

**HISTORIC DISTRICT COMMISSION
MEETING AGENDA**



**Monday, November 17, 2025 – 6:00 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC**

- Item 1. Call to Order – Roll Call**
- Item 2. Pledge of Allegiance and Moment of Silence**
- Item 3. Conflicts of Interest**
- Item 4. Approval of Minutes – October 13, 2025**
- Item 5. Quasi-Judicial Statement**
- Item 6. COA PLHR-2026-00070 - Certificate of Appropriateness request from Laura Shanley to replace seven existing wood windows with wood frame, aluminum-clad windows with a new pane design at 108 N. College Street. (Parcel ID # 09-232-203)**
- Item 7. COA PLHR-2026-00071 - Certificate of Appropriateness request from Richard Price requesting approval for the following: 1) Replace/relocate existing windows and doors and add new wood or aluminum clad wood windows and sliding doors made of wood, fiberglass clad wood or aluminum clad wood; 2) Replace existing Masonite siding with wood siding; 3) Expand the existing wood deck and add a black metal roof to these decks; 4) Replace the existing front door and left side entry door with new wood doors with window features; and 5) Add wood shutters to the property at 504 S. Washington Street. (Parcel ID # 09-235-219)**
- Item 8. Next Meeting: Monday, December 8, 2025 at 6:00pm**
- Item 9. 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, OCTOBER 13, 2025 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 10/14/25

Item 1: Call to Order – Roll Call

Archie Morgan, Chair, called the meeting to order at 6:00 p.m. A quorum was present. Kimberly Davis called the roll.

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

Members Absent: Anna Dowdy;

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

Guests: Angela Peralta; Debbie Dillion; Margaret Desio; Libby Helms; Jaime Jvalu; Elvia Rangel; William Heidtmann; Shelley Loberger; Travis Cauble; Giovana Zeluda; Susan Volz;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – September 8, 2025

Motion: Gladys Kerr made a motion to approve the minutes of the September 8, 2025 meeting.

Second: Allen Watson

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

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

NAYS: None

Item 5. Quasi-Judicial Statement

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

Item 6. PLHR-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)

Megan Brightharp and Keri Mendler 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 503 S. Hayne Street is owned by Ronald Sells, III and Kyra Sells 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 east of South Hayne Street and south of West Houston Street. Exhibit 2 is a copy of the zoning map showing the subject property highlighted in blue. The subject property, as are the contiguous properties, are all zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map. The Historic District is shown in the blue fields. All the parcels shown on your screen, including the subject property, are in the Historic District.
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) Exhibit 4 is a copy of the Demand Letter.
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) Exhibit 5 is a copy of the application. Exhibit 6 is a photo of the existing accessory structure at the rear of the home. Exhibit 7 is a copy of the site plan showing that the accessory structure does meet the required minimum setbacks for an accessory structure of 10-feet from the side and rear property lines.
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness request 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) Exhibit 8 is a copy of the APO List. Exhibit 9 is a copy of the APO Map. Thirty-one APO letters were mailed and no responses were received.

The Board members had questions for Megan Brightharp. The last time Megan spoke to the applicant and received a response is when they told her that they would not be able to come to last month's meeting. There have been unanswered calls and emails since then. All of the fines

have been paid, but the applicant still has to get the COA and the required permits. The applicant has applied for the COA and if the COA is approved then he will receive the permit. The window at the side of the structure is vinyl, there is wood siding, an asphalt shingle roof and a metal door. When the initial contact was made with the applicant, the explanation was that it was supposed to go to a property in the mountains, but that plan got delayed due to Hurricane Helene. Since he called it an accessory dwelling unit, he couldn't keep it here so the Planners gave him a deadline. However, the deadline was not met so Planning had to go through the violation process. Before the legal department made contact with him, the applicant responded and said it is not an accessory dwelling unit for someone to live in, but for storage. He was then told to apply for the COA and permits. Then they went through the violation process again. Finally, the Demand Letter was sent.

Attorney Richard Long was asked what happens if Commission votes "no," will the City make the applicant remove it at his expense? Attorney Long responded: "It will be a zoning violation again and the process will begin again. The Statute has changed as far as the ability to reapply. If the Commission denies it today then the applicant can reapply tomorrow. He does not have to wait a year. A lawsuit will not be brought, but the zoning violation will go into effect. If the applicant does not pay the fines of the zoning violation, then the City will file a lawsuit to enforce it. The applicant can apply to the Board of Adjustment for financial hardship in moving the structure.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00020, if constructed according to the plans reviewed at this meeting is not congruous with the character of the district because the standards state that the windows are vinyl and the door is steel and should be replaced. The applicant is not present. Therefore, the application is not 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,

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 regarding the proposals as shown in PLHR-2026-00020. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Item 7. PLHR-2026-00035 - Certificate of Appropriateness request from Deborah Dillion to replace six existing vinyl windows with wood composite windows at 300 S. Washington Street. (Parcel ID # 09-232-156)

Megan Brightharp, Keri Mendler, Deborah Dillion and Angela Peralta (Window Representative) 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 300 S. Washington Street is owned by Deborah Dillion 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 south of Lane Street and west of South Washington Street. Exhibit 2 is a copy of the zoning map showing the subject property highlighted in blue. The subject property, as are the contiguous parcels, are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map showing the subject property highlighted in blue. The properties highlighted in white are not in the Historic District.
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) Exhibit 4 is a copy of the Application. Exhibit 5 is a collection of photos of the existing windows. Shown are six windows that the applicant is requesting to replace for the kitchen and living room of the home. Some are three-over-one pane configuration and others are four-over-one pane configuration. Exhibit 6 are photos of the proposed windows. The applicant has included some renderings in her application. Also, she has included a brochure that confirms that it is a composite made from reclaimed wood fiber blended with a polymer.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled Historic Districts of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8) Exhibit 7 is a copy of the APO List. Exhibit 8 is a copy of the APO Map. Thirty-three letters were mailed and no responses were received.

Angela Peralta, the Renewal Anderson representative, showed the Commission an example of a window made with the composite material called Fibrex. It looks like wood, but is maintenance-free, will not rot, expand and contract, doesn't require painting and comes in various colors. The windows are warrantied for twenty years and the colors do not fade due to Perma Shield.

The Board members had questions for the applicant, Deborah Dillion. The windows that will be replaced are: one of the "alley" windows, the kitchen windows north and west, two front porch windows and two in the adjacent living room. She can only do a few windows at a time, but many more need to be replaced. The windows will be three-over-one and four-over-one (front porch windows). The windows currently in the home are vinyl. There are two original windows that are in a closet and are wood.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00035, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards are that the windows on the home are vinyl and failing. The current window finishes will be retained. If a deteriorated window is replaced then it will be replaced in kind with a composite, reclaimed wood window that looks like wood. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Gladys Kerr made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Deborah Dillion regarding the proposals as shown in PLHR-2026-00035. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Item 8. 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)

Megan Brightharp and Margaret Desio approached the dais and were sworn in by the Chair.

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

1. The subject property located at 305 S. Washington Street is owned by the Margaret Damon Desio Living Trust 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 south of Lane Street and east of South Washington Street. Exhibit 2 is a copy of the zoning map showing 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 shaded in blue are in the Historic District and the ones in white are not.
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)

Exhibit 4 is a copy of the Application. Exhibit 5 are pictures of the proposed awning. The applicant has included some photos of the home showing where the awning used to be and the deterioration from sun exposure. There are also some close-up images and the existing brackets on the window.

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) Exhibit 6 is a copy of the APO List. Exhibit 7 is a copy of the APO Map. Thirty property owners were notified and no responses were received.

The Board members had questions for the applicant, Margaret Desio. The roof is black-shingled and the awning would be metal. The sun beats on the windows and the muttens have to be replaced. It had an awning on it that was removed, but now the applicant needs to replace it. The awning is under the gable and right on top of the windows.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00036, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state “to increase energy efficiency, to help with the deterioration from the sun and to replace with historically appropriate awnings.” These awnings match the house and the district. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Margaret Desio regarding the proposals as shown in PLHR-2026-00036. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Item 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)

Patrick Blaszyk and Carlos E. Orantes Argucta 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 409 Everette Street is owned by Rangel Elvia and Banda Rodolfo Gonzalez 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 north of Everette Street. Exhibit 2 is the zoning map with the subject property is zoned RMD (Residential Medium Density) as are the surrounding parcels.
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map.
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 4-6) Exhibit 4 is a copy of the Application. Exhibit 5 are the existing conditions showing the new corrugated metal roof. Exhibit 6 is a photo of the original tin-shingle roof.
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 7-8) Exhibit 7 is a copy of the APO Map where the subject property has a red star on it. There were a total of twenty-four parcels notified and no responses were received. Exhibit 8 is the APO List.

