TOWN OF MIDDLEBURG
HISTORIC DISTRICT REVIEW COMMITTEE
REGULAR MEETING MINUTES

Thursday, March 6, 2025
PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, March 6, 2025, in the Town Hall Council Chambers. Chair Clites called the meeting to order at 5:30 p.m. Town Clerk North called the roll.

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

STAFF: William M. Moore, Deputy Town Manager
Rhonda S. North, MMC, Town Clerk

ABSENT: William Anderson (excused)

Approval of Minutes

Chair Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the February 6, 2025 Regular Meeting Minutes as presented.

Vote: Yes – Committee Members Lee, Jenkins, Littleton and Wright, and Councilmember Pearson
No – N/A
Abstain – N/A
Absent – Committee Member Anderson
(Chair Clites only votes in the case of a tie.)

New Business

Deputy Town Manager Moore noted that Mr. Kaseman was not present to represent his application. The Committee agreed to delay the discussion of it to the end of the meeting in order to give him time to arrive.

COA 25-05 (S 25-03): Projecting Sign – 103 W. Federal Street – Stitch

Deputy Town Manager Moore reported that the new owners of Stitch desired to leave their existing window graphic in place and to install a new projecting sign on an existing bracket. He further reported that the signage fell within the allowable limits under the zoning ordinance. Mr. Moore advised that the sign would be made of Extira, which had been used in many places in town.

The Committee agreed they liked the proposed sign.

In response to an inquiry from the Committee, Nicole Madden, of Quail Run Signs, advised that the carved portion of the sign would be the gold frame and white text. She confirmed the fox would be painted on the surface. Ms. Madden further confirmed they would use the existing bracket to hang the sign.

Committee Member Jenkins moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 25-05 for a projecting sign at 103 W. Federal Street – Stitch.

Vote: Yes – Committee Members Lee, Jenkins, Littleton and Wright, and Councilmember Pearson
No – N/A
Abstain – N/A
Absent – Committee Member Anderson
(Chair Clites only votes in the case of a tie.)

COA 25-06: Exhibit Banner – National Sporting Library & Museum

Deputy Town Manager Moore reminded the Committee that some time ago, they approved the size and method of mounting an interchangeable banner, with the National Sporting Library & Museum returning each time for approval of the artwork associated with each new exhibit. He advised that they were seeking approval of the artwork for their new exhibit, which would start on April 11th.

Claudia Pfeiffer, of the National Sporting Library & Museum, announced that the Oak Spring Garden was lending their first edition double elephant folio books of Birds of America to them and noted that they had never lent them out before. She advised that they were also getting seventy prints from the National Museum of Wildlife Art, as well as Audubon prints from Osborne Mackie, which would be displayed in a tandem exhibition. Ms. Pfeiffer explained that there was an agreement that the Oak Spring Garden's name would be included in the exhibition title, which made the writing longer than usual on the banner. She acknowledged that the Committee had discussed the word count in the past.

The Committee reminded Ms. Pfeiffer that it was difficult for motorists to read the banner when there were a lot of words, as they did not have time to study it.

Ms. Pfeiffer opined that the banners were intended to draw foot traffic. She noted the banners that were hung on the light poles and opined that they drew people down the street to the National Sporting Library.

The Committee agreed they liked the banner.

Vice Chair Lee moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 25-06, a request of the National Sporting Library & Museum for approval of artwork for their "Intrepid Audubon" exhibit banner.

Vote: Yes – Committee Members Lee, Jenkins, Littleton and Wright, and Councilmember Pearson
No – N/A
Abstain – N/A
Absent – Committee Member Anderson
(Chair Clites only votes in the case of a tie.)

In response to an inquiry from the Committee, Ms. Pfeiffer advised that the Sporting Library sold the exhibit banners that were hung from the Town's light poles; however, they had never had anyone express an interest in the banners that hung on the side of the National Sporting Library due to their extremely large size. She advised that they would be willing to give them to anyone who wished to save the banners, as they currently went into the trash.

COA 25-07 (S 25-04): Projecting sign and wall signs – 6 South Madison Street – Roger on Madison

Deputy Town Manager Moore reported that this signage was for a new business. He further reported that they were planning to use the existing bracket to hang a new oval sign that would be the same dimensions as the previous sign. Mr. Moore advised that they were also planning to utilize vinyl graphics on the five panels above the windows and entry, similar to what the previous business did. He explained that there would be no change in the paint color. Mr. Moore confirmed the signage would be within the allowable allotment under the sign ordinance.

In response to inquiries from the Committee, Nicole Madden, of Quail Run Signs, confirmed the signage over the door would remain. She further confirmed that everything would be carved on the projecting sign.

The Committee agreed they liked the proposed signs.

Committee Member Jenkins moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 25-07, a request of Linda Mason for a projecting sign and wall signs at 6 South Madison Street – Roger on Madison.

Vote: Yes – Committee Members Lee, Jenkins, Littleton and Wright, and Councilmember Pearson
No – N/A
Abstain – N/A
Absent – Committee Member Anderson
(Chair Clites only votes in the case of a tie.)

Discussion Items

Chair Clites recused himself due to a conflict of interest on the next agenda item. Vice Chair Lee assumed the Chair.

Pre-Application Discussion: 200 W. Washington Street – Diamondback Hospitality

Deputy Town Manager Moore advised that Mr. Clites was representing the new owner of the former Market Salamander building. He noted that he wanted to run some ideas by the Committee before the application came to them for approval next month.

Tim Clites, of Clites Architecture, noted that the agenda packet contained photographs of the building prior to its current configuration. He advised that there were some elements of the building from prior to 2003 that the new owner would like to reintroduce, in particular the covered entry on the side of the building, which would be in a more traditional design that would be inspired by the entry on the Red Fox Inn. Mr. Clites acknowledged the projecting glass bays on the front of the building. He advised that they would like to introduce a pedestrian scale façade at the lowest story and noted that their inspiration was the Middleburg Humane building located in Marshall. Mr. Clites explained that that storefront went across the whole façade and was a dark color. He noted that it had more glass than this one would. Mr. Clites explained that the elevation drawings showed an exterior paneling that was not unlike wainscotting but that would be on a different scale. He advised that it would be applied and would not be deep. Mr. Clites noted the columns and advised that they would be more pronounced to provide an architectural detail. He reiterated that they would keep the existing projecting bay windows on the front of the building. Mr. Clites advised that the raised panel would turn the corner and wrap all sides of the building, with the exception of the area that faced the bank due to the location of some lattice work. He displayed their color selections and noted that they were proposing a color that was almost black on the lower portion of the front of the building, a darker Muslin color for the upper portion, and black and gold

awnings. Mr. Clites explained that they would like to break up the second floor with awnings, as opposed to shutters. He questioned whether it would be permissible to replace the existing awning on the rear of the building with a standing seam metal roof. Mr. Clites noted that they would not have details on items such as the lighting by the next meeting. In response to an inquiry from the Committee, he explained that the wainscotting would essentially be like a skirt that wrapped the bottom of the building. Mr. Clites noted that he would provide a color rendering for the Committee at the next meeting and advised that the first floor would be the darker color, with the second color being on the stucco on the second floor. He confirmed the trim color would be the same as the paint colors on each floor; however, it may be a different sheen. Mr. Clites explained that the front of the building would be a dark gray black soot color from the stone water table to the molding just below the windows. He noted that there were several long buildings in Middleburg that were multi-colored and advised that they thought one color would be better for consistency. He confirmed the columns would also be painted black.

In response to an inquiry from the Committee, Deputy Town Manager Moore reminded the members that there was not a historic color palette, as adopting one tended to ignore the fact that certain colors may only be appropriate for buildings from certain time periods, but not for others. He noted that the proposed color was a bold one and advised that he was not aware of any examples of it used in town. Mr. Moore advised, however, that this did not mean it would not necessarily be appropriate on the building, in particular with some of the elements that were being introduced. He opined that if the applicant was proposing to paint the stucco façade all black, that would be a different discussion.

Councilmember Pearson expressed concern about opening the door on the use of this dark color. She suggested the need for the Committee to think about this and questioned whether it was appropriate for Middleburg.

In response to an inquiry from the Committee, Mr. Clites advised that no decision had been made on whether the black would be a gloss or flat paint finish.

Committee Member Wright advised that she liked the addition of the stone, as it helped to ground the building. She further advised that she liked extending the metal roofs out, as it provided more character. Ms. Wright suggested the Committee could figure the colors out as it moved forward with the review.

Committee Member Littleton opined that the black color was too modern a feel for Middleburg and suggested the use of a dark green. She advised that she liked the proposal with regard to the architecture. Ms. Littleton opined that the use of black would set a precedent and that it was too dark.

Rick Sherman, the property owner, expressed an understanding of the Committee's concern regarding the use of black and advised that he was flexible. He questioned whether Committee Member Littleton was suggesting the use of a Hunter Green and advised that if that color went with the gray roof, he would consider it. Mr. Sherman explained that he loved the term "casual elegance," which was what he was trying to achieve with the redesign. He noted that the building looked like a big box, which he was not used to. Mr. Sherman advised that he would spend a lot of money to install woodwork around the building to give it a classier appearance, similar to the Red Fox Inn. He inquired as to the Committee's feelings on the awnings.

