

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, MARCH 9, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 03/10/26

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; Matthew Klaren;

Members Absent: None

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

Guests: Clarence and Tracy Alsobrooks; Natasha Higgins; Ric Helton;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None noted.

Item 4. Approval of Minutes – February 9, 2026

Motion: Jennifer Smith made a motion to approve the minutes of the February 9, 2026 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. 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)

Patrick Blaszyk approached the dais and was sworn in by the Chair.

Patrick Blaszyk, Planner 1, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located east of South Church Street and north of East Green Street. 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.
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. (Exhibits 4-5) Exhibit 4 is a copy of the application. Exhibit 5 is a site plan showing the location of the new sidewalk that was called out in red. The sidewalk on the northern side of the property was approved by the Commission last year.
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) Exhibit 6 is a copy of the APO list. Exhibit 7 is a copy of the APO map. Twenty-three letters were mailed and no responses were received.

The Commission had no questions for Patrick Blaszyk and the applicant was not present.

Motion: **Allen Watson made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00127, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that when “design(ing) new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that (they should) contribute to the overall historic character of the district.” The new walkway is to be installed in the front and side of the house and it will tie into the existing front sidewalk and driveway to the house. Landscaping will not be affected and no trees will be disturbed. 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: Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to Angela McMillian-Orr regarding the proposals as shown in COA PLHR-2026-00127. 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. **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)

Megan Brightharp and Clarence Alsobrooks Jr. 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 504 W. Windsor Street is owned by Alsobrooks Building and Consulting, 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 North College Street and north of West Windsor 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.
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; and
 - Replace the previously removed wood columns with new wood columns. (Exhibits 4-6) Exhibit 4 is a copy of the application. Exhibit 5 is a collection of photos of existing conditions and the proposed work. Shown on your screen is an image of the front porch of the home. Currently there are two existing columns and two that are missing. The applicant is requesting to replace the missing columns with columns that match those that are currently there. The applicant is also requesting to relocate the existing front door along the front façade of the home. They are going to lift it up and move it over to the side. This is the back door and frame that the applicant is requesting to reuse. They are requesting to enclose the existing rear porch with cedar siding to match the siding on the rest of the home and replace the screen door with the rear door shown on the previous slide. The applicant has also requested to remove the window shown on your screen. They want to remove the aluminum window to the rear of the home and the left window of the double windows on the right side of the home. The applicant is also requesting to remove the window to the immediate left of the chimney and remove the window to the right of the double windows on the right side of the home. The windows that they are removing, they are requesting to replace it with cedar siding. (Showing an example on the screen). This is an example of the wood to be used for the 10 x 12 wood deck. Exhibit 6 is a copy of the site plan showing where they plan to locate the proposed wood deck confirming that it will meet the minimum rear and side setbacks of the Residential Medium District which is 10" from the side and rear.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
 5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8) Exhibit 7 is a copy of the APO list. Exhibit 8 is a copy of the APO map. Twenty-four letters were mailed and no responses were received.

The Commission had questions for the applicant, Clarence C. Alsobrooks, Jr. from 3507 Fincher Road, Matthews, NC 28104. The applicant just purchased the house on January 23, 2026. His goal is to present a house that will be comparable to the other houses in the area. The inside was gutted and turned into a two-bedroom two-bathroom, but he wants to reconfigure the inside to make it a three-bedroom, three-bathroom. The windows on the front are staying, but the windows on the sides affect the trim and other aspects of the remodel. Where there is a double

