



**TOWN OF MIDDLEBURG
HISTORIC DISTRICT REVIEW COMMITTEE
REGULAR MEETING MINUTES**



Thursday, December 3, 2020

PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, December 3, 2020. Vice Chair Lee called the meeting to order at 5:30 p.m.

PRESENT: Punkin Lee, Vice Chair
William Anderson
Tim Clites
Virginia Jenkins
Margaret Littleton
Cindy C. Pearson, Council Representative

STAFF: William M. Moore, Deputy Town Manager
Rhonda S. North, MMC, Town Clerk
Estee Laclare, Project & Planning Associate

ABSENT: Linda Wright (excused)

Vice Chair Lee explained that it was the HDRC’s responsibility to conduct essential public business despite the COVID-19 pandemic. She advised that the Committee recognized the need to do so safely for its members, the staff, and the public. Ms. Lee further advised that to that end, the Committee would hold its meetings using a hybrid system, including in-person and remote participation, in accordance with the Resolution Confirming the Declaration of an Emergency and the Ordinance to Implement Emergency Procedures & Effectuate Temporary Changes to Address the Continuity of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders mandating social distancing. She noted that the meetings would continue to be live streamed on the Town’s website and copies of the agendas would be available on it as well. Ms. Lee reviewed the procedures for the Committee members, applicants and public to participate in the remote meetings. The roll was called at 5:30 p.m.

Approval of Minutes

Committee Member Littleton moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve the November 5, 2020 regular meeting minutes.

Vote: Yes – Committee Members Lee, Anderson, Jenkins and Littleton

No – N/A

Abstain – Committee Member Clites

Absent – Committee Member Wright

(Councilmember Pearson is a non-voting member of the Committee)

New Business

Committee Member Clites recused himself from the next agenda item as he had a conflict of interest.

COA 20-20: Replacement door and windows and new gutters & downspouts – 406 E. Washington Street
– Lindsay Watts

Tim Clites, the architect, advised the Committee that this was a renewal of an application they approved approximately two years ago. He reported that the only change was the addition of a new window at the basement level on the rear of the home. Mr. Clites advised that the same colors and materials were proposed as were included in the previously approved COA application.

Cynthia Watts appeared before the Committee representing the application. She reported that they also were proposing to do some landscaping on the property.

Mr. Clites advised Ms. Watts that if they were only doing landscaping, it would not require HDRC approval; however, if they made any changes to the fence, it would. Ms. Watts confirmed they were not changing the fence and advised that they only planned to replace some rotten boards. Mr. Clites noted that that was something that could be handled by the Town staff.

The Committee agreed the proposal as submitted looked fine.

Committee Member Jenkins moved, seconded by Committee Member Littleton, that the Historic District Review Committee approve COA 20-20, a request of Lindsay Watts for a replacement door and windows and new gutter and downspouts on an accessory structure at 406 East Washington Street.

Vote: Yes – Committee Members Lee, Anderson, Jenkins and Littleton

No – N/A

Abstain – Committee Member Clites

Absent – Committee Member Wright

(Councilmember Pearson is a non-voting member of the Committee)

Committee Member Clites resumed his participation as a committee member.

COA 20-21: Four refurbished awnings, replacement of projecting sign and addition of new front door window insignia – 100 West Washington Street – Residences at Salamander

Jennifer Daniel, of Quail Run Signs, explained that this property, which was previously used by Salamander for other purposes, would now be used as their sales office for the Residences at Salamander. She further explained that the proposal was to change the awning color from the existing brown to blue and noted that they would contain Salamander’s signature “S”. Ms. Daniel advised that they were also proposing to shorten the awning on the Washington Street frontage to match the one on the Pendleton Street side of the building.

