

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, August 10, 2026 – 6:00 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC

- Item 1.** **Call to Order – Roll Call**
- Item 2.** **Pledge of Allegiance and Moment of Silence**
- Item 3.** **Conflicts of Interest**
- Item 4.** **Approval of Minutes – July 13, 2026**
- Item 5.** **Quasi-Judicial Statement**
- Item 6.** **PLHR-2026-00195 - This item was tabled at the July 13th Historic District Commission meeting to provide the applicant additional time to find an alternative new window option to replace the existing vinyl windows. The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alvin Thomas. The applicant is requesting approval for previously replacing two wood windows with vinyl windows on the front dormer at 403 E. Houston Street. (Parcel ID # 09-231-136)**
- Item 7.** **PLHR-2027-00016- The Historic District Commission is requested to consider a Certificate of Appropriateness request from Carlos V. Espionosa to construct an attached covered canopy structure over the front patio at 215 S. Main Street. The applicant has also requested to replace an existing aluminum window with either an aluminum fold-up style or accordion style window on the front elevation of the building. (Parcel ID # 09-232-075A)**
- Item 8.** **Formal Complaint- For Review, Recommendation, and Action, if any, needs to be taken.**
- Item 9.** **Historic District Commission COA and Quasi-Judicial Training**
- Item 10.** **Next Meeting: Monday, September 14, 2026 at 6:00pm**
- Item 11.** **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, JULY 13, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 07/14/26

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); Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Ric Helton (Alternate);

Members Absent: Allen Watson;

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

Guests: Thomas Loria; Anna Underwood; Tom and Joe Centrella (Redwood Capitol Investments);

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None

Item 4. Approval of Minutes – June 8, 2026

Motion: Jennifer Smith made a motion to approve the minutes of the June 8, 2026 meeting.

Second: Natasha Higgins

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

AYES: Archie Morgan, Jennifer Smith, Matthew Klaren, Jennifer Loria, Natasha Higgins, William Heidtmann, Ric Helton

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-2026-00195 - The Historic District Commission is requested to consider a Certificate of Appropriateness from Alvin Thomas requesting

approval for previously replacing two wood windows with vinyl windows on the front dormer at 403 E. Houston Street. (Parcel ID # 09-231-136)

Patrick Blaszyk and Alvin Thomas approached the dais and were sworn in by the Chair.

Patrick Blaszyk, Planner 2, presented the following Proposed Findings:

1. The subject property, located at 403 East Houston Street is owned by Alvin Thomas and Vonquitra Bebee and is zoned RMD (Residential Medium Density). (Exhibit 1-2) Exhibit 1 is the Ortho map for the area where the subject property can be seen highlighted in blue. The subject property is located to the north of East Houston Street, to the east of Maurice Street and to the south of Everette Street. Exhibit 2 is the zoning map of the area where the subject property and 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. Staff was notified on May 8, 2026 that vinyl windows had been installed in place of the previous wood windows on the front dormer of the home at 403 E. Houston Street.
4. On June 15, 2026, the applicant submitted an application requesting approval for previously replacing the previous wood windows with vinyl windows. The applicant has also included an alternative window option to install aluminum clad wood windows in place of the existing vinyl windows with the COA request. (Exhibit 4-8) Exhibit 4 is a copy of the application. Exhibit 5 are the previous wood windows that were seen on the front dormer of the home. There was one four-pane and one three-pane wood window installed in the dormer. Exhibit 6 are the existing two-pane vinyl windows that have been installed in the dormer. Exhibit 7 is a dormer window inspiration for the existing vinyl windows that were submitted by the applicant. It shows 409 East Houston Street and 404 South Church Street. None of these windows are vinyl and these houses are located in the Historic District. Exhibit 8 shows the proposed alternate windows which are the aluminum-clad windows that the applicant is proposing to potentially replace the vinyl windows if the Board chooses to do so.
5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10) Exhibit 9 is the APO Map where the subject property has a red star. Exhibit 10 is a copy of the APO List. Twenty-two parcels were notified with no responses received.

Alvin Thomas, the homeowner and applicant who lives at 403 East Houston Street, approached the dais to answer the Board's questions. The roof and dormer had a limb damage it and was causing water to get in. The windows that were removed were not original windows. He said he did research within the neighborhood and spoke with neighbors about their windows and chose

to install vinyl. He knows many homeowners in the district who have chosen to replace their windows with vinyl. He said he has no intention of altering the historic home, but needed to solve the problem. He said he has worked with Patrick Blaszyk on other projects and, for this request, Patrick suggested he needed to come up with an alternative solution for the window to bring before the Board (Exhibit 8). He would rotate the exhibit 8 window to landscape to install in the opening.

The Board stated to Mr. Thomas that this current board has never approved vinyl windows which are not allowed in the Monroe Historic District. They said he should have come to the Planning Department and applied for a Certificate of Appropriateness prior to replacing the windows. Mr. Thomas was informed about the Historic District Design Standards which govern what can and cannot be done within the Historic District. Everyone on the Board lives in the Historic District and can empathize with leaky roofs and the upkeep involved.

The Commission entered discussion. Several Board members expressed concern about the pane design of the dormer window not being all three-pane or all four-pane. There was also concern about the applicant's suggestion to purchase a vertical window and install it horizontally and how it would look with dividers. The Board struggled to come to a decision and Attorney Long suggested it be tabled.

Motion: William Heidtmann made a motion that the proposed project, COA PLHR-2026-00195, be tabled until August 10, 2026 to give the homeowner some time to research and find a more congruous alternative.

Second: Jennifer Loria

Action: The motion passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Matthew Klaren, Jennifer Loria, Natasha Higgins, William Heidtmann, Ric Helton

NAYS: None

Item 7. PLHR-2026-00198 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Anna Underwood to remove the two existing chimneys and add an iron handrail to the steps at the rear of the home at 109 N. College Street. Additionally, the applicant is requesting approval for previously painting a historically unpainted masonry surface of the home. The applicant has also requested to add gutters and replace the existing asphalt shingles with like materials which has been approved at staff level. (Parcel ID # 09-232-198A)

Megan Brightharp and Anna Underwood 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 109 N. College Street is owned by Prime Property Partners, LLC and is zoned RMD (Residential Medium Density). (Exhibits 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 Morgan Street and west of North College 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 with the subject property highlighted in blue. All the parcels shaded in blue are located within the district.
3. On June 16, 2026, the applicant applied for a COA to remove the two existing chimneys from the roof of the home and add an iron handrail to the steps at the rear of the home at 109 N. College Street. Additionally, the applicant is requesting approval for previously painting a historically unpainted masonry surface of the home. (Exhibits 4-7) Exhibit 4 is a copy of the application. Exhibit 5 is a copy of the Roof Report conducted by Eagle Rock Roofing submitted by the applicant. In the Roof Report, it states that, "The chimney systems also exhibit significant deficiencies, including deteriorated corbelled brickwork, missing chimney crowns, loose chimney caps, failing sealants, improperly installed flashing components, and evidence of water intrusion into the attic and roof structure." Exhibit 6 is a picture of the rear of the home. Shown on your screen, at the top, are the two existing chimneys. At the bottom left corner are the existing steps that are missing a handrail and, as you can see, all of the masonry, including the chimneys, have been painted white. Exhibit 7 is an example of the proposed iron railing that the applicant is proposing to add to the rear steps. To the left is an example of the makeshift railing that was put on the rear steps.
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9) Exhibit 8 is a copy of the APO List. Exhibit 9 is a copy of the APO Map.

The Commission had questions for Megan. Any staff level decisions are added to the end of the request in order to not have two applications. Megan reviewed the department's spreadsheet of Historic District cases, including staff level, in which all chimney removals since 2017 have been approved. One exception to this case was on Everett Street where the Historic Commission requested one chimney to remain since it was in good condition, but the other chimney on the home could be removed. The applicant, Anna Underwood, is a realtor representing the current property owners of the home. They became owners of the home within the past week. The current owners have inherited the violation of the painted masonry.

The Commission entered discussion. The roof assessment states, in regards to the two chimneys, "Repair by a qualified masonry contractor is recommended to prevent further deterioration." Workshops, that some of the Board members have attended, have addressed that the chimneys not be taken down since it will impede the overall structure. In regards to the painted masonry, there are companies that can strip off the paint and restore the brick, although Attorney Long advised the Board to leave it alone.

Although windows are not on the COA, one of the Board members asked if they were vinyl since she said she went and tapped on it to find out. The applicant, Anna Underwood, replied that the previous seller replaced the windows and she saw the wood frames as well as paperwork to confirm they were wood on the inside.

Anna Underwood, the applicant, asked if a qualified mason came and said the chimneys need to be taken down below the roof, would it need to come back before the Commission? Depending on the Historic District Commission's ruling, a mason can determine the state of the chimneys and whether they can be repaired or taken down below the roof line. If the owners need to come back before the Commission, they will have to pay the \$100 application fee again.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00198, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the painted masonry is an inherited issue from previous owners and any brickwork that may be done, such as repointing, will be painted white so everything is congruous. Adding the handrails is acceptable for safety and fits the character of the District. The chimneys add character and value to the home; therefore, the Board would like to see the chimneys stay and not be removed. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Jennifer Smith

Action: The motion passed with the following votes:

AYES: Archie Morgan, Jennifer Smith, Matthew Klaren, Jennifer Loria, Natasha Higgins, William Heidtmann, Ric Helton

NAYS: None

Motion: Matthew Klaren made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to applicant, Anna Underwood, regarding the proposals as shown in COA PLHR-2026-00198. 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, Matthew Klaren, Jennifer Loria, Natasha Higgins, William Heidtmann, Ric Helton

NAYS: None

William Heidtmann, Board member, requested that a future agenda item be added in order to discuss ideas for possible revisions to the Historic District Design Standards. He said this is the 2021 Edition and a lot of things can change in five years. August 10th is when it was revised five years ago. He does not have any changes in particular, but would like to discuss possible amendments. Legally, Attorney Richard Long said that any amendments would come from City Council and Raleigh. Recommendations can be discussed by the Historic District Commission with the City Planners and a presentation can be made to City Council.

Matthew Klaren, Board member, said education to the people who live in the Historic District is the number one problem that he hears. Some residents "didn't know" and/or "didn't understand" the Historic District Standards even though post cards and mailings have been done. Resources are available on the City of Monroe website, but getting the information to the residents is difficult.

Jennifer Loria, Board member, requested a future agenda item be added to discuss ways to get the Design Standards information to the Historic District residents. One idea presented was to put Historic District Standards information in with the tax bill, although the downside is that the tax bill will typically go to the owners and not necessarily the tenants residing in the home.

Item 8. **Next Meeting: Monday, August 10, 2026 at 6:00pm**

Item 9. **Adjournment**

Motion: **Jennifer Smith made a motion to adjourn this meeting.**

Second: **Jennifer Loria**

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

AYES: **Archie Morgan, Jennifer Smith, Matthew Klaren, Jennifer Loria, Natasha Higgins, William Heidtmann, Ric Helton**

NAYS: **None**

The meeting adjourned at **7:20 pm**.

Respectfully submitted,

Archie Morgan
Chairman

Kimberly Davis
Secretary to the Board

TO: Historic District Commission Members

DATE: August 10, 2026 (*tabled from July 13, 2026*)

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner 2

SUBJECT: Certificate of Appropriateness request for 403 E. Houston Street

SUMMARY STATEMENT

This item was tabled at the July 13th Historic District Commission meeting to provide the applicant additional time to find an alternative new window option to replace the existing previously installed vinyl windows. The applicant has revised their proposal with an option to replace the existing vinyl windows with wood composite windows.

