

# Historic Resources Commission

Agenda | November 1, 2022 | 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: October 12, 2022

## 4. New Business

- a. Discuss Historic Plaque Designation
- b. Facade Grant Application Discussion
- c. COA Application Discussion

## 5. Updates

- a. Council
- b. Staff

## 6. Adjournment

## **Minutes of the October 12th, 2022 Historic Resource Commission**

The meeting was called to order by Zipporah Clark Baldwin at 6:00 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley, Lisa Moser and Anthony Brooks. Absent was Jerome Bias.

Staff: Planner Cameron West, Debbie Jolly Zoning/Inspections Technician.

Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the June 7, 2022 minutes Karen Chin made a motion to approve as presented. Matthew Haley put forth the second. All voted Aye.

### **Old Business**

#### **a 2022/2023 Façade Grant applications | scoring matrix | project proposal worksheet**

- i. Viviana Maltby | Minor COA - 112 W Elm Street
- ii. Page Stokes and Junior Snyder | Minor/Major COA2209 - 16 NE Court Square
- iii. Carson Talley | Major COA2210 - 22 SW Court Square
- iv. Cheryl Perry | Minor COA2211 - 130 N Main Street
- v. Thomas Boney | Minor/Major COA2212 - 114 West Elm Street
- vi. Katherine Baird | Major COA2213 - 113 N Main Street

Cameron West informed the commission that the City Council approved the funds for the façade grants. The commission discussed how to proceed. Matthew Haley made a motion approve and fund all façade grants. Karen Chin put forth the second. All voted Aye.

### **New Business**

#### **a. Certificate of Appropriateness/ Historical landmark applications**

- i. COA2215 - Applicant Court Square Development, is requesting to install a new staircase at the property located at 111 N Main Street. Cameron West gave an overview of the project to the commission and opened the public hearing. Chuck Talley 808 Sideview St. presented his project to the commission and presented pictures of what is planned. The commission had a couple of questions for Mr. Talley. Chair Clark Baldwin closed the public hearing. Public hearing reopened. William T White 111 N. Main St. stated it would make it safer to get out of this building and look so much nicer. Public hearing was closed. The commission asked Cameron a few questions. Karen Chin I have thoroughly researched the application and all other documents related to COA2215 and I am familiar with the property in question. It does meet the design standards outline noted by Cameron section noted B 1.5.5, C 1.1.3 and C 1.1.4. Property 111 N Main as submitted because it does meet the design standards outline. Lisa Moser put forth the second. All voted Aye.

- ii. COA2216 – Applicant Court Square Development, is requesting installing a new canopy and patio at the property located at 113 N Main Street. Cameron West gave an overview to the commission. Chair Clark Baldwin opened the public hearing. Chuck Talley 808 Sideview St, presented his project to the commission. Chair Clark Baldwin closed the public hearing. Karen Chin I have thoroughly researched the application and all other documents related to COA2216 and the revision and what they would like to do meets the exterior requirements and requirements for the new additions in section C 1.1.3 and C 1.1.4 The additions are compatible with the court house district I recommend to approve the application for COA2116 for the property located at 113 N Main St. as submitted because it does meet the design standard. Matt Haley put forth the second. All voted Aye.
- iii. COA2217- Applicant Court Square Development, is requesting to make parking lot improvements at the property located at 101 E Harden Street. Cameron West gave the staff report. Chair Clark Baldwin opened public hearing. Chuck Talley 808 Sideview St. Mr. Talley presented his project to the commission. This one has several additions so Mr. Talley went through each one. Chair Clark Baldwin closed public hearing. Jeanette Beaudry made a motion to close the public hearing. Seconded by Karen Chin. All voted aye. The board had a brief discussion about trees. Karen Chin make motion we approve this COA2217 we have looked at this application for COA2217 it does meet the paving and lighting fixtures and the paving areas required in 8.5.1 and 8.4.4 and I move we approve COA2217 the property at 101 E. Harden St. submitted. Matthew Haley put forth the second. All voted Aye.
- iv. iHL2201-Applicant Court square Development, is requesting designation for a Historical Landmark at the property located at 102 S. Main St. Cameron West gave the commission the staff report. Jennifer Talley 808 Sideview St. She gave a background on the property located at 102 S. Main St. Karen Chin made a recommendation to take this to City Council that this property be approve as a Historic building. Seconded by Lisa Moser. All voted Aye.

**Staff updates:**

- a. **City Council-** Joey Parsons City Council liaison- - Making the façade grant application easier. The two grants from last year that rolled over are coming in soon. Next year putting a time limit on projects. Historical Plaque checking the process. They talked about sign approval and the façade grant application. Chair Clark Baldwin asked about how changes are made to the façade grant application. Karen Chin asked about the plaques and Chair Clark Baldwin requested to have it on the next meeting. They talked about switching the night for the meeting.
  - b. **Staff-** No update.
- 8. Adjournment-** Matthew Haley made a motion to adjourn. Karen Chin seconded. All voted Aye.

Meeting adjourned – 7:31 p.m.

Minutes respectfully submitted, Debbie Jolly

# 2022-2023 Façade Grant Program Overview

The façade grant program provides matching funds for exterior improvements to historic non-residential structures. It is designed to provide incentive funds to property owners in the Historic District to encourage rehabilitation downtown. It promotes the beautification of the Historic District and its importance to the history of Graham and its residents. Applications for funding are approved by the Historic Resources Commission (HRC). Examples of improvements include:

- Removing of false fronts and metal canopies
- Safe cleaning of brick and stone fronts
- Sign replacements
- Canvas awning installation
- Window and door repairs or replacements
- Repainting
- Structural repair to exterior
- Historic reconstructions
- Store front reconstruction
- Tuck point mortar joints
- Stain brick to match existing
- Roof vents on store face
- Exterior lighting
- Relocate electrical wiring

## What is a Façade?

A façade is one side of a building regardless of the number of stories. Each store front of a building can be considered a façade. The rear of a building may also be considered for a façade grant with priority given to the front of the building.

