HISTORIC DISTRICT COMMISSION
MEETING
AGENDA

Monday, August 9, 2021– 6:30 P.M.
Council Chambers – City Hall
300 West Crowell Street - Monroe, NC

Item 1. **Call to Order – Roll Call**

Item 2. **Approval of Minutes –July 12, 2021 Meeting and July 26, 2021 Special Meeting**

Item 3. **Conflicts of Interest**

Item 4. **COA PLHR-2022-00010 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Eleanor McGinnis to make an architectural change to the roof of the property by adding a gable to the front of the home, replace the current front door with a steel door, replace the existing metal windows with new metal windows, and paint the brick exterior at the property located at 502 E. Talleyrand Avenue (Tax ID #09-231-082)**

Item 5. **Adopt Revised Monroe Historic District Design Guidelines to conform to the new Chapter 160D of the North Carolina General Statutes**

Item 6. **Next Meeting: September 13, 2021**

Item 7. **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, JULY 12, 2021 AT 6:30 PM
COUNCIL CHAMBERS - CITY HALL
300 West Crowell Street, Monroe, North Carolina

To be Approved at the August 2021 Meeting
Attendees to Sheri Laney on 7-13-21

D R A F T

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, Bob Bullard, James Kerr, Jennifer Smith, Archie Morgan and Susan Sganga

Members Absent: None

Staff Present: Keri Mendler, Planner; Ashley Britt, Assistant City Attorney; William Nance, Intern and Maryann Brown, Administrative Assistant

Guests: Sandra Pittman and Eric Cleaver

ITEM 2: Approval of Minutes.

Chairman asked the Board if there were any questions, additions or deletions to the minutes of the May 10, 2021 meeting and the May 17, 2021 Special Meeting. He called for a motion to adopt the minutes of the meeting.

Motion: Jennifer Smith moved to approve the minutes of the May 10, 2021 meeting.
Second: Bob Bullard
Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, James Kerr, Jennifer Smith, Susan Sganga and Archie Morgan
NAYS: None

Motion: Jennifer Smith moved to approve the minutes of the May 17, 2021 Special Meeting.
Second: Susan Sganga
Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Richard Ali, Bob Bullard, James Kerr, Jennifer Smith, Susan Sganga and Archie Morgan
NAYS: None

ITEM 3: Conflicts of Interest.

There were no conflicts of interest.

ITEM 4:

Chairman said, as you may recall, this Commission has in place a policy that we have to wear masks at all meetings. He said at the last meeting we started to discuss doing away with that policy. He asked if anyone wanted to discuss this or make a motion to vacate that policy.

Motion: Archie Morgan moved to vacate the policy of wearing masks at this meeting.
Second: Bob Bullard
Action: The motion to approve vacating the policy of wearing masks passed unanimously with the following votes:

AYES: **Richard Ali, Bob Bullard, James Kerr, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

ITEM 5. **COA PLHR 2021-00097 Certificate of Appropriateness – The Historic District Commission is requested to consider a Certificate of Appropriateness request from Sandra Pittman to install a wood fence in the front yard at 505 Parker Street (Tax ID #09-235-046C)**

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler, William Nance, Sandra Pittman and Eric Cleaver came forward and were sworn.

Keri informed the Commission that the State Legislature has recently changed State Law. She said it has gone from 160A to 160D that rewrites all of the State regulations regarding planning and zoning functions. She said one of the things that was changed was specific to Historic District Commissions and that is changing the word "guidelines" to "standards". She said the idea behind that is to underscore the importance of the guidance in that document and the importance to adhering to that. She said if you are to deviate from the standards, you must give reasons why it may be reasonable to deviate. She said she will be bringing to this Commission an update to the guidelines that was done a few years ago. She said it will now be called *Design Standards* vs. *Design Guidelines*. She said the actual content will not be changed, just changing the word from guidelines to standards.

Jennifer Smith asked Keri if this was doing a "case-by-case" review you were talking about. Keri said yes.

Keri introduced William Nance, who will present this case. She said William has been an intern with the Planning Department this summer.

William Nance, Intern, introduced this item and said this is a Certificate of Appropriateness request from Sandra Pittman of 505 Parker Street. He said at this time he would introduce the findings:

Findings:

1. The subject property located at 505 Parker Street is owned by Sandra Pittman 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 June 10, 2021, the applicant applied for a COA to request approval of a wood fence surrounding the front of the property. The fence will be four-feet tall around the front part of the property. (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 7-8)

William said staff has provided the appropriate guidelines and conclusions in your staff report. He said he would be glad to answer any questions you may have and the applicant is here to answer any questions as well.

James Kerr asked William if 48 inches was the approved height for a front yard fence. William said that the guidelines state 36 inches. Keri said the Commission could deviate from the guidelines. She said you have deviated from them in the past for a number of fences as well. She said it is up to the Commission's discretion. She said the standards document is broken up in two (2) pages for each section. She said the left side of the page are just best practices and the right page are your actual standards. She said the mention of the 36 inches is on the left side where it talks about preservation guidance and best practices, whereas it is not specifically listed on the numbered guidelines that we typically use when making a decision.

Keri said Jennifer Smith had asked about the type of wood. She said she does not know what they are proposing exactly but as far as the Commission is concerned, you can decide on wood as a material, not necessarily specific type.

Archie Morgan asked if there were any other homes near the house that have fences in front of the house. Jennifer Smith said her house has a fence. She said it is not wood but wrought iron. Keri showed the Historic District map. She said the house is right on the edge of the district, by Parker and Hudson Streets. She said just south of the house, there is a house and it does not have a fence. She said just north is Jennifer Smith's house and her house fronts on Houston Street.

Jennifer Smith asked Ms. Pittman if she was trying to contain large dogs. Ms. Pittman said yes. Ms. Smith said with a small fence they would jump right over. Mr. Eric Cleaver said that is why they were doing pickets, so they will still see. He said it will not be a closed off fence. He said it is closed on the bottom and open on the top.

Archie Morgan asked Mr. Cleaver if 50% of the fence would be the open pickets and 50% would be the solid. Mr. Cleaver said yes, that sounds right.

Jennifer Smith asked Mr. Cleaver if they decided on the wood. Mr. Cleaver said it will probably be pine, but then it will be stained.

Jennifer Smith said it will be beautiful---an asset to the house.

Ms. Pittman said [could not hear].

Chairman asked Keri if there are other fences of this type throughout the Historic District. Keri said she has not seen a fence exactly like this one where it is solid on the bottom and picket on the top. She said they are either all solid in the rear yard and the front typically would be an all-picket. She said she cannot be sure 100%; she just does not recall seeing or having one like this before the Commission.

Archie Morgan asked Keri if there are other properties in the Historic District that have fences of some sort in the front. Keri said yes. Jennifer said there is a yellow house on Washington Street when you first turn off Houston that has a picket fence that is even taller all the way around the house.

James Kerr asked the applicant if she would consider a more traditional picket fence to meet the height that you would need for a Queen Anne/Victorian look. Mr. Cleaver said they did consider that. Mr. Kerr said your fence is a very nice but very contemporary and your house is Queen Anne/Victorian. He said only for the front. He understands about keeping dogs in the yard.

James Kerr passed around a picture of a more traditional fence that was on his cell phone.

Discussion was held on the height of the front fence.

Ms. Pittman spoke about putting up a mailbox on her fence. Keri said to Ms. Pittman that she would have to contact the Post Office regarding this.

Keri asked James Kerr to e-mail the picture of the traditional fence to her assuming that this will be the style that is chosen tonight. Mr. Kerr also sent a copy to Mr. Cleaver.

Bob Bullard said his thoughts were, when he first got the agenda, that we do have our standards, which we try to use for everybody. He said he understands that everybody has a reason for whatever type of fence they want to put up. He said over the years we decided that a 36-inch fence, primarily picket, in a front yard situation, is not meant necessarily to screen or keep people out, although it lets people know where your yard is. He said it is not a barricade fence. He said 36 inches looks better in the neighborhood and looks better in individual homes. He said he would hate to see us adopt new standards here even though he is sympathetic. He said he has a dog that loves to go outside.

Bob Bullard said he would hate to see us change our standards in this change. He said he likes the idea of a more traditional picket fence. He said he agrees with what James said that the fence is more modern looking. Archie Morgan said he too likes the traditional look.

Chairman asked if there were any further comments to be made. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR 2021-00097 to approve or deny.

Motion: James Kerr moved that the Historic District Commission find as a fact that the proposed project COA PLHR 2021-00097, if constructed according to the plan reviewed at this meeting, is congruous with the character of the district because the standards or guidelines are met here in keeping with the architectural style and scale, and materials appropriate to the house, and what the applicant is requesting falls into these categories.

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

Keri said to James Kerr that the motion should mention what the applicant submitted.

James Kerr said he would add the friendly amendment of the traditional picket style.

Chairman said the motion should also contain the height of the fence. James Kerr said he did not mind 48 inches in the front. Jennifer Smith agreed. James Kerr restated his motion:

Motion: James Kerr moved that the Historic District Commission find as a fact that the proposed project COA PLHR 2021-00097, if constructed according to the plan reviewed at this meeting, with the friendly amendment that the style shall reflect a picket fence illustrated in the e-mail sent both to Keri Mendler and to the homeowner, is to be painted white, is congruous with the character of the district because the standards or guidelines state that you should use materials that are wood, brick or stone, and it does meet these guidelines and is sympathetic to the architectural style of the house, so what the applicant is requesting is appropriate.

Therefore, the application is generally in harmony with the special character of the neighboring properties and the Historic District as a whole.

Chairman asked James Kerr if he put the height in the motion. James Kerr said he did not change their height. He said the amendment was on the style.

Archie Morgan said traditionally it is 3 feet. Keri said the Commission has approved 48 inches on the front so it would be up to the Commission to decide whether or not to do that in this case. She said there is a motion that needs to be acted on.

Chairman asked if there was a Second to James' motion.

Second: Jennifer Smith
Action: The motion to approve the Findings of Fact failed with the following votes:

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

Ashley Britt said the motion failed three (3) – three (3). Archie Morgan asked if there can be more discussion. Chairman said yes.

Archie Morgan asked Mr. Cleaver if his dogs could jump a three (3) foot fence. Mr. Cleaver said three (3) feet may be okay but asked if they could make it 42 inches instead of 48 inches. Mr. Morgan said he would go along with that. Bob Bullard said 42 inches would be okay.

Chairman asked James Kerr to make another motion.

Motion: James Kerr moved that the Historic District Commission find as a fact that the proposed project COA PLHR 2021-00097, if constructed according to friendly amendment on style, said image sent to the homeowner and Keri Mendler, as well as a friendly amendment to height, with the new height being 42 inches, that this project is congruous with the character of the district because the guidelines state that you should use wood, brick or stone, build in keeping with the architecture and style of the house, so therefore what the applicant is requesting is appropriate.

Therefore, the application is generally in harmony with the special character of the neighboring properties with the two (2) friendly amendments to style and height of 42 inches and the Historic District as a whole.

Second: Jennifer Smith
Action: The motion to approve the Findings of Fact passed unanimously with the following votes:

AYES: **Richard Ali, Bob Bullard, James Kerr, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

Chairman asked for a motion to approve the Certificate of Appropriateness.

Motion: Susan Sganga said based on the preceding findings of fact, she moved that the Historic District Commission grant the Certificate of Appropriateness to this applicant, subject to the conditions in the previous motion, for application COA PLHR 2021-00097.

Second: Archie Morgan
Action: The motion to approve the Certificate of Appropriateness subject to the conditions in the previous motion passed unanimously with the following votes:

AYES: **Richard Ali, Bob Bullard, James Kerr, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

Ms. Pittman asked if the fence had to be white. She was told that the Commission did not approve colors.

ITEM 6. Other

Archie Morgan said that this Commission approved a 42-inch fence, they are going to paint it white and it is going to be a traditional picket fence. He said we, as the Commission, never go out after the fact…Keri said they will have to do a zoning permit with us and staff does an inspection. He said he had a complaint today that the Commission approved some work on a house in the district and how in the world did we approve such a mess. Keri said to Mr. Morgan to give her the specifics and she will take a look at the house.

Bob Bullard said at the last meeting he brought up a house on Main Street that had the steps off the porch removed. Keri said she did look into this but did not recall at this time what was the outcome. She said she will follow-up with this request. James Kerr said a car ran into the house and took the columns and

steps out. He said it is at the corner of Main and Morrow. He said the new columns were custom-made and took over 18 months to build. Bob Bullard said but the steps have been gone for over a year. James Kerr said he did not know what kind of steps they were putting back but everything that the owner does is first class.

Jennifer Smith asked Keri if there were any items for next month. Keri said there was an application submitted today that required a few more things from the applicant. She was not sure if it would be ready for next month.

Chairman asked Keri if she had a report on items that were approved. Keri said not today but she would mail it out to everyone.

Chairman asked if there were any other items to be brought up for discussion. There were none.

ITEM 7. **Next Meeting - August 9, 2021**

ITEM 8. **Adjournment.**

Motion: Archie Morgan made a motion to adjourn this meeting.
Second: James Kerr
Action: The motion to adjourn passed unanimously with the following votes:

AYES: **Richard Ali, Bob Bullard, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

The meeting adjourned at 7:09 pm.

Respectfully submitted,

Richard F. Ali
Chairman

Maryann Brown /s/
Secretary to the Board

HISTORIC DISTRICT COMMISSION MINUTES
SPECIAL MEETING
MONDAY, JULY 26, 2021 AT 6:30 PM
COUNCIL CHAMBERS - CITY HALL
300 West Crowell Street, Monroe, North Carolina

To be Approved at the August 2021 Meeting
Attendees to Sheri Laney on 7-27-21

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, Jennifer Smith, Archie Morgan and Susan Sganga

Members Absent: Bob Bullard and James Kerr

Staff Present: Keri Mendler, Planner; Ashley Britt, Assistant City Attorney; William Nance, Intern and Maryann Brown, Administrative Assistant

Guests: Mike Calzaretta of Mike's Fine Home Remodeling

Chairman said this is a Special Meeting so only items and topics that are germane to this COA will be acceptable to be presented or discussed.

ITEM 2: Conflicts of Interest.

There were none.

ITEM 3. COA PLHR-2022-00009 Certificate of Appropriateness –The Historic District Commission is requested to consider a Certificate of Appropriateness request from Mike's Fine Home Remodeling to construct a handicap ramp on the front right side elevation of the house at the property located at 401 E. Talleyrand Avenue (Tax ID #09-231-199)

Chairman asked any parties offering testimony to come forward and be sworn. Keri Mendler, William Nance and Mike Calzaretta came forward and were sworn.

William Nance, Intern, introduced this item and said this is a Certificate of Appropriateness request from 401 E. Talleyrand Avenue. He said at this time he would introduce the findings:

Findings:

1. The subject property located at 401 E. Talleyrand Avenue is owned by Mike's Fine Home Remodeling, LLC 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 July 13, 2021, the applicant submitted an application to construct a handicap ramp on the front side elevation of the existing home that was recently constructed. (Exhibit 4-5)

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 6-7)

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

Chairman asked if this house was built as a pre-sold house or to be sold. He asked Mr. Calzaretta if he was building the house for somebody. Mr. Calzaretta said the house has been sold; they are living there already. He said it is a one-family home, single level floor.

Chairman asked Mr. Calzaretta if the homeowners requested the handicap ramp. Mr. Calzaretta said yes, the owner is wheelchair bound and it was built to suit the area. He said it looks beautiful and it was designed to go back toward the house and then back onto the slab so it is not shooting out. He said he kept it tight to the house. He said it fits the house and passes all ADA requirements.

Susan Sganga asked if the ramp could be detached. Mr. Calzaretta said the only part of the ramp that is attached to the house is the first platform. Chairman said the question was can it be reversed and removed without difficulty at some point in the future. Mr. Calzaretta said yes, very easily. Keri said part of this was discovered during the final zoning inspection for the actual Certificate of Occupancy. She said it was then actually removed in order for the Certificate of Occupancy to be issued. She said it was removed and can be re-attached. Mr. Calzaretta said that is correct. He said it can be very easily done.

Chairman asked if there were any other questions. There were none.

Chairman asked if someone would like to make a motion on the Findings of Fact for COA PLHR-2022-00009 to approve or deny.

Motion: Archie Morgan moved that the Historic District Commission find as a fact that the proposed project COA PLHR-2022-00009, if constructed according to the plans reviewed at this meeting, is congruous with the character of the district because the standards state that it must meet the accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved, which it does, and that the proposed structure does meet the review criteria of the COA according to Section 156.202 of the Unified Development Ordinance. 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 adopt the Findings of Fact passed unanimously with the following votes:

AYES: **Richard Ali, Jennifer Smith, Susan Sganga and Archie Morgan**
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-2022-00009, such certificate to be subject to the conditions contained in the previous motion.

Second: Richard Ali
Action: The motion to approve the Certificate of Appropriateness subject to the conditions in the previous motion passed unanimously with the following votes:

AYES: **Richard Ali, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

ITEM 4. **Adjournment.**

Motion: Archie Morgan made a motion to adjourn this meeting.
Second: Susan Sganga
Action: The motion to adjourn passed unanimously with the following votes:

AYES: **Richard Ali, Jennifer Smith, Susan Sganga and Archie Morgan**
NAYS: **None**

The meeting adjourned at 6:40 pm.

Respectfully submitted,

Richard F. Ali
Chairman

Maryann Brown /s/
Secretary to the Board

STAFF REPORT
PLHR-2022-00010

TO: Historic District Commission Members

DATE: August 9, 2021

FROM: Keri Mendler, Planner

PREPARED BY: William Nance, Planning Intern

SUBJECT: Certificate of Appropriateness request at 502 E. Talleyrand Avenue

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SUMMARY STATEMENT

The Historic District Commission is requested to consider a Certificate of Appropriateness from Eleanor McGinnis for the following projects:

1. Make an architectural change to the roof of the property by adding a gable to the front of the home.
2. Replace the current front door with a steel door; and
3. Paint the brick exterior.

The application also included the replacement of existing metal windows with new metal windows which has been approved at staff level since it is a like for like replacement.

SITE DATA

Type of Action:	Certificate of Appropriateness
Date of Petition:	7-12-21
Name of Petitioner:	Eleanor McGinnis
Location:	502 E. Talleyrand Avenue
Tax ID #:	09-231-082
Lot Size:	0.5060 Acres
Zoning Classification:	R-10 (Residential - High Density)

GENERAL INFORMATION

502 E. Talleyrand Street - House; ca. 1955; One-story, hip-roofed brick ranch-style house.

RELEVANT DESIGN GUIDELINES

Paint & Exterior Color, pg. 49

1. It is not appropriate to paint surfaces that were not painted historically, such as brick, stone, copper, bronze, concrete or concrete block.
   The applicant is requesting to paint the existing red brick exterior.

Windows & Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.
   The applicant is requesting to replace the existing wood front door with a steel door

2. Preserve and maintain window and door features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning
   The applicant is requesting to replace the existing wood front door with a steel door

3. 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. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.
   It is staff's understanding that the proposed new door will be same size as the existing door.

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.
   The applicant is requesting to add a gable to the existing front roofline.

2. It is not appropriate to introduce new roof features such as dormers, chimneys, skylights, or vents if they will compromise the historic roof design, damage character-defining roof materials or compromise the architectural integrity of the building.
   The applicant is proposing to introduce a new gable to the façade of the existing structure as well as a standing seam eyebrow above the entry.

3. It is not appropriate to introduce features or details to the roof of a district building in an attempt to create a false historical appearance.

Porches, Entrances, and Balconies, pg. 57

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.
   The applicant is requesting to alter the entrance of the home by adding a new front door as well as a gable.

2. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.

FINDINGS

Staff offers the following Findings:

1. The subject property located at 502 E. Talleyrand Avenue is owned by Eleanor McGinnis 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 July 12, 2021 the applicant applied for a COA to add a gable on the front of the house, replace the existing front wood door with a steel door, and paint the existing red brick exterior. The gable will be covered with horizontal hardiplank siding and will feature a standing seam eyebrow. (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)

CONCLUSIONS

The proposal to add a gable on the front of the house, replace the existing front wood door with a steel door, and paint the existing red brick exterior at 502 E. Talleyrand Avenue as presented (is/is not) congruous in concept according to the *Paint and Exterior Color, Windows and Doors, Porches, Entrances, and Balconies, and Roofs* guidelines of the *South Monroe Historic District Guidelines:*

Paint & Exterior Color, pg. 49

1. It is not appropriate to paint surfaces that were not painted historically, such as brick, stone, copper, bronze, concrete or concrete block

Windows & Doors, pg. 53

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.

2. Preserve and maintain window and door features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning

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3. 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. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.

Roofs, pg. 55

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.

2. It is not appropriate to introduce new roof features such as dormers, chimneys, skylights, or vents if they will compromise the historic roof design, damage character-defining roof materials or compromise the architectural integrity of the building

3. It is not appropriate to introduce features or details to the roof of a district building in an attempt to create a false historical appearance.

Porches, Entrances, and Balconies, pg. 57

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.

2. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.
   The applicant is requesting to alter the entrance by adding

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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.

Attachments:

Exhibit 1: Aerial Map
Exhibit 2: Zoning Map
Exhibit 3: Historic District Map
Exhibit 4: Application
Exhibit 5: Current Façade
Exhibit 6: Proposed Gable
Exhibit 7: Proposed Front Door
Exhibit 8: APO List
Exhibit 9: APO Map

Prepared by: WN 7-29-21

City of Monroe
Where Heartland Meets High Tech

Ortho Map

PLHR-2022-00010

Legend

Centerlines

Parcels

Existing: R-10
(Residential - High Density)

Owner: Eleanor McGinnis

Acres: .5060

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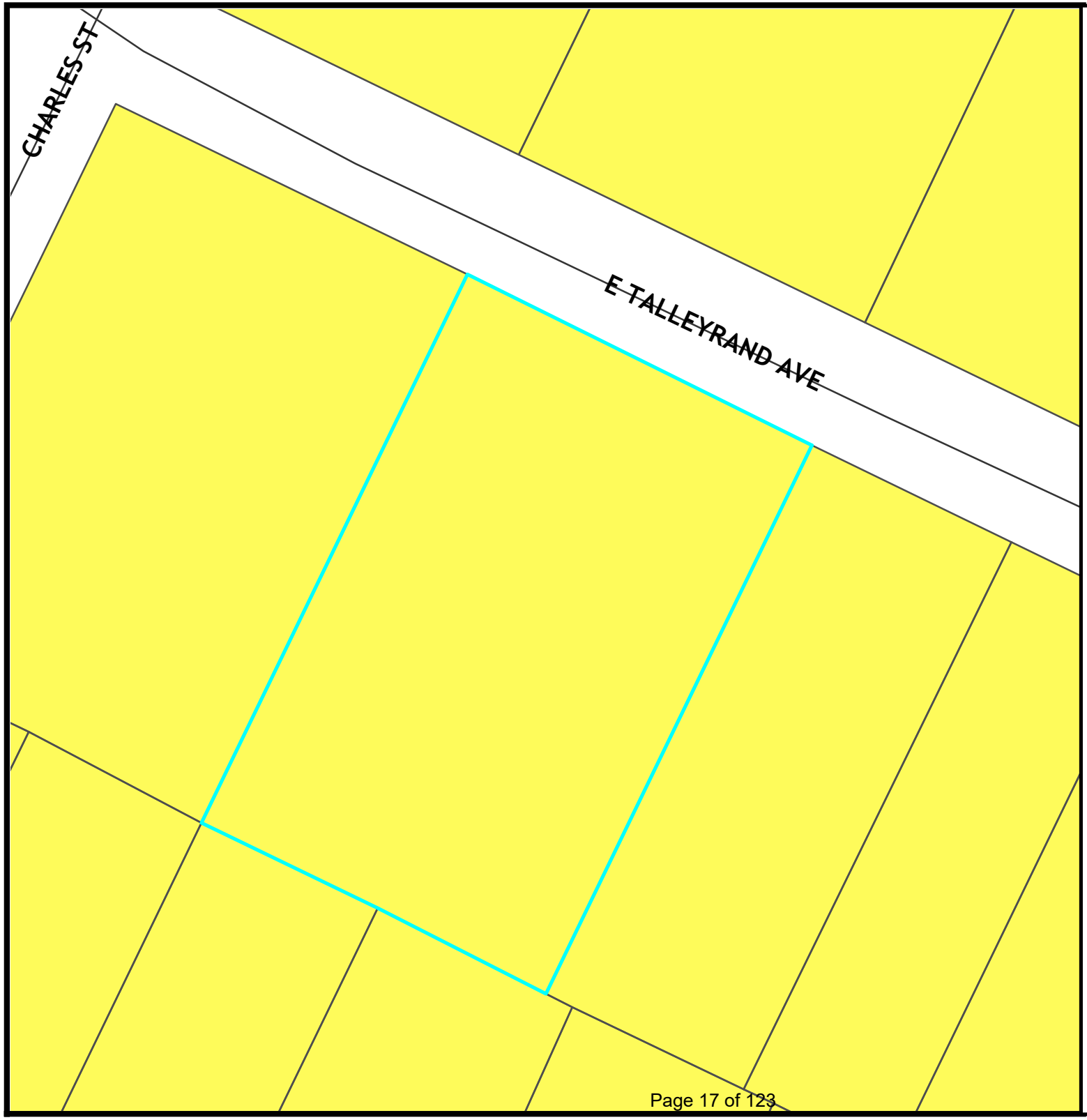
0 30 60 Feet



City of Monroe
Where Heartland Meets High Tech

Zoning Map

PLHR-2022-00010

Legend

Parcels

Centerlines

Zoning Districts

R-10

Existing: R-10
(Residential - High Density)

Owner: Eleanor McGinnis

Acres: .5060

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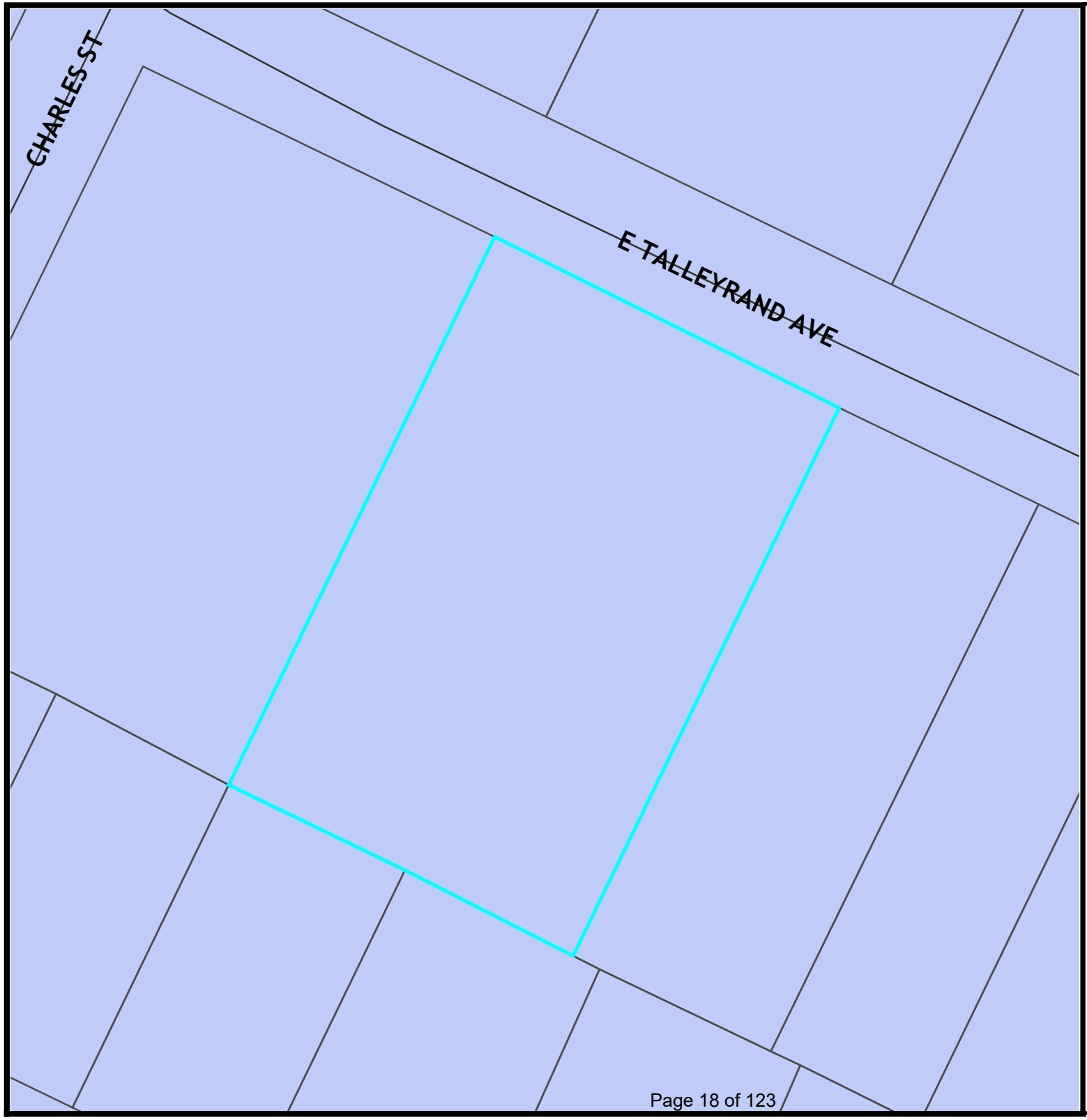


City of Monroe
Where Heartland Meets High Tech

Historic District Map

PLHR-2022-00010

Legend

- Parcels
- Centerlines
- Historic District

Existing: R-10
(Residential - High Density)

Owner: Eleanor McGinnis

Acres: .5060

N
W E
S

0 37.5 75 Feet

Monroe
North Carolina

HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY
Date submitted: 7-12-21
Application No: PLHR-2022-00010
Approved: _____ Denied: _____
_____ Administrative review
_X_ Commission Review

1. Property location: 502 E. Tallyrand Ave
Applicant's name: ELEANOR McGINNIS
Applicant's address: 505 E. Tallyrand Ave
MONROE NC 28112
Applicant's telephone number: 704 | 441-1180
Applicant's email address: ellenmcginnis15@gmail.com
Property Tax identification number: 09 - 251 - 082

2. The property is owned by (*if different from above*) _____
Address: _____ Telephone: _____

3. The following Certificate of Appropriateness is requested for: _____
Please provide a brief description of the project Roof Architectural Change at Front Door of Home. Window & Door Replacement. METAL Windows - Steel. PAINT BRICK. SAME AS EXISTING

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).

