

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD HISTORIC PRESERVATION COMMISSION
7:00 PM, MONDAY, APRIL 27, 2009
WEST END CONFERENCE ROOM
SANFORD MUNICIPAL BUILDING**

Roll Call:

Commissioners Present: Al Roethlisberger, Matthew Sakurada, Tim Mercer
Peter Thompson, Mark West, Maria Moffa Graham

Commissioners Absent Lora Wright

Staff Present: David Montgomery, Anne Sears, Liz Whitmore

Government Official Present: Charles Taylor

Citizens Mike Humphrey, Scott Myers, Meadow Defosche,
David Christ

**APPROVAL OF THE PREVIOUS MEETING MINUTES FOR MARCH 23, 2009 AND
THE AGENDA FOR APRIL 27, 2009.**

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

Chairman Sakurada asked if there were any other additions/deletions to the agenda for the April 27, 2009. Commissioner Roethlisberger made a motion to approve the agenda as written including a notation from Citizen Mike Humphrey to present an additional item. Chairman Sakurada said it could be added under the Public Comment section and it was seconded by Commissioner West, and the motion passed unanimously.

Chairman Sakurada entertained a motion to approve the minutes for March 23, 2009 as amended with the grammatical errors he had already given to staff. Commissioner Tim Mercer arrived. Chairman Sakurada had a question under Safety and Security, and another one on page seven about the misunderstanding of the number of members, and what committee they were speaking about. Chairman Sakurada stated he felt it should say that it was decided that the Guidelines Committee started with 13 members and now they are down to four. Chairman Sakurada asked for a motion, and Citizen Mike Humphrey spoke up and said he had a question referring to the guideline process, and Mr. Humphrey said that he felt the record should reflect there was a motion by Commissioner Roethlisberger that was not properly handled. After much discussion between Chairman Sakurada and Citizen Mike Humphrey, Chair Sakurada asked the commission did they not understand that at tonight's meeting members were going to get CD's and everyone would present details and comments at the next meeting. Chairman Sakurada asked to put that

down as a point of order. At this time Commissioner Roethlisberger made a motion that at the May's regular HPC meeting, we will all have taken a look at the provided guidelines application and process, and procedures and provide feedback as to how we want to proceed whether we have a regular meeting or a special meeting the subsequent month with questions and answers with the committee and it was seconded by Commissioner Thompson, and the motion passed unanimously.

Chairman Sakurada stated that there were COA's cases for tonight. At this time he welcomed the guests and had them sworn in to testify for the public hearing. Staff Montgomery said he wanted to make everyone aware that Staff Whitmore had changed the format. Each case will be discussed follow by comments on the bottom line oppose to having the staff comments at the end.

PUBLIC HEARINGS:

- **Review of Application for Certificate of Appropriateness COA-09-12**

Submitted by Meadow Defosche owners of 321 N. Gulf Street, who wishes to remove an addition at the end of the existing driveway. The roofline will be maintained with temporary posts during demo, and the three wood posts upon completion. The brick will be hand removed to be reused. This is to create a drive-thru- to a proposed garage addition to the rear. Citizen Scott Myers is the contractor for Meadow Defosche.

Staff Whitmore summarized COA-09-12 staff report. She found that height, materials, patterns, textures and colors, architectural detailing, new shapes, forms and materials, illustrations, proportions, shapes, position of location in pattern, general form of the proportion of the building and structures are appurtenant features and fixtures of the project.

The commission may choose to agree or disagree with the staff's synopsis of the facts applicable to this case.

At this time Chairman Sakurada asked Staff Whitmore to explain the pictures again, she noted that this is what the applicant submitted with her COA application. Commissioner Thompson mentioned that they were pictures taken previously. Chairman Sakurada asked contractor Scott Myers to come up at this time to answer any questions that the commission may have.

