Graham Historic Resources Commission Meeting Agenda

November 3rd, 2026

6:00pm Graham
City Hall

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

COA Applications:
5a. 38 SW Court Square
5b. 14 NW Court Square

Façade Grant Awards:
5c. 20 NE Court Square
5d. 16 NE Court Square
5e. 38 SW Court Square
5f. 14 NW Court Square

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

Minutes of the August 4, 2026 Historic Resource Commission

The meeting was called to order by Ben Beushausen at 6:00 p.m.

The following Commissioners were present: Ben Beushausen, Richard Shevlin, Sandy Hall and Casey Bosley. Ricky Hurtado joined the meeting a few minutes after it had started.

Staff: Jonathan Buckley – Planner

Council: Jim Young

Jonathan Buckley led the Pledge of Allegiance, and a moment of silence.

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

Items of Discussion

Downtown Plaques:
5a. Lettering Follow-up

Mary Mebane came forward to ask a question about the wording on one of the plaques. The board had some discussion about the wording for the plaques amongst themselves. Richard Shevlin made a motion that they accept the lettering and the changes for the United Church of Christ. Also delete the last line on McClure & Green line and take the word built from in front of the dates. And also remove the word style from the beginning of the sentences to the end of the sentences. Casey Bosley made the second. All voted aye. Jonathan Buckley mentioned the deadline to get on the agenda for the city council is August 28, 2026.

6.City Council- None

7.Staff update- Jonathan Buckley gave an update on the Elm Street Park COA application that was submitted back in March to the HRC and there was a quasi-judicial hearing held on that park. The applicant for the COA has decided to withdraw its application and it will no longer be pursuing the development of the park.

Adjournment- Sandy Hall made the motion to adjourn the meeting, Ricky Hurtado made the second. All voted Aye.

Meeting adjourned – 6:18 p.m.
Minutes respectfully submitted by Jenni Bost
August 7, 2026

STAFF REPORT

Prepared by Jonathan Buckley, Planner

Location
38 SW Court Square
Graham, NC 27253
Parcel: 145858

COA 2606, 38 SW Court Square

Type of Request: Certificate of Appropriateness

Meeting Dates
Historic Resources Commission
November 3rd, 2026

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 38 SW Court Square, Graham, NC 27253:

1. Roof and Gutter Replacement

The existing property owner is requesting to replace the existing roofing material with new matching shingles. He also proposes to remove the old gutters and downspouts with new 6-inch gutters and downspouts constructed of clay and bronze material. The repair or replacement of roof coverings where there is a change in material visible from the street requires a major COA review and HRC approval.



• • •

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

B.5 Building Exteriors – Roofs:

Roof shape, line, pitch, and overhang all contribute in highly visible ways to the overall architectural character of a building.

B.5.1 Preserve original roof forms where they contribute to the historic character of the building.

B.5.2 Maintain original roof materials, such as clay tiles, slate, standing seam metal, wood shingles, or embossed metal shingles, where they are visible to the street.

B.5.3 Maintain and protect roof surfaces, features, and details by appropriate methods.

B.5.9 Deteriorated roof covering should be replaced with new materials that are compatible with the old in composition, size, and texture after reestablishing the structural stability of the roof.

B.5.10 If the replacement or addition of gutters and downspouts is warranted, install them with care so no architectural features are lost or compromised. Unless they are copper, select new gutters and downspouts painted or finished in an appropriate color. Seamless gutters with a baked enamel finish are recommended. If replacing traditional half-round gutters and circular down spouts, retain their traditional shape. Downspouts should empty away from the building to keep water away from the foundation. Splash blocks made of stone, concrete, or slate can also direct the water away from the building.

• • •

Motion Language:
I have thoroughly researched the application and all other documents related to COA 2606 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/Delay COA:
I move to Approve [or] Approve with conditions [or] Deny the application for COA 2606 for the property located at 38 SW Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or delay…

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 2606 for 38 SW Court Sq. 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 2606 for 38 SW Court Sq. 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: 38 SW Court Square/105 S. Main Street Graham, NC 27253

Property Owner: Frederick J. Sternberg

Project Replacement of Roof & Gutters

General description of each modification or improvement:

1. Removal of old roof & replace with GAF "Timberline NS Natural Shadow Shingles -Weathered Wood" to match the existing roof (See sample)

2. Remove old gutters & downspouts & replace with 6 inch clay/bronze gutters & downspouts (see attachments)

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: Frederick J. Sternberg

☒ Property Owner ☐ Lessee Other

Mailing Address: [redacted]

City, State, Zip:

Phone # [redacted]

Email: [redacted]

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.

10/15/2026
Signature of Applicant Date

10/15/2026
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: Frederick J. Sternberg

Relationship to Applicant: Owner

Phone # [redacted]

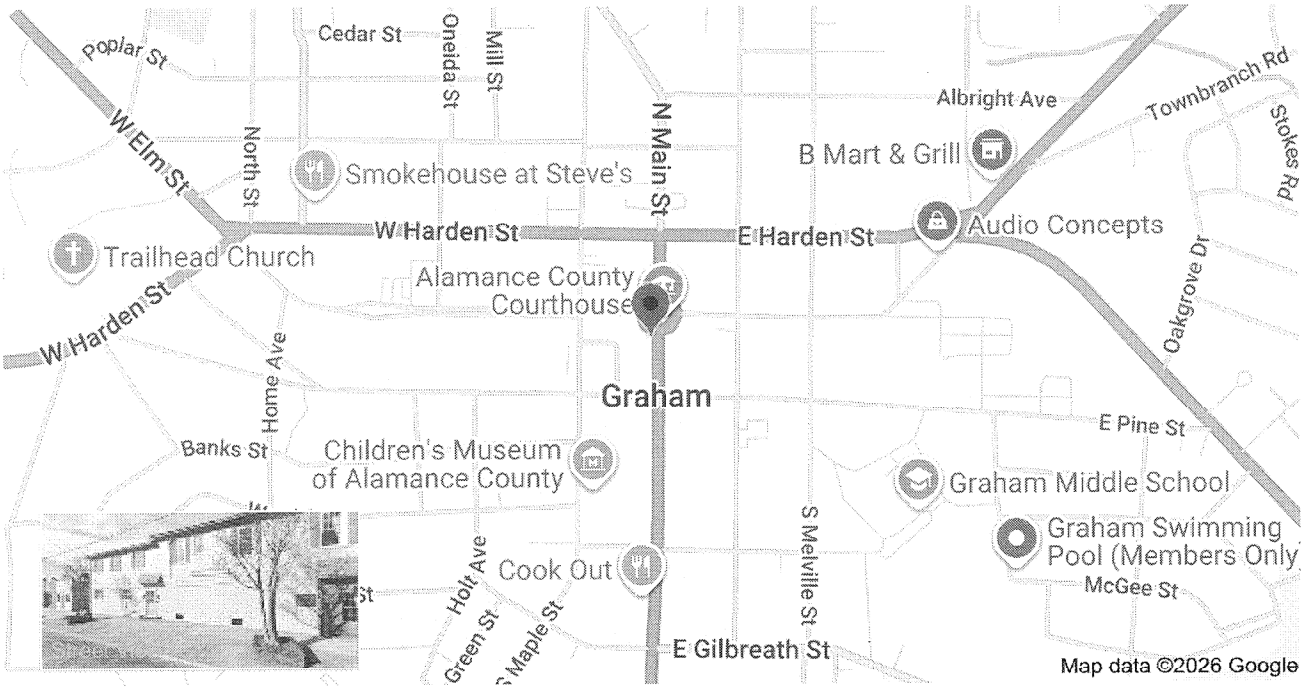
Email: [redacted]

FOR OFFICE USE ONLY	
Received by:	Remarks:
Received date:	
Tax Map #	
HRC date:	


REDERICK J. ST NBERG, P.A.
TORNEY & COUN LOR AT LAW

38 SW Court Square, Graham, NC 27253

AI Mode | All | Maps | Images | Forums | Shopping | News | More | Tools



38 SW Court Square

Graham, NC 27253

Share

fredsternberglaw.com

https://fredsternberglaw.com › contact

Contact - Frederick J. Sternberg P.A.

[redacted]

MapQuest

https://www.mapquest.com › ... › Graham

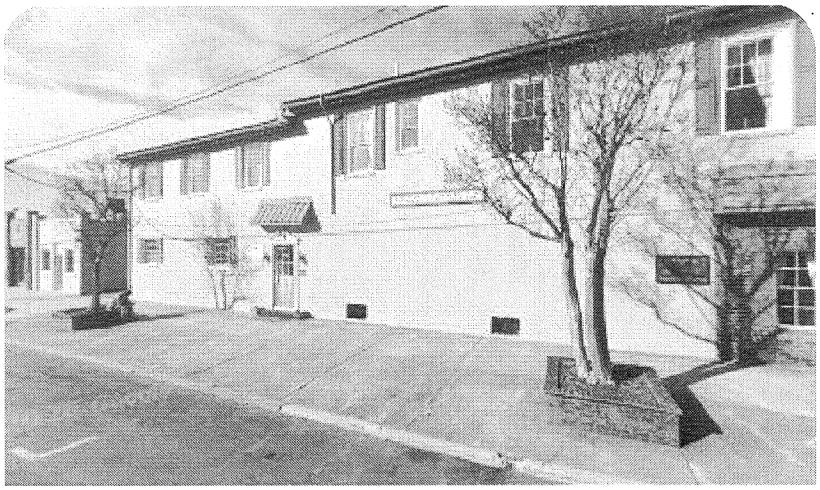
Sternberg, Frederick Aty, 38 SW Court Sq, Graham, NC ...

