

**Union County Historic Preservation Commission  
Regular Meeting  
May 4, 2017**

The Union County Historic Preservation Commission held a regular meeting on Thursday, May 4, 2017, at 1:30 p.m. in the Heritage Room located in the historic Union County Courthouse, Monroe, North Carolina.

Present: Crystal Crump, John Dickerson, Melvin Faris, Mary Lou Gamble, Barbara Moore  
Absent: Dale Loberger and Stephen Long  
Also Present: Marian Morgan, Staff; Dr. Jerry Surratt, Virginia Bjorlin and Michael James,  
Assistant to the County Manager

The meeting was called to order by Barbara Moore, Chairman. She asked if there were any changes in the Agenda. There were none.

**Approval of Minutes**

Mrs. Moore asked if there were additions or corrections to the minutes of the meeting of February 2, 2017. Mr. Dickerson made a motion that the minutes be approved. Mr. Faris seconded the motion, and the vote was unanimous.

**Certificate of Appreciation**

Mrs. Moore presented Dr. Jerry Surratt a Certificate of Appreciation for his past eight years of service representing the City of Monroe on The Union County Historic Preservation Commission.

**Financial Report**

Ms. Morgan presented the financial report for February 1, 2017 – April 30, 2017. She reported that the statement showed the allocation from the second quarter from Union County was for \$3,173.64 and the third and fourth quarters from the City of Monroe was for \$6,000. Ms. Morgan explained that \$2,200 had been requested from Union County but the amount of the quarter's expenses was received instead. The difference has been requested for the third quarter to correct the error. The financial report was accepted.

She also presented the Annual Report for the year April 1, 2016 – March 31, 2017. Ms. Morgan mentioned that this included the financial report for the 2016 year.

**Old Business**

Mrs. Moore explained that the Guidelines for Preparing and Submitting an Application of Certificate of Appropriateness were reviewed and re-evaluated during the November 3, 2016, meeting. The revised Guidelines were presented. Mr. Dickerson made a motion to approve the revised Guidelines. Ms. Crump seconded the motion, and the vote was unanimous.

**New Business**

- A. Evaluation of the Wolfe-Ashcraft House, 600 S. Church Street, Monroe, NC 28112  
Owners: Robert and Shirley Bullard, ca. 1874, ca.1915

The Chairman stated the first item of new business is the evaluation of the Wolfe-Ashcraft House and distributed pictures of the house and copies of its history and a brief history of previous owners.

The property evaluated at 45 points allowing the Historic Preservation Commission (HPC) to

proceed with the designation process. Points were assigned as follows:

- |                                     |           |
|-------------------------------------|-----------|
| 1.Integrity of Architectural Design | 10 points |
| 2.Integrity of Materials            | 10 points |
| 3.Historical Significance           | 10 points |
| 4.Distinct Landmark Characteristics | 6 points  |
| 5.a. Age                            | 9 points  |

Mr. Faris moved that the evaluation be approved. Mrs. Gamble seconded the motion, and the vote was unanimous.

**B. Certificate of Appropriateness for the Hamilton-Marsh House, Marshville, NC**  
Owners: William and Patricia Potter

Mrs. Moore presented the second item of new business, which was an Application for a Certificate of Appropriateness submitted by the owners requesting the addition of a small greenhouse, 8 x 12 feet, for the garden area. It was explained that the greenhouse would sit directly on the ground and its location would not interfere with the integrity of the house. Mr. Dickerson made a motion to approve the Application. Ms. Crump seconded the motion. The motion was passed unanimously.

**C. Building Envelope Study and Structural Analysis Report**

The Chair introduced Mr. Michael James, Assistant to the County Manager, who presented to the Commission and guests the Building Envelope Study and Structural Analysis Report for the Union County Historic Courthouse. He provided handouts to the members and guests that detailed the different phases the Courthouse study and renovation as well as the costs for each phase.

**Other Business**

With there being no other business, the Chairman declared the meeting adjourned and announced the next regular meeting is scheduled for August 3, 2017.

Respectfully submitted,

Crystal Crump, Secretary