

**CITY OF MONROE
DOWNTOWN ADVISORY BOARD MEETING
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
AUGUST 27, 2024 – 5:30 P.M.
AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Grants
 - A. 108 Main Street
 - B. 101 N. Main Street
5. Mural Applications
 - A. Presentations
 - B. Next Steps
6. Locations of Murals



STAFF REPORT

TO: Downtown Advisory Board

DATE: August 27, 2024

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Keri Mendler, Senior Planner

SUBJECT: Façade Incentive Grant for 108 N. Main Street

SUMMARY STATEMENT

The Downtown Advisory Board is requested to consider a Façade Incentive Grant 108 N. Main Street.

REVIEW

Peter Karlan, owner of 108 N. Main Street has requested a Façade Incentive Grant to replace the existing storefront at 108 N. Main Street. The space is approximately 3,655 square feet and is located within Downtown District. The proposed use of the property includes retail sales on the lower level and residential on the top floors. The total project cost is \$ 18,980.00.

Based on the grant stipulations the Downtown Advisory Board must consider the following:

1. Grant funds for the Façade Incentive Grant are awarded on a 50-50 matching basis not to exceed \$4,000 per façade facing a public street. This is a cost reimbursement program and grant funds are payable after the Downtown Monroe office receives copies of all invoices and proof of payment, and after the project has been inspected.

RECOMMENDATION

Staff recommends approval of the Façade Incentive Grant up to the maximum of \$4,000. Funding is subject to compliance with the Program and subject to a general fund appropriation.

Attachments:

1. Application



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: Peter KARAN Date: 8/20/24
Owner's Mailing Address: 7011 Hyde Park Drive Phone: 772-708-0395
Indian Trail NC 28079

Building Name: N/A
Building Address: 108 North Main St Monroe NC 28079
Building's Physical Address: 108 North Main St Project Start: 5/22/2024
Monroe NC 28079 Project End: 1/01/2025

Project Description: Install New Storefront and Residential
entrances at 108 N. Main St.
See Scenarios. Project Cost: \$ 18,980.00

Please attach the following:

- 1) Color photographs of existing conditions of proposed improvement area/historic photos (if available)
- 2) Samples of paint and wall coverings and floor coverings
- 3) Description of appliances, light fixtures, etc. to be installed
- 4) Written specifications outlining scope of work
- 5) Drawings of proposed renovations
- 6) Contractors estimate and NC License Number

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: Old Town Holdings Phone: 772-708-0395
Business Name: Peter KARAN / Old Town Holdings

By providing this Grant Application to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature: [Signature] Date: 8/20/24

Please Print Name and Title: Peter KARAN Owner

City of Monroe—Downtown Monroe
113 West Morgan Street • Monroe, North Carolina 28112

FIG – Façade Improvement Grant

The **Façade Improvement Grant** (FIG), was created for the purpose of encouraging private investment in the restoration of building façades in downtown Monroe. The grant assists with the costs associated with exterior improvements of buildings that reside within the Central Business District and can significantly reduce these costs by as much as 50%, up to a limit of \$4,000. There are many design restrictions, such as exterior colors and awning materials that ensure quality rehabilitation which preserves the architectural character that is unique to Downtown Monroe.

Any property owner of a building or tenant located within the Central Business District of the City of Monroe may apply for a FIG subject to the following:

1. The grant portion of the project must be for the exterior renovation of an existing building **only**.
2. The proposed project must meet all applicable zoning requirements.
3. All required permits (i.e. zoning, building, etc) must be obtained before work begins.
4. The proposed project follows the guidelines for renovation of historic structures or structures within historic districts as outlined herein.
5. At least three years have elapsed since the last grant was awarded and the property is in need of further improvements. Or Downtown Monroe, City of Monroe may judge a property eligible for an additional FIG if: (a) there is a change of property ownership, (b) maximum grant funds were not previously allocated, (c) the building undergoes significant expansion which requires improvement to the façade, or (d) a new business moves in and requires changes in the building's façade.

Examples of Eligible Projects may include:

- Canvas style awnings;
- Paint removal from brick surfaces by chemical and water wash methods only;
- Tuck-pointing of brick;
- Repairing cornices;
- Repair/replacement of windows and doors with compatible materials and design;

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Procedure to receive a FIG

FIG applications may be submitted to the Downtown Monroe office at any time. Due to funding cycles, the award of grants begins with the fiscal year beginning July 1st of each year. Grants are awarded to eligible applicants until all funds are expended.

1. The Property Owner or Tenant submits a completed application, photographs, drawings, plans & specifications and contractors cost proposals to Downtown Monroe, City of Monroe. The package must be complete in order to qualify for funding.
2. Once Downtown Monroe, City of Monroe and the Design Committee reviews the project, the applicant will be notified of the status of the application. Construction may **not** begin until the project has been approved.
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***Note:** The grant program provides funds for façade improvements. It is not just an awning grant. Funds will not be provided to one component of the façade renovation if another component is architecturally inappropriate.*

Guidelines:

1. *The Secretary of the Interior's Standards for Rehabilitation and the Supplementary Requirements for Development in the Central Business District* [City of Monroe Land Development Plan, Chapter 157.16] will be used as guidelines for awarding project reimbursements.
2. Rehabilitation of a structure in the Central Business District should be considered a contemporary solution, which respects the architectural and historical integrity of the

- entire building while retaining those elements that enhance the building.
3. All rehabilitation design proposals must meet with the code requirements of the City of Monroe.
 4. All projects must be completed within one (1) year of the date that the grant is awarded. Any extension beyond one (1) year must be requested by the owner and approved by Downtown Monroe or the funds may be rescinded.
 5. FIG's may **only** be used to finance exterior improvements.
 6. Upon completion, the improvements will be inspected and approved by the Downtown Monroe staff for determination of compliance as submitted in the application.