Gretchen Yahn, of Salamander, advised the Committee that the existing awnings were dry rotted. She noted that the proposal was to use Salamander’s logo on all of them so they would be generic should the building’s use change again in the future. In response to an inquiry from the Committee, Ms. Yahn confirmed the awnings on the Washington Street side of the building would be at the same height as the ones on the Pendleton Street side. She opined that they were currently too low and expressed a desire that they be higher on the building. In response to an inquiry from the Committee regarding the awning color, Ms. Yahn confirmed they would be a regal blue, as opposed to the royal blue awnings located on the building across the street.

Committee Member Anderson moved, seconded by Committee Member Clites, that the Historic District Review Committee approve COA 20-21 as presented, with the clarification that the awnings on the main street side shall match the height of the awnings on Pendleton Street.

Vote: Yes – Committee Members Lee, Anderson, Clites, Jenkins and Littleton

No – N/A

Abstain – N/A

Absent – Committee Member Wright

(Councilmember Pearson is a non-voting member of the Committee)

Discussion Items

Historic District Guideline Updates

Planning & Project Associate LaClare reported that the staff submitted the Committee member's feedback to Frazier & Associates. She further reported that there had been a good response thus far to the survey of past applicants. Ms. LaClare noted that the survey would close the end of the week, at which point the results would be forwarded to the consultants. She advised that the staff prepared shareholder bios and submitted those to Frazier & Associates as well.

January Meeting

The members who were present indicated they would also be present for the January 7th meeting.

There being no further business, the meeting was adjourned at 5:49 p.m.

RESPECTFULLY SUBMITTED:

Rhonda S. North, MMC, Town Clerk

HDRC Meeting Transcript – December 3, 2020

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Rhonda North: We're good to go.

Punkin Lee: I'd like to bring the meeting to order please, and I will read the remote participation for HDRC meetings. It is the historic District Review Committee's responsibility to conduct essential public business despite the COVID-19 pandemic. However, it recognizes the need to do so safely. To that end, in accordance with the resolution confirming the declaration of a local emergency and the ordinance to implement emergency procedures and effectuate temporary changes to address continuing, continuity, I miss that every month, of governmental operations during COVID-19 as adopted by the Middleburg Town Council, the HDRC will hold its meetings via a hybrid system, including in-person attendance by those committee members who are comfortable doing so, and remote access for the public applicants and those committee members who prefer this method. Until such time as the governor rescinds his emergency order mandating social distancing. Copies of the previously referenced documents are available on the town's website for those who wish to review them. The town will continue to live stream and record its public meetings, which are available for viewing along with the meeting agenda packet on our website at www.middleburgva.gov. Members of the public who wish to participate in the HDRC meeting may do so by dialing (540) 339-6355. Applicants will be placed on mute until such time as your application is heard. To ensure trust in the process, the town clerk will do a roll call of the HDRC members at the beginning of the meeting and at least once an hour. In addition, I will ask each member by name if they have any comments or questions related to each item as we proceed. When anyone speaks, he/she is asked to first state his/her name for the benefit of the viewing audience. All votes of the HDRC will be taken by roll call. Town clerk will announce member's name with individual, then stating how they are voting. You doing the roll?

Rhonda North: Yes, ma'am.

Punkin Lee: Please.

Rhonda North: Vice Chair Lee.

Punkin Lee: Here.

Rhonda North: Committee Member Anderson.

Bill Anderson: Here.

Rhonda North: Committee Member Clites.

Tim Clites: Here.

Rhonda North: Committee Member Jenkins. Committee Member Jenkins.

Virginia Jenkins: Here. Can you guys hear me?

Rhonda North: Committee Member Littleton.

Margaret Littleton: Here. [Multiple Speakers] Committee Member Wright.

Rhonda North: Yes, we heard you. Committee Member Wright is absent. Council Member Pearson.

Cindy Pearson: Here.

Punkin Lee: Thank you. The first item of business is the approval of minutes from our November 5th, 2020 regular meeting. Has everyone had a chance to review them? Any comments, questions?

