



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



**Thursday, September 3, 2020**

**PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held as a remote meeting on Thursday, September 3, 2020. 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 Manager  
Rhonda S. North, MMC, Town Clerk  
Estee Laclare, Project & Planning Associate

Chairman Turnure explained that it was the HDRC’s responsibility to conduct essential public business despite the COVID-19 pandemic. He advised that the Committee recognized the need to do so safely for its members, the staff, and the public. Mr. Turnure advised that to that end, the Committee would hold its meetings remotely in accordance with the Resolution Confirming the Declaration of an Emergency and the Ordinance to Implement Emergency Procedures & Effectuate Temporary Changes to Address the Continuity of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders prohibiting the gathering of more than ten individuals and mandating social distancing. He noted that the meetings would continue to be live streamed on the Town’s website and copies of the agendas would be available on it as well. Mr. Turnure reviewed the procedures for the Committee members, applicants and public to participate in the remote meetings.

Town Clerk North called the roll at 5:30 p.m.

**Approval of Minutes**

*Committee Member Anderson moved, seconded by Committee Member Littleton, that the Historic District Review Committee accept the August 6, 2020 regular meeting minutes.*

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

No – N/A

Abstain – Committee Member Clites

Absent – N/A

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

**New Business**

**COA 20-13: Three awnings – 101 W. Washington Street – Northwest Federal Credit Union**

Anthony Bashorun appeared before the Committee representing the application. He explained that they were asking for the installation of three additional awnings that would be thirty-six by one hundred thirty-two inches and would use the brand colors for the credit union. Mr. Bashorun reported that there would be an eleven-foot clearance for the awnings on the front and a twelve-foot one for the awning on the side. He reminded the Committee of the existing awning over the ATM. Mr. Bashorun reported that they would be fabric awnings that would not be illuminated, nor would they include any branding logos.

The Committee agreed the awnings were nice; however, they expressed concern about the intense shade of the blue color. They held considerable discussion regarding the colors and suggested the use of a muted shade that would fit with the color of the stone. The members questioned whether there would be too much blue on the building with the addition of the awnings. They ultimately suggested a darker blue would look nicer.

*Committee Member Clites moved, seconded by Committee Member Littleton, that the Historic District Review Committee approve COA 20-13, a request of Anthony Bashorun for three awnings at 101 West Washington Street (Northwest Federal Credit Union) as submitted, with the understanding that the new awnings are Sunbrella Ocean Blue color that's the same as the existing awning and that the three new awnings will have their bottom most edge no lower than the top of the molding above the windows.*

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) (by roll call vote)

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**COA 20-14: Fence & Pergola – 1 Chinn Lane – Cecilia King**

Cecilia King, the applicant, advised the Committee that she would like to install a four-foot tall Colonial Gothic picket fence that would be painted white to match the house. She noted that it would connect to an existing stone wall on the property. She advised that she would also like to construct a ten-by-ten-foot pergola in the rear corner of the property. Ms. King noted that it would be eight-feet tall and would also be painted white. She advised that the top of the pergola would be visible from Marshall Street. In response to an inquiry from the Committee, Ms. King confirmed there would be no lighting on the pergola.

The Committee agreed they like the fence and pergola.

In response to an inquiry from the Committee, Ms. King advised that the path and pergola floor materials would be flagstone to match the existing flagstone sunroom on the property.

In response to an inquiry from the Committee, Deputy Town Manager Moore confirmed the pergola would be considered to be an accessory structure; however, it would not count toward the lot coverage calculation.

*Committee Member Anderson moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 20-14 as presented and discussed.*

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) (by roll call vote)

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COA 20-15 (S 20-05): Projecting & Wall Signs – 109 W. Marshall Street – Dr. Charles Carroll, IV

Dr. Carroll, the applicant, advised the Committee that the projecting sign was comparable to the existing Clites Architecture sign. He further advised that the wall sign would be a simple one that would identify the location of the office. Dr. Carroll noted that they would be painted blue and gray and would contain simple lettering.

*Committee Member Littleton moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 20-15 (S 20-05), a request of Charles Carroll IV, MD, for a projecting sign and a wall sign at 109 West Marshall Street.*

Vote: Yes – Committee Members Lee, Anderson, Jenkins, Littleton, and Wright  
No – N/A  
Abstain – Committee Member Clites  
Absent – N/A

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

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**Discussion Items**

Conceptual Discussion – 105 North Jay Street – Todd Holtzman

Deputy Town Manager Moore explained that Todd Holtzman submitted a proposal to potentially acquire the Asbury Church from the Town and convert it into a single-family residence. He noted that the Committee would not address the issue of the use and advised that the Council appointed a committee to review and make recommendations on the proposals submitted regarding the sale of the property. Mr. Moore explained that Mr. Holtzman was doing some due diligence to understand what could be done on the exterior of the building. He advised that he was proposing to construct a detached garage on the north side of the building that would connect to it via a breezeway. Mr. Moore noted that this would involve changing an existing window into a door. He advised that Mr. Holtzman wanted feedback from the HDRC regarding the proposed materials and changes.

Todd Holtzman advised that the proposed garage would meet the setback and height requirements. He further advised that it would be setback twelve feet from the front of the existing building, with the rear walls for both lining up. Mr. Holtzman stressed that he would keep the existing structure's appearance as-is and would install a marker to recognize the historical significance of the church. He advised that he was proposing that the exterior lights on the existing building be converted to working gas lights. He explained that he would maintain the stucco appearance and would also use it on the garage, along with stone that would complement it. Mr. Holtzman advised that he was proposing to use board and batten in the peak of the garage roof. He noted that he was proposing to keep the existing colors; however, he would be open to recommendations from the Committee. Mr. Holtzman advised that the interior would be used as a single-family dwelling, which would resolve the parking challenges associated with this structure.

