



# Graham Historic Resources Commission Meeting Agenda

April 7th, 2026

6:00pm Graham  
City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from the March 24th, 2026 meeting
5. **Items of Discussion**

*Certificate of Appropriateness:*

5a. 141 S Main Street – ATM Renovations

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

## **Minutes of the March 24th, 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, Casey Bosley, Richard Shevlin and Sandy Hall.

Staff: Planners Cameron West and Jonathan Buckley  
Zoning Enforcement Officer- Jennifer Bost  
Zoning/Inspections Technician Debbie Jolly  
Assistant City Manager- Aaron Holland

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 February 3<sup>rd</sup>, 2026 meeting minutes. Ben Beushausen made a motion to approve the minutes as presented, Casey Bosley gave the second. All voted aye.

Bryan Coleman (attorney for City of Graham) gave a statement about the quasi-judicial proceedings and how this process works.

Debbie Jolly sworn in – Aaron Holland, Cameron West and Jonathan Buckley

### **5. Items of Discussion**

#### **Certificate of Appropriateness:**

##### **5a. New Downtown Park:**

- i. COA 2603-129 W Elm St. Ben Beushausen made the first motion to open the public hearing, Casey Bosley made the second. All voted aye. Aaron Holland gave the staff report. The board discussed the new park. Some of their concerns are: roofing materials, roof design, real grass/turf, what kind of plants, parking around the park, and if bricks would match what is there? At this time the meeting was open for anyone that may have legal standing. Prior to speaking Tom Boney was sworn in by Debbie Jolly. Tom Boney, 114 W Elm St, Graham NC He said his legal standing was: his business is directly across the street from the new park, he would be losing parking spaces for customers and his staff, he also did not understand the legal basis for this hearing. Richard Shevlin made a motion that he does not have legal standing, Ben Beushausen made the second. Four voted aye, Casey Bosley voted nay. (4-1) Allene Massengill & Michael Massengill both of 114 Albright Ave. Both were sworn in by Debbie Jolly prior to speaking. Allene Massengill said she owns the building next to the park (131 W Elm St). She wanted to make sure no one was going to paint the side of her building. She was also concerned about her tenant not having parking beside the building. Ben Beushausen made a motion to approve her legal standing,

Casey Bosley made the second. All voted aye. Allene Massengill main concern is losing parking next to her building. Aaron Holland came back up to speak about parking and new park. Ben Beushausen made a motion to close the public hearing, Zipporah Clark-Baldwin made the second. All voted aye. The board discussed a few changes to the COA 2603: turf instead of grass, use native plants/trees, change roof from pitched to flat. Zipporah Clark-Baldwin made the first motion- I have thoroughly researched the application and all other documents related to COA 2603 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 2603 for the property located at 129 W Elm St with these changes- use turf instead of grass, flat roof instead of pitched and use native plants/trees then the project will meet the standards set out in the Design Guidelines and shall be permitted. Ben Beushausen made the second motion. All voted aye.

**Future Business:**

**5d. New Commission Members**

The board welcomed the new members

**Staff updates:**

- a. **City Council-** None
- 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 – 7:13 p.m.

