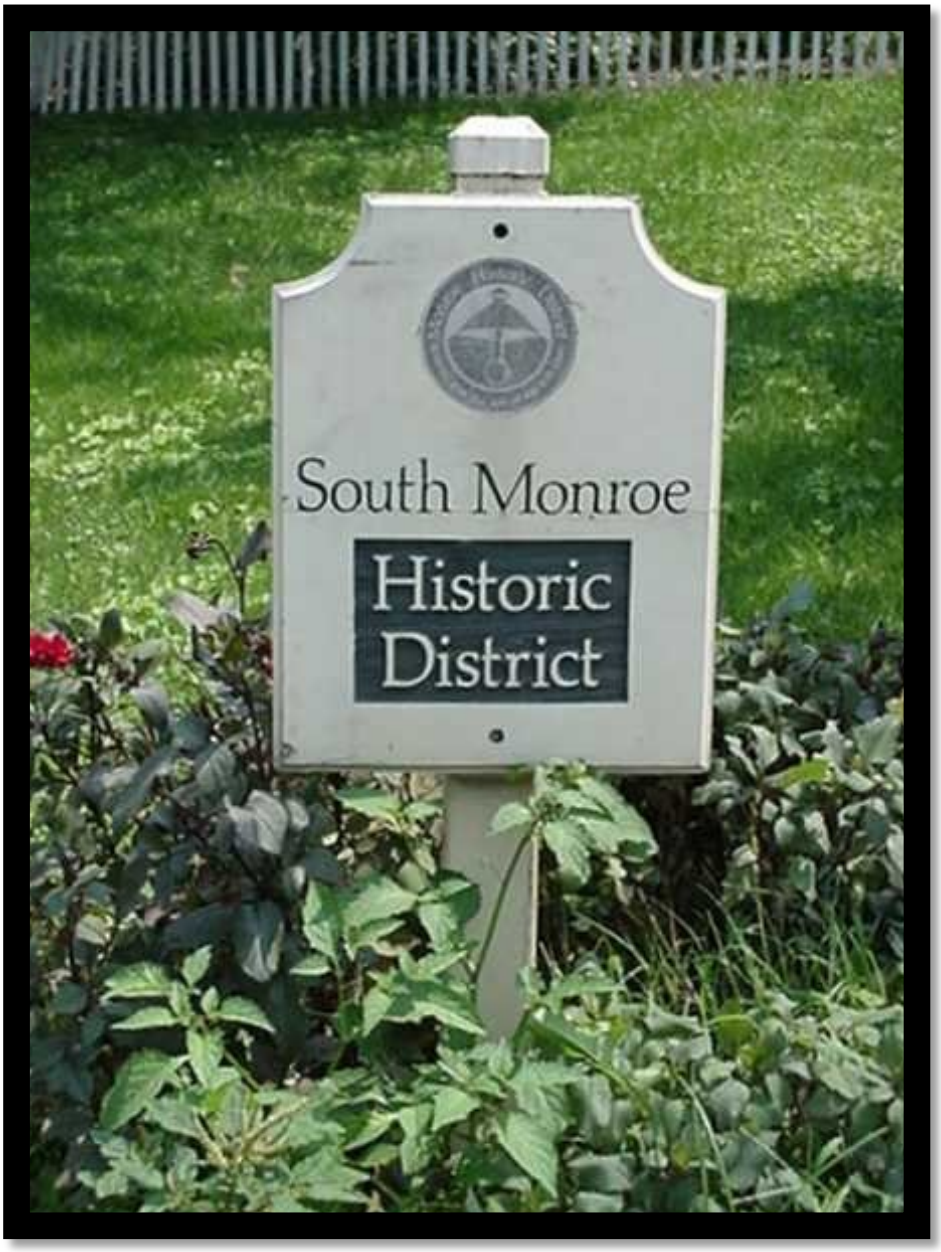
SOUTH MONROE
HISTORIC DISTRICT



DESIGN GUIDELINES

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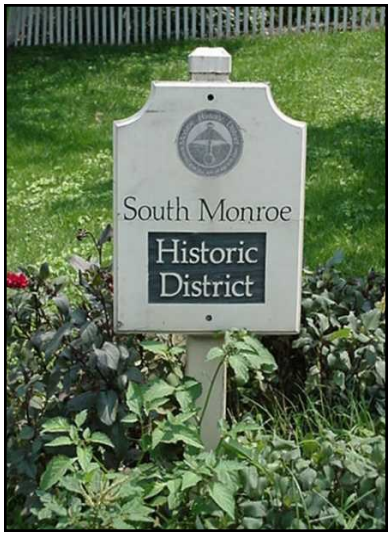
"Beginning at a small black oak by two Spanish Oaks." That is the way the original deed for the City of Monroe began. This was recorded June 8, 1843, the year before the city was incorporated by state statute.



On the edge of downtown Monroe, North Carolina, you can walk through a century in a single residential neighborhood. This neighborhood in the south of Monroe has been adopted by the city as "The South Monroe Historic District." In this area you will find a rich and varied collection of historical and architectural buildings.

Vernacular architecture, an informal local building tradition based on formal and academic style, represents the main body of the nineteenth century architecture of Monroe.

Not until the 1900s did the influence of professional architects, such as C. C. Hook, Oliver Wheeler, and Lewis Asbury affect Monroe's building patterns.

The streets reveal a repetition of rooflines, porches, and trim concentrated on eaves and entrances. With the exception of ornament, the change was gradual.

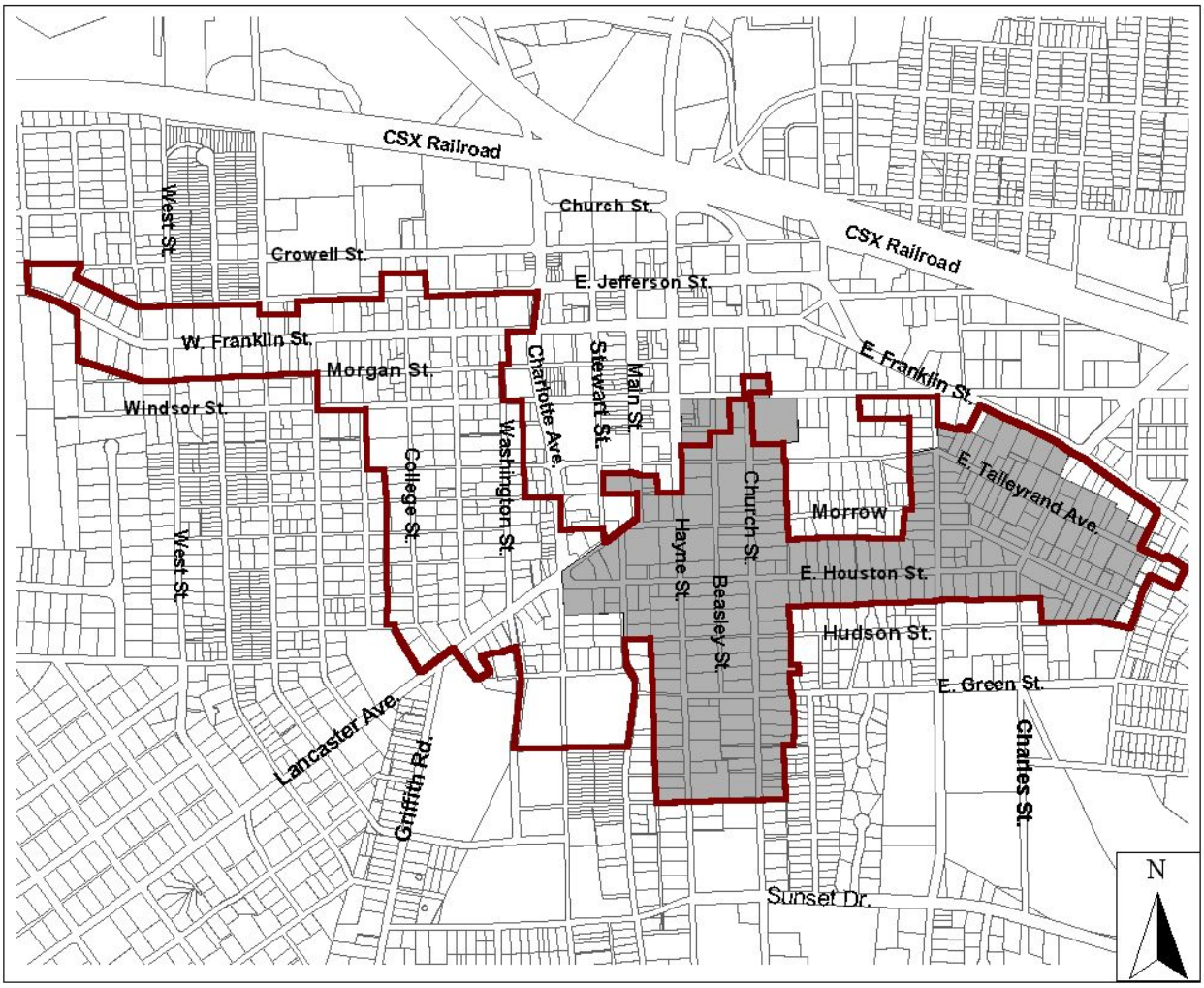
1870/1900 – Monroe's establishment as the county seat of Union was the primary stimulus for growth; but the introduction of the railroad in 1874 had a more dramatic and pervasive impact on the city's development.

Most residential areas of Monroe developed between 1870 and 1940. These residences vary in size from small cottages to large and imposing dwellings, including representative examples of Italianate, Second Empire, and the Spanish Mission style. In the South Monroe Historic District you will also find traditional Greek and Colonial Revival architecture, Victorian influences, represented largely by several Queen Anne residences, and Craftsman-influenced houses--dating from the 1920s and 1930s.

Emerging as the dominant style of the 1900s was the Neo-Classical Revival style, and turn of the century cottages. Homes in the South Monroe Historic District not only have charm, they also have character. The diverse nature of the district recalls the city's heritage and symbolizes a lasting sense of pride to the people of Monroe.

On December 6, 1983, the City of Monroe adopted an ordinance delineating the South Monroe Historic District and set forth special zoning and architectural guidelines to help preserve it. A Historic District Commission was created to ensure that all future changes in the South Monroe Historic District were consistent with the guidelines. The South Monroe Historic District is also nationally recognized, as the majority of the district is also a part of the Monroe Residential Historic District which is listed in the National Register of Historic Places. The National Register includes properties that possess historic significance and integrity and has no effect on what a private citizen may do with his or her property.

The design guidelines published in this book are used by the Historic District Commission in reviewing the appropriateness of proposed changes in the local historic district. The accompanying narrative and illustrations have been adopted to provide detailed information and direction to the property owners and the residents of the local historic district, as well as to interested citizens. Information found in the appendix offers additional technical resources, references, and definitions.



PARCELS
MONROE'S NATIONAL REGISTER DISTRICT
SOUTH MONROE HISTORIC DISTRICT


W. Jefferson Street
E. Jefferson Street
Crow Street
W. Franklin Street
W. Morgan Street
W. Windsor Street
E. Windsor Street
E. Franklin St.
S. Stewart Street
E. Talleyrand Avenue
E. Morrow Avenue
Everette St.
S. Hayne Street
S. Beasley Street
S. Church Street
E. Houston Street
Lancaster Avenue
E. Hudson Street
Cemetery Drive
E. Green Street
Maurice St.
Charles St.
Myrtle Street
Cotton Street
W. Barden Street
N

It is difficult to categorize houses by architectural style or type, since few pure examples are found in the 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.

GREEK REVIVAL (1840-1860) – Greek Revival became the dominant style of American domestic architecture soon after Greece's involvement in a war for their independence (1821-30). The newly independent United States had much sympathy for the birth of democracy in the Grecian state and embraced their romantic architecture as a means to further reject ties to England. The Greek Revival style often resembles a Greek temple with a classical entablature, a front gable, and columns and pilasters supporting low-pitched porch roofs. Most buildings containing predominant Greek Revival elements are painted white to mimic the buildings in Greece which were constructed of marble. Entrances often have elaborate surrounds with sidelights and transom extending over the door and lights.

GOTHIC REVIVAL (1840-1860) – The Gothic Revival began in England nearly one hundred years before it arrived in America. Gothic Revival houses have steeply-pitched roofs, usually with steep cross gables. One-story entry porches are a common identifying feature of Gothic Revival houses. Several houses also have decorated vergeboards (decorative gable trim). One principle subtype of the Gothic Revival style includes paired gables. This subtype, having two symmetrical cross gables, is the least common subtype in the United States, but occurs rather frequently in the South Monroe Historic District. This subtype could have been popularized in Monroe due to the rise in pattern book architecture.

SECOND EMPIRE (1855-1885) – Second Empire is relatively rare in the southern states, however a unique example exists in the South Monroe Historic District. The style is characterized principally by its distinctive dual-pitched hipped roof with a steeper lower slope, known as a mansard roof. The boxy roof line was considered particularly functional because it permitted a full upper story of usable attic space. This additional floor space often utilized natural lighting from dormer windows. Second Empire homes also contained features such as brackets, doors, and porch details similar to those used in the Italianate style.

AMERICAN FOURSQUARE (1890-1930) – The American Foursquare is not a specific architectural style, rather a common house type. The American Foursquare may incorporate elements from other popular architectural styles, such as Prairie School, Craftsman, Colonial Revival, or Queen Anne. The Foursquare represented the national trend toward simplicity and efficiency in residential construction. The American Foursquare has a simple square or rectangular plan, are two or two-and-a-half stories high, have a low-pitched hipped or pyramidal roof, and a symmetrical facade. The entrance is often the focal point and is usually accompanied by a full-width, single-story porch.

