

**HISTORIC DISTRICT COMMISSION  
MEETING AGENDA**



**Monday, March 9, 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 – February 9, 2026**
- Item 5.**      **Quasi-Judicial Statement**
- Item 6.**      **PLHR-2026-00127 – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Angela McMillian-Orr for approval to construct a new concrete walkway at 607 S. Church Street. (Parcel ID # 09-234-117)**
- Item 7.**      **PLHR-2026-00124 – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alsobrooks Building and Consulting, LLC for the property at 504 W. Windsor Street. The applicant is requesting approval for the following: enclose the existing wood rear porch with cedar siding, replace the existing screen door on the rear porch with the wood door and frame from the rear of the home, remove the aluminum window at the rear of the home and replace with cedar siding, remove two windows on the left side of the home and one window from the right side of the home and replace with cedar siding, add a new 10’x12’ wood deck to the rear of the home, relocate the existing front door along the front façade of the home, and replace the previously removed wood columns with new wood columns. (Parcel ID # 09-232-202)**
- Item 8.**      **Next Meeting: Monday, April 13, 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.  
                    Jeff Wells, Asst. City Manager

                    Lisa Stiwinter, Dir. of Planning & Dev.  
                    Planning Staff

# HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, FEBRUARY 9, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

*Sent to HR: 02/10/26*

## **Item 1: Call to Order – Roll Call**

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

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

Members Absent: Matthew Klaren;

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

Guests: Sky Broome, Richard Helton, Clarence and Tracy Alsobrooks, Natasha Higgins, Robert Fisher, Chandler B, William Heidtmann,

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

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

## **Item 4. Approval of Minutes – January 12, 2026**

**Motion:** Jennifer Smith made a motion to approve the minutes of the January 12, 2026 meeting.

**Second:** Allen Watson

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

**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Jennifer Loria

**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-2026-00106 - 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 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 and wood railing of the side porch which was approved at staff level. (Parcel ID # 09-235-215)**

Megan Brightharp and Richard Helton 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 505 S. Crawford Street is owned by PM Home Solutions, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located east of South Crawford Street and north of Lancaster Avenue. Exhibit 2 is a copy of the zoning map showing the subject property highlighted in blue. The subject property, as are the surrounding parcels, 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 subject property is highlighted in blue. The subject property, as are the surrounding parcels, are all located within the Historic District.
3. On December 17, 2025, the applicant applied for a COA to remove the existing columns on the side porch and add columns of a new design at 505 S. Crawford Street. (Exhibits 4-6) Exhibit 4 is a copy of the application. Exhibit 5 is a picture of the existing conditions. Shown on your screen is a red circle highlighting the three existing columns that the applicant wishes to replace. Exhibit 6 is an example of the proposed style of columns. The applicant wants to replace the columns on the side porch to match the columns on the front porch.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8) 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.

The Commission had no questions for Megan Brightharp nor for the applicant, Richard Helton.

**Motion:** Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00106, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that we need to retain and preserve historic porches. These changes are going back to what was originally there. 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  
**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 PM Home Solutions regarding the proposals as shown in COA PLHR-2026-00106. 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  
**NAYS:** None

**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)

Megan Brightharp and Robert Fisher 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 120 S. Crawford Street is owned by TRC Contracting, LLC and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located north of West Talleyrand Avenue and west of South Crawford 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 showing the subject property highlighted in blue. The subject property, as are the surrounding parcels, are located within the Historic District.
3. On January 2, 2026, the applicant applied for a Certificate of Appropriateness requesting to add a wood deck to the side of the home currently under construction at 120 S. Crawford Street. (Exhibits 4-7) Exhibit 4 is a copy of the application. Exhibit 5 is a copy of the site plan showing where the deck will be located and an additional one was provided showing dimensions of the deck. Both site plans are confirming that this deck will meet the residential medium density setbacks of 20-ft from the front and 10-ft from the side and rear. Exhibit 6 is an example of a wood deck conveying the applicant's intentions. The applicant is proposing to put a wood deck on the side of the home. Exhibit 7 are elevations of the home that were previously approved last calendar year by the Historic District Commission showing where there is an exterior side door not flush with the ground. Shown on

your screens are the elevation. The right elevation is where they are proposing to add the porch since there is a bit of a drop from the subfloor to the ground.

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 list. Exhibit 9 is a copy of the APO map. Twenty-nine property owners were notified and no responses were received.

The Commission had questions Megan Brightharp. The porch would be added to the side yard. Based on the site plan the applicant showed to the Planning Department, they are able to meet the side setback of 10-ft. The handrail will be wood and the spindles will be metal.

**Motion:** Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00111, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that since this is a new build and the deck will be self-supporting, there will be no damage to the house. The deck will be in a somewhat inconspicuous area although it will be on the side due to the setbacks and the easements. It will be compatible in material, color, scale and detail to the house and will not detract from the overall historic character of the district. No trees will be removed. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

**Second:** Jennifer Smith

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

**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Jennifer Loria

**NAYS:** None

**Motion:** Jennifer Smith made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Robert Fisher regarding the proposals as shown in COA PLHR-2026-00111. Such certificate to be subject to the conditions contained in the previous motion.

**Second:** Archie Morgan

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

**AYES:** Archie Morgan, Jennifer Smith, Allen Watson, Jennifer Loria

**NAYS:** None

Keri Mendler, Senior Planner, introduced the online survey for the Branding and Signage Public Workshop and encouraged the Commission's initial feedback. The survey took her under five minutes, but can take a little longer. It is multiple choice along with open answer/open response questions to give an opportunity to provide more detailed feedback. The survey results will be evaluated and presented at the Open House Workshop on Thursday, March 25<sup>th</sup> at the Dowd Center Theatre from 4:00pm to 7:00pm. More information will be gathered from that meeting as well. The survey is open for anyone and the Commission can feel free to share with others. The

website will be updated by February 10th. Many people have joined the mailing list through social media so an email will be sent out to them once the website is up. The signage branding is for the Historic District and the citizens within the District, but the District, as a whole, is a tourism driver so the survey and workshop is really for anyone who visits Monroe and the District. Some of the questions are asking about what the new logo should represent and how much should it tie into downtown, the materials preferred, the imagery used, the font style utilized and should the signage be more modern while representing the historic aspect. This is a holistic survey in order to gather data. The South Monroe Historic District logo is currently- Reflections of our past light the way to the future. Since this logo is difficult to read on many of the signs, many people may not realize that is the current logo.

