



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



Thursday, December 5, 2019

PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, December 5, 2019 in the Town Hall Council Chambers, located at 10 West Marshall Street. Chairman Turnure called the meeting to order at 5:30 p.m.

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

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

ABSENT: William Anderson (excused)
Margaret Littleton (excused)

Approval of Minutes

Vice Chair Lee moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve the October 3, 2019 regular meeting minutes.

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

Committee Member Jenkins moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the November 7, 2019 regular meeting minutes.

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

Vice Chair Lee moved, seconded by Committee Member Wright, that the Historic District Review Committee approve the November 18, 2019 special meeting minutes.

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

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Littleton

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

Old Business

COA 19-35 (S19-19) – Projecting Sign – 10 S. Madison Street – The Community Shop

The Committee noted that the sign was the same size as the previous sign at this location. They opined that the design looked nice.

Committee Member Clites moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 19-35 (S 19-19), a request of Cindy Dougherty for a projecting sign at 10 South Madison Street, The Community Shop, as presented.

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

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Littleton

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

COA 19-38: Removal of front porch & certain additions - 308 E. Marshall Street – Tanner Dudley

The Committee opined that the submission showed there was a plan that was in the works. They questioned whether the new front porch would go across the structure. The members suggested the posts appeared to be more centered in the drawing.

Kyle Dudley appeared before the Committee on behalf of his brother. He confirmed the new front porch would span the entire front of the house. Mr. Dudley noted that the existing porch was much smaller.

The Committee held some discussion regarding the proposed front porch. Some members opined that the existing one was too small and suggested the new one would be a nice addition as it would invite use of the front yard.

The Committee held some discussion regarding the proposal to remove a portion of the stone wall for the construction of a driveway. Mr. Dudley advised that he and his brother were scheduled to meet with VDOT after the first of the year. He further advised that they would return with the wall portion of the request following that meeting.

The Committee held some discussion regarding the approval of the demolition before the approval of the new construction. They questioned what would happen if the demolition occurred but the new construction did not. It was noted that this was not an issue for the rear additions as they were not historically significant.

After further discussion, the Committee agreed this would not be an issue as the existing porch was not original to the structure, nor would the house look bad without it. It was noted that the existing porch was structurally unsafe and would be a hazard if left in place.

Committee Member Jenkins moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 19-38, at 308 E. Marshall Street, as well as the concept plan. Committee Member Jenkins further moved, seconded by Committee Member Wright, that no approval was being given for the demolition of the stone wall at this time.

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

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Littleton

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

Committee Member Clites advised that he would like to share his thoughts on the new construction so the applicant would have the benefit of them as he prepared the drawings. He noted that the HDRC preferred that additions to a historic building be done in such a way that they were obviously not a part of the original construction. Mr. Clites advised that as to the front porch, he recommended the applicant look at other porches around town and noted that they did not stick out past the corners. He further noted that the HDRC focused on window patterns and suggested they stay true to what existed or what should have existed at the time of the structures' construction. Mr. Clites advised that the windows in the addition could be different. He noted that the applicant would have greater flexibility with regard to the rear additions; however, he suggested the need to be respectful of the neighbors. Mr. Clites advised that the Committee would want to see windows with muttons and a traditional feel; however, they could be larger in the addition.

Chairman Turnure encouraged Mr. Dudley to respect the original building and noted that the rear addition could vary from it. He encouraged him to appear before the HDRC as many times as he needed to in a pre-application capacity before he submitted his drawings for approval.

Mr. Dudley inquired as to the materials the Committee would prefer for the addition's foundation. The Committee advised that if a concrete foundation was proposed, it needed to be smooth, with parging, so it would appear to look like stucco. They confirmed they would not approve a brick form of concrete.

New Business

COA 19-40 (S 19-22): Projecting Sign – 7 W. Washington Street – Another Blue Moon

It was noted that this was a hand-painted wood sign that would be installed on an existing bracket. The Committee questioned whether the size was within the regulations. Deputy Town Administrator Moore confirmed it was.

Chairman Turnure advised the Committee that the applicant spoke to him about illuminating the sign, to which he advised that this was something she would need to bring to the HDRC. He further advised that she also talked about doing something with the moon, such as making it see through or building it out from the sign. Mr. Turnure noted that she was not present to discuss her application.

The Committee noted the need for the applicant to be present. They suggested the artist also be present.

Chairman Turnure suggested that as long as the sign was painted, it was not an issue. He noted that what the applicant conveyed to him was not represented in the application. Mr. Turnure suggested the Committee could make a motion to approve a painted sign, with the applicant returning if she wanted to do something different.

The Committee noted that the application did not contain color samples. They further noted that they did not know whether the sign would simply be a flat, painted sign. The Committee advised that when applications were missing information, they generally tabled them and asked the applicant to be present during their next meeting.

Committee Member Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee table COA 19-40 (S 19-22) to get clarification on the color samples for the sign and more clarification around how the moon and the lettering will be accomplished, whether it's flat and painted on or three dimensional in some way.

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

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Littleton

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

Discussion Items

HDRC Design Awards

Chairman Turnure reminded the members that last year they discussed issuing awards/certificates of recognition for exceptional projects and/or signage. He suggested they discuss this further so they could issue some awards.

The Committee held some discussion as to whether the awards should be for projects/signs that were located in the Historic District or whether those outside of the District would qualify. They agreed that for the first awards, the project/sign should be located within the District. It was further agreed that since this would be the first awards given by the HDRC, the projects could go further back in time.

The Committee questioned what the award would consist of - a letter or a plaque; however, no decision was made. It was suggested that the HDRC could issue as many awards as desired.

The Committee identified a few projects for consideration, including the Masters of Foxhound Museum, the Catawba office building and the Old Ox Brewery. They suggested that if any members had any other suggestions that they forward them to the Deputy Town Administrator. The Committee agreed to review all of the submissions during their next meeting and to select some for an award.

