



**OAK RIDGE HISTORIC PRESERVATION COMMISSION
NOVEMBER 15, 2017 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Debbie Shoenfeld, Vice Chair
Caroline Ruch
Kristin Kubly
Barbara Engel, Alternate (Sitting)

Staff Present

Bill Bruce, Planning Director/Interim
Co-Town Manager
Sandra Smith, Town Clerk/Interim
Co-Town Manager

Members Absent

Paul Woolf
Brian Hall, Alternate

1. CALL MEETING TO ORDER

Vice Chair Debbie Shoenfeld called the meeting to order at 7:02 p.m. She welcomed meeting attendees and introduced Commission members and staff. Shoenfeld 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

Kristin Kubly made a **motion** to approve the amended meeting agenda after correcting the case number to be heard to COA-17-09. **Caroline Ruch** seconded the motion, and it was passed unanimously (4-0).

3. OLD BUSINESS

A. Town Council report.

Former HPC Chair Ann Schneider presented the report at the November Town Council meeting. Shoenfeld volunteered to present in December, and Kubly volunteered to draft the report.

B. COAs reviewed/ approved at staff level.

None

C. COAs approved but not completed.

Construction on the Pugh Oil project has not yet begun. The house approved in Oak Ridge Plantation has been completed, but the two homes in Barrow Place and the painting at L&T Small Engine Repair is not finished.

D. Historic District violations.

The Commission asked staff to remind L&T Small Engine Repair that they must complete the painting of the side of the building soon or risk being in violation.

4. NEW BUSINESS

COA CASE # 17-09: Mustang Fitness LLC requests approval for new athletic field lighting. The property is located at 8309 Linville Road in Oak Ridge Township. It is Guilford County Tax Parcel #0165098, and is zoned CU-LB, Scenic Corridor Overlay, Historic District Overlay. It is owned by Mustang Fitness LLC.

Because the applicant was not yet present at the meeting, Town Planner Bill Bruce requested rearranging the agenda while he contacted them.

5. COMMITTEE REPORTS/UPDATES

A. 2017-18 budget update. Not available.

B. Grant program. No update.

C. Historic inventory/Markers. The subcommittee needs to start working on the marker location and wording for the next marker.

D. Training. A mock COA/training session is scheduled for November 29.

Caroline Ruch made a **motion** to consider the November 29 training session as the annual Commission training. **Kristin Kubly** seconded the motion, and it was passed unanimously (4-0).

E. Communications outreach. There will be an ad in the 2018 Northwest Finder.

F. Display case. No update.

6. NEW BUSINESS

Bruce announced that the applicant would not be attending the meeting and said the COA needed to be continued.

Kristin Kubly made a **motion** to continue the COA until the next month because the applicant was not present. **Caroline Ruch** seconded the motion, and it was passed unanimously (4-0).

7. CITIZEN COMMENTS

Adan Younus said he was attending the meeting because attendance at a town meeting was required for a class he was taking.

8. ADJOURNMENT

Kristin Kubly made a **motion** to adjourn the meeting at 7:16 p.m. **Caroline Ruch** seconded the motion, and it was passed unanimously (4-0).

Respectfully Submitted:

Sandra B. Smith, NCCMC, GMC
Interim Co-Town Manager/Town Clerk

Deborah D. Shoenfeld
Vice Chair