Graham Appearance Commission Meeting Agenda

November 2nd, 2026

6:00pm Graham
City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from the August 31st, 2026 meeting
5. **Items of Discussion**

Business Beautification Grant Award:
5a. 208 S. Marshall Street.
5b. 102 East Pine Street.
5c. 323 W Harden Street.

Tree Board Standards Review:
5d. Tree Board Guidelines.
5e. Tree Maintenance Guidelines.
5f. Recommended Tree Planting List.

Appearance Commission Work Session:
5g. Open Discussion

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

MINUTES

Graham Appearance Commission Special Meeting

August 31st, 2026

City Hall Council Chambers

In Attendance:

Chair Cheryl Ray, Clell Britt, Emily O'Dell, Molly Whitlatch & Jeannine Weekes.

Staff: Jonathan Buckley & Kalie Gorham.

- **Meeting was called to order at 6:00pm by Chair Cheryl Ray, followed by the Pledge of Allegiance, and a moment of silence.**
- **Approval of the August 3, 2026 Meeting Minutes**
  - Chair Ray motioned to approve the minutes as presented, Ms. Weekes seconded. All voted aye.
- **Banner Design Submittals**
  - Vice Chair Britt initially motioned to approve the design of option 2 of the original submittal from August 3rd, but made no mention of colors. Chair Ray seconded. Motion failed to pass. 0-3.
  - After deliberation, Vice Chair Britt motioned to approve the design of option 2 of the original submittal from August 3rd, but with alternating high-contrast colors, and including the design of the frontline banner for the alternate option submitted at this meeting. Chair Ray seconded. All in favor.
  - The Commission marked each photo used on the banner submittals for approval or denial. Mrs. Whitlatch motioned to approve that selection. Mrs. O'Dell seconded. All in favor.
- **Fall Decorations**
  - The Commission discussed the utilization of hay bales at the former Sesquicentennial Park property and around Court Square for the decorations.
  - The Commission decided to decorate at 6:00pm on September 15th, 2026.
  - Mr. Britt suggested a local Boy Scout troop assist with displaying the fall decorations.
- **Open Discussion**
  - Ms. Jeannine Weekes shared photos of planters around Court Square and encouraged future planting projects.
  - Chair Ray shared an update regarding Bee City USA.

- **Council**
  - Mayor Dickey had no updates.
- **Staff**
  - Mr. Buckley had no updates.
- **Meeting adjourned**
  - Mrs. Whitlatch motioned for the meeting to be adjourned. Seconded by Vice Chair Britt. All members voted aye. Meeting adjourned at 7:42pm.

Minutes Submitted by Jonathan Buckley

September 22nd, 2026

CITY OF Graham NORTH CAROLINA

2026-2027 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 23rd, 2026 to:
  - City of Graham Planning Department, attn: Jonathan Buckley, PO Drawer 357, 201 South Main Street, Graham, NC 27253 or;
  - Email jbuckley@cityofgraham.com
- Applications are reviewed and processed by the Graham Appearance Commission at their meeting on November 2nd, 2026 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.
- Project 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.
- Applicant 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 6th, 2026 (COA applications due September

29th) 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.

Eligible Expenses

- **Streetside Exterior Improvements, including but not limited to:**
  - Installation of public or handicap accessible sidewalks.
  - Signage.
  - Landscaping.
  - Removal of non-conforming or illegal site elements.
  - Wood and masonry repair.
  - Roof repairs and awning installations.
  - Exterior painting.
  - Outdoor lighting.
  - Applies only to elements visible from the abutting street or public right-of-way.
- 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, 2027.
- 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.

CITY OF Graham NORTH CAROLINA

2026-27 Business Beautification Grant Program Application

Property Information (Please type or print clearly)	Applicant Information (Please type or print clearly)
Street Address: 208 S. Marshall St.	Name: Jason Cook
Tax Parcel ID#: 146192	Phone Number: [redacted]
Owner's Name: Jason Cook	Email: [redacted]
Use of Building: Financial Services	Relationship to Property *(check one)*:
Business Name *(if applicable)*: Stokes Cook Wealth Management	Property Owner ☑ Tenant/Business Owner ☐

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)

