



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



**Thursday, January 4, 2024  
PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, January 4, 2024, 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:** William M. Moore, Deputy Town Manager  
Rhonda S. North, MMC, Town Clerk

**Approval of Minutes**

*Chair Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the December 7, 2023 Regular Meeting Minutes as submitted.*

**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.)

Chair Clites recused himself, as he had a conflict of interest regarding the next agenda item. Vice Chair Lee assumed the Chair.

**Old Business**

**COA 23-32:** Replacement Light Fixtures – 408 E. Washington Street – Chris & Carolyn Hersh

Tim Clites, the architect for the project, and Carolyn Hersh, the applicant, appeared before the Committee. Mr. Clites reminded the members that they brought a sample fixture to the last meeting; however, it could not be voted upon due to a quorum issue. In response to an inquiry from the Committee, he advised that the volume of light produced by the fixtures was low; however, it was on the cooler temperature side.

Ms. Hersh advised that it provided a lot of light on the ground by which to see. In response to an inquiry from the Committee, she confirmed the light was in the top of the fixture so it was dark sky complaint.

Vice Chair Lee noted that she had driven by the house several times and confirmed that the light from the fixtures did not catch her in the eyes. She opined that they looked nice and were a nice change on the front of the house. Ms. Lee thanked Ms. Hersh for working out the dark sky issues.

*Councilmember Pearson moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 23-32, a request of Chris and Carolyn Hersh for replacement light fixtures at 408 East Washington Street.*

Vote: Yes – Committee Members Lee, Anderson, Littleton and Wright and Councilmember Pearson  
No – N/A  
Abstain – Chair Clites  
Absent – N/A

---

Chair Clites resumed the Chair.

**New Business**

**COA-RS 23-09:** Revisions to Approved COA-RS 22-11 – 609 Martingale Ridge Drive

Deputy Town Manager Moore reported that the request was for some revisions to an approved COA that had already been made. He advised that he worked with Ms. Yahn and her team and opined that going forward, the Committee would see requests for revisions before they were instituted. Mr. Moore advised that in this case, what was constructed was what was intended to be, and opined that the issue was that the incorrect plans were submitted to the Town previously. He reported that the most noticeable changes were to the windows in the left and right elevations, which were changed from four to six pane windows that extended further down the elevation. Mr. Moore further reported that some sections that were previously depicted as shiplap were replaced with stucco. He advised that some areas of the water table and wall that were previously depicted as stone were also replaced with stucco. Mr. Moore reported that the double doors on the left elevation toward the rear of the house were installed without light divisions.

Gretchen Yahn, the applicant, reminded the Committee that the Hunt Box model had three different window fenestrations and advised that, in this case, the intent was to have what was constructed. She noted that there were different floorplans that affected the windows; and, explained that the location of the baths affected the windows. Ms. Yahn advised that in the case of the stone water table, there was characteristically a porch stone; however, in this case, the owner did not want to spend the money to have stone all the way down. She advised that as to the divided lights in the doors, there was no way to make an equal daylight opening, which would have resulted in different sized lights had they installed dividers. Ms. Yahn explained that for this reason, they made the decision to have no light divisions in the doors.

Some members of the Committee expressed a preference for a stone water table; although, it was noted that having the house be all stucco unified it. The members agreed they were fine with the changes.

*Chair Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA-RS 23-09 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.)

---

COA-RS 23-10: Revisions to Approved COA 23-07 & Addition of Garage–610 Martingale Ridge Drive

Deputy Town Manager Moore advised the Committee that this was an application for a revision to an approved COA and the addition of a garage. He explained that the changes were a simple reordering of the placement of the windows and shutters due to the floor plan.

Gretchen Yahn, the applicant, advised the Committee that a stucco veneer was proposed for the garage in order to tie it into the back elevation of the house. She explained that as to the windows, once the owner saw the views of the mountains, she wanted to move the glass a little to improve the views, particularly toward the back. Ms. Yahn opined that what was presented was a depiction of what made sense with regard to the windows and shutters. In response to inquiries from the Committee, she advised that the proposed window/shutter configuration allowed her to switch the windows. She noted that a window was also added in place of a shutter. Ms. Yahn confirmed the windows on the left elevation would still have a transom and shutter below, but they were shuffled. She confirmed there would be three windows, with transoms, and four shutters.

Chair Clites advised that he envisioned the transom shutter as reading more like a millwork panel. He opined that the shutter would read more like a vertical.

In response to inquiries from the Committee, Ms. Yahn advised that the stucco would be Bruton White, and the shutters would be Kendall Charcoal.

The Committee noted that the shutter would not actually look like a shutter in the historical sense.

Ms. Yahn noted that the Committee had seen the garage in previous applications. She advised that it would also be Bruton White, and the garage door would be Kendall Charcoal.

*Chair Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA-RS 23-10 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.)

---

**Discussion Items**

Draft Guidelines for Outdoor Dining & Seating Areas

Deputy Town Manager Moore reminded the Committee that they recently entertained applications for outdoor dining area seating. He further reminded the members that the Historic District Guidelines did not include specific guidelines related to this and suggested some be incorporated in order to give guidance to potential applicants and to give the Committee some structure when evaluating applications. Mr. Moore advised that what was proposed was a conglomeration of items that were borrowed from other localities and things that were in keeping with the approvals the Committee had given in the past. He noted that this was being proposed for discussion and advised the Committee that it could take its time in reviewing them.

Deputy Town Manager Moore reviewed the proposed amendments. He advised that the proposal was that outdoor furniture and furnishings should be black and noted that the Committee may be willing to consider other colors. Mr. Moore further advised that the proposal was that tables and chairs should be metal, as opposed to plastic, and that the design within the seating area should be consistent. He suggested that while multiple sizes of tables would be allowed, there should not be multiple styles in an area. Mr. Moore further suggested that umbrellas should contain a maximum of two colors and should not contain any text or branding. He noted that fences/chains/stanchions could be required due to ABC permits and suggested that if this were accomplished through fencing, the guidelines should encourage the use of black metal chains. Mr. Moore suggested stanchions should be black, preferably metal. He reminded the Committee that they approved plastic stanchions at Brick & Mortar; however, these were only supposed to be temporary and advised that he would revisit this with them. Mr. Moore further reminded the Committee that recently, they approved stanchions with retractable black webbing and advised that he included that as an option. He advised that the proposed amendments also mentioned planters and trash containers if they were included in the area. Mr. Moore advised that lighting was an area in which the Committee may wish to weigh in on. He reminded the members that if the lighting was permanent, it would be subject to an approval under the guidelines; however, he noted that string lighting may also be desired in outdoor dining areas. Mr. Moore advised that he included some proposed language; however, he suggested the Committee may wish to discuss whether they wanted to allow those kinds of lights. He noted that there were some decisions the Committee would need to make. Mr. Moore further noted that the draft amendments needed to be refined and that pictures should be added.

In response to inquiries from the Committee, Deputy Town Manager Moore advised that any existing plastic outdoor furniture that was legally in place would be grandfathered. He confirmed that some of the fences, particularly those that screened mechanical units, were white; although, he noted that one was expected to be painted black when the weather was warmer, as this was a part of the HDRC's approval.

Councilmember Pearson advised that she liked the language that prohibited lighting from remaining on after business hours.

