolition of the house at 601 South College Street. Based on the findings of the City, specifically, they have determined the house was dilapidated. The pictures all seem to support that as well as the testimony presented before the Commission. There is rotten siding, rotted fascia boards, broken windows and a failing foundation. The homeowner has said that he has had multiple contractors come out and they say that it will cost more to restore the house than it will to demolish the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Gladys Kerr

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Smith made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Byrle Raper regarding the proposals as shown in PLHR-2025-00231. Such certificate to be subject to the conditions contained in the previous motion.

Second: Gladys Kerr

Action: The motion passed with the following votes:

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

NAYS: None

Item 9. PLHR-2025-00244 - 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. (PID # 09-231-142)

Patrick Blaszyk, Keri Mendler, Adrian Valdez 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 304 Maurice Street is owned by Katrina Hailey and is zoned RMD (Residential Medium Density). (Exhibits 1, 2) Exhibit 1 is the aerial map where the subject property is located to the west of Maurice Street and to the south of East Morrow Avenue. Exhibit 2 is the zoning map for the area where the subject property is zoned RMD as are the surrounding parcels.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District map.
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. (Exhibits 4-7) Exhibit 4 is a copy of the application. Exhibit 5 are the existing conditions showing the existing tin-shingle roof and wood windows. Exhibit 6 are the proposed composite windows that will replace the existing 16 wood windows. Exhibit 7 is the example of the asphalt shingle roof proposed to replace the existing tin 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) Exhibit 8 is a copy of the APO map where the subject property has a red star on it. There are a total of twenty-four parcels that were notified and staff has not received any inquiries. Exhibit 9 is a copy of the APO list.

The Commission began with questions for Patrick Blaszyk. The entire roof is currently a tin-shingled roof. The composite window example is made of Fibrex and may not have any wood in it.

Adrian Valdez, a contractor with Early Bird Roofing, gave 304 Maurice Street as his address. The Anderson windows are a mix of wood and the material is Fibrex. This was an example limited by the owner's budget. Five windows and the roof are leaking really bad. This is being paid by the owner since insurance will not replace it due to the age of the roof. The cost of a tin roof is three times higher compared to asphalt shingles. The leaking of the roof has now caused black mold issues. Architectural shingles, such as beavertail, are expensive also. He asked if the decision could be made before the end of July since rain is actively leaking into her house.

Anna Dowdy proposed a compromise where the owner could do the front ledge with tin while the rest of the roof could be done with asphalt. Several board members request seeing a sample of the window material and the roof shingles prior to deciding. If possible, the Board will call a special meeting in order to decide on this sooner than the next scheduled Historic District meeting.

Motion: Jennifer Loria made a motion that the Historic District Commission tabled the proposed project, PLHR-2025-00244, for a month with Keri and staff looking for a Special Meeting shorter than a month with the applicant possibly paying

another application fee, in order to see examples of the shingles, tin and the windows.

Second: Anna Dowdy

Action: The motion passed with the following votes:

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

NAYS: None

Item 10. **PLHR-2025-00245** - 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 has also included a request that has been approved at staff level to replace the existing wood windows in the home with like materials. (PID # 09-232-198A)

Patrick Blaszyk and Andrey Livarchuk 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 109 North College Street is owned by Prime Properties LLC and is zoned RMD (Residential Medium Density). (Exhibits 1-2) Exhibit 1 is a copy of the aerial map where the subject property can be seen highlighted in blue. The property is located to the west of North College Street and to the south of West Morgan Street. Exhibit 2 is the Zoning Map for the area where the subject property and the surrounding parcels are zoned RMD.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map.
3. On 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) Exhibit 4 is a copy of the application. Exhibit 5 are the existing conditions of the property. The applicant is proposing to replace the existing front walkway with the stamped, stained concrete walkway. The applicant intends on replacing the existing front door. The applicant is going to fill in the existing rear door opening and replace with a 2 x 2 wood window as well as wood siding. Exhibit 6 shows the proposed materials for this project. The stamped, stained concrete front walkway will replace the brick walkway. The proposed wooden front door is a Craftsman-style wooden door with a three-pane glass window feature. The proposed Pella 2-over-2 wood window along with the wood siding will be utilized in order to fill in the rear-door opening on the second story of the home.
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 7-8) Exhibit 7 is a copy of the APO map where the subject property has the red star on it. There were a total of twenty-one parcels that were notified and staff has not received any inquiries. Exhibit 8 is a copy of the APO mailing list.

The Commission began with questions for the applicant.

Andrey Livarchuk approached the podium and stated his address as 109 North College Street. He knew he had to get COAs for outside changes, but there is work being done on the inside already. He wants to change the existing front door to one with windows to get more light. He does not want to fix up or keep the existing front door since he is updating the entire house.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00245, if constructed according to the plans reviewed at this meeting is congruous with the character of the District by: 1) replacing the existing brick front walkway with the new stained, stamped concrete walkway that has a brick design; 2) no mature trees will be removed; 3) the existing wood front door has damage so the applicant is proposing another wooden door that is consistent with the style of the home and allows extra light into the home. The proposed door has square wood panels that are similar to the existing wood door; and 4) replacing the rear door opening on the second story with a 2 over 2 wood window and wood siding. That is congruous because the door on the back of the home poses a safety concern with no porch attached. A wooden window and wood siding is proposed and is similar in appearance to the other windows and siding on the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Archie Morgan

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Loria made a motion based on the preceding findings of fact, that the Historic District Commission grant a Certificate of Appropriateness to Andrey Livarchuk regarding the proposals as shown in PLHR-2025-00245. Such certificate to be subject to the conditions contained in the previous motion.