The Board members had questions for Patrick Blaszyk. There are asphalt shingles on the porch roof which was approved by the Commission in a like-for-like change. When heard in September and October of 2024, the Commission approved the applicant to repair the original tin-shingle roof, but replace the existing asphalt shingles on the lower roof with like material. The Commission did not approve a new metal roof. The person who applied is the contractor who did the work, but the homeowner is also present at the meeting. This roof was noticed when the Planner was out doing inspections. The owner bought the house with this roof not realizing that the previous homeowner did not have a COA to replace the tin shingle roof with a metal corrugated roof.

Carlos E. Orantes Argucta approached the podium and spoke on behalf of the last owner. He said the last owner misinterpreted from the previous owner that he only has to fix what is damaged and as long as it is a metal. The house has been sold three times in a short amount of time.

Attorney Richard Long advised the Commission on several questions.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00053, if constructed according to the plans reviewed at this meeting is not congruous with the character of the district because the standards state that it is not appropriate to replace a

metal shingle roof with a multi-rib metal roof. The applicant is requesting to keep the corrugated metal roof that is currently on the property. It is generally in harmony with the special character of the neighboring properties and the Historic District as a whole because the property currently already has that roof on it.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Allen Watson made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Carlos E. Orantes Argucta regarding the proposals as shown in PLHR-2026-00053. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

NAYS: None

Item 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)

Patrick Blaszyk and Shelley Loberger 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 and is located to the south of East Houston Street. Exhibit 2 is the zoning map with the subject property and the surrounding parcels are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map.
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. This is being requested due to the unsafe nature of the existing concrete and brick staircase and landing. The contractor, who attended last month's meeting, said the staircase and landing does not meet the State building codes. This is to build a safer landing for public safety.

(Exhibits 4-8) Exhibit 4 is a copy of the Application. Exhibit 5 are the existing conditions showing the proposed projects will not be visible from the street. In the rear yard, this is a photo of the existing staircase and landing which will be demolished in order to construct a new wooden staircase and landing. Exhibit 6 is the site plan submitted by the applicant indicating that the staircase landing will meet the setback requirements. Exhibit 7 is an indication of what the new staircase and landing will look like.

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. Exhibit 9 is a copy of the APO List. Eighteen parcels were notified and no responses were received.

The Board members had no questions for Patrick Blaszyk.

Motion: Allen Watson made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00054, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that if replacing a deteriorated porch or entrance is necessary, replace only the detail element in kind. It will match what the prior COA granted provided that the deck will be there and will be in harmony with the prior application. 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,

NAYS: None

Motion: Gladys Kerr 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-2026-00054. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Loria

Action: The motion passed with the following votes:

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

NAYS: None

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)

Patrick Blaszyk and William Heidtmann 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 211 Maurice Street is owned by William Heidtmann and Emma Sullivan 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 Everette Street and to the east of Maurice Street. Exhibit 2 is the zoning map with the subject property as well as the surrounding parcels are zoned RMD (Residential Medium Density).
2. The property is located in the South Monroe Historic District. (Exhibit 3) Exhibit 3 is a copy of the Historic District Map.
3. On September 17, 2025, the applicant applied to install new black aluminum railings on either side of the front porch at 211 Maurice Street. The applicant seeks to install these railings for safety since there are currently no railings on either side of that front porch. (Exhibit 4-6) Exhibit 4 is a copy of the Application. Exhibit 5 are the existing conditions showing the current front porch step handrails and the areas where the new railings will be located. They will match the existing front porch step railings in design and color, but they will be aluminum which is a different material. Exhibit 6 are the proposed railings and posts.
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 7-8) Exhibit 7 is a copy of the APO Map. Twenty-eight parcels were notified and no responses were received. Exhibit 8 is a copy of the APO List.

The Board members had questions for Patrick Blaszyk. This could not have been approved at staff level because it is on the front of the home. When the home was inspected, it was a safety issue and they didn't want pets jumping off the side of the porch.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00057, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that if railings are added then they will match the existing wrought-iron handrails that are already on the front steps and will bring these steps up to code. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Allen Watson

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to William Heidtmann and Emma Sullivan regarding the proposals as shown in PLHR-2026-00057. 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,

NAYS: None

Item 12. Set date for the November 2025 Meeting (Due to the Veteran’s Day Holiday, City Council is scheduled to meet on the next scheduled Historic District meeting date of November 10th.)

Item 13. Next Meeting: Monday, November 17, 2025 at 6:00pm

The Board members had a few questions and comments for Keri Mendler. Concrete in the Historic District can be stained or painted, but it is to avoid the bright white concrete which would not be historically accurate.

Item 14. Adjournment

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

Second: Archie Morgan

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

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

NAYS: None

The meeting adjourned at 7:28 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2026-00070

TO: Historic District Commission Members
DATE: November 17, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 108 N. College Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Laura Shanley for the property at 108 N. College Street. The applicant is requesting approval to replace seven existing wood windows with wood frame, aluminum clad windows with a new pane design at 108 N. College Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 10-20-2025
Name of Petitioner: Laura Shanley
Location: 108 N. College Street
Tax ID #: 09-232-203
Lot Size: 0.243 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

108 N. Street, circa 1925

Built about 1925, this one story, tapestry brick-veneered duplex bungalow has a jerkin-headed cross gable roof. The off-center front porch is also jerkin-headed, with a lap boarded face and square brick pie at the corners. Side-by-side front doors have a craftsman pattern. Most of the windows are four over one, the attic ones with obscure glass. A large, hipped wing stretches across the rear. Single-shouldered exterior chimneys are located on either side elevation.

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 seven existing wood windows with wood frame, aluminum clad windows with a new pane design. The original wood windows have a three-over-one and four-over-one pane designs. The proposed windows will have the six-over-six 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 seven existing wood windows with wood frame, aluminum clad windows with a new pane design. The original wood windows have a three-over-one and four-over-one pane designs. The proposed windows will have the six-over-six 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 108 N. College Street is owned by Laura Shanley 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 October 20, 2025, the applicant submitted an application requesting approval to replace seven existing wood windows with wood frame, aluminum clad windows with a new pane design. (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)
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CONCLUSIONS

The proposal requesting approval to replace seven existing wood windows with wood frame, aluminum clad windows with a new pane design at 108 N. College 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 10-24-2025

Aerial Map
PLHR-2026-00070

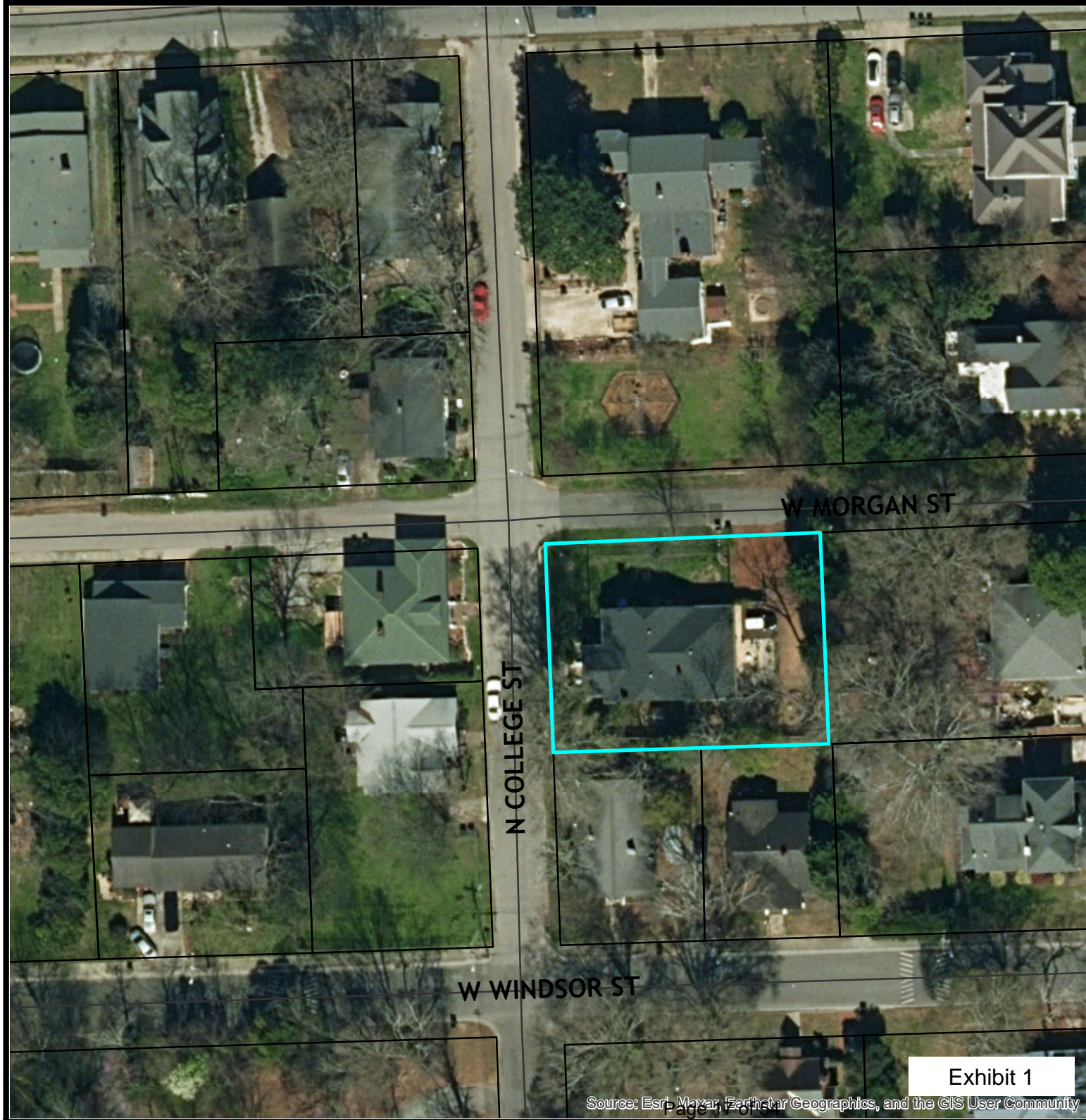
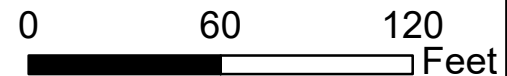
Legend

