

HISTORIC DISTRICT COMMISSION MEETING AGENDA



**Monday, May 10, 2021– 6:30 P.M.
Conference Room – City Hall
300 West Crowell Street - Monroe, NC**

Item 1. Call to Order – Roll Call

Item 2. Approval of Minutes – April 12, 2021

Item 3. Conflicts of Interest

Item 4. COA PLHR-2021-00056 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Ashley Fomen to replace an existing aluminum picket fence with a new privacy brick wall, no taller than 6-feet, install a new pool and concrete decking, and add wood shutters at the property located at 408 Lancaster Avenue (Tax ID #09-235-216)

Item 5. Next Meeting: June 14, 2021

Item 6. Adjournment

ATTENTION BOARD MEMBERS: Please contact Maryann Brown at 704.282.4527 to confirm your attendance.

cc: Planning Staff
Mujeeb Shah-Khan
Ashley Duncan

HISTORIC DISTRICT COMMISSION MINUTES

MONDAY, APRIL 12, 2021 AT 6:30 PM

CONFERENCE ROOM - CITY HALL

300 West Crowell Street, Monroe, North Carolina

To be Approved at the May 2021 Meeting
Attendees to Sheri Laney on 4-13-21

DRAFT

ITEM 1: Call to Order.

Richard F. Ali, Chairman, called the meeting to order at 6:30 p.m. Maryann Brown called the roll.

Members Present: Richard F. Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

Members Absent: Bob Bullard and Megan Woazeah

Staff Present: Keri Mender, Planner; Ashley Britt, Assistant City Attorney and Maryann Brown, Administrative Assistant

Guests: Rhonda Griffin (418 E. Franklin Street)
Tara Ferguson (201 S. Crawford Street)
Brenda Atchley and Philip Millward (806 W. Franklin Street)

ITEM 2: Approval of Minutes.

Chairman asked the Board if there were any questions, additions or deletions to the minutes of the March 8, 2021 meeting. He called for a motion to adopt the minutes of the meeting.

Motion: James Kerr moved to approve the minutes of the March 8, 2021 meeting.

Second: Jennifer Smith

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

AYES: Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

NAYS: None

ITEM 3: Conflicts of Interest.

James Kerr recused himself from Item 6 (806 W. Franklin Street).

Archie Morgan said he does not have a conflict of interest on Item 4 (418 E. Franklin Street) but he just wanted to let everyone know he will be interviewing Rhonda Griffin about "A Cause for Tea". Chairman said it would not be a problem.

ITEM 4. COA PLHR-2021-00041 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from

Historic District Commission Meeting
Minutes of April 12, 2021
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Rhonda Griffin to replace the asphalt shingles on portions of the roof with either stamped tin shingles or metal sheeting at the property located at 418 E. Franklin Street (Tax ID #09-231-205)

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler and Rhonda Griffin came forward and were sworn, separately.

Keri Mendler, Planner, introduced this item and said this is a Certificate of Appropriateness request for Rhonda Griffin at 418 E. Franklin Street. She said this property is locally designated, and therefore, the Union County Preservation Commission must also approve the project. She said typically these requests go to the Union County Preservation Commission prior to submitting to the City. She said, however, since a completed application was received by the City, staff felt we should move this project along so as to not run into any timing issues per Ordinance Section 156.201. She said at this time she would introduce the Findings:

Findings:

1. The subject property located at 418 E. Franklin Street is owned by MSG Commercial Properties, LLC and is zoned CD “A Cause for Tea”. (Exhibits 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On March 9, 2021, the applicant submitted a COA application in order to request approval to replace the existing asphalt shingles on portions of the roof with either stamped tin shingles or metal sheeting. (Exhibits 4-7)

Keri provided images of the existing conditions. She said there is a slate roof on the upper portion of the building that is not being proposed to be replaced at this time. She said it will be repaired in some spots but not replaced. She said the lower portion of the front and back has asphalt shingles. She said that is what they are requesting to be replaced with either the stamped tin shingles or metal sheeting.

4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 8-9)

Keri said staff has provided the appropriate guidelines and conclusions in your staff report. She said she would be happy to answer any questions you may have and the applicant and property owner is here as well.

Keri reminded everyone that this is a locally designated property so the applicant will need to know what the County Preservation Commission will require.

Chairman asked if there were any questions for Keri. There were none.

Archie Morgan said prior to the shingles, there was a metal roof. Ms. Rhonda Griffin said this was based on the evidence that we could see when we removed some of the shingles on part of the house. She said there is a section of the tin that was removed from the house (which she showed to the Commission). She said she is assuming that was originally on the lower part of the house.

Archie Morgan said to Keri that this house was approved for shingles at some point. Keri said this house is in the older part of the district but she cannot say when it happened or how it happened. Ms. Griffin said she thinks shingles were added with Boswell's when they did the renovation on the house and they added the back part that was the kitchen.

Chairman asked Ms. Griffin if she was proposing the stamped tin shingle (the picture on the left). Ms. Griffin said that is the closest thing that they could find that could match the original pressed tin. She said there are very few companies that produce these. She said the issue that they are having is that they are a non-profit and this product is double the cost of putting a shingle back on. She said it is more than the tin. She said she was thinking of getting approval on both of the products and even putting the shingles back. She said she does not want to put the shingles back but she actually has a donor right now who is willing to pay for shingles and not the pressed tin. She said she is willing to push that she would like to have pressed tin as her first choice. She said, however, it will be based on funding.

Jennifer Smith asked Ms. Griffin if she wanted to add the pressed tin to the section that was added (the kitchen). Keri said all the areas of the house that were shingled. Ms. Griffin said the top area is slate and will not be replaced, just repaired. She said we would want the areas in the front to match the back.

Keri said that the applicant is asking for approval for both. Ms. Griffin said it is based on funds. She said it would either be the stamped press tin or metal sheeting.

Archie Morgan asked Ms. Griffin if she wanted to get a blanket approval for either. Ms. Griffin said she would like to get all three roofing materials approved. Keri said just for clarification, there are asphalt shingles on the house now and Ms. Griffin could have just received staff approval to replace with asphalt shingles. She said Ms. Griffin would like to go back to the metal if possible. Chairman said all this Commission needs to act on is the metal. Keri said correct.