ELEANOR D. McGINNIS
Applicant– Printed

Eleanor D. McGinnis
Applicant– Signed

7/12/2021
Date Submitted

****If you are signing on behalf of a company, please include your title within the company****

Please sign and return to the Department of Planning & Development, P.O. Box 69, Monroe, NC 28111-0069; Telephone: (704) 282-4520. 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.

Revised April 2021

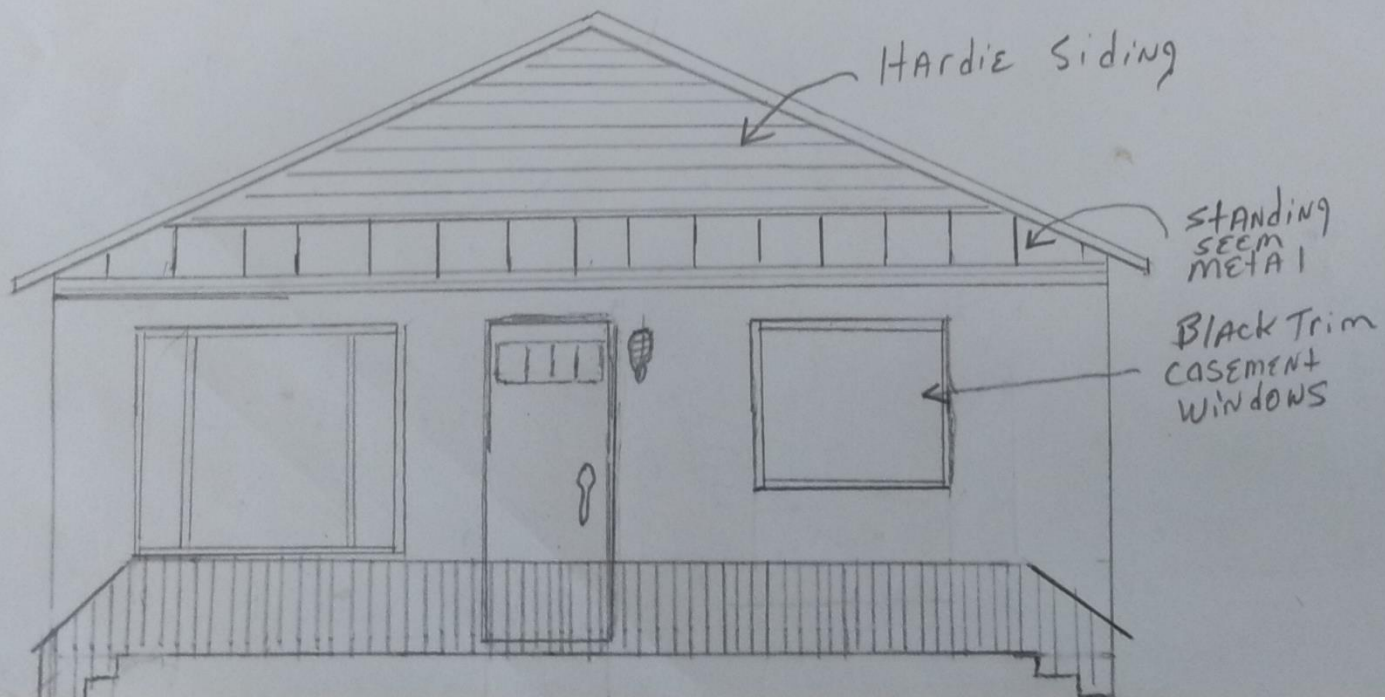
502 TALLEYRAND AVE EAST

Proposed Architectural CHANGES

GABLE ROOF AT front DOOR with STANDING SEEM EYBROW, HARDIE SIDING IN GABLE.

REPLACE EXTERIOR WINDOWS AND DOORS

PAINT BRICK

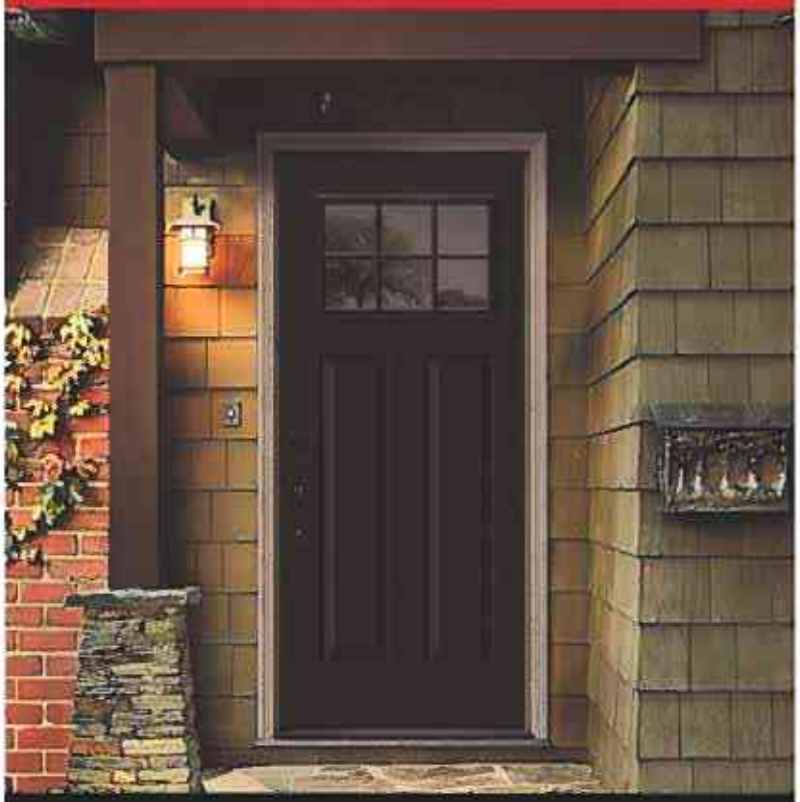


THERMA-TRU®
Benchmark® Doors

STEEL

Door is primed, ready to paint.

ACERO La puerta viene con pintura base y está lista para pintar



Craftsman 6-Lite

Craftsman con 6 vidrieras

PRIVACY SCALE / ESCALA DE PRIVACIDAD

1

CLEAR / TRANSPARENTE — OBSCURE / OSCURO

Steel doors offer style

ACCTNO	OWNERNAME1	OWNERNAME2	OWNERADDRESS	OWNERCITY	OWNERSTATE	OWNERZIP
09231069	WHITMAN LUCIDIA GALLEGO		207 CHARLES ST	MONROE	NC	28112
09231071A	MCGINNIS ELEANOR		505 E TALLEYRAND AVE	MONROE	NC	28112
09231080	HERNANDEZ JESUS DIAZ		506 E TALLEYRAND AVE	MONROE	NC	28112
09231088	CASTREJON COATLICUE S	MENDOZA JOSE JUIS	509 EVERETTE ST	MONROE	NC	28112
09231085	KIRKPATRICK JOHNNY L JR		6419 KIRKPATRICK DR	MARSHVILLE	NC	28103
09231099	DMS CAPITAL LLC		2316 WENSLEY DR	CHARLOTTE	NC	28210
09231173	CITY OF MONROE		PO BOX 69	MONROE	NC	281110069
09231079	MCGINNIS MICHAEL D	MCGINNIS EMILY M	508 E TALLEYRAND AVE	MONROE	NC	28112
09231082	COAN PENNY JOY		502 E TALLEYRAND AVE	MONROE	NC	28112
09231083	TUCKER DAVID N		PO BOX 2066	MONROE	NC	28111
09231084	KIRKPATRICK JOHNNIE	KIRKPATRICK ODESSA	6419 KIRKPATRICK DR	MARSHVILLE	NC	28103
09231070	MCGINNIS ELEANOR DUNLAP		505 E TALLEYRAND AVE	MONROE	NC	28112
09231071	MCGINNIS ELEANOR D		505E TALLEYRAND AVE	MONROE	NC	28112
09231174	CURETON RYAN	CURETON RHONDA	395 DURANT ST	MONROE	NC	28112
09231175A	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231089	CHAMBERS KATHERLEAN B HEIRS		511 E EVERETTE ST	MONROE	NC	28112
09231090	YANACSEK ROBERT S		513 EVERETT ST	MONROE	NC	28112
09231139	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231175	WIGGINS CLARA P		408 W ROOSEVELT BLVD	MONROE	NC	28110
09231081	HIGHSTONE TIMOTHY J	HIGHSTONE CAROLYN	504 E TALLYRAND AVE	MONROE	NC	28112
09231086	COVINGTON EARNEST	COVINGTON ROSIE LEE	1211 AUSTIN CHANEY RD	WINGATE	NC	28174
09231100	MENA ALEJANDRO MORAN		512 EVERETTE ST	MONROE	NC	28112
09231068	WALTERS JOSEPH	WALTERS JULIA	205 CHARLES ST	MONROE	NC	28112
09231087	GARCIA JOSE JAVIER	DE GARCIA NOHEMI CORDOVA	4202 RUNAWAY CIR	MONROE	NC	28110
09231205	MSG COMMERCIAL PROPERTIES LLC		PO BOX 1699	MONROE	NC	28111
09231072	WYNKOOP AMANDA	WYNKOOP JOHN D	509 E TALLEYRAND AVE	MONROE	NC	28112
09231101A	BURGESS JEAN C		8123 PINE HILL RD	MINT HILL	NC	28227
09231102	BURGESS JEAN C		8123 PINE HILL RD	MINT HILL	NC	28227

City of Monroe
Where Heartland Meets High Tech

APO Map

PLHR-2022-00010

Legend

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

N W E S

0 90 180 Feet

STAFF REPORT

TO: Historic District Commission

DATE: August 9, 2021

FROM: Keri Mendler, Planner

PREPARED BY: William Nance, Planning Intern

SUBJECT: Adopt revised Monroe Historic District Design Guidelines to conform to the new Chapter 160D of the North Carolina General Statutes

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SUMMARY STATEMENT

The Historic District Commission is asked to adopt the Monroe Historic District Design Standards to replace the Monroe Historic District Design Guidelines in order to conform to new state law requirements.

REVIEW

The North Carolina General Assembly recently made changes to the Planning and Zoning Statutes that govern zoning across the State of North Carolina. Those changes were incorporated in the new Chapter 160D of the North Carolina General Statutes.

One of the changes in the legislation was to change the term "guidelines" to "standards" as it relates to the historic district. This change was made in order to clarify that the provisions in the guidance document are necessary guiding standards for decision making, rather than purely advisory in nature, and that they should be adhered to unless there is strong justification to deviate from them.

Another reason behind this change was also to provide clarity as to what the historic district requires versus what it recommends. Recommendations and best practices should be separate from binding standards. While your guidance document does separate these two items in most instances, there is one case that staff determined should be moved from the best practices section, since the intent of the provision was for it to be uniformly followed and enforced. That provision is the limits on fence height.

Therefore, changes to the Monroe Historic District Design Guidelines to be considered are as follows:

- Replace the word 'guidelines' with 'standards' throughout the document
- Move the fence height provision from best practices to standards

A key consideration for the Historic District Commission is that the adoption must be done to ensure that our Historic District Design Guidelines meet state law requirements. Not adopting this change will mean that our Historic District Design Guidelines and any actions taken under them would be subject to legal challenges.

RECOMMENDATION

Staff recommends that the Historic District Commission adopt the Monroe Historic District Design Standards to replace the Monroe Historic District Design Guidelines

Attachment:
Revised Design document

Monroe Design Standards

Monroe Historic District Commission

Monroe City Council
Mayor: Bobby Kilgore
Mayor Pro Tem: Gary Anderson
Members: Surluta Anthony, Marion Holloway, Billy Jordan, Lynn Keziah, Franco McGee

Monroe Historic District Commission
Richard Ali (chair), Bob Bullard (vice-chair), Cathryn Chappell, James Kerr, Michael McCarver, Philip Millward, Susan Sganga, Jennifer Smith, and Megan Woazeah

Design Standards Task Force
Rich Ali, Bob Bullard, Matt DeForrest, Doreen Green, Dale Loberger, and Jennifer Smith

Monroe Planning & Development Staff:
Lisa Stiwinter, Director of Planning and Development
Keri Mendler, Planner and Project Coordinator
Doug Britt, Senior Planner

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P. O. Box 355, Durham, NC 27702

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Special thanks to Daniela Snyder and Carol Hambridge for the cover images of First Baptist Church and the lattice brick wall (respectively) as well as for images on pages 6 and 7. Special thanks to Dr. J. Alan May, RPA from the Schiele Museum of Natural History for the photos of archaeological digs on pages 36 and 37. Special thanks to the Raleigh Historic Development Commission for permission to include of the diagrams on pages 18, 82, and 84. Special thanks to the Charlotte-Mecklenburg Historic Landmarks Commission for the image on page 71. Special thanks to the Monroe Historic District Commission for permission to incorporate photos from their previous standards as well as from archived COA applications on pages 24, 73, and 74.

Adopted by Monroe Historic District Commission: September 9, 2019
Effective Date: September 10, 2019

Revised and adopted to comply with Chapter 160D of the North Carolina General Statutes: August 9, 2021

Effective Date: August 10, 2021

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South Monroe Historic District Design Standards

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I. Introduction

Purpose of the Design Standards

The standards in the document apply to the exteriors of buildings, as well as to landscaping and sitework, and to new construction and demolition within the district boundary.

The purpose of the South Monroe Historic District Design Standards is to encourage the preservation of historic structures through the use of rehabilitation techniques that are economical yet do not sacrifice the historic architectural features that define the historic district. Through historic district overlay zoning, the South Monroe Historic District is protected from unmanaged change by a design review process based on established design standards. These standards will be used by the Historic District Commission and City of Monroe staff in reviewing proposed rehabilitation plans and when considering applications for Certificates of Appropriateness. The preservation guidance and best practices may also be useful as a voluntary guide for private property owners by providing a framework for selecting the most appropriate option for repair decisions when planning a rehabilitation project.

The standards are intended to protect the historic character of the district. The approach to rehabilitation taken in these standards results from a single philosophy: the character, visual appeal, and economic value of the South Monroe Historic District exists because buildings, spaces, sidewalks, streets, and trees have been preserved intact in their historical appearance and spatial relationship. The standards also extend to new construction and the district setting. New buildings and site improvements should harmonize with qualities and elements found in the district. This usually involved adherence to existing setbacks, scale, height, bulk, orientation, materials, and landscape features.

Special Character of the South Monroe Historic District

While Monroe was established as the county seat of Union County in 1844, few antebellum buildings remain in the city. Instead, the built environment of Monroe, and the South Monroe Historic District, reflects the significant growth of the city following the arrival of the Carolina Central Railroad in 1874. The rail line connected Wilmington to Charlotte, passing through Monroe, and making Monroe an agricultural trading center for Union and the surrounding counties. The city grew further with the incorporation of the Georgia, Carolina, and Northern Railway, which by 1892 linked Monroe to Atlanta, Georgia. The establishment of the city's first textile mill in 1890 and the rapid expansion of the Belk chain of department stores in the 1890s further stimulated growth.

Wood signs in the public right-of-way mark entrances to the district on the major thoroughfares.

The South Monroe Historic District, which includes nearly four hundred primary buildings, extends west, south, and southeast of downtown Monroe and represents the earliest residential development of the city. The area was settled by prominent local entrepreneurs, landowners, and middle- and upper-class business owners and employees. Unlike planned suburban neighborhoods of the early twentieth century, which display a certain uniformity of styles, materials, and scale, the South Monroe Historic District includes a rich and varied collection of historic building styles, representing its more than seventy years of construction. The city experienced rapid population growth from the last decades of the nineteenth century through the mid-twentieth century. The population more than tripled from 1870 to 1880—from 448 to 1,564 residents—and grew to 2,427 by 1900. This growth is reflected in the South Monroe Historic District where more than 30 houses were built between 1875 and 1890, most of these located between Lancaster Avenue and West Franklin Street.

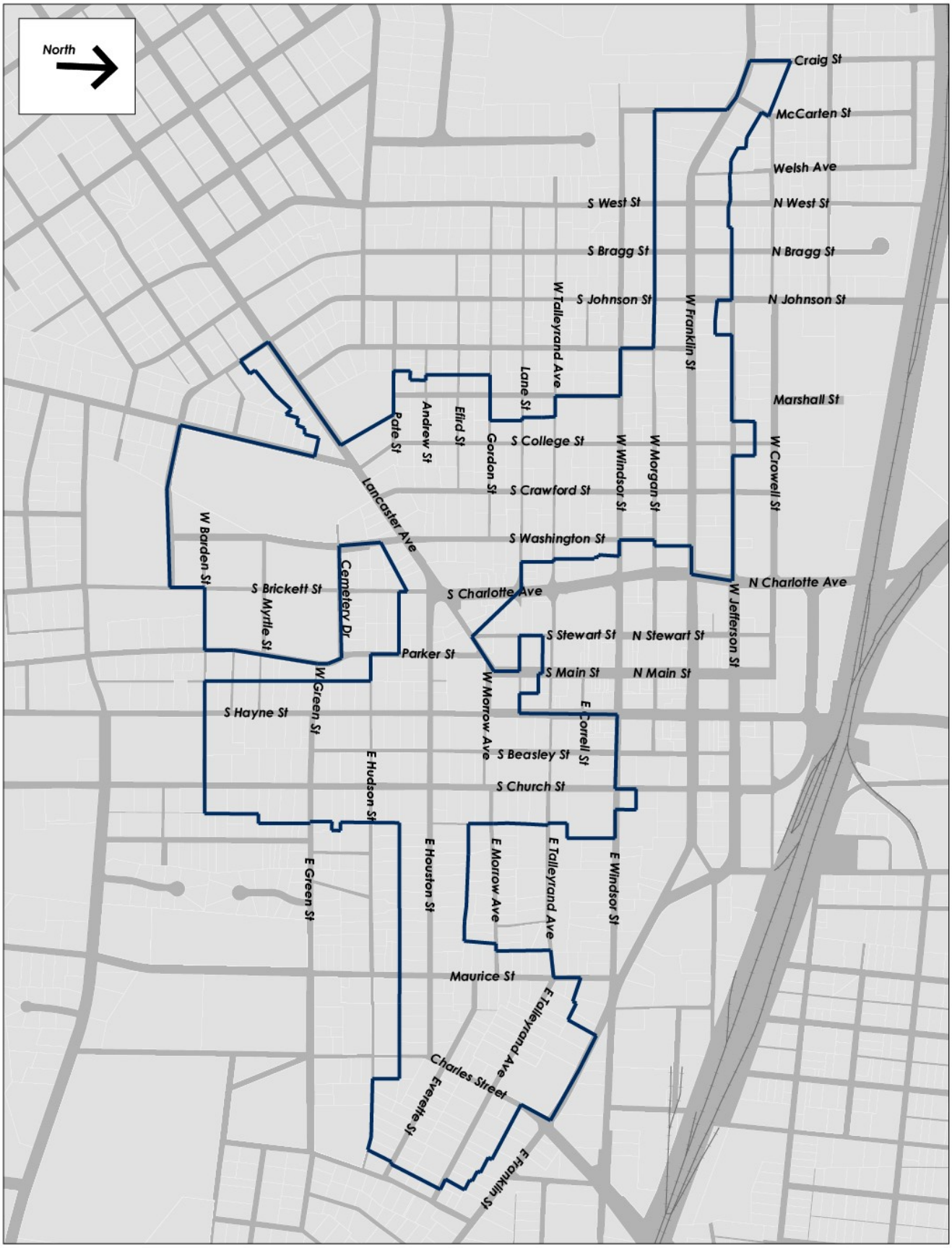
Growth continued with the most concentrated residential development in the district occurring before 1940 and including stylish residences on large lots as well as more modest homes, reflecting the growth of the middle class in Monroe during this period. The majority of buildings were erected as single-family homes, though some were divided into apartments in later years and several historic duplexes and late-twentieth century apartment buildings also exist. Several churches, a cemetery, and a small number of commercial buildings (some converted from former residences) are located near the north end of the district, closest to downtown Monroe. The varied sizes, styles, and building uses are illustrative of this extended period of development. Yet, the diverse architecture is linked by unifying streetscape elements, including rounded concrete curbs along the sidewalks, uniform building setbacks with grassy front lawns, and mature street trees.

The district includes many of the earliest and most architecturally ornate houses in Monroe.

Streets in the South Monroe Historic District are typically arranged in a grid pattern that extends out from the gridded downtown that is centered on the Union County Courthouse. However, exceptions to this include East Franklin Street (and the parallel East Talleyrand and Everett streets) and Lancaster Avenue, both remnants of early roads leading from the rural parts of the county to the county seat. Additional irregularities in the street grid reflect the selling of tracts by several large landholders in the late nineteenth and early twentieth centuries. Streets are paved and most north-south streets and major arteries are generally wide enough to accommodate two-way traffic and on-street parking. A number of east-west streets in the district, as well as Beasley Street just south of downtown, are narrower, with no houses fronting on them, having originally been platted as alleys. Streets have concrete curbs and gutters and concrete sidewalks of various widths are interspersed within the district.

Lot sizes and setbacks vary within the district, with larger houses generally placed on wider lots and set back farther on the lots. However, houses are consistently located on the front half of the lot, giving a substantially uniform appearance to the streetscape despite minor variations. Open spaces within the district are limited to the Suncrest Cemetery (Monroe Cemetery), a public park, parking lots adjacent to the churches and commercial core, and larger, landscaped lots surrounding larger houses in the district.

Map of the South Monroe Historic District



Special Character of the South Monroe Historic District

Due to the lengthy development of the district, residences in the South Monroe Historic District vary greatly in both size and architectural style. Houses include everything from small cottages and modest bungalows to stately Colonial Revival-style houses and large and imposing Neoclassical-style dwellings. They include representative examples of traditional local patterns and vernacular forms as well as architect-designed examples of nationally popular styles that were disseminated by the railroad, the availability of pattern books, and the prevalence of mass-produced architectural materials/details in the late nineteenth and early twentieth centuries. At least two significant hardware stores in Monroe, Monroe Hardware Company and Porter-Myers Lumber Company (both established in the first decade of the twentieth century), likely supplied building materials, supplies, and architectural ornamentation used throughout the district.

The architecture within the district dates largely from the late-nineteenth century through the mid-twentieth century with Italianate houses from the 1870s and 1880s representing the earliest extant buildings in the district. Small to medium-sized houses constructed in the Queen Anne, Stick/Eastlake, and Folk Victorian styles were constructed from the 1880s through about 1910. After 1900, classical detailing regained popularity and the Colonial Revival, Classical Revival (including Transitional Queen Anne-Colonial Revival), and Neoclassical styles were among the most popular constructed in the district from 1910 to 1930, the grand scale of the houses aligning with a period of significant growth in Monroe.

While Colonial Revival-style houses continued to be built into the mid-twentieth century, smaller houses, mostly constructed in the Craftsman and Tudor Revival styles, were being built in the 1920s and 1930s. By the 1940s, the district had been largely built out and most post-World War II development in Monroe occurred outside of the district/city. However, several Minimal Traditional-style and Ranch-form houses, vernacular duplexes, and small apartment complexes were constructed in the 1940s and 1950s. Scattered throughout the district, these were all built on undeveloped lots or on the site of earlier, larger homes that had been demolished and collectively illustrate the architectural evolution of the district.

Accessory structures include small garages (brick and frame) built concurrent with the main house and both contemporary and later sheds. All are typically located in rear yards and accessed via driveways from the main street or a side or secondary street at the rear of the property. Rare, though extant, are early non-automobile-related outbuildings.

The South Monroe Historic District remains a popular neighborhood with well-kept houses of a variety of sizes and styles. The district retains a high level of material integrity, with most significant alterations dating to the early twentieth century, and has experienced little infill construction since the east end of the district was locally designated in 1984. The local district was expanded to include properties in the west end in 2008. The entire area was listed to the National Register of Historic Places in 1988.

Many early-twentieth century houses, like the one above, have elaborate door surrounds with multi-light sidelights and transoms. Mid-twentieth century houses, below, echoed the styles and forms, but with much simpler detailing.

Monroe Historic District Commission

Site and setting are as important as the buildings to the architectural character of the district.

The Monroe Historic District Commission (HDC) was established in 1983 when the Monroe City Council adopted the City of Monroe Historic District Ordinance. The mission of the HDC is to identify, protect, and preserve Monroe's historic architectural resources and to educate the public about those resources and historic preservation in general. The Commission serves as both an advisory board to the City Council and as a quasi-judicial body that makes decisions about proposals for exterior changes to or demolition of any properties as well as new construction within the South Monroe Historic District. In this role, it is responsible for protecting the architectural integrity and neighborhood setting of the local historic district. It is assisted in its responsibilities by the City's Department of Planning and Development.

The HDC consists of seven members appointed by the City Council. A majority of the members have demonstrated special interests, experience, or education in history or architecture, and all reside within the jurisdiction of the City of Monroe. The HDC qualifies as a Certified Local Government (CLG), a program administered by the State Historic Preservation Office. CLGs receive technical assistance and training from the SHPO, participate in the National Register process, and are eligible to receive matching grants from the SHPO for preservation-related activities.

The Design Review Process

The Monroe Historic District Commission offers assistance to property owners in shaping changes to their properties while meeting the design standards. In this design review process, plans are examined and evaluated before work is begun. The process does not require property owners to make changes to their properties, and it does not apply to routine maintenance that does not affect the exterior appearance of the property. The review process begins with the submission of a Certificate of Appropriateness application to the HDC. A sample COA application is included in the Appendix.

The HDC normally meets on the second Monday of each month to review each proposed Certificate of Appropriateness (COA) application for exterior changes within the district. The meetings are held in the City Council Chambers. The public is invited to attend these meetings and the schedules, agendas, and minutes of the HDC are available on the City of Monroe website under Planning and Development.

Changes to exterior walls, roofs, doors, porches, lighting, and landscape are all regulated by these standards.

The COA Application Process

Certificate of appropriateness applications should be submitted to the Planning and Development Department thirty days in advance of the next regularly scheduled meeting of the Monroe HDC. Check with the department for information on application deadlines.

Include with the COA application all information needed to clearly show and describe the proposed change and how it meets the applicable design standards. Depending on the proposed exterior change the submittal may include photographs, sketches, drawings, specifications, material samples, or other information. Consult with the planning staff if you have questions about what information needs to be included with the COA.

After a COA application is submitted, adjoining property owners (within 150 feet of the subject property) are notified of the date, time, and location of the HDC meeting as well as the general nature of the request.

