



P.O. Drawer 357
201 South Main Street
Graham, North Carolina 27253
(336) 570-6700 Fax (336) 570-6703
www.cityofgraham.com

Historic District Commission

Meeting Agenda

October 10, 2012 at 5:00pm
Council Chambers, 201 S Main St

1. Approval of minutes of the May 23, 2012 meeting.
2. The following application for a Certificate of Appropriateness will be considered:

Request of Little Diversified Architectural Consulting for the property located at 141 S. Main Street (Bank of America building) for the addition of a drive-up ATM under an existing canopy. Property being shown on Alamance County tax map 150-611-60C (GPIN #8884145010).

3. Discuss Historic District Commission vacancy.

HISTORIC DISTRICT COMMISSION
Wednesday, May 23, 2012

The Historic District Commission held a called meeting on Wednesday, May 23, 2012 at 5:15 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Larry Brooks, Cary Worthy, Jimmy Linens, Hayes Teague, Brenda Sykes, Enos McDonald and Steven West. Eric Crissman was absent. Staff members present were Aaron Holland, Planner, and Martha Johnson, Zoning/Inspections Technician.

Larry Brooks called the meeting to order.

A motion was made to approve the minutes from the January 25, 2012 meeting by Enos McDonald seconded by Cary Worthy. The motion carried unanimously.

Discuss applicants for the Historic District Commission vacancy.

The first applicant was Lauren R. Nance of 409 Enfield Drive Graham, NC. She stated that she is a recent graduate of UNC School of Law and is currently a real estate attorney in Chapel Hill, NC. She said that she likes our area and is interested in anything about history.

Mr. Brooks thanked her for coming and briefly explained the function of the Board.

Larry Brooks said the other applicant was Grace Baldwin and she was absent. Jimmy Linens said that Lauren Nance had checked that she was interested in the Planning & Zoning Board and he knew there was a vacancy but Aaron Holland said he had asked her which is preferred and she said the Historic District Commission.

A motion was made by Enos McDonald to recommend Lauren Nance, Larry Brooks second the motion. The motion carried unanimously.

Steven West said he had contacted Alamance County about changing or having a dedicated switch installed at the Courthouse. He stated that no changes were required for the handrail and if the Courthouse was closed it didn't have to be lit up. Mr. West stated there are no ADA requirements for the lights on the ramp.

With no further business the meeting was adjourned.

Respectively Submitted,
Martha Johnson

1. APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

CITY OF GRAHAM
HISTORIC DISTRICT CO'Q ISSION
GRA1- AM CITY HALL

APPLICATION FOR HEARING '

NAME OF APPLICANT : Little Diversified Architectural Consulting

DOING BUSINESS AS (if applicable): _____

ADDRESS OF APPLICANT: 5815 Westpark Dr.
Charlotte, NC 28217
(Zip Code)

TELEPHONE: 704.561.3212

LOCATION OF PROPERTY (to include street address if available):

141 South Main Street

RELATIONSHIP OF APPLICANT TO PROPERTY (lessee, owner): Architect

GENERAL DESCRIPTION OF EACH MODIFICATION OR IMPROVEMENT: ATM addition to existing

Bank of America branch bank. - Remove existing VAT and bollards from Lane 3 curb; Remove existing VAT tube from Lane 2 curb;

Expand curb by 1'-8" to Lane 2 to make the Lane 3 curb width equal 4'-0". Lane 2 will be reduced down to 6'-4"; Provide new Diebold

750 ATM w/ R-DU-TOP-B surround; Provide striping in Lane 2 to visually indicate the closing of Lane 2. Paint color: white; Provide (2)

bollards in Lane 2 to prevent drive-thru. Align with centerline of column; Saw-cut and run new electrical data lines below grade to
Mechanical and Electrical room; Electrical lines to enter Mech/Elec room above grade. Paint above ground mechanical equipment to
match building

DO ALL DRAWINGS, MATERIAL SAMPLES AND OTHER ITEMS REQUIRED BY BA'R
GUIDELINES ACCOMPANY THIS APPLICATION? Yes

IF NOT, EXPLAIN: _____

EXHIBIT i72

HAS A SITE *PLAN* OF THE SUBJECT PROPERTY BEEN SUBMITTED TO THE ZONING ENFORCEMENT OFFICE? No

IS THERE AN APPLICATION RELEVANT TO THIS PROPERTY AND TILE SUBJECT MODIFICATIONS OR IMPROVEMENTS PENDING OR CONTEMPLATED BEFORE THE ZONING BOARD OF ADJUSTMENT, CITY PLANNING BOARD *OR* CITY COUNCIL?

No

IF SO, SPECIFY: _____

IS THERE ANY APPROVAL PENDING BY ANY OTHER REGULATORY OR ADMINISTRATIVE AUTHORITY WHICH MAY HAVE A BEARING ON THE MODIFICATIONS OR IMPROVEMENTS WHICH ARE THE SUBJECT OF THIS APPLICATION? No

IF SO, SPECIFY: _____

WHO WILL REPRESENT APPLICANT BEFORE HDC? (Representative should have authority to commit applicant to make changes that may be suggested or required by the Commission.)

NAME: Kiffin Lashua

TITLE OR RELATIONSHIP TO APPLICANT: Architect's Project Manager

. ADDRESS: 5815 Westpark Dr., Charlotte, NC 28217

(Zip Code)

TELEPHONE: 704.561.3212

SIGNATURE OF OWNER (Where applicaple): SIGNATURE OF APPLICANT OR AGENT:

Signature:

Name (Print or type):

Signature:

Name (Print or type): Kiffin Lashua

* * * * *

To be completed by City Staff:

Received By _____ Docket No. _____

Date _____

Tax Map Identification _____

() MAJOR

() MINOR

() SIGN
EXHIBIT C2

2. SUBMISSION FORM FOR EXHIBITS REQUIRED FOR MINOR ALTERATIONS

Historic District Commission
Graham City Hall
Graham, NC

Dear Sir:

This is a transmittal letter listing all drawings, principles and exhibits included with this application.