Second: Archie Morgan

Action: The motion passed with the following votes:

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

NAYS: None

Item 11. Next Scheduled Meeting: Monday, August 11, 2025

Item 12. Adjournment

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

Second: Gladys Kerr

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

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

NAYS: None

The meeting adjourned at 7:40 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2025-00244

TO: Historic District Commission Members

DATE: August 11, 2025 (*tabled from 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.

This item was tabled at the July 14th Historic District Commission meeting. The commission requested the applicant to propose and provide a sample of a different shingle design. The applicant was also asked to present sample materials of the proposed composite windows. At the time of packets being prepared, the applicant had not submitted samples as they were still working to find an appropriate solution that works with their budget. The applicant is hopeful they will have samples at the meeting to share; however, if no samples are provided, the applicant may ask for the item to be tabled an additional month.

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.

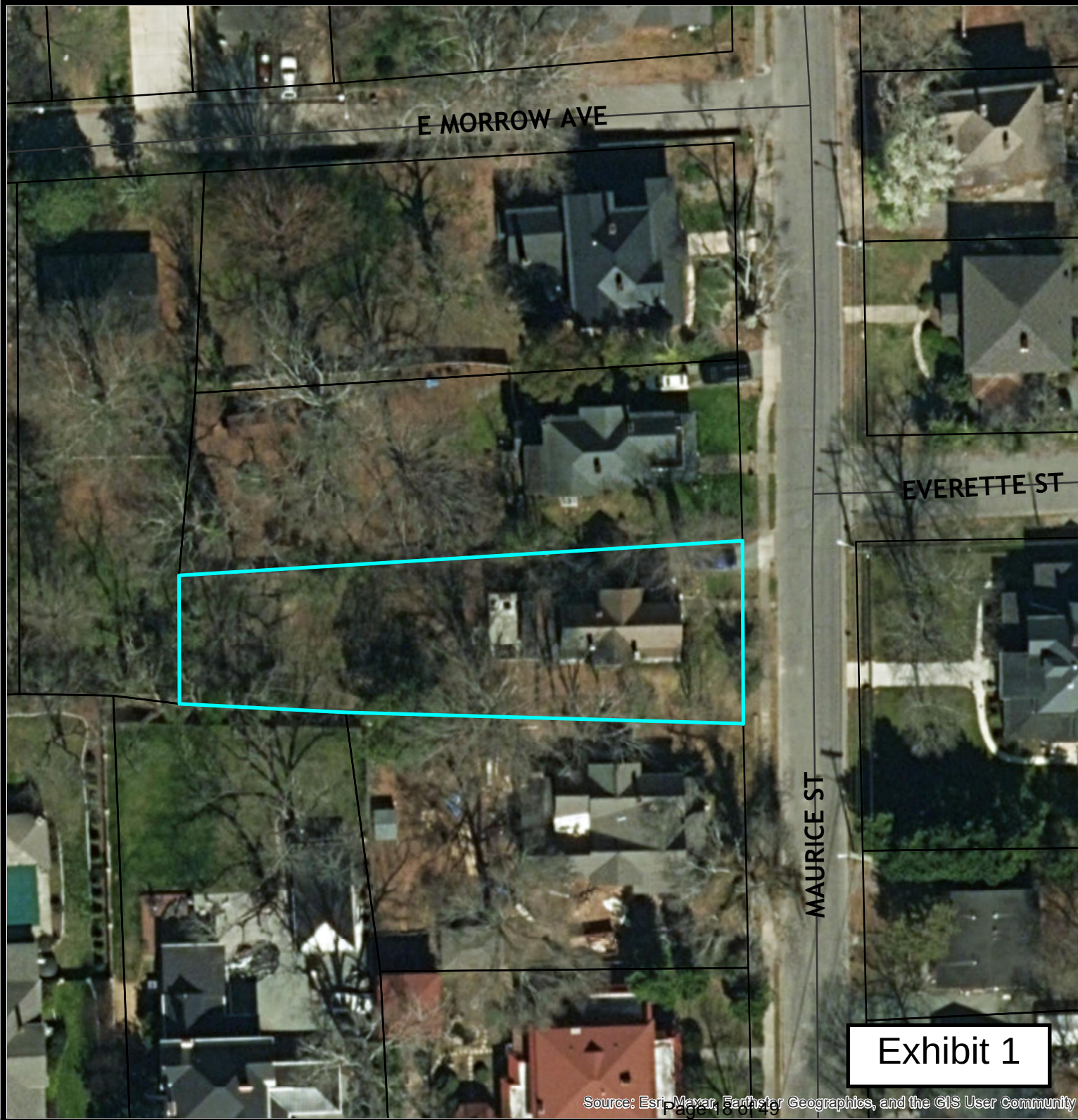
5. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.

