GUILFORD COUNTY
PLANNING AND DEVELOPMENT
HISTORIC PRESERVATION COMMISSION

REGULAR MEETING AGENDA
Old County Courthouse – Carolyn Q. Coleman Conference Room
First Floor, 301 W Market St, Greensboro, NC 27401
November 17, 2026
6:00 PM

I. Roll Call

II. Agenda Amendments

III. Approval of Minutes: October 20, 2026

IV. Rules and Procedures

V. Old Business

None.

VI. New Business

Evidentiary Hearings

A. CERTIFICATE OF APPROPRIATENESS CASE #26-10-HPC-00009: 106 N ELM STREET, GREENSBORO, NC 27401 (YOUNTS-DEBOE BUILDING)

The subject property is located at 106 N Elm Street (Guilford County Tax Parcel #251), approximately 80 feet north of the intersection of East Market Street and N. Elm Street, and comprises approximately 0.08 acres.

Proposed exterior alterations include installing a new 16-ft x 2.8-ft illuminated sign on the building's front façade.

Information for **CERTIFICATE OF APPROPRIATENESS CASE #26-10-HPC-00009** can be viewed by scrolling to the November 17, 2026, regular meeting agenda and packet at https://www.guilfordcountync.gov/government/departments-and-agencies/planning-and-development/boards-and-commissions/historic-preservation-commission

VII. Other Business

None.

VIII. Staff Updates

A. Landmark Designation Report

- At the October 20, 2026, City Council meeting, the City of Greensboro designated the North State Milling Company Building that was recommended by the Guilford County Historic Preservation Commission on July 21, 2026, meeting.
- At the October 20, 2026, City Council meeting, the City of Greensboro designated the Pilot Life Insurance Company Campus that was recommended by the Guilford County Historic Preservation Commission on June 22, 2021, meeting.

IX. Commissioner Updates

X. Adjournment

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GUILFORD COUNTY
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
Truist Building – John H. McAdoo Conference Room
201 W. Market Street, Greensboro, NC 27401
October 20, 2026
6:00 PM

Call to Order

Chair Dowell called the meeting to order at 6:06 p.m.

I. Roll Call

The following members were in attendance in person for this meeting:

Sean Dowell, Chair; Abigaile Pittman, Vice Chair; Jerry Nix; Keisha Hadden; Louis Gallien (left at approximately 7:45 p.m.); Cory Rayborn; Milt Rhodes; Haley Moloney;

The following members were absent from this meeting:

Christie Lee; Terry Hammond; John Van Eerden

The following Guilford County staff members were also present:

Jason Hardin, Planning and Development Deputy Director; Samantha Lockwood, Senior Planner; Amira Yassin-Fort, Planning Technician; Ashton Roberts, Deputy County Attorney

II. Agenda Amendments

There were no agenda amendments.

III. Approval of Minutes: September 15, 2026

Ms. Moloney moved to approve the September 15, 2026, minutes as presented in the Board packet, seconded by Mr. Rayborn. The Board voted unanimously (8-0) in favor of the motion. (Ayes: Dowell, Gallien, Hadden, Nix, Pittman, Rayborn, Rhodes, Moloney. Nays: None.)

IV. Rules and Procedure

Chair Dowell discussed the rules and procedures followed by the Historic Preservation Commission.

V. Old Business

None.

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VI. New Business

A. LANDMARK DESIGNATION CASE #26-09-HPC-00008: 314 & 314 ZZ ISABEL STREET, GREENSBORO, NC, 27401 (CARMICHAEL HOUSE)

Ms. Lockwood, Senior Planner, presented the report on Case #26-09-HPC-00008. She reported that two notice signs were posted on the subject landmark property, the Carmichael House, and public notice mailings were sent to the adjacent property owners.

The subject properties are located at 314 & 314 ZZ Isabel Street (Guilford County Tax Parcel #244857 & 244858), at the intersection of Isabel Street and N. Church Street and comprise approximately 0.32 acres in total. The applicant is requesting two (2) separate amendments to the landmark designation for the subject properties, as follows:

1. De-designate the approximately 0.01-acre lot currently addressed as 314 ZZ Isabel Street (Guilford County Parcel #244858), which was previously part of the Carmichael House landmark property and was subdivided from the landmark property under recently recorded Plat Book 222, Page 10.
2. Designate the following specific interior features of the Carmichael House located at 314 Isabel Street: ceilings, floors, interior doors, including knobs/hardware, interior window casings, four Corinthian columns and capitals, four Corinthian half columns and capitals, four mantles, woodwork/molding, window columns, the rear stairwell, and corbels.

The Carmichael House was originally designated as a Guilford County Landmark by the Greensboro City Council on March 8, 2010. At that time, the landmark designation listed the entire property within the designated boundary, as well as the entire interior of the house.

On June 8, 2026, a plat (Plat Book 222, Page 10) was recorded that subdivided a 0.01-acre portion of the designated property, intended to be combined with the property at 231 N. Park Drive to the south. The applicant requests de-designation of the portion removed from the landmark property and an amendment to the landmark designation boundary to match the newly recorded property lines.

The applicant also requests that the existing designation be revised to identify specific interior features of the Carmichael House rather than listing the entire interior, thereby bringing the designation into closer alignment with the requirements of NCGS 160D-947. The Historic Preservation Commission is being asked to make two (2) separate recommendations as follows:

1. De-Designate the approximate .01-acre lot at 314 ZZ Isabel Street, which was previously part of the Carmichael House property that is being combined with the adjoining property to the south;
2. Amend the existing Landmark designation of the Carmichael House to identify a specific list of designated interior features.

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Photos of the interior features and the original designation landmark case from 2010 were presented.

Mr. Gallien asked whether all conditions were the same. Mr. Hardin responded that the original landmark designation case pictures were presented as supplementary information.

Mr. Gallien asked for further clarification on what should be reviewed.

Mr. Hardin clarified that the 2010 photos are for supplemental information and the Commission is tasked with reviewing what was submitted for the applicant.

Ms. Moloney asked whether the supplemental information was the same as that approved for the prior landmark designation. Mr. Hardin confirmed this and reported that they were provided as a reminder of the existing designation boundary.

Ms. Moloney asked if the original designation was only for the exterior. Ms. Lockwood reported that it was the entire interior, and the current case was for specific interior features to better comply.

Mr. Rhodes asked if the lot-line adjustments were made. Mr. Hardin confirmed that they were and that they created a triangular-shaped lot. The intent was to combine it into the southern parcel in the estate's trust.

Chair Dowell asked whether any Commission Members could not participate in the discussion and vote due to a conflict of interest. No Commissioners reported any conflict of interest.

Chair Dowell opened the public hearing and asked anyone in favor of the request to come forward.

Dana White, the trustee and owner of 231 N Park Drive, reported that her mother, Paula White, purchased 314 Isabelle Street in 1980 and passed away in September 2025. She stated that her mother had loved the house, and the house was known in the neighborhood as the house with two fires. The house had fires in 2004 and 2024, and her mother restored the house both times. She went through the process of having it designated as a landmark after the first fire. In both cases, she hired builders to restore it as close to the original as possible. Ms. White thanked the Commissioners for their time.

Chair Dowell asked whether historic credits were used after the 2024 fire. Ms. White reported that they did not. She said they had looked into it, but she decided it was not worth it and was told there was no tax benefit because it was a non-income-producing trust.

