



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



**Thursday, February 4, 2021  
PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, February 4, 2021. Chair Clites called the meeting to order at 5:30 p.m.

**PRESENT:** Tim Clites, Chair  
Punkin Lee, Vice Chair  
Virginia Jenkins  
Margaret Littleton (left early)  
Linda Wright  
Cindy C. Pearson, Council Representative

**STAFF:** Rhonda S. North, MMC, Town Clerk  
Estee LaClare, Project & Planning Associate

**ABSENT:** William Anderson

Chair Clites explained that it was the HDRC’s responsibility to conduct essential public business despite the COVID-19 pandemic. He advised that the Committee recognized the need to do so safely for its members, the staff, and the public. Mr. Clites 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of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders mandating social distancing. He 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. Mr. Clites reviewed the procedures for the Committee members, applicants and public to participate in the remote meetings.

Chair Clites reminded the members of the need to speak loudly, make sure their microphones were on when speaking and to give their name before speaking. He explained that this was for the benefit of the viewing audience.

The roll was called at 5:30 p.m.

**Approval of Minutes**

*Committee Member Jenkins moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the January 7, 2021 regular meeting minutes.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Anderson

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

## Discussion Items

### Historic District Guideline Updates – Frazier & Associates

Kathy and Bill Frazier advised the Committee that they would first review the findings from the questionnaires and the stakeholder interviews, followed by a review of their proposed table of contents for the updated guidelines.

#### *Findings from Surveys & Stakeholders Interviews:*

Mr. Frazier reported that based on the results of the surveys and interviews, there was strong support for historic preservation and the design review process in Middleburg. He further reported that the HDRC and staff had an excellent reputation.

Mr. Frazier advised that the survey revealed the need to update the guidelines. He reviewed the top items that were identified as needing to be addressed, including energy conservation, solar, substitute materials, roof features, and satellites. Mr. Frazier opined that based on the survey results, new construction in the Historic District could be a challenge, as could window replacements. He acknowledged that the HDRC started their reviews by looking at the big picture, before getting into the finer details. Mr. Frazier noted that there was lots of new technology, which could also be challenging in the Historic District. He expressed hope that the Town would not see the demolition of a historic building often. Mr. Frazier noted that some residential buildings had been converted to commercial use. He questioned how new construction in the Historic District should relate to existing structures. Mr. Frazier opined that parking could also be a challenge. He further opined that the HDRC worked with some good signage contractors. Mr. Frazier reiterated that people felt the HDRC review process flowed smoothly and they supported historic preservation. He suggested that training of the committee members was always an issue and expressed hope that this could occur remotely in the future. Mr. Frazier advised that some of the suggestions that were identified during the survey included the need for the Historic District Guidelines to be more specific, for the committee members to conduct site visits before the meeting, for the development of check lists that could be used in the application process, and for the application to contain a question asking the applicant whether they had reviewed the applicable guidelines before submitting their application.

Mr. Frazier reported that twenty-two individuals completed the survey, with most indicating they did not know they were also in the state and national historic districts. He advised that most of the applications before the HDRC were for signs, windows replacements, and new construction, in that order. Mr. Frazier reiterated that everyone felt good about the process, with almost eighty percent (80%) of their applications being approved during the first meeting. He advised that the respondents indicated the staff was well informed and experienced. Mr. Frazier noted that they felt the guidelines were useful; however, they needed to be updated.

Mr. Frazier reported that they interviewed seven stakeholders, consisting of a mixture of property owners and others. He advised that the biggest issue they raised were windows and the use of substitute materials in the Historic District. Mr. Frazier noted that everyone said the HDRC was helpful and flexible; however, they noted that the architects frequently spoke before the other members and had more input. He advised that it was suggested that the Town consider administrative reviews of some of the applications. Mr. Frazier noted that those surveyed suggested the Town look outside of Middleburg for applicants for the HDRC if necessary.

#### *Proposed Table of Contents:*

Mr. Frazier reviewed the proposed table of contents as follows:

Chapter 1 – Introduction – Mr. Frazier explained that this chapter would include background on the Town’s historic preservation efforts; the identification of types of historic districts; the HRC’s role as it related to the Comprehensive Plan and the Committee’s goals; the philosophy of historic preservation; zoning’s role in historic preservation; the authority for historic preservation; and, the application process.

Chapter 2 – Planning Projects – Mr. Frazier explained that this chapter would include different treatments of a building; the Secretary of the Interior’s Standards and the Virginia Department of Historic Resources regulations; incentives; and, other health and safety issues.

Chapter 3 – Architectural & Development Overview – Mr. Frazier explained that this chapter would include the history of the town; the Historic District boundaries; the character of the different areas in the Historic District; and, architectural styles. Mrs. Frazier expressed hope that the Town would change the Historic District boundaries.

Planning & Project Associate LaClare advised the Frazier’s that prior to COVID, a sub-committee was working to identify possible changes to the boundaries; however, that was placed on hold. She reported that the plan was to update the guidelines first and address the boundaries later.

Mrs. Frazier advised that there were some properties in town that were not in the Historic District that they may wish to use as examples of styles. Mr. Frazier opined that the maps were essential.

Chair Clites reminded the Committee that years ago, they discussed the entrance corridor. He further reminded the members that the HDRC reviewed the design plans for some properties that were not in the Historic District due to zoning proffers. Mr. Clites suggested all the properties on the entrance corridor would benefit from a voluntary review by the HDRC as they developed.

Mr. Frazier noted that such reviews could be done under separate guidelines.

Planning & Project Associate LaClare advised the Committee that she would prepare a report of the recommended changes so they could be presented to the Planning Commission and Town Council for their consideration.

Chapter 4 – Site Design & Elements – Mr. Frazier explained that this chapter would include all things on the site and would create guidelines for them. He opined that Middleburg had a rich historic environment.

Chapter 5 – Existing Building Elements – Mr. Frazier explained that this chapter would include all pieces of the building and noted that it would apply to most applications. He opined that the challenge would be windows; remodeling porches; exterior stairs; roof elements; balconies; decks and pergolas; outdoor dining; lighting; the rear of buildings; and, parking.

The Committee noted that many of the restaurants were currently using tents to allow for outdoor dining during COVID and some had even invested in the purchase of outdoor greenhouses. They opined that the restaurants may want to continue these outdoor dining opportunities in the future, possibly even through permanent extensions to their buildings. The members suggested the need for a definition of a temporary structure and an identification of when that temporary structure would require HDRC review. They noted that this was also involved zoning and light trespass issues.

Chapter 6 – Existing Building Materials – Mr. Frazier explained that this chapter would include an identification of allowed materials, including substitute materials. He noted that many communities were now allowing the use of new composite materials for additions and new construction; however, they would not allow a mixture on historic structures.

Chair Clites noted that the HDRC had allowed this on some buildings; however, they were particular when it came to windows. He explained that the Committee preferred simulated divided light windows.

Chapter 7 – New Construction & Additions – Mr. Frazier noted that they would provide sketches to accompany the items in this chapter. He advised that the guidelines would include a discussion of the design philosophy of the HDRC. Mr. Frazier opined that new construction should not copy historic buildings, but rather should be compatible with them. He noted that there was recently a shift in the design world in that the thought was now to allow more traditional designs for new construction. Mr. Frazier advised that they would write a philosophy and approach that was appropriate for Middleburg.

The Committee noted that architects have struggled when designing new construction as the increased zoning limits on items such as height were incompatible with the design. They opined that the zoning regulations limited the design and suggested those needed to be reviewed as well.