Citizen Scott Myers said he wanted to clarify a couple of things, and also shared the fact that they did a lot of research about the former resident of the house. John Gunn grew up in the house that Bailey is living in now. While that house was being built, he was living next door, so we were able to get a lot of information from him and photographs. Pictures were provided, and it was shared that the addition was not part of the house when it was originally built. Chairman Sakurada had a question about the color, and Staff Whitmore presented a color swatch for members to look at. Contractor Scott Myers stated that originally we were going to tear it all down and build it over again, but if we do that, we may not get approval from the city, due to the fact it is only 4 ft. from the property line. It is grandfathered in now, and hopefully it will make

our permitting process go smoother. Citizen Myers shared that his purpose is to take out the bricks below the roof line down to the ground and put some temporary posts in, until he gets started with the construction. He shared that depending on budget, the driveway will either be paved or crush and run, and there will also be three hand built wooden columns to cover the metal posts and detail between them. Citizen Myers explained you will be able to drive through, and turn left into the two-car garage.

Chairman Sakurada asked if anyone had questions, and if anyone wanted to speak in support of the application. The applicant Meadow Defosche said obviously she supported it, and Chairman Sakurada reminded her that she would have to come up and state her name. Matt asked if anyone else wanted to speak in support or opposition.

Citizen Mike Humphrey came up at this time, and said he was certainly not opposed to it, but had a couple of points to share. One of the things Mr. Humphrey shared was that he did not see a site plan, and could feel if it meets the setbacks. Staff Whitmore and Commissioner Thompson noted to Mr. Humphrey that he was addressing a different COA case for the garage. Mr. Humphrey stated being able to use all of the bricks seemed to be a little unrealistic. Citizen Scot Myers assured him that he plans to use as many bricks as possible. Mr. Humphrey expressed that it certainly would be a benefit to the neighborhood as long as everything is done to code, and it looks like it will be a big improvement.

Chairman Sakurada asked if anyone else would like to speak.

Citizen David Christ came up to speak, and said that he lives with applicant Meadow Defosche. He said he has already checked with this plan in two parts, two phases with the COA, the first part revising the carport was to: 1. to bring the house back to original balance, because the left side of the house has roof of equal pitch in size that covers the sun porch. 2. The right side where the carport is going is of equal size and it gives the house the symmetry that it originally had to begin with. Citizen Christ shared that they have no access to the back yard what so ever, not even with a wheelbarrow. Taking that down allows us access to the back yard. Citizen Christ noted to get it back looking original is placing the side decorative pieces. Mr. Crist also stated at a different time they will apply for another COA to make a decision on the driveway that has been done three different times. You are only able to drive a four-wheel drive vehicle on the left hand side, therefore you will have to rip the driveway out, and get it level with the sidewalk grade so you can actually pull in. This surface may be stained, concrete pavement or brick pavers or cobblestone, or some other material. Chairman Sakurada asked the applicant if for some reason, they were not granted **both** COA's if they would continue with the project. The applicant's answer was no, it would not be beneficial to do one without the other. Chairman Sakurada asked if any other comments:

Public hearing portion was closed by Matthew Sakurada, Chairperson.

Commissioner Roethlisberger shared that over-all it is a fine project. Commissioner Roethlisberger also noted that as we get into the gray area of where we cut off calling something original that's contributing, because we talking about an addition that was added within ten years of the original structure being built. Commissioner Roethlisberger also stated that I don't have a problem with that in this particular case, but these are sorts of things that are going to come up in

cases over time, what do we consider original and historical. A question of will there be a 50 year time frame? Commissioner Roethlisberger expressed that he would have like to see more detailed drawings, and sometimes he noted that we received packets and there is not enough information or photos, and he would like to see the end results. Tim Mercer stated to AI that we had pictures, Commissioner Roethlisberger also asked if the transoms are going to be installed the way they were, or along the side.

Public hearing was re opened by Chairman Matt Sakurada.

Citizen Myers explained that the plan is to try to duplicate or reproduce as closely as we can the picture showing. Discussion continued with Citizen Myers answering questions from the Commissioners referring to the pictures that were presented. Chairman Sakurada asked at this time, Citizens Myers & Citizen Humphrey if they would like to talk and make whatever you are discussing between yourself to be put on the record. Mr. Myers spoke up and said Mr. Humphrey and I were discussing where in conjunction would the two car garage go.

Public hearing portion was closed by Matthew Sakurada, Chairperson.

