

**HISTORIC DISTRICT COMMISSION  
MEETING AGENDA**



**Monday, January 12, 2026 – 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 – December 8, 2025**
- Item 5.**      **Quasi-Judicial Statement**
- Item 6.**      **COA PLHR-2026-00095 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Kathy Cullum requesting approval to swap the locations of an existing window and metal door on the side of the home and to replace the metal door with a wood door with a window feature at 106 S. Washington Street. (Parcel ID # 09-232-168)**
- Item 7.**      **COA PLHR-2026-00103- The Historic District Commission is requested to consider a Certificate of Appropriateness from Jordan Hennessee requesting approval to install a 6’ tall, wood privacy fence along the eastern front-side yard of the property located at 321 E. Houston Street.**
- Item 8.**      **Next Meeting: Monday, February 9, 2026 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.**    **Lisa Stiwinter, Dir. of Planning & Dev.**  
                                 **Jeff Wells, Asst. City Manager**    **Planning Staff**

# HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, DECEMBER 8, 2025 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

*Sent to HR: 12/9/25*

## **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;

Members Absent: Allen Watson;

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

Guests: Leigh Kendall, Thomas Loria

## **Item 2. Pledge of Allegiance and Moment of Silence**

## **Item 3. Conflicts of Interest – None noted.**

## **Item 4. Approval of Minutes – November 17, 2025**

**Motion:** Gladys Kerr made a motion to approve the minutes of the November 17, 2025 meeting.

**Second:** Jennifer Smith

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

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

**NAYS:** None

## **Item 5. Quasi-Judicial Statement**

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

## **Item 6. COA PLHR-2026-00070 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Laura Shanley to**

**replace seven existing wood windows with wood frame, aluminum-clad windows at 108 N. College Street. (Parcel ID # 09-232-203)**

Megan Brightharp and Leigh Kendall (the applicant's daughter) approached the dais and were sworn in by the Chair. (The applicant was not present.)

Megan Brightharp stated that this item was tabled from the November 17, 2025 Historic District Commission meeting to allow the applicant the opportunity to seek windows that have a similar pane configuration to the existing windows on the home. 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 at 108 N. College Street.

Megan Brightharp, Planner 1, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located south of Morgan Street and east of North College Street. Exhibit 2 is a copy of the zoning map showing the subject property highlighted in blue. The subject property, as are the surrounding 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.
3. On October 20, 2025, the applicant submitted an application requesting approval to replace seven existing wood windows with wood frame, aluminum clad windows. (Exhibit 4-6) Exhibit 4 is a copy of the application. Exhibit 5 is a collection of the existing windows that the applicant is proposing to replace. They are wood windows with four-over-one pane configuration. Exhibit 6 is a quote from Lowe's showing the proposed windows. Initially the applicant was requesting six-over-six. At Lowe's, the associate was able to show her four-over-one pane configurations to meet the request of the Commission.
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. Twenty-seven letters were sent and no responses were received.

The Commission had questions for Megan Brightharp. The material of the new windows would be wood frame, aluminum clad windows from Pella Lifetime Series. These would be four-over-one instead of the six-over-six that were proposed at the November meeting thereby making the window configuration match the current windows on the house.

**Motion:** Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, PLHR-2026-00070, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that we must retain and preserve windows and doors including sidelights and transoms. This is aesthetically a like-for-like replacement. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

**Second:** Jennifer Smith

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

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

**NAYS:** None

**Motion:** Gladys Kerr made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Laura Shanley regarding the proposals as shown in PLHR-2026-00070. Such certificate to be subject to the conditions contained in the previous motion.

**Second:** Jennifer Smith

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

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

**NAYS:** None

Attorney Richard Long informed the Commission that “taking individual actions” or giving recommendations on behalf of the Historic District Commission will put anyone involved at risk. In order to protect all parties, any interpretations and questions should be directed to the City Planning staff and the Commission if it needs to be voted on. Megan Brightharp said that the board members who are being asked questions from friends and neighbors can send them to speak with her and the Planning team. Keri Mendler added that if someone is doing work that they are not supposed to on a home, the board members do not need to approach the individual or speak to them about work being done since it is the Planning department’s job to have those “difficult conversations” and to follow-up.

Archie Morgan kindly acknowledged Ms. Gladys Kerr in her last time as a Historic District Commission member. Ms. Kerr responded that she will miss everyone and how much she appreciates everything she has learned and the joy she has had each month in coming. She has not missed a meeting and has had perfect attendance just like when she was a student in school. She will think of everyone, her heart will be here and she appreciates all of their kindness and every thoughtful act.

**Item 8.** Next Meeting: Monday, January 12, 2026 at 6:00pm

**Item 9.** Adjournment

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

**Second:** Jennifer Loria

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

**AYES:** Archie Morgan, Jennifer Smith, Gladys Kerr, Jennifer Loria,  
Matthew Klaren,  
**NAYS:** None

The meeting adjourned at **6:19 pm**.

Respectfully submitted,

Archie Morgan  
Chairman

Kimberly Davis  
Secretary to the Board

DRAFT



**STAFF REPORT**  
*PLHR-2026-00095*

**TO:** Historic District Commission Members  
**DATE:** January 12, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request for 106 S. Washington Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Kathy Cullum for the property at 106 S. Washington Street. The applicant is requesting approval to swap the locations of an existing window and metal door on the side of the home and to replace the metal door with a wood door with a window feature at 106 S. Washington Street.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 12-02-2025  
**Name of Petitioner:** Kathy Cullum  
**Location:** 106 S. Washington St.  
**Tax ID #:** 09-232-168  
**Lot Size:** 0.33 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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**GENERAL INFORMATION**

**Eugene R. Presson House; circa 1940**

The 1942-43 city directory records this one-story colonial Revival house as the residence of Eugene R. Presson, who was associated with the L. N. Presson general merchandise company; Presson had purchased the lot in 1940. Clad in tapestry brick veneer with raised joints, the house is topped by a multi-gable roof with round attic vents in the gable ends. The asymmetrical four-bay facade consists of three trios of six over six windows and an

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entrance sheltered by an arched gabled hood supported by Tuscan columns. To the left (south) of the entrance is a large brick chimney with a corbelled cap.

