

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

The Historic Preservation Commission met in regular session in the Buggy Conference Room, 115 Chatham Street, Sanford, NC, on Monday, September 22, 2025, at 6:00 PM.

ROLL CALL

Members Present: Jason Cline, Chair
 Aidan Harbison, Vice Chair
 Berkley Hillis
 Deisy Galena
 James Cox
 Aaron Shepard
 Delorian Wicker

Staff Present: David Montgomery, Long Range Planner
 Liz Whitmore, Planner II
 Angela Baker, Clerk to the Board
 Kevin Hornik, Attorney to the Board
 Jean Dabbs, City Council Liaison

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Board member Harbison made a motion to approve the minutes from August 25, 2025. Board member Harbison seconded the motion. The motion carried unanimously.

ANNOUNCEMENTS

Staff Whitmore started with announcements to give Attorney Hornik extra time due to traffic.

1. October's meeting will be held October 20, 2025, at 6pm. There will be two cases.
2. COA's.

Chair Cline read the Quasi- Judicial Statement.

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. Rosalinda Cruz; Jeff Lagaly and Julia Lagaly; and Liz Whitmore appeared and took the oath

NEW BUSINESS

- A. COA 25-35 – Application from Rosalinda Cruz owner of 410 Sunset Drive who wishes to install an above ground pool, 18-foot circumference (diameter 5 feet 8.78 inches) and 52 inches tall (4.33 feet tall to be located in the rear yard).

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.

Staff Presentation:

Staff Whitmore stated that the Historic Preservation Commission received a Certificate of Appropriateness COA-25-35 application from Rosalinda Cruz owner of 410 Sunset Drive who wishes to install an above ground pool, 18-foot circumference (diameter 5 feet 8.78 inches) and 52 inches tall (4.33 feet tall). An ad was placed in the Sanford Herald on Tuesday, September 9, 2025, and Tuesday, September 16, 2025; posted on Tuesday, September 9, 2025; and first-class letters were mailed to the adjacent property owners of the subject property and a registered letter was sent to the property owner on Tuesday, September 9, 2025.

Staff Whitmore gave the Background information as stated in the Staff report.

Exhibits

1. **A, B and C pages 8, 9 and 10 front façade facing Sunset Drive, side yard view from Vance Street.**
2. **D, page 11, Existing conditions**
3. **E, page 12, Proposed pool**
4. **F, page 13, Setbacks**

6. Swimming Pools / Hot Tubs

Swimming pools are often modern amenities.

Guidelines

- a. Pools/Hot tubs should be located only in the rear yard.

COMMENT: The proposed pool is to be located in the rear yard. Exhibit E page 12

- b. Pool fencing should follow the guidelines found under “Fences and Walls” within this manual and should screen the pool or hot tub from the public view. Vegetation can be used to soften the visual impact of the fence.

COMMENT: There is an existing 6-foot fence that will screen the proposed pool from view from both Sunset Drive and Vance Street. No vegetation has been planted. Exhibits B and C pages 8 and 10.

- c. A pool/hot tub should be designed so that it can be built and removed without damage or alteration to the historic structure.

COMMENT: The proposed pool can be installed and removed without causing damage to the historic structure.

d. Preserve, protect and retain historic pools. If repairs are necessary, use materials which match the historic material in composition, size, shape color, pattern and texture.

COMMENT: This guideline does not apply.

Staff Comments 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 Cline asked about any additional permits that would be required. Staff Montgomery stated that an electrical permit and a pool permit would be needed.

Applicant Ms. Cruz stated that she has submitted an application for a permit and they are awaiting the approval of the COA.

Applicant's Testimony

Applicant, Rosalinda Cruz, 410 Sunset Drive.

Board member Hillis asked about the dimensions of the pool.

Ms. Cruz stated that the pool is 18 feet round, and 52 inches high. She stated that she also has the option to have it semi-ground pool, so that as much as 12 inches would be in the ground.

Attorney Hornik advised the Board that the semi-ground pool should be included in any motion.

Board Discussion

Chair Cline stated that the pool will be located in the rear yard; there is currently a 6ft fence screening the property; and the applicant has requested a semi-ground pool. The pool would not be visible from the streets. It can be installed and removed without any damage to the historic structure.

