

HISTORIC DISTRICT COMMISSION
MEETING AGENDA



Monday, October 13, 2025 – 6:00 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC

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- Item 1.** Call to Order – Roll Call
- Item 2.** Pledge of Allegiance and Moment of Silence
- Item 3.** Conflicts of Interest
- Item 4.** Approval of Minutes – September 8, 2025
- Item 5.** Quasi-Judicial Statement
- Item 6.** **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) (*Tabled from September 8, 2025*)
- Item 7.** **PLHR-2026-00035** - Certificate of Appropriateness request from Deborah Dillon to replace six existing vinyl windows with wood composite windows at 300 S. Washington Street. (Parcel ID # 09-232-156)
- Item 8.** **PLHR-2026-00036** - Certificate of Appropriateness from Margaret Desio to install a wood awning over the existing front windows of the home at 305 S. Washington Street. (Parcel ID # 09-232-154)
- Item 9.** **PLHR-2026-00053** - Certificate of Appropriateness request from Carlos E. Orantes Argucta for previously replacing the original tin-shingled roof with a corrugated metal roof at 409 Everette Street. (Parcel ID # 09-231-172)
- Item 10.** **PLHR-2026-00054** - Certificate of Appropriateness request from Shelley Loberger and Barbara Horack to replace the existing concrete and brick staircase and landing on the rear wall of the existing enclosed rear porch in order to construct a new wood staircase and landing at 310 East Houston Street. (Parcel ID # 09-231-116)
- Item 11.** **PLHR-2026-00057** - Certificate of Appropriateness from William Heidtmann to install black aluminum railings on either side of the front porch at 211 Maurice Street. (Parcel ID # 09-231-169)
- Item 12.** Set date for the November 2025 Meeting (Due to the Veteran’s Day Holiday, City Council is scheduled to meet on November 10th.) Possible alternate date – Monday, November 17, 2025
- Item 13.** Next Meeting: Monday, November ?, 2025 at 6:00pm
- Item 14.** 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, SEPTEMBER 8, 2025 AT 6:30 PM
COUNCIL CHAMBERS - CITY HALL
300 West Crowell Street, Monroe, North Carolina

Sent to HR: 9/9/25

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; Anna Dowdy;

Members Absent: None

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

Guests: Bobby Fisher; Deana and Damien Ristains; Michael Rya; Shelley Loberger; Stacey Ferguson; Bill Vosburgh; Brian and Angie Rose; Natasha Higgins;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – August 11, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the August 11, 2025 meeting.

Second: Jennifer Loria

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

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

NAYS: None

Item 5. Quasi-Judicial Statement

Archie Morgan, Chair, said this hearing is a quasi-judicial evidentiary hearing and that means that it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decisions. These rules are different from other types of land use decisions, like rezoning cases. The Board's discretion is limited and the Board must base its decision on competent and relevant and substantial evidence into the record. Participation is limited and this meeting is of course open to the public and everyone is welcome to watch. Parties with standing have rights to participate fully and parties may present evidence, call witnesses, make legal arguments; parties are limited to the applicant, the local government and individuals who can show they will suffer special damages.

Item 6. PLHR-2025-00244 – 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)

Patrick Blaszyk and Keri Mendler approached the dais and were sworn in by the Chair.

Patrick Blaszyk, Planner 1, beginning presenting. This item was tabled at the July 14th Historic District Commission meeting. The Commission requested the applicant 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. Since the applicant did not attend the meeting, the Commission indicated that they would prefer the applicant to be present at the meeting in order to make the determination regarding the request. Planning staff made contact with the property owner on August 15, 2025. Planning staff then followed up with the property owner regarding the item being on the agenda for the September 8th Historic District Commission meeting by sending an email on August 25, 2025. To inform the Commission, in the correspondence that the applicant had with the property owner, the property owner had given permission to the contractor to proceed with the proposed project without the approval of the Historic District Commission. Staff has not been able to make contact with the contractor. Planning staff have been monitoring the property and no work has occurred at the property.

Motion: Gladys Kerr made a motion that the Historic District Commission dismiss COA PLHR-2025-00244.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2025-00244, if constructed according to the plans reviewed at this meeting is not congruous with the character of the district because the standards state that like should be used for like, for example wood should be replaced with wood. In this case, the windows are currently wood and the applicant has not presented any viable reason or alternative to wood for replacing windows. Also, in replacing the tin roof with shingles, it is not like-for-like and they have not presented anything to persuade the Board otherwise. Therefore, the application is not 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, Anna Dowdy

NAYS: None

Motion: Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission deny a Certificate of Appropriateness to Adrian Valdez regarding the proposals as shown in PLHR-2025-00244.

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, Anna Dowdy

NAYS: None

Item 7. PLHR-2026-00020 - The Historic District Commission is requested to consider a 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)

Megan Brightharp, Planner 1, wanted to bring some items to the Commission's attention before she swore in: 1) The applicant for this case is not present; and 2) This case is an attempt to rectify a zoning violation. The Commission, at their discretion, is able to either table the case or move forward with it since it has been pending since November 2024. This has progressed to the City of Monroe Legal Department and the applicant was made aware of this hearing. The City of Monroe has reached out many times to the homeowner, but corresponding with him has not been easy. Fines have been imposed and have all been paid by the applicant. The applicant got a demand letter that tells them to pay the fines and to get the COA and permit. That is why they applied for the COA. There is nothing additional from the applicant that is not already included in the exhibits of the staff report.

Motion: Jennifer Loria made a motion to table the proposed project, PLHR-2026-00020, for one month.

Second: Jennifer Smith

Action: The motion passed with the following votes:

AYES: Jennifer Smith, Jennifer Loria, Matthew Klaren, Allen Watson, Anna Dowdy

NAYS: Archie Morgan, Gladys Kerr

Item 8. PLHR-2026-00025 - The Historic District Commission is requested to consider a Certificate of Appropriateness request for a new house to be built at 120 S. Crawford Street (Parcel ID # 09-232-175A)

Keri Mendler and Bobby Fisher approached the dais and were sworn in by the Chair.

Keri Mendler, Senior Planner, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located north of Talleyrand Avenue and is west of Crawford Street. Exhibit 2 is a copy of the zoning map with the subject property highlighted in blue.
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 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) Exhibit 4 is a copy of the Application. Exhibit 5 is a copy of the House Plans. The top shows the front elevation facing Crawford Street. To the left is an open carport. The bottom shows the rear elevation. There is a brick exterior with fiber cement board and batten accents along with an asphalt shingle roof. The next slide is the left elevation on the top. This is what you would see from Talleyrand. The bottom portion shows the right elevation which is interior to the site. This door in the center, as well as the basement double-door, are the proposed fiberglass doors which will be interior and not visible.

Exhibit 6 is the set of materials proposed as well as some images showing existing homes in the area. As mentioned, currently the lot has a privacy fence around it. This lot was actually subdivided out from the lot on College Street a couple of years ago. There was an application in December for the construction of a home on this lot. That property owner has since sold and this is a whole new set of plans. This example of the area shows the brick home on the back side on College Street. Another brick home is to the left of the one shown. Another brick home is at the corner of Crawford and Talleyrand. One home with siding is at Crawford and Talleyrand. Materials are the asphalt shingle roof, the brick and the board and batten which is the James Hardie or the fiber cement. The windows, porch column, trim boxing, shutters and gutters are shown. The concrete driveway and walkway to the front will be colored or stained a light brown color. This is the proposed front door with wood and a glass pane design. This example would be the side door of wood materials and glass panes which would be seen from Talleyrand to access the carport. This example is the proposed side door of fiberglass, but it will not be visible. The unconditioned area of the basement would have a proposed fiberglass door and is interior to the site. The windows are currently proposed to be wooden with a one-over-one pane design.

Exhibit 7 is a copy of the Site Plan. As previously discussed, this lot has two very large easements. One is a storm-drain easement and one is a sanitary sewer easement. Basically, this causes some restrictions on where the house can be built and it will be placed on the back left of the parcel due to the easements. The front of the house will face Crawford. To the left of the house is Talleyrand is where the carport will be with possibly a looped driveway underneath the carport or a straight-in, but it will be stained in concrete either way.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness request according to Section 6.3 of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is a copy of the APO List which goes to the property owners and not the physical property. Exhibit 9 is a copy of the APO Map.

The Board members had questions for Keri Mendler. Ms. Kerr appreciated the detailed and easy-to-follow house plans. This side of the district has a mix of homes in regards to year built and style.

Bobby Fisher, who resides at 2412 Dellwood Drive, Monroe, approached the podium to answer questions. He explained that the lot slopes down so he is proposing a 10x16 unconditioned storage shed or area with a cement floor under the house. The doors would open to this area for storing lawnmowers or have a work bench. It is not visible from the road. He does not mind having a wood door. This full brick house will have a board and batten upper portion. McGee Brothers is doing everything "from start to finish." He is not sure what he plans to do with the home yet. Wood windows are extremely expensive.

Discussion was held on the materials of the windows and doors. The Commission discussed whether they would allow aluminum clad wood windows; however, expressed a desire for all doors to be wood versus fiberglass as proposed.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00025, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards require that new builds be compatible with other buildings in the District. In this case, what is proposed is a new brick residence with asphalt shingles. There are homes nearby that are all brick with asphalt shingles. All the exterior doors will be made of solid wood. The Windows are being approved under the condition that they are wood or aluminum-clad wood, not composite and not vinyl. 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, Anna Dowdy

NAYS: None

Motion: Jennifer Loria made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Robert Fisher regarding the proposals as shown in PLHR-2026-00025. Such certificate to be subject to the conditions contained in the previous motion.

Second: Archie Morgan

Action: The motion passed with the following votes:

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

NAYS: None

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)

Patrick Blaszyk, Keri Mendler, Shelley Loberger (Homeowner) and Mike Ryan (Contractor) 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 310 East Houston Street is owned by Shelley Loberger and Barbara Horack and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located to the south of East Houston Street. 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 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) Exhibit 4 is a copy of the Application. Exhibit 5 are the existing conditions on the site. This photo is of the proposed view from East Houston Street. The applicant has submitted these photos which indicate that the proposed work conducted in the rear yard will not be visible from East Houston Street. This photo was taken from the left and the right. Here are the existing conditions where the work will occur and here is the existing enclosed rear porch.

Exhibit 6 are the proposed plans the applicant has submitted for the proposed projects. They will be replacing the existing metal storm door and wood door with one new door. They will be replacing the existing 58-inch metal window with three new windows. Additionally, they will be installing a new 8 x 11 wood deck and replacing existing asbestos siding with new fiber cement siding. Inside the enclosed rear porch, the new window will be installed to the right and to the left is the new door to access the proposed deck.

Exhibit 7 are the proposed materials and deck. Here is an example of the proposed siding which will replace the asbestos siding. The applicant has submitted a few options for the Commission to decide between for the proposed doors and windows. The applicant prefers the steel doors which will match the existing steel door on the current shed which was approved by the Historic District Commission. There is a wood door as an option submitted as well. Here are two different window choices where the applicant prefers the composite windows since they will match the composite windows that are currently on the home. They have also submitted an alternative wood window.

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

Mike Ryan, who resides at 614 Heatherwood Drive, Monroe, and Shelley Loberger, who resided at 502 S. Washington Street, Monroe, approached the podium in order to answer questions from the Board. The asbestos will be removed safely in double, black bags and disposed of properly at the landfill. It doesn't have to be encapsulated and doesn't create a lot of dust. This house is for her mother who has been living with her for ten years and she needs her own space. It was purchased in July. The cost of wooden doors is much higher than composite or steel. The back doors are not visible from the road. The reason they want a steel door and composite windows is so it will be consistent with the rest the studio door and the rest of the windows on the house, for easy maintenance and for a reasonable cost since her mother is on a budget.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00027, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards require that the asbestos siding be replaced with fiber-cement siding since the asbestos is unsafe to replace with similar material. The existing metal window will be replaced with three composite windows since there are already composite windows on the house and it will be consistent with what is already on the home. These windows are not visible from the street and won't detract from the home. The existing rear wood door and metal storm door can be replaced with one steel-clad door. Although it is not like materials, it is unable to be seen from the road and it will not change the façade or other features of the home. In adding a new steel-clad door and composite window, it will not be visible from the road and will not change any major features of the home. The wood deck can be built on the rear of the home and is not readily visible from the road or detract from any primary features of the home. The deck will be aligned with the height of the building's first floor level so it will not be at an unusual height. No trees will be removed in order to construct the deck. Therefore,

the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second:

Archie Morgan

Action:

The motion passed with the following votes:

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

NAYS: None

Motion:

Jennifer Smith made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Shelley Loberger and Barbara Horack regarding the proposals as shown in PLHR-2026-00027. Such certificate to be subject to the conditions contained in the previous motion.

Second:

Allen Watson

Action:

The motion passed with the following votes:

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

NAYS: None

Item 10.

PLHR-2026-00028 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Brian and Angie Rose to build an in-ground pool at 700 W. Franklin Street. Staff approved a request to add additional landscaping, including trees and shrubs, as well as a 3-foot retaining wall. (Parcel ID # 09-232-229)

Megan Brightharp, Keri Mendler, Bill Vosburgh, Brian Rose and Angie Rose and approached the dais and were sworn in by the Chair.

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

1. The subject property located at 700 W. Franklin Street is owned by Brian and Angie Rose and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located north of West Franklin Street and south of West Jefferson Street. Exhibit 2 is the zoning map with the subject property highlighted in blue. The subject property 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 showing the subject property highlighted in blue. The parcels that are shaded blue are in the Historic District and those shaded in white are not.
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. (Exhibits 4-7) Exhibit 4 is a copy of the Application. Exhibit 5 is a copy of the Site Plan. The pool will be located in the rear of the home and will meet the required minimum setbacks for an accessory structure which is 10 feet from the side and rear property line. Exhibit 6 is a plan showing the pool's dimensions. Exhibit 7 is a collection of renderings of the pool. The renderings show the concrete pool, with concrete

decking and raised curbing to distinguish the pool's decking from the driveway along with a brick retaining wall to the left side of the pool. The main pool is 36 x 18 and a smaller portion is 10 x 6. There are more renderings showing the existing driveway, parking area behind the home, existing accessory structure as well as where they propose to put the additional landscaping.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness request according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is a copy of the APO List. Exhibit 9 is a copy of the APO Map. Forty-eight properties were notified and no responses were received.

The Board members had questions for Megan Brightharp. The applicants were present and brought a representative, Bill Vosburgh, with material samples. The brick retaining wall will be parallel to the neighboring property.

Brian and Angie Rose, who reside at 700 W Franklin, approached the podium to answer questions. There are three grandchildren who will enjoy the pool. The City has a permitting process in order to put up the fence and also in fixing the older electrical issues. They have not started on this project yet since they needed to get it approved. They have started on the fencing and will provide landscaping for privacy. There is no tree removal. The driveway will continue all the way through to the rear alley. The representative, Bill Vosburgh, passed some samples of the retaining wall and border to the Commission. The pool materials and colors will be chosen depending on what best matches the house after it is repainted. All of the gates have to open outwards and have locks on them. The fence has to be at least 4ft tall.

Motion: Anna Dowdy made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00028, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that if you introduce contemporary equipment or incompatible site features, such as swimming pools, that they are installed in a location that does not compromise the historic character of the district. This inground pool is going to be installed in the back yard, not readily visible from the road or detracting from the façade of the residence. There is an existing privacy fence and landscaping will be installed. No trees need to be removed. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Jennifer Loria made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Brian and Angie Rose regarding the proposals as shown in PLHR-2026-00028. 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, Anna Dowdy

NAYS: None

Item 11. Next Scheduled Meeting: Monday, October 13, 2025

Attorney Richard Long stated he no longer had a time conflict and the Board could meet at 6pm if they preferred.

Motion: Archie Morgan made a motion that future Historic District Commission meetings will start at 6:00pm on the second Monday of each month.

