



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



**Thursday, October 1, 2020**

**PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, October 1, 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 using a hybrid system, including in-person and remote participation, 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of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders mandating social distancing.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. The roll was called at 5:30 p.m.

**Public Comment**

Mayor Bridge Littleton noted that this would be Chairman Turnure's last meeting. He further noted that he had served on the HDRC for over thirty years, most of which he served as the Chair. Mr. Littleton thanked Mr. Turnure for all he had done for the Town and noted that while he did not live in Middleburg, he was a member of the community. He advised that he held a special place in the hearts of its residents. Mr. Littleton and his father, Trow Littleton, presented Mr. Turnure with small tokens of their appreciation.

Chairman Turnure advised that it had been a privilege and an honor to have served and noted that it was a labor of love. He opined that the town had given him more than it received back. Mr. Turnure advised that it had been wonderful to work with the HDRC, Councils and staff members over the years and opined that the Town Council and staff were the strongest it had ever been during his tenure. He noted that the Town was wonderful and advised that his contribution was small.

**Approval of Minutes**

*Committee Member Littleton moved, seconded by Committee Member Wright, that the Historic District Review Committee approve the September 3, 2020 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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**New Business**

COA 20-17: Bronze Plaque dedicated by American Legion – 2 W. Washington Street (Noble House)

John Moliere, Commander of American Legion Post 295, advised that they were delighted to honor the Town’s police force and wanted to provide a fitting memorial for Sergeant Thomas Seaton, who was killed in the line of duty in 1899. He reported that the plaque would be installed on the brick wall, facing eastward, of the Noble House. Mr. Moliere advised that it would be a bronze plaque that would contain the seals of the Middleburg Police Department and the American Legion.

Councilmember Pearson opined that the plaque was great; however, she expressed concern that a future owner of the Noble House building could seek its removal. She cited as an example the plaques that were previously located on the former Health Center building that were removed when a new owner purchased it. Ms. Pearson suggested a wall be erected, possibly at the new Town Hall, for such plaques.

Commander Moliere advised that the American Legion would be happy to move the plaque if such a wall were created.

The Committee held some discussion of the size of the lettering and suggested it may be too small for people to easily read.

Commander Moliere explained that this was not the mock-up provided by the manufacturer. He reported that at the recommendation of the manufacturer, the plaque would be 14 x 24 inches and include a border.

The Committee opined that while the manufacturer would probably do it properly, they would like to see their final mock-up.

Commander Moliere agreed to ask the manufacturer to send it to Deputy Town Manager Moore when they sent it to him.

*Committee Member Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 20-17, a request of Middleburg American Legion Post 295 for a bronze plaque at 2 West Washington Street (the Noble House), with the condition that the draft mock-up be sent to Deputy Town Manager Moore for a member of the Committee to review the final draft.*

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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COA 20-18: Relocate existing spiral staircase – 209 E. Washington Street – Catawba Corporation

Jeremy Smith appeared before the Committee representing the application. He explained that when they applied to the Virginia Department of Historic Resources (VDHR) to recognize the building as a significant historical structure, they received a comment from them that the stairs could not be visible from the front of the building. Mr. Smith advised that as a result, they were proposing to relocate the staircase to the rear and to add a catwalk to get to the stairs. In response to an inquiry from the Committee, Mr. Smith reported that Loudoun County was reviewing the building permit application. He advised that he submitted the proposed solution to VDHR, who agreed it was acceptable.

The Committee agreed the proposed location was a vast improvement

*Vice Chair Lee moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve COA 20-18, a request of Jeremy Smith for the relocation of the existing spiral staircase at 209 East Washington Street – Catawba Corporation.*

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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COA 20-16: Exterior Modifications - 409 E. Marshall Street – Nicholas Hutchins

Chairman Turnure noted that the Committee received a new version of the proposed exterior sconces.

Nick Hutchins, the applicant, advised the Committee that the house was in need of repairs. He reported that his building permit application was currently under review by Loudoun County. In response to an inquiry from the Committee, Mr. Hutchins reported that the front door would contain a two-over-two panel configuration. He advised that he was proposing to paint it Sky Blue; however, he was also open to a red color if that was the Committee's preference.

In response to an inquiry from the Committee, Mr. Hutchins confirmed the columns would be cedar wrapped and advised that the plan was not to stain them so they could weather naturally to a gray color.

