

HISTORIC DISTRICT COMMISSION MEETING AGENDA



Monday, September 14, 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 – August 10, 2026**
- Item 5.** **Quasi-Judicial Statement**
- Item 6.** **PLHR-2027-00040 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Carlos V. Espionosa to construct an elevated 25' x 30' rooftop patio structure and restrooms over the rear patio at 215 S. Main Street. The applicant has also requested to construct a wood or composite screen wall at the base of the staircase to the elevated rooftop patio. (Parcel ID # 09-232-075A)**
- Item 7.** **PLHR-2027-00045 - The Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval to replace all the wood and metal siding on the existing barn in the rear yard of 506 S. Church Street with fiber cement siding. (Parcel ID # 09-234-109)**
- Item 8.** **Next Meeting: Monday, October 12, 2026 at 6:00pm**
- Item 9.** **Adjournment**

ATTENTION BOARD MEMBERS:

Please contact Kimberly Davis at 704-282-4527 to confirm your attendance.

cc: **Richard Long, Atty.**
 Jeff Wells, Asst. City Manager

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

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, AUGUST 10, 2026 AT 6:00 PM

COUNCIL CHAMBERS - CITY HALL

300 West Crowell Street, Monroe, North Carolina

Sent to HR: 08/11/26

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; Allen Watson; Ric Helton (Alternate);

Members Absent: None

Staff Present: Council Member David Dotson; Richard Long, City Attorney; Keri Mendler, Senior Planner; Kimberly Davis, Admin. Asst. II;

Guests: Thomas Loria; Alvin Thomas; Vonquitra BeBee; Greg Moore and guest;

Item 2. Pledge of Allegiance and Moment of Silence

Item 3. Conflicts of Interest – None

Item 4. Approval of Minutes – July 13, 2026

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

Second: Jennifer Loria

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

AYES: Archie Morgan; Jennifer Smith; Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Allen Watson;

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 - 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)

Keri Mendler, Vonquitra BeBee and Alvin Thomas approached the dais and were sworn in/affirmed by the Chair.

Keri Mendler, Senior Planner, 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 Aerial Map with the subject property highlighted in blue. The subject property is located to the north of East Houston Street. Exhibit 2 is the Zoning map where the subject property is highlighted in blue. 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 where the subject property is highlighted in blue and the surrounding parcels are located in the Historic District.
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) Exhibit 4 is a copy of the application. Exhibit 5 is a picture of the house with the previous wood four-pane and three-pane windows. Exhibit 6 shows 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 (5 panes) and 404 South Church Street (5 panes). Exhibit 8 shows the aluminum-clad window that was proposed at the last meeting. Exhibit 9 is an image of the most recent proposed wood composite windows made with Fibrex. There will be two sets of these that have the four panes across.
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) Exhibit 10 is the APO Map where the subject property is highlighted with a star. The red indicates the 150 ft buffer. The parcels in blue are the ones that received notification. Exhibit 11 is a copy of the APO Mailing List.

The Board had questions for Keri Mendler. The aluminum clad window installed horizontally is an option and was not denied at the last meeting. The wood composite transom window with the four panes is another option.

Alvin Thomas and Vonquitra BeBee, the homeowners and applicants who live at 403 East Houston Street, approached the dais to answer the Board's questions. They got a specialist to help with the window selection.

The Board had no other questions and expressed approval for the wood composite transom window.

Motion: Jennifer Loria made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2026-00195, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state: "If replacement of a deteriorated window or door feature or detail is necessary, replace only... in kind... with a compatible substitute material. It is not appropriate to replace deteriorated windows, doors, or shutters with stock items that do not fill the original openings..." which is being done in keeping the mutttons to match the district. 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; Allen Watson;

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 the applicant, regarding the proposals as shown in COA PLHR-2026-00195. 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; Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Allen Watson;

NAYS: None

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)

Keri Mendler and Greg Moore approached the dais and were sworn in by the Chair.

Keri Mendler, Senior Planner, presented the following Proposed 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). (Exhibits 1-2) Exhibit 1 is a copy of the aerial map showing the subject property highlighted in blue. The subject property is located east of South Main 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 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 Historic District boundaries. The white that is shown to the north and east are properties located outside the Historic District.
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) Exhibit 4 is a copy of the application. Exhibit 5 are pictures of the existing conditions which are taken from Main Street looking at the front of the building. There is another photo from Main Street and one from Lane Street. This is the existing aluminum stationary window that does not open and the applicant wants to replace with a window that opens. Exhibit 6 is a copy of the Site plan and the renderings. Shown is the existing structure and existing patio. The squares show the structural columns for the canopy and the dash line is the existing right-of-way. Concept 1 and 2 both show side images along with proposed front facing concepts. There is a metal and a wood concept. Since the building is from the 1940's, the metal/steel look gives it a more industrial look. Exhibit 7 are photos of the proposed material for the canopy structure and for the style of windows. Option 1 is the folding window and option 2 is the accordion style. The frame is black aluminum.
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 Map. Exhibit 9 is a copy of the APO Mailing List.

The Commission had questions for Keri Mendler. Although this is Downtown Mixed-Use, the applicant will not have to go to Downtown Review unless they were applying for a grant.

Greg Moore, the property owner, approached the podium to answer questions for the Commission. The building was built in the 1940's so the black metal is preferred. They submitted option 2 to give another choice of material. Windsor Alley and other areas in downtown Monroe are decorated with steel or metal framework. As far as the window, he prefers the accordion-style. The accordion window will be eight feet from the ground when

opened. There will not be any food served out of the window. When the music is able to be on the front patio, it will allow for more seating inside the building. In 2019, they added the front patio and front wall.

There were no other questions or discussion from the Board.

Motion: William Heidtmann made a motion that the Historic District Commission Find as a Fact that the proposed project, COA PLHR-2027-00016, if constructed according to the plans reviewed at this meeting is congruous with the character of the district because the standards state that for windows, they be replaced with materials and design in kind. For new accessory structures, garages and additions, the material and design be compatible in size, scale, form, height, proportion and material with other accessory structures in the district, separate from the structure, but not detracting from the character of the district. As discussed here, the example of the metal structure with the aluminum roof is similar to materials used elsewhere in downtown Monroe. The window is of the same material, but serves a functional purpose that does not detract from the character of the building and the addition does not violate any of the Historic District guideline standards. Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Second: Archie Morgan

Action: The motion passed with the following votes:

AYES: Archie Morgan; Jennifer Smith; Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Allen Watson;

NAYS: None

Motion: Jennifer Loria made a motion, based on the preceding Findings of Fact, that the Historic District Commission grant a Certificate of Appropriateness to COA PLHR-2027-00016. 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; Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Allen Watson;

NAYS: None

Item 8. Formal Complaint- For Review, Recommendation, and Action, if any, needs to be taken.

City Attorney, Richard Long, presented the formal complaint from Mr. Joe Centrella about the hearing conducted at the last meeting. Attorney Long said the allegations are that Ms. Smith did admit to going on to the property and said the windows were vinyl as well as made a comment about the appearance of other structural changes that were made. The questions Mr. Centrella would like addressed are: 1) Whether the Historic Commission members are authorized to enter private property without owner's permission? Attorney Long said the answer would be "no;" 2) Whether Commissioner Jennifer Smith entered his property and handled any portion of his

property? Attorney Long said he can only say what he heard, but didn't see it; 3) Whether her actions complied with City policies, ethics standards, and any applicable laws? Commission members all signed an ethics agreement about how to conduct quasi-judicial hearings and what should be done. This will be heard again tonight at the training. There is a general code of ethics; and 4) What corrective action, if any, the City intends to take to ensure does not happen again? Attorney Long said the question before the Board is what actions do the Commission think are appropriate to address this? This is the only action before the Commission at this time. There are no other items that need to be addressed as a body at this time. The idea, going forward, is the City Council has directed the Historic Commission to look at this, either make a recommendation, or take any action. City Council's actions can be "censure," "vote of no confidence," or "removal from the Board." The only actions the Commission can take is to "censure" or "a vote of no confidence." It does not remove anyone from this Commission. Ms. Smith can be allowed to give her version of what happened. Mr. Centrella is not present, but if he was here, as a courtesy, allow him to make any further statements he would like. The Commission can then discuss what action to take, if any.

There were a few questions from the Commission for Attorney Long. As a quasi-judicial body, members are to conduct no investigations on their own. Information is to be taken from staff and, without the owner's permission, the Commission members are not allowed to go onto sites.

Keri Mendler came to the podium to answer questions. Prior training in quasi-judicial meetings has addressed site visits. She has also individually met with each one on the Commission, when they became a member in regards to site visits and how one can go to the property and view it from a right-of-way. The training from the State changes every year. There are different topics at different meetings, but they address quasi-judicial items at trainings on a regular basis. The packets given to the Commission members, during their one-on-one meetings with staff, have a ton of information about general statutes, quasi-judicial and items from the School of Government.

Archie Morgan, Chair, read the following prepared statement for Mr. Centrella: "You have filed a complaint and we, as a Commission, are going to address it and give it the seriousness that it deserves. City Council has asked us to decide what we want to do about this and we are going to take it very seriously. I can assure you, Mr. Centrella, that there is no bias on this Commission as accused. Everyone is treated fairly here. First, let's address the comment that was made regarding the color of the beams and porch. You are correct, sir, that these things were already approved at staff level. Those items were not before us to consider, therefore, our comment on them was not relative to our discussion. Still, the comment was made as to the appearance and that comment should not have been made. I will let Ms. Smith address that comment directly. Second, as to the trespassing complaint. We, as a Commission, receive a packet every month containing the COAs that we will deal with that month. I can't speak for other members of this Commission, only myself, but I feel I am correct in saying that we all drive to these addresses and look at these homes applying for a COA. Most times, I look from the road to see who the COA pertains to. If it is unoccupied, I have been known to walk around the house to look at the fence that they want to redo (or) look at a chimney they want to take down. I never considered it trespassing with an empty house. I would never do it if the house was occupied. If the home were occupied, I wouldn't do that at all, but I feel like I was not doing my job if I don't get out of the car and look to see what the COA is all about. If we are not allowed to enter the yard for any

reason, then so be it. I was never told that that was considered trespassing. If it is, then I would appreciate additional training as a Commission to determine what is acceptable to do the job that we are tasked with. Ms. Smith, would you like to make a comment?"

