



OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING  
JANUARY 11, 2012 - 7:00 P.M.  
OAK RIDGE TOWN HALL

Minutes

**MEMBER PRESENT:**

Debbie Shoenfeld, Interim Chair  
Ann Schneider  
Mac McAtee  
Ron Simpson  
Ann Pitz, Alternate  
Jim Kinneman, Alternate (not sitting)  
Pearse Edwards, Alternate (not sitting)

**STAFF PRESENT:**

Heather Birch, Town Clerk  
George McClellan, Town Council Liaison

**MEMBERS ABSENT:**

Steven Lantz

**1. ELECTION OF INTERIM CHAIR**

**Mac McAtee** made the **motion** to elect Debbie Shoenfeld as the Interim Chair until such time that proper election takes place. **Ann Schneider** seconded the motion and it was passed unanimously (5-0).

**2. CALL MEETING TO ORDER**

**Debbie Shoenfeld** called the Historic Preservation Commission meeting to order at 6:59pm.

**3. APPROVE AGENDA**

**Mac McAtee** made the **motion** to amend the January 11, 2012 agenda by removing the Election of Chair and Vice-Chair. **Ron Simpson** seconded the motion and it was passed unanimously (5-0).

**4. APPROVE MINUTES OF DECEMBER 14, 2011**

**Ron Simpson** made the **motion** to approve the minutes of December 14, 2011 meeting. **Mac McAtee** seconded the motion and it was passed unanimously (5-0).

**5. NEW BUSINESS**

- Budget Preparation
  - McAtee suggested calling a special HPC meeting with Lantz in attendance to discuss the budget process
    - Lantz is the only current member familiar with the budget process
  - Simpson expressed that HPC should continue to put up location markers
    - Historic landmarks may be difficult because of the irregular shape of the Historic District

- Shoenfeld hopes a case can be made that marking the district is a priority
- Schneider stated that the Historic District represents Oak Ridge's primary historic resource and that raising awareness of its boundaries is central to the HPC's mission of increasing compliance with the Design Guidelines
- Shoenfeld felt that HPC should include \$5,400 in the budget request for historic markers
- McClellan said that you should design your budget based on historic markers at locations, rather than district markers
- Kinneman suggested that there is only a specific amount money HPC would probably receive
  - Unlikely that you will receive money for both historic markers and district markers
  - Educate Town Council members on your request for district markers
- McAtee would like display case (at Town Hall) for historic items that citizens are willing display
- Pitz raised the question that if residents knew there was a display case in Town Hall they would come forward with items
  - McAtee thought residents would
- Simpson asked if preservation of historic items was within the limitations of the Commission's character
  - Schneider said that she believes such activities are not central to the HPC's charter, which is focused on the historic preservation of structures; HPC would need a clear mandate to expand into the preservation of historic artifacts
- Schneider proposed requesting \$600 for communication outreach, \$2,000 for historian research services and \$5,400 for historic markers
- Pitz suggested added additional funding for scientific research (i.e. core samples) for the confirmation of the historic sites and detailed research
- Schneider suggested making a list of the most significant structures in the Historic District and developing a prioritized, multi-year plan for historic markers. Historic research services could be used to undertake research related to developing the plan or researching individual markers.
- Shoenfeld suggested that McAtee put an amount together for the display case

## **5. OLD BUSINESS**

- Swear in Ann Pitz, Jim Kinneman and Pearse Edwards as HPC Alternates
  - Alternates were sworn in by the Town Clerk, Heather Birch

## **6. UPDATES**

- Design Guidelines
  - Review of a final redraft of the Design Guidelines will be shifted to the February HPC meeting. Revisions to date have consisted of revising outdated information, and increasing clarity through improved language, and reorganization of appendices to increase ease of use for applicants.
- Historic Signs Report (Debbie)
  - The commission will move forward with its request for district markers

- Communications Outreach (Ann)
  - Schneider would like to continue leading citizens to the website
  - Schneider will propose (2) ½ half pages to the NW Observer instead of one full page
  - Schneider suggested that HPC give a more thorough report at Town Council meetings of projects that the commission is working towards
  - Kinneman suggested to formally/informally let Council know about projects that are being considered
  - McClellan suggested giving a detailed report at the Town Council meeting and lobby for what you want

7. **CITIZEN COMMENTS**

- Kinneman suggested to add ANSI A300 Pruning Standards to the tree section in the design guidelines. HPC members discussed how these standards could assist residents of the Historic District and the HPC in providing clearer guidelines for appropriate pruning. The HPC would need to incorporate the full text of ANSI A300 standards into the Design Guidelines.

8. **ADJOURNMENT**

**Ann Schneider** made the **motion** to adjourn the meeting at 8:01 PM. **Mac McAtee** seconded the motion and it was passed unanimously (5-0).

Respectfully Submitted:

  
For Heather Birch, Town Clerk

  
Steven Lantz, Chair