Minutes respectfully submitted by Jennifer Bost

March 25, 2026

# STAFF REPORT

Prepared by Jonathan Buckley, Planner

## COA 2604, 141 S. Main Street

**Type of Request:** Certificate of Appropriateness

### Meeting Dates

Historic Resources Commission  
April 7<sup>th</sup>, 2026

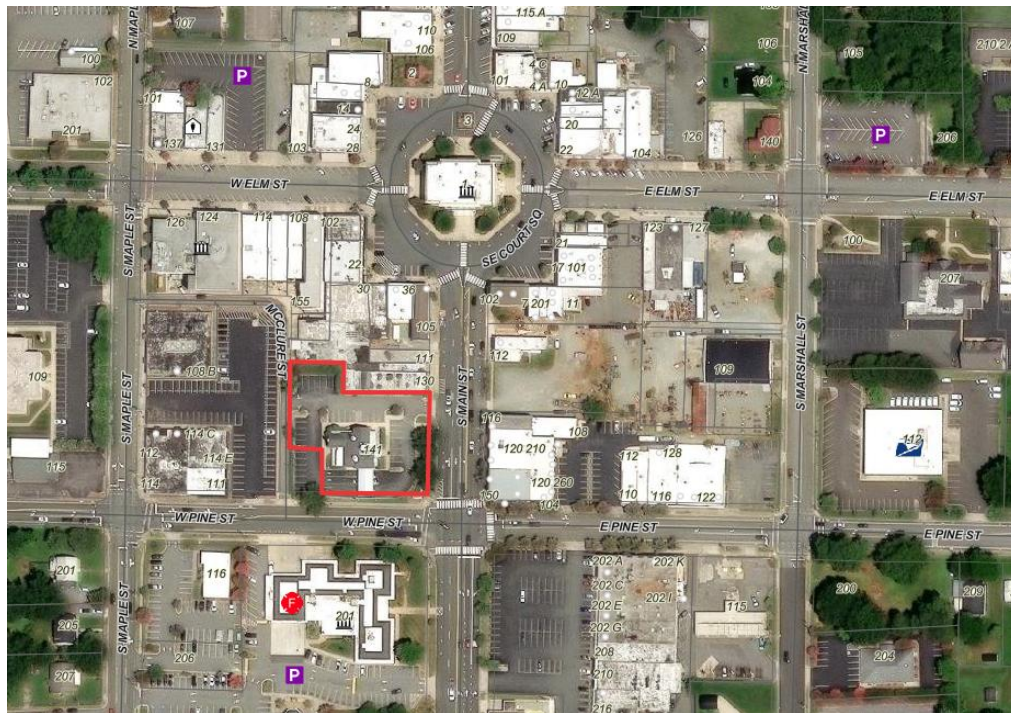
### Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 141 S. Main St., Graham, NC 27253:

#### 1. New Park

The owner at 141 S Main St., Bank of America, wishes to make modifications to an existing bank drive-through ATM lane. This includes the removal of an existing lane and the installation of new signage and electrical equipment. The applicant submitted two plans, one where the equipment is screened by fencing and one where it is exposed. The Handbook permits minor COA approval for the installation of mechanical equipment if properly screened by appropriate fencing or landscaping from public view. The plans which include a screening utilize a fence constructed of wood panels and posts. Staff cannot accurately determine if these materials are in-line with the historic character of the Court Square District. This is considered a major change requiring a COA review and approval by the HRC.

**Location**  
141 S Main St.  
Graham, NC 27253  
Parcel: 145823



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The sections of the handbook below may be helpful to the Commission:

#### A. Landscape Features

3. Walks, Steps and Driveways: Paths of circulation for pedestrians and automobiles also help define the character of the district. They should be maintained whenever possible, preserving the historic character of the district.

A.3.3 Features, materials, surfaces, and details that contribute to the overall historic character of walkways, driveways, and parking areas should be maintained, preserved and protected through appropriate methods.

A.3.4 The features, material surfaces, and details of walkways, driveways, and parking areas should be repaired through appropriate methods to the specific material when appropriate.

#### B. Building Exteriors

12. Exterior Colors: Historical color schemes are appropriate for the style and character of the district. Colors may be chosen based on paint chip analysis of a building's original color or based on colors used on other buildings of the period.

B.12.1 The placement of color should be appropriate to the architectural style of the structure.

B.12.2 The placement of color should provide contrast between different materials appropriate to the style of the structure, such as shingles and siding, and architectural elements, such as trim and soffits.

14. Mechanical Systems: Installation of mechanical systems – such as heating and air conditioning units, television antennas, electrical service equipment, gas meters, fuel tanks, solar energy equipment, and satellite dish antennas – should be planned to minimize changes to the appearance of the structure.

B.14.1 Mechanical services should be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a building.

B.14.2 Utility meters, heating and air conditioning equipment should be located at the rear of a structure if feasible. Mechanical equipment should not be located in front of the midpoint of the side of a structure.

#### D. New Construction

11. Materials and Textures The existing dominant building material for the streetscape is brick. Other materials that may be seen in the district are wood, siding, or a combination. Also, materials such as stone or stucco may be used. Roofing materials may be asphalt shingles, tin, or slate.

D.11.1 Building materials and surface textures should be well-matched with those of surrounding structures.

D.11.3 Materials that are substantially different in character and appearance from historic materials should not be used in new construction.

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**Motion Language:**

I have thoroughly researched the application and all other documents related to COA 2604 and I am familiar with the property in question.