Mr. Gallien asked what percentage of the house was damaged after the two fires. Ms. White reported that the 2004 fire damaged 80% of the house. The second fire caused more smoke damage than burning, but the front three rooms of the second floor and the two bathrooms on the second floor were renovated. Pictures were presented to show what had been restored.

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The builder saved the columns, doors, mantles, the stairwell, and the smaller columns.

Mr. Gallien noted that it looked different in the two sets of pictures. He asked if the dimensions had to be redone. Ms. White stated that the house dimensions were kept the same. The pantry in the kitchen was removed. Before the first fire, the back sunroom was added in 1990. After the first fire, there were minor alterations to the bedroom and bathroom area.

Mr. Gallien asked when they would have to return if the house was renovated before redesignation. Chair Dowell reported that fire was one reason someone was allowed to be removed from de-designation. Ms. Moloney added that it seemed to have been restored fairly quickly and had not sat vacant for years.

Ms. White stated that the house was largely the same in both sets of pictures, with the only major changes on the second floor. The pictures were taken between 1990 and 2000, and again after the first fire to document what had to be recreated.

Ms. Moloney asked if any of the interior walls were still plaster. Ms. White presented a picture showing paint peeling off many of the walls. On the exterior, the brush fire caused tremendous damage.

Chair Dowell asked whether an exact match was conducted after the 2024 fire and whether there was communication with the Staff. Ms. White reported that she communicated with the city and the county. The City had told her that the County Historic Preservation handled interiors and the City handled exteriors. When she contacted the county, she was told three times in 2025 that they had no jurisdiction over interiors. Since they were restoring it to its original condition, she believed they were doing everything correctly.

Ms. Moloney asked if like-minded materials were used when putting everything back, such as historic wood. Ms. White reported that a portion of the house was gutted and new materials were used, but they put back the same materials. Maple flooring had been used, and maple flooring was used to replace it.

Ms. Pittman commented that there were many photos, and from the colored photos she noted that all of the moldings were painted white. She asked if they were originally white. Ms. White reported that they were white when her mother purchased the house in 1980. She stated there had been multiple layers of paint before she purchased the house. She offered to show colored pictures from earlier.

Ms. Moloney asked if the fireplaces were painted. Ms. White confirmed that they were.

Ms. Moloney asked if any of the wood doors had to be replaced. Ms. White reported that some doors were saved, but others had to be replaced. Some doors had to be recreated after the fires.

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Ms. Moloney asked if the wavy doors were saved or replaced. Ms. White answered that they were saved after the second fire but were likely recreated after the first.

Mr. Rhodes asked for confirmation that they were only looking to designate interior features. Chair Dowell confirmed this and stated that specific interior items had not previously been listed.

Ms. White noted that in her Exhibit A, she described doors with molding and had made an error in her description of the molding. She asked to revise the application to make it factually correct. Mr. Hardin noted that the board would need to make a motion on whether to approve the revised application.

Ms. White requested to amend her application stating, "Interior doors are a combination of styles and include three wooden doors with curved muntins in the parlor, wood doors with lambs' tongue molding on the first and simple five-panel wood doors on the second floor." The second change was to state, "Interior door in the library with lambs' tongue trim on the door and door frames."

Mr. Rayborn moved to accept the applicant's amendment to the application for Case #26-09-HPC-00008, seconded by Mr. Rhodes. The Board voted unanimously, 8-0, in favor of the motion. (Ayes: Dowell, Gallien, Hadden, Nix, Pittman, Rayborn, Rhodes, Moloney. Nays: None.)

Mr. Nix thanked Ms. White's mother for the work she had done on the property and said the house was magnificent. The house was unique and had a lot of detail. He said the interior was designated because of the effort put into restoring it to its original condition after the first fire. He requested that the main staircase, in addition to the rear staircase, be added to the list of designated interior features. He also requested adding the walls to the list of interior features in case of future penetrations and wall changes. He commented on the uniqueness of the staircases.

Ms. White commented that the main stairwell was at some point enclosed. At some point, there was an amendment to the third landmark in which the Stanleys enclosed the staircase leading to the living room to provide a separate entrance to the rooms upstairs. At some point, the rear sun porch was also converted into a kitchenette to rent to individuals coming home from the war. She pointed out the two doors, including the main entrance and the door on the sun porch.

Mr. Nix commented that the house was rented out after World War II, when housing was insufficient.

Ms. Moloney stated that they could preserve the floor plan, but she believed they could not preserve the walls since they had been replaced.

Chair Dowell asked Ms. White how she would like to proceed.

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Ms. White stated that she agreed with adding the front stairwell and the window in the stairwell. She stated it was hard for her to know what exact elements should be included, and she was open to adding other items. She raised a concern about including the floor in the case of another fire, given that someone might not be able to afford maple flooring.

Chair Dowell noted that they had to list the specific items within their motion.

Mr. Rhodes commented that the list had window casings and window columns, but not windows. Chair Dowell explained that the windows were already part of the exterior designation with the City.

Chair Dowell asked what was still original in the house after the fires. Ms. White stated that she believed the two pedestal sinks in the upstairs bathroom and the three-paneled stained-glass windows were original. There were other items, such as the smaller columns and the corbels, that she was not sure of. For the exterior, the stucco, stone foundation, supports, portico, and front porch were original.

Ms. Pittman asked for the original construction date. Ms. White reported that it was constructed in 1922. There was an amendment to the last landmark designation, where families were interviewed and it was stated that it was built in 1906.

Mr. Rhodes asked if designating the floor plan would prevent someone from requesting a change in the future. Chair Dowell clarified that anyone could request it in the future, but the designation would require HPC approval.

Ms. White confirmed that she was okay with adding the floor plan as it is in 2026.

Ms. Moloney moved to amend the applicant's revisions to add the front stairwell and the floor plan, as designated in the application, to the protected elements for Case #26-09-HPC-00008, seconded by Mr. Rayborn. The Board voted unanimously, 8-0, in favor of the motion. (Ayes: Dowell, Gallien, Hadden, Nix, Pittman, Rayborn, Rhodes, Moloney. Nays: None.)

Chair Dowell asked if anyone else wished to speak during the public hearing. Seeing none, Chair Dowell closed the public hearing by acclamation.

Chair Dowell stated that they needed to discuss both the interior designation of the house and the de-designation of the former land portion.

Chair Dowell reported that he and Ms. Hadden toured the site and that the portion of the land requested for de-designation was a stairwell to the street, providing access to the backyard accessory dwelling unit being added. He stated that it did not detract from the site's sense of place or integrity.

Ms. Moloney asked if the de-designation affected entry to the top parcel. Chair Dowell stated that the top parcel would no longer have access through a stairwell.

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Mr. Rhodes noted that the stairwell had played a role in the earlier subdivision designation. He further questioned the process of subdividing the lot prior to de-designating the portion of the property. The historic stairwell may have been important to the original compound.

Chair Dowell asked Mr. Nix if the stairwell was discussed when it was originally designated. Mr. Nix reported that it was discussed. Ms. Hadden commented that the stairwell had not been discussed at the City HPC; only the setbacks were.

Mr. Rhodes commented that the stairwell was a neat feature, but if it was to be preserved, there should be an easement around it so it could be kept for its intended purpose.

