

Historic Resources Commission

Agenda | October 5, 2021 | 6 pm

Regular Meeting



1. Call to order, roll call, and confirmation of a quorum

- a. **Historic Resources Commission Charge:** The Historic Resources Commission is charged with promoting, enhancing, and preserving the character of the historic district as well as landmarks, including the Courthouse Square Historic District.

2. Pledge of Allegiance and moment of silence

3. Minutes review and approval

- a. **Regular meeting: August 3, 2021**

4. Old Business

- a. **Elect a Vice Chair**

5. New Business

a. **Certificate of Appropriateness Applications**

- i. **COA2107** - Applicant Michael Holt, (reapplying), is requesting to raze the property located at 140 East Elm Street (Trollinger Hotel).
- ii. **COA2110** – Applicant Griffin McClure, (new), is requesting to remove the existing metal siding on the second story, repair & refurbish the façade beneath the metal siding and add a projecting sign with backlighting located at 118 North Main Street (Green & McClure Furniture).
- iii. **COA2111** – Applicant Griffin McClure, (new), is requesting to remove the existing sign and awning, repaint the brick and metal trim, and add a new sign with the option of a flat or projecting sign for the location at 110 West Harden Street (Green & McClure Furniture).

b. **2021/2022 Façade Grant applications | [scoring matrix](#) | [project proposal worksheet](#)**

- i. **Curt McVey | Minor COA2108** - 205 North Main Street (Graham Travel)
- ii. **Curt McVey | Minor COA2109** - 207 North Main Street (Richardson Nelson law office)
- iii. **Griffin McClure | Major COA2110** - 118 North Main Street (Green & McClure Furniture)
- iv. **Griffin McClure | Major COA2111** - 110 West Harden Street (Green & McClure Furniture)
- v. **Paul Crotts | Minor COA2112** - 30 Southwest Court Square (Graham Furniture Mart)

6. Updates

- a. **Council**
- b. **Staff**

7. Adjournment

Minutes of the August 3rd, 2021 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin and Jeanette Beaudry. Absent was Bonnie Whitaker and Matthew Haley. Debbie Jolly Zoning & Inspection Technician, Nathan Page, Planning Director, Cameron West, Planner, Mary Faucette Downtown Coordinator, and Melody Wiggins City Council Liaison were also present.

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

Approval of the July 6TH, 2021 meeting minutes. Karen Chin made a motion to approve and Jeanette Beaudry seconded. All voted aye.

COA 2103- Nick's Building Renovations, application by Chuck and Jennifer Talley of Court Square Development Group. 102 S Main Street, GPIN 8884148129. Mr. Worthy read the 160D guidelines and ask if any had any conflict of interest, and Zipporah Clark Baldwin stated she was employed by the applicant. Karen Chin made a motion that Mrs. Clark-Baldwin be recused for this item. Jerome Bias seconded. All voted Aye. Chuck Talley, Jennifer Talley, and Nathan Page were sworn in. Nathan Page gave an history of the building and the staff report. Chuck Talley presented the project to the commission. The commission had numerous questions for Mr. Talley about the project concerning windows, doors, fencing, canopy and the balcony along with other. Jennifer Talley of 808 Sideview St. spoke on behave of this project. Karen Chin made the following motion:

I have thoroughly researched the application and all other documents related to COA 2103 and I am familiar with the property in question. I find that if produced in accordance with the plans submitted, the proposed addition will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve with conditions the application for COA 2103 for the property located at 102 S Main Street as submitted because it does meet the following criteria;

C.1.3, C.1.6, D.7.2, D.7.3, D.8.1, D.10.1, D.10.3, D.11.1, and D.11.2.

If the following changes are made to the proposal:

- New building will have 4 over 4 windows
- Nick's building will have 6 over 6 windows
- Wood doors on front, with steel doors on rear and sides
- Full-view glass "garage" doors
- Fence in rear to be not more than 6 feet in height, with a gate for food trucks
- Height of gate in front to not exceed 4 feet
- Balcony is 8 feet deep
- 42" railings on Western and Northern face for basement entrances with handrails
- Arched headers on the Western and Southern faces for doors and windows on the second story of the new building
- Canopy roof will be grey to match previously used materials
- Black roof for canopy on the Nick's building in standing seam metal

- 1.5” metal tubing for balcony on North side in white, vanilla, or tan, including classic white or other white
- Copper gutters approved in line with COA1825. Seconded by Jerome Bias. Vote was 3-1 Cary Worthy voted Nay.

City Council Updates – Council member, Melody Wiggins – Thanked the commission for their hard work. Training schedules have been sent out by Nathan. Please sign up ASAP. City council approved the façade grants for this year with \$15,000.00, applications are on the website and also have been mailed out to everyone in the district. Nathan introduced Cameron to the commission. Melody announced to the commission that Nathan is leaving the City as of the 13th to become The Town manager of Youngsville. Members thanked him for all his guidance and help and wished him well.

Additional Items- The 1st draft of the Architectural Inventory should be ready for the September meeting so it can be discussed. Mary Faucette spoke briefly about the Main Street Program stated I will have a full presentation next month we are scheduled to be accredited July 1st of next year. Jerome ask if anyone would be interested in a trip to Danville for a tour to see a renovation of older homes. Cary ask if it was ok for them to go, Nathan said yes minutes would have to be taken if a quorum of the board were to attend.

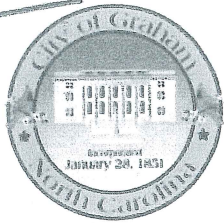
Zipporah Clark Baldwin stated she didn't work directly for Chuck Talley, she was in marketing and didn't handle anything for the construction projects. She requested staff look into when a member must recuse themselves from a meeting. Nathan stated he could set up a meeting with the City attorney or the school of government attorneys to make a recommendation. She also stated she had an affidavit about her retirement.

Karen Chin made a motion to adjourn. Jeanette seconded.

Meeting adjourned – 8:15 PM.

Minutes respectfully submitted,

Debbie Jolly



Application for a CERTIFICATE OF APPROPRIATENESS

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

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

Property

Street Address: 140 East Elm St.
Property Owner: Michael & Judith Holt

Project

General description of each modification or improvement:

The house @ 140 East Elm Street, Graham is beside my office building at 128 East Elm St. and the house directly behind 140 is owned. The house at 140 is unfit to rent and is a safe site for the surrounding area. I want to tear it down and use it for parking space for our office building. Please see Engineer James R. Fogelman's report on 10-14-2020 on the condition and being unfit for code requirements etc. and not possible to put money into it trying to bring it up to code and usable.

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: Michael Holt
 Property Owner Lessee Other _____
Mailing Address: 4525 South NC Hwy 62
City, State, Zip: Burlington, N.C. 27215
Phone # 336-226-3097
Email: Holt4525@triad.rr.com

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

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

Michael L. Holt 9-17-2021
Signature of Applicant Date

Michael L. Holt 9-17-2021
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: Michael L. Holt & Mike Holt Jr

Relationship to Applicant: owner

Phone # 336-226-3097

Email: Holt4525@triad.rr.com

FOR OFFICE USE ONLY	
Received by: <u>9.17.21</u>	Remarks: <u>COA2107</u>
Received date: <u>CW</u>	
Tax Map # <u>146226</u>	
HRC date: <u>10.05.21</u>	

Exhibits Required for an Application for a Certificate of Appropriateness

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

for Signs

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

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

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

^Types and kinds of improvements to be considered major:

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

for Minor* and New/Major^

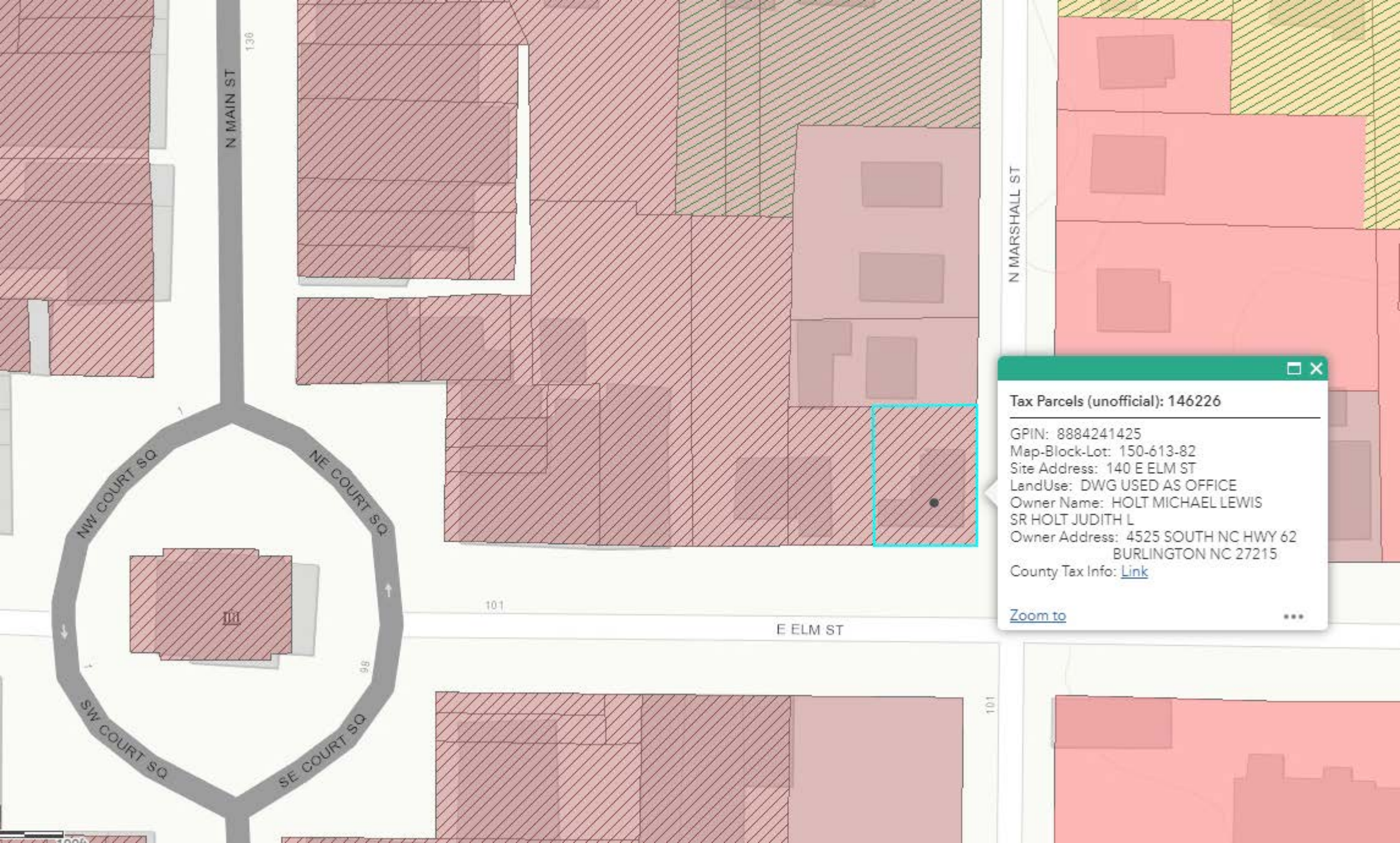
- 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and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

