

Minutes of the January 5, 2020 Historic Resource Commission

The Zoom meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Elaine Murrin, Cary Worthy, William Copeland, Karen Chin, Grace Baldwin. Commissioner Stephen West was absent. Melody Wiggins Council Liaison, Debbie Jolly Zoning & Inspection Technician and Nathan Page, Planning Director were also present.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approve minutes of the November 16th, 2020 meeting. Elaine Murrin made a motion to approve and Karen Chin seconded. All voted aye.

COA 2008- Alcoa Theater-Chuck Talley withdrew application.

COA 2010- Confederate Monument Fencing, Alamance County- Applicant requested continuation. Elaine Murrin made a motion for continuation on COA 2010. Karen Chin seconded. All voted Aye.

COA 2016- 127 West Harden Street- Nathan presented the Staff Report. Tony Ivan Neal Wood, applicant.

Mr. Wood gave an overview of the project and explained the site plan that was submitted. They would like to update the front of the building new windows and doors. Building has already been painted. Picture shared is before and after. Outside area will be outdoor seating with wrought iron fencing. Neal Wood added this will improve the aesthetics of the property. Public hearing was closed.

The commission ask Mr. Wood several question the buildings. The commission had a brief discussion.

Karen Chin made a motion based upon the evidence presented in this application and in this public meeting the proposed changes are compatible with the character of the district, and to approve the application for the property located at 127 West. Harden St. approve for COA 2016 as submitted because it does meet the following criteria. Seconded by Elaine Murrin. All voted Aye.

COA 2017 Trollinger Teardown, – Mr. Page gave an overview of the project.

Michael Holt presented his project stated he would like to demo the house so the property could be used as a parking lot for his business right beside this house. The commission had questions about the historic resources from the house being donated to the museum.

Mr. Worthy closed the public hearing.

The commission had a brief discussion among the board and staff. Elaine Murrin made a motion based on the evidence presented in this application at this public meeting that the commission find that the proposed project be approved, with the opportunity for Preservation Burlington and the Graham Historical Museum to tour the home and remove any items they deem worthy within 60 days.

Seconded by Karen Chin. All voted Aye.

City Council Updates – Council member, Melody Wiggins Thanked the board for all their hard work on this board. The City council approve the redirection of the Façade Grant money to be used for the architectural inventory. Approved an ordinance for downtown parking permit and can park there all the time with the permit. Nathan can give you a list. A brand new street and parade ordinance was updated in December.

Additional items – Nathan Page- Chuck Talley stated that he withdrew COA 2008 due to a lack of time to get the requested information together, but that he appreciated the HRC's time and diligence.

Meeting adjourned – Elaine Murrin made the motion to adjourn with Karen Chin's second. All voted aye.

Next meeting

Minutes respectfully submitted,

Debbie Jolly

Minutes of the February 2, 2021 Historic Resource Commission

The Zoom meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Elaine Murrin, Cary Worthy, William Copeland, Karen Chin, Steven West and Matthew Haley. Commissioner Grace Baldwin was absent. Debbie Jolly Zoning & Inspection Technician and Nathan Page, Planning Director were also present.

Chair Worthy led the Pledge of Allegiance, and a moment of silence. Cary Worth welcomed Matthew Haley to the commission.

Approval of the January 5th, 2021 meeting minutes. William Copeland made a motion to approve and Elaine Murrin seconded. All voted aye.

COA 2010- Confederate Monument Fencing, Alamance County. - Mr. Page presented the staff report to the commission. Clyde Albright gave a presentation of this project to erect an iron fence around the Confederate Monument. The commission asked several questions about the fence concerning the height, material and where it would be placed around the statue. Mr. Worthy closed the public hearing. The commission had a brief discussion. Stephen West made a motion to approve COA 2010 The fence must be no more than 8 feet in height. The spacing between fence pickets be no less than 4 inches. Post caps must resemble the point of obelisks, with another design for the finials between supports. The fence pickets must be vertical, not curved inward nor outward. Based upon staff's recommendation that they are not a traffic safety feature, the granite and chain around the monument shall be removed. Seconded by William Copeland. All voted Aye.