Finding of Fact Motion

Board member Cox made a motion that the Historic Preservation Commission find as fact that the proposed project COA-25-35, 410 Sunset Drive who wishes to install an above ground / semi-ground pool, 18-foot circumference and 52 inches tall, is not incongruous with the character of the district, for the reason that the pool is going to be in the backyard, behind a privacy fence, and it is not visible from the street; and can easily be removed and is not

impacting the main structure and it 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 Board member Wicker. The motion carried unanimously.

Final Motion

Board member Cox made a motion based on the preceding findings of fact, that the Historic Preservation Commission grant a Certificate of Appropriateness to owners Rosalinda Cruz for COA-25-35, 410 Sunset Drive. Motion was seconded by Board member Harbison. The motion carried unanimously.

- B. COA 25-40 – Application from Jeff and Julia Lagaly of 502 Summitt Drive who wishes to: regrade the property to ensure proper water run-off and drainage away from the house, re-pour driveway on the front, left side of the home, install 6’ wooden fence with four brick column accents to the rear of the property, starting from the back right corner of the home, install a 12x16 wood garden shed painted white with a black roof in the rear side yard. Will be installed at least 10’ off the property line of North Vance Street and 5’ off the rear property line, extend existing screen porch under the existing carport.

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.

Staff Presentation:

Staff Whitmore stated that the Historic Preservation Commission received a Certificate of Appropriateness COA-25- COA 25-40 – Application from Jeff and Julia Lagaly of 502 Summitt Drive who wishes to: regrade the property to ensure proper water run-off and drainage away from the house, re-pour driveway on the front, left side of the home, install 6’ wooden fence with four brick column accents to the rear of the property, starting from the back right corner of the home, install a 12x16 wood garden shed painted white with a black roof in the rear side yard. Will be installed at least 10’ off the property line of North Vance Street and 5’ off the rear property line, extend existing screen porch under the existing carport. An ad was placed in the Sanford Herald on Tuesday, September 9, 2025, and Tuesday, September 16, 2025; posted on Tuesday, September 9, 2025; and first-class letters were mailed to the adjacent property owners of the subject property and a registered letter was sent to the property owner on Tuesday, September 9, 2025.

Staff Whitmore gave the Background information as stated in the Staff report.

Exhibit A, page 12 front façade facing Sunset Drive

2. Landscaping and Trees (Private Residence) Mature trees, shrubs and ground cover help to define and enhance the character of a historic district. Turn of the 20th century

gardens often advocated a natural look, comfortable, settled and peaceful rather than the stylized gardens typical of the 18th century. Historic districts are typically shaded by a heavy tree canopy, which adds great aesthetic appeal. At the turn of the century, trees were placed in a manner to have an impact in cooling the structure.

Guidelines

a. It is appropriate to protect, retain, and maintain landscaping that contributes to the character of the historic district. This includes large trees and original or historically significant trellises, patios, terraces, and fountains.

Comment: The applicant wishes to remove the small brick wall in the rear yard and regrade the rear yard so water does not flow towards the house, Exhibits B, C, D and E pages 13-16.

b. It is appropriate to preserve, protect and retain historic hardscape materials, such as brick or granite pavers. If replacement is necessary, use materials that match or blend with original material in color, texture and, pattern.

Comment: The applicant wishes to remove the small brick wall in the rear yard and regrade the area so water does not flow towards and under the house Exhibits B, C, D and E pages 13-16.

c. It is inappropriate to introduce gazebos in front yards. Gazebos should be compatible in materials, design, form and scale with the general character of the historic neighborhood. (See Appendices VI)

Comment: This guideline does not apply.

d. It is not appropriate to install playground equipment in front yards or the street side yards of corner lots. Playground equipment is often a modern addition to properties in historic neighborhoods and therefore cannot be considered historically accurate in most installations. Every effort should therefore be made to make playground equipment compatible in scale with the neighborhood and primary structure and as aesthetically unobtrusive as possible. Introduce playground equipment inconspicuously in areas that are not visible from the street, usually in the rear yard. If not possible, make an effort to screen with vegetation or similar methods. Historic playground equipment should be maintained.

