



**OAK RIDGE HISTORIC PRESERVATION COMMISSION MEETING
AUGUST 16, 2017 - 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

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

Staff Present

Bill Bruce, Planning Director

Members Absent

Caroline Ruch

Note: These minutes were created without the aid of an audio recording and were done from the memory of members of the HPC and staff in attendance at the meeting.

1. CALL MEETING TO ORDER

Chair Ann Schneider called the meeting to order at 6:56 p.m. She welcomed meeting attendees and introduced Commission members and staff. Schneider then explained the purpose and goals of the Commission, which is to see that any proposed changes are compatible with the special character of the Historic District and the surrounding buildings.

2. APPROVE AGENDA

Paul Woolf made a **motion** to approve the agenda. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

3. APPROVE MINUTES

Debbie Shoenfeld made a **motion** to approve the minutes of the March 15, 2017 meeting and May 10, June 14, July 12 and July 26, 2017 special meetings. **Caroline Ruch** 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

F. Approval of revised HPC Rules of Procedure.

Paul Woolf made a **motion** approve the revised Rules of Procedure. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

5. NEW BUSINESS

Schneider said the Commission would conduct a quasi-judicial evidentiary hearing with sworn testimony, which means each Commission member acts as an independent judge and a member of the Commission, and all testimony is legally binding. She stated that the Design Guidelines are designed to provide recommendations for design aesthetics within the Oak Ridge Historic District and are intentionally broad to allow applicants a broad pathway toward compliance, with the goal of ensuring approved projects are compatible with the District and the surrounding buildings. She said Commission members are each tasked with being impartial, without taking the opinions of themselves or others into account, and that all applications must be approved, denied or continued within 180 days. She stated that appeals of the Commission's decisions are heard by the Board of Adjustment; appeals of Board of Adjustment decisions are heard by Guilford County Superior Court.

Schneider then asked if Commission members had any conflicts of interest about any of the COAs under consideration: A fixed opinion; undisclosed ex parte communications with anyone; a close familial, business or other relationship with an affected person; or a financial interest in the outcome of a case. Commission members indicated they had no conflicts.

- A. COA CASE # 17-02A (Amended):** Johnson and Lee LLC requests approval for a change in paint color for a previously approved COA for new single-family residence. The property is located at 8430 Linville Road in Oak Ridge Township, is Guilford County Tax Parcel #0222368, and is zoned RS40, Historic District Overlay. It is owned by Johnson and Lee LLC.

Schneider read the property description, then asked Commission members to confirm the eligibility of the project, whether it fell within the scope of the Design Guidelines, and whether they had sufficient information to make findings of fact and render a decision. Commission members agreed by consensus that they did.

Shoenfeld said the light gray color was appropriate for the Historic District.

Debbie Shoenfeld made a **motion** to accept the staff report as findings of fact, and to add that the light gray color complements and respects the existing character of the District's historic resources. The paint color is appropriate to the architectural style of the structure and is not incongruent with Section C.2.k. Paint and Colors. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

Debbie Shoenfeld made a **motion** to approve COA # 17-02A to allow for a change in paint color. The property is located at 8430 Linville Road in Oak Ridge Township, Guilford County Tax Parcel #0222368, zoned RS-40, Historic District Overlay, and owned by Johnson and Lee LLC. The scope of the project is to be as described in the COA application dated August 4, 2017, and described in the applicant's presentation and responses to the Historic Preservation Commission during its meeting today, August 16, 2017, using samples as presented to the Commission. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

B. COA CASE # 17-07: The Bank of Oak Ridge requests approval for new wall signage. The property is located at 2211 Oak Ridge Road in Oak Ridge Township, is Guilford County Tax Parcel #0166227, and is zoned CU-SC, Scenic Corridor Overlay, Historic District Overlay. It is owned by JPC Monroe, LLC.

Schneider read the property description, and asked the Commission to confirm the eligibility of the project. She also asked whether it fell within the scope of the Design Guidelines, and whether the Commission had sufficient information to make findings of fact and render a decision. Commission members all agreed by consensus to all the questions.

Commission members questioned Bank of Oak Ridge representatives and determined the size and colors of the new signs are the same as the existing signs.

Debbie Shoenfeld made a **motion** to accept the staff report as the findings of fact, and to add that the proposed two new wall signs are compatible with applicable Design Guidelines under Section B.1. Signage, that the color and sign are the same as the existing sign, and that the materials are not incongruent with the Historic District commercial resources. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

Debbie Shoenfeld made a **motion**, based on findings of fact identified by the Commission, to approve COA # 17-07 to allow for installation of two new wall signs. The parcel is located at 2211 Oak Ridge Road in Oak Ridge Township, is Guilford County Tax Parcel #0166227, and is zoned CU-SC, Scenic Corridor Overlay, Historic District Overlay. It is owned by JPC Monroe, LLC. The scope of work is to be as described in the COA application dated July 13, 2017, and as described in the applicant's presentation and responses to the Historic Preservation Commission at its meeting today, August 16, 2017, using drawings as presented to the Commission. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

C. COA CASE # 17-08: The Town of Oak Ridge requests approval for new pole lights at the Oak Ridge Town Park. The property is located at 8326 Linville Road in Oak

Ridge Township is Guilford County Tax Parcel #0166249, and is zoned CU-PI, Historic District Overlay. It is owned by the Town of Oak Ridge.

Schneider read the property description, and asked Commission members to confirm the eligibility of the project, and whether it fell within the scope of the Design Guidelines. She also asked whether they had sufficient information to make findings of fact and render a decision. Commission members agreed by consensus that they did.

Shoenfeld read through the applicable Design Guidelines from Section B.5. Lighting, pages 42-43. On page 43, items e. and i. were discussed. The Commission determined that the fixture style was not consistent throughout the project, but Bruce explained that the original fixture is no longer available due to the change to LED lighting. The Commission agreed there would be a variety of lighting because of the switch to LED lighting.

Ann Schneider made a **motion** to accept the staff report as the findings of fact, and that the proposed lighting was consistent with the applicable Design Guidelines from Section B.5. with the clarifications provided during the preceding discussion. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

Debbie Shoenfeld made a **motion**, based on findings of fact identified by the Commission, to approve COA # 17-08 to allow for installation of four pole lights. The parcel is located at 8326 Linville Road in Oak Ridge Township, is Guilford County Tax Parcel #0166249, and is zoned CU-PI, Historic District Overlay. It is owned by the Town of Oak Ridge. The scope of work is to be as described in the COA application dated August 2, 2017, and as described in the applicant's presentation and responses to the Historic Preservation Commission at its meeting today, August 16, 2017, using drawings as presented to the Commission. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

6. COMMITTEE REPORTS/UPDATES

- A. 2016-17 end-of-year budget update.
- B. 2017-18 budget update.
- C. Training.
- D. Historic Inventory/Markers.
- E. Explore Historic Oak Ridge celebration.
- F. Grant program.
- G. Communication outreach.
- H. Display case.

7. **CITIZEN COMMENTS**

None

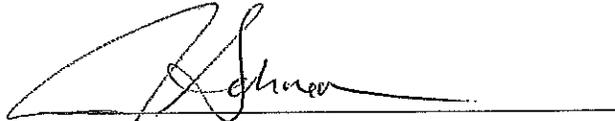
8. **ADJOURNMENT**

Kristin Kubly made a **motion** to adjourn the meeting at 8:00 p.m. **Paul Woolf** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:



Sandra B. Smith, NCCMC, CMC
Town Clerk



Ann Schneider
Chair