



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



**Monday, January 13, 2020**

**PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Monday, January 13, 2020 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  
William Anderson  
Tim Clites  
Virginia Jenkins  
Margaret Littleton  
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

Chairman Turnure reminded the members of the need to speak into their microphones and for only one member to speak at a time.

**Approval of Minutes**

*Committee Member Wright moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the December 5, 2019 regular meeting minutes.*

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

No – N/A

Abstain – N/A

Absent – N/A

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

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**Old Business**

**COA 19-40 (S19-22)** – Projecting Sign – 7 W. Washington Street – Another Blue Moon

James Emmett appeared before the Committee representing the applicant. He displayed a mock-up of the proposed sign. Mr. Emmett reported that the moon would be painted, then lacquered to be water proof and so it would have a little sheen. He noted that the existing sign brackets were close; therefore, he changed the sign’s arch so it would fit within them.

The Committee noted that Mr. Emmett answered the questions they raised during their previous review.

*Committee Member Littleton moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 19-40 (S 19-22), a request of Kerry Dale for a projecting sign at 7 West Washington Street, Another Blue Moon.*

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

No – N/A

Abstain – N/A

Absent – N/A

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

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**New Business**

COA 19-39 (S 19-21): Free-standing & Wall Sign – 17 E. Washington Street – Wild Hare Cidery

Jim Madaj, the applicant, appeared before the Committee to represent his application.

Deputy Town Administrator Moore advised the Committee that the existing sign was installed under a temporary sign permit while Mr. Madaj was awaiting the Committee’s review. He reported that the signs, as proposed, fit within the maximum allotment allowed under the sign ordinance.

In response to an inquiry from the Committee, Mr. Madaj advised that the sign above the door would be attached to the band board. He further advised that what was shown in the application was larger than needed and noted that he planned to submit a design for a smaller version. Mr. Madaj advised that he also planned to submit a request for a third sign, which would be a small paddle sign that would hang under the free-standing sign. He requested approval of the free-standing sign during this meeting.

The members of the Committee agreed the door sign would be nicer if it was smaller. They asked that the lighting for that sign be adjusted so the light would provide an even wash over the sign.

Deputy Town Administrator Moore displayed an initial mock-up of the paddle sign provided by Mr. Madaj. He advised the Committee that the paddle sign would be allowed under the free-standing sign as it was located over a landscaped area; therefore, the clearance requirement did not apply.

The Committee noted that the edge of the sign was white. They suggested it be painted black so it would appear to be more finished.

Mr. Madaj noted that the original sign for the company contained a white edge, as did the signs for his locations in Leesburg and Warrenton. He explained that the white edge was proposed for a reason. The Committee agreed a white edge was acceptable.

*Committee Member Clites moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 19-39 (S 19-21), a request of James Madaj for a free-standing sign as presented.*

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

No – N/A

Abstain – N/A

Absent – N/A

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

**Old Business (continued)**

COA 19-36 (S 19-20): Hanging Sign – 105 E. Washington Street – Emmanuel Church Parish Hall

Chairman Turnure reported that Reverend LeCouteur would not be able to attend the meeting and asked that he share his thoughts on the application. He reminded the Committee that Viviane Warren paid for the sign and advised that when she met with the Deputy Town Administrator, she misunderstood and assumed the sign would be approved. Mr. Turnure advised that the Church prepared a mock-up of a sign that was based on the HDRC's thoughts that were expressed during their last meeting; however, the Church Committee could not reach an agreement on it. He advised that they preferred the existing sign, which was installed off the tabature of the building. Mr. Turnure asked that the members look at the sign and noted that the only time it blocked the view of the transom was when it was viewed straight on. He advised that the Church preferred a small sign, which would allow some of the transom to be viewed.

The Committee noted that they were tasked with considering whether the sign was in scale with and appropriate for the architecture of the building. They further noted that there were not as many porches in the Historic District that were as nice and prominent as this one. The Committee expressed an understanding of the need for a sign; however, they expressed concern about the scale and proportion of the proposed sign in relation to the building. They offered several suggestions for change that would allow it to be in scale and proportion, such as the removal of the address or having the sign simply read "Parish House" or "Rectory".

Deputy Town Administrator Moore reminded the Committee of the need to treat the application as if the work had not been done. He explained that they should not give favorable consideration if they would not have done so otherwise simply because the sign was already installed; however, they should also not be punitive. Mr. Moore advised that offering guidance was helpful if the issue was whether what was proposed was appropriate for the building. He noted, however, that the HDRC must act on the application before them.

The Committee noted that they indicated during their initial review that the sign was not appropriate for the building; however, the applicant did not return with a new design. They noted that they offered many options, such as placing a sign on the post or door, because what was proposed was inappropriate.

Deputy Town Administrator Moore explained that the same design was presented to the Committee again due to the limited view that was presented during the initial meeting. He opined that it was important to show the members the view from different angles to determine whether that changed their opinion. Mr. Moore advised the Committee that Reverend LeCouteur felt strongly about the need to include the full address on the sign due to confusion on the part of delivery drivers and issues with emergency responders.

