

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD HISTORIC PRESERVATION COMMISSION
7:00 PM, MONDAY, DECEMBER 22, 2008
WEST END CONFERENCE ROOM
SANFORD MUNICIPAL BUILDING**

Roll Call:

Commissioners Present: Matthew Sakurada, Al Roethlisberger, Tim Mercer, Lora Wright, Peter Thompson, Mark West

Commissioners Absent:

Staff Present: David Montgomery, Anne Sears, Liz Whitmore

Citizens:

**APPROVAL OF THE PREVIOUS MEETING MINUTES FOR NOVEMBER 24, AND
THE AGENDA FOR DECEMBER 22, 2008.**

Chairman Sakurada called the meeting to order and called the roll.

Chairman Sakurada asked if there were any additions/deletions to the agenda for the December 22, 2008 meeting. Commissioner West moved that the agenda be approved, and it was seconded by Commissioner Thompson; the motion passed unanimously.

Chairman Sakurada, entertained a motion to approve the minutes for November 24, 2008 as amended with his corrections he had already given to staff member. One item in particular shared by Chairman Sakurada was that Mayor Olive had commented that the \$250.00 fee for the Landmark applications should not be waived nor non-refundable and that the Commission had reflected that in their motion. Commissioner Thompson motioned to approve the minutes as amended, and it was seconded by Commissioner Lora Wright; the motion carried unanimously.

Staff Member Montgomery introduced Liz Whitmore as the new staff member for the Historic Commission; Staff Member Whitmore and the Commissioners introduced themselves and their background.

Old Business: Chairman Sakurada thanked those that came to the City Council meeting and shared that the ordinance was approved. Chairman Sakurada reiterated anyone can apply for Landmark status using the same mechanisms that were made to make the W.B. Wicker filing. Commissioner Roethlisberger and Commissioner Thompson expressed their comments and how they would like to see older more established buildings, such as the Temple Theatre apply. A lot of the potential landmarks mentioned are already protected by the local Historic Downtown District. Staff Member Montgomery added the point that there are other Historic Commissions and City Councils in the State which obtain Landmark Designation without the property owner's

approval. Commissioner Roethlisberger questioned whether or not if an applicant had to apply to the county. Staff Member Montgomery noted that it is basically a zoning issue and that they would not, just have it recorded and provide the ordinance.

Ad Hoc Committees Update

Guidelines

Staff Member Whitmore had spoken and exchange e-mails with Mike Humphrey and Tammy Hebert. Mrs. Hebert had not finished updating the revised guidelines yet, but Staff planned to schedule a meeting next week with the Committee. Commissioner Roethlisberger said that previously his last conversation with Mrs. Hebert was that she had turned everything over to Mr. Humphrey and was done with the project. Commissioner Roethlisberger's concern was that it had been over a year and the new guidelines had yet to be resolved in some manner; Commissioner Roethlisberger did not know whether the Commission needed to take away the material that was compiled and work on it now or revisit it next year. Staff Member Whitmore said that she had a copy of the draft that was completed during the summer. Commissioner Thompson noted that they were just taking guidelines from another city and making changes to it; the fact is that it has been in a Committee for over a year without being finished. Commissioner Thompson would like to see that if a copy is not provided in January, the Committee needs to be discontinued and the guidelines need to be revisited at another time. Staff Liz Whitmore said she would like to consider taking what they have done, present it to this Commission, and finish it; the Commission should have the opportunity to review everything and make any recommendations or revisions as necessary. Staff Member Whitmore asked Staff Member David Montgomery if it had to go before City Council. Staff Member David Montgomery said that his interpretation of the UDO was that it was the decision of the Historic Commission what the guidelines are. Staff David noted that the City Attorney's interpretation is that if the original guidelines were approved by City Council, then the new ones should be approved by City Council. Staff Member Montgomery agreed that while he did not see that in the ordinance, it would be a good idea to take to City Council to get their opinion, so that when phone calls are received about the new or changed guidelines, that they have had the opportunity to look at it. Staff Whitmore also shared that the Appearance Commission followed the same kind of language and that they can make revisions to the language themselves. A suggestion per Commissioner Roethlisberger was to take their collateral and run with it at a later date with a new team of people or have this board to complete it. The current Committee seems to be burned out. Staff Member Whitmore said she will follow up with the current Committee to see if the project can still move forward.

Marketing: Commissioner Roethlisberger updated the Commission on the progress of the historic marker signs throughout the Historic Districts. Commissioner Roethlisberger shared that the Marketing Committee wanted to see the public's involvement in the project; with that being said, he finally got ten or so residents from a progressive dinner together and received their input on the designs so far. Commissioner Roethlisberger shared that people thought that the wood for the post would require a lot of maintenance, and for a long term approach everyone agreed that the post section needs to be made of metal; the medallion sign hanging was nice and everyone loved the look, but there were concerns about vandalism expressed. Personal comments were passed around the room by Commission members about the designs they liked.

Staff Member Montgomery will follow up with some of the sign vendors that the city has used for their input. Potential sign placements will also be a challenge. It was also noted that getting some small plaques and mounting them on the stone gates for McIver Park would be nice and set it apart.

Commissioner Roethlisberger mentioned that a newsletter is needed; topics could include Wicker School, introduction of new staff Liz Whitmore, and signs. Staff Member Whitmore said that she is going to be photographing all the historic structures in Downtown and Rosemount-McIver Park, so she will have an up-to-date inventory of the structures, and this would be a good topic for the newsletter as well. Chairman Sakurada mentioned to add the Tree Inventory, which Liz noted was available on the web-site, in the newsletter.

