

**HISTORIC DISTRICT COMMISSION  
MEETING AGENDA**



**Monday, May 11, 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 – April 13, 2026
- Item 5.** Quasi-Judicial Statement
- Item 6.** **PLHR-2026-00159** – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Richard Crider, II on behalf of Lehnhardt Price Investments, LLC to install a handicap ramp at 301 E. Windsor Street. (Parcel ID # 09-231-221)
- Item 7.** **PLHR-2026-00166** – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Amber Lockhart to remove an existing wooden deck at 203 S. College Street and replace it with a concrete patio. (Parcel ID # 09-232-179)
- Item 8.** Next Meeting: Monday, June 8, 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, APRIL 13, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

*Sent to HR: 04/14/26*

## **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; Natasha Higgins; William Heidtmann;

Members Absent: Matthew Klaren;

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

Guests: Angela Peralta, Renewal By Andersen;

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

**Item 3. Conflicts of Interest** – William Heidtmann recused himself since he is the applicant in Item 6.

## **Item 4. Approval of Minutes – March 9, 2026**

**Motion:** Jennifer Smith made a motion to approve the minutes of the March 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, Natasha Higgins

**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-2026-00132- The Historic District Commission is requested to consider a Certificate of Appropriateness request from William Heidtmann to replace**

**eight existing wood windows with wood composite windows at 211 Maurice Street. (Parcel ID # 09-231-169)**

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

Patrick Blaszyk, Planner II, presented the following Proposed Findings:

1. The subject property located at 211 Maurice Street is owned by William Heidtmann and Emma Sullivan and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located east of Maurice Street and north of Everett 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.
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) Exhibit 4 is a copy of the application. The applicant did indicate on the application that these types of windows have been approved by the Commission in the past. Exhibit 5 shows the location of where the new windows will be located. There are two sets of three windows placed on the front of the home and one set of two windows replaced on the side of the home. Exhibit 6 is an example of what the new windows will look like and what they will look like once they are installed. They have the same pane design as the existing windows.
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 map where the subject property has a red star on it. Exhibit 8 is a copy of the APO list.

The Commission had no questions for Patrick Blaszyk or for the applicant, William Heidtmann.

Angela Peralta, the Renewal By Andersen Window representative, came forward to answer questions from the Commission and to show examples of windows and wood composite. The four-over-one grid pattern will be custom-made and the window will never need to be painted. Some features presented are: the composite is Fibrex; has a Perma shield coating; has dual panes with extra thick glass; there is gas in-between the panes; and the seal will never rot. The company warranties the windows for twenty years and the installation is warranted for as long as they own the home.

**Motion:** Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00132, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that the Commission want to “retain and preserve windows and doors” and retain the same

structures in order to preserve the historic nature. The wood windows will be replaced with wood composite that looks like wood. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

**Second:** Jennifer Smith

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

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

**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 William Heidtmann regarding the proposals as shown in COA PLHR-2026-00132. 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,  
Natasha Higgins

**NAYS:** None

William Heidtmann joined the other Commission members on the dais.

### **Item 7. Historic District Branding and Sign Project Update**

Keri Mendler, Senior Planner, presented the most recent project overview findings from the Branding, Identity and Signage Design Study. She reviewed a handout given to the Commission members describing the Mentimeter Survey, the Stakeholder Walk, the Public Drop-in Charrette, the VPS Boards, and the one-on-one conversations that have taken place to shape this study (See attached).

It is still in the planning process, but a tree dedication will occur in a few weeks in memory of Anna Dowdy, a well-loved Monroe resident and prior Historic District Commission Member.

**Item 8. Next Meeting: Monday, May 11, 2026 at 6:00pm**

**Item 9. Adjournment**

**Motion:** Archie Morgan 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,  
Natasha Higgins, William Heidtmann

**NAYS:** None

The meeting adjourned at **6:50 pm**.

Respectfully submitted,

Archie Morgan

Chairman

Kimberly Davis

Secretary to the Board



CITY OF MONROE, NC  
BRANDING, IDENTITY & SIGNAGE DESIGN  
TASKS 1 & 2 | APRIL 2026  
Research, Due Diligence & Community Input

*Historic District*  
DOWNTOWN MONROE

ESP ASSOCIATES, INC.  
2026

PROJECT SCOPE:

# CONTENTS

Task 1 | Project Kickoff & Discovery

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Task 2 | Community Engagement & Site Visit

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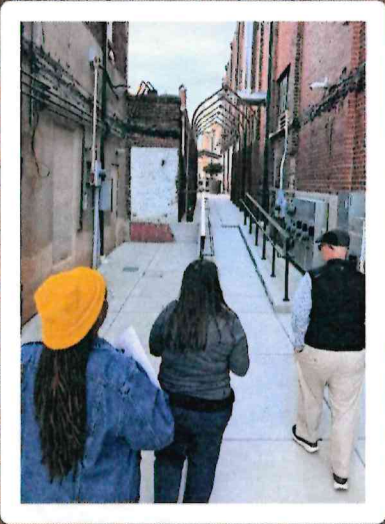
Task 3 | Brand & Signage Concepts

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Task 4 | Final Design Package & Style Guide

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Task 5 | Adoption & Implementation Guidance





TASK 1 | PROJECT KICKOFF & DISCOVERY

# RESEARCH & DUE DILIGENCE



## METHODOLOGY

- Review of district plans, historic preservation guidance, and zoning context
- Evaluation of existing gateways, street toppers, markers, and branded elements
- Site observations, photographic inventory, and streetscape documentation
- Stakeholder walking tour to capture lived district knowledge

## KEY REFERENCES REVIEWED

- Existing district signage and gateway precedents
- Historic architecture and streetscape patterns
- Material palette references and civic landmarks
- Existing public identity cues already recognized by stakeholders

TASK 1 | PROJECT KICKOFF & DISCOVERY

# SWOT ANALYSIS

## STRENGTHS

- Strong existing historic architecture and masonry character
- Recognizable district cues already present (lanterns, brick, ironwork, street toppers)
- High public alignment around warm, authentic, place-based identity
- Walkable core with strong civic and cultural anchors

## WEAKNESSES

- Not all existing signage elements function as a cohesive family
- District identity is visually fragmented across gateways, toppers, and markers
- Limited hierarchy and consistency in wayfinding legibility
- Some legacy elements feel dated or disconnected from today's district experience

S W  
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## OPPORTUNITIES

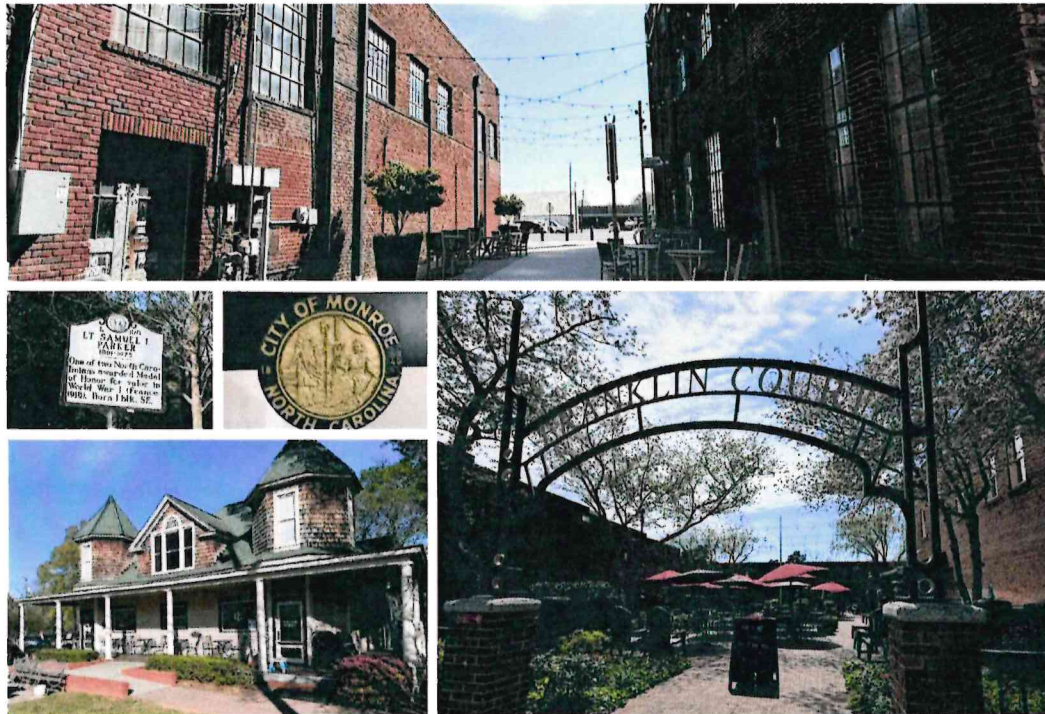
- Create a unified identity system rooted in Monroe's historic character
- Strengthen arrival moments through gateway and monument enhancements
- Improve visitor navigation, district recognition, and civic pride
- Extend identity into streetscape furnishings, markers, and future placemaking

