

CITY COUNCIL AGENDA

CITY OF SANFORD, NORTH CAROLINA

April 5, 2016, 7:00 P.M., CITY HALL



1. **MEETING CALLED TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENT**
5. **APPROVAL OF AGENDA**
6. **CONSENT AGENDA**
 - A. Approval of City Council Meeting Minutes Dated March 15, 2016 – (Pages 4 - 10)
7. **SPECIAL AGENDA**
 - A. Presentation of Arbor Day Proclamation – (Pages 11 - 12)
 - B. Presentation of National Auctioneers Day Proclamation – (Page 13)
8. **CASES FOR PUBLIC HEARINGS: *to be held jointly with the Planning Board.***
9. **DECISIONS ON PUBLIC HEARINGS**
 - A. Consideration of text amendments to the Unified Development Ordinance, Article 11 Sign Regulations, Section 11.6 Prohibited Signs to allow Sandwich Board Signs as noted, and to Section 11.7 Signs That Do Not Require a Permit by adding a new Subsection 11.7.19 Sandwich Board Signs with conditions as set forth in the section. – (Page 14)
 - B. Consideration of multiple text amendments to the Unified Development Ordinance to allow for Breweries. – (Page 14)

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- Amendment to Article 4, Table 4.6.-1 Permitted Use Matrix to add a new land use for Regional Breweries, Large Breweries and Microbreweries and further indicate that Regional Breweries, Large Breweries and Microbreweries shall be permitted as of right in the Light Industrial (LI) and Heavy Industrial (HI) districts and that Microbreweries shall also be permitted in the Highway Commercial (HC), Light Commercial & Office (C-1), General Commercial (C-2) and Central Business (CBD) districts with supplemental development regulations. – (Page 14)
- Amendment to Article 5, to create a new Section 5.42 in order to add supplemental development regulations for Microbreweries allowed in the Highway Commercial (HC), Light Commercial & Office (C-1), General Commercial (C-2) and Central Business (CBD) districts. – (Page 14)
- Amendment to Appendix A to add Definitions for Regional Brewery, Large Brewery, Microbrewery, Brewpub, and Taproom. – (Page 14)
- **Consider Adoption of Ordinance Amending the City of Sanford Unified Development Ordinance – (Pages 15 - 21)**

10. REGULAR AGENDA

- A. Consider Grant Project Ordinance-Rural Economic Development Grant-Comfort First Heating & Cooling, Inc. Water Infrastructure Improvements – (Page 22)
- B. Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Local Match for Rural Economic Development Grant) – (Pages 23 - 24)
- C. Consider Reimbursement Resolution – Acquisition of Land (First Street Properties) – (Page 25)
- D. Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY -2015-2016 (Appropriation for Purchase of First Street Properties) – (Pages 26 - 27)
- E. Consider Adoption of Rosemount-McIver Park Historic Guidelines – (Pages 28 - 113)
- F. Consider Waiver of Fee for Variance Application for 419 Evergreen Street – (Page 114)

11. NEW BUSINESS – (Items for discussion and action will only be taken if necessary. Otherwise, these items will be placed on the next agenda for approval.)

12. OTHER BUSINESS
Closed Session – (Page 115)

13. ADJOURNMENT

MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF SANFORD
SANFORD, NORTH CAROLINA

The City Council met at the Sanford Municipal Center, 225 E. Weatherspoon Street, on Tuesday, March 15, 2016, at 7:00 p.m., in Council Chambers. The following people were present:

Mayor T. Chet Mann
Council Member Byron Buckels
Council Member James Williams
Council Member Charles Taylor
City Manager Hal Hegwer

Mayor Pro Tem Sam Gaskins
Council Member Jimmy Haire
Council Member Norman Charles Post, III
Council Member Rebecca Wyhof
City Clerk Bonnie Davis

Absent:
City Attorney Susan Patterson

Mayor Mann called the meeting to order. Council Member Buckels delivered the invocation. The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Mayor Mann requested that Items 11-E, 11-F and 11-G be removed from the agenda, stating that more information is needed before proceeding.

Mayor Pro Tem Gaskins made a motion to remove Item 10-E (Grant Project Ordinance-Rural Economic Development Grant- Comfort First Heating & Cooling, Inc. Water Infrastructure Improvements), Item 10-F (Ordinance Amending Annual Operating Budget- Local Match for Rural Economic Development Grant) and Item 10-G (Contract for Consultant Services for Assistance with Comprehensive Update to County-wide Land Use Plan), rather than Items 11-E, 11-F and 11-G, from the agenda. Seconded by Council Member Buckels, the motion carried unanimously.

Mayor Mann noted that Item 10-G should not have been removed from the agenda and requested that it be returned. Mayor Pro Tem Gaskins moved to reconsider Item 10-G (Contract for Consultant Services for Assistance with Comprehensive Update to County-wide Land Use Plan) and add it to the agenda; Council Member Taylor seconded the motion, which carried unanimously.

CONSENT AGENDA

Approval of Council Workshop Minutes Dated February 22, 2016 (filed in Minute Book 86)

Approval of City Council Meeting Minutes Dated March 1, 2016 (filed in Minute Book 86)

Mayor Pro Tem Gaskins made a motion to approve the Consent Agenda. Seconded by Council Member Wyhof, the motion carried unanimously.

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SPECIAL AGENDA

Presentation of Proclamation Honoring Don Drouillard for Exemplary Service to Habitat for Humanity (Exhibit A)

Mayor Mann commented that one thing that makes Sanford great is the character of the people such as Don Drouillard and the things they do to improve our community. He read the proclamation and recognized Mr. Drouillard for his 28 years of service to Habitat for Humanity.

CASES FOR PUBLIC HEARINGS

Consideration of text amendments to the Unified Development Ordinance, Article 11, Sign Regulations, Section 11.6, Prohibited Signs, to allow Sandwich Board Signs as noted, and to Section 11.7, Signs That Do Not Require a Permit, by adding a new Subsection, 11.7.19, Sandwich Board Signs with conditions as set forth in the section (Exhibit B)

Consideration of multiple text amendments to the Unified Development Ordinance to allow for Breweries

David Montgomery, Senior Planner, stated that these amendments were presented to the Joint Planning Commission (JPC) at their meeting on November 19, 2015, and upon discussion, they recommended that all amendments be forwarded to the three jurisdictions for public hearing and consideration for adoption. The first amendment would allow sandwich board signs on public sidewalks in front of businesses in the Neighborhood Commercial District, Central Business District, Traditional Neighborhood Development and Planned Unit Development Districts, subject to design standards. These signs are traditionally designed for pedestrians and intended to be used during business hours. Among the requirements are: signs should be located in front of the associated business, within one foot of the curb or building, provided that a minimum five foot pedestrian path is allowed as required by the ADA (American Disability Act); signs can be no more than 30 inches in width and 42 inches in height; are constructed of non-reflective material and/or color; are finished in appearance and compatible with the historic nature of the district where located, with professionally painted or applied lettering. Chalk boards and white boards would be allowed. There is a limit of one sign per business per street, with corner businesses allowed to have one sign on each street, and a requirement that any business erecting a sandwich board sign must execute an indemnification and hold harmless agreement for any claim which may arise out of the presence of the sign on city property or public right-of-way. Mr. Montgomery confirmed that he would be responsible for handling this documentation.

Mayor Mann opened the public hearing.

Council Member Taylor stated that the JPC had extensive discussions on these proposed amendments and ultimately voted unanimously to move them before the respective governing bodies. Council Member Wyhof questioned who would make judgements regarding whether specific requirements had been met (such as whether signs were "professionally painted"). Mr. Montgomery stated these decisions would be made by Planning Department staff. He also confirmed that the proposed amendments would apply to all districts identified, in Downtown Sanford and in Jonesboro.

With no one speaking in favor or in opposition, the public hearing was closed.

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- Amendment to Article 4, Table 4.6-1, Permitted Use Matrix, to add a new land use for Regional Breweries, Large Breweries and Microbreweries and further indicate that Regional Breweries, Large Breweries and Microbreweries shall be permitted as a right in the Light Industrial (LI) and Heavy Industrial districts and that Microbreweries shall also be permitted in the Highway Commercial (HC), Light Commercial & Office (C-1), General Commercial (C-2) and Central Business (CBD) districts, with supplemental development regulations
- Amendment to Article 5, to create a new Section 5.42 in order to add supplemental development regulations for Microbreweries allowed in the Highway Commercial (HC), Light Commercial & Office (C-1), General Commercial (C-2) and Central Business (CBD) districts
- Amendment to Appendix A to add Definitions for Regional Brewery, Large Brewery, Microbrewery, Brewpub, and Taproom

David Montgomery, Senior Planner, summarized the proposed amendments, explaining that the intent of the proposal that microbreweries include a taproom or brewpub is to promote commercial use. He also explained that a taproom or brewpub associated with a microbrewery shall not be classified as an entertainment establishment, must be accessible to the public and shall not be located within 200 linear feet of a parcel or tract of land containing a church or religious institution, daycare facility or detached single-family dwelling structure.

Mayor Mann opened the public hearing.

Mr. Montgomery shared information on microbreweries in North Carolina (Exhibit C), including the fact that there are approximately 132 located here and they are a \$1.2 billion industry.

Council Member Haire noted that several churches or religious institutions have chosen to locate in retail areas of Jonesboro, which may present problems with the 200 foot minimum distance requirement. Council Member Wyhof questioned whether potential sites would continually be ruled out due to this this requirement, making it a hindrance rather than a driver for development.

Tim Ebert (of 502 McReynolds Street, Carthage), spoke on behalf of a microbrewery with plans to locate downtown, noting that recent street improvements were a major factor in that decision. He stated that he has entered into a contract to purchase property downtown and is working with a brewer, an architect and a nationally-known brewing business consultant. He thanked Council for considering the proposed amendments which will encourage foot traffic and bring people downtown, where he thinks a microbrewery would complement the other businesses already located there.

With no one else requesting to speak, the public hearing was closed and the Planning Board retired to the West End Conference Room.

Consider Update from Sanford Area Growth Alliance (SAGA)

Joy Thrash, Chief Executive Officer of SAGA, informed Council that the organization's website has been launched as a single economic development and web portal. The recent Chamber

Banquet was well-attended by approximately 240 guests. Membership in the Chamber of Commerce has increased to the highest level in ten years, and she acknowledged Economic Development Director Bob Joyce for holding the organization together during tough economic times of the past several years. SAGA has responded to 39 projects, resulting in 212 jobs and approximately \$75.6 million in investment. They have 22 active projects at this time (compared to an average of 12) and seven of these are anticipated to come to fruition before the end of 2016, producing an estimated 170 jobs and an estimated investment of \$51.8 million.

Ms. Thrash commented on the success of the Central Carolina Enterprise Park project, noting that a private group is working to implement recommendations made during the Duke Site Readiness presentation made last July. She acknowledged that this partnership is a successful joint effort of the City, County and private sector, all working together to prepare the site for occupancy.

Regarding marketing, Ms. Thrash stated that SAGA has reached out to site selectors and made visits to South Carolina, Atlanta and Chicago and are considering attending an event in Germany, which is the largest industrial trade show in the world. They are also making efforts to become more pro-active rather than reactive and continue to build relationships with the agriculture community. SAGA will be a Silver Sponsor at the Research Triangle Partnership's upcoming "State of the Region" event.

Ms. Thrash informed Council that SAGA continues to seek opportunities to grow funding through the private sector, thanked Council for their support and requested continued support so that the organization can expand marketing efforts. SAGA will continue to develop a strategic and competitive marketing strategy for recruitment and expansions. She also suggested that the current policy on incentives be reviewed, noting that we currently offer seven year incentive plans but other communities have been successful with ten-year plans.

Mayor Mann thanked Ms. Thrash for her work as CEO and reminded Council that the city is a stakeholder and can help with providing an environment that will attract and increase retail, along with commercial and industrial growth. He asked that Council continue and possibly increase funding since SAGA's success will create jobs and increase the tax base, ultimately helping to fund future budgets. He also noted that SAGA's initial funding was primarily from the private sector and the ultimate goal is for funding through tax base expansion.

Mayor Pro Tem Gaskins commented on the large number of ribbons cuttings held recently, approximately one per week according to Ms. Thrash, which is evidence of many new and expanding businesses in the city.

Council Member Haire noted that there are approximately 43,000 people within 50 square miles south of Sanford in the Spout Springs area, many of whom are among the 56,000 stationed at Fort Bragg. When they visit Sanford, many go no further than the Horner Boulevard/Main Street intersection. Mr. Haire suggested that allowing microbreweries to locate in Jonesboro and downtown would encourage people to visit those areas. He also commented on the large number of vehicles in parking lots on Friday and Saturday nights in the Jonesboro area, at Buffalo Wild Wings, Schooly's, Good Fella's and The Tiki Room. He expressed concern that the proposed requirement for microbreweries to be located at least 200 feet from churches and religious

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organizations would limit potential locations and stated that when churches choose to locate in retail areas, they must accept what goes along with that, specifically businesses that choose to locate in these areas.

Consider Funding McCallum Sweeney Presentation (Exhibit D)

SAGA Chief Executive Officer Joy Thrash stated that when Central Carolina Enterprise Park was selected as a Duke “Site Ready Park” last July, a representative from McCallum Sweeney (one of the premier site selectors in the southeastern United States) presented information on tools needed to be competitive for recruiting business and industry. Mayor Mann explained that a private entity is now requesting annexation to the site, which will allow the city and county to be involved in the project. Information from that presentation would be very helpful in determining how to proceed with the project. City Manager Hegwer explained that the estimated cost of \$4,500 for the McCallum Sweeney presentation would be divided equally between the City, County and SAGA. Funds are available in the current year’s budget for this expense.

Council Member Williams made a motion to approve funding the McCallum Sweeney presentation; seconded by Council Member Taylor, the motion passed unanimously.

Consider Resolution to Temporarily Close Streets in Support of the Sanford Cleanup and Block Party (Exhibit E)

Marshall Downey, Community Development Director, explained that this year’s project will be held on Woodland Avenue, in the Jonesboro area.

Council Member Buckels made a motion to approve the Resolution to Temporarily Close Streets in Support of the Sanford Cleanup and Block Party; seconded by Council Member Wyhof, the motion passed unanimously.

Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Smoke Detectors) – (Exhibit F)

Wayne Barber, Fire Chief, explained that there were two fire fatalities last year and through the Fire Life Safety Education Initiative, about 150 smoke detectors were installed. In the past, detectors have been provided by the State Fire Marshall’s office through a grant from FEMA, but that funding has now been eliminated. The NC Firefighters’ Burned Children’s Fund has donated \$1,000 to purchase detectors but no mechanism is currently in place to accept these funds and purchase them. The fire department has applied for \$4,000 in additional funding from Factory Mutual Global and if received, those funds must go through the same process.

There was discussion as to whether purchasing units combining smoke detectors with carbon monoxide detectors had been considered and if units are purchased locally or in bulk. Chief Barber explained that smoke and carbon monoxide detectors should be located separately, since carbon monoxide detectors are ideally placed lower than smoke detectors. He also confirmed that the smoke detectors are purchased locally at Lowe’s, for approximately \$11 each (their cost) as needed in order to avoid aging on the shelf. Council Member Taylor suggested investigating whether insurance companies would consider contributing or matching funds since it is in their best interest to minimize fires.

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Council Member Post made a motion to adopt the Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 for the purpose of purchasing smoke detectors. Seconded by Council Member Taylor, the motion carried unanimously.

Consider Grant Project Ordinance- Rural Economic Development Grant- Comfort First Heating & Cooling, Inc. Water Infrastructure Improvements (Exhibit G)

This item was removed from the agenda.

Consider Ordinance Amending the Annual Operating Budget of the City of Sanford FY 2015-2016 (Local Match for Rural Economic Development Grant) – (Exhibit H)

This item was removed from the agenda.

Consider Contract for Consultant Services for Assistance with Comprehensive Update to County-wide Land Use Plan (Exhibit I)

Marshall Downey, Community Development Director, explained that Council has discussed and expressed interest in moving forward with a Comprehensive Update to the Countywide Land Use Plan. After receiving and reviewing proposals, Benchmark CMR Services has been selected as consultant. They served as a sub-contractor on the Wastewater Master Plan, which gave them background on the city's utility extension and related issues. Their bid of \$79,425 is below the amount budgeted and will be shared equally with the county (Broadway participates at a fixed amount annually). A one-year time frame is anticipated and the plan is to include the Joint Planning Commission as oversight group for this project. Mr. Downey reminded everyone that the JPC includes representatives from Lee County, Broadway and Sanford. City representatives currently serving are Mayor Mann and Council Member Taylor, who serves as Chairman.

Mann Mann stressed that this document would be the tool used to develop and direct growth moving forward and will be essential as we transition from a more rural to a more urban community. Mr. Downey confirmed that the process will include existing plans and policies (transportation, bike, and utility plans), which will be the "springboard", and will also include data from the geographic information systems (geo-data and environmental data such as water, wastewater, flood plans, and watershed).

Mayor Pro Tem Gaskins made a motion to approve the Contract for Consultant Services for Assistance with Comprehensive Update to Countywide Land Use Plan. Seconded by Council Member Wyhof, the motion passed unanimously.

OTHER BUSINESS

Mayor Mann stated that he has received an increasing volume of calls regarding small signs and banners cluttering our roadways. He has asked that staff increase enforcement along these corridors and that business owners consult the local zoning department regarding how and where to properly erect temporary or promotional signs (the Unified Development Ordinance is also available on the City of Sanford website, www.sanfordnc.net). He stressed that this Council is business-friendly but overloading our travel corridors with too many signs, banners and placards can have a negative effect on our image. He has asked city staff, through the City Manager, to conduct a sign sweep.

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Mayor Mann also thanked the fire and police departments for their efforts and reminded everyone that there are several vacancies on local boards, committees and commissions which will be filled in the coming months.

ADJOURNMENT

Council Member Wyhof made the motion to adjourn the meeting; seconded by Council Member Buckels, the motion carried unanimously.

**ALL EXHIBITS CONTAINED HEREIN ARE HEREBY INCORPORATED
BY REFERENCE AND MADE A PART OF THESE MINUTES.**

Respectfully Submitted,

T. CHET MANN, MAYOR

ATTEST:

BONNIE DAVIS, CITY CLERK

Office of the Mayor
City of Sanford

Proclamation ♦♦

ARBOR DAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the City of Sanford has formed a partnership with B. T. Bullock Elementary School and together, shall create an outdoor classroom for the students and educators at B. T. Bullock Elementary School; and

WHEREAS, the City of Sanford having met all four criteria by the National Arbor Day Foundation was officially Recertified a Tree City USA on December 4, 2016 by the North Carolina Forest Service, and the conducting of an annual Arbor Day is one of the requirements for the continued designation as a Tree City USA;

NOW, THEREFORE, I, T. Chet Mann, Mayor of the City of Sanford, North Carolina, do hereby proclaim **April 29, 2016** as **Arbor Day** in the City of Sanford, and urge all citizens to celebrate **Arbor Day** and to support efforts to protect our trees and woodlands; and

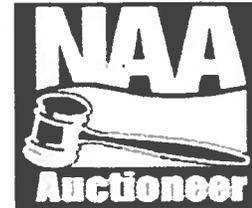
FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Proclaimed this the 5th day of April 2016.

T. CHET MANN
MAYOR

Office of the Mayor
City of Sanford

Proclamation ♦♦
NATIONAL AUCTIONEERS DAY



WHEREAS, auctioneering is one of history's oldest professions,

WHEREAS, auctions are the last bastion of the competitive free enterprise system;

WHEREAS, auctions continue to be the most fair, transparent and effective means of establishing fair market value. No more. No less;

WHEREAS, auction professionals create a competitive marketplace and connect buyers with sellers wishing to sell their assets for the highest dollar value;

WHEREAS, the National Auctioneers Association and its members strive to advance the auction method of marketing and uphold the highest standards of professionalism in serving the American public;

WHEREAS, auction professionals are proud business owners who support their communities;

WHEREAS, a National Auctioneers Day has been observed for more than 25 years by state and local governments and private organizations;

WHEREAS, the designation of National Auctioneers Day by the City of Sanford will heighten the awareness of the public of the contributions made by auctions and auction professionals to the history of our Nation and its economy;

NOW, THEREFORE, I, Chet Mann, Mayor do hereby proclaim Saturday, April 16, 2016, as "National Auctioneers Day" and call upon the community and partner organizations to celebrate with appropriate ceremonies to acknowledge these efforts.

T. CHET MANN, MAYOR

MEMORANDUM

TO: City of Sanford City Council
Hal Hegwer, City Manager

FROM: David Montgomery, Senior Planner

DATE: March 29, 2016

REF: Planning Board recommendation regarding two (2) text amendments to the Unified Development Ordinance

The following are several amendments to the UDO that were presented to City Council and Planning Board at a joint public hearing on Tuesday, March 15, 2016. The amendments were recommended for adoption by the Joint Planning Commission at their November 19, 2015 meeting.

Below is a brief summary of each proposed amendment with the Planning Board's recommendation. Attached are draft Ordinances for your consideration.

1. **Amendments to Article 11 Sign Regulations, Sections 11.6 and 11.7.** The proposed amendments will allow sandwich board signs on public sidewalks in front of a business in Neighborhood Commercial (NC), Central Business District (CBD), Traditional Neighborhood Development (TND), and Planned Unit Development (PUD) districts, subject to development standards.
2. **Amendments to Article 4, Table 4.6-1 Permitted Use Matrix, Article 5, Supplemental Development Regulations and Appendix A Definitions.** The proposed amendments will add Regional Breweries, Large Breweries and Microbreweries as new land uses to the permitted use matrix and further indicate that such uses shall be permitted as of right in the Light Industrial and Heavy Industrial zoning districts. The amendment will also allow Microbreweries in Highway Commercial (HC), Light Commercial and Office (C-1), General Commercial (C-2) and Central Business (CBD) districts with supplemental development regulations.

The Planning Board unanimously recommends approval of the proposed amendment as presented.

