



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING  
OCTOBER 18, 2017 – 7:00 P.M.  
OAK RIDGE TOWN HALL**

**MINUTES**

**Members Present**

Ann Schneider, Chair  
Caroline Ruch  
Kristin Kubly  
Paul Woolf (Arrived at 7:12 p.m.)

**Staff Present**

Sandra Smith, Town Clerk

**Members Absent**

Debbie Shoenfeld, Vice Chair

**1. CALL MEETING TO ORDER**

Chair Ann Schneider called the meeting to order at 7:10 p.m.

**2. APPROVE AGENDA**

**Kristin Kubly** made a **motion** to approve the amended agenda after removing item 4.F. Approval of Revised HPC Rules of Procedure. **Caroline Ruch** seconded the motion, and it was passed unanimously (3-0).

Paul Woolf arrived at the meeting.

**3. APPROVE MINUTES**

**Kristin Kubly** made a **motion** to approve the minutes of the April 26, August 30 and the September 13, 2017 special meetings and the August 16, 2017 regular meeting. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

**4. OLD BUSINESS**

**A. Town Council report.** Schneider volunteered to present the report to the Town Council.

**B. COAs reviewed/ approved at staff level.**

None

**C. COAs approved but not completed.**

COAs not completed include painting at L&T Small Engine Repair, construction of two houses in the Barrow Place subdivision, the parking lot at Oak Ridge Town Park, and Pugh Oil.

**D. Design Review Meetings.**

None

**E. Historic District violations.**

None

**5. NEW BUSINESS**

**A. Discuss recommendation of Brian Hall and Barbara Engel as HPC alternates.**

Hall and Engel introduced themselves to the Commission, told of their background and interest in serving, and answered Commission members' questions.

**Paul Woolf** made a **motion** to request that the Town Council appoint Brian Hall and Barbara Engel as HPC alternates. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

**B. Design Guidelines Illustration Project.**

Schneider said the first step in the project was to make a few small clarifications, which did not affect the content of the Design Guidelines. Schneider and Shoenfeld had gone through the document and made suggestions, and she had asked Town Clerk Sandra Smith and Planning Director Bill Bruce go over them and recommend whether the document should be reviewed by the Town attorney. She asked Commission members to go through the Guidelines and make recommendations on where the addition of charts or illustrations would be helpful.

**6. COMMITTEE REPORTS/UPDATES**

**A. 2017-18 budget update.**

**B. Explore Historic Oak Ridge celebration – post mortem.**

Items suggested for discussion before the next Historic Oak Ridge event is held included the road closing, vendor parking and check in, shuttle bus, and hiring an event photographer. The event made about \$7,500 in profit, which will go toward the grant program.

**C. Grant program.**

**D. Historic Inventory/Markers.**

**E. Training.**

**F. Communication outreach.**

G. Display case.

7. CITIZEN COMMENTS

None

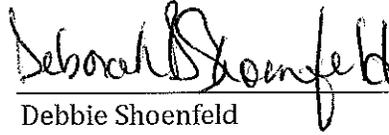
8. ADJOURNMENT

**Kristin Kubly** made a **motion** to adjourn the meeting at 8:17 p.m. **Ann Schneider** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, NCCMC, CMC  
Town Clerk



Debbie Shoenfeld  
Vice Chair