



Graham Appearance Commission

Meeting Agenda

November 3rd, 2025

6:00pm Graham City
Hall

- 1 Call Meeting to Order
- 2 Pledge of Allegiance
- 3 Invocation
- 4 Approval of minutes from the September 8, 2025 meeting
- 5 **Items of Discussion**

Business:

5a Business Beautification Grant

6. City Council Updates
7. Staff Updates
8. Adjournment



MINUTES

Graham Appearance Commission Meeting

September 8th, 2025

City Hall Council Chambers

In Attendance:

**Chair Zipporah Clark- Baldwin, Vice Chair Cheryl Ray, and Bernadette Konzelmann.
Clell Britt was absent.**

Staff: Cameron West

- **Meeting was called to order at 6:00pm by Chair Clark Baldwin, followed by the Pledge of Allegiance, and a moment of silence.**
- **Approval of the April, 2025 Meeting Minutes**
 - Vice Chair Ray moved to approve the minutes as presented, Bernadette Konzelmann seconded. All voted aye
- **Downtown Decorations**
 - The commission discussed location and types of decorations they were going to use for the downtown decorations.
 - Staff stated they would look into the budget topic.
 - Commission stated they wanted to have the decorations installed prior to the weekend of the 27th of September.
 - Commission would go into the basement to see what items could still be used.
- **Other Items**
 - Vice Chair Ray mentioned that the NCDOT Litter Cleanup is taking place in September and Chair Clark Baldwin and other said they would be open to have the commission organize a local cleanup to try and get volunteers to participate.
 - The commission discussed banners and that City Council was going to ask for their input on new downtown banners. The topic of the Veterans Day banners were discussed as well.
- **Council**
 - Nobody from Council was present.
- **Staff:**
 - Cameron West had no other updates.
- **Meeting adjourned**

- Vice Chair Ray motioned for the meeting to be adjourned. Seconded by Chair Clark Baldwin. All members voted aye. Meeting adjourned at 6:36pm.

Minutes Submitted by Cameron West

October 27th, 2025

2025-2026 Graham Business Beautification Grant

The Business Beautification Grant is a matching grant program funded by the City of Graham to encourage private investment in the renovation and rehabilitation of existing properties along the City's corridors. The program will provide financial assistance in the form of a grant to non-residential property owners for the purpose of improving the street-side appearance of their existing buildings and site features. The goal is to enhance the City's corridor appearance and achieve compliance with current regulations where necessary.

Application Process

- Applications **must be submitted by 5PM on Friday October 24th, 2025 to:**
 - City of Graham Planning Department, attn: Cameron West, PO Drawer 357, 201 South Main Street, Graham, NC 27253 or;
 - Email cwest@cityofgraham.com
- Applications are reviewed and processed by the Graham Appearance Commission at their meeting on **November 3rd, 2025 at 6:00PM** at City Hall 201 S. Main Street, Graham, NC 27253. Applicants are highly encouraged to attend this meeting to answer any questions the Commission may have about their project.

Award Criteria

- The Graham Appearance Commission will determine grant awards based on an on-site evaluation and the [scoring matrix](#) established by the Commission.
- Projects scope, cost, and proposed building elevations/materials and site improvements must be approved by the City prior to final award determination.
- Only one (1) award is made per owner or tenant within a twelve-month period, per platted lot.
- First-time applications are given priority.
- Projects are funded on a 50-50 matching basis up to a maximum \$5,000 per award.
- Applicants shall not be awarded more than 50% of the total project costs through any combination of funds from City of Graham grant programs.
- Applicant agrees to maintain all improvements in "like new" condition for a period of five (5) years after completion of the work or until property is sold.

Eligibility

- Applicants may be either owners or current tenants (must provide owner's written consent) of existing non-residentially developed properties fronting on a roadway corridor within the city limits or ETJ of Graham.
- Current or proposed use of the property must conform to applicable zoning regulations. Nonconforming uses will not be considered.
- Applicants shall not have any outstanding debt to the City.
- Projects located in the Graham Downtown Historic District must receive an approved Certificate of Appropriateness (COA) from the Historic Resources Commission (HRC) for the work submitted in this application prior to the Appearance Commission meeting in which these grant funds will be

awarded. **October 7th, 2025 (COA applications due September 26th)** is the last HRC meeting before the awarding of the grants in November.

- At least one quote must come from independent contractors/vendors without a direct familial relation (as defined by 160D- 109) to the applicant or companies owned by the applicant for the purpose of meeting the required number of quotes.

*This program is administered by the City of Graham's Appearance Commission and Planning Department
(336)570-6705 1*

Eligible Expenses

- Site work eligible for funding includes, but is not limited to:
 - installation of public or handicap accessible sidewalks
 - signage
 - landscaping
 - removal of non-conforming or illegal site elements such as signage
- All contractor expenses incurred by the applicant for material and labor are eligible for reimbursement. ➤ The finished product must match the drawings and materials submitted by the applicant and granted approval by the City for reimbursement eligibility.
- Partial or incomplete work is not eligible for reimbursement. In order to receive funds, a completed project shall be submitted.

