

**DATE:** April 13, 2022

**SUBJECT:**  
Certificate of Appropriateness Request: H-09-22  
Applicant: Mark & Pam Novasad  
Location of Subject Property: 442 Union Street S  
PIN: 5630-13-9882  
Staff Report Prepared by: Brad Lagano, Senior Planner

**BACKGROUND**

- The subject property at 442 Union Street S is designated as a “Contributing” structure in the South Union Street Historic District (ca. 1925) (Exhibit A).
- “One-and-a-half story, frame bungalow with side gable roof and two-bay, gable front porch. Three-bay façade with bays of two and three 9/1 sash windows flanking a central entrance with sidelights. Upheld by square-in-section brick piers with brick balustrade and concrete trim. Small gable-roofed dormer over north (right) façade bay. Porch and house have had broad eaves trimmed with curved brackets” (Exhibit A).
- Applicant’s requested modification: replace one (1) single-hung, wooden bathroom window on the left side of the structure with one (1) fixed, wooden transom window to allow for interior bathroom modifications (Exhibit B).

**DISCUSSION**

On March 21, 2022, Mark and Pam Novasad applied for a Certificate of Appropriateness under Concord Development Ordinance (CDO) §9.8 to replace one (1) single-hung, wooden bathroom window on the left side of the structure with one (1) fixed, wooden transom window (Exhibit B).

The subject window is located in the center of the interior shower wall and the applicant would like to retille the interior shower wall to create a walk-in shower. In order to accommodate the shower modification, the subject window opening would need to be altered by removing the existing single-hung, wooden, true divided light window and installing smaller, horizontally oriented, fixed transom window (Exhibit E).

The applicant notes the transom window will be approximately the same height and width as the three (3) window panes on the top panel of the existing window. Removed siding will be replaced with full length boards to provide continuity and avoid a patchwork repair appearance. New window trim will match existing window trim to provide a consistent appearance.

Top of existing window is approximately 127” from grade. Bottom of existing window is approximately 72” from grade. Existing window’s exterior measurements are approximately 55” x 44”. Existing window’s interior measurements are approximately 44” x 33”. Existing window’s top three (3) panes are approximately 10” x 30”, which will be the approximate size of transom window.

**ATTACHMENTS**

Exhibit A: National Register of Historic Places Inventory

H-09-22

- Exhibit B: Certificate of Appropriateness Application
- Exhibit C: Subject Property Map
- Exhibit D: Photos of Existing Bathroom Window
- Exhibit E: Example Replacement Transom Window

## **HISTORIC HANDBOOK DESIGN RECOMMENDATIONS**

### **Approval Requirement Needs Table: Windows**

*Replacement/changes in window design; removal of original windows, window components and changes in window openings; addition of shutters not original to building and stained-glass windows all require Commission Hearing and Approval.*

### **Chapter 5 – Section 5: Fenestrations**

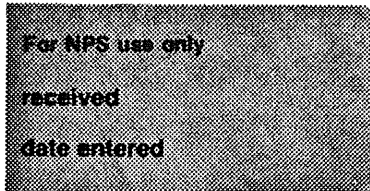
- *There are a variety of exiting patterns and forms of windows and doors within all the historic districts. Windows on most of the historic homes are of the double hung variety. Emphasis is on the vertical rather than the horizontal orientation of the windows. The number of lights (panes) in the sash varies with the style and period of the house.*
- *Whenever possible, the original windows and doors and their features (sashes, glass, lentils, sills, architraves, shutters, door frames, pediments, hoods, steps, and hardware) should be preserved. If total replacement of a window or door is necessary, one should be used that matches the original in dimension, configuration, material, and detail. Replacements should not alter the original door or window opening.*
- *Alteration in door and window openings, especially on the principal façade, should be avoided whenever possible, except as a restorative measure to return an opening to its original size.*
- *New windows should be consistent or compatible with existing units. The emphasis of the new windows should be vertical rather than horizontal.*
- *Wood is the most appropriate material, and vinyl and aluminum clad windows are inappropriate in most instances.*
- *Design Standards: Fenestrations*
  1. *Choose windows that are appropriate for the style of building, maintain vertical emphasis, and avoid large single paned units.*

### **RECOMMENDATION:**

1. The Historic Preservation Commission should consider the circumstances of this application for a Certificate of Appropriateness relative to the North and South Union Street Historic Districts Handbook and Guidelines and act accordingly.
2. If approved, applicant(s) should be informed of the following:
  - City staff and Commission will make periodic on-site visits to ensure the project is completed as approved.
  - Completed project will be photographed to update the historic properties survey.