- Centerlines
- Parcels
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Laura Shanley

Acres: .243



Zoning Map
PLHR-2026-00070

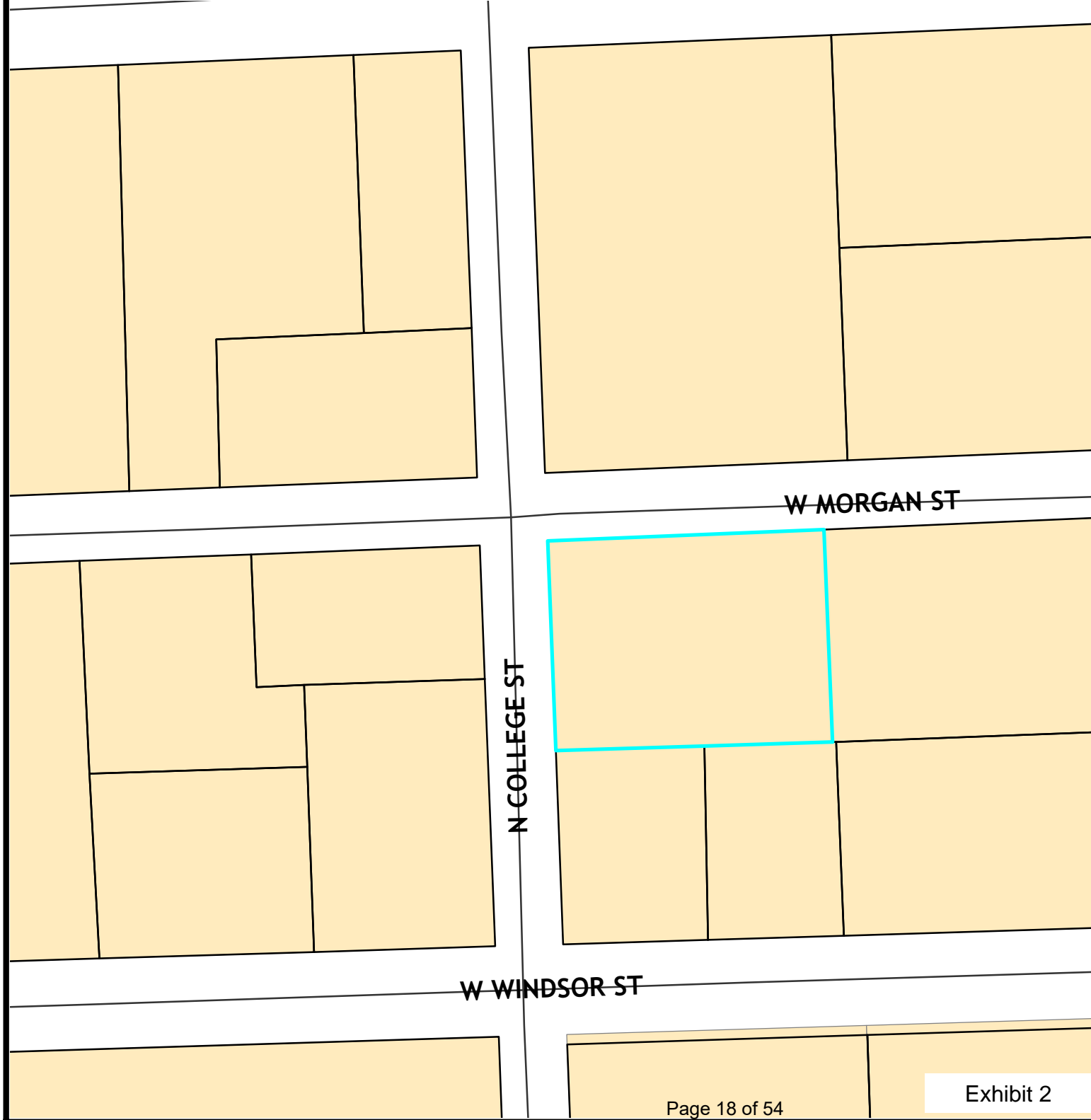
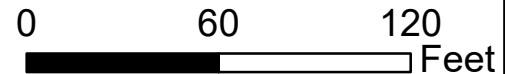
Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Laura Shanley





Acres: .243



Historic District Map

PLHR-2026-00070

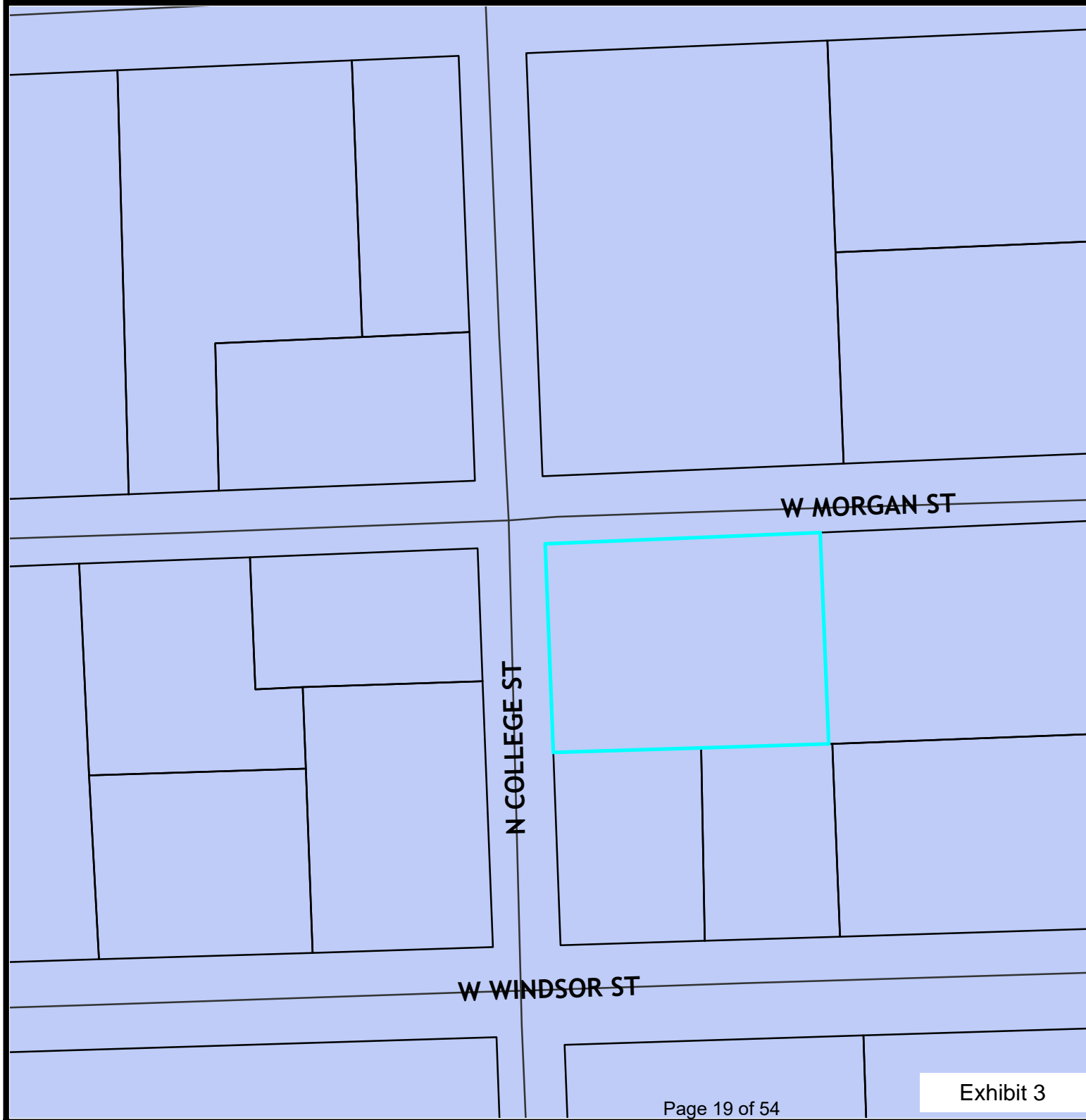
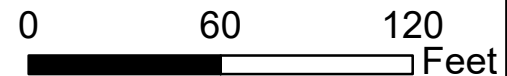
Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Laura Shanley