for Minor*

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

for New/Major^

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



Tax Parcels (unofficial): 146226

GPIN: 8884241425
Map-Block-Lot: 150-613-82
Site Address: 140 E ELM ST
LandUse: DWG USED AS OFFICE
Owner Name: HOLT MICHAEL LEWIS
SR HOLT JUDITH L
Owner Address: 4525 SOUTH NC HWY 62
BURLINGTON NC 27215
County Tax Info: [Link](#)

[Zoom to](#) ⋮





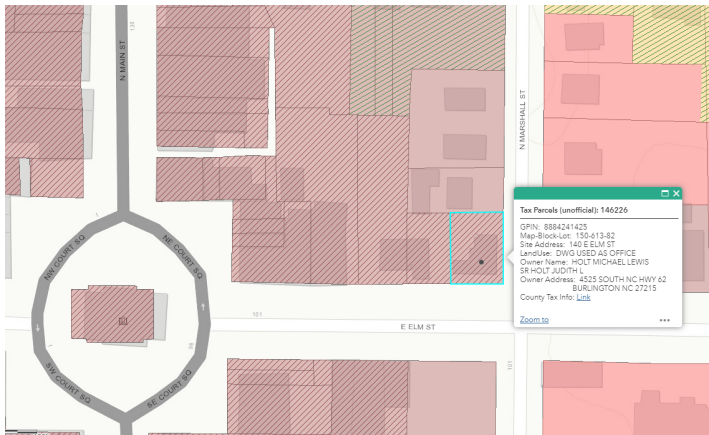
STAFF REPORT

Prepared by Mary Faucette, Downtown Development Coordinator



Certificate of Appropriateness Application

i. COA2107 – Applicant Michael Holt | 140 East Elm Street



Historic Inventory information:

(Former) Trollinger Hotel at 140 East Elm Street Ca. 1850; Contributing Single story stuccoed brick structure that was part of the hotel built by John Trollinger in 1850. The renovated interior retains a pressed metal ceiling and a few plain Greek Revival surrounds and doors. Originally the hotel extended to the courthouse from the northeast corner of Elm and Marshall. Historian Dr. Durward Stokes believes the hotel was three stories originally named the “Orange Hotel;” it was subsequently renamed the “Union Hotel” and later the “Brick Hotel.” The hotel served visitors during their stay in Graham, including North Carolina Governor Zebulon Vance during his campaign of 1876. The more modern Vestal Hotel was built in 1904. Since then, this structure has been reduced to its present size and converted to a private residence.

Proposal: Applicant is requesting to raze this property. Prior approval was granted-

On January 6, 2020, the Historic Resources Commission choose to approve COA 2017 as requested permitting the following as presented for the property located at 140 E Elm St.

1. *Preservation Burlington and The Graham Historic Museum will be given up to 60 days to remove any items they deem worthy of salvage from the structure prior to the issuance of a demolition permit. All applicable permits from the City must be obtained prior to construction.*

Application materials: Narrative requesting the approval for demolition, photos of the existing exterior of the building, and a certified engineer letter from James R. Fogleman, PE.

Application Design standards: 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.

Legal Authority

§ 160A-400.14. Delay in demolition of landmarks and buildings within historic district.

(b) The governing board of any municipality may enact an ordinance to prevent the demolition by neglect of any designated landmark or any building or structure within an established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue economic hardship.

Pros/Cons

Pros	Cons
Economic Development. Protects historic properties from falling into disrepair.	Cost to private property owner to make repairs may be burdensome. However, law requires safeguards be in place to protect citizens from undue economic hardship.
Proactive approach to reduce likelihood that important historic resources deteriorate to the point they are condemned and must be demolished.	May not save property and instead spur a property owner to file a demolition permit in order to avoid meeting the standards identified in the ordinance.
Preserves property for the enjoyment of future generations.	Concern from owners about their right to do as they wish with their private property. Ordinance must not violate constitutional rights.
Maintains the historic character and integrity of the district.	Potential legal challenges. Absentee ownership may prove difficult to prosecute.

Engages residents to report historic properties that are in violation.	Requires significant staff time to implement this type of program.
Neighborhood revitalization. Mitigates potential harm to surrounding property values.	Challenges with enforcement and the process for implementation.
Improves the aesthetic character of the community.	Mixed effectiveness. However, there are a few success stories.
Sustainable development. More energy and resources are not expended in the demolition and construction of a new building.	

Motion Language

<u>Approve</u>	<u>Deny</u>	<u>Table</u>
<p>I have thoroughly researched the application and all other documents related to COA2107 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be Compatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>Approve</i> the application for COA2107 for the property located at 140 East Elm Street as submitted because it does meet the design standards outline in F.1.1, F.1.2, F.1.3, F.1.4 [or] <i>Approve with conditions</i> detail your conditions</p> <p>...If approved with conditions.. If the following changes are made to the proposal such as:</p> <p>(list all desired changes to the proposal and how they relate to the requirements in the Historic Resources Design Guidelines Standards)</p> <p>...then the project will meet the standards set out in the Historic Resources Design Guidelines Standards and shall be permitted.</p>	<p>I have thoroughly researched the application and all other documents related to COA2107 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>deny</i> the application for COA2107 for the property located at 140 East Elm Street as submitted because it does not meet the Historic Resources Design Guidelines Standards outline in F.1.1, F.1.2, F.1.3, F.1.4. Therefore, the proposed project to raze the property is not compatible with the character of the district.</p>	<p>I move to table COA2107 for 140 E 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</p>



Application for a CERTIFICATE OF APPROPRIATENESS

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Property

Street Address: 118 N. MAIN ST.

Property Owner: Griffin McClure (JKLO, LLC)

Project

General description of each modification or improvement:

Remove metal siding & town. ng. Repair & refurbish existing facade beneath metal siding. Add ~~back~~ projecting sign with back lighting/illumination.

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: Griffin McClure

Property Owner Lessee Other

Mailing Address: P.O. Box 817

City, State, Zip: Graham, NC 27253

Phone # 336.226.2481

Email: griffinmcclure@gmail.com

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

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

[Signature] 9/20/2021
Signature of Applicant Date

Signature of Owner, when applicable Date

Representation at HRC Meeting

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

Name: Griffin McClure

Relationship to Applicant: SAME

Phone # SAME

Email: SAME

FOR OFFICE USE ONLY	
Received by: <u>mpf</u>	Remarks:
Received date: <u>9.21.21</u>	<u>COA2110</u>
Tax Map # <u>145847</u>	
HRC date:	

Exhibits Required for an Application for a Certificate of Appropriateness

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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.

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for Minor* and New/Major^

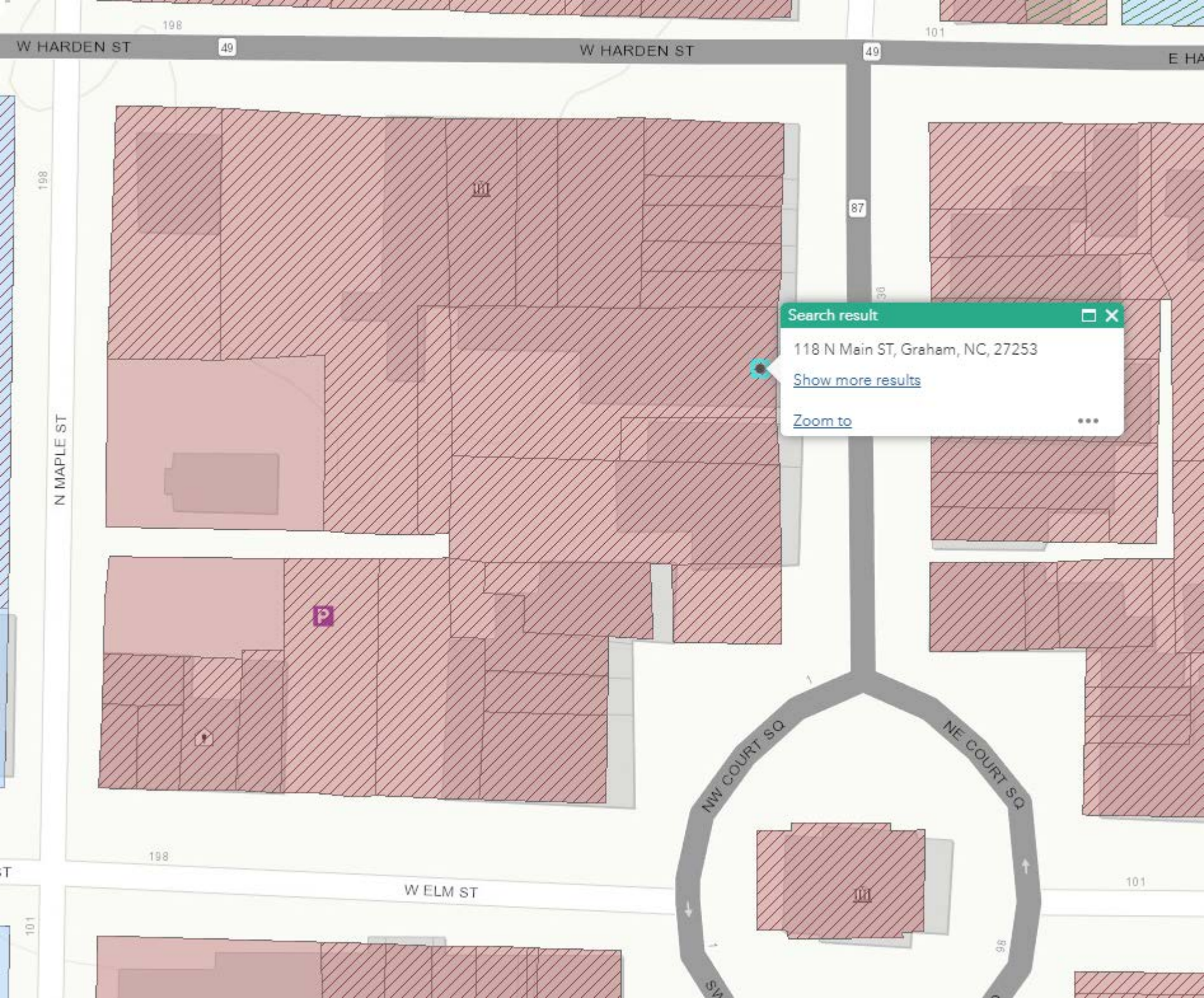
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for Minor*

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Search result X

118 N Main ST, Graham, NC, 27253

[Show more results](#)

[Zoom to](#) ...