Mrs. Frazier confirmed that zoning regulations frequently created challenges in historic districts. Mr. Frazier advised that they would love to look at the zoning ordinances, with a goal being to identify regulations that had a negative impact on the preservation of the historic character. He noted that local government attorneys had differing opinions as to which trumped during development – zoning or historic district design review.

The Committee cited instances in which an architect proposed a large roof to meet the zoning height regulations. They opined that addressing this was particularly important with regard to infill development.

Chapter 8 – Awnings, Canopies & Marquees – Mr. Frazier noted that they would identify the typical aspects of these items.

Chapter 9 – Signs – Mr. Frazier advised that they would look at the Town’s sign ordinance.

Chapter 10 – Painting – It was noted that the HDRC did not allow murals in the Historic District; therefore, the guidelines should include language to that effect. Mr. Frazier suggested they provide a general range of paint colors that could be used, depending on the period and style of the building, as well as examples of the placement of paint.

In response to an inquiry from Mr. Frazier, Chair Clites confirmed the HDRC reviewed color and advised that it generally did not have an issue reaching an agreement on it.

Chapter 11 – Energy Conservation – Mr. Frazier advised that they would follow the National Park Service regulations when drafting this language. He opined that energy conservation measures, such as the use of solar panels, could be accomplished without negatively affecting historic buildings’ character.

The Committee noted that they have been resistant to these in the past. They suggested it was worthy of discussion so they could learn about the options and know whether they should continue their resistance.

Chapter 12 – Accessibility – Mr. Frazier suggested this language should reflect current standards. He advised that there were creative ways to make a building accessible.

Chapter 13 – Archaeology – Mr. Frazier questioned whether the Committee wanted to include this in the guidelines. The members agreed they did even if it was simple.

Chapter 14 – Vacant Buildings – Mr. Frazier suggested the need to address buildings that had been vacant for a long time. He further suggested the creation of a check list that could be used to prevent building deterioration.

Chapter 15 – Moving & Demolition – Mr. Frazier suggested the need to identify how to mitigate the moving and/or demolition of a building if it was done, as well as identify how it should be done. He noted the need to identify how to save what was existing, as well as how to replace demolished structures.

Appendices – Mr. Frazier advised that this section would identify definitions, resources, and check lists, including maintenance check lists.

(Committee Member Littleton left the meeting at 6:30 p.m.)

The Committee questioned whether companies offered charts of historically acceptable paint colors. Mr. Frazier confirmed they did; however, they often changed. He suggested it made sense to identify what colors were appropriate for the age of a building, as well as to identify where the paint should be placed.

As it had been an hour since the roll call, the roll was called again. All members were present who were present for the original roll call except for Committee Member Littleton.

In response to inquiries from the Committee as to next steps, Mr. Frazier reported that they would draft guideline language for the Committee’s review, as well as provide sample graphics. Mrs. Frazier noted, however, these would not be laid out until the Committee completed their review of the text. Mr. Frazier confirmed that once the document was laid out, there would still be an opportunity to edit it.

Mrs. Frazier reported that the guidelines would be developed using a horizontal format. She further reported that it would be interactive for those who were accessing it online.

In response to inquiries from the Committee, Mr. Frazier confirmed that most of the photographs would be of buildings in Middleburg, except for those that identified negative items and perhaps some identifying new construction. He advised that the guidelines would be paginated by chapter to make it easier to update in the future. In response to an inquiry from the Committee, he confirmed there was nothing more that Frazier & Associates needed from the HDRC to start drafting the updates. He advised that they would provide information, with the Committee deciding how much they wanted to use in the document. (At the conclusion of their presentation, Mr. & Mrs. Frazier left the meeting.)

The Committee opined that the presentation was well done and very thorough. They inquired as to when they could expect to receive the text and how long it would take to design the document once they approved the text. They agreed the development of checklists would help with the review process.

Planning & Project Associate LaClare suggested the inclusion of a flow chart identifying the process for obtaining a Certificate of Appropriateness.

### **March Meetings**

The members indicated they would be present for the March 4<sup>th</sup> meeting. Vice Chair Lee advised that she would not be present for the March 9<sup>th</sup> special meeting. Committee Member Jenkins noted that she may also be absent from the special meeting.

There being no further business, the meeting was adjourned at 6:43 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## HDRC Meeting Transcript – February 4, 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))

**Rhonda North:** Okay, you're good to go.

**Tim Clites:** We will bring this meeting to order. It's the Middleburg Historic District Review Committee's meeting for Thursday February the 4th. [Technical Difficulties] You have been muted to unmute yourself press the star key twice.

**Rhonda North:** I don't think that's going to work because that's unmuting the system.

**Tim Clites:** I'll say that again, it's Thursday, February the 4th. [multiple speakers] Is the feedback okay now? [Multiple speakers]

**Estee LaClare:** We appreciate everyone's patience.

**Rhonda North:** Try it again, see what happens.

**Tim Clites:** This is the meeting for Thursday, February the 4th.

**Rhonda North:** I think we got it.

**Tim Clites:** And everything seems to be working perfect. [Multiple Speakers] Let's go ahead and do the roll call.

**Virginia Jenkins:** Virginia Jenkins.

**Punkin Lee:** Punkin Lee.

**Tim Clites:** Tim Clites.

**Linda Wright:** Linda Wright.

**Cindy Pearson:** Cindy Pearson.

**Rhonda North:** Rhonda North, Town Clerk.

**Estee LaClare:** Estee LaClare, Planning and Project Associate.

**Margaret Littleton:** Margaret Littleton.

**Tim Clites:** Thank you, Margaret. Next order of business is to read the Remote Meeting Announcement. It is the Historic District Review Committee's responsibility 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 the continuity 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 sends 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. As 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. The town clerk will announce the member's name with the individual, then stating how they are voting. And I will add to that it's been requested that we all speak up, turn our mikes on. And what was the third part, Rhonda? Say your name before you speak, say your name before you speak. Thank you. [Off mic] I now closed my. Oh, there we go. Thank you. [Off mic] use this thing. Thank You, apologize for that. The next order of business is the approval of the minutes from the January 7th, 2021 regular meeting. Has everyone had a chance to review the minutes?

**Margaret Littleton:** Yes.

**Tim Clites:** Are there any additions or comments? Hearing none. Do I go around the room? I forget.

**Rhonda North:** Need a motion first.

**Virginia Jenkins:** I'll make a motion to approve the minutes as read for January 7th, 2021. This is Virginia Jenkins.

**Punkin Lee:** This is Punkin, I'll second.

**Virginia Jenkins:** [inaudible] announce the names.

**Tim Clites:** All those.

**Rhonda North:** You have to go around [Multiple Speakers].

**Tim Clites:** Oh, I'm sorry.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee Member Anderson is absent. Committee Member Jenkins.

**Virginia Jenkins:** Approve.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Approve.

**Rhonda North:** Chair does not vote.

**Tim Clites:** Thank you. The next order of business is a discussion item the design guidelines, questionnaire, interview findings and a draft of the table of contents with a presentation by Frazier and Associates. Perhaps while we listen should we shut off our mikes? Would that make the recording clearer?

**Rhonda North:** It would avoid interruption if somebody says something.

**Estee LaClare:** Kathy, we're ready for you to begin.

**Kathy Frazier:** Well, thank you all and hope all this goes okay, and you can hear us okay. We've got a summary outline of the results from all the interviews and the questionnaires, and we wanted to just go through the outline of the table of contents. [inaudible] I'm going to turn it over to Bill.

