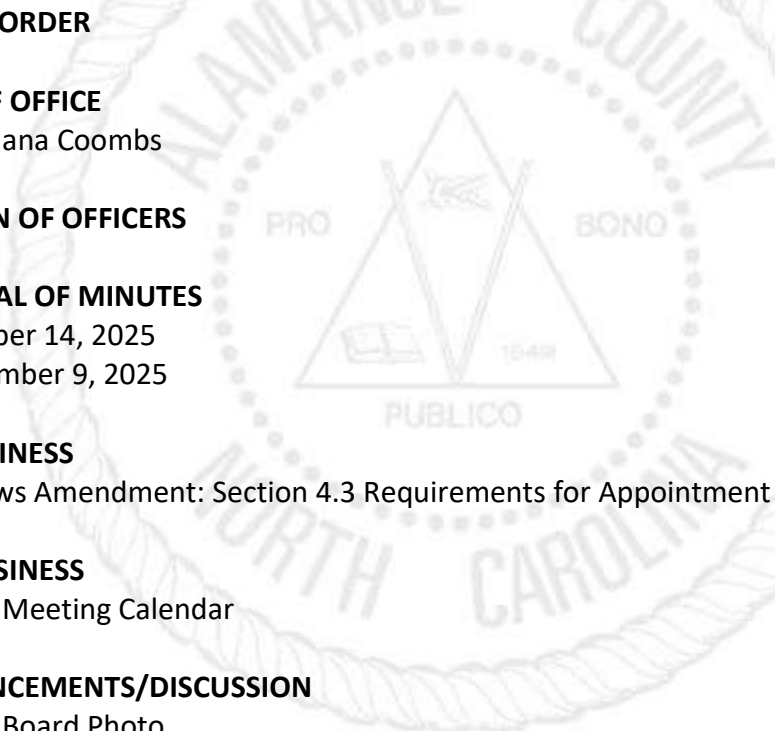


Alamance County Historic Properties Commission

Tuesday, January 13, 2026, 6 p.m.

Commissioners' Meeting Room
124 W. Elm Street, Graham, NC 27253

AGENDA

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- I. CALL TO ORDER**
 - II. OATH OF OFFICE**
 - 1. Dr. Alana Coombs
 - III. ELECTION OF OFFICERS**
 - IV. APPROVAL OF MINUTES**
 - 1. October 14, 2025
 - 2. December 9, 2025
 - V. OLD BUSINESS**
 - 1. By-Laws Amendment: Section 4.3 Requirements for Appointment
 - VI. NEW BUSINESS**
 - 1. 2026 Meeting Calendar
 - VII. ANNOUNCEMENTS/DISCUSSION**
 - 1. 2026 Board Photo
 - VIII. ADJOURNMENT**

Alamance County Historic Properties Commission

Tuesday, October 14, 2025, 6 p.m.

Commissioners' Meeting Room
124 W. Elm Street, Graham, NC 27253

Present:

Chairman Rodney Cheek, Brian Scott Ward, John Greeson, Katherine Hadley, Laurie Smith, Chris Copsey, Gale Pettiford, Megan Privett

Absent:

Aric Geda, Chris Wells, Emily White

Also Present:

Planning Director Matthew Hoagland

I. CALL TO ORDER

Mr. Cheek called the meeting to order at 6:00 pm

II. OATH OF OFFICE

Mr. Cheek took the oath prior to the meeting. It was administered by Paralegal Annabelle Smith of the Alamance County Attorney's Office.

III. APPROVAL OF MINUTES

1. September 9, 2025

Mr. Greeson made a motion to approve the minutes from September 9th. With a second with Mr. Copsey

IV. OLD BUSINESS

1. John Braxton and Pat Bailey Proclamations

Mr. Hoagland reported that Mr. Geda had delivered the plaques and advised that the next course of action would be to contact the family. Mr. Cheek acknowledged the lengthy process involved in obtaining the proclamations and expressed appreciation for the effort that led to their completion. The Board members reviewed the proclamations and engaged in a discussion about the historical significance and lasting contributions of John Braxton and Pat Bailey. Mr. Hoagland and Mr. Cheek stated that they would get the ball rolling on contacting the families. It was agreed that staff would first reach out to determine the family's interest in attending a meeting to view the proclamations. If the family is interested, both the family and the County Commissioners will be invited to the November meeting. Mr. Hoagland suggested that, rather than presenting the proclamations during a commissioners' meeting, the family could be recognized at the November meeting

with a photograph taken to commemorate the occasion. He further recommended issuing a press release through the local newspaper or the County website to publicly highlight and honor their contributions. Board members agreed this would be a good course of action.