Second: Gladys Kerr

Action: The motion passed with the following votes:

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

NAYS: None

Item 12. Adjournment

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

Second: Matthew Klaren

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

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

NAYS: None

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2026-00020

TO: Historic District Commission Members
DATE: October 13, 2025 (*tabled from 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

This item was tabled at the September 8, 2025 Historic District Commission meeting due to the applicant’s absence. 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. This item was tabled at the September 8, 2025 Historic District Commission meeting due to the applicant's absence. (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)

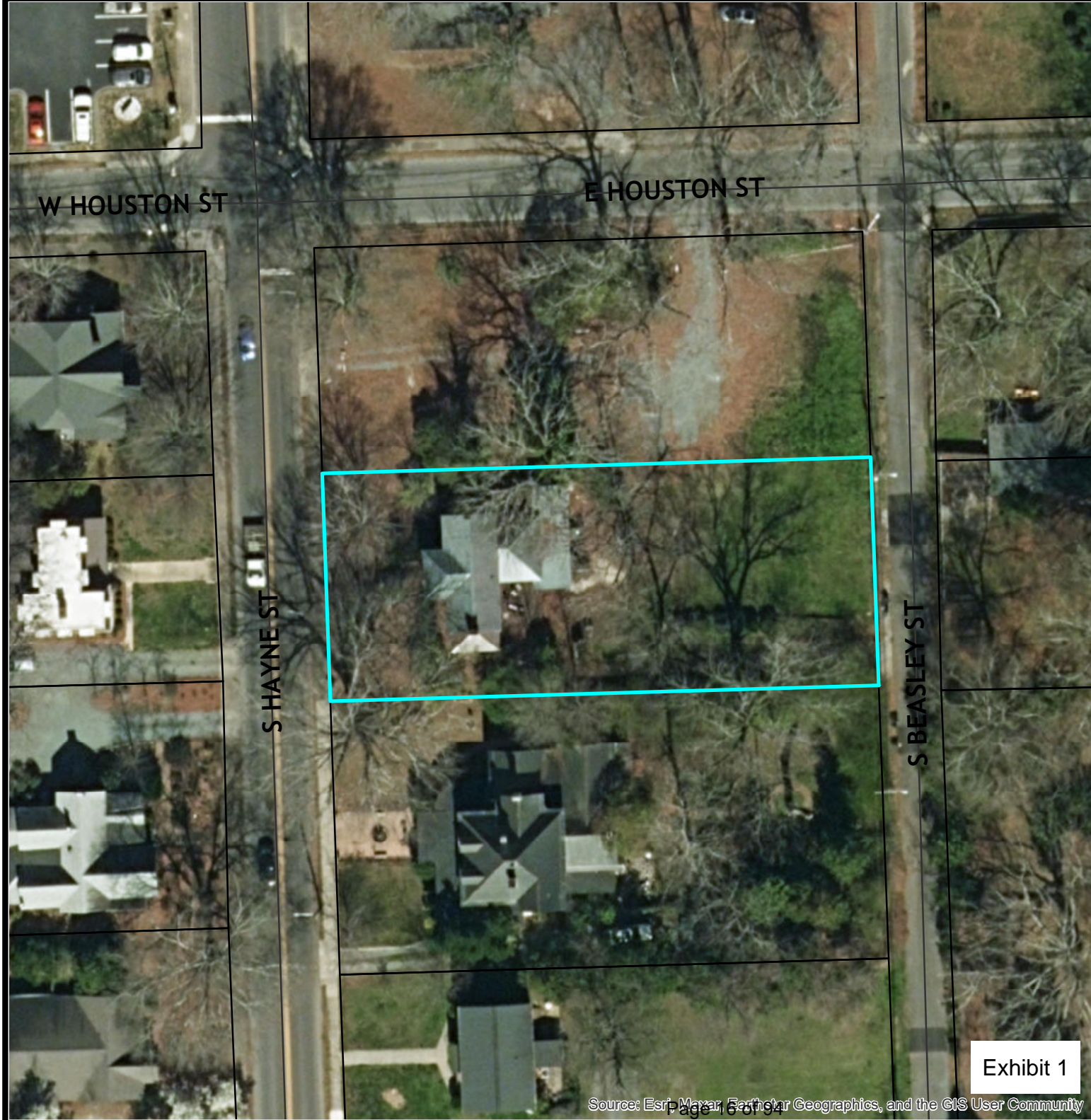
1. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.
2. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary 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

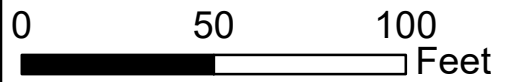


Exhibit 1

Zoning Map
PLHR-2026-00020

Legend

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

Existing:

RMD
(Residential Medium Density)

Owner:
Ronald and Kyra Sells

Acres: .39

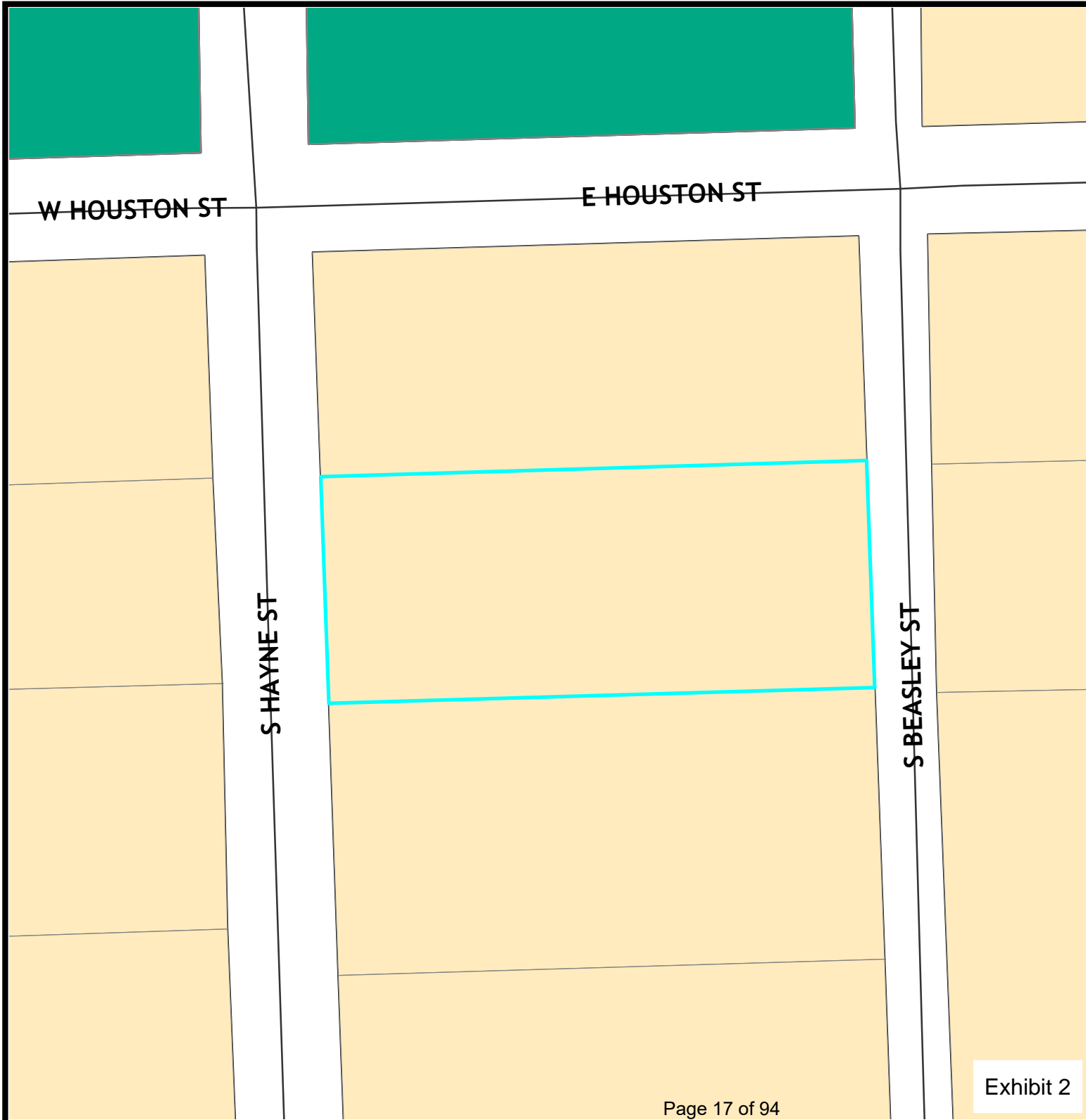
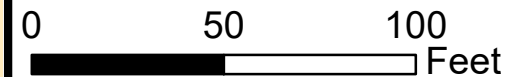




Exhibit 2

Historic District Map

PLHR-2026-00020

Legend

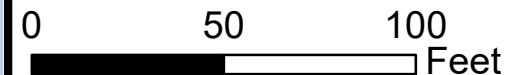
-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

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

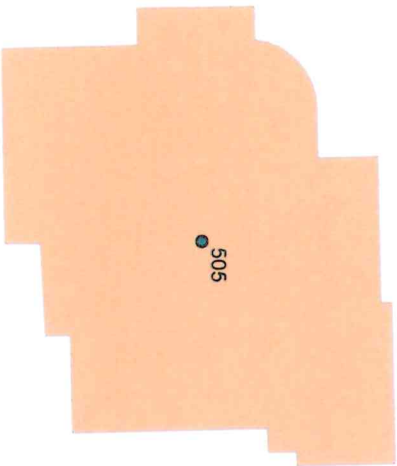
[300 W. Crowell Street](#)/PO Box 69

Monroe, NC 28111

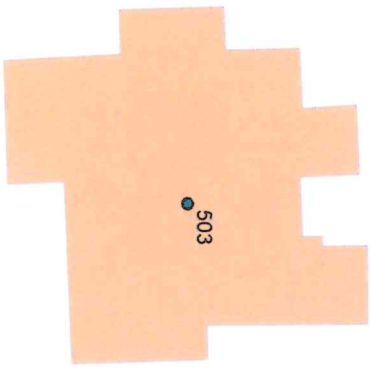


Exhibit 6

S HAYNE ST



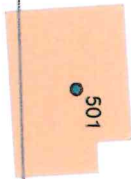
505



503

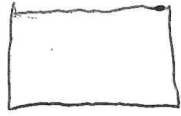
500

130



501

40 FT



15 FT

40 FT


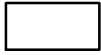


S BEASLEY ST

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

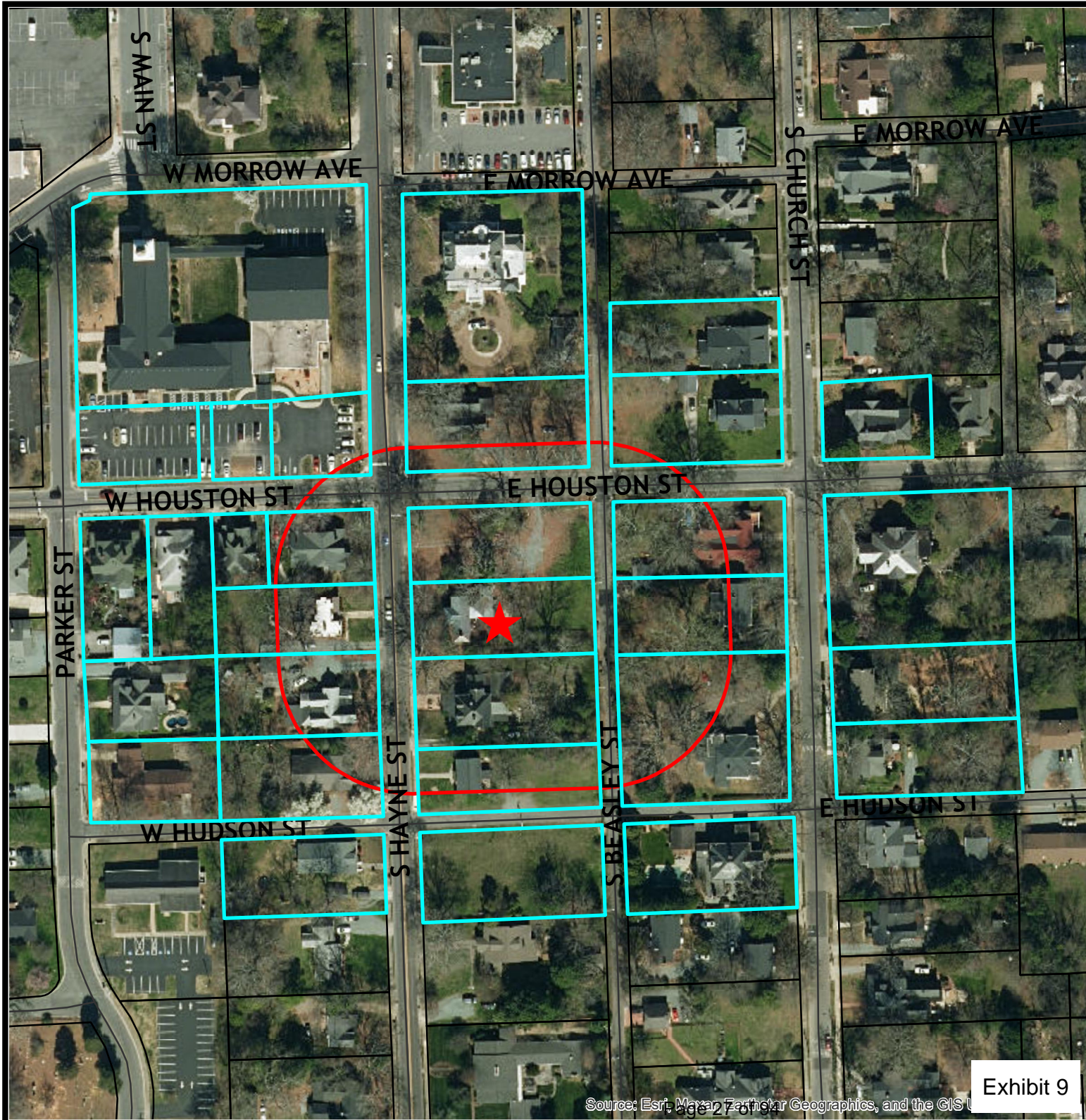
Legend

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

Parcels Notified: 31



Exhibit 9





STAFF REPORT
PLHR-2026-00035

TO: Historic District Commission Members
DATE: October 13, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 300 S. Washington Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Deborah Dillon for the property at 300 S. Washington Street. The applicant is requesting approval to replace six existing vinyl windows with wood composite windows at 300 S. Washington Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 08-27-2025
Name of Petitioner: Deborah Dillon
Location: 300 S. Washington Street
Tax ID #: 09-232-156
Lot Size: 0.352 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

300 S. Washington Street, Robert H. Hargett House, circa 1905

The 1922 and 1928 city directories list Robert H. Hargett of Collins and Hargett General Merchandise Store as the occupant of this large, one and-one-half story frame Craftsman bungalow. The house is said to be an 1870s dwelling deeded in 1877 from Elizabeth and James Bickett to their daughter Estelle Moody (later Mrs. w. W. Horne) and extensively remodeled by Hargett. Characteristically, the eaves of its side gable roof and central gable dormer are ornamented with exposed rafter tails and key braces. An engaged porch

supported by tall square-section posts on low brick piers spans the three-bay facade which has paired four over one windows on either side of the entrance. This window treatment is repeated on the side elevations. Gable- and shed-roofed wings extend to the rear. One exterior end chimney rises on the north elevation, while a second has an interior location.