Keri Mendler also introduced the Downtown Master Plan update encouraging public engagement at the Public Input Workshop on Wednesday, February 18<sup>th</sup> at the Dowd Center Theatre from 4:00pm to 7:00pm. There is a survey online for this as well. In 2018, there was a city-wide Land Use Visioning Plan, but this is specifically for downtown. The last adopted plan was in 2007 or 2008. The last Downtown Plan from several years ago was not adopted, but some ideas may be taken from it for this new Downtown Master Plan.

**Item 8.      Next Meeting: Monday, March 9, 2026 at 6:00pm**

**Item 9.      Adjournment**

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

**Second:**     **Jennifer Smith**

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

**AYES:**        **Archie Morgan, Jennifer Smith, Allen Watson, Jennifer Loria**

**NAYS:**        **None**

The meeting adjourned at **6:25 pm.**

Respectfully submitted,

Archie Morgan  
Chairman

Kimberly Davis  
Secretary to the Board



**STAFF REPORT**  
**PLHR-2026-00127**

**TO:** Historic District Commission Members  
**DATE:** March 9, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Patrick Blaszyk, Planner  
**SUBJECT:** Certificate of Appropriateness request at 607 S. Church St.

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Angela McMillian-Orr in order to request approval to construct a new concrete walkway at 607 S. Church Street.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 02-13-2026  
**Name of Petitioner:** Angela McMillian-Orr  
**Location:** 607 S. Church St.  
**Tax ID #:** 09-234-117  
**Lot Size:** 0.52 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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**GENERAL INFORMATION**

**607 S. Church Street - Jerome-Green House; ca. 1895, 1900**

In 1899, Thomas J. Jerome purchased a house at this corner from J. W. Bivens. An attorney, Jerome was elected to the State senate in 1898 and in 1900 ran for state attorney general. Jerome sold the house in 1907 to S. H. Greene for several times what he had paid for it, and the present appearance of the house no doubt reflects additions made by Jerome. S. H. Greene, a railroad conductor, lived in the house through the 1920s. The two-story frame house has a single-pile main block with a two-story, gabled wing extending at the front. This front wing is semi-octagonal on both floors. A hipped porch with tall, turned posts and turned baluster railings runs

around the front three elevations of the building, following its lines. The front entrance is off-center, next to the two-story bay, and has a leaded glass transom. At either side of the second floor facade are rectangular oriel windows. The front portions of the house have exposed rafter tails and triangular brackets. Across the rear of the house is a hipped wing from which extends a gabled wing. These two wings have cornices with Victorian brackets. There is also a three-sided bay window on the north side of the first wing. Except under the front porch, the house has two over two sash. The rear wing has a chimney with corbelled cap, but there is an unusual angled interior chimney on the front portion.

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## **RELEVANT DESIGN STANDARDS**

### **Walkways, Driveways and Off-street Parking, (pg. 29)**

1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.

*The applicant is proposing the new walkway will be begin in the front yard where it will connect to the existing circular walkway and will connect to the driveway in the corner-side yard.*

2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.  
*No significant site features such as mature trees will be removed with the installation of this walkway.*

3. For new walkways and parking areas, use appropriate traditional paving materials such as brick, stone, and scored concrete. Color and texture of new surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.

*The applicant is proposing to use concrete for the walkway leading from the circular walkway on the front of the home to the driveway in the corner-side yard. The applicant did not indicate a proposal to stain the driveway to avoid the bright white/gray color.*

4. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

## **PROPOSED FINDINGS**

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

1. The subject property located at 607 S. Church Street is owned by Angela McMillian-Orr 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 February 13, 2026, the applicant applied to build a new concrete walkway from the circular sidewalk in the front yard to connect into the driveway in the corner-side yard at 607 S. Church Street. (Exhibit 4-5)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 6-7)

### **CONCLUSIONS**

The proposal to build a new concrete walkway from the front yard into the corner-side yard, as presented at 607 S. Church St. (is/is not) congruous in concept according to the *Walkways, Driveways and Off-street Parking* standards of the *South Monroe Historic District Standards*:

#### **Walkways, Driveways and Off-Street Parking, (pg. 29)**

1. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.
2. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.
3. For new walkways and parking areas, use appropriate traditional paving materials such as brick, stone, and scored concrete. Color and texture of new surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.
4. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

**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. APO List
7. APO Map

Prepared by: PB 02-13-2026

## Aerial Map

Case #: PLHR-2026-00127

### Legend

-  Parcels
-  Subject Property
-  Centerlines

Existing: RMD  
(Residential Medium Density)

Owner: Angela  
McMillian-Orr

Acres: 0.52

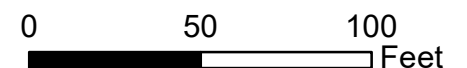


Exhibit 1

## Zoning Map

Case #: PLHR-2026-00127

### Legend

-  Parcels
-  Subject Property
-  Centerlines
-  RMD

Existing: RMD  
(Residential Medium Denstiy)

Owner: Angela  
McMillian-Orr

Acres: 0.52

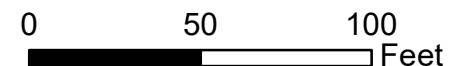


Exhibit 2

S. CHURCH STREET

E. GREEN ST.

## Historic District Map

Case #: PLHR-2026-00127

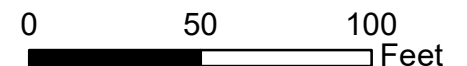
### Legend

-  Parcels
-  Subject Property
-  Historic District
-  Centerlines

Existing: RMD  
(Residential Medium Density)

