



Historic Resources Commission

Meeting Agenda

October 11, 2016 at 6:00pm
Council Chambers, 201 S Main St

1. Pledge of Allegiance and opening invocation.
2. Approve minutes of the August 9, 2016 meeting.
3. Discussion regarding formal recommendation regarding the North Main Street Historic District.

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

HISTORIC RESOURCES COMMISSION

Tuesday, August 9, 2016

The Historic Resources Commission held a called meeting on Tuesday, August 9, 2016 at 6:00 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Larry Brooks, Cary Worthy, Helen Sharpe, Grace Baldwin, Brenda Sykes, and Guy Sinclair. Vicky Roberts was absent. Staff members present were Nathan Page, Planning Director, and Martha Johnson, Zoning/Inspections Technician.

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

1. Pledge of Allegiance and opening invocation.
2. Approve minutes of the July 12, 2016 meeting. Helen Sharpe made a motion to approve and Grace Baldwin seconded. All voted aye.
3. COA1606 Bank of America at 141 S Main Street (Bank Maintenance) made application to install three metal light poles. Anita Thomas, Project Manager for Bank of America 525 N Tryon St Charlotte, NC 28202 spoke representing the bank. Ms. Thomas stated they are updating the exterior lighting on the lot with new energy efficient bulbs but will maintain existing, period light fixtures around the front entrance. They will relamp and clean those existing. Around the perimeter of the property and at the drive-up they propose to add lighting on the lot to illuminate the dark areas of the building and add lighting to increase the illumination at the drive-up. Ms. Thomas said the bank requires certain light levels on sight. These lights would be white to blend into the detailing of that area and the lot lights would be bronze.

Helen Sharpe made a motion to approve, second by Guy Sinclair, all voted aye.

Respectfully submitted,
Martha Johnson



Application for a North Main Street 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 Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) new construction; (2) tree removal within 30' of the right-of-way; (3) Façade siding removal and replacement with a different material; (4) demolition of a front porch; and (5) demolition of existing structures, within locally designated historic districts or landmarks. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic Resources, of the *Development Ordinance*.

Property

Street Address: _____

Property Owner: _____

Project

General description of each modification or improvement:

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. **See the back of this application for a checklist of required exhibits.** There are 3 for tree removal, 3 for replacing siding with a different material, 6 for demolition of a front porch, and 10 for new construction.

Applicant

Name: _____

Property Owner Lessee Other _____

Mailing Address: _____

City, State, Zip: _____

Phone # _____

Email: _____

I, the applicant, hereby make application for a Certificate of Appropriateness for Tree Removal Exterior Alteration New Construction Porch Demolition 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.

Signature of Applicant _____ Date _____

Signature of Owner, when applicable _____ Date _____

Representation at HRC Meeting

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

Name: _____

Relationship to Applicant: _____

Phone # _____

Email: _____

FOR OFFICE USE ONLY	
Received by:	Remarks:
Received date:	
Tax Map #	
HRC date:	

Exhibits Required for an Application for a Certificate of Appropriateness

- 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 Tree Removal

- 3. **A landscaping site plan** of the property, giving sufficient detail to determine the location of the trees to be removed.

for Replacement of existing siding with a different siding material, on a façade visible from a public street

- 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the side to be reconstructed.

for Demolition of Front Porch

- 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. 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.

- 6. **A site plan** of the property, identical to the site plan required by the Planning Dept.

for New Construction

All items included under demolition of front porch and;

- 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.



Historic Resources Commission Recommendation

Per the City of Graham Development Ordinance, the HRC has the authority to recommend to the Planning Board and the City Council that areas be designated as "historic districts". The properties under consideration is currently within the National Historic District, but is not yet a part of a local historic district.

- I move to **recommend APPROVAL** of the application as presented.
- I move to **recommend DENIAL**.

N Main St Historic District

Type of Request
Map Amendment

Meeting Dates
Historic Resources Commission on
October 11, 2016
Planning Board on November 15, 2016
City Council on December 6, 2016

The action is reasonable and in the public interest for the following reasons:

This report reflects the recommendation of the Historic Resources Commission, this the 11th day of October, 2016.

Attest:

Larry Brooks, Historic Resources Commission Chairman

Martha Johnson, Secretary