



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



**Thursday, January 7, 2021**

**PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, January 7, 2021. 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  
Linda Wright  
Cindy C. Pearson, Council Representative

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

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of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders mandating social distancing.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.

**Election of Officers**

*Committee Member Littleton moved, seconded by Committee Member Jenkins, to nominate Tim Clites as President (Chair) of the HDRC.*

No other nominations were offered.

Vote: Yes – Committee Members Lee, Anderson, Clites, Jenkins, Littleton, and Wright  
No – N/A  
Abstain – N/A  
Absent – N/A  
(Councilmember Pearson is a non-voting member of the Committee)

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*Committee Member Wright moved, seconded by Committee Member Jenkins, to nominate Punkin Lee as Vice Chair of the HDRC.*

No other nominations were offered.

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

No – N/A

Abstain – Vice Chair Lee

Absent – N/A

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

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Tim Clites assumed the Chair.

### **Approval of Minutes**

*Committee Member Jenkins moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve the December 3, 2020 regular meeting minutes.*

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

No – N/A

Abstain – N/A

Absent – N/A

(Chair Clites only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee)

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### **New Business**

**COA 21-01 (S 21-01):** Reface existing freestanding sign – 111 West Washington Street –  
Atlantic Union Bank Wealth Management

Jeff Lee, the applicant, confirmed this was the same sign and that it simply involved a name change from Middleburg Financial to Atlantic Union Bank Wealth Management. In response to an inquiry from the Committee, he confirmed the panel would be replaced; however, the sign structure would not be altered.

In response to an inquiry from the Committee, Chair Clites advised that, based on the information in the application, the fox logo would disappear from the new sign.

*Committee Member Anderson moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 21-01 (S 21-01), a request of Jeff Lee to reface an existing freestanding sign at 111 West Washington Street, Atlantic Union Bank, as submitted.*

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

No – N/A

Abstain – N/A

Absent – N/A

(Chair Clites only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee)

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COA 21-02: Enclose a Front Porch – 400 West Washington Street – James & Susan Kelly

Susan Kelly, the applicant, and Sam Morgan, the builder, appeared on behalf of this application.

In response to inquiries from the Committee, Mr. Morgan confirmed the addition would be painted the same color as the trim on the existing windows and that there would be no change to the roof. He advised that the windows would be painted wood, with a water barrier technology, and would contain simulated divided lights. Mr. Morgan confirmed they would have mutons on both sides of the glass, with a space bar in the middle. He advised that they planned to add guttering, which would be OG white aluminum, that would match the existing gutter on the house.

The Committee noted that the gutter on the Community Center’s house, which was adjacent to this one, was copper. After some discussion, they agreed it was not necessary for the gutter to match it.

The Committee noted that the proposed shutters only appeared to be four-inches wide and questioned whether this was the intent.

Mr. Morgan advised that they looked at using folding shutters; however, they believed they could install full sized shutters that would be angled against the glass pane.

The Committee held some discussion regarding the proposed exterior lighting. Mr. Morgan advised that there was an existing light to the left of the front door that they planned to leave in place. He confirmed they did not plan to add a light to the new structure unless it was required by the Building Inspector.

The Committee agreed that if one were required, the existing light could be relocated to the center of the pilaster.

*Committee Member Wright moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA 21-02, a request of James and Susan Kelly to enclose the front porch at 400 West Washington Street as submitted, with the provision that (1) if they want to move or are required to put a light on the exterior, they can move the fixture that they have to the exterior and put it on the center pilaster and (2) that the shutters as shown would be bifold shutters so they would to fold back into the space that’s there.*

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

No – N/A

Abstain – N/A

Absent – N/A

(Chair Clites only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee)

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**Discussion Items**

**Historic District Guideline Updates**

Planning & Project Associate LaClare reported that Frazier & Associates compiled the results of the surveys, which the staff were currently reviewing. She noted that in addition to the members of the HDRC, approximately twenty-five applicants responded to the survey. Ms. LaClare opined that good feedback was obtained.

In response to an inquiry from the Committee, Planning & Project Associate LaClare reported that the staff was working to determine whether Frazier & Associates needed any pictures or maps. She advised that they would then begin to develop the update. Ms. LaClare opined that the Town would be able to meet the grant's project schedule.