Finding of Fact

Commissioner Roethlisberger moved that the Historic Preservation Commission Find as Fact that the proposed project COA-09-12 at 321 N. Gulf Street if constructed according to the plans reviewed, is congruous with the character of the district, for the reasons that although height is a factor it is congruous with the architectural neighborhood in the original construction of the building, setback and placement is a factor, however, it is grandfathered in through the permit process from the existing structure. Materials, patterns, textures and colors is a factor, however, the applicant will be reutilizing existing historic materials and will be altering the historic fabric of the original structure, architectural detailing is a factor, but will be preserved through the project roof shapes: cornice and materials are a factor, however the roof shape and form will not be change. Fenestration is a factor however, original windows will be retained for on-going construction and original boards will be retained with exception of the exterior French door which will be replaced with a congruous wood exterior French door, and then general forms and portions of the building is a factor and will be maintained through the reapplication of the original carport structure, and appurtenant features and fixtures are being retained and are a factor. For those reasons it is generally in harmony with the criteria and design guidelines and the special character of the neighboring properties and the historic district as a whole. Peter Thompson, Commissioner seconded and the motion passed unanimously.

DECISION:

Based on the preceding finding of fact, Commissioner Thompson moved that the Historic Preservation Commission grant a Certificate of Appropriateness to Meadow Defosche COA-09-12 @ 321 N. Gulf Street with conditions that they obtain a building permit with

the City of Sanford, and as long as the posts, walls, and transoms be approved by staff and seconded by Mark West and the motion passed unanimously.

At this time, Citizen David Christ had a quick comment. He said that I cannot even apply for the building permit until I have the COA. Commissioner Roethlisberger, commented that he felt the documentation was light, and his concerns of the pictures not being as clear as ten years from now, and he also relayed what if a question may arise about the property line. Staff Whitmore said that all documentation will remain in the file when the applicant applies. Citizen Myers asked if he may pick up the COA the following day.

At this time Peter Thompson left and a quorum is still present.

Chair Sakurada noted that COA for 09-12 has been approved and that the applicant will get their Certificate of Appropriateness.

- **Review of Application for Certificate of Appropriateness COA 09-13**

Submitted by Meadow Defosche owner of 321 N. Gulf St., who wish to add an addition of a two-car garage with a great room above it.

Liz Whitmore, Staff summarized the COA 09-13 staff report. She noted that height, setback and placement, materials, patterns, textures, and colors, architectural detailing, roof shapes, forms and materials, fenestration, proportions, shapes, position, location and pattern, general form and proportions of buildings and structures are appurtenant features and fixtures were factors in this case.

This commission may choose to agree or disagree with the staff's synopsis of the facts applicable to this case.

Chairman Sakurada asked Staff Whitmore to take everyone through the exhibits. Staff Whitmore stated in the pamphlet that she will give an explanation of the ones that are attached first in order. 1. Paint chips. 2. The proposed door is the door that the applicant wants to use, and the stamped sealed hinges are purple at the bottom. 3.a. Shows the detailing from the side elevation that will replicate a carriage house, and the brick and the change of materials. It will have a nice detailing. 3. b. is the front elevation (brick extends three quarters of the way up.) There is another detail of the construction drawing of the wall on the garage. 4. a. Wood windows. 4.b and 4c. Details of windows, sashes, and features of the wooden windows. Staff Whitmore starting with the photograph in the packet it shows some of the bricks that are going to be reused for the garage, and also that the roof line is going to extend out with the addition directly off. Staff Whitmore also showed Councilman Taylor a diagram of the roofline and picture of brick which will remain the dormer which recently has been done and it will remain showing architectural rooflines in the back, and the type of shingles that will be applied. A diagram presented by Staff Whitmore, showed the ground floor, the existing house with the garage, and Staff Whitmore mentioned that the setbacks aren't dimensioned. Commissioner Roethlisberger asked if the existing house ends here and Staff Whitmore answered yes. By looking at the second layout, the upstairs is going to extend over the original house. Two large

dormers on the rear will give architectural details. Chairman Sakurada also mentioned the drive-thru. It was not showing on the diagram and wanted to know if it is going to come around in front of the house.