Unapproved Signs in the Historic District

The Committee noted that Mystic Jewelers copied a sign that was installed by J McLaughlin; however, they did not apply for COA approval. They further noted that other signs were appearing in town that did not have HDRC approval. It was suggested that when members noticed such signs that they report them to the Deputy Town Administrator so he could follow up on them.

Deputy Town Administrator Moore advised that the Planning & Project Associate was helping identify such signs. He noted that in the case of the Wild Hare Cidery, the sign was installed under a temporary sign permit and advised that the HDRC would see that application in January. Mr. Moore noted that the staff never prevented a business from opening without a sign and advised that they may be up under a temporary sign permit until the HDRC could consider the application.

The Committee inquired as to the temporary church and school banners that were being hung around town. Deputy Town Administrator Moore confirmed that some of them had a temporary sign permit; however, some did not. He advised that he was working on those that did not. Mr. Moore encouraged the members to report signs to him that they knew the Committee had not approved so he could follow up on them.

The Committee expressed concern about the sign that was installed at the American Legion. Deputy Town Administrator Moore confirmed he was in enforcement mode with regard to that sign, which was one hundred twenty square feet in size.

Amendments to the Sign Ordinance

The Committee noted that based on a review of the Planning Commission's meeting minutes, it appeared they were undertaking a rewrite of the sign ordinance. They questioned why the HDRC would entertain more signage as was indicated in the meeting minutes.

Deputy Town Administrator Moore confirmed the Planning Commission was undertaking a sign ordinance re-write and explained that it was necessitated by a Virginia Supreme Court decision that prohibited content-based sign regulations. He acknowledged that there was an argument that what the staff was proposing was a slightly larger sign allotment; however, he explained that it was not due to the elimination of an allotment for buildings that contained two stories. Mr. Moore noted that he was trying to simplify the calculation process, which was currently very complicated. He advised that another issue was that the HDRC could approve signage that was larger than the maximum signage allotment if they believed it was appropriate to the building's size and noted that there was some question as to whether that would withstand legal scrutiny. Mr. Moore opined that the proposed amendments would make that issue go away. He reminded the Committee that with the exception of one commercial property, all of them were within the Historic District; therefore, all signs would have to come before them for approval. Mr. Moore advised that the Committee was not required to approve signage that met the maximum allotment.

Goals for 2020

The Committee noted that the Planning Commission was going to identify goals for the coming year. They suggested they should do so as well. It was noted that the Committee had held discussions on updating the Historic District Guidelines.

Deputy Town Administrator Moore confirmed the guideline update was something the Committee would undertake in the coming year. He noted that there may be some consulting firms with existing local or State contracts that the Town could possibly ride; however, if not, it may have to issue an RFP. Mr. Moore noted that this was a high priority.

Deputy Town Administrator Moore reminded the Committee that they previously discussed examining the Historic District boundaries. He advised that he developed a comparison of the Town's Historic District boundaries with those for the National Register's District, as well as with the changes recommended in the 2016 Historic District survey, for the Committee's review. Mr. Moore suggested this be a top priority and opined that the current boundaries did not make sense.

After some discussion, the Committee agreed to have a sub-committee work with the staff to assist in the review of the boundaries and to make a recommendation to the full Committee. Chairman Turnure and Vice Chair Lee volunteered to serve on the sub-committee.

Deputy Town Administrator Moore reminded the Committee that their recommendation would be forwarded to the Planning Commission to initiate the changes as the Historic District was actually a zoning overlay district.

January Meeting Quorum

Committee Member Clites noted that he would not be present for the January 2nd meeting. The remaining members indicated they would be. It was noted, however, that two members were absent. The Committee suggested the staff check with those members to determine their availability and if it appeared there would be a quorum issue, the Committee would move the meeting date.

There being no further business, the meeting was adjourned at 6:33 p.m.

RESPECTFULLY SUBMITTED:

Rhonda S. North, MMC, Town Clerk

HDRC Meeting Transcript – December 5, 2019

(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)

Bill Turnure: All right. Perfect timing. I like doing this meaning to order first order business of the roll call of the members.

Will Moore: Will Moore deputy town administrator.

Tim Clites: Tim Clites.

Punkin Lee: Punkin Lee.

Bill Turnure: Bill Turnure.

Linda Wright: Linda Wright.

Virginia Jenkins: Virginia Jenkins.

Cindy Pearson: Cindy Pearson.

Rhonda North: Rhonda North, Town Clerk.

Bill Turnure: The first order of business is the approval of the minutes from the October 3rd meeting. Regular meeting. November 7th regular meeting. And the November 8th special meeting. Are there any additions or missions to the October 3rd meeting? Is there a motion?

Punkin Lee: Motion we approve October 3rd minutes.

Bill Turnure: The next item of business is the November 7th approval of its minutes, is there a motion for that?

Virginia Jenkins: I make a motion to approve minutes for November 7th 2019.

Punkin Lee: Second.

Bill Turnure: All those in favor say aye.

All: Aye.

Bill Turnure: Opposed say nay. And the motion for the special meeting on the 18th of November. Is there a motion?

Punkin Lee: Move we approve the minutes for November 18th special meeting.

Bill Turnure: All those in favor say aye.

All: Aye.

Bill Turnure: Opposed say nay. Motion passes. Okay. Action items. Cynthia? I want to make sure you were Cynthia. Action Item 3a COA 19- 35 (S 19-19) Request of Cynthia Daugherty for projecting sign at 10 South Madison Street, The Community Shop. Welcome.

Cynthia Dougherty: Thank you.

Bill Turnure: Glad you were able to make it.

Cynthia Dougherty: Barely.

Bill Turnure: Okay, so we have a new application here with a new sign that was submitted. Or it's gonna be produced by Quail Run.