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 07-28-25



Aerial Map

Case #: PLHR-2025-00244

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Katrina Hailey

Acres: 0.25

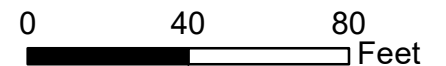
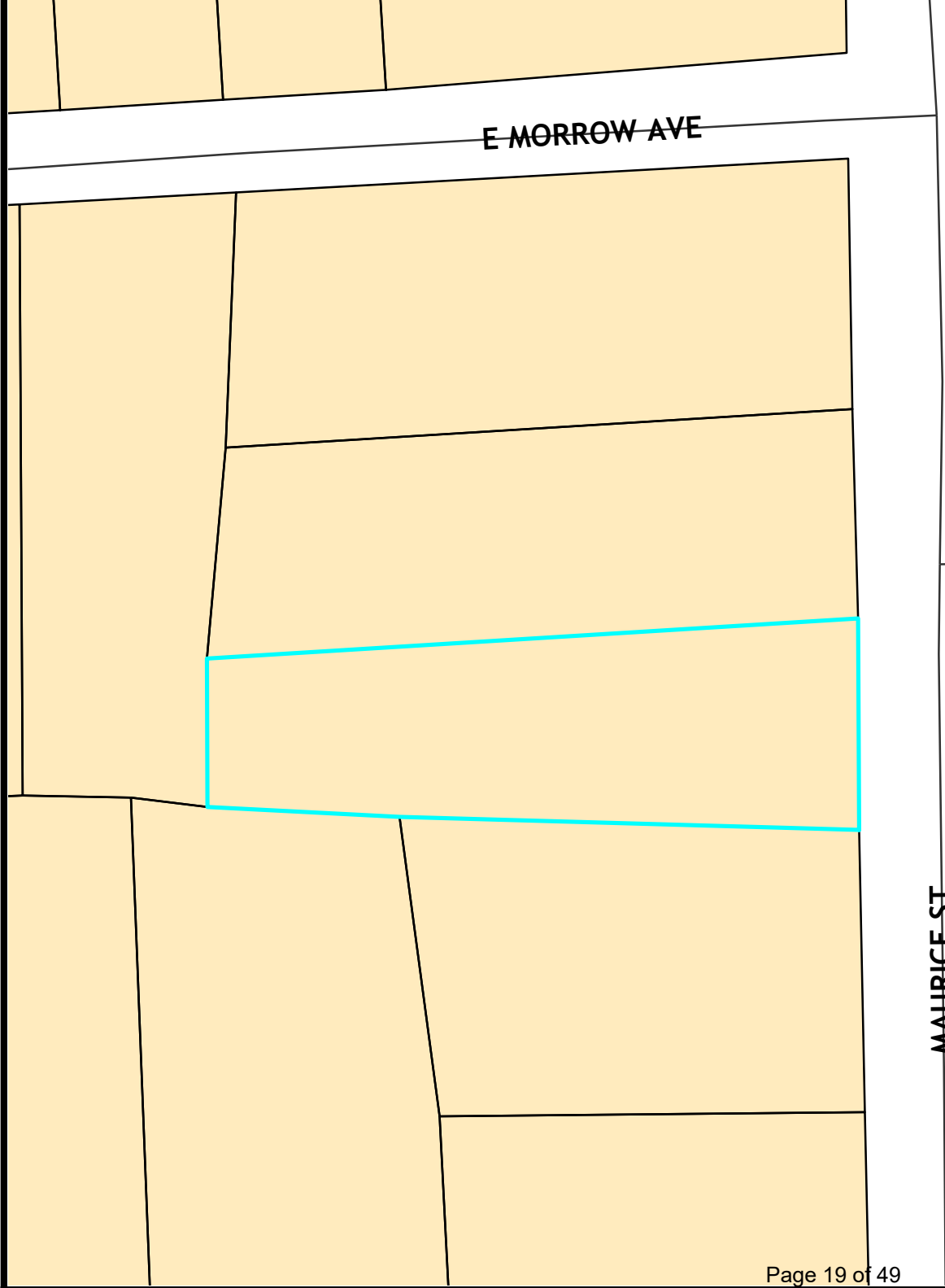


Exhibit 1



Zoning Map

Case #: PLHR-2025-00244

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Katrina Hailey

Acres: 0.25

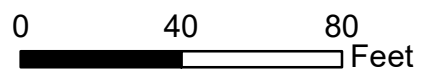


Exhibit 2



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

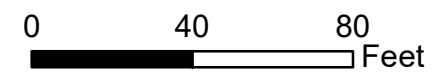


Exhibit 3



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: 20454 Coley St #1
Lowell NC

Applicant's telephone number: 864-827-5910

Applicant's email address: earlybirdroofs@gmail.com

Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Katrina Hailer
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 ~~call~~ wood framed windows to ~~wood~~ 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-2026-00017

TO: Historic District Commission Members

DATE: August 11, 2025

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner

SUBJECT: Certificate of Appropriateness request at 210 Maurice Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Filicia Rigas of AML Spitia LLC. The applicant is converting the existing structure at 210 Maurice Street from a duplex into a single-family home and has requested various projects as outlined below:

1. Replace the existing wood siding on the home with fiber cement siding.
2. Replace the two existing front doors with one front door and sidelights.
3. Replace a window on the corner-side of the home with a wood door and wood staircase to create a new side entrance to the home.

The application also included a request that has been approved at staff level to replace the existing asphalt shingles on the roof with like materials.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	7-14-2025
Name of Petitioner:	Filicia Rigas
Location:	210 Maurice Street
Tax ID #:	09-231-166
Lot Size:	0.27 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

210 Maurice Street - (former) Dr. S. A. Stevens House; ca. 1910

Now serving as a duplex, this one-story frame craftsman house was the residence during the 1920s of Dr. S. A. Stevens. The unusual house has a side gable roof which covers the engaged full-facade porch and the front portion of the house; the porch and front section are of approximately the same depth. Semi-hexagonal bays project from the rear wing on both the north and south elevations. The three-bay facade has paired six over six windows on either side of a central pair of doors. supporting the porch are square-section Tuscan posts on brick piers linked by a modern wrought iron railing.

