



# HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, MAY 11, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

*Sent to HR: 05/12/26*

## **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 Mendler, Senior Planner; Megan Brightharp, Planner I; Kimberly Davis, Admin. Asst. II;

Guests: Heather Reagar, Dana Lehnhardt, Andrew Lehnhardt, Amber Lockhart Mongak, Ric Helton, Thomas Loria, Richard Crider,

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

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

## **Item 4. Approval of Minutes – April 13, 2026**

**Motion:** Jennifer Smith made a motion to approve the minutes of the April 13, 2026 meeting.

**Second:** Allen Watson

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

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

**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-2026-00159 – 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. 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. (Parcel ID # 09-231-221)**

Megan Brightharp and Richard Crider, II approached the dais and were sworn in by the Chair.

Megan Brightharp, Planner I, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located east of North Church Street and north of East Windsor Street. Exhibit 2 is a copy of the zoning map showing the subject property highlighted in blue. The subject property is zoned DC-MX, as are the contiguous parcels. Parcels to the immediate south are zoned OM (Office Medical).
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 parcels that are shown in blue are within the Historic District.
3. On April 13, 2026, the applicant submitted an application to install a wood handicap ramp on the rear porch of 301 E. Windsor Street (Exhibit 4-8) Exhibit 4 is a copy of the application. The application includes a site plan showing the approximate location of where the applicant intends to build the ramp. Exhibit 5 are the existing conditions. The ramp will be located on the side yard of the building along Church Street. Exhibit 6 is the example of the proposed wheelchair ramp. They are proposing a wood wheelchair ramp that will connect to the existing concrete pad that is the driveway and will allow access from that driveway to this side door.
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. Thirteen letters were mailed with no responses to those letters.

Keri Mender, Senior Planner, approached the dais and was sworn in by the Chair. The Commission had questions for Keri as well as for the applicant, Richard Crider. The addition of gutters was approved at staff level. The roof edge over the wrap-around porch is getting rebuilt due to the damaged wood. The in-soffit gutter is original to the house, but they were approved for new gutters to be added to the house. The soffits are not being removed. A new rafter and substrate are being added to prevent rainwater damage. This 1909 building will become an attorney's office and the ramp will make it ADA compliant. The side door that the ramp leads up to is within ADA standards. The curb on the concrete driveway will have an apron for a wheelchair to go over to the ramp. The gutters will not be white, but more like a cream or eggshell to match the original soffit and fascia colors.

**Motion:** Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00159, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that businesses need to be handicap-accessible. It will be in line with the current look of the house and will be wooden. 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, William Heidtmann,

**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 regarding the proposals as shown in COA PLHR-2026-00159. 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, William Heidtmann,

**NAYS:** None

**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)

Megan Brightharp and Amber Lockhart approached the dais and were sworn in by the Chair.

Megan Brightharp, Planner I, presented 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) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located south of West Talleyrand Avenue, east of South College Street and north of Lane 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 showing the subject property highlighted in blue. Along with the subject property, all of the blue parcels are within the Historic District.

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 4-6) Exhibit 4 is a copy of the application showing the request to move the wood deck, build a concrete patio and put wood steps with metal framing. Exhibit 5 is a copy of the site plan showing where the proposed deck will be located. It will be located in the side yard facing Lane Street. Exhibit 6 are pictures of the existing deck showing the existing conditions. The deck has begun to decay.
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 properties were notified, but we did not get any responses to those letters.

The Commission had questions for Megan Brightharp and for the applicant, Amber Lockhart. The patio will be flat concrete on the ground, will meet up with the concrete walkway and the steps will provide access into the house. The stair frame will be metal and the steps will be wood and stained to be weather-resistant.

**Motion:** **Natasha Higgins made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00166, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state the patio will be a concrete patio located at the side entrance. It will be in the side yard where the existing deck is located. The materials are within the standards. 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, William Heidtmann,**

**NAYS:** **None**

**Motion:** **William Heidtmann made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to regarding the proposals as shown in COA PLHR-2026-00166. Such certificate to be subject to the conditions contained in the previous motion.**

**Second:** **Jennifer Loria**

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

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

**NAYS:** **None**

**Item 8. National Register Historic District Expansion**

Keri Mendler, Senior Planner, handed out packets and described the National Register Historic District Expansion project.





**STAFF REPORT**  
**PLHR-2026-00162**

**TO:** Historic District Commission Members  
**DATE:** June 8, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Patrick Blaszyk, Planner  
**SUBJECT:** Certificate of Appropriateness request at 300 Maurice Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Brad Deiter. The applicant is requesting approval for the following projects at 300 Maurice Street:

- Install a new 14’ x 20’ wood shed in the rear yard.
  - Install a 25’ x 40’ brick paver patio and construct one 16’ x 20’ wood pergola and one 9’ x 20’ wood pergola over the patio in the rear yard.
  - Demolish an existing deck and staircase and install a 3’-5’ x 5’ wood staircase on the rear elevation of the home at.
- 

**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 5-14-2026  
**Name of Petitioner:** Brad Deiter  
**Location:** 300 Maurice Street  
**Tax ID #:** 09-231-144  
**Lot Size:** 0.32 acres  
**Zoning Classification:** RMD (Residential Medium Density)

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## GENERAL INFORMATION

### 300 Maurice Street - Monroe Insurance & Investment Company House; ca 1910;

This house is said to have been built in 1910 on land purchased in 1912 by the Monroe Insurance and Investment company on the west side of Maurice Street from T. B. Stinson. The company built two other Classical Revival houses on the tract [#s 314 and 315]. This two-story, double-pile, side-hall plan residence was purchased in 1917 by George M. Beasley, manager of the Monroe Journal. A tin shingle hipped roof with acroteria tops the main block, which has a shallow gabled bay on the left (south) side of the three-bay facade and deeper gabled bays on the side elevations. Unfluted Ionic columns support the one-story wraparound porch which extends to a porte cochere on the north elevation. The entrance has a three-part transom with diamond-pattern leaded glass and ribbed-glass sidelights. A similar pattern occurs on the tripartite window on the second floor. Decorative features include rectangular windows with diamond and lozenge pattern sash, Palladian window, decorative cutouts over the louvered attic vents, and corbelled caps on the tall interior brick chimneys.

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## RELEVANT DESIGN STANDARDS

### Garages and Accessory Structures (pg. 35)

1. If an entire garage or accessory structure is missing or so deteriorated that it is structurally unsound, replace it in kind based on accurate documentation of the original garage or accessory structure or replace with a new design that is compatible in form, scale, size, materials and finish with the primary building on the site and with other historic garages or accessory structures in the district. Maintain the traditional height and proportion of garages and accessory buildings in the district.