Chair Dowell asked the applicant what would be done to the stairwell. Ms. White reported that the stairwell was not part of the Isabel property. She explained where the ADU would go and that the stairs were never part of the property.

Ms. Moloney asked what was in the sliver of land. Ms. White reported that it was 0.01 acres. A pergola had been removed with approval from the City HPC. The land was now vacant. She stated that Avery Tew, a former Guilford County planner, had told her to move the line first and then request approval.

Mr. Hardin stated that, procedurally, it is preferred to de-designate property first and then subdivide, but subdividing first is also acceptable.

Ms. Moloney commented that if someone changed something that was protected and the HPC said it was not allowed, they would have to put it back. Mr. Hardin stated that the Board may take that into account.

Ms. Hadden moved that the Guilford County Historic Preservation Commission recommend de-designation of the subject property as presented in Landmark Designation Case #26-09-HPC-00008 located at 314 ZZ Isabel Street, Greensboro, NC 27401, identified as Guilford County Tax Parcel #244858, comprising approximately .01 acres, and owned by the Paula P. White Revocable Trust that was previously a portion of the landmark property known as the Carmichael House, based on the following:

1. The portion of the subject property DOES NOT possess special significance in terms of its historical, prehistorical, architectural, and/or cultural importance, because the land was not historically significant and has no architectural features.
2. The portion of the subject property DOES NOT possess integrity of design, setting, workmanship, materials, feeling, and/or association sufficient to convey its significance, given that the area of land was not historically significant and has no architectural features.

The motion was seconded by Mr. Nix. The Board voted unanimously (8-0) in favor of the motion. (Ayes: Dowell, Gallien, Hadden, Nix, Pittman, Rayborn, Rhodes, Moloney. Nays: None.)

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Chair Dowell commented on the two significant fires and noted that much of the original material was removed but later restored.

Mr. Rhodes said he was thankful someone had taken care of the property.

Chair Dowell asked about the property's history, the specialness of the interior, and the designations relative to Mr. Nix's background. Mr. Nix stated that the craftsmanship was superior and the professional crew did a great job duplicating the historical items. He commented on the uniqueness of the house that was not found in any other newer houses. The owners went above and beyond to restore the house to its former condition.

Chair Dowell commented that the Secretary of the Interior's Standards allowed for like-kind replacement of damaged materials, which a fire would qualify for.

Ms. Hadden commented that it was a beautiful house and she was excited to see all of the interior details.

Ms. Moloney stated that she had some initial concerns with like-for-like material replacement, but she was very pleased with replacing the maple floors with maple and being mindful of scale. She stated that her only remaining concern was the damage to the marble or ceramic floors, but she did not think it was significant.

Ms. Moloney moved that the Guilford County Historic Preservation Commission recommend APPROVAL of Landmark Designation Case #26-09-HPC-00008, an application to amend the landmark designation of the property identified as the Carmichael House, located at 314 Isabel Street, Greensboro, NC 27401, identified as Guilford County Tax Parcel #244857, comprising approximately 0.31 acres, and owned by the Paula P. White Revocable Trust. This recommendation is based on the following:

1. The subject property DOES possess special significance in terms of its historical and architectural importance:
    a. Interior doors are a combination of styles and include three wooden doors with curved muntins in the parlor, wood doors with egg-and-dart molding on the first floor, and simple five- panel wood doors on the second floor. Door hardware on the first floor is highly decorative polished brass plates and knobs, while the second-floor door hardware is antiqued brass plates and knobs. Interior woodwork on the first floor includes compound crown moldings at the base, door and ceiling casings, along with some chair rail. Parlor, living, and dining rooms feature coffered ceilings with egg-and-dart and lamb's tongue moldings and crown. Four decorative wood mantels with stone hearths are located in the parlor, living room, dining room and library. Four Corinthian columns and capitals, and another four half columns and capitals, are located between the parlor and living room, and again between the living and dining rooms. Tongue-and-groove flooring is throughout the interior, except in the three full bathrooms and the laundry room, all of which have marble or ceramic tile floors.

The primary bedroom features four columns at a 3-panel window set inside an archway, mimicking the two-story portico at the front exterior of the house. The second-floor L-shaped hallway features three sets of corbels on the ceiling. Door and window casings on the second floor are simple yet contain multiple moldings. The rear stairwell, which is narrow and originally opened onto a screened-in porch, now opens into the kitchen area, with an addition to the front of the stairwell and the floor plan as designated in the application. These features are significant because of the lifestyle of the house's architectural period, built in 1922, and the style of the neighborhood.

2. The subject property DOES possess integrity of design, setting, workmanship, materials, feeling, and association sufficient to convey its significance, as follows: the integrity of the materials, décor, floor plan, moldings, mantels, et cetera, all fit the historic period relative to the application and the historic period of the historic district that the home is placed in.
3. Ms. Moloney further moved that the designation include the following elements of the property that are integral to its historical and architectural value: The entire lot, the entire exterior of the Carmichael House, and the following specific interior features of the Carmichael House: ceilings, floors, interior doors, including knobs/hardware, interior window casings, Corinthian columns and capitals in the quantity of four, Corinthian half columns and capitals in the quantity of four, mantels in the quantity of four, woodwork and molding, window columns, rear stairwell, front stairwell, corbels, and the floor plan, as shown in the application.

The motion was seconded by Ms. Hadden. The Board voted unanimously, 8-0, in favor of the motion. (Ayes: Dowell, Gallien, Hadden, Nix, Pittman, Rayborn, Rhodes, Moloney. Nays: None.)

Commissioner Gallien exited the meeting at 7:43 pm.

VII. Other Business

A. 2027 HPC Meeting and Submittal Calendar

Mr. Hardin reported that this is the Commission's 2027 meeting and submittal calendar, which follows the usual meeting schedule on the third Tuesday of each month. He asked the Commission for a vote to adopt the calendar.

Ms. Pittman moved to adopt the 2027 HPC meeting calendar as presented by staff. The motion was seconded by Ms. Moloney. The Board voted unanimously, 7-0, in favor of the motion. (Ayes: Dowell, Hadden, Nix, Pittman, Rayborn, Rhodes. Nays: None.)

VIII. Staff Updates

Mr. Hardin reported that the landmark interactive map was posted on the website.

Attorney Ashton Roberts introduced herself. She reported that she represents the Planning Department and will attend the HPC meetings.

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IX. Commissioner Updates

Ms. Hadden commented on the issue of the City and County approving interior COA's in the City's historic districts. She stated that the issue arose when the former attorney interpreted the statute differently than it was in 1980.

Ms. Moloney stated that nothing had changed in how the City was doing things, but changes in the County's interaction with them created a stress point for community members in Greensboro.

Ms. Moloney stated that the City had indicated that, because of what the prior attorney said about the process, they were putting a full stop on everything and sending it back to the County.

Attorney Roberts thanked the Commissioners for the information and said she would look into the matter.

Mr. Nix said he had planned to raise the same issue. For 40 years, the City and the historic districts had an agreement to work with the HPC. He provided some background on how the City and County had operated. The City of Greensboro had always allowed the County's HPC to handle the interior and exterior. When the attorney in the City retired, changes had occurred. The City had changed the rules to require listing specific interior items rather than allowing the entire interior to be designated. The lawyers before Ms. Roberts had decided that the City of Greensboro should handle properties within the City's Historic District, but they were not set up to handle interiors. There had been many changes and different interpretations. The lawyers were asked to work with the City of Greensboro to maintain the prior agreement from two years ago, but no resolution was reached.