window, the original house did not have a header across the windows which made them sink. In order to put a load-bearing header and to allow them to go up and down, he would prefer to re-frame them as single windows. The aluminum window is not original to the house, so he wants to remove it. He wants to be able to appeal to an established family for a reasonable price once the house is ready to sell. He will replace the missing, loose and rotted cedar siding with new cedar siding. He wants to retain as much of the history of the house as possible. The last owners cut the original front door and it sits a foot lower so will need to be repaired and be moved over in order to be centered with the columns. He plans to reuse as many items original to the home as possible although he will have to purchase some items, such as light fixtures, to bring it up to code. The back porch is 80 square feet and it can be incorporated into his design as long as he can take the back door and move it outward. The deck will also be added. The tongue-and-groove for the front porch has been approved by the Planning Department already. He wants to deliver a house that carries the look of its 100-year-old history and not add materials that were not available at that time, such as hardy-board. He wants to preserve the home as much as possible.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00124, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because: the existing back screen porch is to be enclosed and covered with exterior cedar siding as well as replacing any other damaged or missing exterior cedar siding; removing the aluminum window which wasn't original; constructing the detached front porch which was already approved; adding a new wood deck to the rear of the home; no trees will be removed; moving the existing front door up and over to the right which would make the front of the house look congruous; moving the existing back door; adding the wood columns; adding the metal chimney caps; removing the windows on the left side of the house and to the left of the chimney in order to change the configuration of rooms within the house with a wall; removing windows on the left and right side of the house and reusing those panes to fix the other broken windows as needed; and replacing deteriorated shake as needed. 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 Alsobrooks Building and Consulting, LLC regarding the proposals as shown in COA PLHR-2026-00124. Such certificate to be subject to the conditions contained in the previous motion.

Second: Jennifer Smith



STAFF REPORT
PLHR-2026-00132

TO: Historic District Commission Members
DATE: April 13, 2026
FROM: Keri Mendler, Senior Planner
PREPARED BY: Patrick Blaszyk, Planner
SUBJECT: Certificate of Appropriateness request for 211 Maurice Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from William Heidtmann to replace eight existing wood windows with wood composite windows at 211 Maurice Street.

SITE DATA

Type of Action: Certificate of Appropriateness
Date of Petition: 02-17-2026
Name of Petitioner: William Heidtmann
Location: 211 Maurice St.
Tax ID #: 09-231-169
Lot Size: 0.29 acres
Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

211 Maurice Street - House; ca. 1930

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

RELEVANT DESIGN STANDARDS

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting approval to replace eight existing wood windows with wood composite windows. The original wood windows have a four-over-one pane design. The proposed windows will have the same pane design.

 2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting approval to replace eight existing wood windows with wood composite windows. The original wood windows have a four-over-one pane design. The proposed windows will have the same pane design.

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

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 211 Maurice Street is owned by William Heidtmann and Emma Sullivan and is zoned RMD (Residential Medium Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On February 17, 2026, the applicant applied to replace eight existing wood windows with wood composite windows of the same pane design at 211 Maurice Street. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7-8)

CONCLUSIONS

The proposal requesting approval to replace eight existing wood windows with wood composite windows as presented at 211 Maurice Street (is/is not) congruous in concept according to the *Windows and Doors* standards of the *South Monroe Historic District Standards*:

Windows and Doors, pg. 53

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

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

Exhibits:

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

Prepared by: PB 02-25-2026

Aerial Map

Case #: PLHR-2026-00132

211 Maurice Street

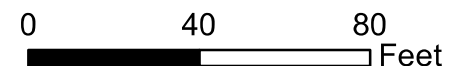
Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29





