



Historic Resources Commission

Meeting Agenda

August 14, 2018 at 6:00pm
Council Chambers, 201 S Main St

1. Pledge of Allegiance and opening invocation
2. Approve minutes of the July 18, 2018 meeting
3. COA 1811 – Standards Based Solutions, McCorkle Sign Co.
4. COA 1812 – Tasty Bakery Outdoor Seating, Paul Harden
5. COA 1816 – Nicks Building New Construction & Balcony, Chuck Talley
6. Outdoor Dining Text Amendment, Alexa Powell
7. Façade Grant Application Release, Alexa Powell
8. HRC + NC SHPO Training Dates Discussion, Alexa Powell
9. City Council Updates, Melody Wiggins
10. Additional items
11. Adjourn

The next Historic Resources Commission meeting will be held on **September 11, 2018**.

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



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 Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) 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: 105 E. Harden St
Property Owner: EP Gates

Project

General description of each modification or improvement:

installing internally illuminated wall sign
1/2 connect to existing power.

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 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: McCorkle Sign Company
 Property Owner Lessee Other contractor
Mailing Address: P.O. Box 11384
City, State, Zip: Durham NC 27703
Phone # 919-687-7080
Email: sierra@mccorklesigns.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.

Sierra Gunn 6/25/18
Signature of Applicant Date

Sierra Gunn 6/25/18
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: Kevin McCorkle
Relationship to Applicant: project designer
Phone # 919-687-7080
Email: kevin@mccorklesigns.com

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks: <u>COA 1811</u>
Received date: <u>6/25/18</u>	
Tax Map # <u>145882</u>	
HRC date: <u>7/10/18</u>	



PROJECT INFORMATION

Client:
Standard Base Solutions
 Street Address:
 185 S. Harbor St.
 City & State:
 Graham, NC
 S/C Address:
 N/A
 Date:
 03/23/2018
 Scale:
 00/1"
 Designer:
 Kevin McCrackle
 Project Manager:
 Adam McCrackle

REVISIONS

03/23/2018/01

LANDING APPROVAL

APPROVED
 APPROVED AS NOTED
 REVISE & RESUBMIT
 NAME:
 DATE:

CLIENT APPROVAL

APPROVED
 APPROVED AS NOTED
 REVISE & RESUBMIT
 NAME:
 DATE:



PHONE (919) 687-7800
 FAX (919) 687-4038
 Website: www.mccracklesigns.com
 Email: rece@mccklesigns.com



Complied With 919.28 K122899

PAGE SIZE: 8.5x11

Channel Letters

1 of 1

Channel Letters ¥ Raceway Mounted

Scale 0/0" = 1" For Production / Presentation

FONT: **Monotype Corsiva / Arial Bold**

SPECIFICATIONS FOR FABRICATION AND INSTALLATION:

- ¥ Internally illuminated cabinet built to UL specification
- ¥ Quantity: ONE (1)
- ¥ Overall height of sign: 25" / Overall length of sign: 134.4" / Total square feet: 23.3
- ¥ Aluminum construction: beads .063 / returns .040 / depth 5"
- ¥ Plex face: 3/16"
- ¥ Trim: 1"
- ¥ Mounting method: Raceway/Center of Letters (6"x6" extruded)
- ¥ Primary electrical requirement: 120 volt (installed within six feet of sign by others)
 Timer or photo-cell (installed by others)

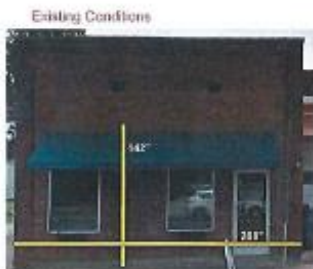
COLOR AND LED SPECIFICATIONS:

- ¥ Channel letters painted with two-stage automotive acrylic
- ¥ Interior painted for increased illumination: white
- ¥ Returns color: PMS Black C
- ¥ Raceway color: PMS 174 C
- ¥ Plex face color: White #7328, w/Vinyl print overlay(dove)
- ¥ Trim color: PMS Black C
- ¥ WHITE LED 6500 WHITE Row(s): 1

Storefront - 24'L x 19.5'H = 468
 468 x 5% = 23.4'sf Allowed
 23.3'sf used



- Plexi White #7328
- Returns PMS Black C
- Trim PMS Black C
- Raceway PMS 174 C



Proposed signage in photo is not 100% to scale. This is a simulation of what the proposed sign would look like.

Client: Standard Sign Solutions
 Street Address: 105 S. Hester St.
 City & State: Graham, NC
 S/C Name: N/A
 N/A
 Date: 03/25/2018
 Scale: 08/11
 Designer: Kevin McCauley
 Project Manager: Adam McCauley

REVISIONS

01/21/2018

LANDLORD APPROVAL

APPROVED
 APPROVED AS NOTED
 REVISE & RESUBMIT
 NAME:
 DATE:

CLIENT APPROVAL

APPROVED
 APPROVED AS NOTED
 REVISE & RESUBMIT
 NAME:
 DATE:

McCauley Signs Inc.