Virginia Jenkins: Looks fine to me. It's good.

Punkin Lee: Same size as what was there. So, it looks nice.

Bill Turnure: Any other comments, discussion? Is there a motion?

Tim Clites: Move that we approve COA 19-35 (S 19-19) request of Cynthia Dougherty for projecting sign at 10 South Madison Street, The Community Shop as presented.

Virginia Jenkins: Second.

Bill Turnure: All those in favor say aye.

All: Aye.

Bill Turnure: Opposed say nay. Motion passes. Easy.

Cynthia Dougherty: Wish I could claim that I designed it, but I didn't. It was all them.

Bill Turnure: Very nice. Good luck. Ok. Next item of business is action item 3B COA 19 - 38. Request of Tanner Dudley for the removal of the front porch and certain additions at 308 East Marshall Street. I'm sure those who were here remember this item last. Seems like last week, week before last and we have an amended application showing the roof plan of the addition which would go perpendicular to the existing roof towards the back towards the south. And then I'm assuming that's a shed roof that's coming off the other side for the plan. It would seem for first floor master bedroom, no second-floor square footage. So, the only upstairs so the only square footage upstairs is a as a bedroom and a bathroom. The stairs leading up. So that's you know, for me, that was. That's just the show. You know, there's an effort here. You know, plan for this to work. It seems like the plan, you know, to me works. So., I don't know if there's any other discussion by anybody else.

Punkin Lee: Coming back to the porch again, right once has gone with the size of the new porch.

Kyle Dudley: Correct. Yeah, that's. There's a picture that shows the rendering of the porch going across.

Punkin Lee: Where is that? That's what I was looking for?

Bill Turnure: Do you have it?

Punkin Lee: I don't have it. That's why I was wondering about the porch.

Bill Turnure: Go back to the original page on the agenda.

Virginia Jenkins: Wasn't in your first plan weren't the posts a little off center because they look like you're more centered this time.

Kyle Dudley: For the front rendering?

Virginia Jenkins: For the porches.

Kyle Dudley: I think this is the first time we'd sent over front porch rendering because the windows.

Virginia Jenkins: Or maybe it was with the existing.

Kyle Dudley: Yeah. With the existing it's much smaller. They're squeezed.

Virginia Jenkins: I know it's smaller but still it was like it was not centered on the front door. As I recall. [Multiple speakers].

Bill Turnure: I think it's fairly typical and I think it would be a nice addition to invite people to use their front yard.

Punkin Lee: It's just used to seeing something smaller that'll look like something in between. What was there and all the way across.

Bill Turnure: Well in my opinion that the previous one was too small. So, and then, you know, you don't want anything in front of the windows.

Virginia Jenkins: I like it going all the way across.

Cindy Pearson: Well, what about that part of stone wall? Is that?

Bill Turnure: Yeah, we could make that sort of part of the approval of the motion or approval of the application that remove the.

Kyle Dudley: Yeah, we scheduled an appointment with them to meet there. So, it's going to be first of the year we're scheduled to meet someone at the house and show them what we want to do and discuss some repairs that are already needed for the side of the road there. And then once I have more information on that, we're gonna bring it to you guys to discuss removal.

Punkin Lee: And so, we're not taking out the stonewall until.

Kyle Dudley: I figure we'll leave it until I have more information on that.

Punkin Lee: It looks like it's kind of tight if you're going to put that overhang over the basement. You know, because it's not too wide in there. Good. Thank you.

Bill Turnure: Any other discussion? Is there a motion?

Tim Clites: [Off mic].

Bill Turnure: [Off mic]. You know, I understand exactly what you're saying. Now, I also feel that that porch there was obviously at some point, too. I don't think that there was original. I think that it had to be quite honest. I think that it might look better without it. Just to have it, just to have the front door to two side windows.

Kyle Dudley: And the brick pillars have fallen below it.

Bill Turnure: The front door, you don't see it. So, I understand what you're saying. [Off mic].

Virginia Jenkins: Wouldn't that be a concern? Any time we approve any plan that something wouldn't.

Tim Clites: [Off mic]. And the difference is when we approve a plan for demolition and new construction, we have an addition or an alteration. We have the final end result in front of us. So, we kind of know what the end result is intended to do here, I think, we're close. Obviously, there's there'll be a lot of discussion around. [Off mic].

Bill Turnure: [Off mic].

Tim Clites: [Off mic].

Bill Turnure: [Off mic].

Cindy Pearson: Is the porch dangerous though? Is it structurally sound at all?

Punkin Lee: Is that a concrete pad under the?

Kyle Dudley: No, it's brick and one of them is collapsed. So, it's stuck on. It's a wood deck.

Punkin Lee: So, the whole thing would be right down to the ground. Nothing left.

Bill Turnure: So, is there a motion for any further discussion? Is there a motion?

Virginia Jenkins: I'll make a motion, make a motion that we approve COA 19 - 38 at 308 East Marshall Street. And approves the concept plan for the same location. Is that OK?

Bill Turnure: [Off mic].

Virginia Jenkins: Yet not approve at the demolition of the stone wall at this time. Is that good enough?

Bill Turnure: All those in favor say aye.

All: Aye.

Bill Turnure: Opposed say nay. Motion passes.