## Who is Eligible?

Owners or tenants of non-residential properties in the Courthouse Square Historic District are eligible to apply. Tenants must include a signed letter of permission from the property owner as part of their application.



## Funding and Renovation Guidelines

This is a cost reimbursement program. Projects are funded on a 50-50 matching basis, with the maximum City contribution being \$5,000. The Commission may also choose to support only a portion of a project by providing matching funds to complete that part of the project. The applicant's match may include funding from other sources. Only one grant per year can be awarded to a property. For details [see scoring matrix](#).

This program applies solely to exterior improvements. All proposals must follow the City's building code requirements. All renovations on buildings over 30 years old must follow the [HRC Design Guidelines](#).

*This program is administered by the City of Graham's Historic District Commission and the Planning Department.*

## How to Apply

To be considered for funding, a complete application packet must be received by the Planning Department no later than **5:00pm on Friday, August 19, 2022**.

A complete application packet includes:

- A completed Façade Grant Application
- A completed [Certificate of Appropriateness \(COA\) Application](#)
- An existing photo of the building or structure
- Drawings, sketches or pictures showing the proposed renovations
- At least two itemized cost estimates

Complete application packets should be sent to Cameron West at [cwest@cityofgraham.com](mailto:cwest@cityofgraham.com) or at 201 S Main St, Graham, NC 27253.

## What if my application is approved?

After approval, the applicant has until May 1, 2023 to complete the project. If more time is needed, a written request for an extension with a reasonable explanation must be provided. Applicants will receive reimbursement once the project is completed, it is inspected and approved by the City's Inspections and Planning Departments, and paid receipts are submitted to the Planning Department. Any renovation work completed prior to an application being approved by the Historic Resources Commission will not be eligible for reimbursement.

*For more information or questions, contact Cameron at [cwest@cityofgraham.com](mailto:cwest@cityofgraham.com) or (336) 570-6700 ext. 3118.*



## Graham Façade Grant – Application Process

Please read the following information carefully as the Historic Resources Commission (HRC) has recently made changes to streamline the process for awarding Façade Grant funds.

1. For any projects requiring a Certificate of Appropriateness (COA) the HRC suggests reviewing the applicable section of the [HRC Design Guidelines](#) before submission. Projects which require a COA must be approved by the HRC prior to the awarding of funds.
2. The HRC highly recommends applicants submit all major COA applications early. The deadlines for including a COA application on the agenda prior to the September meeting are as follows:

COA Application Due	Public Notices Sent	HRC Meeting
July 18, 2022	July 22, 2022	August 2, 2022
August 22, 2022	August 26, 2022	September 6, 2022

COA applications submitted by the façade grant deadline will be heard at **the September 6<sup>th</sup> meeting prior to the awarding of Façade Grant funds**. However, this may put the applicants project at risk of not being eligible for grant funding if the HRC feels it has insufficient information to rule on the COA or decides to deny the COA at the October meeting.

3. To learn more about the criteria upon which funding decisions will be made by the HRC please **read the [scoring matrix](#)** adopted to assist in the prioritization of projects and increase transparency for applicants.
4. A complete application including (Façade Grant Application, [COA Application](#), an existing photo of the building or structure, drawings, sketches or pictures showing the proposed renovations, and at least two itemized cost estimates) must be submitted to Cameron West at [cwest@cityofgraham.com](mailto:cwest@cityofgraham.com) or at 201 S Main St, Graham, NC 27253 no later than **5:00pm on Friday, August 19, 2022**.
5. The HRC will award funding for projects at the meeting scheduled for **September 6, 2022 at 6PM in Council Chambers** (201 S. Main St. Graham, NC 27215). While not required, the HRC highly encourages applicants to attend this meeting in order to answer any questions the Commission may have with regard to the project proposal.
6. All applicants will be notified by Friday, September 16, 2022 whether or not their project was awarded funds and if successful the maximum amount that will be reimbursed.
7. After approval, the **applicant has until May 1, 2023 to complete the project**. Applicants will receive reimbursement once the project is completed, it has been inspected and approved by the City's Inspections and Planning Departments, and paid receipts have been received.

For more information or questions, contact Cameron West at [cwest@cityofgraham.com](mailto:cwest@cityofgraham.com) or (336) 570-6700 ext. 3118.



# 2022-2023 Façade Grant - Application

Property Information	Applicant Information
Street Address:	Name:
Tax Parcel ID#:	Phone Number:
Owner's Name:	Email:
Use of Building:	Relationship to Property ( <i>check one</i> ):
Business Name ( <i>if applicable</i> ):	Property Owner <input type="checkbox"/> Tenant/Business Owner <input type="checkbox"/>
Based on the <a href="#">Historic Inventory Map</a> the property is considered: Pivotal <input type="checkbox"/> Contributing <input type="checkbox"/> Fill <input 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*): \$ \_\_\_\_\_ 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 ☐] require a building permit.
- ☐ 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** 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, 2023.

Applicant Signature

Date



# 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: \_\_\_\_\_

Property Owner: \_\_\_\_\_

## Project

General description of each modification or improvement:

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: \_\_\_\_\_

☐ Property Owner ☐ Lessee Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

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

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

Signature of Applicant \_\_\_\_\_ 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: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

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



## Exhibits Required for an Application for a Certificate of Appropriateness

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

### for Signs

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

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

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

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

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

### for Minor\* and New/Major^

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

### for Minor\*

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

### for New/Major^

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