Citizen Myers came up to speak and to answer Chairman Sakurada question about the garage door. Citizen Myers answered that it was a four section door, and when it is closed, it looks like a set of carriage house doors but it rolls up. The decorative hinges are mounted to the front and when you roll up the door it goes up with the door and when the doors are closed it looks like a carriage house doors on hinges. Staff Whitmore provided an example of a door that is being installed. The doors are solid steel. Citizen Myers asked for an exception, and the reasons are: 1. Cost - Aluminum not appropriate. More cost effective to build wood doors ourselves rather than buying. Staff Whitmore stated that she talked to the installers and got the brochures for the remodel elementary school Clair Mount Green and they did install those, they could not locate where steel doors had been installed in the Rosemount-McIver Historic District at this time, but it doesn't mean hasn't happened. Chairman Sakurada commented that there are not that many garages in the historical district. Citizen Myers mentioned that he did replacement of doors on Sunset, with a composite, which is a wood frame with paper panel in the center, which he didn't think was appropriate, but it wouldn't meet the criteria, but are more cost effective for the homeowner for what we are trying to accomplish. Citizen Myers addressed Chairman's Sakurada concern about the driveway being able to maneuver once you are in the back yard. At this time Citizen Myers also answered questions that Commissioner Mercer had. If the brick is not available and if they do a special order, it would bring it over the budget. They need purple brick, and the vertical cut brick is red. Citizen Myers stated that his mason for a fee of \$1,200.00 will take these down by hand, and he feels that he will be able to save 90 to 95% of the brick to be reused. Scratch brick has been used in several bodies of the house foundation and exterior. Commissioner Graham shared that from the picture the brick doesn't match the house, and why would you use it. Citizen Myers said some of it matches, some doesn't, but they feel it will be appropriate for the foundation part. Mr. Myers has an alternate plan if it does not match, or if it is not recoverable. Lee Brick does make the scratch brick. Citizen Mike Humphrey offered to share some of his bricks, with the same lot number that he had left over from in an existing project of his own.

Chairman Sakurada asked if there were any other questions for Mr. Myers.

Commissioner Roethlisberger had a question about one of the dormers, and he also noticed in the summary that no lighting was defined in this COA and asked if it will be addressed at another time. Citizen Myers commented there are no exterior doors.

Chairman Sakurada asked again if there any other questions, or if anyone wanted to speak in support.

Citizen David Christ, spoke and noted by looking at the pictures it showed why the repairs are necessary. Contractor Myers had asked the applicant if they wanted a carriage house or a garage. The garage proves to be more cost effective and the location was better. Citizen Christ gave a brief description of the materials and their purpose and he did say he had a concern about the texture, but once the hardware was on it, it looked good. Chairman Sakurada did ask how much the total addition is going to cost, but it will be reflected on the building permit. Citizen Christ

mentioned that they would like to finish the exterior of the addition now, so it doesn't look under construction for a significant amount of time, due to its visibility from the other street. Lots of work to do, and a great time to precede. Chairman Sakurada asked how are you going to work if you can't get to the back yard. Citizen Christ said they have dual access. Contractor Scott Myers also stated that they will be using a mini excavator to dig the foundation, a bobcat, and the use of a wheelbarrow.

Commissioner Roethlisberger commented about the different types of garage doors, their cost, and how they are presented, and their character to the neighborhood. Contractor Myers said the budget only allows to finish the exterior only. The interior will be incomplete at this time.

Chairman Sakurada asked if any other questions, and if anyone wanted to speak in support.

Citizen Mike Humphrey came up to speak in support and had questions regarding the setbacks, and not showing a site plan. Contractor Myers shared that a plat plan was included with building permit, and he asked Staff Whitmore if he had given her a plat plan and she said no. Staff Whitmore said she had the dimensions of the actual structure, and she had also spoken to Amy McNeil with Planning to verify setbacks, that Mr. Myers noted there were on the permit showing 28' to the back and 15'6" to the side.

Citizen Mike Humphrey hopes they will not be limited to reusing brick. Another comment that Mr. Humphrey made is for sealant coating on the bricks, you have to allow that below the gradeline, because its building code.

At this time Chair Sakurada asked if anyone opposed.

Public hearing portion was closed by Chairman Sakurada, and he asked board members if they had any issues.

