

**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, November 17, 2025, at 6:00 PM.

ROLL CALL

Members Present: Jason Cline, Chair
 Berkley Hillis
 James Cox
 Aaron Shepard

Members Absent: Aidan Harbison, Vice Chair
 Deisy Galena

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

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Board member Shepard made a motion to approve the minutes from October 20, 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. Laura Jackson and Liz Whitmore appeared and took the oath

OLD BUSINESS

This is case was continued from the last meeting, Monday, October 20, 2025.

- A. 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 ransom 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, 1920 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. The 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 building 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 indicated 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 are to be painted black. The existing roof coping is to remain. The masonry on the south elevation is in poor conditions. This wall is to be repaired with new masonry as required, to match the existing masonry.

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-25-47 who wishes to demolish, do new work, storefront, windows, west (rear) elevation, and south elevation as stated in the record. 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.

Staff Exhibit:

Exhibit A, page 16 is the front façade of the proposed building (staff photo).

Applicants Exhibits:

Exhibits B and C, page 17 is the west and south façade of the subject building

Exhibit D, pages 18 and 19, Applicants Project Description

Exhibit E, page 20, Historical Photographs

Exhibit F, page 21, Existing East elevation – Awning has been removed

Exhibit G, page 22, Existing Storefront

Exhibit H, page 23, Photo of the outline of the original interior storefront

Applicants Exhibits Continued:

Exhibit I, page 24, Historical photo of the subject building ca. 1950's & current street view

Exhibit J, page 25, South elevation and interior condition of second floor

Exhibit K, page 26, Site plan

Exhibit L, page 27, Demolition Plans

Exhibit M, page 28, revised Demolition Plan

Exhibit N, page 29, Demolition Elevations

Exhibit O, page 30, Revised Demolition Elevations

Exhibit P, page 31, Floor Plans

Exhibit Q, page 32, Enlarged First Floor Plans

Exhibit R, page 33, Revised Floor Plans

Exhibit S, page 34, Revised Building Elevations

Exhibit T, page 35, Building Elevations

Exhibit U, page 36, Enlarges Storefront and Rear elevations

Exhibit V, page 37, Enlarged North and south elevations

Guidelines

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.

Information on proper rehabilitation techniques is available from many sources. Of particular value are the following three sources: ▪ The Secretary of the Interior's Standards for Rehabilitation. ▪ The companion publication to the "Secretary's Standards" called Guidelines for Rehabilitation Historic Buildings. ▪ Numerous publications from the National Trust for Historic Preservation. ▪ The "Preservation Briefs" from the National Parks Service are particularly valuable. The staff of the NC Division of Archives and History is also available for consultation. And finally, the staff of the City of Sanford Planning Department is willing and able to assist property owners in understanding good practices for building rehabilitation.

The following criteria should guide rehabilitation:

a. Maintenance and Repair

1. The proper maintenance and repair of historic buildings and original elements is preferred over their removal, replacement, or reconstruction.

COMMENT: The applicant is proposing to repair and replace elements of this building.

2. Do not replace complete elements when portions of the element could be patched or repaired.

COMMENT: The applicant is proposing to use matching or similar materials where ever possible when maintaining and repairing this building.

3. Repair damaged elements by using like materials or other materials, which have the same appearance and are compatible with any remaining part of the original element.

COMMENT: The applicant intends to use like materials in the rehabilitation of this building.

b. Removal

1. Remove an historic element only if the feature is beyond repair. Remove a totally deteriorated historic feature or a non-historic feature with the gentlest means possible to protect the underlying or attached historic material.

COMMENT: The applicant intends to 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, Exhibit A, page, 16. Remove the door and transom on the right (north) side of the façade, Exhibits F, G, L M, N and O pages 21, 22, 27, 28, 29 and 30. Remove the existing non-original windows on the second floor along S. Moore Street Exhibits A, F, L, M, N and O, pages 16, 21, 27, 28, 29 and 30. 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, Exhibits B, L, M, N and O, pages 16, 27, 28, 29 and 30. The existing roof will be removed the existing coping will remain.

