



Graham Historic Resources Commission Meeting Agenda

March 24th, 2026

6:00pm Graham
City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from the February 3rd, 2026 meeting
5. **Items of Discussion**

Certificate of Appropriateness:

- 5a. New Downtown Park

Future Business:

- 5d. New Commission Members

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

Minutes of the February 3rd, 2026 Historic Resource Commission

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

The following Commissioners were present: Chair Zipporah Clark Baldwin, Ben Beushausen, and Casey Bosley

Staff: Planners Cameron West and Jonathan Buckley

Council: Jim Young

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

Chair Zipporah Clark Baldwin asked for a motion to approve the November 12th, 2025 meeting minutes. Ben Beushausen made a motion to approve the minutes as presented, Casey Bosley gave the second. All voted aye.

New Business

- a. United Church of Christ Children's Chapel Historic Designation Application
 - i. Jonathan introduced the updated application given by the property since receiving the HPO report. After a short discussion, Casey Bosley moved to approve the application as complete and worthy of designation and allow for the report to be forwarded to City Council for review, Ben Beushausen gave the second. All voted aye.
- b. Façade Grant Applications
 - i. The Commission received a façade grant application from the property owners at 19 SE Court Square for the installation of exterior signage. The commission stated that they would approve the application and match the total project cost by 50%. Chair Zipporah Clark-Baldwin made a motion to approve, Ben Beushausen gave the second. All voted aye.
 - ii. The Commission received a façade grant application from the property owners at 114 N Main Street for the refurbishment and repainting of the building trim and windows. The commission stated that they would approve the application and match the total project cost by 50%. Chair Zipporah Clark-Baldwin made a motion to approve, Ben Beushausen gave the second. All voted aye.

Staff updates:

- a. **City Council-** Jim Young added that additional board members are planned to be appointed to the HRC at the next City Council Meeting on February 10th.
- b. **Staff-** None

Adjournment- Chair Zipporah Clark-Baldwin made the motion to adjourn the meeting, Ben Beushausen made the second. All voted Aye.

Meeting adjourned – 6:14 p.m.

Minutes respectfully submitted by Jonathan Buckley

February 5th, 2026



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.

Dawn Holland
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.



ELM STREET PARK | GRAHAM, NORTH CAROLINA

Elm Street Park – Graham’s New Civic Social Space

The creation of Elm Street Park represents a strategic investment in the health, happiness, and economic vitality of downtown Graham. By transforming this central site into a high-performance park, we are creating a space where nature meets culture and where the community finds a place to connect, celebrate, and thrive.

The vision will create an iconic public space that honors Graham’s unique character while serving as a functional engine for downtown growth.

The Five Pillars of Elm Street Park:

1. A Social “Living Room”: From the informal lawn to the outdoor living room with movable seating, the park invites “dwell time” that keeps downtown vibrant.
2. Connectivity & Safety: The park creates an active pedestrian route and “desire paths” that turn a simple walk into a safe, well-lit, and beautiful experience with clear sightlines and permeable edges.
3. An Engine for Vitality: With dedicated stage space, food truck hookups, and vendor utilities, the park is a turnkey venue for Graham’s beloved traditions—from Christmas Villages to summer concerts.
4. Sustainability & Comfort: Featuring native plantings, shade structures, and green infrastructure, the park provides a natural cooling effect and a quiet respite from the urban environment.
5. Identity & Experience: Through Instagram-friendly visual features and integrated cultural interpretation, the park creates a unique “sense of place” that strengthens Graham’s downtown branding.

Elm Street Park: Honoring the past, activating the present, and securing the future.

PROJECT GOALS

COMMUNITY

Target July 4 substantial completion
A destination for all
Maximize site efficiency

SCHEDULE

Accelerated design process
Simple design=fast construction
Phase long-lead items

COST + VALUE

Monitor initial cost and life cycle cost
Maximize value
Appropriate materials and detailing

A Balanced Approach to Downtown Needs

Every square foot of our downtown must work hard for its citizens. Elm Street Park is designed to maximize community gathering benefits while minimizing parking loss through smart, efficient site planning. This approach ensures a vibrant new social destination while maintaining the essential accessibility that local businesses and patrons rely on.