COLONIAL REVIVAL (1880-1955) – Colonial Revival was a dominant style for domestic building throughout the country during the first half of this century. The term "Colonial Revival" refers to the rebirth of interest in the early English and Dutch houses of the Atlantic seaboard. The facade generally has balanced windows and a central door. The front door is often accentuated with a decorative pediment supported by pilasters and slender columns. Roofs are predominately side-gabled, but occasionally can be hipped or gambrel. This style varies throughout its long existence and would incorporate elements from changing fashions.

BUNGALOW (1905-1930) – Bungalows, commonly associated with the Craftsman style, are generally single story houses that became enormously popular because of their practical features. The long, narrow shape of most Bungalows was ideally suited to smaller lots. The Bungalow has a low-pitched gabled roof, with a wide eave overhang. The doors and windows often contain geometric patterns of small-pane window glazing. Bungalows also have porches supported by square columns and occasional decorative beams or braces added under gables. Several examples of this style can be found in the South Monroe Historic District.

NEOCLASSICAL REVIVAL (1890-1930) – The Neoclassical style was inspired by the 1893 World's Columbian Exposition in Chicago. The Neoclassical Revival style is characterized by an imposing appearance and elaborate classical detailing. Its hallmark is a central portico supported by two-story columns (usually in pairs) that often overlaps a one-story porch extending beneath the portico, across the facade, and occasionally down one or both of the side elevations. Windows are double-hung, symmetrically arranged with lintels above, sometimes occurring in pairs or in groups of three. Additional decoration is often elaborate and is found at door and window surrounds, balustrades, denticulated cornices, and pedimented dormers.

MEDITERRANEAN-INFLUENCED ARCHITECTURE (1890-1930) – The most notable style derived from this period which affected Monroe was the Mission style. This style originated in California in the 1890s as a counterpart to the popular Colonial Revival architecture on the east coast, and its use continued well into the 1920s. The Mission style drew from regional Hispanic influences, included features such as tile roof projections cantilevering from wall surfaces, red tiled roofs, wide and open overhanging eaves, and porch roofs supported on large square piers.

The purpose of the South Monroe Historic District Design Guidelines is to encourage the preservation of historic structures through the use of rehabilitation techniques that are economical yet do not sacrifice historic architectural features that define the district. These guidelines will be used by the commission and staff in reviewing proposed rehabilitation plans and when considering applications for Certificates of Appropriateness. They may also be useful as a voluntary guide for private property owners by providing a framework for selecting the most appropriate option for repair and replacement decisions when planning a rehabilitation project.

The guidelines are intended to protect the historic character of the district. The approach to rehabilitation put forth by these guidelines 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. Fortunately, the emphasis of the guidelines on retaining and repairing building materials and features is often the least costly choice for property owners. However, in cases where undue hardship would otherwise result, the commission shall consider cost in its evaluation of an application for a Certificate of Appropriateness.

The guidelines also extend to new construction and the neighborhood setting. New buildings and site improvements should harmonize with qualities and elements found in the district. This usually involves adherence to existing setbacks, scale, height, bulk, orientation, materials, and landscape features.

The guidelines are not a comprehensive checklist of all 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. 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 guidelines propose a process for tailoring a rehabilitation plan to the specific conditions and significant features of each property.

INTERIOR WORK

As you plan your project, consider the impact of interior rehabilitation as well. Plumbing, heating, or electrical system work, for example, is not subject to review if it has no exterior visual impact on the building. Nonetheless, this work can have a significant impact on character and historic integrity. Avoid removing original walls and partitions if at all possible. Also avoid, as much as possible, excessive cutting through or removal of walls, baseboards, and floors while installing mechanical systems. Try to retain all historic features that contribute to the overall character of your structure rather than only its historic shell.

PREVENTATIVE MAINTENANCE

Equally important is regular maintenance of your property once you have completed its rehabilitation. Poor maintenance practices diminish historic character and property values just as much as poor rehabilitation. Seasonal inspections to watch for troubles in gutters, downspouts, site drainage, and roofing materials will prevent problems from becoming extensive. Since water is the primary cause of deterioration to historic structures, also look for evidence of moisture damage to wood and masonry building components. Once the problem areas have been identified, correct the causes – not just the symptoms – to ensure your property will retain its unique historic character for future residents to enjoy.

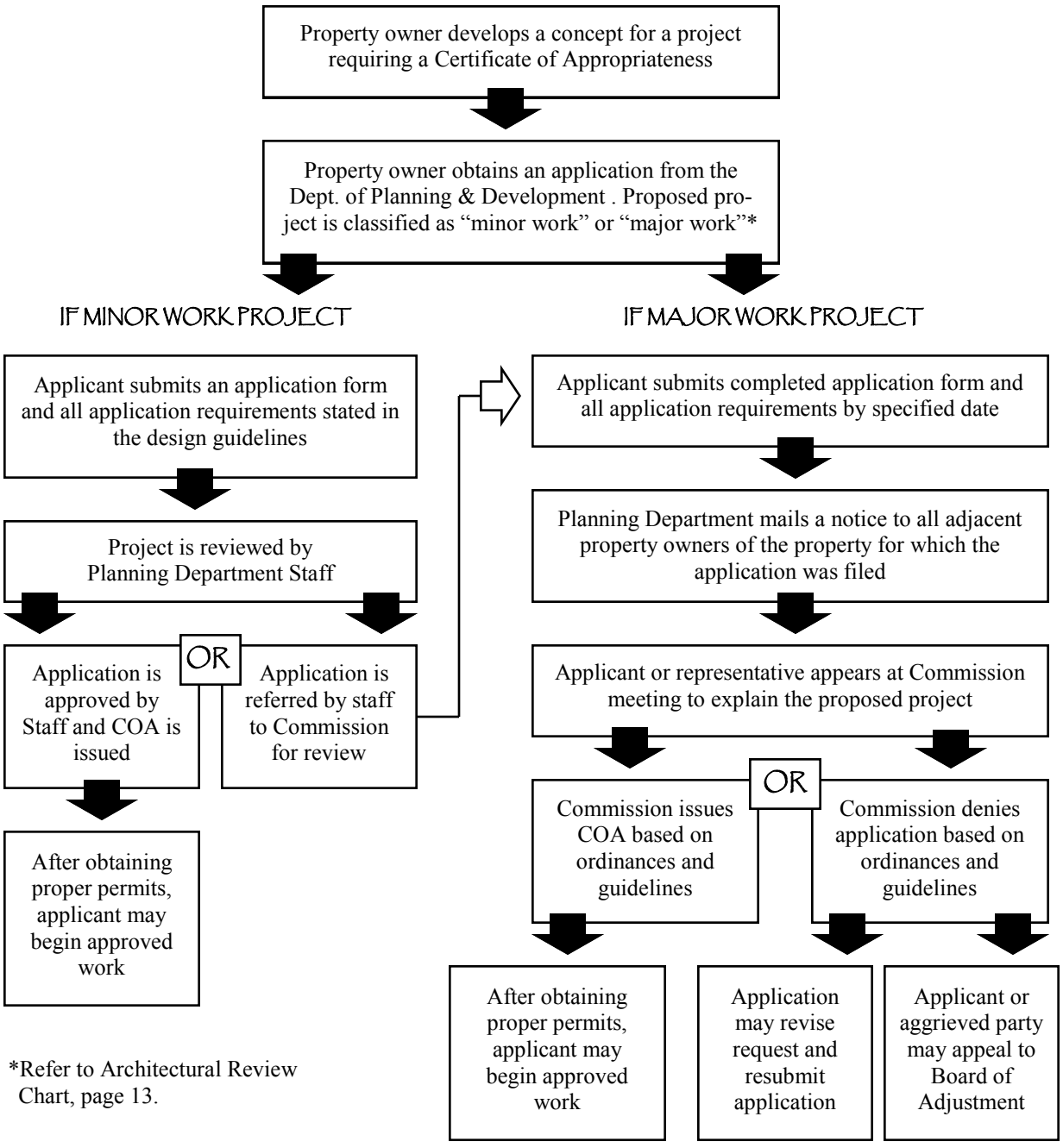
HISTORIC DISTRICT COMMISSION

The Monroe Historic District Commission was established on December 6, 1983 when the Monroe City Council adopted the City of Monroe Historic District Ordinance. The Historic District Commission is responsible for protecting the architectural integrity and neighborhood setting of the local historic district.

The Commission 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 Commission normally meets on the second Monday of each month to review each proposed Certificate of Appropriateness (COA) application for changes within the district. The meetings are held in the City Council Chambers. The public is invited to attend these meetings. To be placed on the agenda, the applicant must submit a Certificate of Appropriateness application to the city's Department of Planning and Development at least ten days prior to the meeting.

CERTIFICATE OF APPROPRIATENESS PROCESS



*Refer to Architectural Review Chart, page 13.

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 Incentive 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 shall 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 shall be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
3. Each property shall 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, shall not be undertaken.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
8. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall 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 shall 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.

All exterior projects involve either maintenance or an exterior change. The following Architectural Review Chart contains common examples of both types of projects.

Maintenance includes repair and in-kind replacement of the deteriorated parts of a building. Repair is the routine work that all South Monroe Historic District residents are familiar with–those essential projects undertaken to maintain your structure or site by protecting existing features. Examples include repairing a fence or reglazing a window. As indicated by the chart, a Certificate of Appropriateness is not necessary for these repairs. In-kind replacement involves duplicating a deteriorated part with one of the exact same material, size, and form. Examples include replacing a damaged porch column or replacing several slates on a roof.

Exterior changes include alteration, new construction, additions, demolition, major site work or landscaping, building fences, or constructing signs. For these projects, you should apply for a Certificate of Appropriateness from the South Monroe Historic District Commission. Applications are available at the City of Monroe's Department of Planning and Development, 300 W. Crowell Street. This is also true for any interior work that may change your structure's exterior.

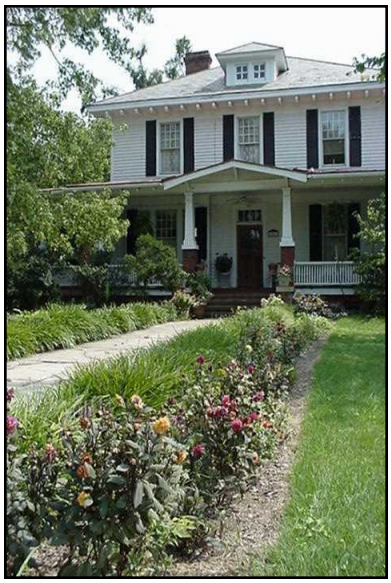
This chart illustrates the types of projects that require no review, staff approval, or Commission review and approval. In general, if a project involves a change in the appearance of a building or landscape, it requires Commission approval.

After looking at the chart, if you are unsure of how to classify your project, contact the Department of Planning and Development to find out if you need a Certificate of Appropriateness and who should review the project.

PROJECT	MAINTENANCE		EXTERIOR CHANGE
	REPAIR No review or approval required	IN-KIND REPLACEMENT Minor work requires staff review and issuance of Certificate of Appropriateness	Major work requires Commission review and issuance of Certificate of Appropriateness
Additions to buildings			Addition of any new exterior feature to structure
Cornices, friezes	Repair	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	Replacement of historic feature with similar match	Change in design, material or size; close off or create entrance
Fences, walls	Repair	Replace, add, change, or remove	
Foundations	Stabilize, no visible change	Repointing and repairs including vents and access doors	
Gutters and downspouts	Reattach, repair	Replace with new design or material	
Landscaping	Gardening, pruning, and removal of trees less than 6" in diameter	Large landscaping projects, including removing trees in excess of 6" in diameter	
Lighting	Repair of any existing exterior light fixtures	Addition of any new exterior light fixtures	
Masonry		Repointing or replacement of any missing or deteriorated feature	Painting any historically unpainted surface; demolition of chimneys

CONTINUED

PROJECT	MAINTENANCE		EXTERIOR CHANGE
	REPAIR No review or approval required	IN-KIND REPLACEMENT Minor work requires staff review and issuance of Certificate of Appropriateness	Major work requires Commission review and issuance of Certificate of Appropriateness
Mechanical equipment	Repair	Installation of any new equipment	
New construction			Addition of any new structure
Ornamentation (brackets, shutters, trim)	Repair	Replace missing or deteriorated feature with exact match	Addition, change, removal, or replacement with different feature
Paint color (exterior)	Touch-up		
Signage	Repair any historic sign or installation of temporary signs (real estate, political, etc.)	Addition of any new identification sign	
Windows	Repair, reglaze, or installation of storm windows	Replacement of historic windows with similar match	Replace windows with different material; close off or create window openings



The landscaping and overall maintenance of the site plays a vital role in the appearance of the historic district. Mature trees, hedge rows, foundation plantings, gardens, grassy lawns, fences, walls, and lighting all contribute to the character of a specific site and the historic district as a whole.

Trees in the district are vital in providing for the historic setting of the district, therefore, mature shade trees must remain intact. Many of the streets in the district are lined with majestic oak and sycamore trees which date back to the early 1900s. If removal of a mature tree is required due to disease or was damaged from a storm, 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. 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 overhead utility lines. The appendix includes a list of suggested trees and plant materials for the historic district.

The removal of any tree larger than 6 inches in diameter always requires a Certificate of Appropriateness.

