



## Historic Resources Commission

### Meeting Agenda

May 14, 2019 at 6:00pm  
Council Chambers, 201 S Main St

1. Pledge of Allegiance and opening invocation
2. Approve minutes of the April 9, 2019 meeting
3. COA 1910 Patterson Building Window Sign, Front Porch Apparel
4. COA 1911 201. N. Main Street Paint Shutters, Linda Moser
5. Window Sign Text Amendment
6. City Council Updates, Melody Wiggins
7. Additional items
8. Adjourn

The next Historic Resources Commission meeting will be held on **June 11, 2019**.

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

HISTORIC RESOURCES COMMISSION

Tuesday, April 9, 2019

The Historic Resources Commission held a called meeting on Tuesday, April 9, 2019 at 6:00 p.m. in the Council Chambers of the Graham Municipal Building. Commission Members present were Cary Worthy, Helen Sharpe, Jeanette Beaudry, Elaine Murrin, Carla Smith. Grace Baldwin was absent. Staff members present included Alexa Powell, City Planner, Debbie Jolly Zoning/Inspections Technician.

Chair Cary Worthy called the meeting to order.

Pledge of Allegiance. Cary Worthy requested a moment of silence.

1. Approval of the minutes from the March 12, 2019 meeting. Helen Sharpe made a motion to approve minutes. Elaine Murrin seconded. All voted aye. Alexa Powell ask the public to sign up if they wanted to speak during the meeting.
2. COA1907 Farm Service Mural-Alexa Powell presented the application to the board. Mary Faucette City of Graham made a presentation explaining what the Love Graham event had planned for that day. She explained it would wash off after the event. The City of Graham is co-hosting this event. This COA is only for a temporary mural. Chuck Talley spoke about the mural. Cary ask for a Motion, Helen made a motion to approve COA 1907 as outlined by Mary Faucette. Seconded by Cary Worthy. Elaine ask about a time line for it being temporary. Helen made an amendment motion to approve COA 1907 as purposed by Mary Faucette with a time limit of 60 days from installation. All voted Aye.

Chuck Talley-	808 Sideview St
Courtney Talley-	808 Sideview St
Nathan Page -	201 S main St

3. Window Text Amendment- Alexa Powell presented the three options and spoke on the window text amendment. She made the commission aware there was a request from the public to table the item, so more businesses could be made aware of the changes. The commission eliminated Option A. Cary requested to table until next month.

Chuck Talley	808 Sideview St
Lee Kimrey	104 W Elm St

4. HRC Member Training Requirement Text Amendment- Alexa presented the HRC member training requirement Text Amendment, two-member need to go to a meeting and network with others. The commission agreed with this. Carla made a motion to adopt the purpose text amendment 10-201 HRC as membership. Elaine seconded. All voted Aye.
5. Quasi-judicial Procedure Adoption- Alexa presented- Elaine Murrin made a motion to adopt Quasi-judicial procedure as written. Carla Smith seconded. All voted Aye.

6. Welcome Letter Draft- Alexa Powell, Per the goals in the work plan for streamlining a letter would be offered to new businesses in the downtown area as well as owners doing updates. Carla suggested added information about the façade grant.
7. Recruiting New HRC Members - Jerry Perdue has decided not to return to the HRC. If you have any ideas on how to recruit, any new member let her know.
8. City Council Updates, Melody Wiggins- Melody was absent- Alexa gave a brief update Janet Eckenburger gave information-providing tearing down historical architect features that may be saved. Nathan has reached out to Greensboro for information on how they handle it. Preservation Greensboro has an Architectural Salvage program. Alexa will look into demolition by neglect policies in other communities.

Bonnie Hutcinson - 213 N Melville St. Ask about a letter that could be sent out because the property looks so bad. Alexa stated there was a form that could be sent. They would have to be in violation of regulations. Planning is looking at term limits. City council commended all of you for your hard work.

9. Architectural Styles Presentation, Alexa Powell- Training on the Greek Revival, Victorian style, Second Empire, Queen Anne, Gothic Revival, Neoclassical Revival. Alexa gave a presentation on each style. Commission answered question about the different designs.
10. Additional Items- Preservation Greensboro Events April 10<sup>th</sup> or future dates, Helen would like to go as a group. Alexa gave a list of the dates. Carla suggested the walking tour. Members cannot make tomorrow. Mary Faucette invited them to the walking audit April 15, 5:15 or May 6 at 8:00 am rain or shine. On April 27<sup>th</sup> we are test pilot architectural walking tour grant.
11. Looking for volunteers to do a matrix criteria for the facade grant. Carla Smith and Elaine Murrin both volunteered to help.
12. Adjourn

With no further business the meeting was adjourned.

