



# **Historic District Commission**

## **Meeting Agenda**

February 26, 2014 at 5:30pm  
Council Chambers, 201 S Main St

1. Approve minutes of the December 4, 2013 meeting
2. Main/Harden and Maple/Elm New Pedestrian Signals (COA1401). Request by City of Graham, in conjunction with NCDOT, for a Certificate of Appropriateness to install new pedestrian signal heads at two intersections – N Main St at Harden St and Maple St at W Elm St.
3. Discussion of local landmark designations
4. Discussion of draft Historic District handbook

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

## HISTORIC DISTRICT COMMISSION

Wednesday, December 4, 2013

The Historic District Commission held a called meeting on Wednesday December 4, 2013 at 5:30 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Jimmy Linens, Larry Brooks, Brenda Sykes, Denise Baker, Helen Sharpe, Grace Baldwin and Cary Worthy. Steven West and Lauren Nance were absent. Staff members present were Melissa Guilbeau, City Planner, Martha Johnson, Zoning/Inspections Technician and Kaitland Finkle, Planning Intern.

Larry Brooks called the meeting to order stating this was a continuance from the previous meeting. Mr. Brooks said the awards were postponed until tonight and he asked if any of the applicants present would like to speak.

Tom Boney spoke stating that he and Viviana Maltby submitted jointly for the façade on the front of the building for an awning located at 112 & 114 W Elm Street. He said that Chuck Talley volunteered to take down the old awnings and that cost should be deducted from his project. Therefore the removal cost would be eliminated and only the construction cost and that of materials would remain. Paul Crotts described the painting project for the exterior of his building on S Main Street. He clarified the work would include painting the front and the side next to Bank of America, including the indentation in the same color it is today. He hopes he can get the painter to include the back. Jennifer Talley stated she had several projects that could be put on hold to allocate money elsewhere in the City. She stated she did want the signage at Farm Services at 123-127 E Elm Street to be funded.

1. A motion was made to approve the minutes from the November 13, 2013 meeting by Denise Baker and seconded by Grace Baldwin. The motion carried unanimously.

2. Consider additional applications for the 2013-14 Façade Grant Program

Total City funds requested: \$15,602, total City funds available: \$4,790 + \$5,000

After much discussion, Denise Baker made a motion to award funding to the first five projects based on priority from the previous meeting, second by Cary Worthy. There was discussion concerning the extra funds taken out of the project for Tom Boney and Viviana Maltby to instead be awarded to Farm Services for the awnings. Denise Baker made a revised motion to approve funding the first 5 projects in full and give the balance of the money to Farm Services awnings, second by Cary Worthy. The motion carried unanimously.

The following is a list of the maximum funding each project was awarded:

- b. Don Bulla, for property located at 129 W Harden St, \$3,052
- c. Viviana L. Maltby, for property located at 112 W Elm St, \$1,389
- d. Jean S. Boney and Tom Boney, Jr, co-trustees, for property located at 114 W Elm St, \$1,190
- g. (signage portion) Chuck Talley, for property located at 123-127 E Elm St (Farm Services building), \$1,832
- a. Paul B. Crotts, for Graham Furniture Mart located on S Main St, \$1,875
- g. (awning portion) Chuck Talley, for property located at 123-127 E Elm St (Farm Services building), \$452
- e. Chuck Talley, for property located at 22 Court Sq NE (Graham Soda Shop), \$0
- f. Chuck Talley, for property located at 22 Court Sq NE (Fret Sounds), \$0

Tom Boney asked when the work has to be done and Melissa Guilbeau said by April 30, 2014, and you can get an extension if you need to the end of the fiscal year. Larry Brooks said if projects are not finished by June 30, 2014, typically they do not get reimbursed.

3. 128 W Harden St Roof-Top Railing (COA1308). Request by LM Wilson Heating and Air, a contractor, for a Certificate of Appropriateness to install a new railing along the roof-top edge of the rear porch, as per code, to surround the new roof-top gas pack. Color of rail is to-be-determined. Shawn Dahlquist from L.M. Wilson Heating and Air spoke representing the project. Mr. Dahlquist stated that a new heating and air unit had been installed on the roof and they don't have the 10' of clearance on the roof top edge so they need to add a hand railing for safety issues. Mr. Dahlquist said the railing would match the current railing on the bottom being the same color, material and welding method. Cary Worthy didn't like that type of railing up in the air on the roof. Denise Baker asked for the dimensions. Mr. Dahlquist said the measurements would be 16-1/2 feet on both edges, 25 feet across the front and the height would be 3 feet.

Helen Sharpe made a motion to approve, second by Grace Baldwin. The motion was approved 4 to 2 with Cary Worthy and Denise Baker voting against.

Melissa Guilbeau said that Alamance County had been talking to her concerning the City of Graham and Alamance County, as to who was responsible for designating local landmarks. Ms. Guilbeau said the Historic Commission will be seeing some of this in January or February of next year.

With no further business the meeting was adjourned.

Respectfully Submitted,  
Martha Johnson



# Application for a CERTIFICATE OF APPROPRIATENESS

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

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

## Property

Street Address: Harden/Main and Maple/Elm  
Property Owner: NCDOT right-of-way

## Project

General description of each modification or improvement:

Install new pedestrian signal heads with push buttons on new poles at each corner of the intersection of Harden St and N Main St. Install new pedestrian signal heads on existing poles at each corner of the intersection of Maple St and W Elm St. The proposed pedestrian signal heads are the standard NCDOT yellow.