In response to an inquiry from the Committee as to whether roping would be allowed for stanchions, Deputy Town Manager Moore opined that it would meet the ABC requirements. He advised that the only reason he didn't include it was that he didn't think about it. Mr. Moore suggested this was something the Committee may wish to discuss.

The Committee suggested the need for the guidelines to discuss outdoor lighting in general, not just as it related to outdoor dining. They noted that colored lighting and hanging lights were issues. The members cited examples of outdoor lighting that were bright and that were left on all the time.

Deputy Town Manager Moore suggested the reference to lighting be retitled or changed to apply to everyone, regardless of whether they were a restaurant or not. He agreed the Committee should look closely at these types of lights. Mr. Moore suggested he revise the language, so it was clear that it applied to all situations.

The Committee asked that the language be consistent throughout the document.

The Committee suggested that language be included with regard to sandwich board signs. They noted that they were dangerous and were scattered everywhere.

Deputy Town Manager Moore advised the Committee that the Town staff was working to institute a program, probably within a month, which would eliminate the individual sandwich board signs and replace them with directional signs that would be owned by the Town. He explained that the directional sandwich board signs would support the businesses located on the side streets. Mr. Moore reported that a maximum of one such sign would be located at each corner and would list all the businesses. He advised

that in addition, the staff was going to propose to the Council that a permit be required for sandwich board signs that were placed in front of individual businesses. Mr. Moore advised that the Town had not regulated sandwich board signs in the past, even though they were prohibited. He noted that in the past, there was more respect and consistency with regard to the use of traditional chalkboard styles. Mr. Moore acknowledged that such signs blocked pedestrian travel and suggested a permitting requirement was important. He advised that this was being addressed separately.

The Committee opined that sandwich board signs were hazardous and caused the sidewalk to look junky because there were so many of them. They suggested that even one sandwich board sign was too many.

Deputy Town Manager Moore advised the Committee that the Town Council seemed to support the consolidation of them on the corners.

The Committee resumed their discussion of the string lights. They questioned how the term “string lights” would be defined and suggested that large bulbed string lights should not be allowed. They further suggested they should not be allowed to be on for twenty-four hours a day.

Chair Clites agreed with the recommendation to only allow black or dark colored furniture/furnishings and suggested this be recommended for everything. He noted that the Committee previously approved brightly colored umbrellas and suggested it may wish to be able to react to specific locations. Mr. Clites opined that suggesting a black or dark color felt right; however, he suggested the language be written to allow an applicant to present their case for something, either a color or material, which was interesting. He suggested the door be left open for the potential to approve wooden tables and chairs; although, he noted the durability would not be as nice. Mr. Clites recommended that synthetics, plastics, and vinyl materials not be permitted. He opined that a wooden planter could also be nice. Mr. Clites agreed that string lighting should not be allowed or that the guidelines should be specific with regard to size and spacing of the bulbs. He acknowledged that seasonal lighting was different; however, he suggested it should have an expiration date. Mr. Clites agreed with the Committee with regard to the sandwich board signs. He acknowledged that the plan was to replace the most problematic ones with Town regulated wayfinding signs, which made sense. Mr. Clites opined that individual sandwich board signs at businesses should be regulated, including a limit on the number. He questioned whether those signs would have to come before the HDRC for review if a permit system were put into place.

Deputy Town Manager Moore advised that his recommendation was the permit would be an administrative one; however, this would be a Council decision. He further advised that the idea of a permit system had not been presented to the full Council, only to individual members, and noted that there had been reluctance previously expressed, as the desire was to not burden the businesses. Mr. Moore advised, however, that these signs were becoming more common and were creating issues by blocking pedestrian paths. He opined that it was time to institute a process; however, he opined that having to bring the sign to the HDRC for approval may be overly burdensome. Mr. Moore reiterated that this would be a decision of the Council and suggested that if the Committee felt strongly about it, they could make a recommendation to them. In response to an inquiry from the Committee, he advised that no permit fee was being proposed.

Chair Clites opined that the Committee was not overburdened with sign reviews. He further opined that there were many instances in which the Committee’s input made signs better. Mr. Clites advised that it would not bother him if the Committee reviewed the sandwich board signs. He opined that sandwich board signs were ones that were put up and taken down daily and whose content was changed daily. Mr. Clites suggested they were different than signs that were permanently affixed to a building. He reiterated that he would be fine if the HDRC reviewed them. Mr. Clites suggested there were locations that would not be practical for the placement of a sandwich board sign and opined that having the HDRC consider locations would give the Council some buffer. He noted that the Town’s proposed wayfinding signs would help a lot.

The Committee noted that the proposed amendments talked about furniture and fixtures; however, it did not address cleanliness. It was noted that some locations were nasty and smelly.

The Committee noted Chair Clites' suggestion that wood furniture be allowed. They further noted that some wood furniture did not weather well. It was suggested that synthetic wood be considered as long as it looked like wood and was painted. It was further suggested that the Committee debate whether to approve wood or whether the furniture/fixtures should only be black metal. It was noted that metal was easier to clean and maintain.

The Committee recognized that Town Manager Davis was in the room and invited him to comment on the proposed Historic District Guideline amendments.

Town Manager Davis agreed the sandwich board signs had begun to proliferate. He noted that the Town had heard from some business owners that they were very effective; however, this did not mean the Town needed to do them. Mr. Davis explained that the Town was looking at how it supported businesses and directed pedestrians to other areas of town and reiterated that the staff had heard that the sandwich board signs had been very effective. He advised that the goal was to determine how to address this in a way that was safe and consistent, especially at the bump out areas where the number of sandwich board signs had grown. Mr. Davis suggested that having the HDRC review the signs was a conversation worth having. He acknowledged the desire to avoid becoming burdensome on the businesses; however, he also acknowledged the HDRC's desire that they look nice and reflect the historic nature of the town. Mr. Davis advised that he did not know what that would look like and questioned whether it would be in the form of a sandwich board sign that changed regularly. He suggested this would be an interesting conversation for the HDRC, as well as for the Council. Mr. Davis reiterated that the sandwich board signs have helped the businesses and opined that the more the Town could do to support them, the better; however, he acknowledged the need to respect the historic nature of Middleburg. He advised that he would keep his personal opinion regarding string lights to himself.

Chair Clites thanked Mr. Davis for his input and noted that it was good to be aware of business development issues. He acknowledged that any review by a public agency was burdensome; however, he noted that towns did not have what Middleburg had without some level of responsibility. Mr. Clites suggested the Committee leave it up to the staff to decide the level of oversight. He advised that as to lighting, he felt awkward pushing applicants and his own clients to be careful about the lights they attach to their buildings, only to have large bulb string lighting in town. Mr. Clites opined that there may be a solution that fit and suggested the Committee spent time to find one.

Councilmember Pearson advised that she did not like the appearance of the string lights. She noted, however, that it was dark, particularly during this time of year, and expressed an understanding of why people wanted more light at different spots.

Chair Clites noted that this was a by-product of the outdoor lighting ordinance. He agreed the dark sky compliant lighting provided for a very low level of light and noted that the sparkle from the old lantern lights on the face of buildings was slowly disappearing. Mr. Clites acknowledged that the level of light when driving or walking down the street was very different to what it used to be. He suggested it was good to acknowledge the by-product of decisions that have been made in the past.