Zoning Map

Case #: PLHR-2026-00132

211 Maurice Street

Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29

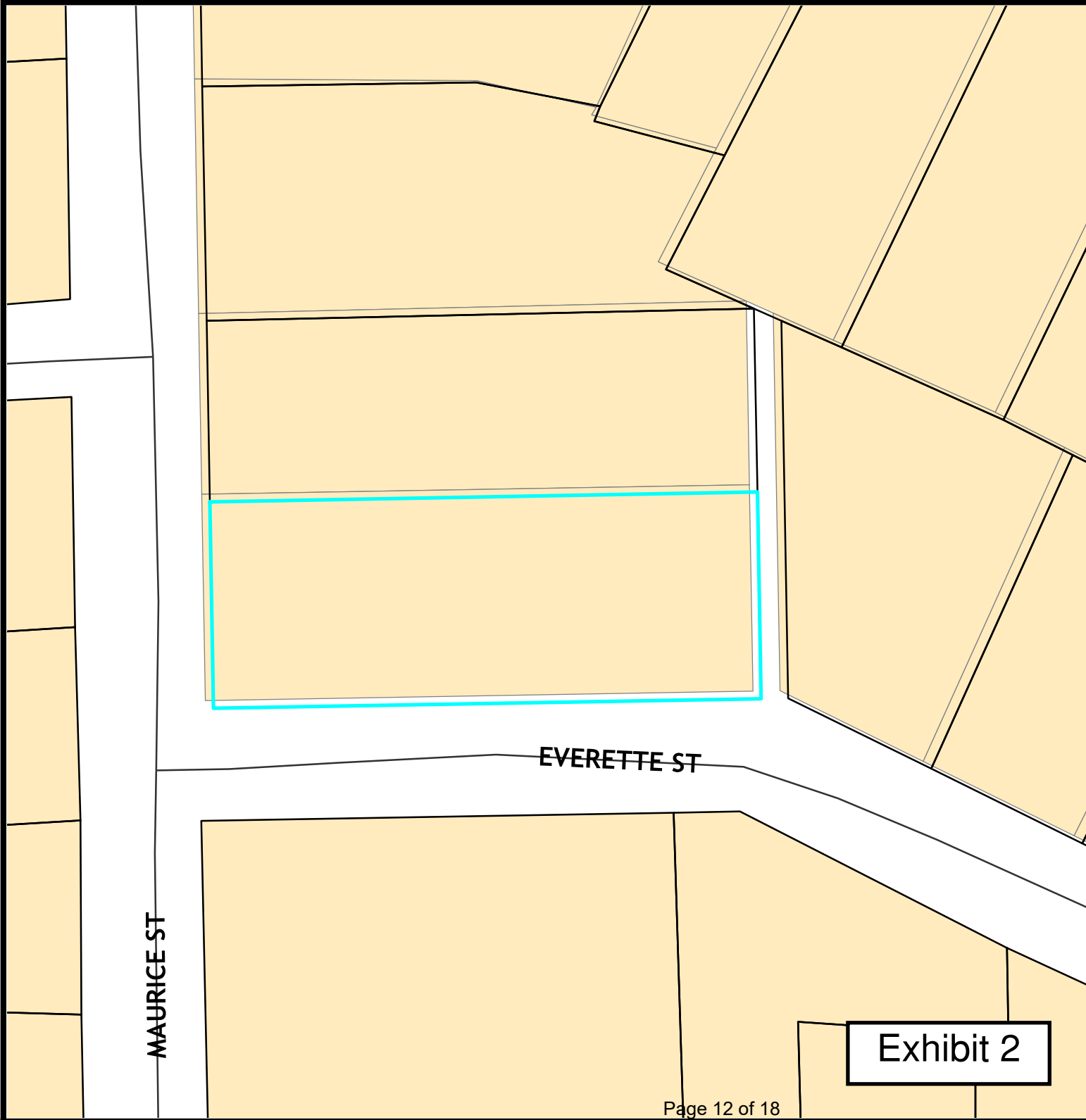
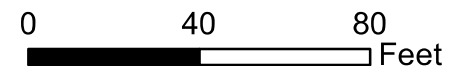