The Committee agreed that having the address available was a valid issue; however, they reiterated that the scale of the sign must be appropriate for the building. They suggested all of the information did not necessarily have to be conveyed on one sign. They further suggested the use of a free-standing sign on the street with the address and then a pedestrian scale sign on the building. The Committee reiterated that the proposed sign was not appropriate to the architecture of the building. They opined that the building did not support a billboard-esq scaled sign.

Deputy Town Administrator Moore advised the Committee that the applicant requested approval of the application as submitted; however, if they denied it, Reverend LeCouteur asked that he submitted an alternative design that was only four-square feet as opposed to nine square feet. He displayed that design.

The Committee noted that while nice, the smaller sign would still block the view of the transom. They continued to express concern about having the sign hang off the building and expressed a preference that it be attached to the tabature. The members opined that the hanging sign took away from the building architecture and the porch.

The Committee reviewed the relevant sections in the Historic District Guidelines, which stressed the need for smaller signs. It was noted that the guidelines recommended the use of mounted lettering or a cornice sign that identified the name of the building, mounted flat to the building so it did not cover any significant architectural details. They noted that the hanging sign, as proposed, covered the details of the building. They opined that the smaller version did not conform to the Historic District Guidelines either.

*Committee Member Anderson moved, seconded by Committee Member Clites, COA 19-36, a request of Reverend Eugene LeCouteur for a hanging sign at 105 East Washington Street, to disapprove the sign as presented and the alternative presented by the applicant for a variety of reasons: inappropriate scale; inappropriate location, hanging down from the porch, which the HDRC feels visually blocks some of the details at the entrance of the Parish House, i.e. the transom and decorative hanging light fixture. Committee Member Anderson further moved, seconded by Committee Member Clites, that the Committee was referencing Page 30 of the Historic District Guidelines when they talked about a cornice sign that may be done with individual mounted letters or a flat sign mounted to the building; and that cornice signs were usually horizontal; however, the HDRC feels this particular sign was out of scale and visually blocked the architectural elements of the building.*

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

No – N/A

Abstain – N/A

Absent – N/A

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

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## **Discussion Items**

### **HDRC Design Awards**

The Committee suggested the three projects that were previously identified – the Catawba Project, the Masters of Foxhound Museum Project and the Old Ox Brewery sign – were a good start for awards. The members held some discussion regarding the type of award to be presented and the wording on it. It was suggested that the awards be given during the HDRC meetings in May as May was Historic Preservation Month in Virginia.

Chairman Turnure agreed to propose some wording for the award for the Committee’s consideration during their next meeting. The staff agreed to provide suggestions for the form of the award (i.e. plaque or paper).

### **Unapproved Signage – Mystique Jewelers**

In response to an inquiry from the Committee, Deputy Town Administrator Moore reported that he had successful communications with the business owner regarding the projecting sign she installed without going through the approval process. He advised that she was in the process of preparing an application for the Committee’s review and noted that she simply needed the property owner’s signature on it. Mr. Moore opined that the application would be before them in February.

The Committee inquired as to what could be done to get businesses to understand that they needed to apply for approval before installing signs.

Deputy Town Administrator Moore advised that the staff used multiple methods of communicating this and was continuing to send out reminders in different ways.

**February Meeting Quorum**

Committee Member Littleton noted that she would not be present for the February 6th meeting. The remaining members indicated they would.

There being no further business, the meeting was adjourned at 6:26 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## **HDRC Meeting Transcript – January 13, 2020**

**(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))**

**Bill Turnure:** First order of business is roll call.

**Will Moore:** Will Moore Deputy Town Administrator.

**Tim Clites:** Tim Clites.

**Bill Anderson:** William Anderson.

**Punkin Lee:** Punkin Lee.

**Margaret Littleton:** Margaret Littleton.

**Bill Turnure:** Bill Turnure.

**Linda Wright:** Linda Wright.

**Virginia Jenkins:** Virginia Jenkins.

**Cindy Pearson:** Cindy Pearson.

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

**Bill Turnure:** Before we get started, members of the committee, the, I don't know if it came from the town clerk or where it actually came from. But they in revealing videos not only for the HDRC, but also the planning commission and the town council. A lot of times there's conversations that overlap because we have the have the microphones. So, they're asking if we could just make sure that we don't intersect our conversations and wait for someone to finish their comments before they make another comment. And even if you wanted to, you know, just say you can raise your hand or whatever. You know, we can, you know, just try to clean that up a little bit so that the video and the voiceover becomes clearer for review. That makes sense? Thank you. OK. And if you want to, you could just turn off your microphones until you're ready to talk. I'll of course, leave mine on because I want to talk all the time. OK. First order business to the approval of the minutes from our December 5th meeting as everyone had a chance to read the minutes? Are there any additions or admissions to the minutes? Is there a motion?

**Linda Wright:** So, moved.

**Bill Turnure:** Second?

**Punkin Lee:** Second.

**Bill Turnure:** All those in favor say aye.

**Everyone:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Ok. The first action item old business action item 3A COA 19-36 S 19-20. Requests of Reverend Eugene LeCouteur for a hanging sign at 105 East Washington Street Emmanuel Church. Parish House. Is there anyone here to represent the church?

**Will Moore:** There is not, Mr. Chairman. As was discussed as a possibility when you and I met with Reverend LeCouteur, if I might suggest that we move this to the end and then we could deal with the applicants who are present first.