RELEVANT DESIGN STANDARDS

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
2. If replacement of an exterior wall 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 original wood lap siding with fiber cement siding.
3. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
The applicant is requesting to replace the original wood lap siding with fiber cement siding.
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.
The applicant is requesting to replace the original wood lap siding with fiber cement siding.

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 two front doors with one wood craftsman style door that has a six-pane glass window feature and sidelights.

The applicant has also requested to replace a small 2-pane wood window on the corner-side of the home with a craftsman style wood door that has a 6-pane window feature.

2. If additional doors or windows are necessary, install them on a rear or non-character defining façade of the building, but only if they do not compromise the architectural integrity of the district building.
The applicant is requesting to replace a small 2-pane wood window on the corner-side of the home with a craftsman style wood door that has a 6-pane window feature.
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 applicant is requesting to replace the existing two front doors with one wood craftsman style door that has a six-pane glass window feature and sidelights.

The applicant has also requested to replace a small 2-pane wood window on the corner-side of the home with a craftsman style wood door that has a 6-pane window feature.

Porches, Entrances & Balconies (pg. 57)

1. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.
The applicant is proposing to construct a wooden staircase and landing outside of the proposed new entrance on the corner-side of the home.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 210 Maurice Street is owned by AML Spitia 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 July 14, 2025, the applicant applied for a COA to replace the existing wood siding on the home with fiber cement siding, replace the two existing front doors with one front door and sidelights, replace a small 2-pane wood window on the corner-side of the home with a wood door that has a 6-pane window feature and construct a wood staircase and landing in order to create a new side entrance at 210 Maurice 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 existing wood siding on the home with fiber cement siding, replace the two existing front doors with one front door and sidelights, replace a small 2-pane wood window on the corner-side of the home with a wood door that has a 6-pane window feature and construct a wood staircase and landing in order to create a new side entrance at 210 Maurice Street as presented (is/is not) congruous in concept according to the *Exterior Walls, Windows and Doors*, and *Porches, Entrances & Balconies* standards of the *South Monroe Historic District Design Standards*:

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
2. If replacement of an exterior wall 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 or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.

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

Porches, Entrances & Balconies (pg. 57)

1. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.
-

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 Plans
7. Proposed Materials
8. APO Map
9. APO List

Prepared by: PB 7-25-2025



Aerial Map

Case #: PLHR-2026-00017

Legend

- Centerlines
- Parcels
- Subject Property

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

Owner: AML Spitia LLC

Acres: 0.27

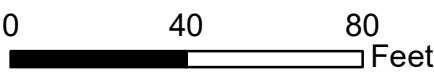


Exhibit 1

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

Zoning Map

Case #: PLHR-2026-00017

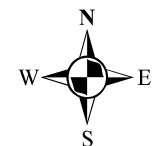
Legend

- Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner: AML Spitia LLC

Acres: 0.27



0 40 80 Feet


MAURICE ST

E MORROW AVE

Exhibit 2

Historic District Map

Case #: PLHR-2026-00017

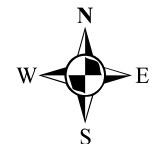
Legend

- Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owner: AML Spitia LLC

Acres: 0.27



0 40 80
 Feet

MAURICE ST

E MORROW AVE

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: 210 Maurice Street Monroe, NC 28112
Applicant's name: AML Spitia LLC.
Applicant's address: 8014 Weddington Downs Drive
Matthews, NC 28104
Applicant's telephone number: 704-780-6005
Applicant's email address: aml.spitia@yahoo.com
Property Tax identification number: 09 - 231 - 166

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

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project Home to be renovated in historic district and converted to back into a single family home. Replacing roof like for like 3 tab shingles. Replace exterior siding with Hardie Plank. Placing an all wood front door with 2 sidelites creating a single front entrance to home, Creating side entrance to home off driveway with all wood single door, wooden stairs matching trim color going up alongside house to side door entrance with a small landing

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).