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### **RELEVANT DESIGN STANDARDS**

#### **Windows & Doors, pg. 53**

1. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible. *The applicant is requesting to swap the locations of an existing window and metal door on the side of the home and to replace the metal door with a wood door with a window feature.*
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### **PROPOSED FINDINGS**

#### **Staff offers the following Proposed Findings:**

1. The subject property located at 106 S. Washington Street is owned by Kathy Cullum and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
  2. The property is located in the South Monroe Historic District. (Exhibit 3)
  3. On December 2, 2025, the applicant submitted an application requesting approval to swap the locations of an existing window and metal door on the side of the home and to replace the metal door with a wood door with a window feature at 106 S. Washington Street. (Exhibit 4-8)
  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 9-10)
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### **CONCLUSIONS**

The proposal requesting approval to swap the locations of an existing window and metal door on the side of the home and to replace the metal door with a wood door with a window feature at 106 S. Washington Street as presented (is/is not) congruous in concept according to the *Windows & Doors* standards of the *South Monroe Historic District Standards*:

#### **Windows & Doors, pg. 53**

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

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Photo of Existing Door to be replaced
7. Photos of Other Existing Doors on the Home
8. Photos of Proposed Door Options
9. APO List
10. APO Map

Prepared by: MB 12-10-2025

**Aerial Map**  
**PLHR-2026-00095**

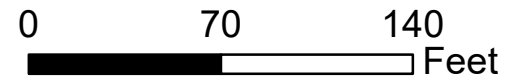
**Legend**

- Centerlines
- Parcels
- Subject Property

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

**Owner:**  
**Kathy Cullum**

**Acres: .33**



**Exhibit 1**

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

**Zoning Map**  
**PLHR-2026-00095**

**Legend**

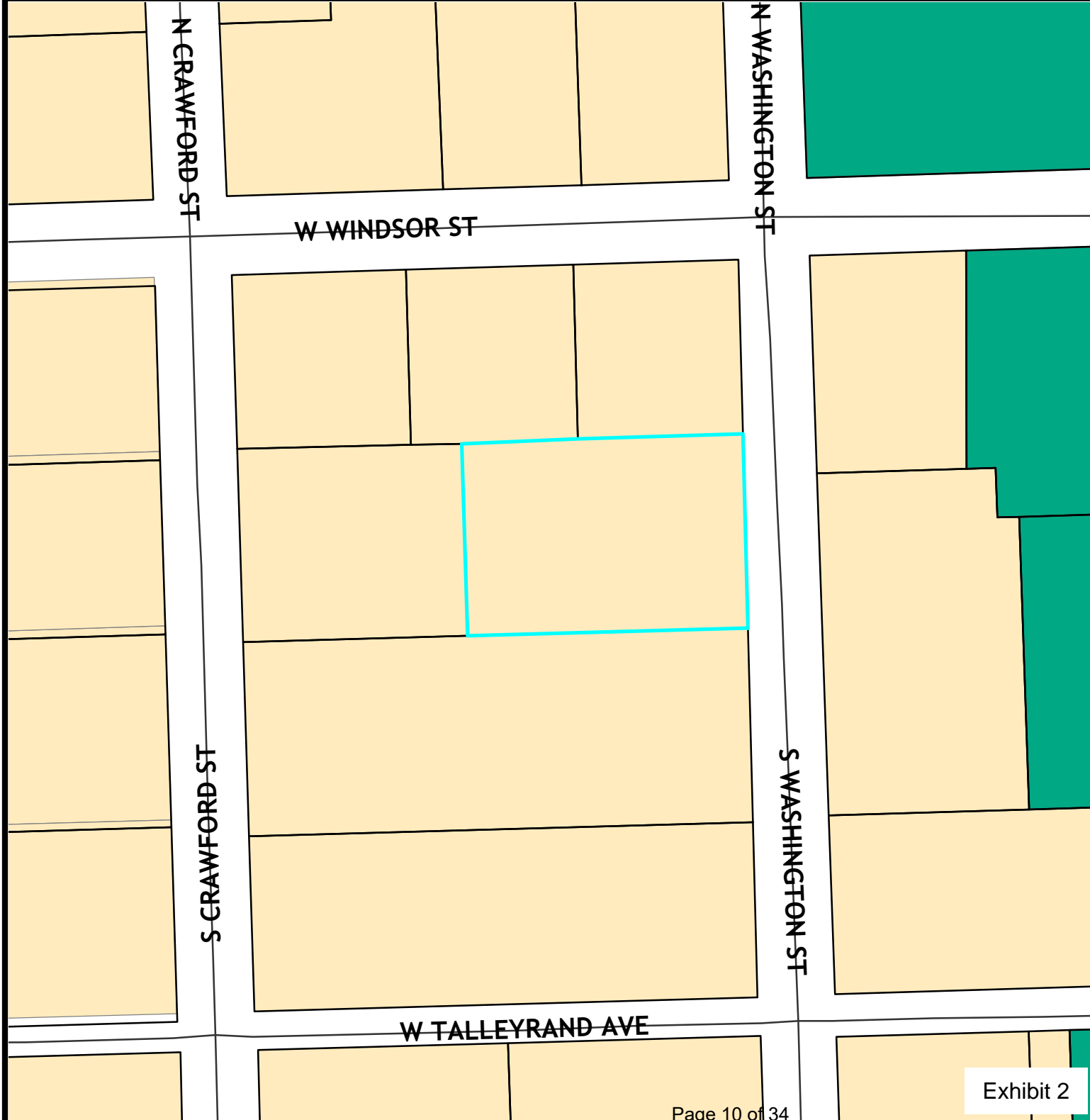
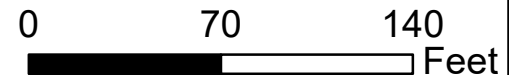
- Centerlines
- Parcels
- OM
- RMD
- Subject Property

**Existing:**

**RMD**  
**(Residential Medium Density)**

**Owner:**  
**Kathy Cullum**

**Acres: .33**



## Historic District Map

PLHR-2026-00095

### Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:

**RMD**  
(Residential Medium Density)

Owner:  
**Kathy Cullum**

Acres: **.33**

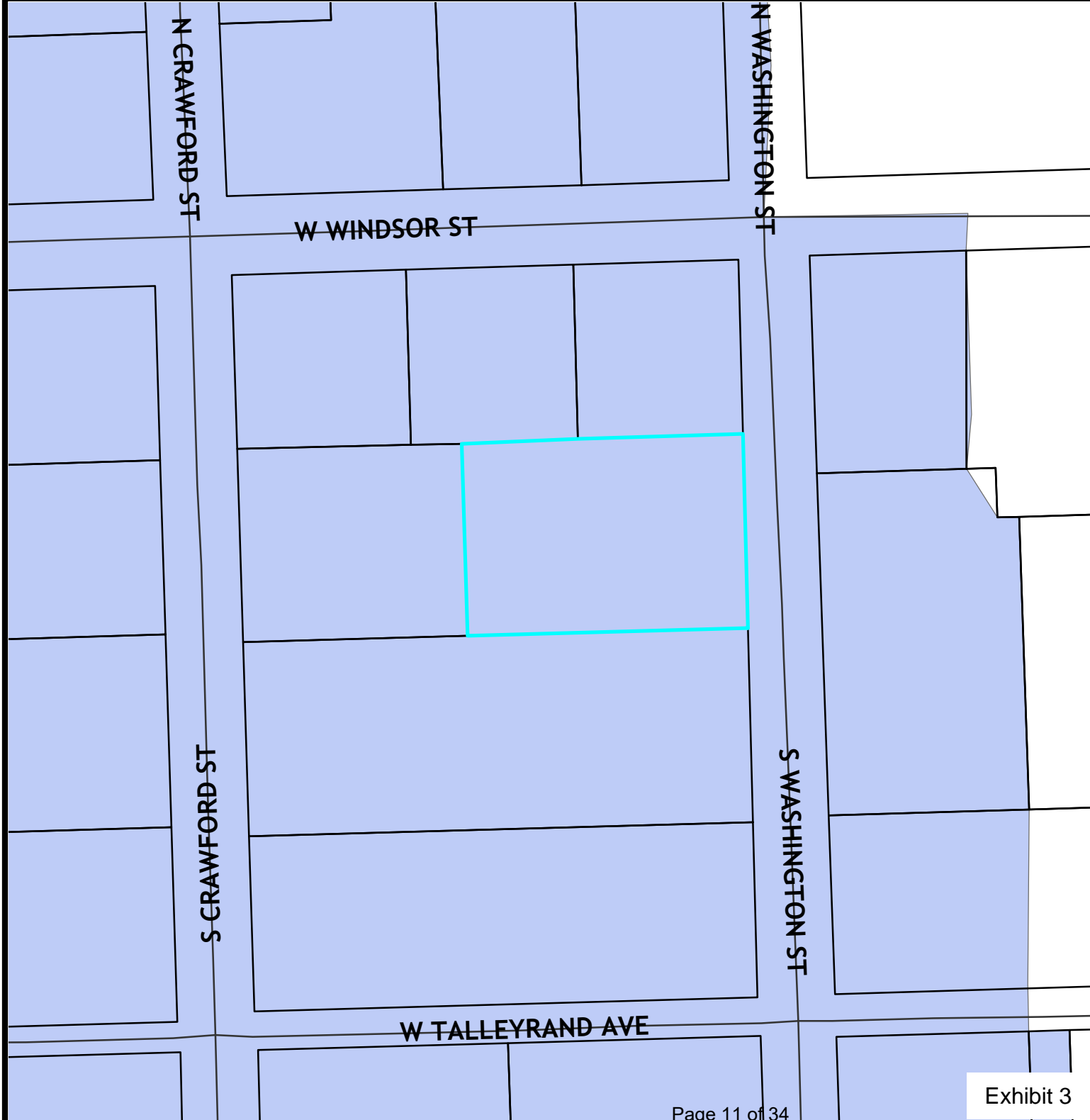
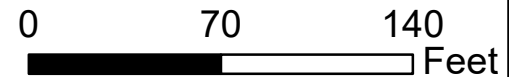


Exhibit 3



# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: KATHY Cullum

Applicant's Mailing Address: 106 S. Washington St.  
MONROE, N.C. 28112

Applicant's Phone Number: 704-281-2608

Applicant's Email: ckatpaw@gmail.com

Property Owner Name: KATHY Cullum

Property Owner Mailing Address: 106 S. Washington 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: 106 S. WASHINGTON ST - 28112 Tax ID Number: 09-232-168

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

I AM REQUESTING TO  
SWITCH THE PLACEMENT OF A DOOR & WINDOW BACK TO THEIR  
ORIGINAL LOCATION. A PREVIOUS PROPERTY<sup>OWNER</sup> HAS MADE THE SWITCH.  
I WILL BE USING THE ORIGINAL WINDOW BUT REPLACING THE  
METAL DOOR WITH A WOOD DOOR TO MATCH THE EXISTING DOORS  
ON THE HOUSE. THERE IS A LIGHT FIXTURE AND A DOORBELL AT  
THE ORIGINAL LOCATIONS.

**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

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**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): KATHY L. Cullum

Applicant (signed): Kathy L. Cullum

Date: 12/03-25

Owner (printed): Kathy L. Cullum

Owner (signed): Kathy L. Cullum

Date: 12/03-25



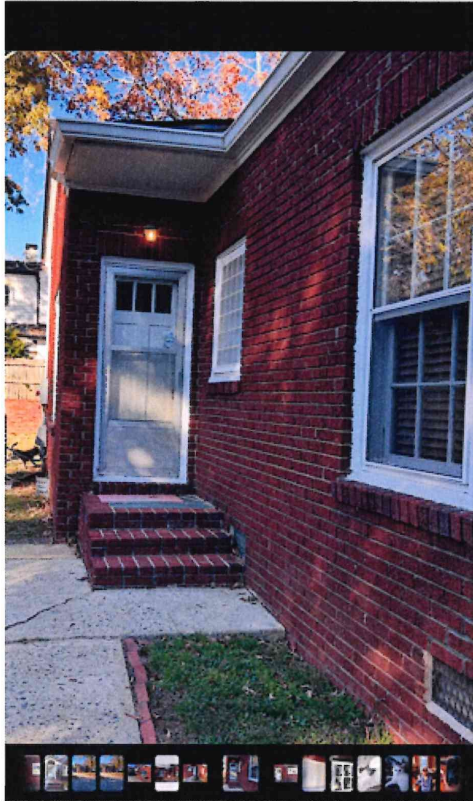


Existing Metal Door to be Replaced

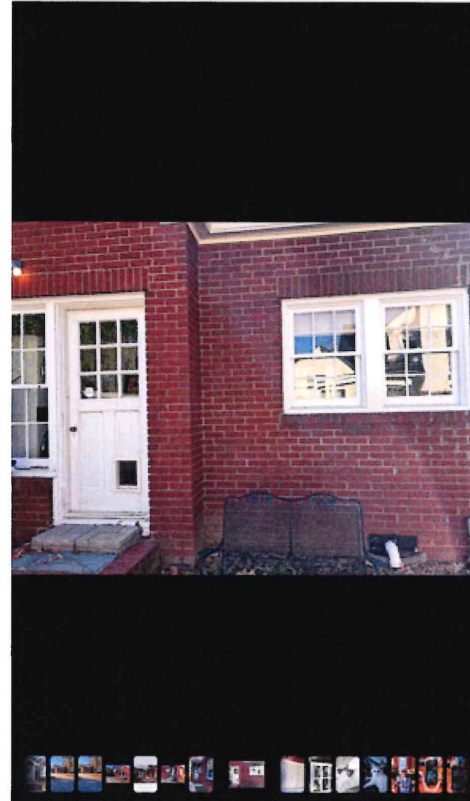


Existing Metal Door to be Replaced.  
Door and Window Location to be Swapped.