James Kerr confirmed that we are just approving the pressed tin shingle and the regular three (3)-tab barn tin. Keri said yes, or both.

Archie Morgan asked Ms. Griffin how much more is the pressed tin than the barn tin. Ms. Griffin said it is double and it is labor intensive.

Chairman asked if there were any questions for the applicant. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR-2021-00041 to approve or deny.

Jennifer Smith suggested to Ms. Griffin that the pressed tin, if you can get it, be put on the front and the other (the barn tin) be put on the back or the kitchen area. Archie Morgan said it will all come down to funding.

Motion: James Kerr moved that the Historic District Commission find as fact that the proposed project, COA PLHR-2021-00041, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the guidelines state [cannot hear] using like-kind material for roofing. The applicant is requesting the option of three (3) types of roofing: asphalt shingles, which actually do not require action of this Commission, and the option to do standing seam barn tin or stamped

shingles as funding allows for the non-profit. This is conditioned upon Union County Historic Preservation Commission also approving this request.

Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

Second: Richard Ali

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

AYES: Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

NAYS: None

Motion: James Kerr said based on the preceding findings of fact, he moves that the Historic District Commission grant the Certificate of Appropriateness to this applicant regarding the proposals as shown in application COA PLHR-2021-00041 and such certificate be subject to the conditions contained in the previous motion and the actions of the Union County Historic Preservation Commission.

Second: Jennifer Smith

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

AYES: Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

NAYS: None

ITEM 5. **COA PLHR-2021-00042 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Tara Ferguson to replace an existing wood 6 over 6 window with either a composite material stationary window with the same design or a glass block window similar to the lower floor bathroom at the property located at 201 S. Crawford Street (Tax ID #09-232-164)**

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler and Tara Ferguson came forward and were sworn, separately.

Keri Mendler, Planner, introduced this item and said this is a Certificate of Appropriateness request from Tara Ferguson at 201 S. Crawford Street. She said at this time she would present the Findings:

Findings:

1. The subject property located at 201 S. Crawford Street is owned by Anastasia and Joel Ferguson and is zoned R-10 (Residential-High Density). (Exhibit 1, 2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)

3. On March 15, 2021, the applicant applied for a COA requesting approval to replace an existing 6 over 6 wood windows with either a composite material stationary window with the same pane design or glass blocks similar to the lower floor bathroom window. (Exhibit 4-6)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 7 and 8)

Keri said staff has provided the appropriate guidelines and conclusions in your staff report. She said she would be happy to answer any questions you may have and the applicant and property owner is here as well.

Chairman asked if there were any questions for Keri.

Jennifer Smith asked if the windows had storm windows on top of them, including the window that is to be replaced. Tara Ferguson said yes.

Archie Morgan said he was concerned about replacing windows with composite windows because we will have everybody in the Historic District, including himself, wanting to do that. Ms. Ferguson said she felt the glass block was hideous. She said the bathroom is being totally redone. She said they cannot put in a vent because the window has to be a stationary window because the bathroom is so small. She said it is a code requirement. She said she wanted a composite window just in that one window because of a rot issue. She said it would still be in the shower.

Archie Morgan asked about the history of composite windows. Jennifer Smith said it is not in the guidelines. Keri said typically composites are not approved but the Commission can decide if there are certain circumstances, such as a window on the rear of the house or a window in the shower. She said if you feel like that is a reasonable reason to approve.... Archie Morgan said he understands and we try to be friendly toward homeowners. He asked if this would cause us any problem down the road of approving this composite window in this application. Keri said this Commission is not precedent setting provided you provide a reason why you find that reasonable in this case.

Ashley Britt said this Commission is not precedent setting as long as you can justify why you are deviating from the guidelines in a case-specific way. She said this is at the Commission's discretion.

Jennifer Smith asked where the other glass block window was located. Ms. Ferguson said it is directly below that. Ms. Smith asked why not put in glass block for this window. Ms. Ferguson said you cannot see the block unless you are in her backyard. She said her neighbors can see it, but no one else can. Ms. Smith said it would look more uniform. Ms. Ferguson said she felt a 6 over 6 window would look better.

Ms. Ferguson said she has seen houses where glass block was put in and there has to be a sliver of a block added in order for the window to fit. She said she is concerned because it is a smaller window. She said every other window at her house is 6 over 6 except for the glass block window.

James Kerr asked Ms. Ferguson if her house originally had shutters. Ms. Ferguson said there are wood shutters on the front. Mr. Kerr asked Ms. Ferguson if she could just put a pair of shutters on the window and keep them closed. He said you can then keep your window and not have to buy a window you don't need. Keri said she would caution against this because what was advertised was the two (2) window options. She said we would have to re-advertise.

Jennifer Smith said her neighbor came before this Commission about 5 – 6 years ago regarding the same situation. She said we would not let him put in a composite window. Keri said for clarification of that situation, it was a larger window and he replaced it with a much smaller, composite window. She said it was more visible from the road. She said he then put the old window back and inside he put in a wall to cover the window. She said it is a false window but on the outside, you would have no idea. She said he put something on the glass to make it glazed or frosted.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR- to approve or deny.

James Kerr asked if it would change her application if the double hung was a wooden window instead of composite. Keri said that would be fine because that is what is there now. She said you would not be changing what is there now; you are just denying what she wants to do.

Motion: James Kerr moved that the Historic District Commission find as fact that the proposed project, COA PLHR-2021-00042, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district according to the guidelines on Windows and Doors (page 53), particularly 1 and 2, and that the double hung window is replaced with a stationary 6 over 6 style wooden window or glass brick, similar to what is on the main level of the house.

Therefore, with the change from composite to wood, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

Archie Morgan asked Keri if this motion would make it a staff level COA. Keri said the motion is saying that glass block is also an option.

Ashley Britt asked James Kerr to refer to the guidelines in his motion. James Kerr added the guideline section **Windows and Doors**.

Second: Archie Morgan

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

AYES: Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

NAYS: None

Motion: Archie Morgan said based on the preceding findings of fact, he moves that the Historic District Commission grant the Certificate of Appropriateness to this applicant regarding the proposals as shown in application COA PLHR-2021-00042, with the condition that the window be replaced with either glass block or a stationary wood window, 6 over 6. The COA is to be the subject of the conditions contained in the previous motion.