Committee Member Littleton advised that she liked the proposed awnings. She opined that they gave the building a good feel; however, she believed they were too dark.

Mr. Sherman explained that he was also attempting to remove all the signage around the building and replace it with something more elegant. He advised that his signage would be understated.

Mr. Clites advised the Committee that he would return in a month, which would give him time to look at color options. He opined that the Committee was not against a dark color, but preferred one that felt more from this area.

Committee Member Littleton suggested the color have a warmer feel.

Councilmember Pearson suggested it not be as dark. She noted that the colors that could be seen throughout the town were not dark.

Committee Member Jenkins opined that the color combination was elegant; however, she suggested there was too much black. She further opined that the color combination of black and Muslin was good; however, she reiterated that what was proposed contained too much black.

Vice Chair Lee agreed with the remainder of the Committee regarding the colors and noted that they had always steered away from too much of any color, including black. She noted that it was currently trendy and questioned what would happen when the trend changed. Ms. Lee suggested a shade of dark green would be more in keeping with the town and the area. She noted that dark green could be elegant. Ms. Lee questioned whether the stone would be real stone.

Mr. Clites advised that the goal was to match the stone that was already on the building. In response to an inquiry from the Committee, he advised that he had not thought about whether there would be awnings on the bank side of the building and noted that he would address that when he drew the building elevations.

Vice Chair Lee advised that she liked the metal roof. She opined that it made a nice statement on the building and would be in keeping with the other changes being proposed.

Councilmember Pearson reminded Mr. Clites that awnings did not handle weather as well as shutters.

Vice Chair Lee noted that they would have to be cleaned a lot.

Chair Clites resumed the chair.

Revision at 204 E. Washington Street: Demo & Rebuild One-Story Addition

Deputy Town Manager Moore noted that there was a small addition on the northwest portion of the building that was intended to house the restrooms. He further noted that during the renovation, it was discovered that the addition had sustained a lot of termite damage; therefore, the applicant was proposing to demolish and rebuild it in the same fashion in terms of dimension and roof line. Mr. Moore advised, however, that it would have a new door opening and some new windows.

Steve Simons, of Veritas, advised that the addition was located on the rear of the building and noted that its door currently faced east. He explained that since they had to rebuild it, they wanted to relocate the door to face the north for better egress. Mr. Simons opined that at one time, the addition was a gardening shed. He advised that it currently contained two double hung windows – one on the north elevation and one on the west elevation; however, they did not match the other windows on the building. Mr. Simons proposed the fenestration be reduced and two new windows be added on the north elevation flanking the rear door. He advised that the proposed door would match the one that had been approved for the front of the building. Mr. Simons noted that this would allow them to reconfigure the interior to allow each restroom to have its own window. He explained the sense of urgency to demolish the addition due to its condition, which was why he was appearing before the Committee for this discussion.

The Committee advised that what was being proposed looked fine to them and would be a nice improvement.

Chair Clites expressed concern about the proportion of the glass. He opined that it did not need to match the casement windows. Mr. Clites suggested that when the application was brought before the Committee, it include an accurate drawing or elevation. He further suggested the new windows contain another vertical element. Mr. Clites advised that he was not concerned about the actual size of the overall window. He opined that the remainder of what was being proposed made sense.

Mr. Simons explained that he was limited on the height of the windows because of the location of the bathroom fixtures in the spaces, which was why he ended up with a horizontal window. He noted that they were currently a four over four configuration.

Chair Clites questioned whether a six over six configuration would provide a more traditional looking individual light pattern.

Mr. Simons agreed it would; however, the lights would be smaller when compared to everything else on the building. He noted the tall casement windows that were installed at some point in the building's history and advised that it was hard to reckon them together.

Chair Clites advised that he was not suggesting a double hung window in a two to one proportion; however, he opined that a one to two proportion looked strange.

Mr. Simons suggested the windows be changed to single casement windows and that the check rail in the middle be eliminated to lengthen the light pattern.

Chair Clites advised that this would not bother him and noted that it would result in a two over three window. He suggested that both windows would not need to operate given the small size of the bathrooms.

Mr. Simons agreed there could be a fixed unit on the same side of each window. In response to a comment from the Committee, he confirmed he would return with a landscaping plan at some point in the future. Mr. Simons advised that the renovations were time sensitive and noted that the Committee only met once a month. He questioned the difference between an administrative approval versus an HDRC approval.

Deputy Town Manager Moore advised Mr. Simons that he could proceed with the demolition if needed, as he was hearing that the Committee was okay with the concept of rebuilding the addition in the same footprint and the same dimensions. He noted that he may need a revised zoning permit for the County that included the demolition and advised that he would approve it if needed.

New Business (continued)

COA 25-04: Entry Door Overhang & Repainting – 102 W. Washington Street – Daniel M. Kaseman

Deputy Town Manager Moore reported that the owner was proposing to introduce an overhang above the entry door and to repaint the stucco façade and windowsills. He noted that he encouraged the applicant to present details on the proposed overhang rather than providing a similar photo and hand sketch on the building elevation. Mr. Moore suggested that if the Committee felt the introduction of an overhang was inappropriate, regardless of the details, he would pass that on to the applicant so he would not have to incur the expense of having drawings done. He noted that the color was not common in Middleburg and advised that he had provided the Committee with the adopted Historic District Guidelines regarding color.

Councilmember Pearson opined that the color was out of place given the surrounding buildings and suggested it was not appropriate. She opined that black windowsills were also not appropriate. Ms. Pearson expressed an understanding of the desire for an overhang; however, she would defer to Chair Clites with regard to it.

Committee Member Jenkins advised that she was not opposed to the color; however, she suggested the Committee needed to see the color sample before it could make a decision. She expressed an understanding of the need for an overhang; however, she advised that she did not care for what was proposed. Ms. Jenkins opined that a peaked overhang would be more in keeping with the building. She suggested the need for an alternative design.

Chair Clites noted that there was not a lot of space between the windowsill above the door and the molding of the door head casing. He suggested an alternative would be an overhang that was very simple and did not contain brackets. Mr. Clites noted that because the stairs required people to access the door from the side, the proposed brackets would feel like they were in the way. He expressed an understanding of the need for an overhang and advised that he liked the one on the adjacent building, which was a simple shed overhang.

Committee Member Wright agreed with Chair Clites' thoughts on the overhang. She noted the location of the sign and other building details and suggested the need for a drawing. Ms. Wright advised that she also had concern about the dark color and noted that in looking at the photograph, all of the buildings blended together nicely. She questioned whether throwing a really dark color in the middle of them was the appropriate thing to do. Ms. Wright advised that she liked the soft palate of the current colors and noted that with the brick, it tied the whole group of buildings together.

Vice Chair Lee agreed with Committee Member Jenkins that the color was pretty; however, she noted that given the blue in the buildings around it, the area was becoming saturated with blue. She opined that the blue also made the adjacent building look faded. Ms. Lee advised that she did not think the black windowsills did much for the building. She expressed an understanding of the need for an overhang and agreed with the concerns about approaching the building from the side. Ms. Lee opined that the proposed design looked very heavy.

Committee Member Littleton agreed the overhang should not have brackets. She opined that the blue was too much on that building and that it would be appear to be black at night. Ms. Littleton advised that it would also make it difficult to see the sign, which was also dark in color. She noted that the building did not have any exterior lighting. Ms. Littleton questioned the reason for the black windowsills and opined that they did not make sense.

Chair Clites advised that he did not have anything to add to the comments that had already been expressed. He opined that the black windowsills were inconsistent with what the HDRC approved, regardless of the color of the façade. Mr. Clites opined that the general consensus of the Committee was that the blue was too dark for this situation and that the overhang needed to be simpler and not contain brackets since the building was approached from the side where the brackets would project. He reminded the Committee that the overhang on the adjacent building contained synthetic slate and opined that they did not need to dictate that it contain a standing seam metal roof as was contained in the sketch. Mr. Clites opined that the Committee's preference was for a simple shed roof for the overhang.

Councilmember Pearson noted the Historic District Guidelines language with regard to the repainting.

Discussion Items (continued)

Annual Report to Council

Town Clerk North reminded the Committee that in 2015, the Council requested that the Town's committees provide it with an annual report outlining what they had done the previous year and what their goals were for the coming year. She further reminded them that in 2018, the Council created a Town Committee Assessment Form, which they asked each committee to complete, that required them to review the ordinance that established the committee and its bylaws and identify any changes they thought

should be made; identify their short- and long-term goals for the next five years; and, identify any budget or other resource needs. Ms. North advised that the Council was asking that this form be completed again by the committees prior to their 2025 reports. She reviewed the dates that were still open for the committees to give their reports and suggested the HDRC identify the date on which they would like to give theirs, which would then help drive this item on the HDRC's agenda.

Chair Clites asked that the Town Clerk email the form to each member of the committee, along with the ordinance and bylaws, so the members could provide input during the next meeting.

In response to inquiries from the Committee, Town Clerk North suggested they may wish to select a date for the report to the Council, as the dates were being taken rapidly by other committees. She confirmed that if the members brought their input to the next meeting, they could review and compile it into one report. Ms. North noted that one or two members could then work to finalize the report.