I understand that the application cannot be processed for presentation before the Historic District Commission-unless all of the applicable items are submitted at least seven days prior to the next regularly scheduled meeting.

Also, all the exhibits will be clearly identified with the exhibit number in the lower-right hand corner.

I read and understand the detailed and descriptive list of exhibits for minor alterations given to me by the Planning Staff as an attachment to the application for hearing.

SUBMISSIONS - MINOR ALTERATIONS

/-/Exhibit No. 1

/ / Exhibit No. 2

/ / Exhibit No. 3

/-/Exhibit No. 4 No. of Photographs

/ / Exhibit No. 5

/-/Exhibit No. 6

List Samples Submitted:

/-/Exhibit No. 7

/-/Exhibit No. 8

Yours truly,

3. EXHIBITS REQUIRED FOR MINOR ALTERATIONS

MINOR CONSTRUCTION

CITY OF GRAHAM
HISTORIC DISTRICT COMMISSION'
GRAHAM CITY HALL —————

EXHIBITS REQUIRED FOR ALL MINOR ALTERATIONS

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, as a new or used car sales lot.

Applications which are submitted for approval will be presented by the planning staff to the HDC for review, provided all exhibits listed below are complete and have been received by the City Planning Office seven days prior to the next regularly scheduled meeting.

All exhibits shall be clearly identified with the exhibit number in the lower right hand corner.

EXHIBIT NO. 1: A transmittal letter listing and identifying all drawings, samples, and exhibits included with the application.

EXHIBIT NO. 2: Completed copies of the Application for Hearing signed by the applicant and, if the applicant is leasing the premises under consideration, co-signed by the owner of the property.

EXHIBIT NO. 3: A location or vicinity map clearly showing the location of the project within the immediate neighborhood. (Blank copies of this map can be obtained from the City Planning Office).

EXHIBIT NO. 4: Current color photographs of the property showing its present condition which accurately represents the existing material colors and textures. In addition, provide 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 and mounted on heavy artist display board.

EXHIBITS REQUIRED FOR ALL MINOR ALTERATIONS

EXHIBIT NO. 5: 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 No. 6 below. Colored elevations shall be prepared at the largest practical scale and mounted on one or more heavy artist display boards not less than 24" x 36" in size.

EXHIBIT NO. 6: 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, manufacturer's color number and keyed to the elevations required in Exhibit :;c. 5 above.

EXHIBIT NO. 7 (If applicable) Manufacturer's catalog data 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.

EXHIBIT NO. 8: 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**.

4. EXHIBITS REQUIRED FOR NEW BUILDING OR MAJOR ALTERATIONS

NEW BUILDINGS AND MAJOR CONSTRUCTION

CITY OF GRAHAM
HISTORIC DISTRICT COMMISSION
GRAHAM CITY HALL

EXHIBITS REQUIRED FOR ALL NEW
CONSTRUCTION, ADDITIONS OR MAJOR ALTERATIONS

TYPES AND KINDS OF IMPROVEMENTS TO BE CONSIDERED "MAJOR"

1. Construction of a new building or auxiliary structure.
2. Any addition to 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.

Applications which are submitted for approval will be presented by the planning staff to the HDC for review, provided all exhibits listed below are complete and have been received by the City Planning Office seven days prior to the next regularly scheduled meeting.

All exhibits shall be clearly identified with the exhibit number in the lower right hand corner.

EXHIBIT NO. 1: A transmittal letter listing and identifying all drawings, samples, and exhibits included with the application.

EXHIBIT NO. 2: Completed copies of the Application for Hearing signed by the applicant, and, if the applicant is leasing the premises under consideration, co-signed by the owner of the property.

EXHIBIT NO. 3: A location or vicinity map clearly showing the location of the project within the immediate neighborhood. (Copies of this map can be obtained from the City Planning Office.)

EXHIBIT NO. 4: Current color photographs of the property showing its present condition which accurately represent the existing material, colors and textures. In addition, provide 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 and mounted on heavy artist display board.

EXHIBITS REQUIRED FOR ALL NEW
CONSTRUCTION, ADDITIONS OR MAJOR ALTERATIONS

EXHIBIT NO. 5: A site plan of the property (identical to the site plan required by the Zoning Department) showing all existing and proposed improvements, topography, etc.

EXHIBIT NO. 6: 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 shall be included. 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 (Exhibit No. 5).

EXHIBIT NO. 7: 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.

EXHIBIT NO. 8: 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 No. 10 below. The elevations *should show* accurately the placement of landscaping elements, (showing their size and shape), where they are in close proximity to any structure. Colored elevations shall be prepared at the largest practical scale and mounted on one or more heavy artist display boards not less than 24" x 36" in size. (This exhibit may be omitted for applications which only involve landscaping.)

EXHIBIT NO. 9: When requested, a colored perspective rendering of the proposed project 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 representation.

EXHIBIT NO. 10: 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, manufacturer's color and keyed to the elevations required in Exhibit No. 8 above. (This exhibit may be omitted for applications which only involve landscaping.)

EXHIBIT NO. 11: If applicable, manufacturers catalogue data on all air-conditioning equipment, signs, transformers, and other visible devices and materials showing size, form, quantity, color, type of material, height, location, and method of installation.

EXHIBIT NO. 12: Set of floor plans and details showing location of entrances, windows, halls, roof-top equipment, etc.

5. EXHIBITS REQUIRED FOR SIGNS

SIGNS '

CITY OF GRAHAM
HISTORIC DISTRICT COMMISSION
GRAHAM CITY HALL

REQUIRED EXHIBITS FOR SIGNS
IN THE COURTHOUSE SQUARE
HISTORIC DISTRICT

Applications which are submitted for approval will be presented by the planning staff to the HDC for review, provided all exhibits listed below are complete and have been received by the City Planning Office seven days prior to the next regularly scheduled meeting.

All exhibits shall be clearly identified with the exhibit number in the lower right hand corner.