Second: Jennifer Smith

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

AYES: Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

NAYS: None

ITEM 6. COA PLHR-2021-00043 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Philip Millward to construct a roof over the existing pergola in the rear yard, construct a new pergola-style single car carport to the east of the house, as well as extend the driveway to this area, and replace the existing PVC-style shutters with new board and batten shutters at the property located at 806 W. Franklin Street (Tax ID #09-273-006)

James Kerr recused himself from this request and sat in the back of the room.

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler, Brenda Atchley and Philip Millward came forward and were sworn, separately.

Keri Mendler, Planner, introduced this item and said tonight she is here to present a COA request from Philip Millward for the property at 806 W. Franklin Street. She said at this time she would introduce the findings:

Findings:

1. The subject property located at 806 W. Franklin Street is owned by Brenda Atchley and is zoned R-10 (Residential-High Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On March 22, 2021, the applicant applied for a COA to request approval to construct a roof over the existing pergola, in the rear yard, to create more of a pavilion, construct a new single-car pergola-style carport to the east of the house, as well as extend the driveway to this area, and replace the existing PVC style shutters with new board and batten shutters at 806 W. Franklin St. (Exhibit 4-8)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 9-10)

Keri said staff has provided the appropriate guidelines and conclusions in your staff report. She said she would be happy to answer any questions you may have and the applicant and property owner is here as well.

Chairman asked Keri if the existing pergola in the rear yard will be roofed. Keri said yes, it will have a pitched roof instead of a flat roof. She said there will be a second pergola built for a single car.

Chairman asked if there were any questions for Keri.

Jennifer Smith said she thought concrete driveways had to be stained. Keri said the guidelines do state the driveways should be stained. She said the applicant did not indicate if the driveway would be stained

or not. She said if the Commission wishes for it to be stained an earth tone color, then you would need to make that part of your motion.

Archie Morgan said he did not have a problem with the shutters but when he wanted to put up shutters, it meticulously had to be exactly what was on that house. Keri said that is why the applicant is here tonight to request a change.

[Conversations between members held. Could not hear.]

Keri said to Archie Morgan that if he wanted to change his shutters to something that was not there before, you could have come to the Commission to request the change.

Archie Morgan said that Philip Millward pointed out that in this particular case, his [Archie Morgan's] home is more historic and this house [806 W. Franklin Street] is more of a duplex and that it will not matter that much what the shutters look like.

Archie Morgan asked if the carport pergola would match the existing pergola. Philip Millward said yes.

Jennifer Smith said she did not think in 1945 they had any shutters that looked like that. She said they look French country.

Chairman asked the applicant to state her name and address for the record. Brenda Atchley responded that she lived at 806 W. Franklin Street.

Jennifer Smith said the house would look better with louver shutters. Mr. Millward said that is what she has on the house now. Ms. Smith said they are plastic but they are not louvered [slats]. She said it would be more in keeping with the era of the house in 1945. Ms. Atchley said it was actually built in the 1950s. Keri said the National Register indicated 1945. She said she is not saying this is accurate but that is what they state.

Archie Morgan said the proposed shutters are like a farmhouse. Jennifer Smith said very much so. Mr. Morgan said it is not a farmhouse-style house.

Jennifer Smith said that they have the louvered shutters you can order from Lowes or Home Depot and they are all wood. She said she thinks this style would be better in keeping with the house. Jennifer Smith said it was definitely a big deal when she put concrete where it was broken to be stained.

Archie Morgan said to Keri that the application does not mention stamped concrete. Keri said this was included in her staff report and presentation so that it can be for discussion tonight. Mr. Morgan asked, if this was not discussed, could they put in regular concrete that is not stamped. Keri said stamped is not a requirement so much as the stained. Mr. Morgan said he meant stained. He said if stained had not been brought up here tonight, not discussed at all and not in the COA application, then they would not have to stain the concrete. Keri said correct. She said this is why she usually brings this up during her presentation to bring it to your attention. Mr. Morgan said it is not necessarily a requirement. Keri said the guidelines state that it should be stained, but again the guidelines are just guidelines and the applicant can choose to deviate, similar to the last case. She said the guidelines state that composite materials are not recommended; however, people can still request those items. She said it is up to this Commission to make a decision on that.

Chairman asked Keri about the guidelines for driveways, walkways and off-street parking. He asked where it specifically stated about staining. Keri said on page 29 it states:

Select appropriate traditional paving materials, such as brick, stone or scored concrete. Carefully consider the color and texture of new surfaces for compatibility with the character of the Historic District. It is not appropriate to introduce large expanses of stark white or grey concrete surfaces.

Jennifer Smith said there is a house over on Washington Street that added a driveway that was not stained. She said she believes they were actually fined for not doing that.

Chairman asked what is her driveway now. Mr. Millward said unstained concrete. He said Ms. Atchley parks in the semi-circle now and will be adding the pergola. Chairman asked why would we consider requiring staining if it would not be consistent with what is already there.

Keri said this is for the Commission to decide. She said that is why there are guidelines for you to look at on a case-by-case basis. She said if you have a new house without any existing driveway it might make more sense. She said if you have a driveway with existing unstained concrete...Jennifer Smith said she thought they were putting in a new driveway. Chairman said it is an extension of the current driveway. Ms. Atchley said it would be three (3) or four (4)-feet, not very far at all. Archie Morgan said if we require it to be stained it will not match what is already there.

Chairman said they would be creating the driveway under the pergola carport. He said there would be no sense of it requiring it to be stained. Archie Morgan agreed.

Keri said this is up to your discretion as a Commission to require the staining.

Chairman said we have to resolve the issue of the shutters with either offering a suggested alternative or do something in the form of a motion.

Archie Morgan asked what everyone's thoughts were on the shutters. He said he does not think we like the shutters.

James Kerr provided pictures of different shutters that included the shutter that Ms. Atchley recommended for approval. Archie Morgan said the shutter requested in the application does not look like the pictures at all. Chairman said they are very different. Mr. Millward said they are all board and batten.

