



Historic Resources Handbook



April 2018

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Preface

The City of Graham and the surrounding community possess many historic resources that deserve special attention and preservation. The purpose of this handbook is to provide information to property owners, the general public, and Graham's Historic Resources Commission about the regulations and incentives surrounding historic resources. In a nutshell:

- **A property, building or area may be designated as a local historic landmark or district and/or registered on the National Register of Historic Places.** If a property is locally designated, it is eligible to receive a property tax deferral and any work to its exterior must first have a Certificate of Appropriateness approved by the City. If a property is on the National Register of Historic Places, it may receive tax credit for certified rehabilitation work and does not require a Certificate of Appropriateness for any work.
- **Graham's Historic Resources Commission** is responsible for safeguarding the community's historical heritage. It has jurisdiction both within the corporate limits and the City's extraterritorial jurisdiction (ETJ). The Commission does this in many ways, including issuing Certificates of Appropriateness, administering the annual Façade Grant program, and participating in the designation of historic properties.



Local vs. National Register Designation

Local designation should not be confused with listing in the National Register of Historic Places, which is a federal program administered by the State. Some properties may carry both types of designation, but the National Register and local designation are totally separate and independent programs with different requirements and benefits.

Local Historic Districts

- Courthouse Square Historic District
designated on March 4, 1980

Local Historic Landmarks

- Oneida Cotton Mills *designated on August 4, 2015*
- Mont-White Opera House *designated on June 7, 2016*

National Register Districts

- Courthouse Square Historic District
designated on April 7, 1983
- Kerr Scott Farm
designated in 1987
- North Main Street Historic District
designated on June 10, 1999
- Oneida Cotton Mills and Scott-Mebane Manufacturing Company Complex
designated in 2014

National Register Landmarks

- Alamance County Courthouse
designated in 1979



Laws and Regulations

The rules governing historic resources can be found at the federal, state, and local government:

■ **The National Historic Preservation Act.** Congress established a historic preservation program for the United States with the passage of the National Historic Preservation Act in 1966. The Act provided for the identification, evaluation, and protection of historic properties – buildings, structures, sites, neighborhoods, and other places of importance in the historical and cultural life of the country. It created a nationwide program of financial and technical assistance to preserve these historic places. The program operated as a decentralized partnership between the federal government and states, giving each state primary responsibility for implementation. The Act also:

- Created the Advisory Council on Historic Preservation
- Established the National Register of Historic Places
- Authorized federal funding of historic preservation at the state level
- Required a consultation process for all federal undertakings

The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation and is administered by the National Park Service, part of the U.S. Department of the Interior. It is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. Properties listed in the Register include districts, sites, buildings, structures, and objects that are significant in American history, architecture, archeology, and culture.

■ **North Carolina's Historic Preservation Enabling Legislation.** The State's first law enabling a local government to create a local historic district was passed as Session Laws of North Carolina, 1965, c. 504, and subsequently codified as General Statutes of North Carolina, c. 160, ss. 160-178.1-160-178.5. The original purpose of this law was to legitimize Winston-Salem's Old Salem Historic District, which had been established in 1949 by local ordinance without state statutory authority. As a result, other cities and towns interested in creating historic districts were added to this act.

This part of the General Statutes of North Carolina authorizes cities and counties in the State, within their respective zoning jurisdictions and by means of listing, regulation, and acquisition to:

- Safeguard the heritage of the city or county by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory; and
- Promote the use and conservation of such district or landmark for the education, pleasure, and enrichment of the residence of the city or county and the State as a whole.

■ **City of Graham Development Ordinance.** Graham's *Development Ordinance* provides regulations for the development of land in the city limits and extraterritorial jurisdiction. Article IV, Division 9 establishes the Courthouse Square Historic District. Article IV, Division 10 establishes the Historic Resources Commission, and sets out procedures for the designation of historic districts and landmarks and for certificates of appropriateness.



■ **City of Graham Historic Resources Commission.**

The Historic Resources Commission is given a number of powers, both by state law and by the *Development Ordinance*. Such powers include preparing and publishing guidelines and criteria for the review of certificates of appropriateness, and adopting its own rules of procedure. It may also establish criteria, procedures and guidelines by which designated city staff may review and approve certificates of appropriateness for minor works.

Contents of this Handbook

The City of Graham *Historic Resources Handbook* is divided into three manuals and an appendix.

■ **Property Owner’s Manual**

The Property Owner’s Manual includes a description of the certificate of appropriateness application, as well as a section on the Façade Grant Program. It also describes the tax incentives available for those designated in the Historic District.

■ **Courthouse Square Historic District Manual**

The Courthouse Square Historic District Manual provides guidelines for what types of changes can be made in the district. It is used by the Commission when reviewing an application for a certificate of appropriateness and can be used by property owners when considering changes.

■ **Commission Manual**

The Commission Manual includes rules of procedure and other information for use by members of the Historic Resources Commission.

■ **Appendices**

Appendix A includes a glossary of useful terms. Appendix B includes pictures and detailed descriptions of the Courthouse Square Historic District and its contributing properties.

Benefits of Local Designation

Creating and preserving historic districts prevents unregulated and insensitive change. Many cities and towns have found historic preservation to be a useful tool for stabilizing property values and stimulating new investment in commercial areas. Communities have benefited from a boost to the tax base accompanied by relatively small public expenditures. Preservation efforts have increased tourism as well as commercial activity, and have improved the appearance of areas enhancing the recruitment of industry.



Property Owner's Manual

This manual is intended to provide information of interest to owners of property that are either designated as local historic landmarks or are located in locally designated historic district. This manual also provides information for designating a property as a local historic landmark.

Certificate of Appropriateness

A Certificate of Appropriateness (COA) is required before any change to the external appearance of existing structures, construction of new structures, or moving or demolition of existing structures. A COA must be approved prior to starting any project and also prior to the issuance of a building or other permit. (Any building or other permit issued without a COA shall be invalid.)

Graham's Historic Resources Commission (Commission) processes COA applications. For the purpose of issuing COAs, the Commission has established three **types of work**, briefly described below and in more detail on pages C-6 and C-7 of the *Commission Manual*:

- **Normal Maintenance** does not require a COA, since no reversible or significant change is made.
- **Minor Work** projects are those in which the visual character of the structure or ground is not substantially changed. Minor work items require a COA, but the COA can be approved by the City of Graham Planning Department if the work is consistent with the guidelines contained in the Design Review Manual. If the Planning staff cannot approve the proposed work, the application must be presented to the Commission for review.
- **Major Work** projects generally involve a change in the appearance of a structure or landscape and are more substantial in nature than minor work projects. Major work items require a COA that is approved by the Commission.

Procedures for Applying for a Certificate of Appropriateness for Minor Work

The Commission has adopted guidelines that permit the City Planner to approve COAs for minor work. A complete COA application for minor work can be submitted to the City Planner at any time. The City Planner will review the application within a reasonable time and will either issue the COA or, if it cannot be approved, will forward the COA application to the Commission and it will follow the procedures set out for major work as outlined in the next section.

Procedures for Applying for a Certificate of Appropriateness for Major Work

Applicants for Certificates of Appropriateness of new construction and their architects are strongly encouraged to meet with the Planning Department staff and the Historic Resources Commission at the earliest stage of the design process so that potential conflicts can be addressed.

Sections in this Manual

Certificate of
Appropriateness

Façade Grant Program

Designation of Local
Historic Landmarks

Tax Incentives

Violations and
Penalties



The procedures outlined below shall be followed when applying for a COA for a major work project:

1. File the Application

A complete COA application must be filed with the City Planner at least 10 calendar days before the Commission meeting at which it will be heard. A COA application is complete only when all required data have been submitted. A list of required data is included on the application form. The applicant may also choose to include additional relevant information bearing on the application. An application form may be obtained in the office of the City Planner or on the City’s website.

2. Notification of Neighboring Property Owners

Not less than one week before the meeting, City staff shall notify neighboring property owners of the application and meeting date. For applications which involve a use by-right, owners of property within 100 feet on all sides of the subject property will be notified. The distance is 500 feet for applications which involve a special use permit.

3. Commission Meeting and Decision

The applicant is strongly encouraged to attend the Commission meeting to present the project and answer any questions. At the Commission meeting, the applicant and affected property owners shall be given an opportunity to be heard. In cases where the Commission deems it necessary, it may hold a public hearing concerning the application. The Commission must issue or deny a COA within 30 days after the filing of the application, except when the time limit has been extended by mutual agreement between the applicant and the Commission.

4. After Approval

If the application is approved, the secretary for the Commission shall transmit a letter to the applicant clearly describing the nature of the work which has been approved. Attached to the letter shall be a copy of the minutes of the meeting at which approval was granted and a placard of the COA to be displayed on the subject property. A copy of this information shall be forwarded to the city department which is responsible for its enforcement.

5. Appeal of Denial

If the application is denied, the applicant may appeal this decision to the Graham Board of Adjustment. The appeal must be filed within 60 days of the Commission’s decision.



Façade Grant Program

The façade grant program provides matching funds for improvements to the exterior of historic non-residential structures. It is designed to increase rehabilitation activity and encourage investment in the historic district. This will promote the beautification of the Courthouse Square Historic District and its importance to the history of Graham and its residents. Funding only applies to improvements to the exterior that are consistent with the guidelines approved for the historic district.

■ What types of projects can be funded?

This program funds improvements to a building's façade, which is defined as one side of a building regardless of the number of stories. Each store front of a building can be considered a façade. The rear of a building may also be considered but priority will be given to the front of the building. A

list of examples of the types of façade improvements are listed in the textbox at right. All proposals must follow the City's building code requirements and obtain any other required permits or certificates. All renovations on buildings over 30 years old must follow the *Secretary of the Interior's Standards for Rehabilitation*.

■ Who can apply for a grant?

The owner of non-residential properties in the Courthouse Square Historic District may apply for a façade grant. Also, tenants may apply with written permission from the property owner.

■ How does the program work?

This is a cost reimbursement program. Projects are funded on a 50-50 matching basis, with the maximum City contribution being \$5,000. The applicant's match may include funding from other sources. Only one grant per year can be awarded to a property. The Historic Resources Commission and City Planner administer the program, with the Commission deciding which applications are funded. The program operates on an annual basis with the City's fiscal year, with a call for applications generally in the late summer or early fall. Funding will not be awarded for a project that has already been completed.

■ How do I apply?

To be considered for funding, a complete application packet must be received by the City Planner by the posted application deadline. The application must include an existing photo of the building or structure, drawings or sketches showing the proposed improvements, and at least two itemized cost estimates of labor and materials.

Examples of Improvements that may qualify for a Façade Grant

- Replacing existing signs
- Installing new or replacement awnings
- Repainting
- Repairing structural elements
- Reconstructing historic elements
- Reconstructing storefronts
- Repairing tuck point mortar joints
- Repairing roof vents on store face
- Installing or improving exterior lighting
- Relocating electrical wiring
- Removing false fronts and metal canopies
- Safely cleaning brick and stone fronts
- Repairing or replacing windows and doors
- Staining brick to match existing



Designation of Local Historic Landmarks

Local historic landmarks are individual properties, buildings or structures within the City or its ETJ that possess special historical significance. These landmarks are designated by the adoption of a designation ordinance. Once a property is designated as a local historic landmark, it will be required to obtain a Certificate of Appropriateness for exterior work.

If you are interested in having your property designated as a local historic landmark, you will need to complete an application, which shall include a report on the historic, architectural, prehistorical, educational or cultural significance of the property to be designated. This report shall include the suggested minimum standards set forth by the State Historic Preservation Office.

The Historic Resources Commission will review the application and make a recommendation to the City Council on whether or not the property should be designated. Only properties that are recommended for designation shall be forwarded to the City Council. The City Council will then decide upon the application. Complete procedures and standards for the designation of local historic landmarks can be found in Section 10.203 of the *Development Ordinance*.

Tax Incentives

Tax incentives have been adopted at the federal, state and county level. Because these incentives can be complex and can change, it is advised that you consult with a professional to fully understand the tax incentives that may be available for your property.