**Bill Frazier:** Good evening, everyone, and thank you for letting us do this remote meeting with you. You've already received, I think, the written summary. And so we're really just going to kind of go through that fairly quickly and then take some time with the table of contents to discuss that and then you'll turn your mikes on and please chime in when you have questions or suggestions. And Kathy is going to do the slides.

**Kathy Frazier:** Oh, no. Is everything okay?

**Estee LaClare:** Yes.

**Bill Frazier:** Can you hear us?

**Estee LaClare:** [Multiple speakers] Yes, we can hear you.

**Bill Frazier:** Okay, so really, I think there's no surprise here that there's a strong level of support for preservation in Middleburg and for the design review process. In terms of the questionnaires and the interviews, both the committee and the staff really [Off mic] and really working with the property owners and the applicants to make sure these projects go forward and they have the historic character of the community. Folks did say and in particularly the committee itself, it's definitely time for an update includes some new topics that were not covered back when these were written in the 1990s. And it's so interesting that we're having many of our former communities that we did guidelines in coming back to update very similar topics that you all are requesting as well. And graphics is certainly a big part of this particular project. We hear from everyone today, the top two or three things are energy conservation and how to deal with that, how to deal with the solar issue. There's so many things you can do before you go to solar, just in existing techniques and aspects of your existing property. Substitute materials are definitely a key item today because so many of them are being used and so many more of them are being made than imitate historic materials in a more sensitive and careful manner than past things did. And then some of these other things where the roof features and some of the new things that come up like satellite dishes and all those sort of appurtenances, and then the other ones that you all can read the porches, a lot of the trim and stuff and pergolas and so on. New construction is always a challenge and we see that. And it's nice to hear that in many cases you all are actually [off mic] meetings and you start with the big picture instead of diving into details when someone presents a new building project. Window replacement we see is extremely challenging to every review board and committee and you know where we work throughout Virginia southeast there's a lot of new technology and a lot of new information available about that. And we can talk about that later. Obviously, demolition is something we hope we don't see often, and it's certainly challenging with the legislation in Virginia allows a one-year delay. But some of our bigger cities and some other states that have that same legislation, we're seeing just people wait out a year. So it's a challenging situation. A lot of the buildings in Middleburg, of course, are some of them are residential that have been converted to commercial. And the whole idea of dealing with porches and alterations to those in particularly in the commercial conversion idea is something to deal with. Again and



like similar to new construction or additions. And then how do they relate to the existing building, to what degree? And there's changing views on that now in the preservation world as we see. Parking, as we know, is always a problem and a challenge when you've got such a dense environment in an area like you all have. And just going. Excuse me.

**Kathy Frazier:** Did someone have a question?

**Estee LaClare:** Oh no, no one had a question, we were just listening intently. Thank you.

**Bill Frazier:** [laughter] Oh, sorry, okay. And then the rest of them were pretty straightforward signage and had some really good conversations with folks who are dealing with signage and certainly have some good contractors there and a very handsome section of the guidelines that deal with that. The whole issue of siding we'll talk about that in relation to both [inaudible] materials and new substitutes. And you all have been doing this for so long that, you know, you're so aware of many of these things. And I think it'll be interesting to get your perspective. [laughter] Handicap accessibility we go into that in a lot of detail, a lot more detail than in the past. Then you all have talked about garages being an issue. So anyway, those are just some of the things. Really, as I said earlier, everybody felt like things were pretty smooth to go through this. Sometimes the bigger, more complex project took multiple meetings. Many did not. We'll show that in a minute. And then people really support it there. And we heard a talk given by the president of the American Planning Association a couple of years ago. And he said one of the biggest challenges for local governments in the future is going to be design review. And it's nice to see that you all still have that level of support. Training is always a problem for commissions and committees, review boards. And we hear that at every time, every time we do a set of guidelines that the review function of training really comes up as challenging. People can't take time off and go to Richmond for a daylong conference, very often and it's hard to get that out. Maybe with this remote work more of this training can be done that way.

**Kathy Frazier:** I think the pandemic is going to change so much about training. Yeah [multiple speakers] and online information is going to get a lot better.

**Bill Frazier:** Yeah, some other suggestions were that in some cases we need more guidelines, need to be a bit more specific, and they may leave too much room for interpreting both from the property owner or the architect working for the applicant and the committee itself, obviously graphics. And as someone suggested also a site visit, many of the commissions and committees and boards we work with, they actually take a field trip before the meeting and look at each project and particularly complex ones. Things that are on consent agenda may not require that, but that's something was brought out and a checklist for project review, which we have done for other communities. We will be doing that for you all as well for new construction and rehab. And then another idea brought out at the interviews was to the question we asked is the applicant actually on the application did that person or his or her representative actually review the pertinent sections of the guidelines to make sure that they are relating to them before submitting the application? So that hopefully folks understand the function and the details of those guidelines. So if the people who came before you all before, we had 22 questionnaires and that you all sent those out for us, and so obviously most of them are commercial. It was interesting that a lot of people didn't know that they were in a state national historic district. And that helps because number one it keeps federally funded projects from adversely affecting the district. And it also provides with the potential for income producing and some other types of residential uses tax credits and particularly the state credit is pretty easy to use. The federal is more complex and really here for the bigger projects. But we found that out obviously. And again, this is a finding we see a lot. Most applications are for signs and then other things come after that. Windows replacement and here site features as well. And then new construction. It's really nice to see the level of support that people feel. At least the 22 people who responded that really everybody felt things went fine. The application was clear. See almost 80 percent were approved the first time. And that unfortunately, sometimes, you know, the press comes in and everyone gets upset when someone doesn't get approved the first time. But most review boards do approve most projects the first

time. And then the staff has been extremely helpful. And you've got a very well-informed, experienced staff that everybody is extremely happy to have and going before the committee. And it was timely, and everybody felt the guidelines were useful. And it's really just time to update [inaudible]. Whereas we've got another community right now just contacting us and said the city council wants a whole redo because everyone's complaining that they're too strict and so they want to rethink the entire set of five guidelines for different districts. So it all depends on the community. Everyone felt in most cases, it was well supported and enforced. So there you go. Everything in terms of what you all have been doing is at a very high level and a very professional level. So we were given a dozen names to interview, seven of which we were able to schedule interviews with, and they weren't just property owners, they were also other types of folks related to the project. Again, the issues came up about window replacement, and substitute materials, which is not surprising. Again, folks were very complimentary, and that the committee seems to want to help and assist and make suggestions that are useful and with strong leadership, everyone felt like it's been a very fair process and that you all have been very flexible, which is great to hear. The only comment someone said from a non-architect point of view is that the architects spoke first and have more opinions and ideas than some of the other folks. [inaudible] That's just the fact [inaudible] has any implications, not [inaudible]. [laughter] You know, everybody wants to get their project approved quicker, and so administrative review just by the staff is something that is something to look at. If you all feel that's an important issue and we see that happening in a lot of communities. People felt again that sometimes it's a little lose the process, this objective. And you all probably read all those comments about opinions and so forth, which is challenging. And then people said, well, if you can't get if you have trouble finding people, this is one architect of another community who has worked in Middleburg and said well, maybe they should have looked outside. His experience in working in other communities is that sometimes in the smaller areas they go to a broader outlining area to try to get members if they have trouble getting members [off mic] of the review board yeah. So here we are now at the table of contents. And again, this is all just I'm not going to read it to you, but.

**Kathy Frazier:** I mean, we assume you've gotten this.

**Bill Frazier:** Yeah, and all this you've received and then the first chapter really deals with all of so the overview, the types of historic district, how your role and the function of the historic ordinance relates to the comprehensive plan and the philosophy and goals of the review board and then how guidelines help in that way and the relationship to zoning and code. And a lot of people are very confused about those things when the lay person comes [off mic] and then the state authority that gives you the power that you have. And we always do a flow chart that shows how an applicant goes through the process and talks about appeals and so forth. So that's sort of that first throwing all those things in that first chapter.