**Finding of Fact:**

And I find that if produced in accordance with the plans submitted, the proposed changes will be Compatible [or] Incompatible with the character of the mid-nineteenth century Courthouse Square Historic District.

**Motion to Grant/Approve with Conditions/Deny COA:**

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2604 for the property located at 141 S Main St. as submitted because it does [or] does not meet the following criteria:

**If approve or deny...**

The proposed change(s) does [or] does not meet the **Historic Resources Design Guidelines Standards**. Therefore, the proposed changes are [or] are not compatible with the character of the district.

**If approve with conditions...**

If the following changes are made to the proposal such as:

(list all desired changes to the proposal and how they relate to the requirements in the design guidelines)

then the project will meet the standards set out in the Design Guidelines and shall be permitted.

**Alternatively, the HRC may choose to table the item until the next meeting**

*I move to table COA 2604 for 141 S Main St. in order for the Commission to seek guidance pursuant to the NC GS 160D-947(d). The application will be acted upon within a reasonable time period not to exceed 180 days.*

**Alternatively, the HRC may choose to deny the application as incomplete...**

*I move to deny COA 2604 for 141 S Main St. in order to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.*



# 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

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- 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

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- 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^

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- 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\*

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- 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^

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- 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.

# BOA GRAHAM RATM



**PROJECT NAME / ADDRESS:**  
141 S. MAIN STREET, GRAHAM, NC 27253

**APPLICANT:**  
ADC ON BEHALF OF BANK OF AMERICA

**PROPERTY OWNER:**  
BANK OF AMERICA

**GOAL:**  
TO OBTAIN A CERTIFICATE OF APPROPRIATENESS (COA) FOR ATM  
REMOVAL AND REPLACEMENT OF SIGNAGE AT ATM DRIVE - UP