Core Social & Gathering Elements

- Flexible plaza / hardscape gathering space
- Movable seating and tables
- Shaded seating areas (trees, umbrellas, pergolas)
- Informal lawn or green respite zone
- Outdoor “living room” space for daily use

Activity & Programming Features

- Small performance / event space or stage
- Public art or landmark focal feature
- Seasonal programming infrastructure (markets, concerts, festivals)
- Space for temporary installations or pop-ups

Food, Retail & Edge Activation

- Food truck hookups
- Spillover seating from adjacent businesses
- Retail-edge integration opportunities
- Vendor utility access (power/water)

Comfort, Amenities & Support

- Pedestrian lighting and safety features
- Wayfinding and interpretive signage
- Trash, recycling, and maintenance access
- Bike racks

Landscape & Environmental Features

- Shade trees and planting beds
- Stormwater or green infrastructure elements
- Native / pollinator plantings
- Climate comfort strategies (shade, airflow, cooling)

Connectivity & Urban Integration

- Strong street visibility and active edges
- Pedestrian through-connections / desire paths
- ADA-accessible circulation
- Clear entry points and sightlines
- Integration with surrounding retail, civic uses, or transit

Identity, Culture & Experience

- Instagram-friendly visual features
- Community storytelling components
- Local materials or contextual design cues

Economic & Civic Value Components

- Spaces encouraging dwell time near businesses
- Flexible event infrastructure to drive foot traffic
- Branding opportunities for downtown identity
- Social media engagement features

HUMAN BEHAVIOR IN THE

PUBLIC REALM

- People initially occupy the **edges of spaces**, moving to the center as occupancy grows.
- Points with **views or prospects** naturally attract people.
- **Varied edges** in circulation routes slow pedestrian movement; uniform edges speed it up.
- Pedestrians **cluster** rather than spreading evenly in spaces.
- Solitary pedestrians prefer visible areas with **protected edges**.
- Some enjoy “**seeing and being seen**,” like performers and audiences.
- Smaller, **protected spaces** near larger ones attract people.
- **Climate** affects behavior, e.g., seeking sun or wind protection.
- **Physical features** like benches, steps, and walls draw people.
- **Distinct** pathways encourage lingering.
- **Program elements**, both permanent and temporary, attract visitors.
- **Open edges** lead to higher usage; closed edges reduce it.
- People prefer to **sit facing others** and traffic.
- Edges with **diverse details**, like retail areas, are more appealing.
- Movable furniture and opportunities to recline or **elevate feet** are popular.

ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION

LEGEND

- ① THE GREEN
- ② PAVILION
- ③ SEATING
- ④ PARKING-25 SP.
- ⑤ PARKING-3 SP.
- ⑥ GARDENS
- ⑦ PERFORMANCE VENUE
- ⑧ PROPERTY LINE



ELM STREET PARK | GRAHAM, NORTH CAROLINA

“THE GREEN is designed as Graham’s premier formal destination—a grand ‘Outdoor Room’ defined by a powerful central axis and balanced geometry. This scheme centers on an expansive, versatile green that provides a respite for daily play, picnics, and quiet reflection.

The space is anchored by a Pavilion, serving as a permanent civic stage and an iconic backdrop for weddings, ceremonies, and community milestones. Flanking the central green, two structured pathways offer a clear route through the park, defined by brick seat-walls that provide informal seating. Both sides of the park are enclosed by lush shrub and perennial gardens.

THE GREEN offers a sense of protected enclosure and order, creating a sophisticated, modern ‘Public Square’ that embodies the strength and spirit of downtown Graham.”

AERIAL PERSPECTIVE



ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION

VIEW FROM ELM STREET



ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION

VIEW FROM ELM STREET



ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION

VIEW FROM PARKING LOT



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VIEW FROM PARKING LOT



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HISTORIC RESOURCES COMMISSION