The Law Firm of Frederick J. Sternberg, P.A. **is located in Graham, North Carolina**, specializing in divorce and family law. Services offered include separation ... Read more

38 SW Court Square



Imagery ©2026 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2026 Google 200 ft



38 SW Court Square

Directions Save Nearby Send to phone Share

38 SW Court Square, Graham, NC 27253

Photos

Internet # 205627220 Model # 24002790120

Feedback



Hover Image to Zoom










Top Rated

Shop Amerimax Home Products

5 in. x 10 ft. Natural Clay Aluminum K-Style Gutter

★★★★☆ (361) Questions & Answers (138)

$41.98

Pay **$16.98** after **$25 OFF** your total qualifying purchase upon opening a new card.

Apply for a Home Depot Consumer Card

- Helps protect your foundation and landscaping from roof run-off
- Rust-free aluminum construction allows for easy maintenance
- Compatible with 5 in. gutter systems and 10 ft. in length
- View More Details

Color: **Natural Clay**



Pickup at Burlington

Delivering to 27253

Ship to Store
Oct 20 - Oct 23
92 ready to ship
FREE

Delivery
Mon, Oct 26
92 available
$55

Check Nearby Stores

Delivery Details

Feedback

1

Add to Cart

PayPal

Pay in 4 interest-free payments of $10.50 with PayPal. Learn more

Free & Easy Returns In Store or Online
Return this item within **90 days** of purchase.
Read Return Policy

Ask about this product
Get an answer now with AI

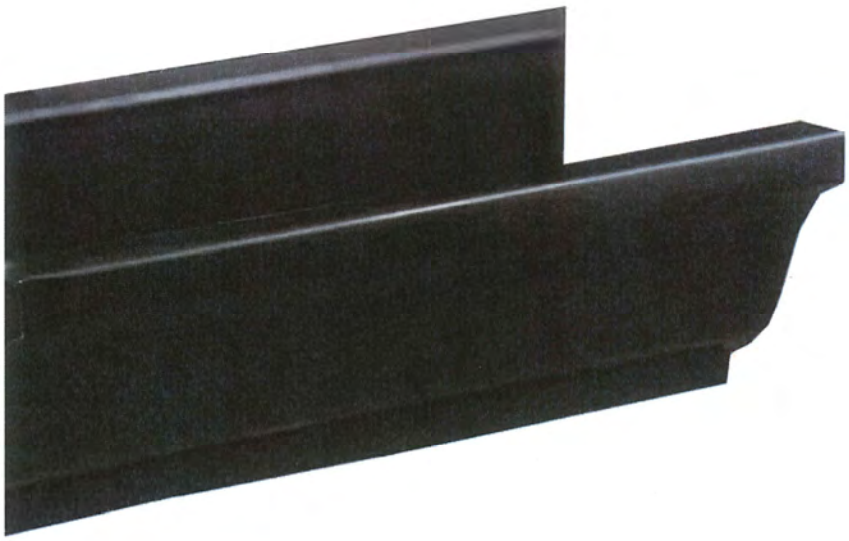
Type a question

Get an Answer

Magic Apron Assistant is an AI virtual assistant. By proceeding, you consent to the recording and use of your information by The Home Depot (and authorized third parties).
More information

Internet # 206300178 Model # 5KBZ8

Feedback



Hover Image to Zoom





Shop Spectra Pro Select

5 in. x 8 ft. K-Style Bronze Aluminum Gutter

★★★★☆ (87) Questions & Answers (44)

$35.41

Pay **$10.41** after **$25 OFF** your total qualifying purchase upon opening a new card.
Apply for a Home Depot Consumer Card

- Designed to capture roof water run-off

- Baked-on enamel finish
- Made from professional grade aluminum
- View More Details

Color: **Bronze**



Product Depth (in.): **5 in**

5 in ~~6 in~~

Product Length (in.): **96 in**

96 in 120 in 192 in

Feedback

Pickup at Burlington

Ship to Store
Oct 15 - Oct 16
31 ready to ship
FREE

Check Nearby Stores

Delivering to 27253

Delivery
Fri, Oct 16
31 available
FREE

Delivery Details

1

Add to Cart

PayPal

Pay in 4 interest-free payments of $8.86 with PayPal. Learn more

Free & Easy Returns In Store or Online

Return this item within **90 days** of purchase.

Read Return Policy

Ask about this product

Get an answer now with AI

Type a question

Get an Answer

Magic Apron Assistant is an AI virtual assistant. By proceeding, you consent to the recording and use of your information by The Home Depot (and authorized third parties).
More information

STAFF REPORT

Prepared by Jonathan Buckley, Planner

Location
14 NW Court Square
Graham, NC 27253
Parcel: 145833

COA 2608, 14 NW Court Square

Type of Request: Certificate of Appropriateness

Meeting Dates
Historic Resources Commission
November 3rd, 2026

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 14 NW Court Square, Graham, NC 27253:

1. Window Replacement

A tenant for the building at this location, Elm Realty, is requesting to replace the existing windows with new windows. The new windows will match the white trim of the existing windows. They are also proposing an alternative option which replaces them with a black trim. The replacement or addition of windows requires a major COA review and HRC approval.



• • •

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

B.8 Building Exteriors – Windows and Doors:

Windows and doors contribute to the architectural style and character of buildings through their location, size, proportion, shape, and pattern of placement. Because of their strong link to and indication of the architecture and style of a building, original windows and doors should be maintained, repaired when necessary, and preserved as one of the defining elements of a historic structure.

B.8.1 When replacing glass or restoring windows in a storefront, maintain the original size and shape of the opening.

B.8.3 Reflective or tinted glass where easily visible from a public right-of-way is not appropriate.

B.8.4 Jalousie windows and sliding windows are not appropriate.

B.8.5 Preserve the original size and shape of upper story windows.

B.8.9 It is not appropriate to conceal or remove material surfaces or details of historic windows and doors including sidelights, transoms, shutters, beveled glass, art glass, and architectural trim.

• • •

Motion Language:
I have thoroughly researched the application and all other documents related to COA 2606 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/Delay COA:
I move to Approve [or] Approve with conditions [or] Deny the application for COA 2608 for the property located at 14 NW Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or delay…

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 2608 for 14 NW Court Sq. 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 2608 for 14 NW Court Sq. 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.

dotloop signature verification: dtlp.us/2xZt-NKLZ-UjF8

Application for a CERTIFICATE OF APPROPRIATENESS

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
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Property

Street Address: 14 NW Court Square

Property Owner: Charles Thompson

Project

General description of each modification or improvement:

Replace 4 existing second floor wood windows with 30x78 white vinyl double hung Low-E/Argon clear replacement windows.

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: Maria Clapp

☐ Property Owner ■ Lessee Other

Mailing Address: [redacted]

City, State, Zip: [redacted]

Phone # [redacted]

Email [redacted]

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.

Maria Clapp dotloop verified 10/21/26 2:51 PM EDT A6CC-CCW3-9BEM-KHOD

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: Maria Clapp

Relationship to Applicant: Same

Phone #

Email:

FOR OFFICE USE ONLY	
Received by:	Remarks:
Received date:	
Tax Map #	
HRC date:	

dotloop signature verification: dtlp.us/2xZt-NKLZ-UjF8

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 it 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.

I, Charles Thompson, owner of the building located at 12 NW Court Square, Graham NC 27253 do give Maria Clapp, tenant at 11 NW Court Square permission to apply for the city of Graham façade grant.

With this permission, tenant may obtain estimates, apply for the grant and attend any meetings pertaining to the application process on my behalf.