COA 2101- Moser Teardown, Chuck Talley and Paul Crotts- Nathan presented the Staff Report. Chuck Talley presented this project to the commission. The board had a brief discussion about the project. Mr. Copland made a motion to approve the application for COA 2101 for the property located at 21 SW Court Square as submitted because it does meet the following criteria: The proposed change does meet the Historic Resources Design Guidelines Standards, F.1.1, F.1.2, F.1.3, F.1.4. Therefore, the proposed changes are with the character of the district. Seconded by Elaine Murrin. All voted Aye.

City Council Updates – Council member, Melody Wiggins was absent – Parade information The attorney is still reviewing and it may be ready after the next City council meeting. The board was thanked for all their hard work.

Meeting adjourned – William Copeland made the motion at 6:55 PM to adjourn with Stephen West second. All voted aye.

Minutes respectfully submitted,

Debbie Jolly

Minutes of the March 2, 2021 Historic Resources Commission

The Zoom meeting was called to order by Chair Worthy at 6:05 PM.

The following members were present: Cary Worthy, Grace Baldwin, Karen Chin, Steven West, and Matthew Haley. Elaine Murrin and William Copeland were absent. Nathan Page, Planning Director, Jane Williams, Planning Intern, and Melody Wiggins, Council Liaison were also present.

A motion was made to approve the minutes from February 2, 2021 was made by Karen Chin, seconded by Grace Baldwin, all voted aye.

Melody Wiggins gave the Council update and praised the actions as professionalism of the HRC. Wiggins updated the HRC regarding the City's lease of the alley at 200 N Main Street, under a shared leasing structure where the City did not spend any funds.

Nathan introduced Jane Williams, the new Planner with the City of Graham.

Chair Worthy requested all members watch the State Historic Preservation Office's training on the new 160D updates, which can be found here:

https://www.youtube.com/watch?v=8bmgYq6j4YU&list=PL0D3Ny2CaPzmP4GfScj_X80_I3NYk0Nba&index=7&pbjreload=101 .

Once the HRC members have finished watching the video, their questions should be sent on to Nathan to compile and he will submit them to the full HRC next month.

A motion was made to adjourn at 6:20PM by Matthew Haley, seconded by Karen Chin. All aye.

Motion to adjourn at 6:20 by MH, seconded by KC.

Minutes respectfully submitted by Nathan Page.

Minutes of the April 6th, 2021 Historic Resource Commission

The Zoom meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Elaine Murrin, Cary Worthy, William Copeland, Karen Chin, and Matthew Haley. Commissioner Steven West, William Copeland and Grace Baldwin were absent. Debbie Jolly Zoning & Inspection Technician and Nathan Page, Planning Director were also present.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the March 2, 2021 meeting minutes. Elaine Murrin made a motion to approve and Karen Chin seconded. All voted aye.

COA 2102- Brantley Building Steps and Patio Heaters Application by Chuck Talley - Mr. Page presented the staff report to the commission. Melody Wiggins stated the City Council approval for encroachments into the Public Right of Way is not made by HRC. Chuck Talley gave a presentation of this project to build the step and add the patio heaters he stated the engineer said this was the only way the steps could work with the building layout. Jennifer Talley, of 808 Sideview St- spoke on this project also. The commission asked several questions about the steps. Mr. Worthy closed the public hearing. The commission had a brief discussion. Matthew Haley stated "I have thoroughly researched the application and all other documents related to COA 2102 and I am familiar with the property in question. I find that if produced in accordance with the plans submitted, the proposed addition will be compatible with the charger of the mid-nineteenth century Courthouse Square Historic District. I move to Approve, with Condition of City Council approval for encroachments into the Public Right of Way, the application for COA 2102 for the property located at 21 SE Court Square, as submitted because it does meet the following criteria: D.1.1". Seconded by Karen Chin . Vote was 3-1 Elaine Murrin voted Nay.

Training video and discussion follow up:

- a. Does the HRC have a deadline to adopt an updated inventory? Yes, we do have a guideline to update ever 15 years. Last update was done in the 80's.
- b. In reference to 160D-102-947, Is there a list readily available to the public of minor/major COA application? Yes, there is a checklist in the back with minor and major COA's.

