



## Historic District Commission

### Meeting Agenda

September 11, 2013 at 5:30pm  
Council Chambers, 201 S Main St

1. Approve minutes of the May 29, 2013 meeting
2. Consider applications for the 2013-14 Façade Grant Program  
*Total City funds requested: \$5,210*
  - a. Carolina Property Holdings, LLC, for property located at 200 N Main St  
*\$9,820, maximum City match of \$4,910*  
*Approval of this project will constitute approval of a Certificate of Appropriateness*
    - Install 12 bahama shutters along third floor windows to match prior renovations
  - b. Tony I. Wood, for property located at 127 W Harden St  
*\$600, maximum City match of \$300*
    - Scrape and paint upper half of front façade and all of left (western) side
3. Recommend appointment of new members to fill two vacant positions

*A complete agenda packet is available at [www.cityofgraham.com/boards](http://www.cityofgraham.com/boards).*

HISTORIC DISTRICT COMMISSION  
Wednesday, May 29, 2013

The Historic District Commission held a called meeting on Wednesday May 29, 2013 at 5:30 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Cary Worthy, Jimmy Linens, Brenda Sykes, Lauren Nance, Denise Baker and Steven West. Larry Brooks, Hayes Teague and Eric Crissman were absent. Staff members present were Melissa Guilbeau, City Planner, and Martha Johnson, Zoning/Inspections Technician.

Steven West called the meeting to order.

1. A motion was made to approve the minutes from the April 3, 2013 meeting by Cary Worthy and seconded by Lauren Nance. The motion carried unanimously.

2. The next item was a request by the Graham Presbyterian Memorial Garden (COA1301) committee for a Certificate of Appropriateness to construct a Memorial Garden on the grounds between the church and West Harden Street. The Memorial Garden will include a 7-1/2 foot tall brick wall, two brick and stone benches, and new landscaping all flanking a circular brick paver area and connecting path. Mr. Bill Cline of 1300 Branson Drive spoke on behalf of the committee working on this project for the church to handle members' ashes for cremation who wish to use the garden. Mr. Cline stated that the church sign has a cement cap and so will the wall. He said the brick matches the fountain but not the brick on the church. The wall is only six and half feet tall instead of seven feet because it drops below the pavers. Also the wall is fifteen feet across with two benches at the wall.

Mr. Cline stated that the cross on the wall is an open space. Cary Worthy asked if from Harden Street could you see the back and one side of the wall and Mr. Cline replied yes. Cary Worthy stated that the foliage will hide a lot of the view of the wall. Cary Worthy made a motion to approve, second by Brenda Sykes. The motion carried unanimously.

Steven West thanked Melissa Guilbeau for letting the members of the Board know about the Historic Preservation Workshop and thanked her for attending the workshop.

With no further business the meeting was adjourned.

Respectfully Submitted,  
Martha Johnson



# 2013-2014 Façade Grant Program Application

Property Information	Applicant Information
Street Address: 200 N Main St, Third Floor	Name: Carolina Property Holdings, LLC
Tax Parcel ID#: 145857	Phone Number: (336) 263-1180
Owner's Name: Carolina Property Holdings, LLC	Email: jcox@compasshco.com
Use of Building: Office, Storefront	Relationship to Property (check one):
Business Name (if applicable):	Property Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Business Owner <input type="checkbox"/>

### Description of Proposed Façade Renovation

Write a succinct description below and attach an existing photo of the building and a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building.

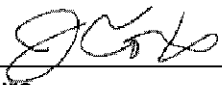
Installation of shutters along third floor windows to continue upgrading of exterior and matching prior renovations.

Total Estimated Cost (lowest bid quote): \$ 9,820 Attach at least two itemized cost estimates for proposed work.

### Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project  does  does not  require a building permit.
- I have complied with the Secretary of the Interior's Standards for rehabilitation.  Building is not over 30 years old
- The owner's written and signed permission is attached, if applicant is not owner.  Not applicable
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic District Commission prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.