### Town Hall Project

Deputy Town Manager Moore reported that he; Town Clerk North, the Project Lead for the Town Hall Project; Town Manager Davis; and, a member of Council recently participated in the kick-off meeting with the architect (Glave & Holmes) and construction manager (Downey & Scott). He noted that the architect's proposed project schedule was due later in the week. Mr. Moore advised that the schematic design options were due to the Town the last workday in February and reported that the selected design option would be presented to the HDRC during their March meeting for a conceptual approval of the mass and siting of the building. He noted that the staff would keep the HDRC informed as the project progressed. Mr. Moore advised the staff may request special meetings in April, May, and/or June to keep the project on schedule.

In response to inquiries from the Committee, Deputy Town Manager Moore advised that the plan was to meet with individual members of Council once the schematic design options were received in order to get direction on the preferred option. He noted that he did not know whether the preference would be available in time to transmit it to the members in advance of their March meeting. Mr. Moore suggested that if not, the Committee could simply provide input at that time, with the staff requesting a special meeting later in the month so they could take action.

The Committee expressed a preference to tentatively place some special meetings on the calendar during those months and noted that they could be cancelled if they were not needed. Deputy Town Manager Moore agreed to send out an email with possible dates for the members consideration.

### **February Meeting**

The members indicated they would also be present for the February 4<sup>th</sup> meeting.

There being no further business, the meeting was adjourned at 6:07 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## HDRC Meeting Transcript – January 7, 2021

(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](http://www.middleburgva.gov))

**Punkin Lee:** I like to call this meeting to order, please. First, I read the announcement. 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 continuity of governmental operations during covid-19 as adopted by the Middleburg Town Council. The HDRC will [inaudible].

**Rhonda North:** Mr. Lee, we're going to mute you until we reach your agenda item.

**Punkin Lee:** 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 view 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](http://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 or 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 the member's name with individual, then stating how they are voting.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Present.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Present.

**Rhonda North:** Committee Member Clites.

**Tim Clites:** Present.

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Here.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Present.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Present.

**Rhonda North:** Council Member Pearson.

**Cindy Pearson:** Here.

**Punkin Lee:** Thank you. Our first order of business is election of officers for this next three years? Annual. Anybody have a nomination?

**Margaret Littleton:** Well, nominate, Margaret Littleton, Timothy Clites to be president.

**Punkin Lee:** Is there a second? [off mic] [multiple speakers] [off mic]

**Rhonda North:** You need to see if there are any more nominations.

**Punkin Lee:** Any other nominations. You want to call the.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Approve.

**Rhonda North:** Committee Member Clites.

**Tim Clites:** Speechless. [laughter] [off mic].

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Yes.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve.

**Punkin Lee:** Now, I need to thank you, everybody. Thank you, Tim. Now we need to elect a vice chair for the year. Your nomination.

**Linda Wright:** I nominate Punkin Lee. [off mic]

**Punkin Lee:** Any additional nominations. Thank you, Rhonda.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Can I abstain?

**Rhonda North:** Sure.

**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.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve. [applause]

**Punkin Lee:** Does Chairman Clites take over now?

**Rhonda North:** He can, yes.

**Tim Clites:** No pressure. [laughter] It looks like the next order of business is the approval of the meeting minutes from our December 3rd meeting. This is going to be fun. Has everyone had a chance to review the minutes? Does anyone have any additions or adjustments to the minutes?

**Virginia Jenkins:** I make a motion to approve the minutes.

**Bill Anderson:** I second the motion.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Approve.

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Approve.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve.

**Tim Clites:** I approve to or do I not vote?

**Rhonda North:** As a chair, you don't vote. Except yes, except in the case of a tie.

**Tim Clites:** Thank goodness there's a plus to this.

**Rhonda North:** So, Mr. Chair, we have Jeff Lee on the line, so I'll unmute him.

**Tim Clites:** All right. Our first action item this evening is COA 21-01 request of Jeff Lee to replace the existing free-standing sign at 111 West Washington Street. Everyone has that open in front of them. Mr. Lee, would you like to give us any comments beyond the application.

**Jeff Lee:** No, sir, it's fairly straightforward. We had recently refaced that sign a year ago, maybe to read Middleburg Financial in that blue and white configuration and what we're proposing is basically the name change to Atlantic Union Bank Wealth Management, the most obvious addition is a green Chevron logo [inaudible] would be the same as what exists now and keeping matte colors in the design to help it blend in.

