

**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, October 20, 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: 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 Shepard made the motion to approve the agenda, seconded by Board member Board member Harbison. The motion carried unanimously.

APPROVAL OF MINUTES

Board member Cox made a motion to approve the minutes from September 22, 2025. Board member Hillis seconded the motion. The motion carried unanimously.

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. Tim Plummer and Liz Whitmore appeared and took the oath

NEW BUSINESS

- A. COA 25-46 – Application by Tim Plummer who wishes to build a colonial revival / modern farmhouse style duplex on vacation lot 307 W. Weatherspoon Street. Modern building materials and techniques are being proposed but the design will hold true to traditional house styling for the area. Remove the plethora of bamboo and remove 22 trees. The back of the lot will have to be scraped to remove all the rhizomes of the bamboo to prevent regrowth. Work with staff on landscaping under a minor at a later date. We commit to install trees installing 2-3” caliper trees.

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-25-46 application from Tim Plummer owner of 305-307 Weatherspoon Street, who wishes to build a colonial revival / modern farmhouse style duplex on vacant lot 307 W. Weatherspoon Street. Modern building materials and techniques are being proposed but the design will hold true to traditional house styling for the area. Remove the plethora of Bamboo and remove 22 trees. The back of the lot will have to be scraped to remove all the rhizomes of the bamboo to prevent regrowth. Work with staff on landscaping under a minor at a later date. Commit to install trees installing 2-3' caliper trees. An ad was placed in the Sanford Herald on Tuesday, October 7, 2025, and Tuesday, October 14, 2025; posted on Tuesday, October 7, 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, October 7, 2025.

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

Exhibit A, page 10– view of the lot from W. Weatherspoon Street

NEW CONSTRUCTION

The objective of the new construction guidelines is not to prevent change, but to ensure that future construction projects respect the general character of the historic district neighborhoods. Applicants for Certificates of Appropriateness for new construction and their architects are strongly urged to meet with the Historic Preservation Staff to discuss their plans and ensure they are not incongruous with the special character of the historic district. Building site refers to the placement of the structure on the lot. Setback and massing should establish a framework of order and coherence. The use of continuous setback patterns ensures a strong and consistent streetscape. Setbacks in historic districts vary, but generally the houses are relatively close to the street.

Guidelines

1. It is appropriate for new construction to be landscaped following the existing guidelines for landscaping (page 30).

COMMENT: The applicant will provide a landscape plan after construction. Staff requests that the Commission allow this to be staff level review as a Minor COA; no certificate of occupancy will be issued for the building until this COA is approved and landscape is installed.

2. Principal elevations should have turf installed or grass planted. It is inappropriate to leave principal elevations at new construction sites as unimproved dirt lots. Corner lots should have street-side elevations similarly improved.

COMMENT: The applicant has stated the they will install turf or plant grass as part of the landscaping.

3. Minimize any grading or site disturbance during construction and limit the use of heavy construction equipment to prevent damage to significant site features and unknown (buried) archaeological resources.

COMMENT: The lot will be graded and all vegetation will be removed. There is an infestation of bamboo at the rear of the lot and the property will have to be graded to at least a depth of 12 inches to rid the area of rhizomes. Heavy equipment will be brought in to complete this grading. At this time, it is unknown if there are unknown archaeological resources on the property.

4. Protect significant site features, including mature trees and known archaeological resources, from damage during or as a result of construction.

COMMENT: The applicant will be removing 22 mature trees and will be clearing the smaller trees and the infestation of bamboo. To remove the bamboo the lot will have to be graded to a depth of at least 12 inches, Exhibit B, pages 11 and 12, (Controlling Bamboo in Landscape Planting, Dr. Joseph C. Neal, Department of Horticultural Science, North Carolina State University) and even then, yearly inspections will have to be conducted to ensure that some rhizomes that may have been missed to not start spreading. The applicant has agreed to install 1–2inch caliper trees to ensure that the canopy in the district stays intact.

Primary Structures Guidelines

1. Site new primary buildings so they are consistent in terms of setback and orientation from the street and spacing between existing buildings with surrounding buildings which contribute to the historic character of the streetscape. New buildings should be set back similarly to their neighbors.

COMMENT: The siting of the new single-family home seems to meet this guideline. Exhibit C, page 13.

2. Design the primary building so that the overall character of the adjacent streetscape and the building site, including its topography and any significant site features, are maintained.