3:14 PM

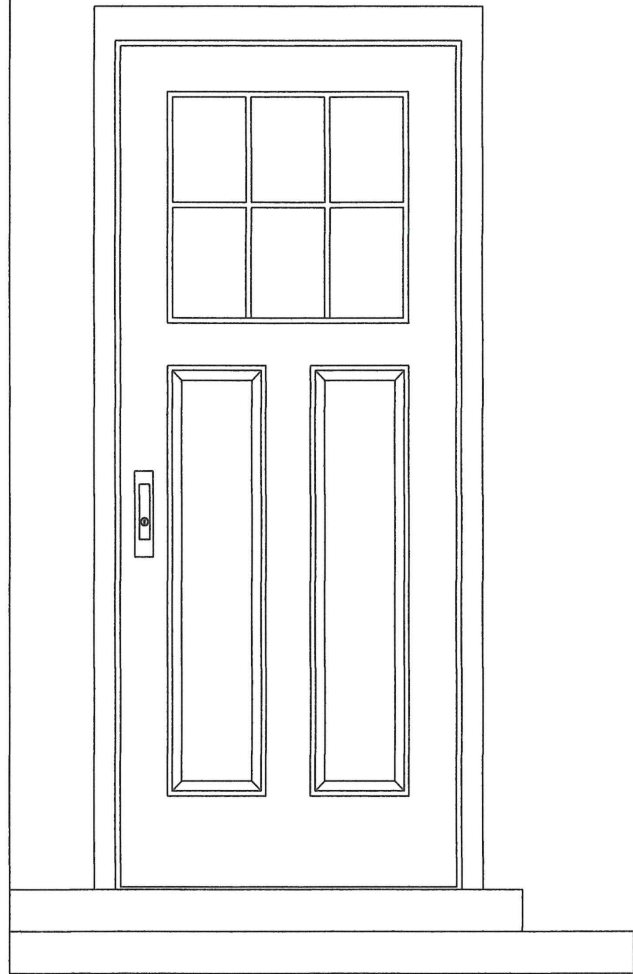


3:15 PM



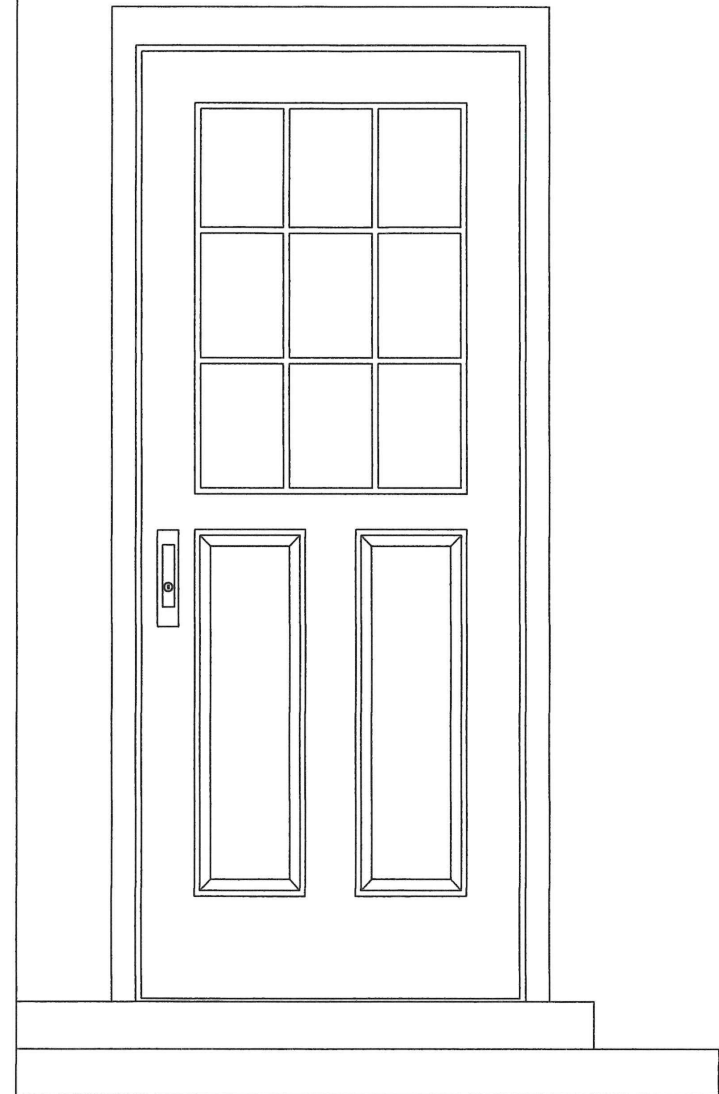
Photos of Other Existing doors on the Home

### Door Option 1



106 S WASHINGTON STREET, MONROE, NC  
RESIDENTIAL  
32" X 6'-8" RESIDENTIAL STYLE RAISED  
PANEL WOOD DOOR WITH CLEAR TEMPERED  
LOW E GLASS  
CUSTOMMADE BY HMH MILLWORK