**Tim Clites:** As I understand I'm to go around the room one person at a time for comments. Linda can we start with you? Do you have any. Thank you, Mr. Lee. Linda, do you have any comments?

**Linda Wright:** In general I think they look fine. The question, are they just refacing these? Are these the original? They were metal signs, weren't they, when they were installed?

**Jeff Lee:** They'll probably just make the replacement panel and it's refacing because we're not going to alter the structure in any way.

**Linda Wright:** OK. Otherwise, I have no other questions. I think they look fine.

**Tim Clites:** Thank you. Punkin, do you have any comments?

**Punkin Lee:** Linda just asked the question that I had. So I'm fine with what you proposed. Thank you.

**Tim Clites:** Bill?

**Bill Anderson:** No questions.

**Tim Clites:** Virginia.

**Virginia Jenkins:** No, I have no questions.

**Tim Clites:** Margaret.

**Margaret Littleton:** [off mic]

**Jeff Lee:** I'm having trouble hearing you.

**Tim Clites:** Yeah, so Virginia, if you look at the little diagram, option B in the application it has the title mark that says superior signs. You can see on the left side is the existing sign. And then adjacent to that is the picture of the proposed. So the Fox and Middleburg Financial disappear. And in that same white border, they're proposing Atlantic Union Bank Wealth Management, which if you look at the larger picture than you can see, is the same text that they have on the face of the building. [off mic] Any other comments, Margaret? We're missing our fox. I guess if they're business no longer includes a fox [inaudible]. Cindy, do you have any comments?



**Cindy Pearson:** I have no questions other than saying the same thing. We will miss the fox. Yeah, but you can put it on your own debit card if you'd like to do it that way.

**Tim Clites:** I have no further comments beyond what you've heard from the committee. I'd entertain a motion.

**Bill Anderson:** I'll make a motion for COA 21-01 a request of Jeff Lee to replace existing free-standing sign up on 111 W. Washington Street, Atlantic Union Bank to approve as submitted.

**Linda Wright:** Second.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Approve.

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Approved.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve.

**Tim Clites:** Thank you. Thank you, Mr. Lee.

**Jeff Lee:** Thank you.

**Tim Clites:** Thank you. Appreciate your time calling in tonight.

**Will Moore:** Mr. Chair [off mic]

**Tim Clites:** Yes.

**Will Moore:** I think because of the number of people we have in here and the limited number of microphones, it's a little bit difficult to pick up everyone's voices when you are making your comments, so if you could just be cognizant of maybe speaking a little bit louder. [off mic] A reminder though the black microphone that you see around there do not amplify [inaudible]

**Tim Clites:** They amplify so the viewing audience can hear us.

**Will Moore:** This one, the center console and then the one between you and Mr. Anderson are the ones that are actually we need to pick up on.

**Tim Clites:** OK.

**Will Moore:** Just try to speak louder [inaudible].

**Tim Clites:** Thank you. All right. Next order of business, COA 21-02 request of James and Susan Kelly to enclose the front porch at 400 West Washington Street.

**Rhonda North:** And we have Ms. Kelly on the line.

**Tim Clites:** Ms. Kelly on the line. Ms. Kelly, would you have any comments beyond the application that you'd like to share with the committee?

**Susan Kelly:** No, I think it's pretty straightforward if you have any questions. I have our builder here, Mr. Morgan.

**Sam Morgan:** Hello, everybody.

**Tim Clites:** Hello.

**Margaret Littleton:** I think it looks great. Margaret Littleton.

**Tim Clites:** All right, let's start, Margaret, any other comments? We'll work our way around the room in reverse order.

**Margaret Littleton:** Sorry.

**Tim Clites:** That's all right. Glad you started.

**Margaret Littleton:** [off mic]

**Susan Kelly:** [off mic]

**Tim Clites:** Ok, no further comments. Virginia, do you have any comments or questions?

**Virginia Jenkins:** No, actually, I don't.

**Tim Clites:** Thank you, Virginia. Bill, do you have any comments or questions?

**Bill Anderson:** I do think it looks very nice. I think it's actually nice addition to the house. I assume it's painted the same color as the trim on the around the windows.