**AN ORDINANCE AMENDING
THE CITY OF SANFORD UNIFIED DEVELOPMENT ORDINANCE**

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina that the Unified Development Ordinance be, and it hereby is, amended as follows:

Section 1. That Article 11 Sign Regulations, Section 11.6 Prohibited Signs, be rewritten to permit Sandwich Board Signs as follows:

11.6 PROHIBITED SIGNS

11.6.1 The following signs are prohibited within the City of Sanford and Town of Broadway, including their extraterritorial jurisdictions and Lee County:

- All signs that advertise an activity or business no longer conducted.
- Banners, except as provided by § 11.10 (Temporary Banners).
- Beacons, except as provided for in Table 11-4.
- Flashing Signs, except as provided for in Table 11-4.
- Indirect illumination, such as floodlights, erected in such a manner as to cause glare that impairs driver vision on streets or roadways, pilot vision approaching or departing Sanford/Lee County Regional Airport runways, or that causes a nuisance to adjoining property.
- Off-Premise signs except as specifically permitted herein.
- Pavement markings for purposes other than traffic control.
- Pennants.
- Portable signs *except those that have met the requirements of 11.7.19 Sandwich Board Signs.*
- Roof signs.
- Signs attached to or painted on utility poles, telephone poles, trees, parking meters, bridges and overpasses, rocks, other signs, benches and refuse container, except that the latter two may contain a logotype.
- Signs containing or consisting of pennants, ribbons, streamers, festoon lighting, balloons (or inflatable signs), or spinners.
- Signs placed within any required Sight Distance, except approved traffic control signage.
- Signs placed within or extending into the right-of- way of streets and roads maintained by the City of Sanford, Town of Broadway, or the State, except those signs erected by a duly constituted government body *or those that have met the requirements of 11.7.19 Sandwich Board Signs.*
- Signs that contain language and/or pictures obscene to the general public in accordance with NCGS § 14-190.1.
- Signs that do not conform to this Article.
- Signs that obstruct fire escapes, windows, doors or other openings used as means of egress or as required legal ventilation.
- Signs which approximate official highway signs, warning signs or regulatory devices.

- Windblown devices.

Section 2. That Article 11 Sign Regulations, Section 11.7 Signs That Do Not Require A Permit, be rewritten to add a new Subsection 11.7.19 Sandwich Board Signs with development standards as follows:

11.7 SIGNS THAT DO NOT REQUIRE A PERMIT

11.7.19. SANDWICH BOARD SIGNS

11.7.19.1 Sandwich board signs are A-frame signs constructed with two (2) panels back-to-back joined together at the top and configured in the shape of an inverted “V” so that the bottom of the sign rests upon or near the ground. These signs are intended to be pedestrian oriented during hours of operation, readily movable, and without permanent attachment to a building, structure, or the ground.

11.7.19.2 Districts: Sandwich board signs are allowed on public sidewalks only in the Neighborhood Commercial (NC), Central Business District (CBD), Traditional Neighborhood Development (TND), and Planned Unit Development (PUD) zoning districts, subject to standards 11.7.19.3 through 11.7.19.8.

11.7.19.3 Location: A sandwich board sign on a public sidewalk must be located in front of the associated business either with some portion of the base of the sign within one (1) foot of the curb or within a one (1) foot of the building, provided that a minimum five (5) foot-wide pedestrian clearance zone is maintained along the sidewalk. Signs are not allowed if a minimum five (5) foot-wide pedestrian clearance zone cannot be provided.

11.7.19.4 Hours: Sandwich board signs may be displayed only during the associated business’ hours of operation. Any sandwich board signs found on the sidewalk after the associated business’ hours will be deemed abandoned and subject to being removed.

11.7.19.5 Area: Neither panel shall exceed 30’’ in width or 42’’ in height. Within these specified maximum dimensions, creative shapes that reflect the theme of the business being advertised are encouraged (e.g., an ice cream shop may display a sign in the shape of an ice cream cone).

11.7.19.6 Materials: The sandwich board sign frame shall be constructed of a non-reflective material and/or color. The sign must be constructed of materials that present a finished appearance and is compatible with the historic nature of the districts, such as wood and/or metal. Rough cut plywood and PVC pipe framing are not acceptable. The sign lettering should appear professionally painted or applied. Chalkboard or white board signs shall be permitted. Signs may not be illuminated.

Key: "P" means permitted as of right, "S" means permitted as a special use, "D" means development regulations apply (see Article 5), "A" means permitted only as an accessory use, "-" means prohibited. Section numbers as provided in the use column(i.e. § 5.1) provide additional reference regarding the supplemental design standards as found within other sections of this Ordinance. Refer to Appendix A or the sources referred to under "Land Use Coding" for specific definitions of uses.

Use	LBCS Function	LBCS Structure	RA Residential Agricultural	RR Restricted Residential	R-20 Residential Single-Family	R-14 Residential Single-Family	R-12SF Residential Single-Family	R-12 Residential Mixed	R-10 Residential Mixed	R-6 Residential Mixed	MF-12 Multifamily	NC Neighborhood Commercial	HC Highway Commercial	C-1 Light Commercial & Office	C-2 General Commercial	O&I Office& Institutional	CBD Central Business District	LI Light Industrial	HI Heavy Industrial	
Transportation equipment, automobiles, aircraft, boat, railroad, etc.	3770		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P
Warehouse structures, generally	3600	2730 2740 2750 2760	-	-	-	-	-	-	-	-	-	-	P	-	P	-	-	-	P	P
Wood Products, (except furniture)	3210		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	P	P
<i>Signs - See _____ of this Ordinance</i>																				

Section 4. That Article 5. Supplemental Development Regulations be rewritten to create a new Section 5.42 Microbrewery as follows:

5.42 MICROBREWERY

5.42.1 MICROBREWERY DEFINED

A brewery that produces less than 15,000 barrels (465,000 gallons) of beer per year with 75 percent or more of its beer sold off-site. Accessory uses, for a brewery that brews ales, beers, meads, or similar beverages may include retail sales of their product and merchandise, taproom, or brewpub (subject to ABC regulations and permitting). These accessory uses shall be permitted only if they are located within the facility where the brews are produced.

5.42.2 APPLICABILITY

This section shall apply to uses of land for a microbrewery which produces less than 15,000 barrels (465,000 gallons) of beer per year. This ordinance does not supersede regulations from local, state, or federal agencies.

5.42.3 LOCATION

5.42.3.1 Microbreweries shall be permitted by right in the LI and HI zoning districts. Microbreweries may be permitted in the HC, C-1, C-2, CBD, PUD, and TND districts subject to design standards as set forth in section 5.42.4.

5.42.4 STANDARDS

5.42.4.1 A microbrewery in the HC, C-1, C-2, CBD, PUD, and TND districts is required to include at least one (1) accessory uses: either a taproom or brewpub. A taproom associated with a microbrewery shall not be classified as an Entertainment Establishment (see § 5.26 of this Ordinance) and must be accessible to the public.

5.42.4.2 Microbreweries shall not be located within two hundred (200) linear feet of a parcel or tract of land that contains any church or religious institution, daycare facility, or detached single-family dwelling structure.

5.42.4.3 Outdoor storage of goods and materials used in assembly, fabrication, or processing shall be screened from view.

Section 5. That **APPENDIX A. A-3 DEFINITIONS**, be rewritten to include the following new definitions:

REGIONAL BREWERY - A brewery with an annual beer production of between 15,000 and 6,000,000 barrels.

LARGE BREWERY - A brewery with an annual beer production over 6,000,000 barrels.

MICROBREWERY - A brewery that produces less than 15,000 barrels (465,000 gallons) of beer per year with 75 percent or more of its beer sold off-site. Microbreweries sell to the public by one or more of the following methods: the traditional three-tier system (brewer to wholesaler to retailer to consumer); the two-tier system (brewer acting as wholesaler to retailer to consumer); and, directly to the consumer through carry-outs and/or on-site taproom or restaurant sales.

BREW PUB - A restaurant-brewery that sells 25 percent or more of its beer on site. The beer is brewed primarily for sale in the restaurant and bar. The beer is often dispensed directly from the brewery's storage tanks. Where allowed by law, brewpubs often sell beer "to go" and /or distribute to off-site accounts.

TAPROOM - A room that is ancillary to the production of beer at a brewery, microbrewery, and restaurant/brewpub where the public can purchase and/or consume a majority of the beer produced on site. Accessory use to a brewery maintained predominately for the purpose of tasting, selling and consumption of alcohol beverages manufactured on the premises or at a production facility of a related entity, including the sale of take home containers such as kegs, growlers, bottles and cans as may be allowed under federal and state law. May provide entertainment.

Section 6. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this the 5th day of April, 2016.

T. Chet Mann, Mayor
City of Sanford

ATTEST:

Bonnie Davis, City Clerk

APPROVED AS TO FORM:

Susan C. Patterson, City Attorney

**Grant Project Ordinance
Rural Economic Development Grant
Comfort First Heating & Cooling, Inc. Water Infrastructure Improvements**

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The project authorized is for the city to provide water infrastructure to allow Comfort First Heating and Cooling, Inc. to expand their operations by building a new 13,000 square foot building. The proposed water improvements include the extension of approximately 1,900 linear feet of 6 inch water line and necessary appurtenances. Comfort First Heating and Cooling, Inc. established a baseline employment level of 43 full-time employees.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Rural Economic Development Center, and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project.

City of Sanford Local Match	\$ 10,830
NC Rural Economic Development Center	<u>103,615</u>
Total	<u>\$ 114,445</u>

Section 4: The following amounts are appropriated for the project:

Water Infrastructure Improvements	<u>\$ 114,445</u>
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Section 5: The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreement(s) and federal and state regulations.

Section 6: Funds may be advanced from the Utility Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Finance Officer is directed to include detailed analysis of past and future costs and revenues of this grant project in every budget submission made to this council.

Section 9: Copies of this grant project ordinance shall be furnished to the Clerk to the City Council and the Finance Officer for direction in carrying out this project.

ADOPTED this the 5th day of April, 2016

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

**AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET
OF THE CITY OF SANFORD FY 2015-2016**

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina in regular session assembled.

Section 1: The following amounts are hereby amended to ordinance 2015-36 per G. S. 159-15 for the continued operation of the City of Sanford, its government, and activities for the balance of the fiscal year 2015-2016.

**UTILITY FUND
APPROPRIATION OF FUNDS**

REVENUES			EXPENDITURES		
300910 31123	Sale of Non-Capital	1,142	30096650 66033	Contribution-Capital Project	10,830
300910 31125	Sale of Capital	2,723			
300910 41506	After Hours	1,017			
300910 41526	Non-Compliance Fees	300			
300945 54000	Retained Earnings	5,648			
	Total Appropriation	<u>\$ 10,830</u>			

Section 2. This ordinance shall be in full force and effective from and after the date of its adoption.

ADOPTED this, the 5th day of April, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

2015-2016 BUDGET ORDINANCE AMENDMENT**UTILITY FUND****Appropriation of Funds - results in increasing of budget****Revenues**

Sale of Non-Capital	1,142	To appropriate additional revenue received
Sale of Capital	2,723	To appropriate additional revenue received
After Hours	1,017	To appropriate additional revenue received
Non-Compliance Fees	300	To appropriate additional revenue received
Retained Earnings	5,648	To appropriate retained earnings for item described below

Expenditures

Contribution - Capital Project	10,830	To budget local match for Rural Economic Development Grant - Comfort First Heating & Cooling, Inc. Water Infrastructure Improvements
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REIMBURSEMENT RESOLUTION
ACQUISITION OF LAND

WHEREAS, the Finance Officer has described to the Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the unit's using financing proceeds to restore the unit's funds when the unit makes capital expenditures prior to closing on a bond issue or other financing.

BE IT RESOLVED by the City of Sanford as follows:

Section 1: The project authorized is for the acquisition of land (103, 105, and 113 First Street).

Section 2: The project is to be financed. The current expected type of financing is bond proceeds. The current expected maximum amount of bonds to be issued or contracted for this portion of the project is \$128,100.

Section 3: Funds that have been advanced, or may be advanced, from the General Fund for project costs are intended to be reimbursed from the financing proceeds.

Section 4: The adoption of this resolution is intended as a declaration of this unit's official intent to reimburse project expenditures from financing proceeds.

ADOPTED this, the 5th day of April, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

**AN ORDINANCE AMENDING THE ANNUAL OPERATING BUDGET
OF THE CITY OF SANFORD FY 2015-2016**

BE IT ORDAINED by the City Council of the City of Sanford, North Carolina in regular session assembled.

Section 1: The following amounts are hereby amended to ordinance 2015-36 per G. S. 159-15 for the continued operation of the City of Sanford, its government, and activities for the balance of the fiscal year 2015-2016.

**GENERAL FUND
APPROPRIATION OF FUNDS**

	REVENUES			EXPENDITURES
100045 54000	Appropriated Fund Balance	128,100	10015000 00000	Public Building
				128,100
	Total Appropriation			<u>\$128,100</u>

Section 2. This ordinance shall be in full force and effective from and after the date of its adoption.

ADOPTED this, the 5th day of April, 2016.

T. Chet Mann, Mayor

ATTEST:

Bonnie Davis, City Clerk

Susan C. Patterson, City Attorney

2015-2016 BUDGET ORDINANCE AMENDMENT**GENERAL FUND****Appropriation of Funds** - results in increasing of budget**Revenues**

Appropriated Fund Balance	128,100	To appropriate fund balance for item described below
---------------------------	---------	--

Expenditures

Public Building	128,100	To budget funds for the purchase of property at 103 First Street (\$35,000); 105 First Street (\$50,100); and 113 First Street (\$43,000)
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MEMORANDUM

TO: City of Sanford City Council
Hal Hegwer, City Manager

FROM: Marshall Downey, Planning Director

DATE: March 29, 2016

REF: Consideration of adoption of Rosemount McIver Park Historic Guidelines

City Council may recall that staff presented the draft Rosemount McIver Park Historic District Guidelines at the December 8, 2016 City Council meeting. At that meeting, the item was removed from the agenda and it was further determined that another public input session would be held and would be led by City Councilman Jimmy Haire.

The meeting was held on the evening of March 22, 2016 at the Depot Building in downtown Sanford. Approximately 21 citizens attended the meeting, including current and former members of the Historic Preservation Commission.

During the citizen input session several concerns were voiced including comments about lack of consistency in enforcement, as well as discussion about the guidelines being too strict versus not strict enough. Citizens also voiced concerns about how new residents are alerted that they have bought property in the historic district as well as notification of the historic rules/guidelines.

There was quite a bit of dialogue between veteran residents of the district and relatively newcomers about the goals of the guidelines and past experience within the district. The lively discussion lasted over two hours and, ultimately, a consensus was achieved by all to move the guidelines forward for review and action by City Council. This was based, in part, on the understanding that the Guidelines are a fluid document and revisions may (and likely will) need to occur in the future. Residents were encouraged to get engaged and work with staff and the Historic Preservation Commission going forward.



CITY OF SANFORD HISTORIC PRESERVATION COMMISSION

David Nestor
Chairman

February 1, 2016

Dear Rosemount McIver Park Historic District Property Owner/Resident:

As you may be aware, the City of Sanford Historic Preservation Commission is in the process of updating the design guidelines that govern the Rosemount McIver Park Historic District. The guidelines were written by a citizen committee appointed by the Chairman of the Historic Preservation Commission (HPC) and have been reviewed and revised by the HPC over a four year period. You may have previously participated in and or received information regarding this project, as the HPC has conducted numerous public outreach efforts over the past four years (including but not limited to public citizen input sessions, mailings/newsletters, and solicitations on social media).

You are receiving the enclosed draft guidelines for your review and are encouraged to provide feedback. If you have provided feedback on previous drafts of this document, we would like to thank you and encourage you to provide further comment on this most recent draft.

It is also the intent of the City to conduct an additional public meeting regarding the draft changes. The intent of this meeting is to allow you and your neighbors an opportunity to provide direct feedback regarding the draft guidelines. It is anticipated that one or more Sanford City Council members will also be in attendance at this public meeting, as the City Council wants to ensure that all residents and affected property owners have an opportunity to weigh in on this important issue. This meeting will likely be scheduled for early March in order to allow adequate time for you and your neighbors to review the draft guidelines. Please note an additional notice will be sent to this address once the details of this meeting are set.

Please feel free to contact us directly regarding any questions that you may have about the guidelines or the contents of this letter. The primary staff contact for the draft guidelines is:

Ms. Liz Whitmore, Planner II
(919) 718-4657 x5393
liz.whitmore@sanfordnc.net

Sincerely,

Marshall Downey, AICP
Planning Director
Sanford/Lee County Planning Department

/enclosure

Dear Residents and Property Owners in the Rosemount McIver Park Historic District

**This is a gentle reminder that the Parking Regulations (Ordinance #2015-28)
adopted by City Council April 7, 2015 became effective on
January 1, 2016.**

**Notification was mailed to all property owners and residents on May 4, 2015
which included a hard copy of the Parking Regulations (Ordinance #2015-85.)**

If you have misplaced your copy
you may pick up a hard copy
from our office located at
115 Chatham Street Sanford, NC

or you may view and download the Ordinance from the city website.

http://www.sanfordnc.net/historic_preservation/hpc.htm

Parking Ordinance Highlights:

1. Applies to all properties in the RMPH District
2. A vehicle shall include motorized and/or towed equipment that is designed to travel upon a street or highway and shall include any automobile, bus, truck, tractor, motor homes/RVs, mopeds, all-terrain vehicles, recreational vehicles, golf carts, trailers, campers, or other similar devices.
3. Standards for vehicle parking/surface area include the following:
 - a. Standards for single-family dwellings
 - b. Residential standards for vehicle parking areas with more than one dwelling unit
 - c. Non-Residential Standards for vehicle surface areas
4. Contains standards for non-conforming vehicle surface areas:
 - a. Non-Erodible Surface
 - b. Erodible Surface
5. New construction or expansion of parking facilities shall require a Certificate of Appropriateness (COA).
6. Temporary Parking:
 - a. Temporary parking is allowed – shall not extend beyond three(3) consecutive days
 - b. Temporary Parking shall be limited to a maximum of three (3) occurrences on the same lot within one (1) calendar year.
 - c. Temporary parking shall not occur more than once within a 30 day period on the same lot.

Please refer to the Ordinance for specifics - if you need more information/clarification contact
Liz Whitmore 919-718-4657 extension 5393

**The City of Sanford Code of Ordinances, Article IV. - Stopping, Standing and Parking
Also applies to the Rosemount McIver Park Historic District.**

The Sanford Herald

Affidavit Of Publication: Lee County, North Carolina

The Sanford Herald is a newspaper with a general circulation to actual paid subscribers admitted to the Periodicals class in Lee County. The Sanford Herald has been published at least once a week for at least 25 of the 26 consecutive weeks immediately preceding the date of this affidavit.

I, _____, a Classified Advertising Representative of The Sanford Herald, a newspaper published in Lee County, North Carolina, being duly sworn, deposes and says: that the attached advertisement of _____ notice, in the action entitled:

Rosemont McIver
Park

The above advertisement was duly published in the aforesaid newspaper once a week for 2 consecutive weeks, beginning with the issue dated the 12 day of March, 2016, and ending with the issue dated the 19 day of March, 2016.

Received of City of Sanford - HP
\$ 111.00, the cost of the above publication.

By: Holly C Hight
Holly Hight, Classified Advertising Representative

Sworn to and subscribed before me, this 21 day of March, 2016.

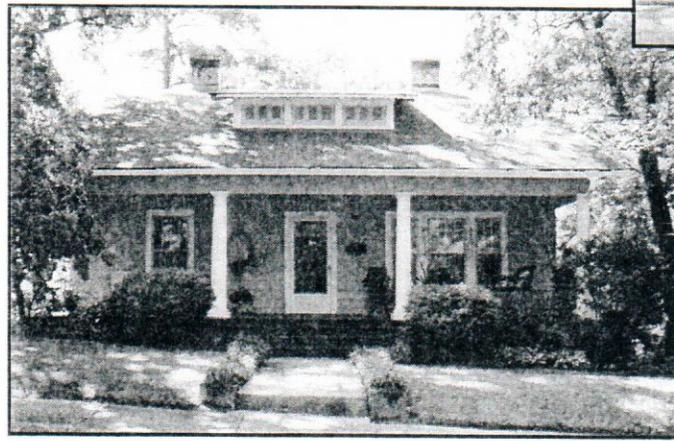
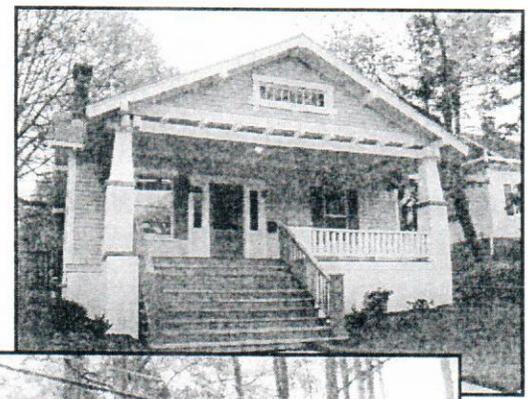
James G. Pipkin
Notary

8-10-20
My Commission Expires

erty Owners in the Rosemount McIver Park Historic District
A citizen and resident input session on the revised Rosemount McIver Park Historic Guidelines will be held Tuesday March 22, 2016 at the Depot 106 Charlotte Avenue, Sanford, NC 27330. This meeting will begin at 6:00 pm and will be led by Sanford City Council member Jimmy Haire. This meeting provides you an opportunity to provide direct feedback regarding the draft Guidelines. You may view and download a copy from the link below or pick up a hard copy at 115 Chatham Street Sanford, NC 27330 http://www.sanfordnc.net/Historic_Preservation/RMP%20Guidelines%2001-26-16.pdf If you have questions, please contact the Sanford/Lee County Planning Dept. at (919) 718-4657

Rosemount-McIver Park Guidelines Sanford, North Carolina

DRAFT 12-8-2015



Acknowledgments:

This document was created by a citizen's appointed committee by the Chairman of the Historic Preservation Commission. The document was submitted to the Historic Preservation Commission to review and revise as they felt appropriate. The Historic Preservation Commission has revised these guidelines from the original that were submitted to the Historic Preservation Staff on February 7, 2011.

This document has been years in the making and during that time frame the citizen committee changed members numerous times. The City of Sanford thanks all citizens who participated on the Revision of the Rosemount McIver Park Historic Guidelines, as well as the Historic Preservation Commission.