## THREATS

- Over-modernization that weakens historic credibility
- Generic branding approaches that could feel interchangeable with nearby districts
- Inconsistent future implementation if standards are not clearly documented
- Stakeholder expectations diverging if concepts drift too far from public alignment

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# HISTORIC & PLACE IDENTITY



## DEFINING PLACE

- Brick storefronts and masonry walls create warmth, permanence, and **historic continuity**
- Ironwork, archways, and lantern references reinforce civic identity and architectural rhythm
- Tree-lined streets, civic landmarks, courtyards, and historic residences support layered place memory
- Monument opportunities are strongest when rooted in **recognizable** Monroe materials and forms

The district's most credible future **identity will emerge** from the place-based features people **already associate with Monroe.**

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# COMMUNITY ENGAGEMENT CHANNELS



## MENTIMETER SURVEY

Captured broad public sentiment, preference trends, and recurring themes related to district identity, wayfinding priorities, and historic character.



## STAKEHOLDER WALK

Documented real-time observations, local stories, pain points, and opportunity areas directly within the district's streetscape and arrival sequence.



## PUBLIC DROP-IN

Created an open, conversational environment for residents, business owners, and visitors to react to visual concepts and share lived experience.



## VPS BOARDS

Translated community instincts into measurable alignment around fonts, materials, monument styles, iconography, and signage character.



## ONE:ONE CONVOS

Provided deeper context through candid dialogue, uncovering nuanced concerns, district pride points, and implementation sensitivities.

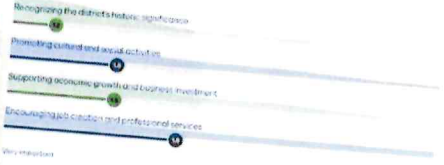
TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# MENTIMETER SURVEY (03/2026)

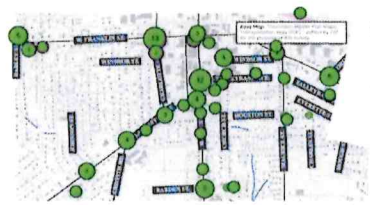
How familiar are you with the official boundaries of the South Monroe Historic District in the web of Courthouse Monroe?



How important is each of the following in the new branding and signage of the district?



Drop a pin on a green bubble below for your number 1 preference of where a downtown gateway



Original buildings were built

Old courthouses

Charming and historic

The historic homes

The historic 1910s popular historic structures restored

Charming in Monroe, Miss. beautiful historic structures restored

Give us **ONE** word to best describe how you want the district to feel (you may submit multiple one-word answers)



TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# FINAL SURVEY PARTICIPANT DEMOGRAPHICS (03/2026)

## PARTICIPANTS LIVING WITHIN THE DISTRICT

- Strongest participation from **current district residents**, supported by Monroe residents outside the boundary.
- 53% live inside the district; another 27% live elsewhere in Monroe.
- Balanced mix of hyperlocal lived experience + broader city context.

## LENGTH OF CONNECTION TO MONROE

- Strong representation from both newer voices (1–5 years) 28% and long-term residents (20+ years) 31%
- Valuable blend of future-facing expectations and historic memory.

## FREQUENCY OF DISTRICT VISITATION

- Feedback heavily informed by daily and weekly district user (67% visit daily; 86% visit at least several times weekly).
- High confidence in insights tied to real-world navigation, arrival, and pedestrian patterns.

## BUSINESS OWNERSHIP / OPERATION

- Primarily **resident-led feedback**, with meaningful business-owner representation (87% non-business owners, with 12% active district business operators).
- Supports balance between neighborhood identity and commercial visibility.

## OPTIONAL BUSINESS RESPONSES

- Respondent types extend beyond storefronts: hospitality, service, real estate, entertainment, and adjacent downtown uses.
- Reinforces the district's role within a larger downtown ecosystem.

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# STAKEHOLDER WALKING TOUR (03.25.2026)



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# PUBLIC DROP-IN CHARRETTE (03.25.2026)



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This process builds the foundation  
for the Monroe Historic District's  
next design phase, grounding  
future concepts in  
**authentic public alignment**  
rather than design assumption.



**01** FONT STYLES

**02** COLORS, LOGOMARKS, & ICONOGRAPHY

**03** BRAND LOGO STYLES

**04** MATERIALS

**05** WAYFINDING & MONUMENT SIGNAGE

54%

15%

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

## COMMUNITY ENGAGEMENT CATEGORIES

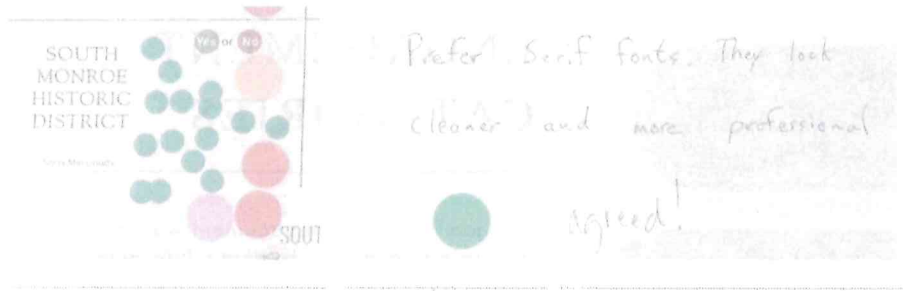
The goal of Phase 2 engagement was to **translate community feedback into actionable design direction**. Through an online survey, stakeholder walking tour, site observations, and a public drop-in workshop, residents and business owners provided direct input on the future visual identity and wayfinding of Downtown Monroe's Historic District.

The visual preference survey (VPS) boards organized feedback into give focused categories: typography, color and symbolism, monument and wayfinding character, materials, and brand style. Together, these exercises revealed strong alignment around authentic historic cues, clear legibility, warm materials, and place-based symbolism that will directly inform Phase 3 concept design. *(See detailed feedback, next.)*

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TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# FONT STYLES AGGREGATE ANALYSIS



'Sorts Mill Goudy' Font

## MONROE HISTORIC DISTRICT

MONROE  
HISTORIC  
DISTRICT

### COMMUNITY FONT CHOICE ALIGNMENT

- Strongest alignment centered around **serif typography** with historic credibility, with the clearest support clustering around 'Sorts Mill Goudy' and similar transitional serif styles.
- The community consistently gravitated toward fonts that feel **clean, professional, and timeless**, suggesting trust and civic permanence matter as much as style.
- Preferred options successfully balanced heritage with present-day polish, avoiding anything overly decorative, trendy, or difficult to read.
- The clearest path forward is a **refined historic serif primary font**, with script styles reserved only as secondary accents if needed.