Councilmember Pearson noted the need to light the crosswalks at night.

**Quorum – February Meeting**

Deputy Town Manager Moore noted that he had previously asked that the Committee reschedule their February meeting due to his absence. He advised that he would be absent regardless of the date of the meeting and suggested the Committee hold it on the regular date.

Chair Clites suggested that if a member had a conflict with the February 1<sup>st</sup> meeting date, they let Town Clerk North know; otherwise, the meeting would be held on that date as scheduled.

**Annual Report to the Town Council**

Town Clerk North reminded the Committee of the annual reports that the Town’s committees used to make to the Town Council. She noted that they went by the wayside during the COVID pandemic; however, the Council asked that they resume. Ms. North inquired as to when the Committee would like to give their annual report to the Council in 2024.

After some discussion, the Committee agreed they would like to give theirs during the May 23<sup>rd</sup> Council meeting so they could report on the historic preservation awards that would be given earlier in the month.

There being no further business, the meeting was adjourned at 6:36 p.m.

RESPECTFULLY SUBMITTED:

---

Rhonda S. North, MMC, Town Clerk

## HDRC Meeting Transcript – January 4, 2024

(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:** [inaudible] I'll use my inside voice. We'll bring the Middleburg Historic District Review Committee Meeting. [inaudible] January the 4th, 2024 to order. 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:** Next order of business is public comments. I know some of you are here and you're on the agenda, so we'll get to you when we get there. Anybody? Everybody here looks familiar. We do expect Estee, who some of you may, I don't know if the Committee heard but some in the audience. Estee has been with us a couple of years, and she just accepted a job in Leesburg with the county. And she's coming back tonight to for us to have the opportunity to say goodbye. So, when she gets here, we'll finish up what we're working on and then we'll take a pause, so she doesn't have to stay for the whole meeting. That would be my public comment. All right. Next item approving minutes from the December 7th, 2023 meeting. Are there any comments or corrections to the meeting minutes? And hearing none, I move we approve as submitted.

**Punkin Lee:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.



**Tim Clites:** Any opposed? Any abstain? Motion passes thank you. The next item is action item [inaudible] Business. And I will step aside and let our Vice Chair walk us through this.

**Punkin Lee:** Good evening. Good evening. This is for COA 23-32. Request of Chris and Carolyn Hersh for replacement light fixtures at 408 East Washington Street.

**Carolyn Hersh:** Yes, ma'am. That's us.

**Punkin Lee:** That's you. Press on.

**Tim Clites:** So, as you'll remember, last month there was a quorum. [inaudible] We brought the light fixture. Some of you didn't get to see [inaudible] the light fixture. [inaudible] option [inaudible] install. [inaudible] Sorry, Tim Clites. Hopefully, you got the chance to drive by the house and see the installed fixture when it's dark or close to dark out.

**Punkin Lee:** Thank you. Should we go around the room, Bill?

**Bill Anderson:** Did not get a chance to see it. Is it warm or white?

**Tim Clites:** The volume of light is what? I just went by it again on the way here. I'm surprised that how low the volume of light is. It almost looks like a night light but the color temperature [inaudible].

**Carolyn Hersh:** And it actually gives us a whole lot more light on the ground for us to see, which was a nice realization.

**Punkin Lee:** Thank you. Margaret.

**Margaret Littleton:** It was just the light that we did see before you modified it you did something on the top. [multiple speakers]

**Carolyn Hersh:** And we made it dark sky. [multiple speakers] He stuck the [inaudible] in the top of it.

**Margaret Littleton:** Clever. So, it's fine with me.

**Punkin Lee:** Thank you. Cindy.

**Cindy Pearson:** I did not get to see it on. I did drive by a couple of times, but I guess it wasn't on when I drove by. My only question is when you're coming up the road towards Middleburg, does it shine? It's not bright enough to shine out any. That's what I was trying to see. [multiple speakers] Okay. Thank you. [multiple speakers]

**Punkin Lee:** Virginia. [inaudible] Linda.

**Linda Wright:** I'm fine with that. I didn't get a chance to see it the other night. [inaudible]

**Punkin Lee:** I've driven by a couple of times going in and out of town and it doesn't catch you. Your concern, Cindy, like when you come up, it's. No. The other lights were much worse as catching you in the eyes. So. [laughter]

**Carolyn Hersh:** In hindsight, yes.

**Punkin Lee:** So, I think it looks really nice whether they're lit or not. It's a nice change to the front of your house. Thank you for working out how to make it the dark sky. You could probably patent that and

then put it into the lighting thing for town. [00:05:00]Are there any other comments? Do I have a motion?

**Cindy Pearson:** I'll make a motion to approve COA 23-32 request of Chris and Carolyn Hersh for replacement light fixture on 408 East Washington Street.

**Virginia Jenkins:** Second.

**Punkin Lee:** All those in favor?

**All of Committee:** Aye.

**Punkin Lee:** Opposed? Abstain? Thank you for all the work. And thank you.

**Carolyn Hersh:** Thank you.

**Tim Clites:** Thank you. The next action item is a new business. New business COA RS 23-09 request of Gretchen Yahn for revisions to approved COA RS 22-11 at 609 Martingale Ridge Drive Middleburg Residences, lot 15. [inaudible] Oh Yeah. Will, please. I was thinking I had to remember is it Will or Estee, but I guess I'm off the hook on that stage now. Will, please.

**Will Moore:** You are at least for this evening, certainly. Yes. Thank you, Mr. Chairman. So, this is a request for some revisions that have already been made and we have been working with Gretchen and her team. And I think we're pretty confident that we will see revisions before they're instituted from this point going forward, and that you'll see that in the following application. But in this case, I think there was a little bit of version control issue with the plans where what was constructed was actually what was intended to be constructed, but maybe the incorrect plans were submitted to us. So regardless, in this case probably the most noticeable feature that was revised in the field were the windows on the right and left elevations of the building. 12 in total, which were extended to go from four pane windows to six pane windows that extend further down on the elevation of the building. And then there were some sections of shiplap siding on the originally approved plans that were omitted. And they just went the stucco for the entire area. And then uh, some areas on the elevations where water table and the wall were depicted as stone were instead replaced with stucco. I will note that the water table and the foundation on the porches; the front porch and the side porch do remain in stone, but the water table otherwise was [inaudible] stucco. And then finally there is a set of double doors on the left elevation toward the rear of the building that when installed without light divisions, as was shown on the approved elevations.