207 S. Green Street, Graham, NC 27840
 Phone: (919) 687-7880
 Fax: (919) 687-6998

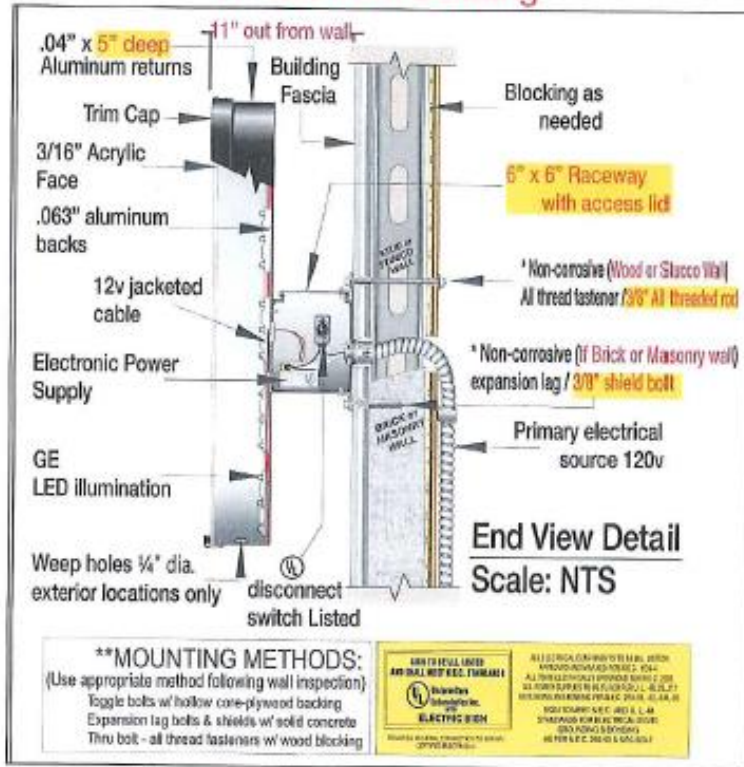
Website: www.mccaulaysigns.com
 Email: mccaulaysigns@gmail.com



PAGE SIZE: 8x11

Channel Letters

11" out from building



Proposed signage is shown at not 100% to scale. This is a depiction of what the proposed sign will look like.

Proposed signage is shown at not 100% to scale. This is a depiction of what the proposed sign will look like.



Application for a SIGN PERMIT

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

Signs are regulated by Article X, Signs, of the City's Development Ordinances. Additional regulations apply for properties located in an overlay district. See Article XI, Highway Corridor Overlay Districts, and the Historic District Design Guidelines for Signage.

Site

Business/Project Name: Standards-Based Solutions
 Street Address: 105 E. Harden St.
 Property Owner: EP Gates
 Zone: O-1 B-1 B-2 B-3 I-1 I-2
 Residential Conditional
 Overlay District, if applicable:
 Historic S Main St/Hwy 87 Harden St/Hwy 54

Applicant

Name: McCorkle Sign Company
 Property Owner Business Owner Contractor
 Other _____
 Mailing Address: PO Box 11384
 City, State, Zip: Durham NC 27703
 Phone #: 919-687-7080
 Email: sierra@mccorklesigns.com

I, the applicant, hereby make application to
 Erect a New Sign(s) Replace or Repair Existing Sign(s)
 Other _____

I, the applicant, agree to conform to all applicable laws and ordinances of the City of Graham and the State of North Carolina. I, the applicant, further state that all statements made herein are true.

Sierra Green 6/12/18
 Signature of Applicant Date

FOR OFFICE USE ONLY	
Approved by: <u>[Signature]</u>	Remarks:
Approved date: <u>[Signature]</u>	
MBL#	
GPIN:	
City Limits / ETJ Flood	
Fee \$	DEVID#

Sign(s)

For each sign, indicate the type of sign, size of display surface, estimated cost of construction and if it will be illuminated.

Sign types include: Monument, Freestanding, Projecting, Wall, Marquee/Awning, Outdoor Advertising, or Other.

Type of Sign	Size of Display Surface (sqft)	Est. Cost of Construction	Illum.
1 <u>Wall</u>	<u>23.3</u>	<u>\$ 2,000</u>	<input type="checkbox"/>
2		\$	<input type="checkbox"/>
3		\$	<input type="checkbox"/>
4		\$	<input type="checkbox"/>
5		\$	<input type="checkbox"/>
6		\$	<input type="checkbox"/>
7		\$	<input type="checkbox"/>
8		\$	<input type="checkbox"/>
9		\$	<input type="checkbox"/>

Attach all of the following that apply to the sign(s):

- Plans, with dimensions, showing the location of the sign(s) on the lot in relation to property lines and buildings, zoning district boundaries, right-of-way lines and existing signs.
- Elevations, with dimensions, of the sign(s) and building(s) located on the lot.
- Drawings (to scale) showing the size, complete structural specifications, and methods of anchoring and support.
- A narrative and/or table which describes each sign, including, as applicable, the height, width, length and depth. If in an overlay district, include colors and materials. For outdoor advertising, include state sign permit number.

