

**HISTORIC DISTRICT COMMISSION
MEETING AGENDA**



**Monday, September 8, 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 – August 11, 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. (Parcel ID # 09-231-142) (*Tabled from July 14 and August 11, 2025*)
- Item 7.** **PLHR-2026-00020** - Certificate of Appropriateness request from Ronald Sells, III, for previously installing a new wood shed at 503 S. Hayne Street. (Parcel ID # 09-235-004)
- Item 8.** **PLHR-2026-00025** - Certificate of Appropriateness request for a new house to be built at 120 S. Crawford Street. (Parcel ID # 09-232-175A)
- Item 9.** **PLHR-2026-00027** - Certificate of Appropriateness request from Shelley Loberger and Barbara Horack. The applicant is renovating the existing enclosed rear porch at 310 East Houston Street and has requested to: 1) replace the existing asbestos siding with fiber cement siding; 2) replace a 58” metal window on the rear wall of the enclosed porch with three composite windows to match the existing windows on the home or three wood windows; 3) replace the existing rear wood door and metal storm door with one steel-clad door or a wood door; 4) add a new steel-clad door or a wood door and a composite window or a wood window to the interior-side wall of the enclosed rear porch; and 5) build a new 8’x 11’ wood deck that connects to the interior-side of the existing enclosed rear porch. (Parcel ID # 09-231-116)
- Item 10.** **PLHR-2026-00028** - Certificate of Appropriateness request from Brian and Angie Rose to build an in-ground pool at 700 W. Franklin Street. (Parcel ID # 09-232-229)
- Item 11.** Next Meeting: Monday, October 13, 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, AUGUST 11, 2025 AT 6:30 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 8/12/25

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; Allen Watson;

Members Absent: Anna Dowdy;

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

Guests: Felicia Rigas; Thomas Loria; Angela McMillian-Orr

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – July 14, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the July 14, 2025 meeting.

Second: Allen Watson

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

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

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-2025-00244 - 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)

Patrick Blaszyk approached the dais and informed the Board that neither the applicant nor the homeowner have arrived. The Board agreed to move to Item 7 in case the applicant was running late. After Item 7 was heard, the applicant and/or homeowner still had not arrived.

Motion: Jennifer Loria made a motion for the Historic District Commission to table the Certificate of Appropriateness request until the next meeting.

Second: Archie Morgan

Action: The motion passed with the following votes:

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

NAYS: None

Item 7. PLHR-2026-00017 - Certificate of Appropriateness request from Felicia 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. The applicant has also included a request that was approved at staff level to replace the existing asphalt shingles on the roof with like materials. (PID # 09-231-166)

Patrick Blaszyk, Keri Mendler and Filicia Rigas 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 210 Maurice Street is owned by AML Spitia LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is the aerial map showing the subject property highlighted in blue. The subject property is located to the west of Maurice Street and to the north of East Morrow Avenue. Exhibit 2 is 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.
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 4-7) Exhibit 4 is a copy of the Application. Exhibit 5 are the existing conditions on the site. In the first photo, there is the front porch with the existing double front door entrance where the applicant will be installing the new single front door with the sidelights. On the corner side of the home, north of East Morrow Avenue, this is the location where the applicant will be removing the small two pane wood window in order to install a new wooden door with a six-pane window feature as well as a wooden staircase and landing for a side entrance. Exhibit 6 are the proposed projects along Maurice Street. The applicant will be removing the existing double door entrance and installing a single door with sidelights in that location. Exhibit 7 are the proposed materials. The existing wood siding will be replaced with the proposed fiber cement. The proposed front door and sidelights will be replaced. The proposed front doors are Craftsman-style doors and the home is a Craftsman-style home. The proposed side door is the same type of door as the front door, but will be located on that new side entrance with the new proposed staircase and landing constructed of wood.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness request according to Section 6.3 titled Historic Districts of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is the APO Map where the subject property has a red star on it. There were a total of twenty-seven parcels notified and no responses were received. Exhibit 9 is the APO List.

The Board members had questions for Patrick Blaszyk. There are still some existing windows under the boarded-up areas and the applicant intends to repair as many windows as possible. If any windows need to be replaced, the applicant will obtain a Certificate of Appropriateness.

Felicia Rigas, who resides at 8014 Weddington Down Drive, Matthews, NC 28104, approached the podium to answer questions. Her intention is to repair and renovate the house for resale. They wanted to get the maximum amount of square footage. It will be four bedrooms and three bathrooms. She met with Patrick three times after receiving the blueprints to iron out the renovations. They are in the process of getting electricity and water started on the property in order to continue the work. They are going to refurbish the hardwood floors as much as possible. They are trying to keep the home as authentic to the time period and to the Craftsman-style as possible. Jim Murray, Engineer, is helping with the driveway and engineering portion of the project. They could switch the Master bedroom with the kitchen. The front of the house will stay the same. They purchased the house last summer. They have not decided on what color to paint the house yet.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00017, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state you need to preserve the exterior walls, siding and shingles. The original wood lap siding is being replaced with fiber cement siding. They are adding a new side door up off the ground with a wood landing and staircase. The window will be removed in order to put the

door. 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, Allen Watson

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 Felicia Rigas regarding the proposals as shown in PLHR-2026-00017. 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, Allen Watson

NAYS: None

Item 8. Fiscal Year End of Year Report

Keri Mendler, Senior Planner, presented some highlights of the July 1, 2024 through June 30, 2025 fiscal year.

Item 9. Next Scheduled Meeting: Monday, September 8, 2025

Item 10. Adjournment

Motion: Allen Watson made a motion to adjourn this meeting.

Second: Jennifer Loria

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

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

NAYS: None

The meeting adjourned at 7:09 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2025-00244

TO: Historic District Commission Members
DATE: September 8th, 2025 (*tabled from August 11th, 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.

This item was tabled again at the August 11th Historic District Commission meeting as the applicant did not attend the meeting. The commission indicated they would prefer the applicant to be present at the meeting in order to make a determination regarding the COA request. Planning Staff made contact with the property owner on August 15th, 2025. Planning Staff then followed up with the property owner regarding the item being on the agenda for the September 9th Historic District Commission meeting by sending an email on August 25th, 2025.

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

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.

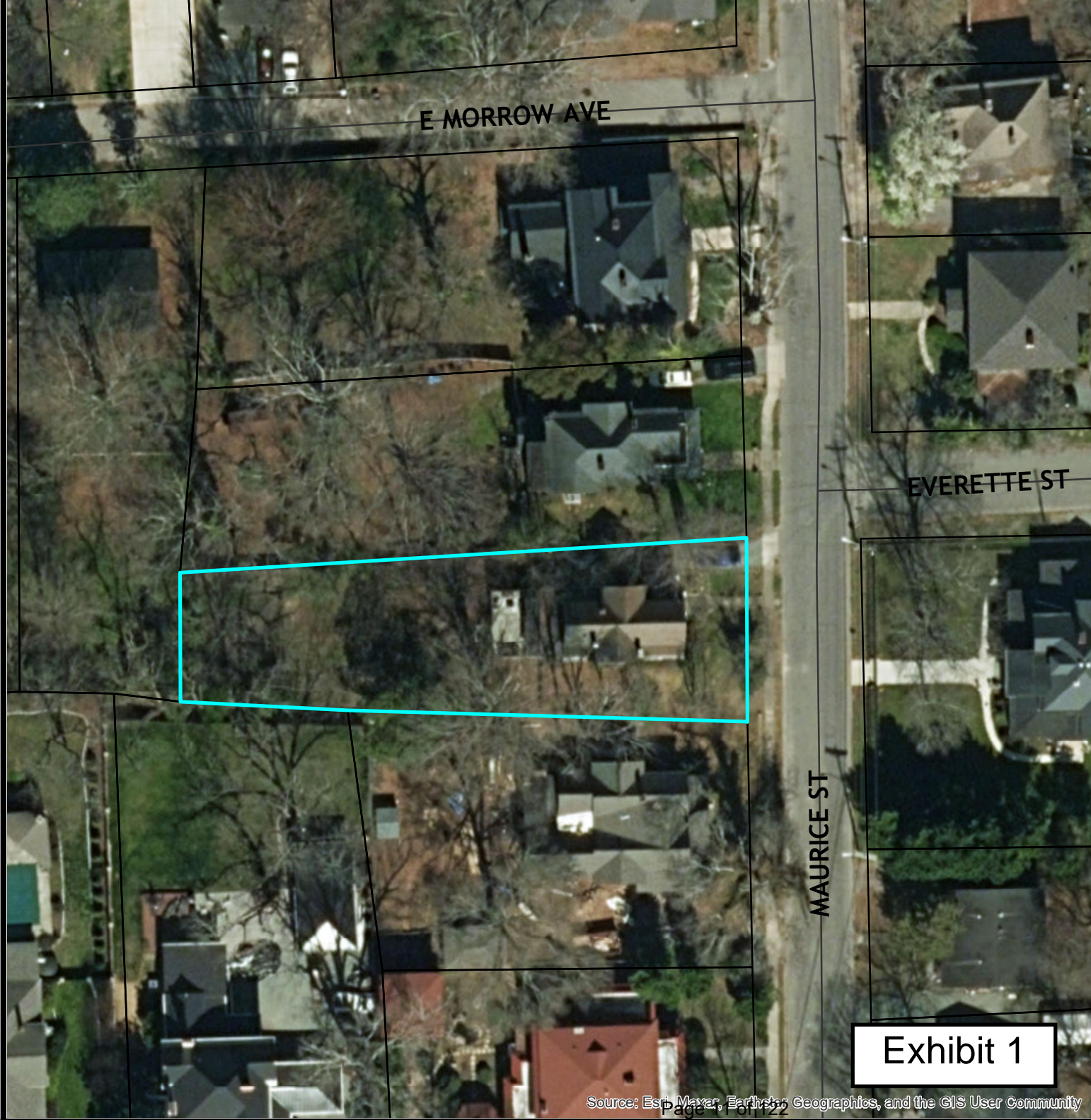
5. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.

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 08-27-25



Aerial Map

Case #: PLHR-2025-00244

Legend

-  Centerlines
-  Parcels
-  Subject Property

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

Owner: Katrina Hailey

Acres: 0.25

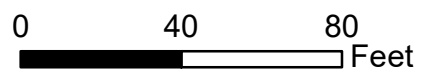
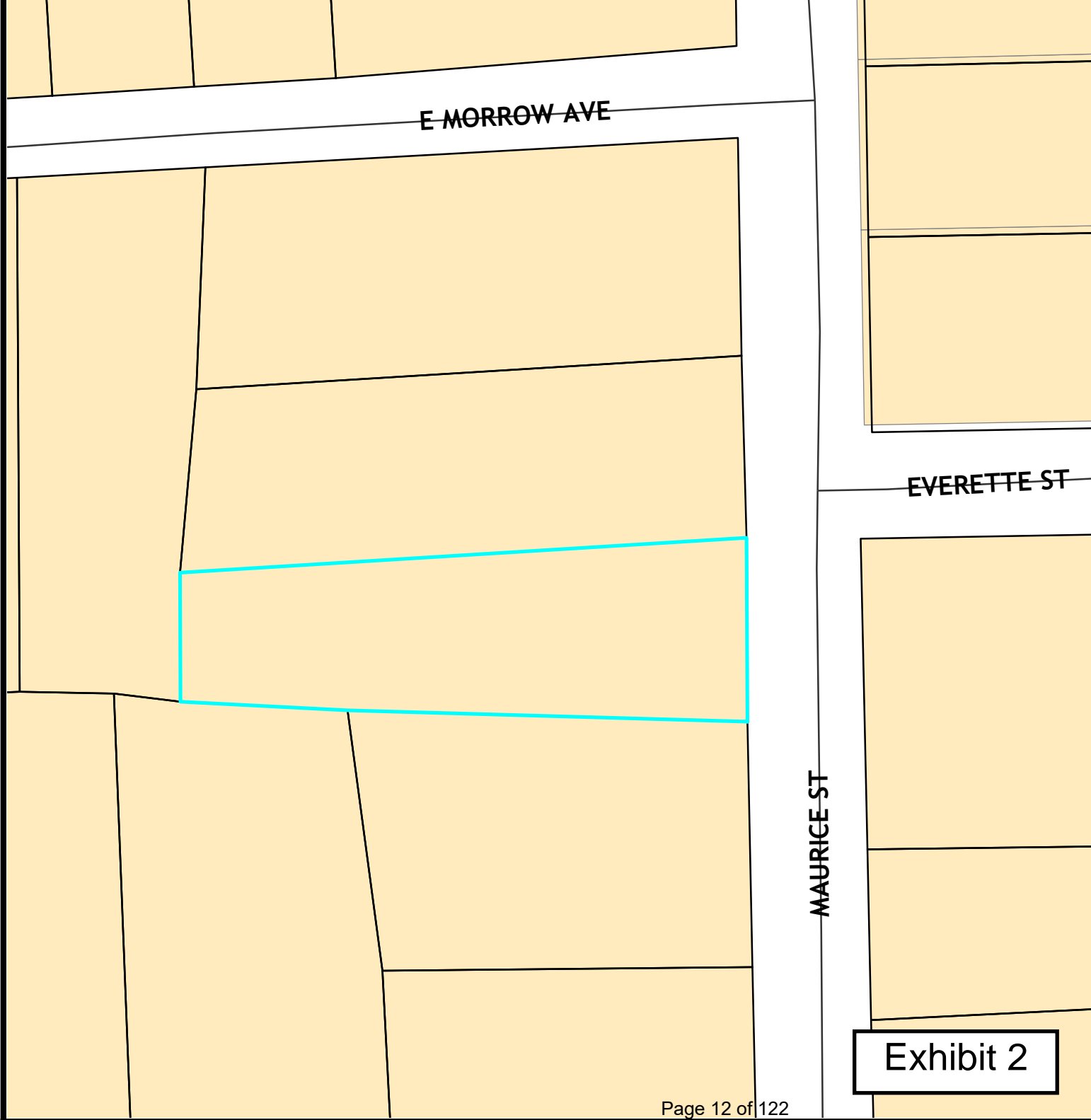


Exhibit 1



Zoning Map

Case #: PLHR-2025-00244

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Katrina Hailey

Acres: 0.25

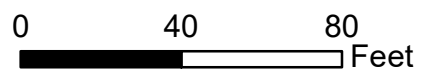
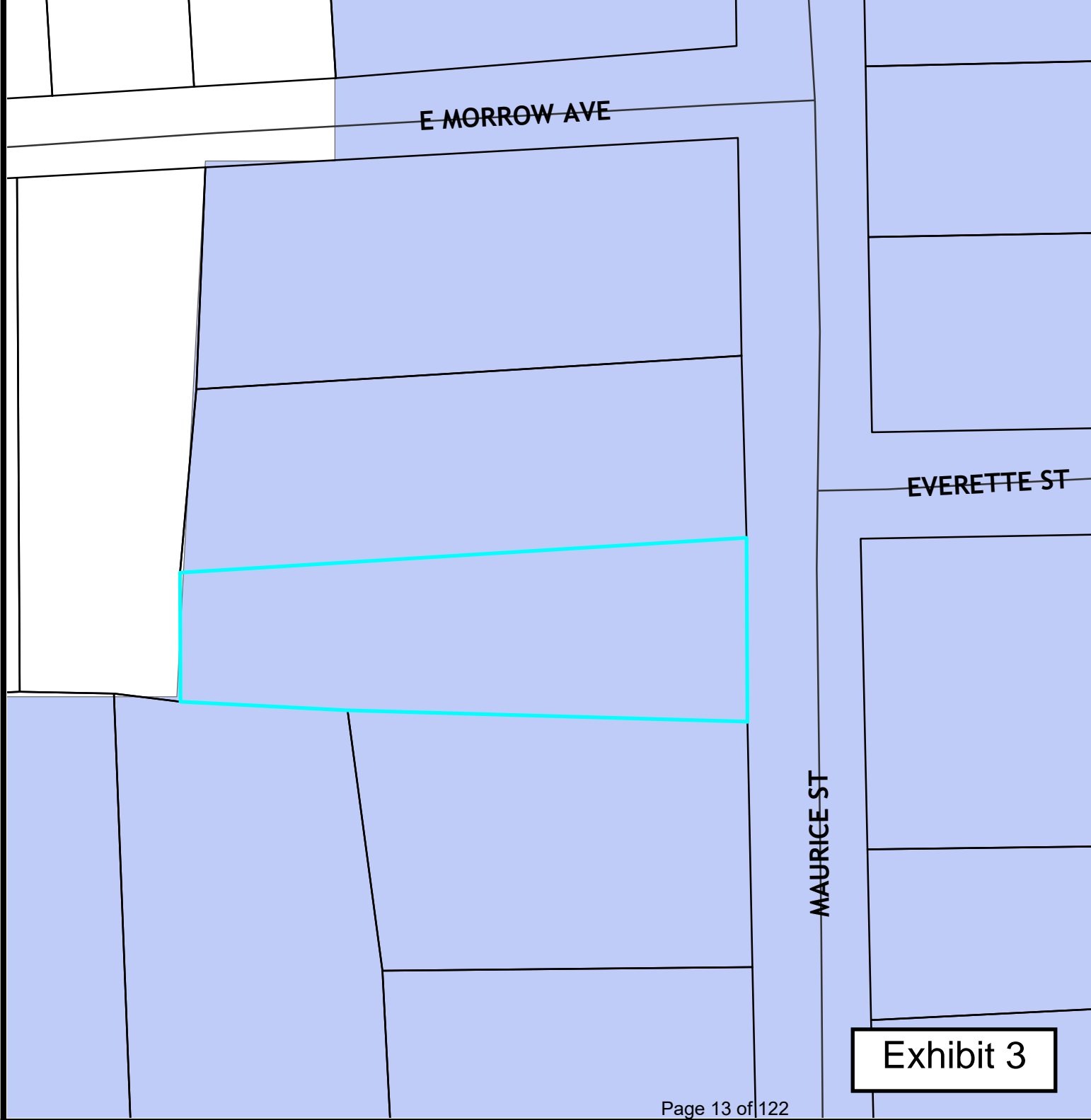


Exhibit 2



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

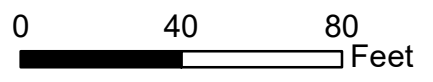


Exhibit 3



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: 20459 Coley Street
10051 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 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 ~~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

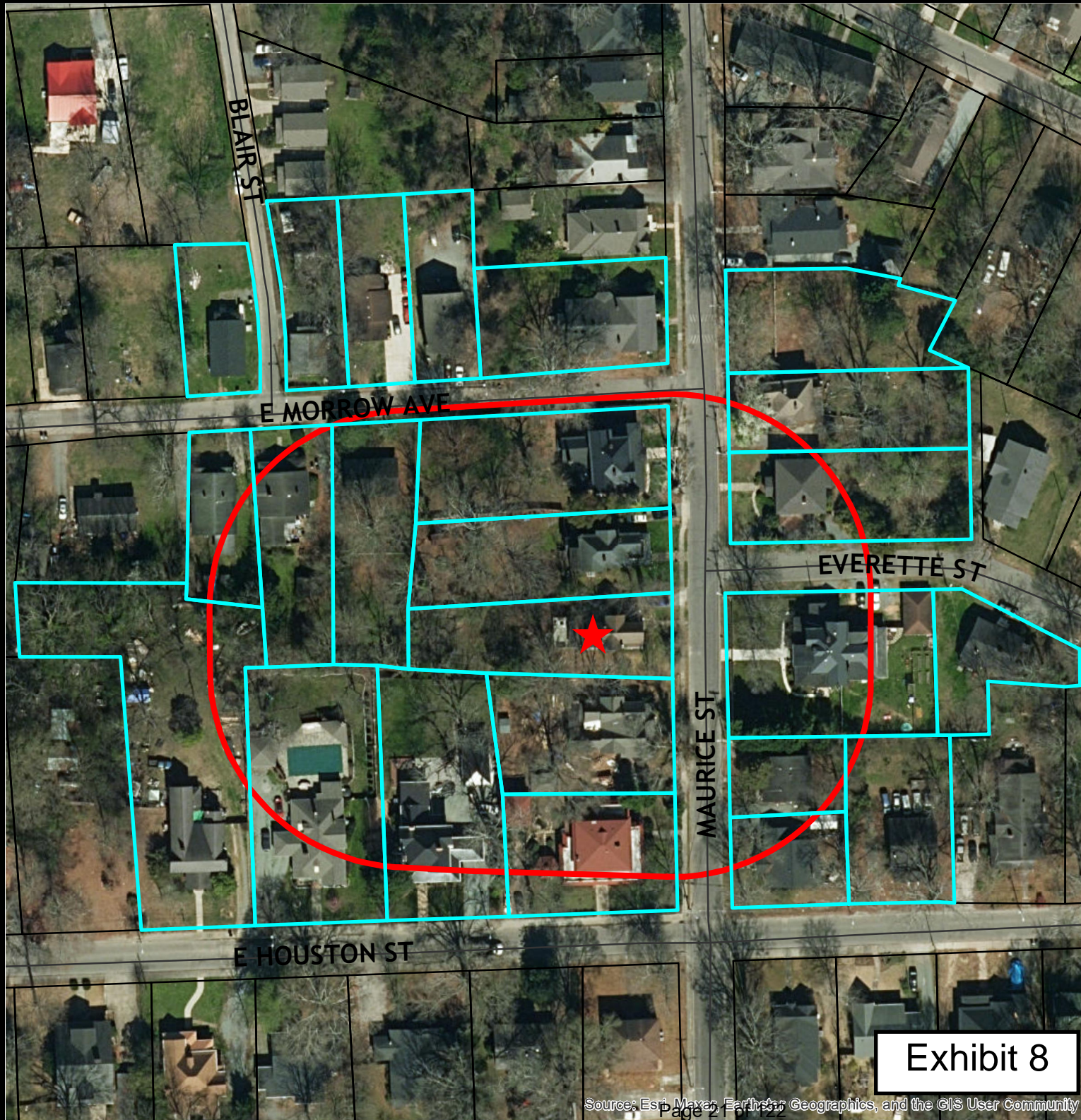
Legend

- 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-2026-00020

TO: Historic District Commission Members
DATE: September 8, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request at 503 S. Hayne Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ronald Sells, III. The applicant has requested approval for previously installing a new wood shed at 503 S. Hayne Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 07-28-2025
Name of Petitioner: Ronald Sells, III
Location: 503 S. Hayne Street
Tax ID #: 09-235-004
Lot Size: 0.39 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

503 S. Hayne Street – circa 1890

Henry D. Browning, an express agent, bought the lot on which this house stands from F. H. Wolfe in 1899. He is said then to have moved this house from an earlier location on Lafayette (Main) street. It has remained in ownership of the Browning family since that time. The main block of the house is a two-story, single-pile, center-hall-plan frame dwelling with a side-gable roof and single-shoulder exterior end brick chimneys. spanning the rear is a two-story wing from which a one-story gable-roofed ell and a one-story shed room extend. A one-story sun

porch is attached to the south elevation of the main block. A hip-roofed, two-tier porch is centered on the three-bay facade with classical columns on the first floor. The porch's second floor is screened. The entrance has a transom and sidelights, and windows have two over two sash.

RELEVANT DESIGN STANDARDS

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 previously built shed is made of wood and includes one vinyl window, two wood windows, a metal door, and architectural shingles. The shed measures approximately 14-feet x 14-feet and 16-feet tall.