In response to an inquiry from the Committee, Mr. Hutchins reported that he planned to replace the existing vinyl windows with new white vinyl windows. He confirmed they would be the same size and be in the same locations.

The Committee expressed concern about the proposed light sconces over the garage. They opined that they appeared to be excessive in terms of appearance and the amount of light they would produce. The Committee suggested that given the closeness of the garage to the front door, there would be plenty of light between the one at the front door and a single fixture over the garage.

The Committee noted that the application included a question as to the preference for charcoal concrete pavers or a concrete sidewalk. They expressed a preference for the pavers, as concrete would be easily stained by the trees on the property.

In response to inquiries from the Committee, Mr. Hutchins confirmed the gutters and downspouts would be replaced with the same materials, in white, and that the garage door would be white.

*Committee Member Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA 20-16, a request of Nicholas Hutchins for exterior modifications at 409 East Marshall Street, with the following clarifications: (1) the substituted light fixture presented after the Committee received the agenda packet be approved for use, with one of those light fixtures to be centered above the garage door; (2) the front ramp be removed and charcoal gray concrete pavers be installed as the finished surface; (3) the cedar on the columns be left in a natural condition, with no stain; and, (4) the gutters and downspouts be replaced to match the existing ones.*

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**

#### **Historic District Guideline Updates**

Deputy Town Manager Moore announced that the Council approved the contract with Frazier & Associates and reported that work would soon begin on the project. He advised that he anticipated a discussion on the guideline update during the next meeting. Mr. Moore reminded the Committee that they only had nine months to complete the project, as the grant required it be done by June 30, 2021.

#### **Replacement Member on HDRC**

In response to an inquiry from the Committee, Deputy Town Manager Moore reported that the Town Clerk had begun advertising to fill the vacancy that would be created by the departure of Mr. Turnure. He noted that he had received an inquiry from an architect who was new to the area and wanted to become involved in the community.

Chairman Turnure thanked the Committee for their assistance over the years and noted that he enjoyed working with them.

### **November Meeting**

The members indicated they would be present for the November 5th meeting.

There being no further business, the meeting was adjourned at 6:12 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## **HDRC Meeting Transcript – October 1, 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. The first order of business is to read the chair's meeting announcement. Let me take off this mask, if that's appropriate. It is the Historic District Reviews 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 for also 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 by a hybrid system, including in-person attendance by those committee members who are comfortable doing so, and remote access for the public, applicants and those committee members who prefer this method, until such time as the governor rescinds his emergency order 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 five four zero three three nine six three five five. 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 or 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 member's name, with the individual then stating how they are voting. Okay, I guess the first thing we do is let's do a roll call and we can start with the head of the table over here.

**Virginia Jenkins:** Virginia Jenkins.

**Bill Anderson:** Bill Anderson.

**Punkin Lee:** Punkin Lee.

**Bill Turnure:** Bill Turnure.

**Tim Clites:** Tim Clites.

**Linda Wright:** Linda Wright.

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

**Margaret Littleton:** Margaret Littleton. [Off mic]

**Bill Turnure:** Okay.

**Punkin Lee:** Cindy.

**Bill Turnure:** Oh, Cindy, are you there?

**Cindy Pearson:** Council Member.

**Bill Turnure:** Council Member Pearson. [Laughter]

**Cindy Pearson:** Here.

**Bill Turnure:** There we go, thank you. Okay, before we get into our business, instead of having any kind of public speaking engagement, I think the mayor is here. He would like to say something to us all.

**Bridge Littleton:** Actually something to you, Bill.

**Bill Turnure:** Okay. [Laughter]

**Bridge Littleton:** So as we understand it, this will be your potentially last meeting as chair of the HDRC.

**Bill Turnure:** As a member of the HDRC as well.

**Bridge Littleton:** Yes. Oh, my God. It is the true end of an era. If you walk around town today and see it as it is, you can thank or blame Bill. [Laughter] But no, so Bill has been on HDRC since its inception, which is now over 30 years, which I think is kind of interesting since he's only 39.

**Bill Turnure:** It was an elective that I took in grade school. [Laughter]

**Bridge Littleton:** You learned it at school [off mic]. You really did.

**Bill Turnure:** Exactly.

**Bridge Littleton:** No, but in all honesty, [Multiple Speakers] while you're here for your last meeting [Multiple Speakers]. Thank you so much for all you've done for the Town of Middleburg, not only as a member of the HDRC, but as chair for like twenty six of the thirty years your dedication to the Town of Middleburg. Although you could never find your way to living here, which we don't understand. [Laughter] You are a member of our community and you have a special place in all of our hearts. And so we just really want to say thank you for all your service and I hope you haven't cashed the checks because they're going to bounce.

