

**HISTORIC DISTRICT COMMISSION
MEETING AGENDA**



**Monday, February 9, 2026 – 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 – January 12, 2026**
- Item 5.** **Quasi-Judicial Statement**
- Item 6.** **COA PLHR-2026-00106 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Richard Helton on behalf of PM Home Solutions, LLC. The applicant is requesting to remove the existing columns and railing on the side porch of the home and add columns of a new design at 505 S. Crawford Street. (Parcel ID # 09-235-215)**
- Item 7.** **COA PLHR-2026-00111 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Robert Fisher to add a wood deck to the side of the home currently under construction at 120 S. Crawford Street. (Parcel ID # 09-232-175A)**
- Item 8.** **Next Meeting: Monday, March 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, JANUARY 12, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 1/15/26

Item 1: Call to Order – Roll Call

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

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

Members Absent: None

Staff Present: Richard Long, City Attorney; Keri Mendler, Senior Planner; Megan Brightharp, Planner 1; Patrick Blaszyk, Planner 1;

Guests: Jordan Hennessee, Elaine Hennessee, Natasha Higgins, Dusti Wiggins, Kathy Cullum,

Item 2: Pledge of Allegiance and Moment of Silence

Item 3: Conflicts of Interest – None noted.

Item 4: Approval of Minutes – December 8, 2025

Motion: Jennifer Smith made a motion to approve the minutes of the December 8, 2025 meeting.

Second: Jennifer Loria

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

AYES: Archie Morgan, Jennifer Smith, Allen Watson, 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-2026-00095 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Kathy Cullum. 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. (Parcel ID # 09-232-168)

Megan Brightharp approached the dais and was sworn in by the Chair.

Megan Brightharp, Planner 1, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located south of West Windsor 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 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 parcels that are shaded blue are within the Historic District and those that are not shaded blue are outside the District.
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) Exhibit 4 is a copy of the application. Exhibit 5 is a copy of the site plan. It shows, at the bottom left, a plan of the home with a red circle showing the location of the existing window and the existing doors. Those locations do not face the street. Exhibit 6 is a photo of the existing door to be replaced and the existing window. Shown on the left is the existing metal door and, on the right, you can see from the side where the door and the window are located, the applicant is just asking to switch their locations. I would also like to point out the existing brick steps underneath the window and the concrete steps with the significant drop underneath the metal door. Exhibit 7 is a collection of photos of the other existing doors on the home, showing the wood doors with window features, as well as having existing brick steps. Exhibit 8 are two examples of doors the applicant is proposing. They are wood doors with window features. You can select either option 1 or 2, but if you do not have a preference then you can leave the selection up to the applicant.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10) Exhibit 9 is a copy of the APO list. Exhibit 10 is a copy of the APO map.

The applicant, Kathy Cullum, approached the dais and was sworn in by the Chair.

The Commission had questions for Megan Brightharp. Prior to purchasing the home, the existing door and window were in the opposite location. There is evidence that, where the window was, there was an entrance, however, there is no historic evidence to support that. That is the reason this is coming before the Commission.

The applicant, Kathy Cullum, from 106 S. Washington Street, approached the podium to answer questions. The door and the window are the same size. Where the window is now, there is an exterior light fixture and a doorbell indicating there was a door there originally. It also has the original brick steps that match the steps on the rest of the house. When the door is removed and a window is placed back in that location, the concrete steps in that area will be removed.

The Commission members agreed that they did not have a door preference, but as long as it is one of the two wooden door options presented, the applicant can choose which one she prefers.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00095, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that nothing is being changed on the exterior of the house. The applicant is putting it back the way it looks like it is supposed to go. She is putting doors back on and windows back on that are already on the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Matthew Klaren

Action: The motion passed with the following votes:

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

NAYS: None

Motion: Matt Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Kathy Cullum regarding the proposals as shown in PLHR-2026-00095. 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, Allen Watson, Jennifer Loria, Matthew Klaren

NAYS: None

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.

Patrick Blaszyk and Jordan Hennessee 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 321 E Houston Street is owned by Jordan Hennessee 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 East Houston Street and to the west of Maurice 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 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 located at 321 E. Houston Street. (Exhibit 4-7) Exhibit 4 is a copy of the application. Exhibit 5 is the site plan submitted by the applicant. The area highlighted in yellow is the location where the fence will be installed. Exhibit 6 is the proposed fence location that also outlines the existing conditions on the property. Exhibit 7 is the proposed fence and what it looks like once it is completed.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is a copy of the APO map. Exhibit 9 is a copy of the APO list. Thirty-four parcels were notified and no responses were received.

The Commission had questions for the applicant, Jordan Hennessee, from 321 E. Houston Street. To the far right of the house, the proposed fence will be right on the property line with the rest of the existing fence being an extension of that. The neighbor alongside him had a survey done, but the applicant said he would not build right on the line and will not impede on the sight line of the driveway. He and his neighbor have reached a verbal agreement.

