



Historic Resources Commission

Meeting Agenda

August 4, 2020 at 6:00pm
Council Chambers, 201 S Main St

1. Pledge of Allegiance and opening invocation
2. Approve minutes of the March 3, 2020 meeting
3. COA 2005 -- Brantley Building, Chuck Talley
4. COA 2006 – Farm Services, Chuck Talley
5. COA 2007 – 23 SW Court Square, Chuck Talley
6. COA 2008 – Alcoa Theater, Chuck Talley
7. COA2009 – 21 SE Court Square, Chuck Talley
8. City Council Updates, Melody Wiggins
9. Additional items
10. Adjourn

The next Historic Resources Commission meeting will be held on **September 1, 2020**.

A complete agenda packet is available at www.cityofgraham.com

Minutes of the March 3, 2020 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:03pm.

The following Commissioners were present: Scott Pickard, Elaine Murrin, Cary Worthy, and Carla Smith. William Copeland (6:22p) and Jeanette Beaudry (6:29p) joined the meeting subsequently.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

The Commission welcomed new member Scott Pickard.

Motion to approve minutes, with the following amendments made by Smith, seconded by Murrin. Carla Smith nominated Elaine Murrin as vice-chair, seconded by Jeanette Beaudry. Smith made a motion that we ask staff to add information to the staff report regarding previous grants and their status for each applicant. All voted aye.

Scott Pickard was sworn in by Nathan Page.

COA 2002 Brantley Building. Nathan presented the Staff Report.

Chuck Talley spoke on behalf of demolition of the building. Stated he applied for demolition of the building on Feb. 17, 2020 discussing the liability of the structure. He presented exhibit A – Demolition permit. He stated that the building was removed February 19, 2020. Mr. Talley objected to the way Page presented the process to the commission. Mr. Talley presented exhibit B – A letter from the engineer. The Commission engaged in discussion about the proposed stairs being within the public right of way. They questioned the material of the columns, to which Mr. Talley responded they will be made from steel. Discussion about handmade bricks.

The Commission asked Mr. Talley, Why didn't you come to the HRC with a COA to demo the building? The Commission expressed concerns that the building was removed without properly following the process.

Further discussion about the building materials, door, store front, etc. materials sourced from the Paris building and the Nick's building.

Continued discussion of the staircase and its location. Commission members shared their thoughts. The Commission discussed an option to move staircase to the back of the building due to the lack of similarly placed exterior staircases throughout the District.

Jennifer Talley stated that she believed Mr. Talley didn't need to make a request for a COA for demo. Mr. Talley further explained the structural problems of beams.

Mrs. Talley read an excerpt from the School of Governments Quasi-Judicial Handbook, regarding ex parte communication. Mr. Page stated that individual members of the public are always entitled to ask questions of staff, but that many topics would have to be disclosed as ex parte.

Mr. Talley made the recommendation to table the COA, he further stated he will present additional details before the next meeting.

Motion to table Mr. Worthy, second Scott Pickard, all voted aye. It was tabled until the next meeting. Barry & Cathy Hupp, owners of Whitt's custard introduced themselves and were welcomed to Graham.

The Façade Grant + Architectural Survey Funding Request will be in the budget request of \$35,000/there will be a presentation with the Downtown Development Coordinator at the budget meeting proposing the Façade Grant monies remaining at \$15,000 with the addition of \$20,000 for the Architectural Survey bringing the total to \$35,000. Question from Commission member Elaine Murrin, is there a possibility of cutting the Façade grant monies, if the City Council only funds one item. The Commission agreed that the architectural inventory was more important to the HRC than another year of grant funding. Question from Mr. William Copeland-Inquired if there are any projects that haven't been completed to date. The deadline is May 1, 2020 for projects to be complete.

The Year in Review 2019 Presentation for City Council was presented by Page.

City Council Updates – Council member, Melody Wiggins gave a brief presentation.

Additional items – Nathan Page reiterated that the checklist on the back of the COA application has a list of requirements for all applications to be presented to the Historic Resources Commission.

The Historic Resources Commission was reminded of the following meeting dates:

March 21 Love Graham

March 26 Downtown Associate Community program public meeting 5:30p @ the Graham Civic Center

Meeting adjourned – Elaine Murrin made the motion to adjourn with Mr. William Copeland's second. All voted aye.

Next meeting April 7, 2020

Minutes respectfully submitted,
Mary Faucette



Application for a CERTIFICATE OF APPROPRIATENESS

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

The Historic Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) demolition of existing structures, within locally designated historic districts or landmarks. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic Resources, of the *Development Ordinance*.

Property

Street Address: 21 S.E. Courtsquare
Property Owner: Court Square Development Group, L.L.C.

Project

General description of each modification or improvement:

Construct 1,300 square area on North side of Existing Bldg (840 s.f. Heated, 400 Covered patio.) Construct roof top dining area above outside patio and middle space. (approx. 800 s.f.) Construct Architectural steps on North side of of New construction for Access to 2nd floor patio (roof top). Plant trees, bedding areas along sidewalk, and 3 benches

If a site plan is required, has it been submitted? ☐ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☐ Yes ☐ No If yes, please specify:

EXHIBITS: This application **must be accompanied** by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: Chuck Talley
☒ Property Owner ☐ Lessee ☐ Other _____
Mailing Address: P.O. Box 872
City, State, Zip: Graham, N.C. 27253
Phone # 336-516-7036
Email: chucktalley21@hotmail.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☐ Minor Alteration
☒ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

Signature of Applicant [Signature] 6-5-20 Date
Signature of Owner, when applicable [Signature] 6-5-20 Date

Representation at HRC Meeting

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

Name: _____
Relationship to Applicant: _____
Phone # _____
Email: _____

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

COA 2005 – Chuck Talley

Exhibits Required for an Application for a Certificate of Appropriateness

- ☐ 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- ☐ 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

for Signs

- ☐ 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- ☐ 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- ☐ 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

*Types and kinds of improvements to be considered **minor**:

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

^Types and kinds of improvements to be considered **major**:

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

for Minor* and New/Major^

- ☐ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- ☐ 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- ☐ 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

for Minor*

- ☐ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

for New/Major^

- ☐ 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- ☐ 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- ☐ 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- ☐ 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- ☒ 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.

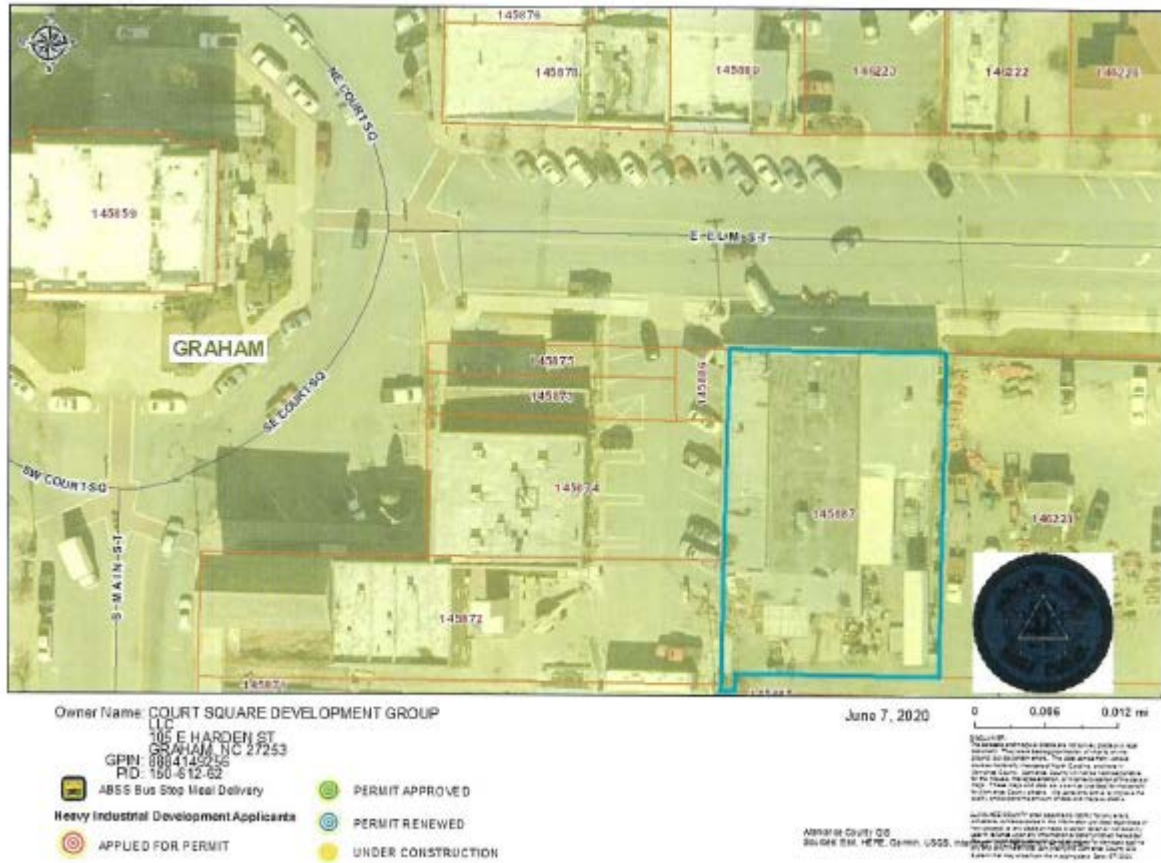
Natural Areas (Bedding)

Phlox, Cosmos, Verbena
Salvia, Daylilies,
Cannas, Elephant Ear.

TREE:
Chinese Elm.

Bush: Nandina

COA 2005 - Chuck Talley

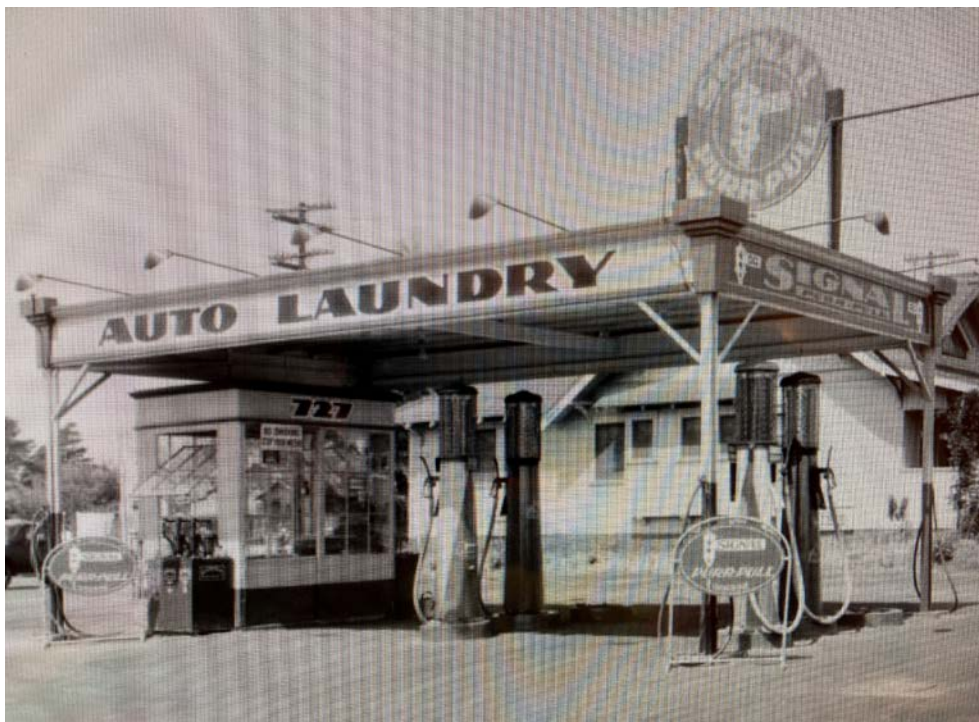


COA 2005 – Chuck Talley

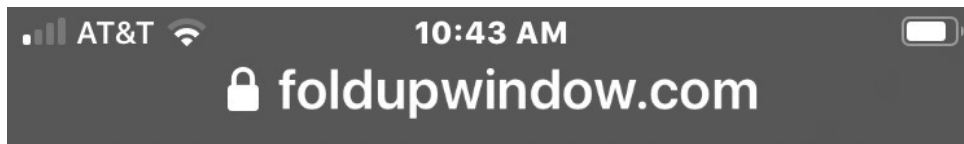
“Garage Door”



“Gas Station”



COA 2005 – Chuck Talley



Contemporary

"Fold Up Windows"

COA 2005 – Chuck Talley

“Current Photos”