Owner: Angela  
McMillian-Orr

Acres: 0.52



S. CHURCH STREET

E. GREEN ST.

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: 607 S Church St Monroe NC <sup>28112</sup>  
 Applicant's name: Angela McMillian Orr  
 Applicant's address: 607 S Church St  
Monroe NC  
 Applicant's telephone number: 360-764-6007  
 Applicant's email address: [REDACTED]  
 Property Tax identification number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

2. The property is owned by (if different from above) \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone: 360-764-6007

3. The following Certificate of Appropriateness is requested for: install new side walk - concrete  
 Please provide a brief description of the project: corner side 5 feet wide from front yard to the rear, open up the brick wall 5 feet wide to make a 1 step down. the side walk will tie into the existing front side walk and driveway to the house.

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

Angela McMillian Orr  
 Applicant- Printed  
Angela McMillian Orr  
 Applicant- Signed

2-13-26  
 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**



No trees will be removals

Exhibit 5

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234121	REAL PROPERTY HOLDINGS LLC		20619 TORRENCE CHAPEL RD STE 116-1055	CORNELIUS	NC	28031
09234093	DUNCAN JOHN CHRISTOPHER	DUNCAN STEPHANIE M	6715 WESLEY GLEN DR	WAXHAW	NC	28173
09234069	JOVEL HERIBERTO A PARRAS	VENTURA SONIA AVILA	705 SUMMIT ST	MONROE	NC	28112
09234091	PETERSEN GARY V		702 SUMMITT ST	MONROE	NC	28112
09234095	EUDY MITCHELL L	EUDY MARILYN M	2608 DOSTER RD	MONROE	NC	28112
09234108	BULLARD ROBERT B	BULLARD SHIRLEY S	600 S CHURCH ST	MONROE	NC	28112
09234115	PRESTON KELLY R		603 S CHURCH ST	MONROE	NC	28112
09234067	WING PROPERTIES LLC		6701 CREFT CIR	INDIAN TRAIL	NC	28079
09234103	CUMMINGS DONNA MILLS		702 SOUTH CHURCH ST	MONROE	NC	28112
09234120	SOLENSKY DONALD DANIEL	SOLENSKY JERRIANN LOUISE	608 PARADISE ST	MONROE	NC	28112
09234092	SIMPLE PROPERTY SOLUTIONS LLC		4108 MALTA PL	CHARLOTTE	NC	28215
09234116	HILL JASON	HILL PAMELA	605 S CHURCH ST	MONROE	NC	28112
09234118	AYALA VICTOR A	CORTEZ ANA MARIA PEREZ	301 E GREEN ST	MONROE	NC	28112
09234090	WINN ROBERT	WINN JENNIFER	1301 MEDLIN ROAD	MONROE	NC	28112
09234105	FISH PAUL F	FISH MARIE T	606 S CHURCH ST	MONROE	NC	28112
09234104	SULLIVAN JIMMY LEE	SULLIVAN CRYSTAL ANN	700 S CHURCH ST	MONROE	NC	28112
09234107	W3G LLC		PO BOX 1584	MONROE	NC	28111
09234114	DEFORREST MATTHEW M	NAPIER TAURA S	601 S CHURCH ST	MONROE	NC	28112
09234119	GADDY DIANNE		303 E GREEN ST	MONROE	NC	28112
09234068	SANCHEZ MIGUEL	SANCHEZ MARIA	1650 CROWELL DAIRY RD	INDIAN TRAIL	NC	28079
09234094	HELTON RICHARD CLEVELAND JR	BROOME ERNEST HARRY III	703 S CHURCH ST	MONROE	NC	28112
09234117	MCMILLIAN-ORR ANGELA		607 S CHURCH ST	MONROE	NC	28112

Exhibit 6

## APO Map

# PLHR-2026-00127

### Legend

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

## 23 Parcels Notified



Exhibit 7



**STAFF REPORT**  
*PLHR-2026-00124*

**TO:** Historic District Commission Members  
**DATE:** March 9, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request for 504 W. Windsor Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alsobrooks Building and Consulting, LLC for the property at 504 W. Windsor Street. The applicant is requesting approval for the following:

1. Enclose the existing wood rear porch with cedar siding
2. Replace the existing screen door on the rear porch with the wood door and frame from the rear of the home
3. Remove the aluminum window at the rear of the home and replace with cedar siding
4. Remove two windows on the left side of the home and one window from the right side of the home and replace with cedar siding
5. Add a new 10’x12’ wood deck to the rear of the home
6. Relocate the existing front door along the front façade of the home.
7. Replace the previously removed wood columns with new wood columns

The applicant is also requesting to replace the previously removed wood floorboards of the front porch and add meal chimney caps to the two existing chimneys which have been approved at staff level.

**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 02-04-2026  
**Name of Petitioner:** Alsobrooks Building and Consulting, LLC  
**Location:** 504 W. Windsor Street  
**Tax ID #:** 09-232-202  
**Lot Size:** 0.116 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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## **GENERAL INFORMATION**

### **504 W. Windsor Street, circa 1925**

Characteristic Craftsman features enliven this one-story shingle-sided bungalow which is topped by a clipped gable roof--both the body of the house and the front porch. The double-pile dwelling has a three-bay facade consisting of paired four over one sash windows flanking a craftsman door. Square-section posts on brick piers support the porch, and exposed rafter ends and key and triangular braces decorate the eaves. Corbelled-cap brick chimneys are in exterior end and interior locations.