United States Department of the Interior  
National Park Service

National Register of Historic Places  
Inventory—Nomination Form



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I - Intrusive

Those properties which have a definite negative impact on the historical, architectural and/or cultural characteristics for which the district is significant.

VL - Vacant Lot

Grass or dirt-covered area, not used as parking lot, but also not intended as a planned green space or park.

PL - Parking Lot

Inventory Number, Name, Address, Date, Assessment, and Description

- House  
452 S. Union St.  
ca. 1945-1950  
F

Two-story brick Colonial style house with side gable roof and central portico.

- House  
448 S. Union St.  
ca. 1925  
C

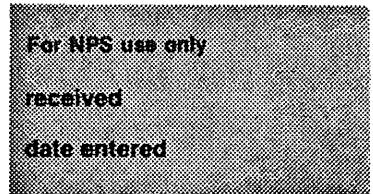
Two-story, frame, double-pile house with hip roof and bungalow style details. Symmetrical, three-bay facade on both stories; centrally placed attic dormer. Bungalow style features include full-facade porch upheld by tapered columns on brick bases; 3/1 sash; and exposed rafters under broad eaves.

- House  
442 S. Union St.  
ca. 1925  
C

One-and-a-half story, frame bungalow with side gable roof and two-bay, gable front porch. Three-bay facade with bays of two and three 9/1 sash windows flanking a central entrance with sidelights. Porch

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upheld by square-in-section brick piers with brick balustrade and concrete trim. Small gable-roofed dormer over north (right) facade bay. Porch and house have broad eaves trimmed with curved brackets.

4. House  
438 S. Union St.  
ca. 1930  
C

One-and-a-half story, brick bungalow with clipped gable-front roofs on main block and on projecting one-story north (right) facade bay. One-story porch with side gable roof carries across two southern facade bays and shelters one bay of south elevation. Porch has tapered posts on brick bases and a brick balustrade.

5. House  
430 S. Union St.  
by 1921 (SM)  
C

One-and-a-half story, frame house with triple-A roofline that may date from the early 1900s but which took on its present form during the 1920s. Bungalow style features that indicate a 1920s remodeling include broad eaves trimmed with simple brackets on the house and tapered wood columns and exposed rafters on the porch. The porch, which has a balustrade running between the columns, carries across the full facade and shelters one bay of south (left) elevation. The house stands on a raised foundation, as do several other houses on this block.

6. House  
422 S. Union St.  
by 1921 (SM)  
C

Well-preserved, two-story, frame, Colonial Revival style residence with high hip roof. Symmetrical, three-bay facade with centrally placed hip-roofed dormer over the second story. Wrap-around porch upheld by chamfered and molded columns; a balustrade runs between these supports and there is a decorative gable over the entrance. Large, single-pane windows with transoms of leaded glass flank the entrance; the sidelights and transoms of the entrance have similar leaded glass. Two-story slanted bay on north (right) elevation. An unusual feature of this house is its complement of 4/4 sash windows, which are rarely seen on Colonial Revival style residences. Shallow raised foundation.



NORTH CAROLINA  
High Performance Living

Application for  
Certificate of Appropriateness

**AN INCOMPLETE APPLICATION WILL NOT BE PLACED ON THE AGENDA UNTIL ALL OF THE REQUIRED ATTACHMENTS AND/OR ITEMS LISTED ON PAGE 2 ARE SUBMITTED.**

**APPLICANT INFORMATION**

Name: Mark + Pam Novasad  
Address: 442 Union St. S.  
City: Concord State: NC Zip Code: 28025 Telephone: 704-425-6326  
Email: pnovasad@gmail.com

**OWNER INFORMATION**

Name: Mark + Pam Novasad  
Address: 442 Union St. S.  
City: Concord State: NC Zip Code: 28025 Telephone: 704-425-6326  
Email: pnovasad@gmail.com

**SUBJECT PROPERTY**

Street Address: 442 Union St. S. P.I.N. # 56301398820000  
Area (acres or square feet): \_\_\_\_\_ Current Zoning: RM-2 Land Use: \_\_\_\_\_

**Staff Use  
Only:**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
Fee: \$20.00 Received by: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

*The application fee is nonrefundable.*

**General Requirements**

The Unified Development Ordinance imposes the following rules, regulations and requirements on requests for Certificates of Appropriateness. The applicant must, with reference to the attached plans, demonstrate how the proposed use satisfies these requirements:

1. Project or Type of Work to be Done: Replace bathroom window with transom window.

2. Detailed specifications of the project (type of siding, windows, doors, height/style of fence, color, etc.):  
Removal of bathroom window located in center of shower wall. To be replaced with transom in order to retile wall to create walk in shower. Transom will be same height as existing windows and approximately same size as top row panel. Siding will match existing window will be framed to match existing

**Required Attachments/Submittals**

1. Scaled site plan, if additions or accessory structures are proposed, on letter, legal or ledger paper. Larger sized copies will be accepted if 16 folded copies are submitted for distribution.
2. A photograph of the front of the house.
3. Photographs of site, project, or existing structures from a "before" perspective.
4. Drawings, sketches, renderings, elevations, or photographs necessary to present an illustration of the project from an "after" perspective.
5. Samples of windows, doors, brick, siding, etc., may be submitted with application.
6. Detailed list of materials that will be used to complete the project.

