



Graham Historic Resources Commission Meeting Agenda

June 2nd, 2026

6:00pm Graham
City Hall

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

Certificate of Appropriateness

- 5a.** 140 E Elm Street – Building Demolition

Downtown Plaques:

- 5b.** Follow-up.

HRC Ordinance Standards:

- 5b.** Follow-up.

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

Minutes of the May 5, 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: Jonathan Buckley - Planner

Council: none present

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 April 7th, 2026 meeting minutes. Ben Beushausen made a motion to approve the minutes as presented, Sandy Hall gave the second. All voted aye.

Items of Discussion

Downtown Plaques:

- i. Jonathan Buckley gave a summary of preexisting downtown plaque resources.
- ii. The Commission discussed the downtown plaques program. They agreed to maintain the design of the plaques previously approved and erected to maintain consistency.
- iii. Since the prior contractor is no longer available, Richard Shevlin offered to contact Alamance Community College to find a vendor to produce the plaques and provide estimates.
- iv. They also agreed to reduce the 2025 selection to five buildings, as follows:
 1. UCC Children's Chapel
 2. Graham Historical Museum
 3. Esso Station
 4. Roasted Coffee Depot
 5. Green and McClure Building
- v. The Commission also agreed to maintain similar descriptions on the plaques and to minimize the letter count for cost purposes.
- vi. They agreed to provide Jonathan estimates and information on the vendor and are planning to go before City Council during their June meeting.

Staff updates:

- a. **City Council-** None
- b. **Staff-** Jonathan had no updates to provide.

Chair Clark-Baldwin motioned for the meeting to be adjourned. Nobody seconded. Mr. Beushausen used this time to remind the other members of the Commission's duties as outlined in the Ordinance.

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

Meeting adjourned – 6:30 p.m.

Minutes respectfully submitted by Jonathan Buckley

May 6, 2026

STAFF REPORT

Prepared by Jonathan Buckley, Planner

COA 2605, 140 E. Elm Street

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission
June 2nd, 2026

Location
140 E Elm St.
Graham, NC 27253
Parcel: 146226

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 140 E. Elm St., Graham, NC 27253:

1. Building Demolition

A potential buyer for 140 E. Elm Street, with permission from the existing property owner, is requesting to demolish the remaining building on this site. The plan involves the simple removal of the structure and clearing the property for potential future development. The applicant also submitted a letter from the City’s Chief Code Enforcement Officer, citing the dilapidated nature of the existing building. The demolition of any part of an existing structure requires a major COA review and HRC approval.



• • •

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

F. Demolition

Demolition of a building or structure in the historic district should be a last alternative.

F.1.1 In reviewing a demolition request, the Commission should assess the impact of the proposed demolition on adjacent properties as well as the whole historic district.

F.1.2 A permanent record of the structure should be made prior to demolition. Photographs and other documentation that describes any architectural features of the structure, important landscape features, or the archaeological significance of the site will become part of the permanent files of the Commission.

F.1.3 Protect significant site features, including mature trees, from damage during demolition.

F.1.4 Following demolition, promptly clear the site of all debris. If the site is to remain vacant for a long period of time, reseed the unused area and maintain it in a manner consistent with other properties in the district.

• • •

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: 140 E Elm St
Property Owner: Mike Holt Sr

Project

General description of each modification or improvement:

We are requesting permission to demolish the structure at 140 E Elm Street due to the dilapidated nature of the structure. The structure has fallen into such disrepair that it has become cost prohibitive to bring up to current standards.

Applicant

Name: Jason Cook
 Property Owner Lessee Other buyer
Mailing Address: 208 S Marshall St
City, State, Zip: Graham, NC 27253
Phone # 226-1693
Email: jcook@stokescook.com

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.

Jason Cook 5-11-26
Signature of Applicant Date

Mike Holt Sr. 5-11-26
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: Jason Cook
Relationship to Applicant: potential buyer
Phone # 226-1693
Email: jcook@stokescook.com

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.

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.