Sign Contractor Name: McCorkle Sign Company
 Phone # 919-687-7080

If the sign(s) is illuminated, complete the following:

Electrical Contractor Name: McCorkle Sign Company
 Lic. # 20030-SP-ES Phone # 919-687-7080

If the sign(s) requires an engineered footing, you may need a building permit. Contact Inspections at (336) 570-6705.

STAFF REPORT

Prepared by Alexa Powell, Planner

Standards Based Solutions (COA1811)

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission
July 18, 2018 & Continued August 14, 2018

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for an internally illuminated sign. The City of Graham received a sign permit application from Standards Based Solutions.

Because of the location of the sign in the downtown overlay district the Planner responded to the applicant that the proposed "channel letters are allowed but if internally illuminated they would need to get a major Certificate of Appropriateness (COA) through the Historic Resources Commission." Alternatively, the Planner indicated if the sign is illuminated from the front it can be approved administratively without a COA.

The Planner subsequently received a COA application on 6/26/18.

On 7/18/18 the HRC Tabled this application. The Commission requested for the owner to make a presentation and to see more details on the final sign.

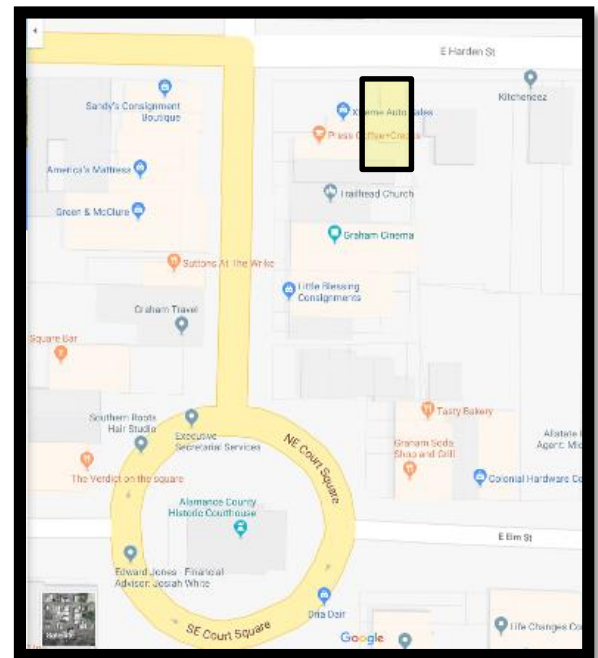
On 7/25/18, the City sent a letter to notify the applicant that the COA decision had been tabled by the HRC. See attached letter. The applicant called that afternoon to inquire whether it would be possible to put up the same sign they proposed to the HRC without it being internally illuminated. The Planner explained this type of sign could be approved as a Minor COA if it was not internally illuminated.

The Planner has not heard from the applicant since this discussion.

See map for the location of the property.

Location

105 E. Harden St.
Graham, NC 27253





Conformity to the *Historic Resources Handbook & Other Applicable Policies*

Historic Resources Handbook;

6. Signs

“The City of Graham *Development Ordinance*, Appendix A., contains guidelines for signs in the Courthouse Square.”

Development Ordinance - Appendix A. HISTORIC DESIGN GUIDELINES FOR SIGNS

- Translucent plastic signs, which have lighting in the sign (i.e. internally illuminated signs) are prohibited.

APPENDIX A. HISTORIC DISTRICT DESIGN GUIDELINES FOR SIGNS

These guidelines are to be used by the City of Graham Staff to approve sign permits within the Courthouse Square Historic District. The items listed below are additional guidelines to “Article X, Signs” in the City of Graham Development Ordinance. Issuance of a sign permit cannot be denied without first being considered by the City of Graham Historic Resources Commission.

- Signs should be compatible with the structure in size, scale, style, material, and graphics.
- The location of new signs on commercial buildings should conform to the appropriate placement of signs on historic buildings (see attached figure).
- Storefront signs should be designed and located so that they do not obstruct architectural details of buildings.
- Storefront signs should be attached in a manner that does not cause damage or major alteration to the historic elements of a building.
- Translucent plastic signs, which have lighting within the sign (i.e. internally illuminated signs) are prohibited.
- Neon tubing and neon tubing signs are prohibited.
- Freestanding signs should be installed appropriately, such as on well landscaped ground bases or low standards.
- Flush mounted wall signs should be installed in appropriate locations that do not conceal architectural features or details.
- Signs for historic commercial buildings should be placed in locations originally intended for signage such as the top of the storefront or on windows, doors, or awnings.
- Fluorescent or Dayglow colors are prohibited.



Letter to Applicant

Standard Based Solutions
105 E. Harden St.
Graham NC, 27253

RE: COA 1811 – Installing Internally Illuminated Sign located at 105 E. Harden St.