The Committee expressed appreciation that Mr. Holtzman was proposing to keep the two front doors on the existing structure and noted that a previous applicant proposed to remove one.

The Committee questioned the use of the stone on the garage and opined that it was too busy. They suggested the appearance of the garage be plain so the church would be the predominant structure. The Committee recommended the garage be all stucco and that a coach style door be used that would be in keeping with the time period of the existing building. They suggested the slope of the roof be similar to that of the existing building. The Committee stressed that the garage addition should be simple. They advised that they were in favor of the addition and opined that it was needed so the property could be useful. The Committee suggested the garage could be detached to make it read more as a barn. It was noted, however, that this would make increasing the pitch of the roof difficult given the height restrictions for accessory structures. The Committee noted that an open breezeway would also not be good during inclement weather. They stressed the need to change the proposed garage door and noted that it could even be two separate doors. The Committee opined that the glass in the proposed door made it look too modern.

Mr. Holtzman confirmed that all the Committee's suggestions were doable. He advised that he would increase the pitch of the roof as much as possible; however, he noted the need to keep the height of the structure below the fifteen-foot maximum limit. Mr. Holtzman questioned whether the Committee was suggesting the roof line over the doors be flat. He agreed the stone as shown was busy; however, he advised that he was proposing to use larger stone than was shown.

The Committee suggested the face of the garage structure be in one plane.

Mr. Holtzman advised that he was not crazy about the proposed doors either and agreed to explore other options.

The Committee suggested the garage be attached to the structure so it would not be limited to the height restrictions of an accessory structure.

Deputy Town Manager Moore confirmed that if the garage was attached and the breezeway was enclosed, the garage would not be subject to the fifteen-foot height limit; however, it would be subject to the setback requirements of the structure. He noted that the setback requirements for an accessory structure were shallower.

#### Historic District Guideline Updates

Deputy Town Manager Moore announced that the Town received formal notification of the grant award and the grant documents were signed. He advised that the Council would receive the recommendation next week to award a contract to Frazier & Associates to update the Historic District Guidelines. Mr. Moore noted that the Committee could proceed with the initiation of those updates during their next meeting.

#### October Meeting

The members indicated they would be present for the October 1<sup>st</sup> meeting.

There being no further business, the meeting was adjourned at 6:32 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## **HDRC Meeting Transcript – September 3, 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:** I'd like to bring this meeting to order. Welcome, everyone. Before we begin I'll read the announcements. It is the historic District Review Committee's responsibility to conduct essential public business despite the COVID-19 pandemic. However, it recognizes the need to do so safely for not only its membership, but also for the town staff and members of the public. To that end, in accordance with the resolution confirming the declaration of a local emergency and the ordinance to implement emergency procedures and effectuate temporary changes to address continuity of governmental operations during COVID-19 as adopted by the Middleburg Town Council; the HDRC will hold its meetings via remote access until such time as the governor rescinds his emergency order prohibiting the gathering of more than 10 individuals and mandating social distancing. Copies of the previously referenced documents are available on the town's website for those who wish to view them. The town will continue to live stream and record its public meetings, which are available for viewing along with the meeting agenda packet on our website at [www.Middleburgva.gov](http://www.Middleburgva.gov). Members of the public who wish to participate in the HDRC meeting during the public comment period and or applicants who are speaking on behalf of their application may do so by dialing 540-339-6355. You will be placed on mute until such time as the public comment is opened or your application is heard, respectively. To ensure trust in the process, the town clerk will do a roll call of the HDRC members at the beginning of the meeting and at least once an hour. In addition, I will ask each member by name if they have any comments or questions related to each item as we proceed. When anyone speaks, he, she is asked to first state his or her name for the benefit of the viewing audience. All votes of the HDRC will be taken by roll call. Town clerk will announce the member's name with individual then stating how they are voting. Okay, if we can get the town clerk to do the roll call.

**Rhonda North:** Chairman Turnure.

**Bill Turnure:** Here.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Here.

**Rhonda North:** Committee member Anderson.

**William Anderson:** Here.

**Rhonda North:** Committee member Clites.

**Tim Clites:** Here.

**Rhonda North:** Committee member Jenkins.

**Virginia Jenkins:** Here.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** Here.

**Rhonda North:** Committee member Wright.

**Linda Wright:** Here.

**Bill Turnure:** Okay, next order of business is the approval of the minutes from our August 6th meeting. Has everyone had a chance to read the minutes? Are there any additions or omissions to the minutes? Is there a motion?

**William Anderson:** This is committee member Anderson. I make a motion to accept the minutes as presented.

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

**Margaret Littleton:** Second. Margaret.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Yes.

**Rhonda North:** Committee member Anderson.

**William Anderson:** Yes.

**Rhonda North:** Committee member Clites.

**Tim Clites:** I'll abstain as I was not present.

**Rhonda North:** Committee member Jenkins.

**Virginia Jenkins:** I'm approving even though I was present.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** [Off mic]

**Rhonda North:** Committee member Wright.

**Linda Wright:** Yes.

**Bill Turnure:** Okay, the computer seems a little slow. The next item of business is action items, new business. We have action item 4A COA 20-13 request of Anthony Bashorun for three awnings at 101 West Washington Street, Northwest Federal Credit Union. Mr. Bashorun. Is he [inaudible].