Cary asked about COA application being approved at staff level.

City Council Updates – Council member, Melody Wiggins – Parade and street event approved at the last City council meeting. Nathan sent the adopted language out to the HRC committee.

Additional Items- Cary ask were we stood with Inventory. SHIPO approved our draft language request for proposal. Cary Worthy made a motion for the 2021-2022 budget request for the HRC to go toward the inventory budget. Karen Chin seconded. All voted aye.

Meeting adjourned – Matthew Haley made the motion at 7:14 PM to adjourn with Karen Chin second. All voted aye.

Minutes respectfully submitted,

Debbie Jolly

Minutes of the July 6th, 2021 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Cary Worthy, Karen Chin, and Matthew Haley, Jerome Bias, Zipporah Clark Baldwin and Jeanette Beaudry. Absent was Bonnie Whitaker. Debbie Jolly Zoning & Inspection Technician, Nathan Page, Planning Director and Melody Wiggins City Council Liaison were also present.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the April 6th, 2021 meeting minutes. Karen Chin made a motion to approve and Matthew Haley seconded. All voted aye.

Welcome of the New Members- Jerome Bias, Zipporah Clark Baldwin, Bonnie Whitaker and Jeanette Beaudry. Each member gave an introduction about themselves.

Historic Inventory Update- Cox/McCain Consultants-Nathan introduced Emily Reed with Cox McCain. Emily went over the process of the Graham Architectural Survey and National Register Update. The background overview task and schedule will take place going forward. Documentation is out of date; additional buildings may contribute to the district. They will re-survey the Graham National Register of Historic Places(NRHP) Historic District. Access and prepare NRHP update. Reporting and coordinating with North Carolina State Historic Preservation Office. NRHP update and Public meeting would take place if update is needed. Commission had a few questions for Emily. Chairman Worthy thanked Emily for her presentation.

New Member Orientation and Q&A Nathan went into training with the commission.

City Council Updates – Council member, Melody Wiggins – City council approved the façade grants for this year. We are working on the Main Street Project if you would like to work on this project just let Mary Faucette know. Welcomed the new members.

Additional Items- Add Mary to next month meeting.

Meeting adjourned – 6:51 PM.

Minutes respectfully submitted,

Debbie Jolly

Minutes of the August 3rd, 2021 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin and Jeanette Beaudry. Absent was Bonnie Whitaker and Matthew Haley. Debbie Jolly Zoning & Inspection Technician, Nathan Page, Planning Director, Cameron West, Planner, Mary Faucette Downtown Coordinator, and Melody Wiggins City Council Liaison were also present.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the July 6TH, 2021 meeting minutes. Karen Chin made a motion to approve and Jeanette Beaudry seconded. All voted aye.

COA 2103- Nick's Building Renovations, application by Chuck and Jennifer Talley of Court Square Development Group. 102 S Main Street, GPIN 8884148129. Mr. Worthy read the 160D guidelines and ask if any had any conflict of interest, and Zipporah Clark Baldwin stated she was employed by the applicant. Karen Chin made a motion that Mrs. Clark-Baldwin be recused for this item. Jerome Bias seconded. All voted Aye. Chuck Talley, Jennifer Talley, and Nathan Page were sworn in. Nathan Page gave an history of the building and the staff report. Chuck Talley presented the project to the commission. The commission had numerous questions for Mr. Talley about the project concerning windows, doors, fencing, canopy and the balcony along with other. Jennifer Talley of 808 Sideview St. spoke on behave of this project. Karen Chin made the following motion:

I have thoroughly researched the application and all other documents related to COA 2103 and I am familiar with the property in question. I find that if produced in accordance with the plans submitted, the proposed addition will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve with conditions the application for COA 2103 for the property located at 102 S Main Street as submitted because it does meet the following criteria;

C.1.3, C.1.6, D.7.2, D.7.3, D.8.1, D.10.1, D.10.3, D.11.1, and D.11.2.