Mrs. Green,

The purpose of the Historic Resources Commission is to safeguard important elements of Graham's culture, history, and architectural history to preserve those districts and landmarks for the education, pleasure and enrichment of residents and visitors. The Commission is charged with reviewing COA applications to determine if the project is in keeping with the Historic District Design Guidelines.

At its meeting on July 18, 2018, the Historic Resources Commission choose to table your request for the installation of an internally illuminated sign at 105 E. Harden St. in Graham. The Commission will revisit the project at the next HRC meeting which will be held in City Hall at 6PM on August 14, 2018.

In reviewing this application, several Commission members cited the Development Ordinance Appendix A: Historic District Design Guidelines for Signs which says, "Translucent plastic signs, which have lighting within the sign (i.e. internally illuminated signs) are prohibited" in their discussion about the project.

Alternatively, as stated previously, if the applicant instead chose a sign that was illuminated from the front (ex. Colonial Hardware) it could be approved as a minor COA by staff.

If you have any further questions please contact the City of Graham Planning Department at planner@cityofgraham.com or 336-570-6705.

Sincerely,



Nathan Page, MCRP
Planning Director
City of Graham

/ap

City Planner

From: City Planner
Sent: Thursday, June 21, 2018 1:20 PM
To: 'Sierra'
Cc: 'grahamcinema@triadbiz.rr.com'
Subject: RE: Sign Permit Application -Standards-Based Solutions -105 E Harden st

Sierra,

In reviewing the sign permit application there is one item that caught my attention because the property is located in our historic overlay district.

The proposed channel letters are allowed but if internally illuminated, they will need to get a major Certificate of Appropriateness (COA) through the Historic Resources Commission (HRC). If the sign is illuminated from the front, it can be approved without the COA.

If your client would like to apply for a COA they are welcome to do so I would need to receive the below application by 6/25/18 for the item to be added to the upcoming agenda. These projects are reviewed monthly by the HRC.
http://www.cityofgraham.com/wp-content/uploads/2013/06/Certificate_of_Appropriateness.pdf

Additionally, here are the HRC design guidelines as it relates to signs in the Historic District.

Certificate of Appropriateness (COA)

Development Ordinance - APPENDIX A. HISTORIC DISTRICT DESIGN GUIDELINES FOR SIGNS

These guidelines are to be used by the City of Graham Staff to approve sign permits within the Courthouse Square Historic District. The items listed below are additional guidelines to "Article X, Signs" in the City of Graham Development Ordinance. Issuance of a sign permit cannot be denied without first being considered by the City of Graham Historic Resources Commission.

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- Storefront signs should be attached in a manner that does not cause damage or major alteration to the historic elements of a building.
- Translucent plastic signs, which have lighting within the sign (i.e. internally illuminated signs) are prohibited.
- Neon tubing and neon tubing signs are prohibited.
- Freestanding signs should be installed appropriately, such as on well landscaped ground bases or low standards.
- Flush mounted wall signs should be installed in appropriate locations that do not conceal architectural features or details.
- Signs for historic commercial buildings should be placed in locations originally intended for signage such as the top of the storefront or on windows, doors, or awnings.
- Fluorescent or Dayglow colors are prohibited.

If you have any other questions please let me know.

Thank you,

Alexa Powell



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 Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) 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: 16 NE Court Square Graham
NC, 27253
Property Owner: Chuck Talley

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 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: Paul Harden
 Property Owner Lessee Other _____
Mailing Address: 6468 Preacher Roberson Rd
City, State, Zip: Graham, NC, 27253
Phone # (336) 266-2155
Email: TastyBakery@aatt.net

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.

Paul T. Harden 6/15/18
Signature of Applicant Date
Paul T. Harden 6/15/18
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: Paul Taylor Harden JR
Relationship to Applicant: Son of owner
Phone # (336) 327-1964
Email: Paul T. Harden@yahoo.com

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks: <u>COA 1812</u>
Received date: <u>6/25/18</u>	
Tax Map # <u>145877</u>	
HRC date: <u>7/10/18</u>	



Table Dimensions

36 x 36

Height 29

Umbrella Dimensions

87in Height

6ft Diameter



Application for TEMPORARY ENCROACHMENT

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

Any owner of a validly licensed business in the Central Business District (B-1) wishing to create, establish, operate or maintain an outdoor dining area, or place any temporary encroachments upon the sidewalk, beyond three feet from the face of the building, shall first obtain a temporary encroachment permit. Temporary encroachments include stands, tables, umbrellas, chairs, displays, planters, objects related to the business, or other items for sale and placed on the public sidewalk.

Location

Street Address: 116 NE Court Square
Business Name: Tasty Bakery
Type of Business: re-Tail
Business Owner: Paul T. Harden
Phone #: 336-227-7448

Applicant

Name: Paul T. Harden
 Business Owner Other _____
Mailing Address: 116 NE Court Square
City, State, Zip: Graham N.C 27253
Phone #: 336 227-7448
Email: Tastybakery@aol.net

I have completed this application truthfully and to the best of my ability, and have included a plan drawing and other required attachments.