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Alvin Thomas. The applicant is requesting approval for previously replacing two wood windows with vinyl windows on the front dormer at 403 E. Houston Street.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	6-15-2026
Name of Petitioner:	Alvin Thomas
Location:	403 E. Houston Street
Tax ID #:	09-231-136
Lot Size:	0.23 acres
Zoning Classification:	RMD (Residential Medium Density)

GENERAL INFORMATION

403 E. Houston Street - G. W. Bradshaw House; ca. 1925

The 1928 City Directory indicates that this one-story frame bungalow was then the residence of G. W. Bradshaw, superintendent of the Monroe City Schools. Clad in wide German siding, the triple-pile dwelling is topped by a side-gable roof with a shed extension over the porch spanning

the three-bay facade. The porch has tapered wooden posts on brick piers, and there is a central shed dormer. Windows are four over one sash, and chimneys are in interior end and exterior end locations. Decorating the roof eaves are exposed rafter ends and triangular knee braces.

RELEVANT DESIGN STANDARDS

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.

The applicant is requesting approval for previously replacing 2 wood windows with vinyl windows on the front dormer of the home. The previous wood windows had a 4-pane and a 3-pane design. The new vinyl windows have a 2-pane window design.

In the original proposal, the applicant had also requested an alternative window option to install 2 aluminum clad wood windows with a 2-pane design in place of the existing 2-pane vinyl windows.

The revised proposal also includes an option to install 2 wood composite windows with a 4-pane design in place of the existing 2-pane vinyl windows.

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

The applicant is requesting approval for previously replacing 2 wood windows with vinyl windows on the front dormer of the home. The previous wood windows had a 4-pane and a 3-pane design. The new vinyl windows each have a 2-pane window design.

In the original proposal, the applicant has also requested an alternative window option to install 2 aluminum clad wood windows with a 2-pane design in place of the existing 2-pane vinyl windows.

The revised proposal also includes an option to install 2 wood composite windows with a 4-pane design in place of the existing 2-pane vinyl windows.

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

The new vinyl windows match the size of the openings of the previous wood windows. The proposed aluminum clad wood windows or wood composite windows will also match the size of the openings of the previous wood windows.

4. It is not appropriate to replace a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute material.
The applicant is requesting approval for previously replacing 2 wood windows with vinyl windows on the front dormer of the home. The applicant has also requested an alternative window option to install 2 aluminum clad wood or wood composite windows in place of the existing vinyl windows.
-

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 403 E. Houston Street is owned by Alvin Thomas and Vonquitra Bebee and is zoned RMD (Residential Medium Density). (Exhibit 1, 2)
 2. The property is located in the South Monroe Historic District. (Exhibit 3)
 3. Staff was notified on May 8, 2026 that vinyl windows had been installed in place of the previous wood windows on the front dormer of the home at 403 E. Houston Street.
 4. On June 15, 2026, the applicant submitted an application requesting approval for previously replacing the previous wood windows with vinyl windows. The applicant had also included an alternative window option to install aluminum clad wood windows in place of the existing vinyl windows with the original COA request. The revised COA request includes an option to replace the existing vinyl windows with wood composite windows. (Exhibit 4-9)
 5. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled *Historic Districts* of the Unified Development Ordinance.
 6. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 10-11)
-

CONCLUSIONS

The proposal requesting approval for previously replacing wood windows with vinyl windows or installing new aluminum clad wood windows or wood composite windows at 403 E. Houston Street as presented (is/is not) congruous in concept according to the *Windows and Doors* standards contained within the *Monroe Design Standards*:

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.

2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
 3. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings or duplicate the original in size, material, and design. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
 4. It is not appropriate to replace a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute material.
-

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 Wood Windows
6. Existing Vinyl Windows
7. Dormer Window Inspiration Photos
8. Proposed Alternative Aluminum Clad Wood Windows
9. Proposed Wood Composite Windows
10. APO Map
11. APO List

Prepared by: PB 7-29-2026



Ortho Map

Case #: PLHR-2026-00195

403 E. Houston Street

Legend

-  Centerlines
-  Parcels
-  Subject Property

Existing: RMD
(Residential Medium Density)

**Owner: Alvin Thomas &
Vonquitra Bebee**

Acres: 0.23



0 40 80
 Feet

Exhibit 1

Zoning Map

Case #: PLHR-2026-00195

403 E. Houston Street

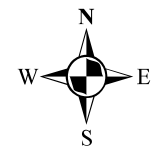
Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

**Owner: Alvin Thomas &
Vonquitra Bebee**

Acres: 0.23



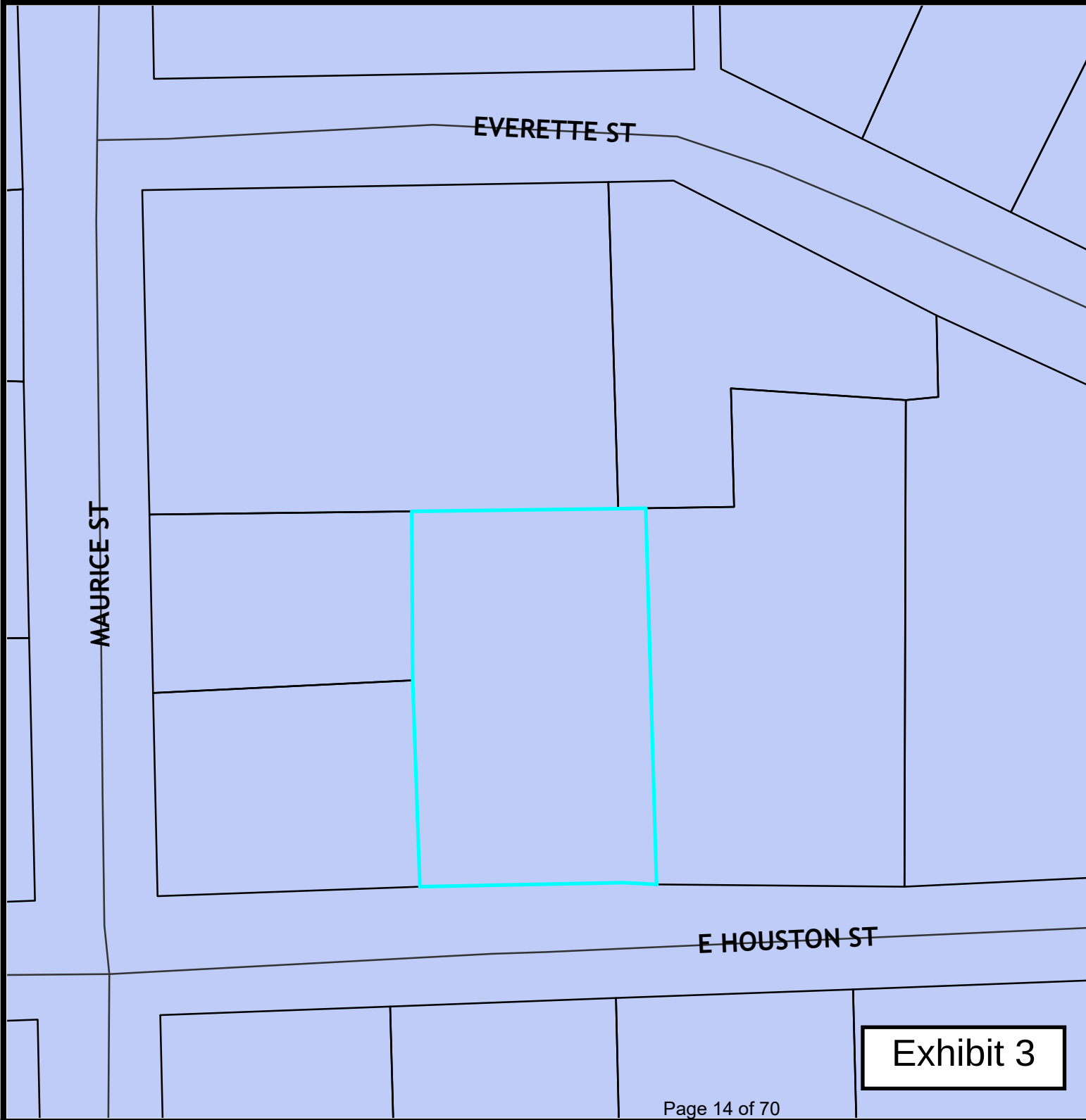
0 40 80
Feet

EVERETTE ST

MAURICE ST

E HOUSTON ST

Exhibit 2



Historic District Map

Case #: PLHR-2026-00195

403 E. Houston Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Existing: RMD
(Residential Medium Density)

Owner: Alvin Thomas &
Vonquitra Bebee

Acres: 0.23

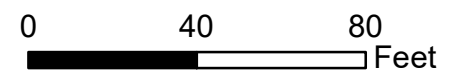


Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Alvin Thomas

Applicant's Mailing Address: 403 E Houston St
Monroe N.C.

Applicant's Phone: [REDACTED]

Applicant's Email: [REDACTED]

Property Owner Name: Alvin Thomas

Property Owner Mailing Address: ~~5120 P. same~~
8120 Early Bird way mint Hill N.C.

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: _____ 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): _____

Respectfully submit, attached letter for replacement
of dormer windows, we replace the mismatch windows
3 pane + 4 pane ^{wood} windows with single pane ^{vinyl} windows

Required materials for all applications:

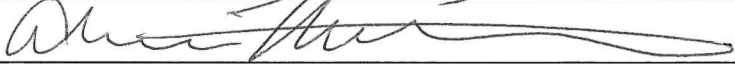
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes

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

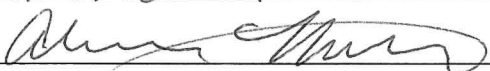
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Applicant (printed): Alvin Thomas

Applicant (signed): 

Date: 6/15/24

Owner (printed): Alvin Thomas

Owner (signed): 

Date: _____

June 15, 2026

Monroe Historic Preservation Commission

Re: Window Replacement at:

 403
43 E Houston St., Monroe, NC

Dear Members of the Historic Preservation Commission,

We respectfully submit this letter to explain the replacement of the windows at our home.

The windows that were removed were not original to the house. They were mismatched in style and condition, and many had significant rot, water intrusion, and leakage. Due to their deteriorated condition, replacement was necessary.

Before selecting replacement windows, we researched the historic character of the home by reviewing historic photographs of the property and examining similar homes within the neighborhood. We also focused on ensuring that the dormer windows reflected the appearance, proportions, and design elements shown in historic photographs and found on comparable homes in the district.

We considered a variety of window options and selected windows that best balanced historical appearance, durability, low maintenance, and energy efficiency. Our goal was to preserve the character of the home while improving its long-term sustainability, comfort, and weather resistance.

Attached are photographs of the historic images reviewed, comparable homes in the neighborhood, the deteriorated windows that were removed, and the replacement windows that were installed. These materials demonstrate the research and care that went into our decision-making process.

Our intent was not to alter the historic character of the property, but to replace deteriorated, non-original windows with windows that more closely reflect the home's historic appearance while providing modern performance benefits.

We appreciate your consideration and remain committed to the preservation and stewardship of this historic property.

Respectfully,

Alvin Thomas

A handwritten signature in dark ink, appearing to read 'Alvin Thomas', written over a horizontal line.

Owner



Previous Wood Windows

Exhibit 5



Existing Vinyl Windows

Exhibit 6



409 East Houston Street



404 South Church Street

Dormer Window Inspiration

Exhibit 7



Crestline® Elite 24" x 36" Double-Hung Window White Aluminum Clad Pine Interior with Nailing Flange

Model Number: 4000221_DH24x36_Pine_ELITEWH_ZO_E5

EVERYDAY LOW PRICE

\$545.09

11% REBATE* Good Through 6/21/26

\$59.96

VALUE
AFTER
REBATE*

\$**485**¹³
each

You Save \$59.96 After Mail-In Rebate*

SELECT STORE & BUY



Rebate is not an instant price reduction on the advertised items at the point of original purchase. Rebate is a mail-in rebate issued as a Rebate Credit Check that is a discount on future in-store purchases only and not purchases on MENARDS.COM®. "Value After Rebate" is the price or sale price minus the future rebate discounts. Valid on merchandise; excludes purchase of gift cards, rentals, service plans, delivery charges and processing fees. See bottom of page for details.

