
Historic Resources Commission

Agenda | October 1st , 2024

6 pm Regular Meeting



1. Call to order, roll call, and confirmation of a quorum
 - a. **Historic Resources Commission Charge:** The Historic Resources Commission is charged with promoting, enhancing, and preserving the character of the historic district as well as landmarks, including the Courthouse Square Historic District.

2. Pledge of Allegiance and moment of silence

3. Minutes review and approval
 - a. Regular meeting: August 6th, 2024

4. New Business
 - a. COA 2410- 123 N Main Street
 - b. COA 2411- 36 SW Court Square
 - c. COA 2412- 135 W Elm Street (Graham Historic Museum)

5. Updates
 - a. Council
 - b. Staff

6. Adjournment

Minutes of the August 6, 2024 Historic Resource Commission

The meeting was called to order by Chair Zipporah Clark Baldwin at 5:57 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin and Karen Chin.

Staff: Planner Evan Workman and Jenni Bost Zoning Enforcement Officer.

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the June 4, 2024 minutes, Karen Chin made the first motion and Jim Young made the second. All voted Aye.

New Business

- a. COA 2405- 36 SW Court Sq
 - i. COA2405 (Major) - the applicant is requesting to replace the existing windows. Evan Workman gave the staff report. Karen Chin made the motion to open the public Hearing, Jim Young made the second. All voted Aye. John Vernon, 610 Atwater St Burlington NC spoke about the project. Karen Chin made a motion to close the public Hearing, Jim Young made the second. All voted Aye. Karen Chin made a motion to approve: I have thoroughly researched the application and all other documents related to COA 2405 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of mid- nineteenth century Courthouse Square Historic District. I move to Approve the application for COA 2405 for the property located at 36 SW Court Sq as submitted because it does meet the following criteria. The proposed changes do meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are compatible with the Character of the district. Jim Young made the second. All voted Aye.
- b. COA 2406- 118 N Main St
 - ii. COA 2406 (Major) – the applicant is requesting permission to install a projecting sign on the façade facing N Main Street at 118 N Main St. Due to the size of the proposed sign (roughly 17 square feet) this item is a considered a major change and requires a COA review and approval by the HRC. Karen Chin made a motion to open the public hearing, Jim Young made the second. All voted Aye. Griffin McClure of 622 Johnson Ave spoke about the project and answered several questions from the Committee. Karen Chin made a motion to close the public hearing, Jim Young made the second. All voted Aye. Jim Young made a motion to approve: I have thoroughly researched the application and all other documents related to COA 2406 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2406 for the property located at 118 N Main St as submitted because it does meet the following criteria. The proposed change does meet the Historic Resources Design Guidelines Standards. Therefore, the proposed changes are with the character of the district. Karen Chin made the second. All voted Aye.

Staff updates:

a. City Council- Joey Parsons was absence.

Staff- Evan said he had mailed out 49 letters for the façade grants. He said it is open until late September.

Adjournment- Karen Chin made a motion to adjourn. Jim Young made the second. All voted Aye.

Meeting adjourned – 6:24 p.m.

Minutes respectfully submitted, Jenni Bost

STAFF REPORT

Prepared by Evan Workman, Planner

Location
123 N Main St.
Graham, NC 27253
GPIN: 8884147791

COA 2410, 123 N Main St.