**Bill Turnure:** I'd agree with that, be fine. So, we will table that for the moment. So, we'll move on to action item 3B, COA 19-14 S 19-22 requests of Kerry Dale for projecting sign at 7 West Washington Street, Another Blue Moon. Good evening.

**James Emmett:** Good evening. Should I sit here?

**Bill Turnure:** That will be perfect. And just speak clearly into the microphone. Smile for the camera.

**James Emmett:** Actually, I did a mock up. So, you see the actual size. [off mic]

**Rhonda North:** Mr. Chairman, we need the name for the record. We need his name for the record.

**James Emmett:** Oh, James Emmitt. E M M E T T

**Bill Turnure:** Thank you. I think we were discussing a couple of things, one was the edge of the design. And then Kerry had mentioned to me that there was something about the moon that she was. You know, I didn't understand exactly. I asked her to.

**James Emmett:** She wanted to do silver and then have me paint over that, so it'd be and you said no illumination. So, it's just paint. OK.

**Bill Turnure:** So, I didn't know. That's why we sort of tabled it until this month.

**James Emmett:** That's fine. No, it's just straight paint right now.

**Punkin Lee:** And it'll remain straight paint. It's going to stay just this way?

**James Emmett:** No, I'm going to lacquer it so it has a semi-gloss. Right. So, it's no more waterproof, right? Yeah. And has a little sheen. I think I should actually have two layers. So, we have in the east and the west side. And the way Mr. Carroll has his brackets the hooks are really close together. They're like eight inches. So, I had to reduce this arch here a little smaller so the brackets, so it would fit between the brackets. So that's the only difference I've done. I do have a color here [off mic].

**Estee Laclare:** I'll pass it around.

**James Emmett:** You just keep that.

**Bill Turnure:** There any discussion?

**Margaret Littleton:** Beautiful.

**Linda Wright:** Very nice.

**Virginia Jenkins:** I think they answer all the questions that we'd had before.

**Bill Turnure:** Is there a motion?

**Margaret Littleton:** I'll make a motion that COA 19-40 S 19-22 request of Kerry Dale for projecting sign seven West Washington Street. Another Blue Moon be accepted.

**Punkin Lee:** Second.

**Bill Turnure:** All those in favor say aye.

**Everyone:** Aye.

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

**James Emmett:** Thank you.

**Bill Turnure:** Thank you so much. Would you like to look at this, ladies? I just thought maybe you could use it in your house somewhere. Thank you for doing that, Jimmy. Yeah. That's fantastic. [off mic]

**Will Moore:** We're ok, thank you.

**Bill Turnure:** Thank you. Good evening. Ok, moving on to the action items, new business action item for a seaweed 19-39 S. 19-21 request and James Madaj for a free sign and a wall sign at 17 East Washington Street. The Wild Hare Cider. Good evening.

**Jim Madaj:** Good evening, my name's Jim Madaj. I'm the owner of Wild Hare Hard Cider and I'm here for your review.

**Bill Turnure:** So, get me get me up to date. The one that is actually that's been hung. Did that come before us previously?

**Will Moore:** It did not. It's legitimately installed with a temporary sign permit while waiting, awaiting your consideration.

**Bill Turnure:** Ok, I just wanted to get. I don't think as well as I used to. And the square footage for the signage is that within the zoning ordinance?

**Will Moore:** Correct between the sign it has already been hung and as well as the addition of the one it's proposed above the entry door. They would still be within the maximum area of allotment.

**Bill Turnure:** Okay. Discussion?

**Cindy Pearson:** How does was the one on the roof attach? Or how does that, that sign.

**Jim Madaj:** That'll be hung according to if there is a code for that, I'm not familiar, but it'll be probably wood screwed into the wood that on the front of the building. There is a wood [inaudible].

**Will Moore:** Yeah, it's a little easier to see in the photographs that show just the light fixture that's attached there.

**Tim Clites:** My question would be on the last photograph. I wonder if it's possible for the Wild Hare with the black border to be up above the bottom band so that it fits in the panel. Now you can see the lights are on, so you can see the kind of reflection of the light, but they look adjustable enough that maybe they can be adjusted in to get an even wash and then that.



**Jim Madaj:** Yeah, I like it. Yes, it does, and I like that idea. And I think that's just kind of a Photoshop editing issue there. But while we're on that subject, I just I don't know Will, if I should complicate matters, but that the sign that you're looking at, that's above the door. So that sign is in fact in the proportion that's in the correct proportions. And it's large. It's larger than it needs to be, in my opinion. But we wanted you know, we were making sure that we were within the total allotment for us. Since that application has been submitted, we are entering into another business agreement with another brand that we want to put under our roof. And that one's called Freed's Biscuit's. It's a it's a food, a handmade biscuit product. And so, in order to add a third piece of signage, I spoke with Wil earlier today. And course we're at the 11th hour, so I didn't want to waste anybody's time here at the meeting. But one thing that we probably will do before we even hang that sign, the one above the door. So, we're we're here today seeking your approval for the one that's already hung, if that's good. Great. And also, if you want to approve the one above the door. Great also. But we probably before we hang that, we'll be back with a smaller version of that. And in substituting an additional sign that will hang below the what do you call that, the [inaudible], a freestanding sign. So, there'll be a smaller sign about that large that will say Freed's Biscuit's on it that hangs below the one there. So that all three will be within the maximum allowed. And so along with putting that sign a little higher, it will be smaller so that we can meet all the requirements. That's our plan. So just getting ahead of us a little I didn't.