**Tim Clites:** Thank you. I see Gretchen is here. Would you like to add anything?

**Gretchen Yahn:** Yeah, a couple of things. So, the hunt box model has in effect out there, three different window fenestrations. As you will see on lot two. The intent was on lot 15. And as you've seen over on lot [inaudible] subsequent application on lot 14. In the case of this application, the intent was to have the [inaudible] windows, which is what we have that's out there. One thing that you're not privy to see with regards to this, you're welcome to see it, but it just wasn't in the application, is that there's a different model floorplan behind those windows themselves. So that's what kind of brings about the different window fenestrations. In the case of some like the one that's out there on lot number 18. There's a his and her bath. This has a whole kind of different kind of bath scenario. There's some different things that have elicited. The different window illustrations that you see out there based upon [00:10:00] some planned kind of scenarios. With respect to the stone water table scenario, you know, characteristically out there, we have porch stone, and we have stucco water table on the rest of the areas. That is typically what we have out there to date. We haven't had it on that [inaudible] all the way down to stone. And she did not want to spend the money on it. And so that's where that elicited that. And with respect to the light divisions on the doors, there was absolutely no way to make an equal daylight opening with regards to

any kind of what it was a six light, whether it was a three light, there was no way to make them line up and have equal. We would have had two that would have been one size and their daylight opening. And we would have had another that was a different size and its daylight opening, and there was no way to get it lined up, hence the decision to have a no light division on the doors. So, there it is.

**Tim Clites:** Thank you. Bill, would you like to start [inaudible].

**Bill Anderson:** Sure.

**Tim Clites:** Thank you.

**Bill Anderson:** So, with respect to this specific set of plans I don't have any issues with these changes.

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

**Margaret Littleton:** I think it's fine too. [inaudible]

**Danny Davis:** We can only have five on at a time. [inaudible]

**Margaret Littleton:** I just said that I think it would have looked better with the stone. [inaudible] It's too late to put it on there. It looks fine.

**Tim Clites:** Thank you, Margaret. Punkin.

**Punkin Lee:** I agree with Margaret because making it all stucco, and the retaining wall is a lot of stucco and a lot of windowpanes. But that's my only comment.

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

**Linda Wright:** I would agree with almost everyone else. Really, I don't mind the different fenestration in the windows. I don't mind the doors not having [inaudible] at all. I might have liked to see the stone. But I think in some respects having it all stucco just sort of unifies the house rather than having, I really don't mind seeing the shiplap on. I think having it all stucco is more uniform. So, I have no problem with the changes.

**Tim Clites:** Thank you.

**Cindy Pearson:** I just got a chuckle on the one picture where you see the toilet through the window. Does the window that you does that change I mean is that.

**Gretchen Yahn:** Pardon?

**Cindy Pearson:** On the one picture it's, um.

**Gretchen Yahn:** She has motorized shades that come up and down.

**Cindy Pearson:** Oh, cool. I was just wondering. [laughter] And I just ever since, everybody else has given an opinion. I like the cleanness of the all stucco, myself, but yeah, it is what it is. Thank you.

**Tim Clites:** Thank you all. I have no comments to add. So, with that, I'll move that. We approve the revision COA RS 23-09 as [00:15:00] presented.

**Linda Wright:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.

**Tim Clites:** Any opposed? Any abstain? Thank you. Motion passes. The next item of business COA RS 23-10. Request of Gretchen Yahn for revisions to approved RS 2307 and the addition of a garage at 610 Martingale Ridge Drive. And again, I'll start with Will.

**Will Moore:** All right. Thank you, Mr. Chairman. So, in this case, it is, it's both a revision application to the approved elevation and then also the addition of a garage, which was not included in the original application, but the owner has now elected to proceed with a garage. So, in terms of the revisions there, as noted in the report, there are no changes to the number or sizes of the proposed openings. It's simply a reordering of the placement where there are windows and where there are shutters. And it's my understanding that that was related to floor plan decisions. So, but Gretchen could expand on that. And then again there's the addition of the garage, which you have the plans for that as well.

**Tim Clites:** Thank you. Gretchen, would you like to add anything?

**Gretchen Yahn:** So that, yes, she came in with an addition to the garage. We did go with the stucco veneer on it, on the garage. Mainly because just thought it tied into that back elevation a little bit better than having a kind of [inaudible] shape that she has on the front. So that just wasn't any kind of clandestine effort. It was just a, you know, what was discussed with her and what she thought would be best, out there. With respect to what happened is, is when she got into the residence and we got it framed, she was like, wow, the elevation on the left hand side when I'm inside, I can see out to the mountains. So, we had to start kind of moving a little bit of the glass around a little bit because she's like, I'd really like to see it. So, we tried to come up with a scenario that she could you know have a better view out towards the back. Of course, she's going to have a little. So again, from a standpoint of where these are at, you know, it's windows. In the closet that she wants to have a little dressing table, that she can look out towards the back, towards that view shed. So, then it became, how do we best get a, you know, rhetoric that actually makes sense with regards to the shutters and the windows. So that's what you're seeing in that depiction there. In the secondary [inaudible]. It's kind of going instead of the three groups in the middle, it's kind of going like window shutter or window shutter window shutter [inaudible] .

**Tim Clites:** Thank you.

**Gretchen Yahn:** And having windows on the back. Sorry. As opposed to the shutters.

**Tim Clites:** Yeah. So just so I understand, before we go around the room, the windows you're adding for the view are on what's labeled as the rear elevation with the two pink.

**Gretchen Yahn:** Correct.

**Tim Clites:** And then the window shutter window, shutter window. Is that the one that's green and pink together?

**Gretchen Yahn:** That is correct. At the end of the day, we added them because I could switch windows around. I ultimately added one window. And, you know, took a shutter out and put a window in, in its place.

**Tim Clites:** And I'll just ask one more question. Not to lead one way or the other, but just so that, when we go around the room, everybody. So, on that left elevation, if I understand the little green notice is

revised a few full shutter unit, which means it will not have a transom window above, like a little shutter panel, like the elevation?

**Gretchen Yahn:** It still has.

**Gretchen Yahn:** It still has a transom, so it still has the same look of the transom and shutter below. It's just it is a placement issue. It's a shuffling of the transom shutter effect. Does that make sense?

**Tim Clites:** Sure, so the green on the left side actually matches the detail of it matches what it says less the left elevation. Oh, that's the original left elevation. So, it's that same detail. Just the spacing is different.

**Gretchen Yahn:** Exactly. It's a shuffling of what we have in its location.

**Tim Clites:** Got it. Thank you. Bill.

**Bill Anderson:** As I understand it, it's that same elevation. It's a window. So, it's three windows and four shutters. [00:20:00]

**Gretchen Yahn:** Correct.

**Bill Anderson:** That's the only comment I have. Thank you.

**Gretchen Yahn:** Can I clarify one thing? But it's again, it is a window with a transom.

**Bill Anderson:** Yeah.

**Gretchen Yahn:** Okay. I just want to make sure that that was clear.

**Tim Clites:** Margaret.

**Margaret Littleton:** I have no comment.

**Tim Clites:** Okay thank you. Punkin.

**Punkin Lee:** I'm good.

**Tim Clites:** Thank you. Linda.

**Linda Wright:** I'm fine with the changes.

**Cindy Pearson:** Thank you. [inaudible] I have no comments either. Thank you.

**Tim Clites:** Is everybody tired tonight? And too much candy on Christmas. Like, what's going on here? No, actually it's fine. We don't need to have comments if they're not, if we don't have those so. Bill, can I come back to your comment just because it's an interesting observation?

**Bill Anderson:** I make the observation only that the house doesn't have a lot of shutters on it. Yeah. And then all of a sudden, we have three windows and four shutters. It's just. Is this owner driven?