Respectfully submitted,  
Debbie Jolly



# 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: 112 N. MAIN ST. GRAHAM  
Property Owner: JASON COX

### Project

General description of each modification or improvement:

See attached sign permit application.

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: FRONT PORCH APPAREL CO.

Property Owner  Lessee Other \_\_\_\_\_

Mailing Address: 3651 ALAMANCE RD.

City, State, Zip: BURLINGTON, NC 27215

Phone # 336-570-2922

Email: frontporchapparelco@gmail.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.

Cary L. Woff 4/29/19  
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 1910</u>
Received date: <u>4/29/19</u>	
Tax Map # <u>8884145620</u>	
HRC date: <u>5/14/19</u>	

# Front Porch Apparel Co. 112 N. MAIN ST.

Wall Sign  
B-1 5% of facade  
Window Sign  
10% of facade

10.5 sf  
24 ft  
Max Wall 444  
x .05  
22.2 sf  
Max Window 444  
x .1  
44.4

Top of Building

Wood sign painted lettering white/blue  
8" tall x 8' long 0.25 x 8 = 2 sf  
mounted to building with anchors

Front Porch Apparel Co.

Blue Vinyl lettering  
applied to door  
22" tall x 15" wide



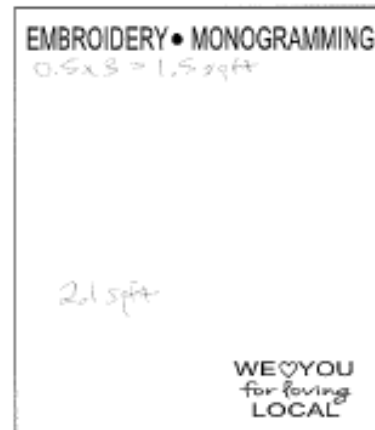
Front Door

Blue Vinyl lettering  
applied to window  
6" tall x 36" wide



Front Windows

Blue Vinyl lettering  
applied to window  
6" tall x 36" wide



White/Blue Vinyl lettering  
applied to window  
6" tall x 18" wide

$0.5 \times 1.25 = .625$



# Application for a SIGN PERMIT

P.O. Drawer 357  
 201 South Main Street  
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 (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: Front Porch Apparel Co  
 Street Address: 112 W. main St. Graham  
 Property Owner: Jason Cox  
 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  E Harden St/Hwy 54

### Applicant

Name: Casey Wolford  
 Property Owner  Business Owner  Contractor  
 Other \_\_\_\_\_  
 Mailing Address: 3651 Alamance Rd  
 City, State, Zip: Burlington, NC 27215  
 Phone #: 336.570.2922  
 Email: frontporchapparelco@gmail.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.

Casey A. Wolford 4/10/19  
 Signature of Applicant Date

### 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 window vinyl lettering	15	\$ 0	<input type="checkbox"/>
2 wood sign	7	\$ 0	<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: Paradise Printers  
 Phone #: 336.570.2922

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

Electrical Contractor Name: \_\_\_\_\_  
 Lic. # \_\_\_\_\_ Phone # \_\_\_\_\_

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

FOR OFFICE USE ONLY	
Approved by: <u>AP</u>	Remarks: <u>CGA 1910</u>
Approved date: <u>4/15/19</u>	
MBL#	
GPIN: <u>805415820</u>	
City Utility / ETV Flood	
Fee \$ <u>100.00</u>	DEVID#

# STAFF REPORT

Prepared by Alexa Powell, Planner

## COA1910 - Patterson Building Window Sign, Front Porch Apparel

### Location

112 N. Main St.  
Graham, NC 27253

**Type of Request:** Certificate of Appropriateness

### Meeting Dates

Historic Resources Commission  
May 14, 2019

The applicant is requesting approval of a Certificate of Appropriateness (COA) for a Window Sign.

Given that the guidelines for window signs are currently under review by the HRC, the appropriate size for such signs is unclear. Out of an abundance of caution Staff has referred this case to the HRC for review. The sign meets all of the dimensional requirements based on the current standard.