**Tim Clites:** Well, I don't think there's any harm in hearing that, because if that the Wild Hare goes up into that panel, a little smaller would maybe be happier in the panel.

**Jim Madaj:** It'll look like a door sign sort of when it's done, it'll be much smaller, just barely fitting. It'll end up being I think the math shows it'll end up being about 30 inches wide instead of 42. So, it's significantly smaller.

**Virginia Jenkins:** So, the other side. I'm sorry. Just for clarification. The other sign would be below the one that's over the door.

**Jim Madaj:** No, it'll be below the one that's hanging freestanding there. It'll just be a small sign hung from below. So, kind of dangling below a second plaque.

**Punkin Lee:** Like a paddle.

**Jim Madaj:** Yes, yes. Yes. And again, I don't want to confuse the issue. And I know we didn't get it on the application. It's not there. So, we'll have to come back next month to do that, I assume, unless you have some other way of handling that. So, we're here today just requesting the approval of the two signs there. But keep in mind that the one above the door will probably not be built as it is done there. It'll either be smaller or we'll come back and ask for more specific guidance on that.

**Punkin Lee:** I would think you'd have to come back with a revised size for the over the door sign anyway because we haven't really seen it. And then the paddle at the same time.

**Jim Madaj:** That's OK with me if we're OK to proceed as we are. We can just come back next month. I just apologize for spending the committee's time on this if I wasn't.

**Bill Turnure:** No, that's quite alright.

**Jim Madaj:** I mean, last minute.

**Bill Turnure:** I mean, my take is that it would be as Mr. Clites mentioned a nicer sign if it were smaller in that little panel. And the paddle sign, you know, would be perfectly fine in my mind. So at least you get an idea that, you know, we're fairly positive about what you want to do for those signs. So, it's not a waste

of time. So, and then we still have to do this, do the hanging sign, the perpendicular sign. So that would be the the item of discussion. If there is.

**Jim Madaj:** Would it be appropriate to approve the hanging sign that's there now as a permanent fixture?

**Bill Turnure:** Yeah, that's right. That's what I'm hoping to do tonight. Yes.

**Jim Madaj:** That's my request.

**Will Moore:** If it's helpful, I can pass around the initial mockup he is given of the paddle sign just in case you want to give him some initial feedback on it as far as colors.

**Jim Madaj:** So, the one he's going to show you is the it's the right colors and shape. But it is also, again, larger than the one that we propose will be.

**Will Moore:** And this is one of these types of signs that if it were over a public walkway, it would need to be much higher. But because it's over landscaped area, it is OK to be at that height.

**Bill Turnure:** And again, maybe a little smaller would be better as well.

**Jim Madaj:** Yeah. We have a smaller up. It looks much nicer, I think. So, everything.

**Tim Clites:** My only other comment relating to that projecting sign and I walked by it and didn't see this, so it's ironic that I would see it in the photo, but it looks like the edge of the sign is still white and I wonder if it wouldn't look better given the way that the surface is painted, if the edge were painted the black so that it looks more finished.

**Bill Turnure:** That's probably not a bad idea. I mean, do you like it like that?

**Jim Madaj:** I don't. Yeah, it for us, it has a bit of a sentimental value because it was there were the original signs that we painted some years ago were done exactly like that. And we have matching signs at both of our other locations in Leesburg and Warrenton. So, we could do it If you if it's that important to you, we could do it. But it's done that way for a reason. [inaudible]

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

**Tim Clites:** I move that we approve COA 19-39 S 19-21 request of James Madaj and will approve the free-standing sign as presented will approve the wall sign as presented as long as it's elevated into the flat panel. And we understand that the applicant may be back with changes or alterations, but I think we should approve those two in this meeting and it's easy enough to change the size of the wall sign. Or do you want to approve just the projecting sign.

**Bill Turnure:** Well, my feeling is just to do the free-standing sign. We're going to have a different size and so forth, so we'd be approving something that we really haven't seen yet. I'm not sure that's what we want to agree.