2. Remove any screening material which was added to the structure in an attempt to hide historic elements and to "modernize" the façade. Avoid removal or change of architectural elements that are important aspects of the historical or architectural character of the building.

COMMENT: The applicant intends to 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, and install a new storefront the replicates the original storefront, Exhibits A, H, I, P, Q, R, S and U pages, 16, 23, 24, 31, 32, 33, 34 and 36.

Replacement and Reconstruction:

1. Replace architectural elements only when the element is beyond repair or missing.

COMMENT: See Comment 1 and 2 above under Removal.

2. Replace a deteriorated element with the same material and in the same design, if feasible.

COMMENT: See comments 1 and 2 above under removal.

3. Reconstruct elements to a scale, material, finish, and color compatible with the historic building.

COMMENT: Any replacement work will be compatible with the historic building (Exhibit D, pages 18 and 19).

4. Prevent addition of elements, which are not original to or appropriate for the historic building.

COMMENT: This guideline does not apply.

5. Avoid attempts to recreate a false historic appearance on buildings that retain little or none of their original historic elements.

COMMENT: This guideline does not apply.

b. Windows and Openings

1. Do not replace historic windows with contemporary treatments.

COMMENT: 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 putt glazing profile. The windows on the back of the building were added at the later addition are steel. All steel windows are to remain, to be repaired and repainted. (Exhibit D, pages 18 and 19).

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

COMMENT: On the front façade the original size, shape, and number of windows shall be maintained as well as the number of window lights (panes). On the rear of the building (west façade) the original steel windows are to be restored. Exhibits A, B, D, pages 16, 17, 18, 19?

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

COMMENT: Per the applicant's submittal no windows have been covered. The rear original steel windows on the rear elevation (west façade) will be retained and restored, Exhibit B, page 17.

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

COMMENT: The original steel windows on the rear of the building are to remain and will be repaired and restored. New windows will be installed on the front façade. Exhibit B, page 17.

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 applicant does not intend to use darkened or shaded glass for replacements for clear glass.

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

COMMENT: No window heating or air conditioning units are to be installed.

c. **Masonry**

1. The regular inspection and maintenance of masonry, with an eye toward the effects of weathering, is preferable to repair and replacement.

COMMENT: On the rear elevation the metal louver between the roll up door and the steel windows will be removed from the first floor. A new metal door with transom above will be installed in this opening (the electrical panel, conduit and meter box will be relocated). On the second, floor, the existing opening between the steel windows will be infilled with brick. Exhibits B, D, T, U and pages 17, 18 and 19, 35, 36 and 37.

2. When repair or replacement is necessary, the new material shall conform to the original in texture, material, and overall appearance.

COMMENT: The areas where brick will be infilled, should complement the existing brick. It should also be noted that on the south elevations it appears that masonry was removed at the intersection of the original taller building on the east and later addition to the west. The applicant intends to infill this area with an architectural panel to be painted black. Infilling this area with

masonry is also being considered to be an option in this area. Should the applicant infill this area with brick it should complement the existing brick. Exhibits B, D, T, U and pages 17, 18 and 19, 35, 36 and 37. The masonry on the south elevation is in poor condition. This wall is to be repaired with new masonry as required, to compliment or match the exiting masonry. (Exhibits C and D, pages 17, 18 and 19) All gutters, downspouts and the metal door on the rear of the building will be painted black, the existing roof coping is to remain.

3. Only originally painted masonry shall be repainted. Avoid the painting of previously unpainted masonry surfaces.

COMMENT: The applicant does not intend to paint any brick that has not been previously painted.

4. Avoid masonry maintenance methods that are destructive to the original material.

COMMENT: To staffs knowledge the applicant does not intend to use masonry maintenance methods that would be destructive to the original materials.

h. Signs and Awnings

1. Signs and awnings shall be compatible with the structure in size, scale, style, material, and graphics.

COMMENT: The applicant has not submitted signage or awning for review.

2. Avoid removal of distinctive signs that are an integral part of the façade or contribute to the historic character of the structure or District.