**Kathy Frazier:** Do we want to pause?

**Bill Frazier:** Sure. Why don't we stop after each one of these? And if people have comments or questions, please turn on your mike and let us know.

**Kathy Frazier:** If there are no questions, Estee if you can tell us to keep going, that's what we'll do.

**Tim Clites:** I ask any of the members if they have any questions or comments.

**Virginia Jenkins:** I think it's pretty straightforward so far for me.

**Bill Frazier:** Yeah, this is not rocket science. [laughter] [Off mic] planning your project this chapter is really geared to the applicant and his or her architect and designer and builder. It's sort of talking about the different treatments of a building, you know, from rehabilitation to restoration, to reconstruction. And then the secretary's of interior standards, which are really the primary nationally known [inaudible] for preservation throughout the country and what the state of Virginia, the Department of Historic Resources uses and what they expect you and us to use with the grants you receive for the guidelines to be based on

those standards. And there [inaudible] some standards that are very general you all are probably very familiar with, but we just remind folks of that. And then there's some incentives that are available and that will change. But by having this document be on the website I think that will be easier. And if you all want to update things then you can do that. And then we obviously deal with some of the other issues that come about in terms of health and safety. That's more for the property owners to think about and websites to go to and so forth; asbestos and things like that. Any comments on that? We'll talk about the Chapter three. And this is going to take the history that was already done in your existing guidelines, and then we will have you all help us if there's changes you need to make or things you want to add to that history. And we generally put in historic images if we can find them, and [inaudible] that time. And the boundaries of the district, which we've spoken before, that you all will hopefully when we get to the final draft of this, will have boundaries that might not be such a box rectangle. And they will include properties they'll either include all the properties or not. And then, I think in your survey of [inaudible], the maps there that show their recommended boundaries. So that's a discussion we all need to have. And so we'll talk about that and then in many cases, the districts or the district has some areas that are very different from other parts. And so that's where we talk a little bit about character. We may say this corridor has this character, this area is more residential and so forth and the period of building, etc. Then we typically go into styles like you already have [off mic] 3D sketch up, styles and color, and we'll also use photographs to show representations of those styles in the guidelines. So it'll be both drawings and renderings and photos and that goes with a different type. And some of that will also mix in some building types as opposed to architectural styles, because some types of buildings, institutional, commercial have a different function. And so that's more of a type. But they also can have styles. A lot of what we see will also have a mixture or a vernacular interpretation of some of these styles and additions that are different from what the original section of the building was. So there's a lot of richness in Middleburg that I think will cause us to think carefully about how we present all of this information and try to dissect the architectural rhythms and characters and feel and scale and materials that are so varied; trying to put them in some kind of way that people can understand better the building forms and styles and types of the town.

**Kathy Frazier:** And I think I would just like to say, the sooner we can get those boundaries and [off mic] sub area.

**Bill Frazier:** Sure, yeah, we could stop there. If anybody want to [off mic].

**Estee LaClare:** Hi guys, this is Estee. I wanted to make you aware, Will and I talked about the boundaries. Prior to the pandemic, we were working with Bill Turnure and Punkin to come together and kind of start to rearrange and take the district and make it based upon the 2016 survey, what they had suggested. Due to that fact, we couldn't gather for quite so long. We put that on hold. We probably will put that on hold, Will and I can discuss it further. But last time he and I chatted, we thought it was best to just kind of proceed forward with the guidelines. And then once we're near the end of the process, we could try to take care and reestablish that boundary. But we also feel that we might be able to have that readjusted after we publish. Since the majority of this information will be online, it will be easier to update. But I don't know if that would work with your timeline or if that's atypical.

**Kathy Frazier:** The only thing I guess I'm wondering about is if there are certain types of properties that might be in the area that are not officially in the district yet.

**Bill Frazier:** That we would want to use as examples of a particular style or building form or something. And we typically do a map of the local district and of the state and national district. Because some people aren't in those, they can't get tax credit and some of them are maybe in that, but they're not really in the locals, so they don't come before review. To put those maps in there is pretty essential in terms of having the owners understand, you know, how that type of district affects them and how it does.

**Kathy Frazier:** So we might just analyze it, you know, as it is now. And then maybe overlay with [off mic].

**Bill Frazier:** Yeah, it may be pretty minor.

**Kathy Frazier:** It may be fine but.

**Bill Frazier:** We haven't looked at it yet.

**Estee LaClare:** Ok, we're more concerned with the overlay based upon if my memory serves correct. Punkin that's what we had discussed. There were only a few properties that we wanted to eliminate due to the fact that the boundary line went in the middle of the properties. So we wanted to adjust it. And one lane in particular, Chin Lane, due to the fact that it was built after the period of time, historically speaking, of significance to become a contributing resource, we were evaluating about taking and removing that entirely from the district. But once again, we had not finalized that due to the pandemic. But we can also discuss this offline at another point in time too.

**Kathy Frazier:** It's just something to think about.

**Estee LaClare:** Definitely.

**Kathy Frazier:** [Off mic] going forward.

**Estee LaClare:** Thank you. [Off mic]

**Tim Clites:** The only other thing I would add to that, I don't know if this is the relevant place to discuss it, but I knew years ago we talked about the entrance corridors to the town and I believe there's been a property or two that as they got developed, they proffered coming before the Historic Review Committee as part of their development. I don't know if the guidelines should address that. But it would seem like if there was a way to have that door open, that it would benefit the town to have voluntary extension of our review, especially along our entrance corridors, because I think this is significant to the whole experience of the town. So, I'm not suggesting an expansion of the district, but just some method to kind of create that opportunity for landowners.

**Estee LaClare:** I think that's a good idea.

**Bill Frazier:** Encourage the owners to come before you all. Yeah [multiple speakers].

**Kathy Frazier:** Well, in Virginia you can designate your corridors because they're coming into the [Multiple speakers].

**Bill Frazier:** Yeah. As you all may know that as the Virginia legislation was modified a number of years ago to allow Corridor Review if the [Multiple Speakers].

**Estee LaClare:** It was Julie.

**Bill Frazier:** [Multiple Speakers] That review process can be totally separate, different. It can be done administratively by local government staff. And it can be a separate set of guidelines or it can be a section of these types of guidelines. We did corridor guidelines for all twelve, Charlottesville's Corridors, because they all ultimately led to historic districts. But then they were different and the Planning commission, I believe there was the review board. And many things were reviewed administratively. So there is that option if you ever decide you need to take that of a formal review of the corridors leading to the center of the village.

**Tim Clites:** I think it's a question maybe for the town council and or planning just to weigh in now to see whether it's something we should add to the list or [Multiple Speakers]

**Estee LaClare:** I think it's a great idea.

**Tim Clites:** [Multiple Speakers] the years a couple of times so.

**Estee LaClare:** That sounds good. I plan on writing up kind of a brief summary tomorrow and then getting this out to you all for your review and changes and additions. And then I can pass those along to Will and he can take those forward to the Planning Commission, potentially and Town Council so that they can get their feedback, too. And we can talk about these very important. I think that's a really important thing to discuss.

**Bill Frazier:** Yeah. Yeah, I would agree. Yeah. Because, you know, your district is still pretty close there.

**Estee LaClare:** Yes, that's the thing. And we're redoing our wayfinding signage through you all so. [laughter] We want to look good when everyone drives into town.