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N MAPLE ST

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NW COURT SQ

NE COURT SQ

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Green & McClure

Green & McClure
100 YEARS
1907-2007

★ MAIN ★
STREET
★ SOD A
SHOP
THE CHERRY
SMASH
IS BACK

ICE CREAM
MILKSHAKES
LEMONADE
ORANGE ADE
COFFEES
SODAS AVON
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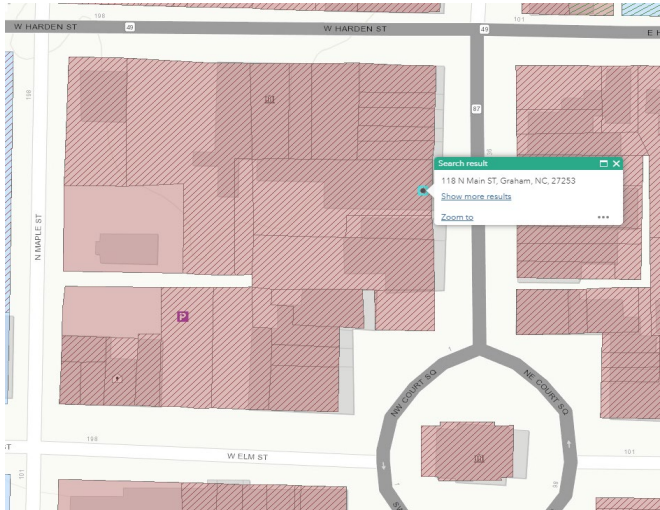
STAFF REPORT

Prepared by Mary Faucette, Downtown Development Coordinator



Certificate of Appropriateness Application

i. COA2110 – Applicant Griffin McClure | 118 North Main Street



Historic Inventory information:

The building façade has been heavily altered therefore no historical information is provided in the Historic Resources Handbook.

Proposal: Applicant is requesting to remove the existing metal siding on the second story, repair & refurbish the façade beneath the metal siding and add a projecting sign with backlighting located at 118 North Main Street (Green & McClure Furniture).

Application materials: Narrative requesting the approval for the removal of the metal siding, awning, repair and refurbish existing façade beneath metal siding and add a projecting sign with backlighting, and sign design.

Application Design standards:

Signs (reference CS-12)

Signs are an important visual element in the district. With forethought and careful planning, signs can fulfill a business owner's needs while enhancing the image of the district. Signs should be no larger than necessary to identify the building they serve. They should be visually integrated with the storefront to produce a consistent and unified statement about the business within.

A sign needs a sign permit before being erected. The City of Graham Development Ordinance, Appendix A, contains guidelines for signs in the Courthouse Square Historic District

Building Exteriors

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.

Masonry (reference CS-14)

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.

Windows and Doors (reference C-20)

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.

Awnings (reference CS-22)

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

B.10.1 Where possible, retain and repair awning fixtures and canopies that originate from the building's earlier historical periods.

B.10.2 New awnings should be complementary and compatible in placement, proportion, and color to the building's original fixtures; with the structure's size, scale, and style; and to existing awnings and canopies of adjacent buildings. See Appendix C for Sunbrella awning colors which may be approved with a minor COA. Amended by HRC on 3/13/18.

B.10.3 Awnings must be constructed of a fabric or cloth material meeting all local, state, and federal safety and fire standards. Vinyl, plastic, and metal are inappropriate to traditional facades.

B.10.4 Consideration should be given to replacing inappropriate awnings and canopies with traditional canvas fixtures.

B.10.5 Inappropriate storefront alterations can be effectively disguised by mounting an awning over the alterations while maintaining the proportions of the original storefront.

B.10.6 Awnings should be mounted within the window or entry opening, directly on the frame. If this is not possible, they should be attached just outside the opening. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.

Motion Language

<u>Approve</u>	<u>Deny</u>	<u>Table</u>
<p>I have thoroughly researched the application and all other documents related to COA2110 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be Compatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>Approve</i> the application for COA2107 for the property located at 118 North Main Street as submitted because it does meet the design standards outline in (<u>state the sections where the guidelines are met</u>) [or] <i>Approve with conditions</i> detail your conditions</p> <p>...If approved with conditions.. If the following changes are made to the proposal such as:</p> <p>(list all desired changes to the proposal and how they relate to the requirements in the Historic Resources Design Guidelines Standards)</p> <p>...then the project will meet the standards set out in the Historic Resources Design Guidelines Standards and shall be permitted.</p>	<p>I have thoroughly researched the application and all other documents related to COA2110 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>deny</i> the application for COA2110 for the property located at 118 North Main Street as submitted because it does not meet the Historic Resources Design Guidelines Standards outline in (<u>state the sections where the guidelines are met</u>). Therefore, the proposed project to (.....insert the project detail) is/are not compatible with the character of the district.</p>	<p>I move to table COA2110 for 118 North Main Street in order for (...state your reason for tabling the requested proposal). The application will be acted upon within a reasonable time period not to exceed 180 days</p>



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 110 West Harden St.

Street Address: _____

Property Owner: _____

Project

General description of each modification or improvement:

Remove existing sign & awning. Repaint brick & metal trim in Sherwin Williams historically approved colors. Replace sign with new wall sign (FLAT) w/ new logo as ~~per~~ shown in renderings. *possibly small projecting sign.*

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: Griffin McClure

Property Owner Lessee Other _____

Mailing Address: P.O. Box 817

City, State, Zip: Graham, NC 27253

Phone # 336-226-2481

Email: griffin.mcclure@gmail.com

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

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

[Signature] 9/20/2021
Signature of Applicant Date

[Signature] 9/22/2021
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: Griffin McClure

Relationship to Applicant: _____

Phone # _____

Email: _____

FOR OFFICE USE ONLY	
Received by: mpf	Remarks: <input type="checkbox"/> A 2111
Received date: 9/21/21	
Tax Map # 145847	

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^

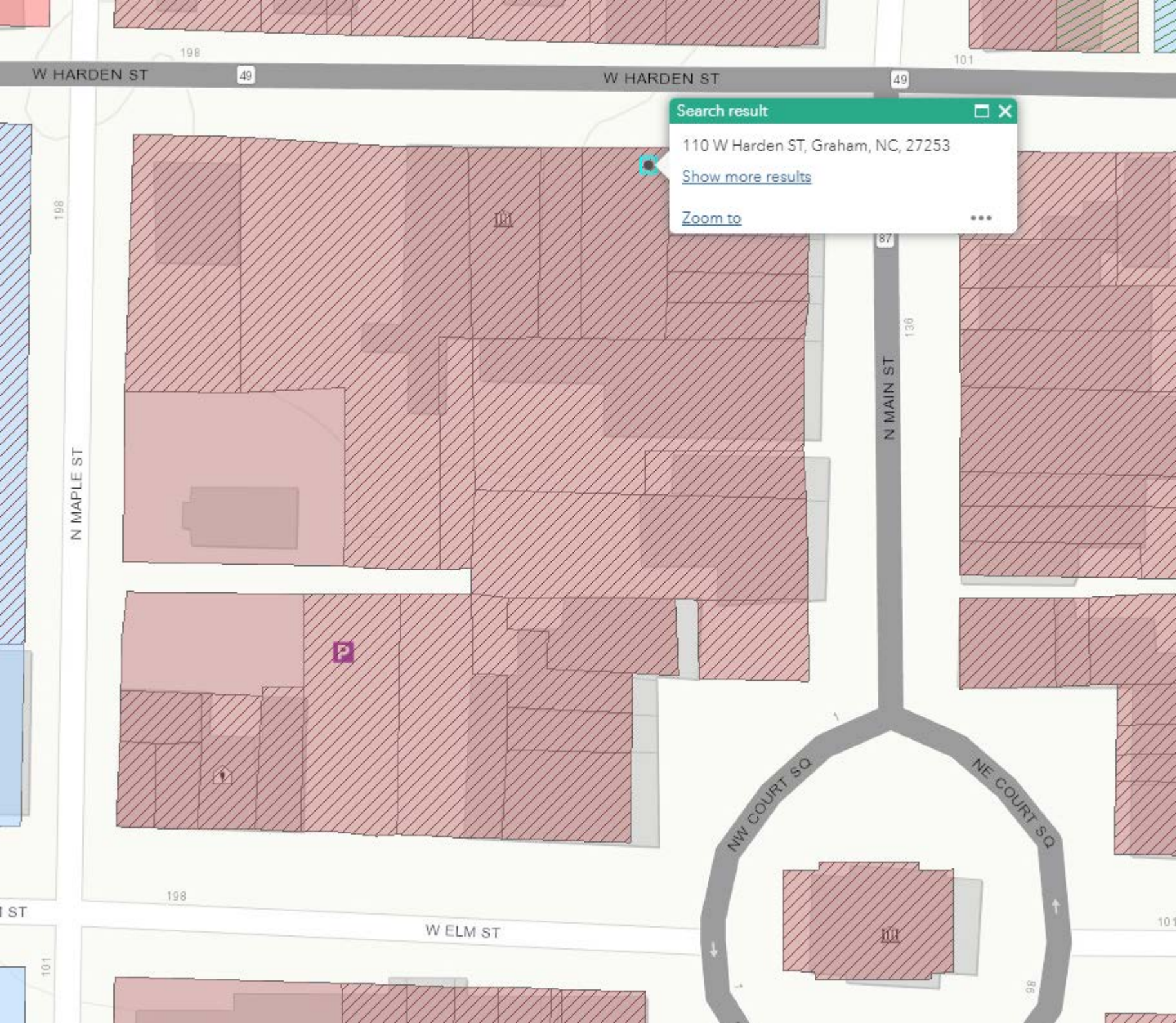
- 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations, and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