*\*\*\*Applications may be submitted electronically.\*\*\**

**Certification**

(1) I hereby acknowledge and say that the information contained herein and herewith is true and that this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the City of Concord Development Services Department. (2) I understand that City staff and/or members of the Historic Preservation Commission may make routine visits to the site to insure that work being done is the same as the work that was approved. (3) I understand that photographs of the completed project will be made to update the City's historic districts inventory database.

3/1/22

Date

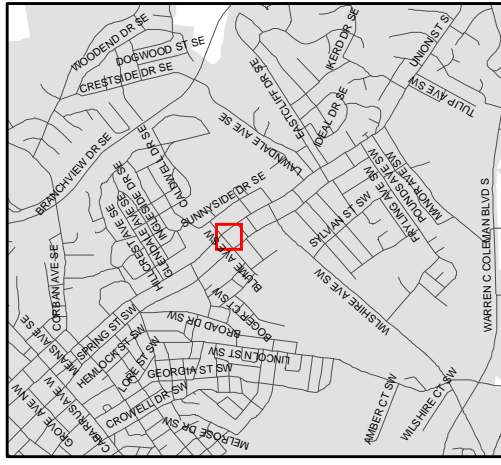
*Pam Novak*

Signature of Owner/Agent

H-09-22

442 Union St S

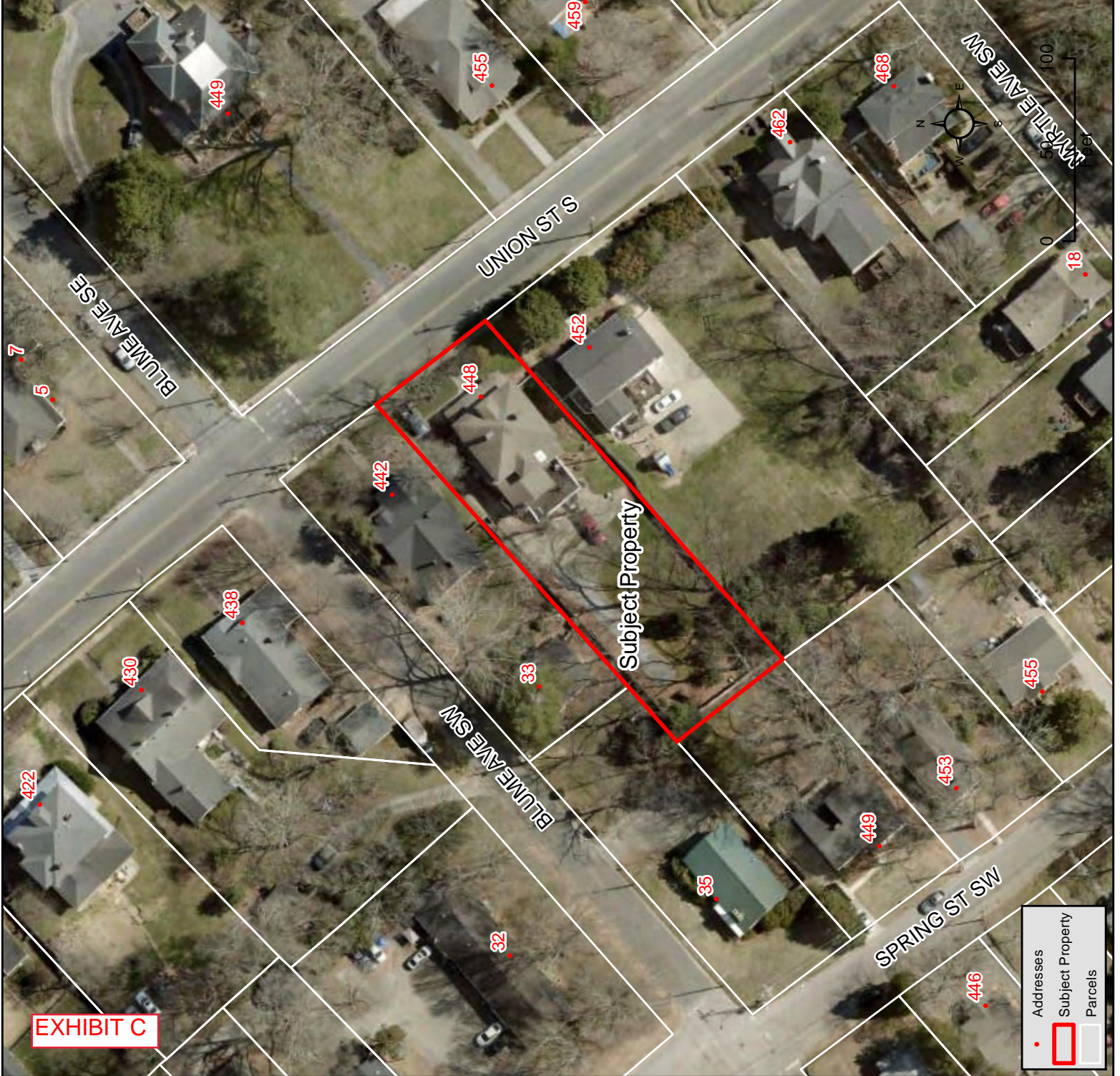
PIN: 5630-13-9882



Source: City of Concord  
Planning Department

**Disclaimer**

These maps and products are designed for general reference only and data contained herein is subject to change. The City Of Concord, it's employees or agents make no warranty of merchantability