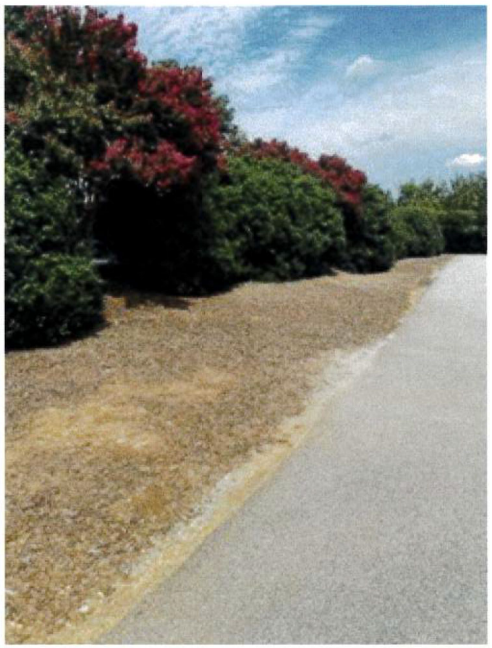
The grant money will be used to freshen up the mulch in the front of the building along with trimming the bushes that seperate the two adjacent properties. Mulch will also be placed on the two property lines. We will also be attempting to fix a small drainage problem by placing river rock along the property line between 208 and 212 South Marshall St.

Total Estimated Cost *(lowest bid quote)*: $ 4825.00

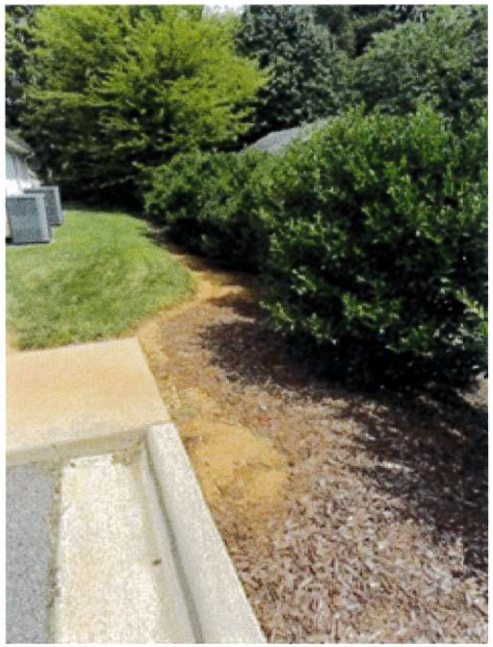
Attach at least two itemized cost estimates from vendors/contractors for proposed work.













2026-27 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 ☑] require a building permit.

☐ The owner's written and signed permission is attached, if applicant is not owner (leave blank if 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.

JCC
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.

JCC
Initials

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

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Initials

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

JCC
Initials

I understand that failure to complete the project by May 1, 2027 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, 2027.

Joan Cook — 3-20-26

Applicant Signature **Date**

RICH'S LANDSCAPE SOLUTIONS 641 COOKS MILL RD. MEBANE NC 27302 336-516-2088

August 18, 2026

ESTIMATE

Bill To		Ship To	
Customer	Stokes/Cook wealth management	**Recipient**	[Recipient Name] [Company]
Customer ID#	[Customer ID]	**Address**	[Address] [City, ST ZIP Code]
Address	[redacted]	**Phone**	[Telephone]
Phone	[redacted]		
Payment Due	[Select Date]	**Delivery Date**	[Select Date]
Salesperson	[Salesperson Name]	**Shipping Method**	[Ship Method]
Payment Terms	[Terms]	**Shipping Terms**	[Terms]

Qty.	Item#	Description	Unit Price	Discount	Line Total
	1	Provide , deliver & spread mulch			$3,000.00
	2	Trim bushes & haul off trimmings			$500.00
	3	Spray beds			$75.00
	4	Provide , deliver , & spread 3" to 5" river rock around sign & in water blow out sections in mulch beds			$1,250.00
			TOTAL COST		$4,825.00

rich's landscape solutions 641 cooks mill rd. mebane nc 27302 336-516-2088

[Address, City, ST ZIP Code] | [Web Address]
p. [Telephone] | f.[Fax] | [Email]

C2 Mowing

BID

Invoice#

Bill To:

StokesCook Wealth Management

[redacted]

US

Invoice Date : 8/20/2026

Due Date : 8/20/2026

#	Item Description	Qty	Rate	Amount
1	Brown Died Mulch	40	80	3200.00
2	Trim Bushes	1	475	475.00
3	Weed Killer for Mulch Beds	1	100	100.00
4	River Rock Install	1	1450	1450.00
		Sub Total		5225.00
		Total		**$5225.00**

Notes

Extra Notes

CITY OF Graham
NORTH CAROLINA

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Eligible Expenses

- **Streetside Exterior Improvements, including but not limited to:**
  - Installation of public or handicap accessible sidewalks.
  - Signage.
  - Landscaping.
  - Removal of non-conforming or illegal site elements.
  - Wood and masonry repair.
  - Roof repairs and awning installations.
  - Exterior painting.
  - Outdoor lighting.
  - Applies only to elements visible from the abutting street or public right-of-way.
- 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.
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Reimbursement

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- 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.