EXHIBIT NO. 1: A transmittal letter listing and identifying all drawings, samples, and exhibits included with the application.

EXHIBIT NO. 2: Completed copies of the Application for hearing signed by the applicant, and, if the applicant is leasing the premises under consideration, co-signed by the owner of the property.

EXHIBIT NO. 3: A location or vicinity map clearly showing the location of the project within the immediate neighborhood. (Blank copies of this map can be obtained from the City Planning Office.),

EXHIBIT NO. 4: Current color photographs of the property showing its present condition which accurately represents the existing material colors and textures. In addition, provide 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 and mounted on heavy artist display board.

EXHIBIT NO. 5: 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.

EXHIBIT NO. 6: 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 shall be noted and keyed to the physical samples required in Exhibit No. 7 below.

EXHIBIT NO. 7: Physical samples of all materials proposed for use on the sign labeled and keyed to the large scale drawing required in Exhibit No. 6 above.

6. CHAIRMAN - "CHECKLIST FOR PREPARING AND CONDUCTING A MEETING"

Before the Meeting

1. Check with staff to insure:
 - a. Notices have been sent out
 - b. All applications properly advertised/mailed
 - c. All applications complete and mailed to members in advance
 - d. Check on availability of minutes
 - e. Meeting room available and in order
 - (1) Name placards in place
 - (2) Adequate seating for petitioners, etc.
 - (3) Maps up/photographs or slides ready
 - (4) Bible for oaths
 - (5) Tape recorder
 - f. Check on quorum, absences, etc.
2. Visit each property on agenda on day of meeting

At the Meeting

1. Call roll (note excused absences): record presence of quorum
2. Ask for corrections or additions to minutes; adopt same
3. Call for committee reports (when appropriate)
4. Unfinished business
5. New business
6. Hearing of cases:
 - a. Call case according to agenda/Check for conflicts of interest/Record
 - b. If opposition or controversy, swear witnesses., including attorneys
 - c. Call planner to present facts of application
 - (1) Identify property on map
 - (2) Indicate level of significance
 - (3) Indicate impacts on adjoining property and visibility of proposed work from the street
 - d. Call upon applicant or representative for any additional information or corrections
 - e. Ask for opponents/Record by name and address
 - f. Ask planner if any planning staff or other public representations to be submitted for the record
 - g. Ask for representations from any state agency or local group
 - h. Summarize evidence and facts if pro and con arguments are made; if not, note for record that absent objections, representations appearing in record are uncontested
 - i. Proceed to discussion with respect to "congruity" vis-a-vis:
 - (1) Height
 - (2) Setback & placement
 - (3) Materials (textures & patterns but no color)
 - (4) Architectural detailing
 - (5) Roof shapes, forms, materials

- (6) Fenestration proportions, shape, position and location, pattern.
- (7) General form & proportions of buildings & structures %
- (8) Appurtenant features & fixtures lighting, walls, fences, landscaping
- (9) Structural condition and soundness
- f. Accept motion for findings of fact that proposal is/is not Incongruous with historic aspects of the district with respect to each item above "for the reason that..." . Second. Discussion. Adopt.
- g. Discuss appropriateness of imposing conditions (Specific: wording).
- h. Call for motion that application Cor CA be: accepted/rejected/approved subject to conditions/case be continued for further information. Second. Discuss. Vote.

(Call on each commission member for comments following motion made and seconded in (f) above.)

- i. Thank applicant/neighbors/associations^{ns} for coming. Invite to stay but indicate they may leave and will receive formal notification from Inspections Division.
- J. Proceed to next application.

7. RULES .OFPROCEDURE

GRAHAM HISTORIC DISTRICT COMMISSION

I. PURPOSE

To establish procedures for processing applications for certificates of appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) for demolition of existing structures within the Courthouse Square Historic District.

II. GENERAL RULES

The Graham Historic District Commission shall be governed by the terms of the Graham Historic District Ordinance as contained in the Code of Ordinances for the City of Graham, North Carolina and by the terms of *GS 160A-395* through 160A-399 as they may be amended or revised.

III. JURISDICTION

The City's jurisdiction for requiring certificates of appropriateness as required by the Graham Historic District Ordinance shall be delineated on the official zoning map on file in the Planning Department.

IV. MEMBERS, OFFICERS, AND DUTIES

A. General.. The Commission shall be composed of 5 members the majority of whom shall have demonstrated special interest, experience, or education in history, architecture and other design-related professions.

B. Chairman. A chairman shall be elected by the voting members of the Historic District Commission. His/her term shall be for two years and he/she may serve for no more than two consecutive. terms. The chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time. The chairman shall appoint any committees found necessary to investigate any matters before the Commission.

C. Vice-Chairman. A vice-chairman shall be elected by the Commission from among its members in the same manner as the chairman and shall be eligible for re-election. He/she shall serve as acting chairman in the absence of the chairman, and at such times he/she shall have the same powers and duties as the chairman.

- D. Deputy Vice-Chairman. A deputy vice-chairman shall be elected by the Commission from among its member in the same manner as the chairman and shall be eligible for re-election. *He/she shall* serve as acting chairman in the absence of the chairman and vice-chairman, and at such times he/she shall have the same powers and duties as the chairman.
- E. Secretary. A member of the planning staff, designated by the City Manager, shall serve as secretary to the Commission. The secretary, subject to the direction of the chairman of the Commission, shall keep all records, shall conduct all correspondence of the Commission, and shall generally supervise the clerical work of the Commission. The secretary shall not be eligible to vote upon any matter.
- F. Elections. Terms for officers shall begin in . Members shall be notified in writing of the election of officers at least thirty (30) days prior to the regular meeting.
- G. Terms of Appointments. Terms of appointment for Commissioners shall be three years from date of appointment, ending December 31, except in the initial organization of the Commission.
- H. Attendance at Meetings. Should a member fail to attend three consecutive regular meetings of the Board or more than half the regular meetings, and should there be no adequate excuse for such absences, the chairman, with the concurrence of a majority of the entire Board, shall recommend to the appropriate authority that a vacancy be declared and that the vacated position be filled.
- I. Applications Involving Members. No *Commission* member shall take part in the hearing, consideration or determination of any case in which he is personally or financially interested.