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 is located in the rear yard of the home. The shed meets the 10-foot accessory structure setback requirements, and is located approximately 15 feet from the rear property lines and approximately 40 feet from the side property lines.

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 did not occur with the installation of this shed.

4. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.

The shed is not a prefabricated wood accessory structure.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 503 S. Hayne Street is owned by Ronald Sells, III and Kyra Sells and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)

3. In November 2024, Planning staff became aware that an accessory structure had been installed in the rear yard of the home at 503 S. Hayne Street. Planning Staff went through the full violation process, which resulted in the City's Legal Department sending a Demand Letter instructing the applicant to apply for a COA and all necessary permits. As a result of the demand letter, the applicant applied for the COA for this structure. (Exhibit 4)
4. On July 28, 2025 the applicant submitted a Certificate of Appropriateness application requesting permission for previously installing a 16'x14'x14' shed in the rear of the home at 503 S. Hayne Street (Exhibit 5-7)
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposal requesting approval to install a new wood shed in the rear yard at 503 S. Hayne Street as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures* standards of the *South Monroe Historic District Standards*:

Garages and Accessory Structures (pg. 35)

1. 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.
2. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
3. 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.
4. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.

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. Demand Letter from Legal
5. Application
6. Photo of existing shed
7. Site Plan
8. APO List
9. APO Map

Prepared by: MB 08-21-2025



Aerial Map
PLHR-2026-00020

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Ronald and Kyra Sells

Acres: .39

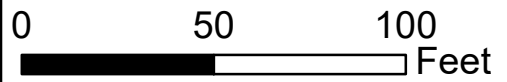


Exhibit 1

Zoning Map
PLHR-2026-00020

Legend

- Centerlines
- ▭ Parcels
- OM
- RMD
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Ronald and Kyra Sells

Acres: .39

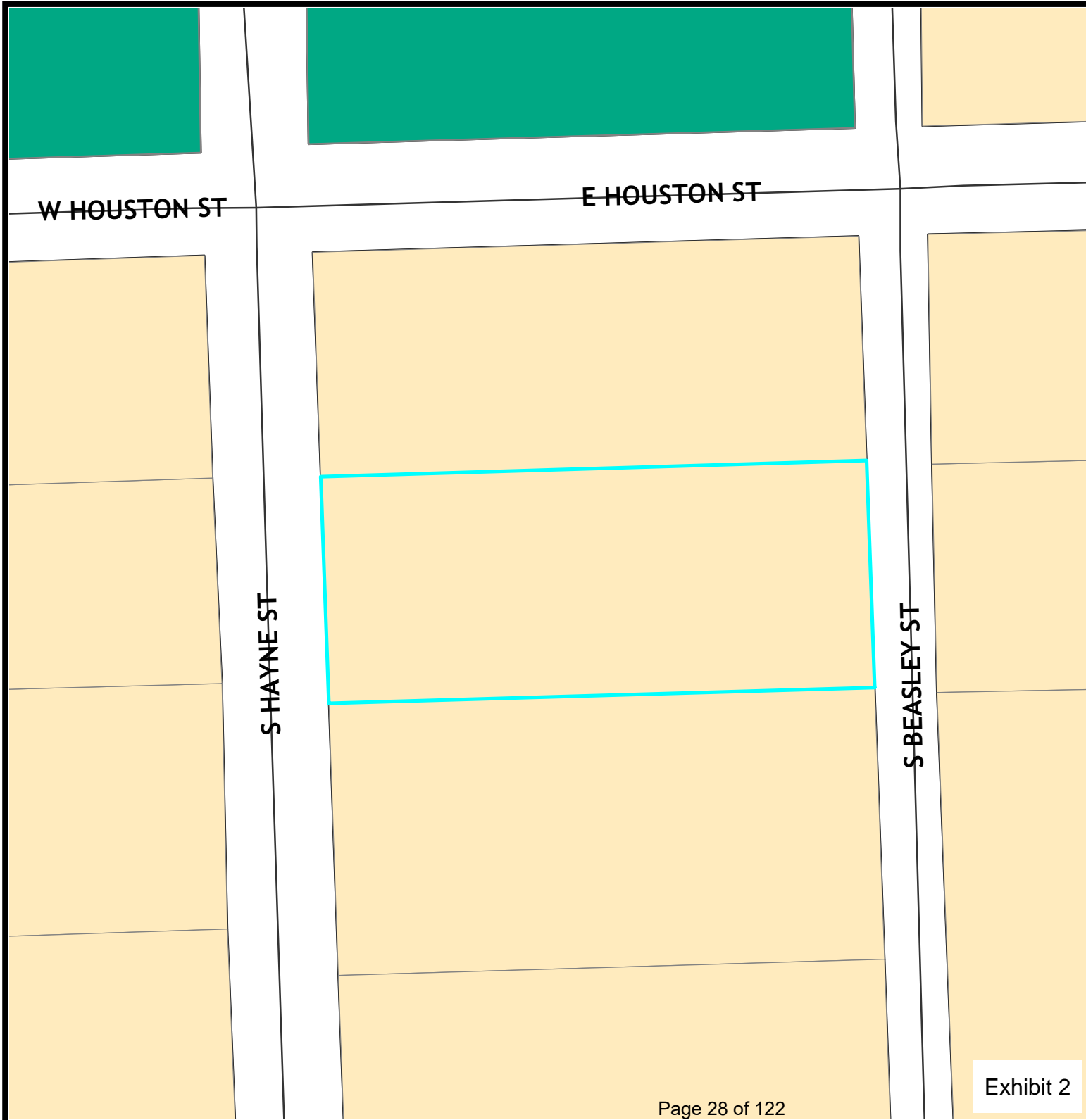
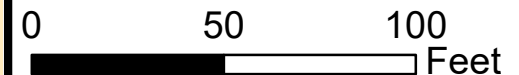


Exhibit 2

Historic District Map

PLHR-2026-00020

Legend

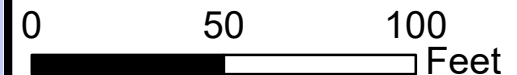
- Centerlines
- ▭ Parcels
- ▭ Historic District
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Ronald and Kyra Sells

Acres: .39



W HOUSTON ST

E HOUSTON ST

S HAYNE ST

S BEASLEY ST



CITY OF MONROE

P.O. BOX 69 • MONROE, NORTH CAROLINA 28111-0069
PHONE 704-282-4511 • FAX 704-283-9098

July 17, 2025

Mr. Ronald Sells, III
Mrs. Kyra Sells
503 S. Hayne Street
Monroe, NC 28112

Re: *Zoning Violation*

Dear Mr. and Mrs. Sells:

I am writing this letter on behalf of the City of Monroe to advise that you have failed to comply with the requirements of the City of Monroe Notice of Violation issued to you on May 13, 2025. You were cited by the City of Monroe Planning and Development Department for erecting an accessory structure on property located at 503 S. Hayne Street, Monroe, NC 28112 in the South Monroe Historic District without obtaining a Certificate of Appropriateness (COA) or a Zoning Permit.

On April 25, 2025, Planning Staff advised via email that you had ten (10) days to apply for a COA and other permits with applications attached. You failed to respond and apply for the needed permits. On May 23, 2025, you were issued a First Civil Citation for failing to comply with the COA and zoning requirements and a civil penalty of \$50.00 was assessed for the violation. You were given ten (10) days to correct the violation. On June 2, 2025, you were issued a Second Civil Citation for failure to comply within the time allowed and assessed an additional civil penalty of \$100.00. On June 12, 2025, you were issued a Third Civil Citation and assessed an additional civil penalty of \$500.00. You continue to fail to comply with the requirements of obtaining a COA and zoning permit and have failed to pay any penalties assessed.

Based on your failure to comply, I hereby demand you contact the City Planning Department immediately and apply for all necessary permits including the COA within ten (10) days of the date of this letter. If you fail to follow-up as required, I have been instructed to file a lawsuit with the Union County Courts seeking an order from the Court to remove or demolish the structure. Any possible discussions regarding permitting will no longer be available once the lawsuit is filed, and the only remedy will be removal or demolition. In addition, I demand you pay the civil penalties assessed in the amount of \$650.00 within ten (10) days. Payment of penalties does not preclude remedying the violation.

Exhibit 4

Mr. Ronald Sells, III
Mrs. Kyra Sells
July 17, 2025
Page 2 of 2

Be advised the time to appeal the notice of violation and all three of the Civil Citations to the Monroe Board of Adjustment has expired as explained in the Civil Citations.

I urge you to take care of this matter immediately.

Sincerely,



Terry M. Sholar
Senior Staff Attorney, City of Monroe

TMS/adc

cc: Megan Brightharp, Planning Department
Richard G. Long, Jr., City Attorney



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 503 S Hayne st
 Applicant's name: Ronald Sells
 Applicant's address: 503 S Hayne st
Monroe, NC, 28112
 Applicant's telephone number: 203-906-5820
 Applicant's email address: Sellsronald@gmail.com
 Property Tax identification number: _____ - _____ - _____

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

3. The following Certificate of Appropriateness is requested for: Shed
 Please provide a brief description of the project: ~~Base shed is pre-built and is~~
requesting permission for a previously installed
shed in the rear of the home. 16 x 14 x 14

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).

Ronald Sells
 Applicant- Printed
[Signature]
 Applicant- Signed

07/28/2025
 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 5

Megan Brightharp

Subject: FW: 503 S. Hayne street COA Application

From: Trey Sells <sellsronald@gmail.com>
Sent: Thursday, August 21, 2025 10:13 AM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: 503 S. Hayne street COA Application

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

Hi Megan,
The window casing is just wood.
No other material there

Ronald P. Sells III

On Thu, Aug 21, 2025 at 9:49 AM Megan Brightharp <mbrightharp@monroenc.org> wrote:

The two that are not vinyl, what is the material?

Megan Brightharp, Planner

From: Trey Sells <sellsronald@gmail.com>
Sent: Thursday, August 21, 2025 9:10 AM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: 503 S. Hayne street COA Application

Two are single pane glass and one is vinyl

Ronald P. Sells III

On Thu, Aug 21, 2025 at 8:49 AM Megan Brightharp <mbrightharp@monroenc.org> wrote:

What are the windows made of?

Megan Brightharp, Planner

From: Trey Sells <sellsronald@gmail.com>
Sent: Thursday, August 21, 2025 8:49 AM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: [503 S. Hayne street](#) COA Application

Hi Megan,

Apologies for the delay, just got back from vacation in Cabo!

The shed material is wood all the way around featuring windows sourced from a previous historic home.

Shingle roofing and a metal exterior door.

Hope this works!

Ronald P. Sells III

On Thu, Aug 21, 2025 at 8:47 AM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Morning,

Please see below.

Megan Brightharp, Planner

From: Megan Brightharp
Sent: Tuesday, August 12, 2025 2:28 PM
To: 'sellsronald@gmail.com' <sellsronald@gmail.com>
Subject: [503 S. Hayne street](#) COA Application

Good Afternoon,

This is a follow up email about your Certificate of Appropriateness application for your shed at 503 S. Hayne Street. As discussed when you came to City Hall to apply for the COA, you will need to provide information about the material the shed is made of. If you can confirm what the roof, door, windows, and siding are made of, I'll be able to include it in my staff report for the September 8th meeting.

Thank you,

Megan Brightharp, Planner

City of Monroe

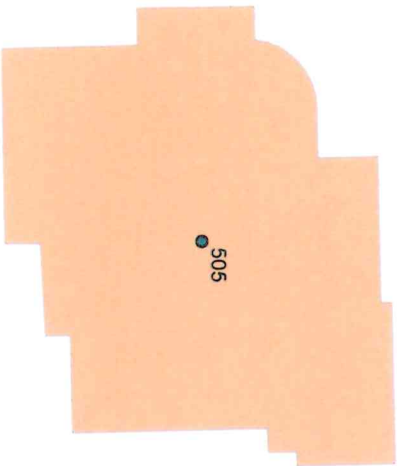
[300 W. Crowell Street/PO Box 69](#)

Monroe, NC 28111

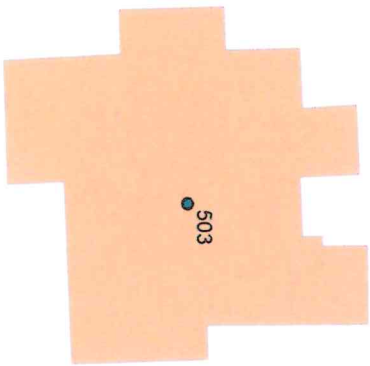


Exhibit 6

S HAYNE ST



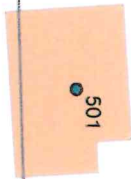
505



503

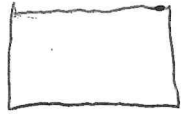
500

130



501

40 FT



40 FT

15 FT





S BEASLEY ST

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235001B	AUSTIN BARBARA JANICE		406 S CHURCH ST	MONROE	NC	28112
09235001	BELK HOUSE LIVING 2 GIVE LLC		401 S HAYNE ST	MONROE	NC	28112
09234108	BULLARD ROBERT B	BULLARD SHIRLEY S	600 S CHURCH ST	MONROE	NC	28112
09235001A	COLT WILLIAM W	COLT MELODY S	404 S CHURCH ST	MONROE	NC	28112
09235046B	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09235005	DUNN BARTON HARRIS		505 S HAYNE ST	MONROE	NC	28112
09235042	FIRST BAPTIST CHURCH		109 MORROW AVE	MONROE	NC	28112
09235044						
09235043						
09235045						
09234110	GRAY CHRISTOPHER A	GRAY LAURA M	502 SOUTH CHURCH ST	MONROE	NC	28112
09235041	HARKEY JAMES C		8405 LANDSFORD RD	MONROE	NC	28112
09235002	HARRISON JEREMY S	HARRISON GARY R	3314 HARD ROCK CT	INDIAN TRAIL	NC	28079
9235040	HELMS ANN C		500 SOUTH HAYNE ST	MONROE	NC	28112
09234109	RISTAINO DAMIEN	RISTAINO DEANA	506 S CHURCH ST	MONROE	NC	28112
09235039	HELMS LIBBY ZEALY		502 S HAYNE ST	MONROE	NC	28112
09231121	HILL ERIC	HILL RHONDA	407 S CHURCH ST	MONROE	NC	28112
09235036	HOWARD JAMITHON M		600 S HAYNE ST	MONROE	NC	28112
09235006	JT BURNS & CO LLC		103 N MAIN ST	MONROE	NC	281124722
09235007	KENDRICK STEPHEN	KENDRICK LAURA ARNETTE	8808 WALTHAM FOREST CT	WAXHAW	NC	28173
9234111	KLAREN MATTHEW J	KLAREN KAY	500 S CHURCH ST	MONROE	NC	28112
09231120	LAWRENCE CLINTON DONALD	LAWRENCE KRISTI D	501 S CHURCH ST	MONROE	NC	28112
09234112	MORGAN ARCHIE W	MORGAN PAMELA H	505 SOUTH CHURCH STREET	MONROE	NC	28112
09235046C	PITTMAN SANDRA SMITH		505 PARKER ST	MONROE	NC	28112
09235037	POLK DONALD O	POLK DOROTHY C	500 WINDY DR	MONROE	NC	281102812
09235003	HOLLOWELL JOHN MARK	HOLLOWELL LISA DYER	104 VILLAGE MILL PL	RALEIGH	NC	27608
09235004	SELLS RONALD III	SELLS KYRA	503 S HAYNE ST	MONROE	NC	28112
09235046	SMITH JENNIFER S		109 W HOUSTON ST	MONROE	NC	28111
09234113	STEWART JOSEPH NEIL		507 S CHURCH ST	MONROE	NC	28112
09235038	THRASHER DONNA G		504 S HAYNE ST	MONROE	NC	28112
09235046A	WATSON LIANE	WATSON ALLEN	107 W HOUSTON ST	MONROE	NC	28112

APO Map

PLHR-2026-00020

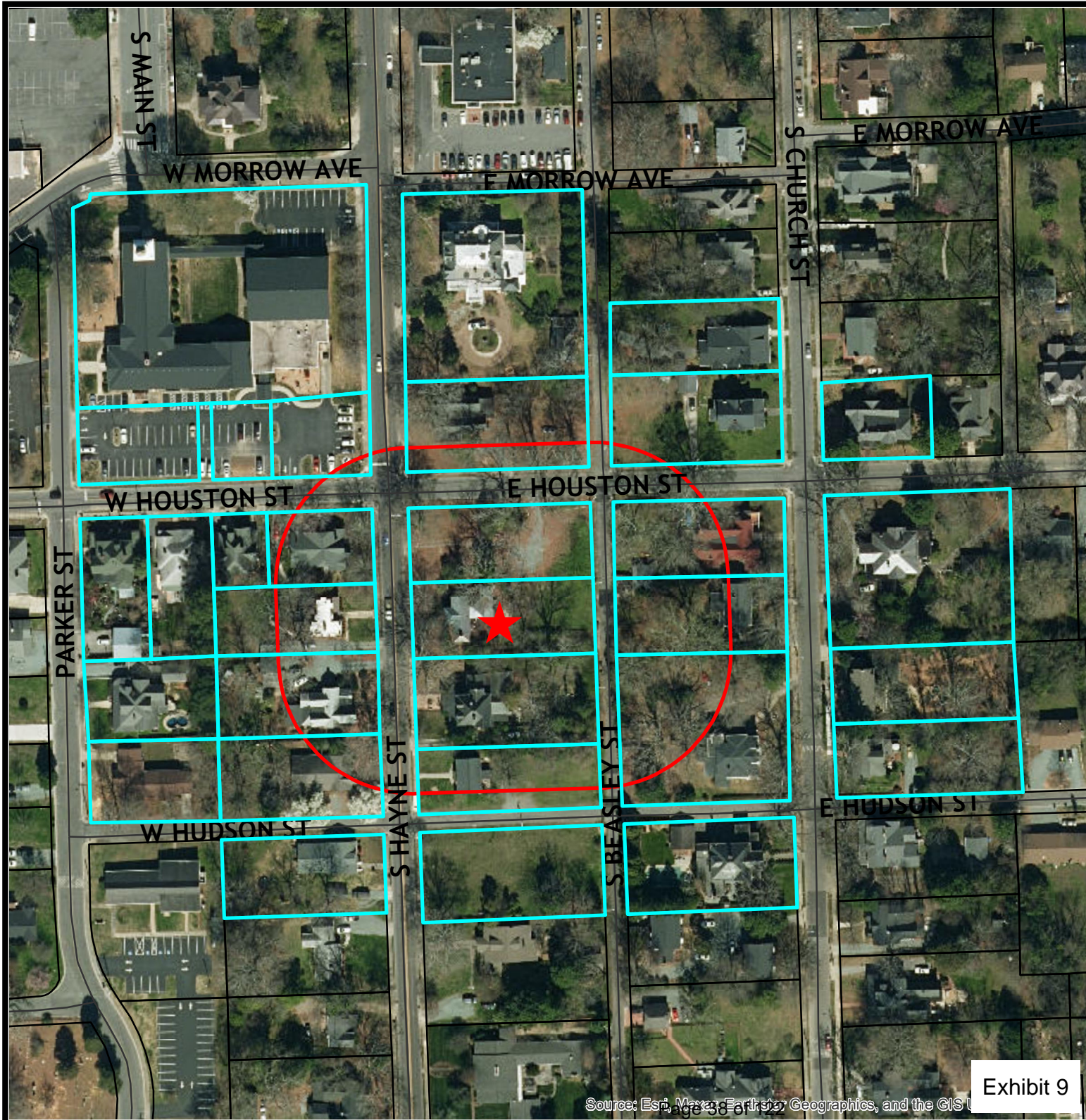
Legend

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

Parcels Notified: 31



Exhibit 9





STAFF REPORT
PLHR-2026-00025

TO: Historic District Commission Members
DATE: September 8, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Keri Mendler, Senior Planner
SUBJECT: Certificate of Appropriateness request for 120 S. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Robert Fisher to construct a new home at 120 S. Crawford Street

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 8-11-25
Name of Petitioner: Robert Fisher
Location: 120 S. Crawford Street
Tax ID #: 09-232-175A
Lot Size: 0.3 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

This lot was created with a subdivision in May 2022. A Certificate of Appropriateness, for a new home, was granted in December 2024 for this lot; however, the previous property owner did not move forward with the construction of the approved plans. A new owner purchased this lot in January 2025 with new plans submitted for consideration.

RELEVANT DESIGN STANDARDS

New Construction, pg. 65

1. Site new buildings to be consistent with the setback and spacing of surrounding district buildings that contribute to the overall historic character of the district. Ensure the new construction conforms with all pertinent standards in the District Setting Section.
The zoning code requires a 20-ft front setback, a 10-ft side interior setback, a 15-ft corner side setback and a 10-ft rear setback for the RMD, Residential Medium Density, District. The applicant is proposing the following approximate setbacks: 72-ft front, 30-ft interior side, 18-ft corner side, and a 12-ft rear. Houses on this street have a front setback of approximately 20-40 feet. The applicant is proposing a larger front yard setback than other homes along S. Crawford Street due to a sanitary sewer easement and a storm drainage easement passing through a significant portion of the front yard.

2. Site new buildings so that the orientation to the street is consistent with surrounding district buildings that contribute to the overall historic character of the district. Primary façades should always face the street.
The applicant is proposing the front of the house to face S. Crawford St. Other houses also face S. Crawford St.

3. Site new buildings so that the existing topography of the site is maintained. Large-scale grading which would significantly modify the natural topography is not appropriate.

4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.
It does not appear the position of the house will require the removal of any large trees.

5. Design new buildings to be compatible with surrounding buildings that contribute to the overall historic character of the district in terms of form, height, massing, scale, proportion, and roof shape.
The applicant is proposing this house will be approximately 1,792 heated square feet. Houses on this street are approximately 1,100 to over 4,000 square feet in size.

6. Design new buildings using exterior surface materials and architectural details that are compatible in terms of composition, module, pattern, texture, finish, color and detail with exterior materials on buildings that contribute to the overall historic character of the district, including brick, wood, and stone. If utilizing traditional materials is not feasible, alternative solutions may be considered.
The applicant is proposing a predominately brick exterior with fiber cement board and batten accents. Other trim pieces such as porch columns and trim/boxing will also be fiber cement materials. The roof is proposed to be architectural asphalt shingles. The wood windows will be one over one pane design. The front and visible side doors are proposed to be wood materials and will feature glass panes while the side door and basement area doors (interior to the site) are proposed to be fiberglass materials.

7. Design the spacing, placement, scale, orientation, size, subdivision, proportion, and detail of windows and doors in new buildings to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

The applicant is proposing wood windows with a one over one pane design. The front and visible side doors are proposed to be wood materials and will feature glass panes while the side door and basement area doors (interior to the site) are proposed to be fiberglass materials. Homes on this street have a mixture of pane designs for windows including, but not limited to 1 over 1, 2 over 2, 4 over 1, 6 over 1, and 6 over 6. Many homes on this street also have wood doors with glass frame construction.

8. Design the proportion of the proposed street façade to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

The National Register lists the majority of the homes on this street are Classical Revival, Queen Anne, and frame styles.

9. Design new buildings so they are compatible with but discernable from historic buildings in the district.

Walkways, Driveways, & 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 a concrete driveway that will be stained a light brown color.

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.

There do not appear to be any large trees or significant site features located in the proposed driveway area.