Jennifer Smith made the following statement: "I would, thank you. I have been a member of this Board for many, many years and I've lived in this Historic District for forty years. I'm telling you that I'm very passionate about keeping homes... We are here to preserve and protect these homes. That is foremost for everybody that is on this Board. I'd like to address why I was on the property. That was three weeks, three months before there was ever a sign in the yard. It looked like there was nobody living in it. I am a mortgage licensed officer. I drop by, probably every two months, and will take a whole street that I do and I hand my flyers out maybe to the person and introduce myself to them or telling them exactly what I have to offer as far as Conventional, FHA, VA loans, equity lines, hard money loans, all of it. I thought with all the work that was going on this house, they may need a second mortgage. They might need refinance. Knocked on the door. Nobody answered. I did look through the window because it looked like it was very empty, the whole house, and it was. At that time, being that close to the door, I could tell they were vinyl. Now, in between that time, my... I had a death in my family. So I was back and forth to Ohio and back. So I was going to ask Keri about it. Had I had brought that up, I would have been already known by her telling me that it was grandfathered in. The windows themselves. The one thing that bothers me about this... if we are supposed to go by guidelines that are set forth for us by Raleigh, and I've been to many, many workshops. I was at one just two months ago. (and) These aren't workshops that last an hour, twenty minutes, we are talking eight, nine hours. (and) They strictly always, strenuously, present at keeping the integrity of the house, always, keeping the chimneys, keeping the columns. Now the columns, forty years ago, that was on this property were stunning. They weren't rounded. They weren't fluted. They were hand-carved. It also had a wrapped porch on it where part of the porch has been taken off, where somebody is using it as a carport. So, when you're talking about painting brick and taking chimneys off and taking columns off, I humbly, please accept my responsibility if you are watching this, I was thinking this and it just came out. I didn't mean to say it about the columns, but they definitely are not compatible to that house. You're changing the whole integrity of a home when you make all these changes. We can't ask somebody, or we don't anymore, I don't, I can't speak for the rest of the Board, if the paint were to be removed, I don't know if they'd have to sand blast it, if they'd have to use some type of chemicals to get it off. Then, what you're doing is ruining the brick. You're ruining the mortar. It can't be replaced and we have to let it go. Well, people come before us asking for forgiveness: 'I didn't realize that this was against the rules' and 'So and so told me next door to me that this was acceptable.' If we are not going to hold people accountable to the guidelines, I don't know why we have them then at all. It's not fair for people that have gone through...I've had to come before the Board, not this present one, many years in advance for COAs regarding my home. I've been insulted many times about things about my home. I didn't take it personally. I was hurt by it, but I guess people have their Constitutional right to make a statement if they want to. There again, if the rules are going to be different and we are not going follow what the guidelines are, I need to know, in writing, what the separate rules are for zoning with this or coming onto properties. I don't have any kind of written information or guidelines on what the City requires there. I think this house has gone from a traditional looking house, which was on the borderline of being, with a wrapped porch, a Queen Anne. It is a darling house still. I wish these people all the best of luck and welcome to the Historic Board. It's unfortunate they are not here. I would like to have spoken to and shook their hand and apologize

to them directly. I'm very sorry I made the statement I did. I had come home from being in Ohio trying to take care of the estate with my sister. I'm making this as an excuse, but my mind was not directly on this. Like I said, I said it under my breath, the microphone picked it up. It is what it is. Like I said, I've done many workshops over the years that I've been on this Board and they strenuously always would get new information. Keep the chimneys. Keep everything that you possibly can that was original to the property and I'm just a stickler for that. I'm sorry if it offends anybody or if they think... I think a lot of people, maybe, are not told by their realtors, or whatever. I know my realtor said, 'You know you could put some siding on this house and you'd never have to paint it again.' I said, 'Nope, nope, nope. I don't believe you're allowed to do that.' There's just so much that I think realtors maybe don't understand. I have asked for the guidelines to be recorded at the Register of Deeds so when a title search is done, those guidelines will be pulled, given to the attorney, given to the homeowner right then. Then they have no excuse not to know what's going on. We've saved several homes in the District that maybe were going to be destroyed and, thank heavens, they were not. One particular one on East Houston Street has just been returned back to its luster. It's absolutely beautiful. They did a fantastic job on it. So I guess that is pretty much what I have to say. Like I said, it was unfortunate that I (unintelligible) what I did. The reason why I was on the property had nothing to do with the Historic District. I drop flyers off. I stuck them in the door. I am also a certified personal trainer. I give that information out to people also. I do that all over the area. I also, for many, many years, have campaigned for people that were running for Council or whatever. I've gone door-to-door with my information (and) spoken to them about the person. So for anybody to say, 'I saw Jennifer Smith on such-and-such a property in the Historic District.' They have no idea what I was on there for. If I was giving my mortgage lending information, rates, everything listed, they have no idea. Or maybe I was giving a flyer out for personal training. So, that's basically all I have to say and I appreciate your time. I accept whatever the Board requests. Thank you."

The Board began discussion.

Allen Watson appreciated Ms. Smith's honesty on being on the property, but he expressed that there is an issue with being on the property to present material as well as being on the property to check the materials that the house is made of. He said, "As a Board member, checking on the substances of a house are outside our bounds." He said they were told it was their responsibility to look at the house from the street and that's what they've been told, but to walk up to a house to check the materials is outside of their responsibility and it's trespassing.

Jennifer Loria said, "We are allowed, but we have to have some sort of procedure on how that happens and we do have to have consent. North Carolina General Statute 160-D-947d states, 'Commission may view premises and seek expert advice as part of a review,' but, I as a Commission Member do not know how that procedure works so I think asking for guidance... We, as a Commission, have so many different hats we can wear and we choose to just come here once a month, listen to the hearings, and then go home and act like we forgot about them. We are actually quasi-judicial, but we are also an advisory Board to Council. We don't ever use those powers because we don't know how to do that."

William Heidtmann said, "We have to follow the letter of the law in everything that we do."

Natasha Higgins asked about Code Enforcement and if it is their job to go check on the materials if the Board members bring it to them? She said, "If that is their job then we shouldn't be doing their job if that is how it works."

Several Board members agreed that there needed to be more instruction and guidelines on procedures and what is allowed. They would like to have additional training on what they can and cannot do in order to do a good job for this Commission.

Keri Mendler answered that if the Board members have a concern, they are to bring it to staff who are sworn and can go on people's properties to investigate items. They cannot go into someone's house without an administrative warrant, but they are allowed to go on porches to see if something is vinyl. That is part of the Planning staff's duties. There will be pictures in the staff report packet of the items in question. There is a Standard about the issue in question being a visible or prominent feature. If you cannot see it from the public right-of-way, is it a prominent or visible feature? That is the question for the Board members to discuss and make a decision on.

Attorney Long addressed the Board members. "As a quasi-judicial body, you are not allowed an extra-judicial investigation. That is what staff does for you. Staff is to bring that to you. If you say, 'I need to see that,' then you need to get permission from the homeowner. You can't go walking in the yard. I don't care whether it's occupied or unoccupied, it is still trespassing. At the end of the day, a quasi-judicial body takes their information from staff. When you do your own investigation then you really have a conflict of interest because you are now saying, 'I've done my own investigation and I've already formed an opinion.' You're supposed to take your information from them and then make your opinion known as a Board. You can drive by it because you live in the neighborhood. It is impossible for you not to (drive by). Most quasi-judicial bodies, particularly legislative bodies, they are not allowed. When I was a County Attorney, I had to tell my County Commissioner that you cannot go look at that piece of property. Additional training will be tonight. You all do have to make a decision, a recommendation, because I'll need to report back to Council.

Archie Morgan, Chair, said, "I recommend that Ms. Smith be censured for these two items that happened at the last meeting. We are undergoing training so we will know and she now knows and has admitted her personal thoughts on a current home style that is not in our purview, should not be brought up."

A motion was made and seconded. William Heidtmann said, "We are tasked with being objective, accountable, follow the Code of Ethics that's put forth in front of us by both Keri (Mendler) and the State of North Carolina, by the members of this community, to be that Board, to be the Commission that knows and understands the rules and that follows them. I feel like it is a disservice to the members of this community to... I understand what a censure is, but it still feels like the issue is more or less being swept under the rug and I find that to be very troubling from a Code of Ethics perspective, from what Keri (Mendler) and Richard (Long) have said regarding what our duty is and regarding what our behavior is allowed to be. I don't think that 'We don't understand the rules,' and 'We need more training to know what we are legally allowed to do,' is an adequate way of addressing this issue. That is my opinion. We are about to take a vote that Archie (Morgan) proposed, but I just think that it should be something to be considered a little more than 'Let's get some training.' Our only two options are censure and

vote of no confidence. What is the ramification of censure versus vote of no confidence and what does each one mean?"

Attorney Long replied, "It, (a vote of no confidence), is a public acknowledgement of (the Board's) dissatisfaction of that member's performance. The censure is also again an acknowledgement that (the Board) are taking actions outside your stated goals. The reason training is on here is because regardless of whether (this Board) took action tonight or said, 'We are not going to take any action,' which is an option for you, but then Council will certainly address it. Training would then be the next step."

William Heidtmann responded, "I fully agree that training is a great tool to ensure this doesn't happen again and I fully agree that we need some extra or additional training. There were just a lot of challenges to what the law states and it made it seem like the Board does not take these complaints seriously and I want to make sure that it is on the record that this is a serious issue that we are addressing."

Motion: Archie Morgan made a motion that the Historic District Commission recommends that Jennifer Smith is to be censured.

Second: Jennifer Loria

Action: The motion passed with the following votes:

AYES: Archie Morgan; Jennifer Smith; Matthew Klaren; Jennifer Loria; Natasha Higgins; William Heidtmann; Allen Watson;

NAYS: None

Jennifer Loria said, "What happens after that?"

Attorney Long replied, "(City) Council should still decide if that's not sufficient because everyone who serves on any of the boards are subject to removal by the Council with or without cause. The idea here is 'Will they take any further action?' I don't know. Part of the Council's idea is that, when they sent it back (to the Historic Commission), 'they were there, they've heard it, let them deal with this, because we didn't hear it.' It's not videoed so it's not like we can go watch the tape."