Violations and Penalties

The Courthouse Square Historic District is governed by the City's *Development Ordinance*. Violation of this ordinance shall constitute a misdemeanor, punishable as provided as G.S. 14-4. Any violation of this ordinance shall also subject the offender to a civil penalty of \$100. Additionally, the City may institute any appropriate action or proceedings to prevent, restrain, correct or abate a violation of this ordinance. These violations and penalties are outlined in Section 10.43 of the *Development Ordinance*.



Courthouse Square Historic District Manual

The Courthouse Square Historic District was designated as a local historic district on March 4, 1980 and was designated in the National Register of Historic Places on April 7, 1983.

Overview of the District

Graham is fortunate to have a prosperous downtown historic district that is the heart of the local economy. The district vividly reflects the origins and development of the mid-nineteenth century courthouse town, which expanded and flourished in the late nineteenth and early twentieth centuries. The district centers upon and derives its distinctive character from the courthouse square. Around the square is a dense streetscape of late nineteenth and early twentieth century masonry commercial buildings unified by their one to three-story scale, rhythmic windows, and ornamental brickwork. Extending out from the square, axial and secondary streets are lined principally by commercial buildings for one, two, or three blocks before changing to mixed, residential, or parking use.

Boundaries

The boundaries of the Courthouse Square Historic District have been drawn to include all those properties which would contribute historically and/or architecturally to the district, with a focus on the central commercial/government core along W Elm St, and to encompass the contiguous and intact key institutional and residential buildings. They exclude recent commercial and institutional uses, as well as construction and parking lots that surround the district.

Sections in this Manual

- Overview of the District
- Boundaries
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- Moving Buildings
- Demolition
- Archaeology
- The Secretary of the Interior's Standards



The Courthouse from Sesquicentennial Park



Prepared on 7/9/2013 by Graham Planning Dept.



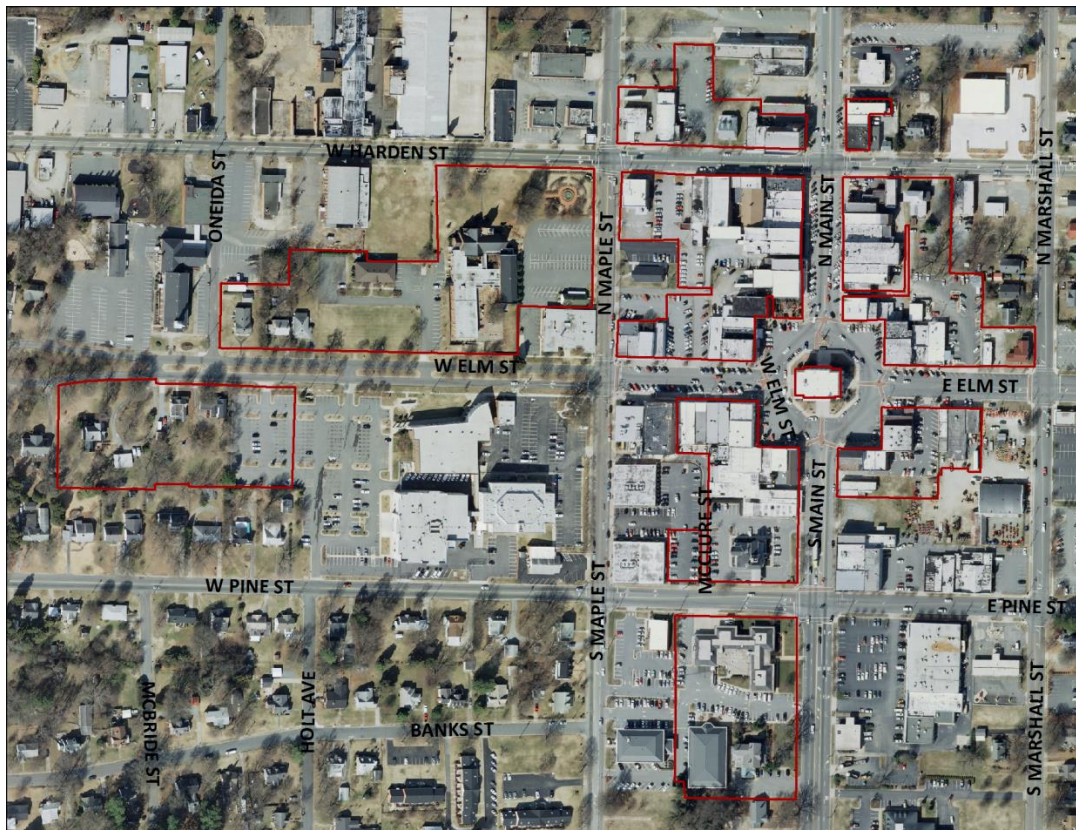
Description and History

The courthouse town is an expression of the primacy of county government in North Carolina. Laid out as the courthouse Municipality of Alamance County in 1849, Graham embodies the importance of the courthouse square in unmistakable terms, due to the centrality of the courthouse square as well as the surviving frame of commercial fabric.



View from atop a fire truck ladder at the Fire Station

Laid out by local surveyor Silas Lane, Graham follows the Lancaster square plan, one of three types of plans seen in North Carolina courthouse towns. Named after its early use in Lancaster, Pennsylvania, the plan features a large square at the intersection of the main streets, created by notching out the corners of the adjacent blocks. Only a few of North Carolina's one hundred county seats use the Lancaster square plan, a plan that is the most dramatic in its visual impact and also the least resistant to traffic congestion. This scheme survives in only a few towns, including Pittsboro, Whiteville, Carthage, Mocksville, Lincolnton, and Graham. The square in Graham is among the most emphatic examples, principally because of the quality and intactness of the block faces that frame the square. Commercial buildings surround the notched-out square and turn the corners to the axial streets – Main running north-south and Elm running east-west. Commercial and residential buildings then line these axes and the secondary streets.



Although the commercial fabric dominates the district, there is an important sprinkling of other types of buildings: a small number of antebellum domestic buildings dating from the founding of the town; a few elaborately adorned late 19th century residences expressive of industrial wealth; and key institutional buildings of the early 20th century, reflecting the growing town's prosperity and ambitions.

To the west of the district's core is an area consisting of well-preserved late 19th century houses along West Elm Street, the town's best surviving residential thoroughfare, and Graham Presbyterian Church.

To the south and west of the district along West Pine, South Maple, and the western end of Elm Street is a residential area similar to that found on the east side. Maple Street is a major thoroughfare fronted by parking lots and one-story, mid-20th century commercial and public buildings of little or no significance. Maple divides the predominantly commercial eastern portion of the district around Court Square from the predominantly residential western portion of the district along West Elm. At the southeast corner of West Elm and Maple is the 1973 Alamance County Administration Building, which has also been excluded from the district. To the south of the district, along South Main Street, is commercial strip development of the 1960s and 1970s.

To the east of the district, along East Harden, East Elm, and Marshall Streets, is an area of modest frame and brick dwellings dating from 1920-1950 with relatively little historical or architectural significance. On East Harden, there are also a handful of drive-in commercial establishments of a more recent period.

To the north of the district, along North Main Street, is a mixed residential-commercial area with modest early- to mid-20th century houses and later drive-in commercial establishments. Northwest of the district along West Harden Street is another commercial industrial area with heavily overbuilt and early 20th century remodeled textile mills and drive-in commercial establishments of the 1930-1960s.



22 NW Court Sq



109 E Harden St



200 N Main St



Significance

The Courthouse Square Historic District centers on the square which surrounds the 1923 Neoclassical courthouse. The district represents the most intact remaining area of historically and architecturally significant structures in this small piedmont county seat and historically industrial city. The area comprising the district is associated with the early development of Graham as a government and modest trading center during the thirty years after its establishment as the seat of Alamance County in 1849, and the subsequent growth of the town into a small industrial city during the 1880~1940 period. The architecture of the district reflects the town's changing character. The small number of surviving mid-nineteenth century houses and commercial buildings are specimens of simple vernacular designs used for such structures in towns of the North Carolina Piedmont during the mid-nineteenth century. The larger and visually dominant group of late nineteenth and early twentieth century houses, stores, and public buildings reflect the adoption of the nationally popular Italianate, Second Empire, Queen Anne, Romanesque, Neoclassical, Art Deco, and Art Modern styles during the 1880-1940 period. The district visually links the present city to its antebellum origins and early industrial development while remaining the center of the community's economic life.



S Main St on Show Day



A park to commemorate Graham and Alamance County's 150th birthday was created in the Courthouse Square Historic District in 1999. The 2,500 square foot park has a garden, an arbor for vines, park benches, brick walls and a 400 pound bell which sat atop the original courthouse. The park was funded by the Sesquicentennial Committee, Alamance County, and the City of Graham.



Design Guidelines

The goal of these design guidelines is to maintain the character of the district on the basis of architectural history and design considerations.

Property owners are required to follow established design review procedures, just as they are required to conform to building and fire codes and other regulations. Property owners in the City of Graham’s Courthouse Square Historic District can make modifications to their buildings, but they must follow the design review guidelines listed in this Manual and may be required to have a Certificate of Appropriateness approved by the Commission before beginning any work.

The guidelines in this Manual are designed to:

- Help reinforce the character of a historic district by protecting its visual aspects
- Improve the quality of growth and development
- Protect the value of public and private investment, which might otherwise be threatened by the undesirable consequences of poorly managed growth
- Preserve the integrity of a historic area by discouraging inappropriate construction
- Indicate which approaches to design a community encourages and discourages
- Provide an objective basis for the decision of a historic commission
- Serve as a tool for designers and clients to use in making design decisions
- Increase public awareness of design issues and options

This Manual includes guidelines for the following:

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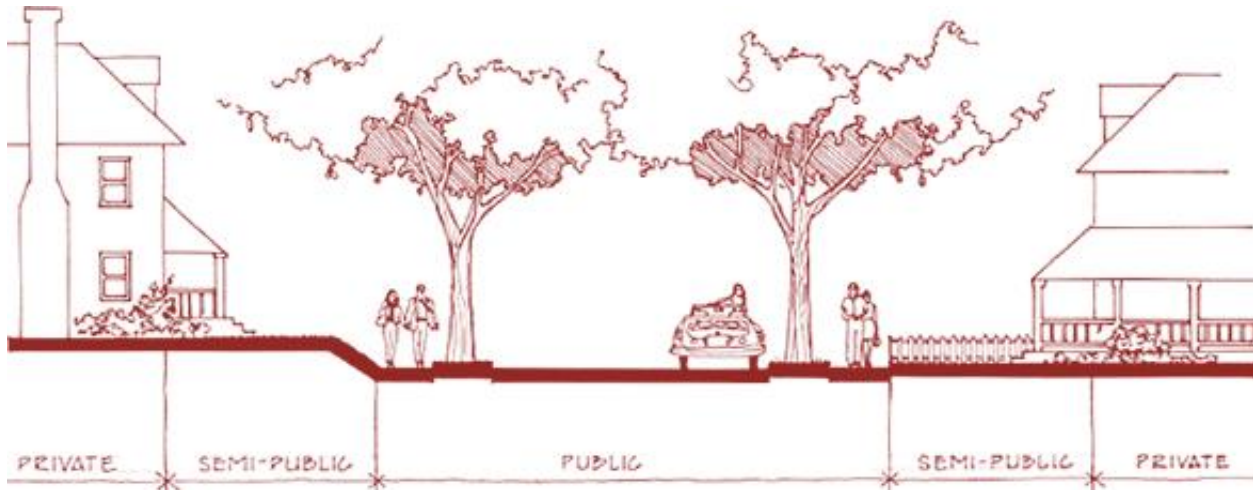
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A. Landscape Features

1. Public Right-of-Way

The overall character of the district is defined not only by the individual buildings and sites, but also by the public areas that connect them. These public areas include Sesquicentennial Park, streets, lights, signs, sidewalks, and planter strips between the sidewalks and the streets.



Although the public right-of-way has changed over the years, much of its historic character remains. Proposed changes to the streetscape should respect this historic character. Beyond routine repairs and ongoing maintenance, new plantings, signage, benches, utility equipment, sidewalks, and other changes to the public right-of-way should all be reviewed to assess their compatibility in terms of materials, location, design, scale, and color.

