



Historic District Commission

Meeting Agenda

May 29, 2013 at 5:30pm
Council Chambers, 201 S Main St

1. Approval of minutes of the April 3, 2013 meeting
2. Graham Presbyterian Memorial Garden (COA1301). Request by Sally Hall, a member of the Memorial Garden committee with Graham Presbyterian Church, for a Certificate of Appropriateness to construct a Memorial Garden on the grounds between the church and W Harden St. The Memorial Gardens will include a 7 ½ foot tall brick wall, two brick and stone benches, and new landscaping all flanking a circular brick paver area and connecting path.

A complete agenda packet is available at www.cityofgraham.com/boards.

HISTORIC DISTRICT COMMISSION

Wednesday, April 3, 2013

The Historic District Commission held a called meeting on Wednesday April 3, 2013 at 5:30 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Larry Brooks, Cary Worthy, Jimmy Linens, Brenda Sykes, Lauren Nance, Denise Baker and Hayes Teague. Eric Crissman and Steven West were absent. Staff members present were Melissa Guilbeau, City Planner, and Martha Johnson, Zoning/Inspections Technician.

Larry Brooks called the meeting to order.

1. A motion was made to approve the minutes from the November 28, 2012 meeting by Cary Worthy and seconded by Lauren Nance. The motion carried unanimously.
2. The next item was to review and recommend approval of proposed standards and guidelines for outdoor displays, dining and other temporary encroachments. Melissa Guilbeau explained that currently downtown merchants can use up to three feet of the sidewalk in front of their business. What the City of Graham is proposing that they have more for dining areas or other types of displays related to their business. The City will require some guidelines to do this along with a permit that they will have to apply for. We would do this by amending the code of ordinances with the proposed amendments in the packets. The reason it is coming before the Historic District Commission is because the City is proposing it in the B1 zoning district and most of this area is in the Historic District which any changes to any outdoor areas has to be approved by the Historic District thru a Certificate of Appropriateness. Melissa Guilbeau stated that staff wanted feedback on standards they were proposing and approval of a set of guidelines so staff could approve permits so all permits won't have to get a Certificate of Appropriateness similar to what they do with signs. Per Melissa there are two separate items for you to consider. That is why she put the suggested format in the staff report for you to think about.

Cary Worthy asked if a restaurant creates a seating area it isn't required to have a blockage around it. Melissa Guilbeau said that was what staff is proposing. Lauren Nance asked what Section 18-192 #C is referring to, was that for people who already have a permit. Ms. Guilbeau said that was referring to Barristers Café because they have an existing short term special use permit which permits them to have an outdoor café so we will give them two years to come into compliance with this new permit.

Larry Brooks stated he had asked Melissa Guilbeau if anyone had measured the sidewalks and how much space it was if planters or trees are there (like beside the museum). He said there is a planter in front of the coffee shop and at Shamrock Nutrients there are not 3-1/2 feet on the sidewalk. Per Melissa Guilbeau if they can't maintain the six foot width it can't be permitted. Larry Brooks asked if alcoholic beverages are served does it have to be in an enclosed area. Ms. Guilbeau said yes it would be limited to enclosed areas which also refers to the temporary enclosure including railing or rope.

Cary Worthy asked who would monitor and Melissa said it would be part of our code of ordinances and Darcy Sperry Zoning Enforcement officer enforces the code. Denise Baker asked about sidewalk signs and chalkboards and if they go past the three feet ordinance will it need to have a permit. Melissa Guilbeau said that staff discussed signs and that chalkboard signs would not be permitted under this new permit but would be covered by our current sign permitting.

Jimmy Linens asked if there would be a time period when this could be done and stated he was referring to the

Thursday night series. Melissa Guilbeau said it doesn't specify but it does give the City the permission to say we need you to move your stuff. On page six under the forms and conditions of permits it states the permit may be suspended by the administrator when necessary to clear the public property for public safety for a community or special event authorized by the city. Melissa Guilbeau said it is a condition of the permit.

Melissa Guilbeau asked for the Board's thoughts on the Appendix B Guidelines which staff needs their input. Lauren Nance thought the last part under the awnings on upper floors should not be extended beyond the window. Cary Worthy asked if the awnings should be cloth and Melissa replied yes. Cary Worthy said we do have some that are metal which were approved in the past. He said there are several buildings downtown that do have metal awnings not cloth. He didn't think there had ever been any designation if it should be cloth or not. Melissa Guilbeau said it has to be cloth if staff is going to approve it.