**Gretchen Yahn:** Yes.

**Bill Anderson:** Well, this is an owner driven request.

**Tim Clites:** But if I understand it, it's the same detail as we previously approved, which is the transom with the little shutter under it. I almost envision it as being more like a millwork panel when it's done. So, the dark window and the shutter will read more as a vertical, like I'm trying to envision it in its final color. [multiple speakers] As opposed to in black and white.

**Bill Anderson:** What is the color?

**Gretchen Yahn:** It is the, so the house itself and the stucco is in Bruton White, which is the white that we've seen out there. And the shutter color is the Kindle Charcoal, which is. [multiple speakers]

**Tim Clites:** Pretty dark, isn't it?

**Gretchen Yahn:** Yes.

**Tim Clites:** Yeah.

**Gretchen Yahn:** [inaudible] revised no one has any preconceived notion [inaudible].

**Bill Anderson:** [inaudible] I understand? [inaudible]

**Tim Clites:** The way I look at it is we're saying shutter, but it's actually not in a historic sense. It's not.

**Bill Anderson:** Shutter, made not to look like a shutter.

**Tim Clites:** It's a shutter that looks like a [inaudible]. Yeah, but I think when completed. I think when completed, that rhythm will. [multiple speakers].

**Gretchen Yahn:** I have no problem if we feel we wanted to [inaudible] trim color. We feel that it's going to look too stark with each other or, you know, so that's.

**Tim Clites:** Yeah, I don't know. I'm not.

**Gretchen Yahn:** I have no opinion on that.

**Bill Anderson:** If they're going to have [inaudible] shutters. Having dark like the windows are going to be [inaudible] preferable to me.

**Tim Clites:** Yeah, okay, I agree with you. And I'll just look around the committee to see if anyone has comments related to that. [inaudible] Disagree with. Yeah, okay. So, if someone would like to. And then the garage is a similar garage. We've seen this garage before.

**Gretchen Yahn:** Yeah, you've seen this garage before. It does not have a pool bath. It is the Bruton White stucco. And then the garage door itself would be the Kendall Charcoal as well just in the same kind of genre [inaudible] that is everywhere else.

**Tim Clites:** Thank you for clarifying. So, with that, if there's no further comments, I'd be happy to have a motion. And hearing none, I move that we approve COA RS 23-10, and everybody is sleepy tonight. What did you put the in water [inaudible]? My goodness. COA RS 23-10 as presented.

**Punkin Lee:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.

**Tim Clites:** Any opposed? Any abstain? Thank you. Motion passes. Thank you.

**Gretchen Yahn:** Thank you. Appreciate it.

**Tim Clites:** And perfect timing. Before we get to our discussion items, we're going to pause because we heard there was a guest of honor coming tonight. So, Estee. It's great to see you. We're going to pause for just a second. [00:25:00] We're going to pause the meeting for just a second. [off mic] She wrote the vast majority of this, so.

**Cindy Pearson:** Do you need to step up to the [inaudible] [off mic].

**Tim Clites:** Well at the pace everybody's going we've got about four minutes and three seconds and they'll be done. [laughter] Okay. Then we'll jump into the discussion item. It's an initial discussion on the draft guidelines for outdoor dining and seating, and I would be happy to have Will walk us through that. [inaudible].

**Will Moore:** Thank you. So, we have entertained a couple of applications for outdoor dining areas seating. But if that was kind of one omission when we did the guidelines update is we did not include specific guidelines related to those. And I think we're in agreement that we still want the ability to be the approval authority for that. And we have that based on the zoning regulations that we already have. But we thought it would be best to incorporate some guidelines to give guidance to potential applicants and then to give you more structure to go by when you're evaluating the application. So, we're not just kind of making it up. It's not purely subjective. So, this compendium is kind of a it's a conglomeration of things that were borrowed from other places as well as some things that just seem to be in keeping with approvals that we have made in the past there are some areas that are probably worthy of discussion, though. I don't want you to think that I am presenting this to you as though it is ready for your endorsement. We can take our time on this but the general gist, and I won't read things directly to you, but one of the premises in here that we highlight is that the preferred color for outdoor furniture and furnishings is black but you may be willing to consider other colors, but that's kind of the guiding thing. The tables and chairs should be metal as we don't want kind of plastic garden furniture, kind of items. That the design within the seating area should be consistent. So, we shouldn't have multiple styles, you might have multiple sizes of tables. But you would want a consistent style, not a rectangle that's of one design and a round one that has maybe a different edge or something. So, consistency style. Some basic things on umbrellas here that they should be color fast maximum of two colors that they shouldn't contain any text or branding that should just be a plain colored fabric. The fences and the stanchions or chains that's you will see those in areas anytime dining area involves an ABC permit. They're required to have delineation of area. So, we're going to have to have something. So again, if it's done through a fence, we would encourage that to be black metal chains. All the stanchions we would also expect to be black. I would prefer these to be metal as well. I think if you look in. And we did an approval on this what is in place and it's not a seating area, but what is in place at brick and mortar. It's pure plastic and that's something I would like to revisit with them at one point. That was done before they actually even took possession of the building. I think the intent was for it to be a temporary measure to keep people from parking in there. So, but you may consider that the chain in between the stanchions could be plastic. I think we've seen that in areas where it seems to work okay but having the stanchions [00:30:00] themselves and something that's more durable. Again, it's just a suggestion for you to consider. We did at one of the most recent ones approve the stanchions that had the retractable black webbing in between them. So, I put that in here as an option, but we've seen it in practice. You may consider whether or not we would want incorporated into the guidelines into it going forward. And then we also just kind of basically mentioned planters and trash containers if they're included in the area. Lighting, I think this is one where you might want to weigh in. So obviously the permanent lighting would be subject to the

approval under our guidelines, we know a lot of the outdoor dining areas like to incorporate kind of string lighting while they're open. So, I put something in there to if you were open to that structured some guidelines around that, but you may or may not want to incorporate that. You may want to have some discussion as to whether or not you would want to have those kind of lights incorporated. That's the basic overview. Again, I think there's a lot to discuss. There some decisions to be made. And as I noted that I would probably want to, as we refine this further probably incorporate some pictures as well. And just as they are incorporated in other sections of our guidelines.

**Tim Clites:** Very helpful. I guess just to keep order around the microphones we can kind of go down the left to right to left. You can start with Cindy.

**Cindy Pearson:** Yeah, it's working. Do we just want to do each little section, or do you want to go down the whole thing? What's your thoughts?

**Tim Clites:** Why don't we start and just run through if like, I have a couple of, like, just overall like, conceptual comments. I mean, this is great to see because I wouldn't have had them if we didn't have this to read and kind of consider. So, let's just run through conceptually. Are there any things that we like or don't like we think are missing or should be discussed?

**Cindy Pearson:** I'm sure there can be a lot of things that can be discussed, but with the chairs and some of the restaurants have some of the plastic at this point and things, so they're just kind of grandfathered in until you maybe have a nice discussion with them and maybe it can work in later or is that how it goes?

**Will Moore:** Yeah. Anything that's in place legally right now could remain. [inaudible]

**Cindy Pearson:** And [inaudible] I'm just having trouble picturing aren't some of the fences white now, especially the ones that maybe block their air conditioning or the HVAC stuff.

**Will Moore:** Yeah. So, there is one that is currently white that is expected to be painted black. It probably won't happen until weather is a little bit warmer but that was part of the approval was that the Committee wanted it painted black.

