

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

**WEST END CONFERENCE ROOM
7:00 PM, MONDAY, AUGUST 22, 2011
SANFORD MUNICIPAL BUILDING**

Roll Call:

Commissioners Present: David Nestor, Mike Humphrey, Mark Lane, Cheryl Myers, & Shannon Gurwitch

Commissioners Absent: Donnie Worley & Brandon Atkins

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

Government Official Present: Councilman Sam Gaskins

APPROVAL OF THE AGENDA FOR AUGUST 22, 2011

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

APPROVAL OF THE JULY MINUTES

Chair Gurwitch asked for approval of the July minutes. Commissioner Humphrey moved that the minutes be approved. Seconded by Commissioner Lane, the motion passed unanimously.

OLD BUSINESS:

Chair Gurwitch addressed the revoked fence COA from the previous meeting and how approval authority could be confusing after having reviewed the present guidelines. She further questioned whether the new guidelines would specifically address such issues to prevent confusion in the future.

Commissioner Humphrey said the issue in question had not been added to the new set yet but it was discussed at the Wednesday committee meeting and will be on the next agenda. The guidelines which were submitted to the Commission two years ago had addressed it and the committee will review that one more time.

Commissioner Humphrey addressed the specific question of the fence by quoting page 8, paragraph 1 of the existing Design Guidelines. In the ordinance the City Council lists all the specific items which are subject to design review; there are eight items which must be reviewed by the Commission, and all fences must be reviewed. Commissioner Humphrey spoke with Rob Crawford at the SHPO office regarding fences; according to Commissioner Humphrey, Mr. Crawford indicated that fences

were intrusive to the neighborhoods. Commissioner Gurwitch addressed the contradiction in the Matrix versus the guidelines regarding fences and staff approval authority.

Commissioner Humphrey said that the guideline committee should have the major/minor work component done for the next Wednesday meeting and have it available for next Commission meeting in September. The draft guidelines would be e-mailed to Commission members for their review by chapters and have a discussion at the next meeting. Commissioner Gurwitch questioned whether hyperlinks could be used to cross reference items in the guidelines.

NEW BUSINESS:

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

A comment was made regarding COA 11-50 of the minor COA approved by staff regarding the tree cutting. Commissioner Gurwitch said that the Commission needed to identify some way to avoid having issues on major vs. minor works approved by staff.

Commissioner Humphrey moved that they continue to work under the current procedures for staff to use the info they have to make decisions, with no changes until the new guidelines are in place. Seconded by Commissioner Nestor, the motion passed unanimously.

Chair Gurwitch entertained a motion to request the staff member who approves minor COAs be present at all future HPC meetings; Commissioner Nestor moved and it was seconded by Commissioner Lane. The motion passed unanimously.

Commissioner Humphrey asked if the Commission was wrong in revoking an approved COA by staff. Attorney Patterson explained that since it was believed that the approval was a procedural error, it was not wrong for the Commission to revoke the COA.

There was a discussion for scheduling the fence COA on either the 22 or 28 of September since the applicant could not be there on the regularly scheduled date. Chair Gurwitch entertained a motion to reschedule the September's meeting to the 28th. Commissioner Nestor moved and it was seconded by Commissioner Myers. The motion passed unanimously.

ADJOURNMENT:

Commissioner Lane made a motion to adjourn. Seconded by Commissioner Humphrey, the motion passed unanimously. The meeting adjourned at 8:10 PM.

Adopted this _____ day of _____

Chair, Shannon Gurwitch

ATTEST: _____
Clerk, Bruno Pursche