COMMENT: This guideline does not apply.

3. The location of new signs and awnings on commercial buildings shall conform with the appropriate placement of signs and awnings on historic buildings.

COMMENT: At this time no signage or installation of an awning is proposed. However, the applicant shall submit a Certificate of Appropriateness prior to new signage and awning prior to installation on the subject property.

4. Should only the awning covering be replaced the extension from the front façade of the building may remain. However, if the entire structure is removed, (awning covering and the awning structure) and a new awning structure and covering installed the maximum extension shall not exceed 3 feet from the front façade of the building. If a building does not have an awning and one is installed the maximum extension shall not exceed 3 feet from the front façade of the building.

COMMENT: The applicant removed the existing awning which was approved at staff level (COA 25-44). Should the applicant wish to install a new awning it shall not project more than 3 feet from the front façade.

5. Design and locate storefront signs so that they do not obstruct architectural details of the building.

COMMENT: This will be reviewed at staff level when the applicant submits a COA for signage.

6. Attach storefront signs in a manner, which does not cause damage or major alteration to the historic elements of a building.

COMMENT: This will be reviewed at staff level when the applicant submits a COA for signage.

7. Use signs of a style appropriate to the age of the building.

COMMENT: This will be reviewed at staff level when the applicant submits a COA for signage.

8. Avoid using translucent plastic signs, which have lighting within the sign

COMMENT: This will be reviewed at staff level when the applicant submits a COA for signage.

9. Prohibit billboards and large billboard type signs in the district.

COMMENT: This will be reviewed at staff level when the applicant submits a COA for signage.

i. Utilities

1. Locate utility equipment and facilities in a manner compatible with adjacent historic structures, to the extent feasible.

COMMENT: The electrical panel, conduit and meter box will be relocated.

2. Use landscaping, walls and fences as appropriate to screen utility equipment and facilities.

COMMENT: This guideline does not apply.

3. Locate utility lines underground.

COMMENT: this guideline does not apply.

Staff comments:

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

Staff Discussion

Staff Whitmore stated that this will be a tax credit project and the State Historic Preservation Commission will oversee to make sure all guidelines are followed.

Applicant Discussion

Laura Jackson, Mauer Architect.

Board member Shepard asked the applicant about the windows.

Ms. Jackson stated that they are proposing to replace the vinyl windows with steel windows like on the back of the building.

Chair Cline asked about the approval from the State Historic Preservation office; and is everything moving as it should and is anything being held up.

Ms. Jackson said that everything is moving as it should and the drawing set is continuing and getting all the details. Since SHPO has been, there are updates, including, the store front recommendation is a wood bulkhead below the storefront windows and not masonry; and the back of the building south elevation there is like a bite taken out of the wall and it has been noted that masonry needs to be used in that area and not wood.

Board member Hillis asked about the ghost walls.

Ms. Jackson said that based on the physical evidence that they found based on historic photographs, at some these storefronts configuration was changed after the fires that

happened. Originally the storefront opening was much taller, and there is a historic tin ceiling that is very ornate and unique. The ceiling shows “ghost marks” of an original storefront location. Exhibit page 23.

Board Discussion

Chair Cline stated that this is a State Historic Preservation project; and all requests are reasonable.

Finding of Fact Motion

Board member Cox, moved that the Historic Preservation Commission find as fact that the proposed project COA-25-47, 146. Moore Street, 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 ransom 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 masonry 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, 1920 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. The 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 fight (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 are 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, is not incongruous with the character of the district, for the reason(s) that the facts stated above and is a State Historic Preservation project 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."

Board member Cox made a motion based on the preceding findings of fact, moved that the Historic Preservation Commission grant a Certificate of Appropriateness to owner Punic Properties, LLC, and approve the proposal as shown in COA-25-47, 146 S. Moore Street. Seconded by Board member Hillis. The motion carried.

New Business

Staff Whitmore updated the COA's.

ADJOURNMENT

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

Adopted this 15th day of December, 2025.

BY:



Jason Cline, Chair

ATTEST:



Angela M. Baker, Clerk