
Historic Resources Commission

Agenda | February 1, 2022 | 6:00 p.m.

Regular Meeting



Public 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.

1. Call to order

2. Roll call and confirmation of a quorum

3. Pledge of Allegiance and moment of silence

4. Commission's purpose

The purpose of this division is to recognize and preserve Graham's historical heritage. It provides that Graham's heritage might be safeguarded by preserving any district or landmark that embodies important elements of Graham's culture, history, architectural history or prehistory and promotes the use and conservation of those districts and landmarks for the education, pleasure and enrichment of the residents of and visitors to Graham.

5. Minutes review and approval

a. Regular meeting: January 4, 2022

6. New Business

- a. Update on Historic Inventory application process
- b. Minor/Major COA evaluation

7. Updates

a. Staff

- i. COA2201 (Minor) | Green & McClure Furniture | sign installation

b. City Council

8. Adjournment

Minutes of the January 4, 2022 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:02 p.m.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, Bonnie Whitaker and Matthew Haley.

Staff: Mary Faucette Downtown Coordinator

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

Approval of the November 2, 2021 meeting minutes. Bonnie Whitaker made a motion to approve as presented. Zipporah Clark Baldwin put for the second. All voted Aye.

New Business

a. Certificate of Appropriateness Applications

COA2116 – Cary Worth made a motion to open the public hearing. Seconded by Jeanette Beaudry. All voted Aye. Applicant Brian Faucette is requesting to install screening to conceal six HVAC units at 200 North Main Street. The screening will consist of a wooden frame with a metal support frame. The covering material will have an artist rendering on the exterior. Mary Faucette presented her staff report. Brian Faucette along with David Nance, artist, presented the project to the commission. Chair Worthy recused himself from the vote due to his ex parte communication about the park. The commission had a few follow questions relative to materials. Chair Worthy closed the public comments. Bonnie Whitaker, I move that the Commission find as fact that the proposed project at 200 North, COA2116, if constructed according to the plans reviewed at the meet, is congruous with the special character of the historic district, because COA2116 request is consistent with the special character of the neighboring properties and the historic district as a whole and is consistent with Design Standards: Exterior Colors, Paint Removal and Painting Techniques and Mechanical Materials and Textures context. Jeanette Beaudry made the second and all voted Aye.

Zipporah Clark Baldwin made the motion to accept COA2116 as presented, Bonnie Whitaker made the second, and all voted Aye.

COA2117 – Cary Worthy made a motion to open the public hearing, Bonnie Whitaker put forth the second, and all voted Aye. Mary Faucette presented the staff report. Applicant Lisa Clapp is request to install two vinyl signs. A new business is occupying this location. In line with opening and bringing awareness to the type of store the applicant is requesting to install the name of her business on her storefront's window. Zipporah Clark Baldwin inquired about the compliance of the materials being used. Staff confirmed the material as vinyl. Chair Worthy opened the public hearing with a second from Karen Chin, and all voted Aye. Lisa Clapp presented the details of the project. Chair Worthy closed the public hearing, Matthew Haley put forth the second, and all voted Aye. Matthew Haley, I move that the commission find as a fact that the proposed project COA2117 submitted by Lisa Clapp for 10 Northeast

Court Square, if constructed according to the plans reviewed at this meeting, is congruous with the special character of the historic district, because COA2117 request is consistent with the special character of the neighboring properties and the historic district as a whole and is consistent with Design Standards, Landscape Features & Signage. Karen Chin put forth the second, and all voted Aye.

Zipporah Clark Baldwin made the motion to accept the application for COA2117 as presented, Jeanette Beaudry presented the second, and all voted Aye.

Annual Election of officers, staff coordinated and the votes were unanimous for Cary Worthy to continue to serve, as well as, for Jeanette Beaudry to serve as Vice-Chair.

Staff updates:

COA2115 – (minor) installation of an awning at HiFi records, color black

COA2113 – Zipporah Clark Baldwin inquired about the final decision for the color and the determination of how the kiosk will be installed, either in the brick mortar or to the concrete pad. Staff will follow up with the answers in an email.

Razed building follow up – Cary Worthy - staff reported out and will provide the commission details of communication in a email. Jerome Bias inquired about the securing of the location. Staff will follow up.