Due to the Commission's questions, Patrick Blaszyk confirmed that the finished side of a new fence has to be facing outward.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00103, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that fences will be made of wood, will be 6-ft in height, it will not impede any sightlines or visibility, and it will be in line with the front corner of the house. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

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

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 Jordan Hennessee regarding the proposals as shown in COA PLHR-2026-00103. 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, Allen Watson, Jennifer Loria,
Matthew Klaren

NAYS: None

Item 8. Next Meeting: Monday, February 9, 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, Allen Watson, Jennifer Loria,
Matthew Klaren

NAYS: None

The meeting adjourned at 6:25 pm.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board



STAFF REPORT
PLHR-2026-00106

TO: Historic District Commission Members
DATE: February 9, 2026
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request for 505 S. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Richard Helton on behalf of PM Home Solutions, LLC. The applicant is requesting to remove the existing columns and railing on the side porch of the home and add columns of a new design at 505 S. Crawford Street. The application also included a request for an in-kind replacement of the wood flooring of the side porch which was approved at staff level.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 12-17-2025
Name of Petitioner: Richard Helton on behalf of PM Home Solutions, LLC
Location: 505 S. Crawford Street
Tax ID #: 09-235-215
Lot Size: 0.184 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

505 S. Crawford St. – House; ca. 1910

Although asbestos-sided, this one-story, frame Classical Revival style building retains its essential form, including a Tuscan-columned shed porch, and pyramidal roof with front and side gables. At the south side of the house is a small shed porch with turned posts. Windows are two over two. Chimneys have been stuccoed. In 1928 it was the residence of Judge W. O. Lemmond.

RELEVANT DESIGN STANDARDS

Porches, Entrances & Balconies (pg. 57)

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring as well as their finishes.

The applicant is proposing to remove the existing columns and railing on the side porch of the home and add columns of a new design to match the columns on the front porch of the home.

2. If replacement of a deteriorated porch, entrance, or balcony feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.

The applicant is proposing to remove the existing columns and railing on the side porch of the home and add columns of a new design to match the columns on the front porch of the home.

3. It is not appropriate to remove rather than repair or replace a character-defining porch, entrance, or balcony feature on a primary or other highly-visible elevation.

The applicant is proposing to remove the existing columns and railing on the side porch of the home and add columns of a new design to match the columns on the front porch of the home. The new columns will be visible from South Crawford Street.

4. It is not appropriate to remove an intact, original porch or entrance to add a new porch or entrance on a primary façade where it is in view from the public right-of-way.

The applicant is proposing to remove the existing columns and railing on the side porch of the home and add columns of a new design to match the columns on the front porch of the home. The new columns will be visible from South Crawford Street.

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

The applicant is proposing to replace the existing columns on the side porch with columns that match the existing columns on the front porch.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 505 S. Crawford Street is owned by PM Home Solutions, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)

3. On December 17, 2025, the applicant applied for a COA to remove the existing columns and railing on the side porch and add columns of a new design at 505 S. Crawford Street. (Exhibits 4-8)
 4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
 5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10)
-
-

CONCLUSIONS

The proposal to remove the existing columns and railing on the side porch and add columns of a new design at 505 S. Crawford Street as presented (is/is not) congruous in concept according to the *Porches, Entrances & Balconies* standards of the *South Monroe Historic District Design Standards*:

Porches, Entrances & Balconies (pg. 57)

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

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

Exhibits:

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

Prepared by: MB 01-22-2026

Aerial Map
PLHR-2026-00106

Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
PM Home Solutions, LLC

Acres: .184

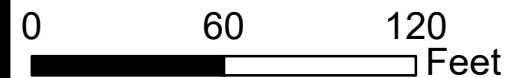





Exhibit 1

Zoning Map
PLHR-2026-00106

Legend

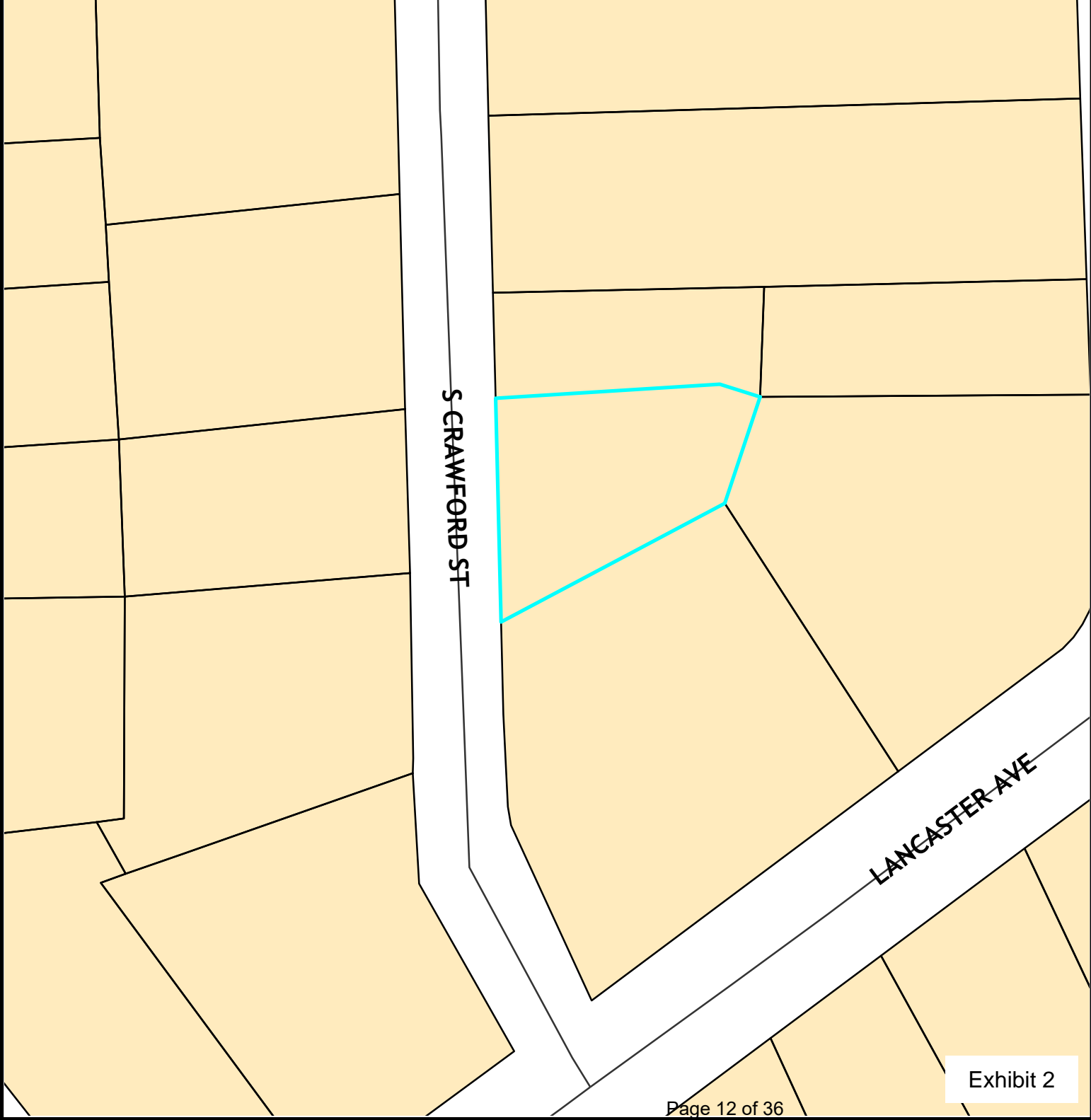
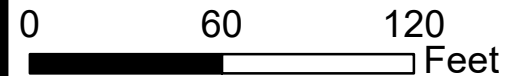
-  Centerlines
-  Parcels
-  RMD
-  Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
PM Home Solutions, LLC