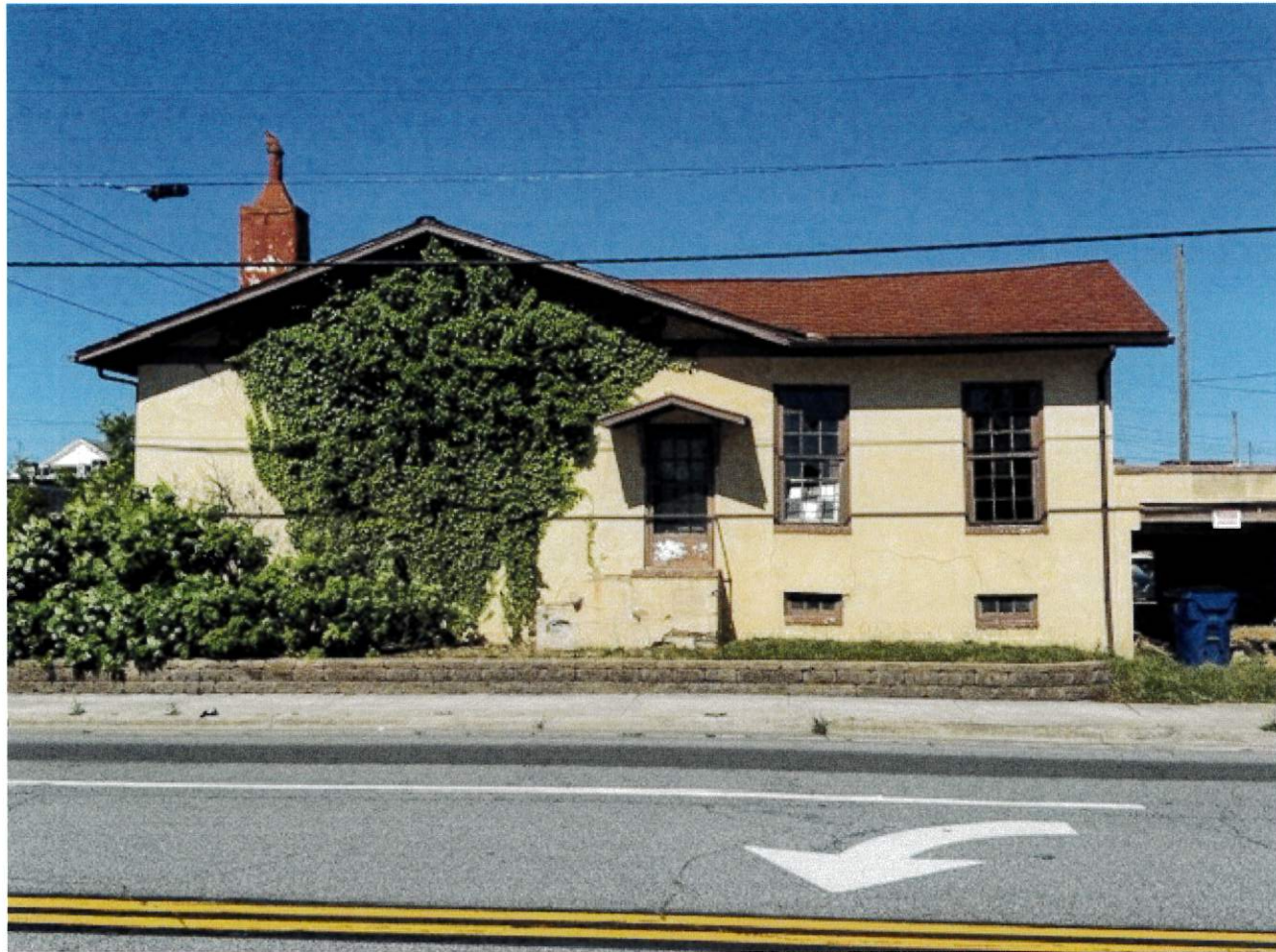


















INSPECTION REQUEST

10/18/21

Owner: Mike Holt Sr.

Location: 140 E. Elm St. Graham NC 27253

On Tuesday October 12th 2021 I visited the above address for inspection of the structure at the request of the owner Mike Holt Sr.

To my understanding the building was constructed in the mid 1800's. There has since been undocumented additions, repairs and maintenance performed on all systems of the structure.

During my inspection several deficiencies and areas were found to be lacking of adequate support, the structure does not appear to be built on footings with full bearing of the structure on soil. This would be common for the assumed date of construction. The floor system and supports are over spanned and not sufficient to support the structure above and would not meet current building code standards. The exterior cementitious wall covering is damaged and cracked allowing water and moisture to access the wall cavity and what would be considered the foundation. The roof system is also insufficient with substantial damage again allowing water and moisture into the attic space causing rot, decay and what appears to be mold. The ceiling and wall plaster within the structure has also started to pull from attachment and fall from what appears to be water and moisture damage. The electrical, plumbing and HVAC systems within the structure cannot be safely utilized, they have been stripped, are incomplete and not salvageable. Additionally, I would like to add the electrical system currently in place does not meet the requirements for the number one fire district.