8/28/13  
 Applicant Signature Date



**FOR LEASE**  
Call Bob at 255-311-1111  
P.O. Box 10000

PRESERVING  
HERITAGE  
PROMOTING  
FUTURE

MEX  
A M

**Example of bahama shutters**

**FedEx Kinko's**



[Orders@scopefs.com](mailto:Orders@scopefs.com) / Phone 919-900-1000

Date: August 27, 2013  
 QUOTE ID# (VENDORS)


Approval Signature

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Estimated Time to Complete

	15 days	
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Qty	Description	Unit Price	Line Total
1.00	We are pleased to provide the following quote for Shutters @200 Main Street, Graham: Thirteen Aluminum Bahama Shutters Dimensions: 60" Wide x 48" Roof Color = Black	\$ 11,100.00	\$ 11,100.00
Subtotal			\$ 11,100.00
Total			<b>\$ 11,100.00</b>

This is a quotation on the goods and services named, subject to the conditions noted below and any conditions attached to this quote.

This bid is provided by the above vendor exclusively to Scope Field Services, and all payments and approvals are subject to all terms and conditions of our Vendor Agreement.

All vendor services will be managed and billed directly by Scope FSM to the client as approved.

# Monroe Development & Construction LLC

1019 Powers Lane  
Winterville, NC  
28590  
252-367-6625  
NC General Contractor Lic.  
# 62688 Unlimited I  
monroeconst@suddenlink.net

August 27, 2013

We propose to provide all labor and materials, equipment to complete all work to the specifications listed below.

1. Fabricate and Install Twelve (12) Bahama Shutters: 52" wide x 48" height with the following.
2. Powder coating of Dark Bronze
3. Welded aluminum with Oval-Blades
4. To be attached with Top - Hinges and 1" Square Rod Legs

In the amount of \$9819.72

Thank You



Monroe Development & Construction LLC

Total \$



# 2013-2014 Façade Grant Program Application

RECEIVED

AUG 30 2013

CITY OF GRAHAM  
INSP. / P.Z.

Property Information	Applicant Information
Street Address: 127 WEST HARDEN ST.	Name: TONY I. WOOD
Tax Parcel ID#: 145904	Phone Number: 336-260-9919 2263450
Owner's Name: TONY I. WOOD	Email: TONYWOOD1947@BELLSOUTH.NET
Use of Building: RENTAL	Relationship to Property (check one):
Business Name (if applicable):	Property Owner <input checked="" type="checkbox"/> Tenant/Business Owner <input type="checkbox"/>

### Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building.

1) SCRAPE + PAINT UPPER HALF OF EXTERIOR FRONT  
 (2) SCRAPE + PAINT LEFT SIDE OF EXTERIOR BLDG.  
 COLOR WILL REMAIN THE SAME!  
 PICTURES ATTACHED WILL REMAIN SAME!

Total Estimated Cost (lowest bid quote): \$ 600.00 Attach at least two itemized cost estimates for proposed work.

### Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project [does  / does not - I have complied with the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old )
- The owner's written and signed permission is attached, if applicant is not owner. (Not applicable )
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic District Commission prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.

Tony I. Wood 8-30-13  
 Applicant Signature Date





John Dowdy  
Home Repair

RECEIVED

AUG 30 2013

CITY OF GRAHAM  
INSP. / P.Z.

Estimate for the painting of building  
at 127 W. Harden St. in Graham N.C.  
Scrape and paint front and left side  
of building exterior.

Cost estimate with materials and  
labor \$600<sup>00</sup>.

John Dowdy

CLIFF THOMAS PAINTING

RECEIVED

AUG 30 2013

CITY OF GRAHAM  
INSP. / P.Z.

ESTIMATE FOR PAINTING @ 127 W. HARDEN ST.

- JOB DESCRIPTION -

- 1) SCRAPE + PAINT UPPER HALF OF EXTERIOR FRONT
- 2) SCRAPE + PAINT LEFT SIDE OF EXTERIOR BLDG.