3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.

The applicant is proposing a concrete driveway located to the left of the house that will be stained a light brown color.

4. Introduce perimeter plantings, hedges, fences or walls to screen and buffer new driveways and off-street parking areas from adjacent properties that are residential in character.

The applicant has not proposed any buffers of the driveway from the adjacent properties. Many of the homes on this street do not buffer their driveways or parking areas from adjacent properties.

5. Maintain the continuity of sidewalks in the public right-of-way when introducing new

driveways.

There is no existing sidewalk along this section of the street.

6. It is not appropriate to locate off-street parking in front yards of district buildings that are residential in character.

The applicant is proposing to construct the driveway to the left of the house.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 120 S. Crawford Street is owned by TRC Contracting, 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 August 11, 2025 the applicant submitted an application requesting approval to construct a new home. The applicant is proposing a brick and fiber cement exterior. The windows are proposed to be one over one wood materials. The front and visible side doors are proposed to be wood materials and will feature glass panes while the side door and basement area doors (interior to the site) are proposed to be fiberglass materials. The roof is proposed to be architectural asphalt shingles. The applicant is proposing a stained concrete driveway to the left of the house. (Exhibit 4-7)
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 proposed construction of a new home at 120 S. Crawford Street as presented (is/is not) congruous in concept according to the *New Construction and Walkways, Driveways, & Off-street Parking standards* of the *South Monroe Historic District Standards*:

New Construction, pg. 65

1. Site new buildings to be consistent with the setback and spacing of surrounding district buildings that contribute to the overall historic character of the district. Ensure the new construction conforms with all pertinent standards in the District Setting Section.
2. Site new buildings so that the orientation to the street is consistent with surrounding district buildings that contribute to the overall historic character of the district. Primary facades should always face the street.
3. Site new buildings so that the existing topography of the site is maintained. Large-scale grading which would significantly modify the natural topography is not appropriate.

4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.
5. Design new buildings to be compatible with surrounding buildings that contribute to the overall historic character of the district in terms of form, height, massing, scale, proportion, and roof shape.
6. Design new buildings using exterior surface materials and architectural details that are compatible in terms of composition, module, pattern, texture, finish, color and detail with exterior materials on buildings that contribute to the overall historic character of the district, including brick, wood, and stone. If utilizing traditional materials is not feasible, alternative solutions may be considered.
7. Design the spacing, placement, scale, orientation, size, subdivision, proportion, and detail of windows and doors in new buildings to be compatible with the surrounding buildings that contribute to the overall historic character of the district.
8. Design the proportion of the proposed street façade to be compatible with the surrounding buildings that contribute to the overall historic character of the district.
9. Design new buildings so they are compatible with but discernable from historic buildings in the district.

Walkways, Driveways, & Off-street Parking, pg. 29

1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.
2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
3. Select appropriate traditional paving materials such as brick, stone, and scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the historic district. It is not appropriate to introduce large expanses of stark white or gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.
4. Introduce perimeter plantings, hedges, fences or walls to screen and buffer new driveways and off-street parking areas from adjacent properties that are residential in character.
5. Maintain the continuity of sidewalks in the public right-of-way when introducing new driveways.
6. It is not appropriate to locate off-street parking in front yards of district buildings that are residential in character.

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. House Plans
6. Materials List
7. Site Plan
8. APO List
9. APO Map

Prepared by: KM 8-26-25

Aerial Map
PLHR-2026-00025

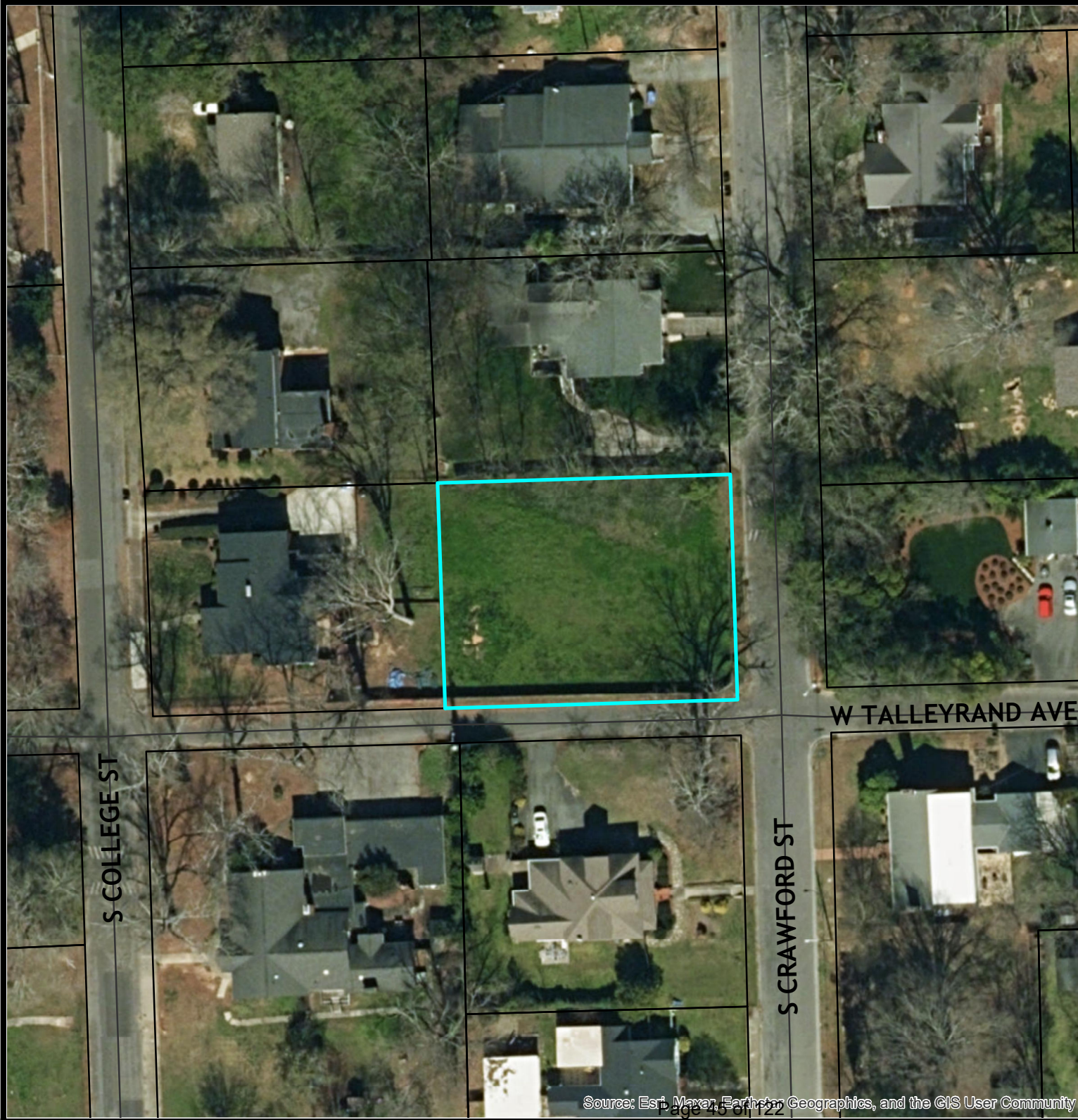
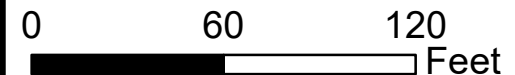
Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC

Acres: 0.3



Zoning Map
PLHR-2026-00025

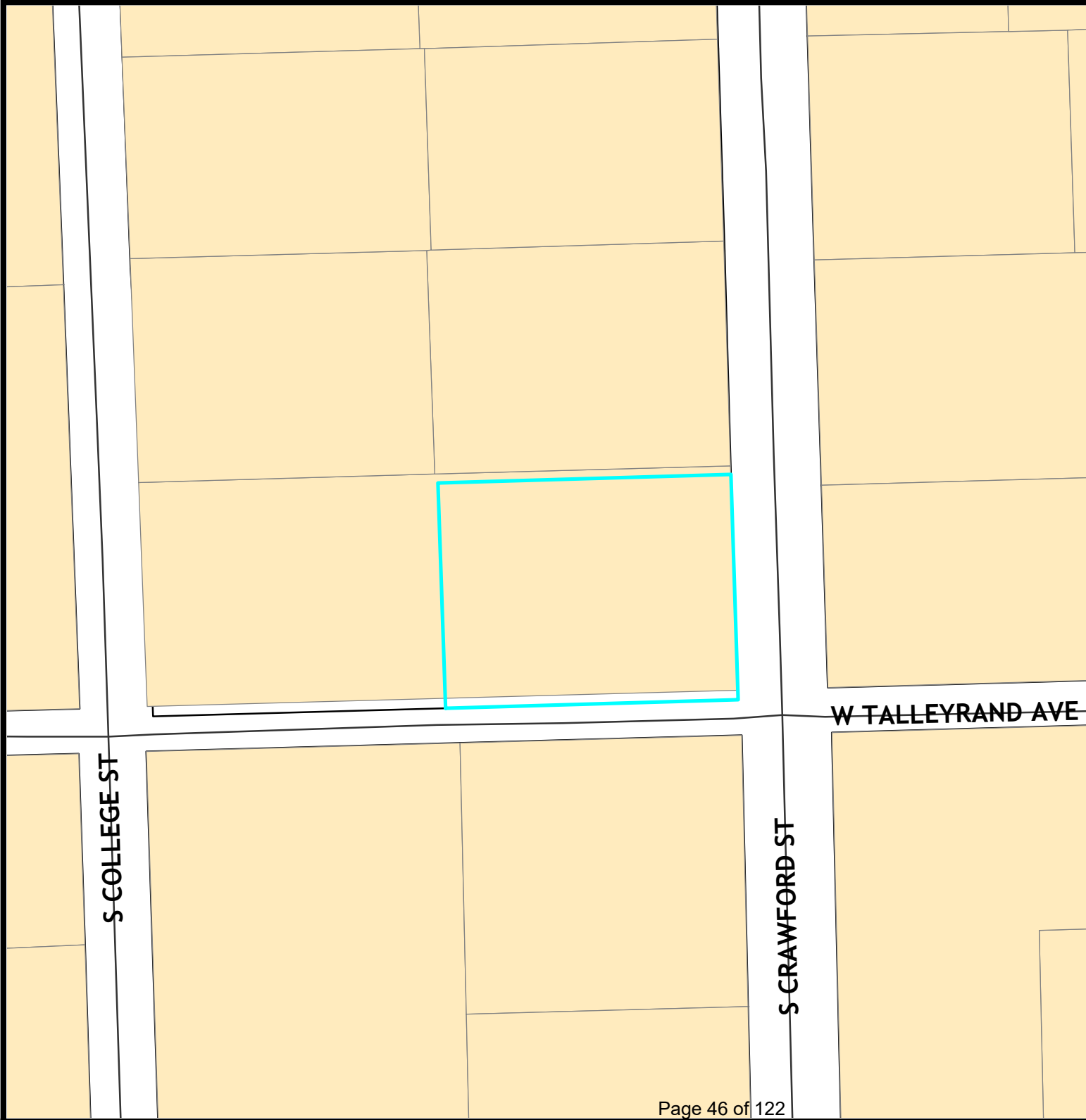
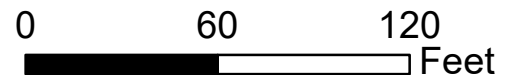
Legend

- Centerlines
- ▭ Parcels
- RMD
- ▭ Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC





Acres: 0.3



Historic District Map

PLHR-2026-00025

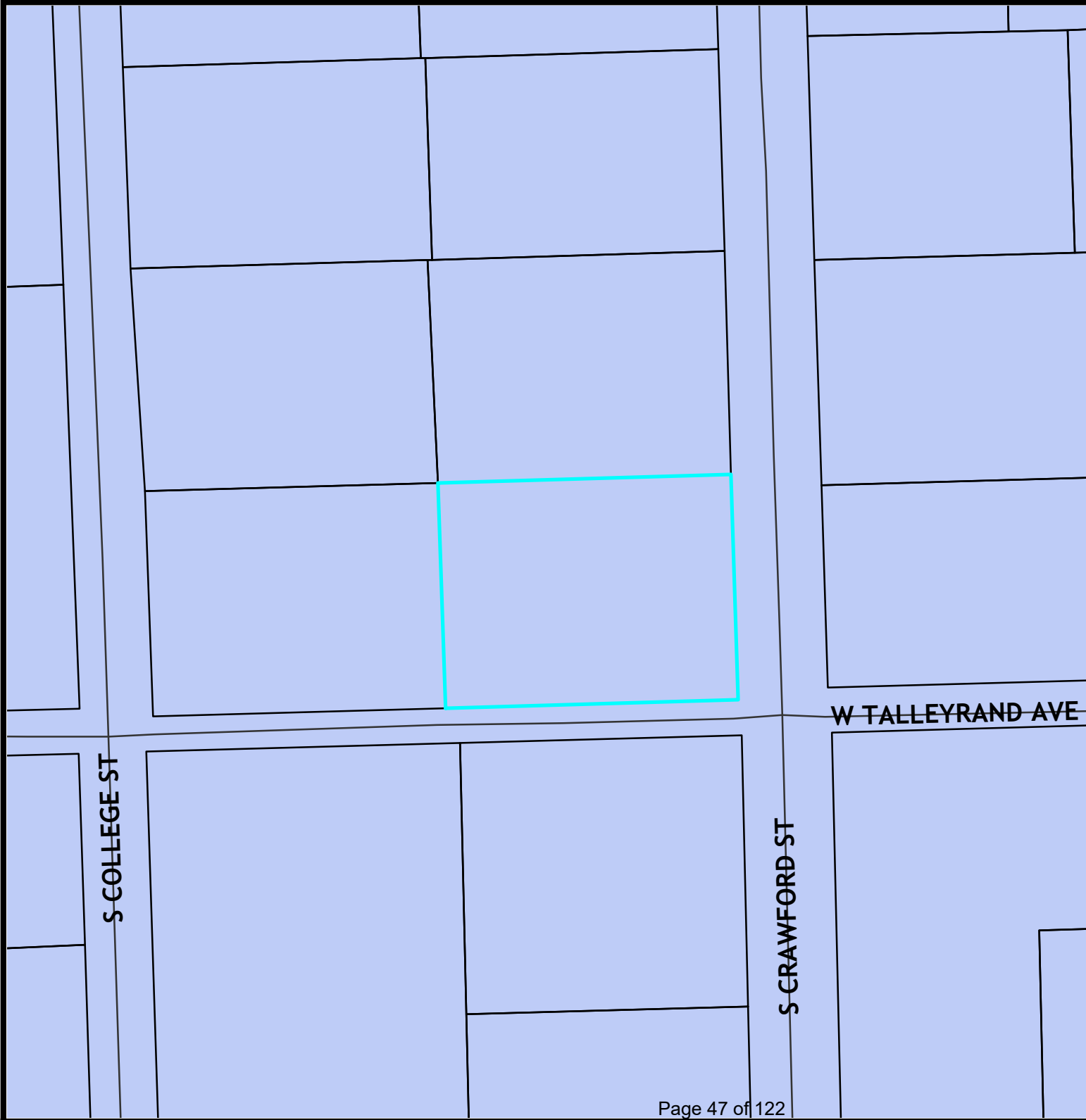
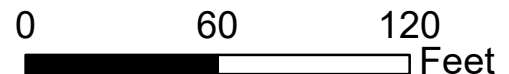
Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC

Acres: 0.3





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 120 S. Crawford St.
 Applicant's name: Robert D. Fisher, Jr.
 Applicant's address: 2412 Dellwood Dr.
Monroe, N.C. 28112
 Applicant's telephone number: 704-292-5094
 Applicant's email address: bobby.fisher@mcgeebrick.com
 Property Tax identification number: 09 - 232 - 175 A

2. The property is owned by (if different from above) TRC Contracting LLC
 Address: 2412 Dellwood Dr. Monroe, NC Telephone: 704-292-5094
28112

3. The following Certificate of Appropriateness is requested for: _____
 Please provide a brief description of the project: New Construction House plan
Attached.

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).

Robert D. Fisher, Jr
 Applicant- Printed

 Applicant- Signed

7-22-25
 Date Submitted

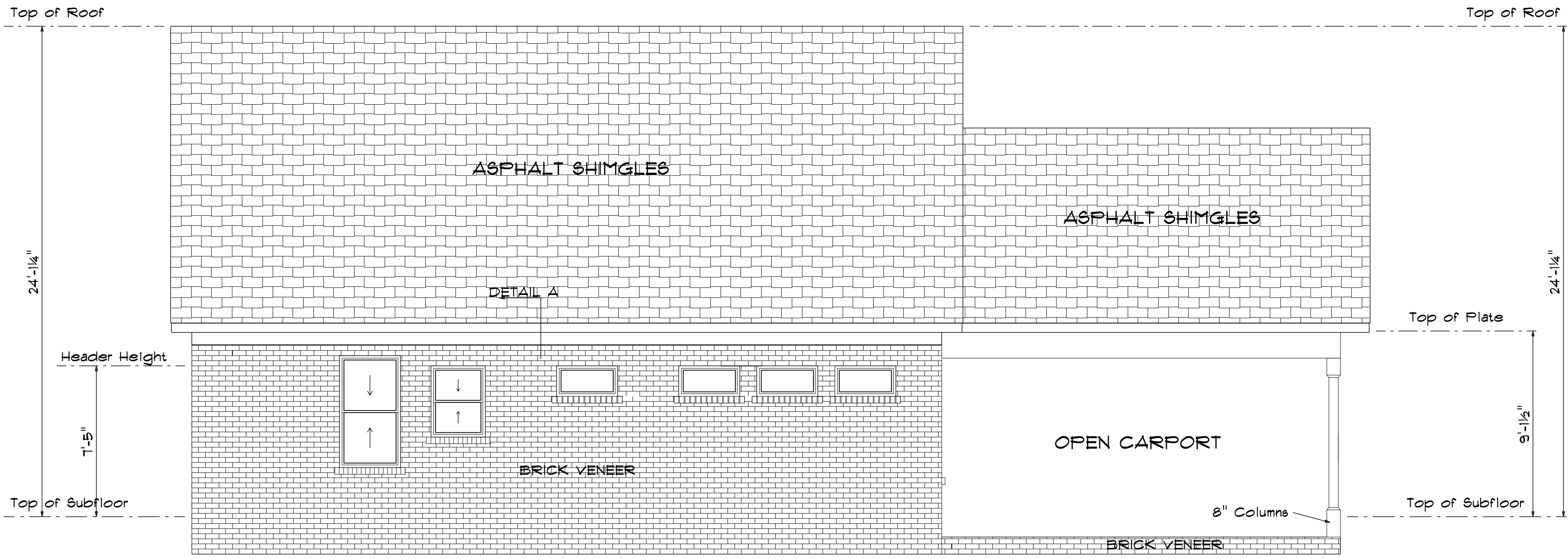
****If you are signing on behalf of a company, please include your title within the company****
 Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069;
 Telephone: (704) 282-4520. Applicants are responsible for providing all required information.

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.



FRONT ELEVATION

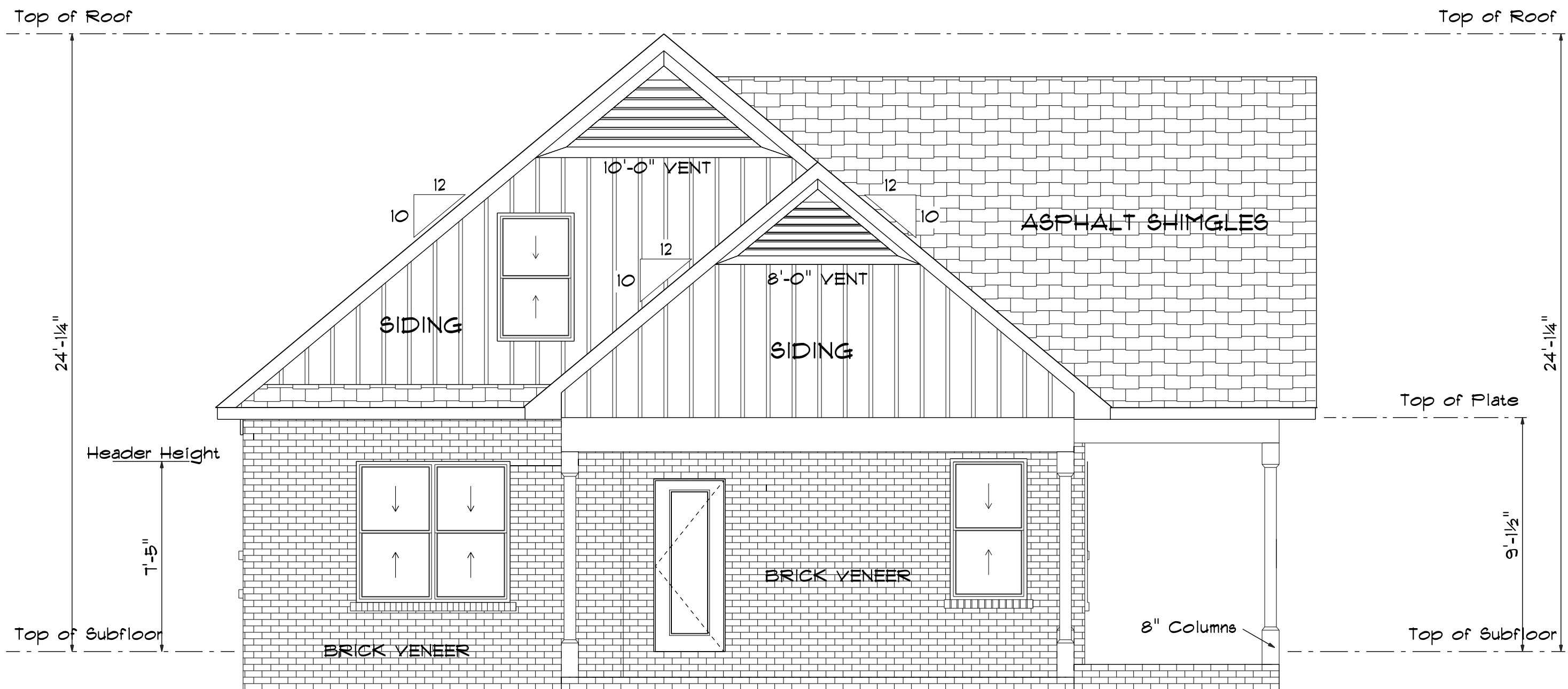
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REAR ELEVATION