- Zo-E 5 glass is made up of 2 panes of 3/4" thick glass along with a triple layer of Low-E coatings for optimum energy efficiency
- High visibility screen with matching color finish frame included for great fresh air circulation
- Steel-reinforced meeting rail between the sashes adds strength and prevents bowing

[View More Information >](#)

Finish: White Aluminum



Bring Your Project to Life with Menards® Design & Buy™ ^

Alternative Windows

Exhibit 8

SPECIAL ORDER QUOTE

Customer Agreement #: H3639-270952

Printed Date: 7/20/2026

Customer Name: ALVIN THOMAS

Phone: REDACTED

Email: REDACTED

Associate: JUSTIN

Phone: REDACTED

Pre-Savings Total: REDACTED

Total Savings: REDACTED

Pre-Tax Price: REDACTED

Price Valid Through:
8/2/2026

All prices are subject to change. Customer is responsible for verifying product selections.
The store will not accept returns for the below products.



RO Size = 36" x 24"

Unit Size = 35 1/2" x 23 1/2"

Line Number	Item Summary	Quantity	NOTES
100-1	100 Series Picture/Transom-PWTR, Fixed, 35.5 x 23.5, White / Frame: White	2	Pricing has been redacted per request.

LINE 100 DESCRIPTION

- 100 Series Picture/Transom-PWTR
- Overall Rough Opening = 36" x 24"
- Overall Unit = 35 1/2" x 23 1/2"
- Installation Zip Code = 28227
- U.S. ENERGY STAR® Climate Zone = South Central
- Enhanced Performance = No
- Search by Unit Code = No
- Standard Width = 100REC30XX - RO: 36" | UNIT: 35 1/2"
- Standard Height = XX20 - RO: 24" | UNIT: 23 1/2"
- Frame Width = 35 1/2"
- Frame Height = 23 1/2"
- Unit Code = 100REC3020
- Frame Option = 1 3/8" Setback
- Venting / Handing = Fixed
- Exterior Frame Color = White
- Interior Frame Finish Color = White
- Glass Construction Type = Dual Pane
- Glass Option = Clear Dual Pane
- Glass Strength = Standard
- Glass Tint = No Tint
- Specialty Glass = No Specialty Glass
- High Altitude = No
- Gas Fill = Air
- Glass / Grille Spacer Color = Stainless
- Simulated Divided Light (SDL)
- Specified Equal Light
- Grille Pattern = Specified Equal Light
- Simulated Check Rail = No
- Grille Bar Width = 3/4"
- Exterior Grille Color = White
- Interior Grille Color = White
- 4W1H
- Installation Material Options = No
- Re-Order Item = No
- Room Location =
- Unit U-Factor = 0.44
- Unit Solar Heat Gain Coefficient (SHGC) = 0.55
- Unit CPD Number = AND-N-82-14543-00002
- U.S. ENERGY STAR® Certified = No
- SKU = 1008729625
- Vendor Name = S/O ANDERSEN LOGISTICS
- Vendor Number = 60509030
- Customer Service = (888) 888-7020
- Catalog Version Date = 05/13/2026
- SKU Description = S/O 100S PICTURE WINDOW

END LINE 100 DESCRIPTION

Exhibit 9

FIBREX® MATERIAL

Developed by Andersen, Fibrex material is a revolutionary structural composite material that blends the very best attributes of vinyl and wood. Fibrex material saves on natural resources because it's **composed of 40% reclaimed wood fiber by weight.** Special polymer formulations surround and fill each wood fiber, enabling top performance. The result is a material that provides uncommon value and enhances the quality of any project. In use for over two decades in Andersen® products, Fibrex material has proven its strength and durability in all types of climates.

REVOLUTIONARY BUILDING MATERIAL

- Twice as strong as vinyl so weathertight seals stay weathertight
- Blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills
- Retains its stability and rigidity in all climates for exceptional durability
- Offers superior scratch resistance compared to painted vinyl*

ENVIRONMENTALLY RESPONSIBLE

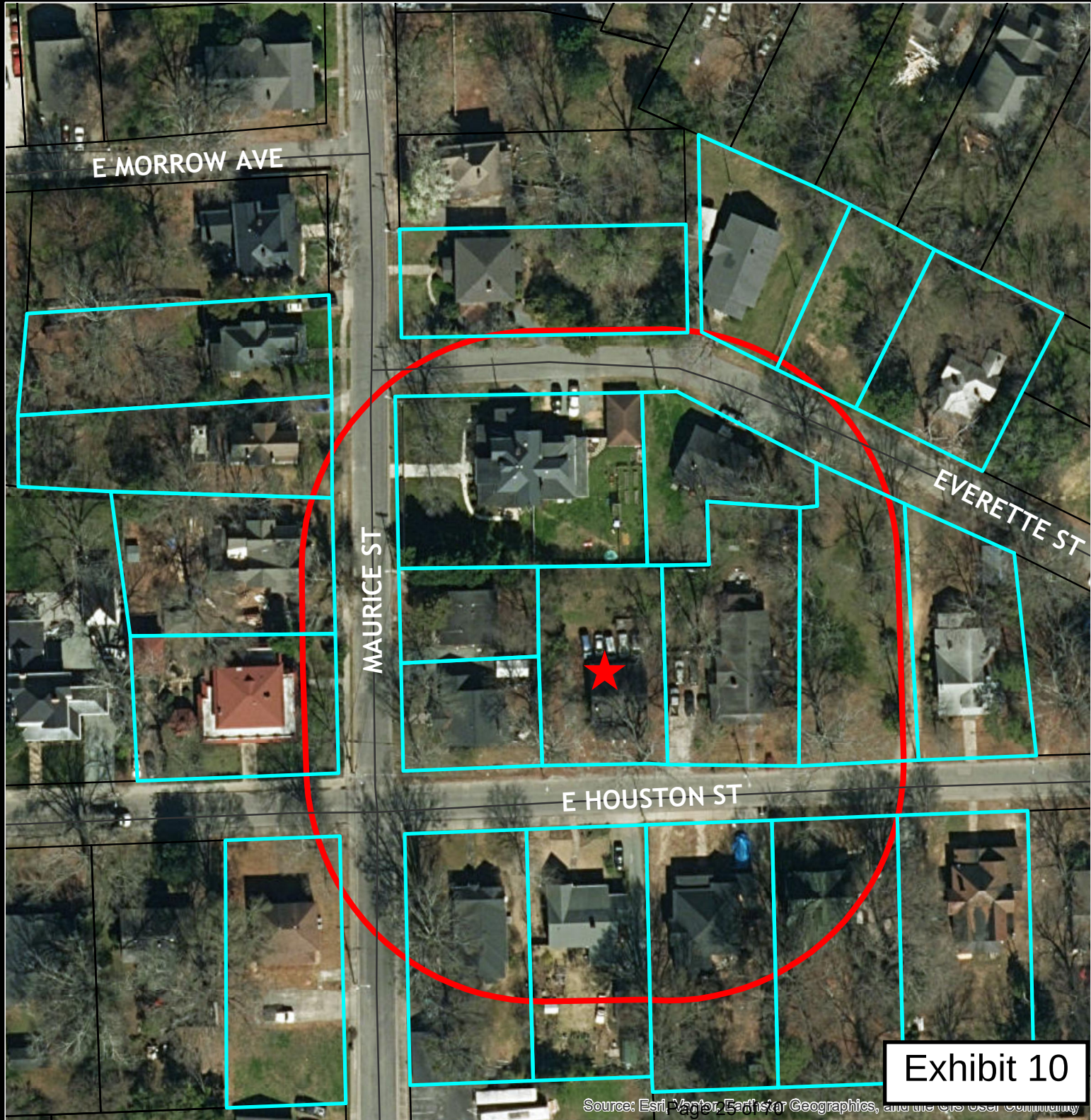
- Since Andersen developed the highly sustainable Fibrex material, reuse of waste wood fiber has prevented the harvesting of nearly 90 million board feet of timber
- 100 Series products can help builders earn LEED® points in three key categories: Energy & Atmosphere, Materials & Resources and Indoor Environmental Quality
- 100 Series products meet or exceed California Section 01350 Specification, a California indoor emission standard – one of the toughest in the country
- Like all Andersen products, 100 Series products are designed to last** and help reduce future waste streams



See how Andersen created Fibrex material at andersenwindows.com/fibrex.

*Visit andersenwindows.com/warranty for details.

**When tested against five leading competitors' painted vinyl window products.



APO Map

PLHR-2026-00195

Legend

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

22 Parcels Notified



Exhibit 10

ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
09231170	MCNEELY JAMES ADRIAN	MCNEELY REBECCA ANN	405 EVERETTE ST	MONROE	NC	28112
09231140	WM HOMES LLC		406 EVERETTE ST	MONROE	NC	28112
09231132	RIVADINEIRA RAMIRO A		306 MAURICE ST	MONROE	NC	28112
09231106	STARR TIFFINY AMBER LYNN		408 E HOUSTON ST	MONROE	NC	28112
09231109	BENNETT LARRY DARNELL	BENNETT CATHERINE GADDY	404 E HOUSTON ST	MONROE	NC	281125634
09231135	FROST REBECCA G		315 S MAURICE ST	MONROE	NC	28112
09231136	THOMAS ALVIN E	BEBEE VONQUITRA	8120 EARLY BIRD WAY	CHARLOTTE	NC	28227
09231107	7 KEYS LLC		3602 MCPHERSON ST	WAXHAW	NC	28173
09231171	Y&Z HOMEBUYERS LLC		1404 MCDONALD ST	MONROE	NC	28110
09231141	LORIA THOMAS MICHAEL	LORIA JENNIFER RYAN	305 S MAURICE ST	MONROE	NC	28112
09231138A	WALTERS JULIA	WALTERS KEITH	405 E HOUSTON ST	MONROE	NC	28112
09231110	ELIZABETH MISSIONARY BAPTIST CHURCH		503 MAURICE ST	MONROE	NC	28112
09231134	WILSON SCOTT D	WILSON ANNA Z	3809 BOUNTY CT	MATTHEWS	NC	28105
09231169	HEIDTMANN WILLIAM P	SULLIVAN EMMA J	211 MAURICE ST	MONROE	NC	28112
09231137	WALTERS JOSEPH KEITH	WALTERS JULIA T	405 E HOUSTON ST	MONROE	NC	28112
09231142	HAILEY KATRINA S		304 MAURICE ST	MONROE	NC	28112
09231105	WIGGINS CHRISTIAN STEPHEN		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231108	BENNETT LARRY D	BENNETT CATHERINE G	404 HOUSTON ST	MONROE	NC	28112
09231133	COY ALEJANDRO ROBERTO	COY SHIRELLE KAREN	323 E HOUSTON STREET	MONROE	NC	28112
09231172	RANGEL ELVIA	BANDA RODOLFO A GONZALEZ	409 EVERETTE ST	MONROE	NC	28112
09231143	FETLALI PROPERTIES LLC		13601 CAPWORTH LN	CHARLOTTE	NC	28273
09231138	BRANTLEY BRAD	BRANTLEY PAMELA M	409 E HOUSTON ST	MONROE	NC	28112

Exhibit 11



STAFF REPORT
Project # *PLHR-2027-00016*

TO: Historic District Commission Members

DATE: August 10, 2026

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner 2

SUBJECT: Certificate of Appropriateness request at 215 S. Main Street

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Carlos V. Espionosa to construct an attached covered canopy structure over the front patio at 215 S. Main Street. The applicant has also requested to replace an existing aluminum window with either an aluminum fold-up style or accordion style window on the front elevation of the building.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	7-20-2026
Name of Petitioner:	Carlos V. Espionosa
Location:	215 S. Main St.
Tax ID #:	09-232-075A
Lot Size:	0.06 acres
Zoning Classification:	DC-MX (Downtown Central Mixed-Use)

GENERAL INFORMATION

215 S. Main Street

This is a one-story commercial brick structure that was constructed in 1945.

