

**MINUTES OF THE REGULAR MEETING OF THE  
HISTORIC PRESERVATION COMMISSION  
SANFORD, NORTH CAROLINA**

The Historic Preservation Commission met in regular session in the West End Conference Room, 115 Chatham Street, Sanford, NC, on Monday, May 19, 2025, at 6:00 PM.

**ROLL CALL**

Members Present:            Jason Cline, Chair  
                                      Aidan Harbison, Vice Chair  
                                      Jim Erb  
                                      James Cox  
                                      Delorian Wicker  
                                      Berkley Hillis

Staff Present:                David Montgomery, Long Range Planner  
                                      Liz Whitmore, Planner II  
                                      Angela Baker, Clerk to the Board  
                                      Samantha Miller, Planning Tech (observe)  
                                      Kevin Hornik, Attorney

Absent:                        Jean Dabbs, City Council Liaison

Having noted the presence of a quorum, Chair Cline called the meeting to order.

**APPROVAL OF AGENDA**

Board member Harbison made the motion to approve the agenda, seconded by Board member Board member Hillis. The motion carried unanimously.

Chair Cline read the Quasi- Judicial Statement.

**PUBLIC HEARINGS**

Continued: COA-25-14 – Application by Aaron Shephard, owner of 503 N. Gulf Street, who wishes to remove windows and door of the rear extension of the house and apply stucco to the structure, add wood trim, install window of the north side of the structure, remove a chimney that is no longer used

Board member Hillis made the motion to continue the hearing of COA-25-14, seconded by Board member Wicker. The motion carried.

Administer the Oath: Chair Cline called all participants speaking in favor of, or against the COA's, as well as staff, to stand and take the oath Aaron Shepard and David Montgomery appeared and took the oath.

Conflicts of Interest: Chair Cline read the conflicts of interest statement. There were no conflicts of interest.

The Agenda Packet was entered into the Record.

Additional exhibits K-N were entered into the record provided by the Applicant.

Exhibit O was entered into the record by Board member Erb.

Exhibit K – Picture of houses pertaining to chimneys and removals; Sanborn maps.

Exhibit L – COA-002-02 case for 506 Summitt

Exhibit M – COA placard for 506 Summitt

Exhibit N – Surrounding area guidelines

Exhibit O – Pictures of current chimneys of House

### Applicant's Testimony

Aaron Shepard started with Exhibit K.

On page 14, He explained that the 1930 Sanborn map showed the partial enclosed porch on the rear of the house. The rear porch was originally roofed and open like the veranda on side (key show, 1 floor, roofed, and dotted line means porch). He further explained that Exhibit K had photos that showed examples of what to achieve by enclosing the porch.

Aaron Shepard stated that Exhibit L and M showed that 506 Summitt had been approved for a chimney removal and an addition to the house in 2002; and a Certificate of Appropriateness had been issued. The work was never completed, but had been approved.

Chair Cline stated that the Board requested further evidence that the porch was not always enclosed; and evidence was also provided that COA had been approved for a removal of a chimney.

Board member Hillis stated that the applicant stated he was changing from the stucco plan on the addition, it is important to have the materials that will be used.

Mr. Shepard stated that other guidelines stated that there should be a distinction of materials on an addition, and he would like to respect that. He would like that to be determined at staff level.

Attorney Hornik advised the Board to be specific with details in the conditions for staff level approvals.

### Board Discussion

Chair Cline stated that the Board received the evidence requested from the applicant. He stated that he is more comfortable with the removal of an original chimney and further enclosure of a partially enclosed porch.

Board member Wicker is in favor of the removal based on the guidelines, that the chimney is at the back of the house and not visible; and the approval of another COA. It would also allow him to finish enclosing the area that is partially enclosed.

Board Hillis stated that she is aware that she was a naysayer last time, and she appreciates the additional evidence with regards to previous COA's in the area. She stated that the rear chimney terminology in COA-02-02 is helpful in conjunction with the other evidence in photos that was provided. Her major issues have been resolved, and would be comfortable with approving at this time.

Board member Erb stated that enclosing the porch, it is already enclosed and redoing it with the windows and using a collaborative specific material would be good. He stated that the chimney was his biggest concern. He presented Exhibit O, a picture of the chimneys. He stated that he would ask the committee to look at with more detail. He stated that the chimney is architecturally specific to this house, even though it is a secondary chimney. If you look at the design at the top of the chimney it is something that is different. He didn't see this anywhere else in this town.

Board member Cox stated that originally, he didn't think the chimney removal took away from the design of the house. He stated that now he is looking at the symmetry of three chimneys; they are all matching; and it has a very distinct roofline. He said that it would be detrimental to the house to remove the chimney, even though it is secondary. He said that his opinion is that it is a disservice to remove the chimney because of the way the three chimneys are positioned and gives it a very prestigious look.

Board member Harbison stated that he is still hung up on the symmetry at the back of the house. It may not be facing, but it is visible from the street. The COA -02-02 is the best evidence, even though the chimney was not removed; it was approved. He has no issue with the porch proposal.

### Decision

Board member Wicker made the motion that the Historic Preservation Commission find as fact that the proposed project, remove existing windows and doors, remove window on the north elevation and install window that compliments the other two windows on the north elevation (these windows are remaining). Add wood trim to match the rest of the house, apply collaborative material to match the rest of the house. Remove the existing chimney cookstove chimney original to the house. Replace soffit and wall with matching collaborative material. COA-25-14, 503 N. Gulf Street, if done in accordance with the decision by the Historic Preservation Commission, is not incongruous with the character of the district, for the reasons that the secondary chimney is on the backside of the house; the porch is already enclosed and will change in material to match the house; and windows will match existing windows are, for the following reasons are generally in harmony with the criteria in the design guidelines and the special character of the neighboring properties and historic district as a whole. Seconded by Board member Erb. The motion carried.

Board member Wicker made the motion that based on the preceding findings of fact, I move that the Historic Preservation Commission grant a Certificate of Appropriateness with conditions that the siding for the enclosed porch that collaborative materials will be used and

approved at a staff level; and provide staff with all necessary permits necessary; to Aaron Shepard and approve the proposals as shown in COA-25-14, 503 N. Gulf Street.

NEW BUSINESS

Staff Whitmore gave a list of two minor COA's.

Chair Cline stated that the HPC maintained their CLG status.

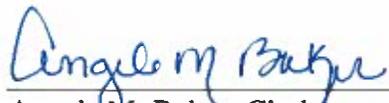
ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned on motion of Board member Hillis, seconded by Board member Wicker, and unanimously carried. The meeting was adjourned at 7:15 pm.

Adopted this 23<sup>rd</sup> day of June, 2025.

BY:   
Jason Cline, Chair

ATTEST:

  
Angela M. Baker, Clerk