CITY OF Graham
NORTH CAROLINA

2026-27 Business Beautification Grant Program Application

Property Information (Please type or print clearly)	Applicant Information (Please type or print clearly)
Street Address: 102 E Pine Stree	Name: Susan Haley
Tax Parcel ID#: 145801	Phone Number: [redacted]
Owner's Name: Jose Lagunas	Email: [redacted]
Use of Building: Offices for Business	Relationship to Property *(check one)*:
Business Name *(if applicable)*: Calming Hands Massage & Wellness	Property Owner ☐ Tenant/Business Owner ☑

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)

We are applying to help us add new signage to our business storefront. This is a photo of the front. The signage was added in for the mock up.



Total Estimated Cost *(lowest bid quote)*: $ 1100.70____

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

CITY OF Graham NORTH CAROLINA

2026-27 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☑] require a building permit. Requires Sign Permit

☑ The owner's written and signed permission is attached, if applicant is not owner (leave blank if 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.

SH 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.

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

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

SH Initials — I understand that failure to complete the project by **May 1, 2027** 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, 2027**.

Susan Hall 10-7-2026

Applicant Signature **Date**

BoldSign Document ID: 92b01150-a29d-40d7-94ff-82d56cb786f1

CALMING HANDS
massage & wellness

Date: October 11, 2026

To: Graham Beautification Committee

Subject: Permission to Apply for Grant

To the Graham Beautification Committee:

Calming Hands Massage and Wellness has my permission to apply for the Graham Beautification Grant to upgrade their business storefront.

Landlord: Jose Lagunas Realty of America Phone: [redacted]

Signature: BoldSign Jose Lagunas cea4a0c3-c156-4879-a794-96e6a6fa6810

Calming Hands Massage and Wellness
102 E Pine Street
Graham NC, 27253

Application for a SIGN PERMIT

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

Signs are regulated by Article X, Signs, of the City's Development Ordinances. Additional regulations apply for properties located in an overlay district. See Article XI, Highway Corridor Overlay Districts, and the Historic District Design Guidelines for Signage.

Site

Business/Project Name: Calming Hands Massage & Wellness

Street Address: 102 E Pine Street

Property Owner: Jose Lagunas

Zone: ☐ O-I ☒ B-1 ☐ B-2 ☐ B-3 ☐ I-1 ☐ I-2
☐ Residential ☐ Conditional

Overlay District, if applicable:
☐ Historic ☐ S Main St/Hwy 87 ☐ E Harden St/Hwy 54

Applicant

Name: Susan Haley

☐ Property Owner ☒ Business Owner ☐ Contractor
Other _____

Mailing Address: [redacted]

City, State, Zip: [redacted]

Phone # [redacted]

Email: [redacted]

I, the applicant, hereby make application to
☒ Erect a New Sign(s) ☒ Replace or Repair Existing Sign(s)
☐ Other _____

I, the applicant, agree to conform to all applicable laws and ordinances of the City of Graham and the State of North Carolina. I, the applicant, further state that all statements made herein are true.

Susan Haley 10/13/2026

Signature of Applicant Date

FOR OFFICE USE ONLY	
Approved by: JB	Remarks:
Approved date: 10/13/26	- Approved
MBL# 145797	
GPIN: 8884139916	
City Limits / ETJ Flood	
Fee $ 120	DEVID# N/A

Sign(s)

For each sign, indicate the type of sign, size of display surface, estimated cost of construction and if it will be illuminated.

Sign types include: Monument, Freestanding, Projecting, Wall, Marquee/Awning, Outdoor Advertising, or Other.

	Type of Sign	Size of Display Surface (sqft)	Est. Cost of Construction	Illum.
1	Rectangular	14	$1100.70	☐
2	Smaller Logo	5.17	$	☐
3			$	☐
4			$	☐
5			$	☐
6			$	☐
7			$	☐
8			$	☐
9			$	☐

Attach all of the following that apply to the sign(s):

- Plans, with dimensions, showing the location of the sign(s) on the lot in relation to property lines and buildings, zoning district boundaries, right-of-way lines and existing signs.
- Elevations, with dimensions, of the sign(s) and building(s) located on the lot.
- Drawings (to scale) showing the size, complete structural specifications, and methods of anchoring and support.
- A narrative and/or table which describes each sign, including, as applicable, the height, width, length and depth. If in an overlay district, include colors and materials. For outdoor advertising, include state sign permit number.

Sign Contractor Name: Laser Image

Phone # (919) 201-9541

If the sign(s) is illuminated, complete the following:

Electrical Contractor Name: _____

Lic. # _____ Phone # _____

If the sign(s) requires an engineered footing, you may need a building permit. Contact Inspections at (336) 570-6705.