**Cindy Pearson:** Okay. The other thing would be the lighting, I do like that the lighting should only remain on or shouldn't remain on after hours. I guess that's it for right now, until I hear some other discussion and I might bring something else up.

**Tim Clites:** Thank you, Cindy. Virginia.

**Virginia Jenkins:** Yeah, I'd like to question with the fences, the stanchions, etc. would roping ever be considered for the stanchions?

**Will Moore:** I think roping would probably meet the, I can't speak for them, but would probably meet the ABC requirement for delineation since [inaudible] as well, I don't understand why it well couldn't. I didn't include it because I didn't think of it. Now that you mentioned it, I, I don't know, that's a discussion whether or not you would want consider roping.

**Virginia Jenkins:** [inaudible] some could be nice. Outdoor lighting in general with the colored lighting. Even if you are not outdoor dining it may have lighting that is colored against the restaurant against the wall. [inaudible]

**Will Moore:** Yes [00:35:00] yes. That's an ongoing.

**Virginia Jenkins:** Oh, it is okay. I had no idea.



**Will Moore:** Yes.

**Virginia Jenkins:** All right, that's all.

**Tim Clites:** Thank you Virginia. Linda.

**Linda Wright:** I think it's a great overview. Off the top of my head, I don't really have any other questions that come up right. [inaudible] Everyone else has already addressed those so [inaudible]. I think it is a very good start. I think you covered the basis very well.

**Tim Clites:** Thank you. Punkin.

**Punkin Lee:** I had the same question on the lighting with the color issue which has been going forever. But also, for the hanging lights. Then how does this you know if you [inaudible] lights in [inaudible]. I know these are not eateries, but these two do not comply at all as the museum yard and Nature Composed. Because they've got bright white lights that stay on all the time. So, you're, you know, this would apply to the restaurants. But for the other minutes counter.

**Will Moore:** I think there may be. There may be a way to retile or. I would want that to apply whether or not it's a restaurant or not.

**Punkin Lee:** They just kind of jumped out at me. It's like. [multiple speakers] in one hand.

**Will Moore:** Yes. No, that's a good point. Yeah. I think if we're going to get in that business of and I think it's based on comments we probably should of closely looking at those types of lights. It should apply whether or not it's a seating area or there's other types of examples. I could work on a way to revise the language so it's clear that it applies in these situations as well.

**Punkin Lee:** Other thing, just because of consistency in the top where it says preferred color. Trapdoor should be black. And then when you get down in here, it should be. So, it shouldn't it always be preferred? Not just should. Stick to one way of presenting it or the other. Like under fences should either be wrought iron or black painted. When you got up in the top that you want it preferred for outdoor black everything. And under trash. It's just a little picky thing. But be consistent.

**Will Moore:** I'm not seeing where there's a. Is it a contradiction?

**Punkin Lee:** Be preferred going rather than switching to should because should kind of if you want it preferred is a little stronger than should.

**Will Moore:** Okay.

**Punkin Lee:** That was it. But I think it's a great.

**Will Moore:** Yeah. Okay.

**Punkin Lee:** A great list of things. Thank you.

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

**Margaret Littleton:** I think there should be a number seven. And I don't understand why we can't [inaudible] sandwich boards. The sandwich boards, I think they are dangerous. And they're scattered

everywhere. And we want tables and chairs to be perfect and we want planters to be perfect. Why can't we have sandwich boards perfect. I don't understand why we can't. [inaudible]

**Will Moore:** Okay. [inaudible] Yes. So, two things. We're working on instituting a program probably within a month that will eliminate the individual, I'll call them directional sandwich boards. Those are the ones that are from businesses on side streets that end up on a corner at Washington Street. Those kind of things. We're going to eliminate those. So individual businesses will not be able to have those. The town itself is going to take ownership of putting some of those signs in to help support those businesses. But there will be a maximum of one at each corner. So, for example the corner at King Street Oyster Bar is probably the worst where you know, the bookstore has one, Posh Pixies has one Federal and Black has one. There will be one board there that lists all those businesses and signs to it. So, it will prohibit that conglomeration. So secondary to that, we are also looking into proposing to Council a permit requirement for sandwich boards [00:40:00] that go in front of individual businesses. Traditionally throughout the years those have not been regulated here in town. Although if you look at the code and read it strictly, they're not allowed, but they have been just allowed. And traditionally years passed I think there was a little more respect and consistency to the designs with kind of traditional chalkboard styles. [inaudible] Yeah. Yes. So, I think it's important because in certain areas they block travel [inaudible]. So having a permit requirement for that would be important. So those are being addressed but separate from this.

**Virginia Jenkins:** To stay on that subject if I may. I mean, I'm with Margaret totally on this. I think number one, I think they're a hazard, particularly when the streets are totally jam packed with pedestrians. I don't see you know who has time to read that nonsense. And they're just. It looks junky. It just looks junky because they're just so many of them. And one of them wouldn't [inaudible] as far as I'm concerned anyway. One is too many.

**Will Moore:** Well, I in response, I would say we seem to have Council support for doing the consolidation of the ones on the corners.

**Virginia Jenkins:** Well, I understand. Well.

**Will Moore:** Okay.

**Virginia Jenkins:** Isn't there some way you can just have it above instead of in the walkway. I mean, people moan and groan about the sidewalks as is. And you, you know, you clutter them up with this stuff. Even if it's one, it's still clutter.

**Tim Clites:** But let's come back to that in a second. I want to finish this, but I think, and I have a question to follow up on that. But let's get Bill's comments and then.

**Bill Anderson:** I agree that this is a great list. Good start. I had one question also about the lights. The string lights in particular. The I'm not sure. How we would define string lights here. I think the lights, the big bulb, or large bulbs string lights to me shouldn't be allowed at all. And I wasn't sure which ones you were talking about in your two examples.

**Punkin Lee:** They're large.

**Bill Anderson:** Yeah, well, I guess. Yeah. That's I would agree that. [inaudible] Those aren't really desirable. But string lights. The smaller lights using the decorative fashion. Trees on posts? Maybe or porches.[inaudible] temporary conditions. [inaudible]

