

## **Minutes of the February 6, 2024 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 6:12 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin and Karen Chin. Matthew Haley was absent.

Staff: Planners Cameron West and Evan Workman. Jenni Bost Zoning Enforcement Officer.

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

Approval of the November 7, 2023 minutes, Karen Chin made the first motion and Jim Young made the second. All voted Aye.

### **New Business**

#### **a. Green and McClure 118 N Main St. COA 2402**

a. COA2402 (Major) - the applicant is requesting a Façade Renovation. Evan Workman gave the staff report. Anna Wirth of Flock Design and Architecture at 202 N. 7<sup>th</sup> St. Mebane NC 27302 gave the presentation for the façade renovations. Chair Zipporah Clark Baldwin opened the public hearing, Jim Young made the second. All voted Aye. The Commissioners asked Anna (Flock Design and Architecture) several questions about the project. Karen Chin did ask for a piece of the original façade be saved for the Graham Historical Museum. Karen Chin made a motion to close the public hearing, Jim Young made the second. All voted Aye. Karen Chin made a motion to approve: I have thoroughly researched the application and all other documents related to COA 2402 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2402 for the property located at 118 N Main St as submitted because it does meet the following criteria of the Historic Resources Guideline Standards. Jim Young made the second motion. All voted Aye.

### **Staff updates:**

- a. City Council-** Joey Parsons was present. He will have someone post the openings for several vacancies on boards.
- b. Staff-** No updates from the staff.

**Adjournment-** Karen Chin made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 6:47 p.m.

Minutes respectfully submitted, Jenni Bost

## **Minutes of the June 4, 2024 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 5:57 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin, Matthew Haley, and Karen Chin.

Staff: Planner Evan Workman

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

Approval of the February 6, 2024 minutes, Karen Chin made the first motion and Jim Young made the second. All voted Aye.

### **New Business**

#### **a. Discussion:**

Evan Workman started the conversation by mentioning to the Commission that there was \$1,500 proposed for a line-item budget in the next fiscal year. The Commission then discussed different ideas of how they may want to plan on using this money when the time comes. Some of the ideas mentioned cleaning sidewalks, plaques, and different forms of grants for private business owners. The commission tasked Mr. Workman with looking into the sidewalk cleaning and identifying just how many plaques have already been set to be dedicated.

### **Staff updates:**

- a. City Council-** Joey Parsons was present. Spoke on updates on the budget and gave his thoughts on some of the discussed items.
- b. Staff-** Evan Workman thanked Mr. Haley for his service on the commission and noted his term was now up. Chair Clark-Baldwin also spoke and thanked Mr. Haley. Mr. Workman informed the commission that they now only had three members and would be looking to add another following the June City Council meeting.

**Adjournment-** Matthew Haley made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 6:28 p.m.

Minutes respectfully submitted, Evan Workman

June 5, 2024

## **Minutes of the August 6, 2024 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 5:57 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin and Karen Chin.

Staff: Planner Evan Workman and Jenni Bost Zoning Enforcement Officer.

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

Approval of the June 4, 2024 minutes, Karen Chin made the first motion and Jim Young made the second. All voted Aye.

### **New Business**

a. COA 2405- 36 SW Court Sq

i. COA2405 (Major) - the applicant is requesting to replace the existing windows. Evan Workman gave the staff report. Chair Zipporah Clark Baldwin asked for a motion Karen Chin made the motion to open the public hearing, Jim Young made the second. All voted Aye. John Vernon, 610 Atwater St Burlington NC spoke about the project. Chair Zipporah Clark Baldwin asked for a motion Karen Chin made a motion to close the public hearing, Jim Young made the second. All voted Aye. Chair Clark Baldwin asked for a motion, Karen Chin made a motion to approve: I have thoroughly researched the application and all other documents related to COA 2405 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2405 for the property located at 36 SW Court Sq as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Jim Young made the second. All voted Aye.

b. COA 2406- 118 N Main St

ii. COA 2406 (Major) – the applicant is requesting permission to install a projecting sign on the façade facing N Main Street at 118 N Main St. Due to the size of the proposed sign (roughly 17 square feet) this item is a considered a major change and requires a COA review and approval by the HRC. Chair Zipporah Clark Baldwin asked for a motion Karen Chin made a motion to open the public hearing, Jim Young made the second. All voted Aye. Griffin McClure of 622 Johnson Ave spoke about the project and answered several questions from the Committee. Chair Zipporah Clark Baldwin asked for a motion Karen Chin made motion to close the public hearing, Jim Young made the second. All voted Aye. Chair Clark Baldwin asked for a motion, Jim Young made a motion to approve: I have thoroughly researched the application and all other documents related to COA 2406 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2406 for the property located at 118 N Main St as submitted because it does meet the following criteria. The proposed change does meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are with the character of the district. Karen Chin made the second. All voted Aye.