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# COLORS, LOGOMARKS, & ICONOGRAPHY ANALYSIS



Classic South Monroe



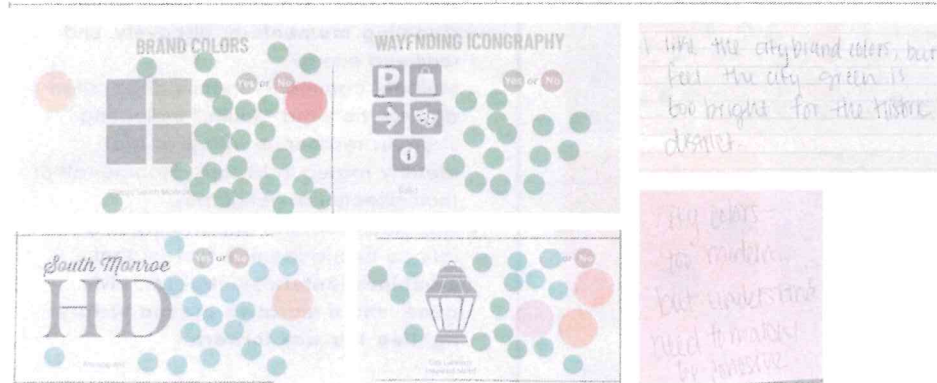
Monogram



Gas Lantern Inspired Motif



Solid



## COMMUNITY COLOR & LOGOMARK ALIGNMENT

- Strongest alignment formed around **classic, grounded color palettes** paired with highly recognizable historic symbols, with the **gas lantern motif** emerging as one of the clearest emotional anchors.
- Feedback suggests the community values **place-specific symbolism** over abstract branding, favoring iconography that immediately feels tied to Monroe's existing streetscape and memory.
- While participants responded positively to the City's established green, multiple written comments suggest it may feel too bright or contemporary for the Historic District without refinement into a warmer, more preserved palette.
- The clearest path forward is a **heritage-driven identity system** that blends refined district colors, lantern-inspired symbolism, and simple, legible iconography for wayfinding continuity.

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# BRAND LOGO STYLES & SLOGANS ANALYSIS



Historic Illumination: Gas Lantern Motif + a Framed Downtown Streetscape

Current Slogan:

*"Reflections of the past light the way to the future."*

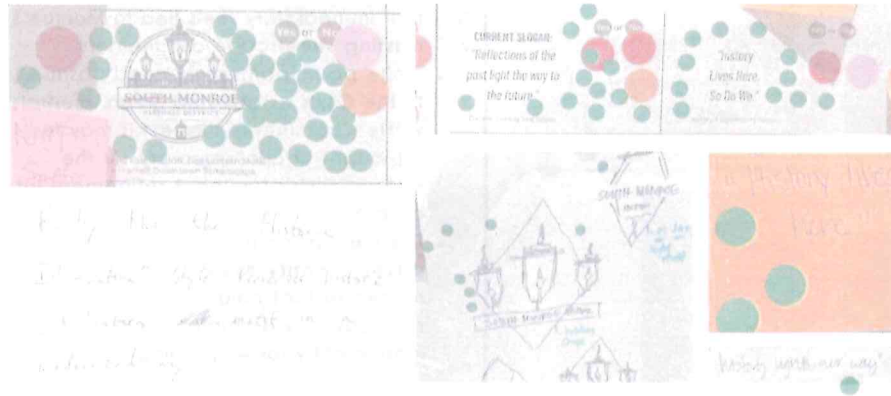
Current, Existing Seal Slogan

*"History Lives Here. So Do We."*

History + Community Focus

## COMMUNITY LOGO STYLES & SLOGAN ALIGNMENT

- Strongest alignment centered on **historic illumination** as a storytelling device, with the **gas lantern** repeatedly reinforced as the most authentic symbol of district identity and memory.
- Written feedback suggests the community prefers forward-looking heritage language, favoring phrases that preserve Monroe's history while **signaling momentum**, discovery, and renewed energy.
- Multiple comments specifically pushed against the word "South," indicating stronger resonance with a district identity rooted in Historic Monroe rather than directional geography.
- The clearest brand opportunity is a refined hybrid identity system that **combines lantern symbolism, civic pride, and a narrative around history lighting the way forward.**



TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# MATERIALS



Natural Brick



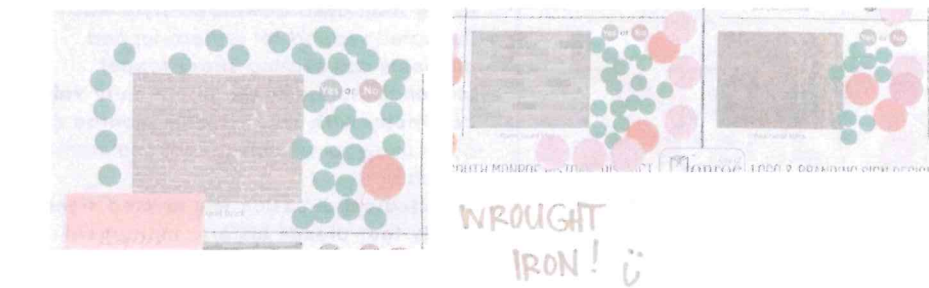
Warm Toned Stone



Weathered Metal



Wrought Iron

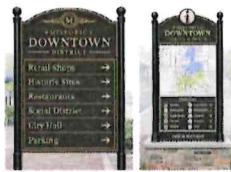


## COMMUNITY MATERIAL CHOICES ALIGNMENT

- Strongest alignment centered on **authentic, naturally aged materials, with clear preference for real brick, warm stone, and weathered metal finishes** that feel rooted in Monroe's existing architectural character.
- Written comments reinforced a clear preservation mindset, specifically favoring reclaimed or tumbled brick over new manufactured brick, signaling that **patina, age, and imperfection are viewed as assets.**
- The popularity of warm stone and weathered metal suggests the community responds well to a historic-but-enduring palette that balances permanence, craftsmanship, and timeless civic presence.
- Overall, the clearest direction is a natural material palette grounded in brick, stone, and wrought or weathered metal details, avoiding finishes that feel overly polished, synthetic, or contemporary.

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# WAYFINDING & MONUMENT SIGNAGE ANALYSIS



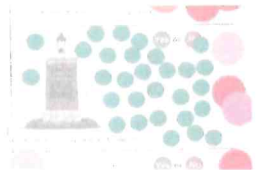
Traditional stacked downtown directional sign/informational kiosk



Timeless, Contextual Identity Marker



Street pole-mounted signs in city brand colors



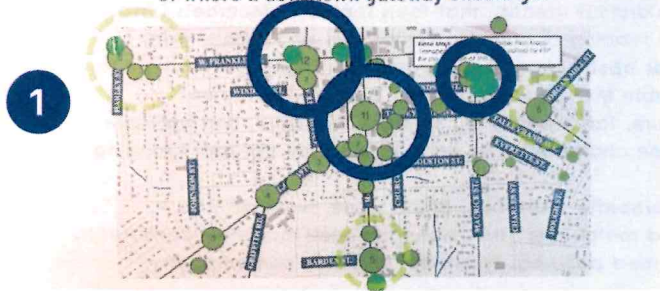
## COMMUNITY WAYFINDING & SIGNAGE ALIGNMENT

- Strongest alignment favored contextual, **historically rooted sign forms**, especially monument markers, brick or masonry-based columns, and street-mounted directional signs that feel integrated with Monroe's existing streetscape.
- Feedback consistently distinguished between commercial district navigation and residential historic character, with stronger support for elegant gateway markers and subtle directional systems in residential areas rather than overt downtown-style wayfinding.
- Repeated support for lantern-topped elements and existing street topper references suggests **the community values continuity with recognizable Monroe cues**, particularly forms that already feel native to the district.
- **The clearest direction is a layered signage family that blends historic monument identity**, restrained pedestrian wayfinding, and streetscape details tied to brick columns, lighting, and architectural precedent.

