
Historic Resources Commission

Agenda | April 5, 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: February 1, 2022

6. New Business

a. Certificate of Appropriateness Applications

i. COA2202 - Applicant Jane Albright | Installation of a sign

7. Updates

a. Staff

b. City Council – welcome Councilman Parsons

8. Adjournment

Minutes of the February 1, 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. Matthew Haley was absent.

Staff: Mary Faucette Downtown Coordinator and Debbie Jolly Zoning/Inspections Technician

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

Approval of the January 4, 2022 meeting minutes. Jeanette Beaudry made a motion to approve as presented. Karen Chin put for the second. All voted Aye.

New Business

a. Update on Historic Inventory application 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. The HRC had a brief discuss and ask Mary to find out if property owner have been notified.

b. Minor/Major COA Evaluation-Mary presented Minor/Major COA that she thought could be reevaluated. Tree topping involving the removal of more than one-third of the green surface of the canopy on private property. The commission had a brief discussion about their concerns and leave Bonnie Whitaker made a motion to approve and remove from major to minor with the addition the city arborist would be included in all decisions and to leave landscaping as a major. Karen Chin seconded. All voted Aye.

Staff updates:

- i. COA2201 (Minor) | Green & McClure Furniture 108-110 W Harden St.
- ii. COA2107
- iii. Capital Budget- Mary addressed that it was time for this year's budget request. The commission discussed what they thought would be appropriate for the coming year. Zipporah Clark Baldwin made a motion for 20,000.00 to cover 15,000.00 for façade grants and 5,000.00 for training workshops. Bonnie Whitaker seconded. All voted Aye.

City Council updates – no council representative was present/Council liaison will be appointed in the future.

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



Certificate of Appropriateness Application

i. COA2202 – Applicant Jane Albright | 15 SE Court Square



Historic Inventory information (Architecture):

Circa 1916; contributing

Two-story brick structure with decorative arches and patterned brickwork on second story. The building has had a number of uses in its history including retail establishments and mills. In 1923, its second floor was used as a courtroom during construction of the new courthouse. The building displays decorative stucco molding between the first and second stories and has a modern first story storefront. Pilasters ornament the corners and the spaces between each set of three bays on the upper story.

Proposal: Applicant is requesting to install a wall sign.

Staff Report: An existing business is increasing their visibility by making this request.

Packet materials: photos and sign dimensions

Application Design Guidelines:

A. Landscape Features

- Signs

March 21 22



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: 15 SE Court Square
Property Owner: Chuck / Jenn Talley
(Renter - Jane Albright)

Project

General description of each modification or improvement:

large sign to identify where we are located to car drivers. We constantly get people who can't us. We are hidden!

Applicant

Name: JANE Albright
☐ Property Owner ☐ Lessee Other Renter
Mailing Address: 231 S. Marshall
City, State, Zip: Graham NC 27253
Phone #: 775-247-4451
Email: jancygal2@mac.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.

Jane Albright March 8, 22
Signature of Applicant Date
[Signature] 3-8-22
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: Chelsea Elliott
Relationship to Applicant: Manager
Phone #: ThingsAboveUs@gmail.com
Email: 336 350 7825

FOR OFFICE USE ONLY	
Received by: <u>mpf</u>	Remarks: <u>Major</u> <u>COA 2202</u>
Received date: <u>March 21, 22</u>	
Tax Map #: <u>145874</u>	
HRC date: <u>April 5, 22</u>	

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.

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^

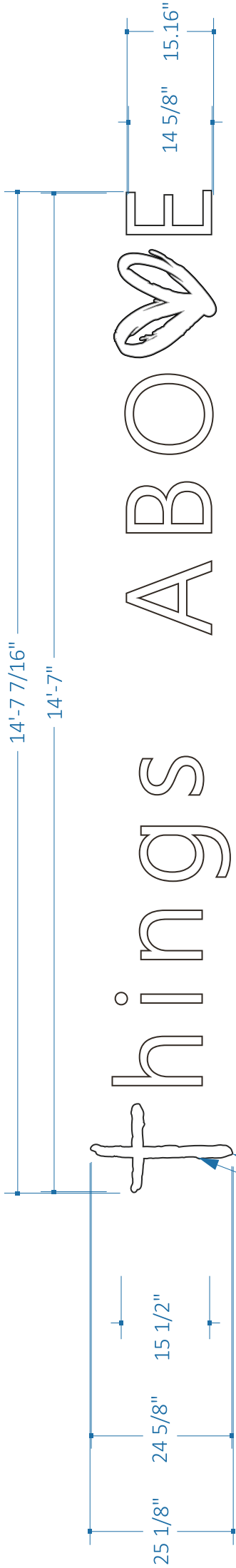
- ☐ 3. **Colored elevations**, drawn to scale, of all sides showing complete architectural details and including all exterior equipment and appurtenances located on the roof, in the walls and on the ground. All existing and proposed materials and finishes shall be identified, noted on the elevations,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

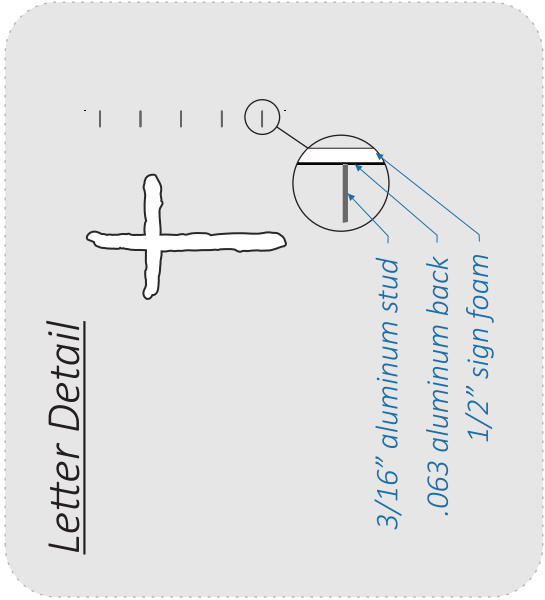
- ☐ 6. A **colored site plan** of the property showing proposed storage area and proposed method of screening. If landscaped, the plan shall define size, location and species of plant material. If other screening is proposed, materials shall be identified, typical samples shall be submitted, and the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



17'-0"



30"



Kyle Abree Signs
PO Box 2111
Burlington, NC 27216
(336) 380-5800
www.KyleAbreeSigns.com

Date	02/11/22	Scale
K. Abree	Sales Rep	Revisions
DDM	Designer	Revision Notes

1/2" = 1'-0"	03/08/22	Customer Approval
		Date

WHITE



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15 SE Court Square
Graham, NC