Larry Brooks asked if the soda shop can have chairs on both sides of their building since it is on a corner and Melissa said yes if they meet all the standards. She said it is also allowed if they get written permission from the adjacent business owners they could put them in front of their business also.

Cary Worthy said under the barriers staff stated they should be wrought iron or wood. He asked if they could use a barrier of planters, would that work but that would not necessarily by wrought iron or wood, it might be some type of pottery. He suggested some description on the planters. Melissa Guilbeau asked about plastic but Cary said he prefers to stay away from plastic and Denise Baker agreed with him. Melissa Guilbeau agreed to insert staying away from plastic.

Larry Brooks mentioned from a fire department standpoint they cannot get to the back door of Barristers' Café other than to go over the wrought iron. He felt like staff needs to put something in there concerning that door because if there was a fire at the building they would have to go into the front door or it would take longer to get into the side door. Melissa stated their current fences are driven into the sidewalk and the standards staff is proposing is to make those fences movable so it would not be attached and it would make it easier to get in. Larry Brooks liked the idea of roll down awnings as long as they work. Brenda Sykes suggested that barrel shaped awnings or canopies are not encouraged. Larry Brooks suggested using the term "not appropriate".

Larry Brooks asked for a motion to approve the proposed guidelines but Melissa Guilbeau said she had listed two suggested motions in the staff report that she felt would help clarify what is going on. They were:

- I move that we recommend to the City Council that they adopt the proposed amendments to the Code of Ordinances for outdoor displays, dining and other temporary encroachments.
- I move that we approve the "Historic District Design Guidelines for Outdoor Displays, Dining and Other Temporary Encroachments" and recommend to the Planning Board and City Council that these be adopted as Appendix B of the *City of Graham Development Ordinances*.

Larry Brooks made a motion to approve, Cary Worthy second. The motion carried unanimously.

3. Melissa gave a quick update on the façade grant project including pictures before and after the work being done.

- The first project was Lee Laskody at 102 W. Elm Street repainting the Elm Street side of building and paint over the mural. Also they were to replace the window shutters in black. The project was completed February 15, 2013 with a total cost of \$2010.00 and the City reimbursed them \$1005.00.

- The next project was McDavis Enterprises located at 102 E. Pine Street and 146 & 150 S. Main Street. They were cladding window frames in white vinyl. That was completed March 7, 2013 with a total cost of \$485.00 and city reimbursed them \$242.50.
- The next project was for Court Square Development Group at 123 & 125 E. Elm Street. This was to install new brick veneer, restore the brick archway around the main entry door, install new white doors and windows, install a new blue metal awning over the main entry and replace signage. The work is in progress now but they are not quite finished. The total cost will be \$43,390.00 and the City is to reimburse them \$5000.00 because that was the maximum.
- The last project is for Carolina Property Holdings at 200 N. Main Street. It was to repair windows, window frames, repair front metal entry canopy, point up and seal damaged brick/mortar, and install lighting along the metal canopy. There is currently no progress to-date with an estimated cost of \$7345.00 and they technically have until the end of April to finish or submit a request to extend.

Melissa reminded the Board of the historic preservation workshop next Wednesday in Burlington. Cary Worthy mentioned the sign ordinance needing to be reviewed and the Board getting some ideas what needs to be changed that was discussed at the last meeting. Melissa asked if he was referring to the sign ordinance in the historic district and he said yes.

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/planning

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 Graham Presbyterian Church

Street Address: 216 West Harbor St

Property Owner: Graham Presbyterian Church

Project

General description of each modification or improvement:

Memorial garden with new
brick wall, benches & path

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: Sally Hall

☐ Property Owner ☐ Lessee ☒ Other Memorial Garden Committee

Mailing Address: _____

City, State, Zip: _____

Phone # 336-584-5585

Email: carolinaedibles@yahoo.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.