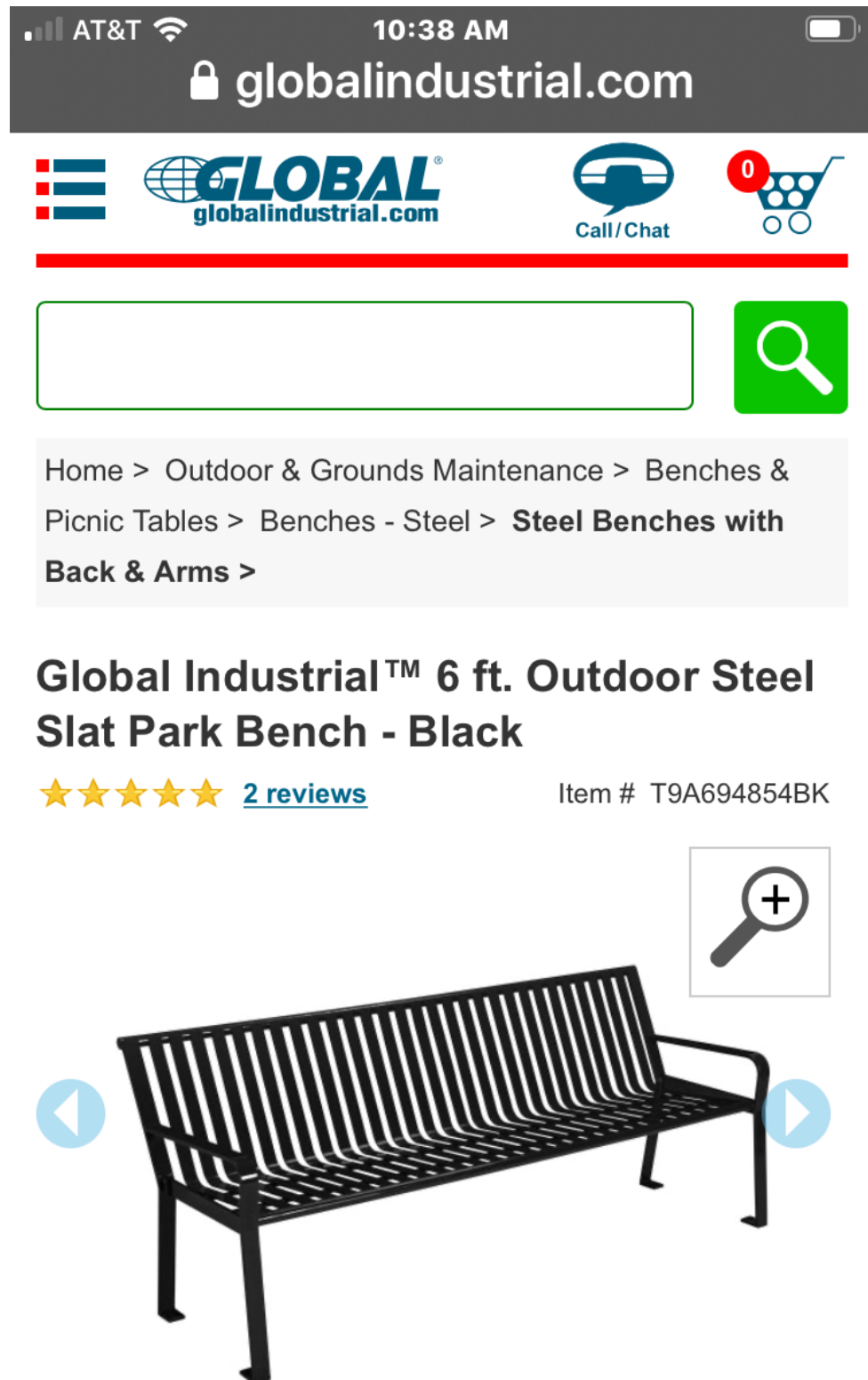
COA 2005 – Chuck Talley

“Current Photos”



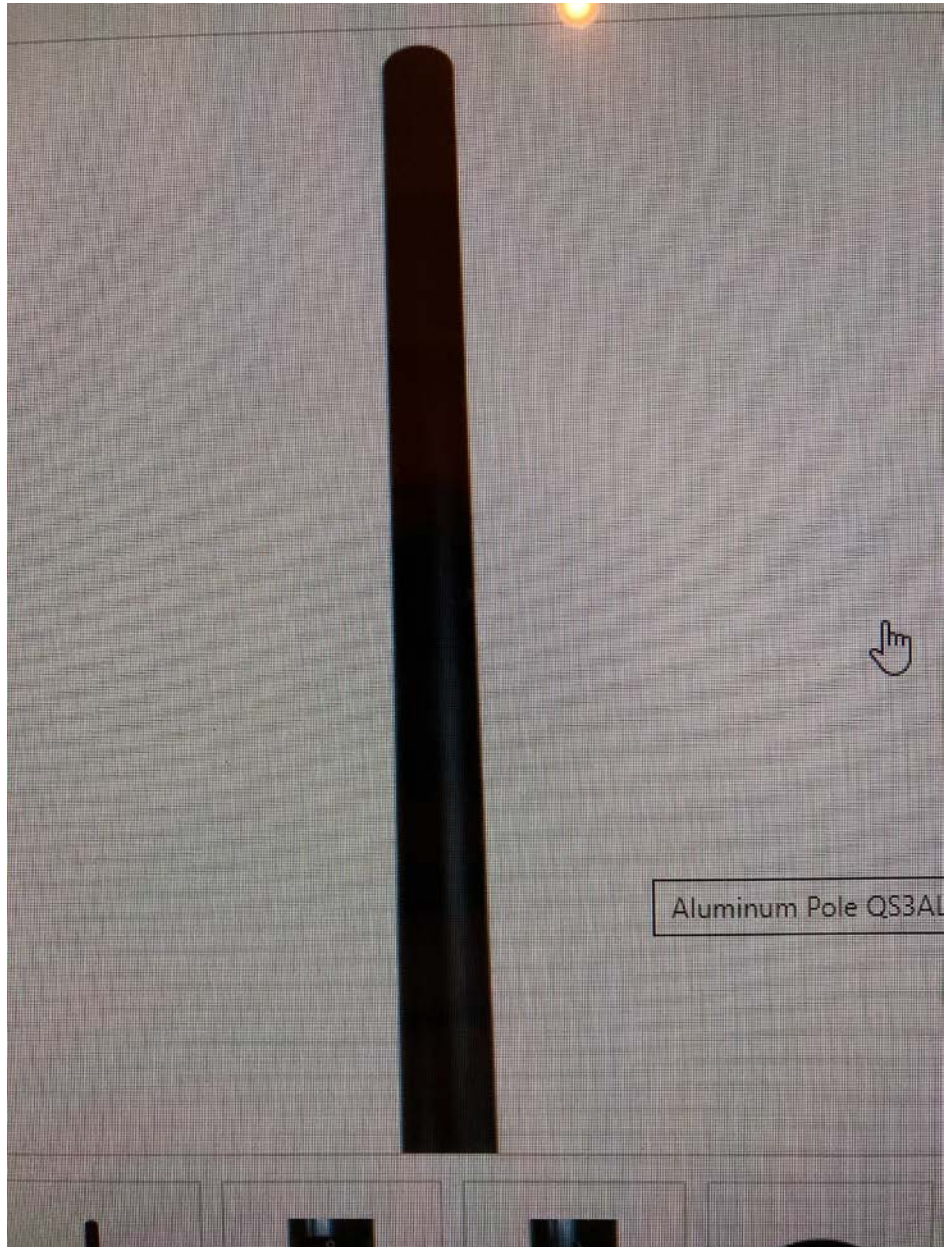
COA 2005 – Chuck Talley

"Park Bench"

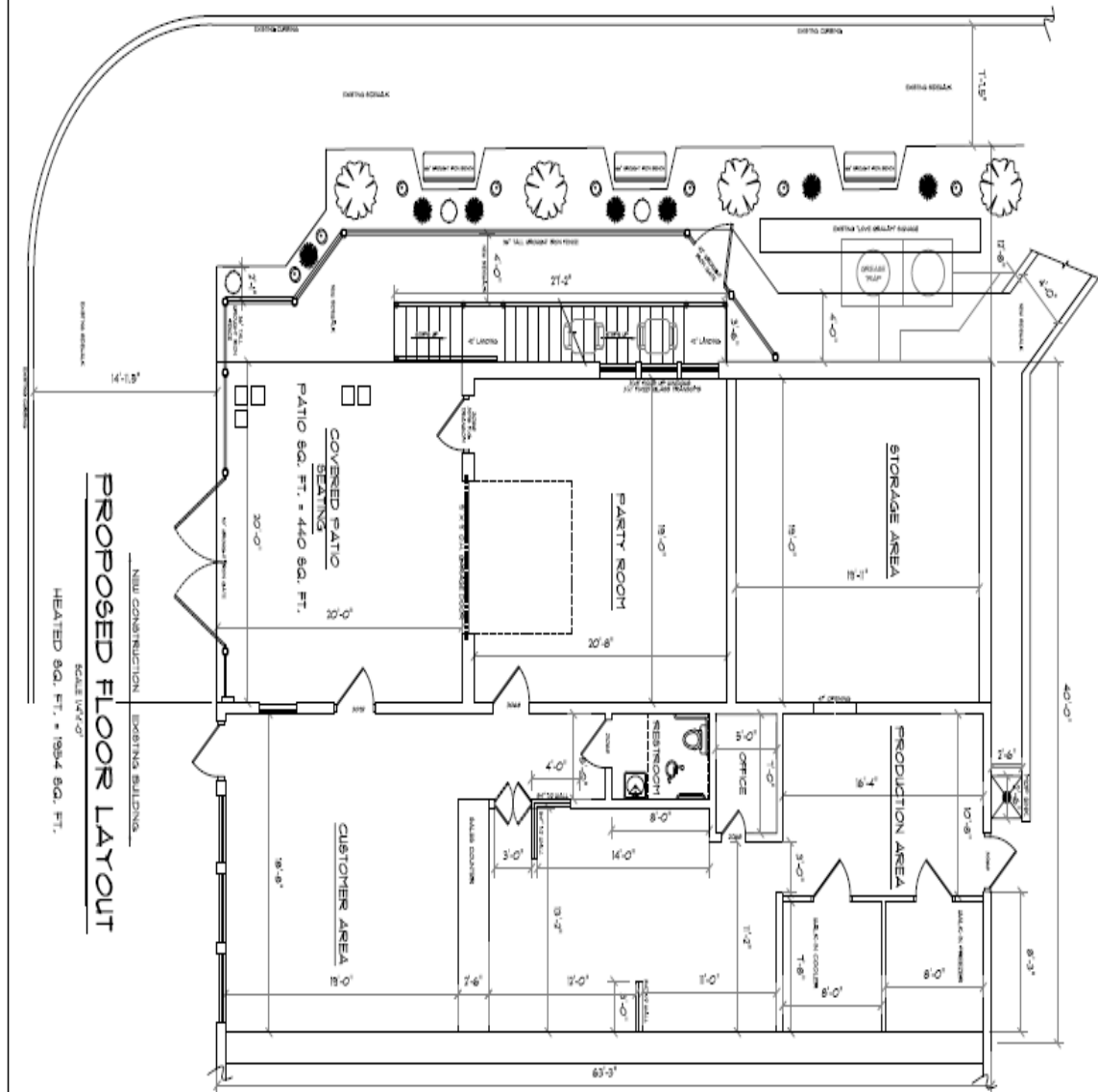


COA 2005 – Chuck Talley

“Post”