**Anthony Bashorun:** Good evening board. Yes present.

**Bill Turnure:** Okay, please present your proposal to us, your application.

**Anthony Bashorun:** So we are fighting for three awnings. We're Northwest Federal Credit Union. They're just trying to dress up the building a little bit with their brand colors. We've been told [off mic] hanging sign and a wooden sign on the [off mic] of the building. The awnings are about 36 inches high and about 132 inches wide. There is probably 11 feet clearance [inaudible] and about, 12 feet clearance on the side awnings. And we're just hoping we can get that approved. There's an existing awning on the building where the ATM is.

**Bill Turnure:** And this is fabric, right?

**Anthony Bashorun:** Yes sir, this is a fabric awning. [inaudible] would be needed so there are no lights behind it, so it wouldn't be illuminated. And there's no signage on it either. So there's no branding on the awning [Off mic]. Northwest I don't believe that intend to add any branding to the awning [Off mic].

**Bill Turnure:** Okay. Vice Chair Lee, do you have any comments?

**Punkin Lee:** I think the awnings would be. This is Vice Chair Lee excuse me. I think the awnings would be nice, however, I think that blue is rather intense. And you had the blue over the door for the signage and the blue on the side for the awning over the ATM, which makes it obvious directional pointers. It seems like the awnings on the front might be better if they were somewhat muted and fit better with the stone color. So your entry sign would stand out in the blue and your side ATM would also stand out and not have quite so much blue. But I think awnings would be nice for the building, but not that color.

**Bill Turnure:** Thank you. Committee member Anderson, do you have any comments?

**William Anderson:** Well, I agree that the awning and I think it's mainly due partly to how they made this image but are too bright. Is the sign over the door, that blue, supposed to be the same as the awning? And lastly, what color are the shutters by the door, front door?

**Anthony Bashorun:** The shutters by the front door. Bear with me. Yes the awning would be the same blue as the sign to answer that question. As much as we [Off mic] it will be the same blue. The sign has been up there for about a year [inaudible] really quite fading. I believe the shutters on the door.

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

**Anthony Bashorun:** Pardon [off mic] notes here. If you don't mind these will just take another minute or a few seconds. [inaudible]. The shutters on the door are blue in the Northwest Federal blue. As [Off mic].

**William Anderson:** The same color as the sign?

**Anthony Bashorun:** They are.

**William Anderson:** Well, then the images are very deceiving here. The color of the awning looks very deceiving and probably should be adjusted to show it to be the same as the sign and the shutters, in my opinion.

**Anthony Bashorun:** Are you reviewing the images on screen or are they printed out?

**William Anderson:** I'm reviewing the images on screen.

**Anthony Bashorun:** Thank you.

**Bill Turnure:** Okay. Committee member Clites, do you have any comments?

**Tim Clites:** [Off mic] I'm looking at the existing conditions [Off mic] in response to what Bill just mentioned. If you look over the ATM you can see that when the blue is in direct sunlight and that is obviously a brighter more powerful appearance than when it's in the little bit of shadow. I think that maybe a little bit of discrepancy that we notice in the image that's labeled proposed. My comments relating to the proposed would be, I actually agree with Punkin that perhaps there's too much blue wrapping around the building and a more muted color for the awnings since they're not really part of the

signage would help them feel more like part of the architecture. And I would recommend and it was proposed as just a graphic, but I would recommend at the bottom of the awning the [Off mic] at the same elevation as the flashing and the top of the little molding above the window. That's all my comments.

**Bill Turnure:** Thank you. Committee member Jenkins.

**Virginia Jenkins:** [Off mic] If the blue is the same color as the shutters and the signage I'm not opposed to that. I disagree with the [Off mic]. I don't have a problem with the blue, but I think because the graphics themselves sort of throws everything off. But I do think the blue as long as it's the same color as the signage will be okay.

**Bill Turnure:** Committee member Littleton.

**Margaret Littleton:** I think the blue is the way to go, and the Sunbrella has several shades of blue, the navy blue seems to be what the shutters are. It's very deceiving not being able to see the real fabric. But I'd go for a dark blue. A navy blue that matches the [Off mic] sign. [Off mic]

**Bill Turnure:** Okay thank you. Committee member, Wright.

**Linda Wright:** Well, I'm a little torn, whether it's too much blue or it isn't. I think too much it starts to look like just a big stripe all the way around the building and it sort of takes away from the signage in the front door. I would also agree with everybody's comments that if it were [Off mic] graphics we have and can't see the fabric if it was more to the navy blue range rather than the very bright royal blue I would be more comfortable with that. But like you said, you can't see the actual fabric. Something more muted might make the front door stand out more. I'm a little torn with this.

**Bill Turnure:** Okay, my interpretation is from the application is that the awnings will match as far as color, the same color as the awning over the ATM. So that's going to be, that would be I'm assuming. Is that correct, Mr. Bashorun, that you're going to match that exact color on the ATM?

**Anthony Bashorun:** We won't match that exact color we do run into issues with fabric where just the UV rays [Off mic] The newer awnings may look a little bit more crisp, but it will technically be the same color but they fade over time.

**Bill Turnure:** And they're basically the same color as on the shutters and the signage on the front.

**Anthony Bashorun:** Yeah, they'll be the same, I believe they [inaudible] we use their brand colors for this and they kept it [Off mic] as possible. So, yes the gold would be or it could be the same as the sign and the awning but you need to confirm yourself is the exact same hue and fabric [inaudible].

**Bill Turnure:** Yes.

**Anthony Bashorun:** [Multiple Speakers] Because of the way the fabric is cured compared to a painted door there might be a slight discrepancy in the hue but it's really close for the pantone.

**Bill Turnure:** So I guess the discussion really is, you know, is there going to be too much blue or is it better to have a separate color that's not going to draw as much attention to it and draw more attention to the entrance into the ATM? I think that's what sort of the discussion is.