Exhibit 2



Historic District Map

Case #: PLHR-2026-00132

211 Maurice Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: William Heidtmann
& Emma Sullivan

Acres: 0.29

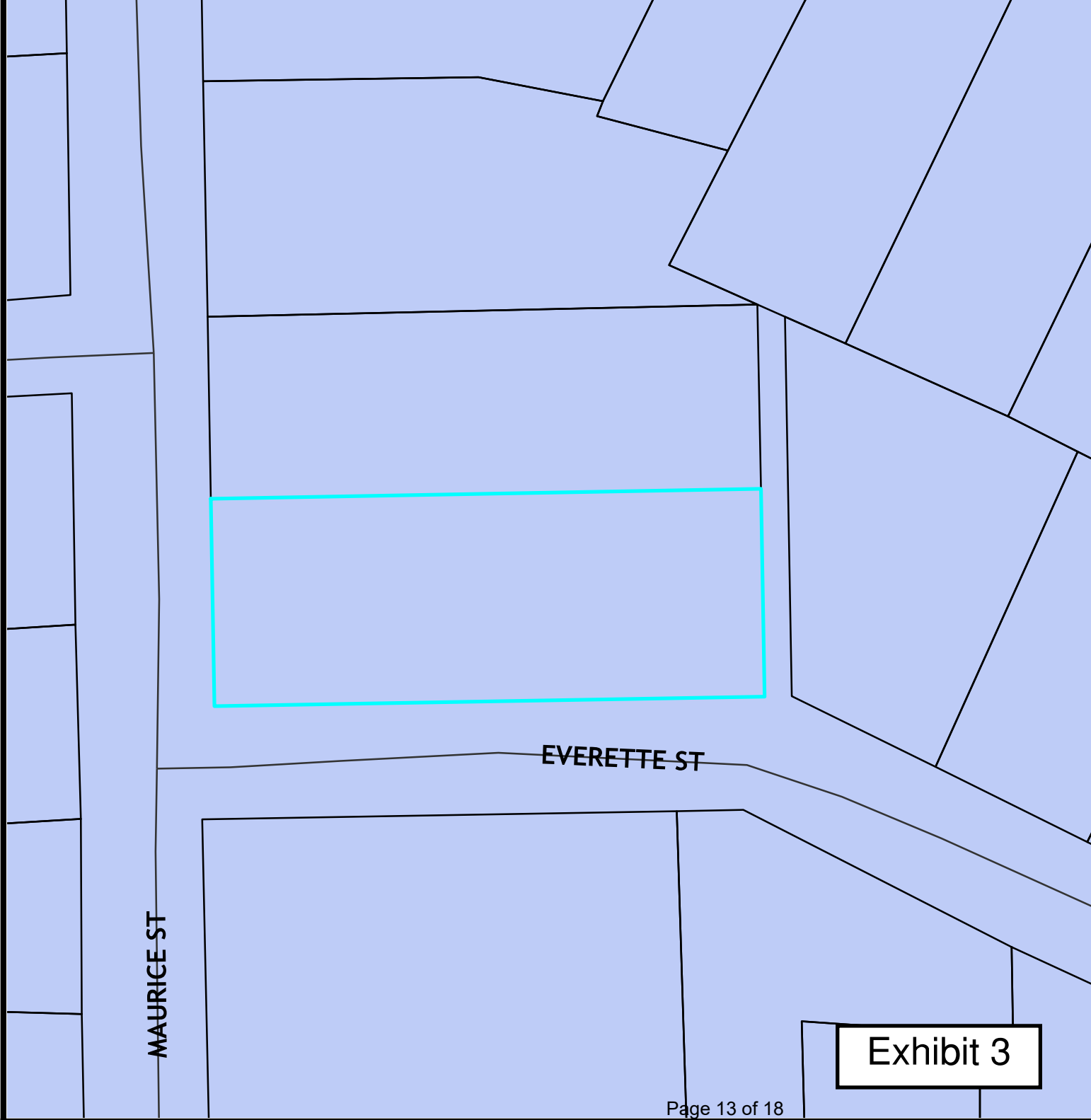
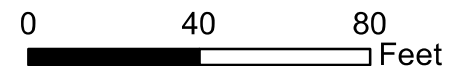


Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 211 Maurice St, Monroe, NC, 28112
Applicant's name: William Heidtmann
Applicant's address: 211 Maurice St.
Monroe, NC, 28112
Applicant's telephone number: [REDACTED]
Applicant's email address: [REDACTED]
Property Tax identification number: 092 - 311 - 69

2. The property is owned by (if different from above) William Heidtmann & Emma Sullivan
Address: 211 Maurice St, Monroe, NC, 28112 Telephone: 336-486-9678

3. The following Certificate of Appropriateness is requested for: Window Replacement (Phase I)
Please provide a brief description of the project. Requesting COA for replacement of 8 (2 sets of 3 & 1 set of 2) windows at 211 Maurice Street. Existing windows are deteriorating wood and are inoperable from the inside, presenting a fire safety hazard and aesthetic detracting at the property. Proposed replacements would be the same color and style, and the material would be wood composite from Renewal by Anderson. Precedent for this material was established in October 2025, when another resident (along with a company representative) obtained approval for this window type (Meeting Date: 10/24/2025)

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).

William Heidtmann

Applicant- Printed

William Heidtmann

Applicant- Signed

02/09/2026

02/17/2026

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



Window location shown in red above. Existing windows are white, with upper dividers and white shutters. New windows (composite wood) will utilize existing wood between windows and will match the color and style of existing windows. No change to shutters. Windows chosen for symmetry and utilization. Potential project expansion to replace more windows in future will be under separate COA.

