



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING
APRIL 13, 2016 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Chair
Debbie Shoenfeld, Vice Chair
Kristin Kubly
Paul Woolf, Alternate

Staff Present

Bill Bruce, Planning Director

Members Absent

Mac McAtee
Caroline Ruch

1. CALL MEETING TO ORDER

Chair Ann Schneider called the meeting to order at 7:00 p.m. She welcomed meeting attendees and introduced Commission members and staff.

2. APPROVE AGENDA

Debbie Shoenfeld made a **motion** to approve the meeting agenda after adding discussion of the N.C. Preservation grant awards and removing approval of the February 17, 2016 and March 9, 2016 meeting minutes. **Kristin Kubly** seconded the motion, and it was passed unanimously (5-0).

3. OLD BUSINESS

A. Town Council report. Schneider said she attended the last Town Council meeting and reported on the Commission's activities. Shoenfeld volunteered to draft the meeting summary and Schneider volunteered to present it at the May 5, 2016 Town Council meeting.

B. COAs approved/reviewed at staff level.

Planning Director Bill Bruce reported that the Bank of Oak Ridge planned to do some work to the canopies and teller machines, and the project fell under the category of a minor COA.

C. COAs approved but not completed.

Bruce reported that Bojangle's had submitted a revised signage plan, which was approved by the Planning & Zoning Board. Bojangle's agreed to abide by the planting requirements in the Design Guidelines, and also agreed to all the changes recommended by HPC.

5. **NEW BUSINESS**

Schneider stated that the Design Guidelines are designed to provide recommendations for design aesthetics within the Oak Ridge Historic District, and they are intentionally broad to allow applicants a broad pathway toward compliance. Their goal is to see that any proposed changes are compatible with the special character of the Historic District and surrounding buildings. The Commission would be conducting a quasi-judicial evidentiary hearing, meaning each Commission member is acting as an independent judge. She said Commission members are each tasked with being impartial. She said the Commission members' individual opinions should not be expressed and the individual opinions of others should not be taken into consideration; the Commission should take the evidence presented, apply the standards established in the Historic District Design Guidelines, make findings of fact, and render a decision accordingly. She asked Commission members to cite the applicable sections of the Design Guidelines in their deliberations, and said they can also use the staff report as a template for discussions. The Commission may approve, disapprove or continue consideration of the COA request, but a decision must be made within 180 days of the date the application was submitted.

Schneider then discussed potential conflicts of interest, and asked Commission members to disclose if they have any potential conflicts of interest involving the COA applications about to be heard. Schneider said she did not have any conflicts; she disclosed that she lived in the adjoining neighborhood regarding the request for Brian and Amy Hall, but she felt she could apply the Design Guidelines faithfully. Other Commission members said they had no conflicts of interest.

- A. **COA-16-04:** Brian and Amy Hall request a Certificate of Appropriateness for a new single-family house on property located at 5942 Tarleton Drive, on the southwest corner of Oak Ridge Road and Tarleton Drive, in Oak Ridge Township. It is Guilford County Tax Parcel #0165534. Zoned RS-40, Historic District Overlay, Scenic Corridor Overlay, Greensboro Watershed (GW-III) Overlay, and is owned by Brian A. and Amy O. Hall.

Schneider read the property description into the record. She asked Commission members if they felt the application came within the scope of decisions allowed by the Commission, and if they felt they had sufficient information to render a decision. All Commission members agreed.

Bruce administered the oath to Brian Hall.

Hall said he and his family were excited about their plans for the lot they had purchased at 5942 Tarleton Drive nearly a year ago. He said they had used the Design Guidelines as the principle as they had planned the design for their home. Hall said they had pulled from the Design Guidelines and specifically implemented several elements, beginning with the site of the home on the 1½-acre lot at the corner of Tarleton Drive and N.C. 150 in Oak Ridge Plantation. The plan has been approved by the homeowners association, Hall said. The landscaping plan is simple, not elaborate, as called for in the Guidelines. No existing trees will be removed during construction of the well, septic, house or driveways, including four large oaks across the front of the property and the buffer along N.C. 150. Hall said the

landscaping, and all the other items he would discuss, are important in the Design Guidelines and also important to he and his wife.