Acres: .184



S CRAWFORD ST

LANCASTER AVE

Exhibit 2

Historic District Map

PLHR-2026-00106

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
PM Home Solutions, LLC

Acres: .184

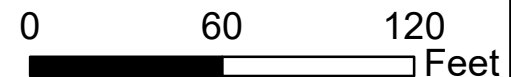


Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: PM Home Solutions LLC / Ernest Broome, Richard Helton

Applicant's Mailing Address: 703 South Church Street, Monroe NC 28112

Applicant's Phone Number: 404-957-4636

Applicant's Email: richelton@gmail.com

Property Owner Name: PM Home Solutions LLC

Property Owner Mailing Address: 3106 Holly Tree Lane, Monroe NC 28110

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: 505 South Crawford Street, Monroe NC 28112

Tax ID Number: 09235215

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary): Repairs needed to existing porch which is in poor condition.

We will replace old columns to match those already used on the front porch; link:

https://elitetrimworks.com/products/round-tapered-frp-column-8?variant=49588008452382&country=US¤cy=USD&utm_medium=

We will replace the old wooden deck boards with wood Tongue and Groove flooring; link:

<https://www.lowes.com/pd/Common-1-in-x-4-in-x-8-ft-Actual-0-75-in-x-3-375-in-x-8-ft-Tongue-and-Groove-Southern-Yellow-Pine-Board>

Any repairs to roofing if needed would match existing 3 tab charcoal black shingles exactly, same materials.

Any damaged/rotten wood would be replaced like for like with wood.

Revised September 2025

Required materials for all applications:

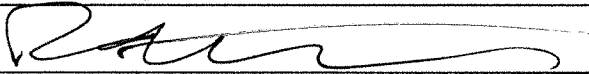
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

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

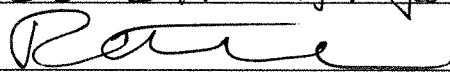
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Applicant (printed): Richard Helton

Applicant (signed): 

Date: 12/17/25

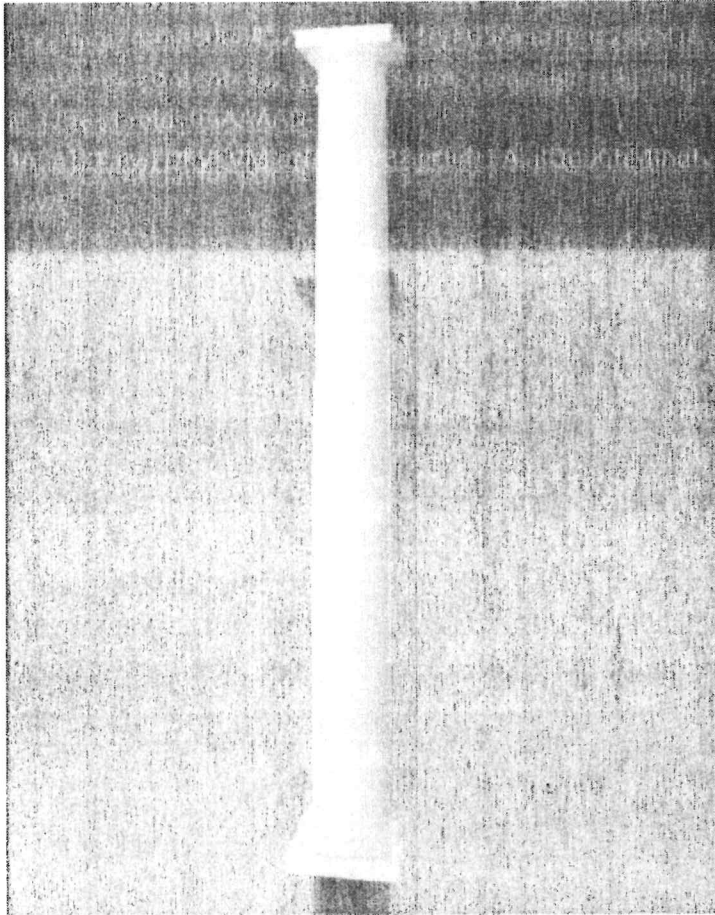
Owner (printed): Richard Helton, Project Partner