Plant materials and arrangements that are not in keeping with the traditional character of the district should be avoided. Examples are plants of a desert cactus or sagebrush variety. Landscape designs which attempt to recreate desert scenes or gardens featuring expanses of sand and large rocks, or arrangements featuring artificial waterfalls and pools, or imitations of oriental gardens are not recommended.

Many gardens and lawns are surrounded by fences, walls, or hedge rows that delineate property lines and contribute to the overall character of the district. Historic fences, walls, and plant rows should be preserved. New elements, including fences and walls, introduced to the site should be compatible with the time period and styles found within the district, as well as the appropriateness of their location and height.

Historic fence materials found in the district are generally iron and wood. The traditional height of the fences was 36 inches. Cast iron fences are characterized by rows of vertical members held together between line posts and are often ornamented. Picket fences have plain wooden uprights with either shaped or squared off vertical tops. Iron and wood fence materials should be maintained and preserved according to the guidelines for architectural metals and wood respectively. New fences should never be used to screen or hide from view front yards, but may be used to screen parking areas or mechanical systems.

A number of stone or brick walls accent front lawns throughout the district and should be maintained and preserved according to the masonry guidelines.

APPLICATION REQUIREMENTS

1. Site plan with location of new features and/or landscape material.
2. Photographs of existing site.
3. If needed, a report from a tree service or other qualified professional on the condition of any trees larger than 6” in diameter proposed to be removed.

GUIDELINES

1 Retain and maintain landscaping that contributes to the character of the historic district.

2 Retain and maintain specific landscaping features that are character-defining elements of the historic district, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, and gardens.

3 If it is necessary to remove a large tree or a hedge because of disease or storm damage, replace it with a new tree or hedge of the same species or with a similar appearance.

4 When introducing and locating additional landscaping features, keep them consistent with traditional elements and locations consistent with similar elements in the historic district.

5 Retain and preserve original fences and walls.

6 Retain and preserve all architectural features that are character-defining elements of original fences and walls, including gates, pillars, hardware, decorative pickets, and rails.

7 Retain and preserve historic fence and wall materials whenever possible. If replacement is necessary, use a new material that matches the historic material in composition, size, shape, color, pattern, and texture. Consider substitute material only if the original is not technically feasible.

8 Wooden and iron fences should be maintained and repaired according to the wood and architectural metal guidelines. Stone and brick walls should be maintained and repaired according to the masonry guidelines.

9 It is not appropriate to use contemporary fence or wall materials, such as vinyl and chain link fencing, that were not historically available and are inconsistent with the character of the district.

10 It is not appropriate to use fences or walls to screen front yards. Limit privacy fences to side and rear yards. If possible, use wooden privacy fences to screen parking areas, mechanical equipment, or other intrusive site features.

Providing circulation and parking for both pedestrians and the automobile on private sites can be a challenging task, particularly on smaller lots. The use of appropriate paving materials for both driveways and private walks can help reinforce the character of the district. Strategically placed landscaped screening also can help reduce the visual impact of on-site parking areas.

Not all residential sites included driveways in Monroe's early neighborhoods, and often single-lane driveways were shared and usually led to the back yard. Additionally, public alleys sometimes provided automobile access to residential lots. Historically, offstreet parking areas for multiple cars were not common in residential neighborhoods or commercial areas. Rather, onstreet parking met the demand for parking spaces, even in the commercial areas.

Present-day land use patterns require that parking often needs to be accommodated in places and in quantity that the original neighborhood design could not have anticipated. These guidelines are designed to strike a balance between the need to allow necessary parking for residential land uses, and to ensure that both circulation and parking plans have a minimum impact on the character of the area.

Extensions, modifications and additions to driveways should only be considered if there is no adverse aesthetic or drainage impact on adjoining lots or common area. Additions should be of the same materials as the existing driveway. A different material may be approved only if used both as a replacement for an existing driveway and for any proposed addition. New driveways and walkways should be compatible with existing driveways and walkways in spacing, width, configuration, and paving material. They should be introduced in locations that do not compromise historic site features, including landscaping, walkways, and retaining walls.

APPLICATION REQUIREMENTS

1. Site plan with location of proposed construction.
2. Detailed description of new materials, or provide pictures or actual material example.

GUIDELINES

1 Retain and maintain the historic configuration and materials of existing driveways, walkways, and alleys whenever possible.

2 Repair damaged areas by repairing the driveway, walkway, or parking lot with materials that match the original paving if feasible.

3 New driveways should be located to the sides and rear of existing houses and should be screened with landscaping if the area is prominently visible from a public right-of-way.

4 Construct new driveways to conform with the spacing, width, configuration, and materials of existing driveways.

5 For new walkways and parking areas, use appropriate traditional paving materials such as brick, stone, and scored concrete. Color and texture of new surfaces should be carefully reviewed prior to installation. Avoid large expanses of bright white or gray concrete surfaces.

6 Retain historic buildings and site features when providing areas for parking.

7 It is not appropriate to locate off-street parking in front yards.

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 some homes had gas systems for lighting. Early gas and electric light fixtures were often manufactured in many styles, configurations, and decorative finishes to reflect the popular fashions in home decor.

Early electrical lighting was substantially less bright than what we are accustomed to today. Homes were traditionally lit with a lone ceiling fixture, while exterior sources of light were from a single lamp post or often no exterior lighting existing on individual sites. It is always preferable to retain and maintain any original lighting fixtures. If original lighting fixtures no longer exist, the effect or ambience of period lighting can be obtained today by using low-wattage ornamental or special-purpose lamps. Selecting a fixture style in contrast to the building style is not recommended. Acceptable substitutes for historic light fixtures are available at most hardware stores.

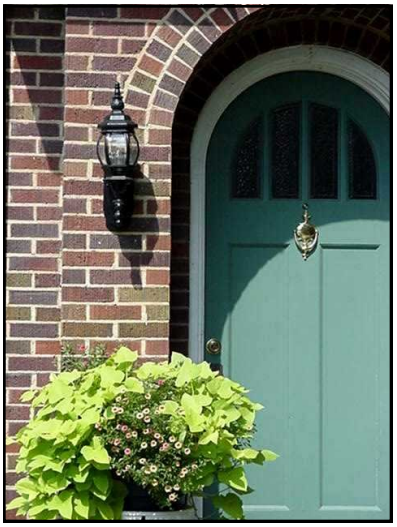
Additional lighting may be desirable on a particular site for safety or security concerns. Careful consideration should go into the placement of supplemental lighting and in what quantity. Adequate lighting can often be introduced through lights on residential-scale posts, recessed lights, or footlights mounted in unobtrusive locations. Such solutions keep the historic character of the district rather than harsh floodlights and standard security lights.

If an older system is being used for lighting, safety should be the primary concern. It is important to not overload old wiring, and if any wiring or equipment is questionable, replace it with new materials according to current code. While building inspectors will permit the operation of older systems if they are in good working order, any construction activity usually requires bringing the wiring up to current code.

APPLICATION REQUIREMENTS

1. Site plan showing location and type of new light fixtures.
2. Photographs, drawings, or illustrations showing design and dimensions of proposed light fixtures.

GUIDELINES



1. Retain and preserve exterior lighting fixtures that contribute to the overall historic character of a building, site, or streetscape, and repair the fixture as necessary.
2. If replacement of a missing or deteriorated historic exterior lighting fixture is necessary, replace it with a fixture that is compatible in scale, design, materials, color, finish, and historic character with the building and the streetscape.
3. Introduce new site and street lighting that is compatible with the human 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.
4. It is not appropriate to introduce or eliminate exterior lighting fixtures if doing so will detract from the overall historic character of the building, site, or streetscape.
5. It is not appropriate to introduce new security lighting on standard-height power poles in the residential historic district.

Signs play an important role in human activity. They identify. They direct and decorate. They promote, inform, and advertise. Signs are essentially social. Signs allow the owner to communicate with the reader, and the people inside a building to communicate with those outside of it.

Signs reflect an owner's tastes and personality. They often reflect the ethnic makeup of a neighborhood and its character, as well as the social and business activities carried out there. By giving concrete details about daily life in a former era, historic signs allow the past to speak to the present in ways that buildings by themselves do not. Multiple surviving historic signs on the same building can indicate several periods in its history or use. In this respect, signs are like archeological layers that reveal different periods of human occupancy and use.

Historic signs give continuity to public spaces, becoming part of the community memory. They sometimes become landmarks in themselves, almost without regard for the building to which they are attached, or the property on which they stand. Therefore significant historic signs and landmark signs within the district should be preserved and maintained.

The practice of preserving old signs however differs from that of adding a new sign to the historic district. Determining what new signs are appropriate for historic buildings involves understanding the district's history and determining what signs would be appropriate, compatible, and would enhance the architectural styles and details. A new sign should never obscure or damage significant building features or details.

APPLICATION REQUIREMENTS

1. Site plan with location of proposed sign.
2. Scaled drawing of proposed sign with measurements, colors, and materials.
3. Elevation drawing for signs attached to facades of buildings.

GUIDELINES

1. Historic signs should be retained and preserved and should be viewed as part of an overall graphics system for the building. Signs should work with the building, rather than against it.
2. New signs must be in compliance with the City of Monroe's zoning and sign regulations.
3. New signs should respect the size, scale and design of the historic building. Existing features or details of the building will suggest a motif for new signs.
4. The placement of signs is important; new signs should not obscure significant features of the historic building.
5. New signs should respect neighboring buildings. They should not shadow or overpower adjacent structures.
6. Sign materials should be compatible with those of the historic building. Materials should be chosen that are characteristic of the building's period and style.
7. Select colors for new signage in the historic district that are compatible with the related structure of the streetscape.
8. New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and signloads should be properly calculated and distributed.

Wood is the most commonly used building material found in historic districts. Traditionally, wood has been used for structural systems, siding, and ornamentation. Decorative details were added depending on the styles of the era and the taste and the financial resources of the owner. For example, decorative wooden moldings, brackets, pediments, balustrades, and columns embellish several South Monroe residences within the district.

Wood clapboard siding is the most common exterior wall material found in the historic district. Clapboards are wooden boards 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. Other types of wood siding can also be found, including wooden shingles, flush wood siding, and drop wood siding. Wood siding is a significant architectural feature, and therefore should be maintained and preserved.

MAINTENANCE AND REPAIR

Wood surfaces can last indefinitely if they are properly maintained and free of excessive moisture. Because wood expands with the introduction of moisture, flexible caulks and sealants prevent moisture penetration at wooden joinery. Paints and coatings protect wooden surfaces from deterioration due to ultraviolet light as well as moisture. The guidelines for paint provide additional information on the preparation and the maintenance of painted surfaces. The presence of deteriorated lead paint on exterior walls requires additional precautions and procedures during rehabilitation to ensure a lead-safe site and building. The appendix includes additional information on lead paint.

Repair or replacement of deteriorated wooden elements or surfaces may involve selective replacement of portions in kind through splicing or the introduction of a wood consolidant to stabilize the deteriorated section and prevent further decay. Wood consolidants are particularly appropriate when they prevent the removal of decorative details and trim that cannot easily be replaced. If all or parts of a wooden element is missing or too deteriorated to repair, the severely deteriorated components are to be removed and replaced to match the original as closely as possible. This may involve installing new wood clapboards that match the original in size, spacing, texture, and edge detail. Similarly, any wall area covered in wood shingles would be replaced with matching shingles. A variety of stock wood siding and shingles choices are readily available, therefore custom millwork is not usually required to match original materials.

Resurfacing a wooden building with synthetic siding materials, such as aluminum, vinyl, asbestos, and asphalt, is usually a short-sighted solution to a maintenance problem. In fact, they may hide signs of damage or deterioration, preventing early detection and repair. Because the application of synthetic sidings may cause irreversible damage to the structural system and historic fabric of a building, they are not appropriate within historic districts.

APPLICATION REQUIREMENTS

1. Photographs, illustrations, or examples of any new element introduced to structure.
2. Detailed description of the scope of work.

GUIDELINES

1 Retain and preserve wooden features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim.

2 Retain and preserve historic wooden fabric whenever possible. If replacement is necessary, use new or salvaged wood that matches the original in dimension, shape, detail, and texture.

3 Protect and maintain wooden surfaces and features through appropriate methods:
- Inspect wood surfaces and features regularly for signs of damage from moisture, insects, fungi, or mildew.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
- Keep wooden joinery adequately sealed to avoid water penetration.
- Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
- Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
- Clean painted surfaces regularly by the gentlest means possible, and repaint them only when the paint film is damaged or deteriorated.

4 Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

5 If replacement of a wooden element or detail is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original detail or element in design, size, scale, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

6 If a wooden feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible in scale, size, material, and color with the historic building and district.

7 Repaint wooden surfaces and features in colors that are appropriate to the historic structure and district.

8 It is not appropriate to clean wooden features and surfaces with harsh methods such as sandblasting, power washing, and using propane or butane torches. Use chemical strippers only if gentler methods such as low-pressure washing detergents and natural bristle brushes are ineffective.

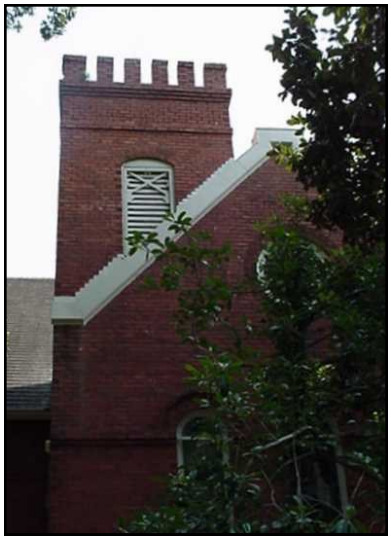
9 It is not appropriate to replace or cover wooden siding, trim, or windows sashes with unsympathetic substitute materials such as aluminum and vinyl.