Hall said the garage will be located on the south side of the house where the driveway comes up to the house; that side of the house faces into the neighborhood. The garage is hidden from both the front view of the house and the side facing N.C. 150, Hall said. He pointed out the fencing at the house, saying it was a 4-foot tall, wooden fence with a scalloped design, which exactly matches the fence at the house at the rear of their property. That house is also in the Historic District, he said. The landscaping plan will include native species and will include azaleas, crape myrtles and Leyland cypress, as indicated on the landscaping plan submitted. Hall said plantings will generally be along the foundation wall and along the front of the house and will include a Leyland cypress hedge across the back of the property for privacy and protection of their three children.

Hall said other items outlined in the Design Guidelines that they had tried hard to implement included scale, order, balance, proportion and rhythm. He said the house did not have huge doorways or huge windows, and was designed to human scale. The house, which was essentially the shape of a box, was like the other box-shaped houses located on the side and behind it. Hall said the proposed house included details to help enhance the balance and rhythm. Hall said the style of the house was a mix of Adam, Federal and Colonial Revival styles. The front porch columns were round and very traditional, and the house featured symmetrical massing. Doorways were elaborated by transoms, a feature of those styles mentioned, and the front porch features symmetry in the placement of windows and doors. Per the Guidelines, sliding glass doors had been avoided, and the shutter size fits the size of the windows if the shutters were closed. Mechanical systems will be located to the rear of the home beside the driveway to keep them hidden. Hall said they believed the house would improve the value of neighboring properties, it protects the intent of the Historic District, and is of overall benefit to the Town.

In response to Schneider, Bruce said he had nothing to add to the staff report, but was available to answer questions.

Schneider said the Commission appreciated that the applicant seemed to have thoroughly digested the intent and meaning of the Design Guidelines, and Commission members appreciated the completeness of the application. She said the project was interesting because it is in the Historic District, but it is also part of a well-developed, existing neighborhood. She added that she thought the Commission was considering the context of both of those items.

Shoenfeld said she thought there was an appropriate amount of plantings shown on the landscaping plan and, with the landscaping already present, it seemed adequate. Schneider said she was glad the applicant planned to keep the four large oak trees, and appreciated that no trees would be removed.

Paul Woolf said the parking access and driveway seemed consistent with the Guidelines. Schneider said the staff report points out that the Guidelines encourage parking be located behind houses or as unobtrusively as possible to the side. Schneider said she thought the applicant had accomplished that, particularly since

the garage faced the side of the property. Shoenfeld pointed out that when driving down the street, the garage could not be seen. Regarding the circular drive in front of the house, Schneider said there were several circular drives in the neighborhood, and there is one at Oak Ridge Military Academy, so she did not view that as a problem for this residential location. Woolf said he did not see a problem, and because there is so much screening from N.C. 150, it would not be very visible. Kubly asked if there would be landscaping in the middle of the circular drive, and Hall said they had only planned for grass there at this point. Schneider pointed out that it was a fairly small area, and said the landscaping proposed seemed appropriate. Kubly agreed.

Shoenfeld asked Bruce if it was appropriate to list in the findings of fact items that the Commission has issues with, but that are being resolved by the applicant. Schneider said in the past, the Commission had simply adopted the staff report as its findings of fact unless there is something it disagrees with; Bruce said that was appropriate. Schneider said she thought the Commission could add to the findings of fact that the circular drive is appropriate because it is screened, it is consistent with other residential structures, and there is one at Oak Ridge Military Academy. She said she thought the Commission had resolved any concern raised in the staff report.

Kubly said the fact that the fence matched the one behind it made it compatible, and Schneider agreed.

Schneider said the applicant had addressed how he tried to make the overall plan consistent with the Design Guidelines and the Historic District. Shoenfeld said she thought it was consistent, well placed and everything was in order with that section of the Guidelines. Schneider said the applicant had paid attention to the primary design concepts, and the house has a lovely symmetry and nice rhythm with the windows. Woolf said he also thought the house was consistent with others in the neighborhood, so it would not stand out. Schneider said the house would look at home there, and the siting would not disturb and vegetation, since the applicant had talked about how they planned to use existing vegetation and simply add additional plantings that are appropriate. She said she thought the building's shape and massing goes back to earlier discussions.

