



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



**Thursday, November 5, 2020**

**PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, November 5, 2020. Vice Chair Lee called the meeting to order at 5:30 p.m.

**PRESENT:** Punkin Lee, Vice Chair  
William Anderson  
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

**ABSENT:** Tim Clites (excused)  
Virginia Jenkins (excused)

Vice Chair Lee explained that it was the HDRC’s responsibility to conduct essential public business despite the COVID-19 pandemic. She advised that the Committee recognized the need to do so safely for its members, the staff, and the public. Ms. Lee further 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of Government Operations During COVID-19 as adopted by the Middleburg Town Council, until such time as the Governor rescinded his emergency orders mandating social distancing. She 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. Ms. Lee 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.

**Approval of Minutes**

*Committee Member Littleton moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve the October 1, 2020 regular meeting minutes.*

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

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**New Business**

Vice Chair Lee recused herself from the next agenda item as she had a conflict of interest. Councilmember Pearson assumed the Chair.

COA 20-19 (S 20-06): Two wall mounted signs – 16 S. Madison Street – Journeymen’s Treasures

Deborah Cadenas, the applicant, was present to answer any questions the Committee may have.

The Committee members agreed they liked the sign as proposed. They questioned whether the lettering would be the same on both signs.

Ms. Cadenas confirmed it would; however, she offered to change it if the Committee wanted her to. She explained that the reason she selected the proposed lettering was so the sign would blend with the molding and not be too big. Ms. Cadenas advised that they would fit above the door and window.

Planning & Project Associate LaClare reported that Committee Member Clites sent in a suggestion that the signs should not hang down to interrupt the window or door entry.

Ms. Cadenas agreed and reiterated that the proposal was that they would blend in with the trim. She noted that she planned to use the existing screws to hang the signs.

*Committee Member Wright moved, seconded by Committee Member Littleton, that the Historic District Review Committee approve COA 20-19 (S 20-06) as presented.*

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

No – N/A

Abstain – Vice Chair Lee

Absent – Committee Members Clites and Jenkins

(Councilmember Pearson is a non-voting member of the Committee)

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Vice Chair Lee resumed the Chair.

**Discussion Items**

Historic District Guideline Updates

Bill and Kathy Frazier, of Frazier & Associates, were present to discuss this item. Mr. Frazier noted that the members received a questionnaire they were asked to complete. He further noted that they were provided with a draft questionnaire that would be sent to previous applicants. Mr. Frazier requested the HDRC provide them with eight to ten names of important stakeholders in the Historic District so they could conduct telephone interviews with them. He explained that the purpose of these items was to gain insight into: their awareness of the design review process and its impact on them; the quality of Middleburg’s preservation efforts, design efforts and the downtown and surrounding areas; the public’s general opinion and support for historic preservation and design review; and, the identification of any problems associated with historic preservation.

In response to an inquiry from Mrs. Frazier, Planning & Project Associate LaClare reported that three members of the Committee had turned in their completed questionnaires thus far. Deputy Town Manager Moore noted that he also sent it to Bill Turnure, the former Chair of the HDRC.

Planning & Project Associate LaClare noted that she compiled a list of applicants for the past three years and noted that it contained approximately sixty-five names.

Mr. Frazier noted that he and his wife toured Middleburg recently. He commended the Town on retaining its historical integrity.

In response to inquires from Mr. Frazier regarding the draft applicant questionnaire, the Committee suggested the need to determine whether the applicant owned or rented the property. They noted that much of the commercial space was leased and opined that the tenants did not know much about the Historic District. The Committee advised that, otherwise, the document was a good start. Mr. Frazier confirmed he would add a question related to ownership or leasing.

Deputy Town Manager Moore noted that he submitted the HDRC's questionnaire to them in an electronic format. He advised that the staff was considering using Survey Monkey to distribute the applicant's questionnaire as they felt the Town would get a better return.

The Committee expressed concern that there may be too many questions and that people would lose interest quickly. They suggested the survey be one in which the individual would not have to save and send the document. After some discussion, it was agreed the staff would conduct a small sample test before sending the survey out to everyone.

The Committee identified the following individuals as stakeholders with which Frazier & Associates could possibly conduct phone interviews: Bill Turnure; Chris Burns; Chet Hughey; Coe Eldredge; Salamander; Catawba; National Sporting Library & Museum; Phil Thomas; Ben Graham; Red Fox Inn; Patty Callahan; Ben Wegdam; John Ralph; and, Tanner Dudley.

Mr. Frazier noted that the members received a copy of their scope of work. He reported that they conducted the kick-off meeting with the Town staff and the site visit. Mr. Frazier noted that they were currently at the community outreach phase. He reported that once information was gathered as a result of that work, they would present their findings to the Committee and begin drafting the guideline updates. Mr. Frazier expressed hope to complete the data collection prior to the holidays.

Deputy Town Manager Moore asked the members who had not done so to return their completed questionnaires to him by November 13<sup>th</sup>.

In response to an inquiry from the Committee, Planning & Project Associate LaClare reported that she and the Deputy Town Manager identified some items they felt should be added to the guidelines based upon the current guideline's table of contents and past applications. She noted that it was up to the Committee as to whether they would like to add them.