CONTEXT AND EXISTING CONDITIONS



EXISTING FRONT ELEVATION



EXISTING SIDE ELEVATION



EXISTING REAR ELEVATION



ACROSS S MAIN ST CONTEXT

CONTEXT AND EXISTING CONDITIONS



GRAHAM BOA ATM DRIVE RENOVATION DIAGRAM

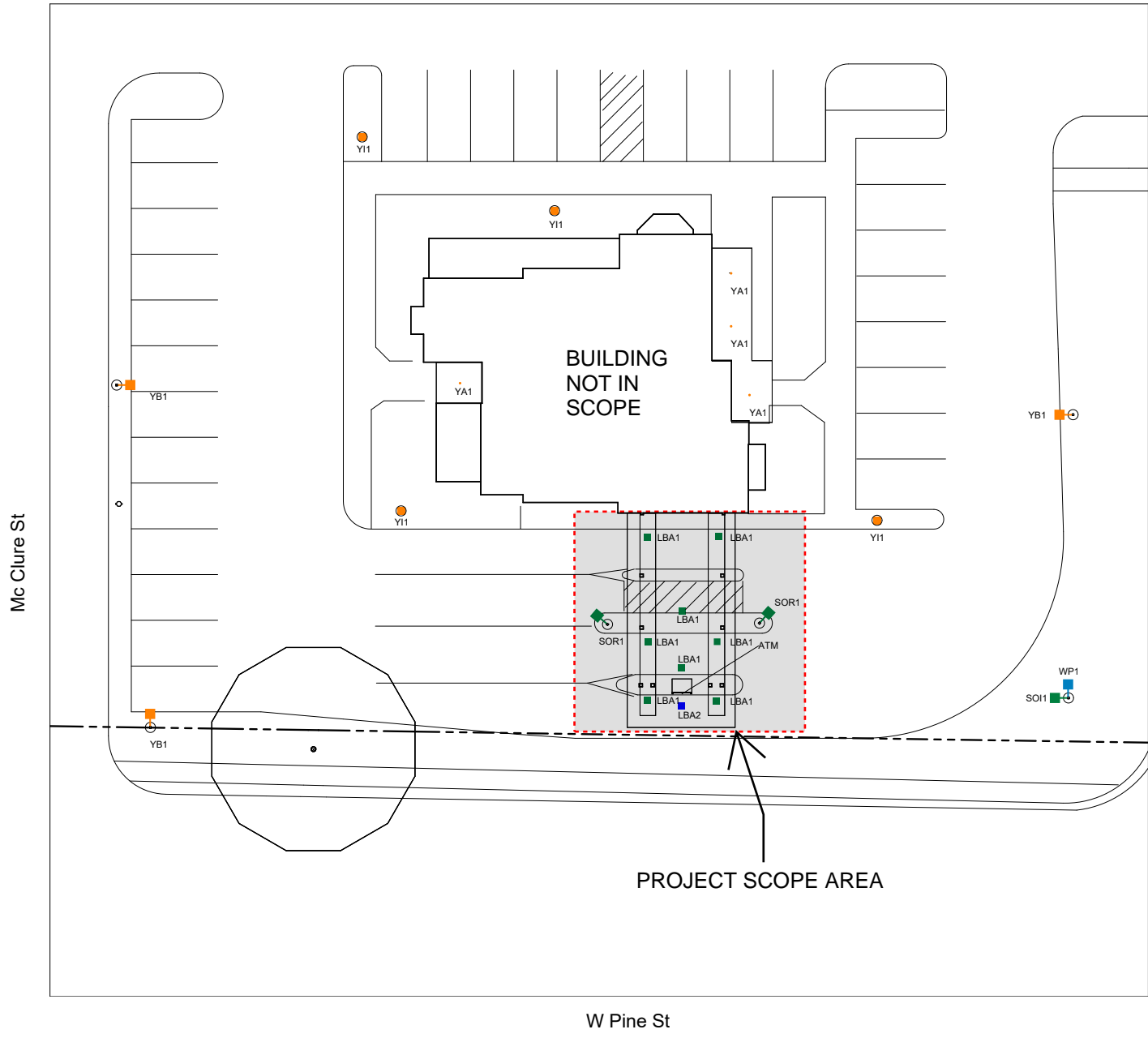


REMOVING ALL LIT SIGNAGE

REMOVING BANK TUBE BASE EQUIPMENT

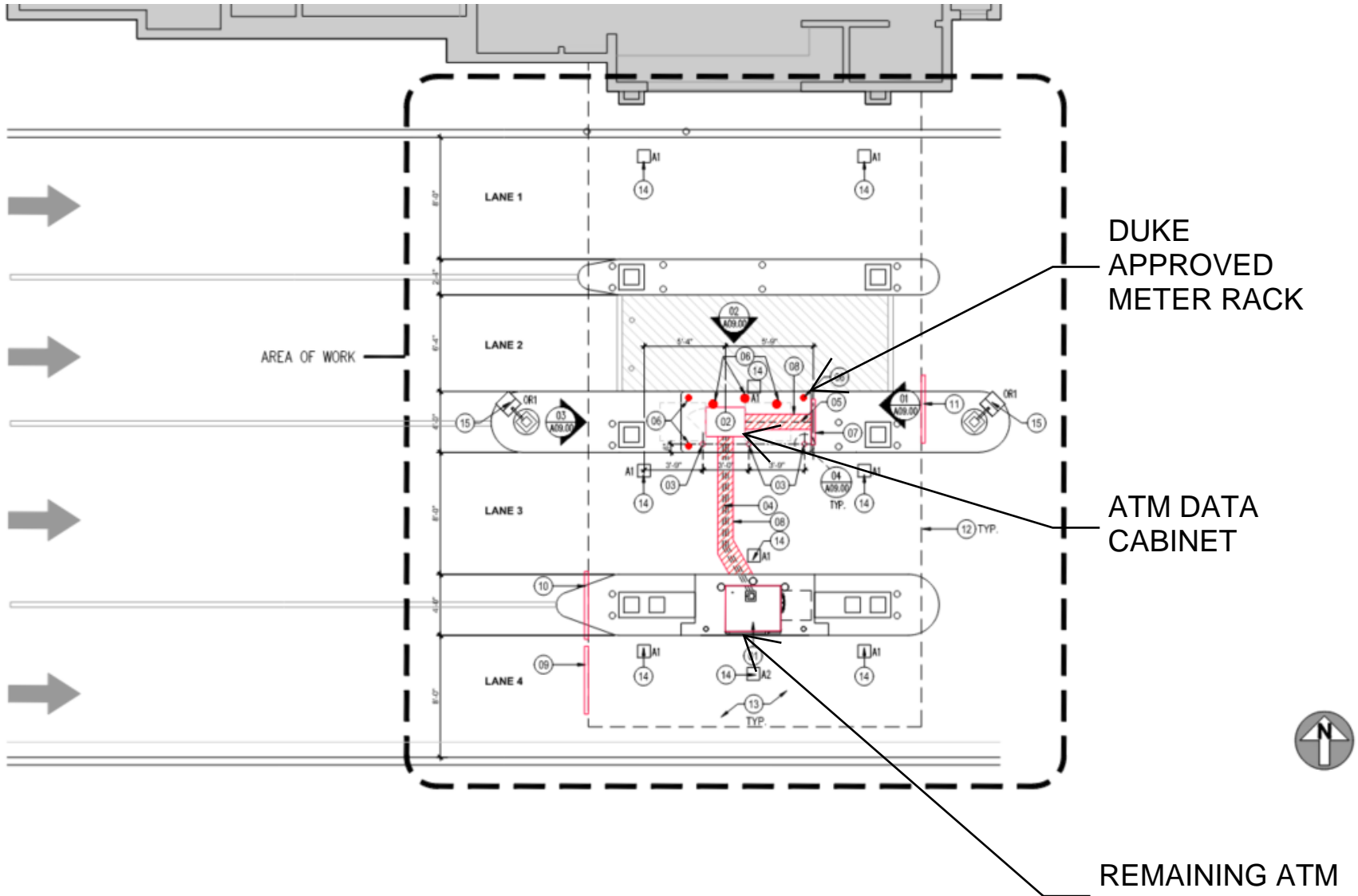
REMOVING ATM HERE AND REPLACING WITH