[Conversations held between members and applicant. Could not hear.]

Keri put the picture that James Kerr provided on the screen of the various shutters. The Commission reviewed the picture.

Discussion was held on the shutter that was chosen by the applicant. Archie Morgan asked Mr. Millward if he had any problem with the louvered shutter. Mr. Millward said [could not hear]. Mr. Morgan asked him what shutter he liked on the screen. Ms. Atchley said the second shutter. Mr. Morgan said that shutter looks much better than the picture provided by the applicant. He said he likes the more narrow wood than the three (3) boards. Jennifer Smith said but it changes the whole look of the house. She said there is no way that the shutter was appropriate to 1945. Mr. Morgan asked what shutter was appropriate to 1945. Ms. Smith said louver. Mr. Millward said people who could not afford that had board and batten.

Jennifer Smith said we should stick to what the guidelines are and what is appropriate to the house and era that it was built. She said if we are going to throw that all out then why are we even doing this.

Archie Morgan said Keri was able to work with him on his shutters. He said his house did not have shutters and Keri was able to find a picture of the house with shutters, which helped him as far as the period. He asked Keri what was appropriate in 1945. Ms. Atchley said the house was built in the mid-50s. She said when she bought the house all the records showed that it was built around 1953. Mr. Morgan asked if there were shutters on the house then. Ms. Atchley said there were not any shutters. Mr. Morgan said the shutters were probably added later.

Jennifer Smith said she did not understand why Ms. Atchley said the house was built in the 50s and the staff report says 1945. Keri said she does not know exactly the research that goes into the National Register. Ms. Smith said that the National Register said her house was built in 1912 and it was built in 1905. She said she has the original deed on it.

Chairman said in looking at home photos in the guidelines, some have shutters and they are not necessarily louver shutters. He said there are a couple that are paneled.

Chairman asked everyone where we go from here.

Jennifer Smith said she thought the shutter on the right or the shutter on the far left would be most appropriate for that style house. She said it is a beautiful house.

Ms. Atchley explained that she has been to Charleston and [could not hear]. She said her house is a cottage and she felt that the shutter she chose [second from left] is correct.

Archie Morgan said he did not want to approve the shutter that Ms. Atchley chose and see the shutter that was in the application. He asked Keri if we were to approve the second shutter from the left, how do we distinguish it from the shutter in the application.

Keri said if the Commission agrees that they would be okay with the second shutter to the left, she would make that as part of your motion. She said the motion should state that it was Googled during the meeting and that it is the second, light blue, shutter. Ashley Britt agreed and said reference the guidelines as to why you are approving the second shutter shown instead of what she submitted.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR-2021-00043 to approve or deny.

Motion: Archie Morgan moved that the Historic District Commission find as fact that the proposed project, COA PLHR-2021-00043, if constructed according to the plans reviewed at this meeting, and with the caveats that:

1. We are not approving the shutter as proposed in the COA application but are approving a shutter from Custom Exterior Shutters (the second from the left, light blue).
2. We are not requiring the concrete to be stained because it is just a small addition of concrete and it is an addition to existing concrete that is not stained.

3. We cannot get a determination of what is the proper style, either for the early 1950s or late 1940s.

With the caveats mentioned, this is congruous with the character of the district because the guidelines state what we have talked about here and try to retain the windows, doors and shutters and decorative and functional features, that are important in defining the historic character of the district building, frame, sash, lintels, etc.

Second:

Chairman said we are not approving any specific color for the shutters, only identifying which shutter was approved and that it was light blue in the picture. Mr. Morgan agreed.

Ashley Britt asked if there was to be mention of the pergola. Chairman said yes, this should be part of the COA. Archie Morgan added to his motion: Also requested was to roof an existing pergola and to add a pergola carport which would match and be similar in style to the existing pergola.

Discussion was held on what material would roof the existing pergola. Keri said the application states clear roofing in the attachments. Archie Morgan said he did not want to give blanket approval. Mr. Millward said the roof would be polycarbonate, a clear material. Keri googled polycarbonate so that everyone can see a sample.

Jennifer Smith asked if this material [polycarbonate] was approved in the guidelines. Archie Morgan said he did not know and referred to Keri. Keri said again they are just guidelines, so if the Commission feels it needs to deviate from the guidelines, you do have the ability to do so. She said you just need to provide a justification as to why it is congruent or not.

Archie Morgan asked Keri if there were any pergolas in the Historic District that had polycarbonate roofing. Keri said she did not know but that doesn't mean there aren't some out there that have this.

[Several people talking. Could not hear].

Ashley Britt said if the pergola roofing material [polycarbonate] is approved, the reason for approval needs to be justified. Archie Morgan said honestly, he cannot. He said we have pergolas in the district with shingles or tin, and what is being proposed is not any worse than those two. Chairman said we have the ability to approve something that is not present elsewhere. He said this Commission doesn't set precedents; it's based on each individual. Mr. Morgan said he gets that but Ashley was wanting language and he does not know the language that needs to be added.

Ashley Britt said it doesn't have to be consistent; if it is not consistent with the guidelines you can say that it is approved here because it is appropriate in this specific case as long as you give reasons, if it is still in harmony with and appropriate for the Historic District. Mr. Morgan said okay and said he would add to his motion: We find that the polycarbonate on top of the pergolas is appropriate for the Historic District.

Archie Morgan restated the motion he had previously started:

Motion: Archie Morgan moved that the Historic District Commission find as fact that the proposed project, COA PLHR-2021-00043, if constructed according to the plans reviewed at this meeting, and with the caveats that:

1. We are not approving the shutter as proposed in the COA application but are approving a shutter from Custom Exterior Shutters (the second from the left, light blue).
2. We are not requiring the concrete to be stained because it is just a small addition of concrete and it is an addition to existing concrete that is not stained.
3. We cannot get a determination of what is the proper style, either for the early 1950s or late 1940s.
4. Also requested was to roof an existing pergola and to add a pergola carport which would match and be similar in style to the existing pergola. The existing pergola and carport pergola would be covered with clear, polycarbonate roof. We find that the polycarbonate on top of the pergolas is appropriate for the Historic District.