AML Spitia LLC. / Filicia Rigas- owner

Applicant- Printed

July 14, 2025

Applicant- Signed

Date Submitted

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

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

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

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

Exhibit 4



Existing Front Door

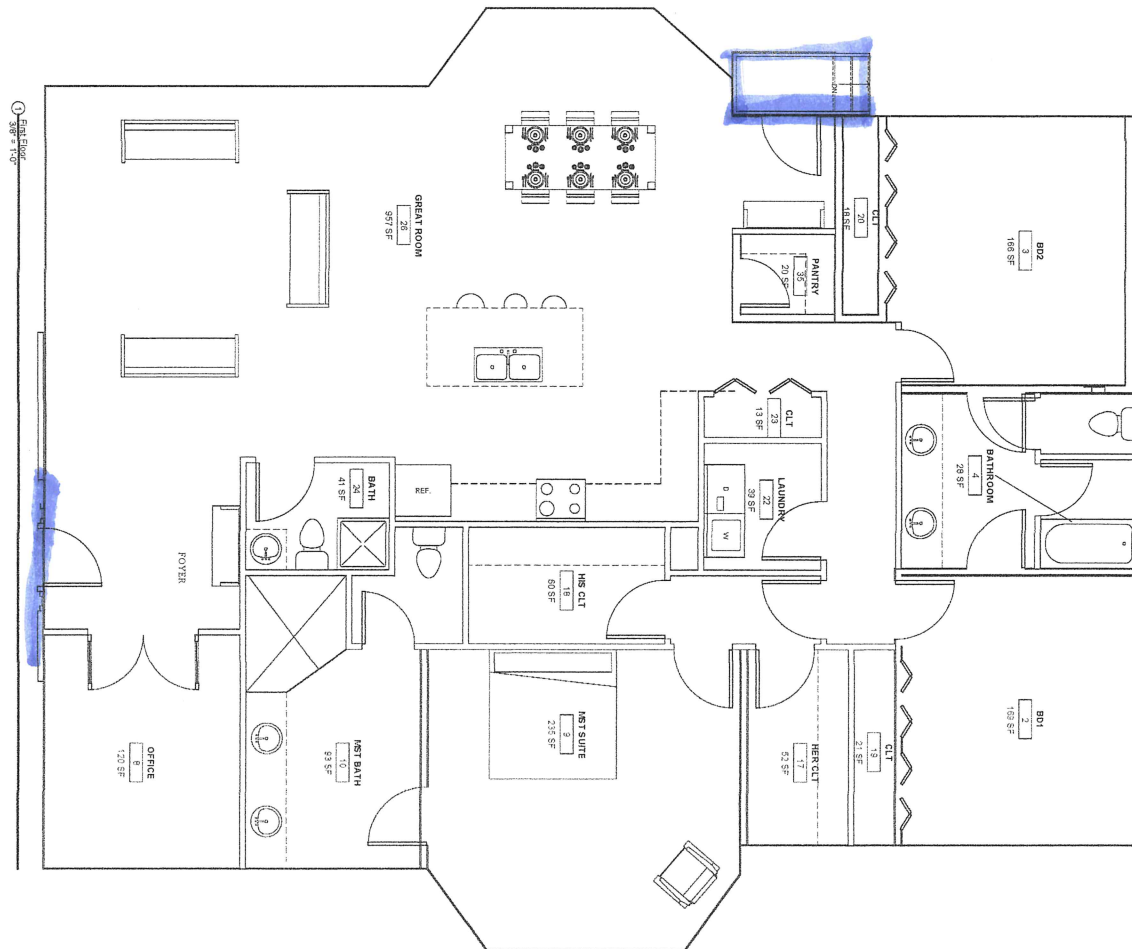
Exhibit 5



Existing Window and Proposed Location of New Side Entrance and Staircase

E Morrow Ave

Maurice Street



Proposed Plans

Exhibit 6

A1.01

FIRST FLOOR
PLAN

**NOT FOR
CONSTRUCTION**

Date	Issue Date
Drawn by	Author
Scale	3/8" = 1'-0"



#1 Home Improvement Retailer



Matthews 10PM 28105

W. Q 

Matthews 10PM 28105

 Menu  Quotes  Lists  Filicia

[Home](#) / [Building Materials](#) / [Siding](#) / [Fiber Cement Siding](#)

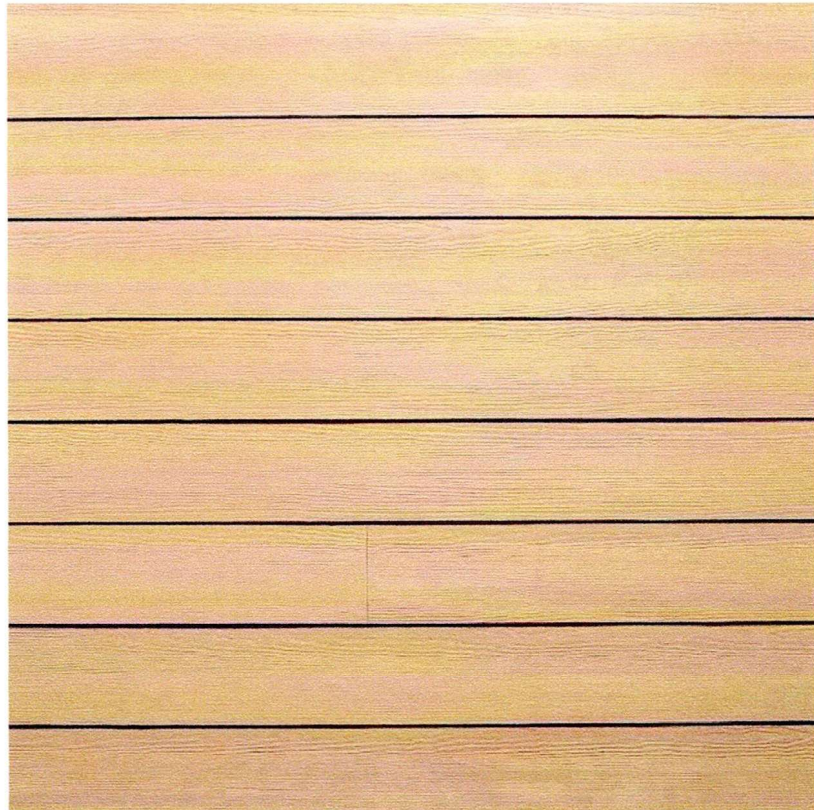
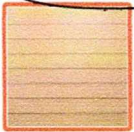
Internet # 100064049 Model # 215572 UPC Code # 727396155182 Store SKU # 462260