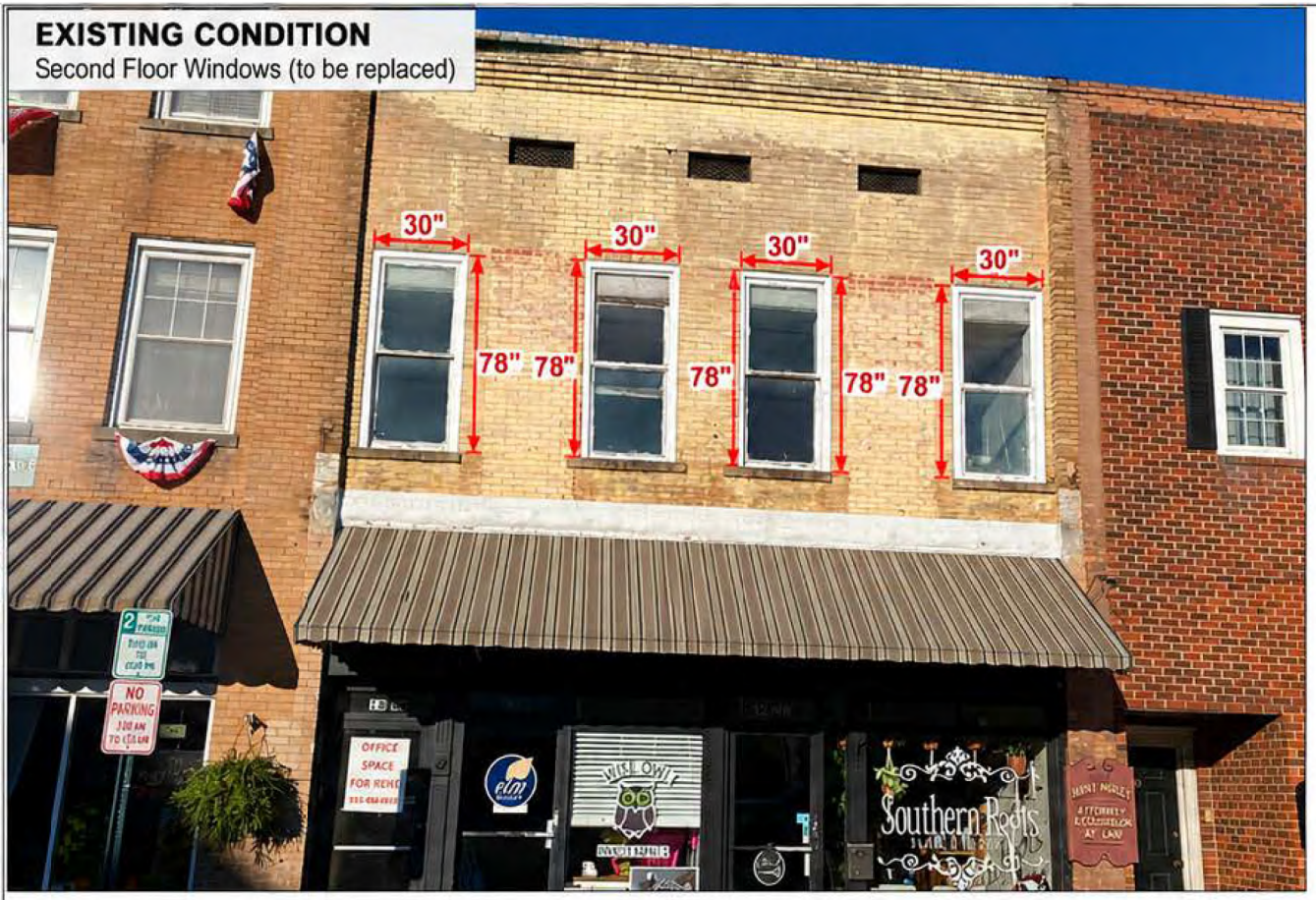
Sincerely,

Charles Thompson

Date 10/19/24

EXISTING CONDITION

Second Floor Windows (to be replaced)



PROPOSED WORK DESCRIPTION

Replace four (4) existing second floor windows with new 30 inch wide by 78 inch high vinyl replacement windows. Install new windows in existing openings using full-frame or insert replacement units with proper flashing, insulation, and interior/exterior trim. Match existing exterior appearance with white vinyl frames. Restore exterior masonry/brick trim as required for a clean, weather-tight finish.

WINDOW SPECIFICATIONS



30" W x 78" H Vinyl Replacement Window

- Style: Double-hung, single unit (approx. 30" x 78" overall frame size)
- Frame Material: Vinyl (white)
- Glass: Insulated Low-E, Argon-filled (double pane)
- Grilles: None (clear glass to match existing)
- Screen: Full screen, matching frame
- U-Factor: ≤ 0.30 (Energy efficient)
- SHGC: ≤ 0.30
- Manufacturer: Andersen 100 Series, Pella 250 Series, or equal
- Quantity: 4 windows

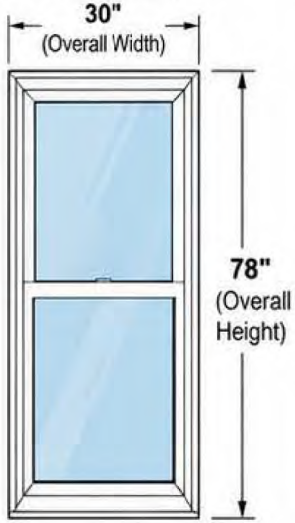
PROPOSED ELEVATION

Second Floor – New 30" x 78" Vinyl Replacement Windows



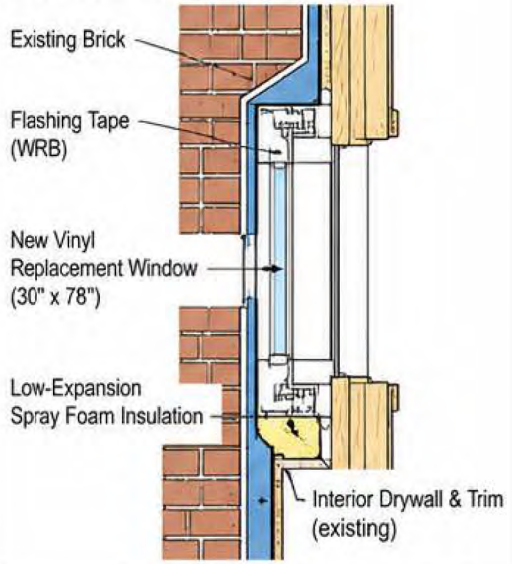
WINDOW DIMENSIONS

Front View (Exterior)



TYPICAL INSTALLATION DETAIL

Vertical Section (through jamb)



NOTES

1. Verify field dimensions prior to ordering windows.
2. Remove existing windows, sashes, and associated trim/backer as required.
3. Install new 30" x 78" vinyl replacement windows with proper flashing and sealing per manufacturer instructions.
4. Insulate around frames with low-expansion spray foam.
5. Reinstall or restore exterior brick/mortar as needed for a clean finish.
6. Install interior trim to match existing.
7. Dispose of all debris and protect building during work.
8. Final windows to be white vinyl, double-hung, insulated Low-E glass, with screens.

dotloop signature verification: dtlp.us/cmSZ-0T8A-ev1W

2026-2027 Façade Grant Program Overview

The façade grant program provides matching funds for exterior improvements to historic non-residential structures. It is designed to provide incentive funds to property owners in the Historic District to encourage rehabilitation downtown. It promotes the beautification of the Historic District and its importance to the history of Graham and its residents. Applications for funding are approved by the Historic Resources Commission (HRC). Examples of improvements include:

- Removing of false fronts and metal canopies
- Safe cleaning of brick and stone fronts
- Sign replacements
- Canvas awning installation
- Window and door repairs or replacements
- Repainting
- Structural repair to exterior
- Historic reconstructions
- Store front reconstruction
- Tuck point mortar joints
- Stain brick to match existing
- Roof vents on store face
- Exterior lighting
- Relocate electrical wiring

What is a Façade?
A façade is one side of a building regardless of the number of stories. Each store front of a building can be considered a façade. The rear of a building may also be considered for a façade grant with priority given to the front of the building.

Who is Eligible?

Owners or tenants of non-residential properties in the Courthouse Square Historic District are eligible to apply. Tenants must include a signed letter of permission from the property owner as part of their application.



Funding and Renovation Guidelines

This is a cost reimbursement program. Projects are funded on a 50-50 matching basis, with the maximum City contribution being $5,000. The Commission may also choose to support only a portion of a project by providing matching funds to complete that part of the project. The applicant's match may include funding from other sources. Only one grant per year can be awarded to a property. For details see scoring matrix.

This program applies solely to exterior improvements. All proposals must follow the City's building code requirements. All renovations on buildings over 30 years old must follow the *HRC Design Guidelines*.

How to Apply

To be considered for funding, a complete application packet must be received by the Planning Department no later than **5:00pm on Friday, October 23rd, 2026**.
A complete application packet includes:

- A completed Façade Grant Application
- A completed Certificate of Appropriateness (COA) Application
- An existing photo of the building or structure
- Drawings, sketches or pictures showing the proposed renovations
- At least two itemized cost estimates

Complete application packets should be sent to Jonathan Buckley at jbuckley@cityofgraham.com or at 201 S Main St, Graham, NC 27253.

What if my application is approved?

After approval, the applicant has until **May 1, 2027** to complete the project. If more time is needed, a written request for an extension with a reasonable explanation must be provided. Applicants will receive reimbursement once the project is completed, it is inspected and approved by the City's Inspections and Planning Departments, and paid receipts are submitted to the Planning Department. Any renovation work completed prior to an application being approved by the Historic Resources Commission will not be eligible for reimbursement.