With the caveats mentioned, this is congruous with the character of the district because the guidelines state what we have talked about here and try to retain the windows, doors and shutters and decorative and functional features, that are important in defining the historic character of the district building, frame, sash, lintels, etc.

Therefore, the application is generally in harmony with the special character of the neighboring properties and/or the historic district as a whole.

Second: Richard Ali

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

AYES: Richard Ali, Archie Morgan and Susan Sganga

NAYS: Jennifer Smith

Motion: Archie Morgan said based on the preceding findings of fact, he moves that the Historic District Commission grant the Certificate of Appropriateness to this applicant regarding the proposals as shown in application COA PLHR-2021-00043._ COA to be subject to the conditions contained in the previous motion.

Second: Richard Ali

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

AYES: Richard Ali, Archie Morgan and Susan Sganga

NAYS: Jennifer Smith

ITEM 7. **Next Meeting**

Chairman said the next meeting is scheduled for May 10, 2021.

ITEM 8.

Adjournment.

Motion: Susan Sganga made a motion to adjourn this meeting.

Second: Richard Ali

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

AYES: **Richard Ali, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga**

NAYS: **None**

The meeting adjourned at 7:52 pm.

Respectfully submitted,

Richard F. Ali
Chairman

Maryann Brown /s/
Secretary to the Board



STAFF REPORT
PLHR-2021-00056

TO: Historic District Commission Members

DATE: May 10, 2021

FROM: Keri Mendler, Planner

PREPARED BY: Keri Mendler, Planner

SUBJECT: Certificate of Appropriateness request at 408 Lancaster Avenue

SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Ashley Fomen at 408 Lancaster Avenue. The request is to replace an existing aluminum picket fence with a new privacy brick wall, no taller than six-feet, install a new pool and concrete decking, and add wood shutters. The application also included replacing the existing wood windows with new wood windows with the same design which has been approved at staff level.

This property is locally designated therefore the Union County Preservation Commission must approve the project as well. The applicant is scheduled to appear before the Union County Historic Preservation Commission on May 6, 2021; staff will provide an update of their decision at the May 10th meeting.

SITE DATA

Type of Action: Certificate of Appropriateness

Date of Petition: 4-12-21

Name of Petitioner: Ashley Fomen

Location: 408 Lancaster Ave.

Tax ID #: 09-235-216

Lot Size: 0.52 acres

Zoning Classification: R-10 (Residential-High Density)

GENERAL INFORMATION

J.E. Efird House II; circa 1925

Built in the mid 1920's by local contractor G. Marion Tucker, this two-story, tapestry brick-veneer Colonial Revival house was the residence of Jacob E. Efird (1867-1931), founder of Efird Marble Works. Efird had previously built and occupied a house on S. Crawford Street. The wide, double-pile, center-hall house is covered by a hipped roof with bracketed eaves. The symmetrical three-bay facade is flanked by one-story flat-roofed hyphens--a porch on the east and a sunroom on the west. The main entrance is side lighted and has double-leaf doors below an elliptical fanlight; this treatment is repeated on the exterior entrance to the sunroom. On either side of the main entrance is a group of three nine over one windows. Each of the first floor front openings has a soldier course lintel with terra cotta keystones and corner blocks; the corner blocks at the entrances are trapezoidal. The broad entrance bay front porch has massive brick piers and a flat roof with a wrought iron railing; the side porch is a smaller version of the front porch. Symmetrically placed brick chimneys are located to the right and left of the roof ridge. There is a small one-story latticed porch on the rear.

RELEVANT DESIGN GUIDELINES

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.

The applicant is proposing to construct a new pool and concrete decking in the rear yard.

Fences and 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 applicant is proposing to replace an existing aluminum picket fence with a new brick privacy wall, no taller than six-feet.

2. 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 existing aluminum fence is located in the rear yard and will be replaced with a new brick privacy wall, no taller than six-feet.

Windows and Doors, pg. 53

1. 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.

The applicant is requesting to install new wood shutters. Based on images from the Sweet Union Book, published in the 1980s/1990s there does not appear to be a history of shutters on this home.

FINDINGS

Staff offers the following Findings:

1. The subject property located at 408 Lancaster Avenue is owned by Ashley Fomen and is zoned R-10 (Residential-High Density). (Exhibit 1-2)
2. The property is located in the South Monroe Historic District. (Exhibit 3)
3. On April 12, 2021, the applicant applied for a COA to request approval to replace an existing aluminum picket fence with a new privacy brick wall, no taller than 6-feet, install a new pool and concrete decking, and add wood shutters at 408 Lancaster Avenue. (Exhibit 4-9)
4. The proposed structure does meet the review criteria for a Certificate of Appropriateness according to Section 156.202 of the Unified Development Ordinance.
5. All adjacent property owners have been notified of the Certificate of Appropriateness request. (Exhibit 10-11)

CONCLUSIONS

The proposal to replace an existing aluminum picket fence with a new privacy brick wall, no taller than six-feet, install a new pool and concrete decking, and add wood shutters at 408 Lancaster Avenue as presented (is/is not) congruous in concept according to the *Site Features and Planting*, *Fences and Walls*, and *Windows and Doors*, and guidelines of the *South Monroe Historic District Guidelines*:

Site Features and Plantings, pg. 23

1. Introduce contemporary equipment or incompatible site features, including satellite dishes, playground equipment, mechanical equipment, and swimming pools, in locations that do not compromise the historic character of the building, site or district.

Fences and 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 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.

Windows and Doors, pg. 53

1. 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.

