

Minutes of the Regular Meeting of the  
Sanford Historic Preservation Commission  
West End Conference Room  
7:00 PM Monday February 29, 2016  
Sanford Municipal Building

Roll Call:

Commissioners Present: Matthew Sakurada, David Nestor, Brian Mitchell, Ginger Hubner & Phillip Yarborough

Commissioners Absent: Daniel Owens, Allen Gordon

Staff Present: Liz Whitmore, City Attorney, Susan Patterson, & Anne Sears

Government Official Present: Councilman, Sam Gaskins

Guests Present: Jean Craven, Joy Carven and Edward C. Herbert

**Approval of the Agenda for February 29, 2016**

Chair Nestor called the meeting to order. Staff Anne Sears called the roll and a quorum was determined. Staff Whitmore stated that she had a few additions to add to the agenda. Under (New Business) to add Budget Request and the electrical boxes downtown.) Chair Nestor called for approval of the amended agenda for February 29, 2016. Commissioner Hubner moved to approve the amended agenda; seconded by Commissioner Sakurada and the motion passed unanimously.

**Approval of the December 14, 2015 & January 25, 2016 Minutes**

Chair Nestor called for the approval of the minutes for December 14, 2015 and the minutes for January 25, 2016. Staff Anne Sears noted that she had received revisions per email today and a draft of the new minutes was sent to the Commission before 5:00 pm. A new copy was given to each Commissioner to read. Commissioner Mitchell noted a correction on page 5 under New Business b – the word (of ) should have been incorporated in the first sentence after the word out. Staff Anne Sears said she would make the correction. Commissioner Sakurada moved to approve the corrected minutes for December 14, 2015 minutes and January 25, 2016 minutes; seconded by Commissioner Mitchell and the motion passed unanimously.

**Public Comment:**

Chair Nestor asked if there was any public comment. There was none.

**Conflict of Interest:**

Chair Nestor asked if there was any financial conflict or conflict of interest among the Commissioners pertaining to COA- 16-02.

**Public Hearings:**

At this time staff Liz Whitmore and Jean Craven were sworn in.

In accordance with General Statutes the public hearing was advertised once a week for two successive calendar weeks prior to the meeting date and all public notifications have been fulfilled.

**5. a. COA-16-02 – Application by Jean Craven owner of 207-A Hillcrest Drive who wishes to remove the existing shingle roof on 207 - A (accessory structure) located in the rear yard and replace with a white rolled metal roof.**

Staff Whitmore summarized COA- 16-02 staff report and added that the guidelines are important to this case. On page 3 the current guidelines states that:

1. Preserve, protect and retain the original shape, line, pitch and overhang of historic roofs. The applicant does not want to make any change to that; this guideline does not apply.
2. Preserve, protect and retain all architectural features that define the character of the roof. For examples: cupolas, chimneys, dormers, and turrets. None exists-does not apply.
3. Preserve, protect and retain historic roofing material using recognized preservation methods and technologies. When replacement or repair of historic material is necessary it needs to match the existing material in composition, size, shape, color pattern and texture. Use substitute material if the historic material is not technically feasible. On page 4, (Exhibits A & B) the applicant is proposing to remove the asphalt shingle roof and replace with a white rolled metal roof. On exhibit A you cannot see the shingles on the roof; because they are too far away and exhibit B shows a photo of the white rolled metal roof the applicant wishes to place on that building.
4. Introduce new roof features when they do not diminish the original design of the roof. The replacement of the asphalt shingles with a white rolled metal roof does not diminish the original design of the roof, therefore it does not apply.
5. Roof ventilators, antennas, solar collectors and mechanical equipment shall be placed Inconspicuously on rear roof slopes or character-defining roofs, does not apply.
6. Do not apply roof coatings to roofing material that was historically not coated. No roof coating is proposed; therefore it does not apply.
7. It is not appropriate to replace concealed or built-in gutters with exposed gutters. None is proposed so therefore it would not apply.

Chair Nestor asked at this time if there is anybody speaking against COA-16-02. Chair Nestor asked the board if they had any questions.

Several commissioners had comments. Commissioner Mitchell asked if it was the brick building and staff Whitmore said yes and noted it is back off the street. Commissioner Yarborough stated that you only see the roof line, it doesn't appear that you can see what kind of roof it was. Commissioner Sakurada asked staff Whitmore why it wasn't approved as a Minor. Staff Whitmore said it was because it is being replaced with a rolled metal roof. Chair Nestor stated that what they are putting on the house is not a standard seamed roof; that it is a rolled metal roof. He asked Staff Whitmore to make that change. Commissioner Yarborough noted for verification that a standard seam roof is just a seam overlapped; similar to a square seam and this one is round. Chair Nestor said yes that usually the rolled metal is a lap where a standing seam is interlocking. Staff Whitmore added that the historic roofs are usually hammered and the seam is thin. Commissioner Sakurada shared that there are several rolled metal roofs in the historic district. Staff Whitmore relayed that the applicant is here tonight and she is the property owner. At this time, Chair Nestor asked Mrs. Craven if she wish to add anything.

Mrs. Craven spoke at this time. She stated that staff Whitmore had summarized everything and she is keeping it within the historic district and adjacent homes and such. There were no further questions for the applicant.

Chair Nestor closed the Public Hearing.

