MINUTES OF THE REGULAR MEETING OF THE
SANFORD HISTORIC PRESERVATION COMMISSION
WEST END CONFERENCE ROOM
7:00 PM, MONDAY MARCH 25, 2013
SANFORD MUNCIPAL BUILDING

Roll Call:

Commissioners Present:	**David Nestor, Ash Worboys, John Sheuring, Carla Thomann & Cheryl Myers, John Lipscomb**
Commissioners Absent:	**None**
Staff Present:	**Liz Whitmore, Staff** **Susan Patterson, City Attorney** **Bruno Pursche, Board Clerk**
Government Official Present:	**Sam Gaskins**

APPROVAL OF THE AGENDA FOR MARCH 25, 2013

Vice-chair David Nestor called the meeting to order. Board Clerk, Bruno Pursche called the roll. Vice-chair Nestor asked for approval of the agenda. Commissioner Sheuring moved to approve the agenda. Seconded by Commissioner Worboys, the motion passed unanimously.

APPROVAL OF MINUTES FOR FEBRUARY, 2013

Vice-chair Nestor entertained a motion to approve the January, 2013 minutes; Commissioner Myers moved and seconded by Commissioner Sheuring and passed unanimously.

There was no Public Comment.

PUBLIC HEARINGS

In accordance with General Statutes the Public Hearing was advertised, once a week for two successive calendar weeks prior to the meeting date.

Matt Sakurada (owner of S Squared Properties, LLC) and Liz Whitmore were given the oath.

5a. COA 13-15 Application by S Squared Properties, LLC, who wish to increase the parking area (at 221 N Horner Blvd) by paving between the existing carport and paving, and painting the stripes for parking spaces including a van handicap parking space and the installation of wheel stops.

Ms. Whitmore summarized the staff report for COA-13-15. Ms. Whitmore indicated that all public notifications required by the general statutes had been fulfilled. She referred to the supportive

material in the package submitted to the Commission which included pictures and illustrations for the expanded parking lot as shown in Exhibits A, B, C, D E, and F.

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

Vice-chair Nestor opened the Public Hearing.

Matt Sakurada appeared before the Commission and testified that the house at 221 N Horner Blvd is owned by an LLC which is partnered by Sudi & Matt Sakurada and Gwen & David Siler and will become their office building. They purchased the building from GBS and completed the zoning and the building permit requirements to complete the construction requirements as fast as we can. We also own 309, 311, 310 and 312 Green Street. All we want to do is fill in the concrete pad of the parking lot where the garage used to be.

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

Vice-chair closed the Public Hearing.

FINDING OF FACT:

Commissioner Myers moved that the Historic Preservation Commission find as fact that the proposed project COA-13-15, 221 N Horner Boulevard, if constructed according to the plans reviewed, is congruous with the character of the district, for the reason(s) that the appurtenant features and fixtures, the paving that is being discussed in this project, is in harmony with the criteria and the design of the guidelines because it matches the current paving/parking area in the design guidelines and the special character of the neighboring properties and the historic district as a whole. Commissioner Lipscomb seconded, and the motion passed unanimously.

Ms. Patterson, City Attorney, question if the setbacks were addressed; Ms. Whitmore, staff, replied that according to Amy McNeill in planning, the applicant met the setback requirements.

FINAL MOTION:

Based on the finding(s) of fact, Commissioner Myers moved that the Historic Preservation Commission grant a Certificate of Appropriateness to S Squared Properties, LLC and approve the proposal as shown in COA-13-15, 221 N. Horner Boulevard. Commissioner Sheuring seconded and the motion passed unanimously.

6. OLD BUSINESS:

a. Rosemont McIver Park Historic District Guidelines Final Draft

1. **V. Appendices – 67 thru 69**
2. **VI. Glossary (definitions) – pages 70 thru 77**

Ms. Whitmore, Staff, addressed the definitions page 67 & 68, describing front yard, interior

side yard corner, and rear yard of the guidelines, that instead of rewriting the definitions, to incorporate definitions already in existence in the Unified Development Ordinance (UDO) Appendix A, page A81 (included by reference).

Ms. Whitmore, Staff, further addressed an existing plant list in Appendix C pages C-1 through C-4 of the UDO (included by reference) which would replace page 69 of the guideline appendices.

Ms. Patterson**,** City Attorney, advised the committee of the importance of matching the appendices, for the trees and side yards, with the UDO is appropriate and makes sense. The guideline is a document that you are going to have readily intrinsic free and uniform amongst itself. People will use this document in and by itself, without going to something else; the UDO will reference that the Historic District applies guidelines, so the cross references from the UDO to this document should be without conflict. Also the Glossary on page 70 of the guideline should only have terms defined that are in the document itself; if it is not mentioned it should not be there and should be deleted if not actually used. It would be appropriated to address somewhere at the beginning of the guidelines; that these are in place under the UDO and that anything could be referenced back to the UDO if there is a discrepancy or question. The UDO is a governing document for all zoning and other regulations for the City of Sanford and the Historic Guidelines come under that as a tool for this committee and this district.