COSTS ESTIMATE — \$650.<sup>00</sup> (INCLUDES LABOR + MATERIALS)

Cliff Thomas

**J S PRESSURE CLEANING  
and PAINT CO. INC.**  
Rotobrush Air Duct System Cleaning

P.O. Box 1706 • Burlington, NC 27216-1706  
(336) 229-5191 • Johnny Pruitt  
(919) 942-5959 • Chapel Hill  
jspaintc@aol.com

**Proposal**

Page No. of Pages

Proposal Submitted To <i>Tony woods</i>		Phone <i>260-9919</i>	Date <i>8/30/13</i>
Street <i>127<sup>W</sup> Harden St.</i>		Job Name	
City, State, and Zip Code <i>Graham, NC</i>		Job Location	
Owner	Date of Plans	Job Phone	

We hereby propose to furnish materials and labor necessary for the completion of:

*Left side of building - Non vinyl side.  
check ceiling.*

**RECEIVED**

*AUG 30 2013*

**CITY OF GRAHAM  
RNSP / P.Z.**

*Pressure Wash 2 sides # 225.00  
Prep + paint (2 coats)  
1 prime, 1 finish on Parallel Brick  
LABOR - 1200.00  
Materials + Expense 500.00*

**WE PROPOSE** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ dollars ( \$ \_\_\_\_\_ )

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature

*Johnny Z. Pruitt Jr.*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

## Volunteer Application City of Graham Boards and Commissions

**RECEIVED**  
OCT 27 2011  
CITY OF GRAHAM  
INSP. / PZ.

If you are a City of Graham resident or reside in the extra-territorial jurisdiction (ETJ), at least 18 years old, and are willing to volunteer your time and expertise to your community, please complete and return to:

City of Graham Phone (336)570-6700  
Attn: City Clerk  
PO Drawer 357 Fax (336)570-6703  
Graham, NC 27253

**Please check all Boards and Commissions on which you would be willing to serve:**

Extra-territorial residents can only serve on the Board of Adjustments or the Planning & Zoning Board

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control (3 years)            | <input type="checkbox"/> Planning & Zoning Board (5 years)                 |
| <input type="checkbox"/> Board of Adjustments (3 years)                | <input type="checkbox"/> Recreation Commission (3 years)                   |
| <input type="checkbox"/> Appearance Commission (4 years)               | <input type="checkbox"/> Tree Board (3 years)                              |
| <input checked="" type="checkbox"/> Graham Housing Authority (5 years) | <input checked="" type="checkbox"/> Historic District Commission (4 years) |

If you are currently serving on a Board in the City of Graham please list:

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**Personal Information (please print)**

Name: Grace Baldwin  
Mailing Address: 304 Oakgrove Dr. Graham  
Home Address (if different): 304 Oakgrove Dr. Graham <sup>NC</sup> 27253  
Home Phone: 336 2297003 Work Phone: cell 2694788  
Employer: Self Position: Child Care

**Civic Involvement (please list the names of civic organizations in which you hold current membership):**

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**Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application:**

Chair - Nursing Home Advisory Committee  
Vice Chair - Burlington Planning Committee Elderly  
Regional I Planning Committee Triad 12 Counties  
Why do you wish to serve the City in this capacity?  
To Keep Education in formation Enhancement  
for Our Youth and County and City  
college Acc Continue Edu/Gen Contractor/Teacher Assst. Acc Buildings  
care Acc Early Child Certificate/Youth Community Task Force  
care Acc Adm I. E Oak Reach Ministry.  
Ashworth-College G.A. Present  
Private Investigator Ashworth College G.A.  
Human Resources



**Volunteer Application  
City of Graham Boards and Commissions**

If you are a City of Graham resident or reside in the extra-territorial jurisdiction (ETJ), at least 18 years, and are willing to volunteer your time and expertise to your community, please complete and return to:

By mail: City of Graham, Attn: City Clerk, PO Drawer 357, Graham, NC 27253

By email: aburgess@cityofgraham.com

By Fax: (336)570-6703

For questions, call: (336)570-6700

**Please check all Boards and Commissions on which you would be willing to serve:**

Extra-territorial residents can only serve on the Board of Adjustment or the Planning Board