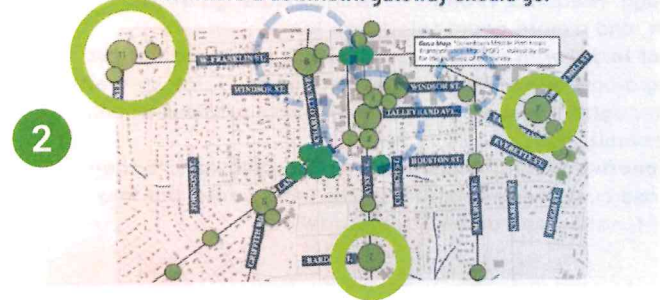
TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# GATEWAY MONUMENT LOCATIONS (MENTI + VPS)

Drop a pin on a green bubble below for your number 1 preference of where a downtown gateway should go.



Drop a pin on a green bubble below for your number 2 preference of where a downtown gateway should go.



## COMMUNITY GATEWAY LOCATION ALIGNMENT

- The public feedback maps indicate strongest overall alignment around two major district threshold zones: the **W Franklin Street / Charlotte Avenue** approach and the **Hayne Street / Talleyrand Avenue** approach.
- These two locations function as the clearest perceived arrival moments into the historic district and are the most defensible candidates for primary gateway monument study in the next phase.
- Secondary clustering around the Maurice Street / Windsor Street / E Franklin Street area, Barden Street / Hayne Street, and Morgan Mill Street / E Franklin Street suggests the district would benefit from a layered gateway hierarchy, not a single-entry solution.
- Based on this feedback, **Phase 3 should test a tiered system consisting of two primary monument gateways supported by smaller district confirmation markers at key secondary thresholds** and internal approach routes.

## TAKEAWAYS

- **West gateway:** Franklin/Charlotte zone = major statement
- **East gateway:** Hayne/Talleyrand zone = major statement
- **Internal / secondary system:** Hayne/Barden + Maurice/Windsor/E Franklin + maybe Morgan Mill/E Franklin = smaller support network

TASK 2 | COMMUNITY ENGAGEMENT &amp; SITE VISIT

## MAJOR COMMUNITY ALIGNMENT THEMES

### the TL;DR

The community is asking for a Monroe-specific identity system that feels historic, authentic, legible, and cohesive.

- **Historic, but not frozen.** The strongest feedback consistently favored a district identity that feels rooted in Monroe's history while still reading as current, welcoming, and usable today.
- **Place over abstraction.** Residents responded most strongly to recognizable Monroe cues (historic homes, downtown architecture, lantern references, brick, ironwork, and walkable streetscape character) over generic or overly abstract branding choices.
- **Warm, authentic materials.** Brick, stone, wrought iron / weathered metal, and other naturally aged materials consistently outperformed polished, synthetic, or overly contemporary finishes.
- **Legibility and hierarchy matter.** The district is generally navigable, but its boundaries and identity are not yet physically clear enough. Feedback strongly supports clearer gateways, thresholds, and a more coordinated sign family.
- **Traditional forms with refined updates.** The public did not ask for nostalgia-only or a clean-sheet modern rebrand. The clearest lane is a thoughtful blend of historic credibility, readability, and subtle modernization.
- **A more cohesive system is needed.** Existing gateways, toppers, markers, and cues already contain strong ingredients, but they do not yet function as a unified district identity.

## TASK 2 | COMMUNITY ENGAGEMENT &amp; SITE VISIT

## WHAT THIS MEANS FOR PHASE 3 CONCEPT DESIGN

**Phase 3 Brand & Signage Concepts should translate strong public alignment into a refined, Monroe-rooted concept family, NOT restart the conversation from scratch.**

- **Identity concepts should start with Monroe's strongest existing equity.** Phase 3 should test logo directions rooted in historic architecture, lantern symbolism, walkable charm, and place-based district cues (not generic downtown branding).
- **Typography should lead with a refined serif voice.** The strongest alignment supports historic credibility, civic professionalism, and readability, with script used only sparingly as an accent if needed.
- **Monument concepts should focus on true arrival moments.** Primary gateway concepts should be developed for the Franklin/Charlotte and Hayne/Talleyrand threshold areas, supported by a smaller internal confirmation system.
- **Any wayfinding should feel inherited from the district, not added on later.** Concepts should test a layered sign family built around street toppers, interpretive elements, subtle residential cues, and consistent material/graphic hierarchy.
- **Material studies should stay grounded in authenticity.** Brick, warm stone, and weathered/wrought metal should form the core concept palette, with finishes chosen to reinforce permanence and historic fit.
- **Messaging should become shorter, clearer, and more direct.** Future concept work should test slogan/narrative options that keep heritage in the frame while speaking more clearly to today's district identity.

TASK 2 | COMMUNITY ENGAGEMENT & SITE VISIT

# WHAT WE HEARD → WHERE WE GO NEXT



## [ONE] PRESERVE

**Historic character**  
Homes, architecture,  
district memory



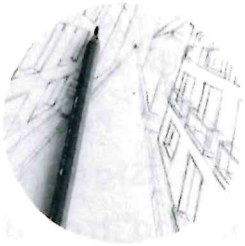
## [TWO] CLARIFY

**Gateways + boundaries**  
Arrival moments,  
district edges,  
wayfinding



## [THREE] UNIFY

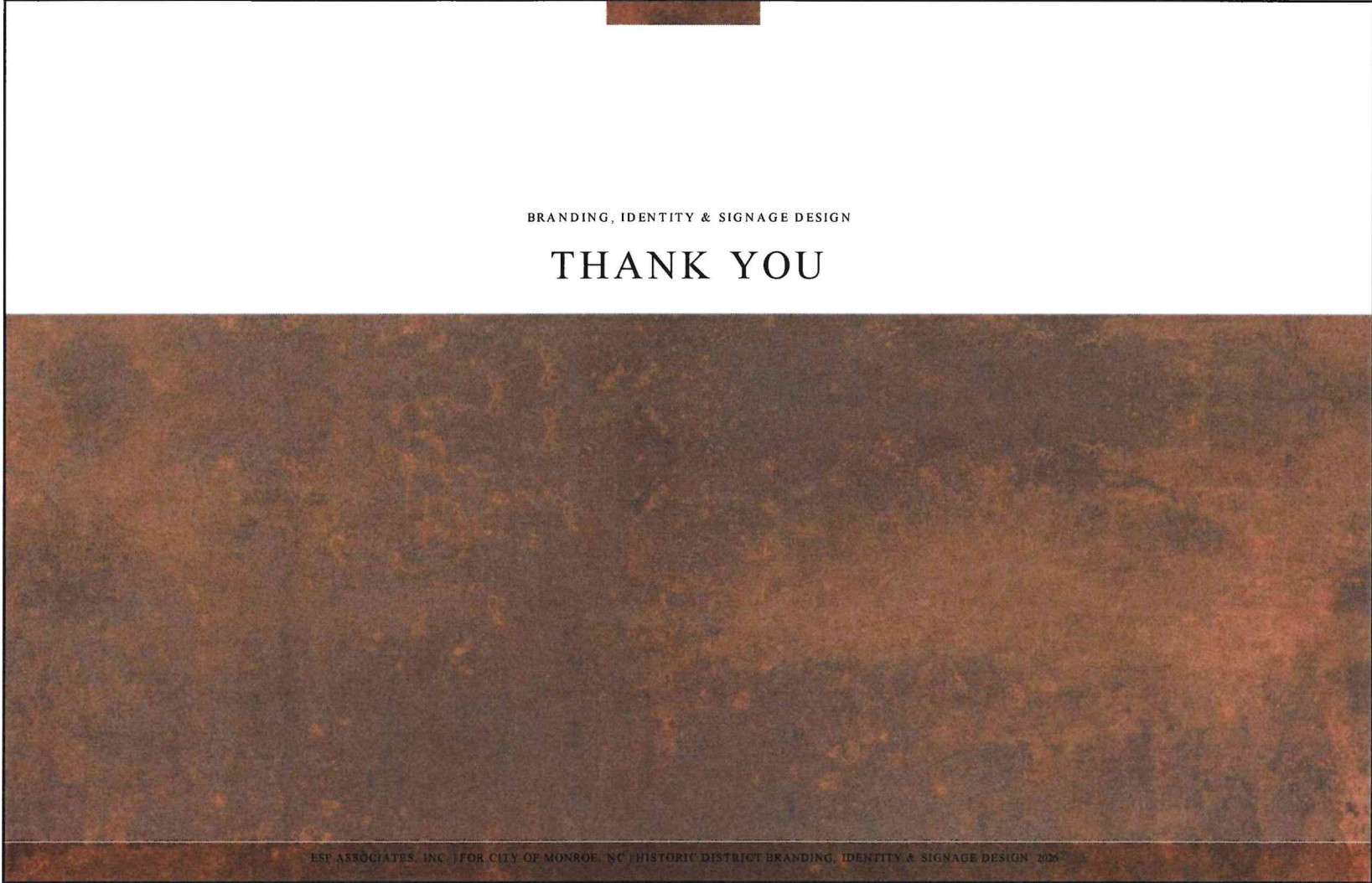
**One visual language**  
Typography, materials,  
lantern cues, signage  
family