Commissioner Mercer added that he had no issues, but he did agree with Citizen Humphrey regarding the bricks, being able to reuse them, and if they can't what are the options and my opinion is that we don't need to restrict them to that. Commissioner Roethlisberger stated by saying if a motion is made I would like to suggest that we ask that even though the addition was probably added at a later date and the comment was that it was poorly built, that the dormer and the other features that are existing today are fully documented, before they are removed and are covered. Citizen Humphrey said they had lots of pictures. Commissioner Mercer shared that we need these for documentation to show how poorly the additions was built.

Chairman Sakurada asked if there were any other comments or questions at this time.

Chairman Sakurada wanted it to be summarized in the Finding of Fact as follows: 1. It didn't have to be reused brick it can be new brick. 2. Steel doors need to be mentioned even though it may be a different material. 3. Building permit cannot be issued until they have COA. 4. All setbacks are to be met. At this time Chairman Sakurada asked for a motion.

Finding of Fact:

Commissioner Mark West moved that the Historic Preservation Commission Find as Fact that the proposed project COA # 09-13 @ 321 N. Gulf Street, if constructed according to the plans reviewed, is congruous with the character of the district, for the reasons that the height, setback and placement of the project in relation to the average setbacks of the buildings on the street are congruous - that materials are appropriate for the neighborhood and that with the exception of the garage door, which may be (steel) based on the style, texture, and color that it basically can be congruous with the nature of the neighborhood. That architectural detailing will be retained, the detailing of the neighborhood and the house roof shapes, Fenestration, Proportions, General Forms and Proportions are the characters carried out throughout the main part of the house to the addition, and Appurtenant Features and Fixtures are general in harmony with the criteria of the design guidelines in the special character in the neighboring properties of the historic district as a whole. Commissioner Graham, seconded the motion, and the motion passed unanimously.

DECISION:

Based on the preceding finding of fact, Commissioner West moved that the Historic Preservation Commission grant a Certificate of Appropriateness to Meadow Defosche at 321 N. Gulf and approve the proposal as shown COA-09-13- 321 N. Gulf St. Subject to the conditions that she will come back at another time for the lighting diagrams, that she will fully document the original dormers and for anything that was removed from the original household, any old drawings, the roof configuration will be remained intact in terms with historic documentation, that the brick used will be congruous with the existing brick on the house that existing house brick can be used as well other sources that match, and that the steel doors on the garage will meet the criteria that have appurtenant texture, color, and feel for the existing character of the neighborhood, with this to be subject to approval by Staff. Commissioner Mercer seconded the motion and the motion passed unanimously.

Chair Matt Sakurada noted that COA for 09-13 has been approved and that the applicant will get their Certificate of Appropriateness.

Staff Whitmore answered Commissioner Mercer questions about the pictures, and she shared that it was subject to staff approval, so they need to submit it, and the documentation to be placed in the file. Commissioner Roethlisberger commented that there were no suppositories for those sort of things.

Chairman Sakurada asked the Commission to move the Public Comment on the agenda from #7 to # 5. Commissioner Graham made a motion to move the Public Comment on the agenda, and Commissioner Mercer seconded the motion, and the motion passed unanimously.

Citizen Myers of RSJ construction introduced himself, and he commented that they do a lot of work in the historic district. Citizen Myers shared that he had missed the cut off date for last month meeting for review of his COA's by two or three days, so by then it followed into tonight's meeting, which all together ran a time frame of around six weeks. Chairman Sakurada shared that adjoining property owners have to be notified in writing ten days prior to a case being heard by the Historic Preservation Commission. Citizen Myers said due to the fact that he has to