W HARDEN ST

49

W HARDEN ST

49

101

Search result



110 W Harden ST, Graham, NC, 27253

[Show more results](#)

[Zoom to](#)



198

N MAPLE ST

87

N MAIN ST

136

P

NW COURT SQ

NE COURT SQ

198

W ELM ST

ST

101

101

98

*Green & McClure
Furniture*

110 West Harden Street

G & M
GREEN & MCCLURE
FURNITURE

WARNING
LOADING
ZONE



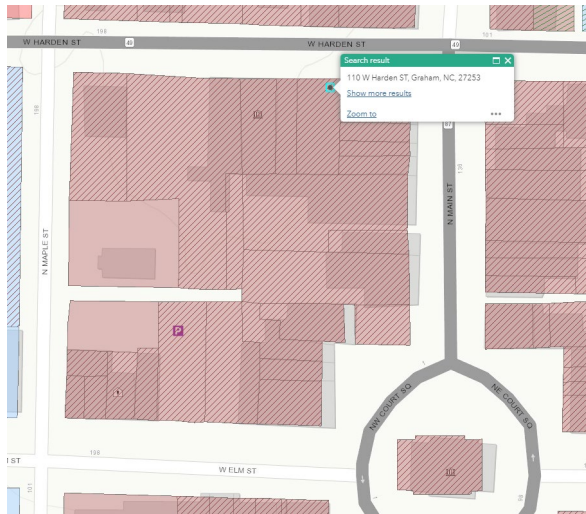
STAFF REPORT

Prepared by Mary Faucette, Downtown Development Coordinator



Certificate of Appropriateness Application

i. COA2111 – Applicant Griffin McClure | 110 West Harden Street



Historic Inventory information:

1946; Contributing

Two-story, flat-roofed brick building with stone façade. Second story has seven-bay division and is faced with rough-cut stone blocks. Centered over the second floor is a tablet with the inscription “Erwin 1946”. The first story is faced with smooth-surfaced stone framing two recessed storefronts and an entrance to the second story at the east end of the façade. The storefronts have double doors with four-pane transoms. A large, centrally placed granite column supports the two light transoms that project over the recessed storefronts.

Proposal: Applicant is requesting to remove the existing sign and awning, repaint the brick and metal trim, and add a new sign with the option of a flat or projecting sign for the location at 110 West Harden Street (Green & McClure Furniture).

Application materials: Narrative requesting the approval for the removal of the metal siding, awning, repainting the metal trim.

Application Design standards:

Signs (reference CS-12)

Signs are an important visual element in the district. With forethought and careful planning, signs can fulfill a business owner’s needs while enhancing the image of the district. Signs should be no larger than necessary to identify the building they serve. They should be visually

integrated with the storefront to produce a consistent and unified statement about the business within.

A sign needs a sign permit before being erected. The City of Graham Development Ordinance, Appendix A, contains guidelines for signs in the Courthouse Square Historic District

Building Exteriors

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.1.5 Sandblasting and other abrasive treatments that can damage historic architectural details are not allowed.

Masonry (reference CS-14)

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.2.4 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.2.11 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.

Awnings (reference CS-22)

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

B.10.1 Where possible, retain and repair awning fixtures and canopies that originate from the building's earlier historical periods.

B.10.2 New awnings should be complementary and compatible in placement, proportion, and color to the building's original fixtures; with the structure's size, scale, and style; and to existing awnings and canopies of adjacent buildings. See Appendix C for Sunbrella awning colors which may be approved with a minor COA. Amended by HRC on 3/13/18.

B.10.3 Awnings must be constructed of a fabric or cloth material meeting all local, state, and federal safety and fire standards. Vinyl, plastic, and metal are inappropriate to traditional facades.

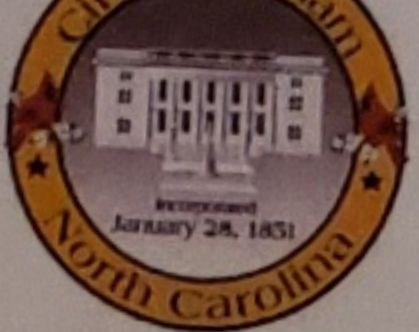
B.10.4 Consideration should be given to replacing inappropriate awnings and canopies with traditional canvas fixtures.

B.10.5 Inappropriate storefront alterations can be effectively disguised by mounting an awning over the alterations while maintaining the proportions of the original storefront.

B.10.6 Awnings should be mounted within the window or entry opening, directly on the frame. If this is not possible, they should be attached just outside the opening. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.

Motion Language

<u>Approve</u>	<u>Deny</u>	<u>Table</u>
<p>I have thoroughly researched the application and all other documents related to COA2111 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be Compatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>Approve</i> the application for COA2111 for the property located at 110 West Harden Street as submitted because it does meet the design standards outline in (<u>state the sections where the guidelines are met</u>) [or] <i>Approve with conditions</i> detail your conditions</p> <p>...If approved with conditions.. If the following changes are made to the proposal such as:</p> <p>(list all desired changes to the proposal and how they relate to the requirements in the Historic Resources Design Guidelines Standards)</p> <p>...then the project will meet the standards set out in the Historic Resources Design Guidelines Standards and shall be permitted.</p>	<p>I have thoroughly researched the application and all other documents related to COA2111 and I am familiar with the property in question.</p> <p><u>Finding of Fact:</u> ...and I find that if produced in accordance with the plans submitted, the proposed addition will be incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.</p> <p><u>I make the motion to:</u> ...<i>deny</i> the application for COA2111 for the property located at 110 West Harden Street as submitted because it does not meet the Historic Resources Design Guidelines Standards outline in (<u>state the sections where the guidelines are met</u>). Therefore, the proposed project to (.....insert the project detail) is/are not compatible with the character of the district.</p>	<p>I move to table COA2111 for 110 West Harden Street in order for (...state your reason for tabling the requested proposal). The application will be acted upon within a reasonable time period not to exceed 180 days</p>



2021-2022 Façade Grant Program Application

Property Information

Street Address: 205 + 207 N main st
 Tax Parcel ID#: 145870
 Owner's Name: Mary Anne Mcvey (Curt Mcvey)
 Use of Building: Businesses
 Business Name (if applicable): Graham Travel + Nelson Richardson
 Lawyers office

Applicant Information

Name: Mcvey Realty Curt Mcvey
 Phone Number: (336) 229-6777
 Email: mcveyrealty@earthlink.net
 Relationship to Property (check one):
 Property Owner Tenant/Business Owner

Based on the Historic Inventory Map the property is considered: Pivotal Contributing Fill Intrusive

(207 N main) (205 N mainst)

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

recover old existing awnings in front of 205 + 207 N mainst w/ awning covers using the same colors already there
 Burgundy + Green.

Total Estimated Cost (lowest bid quote): \$ 4285.35 Attach at least two itemized cost estimates for proposed work.

Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project [does / does not - I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old)
- I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.
- The owner's written and signed permission is attached, if applicant is not owner. (Not applicable)
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.
- I understand in order to receive reimbursement, my entire project as submitted must be completed, inspected, approved by the City's Inspections and Planning Departments.
- I understand in order to receive reimbursement, all receipts must be submitted to the planning department.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application and the application must be approved by the Graham Historic Resources Commission prior to commencement of project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 31st.

9/16/21

Applicant Signature

Date



05

Graham
Travel

336-222-1000

PLEASE DO NOT
LEAVE ANY
PACKAGES OUTSIDE
THE DOOR AS THEY
VERY LIKELY WILL BE
STOLEN

Hours
M-Thurs
9:30-5:30
Fri-Sat
9:30-1PM

9.11
COMMUNITY
5K EVENT
SEPTEMBER 11
10:00 AM

Graham

Travel

"We'll plan. You pack."





R. Nelson Richardson
Attorney at Law

207

NO SOLICITING

Quote



Shady Deals Awnings & More LLC
413 Collinwood Drive Burlington NC 27215
Terence Gentry (336) 266-3287

Date: 09/15/2021
Quote No.: 10289
Salesperson: Shady Deal
Awnings

Bill To:
McVey Reality
104 E. Harden Street
Graham NC 27254

Ship To:
104 E. Harden Street
Graham NC 27254

Qty	Item	Description	Unit Price	Total
1	Recover Awning 207 Main St.	Clasic awnings W 252" X D 48" X P60" 7" loose valance Green Sunbrella	\$1,812.78	\$1,812.78
1	Recover Awning 205 Main St.	Classic awning W 343" X D 48" X P60" 7" loose valance Red Sunbrella	\$2,201.60	\$2,201.60

Subtotal \$4,014.38

Alamance County \$270.97

Total \$4,285.35

Please contact us for more information about payment options.

Thank you for your business.



Proposal

Prepared by Don DeFavero

don@dacawnings.com

919-309-4444

Wednesday, September 1, 2021

CLIENT: McVey Realty

ADDRESS: 205/207 N. Main St., Graham NC (project address)

PHONE: 336.229.6777 (Christy)

EMAIL: mcveyrealty@rearthlink.net

DAC Awnings, Inc is family-owned and operated since 1942
DAC Awnings, Inc is fully Insured and uses NO Subs

FABRIC AWNINGS

Materials and labor to recover two fabric awnings. All work by DAC Awnings.