**Tim Clites:** So, approve the free-standing sign as presented, period.

**Virginia Jenkins:** Second.

**Bill Turnure:** All those in favor say aye.

**Everyone:** Aye.

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

**Jim Madaj:** Thank you.

**Bill Turnure:** Thank you. Good luck.

**Jim Madaj:** Thank you. And thank you for your welcome to town. It's been very great.

**Will Moore:** Great, thanks Jim. [off mic]

**Bill Turnure:** Ok. As noted here, we'll go back to COA 19- 36 S 19- 20. Request of Reverend Eugene LeCouteur, a term for a hanging sign at 105 East Washington Street. We get a call from the Reverend Eugene and I'm just going to pass along his thoughts. He had another appointment tonight and he wasn't gonna be able to make it. So, I said I would try to go over his thoughts and Will can do the same thing. Will was part of the meeting. Bridge was here. Danny was here meeting with with Father Gene. Vivian who presented the sign if you remember. Paid for this sign. Had met with Wil previously to putting in the application in hand and a discussion. And there was a misunderstanding that this was sort of the sign which we thought would be approved when in fact it really wasn't that. But in any event, that's the what Vivian had gotten from her conversations with Will. So, they presented this assuming it was going to be approved in it and it wasn't because of our discussions that we had. So, they took our thoughts that we had that evening and went back and did some mockups. The discussion was to have the sign painted or letters, you know, put entablature, you know, across the top. And they were looking at some other, you know, hanging signs, so forth out front. And they happened to have a committee that was approving this and they couldn't come to an agreement as to what they what they wanted. So, but they could come to an agreement that they would like to have this, at least this sign hanging off the entablature and whether it's this sign or smaller sign that's totally up to us, but they would like to just, give us. Let us think about it again. Go back to see it. The idea was just to look at it at an angle instead of just that one photograph which we had, which was straight on, which did in fact block the transom. You know, the thought was the only time you see that view is for a split second as you're driving by. Otherwise, you see it at these angles. And that's why Will took these additional photographs to show you that, except for that one moment, as you look straight on at it, you will see the you will see the transom. So, the idea is if you know, if we wanted the sign, if we were okay with that, they would love that. But if not, they actually preferred having a smaller sign that would do. And they had a small mockup of that, which you would actually be able to see, at least it at least most of the transom. It's a much smaller sign as opposed to this larger sign, and that's where they would like to have the sign hung.

**Margaret Littleton:** Why wouldn't they put it on the?

**Bill Turnure:** They did the mock-ups and they didn't like it. They said it looked like a saloon or something. They didn't.

**Virginia Jenkins:** Oh, for heaven's sakes.

**Bill Turnure:** Anyway, they did not. They didn't. They could not come to an agreement on the committee to what they wanted to do, except for this sign here.

**Will Moore:** And to to back up a little bit. They had had those discussions pre application. So even before they eventually submitted this application, they had had a discussion about possibly doing individual letters on the entablature, as the committee was suggesting. But they had their own committee had rejected that idea for various reasons. So, point of discussion.

**Virginia Jenkins:** Let me get this right. They couldn't, as a committee, come to an agreement for another side. So, they want to do this one.

**Bill Turnure:** Or a smaller one,

**Virginia Jenkins:** Yet they want us to agree to this one because they couldn't come to an agreement.

**Will Moore:** I don't think that's accurate.

**Bill Turnure:** That's not accurate. They agree on this one.

**Virginia Jenkins:** Yeah, this is the only one they agree on, but they didn't agree on anything else. So, because they couldn't agree on anything else, they want us to agree on this.

**Bill Turnure:** They're asking us to approve this.

**Virginia Jenkins:** They would like us to agree on this. OK. I just wanted to clarify.

**Tim Clites:** For me I think the important task that we have is to look at we have as an ordinance that gives us a maximum size for a sign, but we're task with scale and appropriateness. And that is in relationship or it has a relationship to the architecture and there's not many porches as nice and prominent as this one with the backdrop that it has with the three openings behind it. It's something I've admired since as long as I can remember coming to town. So, it's not an insignificant porch. The way it sits back from the street makes it extraordinarily welcoming. And yet I also understand their concern. I actually walked down the street just to get a feel for what's this feel like? And you walk by the church and you understand where the church is. But I'm looking for the parish house. And without a sign, I absolutely can understand because I don't go to that church that if I were there finding it as a visitor, I might be lost or might not find it. I might not easily navigate my way to this place. That being said, so I understand the need for a sign, I actually support it because I can feel that as I walk down the street. But whether it's straight on or if it's even from the angle, if you go stand in front of the church and look over to this porch, the scale of this sign hanging in that space is to my taste and eye is not nice and it's not portioned. I would absolute. My first thought was and it's not our job to design the sign or to talk about what's on it, but the things that helped me understand or start to envision a smaller scale where you don't need the address because there's the numbers on the door. And most of our buildings, that's how, you know, you kind of know you're on Washington Street. You know you're in the area. It's not a big down. I know there's 105. I think that's the place. So, without saying take that off, because that's not part of anything we're allowed to say. I think that would help reduce the scale of the sign. And then my next question was, and I know this is something more for the applicant because it's their building and their parish house. But it appealed to me that it might just be a very little narrow sign that said Parish House, because I'm at the church. I know where I'm going. In other words, I'm in the area. That may not be adequate, but personally, I don't like the sign hanging below the [inaudible] period. As an architect, I just don't think that's for this particular building, for this particular porch I don't think it's a great place to hang a sign. I would rather see a smaller sign up on the entablature and standing there this evening. I actually felt like I instead of the letters in the entablature so the more part of the architecture, I'd rather see it as a plaque that's applied because I think that that says sign in a more temporary way and the building to me is more permanent than the sign. Those are my thoughts.

**Margaret Littleton:** In the description of this house, it's called the rectory number one, why wouldn't they not think about putting just parish house or rectory on the door and skip the building because the porch is wonderful.

**Punkin Lee:** I agree with Tim that they'd probably need a sign, but they have the right at the walk when you're walking down there as a sign posts there to hang a freestanding sign and it's empty. I mean that

leave here your beautiful porch, still beautiful and the sidewalks so short. It's not like you need another sign, you know, I mean an arrow or something like that. And I just. Plus, and I think in addition to deciding this, like we had just held the Wild Hare man to come back and all of this was done kind of backwards. So, are we to not to overlook that fact? I mean, they spent their money. I get it. But. It's not our fault.

