

**Union County Historic Preservation Commission    Approved 11/03/16**  
**Regular Meeting**  
**May 5, 2016**

The Union County Historic Preservation Commission met in a regular meeting on Thursday, May 5, 2016 at 1:30 pm in the Heritage Room located in the historic Union County Courthouse, Monroe, North Carolina.

Present:            Dr. Jerry Surratt, Crystal Crump, John Dickerson, Dale Loberger,  
                          Barbara Moore  
Absent:            Melvin Faris, Steven Long  
Also Present:     Marian Morgan, staff; Panagiotis (Pete) Polyzos, owner of the Edward Crow House

The meeting was called to order by Dr. Jerry Surratt, Chairman. Chairman Surratt stated that, with there being no objections, he is revising the order of business to move topic under Other Business- Certificate of Appropriation for Panagiotis (Pete) Polyzos – to follow item III, Financial Report, delaying the elections of officers. There were no other changes to the agenda.

**Approval of Minutes**

Dr. Surratt asked if there were additions or corrections to the minutes of the February 4, 2016, meeting. There were none. Mr. Dickerson moved the minutes be approved. Mr. Loberger seconded the motion and the vote was unanimous.

**Financial Report and the Annual Report**

Two reports were presented. The financial statement reflected the balance as of May 2, 2016. The statement showed the appropriation of \$6,000 from the City of Monroe for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2016. Also shown was the appropriation of \$4,118.50 from Union County for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2016.

The Annual Report for April 1, 2015 – March 31, 2016 was presented. The Annual Report included the 2015 Financial Report. Mrs. Moore made a motion to accept both reports. Mr. Dickerson seconded the motion and the vote was unanimous.

**Certificate of Appropriateness**

Mr. Polyzos returned a COA with a window sample on May 2, 2016. A kitchen fire in May 2015 resulted in more than 50 windows needing to be replaced. Mr. Polyzos is leaving the country the end of May, 2016 and is wanting to order the windows before he leaves. The windows will take at least 6 weeks to arrive after they are ordered. After studying the COA ordinance, a passage allowed the replacement of the windows to be classified as 'minor work' waiving the 30 calendar day requirement to submit the COA prior to the meeting. An addendum to the COA with the requirements for the window design are as follows:

1. Match existing window sizes and trim
2. Match existing design – 6 over 1
3. Provide wood sashes and trim
4. Provide “simulate divided lites” (SDL)
5. Provide insulated glass
6. Sills can be either wood or synthetic extruded materials

Mr. Dickerson made a motion to approve the Application for a Certificate of Appropriateness based on Section 5.10 of the Historic Preservation Commission Ordinance. Mr. Loberger seconded the motion. With no further discussion, the vote was unanimous.

### **Election of Officers**

Mr. Loberger made a motion to make no changes in the slate of officers. Mr. Dickerson seconded the motion and the vote was unanimous. The officers remain as:

Dr. Jerry Surratt, Chairman  
Barbara Moore, Vice-Chairman  
Crystal Crump, Secretary  
John Dickerson, Treasurer

### **Old Business**

Ms. E. Joy Little, owner of the B. H. Walters House in Marshville, was contacted in February, 2016 about needing to remove the panels on the porch of her home. With the panels, the house did not evaluate with enough points to qualify as a designated property. Mary Lou Gamble provided Ms. Little with the name of Andrew Burch, a contractor, who could help with the replacement of the panels. Ms. Gamble followed up with a phone call on April 28, 2016 and left a message. Ms. Little has not responded. The Commission members agreed that Ms. Little should re-submit the design and preliminary sketch for the elevation showing new windows along with a new application. Glazing of the windows will be fine. One plate glass per panel would be ideal and would need to conform to the masonry opening. Another option would be to return the porch to its original design.

### **New Business**

James and Mary McMahan, owners of The Shepherd-Fletcher-Welsh house, have submitted an Application for Designation. The Commission thought more information on the house is needed and delayed the evaluation until the August meeting.

### **Other Business**

1. With Mary Lou Gamble's retirement, new signature cards are needed for the Heritage Room's bank account. Mr. Dickerson said he would take care of getting that done.
2. Mr. Dickerson reported on the study of the Historic Courthouse. Walter Robbs Callahan & Pierce Architects, PA of Winston-Salem, NC, will be conducting the feasibility study of the building in conjunction with Dickerson Architecture. Michelle Walter was sent a copy of the book 'The Union County Courthouse'. Mr. Dickerson reported that the study will be for no specific usage but will focus on condition, support, deterioration, code compliance and cost estimates for recommendations and repairs. The original drawings of the courthouse can not be found.
3. Ms. Crump reported that Virginia Bjorlin has been looking into the existence of an old school built in 1901 on the corner of Secrest and Rocky River Roads. The location is actually at the corner of Doster and Rocky River Roads near the fire department. The school no longer exists.
4. The Commission talked of acknowledging the retirement of Mary Lou Gamble and Harriett Moore for their years of service as employees of The Heritage Room. A luncheon will be scheduled for a later date after checking dates with Mrs. Gamble and Mrs. Moore.

Motion was made by Mr. Dickerson, seconded by Mr. Loberger, that the regular meeting be adjourned. The motion passed unanimously. The next regular meeting is scheduled for August 4, 2016.

Respectfully submitted,

Crystal Crump, Secretary