Tim Clites: Is there any value in three minutes of quick comments around the concept plan. [Off mic]. If it's all right, just I mean, this is not kind of part of your approval. But just a couple of quick thoughts I had. The one is that that when you look at an original structure and we think about additions, we like to have it be obvious that the addition what happened at a later time. And one of the easiest first ways to do that is not have everything on the same plane, especially if it's the same height. So, if you're looking at the end, the gable end, if that wall steps just a little, suddenly we understand that. Oh, that's like an addition. Right. I know these are quick concept plans. So, you've got time to develop, but I figure I might as well cough this out. So, you have it before you develop and then we say in it it's in change. And likewise, I think when you look at front porches, you know, look around town and look at how they how they kind of their ears, ideally an old historic building don't stick out past the side, but they you know, the post and everything are in elevation. The rate comes up and it stops. It doesn't exactly miss the corner, I think little things like that to me. At least I'd be looking at that in the final design. And then I think the other thing that we're we as a committee really focused on is windows window patterns. And so, in the historic structure, I would think I'd speak on behalf of the committee that we're gonna be more interested in trying to stay true to what's there or what we can find historically that could have or should have been there. And then as you move into the addition, both the size and quantity of glass or a little more open because it's it's an addition. So, we know it's an addition and newer homes tend to have more glass or larger panes.

Kyle Dudley: That was actually going to be one of our questions. I'm supposed to have the architect I'm been sending him to bounce ideas off of. Supposed to have the plans back middle of January that I can start really saying this is what we think. And a wall of glass essentially on the back kitchen door's fixed door panels were active door was one of their ideas. And I was those were my questions. Will there be more flexibility on the addition glass?

Tim Clites: Especially in the back where you can't see it from public way. And we understand additions are new things and they should reflect to some degree who we are today. But. But. They also want to be respectful of the neighbors, you know, so like along that long side where the driveway comes in, we probably wouldn't you wouldn't like a big wall of glass there. But maybe the size and scale of windows change a little. We're still going [inaudible]. You know, you're going to want to feel traditional. And then. Yeah. So that's my a few little comments based on that kind of initial sketches.

Bill Turnure: You know, I'll just say I would respect the existing building for what it is. And then, you know, the back additions can vary from that.

Kyle Dudley: And we plan to because once we get these final ideas and drawings back, we were going to come back in for a meeting even before we finalize with them.

Bill Turnure: And I would encourage, you know, as many times as she want to come in. Yeah. And if you're not even, you know, 50, 75 percent complete. You know, come in and say, look, this is where we're going. That's what we're thinking. And we're more than happy to take a look and help you through the process.

Kyle Dudley: So now talking foundations under the new addition brick pattern stamped concrete forms okay? Do you want smooth? Is that something that's discussed? There will be a little bit exposed. Okay. Good question. All right.

Bill Turnure: Yeah. If it's if you're just going to have concrete as opposed to concrete block, if you're not going to put any kind of veneer on it, then it should just be the smooth side. And then just parge it. See what it looks like it might be stucco.

Kyle Dudley: Concrete block is also an option that I'm talking about with him. Is that preferred or no different? Okay. Parging. Same thing.

Tim Clites: [Off mic].

Kyle Dudley: That's good to know. Okay. What other questions do I have. I think that's really it. We're going to learn a lot now that we're able to demo, we're going to learn a lot more about it and keep digging.

Bill Turnure: And yeah, hopefully you don't come across anything really unsavory.

Kyle Dudley: No, we've got now we've already seen a lot of things on the inside of it and been pleasantly surprise. So now we're excited. Thank you so much. Thank you.

Bill Turnure: Thank you. Good luck.

Kyle Dudley: Thank you. And now, will the form be sent to my brother? We have to use that for our demo.

Will Moore: Yeah. I'll email the zoning permit that you need to take to the county.

Kyle Dudley: All right. Thank you, guys. Thank you. OK.

Bill Turnure: The last action item is new business action item COA 19-14 (S 19- 22) Request of Kerry Dale for projecting sign at 7 West Washington Street, (Another Blue Moon). Does Kerry know that she was?

Will Moore: She was notified and we talked actually earlier this week about the meeting. So.

Bill Turnure: Kerry actually came by and talked to me about this sign. So this was going to be a hand-painted sign if I'm not I'm not sure that's what she's.

Punkin Lee: Yeah. And if Jimmy's doing it, it's gonna be it'll be beautiful.

Bill Turnure: Yeah, I didn't have any issue with it being handmade. She was going to hang it from an existing bracket. I asked her to talk to either Estee or to you will about the need the size. Because if I remember correctly, that the frontage of that building gets a certain number of square feet and there's a number of signs as there was. So, I don't know.

Will Moore: This is OK with this. This is just a just a five square foot sign. This this fits fine in the allotment.

Bill Turnure: OK. Go ahead.

Tim Clites: It's hard to tell. Is the bottom of it above? There's like two little picture board. What you would call glass cases. Do we know is the bottom of this sign at least no lower than the top of the?

Will Moore: So actually, actually, there is. You're looking at a different bracket. It's harder to see in the first photo. But there's a. And if you scroll down to the second photo, you'll see the actual bracket. It's closer to.

Tim Clites: All right. Thanks for that clarification.

Bill Turnure: Did she did she give you any more information regarding this sign? Other than it's gonna be painted

Will Moore: Only that it's wood. It is wood and it's going to be painted wood. She did not indicate that there would be any carving or any relief in it.

Bill Turnure: OK. She had mentioned to me something about the moon. That they were going to try to use something that would. It's not it wouldn't be illuminated, but it would be something that would. It wasn't really she wasn't she couldn't be specific as to what she was talking about. So, you're going to have to sort of let us know for sure. What were you planning on presenting? Or, you know, so that we can understand exactly what you're saying. So. Just because of that, I think we should just make sure that everything is painted since she's not here.

Tim Clites: As long as it's not electrified.

Bill Turnure: She was talking about maybe something that was that was you could sort of see through and then it might be built out from the sign or something. I don't know.

Punkin Lee: Sounds like she needs to come.

Bill Turnure: Maybe she decided just to paint it and just you know.

Virginia Jenkins: She hasn't specified. But if there is if that's the case then she ought to bring Jimmy too because Jimmy is the one I'm assuming.

Bill Turnure: It was. It was his thought.