COMMENT: The overall character of the adjacent streetscape, building site, and significant site features will be maintained upon the completion of this project. While the topography will be significantly altered at the rear of the property once the property is built out it will appear to maintain the overall character of the neighborhood.

3. Design new primary buildings to be compatible in height, roof form, scale, massing, material, detail and proportion of the street façade with surrounding buildings that contribute to the historic character of the district.

COMMENT: In general, it appears that the design of the single-family home seems to meet this guideline. However, it should be noted that shutters are not historically an element found on the style of home. Exhibits D and E, pages 14 and 15 are existing home on this block of W. Wetherspoon Street. Exhibits F and G, pages 16 and 17 are the proposed rendering of the duplex the applicant wishes to build. It should be noted that this style of home when built typically did not have shutters, see Exhibit D, page 14.

4. Locate and size door and window openings in new primary buildings so they are compatible in placement, orientation, spacing, proportion, size and scale with those of surrounding buildings that contribute to the historic character of the district.

COMMENT: Per the back-up material the applicant provided this guideline appears to be met. Exhibits D, E, F, G, H and I, pages 14-19.

5. Select doors and windows for new primary buildings that are compatible in material, proportion, subdivision, pattern, detail and finish with those of surrounding buildings that contribute to the historic character of the district.

COMMENT: It appears that the doors and windows are compatible in style with the doors and windows of the surrounding buildings. Please note the windows requested are vinyl and one over one. Exhibits D, E, F, G, H and I, pages 14-19.

6. Select materials and finishes for new primary buildings that are compatible in composition, texture, scale, pattern, detail, finish and color with those of the surrounding buildings that contribute to the historic character of the district.

COMMENT: The applicant has provided a material list and per the list this guideline seems to be met. Exhibits K, L and M, pages 21-23.

7. Design new primary buildings to be compatible with but differentiated from historic buildings in the district. Unless the building is an accurate reconstruction, it is not appropriate to create a false sense of historical development through the duplication of historic features or details from an earlier era on a new primary building.

COMMENT: This guideline seems to be met. Exhibits D, E, F, G, H and I, pages 14-19.

Staff Comments and Analysis

Overall, the building site location and mass, scaling, and design of the duplex seems to be in conformance with the historic district guidelines, yet the building appears differentiated enough that it would be deemed new construction and not historic.

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

Staff Discussion

Board member Cox asked if the setback of 20ft would meet the requirements; some of the houses on the street are further back.

Staff Whitmore stated that the 20ft they have to follow is in the zoning ordinance. There is a cottage on that street may not be 20ft; there is a lot of variation of how they are all setback. It is more pleasing to the eye to have that uneven rhythm, instead a straight line of façades.

Chair Cline asked if the chain link fence would be removed.

Staff Whitmore stated yes, it would come down.

Board member Hillis clarified that all trees (22) would come down off of the lot.

Staff Whitmore stated that all trees were coming down, and good size and variety of trees will be planted to maintain the tree canopy. Mr. Plummer has agreed to plant large scale, appropriate trees.

Board member Galena asked which direction the duplex would be facing.

Staff Whitmore stated that it would be facing Weatherspoon Street. Exhibit F, page 16.

The driveway is on the left and the parking is in the rear.

Applicant Discussion

Applicant Plummer stated that this is a struggling corner in the community, and he wanted to create something nice.

Board Discussion

Chair Cline stated that he is not a fan of removing trees, but they will be removing the bamboo and it will allow the new construction.

Chair Cline said that the landscape has been agreed upon with Staff once the bamboo has been removed and all the grading has been done; the duplex meets the guidelines of the setbacks; and the new construction is similar to the old design and will have shutters to help differentiate between old and new.

Finding of Fact Motion

Board member Hillis made a motion that the Historic Preservation Commission find as fact that the proposed project COA-25-46, 305-307 W. Weatherspoon Street, who wishes to remove all vegetation, including 22 large mature trees, infestation of bamboo and build a craftsman style duplex on a vacant lot, is not incongruous with the character of the district, for the following reasons that the plan is to build a duplex that it is inspired by colonial revival style which is in character of the district, using materials that are new and will fit with the character of the district and appropriately distinct from the current homes in the district, and while the shutters are not indictive of other buildings in the district and will appropriately differentiate the new building from the old; 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 Harbison. The motion carried unanimously.