Awning- Two existing awnings.

- Fabric- Flame Treated Fabric- Colors TBD
- Frame- Reuse frames
- Attachment- Standard Clip
- Valance – 8" loose low wave

PROJECT COST- \$4,437.60 including materials, labor and tax.

**** To move forward, please return signed proposal ****

Installation - Included & Warranted for 1 Year

Due to material shortages and outages DAC is unable to commit to a installation timeframe.

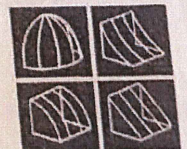
Signature

Date

TERMS & CONDITIONS

Buyer is responsible for obtaining any and all permits and/or licenses required for this installation, if necessary. Pricing is based on a standard 40 hour work week with no off hours or overtime included and work being completed in one continuous operation. Pricing is based on clear open unimpeded access to work area without other trades interfering. DAC Awnings is a Real Property Contractor and requires an Affidavit of Capital Improvement per new NC Tax Law.

DAC Awnings Manufacturing Headquarters
6709 Mt Herman Church Rd / Durham, NC 27705
Ph. 919.309.4444





2021-2022 Façade Grant Program Application

Property Information	Applicant Information
Street Address: <u>118 N. MAIN STREET</u>	Name: <u>Griffin McClure</u>
Tax Parcel ID#: <u>145847</u>	Phone Number: <u>336-226-2481</u>
Owner's Name: <u>Griffin McClure (JKLO LLC)</u>	Email: <u>griffinmcclure@gmail.com</u>
Use of Building: <u>Furniture Store Showroom</u>	Relationship to Property (check one):
Business Name (if applicable): <u>Green's McClure</u>	Property Owner <input checked="" type="checkbox"/> Tenant/Business Owner <input type="checkbox"/>
Based on the <u>Historic Inventory Map</u> the property is considered: Pivotal <input type="checkbox"/> Contributing <input type="checkbox"/> Fill <input checked="" type="checkbox"/> Intrusive <input type="checkbox"/>	

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

Total Estimated Cost (lowest bid quote): \$ 29,500 + Attach at least two itemized cost estimates for proposed work.

Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project [does / does not - I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old)
- I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.
- The owner's written and signed permission is attached, if applicant is not owner. (Not applicable)
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.
- I understand in order to receive reimbursement, my entire project as submitted must be completed, inspected, and approved by the City's Inspections and Planning Departments.
- I understand in order to receive reimbursement, all receipts must be submitted to the planning department.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2022.

[Signature]
Applicant Signature

9/20/21
Date

Green & McClure

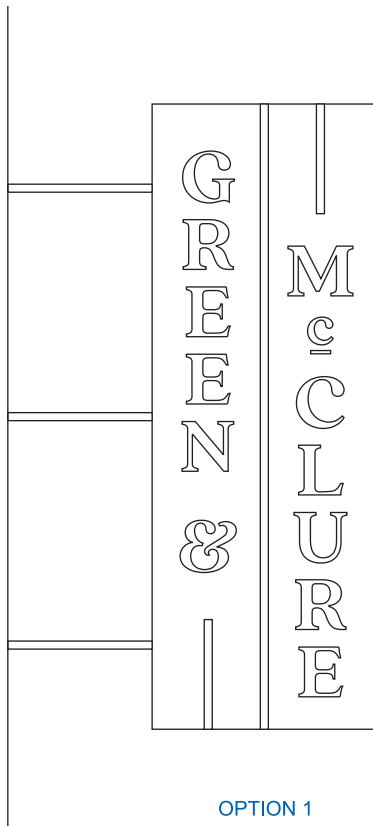
Green & McClure
100 YEARS
1907-2007

MAIN
STREET
*SOD A
SHOP
THE CHERRY
SMASH
IS BACK

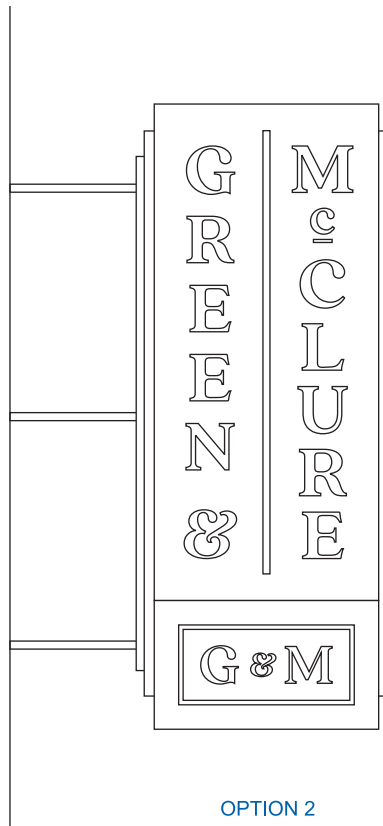
ICE CREAM
MILKSHAKES
LEMONADE
ORANGE ADE
COFFEES
SODAS AVON
MO P







OPTION 1



OPTION 2



OPTION 3

This conceptualization is property of Syntech of Burlington INC. until purchased either as a concept or developed as a signage project. It may not be replicated or reproduced without consent from Syntech of Burlington INC.

Green & McClure

Projection Blade

Projected Ship Date

NOTES

REVISION DATE

9.14.21 BD

PROJECT STAGE

- DESIGN CONCEPT
- PROOF
- SHOP DRAWING
- PRODUCTION READY

COLOR/FINISHES

- Colors TBD

Color shown may not match exactly.

PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 1

Brandon

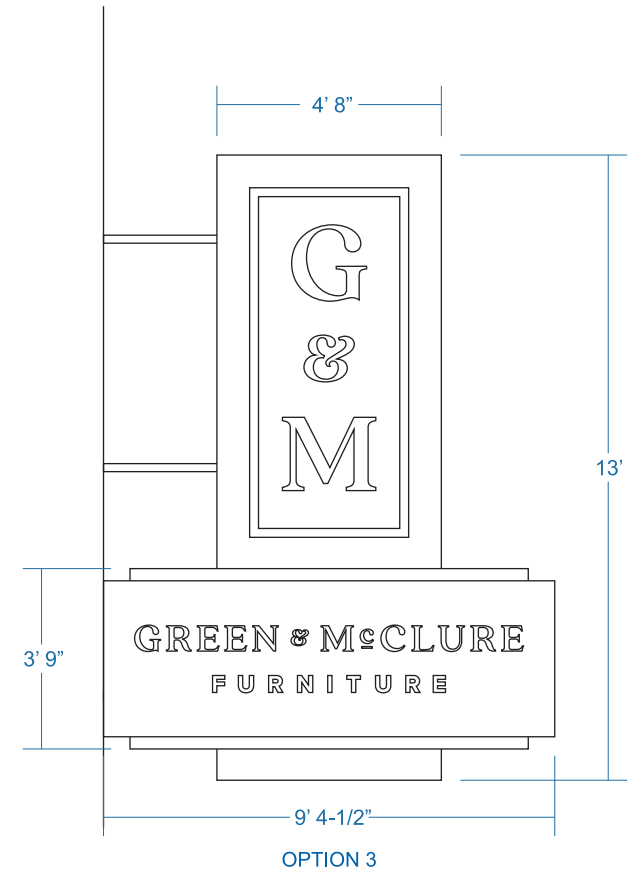
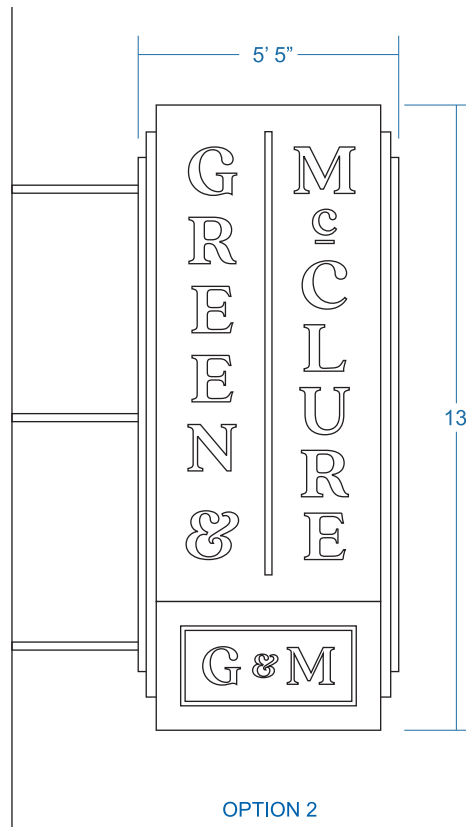
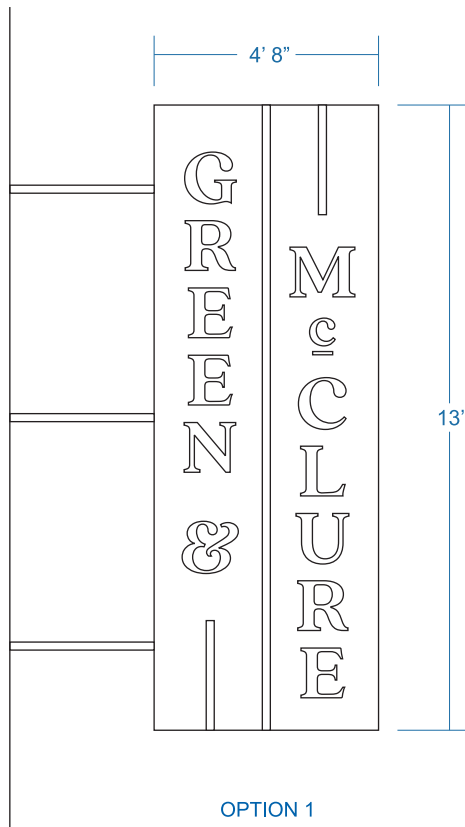
CLIENT SIGNATURE

DATE

By initialing this drawing you agree to the layout, content and accuracy.