- 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.
- A.1.2 Large trash receptacles (dumpsters) should be located out of public view at the rear or along an inconspicuous side of a building, or screened by walls or evergreen vegetation.
- A.1.3 Historic street patterns, street widths, and street cross-section profiles should be maintained. Sidewalks are encouraged.
- A.1.4 Care should be taken to avoid disrupting historic curb and sidewalk materials. Connections with historic curb and sidewalk materials should be made as cleanly and compatibly as possible.



W Elm St, looking west from Maple St



- A.1.5 The grass strips between sidewalks and streets should be maintained and should not be surfaced with gravel, concrete, or any other similar material.
- A.1.6 Street lighting fixtures should be of human scale and should maintain continuity of style in relation to the district.
- A.1.7 Significant site features in the public right-of-way, including mature trees and known archaeological resources, should be protected from damage during and as a result of construction.
- A.1.8 Electrical, telephone, and television cables should not be attached to the principle elevations of a historic building. Whenever possible, utility wires should be placed underground. No poles or related equipment should be added to the public right-of-way unless there is no other way of meeting established safety and code standards.
- A.1.9 Signage in the public right-of-way, except for that required for traffic and safety, should be kept to a minimum and should not interfere with the historic character of the district.
- A.1.10 Landscaping should be used to emphasize the entrance to the Courthouse Square Historic District.



W Harden St, looking east toward N Main St



2. Landscaping and Trees

Mature trees, shrubs, and ground covers help define and enhance the character of the district.

- A.2.1 The existing grade on the site should be maintained whenever possible.
- A.2.2 Site grading should not adversely affect drainage or soil stability on adjoining properties.
- A.2.3 Site and roof drainage should assure that water does not splash against building or foundation walls nor drain toward the building.
- A.2.4 All stumps of trees should be removed below the surface of the ground so that the top of the stump should not project above the surface of the ground.
- A.2.5 When a tree is removed, the tree stump should be grounded and the soil should be leveled and seeded.
- A.2.6 New plant materials should be appropriate in species and scale to existing materials.
- A.2.7 Plantings on corner lots should not obstruct vision at intersections.
- A.2.8 Plantings should not interfere with utility lines, sidewalks, or pedestrian traffic.
- A.2.9 Landscape designs which are not in keeping with the historical character of the district are not allowed where visible from the street. The use of grass, ivy, or other low green covers is strongly encouraged, in place of large mulched areas. Gravel should not be used as a ground cover.
- A.2.10 Repair of walls, entrances, or other landscaping structures should duplicate the original in material and structure.



Northeast corner of N Main St and Harden St

3. Walks, Steps, and Driveways

Paths of circulation for pedestrians and automobiles also help define the character of the district. They should be maintained whenever possible, preserving the historic character of the district. Main Street uniquely circles around the Court House in the center. This is the heart of Graham and should be maintained to preserve all of its features.

- A.3.1 New and existing walks and steps should be compatible in pattern, design, and materials.
- A.3.2 Front walks which lead directly from the public sidewalk to the front door should be maintained, except where originally oriented in another direction. Additional walks needed for access should be appropriate in placement, scale, and materials.
- A.3.3 Features, materials, surfaces, and details that contribute to the overall historic character of walkways, driveways, and parking areas should be maintained, preserved and protected through appropriate methods.
- A.3.4 The features, material surfaces, and details of walkways, driveways, and parking areas should be repaired through appropriate methods to the specific material when appropriate.



4. Parking Areas

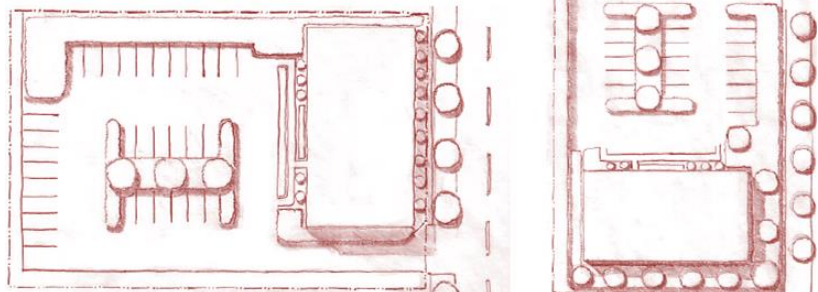
Parking areas can have an important impact on the character of a historic district. If designed appropriately through the use of screening, trees and fencing, parking lots can be successfully integrated into a sensitive historic environment with minimal impact.

- A.4.1 Parking areas should protect neighboring properties from light, glare, noise, and fumes.
- A.4.2 Parking areas should be located to the rear of lots; if not, side locations are preferred.
- A.4.3 Parking areas which are visible from the street or neighboring properties should be screened by landscaping or fencing.
- A.4.4 Parking lots should be paved with suitable materials such as asphalt, concrete, brick, crushed stone, or gravel. Loose paving materials should be contained by an appropriate method.
- A.4.5 Large expanses of paving should be avoided. New interior planting areas should be created to minimize the impact of the area on surrounding properties. As a general guide, a parking lot with more than six parking stalls should have a minimum of 10 percent of the interior landscaped.
- A.4.6 New parking areas should be designed to minimize their impact on the environment. Existing mature trees should be saved if possible and new trees should be planted in order to maintain and enhance the tree canopy.
- A.4.7 Site grading should not adversely affect the topography of the district and should not increase the run-off water onto adjoining properties. Existing grades at property lines should be retained.
- A.4.8 Circulation and parking within lots should be clearly, yet unobtrusively, defined. Parking lots should be maintained on a regular basis.
- A.4.9 Parking lots shall be subdivided into small components so that the visual impact of large paved areas is reduced.
- A.4.10 Provide planting buffers at the edges of parking lots. Also, include islands of planting in the interior lots.



This street-facing parking lot is screened using fencing and trees. 126 E Elm St

The following are examples of appropriate screening techniques for parking areas in the historic districts. Designs utilize hedging, trees and other landscaping methods as well as placing parking at the rear of the building to accomplish a compatible design.



5. Lighting

When an original fixture exists on a historic structure, it should be treated as a valuable antique. If fixtures must be replaced, options include antique fixtures of like design and scale, reproduction fixtures that reflect the design of the building, or contemporary fixtures which complement the architectural style of the building.

Concerns with safety and security often lead to increased use of exterior lighting within the district. Foot lights, recessed lighting, and lights on modest height posts are all appropriate choices. It is important when introducing porch, entry, or security lighting that adequate illumination is provided without detracting from the historic building or site.

- A.5.1 Lighting fixtures and poles should be compatible in scale and materials with the structure, landscape, and neighboring setting.
- A.5.2 When possible, lighting poles should be located to the rear of a property.
- A.5.3 The area illuminated by a lighting fixture should be limited so that adjacent properties are not adversely affected.
- A.5.4 Low level lighting should be used at the public/private edge for pedestrian safety.
- A.5.5 Service lines to site lighting should be underground whenever possible.
- A.5.6 Light fixtures should be used to illuminate entrances rather than facades.
- A.5.7 Fixtures should be used which do not call attention to themselves. Non-decorative fixtures should be hidden.
- A.5.8 Ground level lights closely spaced along a walk can be disturbing to the streetscape and should be avoided.
- A.5.9 Street lighting should reflect the period of the district. Contemporary metal street lights should be avoided if possible.
- A.5.10 It is not appropriate to over-illuminate the facades of district structures to introduce indiscriminant lighting. It is not appropriate to create a runway effect along front walkways by introducing multiple lights.
- A.5.11 It is not appropriate to introduce period lighting fixtures from an era earlier than the historic building in an attempt to create a false historic appearance.



A unique light fixture. 7 SE Court Sq



Historic light fixture. 36 SW Court Sq



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.



Projecting sign. 105 E Harden St



Flush mounted flat signs are recommended. Major architectural details should not be covered up.



Signs painted or mounted on awnings are acceptable. The sign should not cover more than 20% of the awning.



Projecting signs should be limited in number and size. They should not obscure building facades.



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 window sign installations either in excess of 12 square feet, or across multiple panes if they meet the standard identified as appropriate in the image shown above. Approved 5/14/19.

*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.



B. Building Exteriors

1. Architectural Components and Details

The architectural components of a building's exterior contribute significantly to the historic character of downtown Graham. Since many of the components are no longer available or too expensive to replicate, they should be regarded as valuable antiques. Before restoring a structure, the property owner should be completely familiar with the style and characteristics of their building to avoid using any inappropriate materials.

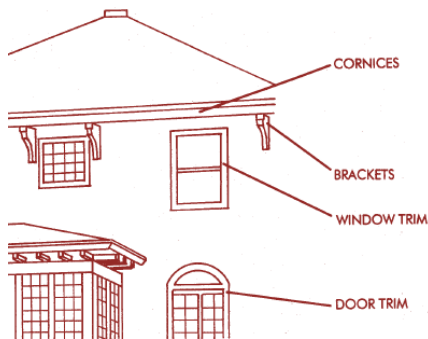
- B.1.1 Original architectural details should be retained if structurally possible. Original exterior features such as cornices, brackets, railings, shutters, siding, window architraves, and doorway pediments are an essential part of a building's character and should not be removed.
- B.1.2 Deteriorated architectural features should be repaired or restored rather than replaced. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, or other visual qualities.
- B.1.3 Architectural components and details that are not appropriate to the historic character of the structure should not be added. The owner should never try to make a building look older than it is by using details belonging to a previous period.
- B.1.4 Architectural elements, such as fasciae, soffits and columns, should not be replaced or covered by materials such as plywood, vinyl, and aluminum that would not have been used or even available in the original construction.
- B.1.5 Sandblasting and other abrasive treatments that can damage historic architectural details are not allowed.



Architectural metal. 231 W Elm St



Window architraves. 15 SE Court Sq



2. Masonry

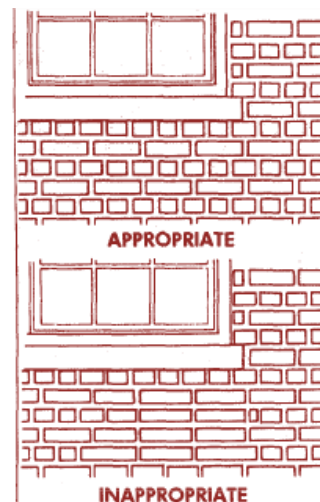
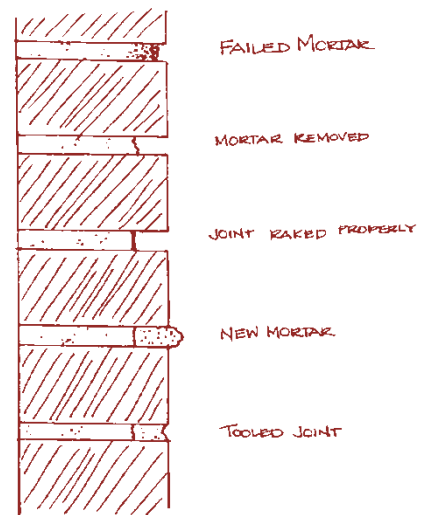
Almost every structure in the Courthouse Square Historic District features brick in its makeup.