**Kathy Frazier:** Yeah.

**Bill Frazier:** Okay, any other comments or questions? We'll move on to site design and elements, and that's very self-explanatory. We just talk about all the things that are on the site. And, you know, it's such an interesting district walking in the commercial sections because of all these little pockets of landscaping we saw and that little fences stone walls and [inaudible] and staircases and railings. It's just a very rich, rich environment and even in the commercial sections where there's very limited set back. So those are all things that we would create guidelines for. And again, we use a combination of sketch up and 3-D drawing and photographs combining things. Any questions about the site or any issues that have been really challenging that you all are concerned about or have any comments? Feel free.

**Estee LaClare:** We're good. I think they're good to go. Continue, please. Thank you.

**Bill Frazier:** Yeah, well, here's the big section, because most of the projects that come before you are existing buildings so here is all the different aspects of things that we could think of that might come before you and yeah, and [inaudible] we'll get to that in a minute. But you can see them all. There's a number of them here and we just go through all the pieces of a building and then we have guidelines for those based on preservation standards. And again, the challenging ones are the window replacement remodeling porches to a certain extent. I know you all mentioned the exterior stairs. The rooftop elements and the new things that people put on it, how visible are they? We couldn't remember if there were any balconies if we needed to write anything about that. A lot of towns would have more commercial types with taller buildings that have had balconies in the past, many of which have been taken off just for maintenance. Decks and pergolas, outdoor dining and some of those things. I know our town is just closing off Main Street every block now in the good weather so they can have outdoor dining because of the Covid. And many years ago, we did guidelines for Charlottesville Mall for all the beaches that they put out, which is a much more detailed issue. But that's something to bring up and discuss with you all, obviously, lighting. Where is the buildings? Again, a lot of people use rear entrances and parking, so we try to deal with that as well. And then the other things that modern life requires is [Off mic] outdoor mechanical unit on.

**Kathy Frazier:** Any questions or comments here on existing building elements?

**Estee LaClare:** They're good to continue, thank you. Oh, wait Cindy.

**Cindy Pearson:** Just it might be the wrong place for this. With the restaurants using tents now and extensions on their fronts. The one in particular, Red Horse, you know, with them probably wanting to extend it later to make their property more usable. Is that covered under decks and or is that [Off mic].

**Estee LaClare:** That I think, [multiple speakers] separate.

**Bill Frazier:** We have not seen a lot of that until now. That's something we certainly want to have a conversation with you all about. I think this whole Covid experience is going to cause to have some impact like that. [multiple speakers] Because yeah, we're seeing tents all up and down our streets. Yeah.

**Kathy Frazier:** So but you're having them attached to the front of the building. Is that what's happening?

**Cindy Pearson:** Oh, it's just a mess. I mean, it works and it's helping them. And I think it's temporary the way it is now. But, you know, if this is helping their business, they're probably going to come at some point and want to extend somehow.

**Kathy Frazier:** Right.

**Cindy Pearson:** I don't know. [multiple speakers] I'm just assuming or guessing or thinking ahead. Whatever.

**Virginia Jenkins:** Well, you know, it's encroachment to the sidewalk. I mean, you.

**Punkin Lee:** Yeah, I think that's a good point, because the tents were really a town council issue to keep business going and had nothing to do with us. But as you said, they could [multiple speakers].

**Estee LaClare:** It could become long term.

**Punkin Lee:** [multiple speakers] it might.

**Estee LaClare:** I'll definitely add that to the list thank you.

**Tim Clites:** And is it whether it's my word was maybe temporary structures. Like the definition for what [multiple speakers] they what a temporary structure is, how long it lasts. [multiple speakers] When and if does it need anybody's review.

**Bill Frazier:** Right. Right.

**Kathy Frazier:** That's a good point [multiple speakers].

**Estee LaClare:** That's very good I like that.

**Punkin Lee:** Especially if someone actually booked an entire restaurant for something and the only way, they could take the job would be to put the tent back up in the front.

**Virginia Jenkins:** Right. So.

**Kathy Frazier:** So, yeah, that's definitely something to explore.

**Cindy Pearson:** And they also too have the little, whatever they're called now, the little houses, greenhouses that like Old Ox has whatever those things, are called.

**Estee LaClare:** They are like greenhouses [multiple speakers].

**Cindy Pearson:** And domes [multiple speakers]

**Estee LaClare:** Right. I know Salamander has domes.

**Cindy Pearson:** Yeah. So, you know, they might ask for more of that after this has passed more than one year.

**Punkin Lee:** Especially the businesses that actually purchased those items.

**Cindy Pearson:** Yes.

**Punkin Lee:** The rentals [Off mic]

**Estee LaClare:** That sounds good.

**Tim Clites:** And I guess the only add to that is that maybe a zoning issue too that might [multiple speakers] have something in the zoning ordinance that relates to that as well.

**Kathy Frazier:** Exactly.

**Bill Frazier:** Yeah, you have encroachment issues and pedestrian circulation. You have maintenance issues. You have, you know, hopefully a minimum impact on the historic building itself. Yeah. And the zoning might deal with it, It might not.

**Estee LaClare:** That's what [multiple speakers].

**Bill Frazier:** This is a whole new area. And yeah, you can have somebody, you know, spending a lot of money putting up a beautiful metal fence and metal chairs and so on. And then someone else is buying plastic chairs and getting two by fours and sticking them in a bucket of sand from Lowe's. We just saw that happen in a [off mic] area with unpainted 2 by 4's with Lowe's buckets of sand. And so, yeah, I don't think [multiple speakers] they're going to do that in Middleburg. [multiple speakers] We could do a test case and see how it goes. [laughter] Anyway these are very good comments and thank you all for bringing that up because that's going to start happening everywhere.

**Kathy Frazier:** It is.

**Bill Frazier:** Yeah.

**Punkin Lee:** Also, I think with the temporary structures is the issue of light trespass also.

**Kathy Frazier:** I'm sorry, of what?

**Punkin Lee:** Of light trespass, lighting. [multiple speakers], you know, as the weather gets nice if they want to put the tents back up, then does the light that they're going to use to show the way for their, you know, guests going to flip over into the next business or something.

**Bill Frazier:** Yeah, sure.

**Kathy Frazier:** Got it. Yeah. OK.

**Bill Frazier:** Yeah, there are a lot of issues to deal with, with that. Exactly. And you're right. Thanks to whoever made the comment that, you know, once people get used to this, they're going to probably like to

keep it. Yes, OK. Are we ready to move on or any other comments about those building elements? [Off mic]

**Estee LaClare:** I think they're good. Thank you.

**Bill Frazier:** Next, [inaudible] we talk about the nature of these materials and we talk about how to treat them and particular masonry on repointing and all the [multiple speakers] basic maintenance of those materials and then the substitute and the new buildings, the new materials that imitate historic materials like the cement the siding and some of the new composite things that they used on porches and trim details and then are sandable and paintable. So these are constantly changing even as we speak. Every few years we seem to get some new things and people try to use and then occasionally they don't work out real well. And then in other cases they become a real standard, particularly for new construction. So if someone can build a new building with fiberglass windows party plank siding and composite trim, and it looks pretty much just like a historic property except it doesn't have that patina of age, that's something to discuss. And I think in many communities they allow this in additions and or new construction, but perhaps a little more careful with trying to repair buildings. You really can't mix those materials up very well. You shouldn't.

**Kathy Frazier:** But you all have allowed that on new construction, correct?

**Tim Clites:** Some pieces of that, yes, and other pieces no. We're more sensitive around windows we don't like [off mic] windows. We like simulating divided light, [multiple speakers] insulated glass windows, but we have allowed some [inaudible] siding and [off mic] trim.