The Committee agreed the items the staff identified were important and should be added. They noted that the Virginia Department of Transportation reviewed and approved driveway locations and questioned whether the Committee should review driveway materials. They noted that some driveways created water run-off issues and/or the material used washed into the street during a heavy rain.

Deputy Town Manager Moore suggested this was a zoning issue. He noted that currently, there was no engineering review of the drainage for single-family residential properties. Mr. Moore reiterated his suggestion that this be handled in the form of a zoning review and noted that the HDRC conducted more of an aesthetic review. He advised that some of the items on the staff's proposed list were identified as "to be added" in the table of contents of the existing guidelines. Mr. Moore questioned whether there were any gaps in the list. The Committee agreed it was a good list.

In response to an inquiry from Mrs. Frazier regarding the boundaries of the Historic District, Deputy Town Manager Moore reported that the Committee assigned a sub-committee to analyze an expansion of the existing boundaries; however, the discussions stalled due to the COVID pandemic. He noted that the recently updated Historic District Survey recommended updating the National Register District boundaries, which the sub-committee was using to review the local Historic District boundaries. Mr. Moore advised that the Committee wanted to move forward with that in conjunction with the guideline updates. He reminded the members that any potential boundary changes would not inform the contents of the Historic District Guidelines, as that document only contained a copy of the map.

Mrs. Frazier noted that the Town recently experienced infill development in some of its residential areas. She advised that she would like to interview some of those property owners as well.

#### Election of Chair

Deputy Town Manager Moore reminded the Committee that under their bylaws, they were to elect officers in January. He noted that with the resignation of Bill Turnure, the Committee was currently without a chair. Mr. Moore suggested Vice Chair Lee lead the December meeting and that the new Chair be elected in January so the Committee would not have to hold elections two meetings in a row. The Committee agreed with this recommendation.

#### December Meeting

The members who were present indicated they would also be present for the December 3rd 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 – November 5, 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))**

**Punkin Lee:** I'd like to bring the meeting to order, please. First off, I have to read the remote meeting announcement. 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. 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 government operations during COVID-19 as adopted by the Middleburg Town Council, the HDRC will hold its meetings via 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 review 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 may do so by dialing 540-339-6355. Applicants will be placed on mute until such time as your application is heard. 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/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 individual, then stating how they are voting. Are you doing the roll?

**Rhonda North:** Vice Chair Lee.

**Punkin Lee:** Present.

**Rhonda North:** Committee Member Anderson.

**Bill Anderson:** Present.

**Rhonda North:** Committee Member Clites is absent. Committee Member Jenkins is absent. Committee Member Littleton.

**Margaret Littleton:** Here.

**Rhonda North:** Committee Member Wright.

**Linda Wright:** Here.

**Rhonda North:** Council Member Pearson.

**Cindy Pearson:** Here.

**Will Moore:** We do have a quorum. [Off mic].

**Punkin Lee:** Thank you. Thank you, Rhonda. First on the agenda this evening is the approval of minutes from our October 1, 2020 regular meeting. Has everyone had a chance to review them? Did you have any comments or questions? Is there a motion to approve?

**Margaret Littleton:** I make a motion that we approve the October 1st minutes.

**Bill Anderson:** Second the motion.

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

**Everyone:** Aye.

**Punkin Lee:** Opposed. Thank you. Thank you, Rhonda. We have one action item, new business, and I have to recuse myself. So I'll turn it over to Cindy.

**Cindy Pearson:** Thank you. This is for COA 20-19 (S 20-06) request of Deb Cadenas for two mounted wall signs at 16 South Madison Street Journeyman's Treasures. Deb, do you have anything you'd like to add at this time? We have the application here in front of us.

**Deborah Cadenas:** Well, no, just that I'm really grateful for the opportunity to come before you today and to request the sign, to ask for your support in this new endeavor. [Off mic] shopkeeper in town. It's going to be a real exciting time, so I hope that it happens.

**Cindy Pearson:** Great. Let's go around to each member and see if you have any comments or questions. We'll start with Bill.

**Bill Anderson:** No, I like the sign, particularly nice to see it here in front of us as opposed to just on the computer. I think it's great.

**Cindy Pearson:** Okay.

**Deborah Cadenas:** Thank you.

**Cindy Pearson:** Margaret.

**Margaret Littleton:** I think it looks wonderful and I wish her good luck as well.

**Cindy Pearson:** Great. Linda. [Off mic]

**Linda Wright:** Oh, I think it's great. I particularly like the fox on it, and I wish her luck too.

**Cindy Pearson:** Okay.

**Deborah Cadenas:** I'm grateful.

**Cindy Pearson:** Yeah, Virginia's not on the line, is she?

**Rhonda North:** [Off mic] is not.

**Cindy Pearson:** Deb the only one question that I had, it's Cindy, is the print on this sign will be the same on the other sign also?