City of Sanford web site:

<http://www.sanfordnc.net/index.htm>

Historic Preservation web site:

http://www.sanfordnc.net/historic_preservation/hpc.htm

Contact information:

**Historic Preservation
226 Carthage Street
Sanford, NC 27330**

919-777-1406

liz.whitmore@sanfordnc.net

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I. INTRODUCTION

I. INTRODUCTION

This document is governed by and interpreted by the UDO Uniformed Development Ordinance which can be referenced at the Planning Office or on line at www.sanfordnc.net.

A. Statement of Philosophy

The North Carolina State Legislature has stated in N.C.G.S. 160A-400.1 that *"the historical heritage of our State is one of our most valued and important assets. The conservation and preservation of historic districts and landmarks stabilize and increase property values in their areas and strengthen the overall economy of the State."* For these reasons, the State authorized its cities and counties:

1. *"To safeguard the heritage of the city or county by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory; and*
2. *To promote the use and conservation of such district or landmark for the education, pleasure and enrichment of the residents of the city or county and the State as a whole."*

The City of Sanford City Council may designate both historic districts and individual properties as local landmarks based on the above criteria. As of 2011, two local districts have been designated by City Council as an overlay to existing zoning: Downtown Sanford and the Rosemount-McIver Park residential district. The local designation gives the Historic Preservation Commission (HPC) the legal authority to review and regulate proposed changes to the exterior of buildings, landscaping and archaeological resources in these districts. Properties within these districts may not be significantly changed, moved or demolished without an approved Certificate of Appropriateness (COA) from the Historic Preservation Commission.

Historic district zoning is not intended to create museum districts, nor is it limited to saving very old and very grand architectural landmarks. Rather, historic districts are created because, taken as a whole, they embody important elements of a city's culture and history. Therefore, when considering projects within a district, the Commission is charged with looking not only at alterations to an individual structure, but the effect those changes will have on the district as a whole.

Changes within historic districts are inevitable. Historic districts should blend the best of both old and new, while ensuring that the *special character* of these areas is maintained. It is the responsibility of the Historic Preservation Commission to see that the exterior of new buildings and exterior changes to existing structures are compatible with the overall character of the districts.

Designation of both historic districts and individual properties as local landmarks requires a detailed research report and City Council approval. Local designated properties should be individually important enough to the community to warrant special attention. Once designated, the property may not be significantly changed, moved or demolished without an approved Certificate of Appropriateness from the Commission.

By such designation and regulation of historic districts and individual properties, the City of Sanford and the Historic Preservation Commission hope to stabilize the remaining historic stock, to encourage the efforts of area residents to conserve the environment of the historic neighborhoods and to protect, preserve and embrace Sanford's heritage.

B. Sanford Historic Preservation Commission

The Historic Preservation Commission (HPC) is a regulatory and advisory board composed of a minimum of seven members appointed by City Council to serve three-year staggered terms as outlined in the Unified Development Ordinance, to administer historic district and locally designated historic property regulations. Commission members are volunteers selected based on a demonstrated special interest, experience, or education in architecture, archaeology or history. The Commission operates under an approved set of Rules and Procedure. The Commission's primary responsibility is to review major work Historic Preservation Certificate of Appropriateness (COA) applications. This review ensures that proposed changes within the historic districts, demolition, moving of buildings and landscape improvements are consistent with the Design Review Guidelines.

Some other Commission powers and responsibilities, per the N.C.G.S. Section 160A-400.8, are as follows:

- 1) Recommend historic properties and districts to City Council for local designation, or removal of designation.
- 2) Advise the Planning and Zoning Commission regarding proposed zoning changes within historic districts.
- 3) Recommend to the Board of Adjustment that certain variances to dimensional requirements be granted in historic districts when the proposed project is in conformance with the Design Review Guidelines.
- 4) Provide technical advice about restoration and home improvement projects.
- 5) Carry out public education programs to increase public awareness of Sanford's heritage through its architecture.
- 6) Encourage the rescue and maintenance of irreplaceable historic resources which are threatened.
- 7) Cooperating with state, federal, and local government in pursuance of its responsibilities.
- 8) Conducting meetings or hearings necessary to carry out these purposes.

The Commission meets on the fourth Monday of each month at 7:00 p.m. in the West End Conference Room of the Municipal Building unless changed and the public notified in advance according to established public notification rules. As the Commission is a quasi-judicial body, certain meeting procedures must be followed, including swearing/affirmation of speakers, entering of evidence and recognition of and adherence to rules of procedure and order.

II. Design Review Process

A. OBTAINING A CERTIFICATE OF APPROPRIATENESS

1. Overview

Historic districts are not created to prevent changes. Rather, the Sanford Historic Preservation Commission offers assistance to the property owner in shaping changes while meeting the requirements of the Ordinance. The Ordinance provides for a process that ensures that property changes are within the spirit and the character of the historic district. In this special design review process, plans are reviewed and evaluated before work is begun. The process does not require property owners to make changes to their properties, and it does not apply to interior alterations or routine maintenance that does not affect exterior appearance. However, any exterior alterations, new construction, demolition, significant landscape changes, or moving of buildings must be evaluated. In the case of demolition the Ordinance provides for a delay of up to 365 days during which alternatives to demolition can be explored.

One of the purposes of the Sanford Historic Preservation Commission is to assist and consult with property owners about proposed changes to properties in the historic districts. In the early planning stages of a project, property owners should call the Sanford Historic Preservation staff with any questions or concerns. The staff can assist by interpreting the Ordinance and Design Guidelines, suggesting solutions to problems, and explaining the review process.

2. Certificate of Appropriateness (COA)

A Historic Preservation Certificate of Appropriateness is a document issued by the City of Sanford Planning Department Staff, specifically the City Preservation Officer, also referenced as "HPC staff," or simply "staff." A COA indicates the property owner's agreement to execute a project that will adhere to the guidelines, formally known as the "Design Review Guidelines," or sometimes simply "guidelines" and is contained in the "Design Review Manual." Each local district has its own set of specific guidelines.

The applicant should contact staff prior to beginning a project to determine whether the work is Routine Maintenance, Minor Work (staff level review) or Major Work (requires a public hearing). If the project is deemed Major Work the applicant must submit a completed application, once staff has determined that the application is complete a public hearing before the Historic Preservation Commission will be scheduled. Notification will be sent to all property owners within 100 feet of the subject property and the application is advertised in the Sanford Herald at least 10 days prior to the public hearing and the Thursday prior to the meeting. A formal response on all applications is required within 60 days (per the UDO Section) of the submitted completed application (staff will determine if the application submitted is complete). If action has not been taken within the allotted 60 days the COA is approved by default. The Historic Preservation Commission may approve, approve with conditions or deny the application.

Once the project is complete, the project will be checked by the City Preservation Officer to determine if the guidelines have been met and if final approval for closing the project can be given. If work does not meet the guidelines, a violation may be issued which may also include fines as specified by the City of Sanford and Lee County Unified Development Ordinance.

Copies of the Design Review Guidelines are available from the Planning Department and online via the City of Sanford webpage.

Any building which is located in a local historic district or which is a locally designated individual historic property cannot have its exterior materially altered, be moved or demolished unless a Historic Preservation COA has been issued. Some landscaping or archaeological projects also require a COA application.

The applicant or legal representative is required to be present during the HPC meeting when the application is being considered. If the applicant cannot attend, a representative who can speak for and legally bind the applicant must be present. The applicant and general public will be given opportunity at the meeting to make comments and/or ask questions.

3. Routine Maintenance, Minor Work, and Major Work

Routine Maintenance, or strict repairs that do not change design or materials, such as replacing broken window panes with like-kind materials or pruning shrubbery will generally not require approval and thus a COA, but it is a good idea to confirm before the work is started. Staff can be consulted for guidance.

There are two standard types of applications for a Certificate of Appropriateness - Minor Work and Major Work. Once the property owner has received an approved COA and displayed the COA in a conspicuous place on the front of the building, work can begin.

For some Minor Work projects, a brief description in the COA application may be sufficient. The Planning Department staff may help the homeowner complete Minor Work applications, and staff can approve Minor Work COAs immediately. However, the application must clearly describe the work that is being proposed and must include appropriate supporting materials as needed. Proper documentation is essential in order for staff and the HPC to do their job of classifying the work appropriately and evaluating the project with respect to the Design Review Guidelines.

If a project presented as Minor Work does not clearly meet the guidelines or there are other concerns that warrant review by the HPC itself, staff may choose to forward the application to the Historic Preservation Commission for consideration as a Major Work. Staff cannot deny a Minor Work COA per se, but staff can choose to not approve the Minor Work COA and the applicant can then decide if they wish to rescind the application, modify the application based on feedback from staff or have the project presented the HPC for review.

All Minor Work COAs are valid for six months following the issuance of the COA. Once the six month deadline has passed for an approved Minor Work, any further work will require a new approved application to continue the project.

A Major Work application for a COA must be scheduled for a hearing before the HPC in order to obtain a COA before any work is started. Staff will help the resident prepare for the presentation to the HPC but cannot compile or present the presentation itself.

For major projects such as new construction, additions and accessory buildings, scaled elevation drawings, final working drawings/specifications, and material samples are required along with a site plan, landscape plan and photo of the construction area.

Improvements such as parking areas, driveways, walks, fences, patios, and decks must be shown on a survey or measured diagram of the property. Samples of material, manufacturer's brochures and photographs, etc. should be provided if appropriate.

All routine Maintenance, Minor Work and Major work will be inspected by the city Preservation Officer and must meet the Design Guidelines.

4. Timelines

An application for a major work COA shall be completed and turned into staff no later than 21 days prior to the HPC monthly meeting. Applications MUST be complete prior to the review process beginning. It is not required but strongly recommended that applicants contact staff prior to submitting their application to discuss the project.

Property owners are urged to submit their applications as early as possible so that staff can determine if the application is complete; that is, all illustrative and supporting material necessary to describe the project has been submitted.

All Major Work COAs are valid for 12 months following the issuance of the COA. Once the 12 month deadline has passed, the City Preservation Office may extend the COA for another year if the plan has not changed and work has begun. Any change in plan or if work has not begun will require reapplication to the HPC for the project and a new COA.

5. Temporary Stabilization

Temporary stabilization, weatherproofing or “securing” of a historic structure is encouraged when necessary and other more appropriate options are not available. Work of this type that conforms to the guidelines could fall under Minor or Major Work as appropriate. Extreme examples could also potentially fall under the Emergency Work category.

However, temporary stabilization work often does not conform, as by definition this type of work generally is undertaken when it is not currently technically or economically feasible to completely repair or restore the historic feature or entire structure. If the temporary stabilization, weatherproofing or securing work does not meet the Design Review Guidelines, the COA application must clearly identify the type of work that is non-conforming and the justification and benefit. Further, the COA *must include a plan and timeline for removal of the temporary work*. The non-conforming work must be reversible, minimize damage to historic features and the HPC must approve the timeline for removal.

Stabilization work that does not conform to the guidelines will always fall under the Major Work category and is evaluated on a case-by-case basis. As with all Major Work COA's the COA for stabilization will expire annually and can be extended, but staff would encourage work of this type to be reversed at the earliest opportunity and the historic structure or feature properly repaired or restored accordingly.

6. Building and Sign Permits

Building and sign Permits, when required, will not be issued for exterior work in a local historic district or upon local landmarks without an approved Historic Preservation COA. However, the HPC does not issue or administer building or sign permits.

A Building Permit ensures that the work will be inspected for compliance with the State Building Code. The Building Permit fee is based on the estimated cost of the work and set by the Sanford Inspections Department. Please note that a Historic Preservation COA will be required for Minor and Major Work projects even if a Building Permit is not issued or required for a project.

A Building Permit is typically required for any structural repairs and/or for improvements to a property where the cost exceeds \$5,000. The term “structural” refers to essential construction elements such as, but not necessarily limited to, the foundation, framing and roof. A building permit is also often required for any work involving the electrical, heating, air conditioning and plumbing systems. The Inspections Department should be contacted to see if a permit is required.

7. Variance

If a project does not conform to the dimensional or setback requirements of City Code, a variance from the City of Sanford Board of Adjustment must be obtained after the Commission's approval of a Historic Preservation COA. HPC staff will assist in the application for a variance if the project has been approved by the Commission. The HPC cannot guarantee that the Board of Adjustment will issue a variance for any given project.

B. Description of Projects

For administrative purposes, exterior projects are divided into four categories:

- Routine Maintenance - No COA required, generally repairs and maintenance.
- Minor Work - Staff Review COA, generally non-permanent or minor changes.
- Major Work - HPC Review COA, generally substantial changes.
- Emergency Work - any of the following; Staff Review COA, HPC review, emergency changes.

The matrix may be found in the appendix of this document.

1. Routine Maintenance

Routine Maintenance does not require a Historic Preservation COA as no change is made to the property. Routine Maintenance generally falls under the classification of "repair" or "maintenance" and requires the use of identical materials and no change in design if a significant repair is made. The following activities are considered Routine Maintenance, however this list is neither exclusive nor comprehensive and the City Preservation Officer can use their best judgment in the evaluation of Routine Maintenance projects.

a. Public Right-of-Way

1. Sealing and patching sidewalks.
2. Marking pavement.
3. Repairing sidewalks.
4. Construction or repair of curbs and gutters.
5. Addition of utility poles and wires.
6. Installation of traffic and parking signs.
7. Resurfacing streets.
8. Maintaining utility poles and wires.
9. Maintaining signals and street lights.
10. Repairing underground utilities.
11. Maintaining landscape.
12. Trimming or pruning work of trees necessary to remove dead, broken or injured branches or to suppress uneven growth (such as removal of water sprouts or crossed or rubbing branches within the tree canopy). Lower branches less than two (2) inches

in diameter which pose a threat or an obstacle to vehicle or pedestrian traffic may be removed.

b. Private Property

1. Painting siding or trim same as existing color. (Masonry which previously was unpainted is a Major Work.)
2. Replacement of window glass with like-kind material.
3. Caulking and weather-stripping.
4. Installation, repair or replacement of window air conditioners, television antennae, small satellite dishes and other temporary & permanent mechanical equipment in accordance to the guidelines.
5. Landscaping that is not considered historically significant, including vegetable and flower gardens, shrubbery and rear yard trees.
6. Pruning (not topping) trees and shrubbery.
7. Repairs to walks, patios, fences and driveways as long as replacement materials match the original or existing material in type, detail, dimension and color.
8. Replacement of small amounts of missing or deteriorated siding, trim, roof shingles, porch flooring, etc., as long as replacement materials match the original in type, detail and color. (For siding, roofing and porch flooring, replacing approximately twenty (20) square feet or less will be considered routine maintenance.)
9. Erection of temporary signs (real estate, political, etc.), 31 day, 5 square foot limitation.
10. Removal of existing aluminum and canvas awnings and canopies.
11. Removal of cinderblock walks or steps. Removal of railroad ties or landscape timbers around planting beds.
12. Removal of aluminum storm doors and aluminum storm windows.
13. Removal of metal storage buildings.
14. Repair of existing signs.
15. Underground tank removal.
16. Masonry or stone repairs that utilize the same design and materials, including re-pointing of mortar.
17. Repair of exterior light fixtures.

2. Minor Work

Minor Work items require a Historic Preservation COA that can be issued by the City Preservation Officer. The project must be completed within 6 months and cannot be extended. A Historic Preservation COA can be issued as soon as the completed application, including all documentation, is submitted. Minor Work projects generally include various projects in which the visual character of the property is not substantially or permanently changed. All Minor Work must conform to the guidelines. Accepted Minor Work is explicit and limited to the following list.

a. Public Right-of-Way

1. Repair of entrance markers, fountains, and street accessories (benches, mailboxes, trash cans).
2. Removal of any street trees. The applicant must first obtain written permission from city and/or property owner.
3. New street furniture (benches, trash cans, mailboxes and newspaper racks).

b. Private Property

1. Documentation from an arborist or equivalent is required to remove mature, dead or diseased trees.
2. Installation of metal foundation vents and replacement of wood foundation/basement access doors.
3. Removal of vinyl siding when the original siding is to be repaired and repainted. However, the replacement of original documented siding is considered Major Work.
4. Complete replacement of missing or deteriorated architectural details including siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details with materials that are identical to the original.
5. Removal of deteriorated accessory buildings, which are not original to the site or otherwise historically significant.
6. Replacement of retaining walls with like materials and design.
7. Replacement of existing masonry walkways with like materials and design.
8. Extensions of Historic Preservation Major Work COAs if no change in plan, and if work has begun during the first year of the valid COA.
9. Replacement of original shutters with those identical in design and materials as original.
10. Installation of gutters and downspouts (as long as the color matches the house trim color), roof ventilators on rear slopes, and chimney caps.
11. Installation or alteration (but not removal) of handrails to existing steps and stairs when in adherence to the guidelines.
12. Installation of house numbers, mailboxes and flag brackets.
13. Replacement of exterior light fixtures when in adherence to the guidelines. New installations are considered Major Work.
14. Playground equipment and movable play houses installed in accordance with the guidelines.
15. Pet and livestock enclosures, such as "dog pens" installed in accordance with the guidelines (see Accessory Structures).
16. Replacement of missing, deteriorated or damaged portions of structures, provided there is little change in appearance and dimension, with new materials that are identical or closely similar in color and composition to those previously existing.

17. Alteration, addition or removal of gardens, planting beds or shrubbery that are historically significant.
18. Installation of hedges or screen plantings that are not located in the front yard and do not alter the streetscape or obscure a character defining façade of the structure.
19. Removal of existing fences, walls, hedges and screen plantings that are not historically significant and are less than 4 feet tall.

3. Major Work

Major Work projects must be reviewed by the Historic Preservation Commission without exception. In general, these projects involve a change in the appearance or historic fabric of a property and are more substantial in nature than Minor Work projects. These projects have a one-year time period for completion, but can be extended if work has begun within the year. Any work not clearly Routine Maintenance or explicitly identified in the previous Minor Work section is considered Major Work by default. Some examples of Major Work include but are not limited to: additions to a historic resource, replacing historic materials such as roofs and windows.

Any project can be promoted to the HPC as a Major Work if requested by the applicant or if the City Preservation Officer feels the nature of the project warrants review by the full Commission. If in doubt, it is recommended that projects be presented to the Commission as a Major Work. Projects that specify the *removal* of any historic feature will often fall into the Major Work category.

4. Emergency Work

Emergency COAs will be approved as soon as possible by the City Preservation Officer for anything that staff deems dangerous to persons or properties that cannot wait until the next scheduled HPC meeting if it is Major Work. Major Work Emergency COAs will be reviewed by the HPC at the next scheduled meeting for final "official" approval as technically only the HPC can approve Major Works, although work may begin immediately upon staff approval of Emergency Work COAs.

Examples may include handicapped accessible structures such as ramps. Other examples include but are not limited to: the installation, alteration or removal of temporary features that are necessary to ease difficulties associated with a medical condition and storm damage to a historic resource

CALL HPC STAFF AT THE EARLIEST CONVENIENCE AT (919) 777-1406 TO ADDRESS ISSUES OF THIS TYPE.

C. Violations and Penalties

A violation of the rules and regulations of the Historic Preservation Commission constitutes a zoning violation and is subject to a fine of \$100.00 per day per offense until corrected.

Violations include, but are not limited to, undertaking any work other than Routine Maintenance without securing approval in the form of a Certificate of Appropriateness or executing work in a way other than that which was approved or which does not meet the guidelines.

“After the fact” Certificate of Appropriateness applications are applications for work that has already begun or been completed without an approved Certificate of Appropriateness. *All* “after the fact” Certificate of Appropriateness applications, Minor or Major, will be processed as Major Work applications, must be reviewed by the Commission and may be subject to penalties and a demand to reverse the work if unapproved.

Fraudulent Certificate of Appropriateness applications, if approved under misleading conditions, may be revoked at any time by staff or directed by the HPC. Work executed under a fraudulent COA application is subject to the same violations and penalties as work executed without a COA.

Certificates of Appropriateness determined to have been approved in error by staff, HPC or significant procedural error may be recalled for review by the Commission no later than at the following regular HPC meeting. Work executed under this condition is not subject to penalties, but may be required to be reversed if not ultimately approved.

D. Appeals

Appeals of decisions of the Historic Preservation Commission are made to the City’s Board of Adjustment. An application for appeal should be filed with the Inspections Department within fifteen (15) days after the decision of the Historic Preservation Commission. According to N. C. G. S. Section 160A-400.9 and the commission bylaws, appeals are in the nature of “certiorari,” a legal term meaning that the aggrieved party feels that the Commission did not follow its rules and procedures properly in reaching its decision. The applicant should file an appeal containing a statement of the facts necessary to understand the issues presented by the appeal, a statement of the reasons why the Board of Adjustment should consider the appeal, and copies of the minutes of the commission meeting in which the application was denied. The Board of Adjustment rules only on Commission procedure and will look at the record of the meeting to determine whether or not the Commission found sufficient factual evidence to support its decision. The Board of Adjustment does not rule on the appropriateness of the design. *Appeals of decisions of the Board of Adjustment are filed with the Superior Court of Lee County.*

III. SANFORD'S HISTORIC NEIGHBORHOODS

III. SANFORD'S HISTORIC NEIGHBORHOODS

A. Introduction

The Rosemount-McIver Park Historic District comprises two residential neighborhoods adjoining downtown Sanford, North Carolina, encompassing an area of approximately eighty acres and includes 151 historic structures. The district is bounded on the northeast side by North Horner Boulevard (US 421), a four-lane thoroughfare created ca. 1960 from the pre-existing Endor Street; on the southeast side by modern development lining Carthage Street; and on the southwest and northwest sides by residential neighborhoods that developed largely after World War II. The district is anchored on its south end by the 1930s Lee County Hospital Nurses Home at 112 Hillcrest Drive, a building listed on the North Carolina State Historic Preservation Office Study List of properties that appear to be individually eligible for the National Register of Historic Places. A single city block comprising noncontributing buildings and parking lots separates the district from the Downtown Sanford Historic District, located to the east, which was listed in the National Register of Historic Places in 1985. North Horner Boulevard separates the district from the potential North Steele Street Historic District, which includes a small portion of the original historic Rosemount neighborhood, and which was placed on the North Carolina Study List in 1992. Also located across North Horner Boulevard at 507 West Weatherspoon Street is the 1924 Sanford High School, listed in the National Register of Historic Places in 1995. St. Clair School, another Study List property, stands just to the west of the district at 526 Cross Street and has been converted to the "Clairemont Green" town home development.

