

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

The Historic Preservation Commission met in a Virtual Meeting on January 24, 2022, at 6:00pm.

ROLL CALL

Members Present: Brian Mitchell, Chair
 Greg Stoch, Vice Chair
 Jason Cline
 Nate Dobbs
 Brenda Johnson

Staff Present: Liz Whitmore, Historic Preservation Planner II
 Angela Baker, Clerk to the Board
 Kevin Hornik, Attorney

APPROVAL OF AGENDA

Having noted the presence of a quorum, Chair Mitchell called the meeting to order, and entertained a motion to approve the agenda. Board member Johnson made the motion, seconded by Board member Dobbs, the motion carried unanimously.

APPROVAL OF MINUTES

Chair Mitchell asked for a Motion to approve the November 17, 2021, minutes. Board member Stoch made a motion, seconded by Board member Johnson, the motion carried unanimously.

NEW BUSINESS

Chair Mitchell read the Quasi-Judicial Evidentiary Statement.

Staff Whitmore entered the Agenda Packet and Staff Reports into the Record.

- A. COA-22-01 – Application by Aaron Shepard, owner of 503 N. Gulf Street, who wishes to install custom built, wood garage doors that will operate manually in the existing garage. Any infill that is required to accommodate the doors will be done with complimentary materials.

Conflicts of Interest: Chair Mitchell read the Conflict-of-Interest Statement. There were no conflicts of interest.

Administer the Oath: Chair Mitchell called all participants speaking in favor of, or against the COA's, as well as staff, to take the oath. Applicant Aaron Shepard, Mary Shepard and Staff Whitmore affirmed.

Staff Presentation: Staff Whitmore entered the Agenda Packet into the Record. Staff Whitmore stated that the Historic Preservation Commission received an application for a Certificate of Appropriateness (COA-22-01) application from Aaron Shepard, owner of 503 N. Gulf Street, who wishes to install custom built, wood garage doors that will operate manually in the existing garage. Any infill that is required to accommodate the doors will be done with complimentary materials. It was advertised in accordance with the General Statutes on January 12 and 19, 2022. All adjoining property owners within 100 feet received notification of the COA. The property was posted on January 12, 2022. Letters were sent with information about the virtual meeting and how to join.

The applicants wish to install built wood doors in the existing garage. Exhibit A, page 9 Front façade of the subject property. Exhibit B, page 10, Corner of the house showing existing garage in the rear of the house.

Rosemount-McIver Park Guidelines Important to the case:

Section, page 15

Porches: Guidelines

1. Preserve, protect and retain historic garages and outbuildings.
Comment: The application indicates that the garage (Exhibit C, page 11) will be preserved even though it will be altered to be fitted with custom made doors (Exhibit D, page 12), that compliment the existing architecture and detail of the garage.
2. Preserve, protect and retain all architectural features that are character-defining elements of garages and outbuildings, including foundations, steps, roof form, windows, doors, architectural trim and lattices.
Comment: All character defining elements are to be preserved.
3. Preserve, protect and retain historic garage and outbuilding materials, such as siding, masonry, roofing materials, and wooden trim. If replacement is necessary, use new materials that match the historic materials in dimension, shape, color, patten, and texture. Consider substitute materials if the original materials are not technically feasible.
Comment: All existing materials shall be retained; therefore, this guideline does not apply.
4. If replacement of an element or detail is necessary, replace the deteriorated item to match the original in size, scale, proportion, texture and detail.
Comment: if replacement of an element or detail is necessary, replace the deteriorated item to match the original in size, scale, proportion, texture, and detail.
Comment: No replacement of any elements is being proposed at this time therefore, this guideline does not apply.
5. Keep the proportion and the height of new garages and outbuildings compatible with the proportion and the height of the historic garages and outbuildings in the district.

Comment: The applicant is not proposing to build a new garage or outbuilding therefore this guideline does not apply.

6. In constructing new garages and outbuildings, use traditional roof forms, materials, and details compatible with the main building or historic outbuildings in the district. It is not appropriate to locate a garage or an outbuilding in front of the main building unless such a location is historically accurate for a specific for a specific site.

Comment: The applicant is not proposing to construct a new garage or outbuilding therefore this guideline does not apply.

7. It is not appropriate to construct prefabricated metal storage buildings in the historic district.

Comment: The applicant is not proposing to construct a prefabricated metal storage building therefore this guideline does not apply.

Staff Comments and Analysis:

The applicant should contact the City Inspection Department (919-718-4654) to obtain a building permit if required. The above comments are of the opinion of Staff only and it is the Commission's decision whether to agree or disagree with Staff and make any additions or deletions as they deem fit.