**William Anderson:** [Off mic]. This is committee member Anderson. If in fact it's supposed to match the sign in the awning than the image is so far off that I don't think it would be so much blue if it were, in fact, to be dark like that. The problem is that they need to be aware then. The applicant needs to be aware that if it gets approved [inaudible] match the sign and the awning and the awnings get put up, because



that's the closest they can get it. But it's not matching and he's going to have a situation where he has to take it down. So that's all my comment.

**Bill Turnure:** Okay, Vice Chairman Lee or Vice.

**Cindy Pearson:** Hey Bill it's [Multiple Speakers].

**Bill Turnure:** Oh, I'm sorry, Cindy. I don't have you on my list here. I am so sorry. I completely forgot that you were in our committee.

**Cindy Pearson:** It's okay.

**Bill Turnure:** So thank you so much for speaking up. Council Member Pearson. Thank you.

**Cindy Pearson:** Okay, thank you. [Off mic] on page whatever that is, maybe 3 or 4, it has a color [inaudible] blue. Do you have the name of the color that you use on the sign? I know it would be different because [Off mic] maybe that would have a little help with getting the blue to match a little bit better.

**Anthony Bashorun:** I do have the name of the color on the sign and I'm just going to see if I can pull it up. We didn't [Off mic].

**Will Moore:** Do we have any other applicants? [Off mic]

**Cindy Pearson:** And while he's looking at that, I agree with Bill on it. I think if they were the darker blue it wouldn't jump out at you so bad, it would look much nicer.

**Bill Turnure:** I believe the representation that they have is not going to be representative of the color. I think what we have to look at is the existing awning over the ATM that, that's going to be the color.

**Virginia Jenkins:** Virginia. While he's still looking, is there any way we can get them to bring us a swatch of the ocean blue and a paint chip so somebody could do a comparison?

**Cindy Pearson:** [Off mic] This is Cindy again. You know have the color that was used on the ATM awning.

**Virginia Jenkins:** I'm sorry what was that?

**Cindy Pearson:** Is the ATM already there in that color?

**Virginia Jenkins:** Yes. [Multiple Speakers]

[Off mic] the color of the ATM awning, the name of it, see what the name is.

**Virginia Jenkins:** But I think it's the same thing.

**Cindy Pearson:** I don't know that's why I'm asking. Yeah.

**Anthony Bashorun:** The PMS color for the sign is PMS 288C the shutters [inaudible] was Benjamin Moore 2066-10 Blue. And the fabric awning was the Sunbrella ocean blue. And I just pulled up the approved permit for all of those that reference all those colors.

**Virginia Jenkins:** Okay, thank you.

**Bill Turnure:** Are there any more comments? Committee member Jenkins, do you have anything else after that?

**Virginia Jenkins:** No.

**Bill Turnure:** Committee member Clites.

**Tim Clites:** No further comments. It helps to look at the existing conditions and understand that's the [inaudible] that we'll see on the front.

**Bill Turnure:** Committee member Littleton.

**Margaret Littleton:** I'm fine.

**Bill Turnure:** Committee member Wright.

**Linda Wright:** I'm good too no more comments.

**Bill Turnure:** Council Member Pearson.

**Cindy Pearson:** No comments, thank you.

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

**Bill Turnure:** Everybody still awake?

**Rhonda North:** We're all still there.

**Tim Clites:** Committee member Clites. I move that we approve application COA 20-13 request of Anthony Bashorun for three awnings at 101 West Washington Street Northwest Federal Credit Union as submitted with the understanding that the new awnings are Sunbrella ocean blue color's the same as the existing awning. And that the three new awnings will have their bottom most edge no lower than the top of the molding above the windows.

**Bill Turnure:** Thank you. Is there a second?

**Margaret Littleton:** I'll second. Margaret Littleton.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee member Anderson.

**William Anderson:** Approves.

**Rhonda North:** Committee member Clites.

**Tim Clites:** Approves.

**Rhonda North:** Committee member Jenkins.

**Virginia Jenkins:** Approve.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee member Wright.

**Linda Wright:** Approves.

**Bill Turnure:** The motion passes. Thank you, Mr. Bashorun.

**Anthony Bashorun:** Thank you. Thank you all.

**Bill Turnure:** Okay the next action item is action item 4B COA 20-14 request of Cecilia King for a fence and pergola at 1 Chinn Lane. Ms. King, are you there?

**Cecilia King:** Hi, yes, I'm here. Hello everybody.

**Bill Turnure:** Hi. Thank you for attending. Can you walk us through your application.

**Cecilia King:** Yes, Sure. [Off mic] we just moved into 1 Chinn Lane two days ago. So I submitted an application today for your review and approval for some Colonial Gothic picket fencing that will fence off part of my front yard and will connect the structure of our house to the stone wall that surrounds the majority of our property. And then there will be a second fence that will connect this back part of the house to the stone wall as well, and you can see that on this survey photo. The fence will be four feet high and will be painted white and the intent is to fence off part of my backyard so that my little twenty-pound dog can have free reign of the backyard off-leash. And like I said, sorry, I'm not sure if I said that, that fence will be painted white to match the house. There's white paint on part of the house. And then I also submitted for a 10 by 10 pergola that will be eight feet high. It will also be made of wood and be painted white. That will be located in the back corner of the property so it will not be visible from Chinn Lane. But as it's going to be 8 feet high the top part of it may be visible from [Off mic] Street. I have some photos included from my contractor for the fence, for the exact look of the fence. Again it will be painted white though, it's just not painted in the photos but that's the exact look of the white picket fence. And then I also have a photo included of what the pergola will look like. But again unfortunately, it's not painted white and so [Off mic] And also included is these photos of the backyard and where the fencing will be located and the pergola will be located as well. Are there any questions? Did I do that all right? I'm sorry.