In response to an inquiry from the Committee, Chair Clites explained that the Town staff did compile information from the previous year, such as number of permits issued; however, the Council was also looking for information on the HDRC's needs in the future. He reminded them that when they revised the Historic District Guidelines that was a big need, which required financial planning to hire a consultant. Mr. Clites reminded the Committee that they discussed expanding the Historic District boundaries to include the Ridgeview area in the past; however, they decided it was not the right solution. He explained that the idea was to identify what the committee felt was important as it related to its work in town.

In response to an inquiry from the Committee, Town Clerk North cited, as an example, that a long-term goal would be if the HDRC was interested in expanding the Historic District.

Chair Clites noted that the Committee had also discussed an entrance corridor overlay district and suggested that may be a five-year goal. He suggested the Committee spend time at the end of its next meeting putting together its report to the Council.

It was suggested that the members complete the form individually prior to the next meeting and send them to Deputy Town Manager Moore within the next two or three weeks.

In response to an inquiry, Deputy Town Manager Moore suggested the members fill out the form individually and that the Committee then discuss any ideas that arose. He noted that he did not want to artificially constrain their ideas and asked that they fill out the form without consulting him.

After some discussion, it was agreed the HDRC would give their annual report to the Council on May 22nd.

Status Report – Asbury Church Project

Town Clerk North reported that the Council heard the community engagement report on potential uses for the Asbury Church from the consultant during its December meeting and in January accepted the recommendations contained in the report, which were to use it as an interpretive site and for small groups/small assemblies. She advised that with that decision being made, Requests For Proposals (RFPs) for both architectural/engineering and construction management services were issued on February 14th, with a response date of March 14th. Ms. North further advised that the plan was to award the contract for these services in May; for the application for the COA to be presented to the HDRC in January; and, for the final construction plans to be ready for the issuance of an Invitation to Bid on the reconstruction work in March of 2026. She reported that in addition, the Town issued a RFP to do an oral histories project associated with the Asbury Church and local African American community, with the goal being to have approximately fifteen interviews that could be viewed on a monitor at the Asbury Church, as well as on the Town's website. She advised that the Council awarded the contract for this project to Caandor Ventures and noted that a project kick-off meeting would be held within the next two weeks.

South Madison Street

Vice Chair Lee expressed concern that the King Street Oyster Bar laid bricks to extend their patio on South Madison Street. She noted that this was not something the Committee reviewed.

Deputy Town Manager Moore reported that they took an existing bricked area that was unlevel and in disrepair and repaired it. He noted that in doing so, they raised it a degree. Mr. Moore advised that the work was all done on private property. He reminded the Committee that they generally did not get into the paving of surfaces; therefore, he did not require the Oyster Bar to submit an application. Mr. Moore advised that he had been talking to their manager for a while about the need to clean up this area.

Michael Pappas COA Application

Deputy Town Manger Moore reminded the Committee that they entertained Mr. Pappas' application for a shed structure during their past two meetings, which they tabled during their last meeting. He reported that Mr. Pappas had engaged an architect and advised that while progress was being made, he was not sure of the timeline for his resubmission.

April Meeting Quorum

Chair Clites asked the members to let Town Clerk North know as soon as possible if they found they were unable to attend the April 3rd meeting.

There being no further business, the meeting was adjourned at 6:42 p.m.

RESPECTFULLY SUBMITTED:

_____ _____
Rhonda S. North, MMC, Town Clerk

(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)

Rhonda North: Chair you are live.

Tim Clites: Thank you. Welcome, everybody. We'll call the Middleburg Historic District Review Committee meeting for Thursday, March the 6th, 2025 to order. The first item is roll call.

Rhonda North: Chair Clites.

Tim Clites: Present.

Rhonda North: Vice Chair Lee.

Punkin Lee: Here.

Rhonda North: Committee Member Anderson is absent. Council Member Jenkins.

Virginia Jenkins: Here.

Rhonda North: Council Member Littleton.

Margaret Littleton: Here.

Rhonda North: [laughter] Or Committee Member Littleton.

Linda Wright: You got promoted.

Rhonda North: [laughter] Yes. Council Member. [multiple speakers] Yes. Committee Member Wright.

Linda Wright: Here.

Rhonda North: Council Member Pearson.

Cindy Pearson: Here.

Tim Clites: Thank you. The next item on our agenda is public comments. If you're here for something on the agenda, you'll get the chance to speak when it comes up. If you would like to give us public comments before we get into our agenda, we'll pause for a minute. All right. Seeing none. The next item is approval of our meeting minutes from the February 6, 2025 regular meeting. Has everyone had a chance to review the minutes? Are there any corrections or omissions? Seeing none, I move that we approve the meeting minutes as presented.

Punkin Lee: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Any opposed? Any abstain? Thank you. Motion passes. Next is our action items for new business. And the first item is COA 25-04 request of Dan Kaseman for an entry door overhang and repainting at 102 West Washington Street. Mr. Moore.

Will Moore: Mr. Chairman, I am not seeing Mr. Kaseman here this evening. It's your pleasure to go ahead and discuss now or maybe defer to the end of the meeting since he's not here.

Tim Clites: Let's do that so we can go on to people that are here. Next. Thank you. Next item is COA 25-05 (S 25-03) request of Haven Ward for a projecting sign at 103 West Federal Street, Stitch. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. So, there are new owners taking over the Stitch business. Their desire is to leave the existing window graphic in place for now. But to install a new projecting sign on the existing bracket that is there. In terms of ordinance requirements, it does fall into the allotment with the retention of the window graphic as well as the addition of the sign, it would still meet the zoning ordinance standards for the size of the area. Nicole is here from Quail Run. If you have any specific questions about the construction of the sign, it's made of Extira, which is the common product that Quail Run uses and has been utilized in many places here in town.

Nicole Madden: Thank you.

Tim Clites: Hello. Thanks for coming tonight. Thank you, Mr. Moore. Cindy, do you want to start with any comments?

Cindy Pearson: Sure. The only comment I have is I really like the sign personally. And the little fox on it reminds me of the one we had at the end of town for many years almost not quite curled as much, but just about. But no, no other comments.

Tim Clites: Thank you. Virginia.

Virginia Jenkins: No comment.

Tim Clites: Thank you. Linda.

Linda Wright: No, I think it's very attractive. I think that'll be a great addition to the front of that.

Nicole Madden: Thank you.

Tim Clites: Thank you. Punkin.

Punkin Lee: I also like it. I think the color combinations are very nice. And nice job. Thank you.

Tim Clites: Thank you. Margaret.

Margaret Littleton: I think it's great. I love the fox. Very cute.

Tim Clites: Thank you. My only question is probably one not worth asking, but the part that is carved is that the gold frame?

Nicole Madden: Gold and the white text.

Tim Clites: And the white is also carved, and the fox is just painted on the surface.

Nicole Madden: The fox. Yeah. That's correct. Yeah.

Tim Clites: Yeah. Not three dimensional. Yeah. Okay. Thanks for clarifying that. I don't have any further comments either. I'm sorry. It does look like is the picture accurate. There's an existing bracket there that you're going to use.

Nicole Madden: Yes.

Tim Clites: Thank you for clearing that. I don't have any other comments. I'm happy to entertain a motion.

Virginia Jenkins: I'll make a motion to approve COA 25-05 for projecting sign at 103 West Federal Street. Stitch.

Tim Clites: Thank you.

Margaret Littleton: Second.

Tim Clites: Second. All those in favor?

All of Committee: Aye.

Tim Clites: Any opposed? Any abstain? Motion passes. Thank you.

Nicole Madden: Thank you.

Tim Clites: Next item COA 25-06 request of the National Sporting Library and Museum for approval of artwork for the Intrepid Audubon Exhibit Banner. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. As you and the committee are aware, this is an ongoing process of some time ago the size and method of mounting of the interchangeable banners was approved. And The folks at the library and museum they've just agreed to come back with the artwork when there's a new exhibit. So, this one opens soon April 11th, and they're coming for approval, for consideration of the approval of the artwork for this banner.

Tim Clites: Thank you. Applicants. Hello.

Claudia Pfeiffer: Hi, Claudia Pfeiffer. It's good to see everyone. You can see we have this incredible opportunity to work with Oak Spring Garden for this exhibition. They are lending their first edition double elephant folio books of Birds of America. And to clarify, these books are of the full-size prints. So, the spine sizes of these books is 39in. And so, they've never lent them outside of the library before. So, it's a really special opportunity for them to be coming to Middleburg. And we're also getting 70 prints from the National Museum of Wildlife Art that are framed. And then there's a wonderful collector by the name of Osborne Mackie, who has other Audubon prints will be lending, and this actually will be a tandem exhibition. Oak Spring is also loaning books to my colleague in the library to do a second exhibition that informs Audubon. So, it's going to go back to Kate Spade. So, it's just a really, really great project. And Oak Spring has partially funded it and they're a partner. So, part of the caveat for this particular partnership was that their name be included in the exhibition title. So, it's a little bit longer. I know sometimes we have discussion about their the word count, but in this particular instance, we're honoring the partnership and their incredible generosity in allowing these amazing works to come to the [inaudible].

Tim Clites: Thank you for that feedback and explanation. Cindy.