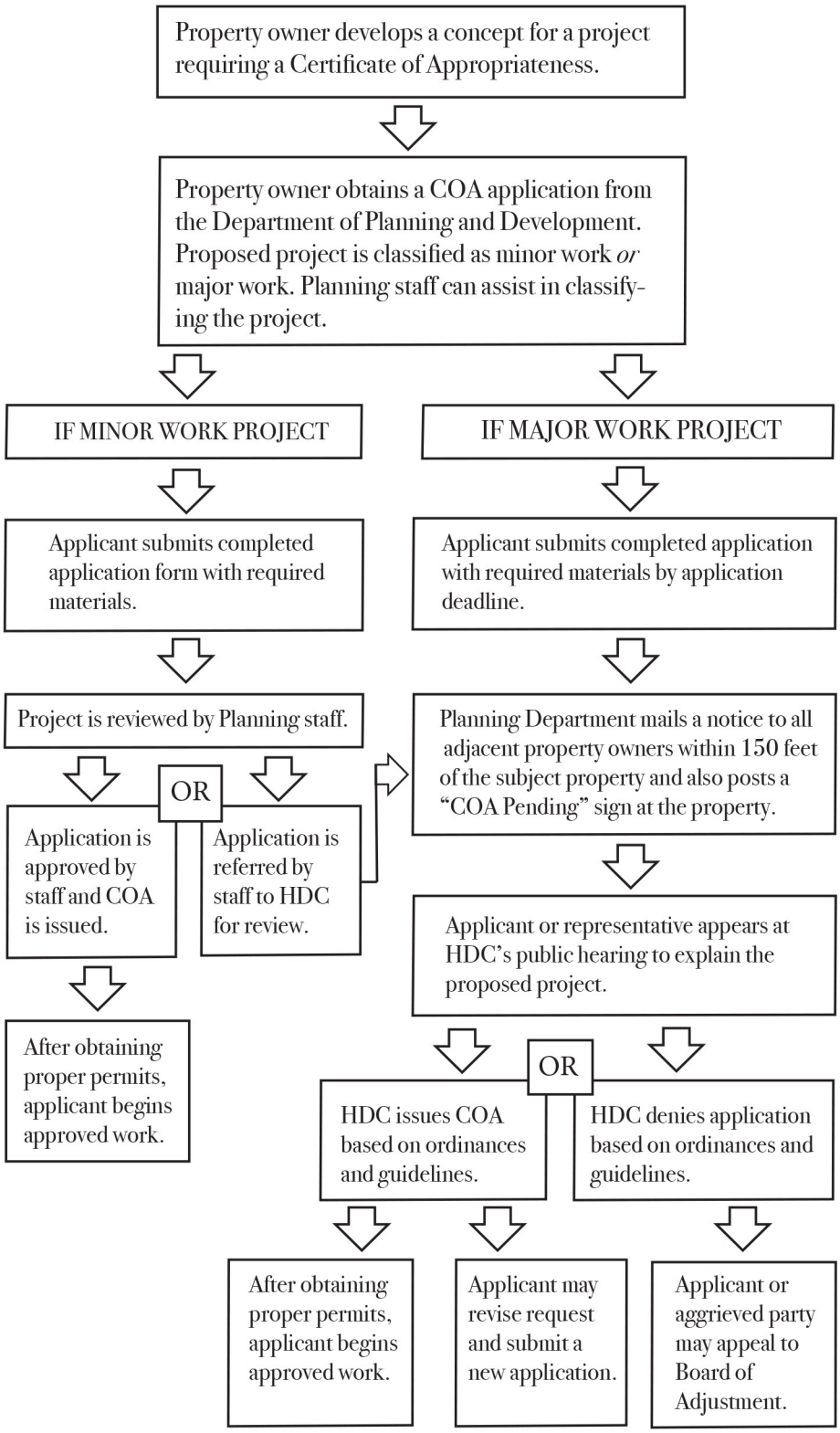
At the HDC meeting, the Planning and Development staff presents COA applications to the commission along with information on the location and historic background of the district property. During the public hearing, applicants may speak on behalf of the project, provide more information to supplement the application, and answer questions from HDC members. Other interested parties may also speak for or against the application.

The HDC evaluates the COA proposal based on the Design Standards as well as the Special Character of the district to determine whether the proposed exterior changes are compatible and congruous with the historic character of the South Monroe Historic District. COAs are issued in the form of a letter to the property owner.

A COA expires twelve months after the date it is issued if the work authorized by the certificate has not begun. If, after beginning the work, the work is discontinued for a six-month period, then the COA will immediately expire. No work authorized by an expired COA may resume until a new COA is issued.

Certificate of Appropriateness Process

For additional information regarding COA applications contact the City of Monroe Planning & Development Department at 704.282.4520.



The Design Review Process

Maintenance, Repair and Minor versus Major Work

The design standards emphasize retaining and repairing building materials as the best practices for preserving historic buildings. Fortunately, routine maintenance is often the least costly choice for property owners as well. Poor maintenance diminishes historic character and property values. Conducting seasonal inspections to identify problems with gutters, downspouts, site drainage, and roofing materials can prevent those problems from becoming extensive. Since water is the primary cause of deterioration of historic buildings, also look for signs of moisture damage to wood and masonry building features. Once the problem areas are identified, correct the cause — not just the symptoms — to ensure your property will retain its unique historic character for future residents to enjoy. Maintenance also includes limited repair and in-kind replacement of deteriorated parts of the building.

Repair is the routine work that all South Monroe Historic District residents are all too familiar with — those essential projects undertaken to maintain your building or site by protecting existing features. Examples include repairing a fence or reglazing a window. A COA is not necessary for these sorts of repairs.

Minor work is maintenance and repair that requires planning staff approval and usually involves duplicating a deteriorated exterior element with one that matches the deteriorated one in material, size, and form. Examples include replacing a damaged porch column in kind or replacing several slates on a roof.

By contrast, major work requiring a COA from the HDC includes exterior alterations, new construction, additions, demolition, undertaking major site work or landscaping, installing new fences or walls, or constructing permanent signs. This also includes any exterior changes to a district building as a result of interior work.

This replacement sidewalk aligns with the width of the front stair and is lighted by low footlights.

Design Review Chart

The Design Review Chart on the following page includes examples of maintenance and repair items that do not require approval, minor works that require staff approval, and exterior changes that require HDC review. Planning staff can assist property owners in the historic district in determining whether the proposed work is classified as Minor works or whether it requires full review by the HDC.

Design Review Chart

Project	Repair requiring no review	Minor In-Kind Replacement requiring COA & Staff Review	Major Exterior Change requiring COA & HDC review
Additions to buildings			Addition of any new exterior feature to structure
Cornices, Friezes Ornamentation (brackets, trim, shutters)	Repair existing	Replacement of missing or deteriorated feature or detail	Addition, change, or removal of all or part
Demolition		Removal of deteriorated accessory buildings not original to the site	Removal of historic structure or any part of that structure
Doors, entrances	Repair existing	Replacement of feature with similar match	Change in design, material, or size; close off or create entrance
Driveways	Repair existing	Replacement of feature	Addition or change in design, material, or size
Fences, walls	Repair existing	Replace, add, change, or remove in rear/rear-side yard (15' or more behind front corner of principal building).	Replace, add, change, or remove in front/front side yard (15' or less behind front corner of principal building).
Foundations	Stabilize, no visible change	Repointing and repairs including vents and access doors	
Garages/Acces--sory Structures	Repair existing	Replacement of feature with similar match	Replace existing or change in design, material, or size
Gutters & Downspouts	Reattach, repair	Replace with new material or design	
Landscaping	Gardening, pruning, removal of trees less than 6" dbh	Large landscaping projects, including trees larger than 6" dbh	
Exterior Lighting	Repair existing	Addition of new light fixtures	
Masonry		Repoint or replacement of missing or deteriorated feature	Painting any historically unpainted surface; demolition of chimneys
Mech. Equipment	Repair existing	Installation of any new equipment	
New Construction			Addition of any new structure
Paint Color	Repainting		
Roofs	Repair existing	Replace with new material or design	Change in design, material or addition of new features
Signage	Repair existing, temporary signs	Addition of new identification sign	
Exterior Walls	Repair existing	Replace deteriorated feature with same material, design, and size	Replacement in different material
Windows	Repair existing, install storm windows	Replacement windows in same material and design	Replacement windows in different material; close off or create openings

The Design Review Process

Applying the Standards

This introduction section of the standards gives more detailed information on the process for applications and review of projects within the historic district. Following the introduction, the design standards are organized in four sections: District Setting, Exterior Changes, New Construction & Additions, and Relocation & Demolition. A specific format is used for all the standard sections that follow the introduction. On the left-hand page, an overview of the specific standard topic along with preservation guidance and best practices are discussed. On the right-hand page, the design standards for the specific heading are enumerated. On both pages, photographs with captions illustrate pertinent points. Written to serve an educational role as well as a regulatory one, the language sometimes appears more conversational and open to interpretation than in zoning and development standards.

Grand porticos are characteristic of the Neoclassical style and often feature a second-floor balcony tucked under the main porch roof.

The standards are not a comprehensive checklist of all of the steps involved in any rehabilitation process. Rather, they focus on the rehabilitation changes that may have a visual consequence. They also do not present a list of specific replacement options that are acceptable for all properties. The standards apply to all building within the district boundary, regardless of age or condition. Recognizing that the current condition of each structure varies in terms of how extensive its rehabilitation needs are and that the significant architectural features of each structure vary as well, the standards propose a process for tailoring a rehabilitation plan to the specific conditions and significant features of each property. The Appendix offers additional information on technical resources, references, and definitions.

Porte cocheres allowed for residents and guests to be dropped off at a side entrance, sheltered from the elements. They often mimicked the posts and trim found on the front porch of the house.

The following four key definitions are provided for clarification in applying the standards:

Standard: a general rule or principle. In this document, the term refers to a criterion which the HDC and planning staff will use in evaluating the COA applications and require compliance. Only standards that are applicable to a specific project will be used. In this sense, it is a standard but one that is subject to some interpretation when determining compliance.

Feasible: In this document, feasible means capable of being successfully accomplished within a reasonable time frame, taking into account economic, environmental, technical, legal, and social factors. This term is used in the standards to indicate that, while meeting a particular standard in full is usually required, there may be instances in a specific application where it may not be possible to do so. For example, there may be some extremely deteriorated conditions where repairing a feature may not be a reasonable approach. In all cases, the HDC and the Planning and Development Department shall make the determination of what is feasible.

Integrity: Integrity is generally defined as a state of being whole and undivided and is most often applied to the physical elements of a historic property and their ability to convey the historic or architectural significance of the property or district. An evaluation of integrity requires an understanding of a property's physical character-defining features and how they relate to its significance. The National Register of Historic Places identifies seven aspects or qualities that, in various combinations, define integrity. These criteria are: location, design, setting, materials, workmanship, feeling, and association. To retain historic integrity, a property will always possess several, and usually maintain most, of these aspects. The degree of historic integrity depends on an evaluation of the differences between the historic and existing elements of a district. Properties with few remaining historic features have low historic integrity.

Character-defining: In the standards, the importance of retaining character-defining features and elements is emphasized. These are components that in combination define a building as a particular architectural style. They include the overall form and roof pitch, as well as the projecting wings and bays that give the building its shape. It also includes materials (wood siding and trim, brick walls, slate roofs, wood windows, etc.) and decorative elements like cornices and brackets, door surrounds, gable vents, and other applied details. See the glossary for definitions of specific architectural details and styles.

Columns support the eaves and a decorative sawn bargeboard decorates the gable of this Queen Anne-style house.

Appeals and Compliance

If the HDC determines that a certificate of appropriateness should not be issued, a new application affecting the same property may be submitted only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration, or relocation.

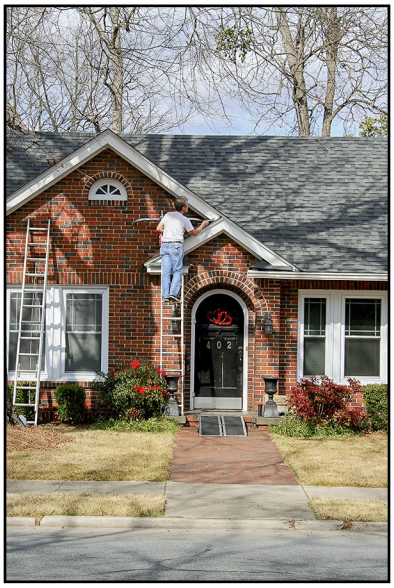
An aggrieved party may appeal a decision of the HDC to the Board of Adjustment within 30 days of issuance of a decision letter by the HDC. The Board of Adjustment only hears appeals that are *certiorari* in nature (related to the correctness of the process). Appeals of decisions of the Board of Adjustment may be heard in the Superior Court of Union County.

Failure to obtain a COA prior to beginning work may result in the issuance of a Notice of Violation and associated fines and delays. Contact the Planning and Development Department as soon as possible to obtain the necessary approvals for work even if work is already underway.

Secretary of the Interior's Standards for Rehabilitation

The U. S. Department of the Interior developed ten national standards for the rehabilitation of historic buildings. These standards describe a hierarchy of appropriate preservation practices which encourage ongoing maintenance and protection of historic properties to minimize the need for more substantial repairs and, in turn, values repair over replacement of historic features. The standards can be applied to buildings of all construction types, materials, sizes, and occupancy. They also address related landscape features, the building's site and surroundings, and related new construction and additions. As such, they serve as the basis for the design standards in this document. The standards are intentionally broad in scope to allow for a commonsense application that takes into account technical and economic feasibility. First adopted in 1976, the 2017 revised version of the standards follows:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to project the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



The Secretary of the Interior's Standards for Rehabilitation emphasize the repair of existing materials. This man is repairing and repainting wood soffits and trim.

The Secretary's Standards are utilized by the State Historic Preservation Office and the National Park Service for the review of preservation tax credit projects as well as any projects carried out by Federal agencies.

Sustainability and Preservation

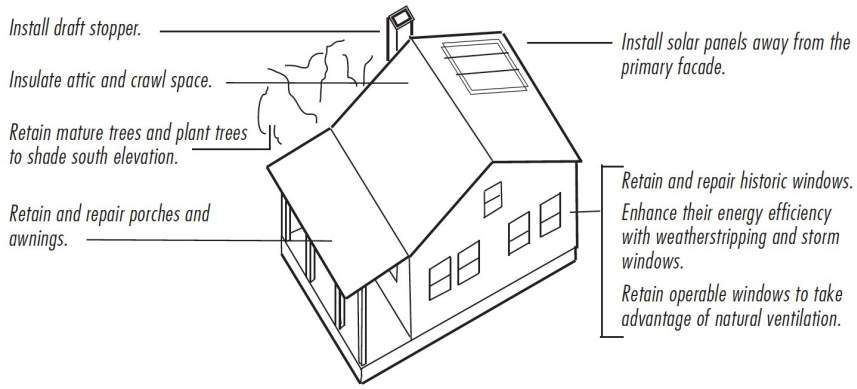
Deep front porches are a traditional feature of historic houses that provide shaded outdoor living space.

The guiding principles of historic preservation resonate with the three fundamental principles of sustainability: economic strength, environmental stewardship, and social equity. Together, they speak to the wise use of resources to sustain our communities. The Secretary of the Interior's Standards approach of retain and repair over replacement aligns with the mantra of Sustainability and Green Design to reduce, reuse, recycle, repair. Both movements also promote good stewardship of our built and natural environment by encouraging a culture of reuse, community reinvestment, an appreciation of our heritage, and ongoing use of existing buildings.

The National Park Service addressed the relationship between historic preservation in 2011 when it developed standards on sustainability for rehabilitating historic buildings. Those standards highlight the inherent sustainability of historic buildings and districts, especially those constructed prior to the mid-twentieth century, which utilize construction methods and materials that maximize natural sources of light, heat, and ventilation in response to local climatic conditions. They also include standards for incorporating modern sustainable practices into historic buildings and districts without compromising the historic and architectural integrity of the resources. Sustain-ability should be addressed as part of any rehabilitation project. Existing energy efficient features should be retained and repaired. Only sustainability treatments that have the least impact on the historic character of the building should be considered.

The South Monroe design standards reinforce the shared values of historic preservation and sustainability. They encourage proactive maintenance, effective energy conservation strategies, and consideration of the lifespan of various building materials and their inherent embodied energy. The standards advocate the following approach:

- Optimize the existing sustainable features of historic buildings.
- Enhance sustainability through thoughtful energy conservation strategies, lifecycle materials considerations, and landscape design decisions.
- Promote the introduction of new sustainable technology in sensitive ways.



Economics and Preservation

The South Monroe Historic District is both a local district and a district listed in the National Register of Historic Places. Properties that are listed as contributing to a National Register Historic District are eligible for federal and/or state income tax credits to offset the cost of rehabilitation of the properties. The federal income tax credits are available for income-producing properties and state income tax credits are available for both income-producing and non-income producing (owner occupied) buildings. The Secretary of the Interior's Standards are used in reviewing rehabilitation projects for federal and state Preservation Tax Incentive programs. To utilize the federal or state tax credits, the rehabilitation project must comply with the Secretary of the Interior's Standards for Rehabilitation and the rehabilitation plans and completed project must be reviewed and approved by the State Historic Preservation Office and the National Park Service for the state and federal credits respectively. State and federal tax incentive programs are subject to ongoing funding.

While the design review for tax credits is conducted separately from the HDC review, the Secretary of the Interior's Standards for Rehabilitation used to review tax credit projects are the same standards on which the South Monroe Historic District Design Standards are based. Therefore, there is much overlap in the intent of both programs and their application of the Secretary's Standards. The primary difference is that tax credit projects include a review of interior and exterior spaces, while the Monroe HDC only regulates exterior changes to properties.

Federal tax advantages are also available in the form of charitable contribution deductions to owners who donate a historic preservation easement to a charitable organization.

The Union County Historic Preservation Commission has the authority to designate a historic property as a landmark. Landmark status recognizes that the property has historic significance and its historic integrity should be preserved and protected. Owners of landmark properties are limited in their ability to make exterior changes to the historic property but are eligible for property tax benefits for preserving the landmark. Union County allows the owners to apply for a deferral of up to 50% of the ad valorem taxes on all portions of the property which are designated as historic.

The owners of these and other properties within the National Register historic district have taken advantage of the state income tax credits to offset the cost of rehabilitation work.

II. District Setting

Site Features & Plantings

Plantings are often used to line residential front walks, as seen above, and can, in the example below, form a striking visual approach to public and institutional buildings while shading the circulation route.

Site features and plantings play a vital role in the appearance of the historic district and provide a consistent backdrop against which to view the architecture of the district. Site features include mature trees, hedges, shrubs, foundation plantings, gardens, terracing, and grassy lawns as well as the overall topography of the site. (Walkways, driveways, fences, and walls are also significant site features, though are covered by separate, more specific standards).

Mature trees contribute significantly to the historic setting of the district with many streets lined with majestic oak trees that date to the early 1900s. Mature chestnut, pecan, and walnut trees were common in rear yards, marking the center of the city blocks, and magnolias, camellias, and holly are also present. In addition to their aesthetic value, shade trees are important elements of a sustainable landscape, reducing energy costs by providing shade in the summer to reduce the cost of cooling and solar heat gain, especially on south-facing walls. Mature shade trees should remain intact, preserved by careful maintenance, which requires regular pruning, fertilizing, and treatment for disease. If removal of a mature tree is required due to disease or damage, the tree should be replaced with the same species or one that will grow to a similar height and size canopy of the tree removed.

Plantings common in the district include grassy lawns, hedges and shrubs lining streets and walkways, and foundation plantings. Plantings are constantly growing and evolving with the current landscape the result of many years of cultivation and care. Thus, the continued maintenance of plantings, as well as the retention of the sense of openness or enclosure that they provide, is essential to maintaining the historic character of the district. Plantings are inherently sustainable, providing permeable surface area to absorb rainwater and limit run-off; purifying the air; and providing habitat for a variety of insects, birds, and small wildlife. Stone and brick are common materials used to border plantings throughout the district and standards for stone and brick should be consulted for the maintenance of these low walls.

Preservation Guidance and Best Practices

Routine maintenance of historic plantings, including trimming, pruning, and the removal of kudzu and English ivy from tree trunks and limbs is necessary to extend their life cycle. However, topping of trees should be avoided. Even with careful maintenance, trees and plantings may need to be replaced due to age, damage, or disease. As with the built environment, repairing or replacing native species in-kind is the most appropriate way to address damaged or deteriorated plantings, especially where conformity is part of the site design, as in hedges or other grouped plantings. While small-scale landscape changes are not reviewed, the removal of any tree larger than six inches in diameter at breast height (DBH is 4.5 feet above the ground) requires a COA. The Union County Arborist can be consulted to determine if a tree needs to be removed due to damage or disease. In addition, landscape features should be protected, especially during the construction of additions, new buildings, or other site features.

The appendix includes a list of suggested appropriate plantings.

Plant materials and arrangements that are not in keeping with the traditional character of the district and North Carolina's native climate should be avoided. These include landscape designs which attempt to recreate desert scenes; gardens featuring expanses of sand and large rocks; arrangements featuring artificial waterfalls and pools; imitations of oriental gardens; or formal plantings and landscape features where there is no documentation that they previously existed. Foundation plantings should be located slightly away from the building foundation in order to minimize damage to the building.

While site features like rain barrels and cisterns, fruit and vegetable gardens and other natural landscapes were not historically part of late-nineteenth and early-twentieth-century residential developments, they are sustainable features that, when carefully placed, can be integrated into the historic landscape. Rain barrels can be located inconspicuously and concealed by plantings while fruit and vegetable gardens may be appropriate in side or rear yards. Other features, including play structures, swimming pools, and storage sheds, should be carefully located and screened if necessary, to minimize their impact on the historic district.

Standards: Site Features & Plantings

1. Retain and preserve the landscape and built site features that contribute to the overall historic character of a district building, site, or streetscape including mature trees, lawns and ground cover, foundation plantings, hedges, retaining walls, terraces, trellises, accessory buildings, and significant views and vistas.

2. Retain and preserve the relationship between district buildings and the historic landscape features of the district setting, including the site topography, retaining walls, hedges, foundation plantings, driveways, walkways, and parks.

3. Protect and maintain historic landscape or constructed features through appropriate treatments, including routine maintenance and repair of constructed elements and pruning and vegetation management of plantings.

4. Replace missing or deteriorated historic site features with new features that are compatible with the character of the site and the historic district.

5. Replace a large tree or hedge that must be removed due to disease or storm damage with a new tree or hedge of the same species or of similar appearance.

6. Design new additions so that large trees and other significant site features, including significant vistas and views, are preserved.

7. Introduce compatible new site features — such as trellises, arbors, fountains, and statuary — constructed of traditional materials only in a location and configuration that are characteristic of the district's historic character.

8. Introduce new sustainable site features, such as rain barrels and solar collectors, in unobtrusive locations that do not compromise the historic character of the building, site or district.

9. 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.

10. It is not appropriate to alter the residential character of the district by significantly reducing the ratio of the original built area to open space through additions, new construction, or surface paving on a district site.

11. It is not appropriate to significantly alter the topography of a district site through excavating, grading or filling.

12. It is not appropriate to introduce constructed features or objects to a district property in an attempt to create a false historical appearance.

Carefully sited and properly scaled fountains and statuary add visual interest and a sense of formality to some of the larger district properties.

Mature shade trees, foundation plantings, and grassy lawns are typical site features in the district.

Public Rights-of-Way

Among the most distinctive streetscape features in the district are the curved concrete curbs that edge the sidewalk to accommodate the grade change of some front yards.

Light fixtures and street furniture installed by the City of Monroe lends visual cohesion to the public rights-of-way.

Public rights-of-way allow access through and around the South Monroe Historic District, providing a backdrop against which the historic buildings and landscape are experienced by visitors and residents alike. Also referred to as the streetscape, the public right-of-way is centered on the vehicular and pedestrian circulation system of streets, roads, and public sidewalks. It includes the design and materials of streets, curbs, and gutters; sidewalk location and materials; and the street pattern itself, which reinforces the spatial relationships of district elements and, in some cases, results in notable views and vistas. The streetscape also includes utility lines, light posts, and other street furniture; vegetation, including street trees and planting strips; and signage. These elements, though secondary to the buildings themselves, are character-defining features of the historic district and their consistency visually connects the district, which itself includes a variety of building sizes, styles, and ages.

The South Monroe Historic District is characterized by a rectilinear grid imposed on the sloped landscape. Streets are of varying widths, some with on-street parking and some only wide enough to accommodate two-way traffic, though all streets are paved and most have concrete curbs and gutters. Concrete sidewalks extend along both sides of the major thoroughfares of South Church Street and West Franklin Street but are intermittent throughout the rest of the district. Where sidewalks do exist, some are separated from the street by planting strips while others are located directly adjacent to the curb. Many streets are lined with mature street trees creating a uniform canopy.

Preservation Guidance and Best Practices

Components of the streetscape contribute significantly to the character of the district and care should be taken to maintain the individual elements, including street patterns, as well as the historical relationships between buildings and rights-of-way. Further, the inherent sustainability of historic neighborhoods as walkable suburbs necessitates maintaining the pedestrian scale of the district with careful attention given to meeting the needs of vehicular traffic in ways that encourage continued pedestrian traffic.

The City of Monroe and the North Carolina Department of Transportation are responsible for maintaining streets, curbs, gutters, and public sidewalks in the historic district. While constant vehicular traffic necessitates regular repaving of public streets, care should be taken to maintain street widths, and thus, historic building setbacks. Further, careful consideration should be given to the impact of heavy equipment and vibrations on delicate tree roots, sidewalks, historic walls, and building foundations.

The mature tree canopy found in parts of the district provides a distinctive design element as well as an important sustainable feature, shading buildings, sidewalks, and streets. While all trees have a natural life cycle, careful maintenance and selective pruning of mature trees can extend their life. Care should be taken to limit "topping" of trees as well as ground disturbances caused by site and roadwork. Ongoing replacement of damaged and diseased trees is essential to maintaining a tree canopy and trees of a similar species should be planted, when possible, to maintain the overall height and extent of the canopy. Selecting trees for use under utility lines presents a unique challenge. It is desirable to have trees that are large enough to provide shade, architectural effects, and ornamental aesthetic, without interfering with utility lines.

The installation or updating of utilities, street lighting, street signage, and other public streetscape elements requires a COA, even for work completed by utility companies, the City of Monroe, or the State of North Carolina. Changes should be evaluated in terms of their compatibility of design, material, scale, massing, and color with the surrounding streetscape, and their overall visual impact on the district.

Standards: Public Rights-of-Way

1. Retain and preserve the patterns of streets, alleys, street trees, planting strips, topography, materials, dimensions, and topography that contribute to the overall historic character of the public rights-of-way in the historic district.

2. Preserve and maintain historic features such as the low concrete and stone retaining walls that delineate property lines at the sidewalk edge. If repair or construction work in the public right-of-way is necessary, replace in kind damaged or deteriorated historic features. Repair or replace sidewalks, curbs, and paving where needed to match adjacent historic materials in design, module, color, pattern, and texture.

3. Prune and trim trees in the public rights-of-way in a manner that preserves the existing tree canopies in the historic district. It is not appropriate to radically change the shape of a mature tree by "topping" it.

4. Introduce new and replacement plantings to ensure the existing tree canopy is preserved. Where possible, select species that are native to the planting zone and that were historically common in the district.

5. Limit signage in the public rights-of-way to signage that is necessary for pedestrian and traffic safety. Locate necessary signage so that the historic character of the district is least obscured.

6. Maintain existing planting strips between the curb and the sidewalk. It is not appropriate to pave over existing planting areas in the public rights-of-way.

7. Introduce new plantings in the public rights-of-way that are compatible with the historic character of the district with regard to species, mature height, and density. See a list of appropriate plantings in the Appendix.

8. Introduce necessary streetscape furniture, trash and recycle receptacles, newspaper racks, mailboxes, and other similar elements in locations that do not compromise the historic character of the district. Keep such elements to a minimum so pedestrian traffic is not disrupted. Select benches and other street furniture that is compatible in material, design, and scale with the historic character of the district.

9. Minimize the introduction of additional cables, wires, transformers, manhole covers, utility access panels, and utility poles in the public rights-of-way and alleys. Seek less intrusive, alternative locations when possible so the tree canopy and historic character of the district streetscape are not compromised by an excessive amount of poles, transformers, and overhead lines.

10. Where needed, select new street lighting fixtures that are compatible in design, material, and scale with the pedestrian scale and character of the historic district.

11. It is not appropriate to introduce new paving materials, lighting fixtures, and streetscape features in an attempt to create a false historical appearance.

Mature oak trees line many streets in the district.

Historic alleys in the district are typically without curbs, gutters, or sidewalks, but allow for city services, like trash collection, to occur away from the main streets.

Fences & Walls

Cast iron and wood picket fences are common in front yards throughout the district, delineating property lines while retaining the visual connection between the street and yard.

Fences and walls are prevalent in the South Monroe Historic District, serving both utilitarian and decorative functions by alleviating changes in topography and delineating property boundaries. Their prominence makes them significant site features throughout the district, contributing to its overall character. Ornamental metal fences and, to a lesser extent, wood picket fences demarcate front yards, especially along Church Street. Fences are far more common in side and rear yards where high, continuous wood fences are used to provide privacy and mark property lines.

Low brick walls and concrete curbs are common along front sidewalks with brick or concrete steps leading to the front walkway. Higher brick walls are used for more significant grade changes, to screen mechanical equipment, or to provide privacy to side or rear yards, but are rarely found in front yards. Very low stone or brick edging is common to accent planted areas in front lawns throughout the district and is discussed in Site Features & Plantings.