- B.2.1 Retain and preserve masonry features that contribute to the overall historic character and form including their functional and decorative features and detail.
- B.2.2 Maintain and protect masonry features, surfaces, and details through tooled joint appropriate methods.
- B.2.3 As a general rule, only repoint where there is deterioration. Repointing should only be done by an experienced professional. If you repoint: duplicate the original mortar in strength, composition, color, and texture; rake the joint to an even face and uniform depth, preferably with hand tools; and, duplicate old mortar joints in width and profile.
- B.2.4 Repair masonry features, surfaces, and details using appropriate repair methods including repointing, consolidating, piecing in, and patching.
- B.2.5 Replace any portions of a masonry feature that are damaged or deteriorated beyond repair. Match the original design, material, dimension, pattern, detail, texture, and color. Limit replacement to the damaged area if possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
- B.2.6 If a masonry feature is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, size, color, and detail with the historic character of the building and district.
- B.2.7 Unpainted masonry should not be painted.
- B.2.8 Repaint masonry surfaces that were previously painted in colors appropriate to the building or site.
- B.2.9 Parging is not allowed.
- B.2.10 For recycled bricks, the weathered side should face the outside.
- B.2.11 It is not appropriate to create a false sense of historical development by making changes to masonry features, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Decorative masonry detail. 142 N Main St

REPOINTING PROCESS



3. Foundations

Most of the structures in the district have foundations composed of a masonry perimeter wall which bears most of the load and may have settled by as much as an inch. Cracking along mortar joints can be expected. Maintenance of the foundation includes periodic repointing of mortar joints while severe problems can require replacement of entire sections of a foundation. Some conditions may require the consultation of a masonry contractor or a civil engineer. These conditions include large cracks that go through bricks, bulging or sagging walls, bricks not level from one corner to the next, and sagging interior floors and walls.

- B.3.1 When a foundation must be repaired or rebuilt, the original bricks or stones should be used or replaced by bricks or stones that are similar in size, color, and surface texture to the original.
- B.3.2 In rebuilding the foundation, the existing bond patterns and mortar joints should be duplicated.
- B.3.3 Exposed concrete block and framed concrete is not allowed as an exposed foundation material.
- B.3.4 Openings between brick piers may be filled in with matching masonry materials or lattice. The infill should be slightly recessed.
- B.3.5 Bandboards, brick header rows, and other visible horizontal design elements should match and align with the existing elements.
- B.3.6 Painting and waterproofing the exposed parts of foundations is not allowed. Nonporous coatings trap moisture which, upon freezing, accelerates deterioration and can cause interior damage.
- B.3.7 Sandblasting is not allowed.
- B.3.8 Venting of a foundation is necessary. Vents should be painted a color which blends with the existing foundation color.
- B.3.9 Access doors to the foundation area should be located in an area not visible from the street.

Appropriate Routine Maintenance and Repair Methods for Masonry Surfaces

Note: Care must be taken to determine the proper techniques used so that no harm is done to the masonry

- Inspect surfaces routinely for signs of deterioration due to moisture damage, structural cracks or settlement, missing or loose masonry units, and deteriorated mortar joints.
- Ensure drainage of surfaces is adequate to prevent water from collecting along foundation walls and on horizontal masonry surfaces or decorative elements.
- Clean heavily soiled surfaces to prevent their accelerated deterioration by using the gentlest effective method. Acceptable cleaning methods include:
 - Water. This method ranges from hand scrubbing to pressure washing to steam cleaning. Water cleaning generally is the simplest, gentlest, safest, and least expensive method of masonry cleaning.
 - Chemical. Chemical cleaners include acidic, alkaline, or organic compounds in either liquid or vapor forms. When used improperly, chemical run-off can cause serious damage to the environment, including plants, animals, and bodies of water.
- Repoint deteriorated mortar joints to prevent damage caused by moisture penetration.
- Repaint previously painted masonry surfaces as necessary.



4. Chimneys

Chimneys are often significant architectural features of a historic structure, and the foundation anchors the historic structure to its buildings site, raising the body of the building above ground level. Consequently, their preservation is essential to keeping the character of the building's exterior intact. Proper maintenance of chimneys may include relaying of any loose brick or stone, careful repointing of deteriorated mortar joins, and proper replacement of metal flashing where the chimney meets the roof or wall.

- B.4.1 The design of the original chimney masonry should be preserved. Brick corbelling, clay chimney pots, or other original features should be repaired rather than removed.
- B.4.2 Original chimneys visible from the public right-of-way should be repaired or rebuilt rather than removed or shortened when they become deteriorated.
- B.4.3 Special care should be taken to ensure that repairs blend in color, composition, and texture.
- B.4.4 Metal caps are acceptable if they are unobtrusive and do not alter the design of the chimney. The design of the chimney cap should be chosen in context to the architecture of the house and materials of the chimney.
- B.4.5 Metal vent pipes that protrude through the top of a chimney are not acceptable.



Chimney. 304 W Elm St

5. Roofs

Roof shape, line, pitch, and overhang all contribute in highly visible ways to the overall architectural character of a building.

- B.5.1 Preserve original roof forms where they contribute to the historic character of the building.
- B.5.2 Maintain original roof materials, such as clay tiles, slate, standing seam metal, wood shingles, or embossed metal shingles, where they are visible to the street.
- B.5.3 Maintain and protect roof surfaces, features, and details by appropriate methods.
- B.5.4 Repaint previously painted metal roof features and surfaces in colors that are appropriate to the district.
- B.5.5 Raising or lowering roof pitch, or removing or altering the appearance of original features, such as dormers, turrets, balustrades, bargeboards, quarter round, cornices, brackets, weather vanes, or lightning rods, is not allowed.
- B.5.6 Deteriorated soffits, fascia, moldings, and brackets should be repaired or duplicated.



Gabled roof feature. 227 W Elm St



- B.5.7 Features such as dormers or balustrades may be added only when it can be shown that they are appropriate for the style of the building.
- B.5.8 Skylights, solar panels, power ventilators, and other such equipment should be restricted to the rear slopes and be hidden from the street.
- B.5.9 Deteriorated roof covering should be replaced with new materials that are compatible with the old in composition, size, and texture after reestablishing the structural stability of the roof.
- B.5.10 If the replacement or addition of gutters and downspouts is warranted, install them with care so no architectural features are lost or compromised. Unless they are copper, select new gutters and downspouts painted or finished in an appropriate color. Seamless gutters with a baked enamel finish are recommended. If replacing traditional half-round gutters and circular down spouts, retain their traditional shape. Downspouts should empty away from the building to keep water away from the foundation. Splash blocks made of stone, concrete, or slate can also direct the water away from the building.
- B.5.11 At the time of reroofing, adequate ventilation should be considered. Ventilators should be located at an inconspicuous place. Placing them on porch roofs or roof slopes that face the street should be avoided. Low profile mechanical or power ventilators are best. Ridge vents and turbine ventilators are more noticeable. Soffit vents are permissible as long as the original soffit lumber is retained.

Roof Maintenance

The care and maintenance of the roof is one of the most important practices in preserving a historic building. A leaky roof can accelerate deterioration of plaster and windows at a rapid rate. A roof should be inspected twice a year for worn edges and ridges, bubbling of the shingles, nails popping up, and moss forming on the surface. Patching leaks with roofing cement is not recommended as it is unattractive and fails quickly.



Stepped gable roof line. 105 S Main St



6. Architectural Metals

Architectural metals include copper, brass, bronze, tin, terneplate, steel, wrought iron, cast iron, stainless steel, chrome, and aluminum. Whether cast, pressed, wrought, extruded, or rolled, each metal fabrication process creates distinct physical and visual properties.

- B.6.1 Original architectural metals should be retained. The removal of these features often destroys the structure's character and is not recommended.
- B.6.2 Repair architectural metal features, surfaces, and details using appropriate repair methods including reinforcing, splicing, and patching.
- B.6.3 Replace any portion of an architectural metal feature that is damaged or deteriorated beyond repair by matching the original in design, material, dimension, detail, and texture. Limit replacement to the damaged area if possible. Consider substituting compatible materials for the original only if it is not technically feasible to replace in kind.
- B.6.4 If an architectural metal feature is completely missing, replace it with a new feature that is based upon accurate documentation of the original or is a new design compatible in scale, material, size, and detail with the historic character of the building and district.
- B.6.5 It is not appropriate to create a false sense of historical development by making changes to architectural metal features, such as adding hypothetical features based upon insufficient historical, pictorial, physical documentation.



Architectural metal. 15 SE Court Sq

Appropriate Routine Maintenance and Repair Methods for Architectural Metal

- Inspect surfaces routinely for signs of moisture damage, structural fatigue or failure, corrosion, paint film failure, and galvanic action.
- Ensure adequate drainage to prevent water from collecting on horizontal surfaces or decorative elements.
- Clean metal roofs, gutters, and downspouts as necessary to keep them free of debris and leaves. Cast iron may be cleaned by mechanical methods. Pressed tin and aluminum should be cleaned by the gentlest methods possible, such as detergent, water, and soft bristle brushes.
- Maintain protective paint films or lacquers on ferrous metal surfaces to prevent corrosion.
- Clean metal surfaces to remove corrosion and to prepare for repainting using the gentlest effective method.
- Repaint previously painted surfaces as needed to maintain a sound paint film.



7. Exterior Walls

Exterior walls establish the overall form and massing of buildings. Their decorative features, including storefronts and trim work, create interest and reflect the architectural style of the building. The exterior cladding and its inherent joinery details add scale, pattern, and texture.

- B.7.1 Damaged or deteriorated wall materials should be repaired whenever possible.
- B.7.2 Replacement materials should match the original in size, shape, and texture.
- B.7.3 The original siding should not be replaced or covered by artificial siding such as aluminum, vinyl, asphalt, asbestos, masonite, or pressboard that would not have been used on the original structure.
- B.7.4 The careful removal of artificial siding material and the restoration of the original siding are encouraged.
- B.7.5 It is not appropriate to cover over or replace historic exterior wall materials, such as clapboards, shingles, bricks, or stucco, with contemporary synthetic coatings or substitutes such as aluminum, vinyl, or fiber-reinforced siding.
- B.7.6. It is not appropriate to paint or coat unpainted historic exterior walls.
- B.7.7 It is not appropriate to create a false sense of historical development by making changes to exterior walls, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.



Horizontal wood siding. 109 E Harden St



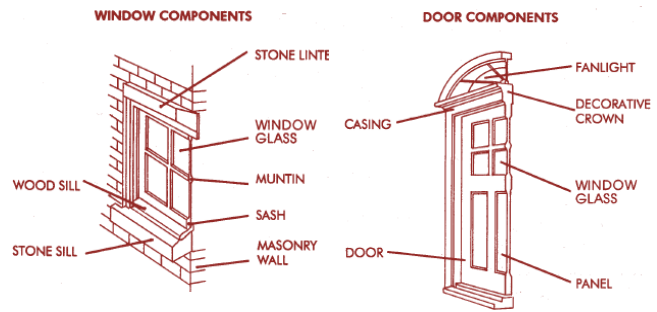
Appropriate Routine Maintenance and Repair Methods for Exterior Walls & Trim

- Inspect regularly for signs of moisture damage, structural damage or settlement, corrosion, vegetation, and insect or fungal infestation.
- Ensure adequate drainage so water does not collect on flat, horizontal surfaces and decorative elements, or along foundations.
- Retain protective paint or stain coatings that prevent deterioration.
- Use the gentlest effective method to clean exterior wall and trim surfaces to remove heavy soiling or prior to repainting.
- Repaint or re-stain exterior wall and trim surfaces as needed to maintain a sound, protective coating.



8. Windows and Doors (Fenestration)

Windows and doors contribute to the architectural style and character of buildings through their location, size, proportion, shape, and pattern of placement. Because of their strong link to and indication of the architecture and style of a building, original windows and doors should be maintained, repaired when necessary, and preserved as one of the defining elements of a historic structure.

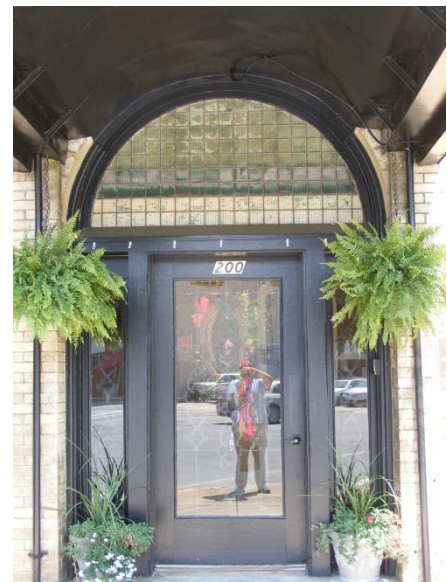


Windows open the building with light and offer a proportional continuity between the upper floors and storefront. A “muntin” is the thin strip of wood used to hold the panes of glass within a window. Often the muntin arrangement is an indicator of the architectural style of a building.