John W. Cline 5/15/2013
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: Sally Hall or John W. Cline

Relationship to Applicant: church members

Phone # (336) 226 1456

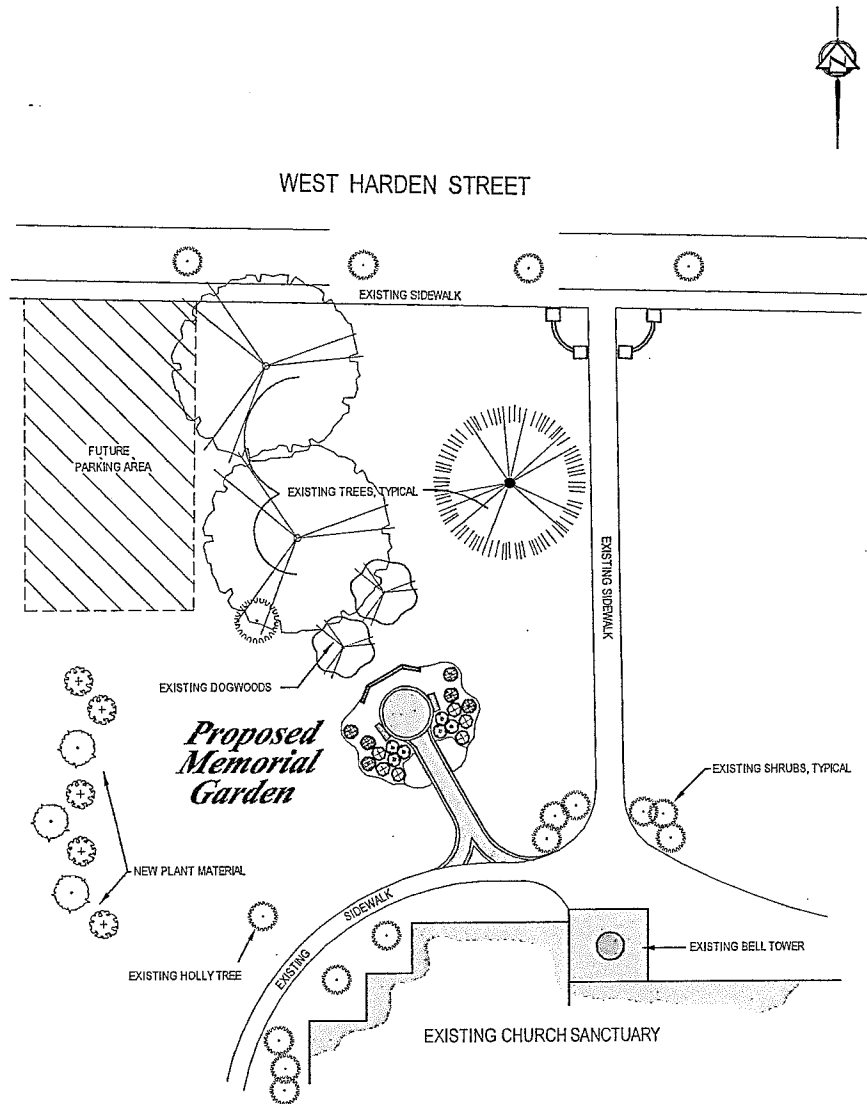
Email: bandscine@trind.vr.com

FOR OFFICE USE ONLY	
Received by: <u>MAH</u>	Remarks:
Received date: <u>5/15/2013</u>	
Tax Map # <u>145519</u>	
HDC date: <u>5/29/2013</u>	<u>COA1301</u>