Preservation Guidance and Best Practices

Historic fences and walls should be retained with proper maintenance employed to ensure their long-term preservation. Fences and walls found in the district are generally of metal, wood, and masonry construction and, as such, should be maintained and preserved according to the standards for these specific materials. In addition, the following practices should be conducted for the protection and maintenance of wood, metal, and masonry fences and walls:

- Inspect wood, metal, and masonry surfaces and features regularly for signs of damage from moisture, structural failure or fatigue, or settlement.
- Ensure adequate drainage to prevent water from collecting on flat, horizontal surfaces or decorative features.
- Retain space between wood or metal fences and the ground to limit exposure to ground moisture.
- Maintain a sound layer of paint or other protective coating on wood and metal surfaces and features.
- Inspect masonry surfaces and features regularly for signs of water infiltration as masonry walls can lean, crack, or fail if not adequately supported or drained.
- Repoint deteriorated mortar joints to prevent water infiltration.

As with the elements of historic buildings in the district, repairing or replacing in-kind is the most appropriate way to address damaged or deteriorated historic fences and walls. Where repair or selective replacement of a historic feature is not feasible or where there is a desire to enhance the site or increase security, construction of an entirely new fence or wall may be appropriate. However, new fences and walls should be compatible with the location, material, dimension, opacity, and design of existing historic fences and walls within the district and compatible with the overall character of the district. It is also important to consider the age and architectural style of the building when selecting a fence or wall design or material.

New fences may be used to screen parking areas or mechanical systems but should be screened with vegetation when possible. Ornamental cast aluminum fences are an appropriate contemporary alternative to traditional cast iron fences in the district. While new brick or stone walls may be appropriate in some instances, manufactured stone or concrete-block walls as well as chain link or vinyl fencing are not appropriate options for new fencing in front or side yard locations in the historic district.

Standards: Fences & Walls

1. Retain and preserve fences and walls and their decorative and functional features that are important in defining the historic character of a district building and site — such as gates, pillars, posts, decorative pickets, railings, and hardware.

2. Preserve and maintain the wood, metal, and masonry elements of fences and walls through recognized preservation methods for the material or surface coating.

3. Repair fences and walls and their details and finishes using recognized preservation methods. Repair may include *limited* replacement in kind or with a compatible substitute material for a deteriorated portion or detail.

4. If replacement of a missing or deteriorated fence or wall is necessary, replace it with a fence or wall that is compatible in appearance, design, material, finish, and scale with the district building and streetscape.

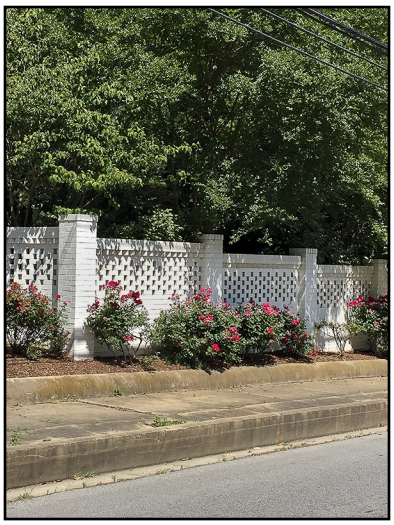
5. Introduce compatible new fences and walls constructed of traditional materials only in locations and configurations that are characteristic of the district. Keep the height of new fences and walls consistent with the height of traditional fences and walls in the district.

6. Fences in front yards are limited to 36" in height. Typically they are constructed of metal or wood and allowed for visibility through the fence. In rear yards, fence height may reach six feet and fences may have more opacity.

7. 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.

8. 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.

This wooden fence steps up in height to provide more privacy as it moves from the front yard to the rear yard.



Though less common than fencing, brick walls in the district take the form of solid brick retaining walls and pierced brick privacy walls.

Privacy fences can be used to screen rear yards and parking areas.

Walkways, Driveways, and Off-street Parking

The amount of heat and light reflected from concrete driveways can be minimized by staining the concrete. Stamping the concrete to replicated brick also helps to minimize its visual impact.

Circulation systems in the South Monroe Historic District include the public rights-of-way as well as private walkways, driveways, and off-street parking. Walkways typically lead from the public street or sidewalk to the front porch and are most often constructed of concrete, though a number of brick examples also exist. In rare instances, these walkways lead from driveways instead of the public right-of-way and some employ arcs or gentle curves, serving as a decorative landscape features in addition to circulation. Paths leading through gardens or to the rear of houses are far less common and are typically constructed of gravel or concrete.

Wider streets in the district, including Franklin, Johnson, and Windsor streets have on-street parking, though the narrow width of most streets in the district does not allow for it. Driveway design varies greatly in the district with some neighboring houses employing shared, single-lane driveways; houses on corner lots often locating driveways with access from the secondary side street; a number of late-twentieth-century circular driveways; and some houses without driveways or off-street parking at all. Materials are equally varied with examples of permeable brick and gravel driveways; concrete "ribbon" drives; and fully paved concrete drives, both with and without staining and stamping. The variation in driveway design and material can be attributed in part to their construction over time, specifically as a response to the rise in popularity of the automobile in the late-twentieth century and the desire of residents to have off-street parking for multiple vehicles. Commercial and institutional properties, with specific parking and accessibility requirements, most often have asphalt-paved parking located in a side or rear yard.

Preservation Guidance and Best Practices

Changes in land use and the lifestyles of residents have resulted in increased vehicular traffic and the need for off-street parking since the initial planning and construction of the historic district. Providing circulation and parking for both pedestrians and automobiles can be a complex task, particularly on smaller lots. Balancing these tasks with a desire for sustainability and the need to minimize impacts to the historic character of the district can be especially challenging. The maintenance and repair of existing walkways, driveways, and off-street parking can be achieved through careful monitoring to identify settling and cracking of these surfaces. When necessary, selective or full, in-kind replacement of paving materials should follow the standards for Masonry on page 45.

Larger expanses of off-street parking can be visually screened with perimeter hedges. Large shade trees help reduce glare and reduce the solar heat gain of the paving.

The introduction of new walkways and driveways, as well as the extension or modification of existing ones, should be carefully considered to ensure the compatibility of their siting, spacing, configuration, width, and paving materials with other historic properties in the district. They should be introduced in locations that do not compromise or necessitate the removal of historic site features, including landscaping, walkways, and retaining walls. Driveways and parking areas, in particular, should be located and constructed in order to minimize the amount of impervious surface material and the impacts on-site drainage, ensuring that all paved areas are sloped away from buildings and significant landscape features.

The use of appropriate paving materials can reinforce the character of the historic district and minimize the environmental impact of the paving. While concrete is the most prevalent paving material in the historic district, solid-surface paving restricts the absorption of water into the soil and increases water run-off. Thus, consideration should be given to permeable materials including brick pavers, which can absorb more rainwater, leading to less run-off and less risk of flooding. Using paving strips instead of full-width paving reduces cost as well as environmental impact. Additionally, maintaining existing trees and planting new trees near driveways can minimize the glare, heat, and noise of paved surfaces. This is especially true for commercial properties where planted islands and medians and strategically placed landscaped screening can reduce the visual impact of large parking areas.

Standards: Walkways, Driveways, and Off-street Parking

1. Retain and preserve the historic configuration and materials of existing driveways, walkways, and off-street parking areas that contribute to the historic character of the historic district.

2. Repair damaged or deteriorated areas and features of existing driveways, walkways, and off-street parking areas in kind to match material, color, and texture where feasible.

3. If a walkway or driveway is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in location, configuration, dimension, materials, color, and scale with the district building site and streetscape.

4. Design new driveways and walkways to conform with the spacing, width, configuration, and materials of existing walkways, driveways, and off-street parking areas that contribute to the overall historic character of the district. Locate new driveways to the side and rear of existing houses and screen with landscaping if the area is prominently visible from a public right-of-way.

5. Locate new walkways, driveways, and off-street walkways so the topography of the building site and significant site features, including mature trees, are retained.

6. Select appropriate traditional paving materials such as brick, stone, and 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 gray concrete surfaces. Consider permeable materials like brick pavers in lieu of concrete.

7. Introduce perimeter plantings, hedges, fences or walls to screen and buffer new driveways and off-street parking areas from adjacent properties that are residential in character.

8. Maintain the continuity of sidewalks in the public right-of-way when introducing new driveways.

9. Protect mature trees and other significant site and building features from immediate danger during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil within the critical root zone of trees.

10. It is not appropriate to locate a new off-street parking area on the site of a district building that is residential in character where it will significantly alter the ratio of the original built area and paved area to unbuilt area on the site, or where it will directly abut the primary building.

11. It is not appropriate to locate off-street parking in front yards of district buildings that are residential in character.

Walkways from the street or sidewalk are common in the district, most constructed of concrete or brick, though several stone examples are also present.

Paving strips, or ribbon driveways, have less impervious surface area and thus, reduce runoff from the site.

Exterior Lighting

Exterior lighting fixtures compatible with the style and scale of the building, like these examples, enhance visibility and security for front porch entrances.

Electric lighting was first introduced to the City of Monroe in 1900. Prior to that date, kerosene lamps were lit nightly in downtown Monroe and while some homes had gas systems for lighting, it wasn't until the introduction of electric lighting that exterior fixtures became more common. Light fixtures were available in a variety of styles and finishes, some relatively standard, while others reflected the Colonial- or Craftsman-style detailing of the home. Historically, exterior lighting was minimal and generally limited to front porch lighting, in the form a single ceiling or wall fixture, or, in some instances, a single post light at the end of the front walkway, where it meets the public sidewalk. In most instances, however, there was no exterior lighting on individual properties.

Throughout the twentieth century, exterior lighting was added to many homes in the district, again mostly on the front porches or on single post lamps near the walkway. Landscape lighting, including low-wattage or solar-powered, ground-level lighting has also been added on some properties, though it is not prevalent. Commercial and institutional properties have more extensive lighting, with fixtures illuminating walks, entrances, driveways, and parking areas.

Preservation Guidance and Best Practices

Lighting is important to the safety and security of historic buildings and their residents. It also contributes to the character of the historic district. The fixtures themselves are visible in the district by day while lighting levels can enhance the architecture of a specific building and the character of the historic district after dark. Because of this, the installation of new fixtures should always be carefully considered to complement the architecture of the building and carefully measured against the increased light pollution and energy expended.

While it is always preferable to maintain original light fixtures, in some instances original fixtures no longer exist or were never present. (Further, the wiring of historic fixtures should be inspected to ensure its safety and ability to meet modern building codes). In the case of new fixtures, it is important to select fixtures that complement the architecture of the building, taking into account the design, materials, size, scale, and color of the building. While reproduction period lighting is available online and at most hardware stores, it is generally preferable to install modest fixtures, like simple globe fixtures, in lieu of highly stylized fixtures that may create a false sense of history.

Early gas and electrical lighting were substantially less bright than what we are accustomed to today, though the effect of period lighting can be obtained by using low-wattage ornamental or special-purpose lamps. However, when more light is desired for safety or security, it may be necessary to install additional light fixtures. In these cases, it is important to install lighting that is controlled and directional, in addition to being in character with the building and district. Fixtures that allow for the appropriate brightness, height, and direction of the light will provide illumination of a specific area without bathing the entire property, or adjoining properties, with light. For example, post lights or low-level footlights can light a front walk and additional porch lighting, including recessed lighting, can be directed toward paths or entrances. Fixtures controlled with sensors or timers can be employed to reduce energy consumption and limit light pollution and energy-efficient bulbs and fixtures can further reduce energy consumption.

Standards: Exterior Lighting

1. Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a district building, site, or streetscape.

2. Maintain and repair historic exterior lighting fixtures through appropriate methods.

3. If replacement of a missing or deteriorated lighting fixture is necessary, replace it with a fixture that is compatible in appearance, design, material, finish, and scale with the district building and streetscape.

4. Introduce new site and street lighting that is compatible with the pedestrian scale and the historic character of the district. Consider the location, design, material, size, scale, and brightness of a proposed fixture in determining its compatibility.

5. Where needed, introduce low-level lighting to provide for security and safety in the district. Install recessed lights, footlights, lights on posts of pedestrian scale, and directional lights in unobtrusive locations.

6. Locate low-level or directional site lighting and motion detectors with care to ensure that light does not invade adjacent properties.

7. It is not appropriate to over-illuminate facades or front yards of district properties that are residential in character.

8. It is not appropriate to introduce or eliminate exterior lighting fixtures if doing so will detract from the overall historic character of the district building, site, or streetscape.

9. It is not appropriate to introduce new security lighting on standard-height power poles on properties that are residential in character.

10. It is not appropriate to diminish the historic character of a district property by introducing incompatible lighting, such as creating a runway effect with multiple footlights along front walks.

11. It is not appropriate to introduce period lighting fixtures from an era that predates the district building in an attempt to create a false historical appearance, or that are stylistically inappropriate or anachronistic.

Post lamps (above) and foot lights (below) provide low-level direct light for walkways. Foot lights have the added benefit of being easily concealed by vegetation during the daylight hours.

Signage

Signage for residential buildings converted to commercial use can take the form of attached wall signs or hanging signs on a freestanding post, both of which are reversible and cause no permanent damage to the historic building.

Signage plays an important way-finding and experiential role in the navigation and interpretation of the historic district. Signs can be used to direct, identify, educate, and promote, allowing property owners to communicate with residents and visitors of the district. Signage in the South Monroe Historic District is largely limited to street signage in the public right-of-way and small brass plaques placed on individual buildings. These signs direct vehicular and pedestrian traffic through the district and provide history and context for the district by naming and dating specific buildings.

Signage plays a more significant role in the identification of institutional buildings and the promotion of businesses in commercial buildings within the district. Several churches have freestanding signs located on landscaped pedestals that announce both the name of the church as well as service time and other pertinent information. These most often have fonts or brick or stone detailing that references elements of the historic building. Commercial signage, generally flat signs affixed directly to the building, is typically less responsive to the architecture of the building and may be seen as more ephemeral.

Preservation Guidance and Best Practices

Historic signs, especially those that date to the same era as the buildings they mark, should be preserved and maintained according to the standards for the specific material of which they are constructed. Small signs or plaques that identify historic properties and their designations are encouraged, but should be small in scale, located near the main entrance, and should be installed so as to not obscure or damage significant building materials or details.

The installation of any new signage within the historic district is subject to staff review. New signs should be consistent with the size, scale, and style of the building, their compatibility used to enhance the architectural style and details of the building. When attached to the building, they should be affixed to the building in a way that does not obscure or damage significant building materials, features, or details. An inexpensive approach to commercial signage, which changes frequently, is screen-printed signs for doors, windows, or awnings. Contemporary signage, including signs constructed of plastic or vinyl or those that are internally lit or contain flashing lights or neon, is not appropriate in the historic district.

For institutional buildings or residential buildings that have been converted for commercial use, freestanding signs may be more appropriate than flat signs applied to the building. Freestanding signs supported by posts or low bases are especially effective on streets with higher volumes of traffic and are typically placed close to the sidewalk or street in order to maximize visibility while minimizing their impact on the historic building. Landscaping and low-level lighting can further minimize the impact of freestanding signage while increasing their visibility.

Standards: Signage

1. Retain and preserve historic signs that contribute to the overall historic character of the building or district.

2. Introduce new signage that complies with the City of Monroe's zoning and sign regulation.

3. Introduce new signage that is compatible in material, size, scale, color, and character with the building or the district. Introduce new signage that is respectful of neighboring buildings and does not shadow or visually overpower adjacent structures.

4. For institutional and commercial buildings, design building signs to be integral to the overall building façade. It is not appropriate to cover a large portion of a façade or any significant architectural features with signage.

5. Introduce new signage, including graphics on awnings or windows, that is simple in design and easily read. Keep the size of graphics on windows or awnings in scale with that feature.

6. Select materials and colors for new signage that are compatible with the related historic building, streetscape, or district.

7. Install new signs with care to prevent damage to historic building fabric and to ensure the safety of pedestrians. Mount flush signboards in appropriate locations on facades so that architectural features and details are not obscured. On masonry facades, fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

8. Install freestanding signs in appropriate locations on low standards or bases.

9. Light signs in a manner compatible with the historic character and pedestrian scale of the historic district. See Exterior Lighting on page 31.

Public spaces and institutional building, like churches and schools, often have larger expanses of lawn, the scale of which allows for larger pedestal signs that are easily visible from the street.

Small brass plaques with the name and date of private residences can be wall-mounted at eye-level near front doors.

Garages & Accessory Structures

Garages are typically located at the rear of the property and may have architectural detailing matching that of the primary residence.

Pre-automobile-era accessory structures, like this wellhouse or flowerhouse, are rare in the district, but are significant for the information they provide about early-twentieth century living.

See Standards for New Construction and Additions for more guidance on the construction of, or additions to, garages and accessory structures.

The wide variety and location of garages, carports, and accessory structures in the South Monroe Historic District is partially the result of its lengthy period of development, extending from 1870 into the mid-1900s. Aligning with a significant increase in the popularity of the automobile in the late twentieth century, these buildings provide historical context and an understanding of the evolving lifestyles and activities of the district's residents. As such, they illustrate the evolution of the district, contribute to the overall spatial patterns, and are significant to the historic and visual character of the district. While often viewed as secondary to the residences, garages and accessory structures often contain the same architectural detail and materials as the primary building on the site and warrant the same attention given to the primary building.

Preservation Guidance and Best Practices

Routine maintenance and repair of garages and accessory structures is essential to their preservation and parallels that of primary buildings within the district. Standards on the rehabilitation of specific materials as well as standards for Roofs, Exterior Walls, Windows and Doors, and Paint and Exterior Color should be followed when considering making changes to garages and accessory structures. In addition, the following practices should be conducted for the protection and maintenance of garages and accessory structures:

- Inspect wood, metal, and masonry surfaces regularly for signs of damage from moisture (including rot or corrosion), structural failure or fatigue, settlement, or other deterioration.
- Inspect roofs and roof overhangs, as well as gutters and downspouts when they exist, regularly to ensure that they are intact and functioning properly to prevent water from collecting on horizontal surfaces or decorative features or from infiltrating walls and foundations.
- Retain a sound layer of paint or other protective coating on wood and metal surfaces and features to limit damage from ultraviolet light and moisture.

A COA is required for the construction, rehabilitation, enlargement, or demolition of historic garages and accessory structures. When reviewing changes to a garage or accessory structure, consideration should be given to the location, orientation, form, scale, size, materials, finish, and details, applying the standards in the same manner they are applied to primary buildings.

When additions are proposed, care should be taken to retain the significant design, materials, and features of the existing building or structure. Garages and accessory structures should never be enlarged to a point where they compete with the size, massing, height, or detail of the primary building. Further, while many historic garages mimic the architectural detailing of the primary resource, it is often in a pared-down fashion. Thus, the addition of architectural elements not original to the building, including decorative doors and windows, porches, and trimwork, is not appropriate as it misrepresents the history and architectural significance of the building. Likewise, it is not appropriate to install overtly modern elements to visible elevations of historic garages and accessory structures including standard two-car overhead garage doors, skylights, solar panels, and modern doors and windows.

Standards: Garages & Accessory Structures

1. Retain and preserve garages and accessory structures that contribute to the overall historic character of the individual building site or the district.

2. 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.

3. Preserve and maintain garage and accessory building features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from wall surfaces are intact and properly functioning.

4. Repair garage and accessory structure features, surfaces, and details using recognized preservation methods for patching, consolidating, splicing, and reinforcing. Repair may include limited replacement in kind or with a compatible substitute material for deteriorated portions of a distinctive feature.

5. 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.

6. It is not appropriate to remove rather than repair or replace a character-defining feature on a primary or other highly visible elevation of a historic garage or accessory structure.

7. Repaint garages and accessory structures in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted surfaces and features following proper surface preparation. See Paint and Exterior Color on page 49.

8. If an entire garage or accessory structure is missing or so deteriorated that it is structurally unsound, replace it in kind based on accurate documentation of the original garage or accessory structure or replace with a new design that is compatible in form, scale, size, materials and finish with the primary building on the site and with other historic garages or accessory structures in the district. Maintain the traditional height and proportion of garages and accessory buildings in the district.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

Houses on corner lots often have garages accessed by the side street or alley, minimizing their visual impact from the main street.

This house, which extends the full depth of the block, has a small garage located off of a thru drive.

Archaeological Resources

Archaeologists mark off areas with tape before systematically collecting lithic debris. The Union County site, Lake Park, is a quarry site where Native Americans procured raw material for the manufacture of stone tools.

Archaeological resources, including both the site and its associated artifacts, serve as important material evidence of past human activity. Traditionally, archaeology includes both prehistoric and historic time periods, though the nineteenth- and twentieth-century development of Monroe has likely disrupted any prehistoric resources in the area. Thus, any extant resources likely date from the late nineteenth and early-twentieth- century development of the district. Still, their presence can provide valuable information about early life in the South Monroe Historic District. Archaeological resources that may be present include original foundations of houses, porches, and outbuildings, wells, cisterns, and garden features.

Preservation Guidance and Best Practices

Archaeological resources are fragile and irreplaceable and exposure to the elements accelerates their deterioration. Thus, they are best preserved through retention in place. Further, minimizing ground disturbance during construction and site work is the best way to protect both known and unknown resources.

The discovery of archaeological resources most often occurs during re-grading, landscaping, or excavation for an addition or new construction. Subsurface archaeological evidence may be uncovered during minor site projects including the construction of new paths; construction of small outbuildings; or trenching for gardening, drainage, or utilities. In these instances, the property owner is encouraged to contact the Monroe Historic Preservation Commission and to thoroughly document any findings before proceeding with work.

For larger projects that require more significant excavation or grading, a planning stage should be included that allows for review by a professional archaeologist (available through the Office of State Archaeology (OSA) located within the North Carolina Office of Archives and History). This review can identify any potential resources that may be disrupted or destroyed. If excavation and documentation of archaeological resources are deemed appropriate, it may be necessary to secure the site to prevent damage due to vandalism or unauthorized excavation.

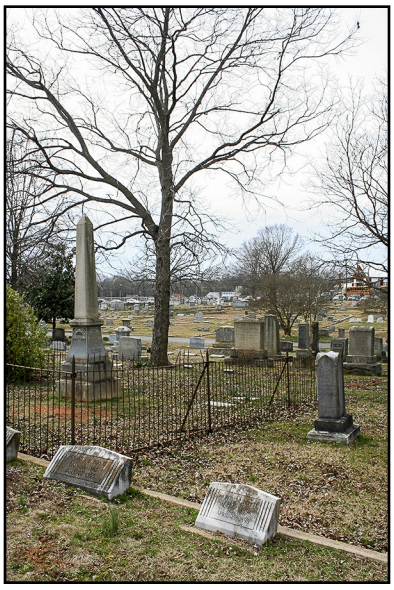
Standards: Archaeological Resources

1. Protect and preserve known significant archaeologic resources in place.
2. If significant archaeological evidence is discovered in a historic district, contact the Monroe HDC and the Office of State Archaeology.
3. If preservation of significant archaeological resources in place is not feasible, work with professional archaeologists to plan and execute any necessary investigations prior to construction.
4. Minimize the disturbance of terrain in the historic district to reduce the possibility of damaging or destroying significant archaeological resources.
5. It is not appropriate to use heavy equipment or machinery on sites where doing so may disturb significant archaeological resources.

Archaeological remains, like those at the Lake Park site, are best preserved through documentation in place.

Cemeteries

Many family plots in the Monroe Cemetery are delineated by low concrete or stone walls, railings, or decorative metal fences. The presence of these boundaries result in a patchwork effect on the landscape.



Historic cemeteries are significant to the cultural landscape of a historic district and the larger community, containing important architectural, landscape, and archaeological resources that help tell the story of the community and its early residents. The Suncrest Cemetery (also known as the Monroe Cemetery) located within the South Monroe Historic District, includes the graves of many of the city's most prominent citizens. The oldest part of the cemetery is arranged in rectangular family plots, many encircled with low walls or curbs, with more than twenty graves surrounded by low sawtooth pattern metal fences, the fences and walls together lending a patchwork quality to the relatively flat landscape. Markers are arranged in regular rows facing east. Paved streets bisect the cemetery, continuing the grid plan of the surrounding residential neighborhood, with narrow gravel drives providing access to the interiors of the blocks. Typical vegetation includes mature cedar, crepe myrtle, and magnolia trees.

The design of the individual grave markers is also significant with markers dating from the second half of the nineteenth century through the early decades of the twentieth century. Markers include several of the distinctive Woodmen of the World markers, marble and granite obelisks, and classically inspired tombstones. Many of the early twentieth-century markers were produced locally by the Efird Marble and Granite Works, a company established in the 1890s and located several blocks north of the cemetery.

Preservation Guidance and Best Practices

Historic cemeteries, and historic markers, in particular, are susceptible to vandalism and neglect as well as environmental damage and weathering. Site security, including fencing and lighting, can deter vandals while routine inspections can identify damaged and deteriorated markers.

The repair of metal fencing and concrete, stone, or brick curbs and walls should follow the standards for architectural metals and masonry. However, the repair of broken, cracked, or toppled markers requires the skills of a trained conservator to avoid further damage from inappropriate repairs. Cleaning of markers is typically not necessary as dirt and fungal growth is part of the natural aging process of stone. Further, the porous stone used in many grave markers can be permanently damaged by acidic cleaners that can damage marble and limestone; alkaline chemicals that can deteriorate granite; solutions containing chlorine bleach; or other cleaning methods that may be appropriate for the harder stone and masonry surfaces of historic buildings. As markers age and weather, inscriptions can become nearly illegible. It may be desirable to document inscriptions with photographs while they are still legible, but taking rubbings should be avoided as it may damage the surface of the marker.

Circulation systems and landscape features within the cemetery, including historic walkways, roads, walls, curbs, gutters, drainage ditches, trees, shrubs, and other plantings, should be maintained and preserved with care. However, protection of the markers is always the first priority. Overzealous use of power mowers and trimmers and the application of fertilizers, pesticides, and herbicides can damage fragile markers. While the replacement of diseased or damaged trees and shrubs with a similar species will help perpetuate the visual character of the cemetery, care should be taken to limit ground disturbance (focusing instead on the aboveground tree) in order to minimize archaeological damage caused by root removal. The placement of new trees and plantings should be carefully considered to avoid potential damage to walls, curbs, fences, and grave markers by the roots and branches. Any new plantings should be approved by the City of Monroe Parks and Recreation Department, who maintains the cemetery.

Standards: Cemeteries

1. Retain and preserve decorative and functional features that are important in defining the historic character of a historic cemetery, including its monuments, gravestones, boundary fences and gates, circulation patterns, ground cover, and mature plantings and trees.

2. Retain and preserve the historic relationship between constructed and landscape features of a historic cemetery, including site topography, circulation patterns, retaining walls, and significant views and vistas.

3. Protect and maintain the masonry, metal, and wood elements of historic cemeteries through appropriate methods and surface treatments.

4. Repair broken, damaged, or toppled monuments or gravestones only under the supervision of a qualified conservator.

5. Repair historic walls, gates, and fences using recognized preservation repair methods for the material or surface coating.

6. Trim plantings and grass carefully to avoid damaging historic gravestones, markers, and monuments and avoid the use of power mowers and weed trimmers near fragile monuments and gravestones.

7. If desired, replace gravestones that are missing with new gravestones that are compatible in material, details, and scale.

8. Replace missing landscape features including trees and shrubbery in historic cemeteries based on documentary evidence.

9. Avoid ground-disturbing activities (other than burials and installation of related grave markers). If ground disturbance is required, work with professional archaeologists to determine that no unmarked burials are present.

10. It is not appropriate to use fertilizers, pesticides, or herbicides in proximity to historic markers and gravestones.

11. It is not appropriate to clean gravestones and monuments with harsh physical treatments such as sandblasting, polishing, and pressure washing.

12. It is not appropriate to remove, rearrange, or relocate historic monuments and gravestones.

13. It is not appropriate to re-inscribe an existing eroded gravestone or monument or to attach a new plaque to a historic gravestone. If desired, place a new inscribed plaque nearby.

14. It is appropriate to install new gravestones and markers that are compatible in materials, details, and scale in association with new burials.

Cedar trees are a common species found in North Carolina cemeteries. Care should be taken when removing trees or introducing new trees or plantings to minimize ground disturbance.

III. Building Exterior

Wood

Wood is used for architectural detailing throughout the district, regardless of the architectural style of the building. Wood elements include cornerboards; cornices and brackets; wood moldings; window and door surrounds including pediments; porch columns, railings, and steps.

Wood is the most common building material in the South Monroe Historic District, with wood surfaces or features present on all buildings, regardless of age or style. Most houses have wood exteriors covered with clapboards, shingles, flush sheathing, board-and-batten, or other wood surfaces. Decorative details vary by style, as their presence also depends on the taste and financial resources of the original owner. High-style examples of Queen Anne and Neoclassical architecture are generally the most embellished and even restrained vernacular brick and frame houses have wood soffits, eaves, doors, and windows.