**Bill Turnure:** Well, it has been seriously a privilege and an honor to serve on this committee over the years. It has been a labor of love. The town has given me back more than I have given to it. So it has been wonderful, especially to work with this particular committee here and all the committees and staffs over the years. I think the staff and council are the strongest it's ever been since I've been here and I've been in town since 1980 or whatever. It is just a wonderful town and my little contribution to keep it that wonderful town that it is, is just a very little portion of everybody that does the same thing. So thank you all for your kind words, Mr. Mayor, and thank you all, too. And I will be back. You know, it's not like I'm leaving forever, but I'll be around for a little while. But I think it's time to pass the torch, but thank you all.

**Bridge Littleton:** Bill, thank you. [Off mic] My father and I were talking earlier in the week. We recognized we wanted to find something that was fitting, special, memorable to give you tonight, and something we know that you would truly appreciate, and absolutely use. [Laughter] [inaudible]

**Bill Turnure:** Now I see a cooler. I'm going to have to stop at Safeway on the way home. [Laughter]. Thank you very much.

**Bridge Littleton:** So Bill [Off mic] happy retirement and drive safely.

**Bill Turnure:** Thank you all. [Applause]

**Bridge Littleton:** And with that, I will leave and [Off mic] you're staying, but to make more room [Multiple Speakers]

**Bill Turnure:** Take one with you if you're [inaudible]. Bridge.

**Bridge Littleton:** Yes, sir.

**Bill Turnure:** Take one with ya.

**Bridge Littleton:** No, no, no, I got to get home. [Laughter]

**Bill Turnure:** Thank you all.

**Bridge Littleton:** See you later.

**Bill Turnure:** Okay, next order of business are the approval of the minutes from our September the third meeting. Has everyone had a chance to read the minutes? Are there any additions or omissions to those minutes? Is there a motion? [Multiple Speakers]

**Margaret Littleton:** I'll make the motion, Margaret Littleton, that we approve the September meeting minutes.

**Linda Wright:** Second.

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

**Everyone:** Aye.

**Bill Turnure:** Opposed say Nay. Motion passes. Okay, moving on. Action items, action item new business. Action item 5A COA 20-17 request of Middleburg American Legion Post 295 for a bronze plaque at 2 W Washington Street in The Noble House. We have a representative from the American Legion here; I guess to answer any questions that we might have. Is there anything that you would like to add sir?

**John Molière:** No, other than we're delighted to be able to honor the Middleburg police force. The work they do and have done memorialized in this bronze plaque to memorialize the life of Thomas Seaton, Sergeant Thomas Seaton, who was killed in the line of duty in 1899 at the corner of Madison and Maine and Washington Street. And that's where the plaque will go. It'll be on the brick wall facing eastward, it's at the corner of the Noble House. Having received permission from the owner, Charlie Carroll [inaudible] we have Kline Memorial in Manassas preparing a, I think a very, fitting bronze memorial with the logo of the Middleburg Police Department at the top, some commemorative language, and then the logo of the American Legion at the bottom. So I think it's very tasteful and I think it's a nice addition to the town.

**Bill Turnure:** Any comments from the committee?

**Linda Wright:** I think it's very attractive.

**Bill Turnure:** The only comment that I might have is that what you're actually going to put on the plaque; I'd like to sort of see it on the plaque to see how, you know, in full size it might be difficult to

read. It seems like it might be small, but other than that, that's my only comment. I mean, it's a wonderful thing that you're planning on doing here.

**John Molière:** Well, it's very hard to simulate bronze on paper.

**Bill Turnure:** Right.

**John Molière:** But I will say this, I had Kline prepare a memorial at the [inaudible] Cemetery for Memorial Day in 2014 commemorating the people who had gone before us, who had paid the ultimate sacrifice. And they did a very, very tasteful job. I can't imagine Kline Memorial doing something that would [Multiple Speakers] So anyway, the only [Multiple Speakers] Hi Cindy.