Comment: This guideline does not apply.

e. It is appropriate to maintain the existing grade on the site when technically feasible.

Comment: the applicant wishes to grade the rear yard to have a positive flow of water away from the structure, Exhibits B, C, D and E pages 13-16.

f. It is appropriate that mature, healthy trees should remain intact and undisturbed on a site, unless they are causing the deterioration of a building, accessory buildings, appurtenant features or creating a safety hazard.

Comment: This guideline does not apply.

g. Trees which are dead or diseased should be replaced with an appropriate tree.

Comment: This guideline does not apply.

h. Tree removal shall be completed in a manner so that the affected area seems original to the landscape.

Comment: This guideline does not apply.

i. Tree trimming should be done in a manner to encourage the maintenance of the neighborhood tree canopy. Tree topping is discouraged.

Comment: This guideline does not apply.

j. Landscape timbers, cinder blocks, railroad ties or telephone poles & masts are not allowed in the construction of raised planting beds

Comment: This guideline does not apply.

4. Walks, Steps and Driveways Walkways and steps constructed of cement, stone, or brick are important features of the historic district and provide visual unity. Most historic district houses feature wide straight front walks leading directly from the public sidewalk to the front door of the structure.

Guidelines

a. Historic paving configurations and materials should be maintained. New paving for walkways, steps, alleys and driveways should match and/or blend whenever possible to historic materials, design and scale.

Comment: The applicant is proposing to install a new driveway where they believe a previous driveway existed (Exhibits F, G and H pages 17-19). The applicant also wishes to install a new walkway leading from the proposed driveway to the rear of the house, Exhibit I, page 20. The applicant did not provide any information as to the finish of the concrete (brush finish with smooth sides etc. Staff recommends that this be a condition and the information be provided prior to release of the placard for the work.

b. Handrails on steps along a walk should be compatible in materials and style of neighborhood structures.

Comment: This guideline does not apply.

c. New walks, steps and driveways should minimize changes to existing landscape features such as retaining walls and major landscaping.

Comment: The applicant submitted a site plan that depicts the location of the new walk way Exhibit I, page 20.

d. Circular driveways in the principal elevation are not appropriate unless demonstrated to be historically accurate for the site.

Comment: This guideline does not apply.

e. Driveway aprons are required for driveway entrances/exits.

Comment: Staff has shared with the applicant the contact information for the Transportation Administrator, Ebony McClean (919-777-1206) to contact in regards to having a driveway apron installed at this property on Summitt Drive on the western side of the property.

11. Fences and Walls Traditional front yard fences of that era were made of wood or iron.

Guidelines

a. It is appropriate to preserve, protect and retain original fences and walls. If replacement is necessary, use like-kind when material when possible and appropriate new material when not possible. New Material should blend with the historic material in composition, size, shape, color, pattern, and texture.

Comment: This guideline does not apply.

b. New fences or walls should be congruous with the character of the historic district.

Comment: The applicant wishes to remove the small walls next to the existing driveway (which is to be removed) so the rear yard can be graded to direct water run off away from the structure (Removal of the driveway was approved at staff level COA 25-38). The applicant is proposing to install a new fence with brick pillars Exhibit J, page 21. The plans indicate that the fence is to be installed on the property line, Exhibit I, page 20.

c. It is not appropriate for new fences and walls to exceed a maximum height of forty-two inches in front and side yards, and six feet in rear yards. For rear yard fences continued along the sides of the property, it is acceptable for the six-foot maximum height to extend beyond the rear corner of the house up to one third of the structure's side toward the front. The rear third is measured from the most extreme point of the rear of the structure toward the front.

Comment: This guideline has been met.

d. Fences that extend up the side yards should be no more than 50% solid from the rear plan of the most extreme point of the rear of the structure.

Comment: This guideline does not apply.

e. It is inappropriate to replace existing inappropriate fences (such as chain link) with inappropriate materials and design when significant repair is needed (>50%). Repair by replacement of more than 50% of inappropriate fencing should be completely replaced by appropriate fencing. Existing inappropriate fencing should be camouflaged with vegetation.