POWER CABINET AND METERING RACK

# SITE PLAN

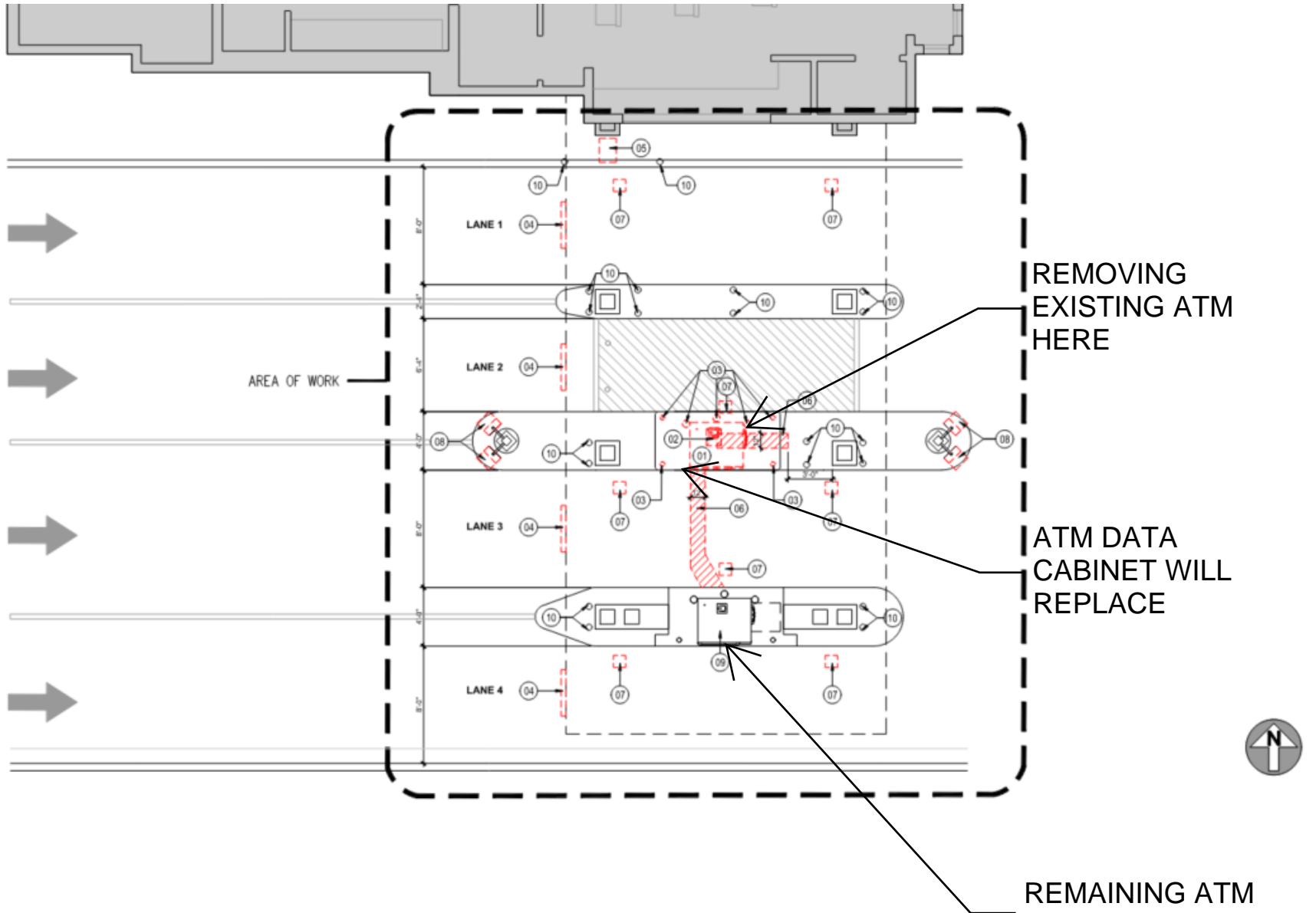


SCALE: 3/32 = 1' - 0"

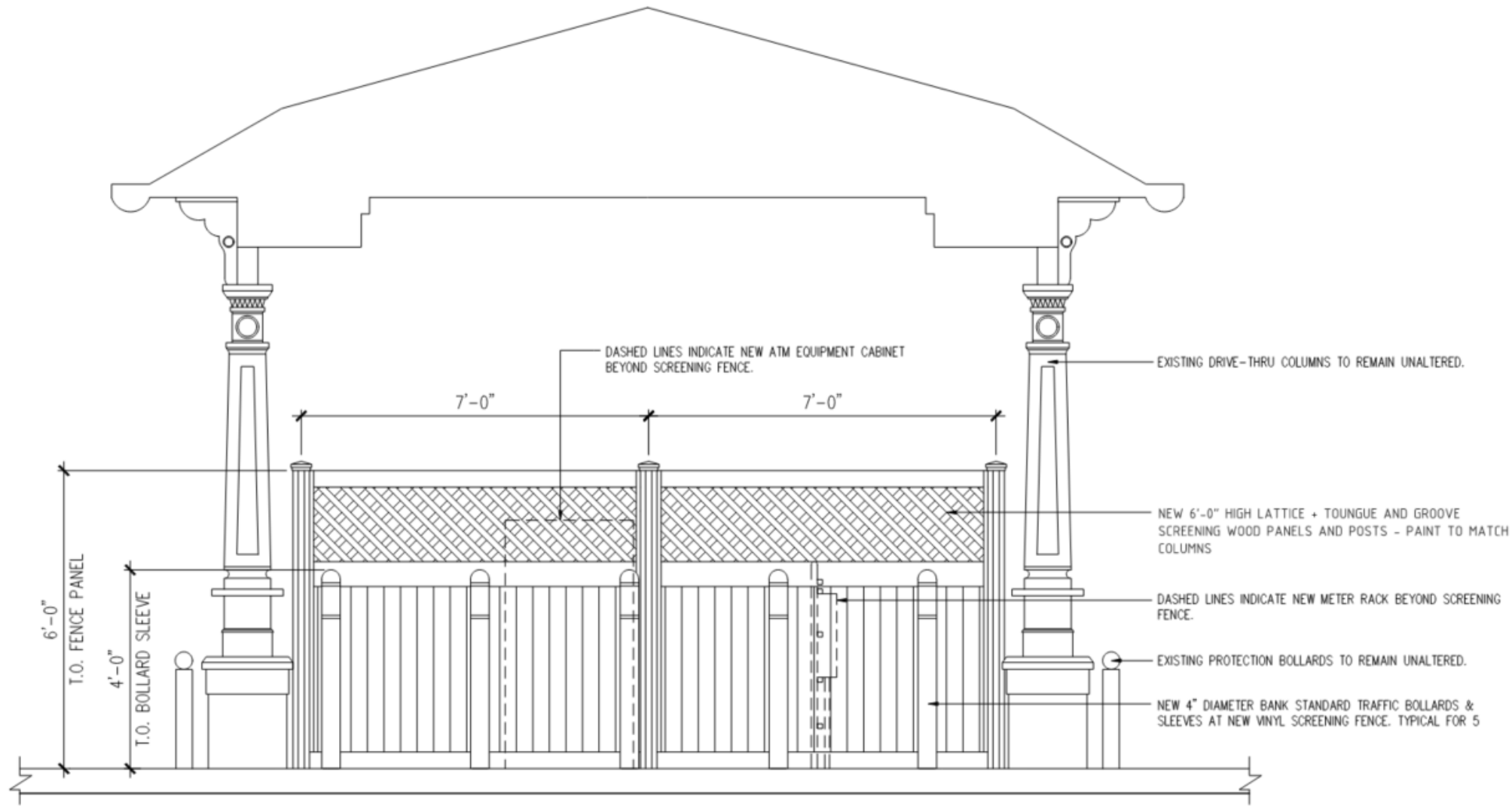
PROPOSED PLAN DESIGN OPTION - NO FENCING