**Susan Kelly:** Yes.

**Bill Anderson:** And the roof will be the same as the main house. Same color.

**Susan Kelly:** Oh, no changes.

**Tim Clites:** As I understand, they're going to keep the roof, take the columns out and just infill below.

**Bill Anderson:** I thought they might be taking the whole thing apart and yeah. OK, good, good. Because it says new columns. Yeah, new.

**Tim Clites:** New. Round columns come out, it's new 8 by 8 square columns.

**Sam Morgan:** Correct.

**Bill Anderson:** Oh, I see the note. I missed the note. Good.

**Tim Clites:** Thank you, Bill.

**Punkin Lee:** I think it's going to look very, very nice. I did have a question on the materials for the windows, the door I couldn't find a material spec on here.

**Sam Morgan:** The materials are going to be they're going to be wood with waterproof [inaudible], so they're going to be simulated divided like double glazed glass so that they can enjoy it during the winter. And there'll be a water barrier technology on the front simply so that it can endure the weather over the years.

**Punkin Lee:** Thank you.

**Sam Morgan:** Does that answer your question?

**Punkin Lee:** Yes, thank you.

**Tim Clites:** Any other comments, Punkin? We can come back around again if there is. Linda, do you have any comments?

**Linda Wright:** No other comments? I think it's a very nice addition to the house and it's very attractive. So glad to see it.

**Tim Clites:** Thank you, my only two additional comments, Sam, perhaps you could answer this, so it's a wood exterior that's painted, it's simulated divided lights. So the mutons will be on both sides of the glass with a spacer bar in the middle.

**Sam Morgan:** Correct.

**Tim Clites:** Ok, perfect. That's in keeping with other windows, I think that we've approved. And my only other question was one I noticed in the picture, there's no gutter as you walk under into the porch, is that going to remain that way or might you all be adding a gutter there?

**Sam Morgan:** We're going to be adding a gutter. At this point these were this proposed front entrance vestibule. It was kind of a proof of concept. So there probably will be a gutter system, which which is actually needed.

**Tim Clites:** So can you do you know can you tell the committee is are there existing gutters along the sides of the house that you would be matching?

**Sam Morgan:** Yeah. Yes, it would be [off mic] They are OG profile.

**Tim Clites:** What a white aluminum.

**Sam Morgan:** White aluminum, yes.

**Tim Clites:** And for the benefit of the committee, I asked the question, because adjacent to this is the Community Center's house, which has the copper half rounds, and of course, that's the tie in with the community center, with the standing seam and then the slate roof on the community center. I don't know if it matters on this structure. I guess consistency is.

**Virginia Jenkins:** It shouldn't matter.

**Margaret Littleton:** [off mic]

**Tim Clites:** I should say that it matters that we match the adjacent building. I don't know that that matters.

**Virginia Jenkins:** Oh, do you think it could match the adjacent building?

**Tim Clites:** No, that's what I'm saying. I don't think.

**Virginia Jenkins:** That's good. We agree.

**Bill Anderson:** I have another comment to.

**Tim Clites:** Ok, so let's run around the room one more time just for any other comments now that I've confused everyone. Virginia, any further comments? [off mic] Margaret?

**Margaret Littleton:** No, I don't. I like it. [off mic] [laughter]

**Bill Anderson:** Yeah, I have, and it's a small detail, but as I look at the elevation, since I've done this many times, the I assume the shutters on the windows that are adjacent to the new enclosure shows here that they're going to be about, I'm going to guess four inches wide. I don't know what your intent is there, but clearly, the way I see this is that you can't have a full shutter there. Not that you show one, but you tend, I think, on the right-hand side, tend to show that just a little bitty shutter. Is that correct?

**Sam Morgan:** Yes. We were looking into folding shutters so that you actually could have the full width, but they were articulate and positioned itself against the new glass panel.

**Bill Anderson:** Unless they were bifold.

**Sam Morgan:** That's what that's. That would be the way to call it.

**Bill Anderson:** Yeah. They fold back into the corner.

**Punkin Lee:** I have one more question, is there going to be any lighting under this?

**Sam Morgan:** Yes, there will be there'll be an existing porch light.

**Cindy Pearson:** We can't hear you. Can you speak up a little, please?

**Virginia Jenkins:** There'll be an existing porch light.

**Cindy Pearson:** [off mic]

**Punkin Lee:** Thank you.

**Sam Morgan:** I don't think the plan shows the light, but there is a light an existing light to the left of the entrance, which is identical to the back.