Item 9. Historic District Commission COA and Quasi-Judicial Training-

The Commission Members participated in a 40-minute training presentation from the UNC School of Government. All eight Commission members received a 40-minute training from Adam Lovelady from the School of Government. The two main topics of the training were: "What is the scope for Certificates of Appropriateness" and "What are the procedures that Preservation Commissions have to follow when they are making those COA decisions." This information was broken down into the following sections: Clear Guiding Standards, Notice, Impartial Decision-Makers, Evidentiary Hearing, Evidence-based Decision and Right to Appeal."

Jennifer Smith asked, "When something at somebody's house is 'grandfathered in,' how long is that?"

Keri Mendler replied, "For example, on the new side of the district on the side of Charlotte Avenue, everything that was done, up until the point it was adopted (into the Historic District), was grandfathered in. If a house had vinyl siding, it can continue to have vinyl siding for

perpetuity. They can replace the vinyl siding with new vinyl siding and the only time that would change is if a new owner decided to put wood siding on the house. If they took away the grandfathered vinyl and put in a conforming material like wood, then if a new owner buys it and wants to put vinyl siding back, they wouldn't be able to do that. If somebody replaces vinyl windows with vinyl windows then they can do it for perpetuity. Take vinyl siding and apply it to any material or any design. Any like-for-like items or materials are decided at staff level."

Jennifer Loria asked, "When it comes to site visits and disclosure, does a drive-by require a disclosure?"

Attorney Long replied, "No, but if you actually go and the homeowner is out there and the homeowner and you decide to look and the homeowner says, 'Come in,' when you come in here (to the Historic District Meeting), you need to say, 'I went by the house, I've seen this, this is what I saw' because the whole idea is you want everybody to have the same information you have to make your decision.

Archie Morgan said, "Well, we learned in the video that is probably not best to engage the homeowner."

Keri Mendler replied, "That's the whole point. Can you? Probably. Should you? Probably Not."

Matthew Klaren commented, "I do drive-by and slow down in front and back from the street, but if I have a question, I always called Keri. I've called her when I haven't been 100% sure about something. Sometimes, there have been a couple of cases where she has sent people out to take a look at it. That's worked extremely well and I'd end of getting more feedback than I would have otherwise."

Attorney Long said, "You all are probably pretty clear on where I stand on site visits. I wouldn't do it. I understand it's almost impossible to do your jobs the way you want to do them, but if you do a site visit, it is like the judge going out and saying, 'I saw that body lying there on the floor.' If you have other questions, you can say we need to see that."

Keri Mendler added, "If you need more, whether it is tabled or you are requesting some form of site visit or requesting staff to go out and take additional pictures, you have the ability to table items. I would use it sparingly, but tabling is an option."

Item 10. Next Meeting: Monday, September 14, 2026 at 6:00pm

Item 11. 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; Allen Watson;

NAYS: None

The meeting adjourned at **7:58 pm.**

Respectfully submitted,

Archie Morgan

Chairman

Kimberly Davis

Secretary to the Board



STAFF REPORT
Project # *PLHR-2027-00040*

TO: Historic District Commission Members

DATE: September 14, 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 elevated 25' x 30' rooftop patio structure and restrooms over the rear patio at 215 S. Main Street. The applicant has also requested to construct a wood or composite screen wall at the base of the staircase to the elevated rooftop patio.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	8-18-2026
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

Fences & Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
The proposed material of the wall is composite board slats or wood slats with metal posts. The wall will be 4'5" in height.
2. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.
The proposed material of the wall is composite board or wood slats with metal posts.
3. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.
The fence will not screen the front or side yards from visibility. The fence will be located in the rear yard of the structure, next to the staircase of the proposed elevated rooftop patio.

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 elevated 25' x 30' rooftop patio and restrooms over the existing rear patio and pavilion of the building. The materials of the rooftop elevated patio structure will be wood, aluminum and steel railings and fiber cement siding and boards.

The restroom located on the patio will be constructed of fiber cement siding and boards and a standing seam metal roof.

The applicant is also proposing to install screening walls with composite board slats or wood slats around the HVAC equipment and restrooms.
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 elevated 25' x 30' rooftop patio over the existing rear patio and pavilion 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 materials of the rooftop elevated patio structure will be wood, aluminum and steel railings and fiber cement siding and boards.

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 elevated rooftop patio structure behind the rear 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.

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
The proposed elevated rooftop patio and restrooms is a standalone structure and will not impact the primary brick structure at 215 S. Main Street.
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 an elevated 25' x 30' rooftop patio and restrooms over the existing rear patio and pavilion of the building. The deck will be accessible from an attached staircase to the deck. The structure will be visible from S. Main Street, Lane Avenue and S. Hayne Street.
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 30' elevated rooftop patio with restrooms over the existing rear patio and pavilion of the building.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
The floor of the proposed 25' x 30' elevated rooftop patio will be in line with the rooftop of the principal structure and the railings and restrooms will be taller than the principal brick structure at 215 S. Main Street.
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.
No significant elements such as trees will be demolished with the construction of this 25' x 30' elevated patio structure.
6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.
The elevated rooftop patio and restrooms will be visible from S. Main Street, Lane Avenue and S. Hayne Street.

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 August 18, 2026, the applicant submitted an application requesting to construct an elevated rooftop patio structure and restrooms over the existing outdoor rear patio and pavilion at 215 S. Main Street. The applicant has also requested to build a screening wall, constructed with either wood or composite materials, at the base of the staircase of the elevated rooftop patio. (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 elevated rooftop patio structure and restrooms over the existing outdoor rear patio and pavilion and install a wood or composite screen wall in the rear yard at 215 S. Main Street as presented (is/is not) congruous in concept according to the *Fences & Walls, Garages & Accessory Structures* and *Decks & Patios* standards of the *South Monroe Historic District Standards*:

Fences & Walls, pg. 27

1. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.
2. It is not appropriate to use fence or wall materials, such as vinyl or chain link fencing, that are inconsistent with the character of the district in front or front side yards.
3. It is not appropriate to use fences or walls to screen front yards and front side yards visible from the street. Limit privacy fences to rear and rear-side yards. Generally, the setback for privacy fences for a rear-side yard is fifteen feet from the front corner of the house.

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.

Decks and Patios, pg. 69

1. Locate and construct new decks and patios so that the historic fabric of the building and its character-defining features and details are not destroyed, damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic building.
2. Locate new decks and patios in inconspicuous areas, usually on rear elevations and inset from the building's rear corners, where they are not visible from the street.
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
4. Align decks generally with the height of the building's first floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, masonry or lattice panels, and evergreen foundation plantings.
5. It is not appropriate to remove significant features or elements of a district building or site, such as a porch or mature tree, to construct a deck or patio.
6. It is not appropriate to introduce a deck or patio if it will detract from the overall historic character of the district building or site.

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

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 08-21-2026

Ortho Map

Case #: PLHR-2027-00040

215 S. Main Street

Legend

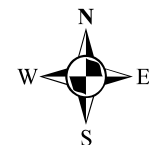
— Centerlines

▭ Parcels

▭ Subject Property

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

Acres: 0.06



0 30 60
Feet

Exhibit 1



Zoning Map

Case #: PLHR-2027-00040

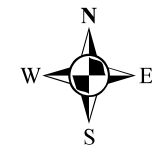
215 S. Main Street

Legend

- Centerlines
- Parcels
- DC-MX
- Subject Property

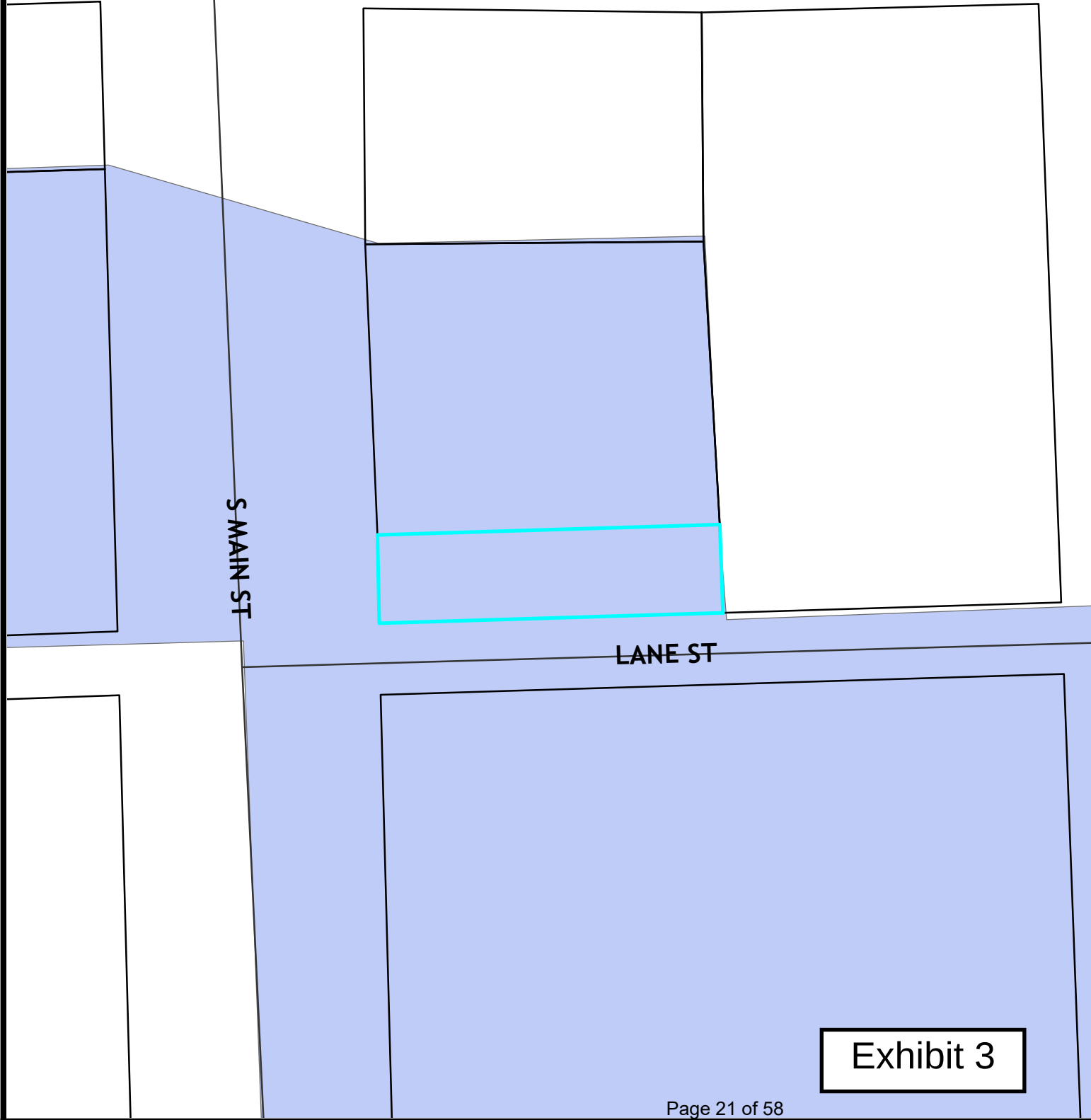
Owner: Home Brew Craft
Beer & Smoothies LLC