**Deborah Cadenas:** Yes.

**Cindy Pearson:** The lettering. Great.

**Deborah Cadenas:** The lettering will be the same. If you want me to change it, I can.

**Cindy Pearson:** No.

**Deborah Cadenas:** It's very hard to fit the wording clearly on such a small, narrow piece, but I wanted it to blend in with the molding and just not be too big. Just so it fits probably above the window in that little if you see the picture underneath the crown molding and it just kind of fits nicely in there. So it's hard to get that writing, there's a lot of words.

**Cindy Pearson:** Right.

**Deborah Cadenas:** To fit into a sign [Multiple Speakers] So that was the font that I came up with, that you know wouldn't go too long on the [off mic].

**Cindy Pearson:** No, it looks great. It's just on the picture the one looked a little I guess that was hand done.

**Deborah Cadenas:** Yeah. Yeah.

**Will Moore:** Council Member Pearson.

**Cindy Pearson:** Yes.

**Will Moore:** Estee does have, she received some communication from Committee Member Clites who had a comment.

**Cindy Pearson:** Okay.

**Estee LaClare:** His comment was the sign should not hang down so as to cover or interrupt the window below or hang into the opening at the door entry.

**Deborah Cadenas:** Exactly. I agree completely. [Multiple Speakers]

**Will Moore:** I think from her previous comment, it sounds like it's going to fit [Multiple Speakers].

**Estee LaClare:** Fit right in there. [Off mic].

**Deborah Cadenas:** Yeah it won't block any of the [inaudible] if you look at the one picture, I'm trying to show you, we held it up there. It would be above the window glass and it'll be right kind of blending in with the molding trim.

**Cindy Pearson:** Okay.

**Deborah Cadenas:** [Off mic] screwed in. Because those existing screws, I'll take those screws out, and just re-screw those in, so it'll be flush with the building.

**Cindy Pearson:** Sounds good.

**Deborah Cadenas:** Great, awesome.

**Cindy Pearson:** Does anyone have any other additional comments? If we don't, do I have a motion?

**Linda Wright:** I'll make a motion we approve COA 20-19 (S 20-06) as presented.

**Cindy Pearson:** [Multiple Speakers] Okay with this, we'll get Rhonda to do a roll call, please.

**Rhonda North:** Vice Chair Lee. [Multiple Speakers].

**Punkin Lee:** Recuse. Abstain right.

**Rhonda North:** Committee member Anderson.

**Bill Anderson:** Approved.

**Rhonda North:** Committee member Littleton.

**Margaret Littleton:** Approve.

**Rhonda North:** Committee member Wright.

**Linda Wright:** Approved.

**Cindy Pearson:** Good, the motions approved.

**Deborah Cadenas:** Yay.

**Cindy Pearson:** You're official. [Multiple Speakers]

**Deborah Cadenas:** Good luck you guys. Y'all get a [inaudible] discount.

**Cindy Pearson:** No, thank you. [Laughter] Good luck with that Deb. I hope you have great success.

**Deborah Cadenas:** Thanks you guys [Multiple Speakers]

**Cindy Pearson:** Ok, bye.

**Deborah Cadenas:** Bye bye.

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

**Cindy Pearson:** All right, Punkin back to you.

**Punkin Lee:** I think we go to discussion items, so Will.

**Will Moore:** Thank you. Do we have [inaudible]?

**Rhonda North:** We do.

**Will Moore:** Good evening. How is everyone?

**Bill Frazier:** Hello. Hello.

**Kathy Frazier:** Can y'all hear us?

**Punkin Lee:** Yes, we can. Good evening.

**Bill Frazier:** Yeah, we're doing fine. [Multiple Speakers]



**Kathy Frazier:** We hope you all are. [Multiple Speakers]

**Will Moore:** Kathy, Bill if you would just introduce yourselves to the committee and we will turn the conversation over to you at that time.

**Kathy Frazier:** Well I'm Kathy Frazier with Frazier Associates I'm an architect and I'm married to this wonderful guy Bill Frazier. [Laughter]

**Bill Frazier:** And I'm an architectural historian and an urban planner by training, and we really are excited to begin to work with you all on this project. Kathy and I came up last week and spent a whole day the two of us walking around taking photographs, and it was a great day. And we enjoyed lunch outside. And we are looking forward to discussing tonight with you some of the early aspects of our work plan. And I believe [off mic] given you all a questionnaire to complete, that's meant for you all and for the staff. And then we gave you a draft of a potential questionnaire for people who come before the committee [inaudible]. And we've done this in other communities, and it's been very useful. It may be that there's some items there that you all have questions about, or it may be too detailed, or you may just have other comments. That's why it's a draft. The third aspect of getting input and Kathy and I have been talking and we've also done this before where if you all would give us the names of probably a lot [inaudible] eight or 10 folks who may not have had a big project to come before you, but are important stakeholders in the historic district, property owners, architects that may not have been on the board. I would think most of them though would have come before you. Although property owners, developers, any key institution [Off mic] yeah and other long-term business or important businesses. And then we would do a phone interview with them of about 15 minutes and it would be structured, but it would be somewhat open-ended to allow them to just talk about their awareness of the design review process and the impact that that process and that ordinance have on the town over the years and the quality of preservation and the quality of design, quality of the downtown and surrounding areas. The general opinion and their opinion of the general level of support the public has for this tool and any other major issues or problems in regard to historic preservation and design review that they may be aware of or they may be concerned about. And that would be sort of, like I said, about 15-minute interview, and that would give us the key community leaders and stakeholders in this area. And then the other question there if you all the way go back to a certain time, several years perhaps, if you've got that information and then sent that questionnaire out or email it, if that's possible to the applicant, should come before you in the past. And that would just give us a sample of the general impact that you all were having in terms of people coming before you and how knowledgeable they were and so on. I'm not going to read all the questions and things to you. You've got it in front of you, and I'm sure some of you had a chance to look at it.