follow the process and not being able to start a project in a timely manner, that sometimes he loses the contract, and money. Citizen Myers stated that he cannot get his building permit, until he has his COA in hand. Mr. Myers has also brought these concerns to Staff Montgomery. Mr. Myers asked the board if there is a way to accommodate builders by having staff 's approval based on a special meeting, and he would be willing to pay for it, if it could be done quicker. Mr. Myers said he would be calling Staff Whitmore tomorrow to get his COA so he could proceed with his building permit. Councilman Taylor asked about emergency situations. Staff Whitmore shared that staff could approve emergency situations. Staff Whitmore said a lot of it depends on how complete the application comes in, and that she also has deadlines to meet with the paper. It was Staff Whitmore's opinion that often there is really not enough time for staff to do an appropriate review job to make sure that everything gets in that packet so that it makes it easier for the HPC to have all the resources at their fingertips for review. Staff Whitmore shared that Commissioner Roethlisberger made a comment, that he thought the first COA was a little thin with justification, so that is something that also needs to be considered. Staff has eighteen days to review, we now do it in ten days, and Commissioner Roethlisberger shared that the UDO calls for twenty-one days.

Staff Montgomery stated also that at times the application is not complete and it delays the process. Staff Liz shared an example that if the information is dropped off on Monday morning, you have to get the ad to the paper by Wednesday, and it leaves little time for error. Staff Whitmore and Staff Montgomery understands the issue, and they have talked about maybe having the commission appoint a small committee that would meet every two or three weeks to make decisions so they can continue. The committee may be used only during the peak time of the year. Councilman Taylor asked if the UDO has to be modified. Chairman Sakurada reminded Mr. Myers that any contractor working in the historic district that the process takes longer.

Councilman Taylor shared that with our economy, there will be more remodeling done. Chairman Sakurada noted that it could not be resolved tonight, but that the commission can do is consider some ideas. At this time Scott Myers, David Christ, and Meadow Defosche left.

Citizen Humphrey inquired about the status of Commissioner Thompson COA at 406 W. Chisholm St., which has been going on for two years. Staff Whitmore shared that Mr. Thompson had a left a letter mailed to him on Monday April 6th, and then he met with Staff Montgomery and Marshall Downey, the Assistant Director of Community Development on April 17th, about an appeal for the board of adjustments. Staff Montgomery and Staff Whitmore have a meeting April 29th, @ 3:00 with the City Attorney, Susan Patterson whom has been out due to a brief illness. Staff Whitmore shared that she had met with Mr. Thompson on numerous times before the COA became due, asking him to apply for a building permit, and to start demolition to show something, and that has not been met. Staff Whitmore also recommended the Mr. Thompson request a hardship before the COA validity period expired, Mr. Thompson expressed to Staff Whitmore that he would do this but failed to do so. On April 23rd Staff Whitmoe asked him to supply me a construction schedule before Monday, April 27th, which he did do. His construction schedule specifically goes through what he intends to have done and when. Our intention tomorrow is to meet with Mrs. Patterson at 3:00 for her to advice us to our next step. Mr. Thompson will not be present. Staff Whitmore also shared that it may be an appeal based on time frame. Staff Montgomery said Mr. Thompson would be appealing the decision of the staff,

which is the delivery period of the COA, and when it becomes due. The 365 days has passed. Councilman Taylor mentioned that Commission Thompson commented at the last meeting that it would be resolved in a month, and action needs to be done quickly. Commissioner Roethlisberger said that they have tried to address situations like this in the new process and procedures. Staff Montgomery noted that we are working on it, and his opinion is we hold him to the construction schedule, and if he doesn't meet it at all, then fines will start immediately. Citizen Humphrey feels it time to draw this to end, and to request from the commission that Commissioner Thompson be asked to resign, due to the fact that he has not followed guidelines as requested, and if he doesn't, then vote him off the board. Councilman Taylor asked that it be brought to City Council attention before any action is taken to vote him off.

Chairman Sakurada relayed that there are administrative processes he is trying to follow. Staff Whitmore said that the project has to be completed within 365 days, which ended March 25th, a letter was sent to him that he was in violation stating specifically that he will be fined, and then I met with Mr. Downey and Staff Montgomery for recommendation about Mr. Thompson applying for an appeal based on staff interruption of 365 days. Staff Whitmore also shared that they will discuss the scenario, and we will take the action that Mrs. Patterson feels is legal. Commissioner Roethlisberger mentioned at this time that Mr. Thompson has every right to investigate every legal option that he has.