COA 2005 – Chuck Talley



DATE	01-28-2020
SCALE	1/4"=1'-0"
JOB NO.	
8-HEET	2
OF 6 8-HEELS	

PRELIMINARY LAYOUT FOR:
WHIT'S FROZEN CUSTARD
21 SOUTH EAST COURT SQUARE
GRAHAM, NC 27253

E.P. GATES
CONSTRUCTION & REALTY, LLC
GENERAL CONTRACTOR
HISTORIC RENOVATIONS

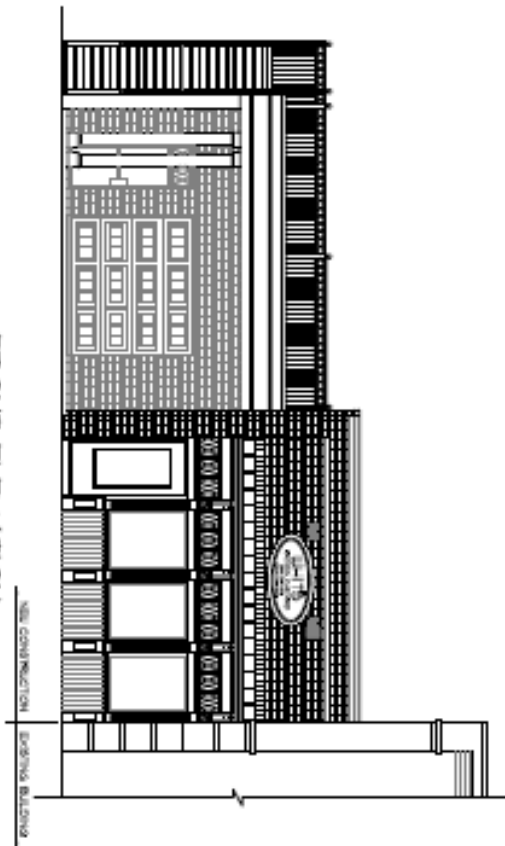
COURT SQUARE
DEVELOPMENT
GROUP

REVISED:	
03-14-2020	1
03-16-2020	2

COA 2005 - Chuck Talley

FRONT ELEVATION

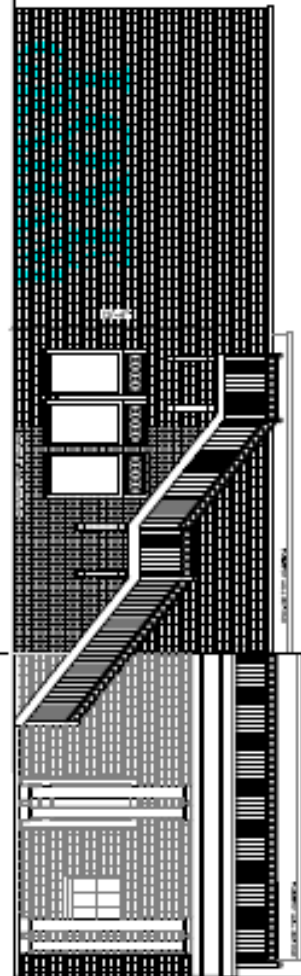
SCALE 1/8" = 1'-0"



RIGHT ELEVATION

SCALE 1/8" = 1'-0"

NEW CONSTRUCTION EXISTING BUILDING



PRELIMINARY LAYOUT FOR		E.P. GATES	COURT SQUARE DEVELOPMENT GROUP	NO. 10008	
WHIT'S FROZEN CUSTARD		CONSTRUCTION & REALTY, LLC		07/14/2005	1
21 SOUTH EAST COURT SQUARE		GENERAL CONTRACTOR		07/14/2005	2
GRAHAM, NC 27253		HISTORIC RENOVATIONS		07/14/2005	3
DESIGN BY					
L. G. GATE					
DRAWN BY					
L. G. GATE					
DATE					
07/11/2005					
SCALE					
1/8" = 1'-0"					
SHEET					
1					

STAFF REPORT

Prepared by Nathan Page, Planning Director

Brantley Building, Chuck Talley (COA 2005)

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission

August 4, 2020

Location

21 SE Court Sq.
Graham, NC 27253
GPIN: 8884148269

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 21 SE Court Sq. Graham, NC 27253:

- a) Construction of 1,300 square foot area on North side of existing building
 - i. 840 sq. ft. heated
 - ii. 400 sq. ft. covered patio
- b) Construct roof top dining area above outside patio and middle space
 - i. Approx. 800 sq. ft.
- c) Construct architectural steps on North side of new construction for access to 2nd floor patio (roof top)
- d) Plant trees and bedding areas along sidewalk
- e) Add three benches

For context, copies of COA 1702 and a copy of COA 2002 are provided below identifying the previously issued approval letter (COA 1702) from the HRC for this property. COA 2002 was withdrawn by Mr. Chuck Talley subsequent to the March 3, 2020 HRC Meeting. In addition, a copy of the letter sent to the applicant following the March 14th, 2017 HRC meeting listing the specific elements of the project which were granted by the COA is included below. Based on these records the applicant received approval for a COA to raise the roof to 20x20 area, construct a new 20x20 area, install patio to remaining parking area, install roof along north side over patio area, install 3' wrought iron around patio with two gates, and landscape the existing sidewalk.

In accordance with Section 10.204(f) of the City of Graham Development Ordinances, COA 1702 is now considered null and void. It states "the discontinuance of work or the lack of progress toward achieving compliance with a certificate of appropriateness for a period of six months shall be considered as a failure to comply with a certificate of appropriateness." Any items approved in COA 1702 the owner would still like to have under consideration would require a new COA.

On June 15, 2020, the applicant submitted a new COA application which is before the HRC for consideration, but lacks specificity about some aspects of the proposed work. A site plan is required prior to any building, structure, or parking facility is constructed, installed, expanded, or extended which was not included in the application. While the applicant provided additional detailed information was given, there are still details on the site plan not mentioned in the COA. These may or may not be required by the Historic Resources Commission, as they choose. This includes, but is not limited to:

1) Application for Site Plan Review and the following items from Site Plan Checklist:

- a) *Title Block and Data*

- i) Zoning and overlay districts in the area
 - ii) Setbacks for all structures, clearly indicated
 - iii) Seal of licensed development professional
- b) *Planimetric*
 - i) City limits and other jurisdiction lines
 - ii) Boundaries of the tract to be developed, distinctly and accurately represented and showing all distances
 - iii) Existing and proposed topography of the tract and beyond showing contour intervals of no greater than 5ft (2ft preferred) and labeling at least two contours per map
 - iv) Location, dimension, and type of any easements, existing or proposed
- c) *Landscaping*
 - i) Location, dimensions, and type of required planting yards and opaque screens/buffers
 - ii) Location of proposed plantings with a description of the species to be used
 - iii) Approximate height, species, and method of tree protection where existing vegetation is to be preserved
 - iv) Location, pad dimensions, and screening of dumpster
 - v) 10'x70' site triangle at all street and driveway intersections
 - vi) Location and angle of exterior lighting
- d) *Transportation and Parking*
 - i) Existing and proposed right-of-way lines
 - ii) Existing and proposed streets showing pavement or curb lines, width, and existing and proposed street names
 - iii) Dimensions and location of all parking, queuing, and loading areas, including spaces and maneuvering areas
 - iv) Calculation of maximum required off-street parking spaces and total spaces provided
- e) *Utilities*
 - i) Utility layout showing connections to existing systems, line sizes, material of lines, manholes, force mains, clean-outs, rim elevations, invert elevations, direction of flow, etc. for sanitary sewer lines
 - ii) Utility layout showing connections to existing systems, meter sizes and location, backflow preventer location and type, material of lines, location of fire hydrants and fire department connection, blowoffs, valves, etc. for water distribution system
 - iii) Location of overhead utility lines, poles, and guy wires
- f) *Stormwater Control, Stream Buffers, and Floodplains*
 - i) Location and type of existing and proposed stormwater controls, including location of inlets
 - ii) Layout of stormwater control, grading and significant components
 - iii) Location of all streams and drainageways
 - iv) Location of stream buffers on all USGS and NRCS Soil Survey mapped streams
 - v) Indicate that all buffers are to remain in an undisturbed state
 - vi) Location of jurisdictional waters and wetlands
 - vii) Location of proposed stream crossings showing the proposed grading and overall stream impact, including culvert and outlet protection length
 - viii) Identify any FEMA regulated floodway or floodplain on the property and locate and label the 100-year Base Flood Elevation
 - ix) Extent and size (in acres) of area to be disturbed
 - x) Location and type of proposed erosion control devices
- 2) **A colored landscaping plan (number seven on COA checklist)**
- 3) **Catalog data for (number eight on COA checklist)**

- a) Clarification of material for gas canopy
- b) Any other materials used which the HRC may wish to have submitted

In addition to the missing site plan, during the March 3, 2020 HRC meeting, the HRC had questions which may still need evaluation based on the application:

- a) Entryway door from covered patio seating to party room not identified or given sample of
- b) Exact material and style of wrought iron used to create handrails on staircase
- c) Easement from City (This is likely to go before the City Council if the HRC approves the COA, there isn't a reason to have this item addressed at this stage of the application process.)
- d) Placement of staircase in public view from main roads
- e) Fencing consistency with natural feel of Historic Downtown area

As applicants frequently give feedback to the HRC during meetings, including regarding material choices and changes to their initial plans, it is difficult for staff to provide assistance to the HRC in terms of what areas of the design guidelines to reference in the review process.

Special Significance

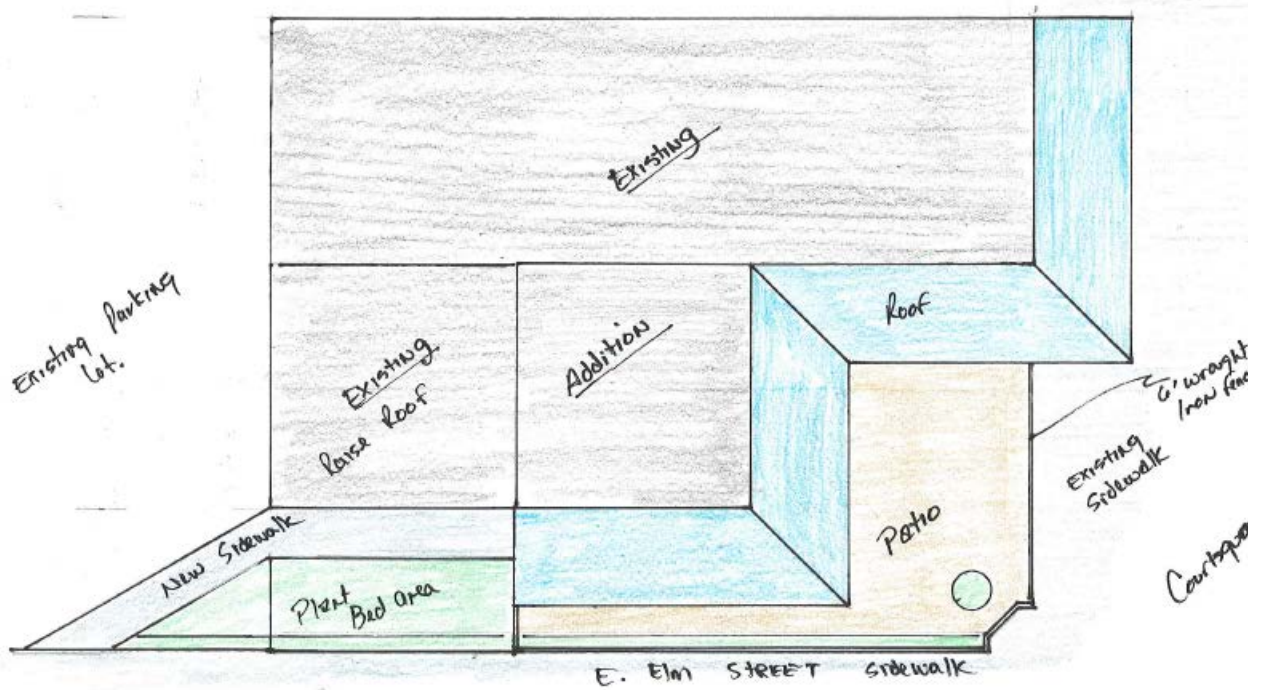
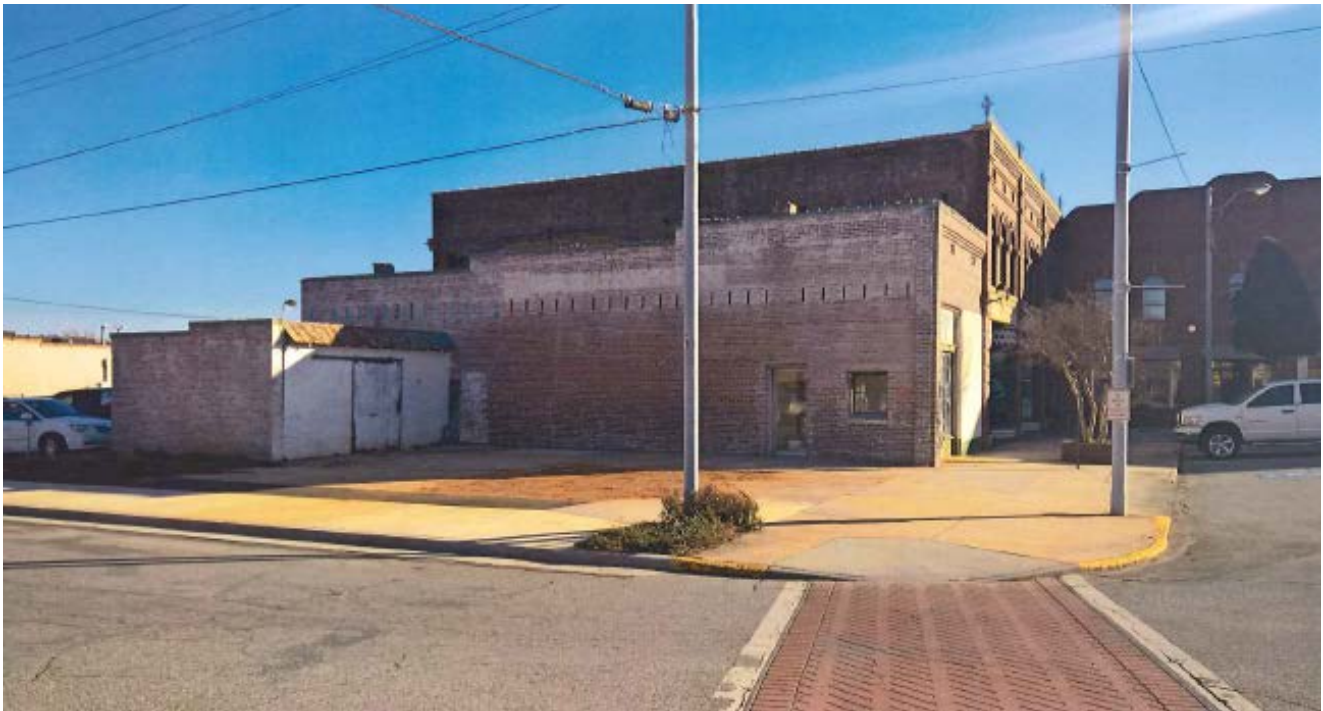
21 Court Square SE