Laser IMAGE
QUALITY PRINTING NORTH CAROLINA

Calming Hands
CLIENT

155352
JOB #

Outdoor Signage
PROJECT

06/17/2026
DATE

Main Entrance



LASER IMAGE - PRINT SOLUTIONS - QUALITY PRINTING SINCE 1987 -

BRAND CONNECT
marketing, signs, & print • brandconnectnc.com

Estimate

NO: 88514

12105
Susan Haley
Calming Hands Massage & Wellness
[redacted]

Date: 10/14/26

CUSTOMER PO:

[redacted]

Quantity	Description	Amount
2	-(1) 7' x 2' 3mm max metal panel -(1) 3' x 3' 3mm max metal panel logo ---permitting fees tbd ---install included ---45 mins of art included, overages are billed at $50 per 30 mins	$ 733.56

Sales Rep: Bobby Dunson
Taken by: Bobby Dunson

Account Type: COD

This estimate is valid until Nov 13, 2026
50% Deposit Due on All Signage Orders

SUBTOTAL	$ 733.56
TAX	$ 49.52
SHIPPING	$ 0.00
DEPOSITS	$ 0.00
TOTAL	$ 783.08
AMOUNT DUE	$ 783.08

Received By: Date: Number of Cartons:

PRINT TRIAD
TRIAD SIGNS
TRIAD PROMO
Carolina PERFORMANCE WINDOW FILMS

REMITTANCE ADDRESS
Laser IMAGE
PO Box 14109
Durham, NC 27709-4109
[redacted]

Estimate

No: **68566**

Date: 9/30/26

Customer No: 1536

This is not an invoice.

Ship To:

Calming Hands Massage & Wellness
Accounts Payable
[redacted]

Quantity	Description	Amount
2	102 Side Graphics - above bay windows with installation, (4 pages)	$ 1,031.29

This estimate is valid for 30 days from the date above. The estimated price is based on supplied or assumed specifications and current paper and supply costs at the time of the estimate. Fluctuations in specifications or supply costs can affect the final price of the invoice.

SUBTOTAL	$ 1,031.29
TAX	$ 69.41
SHIPPING	
TOTAL	$ 1,100.70

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  - Signage.
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  - Wood and masonry repair.
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2026-27 Business Beautification Grant Program Application

Property Information (Please type or print clearly)	Applicant Information (Please type or print clearly)
Street Address: 323 W Harden St	Name: Justin Long
Tax Parcel ID#: 135170	Phone Number: [redacted]
Owner's Name: AshLong Properties, LLC	Email: [redacted]
Use of Building: Restaurant	Relationship to Property *(check one)*:
Business Name *(if applicable)*: Oak & Ash	Property Owner ☑ Tenant/Business Owner ☐

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)

Exterior improvements to the existing building at 323 W. Harden Street for Oak & Ash, including surface preparation, repainting exterior brick and trim, and installing decorative AluWood cladding. These improvements will help transform a former warehouse into a contemporary business, create a welcoming entrance, and enhance the appearance of the surrounding commercial corridor. Photos of the existing project area and rendering of the proposed improvements attached.

Total Estimated Cost *(lowest bid quote)*: $ $19,694.66

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

2026-27 Business Beautification Grant Program Application

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

☐ The owner's written and signed permission is attached, if applicant is not owner (leave blank if 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.

JL
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.

JL
Initials

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

JL
Initials

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

JL
Initials

I understand that failure to complete the project by May 1, 2027 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, 2027.

Justin Long — 10/15/2026

Applicant Signature **Date**




LOGO

Fields Brothers Construction

Brett Fields

Business Number 1-336-215-1003

2828 Whitetail Ct

Burlington,NC

[redacted]

ESTIMATE

EST0009

DATE

Oct 22, 2026

TOTAL

USD $25,600.00

TO

Steve's Garden Market

[redacted]

DESCRIPTION	RATE	QTY	AMOUNT
Install Firring to Brick Walls To Install Aluwood Panels Roughly 350 Sqft	$5,400.00	1	$5,400.00
Paint Exterior Brick Walls	$20,200.00	1	$20,200.00

TOTAL **USD** $25,600.00

Quote For Exterior Work For Revitalization Of Building Adjacent
323 W Harden St Graham, NC 27253

Reyes
FIX-IT CO.
WE FIX WHAT YOU DON'T WANT TO.
[redacted]

INVOICE
October 21, 2026

Reyes Fix-It Co.
[redacted]

Exterior Painting & Panel Installation

DESCRIPTION	AMOUNT
Exterior painting — 6,800 sq. ft. × $1.75	$11,900.00
Panel installation	$3,500.00
TOTAL	**$15,400.00**

Included: All labor, painting supplies, and materials for the exterior painting and panel installation.

Painting quantity is based on 6,800 square feet of exterior surface. Paint and AluWood Panels provided by customer.