Selection Criteria

Grants are awarded on a 50-50 matching basis as follows:

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2. Proposals for architectural improvements will be evaluated in terms of compliance with existing ordinances, innovation, context with the surrounding environment, scale, size, technical merit, and any other criteria that relates to the project and the impact on the visual and functional improvement of the district.

Projects meeting one or more of the following criteria will receive priority for funding:

1. Projects which restore or recreate the original façade of a building
2. Projects which front Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street.
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Secretary of the Interior's Standards for Rehabilitation

The U.S. Department of the Interior developed ten national standards that address the rehabilitation of historic buildings. The standards describe a hierarchy of appropriate preservation treatments, which encourages 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 Secretary of the Interior's Standards are used in reviewing rehabilitation projects for federal and state Preservation Tax Incentives programs. The City of Monroe has agreed to adhere to these standards, where feasible, for rehabilitation within the South Monroe Historic District. The National Park Service first adopted these ten national standards for rehabilitation in 1976. The 1992 revised version 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. Archeological 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 protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Monroe Code of Ordinances

§ 157.16 THE CENTRAL BUSINESS DISTRICT.

(A) Goal: Restore the social, economic, and cultural vibrancy of downtown Monroe.

(B) Objectives:

*Downtown Enhancement Programs
Revised January 2009*

- (1) Protect the historic integrity and unique architectural characteristics of downtown;
- (2) Encourage new and expanded small business and service uses in downtown; and
- (3) Promote a pedestrian-friendly atmosphere in downtown.

(C) Strategies:

- (1) Redevelop the site of the former Joffre Hotel with a use that is compatible with and furthers the goals of the downtown development program;
- (2) Continue to support strong design standards for downtown development;
- (3) Continue to lobby NCDOT for the western loop and other identified thoroughfare improvements to reduce the volume of through truck traffic;
- (4) Encourage residential uses in Downtown Monroe, especially on the upper floors of buildings which otherwise would remain vacant;
- (5) Examine the feasibility of widening existing sidewalks;
- (6) Repair existing sidewalks and extend them where necessary to provide a comprehensive pedestrian network;
- (7) Continue to maintain public spaces;
- (8) Develop a policy to guide the use of public sidewalks for private enterprise;
- (9) Resolve solid waste collection problems;
- (10) Improve directional signs and enhance the gateways into downtown; and
- (11) Identify new opportunities to provide public parking.

(D) Special Use Permits within the Central Business District shall adhere to the following policies:

- (1) Awnings and canopies: When used, awnings and canopies shall be placed at the top of window openings and should relate to the shape of the top of the

window. Awnings should be made of canvas or treated canvas material. Vinyl or metal awnings are not appropriate. No awning should extend more than two-thirds the width of the sidewalk or nine feet, whichever is less. Awnings and canopies should be self-supporting from the wall; no supports should rest on or interfere with the use of pedestrian walkways or streets. In no case should any awning extend beyond the street curb or interfere with street trees or public utilities.

(2) Building presentation: Building entrances should face the street and be accessible from the public sidewalk. Any portion of a building facing an adjacent street right-of-way shall be considered a building front and should be subject to the presentation, entrance and fenestration requirements of this section, except that any building with three or more sides facing a street should only be required to designate two of these sides as building fronts and any building located on a through lot should only be required to designate one side as a building front. In any case where a lot has frontage on Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street, the side(s) of the building which face these streets should be designated as a building front and should be subject to the presentation, entrance and fenestration requirements of this section.

(3) Color: Additions and new construction should relate paint colors to natural material colors found on neighboring historic buildings. Contrasting colors, which accent architectural details and entrances, may be used.

(4) Fenestration: New construction and remodeling of existing buildings in the municipal service district shall maintain the prevalent pattern and spacing of the windows and doorways on downtown buildings built prior to 1950. Windows on the street level front of buildings should constitute at least twenty percent and not more than fifty percent of the front facade. Windows on subsequent levels should be a minimum of 15 square feet. Windows should be clear, transparent glass and should not be lower than two feet above grade. Double hung windows with a height-to-width ratio of 2:1 are preferred for upper stories. No such window or door should be horizontally separated by more than fifteen feet from the nearest other such window or door in the same facade. Frames and sashes for windows should be of wood, vinyl, or pre-finished metal and may have stone, brick, or cast concrete lintels and sills. Window glass should always be set back from the building face rather than flush.

(5) Front build-to line: The fronts of all new buildings constructed in the municipal service district should abut existing public sidewalks, where provided, except for outdoor café-type uses when a low wall or fence is carried across the right-of-way to continue the visual continuity of building faces.