V. MEETINGS

- A. Regular meetings of the Commission shall be held on the second-Thursday of each month at 7:30 p.m. in the Graham Municipal Building; provided, that meetings may be held at some other convenient place in the city if directed by the chairman in advance of the meeting.
- B. Special Meetings. Special meetings of the Commission may be called at any time by the chairman. At least twenty-four (24) hours of the time and place of special meetings shall be given, by the secretary or by the chairman, to each member of the Commission; provided, that this requirement may be waived by action of a majority of all the members.
- C. Cancellation of Meetings. Whenever there is no business for the Commission, the chairman may dispense with a regular meeting by giving notice to all the members not less than twenty-four (24) hours prior to the time set for the meeting.

- D. Quorum. A quorum shall consist of four (4);' members of the Commission.
- E.. Conduct of Meetings. All meetings shall be open to the public. The order of business at regular meetings shall be as follows-: (a) roll call; (b) reading of minutes of previous meetings; (c) report of committee; (d) **unfinished business**; (e) new business.
- F. Review Criteria. In reviewing applications for certificates of appropriateness the Commission shall take into account the historic and architectural significance of the structure and shall maintain records showing the historic and architectural significance of structures within the District. In its review the Commission shall also take into account the following elements to ensure that the exterior form and appearance of the structure is consistent with the historic or visual character of the district:

(See 10.22. Criteria to Determine Appropriateness)

- G. Consideration of Applications. Any party may appear in person or by agent or attorney at the meeting. The order of business for consideration of applications for certificates of appropriateness shall be as follows:
- a. The Chairman, or such person as he shall direct, shall give a preliminary statement concerning the application;
 - b. The applicant shall present the arguments in support of his or her application;
 - c. Persons opposed to granting the application shall present the arguments against the application;
 - d. Statements or arguments submitted by any official, commission, or department of the City of Graham, any state agency, or any local historical, preservation or neighborhood association shall be presented as directed by the chairman;
 - e. The chairman or such person as he shall direct shall summarize the evidence which has been presented, giving all parties an opportunity to make objections or corrections; and
 - f. The Commission shall thereafter proceed to deliberate whether to grant the application or to deny it.
 - g. Testimony shall be sworn unless all parties agree to waive the oath.
 - h. Procedures may be modified by concurrence of all parties and the Commission itself.

The Commission may, in its discretion, view the premises and obtain additional facts concerning any application before arriving at a decision. All decisions of the Commission shall be supported by appropriate findings of fact and, where necessary, to effectuate the purposes of the ordinance, shall be accompanied by such conditions and/or recommendations as it may determine to be reasonable under the circumstances.

In considering applications, witnesses may be called and factual evidence may be submitted, but the board shall not be limited to consideration of such evidence as would be admissible in a court of law.

- H. Vote. The vote of a majority of those members present shall be sufficient to decide matters before the Commission, provided a quorum is present. No Commission member shall participate in the decision of any matter in which he has a personal financial interest.

VI. APPLICATION PROCEDURES.

- A. An application must be filed in the Planning Department at least ten (10) working days prior to the next meeting of the Commission, accompanied by sketches, drawings, photographs, specifications, descriptions, etc., of the proposed project..
- B. Using stamped, self-addressed envelopes supplied by the applicant, the Planning Department shall notify by mail, not less than one week prior to the meeting at which the matter is to be heard, the affected property owners within:
1. 100 feet on all sides of the subject property for applications which involve a use by right; or
 2. 500 feet on all sides of the subject property for applications which involve a special use permit
- C. **The applicant** and affected property owners shall be given an opportunity to be heard at the meeting at which the application is presented.
- D. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application.
- E. The Commission must issue or deny a certificate of appropriateness within thirty (30) days after the filing of the application, except when the time limit has been extended by mutual agreement between the applicant and the Commission.
- F. If the application is approved, the secretary for the Commission shall transmit a certificate of appropriateness in letter form, clearly describing the nature of the work which has been approved. The secretary shall attach a copy of the minutes of the meeting at which approval was granted and a placard form of a certificate of appropriateness to be displayed on the subject. A copy of this information shall be forwarded to the Inspections Department, which is responsible for its enforcement.

VZI. AMENDMENTS

These rules may, **within** the limits allowed by law, be amended at any time.
by an affirmative vote of not less than three (3) **members of** the Commission,
provided that such amendment **shall have first** been presented to the member-
ship in writing at a regular or special meeting preceding the meeting at
which the vote is taken.

Bank of America



GRAHAM MAIN ATM

ATM Addition

Historical Design Review Board Presentation

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Historical Design
Review Board
Presentation

2012, Sept. 21

Design Review Board
Presentation

Narrative

The Bank of America proposes the addition of a drive-up ATM under an existing canopy. This ATM would provide relief to the bank for the ever-growing need for convenience in this digital age. This would be the second ATM placed within the drive-thru lanes.