Twentieth century; Contributing

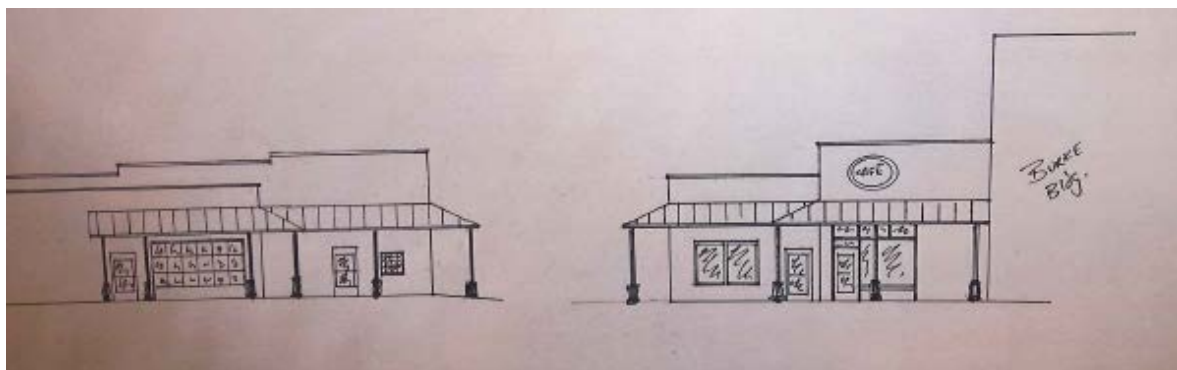
Demolished building, however, there previously was a rectangular, brick building with L-shaped brick wall extending off northeast corner to form garage. Reworked modern store front on west elevation. The structure stands on the property listed as lot no. 5 in the original town plan.

Copy of Original COA 1702

Copy of Original COA 1702



Copy of Original COA 1702



Copy of Original COA 1702 Approval Letter Sent to Applicant

City of Graham

P.O. Drawer 357
201 South Main Street
Graham, North Carolina 27253
336-570-6700 Fax 336-570-6703
www.cityofgraham.com

March 15, 2015

Chuck and Jennifer Talley
P.O. Box 872
Graham, NC 27253
chucktalley21@hotmail.com

RE: Approval of Certificate of Appropriateness for Brantley's Roof (COA1702)

Dear Mr. and Mrs. Talley,

At its meeting on March 14, 2017, the Historic Resources Commission approved your request for a Certificate of Appropriateness for the following work, as presented in your application, to be completed at 21 S. E. Court Square:

- Raise roof to 20x20 area
- Construct new 20x20 area
- Install patio to remaining parking area
- Install roof along north side over patio area
- Install 3' wrought iron around patio with two gates
- Landscape the existing sidewalk

Permits from the inspections departments will be necessary for much of this work, as well as an encroachment agreement with City Council. Additionally, colors selected for the roof must be from the Sherwin Williams Historic Color collection.

Should you have any questions, please contact me at npage@cityofgraham.com or 336-570-6705.

Sincerely,



Nathan Page
Planning Director

Copy of Withdrawn COA 2002



Application for a
**CERTIFICATE OF
APPROPRIATENESS**

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

Street Address: 21 SE Court Sq
Property Owner: Court Square Development Group

Project

General description of each modification or improvement:

Adding set of stairs to North side of new building to access roof top dining area.

If a site plan is required, has it been submitted? ☒ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☐ Yes ☒ No If yes, please specify:

EXHIBITS: This application **must be accompanied** by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: Chuck Talley
☒ Property Owner ☐ Lessee Other _____
Mailing Address: PO Box 872
City, State, Zip: Graham, NC 27253
Phone #: (336) 229-4225
Email: grahamcinema@triadbiz.rr.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☐ Minor Alteration
☒ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

[Signature] 2-17-2020
Signature of Applicant Date
[Signature] 2-17-2020
Signature of Owner, when applicable Date

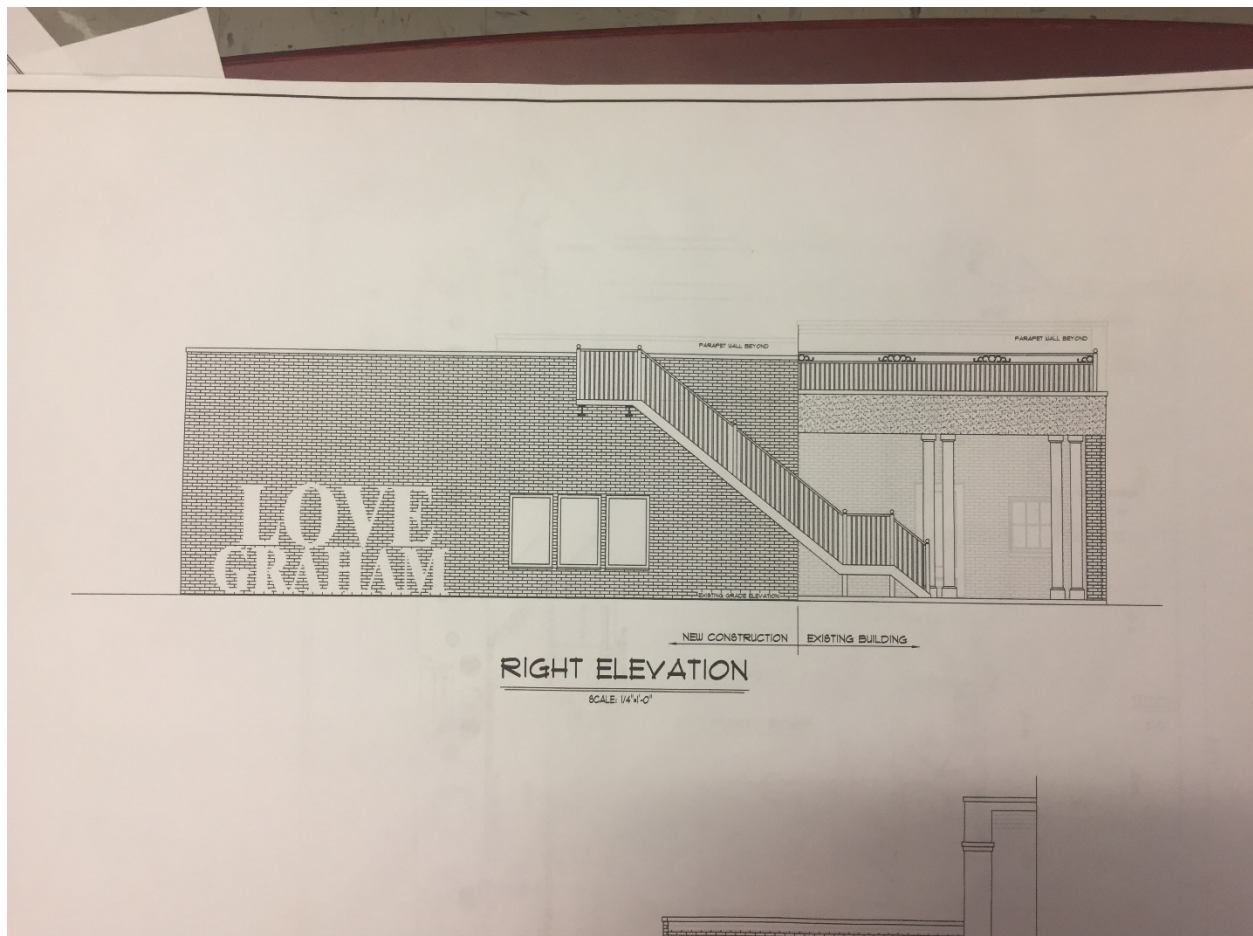
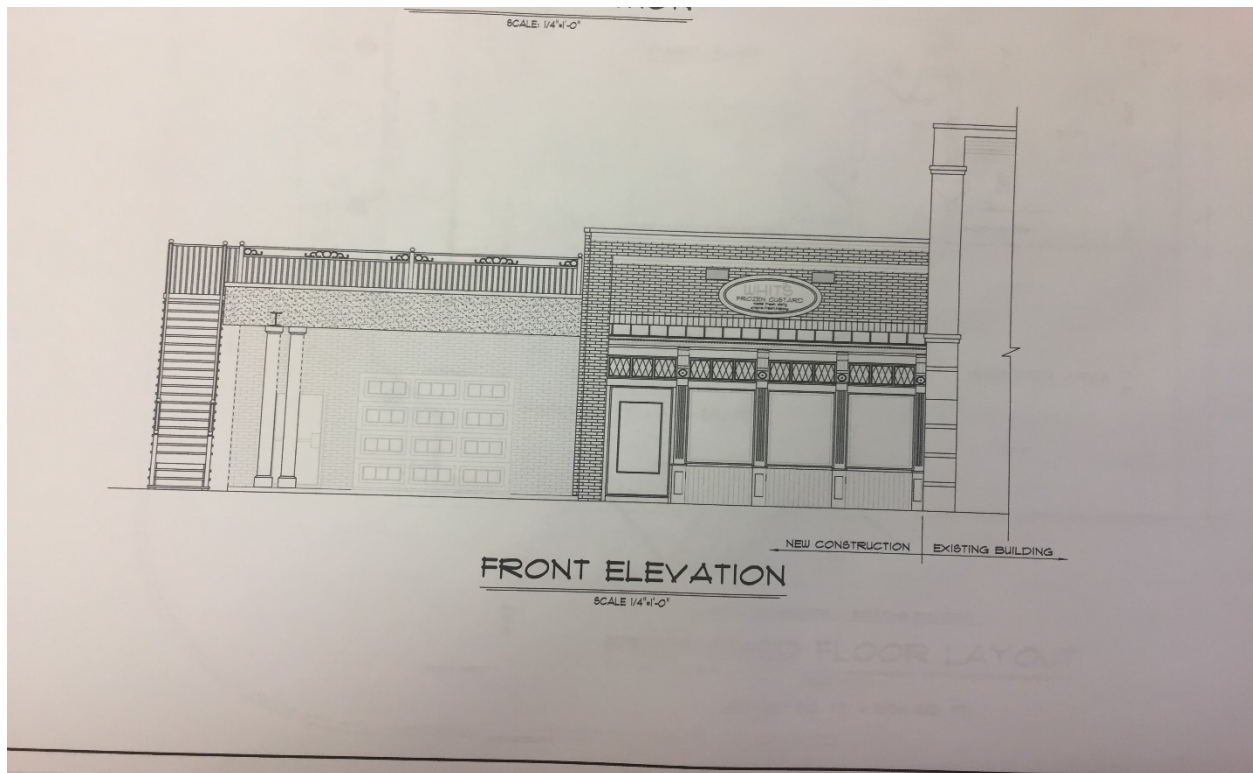
Representation at HRC Meeting

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

Name: Chuck Talley
Relationship to Applicant: Owner
Phone #: (336) 229-4225
Email: grahamcinema@triadbiz.rr.com

FOR OFFICE USE ONLY	
Received by: <u>AP</u>	Remarks:
Received date: <u>2/17/20</u>	
Tax Map # <u>145873</u>	
HRC date: <u>3/3/20</u>	

Copy of Withdrawn COA 2002



[illegible]

Conformity to the *Historic Resources Handbook & Other Applicable Policies*

C. Additions to Existing Buildings

- 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.

D. New Construction

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.

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.

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.6.3 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.7.2 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.

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.

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.

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.

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.