In conclusion and as the chief building code enforcement officer for the City of Graham, I deem the structure to be decrepit, unsafe and dangerous to the general public. I believe any attempt to correct the aforementioned deficiencies with the structural systems would result in catastrophic failure of the structure.

Thank you,

A handwritten signature in black ink, appearing to read "James Lloyd". The signature is stylized and cursive, with a large loop at the end.

James Lloyd
Director of Inspections /
Chief Code Enforcement Officer
City of Graham
201 S. Main St.
Graham NC 27253



5/19/2026

To whom it may concern,

Please find the below inspection report, since the below inspection was made there has been no repair work done on the structure which continues to deteriorate. It is still my professional opinion that I deem the structure to be decrepit, unsafe and dangerous to the general public with worsening deficiencies to the structural systems.

Thank you,

A handwritten signature in black ink, appearing to read "Jimmy Lloyd", is written over a vertical line that separates it from the typed name below.

**Jimmy Lloyd, Inspections Director/
Chief Code Enforcement Officer**
City of Graham
O: 336-570-6705
201 South Main St. Graham, NC 27253

INSPECTION REPORT

On Tuesday October 12th 2021 I visited the property at 140 E. Elm St. at the request of the owner Mike Holt Sr. to inspect the structure.

To my understanding the building was constructed in the mid 1800's. There has since been undocumented additions, repairs and maintenance performed on all systems of the structure.

During my inspection several deficiencies and areas were found to be lacking of adequate support, the structure does not appear to be built on footings with full bearing of the structure on soil. This would be common for the assumed date of construction. The floor system and supports are over spanned and not sufficient to support the structure above and would not meet current building code standards. The exterior cementitious wall covering is damaged and cracked allowing water and moisture to access the wall cavity and what would be considered the foundation. The roof system is also insufficient with substantial damage again allowing water and moisture into the attic space causing rot, decay and what appears to be mold. The ceiling and wall plaster within the structure has also started to pull from attachment and fall from what appears to be water and moisture damage. The electrical, plumbing and HVAC systems within the structure cannot be safely utilized, they have been stripped, are incomplete and not salvageable. Additionally, I would like to add the electrical system currently in place does not meet the requirements for the number one fire district.

In conclusion and as the chief building code enforcement officer for the City of Graham, I deem the structure to be decrepit, unsafe and dangerous to the general public. I believe any attempt to correct the aforementioned deficiencies with the structural systems would result in catastrophic failure of the structure.

Thank you,

James Lloyd
Inspections Director
City of Graham

DOWNTOWN HISTORIC BUILDINGS PLAQUES:

On foot inventory done by Zipporah Clark-Baldwin and Karen Chin, HISTORICAL RESOURCES COMMISSION done on 31 October, 2022. New installs in May of 2024 included.

Visual inventory done via APPENDIX B: Courthouse Square Historic District-Detailed Description and Inventory. Appendix B is part of the City of Graham's Historic Resources Handbook." (Handbook was adopted January 14, 2015.)

Notations on the listing below are based on the photos in Appendix B-1.

Visual identification of building with and without plaques were done using the photos in this Appendix.

(C) is "Contributory"

(P) is "Pivotal"

Installed

1. Courthouse
2. Vestal Hotel (#17 on Inventory (also Burney's) (4, 10, 12, 14 20, 22. Court Square) as #8 address at time of inventory (P)
3. Mont-White Building (#60 on inventory notes/200 N. Main Street (P).
4. Wrike Drug (Suttons) N. Main St.
5. Williamson House (Bank of America) (S. Main St)
6. Former "Gleaner" Newspaper office (#2 on 105 E. Harden St.) (C)
7. Capt. White House (#29 on inventory) (Alamance Arts) (213 S. Main St.) (P)
8. Press (#7 on inventory) (133 n. Main St) (C)
9. Side of Sandy's on Harden (#73 on inventory) (112 W. Harden St) (C)
10. Cinema, Barbershop (#10 on inventory) (noted as 117 and 119 N. Main St. (C)
11. Paris Building (#48 on inventory. 23 Court Sharen) (C)
12. Graham Sporting Goods Store (now Sandy's) (\$59 on inventory. 142 N. Main St) (C)

Decided Buildings – May 2026

1. UCC Children's Chapel
2. Graham Historical Museum
3. Esso Station
4. Roasted Coffee Depot
5. Green and McClure Building

Need a Contractor to produce the plaques.