## [FOUR] ADVANCE

**Phase 3 concept design**  
Refined options based on  
clear public alignment

**PRESERVE THE AUTHENTICITY. CLARIFY THE EXPERIENCE.**







**STAFF REPORT**  
PLHR-2026-00159

**TO:** Historic District Commission Members  
**DATE:** May 11, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request for 301 E. Windsor Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Richard Crider, II on behalf of Lehnhardt Price Investments, LLC to install a handicap ramp at 301 E. Windsor Street. The applicant has also requested to repair and replace parts of the roof and windows with like materials as well as add gutters to the home which has been approved at staff level.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 04-13-2026  
**Name of Petitioner:** Richard Crider, II  
**Location:** 301 E. Windsor Street  
**Tax ID #:** 09-231-221  
**Lot Size:** 0.253 acres  
**Zoning Classification:** DC-MX (Downtown Central Mixed-Use)

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## **GENERAL INFORMATION**

### **301 E. Windsor Street - J. Ray Shute House; 1909**

Built in 1909 for J. Ray Shute (1855-1945), vice-president of the Bank of Union, and a member of a prominent local family, this two-story frame Classical Revival house has been divided into rental apartments and is in somewhat deteriorated condition. A high hipped tin shingle roof with cresting and finials along the ridge and a pedimented dormer tops the main block of the house, which is a double-pile, center-hall plan rectangle with shallow pedimented two-story bays on the three-bay facade (where the bay's first floor is semi-hexagonal) and side elevations. A one-story wing with ell extension spans the rear elevation. The side sections of the one-story wraparound porch have been enclosed; the porch has Tuscan columns, turned balusters and a flat-roofed central projecting pavilion framing the transomed and side lighted entrance. Original windows are one over one sash, and two tall blond brick chimneys with corbelled caps are location on the side slopes of the hip roof. Decorative details include dentils and modillions on the cornice and lunettes in the gable ends. A late Victorian cast and wrought iron fence with central gate extends along the front and side yards.

## **RELEVANT DESIGN STANDARDS**

### **Accessibility, Health, & Safety Considerations, pg. 61**

1. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.  
*The applicant is requesting to add a handicap accessible ramp on the rear porch. The handicap ramp and rails will be constructed of wood.*
2. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.  
*This home was built in circa 1909; the handicap ramp and rails will be constructed of wood that will be placed on top of the existing rear porch over the stairs. It appears it will simply sit on top of the existing porch.*

---

## **PROPOSED FINDINGS**

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

1. The subject property located at 301 E. Windsor Street is owned by Lehnhardt Price Investments, LLC and is zoned DC-MX (Downtown Central Mixed-Use). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On April 13, 2026, the applicant submitted an application to install a wood handicap ramp on the rear porch of 301 W. Windsor Street (Exhibit 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. (Exhibit 9-10)

### **CONCLUSIONS**

The proposed addition of a new wood handicap ramp over the rear porch at 301 E. Windsor Street as presented (is/is not) congruous in concept according to the *Accessibility, Health & Safety Considerations* standards of the *South Monroe Historic District Standards*:

#### **Accessibility, Health, & Safety Considerations, pg. 61**

1. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.
2. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.

---

**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. Wheel Chair Ramp Example
7. APO List
8. APO Map

Prepared by: MB 4-23-26

**Aerial Map**  
**PLHR-2026-00159**

**Legend**

- Centerlines
- Parcels
- Subject Property

**Existing:**  
**DC-MX**  
**(Downtown Central Mixed- Use)**

**Owner:**  
**Lehnhardt Price**  
**Investments, LLC**

**Acres: .253**

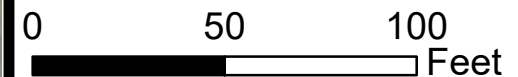


Exhibit 1

**Zoning Map**  
**PLHR-2026-00159**

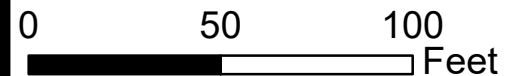
**Legend**

- Centerlines
- Parcels
- DC-MX
- OM
- RMD
- Subject Property

**Existing:**  
**DC-MX**  
**(Downtown Central Mixed- Use)**

**Owner:**  
**Lehnhardt Price**  
**Investments, LLC**

**Acres: .253**



N CHURCH ST

S CHURCH ST

E WINDSOR ST

Exhibit 2

**Historic District Map**  
**PLHR-2026-00159**

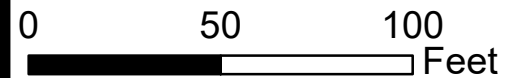
**Legend**

- Centerlines
- Parcels
- Historic District
- Subject Property

**Existing:**  
**DC-MX**  
**(Downtown Central Mixed- Use)**

**Owner:**  
**Lehnhardt Price**  
**Investments, LLC**

**Acres: .253**



N CHURCH ST

S CHURCH ST

E WINDSOR ST

Exhibit 3



# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Richard Crider II

Applicant's Mailing Address: 111 S Hayne st.  
Monroe NC 28112

Applicant's Phone Number: [REDACTED]

Applicant's Email: [REDACTED]

Property Owner Name: Jessica Price

Property Owner Mailing Address: PO Box 1028  
Monroe NC 28111

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)  
Contractor

Property Address: 301 E Windsor st Tax ID Number: 09231221

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

\* See attached sheets \*

**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 Crider II

Applicant (signed): 

Date: 4-13-2026

Owner (printed): Jessica Price

Owner (signed): 

Date: 4.13.2026

301 E Windsor st. Monroe nc 28112

The proposed replacement and restoration of rotten/damaged items that follow. These items will be replaced with alike material as the existing items.

Facia  
Dental molding  
Soffit  
Corbels  
Corner posts  
Siding  
Drip edge  
Belly band  
Columns  
Porch flooring  
Balusters  
Band sill  
Window trim

The replacement of window sashes using dual pane glass instead of single pane glass. The sashes will be wooden alike the current sashes with the exception of the Glass type.

The modification of the first story roof pitch in order to create a new perfectly flat substrate for the replacement of the standing seam metal roof to divert the rain water directly into an external gutter instead of built-in soffit gutters

The addition of a gusset around the perimeter of the second story roof in order to divert the rain into an external gutter instead of built-in soffit gutters.

The addition of external Gutters

The addition of a handicap accessible ramp

*interior*  
The addition of a doorway from the rear apartment to the main portion of the house to allow access from the handicap entrance to the main house.