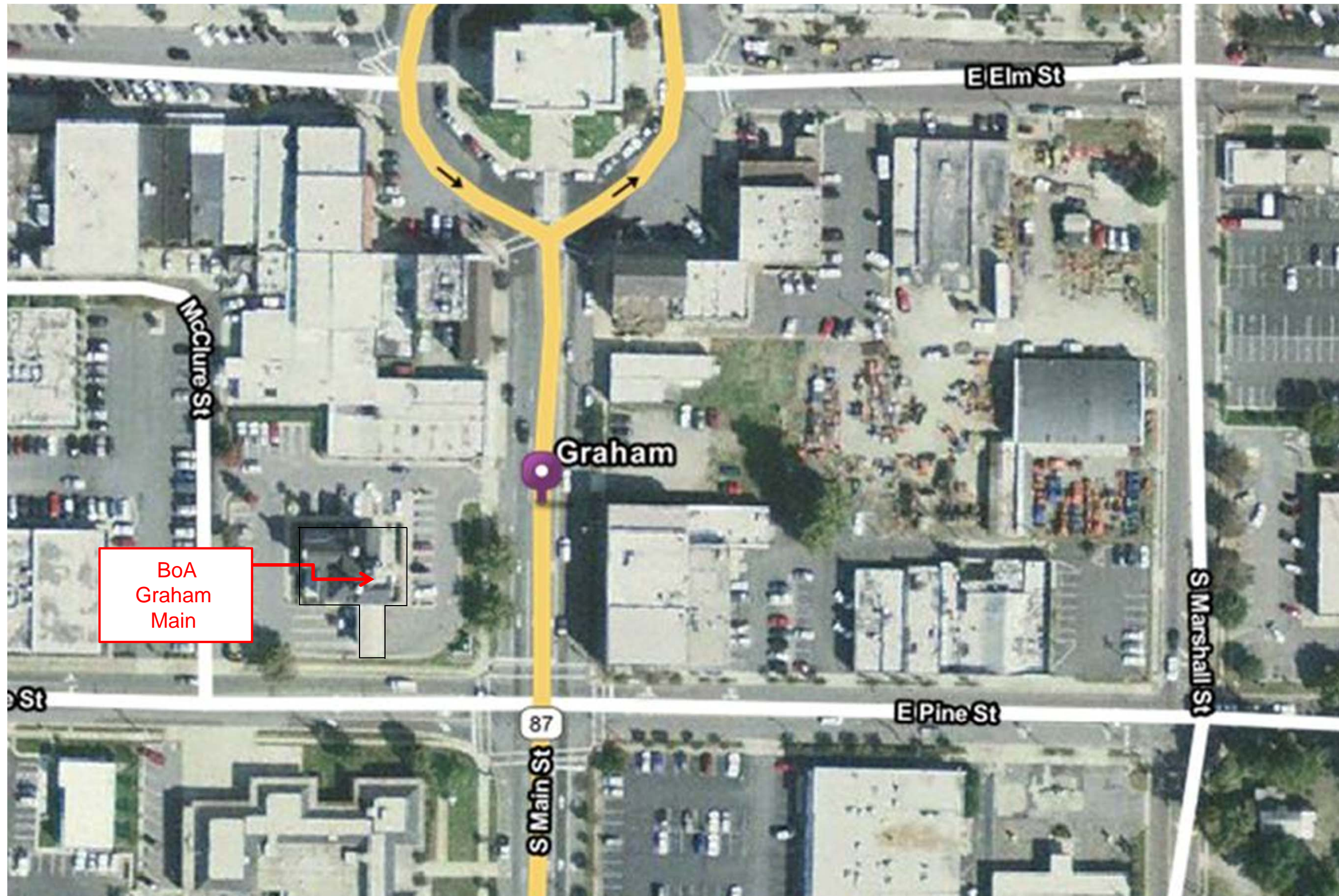
The primary exterior color of the ATM is a light gray tone and it is topped with a red “topper” the provides the necessary signage. The ATM will be placed on an existing curb and will require additional concrete curb extension to allow the full ATM package to fit; thereby closing down the adjacent lane. The ATM will not greatly impact the look of the building, nor canopy, and because of its location, it will be barely visible from the road.