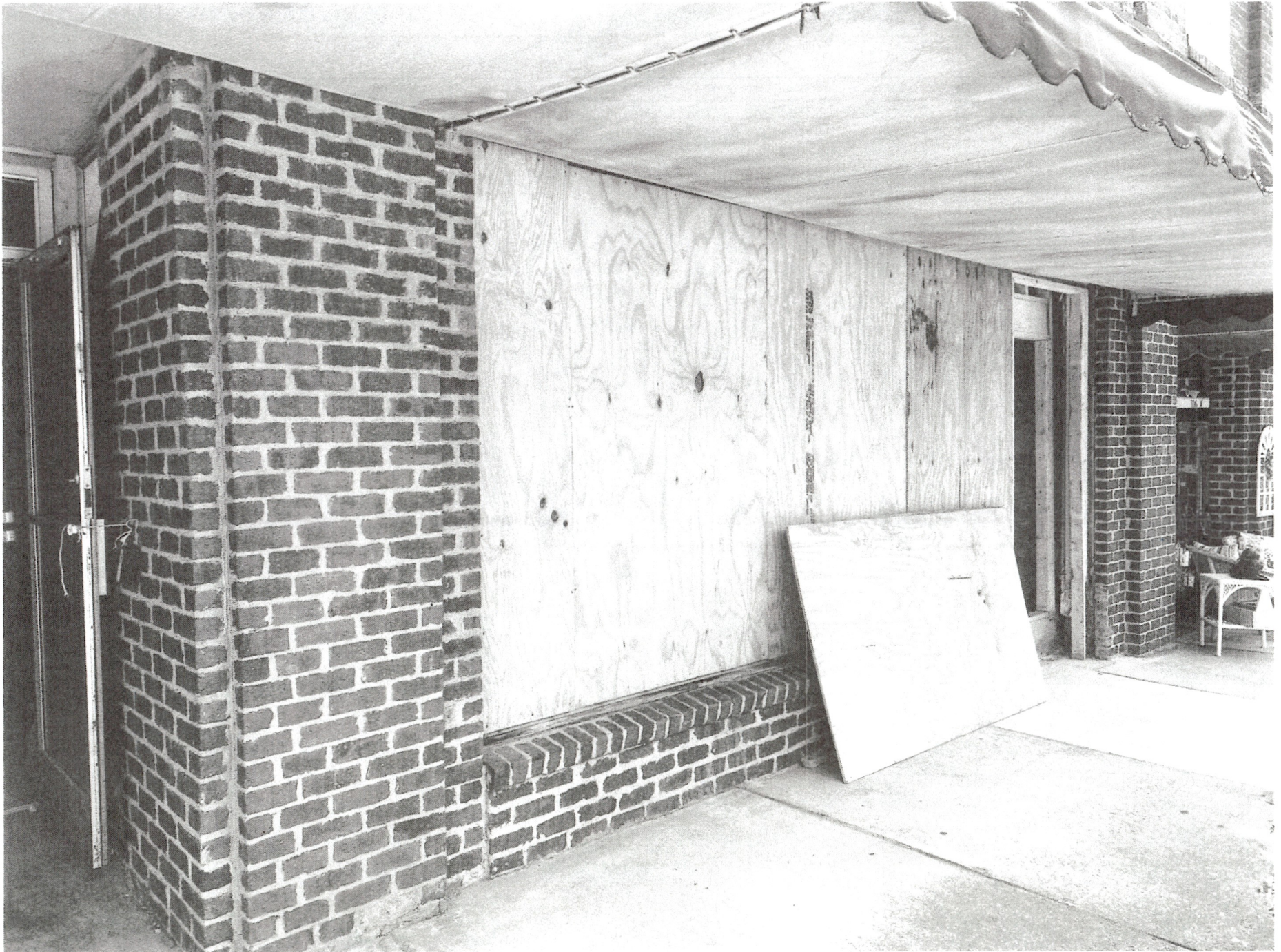
(6) Horizontal rhythms: Downtown building patterns traditionally emphasized a strong horizontal design element. New construction and additions to or remodeling of existing buildings should maintain a clear visual division

between street level and any upper floors. The division of floors may be accomplished by any historically significant architectural feature used to accomplish this effect.

(7) Materials: Facade materials found in the downtown district include wood, brick and stone. Additions and new construction should use facing materials that are compatible in quality, color, texture, finish, and dimension to those common in the downtown area on buildings constructed prior to 1950. Acceptable materials include, but may not be limited to, brick, stone or wood. Under no circumstances should metal siding, unfinished concrete block, or vinyl siding be allowed.

(8) Roofs: Additions and new construction using a flat pitch or low pitch roof design (anything under 3:12) must install parapet walls on all sides or cap the walls with a cornice treatment that provides articulation to the roofline.

(9) Walls and entrances: Walls and entrances in the municipal service district shall be designed to encourage and complement pedestrian-scale activity. Recessed doorways at building fronts are required.
(Ord. O-2003-63, passed 12-16-03)