Preservation Guidance and Best Practices

Wood surfaces can last more than one-hundred years if they are properly maintained with paints, coatings, and sealants that protect them from moisture and ultraviolet light. Exposure to even small amounts of moisture can result in rot, decay, insect infestation, and the growth of fungi, mold, or mildew. Sound layers of paint and varnish protect wood surfaces and details from moisture. Flexible sealants and caulks are essential for filling joints and cracks in wood where water infiltration can cause swelling and shrinking of the wood. A pest management plan that includes regular treatments may identify the presence of insects and prevent further damage to wood. The following practices should be conducted for the protection and maintenance of wood:

- Inspect wood surfaces and features regularly for signs of damage from moisture (including rot, decay, or mildew) or evidence of fungal or insect infestation.
- Inspect gutters, downspouts, and roof overhangs regularly to ensure that they are intact and functioning properly to divert rainwater and to prevent water from collecting on flat, horizontal surfaces or decorative features.
- Keep vertical wood joints adequately sealed to avoid water penetration. However, do not caulk or seal lapped horizontal siding, as it traps moisture within the clapboard walls.
- Retain a sound layer of paint or other protective coating on wood surfaces and features to limit damage from ultraviolet light and moisture.
- Clean painted surfaces regularly by the gentlest effective method and repaint them as needed to maintain a sound paint layer.
- Treat traditionally unpainted wooden features with environmentally safe chemical preservatives to slow or prevent decay and deterioration.

Occasionally, wood surfaces and features become damaged or deteriorated, necessitating repair or selective in-kind replacement through patching or splicing. The small-scale replacement of clapboards or wood shingles should match the original in dimensions, spacing, texture, finish and edge detail. Fortunately, a variety of wood siding and shingles are commercially available, making custom millwork unnecessary. While wood is a renewable resource, fast-growth new wood is not as resistant to decay as the older, slow-growth wood present on most historic buildings. Thus, specifying decay-resistant wood species and maintaining a protective paint layer are two strategies for extending the lifespan of replacement wood. The use of epoxy resins and wood consolidants to stabilize deteriorated wood and prevent further decay are particularly appropriate when they prevent the removal of decorative details and trim that cannot be easily replicated.

If all or part of a wood feature is missing or too deteriorated to repair, full replacement with a new wood feature may be necessary. For the selective replacement of wood trim and details where water damage is an ongoing concern, appropriate substitute materials (including cedar, fiber cement board, cellular PVC, or poly-ash composite trim and siding) may be considered. However, in such cases, care should be taken to match the details, dimension, and finishes of the feature to the original wood feature.

Covering wood siding with synthetic materials, including vinyl or aluminum siding, and/or the wholesale replacement of siding or shingles are not appropriate in the historic district. In addition to concealing signs of ongoing deterioration, synthetic sidings obscure and damage historic materials and details, negatively impacting the historic character of the building and district.

Standards: Wood

1. Retain and preserve decorative and functional wood features that are important in defining the historic character of a district building and site — such as siding, window and door surrounds, balustrades, cornices, brackets, and architectural trimwork — as well as their paints and finishes.

2. Preserve and maintain wood surfaces and features through appropriate methods and ensure that historic drainage features that divert rainwater from wood surfaces are intact and properly functioning.

3. Repair wood features using recognized preservation methods for patching, splicing, consolidating or otherwise reinforcing the wood. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a historic wood feature.

4. If replacement of a wood 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 using wood is not feasible.

5. If a wood feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

6. Repaint wood surfaces and features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted wood following proper surface preparation. See Paint and Exterior Color on page 49.

7. Remove damaged or deteriorated paint on wood surfaces down to the next sound paint layer using the gentlest method possible, typically hand scraping and hand sanding, prior to repainting. Use thermal devices and orbital sanders cautiously to remove paint that is so deteriorated that total removal is necessary prior to repainting. Use environmentally-safe chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.

8. It is not appropriate to strip historically painted surfaces down to bare wood in order to apply clear stains or finishes to create a natural wood appearance.

9. It is not appropriate to replace a deteriorated wood feature or wood siding on a primary or other highly-visible elevation with a substitute material unless there is an ongoing water infiltration problem.

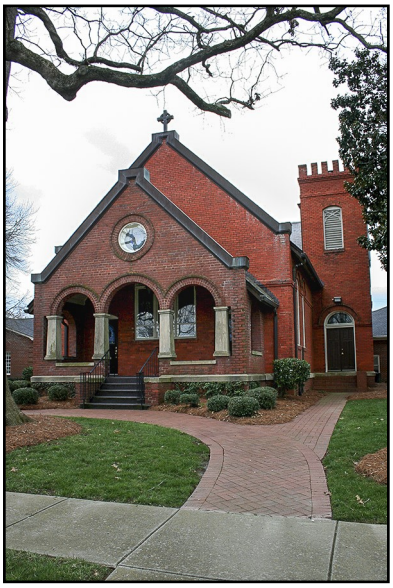
10. It is not appropriate to replace or cover wood siding, trim, or window sashes with incompatible substitute materials such as aluminum and vinyl.

11. It is not appropriate to introduce wood features or details to a district building in an attempt to create a false historical appearance.

Above, deteriorated sections of wooden elements including clapboards, corner-boards, porch flooring, and a porch column base were replaced in kind. The image below shows the completed repairs freshly painted.

Deteriorated lead paint on wooden features requires additional precautions and procedures during rehabilitation to ensure a lead-safe site and building. The appendix includes additional information on lead paint abatement.

Masonry



Due to the abundance of red clay in North Carolina soil, brick was a common building material throughout North Carolina.

Chimneys and cornices in the district are often embellished with decorative brick corbelling.

Noted for its durability, brick was a common building material in the South Monroe Historic District. Slate, terra cotta, stone, concrete, and stucco are less prominent building materials, but do appear as foundation materials and as detailing for brick buildings in the district. Stucco is found in the gables of a number of brick and frame houses. Slate roofs are found throughout the district, as are stone and cast-concrete porch piers and steps. Stone and brick are also common materials for retaining walls and other landscape elements throughout the district.

Preservation Guidance and Best Practices

Masonry is among the most durable and low-maintenance building material. However, ensuring its longevity requires regular inspection and maintenance to ensure its structural integrity and the absence of moisture, the most common cause of deterioration in masonry. The following practices should be conducted for the protection and maintenance of masonry:

- Inspect masonry surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Inspect gutters, downspouts, and roof overhangs regularly to ensure proper drainage and to prevent water from standing on flat, horizontal surfaces or from collecting on decorative features.
- Inspect site drainage to ensure that water does not collect near or run toward masonry foundations and piers.
- Repoint deteriorated mortar joints to prevent water infiltration.
- Inspect stuccoed surfaces regularly for signs of deterioration or evidence that they are separating from the underlying structure.
- Clean masonry only when necessary, using the gentlest effective method, to remove heavy soiling or to prevent deterioration.

The replacement of extensively deteriorated, damaged, or missing masonry or mortar should be limited to the affected area and achieved with masonry and mortar that closely match the original in material, color, size, texture, and finish. This is generally achievable given the range of materials (both new and salvaged) that are commercially available. For stone, slate, or terra cotta, replacement with a substitute material may be acceptable depending on the location of the feature.

Mortar naturally deteriorates over time, permitting moisture to penetrate walls and foundations. Thus, the lifespan of a brick, stone, or concrete wall depends on the proper maintenance of its mortar joints. Repointing involves first removing loose or deteriorated mortar with hand tools, taking care not to chip or damage the surrounding masonry. New mortar that matches the visual and physical properties of the original, including its strength, is then applied. Mortars must be softer or more permeable than the masonry units to allow for expansion, contraction, and settlement. Portland cement and caulks should never be used as they can damage soft, historic brick.

Heavily soiled masonry should be cleaned with low-pressure water, soft bristle brushes, and, if necessary, mild detergents. Chemical solvents may be necessary to remove more stubborn surface stains, but should be tested in an inconspicuous location on the building first to determine if any discoloration or damage occurs. Further, care should be taken to ensure that chemical cleaners are thoroughly rinsed from the masonry. Both water and chemical cleaning introduce moisture into the masonry and should be avoided when there is a possibility of freezing temperatures. Because masonry is a naturally porous material, more abrasive cleaning methods, such as sandblasting and other mechanically abrasive techniques, are strongly discouraged as they can cause damage and deterioration to the fired "skin" of the brick, exposing the softer inner portion to more rapid deterioration. Extra care should be taken when cleaning stucco to ensure that it does not deteriorate or become separated from the underlying structure.

Applying paint or other coatings, including stucco or parging, to historically untreated masonry surfaces, including foundations, is not appropriate as these coatings do not allow for the transfer of air and moisture through buildings and can conceal moisture within the masonry wall/element.

Standards: Masonry

1. Retain and preserve functional and decorative masonry features that are important in defining the overall historic character of a district building and site — such as walls, foundations, chimneys, and piers — as well as their decorative details including bonding patterns, tooling, coatings, and colors.

2. Preserve and maintain masonry surfaces and features through appropriate methods and ensure that historic drainage features that divert rainwater from masonry surfaces are intact and functioning.

3. Clean masonry features and surfaces only when necessary to remove heavy soiling or halt deterioration. Clean soiled masonry using the gentlest method possible, typically low-pressure water and detergent paired with a natural bristle or other soft bristle brushes.

4. Repair masonry surfaces and features using recognized preservation methods for patching, splicing, consolidating or otherwise reinforcing the masonry. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a historic masonry feature, such as stone balusters or terracotta ornaments.

5. Repoint mortar joints in masonry walls and features where mortar is deteriorated (crumbling, cracked or missing) or where damp walls or damaged plaster indicate moisture penetration. Before repointing carefully remove deteriorated mortar using hand tools. Use power tools judiciously only on horizontal joints in conjunction with hand chiseling to remove non-historic hard mortar that is damaging the historic masonry. Duplicate the historic mortar joints in width and profile using new mortar that duplicates the original in strength, color, texture, and composition.

6. Repair deteriorated stucco surfaces by removing damaged material and patching with new stucco that duplicates the old in strength, color, texture, and composition.

7. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, replace only the deteriorated portion in kind rather than the entire feature or surface. Match the original in design, dimension, detail, material, color, and texture. Consider a compatible substitute material only if using the original material is not feasible.

8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

9. Repaint historically-painted masonry features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted masonry following proper surface preparation. See Paint and Exterior Color on page 49.

10. It is not appropriate to paint masonry surfaces that were not historically painted.

11. It is not appropriate to apply a waterproof coating, parging, or caulk to exposed masonry as a substitute for repointing or repair. Apply non-historic treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs do not halt water penetration problems.

12. It is not appropriate to clean masonry surfaces with destructive methods including sand-blasting, high-pressure waterblasting, and power washing.

13. It is not appropriate to introduce masonry features or details to a district building in an attempt to create a false historical appearance.

Brick and concrete are used throughout the district for building foundations, eliminating contact between the ground and wooden elements of buildings. Foundation vents allow for air circulation beneath buildings.

Above, an earlier masonry opening to the right of the door has been infilled with careful attention to matching the brick, the brick bond, and the color, width, and profile of the mortar joints so it visually blends with the exterior wall. Slightly insetting brickwork that infills an opening in a brick wall is a strategy for retaining the visual evidence of an original opening.

Architectural Metals

Significantly deteriorated or damaged metal shingle roofs can be replaced with compatible new metal shingles. Above, new pressed metal shingles were fabricated to match the dimensions and profile of the original metal shingles.

Copper, which develops a patina in response to atmospheric corrosion, is an ideal material choice for gutters and downspouts (above), due to its long-term durability without painting. Alternatively, aluminum with a factory-applied color finish is a more cost effective metal for the same application.

Architectural metals, including cast and wrought iron, tin, zinc, steel and aluminum, are found throughout the South Monroe Historic District, most commonly as roofing and gutter applications. These include standing-seam and pressed-metal roofs, flashing, gutters, downspouts, finials, cornices, copings, and crestings. Metal is also used for light fixtures, foundation vents and grates, and porch columns and railings. In addition to building elements, the district includes a variety of landscape elements constructed of architectural metal including fences and site lighting.

Preservation Guidance and Best Practices

The preservation of metal surfaces, features, and details requires regular inspections and routine maintenance. Like wood and masonry, metals are durable and, if well maintained, can last indefinitely. The following practices should be conducted for the protection and maintenance of architectural metals:

- Inspect regularly for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint layer failure.
- Routinely clear metal roofs, gutters, and downspouts of leaves and debris.
- Inspect gutters, downspouts, and roof overhangs regularly to ensure proper drainage and to prevent water from standing on flat, horizontal surfaces or from collecting on decorative features.
- Retain protective paints and lacquers on ferrous metal surfaces to prevent corrosion.
- Clean metal surfaces and features when necessary, using the gentlest effective method, to remove corrosion or to prepare for recoating.

Corrosion, or oxidation, of metal surfaces is a chemical reaction usually resulting from exposure to air and the moisture it contains. Corrosion can also result from galvanic action between two dissimilar metals. Because each metal has its own properties, it is essential to identify the type of metal prior to any treatment and to identify compatible new metals prior to their installation. Ferrous metals (steel and iron) corrode, or rust, rapidly, making them less suitable for applications with regular exposure to moisture. Their outdoor use requires the maintenance of a protective paint layer. Because corrosion continues as long as the metal is exposed to air, removal of all rust and immediate priming with a zinc-based primer or other rust-inhibiting primer is critical to halt the deterioration and prevent future corrosion.

Patching or replacement of deteriorated or missing metal features, when necessary, should be limited to affected areas and care should be taken to use compatible metal nails and fasteners that do not result in corrosion due to galvanic action. Replacing features in-kind, using new features or salvaged architectural details, is always preferable to using substitute materials. If replacement in kind is not technically or financially feasible, compatible substitute materials may be considered, including fiberglass, wood, or aluminum, especially when replacing metals with painted finishes. However, asphalt products, such as roofing tar, will corrode metals and should never be used.

Architectural metals vary in hardness and durability and cleaning techniques must be compatible with the specific metal. Wire brushing and hand-scraping are appropriate techniques for cleaning and removing paint buildup and corrosion from hard metals (steel, cast iron, and wrought iron). If wire brushing proves ineffective, a low-pressure abrasive cleaning may be necessary, though should be tested to ensure that it does not abrade or damage the surface. The original surface texture and appearance of soft metals (lead, tin, terneplate, copper, aluminum, and zinc) can be deformed or destroyed by abrasive cleaning. Galvanized sheet metal is especially vulnerable, as abrasive treatments wear away the protective galvanized layer. Instead, soft metals require non-corrosive, chemical methods of cleaning, which should always be tested, prior to their use, on an inconspicuous area to determine if they will discolor or alter the surface texture of the metal.

Standards: Architectural Metals

1. Retain and preserve decorative and functional metal elements that are important in defining the overall historic character of a district building and site — such as roofing, flashing, cornices, hardware, casement windows, light fixtures, and fences — as well as their decorative paints, finishes, and colors.

2. Preserve and maintain metal surfaces and features through appropriate methods and ensure proper drainage to prevent corrosion from standing water.

3. Clean metal features and surfaces to remove corrosion prior to repainting or applying protective coatings using the gentlest method possible. Clean soft metals with non-corrosive chemicals. Use the least abrasive effective cleaning method to remove paint buildup and corrosion on hard metals. Consider low-pressure glass bead cleaning only if hand scraping and wire brushing proves ineffective.

4. Repair metal surfaces and features using recognized preservation methods for patching, splicing, and reinforcing metals. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a historic metal feature.

5. If replacement of a deteriorated detail, module, or element of a metal surface or feature is necessary, replace only the deteriorated portion in kind rather than the entire feature or surface. Match the original in design, dimension, detail, material, color, and texture. Consider a compatible substitute material only if using the original material is not feasible.

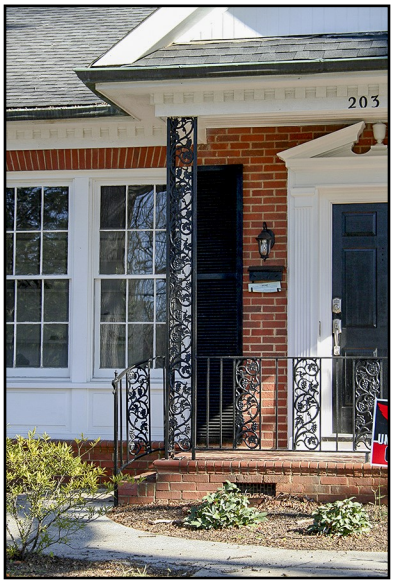
6. If a metal feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

7. Repaint historically-painted metal features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted metals following proper surface preparation. See Paint and Exterior Color on page 49.

8. It is not appropriate to paint non-ferrous metals such as copper or bronze that were not historically painted.

9. It is not appropriate to patch metal roofs or flashing with tar or asphalt products.

10. It is not appropriate to introduce metal features or details to a district building in an attempt to create a false historical appearance.



Cast iron posts and railings were especially common on houses constructed after World War II. A sound paint layer will prevent the elements from rusting.

Wrought iron fences are common in the district and the Monroe Cemetery. All require protective coatings to minimize oxidization and subsequent corrosion.

Paint & Exterior Color

Proper preparation prior to repainting is an essential part of maintaining a sound paint layer on exterior wooden architectural elements.

The range of building styles in the South Monroe Historic District and the ephemeral nature of paint color, with buildings regularly being painted new colors, both contribute to the wide variety of paint colors found within the district. For example, Gothic Revival- and Italianate-style houses were typically either white or employed earth tones such as tans, greys, and buffs. Queen Anne-style houses employed vivid multi-color or "polychrome" paint schemes, utilizing three or more colors as a means of highlighting contrasting materials or decorative woodwork. The austerity and monumentality of the Neoclassical Revival style is reinforced by the use of white exteriors with white trim and detailing. Colonial Revival-style houses were also typically white, though offered more variation in its accent colors. Craftsman and Tudor Revival-style houses were historically painted and stained neutral colors and deep earth tones, complementing the brick and stonework that is often present. Brick houses in the district are largely unpainted and while it was common in the post-World War II era to paint unpainted masonry in order to give historic buildings a "fresh" look, painting historically unpainted masonry is not appropriate.

Preservation Guidance and Best Practices

A sound layer of paint is essential for protecting wood and metal from moisture that can cause rot, mold, mildew, corrosion, and deterioration. Thus, proper preparation and application of paint to wood and metal surfaces and features is critical in preserving wood and metal. The following practices should be conducted for the protection and maintenance of painted features:

- Inspect paint surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
- Clean painted surfaces and features regularly, using the gentlest effective method, to avoid unnecessary repainting.
- Remove deteriorated and peeling paint layers down to the first sound layer before repainting, using the gentlest effective method, to avoid damage to the underlying material.
- Clean, dry, and properly prime exposed metal or wood surfaces to ensure proper adhesion of the new paint.
- Ensure that the paint and primer are compatible with the material being painted.

Routine cleaning of painted surfaces should be done only as necessary, using low-pressure water and a mild detergent. If mildew is present, it can be eradicated using either a commercial or homemade solution applied with a soft scrub brush and thoroughly rinsed off. Be sure to test any solution on an inconspicuous area well in advance of the proposed cleaning to assess its effect.

The removal of all loose and peeling paint is necessary to ensure that the new paint will adhere fully.

The success and longevity of any paint application depends on proper surface preparation and the quality of the paint. All loose and peeling paint should be removed down to the first sound layer using scraping or hand sanding. Electric heat plates, hot air guns, environmentally safe chemical strippers, or infrared paint removal systems may be used if gentler means prove ineffective. However, the use of propane or butane torches and sandblasting are not appropriate as they can irreversibly damage historic woodwork, soft metals, and masonry, as well as being potential fire hazards. Stripping paint to the bare surface is unnecessary and may compromise the historic material. Once the surface has been properly prepared, a high-quality exterior primer should be selected that will both adhere to the surface being painted and will be compatible with the topcoat of paint. Avoid painting in cold, damp, or extreme weather conditions and allow for adequate drying time between coats.

The removal of deteriorated lead paint on exterior walls and features requires additional precautions and procedures to ensure a lead-safe site and building. The appendix includes additional information on lead-based paint abatement.

Painting historic masonry, which is more porous than modern brick, can trap moisture within the masonry wall as well as obscure its color and texture. Further, the removal of paint from masonry is not recommended unless the brick is in sound condition and was intended to be exposed. Thus, paint applied to masonry is an irreversible change and one that requires continual maintenance and periodic repainting in order to ensure a sound paint layer. However, paint should be removed from brick surfaces only when the brick is in sound condition and was intended to be exposed, using a chemical paint remover specifically formulated for brick. As with any cleaning or stripping solution, the solution should be tested on an inconspicuous area well in advance of the proposed cleaning to assess its effect.

Standards: Paint & Exterior Color

Note: Paint colors are not regulated in the South Monroe Historic District.

1. Preserve and protect exterior building surfaces and site features that were historically painted by maintaining a sound paint layer using compatible paint coating systems following proper surface preparation.
2. Preserve and maintain historically painted surfaces of district buildings and site features through appropriate methods.
3. When repainting, follow best practices for mitigating or removing lead-based paint.
4. When repainting, select paint colors appropriate to the district building. Enhance the features of a district building through appropriate selection of paint color consistent with the building's architectural style or time period.
5. Remove damaged or deteriorated paint on wood surfaces down to the next sound paint layer using the gentlest method possible, typically hand scraping and hand sanding, prior to repainting. Use thermal devices and orbital sanders cautiously to remove paint that is so deteriorated that total removal is necessary prior to repainting. Use environmentally-safe chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.
6. It is not appropriate to paint surfaces that were not painted historically, such as brick, stone, copper, bronze, concrete or concrete block.
7. It is not appropriate to strip previously painted wood features to the bare surface in order to apply clear sealers or stains.
8. It is not appropriate to remove sound paint layers prior to repainting through destructive methods such as sandblasting, water blasting, power washing, or the use of propane or butane torches.

Carefully chosen paint colors can emphasize a building's architectural style and accentuate specific architectural features.

Property owners can take advantage of resources that describe historic color palettes and appropriate combinations, including historic color palettes available at local paint stores. Alternately, historic color schemes can accurately be reproduced through the analysis of paint samples to determine a buildings chronology of paint colors.

Exterior Walls

The use of German-profile clapboards or beaded board on exterior walls sheltered by the front porch roof is common in Monroe and characteristic of the district.

Many homes in the district include projecting gables and bays applied to rectangular forms.

The massing and form of a historic building are indicative of the style and age in which it was built while the wall surface and materials serve as a backdrop against which window and door openings are introduced and architectural ornamentation, specific to the style of the building, is applied. Most buildings in the South Monroe Historic District are box-like forms with additive and subtractive wings, bays, and other wall features. Projecting or inset areas may be accentuated by the use of different wall materials or applied ornamentation, including quoins, corner boards, brackets, or cornices. This variation in wall surface and detail is especially common in Queen Anne-style houses, though even modest Colonial Revival- and Minimal Traditional-style houses feature projecting wings and bays.

Wood is the primary exterior material in the district with most homes sheathed with horizontal lapped siding. Brick houses are also present, though in smaller quantities, as are houses with asbestos and other later coverings.

Preservation Guidance and Best Practices

Exterior walls, like the roofs they support, are the main line of defense against wind and rain. Wall surfaces, especially where they intersect the roof, porches, or projecting or inset bays, or where they are in close proximity to gutters and downspouts, are especially vulnerable to water infiltration and require regular inspection and maintenance. The following practices should be conducted for the protection and maintenance of exterior walls:

- Inspect walls regularly for signs of damage from moisture (including rot, decay, or mildew) or evidence of fungal or insect infestation.
- Inspect gutters, downspouts, and roof overhangs regularly to ensure that they are intact and functioning properly to divert rainwater from exterior walls and to prevent water from collecting on flat, horizontal surfaces, decorative features, or along foundations.
- Clean exterior walls as needed, using the gentlest effective method, in order to remove heavy soiling, fungus, or to prepare for repainting.
- Maintain protective paints or coatings on exterior walls (where they exist) reapplying paint or stain when they are damaged or deteriorated in order to maintain a sound film.

The replacement of damaged or deteriorated wall materials or features should be limited to the affected areas and accomplished only with materials that match the original in texture, pattern, scale, and detail. If selective replacement is necessary, it is important to match the distinctive bonding pattern of masonry surfaces, the surface texture of stucco, the three-dimensionality of wood moldings, and the texture, thickness, and details of wood siding, shingles, and sheathing. Substitute materials may be acceptable for wall surfaces that are continuously exposed to moisture and deterioration, though only after measures have been taken to reduce water infiltration on those surfaces.

The introduction or elimination of a wall feature, including door and window openings, chimneys, or projecting bays significantly compromises the architectural integrity of the building. Changes to the pattern and rhythm of window and door openings by adding, altering, or eliminating a unit significantly should be relegated to a secondary or tertiary elevation. Further, they should be compatible with the overall design of the building, but should not replicate historic details and patterns exactly. Whatever the location, careful consideration is necessary to determine if the change will significantly diminish the building's architectural or historic character.

Where an earlier wall surface or feature was removed or altered, it may be appropriate to reinstall the feature or to return the wall to its historic appearance. This should be based on documentary evidence and care taken that the design remains compatible with other changes that may have occurred over time. An accurate restoration based on documentary evidence is appropriate only when the historic feature to be replaced coexisted with the features currently on the building. Alternatively, a new surface or feature compatible with the size, scale, material, and color of the historic building may be considered.

Standards: Exterior Walls

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. Preserve and maintain exterior wall features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from wall surfaces are intact and properly functioning.

3. Repair exterior wall features, surfaces, and details using recognized preservation methods. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of an exterior wall feature.

4. 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.

5. If replacement of an entire exterior wall or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

6. If an exterior wall feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

7. Repaint exterior wall surfaces and features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted surfaces and features following proper surface preparation. See Paint and Exterior Color on page 49.

8. It is not appropriate to introduce new features such as windows or door openings, bays, vents, balconies, or chimneys to character-defining exterior walls if they will compromise the architectural integrity of the building.

9. It is not appropriate to remove or cover any material or detail associated with exterior walls, including decorative shingles, panels, brackets, bargeboards, and cornerboards, unless an accurate restoration requires it.

10. 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.

11. It is not appropriate to replace wooden shingles with clapboards on an exterior wall.

12. 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.

13. It is not appropriate to introduce features or details to the exterior walls of a district building in an attempt to create a false historical appearance.

Gables and dormers are often given different surface treatments including wood shingles, vertical or horizontal wood sheathing, or stucco.

Decorative sawn woodwork adorns the gable and roofline of this house.

Windows & Doors

Storm doors and windows both protect the historic building elements and increase energy efficiency.

Wood windows, when properly maintained, enhance both the aesthetic quality and energy efficiency of a home. Operable windows allow for the capture of cooling breezes, while historic wood windows paired with storm windows offer an equivalent increase in energy efficiency to contemporary double-glazed windows.

Window and door sizes, types, and styles in the South Monroe Historic District are as varied as the architecture itself with their placement, design, and materials reflective of the age and architectural style of the building. As such, they are one of the most distinctive character-defining features of a building. Double-hung wood-sash windows are by far the most common type of windows in the district. However, the pane configuration and the type of glass varies according to the style and age of the building. Craftsman-style windows feature vertical panes in the upper sash while Queen Anne-style windows often incorporate patterns of triangular, lozenge- and diamond-shaped panes in the upper sash. Several Neoclassical Revival-style houses, as well as churches in a variety of styles, in the district employ decorative stained, beveled, or etched glass, usually at the formal entry or on first-floor façade windows. Other styles including casement, awning, hopper, and picture windows, often reflect changes in taste and technology over time, making them important indicators of the architectural style and age of a building. The few commercial buildings in the district (including several residences that have been converted for commercial use) have large, plate-glass windows.

Doors also vary widely based on the age and style of the building. Many Colonial Revival, Ranch, and Minimal Traditional-style houses have six-panel doors. Italianate-style houses may have double-leaf doors, often with arched sashes in the upper part of each door. Queen Anne-style houses also incorporate glass in the upper portion of the door while Neoclassical Revival-style houses often have full-height glass panes centered in each door and are further adorned by decorative sidelights and transoms. Institutional and commercial doors are often aluminum-framed glass doors, many with transoms incorporated into the storefront configurations to provide additional interior light.

Preservation Guidance and Best Practices

The windows are not just stylistic or ornamental features, but functional elements, providing light, ventilation, and protection to the interior. As moving units, doors and windows require constant maintenance to keep them sound and functional. The following practices should be conducted for the protection and maintenance of doors and windows:

- Inspect regularly for deterioration, moisture damage, air or insect infiltration, paint failure, and corrosion.
- Ensure adequate drainage to prevent water from collecting on flat, horizontal surfaces including door and window sills.
- Reglaze window sashes as needed to prevent air and water infiltration.
- Apply weatherstripping to operable doors and windows to reduce air infiltration and increase energy efficiency.
- Lubricate friction points and replace broken components of the operating system (including hinges, latches, and sash chains and/or cords).
- Clean surfaces and maintain paint and protective coatings based on the specific material, removing paint build-up as necessary to facilitate the operation of doors and windows.