RELEVANT DESIGN STANDARDS

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting approval to replace six existing vinyl windows with wood composite windows. The original vinyl windows have a three-over-one and four-over-one pane designs. The proposed windows will have the same pane designs.
 2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting approval to replace six existing vinyl windows with wood composite windows. The original vinyl windows have a three-over-one and four-over-one pane designs. The proposed windows will have the same pane designs.
 3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
The new windows will be properly sized to fit the existing window openings.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 300 S. Washington Street is owned by Deborah Dillon 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 27, 2025, the applicant submitted an application requesting approval to replace six existing vinyl windows with new wood composite windows. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)
-

CONCLUSIONS

The proposal requesting approval to replace five existing wood windows with new metal clad wood windows at 300 S. Washington Street as presented (is/is not) congruous in concept according to the *Windows and Doors* standards contained within the *Monroe Design Standards*:

Windows and Doors, pg. 53

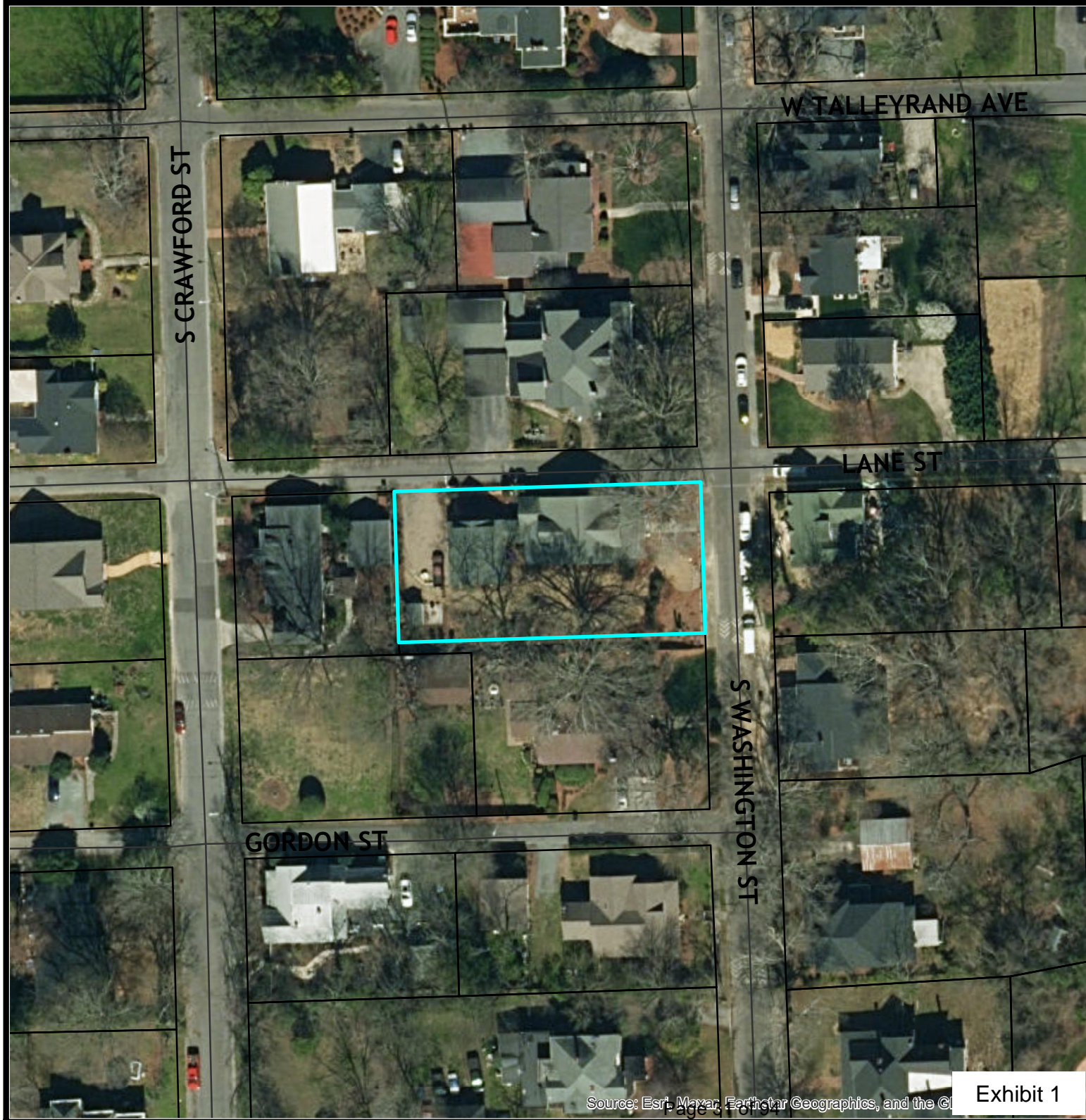
1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters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

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

Exhibits:




1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Pictures of Existing Windows
6. Proposed Windows
7. APO List
8. APO Map

Prepared by: MB 9-12-2025



Aerial Map
PLHR-2026-00035

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Deborah Dillon

Acres: .352

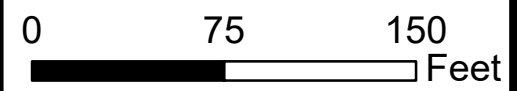


Exhibit 1

Zoning Map
PLHR-2026-00035

Legend

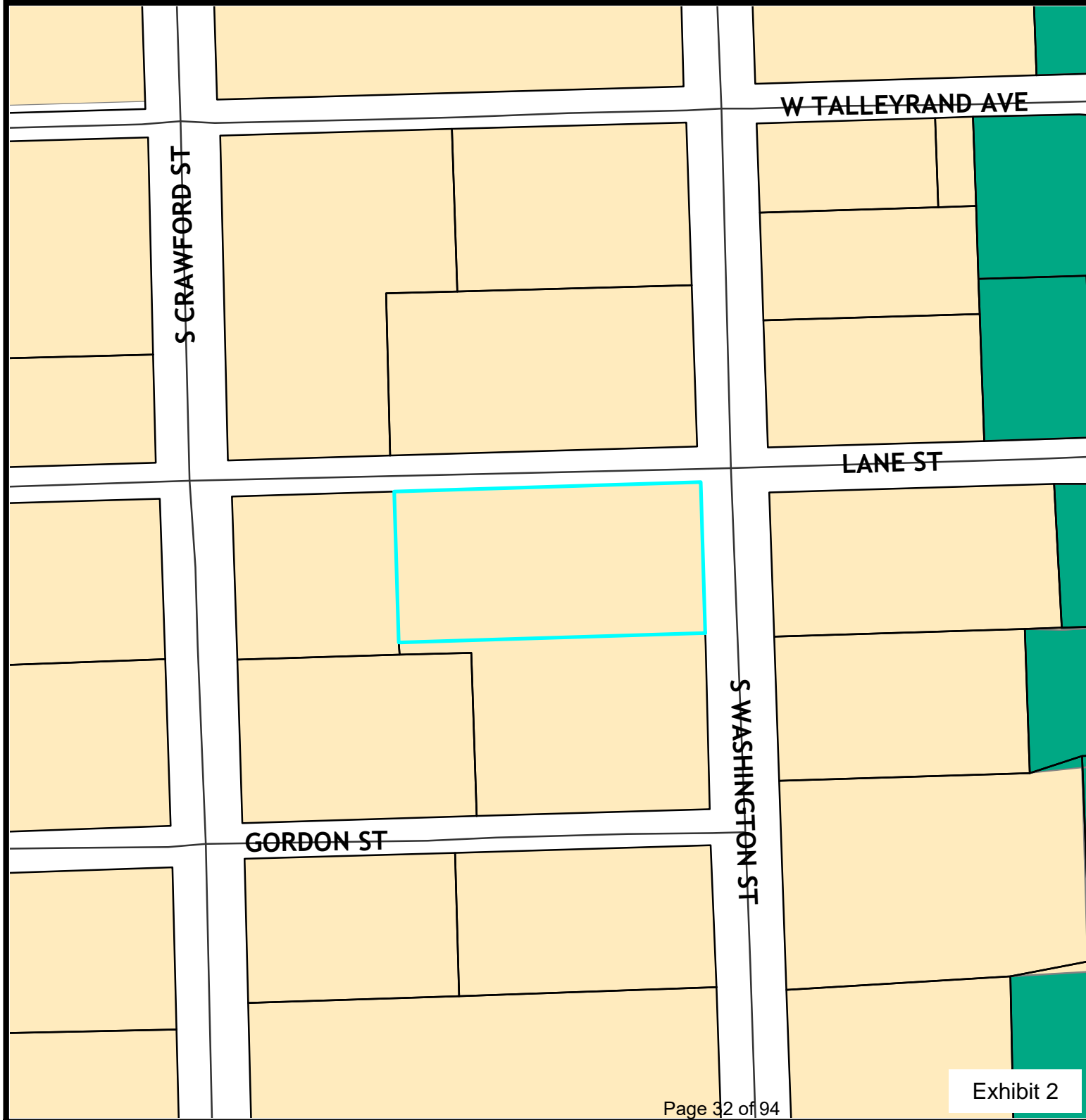
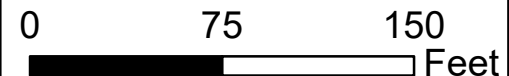
- Centerlines
- Parcels
- OM
- RMD
- Subject Property

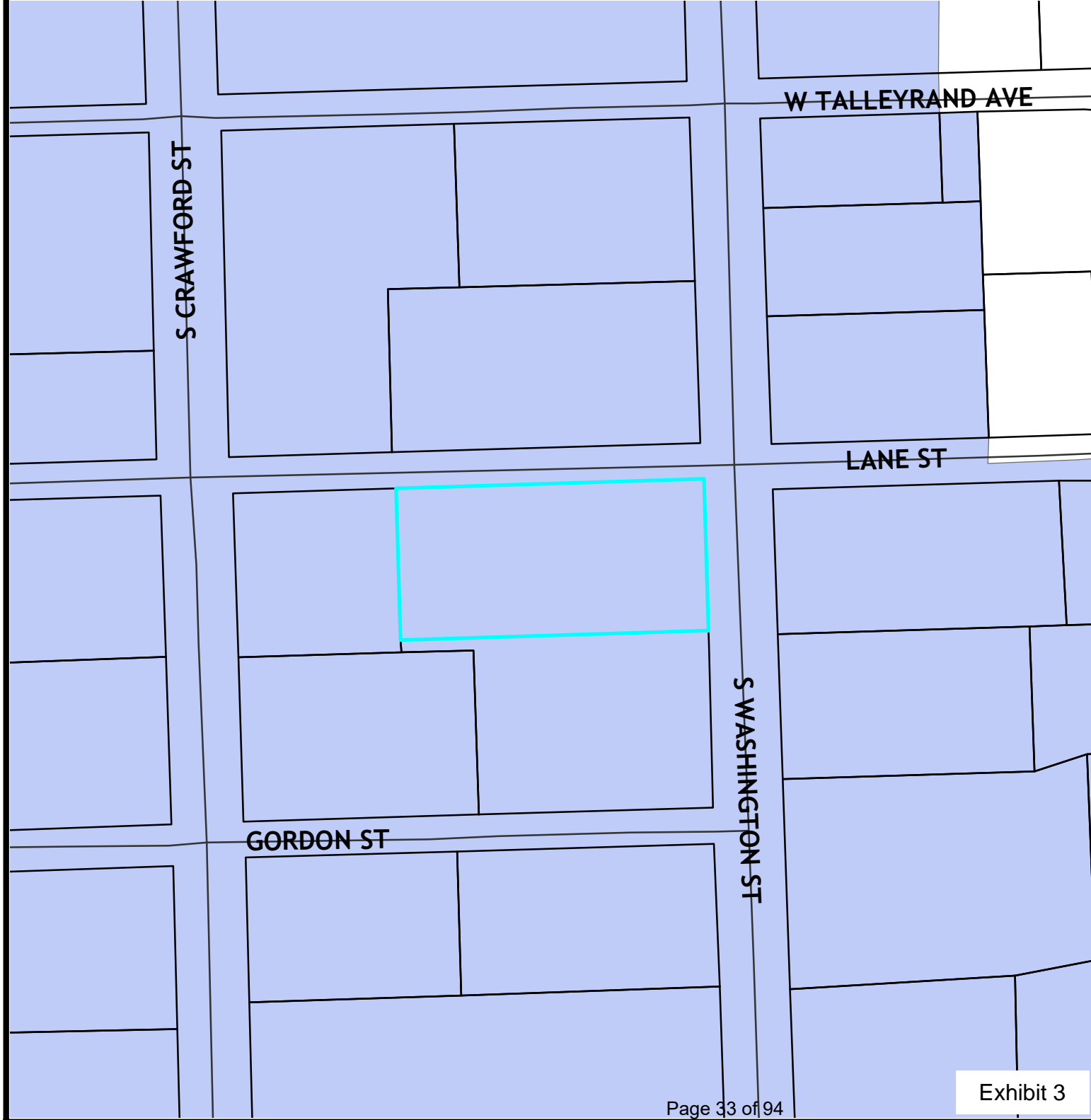
Existing:

RMD
(Residential Medium Density)

Owner:
Deborah Dillon

Acres: .352





Historic District Map

PLHR-2026-00035

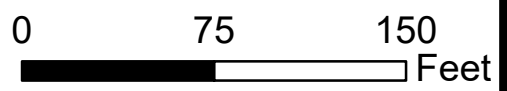
Legend

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

Existing:
RMD
(Residential Medium Density)

Owner:
Deborah Dillon

Acres: .352





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 300 S Washington Street, Monroe, NC 28112
Applicant's name: Deborah (Debbie) D Dillion
Applicant's address: 300 S Washington Street
Monroe, NC 28112
Applicant's telephone number: 540-270-9553
Applicant's email address: ddillion@vt.edu
Property Tax identification number: 09232156 -

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

3. The following Certificate of Appropriateness is requested for: 6 Replacement Windows
Please provide a brief description of the project:
Will replace 6 vinyl windows with 6 Replacement by Anderson composite windows that look like wood - 2 in kitchen (1 facing west, 1 facing north); 4 in living room (2 facing east; 2 facing south)

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).

Debbie D Dillion

Applicant- Printed

[Handwritten signature of Debbie D Dillion]
Applicant- Signed

[Handwritten date: 8-27-2025]

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

Dillion – Six existing vinyl windows proposed for replacement



Kitchen Window West



Kitchen Window North



Living Room Window 1 East

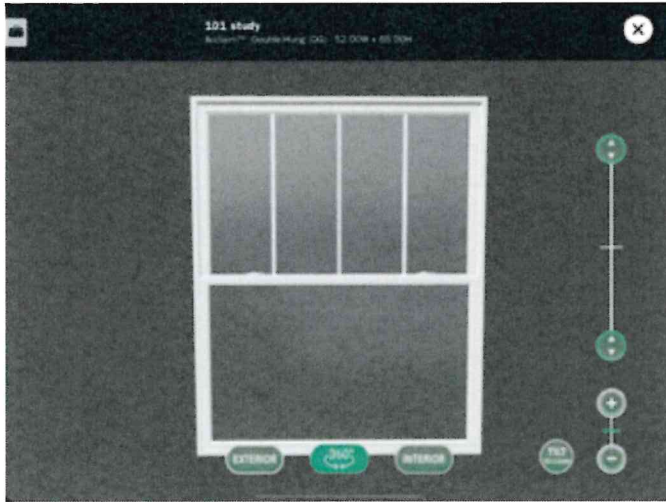


Living Room Window 2 East

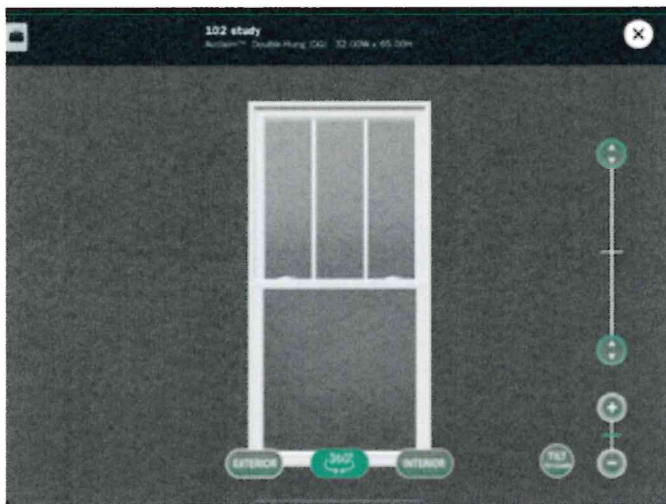


Living Room Windows South

Dillion - Double-Hung Replacement Windows Farmhouse Style



Living Room Windows 1 & 2 East



Living Room Windows (2) South
Kitchen Windows (2) North & West

FEEL CONFIDENT TRUST YOUR HOME TO THE MASTERS

By working with the best people across the board, we're able to push industry installation standards to new heights. Our Certified Master Installers are the best team for the job – the team we trust to handle the windows built just for you. Rigorously trained, respectful, and friendly, you'll see why we're proud to call them Certified Master Installers.



A quality experience is in the details

We've long understood that all the care, pride, and craftsmanship we put into our products would mean little without professional installation. It's from these standards that we created our Certified Master Installer program.



Our standards are tough

Prior to certification, we require all trainers and installers at our certified locations to demonstrate their knowledge of construction materials, building codes, and installation methods. We understand you work hard for your home, and we want you to be as comfortable as possible throughout the installation process.



We take a unique approach

Not only do we provide a professional process from start to finish, our Certified Master Installer program takes this to the next level by placing your new windows and patio doors in the hands of skilled master installers with years of experience.



Only the best people make the cut

We take pride in setting the highest standards in the market, with no stone left unturned. This includes the people installing your windows. We're proud to put our name in their hands.



Made from the material that outperforms all others.

All of our Acclaim™ windows are made of Fibrex® material, a revolutionary composite made from reclaimed wood fiber blended with a polymer. This gives our windows the strength and durability of wood and the low-maintenance features of vinyl, while greatly limiting thermal transmittance that can be found in other window materials such as metal.

Unlike many other window materials, Fibrex composite material won't flake, rust, blister, peel, crack, pit, or corrode.² It is also two times stronger than vinyl and resists warping and bowing. So, you'll never need to scrape or paint your Acclaim replacement windows.

ENGINEERED WITH
FIBREX[®]
MATERIAL



Smart Materials

Fibrex material is twice as strong as vinyl, so weathertight seals stay weathertight.