**Staff updates:**

**a. City Council-** Joey Parsons was absence.

**Staff-** Evan said he had mailed out 49 letters for the façade grants. He said it is open until late September.

**Adjournment-** Chair Zipporah Clark Baldwin asked for a motion, Karen Chin made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 6:24 p.m.

Minutes respectfully submitted, Jenni Bost

Minutes edited December 19<sup>th</sup> 2024 by Evan Workman

## **Minutes of the October 1, 2024 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 5:58 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin and Karen Chin.

Staff: Planner Evan Workman

Council: Joey Parsons

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

Chair Clark Baldwin made a motion to table the minutes from the August 6, 2024 meeting in order to have time to look at them more. Karen Chin seconded, all voted aye.

### **New Business**

#### a. COA 2411- 36 SW Court Sq

i. COA2411 (Major) - the applicant is requesting to replace the existing rear windows. Evan Workman gave the staff report. Chair Clark Baldwin made the motion to open the public Hearing, Karen Chin made the second. All voted Aye. John Vernon, 610 Atwater St Burlington NC spoke about the project. Chair Clark Baldwin made a motion to close the public Hearing, Jim Young made the second. All voted Aye.

Karen Chin made a motion to approve:

I have thoroughly researched the application and all other documents related to COA 2405 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2411 for the property located at 36 SW Court Sq as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Jim Young made the second. All voted Aye.

#### b. COA 2406- 135 W Elm St

ii. COA2412 (Major) - the applicant is requesting to replace the existing rear windows. Evan Workman gave the staff report. Chair Clark Baldwin made the motion to open the public Hearing, Jim Young made the second. All voted Aye. Brian Faucette, employed at 135 W Elm St Graham NC spoke about the project. Jennifer Talley of 808 Sideview Street Graham NC also spoke regarding the project.

Chair Clark Baldwin made a motion to close the public hearing, Karen Chin made the second. All voted Aye.

Jim Young made a motion to approve:

I have thoroughly researched the application and all other documents related to COA 2405 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2412 for the property located at 135 W Elm St as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the

Character of the district. Karen Chin made the second. All voted Aye.

c. COA 2410- 123 N Main Street

ii. COA2410 (Major) - the applicant is requesting permission to paint the doors and storefront windows as well as install a new canopy as part of a larger façade upgrade. Evan Workman gave the staff report. Chair Clark Baldwin made the motion to open the public hearing, Karen Chin made the second. All voted Aye. Jeff Deal employed at 629 S Church St Burlington NC spoke about the project. Jennifer Talley of 808 Sideview Street Graham NC also spoke regarding the project.

Chair Clark Baldwin made a motion to close the public hearing, Karen Chin made the second. All voted Aye.

Chair Clark Baldwin made a motion to table the item:

I move to table COA 2410 for 123 N Main St. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). There are questions the commission has regarding the canopy, spaces under the windows of the new façade, and the owners willingness to restore historical transomes. The application will be acted upon within a reasonable time period not to exceed 180 days.

Karen Chin made the second. All voted Aye.

**Staff updates:**

**a. City Council-** Joey Parsons had no updates.

**Staff-** Evan said he had extended the deadline for the façade grants and the commission would be hearing applications in November.

**Adjournment-** Chair Clark Baldwin made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 7:02 p.m.

Minutes respectfully submitted, Evan Workman

## **Minutes of the November 5th, 2024 Historic Resource Commission**

The meeting was called to order by Karen Chin at 6:02 p.m.

The following Commissioners were present: Jim Young, and Karen Chin. Chair Zipporah Clark Baldwin was absent.

Staff: Planner Evan Workman

Council: Joey Parsons

Karen Chin led the Pledge of Allegiance, and a moment of silence.

Karen Chin noted that a quorum was not met and the meeting could not continue.

Evan Workman informed all those present that all items on the agenda for tonight would be moved to the December 3<sup>rd</sup> meeting.

Meeting abandoned – 6:09 p.m.

Minutes respectfully submitted, Evan Workman

## **Minutes of the December 3<sup>rd</sup>, 2024 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 5:59 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin, Ben Beushausen, and Karen Chin.

Staff: Planner Evan Workman

Council: Joey Parsons

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

Chair Clark Baldwin made a motion to approve the minutes for the August 6<sup>th</sup> meeting with the change that motions are called out as being asked for by the chair. Jim young seconded. All voted aye.

Karen Chin made a motion to approve the minutes for the October 1<sup>st</sup> meeting with the change of a typo in "section C" be corrected. Jim Young seconded. All voted aye.

### **Business**

#### **a. COA 2410- 123 N Main Street**

i. COA2410 (Major) - the applicant is requesting permission to upgrade and change the doors and storefront windows as well as install a new canopy as part of a larger façade upgrade. Evan Workman gave the staff report. Chair Clark Baldwin made the motion to open the public hearing, Karen Chin made the second. All voted Aye. Jeff Deal employed at 629 S Church St Burlington NC spoke about the project. Jennifer Talley of 808 Sideview Street Graham NC also spoke regarding the project. Chair Clark Baldwin made a motion to close the public hearing, Ben Beushausen made the second. All voted Aye. Chair Clark Baldwin asked for a motion, Jim Young made a motion to approve the item: I have thoroughly researched the application and all other documents related to COA 2410 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2410 for the property located at 123 N Main St as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Karen Chin made the second. All voted Aye.