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

Brick, stone, tile, terra-cotta, concrete, stucco, and mortar are all typical masonry materials found on the exterior of historic buildings. Because of their extreme durability and beauty as building materials, brick, stucco, and stone have been used in the construction of some of South Monroe's historic residences. Stucco and stone buildings blend well with the adjacent structures and add to the variety and charm of the streetscape. Occasional brick structures also add a pleasing contrast to the wooden houses within the District. Like their wood frame counterparts, older masonry buildings require a program of regular inspection and maintenance to ensure their structural integrity.

MAINTENANCE AND REPAIR

Brick and other masonry materials should be monitored regularly for signs of vegetation growth, dirt build up, moisture damage, or cracking. Moisture is the most common cause of deterioration in masonry. Typically, mortar joints slowly deteriorate over a period of years from exposure to the elements. The deterioration permits moisture to penetrate walls or foundations. Consequently, the life of a brick or stone wall depends on proper maintenance of its mortar joints. 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. Properly done, repointing restores the visual and physical integrity of the masonry. Improperly done, repointing not only detracts from the appearance of the building, but may also cause physical damage to the masonry units themselves. Before repointing, any loose or deteriorated mortar must be removed with hand tools, taking care not to chip or damage the surrounding masonry. In a proper repointing, the new mortar will match the visual and physical properties of the original mortar, including its strength. Mortars for repointing should be softer or more permeable than the masonry units to allow a building to naturally expand, contract, or settle to prevent damage from occurring to the masonry units.



Heavily soiled masonry should be cleaned with low pressure water washing and, if necessary, soft, natural bristle brushes. Mild detergents may be used with water treatments. If this proves ineffective, chemical solvent cleaning methods may be permitted to remove more stubborn surface stains. Such chemical applications, however, should never be undertaken until tested in an inconspicuous location on the building in order to determine if any masonry discoloration or damage occurs. More abrasive cleaning techniques such as sandblasting or other mechanical cleaning methods are strongly discouraged since the abrasives do not differentiate between the dirt and the masonry, resulting in erosion of the masonry surface. In the case of brick, soft stone, detailed carvings, or polished surfaces, even minimal erosion is unacceptable. Brick, a fired product, is hardest on the outside where the temperatures were highest; the loss of this "skin" of the brick exposes the softer inner portion to more rapid deterioration. Abrasion of intricate details causes a rounding of sharp corners and other loss of delicate features, while abrasion of polished surfaces removes the polished quality of stone.

APPLICATION REQUIREMENTS

1. Sample of proposed masonry materials or accurate illustration.
2. Project description.

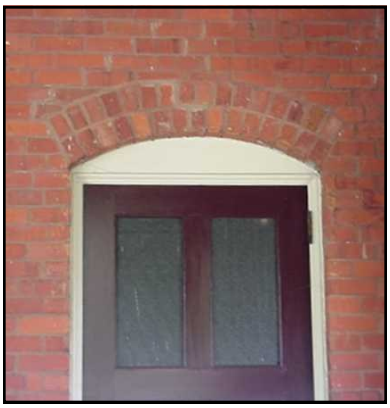
GUIDELINES

1 Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, buttresses, piers, columns, lintels, arches, and sills.

2 Protect and maintain historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features, including bonding patterns, corbels, and unpainted surfaces.

3 Protect and maintain historic masonry surfaces and features through appropriate methods:

- Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers.
- Clean masonry only when necessary to remove heavy soiling or to prevent deterioration. Use the gentlest means possible.
- Repaint painted masonry surfaces when necessary.



4 Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. *It is not appropriate to apply a waterproof coating to exposed masonry as a substitute for repointing or repair*.

5 Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing, or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile.

6 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 surface or feature. Consider compatible substitute materials only if using the original material is not technically feasible.

7 If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material, and color of the historic building and district.

8 Repaint previously painted masonry surfaces in colors that are appropriate to the historic material, building, and district. *It is not appropriate to apply coatings or paint to unpainted masonry surfaces that were historically not coated.*

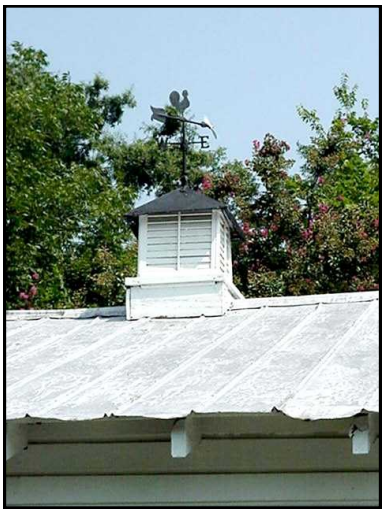
9 Removal of paint from masonry surfaces is not recommended unless the brick is of high quality and was intended to be exposed. Undertake removal only with a chemical paint remover specifically formulated for masonry. Always test the remover on an inconspicuous area or test panel first.

10 Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. *It is not appropriate to clean masonry features and surfaces with destructive methods, including sandblasting, high-pressure waterblasting, and power washing.*

Within the historic district a variety of architectural metals are employed in the detailing and the surfacing of buildings, streetscape elements, and site features. Architectural metals are commonly used for numerous roofing and guttering applications, including standing-seam roofs, flashing, gutters, downspouts, finials, cornices, copings, and crestings. Beyond those building features, other architectural elements often crafted or detailed in metal include storm doors and windows, vents and grates, railings, hardware, and trimwork. Architectural metals also appear throughout the district in the form of fences, gates, signs, and site lighting. Traditional architectural metals, such as cast iron, wrought iron, tin, and zinc, and more contemporary metals, such as steel and aluminum, are all found within the historic district.

MAINTENANCE AND REPAIR

The preservation of architectural metal surfaces, features, and details requires regular inspections and routine maintenance to prevent deterioration due to corrosion, structural fatigue, or water damage. Corrosion, or oxidation, of metal surfaces is a chemical reaction usually resulting from exposure to air and the moisture it contains, but corrosion can also result from galvanic action between two dissimilar metals. A protective paint film is essential for metals that corrode, or rust. 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.



Architectural metals vary considerably in hardness and durability, therefore cleaning techniques vary according to the specific metal. Softer metals, such as tin, zinc, or aluminum, generally should not be cleaned abrasively as the process deforms and destroys the original surface texture and appearance. Much applied architectural metal work used on historic buildings is often quite thin and soft, and therefore susceptible to denting and pitting. Galvanized sheet metal is especially vulnerable, as abrasive treatment would wear away the protective galvanized layer.

Wire brushing and handscraping are appropriate techniques for cleaning hard metals, such as steel and cast or wrought iron. In extreme cases a low-pressure (60-80 lbs. per square in.), glass bead abrasive cleaning may be necessary if wire brushing proves ineffective. Soft metals, such as tin and zinc, are best cleaned with chemical cleaners that will not abrade their soft surface texture. However, any chemical cleaner should always be tested on an inconspicuous sample area in advance to determine if it will discolor or alter the metal.

Patching or replacing deteriorated metal in kind is always preferable to using substitute materials. If replacement in kind is not feasible, the replication of the detail in fiberglass, wood, or aluminum may be appropriate. However, asphalt products, such as roofing tar, corrode metals and should never be used to patch flashing or metal surfaces.

APPLICATION REQUIREMENTS

1. Drawing or detailed description of any proposed change to the architectural feature.
2. Photographs, illustration, or sample of new material.

GUIDELINES

1 Retain and preserve architectural metal features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as roofing, flashing, cornices, hardware, casements windows, and fences.

2 Retain and preserve the finishes and colors of original architectural metals whenever possible.

3 Protect and maintain architectural metal surfaces and features through appropriate methods:
- Inspect regularly for signs of moisture damage, corrosion, structural failure or fatigue, galvanic action, and paint film failure.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
- Clear metal roofs and gutters of leaves and debris.
- Retain protective surface coatings, such as paint and lacquers, to prevent corrosion.
- Clean when necessary to remove corrosion or to prepare for recoating. Use the gentlest effective method when cleaning.

4 Repair deteriorated architectural metal features and surfaces using recognized preservation methods for splicing, patching, and reinforcing.

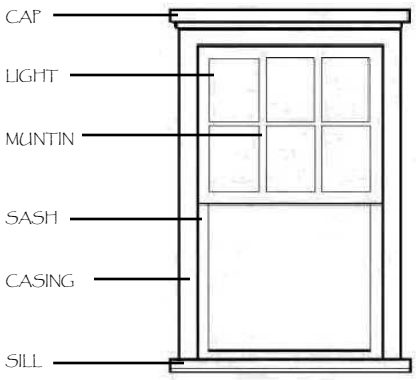
5 If replacement of a deteriorated detail or element of an architectural metal feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials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

6 If an architectural metal feature is completely missing, replace it with a new feature based on accurate documentation of the original design or a new design compatible in scale, size, material, and color with the historic building and district.

7 Clean soft metals, including tin, aluminum, and zinc, with chemical solutions after testing on an inconspicuous sample area to ensure that they do not damage the color and the texture of the metal surface.

8 Clean hard metals, including steel, cast and wrought iron, using the gentlest means possible. Consider low-pressure glass bead blasting only if hand scraping and wire brushing proves ineffective.

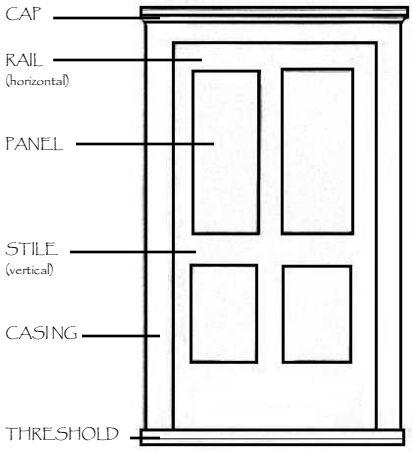
9 It is not appropriate to patch metal roofs or flashing with tar or asphalt products.



COMPONENTS OF A WINDOW

The various arrangements of windows and doors, the sizes and proportion of openings, and the decorative elements associated with them are used to achieve architectural stylistic effects on buildings. The windows found within the South Monroe Historic District are one of the most valuable and historically defining features of the buildings in the district. Many types of windows can be found in the district, although the majority of those in early houses are wooden double-hung windows. Window styles often reflect changes in technology throughout time, therefore are important indicators of a building's architectural style and age. The windows are not just stylistic or ornamental features, they are also functional elements. They provide light, ventilation, and protection from natural elements.

Storm windows have become a common solution to reduce air infiltration. Storm windows are acceptable for use in the historic district, and do not require approval, as long as they are the "full view" type and the trim color is white, a natural wood color, or matches the house trim color. Alternatives are available which have less of an impact on the appearance of the building, including wood frame storm panels that are installed seasonally, and interior storm panels.



COMPONENTS OF A DOOR

Doors found in the historic district have a variety of panel configurations as well as a combination of solid panels and glazing. Decorative stained, beveled, and etched glass is sometimes found, often in formal entry surrounds. Because of their value to the architecture of old buildings, original exterior doors should be retained if at all possible.

MAINTENANCE AND REPAIR

Generally, repairing the original windows and doors in an older building is more appropriate and cost-effective than replacing them with new ones. Peeling paint, air infiltration, sticking sash, or broken panes are all repairable measures and do not necessitate replacement.

With routine maintenance and repair, original wooden windows and doors can be preserved. Energy efficiency and weatherproofing can be achieved by applying new caulking and glazing putty to seal glass panes and installing new weatherstripping around a sash or door. The wood itself must be protected from moisture and ultraviolet light by paint or protective sealers. Also a number of wood consolidants on the market can restore a section of rotten or damaged wood.

Total replacement of a window or door should be considered only if repair is not feasible. Replacement units should never require alteration of the original door or window opening, and should match the original in material, dimension, configuration, and detail.

APPLICATION REQUIREMENTS

1. Sample, illustration, or photographs of proposed new doors, windows, or shutters.
2. Photographs of existing windows or doors.
3. If necessary, scaled elevation drawings of proposed changes to window and door openings.

GUIDELINES

1 Retain and preserve all windows and doors that contribute to the overall character of a building, including their functional and decorative features, including frames, lintels, sills, surrounds, moldings, thresholds, hardware, and shutters.

2 Protect and maintain historic windows and doors through appropriate methods:
- Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
- Clean the surface using the gentlest means possible.
- Limit paint removal and reapply protective coatings as necessary.
- Maintain caulking and glazing putty to prevent air and water infiltration around glass.
- Weatherstrip windows and doors to increase energy efficiency.

3 Repair historic windows and doors through recognized preservation methods for patching, consolidating, splicing, and reinforcing.

4 If replacement of any feature, detail, or entire window or door is necessary, replace the feature or unit in kind, matching the original material and design of panels, pane configuration, and dimension. Consider compatible substitute materials only if using the original material is not technically feasible.

5 Replace deteriorated or missing wooden shutters with shutters made of wood sized to fit the opening and mounted so they are operable. It is not appropriate to introduce shutters on a historic building if no evidence of historic shutters exist or the house style typically did not have shutters.

6 If storm windows are desired, interior or seasonal storms are preferred, however appropriate exterior storms are available in wood, natural wood colors, and can be painted to match the color of the house. Install storm windows so that existing windows and frames are not damaged or obscured. (See Page 32, Paragraph 2 for additional information.)