VIEW FROM ELM STREET SIDEWALK

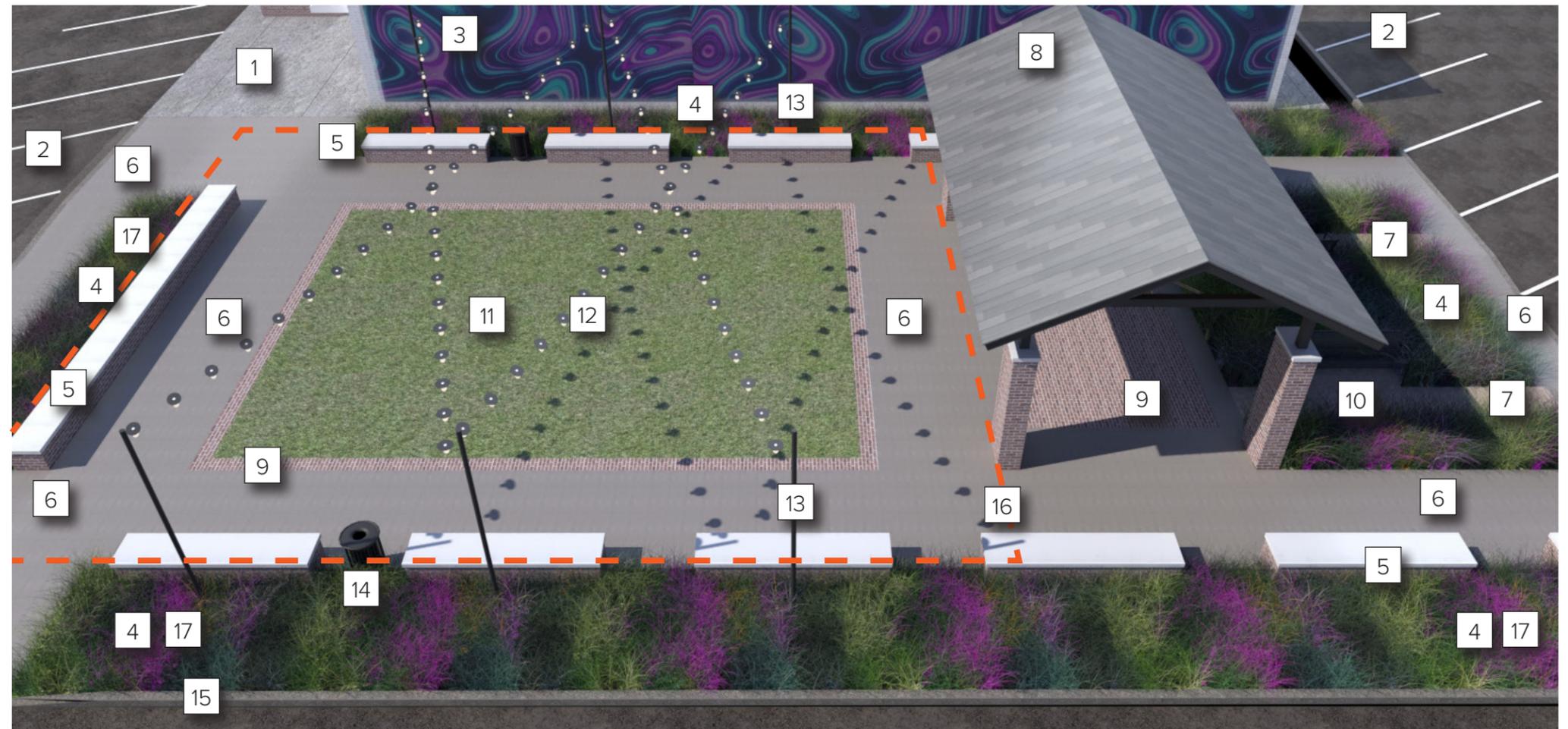


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HISTORIC RESOURCES COMMISSION

LEGEND

- 1 EXISTING CONCRETE PAVING
- 2 NEW PARKING STRIPING
- 3 ART OPPORTUNITY ON WALL
- 4 GARDEN PLANTING
- 5 BRICK SEAT-WALLS
- 6 NEW CONCRETE PAVING
- 7 GRAVEL PATHWAY
- 8 PAVILION:
 - METAL ROOF
 - WOOD CEILING
 - STEEL STRUCTURE
 - CEILING FANS
 - LIGHTING
 - POWER OUTLETS
 - BRICK PIERS
- 9 BRICK PAVING
- 10 METAL BENCH (2)
- 11 SYNTHETIC LAWN PANEL
- 12 CANTENARY LIGHT FIXTURE
- 13 LIGHT POLE UPRIGHT
- 14 TRASH RECEPTACLE (3)
- 15 CONCRETE CURB
- 16 PERFORMANCE VENUE:
 - CAPACITY 250
- 17 SHADE TREES (NOT SHOWN)



SITE MATERIALS AND FIXED FURNISHINGS

SITE MATERIALS AND FURNISHINGS CREATE A LAYERED HISTORY THAT TELLS A STORY OF BOTH HERITAGE AND PROGRESS. THIS APPROACH RESPECTS GRAHAM CONTEXT WHILE SIGNALING THAT THE TOWN IS FORWARD-THINKING AND ENERGETIC.