Owner (signed): 

Date: 12/17/25

Link to material for porch columns:

https://elitetrimworks.com/products/round-tapered-frp-column-8?variant=49588008452382&country=US¤cy=USD&utm_medium=product_sync&utm_source=google&utm_content=sag_organic&utm_campaign=sag_organic&gad_source=4&gad_campaignid=22511125323&gbraid=0AAAAAD-8A_a1kXalwFDKVEVMiuNAiRDYB&gclid=EAlaIQobChMIhdfy5_BkQMv3J_AB3trBxCEAQYBCABEgLtE_D_BwE



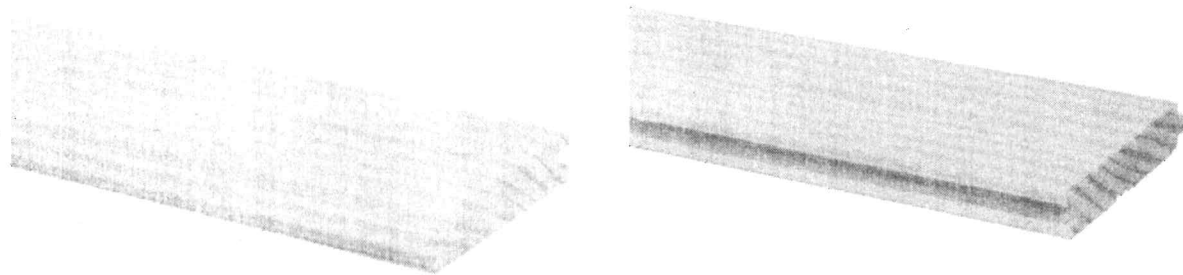
505 S Crawford St, Monroe NC 28112

Existing porch to be repaired as described in application:



Link to material for Tongue and Groove flooring:

<https://www.lowes.com/pd/Common-1-in-x-4-in-x-8-ft-Actual-0-75-in-x-3-375-in-x-8-ft-Tongue-and-Groove-Southern-Yellow-Pine-Board/999993500>



Megan Brightharp

From: Ric Helton <richelton@gmail.com>
Sent: Thursday, January 22, 2026 12:05 PM
To: Megan Brightharp
Subject: Re: 505 S. Church Street COA Application

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

Hey, Megan. Yes, I think the existing porch is less than 30 inches so the railings are not required. The changes will be the columns and floor.

-Ric

Ric Helton
richelton@gmail.com

On Thu, Jan 22, 2026, 12:02 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Afternoon,

I am wrapping up the staff report for your Certificate of Appropriateness to replace the columns on the side porch of the home. Are you also proposing to remove the railings?

Megan Brightharp, Planner

City of Monroe

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

Monroe, NC 28111

(704) 282-4554 (p)





Columns and railing to be removed



Columns on the front porch o the home

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09235221	AGLIARDO RICHARD	AGLIARDO VELVET	402 WASHINGTON ST	MONROE	NC	28112
09235209	SAUCEDO MARIA DE LA LUZZ ALEJANDRE	SAUCEDO JSE ERNESTO ALEJANDRE	406 S CRAWFORD ST	MONROE	NC	28112
09235224	ZUNIGA ALBA SARAH I 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
09235215	PM HOMES SOLUTIONS LLC		3106 HOLLY TREE LN	MONROE	NC	28110
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
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
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
09235114	MONROE CITY BOARD OF EDUCATION		500 N MAIN ST	MONROE	NC	28110
9235200	MOSLEY BARRY PERNELL		3615 LEES CROSSING DR	CHARLOTTE	NC	28213
09235226	ARCHITEKTON LLC		501 E FRANKLIN ST	MONROE	NC	28112
09235219	PRICE RICHARD	PRICE JULIA	504 S WASHINGTON ST	MONROE	NC	28112
09235202						
09235201	RAPER BYRLE D		505 S COLLEGE ST	MONROE	NC	28112
09235203						
09235223	RICHARDS KEITH D	RICHARDS DONNA F	405 SOUTH WASHINGTON 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
09235204	SONG REALTY LLC		PO BOX 79192	CHARLOTTE	NC	28271
09235110	WEN RIVER LLC		17215 OVERSTONE CT	CHARLOTTE	NC	28277
09235106	WILKINSON RICHARD KENT	WILKINSON ANGELA	307 LANCASTER AVE	MONROE	NC	28110

APO Map

PLHR-2026-00106

Legend

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

Parcels Notified: 33



Exhibit 8



STAFF REPORT
PLHR-2026-00111

TO: Historic District Commission Members
DATE: February 9, 2026
FROM: Keri Mendler, Senior Planner
PREPARED BY: Megan Brightharp, Planner
SUBJECT: Certificate of Appropriateness request at 120 S. Crawford Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Robert Fisher. The applicant is requesting to add a wood deck to the side of the home currently under construction at 120 S. Crawford Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 01-02-2026
Name of Petitioner: Robert Fisher
Location: 120 S. Crawford Street
Tax ID #: 09-232-175A
Lot Size: 0.3 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

This lot was created with a subdivision in May 2022. A Certificate of Appropriateness, for a new home, was granted in September 2025 for this lot. Details for a side door were included in the approved plans, but the plans did not include a deck to accommodate the side entrance.