**Bill Turnure:** Yeah, that was perfect. If you're finished, we will go ahead and ask for some comments from the committee members.

**Cecilia King:** I think I covered everything. I'll be happy to answer your question.

**Bill Turnure:** Okay, Vice Chairman Lee, chairwoman, chairperson. [Laughter]

**Punkin Lee:** Whatever.

**Bill Turnure:** Sorry.

**Punkin Lee:** I think the fence will look nice and painted white. I just have a question will the pergola have lighting or is that just this picture happens to have lights.

**Cecilia King:** The picture has lights I haven't intended at this point to put lights up, no.

**Punkin Lee:** Thank you.

**Cecilia King:** So you can basically disregard everything in the pergola photo except for the structure itself, like I'm not doing the furniture or the stonework at all to look like that. But just the actual pergola itself will look like that and be white.

**Punkin Lee:** Thank you.

**Bill Turnure:** Committee member Anderson.

**William Anderson:** Yes, couple of questions. The fence next to the pergola for the, I guess, the back-property line and the wall [Off mic] Marshall Street. What are the heights of those? And I understand, the fence and the gate between Marshall Street and the back of the house is painted, but the one in the front is not painted. Is that correct?

**Cecilia King:** Oh no, I'm sorry, I did not mean to make you think that the fence in the back will not be painted white, it will also be painted white. So all three separate structures, the two separate fence structures and the pergola will all be painted the same shade of white that matches the current white on the house.

**William Anderson:** Okay [Multiple Speakers]

**Cecilia King:** I do not know the height of the wall but my stepfather is running that with the tape measure right now [Laughter] [inaudible] for me [Off mic]

**Bill Turnure:** That's awesome.

**Cecilia King:** So if you can [Off mic] minutes I can get that for you.

**William Anderson:** Well, I'm just wandering Marshall Street it says that the concrete wall is only slightly higher than I half of six inches. [Off mic]

**Cecilia King:** No, that's not correct. I'm seeing that too but that's not correct, it is 4 foot nine. He just came back in.

**William Anderson:** Okay so that's wrong on the drawing. And the fence I assume is [Multiple Speakers]

**Cecilia King:** The fence will be 4 feet.

**William Anderson:** [Multiple Speakers] I'm sorry the rear fence, the rear property line fence.

**Cecilia King:** You know, [Multiple Speakers]. I don't even know where that fence is in all honesty, it's covered by so many bushes. So I have no idea.

**William Anderson:** Okay.

**Cecilia King:** He can go out and measure that too.

**Bill Turnure:** No, I don't think that's necessary. [Multiple Speakers]

**William Anderson:** I believe I've seen what you're talking about. I also think this all looks fine to me. No more questions from me.

**Bill Turnure:** Committee member Clites.

**Tim Clites:** I have no questions. Committee member Clites. I have no questions that haven't already been asked and answered. Thank you.

**Bill Turnure:** Thank you. Committee member Jenkins.

**Virginia Jenkins:** I think it's all very attractive and I think it'll be just fine.

**Bill Turnure:** Committee member Littleton.

**Margaret Littleton:** I think it looks fine.

**Bill Turnure:** Committee member Wright.

**Linda Wright:** Yeah, I like the sense of the pergola, but I was just curious what the patio might be made of.

**Cecilia King:** Yeah, I'm sorry, I didn't know I needed to include that, but we actually have some flagstone, a little bit flagstone patio at the back sunroom of the property. So we were planning to build a little flagstone path over to the pergola and put flagstone under the pergola to have everything back in flow from the back of the house into that section of the yard.

**Linda Wright:** Sounds perfect, sounds great. I have no other comments. I'm fine with all of this.

**Bill Turnure:** Thank you. Council member Pearson.

**Cindy Pearson:** I don't have any questions. Thank you.

**Bill Turnure:** Well, I'm assuming this is not going to be counted as an accessory structure or it is an accessory structure?

**Will Moore:** It is an accessory structure.

**Bill Turnure:** It doesn't count, but it doesn't count for lot coverage.

**Will Moore:** Correct.

**Bill Turnure:** Okay. There's no roof to this, correct?

**Estee LaClare:** It's like slats.

**Bill Turnure:** Mrs. King.

**Cecilia King:** No, there's no roof to it.

**Bill Turnure:** Okay. All right. Is there a motion.

**William Anderson:** This is committee member Anderson, and I'll make a motion for COA 20-14 to approve as presented and discussed.

**Punkin Lee:** Committee member Lee.

**Linda Wright:** [Off mic] Wright, I second.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve and welcome to town.

**Rhonda North:** Committee member Anderson.

**William Anderson:** Approved and I second the welcoming.

**Rhonda North:** Committee member Clites.

**Tim Clites:** Approved welcome to town.

**Rhonda North:** Committee member Jenkins.

**Virginia Jenkins:** Ditto I approve and welcome.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** Absolutely approve an absolutely welcome.

**Rhonda North:** Committee member Wright.

**Linda Wright:** I approve as well, and again welcome to town.

**Bill Turnure:** All right. The motion passes and.

**Cecilia King:** Thank you all so much. My husband and I are so happy to be here and we hope to see some of you all in person very soon.

**Bill Turnure:** Great, so nice to hear your voice. Okay the next order of business is action item 4C COA 20-15 (S 20-05) request of Charles Carroll IV, M.D. for a projecting sign and a wall sign at 109 West Marshall Street.