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## **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 to remove an existing aluminum window at the rear of the home, two windows on the left side of the home and one window from the right side of the home and replace them with cedar siding. Additionally, the applicant is requesting to relocate the existing front door of the home and to raise the front door 12 inches and move the door approximately 3-feet to the right. The applicant is also requesting to relocate the existing rear door and frame from the rear of the home to the existing screed in rear deck, replacing the existing screen door.*

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 to remove an existing aluminum window at the rear of the home, two windows on the left side of the home and one window from the right side of the home and replace them with cedar siding. Additionally, the applicant is requesting to relocate the existing front door of the home and to raise the front door 12 inches and move the door approximately 3-feet to the right. The applicant is also requesting to relocate the existing rear door and frame from the rear of the home to the existing screed in rear deck, replacing the existing screen door.*

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

*The applicant is requesting to remove an existing aluminum window at the rear of the home,*

*two windows on the left side of the home and one window from the right side of the home and replace them with cedar siding. Additionally, the applicant is requesting to relocate the existing front door of the home and to raise the front door 12 inches and move the door approximately 3-feet to the right. The applicant is also requesting to relocate the existing rear door and frame from the rear of the home to the existing screed in rear deck, replacing the existing screen door.*

### **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 requesting approval to replace two previously removed columns on the front porch of the home with two wood columns to match the design of the existing columns.*
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 requesting approval to replace two previously removed columns on the front porch of the home with two wood columns to match the design of the existing columns.*
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 requesting approval to replace two previously removed columns on the front porch of the home with two wood columns to match the design of the existing columns. The front porch of the home is visible from W. Windsor 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 requesting approval to replace two previously removed columns on the front porch of the home with two wood columns to match the design of the existing columns. The front porch of the home is visible from W. Windsor Street*

### **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 enclose the existing rear porch with cedar siding and is also requesting to build a new detached 10-foot by 12-foot wood deck in the rear 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 to enclose the existing rear porch with cedar siding and is also requesting to build a new detached 10-foot by 12-foot wood deck in the rear of the home.*

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 enclose the existing rear porch with cedar siding and is also requesting to build a new detached 10-foot by 12-foot wood deck in the rear of the home.*

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## **PROPOSED FINDINGS**

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

1. The subject property located at 504 W. Windsor Street is owned by Alsobrooks Building and Consulting, 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 February 4, 2026, the applicant submitted an application requesting approval for the following: (Exhibit 4-6)
    - Enclose the existing wood rear porch with cedar siding
    - Replace the existing screen door on the rear porch with the wood door and frame from the rear of the home
    - Remove the aluminum window at the rear of the home and replace with cedar siding
    - Remove two windows on the left side of the home and one window from the right side of the home and replace with cedar siding
    - Add a new 10'x12' wood deck to the rear of the home
    - Relocate the existing front door along the front façade of the home
    - Replace the previously removed wood columns with new wood columns
  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 enclose the existing wood rear porch with cedar siding, remove the aluminum window at the rear of the home and replace with cedar siding, add a new 10'x12' wood deck to the rear of the home, relocate the existing front door, replace the existing screen door on the rear porch with the wood door and frame from the rear of the home, replace the previously removed wood columns with new wood columns, and remove two windows on the left side of the home and one window from the right side of the home and replace with cedar siding at 504 W. Windsor Street as presented (is/is not) congruous in concept according to the

*Windows and Doors, Porches, Entrances & Balconies, and Decks & Patios 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. If additional doors or windows are necessary, install them on a rear or non-character-defining façade of the building, but only if they do not compromise the architectural integrity of the district building.
4. 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.

**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.

**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 02-23-2026

**Aerial Map**  
**PLHR-2026-00124**

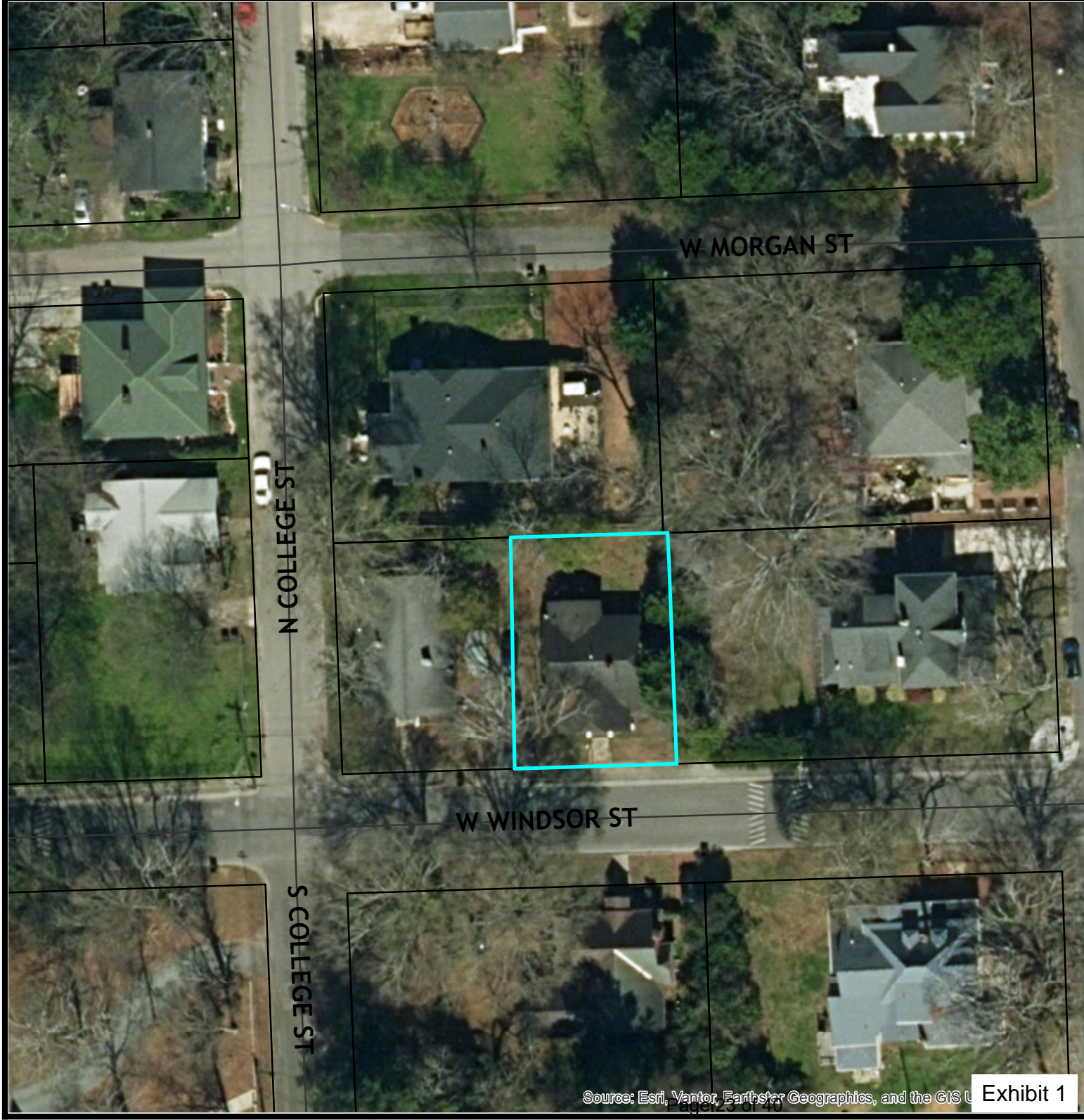
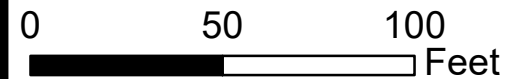
**Legend**