Mr. Hardin stated that there had been discussions with the City regarding the matter, and that the County has followed our legal guidance.

The Board discussed the issues resulting from splitting the handling of designations between the City and County.

Mr. Nix stated that the City and County offered up to a 50% tax deferral, but the Historic Districts of Greensboro did not. The County was doing more for the individual properties.

Ms. Moloney stated that, as she understood it, the City's charter prohibited interior COAs from reviewing the measures the County HPC covered.

Chair Dowell commented on the tax issue that it created. If there was not a lot in the designation, there was no tax deferral. People were missing out on 25% of their potential tax deferral due to the split designation.

Mr. Nix stated that they were unaware of when the City was going through COAs. Mr. Hardin stated that staff has been including issued COAs in their monthly staff updates.

Ms. Roberts stated that she would reach out to the City's attorney. She stated that Chair Dowell provided her with a list of items to review, which she would go through.

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Chair Dowell commented that many cities had grown but had not addressed the budget or participants. He noted that the item was on Attorney Robert's list.

Ms. Moloney asked if Historic Preservation North Carolina Conference counted toward the Certified Local Government (CLG) credits.

Mr. Hardin confirmed that they would ask anyone who attended to complete forms to file for the CLG credits.

Chair Dowell noted that the CLG credits ran from September through September.

Chair Dowell, Ms. Pittman, Ms. Moloney, and Mr. Rhodes confirmed their attendance.

Ms. Moloney noted that she had also signed up for additional webinars that counted toward CLG.

Mr. Nix reported that he had asked for a listing of any property that the Preservation of North Carolina had designated in Guilford County. He started comparing them to the list they had to see whether they overlapped, and he found some he was unaware of. He suggested that, for any properties jointly designated, the Preservation of North Carolina be notified in advance.

Ms. Moloney stated that the Preservation of North Carolina was the first step for jointly designated properties and that they had regular check-ins.

Mr. Nix suggested they keep track of the list to ensure nothing was missed. Mr. Hardin confirmed that they could add those properties to the mailing list.

Ms. Pittman reported that she had cataract surgery coming up, likely in January or February 2027, and it may impact her meeting attendance.

Ms. Moloney asked if students were allowed to sit in on meetings. Staff confirmed that students were allowed to sit in on the meetings.

Chair Dowell reported that he sent a list of ongoing projects before the meeting and that they needed to set goals. He reminded everyone that the budget was still with the State Assembly and subject to the upcoming election. The HPC had the opportunity to ask for budget items. The HPC could request training, which would be within the department's budget.

Ms. Moloney stated that it would be beneficial to request $1,000 to fund the travel of two Commissioners to the Historic Preservation North Carolina Conference.

Chair Dowell stated that he believed the budget priority was documenting the historical evidence they had, including the original pictures of the house. If the items were not documented electronically, they could open themselves up to a lawsuit. Mr. Hardin stated that part of the issue was not knowing what had and had not been done regarding the digitization of photographs.

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Chair Dowell stated that his budget priorities were documenting old pictures. He noted that the HPC still needed to look at the old pictures and what they were to help with identification.

Chair Dowell requested detailed photographs of all interior pictures for future applications. He noted that detailed pictures of what was planned to be designated would be helpful. It was clarified that the application for the current meeting included photographs of all items provided by the applicant.

X. Adjourn

There being no further business before the Board, Chair Dowell adjourned the meeting at 8:16 p.m.

The next regular meeting of the Guilford County Historic Preservation Commission is scheduled for November 17, 2026, at 6:00 p.m., in the Carolyn Q. Coleman Room on the first floor of the Old County Courthouse, 301 W Market St, Greensboro, NC 27401.

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GUILFORD COUNTY PLANNING AND DEVELOPMENT

Historic Preservation Commission Certificate of Appropriateness (COA) Application

Staff Use Only

Date Received: 10/27/26 **No Fee Required** **Case Number** 26-10-HPC-00009

Date Approved/Denied: _____ **Initials:** _____

Provide the required information as indicated below. *Pursuant to the Guilford County Development Ordinance, this application will not be processed until the form below is completed and signed and all required maps, plans and documents have been submitted to the satisfaction of the Planning Staff.*

Name of Property Yanty - Peboc Building
Property Location 106 N Elm St, Suite 100 Greensboro, NC 27401
Tax Parcel # 0000251

Please attach the appropriate information about the subject property (See below). Digital copies of all documents in PDF, JPG, or Word format are required.

☑ **Exterior Alterations or Repairs:** Describe in detail all work to be done and reason for work. Include the following items where appropriate: sketches, drawings, photographs, specifications and other descriptions of proposed changes to the building façade, roof, new additions, or site improvements. Drawings will be required for major changes and additions to materials or design for such items as roofs, moldings, porches, railings, fences, doors, windows, and hardware. SIGNAGE

☐ **Interior Alterations or Repairs:** Describe in detail all work to be done and reason for work. Include the following items:

A) Sketches, drawings, photographs, specifications or other descriptions of proposed changes. Architectural drawings will be required for major changes and additions to materials or design for such items as moldings, doors, windows, and hardware.

B) Paint chips for color changes.

C) Samples of other proposed materials when the original materials will not be retained.

☐ **New Construction:** (includes any new construction on the designated site). Describe the nature of the proposed project in detail and include the following:

A) Site plan with measured distances. Four (4) scaled drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.

B) Elevation drawings of each affected façade and specifications which clearly identify the appearance of the project. Four (4) scaled elevation drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.

C) Photographs of the proposed site including any available historic photos, landscapes and aerials

D) Detailed materials list, colors and/or samples.

E) Zoning Confirmation: Provide written and signed confirmation from the jurisdiction's enforcement officer that proposed new construction and site plan complies with applicable zoning district regulations including, but not limited to setbacks, height restrictions, landscaping, fencing, exterior lighting, parking and access, the existence and status of any nonconforming uses or situations, signage, overlay district requirements such as scenic corridors historic districts, and watershed districts.

☐ **Relocation of Structure(s)**: Give reasons for the relocation. Include photographs and aerial(s) of the proposed site, and describe any alterations, etc. that might occur to foundation walls, etc.

A) Site Plan with measured distances. Four (4) scaled drawings are required to be submitted with the application for use by staff and the Commissioners. A reduced drawing may be submitted on 8 ½"x 11" paper for inclusion in the application packet.

B) Photographs of the proposed site including any available historic photos, landscapes and aerials.

C) Details regarding revisions to structure and/or new materials required as a result of the proposed relocation of the structure(s) including colors and samples.

D) Zoning Confirmation: Provide written and signed confirmation from the jurisdiction's enforcement officer that proposed relocated structure and site plan complies with applicable zoning district regulations including, but not limited to setbacks, height restrictions, landscaping, fencing, exterior lighting, parking and access, the existence and status of any nonconforming uses or situations, signage, overlay district requirements such as scenic corridors, historic districts, and watershed districts.