Board Questions

Chair Mitchell asked if Exhibit D was the actual structure?
Staff Whitmore stated that it was not, it was a sample door.

Vice Chair Stoch asked Exhibit C, page 11, in front of the trash can, is where doors would be located?
Staff Whitmore said yes.

Vice Chair Stoch asked are the garage doors in Staff's opinion keeping historic.
Staff Whitmore said yes.

Board member Dobbs asked if the garage doors that were previously approved in the area similar to these doors?
Staff Whitmore said that the ones at 318 Summit, Al Roethlisburger, is very similar. The other one is more of a Tudor style.

Vice Chair Stoch asked if the doors would be installed on the inset of the brick, or overlap on the outside.
Staff Whitmore said they would be installed inside the brick.

Applicant's Testimony:

Aaron Shepard, 503 N. Gulf Street, Sanford.

Chair Mitchell asked what color the doors would be painted.
Mr. Shepard said that it would be more of a sealant or stain. The wood that will be used is cypress.

Board member Dobbs asked if he was doing the work himself, or hiring a contractor.
Mr. Shepard said that he will be doing all of the work.

Board Discussion:

Chair Mitchell stated that the style looks like the time period. It is not incongruous.

Vice Chair Stoch thought it was keeping with the historic nature.

Board member Dobbs said that if previous doors had been approved, and then he felt comfortable with it keeping the character of the district.

Board member Johnson had no objections.

Motion: Vice Chair Stoch made a motion that the Historic Preservation Commission find as fact that the proposed project COA-22-01, 503 N. Gulf Street, is done in accordance with the decision by the Historic Preservation Commission, is not incongruous with the character of the district, for the reasons that there have been doors installed that are similar in the area; staff believes that they are in keeping with the character of the area; the period and the style of the house; and the doors will be made of rough cut cypress and the applicant will coordinate with Staff on the finish of the doors, are, for the following reasons 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. Motion seconded by Board member Dobbs.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

Final Motion: Vice Chair Stoch made a motion based on the preceding findings of fact, moved that the Historic Preservation Commission grant a Certificate of Appropriateness to the Aaron and Mary Shepard and approve the proposals as shown in COA-22-01, 503 N. Gulf Street. Motion seconded by Board member Johnson.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

- B. COA-22-06 – Application by Marley Moore LL, owner of 229 Carthage Street, who wishes to replace three boarded-up windows on the west façade with windows constructed to match existing windows on front façade (north facing façade) of the building.

Conflicts of Interest: Chair Mitchell read the Conflict-of-Interest Statement. There were no conflicts of interest.

Administer the Oath: Chair Mitchell called all participants speaking in favor of, or against the COA's, as well as staff, to take the oath. Applicant Rocky Rockwell and Staff Whitmore affirmed.

Staff Presentation: Staff Whitmore stated that the Historic Preservation Commission received a Certificate of Appropriateness, COA 22-06 application by Marley Moore, LL, owner of 229 Carthage Street, wishes to replace the boarded-up windows on the west façade with windows constructed to match existing windows on the front façade adjacent to Carthage Street. A site visit was made and there are no windows in these three openings at this time, just boards. It was advertised in accordance with the General Statutes on January 12 and January 19, 2022. The property was posted on January 12, 2022. Letters were mailed out to property owners within 100 feet.

Exhibit A and B, pages 8 and 9 – North facing façade (A), west facing façade (B).

3. Rehabilitation of Existing Structures. The guidelines for rehabilitation of existing structures are oriented toward the design of building alterations rather than the techniques of rehabilitation. The proper approach of rehabilitation is extremely important to maintaining the long-term integrity of older buildings. However, these guidelines emphasize how the appropriate exterior appearance of the rehabilitated structure should look rather than how to carry out proper rehabilitation. This orientation toward exterior appearance in the design guidelines reflects the emphasis of the Historic District Ordinance and the regulatory authority it establishes for the Commission.

d. Windows and Openings

1. Do not replace historic windows with contemporary treatments.

Comment: On the west side of the building are 3 boarded up windows (Exhibit B, page 9). No windows are installed in these openings. The applicant wishes to install windows in these three locations that match the windows on the front façade of the building. (Exhibit C and D, pages 10 and 11).

2. The original size, shape, and number of windows shall be maintained. Retain the original number of window lights (panes).

Comment: No windows are in the boarded-up windows on the west facing façade. The applicant is proposing to install windows like the ones that are installed in the north façade. Exhibits B, C, and D, pages 9, 10 and 11.

3. Uncover and repair any windows, which have been screened or filled in.

Comment: The window openings that are boarded up do not have windows in them, therefore this guideline does not apply. However, the applicant wishes to install new windows that match the windows that are currently located in the front façade of the building. (Exhibits A, C and D, pages 8, 10 and 11).