**Kathy Frazier:** So we want to service any questions you might have of the first questionnaire was just to you all.

**Bill Frazier:** Sure.

**Kathy Frazier:** Are there any questions?

**Bill Frazier:** Have you all had a chance to fill out the questionnaire for you of the staff?

**Cindy Pearson:** Yes.

**Estee LaClare:** Excuse me, Bill. This is Estee. We've received three from the committee members, at least that I'm aware of.

**Will Moore:** [inaudible] So I did give one. And just so you know, Bill and Kathy, our longtime chair, Bill Turnure, who chaired this committee for nearly 30 years I think, [Multiple speakers] has just resigned from the committee. [Laughter]

**Bill Frazier:** I remember you all telling us that.

**Will Moore:** Yeah.

**Kathy Frazier:** Oh he's resigned? I didn't realize he'd resigned.

**Will Moore:** Yeah. He's getting ready to make a move, finishing up a couple of projects here, but getting ready to relocate to another state. I did go ahead and forward the questionnaire to him as well. Thinking that would be helpful. But we have [Multiple Speakers].

**Kathy Frazier:** Definitely.

**Will Moore:** We have roughly half of the questionnaires back at this point and I'm sure we will get the others very quickly. As soon as we do, we'll forward those onto you.

**Kathy Frazier:** Great.

**Bill Frazier:** Wonderful.

**Estee LaClare:** [Multiple Speakers] Bill and Kathy. This is Estee again. I did begin compiling probably about three years' worth of former applicants today. [Multiple Speakers] I think I've got about 65.

**Bill Frazier:** Oh, wow. Okay.

**Estee LaClare:** So that could be, I think that would probably give us a wide scope. And that way we could kind of get a better idea and more statistically relevant information that way.

**Kathy Frazier:** [Multiple Speakers] That sounds wonderful. I mean, obviously, when we did the tour and really got into a lot more detail, I mean you all have had a lot of projects. I mean, everything just looks beautiful and you could tell that there's still a lot going on. So that's going to be really interesting to get that [Multiple Speakers].

**Bill Frazier:** Yeah. And your variety of architectural styles of building forms is almost overwhelming [Laughter] [Multiple Speakers] wonderful feeling walking around in that almost an extended village retains so much integrity of it. And sensitive new things that have been put in. It's a real pleasure and an honor to be working with you all on this.

**Kathy Frazier:** Yeah, you've obviously done a great job.

**Bill Frazier:** [Multiple Speakers] a lot of love in your community, I think. At least it appears that way to us.

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

**Bill Frazier:** Okay, the next questionnaire is the one that we drafted, and [inaudible] is in regard to people who've come before you. Because we felt like that to just ask the general public details like this they wouldn't be informed as to give intelligent answers. And so that's why we said well why don't we try to send that to people who we know are familiar with this whole process and guidelines and so on. And if you all want to discuss that, we're happy to talk about it or answer questions, or if you want to review it

some more and then get back to us. And maybe go through Will and Estee to let us know comments and questions. And we're happy to then respond to those however you all would like to do that.

**Kathy Frazier:** If you're good with it we can just if it's okay we can [inaudible] gathering the names.

**Bill Frazier:** Yeah.

**Punkin Lee:** This is Punkin, I have a comment. Looking at the questionnaire because I think about half of the people that come in are renting or leasing a building, especially the retail.

**Bill Frazier:** Right.

**Punkin Lee:** They don't really know much about it. They have a little hint that there's a HDRC. They have to do stuff. But unfortunately, I don't think their landlords talk to them much about it. So they contrive the perfect scheme for what they want. And then they arrive and it's like, oops, they have to kind of go back to square one. And this looks like everybody owns where they are. I mean, I know residential, you may own your house, but I think a lot of commercial space is not privately owned and being worked on. That's just what I thought of. [Off mic]

**Bill Frazier:** So we'll broaden that at the beginning to ask if they are leasing space as opposing to own it.

**Punkin Lee:** Right.

**Kathy Frazier:** It's just very different.

**Bill Frazier:** Yeah, that is a challenge, you know, in the past in other communities, they've been able to you know, because it's easier to get the property list up the owners of those, but it's harder to get the tenants, as you say, come and go. But they may not know. Yeah. And I think in some communities, you know, they take the records for when there's a property sale to say it's in the historic district. So when you close on the property, you're aware that it's in the district. [off mic] And so but, yeah, we need to make sure the questionnaire reflects that if we're going to [Multiple Speakers] tenants that have come before you. Yeah, good point. Thank you. Other comments or questions?

