

**Approved November 1, 2018**

**Union County Historic Preservation Commission  
Regular Meeting  
September 6, 2018**

The Union County Historic Preservation Commission held a regular meeting on Thursday, May 3, 2018 at 1:30 pm in the Heritage Room located in the historic Union County Courthouse, Monroe, North Carolina.

Present: John Dickerson, Crystal Gilliard, Dale Loberger, Steven Long, Barbara Moore,  
Dr. Jerry Surratt  
Absent: Mary Lou Gamble  
Also Present: Marian Morgan, Staff; Virginia Bjorlin, Richard ALi

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

**Approval of Minutes**

Mrs. Moore asked if there were additions or corrections to the minutes of the May 3, 2017 meeting. Mr. Loberger made a motion that the minutes be approved. Mr. Long seconded the motion and the vote was unanimous.

**Financial Report**

The financial report for May 1, 2018 – July 31, 2018 was presented. The financial report was accepted.

**Old Business**

A. Mrs. Moore spoke about the Public Hearing that was held Tuesday, September 4, 2018. The two properties, the Ramsay-Fairley House and the Piedmont Buggy Factory were presented to the City Commissioners for historic designation. Both properties passed and are now designated as historic landmarks.

B. Mrs. Moore gave an update on the Ashcraft-Garren House. Sidney Halma has visited the property and is in the process of writing the Survey and Research Report. After Mr. Halma visited the property he came by the Heritage Room. He and Ms. Morgan discussed the requirements from the NC State Historic Preservation Office in Raleigh for formatting and submitting these reports.

C. At the May 3, 2018 UCHPC meeting the Commission was made aware that Raleigh has not been pleased with some of the past reports submitted by Mr. Halma. One of their concerns was that there was no citing of sources. Raleigh supplied a list of people who write these reports. Several people on the list were contacted. Their prices ranged from \$2,000-\$4,000. At this time the UCHPC will continue working with Mr. Halma.

**New Business**

A. Mrs. Moore spoke to the Commission members about applying fees to applications for designating a property and also for applications of Certificate of Appropriateness from owners of properties already designated as historic landmarks. At this time no fees are charged. Web pages from other counties were viewed and the fees for these counties were discussed. The web pages were from counties that have a larger population in their town seat than Monroe, such as Wilmington. Dr. Surratt suggested that we contact counties that are comparable in size to Union County. Mrs. Moore stated that we also ask if the other counties also pay part of the research fee on the report that is sent to Raleigh. By acclamation the Commission chose to discuss this further at the next meeting.

B. Mrs. Moore turned the discussion of the purchasing of new equipment for a scanning station over to Mr. Loberger. Mr. Loberger had come to the Heritage Room earlier in the week to review the equipment that was being proposed for this purchase and to talk to the volunteers and staff about what their needs are for preserving materials. At this time there is no backup for any documents on the computers or the massive amounts of materials cataloged in the Heritage Room. The Commission members were given a hand out of the equipment and prices being proposed. Mr. Loberger explained the type of equipment required for scanning the amount of materials in the Heritage Room. Mr. Long made a motion to approve the purchase of the equipment needed up to the \$5,000 appropriated amount for the purchase. Mr. Loberger seconded the motion and the vote was unanimous.

### **Other Business**

With there being no other business, the Chairman declared the meeting adjourned. The next regular meeting is scheduled for November 1, 2018.

Respectfully submitted,

Crystal Gilliard, Secretary