Need estimates for cost to provide City Council.

What materials will the plaques be?



**GRAHAM CINEMA AND BARBERSHOP
BUILDING**

1928

ART DECO STYLE

**NATIONALLY KNOWN FOR
TIM BOB'S JOKELINE**

GRAHAM HISTORIC DISTRICT COMMISSION



PARIS BUILDING

1912

BUILT BY DR. OJ PARIS

HOUSED CITIZENS BANK 1916,
ALAMANCE INDEPENDENT
PHONE COMPANY 1916 & US POST OFFICE 1927

GRAHAM HISTORIC DISTRICT COMMISSION



HADLEY BUILDING

1903

BUILT BY ZT HADLEY & DR. WR GOLEY

TILEWORK AT ENTRANCE BARES
HOMAGE TO THE NAME

GRAHAM HISTORIC DISTRICT COMMISSION



GRAHAM DRUG BUILDING

1933

ART DECO STYLE

"THE NUGGET" GRAHAM'S FIRST MOVING
PICTURE OPENED UNDER A CANVAS
TENT IN 1908 ON THIS LOT.

GRAHAM HISTORIC DISTRICT COMMISSION

O-1 and B-1

All uses permitted in the underlying districts are allowed within those districts.

I-2

All uses permitted in the underlying district are allowed within the Heavy Industrial District. *(added 5/3/2016)*

Sections 10.150-10.159 Reserved

DIVISION 8. RESERVED

Section 10.160-10.184 Reserved *(Planned Unit Development removed 8/2/2016)*

DIVISION 9. HISTORIC DISTRICT OVERLAY ZONE

Section 10.185 Purpose

The Courthouse Square Historic District, referred to in this division as the "district," is one of the most valued and important assets of Graham. It is established for the purpose of protecting and conserving the heritage of Graham, Alamance County and the state; for the purpose of safeguarding the character and heritage of the district by preserving the district as a whole and any individual property therein that embodies important elements of its social, economic, cultural, political or architectural history; for the purpose of promoting the conservation of such district for the education, pleasure and enrichment of residents of the district and Graham, Alamance County, and the state as a whole; for the purpose of fostering civic beauty; and for the purpose of stabilizing and enhancing property values throughout the district as a whole, thus contributing to the improvement of the general health and welfare of Graham and the residents of the district.

Section 10.186 Historic District Overlay Zone Established

The Courthouse Square Historic District is hereby established as a district which overlaps and overlays existing zoning districts, the extent and boundaries of which are as indicated on the official zoning map.

Section 10.187 Uses Conform to Underlying District

The Courthouse Square Historic District overlays several zoning districts. All uses permitted in any such zoning district shall be permitted in the historic district according to the procedures established in this ordinance.

Section 10.188 Dimensions Conform to Underlying District, Exceptions

Dimensional requirements shall be the same as those for the underlying zoning districts, except that no structure or part thereof shall extend nearer to or be required to be set back farther from the front lot line than the average distance of the setbacks of the nearest principal buildings within 200 feet on each side of such building and fronting on the same side of the street.



Section 10.189 Criteria to Determine Appropriateness

The Historic Resources Commission shall develop and publish design standards that reflect and support the special character of the Courthouse Square Historic District. These standards shall be used by the Historic Resources Commission when deciding upon certificates of appropriateness for structures in the district.

Section 10.190 Certain Changes to Structures not Prohibited

Nothing in this division shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a substantial change in design, material, or outer appearance thereof, nor to prevent the construction, reconstruction, alteration, restoration, or demolition of any such feature which the building inspector or similar official shall certify is required to protect the public safety to correct an unsafe or dangerous condition.

Sections 10.191 – 10.199 Reserved

DIVISION 10. HISTORIC RESOURCES

Section 10.200 Purpose

The purpose of this division is to recognize and preserve Graham’s historical heritage. It provides that Graham’s heritage might be safeguarded by preserving any district or landmark that embodies important elements of Graham’s culture, history, architectural history or prehistory and promotes the use and conservation of those districts and landmarks for the education, pleasure and enrichment of the residents of and visitors to Graham.