Regarding building materials, Schneider asked if samples had been submitted, and Bruce said yes. He said he felt they were well represented on the schematics presented. Schneider said the packet included information on the columns, door, hardware and windows. Shoenfeld asked if vinyl siding was typical for the subdivision. Hall said he had proposed vinyl siding in the three dormers on the top of the house, and it was the same material used on the house to the rear on Billet Road, which is also in the Historic District. He said the back of the house at 5900 Tarleton also has dormers with vinyl siding.

Shoenfeld asked what the windows were made of, and Hall said they were vinyl. Woolf asked what the shutters were made of, and Hall said they would also be vinyl. Schneider pointed out that the applicant had included a photo of a house and, while not the same plan, it was made of the same materials and color palette as the one proposed by the Halls. Hall said his wife had told him to match that house. He said

the house would include a red brick with some brown undertones, the shutters would be dark brown, the trim would be off white, and the roof was the color of weathered wood. He said the samples submitted illustrated their choices.

Woolf asked if there was a reason the Halls had chosen round columns instead of square ones, and Hall said they felt the round columns fit the Colonial Revival style and it was just a personal preference. He pointed out the dark brown color of the shutter to the Commission.

Schneider said the bricks were darker than she originally thought, but the mortar was fairly light. Hall said when you look at the house you actually see more the color of the mortar. He said if you look at the Queen Anne soldier portion on top of the windows, the mortar has been cleaned, which brings out more of the natural color of the brick. Schneider asked if Hall planned to do that same type of detail above the window, and Hall said yes. He said the mortar joints between the bricks are flat, which creates a kind of messy effect since some of the mortar gets on the face of the brick. Schneider said she thought the architectural detailing proposed adds to the design of the house, and Shoenfeld and Woolf agreed.

Woolf asked for clarification on the color shingle proposed; Hall said it was called weathered wood, which is a gray color and actually brings out some of the blue tones.

Schneider said she appreciated that the Halls were proposing the use of appropriately sized shutters for the windows. She asked if all mechanical systems would be located behind the house, and Hall nodded yes.

Debbie Shoenfeld made a **motion** to adopt the findings of fact to include the following:

- The staff report
- Page 41, Section C, item d, of the Guidelines, which say new parking areas should be located behind houses as seen from Oak Ridge Road or Linville Road, or as unobtrusively as possible in side yards. She said the proposed parking is located on the side of the house, and although the circular driveway is located in front of the house, it is screened and typical of the subdivision

Kristin Kubly seconded the motion, and it was passed unanimously (5-0).

Debbie Shoenfeld made a **motion** to approve a Certificate of Appropriateness to allow for construction of a new single-family home for Brian and Amy Hall on property located at 5942 Tarleton Drive in Oak Ridge, Guilford County Tax Parcel #0165534, zoned RS-40, Historic District Overlay, Scenic Corridor Overlay, Greensboro Watershed (GW-III) Overlay. The scope of work, construction, landscaping, etc. would be as described in the COA application dated March 31, 2016, and to be as described in the applicant's presentation and responses to the Historic Preservation Commission during a meeting on April 13, 2016, using drawings, materials, samples and colors as presented to the Commission. The findings of fact include the staff report and page 41, item d, as the circular driveway is screened and typical of the subdivision. **Paul Woolf** seconded the motion, and it was passed unanimously (5-0).

Schneider reminded Hall that any changes to the COA must be approved by the Commission, and commended him for a nice plan.

- B. COA-16-01A:** Philip Cooke requests a revision to Certificate of Appropriateness 16-01, located at 8001 Marketplace Drive, Guilford County Tax Parcel #0165103, in Oak Ridge Township. The property is zoned CU-SC, Scenic Corridor Overlay, Greensboro (WS-III) Watershed, Historic District, and is owned by Oak Ridge Marketplace III, LLC.

Schneider said this is a revised COA to one previously approved. She said she believed the application was eligible, but asked if Commission members felt they had sufficient information to render a decision. The Commission agreed by consensus.