**Will Moore:** Well, Mr. Chairman, if I may. I think this is. In all cases where something is done prior to consideration for approval, I think it's important to remind the committee and maybe I was remiss in not reminding you of this the first time that you need to treat the application as if the work has not already been done. So, and that works two ways. So, you should not give favorable consideration to an application that you otherwise would not have deemed appropriate simply because the work has already been done. But at the same time, it is not our job to act in a punitive manner. So, we shouldn't give, in a punitive manner. So, it simply because somebody did something prior to consideration you should not let that taint your view of it either. So, you should treat this simply as it has not been done. Look at it. Is it appropriate? I think the second point when we're talking about whether it might be more palatable if you moved it up to the entablature or there is a sign structure out upfront at some point in time. That's helpful. If you have a problem with if there is an issue with the appropriateness of what is being proposed to help give guidance. But at the same time, this is what's being applied for. So, the fact that there is a structure out front should not influence your decision on whether or not to sign is being proposed here is appropriate. It's either appropriate or or it's not. And if you've given reasons why it's not, then that's that's perfectly fine. But I think sometimes it's important to focus on what's before you, not as to what else could be done. It's a certificate of appropriateness, not as I used to say in Winchester, a certificate of how I would have designed it. It's either appropriate or not.

**Bill Anderson:** I think back in November, we all, listening to what you said. I agree. Back in November, we said we didn't think this was appropriate. Did they come back with any ideas for us to consider. They must be. There's always a second option in your [inaudible]. To your point about sign and the post outside the ugly post that's empty, The church has a sign on the post 25, 20 feet away. To me, [inaudible] really appropriate as a desired solution may be to put this sign on the post similar to the one that's on the church. Obviously, they're together. That's just another idea. Again, another idea, even though I'm saying it's not appropriate, you could take a sign like this and put it on the stone wall next to the door, well put it on the door. Or on the entablature. I think all those options we are talking about because this has been deemed inappropriate.

**Will Moore:** And absolutely this committee did say this at the previous meeting. I think the one reason that I thought it was at least putting before you again was that limitation on view that you had before. Now, whether that changes things or not. But when this was before the committee previously, you only saw a mockup from straightforward. And I don't think it gave any appreciation for the depth of the porch. So, I thought it was important to at least especially since the applicant was asking for reconsideration to at least show that to you and see if that swayed you or if it didn't sway up.

**Margaret Littleton:** Wasn't it already up in November?

**Will Moore:** It was by the time it got to the meeting. [off mic] Yes If you'd been by, yes ma'am.

**Punkin Lee:** I think the views that you did, I mean, cast it in a different light, but you still make the turn and go down the sidewalk and you've got that, you know, at the end result is still not appropriate.

**Virginia Jenkins:** Also, I think personally, I think the proportions are just not right.

**Bill Anderson:** One thing that makes me think, given that the proportions can be modified slightly, there is one option. I think we talked about when we were looking at it earlier today, although it wouldn't be my first choice at all. But the idea of what could we do with this sign? This would be one hundred percent

better if this sign was in its existing size and shape was put on the free standing, [inaudible] In other words, how, you know, it's not even the same color as the phrase. At least it would look like a sign put on a building. The [inaudible] would run behind it. It gets them what they want. I think that's what the only option I can come up with other than putting it on the [inaudible]. And I have to agree, the idea of putting an address on there smaller than the one on the front door. Crazy.

**Will Moore:** And if I may. Sorry to keep interjecting. This is definitely your meeting. But we did tell Father Gene that we would try to pass along his comments. In regards to the address. He feels very strongly about the need for the full address as opposed to just the numeral to be there. And it relates to some confusion that delivery persons often have between East and West within the town, which I can attest to. And I think, Cindy can attest to this. She had a package delivered to Amanda's Regal Canine, which is west, when it should go on to her house on East. It happens. But even beyond delivery persons, they've had some issues with emergency responses at the parish house in the past. So, they felt very strongly that having the full address on the building, on the sign somewhere was important. So that that was his reason for wanting the address on here.

**Tim Clites:** I think that's to me, that's a valid thing to discuss and that we should be aware of. I think the scale of what goes on or hangs off of the building has to be appropriate. And so, I think we've discussed another option or two. The other thing that we haven't discussed is it doesn't have to be one sign. So, one could envision at the street where it's much easier to see the entire verbiage that's presented here could be a freestanding sign with the full address with that. And then as you turned to walk down the sidewalk, because you've made it on the at the vehicular scale, you've made it to your destination at the pedestrian scale. This is just not just doesn't. It doesn't feel nice and it doesn't seem appropriate to the architecture, and so again, I go back to it could then be a very simple parish house. I've now connected with the street, I've connected with the address, I've connected with the church. And, you know, no different than you often see in older churches. The directory, it's just small and simple. And I think to me, this building wants that. It doesn't want a big billboard esq scaled sign.

**Will Moore:** And thank you for all the suggestions that the committee is putting out there. I think it's very important, especially to show them that we're trying to assist them in what they're trying to accomplish. My takeaway and correct me if I'm wrong, Mr. Chairman, from our meeting with Father Gene was he would like a decision on his application this evening. However, if the discussion were to go the way that it has gone, he asks that we present you with a second option, which is essentially the exact same sign. But in a smaller scale. So, I'll pass this around. This was a mockup that was previously done. This one is a little less than half the size. This is four square feet as opposed to 9. So, if you could pass this around.