*The applicant is proposing to install a new 14' x 20' shed in the rear yard of the home constructed with wood, which is comparable to other sheds in the Historic District. The wood siding will match the siding on the home. The applicant is also requesting to construct two wood pergolas in the rear yard over a brick patio that are 16' x 20' and 9' x 20' in size.*

2. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district. *The applicant is proposing to locate the shed on the western side of the rear yard, halfway between the house and the rear property line. The applicant is also requesting to construct two wood pergolas in the rear yard over a brick patio that are 16' x 20' and 9' x 20' in size. All structures will be located at least 10 feet from the side and rear property lines.*

3. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.

*The proposed shed will have wood siding, wood doors, wood windows, and an asphalt shingle roof. The shed will measure approximately 280 square feet in size and will measure*

*10' in height. The proposed pergolas will measure 320 square feet and 180 square feet in size, will measure 10' in height and will be constructed of wood.*

4. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color. *The proposed shed will have wood siding, wood doors, wood windows, and an asphalt shingle roof. The proposed 16' x 20' and 9' x 20' pergolas will be constructed of wood.*
5. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch. *No significant site features such as trees will be removed for the installation of the 14' x 20' shed or the 16' x 20' and 9' x 20' pergolas.*

### **Decks and Patios, pg. 69**

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
  2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street. *The applicant is proposing to install a 25' x 40' brick patio covered by two wood pergolas in the rear yard of the home. The existing wood deck and staircase will be demolished in order to construct a 3'-5' x 5' wood staircase to connect to the new patio from the rear door of the home. The staircase and patio will not be visible from Maurice Street however, the staircase will be visible from East Morrow Avenue.*
  3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district. *The applicant is proposing to install a 25' x 40' brick patio covered by two wood pergolas in the rear yard of the home. The existing wood deck and staircase will be demolished in order to construct a 3'-5' x 5' wood staircase to connect to the new patio from the rear door of the home.*
  4. 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. *The existing rear deck and staircase will be demolished in order to construct the new staircase, patio and pergola.*
  5. 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 proposed 25' x 40' patio, and 3'-5' x 5' staircase will not be visible from Maurice Street however, the staircase will be visible from East Morrow Avenue.*
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## **PROPOSED FINDINGS**

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

1. The subject property located at 300 Maurice Street is owned by Brad and Courtney Deiter 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 13, 2026, the applicant applied for a COA to construct a new 14' x 20' shed with wood siding, wood doors, wood windows and an asphalt shingle roof in the rear yard of the home. The applicant is also requesting to demolish the existing wood deck and staircase in order to construct a new 3'-5' x 5' wood staircase on the rear elevation that leads to a proposed 25' x 40' brick patio in the rear yard of the home. The brick patio will be covered by two wood pergolas that are 16' x 20' and 9' x 20' in size. (Exhibits 4-8)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 9-10)

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## **CONCLUSIONS**

The proposal to install a new 14' x 20' shed with wood siding, wood doors, wood windows and an asphalt shingle roof in the rear yard, to construct a 3'-5' x 5' wood staircase on the rear elevation of the home and a 25' x 40' brick patio covered with two wood pergolas that are 16' x 20' and 9' x 20' in size in the rear yard of 300 Maurice Street as presented (is/is not) congruous in concept according to the *Garages and Accessory Structures*, and *Decks and Patios* standards of the *South Monroe Historic District Design Standards*:

### **Garages and Accessory Structures (pg. 35)**

1. If an entire garage or accessory structure is missing or so deteriorated that it is structurally unsound, replace it in kind based on accurate documentation of the original garage or accessory structure or replace with a new design that is compatible in form, scale, size, materials and finish with the primary building on the site and with other historic garages or accessory structures in the district. Maintain the traditional height and proportion of garages and accessory buildings in the district.
2. Locate and orient new garages and accessory structures in rear yards and in traditional relationships to the primary building as determined by historic siting patterns in the district.

3. It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate to introduce only if they are compatible in size, scale, form, height, proportion, materials and details with other accessory structures in the historic district.
4. Select materials and finishes for proposed garages or accessory buildings that are compatible with the primary building or other historic garages and accessory structures in the district in terms of scale, module, composition, pattern, detail, finish, texture, and color.
5. It is not appropriate to introduce a new garage or accessory building if doing so will detract from the overall historic character of the primary building and the site or require removal of a significant building element or site feature, such as a mature tree or side porch.

**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.

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**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. Existing Conditions
7. Shed Examples & Materials
8. Staircase, Patio & Pergola Examples