Paul T. Harden 6-15-18
Signature of Applicant Date

Responsible Contact

if other than the applicant

This is the person that the City may notify or contact at any time concerning the permitted temporary encroachment.

Name: Paul Harden
 Business Owner Other _____
Mailing Address: _____
City, State, Zip: _____
Phone #: _____
Email: _____

Proposed Temporary Encroachment

Please consult the standards for temporary encroachments, listed on the back of this application.

Briefly describe the purpose of the temporary encroachment and the types of items that will be placed in the area:

Tables out front for more sitting for customers
2 or 3 Tables

- Attach a plan drawing showing the layout and dimensions of the proposed temporary encroachment area. If umbrellas, trees or other overhead structures are in the area, note the vertical dimensions on the plan drawing.
- Attach photographs, drawings or manufacturers' brochures sufficient to demonstrate that all temporary encroachments meet the standards.

Other Required Attachments

- Copy of a valid business or privilege license to operate a business establishment adjacent to the public sidewalk which is the subject of the application. State ID: 2645915
Fed ID: 260802171
- Proof of current liability insurance as required for this permit (see Condition 3)
- If any are required, proof of any ABC license, health permits or other state permits for the business involved; list attached:

If the proposed temporary encroachment will extend across adjacent businesses or properties, written consent of adjacent landowners and businesses

If the business is located in the Courthouse Square Historic District and the proposed furnishings, fixtures and other decorative materials do not adhere to the "Design Guidelines for Temporary Encroachments, copy of an approved Certificate of Appropriateness



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Glick and Mahan 2326 S Church St Ste C Burlington NC 27215		CONTACT NAME: Debby Blanchard PHONE (A/C, Ho, Ext): (336) 228-0525 FAX (A/C, Ho): (336) 229-0900 E-MAIL ADDRESS: blanchd3@nationwide.com	
INSURED TASTY BAKERY OF NC, INC. 16 NE COURT SQ GRAHAM NC 27253-2841		INSURER(S) AFFORDING COVERAGE INSURER A: Selective of S. Carolina INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 19259

COVERAGES **CERTIFICATE NUMBER:** CL1861501649 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		8 2295703	11/13/2017	11/13/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/PROP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder is an additional insured as respects General Liability coverage when required by written contract or agreement.

CERTIFICATE HOLDER City of Graham 201 S. Main Street Graham, NC 27253	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 
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STAFF REPORT

Prepared by Alexa Powell, Planner

Location
16 NE Court Sq.
Graham, NC 27253

Tasty Bakery, Paul Harden (COA1812)

Type of Request: Certificate of Appropriateness

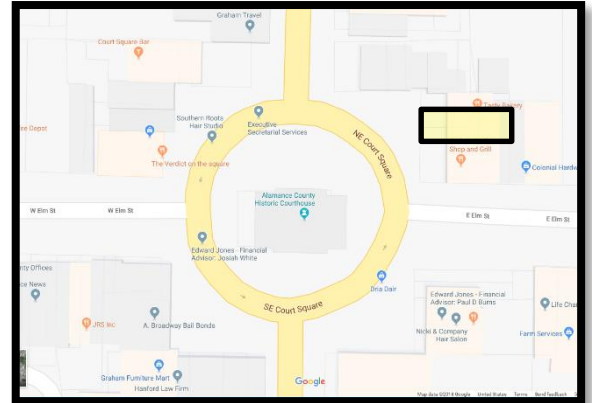
Meeting Dates

Historic Resources Commission

July 18, 2018 & Continued August 14, 2018

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for three tables in front of Tasty Bakery to serve as outdoor dining. See map of the proposed location and photo.



At the time of submittal, the City did not receive details about the manufacturer of the proposed tables/chairs/umbrellas to provide additional information to the HRC with regard to the materials used. Subsequently City Staff was notified that the table/chairs had already been purchased and were in use. See attached pictures.

Below is a list of all policies related to the Historic District Design Guidelines for Outdoor Displays, Dining and Other Temporary Encroachments – Furniture.

There is over six feet of unobstructed sidewalk meeting Americans with Disabilities Act (ADA) standards as well as Graham's Code of Ordinances requirements. The applicant has completed an application for a temporary encroachment and provided proof of current liability insurance as required. Approval of the Temporary Encroachment Application is pending the results of the Historic Resources Commissions determination on this COA application.

On 7/18/18 the HRC Tabled this application. The Commission requested for the applicant to provide the requested information.

On 7/25/18 the City sent a letter to notify the applicant that the COA decision had been tabled by the HRC requesting additional information. See attached letter.

Subsequently the applicant provided some of the requested information. See attached email chain.

Finally, on 7/30/18 the City asked Beau, the Fire Inspector, to look at the tables and umbrella in back of Tasty Bakery tell us if there was any fire retardant information on them. Beau was



unable to find the umbrellas where the applicant said they would be to check for this information.

No additional information was submitted.

See attached for COA application.



