



**OAK RIDGE TOWN COUNCIL SPECIAL MEETING
JUNE 8, 2023 - 10:30 A.M.
OAK RIDGE TOWN HALL**

MINUTES

Members Present

Ann Schneider, Mayor
Jim Kinneman, Mayor Pro Tem
George McClellan
Martha Pittman
Spencer Sullivan

Staff Present

Bill Bruce, Town Manager
Sean Taylor, Planning Director
Sandra Smith, Asst. Town Mgr./Town
Clerk
Terry Lannon, Parks & Recreation
Director

1. CALL TO ORDER

Mayor Ann Schneider called the meeting to order at 10:30 a.m.

2. APPROVAL OF AGENDA

Councilman George McClellan moved to approve the agenda. Councilman Jim Kinneman seconded the motion, and it was approved unanimously (5-0).

3. CONSIDERATION/APPROVAL OF PARK ENTRANCE MASTER SITE PLAN

Councilwoman Pittman explained that the Farmhouse Community Center working group was comprised of two members from the Parks & Recreation (P&R) Advisory Board, one member from the Historical Preservation Commission (HPC), Town Manager Bill Bruce, Planning Director Sean Taylor, Parks & Recreation Director Terry Lannon, and Council liaisons Ann Schneider and Martha Pittman. This group's main goal was to rehabilitate and create an entrance into the park that would be functional, attractive and complement the historic features of the property around the Farmhouse. Pittman added that the group focused on planning out the sidewalks, outdoor event spaces, parking lot and ADA-compliant ramp. She noted that the landscape details would be developed more fully later after the basic site plan was approved.

Mayor Schneider stated that Council set the main goals for the working group to beautify the entrance, integrate the Farmhouse landscaping into the park, and connect the sidewalks. Schneider suggested a two-step review of the plan, focusing first on a bigger block of items including parking, sidewalks, lighting, trees, and hardscapes forming the basic site plan. The second phase would include a review of the smaller landscaping items around the Farmhouse. She explained that an approval of the basic site plan would enable HPC and P&Z to then consider the plan

and pursue permitting. She pointed out that the working group had already made an informal recommendation of the basic site plan. The landscaping details would continue with guidance and conditional approval where needed.

A lengthy discussion ensued about whether the basic plan met the Town's adopted Village Core Guidelines.

After deliberation, Council agreed by consensus to add one pedestrian walkway on the north end of the parking lot, and another at the south end. Council also agreed by consensus to remove the sweetgum tree and add three trees. One tree would be added where the sweetgum stood, a second tree would be added at the top of the parking lot, and the third tree would be added at the north end of the parking lot.

Planning Director Sean Taylor suggested the option to double the number of trees planted on the site to meet the requirement for tree shade outlined in the Village Core Guidelines.

A short break was taken at 11:29 a.m. The meeting session resumed at 11:34 a.m.

Discussion then ensued about whether to use asphalt or turf block as the parking lot surface that would be located on Lisa Drive.

Council agreed by consensus to use asphalt to surface the parking lot to be located on Lisa Drive.

Discussion ensued regarding the smaller parking lot that would be located beside the Farmhouse.

Council agreed by consensus to obtain verification from Bill Greco of Land Solutions that sufficient space is planned into the smaller parking lot to hold four parking spaces – two handicap parking, and two regular parking spaces – and still have enough space for vehicles, particularly large catering trucks, to turn around.

Discussion then ensued over concerns about the lack of trees in the rear of the Farmhouse.

Council agreed by consensus to give Land Solutions general guidelines on where to place another tree on the west side of the parking lot.

A discussion of sidewalks and sidewalk connections ensued, followed by discussion of the patio outside the deck.

Council agreed by consensus to add specifications to the aggregate paving planned for the patio to achieve texture, appeal, and be slip-resistant.

A discussion of exterior lighting and electrical needs ensued.

Council agreed by consensus to confirm that there would be sufficient amperage to support electrical power needs around the Farmhouse. Council also agreed by consensus to add outlets to the lighted bollards specified in the plan while ensuring that the lights are on a different circuit from the outlets.

Discussion then ensued regarding hardscape details in the plan.

A short break was taken at 12:14 p.m. The meeting session resumed at 12:18 p.m.

The session continued with a broad discussion on landscaping, focusing on trees and spacing of plantings.

Council agreed by consensus to move forward with items as discussed expeditiously and to seek conditional approval from HPC & P&Z based on the landscape plan as it evolves.

Councilman McClellan made a motion to approve the hardscape, lighting and parking lot with connecting pathways as amended on the Park Entrance Master Plan, and to submit said plan for consideration and approval to HPC and P&Z. Councilman Sullivan seconded the motion.

Councilman Kinneman asked for clarification on the steps of the approval process once the plan is submitted to HPC and P&Z. Town Manager Bruce clarified that the plan would be approved at this special meeting, then move to HPC and P&Z for approval. It will only return to Council for reconsideration if either HPC or P&Z attach conditions to their approvals. Applications for permits can then be made once the plan is approved by all three groups.

Town Manager Bill Bruce will get a revised plan and circulate it to Council. Councilman Kinneman pointed out that the approval of the landscape plan would then be made at a separate meeting. A special called meeting of the Town Council will only be needed if Council members do not like the plan.

The motion was passed unanimously (5-0).

4. ADJOURNMENT

Councilman Kinneman made a motion to adjourn the meeting at 12:50 p.m. Councilwoman Pittman seconded the motion, and it was passed unanimously (5-0).

Respectfully Submitted:

Sandra B. Smith, CMC, NCCMC
Asst. Town Manager/Town Clerk

Ann K. Schneider
Mayor