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission
October 1st, 2024

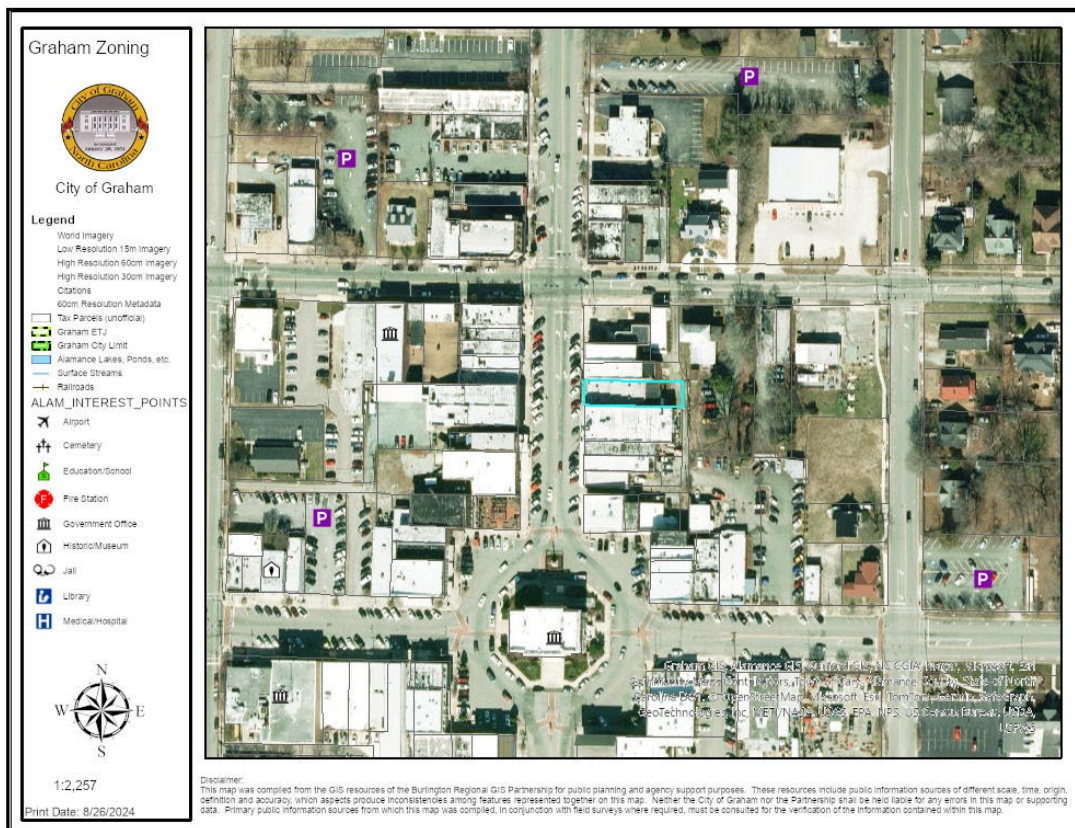
Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 123 N Main St., Graham, NC 27253:

1. A total façade renovation.

The property owner at 123 N Main St. has requested permission to renovate the front façade, more specifically to: remove the existing canopy and columns, demo and replace all existing storefront glazing and doors, paint existing stucco finish, install aluminum canopy with brackets, new signage and lighting. These items are considered a major change and requires a COA review and approval by the HRC.

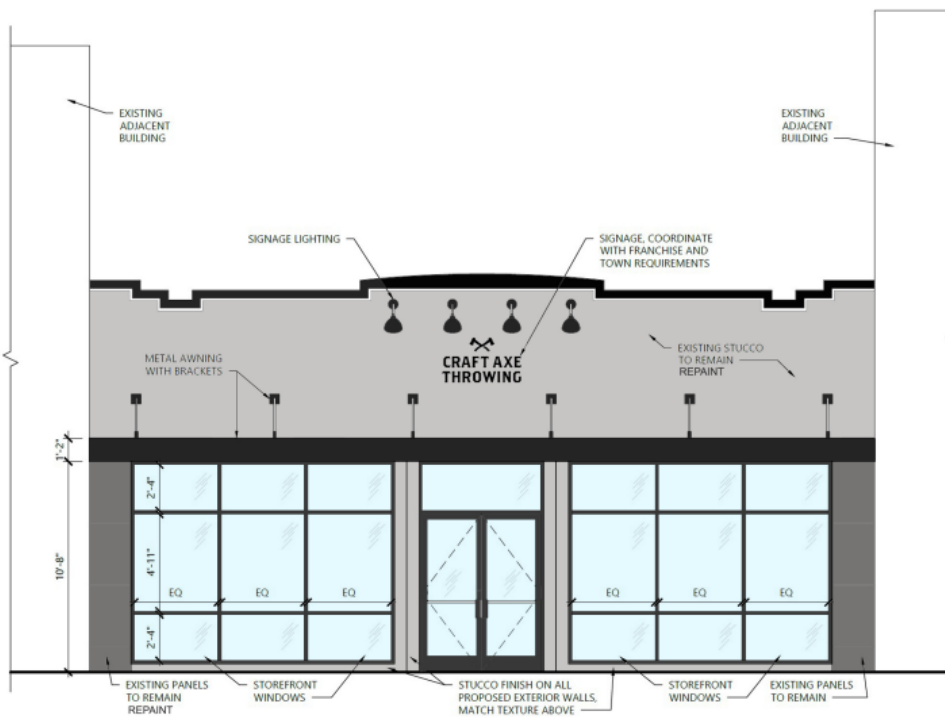
Site:



Existing:



Proposed:



123 N MAIN ST. GRAHAM, NC 27253

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

B. Building Exteriors

Architectural Components and Details

B.1.1: Original architectural details should be retained if structurally possible. Original exterior features such as cornices, brackets, railings, shutters, siding, window architraves, and doorway pediments are an essential part of a building's character and should not be removed.

B.1.3: Architectural components and details that are not appropriate to the historic character of the structure should not be added. The owner should never try to make a building look older than it is by using details belonging to a previous period.

Exterior Walls

B.7.1: Damaged or deteriorated wall materials should be repaired whenever possible.

B.7.2: Replacement materials should match the original in size, shape, and texture.

Windows

B.8: 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 an 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.8.2: Maintain original recessed entries where they exist.

B.8.7 If windows are damaged beyond repair and must be replaced, match the original window material, window pattern and configuration, dimensions, design, and any other key detailing as closely as possible.

Awnings

B.10.1: Where possible, retain and repair awning fixtures and canopies that originate from the building's earlier historical periods.

B.10.2: New awnings should be complementary and compatible in placement, proportion, and color to the building's original fixtures; with the structure's size, scale, and style; and to existing awnings and canopies of adjacent buildings. See Appendix C for Sunbrella awning colors which may be approved with a minor COA. *Amended by HRC on 3/13/18.*

B.10.3: Awnings must be constructed of a fabric or cloth material meeting all local, state, and federal safety and fire standards. Vinyl, plastic, and metal are inappropriate to traditional facades.

B.10.6: Awnings should be mounted within the window or entry opening, directly on the frame. If this is not possible, they should be attached just outside the opening. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.

Exterior Colors

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

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

Painting

B.13.1: Prepared surfaces should be washed with a mildew killer, and then thoroughly rinsed and allowed to dry.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2410 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2410 for the property located at 123 N Main St. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

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

If approve with conditions...

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

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

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

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

I move to table COA 2410 for 123 N Main St. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(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 2410 123 N Main St. in order to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

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

The Historic Resources Commission (HRC) processes applications for Certificates of Appropriateness for (1) any changes in the external appearance of existing structures; (2) design of new structures; and (3) demolition of existing structures, within locally designated historic districts or landmarks. Regulations for Certificates of Appropriateness can be found in Article IV, Division 10, Historic Resources, of the *Development Ordinance*.

Property

Street Address: 123 N Main St, Graham, NC 27253

Property Owner: Chellappa Yasin

Project

General description of each modification or improvement:

This project involves a total renovation to the property formerly occupied by the Trailhead Church, at 123 N Main Street. It is a total building renovation, tenant upfit, and facade enhancement to accompany a new business, Craft Axe Throwing. See attached architectural and engineered construction documents for reference, that outlines the full scope of work.