Minor/Major list – Cary Worthy has requested for staff to bring the list before the commission at the next meeting. Additionally, he requested that if there are any modifications to the list to bring the desired listing before them at the February meeting. Discussion ensued.

Historic Inventory – Discussion ensued. Staff was directed to follow up with the consultants and report back at the February meeting on the topics several of the commission members presented.

Discussion continued

City Council updates – no council representative was present/Council liaison will be appointed in the future. Staff identified the budget request will be discussed soon and if there are requests to work on them and provide staff with them.

Jerome Bias made a motion to adjourn. Bonnie Whitaker seconded. All voted Aye.

Meeting adjourned – 7:22 p.m.

Minutes respectfully submitted,

Mary Faucette

STAFF REPORT

Prepared by Mary Faucette, Downtown Development Coordinator




Historic Inventory report

i. ...current step in the Historic Inventory process

The next step in the process is preparation of a formal National Register nomination document. This is a written research report prepared to National Register standards, which describes and evaluates the property and its history. (This will come from the consulting firm hired by the City of Graham). The property will be nominated only if you or an interested third party initiate this next step. (This step is the process of being initiated).

Finally, the **listing in the National Register is separate and distinct from local historic district designation under G.S. 160A-400**. Whether the proposed district is ever designated a locally zoned historic district would be up to the district's property owners and the local government.

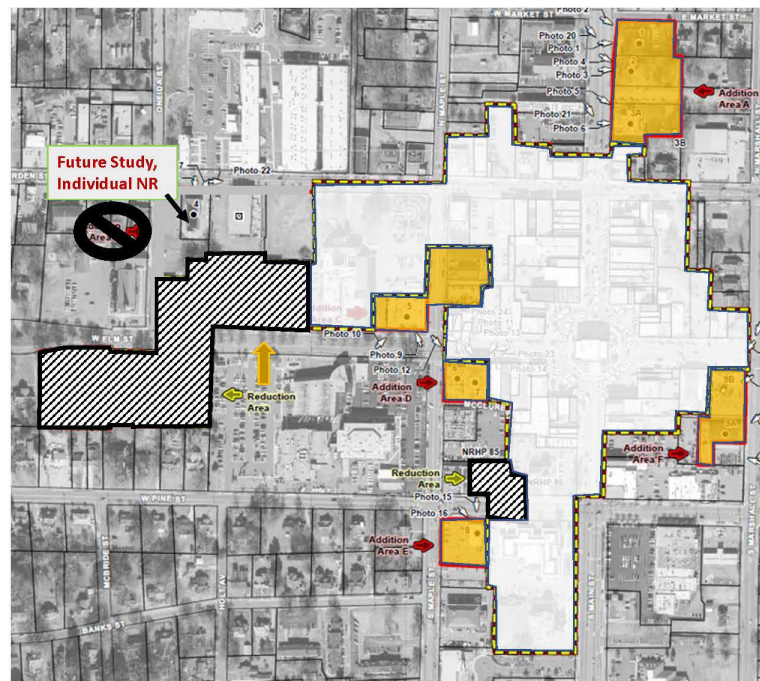
 = Decrease

 = Increase

Graham Historic District (**Boundary Increase**) and (**Boundary Decrease**)

North Carolina National Register **Study List**

Approved -
October 14, 2021
NC NRAC



The current Courthouse Square Historic District is pictured below.



STAFF REPORT

Prepared by Mary Faucette, Downtown Development Coordinator



Minor Work | Major Work evaluation

i. Normal Maintenance (No COA required)

In Public Right-of-Way	On Private or Public Property
<p>NORMAL MAINTENANCE <i>no COA required</i></p>	
<ul style="list-style-type: none"> • Marking pavement • Resurfacing streets • Maintaining utility poles and wires • Maintaining signals and street lights • Repairing underground utilities • Maintaining landscape • Trimming or pruning trees to remove dead, broken or injured branches or to suppress uneven growth. Lower branches less than 2” in diameter size which pose an obstacle to vehicle or pedestrian traffic may also be removed. 	<ul style="list-style-type: none"> • Painting siding or trim • Replacement of window glass • Caulking and weather-stripping • Minor landscaping • Pruning trees and shrubbery, removal of trees less than 4” in diameter • Replacement of small amounts of missing or deteriorated siding, trim, roof shingles, etc. (replacement materials must match the original in detail and color) • Erection of temporary signs (real estate, political, etc.) • Repair or removal of signs • Installation of property numbers • Erection, alteration, or removal of temporary features that are necessary to ease difficulties associated with a medical condition, but do not permanently alter exterior features and are not visible from the street • Repairs to lighting fixtures (replacement materials must match the original or existing materials in detail) • Removal of a satellite dish • Removal of artificial siding

ii. **Minor Work** (COA required | approval via staff if consistent with Design Review Guidelines)