Eric Bradley and Philip Cooke were sworn in by Bruce. Cooke approached the dais and distributed the new construction drawings and elevations. Schneider asked which of the drawings submitted show the revised elevations, and Bradley said they are represented on drawing A.2.2. He said the last time they appeared before the Commission, it was stated that a potential tenant had been found for part of the building, but they did not have any feedback at that time on door and window placement. In working with them since then, the tenant had asked Bradley's firm to eliminate some of the windows to accommodate their layout. On the north end of the building at the area that was recessed, there were originally two 4-foot-wide windows in that area, but the tenant had asked that they be eliminated. Woolf and Shoenfeld asked for more clarification, and Bradley approached the dais in order to explain the changes. Bruce said there were copies of the previously approved and the proposed new renderings in the packet. Shoenfeld suggested that the Commission use the renderings only for discussion of the revised COA request and not the drawings. Schneider pointed out the proposed changes on both the approved and proposed new renderings.

Bradley explained that on the north end of the building on the two flanking sections of the building, there were originally three windows, but that had now been reduced to two windows in each section. The middle section originally had two windows, which had now been deleted. Instead they had been replaced by a knockout panel, which could be removed later and the windows added back in. The accent brick, which had been used on the pilasters, had been placed there instead of the windows at the request of the tenant. Bradley said the new main entrance was on the side of the building that faces N.C. 68. Schneider confirmed that the windows in that wall were changed and the entrance was on the side facing N.C. 68.

Woolf asked if the five windows were changed on the west side of the building and an accent column and door had been added, and Bradley said yes. Schneider confirmed that the five windows were removed as well as the awning.

Bradley referred the Commission back to drawing A.2.2 on the west/rear elevation, and said a roof access ladder was shown that was not on the renderings. He said that was a building code requirement. Schneider noted that one of the buildings in 68 Place is visible from all four sides; she said this building has a similar challenge because it is visible from N.C. 68, Marketplace Drive and the other sides, although the south side is probably the least visible. She said the area Bradley had placed the

roof access ladder was probably the best. Again, Bradley said that was a code requirement.

Schneider asked if Bruce had anything to add to the staff report, and he said no. She said, as the staff report explains, the issue here is the windows and doors. She asked the Commission if it had questions regarding the east side of the building facing N.C. 68, pointing out that those changes were fairly minor, she did not see an issue with them, and felt they were still compatible and consistent with the Design Guidelines. She then directed the Commission to the north side of the building, which faces Marketplace Drive and which has the windows, doors and an awning removed and the decorative brickwork added. She said the window coverage on that side of the building had been reduced to about 5 percent, which is pretty low for a view from a road. She asked if Bradley had considered faux windows there, and Bradley said the last time he appeared before the Commission, there seemed to be a concern that there might be too many windows in the building. He also said he was not a fan of faux windows because they never look the same as real windows.

Kubly asked if the windows would remain on the left side elevation so the sides of the building would look different from each other, and Bradley said yes. Schneider said the second rendering in the new packet showed the south side elevation, which included the possible drive-through window. Schneider said the new rendering created a very different rhythm for the building and what concerned her somewhat was that the north side of the building – because it is the side where drivers will turn in – will almost function as the front of the building. She said at McDonald's, they had almost treated the side of the building that faces Marketplace Drive as equally important to the one that faces N.C. 68. She said they had awnings and windows across that side. Bradley said he did not disagree, but between the recessed area on the building, the fact that the parapet is lower than the adjacent parapet, and the flanking windows created interest and depth.

Shoenfeld pointed out on page 52, item 4 in the Guidelines, which say it is not appropriate for windows to occupy more than 40 percent of the façade of a building, with 10 to 20 percent preferred. She said this project is unique in that there are almost two fronts to the building. She said the new rendering had reduced the window coverage on that side of the building to about 5 percent, which does not meet the Guidelines.

Woolf asked if the percentages shown in the Guidelines are per façade or for the entire building. Shoenfeld said she felt like the Guidelines meant per façade; Bruce said he interpreted it as what could be seen at a given time. Woolf asked if that means no more than 40 percent window coverage per façade, and ideally 10 to 20 percent coverage, and Bruce said yes, for every façade seen from public rights of way. Schneider said on one hand, you could argue that the Guidelines were being met overall, but there was still the issues of rhythm, symmetry and placement per the design concepts. She said that side of the building looked almost empty to her because the architect had established a rhythm with the awnings and windows on the rest of the building; the decorative brick is so much more simplistic that it almost looks unfinished and seems to not fit the pattern established by the other architectural details, she said.