For more information or questions, contact Jonathan at jbuckley@cityofgraham.com or (336) 570-6705

This program is administered by the City of Graham's Historic District Commission and the Planning Department.

dotloop signature verification: dtlp.us/cmSZ-OT8A-ev1W

Graham Façade Grant – Application Process

Please read the following information carefully as the Historic Resources Commission (HRC) has recently made changes to streamline the process for awarding Façade Grant funds.

1. For any projects requiring a Certificate of Appropriateness (COA) the HRC suggests reviewing the applicable section of the HRC Design Guidelines before submission. Projects which require a COA must be approved by the HRC prior to the awarding of funds.

2. The HRC highly recommends applicants submit all major COA applications early. The deadlines for including a COA application on the agenda prior to the November meeting are as follows:

COA Application Due & Public Notices Sent	HRC Meeting
September 25, 2026	October 6, 2026
October 23, 2026	November 3, 2026

   COA applications submitted by the façade grant deadline will be heard at the November 3rd meeting prior to the awarding of Façade Grant funds. However, this may put the applicants project at risk of not being eligible for grant funding if the HRC feels it has insufficient information to rule on the COA or decides to deny the COA at the November meeting.

3. To learn more about the criteria upon which funding decisions will made by the HRC please **read the scoring matrix** adopted to assist in the prioritization of projects and increase transparency for applicants.

4. A complete application including (Façade Grant Application, COA Application, an existing photo of the building or structure, drawings, sketches or pictures showing the proposed renovations, and at least two itemized cost estimates) must be submitted to Jonathan Buckley at jbuckley@cityofgraham.com or at 201 S Main St, Graham, NC 27253 no later than **5:00pm on Friday, October 23rd, 2026**.

5. The HRC will award funding for projects at the meeting scheduled for **November 3rd, 2026 at 6PM in Council Chambers** (201 S. Main St. Graham, NC 27215). While not required, the HRC highly encourages applicants to attend this meeting in order to answer any questions the Commission may have with regard to the project proposal.

6. All applicants will be notified by Friday, **November 6th, 2026** whether or not their project was awarded funds and if successful the maximum amount that will be reimbursed.

7. After approval, the **applicant has until May 1, 2027 to complete the project**. Applicants will receive reimbursement once the project is completed, it has been inspected and approved by the City's Inspections and Planning Departments, and paid receipts have been received.

For more information or questions, contact Jonathan Buckley at jbuckley@cityofgraham.com or (336) 570-6705.

2026-2027 Façade Grant - Application

Property Information	Applicant Information
Street Address: 20 NE Court Square	Name: Edward Jones
Tax Parcel ID#: 145876	Phone Number: [redacted]
Owner's Name: Court Sq Dev Group	Email: [redacted]
Use of Building: Office	Relationship to Property *(check one)*:
Business Name *(if applicable)*: Edward Jones Investments	Property Owner ☐ Tenant/Business Owner ☑
Based on the Historic Inventory Map the property is considered: Pivotal ☑ Contributing ☐ Fill ☐ Intrusive ☐	

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

Recover existing Awning

Total Estimated Cost *(lowest bid quote)*: $ 2,722.13 *Attach at least two itemized cost estimates for proposed work.*

Checklist for a Complete Application

☑ I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.

☑ I have met with the City Building Inspector. My project [does ☐ / does not ☐] require a building permit.

☑ I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old ☐)

☑ I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

☑ The owner's written and signed permission is attached, if applicant is not owner. (Not applicable ☐)

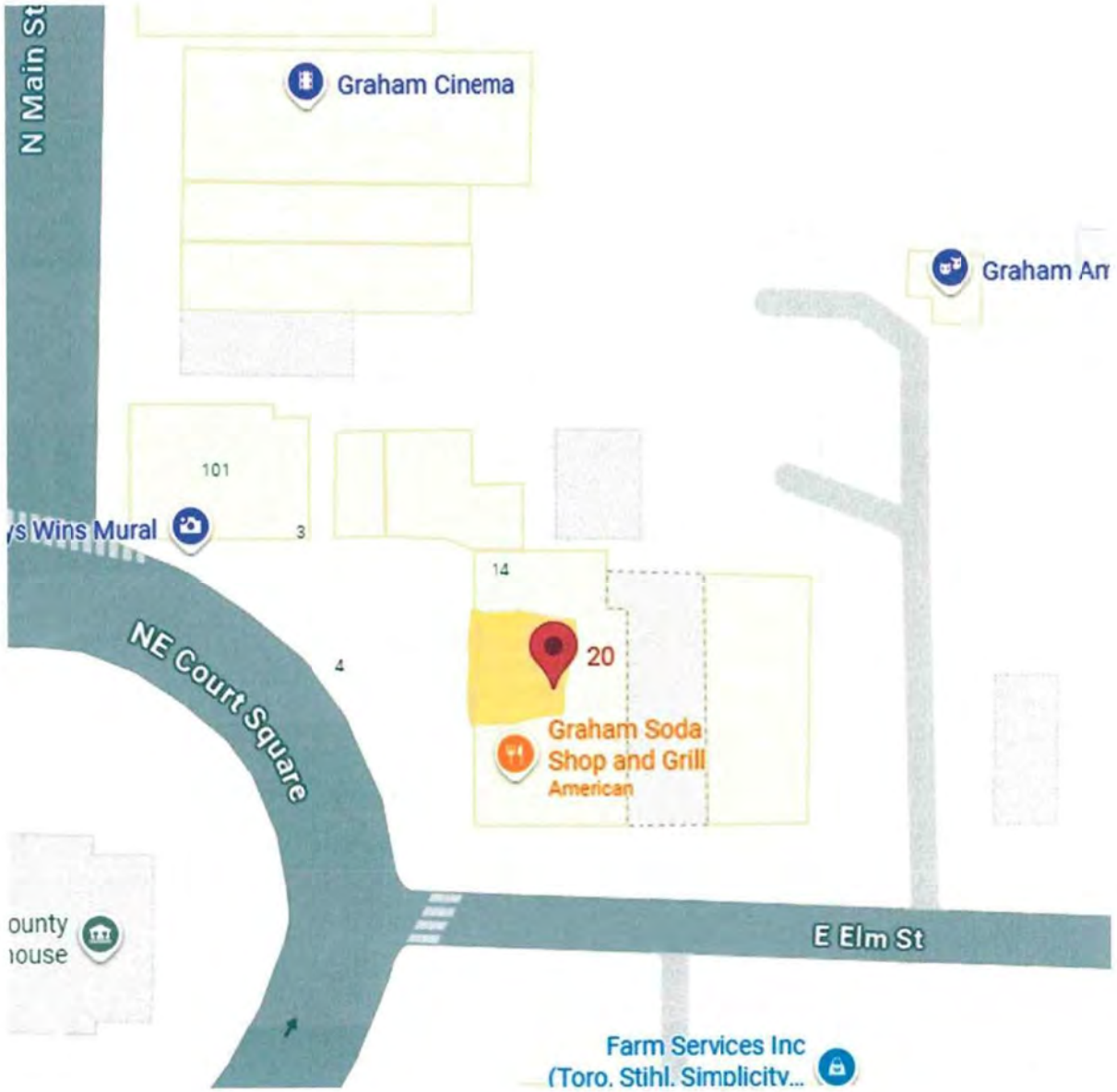
☑ An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.

☑ At least two itemized project cost estimates are attached.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. **I understand** that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2027.

Esther M [signature] 10-22-26

Applicant Signature **Date**


N Main St
Graham Cinema
Graham Arr
101
3
ys Wins Mural
14
20
4
NE Court Square
Graham Soda
Shop and Grill
American
ounty
ouse
E Elm St
Farm Services Inc
(Toro, Stihl, Simplicity...


18


Edward Jones
Edward Jones

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: 20 NE Court Sq. Graham

Property Owner: Court Sq. Development Group

Project

General description of each modification or improvement:

Install new awning - Recover with Same color, Same design as existing Awning

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: Edward Jones

☐ Property Owner ☒ Lessee Other

Mailing Address: [redacted]

City, State, Zip: [redacted]

Phone # [redacted]

Email: [redacted]

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: 10/22/26

Signature of Owner, when applicable — Date: 10/13/26

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: Esther Florence

Relationship to Applicant: self

Phone # [redacted]

Email: [redacted]

FOR OFFICE USE ONLY	
Received by: JB	Remarks:
Received date: 10/22/26	- Approved as a minor COA
Tax Map # 145876	
HRC date: N/A	

Burlington Awning LLC

Bryan Foushee
2421 John Thompson Rd
Graham NC 27253
[redacted]

ESTIMATE
EST0638

DATE
Oct 20, 2026

TOTAL
USD $3,525.00

TO

Edward Jones

Esther Florence
20 NE Court Square
Graham NC 27253
[redacted]

DESCRIPTION	RATE	QTY	AMOUNT
Recover (2) Traditional Awnings Fabric: Sunbrella Captain Navy Exceed FR canvas Dims: 15'-6" wide x 42" projection x 48" drop 16'-4" wide x 42" projection x 48" drop Wrap and shoot frames Remove , recover and reinstall Fabric meets California Title 19 fire code for commercial applications	$3,525.00	1	$3,525.00

TOTAL **USD $3,525.00**

50% deposit with order
No permit or engineering fees included in quote (if required)

Quote



Shady Deals Awnings & More LLC
413 Collinwood Drive Burlington NC 27215
Terence Gentry [redacted]

Date: 10/19/2026
Quote No.: 10585
Salesperson: Shady Deal Awnings

Bill To:
Edward Jones
20 NE Court Square
Graham NC 27253

Ship To:
20 NE Court Square
Graham NC 27253

Qty	Item	Description	Unit Price	Total
2	Recover	Recover 2 existing awnings Sumbrella Marine 4678-0000	$1,050.00	$2,100.00
1	Fire Resistant Fabric	Send Sunbrella fabric to be fire retardant coating includes shipping	$450.00	$450.00

Subtotal	$2,550.00
Alamance County	$172.13
Total	**$2,722.13**

Sunbrella Fabric Marine Blue 4678-0000
~~[redacted] Sunbrella warranty~~

Please contact us for more information about payment options.