**Cindy Pearson:** Yeah, can I make a comment please?

**Bill Turnure:** Absolutely.

**Cindy Pearson:** Okay, I think this is a great plaque also and to memorialize an officer is very important, but what [Off mic] further down the line, a year from now. And it kind of happens when the [Off mic] over the [Off mic] maybe aren't appropriate to be there now? And at some point, I don't know if we'll be able to get like a wall of fame somewhere, or maybe not calling it that, a wall for the type of plaque somewhere else maybe it's in the [Off mic] I don't know where. You know, it is possible that, that [Off mic] be bold and the next person along not really like it on there or be appropriate on there. But I just want to put that thought out there. [Off mic] do anything at this time. I think it will be fine for many years to come, but it could possibly happen.

**John Molière:** We recognize that. It's only been one hundred and ten years since this has occurred. The town hasn't done anything about it, nor any other fraternal or communal group has stepped up. And we've spoken with the police department, with the town administration, and we feel it's long past appropriate to do so. And if it has, like you say, Cindy, an opportunity for a plaque wall, if you will, someplace in town, when you come up with that the Legion would be happy to move it. It's pretty simple construction. It's fastened by four rosettes that are anchored in the brick itself. They can be removed, the brick can be repaired and the plaque moved to the town's choice of location.

**Cindy Pearson:** Okay, thank you.

**Bill Turnure:** Any other comments.

**Tim Clites:** Just to reiterate what you said, Bill. This is Tim Clites for those people that are not here in person. Just to reiterate, I like the plaque. I'm just concerned about whether the written word will be large enough to be easily read. It's hard to tell from the scale of the image that we have, whether it would be easily read, so I don't know. Is Kline Memorial going to give you a different layout, or is this their final layout?

**John Molière:** That's my layout that I gave to them to work from. Yeah, and they came back with the size that they needed in order to accommodate those words.

**Tim Clites:** Those words. Yeah.

**John Molière:** So they came back with 14 by 24. And the reason for that is the the brick stanchion it's going to be placed on is six inches wide. So they want to leave a little bit of a border on the outside of the plaque, and a little bit of border so it will be evenly placed the lettering on the bronze plaque itself. But they came up with the twenty-four inches I didn't.



**Tim Clites:** Because I look at it and it's like [Multiple Speakers].

**John Molière:** They have actually 30 inches to work with [Multiple Speakers].

**Tim Clites:** I would want it to be big enough to read as far away as possible and that would be the point of it, right?

**Bill Turnure:** Right.

**Tim Clites:** And so it's like it has a lot of white space at the bottom. And it's almost like if you could stretch it and bump up the font size a little bit. And if they were going to do that before they printed it, I think it would be better.

**Bill Turnure:** Just to see what it would look like. I feel better knowing that you gave them this as opposed to them coming up with this layout, because they obviously have done this thousands and thousands of times. So I have much more confidence that it's going to be done properly. But again, it would just be nice for you all and anyone just to see what the final [Multiple Speakers] be before it actually went into production.

**John Molière:** Well I have the contract and a check in this envelope to deliver to Manassas tomorrow. It was predicated upon being accepted tonight.

**Bill Turnure:** Okay.

**John Molière:** And then with that, they will give us a a mockup of what it will look like. The only mockup they gave us was a bronze plaque on their building to show how it would be fastened with the rosettes. [Laughter] But I mean, it's a professional organization. I can't imagine it not being attractive.

**Bill Turnure:** But I understand the process that they would like to make sure that it's all going to be approved before they do any more work on it.

**John Molière:** Sure. The biggest problem and the biggest expense is creating the Middleburg Police Department logo. They already have an American Legion logo, probably having done this and who knows how many graves in and around the greater Manassas area. Excuse me, I'm having a little trouble with this [Off mic].

**Tim Clites:** So I guess I don't know how the rest of the committee would feel. I would be comfortable approving it with the final draft [Multiple Speakers] mockup being sent back to some one committee member to review it. Just to be comfort, you know, [Multiple Speakers]. I don't doubt it either we've worked with Kline Memorial as well, and I think they'll do a nice job, but I think it'd be nice to have someone here just look at it once before.

**Bill Turnure:** And I'm sure the Legion wants to [Off mic].

**John Molière:** Oh, yeah. We don't want to represent ourselves as anything but first class. When I go there tomorrow, I will ask them to send a mockup to me and to Will Moore and he can get it to you. Okay.