Prepared by: PB 5-15-2026

- 9. APO Map
- 10. APO List

**Aerial Map**  
**PLHR-2026-00162**

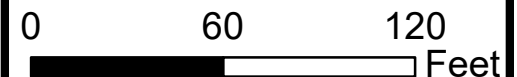
**Legend**

- Centerlines
- ▭ Parcels
- ▭ Subject Property

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

**Owner:**  
**Brad and Courtney Deiter**

**Acres: .318**



**Exhibit 1**



**Zoning Map**  
**PLHR-2026-00162**

**Legend**

Centerlines

Parcels

Zoning Districts

RMD

Subject Property

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

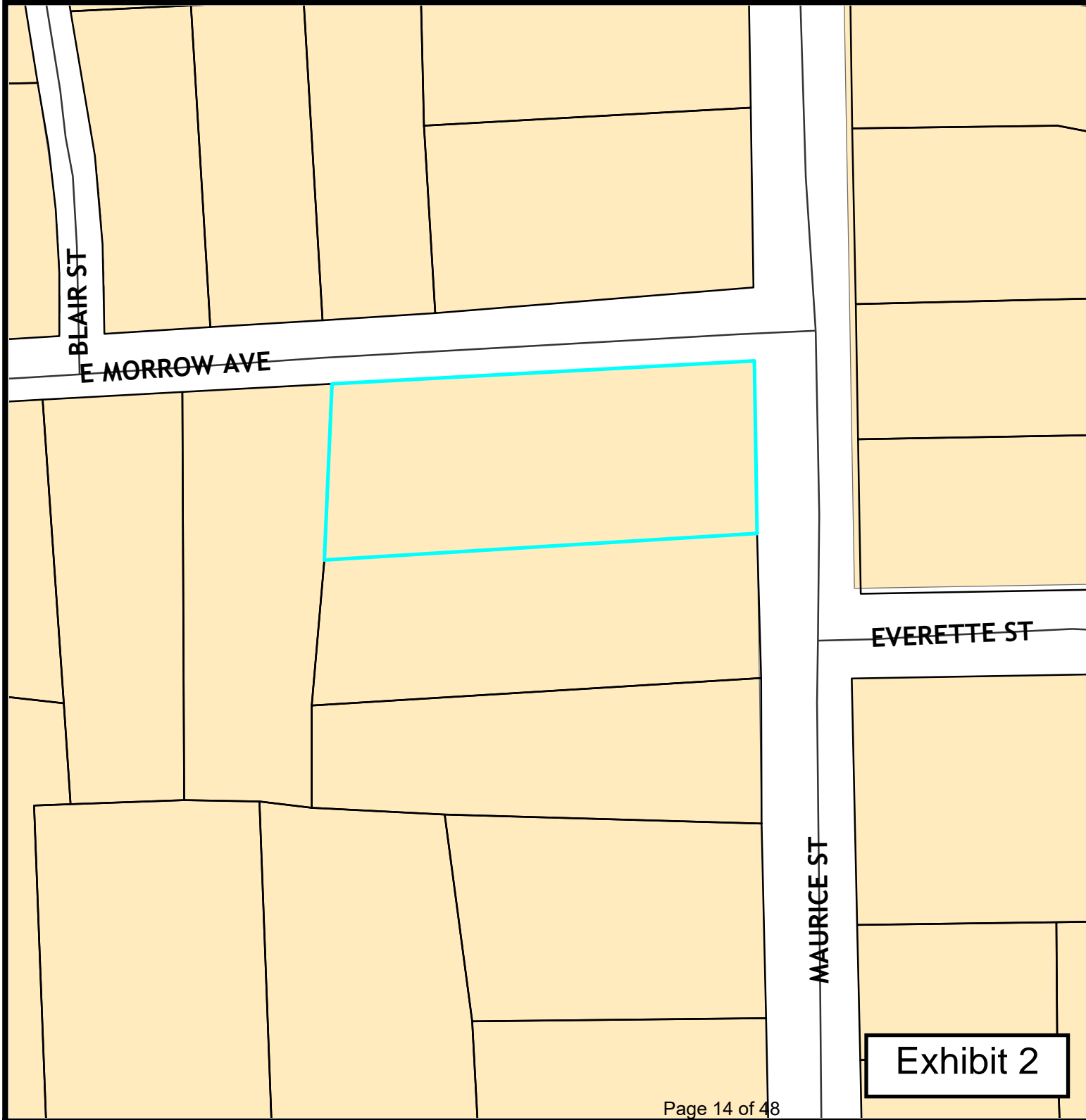
**Owner:**  
**Brad and Courtney Deiter**

**Acres: .318**



0 60 120  
Feet

Exhibit 2



**Historic District Map  
PLHR-2026-00162**

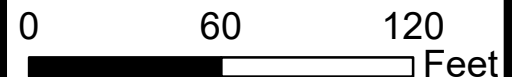
**Legend**

- Centerlines
- Parcels
- Historic District
- Subject Property

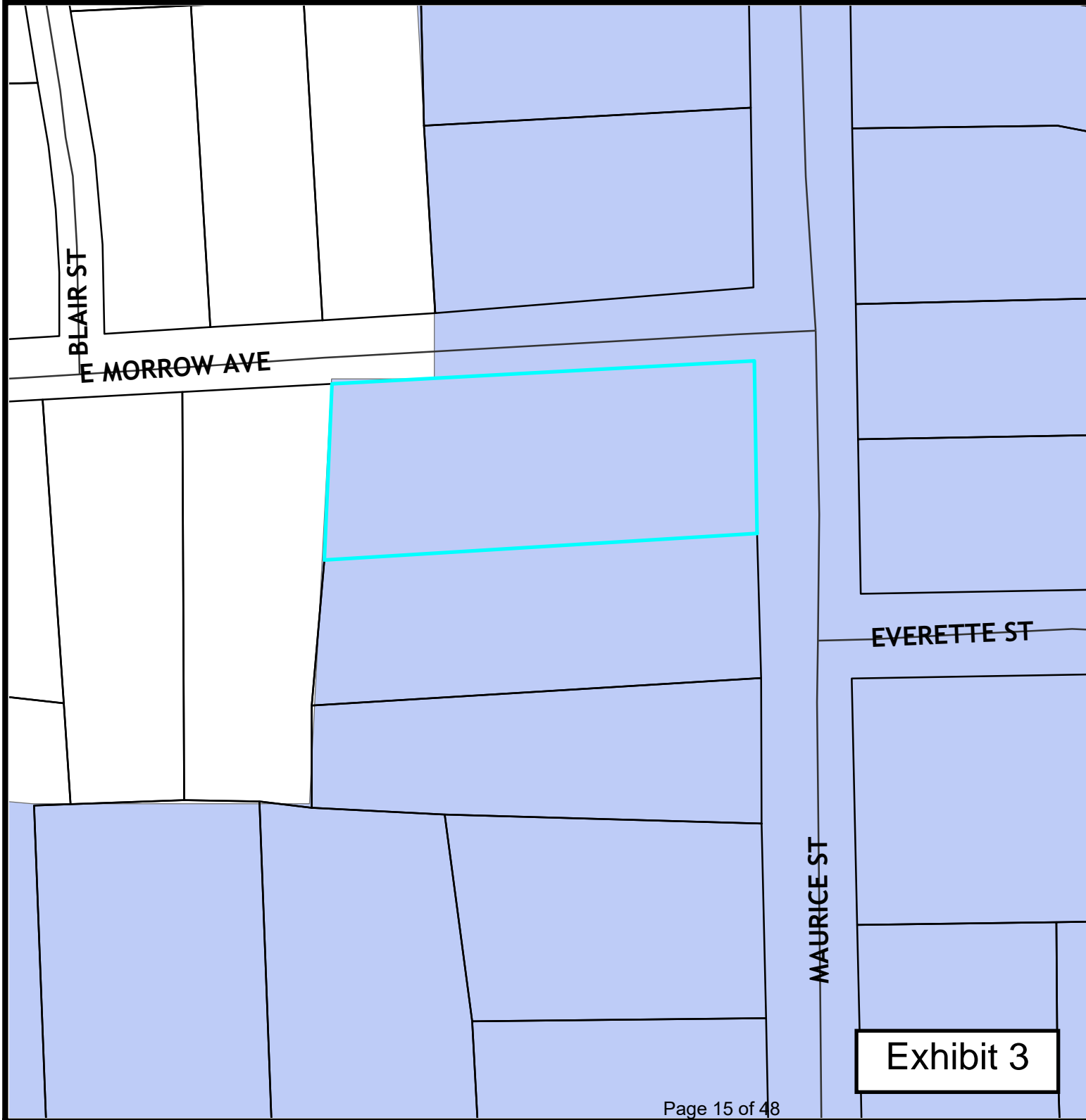
**Existing: RMD  
(Residential Medium Density)**