Exhibit 5

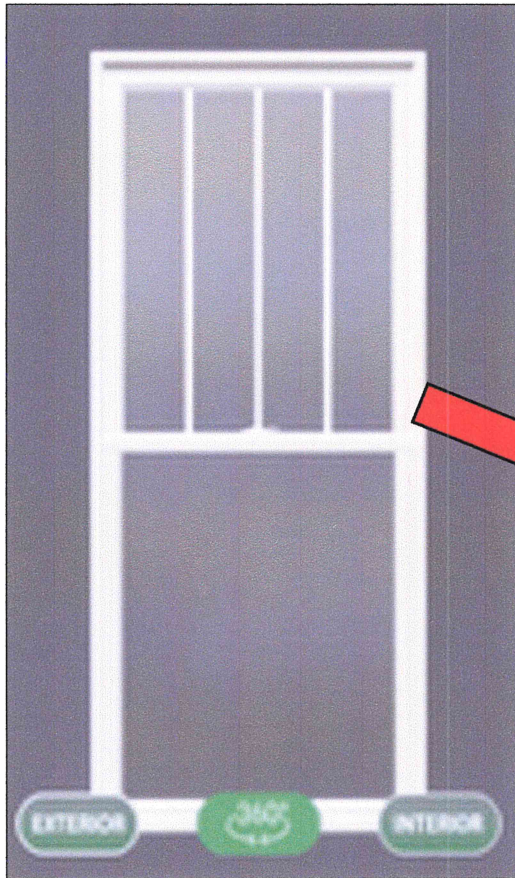


Image of Replacement Window (from in-home estimate) is shown above on the left. The color and style will match is existing (white windows, with the upper half divided into 4 vertical segments)