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

Exhibits:

1. Aerial Map
2. Zoning Map
3. Historic District Map
4. Application
5. Site Plan
6. Proposed Brick Wall
7. Proposed Pool
8. Proposed Shutters
9. House in the 1980s
10. APO List
11. APO Map

Prepared by: KM 4-27-21



Ortho Map

PLHR-2021-00056

Legend

- Centerlines
- Parcels

**Existing: R-10
(Residential- High Density)**

Owner: Ashley Fomen

Acres: .52



0 30 60 Feet

Exhibit 1

Zoning Map

PLHR-2021-00056

Legend

— Centerlines

▭ Parcels

Code

▭ R-10

**Existing: R-10
(Residential- High Density)**

Owner: Ashley Fomen

Acres: .52



0 30 60
Feet

Exhibit 2

Historic District Map

PLHR-2021-00056

Legend

-  Centerlines
-  Parcels
-  Historic District Expansion

**Existing: R-10
(Residential- High Density)**

Owner: Ashley Fomen

Acres: .52



0 30 60
 Feet

Exhibit 3



HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: 408 Lancaster Ave
Applicant's name: Ashley Fomen
Applicant's address: 408 Lancaster Ave Monroe NC 28112
Applicant's telephone number: 551-208 4451
Applicant's email address: ashleymf.74@gmail.com
Applicant's FAX number: _____
Property Tax identification number: _____ - _____ - _____

2. The property is owned by (if different from above) Alex & Ashley Fomen
Address: 408 Lancaster Ave Monroe NC 28112 Telephone: 551 208 4451

3. The following Certificate of Appropriateness is requested for: _____

Please provide a brief description of the project

1. Wood shutters on all windows - Brown color
2. Brick privacy fence around property where existing fence is.
Brick to match current brick ~~work~~ of house
3. upgrade to energy efficient wood windows with similar style
4. 16x40 fiberglass pool install in backyard of existing window

4. Attach a site plan showing the existing and proposed improvements, necessary setback lines, photographs of current and proposed materials. (Assistance is available to determine setback requirements at the Department of Planning & Development, 300 W. Crowell Street).

Ashley Fomen
Applicant-Printed

Ashley Fomen
Applicant-Signed

4/2/2021
Date Submitted

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069; Telephone: (704) 282-4520; Fax (704) 282-4735. Applicants are responsible for providing all required information. Incomplete applications will not be processed and will not be accepted after the 30 day deadline.

If your project is required to be heard by the commission, you or a representative will need to attend the meeting.

HISTORIC DISTRICT COMMISSION
FINAL PLAN SUBMISSION CHECKLIST

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

1. wood shutters - (Exhibit 1)
2. Brick privacy fence about 6ft tall including footers
(Exhibit 2 + site plan in black)
3. ^{white}WOOD trimmed energy efficient windows
with 9 pane grids as existing windows.
(Exhibit 3)
4. Square pool 16x40 fiberglass starting
behind garage. - Examples in (Exhibit 4 + site plan)
Concrete around pool 3ft on 3 sides.
6ft on one side for majority of sitting + lounge space

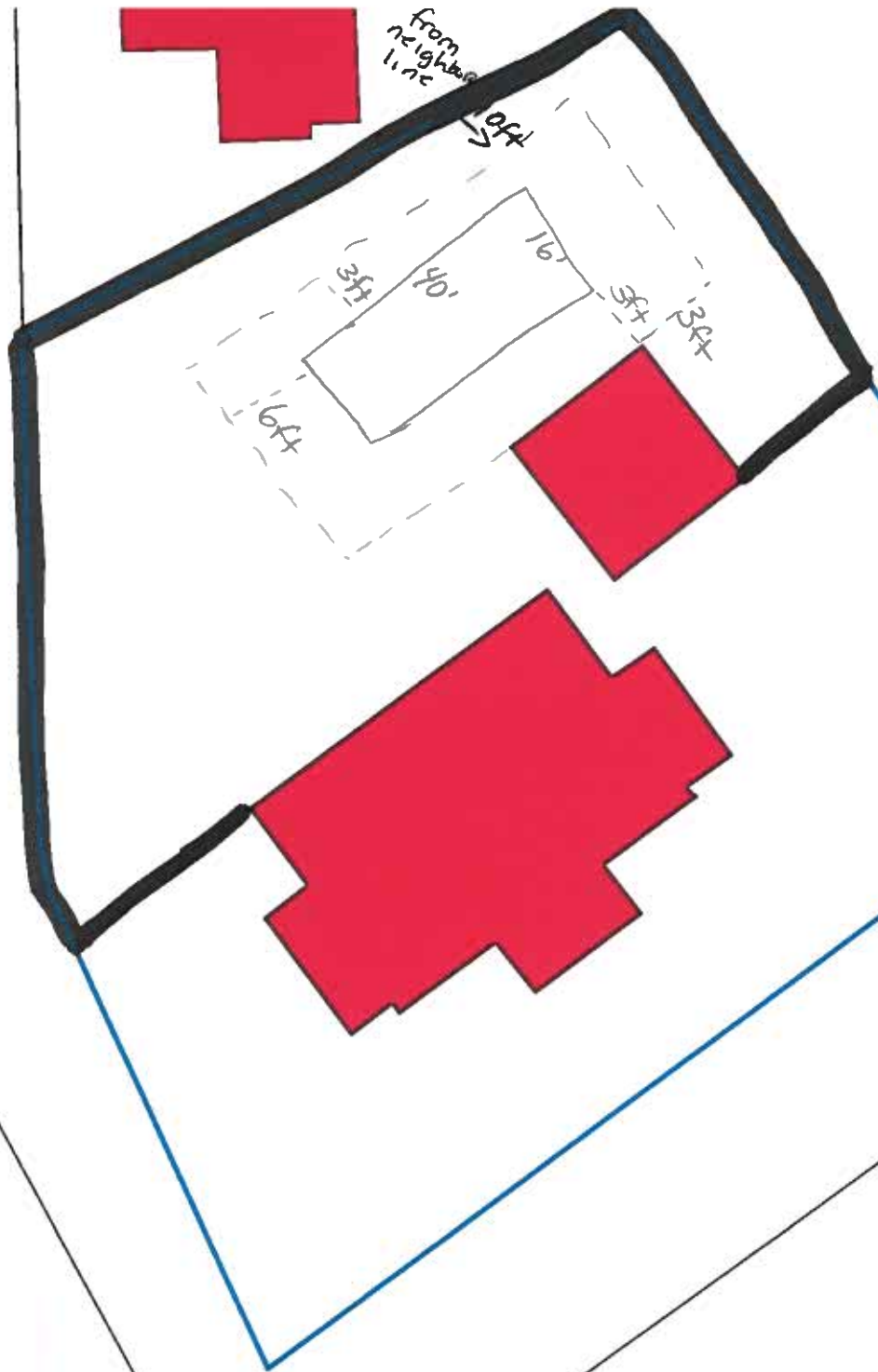
DO NOT WRITE BELOW THIS LINE

Additional conditions and remarks: _____

Authorized signature

Date

S CRAWFORD ST



LANCASTER AVE

Exhibit 5

BACK of House from
Crawford St.