**Owner:  
Brad and Courtney Deiter**

**Acres: .318**



**Exhibit 3**





# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Brad Deiter

Applicant's Mailing Address: 300 Maurice St  
Monroe, NC, 28112

Applicant's Phone: [REDACTED]

Applicant's Email: [REDACTED]

Property Owner Name: Brad Deiter

Property Owner Mailing Address: 300 Maurice 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: 300 Maurice St, Monroe, NC Tax ID Number: \_\_\_\_\_  
28112

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

- Shed in the backyard  
~~XXXXXX~~ 14x20x10
  - Wooden steps from back door to yard/patio  
(current stairs will be demolished)
  - Patio and pergolas (white)
    - ↳ 16x20 brick paver patio
    - ↳ 9x20 grass area with brick slabs
    - ↳ 16x20 wood pergola over brick paver patio
    - ↳ 9x20 wood pergola over grass area with brick slabs
- 4ft height  
3-5ft across  
5-6 steps

**Exhibit 4**

**Required materials for all applications:**

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

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

If your project is required to be heard by the commission, you or a representative will need to attend the meeting. If you are signing on behalf of a business (such as an LLC), you must include your title with the company

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

Applicant (printed): Brad Deiter

Applicant (signed): 

Date: May 14, 2026

Owner (printed): Brad Deiter

Owner (signed): 

Date: May 14, 2026

**This Message Is From an External Sender**

This message came from outside your organization.

Report Suspicious

Horizontal to match the home!

On Fri, May 22, 2026 at 3:04 PM Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Brad,

Can you please clarify if horizontal siding will be utilized on the shed to match the home or if vertical siding will be used?

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



Hi Patrick,

Yes 10ft tall is the expected height!

Thank you,  
Brad

On Tue, May 19, 2026 at 12:48 PM Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Good afternoon Brad,

Do you know how tall the pergolas will be? Will they be the same height as the shed (10 feet)

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



Re: COA - Additional Photos

Brad Deiter [REDACTED]

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

Pergola over both, brick one being off the house so more like 16x18 wood structure

9x20 white pergola over slabs

Stairs are looking like they will be made of wood and approx. The steps would be able 4ft from the ground to the back door and would be between 3ft-5th in length across. We would need 5 or 6 steps down from the door to the ground.

I will draw out a more detailed photo tomorrow and email that along.

**From:** Patrick M. Blaszyk  
**Sent:** Monday, April 27, 2026 3:23 PM  
**To:** 'Brad Deiter' [REDACTED]  
**Subject:** RE: COA - Additional Photos

Please also list the dimensions of the pergola and staircase.

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



Yes, the currently small deck and steps would be demolished.

Thank you,  
Brad

On Mon, Apr 27, 2026 at 3:13 PM Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Brad,

Thank you for sending this to me. Can you confirm the existing rear deck will be demolished in order to construct the new staircase?

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



Hi Patrick,  
Yes the roof will be asphalt shingles.  
Thank you,  
Brad

On Fri, Apr 17, 2026 at 3:48 PM Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Brad,

Can you also confirm the roof for the shed will be asphalt shingles?

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



**From:** Patrick M. Blaszyk  
**Sent:** Wednesday, April 15, 2026 5:11 PM  
**To:** 'Brad Deiter' [REDACTED]  
**Subject:** RE: COA - Additional Photos

Thank you for confirming.

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



**From:** Brad Deiter [REDACTED]  
**Sent:** Wednesday, April 15, 2026 5:10 PM  
**To:** Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)>  
**Subject:** Re: COA - Additional Photos

Yes, 100%

On Wed, Apr 15, 2026 at 3:11 PM Patrick M. Blaszyk <[pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)> wrote:

Brad,

Thank you for sending these to me. Can you also confirm if the doors for the shed will be made out of wood?

Sincerely,

**Patrick Blaszyk, MA, CZO**

*Planner 2*

*City of Monroe*

*300 W. Crowell Street*

*Monroe, NC 28112*

*Phone: (704)-282-4550*

*Email: [pblaszyk@monroenc.org](mailto:pblaszyk@monroenc.org)*



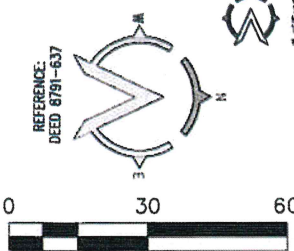
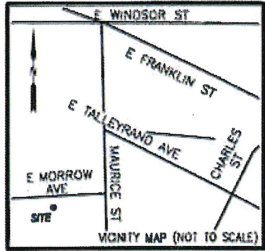
THIS IS TO CERTIFY THAT ON THE 14th DAY OF JUNE 20 24 AN ACTUAL SURVEY WAS MADE UNDER MY SUPERVISION OF THE PROPERTY SHOWN ON THIS PLAT, AND THAT THE BOUNDARY LINES AND THE IMPROVEMENTS, IF ANY, ARE AS SHOWN HEREON. THIS PLAT MEETS THE MINIMUM STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA, BOARD RULE .1600 (21 NCAC 58) AND THE RATIO OF PRECISION DOES NOT EXCEED AN ERROR OF CLOSURE OF ONE (1) FOOT PER 10,000 FEET OF PERIMETER SURVEYED NOR 20 SECONDS TIMES THE SQUARE ROOT OF THE NUMBER OF ANGLES TURNED.

SIGNED

*Daniel Wooten*

WOOTEN SURVEYING & ASSOCIATES, PLLC (P-1862)  
 119 SMITH CIRCLE  
 MATTHEWS, NC 28104  
 TEL. (980) 328-2977  
 WWW.WOOTENSURVEYING.COM

CREW: EP DRAWN: EP REVISION: EP



ROBERT JOSEY  
 DEED 242-248

**SETBACKS (PER ZONING)**

- FRONT SETBACK - 15'
- SIDE SETBACK - 10'
- CORNER SIDE SETBACK - 15'
- REAR SETBACK - 10'