Aerial Vicinity Map



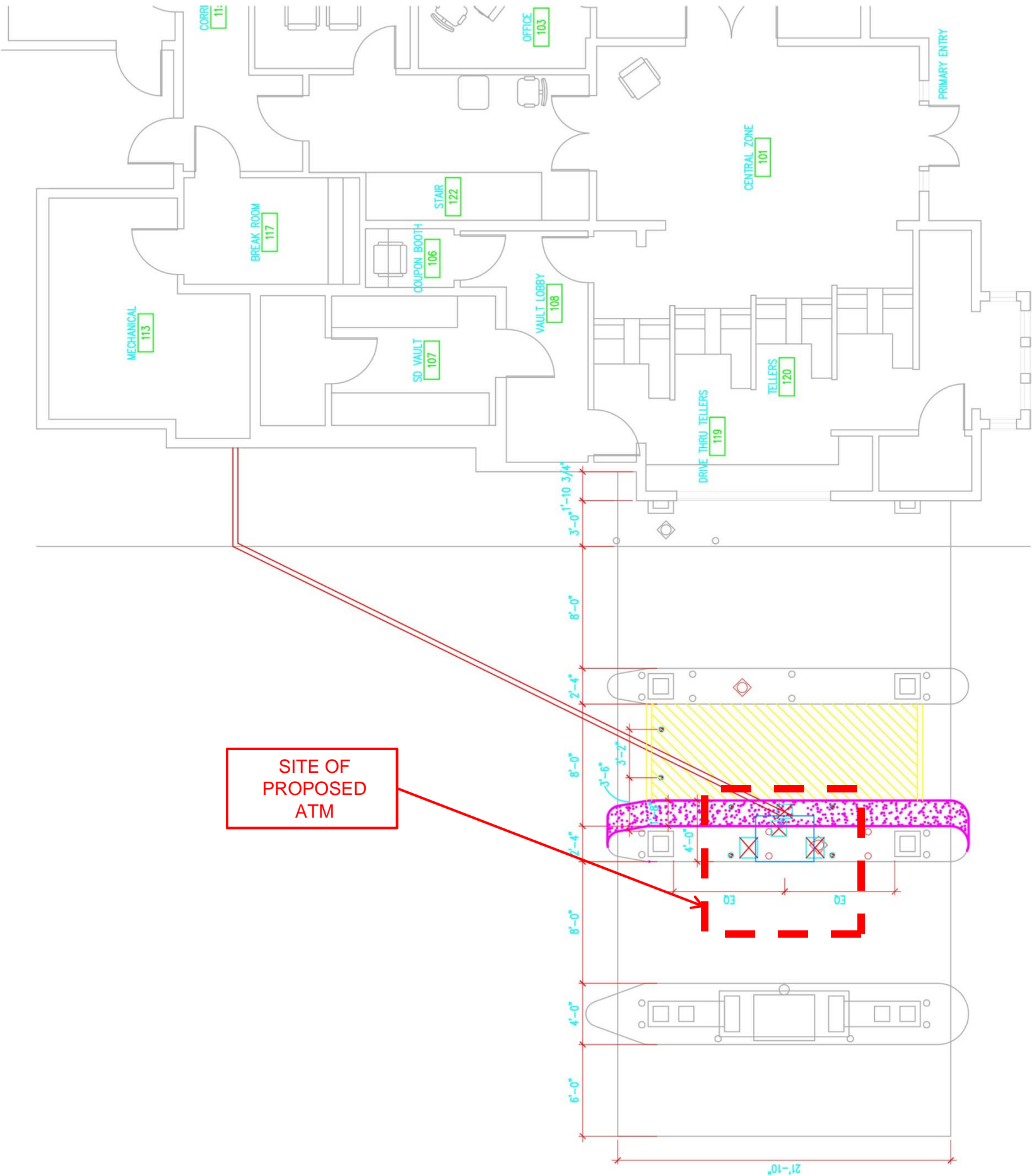
Design Review Board
Presentation

Aerial View of Site



Design Review Board
Presentation

Plan View of Site
Location



Design Review Board
Presentation

Photographs of Existing
Site Conditions - CANOPY

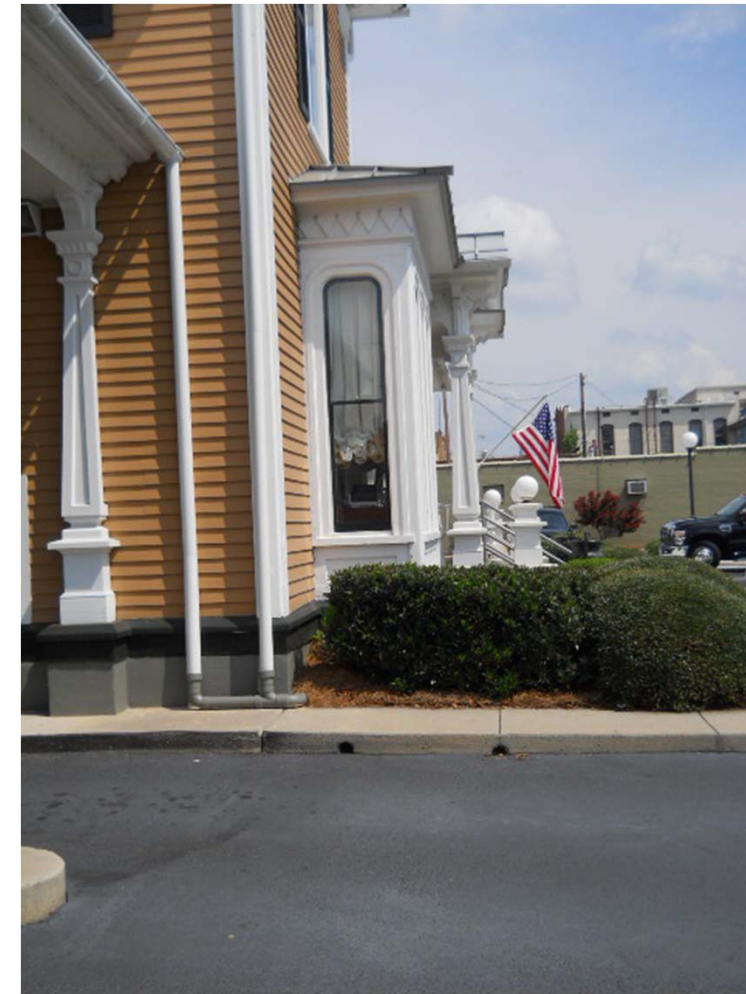




Design Review Board
 Presentation

Photographs of
 Existing Site
 Conditions - COLUMNS





Design Review Board
 Presentation

Photographs of
 Existing Site
 Conditions - BUILDING



Design Review Board
 Presentation

Photographs of Site
 Conditions - Existing
 ATM





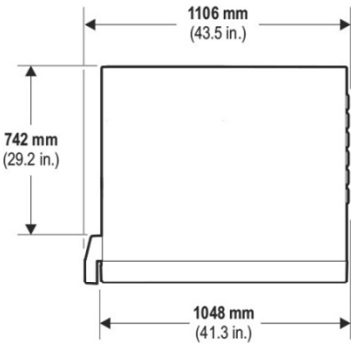
NCR SelfServ 38 ATM Site Preparation Datasheet (B006-7054-A000)
Drive-Up with or without Air Conditioning, and with CEN L Security Enclosure

This Site Preparation Datasheet is specific to the Bank of America and is to be used in conjunction with the following documents:
NCR SelfServ 38 ATM Site Preparation (B006-6592)
NCR SelfServ 38 Installation Guide (B006-6609)
NCR SelfServ 32, 34 and 38 ATMs Site Preparation Requirements (B006-6670)

Refer to Bank of America standards for proper drive-up island site-prep details and bollard locations.