WARM-TONE CONCRETE PAVING



FOOD TRUCK POWER PEDESTAL



ZOZO FLAT-ALUZ



TURF GREEN-FOREVER LAWN



SCARBOROUGH BENCH AND TRASH-LANDSCAPE FORMS



BRICK ELEMENTS OF THE PARK INCLUDE PAVING, PAVILION AND SEAT-WALLS WITH PRECAST CAP

ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION

SITE MATERIALS AND FIXED FURNISHINGS

DESIGNED AS A DURABLE YET INVITING CENTERPIECE, THE CENTRAL PAVILION BLENDS A LONG-LASTING PAINTED STEEL STRUCTURE AND NO-MAINTENANCE METAL ROOF WITH A WARM WOOD CEILING AND INTEGRATED LIGHTING, CREATING A COMFORTABLE, ALL-SEASON GATHERING SPACE ANCHORED BY TRADITIONAL BRICK PIERS AND A PATTERNED PAVER “CARPET” THAT ECHOES THE HISTORIC CHARACTER OF THE DOWNTOWN.



CEILING FAN-BIG ASS FANS



- METAL ROOF-CHARCOAL GRAY
- PAINTED STEEL STRUCTURE-CHARCOAL GRAY
- BRICK PIER- RUNNING BOND PATTERN
- BRICK PAVER FIELD-RUNNING BOND
- INTEGRATED UPLIGHTING

FRONT PERSPECTIVE



- CEILING FANS
- WOOD CEILING
- BRICK PAVER FIELD-RUNNING BOND
- BRICK PIER- RUNNING BOND PATTERN

END ELEVATION

ELM STREET PARK | GRAHAM, NORTH CAROLINA

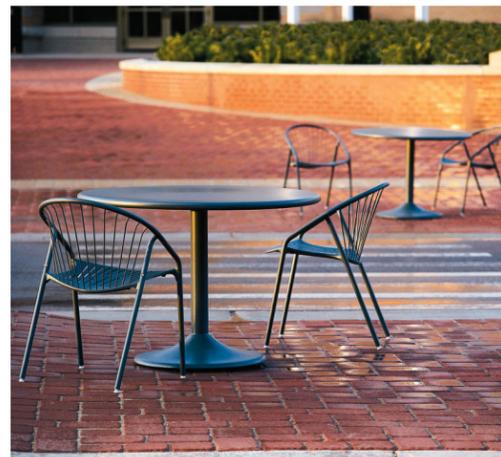
HISTORIC RESOURCES COMMISSION

MOVABLE FURNISHINGS

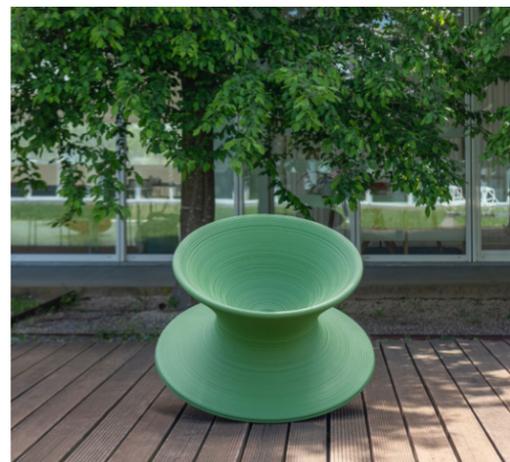
MOVABLE, COMFORTABLE AND VIBRANT FURNISHINGS TRANSFORM A STATIC PARK INTO AN INVITING “OUTDOOR LIVING ROOM,” GIVING PEOPLE THE FREEDOM TO SHAPE THEIR OWN SOCIAL SPACES WHILE INJECTING A SENSE OF ENERGY AND COMMUNITY INTO THE LANDSCAPE.