**Tim Clites:** To follow up on Punkin' s question. I think the question is where would that sconce go on the proposed new facade? Would it go on the center pilaster?

**Sam Morgan:** There is an existing light that is mounted on the stucco of the, at the entry. Once you enter the vestibule, there's a light already in position. [multiple speakers]

**Tim Clites:** Everyone on the committee hear that? So if you look at the photo of the existing, what I heard is there's an existing sconce next to the existing door [off mic] and with a new exterior door, the code will require a light outside, I believe, of that door as well. And if the intent is to match that sconce outside the new door, I would be OK with that. But that's I think what we're trying to understand. Was that your intent?

**Sam Morgan:** That is the intent.

**Tim Clites:** OK, thank you. Does that help Punkin?

**Punkin Lee:** Yes.

**Tim Clites:** Linda?

**Linda Wright:** No other questions.

**Tim Clites:** Cindy.

**Cindy Pearson:** I was just needed to be clear about the light to that it's going to be put on the new addition on the outside. Correct, is what I'm hearing. So that'll need to be made in the motion that that because it's not on this, if that is what's happening.

**Tim Clites:** Yes. Thank you.

**Susan Kelly:** If you look at the photo of the rear vestibule, it is. It is exactly as the front one is currently now. The only difference is we're enclosing the entrance. I'm not changing the light. It's the same as the rear. And that light is great light which lights up the whole front yard.

**Cindy Pearson:** So you're saying that you're not putting one on the outside of the new addition.

**Sam Morgan:** No. It's, there's an existing light next to the front door, and we were going to leave that there, maybe change the light out and not put one on the new vestibule unless it's required. But I don't think they want one.

**Susan Kelly:** It's too much light out there now.

**Tim Clites:** That's a good clarification. So I guess I would suggest for the committee that so that this didn't have to come back before us, if the building inspector required the light, we could approve the light that we see in the existing photo on the center pilaster of the proposed so that if that becomes a requirement for them during construction, they don't need to come back to us for approval. And that that's only if the committee is comfortable with that. And then my only comment after a second round of comments from everyone is, Bill, thank you for the shutter questions, I interpreted that little shutter as being perhaps on an angle that because the note said it was to be the existing window and shutters to remain. And so I wondered if there was enough space that it might just nestle in that corner at an angle. I know you can't, but that's just what [off mic]

**Sam Morgan:** I think it can Tim. I think once we're in the field, we can confirm that. But I think that the full-sized shutter could just angle against the panel, the glass panel.

**Tim Clites:** Yeah, I guess it's up to the committee whether they're comfortable with that [inaudible]. I would be from where we see this, from the street, it would be [inaudible] Well, if there are no further comments from the committee, I would entertain a motion.

**Linda Wright:** I'll do it. I make a motion that we approve COA 21-02 request of James and Susan Kelly to enclose the front porch at 400 West Washington Street as submitted. [off mic] Oh, with the provision if they want to move or are required to put a light on the exterior, they can move the fixture that they have to the exterior and put it on the center pilaster. [off mic] I don't know, do we want to include anything about the shutter or not? [off mic]

**Bill Anderson:** [off mic]

**Linda Wright:** Than would add that with the provision that the shutters as shown would be bifold shutters. So they'll fold back into the space that's there. [off mic]

**Punkin Lee:** I'll second.

**Tim Clites:** [off mic]

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Bill Anderson:** Committee Member Anderson.

**Bill Anderson:** Approve.

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Approve.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve.

**Tim Clites:** Thank you, Ms. Kelly, and Sam.

**Sam Morgan:** Thank you, Bifold it is.

**Tim Clites:** We appreciate it. Thank you.

**Susan Kelly:** Happy New Year everyone. [multiple speakers]

**Tim Clites:** Thanks to you as well. Moving on to discussion items, do we have any discussion items this evening?

**Estee LaClare:** I do have something. [off mic] Yes. Hi. Good evening. Estee LaClare. I wanted to just fill you in on some updates to the historic district design guidelines that we've been working with Frazier and they have compiled and put together all the different survey data that you all kindly gave to us along

with staff. And then approximately, I want to say, almost 25 former applicants participated in the survey monkey that we distributed. They've put it all together. I'm going through it right now. They just sent it to me last night and we're going to be reviewing it. But overall, I will say it's, I think, very good feedback that will be able to update and use it in the guidelines update. So thank you very much for all your efforts and taking the time to complete the surveys. So it's definitely helping in the process. That's one of the things we've been working on. Happy New Year. And I think Will I don't know if Will wants to come down to do an update for town offices. I think he and I. Yes. I'm sorry.