Project Name: Temporary 111

Frame Set Name: CT451

Metal Group: CT451 CG/SS/IG

Required: 1 Back Member Color: CLEAR : ANODIZE

Frame Name: 1

D/S: 1 Frame Type: Standard

Frame Width: 149

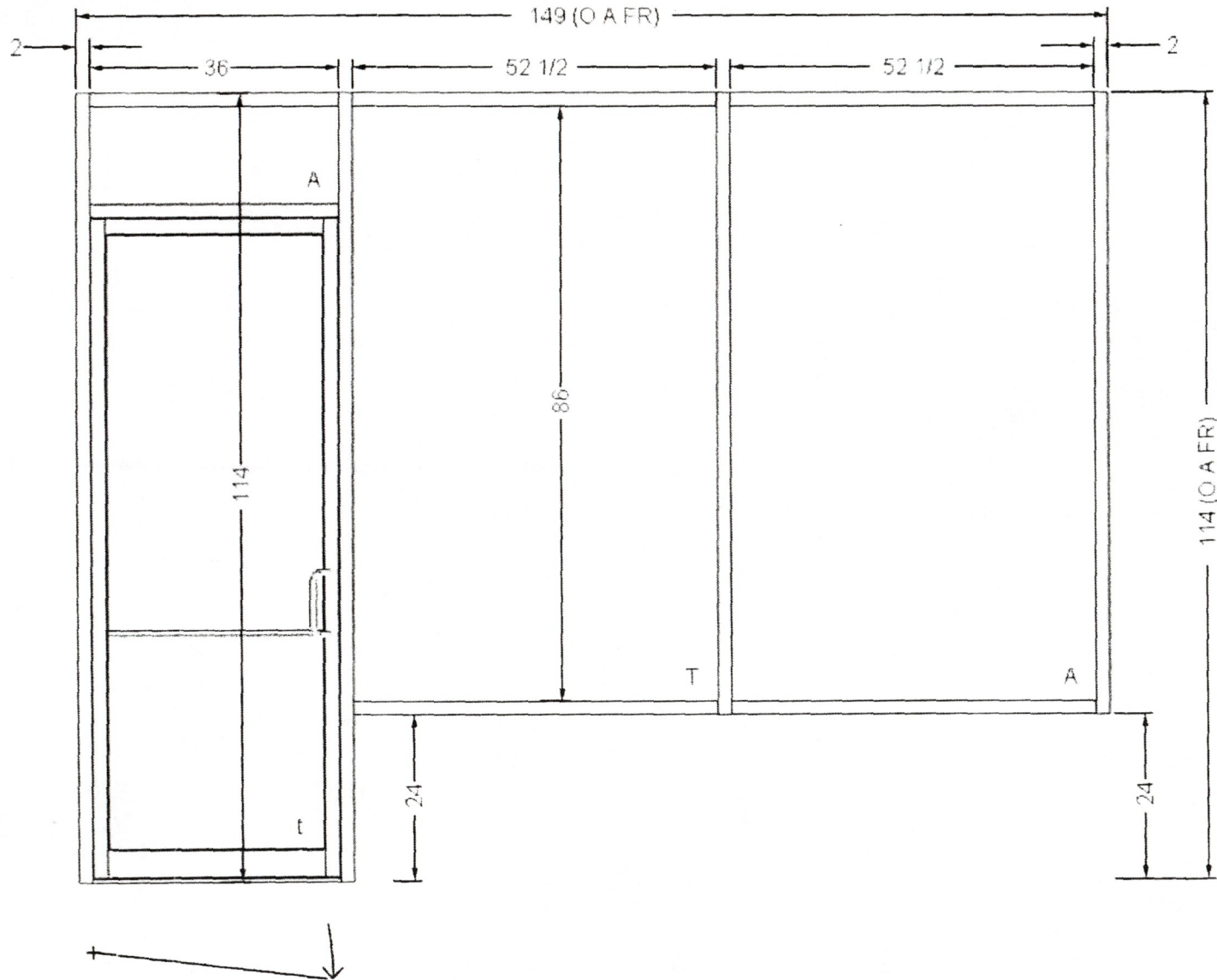
Face Member Color: CLEAR : ANODIZE

Panels: 3

Rows: 1

Frame Height: 114

8/1/2023 1:48 PM



8/1/2023 1:48 PM

Frame Name: 2

Panels: 4

Rows: 1

D/S: 1

Frame Type: Standard

Frame Width: 213

Frame Height: 114

Back Member Color: CLEAR : ANODIZE

Face Member Color: CLEAR : ANODIZE



**GREGORY GLAZING**

128 Pless Ln., Statesville NC 28625

o: (704) 592-2231

QUOTEDATE: 4/19/2024PROJECT NAME: 108 N Main StGGC ESTIMATOR: Brian Hall

EMAIL: _____

TO: _____

CUSTOMER: Peter Karlan

PROJECT INFO		
ARCHITECTURAL SET DATED: _____		
SPECIFICATIONS AVAILABLE? _____		
SCOPE OF WORK		
Project: 108N Main St		
Furnish and install the following 2 x 4 1/2" thermally broken storfront with 1" LowE Glass		
1- 149 x 98 to be composed od 1- 3'0 x 7'0 door with transom, and two equal panels		
1- 213 x 98 to be composedd of 3'0 x 7'0 door with transon and three equal panels		
Price includes tearout and disposal of existing, all materials, labor, exterior weatherproofing, and all formed metal required to cover and adjoin new to old work		
FOR THE LUMP SUM OF		\$18,980.00
SHOP DRAWINGS ADD		N/A
ALT 1	\$ -	
ALT 2	\$ -	
ALT 3	\$ -	
MATERIAL LEAD TIMES: DUE TO CURRENT MARKET CONDITIONS AND EXTENDED LEAD TIMES, GREGORY GLAZING ENCOURAGES CUSTOMERS TO GUARANTEE ROUGH OPENING SIZES & COORDINATE WITH FRAMERS. GGC WILL FIELD VERIFY PRIOR TO FABRICATION & INSTALLATION.		
INSTALLATION LEAD TIMES: ALLOW 10-12 WEEKS FROM FIELD MEASURE FOR INSTALLATION		
*** GUARANTEED ROUGH OPENINGS WILL SHORTEN THIS LEAD TIME BY 6 WEEKS		
SEE NEXT PAGE FOR QUALIFICATIONS, EXCLUSIONS, AND INCLUSIONS.		
ACCEPTED BY		DATE <u>4/30/24</u>



GREGORY GLAZING

128 Pless Ln., Statesville NC 28625

o: (704) 592-2231

QUALIFICATIONS

GLASS TO BE TEMPERED WHERE REQUIRED BY CODE

QUOTE VALID FOR 30 DAYS - DUE TO VOLATILITY OF RAW GLASS AND ALUMINUM PRICES,

MARKET INFLATION IS NOT INCLUDED

INCLUSIONS

SUBMITTALS AS REQUIRED

STANDARD MANUFACTURER MATERIAL WARRANTIES UNLESS NOTED OTHERWISE

TAXES, CERTIFICATIONS

TAKEOFFS

ELEVATIONS AND QUANTITIES INCLUDED IN THIS QUOTE PACKAGE FOR REVIEW.

ANY ELEVATIONS THAT ARE SHOWN ARE NOT INCLUDED

DOOR SCHEDULE USED TO TAKE OFF FOR WOOD DOOR/HM GLASS LITES.