Cindy Pearson: Yeah, it is a great project to have that. And yes, you did a touch on the amount of words that are on it, but also two, I would just like to remind the people who come up with these that, you know,

you're driving a car and you're looking at this, and that's hard to make out what it is. It's I take it it's a hawk upside down. Correct. Going in for a is it an eagle.

Claudia Pfeiffer: Yep. For the bobwhite.

Cindy Pearson: Okay. But so, it's going to take time to see make out what it is. Of course, other people may already know and go oh look, there it is, but I didn't. So, you just have to remember that you're looking from a car when you're driving by. You need to get it quickly, not have to study it. Of course, they can always pull in and go up and look at it, I understand that, but do you understand?

Claudia Pfeiffer: Yeah, absolutely. And we do find that the building banner tends to be more of a draw for the foot traffic. So, I mean, you obviously have that one opportunity when you're driving west out of town and you might get a peek at it, but really I have to say, we're always excited with the opportunity to do the banners in town as well, because we find that we can draw people down the street and they, you know, kind of discover that repetition with what's in the town also. Yeah, but thank you for that.

Tim Clites: Thank you, Cindy. Virginia.

Virginia Jenkins: I think it's done. I like it.

Tim Clites: Thank you.

Linda Wright: Yeah, I like it a lot, too. I think it's going to really stand out against the brick with this light colors and that. I think it'll stand out up there.

Tim Clites: Thank you, Linda. Punkin.

Punkin Lee: I mean, I think it's pretty amazing. And it's very amazing that all of this is coming to town. And it has a lot of writing on it. But I think, as you say, it's for the pedestrian mainly.

Claudia Pfeiffer: Yep.

Punkin Lee: And the driver's seat of the banners is they're driving through. So, it's double take. Catch them all.

Claudia Pfeiffer: Thank you.

Punkin Lee: Thank you.

Tim Clites: Thank you. Margaret

Margaret Littleton: It's absolutely one of my favorites, so I totally think it's wonderful.

Claudia Pfeiffer: Thank you.

Tim Clites: I have nothing to add, but I do have a question after we're done.

Claudia Pfeiffer: Okay.

Tim Clites: Any other comments? I'd be happy to have a motion.

Punkin Lee: I move we approve COA 25-06, request of the National Sporting Library and Museum for approval of artwork for the Intrepid Audubon Exhibit Banner.

Linda Wright: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Any opposed? Any abstained? Motion passes. My question is a simple one.

Claudia Pfeiffer: Okay.

Tim Clites: This is a lot of fun to see this stuff come in every so often. What do you do with them? Hopefully, you have a closet somewhere where all the old banners are rolled up. Or do they, depending on who's exhibiting, take them with them or?

Claudia Pfeiffer: So, the town banners, we have those available in our duplicate book sales today. There aren't a lot of barns around. There seems to be a popular thing to hang in barns. Unfortunately, the one that's on the side of the building is so big that nobody really ever has asked for it. So, I'm sad to say they end up in the landfill. Right. So, I wish we were able to reuse them. Obviously, the Stillwater one, the permanent collection, one that we got approved, we put that one up in the interim. But the exhibition, the large exhibition signs, unfortunately end up in the trash.

Tim Clites: Yeah, well, it's still awesome to see. That's all right. There was not a right or wrong answer there, just kind of a it popped into my mind like, wow, every couple of months we see this.

Claudia Pfeiffer: If you know anyone who would like an oversize building banner and we're happy to send them along. [laughter]

Tim Clites: Thank you. Thanks for coming in tonight.

Claudia Pfeiffer: Thank you. Appreciate it.

Tim Clites: Appreciate it. All right. Our next item, COA 25-07 (S 25-04) Request of Linda Mason for a projecting sign and a wall sign at 6 South Madison Street Roger on Madison. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. You have the application materials. This is a new business going in the space that was most recently the Middleburg Bride. So, they are planning to reuse the existing bracket to hang a new oval sign that is the same dimensions as the sign that was previously there for the Middleburg Bride. They also are intending to utilize vinyl graphics on these panels. These five different panels above the windows and the entryway, similar to what Middleburg Bride did. Middleburg Bride had text on a few of those panels and graphics on a few of those panels. So, they plan to apply lettering to those panels as well. This one graphic. It's a little misleading. There's no change to the actual paint color, so it looks a little bright on this one graphic, but they'll be using the same paint color as the background behind the lettering. And once again, with this application between the projecting sign that's proposed and the lettering on the building, they still would be within the allotment that's available to them for sign area.

Tim Clites: Thank you.

Will Moore: And Nicole is representing this one as well if you have any questions.

Tim Clites: Thank you.

Nicole Madden: Me again. [laughter]

Tim Clites: Cindy.

Cindy Pearson: I have no questions. Will answered the one. It was the white on that background. Thank you.

Nicole Madden: I figured if I didn't do that, you wouldn't see any black text considering that photo is quite dark. Yes.

Cindy Pearson: Okay. Thank you.

Nicole Madden: You're welcome.

Tim Clites: Virginia.

Virginia Jenkins: Looks fine to me.

Tim Clites: Thank you.

Linda Wright: No, I'm fine with it all, too. I love the bracket on the oval sign that's one of the prettiest brackets in town. [laughter]

Nicole Madden: It is pretty. Yeah.

Tim Clites: Thank you. Punkin.

Punkin Lee: I just had a couple of questions that in the spaces on the front, the letters are the same size. As you all did for Middleburg Bride. And then there was also one over the front door. Is that one eliminated on this?

Nicole Madden: Actually, that one's staying.

Punkin Lee: So, no, [off mic] is Roger on Madison going on the front or is it going over the front door because they've got like, I think the bride shop had what Middleburg Equestrian or something.

Nicole Madden: Equestrian Twist.

Punkin Lee: Is that staying?

Nicole Madden: That's staying. Yeah.

Punkin Lee: Thank you.

Nicole Madden: You can't see it from the roadway.

Punkin Lee: Right?

Nicole Madden: You can see.

Punkin Lee: I was just curious.

Nicole Madden: Yes.

Punkin Lee: Thanks.

Nicole Madden: You're welcome.

Tim Clites: Thank you. Margaret.

Margaret Littleton: I think it looks fine. Thank you.

Nicole Madden: Thank you.

Tim Clites: And my question is the same one. Probably the answer is the same. Everything's carved and yeah.

Nicole Madden: That's correct.

Tim Clites: Awesome. Thank you. Someone would like to entertain a motion.

Virginia Jenkins: I make a motion to approve COA 25-07. Request of Linda Mason for a projecting sign and wall signs at 6 South Madison Street, Roger on Madison.

Tim Clites: Thank you.

Linda Wright: Second.

Tim Clites: Linda, second. All in favor?

All of Committee: Aye.

Tim Clites: Any opposed? Any abstained. Motion passes. Thank you.

Nicole Madden: Thank you.

Tim Clites: Mr. Moore. Should we go to the discussion items and come back to the first or do we need to stay on new business?

Will Moore: I think you're okay to move to discussion items.

Tim Clites: Okay well, then I will turn over responsibility of this meeting to our Vice Chair.

Punkin Lee: Do you have comments, Will?

Will Moore: Very few. So, Mr. Clites is representing of the new ownership group, Diamondback Hospitality, which includes Mr. Sherman back here. This is the former obviously Market Salamander space. And Tim, just wanted to get before you to run by some ideas. This he has now filed an application. It would be for consideration for approval at your meeting next month. But I think Tim can walk you through the proposals here, in case you have any questions, in case anything needs tweaking before they would come back for approval next month.

Punkin Lee: Thank you. Tim.

Tim Clites: Okay. So. Hi, Tim Clites. I forget my address, 109 West Marshall Street. Yeah. So, this building you all know it. I think most of you know it much better than I do, because most of you have been on the committee longer than myself. I don't remember the exact dates when it came through the Salamander review, but I think that was before my time. And so, we did ask, and Will shared with us the application for that and some of the old photographs which we included, which were, I think, prior to the work. It's kind of helpful just to see some of that. And that's more familiar like I say, I think to most of the committee than myself, because I wasn't actually 2003 we were yeah, we were just kind of coming to