Margaret Littleton: Motion we accept them?

Bill Anderson: Second the motion.

Punkin Lee: So.

Rhonda North: Vice Chair Lee.

Punkin Lee: Approve.

Rhonda North: Committee Member Anderson.

Bill Anderson: Approve.

Rhonda North: Committee Member Clites.

Tim Clites: Abstain, I wasn't here.

Rhonda North: Committee Member Jenkins.

Virginia Jenkins: Approve.

Rhonda North: Committee Member Littleton.

Margaret Littleton: Approve.

Punkin Lee: Thank you. Next, our action item for new business COA 20-20 Request of Lindsay Watts for a replacement door and windows and new gutters. Stay there, Tim. And new gutters and downspouts in an accessory structure on 406 East Washington Street. Tim Clites is presenting so he will recuse himself and be the presenter. And I believe Ms. Watts's is on the phone.

Tim Clites: Thank you. So this is an application that is predominantly a renewal of an application we saw, I believe, about a year and a half or two years ago. And there's no change to the little stone cottage that the committee previously reviewed and approved. And the only additions to the scope is the window that we would like to add to the rear of the existing home in the lower level, the basement level and that is shown on [off mic] I don't have a page number, but the page that shows the sample window that exists in the home that we're matching both in the stone cottage and also proposing to match in the new window, in the existing structure and the location for that window, which is on the back of the house. So I guess substantially not really visible, but probably from the side street or the lower street headed towards the Jay Street condominiums. If you looked, you would see this little window in the lower level. And all of the materials and colors are to follow what was previously approved, which is essentially matching existing. And with that, I'd like to pause and allow Cynthia to add any comments that she may have. She's the building owner.

Cynthia Watts: Thanks Tim, I don't have any further comments other than I think it would be a wonderful addition, or I guess rather a renovation project. I think it will really enhance the look of the

property. And in addition to that will do some nice landscaping. So overall, I think it would look really nice. That's all. Thank you, Tim.

Tim Clites: You're welcome. And just to clarify, Cynthia, so that I can clarify for the record. The landscaping would not need to come back before this committee, but if there were any adjustments to the fencing or the gates, the committee, I would suspect would like to see that. But if it's just simply landscaping, you can do that without additional committee [Multiple Speakers].

Cynthia Watts: Just to clarify then if there's any changes or adjustments to the fence or any other say, paving, that would be something that you would need to look at, correct?

Cindy Pearson: Yes.

Punkin Lee: Yes.

Cynthia Watts: Okay, as it stands we are going to just [inaudible] any changes to the fences actually. There are some rotten boards. And we're fixing that right now but there's no changes to the structure.

Tim Clites: And I believe but the committee can confirm, that's something that the staff can handle a replacement in kind, is something the staff can approve if necessary.

Punkin Lee: [inaudible] comments.

Cynthia Watts: Yes, thank you.

Punkin Lee: Thank you. Committee Member Anderson do you have a comment?

Bill Anderson: I think this looks just fine. I think drawings sketches tell the story. I think it's fine. Very nice.

Punkin Lee: Thank you. Committee Member Jenkins.

Virginia Jenkins: No, I think it looks good.

Punkin Lee: Thank you. Committee Member Littleton.

Margaret Littleton: Approve it. I like it.

Punkin Lee: Council [inaudible] Pearson.

Cindy Pearson: No questions, thank you.

Punkin Lee: I think it looks wonderful too. It'll be nice addition.

Margaret Littleton: Such a cute building.

Punkin Lee: It is. Any further discussion? Do we have a motion?

Virginia Jenkins: This is Virginia Jenkins, I make a motion that we approve COA 2020 request of Lindsay Watts for replacement door and windows and new gutters and downspouts on an accessory structure 406 E Washington Street.

Punkin Lee: Is there a second?

Margaret Littleton: Second, Margaret Littleton.

Rhonda North: Vice Chair Lee.