In Public Right-of-Way	On Private or Public Property
<p>MINOR WORK <i>COA required, but can be approved by staff if consistent with Design Review Guidelines</i></p>	
<ul style="list-style-type: none"> • Sealing patching and repairing sidewalks • Construction or repair of curbs and gutters • Addition of utility poles and wires • Installation of traffic and parking signs • Repair of entrance markers, fountains, and street accessories (benches, mailboxes, trash cans) 	<ul style="list-style-type: none"> • Repainting resulting in a different color within the Sherwin Williams Historic Exterior paint collection. Black (SW6993) or White (SW7757) paint are also acceptable. <i>(Amended 11/12/19)</i> • Installation, repair or replacement of air conditioners, television antennas, and other temporary mechanical equipment which cannot easily be seen from the street or are screened from view with shrubbery or appropriate fencing • Repair or replacement of masonry foundations, installation of metal foundation vents and replacement of wood access doors • Minor repainting and other masonry and stone repairs • Repair, replacement, or installation of exterior lighting fixtures which comply with the design guidelines and are appropriate to the structure • Removal of asbestos, asphalt or other artificial siding when the original siding is to be repaired and repainted. (Replacement of original documented siding is considered major work) • Repair or replacement of exterior stairs, landing and steps which are made of masonry or wood and are compatible with the design of the structure • Replacement of missing or deteriorated architectural details including siding, trim, floors, ceilings, columns, balustrades, or other architectural details with new materials that are identical to the original details • Removal of deteriorated accessory buildings which are not original to the site or otherwise historically significant • Alteration of permanent signage located in Article X of the <u><i>City of Graham Development Ordinance</i></u>

Listed below are three items approved at previous Historic Resources Commission meetings as Minor Works. After the list excerpts from the minutes have been provided.

- [Outdoor furniture] Is in accordance with the Historic District in style, is made entirely of wrought iron, cast iron, natural unpainted wood, or a combination of these materials not to include plastic, is of a color similar to Tricorn Black (SW2658) or Hunter Green (SW0041), is of a size that maintains a minimum of six feet of unobstructed sidewalk for pedestrian travel, contains no commercial advertising,
- [Awnings, umbrellas and all upholstered surfaces] must be made of canvas or a similar woven material that meets all local, state and federal safety and fire standards. Upholstered surfaces must be of a color that is not strikingly bright or vivid. Only solid or striped fabrics are permitted. Vinyl, plastic, or mesh fabrics are prohibited. Metal awnings may be permitted with a Major Certificate of Appropriateness. (Awning colors as identified in the Sunbrella shade book)
- [Window signs] are encouraged but shall be limited to one square foot per linear foot* of the first-floor facade to which the sign will be affixed, not to exceed a total of 12 square feet. Window signage is limited to a single pane of glass. However, the Historic

Resources Commission may approve alternate sign installations either in excess of 12 square feet, or across multiple panes if they meet the standard depicted in the image shown in Section 6. Signs of the Design Guidelines.

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

(February 13, 2018)

At the request of the HRC members, staff created a presentation to discuss amending the handbook to include an acceptable color palate for awnings that could be approved as a minor COA similar to the Sherwin Williams historic paint colors. Alexa Powell made a presentation of some of the suggested awning colors. Other awning colors not listed could still be used with the approval of the HRC. This item served as an introduction and open discussion. Chair Cary Worthy ask about solid colors as options, Alexa stated they do come in solids and those would be added to the list of options. After a discussion by the committee it was tabled until next month's meeting

(March 13, 2018)

Alexa Powell went through the slides of awning color and fabrics. Guy Sinclair made a motion to approve all proposed awnings with stripes and Jeanette seconded it. All voted aye. Next the proposed solid colors were presented. The Commission wanted to remove Tuscan, Crest Ash, and Tresco Brick. Mr. Sinclair made a motion to approve the solid colors with the above colors removed Helen Sharpe seconded. All voted aye. Merchants can apply for any of the approved awning colors as a minor COA or request any awning color by applying for a major COA.