Conformity to the *Historic Resources Handbook & Other Applicable Policies*

Historic Resources Handbook;

- **A.1.1** New benches, trash cans, fountains, and other street furniture should be compatible with the historic character of the area in size, scale, material, and color. Existing landscape features such as parks, fountains, trees, columns, walkways, and curbs should remain and be maintained.

Development Ordinance;

Appendix B. Historic District Design Guidelines for Outdoor Displays, Dining and Other Temporary Encroachments – Furniture

- All outdoor furniture, including tables, chairs, umbrella bases and poles, benches, trash receptacles and other street furniture, should be compatible with the historic character of the district in size, scale, material and color.
- All outdoor furniture must have a uniform or complimentary design, color and material. It may be colored or of a natural unpainted material (i.e. wood or metal). White plastic or any fluorescent or other strikingly bright or vivid colors are prohibited.

Code of Ordinances;

Article VII. – Downtown Outdoor Displays, Dining and Other Temporary Encroachments

- **Sec. 18-192. - Permit required.** (a) Any business owner wishing to create, establish, operate, maintain or otherwise be engaged in the business of running an outdoor dining area, or place any temporary encroachments upon the sidewalk, beyond three feet from the face of the building, shall first obtain and hold a currently valid permit issued under the terms of this article. Permits shall be issued only to validly licensed businesses in the central business district (B-1).

Temporary Encroachment Permit Requirements

(3) Furniture or other decorative materials shall be fire retardant, pressure-treated or manufactured of fire resistive material, and shall not contain any commercial advertising. Additionally, all furniture, especially umbrellas, must be designed and installed to be secure in windy conditions.

Tasty Bakery
16 NE Court Square
Graham, NC 27253

RE: COA 1812 – Installing new street furniture at 16 NE Court Square

Mr. Hardin,

The purpose of the Historic Resources Commission is to safeguard important elements of Graham's culture, history, and architectural history to preserve those districts and landmarks for the education, pleasure and enrichment of residents and visitors. The Commission is charged with reviewing COA applications to determine if the project is in keeping with the Historic District Design Guidelines.

At its meeting on July 18, 2018, the Historic Resources Commission chose to table your request for the installation of new street furniture at 16 NE Court Square in Graham. The Commission will revisit the project at the next HRC meeting which will be held in City Hall at 6PM on August 14, 2018.

In reviewing this application, the Commission made a request for the applicant to provide additional information prior to July 30, 2018 so it can be included in the next agenda packet. The following information was requested:

- Fire retardant information
- Table/Chair Set Model Number and Manufacturer Name
- Table/Chair Construction Materials
- Plan to secure umbrellas, in windy conditions

By providing these details the HRC will have sufficient information to determine whether the proposed street furniture is congruent with the Design Guidelines. As mentioned, it is up to the Commission's discretion to apply Section A.1.1 of the Design Guidelines which say, "New benches, trash cans, fountains, and other street furniture should be compatible with the historic character of the area in size, scale, material, and color."

If you have any further questions please contact the City of Graham Planning Department at planner@cityofgraham.com or 336-570-6705.

Sincerely,


Nathan Page, MCHP
Planning Director
City of Graham

/ap

----- Original message -----

From: tastybakery [<mailto:tastybakery@att.net>]
Sent: Monday, June 25, 2018 4:09 PM
To: City Planner <planner@cityofgraham.com>
Subject: Re: Temporary Encroachment Permit - Request

The table is 33 and 1/2 in by 33 and 1/2 in 28 and 1/2 in tall for factory information email service@fancyliving.com thank you<

From: City Planner <planner@cityofgraham.com>
Date: 6/25/18 4:14 PM (GMT-05:00)
To: tastybakery <tastybakery@att.net>
Subject: RE: Temporary Encroachment Permit - Request

Can you provide the company name and model number so I can inquire with them?

Alexa Powell
City of Graham
Planner

From: tastybakery [<mailto:tastybakery@att.net>]
Sent: Monday, June 25, 2018 5:01 PM
To: City Planner <planner@cityofgraham.com>
Subject: RE: Temporary Encroachment Permit - Request

I don't have that information right now I might can get it tomorrow morning

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: City Planner <planner@cityofgraham.com>
Date: 7/25/18 3:13 PM (GMT-05:00)
To: tastybakery <tastybakery@att.net>
Subject: RE: COA 1812 Tasty Bakery Table/Chairs

Mr. Harden,

I have attached a letter about the Certificate of Appropriateness application you submitted to the Historic Resources Commission for street furniture at 16 NE Court Square in Graham.

At the last meeting the Commission requested for you to provide all of the information listed in the letter prior to July 30, 2018.

If you have any additional questions please feel free to give me a call 336-570-6705.

