



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING
FEBRUARY 13, 2013 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Chair
Ron Simpson
Ann Pitz, Alternate (Sitting)

Staff Present

Sandra Smith, Town Clerk/HPC Staff
Bruce Oakley, Town Manager

Members Absent

Debbie Shoenfeld, Vice Chair
Mac McAtee
Jim Kinneman, Alternate

1. CALL MEETING TO ORDER

Ann Schneider called the meeting to order at 6:58 p.m.

2. APPROVE AGENDA

Ann Pitz made a **motion** to approve the meeting agenda with the condition that additional conversation be held at a later meeting of needed items when more Commission members are present. **Ron Simpson** seconded the motion, and it was passed unanimously (3-0).

3. APPROVE MINUTES OF JANUARY 9, 2013, MEETING

Ron Simpson made a **motion** to approve the January 9, 2013, meeting minutes. **Ann Pitz** seconded the motion, and it was passed unanimously (3-0).

4. OLD BUSINESS

- **Changes to Historic District Guidelines.** Schneider presented the Historic District Design Guidelines with edits as suggested by Town Manager Bruce Oakley and Town Attorney Michael Thomas. Schneider suggested very minor suggestions not be discussed. Changes discussed and agreed to by consensus included:
 - Clarification that the Guidelines deal with the exterior of properties only.
 - Addition of the specific general statute and specification that the *Handbook for Historic Preservation Commissions in North Carolina* (1994) is only incorporated by reference.
 - Clarification on what documents should be submitted with a COA application, and the word "scaled" be added when describing elevations and building plans.
 - Changing the amount of time in which HPC must render a decision to 180 days per statute.

- Removal of references to the U.S. Secretary of the Interior's Standards and Guilford County Development Ordinance.
 - Allowing colored or stamped concrete driveways so long as they are visually compatible with the structure and surrounding properties.
 - Accepting suggested wording regarding tree pruning near utility lines and poles.
 - Changing the name of an acceptable type of building material from "Hardie Board" to "cementous composite siding."
 - Changing the wording regarding roof pitches.
 - Including wording that states if new evidence comes to light, it should be considered and treated as a new COA application.
- **Budget preparation.** Schneider presented a budget proposal for the 2013-14 fiscal year. The \$10,260 request, which is hereby incorporated by reference and made part of the minutes, was comprised of:
 - Historic markers: \$ 6,235
 - Communication outreach: 1,200
 - Training/education: 250
 - Research materials: 75
 - Display case for Town Hall: 2,500

Schneider said she felt the focus of the Commission should be on the historic markers, outreach, training and research, and the display case kind of falls outside HPC's duties; however, it could come under the HPC's budget and be a joint project with the Town as an area in which to display artifacts related to Oak Ridge's history. If the entire budget request is not granted, then the needs related to HPC's primary activities will take priority over purchasing a display case.

Ron Simpson made a **motion** to approve the budget request for submission to the Finance Committee. **Ann Pitz** seconded the motion, and it was passed unanimously (3-0).

- **COAs approved at staff level.**

None

- **COAs approved but not completed.**

Smith said she had checked with Carolyn Brown, who was granted a COA to remove two trees in January with the condition that two additional trees be planted on her property. The condition has not yet been met.

5. CITIZEN COMMENTS

George McClellan said he was impressed with HPC's 5-year plan for historic markers, and said he was glad to see the Town had officially taken ownership of Old Union Cemetery recently. He thanked Commission members for their service.

Other Business.

Ron Simpson made a **motion** to move Ann Pitz from an alternate on the Commission to a full sitting member. **Ann Schneider** seconded the motion, and it was passed unanimously (3-0).

6. UPDATES

- **Report to Town Council.** Schneider said she had given the report to the Town Council at its February meeting and she and Shoenfeld had presented the 5-year historic markers plan. The Council seemed enthusiastic about receiving the report and only asked and asked about which properties were being considered for markers during the current fiscal year. Schneider and Shoenfeld replied that the HPC is currently considering markers for the St. James AME Church, the Old Mill, and the Stafford House. Schneider also stated that Mike Stone, who was not aware of the background, gave an impassioned plea regarding Duke Energy's tree trimming practices; the mayor asked Stone, as a member of the Planning & Zoning Board, to help develop some proposed changes to make the Town's ordinance regarding trees stronger.

Schneider volunteered to give the report to Town Council at the March 7 meeting since she planned to be there in case Council members had any questions on the proposed changes to the Historic District Guidelines.

- **Budget Update.** Smith presented the budget, which still has a balance of \$5,967.97.

Schneider said she had communicated with Patti Stokes at the Northwest Observer regarding the Commission's advertising credit, which is \$788. Stokes had said the Commission needs to use the credit before May because at that point the Northwest Observer will likely no longer be published on a weekly schedule. Commission members discussed the paper's value to the community, and Schneider said she would discuss the issue more with Stokes.

- **Communications Outreach.** HPC members discussed a couple of ads that might be run in the Northwest Observer as part of outreach efforts. The Plan to do spring remodeling?" ad that ran in 2012 might run again. An ad explaining what the Historic District is and the Commission's function might also be run.
- **Historic Inventory/Markers.** Simpson reported on a meeting that he, Shoenfeld and Smith had attended with Amy Klug, who owns the Old Mill of Guilford with her husband. Klug was very interested and appreciative of the proposed efforts to place a marker at the mill. The group also talked about a possible location for the marker; unlike existing markers, they felt it would not be appropriate to place one near the road or in the right of way at the mill due to the high volume and speed of traffic and danger that could occur if drivers attempt to slow down to read the marker. A good location was found alongside the driveway between N.C. 68 and the parking lot. Oakley had been made aware of the location and didn't believe it would be an issue to place the marker in the utility easement. Schneider said she visited the site later and agreed that the location seemed appropriate.

Schneider said she and Smith had also met with the pastor and several members of St. James AME Church. The group also discussed placement of the sign, which AME Church members would like to have located at the front of the church along N.C. 150 and not at the corner of Sandylea Road.

Oakley and Thomas will discuss whether an easement or simply permission should be obtained from property owners where markers will be placed.

Smith said she would contact Sam and Torie Cook, owner of the Robert Stafford House, regarding possible placement of a marker there.

Schneider said she thought it is time to start drafting the wording that will go on the three markers to be purchased this fiscal year. She suggested another possible communications outreach ad in the Northwest Observer could include information on the Historic Markers; dates of marker dedications could also be included in the NWO calendar.

7. ADJOURNMENT

Ann Pitz made a **motion** to adjourn the meeting at 8:08 p.m. **Ron Simpson** seconded the motion, and it was passed unanimously (3-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Ann Schneider, Chair