**Margaret Littleton:** So, it's still hanging.

**Will Moore:** That's correct. Yes, ma'am.

**Bill Anderson:** So, there was another option.

**Will Moore:** Yes. [off mic] You can keep, there is individual copies there if you want to hold onto it.

**Bill Turnure:** You can probably see half the [inaudible] this way.

**Will Moore:** Yeah, this one is twelve inches high as opposed to the previous one you saw was 18 inches high. [off mic]

**Linda Wright:** Well, it's nice, it's smaller. I still agree with a lot with what Tim has already iterated about just having a hanging sign on this beautiful building. I just feel like it looks very tacked on and just doesn't kind. It's not attached. It's not really part of the building. I'd rather see it up in the entablature maybe at that size. I don't think obviously something that size is going to work on the door, but I just

think the hanging sign just in general there just takes so much away from the architecture and that porch. I would really rather see it attached to the building somehow or as I said, two different signs. Use the front sign and do something smaller there.

**Bill Turnure:** In the guidelines, you know, they stress the first sign should be smaller rather than larger. You know, it's not a necessity to have a large sign. So, a smaller sign I think is a positive thing. And it says a cornice sign, which is this is basically involved in the cornice in entablature. But it says a cornice sign in many cases may give the name of the building. This may be done with individual mounted letters or with a flat sign mounted to the building. The cornice signs are usually horizontal. Flat signs [inaudible] in Middleburg are painted sometimes have projecting letters. These signs should be mounted so that they do not cover up significant architectural detailing. So, I guess that's the question is this smaller sign you know, covering up significant architectural detailing in our estimation. I think that we really need to sort of focus on that on the ordinance. I mean, on the guidelines. So, you know, you know and then give them some options. But, you know, be more specific about the, you know, the sign or signs that we had before us to review.

**Virginia Jenkins:** But from what you just read, it's not just the size. I mean, I still don't like the hanging sign. I don't think it's appropriate for the building.

**Bill Anderson:** Are you talking about a cornice sign on the cornice? Is it covering up something or are you talking about the hanging sign? Is it covering up something?

**Bill Turnure:** For any sign.

**Bill Anderson:** The hanging sign is covering up the view of the beautiful opening of the front door, including the light that's hanging [inaudible]. So, yes, it's covering some details. [multiple speakers] What paragraph?

**Punkin Lee:** I think the guidelines, what they state and this even smaller sign presented are not on the same page at all. I mean, this is totally opposite of what the guidelines suggest to do in my opinion.

**Bill Turnure:** Any further discussion? Are we ready for a motion? Is someone ready for a motion? Not me.

**Virginia Jenkins:** [off mic]

**Will Moore:** Well, so again, Father LeCouteur is asking for a definitive decision so it can be an approval or disapproval. If the committee, based on its discussion were to make a motion for disapproval, I would ask you to consider citing some reasons as you've been doing in your discussion. Consider doing that within the motion, please.

**Bill Turnure:** I think the motion has to include some and some other comments that we have made, you know, through our discussion. And we can start with a motion and we can always modify the motion as we go through.

**Bill Anderson:** Oh, ok I'll make a motion. I make a motion for COA 19-36 request of Reverend Eugene LeCouteur for a hanging sign and 105 East Washington Street. The motion is to disapprove the sign presented and the alternate presented by the applicant. The reason being a variety of reasons being scale, inappropriate scale, inappropriate location, hanging down from the porch we feel the blockage of the visual blockage of some of the detail at the entrance of the parish house i.e. the transom as well as the decorative hanging light fixture.

**Bill Turnure:** On the second page, on the right, first or second dot down.

**Bill Anderson:** We are referencing page 30 of the historic district design guidelines when they talk about cornice sign and it may be done with an individual mounted of letters or a flat sign mounted to the building cornice signs usually horizontal. However, this particular sign we feel is out of scale and visually blocks elements, architectural elements of the building.

**Bill Turnure:** Any additions or omissions to the motion? Is there a second?

**Tim Clites:** I'll second.

**Bill Turnure:** All those in favor say aye.

**Everyone:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Thank you all. [off mic] I hate to admit the certificate of recognition, I have not given one iota thought to. So, I have to apologize for that. But is there anyone else who had a chance to think about anything that's that's been put up over the number that few years that were sort of distinctive?

**Linda Wright:** Well, we have three from last time, right?

**Bill Turnure:** Correct.

**Margaret Littleton:** I think that's a good start. Yeah. And we have to decide whether we give them a plaque or a paper.

**Bill Anderson:** Is there a budget for having plaques made?

**Will Moore:** I think we could we come up with funds for. Especially if we are just dealing with three.

**Rhonda North:** Yeah. I've been able to find those wooden ones that you just mount yourself for like twelve dollars apiece. I mean we're not talking a lot of money.

**Will Moore:** Rhonda's got a very large budget [inaudible].

**Rhonda North:** A wooden plaque and then you put the letter resolution, whatever you're gonna do down. And then there's a thin sheet of plexiglass that you lay on top of it and screw it in.