- Centerlines
- Parcels
- Subject Property

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

**Owner:**  
**Alsobrooks Building**  
**and Consulting, LLC**

**Acres: .116**



W MORGAN ST

N COLLEGE ST

W WINDSOR ST

S COLLEGE ST

**Zoning Map**  
**PLHR-2026-00124**

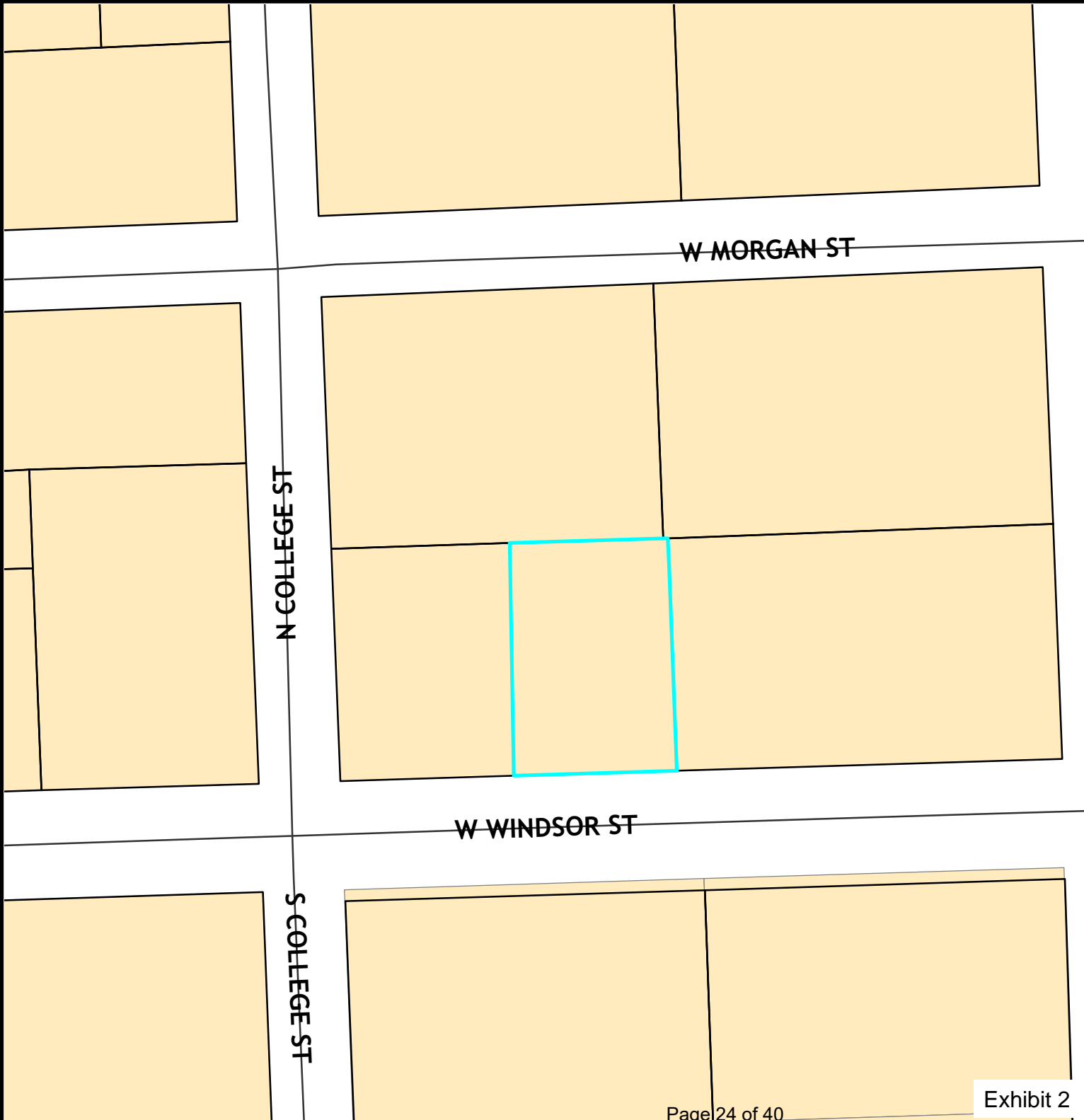
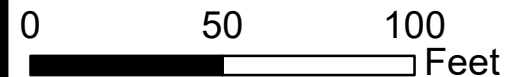
**Legend**