- 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.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2005 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2005 for the property located at 21 SE Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards Section C Additions to Existing Buildings (reference specific item(s), examples that may apply include C.1.3, C.1.4, C.1.5, C.1.6) OR Section D New Construction (reference specific item(s), examples that may apply include D.1.1, D.1.2, D.4.1, D.6.1, D.8.1, D.9.1, D.9.2, D.10.1, D.10.2, D.10.3, D.10.4, D.10.5, D.10.6, D.11.1, D.11.2, D.11.3)**. Therefore, the proposed changes are [or] are not compatible with the character of the district.

If approve with conditions...

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

Alternatively, the HRC may choose to table the item until the next meeting...

I move to table COA 2005 for 21 SE Court Sq. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days

Alternatively, the HRC may choose to deny the application as incomplete...

I move to deny COA 2005 for 21 SE Court Square to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

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

The Historic Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) demolition of existing structures, within locally designated historic districts or landmarks. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic Resources, of the *Development Ordinance*.

Property

Street Address: 125 E ELM ST GRAHAM, NC
Property Owner: COURT SQUARE DEV GROUP

Project

General description of each modification or improvement:

ADD AN ADDITION ON TO THE REAR OF
BUILDING FOR SHOP AND STORAGE
SPACE

THIS ADDITIONAL WILL IMPROVE
ASTHETICS OF PROPERTY

If a site plan is required, has it been submitted? ☒ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☒ Yes ☐ No If yes, please specify:
TRC TO APPROVE NEW CONSTRUCTION

EXHIBITS: This application **must be accompanied** by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: COURT SQUARE DEVELOPMENT GROUP

☒ Property Owner ☐ Lessee ☐ Other _____

Mailing Address: PO BOX 872

City, State, Zip: GRAHAM, NC 27253


Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☐ Minor Alteration
☒ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

 7/20/20
Signature of Applicant Date

 7/20/20
Signature of Owner, when applicable Date

Representation at HRC Meeting

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

Name: CHUCK TALLEY

Relationship to Applicant: OWNER

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

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

Exhibits Required for an Application for a Certificate of Appropriateness

- ☒ 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- ☒ 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

for Signs

- ☐ 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- ☐ 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- ☐ 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

*Types and kinds of improvements to be considered **minor**:

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

^Types and kinds of improvements to be considered **major**:

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

for Minor* and New/Major^

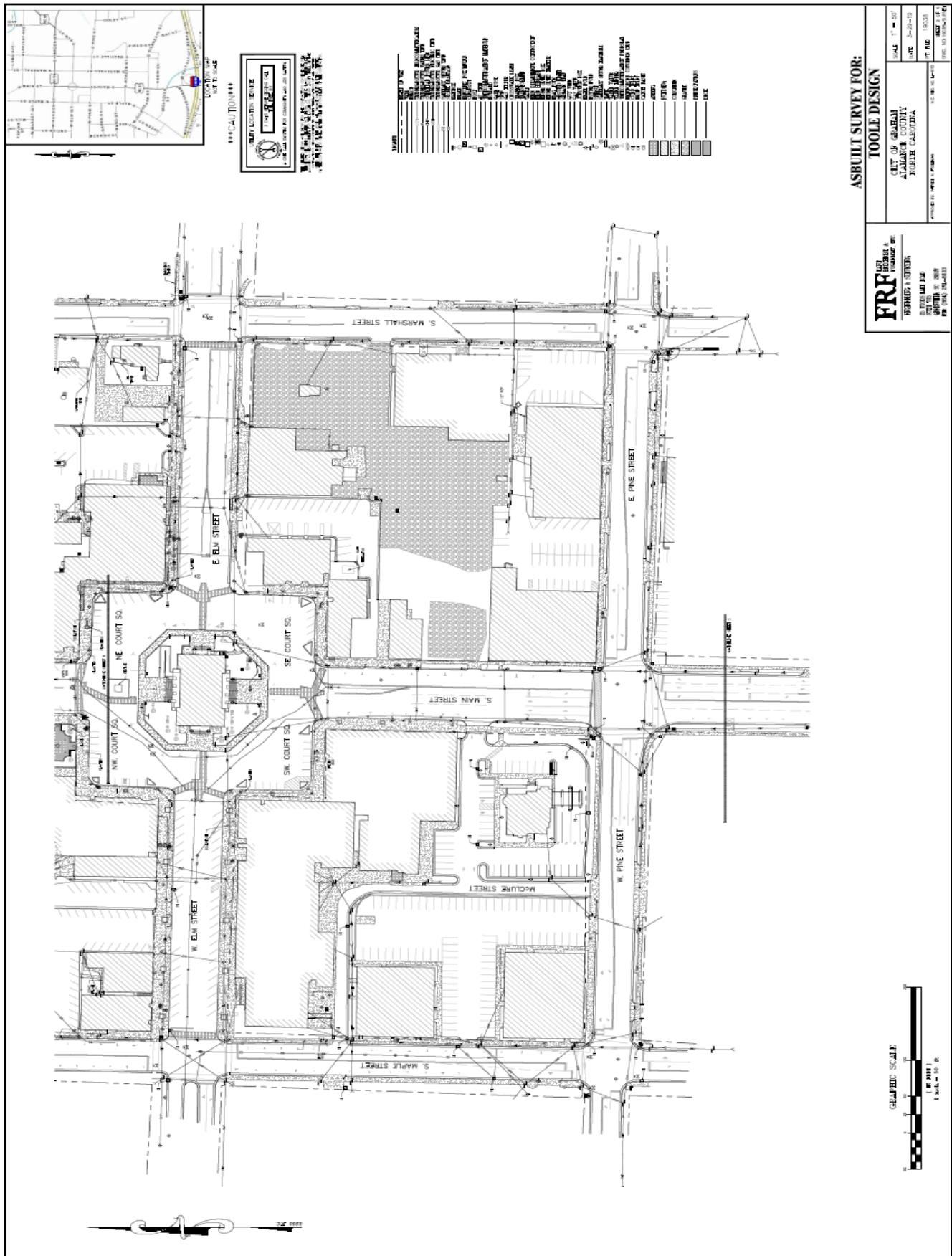
- ☐ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- ☐ 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- ☐ 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

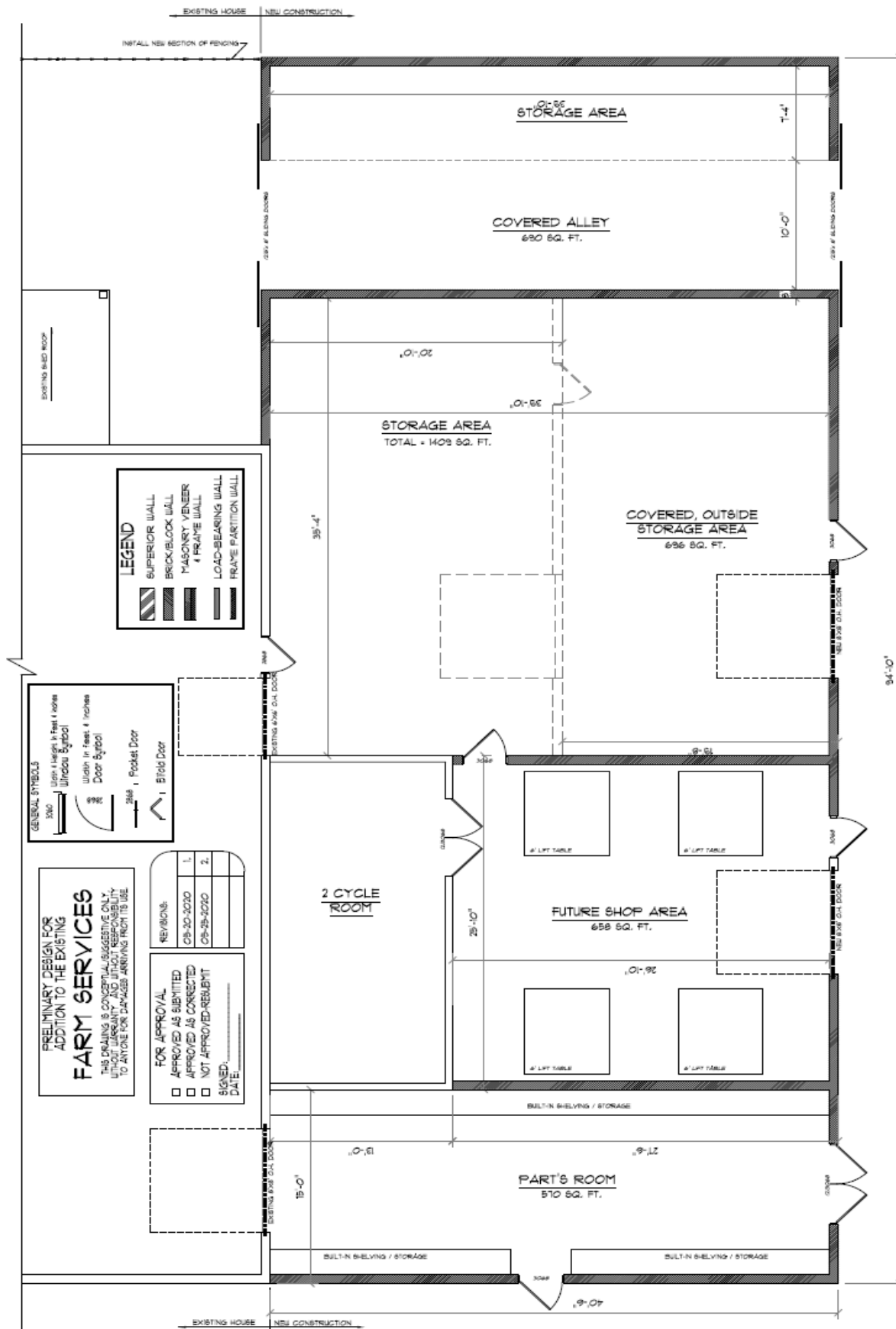
for Minor*

- ☐ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

for New/Major^

- ☒ 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- ☒ 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- ☒ 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- ☒ 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- ☒ 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.