RELEVANT DESIGN STANDARDS

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks

so that they are structurally self-supporting and may be removed in the future without damage to the historic building.

2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
The applicant is proposing to install a wood deck measuring approximately 8' x 20' on the side elevation of the home. The deck will be visible from South Crawford Street.
 3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
The applicant is proposing to install a wood deck measuring approximately 8' x 20' on the side elevation of the home.
 4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
The new wood deck will be in line with the first floor of the home.
 5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
No significant elements such as trees will be demolished with the construction of this wood deck measuring approximately 8' x 20'.
 6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.
The deck will be visible from South Crawford Street.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 120 S. Crawford Street is owned by TRC Contracting, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On January 2, 2026, the applicant applied for a COA requesting to add a wood deck to the side of the home currently under construction at 120 S. Crawford Street. (Exhibits 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 8-9)

CONCLUSIONS

The request to add a wood deck to the side of the home currently under construction at 120 S. Crawford Street as presented (is/is not) congruous in concept according to the *Decks and Patios* standards of the *South Monroe Historic District Design Standards*:

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Wood Deck Example
7. House Elevations
8. APO List
9. APO Map

Prepared by: MB 01-15-2026

Aerial Map
PLHR-2026-00111

Legend

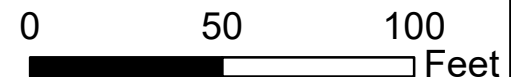
- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC

Acres: .3



W TALLEYRAND AVE

S CRAWFORD ST

Exhibit 1

Zoning Map
PLHR-2026-00111

Legend

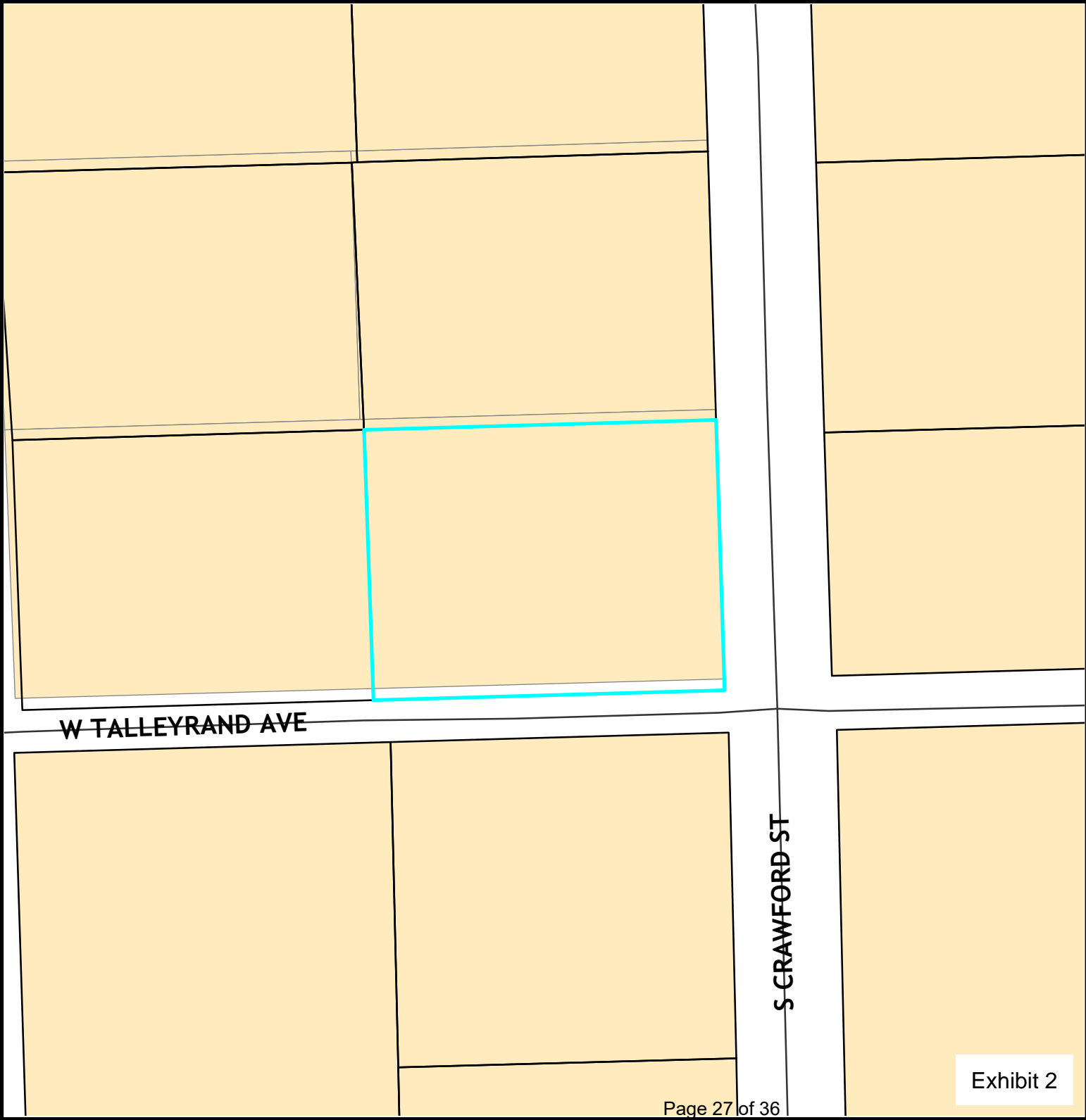
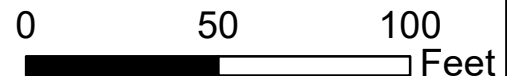
- Centerlines
- Parcels
- RMD
- Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC

Acres: .3



W TALLEYRAND AVE



S CRAWFORD ST

Exhibit 2

Historic District Map

PLHR-2026-00111

Legend

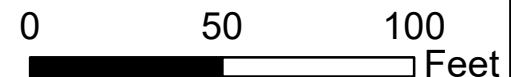
-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing:

RMD
(Residential Medium Density)

Owner:
TRC Contracting, LLC

Acres: .3



W TALLEYRAND AVE

S CRAWFORD ST

Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Robert D. Fisher, JR.