☐ **Demolition of Existing Structure(s):** (includes any new construction on the designated site). Describe the structure(s) and give the reason(s) for the demolition request. Include scaled plot plan, photographs and measurements of the structure(s). Include any new construction on the designated site. Describe the nature of the proposed project in detail and include the following: plot plan with measured distances; elevation drawings of each affected façade; and specifications which clearly identify the appearance of the project, photographs of the proposed site, detailed materials list and colors and/or samples.

ALL Materials submitted with the application become the property of the Guilford County Historic Preservation Commission and will not be returned.

GUILFORD COUNTY
PLANNING AND DEVELOPMENT

Historic Preservation Commission Certificate of Appropriateness (COA) Application

For COA's requiring a public hearing, the application must be received by 12:00 P.M. on the 3rd Tuesday of the month, one month prior to the public hearing dates. See Guilford County Meeting Schedule for dates.

I, the undersigned, do hereby respectfully make an application for a Certificate of Appropriateness:

☑ Applicant ☐ Owner

Mark Vega
Name

4533 W. Market St
Mailing Address

Greensboro, NC 27407
City, State and Zip Code

336-855-9595 - Sigmate-336@gmail.com
Phone Number Email

Signature

☐ Applicant ☒ Owner

Charles W. Coltrane for CTC Properties LLC
Name

106 N. Elm St, Ste 300
Mailing Address

Greensboro NC 27401
City, State and Zip Code

(336) 279-8707 COLTRANE@CAOLAW.com
Phone Number Email

Signature

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that by filing this application, representatives from Guilford County Planning and Development may enter the subject property for the purpose of investigation and analysis of this request.

STAFF USE ONLY:

MINOR/EXEMPT COA

☐ Approved by Staff Commission
Conditions of Approval:

☐ Referred to Historic Preservation

MAJOR COA

☐ Approved by Historic Preservation Commission Commission
Conditions of Approval:

☐ Denied by Historic Preservation

Return completed applications by e-mail to:

Contact_Planning@guilfordcountync.gov
400 W Market Street – Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334

City of Greensboro: Development Services
Commercial Building Permit Application
300 W. Washington St.
Greensboro, NC 27405
Office: 336-373-2155 Fax: 336-373-3637

ATTACHMENT

Plan Review & Tracking

Total Construction Cost: $10,117
Electrical Cost:
Plumbing Cost:
Mechanical Cost:
General Construction Cost: $10,117

Date: 10.16.26

Applicant Name: Mark Vega
Check one: ☐ Architect/Engineer/Designer ☐ Contractor ☐ Owner ☐ Tenant

Project Name: COR Law

Project Address: 106 N Elm St Ste 100, Greensboro, NC 27401

Contact Person: Mark Vega **Phone:** 336-855-9595 **Fax:** 336-855-3695

Email: signmaker336@gmail.com

Contact Person will receive all the correspondence, notices and questions from Plan Review

Additional Contacts: (optional) **Phone:** **Fax:**

Email:

Description of Work: Channel Letters for Building

For New Buildings: ☐ New ☐ Shell Only ☐ Initial Upfit

For Existing Buildings: ☑ Addition ☐ Alteration or Tenant Upfit

Work Area:

Check If Building Located In Or Classified As: ☐ Flood Plain ☐ Fire District ☐ Overlay ☐ Landmark Property ☐ Local Historic District ☐ National Historic District

Describe the use of the building/ nature of the business: Law Office

Previous occupancy/use:

This permit will be issued to (check only one): ☐ General Contractor ☐ Owner ☑ Tenant

I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Inspection Division will be notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant Signature Mark Vega

GREENSBORO
NORTH CAROLINA
PLANNING

Development Services Sign Permits

ATTACHMENT

PROPOSED SIGN(S)

Type (Freestanding/Wall)	Each Sign's Dimensions and Square Footage	For Wall Sign: Dimensions of Wall onto which sign will go	For Freestanding Sign: Height above Grade	Is Electrical Connection or Reconnection Involved?
Wall	34 x 192 45.3 sq ft	23' x 38' 874 sq ft		yes

EXISTING SIGNS **ALL MUST BE LISTED**

Type (Freestanding/Wall)	Sign Dimensions, Square Footage of Sign Face Area	To Be Removed or To Remain?	Staff - Conforming or Nonconforming?

Notes

The undersigned hereby makes application as described above, and agrees to conform to local and state laws. The undersigned further states that all statements made herein are true, and understands that incomplete or inaccurate application results in processing delays. The undersigned further acknowledges that application for electrical and/or building permits for the proposed sign may also be necessary and such application is the responsibility of the applicant. Failure to obtain appropriate building or electrical permits is a misdemeanor and a violation of State law.

Applicant Signature Mark Vega DATE 10.16.26

Applicant is: Sign Contractor ✓ Business Owner _____ Building Owner _____ Other (Define) _____

Questions? Contacts:

- Zoning and sign permitting questions: Duncan Walser 336-373-4671 or Duncan.walser@greensboro-nc.gov
- Building Code and structural questions: Wanda Hovander 336-373-2832 or wanda.hovander@greensboro-nc.gov in Development Services
- Electrical questions: Todd Richardson, Chief Electrical Inspector: 336 373-2459, todd.richardson@greensboro-nc.gov
- Main number for Planning/Zoning is 336 373-2144
- Main number for Development Services is 336 373-2155
- Number for Contact Center is 336-373-2489

The Melvin Municipal Office Building (City Hall) is located at 300 W. Washington Street in Greensboro

Parking is available in the lot between City Hall and Eugene Street, accessed from West Washington Street. Free spaces for users of Development Services may be available; if you are able to take advantage of one of these remember to sign the registry on the counter as you enter Development Services, providing the make, model, color and tag number of the vehicle.

ATTACHMENT

GREENSBORO NORTH CAROLINA
PLANNING
Development Services Sign Permits

ZONING SIGN REVIEW APPLICATION

Sign Permit # _____

Permit Issued On _____

***Application for Electrical and/or Building Permits is responsibility of Installer.**

At what address will sign be installed? 106 N Elm St Ste 100, Greensboro, NC 27401 What is the name of the business for which the sign is requested? COR Law	What is the site's zoning? CB	Is there a Common or Master Sign Plan?

Contact person: Mark Vega	**Phone #** **(include area code)** **336-855-9595**	**Email address** **Signsbytomorrow336@yahoo.com**
Who is the applicant? Mark Vega	**336-855-9595**	**Signsbytomorrow336@yahoo.com**
Who is the business owner? Eric Richardson	336-904-9000	eric@erlaw-nc.com
Who will build and install the sign? Signs By Tomorrow	**336-855-9595**	Signsbytomorrow336@yahoo.com
Who will do any electrical work for the installation? Tony Tucker - Triple T	336-462-2708	htucker001@triad.rr.com

Hard copies of this sign permit (and any associated attachments) can be provided upon request

Please note this application is only for zoning review of a proposed sign, and constitutes the first step in getting a sign permit. This permit does not grant permission to construct or install a sign until an electrical permit and/or a building permit are issued, if required. Applicant will be notified when Zoning-only review is complete and application for building and/or electrical permit(s) can be accepted.

To be accepted, this form must be accompanied by a fully dimensioned plot plan, drawings of the proposed sign(s), and (if a wall sign is proposed) wall elevation(s), along with review fee ($150 per sign, as of July 1, 2022).