town at that point. So some of the things that the old building had that I think we would like to reintroduce, particularly the covered entry on the side in a more traditional fashion kind of inspired by what the Red Fox has as a little glassed in, kind of weathered enclosure, obviously can be opened when the days are pretty, but to give a little bit of an air lock. And we talked about that with the owners really prior to even just seeing these photographs. And so, it was kind of pleasant for me to realize that, well, there used to be a porch there and that was taken off. And as you all know right now, there's kind of a pair of sliding you know, barn doors or look alike barn doors with an overhang that goes down that kind of Pickering side of the building. The previous renovation added the glass bays that project out and infilled what used to be a three-bay kind of more open storefront looking facade. How it was actually used you all would know I don't. But the thought was as the owner looked at the building that really, they were feeling like it visually could be more grounded for the pedestrian and so we looked in a series of images in small towns and slightly more urban areas to see what was a theme. And one of the themes is kind of the storefront facade and the building above that. Obviously in cities you see that a lot more, where it's very much a pedestrian-scale facade, just at that lowest story. The closest kind of I wouldn't call it an inspiration, but you're all familiar with the building in Marshall that is actually a red brick, oversize brick building, I think Middleburg Humane's in there now. And they have this kind of storefront that goes across the whole facade, a dark color, more glass than we would have. But that's one of the kind of not precedents, but one of the local images that seem to get close to what we're interested in. So, we do have the elevation drawings that show basically a I call it an exterior paneling not unlike a wainscot, but obviously at a different scale. All of this would be applied and not particularly deep. So, these columns that you see in black and white are more pronounced than they would be when they're painted. But just some architectural detail. Keep the windows as projecting bays on this main facade. And then as we turn the corner, just kind of wrap that raised panel along all sides of the building. The one side that we wouldn't handle completely is the side that faces the bank. There's some lattice work kind of at either end, so we'd wrap the corner until we got to the lattice. And we can, we would develop that for our discussion next month. Some of the other things that we're interested in. And so let me just describe it. And I brought some colors along just for conversation. We're interested in that lower band being a dark color, almost, if not a shade of black. I guess black actually has shades these days, so a darker color with the upper between the light gray roof and this dark band then being kind of a Muslin as the Muslin is the color, but a kind of an off white. You can pass this around. I'm going to also include at least the inspiration for the upper windows, having some kind of an awning, which would pick up on these two colors as well. And so, we haven't got into the details of the awning exactly whether it would have a little dark border at the bottom or just kind of inspiration and thinking, we'd like to break up that second floor instead of with shutters, with awnings. And then the last thing that we're somewhat interested in, and I think this may be a little bit of a Mr. Moore question, is whether it would be permissible to take the awning that's in the rear off and put a metal roof on instead. We think that would be a nicer, more finished look. But I just I mentioned when we were talking with the owner that in the back of my mind somewhere, I know there was a lot of conversations when this awning came to town, and I don't remember what they were, whether it was some zoning. So, we haven't just submitted this. I think Mr. Moore hasn't had time to look at that, but our preference would be to put a standing seam roof like the main roof of the building, get rid of the awning wrapping, get rid of all the words in the text, and just kind of clean it up and quiet it. And then there's a whole other level of detail like lights and things like that that were not. I don't even think we necessarily have those for the next meeting. So, we're kind of not that far along in the discussion design process. So that's what we're thinking.

Virginia Jenkins: I have a question.

Tim Clites: Yes.

Virginia Jenkins: Just edification. This is where?

Tim Clites: That is starting at the bottom of the second-floor windows. It's the Wainscot. It's all the paneling. So, think of it as the skirt that wraps the bottom of the building. And we will render that in color

for you for the next meeting. If it's possible to render black on a black and white drawing, we'll do the best we can.

Virginia Jenkins: The building on the first floor is this?

Tim Clites: No.

Virginia Jenkins: And the second?

Tim Clites: The building on the first floor is the dark color.

Virginia Jenkins: Completely.

Tim Clites: Completely. And then the second color is the stucco of the second floor. [multiple speakers] Yes.

Virginia Jenkins: Interesting.

Punkin Lee: Cindy.

Virginia Jenkins: I'm sorry. Excuse me. What about trim colors? Trim color is the same as the black.

Tim Clites: For everything on the first floor. Yes, the window trim, the door trim would all be the same color. On the second floor, we would paint the trim and the windows the color, maybe a different sheen, but the color of the Muslin so that it we have basically three colors. The roof color, the Muslin, which is the stucco in the windows above, and then the darker color, which is everything below.

Cindy Pearson: What is the front of the building color that faces Washington Street?

Tim Clites: So, the front of the building, if you. I need a pointer. But if you he has the molding that runs continuously just below the windows, starting right there from that line down a stone water table would all be this dark, dark gray black soot color.

Virginia Jenkins: Interesting.

Tim Clites: I know. That's why we're here.

Cindy Pearson: We don't have one of those yet. Let me let me add that.

Tim Clites: Right. One of the things that we did look at, not to critique all the neighbors, I think that's impolite. But we did look at a number of the other storefronts. Like, for instance, the antique shop between Middleburg Bank and the Atlantic Bank. And it does have kind of a long facade. It's multicolored. And we didn't particularly like the busyness of that. Like so the columns are one color, and the trim is a different color. Yes. The color is a bold request, but the kind of consistency of it we thought was better than more than one color. Yes. Virginia.

Virginia Jenkins: Sorry. The columns are also black.

Tim Clites: Yeah.

Virginia Jenkins: So, it's all black?

Tim Clites: Right.

Virginia Jenkins: Beige? [inaudible]

Tim Clites: Yes. Maybe this. I don't. These I hesitate a little bit to show these because some of them are of significantly more urban areas. But just as I'll just kind of do a walk by to show you.

Linda Wright: And that can be very attractive.

Punkin Lee: Yeah. Yeah. Makes sense. [off mic]

Tim Clites: So, you're not voting tonight?

Cindy Pearson: I do have a question.

Tim Clites: Sure.

Cindy Pearson: And I'm going to throw it to Will. Will, is this color in any of our historic colors?

Tim Clites: We don't have historic colors anymore.

Will Moore: We don't have a historic palette adopted and for good reasons. Places that do that, it tends to ignore the fact that there are certain colors that may be appropriate on buildings from certain time periods, but not from others. So, the nomenclature of a historic color is more of a marketing tool for paint companies. You know you wouldn't think of pink or lilac necessarily as a historic color, but there are lots of Victorian buildings that have those colors on them. So no, it's not we don't have an adopted historic palette. It is a bold color that we don't necessarily have in my quick run through in my brain, an example of in town. But that doesn't necessarily mean it would not be appropriate on this building. In particular with some of the additional elements that are being introduced. If you were just painting the stucco facade as it is now, all black, I think that would be a different discussion than with some of the elements that are also being considered to be introduced on that level.

Cindy Pearson: My one concern with it is, as with everything else, once you open the door, that door is wide open, and more people are going to come and want the whole building that color. So, I think we have to really think about this and see where we let this go on this color. I mean, I do it is it's very nice looking. I can't argue that at all. But is it appropriate for Middleburg?

Virginia Jenkins: Okay, I'm back to the black. Is it gloss or are you doing high gloss on the pillars and the flat black on the walls?

Tim Clites: That's a great question that I'll be honest, we haven't.

Virginia Jenkins: You haven't gotten that far.

Tim Clites: Yeah. So, I. [multiple speakers]

Virginia Jenkins: Give it a little more dimension.

Tim Clites: It could give it some contrast, right? Yeah.

Punkin Lee: Linda. [beeping sound]

Tim Clites: I'm sorry. Time to take my medicine. No, I'm just kidding. [laughter]

Linda Wright: Just off the black. I really like the addition of the stone. I think that's a very nice touch to help ground that building a little bit, because it's a big sort of box of a building. And I do like extending

the metal roofs out. I think that helps sort of bring it down as well and just give it a little more character. And then the colors will figure out as we move forward.

Tim Clites: And it's interesting you say that because you actually paraphrased the first thing the owner said to me, which is I bought a big box of a building. Right. And I want to do something to kind of soften it and make it feel more a little more refined, but more friendly too.

Linda Wright: Right. A little more pedestrian scale.

Tim Clites: Right?

Linda Wright: Yeah.

Punkin Lee: Margaret.

Margaret Littleton: Oh, I think it's a very bold move to go that dark. I love dark green, which was unfortunately you showed us the picture. I think it's too modern kind of feel for Middleburg. [multiple speakers]

Tim Clites: The color or the panels or the black?

Margaret Littleton: The black. I love what you've done as far as architecture and the stone and the railings and the awnings. It's all great, but I just feel it is, would set a precedent. And it's too dark for me.

Tim Clites: Okay. That's why we're here to have the conversation first. I mean, we didn't just grab one color. We've looked at a couple.

Margaret Littleton: Can I ask what kind of business is this? Is it a restaurant or is it a catering or?

Tim Clites: Same, same kind of business that was in the space before.

Margaret Littleton: So, we can go in there and have lunch?

Tim Clites: Yeah.

Margaret Littleton: No. [laughter]

Rick Sherman: Hi, ladies, I'm Rick Sherman. Maybe not lunch, but definitely dinner.

Margaret Littleton: Dinner, okay.

Rick Sherman: Yeah, but I'm not saying no to lunch. I'm just saying [multiple speakers].

Margaret Littleton: Oh, good. Good. Oh, we love restaurants.

Rick Sherman: So, I understand your concern about the black and I'm certainly flexible. So, are you referring to dark green, like, almost like Hunter Green?

Margaret Littleton: I didn't understand what you said.

Rick Sherman: Are you referring to a Hunter Green? Like a dark green?

Margaret Littleton: Something like that. Yes, I think it's more country for us.

Rick Sherman: So, if that would go with the gray roof, which is what we were dealing with, we were dealing with this huge roof structure that was all light gray. So, we were trying to bring well the designer was trying to bring those colors into it.

Margaret Littleton: Right.

Rick Sherman: I love the term casual elegance. And that's what we were after was something that was very elegant looking, but yet not in your face.

Margaret Littleton: Right.

Rick Sherman: And I think Tim hit home when he said that it looks like a big box. I'm not used to big stucco boxes.

Margaret Littleton: It was a residence. It was a house.

Rick Sherman: So, there's a lot of money being spent in all the woodwork around the place.

Margaret Littleton: And it's beautiful.

Rick Sherman: Bringing that up to a classier look. Something like the Red Fox has.

Margaret Littleton: Right.