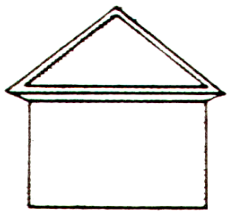
7 If additional windows or doors are necessary for a new use, install them only if they do not compromise the architectural integrity of the building, on a rear or non-character-defining elevation. New windows and doors should be designed to be compatible with the building, but should not duplicate the original.

8 If skylights are desired, they should be placed in areas of the roof that are not visible from the public right-of-way.

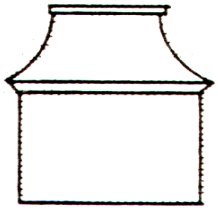
9 It is not appropriate to replace windows and doors with stock items that do not fill the original openings or duplicate the original unit in size, material, and design. Snap-in muntins are not appropriate replacements for true divided-light window panes.

10 It is not appropriate to fill in or cover existing window or door openings if it would diminish the historic character of the building.

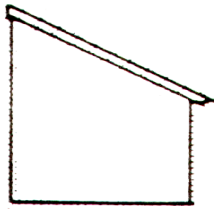
PRINCIPAL ROOF TYPES



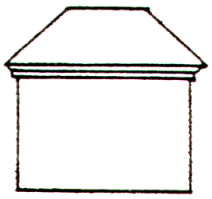
GABLE



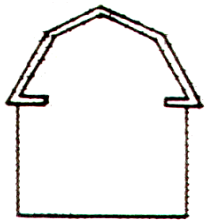
MANSARD



SHED



HIP



GAMBREL

Roof form and pitch are the major distinguishing characteristics of houses within the historic district. A roof defines the style and contributes to the building's aesthetics. Not only are the various styles of roofs important, but also their key components such as chimneys, dormers, turrets, cupolas, balustrades, spires, and shingles. Roofing materials found within the historic district include a variety of metals including sheet iron, tin-plate iron, and embossed tin shingles, as well as, slate, asbestos, and asphalt.

MAINTENANCE AND REPAIR

No matter how decorative the patterning or how compelling the form, the roof has the important role of providing a weather-tight covering for the entire structure. However it is a highly vulnerable element of a structure that will inevitably fail. A poor roof will permit the accelerated deterioration of historic building materials–masonry, wood, plaster, paint–and will cause general disintegration of the basic structure. Therefore, there is an urgency involved in repairing a leaky roof since such repair costs can quickly become excessive. Such action is desirable as soon as a failure is discovered, and temporary patching methods should be carefully chosen to prevent inadvertent damage to sound or historic roofing materials and related features.

Routine care and maintenance of the roof is critical. The gutters and downspouts need periodic cleaning and maintenance since a variety of debris can fill them, causing water to back up and seep under roofing units. Fasteners, sheathing, and the roofing structure should be inspected regularly for water damage which is the main cause of deterioration. Periodic checking of the underside of the roof from the attic after a storm or winter freezing may give early warning of any leaks. Generally, damage from water or ice is less likely on a roof that has good flashing on the outside and is well ventilated and insulated on the inside.

Some roofing materials such as slate are expensive to install, but if top quality slate and flashing are used, it can last 100 years with routine maintenance. Although the installation cost of the roof will be high, low maintenance needs will make the lifetime cost of the roof less expensive. A properly maintained metal roof will survive 70 years or more. Most metal roofs require a protective coat of paint to avoid corrosion due to moisture. Introducing incompatible metal fasteners or flashing on a metal roof can result in galvanic corrosion, and patching metal roofs with roofing tar can accelerate the deterioration of the metal. A good quality asphalt-shingle roof will last 20 to 30 years if properly maintained, but can begin to show signs of aging after 10 to 15 years. An asphalt shingle roof often needs to be replaced it loses its textural surface coating and begins to curl and buckle.

Careful thought should be given to the design and placement of any modern roof appurtenances such as plumbing stacks, air vents, skylights, solar collectors, or TV antennas and satellite dishes. If they are proposed, it is important to ensure that they will not damage or diminish the historic character of the building or the district. Consideration should begin with the placement of modern plumbing on the interior of the building, otherwise a series of vent stacks may pierce the roof membrane at various spots creating maintenance problems as well as aesthetic ones. Air handling units placed in the attic space will require vents which, in turn, require sensitive design. Incorporating these in unused chimneys can be a successful solution.

APPLICATION REQUIREMENTS

1. Project description.
2. Photographs of architectural features proposed to be replaced.
3. Scaled elevation drawings for addition of dormers, or other major changes and/or additions to the roof.

GUIDELINES

1 Retain and preserve the original roof shape, material, and forms that contribute to the historic character of the building.

2 Retain and preserve all architectural features which contribute to the historic character of the building such as chimneys, dormers, turrets, cupolas, balustrades, spires, and shingles.

3 Protect and maintain historic roofs through appropriate methods:
- Inspect regularly for signs of deterioration and moisture penetration.
- Clean gutters and downspouts to ensure proper drainage.
- Replace deteriorated flashing as necessary.
- Reapply protective coatings to metal roofs as necessary.
- Maintain adequate ventilation of roof sheathing to prevent moisture damage.
- Provide adequate anchorage for roofing material to guard against wind and moisture damage.

4 Repair historic roofs and their distinctive features through recognized preservation methods for resetting or reinforcing.

5 If replacement of a historic roofing material or feature is necessary, replace only the deteriorated or missing element in kind to match the original in design, dimension, detail, color, and material. Consider compatible materials only if the original material is not technically feasible.

6 Locate plumbing stacks, air vents, skylights, solar collectors, or TV antennas and satellite dishes 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 front or street elevations.

7 If new gutters or downspouts are necessary install them so that no architectural features or elements are lost. New gutters and downspouts should be as inconspicuous as possible and painted in an appropriate color that blends with the surrounding building elements.

8 It is not appropriate to replace concealed, or built-in gutters and downspouts with exposed ones unless it is not technically feasible to do so.

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

Original garages and accessory buildings found throughout the district also contribute to the historic character of individual sites and the district as a whole. Garages, carriage houses, sheds, and storage buildings often contain the same architectural detail and materials as the residence on the site. These various structures provide excellent examples of the evolution of the district and should be regarded as valuable historical resources.

MAINTENANCE AND REPAIR

Routine maintenance and repair of early garages and accessory structures are essential to their preservation. Guidelines on the appropriate rehabilitation of roofs, windows, doors, paint, and materials should be followed when considering making any changes to garages and accessory structures.

In the historic district, the compatibility of a proposed new garage or accessory building should be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. Features, such as a standard two-car overhead garage door which is not historic, should be sited where they will not be visible from the public right-of-way. It is also important to consider the impact of the proposed construction on the existing site and site features.

A Certificate of Appropriateness is required for the construction, rehabilitation, or demolition of historic garages and accessory structures.

APPLICATION REQUIREMENTS

1. Project description including material specifications.
2. Scaled elevation drawings of all sides of the proposed structure.
3. Site plan showing the footprint of the proposed structure and distances to property lines.

GUIDELINES

1 Retain the original materials and character-defining features of historic garages and accessory structures including roofs, windows, doors, siding, trim, and architectural details. If replacement is necessary, use new or salvaged materials to match the historic material in kind. Use materials for rehabilitation to match the historic material in composition, shape, pattern, texture, and color. Substitute materials may be considered only if it is not technically feasible to use the same material as the original.

2 If a historic garage or accessory structure is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the principal structure on the lot and with historic out buildings in the district.

3 Construct new garages and accessory structures that are compatible with historic outbuildings in the district in terms of roof form, materials, size, scale, proportion, and details.

4 Locate new garages and accessory structures in rear yards and in traditional relationship with the main building as determined by historic siting patterns in the district.

5 It is not appropriate to introduce prefabricated metal accessory structures in the historic district. Prefabricated wooden accessory structures are appropriate only if they are compatible with the principal structure on the site and with other outbuildings in the district.

Distinguishing features of many houses within the historic district are the porches, entrances, and balconies. Historically, porches and entryways were designed to serve a practical purpose. They offered additional outdoor living space and were often used to escape from the heat and they also kept the entrance dry. Porches and balconies were often placed on the front or side facades of a building, offering an opportunity for architectural embellishment. Columns, pilasters, rails, latticework, balustrades, soffits, brackets, and tongue-and-groove flooring are details which reinforce the architectural style of the building. Entrances can also contain several decorative features including sidelights, transoms, architraves, and pediments.

Most often, porches are one-story and extend across the full or part of the front facade. Occasionally a porch will wrap around to side elevations as well. Some of the Greek Revival homes within the district have a two-story porch with a balcony centered above the main entrance. Whether porches, entrances, and balconies are highly decorative or have more simple elements, they contribute to the district's streetscapes and character of the individual residences.

MAINTENANCE AND REPAIR

Porches, entrances, and balconies often weather rapidly due to their exposure to the elements. They should be inspected regularly for signs of deterioration due to moisture, insects, or structural settlement. Maintenance of gutters and downspouts is critical and all flooring should slope away from the building to ensure proper drainage. Wooden, masonry, and architectural features should be maintained in accordance with the guidelines for wood, masonry, and architectural metals. Maintaining a sound paint film on surfaces that were historically painted and sealing joints on wooden surfaces will deter moisture damage.

Every effort should be made to preserve historic porch, entrance, and balcony configurations and features. Enclosing porches is considered inappropriate due to the tendency to obscure or destroy original details and disrupt the proportions, massing, and scale of the building.

APPLICATION REQUIREMENTS

1. Project description.
2. Photographs of architectural features proposed to be replaced.
3. Scaled elevation drawings for addition of missing porches, balconies, etc.
4. Construction details for addition or replacement of porch columns, railings, etc.

GUIDELINES

1 Retain and preserve historic porches, entrances, and balconies.

2 Retain and preserve character-defining elements, materials, and details of historic porches, entrances, and balconies such as columns, pilasters, rails, latticework, balustrades, soffits, brackets, tongue-and-groove flooring, side lights, transoms, architraves, and pediments.

3 Protect and maintain wooden, masonry, and architectural metal elements or porches, entrances, and balconies through appropriate methods:
- Inspect surfaces regularly for signs of moisture damage, rust, structural damage or settlement, and insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces or collecting along foundations.
- Clean surfaces using the gentlest means possible.
- Properly recaulk wooden joints to prevent moisture penetration and air infiltration.
- Maintain a protective paint film to prevent water damage.

4 Repair historic porches, entrances, and balconies and their distinctive features and materials using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

5 If replacement of a detail or element of a porch, entrance, or balcony is necessary, replace the deteriorated or missing piece in kind rather than the entire feature. Match the original in design, dimension, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

6 Enclosure of a historic porch should only be considered if the design will preserve the historic character of the porch and building.

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

8 It is not appropriate to replace wooden porch or balcony floors or steps with concrete or brick unless using the original materials is not technically feasible.

Utilities and mechanical systems improved significantly through the 19th and 20th centuries. Central heating, piped water and gas, and ultimately electricity, greatly impacted architecture. The new age of technology brought an increasingly high level of design and decorative art to many of the functional elements of mechanical, electrical, and plumbing systems. These systems however worked in conjunction with the inherent features of a historic building. Operable windows, shutters, and awnings allow the control of sunlight and breezes, while porches, and landscaping provide shade. An understanding of how such historic features enhance the efficiency of mechanical systems can maximize their energy-conserving potential.

Identification of these systems and how they may contribute to the historic character of a building should be considered when introducing new electric and mechanical equipment. Energy efficiency of existing mechanical systems can be improved by installing insulation in attics and crawlspaces or basements. Additional efficiency may be realized with the introduction of storm windows, proper caulking, and weatherstripping. Many older systems may not work efficiently to modern standards and often need upgrading. If a system must be replaced, particular care must be taken not to obscure, radically change, damage, or destroy character-defining features in the process of rehabilitation work.

Utilities such as HVAC units that are located outside should be placed in secondary or tertiary areas and be sufficiently screened from the public view by means of vegetation or appropriate fencing. All utility companies, including the State of North Carolina, are required to obtain a Certificate of Appropriateness prior to initiating any changes in utility installations or addition of new systems to buildings located within the historic district. Utility installations will be evaluated on the basis of design, scale, massing, color, compatibility with the surrounding streetscape, and overall visual impact on the district.

New systems such as condensers, ventilators, solar collectors, satellite dishes, and large antennas, should be located and installed so they do not damage or diminish the historic character of the building, site, or district. Underground wiring is encouraged when installing new utility or mechanical systems.

APPLICATION REQUIREMENTS

1. Project description.
2. Site plan showing location of heating and air-conditioning equipment, utility meters, satellite dishes, freestanding antennas, etc., and plant materials or fences used for screening purposes.

GUIDELINES

1. Retain and preserve all inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, operable windows, and, shutters.
2. Improve energy efficiency by installing insulation, weatherstripping, caulk, and storm windows.
3. If wooden shutters are historically appropriate to the house, install them sized to window openings and mounted so they are operable.
4. Locate roof ventilators, antennas, and solar collectors 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 front or street elevations.
5. Install mechanical equipment such as heating and air conditioning units in areas and spaces requiring the least amount of alteration to the appearance and the materials of the building. Screen the equipment from view with landscaping or proper fencing.
6. Locate exposed exterior pipes, wires, meters, and fuel tanks on rear elevations or along an inconspicuous side of the building. Screen from view with landscaping or proper fencing.
7. It is not appropriate to damage the historic fabric of exterior walls by introducing blown-in insulation.
8. When possible, locate portable window air-conditioning units on rear elevations or inconspicuous side elevations.
9. It is not appropriate to install ventilators, solar collectors, antennas, satellite dishes, or mechanical equipment in locations that compromise character-defining roofs, on roof slopes, or any location visible from the street.