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: City of Graham and NCDOT  
 Property Owner  Lessee Other \_\_\_\_\_  
Mailing Address: PO Drawer 357  
City, State, Zip: Graham, NC 27253  
Phone # (336) 570-6705  
Email: mguilbeau@cityofgraham.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.

Melissa Guilbeau Digitally signed by Melissa Guilbeau  
DN: cn=Melissa Guilbeau, o=City of Graham, ou=Planning,  
email=mguilbeau@cityofgraham.com, c=US  
Date: 2014.02.12 09:46:53 -0500 2/12/14  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Owner, when applicable Date

## Representation at HDC Meeting

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

Name: Melissa Guilbeau  
Relationship to Applicant: City Planner  
Phone # (336) 570-6705  
Email: mguilbeau@cityofgraham.com

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

# Description of New Pedestrian Signal Heads (COA1401)

At the request of the City, the NCDOT has made plans to install new pedestrian signal heads at two downtown intersections:

- **Harden St and N Main St** – New 4” diameter galvanized steel poles, approximately 8’ tall, will be installed in the area between the existing curb ramps at each corner of the intersection. Two new standard yellow pedestrian signal heads will be installed near the top of each pole. A pedestrian push button may also be installed on each pole.



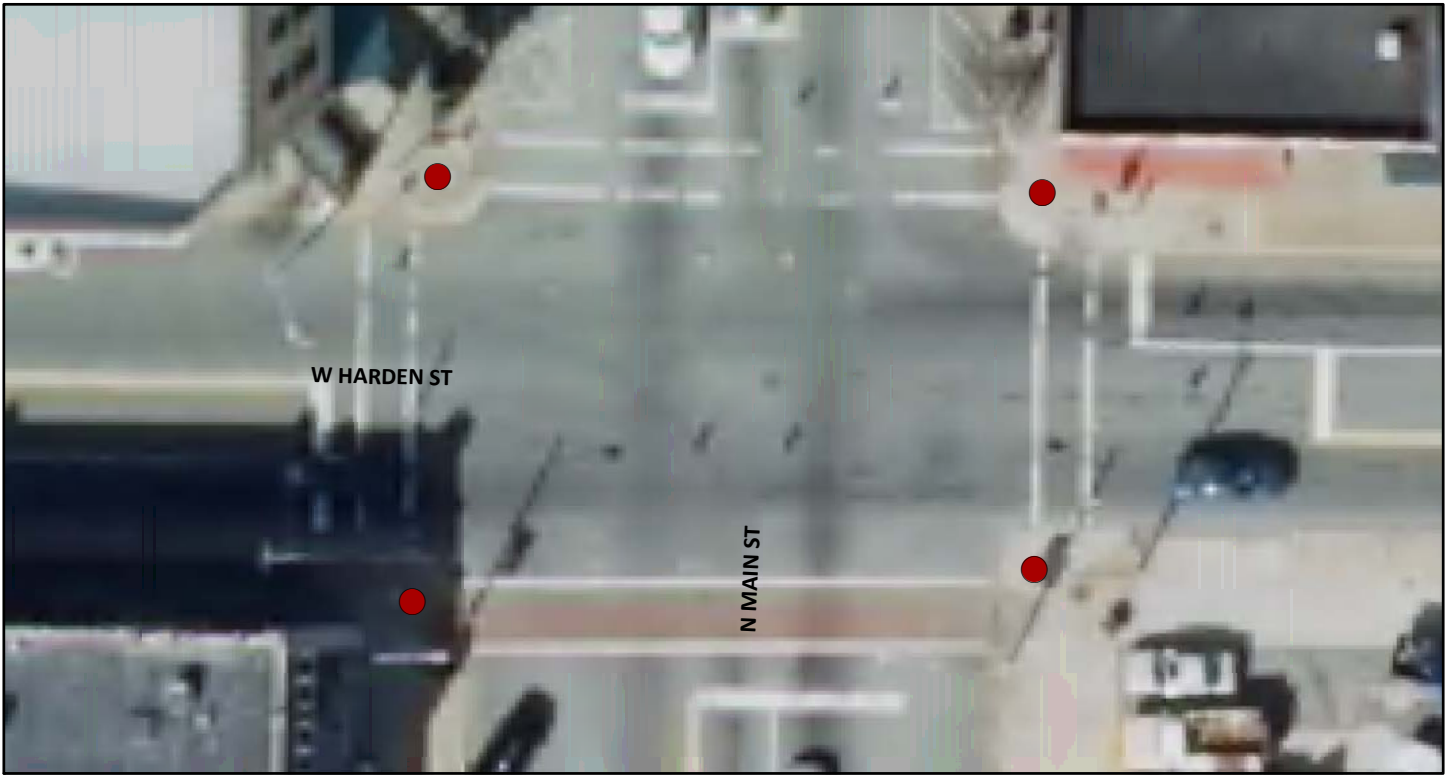
- **Maple St and W Elm St** – Two new standard yellow pedestrian signal heads will be installed on the existing wooden poles at each corner of the intersection.





# Site Plans for New Pedestrian Signal Heads (COA1401)

Approximate location of new pedestrian signal heads on new poles



Approximate location of new pedestrian signal heads on existing poles