Acres: 0.06



0 30 60 Feet

Exhibit 2



Historic District Map

Case #: PLHR-2027-00040

215 S. Main Street

Legend

- Centerlines
- Parcels
- Historic District
- Subject Property

Owner: Home Brew Craft Beer & Smoothies LLC

Acres: 0.06

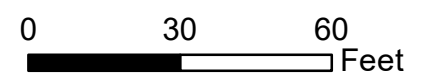


Exhibit 3

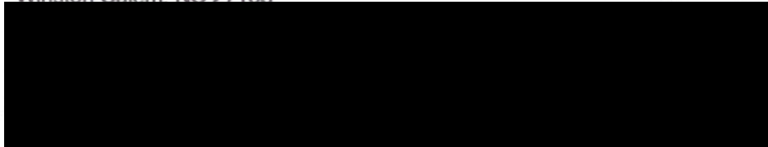


HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Carlos V. Espinosa

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

Winston-Salem, NC 27103



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 at the rear of the building. The project

consists of a new proposed outdoor elevated patio structure to be constructed over the existing ground level outdoor patio.

The new structure would also have a restroom addition to be built on the new elevated patio structure. Also, within the scope of work
is a low screen wall on the existing outdoor patio level, which would keep patrons from walking under the new stairs (per code),
and decorative low screen walls on the elevated patio screening the view of the existing building roof and screening the view
of the restroom doors from Patrons.

Required materials for all applications:

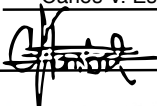
- Completed application form. Describe clearly and in detail the nature of the proposed project. Attach additional sheets if necessary.
- Photographs of site and existing conditions, as well as any proposed materials.
- Site plan showing property lines, existing and proposed changes
- Existing exterior elevations of the rear of the building and side of the building facing Lane St.
- Proposed exterior elevations of the rear of the building showing the new proposed construction.

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

Applicant (signed): 

Date: 8/13/26

Owner (printed): Greg Moore

Owner (signed): 

Date: 8/13/26





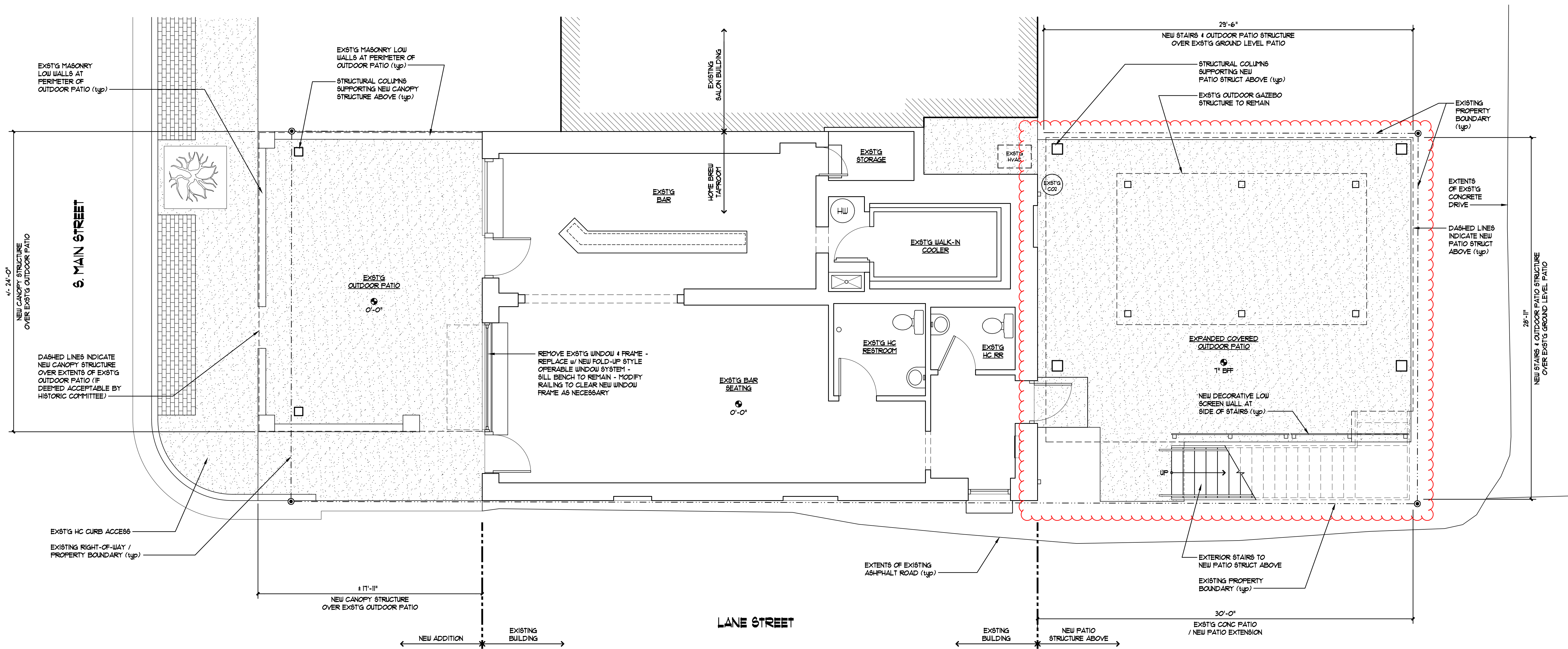








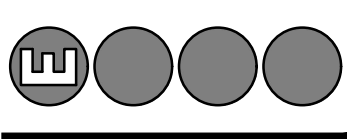




a101 | PROPOSED SCHEMATIC FIRST FLOOR PLAN
1/4" = 1'-0"

BP005609

Exhibit 6



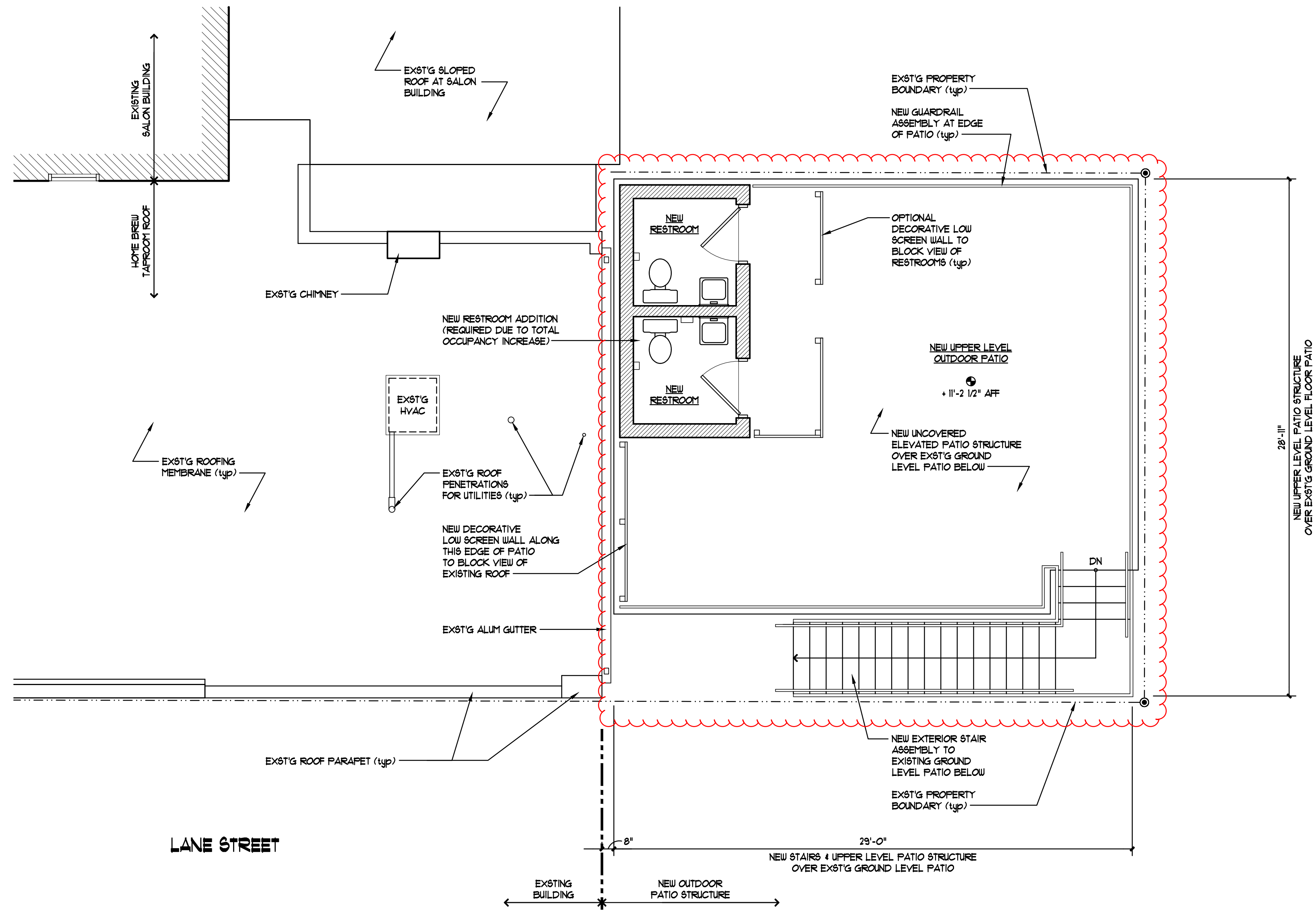
**PRELIMINARY -
NOT FOR
CONSTRUCTION**

#	DATE	REVISIONS
1	6-22-26	GENERAL REVISIONS PER OWNER REQUEST
2	7-10-26	GENERAL REVISION TO FRONT CANOPY
3	7-20-26	WINDOW REVISION PER OWNER REQUEST
4	8-19-26	GENERAL REVISIONS