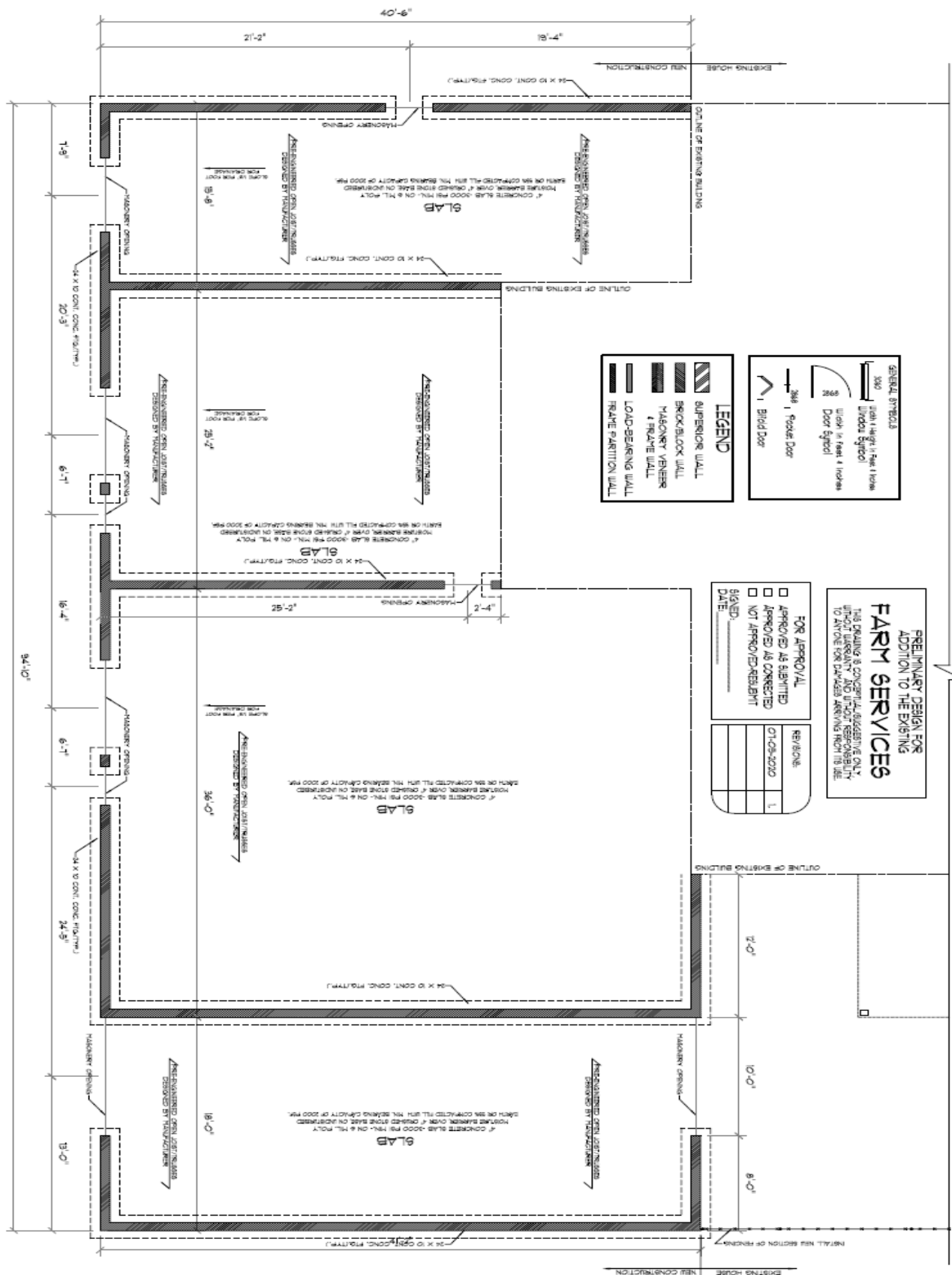


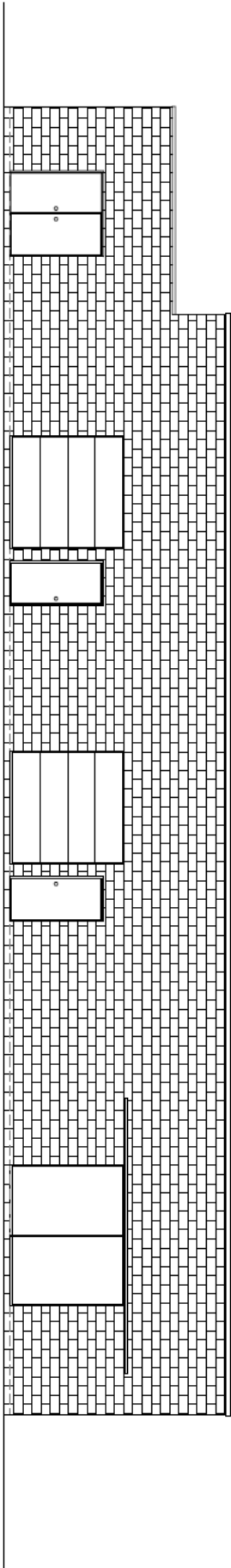


PROPOSED FLOOR LAYOUT

6CALLE 1415-03

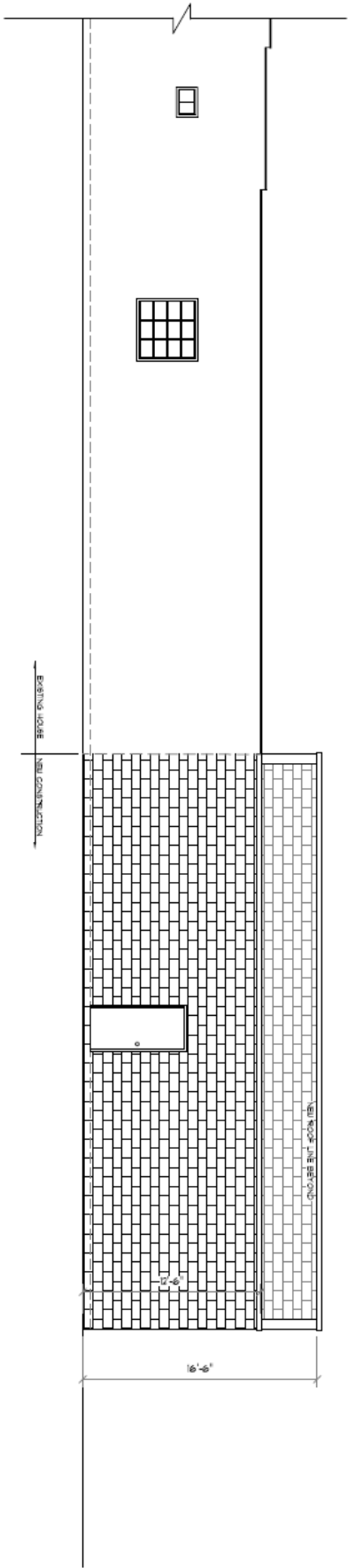
EXISTING FARM SERVICES = 8155 SQ. FT.
PROPOSED NEW AREA
(UNDER ROOF) = 3525 SQ. FT.
TOTAL UNDER ROOF = 11,680 SQ. FT.





PROPOSED REAR ELEVATION

SCALE 1/4"=1'-0"




PROPOSED RIGHT ELEVATION

SCALE 1/4"=1'-0"

July 20, 2020

0 0.01 0.02 ml

 **ABSS Bus Stop Meal Delivery**

 Address

[illegible]

"Current Photos"







STAFF REPORT

Prepared by Nathan Page, Planning Director

125 E Elm (Farm Services), Chuck Talley (COA 2006)

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission

August 4, 2020

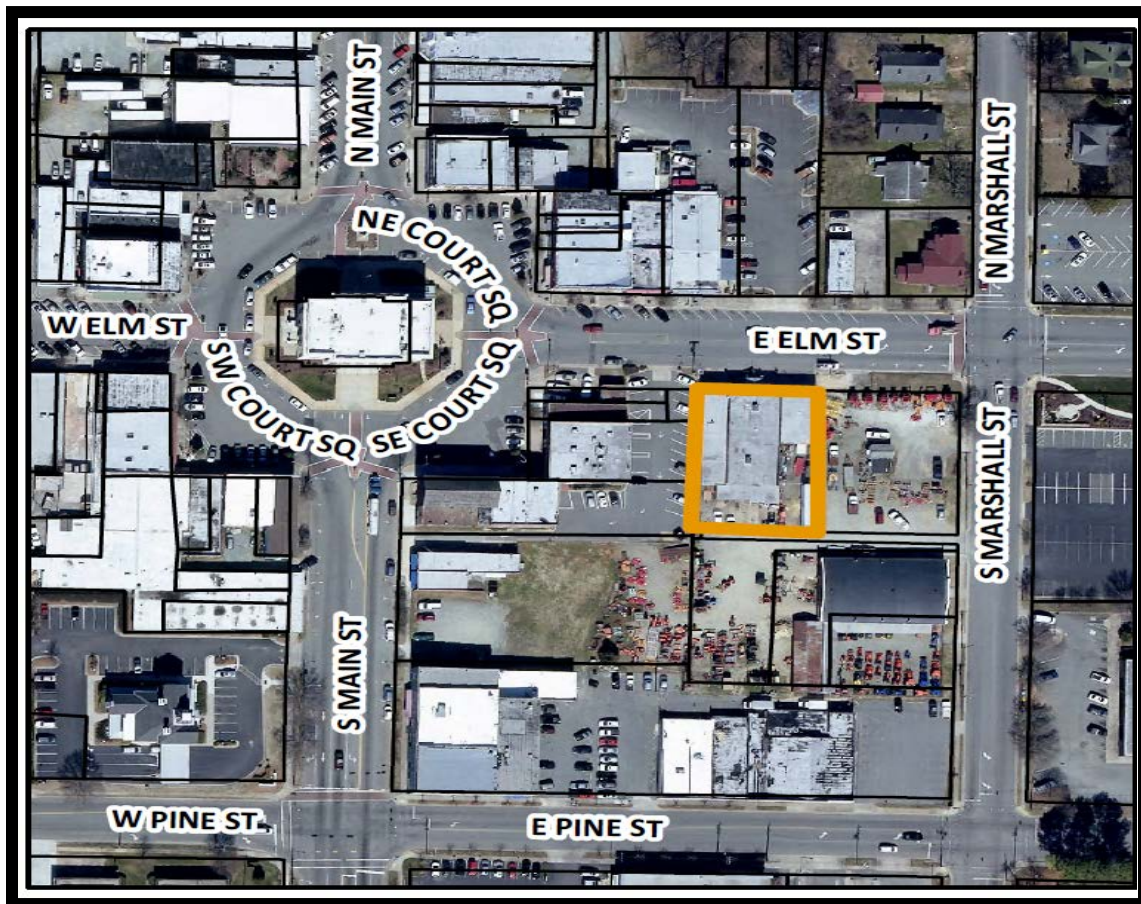
Location

125 E Elm Street
Graham, NC 27253
GPIN: 884149256

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 125 East Elm Street, Graham, NC 27253:

- f) Construction of an addition on to the rear building for shop and storage space



On July 20, 2020, the applicant submitted a new COA application which is before the HRC for consideration, but lacks specificity about some aspects of the proposed work. A site plan is required prior to any building, structure, or parking facility is constructed, installed, expanded, or extended which was not included in the application. While the applicant provided a floor plan as well as exterior wall sketches, there are still details

on the site plan not provided in the application. These may or may not be required by the Historic Resources Commission, as they choose. This includes, but is not limited to:

- i) **A TRC approved site plan will be required for this project. It may be beneficial to submit a complete site plan to the HRC and TRC for evaluation prior to approval for this item (number six on COA checklist).**
- 4) **A colored landscaping plan (number seven on COA checklist)**
- 5) **Catalog data for (number eight on COA checklist)**

As applicants frequently give feedback to the HRC during meetings, including regarding material choices and changes to their initial plans, it is difficult for staff to provide assistance to the HRC in terms of what areas of the design guidelines to reference in the review process.

Conformity to the *Historic Resources Handbook & Other Applicable Policies*

C. Additions to Existing Buildings

- 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.

D. New Construction

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.

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.

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.6.3 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.7.2 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.

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.

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.

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.

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.

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.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2006 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2006 for the property located at 125 E Elm Street as submitted because it does [or] does not meet the following criteria:

If approve or deny...

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards Section C Additions to Existing Buildings** (reference specific item(s), examples that may apply include C.1.3, C.1.4, C.1.5, C.1.6) OR **Section D New Construction** (reference specific item(s), examples that may apply include D.1.1, D.1.2, D.4.1, D.6.1, D.8.1, D.9.1, D.9.2, D.10.1, D.10.2, D.10.3, D.10.4, D.10.5, D.10.6, D.11.1, D.11.2, D.11.3). Therefore, the proposed changes are [or] are not compatible with the character of the district.

If approve with conditions...

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

Alternatively, the HRC may choose to table the item until the next meeting...

I move to table COA 2006 for 125 East Elm Street in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days.

Alternatively, the HRC may choose to deny the application as incomplete...

I move to deny COA 2006 for 125 East Elm Street to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

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

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Property

Street Address: 23 SW COURT SQUARE GRAHAM, NC
Property Owner: COURT SQUARE DEV GROUP

Project

General description of each modification or improvement:

REMOVING EXISTING AWNING, EXISTING STORE FRONTS AND 2ND FLOOR WINDOWS, REMOVE PAINT FROM EXTERIOR OF BUILDING, REPOINT MASONRY JOINTS. CONSTRUCT NEW DECORATIVE STORE FRONTS OUT OF WOOD WITH LEAD CANE STAINED GLASS TRANSOM WINDOWS (APPROXIMATELY 30)

If a site plan is required, has it been submitted? ☒ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☐ Yes ☒ No If yes, please specify:

EXHIBITS: This application must be accompanied by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: COURT SQUARE DEVELOPMENT GROUP

☒ Property Owner ☐ Lessee ☐ Other

Mailing Address: PO BOX 872

City, State, Zip: GRAHAM, NC 27253

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☒ Minor Alteration ☐ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

[Signature] 7/20/20
Signature of Applicant Date

[Signature] 7/20/20
Signature of Owner, when applicable Date

Representation at HRC Meeting

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

Name: CHUCK TALLEY

Relationship to Applicant: OWNER

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

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

Exhibits Required for an Application for a Certificate of Appropriateness

- ☒ 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- ☒ 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

for Signs

- ☐ 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- ☐ 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- ☐ 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

**Types and kinds of improvements to be considered minor:*

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

**Types and kinds of improvements to be considered major:*

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

for Minor* and New/Major^

- ☒ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- ☒ 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- ☒ 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

for Minor*

- ☒ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

for New/Major^

- ☐ 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- ☐ 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- ☐ 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- ☐ 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- ☐ 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.