COA 1301

Graham Presbyterian Church Memorial Garden



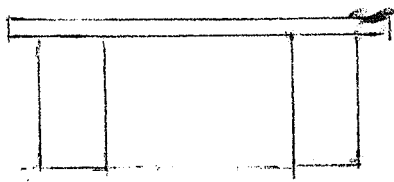
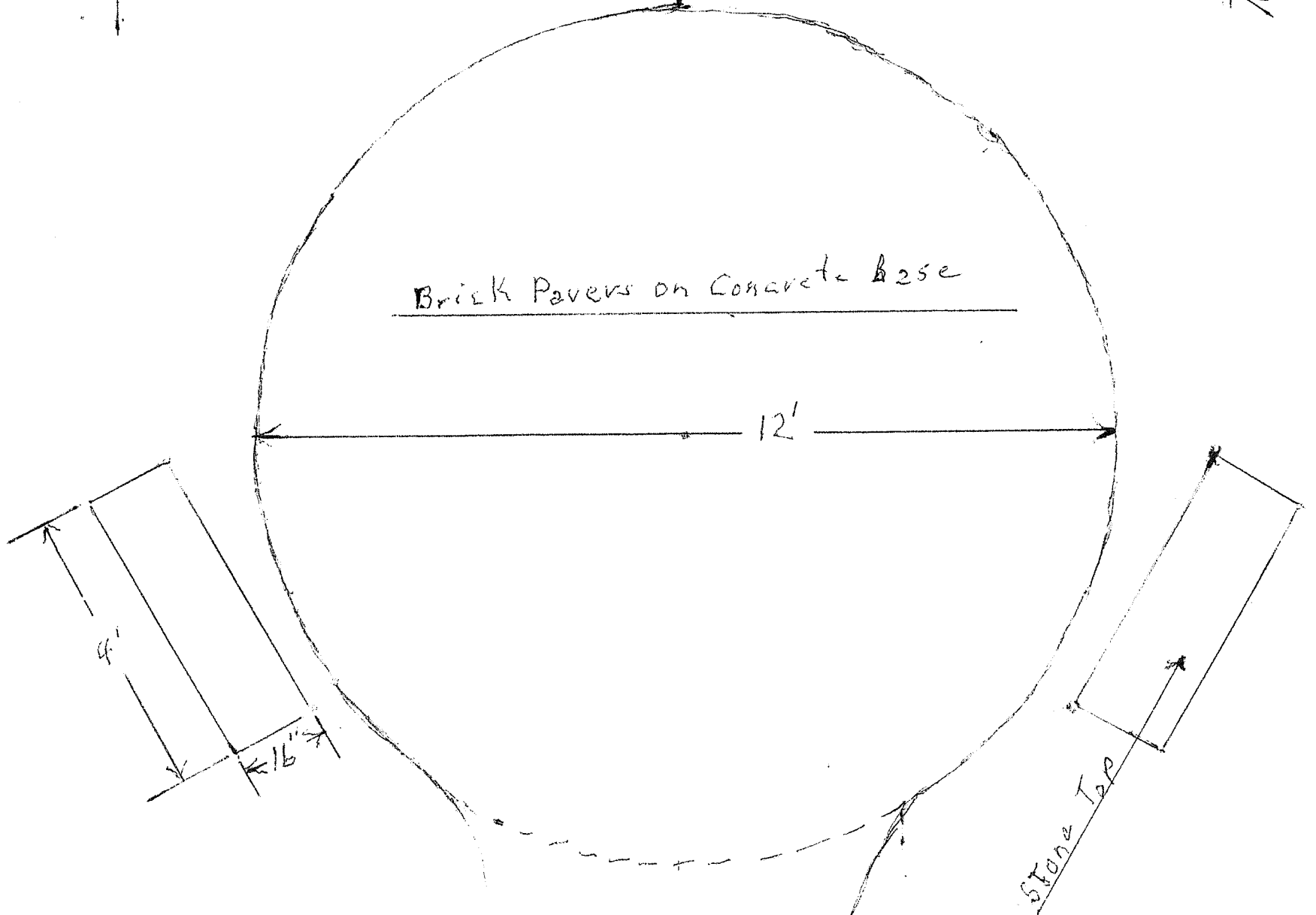
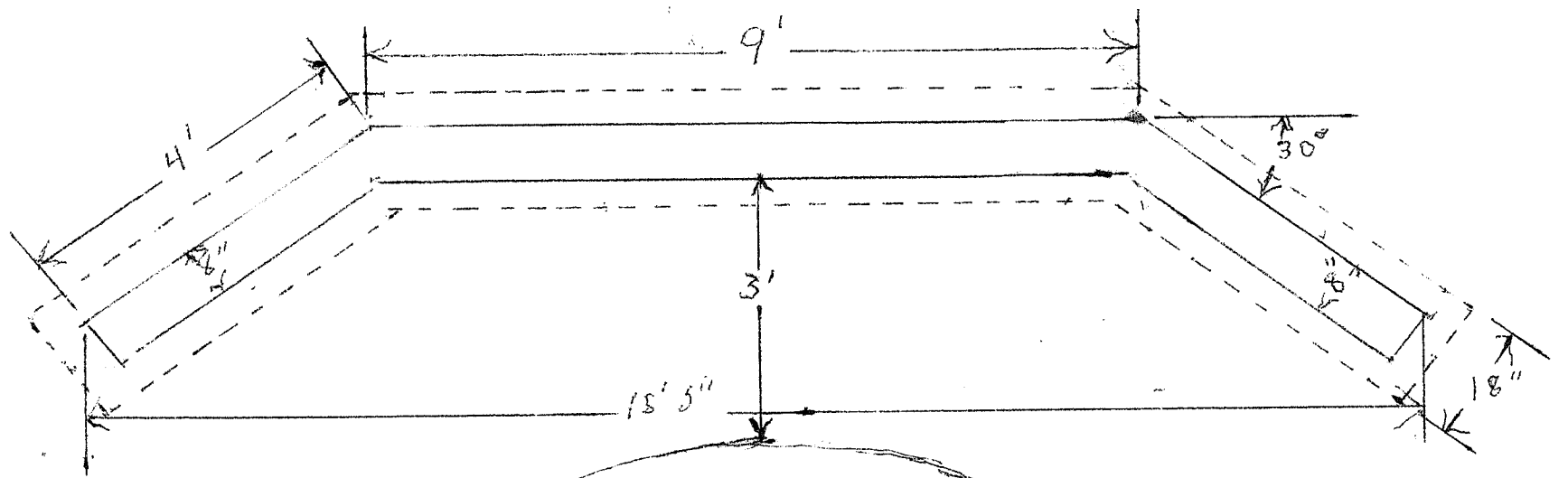
Location Map