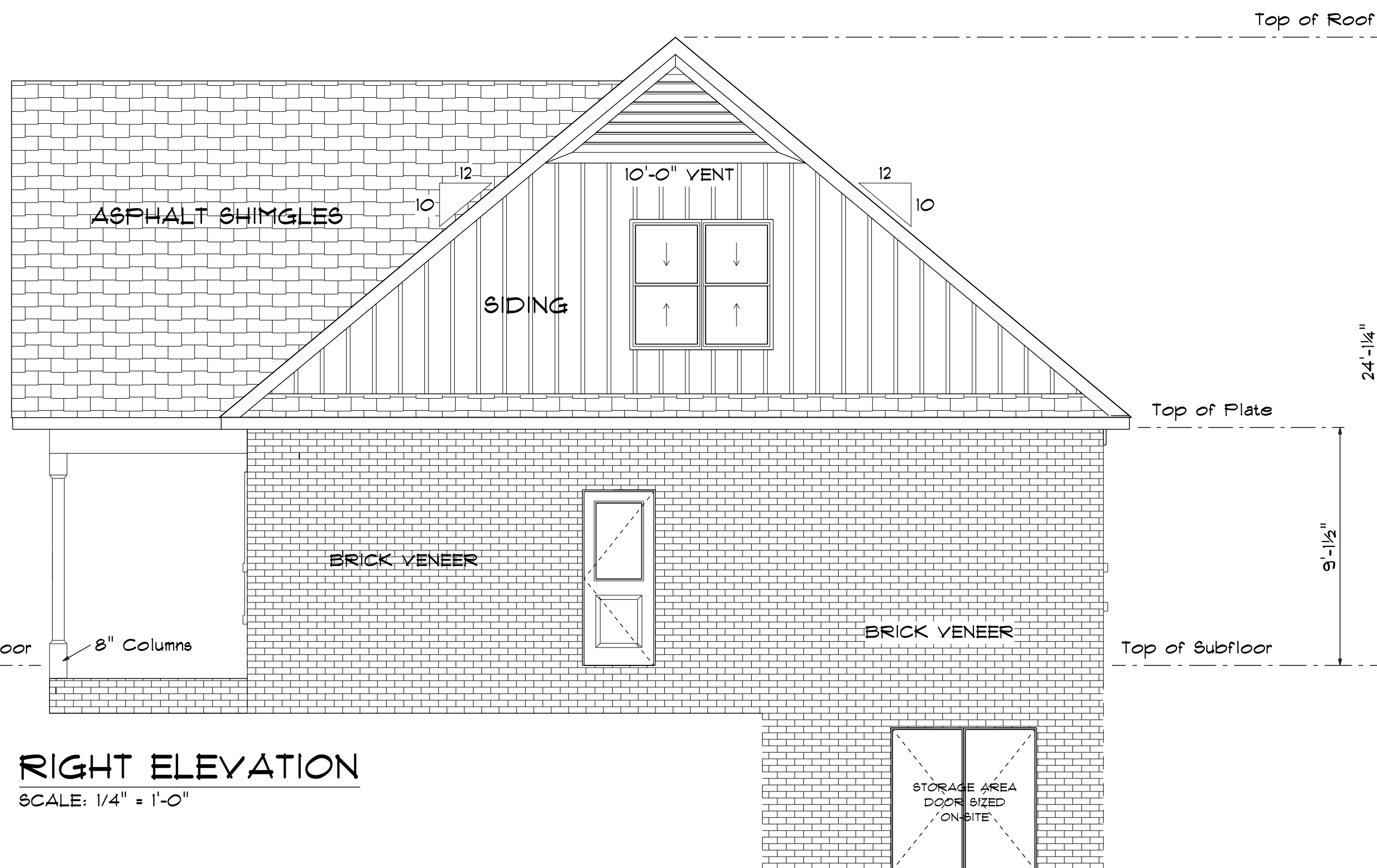
SCALE: 1/4" = 1'-0"





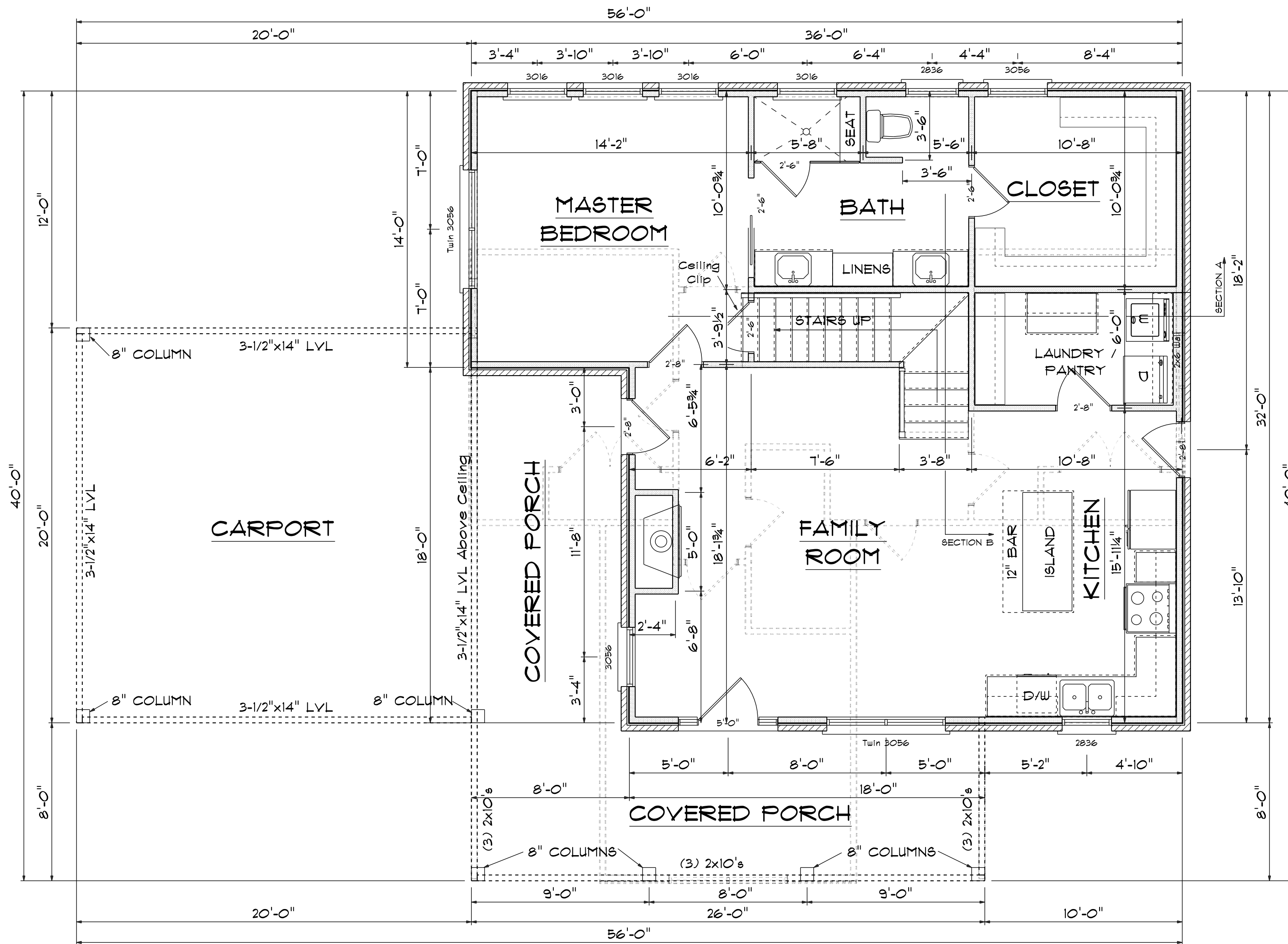
LEFT ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"

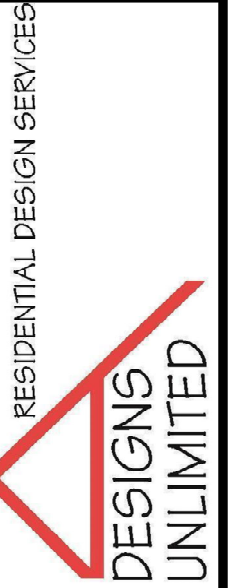


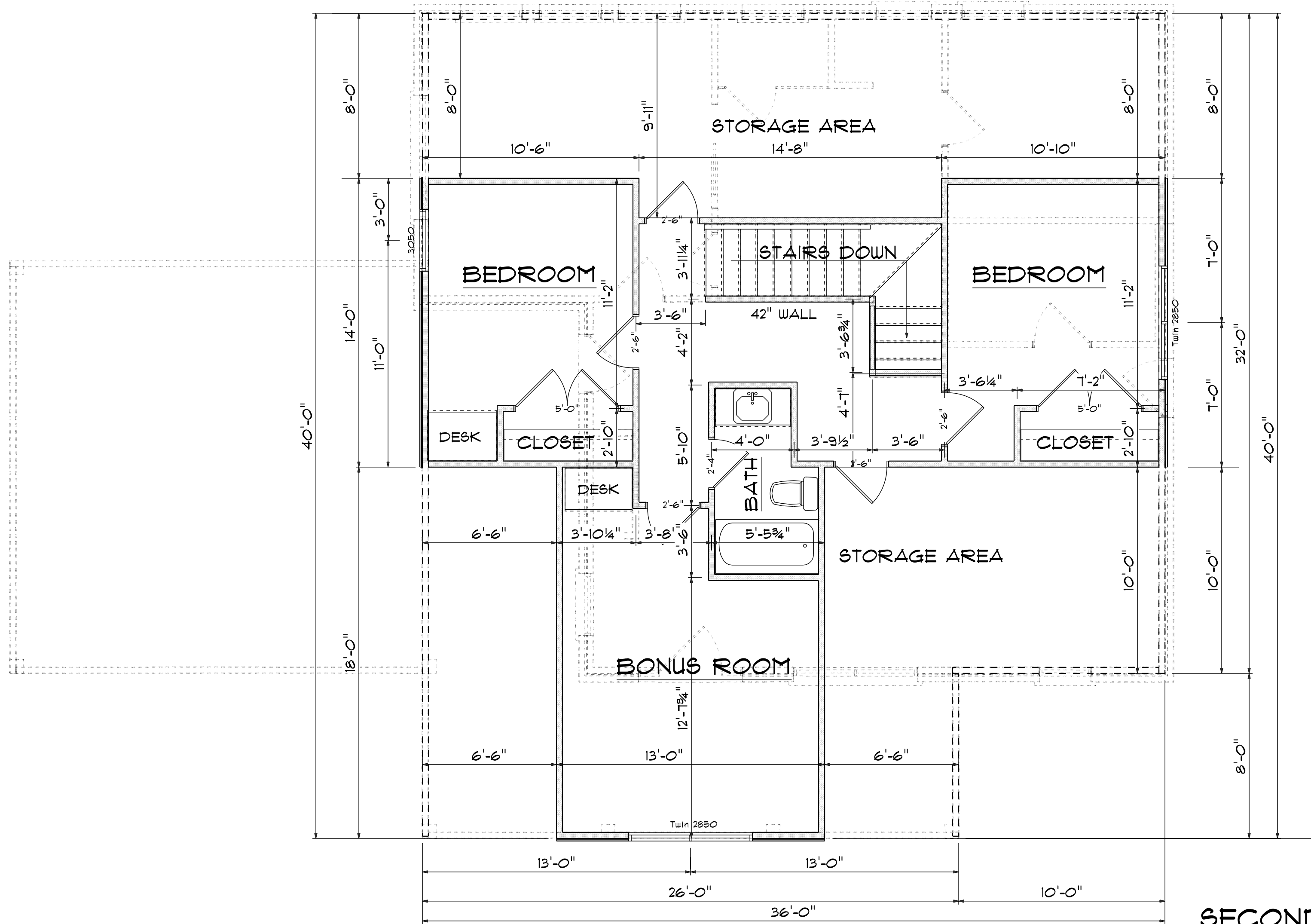
SQUARE FOOTAGE

MAIN FLOOR (HTD.)	1065
SECOND FLOOR (HTD.)	522
BONUS (Optional)	205
CARPORT/PORCHES	681
TOTALS (Under Roof)	2473

MAIN FLOOR

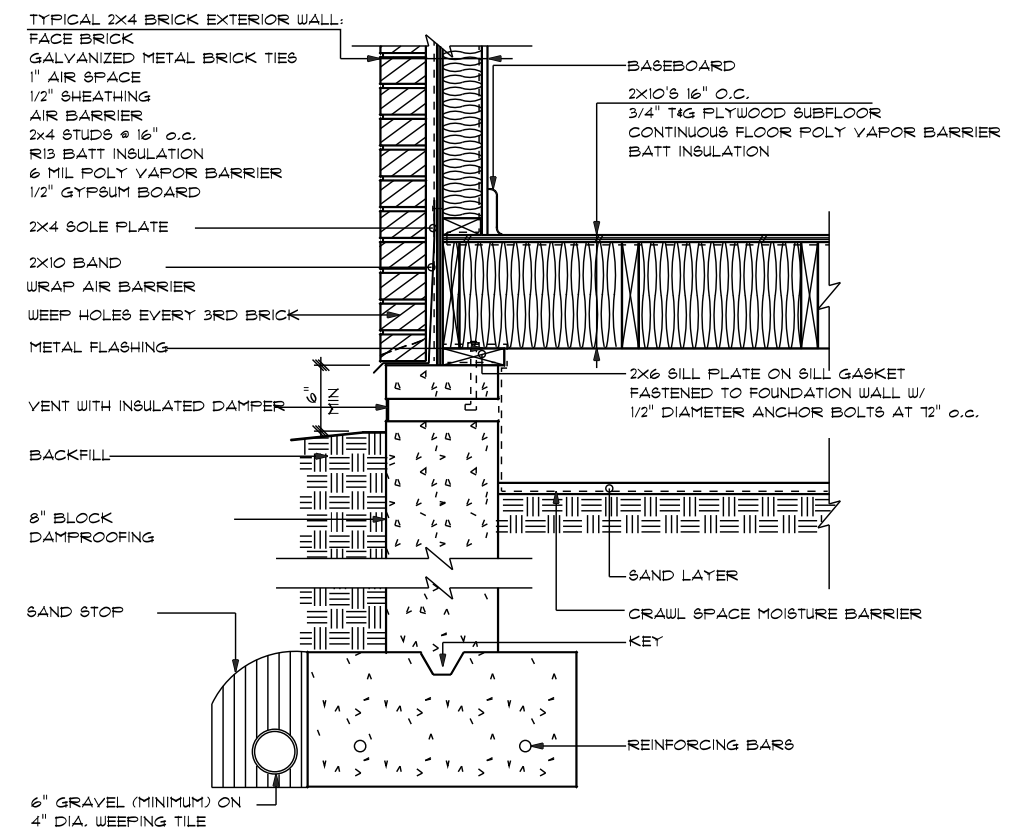
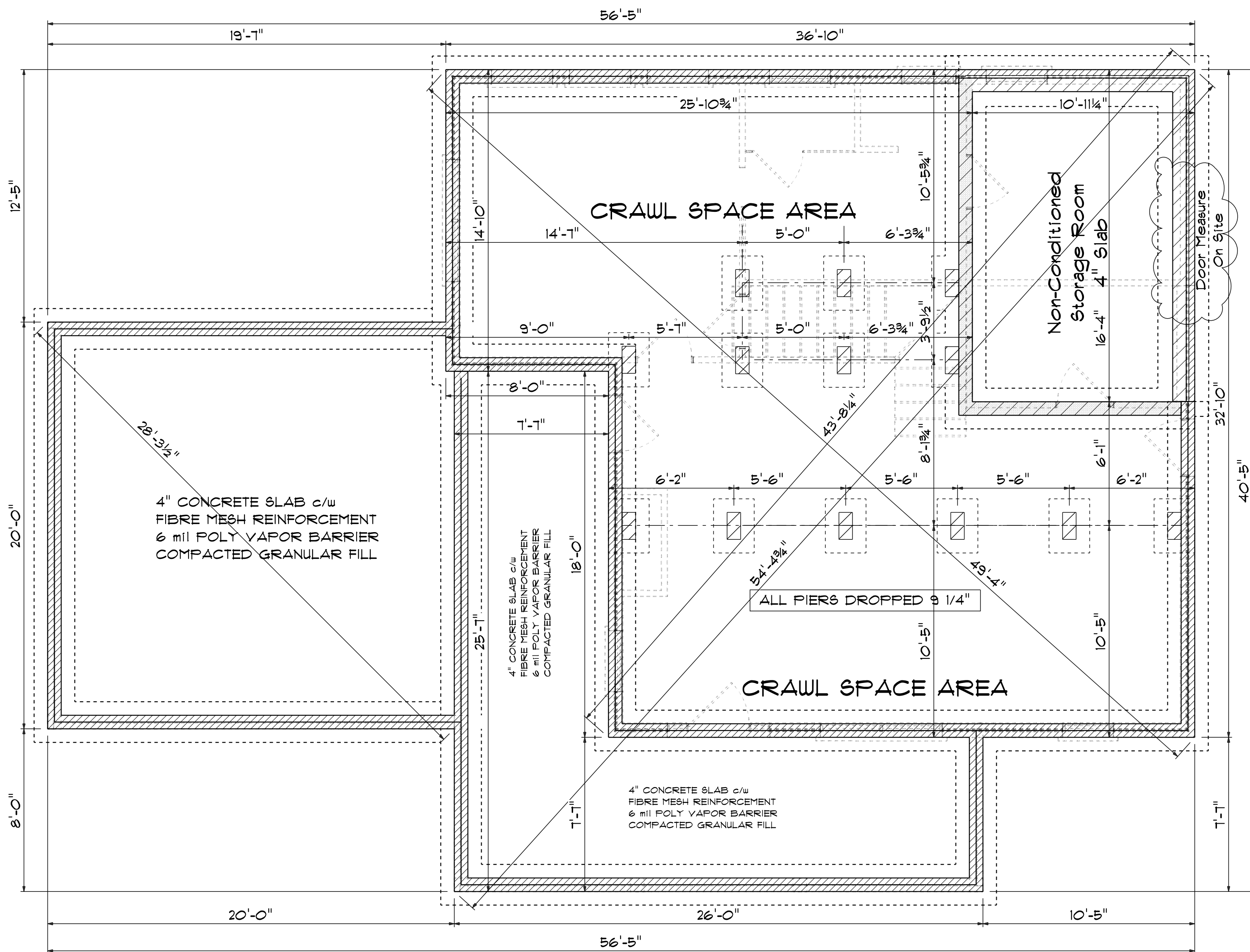
SCALE: 1/4" = 1'-0"





SECOND FLOOR
SCALE: 1/4" = 1'-0"

BOBBY FISHER PLAN A		RESIDENTIAL DESIGN SERVICES	Designs Unlimited 900 Waterview Lane Monroe, North Carolina 28110 PHONE: 704-634-7227 Email: Designs.Unlimitedlcm@gmail.com	SCALE: 1/4" = 1'-0" DRAWN BY: Liz M DATE: 7/22/2025	PAGE: A-2
		SECOND FLOOR PLAN			



FOUNDATION PLAN

NOTES:

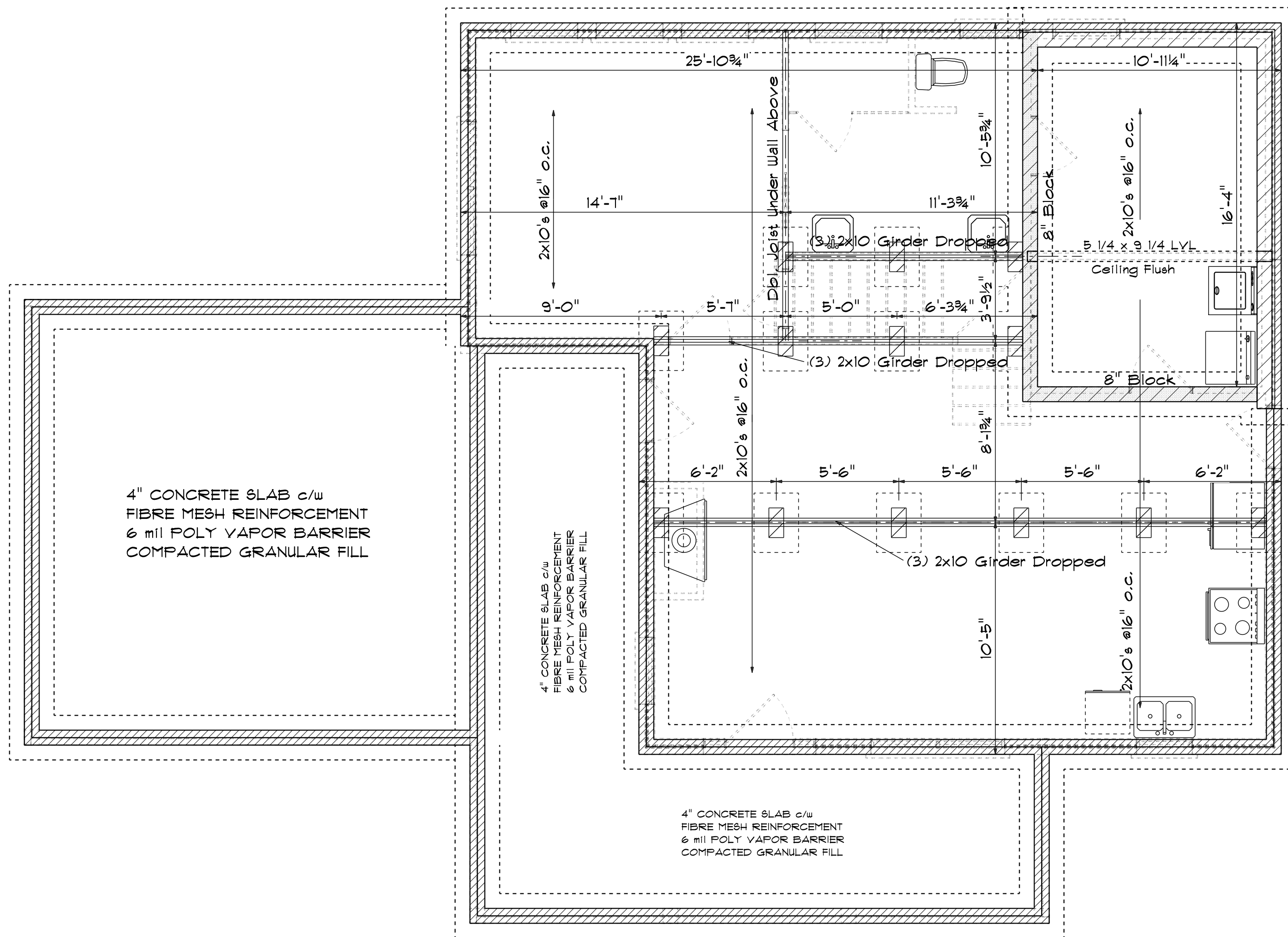
- PIER SIZES ARE BASED ON HOLLOW CMU CAPPED WITH 8" OF SOLID MASONRY OR SHALL HAVE CAVITIES OF THE TOP COURSE FILLED WITH CONCRETE OR GROUT OR OTHER METHODS. MORTAR SHALL BE TYPE S.
- FOOTING SIZES ARE BASED ON 2000 PSF ALLOWABLE SOIL BEARING AND 2500 PSI CONCRETE.
- CENTERS OF PIERS SHALL BEAR IN THE MIDDLE 1/3 OF THE FOOTINGS AND GIRDERS SHALL CENTER IN THE MIDDLE 1/3 OF THE PIERS, EXCEPT EXTERIOR GIRDERS. GIRDERS MUST HAVE FULL BEARING ON PIERS. FOOTINGS SHALL BE FULL THICKNESS OVER THE ENTIRE AREA OF THE FOOTINGS.
- FOOTING SIZES GIVEN ARE THE MINIMUM. FOR HEIGHT/THICKNESS LIMITATIONS, SEE SECTION 606.5.B.
- ALL EXTERIOR PIERS TO BE BONDED TO CURTAIN WALL EVERY OTHER COURSE.
- UNBALANCED FILL AGAINST PIER AND CURTAIN WALL EVERY OTHER COURSE.
- PIER HEIGHT SHALL NOT EXCEED 4 X LEAST DIMENSIONS OF HOLLOW PIER OR 10 X LEAST DIMENSION OF SOLID PIER.
- AREA AT FIRST LEVEL SUPPORTED BY PIER AND FOOTINGS.