**Kathy Frazier:** Ok. Yeah. In your new construction. Yes. OK, that's good to know.

**Bill Frazier:** So that's really a conversation. Once we get a draft going, then that [inaudible] should hash out the details of some of these and try to reflect your policies that you all feel that make the most sense. And this is a changing world, as you all know, in terms of all this new products out there.

**Kathy Frazier:** Boy, new constructions. There we go. [multiple speakers] think about.

**Bill Frazier:** We will show a lot of 3D sketch up that'll be very basic, sketch up with not a lot of detail. So we can highlight many of these individual aspects of design and have a general discussion at the beginning about the philosophy of the design in historic districts. There have been some changes in the past it said that, you know, needed to respect the overall mass and form and materials. But you don't have to worry about the details, and you shouldn't copy historic buildings, that you should make sure they look different and and contemporary compatible is this great term the state uses. And now that I know, at least at the federal level and the Park Service they were writing, a new approach [inaudible] and traditional design is not something that you can't do. And if you have a federal building, you could put a colonial revival addition on it. And it could be pretty much a copy of Colonial Revival. It won't be federal, but it could be traditional design. You don't have to do a contemporary thing where you leave out any kind of decorative trim. You can still do classical details and so forth. So there's been a whole shift in a lot of the preservation world of being more comfortable with traditional design in addition to contemporary compatible. And we'll discuss that with you all. They've got some interesting psychological studies where they've recorded people. And it seems to be in terms of the Urban Land Institute has done this that there's a new finding that most folks prefer that traditional design that somehow has a better sense of scale and so forth. So we'll have that conversation. And we want to write a philosophy and an overall approach that tries to be as inclusive as it can be and that you all think is appropriate for Middleburg.

**Kathy Frazier:** Well, I think you all have [off mic] when we did our tour and you saw our photographs, you all have had a lot of very sensitively designed new structures [multiple speakers] and additions. And it really blends in beautifully. So obviously we want to keep building on that.



**Bill Frazier:** Yeah. And I think this will be something for the architect members will have lots to say and we look forward to having these conversations [inaudible] [laughter].

**Tim Clites:** Believe it or not, I have something to say right now. [laughter] And that is maybe a bit of advice on or maybe it's a question that I would ask. We have had some new construction in certain zones with certain zoning limitations, and the architects working on those projects have struggled greatly to bring something that felt compatible because the zoning had kind of a bulk footprint and size allowed, but a limit to the height. And it was inconsistent. It seemed to be inconsistent with successful design. I mean, it wasn't horrible. But I wasn't even on the committee when some of these projects happened. But I know Bill and I discussed a few years ago projects that it seemed like the zoning was limiting the ability to create a design for a new building that the historic and committee was accepting of. So the question for you is, is it ever useful to look at the limits of zoning in a historic concept and make suggestions to the Zoning Commission about things like overall building height, relationship of eave to peak and those kinds of things?

**Bill Frazier:** Oh, definitely.

**Kathy Frazier:** Definitely, yes.

**Bill Frazier:** And we see this constantly. You know, I know our town has zoning written in the 1960s originally by engineers. And so you're right, it creates an incredible challenge when the zoning doesn't reflect the character of the existing buildings, particularly in a historic district. And so, therefore, when it hits that historic district, you really need to try to have the zoning, understand the character that's there and those details that you're talking about and that there's more flexibility and or changes made to the zoning in those areas. Yeah.

**Kathy Frazier:** That would be great if you could identify done some of that [multiple speakers]

**Bill Frazier:** Yeah, we'd look to see the project and also take a glance at the zoning ordinance and see which of those standards are having that negative impact that you just suggested.

**Kathy Frazier:** Yeah, that would be a great.

**Tim Clites:** I'll work with Estee on that and have her forward something to you.

**Bill Frazier:** Great. [multiple speakers] Yeah, that's the real problem. We you know, we preach to the choir all the time about that, you know, you have these historic areas, and you want to preserve them. And so your goal for that area is to preserve the character. And then you have the zoning that's plop down that doesn't relate to that character. And now you say, oh, gee, well, you can build a five-story building here. Not that you do that there, but in Middleburg. But other communities, we've seen that. Well, we have a 75-foot height limit in our three story downtown. And so, yeah, you're setting up two visions a developer comes to town and says, "Well, I guess I'd like to build a 75 high building that's what your zoning says". Oh, no, actually, like a [inaudible] three story building. And so it sets up this real challenge. And a lot of the attorneys at the local level have very differing opinions about who trumps whom in that whole arena of zoning and design review. So, yeah.

**Kathy Frazier:** Yeah, that'll be good.

**Tim Clites:** Right. And just I'm going to go off memory. But I think the issue that we had was that the zoning required no more than two stories and that a maximum roof height. And because of the bulk size of the building, we ended up with a larger building that had a very nontraditional proportion of the roof height to the rest of the building. And so there's this, when we think about in 20 years, where's the

development going to happen in this town? It's going to happen on vacant lots in areas that don't have historic significance. It may actually touch our borders. I think it's a good thing for us to potentially try and look even if we don't solve the problem right now, which is that interface between historic and zoning. And I forget, which zone I'm sorry, I don't remember the [multiple speakers] zoning district to remember which one of the commercial district designations it is.

**Estee LaClare:** But OK, we can chat about that.

**Bill Frazier:** And that idea of the roof height and the eve line that we're seeing that right now in Charlotte, North Carolina, where these bungalow neighborhoods early 20th century, and these developers are coming in and assembling parcels to build four-unit buildings and they end up with this gigantic roof in order to get their space needs in there. And it seems to look like a two-story building or a story and a half building, and it just doesn't work. And so, yeah, it's a real issue. So thank you for bringing that up. We'll move on now to awnings and canopies. I don't know if you have any marquees or not, but this is just typical stuff about awnings and all the different aspects of it. And it is what it is. Yeah. Same with signs. In that case, we really want to sit down with you all and look at the sign ordinance and really determine what issues there might be. I understand there's certainly there's a sign application and then there's the certificate of appropriateness. So and how detailed do you want to get in that review. Paintings, again, I know, I thank you all, don't allow murals.

**Estee LaClare:** Right. [laughter]

**Bill Frazier:** Yes, well, that would be a short guideline, [laughter] [off mic].

**Estee LaClare:** Strongly. [Off mic]

**Bill Frazier:** Kathy has always said, you know, placement of paint is just about as important as the colors. And we generally give a range of colors, depending on the period and style of the building. And then with placement of the different colors the field color or the wall color and then trim and accents. And then we typically show 3-D sketch up of colored buildings in different styles and their periods to show that and point out typical placing of paint. I don't know how many issues you had with that in terms of review.

**Kathy Frazier:** And do you review color?

**Tim Clites:** [Off mic]. We do and we generally don't have issues with reaching an agreeable color.

**Bill Frazier:** That's great. Great. Yeah. We've had some communities that don't even review color. We did guidelines years ago in Arlington and it was a 20th century neighborhood. They didn't regulate paint. And so this particular property owner wanted to put shutters on a giant bay window and the commission said no. So he painted shutters on his wall. [laughter]

**Virginia Jenkins:** Well that's a mural. [laughter]

**Bill Frazier:** Yeah. Anyway, energy conservation. And we really there's the National Park Service has put out some preservation publications on this, and we pretty much follow those. And then we talk about how you can do so much energy conservation, just improving existing buildings without affecting its architectural historic character, and then guidelines for new things that might come up. And then we talk about some of the alternatives of solar and geothermal and so on. And then we give guidelines for particularly for the solar panels. And we'll show you a sample of that and see how you all react and how it can be done on roofs and so forth or on signs as well. Anybody want to talk about that or any questions about that? [off mic].