Comment: This guideline does not apply.

f. The structural member of any fence shall be turned to face the property of the person erecting the fence ("good neighbor fence").

Comment: All structural supports should not face the street.

7. Accessory Structures The private garage, evolving from the carriage house and horse barn outbuildings of the 19th century, was modified in the early 1900s to store an automobile. The earliest garages were simple frame structures with no finished floor, and often could only accommodate a single automobile.

Guidelines

a. It is appropriate to preserve, protect, maintain, and retain original outbuildings (storage buildings, garages, carports, greenhouses, gazebos, sheds, detached kitchens, well houses and outhouses).

Comment: This guideline does not apply.

b. It is appropriate to preserve, protect and retain all architectural materials and features that are character-defining elements of garages and outbuildings, including foundations, steps, roof form, windows, doors, architectural trim, and lattices. Replacement materials should be congruous with historic materials in composition, size, shape, color, pattern and texture.

Comment: The applicant is proposing to install wood a shed 12 by 16 feet painted white with a black roof and trim which will complement the main structure on site. Exhibit L, page 23. The shed should be set back 10.1 feet from the property line (line up with the sun room on the side of the house) Exhibit K, page 22.

c. Replacement of garages should be built upon the same basic footprint of the lost structure and be congruous to the historic district.

Comment: This guideline does not apply.

11. Porches, Patios and Steps A distinguishing feature of most houses in historic districts is the front porch. Originally, the front porch kept the entrance dry and provided a place to escape the summer heat. Furnished, the porch was an outdoor leisure area. Other accessories included canvas awnings, blinds made of canvas, wood or reeding, straw or hemp rugs, plant stands, and flower boxes. Entrances and steps serve as an important first view to the property and require significant effort to preserve them as they were originally intended. Porches were embellished with details, which reinforced the architectural style of the house. Machine carved posts, brackets, railings, spindle work, and sawn work make up the “gingerbread” found on Queen Anne style houses. Classical columns and trim work are often found on Neo-Classical and Colonial Revival style houses. The floor of the porch was often originally built with a slight pitch to shed water.

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: This guideline does not apply.

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 applicant wishes to enclose the carport, located in the rear yard to enlarge the screen porch, materials will be used that match the existing screened porch Exhibits L and M, pages 23 and 24.

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: It appears that the enclosing of the carport will not create a false historic appearance.

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: The applicant is proposing to enclose the rear carport to enlarge the existing back porch, Exhibits L and M pages 23 and 24.

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.

Staff Comments 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 Hillis asked about the language in the guidelines for the carport and side porch being converted to a screened in porch and was the carport original to the house. Staff Whitmore stated that she did not think it was original to the house.

Applicant Julia Lagaly stated that the roof that is over the existing porch is straight out from the house and covers the carport also. They have already been approved to remove the driveway that is under that carport. So, it will be just dirt if there is no concrete there anymore. She feels that it will be more pleasing if it continues off the house.

Applicant Jeff Lagaly stated that half of it currently is a screened in porch and the other part is the carport. It would be one porch.

Board member Harbison asked if there are setbacks for driveways. Staff Montgomery stated that there are certain standards for driveways. They will work with the City Street Department.

Board member Harbison stated that the driveway looks like it is on the property line. Staff Whitmore said that she believes there is a five-foot setback.

Applicant's Testimony

Applicant, Jeff Lagaly, 502 Summit Drive.

Mr. Lagaly stated that there is a slight question about the driveway. He said that he went through the rest of the street on Summit Drive. There eight driveways that were either on the line or within one foot. Ms. McLean, with the City of Sanford, mentioned that the current permit is to have a 3 foot off the line and at least 12 feet wide. The problem with that is if you at look where the driveway comes in, the corner to the property line is only 12 foot 8 inches. In order to get a driveway in there, it would have to be 11 feet 8 inches and only one foot off the property line.

Staff Montgomery stated that would be up to the city. The Board would decide if it was incongruous or not, and it would be up to city staff to determine if the driveway meets the applicable standards.