- Site plan should provide all distances/dimensions for existing and proposed sign locations, buildings, easements, street rights of way, driveways, and sight triangle(s).
- Elevation should show length and height of the overall wall on which sign is to be located, and, for a multi-tenant building, that portion of the building leased by the business for which the sign is proposed.

ATTACHMENT

Reserved for Staff (Applicable Review Points):

Building Permit Required:	❑ Yes	❑ No	(Initial & Date) _____
Engineered Seal Required:	❑ Yes	❑ No	(Initial & Date) _____
Electrical Permit Required:	❑ Yes	❑ No	(Initial & Date) _____
Zoning Permit Required:	❑ Yes	❑ No	(Initial & Date) _____

Sign Permit Review (Zoning)

Application Complete (Includes Payment of Fee) (Initial & Date) _____

Application Meets LDO standards: (Initial & Date) _____

Field Check (if applicable) Complete (see attached): (Initial & Date) _____

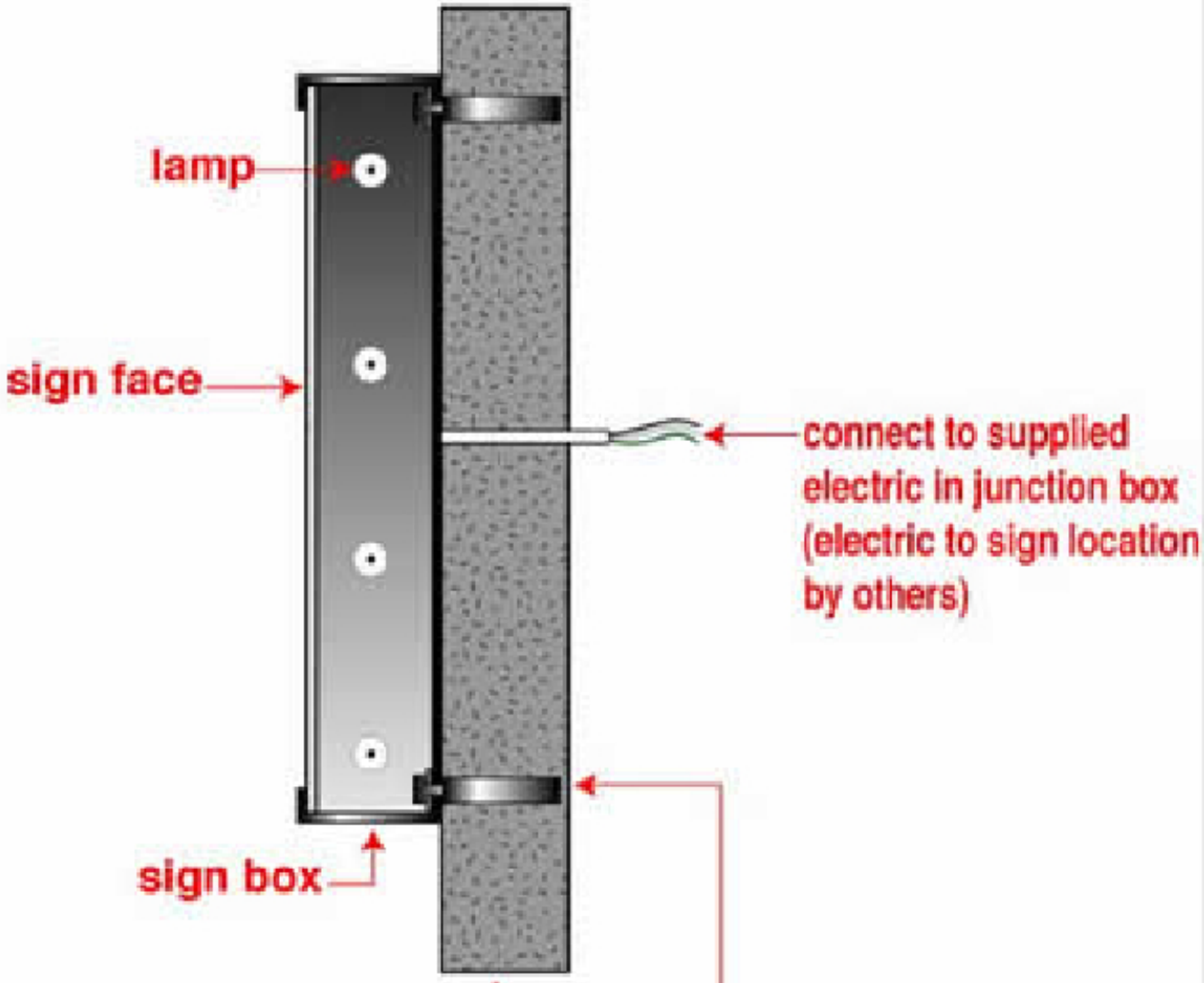
Sign Permit Issued On: (Date) _____

ATTACHMENT


16 ft
34 in
COLTRANE • OVERFIELD • RICHARDSON
COR LAW FIRM
106
ER LAW

ATTACHMENT

Outdoor Sign Cabinet - Install - Lag Bolt



*all components UL listed and to comply with NEC 600

ATTACHMENT - EXAMPLE SIGN



CA202611003682

SOSID: 0496265
Date Filed: 4/20/2026
Elaine F. Marshall
North Carolina Secretary of State
CA2026 110 03682

LIMITED LIABILITY COMPANY ANNUAL REPORT

1/6/2022

NAME OF LIMITED LIABILITY COMPANY: CTC PROPERTIES, L.L.C.

SECRETARY OF STATE ID NUMBER: 0496265 STATE OF FORMATION: NC

REPORT FOR THE CALENDAR YEAR: 2026

Filing Office Use Only

☐ Changes

SECTION A: REGISTERED AGENT'S INFORMATION

1. NAME OF REGISTERED AGENT: Charles W. Coltrane

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____
SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY
16 Sunfish Point
Greensboro, NC 27455 Guilford

4. REGISTERED AGENT OFFICE MAILING ADDRESS
16 Sunfish Point
Greensboro, NC 27455 Guilford

SECTION B: PRINCIPAL OFFICE INFORMATION

1. DESCRIPTION OF NATURE OF BUSINESS: Real Estate Rental and Managment

2. PRINCIPAL OFFICE PHONE NUMBER: (336) 545-1964

3. PRINCIPAL OFFICE EMAI Privacy Redaction

4. PRINCIPAL OFFICE STREET ADDRESS
106 N Elm Street Suite 300
Greensboro, NC 27401 Guilford

5. PRINCIPAL OFFICE MAILING ADDRESS
106 N Elm Street Suite 300
Greensboro, NC 27401 Guilford

6. Select one of the following if applicable. (Optional see instructions)

☐ The company is a veteran-owned small business

☐ The company is a service-disabled veteran-owned small business

SECTION C: COMPANY OFFICIALS (Enter additional company officials in Section E.)

NAME: Charles W. Coltrane	NAME: S. Rex Tuggle , Jr.	NAME:
TITLE: Managing Member	TITLE: Member	TITLE:
ADDRESS: 16 Sunfish Point	ADDRESS: 2208 New Garden Rd	ADDRESS:
Greensboro, NC 27455 Guilford	Greensboro, NC 27410 Guilford	

SECTION D: CERTIFICATION OF ANNUAL REPORT. Section D must be completed in its entirety by a person/business entity.