**Tim Clites:** I think I've heard solar panels are the twin sister of murals. But I'm not sure. [laughter]  
[multiple speakers]

**Bill Frazier:** Well we can certainly yeah have a nice discussion about that and give you various options.

**Kathy Frazier:** You know, with your tree canopy. I mean, it's pretty amazing.

**Bill Frazier:** Yeah. Yeah.

**Kathy Frazier:** [multiple speakers] really.

**Tim Clites:** I do think it's worthy of a discussion so that we understand with clarity what the options are. And if we're going to continue to resist solar panels, we know we've looked at the latest options that are out there and make an informed decision.

**Bill Frazier:** Yeah, okay.

**Kathy Frazier:** Perfect.

**Bill Frazier:** Yeah, well, the solar panel people are pretty strong willed, as bicycle people aren't too. [laughter] Well that'll be an interesting conversation. So energy, we move on now to accessibility. And again, we're just reflecting the current standards that most people use is to try to have a properly accessible building, at the same time realizing that it's historic and that there are some challenges and there can be challenges. But there really are some creative ways to deal with this. And so we will show as much of that as we can and attempt to create a balance. And as you architects know, you know, you've got to spend 20 percent of the project on making it accessible. And so we try to cover that in broad ways in as many options as we can think of. And we'll illustrate that also. Archaeology is something if you want a chapter in there, there isn't a lot of archaeology going on in Virginia right now except in Alexandria and then in Williamsburg. But just as people come across stuff, it's just some suggested voluntary actions they can take in terms of not disturbing it too much or not having amateurs come in and dig everything up and so forth. It's just a couple of pages that's up to you if you feel there might be a need for that or not.

**Tim Clites:** I would yeah. I would suggest that it's better to have it in, even if it's simply stated.

**Bill Frazier:** Yeah.

**Kathy Frazier:** Okay.

**Bill Frazier:** Yeah. All right. And then vacant buildings are really mothball buildings. And I don't know if you've got many buildings that are empty or that sit there and don't get occupied for a long time. This is what this is really geared to. We have some communities that are less economically healthy and so they have so many vacant buildings that there's a whole checklist of things you should do to make sure it doesn't deteriorate further. And if you feel that's needed, again, that's a pretty short chapter. But as a checklist, it just talks about, you know, the main problems for vacant buildings are moisture, a lack of maintenance on the materials itself, themselves, vandalism, and vermin and rodents and things. So it's really trying to keep the buildings stabilized and not let it deteriorate more. So you all can think of that if that's anything that is that needed. You don't recall seeing that kind of issue in Middleburg.

**Punkin Lee:** I think it's like the archaeology. It's probably good to cover it. And then if we need it, it's there rather than go, oops, what do we do.

**Kathy Frazier:** That's easy to do.

**Bill Frazier:** And then you've got guidelines, I think, for demolition and moving. We'll make sure we have the moving part. And this is really unfortunately, when this happens, what do you do to try to mitigate its negative effects? So they're guidelines about where to put a building if you're going to move it so that it tries to fit in as best as it can. And if you are going to move it, there's enough things you need to do before you try to move it and documenting it and so on. Same thing with demolition. So this is really sort of unfortunately, as you get to this stage then how do you do it to record what's there or say what's there and how do you make sure the new site is appropriate or the new building that's replacing the old is going to contribute to the district as much as they can and so forth. And then that's it, I think there may be appendices now, just the definition of words. And then most of the resource stuff it's going to be online, going to be online sites. And then we talk to you briefly. We mentioned the design review checklist, which is for you all just so you don't somehow forget stuff. We've had so many committee members or commission members in the past, and Oh no we forgot to ask about a chimney. Why isn't there a chimney? Or we forgot this or we didn't understand that the rendering they showed us there wasn't clear about this particular cornice or whatever. So it's kind of a checklist for the property owner as well as the applicant as well as for you all. And then the maintenance thing is geared to the property. Yeah [off mic] them how they should, you know, it's standard maintenance practices on buildings so that as long as you maintain it then it's preserved, you don't have to renovate it so much and lose so much of its original fabric, if the maintenance is done on a regular basis. So now that I've given that verbose presentation, I'll stop, and we can take any other comments or questions.

**Cindy Pearson:** I have one question and it's just because I don't know, with the paint colors. Is there now a chart that people use for paints that works? Like the one we had was so old they don't have that kind of paint anymore. Is that still part of this? Would that be part of this? This is Cindy.

**Kathy Frazier:** You mean, like paint [inaudible] that are historic?

**Cindy Pearson:** Guidelines for paintings, the colors.

**Kathy Frazier:** Yeah. Well.

**Bill Frazier:** You know, so many of these companies now, Benjamin Moore and Sherman Williams and so forth have all their historic color brochures and they change them so frequently and the name, they change the name so often we have found that it just makes more sense to say here's a range of colors that are appropriate for these periods and here's where you put them on the building. But it's really challenging to try to keep up with everybody's paint [inaudible] the individual [multiple speakers].

**Cindy Pearson:** Okay well just wondering how that was handled now because the other one didn't [off mic]. Okay.

**Tim Clites:** Thank you. Can I pause for a moment? I think we need to do a roll call. We're into our one hour.

**Kathy Frazier:** Okay.

**Tim Clites:** Virginia.

**Virginia Jenkins:** Virginia Jenkins.

**Punkin Lee:** Punkin Lee.

**Tim Clites:** Tim Clites.

**Linda Wright:** Linda Wright.

**Cindy Pearson:** Cindy Pearson.

**Rhonda North:** Rhonda North, Town Clerk.

**Estee LaClare:** Estee LaClare, Planning and Project Associate.

**Tim Clites:** Margaret, are you with us?

**Rhonda North:** No. We lost Margaret.

**Tim Clites:** We lost Margaret. Thank you. [off mic] I wondered if that's what that was. Thank you. We're back with you now.

**Bill Frazier:** Okay.

**Kathy Frazier:** Well, I quit sharing the screen, so it's just us. [multiple speakers] Any other comments or questions at this point?

**Bill Frazier:** I know it's hard for you all because you haven't seen anything yet. I've thrown out a lot of stuff tonight without you being able to read about it or see graphics, [off mic] about it. But other comments would be welcomed.

**Estee LaClare:** [Off mic] So what's next?

**Kathy Frazier:** A draft.

**Bill Frazier:** Yeah, we'll start start drafting things and then more questions will come up as we send them to you all.

**Kathy Frazier:** Yeah, yeah, that's the next [multiple speakers]

**Tim Clites:** So that we understand that will we get a draft of a couple of sections at a time, or are you going to give us a draft of everything we just reviewed?

**Bill Frazier:** We typically give you a draft of the whole thing. Now, with graphics.

**Kathy Frazier:** It won't be laid out. You'll have the text, and you'll have sample graphics for you to read through.

**Bill Frazier:** And then once you all approve that and edit it and change it then we go into InDesign Software, and we actually lay it all out. So it's a two-step process. So and you'll see enough sample graphics to get a sense of what it'll be. But until you all have a chance to review the text and the concepts of the graphics, it's a time-consuming process to do the layout. So we try to give it to you in stages. And then after we do the layout, then there's still opportunity for.

**Tim Clites:** Changes.

**Bill Frazier:** Edits and other additions. But we hope we're closer to a good draft by then.

**Kathy Frazier:** And we're going to do it as a horizontal format so it can easily be put on your website and it will be interactive so folks can go to the table of contents and click on a chapter and it'll take you to

that chapter. So it's interactive. So we've been doing that here in the last few years. It's been very, very successful and very helpful for a community to have it all online like that.