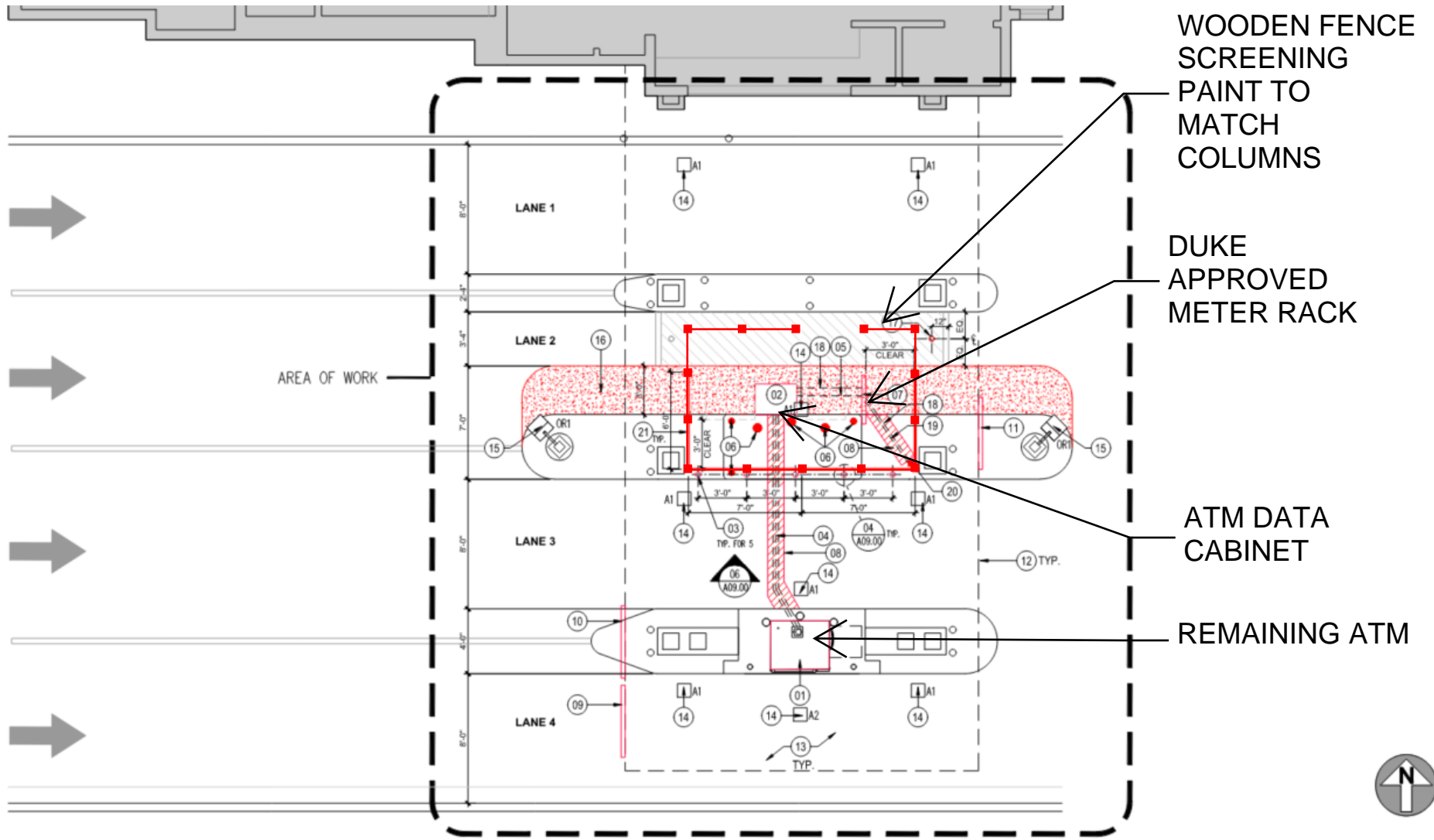
DEMOLITION PLAN - DESIGN OPTION - NO FENCING