**Megan Brightharp**

---

**Subject:** 301 E. Windsor Street Certificate of Appropriateness (COA)

**From:** [REDACTED]  
**Sent:** Tuesday, April 14, 2026 2:56 PM  
**To:** Patrick M. Blaszyk [REDACTED]  
**Subject:** Re: 301 E. Windsor Street Certificate of Appropriateness (COA)

**This Message Is From an External Sender**  
This message came from outside your organization.

[Report Suspicious](#)

Let me know if you need anything else.





*Before*

Exhibit 5


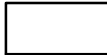




Exhibit 6

ACCTNO	CURR_NAME1	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
9232007	218 EAST FRANKLIN LLC	PO BOX 1014	MONROE	NC	28111
09231223A	CITY OF MONROE	PO BOX 69	MONROE	NC	281110069
9231234					
9231233					
9231223					
9232008					
09231220B	CORNER LOT PROPERTIES LLC	PO BOX 78591	CHARLOTTE	NC	28271
09231220C					
09231220D					
9231219	FIRST PRESBYTERIAN CHURCH OF MONROE INC	302 E WINDSOR ST	MONROE	NC	28112
9231220					
9231221	LEHNHARDT PRICE INVESTMENTS LLC	PO BOX 1028	MONROE	NC	28111
9231222	POTTER MONROE OFFICES LLC	114 N CHURCH ST	MONROE	NC	28112
9232010	ST PAUL'S EPISCOPAL CHURCH	PO BOX 297	MONROE	NC	281110297
9232011	VESTRY ST PAULS EPISCOPAL CHURCH	116 S CHURCH ST	MONROE	NC	28112

**APO Map**  
**PLHR-2026-00159**

**Legend**

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

**Parcels Notified: 13**

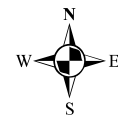
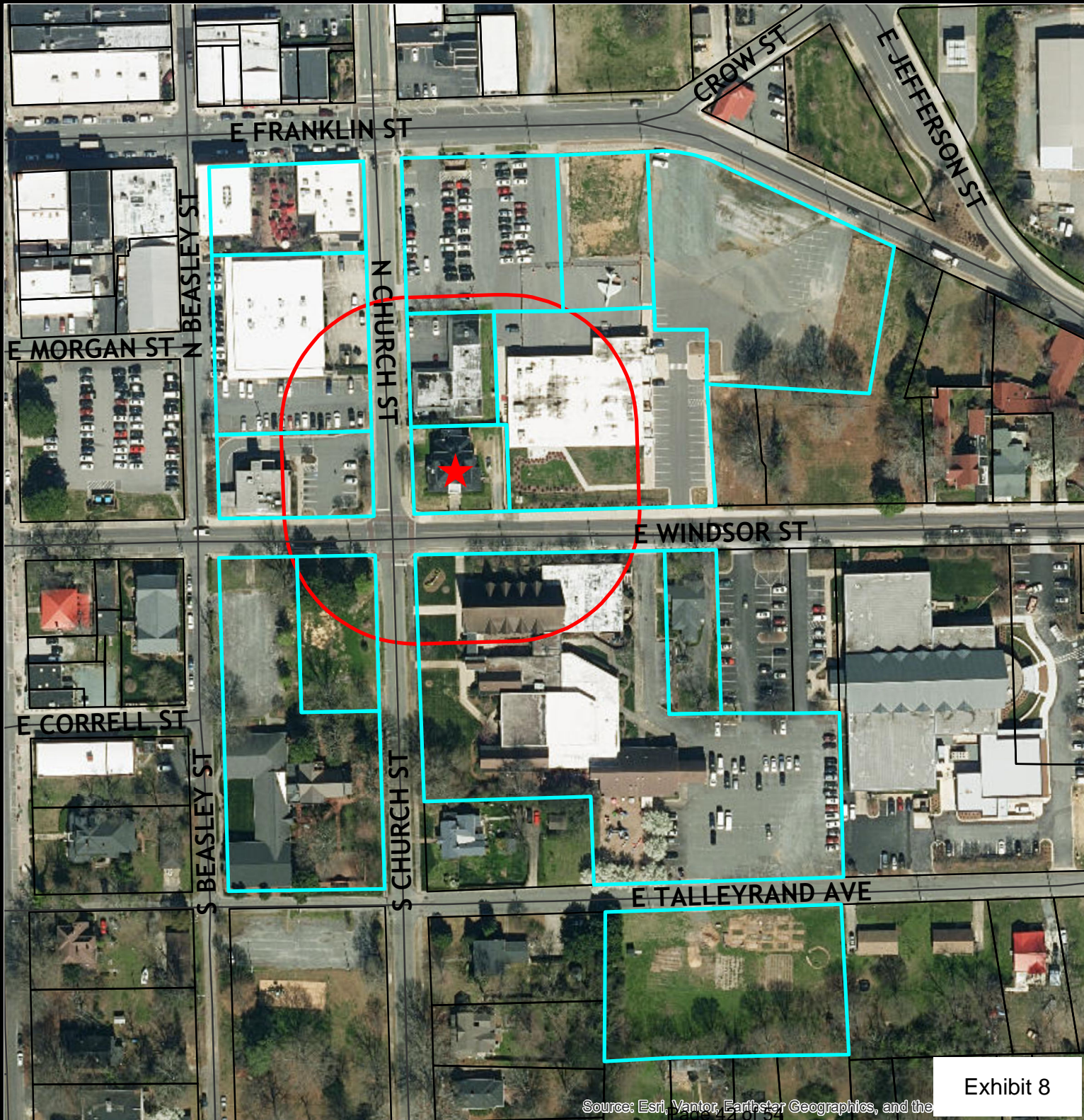


Exhibit 8





**STAFF REPORT**  
*Case # PLHR-2026-00166*

**TO:** Historic District Commission Members  
**DATE:** May 11, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Megan Brightharp, Planner  
**SUBJECT:** Certificate of Appropriateness request at 203 S. College Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Amber Lockhart to remove an existing wooden deck at 203 S. College Street and replace it with a concrete patio.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** April 2, 2026  
**Name of Petitioner:** Amber Lockhart  
**Location:** 203 S. College Street  
**Tax ID #:** 09-232-179  
**Lot Size:** 0.55 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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**GENERAL INFORMATION**

**House; circa. 1960**

One-story, gable-roofed brick Colonial Revival style house.

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## 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.  
*The patio will be a concrete patio located at the side entrance of the house.*
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 patio will be located in the side yard, where the existing deck is located. This area is not readily visible from S. College Street as there is a brick wall enclosing the yard.*
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.  
*The patio will be made of concrete.*
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 patio will be located in the side yard and will be the same size as the existing patio. The patio will have metal frame steps with wood slats to provide access to the existing side door.*
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.  
*There do not appear to be any significant features in the proposed location of the 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.  
*The patio will be located in the side yard, where the existing deck is located. This area is not readily visible from S. College Street as there is a brick wall enclosing the yard.*

---

## PROPOSED FINDINGS

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

1. The subject property located at 203 S. College Street is owned by Amber Lockhart 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 April 2, 2026 the applicant applied for a COA to replace the existing wood deck with a concrete patio at the side of the house. (Exhibit 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. (Exhibit 9)

### CONCLUSIONS

The proposal to replace the wood deck with a concrete patio at 203 S. College Street (is/is not) congruous in concept according to the *Decks and Patios* guidelines of the *South Monroe Historic District 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.

