



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



**Thursday, December 1, 2022  
PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, December 1, 2022, in the Town Hall Council Chambers. Chair Clites called the meeting to order at 5:30 p.m. Town Clerk North called the roll.

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

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

Chair Clites reminded the members of the need to turn on their microphones and to speak into them.

**Approval of Minutes**

*Chair Clites moved, seconded by Councilmember Pearson, that the Historic District Review Committee approve the November 7, 2022 Regular Meeting Minutes as submitted.*

Vote: Yes – Committee Members Anderson, Jenkins, Littleton, and Wright and Councilmember Pearson  
No – N/A  
Abstain – Vice Chair Lee  
Absent – N/A  
(Chair Clites only votes in the case of a tie.)

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**New Business**

**COA 22-29 (S 22-16):** Projecting Sign & Window Signs – 10 E. Federal Street – Middleburg Gourmet

Caitlin Convery, the applicant, displayed the proposed projecting sign, which would be mounted on the existing bracket, and the vinyl window sticker sign, which would be placed on the two bay windows on either side of the door. In response to inquiries from the Committee, she advised that the window signs would be white, would contain their name/logo only, and would be centered on the glass. Ms. Convery advised that she would also like to replace the awnings and repaint the building; however, she was not ready to present those items. She advised that she would return to the Committee in the future.

The Committee agreed the proposed signs were classic, simple, and attractive. They suggested the window signs made sense for the location of the property.

*Committee Member Jenkins moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA 22-29 for 10 East Federal Street as presented.*

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

No – N/A

Abstain – N/A

Absent – N/A

(Chair Clites only votes in the case of a tie.)

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In response to inquiries from the Committee, Ms. Convery advised that she would open once she received approval from the Department of Agriculture. She further advised that she would sell pre-packaged gourmet foods, local and Virginia sourced products, international olive oils, and loose teas and spices packaged under her own label, as well as gift boxes.

### **Discussion Items**

#### **Training Videos**

Chair Clites reminded the members of the need to watch the training videos and to report it to Planning & Project Associate LaClare.

#### **2023 Awards**

Planning & Project Associate LaClare advised the Committee that she prepared a listing of the approved COAs for 2022 for their consideration for the 2023 awards to be presented in May during Historic Preservation Month. She noted that she would bring the list to the Committee for discussion in January.

### **Quorum – January Meeting**

Chair Clites noted that he would not be present for the January 5<sup>th</sup> meeting. The remainder of the members confirmed they would be.

### **Discussion Items** (continued)

Vice Chair Lee reported that Red Bar Sushi moved their sign to the Best Thai Kitchen building. She further reported that Thomas & Talbott installed a television display in their front window.

Planning & Project Associate LaClare noted that she would check into these items.

There being no further business, the meeting was adjourned at 5:42 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## HDRC Meeting Transcript – December 1, 2022

(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))

**Tim Clites:** Rhonda. We're up and running?

**Rhonda North:** Yeah. You're fine.

**Tim Clites:** We will bring the meeting to order for the Middleburg Historic District Review Committees. Thursday, December the first, 2022 Meeting. The first order of business is a roll call.

**Rhonda North:** Chair Clites.

**Tim Clites:** Present.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Here.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Here.

**Rhonda North:** Committee Member Jenkins.

**Virginia Jenkins:** Here.

**Rhonda North:** Committee Member Littleton.

**Margaret Littleton:** Here.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Here.

**Rhonda North:** Council Member Pearson.

**Cindy Pearson:** Here.

**Tim Clites:** Thank you all. Next is a reminder for everyone to make sure their microphone is on and speak into it and not speak over each other. Of course, this microphone won't pick up my voice, but it was fun to say anyway. Public comments. If you're here for an application, which I believe you may be. We'll get to you in just a moment. And there are no other people from the public. So we'll go to the next item, which is approval of the minutes from our November the seventh, 2022 meeting. Are there any adjustments to the meeting minutes? Seeing none I move we approve as presented.

**Cindy Pearson:** Second.

**Tim Clites:** All in favor.

**Everyone:** Aye.

**Tim Clites:** Any opposed, any abstain.

**Punkin Lee:** Abstain. I was not present.

**Tim Clites:** Thank you. Motion passes. The next item is action Item New Business COA 22-29 S 22-16 Request of Rachid Saad. I'm sorry if I said that wrong. I probably did for a projecting sign and vinyl window signs at 10 East Federal Street Middleburg Gourmet. Estee.