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

JOB #	609
DATE	6.17.26
DRAWN	T. LaPrade

SHEET
A-1



a201 | **PROPOSED SCHEMATIC UPPER LEVEL OUTDOOR PATIO PLAN / PARTIAL ROOF PLAN**
1/4" = 1'-0"

BP005609

**PRELIMINARY -
NOT FOR
CONSTRUCTION**

#	DATE	REVISIONS	
		GENERAL REVISIONS PER OWNER REQUEST	GENERAL REVISIONS
1	6-22-26		
2	8-15-26		
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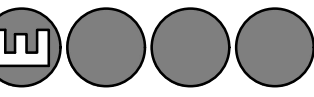
**HOME BREW
TAPROOM & TUNES**
Addition & New Outdoor Patio
215 S Main Street
Monroe, North Carolina 28112

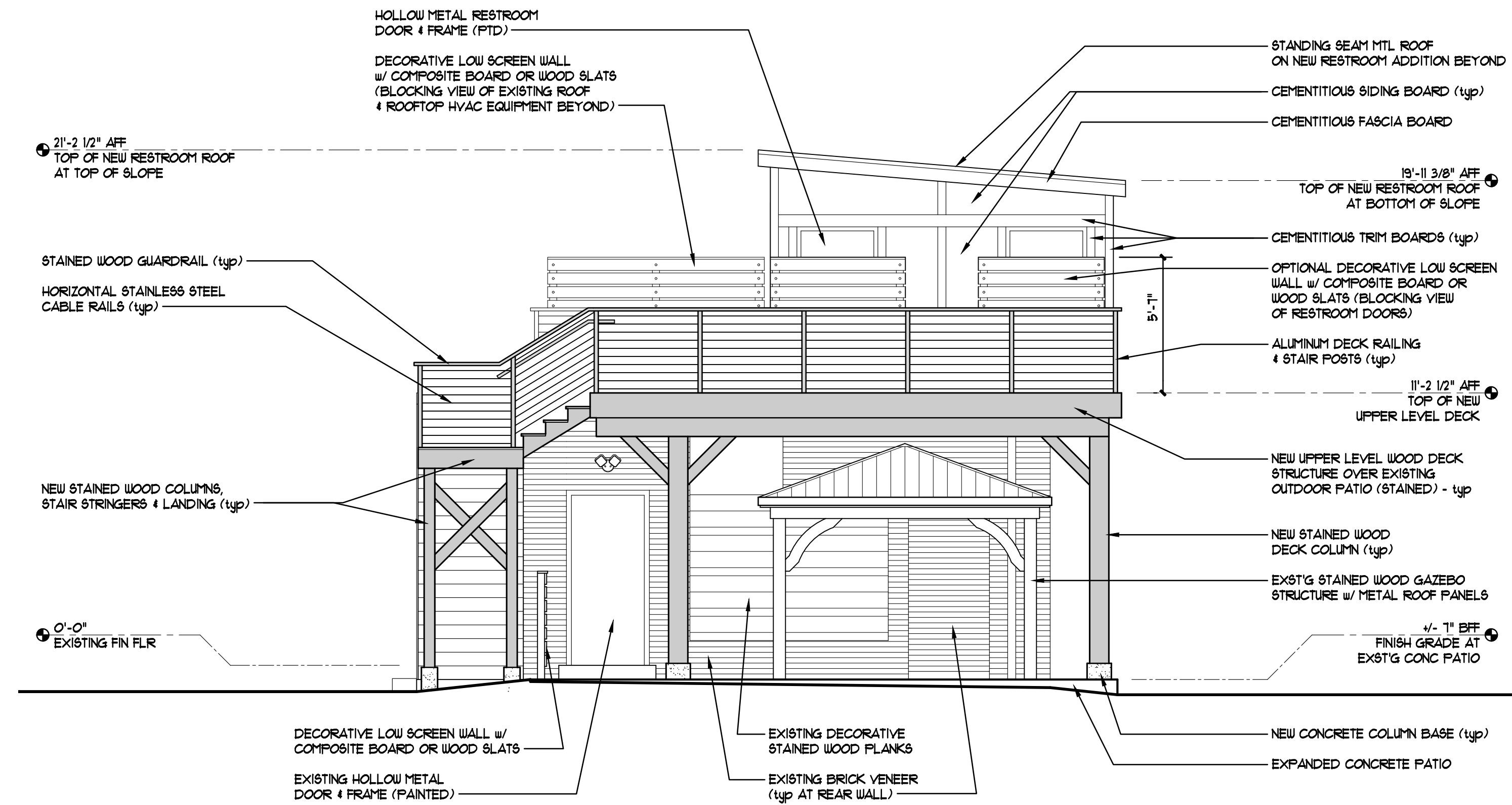
JOB # 609
DATE 6.17.26
DRAWN T. LaPrad

SHEET

A-2

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

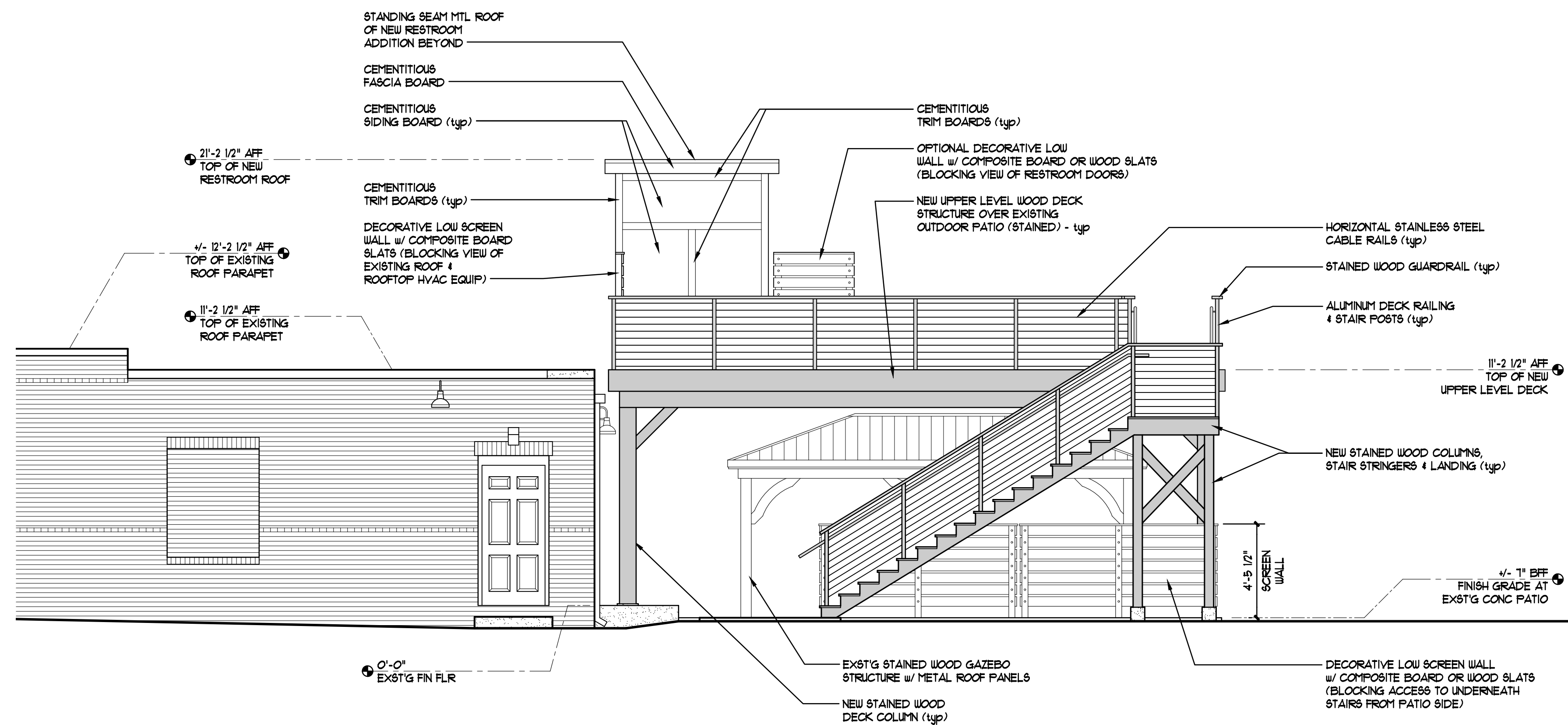




a702 | PROPOSED REAR ELEVATION

1/4" = 1'-0"

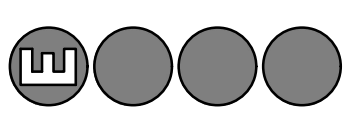
BE004609



a701 | PROPOSED PARTIAL RIGHT SIDE ELEVATION (FACING LANE ST.)