**Bill Turnure:** Dr. Carroll, are you on the horn there?

**Dr. Charles Carroll:** I certainly am.

**Bill Turnure:** Very good.

**Dr. Charles Carroll:** Thank you.

**Bill Turnure:** Obviously, I'm not sure if there's anything you can add to your application other than the photos and the signage. Is there anything else more that we need to know about this application other than what you presented?

**Dr. Charles Carroll:** I don't believe so the same sign maker that Mr. Clites used will make it and will be a comparable size to the one he has sit below his. We might have to adjust the height accordingly if there's any discrepancy in terms of being too low. The other sign is a very simple sign just to say where the office is, so they don't go to Mr. Clites' office looking for me out there and vice versa. But there's really nothing else. The colors are straightforward blue and gray, and the lettering is pretty simple as well.

And I think will fit in that area reasonably well without being too intrusive [Off mic] and able to be identify where I am.

**Bill Turnure:** Okay. Any comments? Vice Chairman Lee.

**Punkin Lee:** Nope.

**Bill Turnure:** Committee member Anderson.

**William Anderson:** No questions or comments.

**Bill Turnure:** Committee member Clites, are you [Multiple Speakers]

**Tim Clites:** Abstained and no comments. [Off mic]

**Bill Turnure:** And I enjoyed seeing your signature. Committee member Jenkins.

**Virginia Jenkins:** [Off mic]

**Bill Turnure:** Committee member Littleton.

**Margaret Littleton:** Wonderful. [Laughter].

**Dr. Charles Carroll:** Thank you.

**Bill Turnure:** Council member Pearson, have you got any comments?

**Cindy Pearson:** No, I don't thank you.

**Bill Turnure:** Did I skip you, Linda, committee member Wright?

**Linda Wright:** You did, but I'm fine with all of it, it looks great.

**Bill Turnure:** I'm sorry. I think it really adds to the building, to tell you the truth. I think with just [inaudible] to add the other one, it just makes it feel a little bit more like a commercial building. So I think it's a good addition. So welcome.

**Dr. Charles Carroll:** Thank you.

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

**Punkin Lee:** Committee member [Multiple Speakers].

**Margaret Littleton:** Margaret Littleton to approve COA 20-15 (S 20-05) request of Charles Carroll IV, M.D. for a projecting sign and a wall sign at 109 West Marshall Street.

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

**Virginia Jenkins:** Jenkins, second.

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Approve.

**Rhonda North:** Committee member Anderson.

**William Anderson:** Approve.

**Rhonda North:** Committee member Clites.

**Tim Clites:** Abstain.

**Rhonda North:** Committee member Jenkins.

**Virginia Jenkins:** Approve.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee member Wright.

**Linda Wright:** Approve.

**Bill Turnure:** Motion passes.

**Bill Turnure:** Thank you again Dr. Carroll, and hope to see you around town.

**Dr. Charles Carroll:** See you around town and [Off mic] building. [Off mic] [Laughter] See y'all. Thank you.

**Bill Turnure:** Thank you. Okay. We've got a couple little things here in the discussion items. It's action item 5A, conceptual discussion for 105 North Jay Street. I guess I'll leave this up to SD or to Will to fill us in on this, but obviously we're very familiar with this structure over the years. So this is another attempt to see if we can resurrect it.

**Estee LaClare:** I'm going to turn it over to Will. [Off mic]

**Will Moore:** Yeah, so this is Will. Just by way of quick background, you do have my memo. So Mr. Holtzman has submitted a proposal to the town to potentially acquire the church and convert it into a single-family residence. The potential use of the property is not really within the purview of the committee here. The council has separately appointed an ad hoc committee to review any such proposals that come in and then to forward those. If they think it is worthy of council's consideration at some point once they've worked with the proposer, they would forward that to the council with a potential recommendation for their consideration. Mr. Holtzman wants to do some due diligence in refining his proposal and understanding what he may or may not potentially be able to do on the exterior of the building. So he's really just coming to you for a conceptual discussion. He has just an initial elevation that was drawn up by his architect of a concept to do a detached garage to the north of the church and connect that with a breezeway. That would necessarily involve converting one of the windows on the north side elevation into a door. So he just wanted to get some initial feedback from the committee as to that concept elevation and then any discussions or direction that you may be able to give him or that you may be able to give in response to any questions he may have about just materials in general and any proposed changes to the exterior elevation. So I do believe Mr. Holtzman is on the call here as well, and he would be able to answer any questions and or present to you as well.

**Bill Turnure:** Okay. Welcome Mr. Holtzman. How are you tonight?



**Todd Holtzman:** Hello, this is Todd. I'm on the call.

**Bill Turnure:** Great. Do you have anything else to add more than Mr. Moore did?

**Todd Holtzman:** I would call attention to on the left side where the garage is, that would meet the town's setback for height and the setback for the property line. And the street view doesn't show that the garage is set back about 12 feet from the front of the building. So it does make it look like it's more prominent [Off mic] because the depth is not there. The church is actually 36 feet deep and this addition would be 24 and even with the rear wall of the church. So my conceptual plan would be to keep the church structure looking as it is with all the windows and doors, including the stained glass in the front. You see that there is a historical marker drawn in the front right corner that would sit up closer to the sidewalk that we hope will go across the front. Recognizing the heritage history of the church, the light on the front of the original structure would be working [inaudible]. But that would be a nice touch. We'll maintain the stucco on the original building, and I don't feel real strongly about colors or finishes for the garage area. The architect [Off mic] stone, which he thought would be a nice compliment and [Off mic] above the garage door. But I would think we would keep the colors that would flow with how it is currently, but I would be open to suggestions or all the towns wishes as far as [Off mic] appearance on the additions. And I'm hopeful that the addition would be a nice compliment. And I know that you mentioned [inaudible] your introduction that the architecture [Off mic] but I do think it's worth noting that [Off mic]. And this would solve some problems with the parking and some of the challenges the town has, so that's all I have unless there are questions for me.