or fitness for any purpose, expressed or implied, and assume no legal responsibility for the information contained therein. Data used is from multiple sources with various scales and accuracy. Additional research such as field surveys may be necessary to determine actual conditions.



Exterior, distant view of existing bathroom window. Left side of house from Union Street S.





Exterior, close-up view of existing bathroom window.



Interior, close-up view of existing bathroom window.

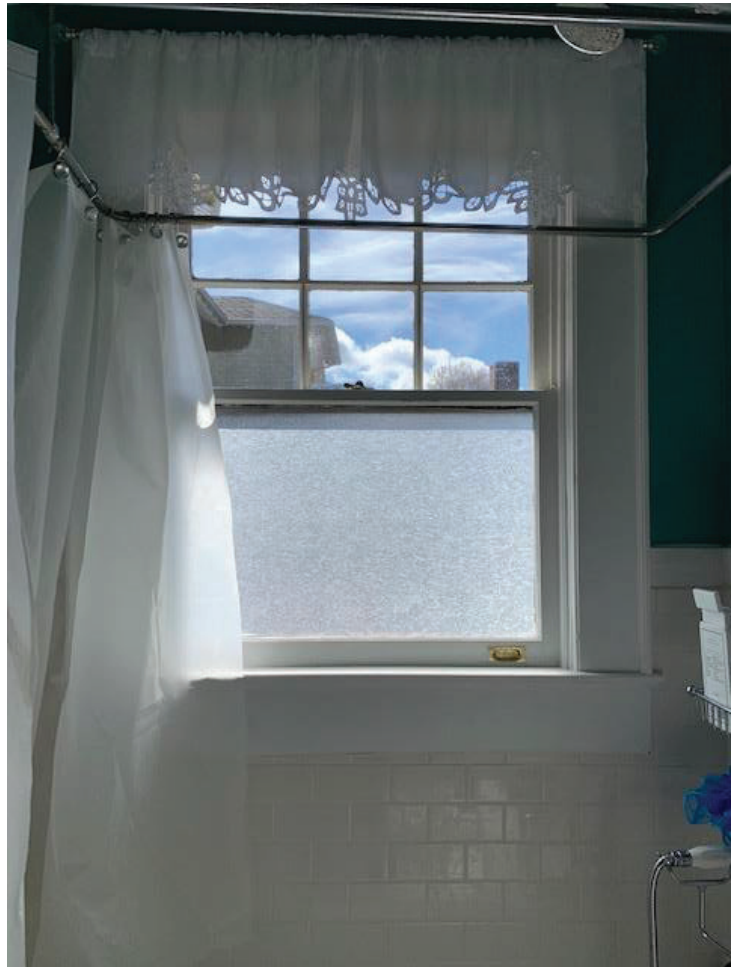


EXHIBIT D

**From:** [Pam Novasad](#)  
**To:** [Brad Lagano](#)  
**Subject:** Transom window  
**Date:** Thursday, March 3, 2022 7:38:24 AM  
**Attachments:** [IMG\\_1263.PNG](#)

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[NOTICE: EXTERNAL EMAIL

Good morning Brad. I am out of town but am sending you a picture similar to what we want. Just a plain panel of glass that would be the approximate size of the of the very top row of the existing window. Let me know if you need anything else. Thanks. Pam