1/4" = 1'-0"

BE004609



**PRELIMINARY -
NOT FOR
CONSTRUCTION**

#	DATE	REVISIONS

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

JOB # **609**
DATE **8.13.26**
DRAWN **LaPrad / Garcia**
SHEET

A-7

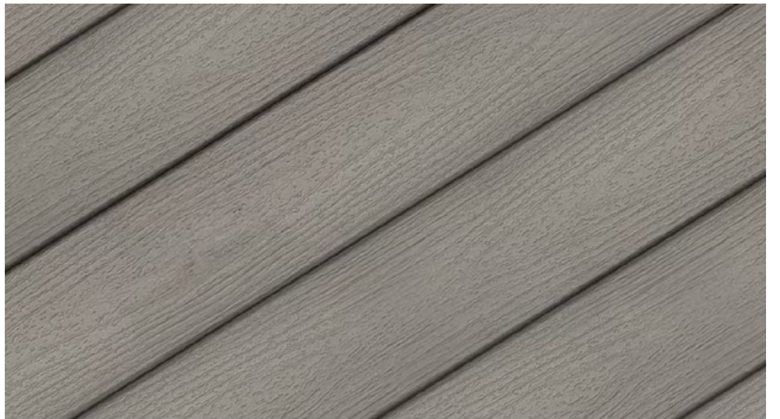
Example image of style of proposed
stained wood deck top railing, vertical
metal railing posts and horizontal
stainless steel cable rails



Exhibit 7



Example image of style of proposed stained wood deck top railing, vertical metal railing posts and horizontal stainless steel cable rails



Composite Deck board examples
for elevated patio flooring -
color to be determined

Alternate would be stained wood
deck boards - stain color to be
determined

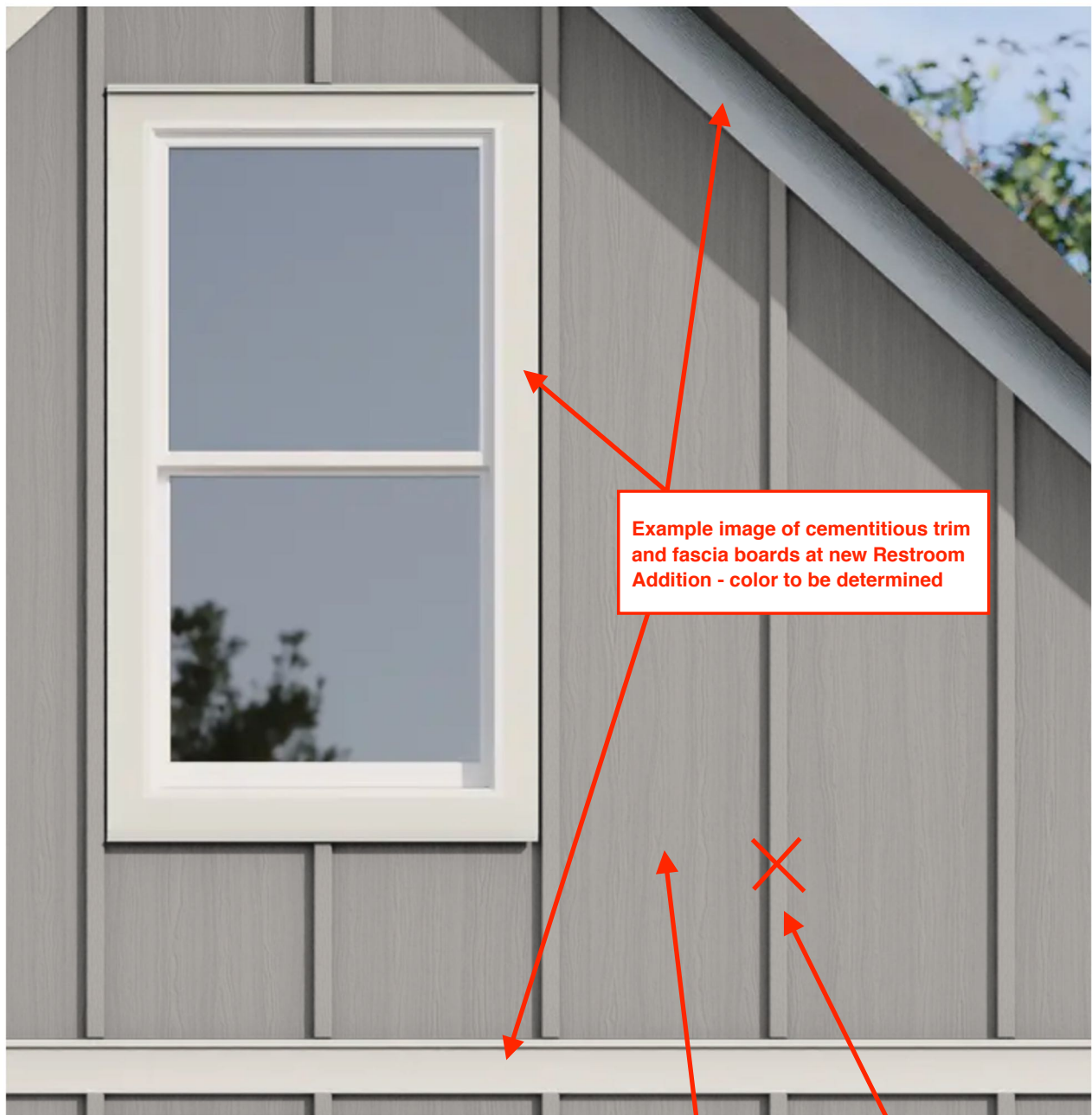


Example screen wall images for proposed style of screen walls.

Screen walls to be located at underside of stairs on lower level existing patio (to keep patrons from underneath stairs per code), on elevated patio screening views of open restrooms from patrons, and screening view of existing building roof / rooftop HVAC equipment from patrons

Slats could either be stained wood or composite boards - colors to be determined

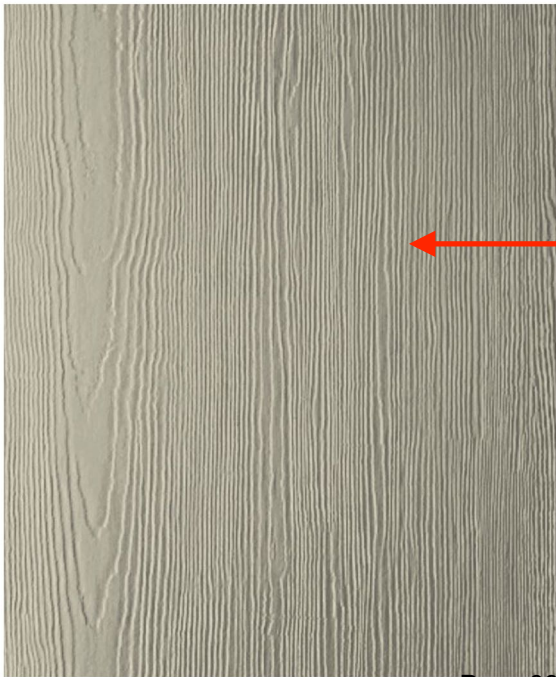




Example image of cementitious trim and fascia boards at new Restroom Addition - color to be determined

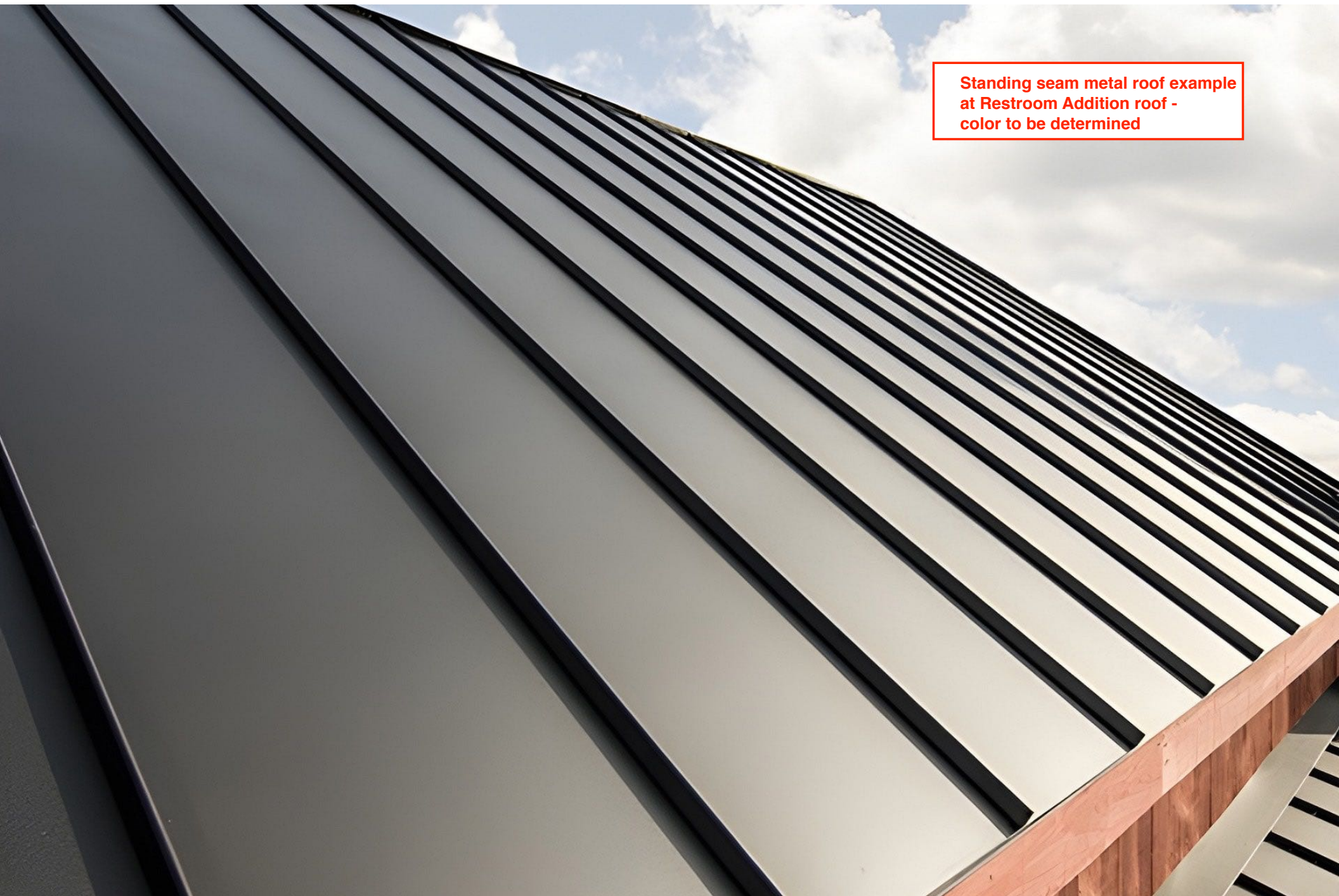
Vertical Battten Boards are not proposed to be in the project

Example image of cementitious siding board at new Restroom Addition - color to be determined