HARVEST TABLE AND BENCH-LANDSCAPE FORMS



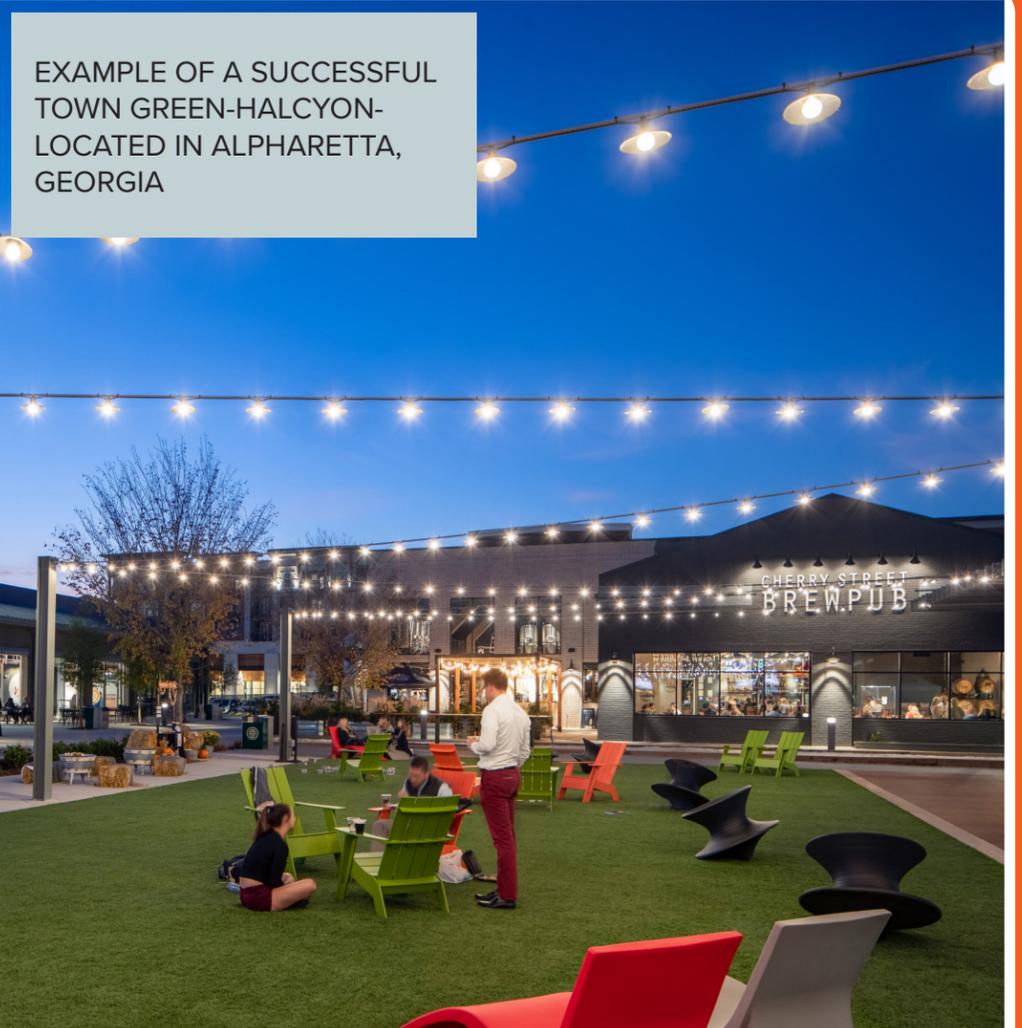
CATENA-LANDSCAPE FORMS



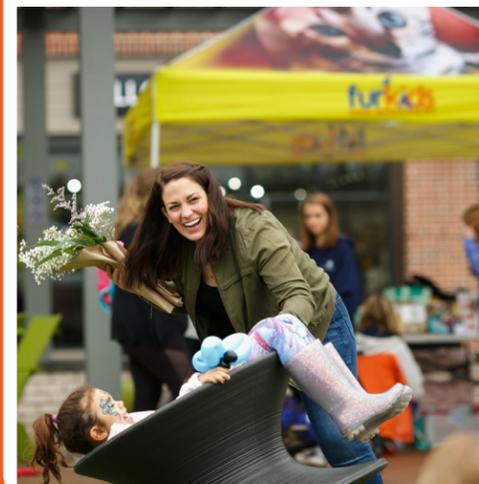
SPUN-MAGIS



AMERICANA LOUNGE CHAIR-LANDSCAPE FORMS



EXAMPLE OF A SUCCESSFUL TOWN GREEN-HALCYON-LOCATED IN ALPHARETTA, GEORGIA



ELM STREET PARK | GRAHAM, NORTH CAROLINA

HISTORIC RESOURCES COMMISSION