Punkin Lee: Approve.

Rhonda North: Committee Member Anderson.

Bill Anderson: Approve.

Rhonda North: Committee Member Clites. [Multiple Speakers]

Tim Clites: Abstain.

Rhonda North: Committee Member Jenkins.

Virginia Jenkins: Approve.

Rhonda North: Committee Member Littleton.

Margaret Littleton: Approve.

Punkin Lee: Thank you. Thank you very much. This will be a nice addition.

Tim Clites: Thank you all.

Punkin Lee: Thank you.

Cynthia Watts: Thank you for your time. Appreciate it.

Punkin Lee: Thank you. All right, the second one COA 20-21 (S 20-07) Request of the 100 West Washington Street LLC for four refurbished awnings, along with replacing a projecting sign and adding a new front door window insignia at 100 West Washington Street Residences at Salamander. Committee Member Anderson.

Bill Anderson: I'm not quite clear why there. I remember this is only two or three years ago that they were approved and put up. What's changing here? All the graphics?

Punkin Lee: The graphic and [off mic] the name. But who's on for Pat. [off mic] John Ralph. [off mic] I'm sorry [Multiple Speakers]

Jennifer Daniel: Jennifer.

Punkin Lee: Jennifer, I'm sorry I jumped the gun on you if you want to walk us through this, that would be great.

Jennifer Daniel: All right. So, Salamander, before use to be, it was the brown awnings and it was for Salamander Resort and Spa. Because Salamander is now building the estate homes, this is now turning into kind of the sales center of those estate homes. Because of that, they have re-branded from the brown to the blue. So they're still keeping with the same logo, the same S to tie into the Salamander Resort. The awning, all they're doing is changing the color from the brown to the blue. And we're shortening one side

so it would match the side that's closest, I think, to the Safeway side. So all we're going to do is shorten and bring them up, but otherwise the awnings are staying pretty much the same.

Gretchen Yahn: So this is Gretchen. I just wanted to interject one other thing that the other reason that this was decided, for a couple of things. One, they were so much dry rot on the awnings that no matter what we did, we were going to have to replace and re-canvas the awning. Secondly, to make it so that it was painless even after the residences were done. You can see we've made the logo, we've taken the logo, and that's all that's on the awning is to make this generic for future use, period. The thought process was is after this is not a sales center, it could be anything that Salamander wanted. So hence there was a very long conversation on making this just kind of the last thing that is changed there and just making this generic. [inaudible] we've gone to less graphic size as well.

Punkin Lee: Thank you. Bill.

Bill Anderson: No, that answers my question, thank you.

Punkin Lee: Committee Member Clites.

Tim Clites: My only question, I believe the applicant has just confirmed. The awnings that are along Main Street, are they to be the same size as the awnings that were there?

Jennifer Daniel: Yes. Well, no, not really. [Laughter]

Gretchen Yahn: The request is also too, so if you looked before the awnings were a different type. The one on Main Street was taller than the ones that were on the Pendleton Street side. The desire is to actually make them the same as the Pendleton Street side.

Tim Clites: Which, if I understand it, I'm just trying to compare the photos of the existing or the previous with the photos of the proposed. And the images of the proposed look like the awnings on Main Street are larger.

Bill Anderson: They sure do.

Tim Clites: And so I mean, I guess if you're saying they're going to be the same size as the awnings on Pendleton Street, I think that would look better. So I'm glad to hear that. I just wanted to clarify. [Multiple Speakers] Yeah.

Gretchen Yahn: They are going to be the same as what's [inaudible]. We want them to be up. We felt that they were too low on the main street side.

Tim Clites: Yeah, I would agree with that. So that's my only comment. Thank you. I think with that change it would look good.

Gretchen Yahn: Yeah, I agree, it looked kind of odd.

Punkin Lee: [Off mic] Committee Member Jenkins.

Virginia Jenkins: I have no questions.