**Punkin Lee:** All Good.

**Margaret Littleton:** Let's start.

**Will Moore:** If I may, this is Will. And this I think is really more a question for the committee. I think in trying to receive responses from multiple former applicants, doing so in a hardcopy manner is probably going to be difficult. Probably, even [inaudible] I altered the questionnaire that I sent out to you so you can fill it out electronically and return it. But I think that might be challenging as well. Staff was considering the idea of taking the questions and everything that Frazier provides here and putting it in like a survey monkey format, because we're going to be distributing this via email to almost exclusively via email, I think, to previous applicants. And I think we will get a better return based on that. But that's my thought. I'm just interested in your opinion on that.

**Punkin Lee:** How many questions would you have on it because if you got [Multiple Speakers] this whole thing on email as a survey monkey, I mean, you're going to lose half of them by the bottom of the page. [Off mic]

**Estee LaClare:** Just like 15.

**Will Moore:** I think this works well through the survey monkey format.

**Punkin Lee:** Or maybe condense a few. So, I mean, you know, I don't know. It just looks like a lot if you get it cold turkey and it's like, fill this in.

**Estee LaClare:** Well before we do anything like that, I would probably [off mic] send it out to you all for review to see if that's user friendly. Are we capturing the information we need to? I think that would probably be a better methodology. Because quite frankly, you are [off mic] users and you can evaluate it whereas I'm looking at it through the eyes of somebody who kind of is familiar with it and that way we could get a better understanding of what works and doesn't.

**Cindy Pearson:** Is there, I don't do this that much anymore, so I'm not sure. But isn't there a PDF form of some type that you can attach to an email that you don't have to save it and then send it back, that you can answer the questions, write on it and it goes back? [Off mic]

**Will Moore:** I am not familiar with that. [Multiple Speakers]

**Cindy Pearson:** Because there's doctor forms and things that you can do that too. I just don't know how they're done.

**Will Moore:** I don't either.

**Cindy Pearson:** Yeah.

**Punkin Lee:** We do that for the business association surveys. It just comes up and you push send and you're done.

**Cindy Pearson:** Yeah. I would suggest [Multiple Speakers].

**Punkin Lee:** It has to be really easy [Multiple Speakers].

**Cindy Pearson:** Yeah. [Off mic]

**Punkin Lee:** I think the easier this thing is presented the more likely.

**Cindy Pearson:** They'll fill it out.

**Punkin Lee:** They'll fill it out.

**Will Moore:** Who puts the surveys together [Off mic]?

**Punkin Lee:** Erin.

**Will Moore:** Okay.

**Punkin Lee:** You can check with her.

**Estee LaClare:** Thank you. That's easier the better.

**Punkin Lee:** Yeah.

**Cindy Pearson:** [Off mic] It is so much easier because when we have to try to save it and then send it back.

**Punkin Lee:** You've already lost them.

**Cindy Pearson:** Some people are not quite technically savvy, so.

**Will Moore:** [Multiple Speakers] survey monkey but if there is a way to do that that might [off mic].

**Cindy Pearson:** Yes.

**Punkin Lee:** Yeah.

**Kathy Frazier:** And if we need to simplify it, we can certainly work with you on that. That's fine.  
[Multiple Speakers]

**Bill Frazier:** Yeah. And in terms of how well it works, you know, in typical in survey research, if we were doing this on a huge, big scale, you would do a test first. And then in your get your case you could just call five people you know and say, would you just do me a favor and run through this? Tell me if this works or not. That would give you a very small sample. At least that would give you a test [Off mic]. Well if the majority of them say this particular question is confusing, or it's too long, or whatever they might say. You know, you might just do that if you've got the time.

**Estee LaClare:** [Multiple Speakers] That's a great suggestion. Thank you, Bill.

**Cindy Pearson:** And it looks like you would just put boxes next to everything, so there's just something to hit. You don't have to do an X or whatever. Yeah.

**Bill Frazier:** Yeah, we tried to make this so that it's easy to complete [off mic] You know open ended things just don't work.

**Everyone:** No.

**Cindy Pearson:** [Off mic] But the questions. I think are good.

**Punkin Lee:** Yes.

**Bill Frazier:** Well, if there are any other questions or comments about that, we could just briefly, you all could, if you like, that idea of us doing these phone interviews, perhaps you all could spend a little time and come up with some names of key people who really should be interviewed. And then give us their contact information and email them, so if you could introduce us to them by email and then we'd have their numbers and then we could email them and set up a time to spend up to 10 to 15 minutes with them. [inaudible] That would be really great.

**Will Moore:** Should we spend a few minutes now? [Multiple Speakers]

**Cindy Pearson:** I think you should have Bill Turnure on that one. I know he's going to do the questionnaire, but I think Bill probably has seen the most of everything going around and maybe he'd be able to add something. And he of course has been the builder too his or the architect sorry.