Kubly asked if an awning could be added to that section of the building since the other side has awnings. Schneider said she thought the Guidelines say that architectural details need to be used with good reason. Woolf asked if any other options had been considered there, and Bradley said a false window could be added there, or perhaps he could come up with another idea with additional thought. Shoenfeld read from the Guidelines on page 52, Section H, which say architectural details are of paramount importance in maintaining a characteristic atmosphere. Schneider said she was referring partly to is what is on page 47, Section C, of the Guidelines, which says rhythm refers to the repetition of architectural elements such as the voids and solids of windows and walls between them. She said they did not want something overly simplistic which creates monotony, but they did want a recognizable pattern and rhythm.

Schneider said she thought what would be more consistent with the Guidelines would be to increase the windows along that side, even if they are faux windows, unless there is some other prominent architectural detail that will make that side function more like the front of a building. She said she was worried about the "blankness" of that section, even though the decorative brick had been added there. Bradley asked the Board to remember that they were talking about an approximately 22-foot section; Schneider said that it is in the center of that side of the building and is where the signage would be located. Bradley said that was not necessarily where signage would go.

Shoenfeld pointed out that that side of the building is on an entryway in that it faces Marketplace Drive and is on a road front. Schneider said not only is it on a road front, but it is on the side where all vehicles will be entering the site. She agreed with Bradley that the Commission had not seen a signage plan and did not know specifically where signage will be located, but said she imagined the tenant would want signage in that prominent area. Schneider said she thought that at 68 Place, there was signage on all four sides of the building that faces N.C. 68, and Bruce said he felt like the tenant would probably want a sign on that side of the building. Schneider said she thought that side of the building would need a fuller architectural treatment.

Kubly said on page 52, Section G, item 11, it says it is not appropriate to design or construct blank walls, although this wall is not completely blank. Schneider said she thought it was comparatively blank, so she thought that section of the Guidelines did apply here.

Shoenfeld said she thought the biggest issue is the amount of window coverage. She said she thought if the window coverage were taken care of, that would also take care of a lot of the concerns about architectural details. Schneider agreed, saying all the things mentioned work together. She said she thought the Commission agreed that there was not compliance with the intent and specific language of the Guidelines, and that it had a concern about the blankness of that wall as far as the rhythm and as compared to the rest of the building.

Schneider directed the Commission to the west elevation, which shows the back of the building. Shoenfeld said the back of the building previously had some windows that had been removed, and Bradley agreed, saying that related to the function of

the tenant. He said a doctor's office would not necessarily want windows in exam rooms. Schneider said the Commission had discussed that and the possibility of reducing the window coverage there, and said now there were only service doors located in the back of the building. She said she was comparing the fourth page of the new rendering packet to the third page of the old rendering packet.

Schneider said the old rendering showed five windows, which were focused on the space to be occupied by the medical facility. She said there were no windows for the other spaces, and asked if the doors shown were the back doors; Bradley said they would generally be considered back of house for any type of retail. She said she was playing devil's advocate, but said that side of the building would be very visible from Marketplace Drive. She said on the other hand, she compared the same side of the McDonald's building, and that was the side where their drive-through and a smaller entrance was located. She said it was the most simple of all the building's facades, and that their windows were either drive-through windows or windows located in the dining area. Shoenfeld pointed out that the back of McDonald's actually faces the bank next door, and that there are no windows on that side. Woolf also said that side of the building was obscured by their signage and drive-through menus, and Shoenfeld agreed.

Woolf said on that side of the building, it looked almost as if the columns were lined up on the corners of the building or where there is an indentation, except on the back of the building, where they are just sort of stuck on. He asked Bradley if that was just to visually break up the space, and Bradley said yes. Schneider asked if the rear façade was flat, with no indentations, and Bradley said yes. She said the columns were added to the back to break it up, and there were also service doors, which are not entrances to the building. She said she missed the windows because of the visual appeal, and Shoenfeld agreed, saying she had been excited by the first plan submitted. Schneider said the first rendering had sort of a wrap-around that extended that architectural detail, which she said was very nice, but she could see that the applicant now did not want that. She said it would require more faux windows, if they were included. Shoenfeld said she had been in plenty of doctor's offices that had windows that were covered with window treatments. She said she saw no reason why this doctor could not do that. Bradley said all he could do, depending on the outcome, was go back and ask the tenant if they could live with that.