Thank you,

Alexa Powell
City of Graham
Planner

From: tastybakery [<mailto:tastybakery@att.net>]
Sent: Thursday, July 26, 2018 1:37 PM
To: City Planner <planner@cityofgraham.com>
Subject: RE: COA 1812 Tasty Bakery Table/Chairs

The table and chairs are made by a company called backyard and Company the only thing I can find out it says about them they're made out of stainless steel and tempered glass the chairs have a 250 lb weight limit I have not been able to find out anything about fire resistant The Umbrellas can be secured I can put a screw and tap in the bottom to The Umbrellas can be secured I can put a screw and tap in the bottom to connect them if necessary

Sent from my Verizon, Samsung Galaxy smartphone

From: tastybakery [<mailto:tastybakery@att.net>]
Sent: Friday, July 27, 2018 12:01 PM
To: City Planner <planner@cityofgraham.com>
Subject: RE: COA 1812 Tasty Bakery Table/Chairs

Was the information I sent sufficient

----- Original message -----

From: City Planner <planner@cityofgraham.com>
Date: 7/27/18 2:16 PM (GMT-05:00)
To: tastybakery <tastybakery@att.net>
Subject: FW: COA 1812 Tasty Bakery Table/Chairs

Mr. Harden,

The email you provided may still be missing information which the Commission would desire to see. For example, the table/chair set model number, complete construction materials for the chairs (including the fabric material), and whether the fabric is fire resistant.

I attempted to search for the product but could not find a website for Backyard and Company nor do I have a product number to be able to inquire with the manufacturer, using the email address you provided earlier, if this product meets the fire code standards.

The Commission requires that the applicant provide sufficient detail to be able to determine if the proposed change meets the standards set forth in the handbook.

Thank you,

Alexa Powell
City of Graham
Planner

From: tastybakery [<mailto:tastybakery@att.net>]
Sent: Monday, June 27, 2018 4:06 PM
To: City Planner <planner@cityofgraham.com>
Subject: RE: Temporary Encroachment Permit - Request

I am sorry I cannot find the model number but as far as fire resistant as it being stainless steel and tempered glass I think that speaks for itself Melanie that but if it is indeed fireproof it's probably the only fireproof table on Court Square



Application for a CERTIFICATE OF APPROPRIATENESS

RECEIVED

JUN 31 2018

CITY OF GRAHAM
INSP. / P.Z.

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) any changes in the external appearance of existing structures; (2) design of new structures; and (3) 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: 1 SE Court Square

Property Owner: Court Square Dev Group LLC

Project

General description of each modification or improvement:

Rebuild 102 Main St. Graham to height of prior building. Add balcony to run along Main St. and rightside of building

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:

D.O.T. and planning zoning

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 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: Court Square Dev Group, LLC

Property Owner Lessee Other _____

Mailing Address: PO Box 872

City, State, Zip: Graham, NC 27253

Phone # (336) 229-4225

Email: epgatesconstr@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.

[Signature] 7.26.18
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: Chuck Talley

Relationship to Applicant: Owner

Phone # (336) 229-4225

Email: chucktalley21@hotmail.com

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks: <u>COA 1816</u>
Received date: <u>7/31/18</u>	
Tax Map # <u>8884148129</u>	
HRC date: <u>8/14/18</u>	

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 Signs

- 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.

^ATypes 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^A

- 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*

- 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^A

- 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.

8" covered
balcony.

31'6" width
55'3" Depth

Stairs from 2nd
Floor to ground level.





Old Building Foot print.

Proposed Building foot print. 31'6" x 55'3"

Proposed Terrace patio.

Proposed 8" Terrace patio along front over city sidewalk.



STAFF REPORT

Prepared by Alexa Powell, Planner

Nicks Building New Construction & Balcony, Chuck Talley (COA1816)

Location

1 SE Court Square
Graham, NC 27253

Type of Request: Certificate of Appropriateness

Meeting Dates

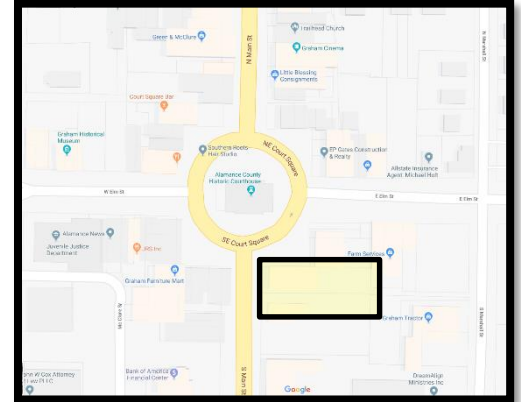
Historic Resources Commission
August 14, 2018

Special Significance - History

The W. J. Nicks Store (102 S. Main Street) ca. 1851 was built by the Hannah & McLean Trading Company. The building is one of few remaining pre-Civil War commercial structures and is the second oldest in Graham.

Built with a brick exterior and brick sheathing, this Greek Revival style building, once featured a porch which was carried across the entire front (west) elevation supported by cast iron columns with decorative capitals.

Originally a three-story building, the top floor was destroyed by Hurricane Hazel in 1954. Sash is 6/6. When Hannah and McLean went out of business in 1857 the building was sold to James D. Bason for retail businesses.



W. J. Nicks Gen'l Merchandise about 1910.



W. J. Nicks Gen'l Merchandise about 1950.



Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) to rebuild the 102 Main St. building to the height of the prior building, add a balcony to run along Main St. and right side of building [South]. See map of the proposed location and photo.