**ANTHONY CHRISTIAN FEDELE**  
 DEED 7741-179

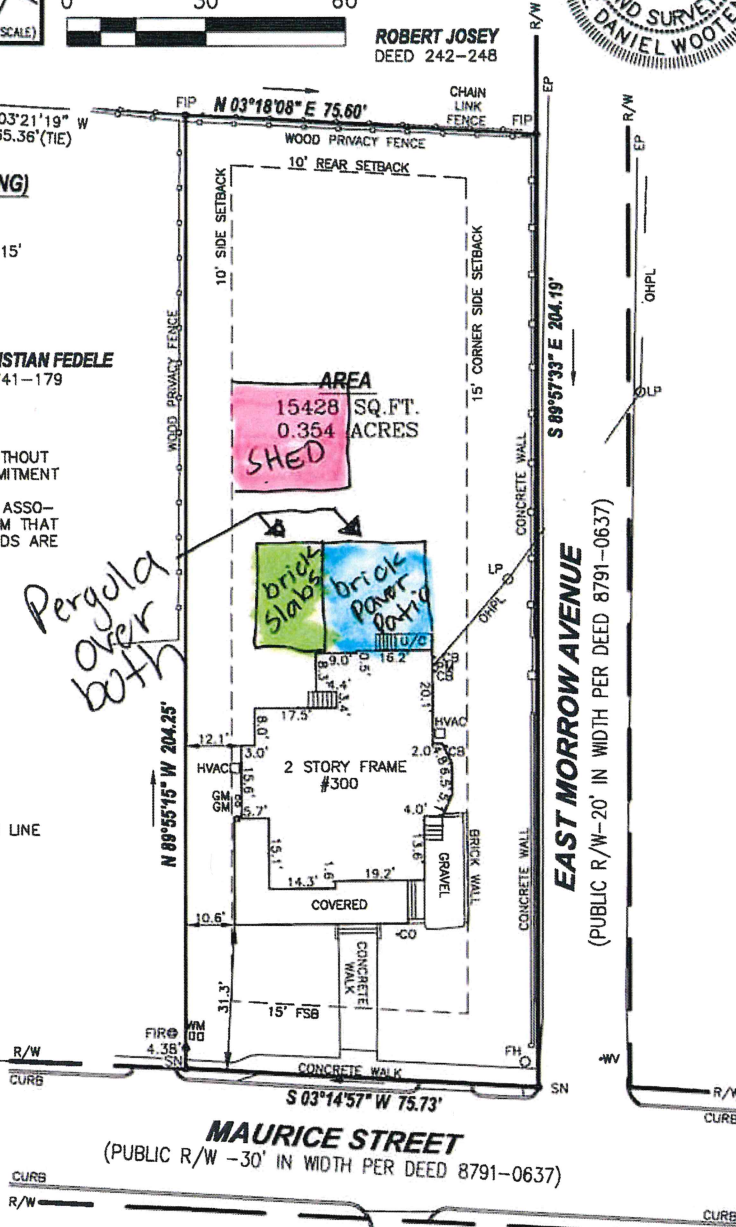
**NOTES**

1. ZONING RMD
2. SURVEY PERFORMED WITHOUT BENEFIT OF TITLE COMMITMENT REPORT.
3. WOOTEN SURVEYING & ASSOCIATES DOES NOT CLAIM THAT ALL MATTER OF RECORDS ARE SHOWN HEREON.

**LEGEND**

- FIR - FOUND IRON REBAR
- FIP - FOUND IRON PIPE
- FSB - FRONT SETBACK
- R/W - RIGHT-OF-WAY
- WM - WATER METER
- PM - POWER METER
- HVAC - HEATING AC UNIT
- GM - GAS METER
- LP - LIGHT POLE
- OHPL - OVERHEAD POWER LINE
- SN - SET NAIL
- CO - CLEAN OUT
- WV - WATER VALVE
- FH - FIRE HYDRANT
- CB - CABLE BOX
- EP - EDGE OF PAVEMENT
- U/C - UNCOVERED

S 02°34'49" W  
 64.34' (TIE)  
 R/W  
 CURB  
 FIP  
 PINCHED



**MAURICE STREET**  
 (PUBLIC R/W - 30' IN WIDTH PER DEED 8791-0637)

BOUNDARY/PHYSICAL SURVEY OF:  
**BRAD DEITER AND COURTNEY DEITER PROPERTY - #300 MAURICE STREET**  
 CITY OF MONROE, UNION COUNTY, NORTH CAROLINA

**BRAD DEITER**

PREPARED FOR

SCALE 1" = 30'

PLAT BOOK N/A PAGE N/A

DEED BOOK 8791 PAGE 0637

TAX NO. 09-231-144

FLOOD CERTIFICATION  
 THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON MAPS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, FEDERAL INSURANCE ADMINISTRATION.

JOB NO. 2118  
 300MAURICEST.DWG

**Exhibit 5**



View From Maurice Street

Exhibit 6



View From East Morrow Avenue



# Shed

14 ft x 20 ft  
10ft tall

- Made to match the house. Wood outside.
- Painted white.
- (see attached info pictures)

Used to hold tools, storage bins, outside tools and lawn mower.

- No trees will be removed.

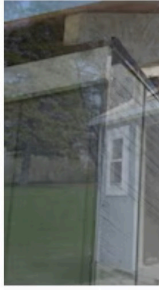
# Patio, Pergola & Staircase Location



# Shed insp. pictures



Exhibit 7



[Shop Plytanium](#)

Plytanium 4-in Groove Pattern 0.3437-in x 48.0-in

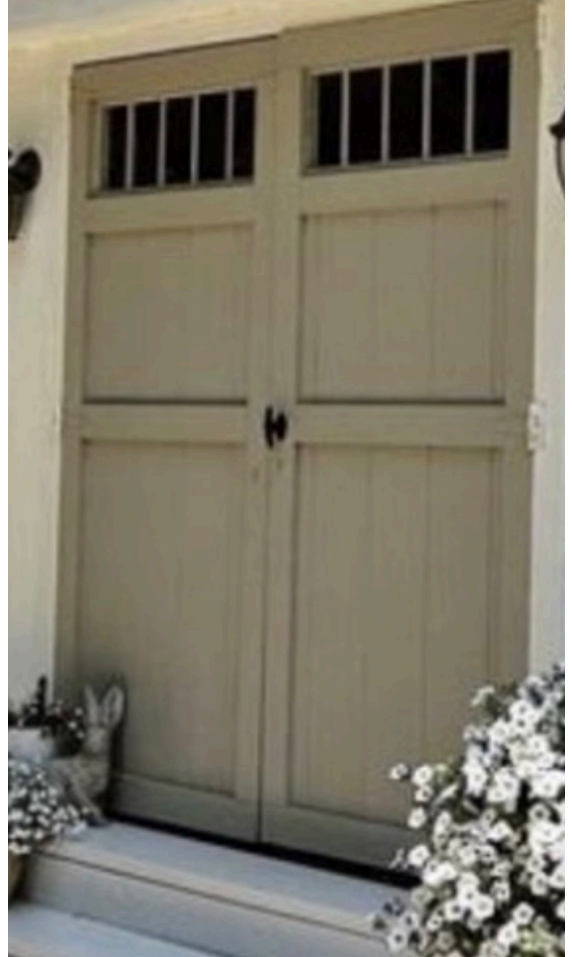
— 1 +

Add to Cart

lowes.com

## WOOD FOR THE SLIDING OF THE SHED

DOORS WILL BE MADE OUT OF THE SAME MATERIALS WITH NO SPOTS FOR WINDOWS.