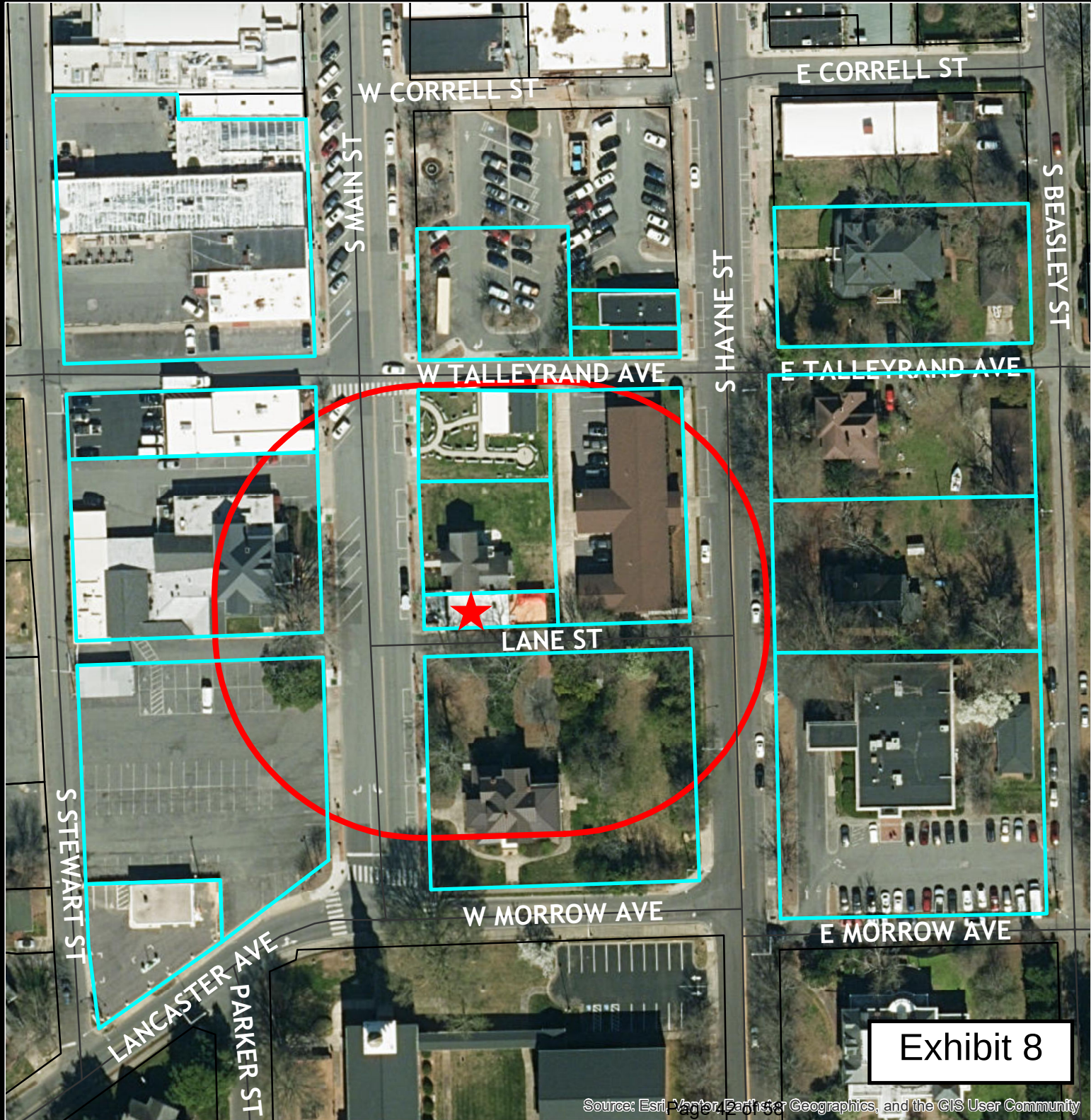


**Cementitious trim boards and
Fascia board at Restroom Addition
- color to be determined**





Standing seam metal roof example
at Restroom Addition roof -
color to be determined



PLHR-2027-00040

 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
PLHR-2027-00045

TO: Historic District Commission Members

DATE: September 14, 2026

FROM: Keri Mendler, Senior Planner

PREPARED BY: Patrick Blaszyk, Planner 2

SUBJECT: Certificate of Appropriateness request at 506 S. Church Street.

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness request from Damien and Deana Ristaino requesting approval to replace all of the wood and metal siding on the existing barn in the rear yard of 506 S. Church Street with fiber cement siding.

The application also included the replacement of the standing-seam tin roof and all wood windows of the barn with like materials that has been approved at staff level.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 8-25-2026

Name of Petitioner: Damien and Deana Ristaino

Location: 506 S. Church Street

Tax ID #: 09-234-109

Lot Size: 0.74 acres

Zoning Classification: RMD (Residential Medium Density)

GENERAL INFORMATION

506 S. Church Street - Houston-Redfearn House

The earliest portion of this house was apparently constructed ca. 1874 by B. F. Houston (1821-1897), a prominent Monroe businessman and early land developer, probably in the Italianate style. At the time of his death in 1897, Houston was no longer living in the house, which he willed to his daughter Mary Houston Redfearn, wife of Randolph Redfearn (1865-1932), a businessman

and real estate developer. The Redfearn's, who were married in 1887, may have been living in the house when it was remodeled in 1892. They certainly were responsible for remodeling and expanding the house about 1905. The earliest portion of the house appears to have been a T or L-shaped, two-story frame Italianate house with a hipped-roofed, single-pile front section and hipped rear ell. The cornices on the south elevation retain their Italianate brackets. With the 1905 remodeling came a full-width, colossal portico with widely-spaced, fluted Corinthian columns set on brick pedestals. Centered in the hipped roof of this portico is an unusual dormer with flanking sheet metal domed turrets topped with urns and finials set on pedestals. The entablature of the portico has a variety of mannered ornament, including paired consoles over the central columns and paired stubby pilasters over the corner ones. Underneath the porch, the entrance has stained glass sidelights and transom and flanking Palladian windows with stained glass. On the second floor under the porch is a shallow balcony with a single door that has stained glass sidelights. At the north side of the house is an Ionic-columned porte cochère with swag-ornamented frieze. Also on the north elevation is a two-story, three-sided bay with a dormer and cornice similar to that of the front portico. This bay has a beveled, leaded glass window. At the rear of the house is a two-story wing with a sleeping porch on the second floor. There is also a jerkin-headed rear dormer, a hipped-roofed one-story kitchen wing and, on the southwest corner, a one-story sunroom.

Garage; rear of 506 S. Church St.; ca. 1920; Two-story frame double garage with standing seam tin roof. Rear of garage has gable and shed-roofed wings.

Small barn; rear of 506 S. Church St.; 1900; Gable-roofed frame barn with shed wing and attached cold frame.

RELEVANT DESIGN STANDARDS

Garage and Accessory Structures, pg. 35

1. Retain and preserve the materials, features, and details that are important in defining the historic character of historic garages and accessory buildings— including foundations, roofs, windows, doors, siding, masonry, trim and architectural details.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.
2. If replacement of a deteriorated feature or detail of a garage or accessory structure 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 compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.
3. 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 replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.

4. 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.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.
2. If replacement of an exterior wall feature or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if replacement in kind is not feasible.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.
3. It is not appropriate to replace or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.
4. It is not appropriate to replace a deteriorated exterior wall surface material on a primary or other highly-visible elevation with a composite substitute material.
The applicant is requesting to replace all the wood and metal siding of the barn in the rear yard of the home with fiber cement siding.

PROPOSED FINDINGS

Staff offers the following Proposed Findings:

1. The subject property located at 506 S. Church Street is owned by Damien and Deana Ristaino 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 August 25, 2026, the applicant applied for a COA requesting approval to replace all of the wood and metal siding on the existing barn in the rear yard of 506 S. Church Street with fiber cement siding. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 6.3 of the Unified Development Ordinance.

5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibits 7-8)

CONCLUSIONS

The proposed project to replace all the wood and metal siding of the existing barn in the rear yard of 506 S. Church Street with fiber cement siding as presented (is/is not) congruous in concept according to the *Garages & Accessory Structures and Exterior Walls* standards of the *South Monroe Historic District Design Standards*:

Garage and Accessory Structures, pg. 35

1. Retain and preserve the materials, features, and details that are important in defining the historic character of historic garages and accessory buildings—including foundations, roofs, windows, doors, siding, masonry, trim and architectural details.
2. If replacement of a deteriorated feature or detail of a garage or accessory structure 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 compatible substitute material only if replacement in kind is not feasible.
3. 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.
4. 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.

Exterior Walls, pg. 51

1. Retain and preserve exterior walls and their decorative and functional features that are important in defining the historic character of a district building — such as siding, shingles, foundations, bays, cornices, brackets, and architectural trim work — as well as their finishes.
 2. If replacement of an exterior wall 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 or cover historic wall material, including wood siding, shingles, brick, stucco and stonework with coatings or contemporary substitute materials.
 4. It is not appropriate to replace a deteriorated exterior wall surface material 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. Existing Conditions
6. Proposed Materials
7. APO List
8. APO Map

Prepared by: PB 8-26-26

Ortho Map

Case #: PLHR-2027-00045

506 S. Church Street

Legend

— Centerlines

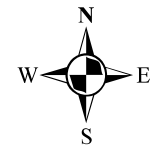
□ Parcels

□ Subject Property

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

**Owners: Damien & Deana
Ristaino**

Acres: 0.74



0 50 100
Feet

Exhibit 1

Zoning Map

Case #: PLHR-2027-00045

506 S. Church Street

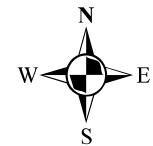
Legend

- Centerlines
- Parcels
- RMD
- Subject Property

Existing: RMD
(Residential Medium Density)

Owners: Damien & Deana Ristaino

Acres: 0.74



0 50 100
Feet

Exhibit 2

Historic District Map

Case #: PLHR-2027-00045

506 S. Church Street

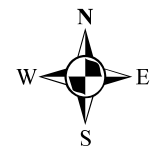
Legend

-  Centerlines
-  Parcels
-  Historic District
-  Subject Property

Existing: RMD
(Residential Medium Density)

Owners: Damien & Deana Ristaino

Acres: 0.74



0 50 100
 Feet

S BEASLEY ST

E HUDSON ST

S CHURCH ST

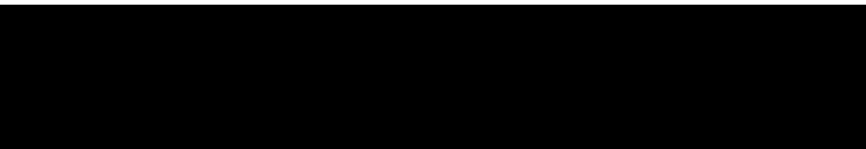
Exhibit 3



HISTORIC DISTRICT CERTIFICATE OF APPROPRIATENESS APPLICATION

Applicant's Name: Deana and Damien Ristaino

Applicant's Mailing Address: 506 S. Church St. Monroe, NC 28112



Property Owner Name: Deana and Damien Ristaino

Property Owner Mailing Address: 506 S. Church 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: 506 S. Church St. Monroe, NC 28112 **Tax ID Number:** 09234109

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

replace portion of roof and all of siding and windows of barn outbuilding.

multiple conditions exist for the siding about 1/3 of it is not appropriate and was replaced in the 1960/70s. The material is metal and

does not belong. The rest is either missing or in such disrepair

it needs replaced or does not protect the framing (has gaps of wisteria vines growing through causing separation)

Multiple windows are either missing or broken. The roof is in disrepair over one portion of the building.