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

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

**Owner:**  
**Alsobrooks Building**  
**and Consulting, LLC**

**Acres: .116**



**Historic District Map**  
**PLHR-2026-00124**

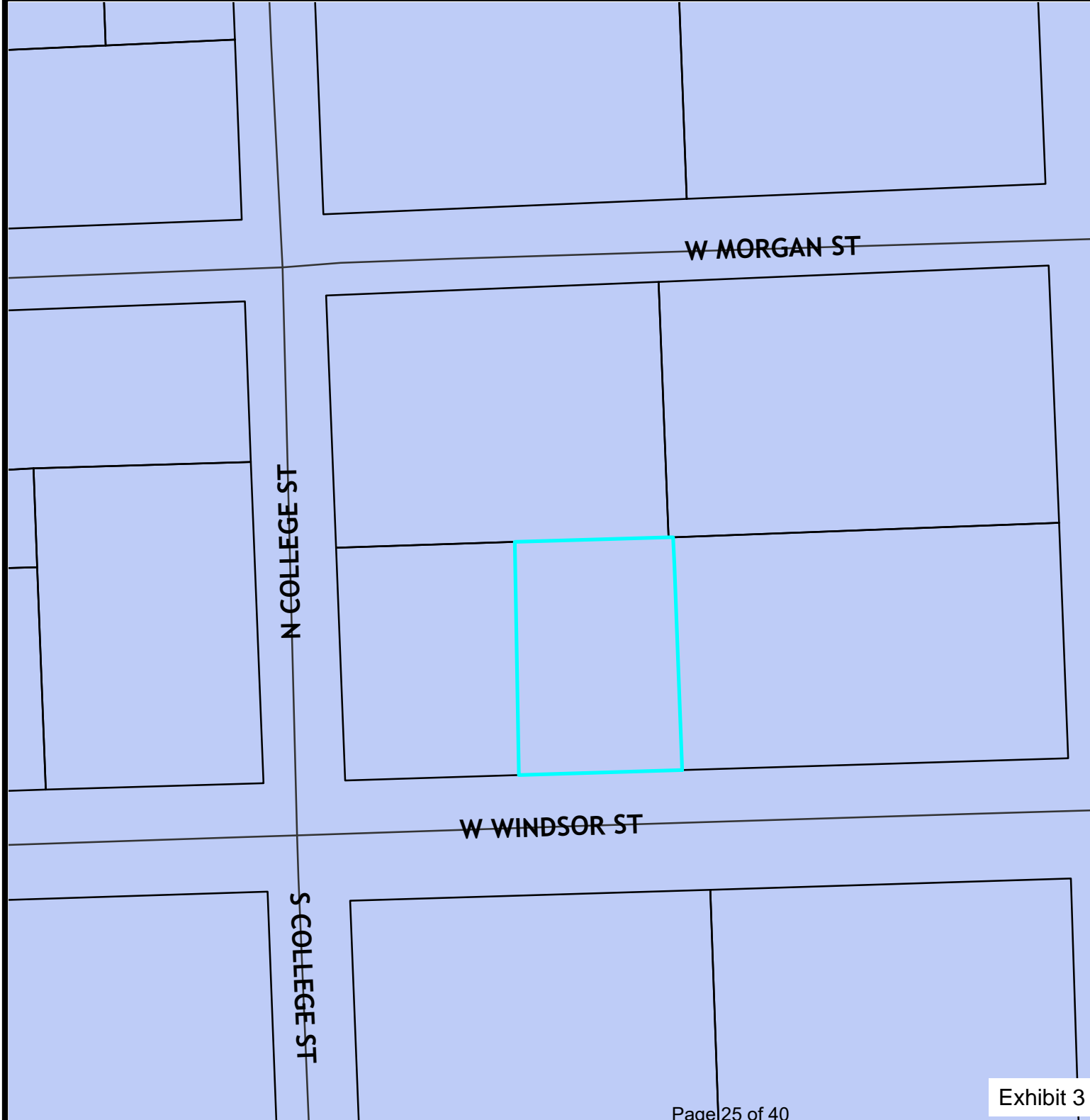
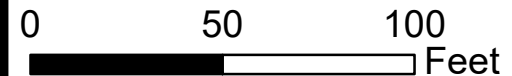
**Legend**

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

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

**Owner:**  
**Alsobrooks Building**  
**and Consulting, LLC**

**Acres: .116**





HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 504 W. Windsor St. Monroe NC
Applicant's name: Alsobrooks Building and Consulting LLC
Applicant's address: 3507 Fincher Road Matthews NC 28104

Applicant's telephone number: 980-347-5044
Applicant's email address:
Property Tax identification number: 09 - 23 - 2202

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

3. The following Certificate of Appropriateness is requested for:
Please provide a brief description of the project. SEE ATTACHED

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

Clarence/Tracy Alsobrooks
Applicant- Printed

Tracy Alsobrooks

Clarence Alsobrooks Jr Tracy Alsobrooks
Applicant- Signed

02/04/2026
Date Submitted

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

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

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

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

Exhibit 4

HISTORIC DISTRICT COMMISSION  
FINAL PLAN SUBMISSION CHECKLIST

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Required materials for all applications:

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

DO NOT WRITE BELOW THIS LINE

=====

Additional conditions and remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

Attachment for Historic application for 504 W. Windsor St. Monroe NC

We are requesting approval for the below items

1. We would like to take the existing back screen porch and enclose it. We will use exterior cedar siding. \*\*\*see photos of sample of siding\*\*\*
2. Removal of aluminum window to the left of existing back screen porch \*\*\*see attached photo\*\*\*
3. Construct a detached front porch with tongue and groove pine flooring that matched the original construction \*\*\*see photos of org. construction of front porch\*\*\*
4. Adding a detached back deck approx. 10x12 using pressured treated wood
5. Move the existing front door up and over to the right \*\*see attached photo\*\*
6. Move the existing back door “slab” to the opening of the existing rough opening that is currently the back screen in porch \*\*\*see attached photo\*\*\*
7. Adding 2 more wood columns to the front of the house to match existing wood columns \*\*see attached photos\*\*\*
8. Adding metal chimney caps to the 2 chimneys
9. Remove window on left side of house to the left of the chimney \*\*see attached photo\*\*
10. Remove window on left side of the house ((double window remove right side only)) \*\*see attached photo
11. Remove window on right side of the house, left broken window \*\*see attached photo