**Will Moore:** [Multiple Speakers] Okay.

**Cindy Pearson:** And maybe Chris Burns.

**Will Moore:** Okay.

**Cindy Pearson:** And Chet Hughey.

**Will Moore:** I think that's a really good idea.

**Linda Wright:** Coe Eldridge he's known as a builder in town.

**Punkin Lee:** Salamander.

**Cindy Pearson:** [inaudible] well or so whoever would take care of that. [Multiple Speakers] that would be.

**Will Moore:** I'll just pencil in Salamander representative [Multiple Speakers]

**Cindy Pearson:** Oh, who bought Middleburg Country Inn?

**Will Moore:** Catawba

**Cindy Pearson:** Thank You.

**Punkin Lee:** No [inaudible] Steele.

**Cindy Pearson:** Thank you. And how many do we want?

**Will Moore:** Oh, Bill and Kathy said they want to be like 100 of these. [Laughter]

**Punkin Lee:** At least.

**Cindy Pearson:** We can keep going forever.

**Will Moore:** I think I heard [off mic].

**Bill Frazier:** Yeah, if we can do that, we just move into the [inaudible] [Laughter]

**Punkin Lee:** How about the sporting library? That was big.

**Linda Wright:** Do you want names of people that it might have been a little contentious with?

**Cindy Pearson:** How about Ben Graham? [Laughter]

**Punkin Lee:** I would say get of the [Multiple Speakers]

**Cindy Pearson:** Like Phil Thomas or.

**Linda Wright:** I don't know.

**Punkin Lee:** Right on the corner across there where they got the underground garage.

**Cindy Pearson:** Yeah.

**Punkin Lee:** I mean, that was over a year. [Multiple Speakers] And I don't know if those people are still here or not actually.

**Cindy Pearson:** They ended up selling their property.

**Punkin Lee:** Oh yeah [Multiple Speakers] that project.

**Cindy Pearson:** That might be somebody good to talk to.

**Will Moore:** But was Carter involved in the [Multiple Speakers].

**Punkin Lee:** No.

**Will Moore:** He wasn't involved.

**Linda Wright:** It was Woodson, right? Woods, Woodson.

**Punkin Lee:** Something like that that was a long battle. [Multiple Speakers]

**Cindy Pearson:** How about Ben Graham? Did you put him on there? [Off mic]

**Punkin Lee:** Yeah. Charlie Carroll. They haven't. I mean.

**Linda Wright:** He owns a lot of property in town [Multiple Speakers]

**Will Moore:** He's not been through the process since he [Multiple Speakers].

**Punkin Lee:** His father did when they changed. Yeah.

**Cindy Pearson:** How about any of the [inaudible]?

**Punkin Lee:** That's what I was thinking. Yeah. Not that they ever apply they just do it. [Multiple Speakers] Talk to those people too.

**Margaret Littleton:** Chuck Akre.

**Punkin Lee:** Oh, yeah, that's a good one. [Multiple Speakers]

**Margaret Littleton:** A k r e. [Multiple Speakers]

**Will Moore:** Now some of these might be tricky to get the contacts. So like Chuck is head application [Multiple Speakers] but he's never been the one representing [Multiple Speakers].

**Punkin Lee:** Patty Callahan.

**Will Moore:** [inaudible] has had a number of applications before, but he's never been the one [off mic].

**Punkin Lee:** He's gone.

**Will Moore:** [Off mic] we'll have to.

**Punkin Lee:** Yeah.

**Will Moore:** But they did have a representative last month for the spiral stair relocation. [Multiple Speakers] So he might be a good [Multiple Speakers]

**Margaret Littleton:** Ben Graham.

**Cindy Pearson:** How about. Go ahead, Patty Callahan, then. [Multiple Speakers]

**Cindy Pearson:** So I guess she did do quite a few.

**Punkin Lee:** Ben Graham, Margaret just [inaudible].

**Cindy Pearson:** True.

**Linda Wright:** What about Quail Run Signs because they've come before us numerous times? [Off mic]

**Will Moore:** This is probably a really [Multiple Speakers]

**Punkin Lee:** Oh, yeah. Yeah, that's a good idea.

**Will Moore:** Yeah.

**Margaret Littleton:** That's a good start.

**Punkin Lee:** Dudleys, could have the brothers.

**Estee LaClare:** [Multiple Speakers] And if you have any more thoughts, please feel free to e-mail me, because we kind of need to throw out a big net.

**Punkin Lee:** Right.

**Estee LaClare:** Because [inaudible] probably half to maybe three quarters before it [inaudible]. To have more than.

**Margaret Littleton:** 10 percent right like a party.

**Estee LaClare:** Exactly. There we go. [Laughter]

**Punkin Lee:** How about the two brothers on Marshall Street that Dudleys Yeah. Dudleys.

**Punkin Lee:** Because that's a residential that took a lot of.

**Estee LaClare:** They've been in front of us numerous times.

**Punkin Lee:** Right.

**Estee LaClare:** Great suggestion. Thank you very much. Appreciate your feedback. This is going to help immensely.

**Kathy Frazier:** That sounds great.

**Bill Frazier:** Yeah, and Estee if you could just give us a one sentence about who this person is, then if you have other comments we should know about, we can speak over the phone about them.

**Estee LaClare:** That sounds great.

**Bill Frazier:** Give us a little background on [Multiple Speakers].



**Estee LaClare:** I'm going to be happy to talk to other people to find out some information about [inaudible] [Laughter]. Be careful now.