If the following changes are made to the proposal:

- New building will have 4 over 4 windows
- Nick's building will have 6 over 6 windows
- Wood doors on front, with steel doors on rear and sides
- Full-view glass "garage" doors
- Fence in rear to be not more than 6 feet in height, with a gate for food trucks
- Height of gate in front to not exceed 4 feet
- Balcony is 8 feet deep
- 42" railings on Western and Northern face for basement entrances with handrails
- Arched headers on the Western and Southern faces for doors and windows on the second story of the new building
- Canopy roof will be grey to match previously used materials
- Black roof for canopy on the Nick's building in standing seam metal

- 1.5” metal tubing for balcony on North side in white, vanilla, or tan, including classic white or other white
- Copper gutters approved in line with COA1825. Seconded by Jerome Bias. Vote was 3-1 Cary Worthy voted Nay.

City Council Updates – Council member, Melody Wiggins – Thanked the commission for their hard work. Training schedules have been sent out by Nathan. Please sign up ASAP. City council approved the façade grants for this year with \$15,000.00, applications are on the website and also have been mailed out to everyone in the district. Nathan introduced Cameron to the commission. Melody announced to the commission that Nathan is leaving the City as of the 13th to become The Town manager of Youngsville. Members thanked him for all his guidance and help and wished him well.

Additional Items- The 1st draft of the Architectural Inventory should be ready for the September meeting so it can be discussed. Mary Faucette spoke briefly about the Main Street Program stated I will have a full presentation next month we are scheduled to be accredited July 1st of next year. Jerome ask if anyone would be interested in a trip to Danville for a tour to see a renovation of older homes. Cary ask if it was ok for them to go, Nathan said yes minutes would have to be taken if a quorum of the board were to attend.

Zipporah Clark Baldwin stated she didn't work directly for Chuck Talley, she was in marketing and didn't handle anything for the construction projects. She requested staff look into when a member must recuse themselves from a meeting. Nathan stated he could set up a meeting with the City attorney or the school of government attorneys to make a recommendation. She also stated she had an affidavit about her retirement.

Karen Chin made a motion to adjourn. Jeanette seconded.

Meeting adjourned – 8:15 PM.

Minutes respectfully submitted,

Debbie Jolly

Minutes of the October 5, 2021 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, Bonnie Whitaker and Matthew Haley. Debbie Jolly Zoning & Inspection Technician, Justin Snyder, Planning Director, Mary Faucette Downtown Coordinator, and Melody Wiggins City Council Liaison were also present. Cary Worthy welcomed Bonnie Whitaker to the commission.

Chair Worthy led the Pledge of Allegiance, and a moment of silence. Cary Worthy welcomed Bonnie Whitaker to the commission. Cary Worthy ask to remember Grace Baldwin who passed away this weekend and we have her family in our prayers.

Approval of the August 3, 2021 meeting minutes. Jerome Bias made a motion to approve and Karen Chin seconded. All voted aye.

Old Business

Election Vice Chair

Karen Chin nominated Jeanette Beaudry. Zipporah Clark Baldwin nominated Jerome Bias. Chairman Worthy collected votes it was Jeanette Beaudry 4-3.

New Business

a. Certificate of Appropriateness Applications

COA -2107 – Applicant Michael Holt, (reapplying), is requesting to raze the property located at 140 East Elm Street (Trollinger Hotel). Michael Holt, Mary Faucette and Justin Snyder were sworn in. Mary Presented the staff report. Prior approval was granted, but it paused 180 days before completion. (Former) Trollinger Hotel at 140 East Elm Street Ca. 1850; Contributing Single story stuccoed brick structure that was part of the hotel built by John Trollinger in 1850. The renovated interior retains a pressed metal ceiling and a few plain Greek Revival surrounds and doors. Originally the hotel extended to the courthouse from the northeast corner of Elm and Marshall. Historian Dr. Durward Stokes believes the hotel was three stories originally named the “Orange Hotel;” it was subsequently renamed the “Union Hotel” and later the “Brick Hotel.” The hotel served visitors during their stay in Graham, including North Carolina Governor Zebulon Vance during his campaign of 1876. The more modern Vestal Hotel was built in 1904. Since then, this structure has been reduced to its present size and converted to a private residence. Applicant is requesting to raze this property. Prior approval was granted. Mr. Holt 4525 NC Hwy 62 Burlington, NC, presented his project. He stated he purchased this property and it is really run down. He came before the board in January, since then his golden retriever dog passed away in February in March his wife had a stroke and Mr. Holt had open-heart surgery in April. He was unable to make the dead line. He had already reached out to DH Griffin to do the Demo for this building. We want this to be a parking lot. He stated he had an engineered letter stating it not safe. He thanked the