ATM DIMENSIONS

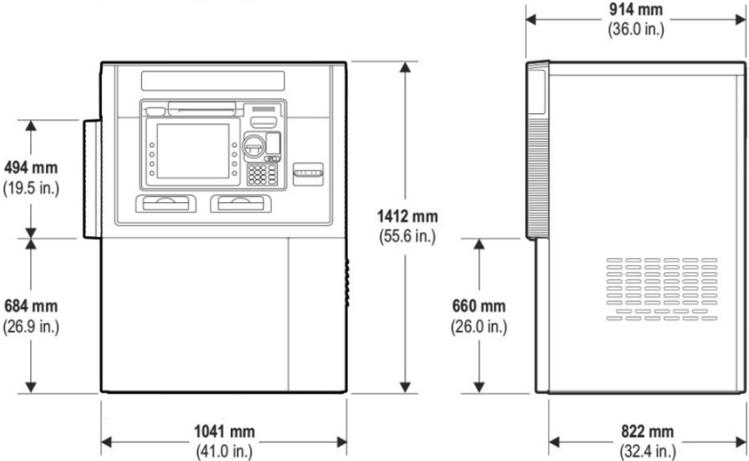
Without Air Conditioning



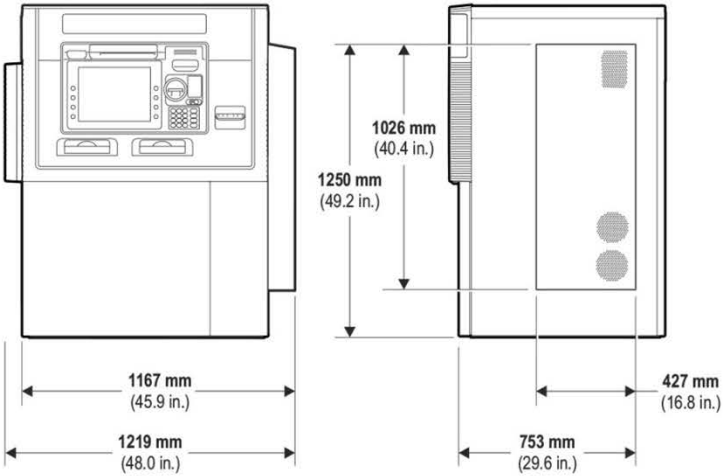
Note 1: All height dimensions include the compressed base insulation sheet (9.0 mm (0.35 in.)).
Note 2: Overall width dimensions include air vents and fascia.

FLOOR LOADING

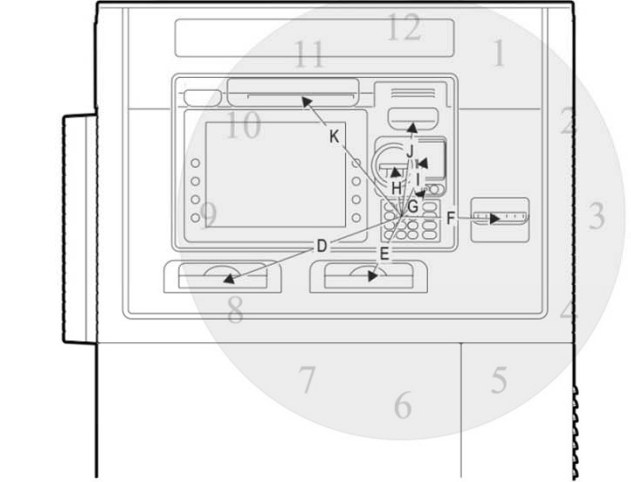
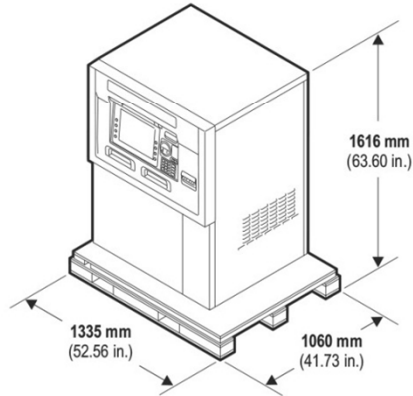
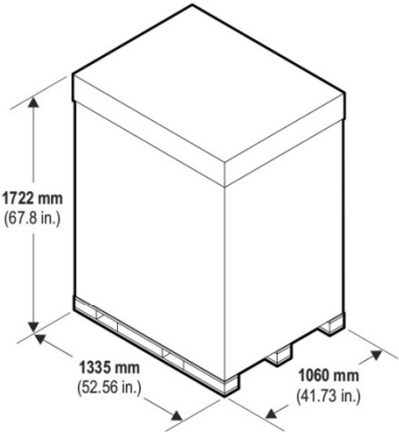
Maximum weight	1075 kg (2371 lb.)
Floor Loading	1377 kg/m2 (282 lb./ft2)



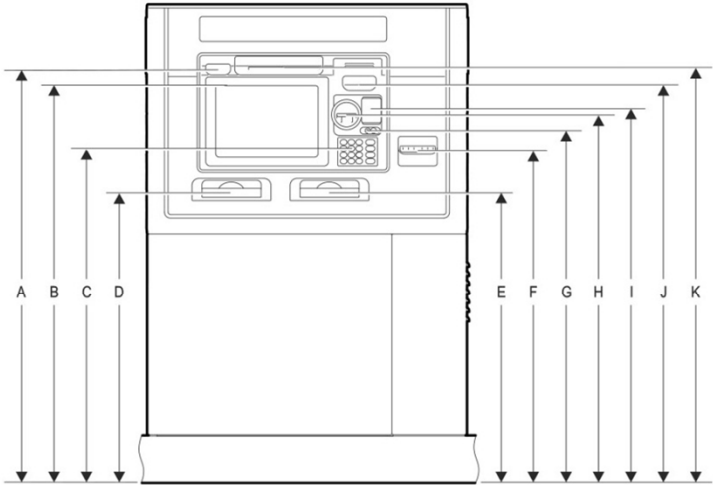
With Air Conditioning



PACKAGE DIMENSIONS



HEIGHT AND DEPTH TO MAIN FACIA ITEMS (FOR REFERENCE ONLY)