**Bill Turnure:** Okay, thank you. Vice Chair Lee do you have any comments?

**Punkin Lee:** I like that you've kept the two front doors because previous people wanted to go to one door. And I think it's important to keep the facade as it should be. I'm not quite sure about the stone on the garage, it looks kind of busy for the church is so plain and so beautiful that way. I'd have to think about that a bit longer. That's all.

**Bill Turnure:** Okay. Committee member Anderson.

**William Anderson:** Yes, I'd like to thank Mr. Holtzman for coming in with this proposal. I've been hoping someone would take this building under their wing and really do it justice and bring it back. I think that's so commendable. I agree with Punkin that keeping the two doors is terrific. I remember the last proposal we seen for the building. As far as the additions, I think it's probably a good idea. Some general architectural comments I would have as an architect; I agreed with Punkin that the stone especially since this is set back it's really not that important that the church, the existing structure be the dominant structure. [Off mic] with the materials being the same. For instance, the roof above in the gable that maybe that should be stucco too. There's no need to [Off mic] the addition. The garage door could pick up more of [Off mic] you would see on a building like the existing structure. I think you show [inaudible] in the top opening in the facade of the existing structure, kind of a foreign shape opening [Off mic] on the garage doors. To get like to grade I would make one comment that the slope of the roof on this elevation be similar to the existing structure and that maybe the details around the gutters. And that part of the [inaudible] will be picked up in this smaller garage edition. But I think it's terrific. I hope this goes ahead and you get approval as a single-family residence and good job.

**Todd Holtzman:** Thank you.

**William Anderson:** I have no more comments.

**Bill Turnure:** Committee Member Clites.

**Tim Clites:** All right, this is Committee member Clites. [Off mic] Committee member Bill just mentioned I think the exterior should be as quiet as it could be in terms of number and types of material. And so to me it seems like a stucco structure is probably the quietest solution. I think it's a natural inclination for architects to have the roof pitch usually the same as the main structure. But when I first looked at this my first question was, I wonder what it would look like if that little structure had a steeper pitch relief because often we'll see that in buildings that may be more [Off mic] connected [Off mic]. I don't know really how much of a story this is trying to tell in terms of a new old story, but I didn't require the materials except for the [Off mic] as long as they match the original church; the better. And I agree with Bill's comments about the garage doors. I think that's the one place that is the most prominent thing in that [Off mic]. And perhaps I haven't really thought about the lighting just yet but perhaps with a light of some sort on the garage as well. Those are my comments.

**Bill Turnure:** Committee member Jenkins.

**Virginia Jenkins:** I pretty much agree with what Bill mentioned. I think the doors for the garage; I wonder if there was something like coach doors or a facsimile [Off mic] that would be sort of in keeping of the same time frame. And I think it's probably because of the different inks or the different mediums and whatever. The garage looks more than it is, [inaudible] a little bit busier than it really is. But I would prefer this [inaudible] too.

**Bill Turnure:** Committee member Wright.

**Linda Wright:** I would agree a lot with what Bill and Tim both have to say. I don't really have any other additional comments, but I would agree that I think the garage should be very simple and understated and let the original molding be [Off mic]. And again, thank you for trying to take this building on; that would be wonderful.

**Bill Turnure:** Committee Member Pearson. Oh, I'm sorry Council Member Pearson.

**Cindy Pearson:** [Laughter] No, I think everything has been said and it does look really nice, but I agree with the garage comment. Thank you.

**Margaret Littleton:** How about Littleton.

**Bill Turnure:** How about Littleton. Committee member Littleton, I missed you this time, I'm sorry.

**Estee LaClare:** [Inaudible]

**Margaret Littleton:** All right, I feel that looking at the facade you are looking at two different times; old and very modern. And I think definitely the [Off mic]. And my eye goes right for the garage. My eye goes right to that fence [Off mic]. Would it be possible to have the fence similar to the church fence up top and I don't know whether that's possible. And I think it should be stucco. I think definitely since it is set back to put beautiful [inaudible] plants [Off mic]. And the garage door [Off mic]. But it's so pretty and I'm so proud of you; it's wonderful. [Off mic] beautiful [Off mic]. That's it.

**Bill Turnure:** Okay. Thank you, Margaret. My comments are well, I have been involved with this building for a long time, done a number of dissections of it, trying to figure out what's the best use for it and so forth. So to have some sort of an addition to it I'm all in favor of that. To make it useful I think it has to have an addition to it in some shape, form, or fashion. If it is going to be a garage, I think it either needs to read, you know, as an appendage to the church. And I'm not sure what that would be and what it might have been in the past, whether it be an office or I'm not sure what it would be. And then I think you want to sort of mimic the details and the stucco and maybe even the cornice. You know make it actually read as sort of part of the original church or it's something different. And if you are going to have a

breezeway and I'm not sure if it's actually detached or actually there's sort of an enclosed breezeway that you're proposing here with the door. But if it is an open breezeway and you make it a little bit more detached it could possibly read as a small barn attached to it and make it very simple. And it could even have the board and baton, but the no stone and maybe some simple cornice work similar to a barn. And I know with these accessory structures, that it needs to be 15 feet or something. Isn't that the max? So I understand that the pitch of the roof it'd be difficult to raise it a whole lot. But if you could maybe not have the overhang as far out and maybe the garage isn't as wide as it is shown; it looks a little bit out of proportion. Maybe you could get the pitch of the roof to be a little bit more and then have the garage doors read as barn doors. And not just your typical residential 16-foot garage door with the panes of glass in them and so forth. There's some very nice garage doors and they could even be separate doors even if they were two separate doors as opposed to one 16 foot one. There's a number of manufacturers that produce garage doors that are very nicely detailed, and they can basically be whatever you want it to be, as opposed to just picking something out of their catalog. So I think it needs to be; you have to sort of figure out exactly how you want this to read. But I think there's a solution there somewhere to really add to this church. And the idea to remain or keep the stucco and patch the stucco and then paint it or whatever you have to do. And the gaslights, I think it would all be great to really spiff this piece of property up. Those are my comments.