I PLAN TO SALVAGE/THRIFT  
OLD WINDOWS SO  
UNSURE OF HOW  
MANY PANES  
BUT WILL BE WOOD  
WINDOWS.



I ALSO PLAN TO SALVAGE  
THE DOOR IF I CAN BUT IT  
WILL ALSO BE MADE OF  
WOOD

9x20 grass+slabs ↘



16x20 brick pavers ↗



STAIRS ↘



WE WOULD BUILD WOODEN STAIRS COMING DOWN FROM THE HOUSE. THEY WOULD LEAD TO RED BRICKS AND/OR GRAY PAVERS. TO THE RIGHT IT WOULD LEAD TO THE SIDE WITH THE CHECKERBOARD STONES AND PERGOLA OVERHEAD. THE PERGOLA WOULD BE MADE OF WOOD

Exhibit 8

## APO Map

**PLHR-2026-00162**

### Legend

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

**26 Parcels Notified**



**Exhibit 9**

ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
09231143	FETLALI PROPERTIES LLC		13601 CAPWORTH LN	CHARLOTTE	NC	28273
09231144	DEITER BRAD	DEITER COURTNEY	300 MAURICE ST	MONROE	NC	28112
09231163	MARTIN GERALD E	MARTIN LISA	1407 OLD SILO LN	LINCOLNTON	NC	28092
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231147	DIXON TIFFANY JOSEY		PO BOX 49641	CHARLOTTE	NC	28277
09231166	AML SPITIA LLC	QARRI GJERGJI	8014 WEDDINGTON DOWNS DR	MATTHEWS	NC	28104
09231129	HANSEN JAMES EDWARD		317 E HOUSTON ST	MONROE	NC	281125633
09231145, 09231146	JOSEY ROBERT JULE	DIXON TIFFANY JOSEY	PO BOX 1242	MONROE	NC	28111
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231132	RIVADINEIRA RAMIRO A		306 MAURICE ST	MONROE	NC	28112
09231182	SIMPSON MASON ANDREW	WILL ALICE IVY	205 MAURICE ST	MONROE	NC	28112
09231164	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231167	WORTMAN JUSTIN T		505 WEST WINDSOR ST	MONROE	NC	28112
09231161	CURETON JOHN LOUIS		2644 GEORGETOWN RD	GREAT FALLS	SC	29055
09231130	CORTES CRISTOBAL E		319 E HOUSTON ST	MONROE	NC	28112
09231168	312 N CHARLOTTE AVENUE LLC		PO BOX 1561	MONROE	NC	28111
09231162	BUTLER DALE FRANKLIN	BUTLER BENJAMIN DESI	13729 STRING FELLOW LN	CHARLOTTE	NC	28278
09231131	HENNESSEE JORDAN R		308 SHORECREST DR	SENECA	SC	29672
09231165	PETRIZZO CHARLES ET AL	STILLMAN SETH MICHAEL	206 MAURICE ST	MONROE	NC	28112
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231190	MEDINA JOSE LUIS MANCILLAS	PEREZ NANCY SANCHEZ	2510 FLETCHER BROOME RD	MONROE	NC	28112
09231189	JT BURNS & CO LLC		103 N MAIN ST	MONROE	NC	28112
09231185	COOK LEE DERBY	GARCIA RACHEL M	204 MAURICE ST	MONROE	NC	28112
09231183	DOWLESS BEN WELDON	MCKANE RACHEL CAROLYN	203 MAURICE ST	MONROE	NC	28112

Exhibit 10



**STAFF REPORT**  
**PLHR-2026-00175**

**TO:** Historic District Commission Members  
**DATE:** June 8, 2026  
**FROM:** Keri Mendler, Senior Planner  
**PREPARED BY:** Patrick Blaszyk, Planner  
**SUBJECT:** Certificate of Appropriateness request at 400 S. Church Street

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**SUMMARY STATEMENT**

The Historic District Commission is requested to consider a Certificate of Appropriateness from Evan Albertyn. The applicant has requested approval for previously replacing the wood tongue and groove front porch decking with standard wood decking at 400 S. Church Street.

The application also included the replacement of front porch railings and one column with like materials which has been approved at staff level.

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**SITE DATA**

**Type of Action:** Certificate of Appropriateness  
**Date of Petition:** 5-14-26  
**Name of Petitioner:** Evan Albertyn  
**Location:** 400 S. Church Street  
**Tax ID #:** 09-232-014  
**Lot Size:** 0.22 acres  
**Zoning Classification:** RMD (Residential Medium Density)

---

**GENERAL INFORMATION**

**400 S. Church street - House; ca. 1905**

Built in 1905, this Queen Anne/Classical Revival style one-story frame house has a pyramidal hipped roof with gables on three sides. The gable ends are flushboarded and have Queen Anne style windows. Tall chimneys with corbelled caps rise from the roof on either side. Across the front of the house is a hipped-roofed porch with Tuscan columns on brick piers with railings

between them. The wall beneath the porch is also flushboarded. At the southeast corner of the building is a flat-roofed enclosed porch with six over six windows, probably a later addition. There is also a large, one-story frame addition at the rear of the house.

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### **RELEVANT DESIGN STANDARDS**

#### **Porches, Entrances, & Balconies, pg. 57**

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

*The applicant has removed tongue and groove flooring and replaced it with standard decking boards.*

2. Preserve and maintain the features, surfaces and details of porches, entrances, balconies and terraces through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.

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

*The applicant is requesting approval for previously replacing the wood tongue and groove front porch decking with standard wood decking.*

4. It is not appropriate to replace wood porch or balcony floors or steps with concrete or brick. It is not appropriate to replace wood tongue-and-groove flooring with standard decking material. Consider compatible substitute materials only if replacement in kind is not feasible.