V. NEW BUSINESS

No new business.

VI. ANNOUNCEMENTS

1. By Laws Update / Applicant Review Process

Mr. Hoagland discussed with the board a few bylaws that have to do with the application process. Mr. Cheek stated that he believes the language in the bylaws should specify that members must reside in the unincorporated areas of the county. He then inquired about which municipalities fall under the jurisdiction of the Historic Properties Commission. Mr. Hoagland explained that the Alamance County HPC oversees historic preservation matters within the municipalities of Elon, Swepsonville, and the Village of Alamance, as well as other smaller jurisdictions. The Commission discussed the possibility of amending Section 4.3 of the bylaws to clarify that members must reside in an area where the Alamance County HPC holds jurisdiction. Mr. Hoagland posed the question of whether the Commission wished to narrow the potential applicant pool by limiting membership based on place of residence, or to expand it by allowing individuals who reside within municipal boundaries. Following discussion, Ms. Hadley and Mr. Greeson made a motion to amend Section 4.3 to state that members must reside in an area of Alamance County represented by the Alamance County Historic Properties Commission. Mr. Hoagland suggested that he would draft the proposed amendment to Section 4.3 and present it at the next meeting for review. Ms. Hadley and Mr. Greeson further motioned for Mr. Hoagland to draft a new Section 4.3 and bring it to the next meeting. All members voted in favor of the motion.

Mr. Hoagland informed the Commission that a new member, Ms. Alanna Coombes, had been appointed during the October 6th County Commissioners' meeting. He also reported that Mr. Aric Geda had submitted his resignation from the Commission. Mr. Hoagland read Mr. Geda's resignation letter aloud to the members and encouraged the Commission to reach out to anyone who may be interested in applying to fill the vacant position. Ms. Pettiford recommended that the Commission elect a new Vice Chair prior to the arrival of the newly appointed member. Ms. Pettiford nominated Mr. Greeson for the position, and Ms. Smith seconded the nomination. Mr. Greeson noted that he would be unable to attend the next scheduled meeting. Following discussion, the Commission agreed to postpone the next meeting date to ensure his participation. All members voted in favor of Mr. Greeson serving as Vice Chair. Mr. Cheek inquired whether the Commission could formally amend the meeting schedule for the upcoming month. Mr. Hoagland confirmed that the change could be made and stated that the Planning Department would prepare a flyer announcing the revised meeting date of November 18 at 6:00 p.m. A motion to amend the meeting schedule was made by Mr. Ward and seconded by Mr. Greeson. The motion carried unanimously. Mr. Hoagland concluded by stating that there were no further announcements.

VII. ADJOURNMENT

Meeting adjourned at 6:39 PM.

Alamance County Historic Properties Commission

Tuesday, December 9, 2025, 6 p.m.

Commissioners' Meeting Room
124 W. Elm Street, Graham, NC 27253

Present: Rodney Cheek,
Brian Scott Ward, Laurie
Smith, Dr. Alanna Coombes,
John Greeson

Absent: Gale Pettiford,
Emily White, Katherine
Hadley, Chris Copsey,
Megan Privett, Chris Wells

Staff Present: Matthew
Hoagland, Keyshawn Haith

The Alamance County Historic Properties Commission met on Tuesday, December 9, 2025, at 6:00 p.m. in the Commissioners' Meeting Room, 124 W. Elm Street, Graham, North Carolina.

I. CALL TO ORDER

The meeting was informally convened. The Chair noted that the Commission was not officially in session for a formal meeting but proceeded with discussion and consensus items.

II. APPROVAL OF MINUTES

1. October 14, 2025

The October 14, 2025 meeting minutes were referenced as a future housekeeping item to be approved at a subsequent meeting.

III. OLD BUSINESS

1. John Braxton and Pat Bailey Proclamation Presentations

The Commission acknowledged and expressed appreciation for recent proclamation presentations honoring John Braxton and Pat Bailey. Members thanked staff and participants for recognizing contributions to historic preservation efforts in Alamance County. Several remarks emphasized the importance of preserving historically significant places and honoring individuals who have contributed to that mission.

IV. NEW BUSINESS

1. By-Laws Board Membership Requirements for Appointment amendment

The Commission discussed proposed changes to the HPC by-laws related to board membership requirements. The Chair asked whether there was general agreement on the proposed amendment. Members indicated consensus on the changes. No formal vote was taken. It was agreed by consensus that the amendment would be forwarded to the Planning Board for incorporation into the broader work program. It was stated that by-laws may be adopted by the board and do not require inclusion in the Unified Development Ordinance, provided proper procedural steps are followed.