### Door Option 2



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	CURR_ADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
09232211	B&C LAND HOLDINGS LLC		2627 BREKONRIDGE CENTRE DR		MONROE	NC	28110
09232140	BK JONES & CO LLC		PO BOX 1584		MONROE	NC	28112
09232209	CARLSON KRISTOFER L	CARLSON CARMEN L	400 W WINDSOR ST		MONROE	NC	28112
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY		HENRICO	VA	23238
09232168	CULLUM KATHY		106 S WASHINGTON ST		MONROE	NC	28112
09232172	DELANEY HERBERT STANHOPE	LEDFOORD TRACY RENEE	9221 MCELROY RD		WAXHAW	NC	281739038
09232208	DUNCAN DARCY DEMART		406 W WINDSOR ST		MONROE	NC	28112
09232169	EG&T CAPITAL LLC		PO BOX 78372		CHARLOTTE	NC	28271
09232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST		MONROE	NC	28112
09232139C	FRANCIS LYDIA		317 WEST WINDSOR ST		MONROE	NC	28112
09232141	GRECO THOMAS A	GRECO SHERRY L	10400 HADDONSHIRE LN		CHARLOTTE	NC	28211
09232139	HEATH ROBERT A	HEATH GAIL PEELER GREER	315 W WINSOR ST		MONROE	NC	28112
09232207	HEISNER WILLIAM R	HEISNER PATRICE A	408 W WINDSOR ST		MONROE	NC	28112
09232165	HUFFMAN BILLIE OLIVER		340 W MORGAN ST		MONROE	NC	28112
09232139B	LAWRENCE ANDREW OWEN TRUSTEE	LAWRENCE FAMILY TRUST	2745 ROLLINS HILLS DR		MONROE	NC	28110
09232139A	LOFFER WARREN CALEB	LOFFER LYDIA SMITH	107 S WASHINGTON ST		MONROE	NC	28112
09232170	MEDLIN BRIAN	MEDLIN VANESSA	409 W WINDSOR 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
09232171	RAINE ARTHUR GEOFFREY	RAINE PAMELA	411 WINDSOR ST		MONROE	NC	28112
09232163	REARICK ELISHA	REARICK ZACHARY TAYLOR	200 S WASHINGTON ST		MONROE	NC	28112
09232167	SUAREZ ELIZABETH T ET AL	SUAREZ GREGORY GILBERT	101 S CRAWFORD ST		MONROE	NC	28112
09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR		MONROE	NC	28112
09232144B							
09232144A	WATSON KRYSHANA	WATSON ANGELA	201 S WASHINGTON ST		MONROE	NC	28112
09232166	WIGGINS JOHN P	WIGGINS DUSTI H	108 S WASHINGTON ST		MONROE	NC	28110
09232174	WILLIAMSON CHARLES WHITFIELD	MOOYOUNG MARTINA MARIE	114 S CRAWFORD ST		MONROE	NC	28112

## APO Map

PLHR-2026-00095

### Legend

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

Parcels Notified: 27



Exhibit 10



**STAFF REPORT**  
**PLHR-2026-00103**

**TO:** Historic District Commission Members  
**DATE:** January 12, 2025  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Patrick Blaszyk, Planner  
**SUBJECT:** Certificate of Appropriateness request at 321 E. Houston Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Jordan Hennessee. The applicant has requested approval to install a 6’ tall, wood privacy fence along the eastern front-side yard of the property located at 321 E. Houston Street.

A request to install a 6’ tall wood lattice fence in the rear-side yard along the neighboring detached garage of 323 E. Houston Street has been approved at staff level.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 12-15-2025  
**Name of Petitioner:** Jordan Hennessee  
**Location:** 321 E. Houston Street  
**Tax ID #:** 09-231-131  
**Lot Size:** 0.4 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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**GENERAL INFORMATION**

**321 E. Houston Street - Walter B. Love House; ca. 1910-11**

Walter B. Love and his wife moved into their frame Classical Revival house in January 1911; the well-maintained double-pile house is a two-story version of the early 20th century Classical Revival cottage found throughout the district with a hip-roofed main block and gabled projecting bays on the facade and side elevations. At the center of the three-bay facade is the main entrance which has sidelights and a stained-glass three-part transom. The bays on the side elevations are

semi-hexagonal. The tin shingle roof has acroteria on the ridge and at the peaks of the bay gables. A one-story porch with Tuscan columns spans the facade and continues on the east elevation to a porte cochere. Chimneys rise in interior and exterior end locations. A one-story ell extends to the rear with a small shed-roofed addition on its west elevation. Love was an attorney; vice-president of Farmers and Merchants bank and the People's Building and Loan Association and president of the Monroe-Union County Commercial Club.

Garage, rear of 321 E. Houston Street; ca. 1925; c Hip-roofed brick and frame garage built some years after construction of the house.

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### **RELEVANT DESIGN GUIDELINES**

#### **Fences and Walls, pg. 27**

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.  
*The proposed material of the fence is wood. The fence will be six feet in height.*
2. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.  
*The proposed material of the fence is wood.*
3. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.  
*The fence will not screen the front or side yards from visibility. The fence will begin in-line with the front-corner of the house and extend into the rear side yard of the home.*

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### **FINDINGS**

#### **Staff offers the following Findings:**

1. The subject property located at 321 E. Houston Street is owned by Jordan Hennessee and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On December 15, 2025, the applicant applied for a COA to request approval to install a 6' tall wood privacy fence along the eastern front-side yard of the property at 321 E. Houston Street. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

### CONCLUSIONS

The proposed construction of a 6' tall wood privacy fence at 321 E. Houston Street as presented (is/is not) congruous in concept according to the *Fences and Walls* guidelines of the *South Monroe Historic District Standards*:

#### **Fences and Walls, pg. 27**

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
2. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.
3. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Proposed Fence Location
7. Proposed Fence Example
8. APO List
9. APO Map

Prepared by: PB 12-17-2025






### Aerial Map

Case #: PLHR-2026-00103

321 E. Houston Street

### Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD  
(Residential Medium Density)

Owner: Jordan Hennessee

Acres: 0.4

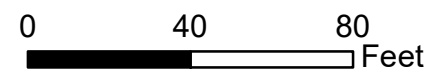


Exhibit 1



## Zoning Map

Case #: PLHR-2026-00103

321 E. Houston Street

### Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD  
(Residential Medium Density)