*The applicant is requesting approval for previously replacing the wood tongue and groove front porch decking with standard wood decking.*

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### **PROPOSED FINDINGS**

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

1. The subject property located at 400 S. Church Street is owned by Evan and Della Albertyn and is zoned RMD (Residential Medium Density). (Exhibits 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On May 14, 2026, the applicant applied for a COA to request approval for previously replacing the wood tongue and groove front porch decking with standard wood decking. (Exhibits 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 replacement of the wood tongue and groove front porch decking with standard wood decking at 400 S. Church Street as presented (is/is not) congruous in concept according to the *Porches, Entrances, and Balconies* standards of the *South Monroe Historic District Standards*:

*Porches, Entrances, & Balconies, pg. 57*

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.
2. Preserve and maintain the features, surfaces and details of porches, entrances, balconies and terraces through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.
3. If replacement of an entire porch, entrance or balcony feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.
4. It is not appropriate to replace wood porch or balcony floors or steps with concrete or brick. It is not appropriate to replace wood tongue-and-groove flooring with standard decking material. Consider compatible substitute materials only if replacement in kind is not feasible.

---

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Previous Decking
6. Existing Conditions
7. APO Map
8. APO List

Prepared by: PB 5-15-2026

## Aerial Map

Case #: PLHR-2026-00175

400 S. Church Street

### Legend

- Centerlines
- ▭ Parcels
- ▭ Subject Property

Existing: RMD  
(Residential Medium Density)

Owner: Evan & Della  
Albertyn

Acres: 0.22

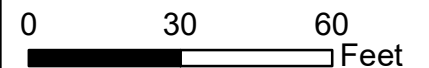


Exhibit 1

## Zoning Map

Case #: PLHR-2026-00175

400 S. Church Street

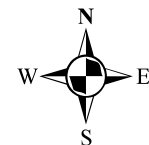
### Legend

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

Existing: RMD  
(Residential Medium Density)

Owner: Evan & Della  
Albertyn

Acres: 0.22



0 30 60  
Feet


Exhibit 2

## Historic District Map

Case #: PLHR-2026-00175

400 S. Church Street

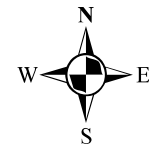
### Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD  
(Residential Medium Density)

Owner: Evan & Della  
Albertyn

Acres: 0.22



0 30 60  
Feet

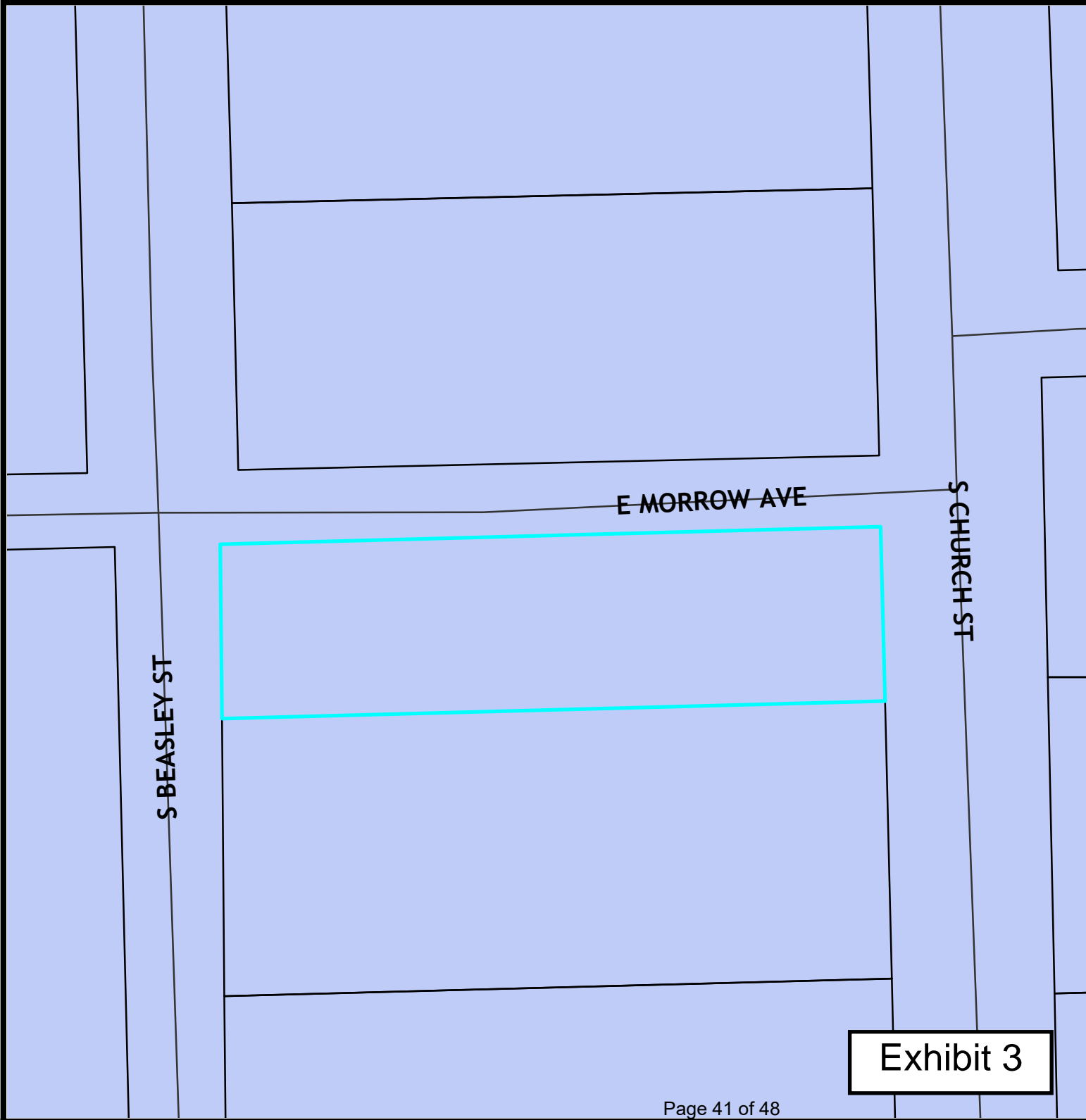



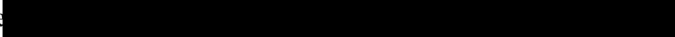
Exhibit 3

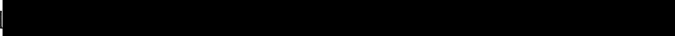


# HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Evan Albertyn

Applicant's Mailing Address: 2624 Rolling Hills Dr. Monroe, NC, 28110

Applicant's Phone: 

Applicant's Email: 

Property Owner Name: Evan Albertyn

Property Owner Mailing Address: Same

**FOR STAFF USE ONLY**

Project Number \_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Administrative Review \_\_\_\_\_

Commission Review \_\_\_\_\_

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

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

Property Address: 400 South Church Str., 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):** \_\_\_\_\_

Large areas of the front porch decking, hand rails and one column were rotting. I consulted a porch/decking expert and was advised *(tongue & groove)* that the previous boards were prone to rot and a typical decking board is much more sustainable long term. I'm requesting to replace the decking with decking boards. This won't change any curb appeal or should not even be noticeable from the street. The wooden rails will be replaced with the same rails and the one column which was severely rotted will be replaced with an identical column.