Kubly pointed out that the original rendering showed no back door. Schneider asked if this tenant's space extended back to the second column, and Bradley said yes. Schneider asked if the tenant needed two back doors, and Bradley said no, but because they will be occupying 4,000 square feet of space, they are essentially occupying two bays of the building. He said a back door was included in each bay of the building in the event that this tenant leaves and Cooke later leases that space to two individual tenants. Schneider asked if including the two back doors would allow more flexibility for possible future needs, and Bradley said yes.

Schneider asked if all the personnel doors – except the first and perhaps the second one – were centered between the columns. She asked if Bradley had any input on that, and Bradley said even on the windows, they had only received casual input from the tenant. He said although the back doors would be there, they might

possibly shift a little to accommodate the tenant's layout. Shoenfeld asked if the tenant had seen the plan; Bradley said yes, that the tenant was who make the request to eliminate the windows, but they had not yet submitted a floor plan. Schneider asked if the tenant was trying to increase their flexibility and if they saw the windows as potentially constraining, and Bradley said yes.

Schneider said Tractor Supply had wrapped its window treatments, which she understood they had not wanted to have, one-third to one-half way around the building. Shoenfeld said that was basically what Bradley had originally proposed for this building, and Bradley agreed. Shoenfeld said that was very nice, because so much of this building is within public view. She said she thought the building needed more windows. Schneider said this was a unique property that she thought had to be treated a little differently. She said 68 Place is not in the Historic District, but asked Bruce if one of its zoning conditions was that it meet Historic District standards; Bruce said yes, and Bradley said his firm had also designed that building. Schneider said she thought the applicant needed to go more in that direction, at least for about the first half of the building. She said there could actually be fewer windows or something different on the back of the building.

Bradley asked if they needed to keep more windows in the first bay on the west side; Shoenfeld asked if he was talking about in the faux architectural column space, and Bradley said yes. Schneider said she thought that would make a big difference. Bradley said the next bay actually contained a structural brace, so it would be difficult to change that. Shoenfeld said she also thought some windows needed to be added to the front. Schneider said she thought Bradley needs to address the first bay on the north end. Shoenfeld said she thought the applicant needed to get the window coverage up to 10 percent on the front. Cooke said he did not mind, he understood certain things have to be done in the Historic District, and he would take that message back to the tenant. He asked the Commission for feedback on whether it is OK to address the issue with faux windows if the tenant decides they do not want windows on the inside. Schneider said she thought that would be great. Shoenfeld said JP Looney's was a good example of using faux windows, and Cooke also said that was also seen at Tractor Supply.

Schneider said that the expanse that has no windows is 22 feet wide; she asked if the bay on either side of it was also 22 feet. Shoenfeld said the scaled drawing showed they were 18 feet wide. She said it is 25 feet from pilaster to pilaster, and then it reduces down to 18 feet on the west side. Schneider asked if the Commission believed that if the applicant installed windows in the first section along the back, would that be sufficient, or if they thought it was important that the applicant also put windows in the second section. Bradley reminded the Commission that there was a structural brace in the second section. Shoenfeld asked if the applicant would install windows in the first section on the back side to make it more compatible with the Historic District. Schneider said that façade of the building would be very visible. Shoenfeld said on the northern end of the building, there needed to be 10 percent window coverage. Schneider clarified that they can be faux windows, but Shoenfeld said they needed to look real because of their location. Cooke said he thought they could do here something similar to what they did at Tractor Supply.

Schneider said the applicant was talking about using a different kind of glass, called Spandrel. She asked if the awning would be repeated in the north and west elevations with the additional windows, and Bradley said yes.

Shoenfeld asked the Commission if it should continue or deny the request since the applicant intended to resubmit the plan. Bruce said he thought site work and grading did not necessarily need to be held up by the Commission's decision. He said if the applicant could wait another 30 days to get a building permit, it might be easier to continue the case. He said the Commission could also approve the request conditioned upon staff review. Schneider said she did not want to hold up the applicant; Cooke said they were under some time constraints, but they would be happy to have the plan redrawn and approved by either the Commission or Bruce.