RELEVANT DESIGN STANDARDS

Garages & Accessory Structures, pg. 35

1. 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 applicant is requesting to construct an attached covered canopy over the existing front patio of the building. The primary material for this canopy will be wood or steel. The structure will have an aluminum roof to match the principal structure.
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 requesting to construct an attached covered canopy over the existing front patio of the building.
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 applicant is not requesting a prefabricated metal accessory structure. The primary material of the canopy structure will be either wood or steel.
4. 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 features of the building or trees on the site will be removed in order to construct the canopy structure on the front elevation of the building.
5. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

Windows and Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
The applicant is requesting approval to replace one aluminum window with an aluminum fold-up style or accordion style window on the front elevation of the building.
2. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting approval to replace one aluminum window with an aluminum fold-up style or accordion style window on the front elevation of the building.

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

The new window will be properly sized to fit the existing window opening.

Additions, pg.67

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent standards in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.

The applicant is requesting to construct an attached covered canopy over the existing front patio of the building.

3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.

The applicant is requesting to construct an attached covered canopy over the existing front patio of the building.

4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.

No trees will be removed in order to construct the attached canopy structure on the front elevation of the building.

5. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.

The proposed addition encompasses the existing front patio and measures approximately 18'x 20' and 360 square feet.

6. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.

The proposed addition encompasses the existing front patio and measures approximately 18'x 20' and 360 square feet.

7. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.

The applicant is requesting to build an attached covered canopy addition over the existing front patio of the building. The addition will be connected to the front wall of the building.

The proposed primary materials of the canopy structure are either wood or steel. The roof for the canopy will be constructed of aluminum to match the existing roof of the building.

8. Design a new addition to be compatible with but slightly differentiated from the district building in material and detailing so it does not appear to be original to the building. It is not appropriate to attempt to make new additions appear original to the building, giving a false historic appearance.

The proposed canopy structure will be constructed of wood or steel and the building is primarily constructed of brick. The roof for the canopy will be constructed of aluminum to match the existing roof of the building.

9. Consider siting an infill addition or connector back from the district building's wall plane so the form of the building can be distinguished from the new work.

The applicant is requesting to build an attached covered canopy addition over the existing front patio of the building.

10. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.

No features of the building will be removed in order to construct the canopy structure on the front elevation of the building.

11. It is not appropriate to construct a new addition if the overall proportion of built mass to open space on the site will vary significantly from the surrounding buildings and sites that contribute to the special character of the historic district.

The proposed addition encompasses the existing front patio and measures approximately 18'x 20' and 360 square feet.

PROPOSED FINDINGS

Staff offers the following Findings:

1. The subject property located at 215 S. Main Street is owned by Home Brew Craft Beer & Smoothies 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 July 20, 2026, the applicant submitted an application requesting to construct an attached covered canopy structure over the existing outdoor front patio at 215 S. Main Street. The applicant has also requested to replace an existing aluminum window on the front elevation of the building with an aluminum fold-up style window or an aluminum accordion style window. (Exhibit 4-7)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 titled Historic Districts of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

CONCLUSIONS

The proposed projects to construct an attached covered canopy structure over the existing outdoor front patio and replace an aluminum window with an aluminum fold-up style or accordion style window at 215 S. Main Street as presented (is/is not) congruous in concept according to the *Windows and Doors* and *Addition* standards of the *South Monroe Historic District Standards*:

Garages & Accessory Structures, pg. 35

1. 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.
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. 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.
5. It is not appropriate to introduce features or details to a garage or accessory structure in the district in an attempt to create a false historical appearance.

Windows and Doors, pg. 53

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

Additions, pg.67

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent standards in the District Setting Section.
2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.
3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.
4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.
5. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.
6. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.
7. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.
8. Design a new addition to be compatible with but slightly differentiated from the district building in material and detailing so it does not appear to be original to the building. It is not appropriate to attempt to make new additions appear original to the building, giving a false historic appearance.
9. Consider siting an infill addition or connector back from the district building's wall plane so the form of the building can be distinguished from the new work.
10. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.
11. It is not appropriate to construct a new addition if the overall proportion of built mass to open space on the site will vary significantly from the surrounding buildings and sites that contribute to the special character of the historic district.

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. Site Plan & Renderings
7. Proposed Materials
8. APO Map
9. APO List

Prepared by: PB 07-17-2026

Ortho Map

Case #: PLHR-2027-00016

215 S. Main Street

Legend

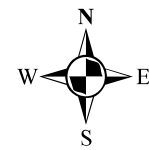
— Centerlines

▭ Parcels

▭ Subject Property

**Owner: Home Brew Craft
Beer & Smoothies LLC**

Acres: 0.06



0 30 60
Feet

Exhibit 1



Zoning Map

Case #: PLHR-2027-00016

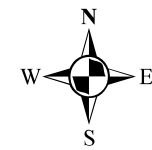
215 S. Main Street

Legend

- Centerlines
- Parcels
- DC-MX
- Subject Property

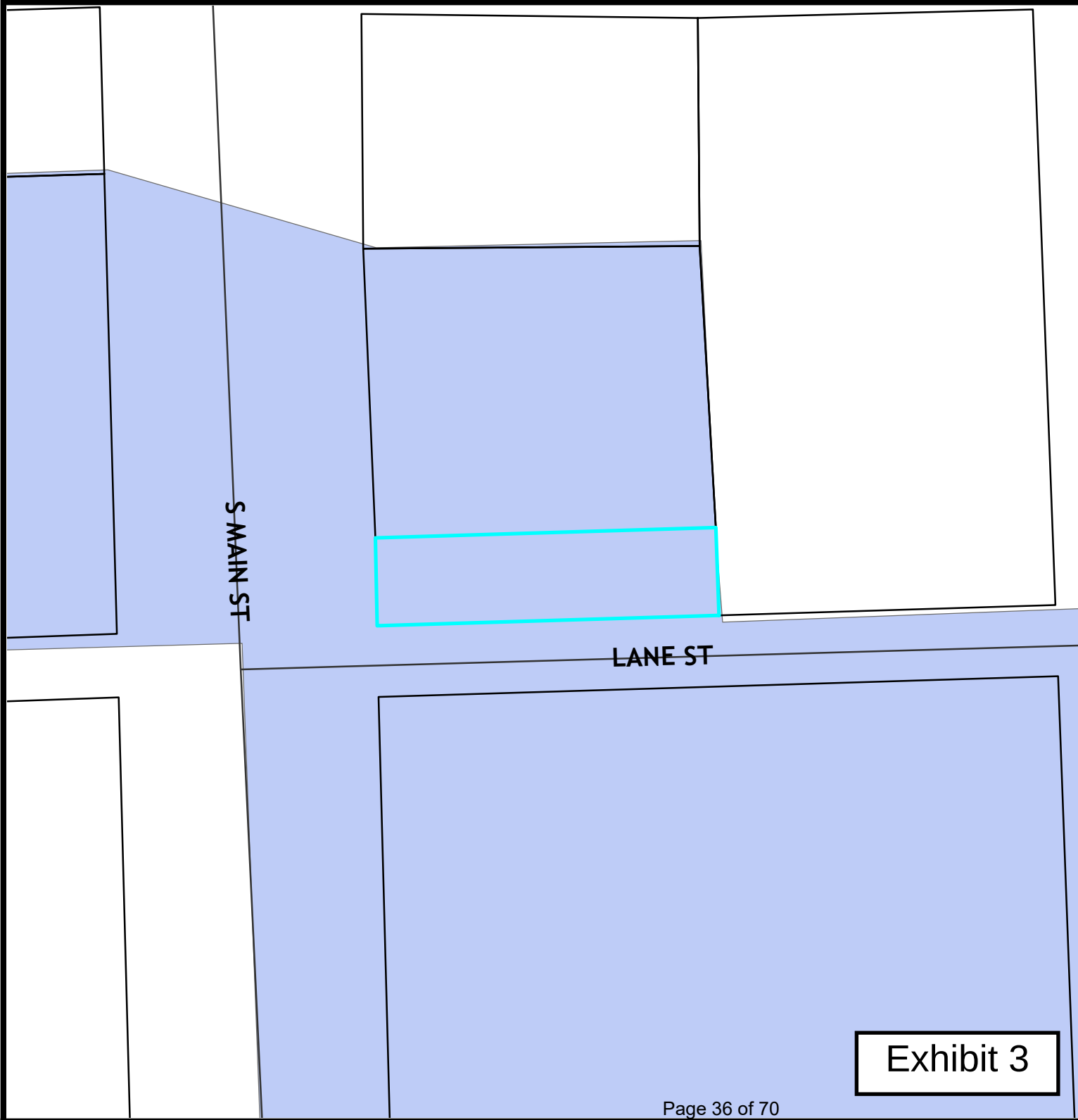
Owner: Home Brew Craft
Beer & Smoothies LLC

Acres: 0.06



0 30 60 Feet





Historic District Map

Case #: PLHR-2027-00016

215 S. Main Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Owner: Home Brew Craft
Beer & Smoothies LLC

Acres: 0.06

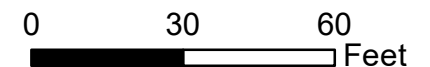


Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Carlos V. Espinosa

Applicant's Mailing Address: 406 Harvey Street, Suite 201

Winston-Salem, NC 27103

Applicant's Phone: [REDACTED]

Applicant's Email: [REDACTED]

Property Owner Name: Greg Moore

Property Owner Mailing Address: 215 S. Main Street

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)

Architect

Property Address: 215 S. Main Street, Monroe, NC 28112

Tax ID Number: 09232075A

The following Certificate of Appropriateness is requested for (please provide a brief description of the proposed project, attached additional sheets if necessary: The scope of work is a new covered canopy structure to be constructed over the existing outdoor patio located at the front of the building. The new front canopy, visible from S. Main St., is the focus of this submission for review by the HDC. Also, part of the scope of work is the replacement of an existing +/- 8' - 8 1/2" wide x 6'-2 1/2" tall window on the front of the building. We are proposing to replace it with a new fold-up style operable window that is the same size as the window being replaced. The new proposed window frame material is to be aluminum and the color is to match the existing window frames (black). We've provided example photos of the fold-up style window we are proposing as well as photos of an alternate accordion style window replacement if the preferred fold-up style window is not acceptable.

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
- Existing exterior elevations of the front of the building
- Proposed exterior elevations of the front of the building showing the new covered canopy structure design Concept #1
- Proposed exterior elevations of the front of the building showing the new covered canopy structure design Concept #2

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): Carlos V. Espinosa, AIA

Applicant (signed): 

Date: 7/20/26

Owner (printed): Greg Moore

Owner (signed): 