In addition, based on the measurements of the window and linear feet of the building also meets both Option B and C of the proposed window sign regulations as they are currently written (See Window Sign Text Amendment).

See map of the proposed location and photos.

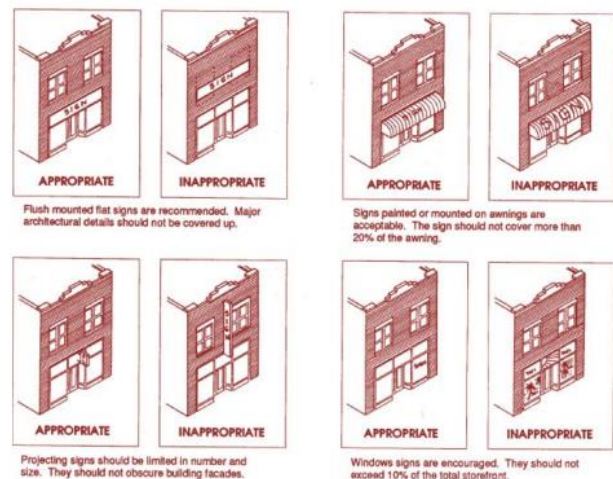
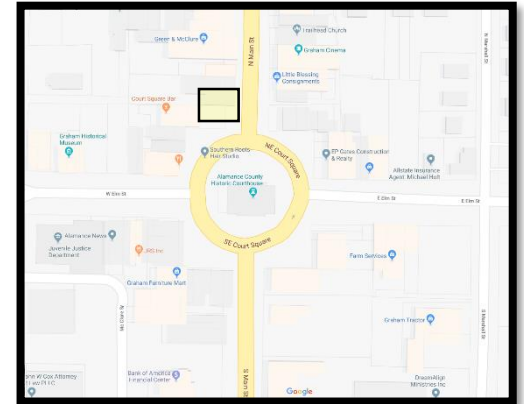
### Special Significance – History

*Patterson Building,*  
*Early twentieth century; Contributing*

### Historic Resources Handbook;

#### 6. Signs

Signs are an important visual element in the district. With forethought and careful planning, signs can fulfill a business owner's needs while enhancing the image of the district. Signs should be no larger than necessary to identify the building they serve. They should be visually integrated with the storefront to produce a consistent and unified statement about the business within. A sign needs a sign permit before being erected. The City of Graham Development Ordinance, Appendix A, contains



guidelines for signs in the Courthouse Square Historic District.

**Development Ordinance;  
Appendix A. Historic District Design Guidelines for Signs**

- Signs should be compatible with the structure in size, scale, style, material, and graphics.
- Section 10.400 Area; height

	Wall Signs
District	Maximum Percentage of Facade Coverage
B-1	5

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**Motion Language:**

I have thoroughly researched the application and all other documents related to COA 1910 and I am familiar with the property in question.

**Finding of Fact:**

And I find that if produced in accordance with the plans submitted, the sign will be Compatible [or] Incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.

**Motion to Grant/Deny COA:**

I move to Approve [or] Approve with conditions [or] Deny the application for COA 1910 for the property located at 112 N. Main Street as submitted because it does [or] does not meet the following criteria:

1. The proposed change(s) does [or] does not meet the **Development Ordinance; Appendix A. Historic District Design Guidelines for Signs** with regard to the size and scale.
2. The proposed changes are [or] are not compatible with the character of the district for the reasons that the size of the signs are [or] are not in harmony with our design guidelines and the character of the overall district and adjoining properties.





# Application for a CERTIFICATE OF APPROPRIATENESS

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### Property

Street Address: 201 N. MAIN ST.  
Property Owner: LINDA C. MOSER

### Project

General description of each modification or improvement:

SW 6991  
Black Magic Paint  
Shutters

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: LINDA MOSER  
 Property Owner  Lessee  Other \_\_\_\_\_  
Mailing Address: 514 N. MAIN ST.  
City, State, Zip: GRAHAM, NC 27253  
Phone #: 336-227-6426  
Email: lmoser003@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.

Linda C. Moser 4/30/19  
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 1914</u>
Received date: <u>4/10/19</u>	
Tax Map #: <u>8884197953</u>	
HRC date: <u>5/14/19</u>	

## COA1911 – 201 N. Main St. Paint Shutters Black, Linda Moser

**Type of Request:** Certificate of Appropriateness

### Meeting Dates

Historic Resources Commission

May 14, 2019

The applicant is requesting approval of a Certificate of Appropriateness (COA) to paint shutters on 201 N. Main Street Black (SW6991 – Black Magic).