Address

Wesley Cook
323 W Harden St
Graham, NC 27253
USA

Ship-to Address

Wesley Cook
323 W Harden St
Graham, NC 27253
USA

WoodUpp

WoodUpp USA Inc.
391 Hickory Street
Mt. Airy, North Carolina 27030
USA

QUOTE

Document No.	Q00317
Your Reference	
External Document No.	USBC-002541
Document Date	10/20/26
Due Date	10/20/26
Payment Terms	50% Deposit / Balance Due at
Customer No.	CUS048881

Quote Valid To Date.....11/19/26

No.	Description	Tax Identifier	Quantity	Unit of Measure	Unit Price	Amount (USD)
6206	AluWood Oiled Brown - Outdoor panel		25.00	Pcs.	137.00	3,425.00
6252	AluWood - Outside corner - 2400 mm		3.00	Pcs.	47.50	142.50
6251	AluWood - Bottom / Divider - 2400 mm		5.00	Pcs.	34.50	172.50
7925	AluWood - Panel screws (front) - 4.8x35		4.00	Pcs.	13.50	54.00
81016	Skid		2.00	Pcs.	45.00	90.00
36	Shipping		1.00	Pcs.	145.00	145.00

Subtotal	**4,029.00**
Sales Tax Amount	265.66
Total (USD)	**4,294.66**
Exempt Amount	90.00
Taxable Amount	3,939.00

Address

Wesley Cook
323 W Harden St
Graham, NC 27253
USA

Ship-to Address

Wesley Cook
323 W Harden St
Graham, NC 27253
USA

WoodUpp

WoodUpp USA Inc.
391 Hickory Street
Mt. Airy, North Carolina 27030
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QUOTE

Document No.	Q00317
Your Reference	
External Document No.	USBC-002541
Document Date	10/20/26
Due Date	10/20/26
Payment Terms	50% Deposit / Balance Due at
Customer No.	CUS048881

Quote Valid To Date.....11/19/26

You have chosen to pay this order via a payment link - you can pay the amount of 4,294.66 USD by clicking the link below.
You will be able to pay with either Apple Pay, Google Pay, Visa or MasterCard.
Once the payment has been registered, we will process the order.

Thank you

https://buy.stripe.com/28E3cv9cAfC2cWS0TugrS3U

Sec. 2-58. - Tree board.

(a) *Created; composition; qualifications.* There is hereby created a tree board for the city, which shall consist of a total membership of five (5) residents of the City of Graham at the time of appointment, with up to two members residing in the extraterritorial jurisdiction of Graham. The members of the tree board shall be members of the appearance commission. A member of the city council shall serve on the tree board concurrent with their term of office on the city council. As liaison to the tree board, the council member shall not have a vote. The city horticulturist shall be the staff liaison and serve as an ex-officio member of the board.

(b) *Compensation.* Members of the tree board shall serve without compensation.

(c) *Operation.* The tree board shall adopt rules for transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, which record shall be a public record. The tree board shall set a regular schedule for meetings, and the chairman may call a special meeting upon request of a majority of members of the board. A majority of the members shall be a quorum for the transaction of business.

(d) *Duties.*

(1) It shall be the responsibility of the tree board to study, investigate, counsel, develop, update annually and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The plan will be presented annually to the city council and upon its acceptance and approval shall constitute the official comprehensive tree plan for the city.

(2) The tree board, when requested by the city council, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

(3) The tree board shall furthermore serve as an advisory board to the city council with the following duties and responsibilities:

a. To facilitate the planting, growth and protection of trees within the city.

b. To foster the communication among the citizens of Graham that would provide the needed protection of trees and to coordinate active measures to support their health and growth within the city.

c. To conduct a tree survey of existing trees along streets and on public property within the city.

d. To investigate available grants, loans or contributions from other governmental agencies, public or private corporations or individuals; and to recommend the expenditure of any proceeds toward the accomplishment of the board's purpose.

e. To conduct continuing research, planning and feasibility studies required to support the purpose stated herein.

(4) The tree board shall also be responsible for developing an official street tree species list comprised of three groups of trees: Small trees, medium trees and large trees. No trees other than those included in the list may be planted as street trees without permission of the city tree board.

(5) The tree board shall be responsible for establishing guidelines for the spacing of city trees in accordance with the three species size classes in the official street tree species list. These guidelines will cover spacing between street trees, the distance street trees may be planted from curbs or curblines and sidewalks, the distance street trees may be planted from any street corner, the location of the street trees relative to overhead and underground water lines, sewer lines, transmission lines or other utility, and any other areas involving the spacing of street trees, park trees or city-owned trees.

(6) The tree board shall submit an annual report of its activities and recommendations to the city council and shall submit copies of its minutes and proceedings of its regular and special meetings.