1825 Frank Holt Drive
 Burlington NC 27215
 P: 800.600.4ADA
 336.570.2035
 F: 336.570.0429
 www.syntechsigns.com



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PROJECT MANAGER

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APPROVED

DESIGNER | HRS 1

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Estimate #210773

9/15/2021

Prepared For:

Green-McClure
Griffin McClure
118 N. Main Street
Graham, Nc 27253

Phone: (336) 226-2481

Fax:

Alt. Phone:

Email: griffinmcclure@gmail.com

Prepared By:

Brad / Sue
Syntech
1825 Frank Holt Dr
Burlington, NC 27215 USA

Phone: (336) 570-2035

Fax: (336) 570-0429

Alt. Phone:

Email:

Description: Projection Mounted Sign: 118 N. Main St.

Estimated Time For Production: 45 working days

Quantity	Description	Each	Total	Taxable
1	Option #1: Open Face Letters LED Illumination, Double Sided Approximate Size: 4' 8" wide x 13' tall x 16" deep	15,750.00	\$15,750.00	✓
1	Option #2: Open Face Letters LED Illumination, Double Sided Approximate Size: 5' 5" wide x 13' tall x 16" deep Multiple Layers w/ Side Illumination	18,000.00	\$18,000.00	✓
1	Option #3: Open Face & Routed Letters LED Illumination, Double Sided Approximate Size: 9' 5" wide x 13' tall x 16" deep	12,500.00	\$12,500.00	✓
1	Engineered Construction Documents	700.00	\$700.00	✓
1	Installation	4,500.00	\$4,500.00	✓

Terms: 50% deposit due on signing, 50% due upon installation. VISA / MC / AMEX accepted

MINIMUM ORDER \$25.00

Notice-to-Proceed is defined as follows:

- Signed Contract
- Signed Drawings
- Deposit or Payment as shown on Estimate

Applicable sales tax on product will be added to final invoice.

TERMS AND CONDITIONS

Proposal Acceptance: Proposals not accepted within thirty (30) days are subject to revision, including price and scope of work.

Errors in Information: Syntech shall not be responsible for errors, omissions or defects resulting from plans, designs, artwork, specifications or other information furnished by purchaser or third parties including, but not limited to, contractors and government agencies.

Project Deposit: Projects whose total value of the order exceeds \$2,000.00, as well as any project where specialty materials must be obtained, require a deposit of 50% of the total amount of the project prior to commencement of production. In projects where an expedited production time has been contracted for, the project deposit payment must be received within three (3)



Estimate #210773

9/15/2021

business days of the effective date of the contract; if not received, Syntech will suspend all work until such time as payment is received.

Extra Charges: In the event the Client makes alterations to the specifications previously submitted, including changes that need to be made to client-furnished production art, Syntech reserves the right to charge additional fees over and above the price quote.

Unforeseeable Conditions: Unless stated otherwise, installation prices assume unobstructed access to site and standard wall/ground conditions. All prices are subject to change when unforeseeable conditions are encountered.

Due Dates: All representations made regarding due dates or completion times are contingent upon timely receipt of production-ready art, approval of proof(s), current production backlog, and timely receipt of project deposit, where applicable, and all supporting documentation, as well as strikes, accidents, inclement weather, or other delays beyond our control.

Timely Product Inspection: The client must adequately inspect any and all product received from Syntech within five (5) business days from date of delivery for quality, correctness, and/or damage. Claims made beyond the aforementioned grace period cannot be considered for reimbursement, credit, or replacement.

Delayed Delivery/Installation: To defray the costs of storing, insuring, maintaining, and handling for signs held for more than 30-days from product manufacture (held at Purchaser's or Purchaser's agent's request, or by necessity due to a Purchaser or Purchaser agent's delay in accepting shipment), product will be invoiced, due, and payable, and a nominal fee in the amount of 1.5% per month of the value of the product stored will be due and payable by Purchaser. Storage fees can be billed monthly or not less than quarterly, upon mutual consent of Purchaser and Syntech.

Remittance Terms: Payment to Syntech IS NOT CONTINGENT on receipt of payment from 3rd party clientele. All invoices are subject to late fees and / or assessment of interest as shown at the bottom of each invoice if not paid within the stated Terms.

Past Due Invoices: Purchaser agrees to pay a \$50 late penalty plus interest at a rate of 1.5% per month on past due amounts. In the event this contract is placed for collection through an outside agency, attorney or court, all resulting fees shall be paid by Purchaser.

Dispute Resolution: In the event that legal action is taken by either party to settle a dispute, the venue for said legal action shall be the Superior Court of Alamance County, North Carolina. Pursuant to N.C.G.S. § 6-21.6, each party agrees that the non-prevailing party to any suit, action, proceeding, or arbitration arising out of this Agreement shall pay or reimburse the prevailing party for attorney fees and expenses incurred by reason of such suit, action, proceeding or arbitration.

Title to Property: Title to all material and property covered by this contract shall remain in Syntech's possession and shall not constitute a part of the realty to which it may be attached until the purchase price, including any applicable late penalty and finance fee, is paid in full.

Default: In the event of default by Purchaser, Syntech may at immediately and without process of law take possession of and remove, as and when it sees fit, all materials used or intended for use in the construction of said property called for in this contract without liability to Purchaser whatsoever. Expenses for removal, storage, replacement due to inadvertent damage during removal, and reinstallation will be paid by Purchaser.

Trademarks/Copyrights: Purchaser agrees to secure all necessary permission for use of all registered trademarks and/or copyrights used and assumes all liability for trademark or copyright infringement or misuse.

Marketing Rights: Syntech reserves the right to use any sketches and/or photographs of the signs it manufactures or installs for marketing and other purposes.

Standard Exclusions: Unless stated otherwise on reverse side, prices are F.O.B. Syntech in Burlington, North Carolina.

Agreement Supersedes: This Agreement contains the entire agreement of the parties hereto with respect to the matters covered hereby, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

Modification and Waiver: No modification or amendment of any of the terms, conditions or provisions in this Agreement may be

made otherwise than by written agreement signed by the parties hereto. The waiver by any party to this Agreement of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party nor shall such waiver constitute a continuing waiver.

STANDARD OPEATING PROCEDURE (SOP)

The reason for this SOP page is to provide written documentation of best practices. This document will serve as a guideline providing direction and structure to our Job Implementation procedure.

DESCRIPTION:

Job Implementation begins when a Quoted Project or Job is released to Syntech of Burlington, Inc., for production. Projects released to Syntech without the following requirements will not be placed in the production queue.

PRE-PRODUCTION REQUIREMENTS:

Prior to preparing shop drawings, securing materials or creating labor schedules, the following must be received by Syntech:

- A signed copy of the Quote
- A signed copy of Syntech's Terms and Conditions
- Acceptable, Approved Designs/Shop Drawing*
 - Production-ready, vectored art files
 - Correct file format
- An accurate sign schedule
- Any Deposit, Payment Schedules or Payment-in-Full, as stated on the Estimate

ART REQUIREMENTS:

- All artwork must be scaled correctly and be free and clear of stray artifacts
- One layout for each sign type, accompanied by an accurate sign schedule in MS Excel or MS Word Format**
- True Type and Open Type fonts preferred
- Must include all specific color indicators, i.e., Pantone, Sherwin Williams, Benjamin Moore etc.

PRODUCTION REQUIREMENTS:

Prior to preparing materials Syntech will require the following:

- Approval on All Final Designs, Shop Drawings, and Proofs*
- An agreed upon schedule and deadline for delivery

DELIVERY AND INSTALLATION

- All shipping requests must be in by noon on the ship date to meet the 3 PM shipping deadline
- All installation date changes must be requested at least 72 hours prior to the original installation date

OTHER:

Syntech offers Design and Scheduling services. Please see the following documents or call your Syntech representative if you have further questions. The following documents are available on our website or by e-mail:

- Terms and Conditions
- File Prep Guidelines
- ADA Compliance Requirements
- Request Forms

*Changes to Art/Drawings/Materials after Production begins will result in a change order(s) and is subject to additional charges. No additional work will be completed until all change order fees and signed approvals are received.



Estimate #210773

9/15/2021

**Syntech only requires 1 layout for each Sign Type. In the interest of efficiency we do not require a layout for each sign.

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today

Roll Development LLC
414 S Maple St
Graham, NC 27253 US
+1 3363658673
rolldevelopment@gmail.com



Estimate

ADDRESS

Green & McClure Furniture
118 N Main St
Graham, NC 27253

ESTIMATE # 1091

DATE 09/05/2021

EXPIRATION DATE 10/29/2021

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	1300 Demo Work	<p>Remove the existing green metal façade and awning at 118 N Main St, Graham, NC. This will include the existing Green & McClure signage. All material will be taken off site and disposed of.</p> <p>The existing structure behind the façade is unknown and cost increases could be incurred due to unknown issues covered up previously or caused by the façade.</p> <p>The sidewalk in front of the property will not be accessible for customers during this process.</p> <p>Roll Construction will require access to the roof during this process.</p> <p>This price includes the cost of the demo permit and working with the City of Graham as necessary.</p>	1	11,800.00	11,800.00
	General Repairs	<p>Due to previous fire damage and the unknown condition of the building under the facade, Roll Construction can only offer a rough estimate of costs</p>	1	0.00	0.00

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
------	---------	-------------	-----	------	--------

between \$50,000 and \$85,000. This cost could vary significantly based on degree of previous damage, need for specialized trades, and amount of restoration needed. At a minimum there will need to be masonry repairs, windows re-installed, new signage, updating paint, and interior finishes.

TOTAL **\$11,800.00**

Accepted By

Accepted Date



2021-2022 Façade Grant Program Application

Property Information

Street Address: 110 West Harden Street

Tax Parcel ID#: 145850

Owner's Name:

Use of Building: Furniture Store Showroom

Business Name (if applicable): Green's McClure

Based on the Historic Inventory Map the property is considered: Pivotal Contributing Fill Intrusive

Applicant Information

Name: GRIFFIN MCCLURE

Phone Number: 336 226 2481

Email: griffinmcclure@gmail.com

Relationship to Property (check one):

Property Owner Tenant/Business Owner

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

Total Estimated Cost (lowest bid quote): \$ 12,300 + Attach at least two itemized cost estimates for proposed work.

Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project [does / does not - I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old)
- I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.
- The owner's written and signed permission is attached, if applicant is not owner. (Not applicable)
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.
- I understand in order to receive reimbursement, my entire project as submitted must be completed, inspected, and approved by the City's Inspections and Planning Departments.
- I understand in order to receive reimbursement, all receipts must be submitted to the planning department.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2022.

