

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD HISTORIC PRESERVATION COMMISSION
COUNCIL CHAMBERS
7:00 PM, MONDAY, NOVEMBER 23, 2009
SANFORD MUNICIPAL BUILDING**

Roll Call:

Commissioners Present: Al Roethlisberger, Ed Page, David Nestor,
Brandon Atkins, Donnie Worley & Shannon Gurwitch &
Councilman Charles Taylor

Commissioners Absent

Staff Present: Liz Whitmore, Anne Sears

Government Official Present: Susan Patterson, City Attorney

Citizens Kristen and Kevin Dunne

**APPROVAL OF THE PREVIOUS MEETING MINUTES FOR OCTOBER 26, 2009 AND
THE AGENDA FOR NOVEMBER 23, 2009.**

Chairman David Nestor called the meeting to order, and called the roll.

Chairman Nestor asked for approval of agenda. At this time Commissioner Gurwitch moved that we move Public Comment to item four of the Agenda, and seconded by Donnie Worley, and the motion passed unanimously. Commissioner Page moved to approve the agenda as amended and seconded by Commissioner Worley and the motion passed unanimously.

Chairman Nestor asked for approval of the minutes. Commissioner Page moved to approve the minutes, and seconded by Commissioner Worley and the motion passed unanimously.

PUBLIC COMMENT:

There was no one to be sworn in for Public Comment. Commissioner Page moved to close the Public Comment, and it was seconded by Donnie Worley, and the motion passed unanimously.

OLD BUSINESS:

Draft Rules and Procedures:

- Staff Whitmore provided the copy of the Draft Rules and Procedures. She shared that they will concentrate on the highlighted areas, and plans were to be able to complete the draft for the Rules and Procedures at this meeting. At this time, City attorney Susan Patterson asked to

speak, and she relayed to everyone that she would answer any questions that the board may have. She would address them, based on the UDO, the code ordinances for the city, and the law and statutes in these areas. Mrs. Patterson stated that the HPC is a quasi-judicial board. Further discussion of the Draft Rules and Procedures continued. Mrs. Patterson was able to give her recommendations and explanations to the board as each one of the items was discussed. Pro and Con discussion's continued among board members.

Staff Whitmore also shared that as of January 1st, each board member will receive the packet for Major COA cases one week prior to the meeting. All applications need to be submitted three weeks prior to schedule meetings. Only a complete COA will move forward. This will include the application, and any photographs or material related to the COA. Staff will no longer read the staff report into the record. However, staff will present the case.

- Staff Whitmore also informed the board that she had contacted the Institute of Government about six weeks ago, and the Historic Preservation office and she has requested group training. She has had no response from them, and her plans are to follow up with them next week.
- Commissioner Gurwitch made a motion that we table discussion on Section 11 of article four until a future meeting, until that could be determined, and it was seconded by Commissioner Page and the motion passed unanimously.
- Staff Whitmore briefed everyone on the Historic entrance signage that is up. She has contacted the person to replace the signs. The original signs were suppose to be brown with cream or white lettering. They are willing to replace at their cost of \$2,231.13 for the exact sign as written. If the money is not available in this year's budget, it will have to be proposed for next year's budget. Staff Whitmore also stated that there has been some interest in installing a sign at Academy Street. She stated that they already have the pole and the decorative bottom. The estimate cost is between \$900.00 to \$1,200.00. Staff Whitmore explained it will have to follow the same course as far as budget goes, and it will have to meet the approval of DOT. Contracts will have to be signed, and this could take as long as three months.

NEW BUSINESS:

- Staff update was briefed by Staff Whitmore. On December 7, 2009, from 5:30 p.m. to 7:30 p.m., there will be a drop in session at the Library on Hawkins Avenue. Laura Phillips, a consultant, was hired for the survey for East Sanford. Staff Whitmore said that letters had been sent to the property owners, and residents in the east Sanford area that are in the study.
- Staff Whitmore summarized the data base of approved COA's during the month of November 2009. Councilman Taylor asked about the status of closing all Minor and Major COA's. Staff Whitmore shared that they were all closed, whether they were completed or not. If the COA's were more than a year old, they would need to reapply.
- Next meeting date will be December 28th, 2009.

ADJOURNMENT:

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

Adopted this _____ day of _____

BY: _____

ATTEST: _____

Elizabeth Whitmore, Historic Planner II