Maintaining and repairing historic windows and doors is essential to keep them functional and to minimize heat loss. Repair is both more appropriate and more cost-effective than replacement. Peeling paint, air infiltration, sticking sash, or broken panes are all repairable measures. Replacement should be limited to extensively deteriorated, broken, or missing elements and should be considered only if repair is not feasible. Replacement doors and windows should match the originals in material, dimension, pane or panel configuration, and detail. As a result, matching units may not be available commercially and may require custom millwork. Replacements should never result in the reduction of the original door or window opening. Substitute materials may be considered if in-kind replacement is not technically or financially feasible or if the location of the door or window makes it particularly prone to water infiltration. However, vinyl or other synthetic windows are never appropriate in the historic district.

Standards: Windows & Doors

1. Retain and preserve windows and doors including sidelights and transoms and their decorative and functional features that are important in defining the historic character of a district building — such as frames, sash, muntins, lintels, sills, thresholds, moldings, surrounds, hardware, and shutters — as well as their finishes.

2. Preserve and maintain window and door features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.

3. Repair window and door features, surfaces, and details using recognized preservation methods of patching, consolidating, splicing, and reinforcing. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a window or door feature.

4. If replacement of a deteriorated window or door 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.

5. If replacement of an entire window or door feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

6. If an entire window, door, or feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

7. Repaint window and door surfaces and features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted surfaces and features following proper surface preparation. See Paint and Exterior Color on page 49.

8. If additional doors or windows are necessary, install them on a rear or non-character-defining façade of the building, but only if they do not compromise the architectural integrity of the district building.

9. It is not appropriate to remove any detail material associated with windows and doors, such as stained glass, beveled glass, textured glass, or tracery, unless an accurate restoration requires it.

10. 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. Two-dimensional simulations of pane subdivisions, such as snap-in muntins, are not appropriate replacements for true divided-light window panes.

11. It is not appropriate to replace a deteriorated wood window or door feature on a primary or other highly-visible elevation with a composite substitute material.

12. It is not appropriate to fill in or cover over existing window or door openings if it would compromise the architectural integrity of the district building.

13. It is not appropriate to introduce features or details to the windows or doors of a district building in an attempt to create a false historical appearance.

Replacement windows should match the originals in material, dimension, pane configuration, and detail.

Doors in the district display a wide variety of pane and panel configurations depending on the age and architectural style of the house.

For standards on storm windows and doors, see Sustainability, Utilities and Energy Retrofit on page 59.

Roofs

Slate roofs should be inspected regularly for loose or broken tiles.

Modern metal roofing is commercially available for roofs deteriorated beyond repair. However, care should be taken to select a product with a ridge profile that is comparable to a true standing-seam roof.

Roof forms, materials, and features in the South Monroe Historic District vary widely and reflect the age and style of the house. Forms are predominantly gabled and hipped roofs, though examples of gambrel, shed, and flat roofs are also present. Common materials include asphalt shingles, slate, standing-seam and pressed metal (both historic and replacement), and terra cotta tile. Chimneys and dormers are the most common decorative features and appear on houses of nearly every style and age, including gabled, shed, and eyebrow dormers. Less common, and generally relegated to high-style Queen Anne and Neoclassical Revival houses are turrets, cupolas, cresting, and balustrades. Gutters and downspouts are necessary to divert water away from the house. Historically, these were constructed as "built-in" gutters located within the roof framing or were metal (typically aluminum or copper) attached to the exterior of the eaves.

Preservation Guidance and Best Practices

With constant exposure to sun, wind, and rain, the roof sheathing must be exceptionally durable. Roof failures can lead to the accelerated deterioration of both interior and exterior building materials—including masonry, wood, plaster, paint—and can cause structural failure. Therefore, roofs must be regularly inspected and consistently maintained to ensure a weather-tight covering for the structure. Damaged roofing materials must be repaired or replaced immediately, or temporary patching methods employed, to prevent water infiltration or further damage to historic roofing materials and features. The following practices should be conducted for the protection and maintenance of roofs:

- Inspect roofs (including fasteners, flashing, sheathing, and the underlying roof structure) regularly, and especially after a storm or winter freezing, for signs of deterioration including moisture penetration, structural damage, corrosion, and paint failure.
- Clean gutters and downspouts seasonally to ensure proper drainage, using special care to inspect built-in gutters.
- Identify and replace deteriorated shingles and flashing as necessary.
- Inspect slate and tile roofs for loose, damaged, or missing units.
- Maintain protective coatings on ferrous metal roofs, reapplying paint or sealants as needed.
- Ensure adequate anchorage for roof material to guard against wind and moisture penetration.
- Maintain adequate ventilation of roof sheathing to prevent moisture damage.

Even with careful maintenance, the lifespan of many roofing materials does not typically match that of a building. Asphalt shingles, with a 20-30 year lifespan, have typically been replaced numerous times over the course a building's history, making the exact matching of the color and style of replacement shingles unnecessary. Slate and metal roofs, however, are character-defining elements of a building and, with proper care and maintenance, utilizing standards for Masonry and Architectural Metals, can last 70-100 years or more. Repair of metal roofs can sometimes be achieved with the use of sealants and specially designed coatings that can both seal the surface and repel water, preventing further deterioration. Metal roofs should never be patched with roofing tar, which can accelerate the deterioration of the metal.

If full replacement of a slate or metal roof is necessary, the color and profile of the historic roof should be matched. Commercially available metal roofs often have significantly different profiles with more distinctive ribs and patterns. These are not appropriate for historic houses and should not be considered appropriate replacements for standing seam metal roofs, metal tile roofs, or asphalt-shingled roofs. Replacement slate roofing may prove to be cost-prohibitive. In this case, synthetic slates, often made from recycled rubber, are a good alternative.

It is important to maintain the pitches, planes, and features of historic roofs in the district. The location and installation of new dormers, skylights, solar panels, HVAC equipment, satellite dishes, and other features should be carefully considered to minimize their impact on the historic character of the building and district and to ensure that their installation doesn't damage historic roof materials or features.

Standards: Roofs

1. Retain and preserve the shape and materials of roofs and their decorative and functional features that are important in defining the historic character of a district building — including dormers, chimneys, turrets, spires, cupolas, balustrades, and shingles.

2. Preserve and maintain roof features, surfaces, and details through appropriate methods and ensure that historic drainage features that divert rainwater from wall surfaces are intact and properly functioning.

3. Repair roof features, surfaces, and details using recognized preservation methods for resetting or reinforcing. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a roof feature.

4. If replacement of a roof 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.

5. If replacement of an entire roof surface or feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

6. If a roof feature is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

7. Repaint roof surfaces and features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted surfaces and features following proper surface preparation. See Paint and Exterior Color on page 49.

8. Locate plumbing stacks, air vents, solar collectors, satellite dishes, and other electronic or mechanical equipment on non-character-defining roofs or inconspicuously on rear slopes where they will not be visible from the street. It is not appropriate to locate them on a primary or other highly-visible elevation.

9. It is not appropriate to introduce new roof features such as dormers, chimneys, skylights, or vents if they will compromise the historic roof design, damage character-defining roof materials or compromise the architectural integrity of the building.

10. It is not appropriate to remove rather than repair or replace a character-defining roof feature on a primary or other highly-visible elevation.

11. It is not appropriate to replace concealed, built-in gutters with exposed gutters.

12. It is not appropriate to patch slate or metal roofs or flashing with tar or asphalt products.

13. It is not appropriate to replace a standing seam or metal shingle roof with a multi-rib metal roof.

14. It is not appropriate to introduce features or details to the roof of a district building in an attempt to create a false historical appearance.

Roof features vary by architectural style but may include gables, dormers, and prominent chimneys.

Porches, Entrances & Balconies

Porches serve the practical function of sheltering the entrance and door from the sun, wind, and rain as well as shading the front of the house and providing additional living space.

In many cases, the most prominent and distinguishing feature of a house in the South Monroe District is the entrance and its accompanying porch or terrace. Designed to celebrate the front door, highly decorative entrances are most common on Italianate, Colonial Revival, and Neo-classical Revival style houses and may include sidelights, transoms, architraves, and pediments. Queen Anne and Craftsman style houses often feature doors with sidelights and transoms.

While porches are common on most houses constructed prior to the 1940s, their form and architectural detailing varies greatly and includes: one-story porches with plain square or turned posts and rails found on vernacular houses; more decorative one-story, Italianate-style porches with chamfered posts and sawn brackets; elaborate two-story, Neoclassical Revival-style porticos supported by fluted columns and pilasters supporting denticulated cornices and pediments; and Craftsman-style porches supported by battered wood posts on brick piers. Balconies, found almost exclusively located on Neoclassical Revival-style houses, offered additional opportunity for architectural embellishment, including metal or wood balustrades and sawn brackets or consoles.

Preservation Guidance and Best Practices

The primary purpose of entrances, porches, terraces, and balconies is to shelter doors from the elements and to provide outdoor living space. As such, their constant exposure to the sun, wind, and rain makes them especially susceptible to wear and water infiltration. The following practices should be conducted for the protection and maintenance of porches/entrances:

- Inspect surfaces and features regularly for signs of damage from moisture, rust, structural damage or settlement, or evidence of fungal or insect infestation.
- Inspect gutters, downspouts, and roof overhangs regularly to ensure that they are intact and functioning properly to prevent water from collecting on flat, horizontal surfaces, decorative features, or along foundations.
- Keep vertical wood joints properly caulked to prevent moisture and air infiltration.
- Clean surfaces, if heavily soiled, using the gentlest effective method, and repaint painted surfaces as needed to maintain a sound paint layer.
- Maintain a sound layer of paint or other protective coating on wood and ferrous metal surfaces and features to prevent water infiltration and damage from ultraviolet light.

Given their functional importance and architectural significance, every effort should be made to preserve and retain historic entrances, porches, terraces, and balconies. Altering, removing, enlarging, or adding porches or terraces on primary elevations significantly alters these character-defining features and should be avoided. When portions of surfaces or features (including porch floors, ceilings, railings, columns, foundations, piers, and trim) are deteriorated beyond repair, care should be taken to replace only the deteriorated portion and not the entire feature. Replacement with substitute materials may be appropriate only for areas with extensive exposure to water, including the bases of porch columns.

Enclosing front porches often obscures or destroys original details and disrupts the proportions, massing, and scale of the building and should be avoided. However, it may be appropriate to enclose porches on secondary and tertiary elevations if the enclosure does not obscure original detailing and is in character with the design of the building. New porches and terraces on side and rear elevations should be compatible with the building design while differentiated from historic porches.

Where an earlier entrance, porch, or balcony has been removed or altered, it may be appropriate to reinstall or return the feature to its historic appearance. However, this should be based on documentary and physical evidence and should be compatible with other changes that may have occurred to the building over time. This approach is appropriate only when the historic feature to be replaced coexisted with the features currently on the building. Alternatively, a new design that is compatible with the size, scale, material, and color of the historic building may be considered.

Standards: Porches, Entrances & Balconies

1. Retain and preserve historic porches, entrances, balconies, and terraces and their decorative and functional features that are important in defining the historic character of a district building — such as columns, pilasters, balustrades, brackets, latticework, soffits, and tongue-and-groove flooring— as well as their finishes.

2. Preserve and maintain the features, surfaces and details of porches, entrances, balconies and terraces through appropriate methods and ensure that historic drainage features that divert rainwater from their surfaces are intact and properly functioning.

3. Repair the features, surfaces, and details of porches, entrances, balconies, and terraces using recognized preservation methods for patching, consolidating, splicing, and reinforcing. Repair may include *limited* replacement in kind or with a compatible substitute material for deteriorated portions of a feature such as a column base or capital.

4. If replacement of a deteriorated porch, entrance, or balcony 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.

5. If replacement of an entire porch, entrance or balcony feature is necessary due to deterioration, replace it in kind, matching the original in design, dimension, detail, texture, color, and material. Consider compatible substitute materials only if using the original material is not feasible.

6. If a feature or entire porch, entrance or balcony is completely missing, replace it with a new feature based on accurate documentation of the original, if the feature to be replaced co-existed with the features currently on the building. Or, replace it with a new design that is compatible in scale, size, material, and color with the district building.

7. Repaint exterior wall surfaces and features in colors that are appropriate to the historic building and district. Apply compatible paint coating systems to historically-painted surfaces and features following proper surface preparation. See Paint and Exterior Color on page 49.

8. It is not appropriate to replace wood porch or balcony floors or steps with concrete or brick. It is not appropriate to replace wood tongue-and-groove flooring with standard decking material. Consider compatible substitute materials only if replacement in kind is not feasible.

9. It is not appropriate to remove rather than repair or replace a character-defining porch, entrance, or balcony feature on a primary or other highly-visible elevation.

10. Consider the enclosure of a historic porch only if the enclosure can be designed to preserve the historic character of the porch and the building. It is not appropriate to enclose a porch or balcony on a primary or other highly-visible elevation.

11. It is not appropriate to remove an intact, original porch or entrance to add a new porch or entrance on a primary façade where it is in view from the public right-of-way.

12. It is not appropriate to introduce features or details to the porch, entrance, or balcony of a district building in an attempt to create a false historical appearance.

Queen Anne- and Eastlake-style porches are among the most decorative with turned posts and rails, brackets, and spindle friezes.

Uncovered terraces constructed of brick and concrete extended the porch floor and are most common on Craftsman, Tudor Revival, and Mediterranean or Spanish Revival style houses.

Sustainability, Utilities & Energy Retrofit

The installation of storm windows and doors is one of the most common ways to increase the efficiency of historic windows and doors.

Made from an original screened door, this storm door features a low profile that allows for a clear view of the colored glass panes in the historic door.

Historic buildings, largely constructed prior to the advent of central heating and air conditioning systems, often took advantage of architectural elements and site features to heat and cool the building. With an understanding of how such historic features enhance the energy efficiency of a building, property owners can maximize their energy-conserving potential while retaining historic elements and materials. Operable windows and transoms are not just stylistic or ornamental features, they allow the control of light and air through a building, capitalizing on cool breezes to both cool and provide fresh air to the house. Shutters, awnings, and deep roof overhangs allow the control of sunlight, reducing (or capitalizing on) solar heat gain, especially on south-facing elevations. Storm doors and windows provide additional insulation for openings in the building's walls. Porches extend the living space during temperate weather while providing a buffer from sun, wind, rain, and snow. Gable vents allowed for the cooling of attic spaces by the expulsion of warm air through the gables while foundation vents allow air to circulate beneath the house, reducing moisture build-up beneath the building. Street trees shade buildings and sidewalks in the summer months while allowing light and heat to penetrate them during the cold winter months. Utilizing these features, characteristic of most historic buildings can provide significant energy efficiency with little, if any, additional expense.

Even with these inherent design elements, updated mechanical systems, new communication systems, and contemporary energy-efficient measures are sometimes necessary or desirable to extend the comfortable use of nineteenth and twentieth century buildings. Care should be taken to place new systems and elements in locations that do not compromise the historic integrity of the building or streetscape and installations should ensure the least possible impact on the historic features and materials of the building.

Preservation Guidance and Best Practices

Prior to considering or installing new energy conserving features, homeowners should identify and assess the existing energy-efficient features on their building, repairing or re-installing them as necessary to ensure their functionality. This may include installing weatherstripping around doors and windows; repairing or re-opening attic or foundation vents; installing awnings or operable shutters where historically appropriate; insulating attic and crawl spaces; and planting additional shade trees.

In addition to reducing air infiltration, storm windows and doors also help protect historic wood windows and doors from accelerated deterioration, as long as storm windows are regularly inspected to ensure moisture is not being trapped between the window and storm. Narrow profile wood or metal storm windows, sized to the existing opening and finished in a color compatible to the sash color, will significantly enhance the energy efficiency of the window at far less cost than new double-glazed windows. Storm windows are acceptable for use in the historic district, and do not require approval. Alternatives that have less of an impact on the appearance of the building include wood-framed storms that are installed seasonally, interior tension-mounted storm windows, and the modification of existing single-glazed sashes to accommodate insulated glass. Storm and screened doors with a single large screen or glass panel or multiple panes that align with the panes or panels of the historic doors are the least visually obtrusive option.

Updated HVAC systems as well as newly installed condensers, additional vents, solar panels, and satellite dishes, should be located and installed so they do not damage or diminish the historic character of the district building and site. HVAC units, solar panels, and satellite dishes should be placed in secondary or tertiary areas with those on the ground sufficiently screened from the public view with plantings or appropriate fencing. Solar panels are available in a wide variety of sizes and panel configurations. Low-profile panels, located in inconspicuous locations including rear elevations or low-sloped roofs, should be minimally visible on the site and from the public right-of-way. Green roofs or other roof landscaping may be appropriate as long as they are not visible from the right-of-way and do not damage the roof structure. Underground wiring is encouraged when installing new utility or mechanical systems.

1. Retain and preserve all inherent energy-conserving features of district buildings and their sites, including shade trees, porches, gable vents, awnings, and operable windows, transoms, and shutters.

2. Increase the thermal efficiency of district building through appropriate traditional practices such as caulking and weatherstripping, and by introducing energy efficient features such as storm windows and doors, and historically-appropriate awnings and operable shutters where appropriate.

3. If desired, introduce narrow-profile exterior or interior storm windows so that they do not damage or obscure the existing sash and frame. For wood or painted metal casement windows, select exterior storm windows with a painted or factory-finished color that is compatible with the sash color. For double-hung windows, operable storm window dividers should align with the existing meeting rails. Storm windows with an exposed aluminum finish may be appropriate for post-1945 district buildings.

4. If desired, introduce full-light storm or screen doors constructed of wood or aluminum that do not obscure or damage the existing door and frame. Select screen or storm doors with a painted, stained, or factory-finished color that is compatible with the color of the existing door. Storm and screen doors with an exposed aluminum finish may be appropriate for post-1945 district buildings.

5. Locate new mechanical equipment and utilities, including air-conditioning and heating units, meters, exposed pipes, and fuel tanks, in locations that minimize their visibility from the street and do not compromise character-defining building features or the architectural integrity of the district building. Screen them from view with landscaping or fencing.

6. Install low-profile ridge vents, if desired, only if they will not destroy historic roofing materials and features or otherwise compromise the architectural character of the district building.

7. It is not appropriate to install ventilators, solar panels, antennas, satellite dishes, and mechanical or communication equipment in locations that compromise character-defining roofs or on roof slopes that are prominently visible from the street.

8. Where possible, locate portable window-air-conditioning units on rear facades or inconspicuous side elevations.

9. In general, the introduction of underground utility lines that reduce the intrusion of additional overhead lines and poles is encouraged. However, in trenching, take care to avoid damage to tree roots and archaeological resources.

Louvered doors, common on Colonial Revival- and Neoclassical Revival-style houses, provide privacy and security while allowing for air flow.

Latticed fencing allows for air flow around an exterior HVAC unit while screening it from view.

Accessibility, Health & Safety Considerations

Commercial buildings in the historic district must have wheelchair access to be ADA compliant. This is often achieved through the installation of brick or concrete ramps.

Historic properties that are open to the public, especially commercial and institutional properties including residential properties that have been converted for commercial use, must meet current standards for life safety and accessibility. Buildings that were constructed for commercial use most often have at-grade entrances, doors of appropriate width, and multiple means of egress. Churches and schools in the district, while not necessarily constructed with accessibility in mind, have typically been modified to include ramps, elevators, and other accessible features. Residential properties may require modification to accommodate aging or disabled occupants or, if undergoing a substantial rehabilitation, to meet current building codes.

Preservation Guidance and Best Practices

Sensitive solutions to meeting code requirements are an important part of retaining the historic character of a building. As such, work must be assessed for its potential impact on the character-defining features of the historic building, site, and setting. Complying with code and accessibility requirements in ways that are sensitive to the historic character of the building and the site demands creative design solutions developed with input from local code officials, representatives of local disability groups, and historic preservation specialists. Fortunately, the North Carolina State Building Code and the Americans with Disabilities Act (ADA) of 1990 all provide some flexibility in compliance when applied to historic buildings.

Minor solutions that address accessibility and code compliance include: replacing door hardware, reversing door swings, and modestly sloping entrances to avoid level changes at thresholds. Porch railings, not required by early twentieth-century building codes, may need to be installed, but in many cases can be designed to compliment the existing details of the porch. Installing impact-resistant glass in existing windows can provide added security, while adding tempered glass in other areas (including on windows located within showers and windows level with a porch floor) provides the necessary safety in those areas. These types of changes can be easily accommodated within the historic district and produce little, if any, significant change to the historic character and materials of the house.

More significant changes include the installation of ramps, elevators, or emergency fire stairs. In these instances, the careful development of thoughtful designs and sensitive locations is necessary so that changes can be made in ways that do not compromise the historic character of the building, site, and district while providing universal access and a safe means of egress. Ramps should be sited on secondary or tertiary elevations when possible, though always near accessible parking spaces. The visual impact of ramps can be minimized with vegetal screening and simple metal railings often prove to have less visual impact than walls or heavier wood railings. When ramps are of a modest length, matching detailing to an existing historic porch may be appropriate. Elevators and fire stairs, because of their size and vertical orientation require thoughtful design and placement, even when located on rear elevations, to minimize their visual impact.

For residential applications, metal modular ramps, rental ramps, or other temporary and removable solutions should be considered and constructed in such a manner that they can be easily installed and removed without causing damage to the historic materials and features of the building or site.

Standards: Accessibility, Health & Safety Considerations

1. In considering changes to a district building, review accessibility and life-safety codes implications to determine if the proposed change is compatible with the district building's architectural integrity and setting or if it will compromise them.

2. Meet accessibility and life-safety code requirements in such a way that the district site and its character-defining features are preserved.

3. Meet accessibility and life-safety code requirements in such a way that the district building's character-defining facades, features, and finishes are preserved.

4. Determine appropriate solutions to accessibility with input from historic preservation specialists, code officials, and local disability groups.

5. If needed, introduce new or additional means of access that are reversible and that do not compromise the original design or materials of a historic entrance or porch.

6. Locate fire doors, fire stairs, or related additions on rear or non-character-defining elevations. Design such element to be compatible in architectural character, materials, scale, proportion, and finish with the district building and site.

7. Work with code officials to explore alternative methods of equal or superior effectiveness in meeting life-safety code requirements while preserving character-defining features of a district building and site.

The inclusion of handrails improves access for all occupants. The railing to this side porch was manufactured to match existing front porch railings.

The installation of accessible ramps on side or rear elevations, minimizes their visual impact on the historic district. In many cases, rear yards have larger building setbacks than front or side yards, allowing the necessary space to create longer ramps.

IV. Additions & New Construction

New Construction

The massing, scale, roof form, front porch, and landscaping of this infill house all contribute to its compatibility with other houses in the district.

For new commercial buildings in a predominantly residential historic district, it may be desirable to mimic the scale and detailing of nearby residential buildings rather than construct something overtly commercial in its design.

Change is as inevitable in buildings and neighborhoods as it is in individual families. Never static, buildings and neighborhoods grow, diminish, and continue to evolve. The South Monroe Historic District, built over the course of more than seventy years, illustrates Monroe's changing economy, evolving family structures and residential requirements for space, and national preferences in architectural style. The variation in building size, scale, and style are illustrative of this extended period of development. Yet, consistent setbacks, building proportions, and site features lend continuity to the district.

The guidance and standards for new construction are not intended to limit owners or builders to specific architectural styles or eras, but rather to ensure compatibility with the character and qualities of the South Monroe Historic District. The form and massing, architectural details and materials, and the siting and landscape features of new construction (including garages) will be reviewed based on their compatibility with, rather than duplication of, historic buildings in the district.

Preservation Guidance and Best Practices

Carefully planned site features and plantings can help minimize the visual impact of new construction and to ensure its compatibility with surrounding structures. However, the existing topography of the site, including significant site features and mature trees, should be maintained and their location carefully considered when planning for the construction of new buildings as well as for accompanying walkways and driveways, landscaping, lighting, signage, and accessory buildings (which should be evaluated based on those specific standards).

New construction can improve the streetscape, especially when erected on vacant lots where the presence of a new building serves to fill in a "gap" in the streetscape. However, the new buildings should be consistent with the scale, height, form, and massing of adjacent and nearby buildings within the district. Replicating the size, overall shape, height, and roof form of adjacent buildings, together with the employment of consistent spacing and setbacks, achieved by averaging the setbacks of adjacent buildings, will reinforce the rhythm of the streetscape and lessen the visual impact of the new construction.

The design of new buildings should be compatible with, but differentiated from, the nearby historic buildings so as not to confuse the new construction as historic. This can be accomplished by a study of the immediate context to determine where materials, windows and doors (alignment, size, and rhythm of openings), and stylistic details may influence the design of the new building. This may be accomplished through the use of new materials that are similar in scale to historic materials; the replication of window size and placement, but with windows of a different material or sash configuration; and the use of simplified trim and architectural details.

As with primary buildings, the compatibility of a new garage or accessory building should be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. Secondary buildings should be designed so that they are as unobtrusive as possible, retain the historic relationship between the buildings and landscape, and are compatible with the historic character of the building. They should be sited to be minimally visible, typically in rear yards, and their scale should be influenced by the primary building on the site as well as surrounding historic buildings.

Standards: New Construction

1. Site new buildings to be consistent with the setback and spacing of surrounding district buildings that contribute to the overall historic character of the district. Ensure the new construction conforms with all pertinent standards in the District Setting Section.

2. Site new buildings so that the orientation to the street is consistent with surrounding district buildings that contribute to the overall historic character of the district. Primary facades should always face the street.

3. Site new buildings so that the existing topography of the site is maintained. Large-scale grading which would significantly modify the natural topography is not appropriate.

4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.

5. Design new buildings to be compatible with surrounding buildings that contribute to the overall historic character of the district in terms of form, height, massing, scale, proportion, and roof shape.

6. Design new buildings using exterior surface materials and architectural details that are compatible in terms of composition, module, pattern, texture, finish, color and detail with exterior materials on buildings that contribute to the overall historic character of the district, including brick, wood, and stone. If utilizing traditional materials is not feasible, alternative solutions may be considered.

7. Design the spacing, placement, scale, orientation, size, subdivision, proportion, and detail of windows and doors in new buildings to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

8. Design the proportion of the proposed street façade to be compatible with the surrounding buildings that contribute to the overall historic character of the district.

9. Design new buildings so they are compatible with but discernable from historic buildings in the district.

The location of this garage, set well back from the street and largely obscured by the house, minimizes its visual impact on the historic district. Access from an adjacent alley means that no driveway is needed from the main street.

Additions

Additions like these that are set well back from the façade of the building and are subordinate in size and scale have minimal impact on the historic character of the district.

Historic buildings are constantly being enlarged and adapted to meet the changing needs of modern residential living or the conversion of historically residential buildings to commercial use. The majority of buildings in the South Monroe Historic District have been expanded from the late-nineteenth through the early twenty-first centuries. Individual additions illustrate changes in interior space planning and use while collectively they represent the cultural and architectural evolution of the district.

Historically, additions were located at the rear of the building, inset from the rear corners, and located under a lower roofline than the main body of the building. Early additions, as well as rear wings constructed concurrent with the historic house, often employed finishes that matched the historic building, while later additions, especially those constructed since the implementation of the historic district, tend to be slightly differentiated. The enclosure of side and rear porches was also common and, with the roof structure already in place, was one of the most economical ways to create additional interior space. However, the enclosure of side and front porches significantly alters the historic character of the structure and should be avoided (see Porches, Entrances, & Balconies on page 57).

Preservation Guidance and Best Practices

Due to the potential effect on the integrity of historic building and the district, additions should be considered only if the necessary space cannot be obtained by altering non-character-defining, or secondary, interior spaces. In these instances, carefully designed and sited additions that minimize the loss of historic building materials and landscape features may be appropriate.

The location of additions can greatly affect their visual impact on the historic building and district. They should be sited in a way that preserves the historic relationships between the building, the site, adjacent buildings, and the public right-of-way. Thus, additions, including dormers and other rooftop additions, should be constructed only on side or rear elevations to minimize their visual impact from the street and to preserve these spatial relationships. Site features and plantings may be used to further minimize their visual impact. In locating additions, the existence of significant outbuildings and site features, especially mature trees, should be considered. Further, care should be taken during construction to minimize ground disturbance that may affect either the structure of the historic building or significant site features.

Additions should be compatible though differentiated in design, scale, and materials so as not to confuse the new construction with the historic building. They should be subordinate in size and scale to the historic building, typically with a lower roofline that preserves the historic roofline of the main building, and should be placed to avoid interference with, or the concealment of, historic building features including doors, windows, projecting bays, and exterior trim. Incorporating a hyphen or insetting additions twelve inches or more from the rear corners of the building minimizes their visual impact, differentiates the addition by creating separate wall and roof planes, and allows for the retention of historic details at the building corners. Additions should be compatible with the form, massing, and windows and doors (alignment, size, and rhythm of openings), of the historic building, but may introduce contemporary materials or construction details as long as they are congruous in terms of their composition, module, texture, pattern, color, and detail. Finally, ensuring that additions are self-supporting reduces the physical impact to the historic building and allows for their removal in the future.