Material to replace siding is masonite hardiboard. Material to replace the roof is of like kind staning seam tin, Material to replace the

windows is of like kind- wooden frames.

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

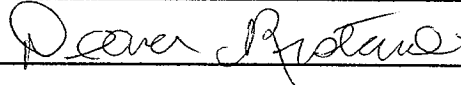
By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b).

Applicant (printed): Deana Ristaino

Applicant (signed): 

Date: 8/24/2026

Owner (printed): Deana Ristaino

Owner (signed): 

Date: 8/24/2026

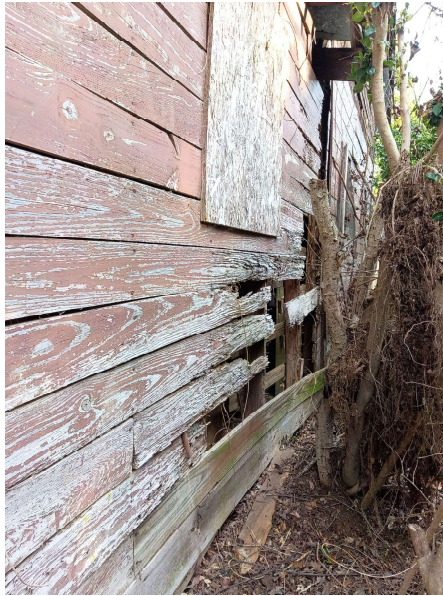


Existing Conditions of Barn

Exhibit 5



Siding failure that caused framing damage



Siding failure that caused framing damage
back side on beasley st.



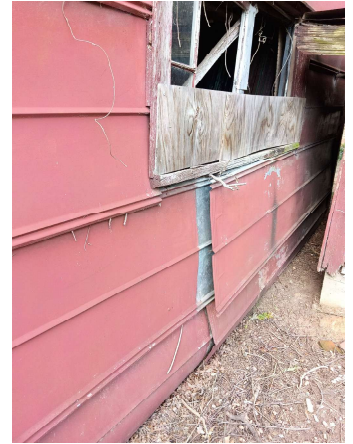
Inside view of photo to the left



Beasley St view of upper half
Wysteria vines have comprised the siding
Which allow weather to infiltrate and cause damage



Inappropriate material placed sometime in the 60/70s
Which is also failing



Much of the siding is deteriorating and no longer protecting the structure



New roof of like type material. The original roof was standing seam tin
The color can be galvanized to look like the old before the rust and damage set in.

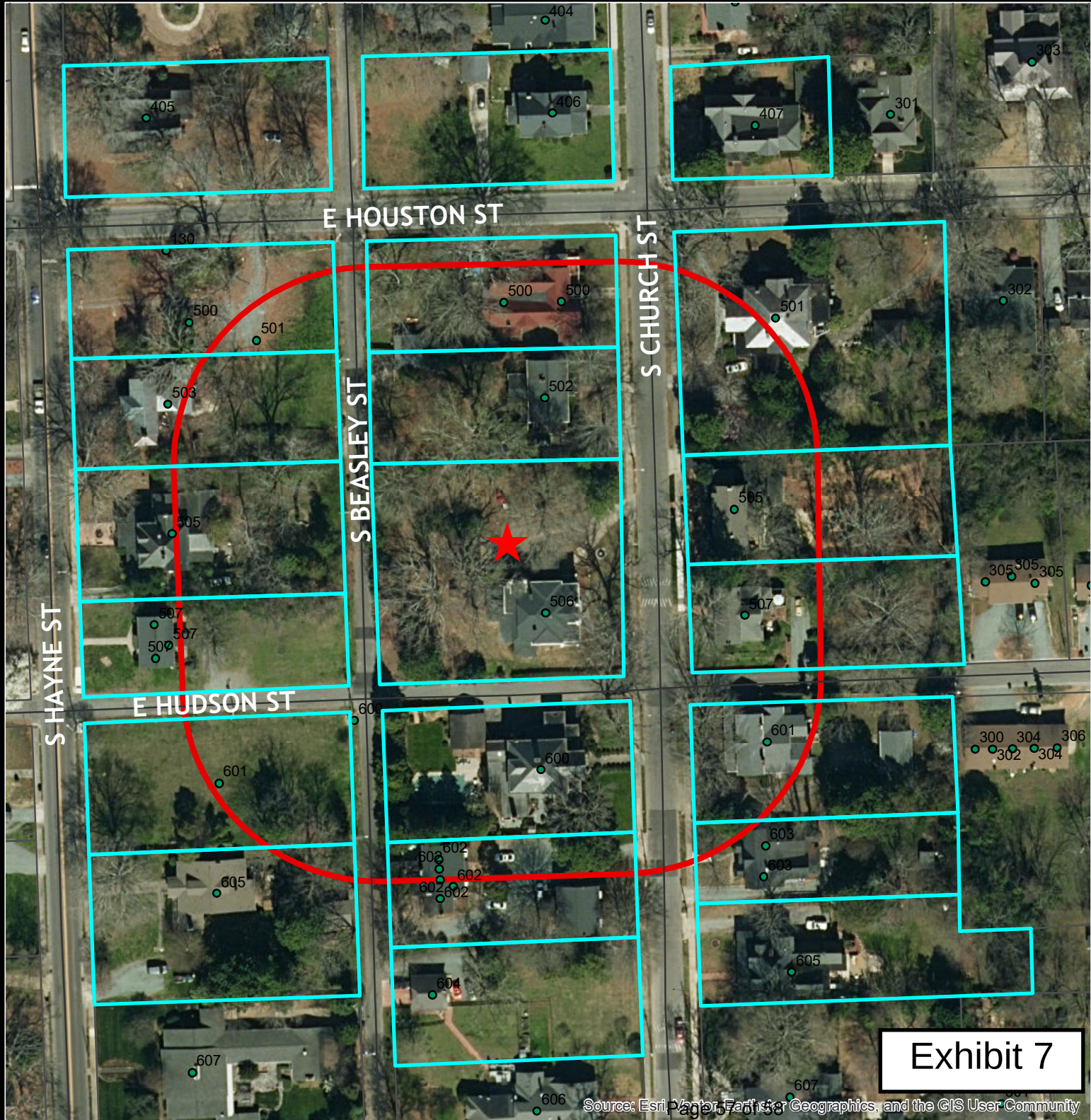


New siding concept with hardie board



Proposed Materials

Exhibit 6



PLHR-2027-00045

21 Parcels Notified



Exhibit 7

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRE	OWNERCITY	OWNERSTATE	OWNERZIP
09234106	FISH MARIE T	FISH PAUL F	606 SOUTH CHURCH ST	MONROE	NC	28112
09234110	GRAY CHRISTOPHER A	GRAY LAURA M	502 SOUTH CHURCH ST	MONROE	NC	28112
09234112	MORGAN ARCHIE W	MORGAN PAMELA H	505 SOUTH CHURCH STREET	MONROE	NC	28112
09234114	DEFORREST MATTHEW M	NAPIER TAURA S	601 S CHURCH ST	MONROE	NC	28112
09234115	PRESTON KELLY R		603 S CHURCH ST	MONROE	NC	28112
09235004	SELLS RONALD III	SELLS KYRA	503 S HAYNE ST	MONROE	NC	28112
09234113	STEWART JOSEPH NEIL		507 S CHURCH ST	MONROE	NC	28112
09234107	W3G LLC		PO BOX 1584	MONROE	NC	28111
09234108	BULLARD ROBERT B	BULLARD SHIRLEY S	600 S CHURCH ST	MONROE	NC	28112
09235001B	COASTAL CANINES LLC		406 S CHURCH ST	MONROE	NC	28112
09234109	DAMIEN RISTAINO	DEANA RISTAINO	502 S HAYNE ST	MONROE	NC	28112
09234116	HILL JASON	HILL PAMELA	605 S CHURCH ST	MONROE	NC	28112
09235006	JT BURNS & CO LLC		PO BOX 904	MONROE	NC	28111
09235007	KENDRICK STEPHEN	KENDRICK LAURA ARNETTE	8808 WALTHAM FOREST CT	WAXHAW	NC	28173
09231120	LAWRENCE CLINTON DONALD	LAWRENCE KRISTI D	501 S CHURCH ST	MONROE	NC	28112
09231121	HILL ERIC	HILL RHONDA	407 S CHURCH ST	MONROE	NC	28112
09235003	HOLLOWELL JOHN MARK	HOLLOWELL LISA DYER	104 VILLAGE MILL PL	RALEIGH	NC	27608
09235005	DUNN BARTON HARRIS		505 S HAYNE ST	MONROE	NC	28112
09234111	KLAREN MATTHEW J	KLAREN KAY	500 S CHURCH ST	MONROE	NC	28112
09235002	HARRISON NICOLE	HARRISON JEREMY S	3314 HARD ROCK CT	INDIAN TRAIL	NC	28079
09235008	MILLSAPS KENT	MILLSAPS MELODY	605 S HAYNE ST	MONROE	NC	28112

Exhibit 8