Owner: Jordan Hennessee

Acres: 0.4

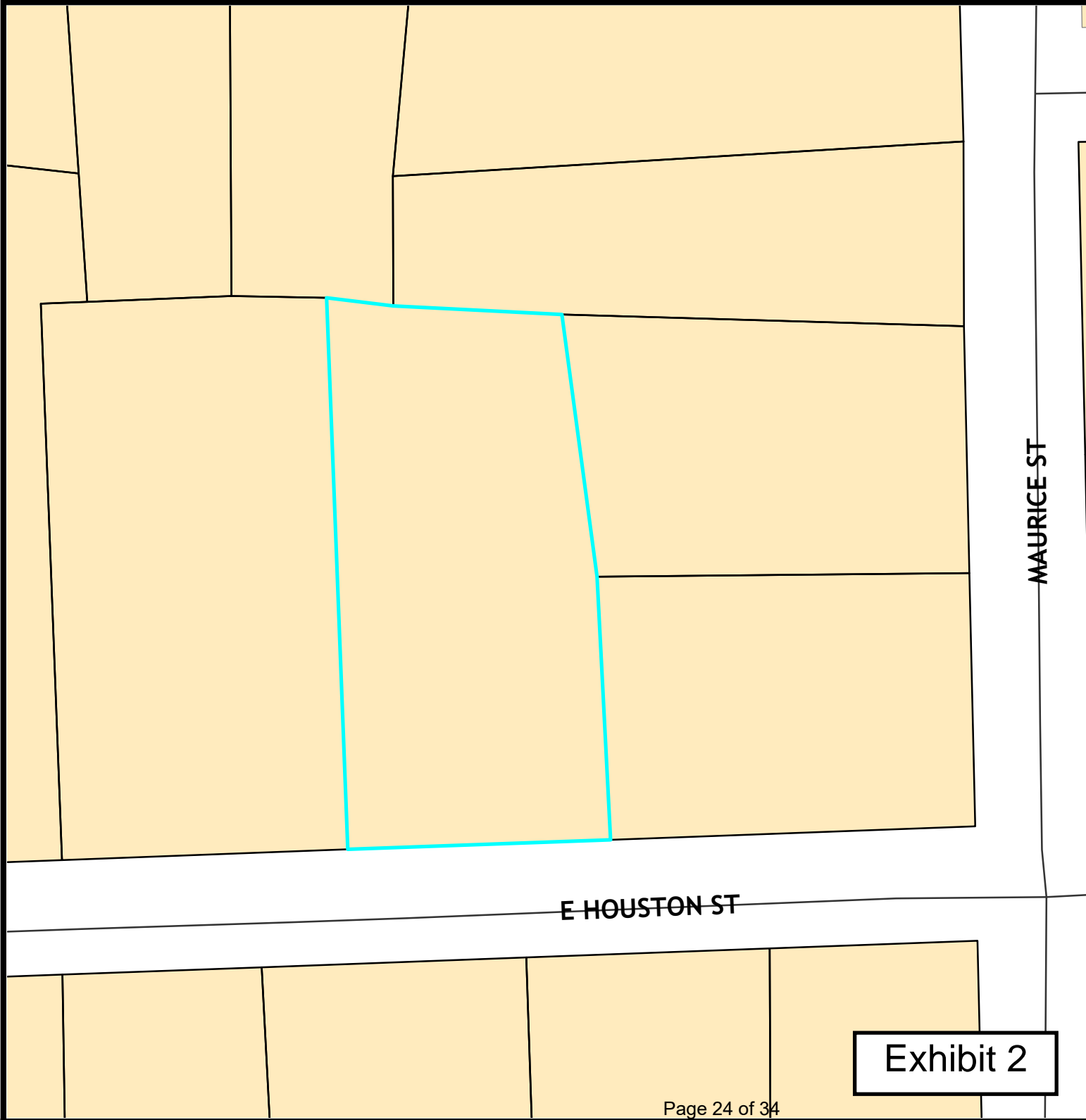
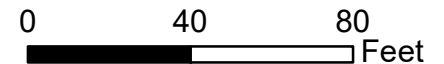
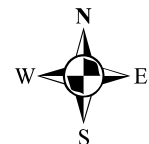


Exhibit 2



## Historic District Map

Case #: PLHR-2026-00103

321 E. Houston Street

### Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD  
(Residential Medium Density)

Owner: Jordan Hennessee

Acres: 0.4

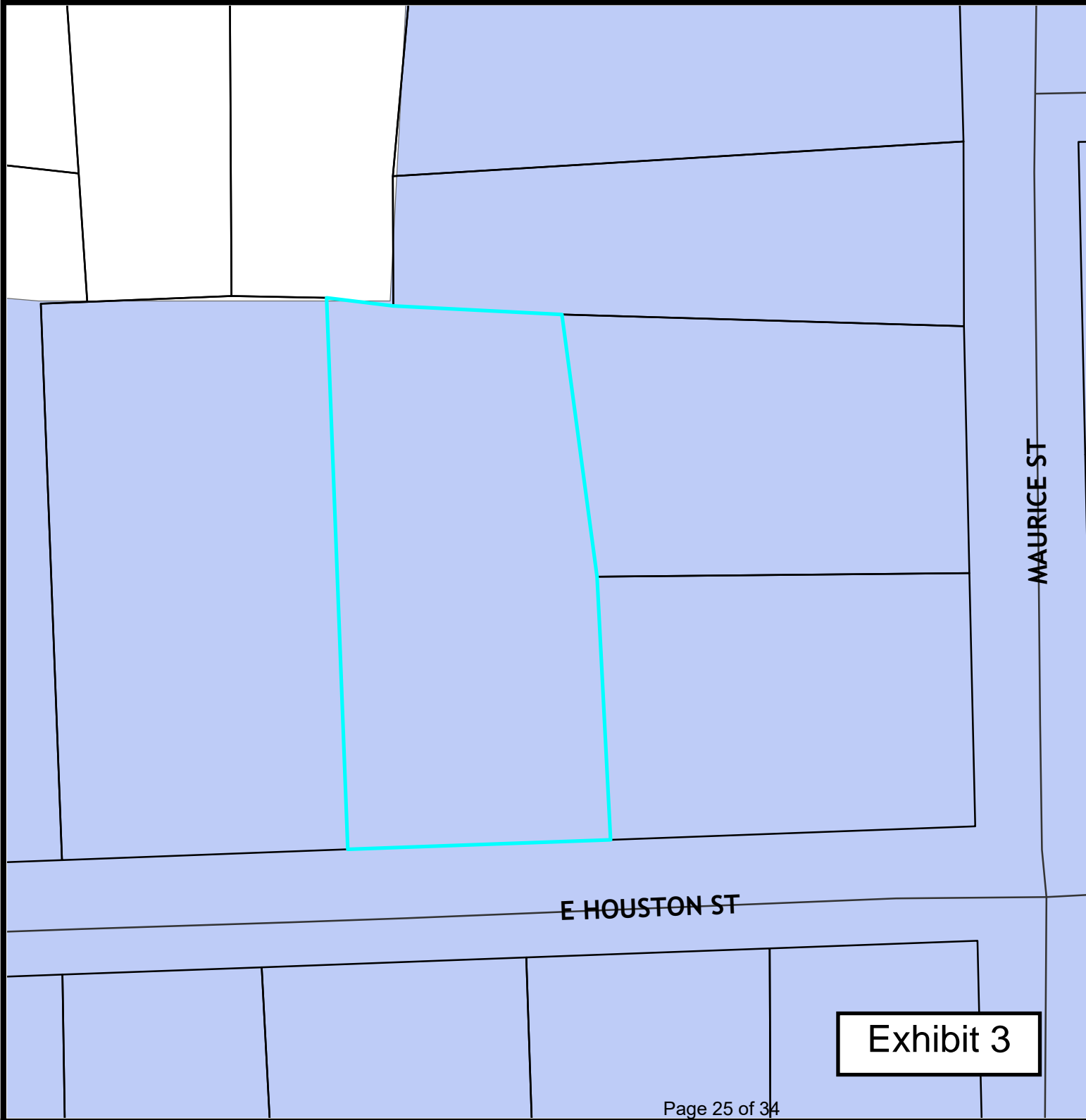
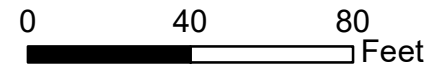
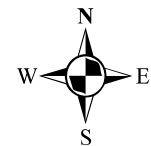


