

**Charlotte-Mecklenburg
HISTORIC LANDMARKS COMMISSION
October 13, 2025
Hybrid Meeting
Charlotte-Mecklenburg Government Center, Room 266
6:03 p.m. – 8:11 p.m.**

Draft Minutes

Present

Christina Benton/City/Survey Committee Chair
Lesley Carroll/County (remote)
Andrew Dunn/County/HLC Secretary
Andra Eaves/County
Victoria Grey/County/HLC Treasurer/Property Oversight and Engagement Chair
Emily Makas/Mayor
Charlie Miller/City
Melanie Reddick/City/HLC Chair
Jason Tapp/County
Stewart Gray, HL Director
John Howard, HL Historic Preservation Manager
Tommy Warlick, HL Historic Preservation Specialist
Elizabeth Stuart, HL Senior Administrative Support Assistant

Absent

Brian Clarke/County/HLC Vice Chair
John Kincheloe/City

Note: This meeting was held virtually through the Microsoft Teams video conferencing platform and in person at the Charlotte-Mecklenburg Government Center.

1. Adoption of the Consent Agenda

a. Approval of September HLC Minutes

Commissioner Dunn presented a motion seconded by Commissioner Grey that the Historic Landmarks Commission approve the consent agenda as presented for the approval of the Historic Landmarks Commission's September 8 meeting minutes. The Commission unanimously approved the motion.

2. Chair's Report: Melanie Reddick

a. Preservation North Carolina Conference Recap

Chair Reddrick stated that she, Commissioner Benton, Director Gray, Historic Preservation Manager Howard, and Historic Preservation Specialist Warlick attended the Preservation North Carolina conference in Asheville on October 5-7. She stated that the speakers were informative and that she learned a lot about preservation as a sustainability initiative.

Director Gray stated that he presented on the powers of the Commission's revolving fund. He stated that it reflects well on the Commission that it and the department are considered a premier government agency in North Carolina.

b. HUD Agreement

Gray stated that entering into this programmatic agreement between the City of Charlotte Department of Housing and Neighborhood Services, the U.S. Department of Housing and Urban Development, and the North Carolina State Historic Preservation Office is a best practice to help facilitate the Section 106 review for HUD projects, which can be time-consuming. He stated that it has been requested that the Historic Landmarks Commission and Charlotte Historic District Commission sign the agreement to ensure both Commissions are aware of this best practice. He stated that the agreement commits the City to undertake reviews of projects and agree to update surveys for the neighborhoods listed in the agreement. He explained that the agreement includes language requiring Certificates of Appropriateness for properties that are designated landmarks and noted that the consultants hired for the work will bring applicable properties to the Historic Landmarks Commission and Charlotte Historic District Commission for consideration.

Commissioner Dunn stated his support of signing this agreement since projects affecting designated landmarks will still be considered by the Commission. Gray explained that there may still be difficulties with future projects but noted that there will be an outline of how to proceed with such projects.

Commissioner Dunn presented a motion seconded by Commissioner Makas that the Historic Landmarks Commission authorize Chair Reddrick to sign the Programmatic Agreement on behalf of the Historic Landmarks Commission. The Commission unanimously approved the motion.

3. Public Comment Period

Terri White, President and CEO of the Charlotte Museum of History, expressed her concerns regarding proposed plans for the Excelsior Club site. She asked local leaders to better empower preservation agencies to preserve historic sites.

4. Public Hearing

a. Davidson Baptist Chapel, 307 Armour Street, Davidson

Commissioner Grey presented a motion seconded by Chair Reddrick that the Historic Landmarks Commission open the public hearing for the Davidson Baptist Chapel, 307 Armour Street, Davidson, N.C. The Commission unanimously approved the motion.

Gray explained that North Carolina state law requires that a public hearing be held for any property considered for landmark designation by a local government. He explained that this could be a joint public hearing between the two bodies or separate public hearings. He advised those interested in expressing support or opposition to this designation to attend Davidson's Town Board of Commissioners' meeting on October 14.

There were no public comments.

Commissioner Dunn presented a motion seconded by Commissioner Miller that the Historic Landmarks Commission close the public hearing. The Commission unanimously approved the motion.

5. Designations

a. Consideration of the Designation Report for the R. Kent and Gertrude N. Blair House, 529 N. Poplar Street, Charlotte

Historic Preservation Specialist Warlick explained that this property is being considered by the full Commission due to the Survey Committee meeting schedule not being finalized until recently. He stated that this house was built circa 1906 and is the best-preserved remaining example of Foursquare architecture in Charlotte's Fourth Ward. He stated that R. Kent Blair had many accomplishments, including in his work as a pharmacist. He stated that Gertrude was a music teacher. He explained that the house remained in the family for approximately 75 years.

Warlick stated that the original portion of the house is being recommended for landmark designation. He stated that the house has undergone changes including a rear addition constructed in 2003. He indicated original features that remain such as windows, pocket doors, fireplaces, and door trim. He explained that it is easy to distinguish between the original portion and the 2003 addition.

Note: Commissioner Benton joined the meeting at 6:33 p.m.

Chair Reddrick asked whether the entire exterior would be designated. Warlick stated that the entire exterior would be designated and explained that interior features must be delineated due to state law.

Commissioner Dunn asked whether this house is in the 4th Ward Historic District and if that provided any protections. Gray stated that interiors are not included in houses in Historic Districts. He stated that designating the interior is important to prohibit the demolition of the significant interior features.

Commissioner Dunn asked if the Historic District Commission was involved in the design of the 2003 addition. Gray answered yes.

Commissioner Tapp presented a motion seconded by Commissioner Grey that the Historic Landmarks Commission recommend that the R. Kent and Gertrude N. Blair House, 529 N.