"Proposed Stained Glass"



"Proposed Store Front"



"Current Window"



STAFF REPORT

Prepared by Nathan Page, Planning Director

Location

23 SW Court Square
Graham, NC 27253
GPIN: 8884144272

23 SW Court Square, Chuck Talley (COA 2007)

Type of Request: Certificate of Appropriateness

Meeting Dates

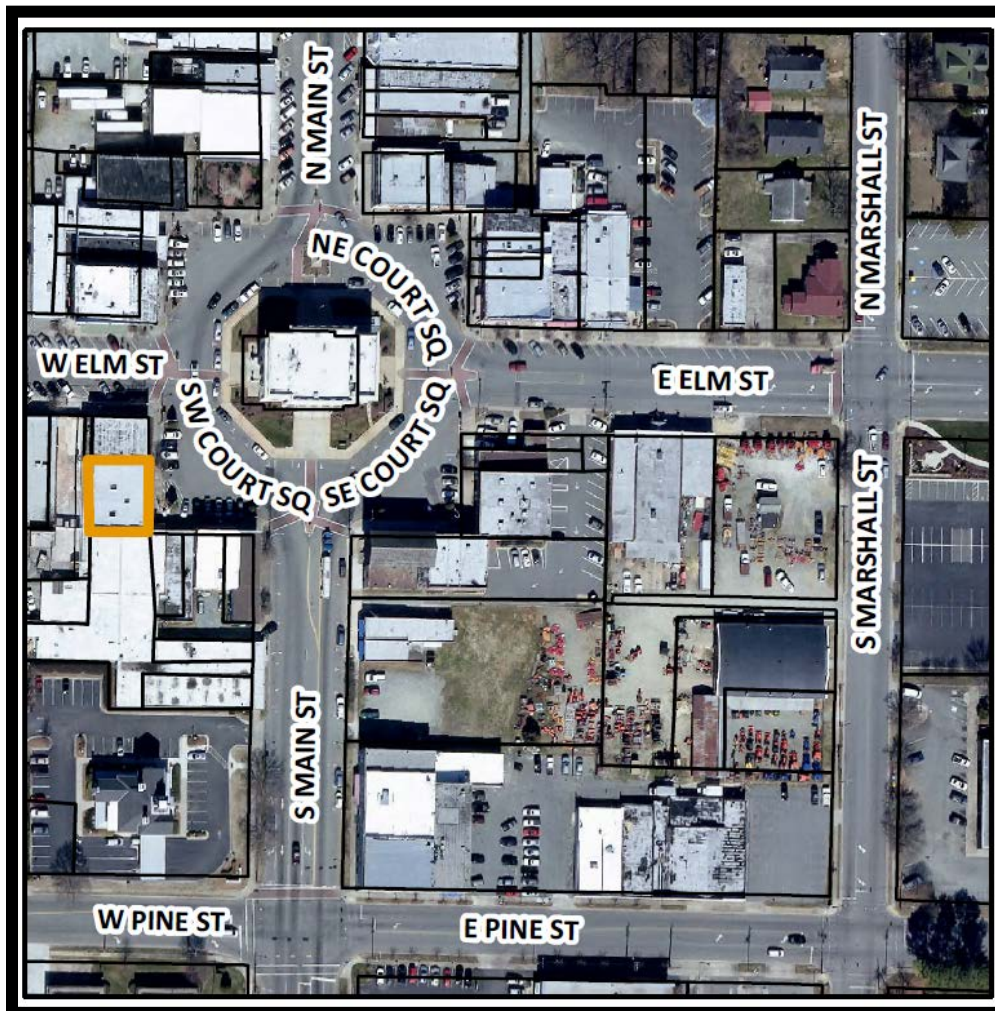
Historic Resources Commission

August 4, 2020

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 23 SW Court Square, Graham, NC 27253:

1. Remove existing awning
2. Remove existing store fronts
3. Remove second floor windows
4. Remove paint from exterior
5. Repoint masonry joints
6. Construct new decorative store fronts
7. Add stained glass transom windows (approximately 30)



One July 20, 2020, the applicant submitted a new COA application for a minor application, however, with the removal of the existing windows and unclear replacement process, the planning department made the decision to classify this COA as a major. While the applicant provided some detailed information, the HRC may determine that additional clarity is needed to complete the COA. These may or may not be required by the Historic Resources Commission, as they choose. This includes, but is not limited to:

- 6) **Catalog data for presented materials (number eight on COA checklist)**
- 7) **Color perspective rendering (number nine on COA checklist)**
- 8) **Method for removal of existing paint (B.1.5, B.13.5, -.6, -.7 of the City of Graham Historical Handbook)**

As applicants frequently give feedback to the HRC during meetings, including regarding material choices and changes to their initial plans, it is difficult for staff to provide assistance to the HRC in terms of what areas of the design guidelines to reference in the review process.

Conformity to the *Historic Resources Handbook & Other Applicable Policies*

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.

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.

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.

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.

12. Exterior Colors

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

Historical color schemes are appropriate for the style and character of the district. Colors may be chosen based on paint chip analysis of a building's original color or based on colors used on other buildings of the period. Color guides of documented historical hues from selected paint manufacturers are an aid in historical color selection. Old photos of the building or a similar one can establish light versus dark color placement. An appropriate exterior color combination can alter the entire appearance of a building. Structures that have been perceived as mediocre can become points of interest because of good color combinations and paint jobs.

B.12.1 The placement of color should be appropriate to the architectural style of the structure.

B.12.2 The placement of color should provide contrast between different materials appropriate to the style of the structure, such as shingles and siding, and architectural elements, such as trim and soffits.

B.12.3 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.

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 pulltype scraper followed by hand sanding. Structures painted before 1950 probably have layers of leadbased 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.

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.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2007 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2007 for the property located at 23 SW Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards Section B Building Exteriors** (reference specific item(s), examples that may apply include B.1.1., B.1.2, B.1.3, B.1.4, B.1.5, B.2.1, B.2.2, B.2.3, B.2.4, B.2.5, B.2.6, B.2.7, B.2.8, B.2.9, B.2.10, B.2.11, B.8.1, B.8.2, B.8.3, B.8.4, B.8.5, B.8.6, B.8.7, B.8.8, B.8.9, B.8.10, B.12.1, B.12.2, B.12.3, B.12.4, B.12.5, B.12.6, B.12.7, B.13.1, B.13.2, B.13.3, B.13.4, B.13.5, B.13.6, B.13.7). Therefore, the proposed changes are [or] are not compatible with the character of the district.

If approve with conditions...

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

Alternatively, the HRC may choose to table the item until the next meeting...

I move to table COA 2007 for 23 SW Court Sq. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days

Alternatively, the HRC may choose to deny the application as incomplete...

I move to deny COA 2007 for 23 SW Court Square to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

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

The Historic Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) demolition of existing structures, within locally designated historic districts or landmarks. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic Resources, of the *Development Ordinance*.

Property

Street Address: 125 N MAIN ST GRAHAM, NC
Property Owner: COURT SQUARE DEV GROUP

Project

General description of each modification or improvement:

REMOVE METAL STORE FACADE AND REMOVE BRICK FROM STORE FRONT TO REVEAL ORIGINAL BUILDING FACADE. INSTALL NEW WINDOWS, STOREFRONT AND MARQUEE TO TRY TO MATCH ORIGINAL FACADE WHEN BUILDING WAS THE ALCOA THEATER

BUILDING WAS ORIGINALLY BUILT IN 1915 AS A MOVIE THEATER SO WE ARE TRYING TO STAY TRUE TO THE ORIGINAL LOOK OF THIS PROPERTY.

If a site plan is required, has it been submitted? ☒ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☐ Yes ☒ No If yes, please specify:

EXHIBITS: This application **must be accompanied** by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. **See the back of this application for a checklist of required exhibits.** There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: COURT SQUARE DEVELOPMENT GROUP

☒ Property Owner ☐ Lessee ☐ Other _____

Mailing Address: PO BOX 872

City, State, Zip: GRAHAM, NC 27253

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☒ Minor Alteration
☐ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

[Signature] 7/20/20
Signature of Applicant Date

[Signature] 7/20/20
Signature of Owner, when applicable Date

Representation at HRC Meeting

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

Name: CHUCK TALLEY

Relationship to Applicant: OWNER

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

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

Exhibits Required for an Application for a Certificate of Appropriateness

- ☒ 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- ☒ 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

for Signs

- ☐ 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- ☐ 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- ☐ 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

**Types and kinds of improvements to be considered minor:*

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

^Types and kinds of improvements to be considered major:

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

for Minor* and New/Major^

- ☒ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- ☒ 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- ☒ 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

for Minor*

- ☒ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

for New/Major^

- ☐ 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- ☐ 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- ☐ 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- ☐ 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- ☐ 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.



“Current Photo”



“Historical Photo”



STAFF REPORT

Prepared by Nathan Page, Planning Director

Alcoa Theater, Chuck Talley (COA 2008)

Type of Request: Certificate of Appropriateness

Meeting Dates

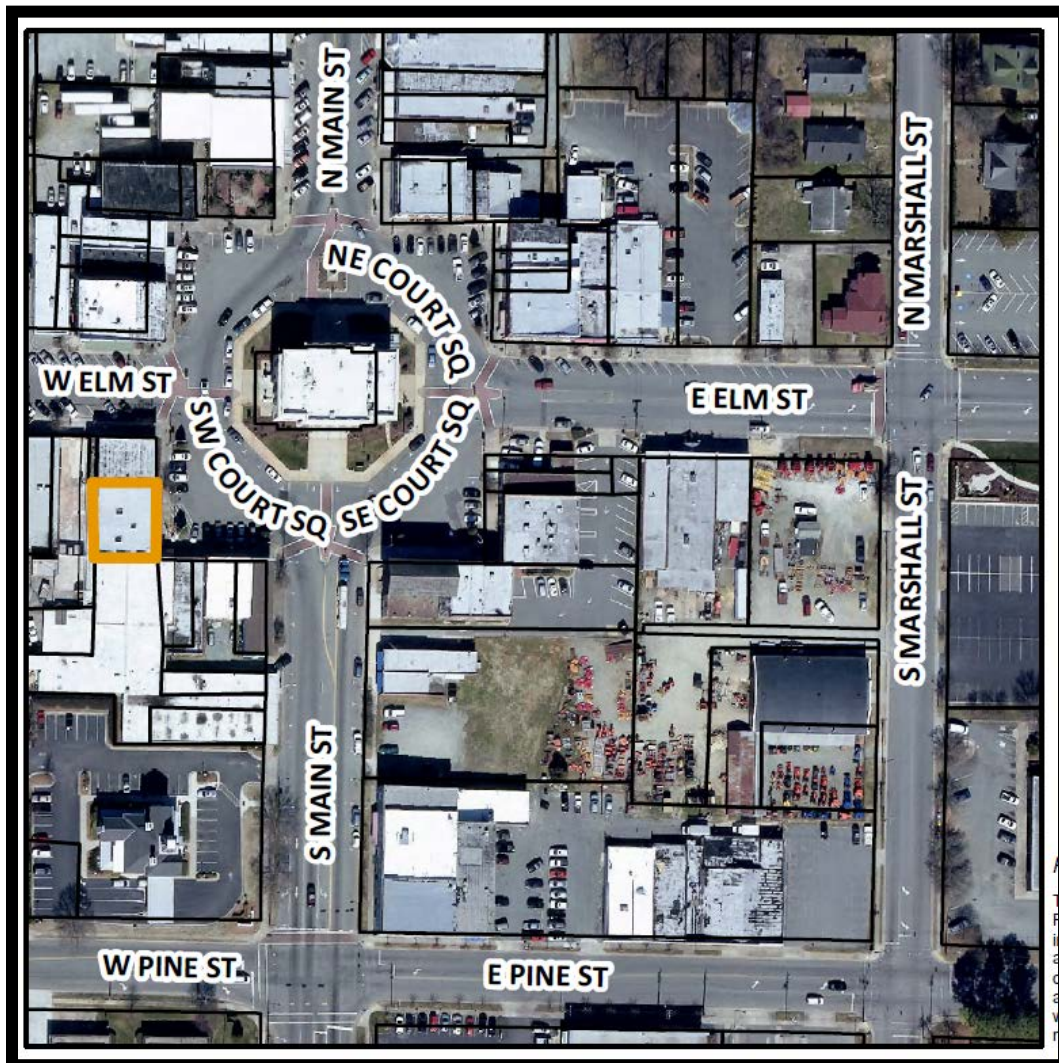
Historic Resources Commission

August 4, 2020

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 125 North Main Street, Graham, NC 27253:

1. Remove metal store façade
2. Remove brick from store front to reveal original building façade
3. Install new windows
4. Install new storefront
5. Install new marquee



Location

125 N Main Street
Graham, NC 27253
GPIN: 8884144272

One July 20, 2020, the applicant submitted a new COA application for a minor application, however, with the removal of the existing windows and unclear replacement process, the planning department made the decision to classify this COA as a major. While the applicant provided some detailed information, the HRC may determine that additional clarity is needed to complete the COA. These may or may not be required by the Historic Resources Commission, as they choose. This includes, but is not limited to:

9) Colored elevations (number three on COA checklist)

10) Catalog data for presented materials (number eight on COA checklist)

11) Color perspective rendering (number nine on COA checklist)

As applicants frequently give feedback to the HRC during meetings, including regarding material choices and changes to their initial plans, it is difficult for staff to provide assistance to the HRC in terms of what areas of the design guidelines to reference in the review process.

Conformity to the *Historic Resources Handbook & Other Applicable Policies*

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.

