



# Historic Resources Commission

## Meeting Agenda

April 10, 2018 at 6:00pm  
Council Chambers, 201 S Main St

1. Pledge of Allegiance and opening invocation
2. Approve minutes of the March 13, 2018 meeting
3. COA 1802 – Paint Historical Museum door to match bench, Brian Faucette
4. COA 1803 – Bike Rack Locations, Chelsea Dickey
5. Establishing a Historic District Presentation, Amber Kidd, NC SHPO Local Preservation Commission Coordinator
6. Additional items
7. Adjourn

The next Historic Resources Commission meeting will be held on **May 8, 2018**.

A complete agenda packet is available at [www.cityofgraham.com](http://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: 135 W. Elm Street  
Property Owner: City of Graham

### Project

General description of each modification or improvement:

Exterior painting of bay doors to match existing bench.

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: Brian Faucette  
 Property Owner  Lessee Other Recreation Director  
Mailing Address: PO Box 357  
City, State, Zip: Graham, NC 27253  
Phone # (336) 506-7644  
Email: bfaucette@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.

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: Brian Faucette  
Relationship to Applicant: \_\_\_\_\_  
Phone # (336) 506-7644  
Email: bfaucette@cityofgraham.com

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks: <u>COA 1802</u>
Received date: <u>3/16/18</u>	
Tax Map # <u>145813</u>	
HRC date: <u>4/10/18</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.

#### ^Types 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^

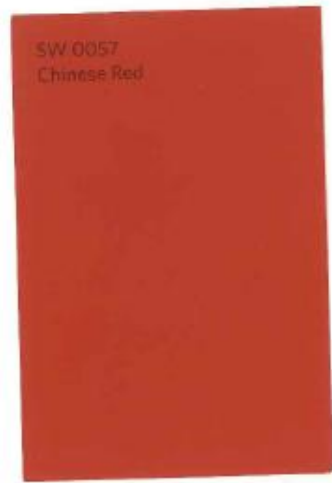
- 3. Colored elevations, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed 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^

- 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.





# 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: Site Map included  
Property Owner: City of Graham/DOT

### Project

General description of each modification or improvement:

See attached map for proposed bike rack locations. See attached for photo of bike racks.

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: Cooperative/Community Innovation Fund  
 Property Owner  Lessee Other \_\_\_\_\_  
Mailing Address: 200 N. Main St. 2nd Floor  
City, State, Zip: Graham NC 27253  
Phone #: 336.260.4288  
Email: chelsea@thecooperative.co

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]  
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: \_\_\_\_\_

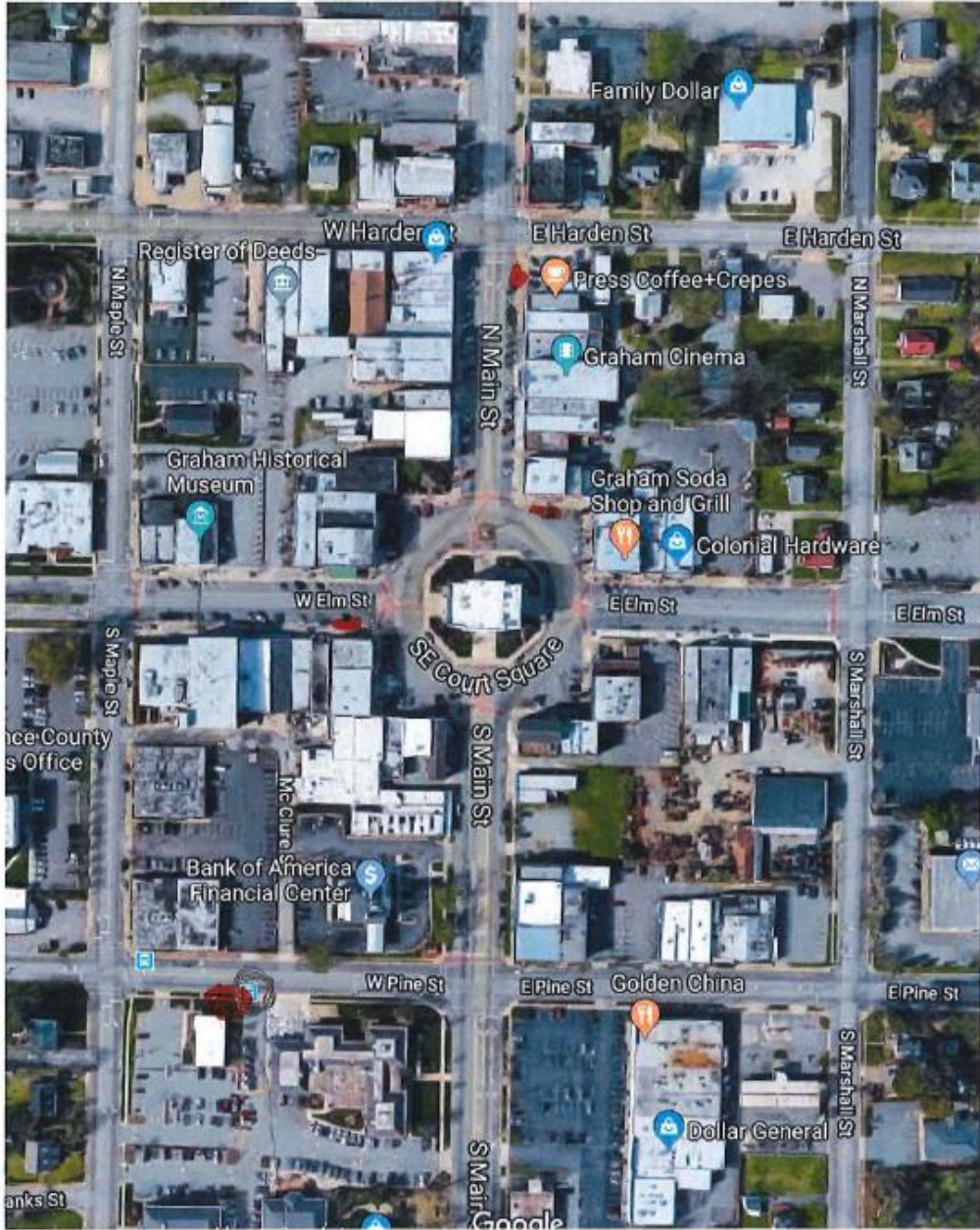
Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks: <u>COA 1803</u>
Received date: <u>3/26/18</u>	
Tax Map # <u>—</u>	
HRC date: <u>4/10/18</u>	



Streets



NEW PAD