This application was received on 7/31/18 a day after the submission deadline. At the time of submittal, the City did not receive the following items identified on the COA Application Checklist:

- A site plan of the property, identical to the site plan required by the Planning Department
- Colored elevations...including proposed materials identified and noted to the elevation and keyed to the physical samples
- Physical samples
- A set of floor plans and details



Without more information it is difficult to identify which Historic Resources Handbook policies may apply.

Conformity to the *Historic Resources Handbook & Other Applicable Policies*

D. New Construction

1. Setback

This is the distance from the front wall of a building to the street. The use of continuous setback pattern ensures a strong and continuous streetscape and should establish a framework of order and coherence.

- D.1.1 Maintain the pattern and alignment of buildings established by the traditional setbacks from the street.
- D.1.2 No structure or part thereof shall extend nearer to or be required to be set back further from the front lot line than the average distance of the setbacks of the nearest principle buildings within 200 feet on each side of such and fronting on the same side of the street.

7. Scale

Scale refers to the size of an object in relation to other objects in proximity and is determined by the relationship of a building mass to open space.

- D.7.2 New construction should incorporate architectural characteristics that can be used to create scale, such as trim work and details.

8. Height

New buildings should have a height similar to that of nearby buildings. Height consistency is an important factor that contributes to the character of an area. Most block faces in the district contain a mixture of one and two story structures.

- D.8.1 The height of a new building should relate to the prevailing height along a street.

D.8.2 Slab foundations on grade are usually not acceptable for new buildings because they distort the height relation to old buildings.

9. Form

This is the historic style of buildings in the district.

D.9.2 The roof of a new building should relate to the roofs of neighboring buildings in type, pitch, and materials. Roofing materials should be compatible with those of existing structures.

10. Openings

Buildings in the district display a variety of openings (windows and doors). In a sequence of building forms, the use of similarly proportioned openings establishes the association of structures. Openings that vary significantly within proposed new construction from that which exists in surrounding areas will have a disruptive effect on the entire character of the historic district.



D.10.1 The pattern, arrangement, type, design, materials, and proportions of openings should be similar to those of nearby buildings in the district.

D.10.4 Frames in masonry buildings should be recessed in openings. Frames in wood buildings should have raised casing with dimensions similar to those found in historic buildings.

D.10.5 Vinyl cladding and aluminum are inappropriate finish materials for windows in a new building.

D.10.6 Snap-in muntins in windows in a new building should be avoided.

11. Materials and Textures

In the Courthouse Square Historic District, the existing dominant building material for the streetscape is brick. Other materials that may be seen in the district are wood, siding, or a combination. Also, materials such as stone or stucco may be used. Roofing materials may be asphalt shingles, tin, or slate.

Sometimes, a mixture of building and roofing materials adds variety to the area, but it is important that those materials do not become disorganized. The use of artificial and composite materials for the exterior of new primary buildings is discouraged. Their possible approval for new construction will be determined on a case by case basis.

D.11.1 Building materials and surface textures should be well-matched with those of surrounding structures.

D.11.2 Materials such as steel, cast stone, concrete, and hardboard siding may be considered for a new building if they are used in a manner that is compatible with the construction techniques used for other structures in the district.

D.11.3 Materials that are substantially different in character and appearance from historic materials should not be used in new construction.



Staff Report

Subject:	HRC Design Guidelines Text Amendment – Outdoor Furniture
Prepared By:	Alexa Powell, Planner

Requested Action:

Consider amending the HRC Design Guidelines to include the following in the Types of Work for Certificates of Appropriateness Table as a Minor Work to allow administrative approval for street furniture meeting this description:

New street furniture, provided it meets all of the following;

- 1.) Is in accordance with the Historic District in style,
- 2.) is made entirely of wrought or cast iron,
- 3.) is of a color similar to Tricorn Black (SW2658),
- 4.) is of a size that maintains a minimum of six feet of unobstructed sidewalk for pedestrian travel,
- 5.) and if more than three feet from the face of the building, meets all of the requirements for a temporary encroachment permit.

Background/Summary:

At the request of a community member the Commission asked for Staff to draft a text amendment to the HRC Design Guidelines to allow approval of certain types of street furniture as a minor COA. Above is a draft of potential language for this amendment based on some of the comments made at the last meeting.

The Historic Resources Handbook Section A. Landscape Features specifies in A.1.1 “New benches, trash cans, fountains, and other street furniture should be compatible with the historic character of the area in size, scale, material, and color...”

Providing more guidance about the types of street furniture the Commission would like to see in the Historic District will help Staff explain to potential applicants the types of street furniture that are considered “compatible with the historic character” in more detail. Likewise, amending the Design Guidelines will make issuing COA’s for this purpose easier and more legally defensible.

This amendment offers those interested in providing outdoor seating or dining an expedited way to get approval by processing these applications as a Minor COA. Finally, outdoor furniture that does not meet this description could still be approved but would be required to go through the Major COA process and come before the Commission for a decision.