**Punkin Lee:** And not on 24 hours. The big ones.

**Bill Anderson:** And not on 24 hours, no.

**Tim Clites:** Thank you. So, I have a couple of questions just for the group, conceptually. I agree with black or dark colors. I think we could potentially state that as an overview just for everything below, but I wonder if we miss an opportunity. I don't remember what application it was not. It was last year sometime, and my first blush on it's like an umbrella color or something. They [inaudible] put it [inaudible] wow that's. And then it was like, wait a second. Like the committee was like, that's really fun. That's interesting. It livened up. I was it is it the New Mexican restaurant and I like the fact that we can react to specific locations within the town with specific approvals. So, although in concept, I think if we had to pick a general direction, the black dark feels right to me. I think wording it in such a way that it gives people the opportunity for people to come in an present their case if they I think that there's something interesting, either color or material. This is just, again, conceptually, it wouldn't bother me if there was a restaurant, and they had a couple of small, nice wooden tables and chairs. I don't think that's great for people getting in and out of them. So probably they're not going to do that. The durability is not going to be as nice, but there's some really nice wood products out there. [00:45:00] So conceptually I think it's for me it's like synthetics, plastics and vinyl's etc. are not permitted, period. It doesn't matter what we're talking about, they're not permitted. But and our preference might in fact as a committee be metal or something solid. But I'd like I personally think it's worth leaving the door open the potential for wood. And where that crossed my mind first was around planters because I think, you know, to get planters that look nice, that are only a metal one. And that all and versus having some option where the seating might be in metal and dark and it's like a nice wood planter can actually be quite nice. So those are really my conceptual comments. I do think that the lighting there is also, the store front that used to be Julian's as a restaurant, and I don't know if it was when that restaurant was there or a subsequent business or the current business. At some point they got the string lights on that underside of that awning. And so that's at least three places. And I would agree personally I think we ought to just not allow them. Or if we do, we ought to be very specific about the size of bulb and the spacing on them so that it's something that [inaudible]. I think seasonal lighting is different. I think we've always allowed that for, but that has a certain expiration date to it. And then just the follow up when everyone's input around sandwich boards. I completely agree with all the input and I'm sorry, I didn't mean to cut anybody off in particular, but to Will my question around sandwich boards is I heard two things. I heard that you're going to replace the most problematic with sound with town regulated wayfinding signs. That's a better way of saying what you said in terms of you've already done a whole wayfinding signage for the town, and therefore, if the [inaudible] is here, it's going to be now whether it's part of that system or it just replaces. So, to me that makes a lot of sense. Right? Because that's really what the issue is for a lot of those signs. Then when you get to the storefront. The sandwich board that's right there for me. The question is well, that should, if it's a sign, it should be regulated, we regulate signs there's a limit to the number of them. I don't know what that solution is, but presumably if it's a permit, it would then also have an approval process. Would that come as part of our sign review or is that something that would be an administrative review, like where are your thoughts on that at the moment?

**Will Moore:** My initial drafting of it has it as an administrative process and, but that would be a Council decision and discussion. I'm not necessarily opposed to it coming here, or one of the things I heard early on, this idea has been brought forward by me a couple of times, not to the full body of Council, but to individual members. And there has previously been a reluctance to go a permit route for a desire not to burden businesses, existing businesses and had these for a long time. But I think they have become more common those in front of individual businesses. We've had increasing instances where they're creating issues with blocking pedestrian paths. So, it might [inaudible] area where we don't have a consistent sidewalk throughout the [inaudible]. Some places it's very constrained because of [inaudible] tree or tree roots. Can't put the sign right in the only flat spot there and so that creates some tension sometimes when we politely asked [inaudible] repositioned so that people can walk safely. So, I think the time is right to institute that process. But I'm also still cognizant about not wanting to overly burden all of these shop owners. So having every single shop, even a shop that's been there for 20 years and has always had a sign to have to come to this committee for approval, might be being a little overly burdensome. So, I don't know how that's going to go. I'm going to have that discussion with Council. If this body feels strongly

that you should be involved in that we can certainly make that a recommendation to Council, but they would ultimately decide whether it's just strictly administrative or whether they want to do it at all.

**Margaret Littleton:** So, what would [inaudible] cost? [00:50:00]

**Will Moore:** My proposal is there's going to be a no fee permit.

**Tim Clites:** So, I wasn't asking personally because I had a particular bend on going a certain direction, more just for information to know. I, you know, I guess I think I will speak for myself, not on behalf of the whole committee, but I don't feel like we're overburdened with reviewing signs. And I think there are plenty of instances whereby having the collective thought and input from this group we've made some signs or situations better because, you know, there's a group of people that know the town and walk it and live it. And so, I would think in discussions with Council for myself, it would not bother me to have that be something that we also review. And I again, I think about sandwich boards as being [inaudible] something that gets put up and taken down, but it also can get changed every day. So, there can be like the sandwich of the day, the special, which is different than the signage that we approve that's permanently affixed to the building. And so, it's kind of nice to have that kind of flexibility and that little bit of character. But yeah, there are practical issues too. Right. So, I don't know that. I'll speak for myself. I'd be fine if it helped for us to review them, because I do think there are times where it's really obvious. It would be obvious to this group. That's not a good location, right? And that gives Council some buffer if you will or you even some [inaudible]. This is part of what we review. And generally, they're accepted. But there's a specific reason why that one is not. Whatever you work from that and let us know. I do think your way [inaudible]. What is that term called?

**Will Moore:** Wayfinding.

**Tim Clites:** Wayfinding will help a lot because that one corner is very busy. All right and I'm sorry to ramble on here a little bit. And any do we want to go back through the list? Any other specific comments about outdoor dining and seating areas?

**Punkin Lee:** Yes. I have one. We're telling them how to have their tables, their chairs, their umbrellas yada yada. There's nothing on here about if you do all this keeping your place clean. [inaudible] Well they don't. You know who's [inaudible]. I know, but. [inaudible] Right and changing the board when the business moves. But the cleanliness part is pretty sad up there. For all the regulation on. But you'd like it to how you'd like it presented. They do the top but the bottom part's pretty nasty and smelly.

**Cindy Pearson:** I have a question. Tim, when you were talking about the wood for the tables and chairs too, but it seems like some of the tables and chairs that they choose as wood as it weathers, it doesn't look good. So maybe that could potentially be a problem down the road. So, I don't know.

**Tim Clites:** Well, you're absolutely right. And so, if it were wood or if it were well like right now. We allow one building's wood to replace wood, we allow some synthetics as long as they represent wood and are painted. And so, the question is, if it was a painted non-plastic substantial, like, would we ever approve that? Or are we just like, no, it's just metal, right? And I think it's a good thing to debate because if we get to that, no, we're only going to approve metal then let's get rid of the should or preferred and say this is what we approve. And maybe it's metal and we allow color. If you make if someone comes with a compelling reason. But otherwise, we really want these things to just be quiet, simple black dark gray colors and we're fine. Right. And I'm not against that at all. [inaudible] You should have had your microphone on when you said that. I do think also to Punkin's point, probably the metal is a little easier to keep clean and maintain if it gets a little rusty. You know, you probably don't notice it as quickly as some of the others. Look around the room for any other comments and ask [00:55:00], while we're waiting for those, Will to think about what he might need from us for next steps.