commission for their time. Ms. Clark Baldwin ask why is he coming back before the board. Mr. Holt stated the 6 months had run out. Jeanette Beaudry ask when was the last time someone lived there? Mr. Holt stated he didn't know. Mr. Worthy moved to close the public hearing, Zipporah Clark Baldwin made a motion to close the public hearing. Jeanette Beaudry seconded. All voted Aye. Jeanette stated she knows it was approved earlier this year but she hated to see this building be torn down. Justin Snyder stated we would need detailed interior and exterior photos to give to state preservation and sixty days to remove any historical items. Jerome Bias ask after the building is torn down what is being built, Justin stated a parking lot and if anything was built in the future it has to come before the board. Mr. Bias stated this is one of the only stuccoed building we have left and it ends our boundaries. Justin read the engineer statement to the commission. Jerome stated the letter didn't state it was falling down and that most building do not meet current code or handicap accessibility energy efficiency. Bonnie Whitaker agreed with Jerome and that it didn't state it is dangerous to enter the structure or not structurally sound just that it would cost too much to bring up to code. Zipporah Clark Baldwin ask if it the money involved to bring it up to code. She thinks it should be considered to keep the city safe and not have to worry about people breaking in and sleeping in the building, parking is needed downtown and we should consider he application. Matt Haley agreed with the safety aspect. Karen Chin ask if there is a cost to the city to evict people that don't live there. Jeanette stated if the building is restored it would not be a problem with people breaking in it, it is a lot a money to restore this. Zipporah Clark Baldwin ask if this building had been on the market. Cary stated not in our paperwork. Jerome ask if we could deny this for this reason. Justin stated it can be delayed not deny for 360 days. Jerome made a motion to delay the application for COA 2107 at 140 East Elm St as it does not meet the design guidelines F.1.1, F.1.2, F.1.3 and F.1.4 therefore, the proposed project is not compatible with the character of the district. Bonnie Whitaker seconded. Jerome amended to delay up to 365 days. The vote was 6-1 Zipporah Clark Baldwin voted Nay.

COA 2110- Applicant Griffin McClure, (new), is requesting to remove the existing metal siding on the second story, repair & refurbish the façade beneath the metal siding and add a projecting sign with backlighting located at 118 North Main Street (Green & McClure Furniture) Griffin McClure was sworn in at this time. Mary Faucette gave a staff report. The building façade has been heavily altered therefore no historical information is provided in the Historic Resources Handbook. Proposal: Applicant is requesting to remove the existing metal siding on the second story, repair & refurbish the façade beneath the metal siding and add a projecting sign with backlighting located at 118 North Main Street (Green & McClure Furniture). Application materials: Narrative requesting the approval for the removal of the metal siding, awning, repair and refurbish existing façade beneath metal siding and add a projecting sign with backlighting, and sign design. Mr. Griffin presented his project to the commission. The commission had several question for Mr. Griffin about the project. Jeanette Beaudry made a motion to close the public hearing for COA 2110. Karen Chin seconded. All voted aye. Jerome Bias moved that we find and fact that COA 2110 application property 118 North Main Street does meet the design standard outline for masonry doors and windows building exterior. Matt Haley seconded. All voted aye. Jerome Bias made a motion to approve COA 2110 property at 118 N. Main Street with condition to meet with staff about sign and lighting for sign, as a minor COA. Jeanette Beaudry Seconded. All voted Aye.