Virginia Jenkins: Yeah. If he came up with that he might be the one to be here to give us a better explanation.

Bill Turnure: But this is this is a much more detailed sign that they presented here than what she showed me. So, it may be that they just decided it was gonna be too complicated or too fussy and just decide to paint the signs. So, we will just say that it's a painted sign.

Virginia Jenkins: So how do we approve it?

Bill Turnure: I mean, we're just assuming that it's a painted sign as long as it's painted like that. She was talking to me about what she's presented is not conveyed here in her application.

Tim Clites: [Off mic]. [Multiple speakers].

Bill Turnure: We should make that part of our approval. And if it's not, then, you know, it's going to come back.

Punkin Lee: Most other people would be asked to come back anyway. As we don't have a color sample of the blue, we're not sure if it's flat or not. I mean it in regard to what we do with other people.

Bill Turnure: A good point. You know. Good point.

Tim Clites: I mean, I moved the table COA 19- 40 (S 19 -22). Obviously getting clarification around color sample for the sign and more clarification around how the moon and the lettering will be accomplished whether it's simply flat and painted on or three dimensional in some way.

Punkin Lee: Second.

Bill Turnure: Any further discussion? All those in favor say aye.

Bill Turnure: Opposed say nay. Motion's been tabled. The motion passes, applications been tabled. Ok. HDRC design awards. Any thoughts, any projects, signs?

Margaret Little: How about the [Inaudible] building you did. That is such a improvement.

Bill Turnure: It wasn't. Well. It doesn't have to be in the in the historic district.

Cindy Pearson: [Off mic].

Bill Turnure: Not necessarily we did you know. Remember those JARB awards over in Leesburg?

Will Moore: Yeah. JARB is the Joint Architectural Review Board.

Bill Turnure: They had, you know, various representatives from all the the ARBs in Loudon County. And we came down to give out awards. We brought in what we thought your nominating projects or whatever. But there were always a couple of projects that were done outside the districts, those historic districts that were spectacular projects that they brought. I'm not saying it didn't have to be in the historic. In Middleburg, obviously.

Virginia Jenkins: Are we as a committee the ones that nominate or do we?

Bill Turnure: This is ours. Yes.

Virginia Jenkins: So, we nominate as opposed to some architect or builder who starts work in town saying, hey, my project is really.

Bill Turnure: They could, they could.

Virginia Jenkins: How are you going to announce that?

Bill Turnure: I think what we do is just if we're going to start this sort of an annual thing, once we get it started, then we can, you know, people will see it and say Oh, I think we should have an award or whatever. Then they might start

Virginia Jenkins: Perhaps we should start with the historic district.

Bill Turnure: That's fine.

Tim Clites: [Off mic]. Basic linguistic do we want to call it an award or is it or is it is it some kind of a certificate of recognition, you know, or a high-quality quality project that is in the spirit of what we. We're not really voting. We discuss it and, you know, that that probably fits what we're trying to get everyone.

Bill Turnure: I think that's fantastic. I think it's better.

Tim Clites: And then and then what is it? A letter that goes from this committee to the owner?

Bill Turnure: Yeah, we did one of those plaques.

Virginia Jenkins: How about something like. I'm not saying this is what should be nominated, but like the old ox, what they've done there is that that kind of thing you're looking for. [Multiple speakers]. Do we just give one per year or?

Bill Turnure: No, I think we can have several.

Cindy Pearson: And is this for this past year?

Bill Turnure: Not necessarily. Not necessarily.

Virginia Jenkins: Since it's the first year I think we can go back.

Bill Turnure: It could be a sign. You know, there may be one sign that we say, boy.

Virginia Jenkins: That really that is one terrific sign.

Bill Turnure: Exactly. We did, actually there was a cellar, that wine cellar.

Punkin Lee: That was a cool sign

Will Moore: And the last time we had a project awarded from the town at the JARB awards, we had actually two signs recognized. One was Amanda's Canine received a JARB award as well as the artist in Middleburg on Main Street.

Tim Clites: [Off mic].

Bill Turnure: It might have just been that might have just been the Loudon County. They had they had name recognition for the [Inaudible] building over here. Those are like adaptations they had specific.

Will Moore: Yeah, that's a different that's the Loudon County Design Cabinet.

Margaret Little: [Off mic]. How about even things like the [Inaudible]. The barn. It's not in town. But certainly, contributes to town.

Virginia Jenkins: I don't think it should be included if it's not in town.

Margaret Little: If it's not for this first round.

Punkin Lee: I think we have enough in town.

Bill Turnure: But now I think that the building is way over. It's way too big.

Cindy Pearson: But boy, it's beautiful.

Bill Turnure: Yeah. So, do we want to nominate a couple of things or do we want to pass on it again for another month.

Punkin Lee: We keep passing and passing.

Virginia Jenkins: I mean, maybe keep the nominations open until next month unless there's an addition. OK.

Tim Clites: Let's agree on what we're actually going to do. And then everyone can send nominations and next month we can discuss them. And pick a few. [Off mic].

Virginia Jenkins: [Off mic]. To discuss something, because it's sometimes it's an issue of taste. And we have to be careful if there's something that we're not particularly fond of that is

nominated and we'd have to give our reasons why we wouldn't like it. But you don't want to hurt anybody's feelings or tick anybody off either.

Bill Turnure: No. I mean, we're nominating, we're nominating.

Virginia Jenkins: I understand that. But because we're recorded and taped.

Tim Clites: [Off mic].

Virginia Jenkins: But that's what I mean. Somebody could tune in. And the next thing you know, it could come back and haunt. If you discuss if you don't like something, if you like it, everybody's gonna be thrilled.

Bill Turnure: I don't think we're going to nominate anything you don't like.

Punkin Lee: That's why I think it should stay in the district, because at least they're all ones that come under our purview.