Rosemount is the older of the district's two neighborhoods. Its orthogonal grid, laid out about 1910, follows the northwest-southeast orientation of Sanford's downtown streets, and its rolling topography rises towards the northwest. North Horner Boulevard and North Gulf Street run the length of the neighborhood, linked together by the following cross streets (listed from southeast to northwest): Gordon Street, Summitt Drive, Green Street, Cross Street, West Chisholm Street, Bracken Street, and West Weatherspoon Street. McIver Park, laid out in the mid-1920s, occupies the lower ground to the southwest of Rosemount, and its two curvilinear streets - Summitt and Sunset Drives. Sunset Drive follows the line of Dry Creek, a tributary of Buffalo Creek and the Deep River, the banks of which have been developed into a small linear park that was originally intended to feature walkways and foot-bridges. On the bluff above the creek extends Hillcrest Drive, McIver Park's third principal thoroughfare, which formerly incorporated a landscaped median at its junction with Carthage Street (the widening of the street where this median was situated is still evident). Pillar-like brick and granite gateways survive at the entrances to the development on Sunset, Summitt, and Hillcrest Drives (the gateways on Hillcrest are located outside the district and now missing its original lighted center pillar). The gateway at Sunset and Vance once supported lighting on the inner pillars. Vance Street was completed by the early 1940s, filling in the area between McIver Park and Rosemount.

Although Rosemount and McIver Park have distinct origins, they share a similar architectural character owing to the overlapping period of their development and to their status as Sanford's most fashionable residential area for the period between the World Wars. The district's housing stock is accordingly of high caliber architecturally, with the majority of houses designed in the locally popular styles of the period, among them the Queen Anne, Craftsman, Colonial Revival, and Tudor Revival styles. The houses are one story, story-and-a-half, or two stories in height, ranging in scale from compact bungalows and cottages to manorial Tudor and Colonial revival residences. Frame, brick, brick tile, and brick veneer construction are typical, with weatherboard, wood shingle, and synthetic (asbestos, aluminum, and vinyl) claddings standard for the frame dwellings, and decorative brickwork not unusual for the finer masonry houses. House forms are also generally typical of the period, with "I houses," asymmetrical late Victorian compositions, bungalows (side-gabled and gable-fronted), four-squares, Cape Cods, and "period cottages" predominating.

Historic outbuildings include garages, workshops, and storage sheds of frame, brick, and brick tile construction. Most lots are landscaped and are bordered or backed by a mix of pines and deciduous trees, giving the district a wooded character. Several landscaping schemes have their origins during the historic period, and include azalea beds, concrete, brick, and flagstone walkways, and retaining walls constructed of brick, quartzite rocks, or rubble from Sanford's numerous brownstone quarries. The district is notable for its high ratio of historic resources high in integrity. Eighty-six percent of the primary resources (mostly single- and multi-family dwellings) are listed as contributing, as are seventy percent of secondary resources (mostly detached garages and sheds).

Noncontributing resources are principally post-World War II infill residences which contribute to the overall historic fabric of the district.

B. Rosemount McIver Park District Historic Architecture

Introduction

The following sections describe the four types of residential building styles found in Sanford's Rosemount McIver Park historic district.

1. Queen Anne (1875-1915)

Popular during the Victorian period, the Queen Anne style is characterized by irregular shapes and complex arrangements of parts. The exterior of a Queen Anne house can be quite elaborate in its use of surface materials and detailing. Originally, multiple color schemes further enhanced the variety of materials used.

Surviving examples of the Queen Anne are usually simplified versions of the style, however. These houses are composed of an asymmetrical mass covered with a hipped or gabled roof, with projecting wings and bays. They feature broad verandahs that wrap around two and sometimes three sides of the house. Porches can often be quite decorative with intricately carved posts and railings, fashioned on a lathe. This trim is commonly referred to as "gingerbread." More recent houses will often have round, classical columns.



The gable ends of most Queen Anne houses are covered with patterned wood shingles, and occasionally a band of wood shingles separates the first and second stories. Wood clapboard is the most common siding material.

Windows are tall and narrow, contributing to a strong vertical emphasis. Window patterns can often be a clue to the period of construction. A two-over-two window sash division suggests a fairly early house, while one over-one indicates a later structure. Leaded or stained glass is often used decoratively for windows and doors. A trademark of the Queen Anne is a window with a border of small panes, often with colored glass, around a large pane. A small casement window of this design is often found in the gable end.

Complex color patterns were often used on the exterior of the house. Architectural details were highlighted and emphasized with color. Even on a fairly modest example of the Queen Anne, the body, trim, shutters and sash were all treated differently, and it was not uncommon for three or four contrasting but harmonious shades to be used on one house.

While the Queen Anne is usually a two-story house, a one-story version is also common. This house incorporates the plan and some of the detailing of its two-story counterpart, and is often referred to as a Queen Anne cottage.

The Triple-A Farmhouse, which was popular in the Piedmont at the turn of the century, was often embellished with Queen Anne trim. This is a simple house, with a central-hall plan. The house gets its name from the roof, which is composed of two end gables and a central gable facing the front. Ornamentation is usually limited to turned and sawn work porch details.



Queen Anne Cottage



Triple-A Farmhouse

2. Revival Style (1900-1930)

The first part of this century saw a revival of interest in many building styles of Europe and colonial America. In part, the public was reacting to Victorian excesses in architecture. Typically, early twentieth century houses were distinguished by a general symmetry in the arrangement of their parts and by the exercise of restraint in architectural ornamentation.



Tudor Revival



Dutch Colonial Revival

The Neo-Classical Revival style emphasized classical forms. Key elements included round porch columns inspired by the classical orders, cornices with modillion blocks or dentil molding, and pediments. Colonial Revival houses employed the basic plan and details of the originals but on a much larger scale. For example, the Tudor Revival style was a romantic interpretation of the architecture of medieval England.

Windows of the revival styles often have multiple light divisions, and shutters and transom lights are common. Instead of a full front porch, there may be a front portico and a side porch with matching details.

3. Bungalow (1905-1930)

By far the most common historic house style in Sanford is the bungalow. The style originated in California at the turn of the century, and spread eastward with the help of pattern books. The bungalow was an enormously popular house for the middle classes because of its practical features.

The long, narrow shape of most bungalows was ideally suited to the 70 foot by 150 foot lots of typical 1920's subdivisions. Narrow lots allowed the developer to take maximum advantage of the newly available public infrastructure: paved streets and sidewalks, water and sewer lines, electrical and telephone service, and public transportation.

Bungalows are normally single story houses, although they can be one and a half stories. They usually have gently sloping gable or hip roofs with wide overhanging eaves. Roof beams and rafters are almost always exposed.

A common bungalow form has the gable end facing the street, with the gabled porch roof set to one side. Occasionally the roof will be brought forward to cover the front porch. "Knee" brackets supporting the roof are a common feature.



Bungalow (Chalet Type)



Bungalow (One Story)

Some bungalows are more correctly labeled Craftsman houses. Craftsman houses were influenced by the Arts and Crafts movement which flourished in California in the early part of the twentieth century. The design philosophy accompanying this movement emphasized the relationship between man-made structures and their natural surroundings. Craftsman houses have two stories and are constructed with natural materials such as native stone. Wood shingles (either left unpainted or stained rich, dark colors) were used for siding and roofs.

4. American Foursquare (1905-1930)

The term "American Foursquare" was coined in recent years to make a category for all of those charming two-story, box-shaped houses that fill early twentieth century neighborhoods across America. Like the bungalow, the American foursquare reflected a trend toward simplicity and efficiency in residential construction. It was a practical house because it provided ample living space on its two floors, requiring only a minimum amount of land.

Hip roofs with deep overhanging eaves are typical of the American foursquare. The eaves are either open like the bungalow, or closed if the house is influenced by some other style. Construction materials and detailing are often similar to the bungalow, but details were borrowed from various styles including the Neo-Classical, Colonial Revival and even Frank Lloyd Wright's Prairie style.



Four Square with Colonial Revival Detailing



Four Square with Queen Anne Detailing

IV. DESIGN REVIEW GUIDELINES

A. Purpose

In reviewing applications for Certificates of Appropriateness, the Historic Preservation Commission will refer to the Design Review Guidelines for the appropriate district. These guidelines are written to assist the property owner in designing and making decisions about compatible improvements to properties in local historic districts and to locally designate historic properties. The guidelines are also intended to educate the public about the philosophy of historic preservation. They also provide criteria by which the Historic Preservation Commission may evaluate the appropriateness of such improvements.

The Commission will always assess a project according to its adherence to the guidelines and will make all efforts to be consistent in its rulings. The guidelines are not laws written in absolute terms, but rather are general rules that will hold in most cases. The Commission has the authority to examine "the whole situation," or extenuating circumstances (such as safety considerations), and approve projects that do not meet the absolute letter of the guidelines. When the Commission does grant exceptions to the guidelines, it will clearly document why it has done so. In considering applications for Certificates of Appropriateness, the more historically or architecturally significant the structure, the more concerned the Commission will be that the exterior appearance of the structure retain its exact historic integrity and character. Also the more visible the project will be from a public right-of-way, the greater will be the Commission's concern.

The Secretary of the Interior's Standards for Rehabilitation, which follows, has been developed as general guidelines for preservation of older buildings. These standards are also used relative to income producing properties to determine if a rehabilitation project qualifies for "certified rehabilitation," thus becoming eligible for federal and state income tax credit. The Design Review Guidelines are based on and used in conjunction with these general standards:

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.*
5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a 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 archaeological 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.*

B. Landscape Features

In the original development of historic district neighborhoods, landscaping was designed to link buildings with their surroundings and often create soft edges where public and private property meet. Historic elements of the landscape, including fences of wood or wrought iron, retaining walls, lighting, curbing, sidewalks, street furniture, gazebos, arbors and trellises should be protected and preserved where possible.

1. Public Right-of-Way

The City of Sanford maintains the public property in historic districts. This property may include areas such as the median strips, public parks, sidewalks, streets, and the planting strips between the sidewalk and the street.

Although the public areas have evolved over time, much of their historic character remains. The following guidelines apply to the City of Sanford for all work in the public right-of-way. Please consult with the Planning Department and city code for any questions regarding specific definitions and dimensions of the public right-of-way which can be dependent on location and other factors such as street type.

Guidelines

- a. It is preferable that new benches, trash receptacles, fountains, and other street furniture should be compatible with the historic character of the neighborhood in size, scale, material, and style.
- b. It is appropriate to locate large trash receptacles (dumpsters) at the rear of the property, along an inconspicuous side of a building, or screened by fences, walls or evergreen vegetation.
- c. It is preferred to maintain the existing topographical character of the neighborhood.

- d. It is appropriate when technically feasible, to maintain historic street patterns, street widths and street cross-section profiles. Sidewalks are encouraged. Replacement of granite curbs with concrete is not allowed.
- e. It is appropriate for tree trimming to be done in a manner that encourages the preservation of the district tree canopy. The practice of tree topping and rounding off is discouraged.
- f. It is preferred to maintain and install grass/planting strips between sidewalk and street.
- g. It is appropriate to reinforce the neighborhood canopy. Appropriate trees should be planted to avoid damage to sidewalks, curbs, and retaining walls. New trees and plantings should replace older vegetation and should be properly maintained. All stumps of street trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground, and the surface shall be restored to its original condition as is reasonably practical.
- h. It is preferable not to attach electrical, telephone, and television cables to the principal elevation of a historic building. Whenever possible, utility wires should be placed underground.
- i. It is appropriate to minimize signage in the public right-of-way, except for that required for traffic and safety, it should be kept to a minimum and should not interfere with the historic character of the neighborhood.

2. Landscaping and Trees (Private Residence)

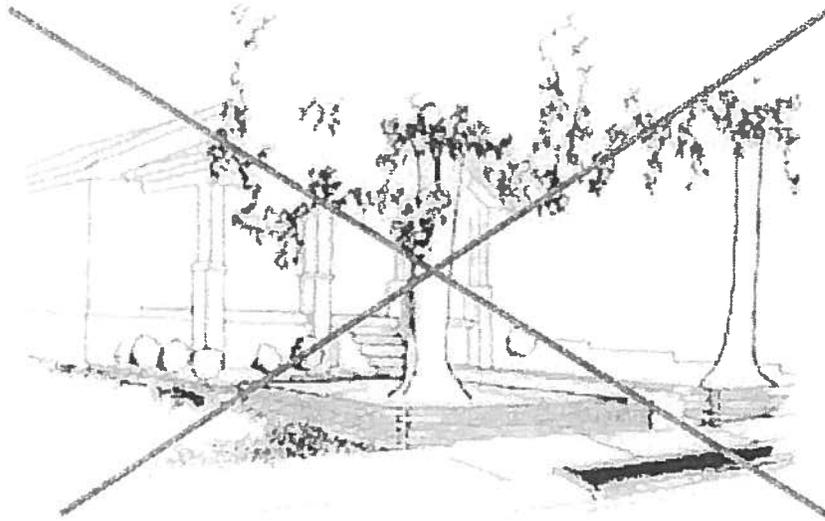
Mature trees, shrubs and ground cover help to define and enhance the character of a historic district. Turn of the 20th century gardens often advocated a natural look, comfortable, settled and peaceful rather than the stylized gardens typical of the 18th century.

Historic districts are typically shaded by a heavy tree canopy, which adds great aesthetic appeal. At the turn of the century, trees were placed in a manner to have an impact in cooling the structure.

Guidelines

- a. It is appropriate to protect, retain, and maintain landscaping that contributes to the character of the historic district. This includes large trees and original or historically significant trellises, patios, terraces, and fountains.
- b. It is appropriate to preserve, protect and retain historic hardscape materials, such as brick or granite pavers. If replacement is necessary, use materials that match or blend with original material in color, texture and, pattern.

- c. It is inappropriate to introduce gazebos in front yards. Gazebos should be compatible in materials, design, form and scale with the general character of the historic neighborhood. (See Appendices VI)
- d. It is not appropriate to install playground equipment in front yards or the street side yards of corner lots. Playground equipment is often a modern addition to properties in historic neighborhoods and therefore cannot be considered historically accurate in most installations. Every effort should therefore be made to make playground equipment compatible in scale with the neighborhood and primary structure and as aesthetically unobtrusive as possible. Introduce playground equipment inconspicuously in areas that are not visible from the street, usually in the rear yard. If not possible, make an effort to screen with vegetation or similar methods. Historic playground equipment should be maintained.
- e. It is appropriate to maintain the existing grade on the site when technically feasible.
- f. It is appropriate that mature, healthy trees should remain intact and undisturbed on a site, unless they are causing the deterioration of a building, accessory buildings, appurtenant features or creating a safety hazard.
- g. Trees which are dead or diseased should be replaced with an appropriate tree. Evaluation of the tree's condition must be made by a certified arborist, landscape architect, designated city or county resource.
- h. Tree removal shall be completed in a manner so that the affected area seems original to the landscape.
- i. Tree trimming should be done in a manner to encourage the maintenance of the neighborhood tree canopy. Tree topping is discouraged.
- j. Landscape timbers, cinder blocks, railroad ties or telephone poles & masts are not allowed in the construction of raised planting beds.



INAPPROPRIATE USE OF LANDSCAPE TIES

- k. Regular (not incidental) parking on the front, side yard or any other landscaped area easily viewed by the public is prohibited, unless a designated parking area or lot.

3. Appurtenant Features

Appurtenant features, those structures which define or surround the site of a building, should be given the same consideration as given the building itself. These features, including walkways, driveways, fences, signs, and lighting, help to create an orderly visual quality.

Guidelines

- a. It is appropriate to maintain original site features such as walkways, walls, formal and informal gardens, fountains, gazebos, and trellises.

4. Walks, Steps and Driveways

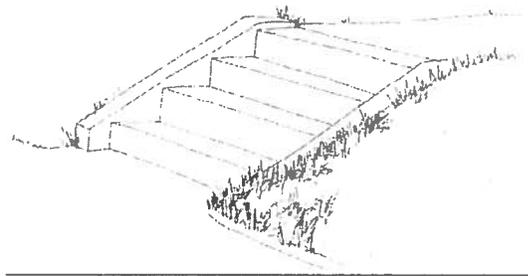
Walkways and steps constructed of cement, stone, or brick are important features of the historic district and provide visual unity. Most historic district houses feature wide straight front walks leading directly from the public sidewalk to the front door of the structure.

Please refer to pages 37-39 for more information pertaining to driveways.

Guidelines

- a. Historic paving configurations and materials should be maintained. New paving for, walkways, steps, alleys and driveways should match and/or blend whenever possible to historic materials, design and scale.
- b. Handrails on steps along a walk should be compatible in materials and style of neighborhood structures.
- c. New walks, steps and driveways should minimize changes to existing landscape features such as retaining walls and major landscaping.

Concrete or brick steps are provided where the building lot is elevated above the level of the street.



- d. Circular driveways in the principal elevation are not appropriate unless demonstrated to be historically accurate for the site.
- e. Driveway aprons are required for driveway entrances/exits.

5. Terraces and Patios

A terrace is defined as a raised, paved, or planted horizontal area next to a building. A patio is defined as a flat structure that is located on grade next to a structure.

Guidelines

- a. The location of a terrace or patio should complement the character of the site and the historic structure.
- b. A terrace or patio should be designed so that it can be built or removed without damage to the historic structure, historic landscaping or adjoining properties.
- c. Appropriate paving materials include but are not limited to: stone, brick, concrete or tile. The choice of materials should complement the adjoining historic structure.

6. Swimming Pools / Hot Tubs

Swimming pools are often modern amenities.

Guidelines

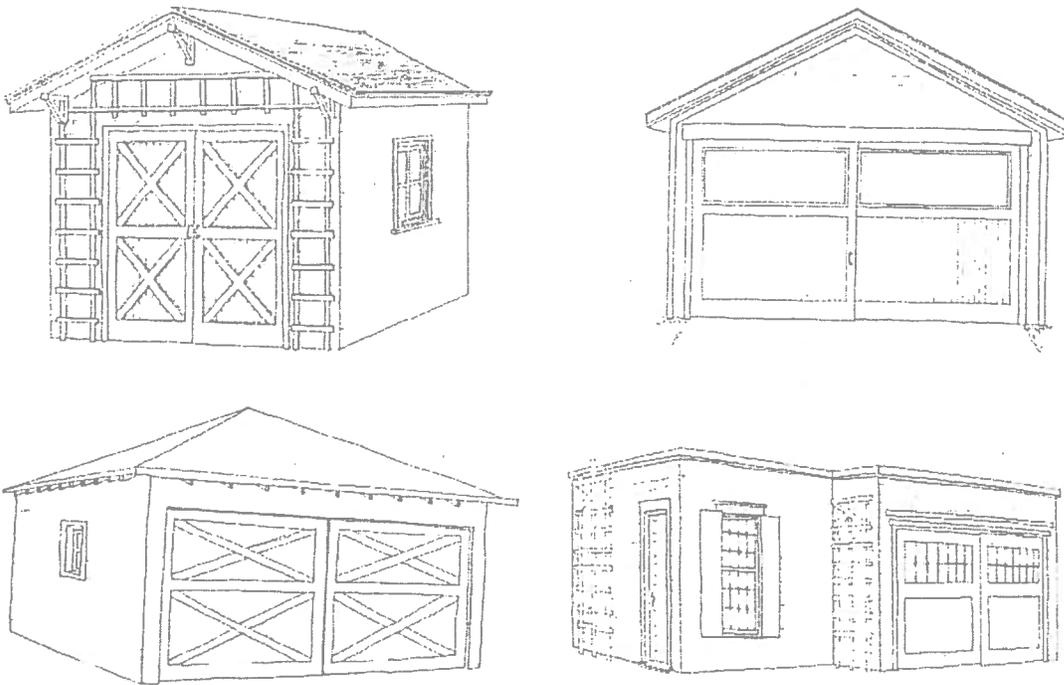
- a. Pools/Hot tubs should be located only in the rear yard.
- b. Pool fencing should follow the guidelines found under "Fences and Walls" within this manual and should screen the pool or hot tub from the public view. Vegetation can be used to soften the visual impact of the fence.
- c. A pool/hot tub should be designed so that it can be built and removed without damage or alteration to the historic structure.
- d. Preserve, protect and retain historic pools. If repairs are necessary, use materials which match the historic material in composition, size, shape color, pattern and texture.

7. Accessory Structures

The private garage, evolving from the carriage house and horse barn outbuildings of the 19th century, was modified in the early 1900s to store an automobile. The earliest garages were simple frame structures with no finished floor, and often could only accommodate a single automobile.

Guidelines

- a. It is appropriate to preserve, protect, maintain, and retain original outbuildings (storage buildings, garages, carports, greenhouses, gazebos, sheds, detached kitchens, well houses and outhouses).
- b. It is appropriate to preserve, protect and retain all architectural materials and features that are character-defining elements of garages and outbuildings, including foundations, steps, roof form, windows, doors, architectural trim, and lattices. Replacement materials should be congruous with historic materials in composition, size, shape, color, pattern and texture.
- c. Replacement of garages should be built upon the same basic footprint of the lost structure and be congruous to the historic district.



Examples of some of the original garage structures found in historic districts.

8. Parking Areas & Lots

Section 8 becomes effective January 1, 2016. The ordinance amending the City of Sanford Unified Development Ordinance (2015-28) adopted April 7, 2015 may be found in Article 4, Section 4.12.7 and renamed Off-Street Parking.

Refer to Section: *Walks, Steps and Driveways (page 34 a thru e.)*

A. Off-Street Parking Requirements for Rosemount McIver Park District

1. Vehicles shall include motorized and/or towed equipment that is designed to travel upon a street or highway and shall include any automobile, bus, truck, tractor, motor homes/RVs, mopeds, all-terrain vehicles, recreational vehicles, golf carts, go-carts, trailers, campers or other similar devices.