Thank you for your business.

2026-2027 Façade Grant - Application

Property Information		Applicant Information	
Street Address:	16 NE Ct Sq. Graham NC	Name:	Bryan Heck
Tax Parcel ID#:	145877	Phone Number:	[redacted]
Owner's Name:	Court Sq Development Group	Email:	[redacted]
Use of Building:	commercial retail	Relationship to Property *(check one)*:	
Business Name *(if applicable)*:	Aw Heck Bagels	Property Owner ☐	Tenant/Business Owner ☒

Based on the Historic Inventory Map the property is considered: Pivotal ☒ Contributing ☐ Fill ☐ Intrusive ☐

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

New signage

Total Estimated Cost *(lowest bid quote)*: $ 4343.02 *Attach at least two itemized cost estimates for proposed work.*

Checklist for a Complete Application

☒ I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.

☒ I have met with the City Building Inspector. My project [does ☐ / does not ☒] require a building permit. Does require sign permit

☒ I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old ☐)

☒ I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

☒ The owner's written and signed permission is attached, if applicant is not owner. (Not applicable ☐)

☒ An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.

☒ At least two itemized project cost estimates are attached.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. **I understand** that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2027.

[signature] 10/23/26

Applicant Signature **Date**

[redacted]

Custom signage for New bagel shop

[redacted] Mon, Oct 19, 2026 at 11:29 AM

Hey Bryan & Wen

Please find the concept attached to this email. The three-layer sign design works very well for this project.

I was unsure if the arm on the building was already in place, so I went ahead and quoted it as a separate line item.

Quote Breakdown:

- 36" × 32" Double-Sided Aluminum Sign (White cutout faces, black center panel, powder coating, and artwork preparation): $2,100
- Custom Black Powder-Coated Steel Yard Arm & Mounting Hardware: $650

Total: $2,750

Installation is not included without putting eyes on the site and getting an idea of what's all involved as far as accessibility Id ball park $950

Please let me know if you have any questions or if you would like to proceed.

Best regards,



[Quoted text hidden]

--

Hunter Ray
Ray's Iron Design

[redacted]

Exhibit A

Quote Totals (plus taxes added):

1 - Fisher Graphics
$3900 (sign, hardware, install)
$293.56 (electrical for front light - EP Gates)
$283.07 (6.75% Tax)
Total: $4476.63

2 - EP Gates/Ray's Iron Design
$2100 (sign)
$1675 (install + yard arm)
$293.56 (electrical for front light)
$264.47 (6.75% Tax)
Total: $4343.02

E. P. Gates Construction & Realty, LLC
7 SE Court Sq Suite 100
Graham, NC 27253

Estimate

Date	Estimate No.
10/23/2026	444

AW HECK BAGELS
16 NE COURT SQ
GRAHAM, NC 27253

		Project	
Description	**Qty**	**Rate**	**Total**
IRON SIGN 36X32	1	2,100.00	2,100.00T
INTALLATION OF YARD ARM	1	1,675.00	1,675.00T
INSTALLATION OF ELECTRICAL FRONT LIGHT	1	293.56	293.56T
Sales Tax		6.75%	274.63
		Total	$4,343.19

[redacted]

Quote for outdoor sign

[redacted] Mon, Oct 19, 2026 at 11:38 AM

Bryan,
Yes we produce sandblasted signs - all in shop.
We blast cedar, which gives a woodgrain finish to the background, or Hi-Density-Urethane (HDU) which gives a heavy sand/stucco like finish(texture). For a hanging sign eye hooks can be inserted directly into the wood panel. For HDU, an additional wood frame is necessary for the hooks.
Price for a 30"h x 36"l double sided sandblasted cedar or HDU sign is $3000.00.
The additional wood frame is $300.00
Metal bracket (estimate) is appx $250.00
Metal bracket installation = $350.00
Installation: on existing bracket = $250.00.
Plus NC Sales tax on Total.
If you are unfamiliar with sandblasted signs and want to see samples, stop by my shop/showroom, but please make an appointment.
Thanks,
Mitch Fisher

[Quoted text hidden]

E. P. Gates Construction & Realty, LLC
7 SE Court Sq Suite 100
Graham, NC 27253

Estimate

Date	Estimate No.
10/23/2026	443

AWE HECK BAGELS
16 NE COURT SQ
GRAHAM, NC 27253

		Project	
Description	**Qty**	**Rate**	**Total**
INSTALLATION OF ELECTRICAL FISHER GRAPHICS SIGN	1	293.56	293.56T
Sales Tax		6.75%	19.82
		Total	$313.38

Exhibit B

Location and current photos:
16 NE Court Square

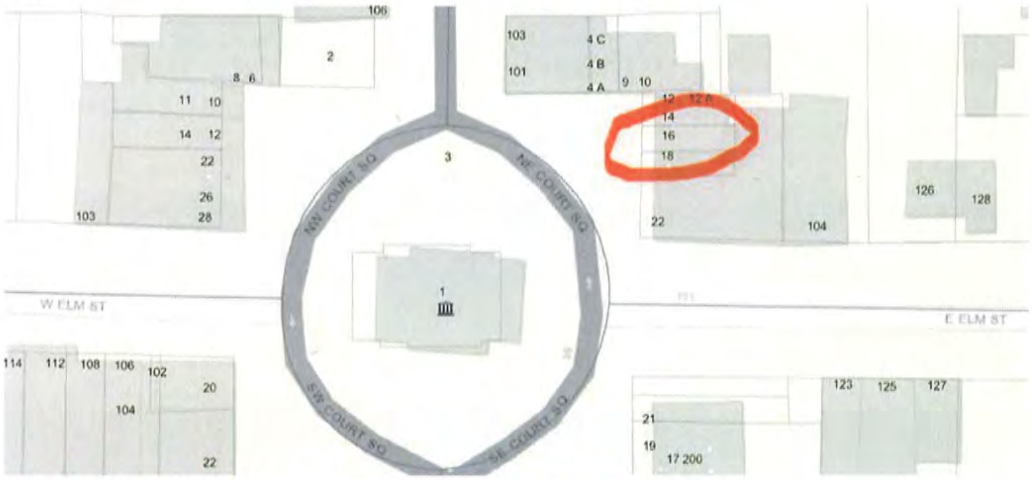






Exhibit C

Projecting sign from previous tenant (Burney's) to demonstrate location/existing power for front lights



Exhibit D

Sign Concept from Ray's Iron Design

- Three-layer powder coated aluminum sign with double sided white laser-cut faces and a black center panel.
- Total size of image/sign area = 8 square ft (36"Wx32"H).
- Projecting sign to be installed on a yard-arm w/ front lighting



Exhibit E

Mock up photos of storefront with sign concept





Exhibit F

Additional concept drawing

1 Storefront (street side)
Concept drawing



2 Side View
Looking along sidewalk)

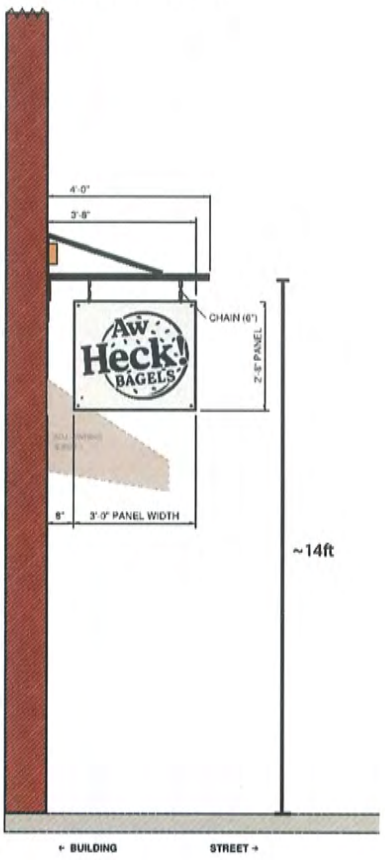
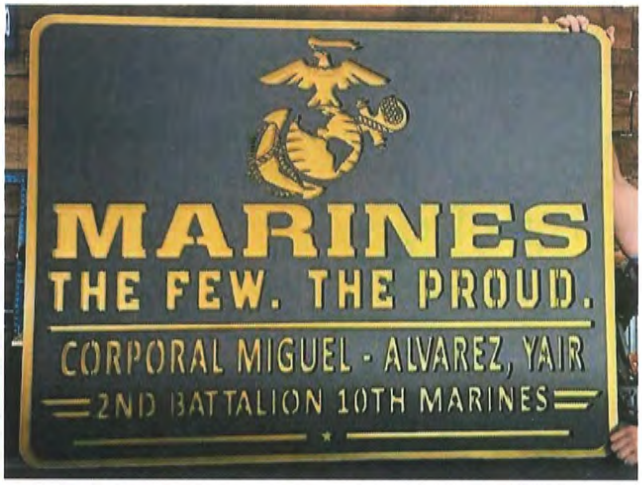


Exhibit G

Example works from Ray's Iron Design







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: AW HECK BAGELS

Street Address: 16 NE COURT SQUARE, GRAHAM NC

Property Owner: COURT SQUARE DEVELOPMENT GROUP

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: BRYAN HECK

☐ Property Owner ■ Business Owner ☐ Contractor
Other _____

Mailing Address: 1310 MACE ROAD

City, State, Zip: MEBANE, NC, 27302

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.

