TOWN OF MIDDLEBURG
HISTORIC DISTRICT REVIEW COMMITTEE
REGULAR MEETING MINUTES

Thursday, May 1, 2025
PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, May 1, 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
William Anderson
Virginia Jenkins
Margaret Littleton
Cindy C. Pearson, Council Representative

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

ABSENT: Linda Wright (excused)

Approval of Minutes

Chair Clites noted that the name of his business was "Clites Architects".

Chair Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve the April 3, 2025 Regular Meeting Minutes as corrected.

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

New Business

COA 25-11 (S 25-06): Projecting Sign & Wall Sign – 112 W. Washington Street – TCF Loft

Deputy Town Manager Moore reminded the Committee that his memorandum noted that the total sign area was a bit larger than allowed under the sign ordinance. He reported that a slight revision was submitted; therefore, the application now complied with the sign ordinance. Mr. Moore explained that the lettering for the wall sign was reduced by one inch, resulting in a total reduction of almost one square foot. He noted that the prismatic letters were originally proposed to be plastic, which was not a material that was commonly approved; therefore, those were changed to a high-density urethane material. Mr. Moore advised that the projecting sign would be one of Quail Run Sign's commonly used exterior signs.

Councilmember Pearson noted the gold on the sign and advised that it tended to reflect badly. She opined that, based on the photograph, it reflected more than the rest of the colors on the sign.

In response to an inquiry from the Committee, John Ralph, of Quail Run Signs, reported that no changes were being proposed to the color of the woodwork. He opined that it may be repainted from a maintenance perspective. In response to an inquiry from the Committee, Mr. Ralph confirmed the lettering would be prismatically raised lettering.

Chair Clites moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 25-11 (S 25-06) as presented.

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

COA-RS 25-03: New Single-Family Dwelling – 505 Martingale Ridge Drive (Middleburg Residents Lot 19) – Castlerock Enterprises

Deputy Town Manager Moore reported that the proposed model, the Hunt Box, was one that had been used before. He further reported that it would not have a garage. Mr. Moore advised that it would be predominantly clad in siding, with a stucco foundation and stucco on the side where the basement wall was exposed.

Gretchen Yahn appeared before the Committee representing the application. She advised that everything would be sited on the main level. Ms. Yahn reported that the chimney would be stone and that there would be stone at the water table around the front porch area. She further reported that the remainder of the water table area and any exposed walls would be stucco. Ms. Yahn explained that because this was a view out, not a walkout basement, there was a bit of wall that would be exposed. She advised that this home would be in Revere Pewter and noted that the one next to it was Bruton White in stucco.

Chair Clites moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve COA-RS 25-03, a request of Castlerock Enterprises, as submitted.

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

Discussion Items

Annual Report to Council

Chair Clites thanked the members for sending their completed forms to the staff and noted that they had a summary of those submissions. He suggested the Committee review the document by section.

Town Clerk North noted that one member suggested the ordinance that established the HDRC be amended to allow a member of the Planning Commission to serve on the committee. She advised that the HDRC was already allowed to have more members than existed; therefore, it was not necessary to change the ordinance. Ms. North reminded the Committee that at one time, there was discussion about reducing

the number of members, which was why Bill Turnure's seat was never filled after he left. She noted that it was anticipated that an ordinance amendment would be forthcoming to reduce the HDRC by one member. Ms. North reiterated that the current ordinance would allow for an additional member should the Committee desire. In response to an inquiry, she confirmed that at one time, a member of the Planning Commission served on the HDRC. She noted that Mr. Clites filled that role for a long time; however, when he left the Planning Commission, they did not assign another member to the HDRC.

Chair Clites opined that having a Planning Commission member serve on the HDRC brought some consistency to the conversations, particularly those that centered on planning issues. He questioned how the members felt about the size of the Committee. Mr. Clites questioned whether the Committee was allowed to have up to eight members.