Staff Member Montgomery mentioned the printout of the new HP website. It was noted that contact for staff will be on every single page. On the right hand side of the page will be links to information about the HPC, Board Members, Rules & Procedures, Guidelines, and the COA process. There will also be information about all four of the National Register Districts, the two local districts, and also the difference between a National Register District and the Local District. Historical structures will include those that are individually listed on a National Register and the local landmarks. The news and event section is where the newsletter will be and any upcoming events. The Resources section will have contact information for such things as the SHPO and the Railroad House. Staff Member Montgomery thinks it will be a lot more user friendly than in the past and will appear to be its own kind of department.

Safety and Security Committees: Chairman Sakurada was meeting with April Montgomery, bankers, and realtors about a way to form a non-profit group to purchase some of the derelict properties on Green Street.

He also noted that there would be a four-way stop placed at Vance Street and Summit Drive, and another one at Steele and Chisholm Streets.

Staff Update: Staff Member Liz Whitmore gave updates on the three minor applications since the last meeting:

- (1) The City requested to move a holly tree in front of Breakers at 220 Wicker St. (Approval granted)
- (2) Matt Sakurada at 505 Sunset requested to remove two Bradford pears in front of house and replace with a deciduous tree. Staff Member Whitmore made an on-site visit, and it was determined this was a minor work due to the fact that the trees measured at 4½". Staff Member Whitmore is waiting on information from Mr. Sakurada about what type of tree the removed trees will be replaced with. Chairman Sakurada said that his wife would get back to staff on that.
- (3) Owen Laughrin and Deborah Kuehne at 217 N. Gulf St. had a brick wall at the side of their house topple over and wanted a black aluminum fence to surround the basement entrance instead. The toppled brick wall had been placed on top of an old brick retaining wall that

went down to their basement. They had the old brick retaining recapped without a COA, but now had submitted a COA for fence. Staff Member Whitmore called and talked to the homeowners and explained that they should have come in for a COA before doing any work; she also shared that she would prefer to have the new fence installed on top of the brick cap. The homeowner explained that they too wanted that originally, but the brick mason the couple was using had concerns that it could jeopardize the old retaining wall leading to the basement. Base on these findings, Staff went ahead and approved the removal of the wall, the capping of basement wall, and the fence as a minor work. The owners said they would call when it was completed. Commissioner Roethlisberger asked when she was approached with this, or when was this discovered. Per Staff Member Whitmore, it was around Thanksgiving, and then they sent in photos a week or two weeks after that. The photos were of the wall that had toppled and how it had been capped. Staff Members Montgomery and Whitmore discussed the application and decided to approve it as a minor work since most of the work was already done and was in compliance with the guidelines. Commissioner Roethlisberger pointed out that this has not been the first time they had done something without approval; previously, they had put a roof on a garage. Chairman Sakurada and Commissioner Roethlisberger shared the details of their previous repairs. Staff Member Whitmore also commented that the toppled wall had obviously been an ad-on done at another time after the original basement wall. Staff Roethlisberger commented that this would be a good title to put up for discussion at the retreat: After the Fact COAs and how to handle it.

Staff Member Whitmore disclosed a conversation with Mr. Humphrey that there were many outstanding projects that were not closed. Her response was that there was a mechanism out there that the owner is supposed to call staff, and then staff will go out and check to make sure it was in accordance to what an applicant had applied for; it is the homeowner's responsibility to do that. Staff Member Whitmore asked for specific addresses that were outstanding from Mr. Humphrey and she would make sure they were closed. Another option recommended by Staff Member Whitmore is that she could create a check column in our database with a date that she could follow up with the applicant. Commissioner Wright suggested a reminder in our newsletter. Commissioner Roethlisberger shared his thoughts that most people are motivated to go ahead and go through the process of an application ahead of time, because they are obligated too, but with the follow-up at the moment, there is no penalty or incentive; Commissioner Roethlisberger also liked the idea of a flag for reminder in the database.

Chairman Sakurada spoke about the retreat set for Monday, January 12, 2009 at his office over at Capital Bank beginning at 5:30 until 8:30 p.m. Staff Member Montgomery read the draft agenda to the members and to come with an idea of projects for next year.

NEW BUSINESS: Staff Member Whitmore also shared that her office is downstairs in the Federal Building located at 226 Carthage Street. Chairman Sakurada wished to add one more item to the retreat agenda: Hawkins Avenue, which Mayor Olive has a keen interest in revitalizing. Chairman Sakurada also discussed about the need for a new Commissioner and it would be nice to have someone from some of the other historic districts. Commissioner Roethlisberger said he would send an e-mail out to prospective members in the Jonesboro area.

Commissioner Mercer brought up the book written by Daniel Pezzonni and asked each Commissioner if they had one. There has been a lot of interest from people about where they could purchase a copy, per Staff David Montgomery. Chairman Sakurada had offered to front the money to the Railroad House to buy a certain amount, but it never materialized. Staff Member Montgomery felt this could be a money maker and said he would approach the Railroad House again to see if the HPC could take over the project.

ADJOURNMENT:

With no further business to come before the Commission, Chairman Sakurada entertained a motion to adjourn. Commissioner Lora Wright moved, and it was seconded by Commissioner Mark West; the motion passed unanimously.

Adopted this _____ day of _____

BY: _____

**Matthew Sakurada
Chairperson**

ATTEST:

David Montgomery, Planner