Poplar Street, Charlotte, N.C., be processed for historic landmark designation, including the interior of the original/historic portion of the house and exterior of the house and the associated tax parcel. The Commission unanimously approved the motion.

Cameron Holtz, property owner, and Susan Mayer, designation report consultant, thanked the Commission for their consideration.

b. Update: Amended Designation Reports to Consider at Future Meeting

i. Liddell-McNinch House, 511 N. Church Street, Charlotte

ii. William and Nell Freeman House, 145 S. Ames Street, Matthews

Gray stated that the amended designation reports for the Liddell-McNinch House and the William and Nell Freeman House will be discussed at the Survey Committee meeting and may be on the Commission's November meeting agenda. He explained that occasionally an ordinance must be amended to address a changed situation.

6. Survey Committee Report: Christina Benton

Commissioner Benton welcomed members to the Committee: Lesley Carroll, John Kincheloe, Candice Leite, Mikey Rogers, and Jason Tapp. She stated that the Committee will meet on October 28.

Warlick stated that the Committee will consider several properties for listing on the Study List of Prospective Historic Landmarks and a designation report for Charlotte Fire Station #8.

7. HLC Strategic Plan Update: Andrew Dunn

Commissioner Dunn stated that the strategic plan will be limited to specifying uses for the revolving fund since there are currently no guidelines for deciding when to use the revolving fund. He stated that Gray created a document with general decisions that could go into the revolving fund guidelines. Dunn stated that he is working on a scorecard to reference when staff suggests the revolving fund be used for a specific property.

Commissioner Benton asked if there is a mission statement for the revolving fund or guidance of how it has traditionally been used. Gray stated that there is no mission statement for the revolving fund in the Rules of Procedure.

Commissioner Dunn explained that the revolving fund was created approximately 30 years ago through a bond referendum. He stated that the revolving fund has been used several times for quick transfers and threatened properties.

Chair Reddrick stated that acting as an intermediary for other organizations is an excellent and low risk use of the revolving fund.

Gray explained that the revolving fund can be used to purchase designated historic landmarks or properties in local historic districts. He stated that properties purchased through the revolving fund have protective easements placed on them, prohibiting demolition.

Commissioner Dunn stated that other preservation commissions in North Carolina use their revolving funds for repair loans for owners of historic properties. Commissioner Grey stated that the new Property Oversight and Engagement Committee could investigate this further. Gray stated that most revolving funds have a loan component and noted that it is a best practice for revolving fund usage. He stated that the Mecklenburg Board of County Commissioners (BOCC) would need to approve any changes to how the revolving fund is used.

Commissioners discussed the advantages and disadvantages of using the revolving fund for loans. Gray emphasized the importance of codifying this in the Commission's Rules of Procedure.

Commissioner Dunn stated that he will work on a rubric based on tonight's comments. He stated that he would like to have this presented to the BOCC for feedback soon. He asked Commissioners to email him any additional thoughts or examples of great uses of revolving funds.

8. Community Outreach Updates

a. Huntersville Rosenwald School #2 Event: September 20

Warlick stated that this event was well-attended and included the unveiling of a new roadside marker, a showing of the *Pottstown USA* documentary, and a discussion by former students.

b. Headstone Cleaning at Historic Matthews Cemetery: October 4

Warlick stated that this was the first headstone cleaning event held outside of the City of Charlotte. He thanked the event co-sponsors: Christ Covenant Presbyterian Church, Matthews Heritage Museum, and Matthews Historical Foundation. He stated that approximately 70 people attended and cleaned approximately 219 headstones.

c. A History of Bryant Park Event: October 25

Historic Preservation Manager Howard stated that he and Park and Recreation Historian Brandon Lunsford will host a tour of Bryant Park on October 25.

d. Carolina Theatre Tour: October 17 at 10 a.m.

Howard stated that staff and Commissioners have been invited to a tour of the Carolina Theatre on October 17. He also stated that staff and Commissioners have been invited to an open house for the McElroy House.

9. Projects Updates

Commissioner Grey presented a motion seconded by Commissioner Benton that the Historic Landmarks Commission convene in closed session. The Commission unanimously approved the motion.

a. The HLC will go into closed session to consider a property purchase.

b. Edgewood Farm, 11124 Eastfield Road, Huntersville

Commissioner Grey presented a motion seconded by Commissioner Makas that the Historic Landmarks Commission reconvene in open session. The Commission unanimously approved the motion.

Note: Commissioner Eaves left the meeting at 8:00 p.m.

c. Stafford Cabin, Plaza Road Extension, Charlotte

Gray stated that he continues to work on the relocation of the Stafford Cabin.

d. Sloan House, 230 South Main Street, Davidson

Gray stated that closing on this house might occur in January.

10. Revolving Fund Financial Report: Stewart Gray

Gray reported that the revolving fund balance is \$5 million.

11. Historic Landmarks Staff Report

a. Fire Tower Grant

Howard stated that the Palmer Fire Tower received a Certified Local Government grant from the state for a structural engineering report. He stated that the Charlotte Fire Department will provide matching grant funds.

b. Window Workshop

Gray stated that staff is planning a hands-on window repair workshop in fall 2026 for interested Mecklenburg County residents who own old houses with wooden windows. He stated that this was also a matching Certified Local Government grant from the state.

12. Old Business

There was no old business.

13. New Business

Gray reminded the Commission that they voted in July to support the rezoning of the Washam farm. He showed the revised plan that staff received that shows additional infill development of no more than 8,000 square feet of commercial or residential development. He stated that the Commission will need to consider and approve the final design when submitted.

Commissioner Makas presented a motion seconded by Commissioner Grey that the Historic Landmarks Commission meeting adjourn. The Commission unanimously approved the motion.

The meeting adjourned at 8:11 p.m.