Deputy Town Manager Moore advised that it was seven per the ordinance. He suggested the Committee have a conversation about how the ordinance should read. Mr. Moore encouraged the Committee to not increase the number of members for quorum purposes and suggested they not have a member of the Planning Commission serve on the HDRC unless that member was qualified to serve. He explained that one of the stipulations of being a Certified Local Government was that the members were supposed to have certain qualifications. Mr. Moore advised that this could be hard to achieve, particularly in such a small community. He opined that increasing and maintaining the size of the Committee would be a challenge. Mr. Moore suggested the Committee review the ordinance and noted that it could recommend amending the language to allow for no fewer than five and no more than seven members, which would allow room to appoint someone if they were highly qualified but would not require that a seat be filled by someone who was not qualified.

Chair Clites agreed there would be a benefit to considering this amendment.

Deputy Town Manager Moore suggested that for the purposes of the Committee's report, they simply advise Council that they would be studying possible changes to the ordinance regarding membership. In response to an inquiry from the Committee, he advised that Councilmember Pearson did count as a member of the Committee. Mr. Moore suggested that if the Committee wished to amend the ordinance, they consider whether she should be an ex-officio member, which would not be a voting member, but would allow her to participate in the discussions. He opined that the likelihood of finding someone on the Council with the qualifications necessary to sit on the HDRC was small and suggested it would be better if the Councilmember was a non-voting member.

Councilmember Pearson noted that this was how her position started on the HDRC.

Deputy Town Manager Moore opined that this was not in the ordinance. He further opined that it would be nice to update the ordinance; however, he reiterated his suggestion that in terms of the report to the Council, the Committee should simply say they were studying possible changes, which they would present at a later date, to which the Committee agreed.

Chair Clites suggested the Committee review its short-term goals. He reviewed the goals suggested by the individual members. Mr. Clites noted that it appeared that at least three of them suggested the development of a historic marker program be a short-term goal. It was noted that the zoning ordinance established this as one of the HDRC's duties.

The Committee agreed they would like the development of a historic marker program to be one of their short-term goals. It was noted that they could develop standards for a plaque, the information to be listed on it, and its size. The Committee suggested a walking tour brochure be developed, which could be available at the Visitor's Center, that listed each of the buildings that contained historic markers.

Chair Clites continued the review of the goals suggested by the individual members. He noted that the zoning ordinance established "advising the Council and Planning Commission in matters involving historically significant sites and buildings" as one of its duties. Mr. Clites further noted that it established "conducting studies deemed necessary by the Council and Planning Commission concerning means of preservation and utilization of historic assets of the Town" as another duty. He questioned whether this applied to the Asbury Church. Mr. Clites noted that there had already been a lot of work done on that project and that it was headed in a good direction. He advised that one of the suggested goals was to review the Historic District Guidelines.

Vice Chair Lee noted the proposed short-term goal to keep on top of the five entrances into town. She further noted that the Streetscape Committee had developed plans for the west and east entrances at the Town signs and expressed hope that the plantings would be completed by the end of the year. Ms. Lee opined that the plantings on The Plains Road, near the Legion Hall, would be completed by the end of the year. She advised that she did not know what would happen on Foxcroft Road and noted that Landmark School Road was a question.

Town Clerk North noted that some members identified goals, such as the review of the Historic District boundaries and the development of an entrance corridor overlay district, as short-term and others identified them as long-term goals.

Chair Clites suggested the Committee discuss expanding the boundaries of the Historic District. He opined that this could be different than the establishment of an entrance corridor overlay district. Mr. Clites suggested the former may be a larger hurdle than an entrance corridor district.

Councilmember Pearson noted that the suggestion for an entrance corridor overlay district arose during the discussions of houses that were being demolished in Ridgeview so larger ones could be built. She reminded the Committee that zoning ordinance changes were implemented to try to address that concern.

Chair Clites opined that it was concluded that the zoning ordinance changes were a more appropriate way to manage the problem for that neighborhood, as it did not have a compelling historic significance.