Preservation of most historic wood and metal surfaces requires a sound paint film to protect against direct exposure to the elements. Water, wind, and ultraviolet light can severely weaken exposed wood fibers over time and contribute to the corrosion of certain metals resulting in the deterioration of wood and metal surfaces. Proper preparation and application of paint films therefore is critical in preserving a building's exterior surfaces.

Paint, in addition to its protective role, has historically contributed to a building's architectural style and can accentuate features through the appropriate selection of color. A historic color scheme can accurately be reproduced through research which may describe original paint colors, or homeowners can have paint samples analyzed to determine their homes color history. Property owners can also take advantage of resources available that describe historic color palettes and appropriate combinations. Historic color palettes can often be found at local paint stores. The historic district commission can work with property owners to assist in a paint project.

MAINTENANCE AND REPAIR

Routine cleaning of painted surfaces is an important maintenance step. Cleaning of the surface should be done by low-pressure washing with water and a mild detergent if necessary. If mildew is present, it should be eradicated before repainting by either using a commercial preparation containing 5 percent calcium hypochlorite or by using a homemade solution consisting of 3 quarts warm water, 1 quart of chlorine bleach, 2/3 cup of borax, and 1/2 cup of household detergent. Either solution should be applied with care using a soft scrub brush, and thoroughly rinsed off.

The success and longevity of any paint application depends on proper surface preparation and quality of the paint. Proper preparation requires removing all loose and peeling paint down to the first sound layer. Stripping paint to the bare surface is unnecessary and may compromise the historic material. It is always best to remove loose paint layers with the gentlest means possible to ensure the material underneath is not harmed. Scraping and sanding by hand are the preferred methods of removal. Using propane or butane torches and sandblasting are not recommended for historic buildings because they can irreversibly damage historic woodwork, soft metals, and masonry, and they are also potential fire hazards. Electric heat plates, hot air guns, and chemical strippers may be used with care if gentler means prove ineffective.

Once the surface has been properly prepared, a high-quality exterior primer should be selected for the material to be painted. It is important to select a primer 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.

Paint colors should be chosen to highlight the building's architectural details and harmonize with surrounding properties. Color schemes should reflect the building's time period or particular style. For example, Greek Revival styles were typically painted white or "egg shell" and their shutters dark green or black; Gothic Revival and Italianate styles used earth tones such as tans, grays, and buffs. Queen Anne styles exhibited multi-color or "polychrome" paint schemes, incorporating deep rich colors such as olives, browns, reds, and oranges; Bungalows and the American Foursquare were historically painted and stained neutral colors and deep earth tones; Colonial Revival homes were most commonly white or variations of white with light shades applied to trim.

GUIDELINES

1. Preserve and protect surfaces that were historically painted by maintaining a sound paint film.
2. Protect and maintain previously painted surfaces in appropriate ways:
   - Routinely inspect paint surfaces for signs of discoloration, moisture damage, mildew, and dirt buildup.
   - Surfaces should be cleaned regularly using the gentlest means possible.
   - Before repainting, surfaces should be properly prepared by removing deteriorated and peeling paint films down to the first sound layer using the gentlest means possible. Any exposed metal or wood surfaces should be primed to ensure proper adhesion of the topcoat.
   - Apply a compatible new paint to clean, dry surfaces.
3. When beginning a paint project, select paint colors appropriate to the historic style or time period of the structure and district.
4. It is not appropriate to paint surfaces that were historically not painted, such as brick, stone, copper, bronze, concrete, or cement block.
5. It is not appropriate to strip paint to the bare surface and apply clear stains or sealers to create a natural appearance.
6. It is not appropriate to remove paint films through destructive methods such as sandblasting, waterblasting, power washing, or the use of propane or butane torches.

A new use or a substantial rehabilitation of a historic building can result in requirements to meet contemporary standards for accessibility, health, and life safety to people with disabilities. The North Carolina State Building Code and the federal guidelines for adhering to the Americans with Disabilities Act of 1990 both provide some flexibility in compliance when dealing with historic buildings. Extreme care must be taken to provide the desired level of accessibility and safety without compromising or destroying features that contribute to the building's significance. Complying with such 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.

When changes to a building are necessary, the property owner must give careful consideration to how the changes can be incorporated while preserving the integrity of the historic building, its character-defining features, or its site. Design solutions that achieve the least impact on the historic resources are encouraged. Efforts should be made to site wheelchair ramps, chair lifts, fire stairs, fire doors, and other alterations in the least visually obtrusive location. Such alterations should be viewed as reversible and be constructed in such a manner that they could be easily removed from the resource without causing permanent or irreversible damage to the historic resource and site. The commission should be consulted early in the planning stages for assistance on such projects. See the appendix for further information regarding the Americans with Disabilities Act.

APPLICATION REQUIREMENTS

1. Project description.
2. Site plan showing location of proposed ramps, fire stairs, etc.
3. Scaled elevation drawings for fire exits or other alterations to meet safety code requirements.

GUIDELINES

1. Choose uses for historic buildings that allow for feasible compliance with applicable building code and accessibility requirements to ensure the protection of the building's historic and architectural character.
2. Review proposed new uses for existing historic buildings to determine the impact accessibility and life safety code requirements will have on the historic resource. Explore a variety of design alternatives to achieve compliance and choose the one that requires the least amount of alteration to the historic resource and site.
3. Meet health and safety code and accessibility requirements in ways that do not diminish the historic character, features, materials, and details of the building.
4. Determine appropriate solutions to accessibility with input from historic preservation specialists 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 of a historic entrance or porch.
6. Locate fire exits, exterior fire stairs, landings, and decks on rear or inconspicuous side elevations where they will not be visible from the street. Design such elements to be compatible in character, materials, scale, proportion, and finish with the historic building.
7. Work with code officials in exploring alternative methods of equal or superior effectiveness in meeting safety code requirements while preserving significant historic features.

New construction or a new exterior addition to a historic building can damage or destroy significant materials and can change the building's character, therefore, any new construction or addition should be considered only after it has been determined that the new use cannot be met by altering nonsignificant, or secondary, interior spaces. If the new use cannot be met in this way, then an attached addition may be an acceptable alternative if carefully planned. A new addition should be constructed in a manner that preserves significant materials and features and preserves the historic character. Finally, an addition should be differentiated from the historic building so that the new work is not confused with what is genuinely part of the past.

Change is as inevitable in buildings and neighborhoods as it is in individuals and families. Never static, buildings and neighborhoods grow, diminish, and continue to evolve. Additional family living space is alternately needed and abandoned, hence the guidelines will ensure new construction will harmonize with the existing historic fabric of the district.

When siting new construction, compatibility with existing setbacks, the spacing of buildings, and the orientation of buildings should be considered. Compatibility of proposed landscaping, lighting, paving, signage, and accessory buildings is also important. The appropriateness of a proposed new building will be evaluated based on compatibility in terms of scale, height, form, massing, materials, openings, and details with the district context.

APPLICATION REQUIREMENTS

1. Project description.
2. Site plan showing building footprint with the proposed new construction or addition, and measurements to property lines.
3. Scaled elevation drawings showing all sides of the proposed new construction or addition.
4. Material specifications.

GUIDELINES

1. Site new buildings consistent with the setbacks and spacing currently existing in the district.
2. Site new buildings so that the orientation to the street is consistent with historic structures in 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. Design new buildings using exterior materials typical of historic buildings in the district including brick, wood, and stone. If utilizing traditional building materials proves to be not feasible, alternative solutions may be considered.
5. Avoid constructing an addition on a primary or other character-defining elevation to ensure preservation of significant materials and features.
6. Minimize loss of historic material comprising external walls and internal partitions and floor plans.
7. Make the size, scale, massing, and proportions of the new addition compatible with the historic building to ensure that the historic form is not expanded or changed to an unacceptable degree.
8. Place the new addition on an inconspicuous side or rear elevation so that the new work does not result in a radical change to the form and character of the historic building or district.
9. Consider setting an infill addition or connector back from the historic buildings wall plane so that the form of the historic building--or buildings--can be distinguished from the new work.
10. Set an additional story well back from the roof edge to ensure that the historic building's proportions and profile are not radically changed.
11. Plan the new addition in a manner that provides some differentiation in material, color, and detailing so that the new work does not appear to be part of the historic building. The character of the historic resource should be identifiable after the addition is constructed.
12. Make the exterior colors of the addition compatible with the historic materials and paint colors, and ensure they meet the guidelines for paint and exterior color.
13. Design additions so that they can be removed in the future without damaging the historic building.

A deck is a contemporary exterior feature frequently introduced in residential historic districts. Patios are an outdoor area adjoining a house or enclosed by walls. Patios are often paved with brick or concrete and are usually shaded. As with all additions, careful attention must be given to the placement of a new deck or patio in order to avoid compromising a historic building's integrity and character.

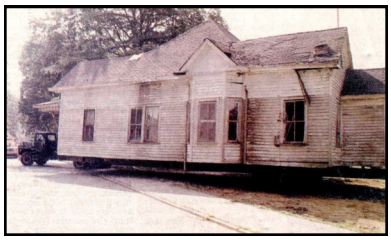
Efforts should be made to relate the deck or patio to the historic building in such a manner to not damage the historic fabric. Decks and patios should not obscure a building's significant architectural features. Materials, scale, color, and details should harmonize with the architectural styling of the house, but not mimic it. Decks and patios should be located in secondary and tertiary areas and be screened from public view by means of landscaping, fencing, or lattice.

APPLICATION REQUIREMENTS

1. Site plan.
2. Construction details for features such as railings, pergola, trellis, walls, etc.

GUIDELINES

1. Locate decks and patios in inconspicuous areas, usually on the rear or least character-defining elevation of the historic building.
2. Screen decks and patios from public view with proper landscaping, fencing, or lattice.
3. Design decks and deck railings to be compatible in material, color, scale, and detail to the historic district.
4. Construct decks so they can be removed in the future without damaging the historic structure of the building.
5. Design decks and patios so that character-defining features of the historic building are not obscured, damaged, or destroyed.
6. Align decks generally with the height of the building's first-floor level.
7. It is not appropriate to remove significant features or elements of a historic building, such as a porch, to construct a deck or patio.



Relocation of a historic structure should be carefully deliberated. A historic building should be moved only if all other preservation options have been exhausted, but it is sometimes the only alternative to demolition. Relocation often results in a loss of integrity of setting and environment that compromises the significance of the relocated building.

Moving buildings into or relocating within the district should be attempted only after careful planning and preparation. The Historic District Commission should be consulted early in the planning process. A Certificate of Appropriateness is required for the moving and siting of structures within the district. Generally the guidelines for new construction should be followed regarding building spacing, setback and lot coverage, orientation, and landscaping.

Every effort should be made to protect the integrity of the building during the move. In addition, the choice of a new location should be made with architectural compatibility in mind. The structure being moved or relocated should blend in with existing buildings surrounding the new site, in terms of scale, mass, orientation, and height.

APPLICATION REQUIREMENTS

1. Site plan of the new site showing the location of trees larger than 6" in diameter, and existing and proposed site features such as fences, walls, walks, etc.
2. Landscape plan showing location, type, and size of new plant materials.
3. Material specifications, samples, illustrations, colors, etc.

GUIDELINES

1. Before moving a historic structure, document its original setting and context. Use photographs, site plans, or other graphic or written statements to record the existing site conditions.
2. Enlist contractors experienced in moving historic buildings.
3. Coordinate and receive approval from utility companies and appropriate City of Monroe departments. Permits are required to relocate any structure within the City, and may be obtained from the Department of Planning and Development.
4. Protect the structure from vandalism or weather damage before, during, and after the move.
5. Determine the structural condition of the property before the move in an effort to minimize structural damage during the move.
6. Relocate a structure within the historic district only if it is determined to be architecturally compatible with adjacent buildings according to the guidelines for new construction.
7. Relocate a structure on a site within the historic district according to new construction guidelines for siting, orientation, plantings, and other pertinent aspects of district setting.
8. Before the move, provide the Historic District Commission with site plan information for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
9. Protect significant site features of the original site, the new site, and the route of the move during the relocation of a historic structure.

Demolition of a historic structure in the South Monroe Historic District should be carefully weighed before submitting an application for a Certificate of Appropriateness. Demolition is an irreversible action that results in the permanent loss of the resources that contribute to the historic district's sense of integrity and character.

In considering demolition, the property owner and the commission should give careful thought to the following questions:

- Could another site serve the purpose equally well?
- Could the structure be adapted to suit the owner's purposes?
- Could the property be sold to someone willing to use the existing building?
- Could the building be moved to another location?

In reviewing a request to demolish a building in the district, the commission will also consider whether the proposed demolition will adversely affect other historic buildings in the district or the overall character of the district. The commission discourages demolition when no subsequent use has been proposed for the site.

The Historic District Commission may delay the issuance of a Certificate of Appropriateness 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 every alternative to the destruction of the building.

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

A property owner's failure to maintain a historic property properly can result in its eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures conflict directly with the goals of the City of Monroe in establishing the South Monroe Historic District.

APPLICATION REQUIREMENTS

1. Site plan showing location of trees larger than 6” in diameter, and site features such as fences, walls, walkways, etc. that may be disturbed.
2. Photographs of all sides and details of the structure to be demolished.