B. Vehicle Surface Area

Vehicle surface areas shall include the driveways and parking areas for vehicles as located on private lots, outside of a street right-of-way. Vehicle surface areas shall conform to the following standards:

1. Vehicular surface areas shall be constructed of permanent, non-erodible surface treatment, which may include porous and semi-porous monolithic or paver materials, masonry or concrete pavers, poured concrete and asphalt, or constructed with a minimum depth of 4 inches of crushed stone or crush and run. Parking on grass, dirt or similar erodible surface is prohibited.
2. The borders of any vehicular surface area constructed of crushed stone or crush and run shall be delineated with edging materials such as but not limited to: decorative concrete, brick, anchored steel edging, small walls built of brick, stone, etc. such that the vehicular surface area is clearly defined and helps to contain the crushed stone or crush and run. Concrete block, plastic edging, landscape timbers, masts and similar edging materials shall not be allowed.
3. Except for circular and semi-circular drives, vehicular surface areas located within the front yard area of a single-unit living in a detached house shall not be located in front of the dwellings primary entrance.
4. No vehicle shall be parked or stored outside of the vehicular surface areas described above within the front yard area with the exception of temporary parking (page 39) and/or vehicles actively and continuously being unloaded, loaded, washed or repaired (in a non-commercial manner).
5. All vehicular surface areas shall be maintained in good and safe condition and be free of holes, cracks or other failures that may affect the use, safety, appearance or drainage to an adjoining property.
6. The minimum width for a residential and commercial driveways is 10 feet and the maximum width is 16 feet.

C. Residential Standards for Single-Family Dwellings

Vehicular surface areas located within the front yard areas of single-family dwellings shall comply with the following:

1. Residential lots for single-family dwellings shall comply with the standards stipulated in Vehicle Surface Area (a - f.)
2. A circular or semi-circular driveway, not to exceed a width of 12 feet, with no more than two access points on the premises shall be allowed.

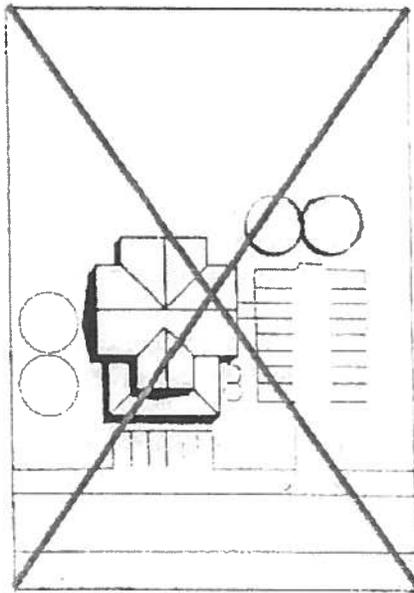
D. Residential Standards for Vehicle Parking Areas with more than One Dwelling Unit
Vehicular surface areas located within the front yard area of residentially developed lots that include two or more dwelling units shall comply with the following:

1. Residential lots with two or more dwelling units shall be allowed 40% coverage in front yards.
2. Residential lots with two or more dwellings shall be allowed parking pads with a minimum width of 20 feet and a maximum width of 24 feet and a maximum length of 30 feet.
3. Large parking areas and lots should be screened when possible. Perimeter planting areas should be created to minimize the impact of the parking areas or lots on surrounding properties as much as practicable.

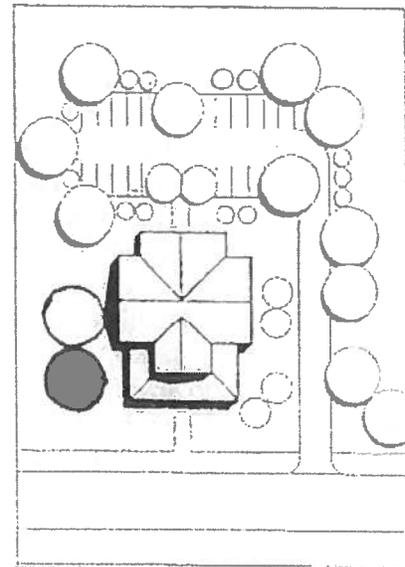
E. Non-Residential Standards for Vehicle Parking

Lots developed for non-residential land use shall conform to the following standards:

1. No vehicle shall be permitted to be parked or stored on a vehicle surface that does not meet the standards for Vehicle Surface Area (page 37 a - f.)
2. Required off-street parking shall be provided on site and shall meet the standards set forth in Article 8 of the Unified Development Ordinance with regard to the number of spaces and the dimensional requirements for parking spaces.
3. Non-residential parking areas shall be located in the rear yard if at all possible.
4. Parking areas and lots shall be screened with a Type "B" buffer yard as set forth in Article 7 of the Unified Development Ordinance (UDO). Perimeter planting areas should be created to minimize the impact of the parking areas or lots on surrounding properties as much as practicable.



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F. Existing Non-Conforming Vehicle Surface Areas

Non-Erodible Surface. Vehicular surface areas lawfully existing prior to the adoption of the Parking Ordinance which do not conform to the Standards set forth on pages 37-38 but are constructed of permanent, non-erodible surface treatment are allowed. However, such areas shall not be expanded or altered except to upgrade vehicular surface area to be in greater compliance with Section 8 of the Guidelines. Routine maintenance and/or repair are permitted and encouraged.

G. Erodible Surface. Vehicular surface areas existing prior to the adoption of the Parking Ordinance that are not constructed of a permanent, non-erodible surface treatment shall not be continued to be used for vehicular parking unless or until said parking area is brought into compliance with Section 8 of the Guidelines as appropriate.

H. New Construction or Expansion

New construction or expansion of parking facilities shall require a Certificate of Appropriateness.

I. Temporary Event Parking

Temporary events shall include family reunions, holiday visitations, weekend residential yard sales and other similar events. As such, temporary event parking shall be allowed under the following conditions:

1. During the duration of a temporary event, parking outside of an improved parking surface (temporary event parking) shall be allowed, so long as the area/surface to be used for parking does not create drainage runoff or other environmental impacts that may negatively affect adjoining properties.
2. Temporary parking for such events shall not extend beyond a maximum of three (3) consecutive days.
3. Temporary event parking shall be limited to a maximum of three (3) occurrences on the same lot within one (1) calendar year.
4. Temporary event parking shall occur no more than once within a 30 day period on the same lot.

Section 8 of these guidelines become effective January 1, 2016. The ordinance amending the City of Sanford Unified Development Ordinance (2015-28) may be found in Article 4, Section 4.12.7 and renamed Off-Street Parking.

9. Lighting

Original fixtures should be maintained and preserved if possible.

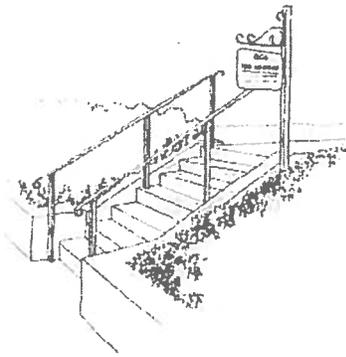
Guidelines

- a. It is appropriate to preserve, protect and retain historic lighting when technically feasible. Replacement or new light fixtures and poles should be compatible in design, scale, finish and materials with the structure, landscape and neighborhood setting.
- b. It is appropriate to choose fixtures and illumination levels that do not adversely affect adjacent properties (light beam should be faced downward to prevent light pollution).

- c. Electrical lines to site lighting should be located underground when technically feasible.
- d. It is appropriate to introduce lighting for safety concerns. Consideration for placement should be given to minimize alterations to historic facades and limit visual impact when technically feasible.

10. Signs

Signs are an important visual element in historic districts and at designated historic properties. Structures at the turn of the century were built when walking was the predominant form of travel.



Usually the best location for a sign is next to the front walk near the public sidewalk.



Characteristics which make this an appropriate sign include its rectangular shape, smooth surface sign board, and lettering which evokes the mood of the neighborhood.

Free standing signs of limited size are recommended. If signs must be placed on buildings, a small panel at the entrance is recommended.



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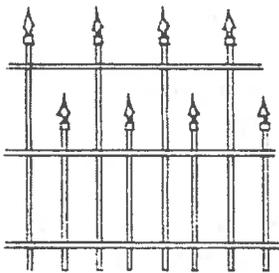
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Guidelines

- a. Materials should be congruous to the historic district.
- b. Signs should not be attached to buildings in ways that interfere with or destroy important architectural features.
- c. Residential identification signs attached to a wall should not exceed one square foot in surface area. Such signs should be flush mounted on the main building in a manner not to obscure architectural features.
- d. All signs shall conform to the existing city sign ordinance. Signs not covered in the city ordinance are restricted to 6 square feet.
- e. Signs may be lighted by reasonably concealed landscaping lighting.
- f. Billboards, portable signs, internally illuminated signs, flashing signs, and lighted message and display signs are examples of inappropriate signage.
- g. Pedestrian-scaled signs that will not overwhelm the architecture and obscure elements, such as cornices and transoms, are recommended

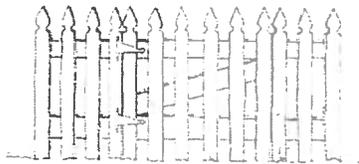
11. Fences and Walls

Traditional front yard fences of that era were made of wood or iron.

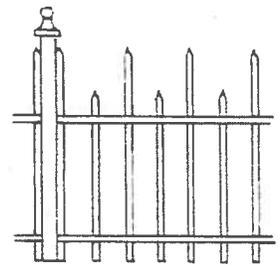


Cast Iron Fence

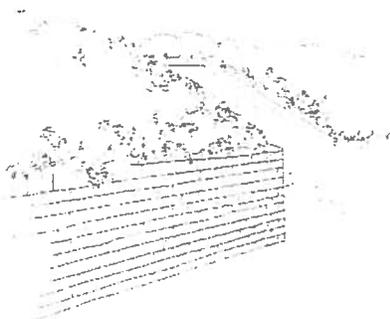
APPROPRIATE EXAMPLES



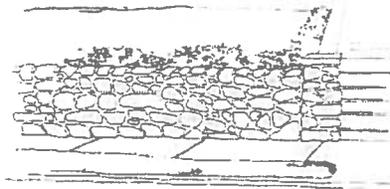
Wood Picket Fence



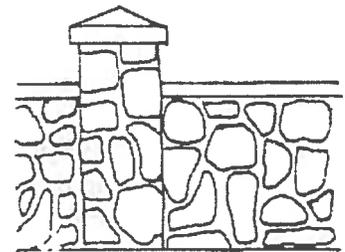
Wood Fence



Brick Retaining Wall



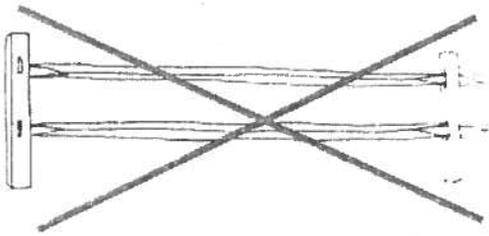
Stone Retaining Wall



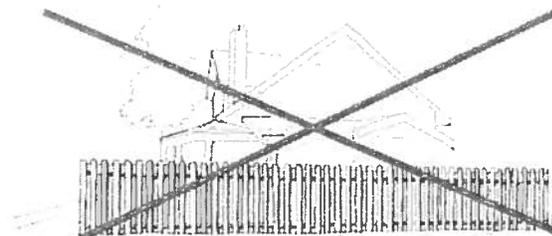
Stone Wall

Guidelines

- a. It is appropriate to preserve, protect and retain original fences and walls. If replacement is necessary, use like-kind when material when possible and appropriate new material when not possible. New Material should blend with the historic material in composition, size, shape, color, pattern, and texture.
- b. New fences or walls should be congruous with the character of the historic district.
- c. It is not appropriate for new fences and walls to exceed a maximum height of forty-two inches in front and side yards, and six feet in rear yards. For rear yard fences continued along the sides of the property, it is acceptable for the six-foot maximum height to extend beyond the rear corner of the house up to one third of the structure's side toward the front. The rear third is measured from the most extreme point of the rear of the structure toward the front.
- d. Fences that extend up the side yards should be no more than 50% solid from the rear plan of the most extreme point of the rear of the structure.

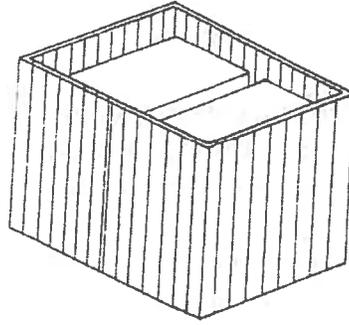


Split-rail is an example of inappropriate fencing for the historic districts.



Fences and hedges that block the view of the property from the street are inappropriate.

- e. It is inappropriate to replace existing inappropriate fences (such as chain link) with inappropriate materials and design when significant repair is needed (>50%). Repair by replacement of more than 50% of inappropriate fencing should be completely replaced by appropriate fencing. Existing inappropriate fencing should be camouflaged with vegetation.
- f. The structural member of any fence shall be turned to face the property of the person erecting the fence ("good neighbor fence").
- g. It is appropriate for outdoor garbage areas to be screened. Commercial garbage bins and dumpster containers shall not be visible from the street, and should be shielded from view by approved fencing or evergreen vegetation.



Dumpsters should be screened from public view.

C. Building Exterior

1. Architectural Components and Details

Architectural components, such as fascias, soffits, trim, columns, brackets, porch railings, door/window casings, and architectural details, such as joinery and surface patterns, contribute significantly to the historic character of a structure.

Guidelines

- a. It is appropriate to retain original architectural details if technically feasible. 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. It is appropriate to repair and restore deteriorated architectural features. If replacement is necessary, replace with like-kind materials and appropriate new material when not possible the new material should blend with the historic material, design, color, texture, scale and other visual qualities.
- c. It is not appropriate to add architectural components and features that are not appropriate to the historic character of the structure.
- d. It is not appropriate to replace or cover architectural components, such as fascias, soffits and columns with inappropriate materials.
- e. Sandblasting and other abrasive treatments that can damage historic architectural components and details are not acceptable.

2. Foundations

For most houses the foundation is composed of a masonry perimeter wall which bears most of the load, interior piers for supplementary support, and a sill plate which connects the perimeter wall with the wood frame of the house. On some older houses in the historic

district, the foundation was originally constructed entirely of brick piers. At some point in time, brick walls were often added between the piers.

Some conditions require the consultation of a masonry contractor or a structural engineer. These conditions include large cracks that go through the bricks, bulging or sagging walls, bricks not level from one corner to the next, and sagging interior floors and walls.

Maintenance of the foundation includes periodic re-pointing of mortar joints. Severe problems can require replacement of entire sections of a foundation.

Parging is the technique of applying a cement-like coating as an alternative to the repair or rebuilding of a deteriorated foundation.

Guidelines

- a. It is appropriate to maintain and retain original foundations. When a foundation must be repaired or rebuilt, the original bricks or stones should be used when technically feasible or replaced by bricks or stones that are similar in size, color, and surface texture to the original.
- b. It is appropriate to blend new bond patterns and mortar joints when rebuilding a foundation.
- c. It is appropriate to blend repointing of the original mortar joints in design and color. *Also refer to Section C3: Masonry for details on repointing.*
- d. It is not appropriate to use exposed cinder block and formed concrete foundations.
- e. Openings between brick piers may be filled in with matching masonry materials or lattice.
- f. Painting previously unpainted foundations, sandblasting, parging and waterproofing the exposed parts of foundations is inappropriate.
- g. It is appropriate to blend new foundations vents when installation is required.
- h. It is appropriate to locate access doors to the foundation in an area not visible from the principal elevation.

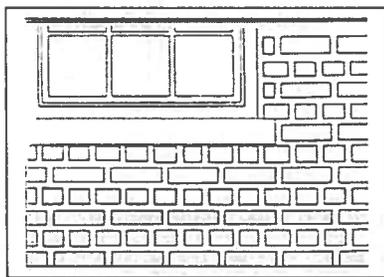
3. Masonry

Brick or stone masonry is an important component of most old houses, and a source of permanent beauty. Original or early masonry materials, which have a weathered, time-worn appearance, should be preserved wherever possible. Cleaning masonry with the gentlest means possible is recommended only when determined that the dirt is actually accumulated deposits and not simply the effects of weathering.

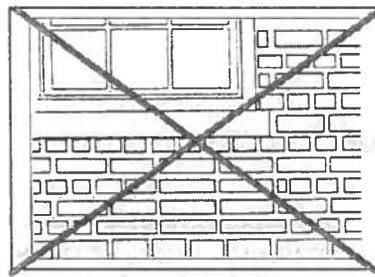
Repointing, which means removing old mortar and replacing it with new mortar, is necessary when there is evidence of moisture problems or when sufficient mortar is missing. It is a process that should be taken with the utmost care with a professional experienced in historic preservation to avoid smearing mortar on the surface of the brick or damaging the brick through mortar removal or incorrect compression.

Guidelines

- a. It is appropriate to preserve, protect and retain original masonry and masonry design features that are character-defining elements of historic buildings, including bond patterns, cornices, moldings chimneys, arches, quoins, and pediments.



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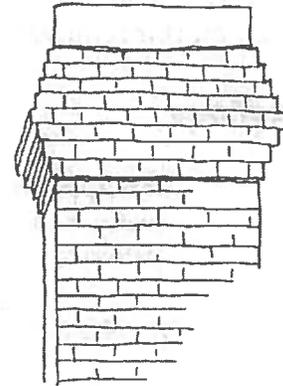
- b. It is appropriate to preserve, protect and retain historic masonry materials whenever technically feasible. If replacement is necessary, use like-kind materials when possible and appropriate new materials when not possible. New materials should complement historic materials in composition, size, shape, color, pattern, and texture.
- c. It is appropriate to blend and match products to the existing mortar materials in appearance, texture, and color
- d. It is appropriate to use water repellent coatings on exposed masonry to solve a specifically identified problem. For example, sandblasted brick may be so porous that some type of coating is essential.
- e. It is not appropriate to apply stucco, parging or use other similar masonry coatings to masonry unless these coatings were originally used on the building.
- f. It is appropriate to repair original stucco with a stucco mixture duplicating the original as closely as possible in appearance and texture.
- g. It is not appropriate to paint previously unpainted masonry.
- h. It is appropriate to retain and maintain the original or early color and texture of masonry surfaces. Brick or stone surfaces may have been painted or whitewashed for practical or aesthetic reasons. Indiscriminate removal of existing paint from masonry surfaces may subject the building to harmful damage and may give it an appearance it never had.

- i. It is not appropriate to cover masonry with siding.

4. Chimneys

Original chimneys are significant features of historic houses and should be preserved.

Chimney with brick corbelling at the top

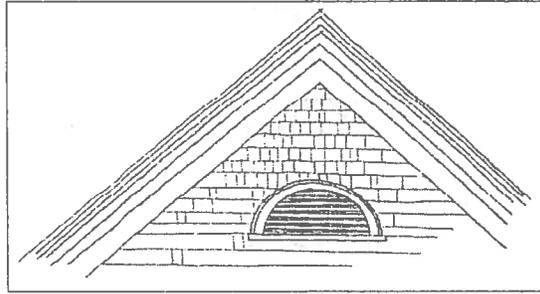


Guidelines

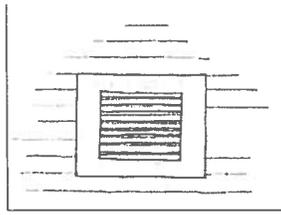
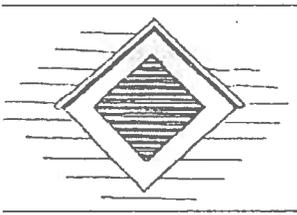
- a. It is appropriate to preserve, protect and retain the design of original chimney masonry. Brick corbelling, clay chimney pots, or other original features should be repaired rather than removed. Special care should be taken to ensure that repairs blend in composition, size, shape, color, pattern, and texture.
- b. It is not appropriate to parge or use incorrect materials to re-point deteriorated chimney masonry.
- c. It is appropriate to remove chimneys or furnace stacks added after the original construction if the historic appearance of the structure will otherwise remain unchanged.
- d. Metal caps are acceptable; they should be unobtrusive and not alter the design of the chimney. The design of the chimney cap should be chosen in context to the architecture of the house and the materials of the chimney new materials shall blend with historic materials in composition, size, shape, color, pattern, and texture.
- e. It is appropriate to preserve, protect and retain original flashing design such as step flashing.

5. Roofs

The roof form and pitch are among the major distinguishing characteristics of the different styles of architecture.



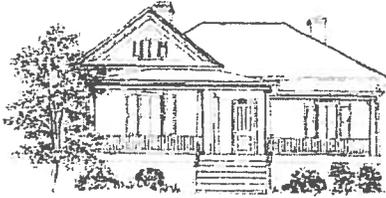
Many old houses have louvered wood gable vents with trim to match the windows. They should not be replaced with metal substitutes or windows, and any new vents that are added should match the existing vents.



The care and maintenance of the roof is one of the most important practices in preserving a historic building. A leaky roof can accelerate deterioration of historic features at a rapid rate.

Guidelines

- a. It is appropriate to preserve, protect and retain original roof forms, pitches, rafter details, molding, trim, and soffit boards if technically possible.



ORIGINAL



With dormer added. Dormer may be approved if it can be shown to be appropriate for the house.

- b. It is appropriate to preserve, protect and retain historic roofing materials such as clay tiles, slate, standing seam metal, wood shingles or embossed metal shingles when technically feasible.
- c. It is appropriate to retain the roof pitch and original features, such as dormers, turrets, balustrades, bargeboards, quarter round, cornices, brackets, weather vanes, or lightning rods when feasible.
- d. Features including but not limited to: dormers, crickets, or balustrades may be added if they are appropriate for the style of the building.
- e. When repairing of historic material is necessary it needs to blend with existing material in size, shape, color, pattern, and texture. Use like kind material where possible and historically appropriate substitute material if the historic material is not technically feasible.
- f. When replacing specialty roofing materials, such as "mission tiles," stamped tin, asbestos shingles, or patterned slate with composition shingles is strongly discouraged as the roof is an important defining feature of the structure.
- g. Exposed tarpaper rolls or SBS modified asphalt roofing should not be used as roofing material.
- h. Roof ventilators, skylights, solar panels, and other roof mechanical items shall be installed on rear slopes or other locations not easily visible from the principal elevation when technically feasible.
- i. Application of roof coatings to historic roofing material is discouraged and should be avoided. When necessary to use protective coatings to preserve original materials, they should blend with existing material in composition, size, shape, color, pattern, and texture.
- j. Built in gutters that are important to the architecture of the structure should be repaired and retained when technically feasible.

- k. It is appropriate to install gutters and downspouts in such a manner as to minimize concealment of historic architectural elements.

6. Architectural Metals

Architectural metals found on historic structures may include cast and wrought iron, pressed tin, copper and aluminum.