For the past few years, some of our members have expressed interest in our church providing a final resting place for those in our congregation who are choosing the option of cremation. As a result of that interest, the Session authorized a committee to explore ways to accommodate those who are making that choice. After much research, the committee has developed a plan to create a Memorial Garden.

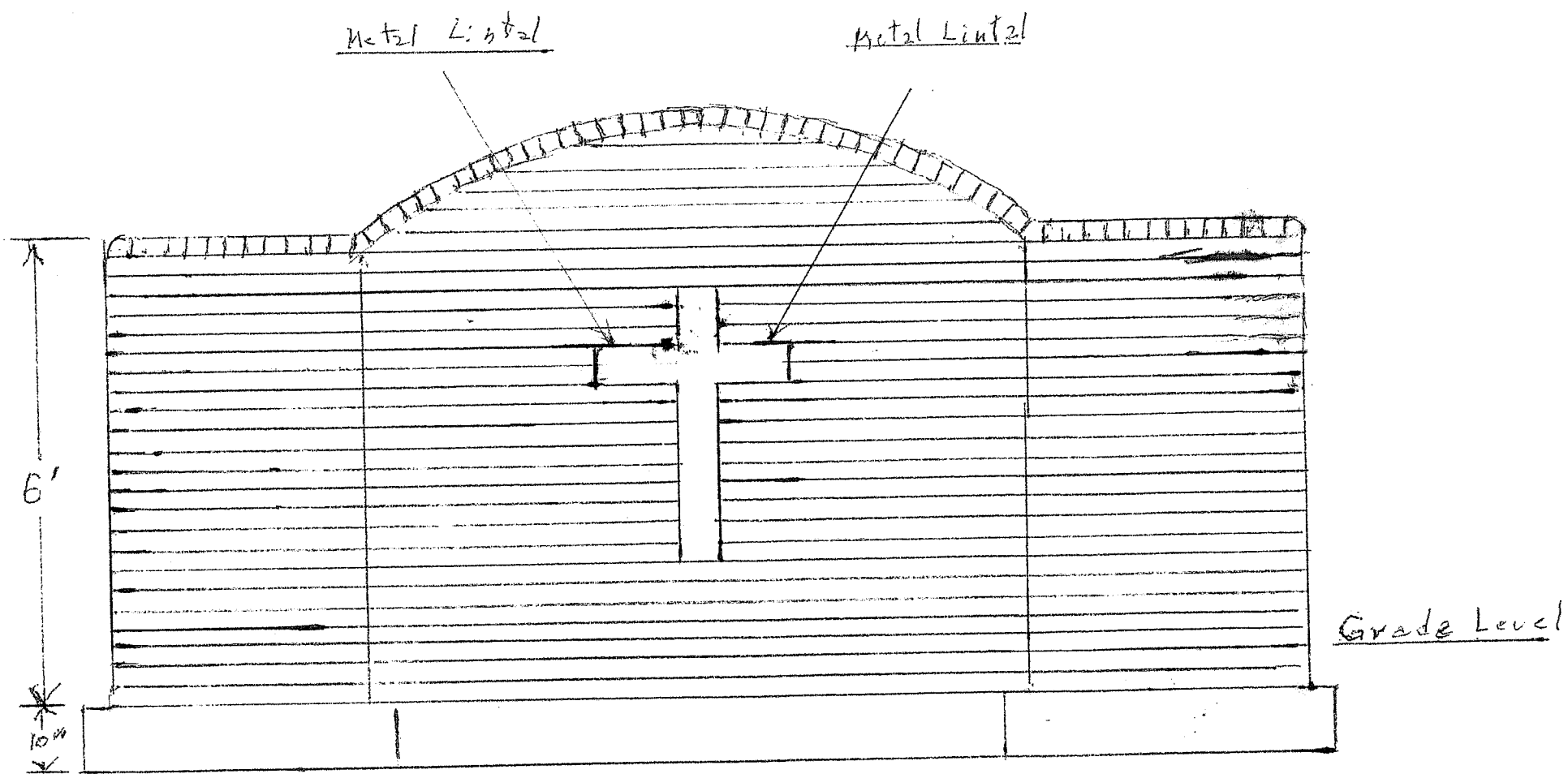
As pictured, the plan for the Garden includes a brick wall on which a permanent plaque would be placed bearing the full name and birth and death dates of the deceased. The ashes will be buried in front of the wall in a biodegradable container. The Garden design includes benches for visitors and brick walkways connecting it to the church sidewalk. Low-maintenance landscaping will incorporate the Garden into existing church grounds. The line drawing indicates the Garden's location.