- B.8.1 When replacing glass or restoring windows in a storefront, maintain the original size and shape of the opening.
- B.8.2 Maintain original recessed entries where they exist.
- B.8.3 Reflective or tinted glass where easily visible from a public right-of-way is not appropriate.
- B.8.4 Jalousie windows and sliding windows are not appropriate.
- B.8.5 Preserve the original size and shape of upper story windows.
- B.8.6 Repair or replacement of only the damaged portion of the frame, sash, sill, threshold, or jamb is encouraged.
- B.8.7 If windows are damaged beyond repair and must be replaced, match the original window material, window pattern and configuration, dimensions, design, and any other key detailing as closely as possible.
- B.8.8 If a window or door is completely missing, replace it with one that is based on accurate documentation of the original or is a new design compatible in scale, material, and detail with the historic character of the building and district.
- B.8.9 It is not appropriate to conceal or remove material surfaces or details of historic windows and doors including sidelights, transoms, shutters, beveled glass, art glass, and architectural trim.



Windows. 112 N Main St



Door with fanlight. 200 N Main St

- B.8.10 It is not appropriate to create a false sense of historical development by making changes to windows or doors, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.

9. Storm Windows and Doors

Storm windows and doors are considered necessary modern additions to historic district buildings. Special care should be taken to make sure that moisture does not accumulate between the storm windows and the original window, which can cause damage to the wooden sills and surrounds.

- B.9.1 Storm windows with wooden surrounds painted to match or complement the colors of the structure are encouraged.
- B.9.2 It is appropriate to install storm windows on the interior of the window frame.
- B.9.3 Original window and door elements should not be destroyed when storm windows or doors are installed.
- B.9.4 Storm windows and doors should blend with the building rather than appear to be tacked on. The shape and general appearance should match the existing window or door as closely as possible.
- B.9.5 Storm doors should have full view glass with no meeting rails or muntins.
- B.9.6 Storm windows should have a meeting rail which aligns with the meeting rail of the window to which it is applied.
- B.9.7 If screens or storm windows with aluminum frames are used, the frames should be painted or have a baked enamel finish.

Appropriate Routine Maintenance and Repair Methods for Windows & Doors

With routine maintenance and repair, original windows and doors can be preserved, which is more desirable and generally less expensive than replacing them.

- Regularly inspect windows and doors to make sure the paint film is in sound condition.
- Inspect sash locks for optimal performance, as their role is to securely hold windows in place, and they will help to resist air infiltration when tightly sealed.
- Windows can be weather tight by re-caulking and replacing broken glass and installing stripping.
- Adding storm windows, especially if they are weather-stripped, will improve thermal efficiency and protect windows from the elements.
- Inspect windowsills and door thresholds to make sure water does not collect and cause deterioration.



10. Awnings

Movable canvas awnings have been used for years to provide shade and help cool temperatures during the summer months. They can be raised in the winter when radiant heat from the sun will give free supplementary warming. Fabric awnings can still provide the same benefits today while adding color and interest to the structure.

- B.10.1 Where possible, retain and repair awning fixtures and canopies that originate from the building's earlier historical periods.
- B.10.2 New awnings should be complementary and compatible in placement, proportion, and color to the building's original fixtures; with the structure's size, scale, and style; and to existing awnings and canopies of adjacent buildings. See Appendix C for Sunbrella awning colors which may be approved with a minor COA. *Amended by HRC on 3/13/18.*
- B.10.3 Awnings must be constructed of a fabric or cloth material meeting all local, state, and federal safety and fire standards. Vinyl, plastic, and metal are inappropriate to traditional facades.
- B.10.4 Consideration should be given to replacing inappropriate awnings and canopies with traditional canvas fixtures.
- B.10.5 Inappropriate storefront alterations can be effectively disguised by mounting an awning over the alterations while maintaining the proportions of the original storefront.
- B.10.6 Awnings should be mounted within the window or entry opening, directly on the frame. If this is not possible, they should be attached just outside the opening. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.



Canvas awning. 14-20 NE Court Sq

Awning Maintenance

Awnings should be regularly maintained. Rips or tears must be repaired and not noticeable from the sidewalk or road. If a tear cannot be inconspicuously repaired, or if the original awning color changes significantly, the awning must be replaced or taken down.



11. Porches, Decks, and Steps

A unique feature of most houses in the district is the front porch. Entrances and steps serve as an important first view to the property and should be preserved as they were originally intended.



Porch, deck and steps. 312 W Elm St

- B.11.1 It is inappropriate to alter or remove a front porch. It is also best to accommodate new entrances or porches on rear elevations or other unobtrusive locations. It may be possible to enclose or alter a side or rear porch if overall character is retained.
- B.11.2 If built as part of the original structure, a porch and all of its features (decks, steps, handrails, balustrades, columns, brackets, spandrels, and roofs) should remain in their original state. Porches and steps should not be stripped of any original material or architectural features. If a porch is an addition, but has become an important part of the building, the porch and all of its features should be retained.
- B.11.3 New material used to repair porches should match the design and dimensions of the original materials as closely as possible.
- B.11.4 Patching existing columns and decorative trim work with a wood epoxy repair product is often a preferable and cost-effective alternative to removal or replacement, although more substantial repairs to columns or railings may require splicing in new wood to match the original.
- B.11.5 Repairs to porches using materials incompatible with the original materials are unacceptable. For example, metal supports should not be used as substitutes for wood or decking columns, plywood as a substitute for beaded wood ceilings, or concrete as a substitute for tongue-and-groove wood flooring.
- B.11.6 Porch restorations that involve the replacement of missing details such as steps, brackets, or balustrades should be based on historical documentation.
- B.11.7 Original porch steps should be retained or the design and dimensions matched as closely as possible if repair or replacement is needed.
- B.11.8 Wood steps should always be painted to match the porch floor.
- B.11.9 Handrails should match the porch balustrade if this architectural feature is present.
- B.11.10 It is not appropriate to create a false sense of historical development by making changes to porches, entrances and balconies, such as adding conjectural features based upon insufficient historical, pictorial, or physical documentation.

Porch, Deck and Step Maintenance

Porches, decks, and steps are extremely vulnerable to weathering and moisture damage because they are exposed to the elements making timely repair, repainting, and maintenance essential. The repair of porches, decks, and steps varies depending on the specific element and material. Repair of masonry porch steps and foundations is the same as the guidelines for masonry.



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.



Trim and accent color. 15 SE Court Sq

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.12.3 Sandblasting or other abrasive surface preparation methods that can damage historic materials are not allowed.
- B.12.4 Materials such as brick, stone, wood shingles, and certain metals, which have historically been unpainted, should not be painted.
- B.12.5 Stained wood surfaces should not be painted.
- B.12.6 Soft, porous brick originally painted should remain painted. Select paint that is formulated for the particular surface application planned.
- B.12.7 Reinforce and enhance architectural materials and features of a building and site through the appropriate selection and placement of color.



13. Paint Removal and Painting Techniques

Although usually thought of as a decorative element, paint is primarily a protective treatment that allows wood to shed water and therefore protect the building. Painting should only be considered when absolutely necessary. The build-up of many layers of paint becomes a problem in itself. Discolored paint can be freshened with a mild detergent. Light scraping and sanding with touchup painting can extend a paint job.



213 S Main St

At some point, a total repainting will be needed. Surface preparation takes time and is tedious but worth the expense since it extends the life of a paint job. For paint which has cracked, blistered, or alligatored, the surface should be scraped with a pull-type scraper followed by hand sanding. Structures painted before 1950 probably have layers of lead-based paint which should be treated as a poisonous material. It is not necessary to remove paint that is still sound. If stripping is necessary, the electric heat plate is the safest method and effective on thick paint build-up. Blow torches or, to some extent, heat guns are less safe because toxic fumes are released, and an undetected fire could ignite in the wall cavity.



141 S Main St

- B.13.1 Prepared surfaces should be washed with a mildew killer, and then thoroughly rinsed and allowed to dry.
- B.13.2 Wood that has been exposed to the weather for any length of time may not hold paint and should be treated with a preservative before painting.
- B.13.3 Bare surfaces and chalking paint should be covered with oil-based primer.
- B.13.4 Joints should be sealed with caulk, and holes and cracks should be filled with putty. Two top coats of either latex or oil-based paint are usually adequate. Latex should not be used directly over old oil-based paint, but it can be used over an oil based primer.
- B.13.5 Strong chemical strippers which can permanently damage the surface should be avoided.
- B.13.6 Abrasive techniques are not allowed. Rotary and disk sanders leave swirl marks in the wood and sandblasting and water blasting erode the soft porous fibers of the wood and leave a surface with ridges and valleys similar to driftwood.
- B.13.7 Removing all old paint should be avoided unless there is a strong reason to do so, such as an obscured architectural detail, paint peeling, or cracking.



14. Mechanical Systems

Installation, rehabilitation, or replacement of mechanical systems – such as heating and air conditioning units, television antennas, electrical service equipment, gas meters, fuel tanks, solar energy equipment, and satellite dish antennas – should be planned to minimize changes to the appearance of the structure. Conformance with local building codes and utility company standards is required for the installation, upgrading, or replacement of building systems.

- B.14.1 Mechanical services should be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a building.
- B.14.2 Utility meters, heating and air conditioning equipment should be located at the rear of a structure if feasible. Mechanical equipment should not be located in front of the midpoint of the side of a structure.
- B.14.3 Exposed ductwork or piping, fuel tanks, plumbing vents, solar collectors, and satellite dishes should not be visible from the street. Mechanical equipment which can be seen from the street should be screened with shrubbery or appropriate fencing.

15. Structural Systems

Exterior stairs or handicapped ramps are often required by the building code when old structures are converted to apartments or office uses. However, if not carefully planned, they can be a blemish.

- B.15.1 Fire escapes and access ramps should be designed so that there is minimal visual impact on the historic structure, and so that they can be built or removed without impairing the original fabric of the structure.
- B.15.2 Exterior fire escapes are not permitted for existing structures, except where more adequate exit facilities cannot be provided.
- B.15.3 Access ramps that are visible from the public right-of-way should be constructed so that the scale, materials, and details are compatible with the historic structure. They should be simple, compact design, and should project from the building as little as possible.
- B.15.4 Fire escapes should be placed in an inconspicuous location, preferably on the rear of the building. They are generally not allowed for an exposed elevation, such as the exposed side of a building on a corner lot.
- B.15.5 When possible, existing stairs should be relocated from the front to the rear of buildings when these stairs are not original to the structure.



Exterior fire escapes. 200 N Main St



C. Additions to Existing Buildings

It is rare to find a historic building that has not been altered and expanded in some way over time. Changes in lifestyle and occupants over time are essential to the ongoing useful life of a building. Consequently, additions should be kept to a minimum. It is of utmost importance that an addition does not visually overpower the original building, compromise its historic integrity, misrepresent its chronology, or destroy significant features of the building or site. Also, the footprint of the addition should not significantly change the ratio of built area to unbuilt area of the site. Whenever possible, new additions to buildings should be done in a manner that, if they were removed in the future, the essential form and integrity of the original building would not be impaired. However, the challenge is to weigh individual needs against the district's historic and architectural integrity.

C.1.1 Preserve older alterations that have achieved historic significance in themselves. Many changes to buildings have occurred in the course of time and are themselves evidence of the history of the building and its neighborhood. These changes may have developed significance in their own right, and this significance should be recognized and respected. (An example of such an alteration may be a porch or a kitchen wing added to the original building early in its history.)



231 W Elm St

C.1.2 More recent alterations that are not historically significant may be removed.

C.1.3 Additions to existing buildings should be compatible with the size, scale, color, material, and character of the main building and its environment.

C.1.4 New additions or alterations to buildings should not obscure or confuse the essential form and character of the original building.

C.1.5 Avoid new additions or alterations that would hinder the ability to interpret the design character of the historic period of the district.

- Alterations that seek to imply an earlier period than that of the building are inappropriate.
- Alterations that seek to imply an inaccurate variation on historic style are also inappropriate.