**Bill Anderson:** What's the next step?

**Estee LaClare:** Essentially, we're going to go over this data. They might we have to look and see if they want some additional old antique pictures along with maps. That's something we've been trying to work out and also some high-definition maps. So those are a couple of things that we're still working on with them and then they're going to start putting it together. I submitted the grant reports to CLG literally, I think it was last night. So that process is going along. We're going to do one big grant submission for the financials at the end of it with the reporting for the guidelines. And so it's moving along. So that part's exciting. Hopefully. I know it took a little bit longer than expected to get the process going, but I don't think it'll impact when it will be delivered at this point in time. I'm hopeful. And if that's a change, I definitely will let a committee know. So thank you. I'm sorry. I think Will's saying something. Will did you want to do a town?

**Will Moore:** Oh, yes. Thank you, Estee. Just a quick update for the committee on the status of our town office project. Rhonda, is the project lead. Danny who's the town manager and myself, along with one of the council representatives, had kind of a kickoff meeting with our architectural and engineering firm, as well as our construction manager yesterday. So we do have a deliverable that should be coming in no later than tomorrow, kind of an overall project schedule. But at this time, we do know that they were going to be working on some schematic design options with a deliverable at the end of February. And we anticipate being before this body at your March meeting with an initial schematic. It won't be rich on detail by any means, but we're basically going to be seeking input and potentially [inaudible] approval on the the massing and siting of the building at that time. But as that process moves along, we'll keep you informed again at your meeting next month. But just wanted to let you know that we're going to be going full steam ahead from this point in time with the project. We may be requesting that the committee consider its openness to a special meeting or two could be in the April and May, maybe the June timeframe if necessary, if we can't accommodate the more detailed reviews that will be coming at your regular meetings. That's where we are at this point in time. Either myself or Rhonda are happy to answer any questions that you might have on that project.

**Bill Anderson:** In February or March, whenever the schematics are done, are they going to do a submission digitally so we could see it before meeting?

**Will Moore:** That's a good question of the deliverable is I think literally the last business day in February and your meeting is the very next week. So the intent is to have and they're going to be some options there. The intent is to have some meetings with council members at the beginning of the following week. So the same week that you will be meeting to try to get a general direction from council on which of the schematic designs they prefer to be considered. So that's a good question. We don't know whether you'll have it in advance or not. And if you don't have sufficient time, it may be more input rather than conceptual approval at your March meeting. And we might consider requesting you consider a special meeting in March as well, maybe a week or two later once you've had the opportunity to spend a little more time with the design.

**Bill Anderson:** Is the council meeting where the schematic is going to be approved before the HDRC open to the public?

**Will Moore:** That's actually not going to be a council meeting. The council does not meet in between the time that we have that deliverable and when you meet. So staff will be meeting with council members either on an individual or a two by two outside of a public meeting forum.

**Tim Clites:** Thank you Will. The only thing that crosses my mind is that if in the months of March, April, and May, it looks like there's a strong potential that we would need a second meeting, I personally would prefer to get that on the calendar and cancel it then to be scrambling to try to coordinate it closer to the time. I just speak for myself when I say that, but I'd be happy to pencil in a tentative date, second date for each of those months. If that made it easier. [multiple speakers]

**Will Moore:** That's an excellent idea Mr. Chairman. We will send out some dates possibly as early as tomorrow and we'll poll the committee members for their availability for possibly a second meeting in each of those months. And we'll try to get that set here as soon as possible.

**Tim Clites:** Awesome. Thank you, Will. Any other discussion items from any of the committee members? Council Member report?

**Cindy Pearson:** I have nothing to report.

**Tim Clites:** Rhonda, any updates?

**Rhonda North:** You heard the update on the big one.

**Will Moore:** That's exciting. I know you've all been working really hard on that. So awesome. We can't wait to see what you what they're all coming up with. Our next meeting is scheduled for February the 4th. Anyone have already know they have a pending issue with that meeting? Ok, with having a quorum, great. Right. I guess if there's no further business I get to pound the desk, right? Thank you all.

**Bill Anderson:** Thank you, Mr. President.