Reimbursement

- Submission of completed work shall be received by the City of Graham no later than close of business on **May 1, 2026**. ➤ Reimbursement is given from the City within forty-five (45) days after completion of the project and City approval of applicant's written request for reimbursement.

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(336)570-6705 2*

2025-2026 Business Beautification Grant Program



Application

Property Information (Please type or

print clearly) Applicant Information (Please type or print clearly)

Street Address: 303 West Harden Street Graham NC 27253

Name: Allison O'Brien

Tax Parcel ID#: unknown

Phone Number: (336) 494-5744

Owner's Name: Building owners are Jensen and Mtende Roll

Email: HawRiverPottery@gmail.com

Use of Building: Pottery Studio/Fine Art Gallery

Relationship to Property(check one): Business Owner

Business Name: Haw River Pottery

Description of Proposed Improvement

Write a brief description below and attach 1) an existing photo of the project area; 2) a drawing, sketch or picture of the proposed improvement. (Please type or print clearly)

Haw River Pottery is looking to improve the front face of our building in two major ways.

1. We're looking to add a hanging sign to the pre existing hardware on the front face of our building.
2. We are planning on giving our building a new coat of paint in a more modern color scheme.

The goal of this building rejuvenation is to make our building more modern and to draw more traffic into our Fine Arts gallery. The gallery is in the process of being updated and we're expanding our selection of local fine arts and crafts artisans. Haw River Pottery will have a grand reopening to celebrate the gallery expansion in March 2026.

Before Photos:





After Photo (Approximate design using ChatGPT)

*Please Note–The color in the AI photo is not the exact paint color, just a rough idea.
The actual color can be seen here: [BEHR Black Sapphire](#)

HAW RIVER POTTERY

FINE ARTS AND CRAFTS



WELCOME





Total Estimated Cost (lowest bid quote): \$1620.01

Attach at least two itemized cost estimates from vendors/contractors for proposed work.

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Signage: \$640.50 Double sided Aluminum sign by Graphic Edge,
includes installation

Paint job (excluding cost of paint): KP Painting LLC \$750

Paint: \$229.51 Behr Black Sapphire 5 gallon Home Depot

Total: \$1620.01

2025-2026 Business Beautification Grant Program Application

- ☐ I [have ☐/ have not [X] received any other grant funding for the proposed improvement on the parcel listed above. If you answered "Have", please state from what source, amount and date of award.

Checklist for a Complete Application

☒ I have read the City of Graham Business Beautification Grant Program overview and fully understand the agreement. ☐ I have met with the City Building Inspector and

My project [does ☐/ does not [X] require a building permit.

☒ The owner's written and signed permission is attached, if applicant is not owner.

☐ Not applicable

☒ An existing picture of the project area and a drawing, sketch and/or picture of the proposed improvement are/is attached.

☒ At least two itemized project cost estimates are attached.

N/A If located in the Graham Historic District, I have received Certificate of Appropriateness (COA) approval for the work submitted in this application prior to the Appearance Commission meeting in which these grant funds will be awarded.

☒ I understand in order to receive reimbursement, my project must be completed, inspected, and approved by the City's Inspections and Planning Departments.

☒ I understand in order to receive reimbursement all paid receipts must be submitted to the planning department.

☒ I understand that the City of Graham Business Beautification Grant Program must be used in the manner described in this application, with all of the work herein described prior to the reimbursement of any funds.

☒ I understand the application must be approved by the Graham Appearance Commission prior to commencement of any Initials project.

☒ I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. Initials

☒ I understand that failure to complete the project by **May 1, 2026** will result in the forfeiture of

all grant funds. A request Initials for an extension filed in writing prior to the deadline may result in an extension until no later than June 1, 2026.

Applicant Signature Date Allison O'Brien 10/21/25

*This program is administered by the City of Graham's Appearance Commission and Planning Department
(336)570-6705 4*

Hello, I have your quote.

\$750

This includes pressure washing
2 coats of paint

My husband mentioned you'd be buying the paint. If this changes and you need us to get it, let me know. I'll add it to the quote. You'll just need to send me the paint color you're going with.

We also use a soft cleaning agent while pressure washing.

If you have any questions let me know, and thank you for reaching out!



INVOICE

Graphic Edge
207 W Hanover Road
Graham, NC 27253

info@graphic-edge.com
+1 (336) 266-7338
www.graphic-edge.com



Bill to
Haw River Pottery
Graham, NC 27253

Ship to
Haw River Pottery
Graham, NC 27253

Invoice details

Invoice no.: 3669
Terms: Net 30
Invoice date: 10/22/2025
Due date: 11/21/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	10/22/2025	Signs	Aluminum Hanging Sign - Double Sided with installation	1	\$600.00	\$600.00

Ways to pay



Note to customer

Leave us Google Review for \$20 off your order!
<https://g.page/r/CYwvB8U7Zd4eEBM/review>

Subtotal	\$600.00
Sales tax	\$40.50
Total	\$640.50

View and pay

Jensen and Mtende,

I'm planning on applying to Grahams Business Beautification Grant this year. I'm looking to have a sign installed in the front of the building and also get the front face repainted. I need your approval before I move forward with the grant application and contractors.