Date: 7/14/26

Existing Conditions



Exhibit 5





OUTLAWED ON MAIN

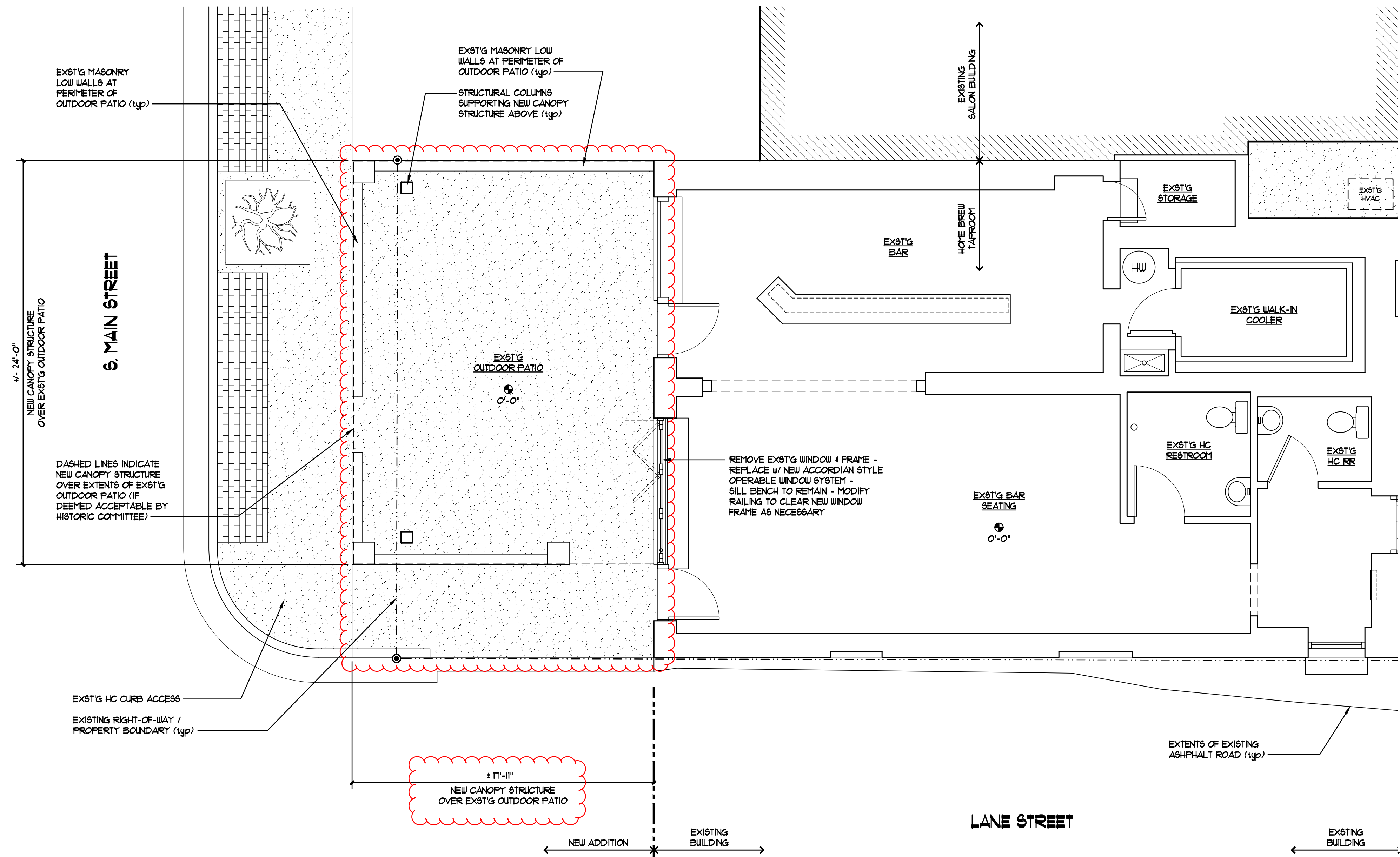
215

TAPROOM & TUNES

Existing fixed glass window & wood frame to be removed and replaced with a new operable fold-up style window

New window frame material to be prefinished aluminum - color to be black to match existing adjacent door frame





a101 | PROPOSED SCHEMATIC FIRST FLOOR PLAN
1/4" = 1'-0"

BP005609

Exhibit 6

JOB # 609
DATE 6.17.26
DRAWN T. LaPrad
SHEET
A-1

**HOME BREW
TAPROOM & TUNES**
Addition & New Outdoor Patio
215 S Main Street
Monroe, North Carolina 28112

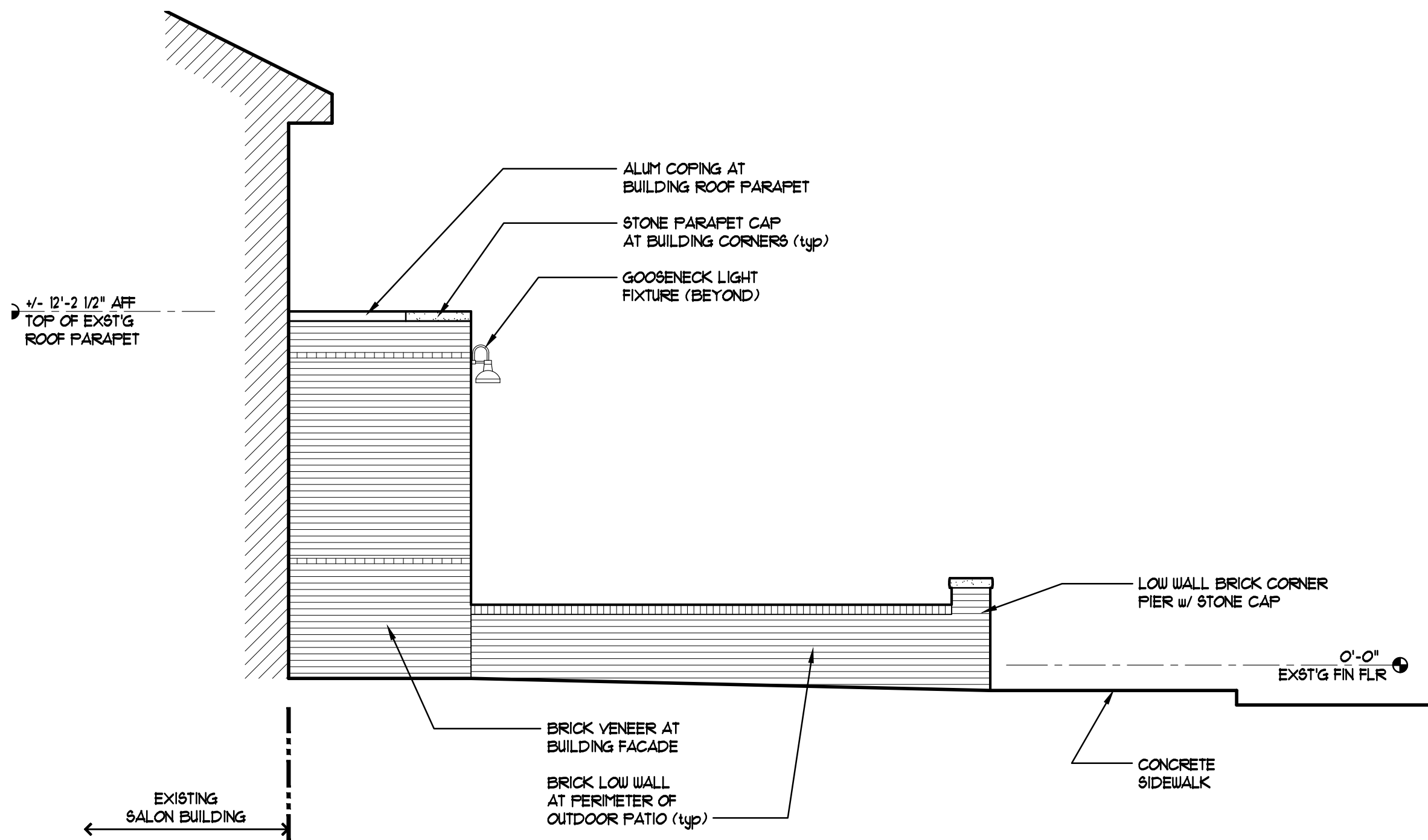
#	DATE	REVISIONS
1	6-22-26	GENERAL REVISIONS PER OWNER REQUEST
2	7-10-26	GENERAL REVISION TO FRONT CANOPY

© 2026

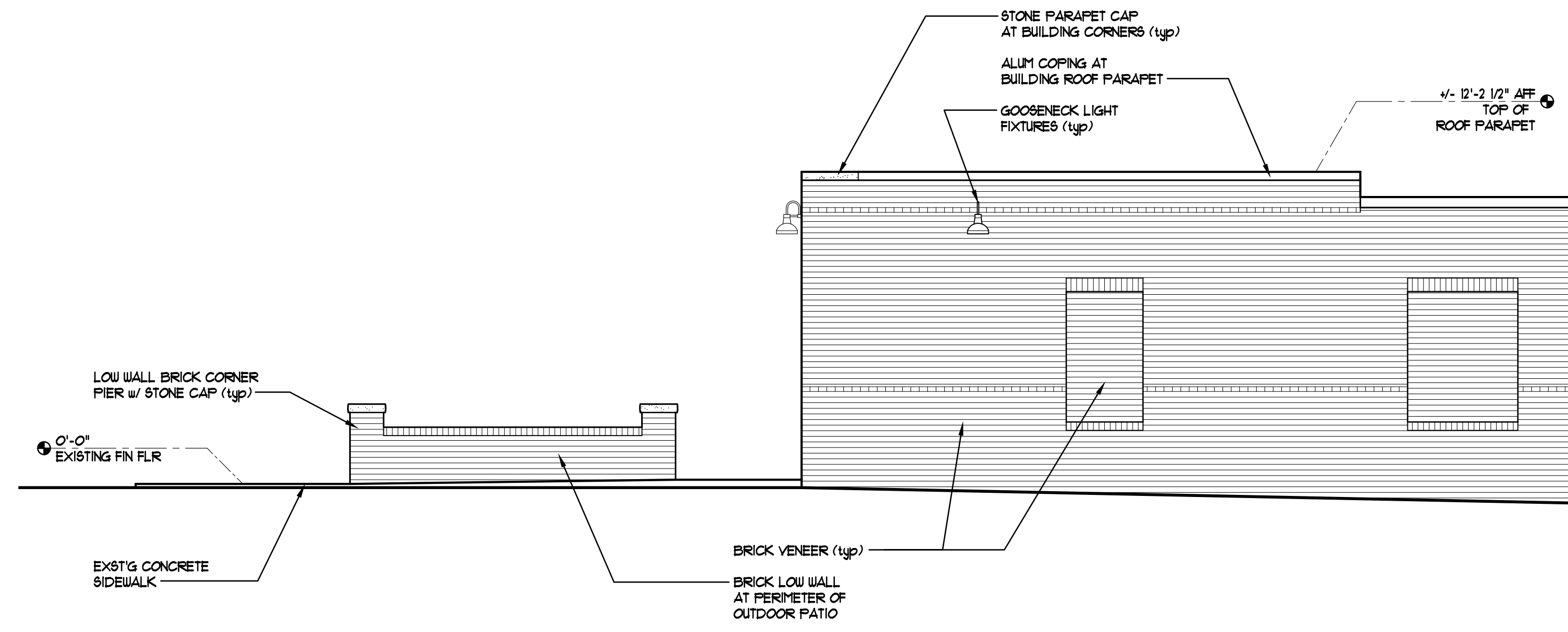
**PRELIMINARY -
NOT FOR
CONSTRUCTION**

espinosa **ARCHITECTURE**
+ consulting, pc
www.espinosaARCHITECTUREconsulting.com
406 harvey street suite 201 winston-salem nc 27103
336.407.8419