Rick Sherman: What were your views on the awnings?

Margaret Littleton: I thought they were very attractive.

Rick Sherman: Okay.

Tim Clites: I told you they shoot them down sometimes.

Rick Sherman: Well, that's good. There's nothing wrong with that.

Tim Clites: Well, we first talked about it. I said, I think this town likes shutters.

Margaret Littleton: And you're right.

Tim Clites: He said, well, they probably do, but there's plenty of awnings too. And it is a nice way to soften the facade.

Margaret Littleton: And that gives a good feel I feel, but I just think it's just too dark.

Rick Sherman: Okay. The other thing we were attempting to do was get rid of all that signage that's all around the building again, to try to get something more elegant.

Margaret Littleton: Right.

Rick Sherman: And get away from, you know, shining a light on everything we do. So, it'll be understated. No doubt about that.

Margaret Littleton: Right.

Rick Sherman: You're in charge.

Tim Clites: Great. So, this is great input. Obviously, we come back next month and look at, you know, gives us some time to look at color options. And it's not that you're against dark. It's just you want something that feels more from this area.

Margaret Littleton: More like a warmer feel. I think it's a town. It's not a city. Yeah. And I just think it would feel better even for the walkers right by. So.

Tim Clites: Great. Thank you.

Cindy Pearson: And I even say not as so dark. You just look around you, you know, you don't have that darkness. You have brick, you have brick, you have brick. But the colors that you see throughout the town are not dark like that. We have not and I'm going to put that other word on there, yet.

Tim Clites: Right. They're actually. [multiple speakers] So before we got to the paneled, I had suggested planked. And I got that idea from the Thomas and Talbot building. Right. And, as you head towards the west, it's the white building. And then there's a little door and there's a little strip of black with black horizontal, like, wide beaded board. And that felt just a little as we discussed it, it wasn't it didn't quite hit the mark on elegance. It felt a little like, you know, a painted. It's a great look, but that was the only dark black that we found in town. It's just a little slice of it anyway. Virginia, you were going to say something.

Virginia Jenkins: Well, yeah, I was going to say I think the color combination is really elegant and I really like it, but I just think it's just too much black. If it were. And I know you don't want to cut it up, but if it were a little maybe the trim above the first floor that being black. I don't know exactly in my mind's eye, but I think having that combination of the Muslin and the black is a really good with, particularly with the awnings. I mean, I think extremely chic, and I think it could be something wonderful, but it's just that there's just too much black to me.

Tim Clites: Yeah. Well, thank you for the input.

Punkin Lee: My turn. I agree with everybody about the color. I think it's too much black. And we've always kind of steered away from too much any or too much black because it's kind of trendy now. And what happens when, you know that goes away and we've like, made it across town? Yeah. I like a shade of dark green would be, I think, more in keeping with the town and the area, which could be very elegant with the right, you know, either high gloss or something mixed with would be very pretty. I did have a couple of questions. The stone that you're going to put on the front is that real stone and not click and stick? [laughter]

Tim Clites: Yeah. There's some stone around the side that we're going to match that was the goal.

Punkin Lee: And we're. Are there awnings on the bank side?

Tim Clites: I didn't even think about that because we didn't draw that.

Punkin Lee: I kept looking for where's the bank side.

Tim Clites: For when we draw that elevation. We'll look at that.

Punkin Lee: Yeah.

Tim Clites: It may be. Yeah. That you see that in a more. Well, you can see that because it's elevated. So, we'll consider that and answer that question when we come next month.

Punkin Lee: And then I also like the metal roof. I think that really makes a nice statement on the building versus the wrap around canvas stuff, I think.

Tim Clites: Yeah.

Punkin Lee: You know, in keeping with all the nice things, you're doing so.

Tim Clites: Thank you. All right. Thanks for your input.

Punkin Lee: Anybody have anything else? Yeah. Cindy.

Cindy Pearson: I'm going to say something out of me just being here for a million years.

Tim Clites: A million? [laughter]

Cindy Pearson: When I worked for a real estate office many years ago. And one of the ladies in there every year. Of course, that's when you had to do the awnings in and out. They weren't permanent anywhere. And she said, you have to remember those awnings don't take the weather as well as the shutters do. So just remember that when you're making your choice between awnings and shutters.

Tim Clites: Yeah, a little more.

Punkin Lee: Plus, they have to be cleaned a lot. Yeah. Especially in black or else [multiple speakers].

Cindy Pearson: Yeah. Black really shows dirt. [laughter] [off mic]

Punkin Lee: Yes. Any other comments for anybody? Thank you, Tim.

Tim Clites: Thank you. Thank you all. Appreciate it.

Punkin Lee: And welcome to town.

Cindy Pearson: Thank you.

Steve Simons: Good evening.

Tim Clites: Again. Okay. The next item is a discussion item for 204 East Washington Street, Revision demo and rebuild of a one-story northwest addition. Mr. Moore can give us a quick walk through, and I think Steve can and can add to that.

Will Moore: Yeah. Apologies for the late addition of this discussion item to your agenda. There was a communication from Steve's partner Claire that did not make its way through my normal email filtering, so apologies for that. I'll let Steve walk you through it, but essentially, there's the one small addition on the northwest portion of the building that is intended to essentially house restrooms with the renovation that appears to have sustained a lot of damage from termites, and the proposal is to demo that small addition and rebuild it much in the same fashion in terms of dimensions, roofline. But it would involve a new door opening, some new windows, and things like that. So.

Steve Simons: Okay. So as Will mentioned, this rear addition that's on the back of the building currently has a door facing to the east. And we wanted to take this opportunity since we're going to have to rebuild the whole structure. Because really, the only thing holding it up right now is the stucco on the outside of the building. We thought relocating the door to face the rear yard would be a better egress pattern for that, because there is a competing door just to the east of the existing door that's on that building. So, we moved the door around to the north facing side of the building. This building at one time was a rear porch

that was enclosed. We believe it was probably a gardening shed, most likely back there. And it currently has two windows in it. One window on the north elevation and one window on the west facing elevation. Those windows are double hung windows. They don't match anything else on the house. But staying with the same flavor of the double hung window, we thought those windows that are in there are oversized for that small building. So, we reduced the size of the fenestration, and we added two windows. So, we added two windows to the north elevation flanking the rear door. The rear door is the same door that we'll be putting on the front of the building that's already been approved. And then we're putting a window on the east and west sides of that. This also allowed us, because we had to rebuild this to kind of reconfigure the inside and how we're going to deal with the two powder rooms in there. And then each powder room could have two windows to get some added light into those spaces. Because this is literally ready to fall down, there is a sense of urgency to get something done with the structure. And I understand we're just here for discussion tonight. And I'll ask a different question of Will after we have made comments on what we're proposing to do here.

Tim Clites: Thank you. Did everybody have a chance to kind of digest this slightly? Cindy, look, you look like you're ready to go.

Cindy Pearson: I'm ready.

Tim Clites: She's ready?

Cindy Pearson: I don't have any questions.

Tim Clites: That doesn't count. [laughter]

Cindy Pearson: I bet it was surprise, surprise when you opened that up. Oh, dear. What a mess. But it looks like a good use of to me. I leave the architect to you.

Tim Clites: Thank you. Virginia.

Virginia Jenkins: I can't argue with wanting to have this done. I mean, it all looks fine to me.

Tim Clites: Thank you.

Linda Wright: I'm fine with it as well. I think it fits into what you've got going on easily and connects to the patio that's there and all that. I think it's fine.

Steve Simons: Thank you.

Linda Wright: Yeah.

Tim Clites: Thank you. Punkin.

Punkin Lee: You can probably push it over. Right? From the pictures. But I think the new windows and centering the door make, you know, for revising it is a nice improvement.

Steve Simons: Thank you.

Margaret Littleton: I think you had to do it perfect. Completely. I used to live there, and it was a garden shed.

Steve Simons: It was a garden shed. [inaudible] That's great.

Margaret Littleton: And it'll be a big improvement. So.

Steve Simons: Thank you.

Margaret Littleton: And I'm glad you kept the size to match the other, the east side.

Steve Simons: Yes, it's also all sitting at the bottom of the wall, sitting below grade.

Margaret Littleton: Wonderful house. I love it.

Steve Simons: The grade has been brought up quite a bit. Hence all the bug damage there.

Margaret Littleton: Good.

Tim Clites: Great, well I don't. My comment is just kind of a little nit around the proportion of glass. And we tend to be in historic buildings, and particularly I don't know that it needs to match the French casements or the casements that are there that's a much more vertical proportion. But generally, when they get more squat than square, I think it starts to look a little like a replacement window. So, the only thing I would say when you come back is having an accurate either shot drawing or elevation. And if that means adding another vertical or changing like, like I'm less concerned about the actual size of the overall window. And I just think that trying to be historic in the nature of the glass is the only thing that I noticed. The rest of it makes a lot of sense to me, and I think if you have to rebuild it, you might as well have it make sense from, I think the plan is much better for the use that you're putting in there. So, I don't really have any issues with any of the rest of it.

Steve Simons: Yeah, we're a little bit, a little bit limited on the height of the windows when you're putting bathroom fixtures in those spaces. And so, you do end up with that horizontal. Right now, we're a four over four.