Color Choice

Our unique process fuses color to Fibrex material for long-lasting beauty. And it offers dark exterior colors not available on most other replacement windows.

Exceptional Comfort

Fibrex material blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills.

Outstanding Durability

Fibrex material retains its stability and rigidity in all climates.²

	FIBREX [®] MATERIAL	VINYL	ALUMINUM
Insulating Properties	✓	✓	
Low Maintenance	✓	✓	✓
Resistance to Decay/Corrosion	✓	✓	
Structural Rigidity	✓		✓
Durability	✓		✓
Color Choices	✓		
Dark Color Performance	✓		✓

CUSTOMER-FOCUSED ENGINEERING AND INNOVATION

ACCLAIM
REPLACEMENT WINDOWS
EXCLUSIVELY FROM RENEWAL by ANDERSEN

YEARS OF PROVEN INNOVATION RESULTS IN PRODUCTS AND PEOPLE YOU



EXTERIOR

FUNCTIONAL REQUIREMENTS:

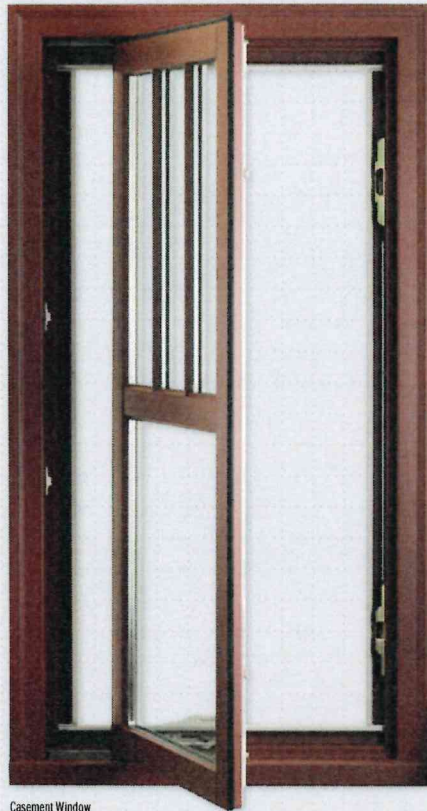
- Thermal analysis
- Structural analysis

ENGINEERING SOLUTION:

- Increase product performance

HOMEOWNER BENEFIT:

A strong balance of energy efficiency and strength, offering some of the largest casement window sizes.



Casement Window
Red Rock Exterior
Simulated Double Hung Farmhouse Grilles

FUNCTIONAL REQUIREMENTS:

- Hardware mechanics

ENGINEERING SOLUTION:

- Low profile hardware with fold-down nesting handle

HOMEOWNER BENEFIT:

Nesting casement window hardware reduces interference with window treatments.

STANDARD
FEATURE



FUNCTIONAL REQUIREMENTS:

- Strengthen corner joints
- Increase window beauty

ENGINEERING SOLUTION:

- Utilize master and tenon corner joint

HOMEOWNER BENEFIT:

Unique corner key design increases structural integrity and beauty.



FUNCTIONAL REQUIREMENTS:

- Ease of cleaning

ENGINEERING SOLUTION:

- Incorporate hardware that allows for accessibility

HOMEOWNER BENEFIT:

Ease and safety while cleaning your new windows – no more ladders!



With safety and convenience in mind, our double-hung, casement and gliding windows are easy to clean from the interior of your home.

INTERIOR

FUNCTIONAL REQUIREMENTS:

- Reduce air infiltration

ENGINEERING SOLUTION:

- Integrate weatherslips into side jamb

HOMEOWNER BENEFIT:

Reinforced seals provide a high level of protection against drafts.

FUNCTIONAL REQUIREMENTS:

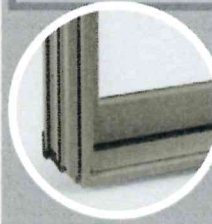
- Water management

ENGINEERING SOLUTION:

- Grately
- Angled sill

HOMEOWNER BENEFIT:

Sloped sill drains water away from the window.



Double Hung Window
Pine Interior / Custom Grilles
Satin Nickel Estate™ Hardware

FUNCTIONAL REQUIREMENTS:

- Such design options and historical compatibility

ENGINEERING SOLUTION:

- Integrate interior and exterior grilles into window design

HOMEOWNER BENEFIT:

Add grilles to the inside outside, and even between the glass of your new window.



FUNCTIONAL REQUIREMENTS:

- Window operation

ENGINEERING SOLUTION:

- Incorporate balance system

HOMEOWNER BENEFIT:

Effortlessly open and close your window.

DOUBLE-HUNG WINDOWS

This classic window style is an excellent choice no matter where you live. Choose gently curved contemporary or squared traditional check Rails.

CONVENIENT

Both top and bottom sash tilt in for easy cleaning.

ELEGANT

Traditional look of mortise-and-tenon joints styling.

ACCURATE

Fits perfectly in many restoration and renovation projects.



Double-Hung Equal Window



Double-Hung Cottage Style Window



Double-Hung Reverse Cottage Style Window



Combination Window



Check Rail Options



Contemporary



Traditional



**"My new windows look beautiful
can be opened from the bottom"**

CAROL P.

Acclaim Double-Hung Windows / White Interior



Acclaim Double-Hung Windows / White Interior / Colonial Grilles



Acclaim Double-Hung Windows / Maple Interior / Colonial Grilles



Acclaim Double-Hung Windows / White Interior



Acclaim Double-Hung Windows / Black Interior



Acclaim Double-Hung Windows / White Exterior / Colonial Grilles

GRILLE OPTIONS FOR ACCLAIM REPLACEMENT WINDOWS

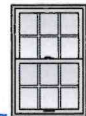
WINDOW GRILLES CREATE INSTANT CURB APPEAL

Customize Your Windows

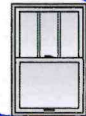
Renewal by Andersen offers a wide range of creative grille patterns to enhance the look of your home.

All of our grilles are designed to be long lasting¹² with low-maintenance performance. With such a broad range of high-profile grille options, you can match your home's current architecture, change the look and style of your home, or incorporate them into a renovation project for historical accuracy.

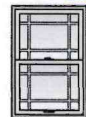
Patterns



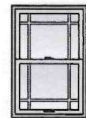
Colonial
Specified number of squares per sash.
Double-hung window shown



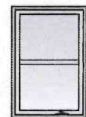
Farmhouse
Two vertical bars meet a wider horizontal rail or bar at the center of the window.
Casement window shown



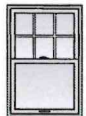
Prairie
Two vertical and two horizontal bars per sash to form 4-inch corner squares.
Double-hung window shown



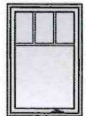
Modified Prairie
Two vertical bars and one horizontal bar per sash.
Double-hung window shown



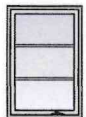
Simulated Double-Hung
Preserve the look of a traditional window.
Casement window shown



Modified Colonial
Specified number of squares on one sash.
Double-hung window shown



Fractional
Specified number of vertical bars meet a horizontal bar.
Casement window shown



Equal Light
Specified number of horizontal bars, equal distance apart.
Casement window shown

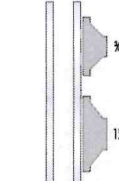
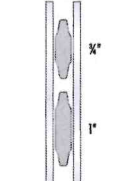
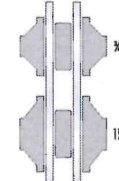
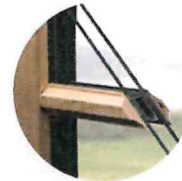


Custom
Create a new pattern or revive one from the past.
Casement window shown



More
Ask your design consultant for more grille options.
Picture window shown

Profiles



Full Divided Light Grilles

Full divided light grilles provide a visual representation of true divided glass. The option consists of a permanently applied exterior Fibrex® material grille, an aluminum spacer between the glass, and a removable or permanently applied interior grille. Available in two widths and an array of colors.

Grilles Between-the-Glass

Aluminum grilles are permanently installed between the panes during manufacturing, providing the beauty of grilles with the quick cleaning of a smooth glass surface. Available in two widths and an array of colors.

Interior Wood Grilles

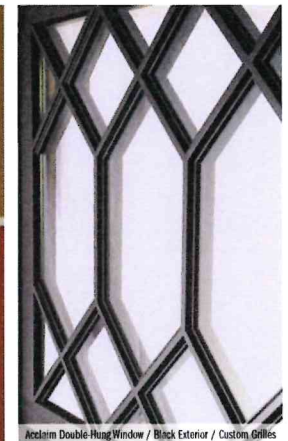
Made of hardwood, these grilles snap into clips on the interior of the sash and can be easily removed to make glass cleaning a breeze. Available in two widths.



Acclaim Casement and Picture Windows / Black Interior / Fractional Grilles



Acclaim Casement Window / White Interior / Prairie Grilles



Acclaim Double-Hung Window / Black Exterior / Custom Grilles


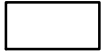


¹² Visit renewalbyandersen.com for warranty details.

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09235209	AGUILAR ISABEL VELASCO		406 S CRAWFORD ST	MONROE	NC	28112
09232140	BK JONES & CO LLC		PO BOX 1584	MONROE	NC	28112
09232146	BRADLEY CAROL ET AL		300 S CHARLOTTE AVE	MONROE	NC	28112
09232149	BRADLEY ELITE PROPERTIES		3112 MEDLIN RD	MONROE	NC	28112
09232158	BRAINARD ANN M	BRAINARD RICHARD B JR	304 WASHINGTON ST	MONROE	NC	28112
09232159	BRAINARD RICHARD B JR		304 WASHINGTON ST	MONROE	NC	28112
09232155	CAPAFORTE ANTHONY LOUIS	CAPAFORTE DEBORAH RUTH GIBSON	301 SOUTH WASHINGTON ST	MONROE	NC	28112
09232177	CATOE JAMES L	CATOE PAMELA M	2822 WOLF POND RD	MONROE	NC	28112
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY	HENRICO	VA	23238
09232150	CROWDER MAE AGNES BURVICK		1102 WOODLAND AVE	MONROE	NC	281125245
09232154	DESIO MARGARET DAMON LIVING TRUST		305 S WASHINGTON ST	MONROE	NC	28112
09232156	DILLION DEBORAH J		300 S WASHINGTON ST	MONROE	NC	28112
09235222	EVERETT DIANE		400 S WASHINGTON ST	MONROE	NC	28112
09232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST	MONROE	NC	28112
09232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST	MONROE	NC	28112
09232142	GOLDFARB WILLIAM	BRETT TAYLOR	PO BOX 11982	CHARLOTTE	NC	28220
09232160	HELMS TONY MAX	HELMS JOYCE A	301 S CRAWFORD ST	MONROE	NC	28112
09232165	HUFFMAN BILLIE OLIVER		340 W MORGAN ST	MONROE	NC	28112
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST	MONROE	NC	28112
09232151	LOVE EMILY ROSE		304 S CHARLOTTE AVE	MONROE	NC	28112
09232144	MUNN HAYDEN D		203 S WASHINGTON ST	MONROE	NC	28112
09232153	PARKS JANET S		403 WASHINGTON ST	MONROE	NC	28112
09235213	PLUE KEVIN E	PLUE MELINDA CAMPBELL	401 S CRAWFORD ST	MONROE	NC	28112
09232163	REARICK ELISHA	REARICK ZACHARY TAYLOR	200 S WASHINGTON ST	MONROE	NC	28112
09235223	RICHARDS KEITH D	RICHARDS DONNA F	405 SOUTH WASHINGTON ST	MONROE	NC	28112
09232177A	RM1 SFR PROP CO A LP	C/O FIRSTKEY HOMES LLC	600 GALLERIA PARKWAY, SUITE 300	ATLANTA	GA	30339
09232176	ROLDAN JENNIFER		1301 MEDLIN ROAD	MONROE	NC	28112
09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR	MONROE	NC	28112
09232147	TSITOURIS CHRISTOPHER ERIC		4109 ROCKY RIVER RD S	MONROE	NC	28112
09232144B	WATSON KRYSHANA	WATSON ANGELA	201 S WASHINGTON	MONROE	NC	28112
09232144A						
09232145	ZIMMERMAN NEAL	ZIMMERMAN SUSAN	207 SOUTH WASHINGTON ST	MONROE	NC	28112

Historic District Map

PLHR-2026-00035

Legend

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

Parcels Notified: 33



Exhibit 8



STAFF REPORT
PLHR-2026-00036

TO: Historic District Commission Members
DATE: October 13, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request at 305 S. Washington Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Margaret Desio to install a wood awning over the existing front windows of the home at 305 S. Washington Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 08-28-2025
Name of Petitioner: Margaret Desio
Location: 305 S. Washington Street
Tax ID #: 09-232-154
Lot Size: .262 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

Bivens-Moody-Craig House; circa 1885

Said to have been built in the mid-1880s, this house was purchased in 1889 by J. J. Moody from Henry F. Bivens. It was remodeled in the early 20th century in the craftsman and was the residence in 1922 of attorney Gilliam Craig and in 1928 of W. J. Hooper, an employee of American Railway Express company. The one-story, double-pile rectangular dwelling is covered by a side-gable roof and has a front-facing gabled bay at the right (south) side of the three-bay facade. A hip-roofed porch with tapered posts on brick piers and square-section balusters protects the left two bays. A similarly-detailed porte cochere is on the north elevation. The main entrance has a

Victorian door, sidelights and a three-part transom in a bracketed surround, which survived the remodeling. Windows are four over one sash, and a brick chimney is located on the front roof slope.

RELEVANT DESIGN STANDARDS

Sustainability, Utilities & Energy Retrofits, pg. 59

1. Increase the thermal efficiency of district building through appropriate traditional practices such as caulking and weather-stripping, and by introducing energy efficient features such as storm windows and doors, and historically-appropriate awnings and operable shutters where appropriate.

The applicant is requesting approval to add a new wood awning over the existing front windows of the home.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 305 S. Washington Street is owned by the Margaret Damon Desio Living Trust 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 28, 2025, the applicant applied for a COA to request approval to add a new wood awning over the existing front windows of the home. (Exhibit 4-5)
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 6-7)

CONCLUSIONS

The proposed project to add a new wood awning over the existing front windows of the home at 305 S. Washington Street as presented (is/is not) congruous in concept according to the *Sustainability, Utilities, and Energy Retrofit standards of the South Monroe Historic District Standards:*

Sustainability, Utilities & Energy Retrofits, pg. 59

1. Increase the thermal efficiency of district building through appropriate traditional practices such as caulking and weather-stripping, and by introducing energy efficient features such as storm windows and doors, and historically-appropriate awnings and operable shutters where appropriate.