**FINDING OF FACTS:**

**Commissioner Hubner moved that the Historic Preservation Commission find as fact that the proposed project COA-16-02, 207-A Hillcrest Drive, if the removal of the asphalt roof and installation of a rolled metal roof is done in accordance with the decision by the Historic Preservation Commission, is congruous with the character of the district, for the reasons that which roof shapes, general forms and materials proposed are congruous of the visual characteristics of the existing roof or other roofs in the general vicinity because there are other roofs in the district of the same material and is generally in harmony with the criteria in the design guidelines and the special character of the neighboring properties and the historic district as a whole; seconded by Commissioner Yarborough and it passed unanimously.**

**FINAL MOTION:**

**Based on the preceding finding(s) of fact, Commissioner Hubner moved that the Historic Preservation Commission grant a Certificate of Appropriateness to Jean Craven for the rolled metal roof and approve the proposal(s) as shown in COA- 16-02, 207-A Hillcrest Drive; seconded by Commissioner Sakurada and it passed unanimously.**

Guests leave at this time.

**Old Business:**

- a. Staff Whitmore gave an update on the proposed Rosemount McIver Park Guidelines. Staff added that a packet has gone out to every property owner and all the people that live in the Rosemount McIver district. It contains a letter, a historic preservation newsletter and a hard copy of the guidelines. Staff Whitmore noted that thirty three of them were returned and marked vacant with no forwarding address. As of today they plan to have a meeting with Councilman Jimmy Haire and Councilman Byron Buckels on March 22<sup>nd</sup> at 6:00 pm. More details will come later and once everything is confirmed staff will email everyone. Chair Nestor asked the commission members to be there for support. Attorney Susan Patterson relayed that she would assume if the public come up and asked questions about what the guidelines say; that the Council members would not be prepared to answer that, but this board could do so. The meeting will be advertised. Staff Whitmore relayed that neither she nor Marshall Downey, Director of Planning or David Montgomery, Planner II has received an email or a phone call about the guidelines that were sent out. Chair Nestor shared that the whole idea behind the guidelines is to make things simpler for our citizens. Staff Whitmore shared that she was told to keep track of the cost for mailing and putting the packets together. The total came to almost \$1,800.00.
- b. Staff Whitmore stated that the contract is signed and a deposit has been made for the African American mural. Muralist Scott Nurkin will start when the weather cooperates. The contract for the Fabulous Hudson Hornet has been emailed back to Hahn's Automobile in New York. We are waiting for their reply. The mural is being finance by a group of individuals.

**New Business:**

- a. Staff Whitmore relayed that it is Budget time and she has requested the same budget as before; but she would like to add \$2,000.00 to the budget to incorporate a Historic Preservation "Trades' Day" in Sanford. They have one in Tarboro and she would like to do one here. This would allow us to bring in expert tradesmen to conduct training sessions. She would like to invite adjoining neighborhoods, towns and communities. Staff Whitmore said her plan is to charge a small fee that would include a boxed lunch to help recoup some of the cost. Staff Whitmore has spoken to

David Montgomery and he supports the Trades Day. She would like to know by March 7<sup>th</sup>, if everyone was in agreement. Commissioner Sakurada asked about continuing education. Staff Whitmore noted there is money in the budget for training and she will forward all information to the commissioners.

Commissioners briefly discussed the Way-Finding signage. They are big and rectangle in size and provides information that helps route people to our downtown. Staff Whitmore stated that \$35,000.00 is already in the budget and they are planning on hiring a consultant. She said a plan is underway to hire a consultant to come in and do a more in depth research. Different options were discussed by the commission. Chair Nestor said he thinks the budget will stand for the signage. Staff Whitmore said there were very strict guidelines about signage size and lettering. Everyone was in agreement for staff Whitmore to add the \$2,000 in her budget for the Trades' Day. She would like to have the trade show either in October, 2016 or April, 2017.

Staff Whitmore passed out several pages of pictures and a letter that was drafted and sent to Mr. Hal Hegwer and Mayor Chet Mann addressing the silver electrical utility vendor boxes that is on our street corners in downtown. She provided the commission with pictures and diagrams (see pages 1,2,3,4 & 5) that would offer different options and are more pleasing in appearance. Those mentioned were artist design wraps, metal sculpture and brick columns with a wrought iron fence around them; even plantings. No COA's were applied for prior to installing them. The commission discussed options. The panel has to be accessible. Commissioner Hubner stated that the brick would be her pick because of less maintenance; but it could block the store front. Staff Whitmore asked if the commission would like to include money in the budget for this. The commission agreed not too; they felt like it should be the city's responsibility. There is a Ribbon Cutting on March 7<sup>th</sup> at 1:30 for the Buggy Factory building.

1. Staff Whitmore provided updates on minor and major (COA's) (See list included by reference) Staff recommended an amendment to the guidelines addressing awnings in downtown that they should extend no more than five feet from building façade, as long as there is no interference with the trees.

The commission briefly discussed potential violations in the historic district. Staff Whitmore relayed that COA's are reviewed by a checks and balance review system. If any of the commissioners have any questions or concerns she will direct those concerns to David Montgomery, Planner II for review and get back to them by email.

**Announcements:** N/A

Chair Nestor called for Adjournment. Commissioner Mitchell moved to adjourn; seconded by Commissioner Sakurada and the motion passed unanimously. The meeting adjourned at 8:15 pm.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 2016

Respectfully submitted:

\_\_\_\_\_  
Chair, David Nestor

Attest: \_\_\_\_\_

Staff: Anne Sears