[Signature] 9/20/2021

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.

OPTION 1



OPTION 2



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Green & McClure

• Projection Blade

Projected Ship Date

NOTES

REVISION DATE

9.14.21 BD

PROJECT STAGE

- DESIGN CONCEPT
- PROOF
- SHOP DRAWING
- PRODUCTION READY

COLOR/FINISHES

- Colors TBD

Color shown may not match exactly.

PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 1

Brandon

CLIENT SIGNATURE

DATE

By initialing this drawing you agree to the layout, content and accuracy.

SYNTECH
architectural signage

1825 Frank Holt Drive
Burlington NC 27215
P: 800.600.4ADA
336.570.2035
F: 336.570.0429
www.syntechsigns.com

OPTION 1



OPTION 2



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Green & McClure

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NOTES

REVISION DATE

9.14.21 BD
9.17.21 BD

PROJECT STAGE

- DESIGN CONCEPT
- PROOF
- SHOP DRAWING
- PRODUCTION READY

COLOR/FINISHES

- Colors TBD

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PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 2

Brandon

CLIENT SIGNATURE

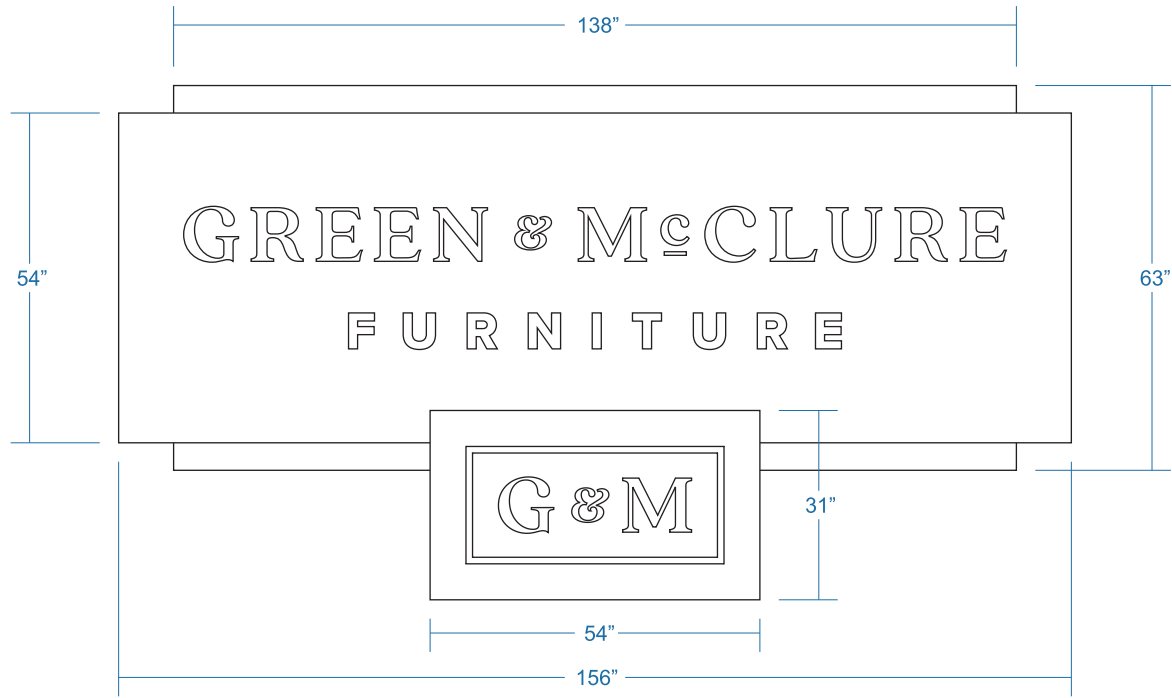
DATE

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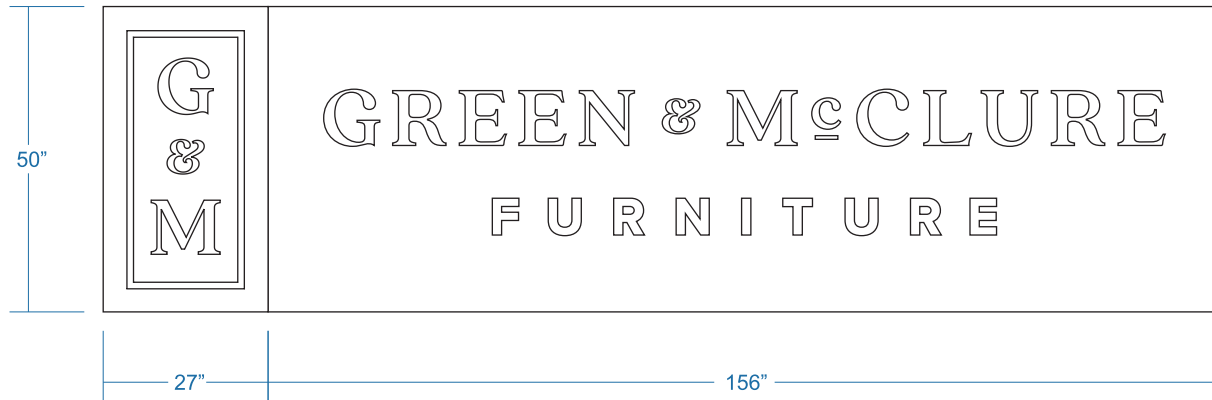
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OPTION 1



OPTION 2



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PROJECT STAGE

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- PROOF
- SHOP DRAWING
- PRODUCTION READY

COLOR/FINISHES

- Colors TBD

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PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 2

Brandon

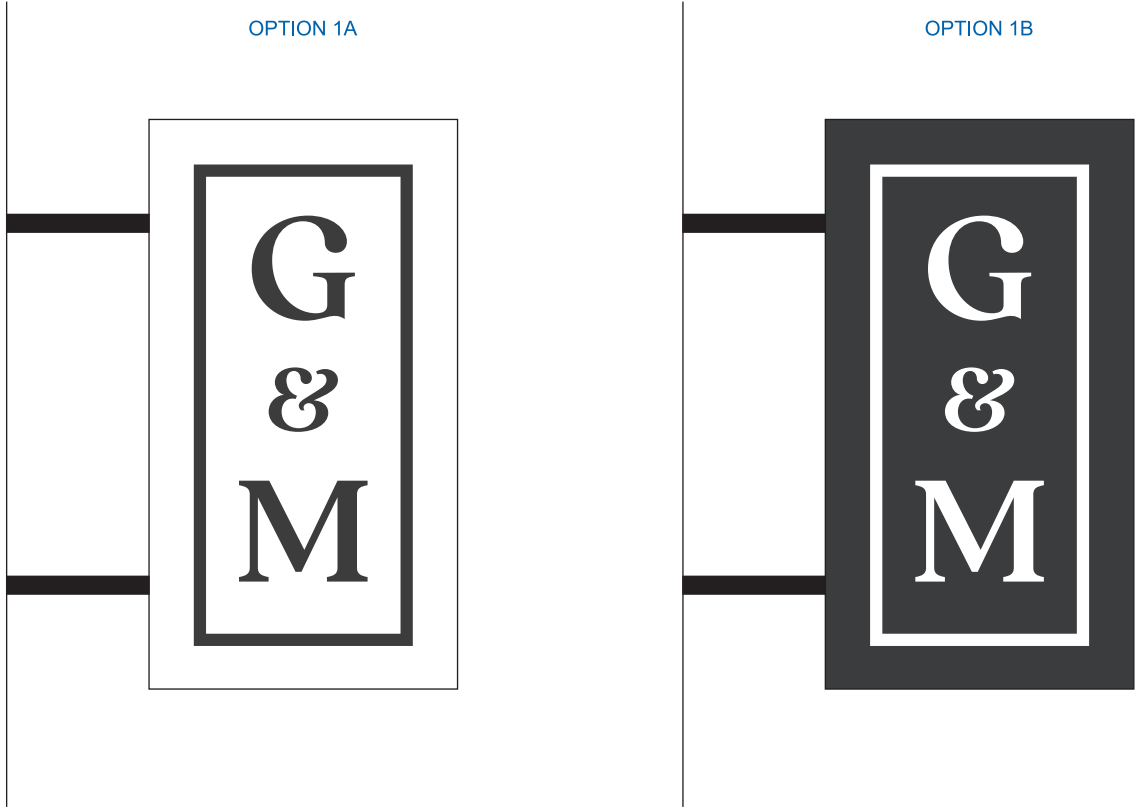
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Projection Mount: 26" W x 48" Height - 5" Thick

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Green & McClure	• Projection Blade	Projected Ship Date
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NOTES

REVISION DATE

9.14.21 BD
9.17.21 BD

PROJECT STAGE

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PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 2

Brandon

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OPTION 2A



OPTION 2B



Projection Mount: 36" Diameter - 5" Thick

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Green & McClure	• Projection Blade	Projected Ship Date
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PROJECT STAGE

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PROJECT MANAGER

Brad / Sue

APPROVED

DESIGNER | HRS 2

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Estimate #210774

9/16/2021

Prepared For:

Green-McClure
Griffin McClure
118 N. Main Street
Graham, Nc 27253

Phone: (336) 226-2481

Fax:

Alt. Phone:

Email: griffinmcclure@gmail.com

Prepared By:

Brad / Sue
Syntech
1825 Frank Holt Dr
Burlington, NC 27215 USA

Phone: (336) 570-2035

Fax: (336) 570-0429

Alt. Phone:

Email:

Description: Wall Mounted Sign: 108 W. Harden St.

Estimated Time For Production: 30 working days

Quantity	Description	Each	Total	Taxable
1	OPTION #1 Multi-Layer Dimensional Wall Sign Non-Illuminated Overall Size: 13' wide x 7' tall x 8" deep	5,200.00	\$5,200.00	✓
1	OPTION #2 Multi-Layer Dimensional Wall Sign Non-Illuminated Overall Size: 13' wide x 4' 2" tall x 6" deep	4,300.00	\$4,300.00	✓
1	Engineered Construction Documents	400.00	\$400.00	✓
1	Installation	700.00	\$700.00	✓

Terms: 50% deposit due on signing, 50% due upon installation. VISA / MC / AMEX accepted

MINIMUM ORDER \$25.00

Notice-to-Proceed is defined as follows:

- Signed Contract
- Signed Drawings
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Applicable sales tax on product will be added to final invoice.