Section 10.201 Historic Resources Commission

- (a) Creation. The Graham Historic Resources Commission is hereby established, referred to in this division as the "commission."
- (b) Purpose, Authority and Powers. The commission shall seek to promote, enhance and preserve the character of historic districts and historic landmarks. The commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this division and Article 9, Part 4 of Chapter 160D of the General Statutes of North Carolina, including but not limited to the following:
 - (1) Undertake and maintain an inventory of properties of historical, prehistorical, architectural and/or cultural significance;
 - (2) Recommend to the Planning board and City council areas to be designated by ordinance as "historic districts" or that designation of any historic district or any part thereof be revoked or removed for cause;
 - (3) Recommend to the City council individual structures, buildings, sites, areas, or objects to be designated by ordinance as "historic landmarks" or that designation of any historic landmark be revoked or removed for cause;



- (4) Prepare and publish standards and criteria for the review of certificates of appropriateness for all designated historic districts and historic landmarks;
- (5) Prepare and publish rules of procedure;
- (6) Review and act upon applications for certificates of appropriateness;
- (7) Establish criteria, procedures and standards by which designated City staff may review and approve certificates of appropriateness for minor works;
- (8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof;
- (9) Prepare and recommend the adoption of a preservation element as part of the City's comprehensive plan;
- (10) Propose to the City council changes to this division or any related ordinance and to propose new ordinances or laws relating to the total program for the development of the historic resources of the City and its environs;
- (11) Cooperate with other City boards or commissions or with agencies of the City or other governmental units, including federal and state governments, to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest;
- (12) Conduct an educational program with respect to historic districts and landmarks within its jurisdiction;
- (13) Undertake programs of information, research, or analysis relating to any matters under its purview;
- (14) Request the zoning enforcement officer to take such action as may be appropriate to prevent the construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs or other significant features in any historic district or historic landmark in violation of the provisions of this division;
- (15) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate; and,
- (16) To exercise such other powers and perform such other duties as are required elsewhere by this division, the General Statutes of North Carolina or by the City council.

(c) Members, Officers and Meetings

- (1) Members. The commission shall be composed of five (5) members appointed by the Graham City council. All members shall be residents of the territorial zoning jurisdiction of Graham and shall have demonstrated special interest, experience or knowledge in history, architecture, archaeology, or a related field. Members shall serve overlapping terms of four years. The City



council shall strive to fill any vacancy within 60 calendar days. Individuals appointed to fill vacancies on the commission shall serve out the term of the member whom they replace. Prior to starting duties, a member must take the Oath of Office as required by 160D-309. If a property in the extraterritorial jurisdiction of the City of Graham is adopted as a local historic property or district, the City must provide proportional representation on the Historic Resources Commission pursuant to 160D-307.

- (2) Attendance at meetings. Any member who misses more than two consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the commission and shall be replaced or reappointed by the City council. Absence due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the commission except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.
- (3) Chair and Vice-Chair. Members of the commission shall elect a chair at the last regular meeting of each calendar year. The chair shall decide all points of order and procedure, subject to the rules of procedure, and shall appoint any committees found necessary to investigate any matters before the commission. A vice-chair shall be elected in the same manner and for the same term as the chair and shall serve as acting chair in the absence of the chair.
- (4) Meetings. The commission shall establish a regular meeting time, and shall meet at least quarterly and more often as it shall determine and require. All meetings shall conform to the North Carolina open meetings law (G.S. Chapter 143, Article 33C). The commission shall adopt and publish rules of procedure for the conduct of its business.
- (5) Minutes of meetings. The commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations, actions and the reasons for its actions. The minutes of the commission shall be a public record.
- (6) Quorum and Voting. A quorum shall consist of a majority of the members of the commission. The vote of a majority of those members present shall be sufficient to decide matters before the commission, provided a quorum is present. No commission member shall participate in the decision of any matter in which he has a personal financial interest.
- (7) Annual report. An annual report shall be prepared and submitted to the City council at or before its regular March meeting. Such report shall include a comprehensive and detailed review of the activities, problems and actions of the commission, as well as any budget requests and/or recommendations.