Guidelines

- a. It is appropriate to preserve, protect and retain architectural metal features (including natural patinas) that are character-defining elements of a historic building or site, including fences, gates, cornices, rails, roofs, gutters, downspouts, and hardware. If replacement is necessary, use metal that is similar to the original. Consider substitute material if the original material is not technically feasible.
- b. It is appropriate to paint previously painted metals in colors appropriate to the colors of the historic building or site and the historic district.

7. Siding and Trim

Wood clapboard siding is a common siding material found in historic districts. Other wood siding types include drop siding, flush siding, and board-and-batten. Wood shingles are also found on houses in historic districts.

Guidelines

- a. It is appropriate to preserve, protect and retain the shape, form, height, materials, and details of historic structure walls, architectural features that define the character of exterior walls including but not limited to: bays, cornices, storefronts, arches, quoins, corner boards, and brackets and wall materials when technically feasible. Replacement materials should be like kind when possible or an appropriate material that blends with the existing material in composition, size, shape, color, pattern, and texture.
- b. It is not appropriate to introduce exterior wall features that diminish the original design or damage the exterior wall materials, or create a false historic impression.
- c. It is not appropriate to use techniques such as sandblasting and other abrasive treatments that can damage exterior walls.
- d. It is appropriate to locate vents and mechanical connections through historic foundations or walls on non-character-defining elevations, or inconspicuously on side or rear walls where they will not be visible from the street when technically feasible.
- e. When additional insulation is installed using external methods, it shall be installed in such a manner that original materials will maintain their appearance.

- f. The original siding should not be replaced or covered by artificial siding such as aluminum, vinyl, asphalt, asbestos, Masonite, or pressboard that would not have been used on the original structure.
- g. It is appropriate to preserve, protect and retain original wooden trim, wooden features (siding, shingles, brackets, cornices, balustrades, columns, pediments etc) and details as well as their paints, colors, and finishes.

8. Windows and Doors

Fenestration is one of the most character defining features of an historic structure. The fenestration pattern of a building is the arrangement of doors and windows. The sizes of panes in a window reflect the style and sometimes the age of a building.

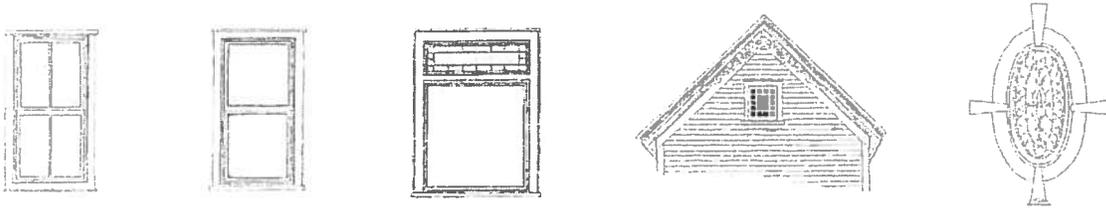
Early American homes featured small panes of glass, usually in a twelve-over-twelve pattern. However, by the late nineteenth century, glass manufacturers were able to produce large sheets of glass so that many older homes in historic districts display windows of one-over-one or two-over-two patterns. Most Victorian buildings have windows that were tall and narrow. A "picture window" with a border of small square panes of colored glass is the trademark of the Queen Anne style. Colonial Revival windows have multiple pane divisions, often with six-over-six or six-over-one patterns.

The Palladian window is a typical Colonial Revival element. It is a three-part window, with an arched-headed window flanked by two shorter square-headed windows.

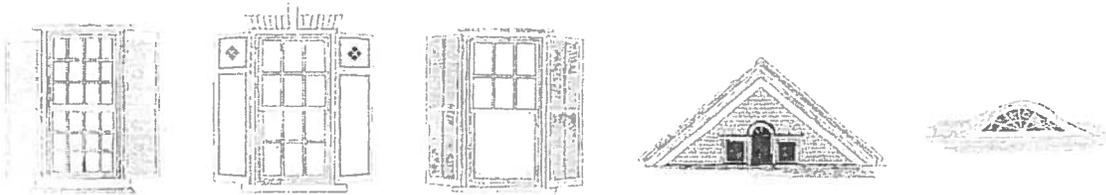
Bungalows and American Four-squares often have long narrow panes in the upper sash and a solid pane in the lower sash. Beveled or etched glass is often found in historic district homes. The window features and the decorative glass are an important part of the overall design scheme. Improper or insensitive treatment of the fenestration pattern of a historic district house can seriously detract from its character to the point that the house loses its original stylistic identity.

Originally shutters served practical purposes. Their historic functional purpose has largely been replaced with an ornamental purpose. Modern shutters often do not match the dimensions of the window and are often constructed of artificial materials such as vinyl or aluminum.

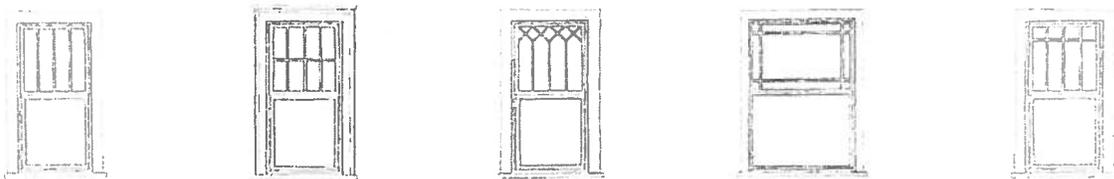
Late Victorian/Queen Anne



Early 20th Century/Colonial Revival



Bungalow/American Foursquare

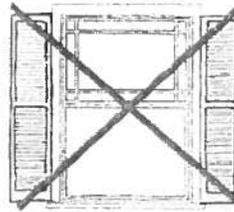
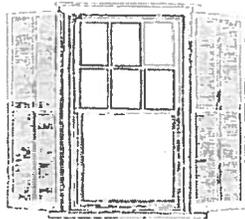


Guidelines

- a. It is appropriate to preserve, protect and retain original window and door elements such as sash, glass, sills, frames, casings, hardware, weather stripping, lintels, architraves and shutters.
- b. When the repair of a window or door is not technically feasible, the replacement design should match as closely as possible with the original window or door in material, scale, character, design, and appearance. New windows or doors should have matching sash, glass, sills, frames, casings, and muntin patterns. New sash should be made of wood, not metal unless metal is historically appropriate to the structure. Existing window casings and trim should be retained.
- c. The pattern, arrangements, and dimensions of doors and windows on the principal elevation or other character defining elevations should be retained, unless restoring the appearance of the structure to its original design. Window and door openings should not be enlarged or reduced to fit stock windows or doors.

- d. Windows or doors with snap-in muntins should be avoided.
- e. Existing vinyl windows should be replaced per historic guidelines.
- f. Front doors in the historic district should be appropriate for the style of the house. Flat surfaced doors and those with contemporary decorative windows should be avoided. A solid wood door is not a suitable replacement for an original door constructed of wood panels and glass.
- g. Doors with snap-in grids, and sliding glass doors, are not appropriate.
- h. Reflective or tinted glass is not appropriate where visible from the principal elevation. Clear solar films are permitted.
- i. It is appropriate to retain and repair existing historic shutters and their hardware.
- j. If a historic shutter must be replaced, the new shutter should compliment the original shutter in size, shape, number of panels, and style. New shutters that are not part of the original design must be carefully reviewed to determine historic appropriateness and correct design relative to the structure and neighborhood.
- k. Shutters should be attached to the window casing and not the siding or wall. Shutters should cover the entire window when closed. Even if the shutters do not close, they should appear to. Ornamental shutters may be appropriate if they can be historically attributed to the structure.

Appropriate.
Shutters fit
window opening
and are attached
to window casing



Inappropriate.
Shutters do not
fit window opening
and are attached
to siding.

- l. Window greenhouses which are visible from principal elevations are inappropriate to historic properties.
- m. In a new addition to a building, every effort must be made to use windows and doors that compliment the originals in size, shape, placement, pattern, materials, and details.

9. Storm Windows and Doors

Storm windows and doors are considered necessary modern additions to historic district buildings. Storm windows with wooden surrounds painted to match or complement the colors of the house are encouraged and should be installed on the exterior of the window. Some property owners prefer to install storm windows on the interior of the window frame.

Guidelines

- a. Storm windows and doors should blend with the building rather than appear to be tacked on. The shape and general appearance should compliment the existing window or door.
- b. Raw metal storm window and door frames are not appropriate. The frames should be painted wood or painted or baked enamel finish aluminum.

10. Awnings

Movable canvas awnings have been used for years to provide shade and help control temperatures during the summer months. They can be raised in the winter when radiant heat from the sun will give free supplementary warming. Fabric awnings can still provide the same benefits today while adding color and interest to the house.

Awnings are most appropriate for late and post-Victorian house styles, especially Queen Anne, Colonial Revival, Bungalow, and the many Period Revival styles.

Guidelines

- a. Awnings should be wood, metal, canvas or synthetic fabric.
- b. Awnings on windows, entryways and porches should be appropriate in design, proportion, scale and color to the architectural style and period of the structure. Installation methods should preserve historic materials.

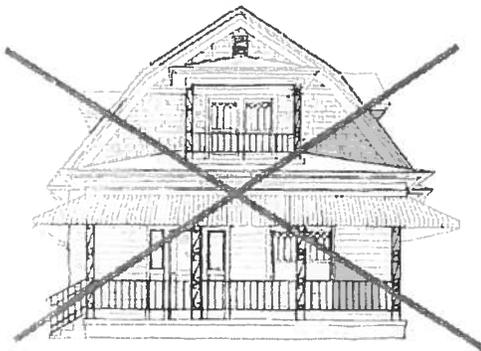
11. Porches, Patios and Steps

A distinguishing feature of most houses in historic districts is the front porch. Originally, the front porch kept the entrance dry and provided a place to escape the summer heat. Furnished, the porch was an outdoor leisure area. Other accessories included canvas awnings, blinds made of canvas, wood or reeding, straw or hemp rugs, plant stands, and flower boxes. Entrances and steps serve as an important first view to the property and require significant effort to preserve them as they were originally intended.

Porches were embellished with details, which reinforced the architectural style of the house. Machine carved posts, brackets, railings, spindle work, and sawn work make up the "gingerbread" found on Queen Anne style houses. Classical columns and trim work are often found on Neo-Classical and Colonial Revival style houses. The floor of the porch was often originally built with a slight pitch to shed water.

Guidelines

- a. It is appropriate that, if built as part of the original structure, a porch and all of its features (steps, handrails, balustrades, columns, brackets, spandrels, and roofs) should remain in their original state. Porches and steps should not be stripped of any original material or architectural features.
- b. New materials used to repair porches should be like-kind and compliment the design and original materials in size, shape, placement, pattern, and details.
- c. Porch restorations that involve the placement of missing details such as steps, brackets, or balustrades should be based on historical documentation. Adding details to porches to create a false historic appearance is not appropriate.



House with original porch details replaced with metal substitutes is **INAPPROPRIATE**.

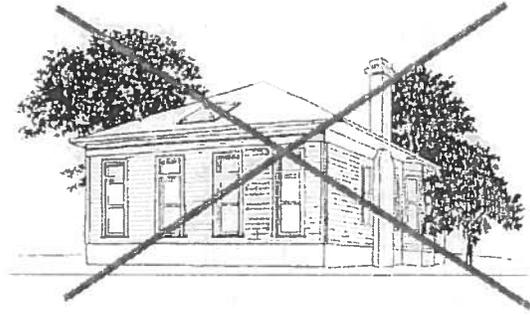


Same house with **APPROPRIATE** columns and railings and with metal awning removed.

- d. When introducing features to assist people with disabilities, it is appropriate to preserve the original design of the porch or the entrance so as not to diminish historic materials or features when possible.
- e. It is not appropriate to enclose front porches.
- f. Side porches may be enclosed to create sun porches if the design of the enclosure is compatible with the architecture of the structure.
- g. It is appropriate when constructing new porches, entrances and balconies to use historic roof forms, materials, and details compatible with the main building.

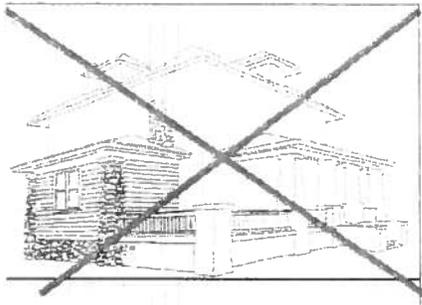


APPROPRIATE

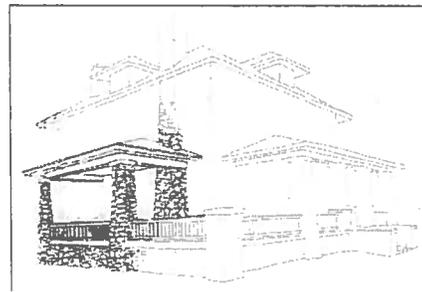


**Front porch closed in for interior space.
INAPPROPRIATE**

- h. Original porch steps should be retained as closely as possible if repair or replacement is needed.

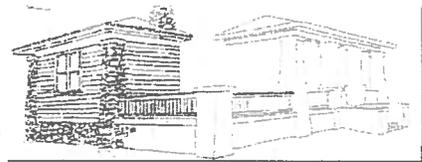


INAPPROPRIATE
Side porch closed in with solid walls.



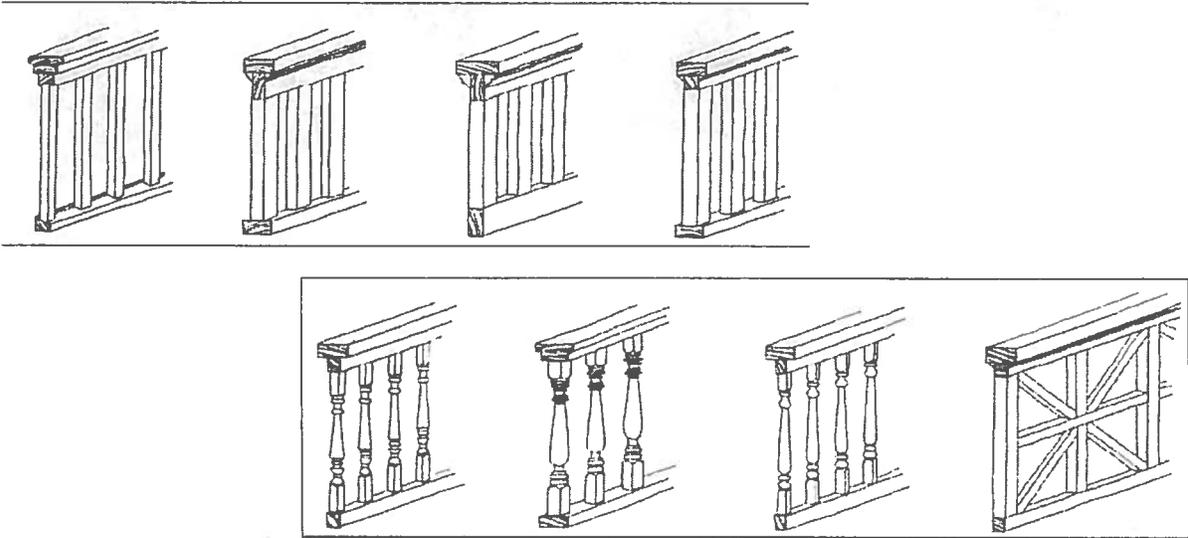
APPROPRIATE

- i. Do not use artificial turf, indoor/outdoor carpeting, or similar materials on porch or patio floors.



PORCH RAILINGS

Following are some of the porch railings appropriate to the RMP Historic District.



12. Exterior Colors

Color was an element of the original design intent of an architect or builder. However, since early photographs were black and white, only tones and contrasts can often be determined. Color chronology tests can determine the original colors. This test involves the examination of paint scrapings under a microscope. Professional preservationists at the State Historic Preservation Office can assist in this process.

Guidelines

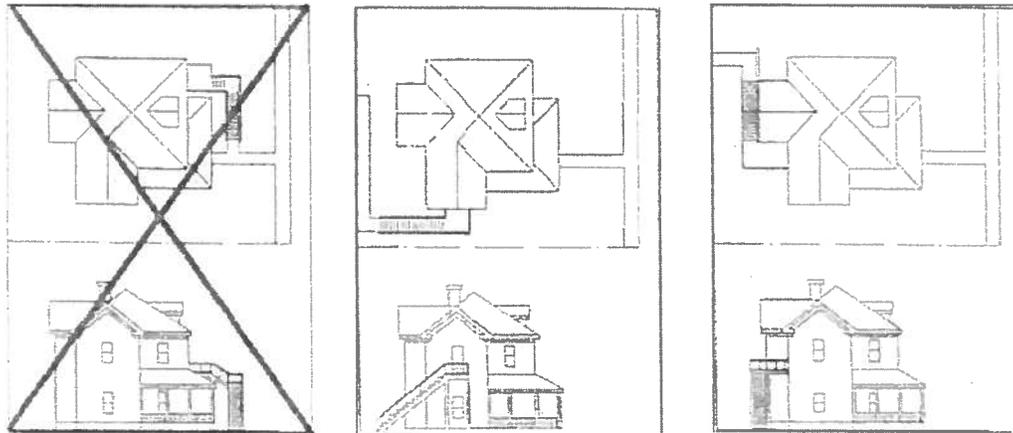
- a. Original painted materials shall be protected with a sound paint film and caulking. Color, and its placement, should be historically appropriate to the period and architectural style of the structure. When in doubt, base the choice of color on historical accuracy for the building and the district.
- b. Wooden fences may be painted. When painted, the color shall be compatible with the exterior of the building and in character with the period of the home.
- c. Materials such as brick, stone, wood shingles, and certain metals, which have historically been unpainted, should not be painted.

13. Reserved

14. Mechanical Systems, Utilities and retrofits

Guidelines

- a. It is appropriate that mechanical services, utilities, and retrofits be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of the building when technically feasible. It is appropriate to screen exposed ductwork or piping, fuel tanks, plumbing vents, solar collectors, and satellite dishes. They should not be visible from the principal elevation.
- b. Mechanical and energy retrofits should minimize damage to historic materials and should be installed in a manner that minimizes the visual impact to the structure.
- c. Fire escapes and features designed to assist people with disabilities should be designed so that there is minimal visual impact on the historic structure, and that they can be built or removed without damaging historic materials.
- d. Exterior stairs should be located on the rear or side of the structure.



Inappropriate

Appropriate

Most Appropriate

V. NEW CONSTRUCTION

A. Introduction

The objective of the new construction guidelines is not to prevent change, but to ensure that future construction projects respect the general character of the historic district neighborhoods.

Applicants for Certificates of Appropriateness for new construction and their architects are strongly urged to meet with the Historic Preservation Staff to discuss their plans and ensure they are not incongruous with the special character of the historic district.

Building site refers to the placement of the structure on the lot. Setback and massing should establish a framework of order and coherence. The use of continuous setback patterns ensures a strong and consistent streetscape. Setbacks in historic districts vary, but generally the houses are relatively close to the street.

Guidelines

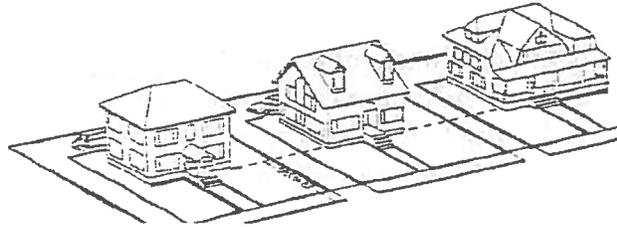
- a. It is appropriate for new construction to be landscaped following the existing guidelines for landscaping (page 30).
- b. Principal elevations should have turf installed or grass planted. It is inappropriate to leave principle elevations at new construction sites as unimproved dirt lots. Corner lots should have street-side side elevations similarly improved.
- c. Minimize any grading or site disturbance during construction and limit the use of heavy construction equipment to prevent damage to significant site features and unknown (buried) archaeological resources.
- d. Protect significant site features, including mature trees and known archaeological resources, from damage during or as a result of construction.

1. Primary Structures

Guidelines

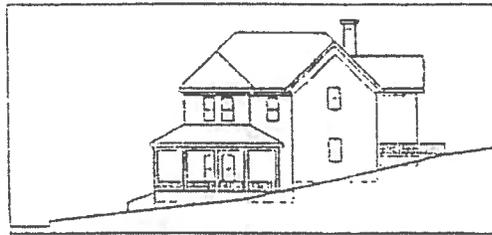
- a. Site new primary buildings so they are consistent in terms of setback and orientation from the street and spacing between existing buildings with surrounding buildings which contribute to the historic character of the streetscape.

New buildings should be set back similarly to their neighbors.

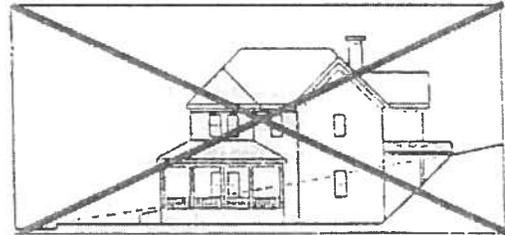


Appropriate

- b. Design the primary building so that the overall character of the adjacent streetscape and the building site, including its topography and any significant site features, are maintained.



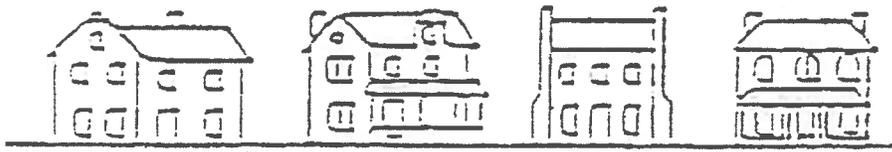
APPROPRIATE



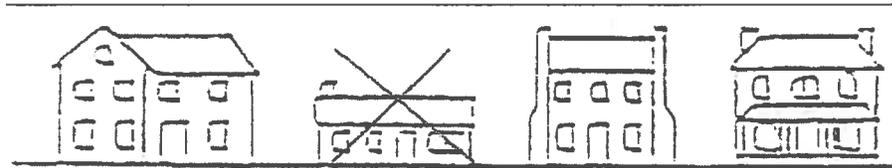
INAPPROPRIATE

Major reshaping of land contours is not recommended.