**Estee LaClare:** That sounds great, Bill. Thank you.

**Bill Frazier:** Yeah, I'd like a little political intelligence on that.

**Estee LaClare:** Okay [Laughter]

**Bill Frazier:** [inaudible] needs to be yeah. Okay. [Off mic] Yeah. Should we move on. I see you put our scope of work on there to talk about.

**Will Moore:** I put it on there just because I don't think the committee has seen it previously. So I don't know how in depth they would want to look at it or [off mic] their comments. But I just put it on there so that the committee could see kind of how you outlined the work to be done.

**Bill Frazier:** Well, I don't know if you all if you haven't had a chance to read it, maybe you could review it and then let Estee and Will know if you have questions about it. We've sort of [Multiple Speakers] had our first kickoff meeting with the staff and Estee has been sending us some of our information we've asked for. And we're sort of at the end of that page with talking to you all tonight about this approach to reach out to people, post the questionnaires. And we've done our first visit number three on the second page there. And now we're into Task B that the community outreach and we've developed and sent those questionnaires to you all. So we're sort of in the middle of that phase. And after we do our interviews and after we get the questionnaires back, then we will create a presentation for everyone and present our findings and also do that table of contents to you in a virtual meeting. And then we'll start actually working on the guidelines themselves. Then that's Task C and you see we put in a draft sort of outline of chapters that we typically would do, and that goes to drafts of meetings. And then we end up giving you the final document. So we're sort of at the beginning here, and it'd be nice to get this collection data done this month before the holidays.

**Will Moore:** Yeah, definitely. Yeah so, I would just say that for any committee members that haven't returned your questionnaires yet, if you could do so within the next week, I think that would be great. And then we can collate all of that and send that portion off to Bill and Kathy. I'll have to get onto staff about filling out theirs as well. [Laughter]

**Estee LaClare:** I already did mine.

**Will Moore:** I'm referring to myself. [Laughter] But yeah, we should be able to get those completed and [inaudible] very soon, I think.

**Estee LaClare:** And if you run into any issues, just let me know. I'm happy to help. And you can input it and send it off that way. [Off mic]

**Cindy Pearson:** It's Cindy, I have one question on your first page of the memo, the additional sections of the guidelines.

**Estee LaClare:** Oh I wrote that.

**Cindy Pearson:** Oh, sorry, wrong person. Estee. [Laughter] So are these already in there or are these things that need to be added?

**Estee LaClare:** These are things that what Will and I discussed the guidelines they had done, I guess, some information about suggestions going forward that if we ever were to update. And then there were some other ones that based upon my time with Middleburg, the Town of Middleburg, that have cropped up, that we didn't actually have a lot of information in the guidelines. And Will and I kind of put our heads together and combined the different lists. And I don't know if you want to discuss if you want to remove that, this is totally up to you. You are the ones who use this document, and we want to make sure that it's as user-friendly for staff, along with the committee members, and residents. So we want to make sure we cover as much ground as possible.

**Cindy Pearson:** Yeah, I think some of them are really important because they are things that, you know, you guys have to decide on. The colors has always been a huge, whatever you'd like to call it, and the fences, and just a lot. The only thing that I have a question about, and I think Will might have answered this before, I just to make sure. The driveways that they put in when they're doing their building, such as the brothers down here, you said that goes through VDOT, that they approve that or the materials?

**Will Moore:** Yeah VDOT approves what they call the entrance curb there so connecting the driveway to the street. They approve that. The committee has typically not been involved in approval of the surfacing material. So that's [Multiple Speakers].

**Cindy Pearson:** Would it help if they were? Because the only thing I'm seeing is, as you can tell yourself, when it rains hard with these people that have put in new driveways, how the water gets driven really hard in different places, that it washes out things. So I didn't know if that's something needs to be here or somewhere else?

**Will Moore:** That might actually be more of a zoning ordinance type thing. We allow multiple types of surfacing. And with single family residential in particular, there's no detailed review of drainage by engineers and those kinds of things. And it gets tricky sometimes. A lot of people like the appearance of pea gravel in Middleburg.

**Cindy Pearson:** Yeah, until it washes down the road. [Laughter]

**Will Moore:** Pea gravel is great if you have a perfectly level property. Otherwise, I personally think it's a horrible material to use because it washes away. Not because of the appearance [off mic]. You probably get it washed up under your house.

**Cindy Pearson:** All the time. [Multiple speakers] But then there's other places where they'd put in a hard driveway and the water just runs. There's nowhere that it goes. And Marshall Street actually looks like a river sometimes when you get really hard rains all the way down because of the way some of the houses are.

**Will Moore:** So and for the purpose of this committee we could engage you in terms of, again, it's typically not something that is reviewed at least here by this committee. We could engage you but your engagement [inaudible] more from the aesthetic [off mic] as opposed to you're not going to be looking at drainage plans and making sure that there's adequate outfall. I mean, that's something that has to be addressed otherwise.