A statement was added to the beginning of the Introduction before the Statement of Philosophy; "THIS DOCUMENT IS GOVERNED BY AND INTERPRETED BY THE UNIFIED DEVELOPMENT ORDINANCE (UDO), WHICH CAN BE REFERENCED AT THE CITY OF SANFORD PLANNING OFFICE AT 900 WOODLAND OR AT WWW.SANFORDNC.NET."

Vice-chair added a definition for page 77 of the glossary; **"Wood shingles are thin, tapered pieces of wood primarily used to cover roofs and walls of buildings to protect them from the weather. Historically shingles were split from straight grained, knot free bolts of wood."**

There was discussion at length regarding yards and corner lots; it was determined to use UDO appendix A-81 for the yard definitions. Ms. Whitmore, staff, provided an illustration, standard versus corner lot yard definition (included by reference) source being Pineville, NC.

Side Yard Corner is amended to read:
Side Yard Corner lot – is the property area which extends from the front of the structure to the rear of the lot parallel with the side of the structure.

It was agreed by the board to allow Appendix C – Acceptable Plant Species of the UDO to take the place of the page 69 in the Appendix, although it did not address medium trees.

VI. Glossary

Ms. Whitmore, staff, recommends to place the tree definitions at the end of the glossary and went through all the definitions. The following listed definitions were amended as stated page 70 77:

Association – was deleted

Building Site –The placement of the structure on the lot.

Cottage (definition to be added by staff)

Detail – (staff to find a better definition)

Form- ?

Lot Coverage – Use UDO definition (The percentage of the area of a lot which is occupied by all building or other covered structures using the roof outline for all outer dimensions.)

Entablature – (added) stacks of three on top of columns

Gingerbread – Thin, curvilinear ornament

Openings - deleted

Right-of-way – The City of Sanford and Lee County UDO define different Right-of Way dimensions based upon the type of street.

Sandblast – An abrasive method of cleaning bricks, masonry, or wood that involves directing high-powered jets of sand against a surface.

Setback – The minimum horizontal distance between any building and the property line.

Triple-A-Roof – deleted

Wood Shingles – (added) thin, tapered pieces of wood primarily used to cover roofs and walls of buildings to protect them from the weather. Historically shingles were split from straight grained, knot free bolts of wood.

3. **Matrix – pages 1 thru 6**

There was a lengthy discussion regarding the Matrix between the board and staff; anything that is not listed as routine maintenance or minor work would have to be considered major work. Sections B-1 through B-4 of the draft guideline can be considered either routine maintenance or minor work, Sections B-5 and up would be considered major work and this could be confusing to the citizen.

Commissioner Myers volunteered to look at the Matrix in the draft with the Matrix which is currently used and bring a useable document to the next meeting adding a third column for major work to the draft.

The following items in the Matrix were specifically addressed and amended or deleted.

Item 21 Erection of Temporary signs are covered by either State Statutes for political signs or UDO for other signs is deleted.

Item 27 Underground tank removal. (Minor work)

Item 30 Repair of entrance markers, fountains, and street accessories (benches, mailboxes, trashcans). (Routine maintenance)

Item 31 deleted

Item 32 deleted

Item 33 Removal of mature dead or diseased trees with appropriate documentation. (Minor work)

Item 35 Removal of vinyl siding when the original siding is to be repaired and repainted. (Minor work)

Item 42 Installation of gutter and downspouts, roof ventilators on rear slopes, and chimney caps. (Minor work)

Item 44 Installation of house numbers, mailboxes and flag brackets. (Routine maintenance)

Item 45 Replacement of exterior light fixtures and new installation when in adherence to the guidelines. (Minor work)

Item 47 to be fixed as a minor work based on Section B3-2 of guideline

Item 50 Routine maintenance

Item 51 Routine maintenance

4. **Application – pages 1 thru 6**

It was emphasized that the application process was for Rosemont/McIver only (not downtown Sanford) wording change on page 1 of application: **Application for Certificate of Appropriateness for Rosemont/McIver.**

Color schedule was discussed under Minor Works; added Plant selection to item 2B. Minor Work: Landscaping in lieu of Color schedule.

There was a discussion regarding item 3 (Major Work: Landscaping) and item 4 Demolition of Structure(s).

Vice-chair Nestor entertained a motion to table Items 6a5 Boarded Structures and 6a6 Parking in Yards the April meeting and move on to item 7. New Business. Commissioner Sheuring moved and Commissioner Myers seconded and the motion passed unanimously.

7. NEW BUSINESS:

a. Staff provided updates on minor approved COA's (see list included by reference). There will be two major COA's coming before the board in April.

ADJOURNMENT:

Commissioner Sheuring made a motion to adjourn. Seconded by Commissioner Myers, the motion passed unanimously. The meeting adjourned at 9:13 PM.

Adopted this _____ day of _____

Respectfully submitted,

_____
Vice Chair, David Nestor

ATTEST: _____
Clerk, Bruno Pursche