Final Motion

Board member Hillis made a motion based on the preceding findings of fact, that the Historic Preservation Commission grant a Certificate of Appropriateness to owner Tim Plummer and approve the proposals as shown in COA-25-46, 305-307 W. Weatherspoon Street with the following condition: Work with staff on the landscaping after the construction on the site. Motion was seconded by Board member Cox. The motion carried unanimously.

2. COA-25-47 Application from Punic Properties, LLC, owner 146 S. Moore Street, who wishes to do the following:

Demolition:

Demo the following: remove the non-original storefront framing and T-11 siding along with the 8" tall masonry bulkhead at the base of the framing on the front east elevation. Remove the door and transom on the right (north) side of the façade. Remove the existing non-original windows on the second floor along S. Moore Street. At the rear of the building, masonry will be removed for a new door opening below the location of the existing metal louver that is to be removed. The existing roof will be removed the existing coping will remain.

New Work:

Install a new wood storefront will be constructed based on historical photographs and physical evidence uncovered at the site. The new storefront includes a new wood door and transom at the second-floor stair access and at the first-floor tenant access. A new metal door with transom will be installed on the rear (west) elevation. A new membrane roof, gutters and downspout will be installed. A portion of the south elevation of the building will be infilled on the second floor where it had been previously removed.

Storefront:

Historic Photographs show the building approximately 1915, 120 and 1950s. Early photos show the storefront extending up full height several feet above the height of the existing storefront framing. After interior demolition was complete, the storefront infill can be clearly seen. Ghost marks of the earlier storefront wall meeting the historic tin ceiling are evident and some original framing remains. A current photo of 146 S. Moore and the sister building at 148 S. Moore is also included in the application documentation. The later brick infill of a taller storefront opening can clearly be seen at 148 S. Moore. At 146 S. Moore the top of the masonry opening has been infilled with framing and a plaster-like material. This material likely dates to the 1950's after the storefront was rebuilt and can be seen in the historic photo as Brown's Auto Supply Co. The NR nomination, states that 146 and 148 S. Moore St were built concurrently and in a similar fashion.

The new wood framed storefront is to be full height as originally designed, meeting the decorative historic tin ceiling on the interior along the original ghost marks. A new 20" wood or masonry bulkhead will be constructed below the new full height storefront glazing. The floor at the new recessed entry is to be tile. There will be a new full lite wood door with transom in the recessed entry, and a new full lite wood door with transom above providing entry to the second-floor stair along the right (north) side of the storefront. Based on historic photos which indicate the presence of a cornice above the storefront, a new metal cornice is proposed to be installed at the top of the masonry opening. The new metal cornice will be approximately 12" tall. As demolition occurs on the front of the building, more details about

the original cornice will hopefully be uncovered. Additional details and specifications will be provided for the new metal cornice.

Windows:

New aluminum clad double hung windows are proposed for the second floor along S. Moore Street. The lite pattern is to be one over one. Windows are to be Marvin Ultimate Wood Double Hung G2 with an exterior putty glazing profile. The windows on the back of the building at the later addition are steel. All steel windows are to remain, to be repaired and repainted.

West (rear) elevation:

The existing electrical service panel and conduit will be relocated. The metal louver between the roll up door and the steel window will be removed on the first floor. A new metal door with transom above will be installed in this opening. On the second floor, the existing opening between the steel windows will be infilled with brick.

South Elevation:

A portion of masonry wall has been removed at the intersection of the original, taller building on the east and later addition to the west. There is interior framing in this location that was likely constructed around the same time the portion of the wall was removed, likely as part of a re-roofing or water intrusion issue. The condition will be remediated with the installation of a new membrane roof, gutters and downspouts. The, missing portion of wall will be infilled with an architectural panel to be painted black. Infilling masonry is also considered to be an option in this area. Gutters, downspouts and metal door with transom ate to be painted black. The existing roof coping is to remain. The masonry on the south elevation is in poor condition. This wall is to be repaired with new masonry as required, to match the existing masonry.

The applicant did not show up for the meeting, and was not able to be reached by phone. Motion made by Board member Shepard to continue the case to November 17, 2025. Seconded by Board member Berkely. The motion carried.

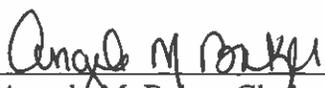
ADJOURNMENT

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 7:30 pm.

Adopted this 17th day of November, 2025.

BY: 
Jason Clinic, Chair

ATTEST:


Angela M. Baker, Clerk