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:

COG Building Inspections

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: Chellappa Yasin

Property Owner Lessee Other _____

Mailing Address: 3252 s church st,

City, State, Zip: Burlington, NC 27215

Phone # (919) 601-8544

Email: andbholdings@gmail.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a Sign Minor Alteration New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

chellappa yasin

8/22/24

Signature of Applicant

Date

Signature of Owner, when applicable

Date

Representation at HRC Meeting

Who will represent the applicant at the HRC meeting?

Should have the authority to commit the applicant to make changes that may be suggested or required by the Commission.

Name: _____

Relationship to Applicant: _____

Phone # _____

Email: _____

FOR OFFICE USE ONLY	
Received by: <u>EW</u>	Remarks: <u>Major COA</u> <u>COA 2410</u>
Received date: <u>8/26/24</u>	
Tax Map # <u>145866</u>	
HRC date: <u>9/3/24</u>	



TRAILHEAD
CHURCH

GRAHAM UNDERWRITERS AGENCY

CINEMA

GHOST

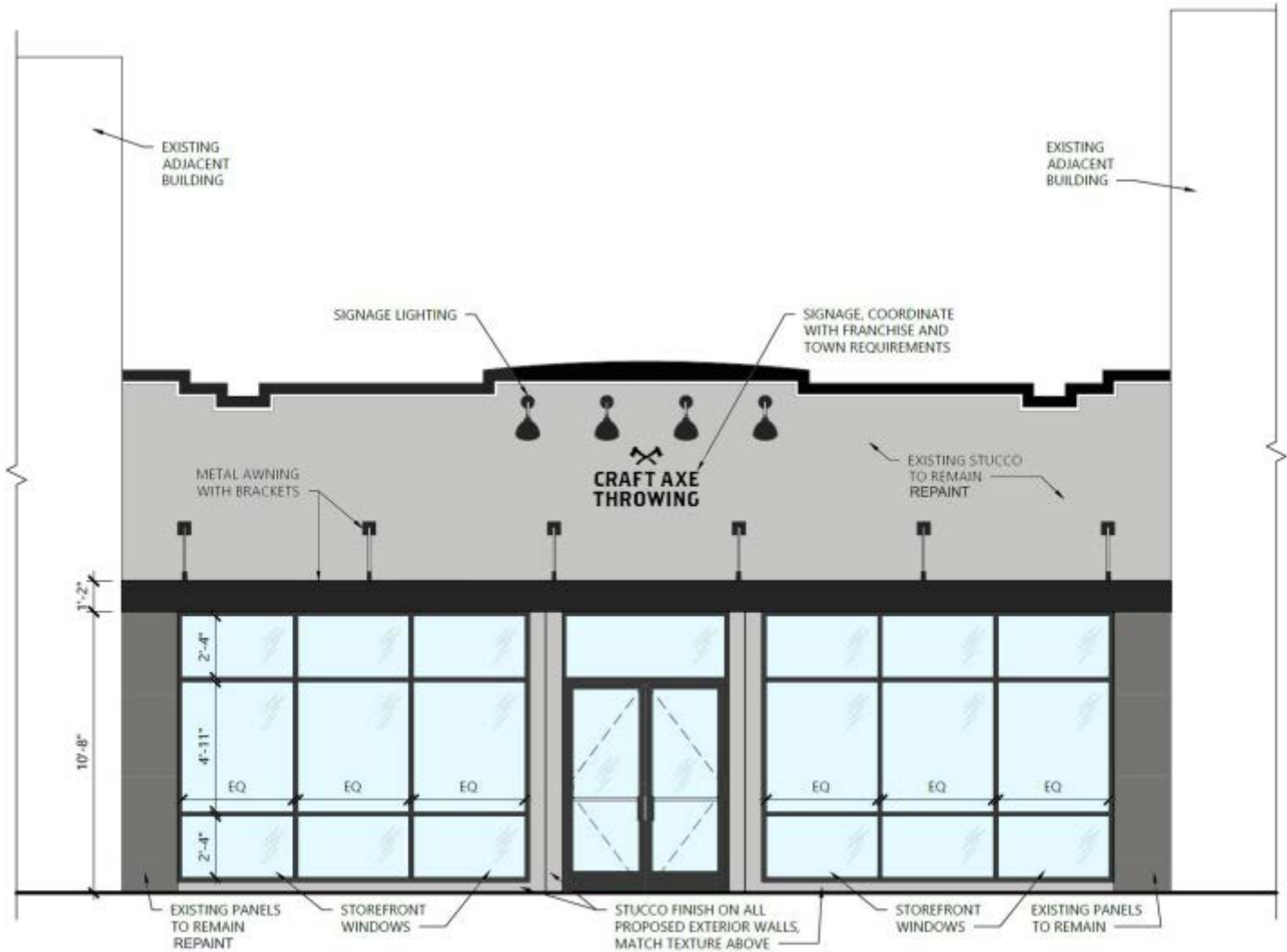
NORTH
87

NO PARKING
2:00 AM
TO 6:00 AM

2 HOUR
PARKING
8:00 AM
TO 6:00 PM

NO PARKING
HANDICAPPED

NO PARKING
TAXI



123 N MAIN ST. GRAHAM, NC 27253

STAFF REPORT

Prepared by Evan Workman, Planner

COA 2411, 36 SW Court Sq.

Location
36 SW Court Sq.
Graham, NC 27253
GPIN: 8884145176

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission
October 1st, 2024

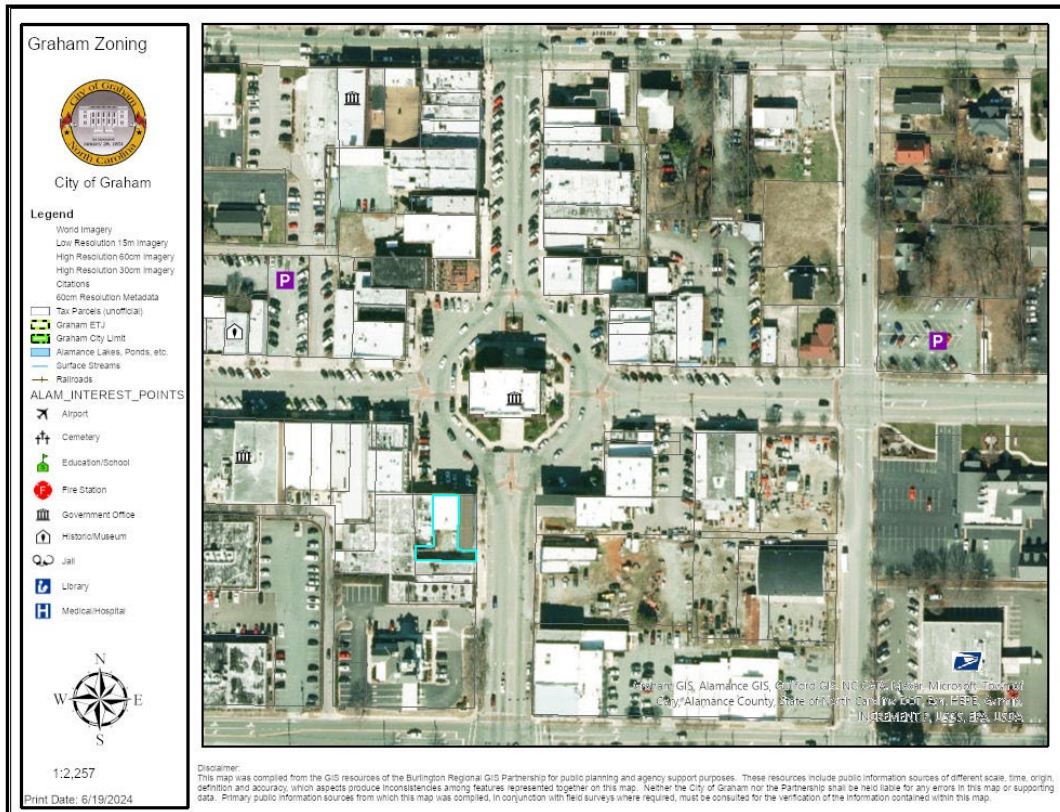
Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 36 SW Court Sq., Graham, NC 27253:

1. Replace existing windows, in the rear of the building.

The property owner at 36 SW Court Sq. has requested permission to replace the current rear windows “with Pella Reserve 1 over 1 aluminum-clad wooden windows.” This item is a considered a major change and requires a COA review and approval by the HRC.

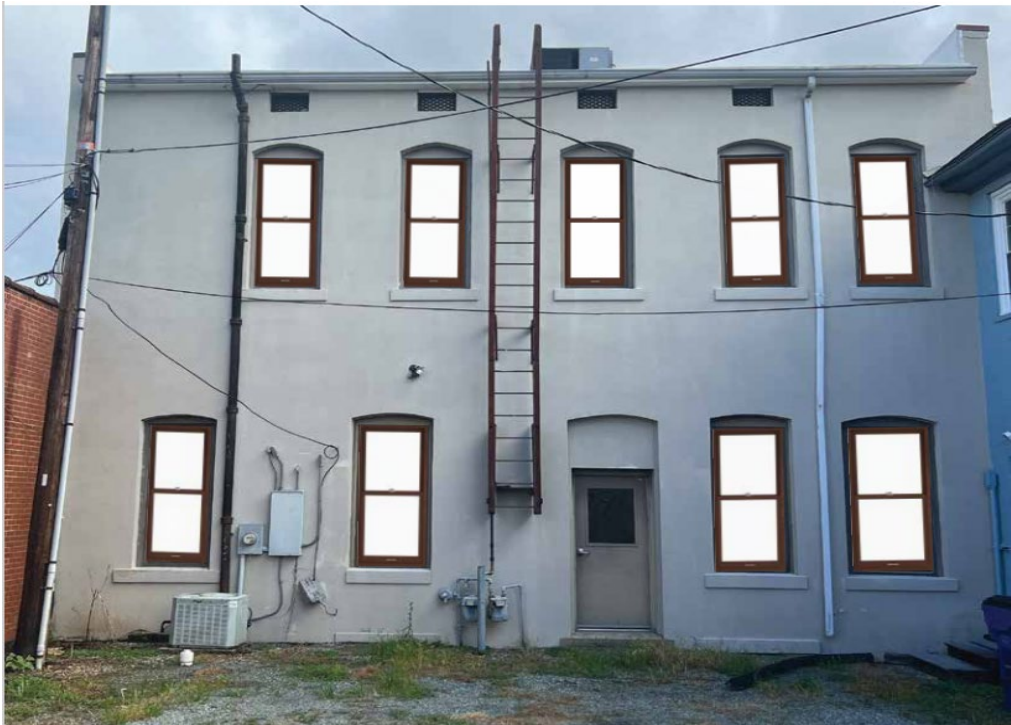
Site:



Existing:



Proposed:



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

B. Building Exteriors

8. Windows: 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.8.5 Preserve the original size and shape of upper story windows.

B.8.7 If windows are damaged beyond repair and must be replaced, match the original window material, window pattern and configuration, dimensions, design, and any other key detailing as closely as possible.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2411 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2411 for the property located at 36 SW Court Sq. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

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

If approve with conditions...

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

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

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

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

I move to table COA 2411 for 36 SW Court Sq. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(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 2411 36 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
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(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

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Property

Street Address: 610 Atwater St
Property Owner: 36 Court Square LLC

Project

General description of each modification or improvement:

The rear windows will be replaced with Pella Reserve 1 over 1 aluminum-clad wooden windows.