Best Seller

James Hardie

Hardie Plank HZ10 8.25 in. x 144 in. Primed Cedarmill Fiber Cement Lap Siding

★★★★★ (535) Questions & Answers (453)



Feedback

Proposed Fiber Cement Siding

 Share  Print

BULK PRICE **\$12⁴⁸**
ELIGIBLE
Buy 25 or more \$11.23

Matthews Store

✓ 375 in stock Aisle 22, Bay 002

Exhibit 7

#1 Home Improvement Retailer



Matthews 10PM

28105

W... Q



Matthews 10PM

28105



Menu



Quotes



Lists



Filicia

[...](#) / [Exterior Doors](#) / [Front Doors](#) / [Wood Doors](#) / [Wood Doors With Glass](#)

Internet # 303123769 Model # PHED.KA.550.30.68.134.LH.DSL UPC Code # 848068032997

Exclusive

Krosswood Doors

64 in. x 80 in. Craftsman Alder 2 Panel 6-Lite Clear Low-E Unfinished Wood Left-Hand Prehung Front Door/Sidelites

★★★★★ (398) Questions & Answers (351)



Feedback

Proposed Front Door

[Share](#) [Print](#)
\$2,746⁰⁰
Pay \$2646.00 after \$100 OFF your total qualifying purchase upon opening a new card. [1](#)
[Apply for a Pro Xtra Credit Card](#)

Color/Finish: Unfinished



Common Door Size (WxH) in.: 64 x 80

#1 Home Improvement Retailer



Matthews 10PM

28105

W.



Matthews 10PM

28105



Menu



Quotes



Lists



Filicia

[...](#) / [Exterior Doors](#) / [Front Doors](#) / [Wood Doors](#) / [Wood Doors With Glass](#)

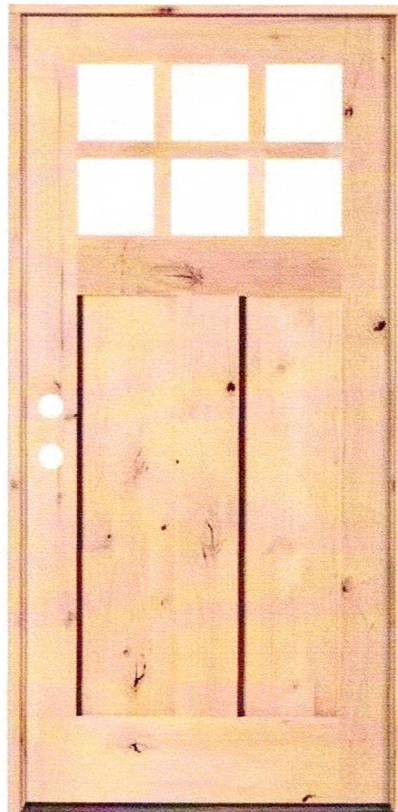
Internet # 206605451 Model # KW-550-3068-RH UPC Code # 848068017307

Exclusive

Krosswood Doors

36 in. x 80 in. Krosswood Craftsman Unfinished Rustic knotty alder Solid Wood Single Prehung Front Door

★★★★★ (401) Questions & Answers (351)


[Share](#) [Print](#)