4. Properly maintain, paint, caulk and clean all windows.

Comment: The applicant intends to maintain, paint, caulk and clean all windows as necessary.

5. Remove any non-historic signs hanging on the exterior, which obstruct windows or details.

Comment: This guideline does not apply.

6. Do not use darkened or shaded glass as replacements for clear glass.

Comment: The application does not indicate that the proposed windows will be darkened or shaded glass.

7. Avoid installation of window type heating and air conditioning units on street facing facades.

Comment: No window heating or cooling units are proposed. This guideline does not apply.

Staff Comment and Analysis:

The commission may choose to agree or disagree with the staff's synopsis of the facts applicable to this case.

Board Questions:

Board member Dobbs asked if it would be the same trim, same exact everything; and who would be doing the install.

Staff Whitmore said yes; and a professional company would be doing the install.

Rocky Rockwell, applicant, said that Ideal Glass out of Kinston would be doing the work.

Applicant's Testimony:

Rocky Rockwell, 229 Carthage Street, Sanford, NC.

Chair Mitchell asked if the glass would be clear.

Mr. Rockwell said correct.

Chair Mitchell asked if there would be any air conditioning units installed in the windows.

Mr. Rockwell said the house has been outfitted to Central Heat and Air.

Vice Chair Stoch asked what materials were the other windows; wood, metal, or vinyl.

Mr. Rockwell said the current windows have metal and it is a dark bronze; and it is insulated.

Vice Chair Stoch asked if he was going to retain the brick lintels.

Mr. Rockwell said yes.

Vice Chair Stoch asked if the two small windows would be one pane and the large window be two panes.

Mr. Rockwell said correct. The windows would be similar size as the windows on the front of the building.

Board member Dobbs asked if this was going to remain a business property.

Mr. Rockwell said yes. Currently there is no tenant. They would like to attract a professional firm.

Vice Chair Stoch asked if the building was a contributing structure. Staff Whitmore said that it is a contributing structure.

Board Discussion:

Chair Mitchell stated that he did not realize that there were boards at the back of the building. He felt that it should be changed.

Vice Chair Stoch stated that replacing the boards with windows; matching the front of the building windows; and leaving the lintels the same, is essentially completing the building.

Motion: Vice Chair Stoch made a motion that the Historic Preservation Commission find as fact that the proposed project COA-022-06, 229 Carthage Street, if the installation of three new windows in the boarded up openings are installed, is 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 windows are going to mimic the windows on the front of the building; materials bronze metal and clear glass, and there will be no window air condition units are, for the following reasons 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. Motion seconded by Board member Cline.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

Final Motion: Vice Chair Stoch moved that based on the preceding findings of fact, moved that the Historic Preservation Commission grant a Certificate of Appropriateness to owner Marley Moore LLC and approve the proposals as shown in COA-22-06, 229 Carthage Street. Motion seconded by Board member Cline.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

C. COA-22-07 – Application by Greg Stoch, owner of 220 N. Gulf Street, who wishes to open up a small back porch which is currently enclosed.

Vice Chair Stoch recused himself from COA-22-07.

Conflicts of Interest: Chair Mitchell read the Conflict-of-Interest Statement. There were no conflicts of interest.

Administer the Oath: Chair Mitchell called all participants speaking in favor of, or against the COA's, as well as staff, to take the oath. Applicant Greg Stoch and Staff Whitmore affirmed.

Staff Presentation: Staff Whitmore stated that the Historic Preservation Commission received a Certificate of Appropriateness COA-22-07 application from Greg Stoch, property owners of 220 N. Gulf Street who wish to open up a small back porch which is currently enclosed. It was advertised in accordance with the General Statutes on Wednesday, January 12 and 19, 2022. All property owners with 100 feet received a letter of the subject property. The site was posted on Wednesday, January 12, 2022.

The applicant wishes to add steps to the side porch to be able to access the east lawn in a period significant way is commendable. The applicant prior to release of the Certificate of Appropriateness should acquire zoning clearance for the addition of said steps. The applicant should supply Historic Preservation staff with zoning clearance approval to be included in the official file. Staff supports this request.