Section 10.202 Designation of Historic Districts

- (a) Criteria for Designation. Historic districts shall be of special significance in terms of their history, prehistory, architecture and/or culture, and possess integrity of design, setting, materials, feeling and association.
- (b) Procedures
 - (1) Any person authorized to propose amendments to the text of this ordinance may propose that an area be designated as an historic district. Said proposal must include the following



information related to the proposed district:

- a. A description and map of the district boundaries;
 - b. An investigation and report describing the significance of the buildings, structures, features, sites or surroundings included in the district; and,
 - c. The proposed text amendment to this ordinance that will create and govern the district, which shall specify criteria to be used in reviewing certificates of appropriateness.
- (2) Upon receiving a complete proposal, staff shall forward items (a) and (b) above to the State Historic Preservation Officer, North Carolina Department of Cultural Resources. If the Department does not submit written comments or recommendation in connection with the report within 30 days following receipt by the Department of the report, the commission, Planning board and City council shall be relieved of any responsibility to consider such comments.
- (3) Consideration by the Historic Resources Commission. The commission shall consider the proposal and any timely comments received from the State Historic Preservation Officer or his or her designee at its first possible regular meeting. If necessary, the commission shall work with the proposer to make any revisions to the proposed text amendment that it deems necessary. At or before the second regular meeting at which the proposal is considered, the commission shall forward the proposal to the Planning board along with a recommendation to either approve or deny the proposed text amendment.
- (4) The proposal will then proceed in the same manner as amendments to the text of this ordinance.

Section 10.203 Designation of Historic Landmarks

- (a) **Criteria for Designation.** No property shall be recommended for designation as an historic landmark unless it is deemed and found by the commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.
- (b) **Procedures**
- (1) **Pre-Application Conference.** Before submitting an application, applicants are encouraged to schedule a pre-application conference with the City Planner to discuss the procedures, standards and regulations of designation of an historic landmark.
 - (2) **Application.** A complete application shall be filed with the City Planner at least 45 calendar days before the next meeting of the commission. A complete application shall include a report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation, and a historic landmark designation fee fixed by the City council. The report shall include the suggested minimum standards set forth by the State Historic Preservation Office and as otherwise required by the commission.
 - (3) Within 5 calendar days of receiving a complete application, staff shall forward said application to



the State Historic Preservation Officer, North Carolina Department of Cultural Resources. If the Department does not submit written comments or recommendation in connection with the application within 30 days following receipt by the Department of the report, the commission and City council shall be relieved of any responsibility to consider such comments.

- (4) Consideration by the Historic Resources Commission. The commission shall consider the application and any timely comments received from the State Historic Preservation Officer or his or her designee at its first possible regular meeting, and shall hold a public hearing on the proposed designation ordinance. The public hearing shall be advertised in the same manner as zoning amendments, except that a notice posted on the site is not required. The commission shall have two consecutive regular meetings at which to consider the proposed designation. Only designations that are recommended for adoption shall be forwarded to the City council.
 - (5) Consideration by City council. The City council shall hold a public hearing on the proposed designation ordinance. The public hearing shall be advertised in the same manner as zoning amendments, except that a notice posted on the site is not required. The City council may adopt the designation ordinance as proposed, adopt with any amendments it deems necessary, or reject the proposed designation ordinance.
 - (6) If the designation ordinance is adopted, the owners and occupants of each designated landmark shall be given written notification of such designation. A copy of the designation ordinance and all amendments thereto shall be filed with the City Clerk, Chief Building Inspector, Alamance County Register of Deeds, and Alamance County Tax Office.
- (c) Standards for Designation Ordinance. The designation ordinance shall include, at a minimum, the following information for each property to be designated:
- (1) Identification of the property;
 - (2) Specification of the exact boundaries of the designation;
 - (3) Specification of the property's features that are included in the designation, such as exteriors of buildings and other structures, interior features (if any), and significant landscape, archaeological or natural features;
 - (4) Certification that the requirements of state law have been met;
 - (5) The main facts supporting the finding that the property has special historical, prehistorical, architectural or cultural significance; and,
 - (6) Designation of the property as a historic landmark pursuant to state law.