Applicant's Mailing Address: 2412 Dellwood Dr.
Monroe, NC. 28112

Applicant's Phone Number: 704-292-5094

Applicant's Email: bobby.fisher@megeebrick.com

Property Owner Name: TRC Contracting LLC

Property Owner Mailing Address: Same

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: 120 S. Crawford St. Tax ID Number: 09232174

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

Side/back wooden deck

Required materials for all applications:

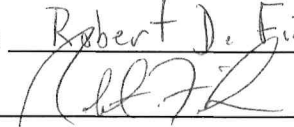
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

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): Robert D. Fisher, Jr.

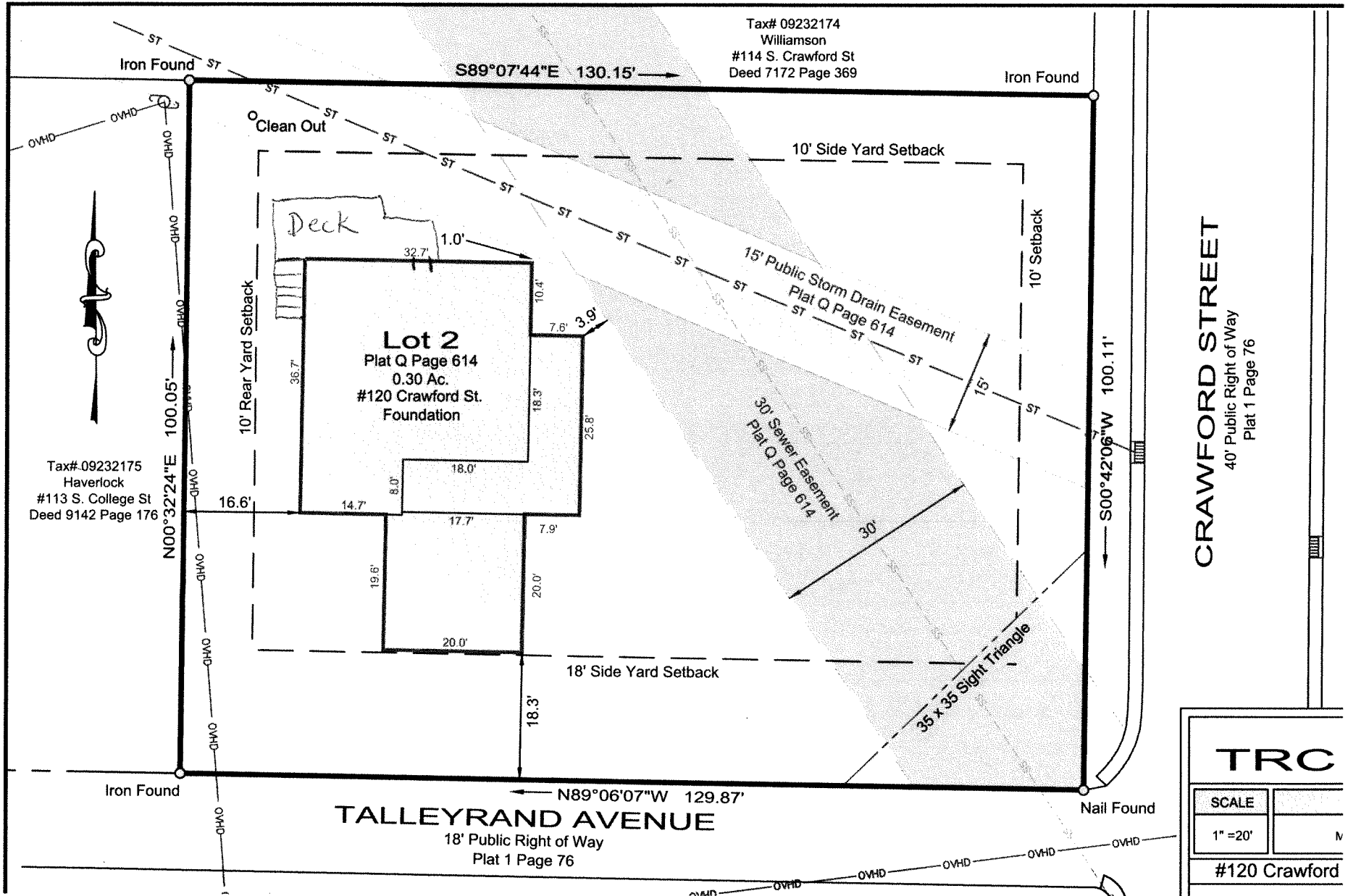
Applicant (signed): 