**Virginia Jenkins:** Bill this is Virginia can I just add one thing? You were talking about adding an open breezeway, that's all very well and good until you are trying to bring in groceries in the middle of a snowstorm or windstorm or whenever; and it gets pretty darn cold. I have no problem with the covered breezeway.

**Bill Turnure:** Covered is fine, I don't have an issue with the cover.

**Virginia Jenkins:** No, I meant the walls, I'm sorry. And perhaps the door just needs to be changed, it just looks the way it's drawn [Off mic] it's two dimensional [Off mic] or one dimensional. But that much glass in it, it looks very modern compared to the rest of the place; [Off mic] maybe that would be the key. But I think an enclosed breezeway for practical purposes I can understand. That's it.

**Bill Turnure:** Any other comments?

**Punkin Lee:** This is Punkin. I agree with Virginia, I think creating a different door with less windows would definitely be nicer and keep the addition kind of in the background; keep the church as the predominant visual. And if you have different garage doors, it also eliminates all those windows. I think that would help. Thank you.

**Bill Turnure:** Any other comments? Any comments from you, Mr. Holtzman?

**Todd Holtzman:** I think all the things are certainly doable. I do have a question the pitch was of the garage was changed to be below the 15-foot max, but I think we're at 14'9 right there. So it's as close as we can [Off mic] that width. If the roof line over the garage doors where there's, I don't know what you call that little [inaudible] section of roof there. It goes all the way across the front.

**Bill Turnure:** Yes.

**Todd Holtzman:** Are we saying that, that little section of roof should be flat to match the stucco front? I understand we want to do away with the stone [Off mic]. But I think that it would be a much larger stone than the picture and be easy to change all of that to the stucco or plaster finish. Do we want to do away with that small roof line above the garage and have that be [Off mic] or [Off mic] roof line as shown?

**Bill Turnure:** My feeling is to eliminate that so that the face of the structure is just in one plane.

**Todd Holtzman:** Ok, great [Multiple Speakers].

**William Anderson:** This is Bill Anderson. I agree with that.

**Todd Holtzman:** Okay well that's good. That should be easy change to flat front stucco to plaster finish that's more like a church. I was not crazy about those [inaudible] either, and I wasn't sure if maybe the glass needed to go. We can explore some other options and [Off mic] feedback. And I look forward to hopefully a second chance here to meet all these suggestions.

**Bill Turnure:** I think there's a solution there somewhere, so.

**Todd Holtzman:** The real question was would a garage even be looked upon favorably, so that's great feedback, that the garage itself is not a problem we're just talking about the finished design on the front of that [Off mic]. So if we can incorporate all these suggestions.

**Bill Turnure:** Great.

**Todd Holtzman:** [Multiple Speakers] come back will make the right move [Multiple Speakers].

**Bill Turnure:** Great. Good luck.

**Tim Clites:** This is Committee Member Clites. Just to confirm something someone said that I'm not sure I'm clear on. The garage is attached to the structure so that if I understand [inaudible] attached garage it would not be limited by the same height requirements that a detached garage [inaudible] by. Is that? Can someone answer that?

**Will Moore:** Yes, this is Will. This is Will. There's some give and take there that if it is a truly attached garage. So if it's an enclosed breezeway that actually physically connects the garage to the main structure, then it is not subject to the 15-foot height limitation. It is then subject to the principle building setback requirements, as opposed to a detached garage where a necessary structure has more shallow setback requirements. So but you are correct, he could raise the roof line higher and maybe to match the pitch of the other roof on the church and he would not be limited by the 15 foot height restriction if it is truly an attached garage.

**Bill Turnure:** But he would lose some width in the garage.

**Will Moore:** Possibly. And that's something we'll have to look at. I'm not sure where this where this example would sit relative to the the side property line to the north.

**Bill Turnure:** Ok, any more comments? Thank you, Mr. Holtzman. Good luck.

**Todd Holtzman:** Thank you.

**Bill Turnure:** Next October 1st. Oh, I'm sorry, I skipped the design guideline update.

**Will Moore:** This will be very quick. We did finally receive our formal notification of the award of the grant that Estee worked really hard on. We had received informal award, but informal notice, but we finally received the formal notice and have executed that agreement. The mayor signed it. On next Thursday council meeting we will be suggesting recommending that council award a contract to Frazier Associates to proceed with the design guidelines update so we could be engaging as soon as next month with you on the the kickoff of of this process.

**Punkin Lee:** Ok, thank you, Estee.

**Estee LaClare:** Well, it was a team effort [multiple speakers]

**Bill Turnure:** It's long, long overdue. These guidelines, so that's great news. So the October quorum, everyone's going to be around or. Ok, everybody plan on being here? [inaudible] Ok, if you can all just hang on just for a second while I close the meeting. All right. I'd like to. Is there a motion to close the meeting?

**Punkin Lee:** So moved.

**Bill Turnure:** Ok. OK, can we all can hold on just one sec.