Punkin Lee: Committee Member Littleton.

Margaret Littleton: I was going to agree with the size of the awning. I like the look towards the Safeway one's size, much better.

Punkin Lee: Council Member Pearson.

Cindy Pearson: I think they look good. The building sure looks bare without any. [Laughter] I noticed that [off mic] drove by.

Punkin Lee: I just had a comment. It appears that this blue is darker than the blue right across the street, all that blue with Northwest Federal. [Off mic] That's two corners that are pretty blue. But this appears darker, is it?

Gretchen Yahn: Yes, I would say Northwest, the bank structure is a much more what I would call a happy blue, whereby this is more of a deeper what I would call a Hale Blue. It's got more of a blue black to it. Again, the same color, the same Pantone color as what Salamander's, which is a pretty regally looking blue. The other is a little more royal bluish.

Punkin Lee: Right, I just with there so much blue facing each other, it's nice that they are going to be pretty much different blues. [Off mic]

Gretchen Yahn: Yeah, yeah. And I think it's a prettier blue. The other is a little more royal.

Punkin Lee: Definitely. Thank you. Any other comments? Do I have a motion?

Bill Anderson: I make a motion to for COA 20-21 to approve as presented. [off mic] Verifying what?

Punkin Lee: Picture the awnings. [Off mic].

Bill Anderson: Well as presented, yes, for clarification that the awnings on Main Street shall match the side, the height of the awnings on Pendleton Street.

Tim Clites: I second this is Tim Clites.

Punkin Lee: Thank you. [Off mic]

Rhonda North: Vice Chair Lee.

Punkin Lee: Approve.

Rhonda North: Committee Member Anderson.

Bill Anderson: Approve.

Rhonda North: Committee Member Clites.

Tim Clites: Approve.

Rhonda North: Committee Member Jenkins.

Virginia Jenkins: Approve.

Rhonda North: Committee Member Littleton.

Margaret Littleton: Approve.

Punkin Lee: Thank you. Thank you, Gretchen.

Gretchen Yahn: Thank you guys very much. I appreciate it. [Off mic]

Punkin Lee: Any discussion items. Estee do you have? [Off mic]

Estee LaClare: I will give you one update in regards to Frazier. So we submitted some information to them, your feedback, which I do really appreciate. Thank you very much for your responsiveness. Additionally, I sent out a survey monkey request to former applicants and we've actually had a pretty good response. Approximately 22 people out of 60 have replied to the survey. So it is generating, I'm going to think, very statistically significant information that will be useful to Frazier in the development of the guide. And they have until close of business tomorrow afternoon to fill it out and then I will give it to Frazier probably by Monday. Additionally, Will put together the bios for the different people we discussed for shareholders that they could reach out to, to get further information. And we sent that to Frazier yesterday as well. So we're moving along, which is exciting.

Cindy Pearson: Great.

Estee LaClare: And making progress.

Punkin Lee: Sounds good. Thank you very much.

Estee LaClare: You're very well.

Punkin Lee: Thank you.

Estee LaClare: I hope you all had a lovely Thanksgiving.

Cindy Pearson: Thanksgiving.

Estee LaClare: Well, you had a lovely.

Cindy Pearson: I thought you said have sorry. [Multiple Speakers]. I don't want to do again. [Laughter].

Estee LaClare: No you don't want to do that again.

Punkin Lee: Thank you.

Estee LaClare: Thank you.

Punkin Lee: Any other items for discussion. For the January 7th meeting everybody here in January or heading out for points south or elsewhere? [laughter]

Margaret Littleton: Staying home.

Punkin Lee: Yeah, I think everybody is.

Virginia Jenkins: I'm here.

Punkin Lee: I guess we'll all be here and see you then. Have a great holiday, everybody. We will adjourn.

Margaret Littleton: Happy Holidays.

Cindy Pearson: That's a record huh? [Multiple Speakers]