Charles W. Coltrane — 3-27-26
SIGNATURE — DATE

Form must be signed by a Company Official listed under Section C of This form.

CHARLES W. COLTRANE — MEMBER - MANAGER
Print or Type Name of Company Official — Print or Type Title of Company Official

SUBMIT THIS ANNUAL REPORT WITH THE REQUIRED FILING FEE OF $200

MAIL TO: Secretary of State, Business Registration Division, Post Office Box 29525, Raleigh, NC 27626-0525

GUILFORD COUNTY
PLANNING AND DEVELOPMENT

Historic Preservation Commission
Staff Report for
Certificate of Appropriateness

Property Information

Case Number: 26-10-HPC-00009

Name of Landmark: Younts-Deboe Building

Property Address: 106 N Elm Street, Greensboro, NC 27401

Tax Parcel: 251

Owner(s): CTC Properties LLC

Project Summary

Proposed exterior alterations include installing a new 16-ft x 2.8-ft illuminated sign on the building's front façade.

Background Information

From the memo forwarded to the Greensboro City Council from Guilford County recommending the landmark designation of this structure, "The Younts-DeBoe Building was built in 1923 as a men's clothing store. Its handsome facade of limestone and terra cotta is finely detailed with a pleasing variety of neoclassical detail. The marble facing beneath the showcases and around the doorway was added in the 1950-1960 era. The floor of the entryway is terrazzo with a brass Younts-DeBoe insignia embedded in the center. Similar insignia are inscribed in the limestone on the facade above the showcases."

The landmark report for this property indicates that it is significant because: "It typifies construction quality and design in the early 1920s, which is considered historically significant… Although it is an interior site and has very little exterior wall exposure, its ornate front is of such a design and quality of materials that it is considered one of the more ornate and attractive buildings within the Central Business District. Additionally, the history behind the Younts'-DeBoe Building is considered significant to downtown Greensboro. It was occupied by a single tenant since its inception, and the clothing store that occupied the building retained a reputation for dealing only in the highest quality merchandise. Many of Greensboro's most influential citizens still have fond memories of events which took place in and around the Younts-DeBoe Clothing Store. As a result of these considerations, we believe that the Younts-DeBoe Building is significant to Downtown Greensboro both with respect to architectural design and history. In that the renovation process of the building includes retaining virtually all the Younts-DeBoe insignias and markings, we feel that the entire building is deserving of the historic properties designation."

The exterior appearance of the structure is the same today as it was originally constructed (with the exception of the possible addition of the front as previously mentioned). Exterior brickwork has remained intact, ornate limestone trim is as original, and the original marble trim and showcases are as they were originally constructed. No known exterior changes have been made or proposed.

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The property is not individually listed on the National Register of Historic Places; however, it is part of the National Register of Historic Places Downtown Greensboro Historic District (ref. GF9159), which was established in 2023.

The property was designated as a local historic landmark in 1983.

- The property's landmark designation includes the following:

  a. The façade and foyer.

- A Major Certificate of Appropriateness was issued on 07/05/1995 to install a 13-foot 10-inch by 2-foot 4-inch Chick-fil-A restaurant sign on the front façade. Later, a second Minor COA was issued on 10/04/2012 for a Subway restaurant sign, similar to, and no larger than, the Chick-fil-A signage previously approved by the Commission. The proposed new sign would encompass a larger area than either of those previous signs. Therefore, the request constitutes a major work COA application for HPC approval.

Review Standards

The **Secretary of the Interior's Standards for Rehabilitation** (codified in Title 36 of the Code of Federal Regulations, Part 67) have been adopted by the Guilford County Historic Preservation Commission to guide the Commission in determining congruity with the special character of local historic landmarks for new construction, alterations, additions, moving, and demolition.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction.

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

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5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

DRAFT

Example Motion (Approval)

Here is an example motion for **approval**:

> *I move to **APPROVE** Certificate of Appropriateness Case #26-10-HPC-00009, for **EXTERIOR ALTERATIONS INCLUDING INSTALLATION of A NEW 16-FT X 2.8-FT ILLUMINATED SIGN ON THE BUILDING'S FRONT FAÇADE** on the subject landmark property, identified as YOUNTS-DEBOE BUILDING, located at 106 N ELM STREET, GREENSBORO, NC 27401, being Guilford County Tax Parcel #251.*
>
> *Based upon the staff report, testimony, and evidence presented at this hearing, the Guilford County Historic Preservation Commission makes the following findings of fact **[list relevant findings of fact]:***
>
> *Identify the appropriate **Secretary of Interior** standards met by the proposed work and the justification:*
>
> _____
>
> _____
>
> _____
>
> _____
>
> _____
>
> *The following additional evidence was presented during the evidentiary hearing justifying the Commission's decision:*
>
> _____
>
> _____
>
> _____
>
> _____
>
> _____
>
> *This motion also directs staff to draft a proposed order reflecting these findings and conclusions and such other findings and conclusions as may be consistent with the Commission's decision and supported by the evidence and the law, for the Commission's consideration at its next meeting.*

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Example Motion (Denial)

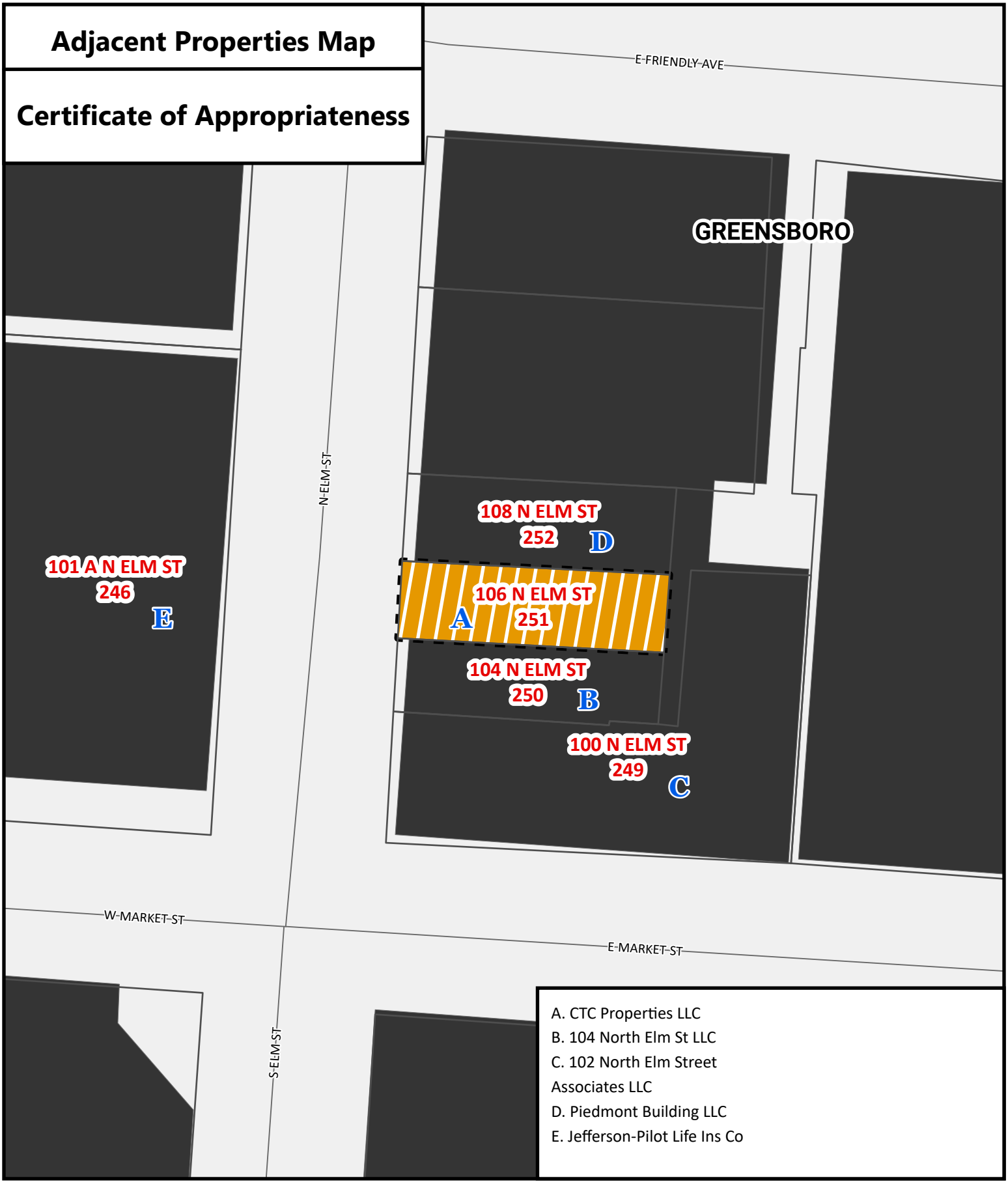
Here is an example motion for **denial**:

> *I move to **DENY** Certificate of Appropriateness Case #26-10-HPC-00009, for **EXTERIOR ALTERATIONS INCLUDING INSTALLATION of A NEW 16-FT X 2.8-FT ILLUMINATED SIGN ON THE BUILDING'S FRONT FAÇADE** located at 106 N ELM STREET, GREENSBORO, NC 27401, being Guilford County Tax Parcel #251. Based upon the staff report, testimony, and evidence presented at this hearing, the Guilford County Historic Preservation Commission makes the following findings of fact **[list relevant findings of fact]:***
>
> *Identify the appropriate **Secretary of Interior** standards **not** met by the proposed work and the justification:*
>
> _____
>
> _____
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> _____
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> _____
>
> _____
>
> *The following additional evidence was presented during the evidentiary hearing justifying the Commission's decision:*
>
> _____
>
> _____
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> _____
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> _____
>
> _____
>
> *This motion also directs staff to draft a proposed order reflecting these findings and conclusions and such other findings and conclusions as may be consistent with the Commission's decision and supported by the evidence and the law, for the Commission's consideration at its next meeting.*

DRAFT

Adjacent Properties Map

Certificate of Appropriateness



A. CTC Properties LLC
B. 104 North Elm St LLC
C. 102 North Elm Street Associates LLC
D. Piedmont Building LLC
E. Jefferson-Pilot Life Ins Co

Planning & Development Department

Jurisdiction:
GUILFORD COUNTY

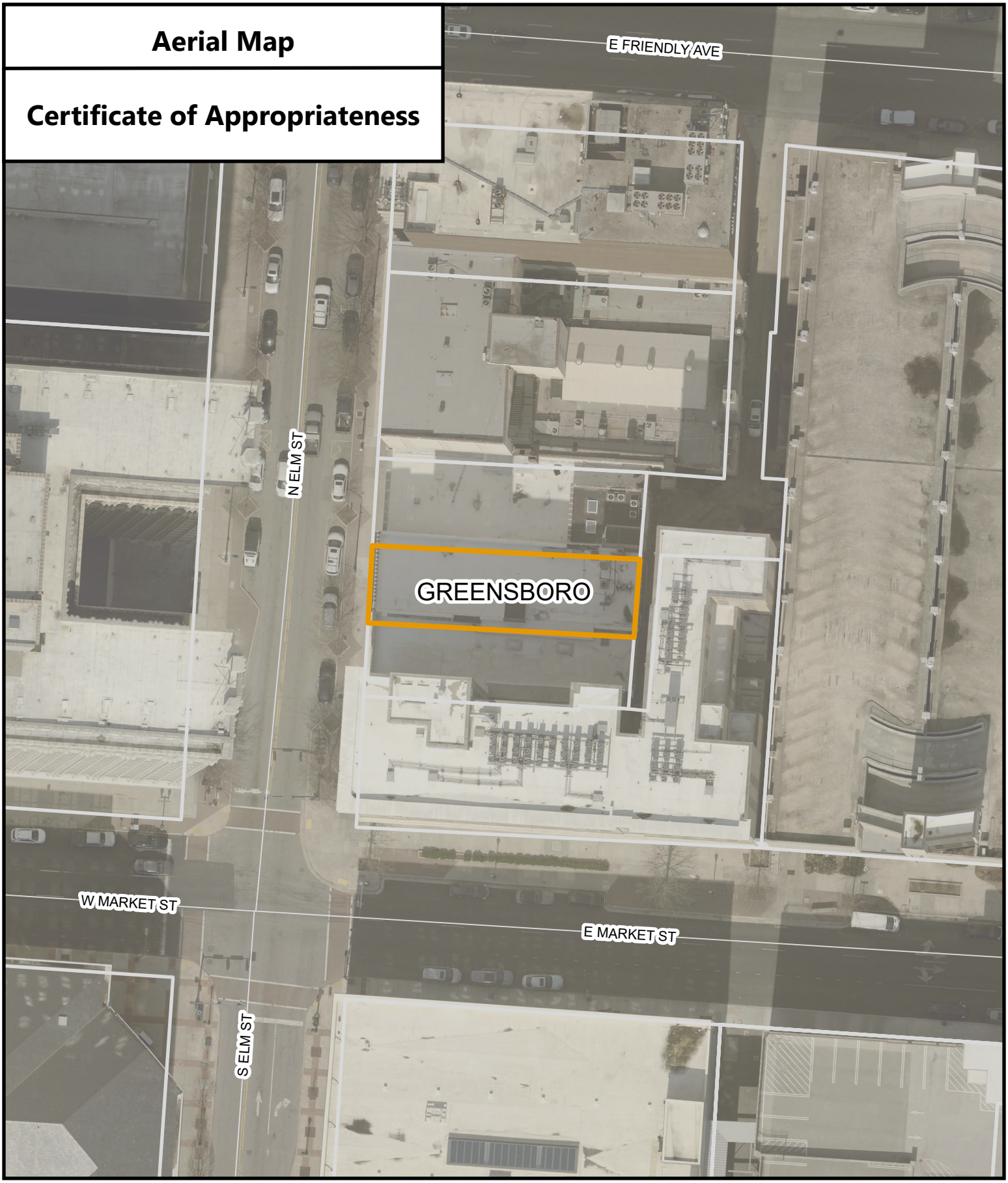
Case Number:
26-10-HPC-00009

Case Area:
Parcel(s) - 251
106 N Elm St

Scale: 1" = 50 '

Aerial Map

Certificate of Appropriateness



Planning & Development Department

Jurisdiction: GUILFORD COUNTY

Case Number: 26-10-HPC-00009

Case Area: Parcel(s) - 251
106 N Elm St

Scale: 1" = 50 '