Councilman Taylor shared he was concerned about precedence. You are held to certain standards when you are on this commission, and he doesn't want that standard to be diminished, because of non-compliance upon this board. Chairman Sakurada asked Staff Whitmore and Staff Montgomery to ask the city attorney what is the correct process to remove a commission member. Staff Montgomery said that by asking the city attorney what is the right step and getting it done as quickly as possible and to follow up on it at next month's meeting. At this time Staff Whitmore said we could call for a special meeting, and Commissioner Roethlisberger mentioned we could have a roll call to see if we are interested in pursuing that. Commissioner Roethlisberger made a motion that we inquire with the Sanford City Attorney for the process required to remove a City of Sanfords Historic Preservation commissioner board member to be returned to us by the next meeting and retrieve or communicated to city attorney by staff, and then follow up by roll call and vote. Chairman Sakurada asked if everyone understood, more discussion, all in favor say I. Commissioner Roethlisberger called for a roll call, and Chairman Sakurada at this time did the roll call, and everyone stated I.

OLD BUSINESS: Staff Whitmore said that she and Staff Montgomery met today to discuss the Design Guidelines Process for the Rosemount-McIver Historic Preservation district. Staff Whitmore said to e-mail any comments to her by May 13th however this may not be enough time due to the fact that the next HP meeting will be held on May 18th due to Memorial weekend. Chairman Sakurada asked if we have a CD for this meeting and staff Whitmore said no. Commissioner Roethlisberger said we do have, but it hasn't been given to HPC. Mr. Humphrey has a copy, and he noted that he wasn't for sure if his copy is the final copy. Commissioner Roethlisberger commented that more meetings may need to be scheduled. Staff Whitmore stated that the revised guidelines need to be reviewed by the city attorney and the public; we may need to have subsequent meetings. After that it needs to be submitted to SHPO, who review the written comments, and then after that HPC will send a recommendation to city council for

review, comment or action, whichever is appropriate. Staff Whitmore said that there are some different opinions if the revised guidelines have to be approved by the city council, we will to speak with Susan Patterson as to the process.

Marketing & Communications: Staff Whitmore shared that she went to DOT, met with David Willett, and we have been given permission to put signs in the right of way, after not being able to get full participation from the residents that were asked. Staff Whitmore said that they have to be break-away poles. We will not be able to have the brick base. Staff Whitmore also shared that the break-away-pole has to be federally approved by the Highway Safety Administration. Staff Whitmore stated that we are ready to move forward quickly, the money has been budgeted, and she hopes to have enough left over to pay for the plaques for McIver Park entrance pillars. Staff Whitmore also stated that we are using local vendors for this project as well as for the plaques for McIver Park.

Safety and Security: Chairman Sakurada said at this time he has not had a meeting recently for the neighborhood watch. Kathy Carroll has sent out things to help, and she has come up with a new term for block captains, titled “Blockheads.” Councilman Taylor asked if anyone was seeing any reductions from the four-way stop signs that have been placed. Chairman Sakurada suggested getting employee Vic Czar to another traffic study, but it was shared that either Tim Shaw or Magda Holloway would be the contact person.

COA Staff Updates were read by Staff Whitmore:

- COA-09-07- (**Minor**) Al and Denise Roethlisberger of 318 Summit Drive install copper K/0 –Gee Style gutter & copper downspout, smooth surface/rectangular on left side of elevation of garage facing said structure.
- COA- 09- 08- (**Minor**) Progressive Development Co. LLC of 121 Chatham St. Suite: 101 Install black awning for outside dining on the north elevation of the building, same material as existing awnings on the front.
- COA-09-09- (**Minor**)Heather Fick of 411 N. Gulf St. Remove Willow Oak greater than 36”. Arborist John Sugg recommends removal of said tree due to condition problems. Another tree around the corner on her property that was filled with concrete, and also has rot, and it is on the City property, the tree will have to come down, and they are getting estimates for that.
- COA-09-10 –(**Minor**) Meadow Defosche of 321 N. Gulf St.- Relocation of 2 A/C condensing units from the west rear to the rear, south side of the house to facilitate an addition to the rear of the house.
- COA- 09-11 (**Minor**)– Meadow Defosche of 321 N. Gulf St. – Moved main electrical service to facilitate an addition to the rear of the house. Electrical is presently located at the west rear of the house, moving to south side of house.
- COA – 09- 12 –(**Major**) - Meadow Defosche of 321 N. Gulf St.– Dismantle a addition to the door side of the house at the end of the existing driveway, the roofline will be maintained with temporary posts during the demo and with three wooden posts upon completion. The brick will be hand removed for reuse.
- COA -09-13 – (**Major**) - Meadow Defosche of 321 N. Gulf St. (**Major**) Addition of a two-car garage with a great room about it.