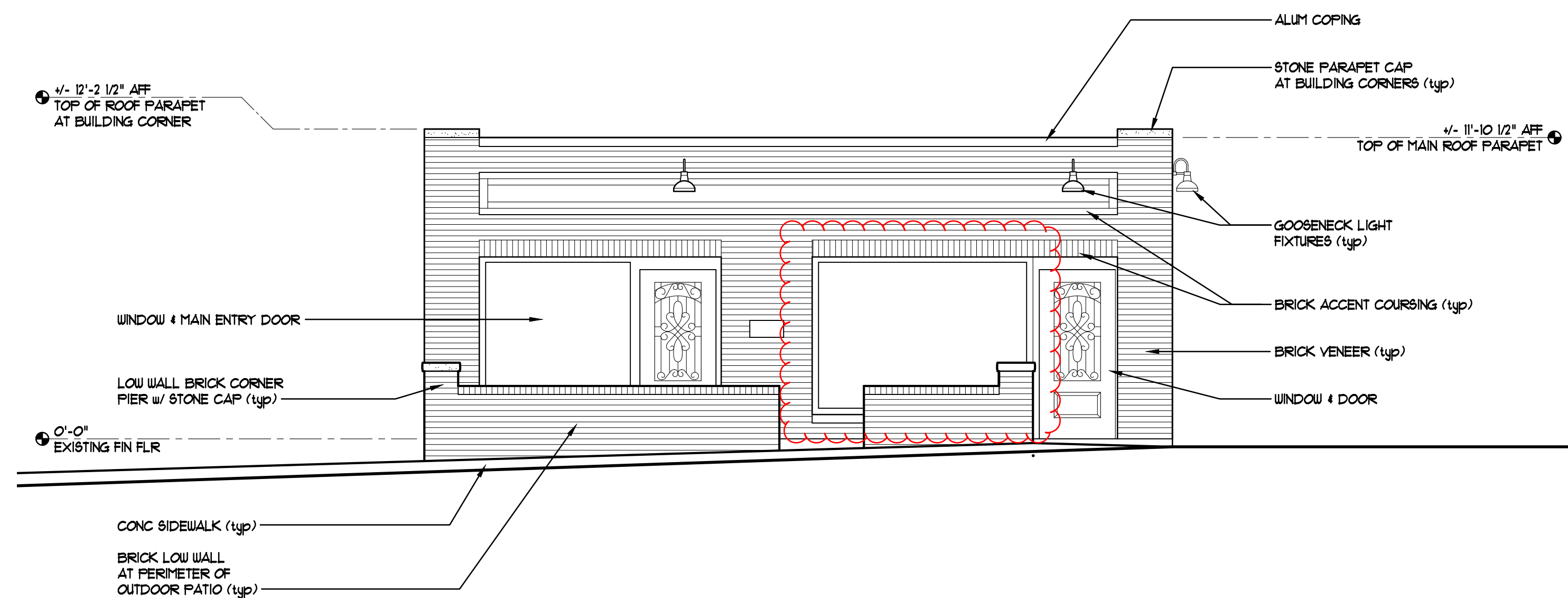
Existing Conditions



a303 | **EXISTING PARTIAL LEFT SIDE ELEVATION (FACING ADJACENT SALON BUILDING)**
1/4" = 1'-0" BE001609



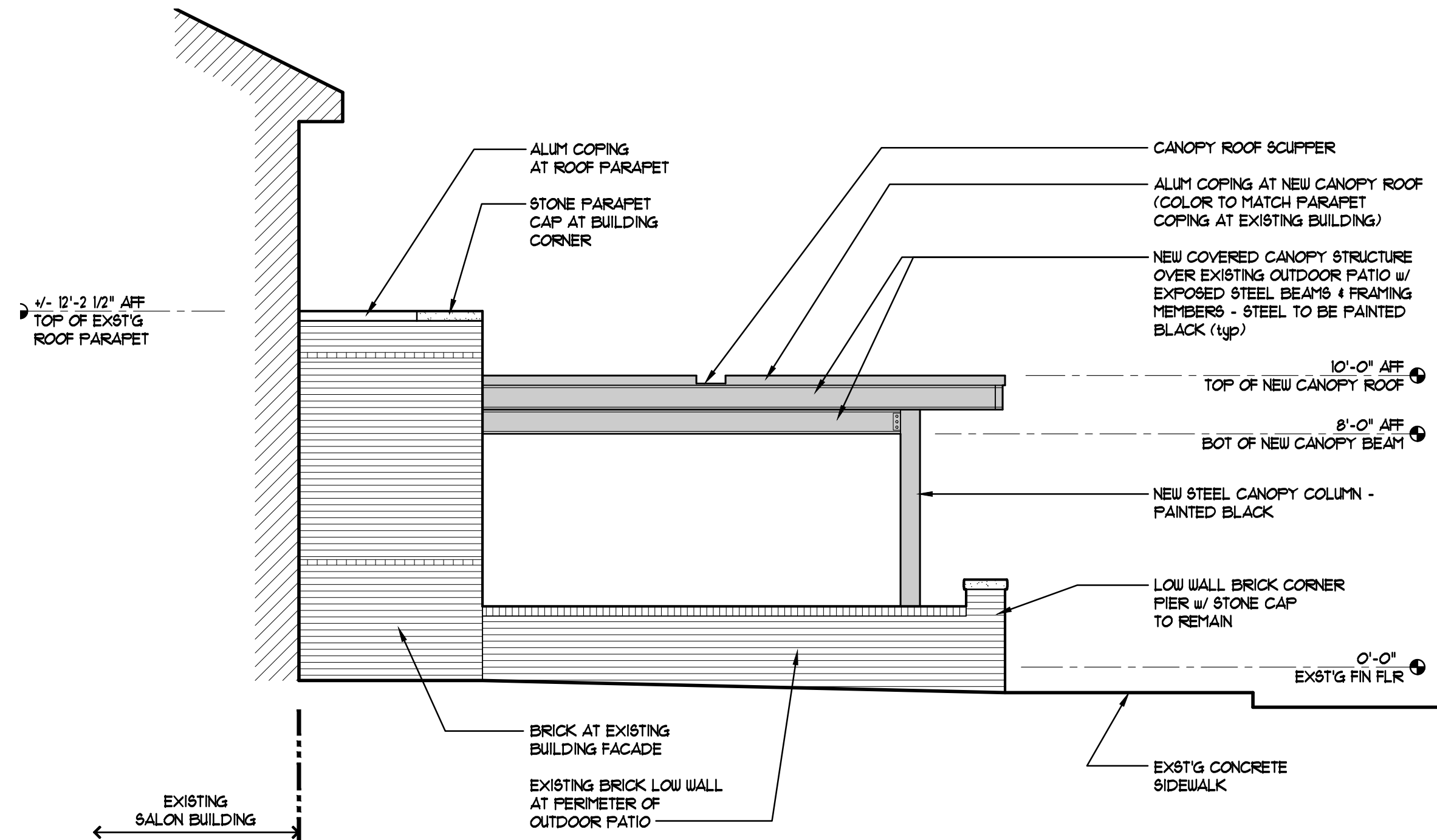
a302 | **PARTIAL EXISTING RIGHT SIDE ELEVATION (FACING LANE ST.)**
1/4" = 1'-0" BE001609



a301 | **EXISTING FRONT ELEVATION (FACING S. MAIN ST.)**
1/4" = 1'-0" BE001609

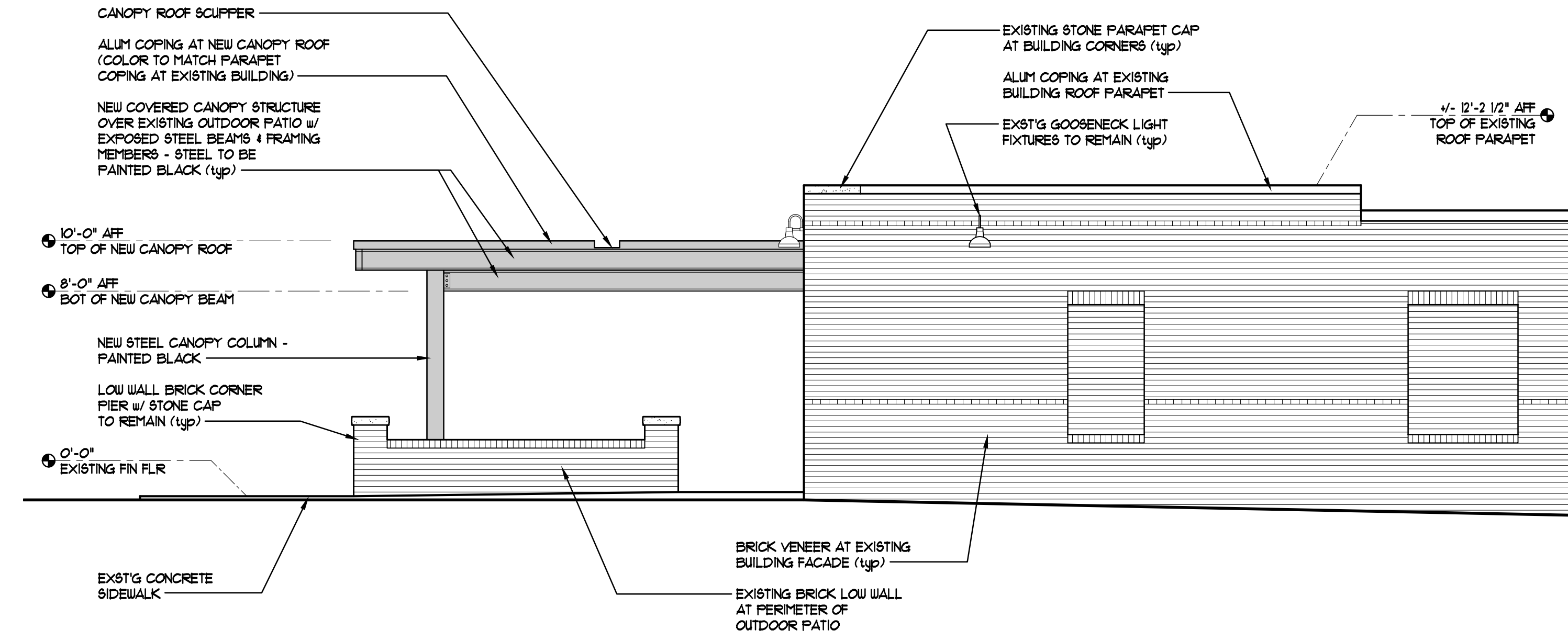
#	DATE	REVISIONS

Concept 1



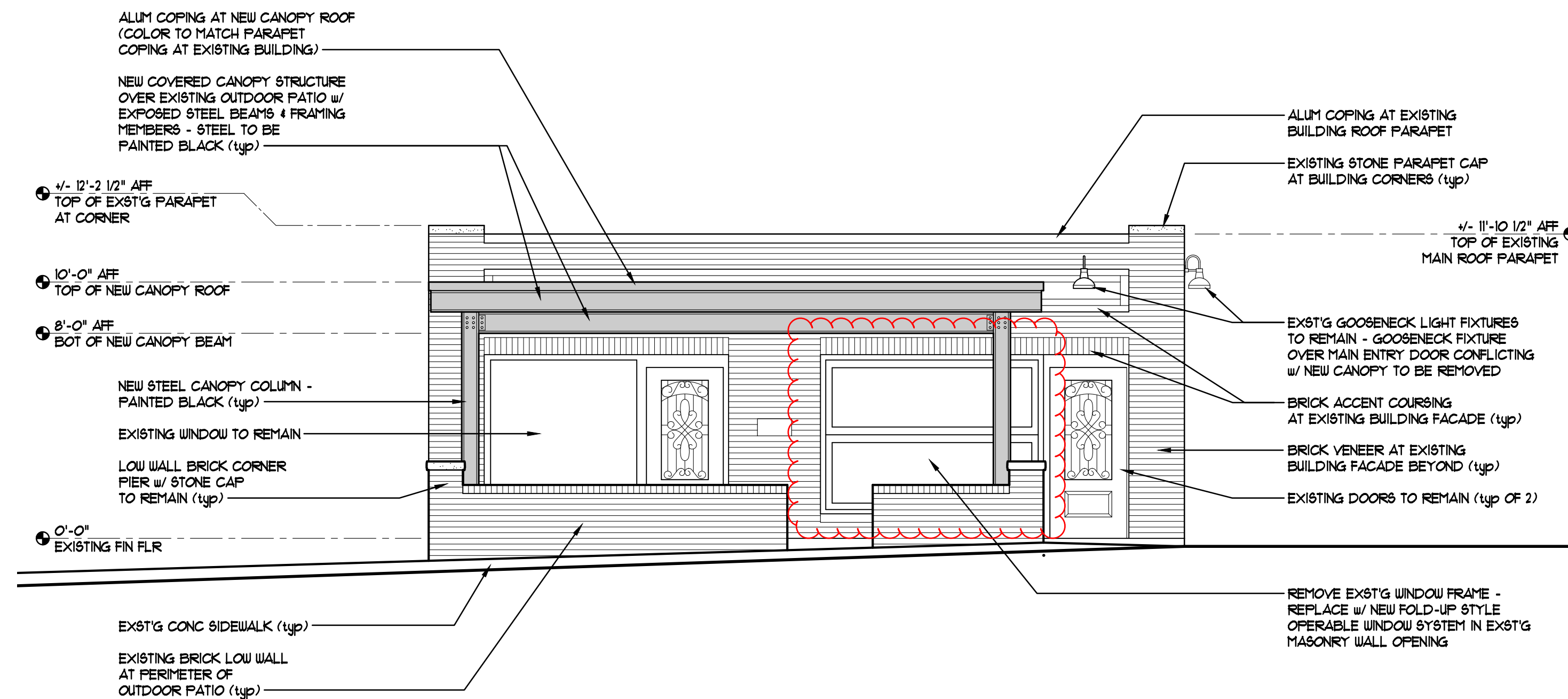
a403 | **PROPOSED PARTIAL LEFT SIDE ELEVATION**
CONCEPT # 1 (FACING ADJACENT SALON BUILDING)
1/4" = 1'-0"