Board member Hillis asked about the driveway on the Exhibits.

Mr. Lagaly stated that the photos were old and Exhibit E showed a dirt driveway in the back, and he said they were gotten from the library.

Board member Cox asked how much of this project is dependent on the driveway being put in.

Mr. Lagaly stated that the alternative proposal is a Hollywood driveway, with two strips, in the same location.

Staff Montgomery stated that a Hollywood driveway is consistent with the neighborhood.

Board member Hillis asked about the finish of the driveway.

Mr. Lagaly stated that it would be a standard concrete, light gray finish.

Board member Hillis asked about Exhibit J, the fence and if it was a proposed fence.

Mrs. Lagaly stated yes. She would like to use the brick off of the brick walk to keep with the property.

Board member Harbison asked on Exhibit I was that the proposed location of the fence, and if there would be a gate.

Mr. Lagaly stated yes, and a gate would be located in the 10-foot area. It would not look like a gate, and be as continuous as possible.

Board member Hillis asked if an engineer had looked at the property regarding the grading.

Mr. Lagaly stated that he is an electrical engineer and he works for a structural engineering firm. The GC for the company came down and helped with the grading plan.

Chair Cline asked about the proposed garden shed color.

Mrs. Lagaly stated that it would be white, with black roof; to match the house.

Board member Harbison asked if there would be any steps needed from the walkway into the house.

Mrs. Lagaly said yes, that they would use concrete. There are concrete steps going into the front of the house and concrete steps at the side of the house.

Board member Hillis asked about the carport addition materials.

Mrs. Lagaly said that the original floor in the screened porch is rotted from all the moisture. She said that all flooring will be replaced and be continuous.

Board Discussion

Chair Cline stated that the removal of the small brick walls, the brick will be repurposed; the driveway to meet with the city standards and will be a concrete gray and if not approved will use a Hollywood driveway and work with staff; the fence meets the standards where repurposed brick will be used; shed meets the guidelines; extend the existing screen porch under the existing carport would create a continuous look and use like materials to be approved by staff; and the steps will be concrete to match the existing steps.

Finding of Fact Motion

Board member Harbison made a motion that the Historic Preservation Commission find as fact that the proposed project COA-25-40, 502 Summitt Drive, who wishes to regrade the rear yard to ensure proper water run-off and drainage away from the house, install new driveway on the west side of the house with access off of Summitt Drive, Install a 6 foot tall wood fence with brick column accents to the rear of the property, starting from the back right corner of the home. Install a 12 x16 foot wood garden shed painted white with black roof and white trim. Extend existing screen porch under the existing car port and install a walkway from the proposed driveway to the rear yard on the west side of the house, is not incongruous with the character of the district, for the reason(s) that there are several other houses in the neighborhood with driveways along the property line; all proposed materials are congruous with the structure and neighboring properties; brick that is being removed no longer serves purpose; driveway lines has been approved to be removed, regrading will further preserve the house to avoid further water damage; offsets discussed for the shed have been agreed upon by City staff; the wood fence is congruous with the neighborhood, and are, for the following reason 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 Wicker, and the motion carried.

Final Motion

Board member Harbison made a motion based on the preceding findings of fact, that the Historic Preservation Commission grant a Certificate of Appropriateness to owners Jeff and Julia Lagaly for COA-25-40, 502 Summit Drive with the following conditions:

1. As an alternative, if the driveway cannot fit in the current size proposed, a Hollywood style driveway is the alternative approved by the Commission.
2. The stairs that would enter from the driveway and walkway into the house will be matching material, and will be approved at staff level.
3. The extension of the porch materials will be of like kind; and will be approved at staff level including the screen, walls and doors.

Motion was seconded by Board member Shepard. The motion carried unanimously.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned on motion of Board member Hillis, seconded by Board member Harbison, and unanimously carried. The meeting was adjourned at 7:30 pm.

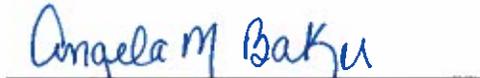
Adopted this 20th day of October, 2026.

BY:



Jason Cline, Chair

ATTEST:



Angela M. Baker, Clerk