



**OAK RIDGE HISTORIC PRESERVATION COMMISSION
FEBRUARY 21, 2018 – 7:00 P.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Debbie Shoenfeld, Vice Chair
Caroline Ruch
Kristin Kubly
Paul Woolf
Brian Hall, Alternate (Sitting)

Staff Present

Bill Bruce, Planning Director/
Town Manager
Sandra Smith, Town Clerk

Members Absent

Barbara Engel, Alternate

1. CALL MEETING TO ORDER

Vice Chair Debbie Shoenfeld called the meeting to order at 7:01 p.m. She welcomed meeting attendees and introduced Commission members and staff. Shoenfeld then explained the purpose and goals of the Commission, which are 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 adding item 5.G. Streetscape Vision Plan. **Paul Woolf** seconded the motion, and it was passed unanimously (5-0).

3. APPROVE MINUTES

Caroline Ruch made a **motion** to approve the minutes of the November 15, 2017 regular meeting and the November 29, 2017 special meeting. **Kristin Kubly** seconded the motion, and it was passed unanimously (5-0).

4. OLD BUSINESS

A. Town Council report.

Shoenfeld presented the report at the February Town Council meeting, and volunteered to present in March.

B. COAs reviewed/ approved at staff level.

None

C. COAs approved but not completed.

Construction on the Pugh Oil project is ongoing.

D. Design review meetings.

None

E. Historic District violations.

None

4. NEW BUSINESS

A. Election of chair and vice chair.

Brian Hall nominated Shoenfeld as chair. With no other nominations, the vote for Shoenfeld was unanimous (5-0).

Kristin Kubly nominated Caroline Ruch as vice chair. With no other nominations, the vote for Ruch was unanimous (5-0).

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Shoenfeld 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. The goal is to ensure approved projects are compatible with the District and the surrounding buildings. Shoenfeld 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. 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.

Shoenfeld then asked if Commission members had any conflicts of interest on any of the cases to be heard, which include a fixed opinion; undisclosed ex parte communications with anyone about the case; a close familial, business or other relationship with an affected person; or a financial interest in the outcome of the case. Commission members Caroline Ruch, Kristin Kubly, Paul Woolf, Brian Hall and Shoenfeld each indicated they had no conflicts regarding any of the cases.

B. 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.

Shoenfeld read the property description into the record. She asked the Commission to confirm the eligibility of the application and determine if sufficient information had been submitted to make a decision. Commission members said yes to both questions. Shoenfeld asked Town Manager/Planning Director Bill Bruce if he had additional information to present, and Bruce said no.

Hall asked if the lighting would have underground or overhead wiring, and was told that the wiring would be underground to the poles.

Town Clerk Sandra Smith swore in Cecil Mitchell of the Greensboro Panthers, who was representing the applicant.

Mitchell said the Greensboro Panthers practice at the Mustang Fitness facility. They begin practicing in July and end in November. He said the organization wanted to provide permanent lighting so both athletic fields, which are used by different age groups, could be used after dark. Mitchell said currently they bring in trailer lights, which are expensive and cumbersome. He said the proposed lighting is the same as the organization uses in Raleigh, and it will just be mounted on poles. He said they had worked with an electrical engineer to get different scenarios regarding various ways the lights could be shone on the fields. Shoenfeld said the Commission understood there would be seven poles with 10 fixtures. Mitchell said his intention was to provide various options; Shoenfeld said the Commission could only rule on the design submitted. Bruce asked to share the request submitted with Mitchell to ensure he had the same information, and that he approved of the design. Mitchell looked at the application; he said they had come up with several options to allow the Commission to approve the one it thought was best, but he was in agreement with the final application submitted. He said the lighting to be installed was easy to use.

Shoenfeld asked if a hood would be applied to each light fixture, and Mitchell said yes. Woolf asked how the lights would be turned on and off, and Mitchell said there would be a switch on the poles.

Shoenfeld asked if the fixture would be connected to a pole or attached to some kind of frame. Mitchell said there would be a frame and a bracket to stabilize the lighting fixture. Shoenfeld said she felt like the Commission should have some type of drawing to review. She said there was a photo in the packet of light fixtures on a field that was taken in the dark, and it appears the light fixtures were on some type of frame structure. Mitchell said that was the lighting the organization used on its sister field. Ruch said she thought she could see a crossbar on the photo, and Mitchell said that was correct.

Shoenfeld asked Bruce for his opinion. She said if the fixture was simply attached to a pole, she would not have an issue, but now the applicant was talking about some type of framework. Bruce said he thought the notion that the light needed to be stabilized on the pole was clearly needed. He asked if the Commission was comfortable allowing the applicant to describe the framework.