## Megan Brightharp

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**Subject:** FW: 504 W. Windsor Street follow up questions

**From:** clarence alsobrooks [REDACTED]  
**Sent:** Wednesday, February 11, 2026 4:07 PM  
**To:** Megan Brightharp <mbrightharp@monroenc.org>  
**Subject:** Re: 504 W. Windsor Street follow up questions

### This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

1.
  1. You requested to remove the aluminum window at the rear of the home. Please clarify, will you be replacing it with another type of window or closing that space with siding? If using siding, what kind? If replacing with a new window, what type of window? **We will be closing that space with cedar siding (we sent an example photo of the siding)**
  2. How far up and over will you be moving the front door? **We will move the front door up approx 12" to obtain a 6' 9" rough opening. "We want to move the door over approx 2-3' to the right. The reason we need to raise the door is because we need to refurbish the front door because it was cut.**
  3. What is the back door slab made of? **Wood**
  4. The windows on the left **and** right side of the home you have proposed to remove, are you replacing them with another window or enclosing them. If you're enclosing them, with what type of siding? If replacing them, with what type of window? **We will be closing that space with cedar siding (we sent an example photo of the siding)**

On Tue, Feb 10, 2026 at 2:55 PM Megan Brightharp <mbrightharp@monroenc.org> wrote:

Good Afternoon,

I am in the process of going through your application as I prepare my staff report for the March 9, 2026 Historic District Commission meeting. I have a few follow up questions to clarify the items you've included on your application. Please, respond to the questions below by email so I may attach your answers to the application you've already submitted.

You requested to remove the aluminum window at the rear of the home. Please clarify, will you be replacing it with another type of window or closing that space with siding? If using siding, what kind? If replacing with a new window, what type of window?

1. How far up and over will you be moving the front door?
2. What is the back door slab made of?
3. The windows on the left **and** right side of the home you have proposed to remove, are you replacing them with another window or enclosing them. If you're enclosing them, with what type of siding? If replacing them, with what type of window?

**Megan Brightharp, Planner**

City of Monroe



**The applicant is requesting to replace the two previously removed middle columns to match the two outer columns that remain**



**Original front porch**

**The applicant is requesting to replace the previously removed wood front porch with a new wood front porch**



**Existing Front Door to be relocated**



**Back door to be reused**



Enclose existing rear porch with cedar siding and replace screen door with existing rear door and frame