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

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B.2.2 Maintain and protect masonry features, surfaces, and details through tooled joint appropriate methods.

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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.

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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.

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.

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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.

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.

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.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2008 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2008 for the property located at 125 N Main Street as submitted because it does [or] does not meet the following criteria:

If approve or deny...

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards Section B Building Exteriors** (reference specific item(s), examples that may apply include B.1.1., B.1.2, B.1.3, B.1.4, B.1.5, B.2.1, B.2.2, B.2.3, B.2.4, B.2.5, B.2.6, B.2.7, B.2.8, B.2.9, B.2.10, B.2.11, B.8.1, B.8.2, B.8.3, B.8.4, B.8.5, B.8.6, B.8.7, B.8.8, B.8.9, B.8.10, F.1.1, F.1.2, F.1.3, F.1.4). Therefore, the proposed changes are [or] are not compatible with the character of the district.

If approve with conditions...

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

Alternatively, the HRC may choose to table the item until the next meeting...

I move to table COA 2008 for 125 N Main Street in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days

Alternatively, the HRC may choose to deny the application as incomplete...

I move to deny COA 2008 for 125 North Main Street to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

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

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Property

Street Address: 21 SE COURT SQUARE GRAHAM, NC
Property Owner: COURT SQUARE DEV GROUP

Project

General description of each modification or improvement:

CONSTRUCT 2,140 SQ FT AREA ON NORTH SIDE OF EXISTING BUILDING. CONSTRUCT ROOF TOP DINING AREA ABOVE OUTSIDE PATIO (APPROXIMATELY 800 SQ. FT). CONSTRUCT ARCHITECTURAL WROUGHT IRON EMERGENCY EXIT STEPS ON THE NORTH SIDE OF THE NEW CONSTRUCTION FOR ACCESS TO THE ROOF TOP PATIO. PLANT TREES, BEDDING AREAS AND 3 PARK BENCHES ALONG SIDEWALK ON E ELM ST.

BUILDING WAS ORIGINALLY BUILT IN 1921 AS A SERVICE STATION SO WE ARE TRYING TO BUILD THIS ADDITION TO BE CONSISTENT WITH THE HISTORICAL USE OF THIS PROPERTY.

If a site plan is required, has it been submitted? ☒ Yes ☐ No

Is there any approval pending by any other regulatory or administrative authority which may have a bearing on the proposed project? ☒ Yes ☐ No If yes, please specify:

TRC APPROVAL REQUIRED

EXHIBITS: This application must be accompanied by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project, which must be sufficiently detailed for the Commission to evaluate the proposal. See the back of this application for a checklist of required exhibits. There are 5 for signs, 6 for minor alterations, and 10 for new construction, additions or major alterations.

Applicant

Name: COURT SQUARE DEVELOPMENT GROUP

☒ Property Owner ☐ Lessee ☐ Other _____

Mailing Address: PO BOX 872

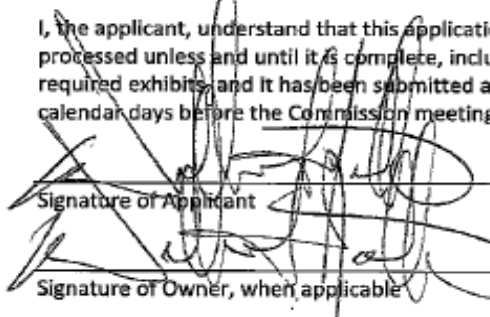
City, State, Zip: GRAHAM, NC 27253

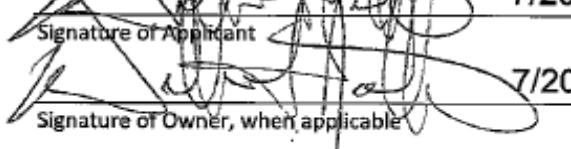
Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

I, the applicant, hereby make application for a Certificate of Appropriateness for a ☐ Sign ☐ Minor Alteration
☒ New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

 7/20/20
Signature of Applicant Date

 7/20/20
Signature of Owner, when applicable Date

Representation at HRC Meeting

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

Name: CHUCK TALLEY

Relationship to Applicant: OWNER

Phone # (336) 229-4225

Email: CHUCKTALLEY21@HOTMAIL.COM

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

Exhibits Required for an Application for a Certificate of Appropriateness

- ☒ 1. A **location or vicinity map** clearly showing the location of the project within the immediate neighborhood.
- ☒ 2. **Current color photographs** of the property showing its present condition, which accurately represents the existing material, colors and textures. In addition, color photographs of all adjacent sites, buildings and other improvements clearly showing the style and character of the area. Such photographs shall accurately represent all colors and textures of the various materials of adjacent improvements. All photographs shall be labeled to indicate the direction of view.

for Signs

- ☐ 3. **Colored elevations**, drawn to scale, showing the size of the sign in relation to the building, the location of the sign, all details of construction, colors and textures; complete with dimensions showing ground clearance, length, height, width and projection.
- ☐ 4. A **large scale drawing** showing the size of the sign, details of construction, materials, colors, lighting, size-style and spacing of letters, method of support, and proposed materials and finishes, noted and keyed to the physical samples required in Exhibit 5.
- ☐ 5. **Physical samples** of all materials proposed for use on the sign, labeled and keyed to the large scale drawing required in Exhibit 4.

**Types and kinds of improvements to be considered minor:*

1. Repainting resulting in a different color.
2. Addition or deletion of awnings, shutters, canopies and similar appurtenances.
3. Application or use of exterior materials of a different kind, type, color or texture than those already in use, which will substantially cover one or more sides of the structure. This provision applies to roofing as well as siding.
4. All improvements, alterations and renovations which can be accomplished without obtaining a building permit.
5. Outside storage which does not require structure changes, such as a car sales lot.

^Types and kinds of improvements to be considered major:

1. Construction of a new building or auxiliary structure.
2. Any addition or alteration of an existing structure which increases the square footage in that structure or otherwise alters its size, height, contour or outline.
3. Change or alteration of a structure's architectural style.
4. Addition or removal of one or more stories.
5. Alteration of a roof line.
6. Landscaping.
7. All other items as defined in the ordinance.

for Minor* and New/Major^

- ☐ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and keyed to the samples required in Exhibit 4. Colored elevations shall be prepared at the largest practical scale. *For new/major*, the elevations should show accurately the placement of landscaping elements (showing their size and shape) where they are in close proximity to any structure.
- ☐ 4. **Physical samples** of all materials, items or devices to be installed, accurately showing color, texture and scale. All samples shall be identified by listing the manufacturer's name, brand name and manufacturer's color number, and keyed to the elevations required in Exhibit 3.
- ☐ 5. **Manufacturer's catalog data** (if applicable) on all mail boxes, trash receptacles or containers, signs, transformers, air conditioning equipment and other visible devices and materials showing size, form, quantity, color, type of material, height, location and method of installation.

for Minor*

- ☐ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the plan shall show a cross-section of a typical section drawn to scale.

for New/Major^

- ☒ 6. A **site plan** of the property, identical to the site plan required by the Planning Dept.
- ☒ 7. A **colored landscaping plan** clearly showing the size, location and species of all plant material. A schedule showing the type of plant, number, size at installation (height and spread), size at maturity (height and spread) and time required to reach maturity. In addition, the plan shall show any exterior lighting, provisions for trash storage and removal, location of air conditioning equipment, transformers, signs, fences or walls, and any other equipment or construction. This plan should be similar in size and scale to the site plan in Exhibit 6.
- ☒ 8. **Manufacturer's catalog data** or other material showing each type of exterior light fixture, its size, shape, lighting characteristics, color, type of mounting, type of pole and height of pole-mounted lights.
- ☒ 9. A **colored perspective rendering** (when requested) showing the form, style and scale of the project, all rooftop equipment and screening proposed, signs, landscaping and other architectural features. Such rendering shall be accurate as to both scale and color of representation.
- ☒ 10. A **set of floor plans and details** showing the location of entrances, windows, halls, rooftop equipment, etc.

STAFF REPORT

Prepared by Nathan Page, Planning Director

Brantley Building, Chuck Talley (COA 2009)

Type of Request: Certificate of Appropriateness

Meeting Dates

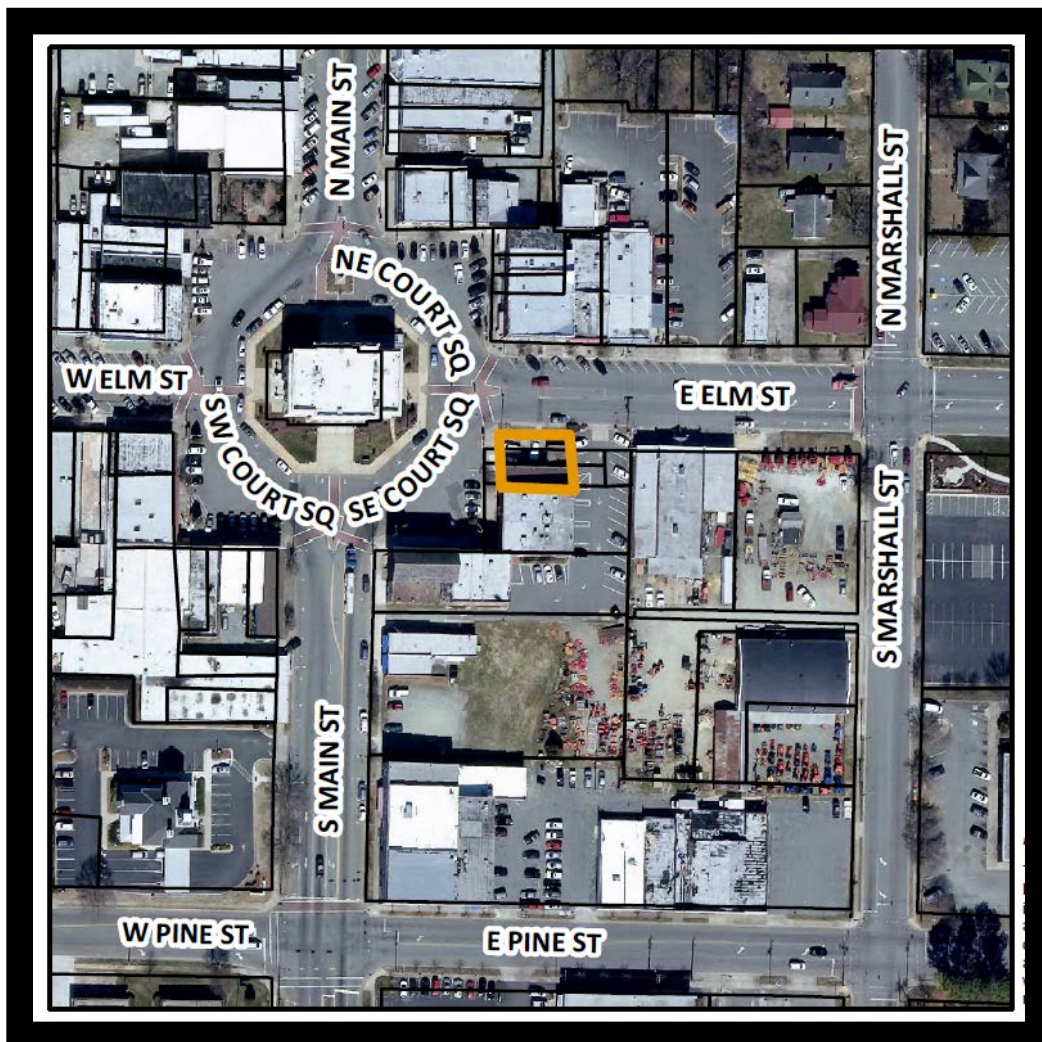
Historic Resources Commission

August 4, 2020

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 21 SW Court Square, Graham, NC 27253:

1. Construct 2,140 square foot area on north side of existing building
2. Construct roof top dining area above outside patio (approximately 800 sq ft)
3. Construct architectural wrought iron emergency exit steps on north side of new construction for access to roof top patio
4. Plant trees
5. Create bedding area
6. Add 3 park benches along sidewalk



On July 20, 2020, the applicant submitted a new COA application which is before the HRC for consideration, but there were not additional details submitted with the COA. This property is the same property listed in COA 2005. Given the competing COA's for the same property, the Planning Department wanted to give the HRC the ability to review both documents and choose which aligned most closely with the Historic Guidelines.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2009 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2009 for the property located at 21 SE Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards**. Therefore, the proposed changes are [or] are not compatible with the character of the district.

If approve with conditions...

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

Alternatively, the HRC may choose to table the item until the next meeting...

I move to table COA 2009 for 21 SE Court Sq. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days

Alternatively, the HRC may choose to deny the application as incomplete...

I move to deny COA 2009 for 21 SE Court Square to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.