V. ANNOUNCEMENTS

Staff discussed the possibility of holding a January meeting and asked members to gauge interest. It was noted that potential January business would be limited to minor housekeeping items, including approval of prior meeting minutes and establishing the 2026 meeting calendar. Staff indicated that if the Commission chose to hold a January meeting, notification would be provided to all members.

Staff provided an overview of how HPC business is typically generated, explaining that applications for historic landmark or district designation are most often initiated by property owners. Applications are forwarded to the North Carolina Department of Cultural Resources for review before returning to the Commission and other boards. The process generally spans several months.

Recent preservation activities were summarized, including the designation of a mill as a historic landmark, a graveyard designation in the Village of Alamance, and a building associated with the Copeland Mill complex located partially within county jurisdiction. Staff noted that the Commission does not actively solicit applications but reviews those submitted.

Additional discussion addressed:

- Occasional denial of applications when insufficient historical documentation is provided.
- Property tax benefits associated with local historic landmark designation.
- Restrictions placed on alterations to designated properties, including exterior changes.
- Examples of prior cases involving window modifications, roofing materials (such as cedar shake shingles), and safety considerations balanced with preservation standards.
- A past grant proposal involving the Town of Elon that was not awarded and therefore did not proceed.

Commission members expressed appreciation for staff's work and reiterated the importance of historic preservation in the county.

VI. ADJOURNMENT

As the Commission was not officially in session, no formal adjournment was required. The Chair thanked all members and attendees for their participation.

Historic Properties Commission shall consist of at least eleven (11) members but no more than fifteen (15).

Section 4.2 Terms

In accordance with the Alamance County Historic Properties Commission Ordinance, Commission members shall serve three (3) year terms, with the opportunity for reappointment at the end of term.

Section 4.3 Requirements for Appointment

All members must reside in Alamance County, and on a parcel of land under the jurisdiction of the county's Historic Properties Commission. Applicants living within specific geographical boundaries that are governed by a separate historic properties commissions shall not be considered for appointment. The majority of members shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or a related field.

Section 4.4 Recruitment

The Alamance County Historic Properties Commission may utilize a number of means to recruit new members to fill positions of members who resign. Such means should include advertisement on the County website and, if necessary, in the local newspaper.

Interested parties will be required to fill out a Commission Membership application, which includes a brief summary of their qualifications or special interest. Applications will be kept on file in the Planning Department for a period of two (2) years.

Section 4.5 Review of Applications

Applications for the Historic Properties Commission will be reviewed by the Planner to determine basic eligibility based on residency. If eligible, applications will be given to the Historic Properties Commission when a position becomes available for review at a regular meeting. The Historic Properties Commission will then make a formal recommendation of appointment to the Board of Commissioners.

Section 4.6 Meeting Attendance

All Historic Properties Commission members are expected to attend monthly Historic Properties Commission meetings. If a member has more than three (3) unexcused absences in a calendar year, the Chair of the Historic Properties Commission may request disciplinary action, including but not limited to removal from the Commission. A Commission member will be granted an excused absence if they inform planning staff at least twenty-four (24) hours prior to the meeting that they cannot attend. Any and all removals must be approved by the Alamance County Board of Commissioners.

Alamance County

PLANNING DEPARTMENT
201 W. Elm Street
Graham, North Carolina, 27253
Tel. (336) 570-4053

2026 Historic Properties Commission Calendar

All meetings begin at 6 PM.

Meeting location:
Commissioners Meeting Room
124 W. Elm Street,
Graham, NC 27253

Meeting Date	Agenda Submittal Deadline	Agenda Mail-out/Posting Date
January 13 th , 2026	January 6 th , 2026	January 8 th , 2026
February 10 th , 2026	February 3 rd , 2026	February 5 th , 2026
March 10 th , 2026	March 3 rd , 2026	March 5 th , 2026
April 14 th , 2026	April 7 th , 2026	April 9 th , 2026
May 12 th , 2026	May 5 th , 2026	May 7 th , 2026
June 9 th , 2026	June 2 nd , 2026	June 4 th , 2026
July 14 th , 2026	July 7 th , 2026	July 9 th , 2026
August 11 th , 2026	August 4 th , 2026	August 6 th , 2026
September 8 th , 2026	September 1 st , 2026	September 3 rd , 2026
October 13 th , 2026	October 6 th , 2026	October 8 th , 2026
November 10 th , 2026	November 3 rd , 2026	November 5 th , 2026
December 8 th , 2026	December 1 st , 2026	December 3 rd , 2026
January 12 th , 2027	January 5 th , 2027	January 7 th , 2027