- c. Design new primary buildings to be compatible in height, roof form, scale, massing, material, detail and proportion of the street façade with surrounding buildings that contribute to the historic character of the district.

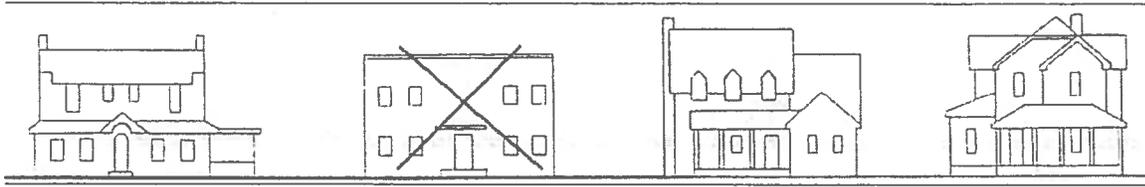


APPROPRIATE

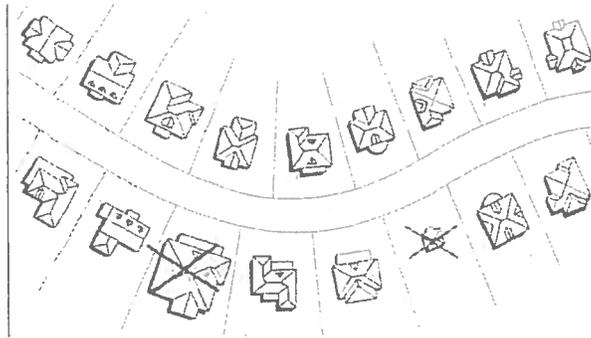


INAPPROPRIATE

INAPPROPRIATE ROOF STYLING



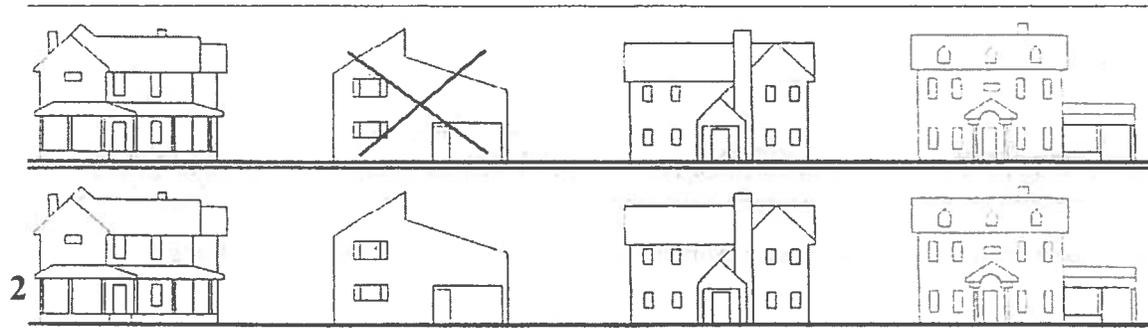
Roof type and pitch for new construction should conform to that of existing buildings.



INAPPROPRIATE MASSING

- d. Locate and size door and window openings in new primary buildings so they are compatible in placement, orientation, spacing, proportion, size and scale with those of surrounding buildings that contribute to the historic character of the district.
- e. Select doors and windows for new primary buildings that are compatible in material, proportion, subdivision, pattern, detail and finish with those of surrounding buildings that contribute to the historic character of the district.
- f. Select materials and finishes for new primary buildings that are compatible in composition, texture, scale, pattern, detail, finish and color with those of the surrounding buildings that contribute to the historic character of the district.
- g. Design new primary buildings to be compatible with but differentiated from historic buildings in the district. Unless the building is an accurate reconstruction, it is not appropriate to create a false sense of historical development through the duplication of historic features or details from an earlier era on a new primary building.

INAPPROPRIATE

**Guidelines**

- a. Site and orient new outbuildings or garages in locations that are compatible with the traditional relationship of outbuildings or garages to district houses of similar architectural style and sites of similar size.
- b. Design new outbuildings and garages to be compatible in roof form, scale, massing, material and detail with the historic character of the primary building on the site and with other historic outbuildings or garages in the district. Maintain the traditional height and proportion of historic outbuildings and garages in the historic district.
- c. Select doors and windows for new outbuilding and garages that are compatible in placement, material, proportion, subdivision, pattern and detail with doors and windows of the primary building on the site and with other outbuildings and garages that contributes to the historic character of the district.
- d. Select materials and finishes for new outbuildings and garages that are compatible in composition, texture, scale, pattern, detail, finish and color with the primary building on the site and with other outbuildings or garages in the district.
- e. It is not appropriate to site a new outbuilding or garage in a location that will require the removal of a significant original site feature or building element.
- f. It is not appropriate to design new outbuildings and garages that visually overpower the primary structure due to the size, height or siting.
- g. Prefabricated wood storage buildings should blend with original structures and similar historic structures in the district in size, material and design and scale. Scale and size should be given special consideration. Metal and plastic utility sheds, metal carports and metal garages are not allowed.

3. Additions to Existing Structures

Guidelines

- a. Retain and preserve earlier additions that contribute to the overall historic character and form of a district building.
- b. Locate new additions cautiously, so they do not compromise the architectural integrity of the historic building.
- c. Minimize the size, scale and height of new additions so they do not visually overpower the historic building or substantially alter the site's proportion of constructed area to un-built area.
- d. Design the addition so that the overall character of the historic building and the building site, including its topography and any significant site features, are preserved.
- e. Design new additions to be compatible in height, roof form, scale, massing, surface materials, detail and proportion with the historic building.
- f. Locate and size door and window openings in new additions so they are compatible in placement, orientation, spacing, proportion, size and scale with those of the historic building.
- g. Select doors and windows for new additions that are compatible in material, proportion, subdivision, pattern, detail and finish with those of the historic building.
- h. Select materials and finishes for new additions that are compatible in composition, texture, scale, pattern, detail, finish and color with those of the historic building.
- i. Minimize the damage to the historic building by constructing additions to be self-supporting, if possible. Attach additions to the historic building with care so that any loss of historic fabric is minimized.

4. Decks

Guidelines

- a. If possible, introduce decks inconspicuously in areas that are not visible from the street, usually on the rear elevation, inset from either rear corner. Locate the deck with care so that it does not damage or conceal significant historic features or details of the historic structure.
- b. Minimize the visual impact of the deck by limiting its size and scale. It is not appropriate to introduce a deck if it will visually overpower the building or site or substantially alter the site's proportion of constructed area to un-built area.

- c. Minimize the damage to the historic building by constructing decks to be self-supporting. Attach them to the historic building with care so that loss of historic fabric is minimized.
- d. Align decks typically with the height of the building's first floor and screen the deck's structural framing with foundation plantings, lattice or other compatible screening materials.
- e. Paint or stain decks in colors that are complimentary to the Historic District.
- f. It is not appropriate to introduce a deck if it will require the loss of a character-defining building or site feature.

B. Moving Buildings

The moving of a historic building should be considered a "last resort" alternative to the demolition of a structure. Moving a structure usually destroys the original context of the building and may result in the substantial loss of original building material.

Sometimes the moving of a building becomes necessary as part of a revitalization plan. If a significant building is surrounded by an incompatible environment, it can sometimes be relocated to a more enhancing environment.

Since building moving is a complicated and time-consuming process, it should not be undertaken until every aspect of the project has been considered and evaluated. Environmental, architectural, and moving questions as well as zoning and building code requirements, parking regulations, handicapped access, and fire restrictions must be studied.

If moving a structure is warranted, every effort should be made to move the building intact as a single unit. Every effort should be made to protect the integrity of the building during the move, especially if partial disassembly is required. The City Building Inspector should be consulted before any move is undertaken.

Guidelines

- a. Documentation of the original site conditions is required before moving the structure. Use photographs and other written or graphic items such as site plans to record the original setting.
- b. Protect significant site features at the original site, along the route of the move, and at the new site from damage during or after the move.
- c. A proposed relocation within a historic district should not have a detrimental effect on the historical aspects of other properties in the historic district. It is not recommended

that structures located in historic districts be moved outside the boundaries of the said district.

- d. The proposed relocation site should not possess historical significance that would be adversely affected by the intrusion of the structure.
- e. It is appropriate to select of a route that will minimize the impact on significant natural vegetation, such as mature trees.
- f. The site for a relocated building should be suitable in terms of building spacing, setback, orientation, height, scale, and massing.
- g. The relocated building should be compatible with the style and period of other buildings along the street.
- h. The site of the relocated building should be landscaped in a manner that is consistent with the character of the historic district.
- i. Care should be taken to protect the historic building during and after the move.
- j. The guidelines for new construction should be followed when buildings are relocated.

C. Demolition

Demolition of significant structures within the historic districts or of designated historic properties is strongly discouraged. Once a historic structure is demolished, it can never be recreated. The structure is lost once demolished, as well as the context in which it existed.

While the Historic Preservation Commission cannot deny a Certificate of Appropriateness for demolition, the Commission can delay the demolition of a structure for up to a period of 365 days. During this period, alternate methods for preserving the structure will be explored. Historic properties with statewide significance can be denied demolition unless it would be a financial burden to the property owner.

The Commission will consider if the building can be moved, if it contributes to the historic character of the neighborhood, if there are potential owners willing to restore the building, if the building can be adapted to serve its owners' needs, or if the building is structurally feasible for reuse.

The Commission will make it widely known that a significant building is threatened with demolition and that alternatives are being sought.

All buildings in a local historic district are considered to be contributing, although it may have less historical integrity than other in the historical district. Therefore, in the case of intrusive structures or those with little architectural value, the Commission may waive all or

part of the delay period. In making this determination, the Commission will carefully weigh the value of the structure to the neighborhood setting.

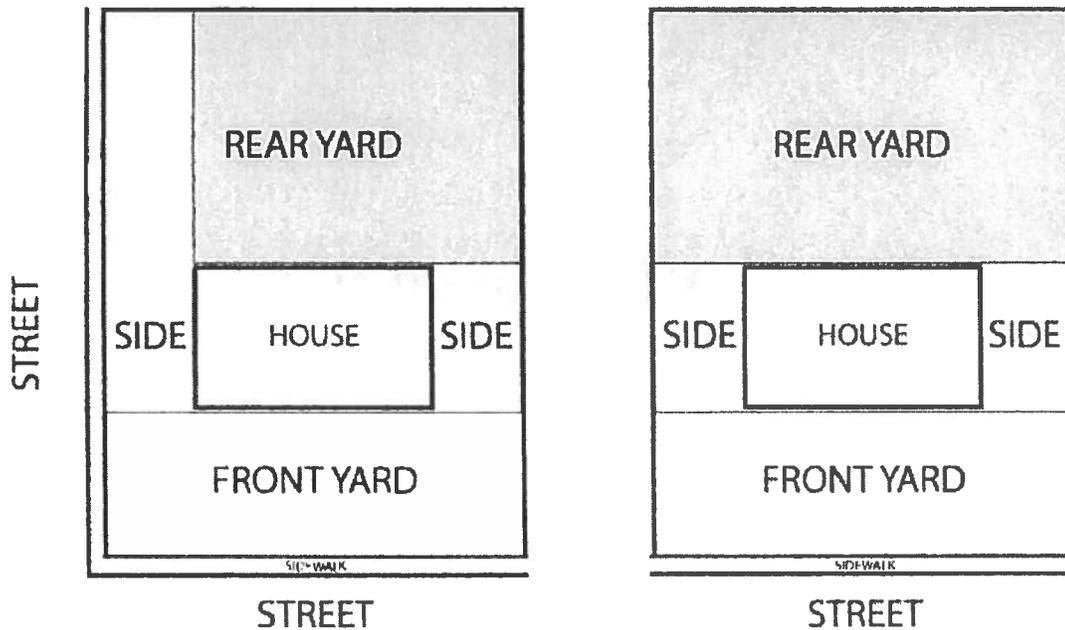
Guidelines

- a. Work with the Historic Preservation Commission and other interested parties to seek viable alternatives to demolition.
- b. Prior to demolition, extensively record the historic building in its original setting and document the existing site and building conditions through photographs, drawings/ plans and any other historical documentation.
- c. Prior to demolition the Historic Preservation Commission or Staff may seek consent to salvage, or allow others to salvage, architectural materials and features that could be reused.
- d. When requesting a COA for demolition, submit a site plan illustrating the proposed post-demolition site treatment.
- e. Protect significant site features, including mature trees and known archeological resources from damage as a result of the demolition.

VI. Appendices

A. Landscape and Building Terminology

The Rosemount-McIver Park district's structures follow a fairly conventional lot and orientation layout with front facades typically facing the street address and being generally aligned parallel to their street address roadway. Therefore, complex elevation/façade definitions and classifications are unnecessary for this district. However, some additional definitions can be of assistance when referring to properties under discussion.



Corner Lot Image

Standard Lot Image

- **(Principal Elevation)** is the elevation/façade of the structure that is usually a/or the "Character Defining Elevation" of the structure. The "Principal Elevation" normally, but not always, contains the formal front door, faces the street address and is often considered the "front" of the structure. The "Principal Elevation" often, but not necessarily exclusively, has a higher standard applied for compliance with historic preservation guidelines. There can be only one "Principal Elevation."
- **(Character Defining Elevation)** is an elevation/façade of the structure that exhibits unique or special architectural qualities, features or characteristics that distinguish the structure and identify it with a particular style and period. A "Character Defining Elevation" often, but not necessarily exclusively, has a higher standard applied for compliance with historic preservation guidelines. A structure normally has one "Character Defining Elevation" but it is possible that some structures may have more than one. Examples can often include structures on corner lots that have "Character Defining Elevations" facing both streetscapes. It is

possible for a structure to exhibit "Character Defining Elevations" on one, two or in some exceptional cases all sides.

- **(Yard, Front)** A yard extending across the front width of a lot and being the minimum horizontal distance between the street line and the principal building or any projection thereof, other than steps, unenclosed balconies and unenclosed porches. The front yard of a corner lot is the yard adjacent to the designated front lot line. (see illustrations above)
- **(Yard, Side Corner Lot)** The property area which extends from the front of the structure to the rear of the lot parallel with the side of the structure. (see illustrations above)
- **(Yard, Rear)** A yard extending between the side yards of a lot or between the side lot lines in the absence of side yards, and being the minimum horizontal distance between the rear lot lines and the rear of the principal building or any projection thereof, other than steps, unenclosed balconies or unenclosed porches. On corner lots the rear yard is in all cases at the opposite end of the lot from the front yard. (see illustrations above).
- **(Yard, Side)** A yard extending from the front yard to the rear yard between the side lot line and the nearest line or point of the building. This side yard definition may apply for three side of a flag lot if the flag pole portion of the lot exceeds the front yard setback. Where a lot has sufficient land area, the side yard may exceed the minimum side setback as specified in 4.7 of the Unified Development Ordinance. An interior side yard is defined as the side yard adjacent to a common lot line. (see illustrations above)

B. Glossary

Alligatored - Cracked or having acquired the appearance of alligator hide, as from weathering or improper application to a surface.

Appurtenant Features - Those structures which define or surround the site of a building.

Architrave - The molded frame surrounding a door or window.

Balustrade - A series of short pillars or turned uprights with a rail.

Bargeboard - A wooden member, usually decorative, suspended from and following the slope of a gable roof.

Board-and-Batten - Vertical exterior siding with the joints between the siding (boards) covered with narrow strips (battens). The battens are used to conceal the gaps between the siding boards.

Bracket - Projecting support member found under eaves or other overhangs; may be plain or decorated.

Building Site - The placement of the structure on the lot.

Bungalow (1890 - 1940) - An architectural style characterized by small size, overall simplicity, broad gables, dormer windows, porches with large square piers, and exposed structural members.

Casement Window - A window sash that opens on hinges fixed to its edge.

Casing - The finished visible framework around a door or window.

Chimney Pot - A terra cotta, brick, or metal pipe that is placed on the top of a chimney as a means of increasing the draft, often decoratively treated.

Chimney Stack - A number of flues embodied in one structure rising above a roof.

Colonial Revival (1870 - 1950) - An architectural style characterized by a balanced facade; use of decorative door crowns and pediments, sidelights, fanlights, and porticos to emphasize the front entrance; double hung windows with multiple panes in one or both sashes; and frequent use of string courses on decorative cornices.

Corbelling - A series of projections, each stepped out further than the one below it; most often found on walls and chimney stacks.

Cornice - The exterior trim of a structure at the meeting of the roof and wall usually consisting of bed molding, soffit, fascia, and crown molding.

Crown Molding - The crowning and finished molding, most often located in the area of transition between wall and ceiling, or on the extreme top edge of an exterior wall.

Dentil - A row of small blocks at the base of a classical cornice, resembling a row of evenly spaced teeth.

Design - Design is the combination of elements that create the form, plan, space, structure, and style of a property. Design includes such elements as organization of space, proportion, scale, technology, ornamentation, and materials. Design can also apply to districts. In most cases, unwise alterations to the original building design will harm the aesthetic or structural integrity of the structure.

Dormer - A vertical window projecting from the slope of a roof; usually provided with its own roof.

Double Hung Window - A type of window with an upper and lower sash in vertical grooves, one in front of the other which is moveable by means of sash cords and weights.

Eave - The part of a sloping roof that projects beyond a wall.

Elevation - The external faces of a building; also a drawing to show any one face of a building.

Embossed - Carved or raised in relief.

Facade - The "face" of a building, normally the front, but sometimes referring to any side if qualified such as "rear façade."

Fascia - A flat board used to cover the ends of roof rafters.

Fenestration - The arrangement of windows and other exterior openings on a building.

Flashing - Pieces of non-corrosive metal installed at junctions between roofs and walls, around chimneys, and around other protrusions through the roof.

Flush Siding - Wooden siding which lies on a single plane. This was commonly applied horizontally except when it was applied vertically to accent an architectural feature.

Footprint - is the outline of a building on the land.

Frieze - The middle division of an entablature, between the architrave and cornice; usually decorated but may be plain.

Gable - The triangular end of an exterior wall in a building with a ridged roof.

Gable Roof - A sloping (ridged) roof that terminates at one or both ends in a gable.

Gambrel Roof - A roof having a double slope on two sides of a building.

Gazebo - A small summer house or other space with a view; usually found in a garden or yard, but may also be incorporated into the facade of a building, or found on the roof of a house.

Gingerbread - Thin, curvilinear ornament.

Height - Height consistency is an important factor - which contributes to the character of an area. Most blockfaces in the historic districts contain a mixture of one and two story structures. Almost all houses are built on raised foundations, which contribute to the height of the building. Many ceiling heights exceed nine feet.

Joinery - The craft of connecting members together through the use of various types of joints; used extensively in trim work and in cabinet work.

Large trees - at least 30 feet in height at maturity.

Lintel - A horizontal beam bridging an opening.

Lot Coverage - Lot coverage is a measure of the density of developed land along each block front and for each lot relative to the footprint of structures.

Major Work - Projects that involve a change in the appearance or historic fabric of a property and are more substantial in nature than Minor Work. Major Work REQUIRES a public hearing before the Historic Preservation commission.

Masonry - Work constructed by a mason using stone, brick, concrete blocks, tile, or similar materials.

Materials - Materials are the physical elements that were combined or deposited during a particular pattern or configuration to form a historic property. A property whose historic features and materials have been lost is usually not eligible for National Register nomination.

For these reasons, to retain integrity, a property must retain the key exterior materials dating from the period of its historic significance.

Meeting Rail - (in a double-hung window) the rail of each sash that meets a rail of the other when the window is closed.

Minor Work - Primarily consist of changes to existing elements or the introduction of new elements that are relatively small in scale and overall impact to the structure, yet change its appearance. Minor Works are required to be reviewed by Historic Preservation Staff. A public hearing is not required for these projects.

Mission Tiles - A half barrel shaped red roofing material made of fired clay.

Molding - A continuous decorative band; serves as an ornamental device on both the interior and exterior of a building or structure; also often serves the function of obscuring the joint formed when two surfaces meet.

Mullins - A vertical member between the casements or panes of a window or the panels of a screen.

Muntin - A thin strip of wood or steel used for holding panes of glass within a window sash.

Orientation - Orientation refers to the angle or alignment of the main facade with the street. Throughout the historic districts, the main facades are parallel to the street.

Palladian Window - A window with three openings with the large arched central light flanked by rectangular sidelights.

Parging - The technique of applying a cement-like coating to masonry.

Pediment - A triangular section framed by horizontal molding on its base and two sloping moldings on each of its sides; used as a crowning element for doors, windows, and niches.

Pier - Vertical supporting member that is part of the foundation.

Pitch - The degree of slope on a roof, usually noted as a fraction/ratio.

Portico - A covered walk or porch supported by columns or pillars.

Portland Cement - A hydraulic cement binder for concrete; made by burning a mixture of clay and limestone.

Prairie Style (1900 - 1920) - An architectural style characterized by its overall horizontal appearance which is accomplished through the use of bands of casement windows, long terraces or balconies, flanking wings, low-pitched roofs with wide overhangs, and darkly colored strips or bands on exterior walls.

Preservation - Defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Quarter Round - A small molding that has the cross section of a quarter circle.

Queen Anne (1800 - 1910) - An architectural style characterized by irregularity of plan and massing, variety of color and texture, variety of window treatment, multiple steep roofs, porches with decorative gables, frequent use of bay windows, chimneys with corbelling, and wall surfaces that vary in texture and material used.

Railing - 1) A fence-like barrier composed of one or more horizontal rails supported by widely spaced uprights; balustrade. 2) Banister. 3) Rails collectively.

Reconstruction - The act of reproducing by new construction the exact form and detail of a vanished building, structure, or object, as it appeared at a specific period of time.

Rehabilitation - The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

Renovation - The restoration to a former better state by cleaning, repairing, or rebuilding.

Repointing - Removing old mortar and replacing it with new mortar.

Restoration - The act or process of accurately recovering the form and details of a property and its settings as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Ridge - The horizontal line formed when two roof surfaces meet.

Right-of-Way - The Right-of-Way is a strip of land dedicated for public streets, sidewalk and utilities. This normally includes the entire street, curb, planting-strip and up to or including the sidewalk. The City of Sanford and Lee County UDO defines different Right-of-Way dimensions based upon the type of street.

Routine Maintenance- or strict repairs that do not change design or materials, such as replacing broken window panes with like-kind materials or pruning shrubbery.