Date: 1-2-26

Owner (printed): TRC Contracting, LLC

Owner (signed):  - Manager

Date: 1-2-26



Tax# 09232174
 Williamson
 #114 S. Crawford St
 Deed 7172 Page 369

Tax# 09232175
 Haverlock
 #113 S. College St
 Deed 9142 Page 176

CRAWFORD STREET
 40' Public Right of Way
 Plat 1 Page 76

TALLEYRAND AVENUE
 18' Public Right of Way
 Plat 1 Page 76

TRC

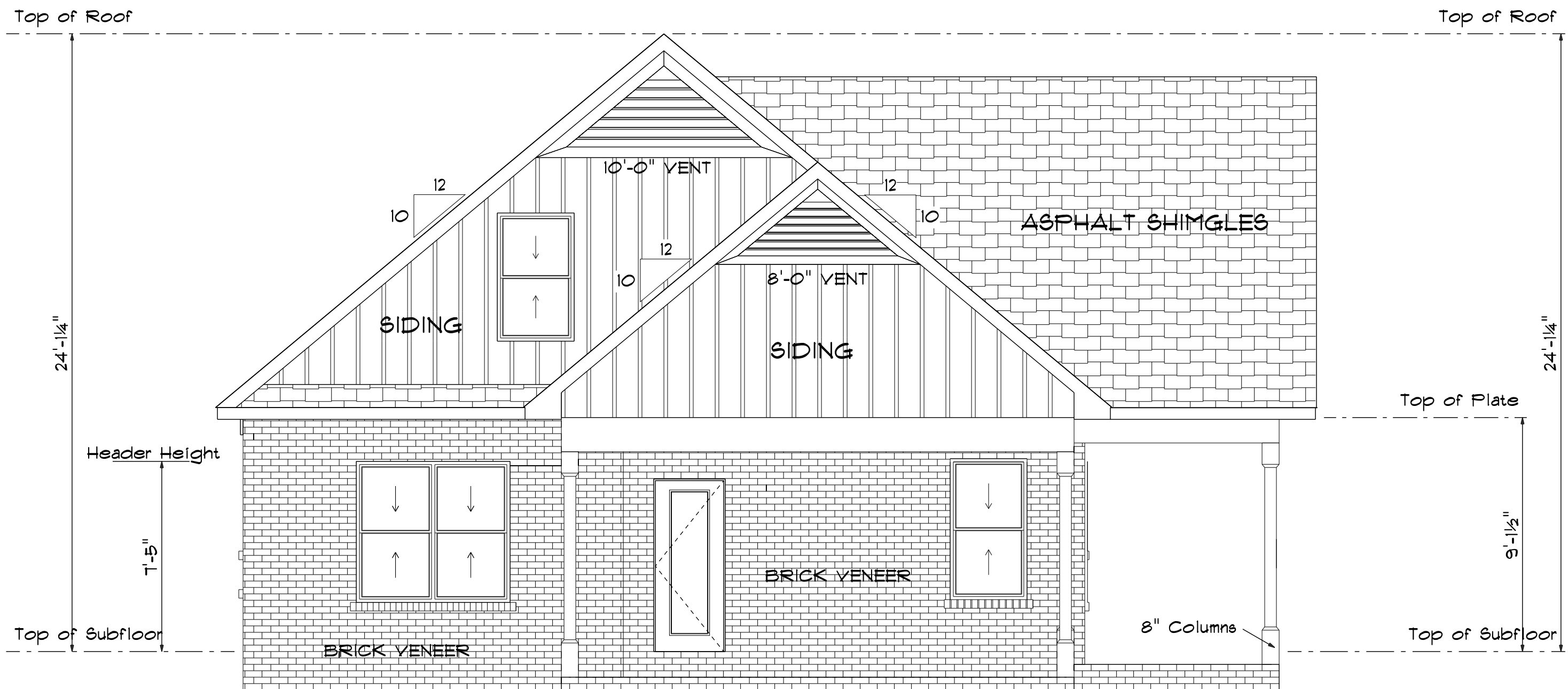
SCALE	
1" = 20'	