Section 10.204 Certificates of Appropriateness

(a) Applicability. A certificate of appropriateness shall be required for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) for demolition or relocation of existing structures within locally designated historic districts and/or locally designated historic landmarks within Graham's territorial jurisdiction. Specifically:

- (1) No exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features) nor above-ground utility structure nor any type of sign shall be erected, altered, restored, moved or demolished until after a certificate of appropriateness has been approved. Such certificate must be issued prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this division. A certificate of appropriateness shall be required whether or not a building or other permit is required. Any building permit or such other permit not issued in conformity with this Section shall be invalid.
- (2) The City and all public utility companies shall be required to obtain a certificate of appropriateness prior to initiating any changes in the character of street paving, sidewalks, trees, utility installations, lighting, walls, fences, structures and buildings on property, easements, or streets owned or franchised by the City or public utility companies.

(b) Procedures

- (1) Application. A complete application shall be filed with the City Planner at least 10 calendar days before the next meeting of the commission. The commission shall, by uniform rule in its rules of procedure, require data and exhibits as are reasonably necessary to determine the nature of the application. Nothing shall prevent the applicant from filing with the application additional relevant information bearing on the application.
- (2) Public Notice. The staff shall notify by mail, not less than one week before the meeting at which the matter is to be heard, the affected property owners within 100 feet on all sides of the subject property for applications which involve a use by right or within 500 feet on all sides of the subject property for applications which involve a special use permit.
- (3) Review and Approval. The commission shall take action on the application and in doing so shall apply any officially adopted review criteria or standards. The commission shall follow standard quasi-judicial procedures for all Certificates of Appropriateness. The commission's action on the application shall be approval, approval with modifications, or denial. The applicant and affected property owners shall be given an opportunity to be heard at the meeting at which the application is presented. If the commission fails to take final action at or before the second regular meeting at which the application is considered and within no more than 180 days from the date the application is filed, the application shall be deemed to be approved.
- (4) If the application is approved, the secretary for the commission shall transmit a certificate of appropriateness in letter form, clearly describing the nature of the work which has been



approved. A copy of the letter shall be forwarded to the City department which is responsible for its enforcement.

- (5) If the application is denied, a new application affecting the same property may be submitted only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration or moving. The entire application process shall begin anew once an application is resubmitted.
- (c) Delay in Demolition or Relocation. An application for a certificate of appropriateness authorizing the relocation, demolition or destruction of a designated landmark or a building, structure or site within the district may not be denied except as provided in subsection (d) below. However, the effective date of such a certificate may be delayed for a period of up to 365 days from the date of approval. The maximum period of delay authorized by this section shall be reduced by the commission where it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay. During such period, the commission shall negotiate with the owner and with any other parties in an effort to find a means of preserving the building or site. If the commission finds that a building or site within a district has no special significance or value toward maintaining the character of the district, it shall waive all or part of such period and authorize earlier demolition or removal. If the commission has voted to recommend designation of a property as a landmark or designation of an area as a district, and final designation has not been made by the City council, the demolition or destruction of any building, site, or structure located on the property of the proposed landmark or in the proposed district may be delayed by the commission for a period of up to 180 days or until the City council takes final action on the designation, whichever occurs first.
- (d) An application for a certificate of appropriateness authorizing the demolition or destruction of a building, site, or structure determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places may be denied except where the commission finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return by virtue of the denial.
- (e) Appeal. An appeal from the commission's action in granting or denying a certificate of appropriateness may be taken to the board of adjustment. Pursuant to G.S. 160D-947; -1405, appeals of Certificates of Appropriateness must be filed within thirty days after the written notice is provided.
- (f) Compliance
 - (1) The zoning enforcement officer shall enforce compliance with the terms of the certificate of appropriateness. Failure to comply with a certificate of appropriateness shall be a violation of this article. The discontinuance of work or the lack of progress toward achieving compliance with a certificate of appropriateness for a period of six months shall be considered as a failure to comply with a certificate of appropriateness.
 - (2) Nothing contained in this division shall prohibit, impair, or limit in any way the power of the City to prevent the construction, reconstruction, alteration, restoration, or removal of buildings, structures, appurtenant fixtures, or outdoor signs in any historic district or historic landmark in violation of the provisions of this division. The enforcement of any remedy provided herein shall



not prevent the enforcement of any other remedy or remedies provided herein or in other ordinances or laws.

Section 10.205 Commission Recommendation on Special Use and Conditional Rezoning

When an application for a special use permit or conditional district rezoning within an historic district or historic landmark has been submitted, the Historic Resources Commission shall review the application and forward its comments and recommendations to the City council within 30 days of the filing of the application.

Section 10.206 – 10.239 Reserved