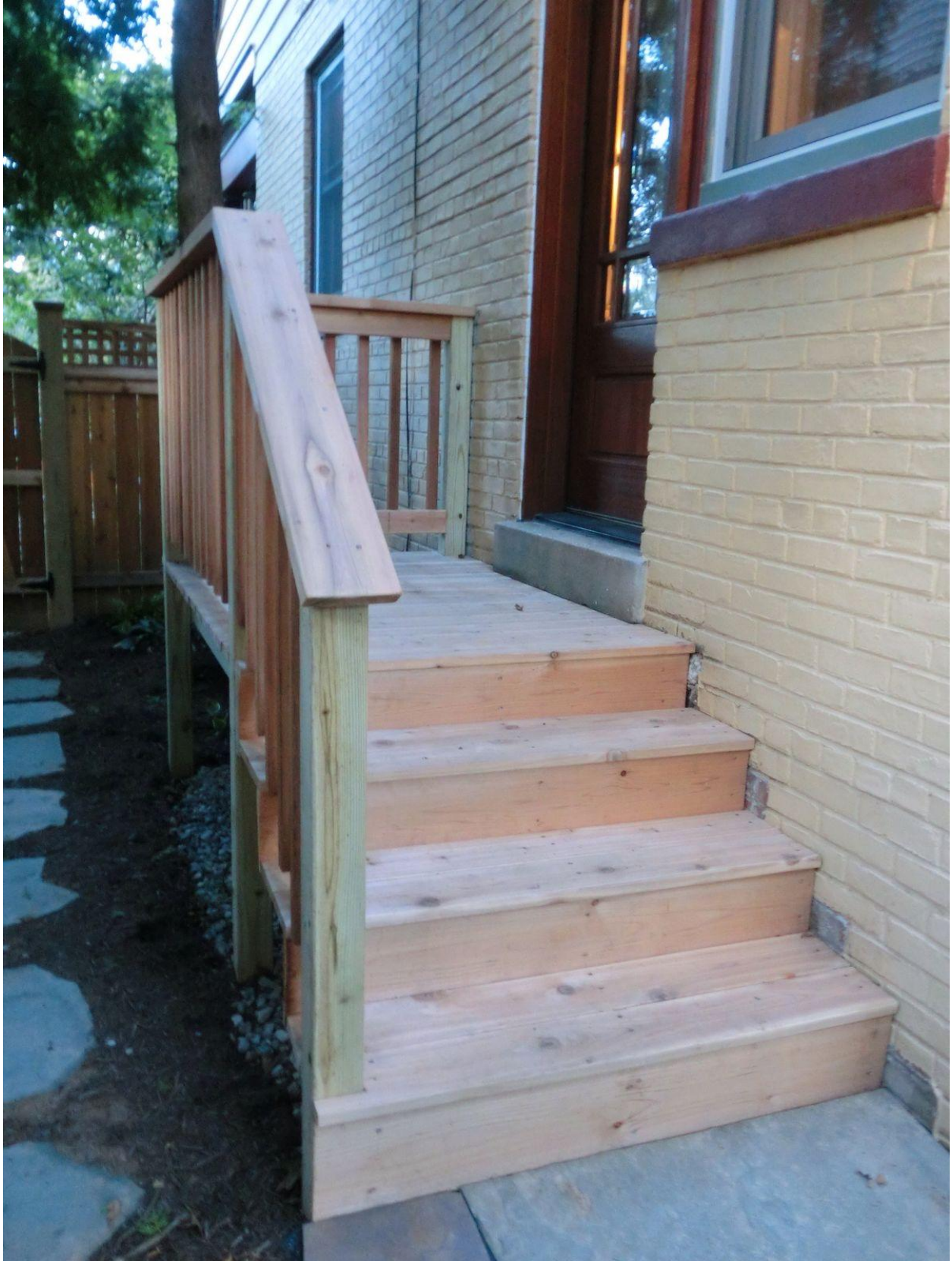
Limit 60 per order

\$1,399⁰⁰

Buy More Save More

Pay \$1299.00 after \$100 OFF your total qualifying purchase upon opening a new card. [i](#)[Apply for a Pro Xtra Credit Card](#)