Acres: .243



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Laura Shanley
 Applicant's Mailing Address: 108 N. College St.
Monroe NC 28112
 Applicant's Phone Number: 704 491 6440
 Applicant's Email: laurajshanley@gmail.com
 Property Owner Name: Laura Shanley
 Property Owner Mailing Address: 108 N. College 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: 108 N. College St. Tax ID Number: _____

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary):

Replacement of 7 windows at back and sides of house. Current windows are old, single pane. Want to replace with wood frame aluminum clad Pella windows. (Description attached as well as pictures of current windows and picture of new proposed windows)

Revised September 2025



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): Laura Shanley

Applicant (signed): Laura Shanley

Date: 10/13/2025

Owner (printed): Laura Shanley

Owner (signed): Laura Shanley

Date: 10/13/2025

Megan Brightharp

Subject: FW: Historic district request for approval

From: Laura Shanley <laurajshanley@gmail.com>
Sent: Wednesday, October 15, 2025 11:13 AM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: Historic district request for approval

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

Good morning and thank you!

The original windows are wood painted white with single pane glass.

Will this have to go to the committee for approval?? I would have to find someone to attend for me (unable to drive due to hip surgery)

I will send a check out today

On Wed, Oct 15, 2025 at 11:07 AM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Morning,

Can you tell me what material the original windows are made of?

The application fee is \$100. We accept check made payable to the City of Monroe or exact cash. You can pay in person at City Hall or mail your payment to the address below:

City of Monroe

Attn: Megan Brightharp, Planning Department

[300 W. Crowell Street](#)

Monroe, NC 28112

Megan Brightharp, Planner

[City of Monroe](#)

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

Monroe, NC 28111

(704) 282-4554 (p)





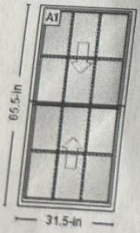
Existing windows to be replaced

LOWE'S

Lowe's Custom Order Quote


Quote # 227429473
 Quote Name: window bid
 Date Printed: 10/3/2025

Customer: Joel Villa Email: nramconstruction@gmail.com Address: 508 raymond lane rock hill, SC 29730 Phone: (803) 448-6527	Store: (680) LOWE'S OF MONROE, NC Associate: CHRISTOPHER LUNA (4084854) Address: 2350 WEST ROOSEVELT BLVD MONROE, NC 28110-8409 Phone: (704) 226-1744	Item Total: 21 PreSavings Total: \$8,429.97 Freight Total: \$0.00 Labor Total: \$0.00 Pre-Tax Total: \$8,429.97
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------



Pella Lifestyle Series | Double Hung | 31.5 X 65.5 | Without HGP | White
 Room Location: None Assigned

Product Warranty



Line #	Item Summary	Production	Est. Cmp. Days	Was Price	Now Price	Qty	Total Savings	Pre-Tax Total
100-1	Pella Lifestyle Series Double Hung 31.5 X 65.5 Without HGP White							

Begin Line 100 Descriptions
 --- Line 100-1 ---

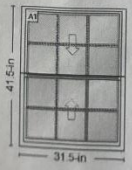
<p>A1: Unit: 31 1/2 Frame: 31 1/2-in RO: 32 1/4-in Unit: 65 1/2 Frame: 65 1/2-in RO: 66 1/4-in Double Hung Equal. Frame Size: 31 1/2 X 65 1/2. Pella Lifestyle Series. No Program. Without Hinged Glass Panel South Central Climate Zone 3</p>	<p>Clad Pine 5" 3 11/16" Jambliner Color: Gray. Standard Enduraclad White. Prefinished White Paint Interior. Glass: Insulated Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude. Cam-Action Lock 1 Lock White No Limited Opening Hardware Order Sash Lift 1 Lift. Hidden Screen Bottom Sash Only White. Combination U-Factor 0.29 U-Factor 0.29 Combination SHGC 0.2 SHGC 0.20 VLT 0.47 CPD PEL-N-35-00551-00001 Satisfied Energy Star Zones Southern Yes Performance Class LC PG 30 Calculated Positive DP Rating 30 Calculated Negative DP Rating 30 FPA FL12952 STC 27 OITC 23 Clear Opening Width 28.312 Clear Opening Height 29.5 Clear Opening Area 5.800028 Egress Meets minimum clear opening and 5.7 sq.ft. requirements for non-grade floor (E) (United States Only). Yes</p>	<p>Remake: No In-Store Pick-up EA 09/17/2025 False True 877-473-5527 . 21 Days. 943063 CMC Pella LS Window. 33070. Grille: GBG No Custom Grille 3/4" Contour Traditional (3W2H / 3W2H) White White Wrapping Information: No Attachment Method Branch Supplied 4 9/16" 5 7/8" Standard Four Sided Jamb Extension Factory Applied Manufacturer Recommended Clearance Perimeter Length = 194".</p>
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--- Line 100-2 ---

Screen Hidden Screen Bottom Sash Only White		
Hardware Options White Sash Lift (0F370000)		


--- Line 100-3 ---

End Line 100 Descriptions



Pella Lifestyle Series | Double Hung | 31.5 X 41.5 | Without HGP | White
 Room Location: None Assigned

Product Warranty



Quote for new windows with example



Example of similar window at 109 N College Street

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232182	AUSTIN JOE E JR		105 ESK CT		CARY	NC	27511
09232198	CHAMBERS TEDDY L	CHAMBERS PATRICIA M	604 W WINDSOR ST		MONROE	NC	28112
09232204	COOKE STEVEN	COOKE JESSICA	103 N CRAWFORD ST		MONROE	NC	28112
09232199	CTJ INVESTMENT GROUP LLC		PO BOX 482		MONROE	NC	28111
09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST		MONROE	NC	28112
09232198B	DEESE MARY ELLEN		607 W MORGAN ST		MONROE	NC	28112
09232172	DELANEY HERBERT STANHOPE	LEDFORD TRACY RENEE	9221 MCELROY RD		WAXHAW	NC	281739038
09232220	DT SQUARE PROPERTIES LLC		PO BOX 29586		CHARLOTTE	NC	28229
09232183	FELTS CHELSEY SHEA ET AL	WORTMAN JUSTIN TODD	3005 S POTTER RD		WAXHAW	NC	28173
9232206	HEISNER WILLIAM		%LAW OFFICES OF MICHELLE VICKE	408 W WINDSOR ST	MONROE	NC	28112
09232207							
09232218	HIGGINS NATASHA FAITH		202 N CRAWFORD ST		MONROE	NC	28112
09232198A	PRIME PROPERTY PARTNERS LLC		4912 WOODHAVEN LN		INDIAN TRAIL	NC	28079
09232221	KNOX WALTER		203 N COLLEGE ST		MONROE	NC	28112
09232217	MCCAULEY CURTIS W	MCCAULEY NANCY	405 W FRANKLIN ST		MONROE	NC	28112
09232205	MOORE JENNIFER REBECCA	MOORE GREGORY RALPH	101 N CRAWFORD ST		MONROE	NC	28112
09232173	MURRAY KEVIN D	MURRAY MARTHA R	%MURRAY PROPERTIES	2006 WALKUP AVE STE A200	MONROE	NC	28110
09232201	DONTON LEE III	DONTON THOMAS FRANKLIN	4801 ST SIMONS TER		WAHAW	NC	28173
0923220A	ONS PROPERTY MANAGEMENT GROUP LLC		50 SCHOOL RD	STE 184	MILL SPRING	NC	28756
09232222	PORTER PEGGY B		601 WEST FRANKLIN ST		MONROE	NC	28112
09232171	RAINE ARTHUR GEOFFREY	RAINE PAMELA	411 WINDSOR ST		MONROE	NC	28112
09232203	SHANLEY LAURA		108 N COLLEGE ST		MONROE	NC	28112
09232202	SIGNATURE BUILDERS & SERVICES INC		13534 PLAZA RD EXTENSION		CHARLOTTE	NC	28215
09232224	SWARTZFAGER JOHN GEORGE JR		607 W FRANKLIN ST		MONROE	NC	28112
09232219	HAMMONS NANCY		201 N CRAWFORD ST		MONROE	NC	28112
9232223	DAIGLE SARA KAUFFMAN		605 W FRANKLIN ST		MONROE	NC	28112
09232197	VILLANUEVA JUAN GARCIA	CHINO FABIOLA ACATITLAN	15 DENNIS ST		MONROE	NC	28110