COA2111 – Applicant Griffin McClure, (new), is requesting to remove the existing sign and awning, repaint the brick and metal trim, and add a new sign with the option of a flat or projecting sign

for the location at 110 West Harden Street (Green & McClure Furniture). Mr. Griffin has already been sworn in. Mrs. Chin made a motion to open public hearing. Seconded by Bonnie Whitaker. Mary Faucette gave the staff report. 1946; Contributing Two-story, flat-roofed brick building with stone façade. Second story has seven-bay division and is faced with rough-cut stone blocks. Centered over the second floor is a tablet with the inscription "Erwin 1946". The first story is faced with smooth-surfaced stone framing two recessed storefronts and an entrance to the second story at the east end of the façade. The storefronts have double doors with four pane transoms. A large, centrally placed granite column supports the two light transoms that project over the recessed storefront. Griffin stated this is the wrong address should be 108 W Harden Street. Justin found this and read the description for this property. Mr. Griffin presented his project to the commission. The commission had a few questions for the applicant. Chair Worthy closed the public hearing. He commission had a brief discussion between the board. Matt Haley I have thoroughly researched the application and all other documents related to COA 2111 and I am familiar with the property in question. I find that if produced fact and findings in accordance with the plans submitted, the proposed addition will be compatible with the character of the mid-nineteenth century Courthouse Square District for building exterior. Zipporah Clark Baldwin seconded. All voted Aye. Zipporah Clark Baldwin made a motion I have thoroughly researched the application and other documents for 2011 108 W Harden Street Green & McClure Furniture facts and found have been acceptable with the mid nineteenth century Courthouse Historic District, and the staff will work with them on the signage. Matt Haley seconded. All voted Aye. Cary Worthy called a ten-minute break. Chair Worth called the meeting back to order.

- b. 2021/2022 Façade Grant applications | scoring matrix | project proposal worksheet. Mary Faucette started the matrix scoring and giving an overview of each COA. They reviewed each applicate The commission discussed how much money was available to give out and how it can be awarded. We calculated each board members score to rank each project. Matt Haley made a motion to accept the amount for the Façade Grants. Karen Chin seconded. All voted Aye. Matt Haley ask about the money left, Mary said she could advertise if the commission wanted her too. Matt Haley made a motion that the staff advertise for the remaining funds. Seconded by Zipporah Clark Baldwin. All voted aye.
 - i. Curt McVey | Minor COA2108 - 205 North Main Street (Graham Travel) ii. Curt McVey | Minor. Project cost 2,201.60 awarded 1100.80
 - ii. Curt McVey | Minor COA2109 - 207 North Main Street (Richardson Nelson law office) Project cost 1812.78 awarded 906.39
 - iii. Griffin McClure | Major COA2110 - 118 North Main Street (Green & McClure Furniture) Project cost 29,500.00 awarded 5,000.00
 - iv. Griffin McClure | Major COA2111 - 108 West Harden Street (Green & McClure Furniture) Project cost 12,300.00 awarded 5,000.00
 - v. Paul Crotts | Minor COA2112 - 30 Southwest Court Square (Graham Furniture Mart) Project cost 5637.20 awarded 2818.60

City Council Updates – Council member, Melody Wiggins – Thanked the commission for their hard work. Council woman Wiggins stated they had made an offer for the City manager position.

Additional Items- Mary Faucette stated she will be giving updated material. Mary ask if the commission wanted to dive into the meeting each month or proceed doing the pledge and moment of silence. The commission had a brief discussion, Cary polled the board and they wanted to leave the pledge of Allegiance. Justin has a lot of links I will share with you. Upcoming date the main street DAC Thursday October 21, 2021 at 6:00 at Graham Mills. Jerome ask about the update and Mary said we didn't have one right now. Justin is going to check on this. Jeanette ask for a newer copy of the notebook.

Bonnie Whitaker made a motion to adjourn. Jerome Bias seconded.

Meeting adjourned – 8:46 PM.

Minutes respectfully submitted,

Debbie Jolly

Minutes of the November 2, 2021 Historic Resource Commission

The meeting was called to order by Chair Worthy at 6:00 pm.

The following Commissioners were present: Cary Worthy, Karen Chin, Jerome Bias, Zipporah Clark Baldwin, Jeanette Beaudry, Bonnie Whitaker and Matthew Haley. Debbie Jolly Zoning & Inspection Technician and Mary Faucette Downtown Coordinator, and Melody Wiggins City Council Liaison was absent.