C.1.6 When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area. Site building additions behind the building so that they will not alter the historic rhythm of building fronts.

C.1.7 Locate additions so they will not obscure or damage significant ornament or detail. Avoid impacts to special moldings, decorative windows, or dormers.



D. New Construction

New construction within the district should contribute to and emphasize the characteristics that make the Courthouse Square Historic District unique. The design of the proposed building must be reviewed for compatibility with surrounding buildings that contribute to the historic character of the district.

Building materials, features, openings, details, textures, and finishes characteristic in the district provide additional criteria for assessing the compatibility of the proposed building design. By analyzing the buildings that surround a proposed site in these terms, it is possible to reveal how significant each of these criteria is.

New construction will be evaluated in terms of building site and building characteristics. A building site refers to the placement of a structure on a lot and includes the following considerations: setback, spacing, orientation, lot coverage, topography, and landscaping.

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.

2. Spacing

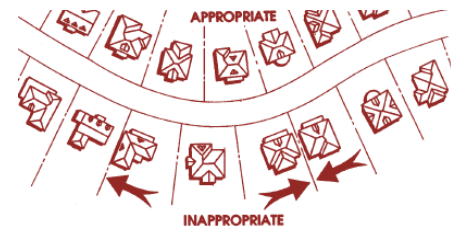
This is the distance between adjacent buildings. Closely spaced buildings have a strong spatial tension or attraction between them. A regular pattern of spacing adds strength and continuity to a streetscape.

- D.2.1 The spacing of new structures should conform to that of existing structures.

3. Orientation

This is the angle or alignments of the main façade with the street. The majority of façades in the district are parallel to the street.

- D.3.1 The primary façade of a new structure should face the street.
- D.3.2 Buildings should not be sited at unusual angles or with side walls facing the street.



4. Lot Coverage

This is a measure of the density of developed land along each block front and for each lot.

D.4.1 New construction should have a lot coverage similar to that of existing buildings in the district.

5. Topography

Preservation of topographical features such as rolling hills and mature vegetation is suggested. Major reshaping of land is not recommended.

D.5.1 New construction should respect the existing topography and vegetation on the site.

D.5.2 Large scale grading or fill to level a sloping building or parking site is not acceptable.

6. Landscaping

The key to a successful construction project is landscaping, especially where vegetation is well established. Heavy landscaping is essential if new buildings are to blend in with their surroundings.

D.6.1 The site plan for new construction projects should identify existing trees, walls, walks, or other features that could be incorporated into the landscape design. Every effort should be made to save existing trees, shrubbery, and hedges.

D.6.2 The vegetation that can be saved should be protected with some type of barricade during construction.

D.6.3 New trees should be planted along street fronts and parking areas.

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.7.1 Human scale units of construction are most appropriate. Oversize monumental architecture should be avoided.

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

D.7.3 Scale of elements of the new construction should be compatible with existing buildings.



West side of the 100 block of N Main St

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.9.1 The form of a new building should relate to the form of a nearby or adjacent historic building along the street.
- 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.
- D.9.3 Pitched roofs without overhangs should be avoided.



East side of the 100 block of N Main St

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.10.2 The traditional storefront image should be preserved at the street level. This may be accomplished by maintaining large display windows characteristic of commercial buildings.
- D.10.3 The ratio of wall space to adjoining openings in a new building should be similar to nearby buildings.
- 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.



106 W Elm St, before the fire in 2014



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.



Looking north at the 100 block of N Main St

- 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.

E. Moving Buildings

Moving a historic building is a complicated, time consuming, and expensive process that requires thorough investigation and evaluation. This process may result in the loss of integrity of context and setting of the relocated building. However, moving a building within the historic district should be considered under the following situations: 1) a last alternative to demolition and 2) as part of a larger community revitalization plan that will result in a more complementary setting for the building.

- E.1.1 Record the historic building in its original setting and document the existing site conditions through photographs prior to its relocation.
- E.1.2 A move must be thoroughly planned and carefully executed to avoid damage to the historic building and to any significant features along the route.
- E.1.3 Make sure the new site is well-suited to the original site in visual character and that it can provide a similar setting for the historic building in terms of setback and orientation to the street and spacing from other buildings. It is desirable to identify a site where the solar orientation of the building is similar.
- E.1.4 The site of the relocated building should be landscaped in a manner that is consistent with the character of the historic district.
- E.1.5 Important architectural features should be retained when a building is relocated.



F. Demolition

Demolition of a building or structure in the historic district should be a last alternative.

- F.1.1 In reviewing a demolition request, the Commission should assess the impact of the proposed demolition on adjacent properties as well as the whole historic district.
- F.1.2 A permanent record of the structure should be made prior to demolition. Photographs and other documentation that describes any architectural features of the structure, important landscape features, or the archaeological significance of the site will become part of the permanent files of the Commission.
- F.1.3 Protect significant site features, including mature trees, from damage during demolition.
- F.1.4 Following demolition, promptly clear the site of all debris. If the site is to remain vacant for a long period of time, reseed the unused area and maintain it in a manner consistent with other properties in the district.

G. Archaeology

An archeological resource is material found below the surface of the ground that is evidence of past human activity. Portions of the material could be visible above the ground surface. Archeological features can provide useful information about the history of the district and the lifestyles of the previous inhabitants. Protecting and preserving archeological resources is best accomplished by leaving them undisturbed.

- G.1.1 Retain and preserve known archeological features that are significant to the property or district.
- G.1.2 It is not appropriate to use heavy equipment or machinery on district sites containing significant archeological features.
- G.1.3 If a significant archeological feature cannot be preserved in place, work with professional archeologists using current methods to plan and execute any necessary investigation.
- G.1.4 If archeological resources are exposed during site work and cannot be preserved in place, record the archeological evidence.

The Secretary of the Interior's Standards

A national set of standards for the preservation of historic buildings was developed by the United States Department of the Interior in 1976. The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. They alone cannot be used to make essential decisions about which features of a historic property should be saved and which might be changed. But once an appropriate treatment is selected, the Standards provide philosophical consistency to the work.

The four approaches are Preservation, Rehabilitation, Restoration, and Reconstruction. The Secretary of the Interior's Standards for the Treatment of Historic Properties can be found online at www.nps.gov/tps/standards.htm.



Commission Manual

Sections in this Manual

Rules of Procedure

Certificates of
Appropriateness

Designation of
Historic Districts
and Landmarks

Public Education and
Public Relations

The Graham Historic Resources Commission seeks to promote, enhance and preserve the character of historic districts and historic landmarks. The Commission accomplishes this in a number of ways, including by:

- Deciding upon applications for certificates of appropriateness for any changes in the external appearance of existing structures, for the design of new structures, and for the demolition of existing structures for properties within designated historic districts or historic landmarks
- Deciding upon applications for the City's annual Historic District Façade Grant Program
- Deciding upon designations of new local historic districts and historic landmarks

The Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in Article IV, Division 10, of the *City of Graham Development Ordinance* and Article 19, Part 3C of Chapter 160A of the General Statutes of North Carolina. It was established in March 1980.

Rules of Procedure

The Commission has adopted the following rules of procedure for the conduct of its business.

A. Officers, Attendance and Conflicts of Interest

1. Chair. The Chair is elected by the voting members of the commission at the last regular meeting of each year to serve a one-year term. There is no limit on the number of terms that Chair can serve. The Chair should facilitate communication and therefore must know the rules and remain impartial. The Chair decides all points of order and procedure. The Chair should seek contributions from all participants, make certain minority views are expressed, clarify and summarize issues, help separate facts from opinions, and keep on the lookout for and diffuse emotional buildups. The Chair should never permit personal attacks or derogatory comments. The Chair shall appoint any committees found necessary to investigate any matters before the commission.
2. Vice-Chair. The Vice-Chair is elected in the same manner and for the same term as the Chair. He or she shall serve as Acting Chair in the absence of the Chair, and at such times shall have the same powers and duties as the Chair.
3. Secretary. A member of the Planning Department staff shall serve as secretary. The Secretary shall keep all records, conduct all correspondence, and shall generally supervise the clerical work of the Commission. The Secretary is not eligible to vote upon any matter.



4. Attendance Requirements. Any member who misses more than two consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the City Council. Absence due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Commission except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.
5. Conflicts of Interest. No member shall in an official capacity take part in any hearing, consideration, determination, or vote concerning any matter of business or property before the Commission or a Commission committee in which the member or a close relative (spouse, sibling, child or parent) (a) is the applicant before the Commission or (b) is a party to or has a financial interest in the matter of business or subject property before the Commission.

In addition, a member may request to be excused from taking part in an official capacity as a Commission member in any hearing, consideration, determination, or vote concerning a property or matter of business before the Commission in which a business associate or employer of the Commission member (a) is the applicant before the Commission or (b) is a party to or has a financial interest in the matter of business or subject property before the Commission.

Any Commission member who has such an interest in any official act or action before the Commission shall publicly disclose on the record of the Commission such interest, and shall withdraw from any official consideration of the matter if excused by the body.

Any Commission member who has a professional relationship, with regard to past employers or as a director or policy maker for any organization, association, or non-profit corporation that has a matter of business or property before the Commission, shall publicly disclose on the record of the Commission as early as possible the Commission member's relationship with the past employer or organization, and may elect to withdraw from any official consideration of the matter if excused by the body.

Nothing in this section shall prevent the Commission from voting to excuse or prevent a Commission member from taking part in an official capacity as a Commission member in any hearing, consideration, determination, or vote where the Commission believes that there is an appearance of conflict of interest.

These conflict of interest provisions shall not be construed to prevent Commission members from addressing the Commission on such matters once they have been properly excused from taking part in an official capacity as a Commission member in any business before the Commission.



B. Meetings

1. Meeting Schedule and Location. The Commission shall meet quarterly – in January, April, July and October – on the second Tuesday at 6:00pm in City Hall. All other meetings of the Commission will be called as needed and will occur on the second Tuesday of the month at 6:00pm.
2. Order of Business
 - a. Call roll, note excused absences, and record presence of quorum
 - b. Adoption of minutes
 - c. Public comments on items not on the agenda
 - d. Call for committee reports (when appropriate)
 - e. Unfinished business
 - f. New business
 - g. Call for report from staff

For both Unfinished and New Business, items should be heard in the following order:

1. Façade Grant Applications
2. Certificates of Appropriateness
 - a. Call case according to agenda.
 - b. Check for conflicts of interest.
 - c. Call planner to present facts of application.
 - d. Call upon applicant or representative for any additional information or corrections.
 - e. Ask for comments from the public and ask each speaker to state name and address.
 - f. Ask for representations from any state agency or local group.
 - g. Summarize evidence and facts if pro and con arguments are made.
 - h. Discuss and apply all appropriate review criteria and guidelines.
 - i. Discuss appropriateness of imposing conditions (specific wording).
 - j. Call for motion on the application: approved, approved with conditions or denied. Motion shall include findings of fact that proposal is/is not congruous with review criteria and guidelines. Second motion.
 - k. Call on each Commission member for comments. Discuss. Vote.
 - l. Thank applicant and others for coming. Invite to stay, but indicate they may leave and applicant will receive formal notification of decision.
3. Designation of Historic Landmarks
 - a. Call case according to agenda.
 - b. Check for conflicts of interest.
 - c. Call planner to present facts of application.
 - d. Call upon applicant or representative for any additional information or corrections.
 - e. Ask for representations from any state agency or local group.
 - f. Ask for comments from the public and ask each speaker to state name and address.
 - g. Summarize and discuss application, including criteria for designation.