Tim Clites: Yeah. So, the question is does six over six give us a more traditional looking individual light pattern?

Steve Simons: Right. They would just be much smaller lights.

Tim Clites: Right.

Steve Simons: Versus everything else that's on the building.

Tim Clites: Right. Or maybe I don't know. Are they two over two doesn't quite feel consistent with the rest.

Steve Simons: Yeah, these really tall casement windows that were installed at some point in the building's history, it's hard to reckon that together.

Tim Clites: Yeah. And so, to that end, I wouldn't be looking. I mean, I wouldn't even suggest the double hungs would have to match that amount of vert. You know, they're like a 2 to 1 proportion, at least in the drawing. I just think that the 1 to 2 wide looks a little strange.

Steve Simons: We could change these to a casement, though. A single casement window. So, if we get rid of the Check Rail in the middle, then that would allow us to lengthen the light pattern on there. And we already have casement windows everywhere else.

Tim Clites: [multiple speakers] The rest of the committee. That wouldn't bother me. You probably end up with a two over three, but you would get a little more vertical.

Steve Simons: Correct.

Tim Clites: And you might not even need both of them to operate right in a little bathroom like that.

Steve Simons: There could be a fixed unit on [multiple speakers] same side and the ones facing the backyard, maybe, or the operable ones.

Tim Clites: Well, that's my only comment. The rest of it, to me, seems like the right thing to do given the condition of the building.

Steve Simons: Okay.

Tim Clites: Any other comments from the committee?

Margaret Littleton: Put a nice bush under each window.

Steve Simons: Oh, yeah. We'll be back with the whole landscaping plan at some point here in the future.

Tim Clites: Cindy.

Cindy Pearson: As I made this larger that spot that Will has in red here if you make that larger is that shutters beside that door like half to three quarters of the way?

Steve Simons: I'm sorry. What are you referring to, Cindy?

Cindy Pearson: I don't know. Oh, see? Yeah. If you get well on mine, it looks like there's shutters here.

Linda Wright: That's a door piece. Yeah.

Steve Simons: Oh, yeah. I think that's just the shadow line with the door a little bit recessed in the opening.

Cindy Pearson: So. All right. Okay.

Tim Clites: That's enough information.

Steve Simons: Yes, I do think so. The only other question I had was for Mr. Moore, was just so we understand the process because, you know, obviously this is time sensitive and because the committee only meets once a month. What invokes this being an administrative approval versus the HDRC approval? Is that because we changed window openings and sizes and doors on the building?

Will Moore: Right. Right. There's nothing that would prevent you from proceeding with demolition if you need to at this point, from what I'm hearing, I think everybody is okay on the concept of rebuilding in the same footprint and the same dimensions. So, if you need a revised zoning permit for the county purposes for that demolition, I'm not sure. But if you need that, just like I can approve that.

Steve Simons: Okay that's great. I'll check with the county and see what they're going to require.

Will Moore: So as not to slow you down on that part.

Steve Simons: That's great. Thank you very much. Appreciate it. And we'll see you all next month.

Tim Clites: All right. Great.

Steve Simons: Thank you very much.

Tim Clites: Much appreciated. All right. And then we'll go. Oops I just shot the agenda. I'm sorry. We're going to go back to the first item on our agenda which is COA 25-04. Request of Daniel Kaseman for an entry door overhang and repainting of 102 West Washington Street. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. You have my report on this. Again, the owner is proposing the introduction of an overhang of above the entry door, as well as repainting the stucco facade and repainting the windowsills. So, you have some comments in the staff report. I have encouraged the applicant to present details on the proposed overhang rather than just a similar photo. And then the kind of hand sketch that's on the elevation drawing. So, I, however, if for some reason the committee thought the introduction of an overhang was inappropriate, no matter those details, I could pass that on, and he wouldn't have to go through the expense of having those drawings done. But yeah. And it's a once again, it's a color that's not common in the town. And given some excerpts from the guidelines in the staff report as well regarding the adopted guidelines regarding color.

Tim Clites: Thank you. Cindy.

Cindy Pearson: Gee, where's Bill? Sorry. [laughter] Interesting. I really think the color is just so out of place there because of the buildings surrounding it. You know, if your purpose was to be able to be, you could tell somebody we're the blue building. Yeah, well, that would be it. But I do not think that is appropriate. The black that they've suggested under the sills, I don't think that's appropriate either. The windowsills. Okay. As for the overhang, and I don't say it just personally too. I think it's with our guidelines. I mean, to be saying that not that this is a whole totally personal. And, I mean, I get why they would like to have the whatever that's called the overhang. And I really don't. I would have to, you know, let that go to you all a bit more like Tim to answer those kind of questions. But I would have them go back to the paint selection and maybe find something else.

Tim Clites: Thank you. Virginia.

Virginia Jenkins: You are really opposed to dark colors, aren't you?

Cindy Pearson: Well, you look, it just sticks out like somebody hit their thumb and it turned blue.

Virginia Jenkins: You must love my house. [laughter]

Cindy Pearson: I do actually.

Virginia Jenkins: Anyway, I'm not opposed to the color at all, because, I mean, if you look at the one picture. Well, I've got it on printout. It looks really gross because somebody inked it in. But and of course, you know taking a picture of it isn't really going to give you the right color. So, I think we need to see the color before you can make any. But because it's broken up with the white trim, I don't mind it. Overhang, I totally get why you need an overhang. I'm not sure I like the particular one that they showed. Is there any way they could do a peaked one there? Wouldn't that be more in keeping?

Tim Clites: Well, are you asking me?

Virginia Jenkins: I am asking you.

Tim Clites: I don't know. I don't there's not a lot of. [multiple speakers]

Virginia Jenkins: An alternative.

Tim Clites: There's not a lot of room between the windowsill above and the molding of the door head casing. And I wondered my observations were what if it was an overhang that was very simple and didn't have a bracket? [multiple speakers] Because you're walking up the side, which means you're going to feel a little bit like that brackets in your way where if it just came out and was, you know, some kind of a simple design that tucked up underneath the window, I understand why you need an overhang too. Kind of like the one next door.

Margaret Littleton: I agree.

Tim Clites: Yeah.

Virginia Jenkins: So, I'm sorry. What did you say?

Tim Clites: Like the one next door on the adjacent building. Just a little simple shed overhang.

Virginia Jenkins: But that's set back.

Tim Clites: Yes. This would take that and have it project out over the door. But just that simple.

Virginia Jenkins: Without the brick.

Tim Clites: That was my thought. I don't speak for the whole committee, but. Yeah. Thank you. Linda.

Linda Wright: Yeah. I would agree with your thoughts on the overhang. And it does make me wonder, even with the sign and the location of all those things, quite. We just need drawings. We really do. [laughter] We need to see what they really want to do. I do have a little heartburn about the dark color, too, because when you look at the picture we've got up right now, all those buildings just all sort of nicely go together and blend together. I'm not sure if throwing a real dark one in there is the right thing to do, but I kind of like the soft palate and the brick that sort of ties that whole group of buildings together.

Tim Clites: Thank you. Punkin.

Punkin Lee: I agree with Virginia. The color might be very pretty if you saw it, other than on a, you know, color copier, but still, I think the blue, if you look in the picture, you've got the blue awnings from Salamander right next to it. And then right across the street you've got more blue with Northwest Federals. So, we're getting pretty blue there. And then the black I don't think does much. Plus, that blue makes the other part of the building where the salon is look pretty faded, and it doesn't appear to be doing anything to pop that or freshen it up. And the overhang, I can understand it. Just to give you a little break from the weather. But since you approached from the side, that kind of overhang looks very heavy and kind of in your face because you're coming at it from the side. That's it.

Tim Clites: Thank you, Punkin. Margaret.

Margaret Littleton: The overhang, the way we all like it is without the brackets. It's definitely, I think should be the way it is. And it is much too blue to me. Yeah. I think at night it would be black and then you'd never see the sign, which is real dark. That's black almost.

Punkin Lee: That's true.

Margaret Littleton: So, I don't think they don't have any lighting. No lanterns or anything on it. And I don't understand the black under the windows at all. That doesn't make sense. They could carry if they have a slanted roof over the doorway, maybe they could do the same thing here too or an awning. But the blue is just too dark. I believe.

Tim Clites: So. Thank you. If it's okay, since we're not voting on this tonight, I don't believe I'll summarize what I believe we heard as because I don't have anything to add. I think consistently the idea that there's black windowsills or some band of black under the windowsills is inconsistent with what we would approve, regardless of the color of the facade. I think the general consensus is that the blue may be too dark for this situation in the context that it's in, and that the overhang above the door needs to be simpler. And potentially without brackets, because you approach it from the side where the bracket would be projecting in front of you. And I will note that the little overhang that was added to the adjacent building, I remember approving that because I think it was the first time we approved, if I remember the synthetic slate product. And so, I don't know that we need to dictate whether the overhang has standing seam like they sketched. I don't think it has to match the building beside it which is clearly a secondary building. But the simplicity of that shed roof is, I think, what I heard the committee have as a preference for the overhang. All right.

Cindy Pearson: And to add to that, just to read what Will has put in here about the repainting, make sure they just note that in his report from the guidelines.

Tim Clites: Yeah.

Cindy Pearson: Yeah. Okay.