Guidelines:

- a. It is appropriate that, if built as part of the original structure, a porch and all of its features (steps, handrails, balustrades, columns, brackets, spandrels, and roofs) should remain in their original state. Porches and steps should not be stripped of any original material or architectural features.
Comment: It appears that a porch was built but was not built according to the original plan (Exhibit A and F, pages 9 and 14). The current porch has aluminum windows which are the only windows in the structure that are not period correct. The steps were not built according to the plans; however, the applicant wishes to leave them in their current location. The applicant is proposing to remove the windows, and the siding and install rails and pickets and install handrails and wood steps that are shown in Exhibit A, D and E (pages 9, 12 and 123).
- b. New materials used to repair porches should be like-kind and compliment the design and original materials in size, shape, placement, pattern, and details.
Comment: The proposed materials are like kind therefore this guideline has been met (Exhibit A, D and E, pages 9, 12 and 13).
- c. Porch restorations that involve the placement of missing details such as steps, brackets, or balustrades should be based on historical documentation. Adding details to porches to create a false historic appearance is not appropriate.
Comment: The applicant has provided historical documentation in his application packet (Exhibit F, page 14).
- d. When introducing features to assist people with disabilities, it is appropriate to preserve the original design of the porch or the entrance so as not to diminish historic materials or features when possible.
Comment: This guideline does not apply.
- e. It is not appropriate to enclose front porches.
Comment: This guideline does not apply.
- f. Side porches may be enclosed to create sun porches if the design of the enclosure is compatible with the architecture of the structure.
Comment: This guideline does not apply.
- g. It is appropriate when constructing new porches, entrances and balconies to use historic roof forms, materials and details compatible with the main building.
Comment: This guideline does not apply.

- h. Original porch steps should be retained as closely as possible if repair or replacement is needed.

Comment: The applicant intends to leave the current steps from this portion of the house in their location.

- i. It is not appropriate to use artificial turf, indoor/outdoor carpeting, or similar materials installed as covering for porch or patio floors.

Comment: This guideline does not apply.

Staff Comment and Analysis:

The applicant shall contact building inspections and obtain a building permit if required and shall provide a copy of said permit to be incorporated in the official file. The above comments are of the opinion of staff and it is the Commission's discretion whether to agree or disagree and make any additions or deletions as they deem fit.

Board Questions:

Chair Mitchell asked if the railing was going to be the same as the front and side. Staff Whitmore stated that was correct.

Board member Dobbs asked if there would still be a door, or would it be an open space. Staff Whitmore said no there would not be a door.

Applicant's Testimony:

Greg Stoch, 220 N. Gulf Street, Sanford, NC.

Mr. Stoch directed the Board to look at page 9, and the stuff that would be removed would be the clapboards, the windows, the aluminum door and galvanized pipe that was used for the railings. The corner post will remain because it is structural. The railings coming down would look similar to the railings in Exhibit A, page 9.

Board member Dobbs asked if they would be the same height as the existing steps; and the same for the rails.

Mr. Stoch said that there would only be three steps, not five because of the slope at the back porch. He said the rails would meet the code height.

Board member Dobbs asked there would be clapboards on the inside of the porch.

Mr. Stoch said the clapboards have been removed to be refinished; and would be installed back painted yellow to match the rest of the house.

Board Discussion:

Chair Mitchell stated that Mr. Stoch has done a lot of work in restoring his house. Everything seems impeccable so far; this makes sense. In addition to that, it is not visible from the road, and is a reason to approve. He also has the historical evidence.

Board member Cline said he didn't see anything that would deem this not incongruous.

Motion: Board member Cline moved that the Historic Preservation Commission find as fact that the proposed project COA-22-07, 200 N. Gulf Street, if the conversion of the enclosed back porch to an open porch with railing, picket hand rails and wood steps leading down to the east lawn (this does not include a landing area at the bottom of the steps), is 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 applicant provided Historical evidence of the original porch; same materials would be used to restore the porch; and it would be similar to the front and side porches that were previously renovated are, for the following reasons 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. Motion seconded by Board member Johnson.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

Final Motion: Board member Cline moved that based on the preceding findings of fact, moved that the Historic Preservation Commission grant a Certificate of Appropriateness to Greg and Jocelyn Stoch and approve the proposals as shown in COA-22-07, 220 N. Gulf Street and approve the conversion of the enclosed rear porch to an open-air porch as detailed in the original plans, with the following conditions:

1. The applicant shall obtain a building permit if one is required and provide a copy to staff for inclusion in the official file.
2. Any area that is disturbed by construction shall be seeded or sodded to prevent erosion.
3. A landing is area at the bottom of the stairs is not included in this application.

Motion seconded by Board member Cline.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

OLD BUSINESS

Vote on submitting an updated Downtown Survey to City Council to consider expanding/ decreasing the Local District.

Vice Chair Stoch made a Motion to move the survey increase / decrease to City Council for consideration. Motion seconded by Board member Dobbs.

Chair Mitchell called for a vote. Each member recorded a yes vote. The motion carried.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned on motion of Board member Petty, seconded by Board member Johnson, and unanimously carried. The meeting was adjourned at 7:00 pm.

Adopted this 21st day of February, 2022.

BY: 
Brian Mitchell, Chair

ATTEST:


Angela M Baker, Clerk