- h. Call for motion on the application: recommend approval or recommend denial. Second motion.
 - i. Call on each Commission member for comments. Discuss. Vote.
 - j. Thank applicant and others for coming. Invite to stay, but indicate they may leave and that application will now be considered by City Council.
4. Designation of Historic Districts
- a. Call case according to agenda.
 - b. Check for conflicts of interest.
 - c. Call planner to present facts of proposal.
 - d. Call upon applicant or representative for any additional information or corrections.
 - f. Ask for representations from any state agency or local group.
 - e. Ask for comments from the public and ask each speaker to state name and address.
 - g. Summarize and discuss proposal, including criteria for designation. If deemed necessary, engage with the applicant in discussion of the specifics of the proposed text amendment to the *Development Ordinance*.
 - h. Call for motion on the proposal: recommend approval or recommend denial. Second motion.
 - i. Call on each Commission member for comments. Discuss. Vote.
 - j. Thank applicant and others for coming. Invite to stay, but indicate they may leave and that application will now be considered by Planning Board.
5. Consideration and Review of National Register Designations
6. Other types of requests

C. Record Keeping and Reporting

The Commission must keep detailed permanent minutes of its meetings which serve as the official public record of what took place. In particular, the Commission's quasi-judicial actions must be clearly documented at every step. The minutes should include:

- The time and place of the meeting
- The names of commission members in attendance and absent
- A summary of evidence presented to the Commission on each matter, indicating whether witnesses were sworn
- The name and address of all speaking before the Commission
- A summary of the discussion of each matter
- Each resolution, finding, recommendation or action and the reasons for each

The minutes should be a summary, except that the following must be reported verbatim:

- The Commission's findings of fact
- The Commission's resolutions or recommendations
- Points of discussion where people's exact words seem crucial or were the subject of debate



Recording meetings helps ensure the minutes are complete and accurate. If a meeting addressed a controversial matter, the secretary should keep the tapes of the meeting until the time limit for appeal from the Commission's actions has lapsed.

The Commission must submit periodic reports to City Council. The annual report shall be prepared and submitted by March 1 of each year. Reports should summarize the Commission's activities, actions, problems, accomplishments, and budget requests.

Certificates of Appropriateness

The Commission processes applications for Certificates of Appropriateness (COA) for any changes in the external appearance of existing structures, design of new structures, and for demolition of existing structures within designated historic districts or historic landmarks. (The Commission does not review renovations or changes to the interiors of buildings.) Additionally, the City and all public utility companies must obtain a COA for certain types of work in the public right-of-way.

For the purpose of issuing COAs, the Commission has established three **types of work**, briefly described below and in more detail on the following page:

- **Normal Maintenance** does not require a COA, since no reversible or significant change is made.
- **Minor Work** projects are those in which the visual character of the structure or ground is not substantially changed. Minor work items require a COA, but the COA can be approved by the City of Graham Planning Department if the work is consistent with the guidelines contained in the Design Review Manual. If the Planning staff cannot approve the proposed work, the application must be presented to the Commission for review.
- **Major Work** projects generally involve a change in the appearance of a structure or landscape and are more substantial in nature than minor work projects. Major work items require a COA that is approved by the Commission.

Article IV, Division 10, Historic Resources, of the *City of Graham Development Ordinance* specifies the physical components and features of the buildings and landscapes for which changes in appearance are subject to review, and it states the standard by which appearance changes must be judged. It also outlines the procedures for application for Certificates of Appropriateness, review of applications, and appeal from Commission decisions.



Types of Work for Certificates of Appropriateness

In Public Right-of-Way	On Private or Public Property
<p>NORMAL MAINTENANCE <i>no COA required</i></p>	
<ul style="list-style-type: none"> • Marking pavement • Resurfacing streets • Maintaining utility poles and wires • Maintaining signals and street lights • Repairing underground utilities • Maintaining landscape • Trimming or pruning trees to remove dead, broken or injured branches or to suppress uneven growth. Lower branches less than 2” in diameter size which pose an obstacle to vehicle or pedestrian traffic may also be removed. 	<ul style="list-style-type: none"> • Painting siding or trim • Replacement of window glass • Caulking and weather-stripping • Minor landscaping • Pruning trees and shrubbery, removal of trees less than 4” in diameter • Replacement of small amounts of missing or deteriorated siding, trim, roof shingles, etc. (replacement materials must match the original in detail and color) • Erection of temporary signs (real estate, political, etc.) • Repair or removal of signs • Installation of property numbers • Erection, alteration, or removal of temporary features that are necessary to ease difficulties associated with a medical condition, but do not permanently alter exterior features and are not visible from the street • Repairs to lighting fixtures (replacement materials must match the original or existing materials in detail) • Removal of a satellite dish • Removal of artificial siding
<p>MINOR WORK <i>COA required, but can be approved by staff if consistent with Design Review Guidelines</i></p>	
<ul style="list-style-type: none"> • Sealing patching and repairing sidewalks • Construction or repair of curbs and gutters • Addition of utility poles and wires • Installation of traffic and parking signs • Repair of entrance markers, fountains, and street accessories (benches, mailboxes, trash cans) 	<ul style="list-style-type: none"> • Repainting resulting in a different color within the Sherwin Williams Historic Exterior paint collection. Black (SW6993) or White (SW7757) paint are also acceptable. <i>(Amended 11/12/19)</i> • Installation, repair or replacement of air conditioners, television antennas, and other temporary mechanical equipment which cannot easily be seen from the street or are screened from view with shrubbery or appropriate fencing • Repair or replacement of masonry foundations, installation of metal foundation vents and replacement of wood access doors • Minor repainting and other masonry and stone repairs • Repair, replacement, or installation of exterior lighting fixtures which comply with the design guidelines and are appropriate to the structure • Removal of asbestos, asphalt or other artificial siding when the original siding is to be repaired and repainted. (Replacement of original documented siding is considered major work) • Repair or replacement of exterior stairs, landing and steps which are made of masonry or wood and are compatible with the design of the structure • Replacement of missing or deteriorated architectural details including siding, trim, floors, ceilings, columns, balustrades, or other architectural details with new materials that are identical to the original details • Removal of deteriorated accessory buildings which are not original to the site or otherwise historically significant • Alteration of permanent signage located in Article X of the <i>City of Graham</i>



In Public Right-of-Way	On Private or Public Property
<i>Development Ordinance</i>	
<p>MAJOR WORK <i>COA must be approved by the Historic Resources Commission</i></p>	
<ul style="list-style-type: none"> • Widening or realignment of streets • Constructing bike or walking paths • Constructing new sidewalks • New street lighting • Major changes to landscaping, planting • New street furniture (benches, trash cans, bike racks, and newspaper racks) • Installing or replacing playground equipment in public areas • Altering the topography • Installing new street identification signs 	<ul style="list-style-type: none"> • Construction of a new building or auxiliary structure • Any addition to or alteration of an existing structure which increases the square footage or otherwise alters its size, height, contour or outline • Change, alteration or replacement of architectural details and style resulting in a change in the appearance of the structure • Addition or removal of one or more stories • Alteration of a roof line • Repair or replacement of roof coverings where there is a change in material. Replacement of asphalt or fiberglass roofing material with light-colored shingles where visible from the street • Major changes to landscaping and planting • Demolition of any part of an existing structure or landscape feature • Ground disturbing activities that affect known archaeological resources on site • Moving structures • Permanent signs not approved under minor works • New or replacement parking areas, walks or driveways where there is a change to color, dimensions, location or material from the original • Resurfacing buildings with new material • Construction or replacement of retaining walls • Installation of fire exits, fire escapes or secondary entrances • Replacement or addition of windows or doors • Tree topping involving the removal of more than one-third of the green surface of the canopy on private property • Construction or replacement of a chimney or removal of an original chimney where visible from the street • Installation of shutters where they have not previously existed • Removal (without replacement) of original shutters • Installation of permanent handicapped ramps or temporary ramps which are visible from the street • Installation of awning or canopies where they have not previously existed • Abrasive cleaning methods such as sandblasting • Grading of property • Step or stair replacement where there is a change in design • Applying stucco to masonry • Painting masonry which was not previously painted • Installation of sky lights or solar panels • Installing features such as gazebos, trellises, fountains, walk lights and walls • Roofing over built-in gutter or installing gutters which obscure or change architectural detailing of façade • Waterproof coatings on original façade • Roof ventilators which are visible from the street



In Public Right-of-Way	On Private or Public Property
	<ul style="list-style-type: none"> • Minor work items not approved by the Planning Department

Additional Procedures and Guidelines for Granting COAs

In addition to the guidelines and procedures in Section 10.204 of the *Development Ordinance* and the Rules of Procedure set forth in this Commission Manual, the following shall also apply to Commission review of Certificates of Appropriateness.

1. Site Visit and Review. Members of the Commission may view the premises and seek the advice of the State Department of Cultural Resources or other such experts as it may deem necessary to gain further knowledge of actions pending before the Commission.
2. Modification of an Application. A property owner may wish to modify an application for a Certificate of Appropriateness that is pending before the Commission or one that has already been approved. Typically, the applicant should submit a written request describing the modification. The Commission may vote to permit the modification, or if changes are substantial, the Commission can treat the request as a new application.
3. Reasons for Decision. Written notification of the decision shall cite the criteria upon which the decision was made.

Designation of Historic Districts and Landmarks

The Commission plays an integral role in the designation of historic districts and historic landmarks.

- **Local Historic Districts** are areas within the City or its ETJ that possess special historical significance. These districts are designated by a text amendment to the *Development Ordinance*. Once an area is designated as a local historic district, all properties within the district will be required to obtain a Certificate of Appropriateness for exterior work. The Commission reviews applications for local historic district designations and makes a recommendation to the Planning Board, who then makes a recommendation to the City Council. The Commission may also initiate an application for local historic district designation. Complete procedures and standards for the designation of local historic districts can be found in Section 10.202 of the *Development Ordinance*.
- **Local Historic Landmarks** are individual properties, buildings or structures within the City or its ETJ that possess special historical significance. These landmarks are designated by the adoption of a designation ordinance. Once a property is designated as a local historic landmark, it will be required to obtain a Certificate of Appropriateness for exterior work. The Commission reviews applications for local historic landmark designations and makes a recommendation to the City Council on whether or not the property should be designated. The Commission may also initiate an application for local historic landmark designation. Complete procedures and standards for the designation of local historic landmarks can be found in Section 10.203 of the *Development Ordinance*.



- **National Register Nominations** are districts or landmarks that seek to be listed on the National Register of Historic Places, which is a federal program administered by the state. If a district or landmark is listed on the National Register but is not locally designated, it does not need a Certificate of Appropriateness. The Commission reviews applications for National Register nominations within the City or its ETJ and forwards its recommendation and comments to the State Historic Preservation Officer.

Additional Procedures and Guidelines for Reviewing National Register Nominations

In addition to the Rules of Procedure set forth in this Commission Manual, the following shall also apply to Commission review of National Register Nominations.

1. The Commission shall provide a reasonable opportunity for public comment, and shall submit to the SHPO a record of the measures taken to notify the public and the comments received.
2. Within 60 days of receipt of nomination materials, the Commission and Mayor shall separately notify the SHPO and the applicant whether or not, in their opinions, the property meets the NRHP criteria. If the Commission and Mayor do not respond within 60 days, concurrence that the property is eligible will be assumed.
3. When the Commission considers the nomination of a property that is normally evaluated by a professional in a specific discipline (such as history, archaeology, or architecture) and the relevant discipline is not represented in the Commission membership, the Commission shall seek expertise in this area before rendering its decision.

Public Education and Public Relations

The effectiveness of local historic preservation efforts depends greatly on public awareness of and support for preservation goals. The Commission may conduct an educational program on historic landmarks and districts within the City and its ETJ.

In its public education and public relations efforts, the Commission should strive to broaden public awareness of historic preservation in general and local historic resources in particular. It should seek to establish itself as a credible local source of information about the goals, practices, and procedures of historic preservation. In this capacity, the Commission should coordinate activities with other local organizations concerned with historic preservation, growth management, and improvement of the environment.

Public Education

The general public's lack of awareness of the value of local historic properties is a major threat to historical resources. Education of the public about the community's historical resources is an important preservation tool. A City of Graham Historic Resources website could be a useful tool for educating the public about preservation.



In planning public education efforts, the Commission should coordinate its activities with other organizations, such as historical or preservation societies, arts councils, and conservation organizations, to prevent duplication of efforts, to pool resources, and to ensure that the programs of various groups complement each other.