The requested color is not among the list of Sherwin Williams colors that can be approved by staff as a minor COA and therefore was referred to this commission for a determination.

The applicant is making this request to repaint her shutters black in order to match the awning. The applicant has already received a minor COA to replace the awning.

### Special Significance – History

*201 N. Main Street,*

*Early twentieth century; Contributing. Not included in the property inventory but is located in the historic district.*

### Historic Resources Handbook;

#### 12. Exterior Colors

The placement, rather than the number of colors, best accentuates architectural details. Colors are distributed into three categories: base, trim (major and minor) and accent. The base often matches the natural color of building materials; such as brick or stone. The major trim color is used to frame the façade, doors and windows, and is also the primary color of the cornice and major architectural elements. If a minor trim color is used, it is often a darker shade placed on doors and window sashes. An accent color is used in limited doses to highlight small details. The color scheme should be consistent throughout the façade's upper and lower portions. The colors chosen should be harmonious, not only with the colors on the building, but also with the colors on neighboring buildings.

Historical color schemes are appropriate for the style and character of the district. Colors may be chosen based on paint chip analysis of a building's original color or based on colors used on other buildings of the period. Color guides of documented historical hues from selected paint manufacturers are an aid in historical color selection. Old photos of the building or a similar one can establish light versus dark color placement.



An appropriate exterior color combination can alter the entire appearance of a building. Structures that have been perceived as mediocre can become points of interest because of good color combinations and paint jobs.

- B.12.1 The placement of color should be appropriate to the architectural style of the structure.
  - B.12.2 The placement of color should provide contrast between different materials appropriate to the style of the structure, such as shingles and siding, and architectural elements, such as trim and soffits.
  - B.12.7 Reinforce and enhance architectural materials and features of a building and site through the appropriate selection and placement of color.
- 

### **Motion Language:**

I have thoroughly researched the application and all other documents related to COA 1911 and I am familiar with the property in question.

### **Finding of Fact:**

And I find that if painted in accordance with the plans submitted, the project will be Compatible [or] Incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.

### **Motion to Grant/Deny COA:**

I move to Approve [or] Approve with conditions [or] Deny the application for COA 1911 for the property located at 201. N Main Street as submitted because it does [or] does not meet the following criteria:

1. The proposed change(s) does [or] does not meet section(s) B.12.1, B.12.2, and B.12.7 of our design guidelines with regard to the compatibility with the architectural style of the structure, placement of color, and the appropriate selection of color.
2. The proposed changes are [or] are not compatible with the character of the district for the reasons that the color of architectural detailing are [or] are not in harmony with our design guidelines and the character of the overall district and adjoining properties.

# STAFF REPORT

Prepared by Alexa Powell, Planner

## Window Signs

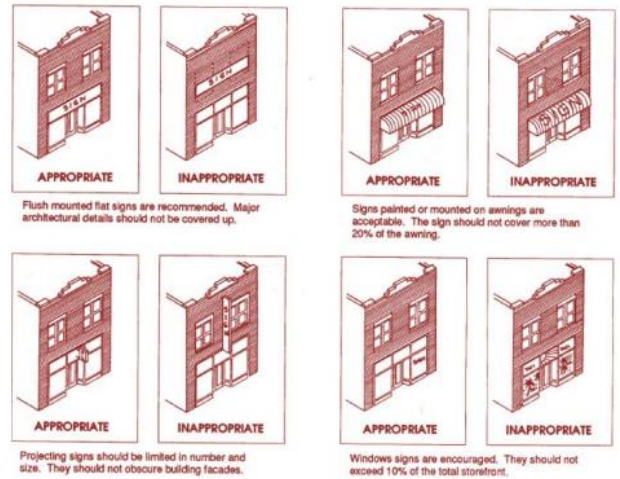
**Type of Request:** Text Amendment

### Meeting Dates

Historic Resources Commission  
February 12, March 12, & April 9, 2019

This text amendment proposal was made at the request of a HRC member.

Currently the size of the building determines the total square feet of sign coverage. For large buildings this could allow signage covering the entire window. This change would bring the text into alignment with the image shown above the description in the Design Guidelines and would also have the effect of limiting the square footage of window signs.