Virginia Jenkins: But if we're going to discuss it before you. All right. We all sending our ideas to Will we come back next month and we discuss it and somebody brings up the X, Y, Z building that was just designed and isn't it wonderful? And somebody else sits there and goes. Are you kidding me?

Tim Clites: [Off mic].

Virginia Jenkins: We're not looking for outside I'm talking about within. If you write Will an email and say, I like the X, Y, Z building.

Tim Clites: It's nice.

Virginia Jenkins: It's lovely. But you come back and so Will gives us this list from all of us and we talk about it. And Bill says, oh, but did you see the flying buttress on it? It's ridiculous. I mean. And then somebody is listening.

Margaret Little: Well, hopefully, since all these projects have already been through here, so

Bill Turnure: They have.

Margaret Little: We've kind of been through this process.

Tim Clites: Well for me, it's a collective. The collective group should look back at what we've approved, and I think it's like it's like what we do with our work right? You get done with a project and then a year or two later you look at it and think, could I have done that better. That little detail. I think there's nothing wrong with that. I think there are some things that the committee has approved and for whatever reason that process that the end result wasn't as nice as many people occasioned or hoped, but it's not.

Bill Turnure: It's just so it's a certificate of appropriateness. That's what we're here to. Is it appropriate? It's not like.

Virginia Jenkins: Or is it a design award?

Bill Turnure: We're saying a certificate of recognition. And where they did an exceptional job, not saying that anybody didn't do a bad job. Or just say we're trying to single out people who did an exceptional job and did fine work on details, historic details to the letter. And we just want to say we appreciate what you've done.

Virginia Jenkins: Ok. Whatever.

Bill Turnure: There may not be any, but, you know, I just think if someone really does go the extra yard and, you know, and does an exceptional job, that we should have some sort of way to recognize that.

Virginia Jenkins: We already have two that should be discussed.

Bill Turnure: So, we're going to look at what is that 201 West or East Washington Street.

Virginia Jenkins: Are you talking about the Allen's old house or the?

Will Moore: 209.

Margaret Little: The old rectory, it's Froggy's house.

Punkin Lee: And then the Allen's House.

Bill Turnure: Tim's office. [Laughter].

Virginia Jenkins: See, I'd have to take exception,

Tim Clites: [Off mic].

Cindy Pearson: [Off mic].

Bill Turnure: Let's list those two.

Will Moore: 209 and then? [Multiple speakers].

Tim Clites: [Off mic].

Virginia Jenkins: Well I think the old [Inaudible]. Because I think what they've done. At least portion that they've done.

Bill Turnure: Put that in there Will as discussion.

Virginia Jenkins: Their patio or whatever.

Bill Turnure: It seems like you've been down there quite a bit.

Virginia Jenkins: I've never been there. I do Pilates in that building. So, there you go.

Tim Clites: I think process wise what what would I'm just going to say would be helpful maybe to have this as part of our next agenda? Here's what people have recommended. Because it would be nice for us to say this is what we like about them. These are things that we thought were done well. [Off mic].

Virginia Jenkins: How about doing a residential? I mean, thinking of a residential.

Bill Turnure: If you can. between now and next month, if there's a sign, if you want to go around town and look at the signs, if you think there's ones that's exceptional or a residence or an addition or, you know, whatever, then yeah, throw it in there and we'll discuss it next week or next month.

Virginia Jenkins: Like Mosby's Tavern.

Margaret Little: How about the sign on the museum? Those have been beautiful. Those have been outstanding.

Virginia Jenkins: But that's temporary.

Margaret Little: I mean, I don't know if it's really a sign.

Tim Clites: [Off mic]. And then one other question, are we only going to stay on things in the historic district or is it anything in town? So, if something happens outside of the town.

Bill Turnure: I think for the first ones, just stick to the town.

Punkin Lee: I have a question. And maybe we did this, but I'm not quite sure. That little black sign for Jay McLaughlin.

Will Moore: Yes.

Punkin Lee: They came through here. Anyone noticed the Mystique has copied the same thing?

Will Moore: I took a photo that earlier this week.

Punkin Lee: It copies McLaughlin. You know, skinny black hanging this way.

Virginia Jenkins: Did they get approval?

Will Moore: They did not.

Punkin Lee: That's what I was asking.

Virginia Jenkins: And that's a question I have actually. And I think I've mentioned it to you before. There are a few places in town that I've noticed have put up signs

Bill Turnure: Bring them to Will's attention.

Will Moore: Yeah, that unfortunately happens more often than we would like.

Virginia Jenkins: But there are a few businesses that have gone up recently.

Will Moore: I mean, we try to keep up with it, you know, we are going to police. Actually, we do. And with Estee on board now, she she is another set of eyes out there to help with that. But a perfect example is Wild Hair Cider, if you're familiar with that. So, they actually they do have a temporary sign permit which is allowable. They have erected the sign. They intend to be their permanent one and you'll see that one in January. But so that's a sign that you may see it's gone up. Hey, that didn't go through a process. But they are with going through the process. We we never prevent a business that opens from having a sign, but it may just be under the auspices of a temporary permit while it's awaiting your approval.

Cindy Pearson: So, speaking of that, what happened with the Episcopal Church? Is that just.

Will Moore: No, that's that's going through the process as well

Margaret Little: that's the big sign you were referencing. How do we handle all the banners they put up for the concerts and everything that are just tied to the?

Will Moore: So, the the Methodist church has typically and I can say that currently has a temporary sign permit for theirs, the Episcopal Church does not, the charter school does not for the things that they've erected. So those are things that I'm in the process of dealing with.

Punkin Lee: Are all those banners on the charter school for that match grant thing? I mean, that's what it looks like.

Cindy Pearson: I don't know, but they grow every other day there's another one.

Punkin Lee: Well, they have to have their match completed I think by the end of the month to get the two hundred thousand. That's what I figured they were because they're all corporate.