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. Awning Proposal
6. APO List
7. APO Map

Prepared by: MB 09-12-2025

Aerial Map
PLHR-2026-00036

Legend

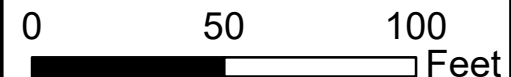
- Centerlines
- Parcels
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Margaret Damon Desio
Living Trust

Acres: .262



Zoning Map

PLHR-2026-00036

Legend

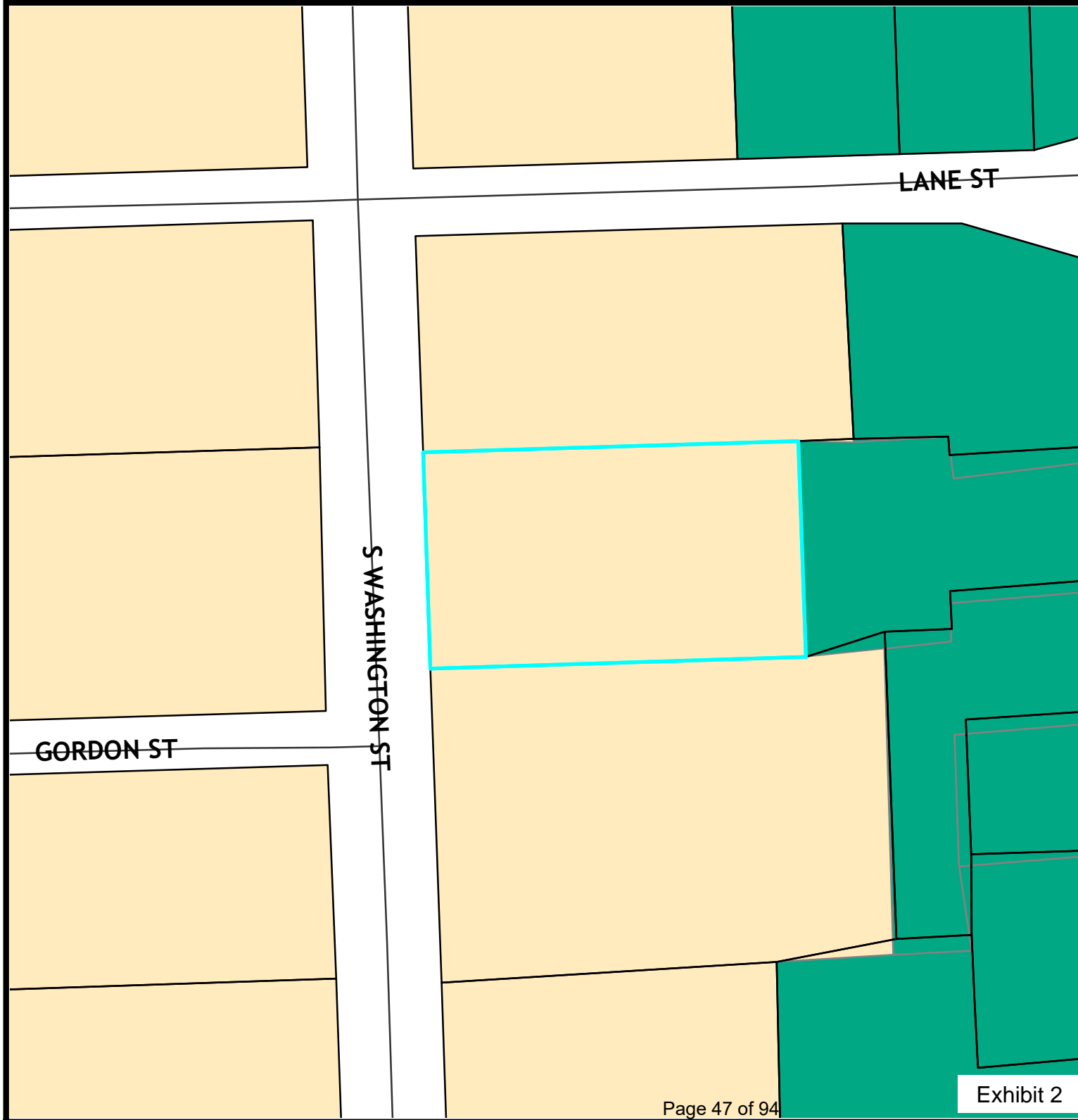
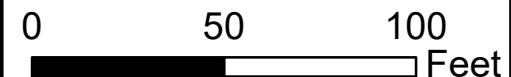
- Centerlines
- Parcels
- OM
- RMD
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
**Margaret Damon Desio
Living Trust**

Acres: .262



Historic District Map

PLHR-2026-00036

Legend

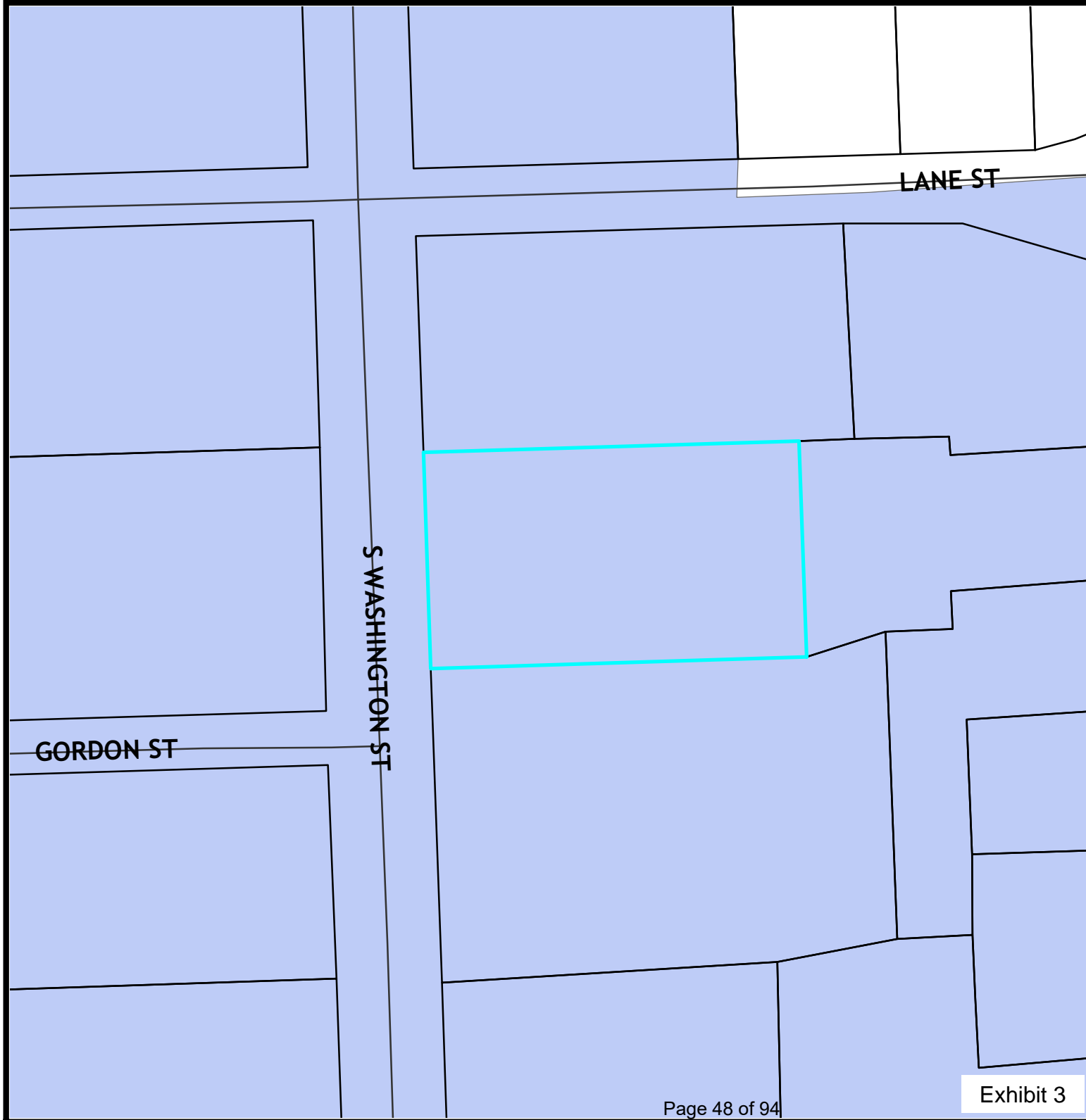
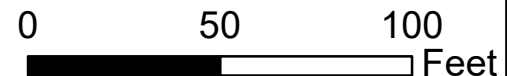
- Centerlines
- ▭ Parcels
- ▭ Historic District
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Margaret Damon Desio
Living Trust

Acres: .262





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 305 S. Washington St.
 Applicant's name: Margaret D. Desio
 Applicant's address: 305 S. Washington St.
Monroe, NC 28112
 Applicant's telephone number: 704-282-7552
 Applicant's email address: Margaret@CarolinaAppraisalCo.com
 Property Tax identification number: 09-832-154

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

3. The following Certificate of Appropriateness is requested for: Window Awning
 Please provide a brief description of the project: An 8.5' x 2.5' permanent wooden awning over the front two windows that face Washington Street. The awning will be approximately 10' off the ground and .5 + 1 foot above the window casing. It will extend out 2.5' and will be covered with metal roofing material. The purpose of this awning is to protect the front of the windows from extreme sun exposure. It will be painted to match the house.

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).

Margaret D. Desio
 Applicant - Printed

Margaret Desio
 Applicant - Signed

8/28/2025
 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 4

Oct
for
me



PHOTOGRAPH ADDENDUM

Borrower/Owner

Property Address

City

County

State

Zip Code

Client



Front View



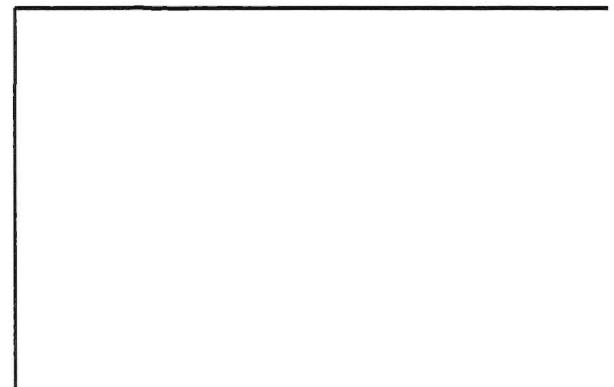
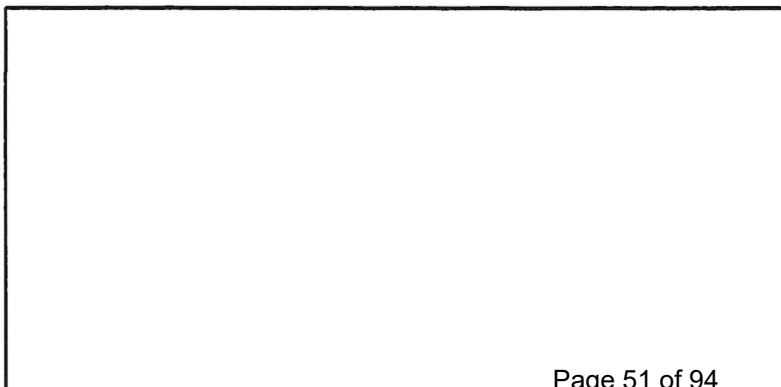
Windows



Paint Peeling



Paint Peeling



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09232146	BRADLEY CAROL ET AL	BRADLEY BRIANNA	300 S CHARLOTTE AVE	MONROE	NC	28112
09232149	BRADLEY ELITE PROPERTIES		3112 MEDLIN RD	MONROE	NC	28112
09232158	BRAINARD ANN M	BRAINARD RICHARD B JR	304 WASHINGTON ST	MONROE	NC	28112
09232159						
09232150	CROWDER MAE AGNES BURVICK		1102 WOODLAND AVE	MONROE	NC	281125245
09232154	DESIO MARGARET DAMON LIVING TRUST		305 S WASHINGTON ST	MONROE	NC	28112
09232156	DILLION DEBORAH J		300 S WASHINGTON ST	MONROE	NC	28112
09235222	EVERETT DIANE		400 S WASHINGTON ST	MONROE	NC	28112
09232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST	MONROE	NC	28112
09232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST	MONROE	NC	28112
09232142	GOLDFARB WILLIAM	BRETT TAYLOR	PO BOX 11982	CHARLOTTE	NC	28220
09232160	HELMS TONY MAX	HELMS JOYCE A	301 S CRAWFORD ST	MONROE	NC	28112
09232151	LOVE EMILY ROSE		304 S CHARLOTTE AVE	MONROE	NC	28112
09232155	CAPAFORTE ANTHONY LOUIS	CAPAFORTE DEBORAH RUTH GIBSON	301 SOUTH WASHINGTON ST	MONROE	NC	28112
09232126A	MRL LLC		1303 FLETCHER BROOME RD	MONROE	NC	28112
09232144	MUNN HAYDEN D		203 S WASHINGTON ST	MONROE	NC	28112
09232153	PARKS JANET S		403 WASHINGTON ST	MONROE	NC	28112
09235213	PLUE KEVIN E	PLUE MELINDA CAMPBELL	401 S CRAWFORD ST	MONROE	NC	28112
09232163	REARICK ELISHA	REARICK ZACHARY TAYLOR	200 S WASHINGTON ST	MONROE	NC	28112
09235223	RICHARDS KEITH D	RICHARDS DONNA F	405 SOUTH WASHINGTON ST	MONROE	NC	28112
09232127B	SMITH BEN	SMITH DAWN	200 LANCASTER AVE	MONROE	NC	28112
09232127A						
09232147	TSITOURIS CHRISTOPHER ERIC		4109 ROCKY RIVER RD S	MONROE	NC	28112
09232126	WKG PROPERTIES LLC	%WILLIAM GOLDFARB	PO BOX 3200	MONROE	NC	28111
09232125						
09232152	WORCESTER SUSAN C		306 S CHARLOTTE AVE	MONROE	NC	28112
09235230	YOUNG JEREMY ALEXIS		308 S CHARLOTTE AVE	MONROE	NC	28112
09232145	ZIMMERMAN NEAL	ZIMMERMAN SUSAN	207 SOUTH WASHINGTON ST	MONROE	NC	28112

APO Map
PLHR-2026-00036

Legend

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

Parcels Notified: 30





STAFF REPORT
PLHR-2026-00053

TO: Historic District Commission Members
DATE: October 13, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 409 Everette Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Carlos E. Orantes Argucta. The applicant has requested approval for previously replacing the original tin-shingled roof with a corrugated metal roof at 409 Everette Street.

A Certificate of Appropriateness request for 409 Everette Street was brought before the Historic District Commission in September and October of 2024. Part of the original request approved by the commission included work to repair and not replace the original tin-shingled roof.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 9-8-2025
Name of Petitioner: Carlos E. Orantes Argucta
Location: 409 Everette Street
Tax ID #: 09-231-172
Lot Size: 0.23 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

409 Everett Street - C. H. Griffin House; ca. 1910

During the 1920s this one-story, frame, Classical Revival style house was occupied by C. H. Griffin, a clerk in the Quality Shoe store. Projecting from the tin-shingled, pyramidal roof are gabled wings at the southwest, west and northeast. Each of these has a rectangular vent. A Tuscan-

columned porch runs across the front and half of the east side of the house. The chimneys, located on either side of the main roof, have stuccoed shafts below their corbelled caps. Window sash are one over one and two over two. At the rear of the house is a shed wing.

RELEVANT DESIGN STANDARDS

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
The applicant is requesting approval for the new corrugated metal roof that was installed that replaced the original tin-shingled metal roof.
 2. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
The applicant is requesting approval for the new corrugated metal roof that replaced the original tin-shingled metal roof.
 3. It is not appropriate to remove rather than repair or replace a character-defining roof feature on a primary or other highly-visible elevation.
 4. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.
The applicant is requesting approval for the new corrugated metal roof that was installed that replaced the original tin-shingled metal roof. This new corrugated roof is classified as a multi-rib metal roof.
-
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 409 Everette Street is owned by Rangel Elvia and Banda Rodolfo Gonzalez 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 September 8, 2025, the applicant applied for a COA to request approval for previously replacing the original tin-shingled roof with a corrugated metal roof at 409 Everette Street. (Exhibits 4-5)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 6-7)

CONCLUSIONS

The proposal requesting approval of a new corrugated metal roof at 409 Everette Street as presented (is/is not) congruous in concept according to the *Roofs*, standards of the *South Monroe Historic District Design Standards*:

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
2. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
3. It is not appropriate to remove rather than repair or replace a character-defining roof feature on a primary or other highly-visible elevation.
4. 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. Historic District Map
4. Application
5. Existing Corrugated Metal Roof
6. Original Tin-Shingle Roof
7. APO List
8. APO Map