**Estee LaClare:** Good evening. Thank you, Chairman. Caitlin is here with Middleburg Gourmet and she apparently has some wonderful samples to provide and show us all if you'd like to come up and join us at the table.

**Caitlin Convery:** Good evening, everyone. Again, my name is Caitlin Convery with Middleburg Gourmet. And yes, we have an application for two signs. Well, technically, it's three. So the first sign on the building there is a metal arm already installed. So it's off the side of the building to have a hanging sign. And so we had a sign created. This would be the proposal. Just basically our logo, the blue background with the cream-colored design. Simple, but we thought it would fit in with the aesthetic of the town. And then the other thing we were requesting, we are storefront is about two thirds of the building. So there's three bay windows. But just for the two, the first two bay windows, we were proposing to put a vinyl sticker on the window just showing the. Just having the name of just having our name on it. And it's obviously transparent background is just white would be on the window so it doesn't does obscure the visibility of the store you can still see in see out because versus installing like a wooden sign and drilling it into the building. We thought this would be better for the building on it. Thank you.

**Tim Clites:** And I'll just ask the question and interrupt. Usually I go around the room first but based on the the image that you're holding up and what we saw in our packet, I interpreted what we saw in the packet as having that image with a light blue border around it in the glass. Is that correct or not?

**Caitlin Convery:** No, it was hard to put it on paper for you. Yeah, I was. We were just trying to show it's just going to be the logo with no background. So it would be completely transparent. No colors.

**Tim Clites:** Centered on the glass.

**Caitlin Convery:** Centered on the glass, Correct.

**Tim Clites:** Okay. Thank you.

**Virginia Jenkins:** And you're going to have both windows two and wait.

**Caitlin Convery:** Yeah. Yeah. We were thinking to keep it, like, symmetrical. Just have it on the two windows that are on both sides of the door.

**Tim Clites:** All right. Thank you, Cindy.

**Cindy Pearson:** No comments.

**Tim Clites:** Virginia, any other comments?

**Virginia Jenkins:** And only one other question. Are you keeping the awnings?

**Caitlin Convery:** Yes.

**Virginia Jenkins:** Replacing the awnings.

**Caitlin Convery:** We we would like to replace the awnings. We just didn't couldn't get the samples and everything ready for the meeting this evening. And so maybe next month we'll look into it again. But yeah, because the current awnings are a little dated, a little dingy. So I think we're going to try to scrub them up a little bit until we can get approval. We were thinking of a Navy-blue color to match the building because it's got the red doors, the cream color. We also want to get it repainted as well. But again, we didn't have it ready to go for this evening. So that's for the future. Thank you. Yeah. Thank you.

**Tim Clites:** Linda.

**Linda Wright:** Oh, I love it. I think it's classic and simple, and I like it very much.

**Caitlin Convery:** Great. Thank you.

**Tim Clites:** Thank you, Linda. Punkin?

**Punkin Lee:** Much the same. And I think doing both windows will definitely define where you are, because at third one, it just kind of hangs off to the side. So I think that was a good choice. Thank you. Thank you and welcome.

**Caitlin Convery:** Thank you.

**Tim Clites:** Thank you. Margaret?

**Margaret Littleton:** I think very clever with this. The first vinyl sign in Middleburg. Who else? Well, I think it's really very clever here.

**Tim Clites:** On the window. The first one I remember seeing was on Madison, but I don't even know if it's still there.

**Margaret Littleton:** Yeah, I don't remember one at all.

**Tim Clites:** On the inside of the glass.

**Punkin Lee:** Franny has one on the back street for [inaudible]. [off mic] Franny [Inaudible].

**Margaret Littleton:** I like it very much.

**Caitlin Convery:** Thank you.

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

**Bill Anderson:** Yeah. I also think it's a very attractive sign. And given the location, I think the signage on the window makes a lot of sense. It looks very nice.

**Caitlin Convery:** Thank you. Those are our thoughts. Exactly as well, because fellow street's a little bit out of the way, but it still gets a lot of traffic. And if you're walking by, you may recognize us. But if you're driving by, you probably wouldn't see the hanging sign. And so, yeah, we definitely want to make our presence known and have everyone take advantage of what we have to offer here.

