

Minutes of the Regular Meeting of the
Sanford Historic Preservation Commission
West End Conference Room
7:00 PM Monday November 23, 2015
Sanford Municipal Building

Roll Call:

Commissioners Present: Matthew Sakurada, David Nestor, Brian Mitchell, Allen Gordon & Ginger Hubner

Commissioners Absent: Daniel Owens, Philip Yarborough

Staff Present: Liz Whitmore, City Attorney, Susan Patterson
Marshall Downey, Planning Director, David Montgomery, Senior
Planner and Anne Sears

Government Official Present: N/A

Guests Present: Stephanie Johnson

Approval of the Agenda for November 23, 2015

Chair David Nestor called the meeting to order. Staff Anne Sears called the roll and a quorum was determined. Chair Nestor called for approval of the agenda for November 23, 2015. Commissioner Allen Gordon moved to approve the agenda; seconded by Commissioner Matthew Sakurada and the motion passed unanimously.

Approval of the October 26, 2015 Minutes

Chair David Nestor called for the approval of the minutes for October 26, 2015. Commissioner Ginger Hubner moved to approve the October 26, 2015 minutes; seconded by Commissioner Brian Mitchell and the motion passed unanimously.

Public Comment:

Chair Nestor asked if there was any public comment. Staff David Montgomery arrives at this time. Ms. Stephanie Johnson who resides at 509 Summitt Drive approached the podium. Ms. Johnson inquired about the installation of her driveway and would like to know when her COA would be reviewed. Ms. Johnson said she had already discussed this with staff. Staff Whitmore said it is a staff level review and we have a new policy in place; that all COA's will be reviewed by staff Whitmore and staff Montgomery and if necessary we shall seek input from Marshall Downey, the Planning Director. Chair Nestor noted to Ms. Johnson that they would address her concerns tonight. Chair Nestor asked if there were any other comments. None were noted.

Public Hearings: N/A

Old Business:

- a. Staff Whitmore presented a rendering for the Fabulous Hudson Hornet mural that was chosen by a group of people that have agreed to fund the entire mural. Staff Whitmore said she had also contacted property owners and they were in agreement with the design of the mural. Staff Whitmore stated that once the contracts are signed they would be moving forward. This mural will be placed on the side of the Advantage Auto building opposite of the Coca Cola mural on North Steele Street. Positive comments were shared among the board. This will be the fourth mural. Staff Whitmore added that funding for the African American mural is complete; the wall has been prepped and once the contracts

are signed they will be moving forward. This mural will be placed on the wall of the Fish Market on Wall Street.

New Business:

- a. Planning Director Marshall Downey discussed the COA Review Process. Mr. Downey noted that he met with Mr. Sakurada about some of the things Mr. Sakurada was hearing in the neighborhood and it seems that there may be inconsistency; in terms of sometimes how we are enforcing; how we are allowing COA's to be issued and what is a major; what is a minor and what should be going before this board. Mr. Downey said after speaking to staff Whitmore that there seems to be some concern about consistency in general of how we are reviewing things. Mr. Downey stated after talking with staff Montgomery and staff Whitmore he would like to have a team approach in the future when reviewing COA's. Mr. Downey said this will create a consistent review process by having multiple sets of eyes reviewing the COA's. Mr. Downey stated that it will allow them to use their judgement together and help guide that process. He said that at this time; he has instructed them if they have any doubt to bring it to this board; due to consistency concerns and constant criticism that things are too loosely administered or things seem to be slipping through the cracks. Commissioner Gordon stated it was a good idea to have continuous improvements and he relayed that every situation is very unique and he feels like Staff Whitmore does a very good job and he would back her decision making. Mr. Downey at this time said he would welcome any feedback and then in six months the review process for COA's can be revisited. Mr. Downey commented that at times people want heavy regulations; especially in the historic district and then when they are enforced, staff is asked to back off. Mr. Downey stated that going forward, staff Whitmore will be the main contact; she will be the public face of the historic preservation group and staff David Montgomery simply will be there to back her up and have another set of eyes on the subject. He noted that he has asked staff David Montgomery to make the final decision if there are any questions. Commissioner Matt Sakurada at this time asked about the timely posting of the COA's on the website and that people don't post the Placard as required. Staff Whitmore noted that they were up to date at the moment with the posting of approved COA's. They will be posted at the end of every month and at the end of the calendar year all COA's will be posted in one PDF file. Commissioner Mitchell asked if a sign could be placed in the yard; other members suggested a larger Placard. Staff Whitmore shared that the problem with signage in the yard is that at the moment the applicant has a year to complete the project and the new guidelines states six months. That would be a long time for it to be in the yard. Mr. Downey said the bottom line is that the Placard cards should be placed so they are visible. Chair Nestor shared that we have a duty to the client; communication is key; keeping the web-site to date; making sure that the Placard is posted in the window so we as a board will know a COA has been approved for either a Minor or Major work at the site. Staff Whitmore suggested that we add and bold the sentence (Please place Placard in the window) in the letter they receive. The placard is Orange. Chair Nestor asked Staff Whitmore to make it part of her process to do so. Mr. Downey steps down from the podium at this time.
1. Staff Whitmore said she had sent an email out to see if they would prefer to schedule the December meeting on the 14th or the 28th of December. The general consensus was to have the meeting on December 14th. There will be a major case at that meeting. Chair Nestor asked Staff Whitmore to check on any absentees and send them a friendly reminder. Commissioner Nestor asked about the Rosemount McIver guidelines. Staff Whitmore said that they would go before Council on December 8th at the Law and Finance meeting at 7:00 pm in the Council Chambers.
2. Staff Whitmore provided updates on minor and major approved COA's (See list included by reference.) Chair Nestor asked staff Whitmore if Smoke and Barrel had obtained a COA for the sidewalk. Staff Whitmore said no; Staff Whitmore said the city will be assuming that COA and she will speak to our city engineer, Paul

Weeks regarding that COA. Commissioner Sakurada asked staff Whitmore if an applicant has to be in attendance when they present a major COA to the board and staff Whitmore said yes; either the applicant or Legal Counsel to represent them.

3. Staff Whitmore shared that she only had one violation. Staff Whitmore said that Buck Harris had signage placed on his building and technically it is an illegal sign and City Planner David Montgomery will be working on a text amendment to figure out a way for him to keep it there. Chair Nestor asked if that would become a Major at some point. Staff Whitmore said she doesn't know at this point.

Chair Nestor asked staff Whitmore to give an update on Ms. Johnson driveway and noted that it could be approved at staff level. She asked staff David Montgomery if they could move forward and he said yes. Staff Montgomery stated that he has spoken with Ralph Holt of the Public Works Street department who is responsible for driveway cuts. Mr. Holt said he would expand that driveway so it would be one driveway. Staff David Montgomery added that he has spoken to both property owners. Staff David Montgomery noted that the applicant has put in an application for a driveway; but additional information is needed. She has all the paperwork that she needs from Public Works.

Announcements:

Staff Whitmore had several announcements: Saturday, November 28th is Shop Small for our downtown merchants. The Christmas parade is Monday, December 7th at 7:00 pm. The route has changed due to construction. Attorney Susan Patterson arrives at this time.

Chair Nestor added that his brother from the Seattle area had recently visited our downtown and he was very delighted with our downtown.

Chair Nestor called for Adjournment. Commissioner Allen Gordon moved to adjourn; seconded by Commissioner Matthew Sakurada and the motion passed unanimously. The meeting adjourned at 7:35 pm.

Adopted this ____ day of _____ 2015

Respectfully submitted:

Chair, David Nestor

Attest: _____
Staff: Anne Sears