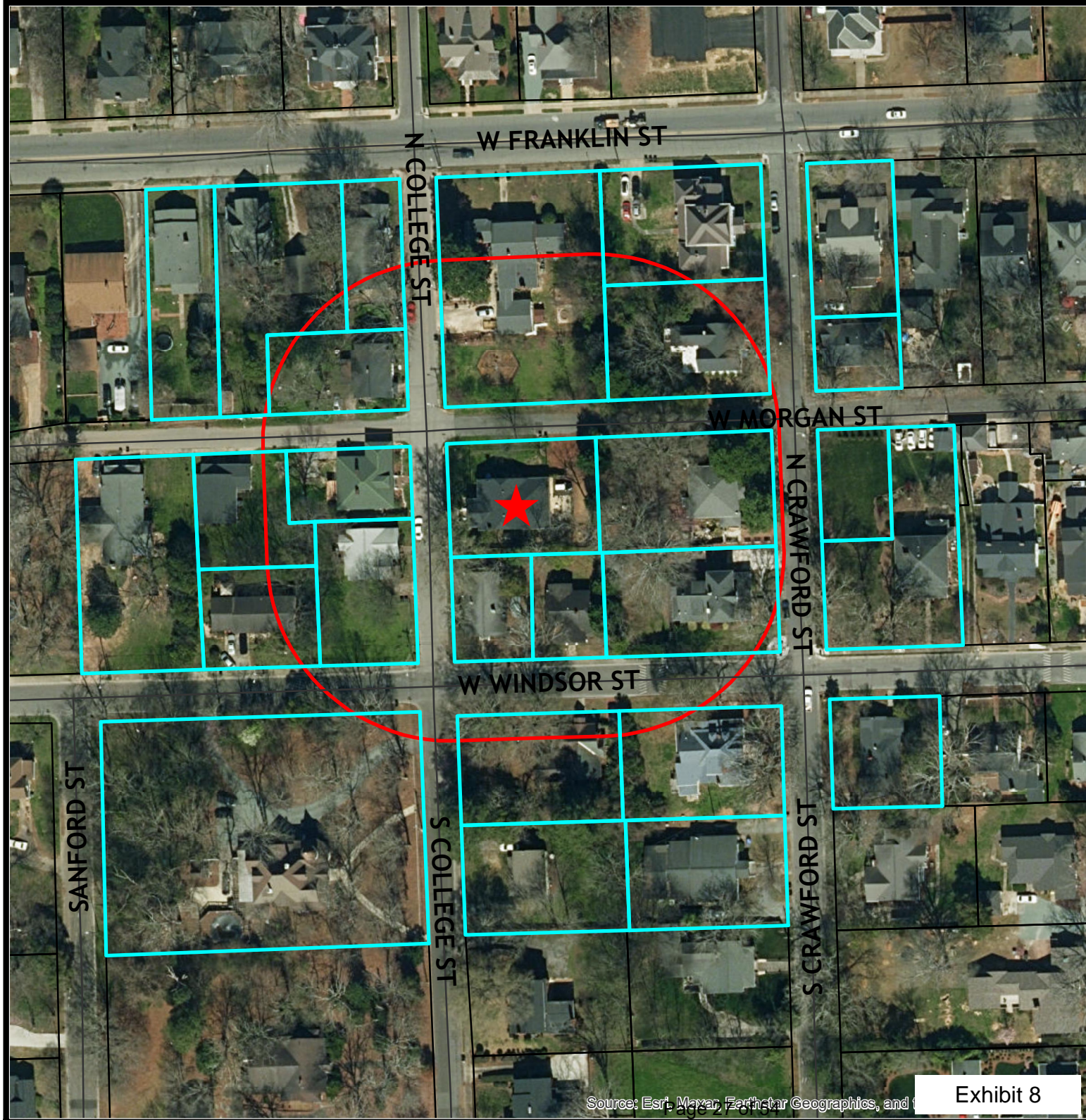
APO Map

PLHR-2026-00070

Legend

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

Parcels Notified: 27





STAFF REPORT
PLHR-2026-00071

TO: Historic District Commission Members
DATE: November 17, 2025
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 504 S. Washington Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Richard Price for the property at 504 S. Washington Street. The applicant is requesting approval for the following:

1. Replace/relocate existing windows and doors and add new wood or aluminum clad wood windows and sliding doors made of wood, fiberglass clad wood, or aluminum clad wood.
2. Replace existing Masonite siding with wood siding
3. Expand the existing wood deck and add a black metal roof to these decks
4. Replace the existing front door and left side entry door with new wood doors with window features
5. Add wood shutters

The applicant has also requested to replace the wood spindles on the front porch which has been approved at staff level as historical documents mention their presence.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 10-13-2025
Name of Petitioner: Richard Price
Location: 504 S. Washington Street
Tax ID #: 09-235-219
Lot Size: 0.475 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

504 S. Washington Street, Bruner-Coble House; circa 1925

C. W. Bruner, a grocery merchant, built this two-story frame Italianate house shortly after his 1881 purchase from J. R. Winchester of a lot on Washington street. The Bruners sold the house in 1893 to E. Q. Petteway, who sold it in 1905 to railroad engineer John B. Coble. The house remains in Coble family ownership today. A standing seam tin gable roof covers the two-story L-shaped main block, which has a three-bay facade and one-story wings extending across the rear. The two-bay front porch has chamfered posts with decoratively drilled bases, two sizes of brackets, a scroll-sawn frieze and turned balusters. Similar posts with sawn brackets support a one-story porch on the south elevation. The main entrance is topped by a transom; below the flanking sidelights are octagonal wood panels. Other decorative features include Italianate eaves brackets and arched louvered attic vents in the gable ends. Brick chimneys are in interior end and interior locations. Windows are six over six sash or paired four over four sashes. The house sits back from the street surrounded by mature trees and shrubbery.

RELEVANT DESIGN STANDARDS

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes. *The applicant is requesting to replace existing Masonite siding in the side and rear of the home with wood siding.*
2. If replacement of an exterior wall feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible. *The applicant is requesting to replace existing Masonite siding in the side and rear of the home with wood siding.*
3. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials. *The applicant is requesting to replace existing Masonite siding in the side and rear of the home with wood siding.*
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material. *The applicant is requesting to replace existing Masonite siding in the side and rear of the home with wood siding.*

Windows and Doors, pg. 53

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

The applicant is requesting approval to relocate/replace six existing windows in the rear of the home with an estimate of 7-10 wood or aluminum clad wood windows. The windows are to have the same one-over-one pane configuration as the existing windows. The applicant is also proposing to remove one set of wood double doors from the rear and add one wood door and two sliding doors to be made of wood, fiberglass clad wood, or aluminum clad wood. The applicant is also proposing to add wood shutters the windows on the front of the home. The applicant is also proposing to replace the existing front double doors and single side door with a new wood double door and single door with a window feature.

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 relocate/replace six existing windows in the rear of the home with an estimate of 7-10 wood or aluminum clad wood windows. The windows are to have the same one-over-one pane configuration as the existing windows. The applicant is also proposing to remove one set of wood double doors from the rear and add one wood door and two sliding doors to be made of wood, fiberglass clad wood, or aluminum clad wood. The applicant is also proposing to add wood shutters the windows on the front of the home. The applicant is also proposing to replace the existing front double doors and single side door with a new wood double door and single door with a window feature.

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

The new windows and doors will be properly sized to fit the existing window openings. The applicant is also proposing to add wood shutters the windows on the front of the home in the same style as the previous shutters.

Roofs, pg. 55

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

The applicant is requesting to install a black standing seam metal roof to extend over the deck to the left side of the home.

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

The applicant is requesting to install a black standing seam metal roof to extend over the

deck to the left side of the home.

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

The applicant is requesting to install a black standing seam metal roof to extend over the deck to the left side of the home.

Decks & Patios, pg. 69

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

The applicant is proposing to construct an extension of the existing deck in the rear oof the home to be made of wood and wrap around to the left and right sides of the home.

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

The applicant is proposing the deck extension to be made of wood. The applicant did not specify adding railings to the rear deck.

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

The applicant is proposing to construct an extension of the existing deck in the rear oof the home to be made of wood and wrap around to the left and right sides of the home.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 504 S. Washington Street is owned by Richard and Julia Price 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 October 13, 2025, the applicant submitted an application requesting approval for the following: (Exhibit 4-6)
 - Replace/relocate existing windows and doors and add new wood or aluminum clad wood windows and sliding doors.
 - Replace existing Masonite siding with wood siding
 - Expand the existing wood deck and add a black metal roof to these decks
 - Replace the existing front door and left side door with new wood doors with window features
 - Add wood shutters

The applicant has also requested to replace the wood spindles on the front porch which has been approved at staff level as historical documents mention their presence.

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/relocate existing windows and doors and add new wood or aluminum clad wood windows and sliding doors made of wood, fiberglass clad wood, or aluminum clad wood; replace existing Masonite siding with wood siding; expand the existing wood deck and add a black metal roof to these decks; replace the existing front door and left side entry door with new wood doors with window features; and add wood shutters at 504 S. Washington Street as presented (is/is not) congruous in concept according to the *Exterior Walls, Windows and Doors, Roofs, and Decks & Patios* standards contained within the *Monroe Design Standards*:

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
2. If replacement of an exterior wall feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
3. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.