Where an early addition or original building wing is significantly deteriorated or has been removed or altered, it may be appropriate to reconstruct the missing portion of the building. However, this should be based on documentary evidence and care should be taken that the design remains compatible with other changes that may have occurred to the building over time. An accurate reconstruction based on documentary and physical evidence is appropriate only when the proposed addition coexisted with the features currently on the building. Alternatively, a new design that is compatible with the size, scale, material, and color of the historic building may be considered.

Standards: Additions

1. Introduce new additions in ways that are compatible with the character of the district setting and in ways that conform with all pertinent standards in the District Setting Section.

2. Introduce new additions only on non-character-defining elevations in locations, usually the rear elevation, that do not diminish or detract from the character of the district or the district building.

3. Construct new additions so they are structurally self-supporting to ensure preservation of significant materials and features of the district building and so they can be removed in the future without damaging the building. Minimize the loss of historic material comprising external walls.

4. Protect mature trees that contribute to the district character and other significant site features from damage during construction or from delayed damage due to grading and construction activities.

5. Limit the size, scale, and massing of a new addition in relationship to the district building so it does not diminish or visually overpower the building.

6. Design a new addition to be compatible with the district building in massing, height, form, scale, proportion, and roof shape.

7. Design additions so that the configuration, placement, materials, and overall proportion of windows and doors are compatible with those of the district building. Select exterior materials and architectural details that are compatible with the building in terms of module, composition, pattern, texture, and detail. Select exterior colors that are compatible with the building materials and paint colors.

8. Design a new addition to be compatible with but slightly differentiated from the district building in material and detailing so it does not appear to be original to the building. It is not appropriate to attempt to make new additions appear original to the building, giving a false historic appearance.

9. Consider siting an infill addition or connector back from the district building's wall plane so the form of the building can be distinguished from the new work.

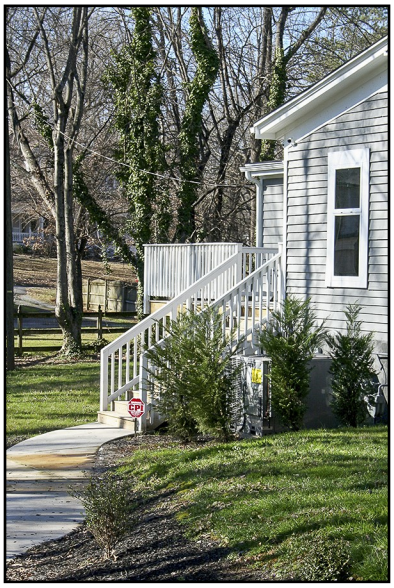
10. It is not appropriate to construct a new addition if it will detract from the overall historic character of the primary building and site or if it will require the removal of a significant building element or site feature.

11. It is not appropriate to construct a new addition if the overall proportion of built mass to open space on the site will vary significantly from the surrounding buildings and sites that contribute to the special character of the historic district.

Located at the rear corner of a house that is set well back from the street, this small addition accommodates a residential elevator. It is visually screened from the public right-of-way by mature trees on the site.

The limited size of this small addition allowed for the retention of a mature

Decks & Patios



Plantings conceal both the HVAC equipment and the foundation of the deck. Painting the railings to match the house trim further minimizes its visual impact.

Decks and patios are common exterior features in the South Monroe Historic District, frequently introduced to the district beginning in the mid-twentieth century and aligning with changes to the housing and family structure following World War II. In the nineteenth and early twentieth centuries, outdoor living space was typically achieved through front and side porches, reinforcing the connection between the residents and their surrounding community. However, after World War II, and with the rise of central air conditioning, family living turned inward and toward the rear of properties, focusing on family rooms and private or semi-private outdoor living spaces at the rear of the house. Decks and patios were relatively inexpensive additions to buildings, as they didn't require the framing necessary to support roofs or walls.

Preservation Guidance and Best Practices

As with all additions, careful attention must be given to the location and design of a new deck or patio in order minimize their impact on the historic building. Decks and patios should be located in secondary and tertiary areas, typically in rear yards, and inset at least six inches from the rear corner of the building in order to minimize their visual impact. Screening decks and patios from public view by means of landscaping, fencing, or lattice can further reduce their visual impact. Removing significant site features — including mature trees, outbuildings, or significant plantings or walls — should be avoided.

Decks should be constructed in such a manner as to not damage the historic fabric of the building or to obscure a building's significant architectural features including historic doors, windows, projecting bays, or exterior trim. They should be designed as contemporary features with materials, scale, color, and details that harmonize with the architectural styling of the house, but do not mimic historic porches. To ensure that the structural failure of the deck does not compromise the structure of the house, decks should be supported independently and not tied to the structure of the building. The longevity of new decks can be extended through the use of decay-resistant woods — including cypress or redwood — or pressure-treated woods. Further, non-toxic preservatives, paints, and stains can be used to prolong the life of the wood components while offering colors and finishes that may be more compatible with the historic building than unfinished wood decks.

To reduce the environmental impact of new patios, the size of impervious surfaces should be limited to reduce runoff and, when possible, permeable materials, including brick or stone pavers, should be used in lieu of solid-surface concrete. To avoid compromising the material integrity of the historic building, patios should not be constructed immediately adjacent to the building or tied to the building foundation. Instead, a planting strip should be located between the patio and foundation in order to ensure proper drainage and to keep water from collecting along the foundation.

Standards: Decks & Patios

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.

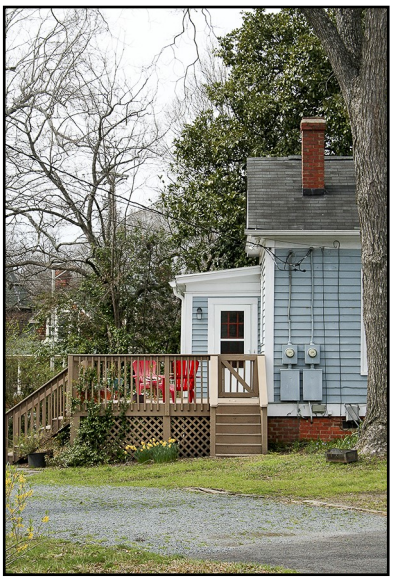
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.

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 skirtboards, 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.

Typically located at the rear of the house, decks often serve as access from the driveway to the rear door of the house. These decks are often stained rather than painted, blending more with the surrounding landscape than the house.



Plantings and lattice panels screen the structure of this rear deck.

V. Relocation and Demolition

Relocation

This house, relocated to allow for construction of a large parking lot, was moved less than a block away, retaining its neighborhood context. Its orientation and setback on the new site is consistent with adjacent houses.

The significance of individual buildings within a historic district is partially derived from their specific location both on the site and within the district as a whole. The district as a collection of buildings tells the development story of the area and each individual building constitutes a piece of that larger story. When buildings are relocated it often results not only in the loss of locational integrity for the specific building and site, but impacts integrity of the setting and environment and the significance of the district as a whole. Finally, moving buildings is complicated, time-consuming, and expensive.

For these reasons, historic buildings should be moved only if all other preservation options have been exhausted, when relocation is the only alternative to demolition, or when development plans for the area threaten the historic context of the building in its current location. Whatever the reason, relocation of buildings into, out of, or within the South Monroe Historic District should be attempted only after careful deliberation, planning, and preparation. The HDC should be consulted early in the planning process as a COA is required for the moving and siting of structures within the district. Generally the standards for new construction should be followed regarding the location and siting of the relocated building.

Preservation Guidance and Best Practices

If the relocation of a building is deemed necessary, care should be taken to ensure that a compatible site is selected; that the building is appropriately placed on the new site; and that the building is secured before, during, and after the move.

The choice of a new location should be made with historic context and architectural compatibility in mind. Buildings should be moved within the same historic district or neighborhood and should, as much as possible, be located as close to the original site as possible. As with new construction, the structure being moved should be compatible with existing adjacent buildings in terms of scale, mass, orientation, and height.

Site is an important part of interpreting and understanding historic buildings and their relationships to one another. The proposed new site should be large enough to allow for spacing, setback and lot coverage, orientation, and landscaping that is consistent with adjacent buildings. Further, every effort should be made to ensure that the relationship between buildings and the landscape is replicated on the new site. This is especially true when there are multiple buildings on either the donating or receiving site. A similar grade should be created on the new site that replicates that of the historic site and the building should be placed on a foundation of a similar height. Significant site features, including foundation plantings, walls, or fences should be reconstructed if they contribute to the historic context of the building.

Every effort should be made to protect the physical integrity of the building during and after the move. An experienced and qualified contractor should be employed to ensure that the building is properly stabilized and that the route is cleared to avoid damage to the building, streetscape, or tree canopy during the move. Finally, both the donating and receiving site should be secured from vandalism and arson by the installation of temporary fencing or other security measures before, during, and after the move.

Standards: Relocation

1. Before moving a historic structure, document its original setting and context. Record the existing site conditions using photographs, site plans, and/or other graphic and written statements.

2. Coordinate and receive approval from utility companies and appropriate City of Monroe departments. Permits obtained from the Department of Planning and Development are required to relocate any structure within the City.

3. Enlist contractors experienced in moving historic buildings.

4. Protect the structure from vandalism or weather damage before, during, and after the move.

5. Determine the structural stability and condition of the building before the move in an effort to minimize structural damage during the move.

6. During the relocation of a historic building, protect significant site features of the original site, the new site, and the route, including the tree canopy along the route.

7. Relocate a building within the historic district only if it is determined to be architecturally compatible with adjacent district buildings according to the standards for New Construction on page 67.

8. Relocate a building on a site within the historic district according to new construction standards for siting, orientation, landscaping, and other site and setting features.

9. If the building is to be relocated to a site within the South Monroe Historic District, provide the Historic District Commission with site plan information for proposed site features, plantings, driveways, parking, accessory buildings, and lighting.

10. If the original site of the building to be relocated is within the South Monroe Historic District, before the move, submit to the Historic District Commission a site plan for the proposed site features and plantings of the original site following relocation.

The C. A. Long House was moved from 315 to 316 E. Houston Street in the early 1990s as an intact unit without any sectioning of the building. On its new site, below, it continues to contribute to the historic character of the district.

Demolition

Salvaging doors, windows, and other materials prior to demolition reduces the amount of waste going to landfills while increasing the stock of historic elements available for rehabilitation projects.

Demolition of primary buildings and accessory structures in the South Monroe Historic District requires a COA, which may be delayed by up to 365 days.

Demolition of a building, structure, site feature, or archaeological resource is an irreversible action that results in the permanent loss of the resources that contribute to the integrity and character of the historic district. In addition to the loss of resources, demolition can also negatively impact the context and setting of the adjacent buildings and the district as a whole. Further, the demolition of buildings is inherently unsustainable, resulting both in a loss of embodied energy and an increase of building supplies to local landfills.

For these reasons, demolition of historic structures in the South Monroe Historic District should be carefully weighed before submitting an application for a COA. The HDC may delay the issuance of a COA for up to 365 days in the case of structures that prove to be significant historic resources of the district. The purpose of this delay period is to give the commission adequate time to explore alternatives to the destruction of the building. Property owners should maintain the historic building through this period. Failure to maintain historic properties properly can result in their eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures is in direct conflict with the goals of the City of Monroe in establishing the South Monroe Historic District. Buildings not in use should be stabilized and weatherized in order to preserve them for future rehabilitation or relocation.

Preservation Guidance and Best Practices

In reviewing a COA for building demolition within the historic district, the HDC should consider not only the building proposed for demolition, but the effects the proposed demolition would have on other historic buildings in the district as well as the effect on the overall character of the district.

In considering demolition, careful consideration should be given to the following questions:

- What is the significance of the building or site to the historic district?
- Could the structure be adapted to suit the owner's purposes?
- Could another site serve the purpose equally well?
- Could the property be sold to someone willing to use the existing building?
- Could the building be moved to another location?
- Is there a proposed, compatible use for the site?

If all possibilities for saving the structure have been exhausted, documentation of the building and site is required from the property owner. This record should consist of photographs, written descriptions of significant features, and other documentation that describes the style and historic significance of the building and site. This information will become a permanent file of the HDC.

The commission discourages demolition when no subsequent use has been proposed for the site. Further, in order to mitigate the affects of a demolition on surrounding properties, owners must submit a site plan illustrating proposed site work or development prior to the demolition. Steps should also be taken to mitigate the environmental impacts of demolition, including salvaging or reusing building materials to the greatest extant possible and stabilizing the site between demotion and any new construction to protect the trees, soil, and any significant site features.

Standards: Demolition

1. Before demolition, work with the Historic District Commission to seek alternatives to demolition.

2. Prior to demolition, if all alternatives to demolition are exhausted, provide the Historic District Commission with documentation of the building in the form of photographs and written documentation.

3. Prior to demolition, work with the Historic District Commission and other interested parties to salvage usable architectural materials and features.

4. Prior to demolition, obtain a demolition permit from the City of Monroe Department of Planning and Development.

5. Prior to demolition, submit a site plan to the Historic District Commission illustrating the proposed landscaping or development of the site post-demolition for approval by the HDC.

6. During demolition, ensure the safety of any adjacent properties, historic resources, and significant site features, including trees, which may be affected by the demolition. Protect trees on the site from damage due to compaction of the soil by heavy equipment.

7. After demolition, clear the site promptly and implement the approved site plan and maintain the site until is it reused.

When buildings are lost, the resulting vacant lots create gaps that interrupt the rhythm of the district streetscape.

VI. Appendix

Architectural Styles in the South Monroe Historic District

It is difficult to categorize houses by architectural style or type, since few pure examples are found in the South Monroe Historic District. Many houses incorporate features from more than one style and some are transitional, in that their design is influenced by successive or other popular architectural periods. The diverse nature of the architecture found within the historic district often represents the original owner's individual taste or the availability of materials when the residence was constructed.

The intent of this style guide is to provide property owners with a basic understanding of which features on a building are considered to be character defining for a particular style. The guide is not comprehensive, but rather introduces the reader to the commonly found styles and architectural features in the South Monroe Historic District. While characteristic paint colors are listed for each style, it is for education and guidance only. The Monroe Historic District Commission does not review or regulate paint color.

Vernacular

Vernacular

Sometimes referred to as Folk Housing, vernacular architecture is an informal local building tradition based on formal and academic styles. Most examples cannot be characterized as a specific style because of a general lack of ornamentation or style-defining form. Rather, basic forms, typically one- or two-story rectangular or gable-and-wing forms, were constructed with decorative details added at the whim of the owner without the aim of achieving a specific style. These represents the main body of the nineteenth century architecture of Monroe, but were also constructed into the early twentieth century. Like Victorian Eclectic-style houses, color palettes may include two or three colors, typically a white or neutral base with contrasting trim, door, and sash colors.

Italianate

Italianate (1840-1885)

The Italianate style began in England as part of the Picturesque movement, a reaction to the formal and classical ideals in architecture. The style became popular in the United States due largely to the influence of Andrew Jackson Downing and his influential pattern books, published in the 1840s and 1850s. In the United States, the style is typically applied to austere rectangular forms with decoration limited to cornices and window trim. Typically two or three stories in height, Italianate-style houses feature low-pitched gabled or hipped roofs with moderate to deep overhangs adorned with decorative sawn brackets. Windows are typically tall and narrow, with one- or two-light sashes and many with arched or curved upper sashes. Doors may be single- or double-leaf and both doors and windows are often topped by hooded or bracketed cornices. One-story porches with chamfered posts and sawn brackets are common and may have turned or flat-sawn railings. Italianate-style houses in the South Monroe Historic District are all of frame construction, the bodies typically painted white or a light neutral color with whites, tan, or grey trim colors, and darker or brighter blacks, greys, reds, or greens used for window sashes, doors, and shutters. However, several more vibrant color palettes also exist for Italianate-style houses in the district, influenced by the Victorian color palettes popular for Queen Anne-style houses in the late nineteenth century.

Second Empire

Second Empire (1855-1885)

Derived from the work of French architect Francois Mansard, the style was promoted through the Paris exhibitions of 1855 and 1867. Popular in the Northeast and Midwest United States, especially between 1860 and 1880, the style is relatively rare in the South, where Reconstruction slowed building construction during this period. However, a single, though slightly altered, example does exist in the South Monroe Historic District. The style is characterized principally by its distinctive mansard roof, a dual-pitched hipped roof with a steeper lower slope adorned by gabled or shed-roofed dormers. The boxy roofline was considered particularly functional because it permitted a full upper story of usable attic space. Second Empire homes also contained features such as decorative eave brackets and door, window, and porch details similar to those used in the Italianate style. Second Empire-style houses are typically white or bright colors, including pinks and blues. Trim color is generally limited to white, black, or other neutral colors.

Architectural Styles in the South Monroe Historic District

Stick/Eastlake (1860-1890)

Less common than the concurrent Italianate style, the Stick Style was a transitional style linking Gothic Revival-style woodwork to the later Queen Anne style. It was promoted as appropriate for suburban locations and summer cottages, and is thus rarely found in urban locations. The style is characterized by decorative detailing, including decorative roof trusses in the steeply pitched gables, overhanging eaves with exposed rafter tails, and wood sided or shingled exteriors with patterns of vertical, diagonal, or horizontal boards (stickwork) raised from the wall surface for emphasis. These irregularly shaped houses often featured porches with diagonal or curved braces and extensive spindlework, the result of automatic lathes and milling machines that made the mass production of turned spindles and incised floral designs (often called Eastlake) possible. Like the subsequent Queen Anne style, body colors for Stick/Eastlake style houses are typically whites, neutrals, and pale pastel colors with equally subdued trim, door, and sash colors.

Stick/Eastlake

Queen Anne (1880-1910)

Popularized in nineteenth century England by architect Richard Norman Shaw, the style has little to do with Queen Anne or the architecture popular during her reign from 1702-1714. In the United States, the stylistic details popularized by Shaw were widely disseminated by pattern books and mail order houses with pre-cut woodwork and architectural details distributed by the growing network of rail lines. The style is characterized by steeply pitched, gabled or hipped roofs and asymmetrical forms with projecting gables, turrets, and bays that further break up the rectilinear forms. The buildings were often heavily ornamented with patterned shingles and other wall decoration also found in the Stick/Eastlake styles. Sawn or spindlework details may be used in gables or under wall overhangs left by cutaway bay windows. Full and partial width porches are supported by turned posts, often with turned railings and decorative brackets. Body colors for Queen Anne-style houses may be white or neutral, though pale pastel colors and even more vibrant and saturated colors are equally common. Most have polychromatic paint schemes with complimentary trim, door, and sash colors.

Queen Anne

Victorian Eclectic/Folk Victorian (1870-1910)

Stylistically related to the Italianate and Queen Anne styles, these houses are typically smaller in scale and feature standardized one- or two-story, rectangular or L-shaped forms. In some cases, the form predates the style, which was applied later to make the house more fashionable. Applied Victorian decoration may include decorative shingles in the gables, brackets at the roof-line, and turned posts or spindlework at the porch. Color palettes may include two or three colors, typically a white or neutral base with contrasting trim, door, and sash colors.

Victorian Eclectic/Folk Victorian

Colonial Revival (1880-1955)

Colonial Revival was the most dominant residential style in the first half of the twentieth century. A revival of eighteenth century Georgian- and Federal-style housing, it developed after the Philadelphia Centennial of 1876. It remained popular for more than seventy years, in part due to its adaptability to different sizes, materials, and incomes, with its essential form being ornamentation applied to a rectangular box. Most often constructed as two-story houses with symmetrical facades under side-gabled roofs, the ornamentation was focused on entrances, windows, and cornices. The main entrance, typically centered on the façade, may have sidelights and/or fan-lights, and is often accentuated with a decorative pediment supported by pilasters or projecting forward as a porch supported by columns. Windows are double-hung with multi-light sashes (six-over-six and eight-over-eight are the most common) and the cornice is often adorned with dentils or modillions. While most Colonial Revival-style houses have side-gabled roofs, they can occasionally have hipped or gambrel roofs, the latter variation often referred to as Dutch Colonial or Dutch Colonial Revival. One-story examples, more common after 1940, are sometimes called Cape Cods, but most are actually Minimal Traditional-style houses with colonial detailing. Red brick and frame examples are both found in the South Monroe Historic District with the frame examples commonly painted white with dark red, black, or green door, trim, and sash colors.

Colonial Revival

Architectural Styles in the South Monroe Historic District

Classical Revival

Classical Revival or Transitional Queen Anne/Colonial Revival (1895-1910)

Sometimes described as a "free classic" subcategory of the Queen Anne style or as Transitional Queen Anne/Colonial Revival, these houses have irregular Queen Anne forms, but with applied classical detailing made popular by the Chicago Columbian Exposition of 1893. The one - or two-story houses typically have hipped roofs with multiple gables. Classical details include dentil cornices and grouped columns (instead of turned posts) supporting the porch. Entrances typically include transoms and/or sidelights and may also include notable glazing in the form of stained, leaded, beveled, textured, and cut glass. Color palettes are typically subdued and include two or three colors, typically a white or neutral base with contrasting trim, door, and sash colors.

Neoclassical

Neoclassical (1895-1930)

Inspired by the 1893 World's Columbian Exposition in Chicago, the Neoclassical (or Neoclassical Revival) style was especially popular in Monroe between 1900 and 1920, during a period of astonishing growth and prosperity for the city. It was so popular that several earlier houses were remodeled into the style during this period. Most often applied to a large, symmetrical, frame, two-story, double-pile house, the style is characterized by a monumental central portico supported by two-story Ionic or Corinthian columns (usually in pairs). The portico often overlaps a one-story porch that extends the full width of the façade and occasionally down one or both of the side elevations. The houses have elaborate classical detailing with double-hung, multi-light windows, often paired or grouped on the façade and sometimes with decorative leaded- or stained-glass upper sashes. Entrances may have sidelights or transoms and most often feature classical surrounds with balustrades at the porch or roofline, denticulated cornices, and pedimented dormers. The austerity and monumentality of the Neoclassical Revival style is reinforced by the use of white exteriors with white trim and detailing.

Tudor Revival/Period Cottage

Tudor Revival (1890-1940)

The Tudor Revival style has little to do with sixteenth-century (Tudor) England and is instead loosely adapted from a variety of late Medieval and early Renaissance precedents in English building. Early and pure examples of the Tudor Revival style are characterized by a steeply pitched, usually side-gabled roof, often with one or more front gables on the façade. The houses may have grouped, narrow windows; round or pointed (Tudor) arches at the porch or entrance, prominent chimneys, and faux half-timbering in the gables. However, as the style gained popularity in the United States, especially with the perfection of brick veneering by the 1920s, examples were built that combined Tudor Revival-style elements with those of the concurrent Craftsman and Colonial Revival styles. The result was asymmetrical Tudor forms with double-hung windows and classical door surrounds more common on Colonial Revival-style houses. Smaller versions of the Tudor Revival style, most constructed in the 1930s and into the early 1940s, are the most common of the type in the South Monroe Historic District, and are sometimes referred to as Period Cottages. Colors tend to be cream, brown, and other earth tones and neutrals, or white with dark colored red, green, black, or brown trim and window colors.

Spanish Mission

Spanish Mission (1890-1930)

This Spanish Mission style originated in California in the 1890s as a counterpart to the popular Colonial Revival architecture on the east coast, though by the early 1900s, the style was being constructed (albeit in limited quantities) throughout the country through the 1920s. In most cases, Spanish and Hispanic design elements, including Mission-shaped dormers or parapets and red-tiled roofs were borrowed and freely adapted to adorn traditional shaped buildings. Other elements of the style include brick or stuccoed exterior walls, wide and open overhanging eaves, and porch roofs supported on large square piers. Colors are dependent on materials, but are most often red brick or light-colored stucco with white window and trim colors and red tile roofs.

Architectural Styles in the South Monroe Historic District

Craftsman (1905-1930)

The style, which was the dominant style for smaller houses built throughout the country from about 1905 to 1920, and in the South Monroe Historic District in the 1920s and 1930s, originated in Southern California where the Spanish- and Prairie-style influences were more pronounced. The style gained popularity throughout the country because of its adaptability of the style one- and one-and-a-half-story bungalows as well as two-story houses, but also because of the practicality of the low-pitched roofs, deep overhangs, and wide, sometimes wraparound, porches. Other common features of the Craftsman style include: exposed rafter tails at the roofline, knee brackets in the gables, three- or four-over-one wood-sash windows with vertical panes in the upper sash, and post-on-pier porch supports. While most had gabled or hipped roofs, examples of clipped gables, sometimes call jerkinhead roofs, are also found in the South Monroe Historic District. The Craftsman style favored natural materials with examples constructed in brick while frame examples with weatherboard and/or wood shingles were typically painted earth tones with contrasting windows, doors, and trim.

Craftsman

Minimal Traditional (1935-1950)

Built nationwide during the Great Depression and post-World War II era, these small houses were minimally detailed, inexpensive to construct, and thus well suited to meet the income levels of the 1930s and early 1940s and the succeeding demands of the post-war housing shortage. The one- or one-and-a-half-story houses most-often featured side-gabled roofs, though hipped and front-gabled roofs were also constructed, flush eaves, and double-hung windows. In lieu of porches, the paneled doors were most often accessed by small stoops, sometimes sheltered by shallow gabled roofs. Some had vague Colonial Revival detailing including dentil moldings or multi-light windows. Examples were constructed in brick or frame with frame houses typically white or light neutral colors, similar to the palettes for Colonial Revival-style houses.

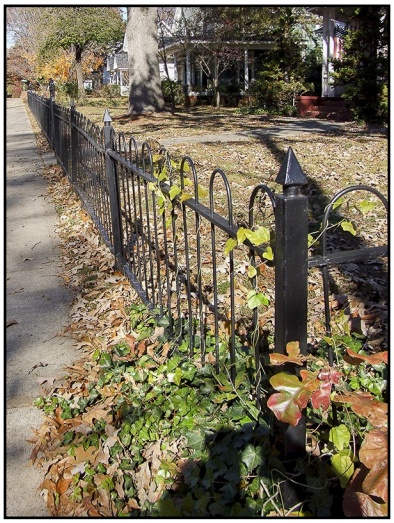
Minimal Traditional

Ranch (1935-1975)

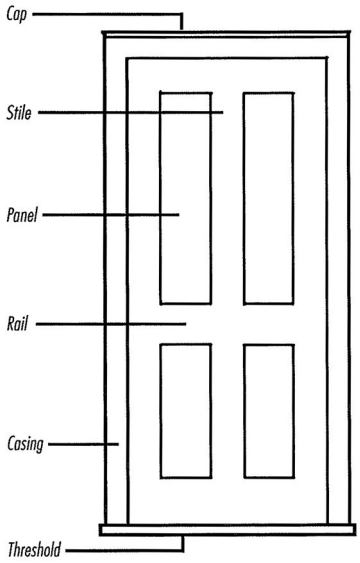
By far the most common housing form of the 1950s and 1960s, the Ranch house was a broad, one-story house with a hipped or side-gabled roof, its rambling form well suited to suburban home sites that tended to be wider than urban lots. The form emphasized a connection with nature and a focus on the interior arrangement of family spaces. The low-sloped roofs and deep eaves kept the house low to the ground while picture windows and other grouped windows reinforced the connection between the interior and exterior. Porches are rare and generally limited to shallow depths just deep enough to shelter the entrance and supported by simple square wood posts or decorative metal posts. This is the first housing form in which garages were integrated into the plan when built. Examples in the South Monroe Historic District are rare, given the size of lots and the fact that the area was largely built out by the 1950s, but several brick and frame examples exist, the latter painted white or pale colors with white trim and windows.

Ranch

Glossary of Architectural Terms



Cast Iron fences are common in the district, especially along South Church Street.



Parts of a paneled door

Accessory Use Building — A structure subordinate to the main building on a lot and used for the purposes customarily incidental to the main or principal building and located on the same lot.

Architrave — The casing or ornamental molding surrounding a door or window frame; also, in classical architecture, the lowest part of an entablature.

Baluster — One of a number of short vertical members, often circular in section, used to support a stair handrail or a coping.

Balustrade — An entire railing system (as along the edge of a balcony) including a top rail and its balusters, and sometimes a bottom rail.

Bracket — A symbolic cantilever, usually of a fanciful form, used under the cornice in place of the modillion. Brackets were used extensively in Victorian and Craftsman architecture.

Building — Any structure having a roof supported by columns or walls and intended for shelter, housing, or enclosure for persons, animals, or belongings.

Building Setback Line — A line establishing the minimum allowable distance between the main portions of any building and the street or highway right-of-way line, when measured perpendicularly thereto. Covered porches shall not project into the required yard.

Buttress — An exterior mass of masonry set at an angle to or bonded into a wall which it strengthens or supports.

Capital — The top or head of a column. In classical architecture there exists orders of columns: Doric, Ionic, Corinthian, Tuscan, and Composite.

Cast Iron — Iron that has been shaped by being melted and cast in a mold.

Cast Iron Fences — Cast iron fences are characterized by rows of vertical members held together between line posts and are often ornamented.

Clapboard — A wooden board with the bottom edge slightly thicker than the top edge. The grain of the wood runs lengthwise and they are installed with a horizontal overlap, generally of one inch. The width of the exposed board varies depending upon the style and age of the building.