EXCLUSIONS FROM THIS QUOTE:

WOOD BLOCKING

AIR & WATER RESISTIVE BARRIER MATERIAL OR INSTALLATION

PE STAMPS, STRUCTURAL CALCS, ENGINEERING

GLASS CLEANING

FRAME PROTECTION FROM OTHER TRADES

BRAKE METAL NOT SHOWN IN DRAWINGS/SPECIFICATIONS

AUTOMATIC, ELECTRIC, AND SECURITY DOOR HARDWARE OR ELECTRICAL CONNECTIONS

FIRE SAFING

ANY DEMOLITION LABOR

OVERHEAD ROLLING DOORS

WINDOW FILM

SKYLIGHTS

LOUVERS, VENTS

WOODEN FRAMES OR DOORS

HOLLOW METAL FRAMES AND DOORS

VINYL WINDOWS, FRAMES, AND DOORS

DOOR HARDWARE FOR HOLLOW METAL OR WOOD DOORS

ANY INTERIOR FINISH CAULKING

ANY MATERIAL OR LABOR NOT SPECIFICALLY MENTIONED IN OUR PROPOSAL.



STAFF REPORT

TO: Downtown Advisory Board

DATE: August 27, 2024

FROM: Lisa Hollowell, Assistant City Manager

SUBJECT: Façade Incentive Grant for 101 North Main Street

SUMMARY STATEMENT

The Downtown Advisory Board is requested to consider a Façade Incentive Grant for 101 N. Main Street.

REVIEW

Denise McBride Rollins, owner of 101 N. Main Street has requested a Façade Incentive Grant to re-veneer a brick wall and paint the entire wall that was in need of repair, facing W. Windsor Street.

Based on the grant stipulations the Downtown Advisory Board must consider the following:

1. Grant funds for the Façade Incentive Grant are awarded on a 50-50 matching basis not to exceed \$4,000 per façade facing a public street. This is a cost reimbursement program and grant funds are payable after the Downtown Monroe office receives copies of all invoices and proof of payment, and after the project has been inspected.

RECOMMENDATION

Staff recommends approval of the Façade Incentive Grant up to the maximum of \$4,000. Funding is subject to compliance with the Program and subject to a general fund appropriation.



Downtown Monroe

Facade Incentive Grant

Application



Owner's Name: MCBR PROPERTIES, LLC Date: 8/15/24
Owner's Mailing Address: 101 North MAIN St Phone: 704-283-1345
Monroe, NC 28112

Building Name: _____
Building Address: 101 North MAIN St
Building's Physical Address: CORNER OF MAIN & WINSOR
Project Start: 04/24/24
Project End: 08/31/24
ESTIMATE

Project Description: Re-vener BRICK WALL, PAINT ENTIRE WALL

Project Cost: \$ 50,000.00
ESTIMATE

Please attach the following:

1) Color photographs of existing conditions of proposed improvement area	4) Written specifications outlining scope of work
2) Samples of paint and wall coverings and floor coverings	5) Drawings of proposed renovations
3) Description of appliances, light fixtures, etc. to be installed	6) Contractors estimate and NC License Number

Tenant's Name: UNION ACCOUNTING Phone: 704-283-1345
Business Name: UNION ACCOUNTING

By providing this Grant Application to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature: Denise McBride Rollins Date: 8/15/24

Please Print Name and Title: Denise McBride Rollins, Member

City of Monroe—Downtown Monroe, Incorporated
113 West Morgan Street • Monroe, North Carolina 28112

Additional Masonry M&L	\$0.00	\$0.00
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Interior masonry wall along staircase to be repaired as needed.

Interior Trim	\$38,286.4056	\$38,286.41
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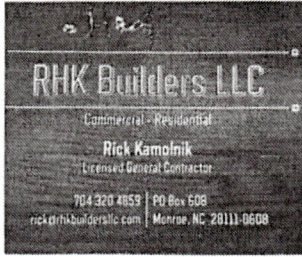
Interior wall coverings to be installed upon completion of all exterior work performed.
Wooden shelvings in filing rooms to be reinstalled upon completion of interior wall coverings.

Subtotal	\$38,286.41
Total	\$38,286.41

Respectfully Submitted,
Rick Kamolnik
RHK Builders, LLC
NC Building General Contractor License #58002

Due to frequent price increases. All estimates are valid for 10 days. 45% Deposit Due Upon Acceptance Of This Proposal. 100% Balance Due Upon Completion. Credit Card Payments Subject To Additional 3.25% Finance Charge.

ESTIMATE



Prepared For

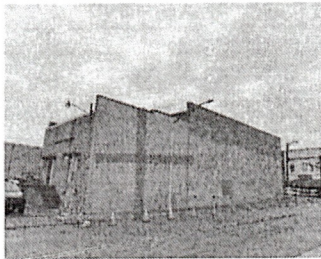
MCBR Properties, LLC
101 N. Main St.
Monroe, NC 28110
(704) 289-8787
(704) 534-1231

RHK Builders, LLC

721 Archie Ln
Monroe, NC 28112
Phone: (704) 320-4859
Email: ncscgc@gmail.com

Estimate # 867684
Date 04/24/2024
PO # 101-2024
Business / Tax # 51-0489233

Description	Rate	Total
Exterior Masonry Veneer Removal	\$0.00	\$0.00
Remove 35'X26' portion of existing brick veneer wall located on the south side of building.		



Masonry M&L	\$0.00	\$0.00
Provide all masonry materials and labor for reconstruction of exterior brick veneer.		

Roofing	\$0.00	\$0.00
Remove existing EPDM roofing and underlayment from top of building. Replace all damaged wood found beneath existing roof. Install new insulation board and TPO membrane roof covering.		

Exterior Paint	\$0.00	\$0.00
Upon completion of all construction, two coats of premium exterior paint to be applied to masonry wall along south entire side of building.		