Attachments:

- Exhibit 1: Aerial Map
- Exhibit 2: Zoning Map
- Exhibit 3: Historic District Map
- Exhibit 4: Application
- Exhibit 5: Site Plan
- Exhibit 6: Existing Conditions
- Exhibit 7: APO List
- Exhibit 8: APO Map

Prepared by: MB 4/28/2026

**Aerial Map**  
**PLHR-2026-00166**

**Legend**

- Centerlines
- Parcels
- Subject Property

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

**Owner:**  
**Amber Lockhart**

**Acres: .55**

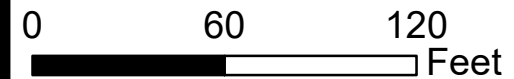


Exhibit 1

**Zoning Map**  
**PLHR-2026-00166**

**Legend**

- Centerlines
- Parcels
- RMD
- Subject Property

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

**Owner:**  
**Amber Lockhart**

**Acres: .55**

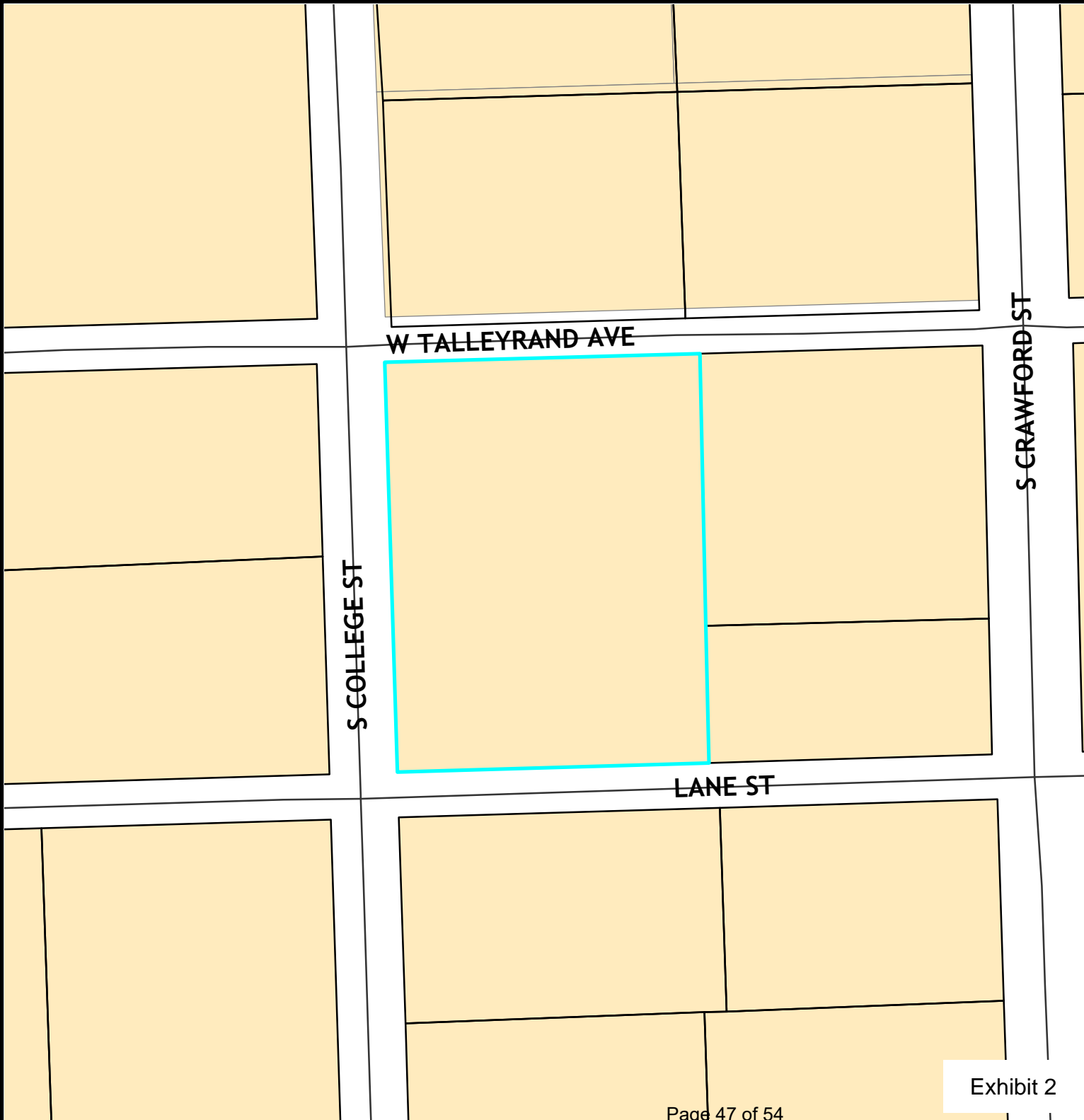
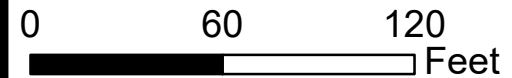


Exhibit 2

**Historic District Map**  
**PLHR-2026-00166**

**Legend**

- Centerlines
- Parcels
- Historic District
- Subject Property

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

**Owner:**  
**Amber Lockhart**

**Acres: .55**

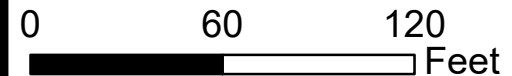
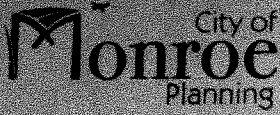


Exhibit 3



# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Amber (Lockhart) Mongak

Applicant's Mailing Address: 203 S College St

Monroe, NC 28112

Applicant's Phone Number: [REDACTED]

Applicant's Email: [REDACTED]

Property Owner Name: Amber (Lockhart) Mongak

Property Owner Mailing Address: 203 S College St

Monroe, NC 28112

FOR STAFF USE ONLY	
Project Number	_____
Date Received	_____
Approved	_____ Denied _____
Administrative Review	_____
Commission Review	_____

Applicant's Relationship to the Property Owner (Check the one that applies):

- Owner
- Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- Developer (must attach Affidavit of owner's permission for this action)
- Other, specify (must attach Affidavit of owner's permission for this action)

Property Address: 203 S College Street, Monroe, NC, 28112 Tax ID Number: \_\_\_\_\_

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary): Professional removal of old wooden deck and stairs that i

are currently deteriorating with rotten boards, missing spindles, and overall splintering. Debris will be hauled away by company same day

Professional replacement with concrete pad from existing concrete walkway to the chimney on the right, approximately 272 sq ft

Install with concrete base material as needed to reach proper grade. 4 inches of 3,500-psi concrete reinforced with fiber mesh. The

finish will be brushed, to control joints spaced at 10 feet or less each way. Backfill the edges of the new concrete with fill dirt.

Anticipated project completion for all removal, install, and cleanup within the same day and no disruption to streets surrounding home.

Work performed by Sam The Concrete Man - Charlotte

Steps will be metal frame with wooden slats. Slats will be stained in neutral color.

Revised September 2025

**Required materials for all applications:**

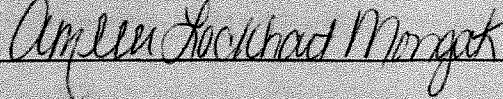
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

-----  
**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

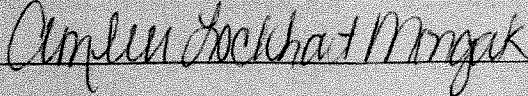
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