Once everything is replaced, all the repair will be painted exactly as it was before, So there should be no visible change to the home.

I was not intending to change any of the aesthetics of the home. Was merely trying to preserve the integrity of the home and keep it as similar as it was. The previous tennant that lived in the home did a terrible job of taking care of the home and left it with a LOT (thousands) of damage. I'm trying to get it back to a condition that is fitting of the neighborhood and the historic district.

**Exhibit 4**

**Required materials for all applications:**

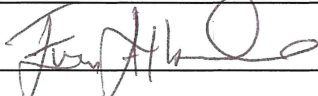
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

-----  
**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): Evan Albertyn

Applicant (signed): 

Date: 5/14/2026

Owner (printed): Evan Albertyn

Owner (signed): 

Date: 5/14/2026

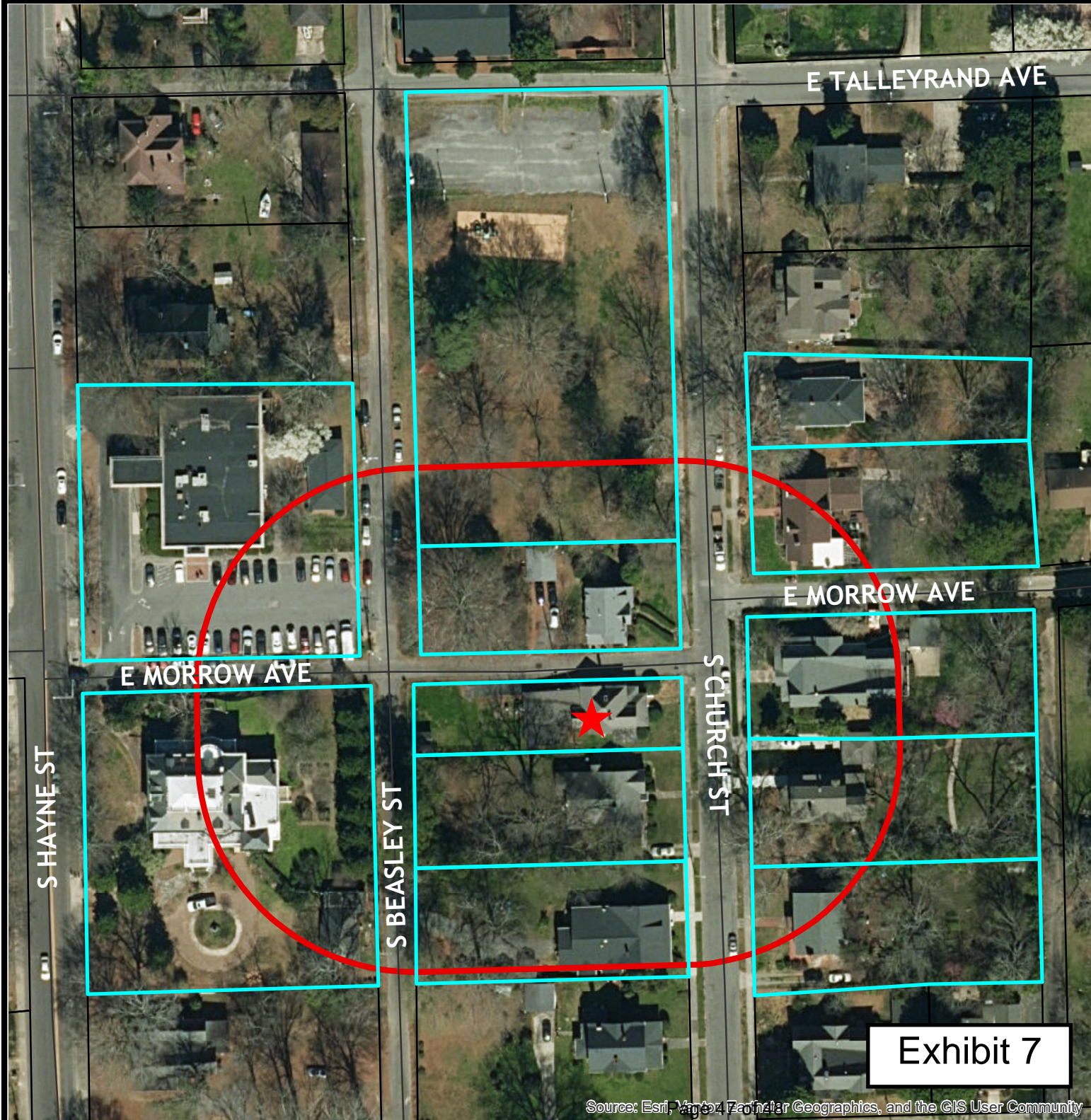


Exhibit 5










Exhibit 6



**APO Map**

**PLHR-2026-00175**

**Legend**

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

**12 Parcels Notified**



**Exhibit 7**

Source: Esri, Mapbox, DeLorme, GeoEye, Earthstar Geographics, and the GIS User Community

ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
09231154	MORGAN SUSAN B		205 S CHURCH ST	MONROE	NC	28112
09235001	PRESERVE MONROE LLC		302 E JEFFERSON ST	MONROE	NC	28112
09232013, 09232014	ALBERTYN EVAN R	ALBERTYN DELLA K	2624 ROLLING HILLS DR	MONROE	NC	28110
09232017	HICKS ROSS B	HICKS DEBBIE L	205 S HAYNE ST	MONROE	NC	28112
09235001A	COLT WILLIAM W	COLT MELODY S	404 S CHURCH ST	MONROE	NC	28112
09231192	FRAZIER LISA CARRIKER		203 S CHRUCH ST	MONROE	NC	28112
09232015	HEISNER WILLIAM GRAHAM		402 S CHURCH ST	MONROE	NC	28110
09231152A	ENGLISH DAVID LEE	RADFORD SUSAN LEIGH	403 S CHURCH ST	MONROE	NC	28112
09231152	COWARD MICHAEL S	COWARD KELLY V	401 S CHURCH ST	MONROE	NC	28112
09231153	MCFADDEN JESLYN	MCFADDEN MICHAEL	209 S CHURCH ST	MONROE	NC	28112
09232016	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09232012	VESTRY OF ST PAUL'S EPISCOPAL CHURCH OF MONROE		PO BOX 297	MONROE	NC	281110297
09231122	BERNASCONI MATTHEW J	BERNASCONI KAREN E	405 S CHURCH ST	MONROE	NC	28112

Exhibit 8