Exhibit 3



HISTORIC DISTRICT COMMISSION  
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 321 E. Houston St.  
Applicant's name: Jordan Hennessee  
Applicant's address: 321 E. Houston St.  
Monroe, NC 28112  
Applicant's telephone number: 804-918-0314  
Applicant's email address: jordanrhenessee@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: Privacy fence and lattice screen  
Please provide a brief description of the project: A 6-foot privacy fence extending from the existing lattice panel toward the front property line, terminating even with the front plane of 321 E Houston St and the 323 E Houston St existing fence, in addition to continuing lattice screening along the garage wall.

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 ).

Jordan Hennessee  
Applicant- Printed

Jordan Hennessee  
Applicant- Signed

12/12/2025  
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

## **COA Addendum – Proposed Privacy Fence & Screening**

This addendum is submitted to request approval for the construction of a 6-foot privacy fence and a lattice screen along the property line shared with the adjacent parcel. Following months of appeals, the neighboring property owner has communicated his intent to store construction materials beneath the 18" eave of his garage directly beside the 321 E Houston St. driveway and in view from E Houston Street. In response to my original objection, 323 E Houston removed some existing lattice, removed the evergreen privacy screen that previously buffered our properties, placed untreated lumber along the boundary, and recently installed a blue tarp on the garage wall as a makeshift screen to shield stored materials. I request approval for: A 6-foot privacy fence extending from the existing lattice panel toward the front property line, terminating even with the front plane of 321 E Houston St. and the 323 E Houston St. existing fence, in addition to continuing lattice screening along the garage wall to restore privacy and replace the vegetation barrier that was removed. The following photos show the location of the tarp and proposed fence line, and site views from the driveway.



Re: COA 321 E Houston St.

Jordan Hennessee [jordanrhennessee@gmail.com](mailto:jordanrhennessee@gmail.com)

To: Patrick M. Blaszyk [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)

**This Message Is From an External Sender**

This message came from outside your organization.

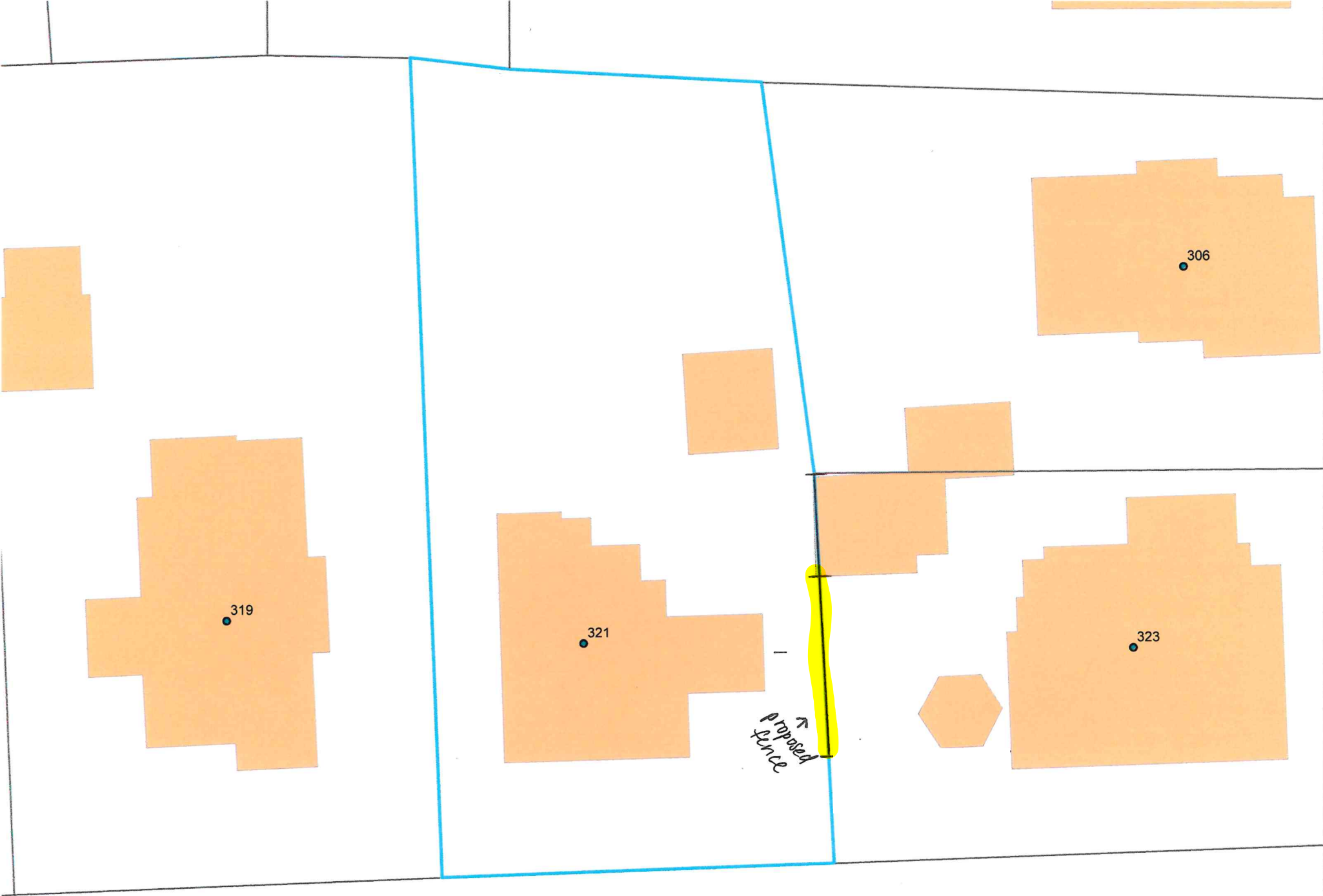
Report Suspicious

Hi Patrick,

Writing to confirm that no trees will be removed in the building of the fence.