Will Moore: Well, regardless of regardless of what their intention is, they don't have approval for them.

Virginia Jenkins: Is there any way to inform businesses. All businesses.

Bill Turnure: They know. [Multiple speakers].

Punkin Lee: But this little black one has been up about two weeks.

Virginia Jenkins: Maybe they think once you have an approval, you can do anything. I don't know.

Bill Turnure: Could be. But yeah.

Will Moore: I'm not going to tell you not to worry about those things because you should be worried when things pop up. But those are the kind of things that let me know if and when you see something like that. And then we take over that process. You don't have to be involved in the enforcement process.

Virginia Jenkins: These are the things I find annoying people just decide they can do whatever they want.

Bill Turnure: The school probably doesn't know any better.

Virginia Jenkins: No, no, I understand that

Will Moore: The Legion. we're in enforcement proceedings with them. [Multiple speakers]. It is, it is there is a one hundred and twenty square foot sign that has been erected.

Virginia Jenkins: Excuse me.

Punkin Lee: Haven't seen it? It covers the whole. It's about this much brick on either side of it.

Virginia Jenkins: I'm looking at my speedometer when I go by it.

Punkin Lee: They're tucked on the other side of the building. Very frequently.

Tim Clites: [Off mic]. Just because it was required to approve whatever that maximum was, is there any other background on why we would entertain more signage? [Off mic].

Will Moore: So, there are a lot of parts to that. So just to inform you where the planning commission is currently undergoing a complete rewrite of the sign ordinance. Now, that doesn't involve your role in terms of the aesthetic review. The complete rewrite is necessitated by a Supreme Court decision of a couple of years ago that I can't give you the full accounting of it. But it essentially says you can't have content-based regulations. So, lots of places have to look at their ordinances like we can't say, well, for a real estate sign, you can have X amount of square feet put for a sign for political purposes. It can be, you know, a different size and a sign for, you know, based on you can't treat your allotments different based on the content. So that's requiring us to do a complete wholesale revision to our ordinance in terms of the allotments. We're not necessarily proposing. You could argue that we're proposing a slightly greater allotment of signage than is currently allowed. But you have to understand that the basic calculation of the way sign allotments are given for in particular commercial properties right now it's it's not so basic actually. There's the basic rule of one square foot per two lineal feet of building frontage said another way, if you have a 20-foot-wide store front, you can have up to 10 square foot of signage. But then our ordinance goes on to give additional allotments for upper story spaces at a certain percentage related to the ground force. And it gets very unwieldy. So, we're trying to simplify that. And because the majority of the commercial properties that we have are two stories, even though they might not have second floor occupancies, they are two stories we're just proposing a slight, slightly larger allotment based on the building frontage. That being

said, in terms of if there's anything that's brought this up, another part of our ordinance, which is a little bit unwieldy, is this aspect where this committee has the ability to approve a sign of with greater area than is allowed in the sign ordinance section. If you think it's appropriate to the size of the building. There's some question as to whether or not that's even even an action that's authorized that that could stand scrutiny. In other words, the the council has to adopt the regulations and then you can take care of the aesthetic part. But there's some question as to whether or not there's you could legitimately say, oh, even though the ordinance says you can only have 10 square feet here, we think a 12 square foot sign is OK. So, it's approved. You've done that in the past, but we're trying to make that part go away as well. So, in the case of Red Fox Inn or a few other properties where you have done that in the past by increasing the allotment that's available based on the width of the building, that will hopefully make that that issue go away. But again, what I expressed with the commission and that you picked up on accurately is that every commercial property that we have in town save one and that's the one where [Inaudible] did the barn building is in the historic district. So, the signs are always going to come to you for that aesthetic review. And like like you read, you're not obligated to approve the maximum allotment that's available. That is just that. It's a maximum allotment but you have to determine whether the size and the placement in all the other things or are appropriate? So, I hope that answers.

Bill Turnure: You know, my memories that it's good as it used to be. I don't remember as approving a sign that was larger than what the ordinance allowed.

Will Moore: You have. I think the most recent one is directly across from Sonabank. There's the small market, Le Petite Marche, that it's a fairly recent one.

Bill Turnure: Yeah yeah yeah.

Tim Clites: [Off mic].

Will Moore: And it is slightly larger and it was a repurposed sign from her former location in Marshall, but it was technically larger than the ordinance would permit.

Bill Turnure: Yeah, I remember that one.

Tim Clites: Yeah, well, that's, thank you.

Will Moore: Absolutely. And can I just say that while you were kind of skewering your wife for watching this meeting on, I find it equally amusing that you're reading in detail planning commission minutes. [Laughter]. I think that's great, but you know that's a little... [Off mic]. It's equally amusing, right? Some people just like doing...

Tim Clites: [Off mic].

Bill Turnure: It takes a good hour to get through those. [Multiple speakers].

Tim Clites: I happened to notice the sign because you do the captions, right? And I was like [inaudible] sign ordinance. I wonder if that [inaudible].

Margaret Littleton: Oh, my.

Virginia Jenkins: Oh, my word. [Laughter].

Cindy Pearson: [Off mic].

Bill Turnure: Oh, I know. I go past it every day.

Cindy Pearson: [Off mic].

Margaret Littleton: [Off mic] driving there.

Punkin Lee: It's a little large.

Tim Clites: [Off mic] suggested that in their December meeting, they set out some goals for next year. And I know we've talked forever and forever last time I was on this committee about how we go about redoing our own [inaudible].

Will Moore: Design guidelines, right.

Tim Clites: [Off mic].

Will Moore: Yes. I'm anticipating next calendar year. And it could be earlier than later. I'm kind of going through an evaluation right now as to there are some firms that have existing contracts that we could potentially ride or a state contract for such services or whether we would be better suited to issue our own RFP to receive for proposals for those services. But yes, that is a high priority for us.

