



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING
APRIL 11, 2013 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Chair

Debbie Shoenfeld, Vice Chair

Ron Simpson

Mac McAtee

Jim Kinneman, Alternate (Sitting)

Staff Present

Sandra Smith, Town Clerk/HPC Staff

Members Absent

Ann Pitz

1. CALL MEETING TO ORDER

Ann Schneider called the meeting to order at 6:59 p.m.

2. APPROVE AGENDA

Mac McAtee made a **motion** to approve the meeting agenda. **Ron Simpson** seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES OF FEBRUARY 13, 2013, MEETING

Ron Simpson made a **motion** to approve the February 13, 2013, meeting minutes. **Mac McAtee** seconded the motion, and it was passed unanimously (5-0).

4. NEW BUSINESS

Consideration of Michelle Ungurait as HPC alternate. Schneider referred HPC members to Ungurait's application, which was in their packet. Ungurait introduced herself, and Schneider asked Ungurait to tell what kind of special experience or education she had, because a majority of the Commission members are required to have experience or expertise. She also said it was important to discuss the willingness of an applicant to become educated or have knowledge of the general principles governing the HPC and the Design Guidelines and be willing to apply them in the quasi-judicial manner as required.

Ungurait introduced herself, and said she was a Facebook friend of Councilman George McClellan and he had suggested she apply. Ungurait said she had two advanced degrees in history, was a former history teacher, had been in charge of overseeing the history programs for students in Texas and Tennessee, and she had chosen to live in the Town; because of a change in jobs, she will now be able to volunteer.

Schneider asked Ungurait if she had looked at the Design Guidelines, and Ungurait said yes. She said she thought the most important sentence in the Design Guidelines was one about the basis of mutual understanding and expectations among different interested parties.

Commission members then discussed several issues with Ungurait such as how decisions are made, how the Design Guidelines dictate decisions but how some decisions fall within "gray areas," how quasi-judicial boards function and any possible conflicts of interest.

Jim Kinneman made a **motion** to recommend that the Town Council appoint Michelle Ungurait as an alternate to the HPC. **Ron Simpson** seconded the motion, and it was passed unanimously (5-0).

5. OLD BUSINESS

A. Adopt revised Historic District Guidelines. Schneider reported that the revised Historic District Design Guidelines had been approved by the Town Council at its March 7 meeting.

Debbie Shoenfeld made a **motion** to adopt the Historic Design Guidelines dated March 2013. **Mac McAtee** seconded the motion, and it was passed unanimously (5-0).

B. Implementation of revised Historic District Guidelines. Schneider asked Sandra Smith, Town Clerk/HPC Staff, to post the new Guidelines on the Town's website. Shoenfeld suggested making copies of the Guidelines which could be kept at Town Hall and loaned out. Schneider added that Smith and Town Manager Bruce Oakley had revised the Certificate of Appropriateness (COA) application and the COA form several months ago; she requested blank copies of those documents be made and added to the HPC notebooks. She also asked HPC members to keep their copy of the previous set of Design Guidelines until all cases that apply to that document are settled.

C. Discuss FY 2013-14 budget request. Smith reported that the Finance Committee had not asked any questions or made changes to the HPC's budget request of \$10,260. Smith said at this point, she believes the Finance Committee will recommend that the Town Council approve the entire amount.

D. Town Council report. Schneider said she had given the report to the Town Council in March and Shoenfeld had given it in April. Schneider volunteered to draft the next report, and Simpson agreed to give it to Town Council at its May 2 meeting; Schneider said she could report if Simpson is unavailable.

E. COAs approved at staff level. Smith reported that the replacement of a shelter roof at Oak Ridge Swim Club had been approved by staff. The shelter is located behind the main clubhouse and cannot be seen from the road.

F. 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 of a similar species be planted on her property. The trees have not yet been planted.

6. CITIZEN COMMENTS

None

7. UPDATES

- A. Budget.** Smith presented the 2012-13 HPC budget, which has a balance of \$5,967.97.
- B. Historic Inventory/Markers.** Schneider said wording for the historic markers is still being developed; text would be kept minimal and can be augmented with additional information on the Town website. Kinneman asked if text had been approved by property owners yet, and Schneider said that it would be sent to them for input. HPC members discussed wording on the three proposed markers (at the Old Mill of Guilford, Robert M. Stafford House and St. James AME Church). Schneider said the text would be given to the Town Council as part of the HPC's next monthly report.
- C. Communications Outreach.** Schneider said an ad had run in the March 29 issue of the Northwest Observer. One more ad has been paid for, and Schneider suggested perhaps doing outreach regarding the need for HPC alternates.

8. ADJOURNMENT

Jim Kinneman made a **motion** to adjourn the meeting at 8:03 p.m. **Mac McAtee** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Ann Schneider, Chair