TERMS AND CONDITIONS

Proposal Acceptance: Proposals not accepted within thirty (30) days are subject to revision, including price and scope of work.

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Estimate #210774

9/16/2021

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Due Dates: All representations made regarding due dates or completion times are contingent upon timely receipt of production-ready art, approval of proof(s), current production backlog, and timely receipt of project deposit, where applicable, and all supporting documentation, as well as strikes, accidents, inclement weather, or other delays beyond our control.

Timely Product Inspection: The client must adequately inspect any and all product received from Syntech within five (5) business days from date of delivery for quality, correctness, and/or damage. Claims made beyond the aforementioned grace period cannot be considered for reimbursement, credit, or replacement.

Delayed Delivery/Installation: To defray the costs of storing, insuring, maintaining, and handling for signs held for more than 30-days from product manufacture (held at Purchaser's or Purchaser's agent's request, or by necessity due to a Purchaser or Purchaser agent's delay in accepting shipment), product will be invoiced, due, and payable, and a nominal fee in the amount of 1.5% per month of the value of the product stored will be due and payable by Purchaser. Storage fees can be billed monthly or not less than quarterly, upon mutual consent of Purchaser and Syntech.

Remittance Terms: Payment to Syntech IS NOT CONTINGENT on receipt of payment from 3rd party clientele. All invoices are subject to late fees and / or assessment of interest as shown at the bottom of each invoice if not paid within the stated Terms.

Past Due Invoices: Purchaser agrees to pay a \$50 late penalty plus interest at a rate of 1.5% per month on past due amounts. In the event this contract is placed for collection through an outside agency, attorney or court, all resulting fees shall be paid by Purchaser.

Dispute Resolution: In the event that legal action is taken by either party to settle a dispute, the venue for said legal action shall be the Superior Court of Alamance County, North Carolina. Pursuant to N.C.G.S. § 6-21.6, each party agrees that the non-prevailing party to any suit, action, proceeding, or arbitration arising out of this Agreement shall pay or reimburse the prevailing party for attorney fees and expenses incurred by reason of such suit, action, proceeding or arbitration.

Title to Property: Title to all material and property covered by this contract shall remain in Syntech's possession and shall not constitute a part of the realty to which it may be attached until the purchase price, including any applicable late penalty and finance fee, is paid in full.

Default: In the event of default by Purchaser, Syntech may at immediately and without process of law take possession of and remove, as and when it sees fit, all materials used or intended for use in the construction of said property called for in this contract without liability to Purchaser whatsoever. Expenses for removal, storage, replacement due to inadvertent damage during removal, and reinstallation will be paid by Purchaser.

Trademarks/Copyrights: Purchaser agrees to secure all necessary permission for use of all registered trademarks and/or copyrights used and assumes all liability for trademark or copyright infringement or misuse.

Marketing Rights: Syntech reserves the right to use any sketches and/or photographs of the signs it manufactures or installs for marketing and other purposes.

Standard Exclusions: Unless stated otherwise on reverse side, prices are F.O.B. Syntech in Burlington, North Carolina.

Agreement Supersedes: This Agreement contains the entire agreement of the parties hereto with respect to the matters covered hereby, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

Modification and Waiver: No modification or amendment of any of the terms, conditions or provisions in this Agreement may be made otherwise than by written agreement signed by the parties hereto. The waiver by any party to this Agreement of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by any party nor shall such waiver constitute a continuing waiver.

STANDARD OPEATING PROCEDURE (SOP)

The reason for this SOP page is to provide written documentation of best practices. This document will serve as a guideline providing direction and structure to our Job Implementation procedure.

DESCRIPTION:

Job Implementation begins when a Quoted Project or Job is released to Syntech of Burlington, Inc., for production. Projects released to Syntech without the following requirements will not be placed in the production queue.

PRE-PRODUCTION REQUIREMENTS:

Prior to preparing shop drawings, securing materials or creating labor schedules, the following must be received by Syntech:

- A signed copy of the Quote
- A signed copy of Syntech's Terms and Conditions
- Acceptable, Approved Designs/Shop Drawing*
 - Production-ready, vectored art files
 - Correct file format
- An accurate sign schedule
- Any Deposit, Payment Schedules or Payment-in-Full, as stated on the Estimate

ART REQUIREMENTS:

- All artwork must be scaled correctly and be free and clear of stray artifacts
- One layout for each sign type, accompanied by an accurate sign schedule in MS Excel or MS Word Format**
- True Type and Open Type fonts preferred
- Must include all specific color indicators, i.e., Pantone, Sherwin Williams, Benjamin Moore etc.

PRODUCTION REQUIREMENTS:

Prior to preparing materials Syntech will require the following:

- Approval on All Final Designs, Shop Drawings, and Proofs*
- An agreed upon schedule and deadline for delivery

DELIVERY AND INSTALLATION

- All shipping requests must be in by noon on the ship date to meet the 3 PM shipping deadline
- All installation date changes must be requested at least 72 hours prior to the original installation date

OTHER:

Syntech offers Design and Scheduling services. Please see the following documents or call your Syntech representative if you have further questions. The following documents are available on our website or by e-mail:

- Terms and Conditions
- File Prep Guidelines
- ADA Compliance Requirements
- Request Forms

*Changes to Art/Drawings/Materials after Production begins will result in a change order(s) and is subject to additional charges. No additional work will be completed until all change order fees and signed approvals are received.

**Syntech only requires 1 layout for each Sign Type. In the interest of efficiency we do not require a layout for each sign.



Estimate #210774

9/16/2021

By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

Signed by

Date

Amt. Paid Today

Roll Development LLC
414 S Maple St
Graham, NC 27253 US
+1 3363658673
rolldevelopment@gmail.com



Estimate

ADDRESS

Green & McClure Furniture
118 N Main St
Graham, NC 27253

ESTIMATE # 1092
DATE 09/10/2021
EXPIRATION DATE 01/01/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	1300 Demo Work	Remove the existing awning at 108 W Harden St, Graham, NC and dispose of off site. The sidewalk in front of the property will not be accessible for customers during this process. This price includes the cost of the demo permit and working with the City of Graham as necessary.	1	2,200.00	2,200.00
	Paint	Paint the storefront at 108 W Harden St, Graham, NC with an approved historic paint color picked by the owner. This cost includes prepping and priming as needed. It does not include any necessary metal or brick work that may be encountered. The price includes obtaining necessary permits and working with the City of Graham for any needed permission.	1	4,100.00	4,100.00
	Carpentry	Minor carpentry repair and metal work where needed	1	600.00	600.00

TOTAL

\$6,900.00

Accepted By

Accepted Date



2021-2022 Façade Grant Program Application

Property Information	Applicant Information
Street Address: 30 SW Ct. Sq. Graham	Name: Paul Crofts
Tax Parcel ID#: 145826	Phone Number: 336-260-5213
Owner's Name: Graham Furniture Mart	Email: grahamfurniture@bellsouth.net
Use of Building: retail	Relationship to Property (check one):
Business Name (if applicable): Graham Furniture Mart	Property Owner <input checked="" type="checkbox"/> Tenant/Business Owner <input type="checkbox"/>
Based on the Historic Inventory Map the property is considered: Pivotal <input type="checkbox"/> Contributing <input type="checkbox"/> Fill <input checked="" type="checkbox"/> Intrusive <input type="checkbox"/>	

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

install new awning, repair facade (see estimate)

Total Estimated Cost (lowest bid quote): \$ 5637.20 Attach at least two itemized cost estimates for proposed work.

Checklist for a Complete Application

- I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.
- I have met with the City Building Inspector. My project [does / does not - I have complied with the [HRC Design Guidelines](#) which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old)
- I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.
- The owner's written and signed permission is attached, if applicant is not owner. (Not applicable)
- An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.
- At least two itemized project cost estimates are attached.
- I understand in order to receive reimbursement, my entire project as submitted must be completed, inspected, and approved by the City's Inspections and Planning Departments.
- I understand in order to receive reimbursement, all receipts must be submitted to the planning department.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2022.


Applicant Signature

9/21/21
Date





E. P. Gates Construction & Realty, LLC

20 NE Court Square
Graham, NC 27253

Estimate

Date	Estimate No.
8/17/2021	382

Graham Furniture Mart
30 SW Court Square
Graham, NC 27253

Project			
Description	Qty	Rate	Total
GRAHAM FURNITURE MART - 30 SW COURT SQUARE			
DESCRIPTION: Install metal awning to match, clean brick and touch up mortar joints. Store Front located on SW Court Square. Awning to match new awning located on store front facing South Main Street.			
AWNING: Awning Installation & material costs.	1	2,573.00	2,573.00T
MASONRY: Point up masonry joints & holes left from previous metal facade.	1	750.00	750.00T
MASONRY: Clean brick with historical restoration cleaner made by Proscos or equivalent.	1	850.00	850.00T
CONSTRUCTION: Repair parapet cap and paint black.	1	359.00	359.00T
SIGNAGE: Repaint "Graham Furniture Mart" sign to it's original color	1	748.75	748.75T
Sales Tax		6.75%	356.45
Total			\$5,637.20

Castlewood Builders

524 Cheeks Lane,
Graham, NC 27253
(336) 570-1990

Date: 09/16/2021
Estimate #39342
Expiration Date: 10/15/2021

Salesperson	Job	Payment Terms	Due Date
	Install awning on store front and repaint signage for Graham Furniture Mart. 30 SW Court Square, Graham, NC	Due on work completion	

Qty	Description	Unit Price	Line Total
1	Repair brick work and install metal awning on SW Court Square store front. Repaint existing Graham Furniture Mart signage	\$ 6,182.00	\$ 6,182.00

Subtotal \$ 6,182.00
Sales Tax \$417.29
Total \$ 6,599.29

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

Thank you for your business!

Castlewood Builders 524 Cheeks Lane, Graham, NC 27253 Phone 336-570-1990