- COA- 09- 14 - (**Minor**) - Albert and Denise Roethlisberger of 318 Summit Dr. – install copper downspout from roof drain behind porte cochere on Western (N Gulf) elevation. Copper downspout will include copper collector head. Collector head will be mounted on brick immediately below roof outlet to receive.
- COA -09-15- (**Minor**) - Albert and Denise Roethlisberger of 318 Summit Dr. – Install low profile electric roof mounted exhaust/ventilation fan on rear portion of detached garage roof. This is to be mounted on the rear facing hip section, not visible from the front elevation. The ventilator will be brown colored.
- COA – 09- 16- (**Minor**) - Albert and Denise Roethlisberger of 318 Summit Dr. – Install short privacy fence around air conditioner at rear of house. This will be a three-sided short “Shadow Box” styled fence, wooden. Dimensions are 3’ft. 6” and 4’ ft wide, and 55” tall.
- COA – 09-17- (**Minor**) – City of Sanford – Horner Blvd. Remove Pine Tree that is dangerous due to its proximity to electrical power line. (Behind NAPA AUTO STORE)

Staff Whitmore said that she would be glad to answer any questions if needed regarding the COA’s.

Staff Whitmore said that she has had several calls about violations, she also stated that citizens calling in are very supportive with the follow-up for the historic district at this time. Staff Whitmore also relayed that it is not only the block captain’s responsibility to call, but citizens can do. There has been several issues brought up. These are as follows: 1. Has the Daycare at 201 Horner been done. 2. Van Harris building a fence, will need to be painted, it is discolored at this time. 3. 316 Cross St. someone has put on a roof without a COA- letter has been sent out. 4. Kristen and Kevin Dunn are doing some repairs to a sunroom. There has been some insurance issues with the dropoff, and there is some rot, and we have sent them a letter, and Carl Anglin with Code Enforcement went out and inspected it. They are replacing the wood and taking it back to the original, but if they do anything else, a COA will be needed, and it is being watched. At 500 N. Gulf St, Michael Morgan has a rain barrel out in the front of his six-foot fence and put a down-spout through the fence, and he has it configured and wrap around the corner and it dumps water into the rain barrel. A letter was sent out today. Staff Whitmore also shared that she has met with Wayne and Morgan Cook at 504 N. Gulf St. about projects they are considering doing in the future. They have given me a list and she will e-mail them what would require a Minor or a Major. They are aware that new guidelines may be adopted in this time-frame. At 318 Cross St. Maria and John Barnett have a portable wrought iron fence that does require a COA, and a letter will be sent out tomorrow. Chairman Sakurada asked if a dog was in there, and Staff Whitmore said her thoughts was that it was just decorative. Staff Whitmore said she has documented it, and Staff Whitmore and the new intern will probably start our photography survey next week.

New Business: Councilman Taylor stated that he has a Face Book with a section of Word II. This is an invite only, but it has questions, issues that are relevant to Word II. Councilman Taylor he would like their participation, to get feedback, and he also shared that the historic district is a big part of Word II, and the items that you see around the city. Chairman Sakurada shared that everyone should have already gotten a letter about reappointment. Staff Whitmore at this time

asked if you know of anyone who might want to be on the HPC board. We are officially losing three members the end of June.

Commissioner Roethlisberger shared that recently someone had asked him questions regarding the King House, across the street from his residence. He shared after a lengthy conversation they had put an offer on it, and they had their inspections today. These people come from a background of living in historic homes, and he had the chance to mention to buyer if he would like to serve on the board.

ADJOURNMENT:

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

Adopted this _____ day of _____

BY: _____

Matt Sakurada, Chairman

ATTEST:

Elizabeth Whitmore, Historic Planner II