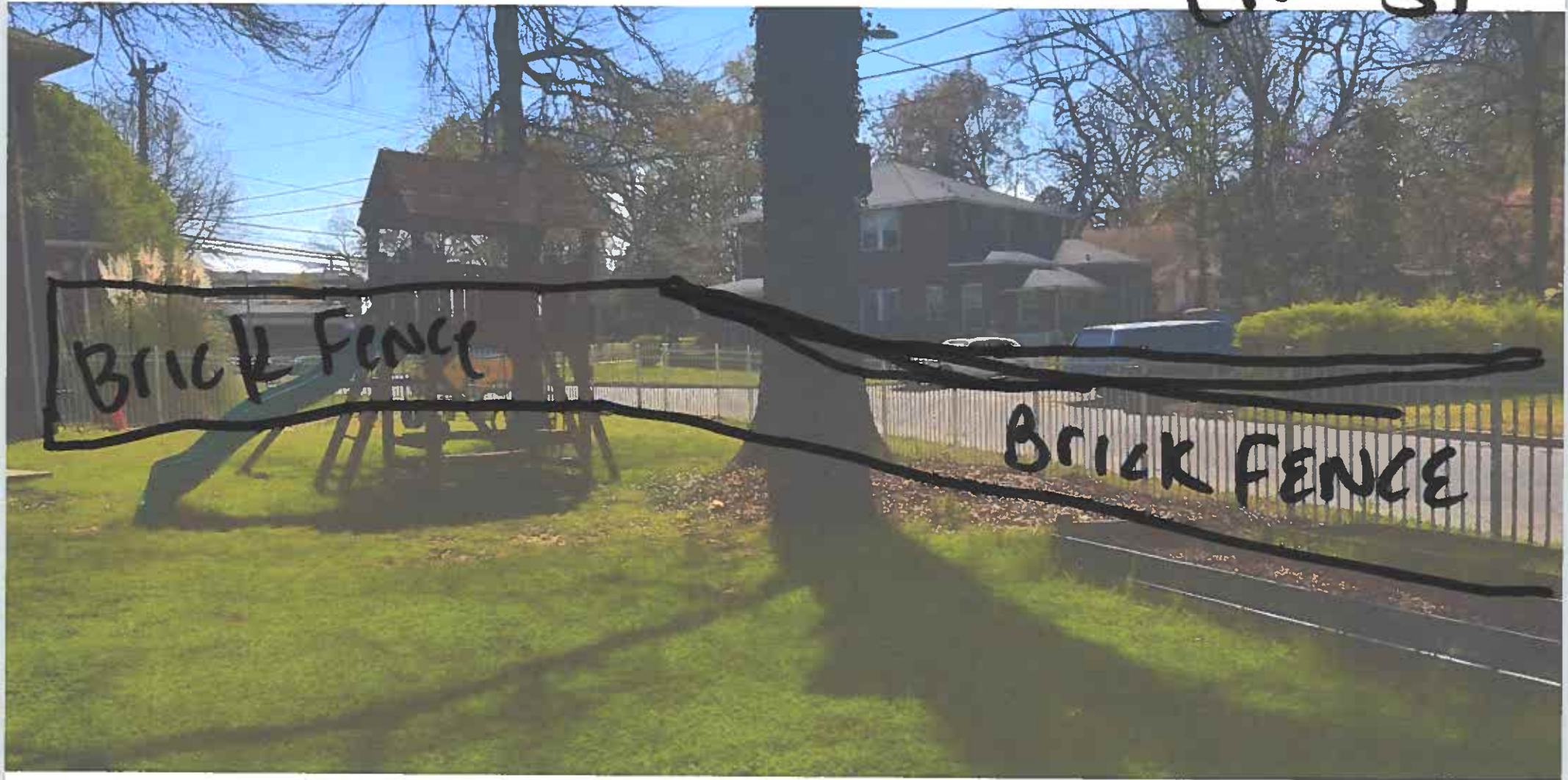


Exhibit 5

Backyard w/ pool

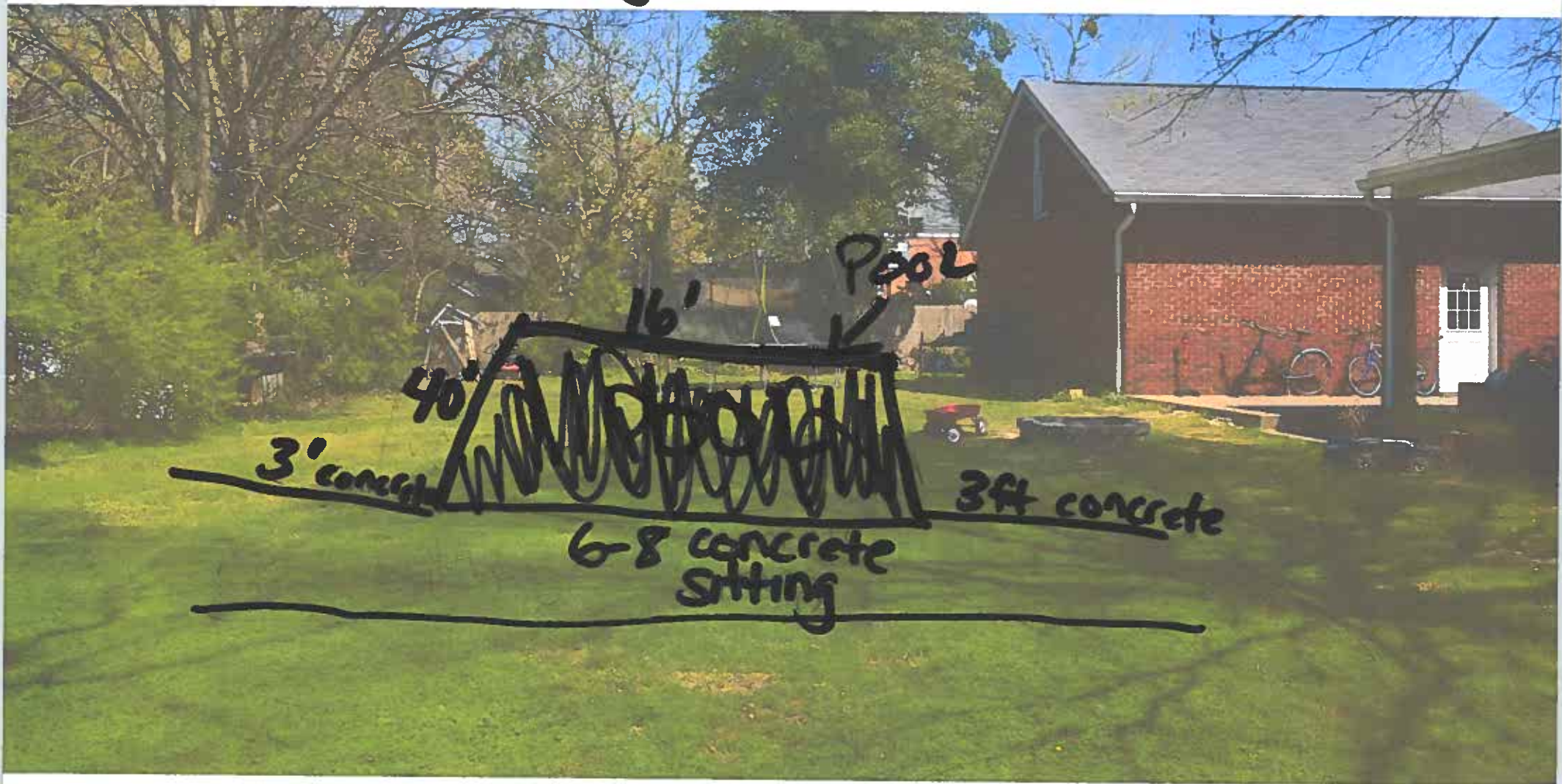


Exhibit 5



Exhibit 2. Brick privacy fence
in place of
~~around~~ existing fence.

Exhibit 6



Exhibit 4 : Fiberglass pool 16x40
Square pool



a alamy stock photo

M37YA9
www.alamy.com

Exhibit 1: wood shutters example



Front of House



S for Shutters

Side of House from
Crawford St



S for Shutters

Back of House



S for Shutters

Front of Garage/



S for Shutters



405 Lancaster Avenue; ca. 1940



406 Lancaster Avenue; ca. 1925



407 Lancaster Avenue — Boyte House; ca. 1900



408 Lancaster Avenue — J.E. Efird House II; ca. 1925



409 Lancaster Avenue — Williams House; ca. 1920



502 Lancaster Avenue — H.F. Taylor House; ca. 1925



104 Maurice Street — F.W. Costner House; ca. 1919



106 Maurice Street — W.C. Helms House; ca. 1912

09235110
WEN RIVER LLC
17215 OVERSTONE CT
CHARLOTTE NC 28277

09235111
CANTEY KIMBERLY ELIZABETH
405 LANCASTER AVE
MONROE NC 28112

09235112
PAEZ JONATHAN
407 LANCASTER AVE
MONROE NC 28112

09235114
MONROE CITY BOARD OF
EDUCATION
500 N MAIN ST
MONROE NC 28110

09235202
RAPER BYRLE D
505 S COLLEGE ST
MONROE NC 28112

09235203
RAPER BYRLE D
505 S COLLEGE ST
MONROE NC 28112

09235204
SONG REALTY LLC
PO BOX 79192
CHARLOTTE NC 28271

09235113A
ROBERTO CHRISTINE M
7235 WINDSWEPT LOOP
SPARKS NV 89436

09235205
SMITH PATTI
502 LANCASTER AVE
MONROE NC 28112