Digitally signed by Bryan Heck
Date: 2026.10.26 11:12:13 -04'00' 10/26/26

Signature of Applicant Date

FOR OFFICE USE ONLY	
Approved by: JB	Remarks: -Approved
Approved date: 10/26/26	
MBL# 145877	
GPIN: 8884148458	
City Limits / ETJ Flood	
Fee $ 60	DEVID#

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	Projecting	8	$4500	☑
2			$	☐
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: EP Gates Construction

Phone # (336) 229-4225

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

Electrical Contractor Name: EP Gates

Lic. # U.04120 Phone # (336) 229-4225

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

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: 16 NE Ct Sq. Graham NC

Property Owner: Court Sq Dev Group

Project

General description of each modification or improvement:

Install new signage

8 sq ft projecting sign w/ yard arm & front lighting

If a site plan is required, has it been submitted? ☐ Yes ☐ No N/A

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: Bryan Heck

☐ Property Owner ☒ Lessee Other

Mailing Address: 1310 Mace Rd

City, State, Zip: Mebane, NC 27302

Phone # [redacted]

Email: [redacted]

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: 10/23/26

Signature of Owner, when applicable — Date: 10/16/26

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: Bryan Heck

Relationship to Applicant: same

Phone # [redacted]

Email: [redacted]

FOR OFFICE USE ONLY	
Received by: JB	Remarks: -Approved as minor work.
Received date: 10/26/26	
Tax Map # 145877	
HRC date: N/A	

2026-2027 Façade Grant - Application

Property Information	Applicant Information
Street Address: 38 SW Court Square/105 S. Main St.	Name: Frederick J. Sternberg
Tax Parcel ID#:	Phone Number: [redacted]
Owner's Name: Frederick J. Sternberg	Email: [redacted]
Use of Building: Commercial Law Office	Relationship to Property *(check one)*:
Business Name *(if applicable)*:	Property Owner [X] Tenant/Business Owner [ ]
Based on the Historic Inventory Map the property is considered: Pivotal [X] Contributing [ ] Fill [ ] Intrusive [ ]	

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

1. Removal of old roof & replace with GAF "Timberline NS Natural Shadow Shingles-Weathered Wood" to match the existing roof (See sample)

2. Removal of old gutters & downspouts & replace with 6 inch clay/bronze gutters & downspouts (See attachments)

Total Estimated Cost *(lowest bid quote)*: $ 9,900.00 *Attach at least two itemized cost estimates for proposed work.*

Checklist for a Complete Application

[X] I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.

[X] I have met with the City Building Inspector. My project [does [ ] / does not [ ]] require a building permit.

[X] I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old [ ])

[X] I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

[ ] The owner's written and signed permission is attached, if applicant is not owner. (Not applicable [ ])

[X] An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.

[X] At least two itemized project cost estimates are attached.

I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. **I understand** that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2027.

10/15/2026

Applicant Signature **Date**

FREDERICK J. STERNBERG COMMERCIAL BUILDING
38 SW Court Square/105 S. Main Street
Graham, NC 27253

ADDENDUM TO APPLICATIONS FOR
APPROPRIATENESS & FAÇADE GRANT

Attached to the Applications are the following documents and information:

1. The photograph of the Commercial Building including its roof & gutters Located at 38 SW Court Square/105 S. Main Street, Graham, NC 27253

2. The Google Maps of the location of the aforesaid commercial building On Court Square, Graham, NC 27253.

3. The Satellite/Aerial View of the location of the aforesaid commercial building On Court Square, Graham, NC 27253.

4. The estimate prepared by Hammer Time Roofing for the removal of the old roof and replacement of a new roof on the commercial building in the amount of $8,950.00 and the removal and replacement of new gutters on the commercial Building in the amount of $950.00, totaling $9.900.00.

6. The second estimate by J J Construction Solutions for the removal of the old roof and replacement of a new roof on the commercial building and the removal and replacement of new gutters on the commercial building in the amount of $12,500.00.

7. The sample of the "GAF Timberline NS Natural Shadow Shingles-Weathered Wood", which matches the existing roof on the commercial building.

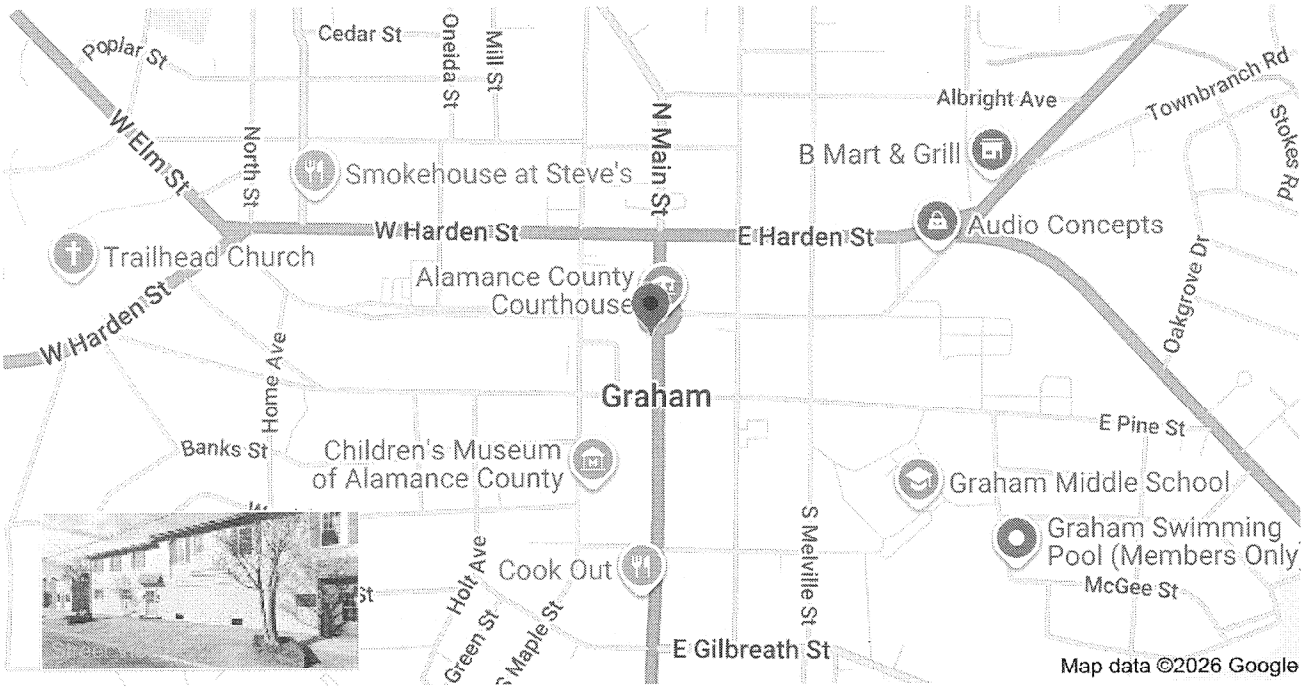
8. Literature of the samples of the clay/bronze gutters/downspouts to be installed on the commercial building from The Home Depot.

9. AI research concerning the appropriate colors to be utilized in connection with the installation of shingles and gutters and downspouts on historic commercial buildings in North Carolina and at Williamsburg and Old Salem.


REDERICK J. ST NBERG, P.A.
TORNEY & COUN LOR AT LAW

38 SW Court Square, Graham, NC 27253

AI Mode | All | Maps | Images | Forums | Shopping | News | More | Tools



38 SW Court Square

Graham, NC 27253

Share

fredsternberglaw.com

https://fredsternberglaw.com › contact

Contact - Frederick J. Sternberg P.A.