Schneider asked if the Commission could approve the details by email or viewing the changes at Town Hall, and Bruce said yes. Bradley said, after talking with someone from Guilford County, that they would not be able to approve building permits until they receive confirmation from the Town that the plan has been approved. Shoenfeld suggested perhaps granting the COA with the condition that the Commission must approve the final drawing, but that it can do it without a formal meeting. Bruce said the Commission could do that and include very explicit details about what it wants to see so that when the revised drawing is submitted, the Commission just needs to verify that what was submitted is acceptable. He said once the Commission had verified that the COA conditions had been met, the Town could forward that information on to Guilford County. Schneider asked Bradley how quickly he could submit a revised drawing, and he said possibly by the following day. She said approval could generally be done quickly. Bradley asked if the Commission wanted to see the changes in the rendering or the elevations, and Schneider said the elevations. She said everyone on the Commission would have an opportunity to view the changes, once submitted, and provide input by Monday; Bruce said he thought that was possible since just a review of the changes would be needed.

Schneider asked the Commission to adopt the staff report as part of its findings of fact. Shoenfeld asked if the Commission could begin discussion with the topic of rhythm, which is item C on page 47 of the Guidelines. Schneider said she understood the Commission believed adding additional windows to the north side of the building would better fulfill the primary design concepts, particularly item C on page 47, which refers to rhythm. Woolf noted page 52, item G, numbers 4 and 11, and Schneider said the finding of fact would be that the applicant should have at least 10 percent of windows on the north façade and those windows should be wrapped around to the first bay of the west façade.

Paul Woolf made a **motion** to accept the findings of fact. **Kristin Kubly** seconded the motion, and it was passed unanimously.

Debbie Shoenfeld made a **motion** to approve a request to revise COA-16-01 to allow for changes to the construction project located at 8001 Marketplace Drive, Guilford County Tax Parcel #0165103, in Oak Ridge Township, zoned CU-SC, Scenic Corridor Overlay, Greensboro (WS-III) Watershed, Historic District, and owned by Oak Ridge Marketplace III, LLC. The scope of the work will include windows and doors, etc., at the northernmost tenant

space as described in the request for a COA dated April 8, 2016, and as described in the applicant's presentation and responses to the Historic Preservation Commission at its meeting on April 13, 2016, using renderings and drawings as presented to the Commission. The work is conditional upon the following stipulations:

- HPC evaluation and approval of window and door locations on the west and north side elevations

The findings of fact include:

- The staff report
- Page 52, G.4. which requires 5 to 10 percent windows on a façade, and G.11., which says it is not appropriate to design or construct blank walls
- Page 47, C. to address rhythm by adding windows to the north side of the building to adhere to the Guideline requirements and because that is a highly visible façade. Faux windows are acceptable because there is a precedence for them in the Historic District.

Paul Woolf seconded the motion, and it was passed unanimously (5-0).

6. COMMITTEE REPORTS/UPDATES

A. 2015-16 budget updates.

The 2015-16 budget update was included in the packet, which is hereby incorporated by reference and made a part of the minutes.

B. 2016-17 budget proposal.

The Commission's budget request had been submitted to the Finance Committee. The first public hearing of the budget would be at the Town Council in May. Schneider encouraged Commission members to attend if possible.

C. Historic inventory/Markers.

Schneider said she emailed the owner of the property at N.C. 150/Williard Road regarding a possible marker on his property, and she would continue to try to contact him. The Ai Church marker dedication was scheduled for April 23 at 11 a.m.

D. Communications outreach.

No report

D. Display case.

No report

E. Grant program.

Schneider said an information session was held on April 4, and four or five property owners attended. N.C. Preservation grants were also briefly discussed.

F. Training.

No report

7. **CITIZEN COMMENTS**

None

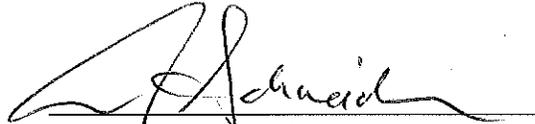
8. **ADJOURNMENT**

Kristin Kubly made a **motion** to adjourn the meeting at 8:56 p.m. **Paul Woolf** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, CMC, Town Clerk



Ann Schneider, Chair