09235206A
CARRILLO MARIA
508 S CRAWFORD ST
MONROE NC 28112

09235218
CROSS JESSICA M
506 S WASHINGTON ST
MONROE NC 28112

09235220
LOBERGER DALE A
502 SOUTH WASHINGTON ST
MONROE NC 28112

09235226
NEMER SANDRA STEWART HEIRS
505 S WASHINGTON ST
MONROE NC 281125568

09235107A
MCBETH DAMON T
MCBETH TESHA M
2221 EQUESTRIAN DR
MATTHEWS NC 28105

09235107C
REYES-ORDAZ EDSON
617 S WASHINGTON ST
MONROE NC 28112

09235206
DUNCAN STEPHANIE M
DUNCAN JOHN CHRISTOPHER
6715 WESLEY GLEN DR
WAXHAW NC 28173

09235215
CHILDS CHRISTOPHER CODY
HUENKE EMILY R
505 S. CRAWFORD ST
MONROE NC 28112

09235109
CITY OF MONROE
PO BOX 69
MONROE NC 281110069

09235113B
ROBERTO CHRISTINE M
7235 WINDSWEPT LOOP
SPARKS NV 89436

09235113
ROBERTO CHRISTINE M
7235 WINDSWEPT LOOP
SPARKS NV 89436

09235201
RAPER BYRLE D
505 S COLLEGE ST
MONROE NC 28112

09235207
GRISE-HANEY MARTHA
504 S CRAWFORD ST
MONROE NC 28112

09235214
SHERROD ROBERT G JR
221 S BRAGG ST
MONROE NC 28112

09235216
FOMEN ASHLEY
408 LANCASTER AVE
MONROE NC 28112

09235208
LLINAS VERA B
603 EFIRD ST
MONROE NC 28112

09235217
BELK MATTHEW
BELK STEPHANIE
400 LANCASTER AVE
MONROE NC 28112

09235219
PRICE JULIA
PRICE RICHARD
504 S WASHINGTON ST
MONROE NC 28112

**Historic District Commission Mtg.
Of May 10, 2021**

408 Lancaster Avenue

APO Map

408 Lancaster Ave.

Legend

- Centerlines
- Parcels
- 150-foot buffer
- Notified Properties
- Subject Property



Exhibit 11