



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING
MAY 8, 2013 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Chair
Debbie Shoenfeld, Vice Chair
Ann Pitz
Mac McAtee

Staff Present

Sandra Smith, Town Clerk/HPC Staff

Members Absent

Ron Simpson
Jim Kinneman, Alternate
Michelle Ungurait, Alternate

1. CALL MEETING TO ORDER

Ann Schneider called the meeting to order at 7:01 p.m.

2. APPROVE AGENDA

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

3. APPROVE MINUTES OF APRIL 11, 2013, MEETING

Debbie Shoenfeld made a **motion** to approve the April 11, 2013, meeting minutes. **Mac McAtee** seconded the motion, and it was passed unanimously (4-0).

4. NEW BUSINESS

- **Request for COA:** Oak Ridge Fire & Rescue Company, 8325 Linville Road, Oak Ridge, NC 27310, requests a COA for modification of an existing sign. Guilford County tax parcel number 0165642. Zoning classification RS-30.

Because Fire Chief Steve Simmons was unable to be at the meeting, he requested the case be continued to the June meeting. Prior to acting on the request, Schneider said some obvious things were missing from the application. After discussion, the Commission directed staff to contact the applicant, requesting information on the wattage and design of light fixtures, information pertaining to the full height of the sign and its height from the ground, and specifications or samples of materials and colors to be used on the sign.

Mac McAtee made a **motion** to continue the case to the regular HPC meeting in June. **Ann Pitz** seconded the motion, and it was passed unanimously (4-0).

5. OLD BUSINESS

- A. **Town Council report.** Schneider said Ron Simpson had given the report to the Town Council in May, and thanked Shoenfeld for drafting the report. She reported that Michelle Ungurait had been approved by Council as an alternate on the Commission. Copies of the draft historic marker text were given to the Council, and the Council had no questions. Schneider said a Council member had asked about a timeline, and it was reported that once the text is completed, a copy will be distributed to Council members and they will be kept abreast of when dedication ceremonies for the markers would be held.

Ann Pitz agreed to give the report at the Town Council meeting in June; Ann Schneider will serve as a backup.

- B. **COAs reviewed/approved at staff level.** Sandra Smith reported that there had been none in the previous month.
- C. **COAs approved but not completed.** Smith reported that Carolyn Brown still needed to plant two trees to replace ones that had been removed; Smith also provided a brief update on CrossFit.

6. UPDATES

- A. **Training needs.** Commission members discussed the need for review/training in quasi-judicial procedures, particularly with new alternate members being appointed. Schneider said perhaps one HPC member could lead a 10-minute review/training session for new members on topics such as conflict of interest, ex parte communications, etc. Because of the legal issues involved, the HPC may want to seek additional information and guidance.
- B. **Historic Inventory/Markers.** Schneider said wording for the historic markers has been sent to the first two property owners for review, and she is awaiting info from the third. The order for the markers should be able to be placed prior to July 1.
- C. **Communications Outreach.** Schneider said she would prefer to use future ads to promote the erection of the three historic markers. Regarding the status of the Northwest Observer, Smith said she understood it would continue to be published weekly at least through the end of the year.
- D. **Other.** McAtee said that in the future, staff needs to be sure to collect a complete packet of information to go along with a COA application including material samples, exact measurements, etc. Schneider added that she would like to see a checklist of items that should be submitted with an application created, including a box for additional information not otherwise listed to help the Commission understand the request; she asked HPC members to begin thinking of ideas that should be included. Shoenfeld reminded the Commission that it can tell an applicant that a COA request cannot be approved if all necessary information is not included with the application; Schneider added that HPC should not be swayed by emotions or the desire of the applicant to hurry.

7. **CITIZEN COMMENTS**

Steven Lantz, former HPC chairman, said the Commission was doing a great job.

8. **ADJOURNMENT**

Ann Pitz made a **motion** to adjourn the meeting at 7:43 p.m. **Debbie Shoefeld** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Ann Schneider, Chair