Windows and Doors, pg. 53

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

Roofs, pg. 55

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

Decks & Patios, pg. 69

1. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
2. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
3. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, masonry or lattice panels, and evergreen foundation plantings.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application

5. Pictures of Existing Conditions and Proposed Work
6. Site Plan
7. APO List
8. APO Map

Prepared by: MB 11-04-2025

Aerial Map
PLHR-2026-00071

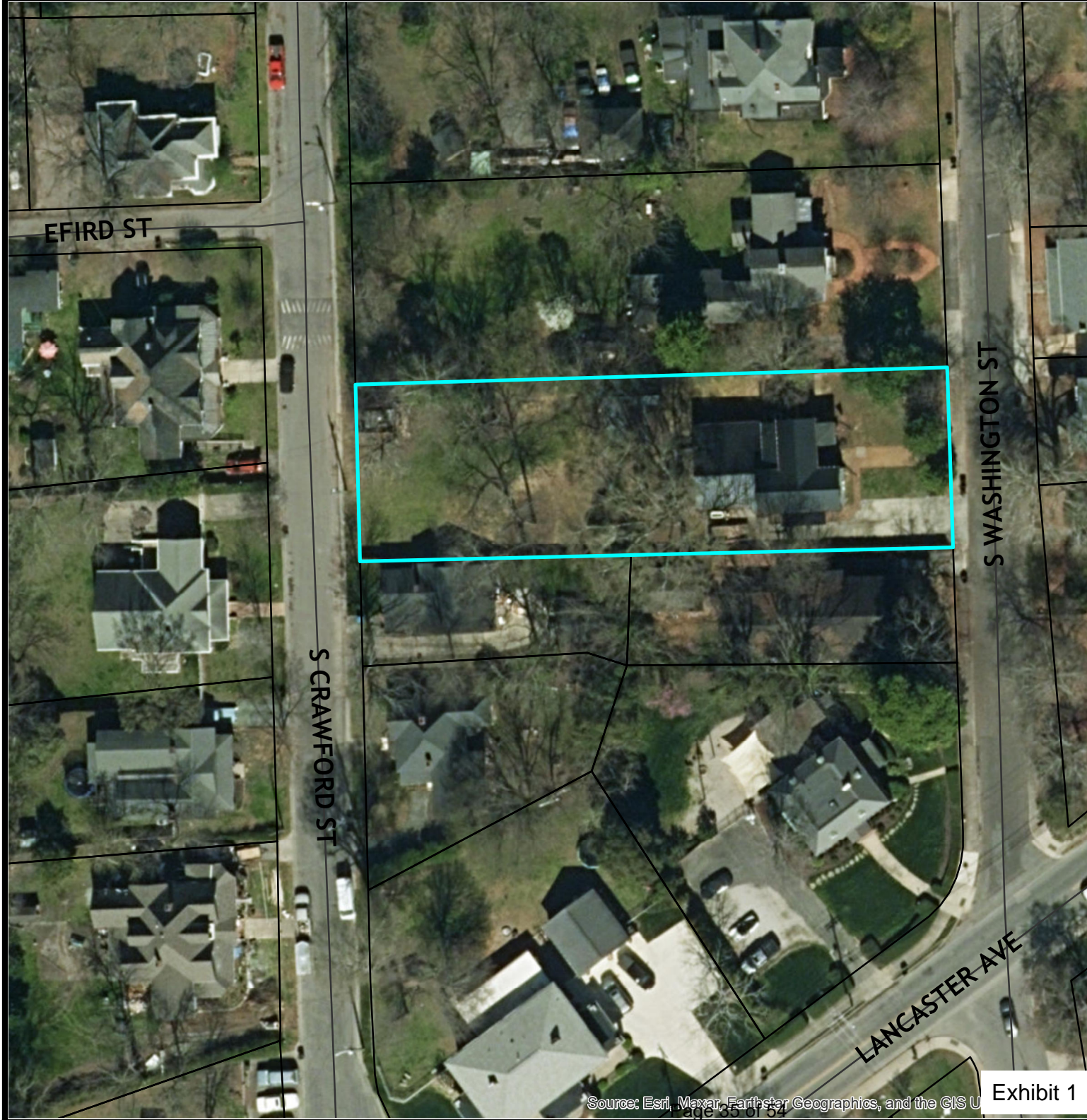
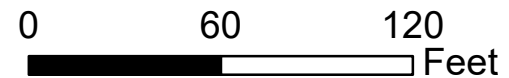
Legend

- Centerlines
- Parcels
- Subject Property

Existing:
RMD
(Residential Medium Density)

Owner:
Richard and Julia Price

Acres: .475



EFIRD ST

S CRAWFORD ST

S WASHINGTON ST

LANCASTER AVE

Exhibit 1

Zoning Map
PLHR-2026-00071

Legend

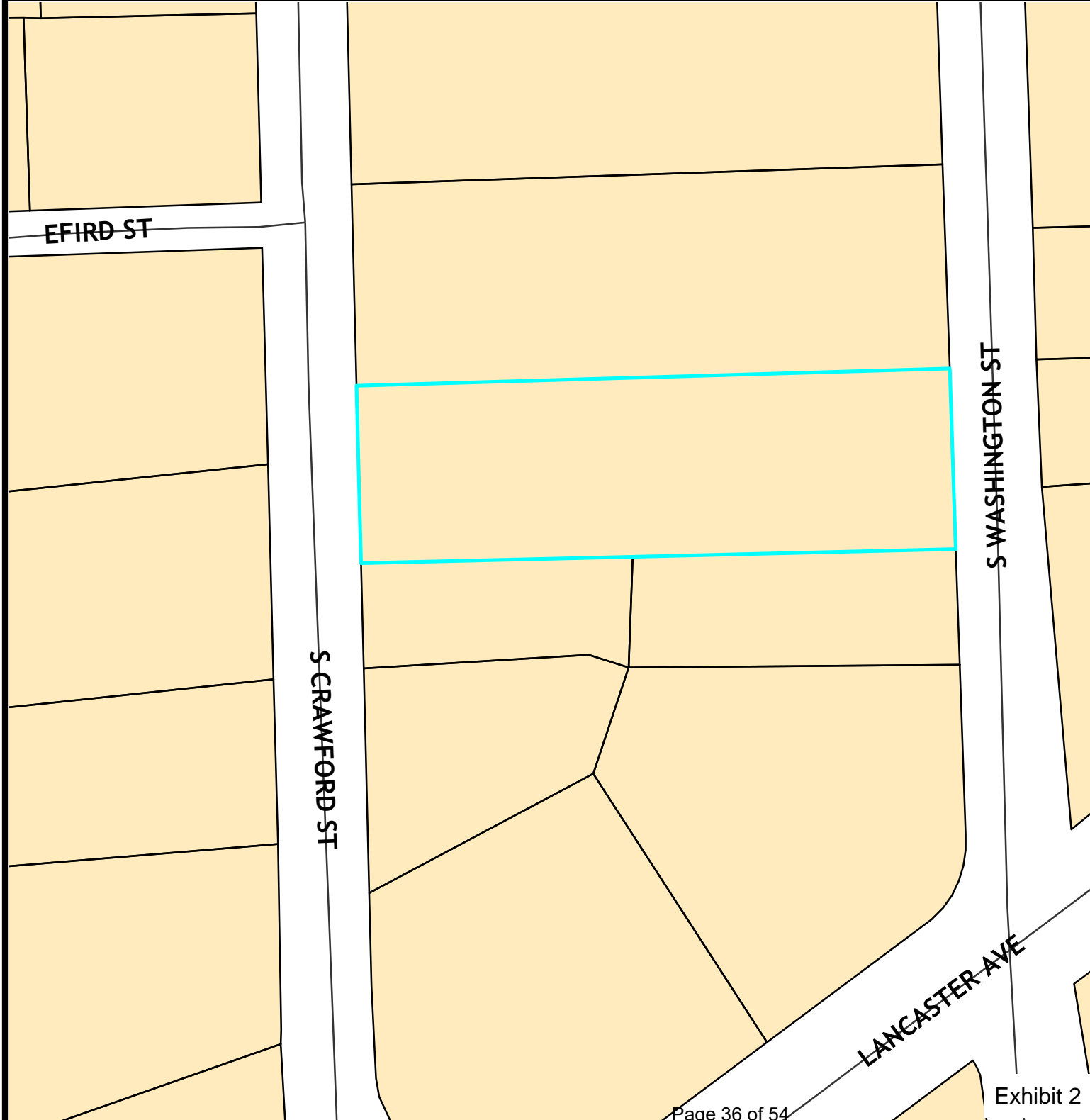
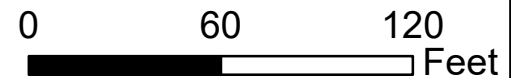
- Centerlines
- Parcels
- RMD
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Richard and Julia Price

