

**MINUTES OF THE REGULAR MEETING OF THE
SANFORD HISTORIC PRESERVATION COMMISSION**

**WEST END CONFERENCE ROOM
7:00 PM, MONDAY, JULY 25, 2011
SANFORD MUNICIPAL BUILDING**

Roll Call:

Commissioners Present: David Nestor, Mike Humphrey, Mark Lane, Donnie Worley (arrived after organizational meeting), Brandon Atkins & Shannon Gurwitch

Commissioners Absent: None

Staff Present: Robert Bridwell, Director of Community Development
Bruno Pursche, Board Clerk
Susan Patterson, City Attorney

Government Official Present: Councilman Sam Gaskins

ORGANIZATIONAL MEETING

Attorney Susan Patterson convened the organizational meeting of the Sanford Historic Preservation Commission for the purpose of electing officers. David Nestor was nominated by Shannon Gurwitch for Chairperson; he declined since he had already served two terms. David Nestor nominated Donnie Worley, and Brandon Atkins nominated Shannon Gurwitch for Chairperson. There being no other nominations, Attorney Patterson entertained a motion to close the nominations. Commissioner Gurwitch moved that nominations be closed; seconded by Commissioner Humphrey, the motion passed unanimously. The vote was called and Commissioner Gurwitch was elected Chairperson by unanimous vote by members in attendance.

Attorney Patterson asked for nominations for Vice-chair. Commissioner Nestor nominated Brandon Atkins for Vice-chair. There being no other nominations, Attorney Patterson entertained a motion to close nominations and accept Commissioner Atkins by acclamation. Commissioner Humphrey moved to accept Commissioner Atkins as Vice-chair by acclamation; seconded by Commissioner Nestor, the motion passed unanimously.

Attorney Patterson explained that Staff can recommend the Clerk but the Commission needed to actually elect the clerk. Commissioner Nestor nominated Bruno Pursche as clerk. There being no other nominations, Attorney Patterson entertained a motion to close nominations and accept Clerk Pursche by acclamation. Commissioner Nestor moved to accept Bruno Pursche as clerk by acclamation; seconded by Commissioner Humphrey, the motion passed unanimously.

APPROVAL OF THE AGENDA FOR JULY 25, 2011

Chairperson Shannon Gurwitch called the meeting to order. Board Clerk, Bruno Pursche called the roll. Chairperson Gurwitch asked for approval of the agenda. Commissioner Humphrey moved to approve the agenda as written. Seconded by Commissioner Nestor, the motion passed unanimously.

APPROVAL OF THE MAY MINUTES

Chairperson Gurwitch asked for approval of the May minutes. Commissioner Nestor moved that the minutes be approved. Seconded by Commissioner Humphrey, the motion passed unanimously.

PUBLIC HEARING:

Susan Sakurada and Bob Bridwell were given the oath.

The Public Hearing for COA-11-39, submitted by Matt & Susan Sakurada, owners of 309 Green Street, who wished to replace the asphalt shingle roof with a metal roof (color Galvalume by Triad Corrugated Metal, Inc.).

Mr. Bridwell summarized the staff report for COA-11-39. Mr. Bridwell indicated that all public notifications required by the general statutes had been fulfilled. He referred to the supportive material in the package submitted to the Commission which included pictures of the roof and replacement materials to be used in Exhibits A, B, C, D E, F, G and H.

There was no conflict of interest among the Commissioners which would prejudice the decision making process.

Chairperson Gurwitch opened the Public Hearing.

Susan Sakurada appeared before the Commission and testified that the house at 309 Green Street needed a roof very badly. It had between 6-10 layers of shingles. She provided before and after pictures in Plaintive Exhibit 1 and 1.1 of what it looked like before they started renovations and what it looked like now. She explained that using a metal roof would make a nice looking roofline and accentuate the calm features of the house. There was no pitch changes planned for this roof. There was a possibility that once the shingles were removed that there may be some additional repair. Replacing the roof with metal was more costly but would save money in the long run and it would look better.

There was no one available to speak for or against this project.

Chairperson Gurwitch closed the Public Hearing.

FINDING OF FACT:

Commissioner Nestor moved that the Historic Preservation Commission find as fact that the proposed project COA-11-39 at 309 Green Street, was congruous with the character of the district, for the reasons that the roof pitches would not be changed, the material being used would not cause a conflict with the other homes in the neighborhood, and it was a non contributing structure. Therefore, for that reason the Commission found the project to be in general harmony with criteria in the design guidelines and the special character of the neighboring properties and the historic district as a whole. Seconded by Commissioner Worley, the motion passed unanimously.

FINAL MOTIONS:

Based on the preceding finding(s) of fact, Commissioner Nestor moved that the Historic Preservation Commission grant a Certificate of Appropriateness to Matt and Susan Sakurada and approve the proposal as shown in COA-11-39, 309 Green Street. Seconded by Commissioner Atkins, the motion passed unanimously.

OLD BUSINESS:

Commission Humphrey presented an update on the guidelines committee. The committee had decided to retype the document because the file size had become too large. The committee wanted to break it up by the type of activity, such as additions, new construction, decks, and landscaping and then each heading would have a sub heading, such as new construction of primary buildings, new construction of out buildings, etc. It was estimated a time frame of completion should be about 3-4 weeks with guidance from the Commission members. The Commission discussed the introduction, appendices, and matrix of the proposed guidelines. It was the consensus of the Commissioners that they would rather see shorter introductions and place the rest of the information in an appendix.

NEW BUSINESS:

Mr. Bridwell addressed a lack of information on the renovations taking place at the Rail Road House Museum, but the doors have been redone and looked great.

Staff provided a revised meeting schedule (see list included by reference).

Staff provided updates on minor approved COAs (see list included by reference).

The Commission questioned the after the fact COA that was issued for the six foot privacy fence installed at 309 W Weatherspoon Street. Commissioner Gurwitch noted that the COA should have come before the Commission and not have been approved by staff. Mr. Bridwell stated if the Commission wanted it to come before them, staff could make that happen. Commissioner Gurwitch stated that the last time something like this happened with the closing in of the carport, the Commission decided that with it already being approved by staff, the Commission couldn't certainly go back and unapprove what had already been done. Commissioner Nestor stated that staff needed to bring the COA forward to the Commission, that it was very clear in the guidelines that anything

over 42 inches should be brought to them. Commissioner Gurwitch entertained a motion to revoke the Minor COA work approved by Staff and require that the application be made a Major COA work to come before the Commission. Commissioner Nestor made the motion; seconded by Commissioner Humphrey, the motion passed unanimously. Attorney Patterson asked if it was in the guidelines that all fences come before the Commission. Commissioner Nestor and Humphrey responded that according to the matrix, any fence over 42 inches had to come before the Commission and anything less than 42 inches could be staff approval. Attorney Patterson questioned whether the Commission was revoking the COA because it was done in error, and the Commission responded in the affirmative.

ADJOURNMENT:

Commissioner Atkins made a motion to adjourn. Seconded by Commissioner Nestor, the motion passed unanimously. The meeting adjourned at 8:00 PM.

Adopted this _____ day of _____

Chairperson, Shannon Gurwitch

ATTEST: _____
Clerk, Bruno Pursche