(e) *Public tree care.* The city shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The tree board may remove, or cause to be removed, any publicly owned tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electrical power lines, gas lines, water lines or other public improvements, or is affected with any disease, insect or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said trees is in accordance with the guidelines for planting and spacing developed by the tree board. The tree board may reserve the right to approve plantings in rights-of-way.

(f) *Review by council.* The city council shall have the right to review the conduct, acts and decisions of the city tree board. Any person may appeal from any ruling or order of the tree board to the city council, which may hear the matter and make final decision.

(g) *Term; vacancies.* The terms of the appointed members of the tree board shall coincide with the terms of the appearance commission. In the event that a vacancy occurs during a member's term, his successor shall be appointed for the unexpired portion of the term.

(h) *Interference with board.* It shall be unlawful for any person to prevent, delay or interfere with the city tree board or any of its agents while engaging in planting, cultivation, mulching, pruning, spraying or removing of any street trees, park trees or trees on public grounds, as authorized in this article.

(i) *Tree topping.* It shall be unlawful as a normal practice, except as described in this section, for any person, firm or city department to top any street tree, park tree or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree as to remove the normal canopy and to disfigure the tree.

Trees severely damaged by storms or other causes, or certain trees that interfere with or are an imminent threat to utility wires or other obstructions where other pruning practices are impractical, may be exempted from this article at the determination of the city tree board.

(Ord. of 11-6-2018, § 1; Ord. of 12-3-2019, § 2; Ord. of 2-8-2022, § 1; Ord. of 04-09-2024(1), § 1)

Sec. 2-57. - Trees.

(a) *Definitions.* As used in this article:

Park trees shall mean trees, shrubs and bushes in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park.

Street trees shall mean trees, shrubs and bushes on land lying within rights-of-way on either side of all streets, avenues or ways within the city.

(b) *Purpose.*

(1) The purpose of this article is to regulate the planting, maintenance and removal of trees on city-owned public property and rights-of-way within the city and on city-owned property wherever located. In order to protect and conserve trees on public property and rights-of-way, this article provides for the pruning, treatment and removal of trees and shrubs as is deemed necessary by the city council or a person acting under the authority of the city council. This article is also intended to provide for the trimming or removal of trees on public land when they obscure street lights, interfere with utility lines or constitute a hazard to pedestrian or vehicular traffic, or otherwise endanger the public health, safety or welfare.

(2) Another purpose of this article is to encourage the protection of trees and express the city's intent to use trees to create a more natural and amenable human environment. This article is not intended to be punitive nor to cause hardship to any person who uses the utmost care and diligence to protect trees within the city or on city property.

(3) This article shall further provide for the establishment of an advisory committee known as the tree board, which shall be responsible for promoting trees and tree care throughout the city and for developing a city tree plan.

(c) *Work on city-owned trees generally—License; bond.* It shall be unlawful for any person to engage in the business or occupation of pruning, treating or removing street or park trees within the city without first applying for and procuring a license. The license fee, in an amount fixed from time to time by the city council and kept on file in the office of the city clerk, shall be paid annually in advance; provided, however, that no license shall be required of any public service company, city employee, or contractor hired by the city doing such work in the pursuit of the public service endeavors thereof. Before any license shall be issued, each applicant shall first file evidence of possession of liability insurance in minimum amounts established by the city for bodily injury and property damage indemnifying the city or any person injured or damaged resulting from the pursuit of such endeavors as herein described.

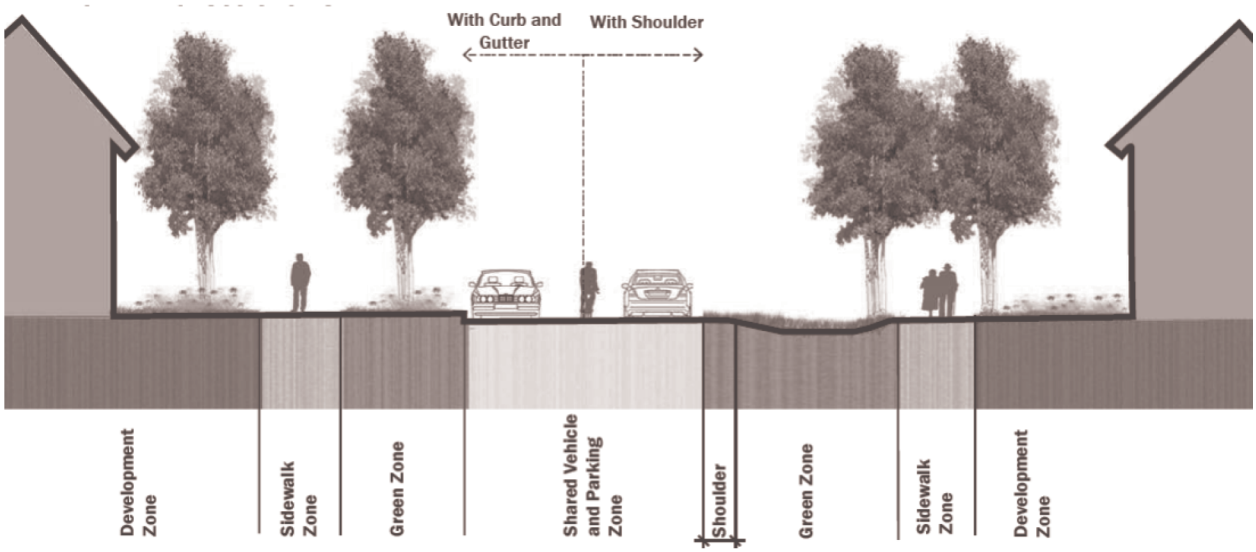
(d)