Tim Clites: You want me to read that or. We're just acknowledging it and. Yeah to review Mr. Moore's. Right. Comments on the guidelines that exist right now. In our Historic District guidelines, which are part of the report. Thank you all. All right. I have a couple other items, and we'll wrap up. Annual report to the Council. Rhonda.

Rhonda North: Thank you, Mr. Chair. So, I think around 2015, 2016 or so, the Council started to ask that each of the Town Committees give a report to them annually. Just kind of outlining what they had done the previous year and what their goals were for the coming year. And then in 2018, they actually created a committee assessment form that they asked to be completed in which the committee would review the ordinance and their bylaws and identify any changes that they thought should be made that they would identify their short term goals and the expected outcomes of those goals, as well as the five year long term goals and then any budget needs or other resources. So, we did that in 2018. Things moved along for a while. We hit Covid, we kind of stopped doing the committee reports. And last year they asked that they be resumed. This year, in addition to the report, they've asked that the committees prepare the, complete the assessment form again this year. So, what's before you tonight is to select a date that you would like to give your report to the Council. And then that would help you with your timeline on when you need to have that committee assessment report prepared. So currently we have the following dates still available would-be April the 24th, May the 22nd, June the 26th, or July the 24th of this year. So, does the committee have a preference for when they'd like to do their report? [off mic]

Tim Clites: Feel a little bit like everybody's looking at me, but I don't know what you ladies are up to.

Margaret Littleton: They are.

Tim Clites: But I think I need more. I think the report is something we should do, whether we do it as a committee or whether a smaller group of the committee gets together to do it. I think last year maybe we just chatted about it, but it was a smaller task than what you have now. So, could I ask this? Could I ask you to email everyone on the committee those two documents that you mentioned just blank, and maybe in our next meeting we would ask for input from everyone. Is that appropriate or how does that [multiple speakers] other committees do this?

Rhonda North: I can definitely email the assessment forms. As far as the dates, there are other committees that are looking at these same dates.

Tim Clites: [multiple speakers] We're going to pick one.

Rhonda North: So, someone may take one of the dates before you all actually select one. So, you know, just for your benefit, if you want one of the later dates, which those are the ones that tend to go quicker, you know, you may just want to tag that one.

Tim Clites: Before we hang up today? Yes, we'll pick a date. I just want to make sure I understand our process, so I don't short circuit that. So, if in our next meeting, everyone brought the input prepared, we could go over it, and then we would compile that information as the report, which 1 or 2 of us could do?

Rhonda North: Yes.

Tim Clites: Is that right? Do I understand the process? Right?

Rhonda North: Correct? Yes.

Virginia Jenkins: Okay. Explain to me once again what it is they want. What we've done. Wouldn't that just be in all the minutes?

Tim Clites: Yeah. And Rhonda does some of that. She'll say we did so many signed permits that's just bean counting. But I think they're also looking for things like, do we have any needs this year that, that like when it was time to redo the guidelines, that was a big need and they had to financially plan for it and go, you know, interview people, hire them, etc.. So do we have any needs in this year and in the next five years, or recommendations that we as a committee might make, for example, not completely a good example, but Ridgeview just had its zoning redone. And years and years ago there was some discussion about whether that should become another historic overlay. It was quickly discounted as being not the right solution. And so, I don't want to confuse anybody that's listening or anybody here, but that would have been an example of something that we today would be saying in the next five years. We think this might be important to this committee as it relates to the work in the town. Did I say that right, Rhonda?

Rhonda North: Yes, that would be a good example of a long-term goal, because periodically the expansion of the Historic District boundaries does arise. So, if that's something that the committee is interested in pursuing, that would definitely be one of the things that you would put down as a long-term goal.

Tim Clites: As a long-term goal.

Rhonda North: Yeah.

Tim Clites: Or we've also talked about like entrance corridors and having some. And so, we don't have to act on that in this next year. That might be a five-year goal just to kind of if we think that as a committee is important. So that sounds like a good approach. If you can send that to all of us via email, let's we'll try to be prepared for the next meeting. We'll carve out a little time at the end of the meeting to get everyone's input, and then we'll put together the report.

Rhonda North: So, I will also send the bylaws as well as the ordinance that establishes the committee, because those are things that need to be reviewed as well. So, I will send you all of the documents associated with this review.

Tim Clites: Okay.

Cindy Pearson: I should in sending that or I mean or being ready for the next meeting, should we'll look at these ahead of time, because sometimes there's things that we think we need to do that's not in our purview.

Tim Clites: Thank you. That's a very good point, Cindy. We, certainly and maybe everyone could email Will in the next 2 or 3 weeks their thoughts. Right? Or is that making too much work for you? Will's pretty busy.

Will Moore: It's not a matter of work. I put down what, fill out the assessment individually on your own, and then we can talk about those ideas and whether or not if something's way out left field, we can talk about that. But I don't want to artificially constrain you and your ideas either. So, you fill it out without consulting me, and then we can talk about it. I think that's the best way to approach.

Tim Clites: Okay, so then Rhonda, to answer your question, that means that the 1st of April, we're going to be looking at this, and we would have one more meeting in May before I would need to present it on the 22nd of May. So, let's go for the 22nd of May. Okay. I don't this committee is maybe not like planning or some of the other committees where it actually is a heavier lift, I think. I think the committee, we can do this in one meeting. Does everyone agree? Yeah. All right. So, let's make. And you can confirm once you know Rhonda with Council at the 22nd. Is that an evening meeting? Yeah. These are all evening meetings.

Rhonda North: Yes, that would be a Thursday evening. The meeting starts at six, and this would be one of the first items on the agenda.

Tim Clites: All right. Thank you. Six. Okay. Thank you everyone. Status update on Asbury Church.

Rhonda North: So, it's been a while since we gave the committee a progress report on the Asbury church. We thought it'd be a good idea to do so. So, I think the last time we gave a report, we were in the process of doing community engagement to determine possible use or uses for the church. The consultant did give a report on their engagement efforts to the Council during their December meeting, and during their January meeting, the Council accepted the uses that were proposed, which were to use the building as an interpretive site and for small assembly and small gathering spaces. So, with that, now we have issued a request for proposals for architect and engineering services, as well as a request for proposals for construction management services. Those were issued on February the 14th. Proposals are due on March the 14th, so we're expecting to award a contract for those in May. We are hopeful that and this is kind of a tentative schedule that plans will be coming before the HDRC in January for your review and consideration, with our goal to have plans finalized in March and ready to issue the IFB for the construction. As far as we also have that with that, an oral histories project that we're doing for the Asbury Church and the local African American community. The Council did award a contract for that to Candor Ventures. And we are having a kickoff meeting with those folks in two weeks. So, we'll be working to record about 15. We'll do about 15 interviews. So, we'll have individual interviews and then we'll have a summary video as well. And the goal is to have a monitor in the church that folks could then just select which video they would like to watch. We'll probably have them on the website and things like that as well. So that's where we are with the Asbury Church project.

Tim Clites: Awesome. Well, I'm glad to hear you have another project. Rhonda. I know you were feeling a little empty, so [laughter] thank you for that update.

Rhonda North: Thank you.

Tim Clites: That's great.

Punkin Lee: I have one.

Tim Clites: Yes. Punkin.

Punkin Lee: I was walking down the street Sunday afternoon by the Oyster Bar where the tables are, and I think they have four tables, and then it drops off and then there's the back door. Well, they were busily raising and laying bricks to extend their patio.

Margaret Littleton: You know, I didn't know that did we? [off mic]

Punkin Lee: We didn't see that, did we? Has anybody seen it?

Tim Clites: We wouldn't see it. I don't think.

Will Moore: Yeah.

Punkin Lee: It's on the street side, but we haven't seen it too add.

Virginia Jenkins: Madison Street.

Punkin Lee: Yeah. On Madison.

Tim Clites: Okay.

Punkin Lee: Their tables? Yeah. And then the platform for the tables dropped off. There was nothing there. And then you have the door to the back of the kitchen on the. So, then they were laying brick and making it level right to the door. So, then there's more table.

Will Moore: So, what they did was they took an existing bricked area that was unlevel and in disrepair, and they repaired it, but they also raised it to a degree so that it doesn't, so there becomes a little bit of lip. It all is on private property. This committee generally does not get into the paving of those surfaces, so I did not require them. I'd been talking for a while with the manager about getting that area cleaned up. It does. And it's.

Punkin Lee: It definitely looks better.

Will Moore: Yeah. And they definitely did that right along the right of way line on their property. So, you know, everything turned out okay.

Punkin Lee: I just happened to see it. I'm like did I sleep during that one. [laughter]

Tim Clites: Yeah. Well Thank you. Thanks for being observant [off mic].

Will Moore: Just one point of information, I know last couple of meetings, you have been entertaining the issue of Mr. Pappas's application for the shed structure. You tabled it at your last meeting. He is not back this month, obviously, but he has since been connected with an architect who reached out to him after watching the meeting. And so, there's some work in progress there. I'm not sure what the timeline will be for a submission, but there is momentum going there. It's not just sitting idle. So.

Tim Clites: Awesome. Great. Thank you for that update. All right. April 3rd. Anybody have an issue with that meeting, let Rhonda know. Otherwise, we'll assume we have a quorum. And this meeting is adjourned. Thank you.