The windows currently in place are replacements from probably the 1980s. Though there is a visible arch in the current window opening that is a variation on the arch in the front of the window, the arch is decorative. There is original framing for a rectangular window under the stucco.

I will have a physical sample of the window for the Commission Meeting.

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:

The NCDNCR and the NPS

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: John Vernon
 Property Owner Lessee Other _____
Mailing Address: 610 Atwater St
City, State, Zip: Burlington, NC 27215
Phone # (917) 658-8376
Email: johnvernon@gmail.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a Sign Minor Alteration
 New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

John H Vernon IV
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: John Vernon
Relationship to Applicant: Self
Phone # (917) 658-8376
Email: johnvernon@gmail.com

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Received by: <u>EW</u>	Remarks: <u>Major COA</u> <u>COA 2411</u> <u>- EW</u>
Received date: <u>8/26/24</u>	
Tax Map # <u>145843</u>	
HRC date: <u>9/3/24</u>	





STAFF REPORT

Prepared by Evan Workman, Planner

COA 2412, 135 W Elm.

Type of Request: Certificate of Appropriateness

Meeting Dates

Historic Resources Commission
October 1st, 2024

Location
Graham Historic Museum
135 W Elm.
Graham, NC 27253
GPIN: 8884142477

Summary

The applicant is requesting approval of a Certificate of Appropriateness (COA) for the following areas located at 135 W Elm St., Graham, NC 27253:

1. Replace existing windows.

The property owner at 135 W Elm St. (The Graham Historical Museum) has requested permission to replace the current rear windows with “vinyl, double hung windows with low E, Argon gas and will be the same color (white) as the existing windows.” This item is a considered a major change and requires a COA review and approval by the HRC.

Site:



Existing:



Proposed:



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

B. Building Exteriors

8. Windows: 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.8.5 Preserve the original size and shape of upper story windows.

B.8.7 If windows are damaged beyond repair and must be replaced, match the original window material, window pattern and configuration, dimensions, design, and any other key detailing as closely as possible.

Motion Language:

I have thoroughly researched the application and all other documents related to COA 2412 and I am familiar with the property in question.

Finding of Fact:

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

Motion to Grant/Approve with Conditions/Deny COA:

I move to Approve [or] Approve with conditions [or] Deny the application for COA 2412 for the property located at 135 W Elm. as submitted because it does [or] does not meet the following criteria:

If approve or deny...

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

If approve with conditions...

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

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

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

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

I move to table COA 2412 for 135 W Elm St. in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(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 2412 135 W Elm St. in order to provide sufficient time for the applicant to submit a complete application in an effort to determine what relevant standards are being met and/or neglected by the project.



Application for a CERTIFICATE OF APPROPRIATENESS

P.O. Drawer 357
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Property

Street Address: 135 West Elm Street
Property Owner: City of Graham

Project

General description of each modification or improvement:

Replacement of nine windows on the second floor of the Graham Historical Museum.

The windows will replace the current windows which are believed to have been installed in the late '90s or early '00s.

The new windows will be vinyl, double hung windows with low E, Argon gas and will be the same color (white) as the existing windows.

All outside casings will be covered with G8 aluminum.

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: Brian Faucette
 Property Owner Lessee Other Recreation Director
Mailing Address: PO Box 357
City, State, Zip: Graham, NC 27253
Phone # (336) 516-7392
Email: bfaucette@cityofgraham.com

I, the applicant, hereby make application for a Certificate of Appropriateness for a Sign Minor Alteration
 New Construction, Addition or Major Alteration

I, the applicant, understand that this application cannot be processed unless and until it is complete, including all required exhibits, and it has been submitted at least 10 calendar days before the Commission meeting.

Brian Faucette 8/26/24
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: Brian Faucette
Relationship to Applicant: _____
Phone # (336) 516-7392
Email: bfaucette@cityofgraham.com

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Received date: <u>8/26/24</u>	
Tax Map # <u>145813</u>	
HRC date: <u>9/3/24</u>	