Exhibit 6

APO Map

PLHR-2026-00132

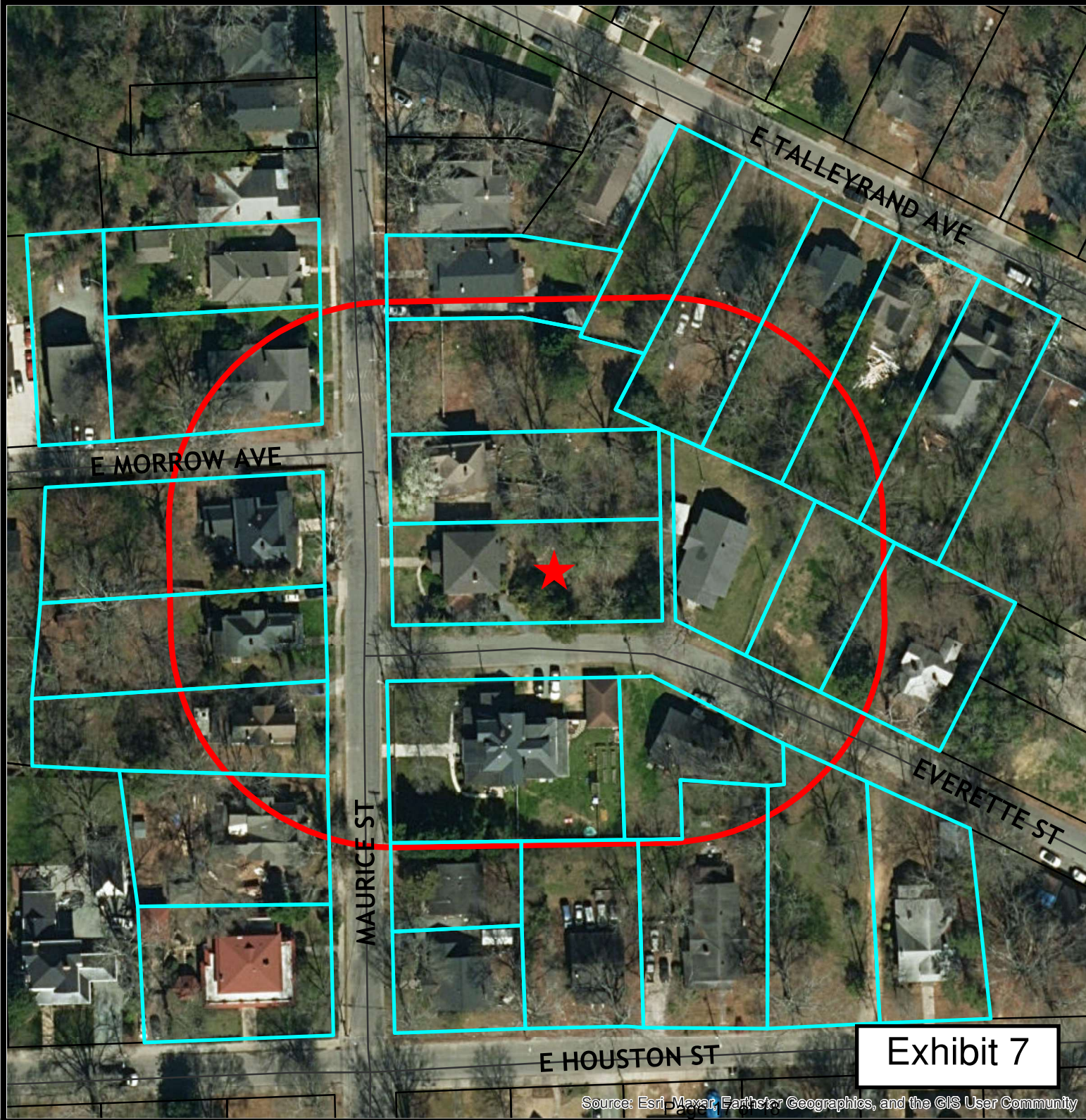
Legend

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

28 Parcels Notified



Exhibit 7



ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231177	DAUGHERTY GREGORY R		PO BOX 482	WINGATE	NC	28174
09231137	WALTERS JOSEPH KEITH	WALTERS JULIA T	405 E HOUSTON ST	MONROE	NC	28112
09231164	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231166	AML SPITIA LLC	QARRI GJERGJI	8014 WEDDINGTON DOWNS DR	MATTHEWS	NC	28104
09231178	YOUTH WITH A MISSION CHARLOTTE INC		418 E FRANKLIN ST	MONROE	NC	28112
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT	MATTHEWS	NC	28105
09231138	BRANTLEY BRAD	BRANTLEY PAMELA M	409 E HOUSTON ST	MONROE	NC	28112
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231176	HEDGEPEETH TODD A	HEDGEPEETH VICKIE L	410 E TALLEYRAND AVE	MONROE	NC	28112
09231132	RIVADINEIRA RAMIRO A		306 MAURICE STREET	MONROE	NC	28112
09231133	COY ALEJANDRO ROBERTO	COY SHIRELLE KAREN	323 E HOUSTON STREET	MONROE	NC	28112
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231136	THOMAS E ALVIN	BEBEE VONQUITRA	8120 EARLY BIRD WAY	CHARLOTTE	NC	28227
09231143	FETLALI PROPERTIES LLC		13601 CAPWORTH LN	CHARLOTTE	NC	28273
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09231182	SIMPSON MASON ANDREW	WILL ALICE IVY	205 MAURICE ST	MONROE	NC	28112
09231135	FROST REBECCA G		315 S MAURICE ST	MONROE	NC	28112
09231138A	WALTERS JULIA	WALTERS KEITH	405 E HOUSTON ST	MONROE	NC	28112
09231165	PETRIZZO CHARLES ET AL	STILLMAN SETH MICHAEL	206 MAURICE ST	MONROE	NC	28112
09231167	WORTMAN JUSTIN T		505 WEST WINDSOR ST	MONROE	NC	28112
09231172	RANGEL ELVIA	BANDA RODOLFO A GONZALEZ	409 EVERETTE ST	MONROE	NC	28112
09231179	FINE RENTALS LLC		PO BOX 696	MONROE	NC	28112
09231180	BATISTA FRANKY NUNEZ	DE NUNEZ ALTAGRACIA DEL CARMEN COLLADO	404 E TALLEYRAND AVE	MONROE	NC	28112
09231140	WM HOMES LLC		406 EVERETTE ST	MONROE	NC	28112
09231170	MCNEELY JAMES ADRIAN	MCNEELY REBECCA ANN	405 EVERETTE ST	MONROE	NC	28112
09231171	Y&Z HOMEBUYERS LLC		1404 MCDONALD ST	MONROE	NC	28110

Exhibit 8