**Cindy Pearson:** Okay. Yeah that can stay in zoning. [Laughter]

**Estee LaClare:** And if you do not have any suggestions right now, if you want to take a week to look this over, we have plenty of time to do that as well.[Off mic]

**Will Moore:** If you look at the existing guidelines, in the table of contents. There actually are things that were enumerated whenever the guidelines were developed with like a TBA, to be added at a later date,

[off mic] to be there. But Estee has kind of, as she said, expanded upon that list in her memo just to get the ideas flowing. But if you would look that over and see if you're seeing any gaps, I think that would be helpful.

**Punkin Lee:** I think the additions they did are great because these are definitely ones, we always kind of get hung on.

**Cindy Pearson:** Hung up on, yeah. It's a good list.

**Punkin Lee:** Oh, yeah.

**Cindy Pearson:** It's a very good list.

**Punkin Lee:** Thank you. [off mic]

**Will Moore:** Okay anything else, Bill and Kathy, that will be helpful for you this evening.

**Bill Frazier:** No, I think, you know, we've pretty well covered [inaudible] were on our list. And you know, there's still a few things we would try to find out if they have and I think Estee is working on that, that we've mentioned already in our outline, historic photo sources and things like that. But I think we're ready to continue.

**Kathy Frazier:** I do have one thought. And Estee and I talked about it a little bit that the boundaries of your district is just a rectangle layered on top that kind of gets a quarter of a lot here and a quarter of a lot there. Are you all considering redrawing that boundary? And if so, is that something you want to be looking at so when the new guidelines come out you have new boundaries?

**Will Moore:** Well, I think there's a couple of ways to answer that. One is we were looking at that. The committee had put together a small subcommittee to work on analyzing the boundaries. So you've seen the update that was done to our historic district survey in 2016. I think.

**Kathy Frazier:** Right.

**Will Moore:** And within that update there are recommendations made. Now, those recommendations for possible adjustments to the district or to the National Register district and but we were using those to help inform where we can make some possible adjustments to the local district as well. So we started to study that and with like everything else, things went haywire this year. So that kind of took a back burner, but I think we probably want to move forward with that maybe kind of along with this process. I'm not sure.

**Kathy Frazier:** [Multiple Speakers] [inaudible] together then once the guidelines are done, then those new boundaries are, you know, like it's all done at one time. [inaudible]

**Will Moore:** [Multiple Speakers] I'm not sure if that will really inform a lot of what goes into the content of the guidelines very much other than our new [Multiple speakers]

**Kathy Frazier:** No I didn't think [inaudible] I didn't think it'd really change the content so much it's just [Multiple Speakers].

**Bill Frazier:** We usually put a map in that's showing, you know, if you're within this area you're under design review. And the National Register is a different map. We just described the implications of the two maps, obviously in an ideal world they're the same but.

**Kathy Frazier:** For you all it's not.

**Bill Frazier:** Yeah. [Multiple Speakers]

**Kathy Frazier:** [inaudible] local district boundaries. It's just the thought that, you know, when it's all said and done that it's up to date that everything's current.

**Will Moore:** Right.

**Estee LaClare:** Thank you.

**Kathy Frazier:** Yeah that was one thought. The other thing when we were there, it obviously had a lot of new [inaudible] development which has really been sensitively done. I wouldn't mind seeing some of those applications. [inaudible] when you think about people we might talk to or interview it'd be interesting to make sure that we have some of the new construction in field construction projects.

**Cindy Pearson:** [Multiple Speakers] Those names were on that list.

**Kathy Frazier:** [Multiple Speakers] Just make sure they're included in the list.

**Bill Frazier:** People to interview. I think that's all from our end unless you have anything else, you'd like to go over.

**Bill Anderson:** No I think we're good. Thank you so much.

**Punkin Lee:** Thank you very much for the updates.

**Kathy Frazier:** Thank you.

**Bill Frazier:** All right. Well.

**Kathy Frazier:** We look forward to [Multiple Speakers]

**Bill Frazier:** Yeah, thank you all.

**Everyone:** Thank you.

**Bill Frazier:** [Off mic] All right. Bye bye.

**Punkin Lee:** Any other discussion on that?

**Cindy Pearson:** Is awnings in the guidelines at all or do we deal with that?

**Will Moore:** We have awnings in the existing guidelines.

**Cindy Pearson:** Okay good. [Multiple Speakers]

**Punkin Lee:** Anyone have anything else? Will, Estee?

**Estee LaClare:** Feel free to reach out at any point in time if you have suggestions for any of this information [off mic]. Thank you.

**Will Moore:** One question for the committee. The bylaws or something similar in an ordinance designates that officers are to be elected every January. Tim was unable to be here this evening, so we

wanted him to hopefully be present when those decisions are made. Would you be fine just delaying that until January? Just go with one more meeting. [Off mic]

**Punkin Lee:** Of what year? [Laughter]

**Will Moore:** [Off mic] stay consistent with our ordinance. We don't have to elect in December and then turn around again and elect in January. Just do election in January. [Off mic]

**Punkin Lee:** Only because I never miss a meeting.

**Will Moore:** Now we just need a new construction application for next month. [Laughter]

**Punkin Lee:** [Multiple Speakers] Is everyone here for the December 3rd meeting so far? [Off mic] Anything else for this evening? Do I have a motion to end the meeting? [off mic]

**Cindy Pearson:** So moved.

**Punkin Lee:** Thank you all.