Prepared by: PB 9-18-25

Aerial Map

Case #: PLHR-2026-00053

409 Everette Street

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

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

**Owners: Rangel Elvia &
Banda Rodolfo Gonzalez**

Acres: 0.23

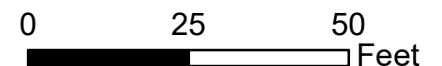


Exhibit 1

Zoning Map

Case #: PLHR-2026-00053

409 Everette Street

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

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

**Owners: Rangel Elvia &
Banda Rodolfo Gonzalez**

Acres: 0.23



0 25 50 Feet

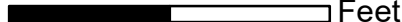


Exhibit 2



Historic District Map

Case #: PLHR-2026-00053

409 Everette Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

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

**Owners: Rangel Elvia &
Banda Rodolfo Gonzalez**

Acres: 0.23

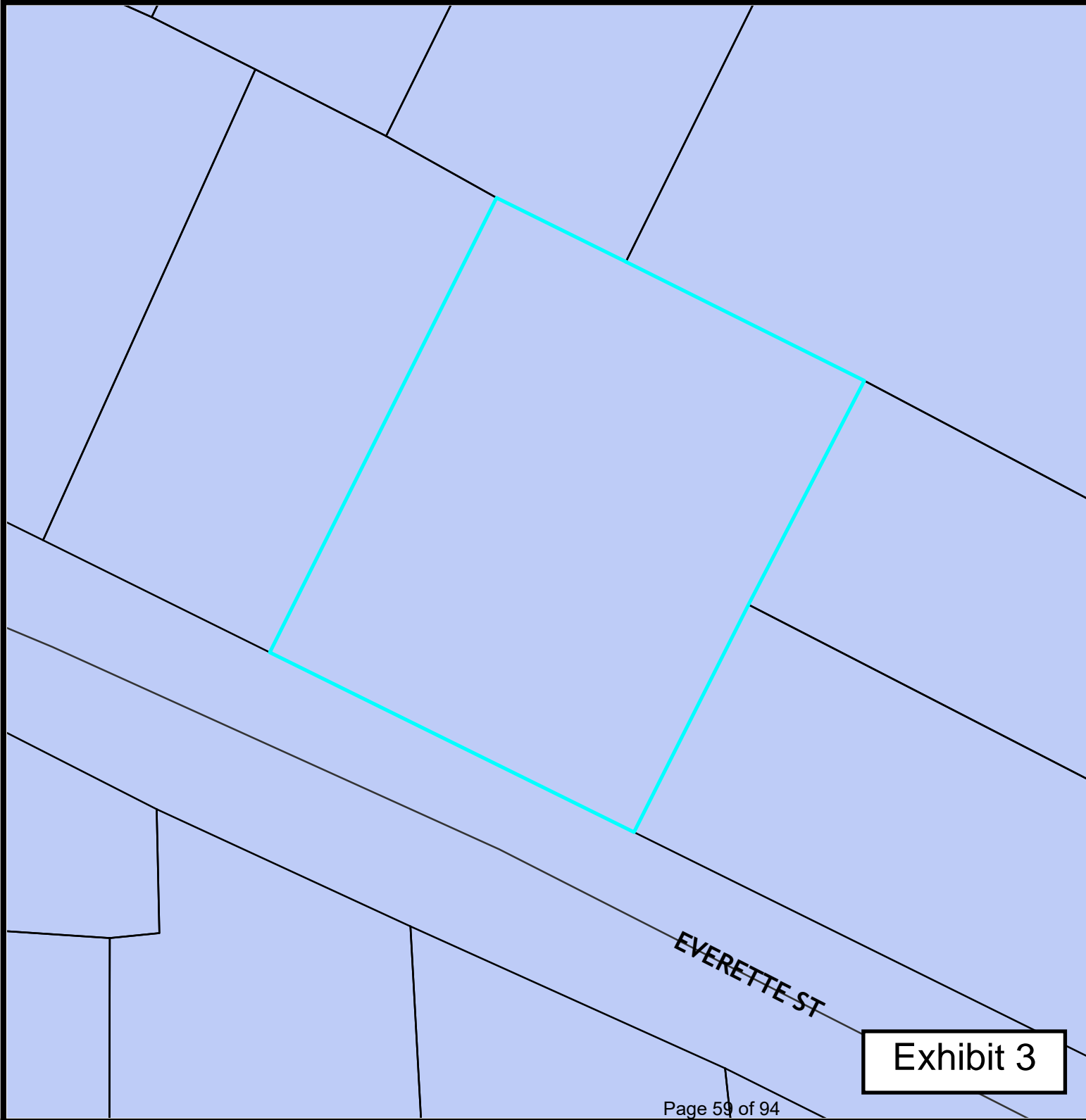
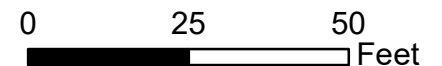


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 409 everett st, Monroe, NC 28112
Applicant's name: Carlos E. Orantes Argueta
Applicant's address: 4700 Mossy cove Ln
Monroe, NC 28110
Applicant's telephone number: 980-339-0490
Applicant's email address: Jaime.lxiche@yahoo.com
Property Tax identification number: 09 -231 -172

2. The property is owned by (if different from above) Elvia Pangel and Rodolfo Gonzalez
Address: 409 everett st, Monroe, NC 28112 Telephone: 980-239-4165

3. The following Certificate of Appropriateness is requested for: Roof
Please provide a brief description of the project: Keep The Current Black Metal
Standing - Seam Roof

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.).

CARLOS E Orantes Argueta
Applicant- Printed
Carlos E Orantes
Applicant- Signed

9-8-2025
Date Submitted

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

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

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

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

Exhibit 4

Existing New Metal Corrugated Roof



Original Tin-Shingled Roof



Exhibit 6

APO Map

PLHR-2026-00053

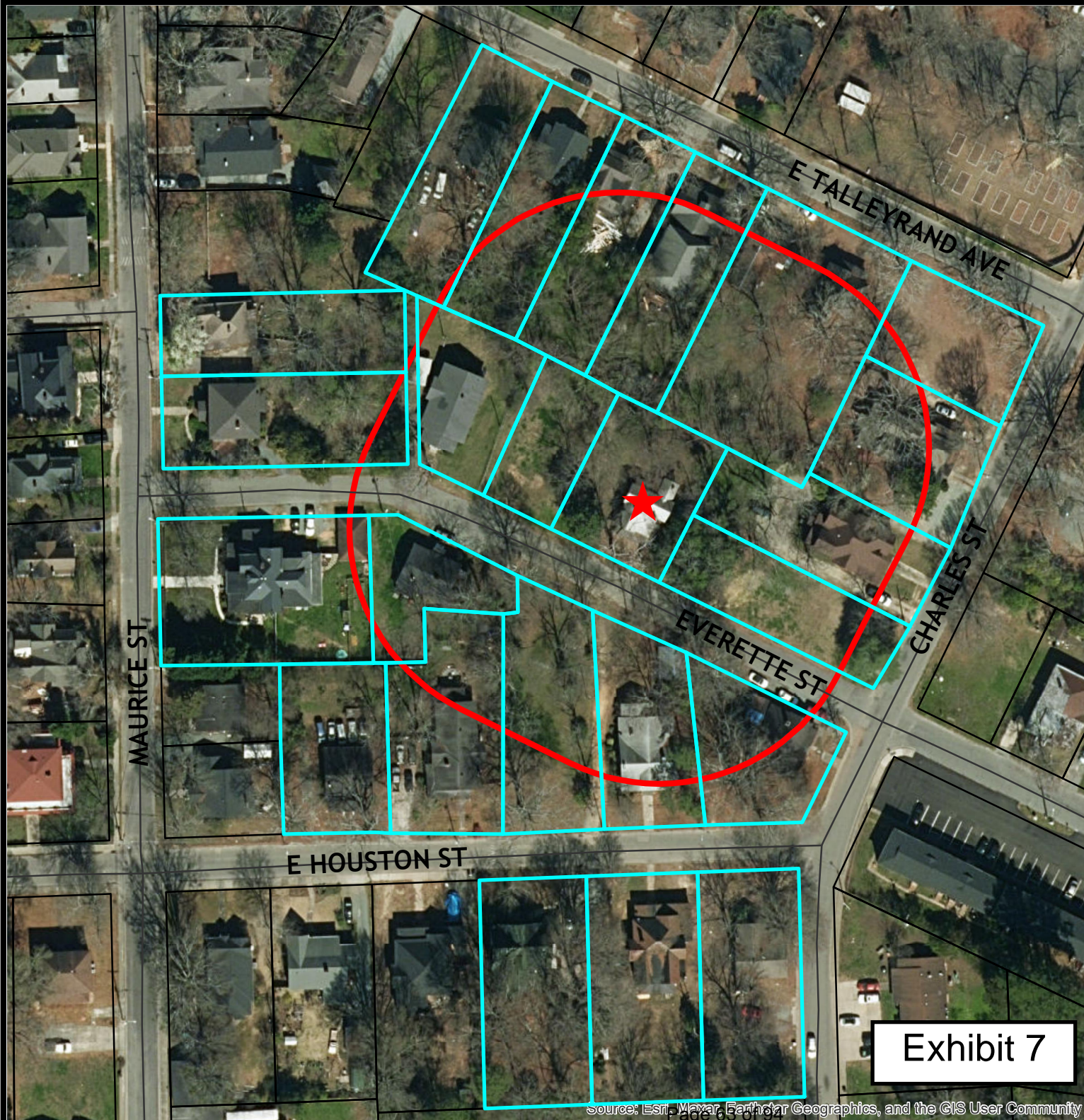
Legend

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

24 Parcels Notified



Exhibit 7



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231104	PALACIOS GUILLERMO CAPOTE		PO BOX 2646	MONROE	NC	28110
09231175, 09231175B, 09231139, 09231175A	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231177	DAUGHERTY GREGORY R		PO BOX 482	WINGATE	NC	28174
09231137	WALTERS JOSEPH KEITH	WALTERS JULIA T	405 E HOUSTON ST	MONROE	NC	28112
09231178	YOUTH WITH A MISSION CHARLOTTE INC		418 E FRANKLIN ST	MONROE	NC	28112
09231105	WIGGINS CHRISTIAN STEPHEN		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231106	STARR TIFFINY AMBER LYNN		408 E HOUSTON ST	MONROE	NC	28112
09231138	BRANTLEY BRAD	BRANTLEY PAMELA M	409 E HOUSTON ST	MONROE	NC	28112
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231176	HEDGEPEETH TODD A	HEDGEPEETH VICKIE L	410 E TALLEYRAND AVE	MONROE	NC	28112
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231136	THOMAS ALVIN E	BEBEE VONQUITRA	8120 EARLY BIRD WAY	CHARLOTTE	NC	28227
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09231138A	WALTERS JULIA	WALTERS KEITH	405 E HOUSTON ST	MONROE	NC	28112
09231172	RANGEL ELVIA	BANDA RODOLFO A GONZALEZ	409 EVERETTE ST	MONROE	NC	28110
09231174	CURETON RHONDA	CURETON RYAN	395 DURANT ST	MONROE	NC	28112
09231179	FINE RENTALS LLC		1610 HINSON ROAD	MONROE	NC	28112
09231140	WM HOMES LLC		406 EVERETTE ST	MONROE	NC	28112
09231170	MCNEELY JAMES ADRIAN	MCNEELY REBECCA ANN	405 EVERETTE ST	MONROE	NC	28112
09231171	Y&Z HOMEBUYERS LLC		1404 MCDONALD ST	MONROE	NC	28110

Exhibit 8



STAFF REPORT
PLHR-2026-00054

TO: Historic District Commission Members
DATE: October 13, 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 requesting to replace the existing concrete and brick staircase and landing on the rear wall of the existing enclosed rear porch in order to construct a new wood staircase and landing.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 9-12-2025
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

Porches, Entrances & Balconies (pg. 57)

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring as well as their finishes.
The applicant is proposing replace the existing concrete and brick staircase and landing that has metal railings in order to construct a wood staircase and 4'x 4' landing to access the existing entrance to the enclosed rear patio on the rear wall of the home.

 2. If replacement of a deteriorated porch, entrance, or balcony 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 proposing replace the existing concrete and brick staircase and landing that has metal railings in order to construct a wood staircase and 4'x 4' landing to access the existing entrance to the enclosed rear patio on the rear wall of the home.

 3. It is not appropriate to remove rather than repair or replace a character-defining porch, entrance, or balcony feature on a primary or other highly-visible elevation.
The applicant is proposing to replace the existing concrete and brick staircase and landing that has metal railings on the rear wall of the home with a new wood staircase and landing. The new wood staircase and landing will not be visible from East Houston Street.

 4. It is not appropriate to remove an intact, original porch or entrance to add a new porch or entrance on a primary façade where it is in view from the public right-of-way.
The applicant is proposing to replace the existing concrete and brick staircase and landing that has metal railings on the rear wall of the home with a new wood staircase and landing. The new wood staircase and landing will not be visible from East Houston Street.

 5. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.
The applicant is proposing replace the existing concrete and brick staircase and landing that has metal railings in order to construct a wood staircase and 4'x 4' landing to access the existing entrance to the enclosed rear patio on the rear wall of the home.
-

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 September 12, 2025, the applicant applied for a COA to replace the existing concrete and brick staircase and landing that has metal railings with a new wood staircase and 4'x 4' landing to access the existing entrance to the enclosed rear patio on the rear wall of the home at 310 East Houston Street. (Exhibits 4-8)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10)

CONCLUSIONS

The proposal to replace the existing concrete and brick staircase and landing that has metal railings in order to construct a wood staircase and 4'x 4' landing to access the existing entrance to the enclosed rear patio on the rear wall of the home at 310 East Houston Street as presented (is/is not) congruous in concept according to the *Porches, Entrances & Balconies* standards of the *South Monroe Historic District Design Standards*:

Porches, Entrances & Balconies (pg. 57)

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring as well as their finishes.
2. If replacement of a deteriorated porch, entrance, or balcony 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 remove rather than repair or replace a character-defining porch, entrance, or balcony feature on a primary or other highly-visible elevation.
4. It is not appropriate to remove an intact, original porch or entrance to add a new porch or entrance on a primary façade where it is in view from the public right-of-way.
5. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Existing Conditions
6. Site Plan
7. Proposed Plans
8. Example of New Staircase and Landing
9. APO Map
10. APO List

Prepared by: PB 9-19-2025

Aerial Map

Case #: PLHR- 2026-00054

Legend

- Centerlines
- Parcels
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: Shelley Loberger
& Barbara Horack

Acres: 0.42

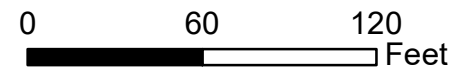


Exhibit 1

Zoning Map

Case #: PLHR- 2026-00054

Legend

— Centerlines

▭ Parcels

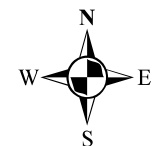
▭ RMD

▭ 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- 2026-00054

Legend

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

Existing: RMD
(Residential Medium Density)

Owners: Shelley Loberger
& Barbara Horack

Acres: 0.42

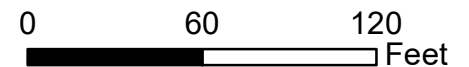
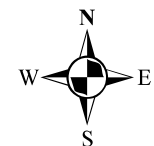


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

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

1. Property location: 3112 E Houston Street Monroe NC
 Applicant's name: Barbara Horack Shelley Loberger
 Applicant's address: 502 S Washington St
Monroe NC 28112
 Applicant's telephone number: 704 9891989
 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: _____
 Please provide a brief description of the project. Rebuild rear porch. Home
Inspection deemed rear porch unsafe, not up to
code. Replace w/ 4x4 landing w/ railing - 6 to 8 steps
4 Foot wide, depending on grade - 2x2 pickets
nailed to 2- 2x4 w/ 2x6 top rail - wood - consistent
w/ Deck in appearance

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 For Barbara Horack
 Applicant- Signed

_____ Date Submitted

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

Incomplete applications will not be processed and will not be accepted after the 30 day deadline.
If your project is required to be heard by the commission, you or a representative
will need to attend the meeting.