Mitchell said the lights would be part of a bracket attached to the pole. Woolf asked the size of the bracket, and Mitchell said it would be 3-4 feet long, would be mounted directly onto the pole and would be made of a similar material to what the pole is made of. He said he understood the Commission would not allow wooden poles, although he preferred them because it was easier to obtain standard wooden utility poles. Commission members said they did not have a problem with wooden poles. Mitchell said once the pole is set in place, he would just attach the plain wooden crossbar on the poles which had more than one light fixture.

Shoenfeld asked if Mitchell would be willing to provide a drawing of the unit. She said she thought the Commission might be willing to approve the application with the condition that the drawing be received and approved first.

Hall verified that the wiring to the poles would be located underground, then asked if new electrical service would be installed. Mitchell said no, because they just planned to tap into Mustang Fitness's electricity.

Ruch said the application indicated the height of the lights would be higher than the lights in the Mustang Fitness parking lot. She asked if there was a reason that height was chosen, since the Commission generally prefers lighting to be complimentary to its surroundings. Mitchell said the height was chosen because the higher the light is mounted, the more area the light covers.

Shoenfeld began citing the portions of the Design Guidelines applicable to lighting, which begins on page 42:

- Item a., which says to select lighting fixtures and poles that are compatible in scale and materials with the structure, landscape and district setting. Shoenfeld said she thought the applicant meets those requirements.
- Item d., which says to bury service lines. Shoenfeld said that requirement would also be met.
- Item e., which says to ensure lighting fixture styles are consistent with the project. Shoenfeld again said she thought that requirement would be met.
- Item i., which says to select the type of light source that is compatible with lighting on adjoining properties. Shoenfeld said she understood the applicant would install LED lighting. While the applicant does not have that type of lighting in the front parking lot and it is also not the type of lighting installed in the park, Shoenfeld said the nation is moving toward LED lighting, and she thought that was the right thing to do.
- Shoenfeld said she thought that also applied to item l. Although the guidelines say it is not appropriate to use a variety of light sources in the same area, she thought it was acceptable since all lighting is progressing toward LED lighting.

Woolf asked about item k. on page 43, which refers to security lighting. Bruce said he did not think the project is considered security lighting.

Kubly cited item n. on page 43, which says exterior lighting shall be directed or shielded to prevent light shining beyond the property lines. She asked Mitchell if the illustration in the application packet showed how the light would be directed, and he said yes.

Hall asked if a photometric plan had been submitted. Bruce said it had, and that it was reviewed by the Town's lighting consultant, who determined it meets the lighting ordinance.

Commission members briefly discussed the fact that the plan does not meet items i. and l. under Lighting, but agreed it was appropriate because LED is the current technology. Bruce said eventually Duke Energy would require all lights to be LED.

Caroline Ruch made a **motion** to accept the staff report as part of the findings of fact, and to include the additional items previously cited on page 43 under Section 5 regarding Lighting. She said although the light source would typically not be compatible, the Commission believes LED is the new and appropriate type of lighting for this application. **Paul Woolf** seconded the motion, and it was approved unanimously (5-0).

Caroline Ruch made a **motion** to approve the COA based on the findings of fact identified by the Commission for COA-17-09 for athletic field lighting for Mustang Fitness LLC. The property is located at 8309 Linville Road in Oak Ridge Township, is Guilford County Tax Parcel #0165098, Zoned CU-LB, Scenic Corridor Overlay, Historic District Overlay, and is owned by Mustang Fitness LLC. The scope of the work is to be as described in the application dated October 30, 2017, and as described in the presentation and responses to the Historic Preservation Commission during its meeting on February 21, 2018, using drawings, materials, samples, photos and colors as presented to the Commission. The work is conditional on the following stipulations: A description of materials of the framework/crossbar which light fixtures will be attached to and a drawing of it to be submitted within 30 days to staff and forwarded to the Commission for approval. **Kristin Kubly** seconded the motion, and it was approved unanimously (5-0).

- C. COA CASE # 18-01:** Twelve Oaks Homeowners' Association requests approval for three decorative street sign posts in the public right-of-way at Oak Ridge Road and Autumn Gate Drive in Oak Ridge Township. The property is zoned RS-40, Scenic Corridor Overlay, Historic District Overlay.

Bruce said he thought there may have been confusion about the meeting because the applicant's representative was not present. He said it was unclear whether the case requires a major or a minor COA, since there is nothing in the Design Guidelines to address decorative street sign posts.

After a brief discussion, the Commission agreed by consensus to allow staff to approve the COA.

- D. COA CASE # 18-02:** The Town of Oak Ridge requests approval for a 400-square-foot open shed adjacent to the maintenance building at the Town Park. The property is located at 6231 Lisa Drive in Oak Ridge Township, is Guilford County Tax Parcel #0165115, zoned CU-PI, Historic District Overlay, and is owned by the Town of Oak Ridge.

Shoenfeld read the property description into the record and asked Commission members to confirm eligibility of the application and if there was sufficient information to render a decision. Each of the Commission members said yes.