Same—Permit. It shall be unlawful for any person to prune, treat or remove any street trees or park trees within the city without first filing an application and procuring a permit from the city manager or his/her designee. The city maintains the right to review the application and the tree(s) in question in determining whether or not to issue a permit.

(e) *Removal of stumps.* All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

(Ord. of 11-6-2018, § 1)

Figure 1. Local Residential Street Cross-Section

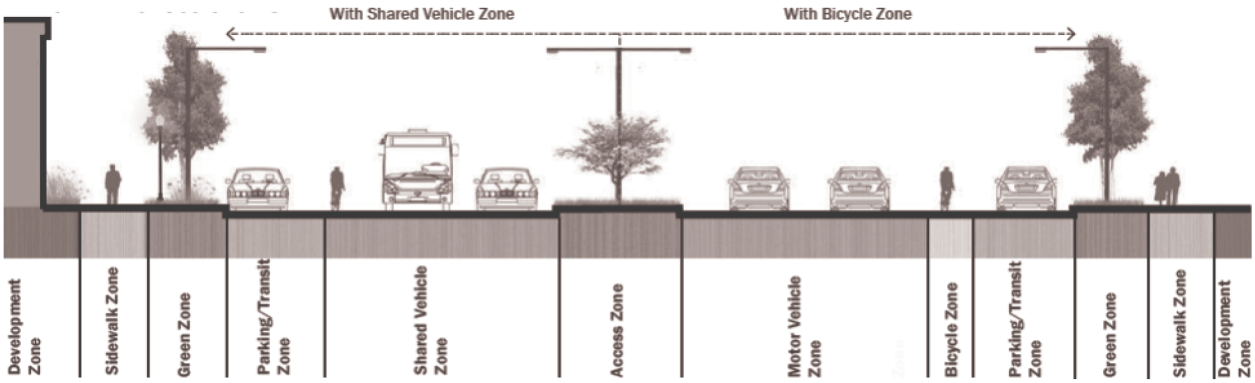


	Shared Vehicle and Parking Zone[2,3]					
	With Curb and Gutter	With Shoulder[4]	Sidewalk Zone[5]	Green Zone[5,6]	Shoulder[4,7]	Typical Right-of-Way[8]
Residential Narrow	24’	20’	5’	4’	6’	47’
Residential Medium	27’	26’	5’	4’	6’	50’
Residential Wide	35’	not permitted	6’	4’	not permitted	60’

Notes:

1. All dimensions are minimum widths.
2. Measured from back-of-curb (BOC) to BOC for curb and gutter sections and from edge of pavement(EOP) to EOP for shoulder sections.
3. A median is typically not appropriate, but may be allowable if approved by the TRC.
4. A shoulder may be permitted only with TRC approval.
5. Where unique physical constraints prevent a green zone at least four feet wide, and with TRC approval, the sidewalk may be placed at the back-of-curb, provided that the minimum width of thesidewalk shall be increased by one foot and only standard curb and gutter shall be allowed.
6. Where street trees are provided, the green zone must be at least seven feet.
7. Shoulder zone typically has grass. Width may be reduced to four feet with TRC approval for uniquephysical constraints, provided that the green zone is seven feet wide.
8. The right-of-way width may be reduced, with TRC approval, if the sidewalk is to be located in a sidewalk and utility easement, and may be increased if wider or additional roadway elements areprovided, such as street trees, a median or wide swale.
9. Maximum grade shall be 8%.