[redacted]

MapQuest

https://www.mapquest.com › ... › Graham

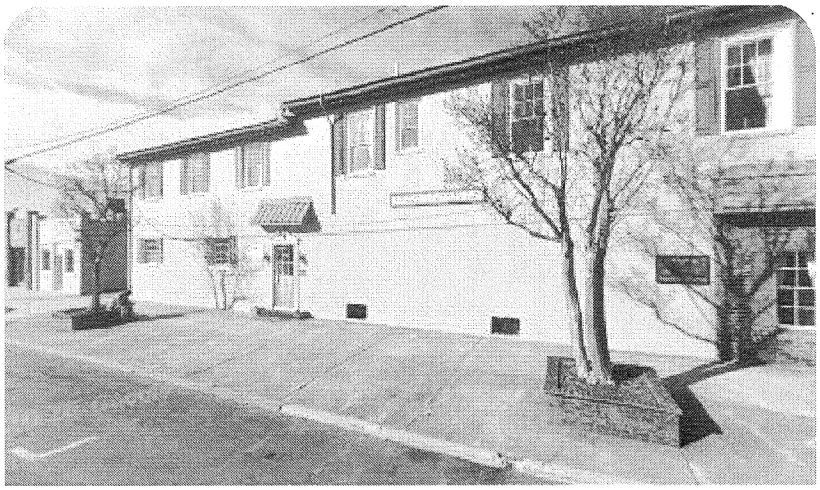
Sternberg, Frederick Aty, 38 SW Court Sq, Graham, NC ...

The Law Firm of Frederick J. Sternberg, P.A. **is located in Graham, North Carolina**, specializing in divorce and family law. Services offered include separation ... Read more

38 SW Court Square



Imagery ©2026 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2026 Google 200 ft



38 SW Court Square

Directions Save Nearby Send to phone Share

38 SW Court Square, Graham, NC 27253

Photos

HAMMER TIME ROOFING Est. 2014

You Deserve a Hand Nailed Roof

Estimate

Name: Frederick Sternberg
Address: 38 Sw Court Square
Graham, NC 27253
Phone # 336.684.6663

---

1. Remove old roof and haul away and replace with Certainteed Landmark shingles
2. Install synthetic underlayment
3. Install dedicated starter shingles
4. Install TPO in small valley
5. Install new counter flashing on walls
6. Install new vent pipe collars
7. Remove and haul away old gutters on back of building and replace with 6 in bronze gutters and downspouts
8. Lifetime warranty on work

Roof $ 8,950.00
Gutters $950.00

Total $9,900.00

Acceptance of Estimate Yes

Date 10/16/2026

5710-K Gate City Blvd. #235 Greensboro, NC 27407. (336) 847-9528. hammertimeroofing@gmail.com

The Estimate provided herein for the re-roofing and gutter & downspout installationn on the commercial building located at 38 SW Court Square/105 S. Main Street, Graham, NC 27253 with GAF "Timberline NS Natural Shadow Shingles-Weathered Wood" and c/ay/bronze gutters & downspouts is approved and accepted herein.

JJ Construction Solutions

311 W Montcastle Dr
Greensboro, NC 27406
336-509-6449

1. Tear off old roof and install Certainteed Landmark shingles
2. Install new synthetic underlayment
3. Replace vent pipe collars
4. Install EPDM for valley
5. Put new metal flashing on walls
6. Install new gutter and downspouts on back of building

Total $12,500.00

Accepted _____ Date _____

dotloop signature verification: dtlp.us/cmSZ-QT8A-ev1W

2026-2027 Façade Grant - Application

Property Information	Applicant Information
Street Address: 14 NW Court Square, Graham	Name: Maria Clapp
Tax Parcel ID#: 145833	Phone Number: [redacted]
Owner's Name: Charles Thompson	Email: [redacted]
Use of Building: Office/Retail	Relationship to Property *(check one)*:
Business Name *(if applicable)*: Wise Owl Investments	Property Owner ☐ Tenant/Business Owner ☑
Based on the Historic Inventory Map the property is considered: Pivotal ☐ Contributing ☐ Fill ☐ Intrusive ☐	

Description of Proposed Façade Renovation

Write a succinct description below and attach 1) an existing photo of the building and 2) a drawing, sketch or picture of the proposed renovations, specifically identifying changes and paint color for each detail of the building. Please also attach a completed Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

Total Estimated Cost *(lowest bid quote)*: $ $5947.06 *Attach at least two itemized cost estimates for proposed work.*

Checklist for a Complete Application

☐ I have read the City of Graham Façade Grant Program Overview and fully understand the agreement.

☑ I have met with the City Building Inspector. My project [does ☑ / does not ☐] require a building permit.

☑ I have complied with the HRC Design Guidelines which are based on the Secretary of the Interior's Standards for rehabilitation. (Building is not over 30 years old ☐)

☐ I have completed a Certificate of Appropriateness (COA) Application which is sufficiently detailed for the Commission to evaluate the proposal.

☐ The owner's written and signed permission is attached, if applicant is not owner. (Not applicable ☐)

☐ An existing picture of the building and a drawing, sketch and/or picture of the proposed renovation are attached.

☐ At least two itemized project cost estimates are attached.

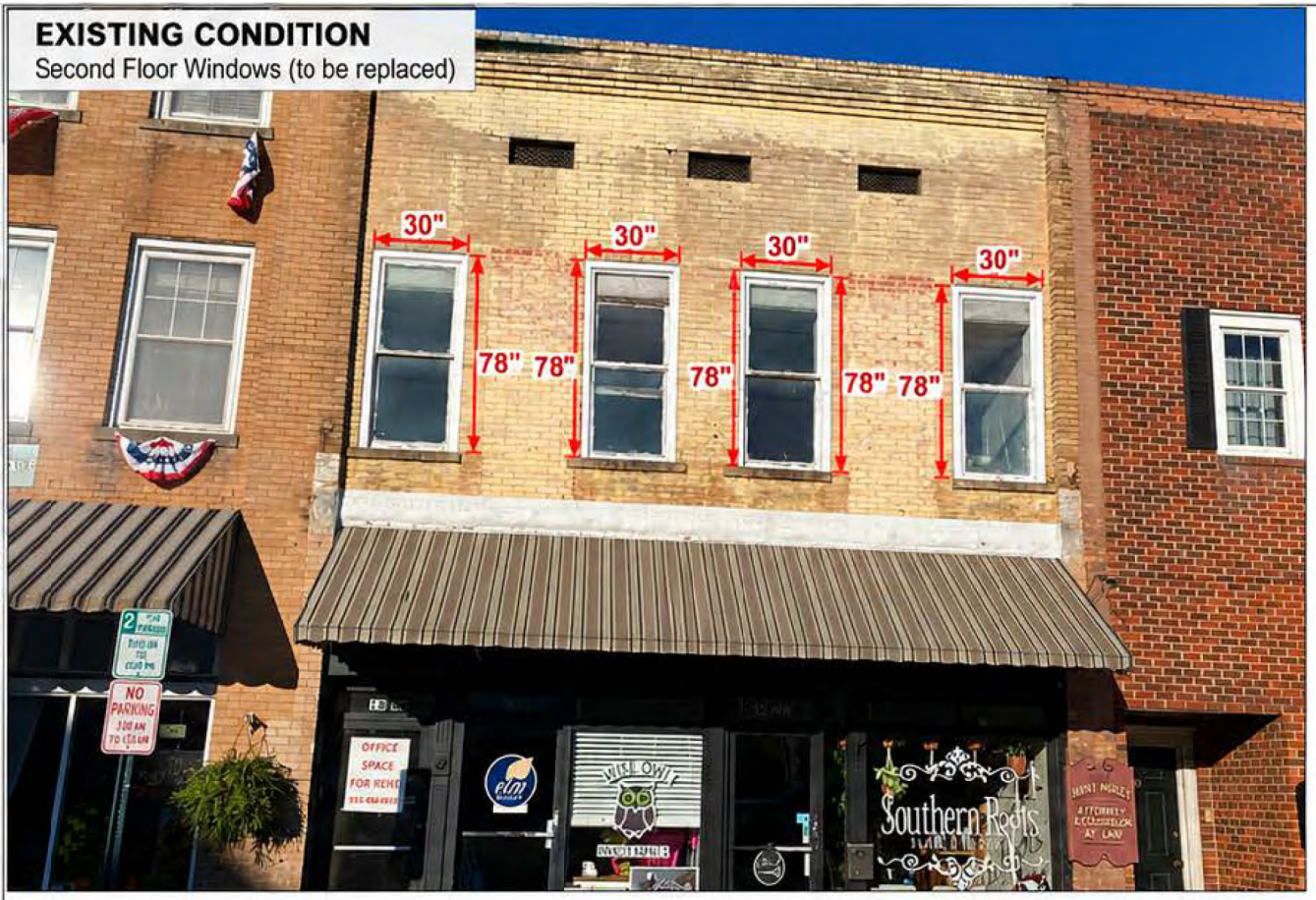
I understand that the City of Graham Façade Grant Program must be used in the manner described in this application, and the application must be approved by the Graham Historic Resources Commission prior to commencement of any project. **I understand** that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand it is the applicant's responsibility to meet deadlines and request reimbursement on or before May 1, 2027.