**Tim Clites:** Well, thank you. Hearing everyone's comments, I'm happy to entertain a motion.

**Virginia Jenkins:** I'll make a motion. I make a motion to approve COA 22-29 for 10 East Federal Street as presented.

**Punkin Lee:** Second.

**Tim Clites:** Thank you, Punkin. All in favor?

**Everyone:** Aye.

**Tim Clites:** Any he opposed. Any abstain. Motion passes. Welcome to town. Thank you for your application. Thank you. If you haven't been here for Christmas in Middleburg, you want to listen to what everybody said before the meeting.

**Caitlin Convery:** I know we were. We were planning probably not to come in to start working on the store because we know.

**Tim Clites:** You want to be here at least one year/ At least. It's a really special is even if you're not into like Christmas parades and things. Yea, the first Hunt parade is a really special kind of Middleburg only thing.

**Caitlin Convery:** Yes, I've heard about it, and I mean I live in Fairfax, so I know it goes on every year, so we're excited to join in the fun when we're ready. It's a little too soon this year for us.

**Tim Clites:** Yeah. Thank you.

**Caitlin Convery:** Thank you. Appreciate it. [off mic] Well, we're waiting on one more approval from the Department of Agriculture. So as soon as we get that, we'll be ready to go. So we're working on getting the shelving. We have all the products, so we're getting there. [off mic] Yes. Yeah. A lot is prepackaged, but it's all like gourmet food products, things you wouldn't see in Whole Foods, Safeway, Giant, a lot of small businesses that are doing really interesting things. And also, we're doing a lot of local Virginia products as well. Like there's local companies that do like barbecue sauces or we have local Shenandoah honey. And then also we are doing under our own label loose leaf teas and spices. So we do saffron, organic ground spices, some mixes we call them like finishing salts. So we'll have like raw pink Himalayan salt with organic whole spices and grinders. So really great to cook with season. Yeah, a lot of interesting things. A lot of international olive oils, jams, crackers, cookies for the holiday season. And we have gift boxes as well. So yeah, make great presents housewarming gifts or treat to yourself, you know. That's great. Yeah. Thanks. Thanks for asking.

**Tim Clites:** Welcome to town.

**Caitlin Convery:** Okay. Thank you. See you all around. Thanks.

**Linda Wright:** You're welcome to stay. Or you can leave if you'd like.

**Tim Clites:** We're almost done.

**Tim Clites:** Discussion items. Hopefully everyone got the email from Estee, and we'll all watch at least one video before the end of the year and let her know. I'll try to do that as well, just so I can be whatever I'm supposed to be. I hate to say the word leader, but at least one of the accomplices. How's that. Meeting quorum January the fifth. I will not be. Yes, Estee.

**Estee LaClare:** I did have one other item to discuss. I wanted to let you know I've put together the listing of different approved COAs for the past year so that we can begin the awards process starting in January. That was one of our goals that we established last year to get the process going in January so that we were not rushed. And we can present the awards in May, which is typically Historic Preservation Month. So I'll have that ready. I basically have it ready now, but I figure I'll give you until January. I'll give you the month off so.

**Tim Clites:** Thank you. And thanks for remembering to do that. That'll be a big help. Anything else?

**Estee LaClare:** Thank you.

**Tim Clites:** Rhonda, Anything for us?

**Rhonda North:** Not from me.

**Tim Clites:** [inaudible going to be ready on the 15th of January. It's going really well. I don't know any of the details but thank you. Whatever you're doing, it's going well. January the sixth. Fifth. I will not be here. Or at least I don't think I'll be here. It depends on a flight, but there's a good chance that won't go like it's supposed to. So are you going to be here?

**Punkin Lee:** Oh, yes. Yes.

**Tim Clites:** Okay. Anybody else not going to be here? All right. So we'll play it on hold it keeping that as a meeting then. I guess I have to ask your permission to get the night off. But we'll do that later.

**Punkin Lee:** We'll talk.

**Tim Clites:** I'm going to be helping on the next parade, huh? All right. Anything else for us?

**Punkin Lee:** I have one comment. Have you noticed Red Bar Sushi hung their sign on the side of the Best Thai Kitchen on the building?

**Estee LaClare:** [off mic] So now my list is grown for three things I need to check out in the next few days. Thank you very much.

**Tim Clites:** Well, still, the signage is signage. Awesome. Thank you all. I move that we adjourn.  
[multiple speakers]