Sandblast - An abrasive method of cleaning bricks, masonry, or wood that involves directing high-powered jets of sand against a surface.

Sash - The framework into which panes are set.

Sawnwork - Ornamentation in cut-out planking, formed with a bandsaw, popular in the 1880's and 1890's. This decorative detailing is flat.

Scale - Scale is the size of the construction units and their architectural details in relation to the size of man. Scale is also determined by the relationship of a building mass to open space.

Setback - The distance from the street (in the case of front setback) or property line to the nearest part of the applicable building, structure, measured perpendicular to the street or property line, in front of which no structure may be erected (as per the Unified Development Ordinance, page 45).

Setting - Setting or context is the physical environment of a historic property. Setting refers to the specific place in which the property played its historic role. The physical features that constitute the setting of historic property can be either natural or manmade.

Sill - The horizontal water-shedding member at the bottom of a door or window.

Sillplate - The horizontal member that rests on the foundation and forms the lowest part of the frame of a structure.

Small trees - 10-30 feet in height at maturity.

Soffit - The exposed underside of an arch, cornice, balcony, beam, etc.

Spacing - The distance between adjacent buildings.

Spandrel - The sometimes ornamental space between the right or left exterior curve of an arch and an enclosing right angle.

Streetscape - A view or picture of the street setting depicting the proposed or existing building in relationship to other buildings on the street; this may also include landscaping and natural features.

Stucco - An exterior wall covering consisting of a mixture of Portland cement, sand, lime, and water.

Surround - The frame around a door or window, sometimes molded.

Terra Cotta - A fine-grained fired clay product used ornamentally on the exterior of buildings; may be glazed or unglazed, molded or carved; usually brownish red in color, but may also be found in tints of gray, white, and bronze.

Topography - Topography is the natural rise and fall or slope of the existing grade that exists in the historic districts. Typically they have varied and are attractive topographical features such as rolling hills and mature vegetation with a natural informal landscaping. Brick and stone retaining walls are common while the uses of more modern landscaping materials are not in keeping with traditional landscape designs.

Topping - Removal of top and upright tree branches resulting in abnormal tree growth, often results in a "table top" effect.

Transom - A small window or series of panes above a door, or above a casement or double-hung windows.

Turret - A small and somewhat slender tower; often located at the corner of a building.

Valley Flashing - Copper, galvanized sheet metal, or aluminum strips placed along the depressed angle formed at the meeting point of two roof slopes.

Veneer - A decorative layer of brick, wood, or other material used to cover inferior structural material thereby giving an improved appearance at a low cost.

Veranda - Roofed open gallery attached to the exterior of a building.

Woodshakes - Hand-cut wood shingles. Shakes can be distinguished from shingles in that shakes are not tapered and usually have more irregular surfaces. Their length varies from 12 inches to over three feet.

Woodshingles - thin tapered pieces of wood primarily used to cover roofs and facades of buildings to protect them from the weather. Historically shingles were split from straight grained, knot free bolts of wood.

C. Plant Materials

Acceptable plant materials that may be used for landscaping in the Rosemount McIver Park Historic District, *however other plant species may be approved*. These plant materials are suitable for the climate of Sanford and are generally easy to locate within a reasonable distance from Sanford. This list was adopted from the Unified Development Ordinance for Broadway, Lee County and The City of Sanford.

Ground Covers

(Botanical Name / Common Name)

Auja reptans/Carpet Bugle	Juniperus horizontalis/Creeping Juniper
Cotoneaster/Bearberry	Santolina chamaecyparissus/Lavender cotton
Hemerocallis/Daylily	Liriope muscarii/Liriope
Dianthus/Dianthus	Liriope spicata/Spreading Liriope
Euonymus fortunei/'Coloratus' Wintercreeper	Ophiopogon/Japonicus Dwarf Lilyturf or
Euonymus	Mondograss
Hedera canariensis/Algerian Ivy	Juniperus conferta/Pacific juniper
Hadra helix/English Ivy	Phlox subulata/Moss Phlox or Thrift
Hypericum claycum/Aaronsbeard, or	Vinca minor/Common Periwinkle
St. Johnswort	Vinca major/Large Periwinkle
Juniperus conferta/'Blue Pacific, 'Shore Juniper	

Ornamental Grasses

(Botanical Name / Common Name)

Arundo donax var. varicolor/Varigated Giant Reed	Miscanthus sinensis/'Strictus, Porcupine Grass
Calamagrostis x acutiflora/'stricata Feather Reed Grass	Miscanthus sinensis/'Varigatus', Varigated Equalis
Carex morrowii/Japanese Sedge Grass	Miscanthus sinensis/'Zebrines, Zebra Grass
Chasmanthum latifolium/Northern Sea Oats	Pennisetum alopecuroides/ Australian Fountain Grass
Cortaderia selloana/Pampas Grass	Pennisetum setaceum/Fountain Grass
Elymus glauous/Blue Wild Rye	Pennisetum setaceum/'Rubrum', Crimson Fountain Grass
Eragrostis curvula/Weeping lovegrass	Pennisetum villosum/Feathertop Grass
Eraihthus ravennae/Ravenna Grass	Phalaris arundinacea/'Picta', Ribbongrass
Miscanthus sinensis/Chinese Silver Grass	
Miscanthus sinensis/'Gracillimus, Maiden Grass	

Small Shrubs (2 to 5 feet at maturity)

(Botanical Name / Common Name)

- | | |
|--|---|
| Abelia x grandiflora/Abelia | Ilex crenata/Hoogendorn holly |
| Aucubajaponica Dwarf Aucuba | Hydrangea arcoescens/'Annabelle' |
| Azleas, Hybrids | Smooth Hydrangea |
| Callicarpa Americana/Beautyberry | Hypericum/St. John's-Wort |
| Berberis thunbergii/Japanese Barberry | Ilex cornuta/'Carissa' Carissa Holly |
| Buxus microphylla var. japonica/Japanese boxwood | Ilex cornuta/'Rotunda' Dwarf Chinese Holly |
| Contoneaster/Contoneaster | Ilex crenata/'Compacta' Compact Holly |
| Deutzia gracilis/Slender deutzia | Ilex crenata/'Green Lustre' |
| Fothergilla/Fothergilla | Ilex crenata/'Helleri' (Heller) Japanese Holly |
| Gardenia radicans/Creeping Gardenia | Ilex crenata/'Hetzzi' Hetz Holly |
| Itea virginica/Virginai Sweetspire | Ilex vomitoria/'Nana' Dwarf Yaupon Holly |
| Jaminum floridum/ Showy Jasmine | Nandina domestica/'Harbour Dwarf' or |
| Jaminum floridum/Showy Jasmine | 'Gulf Stream' |
| Chaenomeles japonica/Japanese flowering quince | Prunus laurocerasus/Otto laurel |
| Jasminum nudiflorum/Winter Jasmine | Pittosporum tobira/'Nana', Dwarf Pittosporum |
| Juniperus davurica/'Exoansa' Parsons Juniper | Potentilla/Cinquefoil, Five fingers, Potentilla |
| Juniperus horizontalis/'Plumosa, Andorra Juniper | Pyracantha koidzumii/'Santa Cruz' |
| Kerria japonica/Japanese Kerria | Rhaphiolepis indica/Indian Hawthorne |
| Lonicera pileata/Privet Honeysuckle | Spirea x burmelda/Bumald Spirea |
| Mahonia aquifolium /Oregon Grape Holly | Spirea/'Little Princess' |
| Pinus mugo 'Compacta' /Dwarf Mugo Pine | Spirea nipponica/'Snowmound' |
| | Spirea thunbergii/Thunberg Spirea |
| | Var./boxleaf wuonymus |
| | Virburnum davidii/David Virburnum |

Medium Shrubs (5 to 8 feet at maturity)

(Botanical Name / Common Name)

Rhodendron Prunifolium/ Azalea, Plumleaf	Japanese yew
Rhodendron Indica/ Azalea, Southern Indica	Judd viburnum
Hybrids	Kalmis latifolia/ Mountain Laurel
Aronia arbutifolia	Lespedeza thunbergii/ Thunberg Lespedeza
Azaleas	Mahonia bealei/ Leatherleaf Mahonia
Aucubajaponica/ Japanese Aucuba	Mentor barberry
Berberis julianae/ Wintergren Barberry	Nandina domestica/ Nandina or
Buddleja	Heavenly Bamboo
Buxus sempervirens/ Common Boxwood	North Bayberry
Carlessia buikwoodii viburnum	Oakleaf hydrangea
Chinese snowball	Persia lilac
Cytissus scoparius/ Scotch Broom	Picrus
Dwarf crape myrtles	Roundleaf Japanese holly
English laurel	Sandankusa viburnum
Forsythia intermedia, hybrids Border Forsythia	Schipka laurel
Gardenia	Several Rhododendron
Ilex Crenata/ Hetzi Japanese Holly	Southern Indian Azalea
Hydrangea macrophylla/ Bigleaf Hydrangea	Spirea prunifolia/ 'Plena' Bridalwreath Spirea
Hydrangea quercifolia/ Oakleaf Hydrangea	Spirea vanhouttei/ Vanhoutte Spirea
Ilex cornuta/ 'Burfordii Nana' Dwarf Buford Holly	Tea Olive
Olex glabra/ Inkberry Holly	Yucca filamentosa/ Adam's Needle Yucca
Japanese Rose	Zabel laurel

Large Shrubs (at least 8 feet at maturity)

(Botanical Name / Common Name)

- Arbor vitae
 Aucuba japonica
 Butterfly bush
 Buddleia davidii/Butterfly Bush
 Calycanthus floridus/Sweetshrub
 Camellia japonica/Camellia
 Camellia sasanqua/Sasanqua Camellia
 Chaenomeles speciosa/Flowering Quince
 Euonymus japonica
 Figtree
 Florida leucothoe
 Fringe Tree
 Hamamelis vernalis/Vernal Witchazel
 Hibiscus syriacus/Shrub Althea (Rose of Sharon)
 Holly wood juniper

 Ilex x attenuata/'Fosteri', Foster Holly
 Ilex cornuta/'Burfordii', Burford Holly
 Ilex vomitoria/Yaupon Holly
 Ilex x meserveae Blue Princess Holly
 Ilex aquifolium/English Holly
 Ilex latifolia/Lusterleaf Holly
 Ilex x Aquipernyi/Perny Holly
 Ilex Mary Nell Holly
 Ilex deciduas/Poosumhaw Holly
 Ilex vomitoria/Weeping yaupon holly
 Illicium/ Chinese privet variegated
 Juniperus/Chinesis 'Hetzi', Hetz Juniper
 Juniperus chinensis/'Pfitzeriana', Pfitzer Juniper
 Leatherleaf virburnum
 Leucothoe populifolia/Fetterbush
 Ligustrum japonicum/Japanese Privet
 Ligustrum lucidum/Waxleaf Privet
 Ligustrum sinense/Chinese Privet
 Ligustrum x vicaryi/Vicary Golden Privet
 Linden viburnum
 Loropetalum
 Magnolia stellata/Star magnolia

 Cherry elaeagnus
 Cleyera weigelia
 Cryptomeria japonica/largercultivars, e. g.
 'Yoshion' Japanese Cryptomeria
 Deutzia
 Elaeagnus x ebbingii/Elaeagnus
 Elaeagnus pungens
 Euonymus alatus/Winged Euonymus
 Myrica cerifera/southern Waxmyrtle
 Osmanthus fortunei/Fortunes Osmanthus
 Osmanthus fragrans
 Pearlbush
 Phaiadelphus coronaries/Sweet Mockorange
 Pittosporum tobira/Japanese Pittosporum
 Podocarpus macrophyllus var.
 maki/Southern Yew
 Possumhaw
 Pyracantha species/Firethorn
 Rhododendron austrinum/Florida Azalea (Red flower)
 Rhododendron calendulaceum/Flame Azalea
 (Yellow-pink flower)
 Rhododendron canescens/Piedmont Azalea
 (Rosey-purple flower)
 Rhus typhina/Staghorn Sumac
 Saltcedar
 Sky rocket juniper
 Strawberry bush
 Sweet Bay Magnolia
 Ternstroemia gymnanthera/Cleyera
 Viburnum lantana/Wayfaringtree, Viburnum
 Viburnum opulus/European, Cranberrybush,
 Viburnum
 Viburnum plicatum var. Tomentosum/
 Doublefile Viburnum
 Viburnum x pragense/Prague Viburnum
 Winterberry

Small Trees (10 to 30 feet in height at maturity)

(Botanical Name / Common Name)

- | | |
|---|--|
| Acer barbatum/Southern Sugar or Florida Maple | Cupressus arizonica/ Arizona Cypress |
| Acer buergeranum/Trident Maple | Cupressocyparis leylandii/Leyland Cypress |
| Acer campestre/Hedge Maple | Eriobotrya Japonica/Loquat |
| Acer ginnala/ Amur Maple | Franklinia |
| Acer japonica/Japanese Maple | Gordonia altamaha/Franklinia |
| Acer leucoderme/Chalkbark Maple | Halesia Carolina/Silverbell |
| Amelanchier/Serviceberry | Ilex x attenuate/'Savannah', Savannah Holly |
| Prunus mume/Flowering Apricot | Ilex deciduas/Possumhaw |
| Carpinus caroliniana/ American Hornbeam | Ilex latifolia/Lusterleaf Holly |
| (Ironwood) | Ilex x 'Nellie R. Stevens Holly |
| Cercis Canadensis/Redbud or Judas Tree | Ilex opaca/ American Holly |
| Chinese Flame Tree | Koelruteria paniculata/Goldenrain tree |
| Chonanthus virginicus/Fringe Tree or | Lagerstroemia indica/Crape Myrtle |
| Grancy Gray-beard | Maclura promifera/Osage-orange |
| Continus coggygria/Common Smoketree | Magnolia macrophylla/Bigleaf Magnolia |
| Cornus florida/Flowering Dogwood | Magnolia x souldangian/Saucer Magnolia |
| Cornus kousa/Japanese Flowering Dogwood | Magnolia tripetala/Umbrella Magnolia |
| Crataegus phaenopyrum or Crataegus viridis | Malus/hybrids & cultivars Flowering crabapples |
| 'Winter King/Washington Hawthorne | Prunus serrulata/ (many cultivars) |
| Morus alba 'Chaparral' pendula/ | Japanese Flowering Cherry |
| Weeping Mulberry | Prunus subhirtella vars. Pendula and autumnalis/ |
| Elaeagnus angustifolia/Russian Olive | Weeping and Autumn Higan Cherry |
| Ostrya virginiana/ American Hophornbeam | Prunus x yedoensis/Yoshino Cherry |
| Oxydendrum arboretum/Sourwood | Pyrus calleryana/Callery Pear & cultivars e. g. |
| Pinus thunbergiana/Black Pine | Bradford, Aristocrat, Chanticleer & others |
| Pissard plum | Southern blackhaw |
| Pistachio | Vitex agnus-castus/Chaste tree |
| Prunus caroliniana/Carolina Laurel, Cherry | |

Large Trees (at least 30 feet in height at maturity)

(Botanical Name / Common Name)

<i>Abies firma</i> /Japanese Fir	<i>Phellodendron amurense</i> / Amur Corktree
<i>Acer rubrum</i> /Red Maple	<i>Pinus nigra</i> / Austrian Pine
<i>Acer saccharum</i> /Sugar Maple	<i>Pinus palustris</i> /Longleaf Pine
<i>Betula nigra</i> /River Birch	<i>Pinus taeda</i> /Loblolly Pine
<i>Carpinus betulus</i> /European Hornbeam	<i>Pinus virginiana</i> /Virginia Pine
<i>Carya illinoensis</i> /Pecan	<i>Pistachia chinensis</i> /Chinese Pistache
<i>Castanea dentata</i> / American Chestnut (new resistant variety)	<i>Platanus x acerifolia</i> / London Planetree, Sycamore
Cedar of Lebanon	<i>Quercus Alba</i> / White Oak
<i>Cedrus deodara</i> /Deodar Cedar	<i>Quercus acutissima</i> /Sawtooth Oak
<i>Cercidiphyllum japonicum</i> /Katsura Tree	<i>Quercus coccinea</i> /Scarlet Oak
<i>Caldastis lutea</i> /Yellowwood	<i>Quercus falcata</i> /Southern Red Oak
<i>Corylus colurna</i> /Turkish Filbert	<i>Quercus imbricaria</i> /Shingle Oak
<i>Cunninghamia lanceolata</i> /Common Chinafir	<i>Quercus lyrata</i> /Overcup Oak
<i>Cupressocyparis leylandii</i> /Leyland Cypress	<i>Quercus hemisphaerica</i> /Laurel Oak, Darlington Tree
Empress Tree	<i>Quercus laurifolia</i> /Swamp Laurel Oak
<i>Fagus Grandifolia</i> / American Beech	<i>Quercus nigra</i> /Water Oak
<i>Fagus</i> /Copper Beech	<i>Quercus nutalii</i> /Pin Oak
<i>Fagus</i> /Weeping Beech	<i>Quercus palustris</i> /Pin Oak
<i>Franxius pennsylvanica</i> /White Ash	<i>Quercus phellos</i> / Willow Oak
<i>Franxius Americana</i> /Green Ash	<i>Quercus rubra</i> /Northern Red Oak
<i>Ginko biloba</i> /Ginko or Maiden Tree	<i>Quercus shumardii</i> /Shumard Oak
<i>Gleditsia triacanthos</i> var. <i>inermis</i> / Thornless Honey Locust	<i>Quercus virginiana</i> /Live Oak
<i>Gymnocladus dioicus</i> /Kentucky Coffeetree	<i>Tilia x euchlora</i> /Crimean or Caucasian Linden
<i>Ulmus Americana</i> / American Elm "Princeton" Resistant to elm beetle	<i>Tilia tomentosa</i> /Silver Linden
<i>Juniperus virginiana</i> /Deodar Cedar	<i>Taxodium distichum</i> & <i>T. ascendens</i> / Baldcypress and Pondcypress
<i>Liriodendron tulipifera</i> /Tuliptree (Yellow Poplar)	<i>Ulmus Americana</i> / American Elm
<i>Liquidambar styraciflua</i> / American Sweetgum	<i>Ulmus parvifolia</i> /True Chinese Elm, Lacebark Elm
<i>Magnolia grandiflora</i> /Southern Magnolia	<i>Zelkova serrata</i> /Japanese Zelkova
<i>Metasequoia glyptostroboides</i> /Dawn Redwood	
<i>Nyssa sylvatica</i> / Blackgum, Tupelo	

D. Quick View Matrix

	Work Proposed	Routine	Minor	Major
1	Architectural Details - replacement		X	
2	Awnings and Canopies - removal		X	
3	Buildings (accessory) - removal		X	
4	Doors and Windows - Aluminum Storm - removal	X		
5	Doors and Windows - Caulking and Weather Stripping	X		
6	Entrance Markers, fountains and street accessories - repair	X		
7	Extensions to HP Major Work COAs if no change in plan and work has begun		X	
8	Installation and removal of Fences, Walls, Hedges and Screen Plantings		X	
9	Foundation Vents - Metal - installation		X	
10	Gutters and Downspouts, Roof Ventilators on rear slopes and Chimney Caps - installation		X	
11	Landscape - installation of hedges, screen plantings, shrubbery and trees.		X	
12	Landscape - maintenance	X		
13	Landscape - railroad tie or landscape timber removal		X	
14	Landscape - removal of mature or dead/diseased trees		X	
15	Landscape - vegetable/flower gardens	X		
16	Light Fixtures (exterior) - repair	X		
17	Light Fixtures (exterior) - replacement or installation		X	
18	Masonry or Stone - repairs, including repointing	X		
19	Mechanical Equipment - permanent or temporary - installation or repair		X	
20	Painting - previously unpainted masonry			X
21	Painting - siding or trim (different color)		X	
22	Painting - siding or trim (same color)	X		
23	Pavement - marking	X		
24	Pet Enclosures		X	
25	Playground Equipment and Moveable Playhouses		X	
26	Pruning or Trimming of Trees (not topping)	X		
27	Retaining Walls - replacement with like - kind materials		X	
28	Shutters - replacement with like design and materials		X	
29	Siding - removal of vinyl when original is to be repaired and repainted		X	
30	Siding - replacement of original documented siding			X
31	Roof Shingles, Porch Flooring, etc. - repair or replace		X	
32	Storage Buildings - removal of metal building	X		
33	Tank Removal - underground		X	
34	Utility Poles and Wires - installation and maintenance		X	
35	Walks or Steps - removal of cinderblock walks or steps		X	
36	Walks, Patios, Fences, and Driveways - repairs	X		
37	Walkways - replacement with like - kind materials and design		X	
38	Window Glass - replacement or repair	X		
39	Wood foundation/ basement access doors - installation		X	
40	Any repair, replacement, installation or removal not specifically indicated on this matrix			X



MEMORANDUM

TO: City of Sanford City Council
Hal Hegwer, City Manager

FROM: Marshall Downey, Planning Director *MD*

DATE: March 29, 2016

REF: Consideration of waiver of fee for variance application for 419 Evergreen Street

Mr. Jesus Olvera Beltran owner and resident of 419 Evergreen Street, applied for a zoning permit to construct a front porch addition to his existing single-family home on October 17, 2014. The permit was issued with the Front yard setback of 20 feet from the edge of the street right-of-way. The porch addition was subsequently constructed based on this information.

Shortly thereafter, a next door neighbor to Mr. Beltran approached the zoning staff and indicated a desire to also construct a front porch addition. During the investigation of this neighbor's site (421 Evergreen St.), it was determined that the Front setback is 30 feet. When asked why his neighbor Mr. Beltran at 419 Evergreen Street was allowed to construct his porch much closer, staff researched and discovered that the permit had been issued with the incorrect Front setback of 20 feet.

Staff contacted Mr. Beltran and explained the situation (the error of the 20 foot setback that is actually a 30 foot setback) and the possible remedies. Staff advised that a variance application to the City's Board of Adjustment would be the best option in order to keep the addition as constructed and gain the formal (legal) relief from UDO requiring the 30 foot requirement.

Note that an application for a variance requires a \$240 filing fee. Based on recognition of the error by staff that has created this situation, staff is requesting consideration by City Council for a waiver of the filing fee. We are continuing to work with this property owner and assisting in providing guidance regarding submission of his application for a variance.

Closed Session