The Commission can best promote itself by promoting preservation. The distinction between education about preservation and education about the Commission is especially important. Preservation is a fascinating subject for many audiences, especially when accompanied by good visual material. A presentation about the Commission's mechanics, however, may be interesting only to particular audiences requesting such information.

Materials and speakers to educate the public about preservation are available from many sources. Speakers from neighboring cities and towns can provide preservation success stories and suggestions from their experiences. Preservation North Carolina and the State Historic Preservation Office will provide speakers or suggestions about sources of interesting educational materials.

Public Relations

The Commission should establish and maintain constructive relations with the general public, local government officials, and the owners of historic properties in the community.

- **Community Relations.** The Commission should actively foster a receptive climate for historic preservation in the community by promoting its economic and environmental benefits. The Commission can enhance community relations by taking a positive approach of emphasizing preservation planning, rather than a reactive approach of responding only when resources are threatened.

It is essential that the Commission recognize community concerns and values and work with residents to help ensure that preservation efforts truly benefit the community. The Commission should be prepared to address issues and concerns raised by the public with respect to policies, guidelines, or proposals.

- **Relations with Local Government.** Good communications and relations should be developed with the various departments of local government whose programs affect historic landmarks and districts. Commission members should attend City meetings regularly. They should be aware of actions pending before these boards that have implications for preservation. The Commission should regularly provide local government officials with background information on the historical, architectural, or archaeological significance of areas or buildings under discussion. An annual work meeting with the local governing board helps increase the understanding of and support for the Commission's work.

It is inadvisable for Commission members to take political stands on issues that might antagonize members of the local governing board. Often, a local nonprofit organization may be able to take an advocacy role on controversial issues.



■ **Relations with Property Owners.** The Commission should establish and maintain contact with owners of historic properties, both to keep them informed of Commission procedures and guidelines and to foster cooperation. The Commission should strive to be viewed by property owners as a provider of assistance and technical information about preservation. Periodic mailings to owners of historic properties help keep them aware of the Commission’s role and activities.

■ **Public Relations for Historic Resource Commission Meetings**

- Contact local Chamber of Commerce or similar group for a list of civic groups and organizations that would benefit from public meetings.
- Make a slide show using pictures of historic districts and landmarks.
- Discuss architectural styles worthy of preservation.
- Always make the talk positive in spirit, never negative.
- Leave out preservation jargon if possible, or at least define terminology.
- Talks should aim to educate, not simply be a guided historic tour of the community.
- Show details of local buildings; teach your audience to “look up.”
- Have a strong message aimed to a specific audience.
- Use before and after photographs or slides. Show positive projects that the commission and property owners have successfully completed.
- Take the opportunity to let them know more about the Commission, who you are, what you do, and where you can be reached.
- Distribute Commission brochures that explain more about how you work in the community and what the process is.
- Always remember that you represent the Commission and do not get involved in discussions about policy and personalities. Be professional.



Appendix A: Glossary

Accent: A contrasting decorative feature used to add interest.

Adaptive Use: The conversion of a building for a use other than that for which it was originally intended. Ideally, such conversions retain the architectural integrity of the building's exterior while making compatible adaptations to the interior which accommodate the needs of the building's adaptive use.

Alligatored: A painted surface or varnish that has become cracked, rough, and/or unsmooth.

Antebellum: Belonging or relating to the time before the Civil War.

Arch: A curved structure that forms the upper edge of an open space, for example, a window, a doorway, or the space between a bridge's supports.

Archeological Resource: Material that is evident of past human activity that is found below the surface of the ground. Portions of the material could be visible above the ground surface.

Architrave: In classical architecture, the lowest section of an entablature that comes into contact with the top of the columns. A decorative strip of wood or plaster forming a frame around a door or window.

Asbestos: A fibrous silicate mineral widely used for its chemical inertness and heat-resistant properties until discovered to be a cause of certain cancers.

Awning: A plastic, canvas, or metal porch or shade supported by a frame and often foldable that is placed over a storefront, doorway, window, or side of a recreational vehicle.

Baluster: An upright post supporting a handrail, for example, in the banister of a staircase.

Balustrade: A decorative railing together with its supporting balusters, often used at the front of a parapet or gallery.

Bargeboard: An ornamental board attached to the gable end of a roof.

Base: The lower part of a built structure, for example, a wall, pillar, or column, regarded as a separate feature.

Bay: A projection of a room, usually with windows and angled sides but sometimes rectangular.

Building Site: A building site refers to the placement of a structure on a lot and includes the following considerations: Setback, spacing, orientation, lot coverage, topography, and landscaping.

Casing: A frame containing a door, window, or stairway.



Cladding: A layer of stone, tiles, or wood added to the outside of a building to protect it or improve its insulation or appearance. Also used in relation to covering a structure with artificial siding.

Corbel: A bracket of brick or stone that juts out of a wall to support a structure above it.

Cornice: A decorative plaster molding around a room where the walls and ceiling meet. The top projecting section of the part of a classical building that is supported by the columns.

Covenants: Restrictions attached in perpetuity to the deed of an historic property to ensure that the integrity of the structure or the land on which it is situated is protected once the property is sold.

Demolition: The total destruction of a building or other structure.

Demolition by neglect: The destruction of a building through abandonment or lack of maintenance.

Dormer: A window for a room within the roof space that is built out at right angles to the main roof and has its own gable.

Easement: A limited right to make use of a property owned by another, for example, a right of way across the property.

Eaves: The part of a roof that projects beyond the wall that supports it.

Façade: One side of a building regardless of the number of stories. Each store front of a building can be considered a façade.

Fascia: The flat horizontal surface immediately below the edge of a roof.

Fenestration: The design and placing of windows in a building.

Flashing: Pieces of sheet metal attached around the joints and angles of a roof to protect against leakage. Flashing makes watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof.

Form: The historic style of buildings.

Foundation: A part of a building, usually below the ground, that transfers and distributes the weight of the building onto the ground.

Frieze: A horizontal band forming part of the entablature of a classical building, situated between the architrave and the cornice, and often decorated with sculpted ornaments or figures.

Gable: The triangular top section of a side wall on a building with a pitched roof that fills the space beneath where the roof slopes meet

Gutter: A metal or plastic channel on a roof for carrying away rainwater.



Jalousie: A shutter or window covering consisting of a set of angled parallel slats that can be opened to various degrees to control the amount of light or air passing through.

Jamb: Either of the upright parts of a door or window frame or the sides of a fireplace.

Lot Coverage: The amount of a lot covered by buildings or other structures.

Macadam: A smooth hard road surface made from small pieces of stone, usually mixed with tar or asphalt, in compressed layers.

Masonite: A trademark for fiberboard products used as insulation, paneling, and partitions in buildings.

Masonry: Worked constructed by a mason using stone, brick, concrete blocks, tile, or similar materials.

Mortar: A mixture of sand, water, and cement or lime that becomes hard like stone and is used in building to join and hold bricks and stones together.

Motif: A repeated design, shape, or pattern.

Muntin: A strip of wood or metal that separates and holds in place the panes of a window.

Orientation: This is the angle or alignments of the main façade with the street.

Pane: A glazed section of a window or door.

Parapet: A low protective wall built where there is a sudden dangerous drop, for example, along the edge of a balcony, roof, or bridge.

Parging: The technique of applying a cement-like coating as an alternative to the repair or rebuilding of a deteriorated foundation. Parging is not recommended because it permanently obscures the original brickwork, and these coats tend to fail eventually because they restrict the normal passage of moisture through the wall.

Pediment: A broad triangular or segmental gable surmounting a colonnade as the major part of a façade.

Pilaster: A vertical structural part of a building that projects partway from a wall and is made to resemble an ornamental column by adding a base and capital.

Pitch: The degree of slope on a roof.

Polychromy: The practice of using many different colors in painting, sculpture, or decoration.

Porch: A raised platform with a roof that runs along the side of a house, partly enclosed with low walls or fully enclosed with screens or windows.



Preservation: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property.

Primer: A paint or sealant used to prepare a surface for painting or a similar process, or a coat of this material.

Reconstruction: The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object or a part thereof, as it appeared at a specific period of time. (Secretary of the Interior's Standards)

Reeding: A set of small rounded decorative moldings on a building.

Rehabilitation: The act or process returning property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values. (Secretary of the Interior's Standards)

Remodeling or Renovation: Modernization of an old or historic building that may produce inappropriate alterations or eliminate important features and details.

Renovation: To restore something to good condition.

Repointing: The removal of deteriorating or failing mortar from masonry joints and replacing it with new mortar. Repointing can restore the visual and physical integrity of masonry.

Restoration: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing work. (Secretary of the Interior's Standards)

Sandblast: To clean, polish, or mark glass, metal, or a stone surface by applying a jet of pressurized air or steam mixed with sand or grit.

Sash: A frame holding the glass panes of a window or door.

Scale: The size of an object in relation to other objects in close proximity.

Setback: The distance from the front wall of a building to the street.

Sheathing: Something that encloses and protects, for example, a covering of boards on a building's framework or a protective material applied to the underwater surfaces of a boat's hull.

Sheet Metal: Metal that has been formed into a sheet by being pressed between rollers until it is thinner than plate but thicker than foil.

Shingle: A small flat tile, especially one made of wood or asphalt, used in overlapping rows to cover a roof or wall.



Sill: A ledge below a window, especially one on the inside of a building. The horizontal part at the bottom of a window or door frame

Site Plan: A scaled plan of a property site that locates buildings and other key features and often indicates changes in grade.

Shutter: A hinged cover for a door or window, often with louvers and usually fitted in pairs.

Spacing: The distance between adjacent buildings.

Soffit: The underside of a structural component of a building, for example, the underside of a roof overhang or the inner curve of an arch.

Spandrel: The triangular space between the right or left exterior curve of an arch and the framework of another arch.

Storefront: The side of a store that faces the street or parking lot and includes the main entrance, usually having one or more large windows that display the store's goods.

Structural: Essential construction elements such as the foundation, framing, and roof.

Stucco: Plaster used for surfacing interior or exterior walls, often used in association with classical moldings.

Threshold: A piece of stone or hardwood that forms the bottom of a doorway. A doorway or entrance.

Topography: A description of all the surface features, natural and artificial, of a particular region.

Topping: The severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree as to remove the normal canopy and to disfigure the tree.

Transom: A horizontal beam or stone above a window that supports the structure above. A crosspiece over a door or between the top of a door and a window above.

Trim: The nonstructural decorative additions to a building, especially moldings around doorways, windows, and walls.

Veneer: A thin layer of a material fixed to the surface of another material that is of inferior quality or less attractive.

Vernacular: Built in the style of architecture used for the ordinary houses of a particular place or people, as opposed to the style used for large official or commercial buildings.

Waterblasting: A cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces.



Water Table: A molding or band that projects from a wall and is intended to divert rainwater.

Ziggurat: An ancient Mesopotamian pyramid-shaped tower with a square base, rising in stories of ever-decreasing size, with a terrace at each story and a temple at the very top.

Appendix C: Awning Colors

The following Sunbrella awning colors, published by the manufacturer in 2017-2018, may be approved as a minor COA:

Stripes -

Taupe Tailored Bar Stripe (4945-0000)
Eastland Redwood (4813-0000)
Havelock Brick (4985-0000)
Ashford Forest (4995-0000)
Fern Classic (4955-0000)
Beaufort Forest Green (4806-0000)
Rodanthe Metallic (4879-0000)
Baycrest Sky (4922-0000)
Clinton Granite (4888-0000)
Black Taupe Fancy (4946-0000)
Cooper Black (4988-0000)
Heather Beige Classic (4954-0000)
Rodanthe Sunrise (4878-0000)
Black Forest Fancy (4923-0000)
Fern/Heather Block Stripe (4959-0000)
Navy/Taupe Fancy (4916-0000)
Captain Navy/Natural Classic (4902-0000)

Solids –

Captain Navy (4646-0000)
Burgundy (4631-0000)
Terracotta (4622-0000)
Rust (4689-0000)
Aspen (4668-0000)
Forest Green (4637-0000)
Buttercup (4635-0000)
Black (4608-0000)