BE001609



a402 | **PROPOSED PARTIAL RIGHT SIDE ELEVATION CONCEPT # 1 (FACING LANE ST.)**
1/4" = 1'-0"

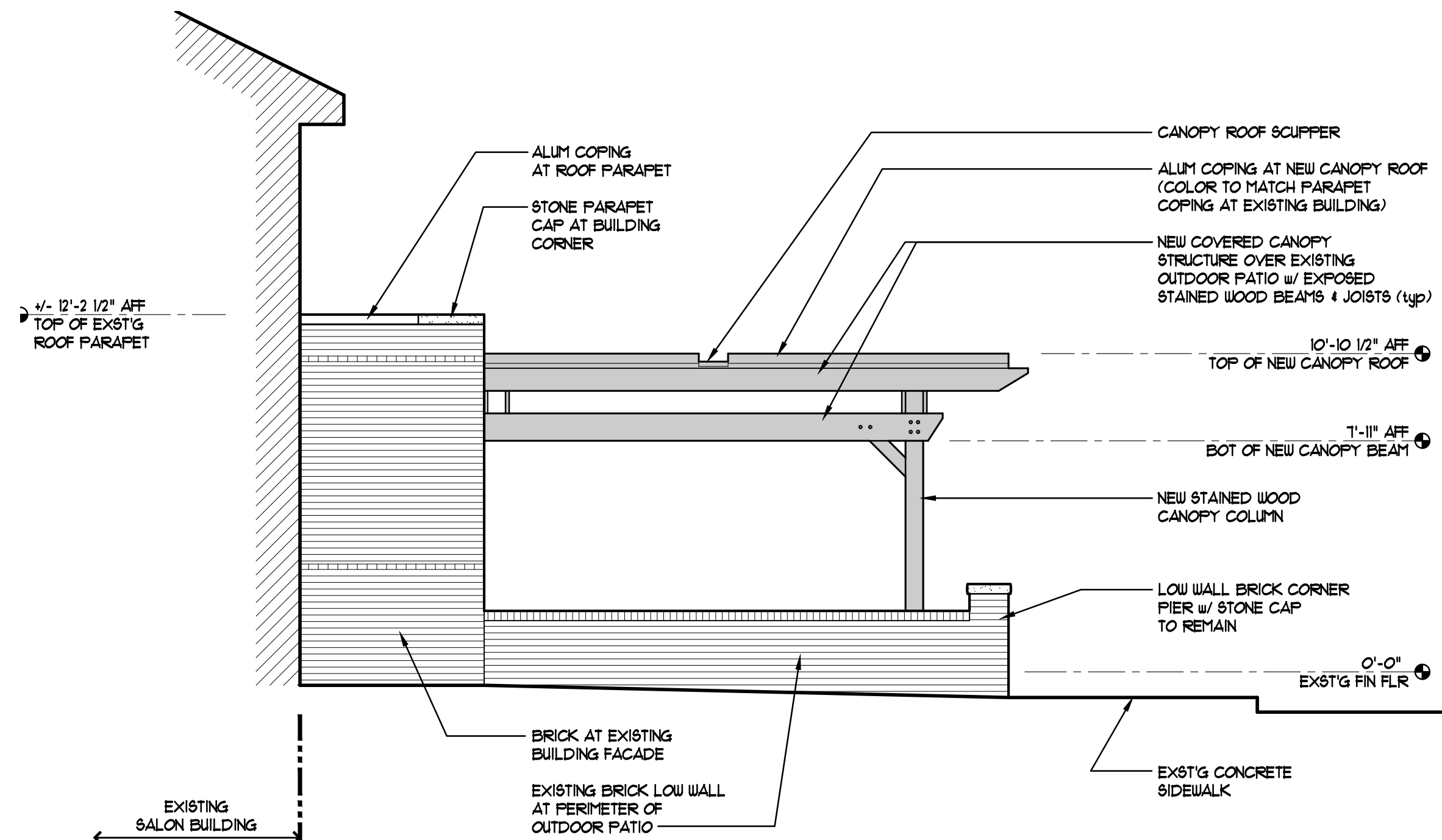
BE001609



a401 | **PROPOSED FRONT ELEVATION CONCEPT # 1 (FACING S. MAIN ST.)**
1/4" = 1'-0"

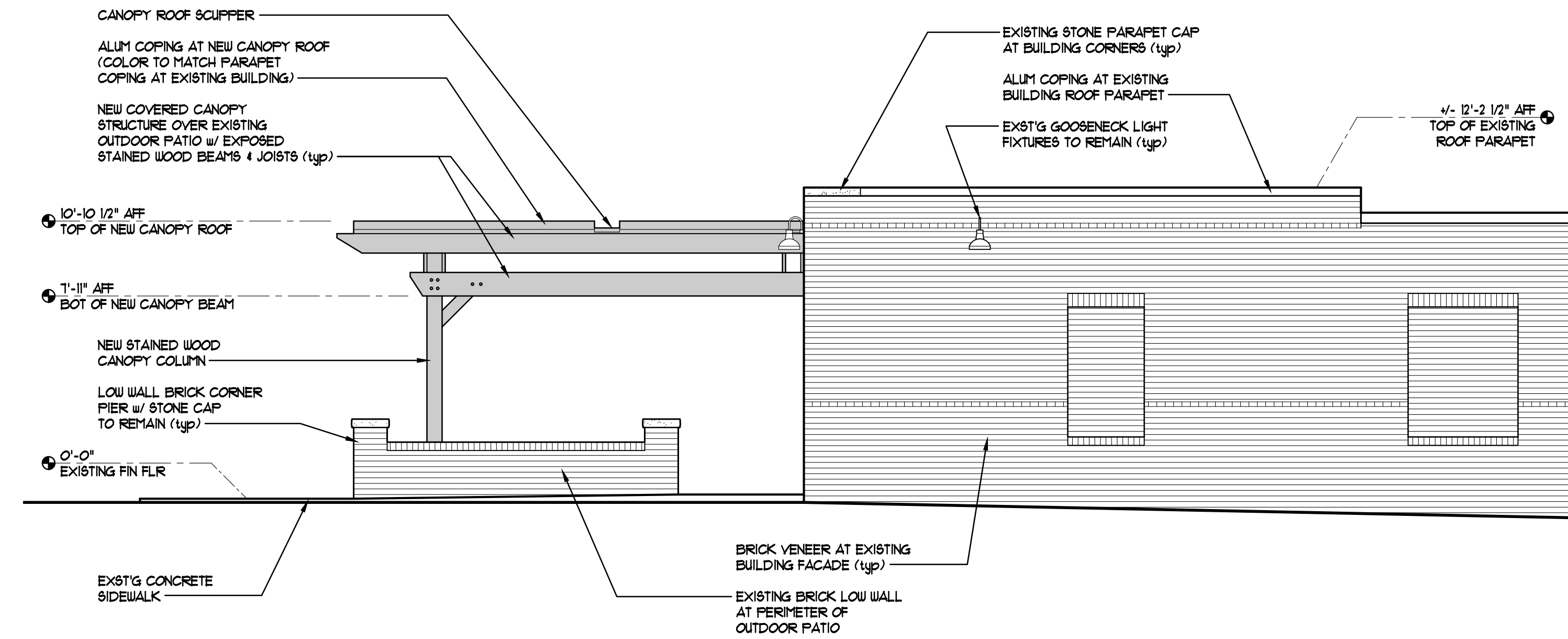
BE001609

Concept 2



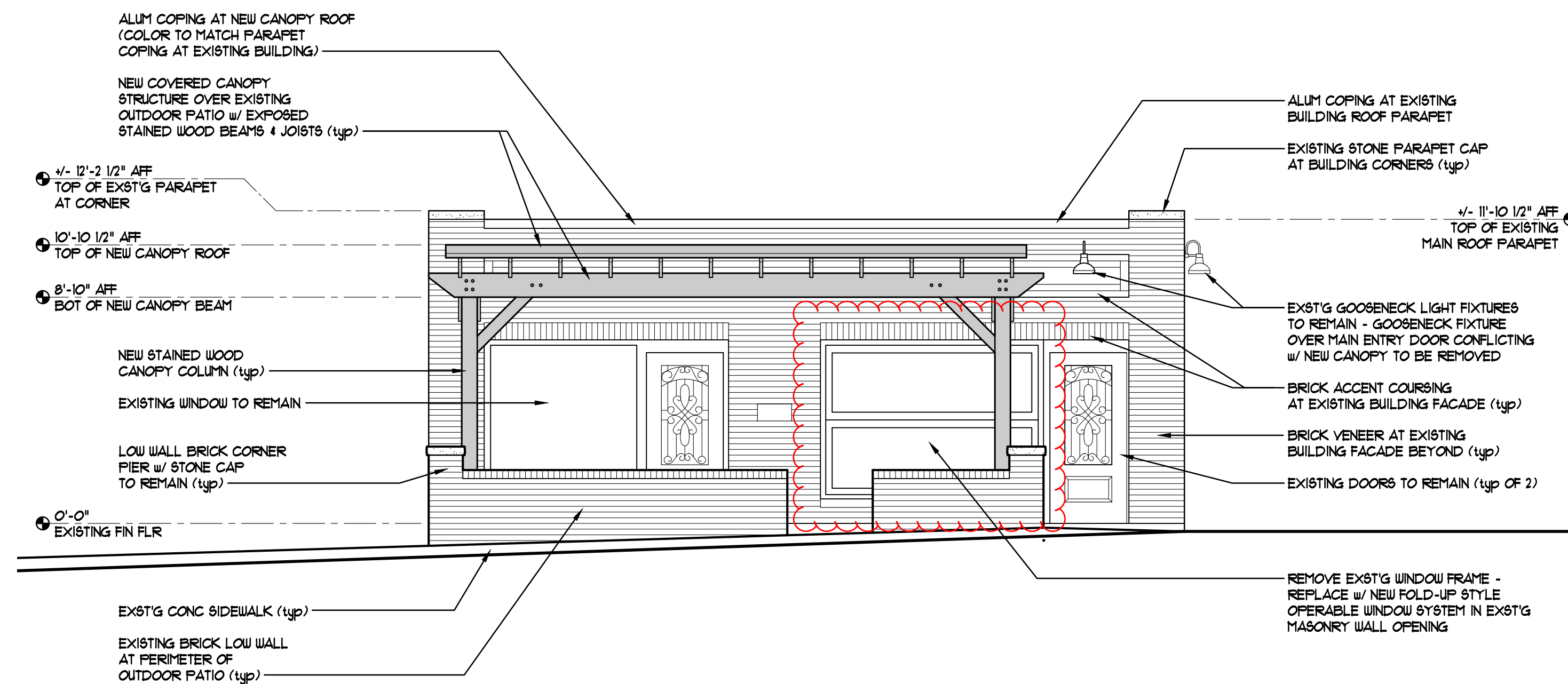
a503 | **PROPOSED PARTIAL LEFT SIDE ELEVATION CONCEPT # 2 (FACING ADJACENT SALON BUILDING)**
1/4" = 1'-0"

BE001609



a502 | **PROPOSED PARTIAL RIGHT SIDE ELEVATION CONCEPT # 2 (FACING LANE ST.)**
1/4" = 1'-0"