**Bill Turnure:** Perfect, that's perfect. Okay. All right, any other discussion? Is there a motion?

**Tim Clites:** I move that, I guess I should state my name for those that are not here, Tim Clites. I move that we approve COA 20-17 request of Middleburg American Legion Post 295 for a bronze plaque at 2 West Washington Street [Off mic], the noble house, with the one condition that the draft mockup be sent to Will, for someone on the committee to review and approve the final draft.

**Linda Wright:** Second.

**Bill Turnure:** All those in favor, say Aye.

**Everyone:** Aye.

**Bill Turnure:** Opposed say Nay. Council Member Pearson. [Inaudible] Oh, that's right, you don't vote, do you?

**Cindy Pearson:** I don't vote, but I'll say yes. [Laughter]

**Bill Turnure:** Well great then it's unanimous. Okay, the motion passes.

**John Molière:** Thank you.

**Everyone:** Thank you.

**Punkin Lee:** Thank you very much.

**Everyone:** Thank you John. [Multiple Speakers]

**Bill Turnure:** It's a nice thing you do by the way [Multiple Speakers].

**John Molière:** Thank you it's appreciated. A 110 years, where have you been? What's wrong with this town? [Laughter] [Multiple Speakers] It's one hundred eleven years. [Multiple Speakers]. But you know, the story behind it was the guy was drunk and apprehended by Thomas Seaton. [inaudible] put in jail for a while to cool off. And then he went home and he told his brother about it and his brother got all tanked off and what have you. And he came in and his brother actually split his guts, Seaton's guts, you know, all this a terrible thing. Anyway, eight days later they apprehended the original brother who was the drunk. In 1908 they apprehended the actual killer in Ohio. And they both served a long term. So anyway they got what they deserved.

**Bill Turnure:** Thank you for the history.

**John Molière:** Anyway interesting story. Take care.

**Bill Turnure:** Yeah, thanks. [Multiple Speakers].

**Punkin Lee:** Thank you.

**Bill Turnure:** Okay, moving on to the next action item. New business action item 5B COA 20-18 request of Jeremy Smith for the relocation of the existing spiral staircase at 209 East Washington Street. Is there anyone here to represent the [Multiple Speakers]

**Rhonda North:** Mr. Smith is on the line.

**Bill Turnure:** Oh, okay, great.

**Jeremy Smith:** Yes, Jeremy Smith here.

**Bill Turnure:** Hi Jeremy, how are you tonight?

**Jeremy Smith:** All right. How are you?

**Bill Turnure:** I'm doing well, doing very well. Okay. Would you like to present your project to us? Obviously, we've got all your information. Is there anything else that you would like to add?

**Jeremy Smith:** I guess just the basic catalyst for this springboard off of the Virginia Department of Historic Resources review of our application for [inaudible] the tax credit program. And they had some additional comments that we had to meet to register this as a significant [inaudible] structure. And this was one of the comments that they had was the stairs could not be visible from the front of the building. So they requested us to remove and relocate the stairs to the rear of the building. And as you can kind of see from the pictures provided with the application there is not too many opportunities on the back side to attach that [inaudible]. But it is relocated to the rear portion of the building and provided with a catwalk extension to reach the new stairs location based on a first-floor addition off the back of the building. So that's kind of the basics of it in a nutshell. I don't think there's anything else to add [inaudible] on that.

**Bill Turnure:** Okay, thank you. Any comments from the committee?

**Bill Anderson:** This is Bill Anderson. I assume this has gone through a building permit process with regards to exiting and all that sort of stuff. Is that true?

**Jeremy Smith:** It is submitted right now with Loudoun County for review as well. I have a building permit number for that, if you'd prefer to have that. But it is submitted for review as well.

**Bill Anderson:** That's good. Okay.

**Bill Turnure:** [Off mic] Go ahead.

**Punkin Lee:** This is Punkin Lee. I think it'll be a vast improvement and be much more pleasant when you walk or drive by looking at that lovely building and not seeing the staircase kind of jutting out from the side, so thank you.

**Jeremy Smith:** Thank you.

**Bill Turnure:** Committee member Clites, do you have any comment?

**Tim Clites:** Just to confirm, has the solution that you're presenting to us, been presented to VDHR for their comment?

**Jeremy Smith:** It has, and they have accepted the new stair location without any comment.

**Tim Clites:** Thank you.

**Bill Turnure:** Committee Member Wright.

**Linda Wright:** I would totally agree with Punkin. I think it's a great improvement to take it and move it out of the sightline from Route 50 and put it behind the building. It will look much nicer.