Maria Clapp dotloop verified 10/21/26 2:46 PM EDT JQXR-RERC-SSOH-HYPI

Applicant Signature **Date**

EXISTING CONDITION

Second Floor Windows (to be replaced)



PROPOSED WORK DESCRIPTION

Replace four (4) existing second floor windows with new 30 inch wide by 78 inch high vinyl replacement windows. Install new windows in existing openings using full-frame or insert replacement units with proper flashing, insulation, and interior/exterior trim. Match existing exterior appearance with white vinyl frames. Restore exterior masonry/brick trim as required for a clean, weather-tight finish.

WINDOW SPECIFICATIONS



30" W x 78" H Vinyl Replacement Window

- Style: Double-hung, single unit (approx. 30" x 78" overall frame size)
- Frame Material: Vinyl (white)
- Glass: Insulated Low-E, Argon-filled (double pane)
- Grilles: None (clear glass to match existing)
- Screen: Full screen, matching frame
- U-Factor: ≤ 0.30 (Energy efficient)
- SHGC: ≤ 0.30
- Manufacturer: Andersen 100 Series, Pella 250 Series, or equal
- Quantity: 4 windows

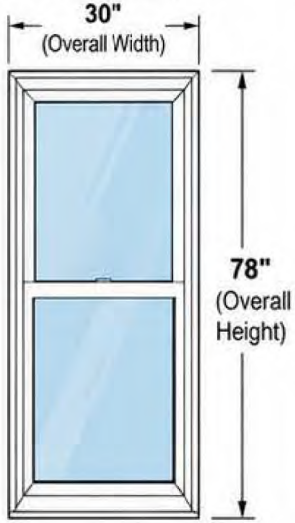
PROPOSED ELEVATION

Second Floor – New 30" x 78" Vinyl Replacement Windows



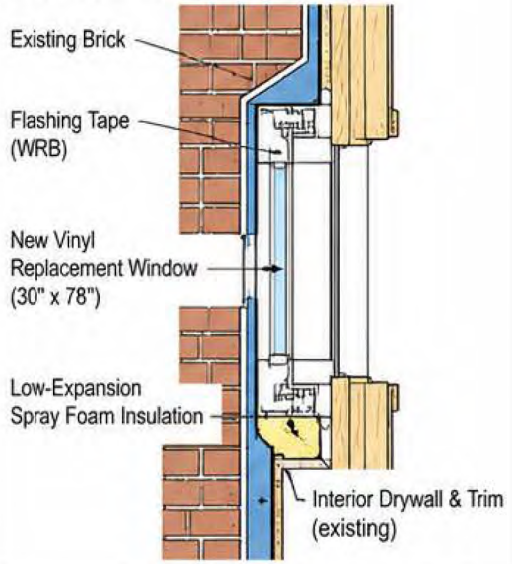
WINDOW DIMENSIONS

Front View (Exterior)



TYPICAL INSTALLATION DETAIL

Vertical Section (through jamb)



NOTES

1. Verify field dimensions prior to ordering windows.
2. Remove existing windows, sashes, and associated trim/backer as required.
3. Install new 30" x 78" vinyl replacement windows with proper flashing and sealing per manufacturer instructions.
4. Insulate around frames with low-expansion spray foam.
5. Reinstall or restore exterior brick/mortar as needed for a clean finish.
6. Install interior trim to match existing.
7. Dispose of all debris and protect building during work.
8. Final windows to be white vinyl, double-hung, insulated Low-E glass, with screens.

I, Charles Thompson, owner of the building located at 12 NW Court Square, Graham NC 27253 do give Maria Clapp, tenant at 11 NW Court Square permission to apply for the city of Graham façade grant.

With this permission, tenant may obtain estimates, apply for the grant and attend any meetings pertaining to the application process on my behalf.

Sincerely,

Charles Thompson

Date 10/19/24

Southern Exposure USA, Inc.
P.O. Box 913
Burlington, N.C. 27216-0913

Ph# 336.516.0974
Dale T. Simpson
North Carolina General Contractor License # 50423
North Carolina Home Inspection License # 2147

Proposal # 100825

Name: Charles C. Thompson III
Address:

Telephone Number:
Ordered by:
Property Address: 12 Court Square
Graham, N.C. 27253
Year Built/Structure Age*: N/A *: Sq. ft
Date of proposal: 10-19-2026

Proposal: **This quote is for removing existing wood windows located on the second floor front of building. Description is listed below.**

1) Remove existing wood windows, repair wood rough opening and window stop so the new double hung windows will fit properly. (Window specifications are attached to this proposal)
2) Wrap outside window trim with solid white aluminum coil stock/trim coil and apply approved exterior caulking along the trim coil and brick veneer.
3) Install interior wood window stop and trim.
4) Caulk, prime and paint interior window trim.
5) Haul off all trash and debris.

4 - 30"W x 78" H Double hung white windows.	**$1,559.08**
Materials to repair rough opening to 4 windows, trim coil, caulk, primer and paint.	**$387.98**
Labor and equipment	**$4,000.00**
Total amount	**$5,947.06**

*Year built and square footage as provided by client or client representative

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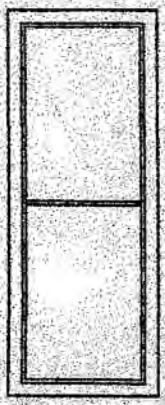
Acceptance of proposal
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorizing the work as listed above by signing this contract.

Charles C. Thompson III

Contractor Southern Exposure USA, Inc.
Dale T. Simpson

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*Year built and square footage as provided by client or client representative

Line	Qty.	Description	Size (W x H)
1	4	Repl perfeXion Bronze Double Hung - White - Clear - Standard Low-E/Argon - E Full Screen - Standard Mesh - 2 Locks (White) - Night Latch - Glass Breakage Warranty (Opening Size: 30 1/4 W x 78 1/4 H) - DP25: Size Tested 48" x 78" - U Factor: 0.31, SHGC: 0.28 	30" x 78" ES
Sub			

Leap Windows, Doors & More
Home Office
1134 E. Webb Ave.
Burlington, North Carolina 27217
Phone: Triad: (336)742-5327 | Triangle: (919)822-5327

Date	Proposal
10/20/2026	3134691

Project Guide

Tony Pacheco
[redacted]

Customer Proposal

Charlie Thompson
14 NW Court Square
Graham, North Carolina 27253
[redacted]

Sunrise Window Systems

Product		Description	Quantity	Unit
Windows Sunrise Single Hung White Interior Standard Color Exterior 61-70 UI		Openings: Entryway Above Door: 1-4, 1-3, 1-2, 1-1 (30.0x40.0) Includes Cardinal 366 Glass System- 98% Argon Fill, Truth Hardware, Triple Seal Air Guard, Caldwell Balances, Poly- Filled Frame, Half Screen	4	ea

Labor & Specialty Work

Product	Description	Quantity	Unit
Windows: Tear Out	Leap will professionally remove existing windows	4	ea
Windows: Installation	Leap will professionally install your new windows to the manufacturer's specifications using proper sealants	4	ea
Windows: Disposal	Leap will haul away & dispose of your old windows	4	ea
Exterior: Custom Specialty Labor	Specialty labor- this project includes premium No Mar cladding, nailing fin, siding channel, weather tape and accessories as required based on application. Specialty labor covers nail fin cut out charges, sill liners/ pan and exterior composite/ pvc stop trim based on application. In the event of existing brittle or damaged siding Leap will notify customer. Any damaged siding may be sourced by Leap and will be charged at cost plus 10%	4	ea
Exterior: Specialty labor- this project includes any ladder jacks/ reverse ladder walk boards required due to the projection of the awning.	Specialty labor- this project includes specialty standoffs/ walkboards to navigate over the awning for 2nd floor install	1	ea
Leap will provide new stools, sills and flat casing for four windows (all in white) Leap will also apply black coil to exterior facing soffits	Leap will provide new, stools, sills and flat casing for four windows (all in white) Leap will also apply black coil to exterior facing soffit.	4	ea

Leap Advantage

Product	Description	Quantity	Unit

Sunrise Warranties Sunrise Windows & Doors Warranty		LIFETIME NON-PRORATED TRANSFERABLE WARRANTY *See attachment for details	1	ea
Craftsmanship Warranty		LEAP LIFETIME CRAFTSMANSHIP WARRANTY *See attachment for details	1	ea
Worry Free Rotten Wood Replacement			1	ea
Best Price Guarantee			1	ea

12 Month Price Guarantee	$11,700.44
Free install	-$1,282.00
Free specialty labor	-$882.00
Customer appreciation	-$936.00
Subtotal Before Taxes	$8,600.44
Sales Tax(6.75%)	$580.53
Total	$9,180.97
Deposit (20%)	$1,836.19
Due Upon Project Completion (Paid By Cash/Check/ACH) (80%)	$7,344.78

Sales tax will be added to final invoice if NOT included above.