Planning Director/Town Manager Bruce said he had written no staff report since the request was from the Town. He said the Town was requesting permission to construct a 10-foot-by-40-foot open shed at the park maintenance building. He presented an aerial photo, and said the shed would be at the end of the park property. The shed would have a metal roof and would be used for equipment storage. It would essentially only be seen from the maintenance area, and only the top of it would be seen from Lisa Drive. The structure would be an open shed with wooden posts and a standing seam metal roof that is the same color as the existing maintenance building. Bruce said he thought the request was pretty simple, and that the only portion visible from the road would be the top, which could be seen above the opaque fence and the landscaping in the area. Bruce said the Design Guidelines say on page 55 that outbuildings should relate to and be compatible with the main building in shape, style and material, and he thought there was consistency in the design with the maintenance building.

Ruch asked if the building and roof would be constructed of the same material. Bruce explained that the sides are open.

Shoenfeld directed the Commission to the section on outbuildings on pages 54 and 55.

Woolf asked if the structure was essentially a carport, and Bruce said yes. He added that equipment would be stored under it. Woolf asked if the structure would barely be visible from the road. Bruce said yes because the fence is 6 feet high and the highest point of the structure's roof would be 9 feet.

Shoenfeld asked if Commission members felt the request did not meet any of the criteria in the Design Guidelines for outbuildings. Commission members agreed by consensus that it did.

Ruch directed the Commission to Section C, item K regarding paint and colors, which says they should be compatible with the building.

Woolf pointed out that under the section on outbuildings, it said prefabricated metal or fiberglass sheds and carports are discouraged if they are visible from the street. He said the shed would not really be seen from the street, so he felt it was acceptable. Bruce said the shed was not prefabricated, but it would basically look like it was.

Caroline Ruch made a **motion** to approve the findings of fact to include Section C. item L under Outbuildings including items 1-5 in that section, and said the applicant had met the criteria stated. **Paul Woolf** seconded the motion, and it was approved unanimously (5-0).

Caroline Ruch made a **motion** to approve the COA based on the findings of fact for COA-18-02 to allow construction of a 400-square-foot open shed adjacent to the maintenance building at the Town Park. The property is located at 6231 Lisa Drive in Oak Ridge Township, is Guilford County Tax Parcel #0165115, zoned CU-PI, Historic District Overlay, and is owned by the Town of Oak Ridge. The scope of the work is to be as described in the application dated February 7, 2018, and as described in the presentation and responses to

the Historic Preservation Commission during its meeting on February 21, 2018, using drawings, materials, samples, photos and colors as presented to the Commission. **Kristin Kubly** seconded the motion, and it was approved unanimously (5-0).

E. Recommendations to fill Commission vacancies

Caroline Ruch made a **motion** to request that Town Council appoint Brian Hall as a full member of the Historic Preservation Commission. **Paul Woolf** seconded the motion, and it was approved unanimously (5-0).

F. Review changes to Design Guidelines

Shoenfeld said the revised draft of the Design Guidelines had been emailed to the Commission. She said there had been a few minor changes and updates that were recommended by the Town Attorney.

Caroline Ruch made a **motion** to adopt the changes in the Design Guidelines. **Kristin Kubly** seconded the motion, and it was approved unanimously (5-0).

G. Appointment to Streetscape Vision Plan committee

Bruce explained that the Town had received a grant from the state and decided to hire a consultant to help create a streetscape plan. He said it was envisioned that it would basically encompass the Town Core and would apply to things like landscaping, street lighting, crosswalks, benches, trash receptacles, etc. He said the Town Council would like to have the Commission represented on the committee, as well as other groups.

Paul Woolf volunteered to serve as HPC's representative on the committee.

5. COMMITTEE REPORTS/UPDATES

A. 2017-18 budget update.

B. Grant program. Ruch and Hall had agreed to work on the committee. Ruch and Shoenfeld did site visits at the Old Mill and tobacco barn so reimbursement payments could be processed.

C. Historic inventory/Markers. The subcommittee is doing research to help determine wording on the next historic marker. The order must be placed by June 30. A dedication ceremony will be held after the marker is received.

D. Training. A training session will be held May 18 in Chapel Hill. Shoenfeld encouraged all Commission members to attend.

E. Communications outreach. An ad was placed in the Northwest Observer regarding the upcoming grants, and an ad was being considered for the upcoming Northwest Observer At Home publication. The subcommittee also discussed sending out a

letter to Historic District residents about landscaping or renovation projects instead of placing an ad in the newspaper.

- F. **Display case.** Kubly and Town Clerk Smith had agreed to work on the subcommittee.

6. **CITIZEN COMMENTS**

None

7. **ADJOURNMENT**

Paul Woolf made a **motion** to adjourn the meeting at 8:27 p.m. **Brian Hall** seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

Sandra B. Smith, NCCMC, CMC
Town Clerk

Deborah D. Shoenfeld
Chair