Chair Worthy led the Pledge of Allegiance, and a moment of silence.

Approval of the October 5, 2021 meeting minutes. Zipporah Clark Baldwin made a motion to approve with changes that she listed. Matthew Haley seconded with changes. All voted Aye.

New Business

a. Certificate of Appropriateness Applications

- i. COA2113 – Karen Chin made a motion to open the public hearing. Seconded by Jeanette Beaudry. All voted Aye. Applicant Susana Goldman | Graham Public Library, is requesting to install a 24/7 holdiT self-service kiosk outside of the Graham Public Library located at 211 South Main Street. Mary Faucette presented the staff report. Susana Goldman- presented her project to the board. The commission ask Susana several question about the project. Cary Worthy closed the public comments. Bonnie Whitaker made a motion to close the public hearing. Seconded by Zipporah Clark Baldwin. All voted Aye. Zipporah Clark Baldwin I move that the Commission find as a fact that the proposed project for The Graham Public Library, COA2113, if constructed according to the plans reviewed at this meeting, A.2.2 A.3.1-A.3.4 B.2.2 B.12.1 and D.6.1 is congruous with the special character of the historic district, because the installation of a HoldiT self-service kiosk request is consistent with the finding of fact special character of the neighboring properties as a whole and is consistent with Design Standard. Seconded by Karen Chin. All voted Aye. Jeanette Beaudry made a motion I move that the commission approve with conditions, the application for COA2113 the concrete walk in the plaza be tinted or brick to match current plaza, to pick a color that matches the current historic pallet that they save the landscaping and the tree that is already there in the event the kiosk is anchored it is anchored to the concrete base or within the mortar joints on the wall and not the brick. Zipporah Clark Baldwin seconded. All voted Aye.
- ii. COA2114 –Cary ask for motion to move into public hearing. Jerome Bias made a motion. Seconded by Bonnie Whitaker. All voted Aye. Applicant Maricle Metals, is requesting to install two full glass garage doors located at 101 East Harden Street. Mary Faucette presented the staff report. Jullian Maricle presented her project to the commission. The commission had a few question about the project. Chair Worthy closed the public comments. Zipporah Clark Baldwin made a motion to close the public meeting. Seconded

by Matthew Haley. All voted Aye. Bonnie Whitaker, I move that the Commission find as a fact that the proposed project for Maricle Metals, COA2114, if constructed according to the plans reviewed at this meeting, is in B.12.1, B.8.1, B.12.7, B12.4, B.12.2, D.11.1, B.8.2 is congruous with the special character of the historic district, because the installation of the two garage doors requests is consistent with the special character of the neighboring properties as a whole and is consistent with Design Standards. Seconded by Zipporah Clark Baldwin. All voted Aye. Jerome Bias I move that the commission approve, with conditions, that the muntin styles and frames of the doors be painted white for application for COA2114. Seconded by Bonnie Whitaker. All voted Aye.

5. Updates

a. Staff – Mary Faucette stated there had been an issue where a façade grant application being received was pushed to the junk email, it was retrieved and sent to Mary and the security filter sent it to the junk mail again. When it was retrieved and reviewed it was in good standing, Assistant City manager Arron Holland gave his approve for this to be heard tonight, and extend the grant by 5000.00 to give HRC the opportunity to the Marcle Metal application. Mrs. Faucette ask when the commission would like to take action on it. Bonnie Whitaker made a motion to hear this tonight. Seconded by Karen Chin. All voted Aye. Bonnie Whitaker made a motion to approve Maricle Metals at 101 East Harden Street for the façade grant in the amount of 5000.00. Seconded by Zipporah Clark Baldwin. All voted Aye. Update Mary Faucette concluded with a summary from the October 21, 2021 vision forum. She will continue to keep the HRC informed as Graham progresses forward within the Main Street program.

b. City Council

City Council Updates –Mary Faucette update that a new City manager Megan Garner has been hired and would be starting November 15.

Zipporah Clark Baldwin made a motion to adjourn. Bonnie Whitaker seconded. All voted Aye.

Meeting adjourned – 8:00 PM.

Minutes respectfully submitted,

Debbie Jolly