The projected cost for building the Garden is \$10,000. We are now seeking donations from GPC members and friends to fund this project. Construction of the Garden will not begin until the full amount has been raised. As of March 18th, we have raised \$4,700. Any donations or memorials would be appreciated. Any contributions made are strictly for construction and do not include the use of the Memorial Garden. There will be a specific fee for each person or family who wishes to use the Memorial Garden for a loved one. When contributing by check, please specify "Memorial Garden Fund" on the memo line.

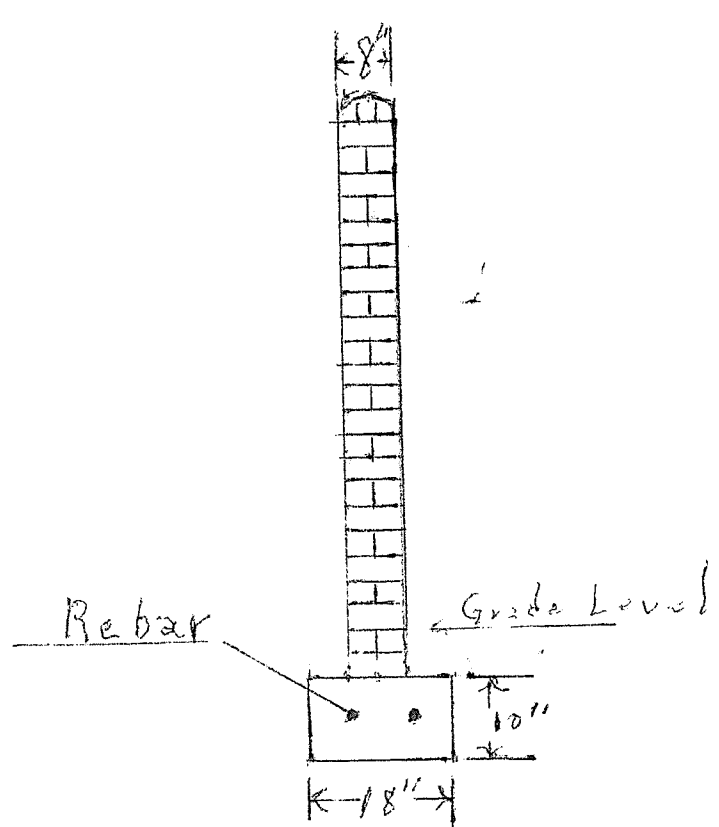
Additional information is available at the church office or by contacting Sally Hall. (Phone 584-5585 or e-mail carolinaedibles@yahoo.com)



3/7/11



Wall



Wall Crosssection

COA1301

Memorial Garden		
SCALE: 1/2" = 1'	APPROVED BY:	DRAWN BY: <i>ju</i>
DATE: 6/11/12		REVISED