**Punkin Lee:** Yes.

**Bill Turnure:** Committee Member Littleton.

**Margaret Littleton:** Looks great, I approve.

**Bill Turnure:** Committee Member Jenkins, as well.

**Virginia Jenkins:** Yes [Off mic].

**Bill Turnure:** Yeah, I agree as far as the historic district is concerned, to have it, you know, come off the side and move it to the back. I find it's a little bit awkward coming out over that roofline to the back. But considering that it is off the [inaudible] from the street, I think it's a better solution. So that's my only comment. Any further discussion? Is there a motion?

**Punkin Lee:** I make a motion to approve COA 20-18 request of Jeremy Smith for the relocation of the existing spiral staircase at 209 East Washington Street Catawba Corporation. This is Punkin.

**Bill Anderson:** This is Bill Anderson. I second the motion.

**Bill Turnure:** All right, all those in favor, say Aye.

**Everyone:** Aye.

**Bill Turnure:** Opposed say Nay. Motion passes. Thank you, Jeremy.

**Jeremy Smith:** Thank you, guys. Thank you very much.

**Bill Turnure:** Okay, we'll move on to action item 5C, the request of Nicholas Hutchins for exterior modifications at 409 E Marshall Street. I take it Mr. Hutchinson is [Multiple Speakers]. Oh, good evening, Mr. Hutchins, how are you this evening?

**Nicholas Hutchins:** Good evening, doing well.

**Bill Turnure:** Very good, thank you. Is there anything else that you would like to add to your application? We got the latest revision for your exterior sconces. So we've got those as part of your application. Is there anything else that you would like to add that is not on the application?

**Nicholas Hutchins:** Just the common things [inaudible] y'all are familiar with the home, obviously it's in need of repair. [inaudible]

**Bill Turnure:** All right. Any comments, Committee Member Anderson?

**Bill Anderson:** Not yet, no.

**Bill Turnure:** Okay, Punkin, Committee Member Lee. Chair, Vice Chair Lee, I should say, soon to be. [Laughter]

**Punkin Lee:** Okay first off before we start much discussion, I would like to thank you all very much for taking on this project. It needs some TLC for sure. So thank you.

**Nicholas Hutchins:** [Off mic] there with the property [Off mic]. Hopefully, that doesn't stick around and I got to start working on it. [Multiple Speakers].

**Bill Turnure:** Wow.

**Nicholas Hutchins:** The one thing I will say [inaudible] ever go over the comment from the previous [inaudible] around the building permit. Similar story on my end the building permit has been submitted the application is in [inaudible] Loudoun County. And hopefully we'll get that [inaudible] too.

**Bill Turnure:** Any comments? Committee Member Clites, any thoughts?

**Tim Clites:** A couple of questions, if you could help me understand. The front door, I clicked on the link and saw the half-light door. Is the the light a two over two light? In other words, is it divided into four panels by the front door?

**Nicholas Hutchins:** Let me pull it up on my end as well. I believe that's the case, [Off mic] Yes, I think the intent that my wife and I were looking at was to have a two over two.

**Tim Clites:** Two over two, and it's a black door with bronze hardware or [inaudible]. Is that right?

**Nicholas Hutchins:** The coloring of the door, we're actually thinking, are you asking about the color and the hardware color?

**Tim Clites:** Correct.

**Nicholas Hutchins:** I think we were thinking, actually, the [Off mic].

**Tim Clites:** Quarry Paint, now Quarry Paint is the color? [Multiple Speakers] Oh I'm sorry Quarry Paint's the [inaudible].

**Nicholas Hutchins:** [Multiple speakers] A lighter blue for the front door kind of the color that's represented on the Home Depot website.

**Tim Clites:** Okay.

**Nicholas Hutchins:** [Off site] I think it's like a teal color. Okay my wife is telling me, sky blue. We were contemplating a red color if the committee was for that. I think we're open to either of those whatever you want us to do.

**Tim Clites:** And then I'll just give you a couple more comments that I have, at least for a first list of comments. The picture of the house, not your home, but the first inspiration image with the double gables, the two-story home, has cedar columns that are actually a cedar color. And I might have missed it somewhere, are you intending to do cedar or white columns. Cedar

**Nicholas Hutchins:** [off mic] we are planning on sourcing cedar from a distributor [Off mic] and wrapping these big columns with the cedar.