**Punkin Lee:** I do have a question. Will the graphics be of buildings here and not stock photos for images for people to look at?

**Kathy Frazier:** Oh, it's all going to be based on you.

**Bill Frazier:** Yeah, we tried not to show negative things from images locally, so we may have a picture of some kind of bad replanting of brick, but you won't know where it's from. It may be from another community, but we try not to show critical things locally. Occasionally for new construction we will show examples from other towns or cities that we find are particularly interesting or might be relevant, depending on the number of examples that you all might have. It all depends on what we find and what we can use. And but in most cases, all the pictures we're going to be using are going to be pictures from Middleburg.

**Kathy Frazier:** Yeah, right. If we describe materials and. [multiple speakers]

**Punkin Lee:** Thank you.

**Kathy Frazier:** Elements and all that, that's all from Middleburg.

**Bill Frazier:** Yeah, all the styles all the building types and all that stuff. All the site features, all of that will be local. Yeah. Along with the 3D graphics. Sometimes also we had to make the chapters by each chapter so that you can add to it later without having to repaginate the whole document. So it could be 1.1, one, you know.

**Kathy Frazier:** Yeah chapter 2 [multiple speakers]

**Estee LaClare:** That would definitely be helpful.

**Kathy Frazier:** We found that makes it a lot easier to edit and add to.

**Tim Clites:** I think we would agree with that. Is there anything else you could use from us at this time?

**Bill Frazier:** Unfortunately, I think we would need to really just dive in and start. Yeah.

**Kathy Frazier:** Yeah, that's what we need to do.

**Bill Frazier:** This was a gathering process of understanding the issues, so forth, and trying to get some input. And so now it's just a matter of [multiple speakers].

**Kathy Frazier:** We made a site visit and did a lot of [multiple speakers].

**Bill Frazier:** Photography.

**Kathy Frazier:** And looked at it a lot so now we just need to dive into the guidelines and get going, based on your feedback.

**Tim Clites:** Well, we're glad you're here and ready to dive in, so dive in. [laughter]

**Kathy Frazier:** Okay.

**Bill Frazier:** Well, thank you all so much for sitting through this.

**Kathy Frazier:** And it's been very helpful to have all your feedback.

**Bill Frazier:** And, you know, we got so much information from you beforehand with the questionnaires and so on that hopefully we don't find too many surprises. But I'm sure that we're going to give you more than less and then you all can decide, you know, policy wise, which types of things you feel comfortable adopting and other things you have concerns about. So it's still based on how you do review in Middleburg. So we'll try to be as sensitive to that as possible while still keeping up preservation standards. I'm sure we'll have some discussions about some things. But generally, you know, we're getting more and more folks are much more interested in and educated about preservation today than 20 and 30 and 40 years ago when we started doing guidelines. Believe it or not, that was beginning in the early 80s. [Off mic] So, yeah, just about 40 years. [laughter] Anyway. [Multiple Speakers] She's much younger than I am it'll be 40 years for me but somehow time changes slower for her. [laughter]

**Kathy Frazier:** Yeah, but my hair keeps getting longer. I'm pretending like I'm 17 again, right? Well, maybe [off mic]. That's my problem

**Bill Frazier:** Yeah. This is her Native American Covid look. [laughter].

**Kathy Frazier:** It's my German [Off mic] brow.

**Bill Frazier:** [inaudible] We better stop while we're not ahead.

**Tim Clites:** That's tough for us guys to compete with. I understand.

**Bill Frazier:** Well, thank you all again very much.

**Tim Clites:** Appreciate your help. [multiple speakers]

**Bill Frazier:** Good night.

**Estee LaClare:** Thank you. Have a good evening.

**Kathy Frazier:** You too Bye bye.

**Estee LaClare:** Bye bye.

**Tim Clites:** Okay, I guess we're ready to adjourn. But before we do, we want to check, any comments on all of that?

**Virginia Jenkins:** I thought that was a great presentation, it gave us a really good overview of what they're going [off mic] This is Virginia.

**Punkin Lee:** This is Punkin, and I totally agree. I mean, they covered just about everything we could think of and more.

**Linda Wright:** This is Linda. It was very thorough and well presented. And I think they've covered, like you said, almost everything and more that we could have thought of to add in here for now. So it'll spark some more [inaudible] sure. [Off mic]

**Cindy Pearson:** This is Cindy. But I didn't ask, though, for the next how long what is?

**Estee LaClare:** When the duration of time?

**Cindy Pearson:** How long do they think this next step will take?

**Estee LaClare:** Will take, okay. [Off mic]. I can definitely include that [off mic].

**Tim Clites:** What'd you think?

**Estee LaClare:** I thought it was excellent. [multiple speakers] Now I did have some edits with them. We did some back and forth about a week ago and they addressed all my concerns and issues and added it and explained and clarified. And it's extremely thorough. And I've looked at a lot of the products they have produced, and it gives lots of good examples. And I think that's what we based upon, you know, certificate of appropriateness, when people come forward, examples help and then getting the visual and upgrading it and updating it is very important.

**Punkin Lee:** That's why I asked if the images were going to be from here because you could look at a stock photo. The whole thing is just filled with things that could occur here, but actually aren't here [multiple speakers] Get in their car and go by and look at and go, oh, yeah, I like that. And that looks like I could do that type of thing, you know.

**Tim Clites:** The other thing I think that will be helpful, mutually helpful to an applicant is and for us is the checklist around it. [multiple speakers]. What are we reviewing? What sections? And then if it's a new piece of construction, really kind of saying this is the entire list. So they know when they're prepared or when they're not.

**Estee LaClare:** I did make sure that to include like a flow chart of the process, too. And they definitely include that as well, which I think has been helpful for people to understand what the next step is in our process as well.

**Punkin Lee:** I think that flow chart will probably help people too who may be put off by the fact that it could take two to three meetings to come, but if you don't have it, then don't expect it.

**Estee LaClare:** Right.

**Punkin Lee:** Kind of gives them a list and it gives us a back up to go. Well, there are ten things, and you only came with eight, so you need to [multiple speakers]

**Virginia Jenkins:** Yeah, it gives them better preparation.

**Punkin Lee:** Right.

**Tim Clites:** I was excited, I thought it was a great presentation. [multiple speakers] So I'm excited to see that [multiple speakers] awesome. How are we for a quorum for a Oh, I need glasses for our next meeting? Officially on March the 4th.

**Virginia Jenkins:** Should be here.

**Tim Clites:** We all feel good about that? Great. Thank you.

**Rhonda North:** A special meeting on March 9th at 4.

**Estee LaClare:** If needed.



**Rhonda North:** For the town hall project. For the size and massing.

**Virginia Jenkins:** And what day of the week is that?

**Estee LaClare:** So I think it's a Thursday. Yeah, I think it's a Thursday. [multiple speakers] No, it's not. No, it's a Tuesday. It's a Tuesday.

**Tim Clites:** Might be if'ee. [Off mic]

**Punkin Lee:** So the ninth? [multiple speakers]

**Estee LaClare:** Bizbus [Off mic].

**Punkin Lee:** Yeah, for me.

**Virginia Jenkins:** Well that might be I don't know if [inaudible]

**Cindy Pearson:** But I was going to say,

**Virginia Jenkins:** oh, well, whatever. [off mic]

**Tim Clites:** Well, if there's no further business. Do I need a motion? [off mic] Thank you all. [multiple speakers]