

HISTORIC DISTRICT COMMISSION  
Wednesday, February 26, 2014

The Historic District Commission held a called meeting on Wednesday February 26, 2014 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, Lauren Nance and Cary Worthy. Steven West was absent. Staff members present were Melissa Guilbeau, City Planner, and Martha Johnson, Zoning/Inspections Technician.

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

1. A motion was made to approve the minutes from the December 4, 2013 meeting by Denise Baker and seconded by Helen Sharpe. The motion carried unanimously.
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 Street at Harden Street and Maple Street at W Elm Street.

Denise Baker asked if the pedestrian signals would make a noise and Melissa Guilbeau said they do countdown but she wasn't sure about the noise. Cary Worthy stated we need to encourage that if not too expensive keeping accessible with ADA. Ms. Guilbeau explained that NCDOT is making plans to install new pedestrian signal heads at Harden St and N Main St. Two new standard yellow pedestrian signal heads with the countdown numbers will be installed on new poles 8' and 4" in diameter which will be regular galvanized steel. The new heads at the other location at Maple and Elm St will be using the existing poles.

Larry Brooks asked if there was a projection date and Melissa Guilbeau said no, DOT have the plans ready and have ordered the heads. She said she suppose it was just a matter of getting the crews out there.

Grace Baldwin made a motion to approve, seconded by Brenda Sykes. All voted in favor.

3. Discussion of local landmark designations. Melissa Guilbeau said we don't have any local landmarks now but there had been some applicants in the past but they fell through the cracks because of confusion over which entity approves local landmarks. Aspen Price from the Alamance County Planning Department spoke to the Board explaining about local landmark designations. Melissa Guilbeau explained three options for designating local landmarks and issuing Certificates of Appropriateness for them to be chosen by the Board. The choices are: City of Graham, or Graham & the County or Graham & County Mixed. Cary Worthy asked if we are the designators of Graham is there any guidelines and Melissa Guilbeau said the Board would adopt their own criteria. Cary Worthy asked which one does staff feel will be the easiest to be done and Melissa Guilbeau replied either option A or option B. Cary Worthy made a motion to choose option A which would be the Graham Historic District Commission approving local landmark designations and their COAs, second by Denise Baker. All voted in favor.

Melissa Guilbeau stated that the next step would be to amend the ordinance and agreements to reflect the Commission's decision and that this would be done over the next few months.

4. Discussion of draft Historic District handbook. Melissa Guilbeau gave the Board an update on the handbook that has been in process since 2006. Ms. Guilbeau said it looks like an ordinance and would like to make it more user friendly and change the format to make it more like a magazine. Hopefully by the end of this year the Board will be able to approve the new handbook.

With no further business the meeting was adjourned.

Respectfully Submitted,  
Martha Johnson