*The proposed language, “not to exceed 12 Sq/Ft” was a size limit based on the dimensions of the signs HRC members identified as appropriate to the character of the historic district and those identified as too large for the character of downtown.*

### **Current Text:**

Window signs are encouraged. They should not exceed 10% of the total storefront.

### **Proposed Text:**

**Option B:** Window signs are encouraged and shall be limited to 15% of the first floor window to which they will be affixed. Optional: not to exceed a total of 12 sq/ft.

*This option varies slightly from window to window based on window size but will not be dramatically different from building to building as compared to Option A. This would provide uniformity and clarity to the application process but may limit the square footage of signs on larger buildings. However, applicants could seek HRC approval to exceed the size restriction as a major COA.*

--

### **Option C:**

*Window signs are encouraged but shall be limited to one square foot per linear foot\* of the first floor facade to which the sign will be affixed, not to exceed a total of 12 square feet. Window*

*signage is limited to a single pane of glass. However, the Historic Resources Commission may approve alternate sign installations either in excess of 12 square feet, or across multiple panes if they meet the standard depicted in the image shown in Section 6. Signs of the Design Guidelines.*

*\*If a window sign is proposed on a multi-use building the linear feet will be measured per business frontage and not calculated based on the width of the entire building/facade.*

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**Recommended Motion:**

I have thoroughly researched potential language for this text amendment for window signs in the Court Square Historic District and reviewed the various proposals for achieving the goal of preserving the character of the district by limiting the permitted size and scale of window signs.

I motion we amend the Design Guidelines Section 6. Signs by adopting Option \_\_\_\_

**Option B:**

*Window signs are encouraged and shall be limited to 15% of the first floor window to which they will be affixed (Optional: not to exceed a total of 12 sq/ft)*

OR

**Option C:**

*Window signs are encouraged but shall be limited to one square foot per linear foot\* of the first floor facade to which the sign will be affixed, not to exceed a total of 12 square feet. Window signage is limited to a single pane of glass. However, the Historic Resources Commission may approve alternate sign installations either in excess of 12 square feet, or across multiple panes if they meet the standard depicted in the image shown in Section 6. Signs of the Design Guidelines.*

*\*If a window sign is proposed on a multi-use building the linear feet will be measured per business frontage and not calculated based on the width of the entire building/facade.*

*This is consistent with the sentiment expressed in the current Design Guidelines that indicates, "signs should be no larger than necessary to identify the building they serve" in order to preserve the historic character of the downtown. This text amendment provides clarity to Staff in reviewing these signs as minor COA's to insure "signs [are] compatible with the structure in size, scale..." as written in Appendix A. Historic District Design Guidelines for Signs.*

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## Option B:

Window signs are encouraged be limited to 15% of the window to which they will be affixed  
(Optional: Not to exceed a total of 12 sq/ft).

15% of Window to  
which Sign is Affixed



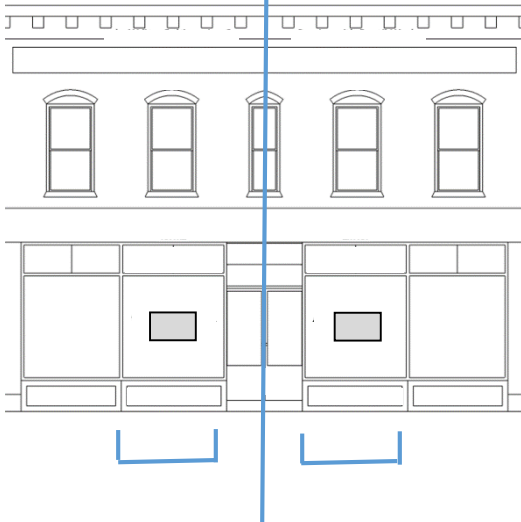
15% of Larger Window to  
which Sign is Affixed



## Multi-use Building

Business 1 – 15% of Window

Business 2 – 15% of Window



## Option C:

### Single Business



20 Linear Ft. = Window Sign 20 Sq/Ft  
BUT with "not to Exceed 12 Sq/Ft"  
language in place they would be  
limited to a sign of 12 Sq/Ft.

MAX = 12 Sq/Ft

### Multi-Use (Ex. 2 Businesses)

If the building above were to be subdivided, it would be limited to 10 square feet for each side.