**Applicant (printed):** Amber (Lockhart) Mongak

**Applicant (signed):** 

**Date:** 4/2/2026

**Owner (printed):** Amber (Lockhart) Mongak

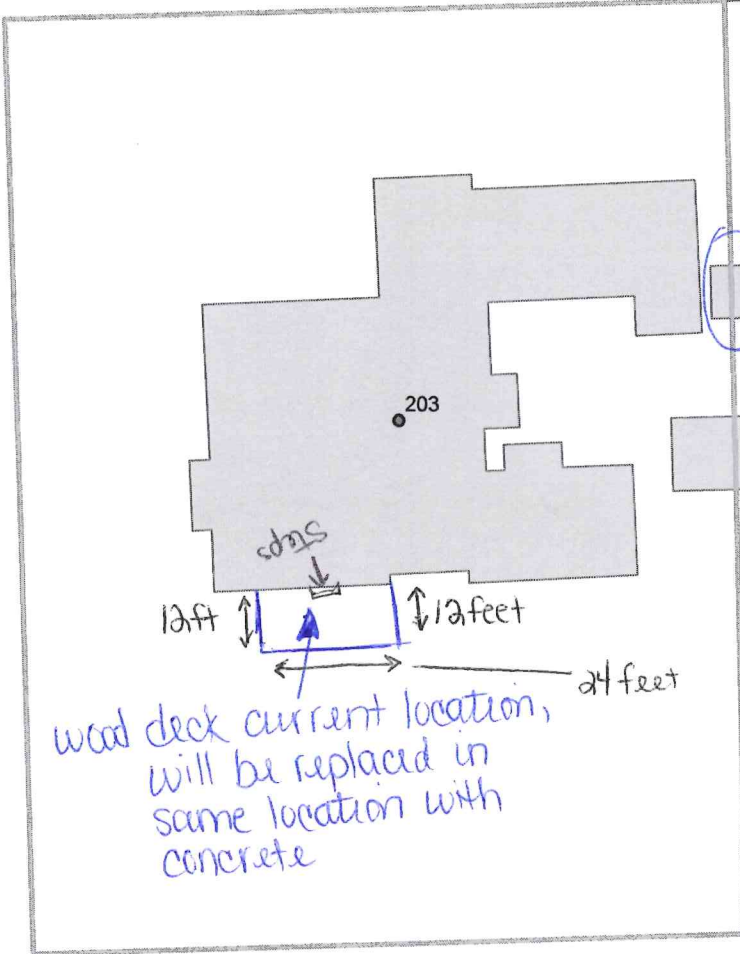
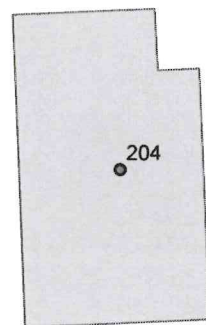
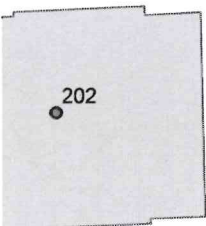
**Owner (signed):** 

**Date:** 4/2/2026

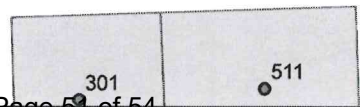
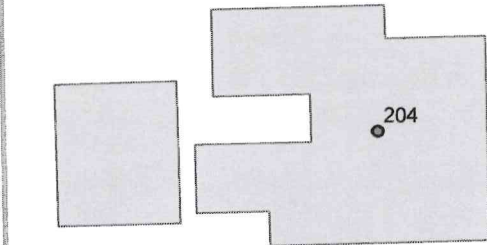
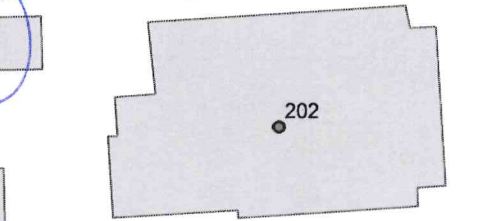
W TALLEYRAND AVE

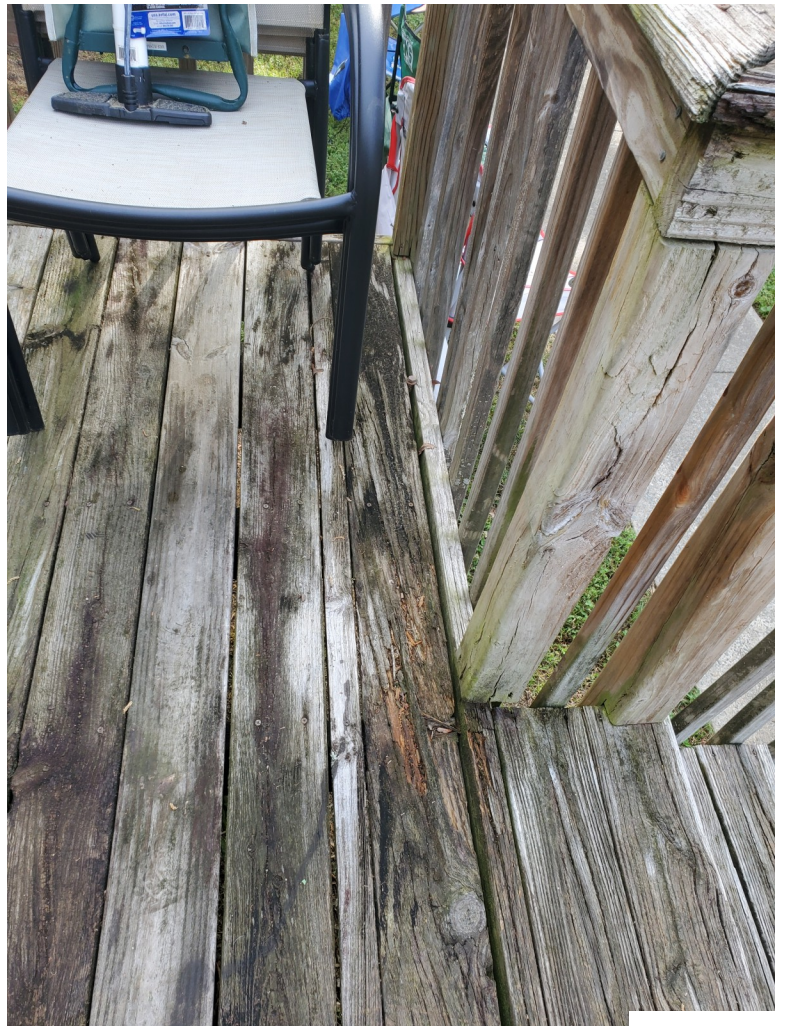
S COLLEGE ST

LANE ST



Note: not sure what this is but there is no structure over our property line










ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
09232186	ABBOTT SHELLY		7131 JACKSON MORGAN LN	POWELL	TN	37849
09232186A	ARTEAGA JOAQUIN MELCHOR	AYALA ANA MARIA GARCIA	5516 PAGELAND HWY	MONROE	NC	28112
09232159	BRAINARD RICHARD B JR		304 WASHINGTON ST	MONROE	NC	28112
09232177	CATOE JAMES L	CATOE PAMELA M	2822 WOLF POND RD	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
09232178						
09232179A	CRAWLEY SHAWN G	CRAWLEY VEDA A	10005 RAMSBURY WAY	HENRICO	VA	23238
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
09232175	HAVERLOCK JESSICA ANN	HAVERLOCK BRIAN STEPHEN	113 S COLLEGE ST	MONROE	NC	28112
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
09232187A	HYATT ANGELA NADINE	HYATT CAMERON BLAKE	302 S COLLEGE ST	MONROE	NC	28112
09232186C	JONES BRANDON C		1811 SARDIS RD N STE 214	CHARLOTTE	NC	28270
09235212	KAY CAROLE		400 SOUTH CRAWFORD ST	MONROE	NC	28112
09232179	LOCKHART AMBER		203 SOUTH COLLEGE 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
09235211	RUDY BENJAMIN C		401 SOUTH COLLEGE ST	MONROE	NC	28112
09232186B	STELCO PROPERTIES LLC		2839 GRAY FOX ROAD	MONROE	NC	28110
09232175A	TRC CONTRACTING LLC		2412 DELLWOOD DR	MONROE	NC	28112
09232187	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
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
09232185C	BOAZ CONSTRUCTION, LLC		624 MATTHEWS- MINT HILL ROAD, SUITE 224	MATTHEWS	NC	28105
09232185D						
09232185A						
09232185B						

**APO Map**  
**PLHR-2026-00166**

**Legend**

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

**Parcels Notified: 30**



**Exhibit 8**