Acres: .475



Historic District Map

PLHR-2026-00071

Legend

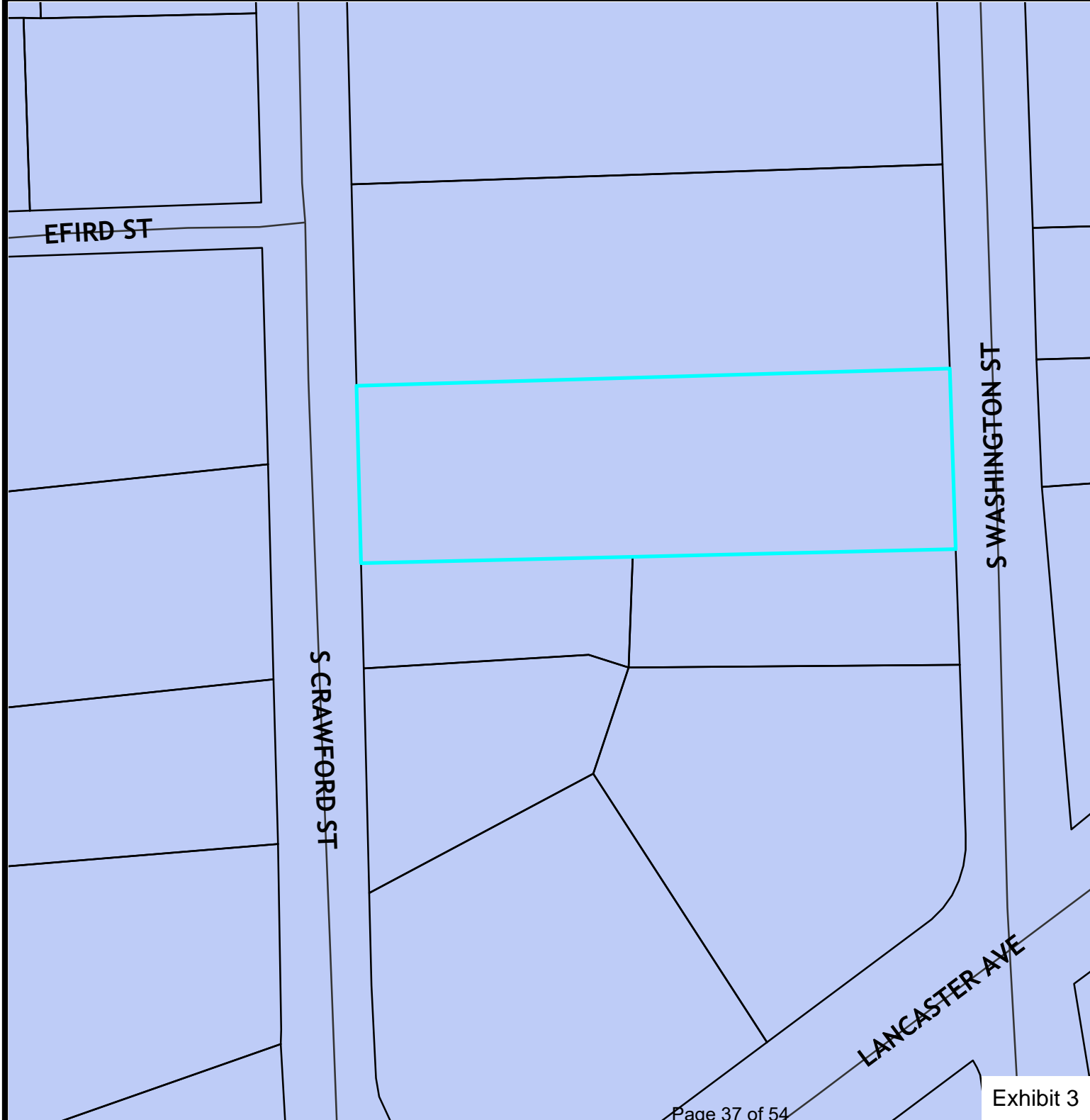
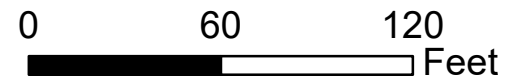
- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
Richard and Julia Price

Acres: .475





HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

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)
Text

Property Address: _____ **Tax ID Number:** _____

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary): _____

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): Richard Price _____

Applicant (signed):  _____

Date: 10.13.25 _____

Owner (printed): Richard Price _____

Owner (signed):  _____

Date: 10.13.25 _____

Exhibit A: 504 S. Washington Street Proposed Exterior Changes

The subject property is a two-story, wood frame home built around 1883 that had a one-story addition added in 1983. This project is primarily a remodel of the addition and an expansion of the deck attached to the same. We will also replace the front doors, replace the spindles and railings that were present on the front porch when the home was built, and replace the shutters that were originally on the front of the house.



For the purpose of this application, I will refer to the addition as the “work area.” On the attached sketch, the work area is shown within a red box. Our architect is working on the final plan for this work area and all comments below are subject to the plan including then number and location of doors and windows.

1 - Replace/relocate existing windows and doors in the work area and add new windows in the work area.

We will replace & add, as necessary, wooden or aluminum clad wooden windows in the style of the existing windows. There will be two sliding doors, one single door, and between 7 and 10 windows. Likely location of the windows and doors is shown on the attached Work Area Sketch.

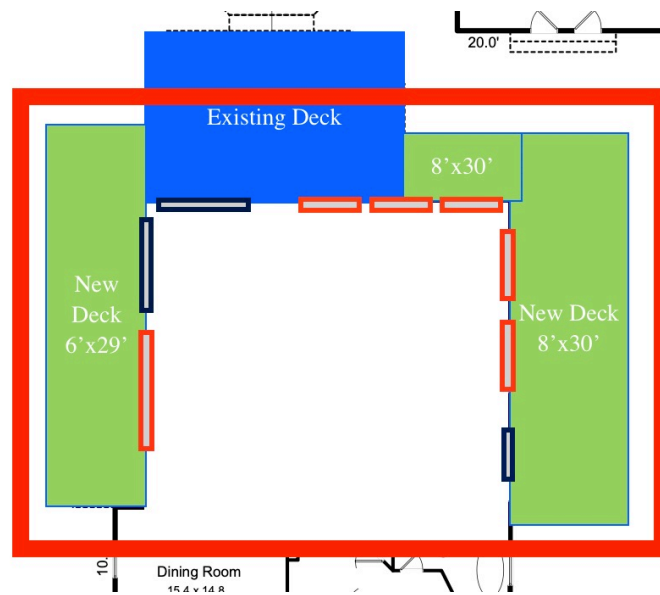
2 - Replace existing masonite siding with wood

We will replace the existing masonite siding on the work area with wood lap siding that matches the original home.

3 - Expand existing deck

The existing deck will be expanded such that it wraps the work area. The new decking will tie into the existing decking and will be between 6’ and 8’ wide depending on the final plan and the max width to keep within the side setbacks. Here, the existing deck is shown in blue and

the expansion is shown in green. The new decking will be built in similar material to the existing deck (treated pine lumber).



5 - Replace front doors

The subject has two front doors. The main door, under the porch, will be replaced with a wooden double door similar to what is shown here. The left-side front entry will be replaced with a the same style, albeit in a single door retaining the existing side light.



5 - Replace front porch spindles and add shutters

The subject originally had a spindled railing on the front porch. We have two of the spindles and will have them replicated/replaced. We will also add wooden shutters similar to those shown in this picture built in the same style as originally built.



Megan Brightharp

Subject: FW: COA Application for 504 S. Washington Street

From: Richard Price <email@rwprice.com>
Sent: Friday, October 31, 2025 4:55 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: COA Application for 504 S. Washington Street

That's right, I remember that now I didn't think to look at that picture. Yes that would be a black standing sea roof matching what's there now.

Thank you,

Richard Price
704.989.5995

On Fri, Oct 31, 2025 at 3:24 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

It was noted on the picture of the right side of the home with the white lines showing the proposed work.

Megan Brightharp, Planner

From: Richard Price <email@rwprice.com>
Sent: Friday, October 31, 2025 2:27 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: COA Application for 504 S. Washington Street

Where did I note that? I can't find it. I do plan to cover part of the deck, though not yet. I'd thought about submitting that for approval but didn't think I included it. In any case, any roofing I do would be standing seam to match what's there.

Thank you,

Richard Price
704.989.5995

On Fri, Oct 31, 2025 at 1:53 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

You referred to a porch covering in your application. I assume that to mean a roof over the porch. What will the roof of the porch be? (asphalt single, standing seam, etc.)

Megan Brightharp, Planner

From: Richard Price <email@rwprice.com>
Sent: Friday, October 31, 2025 1:16 PM
To: Megan Brightharp <mbrightharp@monroenc.org>
Subject: Re: COA Application for 504 S. Washington Street

1. Revised zoning map attached
2. Wood
3. What covering are you referring to?
4. Either wood, fiberglass clad wood, or aluminum clad wood.
5. That is correct.