Best,

Jordan Hennessee



319

321

306

323

↑  
proposed  
fence

E HOUSTON ST

Exhibit 5

Proposed Fence Location

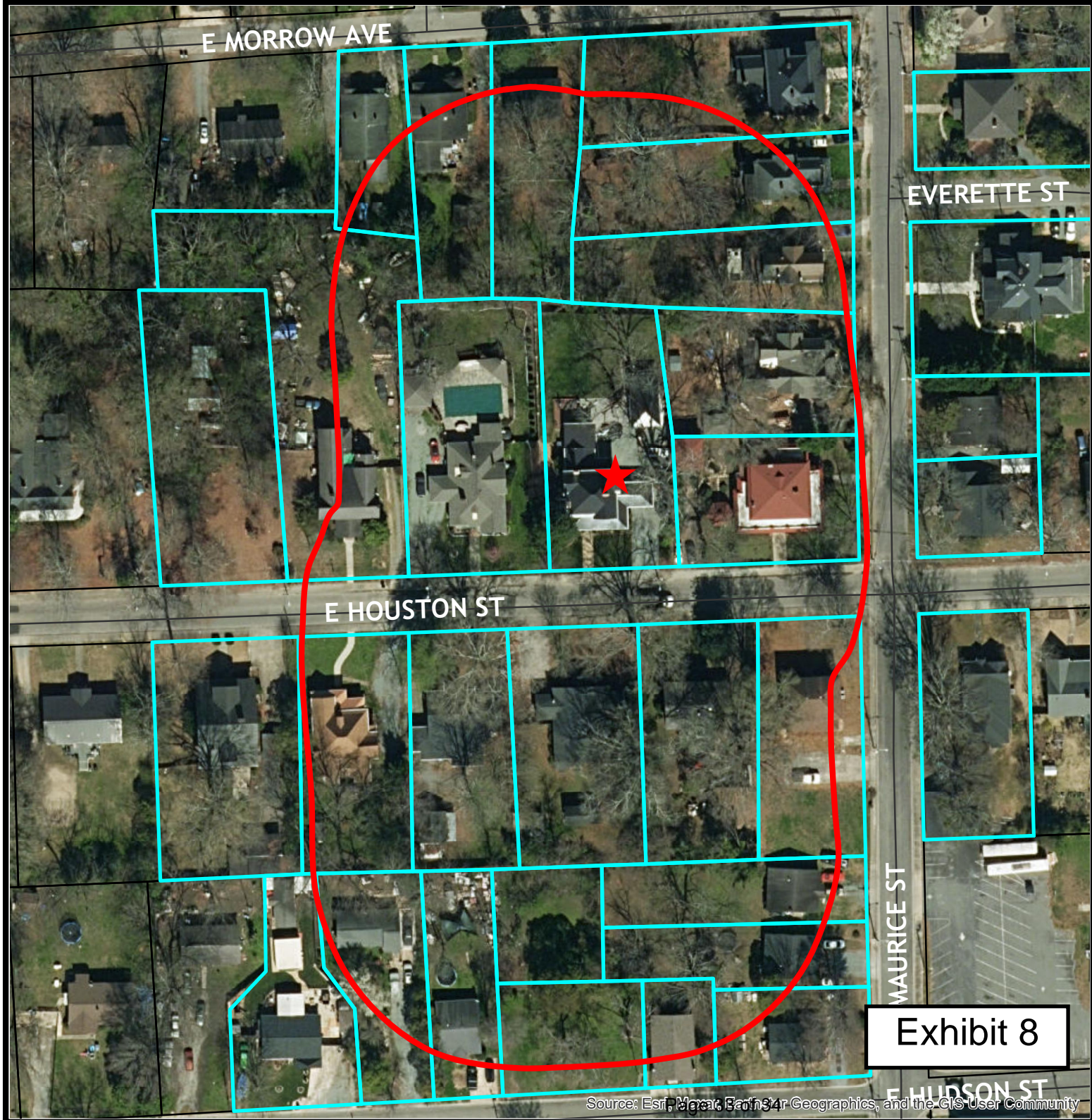


Exhibit 6

Proposed Fence Example



Exhibit 7



**APO Map**

**PLHR-2026-00103**

**Legend**

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

**34 Parcels Notified**



**Exhibit 8**

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231114	HOPKINS TRENTON BROWNING	RUSHING CALLAN JACQUELINE	316 E HOUSTON ST	MONROE	NC	28112
09231128	130 HOMES LLC		802 LAKE STONE DR	MONROE	NC	28112
09231109	BENNETT LARRY DARNELL	BENNETT CATHERINE GADDY	404 E HOUSTON ST	MONROE	NC	281125634
09231113	HAWK GEOFF	HAWK PATRICIA	3905 FINCHER RD	MATTHEWS	NC	28104
09231129	HANSEN JAMES EDWARD		317 E HOUSTON ST	MONROE	NC	281125633
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231148	VMD INC		613 EUCLID ST	MONROE	NC	28110
09231132	RIVADINEIRA RAMIRO A		1020 GWINMAR RD	INDIAN TRAIL	NC	28079
09234126B, 09231110, 09234130, 09234126, 09234126C	ELIZABETH MISSIONARY BAPTIST CHURCH		503 MAURICE ST	MONROE	NC	28112
09234129	MORALES EILEEN		333 E HUDSON ST	MONROE	NC	28112
09231135	FROST REBECCA G		315 S MAURICE ST	MONROE	NC	28112
09234125C	NUNEZ MARTIN		319 HUDSON ST	MONROE	NC	28112
09231111	FERNANDEZ YEIK ARMELIO		2771 OLDFIELD DR	MONROE	NC	28110
09231130	CORTES CRISTOBAL E	CORTES MARISOL	14315 DARIUS KAY CT	CHARLOTTE	NC	28273
09231147	JOSEY JOHN BOYD	JOSEY ROBERT JULE	PO BOX 49641	CHARLOTTE	NC	28277
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT	MATTHEWS	NC	28105
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231143	SUSTAR PROPERTIES LLC		302 MAURICE ST	MONROE	NC	28112
09231115	VOSBURGH WILLIAM FRANCIS JR	VOSBURGH DIANE	314 HOUSTON ST	MONROE	NC	28112
09231131, 09231112	HENNESSEE JORDAN R		308 SHORECREST DR	SENECA	SC	29672
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
09234125A	FLORES ALFREDO	FLORES TOMASA Q	321 HUDSON ST	MONROE	NC	28110
09234127	PACHERCO BENJAMIN JUAREZ	ESTRADA GUILLERMIN ZUNIGA	1203 ROANOKE CHURCH RD	MONROE	NC	28112
09234128	VANEGAS PEDRO ADANILO RAMOS	GARCIA NURIA	327 E HUDSON ST	MONROE	NC	28262
09231145, 09231146	JOSEY ROBERT JULE	DIXON TIFFANY JOSEY	PO BOX 1242	MONROE	NC	28112

Exhibit 9