CRAWL FOUNDATION NOTES:

- CONTRACTOR TO VERIFY ALL DIMENSIONS.
- DO NOT SCALE DIMENSIONS FROM PRINTS. PLANS AND DETAILS ARE NOT ALWAYS DRAWN TO SCALE. USE DIMENSIONS GIVEN OR CONSULT DESIGNER FOR FURTHER CLARIFICATION.
- ALL JOIST AND BEAM SPANS ARE DETERMINED FOR THE USE OF NO. 2 SOUTHERN YELLOW PINE FRAMING LUMBER. THE USE OF ANY OTHER GRADE OR SPECIES MUST BE VERIFIED.
- PROVIDE DOUBLE JOISTS IN 1ST FLOOR UNDER PARALLEL PARTITIONS.
- PROVIDE GFCI RECEPTACLE AND SWITCHED LIGHT IN CRAWL SPACE.
- PROVIDE CONTROL JOINTS IN GARAGE SLAB (30'-0" ON CENTER OR AT FOUNDATION OFF SETS).
- GARAGE SLAB TO HAVE 3000 PSI MINIMUM STRENGTH AT 28 DAYS.
- DESIGN LOADS FOR FLOOR JOISTS: 40 psf LIVE, 10 psf DEAD
- ALL EXTERIOR WALLS AT SLAB AREAS ARE TO BE ANCHORED W 1/2" DIAMETER BOLTS PLACED 6'-0" O.C. AND NOT MORE THAN 12" FROM CORNERS. BOLTS SHALL EXTEND A MINIMUM OF 1" INTO CONCRETE. EQUIVALENT ANCHOR STRAPS ARE AN ACCEPTABLE SUBSTITUTE.
- PROVIDE TERMITE PROTECTION UNDER ALL SLABS.
- MORTAR SHALL BE TYPE S.

FOUNDATION PLAN

SCALE: 1/4" = 1'-0"



GENERAL NOTES FOR FIRST FLOOR PLAN:

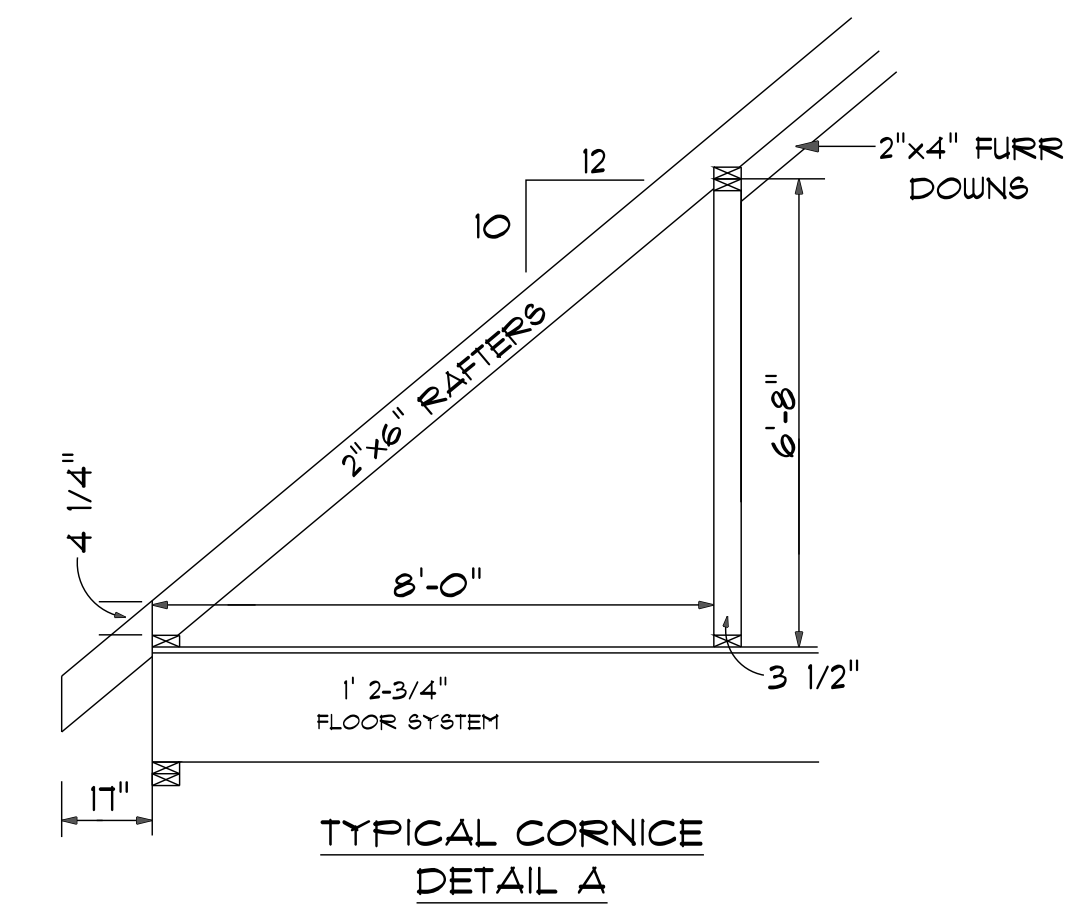
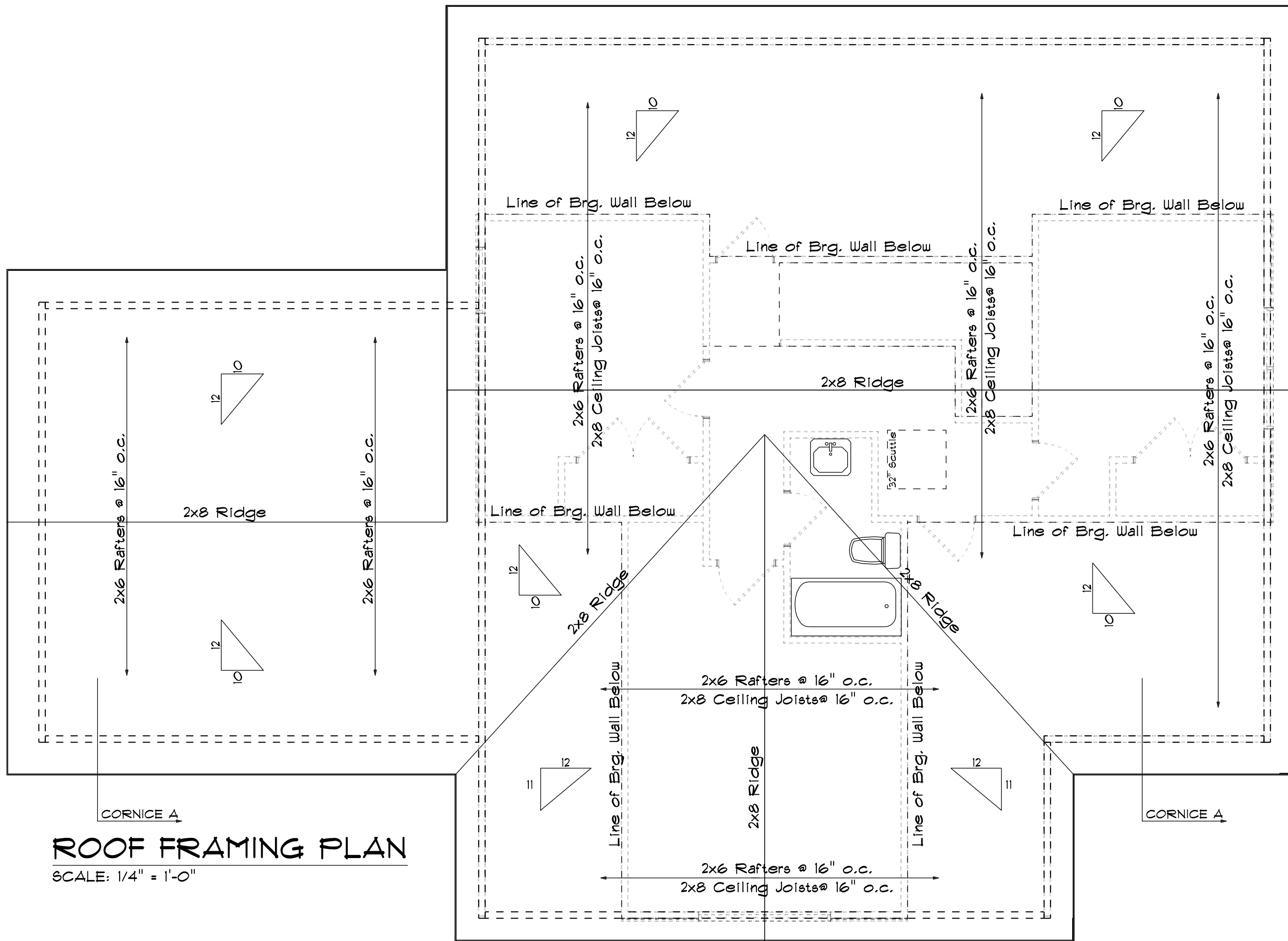
1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH 2018 NORTH CAROLINA RESIDENTIAL CODE AND LOCAL BUILDING CODES. CONSTRUCTION PROJECTS IN SC SHALL BE IN ACCORDANCE WITH THE (IRC) INTERNATIONAL RESIDENTIAL BUILDING CODE.
2. CONTRACTOR TO VERIFY ALL DIMENSIONS AND REVIEW FOR CODE COMPLIANCE BEFORE CONSTRUCTION.
3. REFERENCE STRUCTURAL ENGINEER'S DRAWINGS FOR ALL STRUCTURAL, LUMBER, HEADER AND GIRDER DETAILS.
4. DO NOT SCALE DIMENSIONS FROM PROJECT DRAWINGS: PLANS AND DETAILS ARE NOT ALWAYS DRAWN TO SCALE. USE DIMENSIONS GIVEN OR CONSULT DESIGNER FOR FURTHER CLARIFICATION.
5. BEAM, TRUSS, AND/OR I-JOIST LAYOUT OR SIZES SHALL NOT DEVIATE FROM THIS PLAN UNLESS APPROVED BY PLAN DESIGNER OR PROFESSIONAL ENGINEER.

HEADER NOTES FIRST FLOOR:

1. ALL EXTERIOR HEADERS SHALL BE 2-2 X 10 #2 SOUTHERN YELLOW PINE OR BETTER, UNLESS OTHERWISE NOTED.
2. ALL INTERIOR LOAD BEARING HEADERS SHALL BE 2-2 X 10 #2 SOUTHERN YELLOW PINE UNLESS OTHERWISE NOTED.
3. ALL INTERIOR NON-LOAD BEARING HEADERS SHALL BE 2-2 X 4 #2 SOUTHERN YELLOW PINE OR BETTER, UNLESS OTHERWISE NOTED.
4. ANY HEADER, BEAM, JOIST, COLUMN SIZES USING DIMENSIONAL LUMBER OR TIMBER NOTED ON THE DRAWING SHALL BE #2 SOUTHERN YELLOW PINE.
5. IF NOT SPECIFIED ON DRAWING, A MINIMUM OF ONE JACK STUD SHOULD BE PLACED BENEATH ALL NON-LOAD BEARING EXTERIOR AND LOAD BEARING INTERIOR HEADERS. ALSO, A MINIMUM OF ONE JACK STUD SHOULD BE PLACED BENEATH NON-LOAD BEARING EXTERIOR AND INTERIOR HEADERS WITH SPANS EQUAL TO OR GREATER THAN 4'-0".
6. ALL FLOOR JOIST AND BEAM SIZES ARE DETERMINED FOR THE USE OF #2 SOUTHERN YELLOW PINE. RAFTER AND CEILING JOIST SIZES ARE DETERMINED FOR THE USE OF #2 SPRUCE-PINE FIR. THE USE OF ANY OTHER SPECIES MUST BE VERIFIED.
7. ALL INTERIOR LOAD BEARING AND ALL EXTERIOR WALLS SHALL BE CONSTRUCTED USING 2 X 4 SPRUCE-PINE FIR #3 STANDARD STUD GRADE OR BETTER AT A MINIMUM SPACING OF 16" o/c, UNLESS OTHERWISE NOTED.
8. ALL INTERIOR WALLS THAT ARE NON-LOAD BEARING AND/OR DO NOT SUPPORT FLOORS MAY BE 2 X 4 SPRUCE-PINE FIR UTILITY GRADE LUMBER OR BETTER, PROVIDED THE STUDS ARE SPACED A MAXIMUM OF 16" o/c AND DO NOT EXCEED A LATERALLY UNSUPPORTED STUD HEIGHT OF 10 FEET, UNLESS OTHERWISE NOTED.
9. WHERE JOISTS, TRUSSES, OR RAFTERS ARE SPACED MORE THAN 16" o/c AND THE BEARING STUDS BELOW ARE SPACED 24" o/c, SUCH MEMBERS SHALL BEAR WITHIN 5" OF THE STUDS BENEATH. ALTERNATIVES INCLUDE THE WALL STUDS AND TOP PLATES ARE 2 X 6 WITH THE PROPER TYPE AND GRADE. A THIRD TOP PLATE IS INSTALLED OR SOLID BLOCKING EQUAL IN SIZE TO THE STUDS IS INSTALLED TO REINFORCE THE DOUBLE TOP PLATE.
10. **DESIGN LOADS**
 1. FIRST FLOOR TRUSS SPANS DETERMINED BY: 40 psf. LIVE, 10 psf. DEAD
 2. RAFTERS: 20 psf. LIVE, 10 psf. DEAD
 3. ROOF TRUSSES: TOP CHORD 20 psf. LIVE, 10 psf. DEAD
BOTTOM CHORD 0 psf. LIVE, 10 psf. DEAD
11. MULTI-PLY LVL BEAMS (3 MEMBERS OR MORE) SHALL BE CONNECTED TOGETHER WITH 1/2" DIAMETER BOLTS IN 2 ROWS STAGGERED AND SPACED AT 12" o/c, IN ACCORDANCE WITH THE MFG. SPECIFICATIONS.
12. BUILT-UP BEAMS AND WALL STUDS SHALL BE CONSTRUCTED WITH CONTINUOUS MEMBERS (NO BUTT JOINTS WITHIN BUILT-UP MEMBER).
13. FLOOR JOIST DESIGN SHALL USE L/480 MAXIMUM DEFLECTION.
14. VERIFY HANDRAILS WITH 4 RISERS OR MORE R311.1.8
15. VERIFY DOORS MEET EGRESS REQUIREMENTS PER NCDOT INTERPRETATION, VERIFY INSTALLATION IN ACCORDANCE WITH R905.1.1(2)
16. 1/2" OSB EXTERIOR SHEATHING ON ENTIRE STRUCTURE.

FIRST FLOOR FRAMING PLAN

SCALE: 1/4" = 1'-0"



ROOF FRAMING PLAN
SCALE: 1/4" = 1'-0"

WALL BRACING NOTE:

WALL BRACING IN ACCORDANCE WITH SECTION R 602.10.4, DESIGNED WITH WOOD STRUCTURAL PANELS OVER THE ENTIRE EXTERIOR. WSB THICKNESS TO BE MINIMUM 7/16" OSB OR PLYWOOD. PANELS MAY BE INSTALLED HORIZONTAL OR VERTICAL. NAIL PANELS WITH 6D COMMON NAILS (0.113" X 2 1/2" LONG) OR 8D COMMON NAILS (0.131" X 2 1/2" LONG) AT 6" O.C. ALONG PANEL EDGES AND 12" O.C. IN THE FIELD. HORIZONTAL EDGES BETWEEN STUDS DO NOT REQUIRE BLOCKING OR NAILING UNLESS SPECIFICALLY ON THE FIELD OF THE DRAWING.

AT THE GARAGE PORTAL ADD BLOCKING AT ANY HORIZONTAL SHEETING JOINTS BETWEEN STUDS. REDUCE NAIL SPACING TO 4" O.C. AT ALL LOCATIONS. NO STRAPS REQUIRED.

NOTES FOR RAILING FLOOR PLANS

- R 311.7.1 HANDRAIL HEIGHT, MEASURED VERTICALLY FROM THE SLOPED PLANE ADJOINING THE TREAD NOSING, SHALL NOT BE LESS THAN 34" AND NOT MORE THAN 38".
- R 312.2 GUARDRAIL HEIGHT NOT LESS THAN 36" MEASURED VERTICALLY ABOVE THE ADJACENT WALKING SURFACE.
- R 312.3 -REQUIRED GUARDRAILS SHALL NOT HAVE OPENINGS FROM THE WALKING SURFACE TO THE REQUIRED GUARDRAIL HEIGHT WHICH ALLOWS A PASSAGE OF A 4" SPHERE.
- R 302.6 PROVIDE MINIMUM 5/8" TYPE "X" GYPSUM ON THE CEILING BETWEEN THE GARAGE AND HABITABLE SPACE ABOVE, AND MINIMUM 1/2" GYPSUM BOARD ON ALL OF THE GARAGE WALLS.
- R 302.5 PROVIDE MINIMUM 20 MINUTE FIRE RATED DOOR.
- PROVIDE 6 MIL. POLY VAPOR BARRIER ON 100% OF CRAWL AREA

PAGE: **5-4**

ROOF FRAMING PLAN


SCALE: 1/4" = 1'-0"
DRAWN BY: Liz M
DATE: 7/21/2025

Designs Unlimited
900 Waterview Lane
Monroe, North Carolina 28110
PHONE: 704-634-7227
Email: Designs.Unlimitedlcm@gmail.com

RESIDENTIAL DESIGN SERVICES

DESIGNS UNLIMITED

BOBBY FISHER PLAN A



Building lot on corner of S. Crawford St. and Talleyrand St.

Address is 120 S. Crawford St.

All of the wooden fence will be
removed.



Current house on
corner of College St.
and Talleyrand St.

Directly behind Building
Lot.



2nd house behind
Building Lot. On
College St.



Opposite corner
house from Building
lot. On corner of
S. Crawford St. and
Talleyrand St.



House beside Building
lot. Corner of
S. Crawford and
Talleyrand St.



Moire Black by Landmark Architecture style shingle



Madrid Queen brick
made by US Brick



Sherwin-Williams exterior historic colors

- Board and Batten siding will Colonial Revival Stone color
- The siding, porch columns, trim/boxing will be of James Hardie board materials
- Windows, porch columns, and trim/boxing will be Classical White color
- Shutters and Gutters will be Black color
- Ceiling under porch areas will be Haint blue
- The concrete driveway/sidewalk will be stained to the color hue light brown



Haint Blue ceilings



Southwood Door: www.southwooddoors.com
Wooden Stained **Front door** with clear
window panes.



Side Door from carport

Southwood Doors Company

www.southwooddoors.com

Wooden strained door



Bobby Fisher

From: Ernie Rogers <ernie.rogers@bldr.com>
Sent: Monday, August 11, 2025 8:20 AM
To: Bobby Fisher
Subject: FW: [External] Your Project Quote
Attachments: quote_9505272.pdf

Front door and covered porch door will be Southwood Door's, Front door being a 1/0x3/0x1/0 6/8 Andalucia 6Lt with matching sidelights \$2850.00 plus tax and the covered porch door will be 3/0 x 6/8 Andalucia 6Lt \$1325.00 plus tax... and you can locate this doors at www.southwooddoors.com

Thank you

Front door + side door from carport.



Ernie Rogers
Outside Sales Representative
312 E. Main St
Locust NC 28097
ernie.rogers@bldr.com
O: 704.888.4411 | C: 704.591.7572 | BLDR.com

OUTPERFORM TODAY. TRANSFORM TOMORROW.

From: m2o-noreply@syndigo.com <m2o-noreply@syndigo.com>
Sent: Monday, August 11, 2025 8:02 AM
To: Ernie Rogers <ernie.rogers@bldr.com>
Subject: [External] Your Project Quote

EXTERNAL MESSAGE

This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your quote is attached.

Quote Form



BUILDERS FIRSTSOURCE LOCUST
312 E MAIN STREET P O BOX 130
LOCUST NC 28097
704-888-4411



Project Information (ID #9505272 Revision #13947382)

[Hide](#)

Project Name: Bobby Fisher

Quote Date: 8/11/2025

Customer:

Submitted Date:

Contact Name:

PO#: QQ000

Phone (Main):

Phone (Cell):

Sales Rep Name: Ernie Rogers

Customer Type:

Salesperson:

Terms:

Delivery Information

[Hide](#)

Shipping Contact:

Comments:

Shipping Address:

City:

State:

Zip:

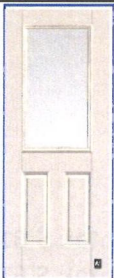
Unit Detail

[Hide All Configuration Options](#)

Item: 0001: Ext 32" x 80" SW206-LE LHI 4 9/16" FrameSaver

Location:

Quantity: 1

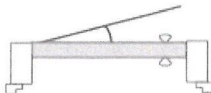


Exterior View

Smooth Star 32"x80" Single Door

610.94

Back door/side +



EXTERIOR
Left-Hand Inswing

Configuration Options [Hide](#)

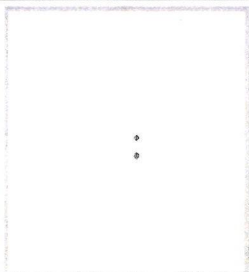
- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb Fiberglass Wood Edge
- **Product Material:** Reeb Fiberglass Wood Edge
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door
- **Reeb Finish:** No

- Slab Width: 32"
- Slab Height: 80"
- Product Style: 1/2 Lite
- Glazing Type: Insert
- Glass Type: Clear
- Glass Style: Clear
- Insulation: Low E
- Model: SW206-LE
- Finish Door Exterior Color: Unfinished
- Finish Door Interior Color: Unfinished
- Frame Material: FrameSaver
- Finish Frame Exterior Color: Unfinished
- Finish Frame Interior Color: Unfinished
- Handing: Left Hand Inswing
- Casing/Brickmould Pattern: Standard Brickmould
- Casing/Brickmould Type: FrameSaver
- Ship Casing/Brickmould Loose: No
- Hinge Type: Radius x Square (Self Aligning)
- Hinge Brand: Therma-Tru
- Hinge Finish: Oil Rubbed Bronze
- Jamb Depth: 4 9/16"
- Sill: Composite Adjustable
- Sill Finish: Bronze Finish w Dark Cap
- Bore: Double Lock Bore 2-3/8" Backset
- Strike Jamb Prep: Schlage Dexter/Kwikset Scant Prep
- Weatherstrip Type: Compression
- Weatherstrip Color: Bronze
- Sill Cover: Yes
- Rough Opening Width: 34 1/2"
- Rough Opening Height: 82 1/2"
- Total Unit Width(Includes Exterior Casing): 36 1/4"
- Total Unit Height(Includes Exterior Casing): 83 3/8"

Item Total: \$ 610.94

Item Quantity Total: \$ 610.94

Item: 0002: Ext 72" x 80" S100 RHI 4 9/16" FrameSaver	Location:	Quantity: 1
Smooth Star 72"x80" Double Door		1,049.28



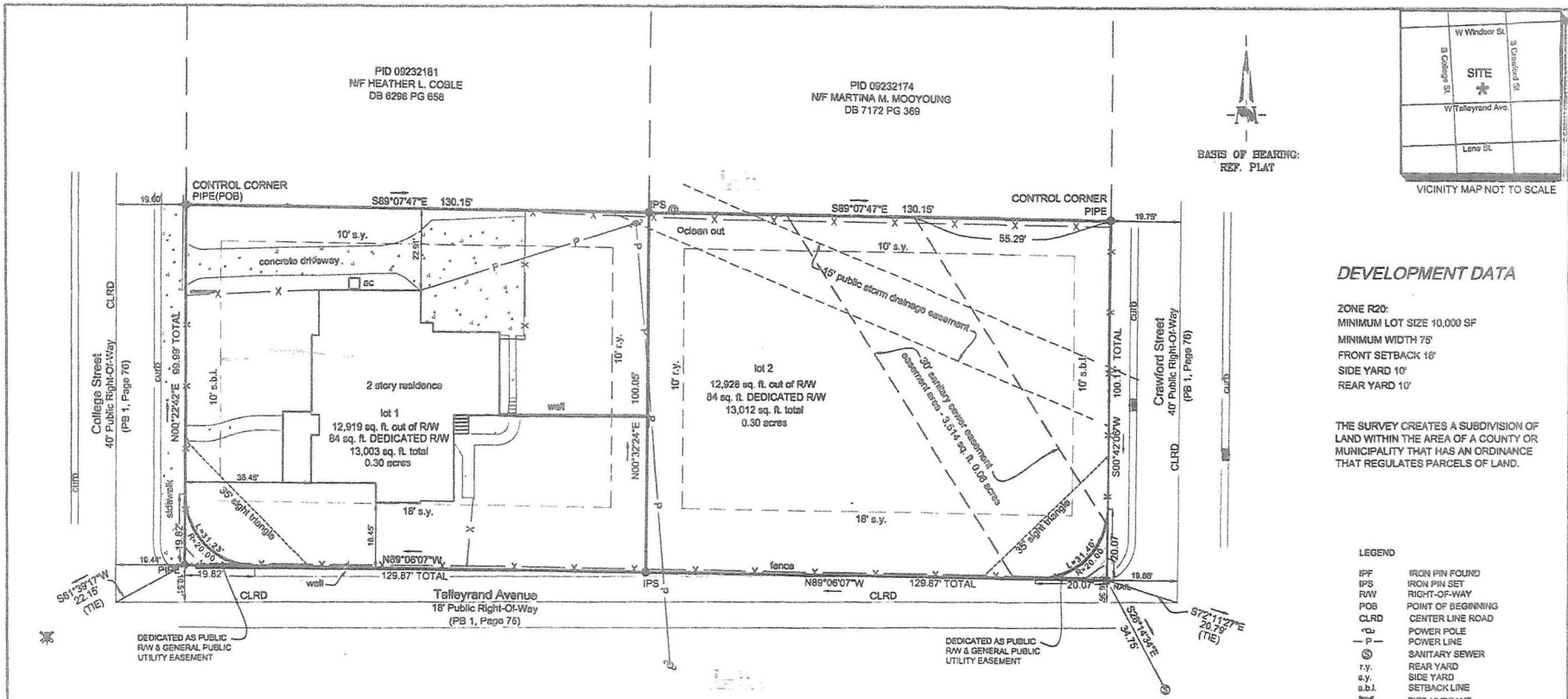
Exterior View

Unconditioned Area - basement.