Bill Turnure: Any other goals for this committee?

Will Moore: I think I mentioned, I can't remember if I mentioned it at the special meeting or if I mentioned it at the previous meeting, the one that we didn't have the quorum for, because I don't actually read Rhonda's minutes, I just know that they're good. So, I can't remember which meeting it was, but we had talked a little bit maybe about examining the boundaries of our historic district as well. So, I've already put together kind of an exhibit that compares the National Register District, the recommended changes to that district that came out of our 2016 survey update and then our local district so we can see how those relate. And I would suggest a top priority from a staff level would be to try to come up with some more logical boundaries for our local district just because the big rectangle that bisects a number of properties. It's just many places along the perimeter of the district there are things that just don't make sense, I think. So, I think we could probably spend some time studying that.

Bill Turnure: Do you want us to set up a subcommittee to sort of assist in that process, and then present it?

Will Moore: I think that could probably be very helpful. No more than two members it would have to be could meet with staff and we could go over that exhibit in detail, and that

subcommittee could bring back kind of the findings and maybe some suggestions that the full committee can then take up.

Bill Turnure: I mean, I'd be willing to help in that capacity if there's someone else who would like to assistant. Or maybe Bill or Margaret might want to do it or whatever, but I think that would be helpful just to say, well his group of houses here probably needs to go together. You know, whatever it might be, it might be helpful.

Will Moore: Right.

Tim Clites: [Off mic].

Will Moore: Right. Yeah, absolutely. Yeah. Yeah, I think the ultimate goal would be this committee would come up with a recommendation and then present that to the planning commission, which would have to be the body to kind of initiate it, because that technically then becomes a rezoning, because the historic district is an overlay zoning district.

Bill Turnure: The note that you said it'd be good idea to have the architects in there I understand what you're saying, but it's also history of Middleburg so it'd be nice to have someone who has you know? Yeah, I mean, I guess. [Laughter]. [Inaudible].

Cindy Pearson: [Off mic].

Will Moore: Yes. [Laughter].

Virginia Jenkins: [Off mic]. [Laughter].

Bill Turnure: I wasn't even going there. [Laughter].

Tim Clites: [Off mic].

Bill Turnure: You can't omit this building because that used to be, you know, some, you know, blacksmith's shop or whatever. You know, I don't know what it might be.

Punkin Lee: OK.

Bill Turnure: But that sort of thing. [Laughter].

Cindy Pearson: [Off mic]. [Multiple speakers].

Will Moore: OK. Sounds good.

Bill Turnure: All right. Everybody here January 2nd. Holy moly

Cindy Pearson: [Off mic].

Virginia Jenkins: I think that's, I really do, I think that's a terrible day.

Will Moore: That is a tough day to be that early. [Off mic].

Punkin Lee: It's hard to remember to come tonight, after last week. [Inaudible] already in December?

Virginia Jenkins: Is there any way we could postpone it?

Bill Turnure: Yeah, we're not going to have a quorum. Then obviously we're gonna want to.

Virginia Jenkins: It's not a weekend.

Punkin Lee: [Off mic]. [Inaudible].

Virginia Jenkins: It's a Thursday.

Margaret Littleton: Because New Year's Day is Wednesday.

Virginia Jenkins: How many people are gonna be [inaudible]

Bill Turnure: At work?

Cindy Pearson: [Off mic]. [Multiple speakers]. [Laughter].

Virginia Jenkins: Yeah, I hardly think so.

Punkin Lee: [Off mic]. [Inaudible].

Virginia Jenkins: It's just another day, right? But I'm just thinking people take off for Christmas vacation, would they be back by then? I don't know.

Bill Turnure: I will be here.

Margaret Littleton: I'm around.

Virginia Jenkins: I am.

Margaret Littleton: Do you have applications, you know, will want to be coming that day?

Will Moore: The only one that I'm aware of is the wild Hare Cider. They want to come. [Multiple speakers] would likely be back.

Punkin Lee: [Off mic].

Margaret Littleton: I mean, I'm here.

Virginia Jenkins: He's gonna have to have recognition for perseverance, I tell ya. [Laughter].

Punkin Lee: [Off mic].

Bill Turnure: Yeah.

Virginia Jenkins: Yes.

Cindy Pearson: Well, that'd be a good one when they're done, hopefully

Bill Turnure: Could be. Could be.

Punkin Lee: [Off mic].

Virginia Jenkins: See? I knew we couldn't do it.

Bill Turnure: We can do it without Tim. We've done it before.

Virginia Jenkins: Well we've also shown up and don't have quorum too.

Bill Turnure: Well. [Off mic].

Margaret Littleton: Three, I'm here.

Punkin Lee: [Off mic].

Bill Turnure: There's a quorum and we have Margaret and Bill.

Virginia Jenkins: Okay.

Margaret Littleton: Hopefully one will be here.

Bill Turnure: If you in contact them, see if they're...

Margaret Littleton: Yeah, if you have any issue.

Bill Turnure: Available.

Punkin Lee: [Off mic].

Will Moore: I mean, we do have some availability the following two weeks, but that could be pushing a little later if we needed to move it to like a Monday or Tuesday.

Bill Turnure: Should we just do that? [Multiple speakers]. Well, it depends upon what availability you are.

Margaret Littleton: [Multiple speakers]. Check with them first, because if we do have applicants coming back, then if we can meet on the regular time.

Will Moore: OK.

Margaret Littleton: They're trying to open businesses and do things.

Virginia Jenkins: [Off mic].

Margaret Littleton: Yes, then life gets complicated.

Bill Turnure: OK.

Will Moore: OK. All right. We will check in. If not, we will send out some possible dates for you to consider.

Bill Turnure: OK. Any other business? Is there a motion? [Off mic]. So moved.