Figure 3. Avenue Cross-Section



	Shared Vehicle/Motor Vehicle Zone *(lane width)*[2,3,4]	Sidewalk Zone[5]	Green Zone[6]	Parking/ Transit Zone[2,7]	Bicycle Zone[2,3,8]	Access Zone[4,9]
Avenue	10’	6’	7’	8’	4’	variable

Notes:

1. All dimensions are minimum widths.
2. The gutter pan is not considered part of any minimum width, with the exception of theparking/transit zone.
3. If bicycle lanes are not possible, shared lanes may be allowed by the TRC. For a shared lane, theoutside lane should be a minimum of 14’ wide.
4. For median-divided avenues with only one lane in each direction, lanes should be 14’ wide.
5. In areas that are currently or are planned to be pedestrian-oriented retail or mixed-use development, a minimum eight-foot sidewalk should be provided.
6. Where a seven-foot wide green zone cannot be provided, the following guidelines apply. If the green zone is less than five feet, trees should not be planted, but shrubbery or ground cover may beacceptable. Even in constrained conditions, the green zone should never be less than four feet. Sightdistance should be considered in the location and spacing of trees within the green zone. In highly urban conditions, sidewalk amenities should be placed in the green zone. Natural or structured stormwater BMPs may be permitted in this area with TRC approval.
7. Parking is an option. The width may vary depending on the type of parking. Angle parking is allowed,with reverse angle parking preferred. Wherever full-time, dedicated on-street parking is provided, curb extensions should be provided at intersections to shorten the crossing distance for pedestrians.
8. Five-foot bicycle lanes are preferred. Bicycle lanes located next to on-street parking should be sixfeet wide. Steep grades may call for wider bicycle lanes.
9. The access zone is optional and may include either an intermittently landscaped turn lane or a median. Medians are not typical but may be provided, primarily in residential areas; they should beat least eight-feet wide and landscaped, including trees given sight distance considerations.
10. Maximum grade shall be 6%.

Tree Planting - Recommended Tree Species
All trees are listed by Common Name, with the Scientific Name following.
Species in bold are commonly planted as street trees and may be selected trough the Adopt-a-Tree program.

By Size

Small Maturing (mature height of 30' or less)
Amur Maackia Maackia amurensis
Crepe myrtle cultivated varieties Lagerstroemia x indica spp.
Trident maple Acer buergeranum
Shantung maple Acer truncatum
Hornbeam Carpinus caroliniana
Hophornbeam Ostrya virginiana
Redbud 'Oklahoma' Cercis reniformis 'Oklahoma'
Redbud 'Texas White' Cercis reniformis 'Texas White'
Redbud 'Forest Pansy' Cercis canadensis 'Forest Pansy'
Redbud 'Avondale' Cercis chinensis 'Avondale'
Chinese fringetree Chionanthus retusus
'Frontier' elm Ulmus x carpinifolia 'Frontier'
Kousa dogwood Cornus kousa
Carolina silverbell Halesia carolina
Goldenraintree Koelreutaria paniculata
Chinese pistache Pistacia chinensis

Medium Maturing (mature height of 30' to 60')
Eastern redcedar Juniperus virginiana
S. magnolia 'Bracken's Brown Beauty' Magnolia grandiflora 'Bracken's Brown Beauty'
Lacebark elm cultivated varieties Ulmus parvifolia spp.
'Prospector' elm Ulmus x wilsonia 'Prospector'
'Woodland' winged elm Ulmus alata
'Triumph' elm Ulmus x morton glossy 'Triumph'
Black gum cultivated varieties Nyssa sylvatica spp.
Zelkova cultivated varieties Zelkova serrulata spp.
Red maple cultivated varieties Acer rubrum spp.
Sugar maple cultivated varieties Acer saccarum spp.

Large Maturing (mature height over 60')

'Princeton' American elm Ulmus Americana 'Princeton'

American linden cultivated varieties Tillia Americana spp.

Red oak species:

- Northern red oak Quercus rubra
- Shumard oak Quercus shumardii
- Willow oak Quercus phellos
- Scarlet oak Quercus coccinea

White oak species:

- **White oak Quercus alba**
- **Swamp white oak Quercus bicolor**
- **Swamp chestnut oak Quercus michauxii**
- **Overcup oak quercus lyrata**

Hybrid oak species

Baldcypress Taxodium distichum

Ginkgo Ginkgo biloba (male cultivars)

Dawn redwood Metasequois glyptostroboides

Appearance/Tree board
Commission Calendar

July

Ideas/goals for 2026

August

- Banner Design Submittals
- Fall Downtown Decorations Plan
- Business Appearance Award

September

- Downtown Decorations cont.

October

- Tree Standards and Plan.

November

- Business Beautification Grants

December

- Downtown Window Decoration Contest?
- Winter 2026 Residential Appcarancc Award

Spring 2027

- Arbor Day – January - April

Regular Meeting Dates 2026-27

August 3rd
September 7th
October 5th
November 2nd
December 7th
January 4th
February 1st
March 1st
April 5th
May 3rd
June 7th