



# **Historic District Commission**

## **Meeting Agenda**

April 9, 2014 at 5:30pm  
Council Chambers, 201 S Main St

1. Approve minutes of the February 26, 2014 meeting
2. Alamance Farmers Insurance Metal Cap (COA1402). Request by McDowell & Jordan, LLC for a Certificate of Appropriateness to add a metal cap over the existing concrete cap in a similar shape and color and to replace broken mortar above concrete accent strip with elastic caulking in similar color at 128 W Harden St.

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

## HISTORIC DISTRICT COMMISSION

Wednesday, February 26, 2014

The Historic District Commission held a called meeting on Wednesday February 26, 2014 at 5:30 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Jimmy Linens, Larry Brooks, Brenda Sykes, Denise Baker, Helen Sharpe, Grace Baldwin, Lauren Nance and Cary Worthy. Steven West was absent. Staff members present were Melissa Guilbeau, City Planner, and Martha Johnson, Zoning/Inspections Technician.

Larry Brooks called the meeting to order and explained the function of the Commission.

1. A motion was made to approve the minutes from the December 4, 2013 meeting by Denise Baker and seconded by Helen Sharpe. The motion carried unanimously.
2. Main/Harden and Maple/Elm New Pedestrian Signals (COA1401). Request by City of Graham, in conjunction with NCDOT, for a Certificate of Appropriateness to install new pedestrian signal heads at two intersections – N Main Street at Harden Street and Maple Street at W Elm Street.

Denise Baker asked if the pedestrian signals would make a noise and Melissa Guilbeau said they do countdown but she wasn't sure about the noise. Cary Worthy stated we need to encourage that if not too expensive keeping accessible with ADA. Ms. Guilbeau explained that NCDOT is making plans to install new pedestrian signal heads at Harden St and N Main St. Two new standard yellow pedestrian signal heads with the countdown numbers will be installed on new poles 8' and 4" in diameter which will be regular galvanized steel. The new heads at the other location at Maple and Elm St will be using the existing poles.

Larry Brooks asked if there was a projection date and Melissa Guilbeau said no, DOT have the plans ready and have ordered the heads. She said she suppose it was just a matter of getting the crews out there.

Grace Baldwin made a motion to approve, seconded by Brenda Sykes. All voted in favor.

3. Discussion of local landmark designations. Melissa Guilbeau said we don't have any local landmarks now but there had been some applicants in the past but they fell through the cracks because of confusion over which entity approves local landmarks. Aspen Price from the Alamance County Planning Department spoke to the Board explaining about local landmark designations. Melissa Guilbeau explained three options for designating local landmarks and issuing Certificates of Appropriateness for them to be chosen by the Board. The choices are: City of Graham, or Graham & the County or Graham & County Mixed. Cary Worthy asked if we are the designators of Graham is there any guidelines and Melissa Guilbeau said the Board would adopt their own criteria. Cary Worthy asked which one does staff feel will be the easiest to be done and Melissa Guilbeau replied either option A or option B. Cary Worthy made a motion to choose option A which would be the Graham Historic District Commission approving local landmark designations and their COAs, second by Denise Baker. All voted in favor.

Melissa Guilbeau stated that the next step would be to amend the ordinance and agreements to reflect the Commission's decision and that this would be done over the next few months.

4. Discussion of draft Historic District handbook. Melissa Guilbeau gave the Board an update on the handbook that has been in process since 2006. Ms. Guilbeau said it looks like an ordinance and would like to make it more user friendly and change the format to make it more like a magazine. Hopefully by the end of this year the Board will be able to approve the new handbook.

With no further business the meeting was adjourned.

Respectfully Submitted,  
Martha Johnson



# Application for a CERTIFICATE OF APPROPRIATENESS

P.O. Drawer 357  
201 South Main Street  
Graham, NC 27253  
(336) 570-6705  
Fax (336) 570-6703  
www.cityofgraham.com

The Historic District Commission (HDC) processes applications for Certificates of Appropriateness within the Courthouse Square Historic District for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) demolition of existing structures. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic District Commission, of the Development Ordinances.

## Property

Street Address: 128 West Harden St  
Property Owner: Alamance Farmers Insurance

## Project

General description of each modification or improvement:

1) Add colored metal cap to existing concrete cap to stop water infiltration. Cap will be a similar color and shape to existing concrete.  
2) Remove broken mortar above concrete accent strip and replace with elastic caulking in a color similar to the mortar.

Color Klad  
Sierra Tan smooth Finish

**RECEIVED**  
MAR 17 2014  
CITY OF GRAHAM  
INSP. / P.Z.

If a site plan is required, has it been submitted?  Yes  No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project?  Yes  No If yes, please specify:

**EXHIBITS:** This application **must be accompanied** by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal against the criteria established in Sec. 10.211 of the Development Ordinances. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

## Applicant

Name: McDowell & Jordan LLC  
 Property Owner  Lessee Other Contractor  
Mailing Address: 205 Green St  
City, State, Zip: Elon, NC 27244  
Phone # (336) 684-1591  
Email: joshuamcdowell@triad.rr.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a  Sign  Minor Alteration  
 New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

Joshua McDowell 3-17-14  
Signature of Applicant Date

Signature of Owner, when applicable Date

## Representation at HDC Meeting

Who will represent the applicant at the HDC meeting?  
*Should have the authority to commit the applicant to make changes that may be suggested or required by the Commission.*

Name: Josh McDowell  
Relationship to Applicant: General Contractor  
Phone # (336) 684-1591  
Email: joshuamcdowell@triad.rr.com

FOR OFFICE USE ONLY	
Received by: <u>ME</u>	Remarks:
Received date: <u>3-17-14</u>	<u>COA1402</u>
Tax Map # <u>145817</u>	
HDC date: <u>4-9-2014</u>	

## Exhibits Required for an Application for a Certificate of Appropriateness

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- 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

### for Signs

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- 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

#### *\*Types and kinds of improvements to be considered minor:*

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

#### *^Types and kinds of improvements to be considered major:*

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

### for Minor\* and New/Major^

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- 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

### for Minor\*

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- 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

### for New/Major^

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- 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.