Debris Removal	\$0.00	\$0.00
All masonry and roofing construction debris to be removed from property immediately upon completion.		

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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. Archeological 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 protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Monroe Code of Ordinances

§ 157.16 THE CENTRAL BUSINESS DISTRICT.

(A) Goal: Restore the social, economic, and cultural vibrancy of downtown Monroe.

(B) Objectives:

*Downtown Enhancement Programs
Revised January 2009*

- (1) Protect the historic integrity and unique architectural characteristics of downtown;
- (2) Encourage new and expanded small business and service uses in downtown; and
- (3) Promote a pedestrian-friendly atmosphere in downtown.

(C) Strategies:

- (1) Redevelop the site of the former Joffre Hotel with a use that is compatible with and furthers the goals of the downtown development program;
- (2) Continue to support strong design standards for downtown development;
- (3) Continue to lobby NCDOT for the western loop and other identified thoroughfare improvements to reduce the volume of through truck traffic;
- (4) Encourage residential uses in Downtown Monroe, especially on the upper floors of buildings which otherwise would remain vacant;
- (5) Examine the feasibility of widening existing sidewalks;
- (6) Repair existing sidewalks and extend them where necessary to provide a comprehensive pedestrian network;
- (7) Continue to maintain public spaces;
- (8) Develop a policy to guide the use of public sidewalks for private enterprise;
- (9) Resolve solid waste collection problems;
- (10) Improve directional signs and enhance the gateways into downtown; and
- (11) Identify new opportunities to provide public parking.

(D) Special Use Permits within the Central Business District shall adhere to the following policies:

- (1) Awnings and canopies: When used, awnings and canopies shall be placed at the top of window openings and should relate to the shape of the top of the

window. Awnings should be made of canvas or treated canvas material. Vinyl or metal awnings are not appropriate. No awning should extend more than two-thirds the width of the sidewalk or nine feet, whichever is less. Awnings and canopies should be self-supporting from the wall; no supports should rest on or interfere with the use of pedestrian walkways or streets. In no case should any awning extend beyond the street curb or interfere with street trees or public utilities.

(2) Building presentation: Building entrances should face the street and be accessible from the public sidewalk. Any portion of a building facing an adjacent street right-of-way shall be considered a building front and should be subject to the presentation, entrance and fenestration requirements of this section, except that any building with three or more sides facing a street should only be required to designate two of these sides as building fronts and any building located on a through lot should only be required to designate one side as a building front. In any case where a lot has frontage on Main Street, Hayne Street, Jefferson Street, Franklin Street, Church Street, Charlotte Avenue, or Windsor Street, the side(s) of the building which face these streets should be designated as a building front and should be subject to the presentation, entrance and fenestration requirements of this section.

(3) Color: Additions and new construction should relate paint colors to natural material colors found on neighboring historic buildings. Contrasting colors, which accent architectural details and entrances, may be used.

(4) Fenestration: New construction and remodeling of existing buildings in the municipal service district shall maintain the prevalent pattern and spacing of the windows and doorways on downtown buildings built prior to 1950. Windows on the street level front of buildings should constitute at least twenty percent and not more than fifty percent of the front facade. Windows on subsequent levels should be a minimum of 15 square feet. Windows should be clear, transparent glass and should not be lower than two feet above grade. Double hung windows with a height-to-width ratio of 2:1 are preferred for upper stories. No such window or door should be horizontally separated by more than fifteen feet from the nearest other such window or door in the same facade. Frames and sashes for windows should be of wood, vinyl, or pre-finished metal and may have stone, brick, or cast concrete lintels and sills. Window glass should always be set back from the building face rather than flush.

(5) Front build-to line: The fronts of all new buildings constructed in the municipal service district should abut existing public sidewalks, where provided, except for outdoor café-type uses when a low wall or fence is carried across the right-of-way to continue the visual continuity of building faces.

(6) Horizontal rhythms: Downtown building patterns traditionally emphasized a strong horizontal design element. New construction and additions to or remodeling of existing buildings should maintain a clear visual division

between street level and any upper floors. The division of floors may be accomplished by any historically significant architectural feature used to accomplish this effect.

(7) Materials: Facade materials found in the downtown district include wood, brick and stone. Additions and new construction should use facing materials that are compatible in quality, color, texture, finish, and dimension to those common in the downtown area on buildings constructed prior to 1950. Acceptable materials include, but may not be limited to, brick, stone or wood. Under no circumstances should metal siding, unfinished concrete block, or vinyl siding be allowed.

(8) Roofs: Additions and new construction using a flat pitch or low pitch roof design (anything under 3:12) must install parapet walls on all sides or cap the walls with a cornice treatment that provides articulation to the roofline.

(9) Walls and entrances: Walls and entrances in the municipal service district shall be designed to encourage and complement pedestrian-scale activity. Recessed doorways at building fronts are required.
(Ord. O-2003-63, passed 12-16-03)

Mural Update Downtown Monroe

August 27, 2024

Outline

1. Downtown Manager
2. Status of Mural Proposals
3. Locations for Murals in Downtown



Downtown Manager

- Position posted 8/20
- Open for 10 days
- Position title changed
- Goal – fill within 30 days

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DOWNTOWN MANAGER

Salary ⓘ	\$70,054.00 - \$108,597.00 Annually	Location ⓘ	Monroe, NC
Job Type	Full Time	Job Number	11712
Department	Administration	Opening Date	08/20/2024
Closing Date	8/30/2024 5:00 PM Eastern		

<u>DESCRIPTION</u>	<u>BENEFITS</u>
The City of Monroe is a vibrant and progressive hub of retail, government, culture and industry in Union County. Monroe has a population of just under 40,000 residents and serves as the county seat. From the large Historic District complete with stately homes and a newly revitalized downtown, to its industrial core attracting businesses from across the globe, to the ever-growing retail marketplace, Monroe has something to offer to all. "Where Heartland Meets High Tech." The City of Monroe has a population of 36,392, and is the county seat of Union County. The historic Victorian Courthouse, built in 1886, sits magnificently atop a central square and draws attention from every direction. To the north lie County and City government buildings - to the south, quaint downtown shops, restaurants and businesses. Several fountains and small park areas are part of the downtown landscape. A thriving Highway 74 Corridor is where most major restaurants, hotels, and shopping are found. The City of Monroe is also home to the Charlotte-Monroe Executive Airport.	