view from street

Exhibit 5



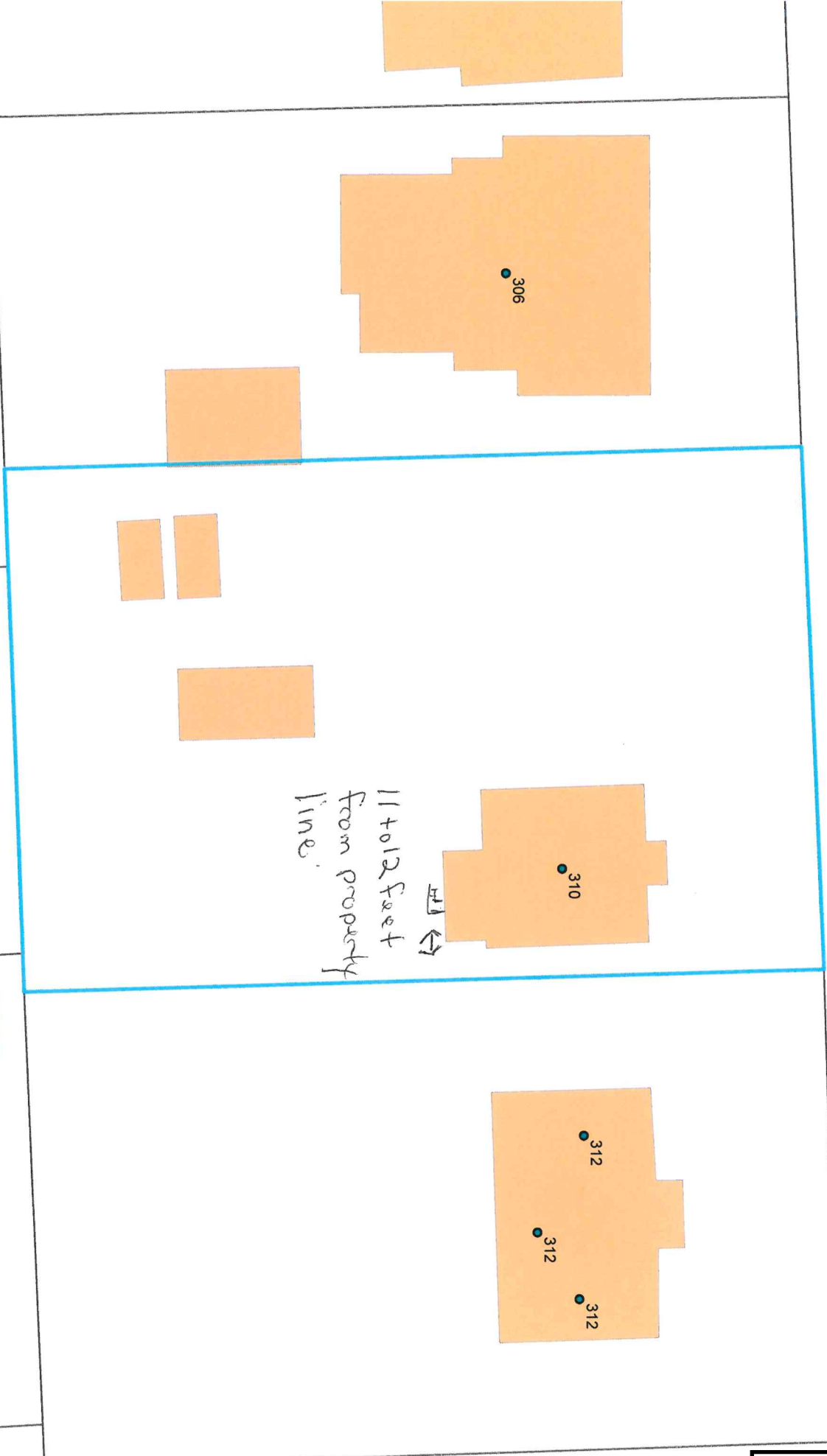
Left -
view from
street

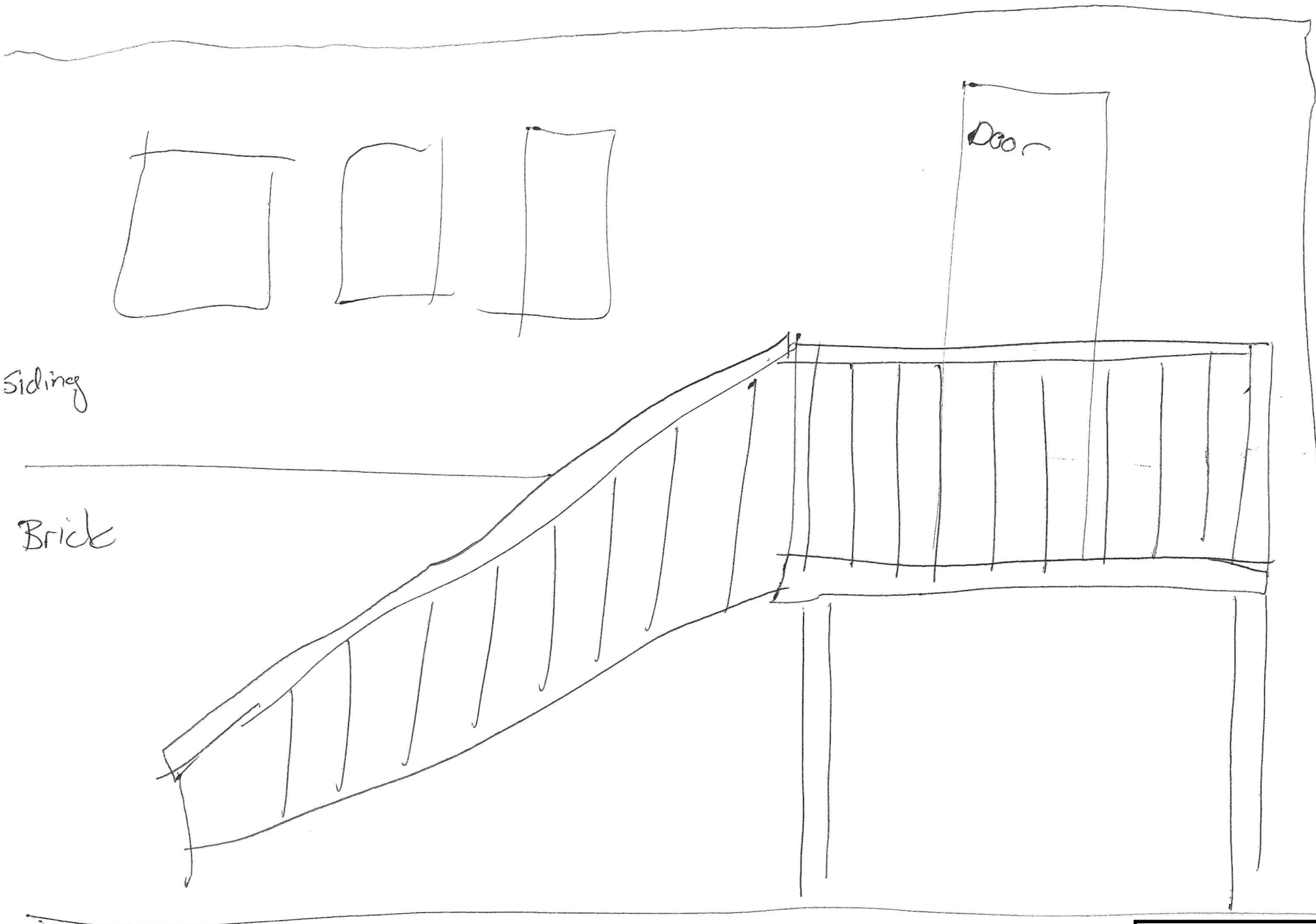


Right view from Street



E HOUSTON ST





Siding

Brick

Door

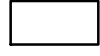

Exhibit 7



APO Map

PLHR- 2026-00054

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, 09234123, 09234124A, 09234122	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
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, 09231125A	SCHMITT KARL FREDRICK	ANDERSON ADRIENNE L	18 COVIL AVE	WILMINGTON	NC	28043
09234125	CAJIJA MARCOS BAUTISTA		313 E HUDSON ST	MONROE	NC	28112
09231128	130 HOMES LLC		802 LAKE STONE DRIVE	MONROE	NC	28112
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-2026-00057

TO: Historic District Commission Members
DATE: October 13, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request at 211 Maurice St.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from William Heidtmann. The applicant has requested approval to install black aluminum railings on either side of the front porch at 211 Maurice Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 09-17-2025
Name of Petitioner: William Heidtmann
Location: 211 Maurice St.
Tax ID #: 09-231-169
Lot Size: 0.29 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

211 Maurice Street - House; ca. 1930

Occupied since the date of construction by the family of Mrs. Benjamin Hinde, this two-story brick veneer house features a double-pile, center-hall main block topped by a hipped roof with curvilinear exposed rafter ends. Paired four over one windows flank the entrance which is protected by a gabled portico with square brick piers. On the south elevation are a screened porch and a porte cochere.

RELEVANT DESIGN STANDARDS

Porches, Entrances & Balconies (pg. 57)

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

The applicant is requesting to install black aluminum railings on either side of the front porch. The railings will match the existing wrought iron handrails on the front steps in design and height.

Accessibility, Health, & Safety Considerations, (pg. 61)

1. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.

The applicant is requesting to install black aluminum railings on either side of the front porch. The railings will match the existing wrought iron handrails on the front steps in design and height.

2. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.

The applicant is requesting to install black aluminum railings on either side of the front porch. The railings will match the existing wrought iron handrails on the front steps in design and height.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 211 Maurice Street is owned by William Heidtmann and Emma Sullivan 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 September 17, 2025, the applicant applied to install new black aluminum railings on either side of the front porch at 607 S. Church Street. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

CONCLUSIONS

The proposal to install black aluminum railings on either side of the front porch as presented at 211 Maurice Street (is/is not) congruous in concept according to the *Porches, Entrances & Balconies*, and *Health, & Safety Considerations* standards of the *South Monroe Historic District Standards*:

Porches, Entrances & Balconies (pg. 57)

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

Accessibility, Health, & Safety Considerations, (pg. 61)

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

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

Exhibits:

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

Prepared by: PB 09-19-2025

Aerial Map

Case #: PLHR-2026-00057

211 Maurice Street

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29

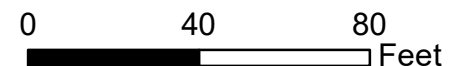


Exhibit 1



Zoning Map

Case #: PLHR-2026-00057

211 Maurice Street

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29

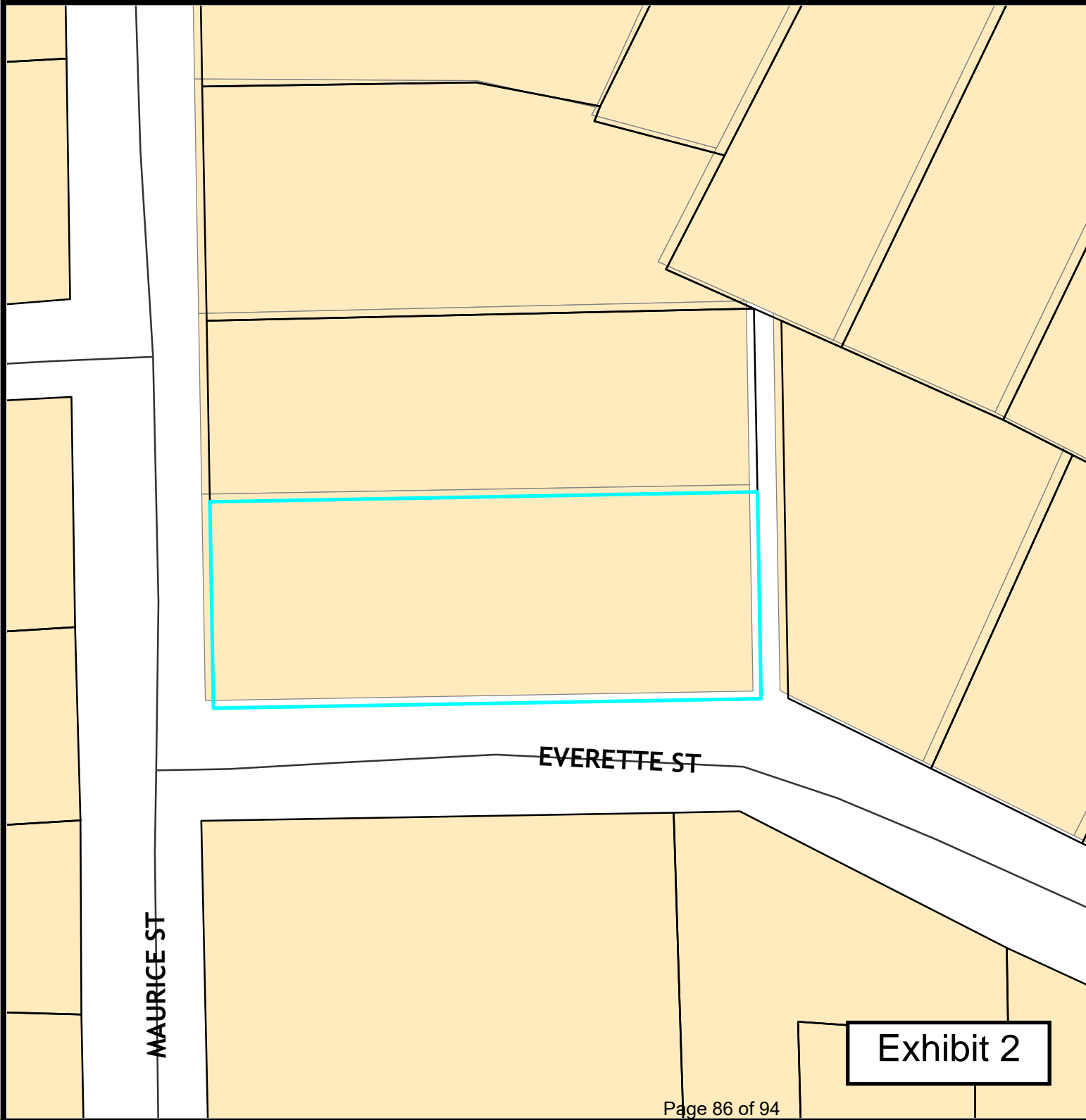
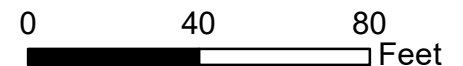


Exhibit 2



Historic District Map

Case #: PLHR-2026-00057

211 Maurice Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29

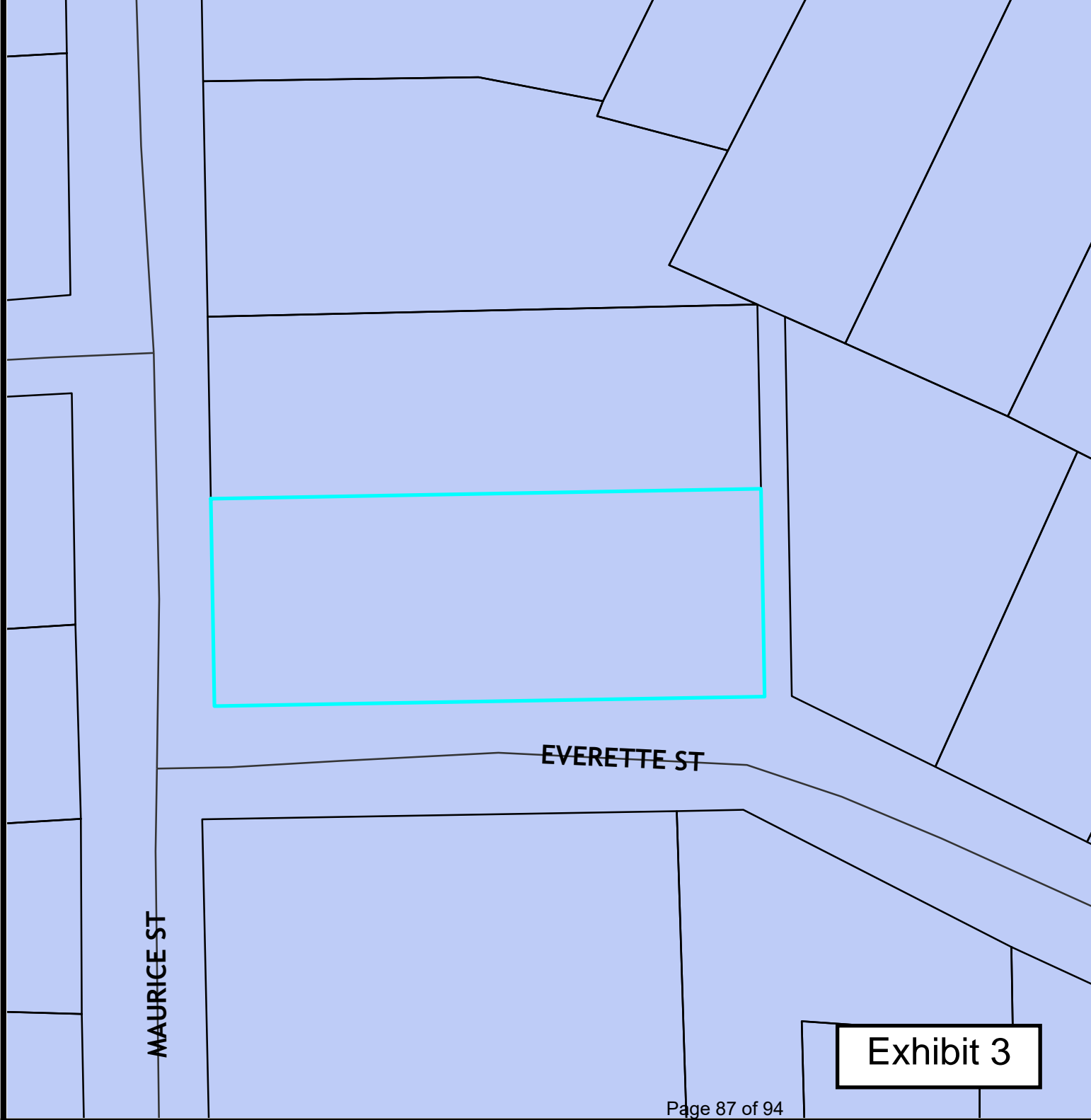
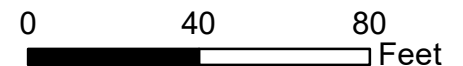


Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: William Heidtmann

Applicant's Mailing Address: 211 Maurice St, Monroe, NC, 28112

Applicant's Phone Number: 336-486-9678

Applicant's Email: wpheidtmann@gmail.com

Property Owner Name: William Heidtmann & Emma Sullivan

Property Owner Mailing Address: 211 Maurice St, Monroe, NC, 28112

FOR STAFF USE ONLY

Project Number _____

Date Received _____

Approved _____ Denied _____

Administrative Review _____

Commission Review _____

Applicant's Relationship to the Property Owner (Check the one that applies):

- Owner
- Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- Developer (must attach Affidavit of owner's permission for this action)
- Other, specify (must attach Affidavit of owner's permission for this action)

Property Address: 211 Maurice St, Monroe, NC, 28112 Tax ID Number: 09231169

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary): For safety, residential code, and aesthetic purposes,

proposing installation of black metal railings on either side of existing raised porch. Black metal railings (product shown in

attached documentation) would match existing porch stair handrails in color, material, and style. Single railing per side of porch.