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol Beverage Control (3 years)   | <input type="checkbox"/> Canine Review Board (3 years)                     |
| <input type="checkbox"/> Board of Adjustment (3 years)        | <input type="checkbox"/> Planning Board (3 years)                          |
| <input type="checkbox"/> Appearance Commission (4 years)      | <input type="checkbox"/> Recreation Commission (3 years)                   |
| <input type="checkbox"/> Graham Housing Authority (5 years)   | <input type="checkbox"/> Tree Board (3 years)                              |
| <input type="checkbox"/> Graham Historical Museum (3 years)   | <input checked="" type="checkbox"/> Historic District Commission (4 years) |
| <input type="checkbox"/> Graham Sports Hall of Fame (6 years) |  |

**If you are currently serving on a Board in the City of Graham, please list:**

N/A

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**Personal Information**

Name: Hank Dietz

Mailing Address: 312 West Elm Street, Graham, NC 27253-2806

Home Address (if different) \_\_\_\_\_

Home Phone: 336-229-0939 Work Phone: 336-420-6297

Employer: Dietz & Associates, LLC Position: CIO

Email Address dietz1980@triad.rr.com

***Civic Involvement (please list the names of civic organizations in which you hold current membership):***

N/A

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**Please list any work, volunteer, and/or educational experience that you would like us to consider**

N/A

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**Why do you wish to serve the City in this capacity?**

To preserve the history of Graham and insure its availability to future generations.

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**Volunteer Application  
City of Graham Boards and Commissions**

**RECEIVED  
JUN 17 2013  
CITY OF  
GRAHAM**

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- |   |  |
|---|--|
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| <input type="checkbox"/> Board of Adjustment (3 years)              | <input type="checkbox"/> Planning Board (3 years)                          |
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| <input type="checkbox"/> Graham Historical Museum (3 years)         | <input checked="" type="checkbox"/> Historic District Commission (4 years) |
| <input type="checkbox"/> Graham Sports Hall of Fame (6 years)       |  |

**If you are currently serving on a Board in the City of Graham, please list:**

\_\_\_\_\_

**Personal Information**

Name: Helen H. Sharpe

Mailing Address: 522 N Main Street, Graham, NC 27253

Home Address (if different) \_\_\_\_\_

Home Phone: 336-226-1323 Work Phone: 336-538-8728

Employer: Alamance Regional Med Cntr Position: Reimbursement Coordinator

Email Address whsharpe@triad.rr.com

**Civic Involvement (please list the names of civic organizations in which you hold current membership):**

Beta Sigma Phi

**Please list any work, volunteer, and/or educational experience that you would like us to consider**

Girls Scouts of America

**Why do you wish to serve the City in this capacity?**

I have lived in Graham since 1968. Graham is unique. beautiful and a great place to live.



**Volunteer Application  
City of Graham Boards and Commissions**

RECEIVED

JUL 25 2013

CITY OF  
GRAHAM

RECEIVED

JUL 25 2013

CITY OF  
GRAHAM

If you are a City of Graham resident or reside in the extra-territorial jurisdiction (ETJ), at least 18 years, and are willing to volunteer your time and expertise to your community, please complete and return to:

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By Fax: (336)570-6703

For questions, call: (336)570-6700

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- |  |  |
|--|--|
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| <input checked="" type="checkbox"/> Graham Housing Authority (5 years) | <input type="checkbox"/> Tree Board (3 years)                              |
| <input type="checkbox"/> Graham Historical Museum (3 years)            | <input checked="" type="checkbox"/> Historic District Commission (4 years) |
| <input type="checkbox"/> Graham Sports Hall of Fame (6 years)          |  |

**If you are currently serving on a Board in the City of Graham, please list:**

\_\_\_\_\_

**Personal Information**

Name: Jeffrey LaGrange

Mailing Address: 513 Wildwood Ln Graham NC 27253

Home Address (if different) \_\_\_\_\_

Home Phone: 336.558.2423 Work Phone: \_\_\_\_\_

Employer: Retired Position: \_\_\_\_\_

Email Address jlegrange1@triad.rr.com

***Civic Involvement (please list the names of civic organizations in which you hold current membership):***

Burlington American Legion

**Please list any work, volunteer, and/or educational experience that you would like us to consider**

PMI project management, Operation manager 15 years, 5 1/2 years as finance officer at the Legion.

**Why do you wish to serve the City in this capacity?**

I believe I have the ability to help make a difference and give back to my community.

\_\_\_\_\_