Mural Proposals

- Request for Qualifications
 - Issued July 17th
 - Deadline August 2nd
- Review Team
 - Four City of Monroe Staff and Two Community Leaders
 - Information Received August 8, 2024
 - Completed by August 16, 2024
- Review Scores Reviewed and Summarized
- Review Team Meeting scheduled for August 30
- Remaining – Reference Checks, Selection, Agreement on Artwork
- Downtown Advisory Board – Special Meeting

Mural Proposals

- 13 Proposals
- Evaluation Based Upon RFQ

Submission Requirements

Interested artists must submit the following:

1. **Artist Statement:** Brief statement of interest, including why you are interested in this project.
2. **Portfolio:** Examples of previous work, especially mural projects, with descriptions and images.
3. **Design Proposal:** Preliminary concept for the mural, including sketches and a description of how the design reflects the project goals.
4. **Budget:** Detailed budget including artist fees, materials, and any other costs.
5. **Timeline:** Proposed timeline for the project from design approval to completion.
6. **References:** Contact information for at least two professional references who can speak to your previous mural work.

Scoring Process

Criterion	Description	Total Points
Artist Statement	Brief statement of interest, including why you are interested in this project. Is this included? Does the statement show a real desire to create art in the City of Monroe? Does the artist demonstrate knowledge of the City of Monroe, history, downtown business climate, etc.	15
Portfolio	Examples of previous work, especially mural projects, with descriptions and images. Is this included? Is it high quality?	25
Design Proposal	Preliminary concept for the mural, including sketches and a description of how it reflects project goals. Is it included in the proposal and is it appealing? Colorful, thoughtful taking into account history, unique, etc.?	30
Budget	Detailed budget including artist fees, materials, and any other costs. Is budget included? Is it less than \$35k?	10
Timeline	Proposed timeline for the project from design approval to completion. Is there a timeline? How long will it take the artist to complete a mural? Can you glean this information from the proposal?	10
References	Contact information for at least two professional references who can speak to your previous mural work. If not included you may put 0 here; otherwise, leave this blank, reference checks will be assigned to an individual and applied to all scores.	10

Next Steps

1. Review-Team Meeting
2. Reference Checks
3. Discussion/Interview with Final Candidates
4. Final Rendering for Murals
5. Downtown Advisory Board Special Meeting
6. Artist(s) Recommendation by the Downtown Advisory Board
7. Council Award of Contract
8. City Manager executes and work begins

Mural Locations

- Several Options
- No Confirmed Locations (as owners have not been approached)
- ***Please note owners have not been approached.

Mural Location Options

Jefferson
and Depot
Streets

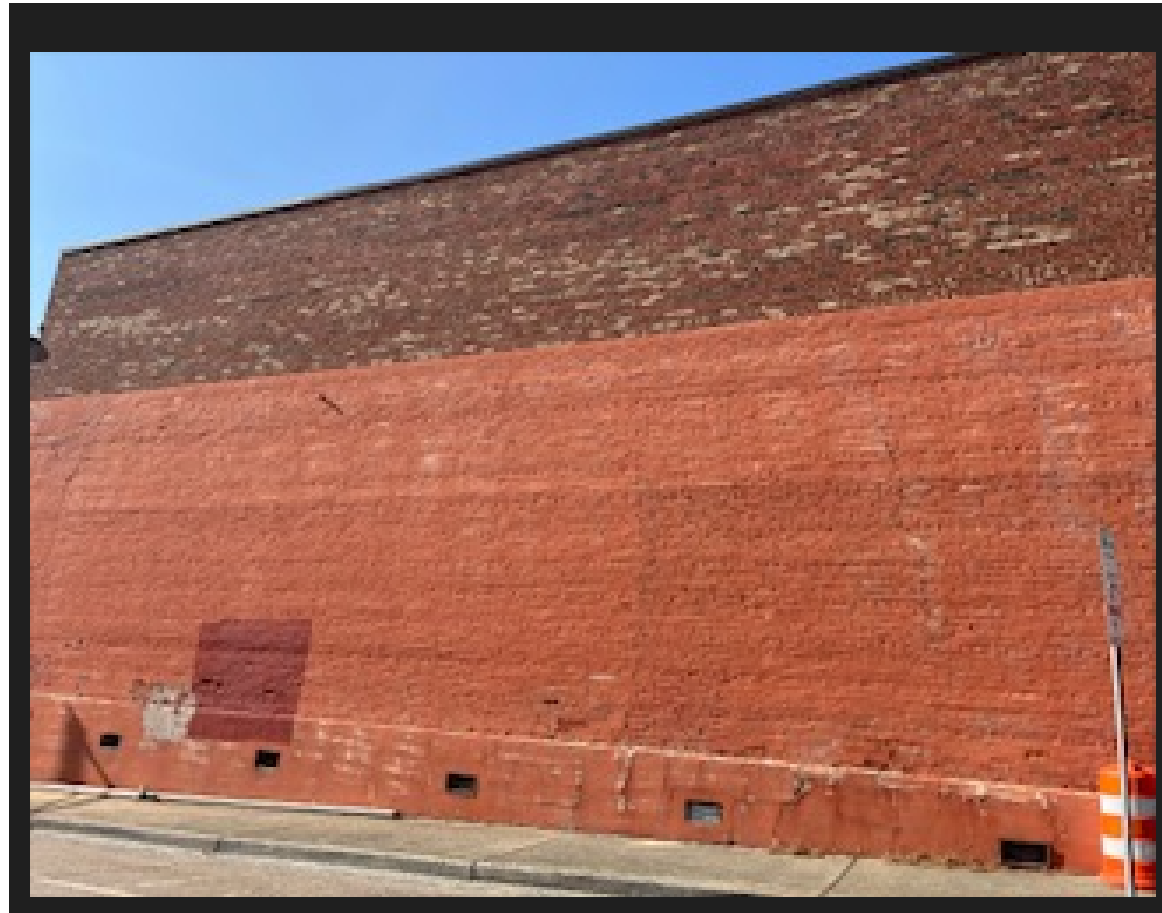
Entry into
downtown
on Jefferson.