All Wooden windows from Tucker

- <https://tuckerdoor.com>

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fuser-pkq16eh.cld.bz%2fTucker-Door-Windows-Catalog1%2f22%2f&c=E,1,TvsHXXEzccfeeGcf7W9DSbXokxNtQoEp6ZtTquopy3IIQCVnizyZHg2mn_RWSUjhE_eFNHPgETb_0L0HgTcrhDqr3GPIW_tDhc5gOSE-bl7F3qun1rySrUU,&typo=1



DEVELOPMENT DATA

ZONE R20:
 MINIMUM LOT SIZE 10,000 SF
 MINIMUM WIDTH 75'
 FRONT SETBACK 16'
 SIDE YARD 10'
 REAR YARD 10'

THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

LEGEND

- IPF IRON PIN FOUND
- IPS IRON PIN SET
- R/W RIGHT-OF-WAY
- POB POINT OF BEGINNING
- CLRD CENTER LINE ROAD
- P— POWER POLE
- S— SANITARY SEWER
- r.y. REAR YARD
- s.y. SIDE YARD
- s.b.l. SETBACK LINE
- ⊕ FIRE HYDRANT

NOTES:

1. PARCEL: 09232175, REFERENCE: DB 0319-129.
2. THIS PROPERTY MAY BE SUBJECT TO ADDITIONAL EASEMENTS OR RIGHT-OF-WAYS.
3. SUBJECT TRACT IS NOT LOCATED IN A SPECIAL FLOOD ZONE. (FEMA MAP: 3710543500J OCT. 16, 2006).
4. ALL DISTANCES SHOWN ARE HORIZONTAL MEASUREMENTS.
5. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH BY THE SURVEYOR. NO INVESTIGATIONS FOR EASEMENTS, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS HAVE BEEN MADE THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
6. NO NCGS CONTROL STATION WITHIN 2000'.
7. AREA COMPUTED BY COORDINATE METHOD.
8. FUTURE DRIVEWAYS TO BE LOCATED OUT OF SIGHT TRIANGLES.

CERTIFICATE OF OWNERSHIP AND DEDICATIONS

Scarlett Ruiz
 I, Michel Tikle hereby certify that I am (we are) owner (s) of the property shown and described hereon, that the property is within the subdivision jurisdiction of this city of Monroe and that I (we) hereby adopt this plan of subdivision with my (our) free consent and hereby establish all lots and dedicate to the public all street, alleys, easements, walks, parks, and other open spaces as shown hereon unless otherwise noted as private.

Scarlett Ruiz (SEAL) 05/27/22
 Owner Date

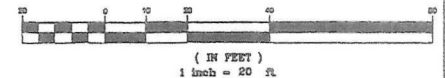
Michel Tikle (SEAL) 05/27/22
 Owner Date

CERTIFICATE OF SUBDIVISION ADMINISTRATOR APPROVAL
 APPROVED FOR RECORDING BY THE CITY OF MONROE, N.C.
 SUBDIVISION ADMINISTRATOR PURSUANT TO CHAPTER 156 OF THE
 CITY OF MONROE CODE OF ORDINANCES. THIS PLAT SHALL BE
 RECORDED WITHIN THIRTY DAYS OF THIS DATE

Keri Mendler 5/27/22
 SUBDIVISION ADMINISTRATOR DATE

FILED May 27, 2022 01:34 pm
 PLAT SLIDE 0000Q - 0314
 INSTRUMENT 19464
 By: Abrena Cicca Root

GRAPHIC SCALE



I, M. E. ZAMANI, certify that this plat was drawn under my supervision from an actual survey made under my supervision (dead description recorded in Book 6291, page 840; that the boundaries not surveyed are clearly indicated as drawn from information found in Book -- page --; that the ratio of precision as calculated is 1: 10,000; that this plat was prepared NC General Statutes - Chapter 47-30.2 in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this 30 day of JAN., A.D., 2020.

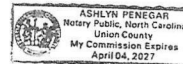


I, Ashlyn Penegar, Notary Public in and for said county and State do hereby certify that Scarlett Ruiz and Michel Tikle personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purpose and intents therein expressed.

Witness my hand and official seal this the 27 day of May, 2022.

Ashlyn Penegar
 Notary Public

My Commission Expires: 01/01/2027



I, Luc Nicks REVIEW OFFICER OF UNION COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Luc Nicks 5/27/2022
 REVIEW OFFICER DATE

PUBLIC STORM DRAINAGE

ALL PUBLIC STORM DRAINAGE EASEMENTS ARE CENTERED ON THE DITCH LINES. SHOULD ANY DITCH LINE BE RELOCATED, THE PUBLIC STORM DRAINAGE EASEMENT WILL FOLLOW THE CENTERLINE OF THE RELOCATED DITCH LINE AND OR STRUCTURES. PROPERTY OWNERS ARE RESPONSIBLE FOR MAINTENANCE OF PUBLIC DRAINAGE ACROSS INDIVIDUAL PARCELS. ASSISTANCE MAY BE PROVIDED IN ACCORDANCE WITH CURRENT CITY POLICY.

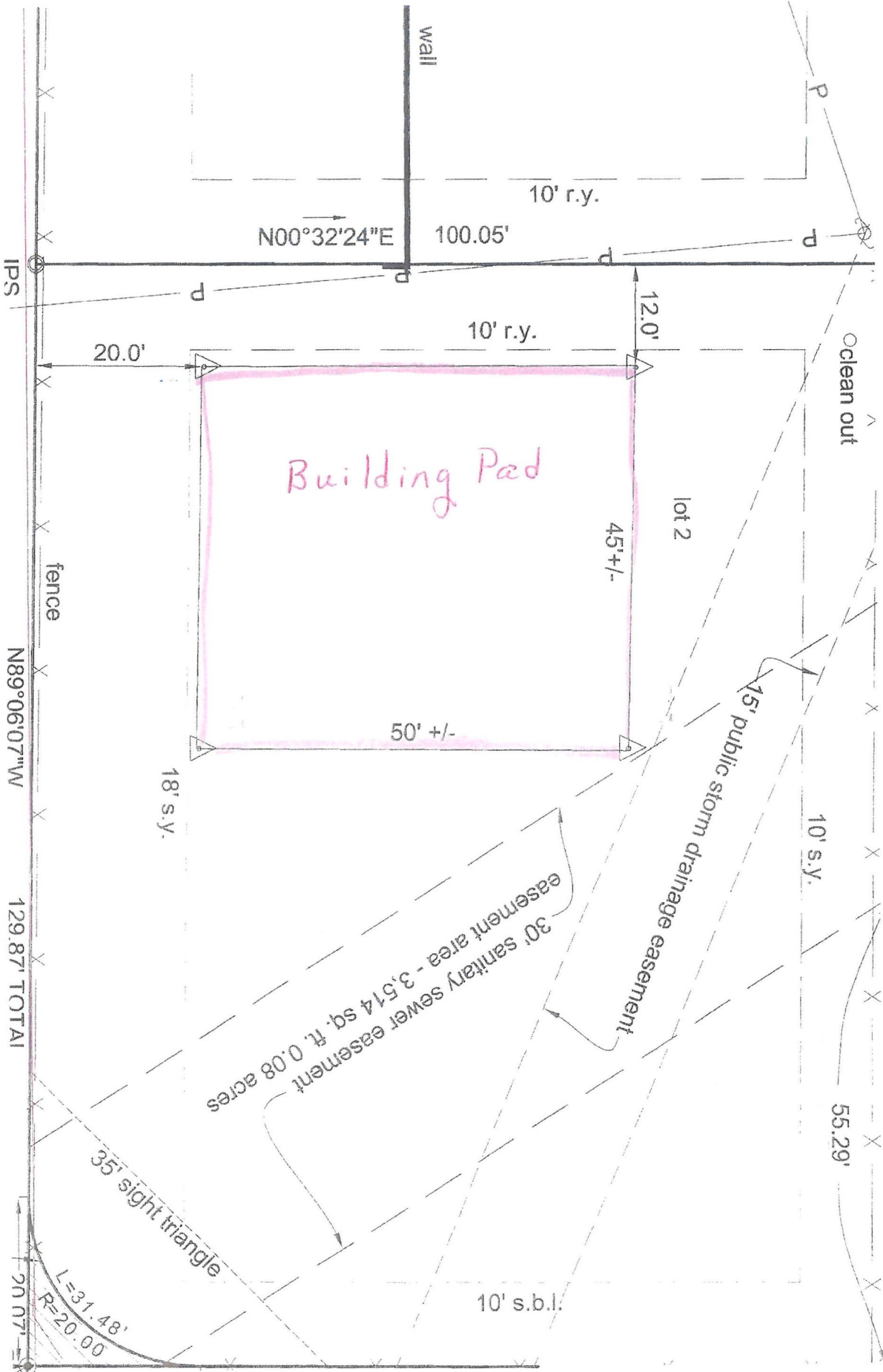
FINAL PLAT
 College Street Subdivision
 LOT 15 & 17
 JD FUTCH
 PARCEL 09232175
 CITY OF MONROE,
 MONROE TOWNSHIP, UNION COUNTY, NORTH CAROLINA
 OWNER:
 MICHEL TIKLE AND SCARLETT P RUIZ
 HUSBAND & WIFE

P.O. BOX 691150
 CHARLOTTE, N.C. 28227
 (704) 573-0112

FIRM LICENSE NO. C-2950

SCALE: 1"=20' DATE: JAN. 30, 2022 JOB NO.: CH2459-01-22 DRAWN BY: M. SMITH

Cab 8, File 614



ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
9232160	HELMS TONY MAX	HELMS JOYCE A	301 S CRAWFORD ST	MONROE	NC	28112
9232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST	MONROE	NC	28112
9232163	REARICK ELISHA	REARICK ZACHARY TAYLOR	200 S WASHINGTON ST	MONROE	NC	28112
9232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST	MONROE	NC	28112
9232165	HUFFMAN BILLIE OLIVER		340 W MORGAN ST	MONROE	NC	28112
9232166	WIGGINS JOHN P	WIGGINS DUSTI H	108 S WASHINGTON ST	MONROE	NC	28110
9232167	SUAREZ ELIZABETH T ET AL	SUAREZ GREGORY GILBERT	101 S CRAWFORD ST	MONROE	NC	28112
9232168	CULLUM KATHY		106 S WASHINGTON ST	MONROE	NC	28112
9232171	RAINE ARTHUR GEOFFREY	RAINE PAMELA	411 WINDSOR ST	MONROE	NC	28112
9232172	DELANEY HERBERT STANHOPE	LEDFORD TRACY RENEE	9221 MCELROY RD	WAXHAW	NC	281739038
9232173	MURRAY KEVIN D	MURRAY MARTHA R	2006 WALKUP AVE STE A200	MONROE	NC	28110
9232174	WILLIAMSON CHARLES WHITFIELD	MOOYOUNG MARTINA MARIE	114 S CRAWFORD ST	MONROE	NC	28112
9232175	HAVERLOCK JESSICA ANN	HAVERLOCK BRIAN STEPHEN	113 S COLLEGE ST	MONROE	NC	28112
9232176	ROLDAN JENNIFER		1301 MEDLIN ROAD	MONROE	NC	28112
9232179	LOCKHART AMBER		203 SOUTH COLLEGE ST	MONROE	NC	28112
9232181	COBLE HEATHER LYNN		111 S COLLEGE ST	MONROE	NC	281125427
9232182	AUSTIN JOE E JR		105 ESK CT	CARY	NC	27511
9232183	FELTS CHELSEY SHEA ET AL	WORTMAN JUSTIN TODD	3005 S POTTER RD	WAXHAW	NC	28173
9232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST	MONROE	NC	28112
9232185	BOAZ CONSTRUCTION LLC		624 MATTHEWS MINT HILL RD STE 224	MATTHEWS	NC	28105
9232186	ABBOTT ELEANOR E STILLWAGON		202 S COLLEGE ST	MONROE	NC	28112
09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR	MONROE	NC	28112
09232177A	RM1 SFR PROPCO A LP	C/O FIRSTKEY HOMES LLC	600 GALLERIA PARKWAY STE 300	ATLANTA	GA	30339
09232178A	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	9408 CLERMONT CIR	POWELL	OH	43065
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY	HENRICO	VA	23238
09232186A	ARTEAGA JOAQUIN MELCHOR	AYALA ANA MARIA GARCIA	5516 PAGELAND HWY	MONROE	NC	28112

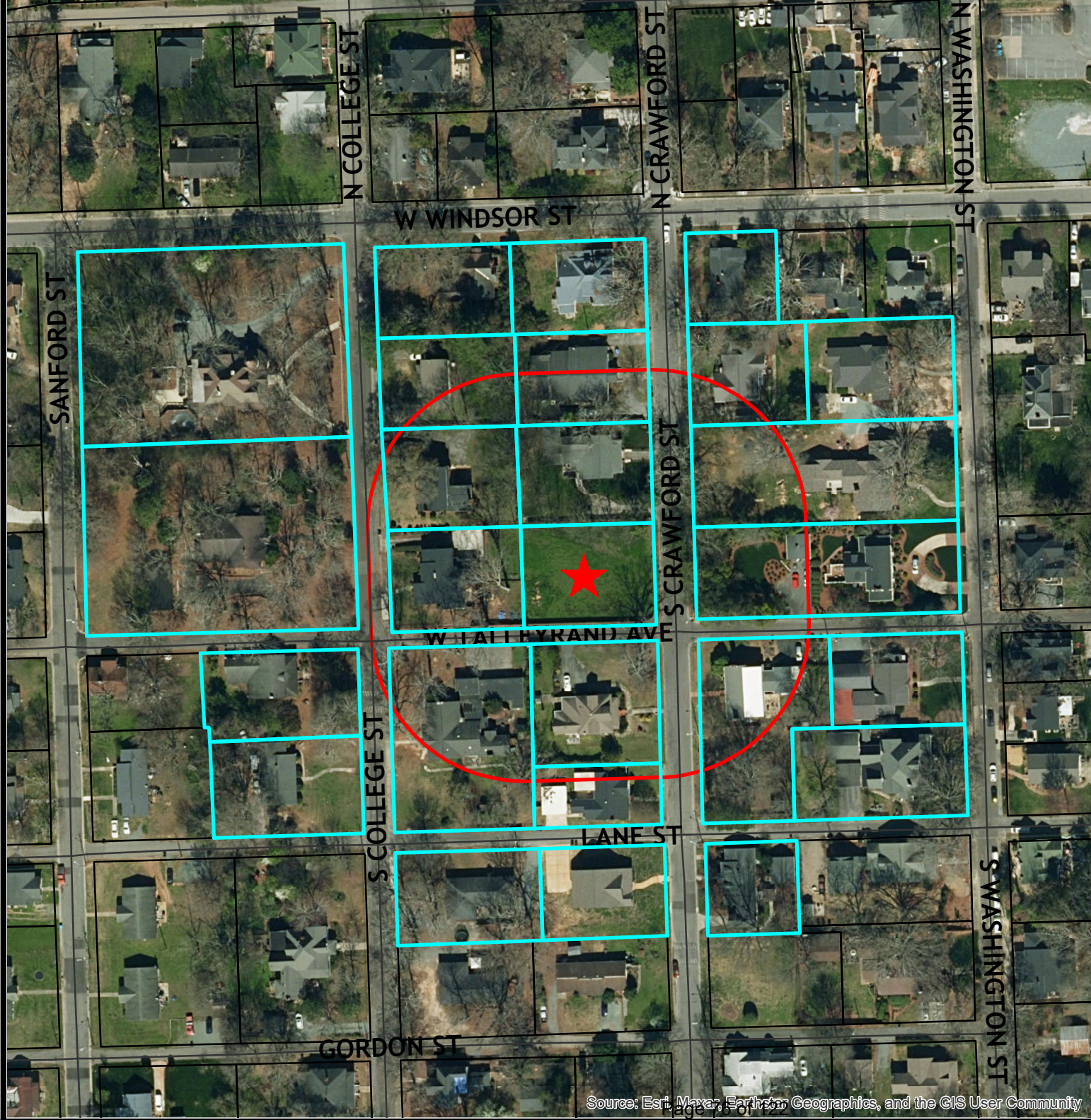
APO Map

PLHR-2026-00025

Legend

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

Parcels Notified: 26





STAFF REPORT
PLHR-2026-00027

TO: Historic District Commission Members
DATE: September 8, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 310 E Houston Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Shelley Loberger and Barbara Horack. The applicant is renovating the existing enclosed rear porch at 310 East Houston Street and has requested the various projects as outlined below:

1. Replace the existing asbestos siding with fiber cement siding.
2. Replace a 58” metal window on the rear wall of the enclosed porch with three composite windows to match the existing windows on the home or three wood windows.
3. Replace the existing rear wood door and metal storm door with one steel-clad door or a wood door.
4. Add a new steel-clad door or a wood door and a composite window or a wood window to the interior-side wall of the enclosed rear porch.
5. Build a new 8’x 11’ wood deck that connects to the interior-side of the existing enclosed rear porch.

The applicant has also made a request that has been approved at staff-level to replace the existing enclosed porch roof with like materials.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 8-11-2025
Name of Petitioner: Shelley Loberger and Barbara Horack
Location: 310 East Houston Street
Tax ID #: 09-231-116
Lot Size: 0.42 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

310 E. Houston Street – House; ca. 1950

One-story gable-roofed brick ranch house with metal windows.

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 asbestos 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 asbestos 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 asbestos 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 a 58” metal window on the rear wall of the enclosed rear porch with either three composite windows to match the existing windows on the home or three wood windows.

The applicant requesting to replace the existing wood door and metal storm door on the rear wall of the enclosed rear porch with either a steel-clad door or a wood door.

The applicant is also requesting to add a core steel-clad door or a wood door and a composite window or a wood window to the interior-side wall of the enclosed rear porch.

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 add a new steel-clad door or a wood door and a composite window or a wood window to the interior-side wall of the enclosed rear porch.

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 a 58" metal window on the rear wall of the enclosed rear porch with three composite windows and will match the existing windows on the home. The applicant has also proposed to utilize three wood windows as an alternative material if composite is not approved. Both of these window options will fill the space of the original window.

The applicant is requesting to replace the existing wood door and metal storm door on the front wall of the enclosed rear porch with one steel-clad door or a wood door.

The applicant is also requesting to add a new steel-clad door or a wood door and a composite window or a wood window to the interior-side wall of the enclosed rear porch.

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.

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

The applicant is proposing to install an 8' x 11' wood deck on the rear elevation of the home. The deck will be accessible from the interior wall of the existing enclosed rear porch. The deck will be located in an inconspicuous area as it will not be visible from East Houston Street.

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

The applicant is proposing to install an 8' x 11' wood deck on the rear elevation of the home.

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

The new 8' x 11' wood deck will be in line with the first floor of the home and will connect to the existing enclosed rear porch.

5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.

No significant elements such as trees will be demolished with the construction of this 8' x 11' wood deck.

6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.

The deck will be located in an inconspicuous area as it will not be visible from East Houston Street.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 310 East Houston Street is owned by Shelley Loberger and Barbara Horack 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 August 15, 2025, the applicant applied for a COA to replace the existing asbestos siding with fiber cement siding, replace a 58” metal window on the rear wall of the enclosed porch with 3 composite or wood windows, replace the existing rear wood door and metal storm door with one steel-clad door or a wood door, add a new steel-clad door or wood door and a composite window or a wood window to the interior-side wall of the existing enclosed porch to access the proposed 8’x 11’ wood deck. (Exhibits 4-7)
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 8-9)

CONCLUSIONS

The proposal to replace the existing asbestos siding with fiber cement siding, replace a 58” metal window on the front wall of the enclosed porch with 3 composite or wood windows, replace the existing rear wood door and metal storm door with one steel-clad door or wood door, add a new steel-clad door or a wood door and a composite window or wood window to the interior-side wall of the enclosed rear porch that connects to the proposed new 8’x 11’ wood deck at 310 East Houston Street as presented (is/is not) congruous in concept according to the *Exterior Walls, Windows and Doors*, and *Decks and Patios* 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.