The paint color I was hoping to do is Behr "Black Sapphire".

<https://www.behr.com/consumer/ColorDetailView/PPU15-19>

What to you think about this?

Hope you have a great weekend,

Allison O'Brien | Blue Void Design
@bluevoiddesign



Jensen Roll 4 days ago

to me, Mtende ▾



Hey Allison, we're in support of this!

Best,
Jensen Roll
General Contractor
Roll Construction
336-365-8673



2025-2026 Business Beautification Grant Program Application

Property Information (Please type or print clearly)	Applicant Information (Please type or print clearly)
Street Address: 210 N Main St	Name: Roberto Galvin
Tax Parcel ID#: 145922	Phone Number: 336-269-3401
Owner's Name: Court Square Development Corp	Email: none
Use of Building: Restaurant	Relationship to Property (check one):
Business Name (if applicable): Mex Am	Property Owner <input type="checkbox"/> Tenant/Business Owner <input checked="" type="checkbox"/>

Description of Proposed Improvement

Write a brief description below and attach 1) an existing photo of the project area; 2) a drawing, sketch or picture of the proposed improvement. (Please type or print clearly)

Install windows & repair stucco & masonry work.

Total Estimated Cost (lowest bid quote): \$ 22,865.00

Attach at least two itemized cost estimates from vendors/contractors for proposed work.



2025-2026 Business Beautification Grant Program Application

I [have ☐ / have not ☐] received any other grant funding for the proposed improvement on the parcel listed above. If you answered "Have", please state from what source, amount and date of award.

Checklist for a Complete Application

- ☒ I have read the City of Graham *Business Beautification Grant Program* overview and fully understand the agreement.
- ☒ I have met with the City Building Inspector and
My project [does ☒ / does not ☐- ☒ The owner's written and signed permission is attached, if applicant is not owner.
☐ Not applicable
- ☒ An existing picture of the project area and a drawing, sketch and/or picture of the proposed improvement are/is attached.
- ☒ At least two itemized project cost estimates are attached.
- ☒ If located in the Graham Historic District, I have received Certificate of Appropriateness (COA) approval for the work submitted in this application prior to the Appearance Commission meeting in which these grant funds will be awarded.
- ☒ I understand in order to receive reimbursement, my project must be completed, inspected, and approved by the City's Inspections and Planning Departments.
- ☒ I understand in order to receive reimbursement all paid receipts must be submitted to the planning department.

RG
Initials

I understand that the City of Graham *Business Beautification Grant Program* must be used in the manner described in this application, with all of the work herein described prior to the reimbursement of any funds.

RG
Initials

I understand the application must be approved by the Graham Appearance Commission prior to commencement of any project.

RG
Initials

I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.

RG
Initials

I understand that failure to complete the project by **May 1, 2026** will result in the forfeiture of all grant funds. A request for an extension filed in writing prior to the deadline may result in an extension until no later than June 1, 2026.

Roberto Graham
Applicant Signature

6/27/25
Date



E. P. Gates Construction & Realty, LLC

7 SE Court Sq Suite 100
Graham, NC 27253

Estimate

Date	Estimate No.
11/9/2025	434

MEX-AM
210 N Main St
Graham, NC 27253

		Project	
		MEX-AM	
Description	Qty	Rate	Total
NEW WINDOWS - 210 N MAIN ST, MEX AM RESTRUAUNT			
DEMOLITION: Demo opening for new windows along south side wall. Area from N.E. corner too side entrance. Haul off all debris to State approved landfill (4 total windows and openings)	1	7,365.00	7,365.00T
MASONRY: Repair masonry, install and install new brick as needed.	1	2,400.00	2,400.00T
WINDOWS: Install bronze windows to match existing door.	1	8,000.00	8,000.00T
INTERIOR WALL: Repair stucco and install new wood jam and casing to each window.	1	2,100.00	2,100.00T
PAINTING: Paint disturbed areas to match existing wall and color.	1	700.00	700.00T
Labor, materials, equipment.	1	2,300.00	2,300.00T
Sales Tax		0.00%	0.00
		Total	\$22,865.00





**Colonial
HARDWARE**
If you like our keys
you'll love our hardware



EXISTING DOOR

PARKING LOT

NEW WINDOW 36" x 55" BRONZE METAL

9' 0" Distance from p to p

MAIN ST.

10' WALK RAILWAY

3' 0" 55"

40" ABOVE GROUND TO WINDOW SILL





MAIN ST.

PARKING LOT

EXISTING DOOR

NEW WINDOW 36" x 55" BRONZE METAL