**Example of a metal chimney cap to be installed on the two existing chimneys**







Remove window left of chimneys

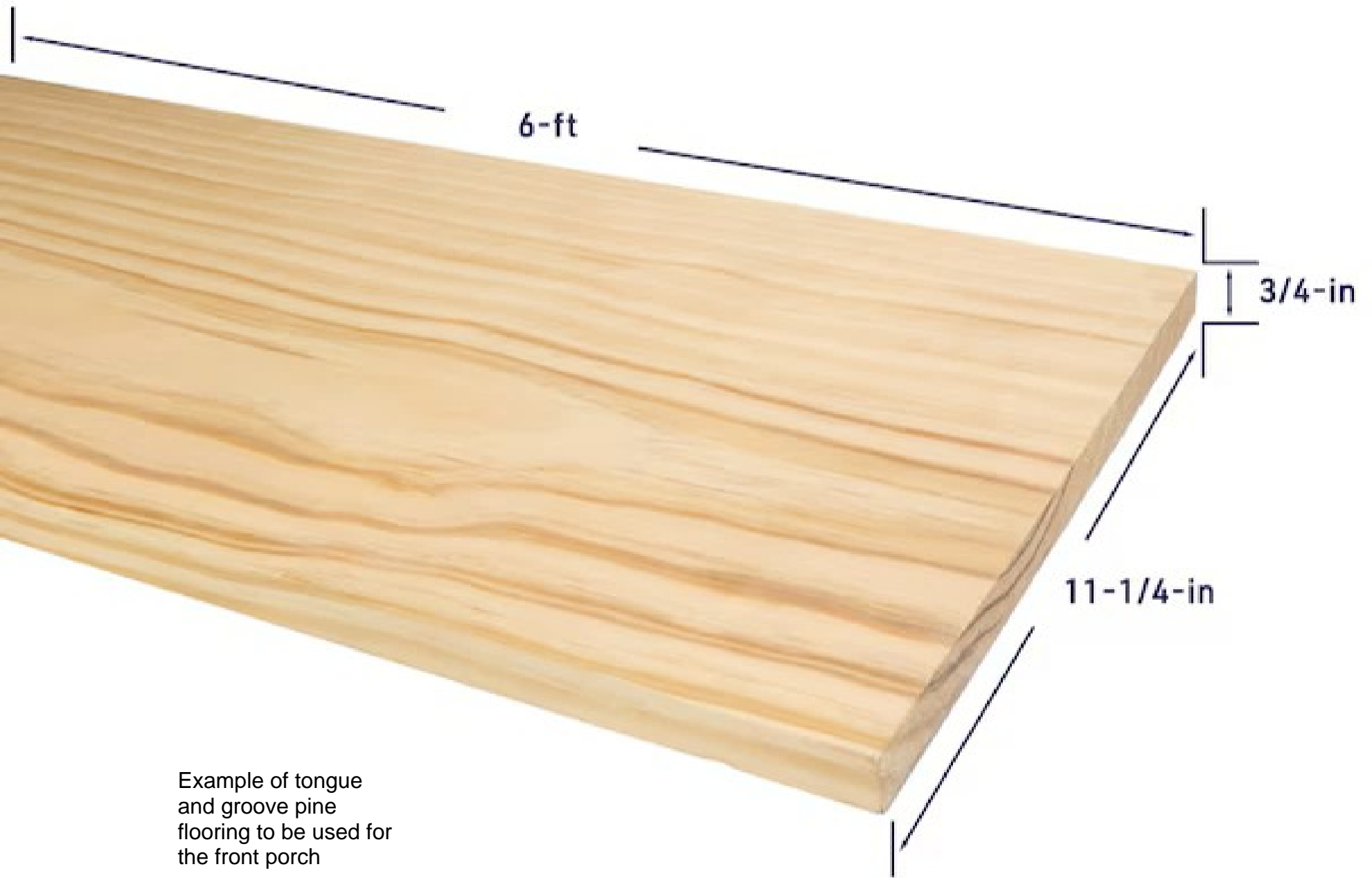


Remove window on right



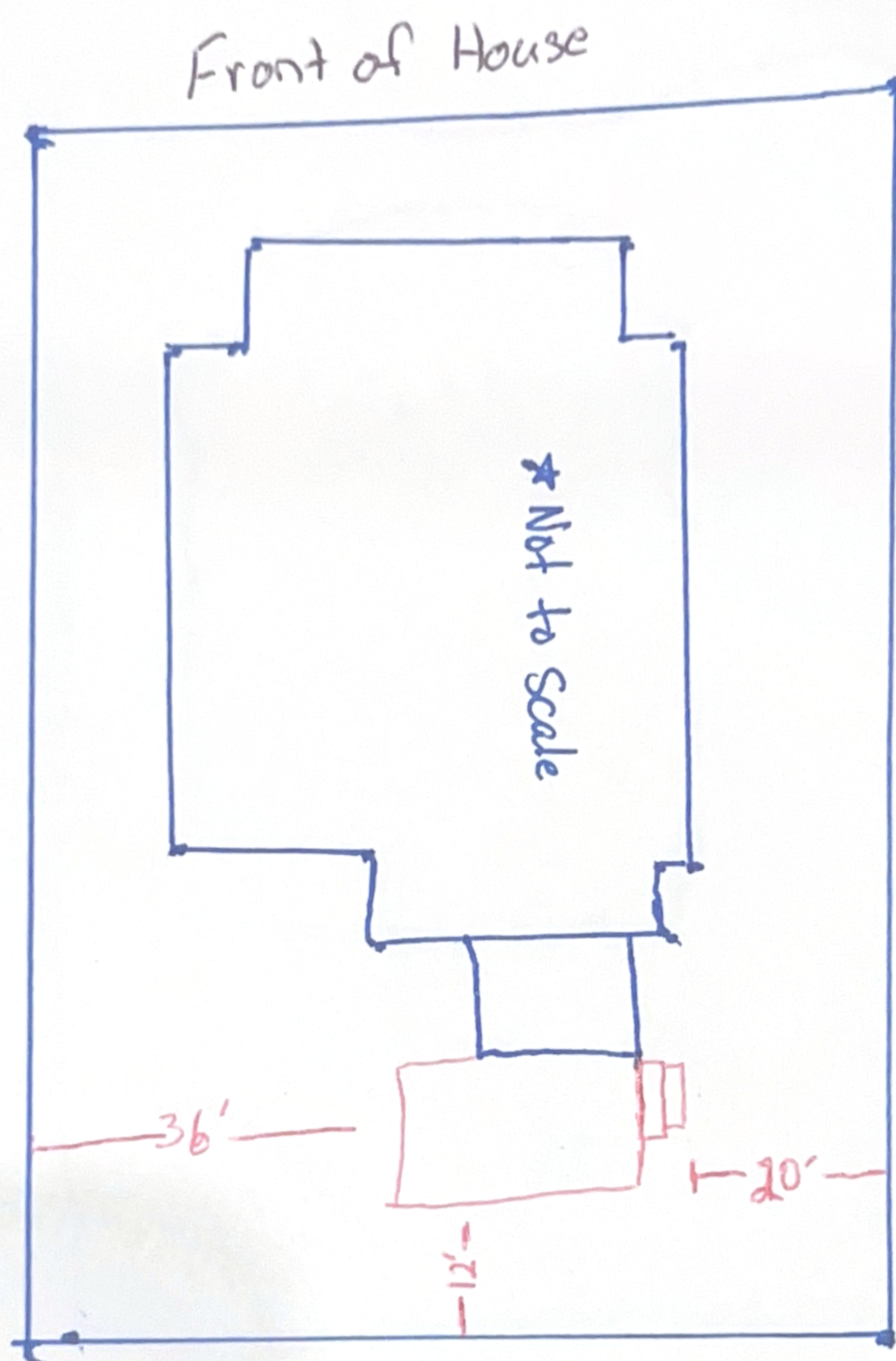
Example of Cedar Siding to be used to replace removed windows





Example of tongue and groove pine flooring to be used for the front porch

504 W. Windsor St



→ 12' set back from rear property line





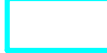
→ 20' set back from side of property line

→ 36' set back from side of property line

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	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	LEDFOORD 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
09232206	HEISNER WILLIAM R	HEISNER PATRICE A	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
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 FRAANKLIN	4801 ST TIMONS TER	WAXHAW	NC	28173
09232220A	ONS PROPERTY MANAGEMENT GROUP LLC		50 SCHOOL RD	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	ALSOBROOKS BUILDING AND CONSULTING, LLC		3507 FINCHER RD	MATTHEWS	NC	28104
09232167	SUAREZ ELIZABETH T ET AL	SUAREZ GREGORY GILBERT	101 S CRAWFORD ST	MONROE	NC	28112
09232219	HAMMONS NANCY		201 N CRAWFORD ST	MONROE	NC	28112

**Historic District Map**  
**PLHR-2026-00124**

**Legend**

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

**Parcels Notified: 24**

