



OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING  
JUNE 13, 2012 - 7:00 P.M.  
OAK RIDGE TOWN HALL

Minutes

**MEMBERS PRESENT:**

Steven Lantz, Chair  
Debbie Shoenfeld, Vice Chair  
Ann Schneider  
Ron Simpson  
Jim Kinneman, Alternate (Sitting)  
Ann Pitz, Alternate (Not sitting)

**STAFF PRESENT:**

Sandra Smith, Town Clerk/HPC Staff

**MEMBERS ABSENT:**

George McClellan, Council Liaison  
Mac McAtee  
Pearse Edwards, Alternate

**1. CALL MEETING TO ORDER**

Steven Lantz called the Historic Preservation Commission meeting to order at 7:00 p.m.

**2. APPROVE AGENDA**

Ann Schneider made the motion to approve the agenda of the June 13, 2012, meeting. Ron Simpson seconded the motion and it was passed unanimously (5-0).

**3. APPROVE MINUTES OF MAY 9, 2012**

Debbie Shoenfeld made the motion to approve the minutes of the May 9, 2012, meeting. Jim Kinneman seconded the motion and it was passed unanimously (5-0).

**4. NEW BUSINESS**

None

**5. OLD BUSINESS**

**A. Report to Town Council**

Ann Pitz presented the Commission's monthly summary at the Town Council's June 7 meeting. Steven Lantz and Jim Kinneman said they thought it was a good idea that the report is detailed and is being given by different members of the Commission each month. Ann Schneider commented that, because the Northwest Observer reports everything that happens at Town Council meetings, last month's report contained good information and that was a good way to get news out to the community. Kinneman volunteered to give the report at the July 5 Town Council meeting; if he has to be out of town, Ron Simpson agreed to stand in. Sandra Smith volunteered to give the report anytime a Commission member is not available.

**B. Review of Guidelines for Final Corrections**

Debbie Shoenfeld called the Commission's attention to several places in the Historic Guidelines that she felt should be changed; although changes are being proposed to the Guidelines, those changes are simply to the structure of the document to make it more user friendly. Changes are not being proposed to the Guidelines' content. After discussion, Jim Kinneman suggested the recommended changes be made to the Guidelines and highlighted so the Commission members can review the changes again. The Commission discussed whether the town attorney would need to approve the recommended changes; Kinneman suggested getting a copy to the town manager as soon as possible so he could determine whether the town attorney would need to review the document. Ann Schneider suggested requesting Council consider approval of the revised Guidelines at the August Town Council meeting so as many Commission members as possible could be present to answer questions. Schneider agreed to draft an executive summary of the Guidelines changes; she will send a copy to other Commission members for their input.

### **C. Budget Update**

Ann Schneider reported that there was \$1,625 of the Commission's 2011-12 fiscal year budget which had not been spent. She had suggested to Bruce Oakley purchasing 16 copies of the ANSI 300 Guidelines and pre-purchasing three ½-page ads in the Northwest Observer to run in the 2012-13 fiscal year. By doing that, the Commission hopes to use its 2012-13 budget of \$6,000 for historic markers.

**Jim Kinneman** made a **motion** to purchase 16 copies of the ANSI 300 Guidelines and three ½-page ads to run in the Northwest Observer in the 2012-13 fiscal year. **Ann Schneider** seconded the motion and it was approved unanimously (5-0).

Ann Schneider said she would like to on each month's agenda how much of the Commission's budget was left so it could be better kept up with in the future. She added that Oakley said the town did not receive a budget request for 2012-13 from the Commission, but that the mayor had requested a \$6,000 budget for the Commission to allow them to continue to put up historic markers. Steven Lantz said he would check his emails to make sure the budget request was sent in.

Ann Schneider discussed getting photos of all the historic markers and including a photo of one on the next Northwest Observer ad. Coincidentally, Sandra Smith had already done that and presented photos of the seven markers in the town (Jesse Benbow House, Charles Benbow House, Sanders-Blaylock House, Oakhurst, Old Union Cemetery, Oak Ridge Public School and Old Fire Station 15). Schneider said these should all be put on the town website.

### **D. Historic Inventory**

Ann Pitz reported she and Sandra Smith had met. As the Historic Inventory of properties is being done, the next step will be to set up criteria for determining which properties on the list deserve recognition with a marker. Ann Schneider had volunteered to work on this. Because it is important that the markers be seen, the Commission felt they generally should be placed along main roads. Jim Kinneman said that at times, it might be appropriate to locate a marker along a major road and to designate a nearby property (i.e., a historic marker might say "1/4-mile east of here, ..."),

and Ann Schneider agreed. The state Historic Preservation Office has provided Sandra with a free copy of its database for the inventory; once the Oak Ridge info is entered, the state will add it to the state's records. Pitz said resources for gathering additional information might include old Greensboro News & Record articles on Oak Ridge and historic organizations - such as the Guilford County Native American Society or Quakers.

The Commission discussed whether sites on the National Register of Historic Places - such as Oak Ridge Military Academy and the Old Mill of Guilford - might also be eligible for town historic markers. Although there is a state marker at the academy, there is no marker (other than one put up by a previous owner) at the mill. Ann Pitz said she thought it was possible to petition for a marker at sites on the national register.

**6. CITIZEN COMMENTS**

None

**7. UPDATES**

**A. Historic Markers (Debbie)**

Marker discussion was held as part of the Historic Inventory discussion. Previously suggested sites of Ai Church, St. James AME Church and Morning View School will remain on the list as the criteria for historic markers and historic inventory project continue.

**B. Communications Outreach (Ann)**

Ann Schneider had previously emailed Commission members a copy of the next ad to run in the Northwest Observer for input.

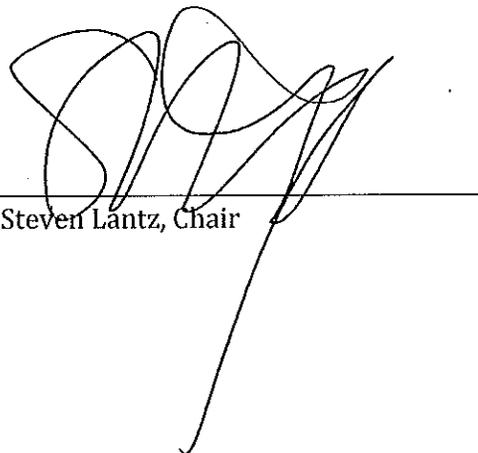
**8. ADJOURNMENT**

**Jim Kinneman** made the **motion** to adjourn the meeting at 8:33 p.m. **Ann Schneider** seconded the motion and it was passed unanimously (5-0).

Respectfully Submitted:



Sandra B. Smith, Town Clerk



Steven Lantz, Chair