Proposed Side Door



Proposed Staircase and Landing

APO Map

PLHR-2026-00017

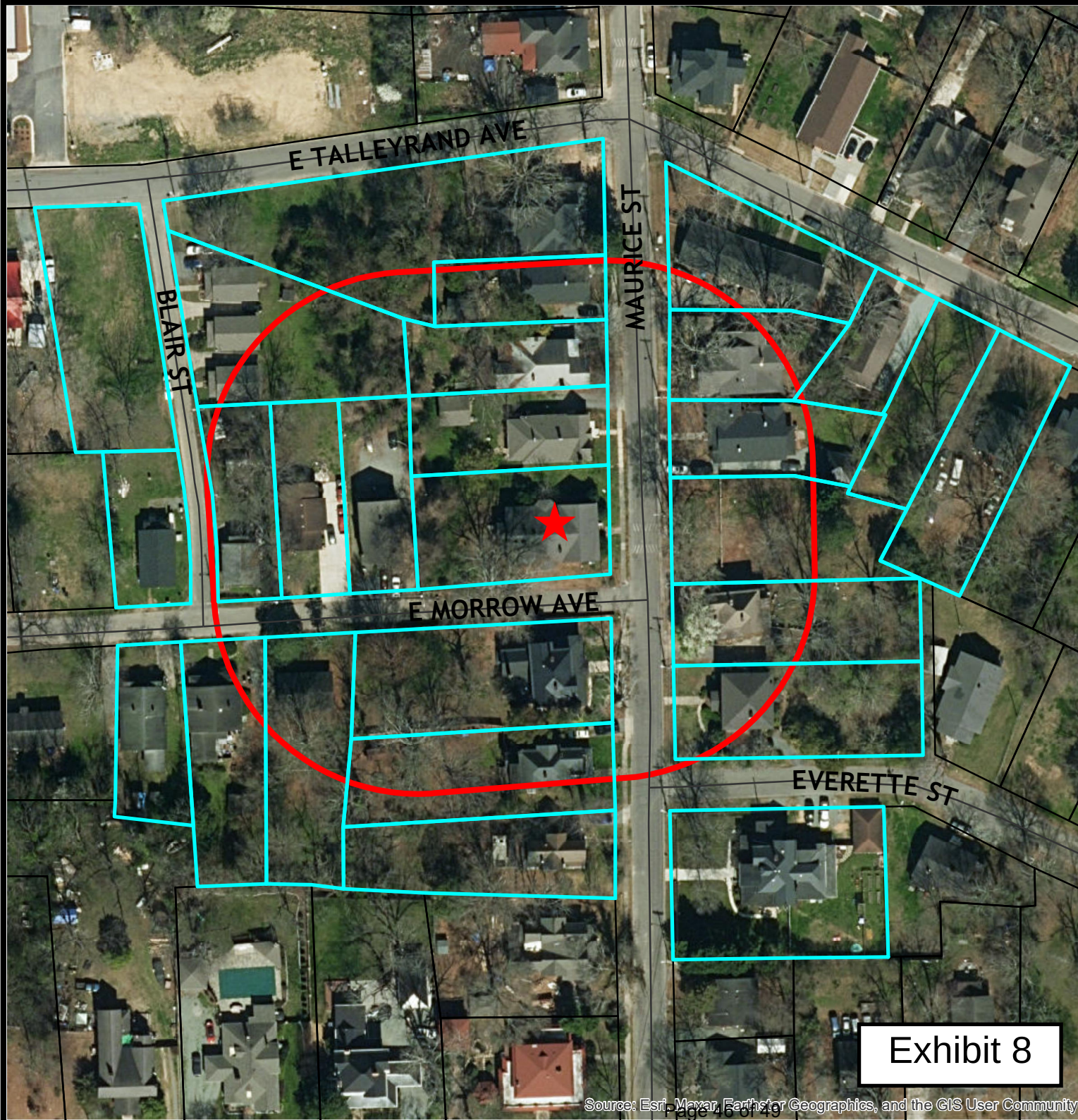
Legend

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

27 Parcels Notified



Exhibit 8



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231183	DOWLESS BEN WELDON	MCKANE RACHEL CAROLYN	203 MAURICE ST	MONROE	NC	28112
09231164	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231166	AML SPITIA LLC	QARRI GJERGJI	8014 WEDDINGTON DOWNS DR	MATTHEWS	NC	28104
09231187	CARRERA-NAVA ERIC		200 MAURICE ST	MONROE	NC	28110
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231185	COOK LEE DERBY	GARCIA RACHEL M	204 MAURICE ST	MONROE	NC	28112
09231190	MEDINA JOSE LUIS MANCILLAS	PEREZ NANCY SANCHEZ	2510 FLETCHER BROOME RD	MONROE	NC	28112
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231181						
09231143	SUSTAR PROPERTIES LLC		1810 PROGRESS LANE	CHARLOTTE	NC	28205
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
09231182	SIMPSON MASON ANDREW	WILL ALICE IVY	205 MAURICE ST	MONROE	NC	28112
09231186	MORRIS IRETE		650 E 54TH ST	BROOKLYN	NY	11203
09231146	DIXON TIFFANY JOSEY	JOSEY ROBERT JULE	PO BOX 1242	MONROE	NC	28112
09231165	PETRIZZO CHARLES ET AL	STILLMAN SETH MICHAEL	206 MAURICE ST	MONROE	NC	28112
09231167	WORTMAN JUSTIN T		505 WEST WINDSOR ST	MONROE	NC	28112
09231179	FINE RENTALS LLC		1610 HINSON RD	MONROE	NC	28112
09231184	OUTSIDE MECKLENBURG PROPERTIES LLC		3330 LEAMINGTON LN	CHARLOTTE	NC	28226
09231161	CURETON JOHN LOUIS		2644 GEORGETOWN RD	GREAT FALLS	SC	29055
09231180	BATISTA FRANKY NUNEZ	DE NUNEZ ALTAGRACIA DEL CARMEN COLLADO	404 E TALLEYRAND AVE	MONROE	NC	28112
09231145	JOSEY JOHN BOYD	JOSEY ROBERT JULE	PO BOX 1242	MONROE	NC	28112
09231147	DIXON TIFFANY JOSEY		PO BOX 49641	CHARLOTTE	NC	28277
09231189	JT BURNS & CO LLC		103 N MAIN ST	MONROE	NC	281124722

Exhibit 9

Historic District

End of Year Update FY 2025

July 1, 2024 – June 30, 2025

Basic Stats:

Total COA's processed: 59

After the Fact: 12

Minor Works (Staff approval): 35

Major Works (Commission approval): 24

Historic Landmarks: 0

Top 3 Years COA's Processed (since 2015):

1. FY 2018 (61)

2. **FY 2025 (59)**

3. FY 2017 (51)

Historic District Projects

Tree Inventory Project

- Inventoried 475 trees; 166 of which were Willow Oaks

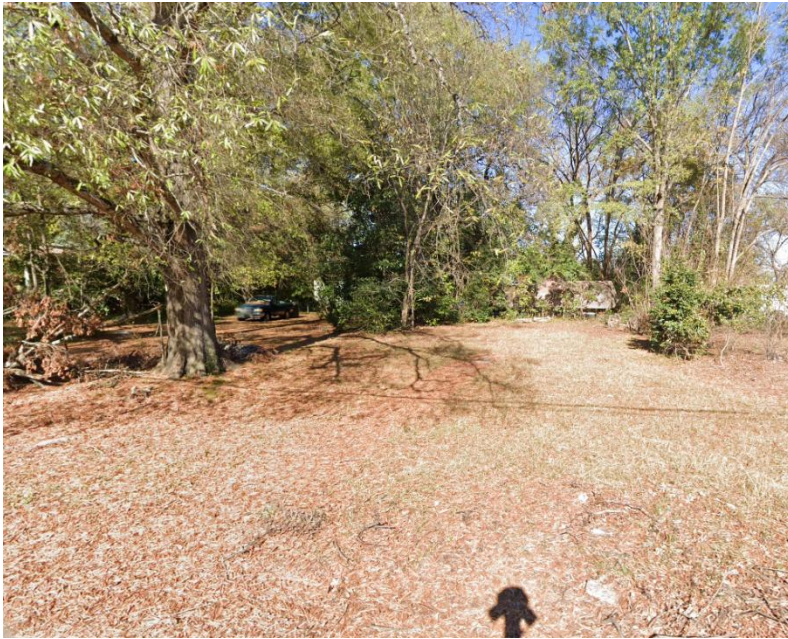
May National Preservation Month

- Two neighborhood walking tours (~30 attendees)
- Historic Courthouse Tour (~ 35 attendees)
- Scavenger Hunt with Prized (17 submissions)
- Weekly social media "Historical Fact" Posts



Project Highlight

315 E. Houston St. – Private Investment in the District via New Construction



Before



After