Mural Location Options

101 N. Main
Street
Windsor
Side

Large Space
for Mural
Impact.



Mural Location Options

Franklin
and
Stewart
Streets

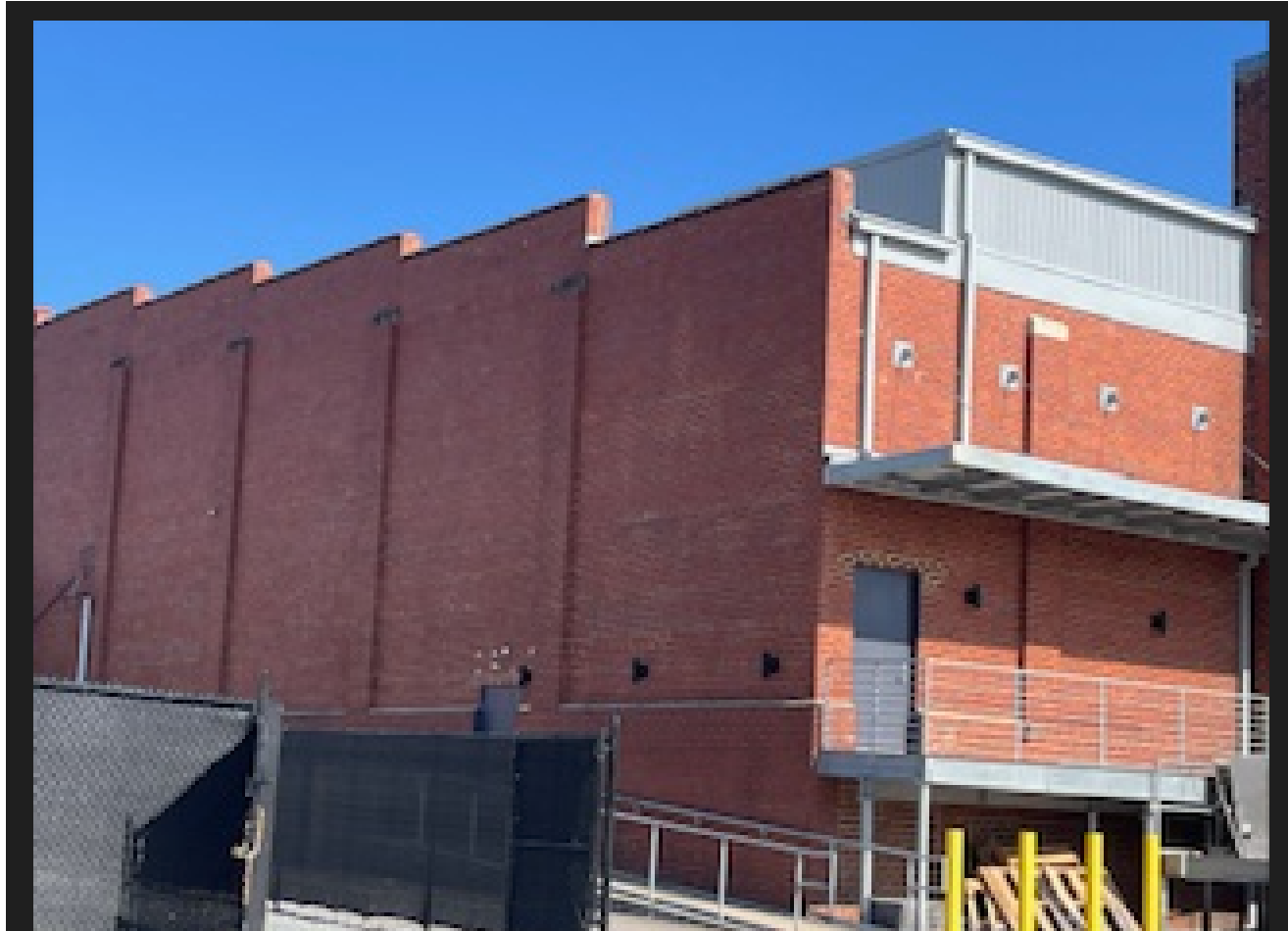
Large
Space for
Mural
Impact.



Mural Location Options

Stewart
Street –
The Dowd
Theatre

Large
Space for
Mural
Impact.



Mural Location Options

Hayne and
Correlation
Drive

Heavy
Traffic
Area.



Mural Location Options

Hayne
Street

Entry into
Downtown.



Next Steps

1. Confirm these and identify any other Locations
2. Contact Owners to gauge interest for a mural
3. Narrow down options
4. Execute an agreement with owners
5. Recommendations by Downtown Advisory Board
6. Council Approval

Questions