#### **b. COA 2414- 38 SW Court Sq.**

ii. COA 2414 (Major)- the applicant is requesting permission to repair and replace the rear door of the 38 SW Court Square building. Evan Workman gave the staff report. Chair Clark Baldwin made the motion to open the public hearing, Ben Beushausen made the second. All voted aye. Fred Sternberg, employed at 38 SW Court Sq, Graham NC spoke about the project. Chair Clark Baldwin made a motion to close the public hearing, Ben Beushausen made a second. All voted aye. Chair Clark Baldwin asked for a motion, Karen Chin made a motion to approve the item: I have thoroughly researched the application and all other documents related to COA 2414

and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2414 for the property located at 38 SW Court Sq as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Ben Beushausen made a second. All voted aye.

c. COA 2415- 101 E Harden St.

iii. COA2415 (Major)- the applicant is requesting permission to build a rock veneer wall for landscaping Monkey Grass as it previously existed. Evan Workman gave the staff report. Chair Clark Baldwin made a motion to open the public hearing, Ben Beushausen seconded. All voted aye. Jennifer Talley of 808 Sideview St, Graham NC spoke regarding the project. Chair Clark Baldwin made a motion to close the public hearing, Ben Beushausen made a second. All voted aye. Chair Clark Baldwin made a motion to approve this item: I have thoroughly researched the application and all other documents related to COA 2415 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2415 for the property located at 101 E Harden St as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Jim Young made the second. All voted Aye.

d. COA 2416- 125 N Main

iv. COA2416 (Major)- the applicant is requesting permission to demo existng brick work, install footers, repair masonry, add stucco, a metal cornice, and new wood to the front of the building. Evan Workman gave the staff report. Chair Clark Baldwin made a motion to open the public hearing, Karen Chin made a second. All voted aye. Jennifer and Chuck Talley both of 808 Sideview St, Graham NC spoke on the project. Chair Clark Baldwin made a motion to close the public hearing. Karen Chin made a second. All voted aye. Chair Clark Baldwin asked for a motion, Ben Beushausen made a motion to approve the item: I have thoroughly researched the application and all other documents related to COA 2416 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2416 for the property located at 125 N Main St as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Jim Young made the second. All voted Aye.

e. COA 2419- 112 N Main

v. COA2419 (Major)- the applicant is requesting permission to install posts and shade sails as well as planters to define an outdoor seating space. Evan Workman presented the staff report. Chair Clark Baldwin made a motion to open the public hearing. Jennifer Talley of 808 Sideview St, Graham NC spoke on the application. No one from the property or business was present. Chair

Clark Baldwin made a motion to close the public hearing, Jim Young made the second. All voted aye. Chair Clark Baldwin asked for a motion, Jim Young made a motion to deny: I have thoroughly researched the application and all other documents related to COA 2419 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be not compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Deny the application for COA 2419 for the property located at 112 N Main St as submitted because it does not meet the following criteria. The proposed changes do not meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are not compatible with the character of the district. Chair Clark Baldwin made the second. All voted Aye.

f. Façade Grants

1. 36 SW Court Square- custom windows and installation. Lowest quoted cost: \$31,538.47. Awarded the maximum of \$5,000. Motion for award made by Jim Young, Ben Beushausen made the second. All voted aye.

2. 38 SW Court Square- rear door repair and replacement. Lowest quoted cost: \$7,339.06. Awarded the maximum of \$2,669.53. Motion for award made by Ben Beushausen, Chair Clark Baldwin made the second. All voted aye.

3. 101 E Harden St- Installation of landscaping wall. Lowest quoted cost: \$2,398.54. Awarded the maximum of \$1,198.27. Motion for award made by Ben Beushausen, Chair Clark Baldwin made the second. All voted aye.

4. 22 NE Court Square- replacement of awnings. Lowest quoted cost: \$6,374.04. Awarded \$2,566.10. Motion for the award made by Ben Beushausen, Jim Young made the second. All voted aye.

5. 125 N Main St- demo of brick, install footers, repair columns. Lowest quoted cost: \$13,339.90. Awarded \$2,566.10. Motion for award made by Ben Beushausen, Chair Clark Baldwin made the second. All voted aye.

**Staff updates:**

**a. City Council-** Joey Parsons had no updates.

**b. Staff-** Evan Workman updated the commission on the Christmas Luncheon for the City on December 11<sup>th</sup>. Welcomed Mr. Beushausen. And thanked the commission for their hard work all year.

**Adjournment-** Chair Clark Baldwin made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 7:23 p.m.

Minutes respectfully submitted, Evan Workman

December 4<sup>th</sup>, 2024