	Facia Items	Height and Depth to Main Facia Items		Facia Item Locations for Voice Guidance	
		Height (from road level)	Depth (from front of facia)	Distance from No. 5 Key	Clock Face Position (relative to No.5 Key)
A	Camera	1366 mm (53.8 in.)	32 mm (1.3 in.)	N/A	N/A
B	381 mm (15.0 in.) Touchscreen Display	1305 mm (51.4 in.)	51 mm (2.0 in.)	N/A	N/A
C	No. 5 Key	1099 mm (43.3 in.)	25 mm (1.0 in.)	N/A	N/A
D	Cash Entry	955 mm (37.6 in.)	32 mm (1.3 in.)	418 mm (16.5 in.)	8
E	Cash Exit	955 mm (37.6 in.)	32 mm (1.3 in.)	162 mm (6.4 in.)	7
F	Cheque Entry	1090 mm (42.9 in.)	32 mm (1.3 in.)	217 mm (8.5 in.)	3
G	Audio Jack Plug	1158 mm (45.6 in.)	36 mm (1.4 in.)	79 mm (3.1 in.)	1
H	Card Reader	1209 mm (47.6 in.)	31 mm (1.2 in.)	111 mm (4.4 in.)	12
I	Contactless Card Reader	1228 mm (48.3 in.)	22 mm (0.9 in.)	141 mm (5.5 in.)	1
J	Receipt	1307 mm (51.5 in.)	31 mm (1.2 in.)	209 mm (8.2 in.)	12
K	Statement	1363 mm (53.7 in.)	22 mm (0.9 in.)	343 mm (13.5 in.)	11

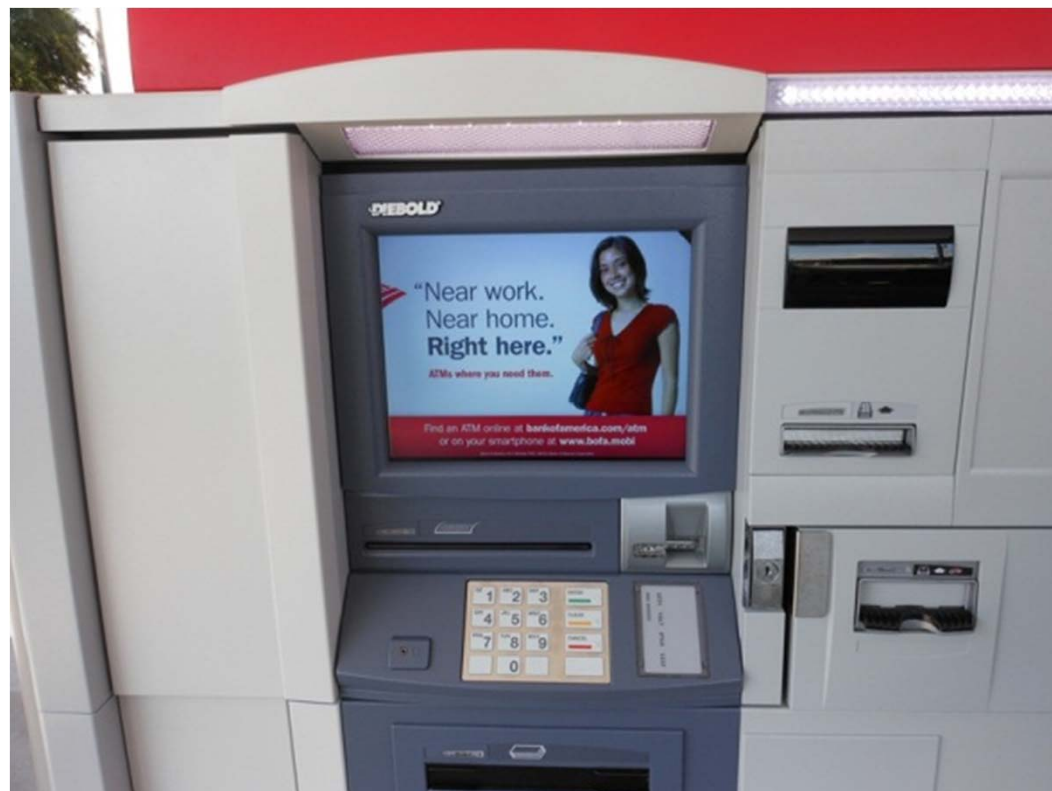
Note: All the height dimensions are calculated from the road surface, are based on an island height of 152 mm (6.0 in.) and include the compressed base insulation sheet (9.0 mm (0.35 in.)).

**Design Review Board
Presentation**

Specifications of the ATM

Design Review Board
Presentation

Similar ATM photos at
a different site with
full bollards and an
adjacent lane closed



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 old, and are willing to volunteer your time and expertise to your community, please complete and return to:

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

Phone (336)570-6700

Fax (336)570-6703

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 checked="" type="checkbox"/> Appearance Commission (4 years) | <input type="checkbox"/> Tree Board (3 years) |
| <input 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:

Personal Information (please print)

Name: Denise Baker

Mailing Address: 112 N. MAIN ST. Suite 300 GRAHAM 27253

Home Address (if different): _____

Home Phone: 919-724-8327 Work Phone: _____

Employer: James Scott Farvin Position: Pre Litigation Paralegal

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

Currently none

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

I can read contracts - as a paralegal - I have worked with attorneys in a civil capacity. As a former Caterer Event planner - I know the time it takes to plan, organize, create, + instillately promote the event

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

I live in downtown Graham and shop in Graham and want to promote Graham in any way I can. I want to see the preservation of Building/Local Graham Historic Areas to benefit all whether shopping or in living. Living in Downtown Graham has opened up the many ways I see + live in a wonderful Graham and place to live, work & shop!

Volunteer Application
City of Graham Boards and Commissions

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Fax (336)570-6703

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CITY OF GRAHAM
INSP. / PZ.

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:

Personal Information (please print)

Name:

Grace Baldwin

Mailing Address:

304 Oakgrove Dr. Graham

Home Address (if different):

304 Oakgrove Dr. Graham ^{NC} 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):

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 up Keep Historical

College Acc Continue Edu/Gen Contractor/Teacher Asst. Acc Buildings

care Acc Early Child Certificate/Youth Community Task Force

care Acc Adm I.

E Oak Reach Ministry.

Ashworth-College G.A.

Pre Sent

Private Investigator

Ashworth College G.A.

Human Resources