GUIDELINES

1. Property owners are encouraged to work with the South Monroe Historic District Commission to seek alternatives to demolition.
2. If all alternatives have been exhausted, proper documentation of the structure prior to demolition is to be provided to the commission in the form of photographs and written documentation.
3. Obtain a demolition permit from the City of Monroe Department of Planning and Development.
4. Before demolition, a site plan must be submitted to the commission illustrating proposed site development or plantings after the structure is razed. Once the structure is demolished, the site must be developed or planted promptly according to the approved site plan.
5. During demolition, ensure the safety of any adjacent properties, historic resources, and landscaping features, including trees, which may be affected by the demolition.
6. After demolition, clear the site promptly and thoroughly and maintain the site until it is reused.

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

State tax credits are available for the rehabilitation of non-income-producing historic properties in addition to federal and state tax credits for income-producing historic properties. The present historic preservation tax credit measures provide:

- A **20% state tax credit** for rehabilitations of *income-producing historic properties* that also qualify for the **20% federal investment tax credit**. In effect, the combined federal-state credits reduce the cost of a certified rehabilitation of an income-producing historic structure by 40%.
- A **30% state tax credit** for qualifying rehabilitations of *non-income-producing historic structures*, including owner-occupied personal residences. There is no equivalent federal credit for such rehabilitations.

NON-INCOME-PRODUCING PROPERTIES

- The tax credits will apply only to qualified expenditures made on or after January 1, 1998.
- Only certified historic structures will qualify for the credits. A "certified historic structure" is defined as a building that is listed in the **National Register of Historic Places**, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the U. S. Department of the Interior.
- A non-income-producing building must be a "certified historic structure" at the time the state credit is taken—that is, it must be actually listed in the National Register or it will not qualify for the state credit. The property owner must begin taking the credit in the year the rehabilitation project is completed.
- An owner may begin a rehabilitation project of a non-income-producing property following approval of rehabilitation plans by the State Historic Preservation Office but prior to the listing of the property in the National Register, with the intention of having it listed in the Register by the time the project is completed. However, because listing of a property by a desired deadline cannot be guaranteed, **owners are strongly urged to secure National Register listing of their non-income-producing property *prior* to beginning a certified rehabilitation.**
- The rehabilitation of the historic structure must be substantial. For non-income-producing properties, the rehabilitation expenses must exceed $25,000 within a 24-month period.
- The State Historic Preservation Office reviews rehabilitation work on non-income-producing historic structures. All rehabilitation work must meet the *Secretary of the Interior's Standards for Rehabilitation*. **The applications must be approved prior to the commencement of work.**
- The credits cannot be claimed against the cost of acquisition, new additions, site work, or personal property. Only costs incurred in work upon or within a historic structure will qualify. Interior work, such as HVAC work and kitchen and bathroom remodeling will qualify if the work meets the *Secretary of the Interior's Standards for Rehabilitation.*
- ***The application submitted by the owner describing the rehabilitation work on a non-income-producing historic structure must be approved by the State Historic Preservation Office prior to the commencement of work.***

INCOME-PRODUCING PROPERTIES

- Only certified historic structures will qualify for the credits. A "certified historic structure" is defined as a building that is listed in the **National Register of Historic Places**, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior.
- The federal tax credit for income-producing buildings provides for "preliminary certification" that enables an owner to take the credit for a qualifying rehabilitation even before the structure is actually listed in the National Register of Historic Places.
- The rehabilitation of the historic structure must be substantial. For income-producing properties, the rehabilitation expenses must exceed the greater—the "adjusted basis" of the building, or $5,000 within a 24-month period or a 60-month period for phased projects.

- All rehabilitation work must meet the *Secretary of the Interior's Standards for Rehabilitation*. Applications for income-producing structures are subject to a joint review by the State Historic Preservation Office and the National Park Service, with final authority resting in the National Park Service.
- The credits cannot be claimed against the cost of acquisition, new additions, site work, or personal property. Only costs incurred in work upon or within a historic structure will qualify. Interior work, such as the installation of new HVAC, electrical, or plumbing systems, finishes, and other alterations will qualify if the work meets the *Secretary of the Interior's Standards for Rehabilitation.*
- Property owners of income-producing historic structures are ***strongly advised*** to consult with the State Historic Preservation Office ***before beginning a rehabilitation*** to resolve potential design and rehabilitation problems that could result in denial of the credits.

A property is listed in the National Register of Historic Places by a nomination, which is a research report prepared according to detailed state and federal guidelines. The final authority on a National Register listing is the federal Keeper of the National Register in Washington, DC. In its role as administrator of the National Register program in North Carolina, the N. C. State Historic Preservation Office is charged with ensuring that nominations forwarded by the State Historic Preservation Officer to the Keeper are complete and correct. The State Historic Preservation Office provides direction to preparers but does not write nominations. Most nominations are prepared by private consultants hired by property owners, local governments, or private non-profit organizations. The nomination process may take six months to two years or longer.

This information describes the federal and state historic preservation tax credit programs in very general terms. Taxpayers should consult a professional tax advisor, the North Carolina Department of Revenue, or the Internal Revenue Service for help in determining the tax and other financial implications of any matter discussed here.

For further information regarding the procedures for obtaining historic preservation certifications, contact:

Restoration Branch, N. C. State Historic Preservation Office
N. C. Division of Archives and History
4613 Mail Service Center
Raleigh, NC 27699-4613
Telephone: 919/733-6547
FAX: 919/715-4801

For further information about the National Register of Historic Places and the requirements and procedures for listing, contact:

Survey and Planning Branch, N. C. State Historic Preservation Office
N. C. Division of Archives and History
4613 Mail Service Center
Raleigh, NC 27699-4613
Telephone: 919/733-6545
FAX: 919/715-4801

The Americans with Disabilities Act of 1990 (ADA) provides a comprehensive civil right protection to people with disabilities, prohibiting discrimination in employment and enhancing opportunities for independent, unassisted access to buildings and services. Passage of the law broadened the scope of existing accessibility laws to cover virtually all properties open to the general public. Religious entities, private clubs, and private residents are not included in the legislation. New and existing buildings open to the public must meet basic levels of accessibility for individuals with physical disabilities including impaired mobility, hearing, speech, and sight. ADA requirements specify various levels of access for existing properties, properties for which alterations are planned, and new construction, and give special consideration to historic properties to ensure significant materials, features, and spaces are not destroyed in the process of making them accessible.

In existing properties, architectural and communication barriers must be eliminated when it is readily achievable to do so. Under the ADA, "readily achievable" means "easy to accomplish without much difficulty or expense." Examples include ramping a few steps, repositioning telephones, installing offset hinges to widen doorways, and installing flashing alarm lights.

In most cases, historic property owners will be able to find ways to make a property fully accessible under ADA without substantially altering its historic character. However, if full compliance with ADA necessitates changes that would substantially alter a property's historic character, alternative requirements may apply. In general, the alternative requirements address the necessity for accessible entrances and paths of travel, toilet facilities, displays, and written information. In planning alterations to historic properties, the highest level of accessibility should be provided while minimizing damage and visual change to significant features. This may mean installing a custom-designed ramp, adding an automatic door opener to an existing door, or installing lever handles on doors. Before making changes, buildings should be carefully evaluated to identify all possible retrofit alternatives. Retrofit designs or alterations should respect the historic character of the building and preserve, to the maximum extent possible, significant historic materials and features.

Because the ADA is a civil rights law, rather than a building code, enforcement is accomplished through litigation. Private individuals may bring lawsuits in which they obtain court orders to stop discrimination. Individuals may also file complaints with the Attorney General, who is authorized to bring suit in their behalf in cases of general public importance or where a pattern or practice of discrimination is alleged.

To encourage creative solutions to accessibility, the ADA includes a provision, known as equivalent facilitation, that allows for alternative design and technology that provides substantially equivalent or greater access to a property as that specified in the ADA Accessibility Guidelines. Tax incentives are available to help absorb the costs of accessibility alterations. The Internal Revenue Code allows a deduction of up to $15,000 a year for expenses associated with the removal of qualified architectural and transportation barriers.

The following organizations can provide information, publications, and advice about ADA:

U.S. Department of Justice
Civil Rights Division
Office on the Americans with Disabilities Act
P.O. Box 66738
Washington, DC 20035-6738
202/514-0301

National Park Service
Preservation Assistance Division
P.O. Box 37127
Washington, DC 20013
202/343-9578

American Institute of Architects
Pubic Affairs Office
1735 New York Avenue, NW
Washington, DC 20006
202/626-7300

Paralyzed Veterans of America
Department of Architecture and Barrier-Free Design
801 18th Street, NW
Washington, DC 20006
800/424-8200
202/872-1300

State Historic Preservation Office
Restoration Branch
4613 Mail Service Center
Raleigh, NC 27699-4613
919/733-6547
Tim Simmons, AIA, Senior Preservation Architect

-A-

ACCESSORY USE–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.

-B-

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.
BUILDING–Any structure having a roof supported by columns or walls and intended for shelter, housing, or enclosure for persons, animals, or chattels (belongings).
BUILDING SETBACK LINE–A line establishing the minimum allowable distance between the main portion 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.

-C-

CONGRUENT–Corresponding.
CONGRUITY–In agreement, or harmony.
COPING–A protective cap, top, or cover of 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 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.
CRESTING–An ornament of a roof, a roof screen, or wall, generally rhythmic and highly decorative, and frequently perforated.

-D-

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 the Doric.
DORMER–A structure projecting from a sloping roof usually housing a window or ventilating louver.

-E-

EAVES–The lower edge of a sloping roof; that part of a roof of a building 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.

-F-

FAÇADE–The exterior face of a building which is the architectural front, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.
FANLIGHT–A semicircular window over the opening of a door, with radiating bars in the form of an open fan.
FENESTRATION–The arrangement and design of windows in a building.
FINIAL–An ornament which terminates the point on a spire, pinnacle, etc.

-G-

GABLE–The vertical triangular portion of the end of a building having a double-sloping roof, from the level of the cornice or eaves to the ridge of the roof.

GABLE ROOF-A roof having a gable at one or both ends.
GAMBREL ROOF–A roof which has two pitches on each side.

-H-

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 at least 50 years of age and employs integrity through historic qualities including location, design, setting, materials, workmanship, feeling, and association.

-I-

INCONGRUOUS–Not corresponding in character or kind.
IRONWORK–Wrought iron or cast iron; usually decorative, often elaborate.

-L-

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.
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 or wood.

-M-

MANSARD ROOF–A roof having a double slope on all four sides, the lower slope being much steeper.
MUNTIN–A secondary framing member to hold panes within a window or glazed door; an intermediate vertical member that divides the panels of a door.

-N-

NEWEL-POST–A tall and more less ornamental post at the head or foot of a stair, supporting the handrail.

-P-

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.
PIER–A column designed to support a concentrated load.
PILASTER–An engaged 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.

-Q-

QUOIN–In masonry, a hard stone or brick used to reinforce an external corner or edge of a wall or the like; often distinguished decoratively from adjacent masonry; may be imitated in non-load-bearing materials.

-R-

ROOF PITCH–The vertical rise divided by the total span.
ROOF SLOPE–The vertical rise divided by horizontal run.

-S-

SASH–Any framework of a window; may be movable 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.
SOFFIT–The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

-T-

THRESHOLD–A strip fastened to the floor beneath the door, usually required to cover the joint where two types of floor materials meet.
TRANSOM–A horizontal bar of wood or stone across a window. The cross-bar separating a door from the fanlight above it.
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.

-W-

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

-Y-

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

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.

LARGE MATURING TREES

DECIDUOUS TREES

Botanical Name	Maximum Height (in feet)	Common Name
Acer rubrum	40 - 60	Red Maple
Acer saccharum	50 - 75	Sugar Maple
Frazinus americana	50 - 80	White Ash
Fraxinus pennsylvani	50 - 80	Green Ash
Liriodendron tulipfera	60 - 90	Tulip Poplar
Nyssa sylvatica	50 - 85	Black (sour) or Tupelo Gum
Oxydendrum arboreum	30 - 50	Sourwood
Quercus albe	70 - 80	White Oak
Quercus falcata red	70 - 80	Southern Oak
Quercus laurifolia	40 - 60	Laurel Oak
Quercus phellos	70 - 80	Willow Oak
Quercus rubra red	60 - 80	Northern Oak
Quercus shumardii	40 - 80	Shumard Oak
Sophora japonica	40 - 70	Japanese Pagoda Tree
Zelkova serrata	50 - 80	Japanese Zelkova

EVERGREEN TREES

Botanical Name	Maximum Height (in feet)	Common Name
Cedrus deodara	40 - 70	Deodar Cedar
Magnolia grandiflora	50 - 80	Southern Magnolia
Picea abies	40 - 60	Norway Spruce
Pinus nigra	50 - 60	Austrian Pine
Pinus taeda	40 - 60	Loblolly Pine
Pinus virginiana	15 - 40	Virginia Pine
Quercus virginiana	40 - 80	Live Oak
Tsuga canadensis	40 - 70	Canadian Hemlock