**Cindy Pearson:** Hand it to Estee to finish up for you. [laughter] Sorry. Couldn't resist.

**Will Moore:** I'm going to need that new email address as soon as possible.

**Tim Clites:** I think this is a great start. Danny, I don't mean to pick on you. I know you're in the meeting, but anything. I mean, I'm sure you hear things. I'm sure as a staff, you all share everything you hear from the community. Any thoughts you have about all of this that you want to share with us? Hey, you don't get to sit here and be quiet all night. [multiple speakers]

**Danny Davis:** I get to speak in front of HDRC. This is great.

**Will Moore:** Point of order. I don't think it's appropriate to recognize this. Public comment period is over. [laughter]

**Danny Davis:** That's good, that's good. No, I think Will was getting to this point. And clearly it's one factor in the equation and it's not the entire equation that the sandwich boards that have begun to proliferate. We've heard from a certain business owners that they've been very effective. It doesn't mean they're required, doesn't mean we have to do them. But as we look at how we're supporting businesses, not on Washington Street specifically, and directing pedestrians to other areas of town for their shopping or restaurant or other activities, we have heard that they have been effective. And so, I think our goal there was how to do this in a way that is safe and is keeping a consistency, especially at the bump outs where they have begun to just grow and grow. On the part about HDRC's desire to potentially be part of the review of the individual stores sandwich board signs, I think that's a further conversation that's worth having. Again, to Will's point, trying to keep it less than burdensome on our businesses. To your point, fully understand we want them to look nice and respect and reflect the historic nature. And I don't know what that looks like. Right. If we end up putting up some town signs at the bump outs directing people. Do we still need the sandwich board signs or do they become more like that you mentioned the typical chalk where they change daily or weekly or something. So, I think that'll be an interesting conversation, both for you guys to continue to have, but also as we continue that with the Council. In general, I think we've heard from businesses, you know, they appreciate the support of the town, how we can help them, especially in the outdoor seating. It's helped a lot of the restaurants, and as you've seen, new ones add them in. Tremolo has been exceptional in how busy you see them in the evening hours when they're open. So, I think the more we can do to support, that's great, but also keeping everything respectful of the historic nature. I'll leave to you guys to recommend the lights. I have personal opinions, but my opinions don't matter. So, thank you.

**Tim Clites:** And thanks for that input. And I think I'm glad to hear that too, because I think it is good for us to always be aware there is a business development health of business side of this that ultimately is important. And it's you know, any review of any public agency or committee is a burden. Doesn't matter. But you don't get what we have without some level of responsibility there. So, we'll leave it to staff to kind of decide that, I don't know, I brought that up, not because I had a strong opinion. I don't know that the rest of this committee does, but we'll leave it to you to figure that out. I would say on the lighting that deep down inside I feel awkward pushing both applicants and my own clients to do very careful lighting on their buildings, and then have big bulb string lighting in town. It just feels a little like. You know we it doesn't quite fit. So, of all of this, the thing that if I were to only pick one thing to just take off the page, that would be it, but there may be a solution that's more appropriate, and we would just need to spend some time to find that. So that's the rest of my comments. I don't know if I'll just pause for a minute if anyone else has more, otherwise, I guess we'll, wait for Will to get back to us on what the next steps are.

**Cindy Pearson:** Just make one small comment on the lighting, which I agree with the bulbs. I don't care for that look, it's kind of I won't anyway. I don't care for it. But also, this time of year it was so dark in town that I [01:00:00] understand why people want more light at different spots, so that might be another

conversation to have at another time with. I don't know what committee would be on what we could do to get a little bit more light this time of year.

**Tim Clites:** Well, Cindy, that's actually a very good point. That is the byproduct of our lighting ordinance, right? I mean, when you look at the front of the house, we looked at when it's dark, it's a very low level of light. There's none of this sparkle of the old lantern on the face of the building. Those are slowly disappearing, and it is very different, the volume of light that you experience than when you either drive or walk down the street. So, as you talk to like people that aren't on this committee, we're probably the only committee that fusses with that stuff. But like the Council or other people, I think it's good to acknowledge like that. That's the byproduct of decisions that we made in the past.

**Cindy Pearson:** And I like I appreciate what's on the buildings, but it's like the crosswalks where it's so dark at certain times you really can't see people at 5:00. [inaudible] Thank goodness it's getting a little lighter every day now, but it's hard to see in those spots. So that's pretty much where I'm talking about.

**Tim Clites:** Thank you. Anyone else? Will? Anyone else. Yes. All right. Thank you. We do have one last can we adjourn and then pick on Estee? Are we allowed to do that? Is it still a public meeting if we're picking on her, but we're off mic?

**Will Moore:** We do need to talk about the February meeting date.

**Tim Clites:** February meeting? Yes.

**Rhonda North:** And Mr. Chairman, I have an item as well to discuss with the Committee.

**Tim Clites:** All right. So, let's talk about the February meeting first. I'm just [inaudible]. Mr. Moore cannot make our meeting date, so we'll need to reschedule.

**Will Moore:** Well so I'm going to backtrack on that at this point.

**Tim Clites:** One meeting without you and he's already [inaudible].

**Will Moore:** And I'm going to suggest that you, unless based on my previous email, some of you have made plans for February 1st, I'm going to suggest that you keep that meeting date. Reason being the later meeting dates that I suggested as possible, I'm likely not going to be able to make any of those myself anyway, so you're going to have a stand in no matter what, so it might be just as well to keep [inaudible].

**Tim Clites:** Okay. So, we'll play it on the first then. Awesome. And if anybody has a conflict, just let Rhonda know. So, she's in coordination with that. Thank you. And Rhonda.

**Rhonda North:** Yes, Mr. Chairman, as you all may recall several years ago, the Council requested that the town's committees give an annual reports before them. Each committee would pick them up and come that month and talk a little bit about what they accomplished the year before, what they were working on. You know, what, they would like to do, if they needed any resources, that type of thing. It kind of got away from us when we, you know, went through Covid, but the council has asked that we reinstitute those, annual reports of committees. You all happen to be the first committee that I've approached. So, the months in 2024 are wide open. In the past, you all tended to give your reports in June, so I just wanted to see if you all had a preferred month that you would like to do your HDRC monthly report before the Council?

**Tim Clites:** I move that we put Virginia in charge of that. [off mic] [laughter] Does the committee have a preference? Remind me how that happens? Does myself or Punkin or one of the committee members go

and give the report? Do we work on it with staff, and you give it? I mean, I'm happy to make myself available.

**Rhonda North:** So, it is the committee who gives the report. Generally, the chairman is the person who did it. [off mic]

**Tim Clites:** Virginia said she'll go with me.

**Rhonda North:** Yeah. You know, the Council, you know, does like to see the members of the committee just to place faces with names and, so you all get to know Council Members as well. But it's not mandatory that the entire committee be there. But they do ask, you know, if committee members are available that they attend as well. Some folks do a verbal report, some committees put together a written report. They've not been particularly, you know, they've not preferred one way or the other. It's just, you know, ten minutes before the Council to, like I say, give a [01:05:00] brief history and a look ahead.

**Tim Clites:** Okay. I have a question. Should we tie that in with National History Month and our little awards that we've tried to institute? And should that be just before or just after that so that we can include that as part of our, this year we're acknowledging the following businesses and share that with the Town Council and then give them a report.

**Rhonda North:** I think that would be a wonderful idea.

**Tim Clites:** So, you. I'm glad Estee's here. That's in May, isn't it Estee?

**Rhonda North:** It's in May.

**Tim Clites:** Estee will be back then, she's going to come along. She promised.

**Rhonda North:** So, we tend to do these the second meeting of the month. So would you all want to do that the second meeting in May? And then you can report on who received the awards, the JARB Awards,

**Tim Clites:** Yeah, I'll speak for myself. That's fine. Any other suggestions or comments? Yeah. So, let's do that.

**Rhonda North:** Okay that would be May 23rd. So, we'll put you down for that and I'll send you a meeting invite so you can get it on your calendar.

**Tim Clites:** Okay. Great.

**Rhonda North:** Okay.

**Tim Clites:** Thank you. Thanks, Rhonda, for doing that.

**Rhonda North:** Thank you.

**Tim Clites:** Meeting adjourned. Now we can talk.