



OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING  
JANUARY 8, 2014 - 7:00 P.M.  
OAK RIDGE TOWN HALL

MINUTES

**Members Present**

Ann Schneider, Chair  
Debbie Shoenfeld, Vice Chair  
Mac McAtee  
Ron Simpson

**Staff Present**

Sandra Smith, Town Clerk/HPC Staff

**Members Absent**

Michelle Ungurait

**1. CALL MEETING TO ORDER**

Ann Schneider called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

The roll was called and HPC members Ann Schneider, Debbie Shoenfeld, Mac McAtee and Ron Simpson were present.

**3. APPROVE AGENDA**

**Mac McAtee** made a **motion** to approve the meeting agenda. **Ron Simpson** seconded the motion, and it was passed unanimously (4-0).

**4. NEW BUSINESS**

**Election of chair and vice chair**

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**Debbie Shoenfeld** nominated **Ann Schneider** for the position of chair. **Ron Simpson** seconded, and Schneider was elected unanimously (4-0).

**Mac McAtee** nominated **Debbie Shoenfeld** for the position of vice chair. **Ann Schneider** seconded, and Shoenfeld was elected unanimously (4-0).

**5. OLD BUSINESS**

**A. Town Council report.** Shoenfeld volunteered to draft the report to be given to Town Council. McAtee said he would present the report if able to attend; if not, Sandra Smith said she would do it as a member of staff.

- B. COAs approved/reviewed at staff level.** Smith reported that there had been two COAs reviewed and approved by staff. A COA application had been submitted for removal of a dead tree near the infirmary at Oak Ridge Military Academy; although COAs are not required for removal of dead trees, academy leaders had requested one just to make sure they are in compliance with Historic District Guidelines. The other COA application had been submitted to create a screened porch on an existing patio at 8504 Merriman Farm Road. Staff had visited the site and determined that the porch could not be seen from the road, so the COA was issued.
- C. COAs approved but not completed.** Smith said the sign in front of Oak Ridge Fire Department, which was approved, had not yet been completed. Work was also continuing on the addition to Holt Hall at Oak Ridge Military Academy.

## 6. COMMITTEE REPORTS/UPDATES

- A. Budget update.** Smith presented the budget report, which showed \$9,950.51 left in the fiscal year budget.
- B. Communications outreach.** Schneider said she was pleased with the ads in the Northwest Observer regarding the dedication of the historic marker at St. James AME Church, and another ad will be scheduled to run with the dedication of a marker at the Stafford-Benbow House in the spring. An ad reminding Historic District residents to apply for a COA before doing work to the outside of their homes was also discussed, perhaps to run in March, as was another ad to run later in the year.
- C. Historic inventory/markers.** Commission members discussed where the next historic markers should be placed as well as the possibility of “double” markers, which would designate not only a historic structure but the borders of the Historic District as well. Schneider said HPC determined last year that if a structure has some type of marker, it would not get another, but said she thought some structures on the campus of Oak Ridge Military Academy might warrant reconsideration. She specifically mentioned Maple Glade and Alumni Hall, and asked for comments.

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Shoenfeld said she liked the idea, since the campus could one day change hands and become individual businesses or residences. Simpson said concern had been expressed in the past about having too many signs close together along N.C. 150. Schneider said she was thinking about possibly placing the signs closer to the buildings, with the thought that one day there might be a walking or trolley tour of Oak Ridge.

After additional discussion, HPC agreed by consensus to refer the matter to the subcommittee for a recommendation.

Smith said the Commission might also want to move the dedication of a marker at Ai Church up on the list. Preservation Oak Ridge is working on renovating the building; a new room has been installed, foundation reinforced, new windows were recently put in, and siding will be installed before too long. Simpson said he would contact

Doug Nodine, Preservation Oak Ridge president, to see if the organization might prefer to wait until renovations are further along before a marker is installed there.

- D. Discussion of purchase of artifact display case.** The subcommittee researched the issue and presented three options for discussion. Each had safety glass and locking doors. Schneider suggested Cardinal Millworks be contacted for an estimate on building a display case, and McAtee agreed to contact the company.

**7. CITIZEN COMMENTS**

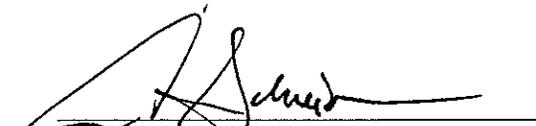
None

**8. ADJOURNMENT**

**Debbie Shoenfeld** made a **motion** to adjourn the meeting at 7:53 p.m. **Mac McAtee** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:

  
Sandra B. Smith, Town Clerk

  
Ann Schneider, Chair