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
 2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
 3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
-

4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
 5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
 6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.
-

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 8-25-2025

Aerial Map

Case #: PLHR-2026-00027

Legend

— Centerlines

▭ Parcels

▭ Subject Property

Existing: RMD
(Residential Medium Density)

Owners: Shelley Loberger
& Barbara Horack

Acres: 0.42



0 60 120
Feet

Exhibit 1

Zoning Map

Case #: PLHR-2026-00027

Legend

— Centerlines

▭ Parcels

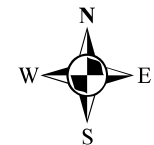
▭ RMD

▭ Subject Property

Existing: RMD
(Residential Medium Density)

Owners: Shelley Loberger
& Barbara Horack

Acres: 0.42



0 60 120 Feet

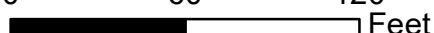


Exhibit 2

Historic District Map

Case #: PLHR-2026-00027

Legend

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

Existing: RMD
(Residential Medium Density)

Owners: Shelley Loberger
& Barbara Horack

Acres: 0.42

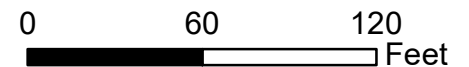
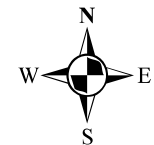


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 310 E Houston St Monroe NC
 Applicant's name: Barbara Horack-Shelley Loberger
 Applicant's address: 310 E Houston Street
Monroe NC 28112
 Applicant's telephone number: 704 989 1989
 Applicant's email address: shelleyloberger@gmail.com
 Property Tax identification number: 092 - 311 - 16

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

3. The following Certificate of Appropriateness is requested for: Rebuild rear porch into a sunroom.
 Please provide a brief description of the project. Add raised deck to the rear of
house.
(See attached)

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).

Barbara Horack Shelley Loberger
 Applicant- Printed

Shelley Loberger Poff Barbara Horack
 Applicant- Signed

8-10-2025
 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

1. Rebuild rear porch into a sunroom. The original porch had a concrete floor with open railing that had been enclosed at some point with asbestos siding on the exterior and a single industrial style iron casement window and a traditional wood door. This room has been used for storage and a utility room. The shallow pitch of the roof and improper placement of siding with the inappropriate use of standard 3-tab shingles has allowed moisture to infiltrate that has rotted the roof decking and caused mold to grow inside the enclosed porch structure. The new design will increase the pitch of the porch roof to approximately 4" over 12 which allow the proper use of the same 3-tab shingles as the remainder of the house roof for a consistent appearance and ease of maintenance. The porch roof is a simple shed-style design off the main back roof. It is not visible from the front of the home and the new pitch will remain well below the peak of the roof to keep it from being visible to anyone outside of the property. It will look original to the 1948 structure as it will preserve the same fascia and soffit design as the rest of the roof. The single existing window is the only one of this style on the house and 58" wide. It will be replaced with three adjacent windows matching this rest of the house (wood core clad in PVC) with an expanded width totaling about 108". This width will leave about a foot of wall on each side between the corner and the existing door. The height of the window opening will be the same as the current window. The existing door opening will remain as it opens to a set of concrete steps down to the back yard. We would like to replace that door to match the wood core steel clad door on the detached studio building in the backyard that faces the street. This building was approved by the South Monroe Historic District Commission for the previous homeowner. The asbestos siding will be replaced with 7-1/4" concrete Hardy board siding. None of the porch is visible from the street. The new room will be used for the washer and dryer as well as entertainment space.

2. Add a raised deck to the rear. To increase the enjoyment of the backyard and provide protected access to the outdoors, a raised deck would be added to the rear elevation of the house and accessed from the rebuilt sunroom. A door would be added to the side of the sunroom with another window similar to the style of the rest of the house. This will leave about 8" on either side of the openings to the house and the outside corner of the room. The preferred door would be a wood core clad in steel with a 15-lite low-E window (to match the same style as approved for the new structure in the back yard that faces the road and was approved by this commission for the previous owner) and open to the deck. The deck would be the same width as the sunroom (8') and go just beyond the bedroom window (11' total) but stop before the corner of the house to prevent it from being visible from the street. The deck will

be supported by 6x6 pressure treated posts with 2x10 bands and 2x8 floor joists with 5/4" decking. The railing will be 2x2" square pickets spaced no more than 3.5" apart and secured both top and bottom with 2x4s and topped with a 2x6" handrail.

Shelley Loberger <shelleyloberger@gmail.com>
To: Patrick M. Blaszyk pblaszyk@monroenc.org

Re: 310 East Houston Street COA Example and Information

The existing door is wood. Storm door is metal.

I just spoke to my guy and I just want to throw this out. This house is my mother. She's 89 and we're on a budget. And I would like something to be considered....If I'm doing wood it's almost \$6,000 for 4 wood windows . The other windows are going to cost her \$1,200. The wood doors are \$3,000 a piece that's \$6,000 for wood doors the metal doors will cost her around \$700 - \$800 piece.

I say this because nothing is going to be seen from the street. It's going to look super nice. And she can't afford that and you've seen the inside of that room. It has got to be redone.. The mold is unbelievable.

With all that said, I hope that answered your question about the materials.

Have a nice weekend

Shelley

On Fri, Aug 15, 2025, 9:30 AM Patrick M. Blaszyk <pblaszyk@monroenc.org> wrote:

Good morning Shelley,

Can you please confirm what materials the existing door and storm door are made from on the rear of the enclosed rear porch?

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



Shelley Loberger <shelleyloberger@gmail.com>

To: Patrick M. Blaszyk pblaszyk@monroenc.org

Patrick below is the Hardie board info and the deck will be approximately 4.2 ft from the ground.

On Wed, Aug 13, 2025, 12:08 PM Patrick M. Blaszyk <pblaszyk@monroenc.org> wrote:

Good morning Shelley,

After reviewing your Certificate of Appropriateness application, I have found that we need an example of the hardy board siding you are intending on replacing the asbestos siding with. Also, can you please confirm how tall the new deck will be? Could you please send this example and information to me by the end of this week (8/15) by the close of business?

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





view from street

Exhibit 5



Left -
view from
street



Right view from Street





EXISTING ROOF

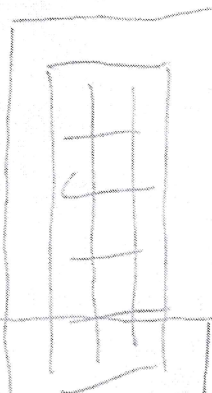
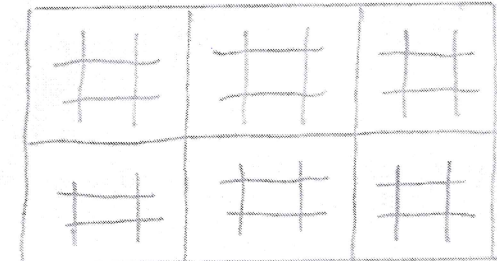
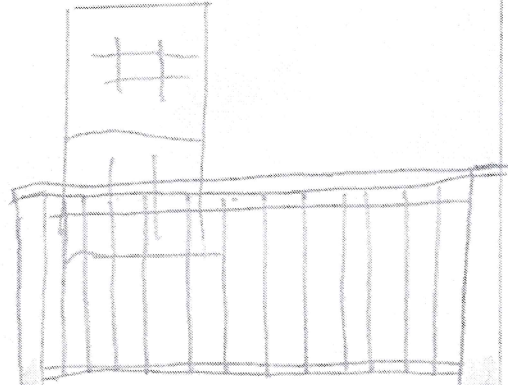
EXISTING ROOF

EXISTING WINDOW

INSTALL 3 WINDOWS
MATCH BACK OF HOUSE
NEW

NEW DOOR
EXISTING PLACE

NEW SIDING



8x11 PT DECK
NEW DECK

EXISTING STAIRS

EXISTING BRCK FOUNDATION

Exhibit 6



Deck -
No ~~fan~~ pickets
fan
pickets will
be straight
down -

Exhibit 7





Matthews 10PM 28105



Matthews 10PM 28105



Menu



Quotes



Lists



Filicia

Home / Building Materials / Siding / Fiber Cement Siding

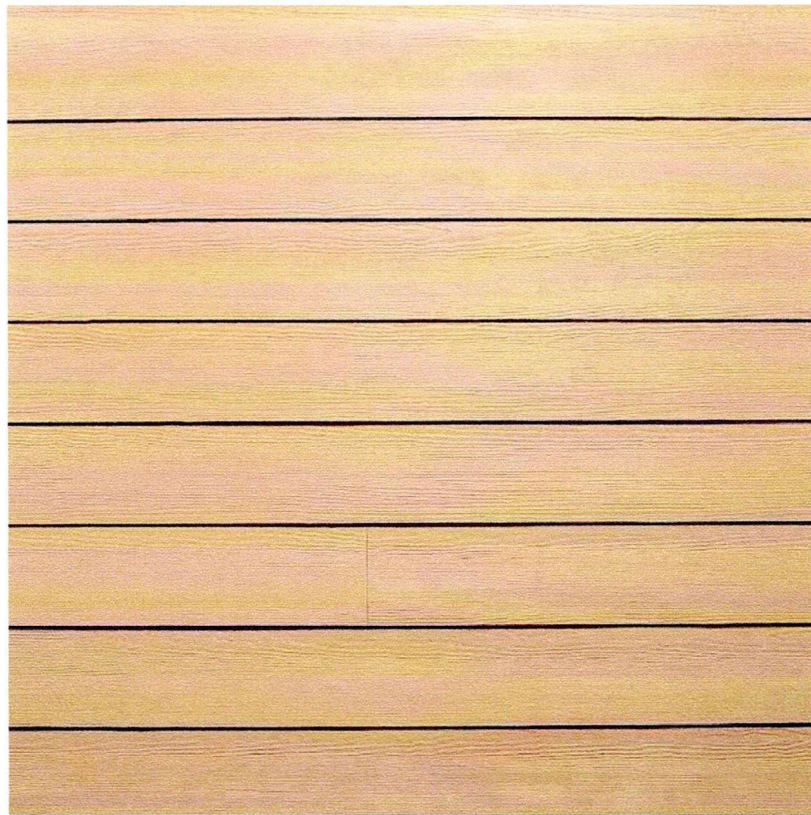
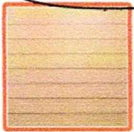
Internet # 100064049 Model # 215572 UPC Code # 727396155182 Store SKU # 462260

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

32 in. x 80 in. 15 Lite Left Hand Inswing Painted Steel Prehung Front Exterior Door with Brickmold

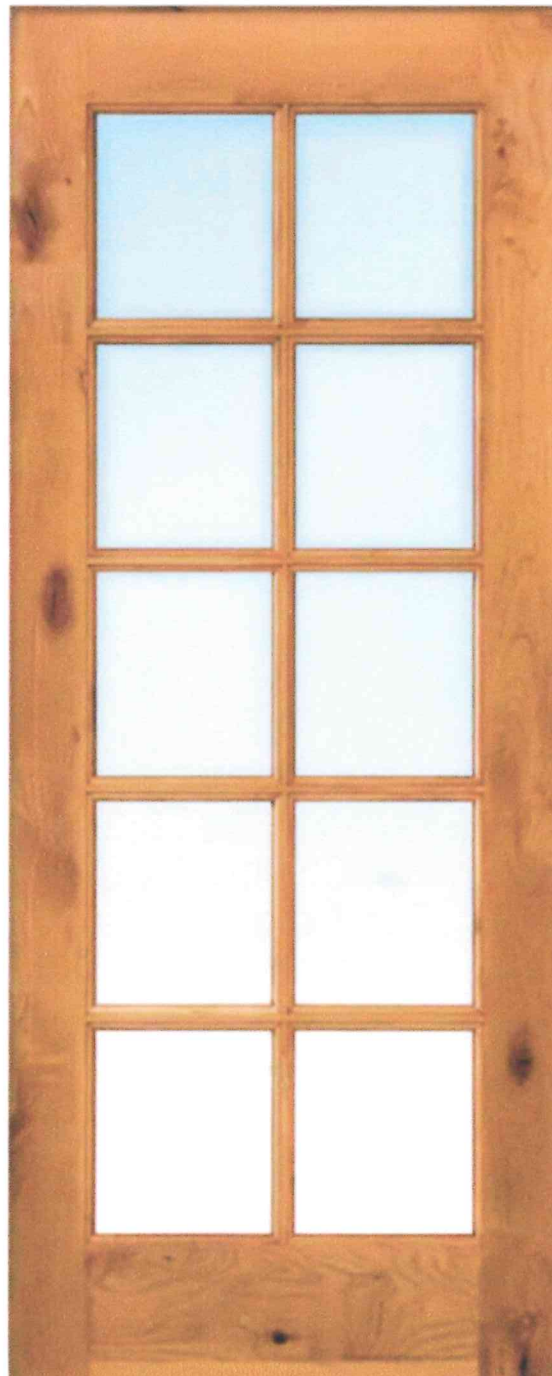
★★★★★ (19) Questions & Answers (40)



Hover Image to Zoom

Acceptable Alternative

Door Clearance Center > 32" Wide Doors > Exterior 6'8" 10-Lite TDL Low-E Knotty Alder Wood Door Slab



order by phone.

Please note: Our inventory changes hourly. Please **email** or call **713-937-9132** for current availability and lead time.

Alternative

Product Information

- Unfinished knotty alder exterior wood door slab
- 6'8" tall
- 1-3/4" thick
- 32" wide
- Also available 36" wide available for \$629
- Engineered stiles and rails resist warping and splitting for increased durability
- True divided lite
- Clear insulated Low-E glass
- Frame not included
- Pre-hang in exterior primed jambs (frame) for \$100/door
- Pre-hang in exterior knotty alder jambs (frame) for \$200/door



EXCLUSIVE

Pella 150 Series Replacement White Vinyl Low-e Argon Double Hung Window with Grids, Full Screen Included

Item #1541261 | Model #1000008745



Members save more. [Sign in or join for FREE](#)



This item is no longer sold on [Lowe's.com](#)



JELD-WEN Wood Double Hung Window

\$350.00

Excluding Sales Tax

As low as
\$33.44/mo. **PayPal** [Learn More](#)

Rough Opening: 32.5" x 50.75"

SKU: 5061-DH-H

Quantity *

Add to Cart

Acceptable
alternativ



APO Map

PLHR-2026-00027

Legend

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

18 Parcels Notified



Exhibit 8

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231115	VOSBURGH WILLIAM FRANCIS JR	VOSBURGH DIANE	314 HOUSTON ST	MONROE	NC	28112
09231115A	WARDWELL WILLIAM SHAWN	WARDWELL JACQUELINE R	2655 ROLLING HILLS DR	MONROE	NC	28110
09234124	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09234123						
09231119	HANNAFORD TERRY		302 E HOUSTON ST	MONROE	NC	28112
09231118	THOMPSON JONATHAN D	HARTNESS KATHERINE J	304 E HOUSTON ST	MONROE	NC	28112
09231126	MARCOTTE LINDA RICE		309 E HOUSTON ST	MONROE	NC	28112
09231127	7 KEYS LLC		3602 MCPHERSON ST	WAXHAW	NC	28173
09231117	SPERRY LLOYD J	SPERRY NATALIE G	306 E HOUSTON ST	MONROE	NC	28112
09231125	SCHMITT KARL FREDRICK	ANDERSON ADRIENNE L	18 COVIL AVE	WILMINGTON	NC	28043
09234124A						
09234125	CAIJA MARCOS BAUTISTA		313 E HUDSON ST	MONROE	NC	28112
09231125A						
09231128	130 HOMES LLC		802 LAKE STONE DRIVE	MONROE	NC	28112
09234122						
09231116	HORACK BARBARA Q	LOBERGER SHELLEY W	310 EAST HOUSTON ST	MONROE	NC	28112
09231124	HAMPTON WARREN D JR	HAMPTON STEPHANIE L	303 E HOUSTON ST	MONROE	NC	28112
09234125B	STOKES ROBIN		317 E HUDSON ST	MONROE	NC	28112

Exhibit 9



STAFF REPORT
PLHR-2026-00028

TO: Historic District Commission Members
DATE: September 8, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 700 W. Franklin St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Brian and Angie Rose for the property at 700 W. Franklin St. The applicant is requesting approval to build an inground pool at 700 W. Franklin Street.

The applicant has also requested to add additional landscaping to include trees and shrubs as well as a 3-foot retaining wall. This request was approved at staff level.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 08-06-2025
Name of Petitioner: Brian and Angie Rose
Location: 700 W. Franklin Street
Tax ID #: 09-232-229
Lot Size: 0.507 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

700 W. Franklin Street; circa 1950

Two-story brick Colonial Revival style foursquare house.

RELEVANT DESIGN STANDARDS

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.
The applicant is proposing to construct a new 708 square foot inground pool in the rear yard of the home. The pool will be made of gunite (concrete) with brick and concrete decking and curbing, to delineate the pool from the driveway wall.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 700 W. Franklin Street is owned by Brian and Angie Rose and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On August 6, 2025, the applicant submitted an application requesting approval to build an inground pool in the rear of the home at 700 W. Franklin Street. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposal requesting approval to build an inground pool in the rear yard of the home at 700 W. Franklin Street as presented (is/is not) congruous in concept according to the *Site Features & Plantings* standards of the *South Monroe Historic District Standards*:

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.

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. Pool Dimensions
7. Renderings of Pool
8. APO List
9. APO Map

Prepared by: MB 8-19-2025

Aerial Map

PLHR-2026-00028

Legend

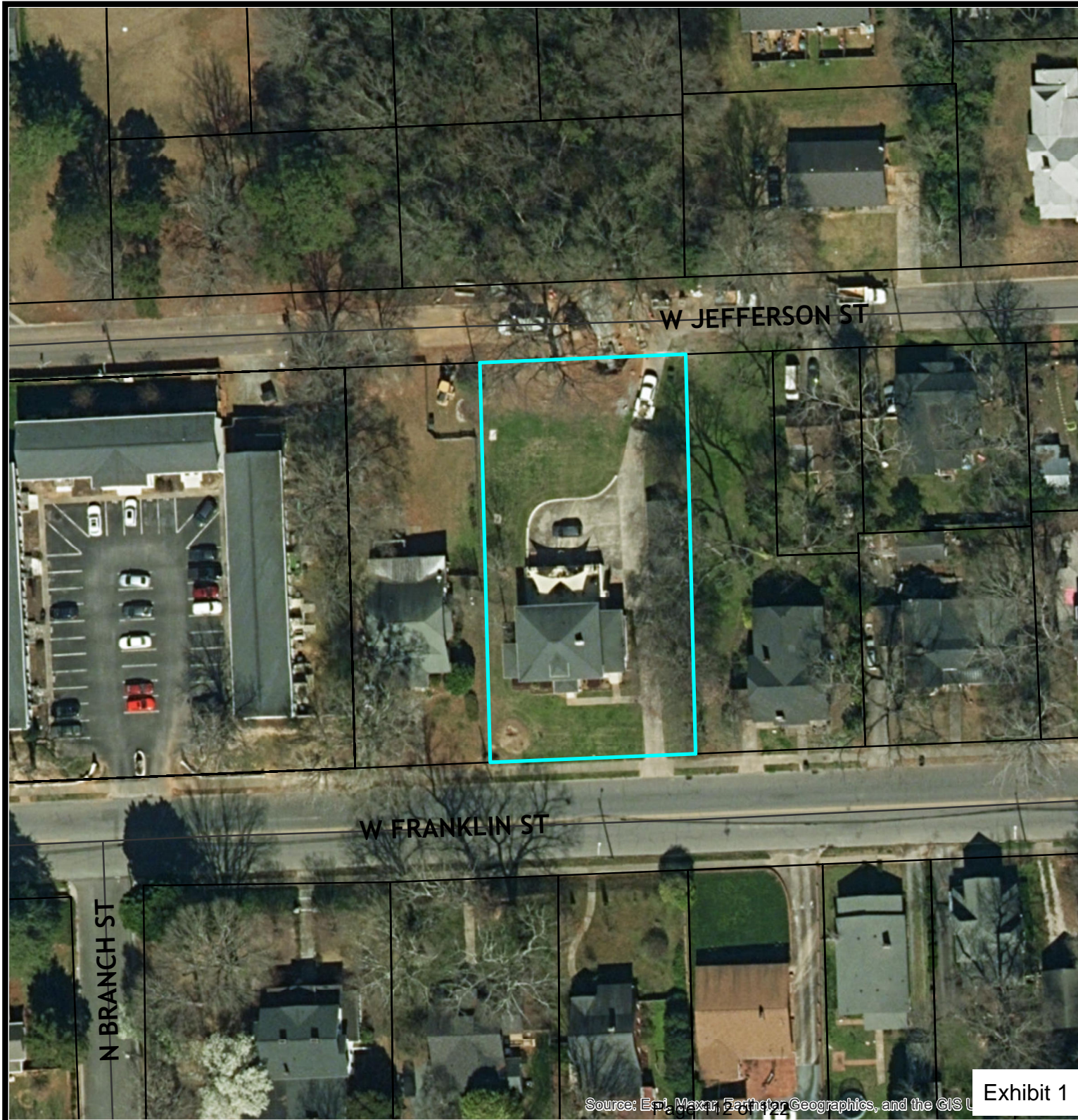
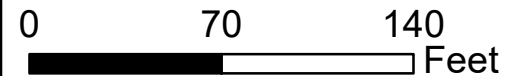
- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Brian and Angie Rose