Documentation shows the product, photographs of the location(s) of installation, and rough computer generated visual of

proposed outcome.

Required materials for all applications:

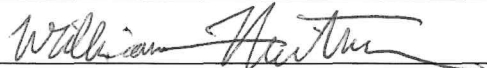
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

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. If you are signing on behalf of a business (such as an LLC), you must include your title with the company

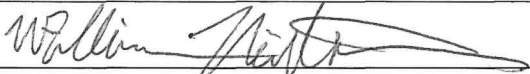
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Applicant (printed): William Heidtmann

Applicant (signed): 

Date: 9/17/2025

Owner (printed): William Heidtmann

Owner (signed): 

Date: 9/17/2025

Re: Porch Railing Query

Fri 9/19/2025 12:03 PM

From: William Heidtmann <wpheidtmann@gmail.com>

To: Patrick Blaszyk

Hi Patrick,

Below are the URLs for the proposed railing materials/posts. They are both black aluminum, and should match the style and height of the existing stair handrail.

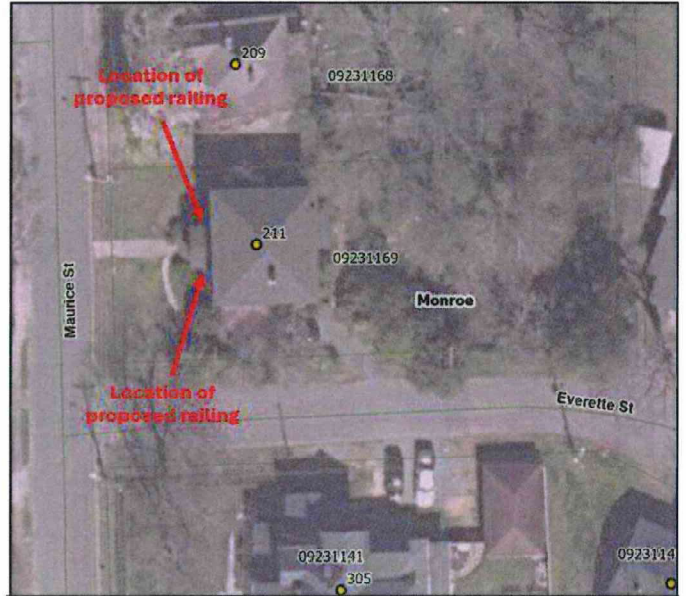
Railing: <https://www.homedepot.com/p/Tuscany-5-ft-x-36-in-Textured-Black-Aluminum-Rail-Kit-Level-HDTBK70002/315511505>

Post: <https://www.homedepot.com/p/C10-C80-2-in-x-47-in-Post-Kit-90-in-Stair-36-in-H-Rail-Black-Fine-Texture-with-Aluminum-Post-Stair-Railing-Kit-10176947/333635479>

Let me know if you have any additional questions.



Front Steps and Porch
211 Maurice St, Monroe, NC, 28112



211 Maurice St. aerial photo from Union County GIS, showing railing locations

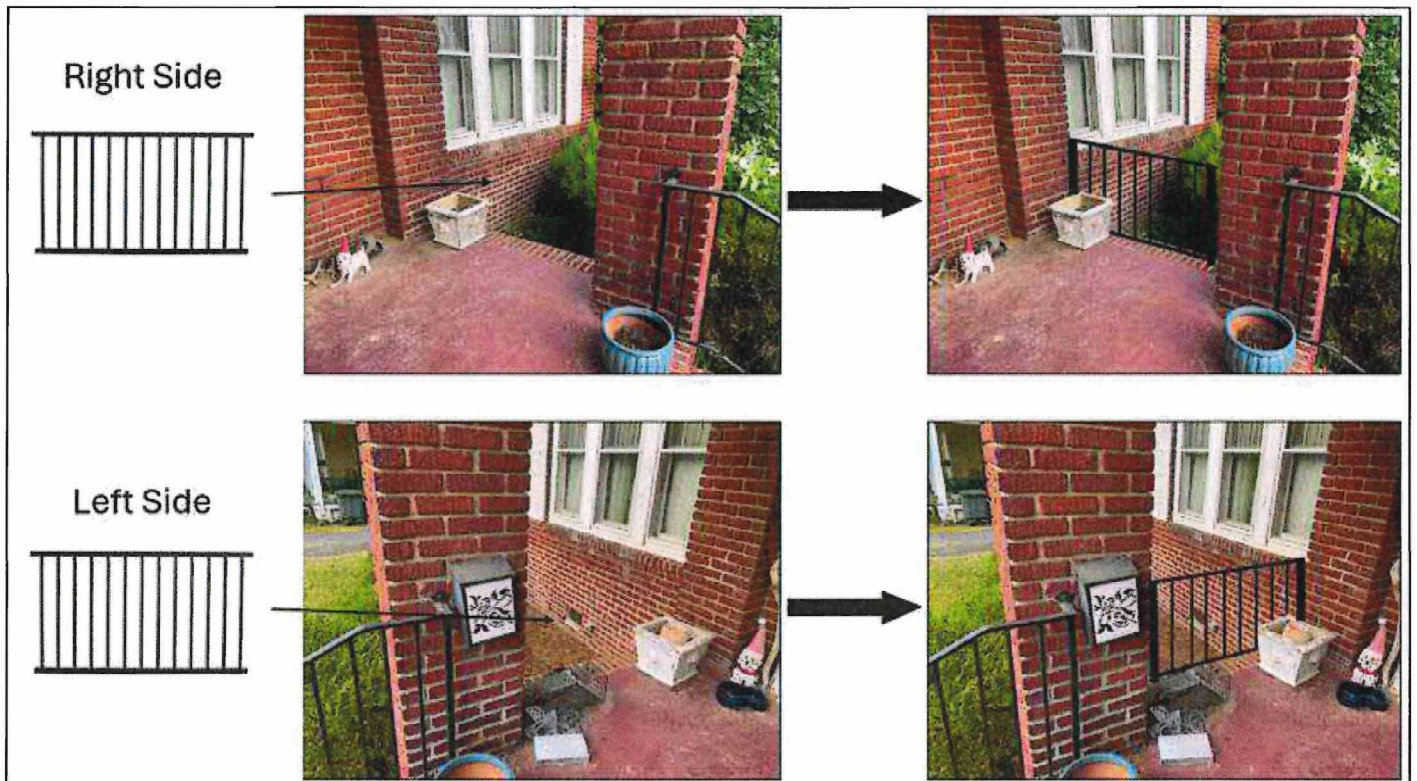


Exhibit 5

Proposed Railings and Posts

The screenshot shows a Home Depot product page for the 'Tuscany 5 ft. x 36 in. Textured Black Aluminum Rail Kit Level'. The breadcrumb trail is: Lumber & Composites / Decking / Deck Railings / Deck Railing Systems. The product is rated with 5 stars and has 13 questions and answers. The price is \$187.00, with a bulk price of \$158.95 for purchases of 10 or more. A promotional offer states: 'Pay \$162.00 after \$25 OFF your total qualifying purchase upon opening a card.' Below the price, there are three size selection buttons: '80 in x 36 in' (selected), '72 in x 36 in', and '84 in x 36 in'. The product height x width is listed as 60 in x 36 in. The product image shows a section of black aluminum railing with vertical balusters.

THE HOME DEPOT

Matthews 10PM 28105 What can we help you find today?

Shop All Services

Internet # 315511505 Model # HDTBK7000

... / Lumber & Composites / Decking / Deck Railings / Deck Railing Systems

Tuscany 5 ft. x 36 in. Textured Black Aluminum Rail Kit Level

★★★★★ (8) Questions & Answers (13)

BULK PRICE \$187.00

Buy 10 or more \$158.95

Pay \$162.00 after \$25 OFF your total qualifying purchase upon opening a card.

Apply for a Home Depot Consumer Card

- Quick and easy installation to enable fast railing setup
- Suitable for commercial and residential constructions
- 10-step coating maintains long-lasting color and finish
- [View More Details](#)

Product Height x Width (in.): 60 in x 36 in

80 in x 36 in 72 in x 36 in 84 in x 36 in

The screenshot shows a Home Depot product page for the 'C10-C80 2 in. x 47 in. Post Kit (90 in.) Stair 36 in. H Rail-Black Fine Texture with Aluminum Post Stair Railing Kit'. The breadcrumb trail is: Lumber & Composites / Decking / Deck Railings / Deck Railing Systems. The product is rated with 5 stars and has 1 question and answer. The price is \$97.87. A promotional offer states: 'Pay \$72.87 after \$25 OFF your total qualifying purchase upon opening a card.' Below the price, there are two size selection buttons: '37 in x 2 in' and '47 in x 2 in' (selected). The product height x width is listed as 47 in x 2 in. The product image shows a single black aluminum post with a base plate.

THE HOME DEPOT

Matthews 10PM 28105 What can we help you find today?

Shop All Services DIY

Internet # 333635479 Model # 10176947 Store SKU #

... / Lumber & Composites / Decking / Deck Railings / Deck Railing Systems

C10-C80 2 in. x 47 in. Post Kit (90 in.) Stair 36 in. H Rail-Black Fine Texture with Aluminum Post Stair Railing Kit

★★★★★ (1) Questions & Answers

\$97.87

Pay \$72.87 after \$25 OFF your total qualifying purchase upon opening a card.

Apply for a Home Depot Consumer Card

- Crafted from high-quality aluminum for durability
- Lifetime limited warranty
- [View More Details](#)

Product Height x Width (in.): 47 in x 2 in

37 in x 2 in 47 in x 2 in

Exhibit 6

APO Map

PLHR-2026-00057

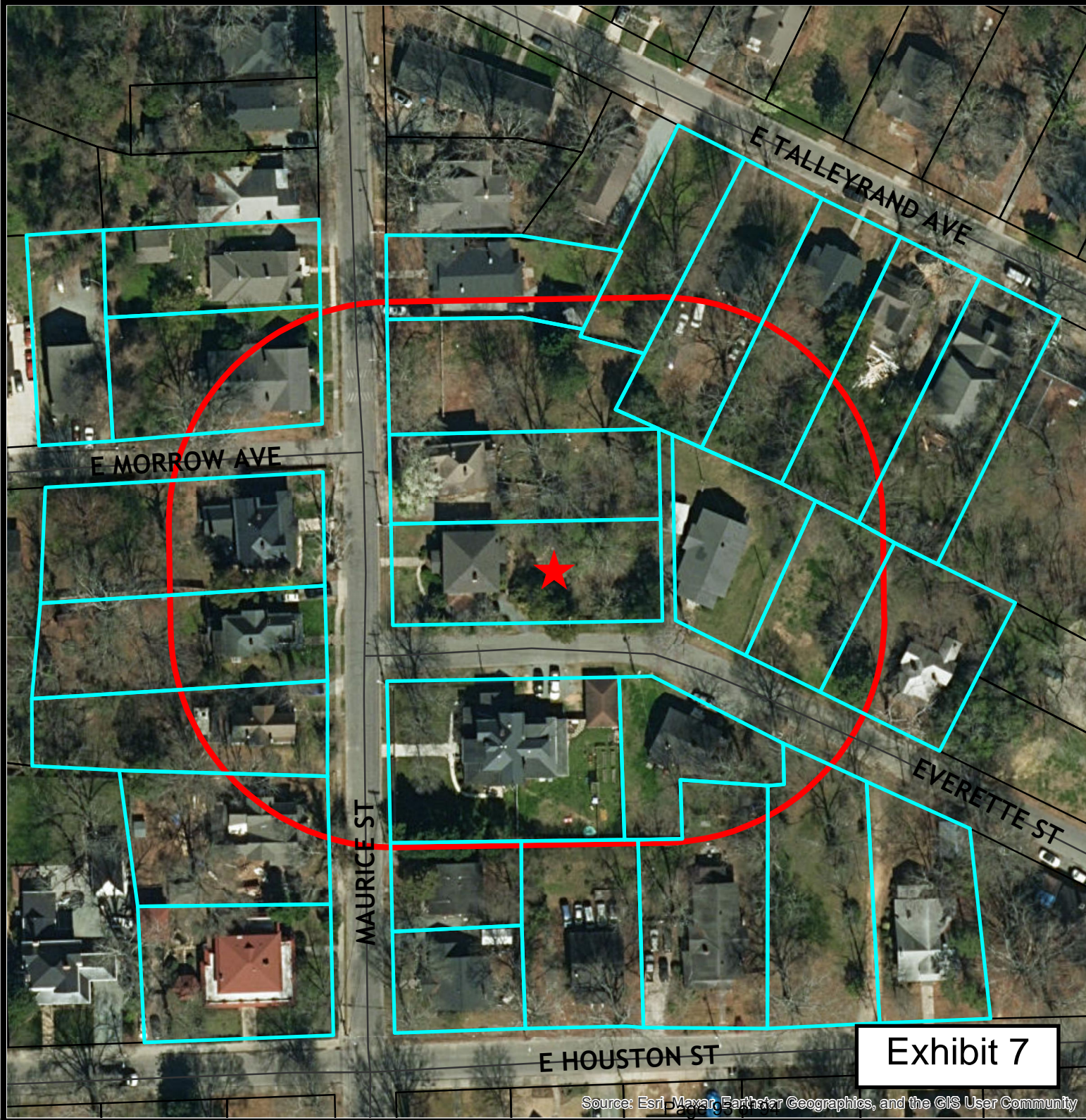
Legend

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

28 Parcels Notified



Exhibit 7



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231177	DAUGHERTY GREGORY R		PO BOX 482	WINGATE	NC	28174
09231137	WALTERS JOSEPH KEITH	WALTERS JULIA T	405 E HOUSTON ST	MONROE	NC	28112
09231164	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231166	AML SPITIA LLC	QARRI GJERGJI	8014 WEDDINGTON DOWNS DR	MATTHEWS	NC	28104
09231178	YOUTH WITH A MISSION CHARLOTTE INC		418 E FRANKLIN ST	MONROE	NC	28112
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT	MATTHEWS	NC	28105
09231138	BRANTLEY BRAD	BRANTLEY PAMELA M	409 E HOUSTON ST	MONROE	NC	28112
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231176	HEDGEPEETH TODD A	HEDGEPEETH VICKIE L	410 E TALLEYRAND AVE	MONROE	NC	28112
09231132	RIVADINEIRA RAMIRO A		306 MAURICE STREET	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	THOMAS E ALVIN	BEBEE VONQUITRA	8120 EARLY BIRD WAY	CHARLOTTE	NC	28227
09231143	SUSTAR PROPERTIES LLC		1810 PROGRESS LN	CHARLOTTE	NC	28205
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09231182	SIMPSON MASON ANDREW	WILL ALICE IVY	205 MAURICE ST	MONROE	NC	28112
09231135	FROST REBECCA G		315 S MAURICE ST	MONROE	NC	28112
09231138A	WALTERS JULIA	WALTERS KEITH	405 E HOUSTON ST	MONROE	NC	28112
09231165	PETRIZZO CHARLES ET AL	STILLMAN SETH MICHAEL	206 MAURICE ST	MONROE	NC	28112
09231167	WORTMAN JUSTIN T		505 WEST WINDSOR ST	MONROE	NC	28112
09231172	RANGEL ELVIA	BANDA RODOLFO A GONZALEZ	409 EVERETTE ST	MONROE	NC	28112
09231179	FINE RENTALS LLC		1610 HINSON RD	MONROE	NC	28112
09231180	BATISTA FRANKY NUNEZ	DE NUNEZ ALTAGRACIA DEL CARMEN COLLADO	404 E TALLEYRAND AVE	MONROE	NC	28112
09231140	WM HOMES LLC		406 EVERETTE ST	MONROE	NC	28112
09231170	MCNEELY JAMES ADRIAN	MCNEELY REBECCA ANN	405 EVERETTE ST	MONROE	NC	28112
09231171	Y&Z HOMEBUYERS LLC		1404 MCDONALD ST	MONROE	NC	28110

Exhibit 8