

**MINUTES OF THE REGULAR MEETING OF THE  
SANFORD HISTORIC PRESERVATION COMMISSION  
WEST END CONFERENCE ROOM  
7:00 PM, MONDAY JUNE 24, 2013  
SANFORD MUNICIPAL BUILDING**

**Roll Call:**

**Commissioners Present:** David Nestor, John Sheuring, Carla Thomann, John Lipscomb and Ash Worboys

**Commissioners Absent:** Cheryl Myers

**Staff Present:** Liz Whitmore, Staff  
Susan Patterson, City Attorney  
Bruno Pursche, Board Clerk

**Government Official Present:** Sam Gaskins

**APPROVAL OF THE AGENDA FOR JUNE 24, 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 as amended by eliminating items 6a 5 & 6. Commissioner Sheuring moved to approve the agenda. Seconded by Commissioner Worboys, the motion passed unanimously.

**APPROVAL OF THE APRIL 22, 2013 AND JUNE 10, 2013 MINUTES**

Vice-chair Nestor entertained a motion to approve the April 2013 and May (June 10) 2013 minutes; Commissioner Sheuring moved and seconded by Commissioner Lipscomb and the motion passed unanimously.

There was no Public Comment.

**6. OLD BUSINESS:**

**a. Rosemont McIver Park Historic District Guidelines Final Draft**

**1. V. Appendices – pages 67 thru 69**

Ms. Whitmore, staff, provided the board updated Appendices pages 66 through 78 for comparison with the original draft. Mr. Gaskins pointed out a typo on page 73 (pant should be plant). There was discussion regarding the corner lot image street side yard and whether that is also a front yard since two sides' front a street; Ms. Whitmore will check with the Planning Department as to their definition of a corner lot. The Dominant Tree definition used is from the Unified Development Ordinance.

## 2. VI. Glossary Page 68

Ms. Whitmore explained 'dominant tree'; she will be changing definition to reflect (A major dominant tree at maturity reaches a height of at least 70 feet. A minor dominant tree generally does not exceed a height of 40 feet. (I.e. Oak, Pine, or Maple) These are often considered shade trees.

Page 69

Fenestration – The arrangement of windows and other exterior openings on a building.

Gable Roof – A sloping (ridged) roof that terminates at on of both ends in a gable.

Gambrel Roof – A roof having a double slope on two sides of a building.

Gingerbread – Thin, curvilinear ornamentation.

Page 70

Ornamental Tree – A tree planted primarily for its ornamental value or for screening. It may be any size at maturity, but will tend to be smaller than a shade tree. It is usually considered and understory tree. (I.e. Dogwood or Crape Myrtle)

Page 71

Right-of-Way – deleted 'Property owners may be responsible for upkeep of portions of the Right-of-Way.

Setback – The distance from the street (in the case of front setback) or property line to the nearest part of the applicable building, structure, measured perpendicular to the street or property line, in front of which no structure may be erected.(as per the Unified Development Ordinance, page 45)

Ms. Whitmore will address 'Shade Tree'.

Stack was changed to Chimney Stack with its definition and will be moved near Chimney Pot.

Stucco – Corrected (EFIS) to (EIFS)

Page 72

Terra Cotta – deleted (only use with chimney pot definition)

Understory Tree – to be changed to match the tree description.

Page 73 changed Pant to Plant to read: B. Plant Materials

#### 4. Application - pages 1 thru 6

Fourth paragraph of the application page 1 changed **21 days** to **21 calendar days**. Deleted the last line **‘and may complicate the decision making process.’**

Paragraph 5 page 1 was changed to read, **Applications to be heard by the HPC require the owner and applicant or their attorney to appear before the HPC on the scheduled meeting date to make their request for a Certificate of Appropriateness.**

Page two of the application **For Office Use Only** Ms. Whitmore added a line ‘Application Complete Yes\_\_\_\_ No\_\_\_\_’

Added owner and applicant E-mail address.

Page 6, added owner signature and date

Ms. Whitmore briefly discussed boarded structures and how they could be painted to be attractive and in good repair. A COA for painting of boarded windows would be a minor. There was a discussion regarding boarded windows and adding something in the guidelines for an owner to take action, correcting the situation. Vice Chair Nestor asked for Ms. Whitmore to put something together and run it by Ms. Patterson, City Attorney, before the next meeting.

#### **7. NEW BUSINESS:**

- a. Staff provided updates on minor approved COA's (see list included by reference).

Commissioner Sheuring moved to table item 6a3 on the agenda; seconded by Commissioner Worboys and passed unanimously.

John Lipscomb announced the end of his term, and was thanked for his service on the board; and thanked the board, that the community was in good hands.

Commissioner Sheuring asked Ms. Whitmore regarding the Murals for downtown; Ms. Whitmore asked to vote for Sanford online in the Benjamin Moore contest Mainstreet Matters.

Vice Chair Nestor stated his wife is working on Second Sunday Sanford; similar to First Sunday Pittsboro, we have vendors who are willing to set up from 1-5 PM the Second Sunday of each month. David Montgomery is going up to Pittsboro to check things out next Sunday.

#### **ADJOURNMENT:**

Commissioner Sheuring made a motion to adjourn. Seconded by Commissioner Worboys, the motion passed unanimously. The meeting adjourned at 8:30 PM.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
**Vice Chair, David Nestor**

**ATTEST:** \_\_\_\_\_  
**Clerk, Bruno Pursche**