#120 Crawford

Exhibit 5

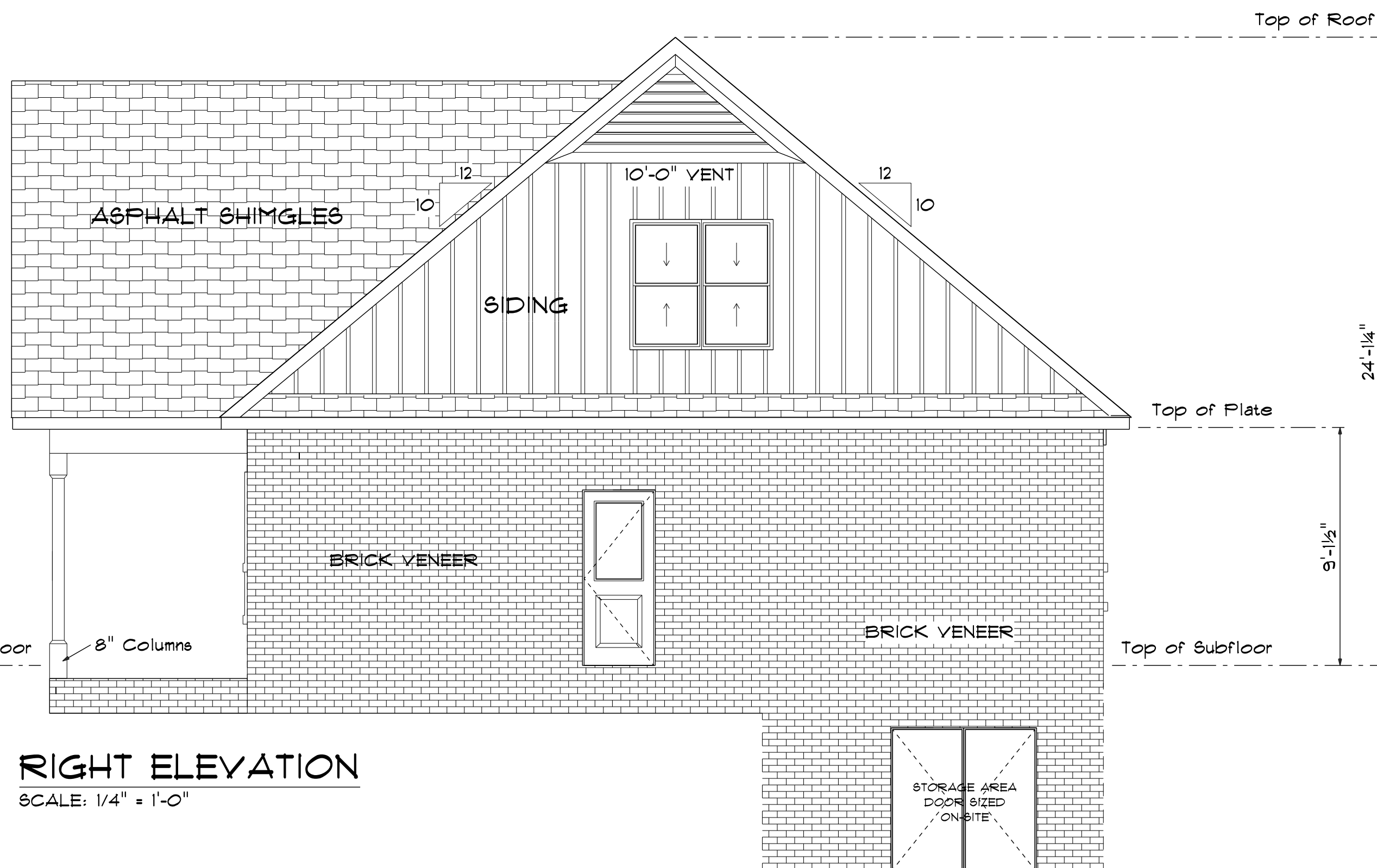


Exhibit 6



LEFT ELEVATION

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



RIGHT ELEVATION

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

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09232186	ABBOTT ELEANOR E STILLWAGON		202 S COLLEGE ST	MONROE	NC	28112
09232186A	ARTEAGA JOAQUIN MELCHOR	AYALA ANA MARIA GARCIA	5516 PAGELAND HWY	MONROE	NC	28112
09232182	AUSTIN JOE E JR		105 ESK CT	CARY	NC	27511
09232187A	HYATT ANGELA NADINE	HYATT AMERON BLAKE	302 S COLLEGE ST	MONROE	NC	28112
09232168	CULLUM KATHY		106 S WASHINGTON ST	MONROE	NC	28112
09232181	COBLE HEATHER LYNN		111 S COLLEGE ST	MONROE	NC	281125427
09232178A	CORRELL EDWARD M TRUSTEES	CORRELL JANE H	9408 CLERMONT CIR	POWELL	OH	43065
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY	HENRICO	VA	23238
09232184	DALLEY DAVID A TRUSTEE		110 S COLLEGE ST	MONROE	NC	28112
09232172	DELANEY HERBERT STANHOPE	LEDFORD TRACY RENEE	9221 MCELROY RD	WAXHAW	NC	281739038
09232156	DILLION DEBORAH J		300 S WASHINGTON ST	MONROE	NC	28112
09232183	FELTS CHELSEY SHEA ET AL	WORTMAN JUSTIN TODD	3005 S POTTER RD	WAXHAW	NC	28173
09232164	FERGUSON JOEL	FERGUSON ANASTASIA	201 CRAWFORD ST	MONROE	NC	28112
09232162	FREEZE JEFFERY TODD	FREEZE LISA CAROL	204 S WASHINGTON ST	MONROE	NC	28112
09232185	BOAZ CONSTRUCTION LLC		624 MATTHEWS MINT HILL RD, STE 224	MATTHEWS	NC	281057414
09232160	HELMS TONY MAX	HELMS JOYCE A	301 S CRAWFORD ST	MONROE	NC	28112
09232165	HUFFMAN BILLIE OLIVER		340 W MORGAN ST	MONROE	NC	28112
09232179	LOCKHART AMBER		203 SOUTH COLLEGE ST	MONROE	NC	28112
09232170	MEDLIN BRIAN	MEDLIN VANESSA	409 W WINDSOR ST	MONROE	NC	28112
09232173	MURRAY KEVIN D	MURRAY MARTHA R	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
09232177A	RM1 SFR PROPCO A LP	C/O FIRSTKEY HOMES LLC	600 GALLERIA PARKWAY STE 300	ATLANTA	GA	30339
09232176	ROLDAN JENNIFER		1301 MEDLIN ROAD	MONROE	NC	28112
09232167	SUAREZ ELIZABETH T ET AL	SUAREZ GREGORY GILBERT	101 S CRAWFORD ST	MONROE	NC	28112
09232175	HAVERLOCK JESSICA ANN	HAVERLOCK BRIAN STEPHEN	113 S COLLEGE ST	MONROE	NC	28112
09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR	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

Exhibit 8

APO Map

PLHR-2026-00111

Legend

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

Parcels Notified: 29



Exhibit 9