**Punkin Lee:** This is Punkin, I have a question. I may be missing it but what are you doing for windows in all of this?

**Nicholas Hutchins:** [Off mic] what are we doing with windows?

**Punkin Lee:** Right, what is your thought on the replacement windows?

**Nicholas Hutchins:** I'm sorry, I'm having a hard time hearing. But I think the question is what's the plan with the windows. But we're planning on, they are currently fiberglass windows, not fiberglass, vinyl windows, were planning on just replacing them with new white vinyl windows. The same size [Off mic] as they currently exist in the home today.

**Bill Anderson:** This is Bill Anderson, the follow up question on the front porch elevation. The columns you say are going to be cedar. The image that's in the application, they stand out as being very red. What is the intent to stay in the cedar and what color?

**Nicholas Hutchins:** We have cedar we've done in some previous projects and there is no staining. The color of the wood is what is sourced directly from the company we get the cedar from. So it will be that color that you see on the house in the application.

**Tim Clites:** This is Tim Clites. So is your intention to leave it natural so that it weathers into a soft gray or to stain it.

**Nicholas Hutchins:** [inaudible] to leave it natural.

**Tim Clites:** To leave it natural. Okay, I feel better about that. [Laughter]. Yeah, you don't have the benefit of seeing everybody's eyes looking at each other unless you're watching us in video. But yeah, I feel better about columns that would weather. I think that might be all right.

**Nicholas Hutchins:** Yeah, the color comes off a little bit after the first couple months of weathering.

**Tim Clites:** Sir can I give you a comment about the lighting? This is Tim Clites again. I think the sconces at the front and back door, that are open, I actually like. But the thought of putting two or three lights over the garage door seems to me to be, almost regardless of the fixture; a little excessive in terms of how it might look when they're on and when they're off. I don't know how other committee members feel about that.

**Bill Turnure:** Any thoughts from anyone?

**Punkin Lee:** This is Punkin. I kind of agree with Tim. I think they might appear over lit and a bit heavy for that structure.

**Tim Clites:** I think to open, this fixture is pretty enough. I'd almost prefer another one of those maybe, even though it's not completely shrouded.

**Bill Turnure:** You know, they're not using that one. [Multiple Speakers]

**Tim Clites:** Well, this is the one they replaced?

**Everyone:** Yeah, yes.

**Punkin Lee:** Which I think it's kind of [Multiple Speakers].

**Tim Clites:** Even so I think the quantity issue is an issue with the garage door. This is the one, I thought they replaced the other one. Thank you for clarifying that.

**Bill Turnure:** Yeah, I tend to agree with you.

**Nicholas Hutchins:** We could certainly, if you would like, we can certainly do one light over the garage. I think [off mic] too many. One to two [off mic] [inaudible]

**Tim Clites:** Well, I'll express for the committee, my preference would be one.

**Bill Turnure:** Any other comments regarding that, from the committee? Linda do you have any thoughts?

**Linda Wright:** No, I like the new fixture they picked much better than the original, but I would agree one on the garage is probably plenty.

**Bill Turnure:** Any comments from the front table?

**Virginia Jenkins:** Looks good.

**Margaret Littleton:** I like the new lights. Very much better. [Off mic].

**Cindy Pearson:** Bill can I say a comment? [Off mic]

**Bill Turnure:** Okay, thank you, Cindy, or Council Member Pearson. Yes.

**Cindy Pearson:** Yes, with the lights I don't know if there's a streetlight down that far at all or not. If there isn't, he might need actually two lights on that garage to give him some light [Off mic] the house. I was going to say that [Off mic] lights he gets down there. It gets pretty dark around here at night where there is no streetlight.

**Bill Anderson:** That's the plan.

**Cindy Pearson:** Yeah, it is but you still need to be able to see where to walk.

**Tim Clites:** This is Tim Clites. I guess my preference, I'm looking at the images of the existing, kind of in front of and to the left of the garage, it looks like there's a walkway or some handrails there. I'd rather see a post light in the yard for additional lighting for walking, than more lights over the garage door.

**Cindy Pearson:** That would be great, just something [Off mic].

**Punkin Lee:** This is Punkin. I think there's one light over the garage because the total distance between the front door and the garage appears in the picture to be pretty short. So if you have a light by the front door, one over the garage would appear to be sufficient.