Contributing Property — A building or structure that helps make a historic district historic. In an National Register Historic District nomination, properties are classified as contributing or non-contributing properties depending on whether they add to the historic character of the district.

Coping — A protective cap, top or cover of a wall, parapet, pilaster, or chimney; often of stone, terra-cotta, concrete, metal, or wood. May be flat, but commonly sloping, double-beveled, or curved to shed water to protect masonry from penetration of water from above.

Corbel — In masonry, a projecting stone or brick which supports the weight of overhanging courses or an ornament of similar appearance.

Cornice — The exterior trim of a structure at the meeting of the roof and wall, usually projecting; originally intended to carry the eaves of a roof beyond the outer wall surface.

Cresting — An ornament of a roof, a roof screen, or wall, generally rhythmic and highly decorative, and frequently perforated.

Deck — An uncovered porch, usually at the rear of a building popular in modern residential design.

Glossary of Architectural Terms

Dentil — One of a band of small, square, tooth-like blocks forming part of the characteristic ornamentation of the Ionic, Corinthian, and Composite orders, and sometimes Doric.

Dormer — A structure projecting from a sloping roof usually housing a window or ventilated louver.

Eave — The lower edge of a sloping roof; that part of a building roof which projects beyond the wall.

Elevation — A drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Entablature — In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts, the architrave, the frieze, and the cornice.

Façade — The exterior face of a building.

Fanlight — A semicircular window over the opening of a door, with radiating bars in the form of an open fan.

Fascia — A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or the eave side of a pitched roof. The rain gutter is often mounted on the fascia.

Fenestration — The arrangement and design of windows and doors and their openings in a building.

Finial — An ornament which terminates the point on a spire, pinnacle, canopy, gable, street-light, etc.

Frieze — The intermediate member of a classical entablature, usually ornamented; also a horizontal decorative panel. A frieze is a feature of the Greek Revival style, but may be found in other types of architecture.

Gable — The vertical triangular portion of the end of a building having a double-sloping roof, from the level of the cornice or eave to the ridge of the roof.

Gable Roof — A roof having a gable at one or both ends.

Galvanic action — A chemical reaction that occurs between two dissimilar metals causing corrosion of the more anodic metal.

Gambrel Roof — A roof which has two pitches on each side.

Glazing — Glass set into frames or sashes.

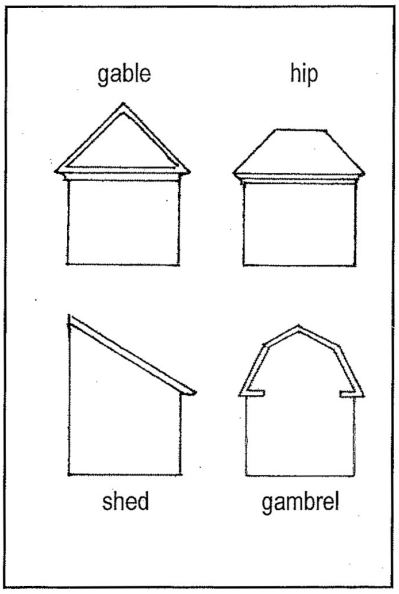
Hip Roof — A roof which slopes upward from all four sides of a building, requiring a hip rafter at each corner.

Historic Property — According to the National Park Service, a historic property is usually at least 50 years of age and employs integrity through historic qualities including location, design, setting, materials, workmanship, feeling, and association.

Ironwork — Wrought iron or cast iron; usually decorative, often elaborate.

Latticework — Reticulated or net-like work formed by the crossing of laths or narrow, thin strips of wood or iron, usually in a diagonal pattern.

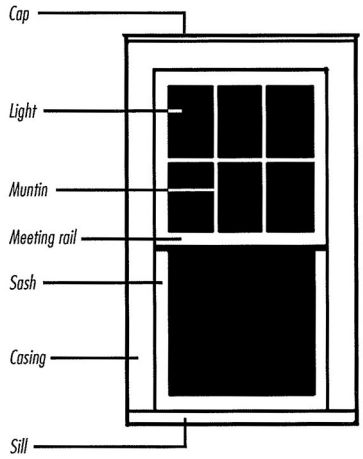
This house features brick quoins at the corners and a dentiled cornice across the façade.



Common roof forms

Glossary of Architectural Terms

Low wooden picket fences allow for visibility in front yards while adding security.



Parts of a double-hung window

Light — A pane of glass, a window, or a compartment of a window.

Lintel — A horizontal structural member (such as a beam) over an opening which carries the weight of the wall above it: often of stone, steel, or wood.

Mansard Roof — A roof having a double slope on all four sides, the lower slope being much steeper.

Module — In architecture refers to a building component, such as brick or tile, that is interchangeable and intended for assembly in units.

Muntin — A secondary framing member to hold panes within a window or glazed door.

Newel Post — A vertical member or post, usually at the start of a stair or at any place a stair changes direction. Usually large and ornate, it is the principal support for the handrail.

Parging — A thin coat of mortar or plaster applied to a masonry surface to give a smoother surface or for sealing it against moisture.

Pediment — In classical architecture, the triangular gable end of the roof above the horizontal cornice, often filled with sculpture. In later architecture, a surface used ornamentally over doors or windows; usually triangular but may be curved.

Pergola — A garden structure with an open wooden-framed roof, often latticed, supported by regularly spaced posts or columns. The structure, often covered by climbing plants such as vines or roses, shades a walk or passageway.

Picket Fences — Wooden fences with plain wooden uprights with either shaped or squared off vertical tops.

Pier — A column designed to support a concentrated load.

Pilaster — An engaging pier or pillar, often with capital and base.

Portico — A porch or covered walk consisting of a roof supported by columns; a colonnaded (continuous row of columns) porch.

Quoin — In masonry, a hard stone or brick used to reinforce an exterior corner or edge of a wall; often projects out beyond the wall plane and is distinguished decoratively from adjacent masonry; may be imitate in non-loadbearing materials.

Repointing — The process of replacing deteriorated mortar joints with new mortar is called repointing. Repointing, also known simply as "pointing" or—somewhat inaccurately—"tuck pointing," is the process of removing deteriorated mortar from the joints of a masonry wall and replacing it with new mortar.

Roof Pitch — The vertical rise divided by the total span.

Roof Slope — The vertical rise divided by the horizontal run.

Sash — Any framework of a window; may be moveable or fixed; may slide in a vertical plane (as in a double-hung window) or may be pivoted (as in a casement window).

Scale — The size of an object relative to similar objects in close proximity.

Sidelight — A framed area of fixed glass alongside a door or window opening.

Sill — The horizontal member of a window frame or other frame.

Glossary of Architectural Terms

Soffit — The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

Threshold — A strip fastened to the floor beneath the door, usually required to cover the joint where two types of floor materials meet.

Tracery — An ornamental division of an opening, especially of a large window, usually made of wood. Tracery is found in buildings of Gothic influence.

Transom — A glazed panel above a door or a storefront, sometimes hinged to be open for ventilation at ceiling level.

Trellis — An open grating or latticework, of either metal or wood.

Truss — A structure composed of a combination of members, usually in some triangular arrangement so as to constitute a rigid framework.

Weatherstripping — A thin, linear material placed between a door or window and its jambs to prevent air leakage.

Wrought Iron — Iron that is rolled or hammered into shape, never melted.

Yard front — An open unoccupied space between the street property line and the front of a building or structure, projected to the side lot line.

Yard, Rear — A yard extending the full width of the lot on which a principal building is located and situated between the rear lot line and a line parallel thereto and passing through the point of the principal building nearest the rear lot line.

Yard, Side — A space extending from the front yard to the rear yard between the principal building and the side lot line as measured perpendicular from the side lot line to the closest point of the principal building.

This door features sidelights and a three-part transom.

Resources for Technical Information

Neoclassical-style houses have dominant two-story front porticos supported by classical columns.

Local Resources

Monroe Historic District Commission
City of Monroe , Department of Planning and Development
300 W. Crowell Street
Monroe, NC 28112
Phone: 704/282-4520
Web site: https://www.monroenc.org/Departments/Planning-and-Development

Union County Historic Preservation Commission
Phone: 704/289-6737
Web site: http://www.co.union.nc.us/government/historic-preservation-commission
Email: ucheritage@unioncounty.nc.gov
The Union County Historic Preservation Commission is dedicated to identifying and preserving the built environment of Union County. It shares space with and support for the Heritage Room in the Old Union County Courthouse with the Carolinas Genealogical Society and the Union County Historical Society. The Commission welcomes inquiries and applications for specific buildings over 50 years old from the owners of the buildings.

State Resources

North Carolina Historic Preservation Office
Division of Historical Resources
NC Department of Natural and Cultural Resources
109 E. Jones Street, 2nd floor
Mail Service Center 4617
Raleigh, NC 27601
Phone: 919/814-6570
Web site: https://www.ncdcr.gov/state-historic-preservation-office
For information on historic buildings and the National Register of Historic Places, contact the Survey and National Register Branch: https://www.ncdcr.gov/about/history/division-historical-resources/state-historic-preservation-office/architectural-4
For information on preservation tax credits and technical restoration and rehabilitation assistance, contact the Restoration Services Branch: https://www.ncdcr.gov/about/history/division-historical-resources/state-historic-preservation-office/restoration-0

Preservation North Carolina
(The Historic Preservation Foundation of North Carolina, Inc.)
P. O. Box 27644
Raleigh, NC 27611-7644
Phone: 919/832-3652
Web site: https://www.presnc.org
Preservation North Carolina is the state's only private, non-profit statewide historic preservation organization. Its mission is to protect and promote buildings, landscapes, and sites important to the diverse heritage of North Carolina

National Resources

National Park Service, U. S. Department of the Interior
Technical Preservation Services
1849 C Street, NW
Mail Stop 7243
Washington, DC 20240
Tel: 202.513.7270
Web site: https://www.nps.gov/tps/about.htm

Resources for Technical Information

National Trust for Historic Preservation
2600 Virginia Avenue NW, Suite 1100
Washington, DC 20037
Tel: 202.588.6000
Web site: https://savingplaces.org

The architectural detailing of this rear wing is less decorative than the details of the main house.

Online Resources

International Society of Arboriculture: http://www.treesaregood.com
For information on tree care and protection.

Lead-based paint links: http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf
https://www.epa.gov/lead/protect-your-family-exposures-lead#sl-home
These links provide downloadable information to two pamphlets: A Lead-Safe Certified Guide to Renovate Right and the Protect Your Family from Exposures to Lead Guide

NPS Preservation Briefs: https://www.nps.gov/tps/how-to-preserve/briefs.htm
For downloadable preservation briefs on 50 topics that provide guidance on preserving, rehabilitating, and restoring historic buildings. These briefs provide excellent technical advice and recommended methods and approaches to sensitively rehabilitating historic buildings.

Preservation Tax Credits: https://www.ncdcr.gov/about/history/division-historical-resources/state-historic-preservation-office/restoration-2
For information on state and federal historic preservation tax credit programs.

Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings: https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm
For illustrated federal guidelines for rehabilitating historic buildings.

Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings: https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm
For illustrated federal guidelines for enhancing the sustainability of historic buildings.

Published Resources

A Field Guide to American Houses: The Definitive Guide to Identifying and Understanding America's Domestic Architecture by Virginia Savage McAlester (2017). Published by: Alfred Knopf: New York.

American Vernacular Buildings and Interiors 1870-1960 by Herbert Gottfried and Jan Jennings (2009). Published by: W. W. Norton & Co.: New York.

Century of Color: Exterior Decoration for American Buildings – 1820/1920 by Roger Moss (1981). Published by American Life Foundation: Watkins Glen, N. Y.
Looking Back at Monroe's History by Virginia A. S. Kendrick (1995). Published by: Delmar Printing & Publishing Company: Charlotte.

North Carolina Architecture by Catherine Bishir (1990). Published by: UNC Press: Chapel Hill

Sweet Union: an architectural and historical survey of Union County, North Carolina, Suzanne Pickens and Allison Harris Black (1990). Published by: Union County Board of Commissioners: Monroe-Union County Historic Properties Commission: Union County Historical Society.

Monroe
North Carolina

HISTORIC DISTRICT COMMISSION
APPLICATION FOR REVIEW

FOR STAFF USE ONLY

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

1. Property location: _____
   Applicant's name: _____
   Applicant's address: _____
   Applicant's telephone number: _____
   Applicant's email address: _____
   Applicant's FAX number: _____
   Property Tax identification number: _____ - _____ - _____

2. The property is owned by (*if different from above*) _____
   Address: _____Telephone: _____

3. The following Certificate of Appropriateness is requested for: _____
   Please provide a brief description of the project: _____
   _____
   _____
   _____
   _____
   _____

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).

_____
Applicant– Printed

_____ _____
Applicant– Signed 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.

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

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

DO NOT WRITE BELOW THIS LINE

==========

Additional conditions and remarks: _____

_____

_____

_____

_____ _____

Authorized signature Date

Lead Paint Identification and Abatement

Debris and dust from deteriorating lead paint layers is a health hazard.

As a growing trend, many people are choosing to rehabilitate their homes rather than move to new ones. Besides making good economic sense, rehabilitating can be a very rewarding experience. However, older homes may contain lead-based paint. Removing or disturbing old lead-based paint as part of a rehabilitation project can expose people in your home to a health risk. Therefore, before taking on a rehabilitation project, there are some things you should know about disturbing or removing paint.

Health effects of lead exposure

It has been known for a long time that lead is hazardous to health. Scientists now realize that even small amounts of lead can be harmful, especially to infants and young children. Lead dust is the source of most lead poisoning. This dust is transmitted in two ways: inhalation and ingestion. If you are concerned that your family has been exposed to lead-based paint, call your doctor or local health department to arrange for a blood test.

The degree of lead poisoning varies depending on the amount of lead exposure, and for how long. Studies show that prolonged exposure of children to even very small amounts of lead is serious. Depending on the level of exposure, lead can cause anemia, impair the functions of the brain and nervous system, and can result in learning disabilities and an inability to concentrate.

Does my home contain lead-based paint?

If your home was built before 1960, it was likely painted with a lead-based paint. Most paints made before 1950 contained large amounts of lead. In fact, some paint made in the 1940s contained up to 50 percent lead by dry weight. Lead was used to make paint dry quickly and wear well, and to make the colors vibrant. The amounts and kinds of lead vary by type of paint.

It is extremely important to be certain you are not dealing with lead-based paint when rehabilitating your house. A qualified professional should test painted surfaces by using a portable X-ray fluorescence (XRF) machine to measure the amount of lead in the paint. To find an inspector, contact the North Carolina Department of Health and Human Services (NCDHHS) at https://epi.dph.ncdhhs.gov/lead/rules.html to obtain a copy of trained inspectors.

Since the 1950s, the use of lead has been more common in exterior paint than interior paint. Between 1950 and 1976, the use of lead in paints decreased significantly. Owners of homes built after 1980 need not be concerned about lead levels in interior paints. All post–1992 consumer paint produced in the U.S. is virtually lead-free.

While paint, dust, and soil are the most common lead hazards, other lead sources also exist including drinking water, old painted toys and furniture, and food and liquids stored in lead crystal glazed pottery or porcelain. For more information on lead hazards, call The National Lead Information Center at https://www.epa.gov/lead/forms/lead-hotline-national-lead-information-center.

If there is lead-based paint in my home, should I remove it?

Lead-based paint doesn't present a health hazard as long as the paint is not chipping or flaking, and is not located where it can be chewed by young children, for example, on window sills, older painted cribs and toys, etc. In fact, removing old paint can sometimes result in a more immediate hazard than simply leaving the painted area intact.

Sanding creates a cloud of paint dust and scatters paint chips through the entire house. Dust from lead-based paint can contaminate the air you breathe, everything you touch, and any food that may be exposed. Paint chips might be eaten by young children. Heat guns vaporize the paint, and can fill the air with leaded fumes. Fumes and paint dust can migrate outdoors, spreading the lead to soils and gardens, and contributing to the build up of lead throughout the environment.

To lessen any chance of exposure to lead-based paint, surfaces that are still in good condition can be covered with vinyl wallpaper, wallboard or paneling. In areas that children cannot reach, applying one or more coats of non-leaded paint to old but intact surfaces will help.

And if I decide to remove the paint?

The safest way to remove lead-based paint on doors or trim is to have the wood stripped off-site, either professionally or outside in a well-ventilated space. For walls, ceilings, or immovable trim, chemical strippers are perhaps the best solution. Application strippers, which consist of a paste applied with a brush, are best. However, all chemical paint strippers contain potentially harmful substances, so care must be taken when using them. Not all strippers are equally good for removing paint from the same materials—read the manufacturer's instructions carefully. There are some very effective dust-collecting sanders that are coming on the market. Also, a high-efficiency particulate air (HEPA) filter-equipped vacuum cleaner should be used. Standard household and shop vacuum cleaners are not effective at removing lead dust.

Chips of lead paint can contaminate the surrounding soil if not contained and disposed of properly during a rehabilitation project.

Safe practices to follow

No matter which method you choose to remove old paint, and regardless of whether the paint is on the inside or outside of your home, there are some very important rules to follow.

- Extensive rehabilitation can pose hazards to anyone's health. Preschool children and pregnant women are especially susceptible to leaded dust. They should limit their exposure as much as possible.
- Remove as much of the furnishings from the work area as possible. Furniture and carpets that can't be removed should be covered completely with plastic sheeting.
- Isolate the work area to prevent the spread of scrapings, chips and particles of paint to other parts of the house. This can be done by covering doorways and vents with plastic sheeting and tape.
- If you develop breathing problems, dizziness, nausea, or headaches while working with paint strippers, get outdoors into fresh air. Before starting work, make sure the room is properly ventilated. Place a fan blowing out of an open window to promote adequate ventilation. If possible, first apply stripper to the area nearest the fan and then gradually further away so that, as the solvent evaporates, the fumes head toward the fan and not past your nose.
- Always wear goggles and gloves when using paint strippers. If stripper gets on your skin, wash it off right away, and remove any clothing on which the stripper has spilled. Use a good quality breathing mask designed for use with organic chemicals. These can be purchased at specialized paint or safety equipment outlets. It's a good idea to keep a pair of coveralls and work shoes to wear only in the work area. Wash all work clothes separately from other clothing.
- Work for only about 10 minutes at a time and then take a break outside in the fresh air.
- Never eat, drink or smoke while removing paint.
- Keep all sources of ignition, including anything that might cause a spark or static electricity, out of the work area — many strippers are flammable.
- Clean the work area thoroughly at the end of each day.
- Collect paint scrapings and chips and place them in a sealed container clearly marked *lead-containing paint scrapings — Hazardous Waste*. Wipe the entire work area with a clean damp cloth, and discard the cloth when you're done. In many parts of the United States, special arrangements exist for the disposal of hazardous household wastes. Paint scrapings should not be discarded with the garbage. To find out how to properly dispose of old paint, contact the National Conference of State Legislatures at (303) 830-2200 to get information about the current state regulations for disposing of lead waste in your area or contact the State Historic Preservation Office, Restoration Branch, 46137Mail Service Center, Raleigh, NC 27601, (919) 814-6570.

Suggested Plant Materials

Towering street trees are common in the district, creating a tree canopy.

LARGE MATURING TREES (height of 50′ or more)

Deciduous Trees

Botanical Name	Average Height (in feet)	Common Name
Acer saccharum	60	Sugar Maple
Betula nigra	50	River Birch
Carya cordiformis	60	Bitternut Hickory
Carya glabra	60	Pignut Hickory
Carya ovata	60	Shagbark Hickory
Carya tomentosa	60	Mockernut Hickory
Celtis laevigata	70	Sugarberry Hackberry
Celtis occidentalis	60	Common Hackberry
Fagus grandifolia	70	American Beech
Ginko biloba	65	Ginko
Gymnocladus dioicus	60	Kentucky Coffeetree
Liriodendron tulipfera	70	Tulip Poplar/Yellow Poplar
Magnolia acuminate	60	Cucumbertree Magnolia
Metasequoia glyptostroboides	70	Dawn Redwood
Nyssa sylvatica	50	Blackgum Tupelo
Platanus occidentalis	80	Planetree Sycamore
Quercus alba	65	White Oak
Quercus bicolor	50	Swamp White Oak
Quercus coccinea	70	Scarlet Oak
Quercus falcata	65	Southern Red Oak
Quercus lyrata	50	Overcup Oak
Quercus nuttallii	50	Nuttall Oak
Quercus palustris	60	Pin Oak
Quercus phellos	65	Willow Oak
Quercus robur	60	English Oak
Quercus shumardii	50	Shumard Oak
Quercus velutina	60	Black Oak
Quercus virginiana	40	Live Oak
Taxodium distichum	70	Baldcypress
Zelkova serrata	50	Japanese Zelkova

Suggested Plant Materials

LARGE MATURING TREES (height of 50′ or more)

Evergreen Trees

Botanical Name	Average Height (in feet)	Common Name
Calocedrus decurrens	45	California Incensecedar
Cedrus atlantica	50	Atlas Cedar
Cedrus deodara	50	Deodar Cedar
Chamaecyparis obtuse	50	Hinoki Falsecypress
Chamaecyparis pisifera	50	Sawara Falsecypress
Cryptomeria japonica	50	Japanese Cedar
Cunninghamia lanceolate	60	China Fir
Magnolia grandiflora	60	Southern Magnolia
Picea abies	50	Norway Spruce
Pinus echinata	60	Shortleaf Pine
Pinus palustris	80	Longleaf Pine
Pinus taeda	70	Loblolly Pine
Tsuga caroliniana	55	Carolina Hemlock
Xcupressocyparis leylandii	50	Leyland Cypress

MEDIUM MATURING TREES (height of 30′ to 50′)

Deciduous Trees

Botanical Name	Average Height (in feet)	Common Name
Acer buergerianum	35	Trident Maple
Acer rubrum	50	Red Maple
Acer truncatum x platanoides	30	‘Sunset’ Maple
Acer campestre	30	Hedge Maple
Aesculus x carnea	50	Red Horsechestnut
Carpinus betulus	50	European Hornbeam
Cary colurna	40	Turkish Filbert
Cornus florida	35	Flowering Dogwood
Cornus kousa	30	Kousa Dogwood
Gleditsia triacanthos	40	Thornless Honeylocust
Halesia carolina	30	Carolina Silverbell
Ostrya virginiana	35	American Hophornbeam
Oxydendrum arboretum	30	Sourwood
Prunus x yedoensis	35	Yoshino Cherry
Prunus serrulata	40	Japanese Cherry
Prunus serrulata 'kwanzan'	20	‘Kwanzan’ Cherry
Quercus stellata	45	Post Oak
Ulmus parvifolia	50	Lacebark Elm

Suggested Plant Materials

Small trees in the district provide both color and shade in the summer months while allowing sunlight to penetrate and warm porches in the winter months.

MEDIUM MATURING TREES (height of 30′ to 50′)

Evergreen Trees

Botanical Name	Average Height (in feet)	Common Name
Chamaecyparis thyoides	40	Atlantic Whitecar
Cryptomeria japonica	50	Japanese Cedar
Cupressus arizonica	40	Arizona Cypress
Ilex attenuate	30	Fosteri Holly
Ilex opaca	45	American Holly
Juniperus silicola	30	Southern Red Cedar
Juniperus virginiana	40	Eastern Red Cedar
Magnolia virginiana	35	Sweetbay Magnolia
Thuja occidentalis	40	Eastern Arborvitae
Thuja plicata	50	Giant Arborvitae

SMALL MATURING TREES (height of 10′ to 30′)

Deciduous Trees

Botanical Name	Average Height (in feet)	Common Name
Acer buergerianum	30	Trident Maple
Acer campestre	30	Hedge Maple
Acer ginnala	20	Amur Maple
Acer leucoderme	30	Chalk Maple
Acer palmatum	20	Japanese Maple
Acer truncatum x platanoides	25	Purplebow "Norwegian Sunset" Maple
Alemanchier arborea	12	Downy Serviceberry
Amelanchier canadensis	12	Shadbush Serviceberry
Carpinus caroliniana	25	American Hornbeam
Cercis canadensis	25	Eastern Redbud
Chionanthus retusus	15	Chinese Fringetree
Chionanthus virginicus	20	American Fringetree
Cornus florida	20	Flowering Dogwood
Cornus kousa	30	Kousa Dogwood
Cornus mas	20	Cornelian Cherry Dogwood
Crataegus crusgalli	25	Cockspur Hawthorne
Crataegus spp.	20	Hawthorne
Crataegus phaenopyrum	25	Washington Hawthorne
Halesia carolina	20	Florida Silverbell
Halesia tetraptera	30	Carolina Silverbell
Hamamelis virginiana	20	Witch Hazel
Lagerstroemia (indica x fauriei)	30	Crepe Myrtle 'Natchez'
Lagerstroemia fauriei	25	Japanese Crepe Myrtle
Lagerstroemia indica	20	Common Crepe Myrtle

Magnolia x soulangiana	20	Saucer Magnolia
Malus spp.	20	Flowering Crabapple
Ostrya virginiana	25	Ironwood Hophornbeam
Pistacia chinensis	30	Chinese Pistache
Prunus serrulata 'kwanzan'	20	Japanese 'Kwanzan' Cherry
Prunus spp.	variable	Cherry, Apricot, Plum, etc.
Styrax japonica	25	Japanese Snowbell

SMALL MATURING TREES (height of 10' to 30')

Evergreen Trees

Botanical Name	Average Height (in feet)	Common Name
Ilex spp.	variable	Holly
Kilmia latifolia	12	Mountain Laurel
Magnolia grandifloria "Little Gem"	20	Little Gem Magnolia
Magnolia spp.	30	Magnolia
Myrica cerifera	20	Southern Waxmyrtle
Osmanthus americanus	20	Wild Olive Devilwood
Prunus caroliniana	30	Carolina Cherry Laurel

SMALL DECIDUOUS SHRUBS (height: 1' – 5')

Botanical Name	Common Name
Callicarpa dichotoma	Purple beautyberry
Cephalanthus occidentalis	Button Bush
Cornus sericea	Red-Osier Dogwood
Contoneaster apiculata	Cranberry Cotoneaster
Deutzia gracilis	Slender deutzia
Edgeworthia chrysantha	Paperbush plant
Euonymus americanus	Hearts a'busting, Strawberry bush
Forsythia viridissima	Dwarf Fothergilla
Hydrangea sp.	Hydrangea
Hypericum sp.	St. John's wort
Itea virginica	Virginia sweepspire
Rhus aromatic	Fragrant sumac
Rosa sp.	Roses
Spirea sp.	Spirea
Viburnum sp.	Viburnum
Weigela florida	Weigela

Suggested Plant Materials

Hedges edge the perimeter of many side and rear yards in the district.

EVERGREEN SCREEN MATERIALS (various heights)

Botanical Name	Common Name
Buxus sempervirens	English Boxwood (6'-20')
Ilex meserveae	Blue Hollies (6'-20')
Juniperus virginiana	Eastern Red Cedar (40'-50')
Kalmia lotifolia	Mountain Laurel (25'-30')
Osmanthus fragrans	Fragrant tea olive (10-20′)
Pinus strobus	White Pine (50'-100')
Taxus canadensis	Canada Yew (3'-6')
Viburnum awabuki 'Chindo'	Chindo viburnum (15-20′)
Viburnum rhytidophyllum	Leatherleaf viburnum (10-15′)

GROUNDCOVERS (height: 1′ – 3′)

Botanical Name	Common Name
Ajuga reptans	Ajuga, Bugle weed
Arctostaphylos uva-ursi	Bearberry
Carex pensylvanica	Pennsylvania sedge
Chrysogonum virginianum	Green & Gold
Cotoneaster dammeri	Cotoneaster
Helleborus orientalis	Christmas rose, Lenten rose
Hypericum calycinum	St. John′s wort
Iberis sempervirens	Evergreen Candytuft
Juniperus horizontalis	Creeping Juniper
Liriope muscari	Lilyturf, Liriope
Ophiopogon japonicas	Mondo grass
Ophiopogon japonicas 'Nana'	Dwarf mondo grass
Pachysandra allenghiensis	Native Pachysandra
Pachysandra terminalis	Japanese Pachysandra
Sarcococca hookeriana var. humulis	Sarcococca
Sedum sp.	Sedum
Thymus sp.	Thyme, Creeping thyme
Trifolium repens	Clover
Vinca minor	Small-leafed Periwinkle
Vinca major	Big-leafed Periwinkle

VINES

Botanical Name	Common Name
Akebia quinata	Five-leafed Akebia
Bignonia capreolata	Crossvine
Campsis radicans	Common Trumpet Creeper
Clematis dioscrefolia	Sweet Autumn Clematis
Clematis jackmanii	Jackman's Clematis
Decumaria Barbara	Native climbing hydrangea
Gelsemium sempervirens	Carolina jessamine
Hydrangea anomala subsp. Periolaris	Climbing hydrangea
Lonicera sempervirens	Evergreen Honeysuckle
Parthenocissus quinquefolia	Virginia creeper
Parthenocissus tricuspidata	Boston Ivy
Vitis sp.	Grapes
Wisteria frutescens	American wisteria