**Virginia Jenkins:** [off mic]

**Rhonda North:** Brass plaque is gonna cost more than that.

**Virginia Jenkins:** [off mic]

**Will Moore:** I think it would be helpful for us if you could give us some direction as to what you might want the text to be. And then we could come up with some mockups and kind of send them out for your. I think it's important that as much attention to detail as we give in review of applications before us, that we make sure we put out something that we're that you're all happy with as well. So, we can if you can give us some direction on what the text to contain within might be.

**Punkin Lee:** Are we anticipating that they're gonna hang this like inside in their office, on the door?

**Virginia Jenkins:** [off mic]



**Bill Turnure:** It was the [inaudible] building.

**Will Moore:** Masters of Foxhounds Association. So those two buildings opposite each other with J Street intersecting them and then Old Ox Tasting Room and Brewery.

**Cindy Pearson:** Were you just going to do this at a meeting? What were your plans on giving them?

**Bill Turnure:** Hadn't gone that far. Hadn't gone that far.

**Margaret Littleton:** We were originally going to do it at Christmas.

**Cindy Pearson:** Well, the town has a. What is that called, recognition.

**Rhonda North:** The volunteer. The Bridge wants to keep that strictly recognizing the volunteers.

**Cindy Pearson:** Ok, scratch that thought.

**Rhonda North:** Don't want to water down the purpose of that.

**Tim Clites:** I guess I always envisioned this to be an annual thing that gave us a moment to reflect on what's happened in the year past. And if we as a committee agreed that someone had done a particularly nice job of renovating, updating, building, whatever it was, and that we would simply send them a certificate or a small something simple that of appreciation for the quality of what they had done. It's not. I wasn't envisioning anything more complicated than that.

**Bill Turnure:** I mean, the other thing is if we got there, whatever we got, you know, it's a trip ticket and we we'd frame it or, you know, whatever we end up giving to these people, maybe designate a particular meeting and say that we are going to award these letters of recognition or whatever, we would love for you to attend the meeting so we can present you with your award and we can get someone to take a picture or whatever and put it on the website or, you know, wherever and and just make a little bit more of it than just a little bit more of a personal thing between us and the town or the.

**Virginia Jenkins:** I take back what I said. I think it should just be a letter of recognition in a frame. Just do me one favor, no whereas.

**Will Moore:** Got you. No resolution with it. Yes. Understood. Clearly.

**Bill Anderson:** I think that's a good idea. I mean it's on it's on video. So, the audience is more of a larger audience.

**Bill Turnure:** If they don't want to come, they don't have to come. [off mic]

**Will Moore:** If I might make a well, I won't call a suggestion. Just an idea. Annually May is historic preservation month and different architectural review boards do similar things and do those award presentations annually in May. And oftentimes they're for the calendar year previously. So, for what and we talk about, we might not limit this to work in 2019 because it's our first year. But so, for but theoretically work in 2019. Then you would have that award or a certificate, whatever you want to call it, presented in May of 2020. And if you wanted to use May because it's historic preservation month, that still gives us a couple of months between now and then to figure out exactly what do you want this to look like.

**Bill Turnure:** We've gotten a couple of these recognition letters or whatever from Loudoun County, whatever. It's not up on the wall. [laughter]

**Will Moore:** So, we have time to bring in examples.

**Bill Turnure:** I shouldn't say that, but we can just see what you see with the verbiage is. And then maybe we can adapt, you know. We can, I'll bring I'll share it with you and then we can sort of talk about it next month what we're going to do.

**Virginia Jenkins:** [off mic]

**Will Moore:** Sure. Yeah, I can.

**Virginia Jenkins:** [off mic]

**Will Moore:** Yeah. Yeah, that's easy.

**Margaret Littleton:** So, we don't forget anyone. That would be terrible, too.

**Bill Turnure:** And it can be a sign. A fence.. You know, people putting, you know, whatever, whatever, whatever it might be. You know, we think we think they did an exceptional job. By Danny.

**Margaret Littleton:** And Danny's child.

**Bill Turnure:** OK, good. Anything further? Anything from the.

**Punkin Lee:** [off mic]

**Will Moore:** I have had successful now communication with Mystique and I've been receiving I've seen an application. They're still awaiting the property owner signature, but they're following up. So those who didn't know Mystique erected a projecting sign which is almost identical to the one this committee approved for J McLaughlin simple black rectangular with white lettering, but Mystique put theirs up without going through the process. So, I'm working with them now to get those applications in. I expect them to be in before you in February.

**Virginia Jenkins:** [off mic]

**Will Moore:** Understood. We're trying. We try multiple methods of communication. But we're not giving up on those efforts either. Now, whether our efforts will be fruitful or not, I'm not sure. But we're going to keep trying to put out different ways, reminders in different ways. Yes.

**Bill Turnure:** Ok. Anything else from the zoning administrator?

**Will Moore:** No, sir.

**Bill Turnure:** Or Estee what's your position again?

**Estee Laclare:** Planning and project associate. [laughter]

**Bill Turnure:** Anything from you?

**Estee Laclare:** Let me talk in the microphone. Not at this point in time. Thank you, Chairman. Thank you. And happy New Year, all of you.

**Bill Turnure:** And the same to you. February 6. [off mic] That's right. Well, I'm sure you're not sorry. Anybody else? All right. We'll see on the sixth. Is there a motion

**Punkin Lee:** So, moved.