Acres: .507



W JEFFERSON ST





W FRANKLIN ST

N BRANCH ST

Exhibit 1

Zoning Map
PLHR-2026-00028

Legend

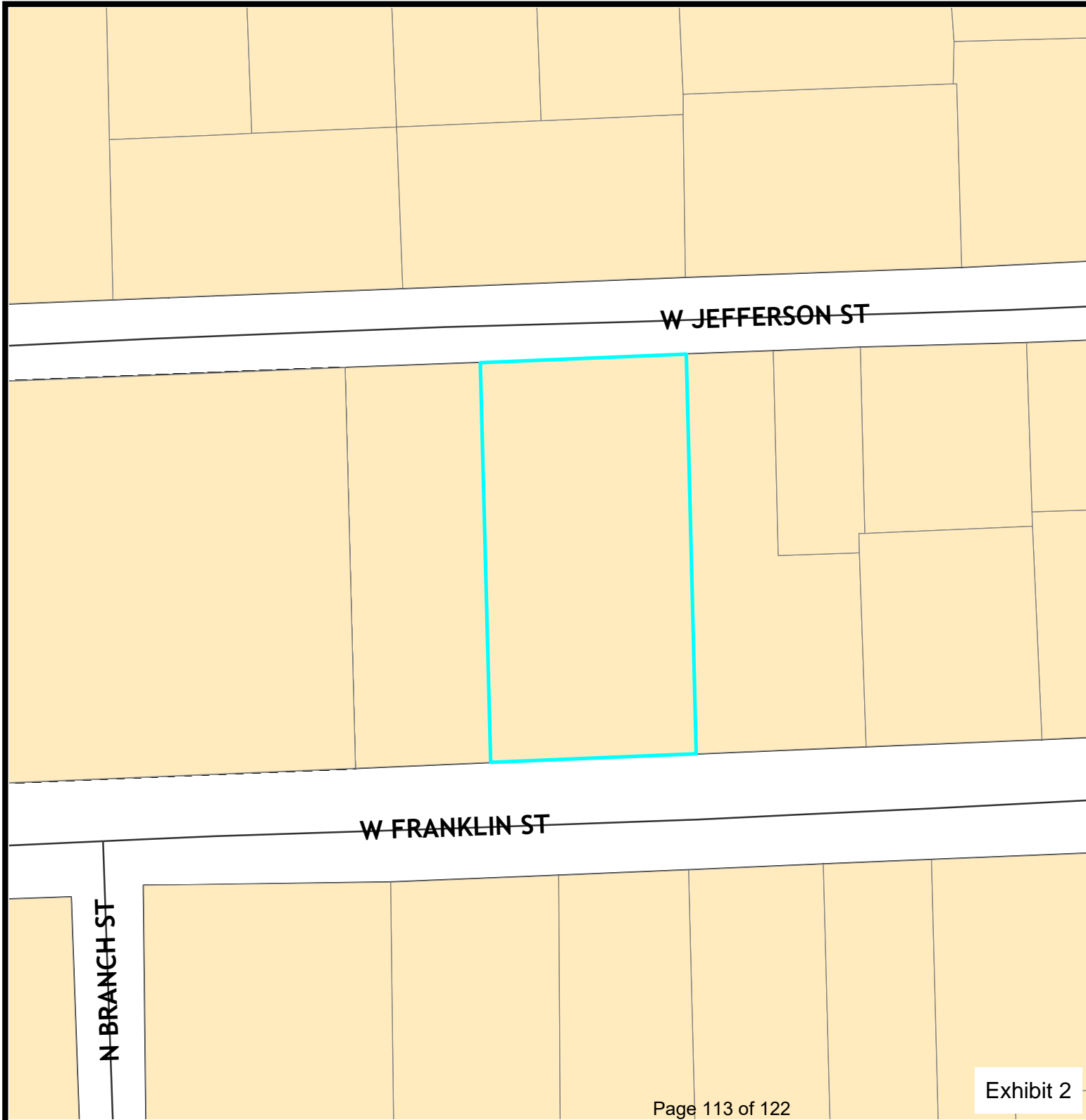
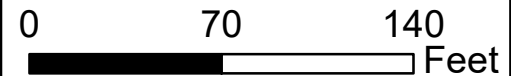
-  Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Brian and Angie Rose

Acres: .507





Historic District Map

PLHR-2026-00028

Legend

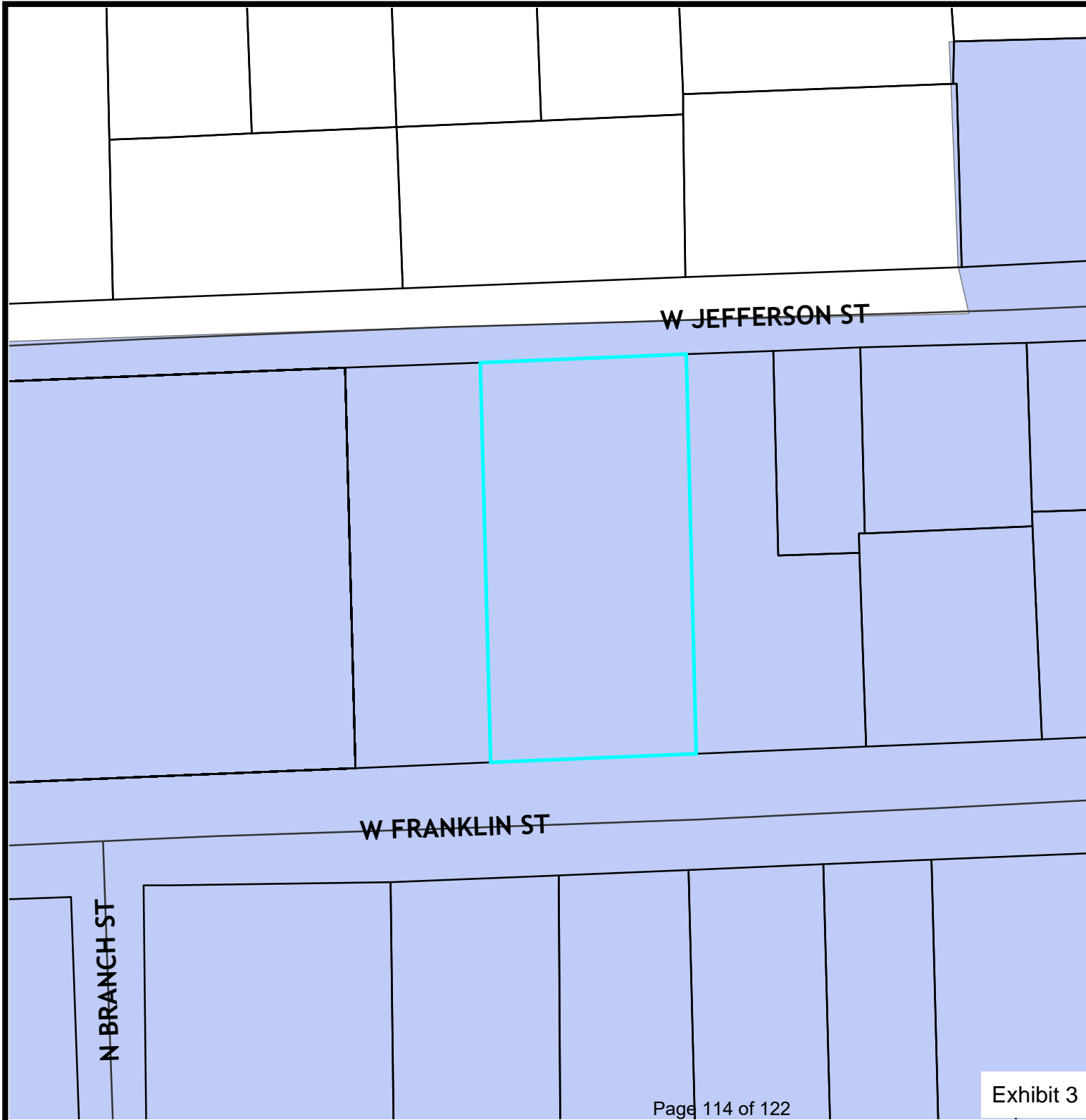
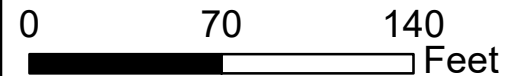
- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Brian and Angie Rose

Acres: **.507**





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

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

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

3. The following Certificate of Appropriateness is requested for: Installation of inground pool plus landscaping.
Please provide a brief description of the project: Inground pool - pool will be gunite, decking will be brick and concrete, retaining wall will be brick
Landscaping will be evergreen trees (Green Giant and/or Ligustrum) plus decorative shrubs

4. Attach a site plan showing the existing and proposed improvements, necessary setback lines, photographs of current and proposed materials. (Assistance is available to determine setback requirements at the Department of Planning & Development, 300 W. Crowell Street).

Brian Rose
Applicant- Printed
Applicant- Signed

08/06/25
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.

Exhibit 4

HISTORIC DISTRICT COMMISSION
FINAL PLAN SUBMISSION CHECKLIST

Required materials for all applications:

- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date

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

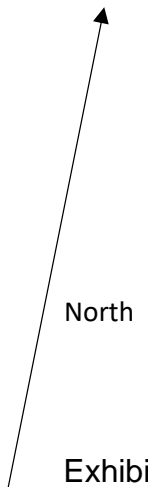
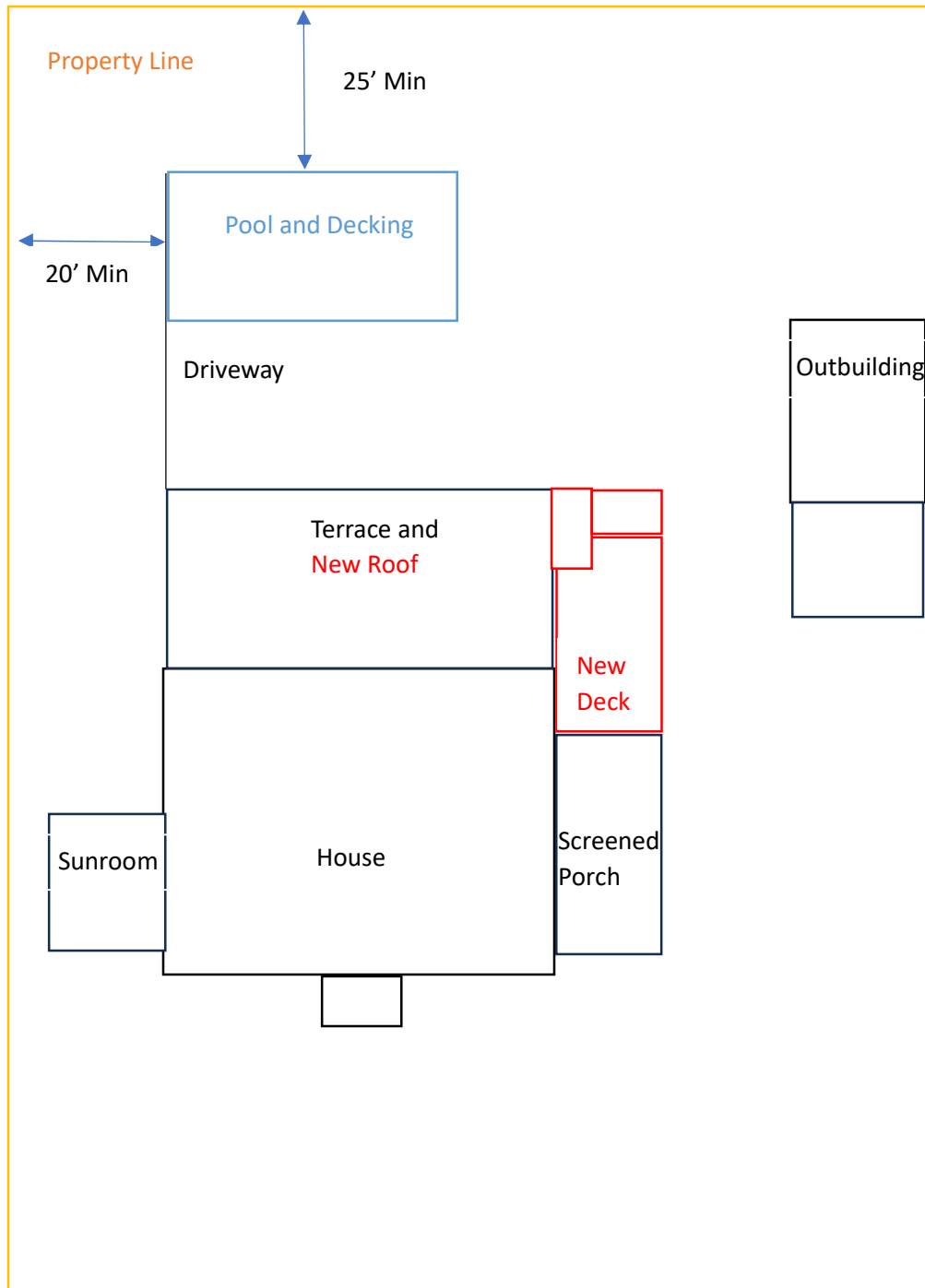
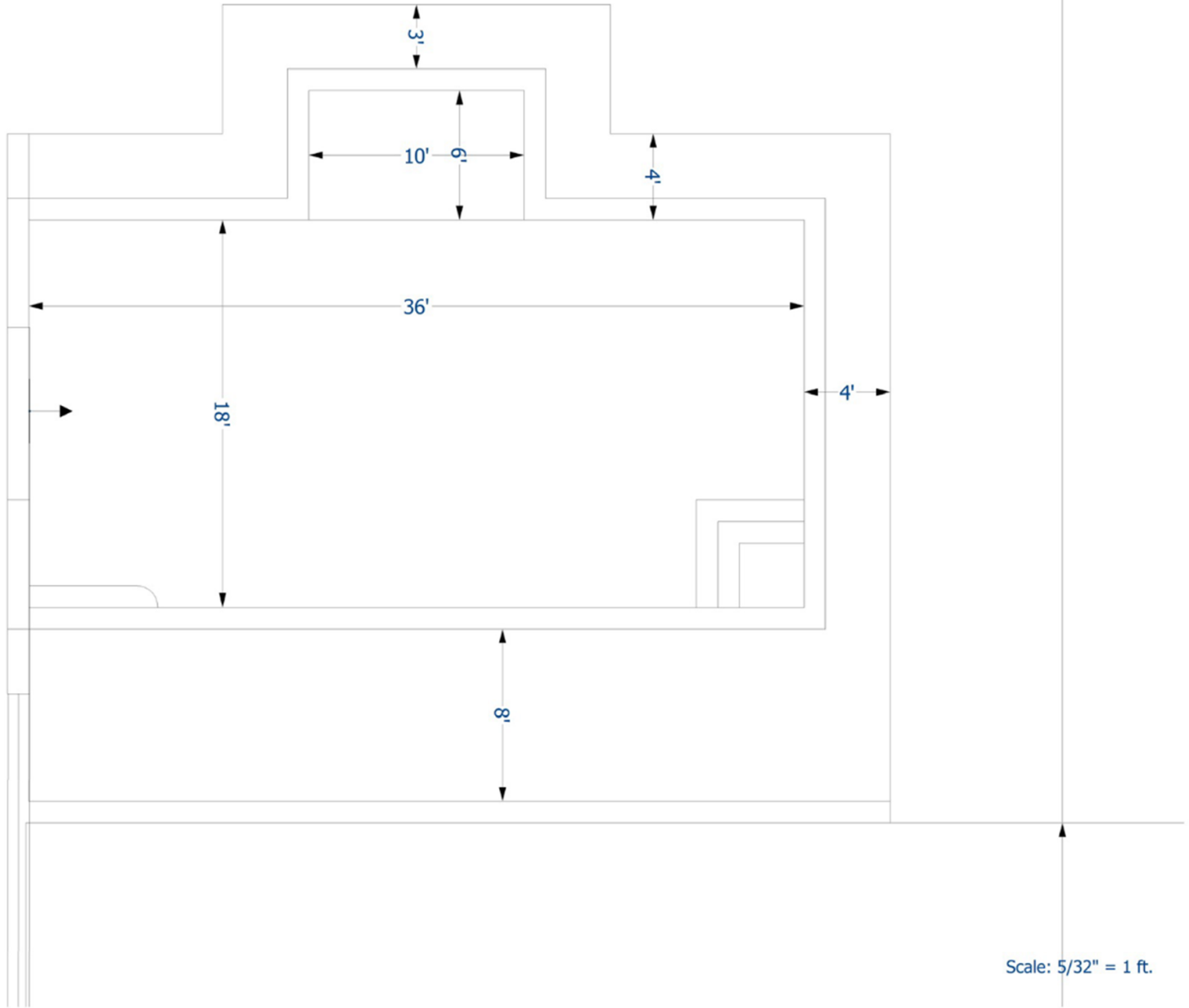


Exhibit 5





Brick Wall

Gunitite Pool

Concrete Decking
and raised Curbing







ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDR	OWNERCITY	OWNERSTATE	OWNERZIP
09273008 12	BBB PARTNERS LLC		PO BOX 769	MARSHVILLE	NC	28103
09273008 13						
09273008 19	BREWER BAUCOM PROPERTIES LLC		PO BOX 1022	MONROE	NC	28111
09273008 20						
09273008 03	BREWER MP LLC		PO BOX 769	MARSHVILLE	NC	28103
09273008 10	CANTEY KIM		405 LANCASTER AVE	MONROE	NC	28112
09273008 09						
09273010	COX SONDA D	COX RUSSELL F	6205 RAPE RD	MONROE	NC	28112
09273008 18	HELMS ARON A		758 W FRANKLIN ST	MONROE	NC	28112
09232232	HILL SHANNON M		600 WEST FRANKLIN ST	MONROE	NC	28112
09232250	HUGHES DONALD S	CLARK BETTY A	600 W JEFFERSON ST	MONROE	NC	28112
09232225	JOYCE DAVID		609 W FRANKLIN ST	MONROE	NC	28112
09232221	KNOX WALTER		203 N COLLEGE ST	MONROE	NC	28112
09232247	LOBERGER DALE A	LOBERGER SHELLEY W	502 S WASHINGTON ST	MONROE	NC	28112
09273008 17	LUND GLADIS		756 W FRANKLIN ST	MONROE	NC	28112
9232249	LYONS LANCE		14213 HILLSIDE DR	JAMUL	CA	91935
09273008 02	MCMANUS SYLVESTER E III	WHITE BETTY R	710 WEST FRANKLIN ST	MONROE	NC	28112
09232245	MELENDEZ JENNIFER		601 W JEFFERSON ST	MONROE	NC	28112
09273008	MIDDLETON PARTNERS LLC		PO BOX 783	MONROE	NC	281110783
09273008 08	MORALES BRIAN GLENN		724 W FRANKLIN ST	MONROE	NC	28112
9232230	MORGAN MARIAN V		604 W FRANKLIN ST	MONROE	NC	28112
09273008 05	MORICOLA PAUL		718 W FRANKLIN ST	MONROE	NC	28112
09232246	OLIVA ANGEL MARIA ET AL	NOGUERA SANDRA I	603 W JEFFERSON ST	MONROE	NC	28112
09273004F	PINNACLE HOMES USA LLC		2908 MORGAN MILL ROAD	MONROE	NC	28110
09273004C						
09273004B						
09273004D						
09273004E						
09273004A						
09273008 16	PLYLER KADIE		754 W FRANKLIN ST UNIT 16	MONROE	NC	28112
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST	MONROE	NC	28112
09232228	PYLE KIM		704 W FRANKLIN ST	MONROE	NC	28112
09273008 06	RUSHING GILBERT DOUGLAS		831 BRIDGEWATER DRIVE	MONROE	NC	281128445
09273009	SCHRADER RICHARD EUGENE JR	OSMAN MOHAMED S	705 W FRANKLIN ST	MONROE	NC	28112
09232227	SMITH BRADFORD R	SMITH DEBORAH A G	703 W FRANKLIN ST	MONROE	NC	28112
09273008 21	SMITH BRANDON	HOCOTT ROSA E	764 W FRANKLIN ST	MONROE	NC	28112
09273008 15	SMITH PATRICK JAMES	SMITH CHRISTAL ANN	752 W FRANKLIN ST	MONROE	NC	28112
09232226	STEGALL STEVEN M	STEGALL KELLY A	701 W FRANKLIN ST	MONROE	NC	28112
09273008 04	SUPPES LAUREN		716 W FRANKLIN ST	MONROE	NC	28112
09232249A	SUTTON REBECCA DIANE		3319 WAXHAW HIGHWAY	MONROE	NC	28112
9232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST	MONROE	NC	28112
09273008 14	TRIPODI TRACY H		750 W FRANKLIN ST	MONROE	NC	28112
09232223	DAIGLE SARA KAUFFMAN		605 W FRANKLIN ST	MONROE	NC	28112
09273008 11	W3 RESOURCE MANAGEMENT LLC		PO BOX 1699	MONROE	NC	28111
09232229	DEHART ANGIE	ROSE BRIAN	700 W FRANKLIN	MONROE	NC	28112
09232231	WARD JUDY ROBINSON		602 W FRANKLIN ST	MONROE	NC	28112
09273008 07	WEST TAYLOR EVELYN	GROSE JASON	8513 CROWDER RD	RALEIGH	NC	27603
09273008 01	WHITE BETTY R		710 W FRANKLIN ST	MONROE	NC	28112

APO Map

PLHR-2026-00028

Legend

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

Parcels Notified: 48

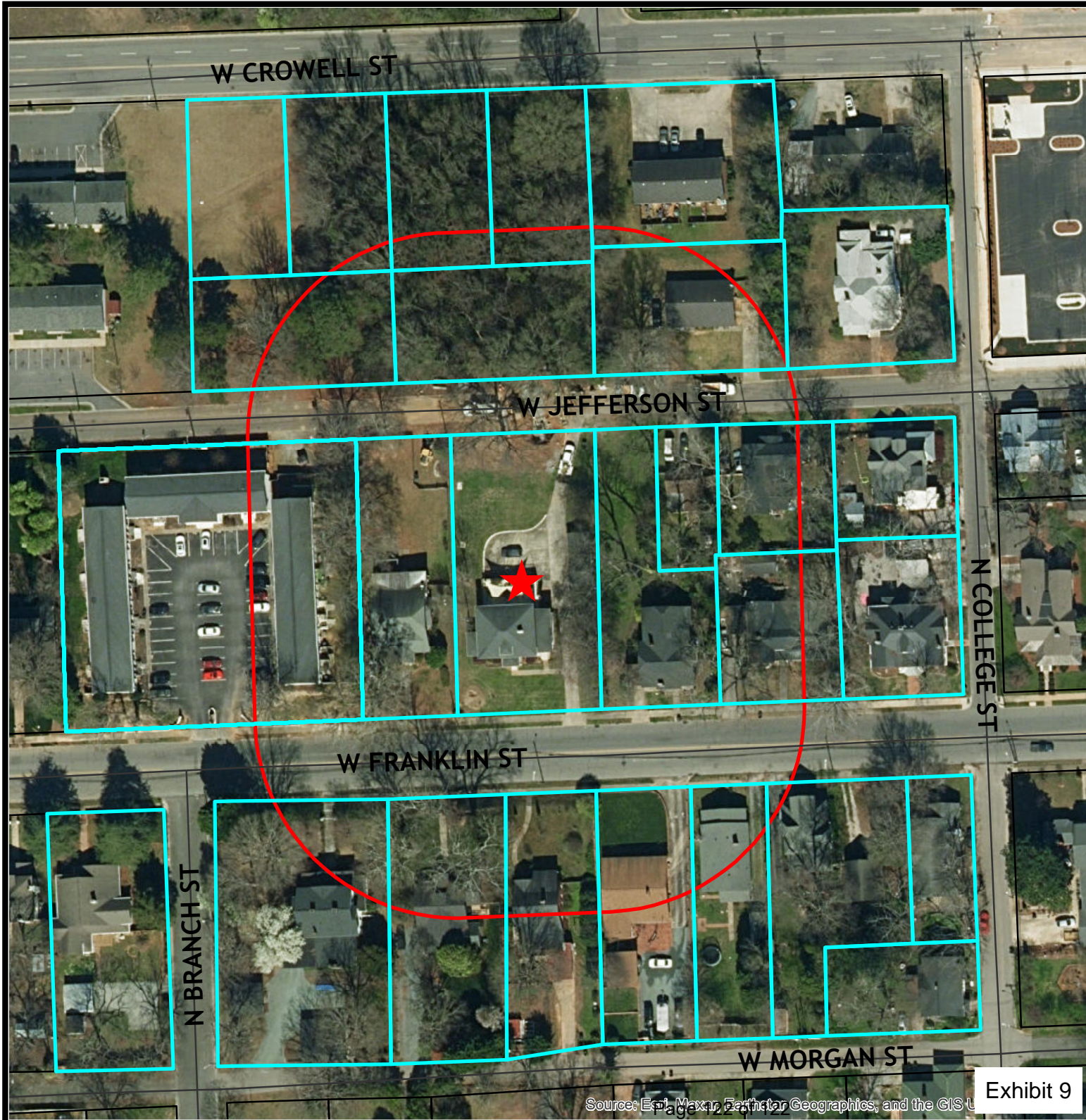


Exhibit 9