Also attached is the preliminary drawing for the interior, just as an FYI. a

Thank you,

Richard Price
704.989.5995

On Thu, Oct 30, 2025 at 9:31 AM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Morning,

I am in the process of completing the COA Staff Report for 504 S. Washington Street for the November 17th Historic District Commission meeting. I have some follow up questions for you that will better help me complete the staff report.

1. Please show how far the porch extension will be from the property lines. I will need to confirm you will be able to meet the minimum building setback of the RMD, Residential Medium Density district (Front: 20', Side; 10', Rear: 10').
2. What material will the spindles and railing be made of?
3. What will the porch covering on the right side be made of?
4. What will the sliding doors be made of?
5. Please confirm that the double doors in the rear will be replaced with a sliding door and an additional sliding door will be added to the left side to access the new deck.

Thank you!

Megan Brightharp, Planner

City of Monroe

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

Monroe, NC 28111

(704) 282-4554 (p)





Existing Conditions



Previous Conditions

Proposed Work:

- Install shutters to front windows
- Replace spindle railings to front porch

Existing Conditions



Left Side



Right Side



Rear



Left Side Proposed Work



Right Side Proposed Work



Rear Proposed Work



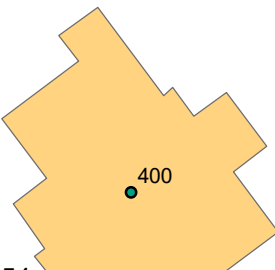
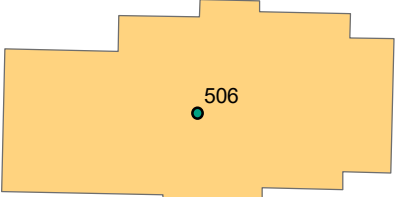
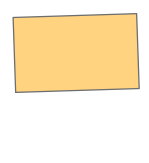
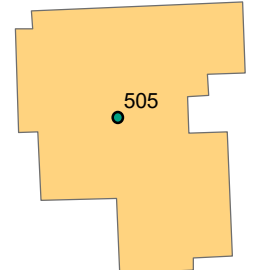
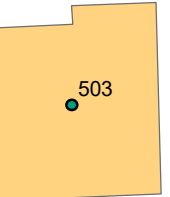
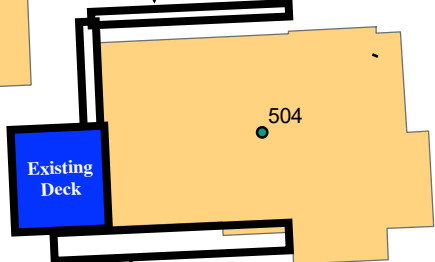
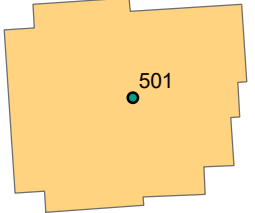
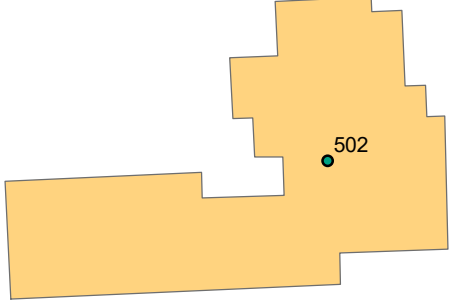
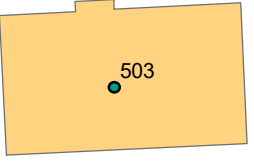
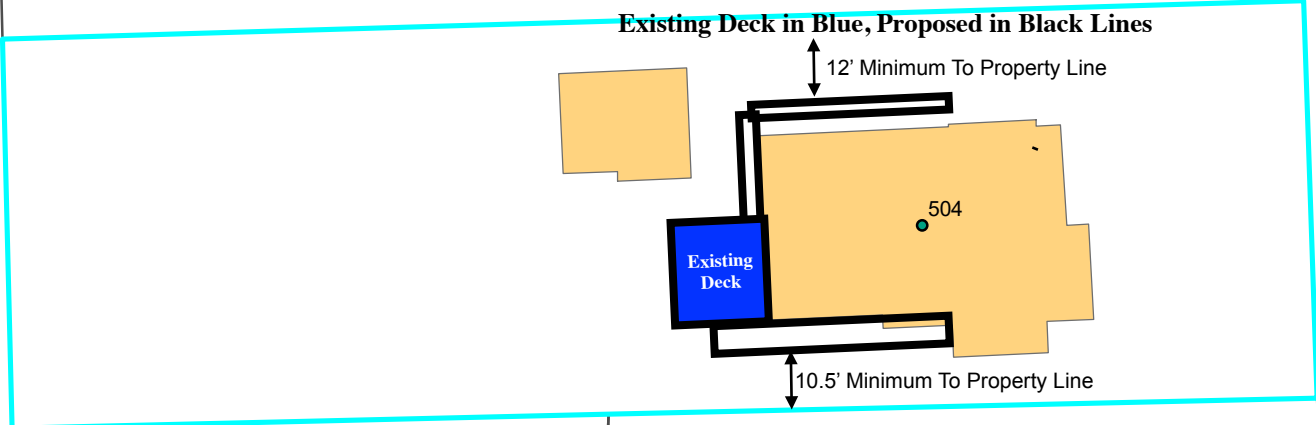
Proposed Wood Front Door



Proposed Window

S CRAWFORD ST

S WASHINGTON ST



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	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
09235224	ZUNIGA ALBA SARAH CERNA		501 S WASHINGTON STREET		MONROE	NC	28112
09235217	BELK MATTHEW	BELK STEPHANIE	400 LANCASTER AVE		MONROE	NC	28112
09235225	BELK MATTHEW BLAKE JR		503 S WASHINGTON ST		MONROE	NC	28112
09235111	CANTEY KIMBERLY ELIZABETH		405 LANCASTER AVE		MONROE	NC	28112
09235104	CHAMBERS MICHAEL R	CHAMBERS CHRISTY K	301 LANCASTER HWY		MONROE	NC	28112
09235215	CHILDS CHRISTOPHER CODY	HUENKE EMILY R	505 S. CRAWFORD ST		MONROE	NC	28112
09235218	CROSS JESSICA M		506 S WASHINGTON ST		MONROE	NC	28112
09235206	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR		WAXHAW	NC	28173
09235222	EVERETT DIANE		400 S WASHINGTON ST		MONROE	NC	28112
09235216	FOMEN ASHLEY	FOMEN ALEX	408 LANCASTER AVE		MONROE	NC	28112
09235199	GARCIA CINDY WALDINA ALVARADO	MEJIA HUGO LEONEL OCHOA	501 S COLLEGE STREET		MONROE	NC	28112
09235112	GOURE DEVIN RUSSELL ET AL	BALL COURTNEY	407 LANCASTER AVE		MONROE	NC	28112
09235207	GRISE-HANEY MARTHA		504 S CRAWFORD ST		MONROE	NC	28112
09235206A	GUZMAN-CARRILLO EVA		707 S HAYNE ST		MONROE	NC	28112
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST		MONROE	NC	28112
09235208	LLINAS VERA B		603 EFIRD ST		MONROE	NC	28112
09235220	LOBERGER DALE A		502 SOUTH WASHINGTON ST		MONROE	NC	28112
09235107A	MCBETH DAMON T	MCBETH TESHA M	3419 RICHARDS XING		FORT MILL	SC	29708
09235210	MCHALE NANCY C		405 S COLLEGE ST		MONROE	NC	28112
09235105	AVILA'S PROPERTIES LLC		15 COLUMBUS PL	UNIT 3	STAMFORD	CT	6907
09235200	MOSLEY BARRY PERNELL		3615 LEES CROSSING DR		CHARLOTTE	NC	28213
09235226	ARCHITEKTON LLC		501 E FRANKLIN 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
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST		MONROE	NC	28112
09235203	GARCIA CLEMENTE		501 WINCHESTER AVE		MONROE	NC	28110
09235201	RAPER BYRLE D		505 S COLLEGE ST		MONROE	NC	28112
09235202							
09235223	RICHARDS KEITH D	RICHARDS DONNA F	405 SOUTH WASHINGTON ST		MONROE	NC	28112
09235211	RUDY DEBORAH J		401 S COLLEGE ST		MONROE	NC	28112
09235214	SHERROD ROBERT G JR		221 S BRAGG ST		MONROE	NC	28112
09235205	SMITH PATTI		502 LANCASTER AVE		MONROE	NC	28112
09235110	WEN RIVER LLC		17215 OVERSTONE CT		CHARLOTTE	NC	28277
09235106	WILKINSON RICHARD KENT	WILKINSON ANGELA	307 LANCASTER AVE		MONROE	NC	28110

Historic District Map

PLHR-2026-00071

Legend

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

Parcels Notified: 38



Exhibit 8