(September 11, 2018)

Outdoor Dining Text Amendment, Alexa Powell – There was a request to identify outdoor furniture that could be approved with only a minor COA. Staff presented a draft of a proposed text amendment to the design guidelines. Alexa presented two options A and B, option A was more restrictive and option B provided for a broader number of styles that would be allowed. The Commission had a lengthy discussion. The consensus was to add natural wood to option A as an appropriate material and to research language that could be added to the amendment that would essentially base approval on the consistency of the proposed furniture in relation to the era of the buildings construction. The Commission requested for staff to do additional research about how these goals could be accomplished with additional language and to provide this information at a subsequent meeting.

The second text amendment was for major COA's relating to outdoor furniture. Elaine Murrin made a motion to except the recommended language with but noted a change from should not to shall not to clarify the statement. The text will read,

“All outdoor furniture must have a uniform or complimentary design, color and material. Historically appropriate materials include wood or metal. Metal or wood furniture may be painted. The color shall not be strikingly bright, vivid, or metallic in appearance. Wood may also be of a natural unpainted finish. Furniture made of plastic or containing plastic are historically inappropriate and are prohibited.”

Seconded by Carla Smith. All voted Aye.

The third text amendment was for another change to the language of major COA’s relating to outdoor furniture. Helen made a motion to accept the recommended language. The text will read,

“Awnings, umbrellas and all upholstered surfaces must be made of canvas or a similar woven material that meets all local, state and federal safety and fire standards. Upholstered surfaces must be of a color that is not strikingly bright or vivid. Only solid or striped fabrics are permitted. Vinyl, plastic, or mesh fabrics are prohibited. Metal awnings may be permitted with a Major Certificate of Appropriateness.”

The motion was seconded by Carla Smith. All voted Aye.

(October 9, 2018) Minor COA

New street furniture, may be approved as a Minor COA provided it meets all of the following;

- 1.) Is in accordance with the Historic District in style,
- 2.) is made entirely of wrought iron, cast iron, natural unpainted wood, or a combination of these materials not to include plastic,
- 3.) is of a color similar to Tricorn Black (SW2658) or Hunter Green (SW0041),
- 4.) is of a size that maintains a minimum of six feet of unobstructed sidewalk for pedestrian travel,
- 5.) contains no commercial advertising,
- 6.) and, if more than three feet from the face of the building, meets all of the requirements for a temporary encroachment permit.

Elaine Murrin seconded the motion. All voted Aye.

(February 12, 2009)

Text amendment – There was a request from a Commission member to draft a text amendment to the sign section of the design guidelines as it relates to window signs. The proposed language in the staff report would limit the size to 10% of the window to which it was affixed rather than the current language which allows for 10% of the façade, which in some cases could cover the entire window.

There was a comment from the floor, Lee Kimrey 104 W. Elm Street, discussed the size and his concern of a window assembly rather than a single storefront window. His feeling is it is at the very least can be very restrictive. Discussion continued across all Commission members on size and definition of window size and space. Staff offered to put together a sample to demonstrate various percentage coverage options as well as return at the next meeting with two options with regard to the language of the text amendment.

Cary Worthy proposed the text amendment be tabled until the Staff provided these materials, seconded by Helen Sharpe. All voted aye.

(April 9, 2019)

Window Text Amendment- Alexa Powell presented the three options and spoke on the window text amendment. She made the commission aware the amendment had been ask to be tabled, so more businesses could be aware of the changes. The commission eliminated Option A. Cary requested to table until next month.

Chuck Talley 808 Sideview St

Lee Kimrey 104 W Elm St

(May 14, 2019)

Window Text Amendment - Alexa Powell presented the two options and spoke on the window text amendment. Discussion by the Commission. Carla Smith made the following motion:

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

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

Option C:

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

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

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

Motion was seconded BY Grace Baldwin. All voted aye.

iii. **Major Work** (COA required | approval via staff if consistent with Design Review Guidelines)

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