SMALL MATURING TREES

FLOWERING TREES

Botanical Name	Maximum Height (in feet)	Common Name
Alemanchier	10 - 20	Arborea Serviceberry
Catalpa bignoides	18 - 40	Southern Catalpa
Cercis canadensis	20 - 30	Eastern Redbud
Cornus florida	15 - 30	Flowering Dogwood
Cornus kousa	10 - 15	Kousa Dogwood
Crataegus phaenopyrum	25 - 30	Washington Hawthorne
Crataegus viridus	20 - 35	Hawthorne
Halesia carolina	15 - 40	Carolina Silverbell
Lagerstroemia indica	15 - 25	Crepe Myrtle
Magnolia solangeana	20 - 30	Saucer Magnolia
Magnolia stellata	10 - 15	Star Magnolia
Malus sp. 'snowdrift'	15 - 25	Flowering Crabapple
Prunus cerasifera	15 - 30	Purple Leaf Plum
Prunus serrulata 'kwanzan'	20 - 25	Kwanzan Cherry
Prunus yedoensis	20 - 25	Yoshino Cherry
Pyrus calleryana 'Bradford'	30 - 40	Bradford Pear
Pyrus calleryana 'Capital'	30 - 40	Aristocrat Pear
Pyrus calleryana 'Red Spire'	30 - 40	Red Spire Pear

NONFLOWERING TREES

Botanical Name	Maximum Height (in feet)	Common Name
Acer campestre	15 - 35	Hedge Maple
Acer ginnala	10 - 20	Amur Maple
Acer palmatum	15 - 35	Japanese Maple
Betula nigra	20 - 40	River Birch
Carpinus betulus	20 - 30	American Hornbeam
Ilex opaca	15 - 25	American Holly
Ilex opaca x attentuata 'Emily Brunner'	15 - 25	Emily Brunner Holly
Ilex opaca x attentuata 'Fosteri'	15 - 25	Foster Holly
Ilex opaca x attentuata 'Savannah'	20 - 30	Savannah Holly
Ilex x 'Nellie R. Stevens'	15 - 25	Nellie R. Stevens Holly
Myrica cerifera	10 - 15	Wax Myrtle
Prunus caroliniana	20 - 30	Laurel Cherry

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

Botanical Name	Common Name
Bereris thunbergii	Japanese Barberry
Cephalanthus occidentalis	Button Bush
Cornus sericea	Red-Osier Dogwood
Contoneaster apiculata	Cranberry Cotoneaster
Euonymus alatus 'Compactus'	Dwarf Winged Euonymus
Forsythia viridissima	Dwarf Fothergilla
Rosa sp.	Roses
Syringa sp.	Lilac
Syringa sp.	Lilac
Viburnum sp.	Viburnum

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')
Pinus strobus	White Pine (50'-100')
Taxus canadensis	Canada Yew (3'-6')

CONTINUED

GROUNDCOVERS (height: 1' – 3')

Botanical Name	Common Name
Arctostaphylos uva-ursi	Bearberry
Cotoneaster dammeri	Cotoneaster
Hedera helix	English Ivy
Iberis sempervirens	Evergreen Candytuft
Juniperus horizontalis	Creeping Juniper
Pachysandra terminalis	Japanese Pachysandra
Vinca minor	Small-leafed Periwinkle
Vinca major	Big-leafed Periwinkle

VINES

Botanical Name	Common Name
Akebia quinata	Five-leafed Akebia
Campsis radicans	Common Trumpet Creeper
Clematis dioscrefolia	Sweet Autumn Clematis
Clematis jackmanii	Jackman's Clematis
Lonicera rankinii	Fall Blooming Honeysuckle
Lonicera sempervirens	Evergreen Honeysuckle
Parthenocissus tricuspidata	Boston Ivy
Vitis sp.	Grapes
Wisteria sinensis	Chinese Wisteria

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 in different types 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 state agency in North Carolina at (919) 715-3293 or call 1 -(888)-LEADLIST 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 1-(800)-424-LEAD.

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. These 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 leaded-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.

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. Pre-school 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, 4613 Mail Service Center, Raleigh, NC 27699-4613, (919) 733-6547.

A Field Guide to American Houses. Virginia and Lee McAlester. New York: Alfred A. Knopf, 1997.

Accessibility and Historic Preservation. Thomas C. Jester and Judith Hayward. Windsor, VT: Historic Windsor, 1992.

Buyer's Guide to Older and Historic Homes. Richard Wagner. Washington, DC: National Trust for Historic Preservation, 1994.

Caring for Your Historic House. Charles E. Fisher and Hugh C. Miller (editors). New York: Harry N. Abrams, Inc., 1998.

Caring for Your Old House: A Guide for Owners and Residents (Respectful Rehabilitation). Judith L. Kitchen. New York: John Wiley & Sons, Inc., 1996.

Cultural and Ethnic Diversity in Historic Preservation. Elizabeth A. Lyon et al. Washington, DC: National Trust for Historic Preservation, 1992.

Dollars & Sense of Historic Preservation. Various authors. Washington, DC: National Trust for Historic Preservation, various dates. (Compilation of a series of speeches, short articles, and excerpts from reports on the economic and fiscal impacts of historic preservation.)

Looking Back at Monroe's History. Virginia A. S. Kendrick. Charlotte: Delmar Printing & Publishing Company, 1995.

North Carolina Architecture. Catherine W. Bishir. UNC Press, 1990.

Preservation Yellow Pages: The Complete Information Source for Homeowners, Communities, and Professionals. Julie Zagars (editor). Washington, DC: National Trust for Historic Preservation, 1997.

Preserving and Revitalizing Older Communities: Sources of Federal Assistance. Leslie Slavitt, with Susan Escherich (editor). Washington, DC: U.S. Department of the Interior, National Park Service, 1993. (Available from the U.S. Government Printing Office.)

The Economics of Historic Preservation: A Community Leader's Guide. Donovan D. Rypkema. Washington, DC: National Trust for Historic Preservation, 1995.

The Economics of Rehabilitation. Donovan D. Rypkema. Washington, DC: National Trust for Historic Preservation, 1997.

The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. Kay D. Weeks and Anne E. Grimmer (editors). Washington, DC: U.S. Department of the Interior, National Park Service, 1995. (Available from the U.S. Government Printing Office.)

Sweet Union: An Architectural and Historical Survey of Union County, North Carolina. Suzanne S. Pickens (editor). Published by: Union County Board of Commissioners, Monroe-Union County Historic Properties Commission, and Union County Historical Society, 1990.

SOURCES OF INFORMATION

Addresses, telephone numbers, and, if available, Internet information are provided below to help you obtain copies of the references listed above. Publications on the subject of Monroe and Union County are available at The Heritage Room of Union County, located on the first floor of the Old Union Co. Courthouse.

Advisory Council on Historic Preservation

Old Post Office Building
1100 Pennsylvania Avenue, NW, Suite 809
Washington, DC 20004
202/606-8503/8505
www.achp.gov

Harry N. Abrams, Inc.

Time Warner Trade Publishing
800/759-0190
www.abramsbooks.com

Historic Preservation Education Foundation

P.O. Box 77160
Washington, DC 20013
202/828-0096

Historic Windsor Inc.

P.O. Box 1777
Windsor, VT 05089-0021
802/674-6752

John Wiley & Sons, Inc.

Distribution Center
1 Wiley Drive
Somerset, NJ 08875-1272
732/469-4400 or 800/225-5945
Fax: 732/302-2300
Email: bookinfo@wiley.com
www.wiley.co.uk

National Trust for Historic Preservation

1785 Massachusetts Avenue, NW
Washington, DC 20036
202/588-6000
www.nthp.org

U.S Government Printing Office (GPO)

P.O. Box 371954
Pittsburgh, PA 15250-7954
202/512-1800
www.access.gpo.gov/su_docs/sale.htm

NC State Historic Preservation Office
http://www.hpo.dcr.state.nc.us/default.htm

Preservation North Carolina
http://www.presnc.org/

National Trust for Historic Preservation
http://www.nthp.org/
The National Trust is a nonprofit organization with more than 260,000 members. As the leader of the national preservation movement, the National Trust is committed to saving America's diverse historic environments and to preserving and revitalizing the livability of communities nationwide. It has seven regional offices, owns 18 historic sites and works with thousands of community groups in all 50 states.

United States Department of Housing and Urban Development (HUD)
http://www.hud.gov
HUD was formed in 1965, but its history extends back to the National Housing Act of 1934.
HUD's home page is a huge clearinghouse of information about homes and communities.

Lead-Based Paint Information (HUD)
http://www.hud.gov/lea/
This site is maintained by HUD and provides extensive information about lead paint, its hazards in housing, technical information, and additional resources available regarding lead-based paint.

Preservation Briefs by the National Park Service
http://www2.cr.nps.gov/tps/briefs/presbhom.htm
Preservation Briefs are a series of publications which make available information concerning professional methods and techniques for preserving, improving, restoring, and maintaining historic properties. Preservation Briefs are prepared pursuant to Executive Order 11593, "Protection and Enhancement of the Cultural Environment." Briefs are produced by the National Park Service, are not copyrighted and can be reproduced without penalty.

The National Park Service/Cultural Resources
http://www.cr.nps.gov/
The National Park Service is responsible for maintaining and protecting America's cultural and natural resources. This site is primarily directed toward cultural resources and provides extensive information about the NPS's work: publications, guidelines, GIS, GPS, conservation and restoration, etc. The site also provides information about grants, the federal tax credit, and other financial assistance for the preservation and protection of cultural resources.

National Center for Preservation Technology and Training
http://www.ncptt.nps.gov/
The NCPTT is a National Park Service center whose mission is to promote technology and training for historic preservation professionals and conservators. This site contains extensive text-based listings of organizations, conferences, job opportunities, training schedules, etc. This site will be the eventual home of the *Internet Resource Guide for Heritage Conservation, Historic Preservation and Archeology* (IRG). Originally compiled by Peter Stott, the IRG is maintained by NCPTT; it is considered to be the most comprehensive listing for Internet resources for cultural resource management and preservation technology.

The Open Directory Project – Historic Preservation
http://dmoz.org/Business/Industries/Construction_and_Maintenance/Historic_Preservation/
Historic preservation of the built environment. Anything from an historic outhouse to a coastal lighthouse. Above ground, below ground and in or under the water. Services, materials suppliers, contractors, trades, architects, engineers, educators and associations. Where to find people to do the work needed done on historic structures.

Traditional Building Magazine's Historical Product Database
http://www.traditional-building.com/8.htm

One of the best sources of "how to find it" information on the WEB, compiled and maintained by Clem Labine's Traditional Building Magazine. In this mini-database, the magazine's editors have assembled information about the 164 companies most frequently included in the pages of *Traditional Building* magazine. They are indexed in 12 major product categories and divided into 75 subcategories.

The Association for Preservation Technology

http://www.apti.org/index.htm

The Association for Preservation Technology International (APT) is a multidisciplinary organization dedicated to "advancing the application of technology to the conservation of the built environment." Members of APT include architects, conservators, consultants, contractors, craftspersons, curators, developers, educators, engineers, historians, landscape architects, managers, planners, preservationists, technicians, tradespeople, and others involved in the systematic application of the knowledge of methods and materials to the conservation of buildings, districts and artifacts. Today, APT International has members in 28 different countries.

Preservation Briefs assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems prior to work. The Briefs are especially useful to preservation tax incentive program applicants because they recommend those methods and approaches for rehabilitating historic buildings that are consistent with their historic character. The complete text of Preservation Briefs is now available online at *http://www2.cr.nps.gov/tps/briefs/presbhom.htm*.

EXTERIOR MAINTENANCE AND RESTORATION

- New Brief: The Seismic Retrofit of Historic Buildings
- The use of Substitute Materials on Historic Building Exteriors
- The Maintenance and Repair of Architectural Cast Iron
- Removing Graffiti from Historic Masonry

ENERGY SYSTEMS

- Heating, Ventilating, and Cooling Historic Buildings
- Conserving Energy in Historic Buildings

MASONRY

- The Cleaning and Waterproof Coating of Masonry Buildings
- Repointing Mortar Joints in Historic Brick Buildings
- Preservation of Historic Concrete: Problems and General Approaches

INTERIORS

- Rehabilitating Interiors in Historic Buildings
- Preserving Historic Ceramic Tile Floors
- Painting Historic Interiors
- Repairing Historic Flat Plaster - Walls and Ceilings
- Preserving Historic Ornamental Plaster

WINDOWS

- The Repair of Historic Wooden Windows
- The Preservation and Repair of Historic Stained and leaded Glass
- The Preservation of Historic Pigmented Structural Glass
- The Repair and Thermal Upgrading of Historic Steel Windows

ROOFING

- The Repair and Replacement of Historic Wooden Shingle Roofs
- Roofing for Historic Buildings
- The Repair, Replacement, and Maintenance of Historic Slate Roofs
- The Preservation and Repair of Historic Clay Tile Roofs

SIDING & EXTERIOR WOODWORK

- Aluminum and Vinyl Siding on Historic Buildings
- Exterior Paint Problems on Historic Woodwork

REMODELING AND ADDITIONS

- Rehabilitating Historic Storefronts
- New Exterior Additions to Historic Buildings: Preservation Concerns

GENERAL PRESERVATION ISSUES

- Preserving Composition Ornament
- The Preservation of Historic Barns
- Preservation of Adobe Buildings

- The Preservation and Repair of Historic Stucco
- Preserving Historic Ornamental Plaster
- The Preservation of Historic Signs
- The Preservation and Repair of Historic Log Cabins
- Understanding Old Buildings: The Process of Architectural Investigation

OTHER OLD-HOUSE TOPICS

- Dangers of Abrasive Cleaning to Historic Buildings
- The Preservation of Historic Glazed Architectural Terra-Cotta
- Architectural Character: Identifying and Preserving
- Mothballing Historic Buildings
- Making Historic Properties Accessible (to People with Disabilities)
- Architectural Investigations
- Protecting Cultural Landscapes
- Reducing Lead-Paint Hazards in Historic Buildings
- Controlling Unwanted Moisture in Historic Buildings