BE001609

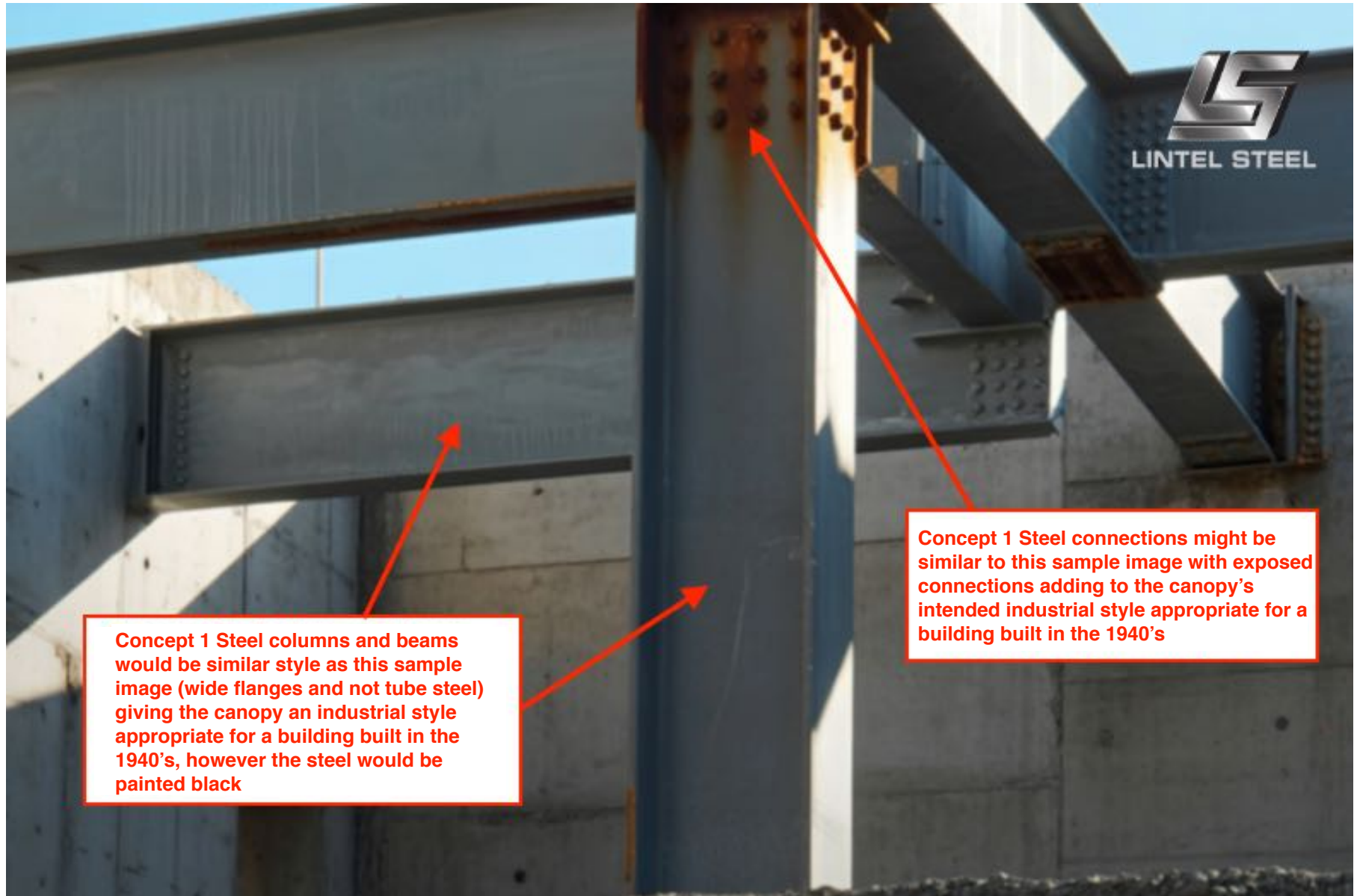


a501 | **PROPOSED FRONT ELEVATION CONCEPT # 2 (FACING S. MAIN ST.)**
1/4" = 1'-0"

BE001609

#	DATE	REVISIONS
1	1-20-26	WINDOW REVISION PER OWNER REQUEST

Proposed Materials



Option 1- Steel Utilized for Front Canopy

Exhibit 7

Concept 1 canopy fascia would be similar looking to this sample image (C-shaped profile) adding to the canopy's intended industrial style appropriate for a building built in the 1940's



Concept 1 canopy fascia would be similar looking to this sample image (C-shaped profile) adding to the canopy's intended industrial style appropriate for a building built in the 1940's



Option 2- Wood Utilized for Front Canopy



Concept # 2 Front Canopy would a covered watertight roof, instead of being open at top like the pergola pictured here - roof would have aluminum coping that would match coping color of existing building roof parapet

Concept # 2 Front Canopy would have similar materials and style as this stained wood pergola pictured here - stain color may be different and size of wood framing members including beams, joists, and columns would be different

DUAL STRUCTURAL CROSS BEAMS

Concept # 2 Front Canopy would a covered watertight roof, instead of being open at top like the pergola pictured here - roof would have aluminum coping that would match coping color of existing building roof parapet



Aluminum
Coping Example



Example of Aluminum Roof for Covered Canopy



Aluminum Roof Material for Covered Canopy



Window Option 1: Folding Window









Window Option 2: Acordion Window



**Actual proposed frame
color is black**









APO Map

PLHR-2027-00016

Legend

— Centerlines

 150-Foot Buffer

 Parcels

 Notified Properties

 Subject Property

17 Parcels Notified



Exhibit 8

ACCTNO	CURR_NAME1	CURR_NAME2	CURR_ADDR1	CURR_CITY	CURR_STATE	CURR_ZIPCODE
09232070	PRESSON STEVE ROBERT ET AL	PRESSON JAMES H	3412 CASCADE DR	GREENSBORO	NC	27410
09232074	MAHOGANY CREEK HOLDINGS LLC		657 ANN CARSON CT	ROCK HILL	SC	29732
09232018	CRIDER RICHARD		201 S HAYNE ST	MONROE	NC	28112
09232072	EUDY JAMES		3657 HELMS RD	LANCASTER	SC	29720
09232079	FOREST LAWN COMPANY (THE)		PO BOX 130548	HOUSTON	TX	77219
09232073, 09232075	W3 RESOURCE MANAGEMENT LLC		PO BOX 1561	MONROE	NC	28111
09232080	BLACKBURN JAMES	BLACKBURN DARLENE	200 S MAIN ST	MONROE	NC	28112
09232075A	HOME BREW CRAFT BEER & SMOOTHIES LLC		101 N CRAWFORD ST	MONROE	NC	28112
09232078	MFH LLC		%PROPERTY TAX 9TH FLOOR PO BOX 130548	HOUSTON	TX	77219
09232071	ALLEN TILIA		212 S HAYNE ST	MONROE	NC	28112
09232076	CARLSON-MCNABB HOLDINGS LLC		400 W WINDSOR ST	MONROE	NC	28110
09232081	JR SHUTE COMPANY LLC		321 E WINDSOR STREET	MONROE	NC	28112
09232017	HICKS ROSS B	HICKS DEBBIE L	205 S HAYNE ST	MONROE	NC	28112
09232077	OLD TOWN HOLDINGS LLC		7011 HYDE PARK DR	INDIAN TRAIL	NC	28079
09232019	RICHARD CRIDER		201 S HAYNE ST	MORROE	NC	28112

Exhibit 9



STAFF REPORT

TO: Historic District Commission Members

DATE: August 10, 2026

FROM: Richard Long, City Attorney

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Formal Complaint

SUMMARY STATEMENT

Following the July 13, 2026 Historic District meeting, City Manager Watson and City Attorney Long received a formal complaint, from Mr. Joe Centrella, regarding comments and actions made by Vice-Chair Jennifer Smith.

As the Historic District Commission members are appointed by City Council, the formal complaint was forwarded to City Council for their awareness and direction. At the July 14, 2026, City Council directed the complaint to be forwarded to the Historic District Commission for their review, recommendation, and what action, if any, needs to be taken.

Attorney Long will provide additional information at the meeting regarding options available to the Historic District Commission regarding this item.

RECOMMENDATION

Staff recommends the Historic District Commission review the formal complaint and make a recommendation on what action, if any, needs to be taken.

Attachments:

1. Formal Complaint Email

Prepared by: KM 7-31-26

From: Mark Watson
Sent: Tuesday, July 14, 2026 10:00 AM
To: Jeffrey Wells; Lisa Stiwinter; Keri Mendler; Terry Sholar; William E. Bolen; T J Goforth
Cc: Richard Long Jr.
Subject: FW: Formal complaint- Historic District Commission Member Conduct

Additional comments

Mark Watson
City of Monroe
City Manager
[300 West Crowell Street](#)
[Monroe, North Carolina](#) 28112

Post Office Box 69
Monroe, North Carolina 28111

Office (704) 282-4501
Fax (704) 282-1818

Web www.monroenc.org



E-mail correspondence to and from this address may be subject to North Carolina's public records laws and if so, may be disclosed.

From: Joe Centrella [REDACTED]
Sent: Tuesday, July 14, 2026 9:55 AM
To: Mark Watson [REDACTED]
Cc: Richard Long Jr. [REDACTED]
Subject: Re: Formal complaint- Historic District Commission Member Conduct

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.

Report Suspicious

I know you guys are busy, so this will be the last thing that I say

I would also like to bring another matter to your attention regarding Ms. Smith's conduct during the hearing.

While the discussion was focused on the shingles on the front of my house, Ms. Smith made an unsolicited comment on the record stating that the color of my beams and porch was "ugly as anything." This comment was completely unrelated to the matter being discussed, especially

considering the deck color had already been approved.

I found this remark to be unprofessional, disrespectful, and inappropriate for a member of the Historic District Council. Personal opinions about a homeowner's approved design choices have no place in an official public hearing. Comments like these create the impression of bias and raise concerns about whether applicants are being treated fairly and respectfully throughout the review process.

I do not understand why she feels it is acceptable to speak to members of the public in this manner while serving in an official capacity, and I believe this behavior should be addressed.

On Tue, Jul 14, 2026 at 9:46 AM Joe Centrella [REDACTED] wrote:

Thank you sir

On Tue, Jul 14, 2026 at 9:42 AM Mark Watson [REDACTED] wrote:

Mr. Centrella,

Thank you for bringing this matter to my attention. Staff will be meeting later this morning to discuss the complaint.

Mark Watson

City of Monroe

City Manager

[300 West Crowell Street](#)

Monroe, North Carolina 28112

Post Office Box 69

Monroe, North Carolina 28111

Office (704) 282-4501

Fax (704) 282-1818

Email [REDACTED]

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From: Joe Centrella [REDACTED]
Sent: Monday, July 13, 2026 8:06 PM
To: Mark Watson [REDACTED]; Richard Long Jr. [REDACTED]
Subject: Formal complaint- Historic District Commission Member Conduct

Dear Mr. Watson and Mr. Long,

I am writing to file a formal complaint regarding the conduct of Historic District Commission member Jennifer Smith during the Historic District Commission hearing held on July 13, 2026. During the hearing, Commissioner Smith stated that she had been on my property and had touched or inspected my windows to see if it met historic standards. Hearing a member of a City commission make that statement was extremely concerning. At no time did I authorize any commissioner to enter my property or physically inspect my home.

If Commissioner Smith entered my property without my knowledge or permission, I believe that raises serious concerns regarding private property rights, the authority of Historic District Commission members, and whether proper procedures were followed.

I am requesting that the City conduct a formal investigation into this matter, including reviewing the recording of the July 13, 2026 hearing, and provide a written response addressing the following:

- Whether Historic District Commission members are authorized to enter private property without the owner's permission.

-Whether Commissioner Jennifer Smith entered my property and physically inspected or handled any portion of my home.

- Whether her actions complied with City policies, ethics standards, and any applicable laws.

- What corrective action, if any, the City intends to take to ensure this does not happen again.

I also request copies of any City policies, procedures, or guidelines governing site visits or inspections conducted by members of the Historic District Commission.

As a property owner, I take my property rights very seriously. I expect members of City boards and commissions to respect those rights and operate within the authority granted to them. This matter has significantly undermined my confidence in the fairness and professionalism of the Commission's review process.

I respectfully request a prompt written response after the City has completed its investigation.

Thank you for your attention to this matter.

Sincerely,

Joe Centrella