# PROPOSED PLAN DESIGN OPTION - WITH FENCING



PROPOSED PLAN DESIGN OPTION - WITH FENCING



WOODEN FENCE  
SCREENING  
PAINT TO  
MATCH  
COLUMNS

DUKE  
APPROVED  
METER RACK

ATM DATA  
CABINET

REMAINING ATM



NON-LIGHTED SIGNAGE SAMPLE TYPE TO REPLACE EXISTING LED TYPE

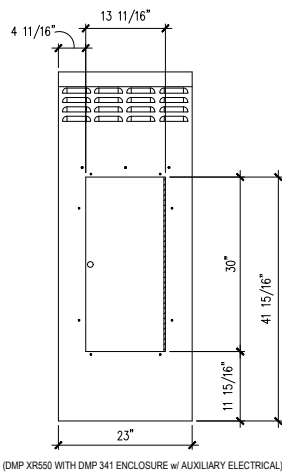


DO NOT ENTER SIGNAGE

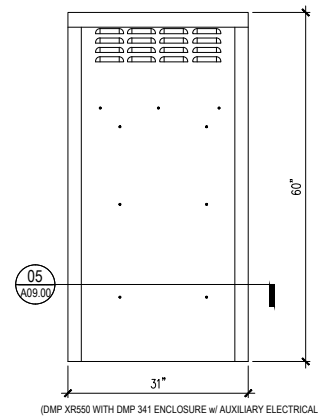


**BOA GRAHAM ATM  
EQUIPMENT BOX TO REPLACE AT LOCATION LANE 2 AND ADD DUKE ENERGY METER RACK**

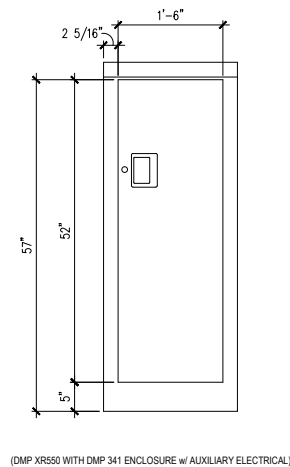
**IMAGE EXAMPLE OF ATM CABINET  
LIKE THE TYPE WE ARE INSTALLING IN  
PLACE OF EXISTING ATM AT GRAHAM**



**EQUIPMENT ENCLOSURE ELEVATION 01**  
SCALE: 1" = 1'-0"



**EQUIPMENT ENCLOSURE ELEVATION 02**  
SCALE: 1" = 1'-0"  
(w/ AUXILIARY ELECTRICAL)



**EQUIPMENT ENCLOSURE ELEVATION 03**  
SCALE: 1" = 1'-0"  
(w/ AUXILIARY ELECTRICAL)

STANDARD EQUIPEMENT PROTECTION BOLLARDS





## MATERIALS:

No building facade materials are to be altered or replaced in this work. Only removal of existing lit lane signage where indicated to be replaced with unlit signage. All other historic fabric and material will remain as is.

Replacement of one existing ATM with power and data box and utility meter under the drive-up canopy, to power the existing stand alone drive up ATM to remain.

Paving materials to remain the same and match existing.

## COLOR PALETTE:

Paint touch up will match existing. In proposed option with fence screening, paint of wooden fence to match existing columns and canopy.

## STANDARDS:

The project respects the buildings historic character by maintaining the facade and materials as is on the building.

## REVERSIBILITY:

This alteration can be easily reversed in the future to remove and cap ATM locations if ownership changes

SUMMARY OF WORK DIAGRAM ON EXISTING

Location of ATM to be removed and replaced with cabinet and meter

ATM to remain

Lit lane signage on rear to be removed and replaced with static signage

Adding static Do Not Enter Sign Centered on Canopy

Decommissioned Bank vat tubes to be removed



Building to remain as is - not in scope of this project