**Bill Turnure:** Any other any thoughts for the application.

**Tim Clites:** There's an or comment in the front ramp steps, and the or is either the charcoal concrete pavers or a concrete sidewalk. Has everyone looked at the pavers and does anybody have a preference or a comment on that or can we leave that as in or?

**Bill Anderson:** Where do you see that Tim?

**Tim Clites:** In the description, front ramp / steps. Currently, there's a wood ramp.

**Bill Anderson:** Okay, I thought you meant on the plan.

**Tim Clites:** And they're proposing using, it's like a brick scale 4 by 8 charcoal. It's like a medium gray concrete paver or pouring a concrete sidewalk on top of the existing sidewalk.

**Bill Turnure:** Any other comments?

**Linda Wright:** Just, this is Linda Wright, I would think the concrete pavers would look nicer longer over time because they won't stain with all the trees that are in that area. The concrete stains and looks really worn and ugly very quickly, versus a paver that you can power wash.

**Bill Turnure:** Anything else with regard to this application? And are you just going to replace the gutters with the same type gutters?

**Nicholas Hutchins:** Yes, they'll be white.

**Bill Turnure:** And the garage door is going to be white?

**Nicholas Hutchins:** Yes.

**Bill Turnure:** Okay, any further discussion? Is there a motion?

**Tim Clites:** I'll make a motion, this Tim Clites. Excuse me just a minute. I move that we approve COA 20-16 request of Nicholas Hutchins for exterior modifications at 409 East Marshall Street with the following clarifications; that the substituted light fixture presented after we received the package is approved, that we will use one of those light fixtures centered above the garage door, that the front ramp would be removed and that charcoal concrete pavers would be installed as the finished surface, that the cedar on the columns would be left in a natural condition with no stain. I believe that's, and that the gutters and downspouts would be replaced to match existing.

**Bill Turnure:** Any additions to that? Is there a second?

**Punkin Lee:** Second, this is Punkin.

**Bill Turnure:** All those in favor, say Aye.

**Everyone:** Aye.

**Bill Turnure:** Say no, all those voting no say Nay. The motion passes. [Laughter] Thank you so much Mr. Hutchins. Good luck.

**Nicholas Hutchins:** Thank you [Off mic].

**Bill Turnure:** Okay. [Off mic]. Okay is there an update, Will, on the design guidelines for [inaudible] or something?

**Will Moore:** Oh yes. So council did approve entering into the contract with Frazier and Associates. And then Bill and Kathy Frazier promptly went on vacation [Multiple Speakers]. Well, they're actually coming back, I think, next week. [Off mic] So we will be working with them on how to get a kick start to the update process. We anticipate that there will be a discussion next month [Off mic]. Looking forward to getting that project underway. And we have nine months or so to get it done. So we are going to be pushing hard to get that done by the end of the fiscal year, which is June 30, which is part of [off mic].

**Bill Turnure:** Good. Is there anything else is there [Multiple Speakers] as far as advertising for to replace the member in the HDRC, is that in the process or how does that work, Will?

**William Moore:** Yes so Rhonda, I think is already advertising the vacancy.

**Rhonda North:** Yes.

**William Moore:** I've already received one inquiry to me from a local architect. I should say she lives locally, she works out of the area, but I think does a lot of the work remotely. So they are fairly new



residents, as I understand it, new to the town and looking to get involved. So I think it would be good to have another design professional come along.

**Bill Turnure:** Fresh, fresh ideas is just great.

**William Moore:** We'll see if we receive any other inquiries [Off mic].

**Bill Turnure:** Very good. Okay. All right, anything else? [inaudible] everybody next month, November when is it, November 3rd?

**Everyone:** Yes.

**Bill Turnure:** Oh, boy. [Multiple Speakers] Is everyone going to be here?

**Everyone:** Yeah.

**Cindy Pearson:** We will miss you Bill.

**Bill Turnure:** I wish you the best of luck. And I'm sure there's you know, there's not going to be much hole to fill here. It's just the next talented person to fill this hole so.

**Cindy Pearson:** Baloney but [Multiple Speakers] [Laughter].

**Bill Turnure:** No, seriously, thank you all. I've enjoyed very much working with you all.

**Tim Clites:** Thanks for all you've done.

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

**Punkin Lee:** So moved.

**Bill Anderson:** Hey Bill?

**Bill Turnure:** Yes sir.

**Bill Anderson:** Are you stepping away from your work too?