Deputy Town Manager Moore noted that the Committee was talking about three separate things. He explained that the Town already had a Historic District and was enabled to have entrance corridor regulations, both of which would have very specific criteria. Mr. Moore advised that the Town could not put one overlay on the five entrances to Middleburg and opined that it could justify doing so only on the east and west entrances on Route 50 and possibly on The Plains Road. He suggested that Landmark School Road and Foxcroft Road would not meet the criteria required, as they had to be major tourist entry routes into the Historic District. Mr. Moore advised that the Town was enabled by a Town Charter change to adopt architectural control districts anywhere within the town, not specific to being historic. He noted that this discussion was the one that recently took place regarding the interior of Ridgeview, but not necessarily along the Route 50 corridor. Mr. Moore confirmed there was contemplation of exercising the Town's ability to adopt an architectural control district. He advised that he had the feeling the Council wanted to see how the changes to the zoning ordinance influenced what was happening in Ridgeview for now. Mr. Moore cautioned the Committee against a goal of expanding the Historic District and suggested they instead review the boundaries. He reminded the members that the last time the Historic District Survey was updated in 2016, it contained a recommendation to adjust the boundaries that included some minor expansions; however, it also contained many recommendations for contraction of the district where non-contributing structures were located on its outer boundaries. Mr. Moore reminded the members that the Historic District was supposed to be bound by contributing structures and noted that within the district, there could be a mix of contributing and non-contributing structures. He reminded the Committee that they established a sub-committee to study the recommendations; however, they quickly set them aside when they realized the district would contract rather than expand. Mr. Moore advised that they could not establish a goal of expanding the Historic District without first having a study to see how an expansion would fit within the criteria.

Chair Clites questioned whether the Committee would like to establish looking at the entrance corridors as a short- or long-term goal.

Committee Member Jenkins asked that the Committee be provided with a map of the current Historic District boundaries.

Deputy Town Manager Moore confirmed he would provide it. He reminded the members that the Town had a local Historic District; however, it also had a National Register Historic District. Mr. Moore advised that the boundaries of the two did not match. He noted that this was not odd; however, it was important to understand what those boundaries were. Mr. Moore advised that he would provide a map that identified the boundaries of both districts. He suggested that, in regard to the report to Council, the Committee say it wanted to study the boundaries of the Historic District and bring recommendations to the Council where it believed they should be modified. Mr. Moore further suggested that say they wanted to study the possibility of entrance corridor overlays and bring a recommendation to the Council.

After some discussion, the Committee agreed they wished to study the possibility of entrance corridor overlays as a short-term goal and study the boundaries of the Historic District as a long-term goal, as there was greater urgency around the entrance corridors.

Chair Clites asked that Deputy Town Manager Moore provide the Committee with a refresher on the work that was previously done and whether the Committee had any oversight.

The Committee reiterated that they wanted to include the development of a historic marker program as one of their short-term goals.

Chair Clites questioned whether consultant support would be needed for the entrance corridor work and whether this should be listed as a possible budget implication.

Deputy Town Manager Moore suggested the Committee do the study and then have a discussion with the Council about the idea. He further suggested they not start developing potential guidelines in the event the Council did not have an appetite for adopting an additional regulatory overlay district. Mr. Moore noted the need to discuss which corridors may be involved and opined that the Committee would be limited to West Washington Street and The Plains Road within the corporate boundaries. He suggested the Committee also needed to have discussion about how detailed the guidelines would be and noted that they could be as detailed as the Historic District Guidelines or more lax. Mr. Moore recommended that once the Committee had a general framework, they have a discussion with the Council to see if they were in favor of moving forward with the development of guidelines. He noted that the guidelines would need to be in place before the Council could rezone any properties to include an overlay district.

Chair Clites opined that as to budgetary needs, this was an unknown as this time. He recommended that if there was an appetite for establishing an entrance corridor overlay district(s), funding would be needed for consultant services, as the development of guidelines would be a lot to ask of the staff.

Deputy Town Manager Moore agreed and advised that it would not need to be included in this year's budget. He suggested that if the study moved quicker than anticipated, the Committee could ask the Council to consider a supplementary request during the year, depending on how the revenues went, or it could wait for funding to be included in the following fiscal year's budget. He suggested that with regard to the question on the form related to resource needs, the response should be to reference that if the Town did the entry corridor districts, the Town may wish to bring on a consultant.

Town Clerk North advised the Committee that she would update the Town Committee Assessment form based on their discussions and would send it back to the members. She asked that if they had any comments, they send them to her soon, as the Committee was scheduled to present its report to Council on May 22nd.

June Meeting Quorum

Chair Clites asked the members to let Town Clerk North know if they found they were unable to attend the June 5th meeting.

There being no further business, the meeting was adjourned at 6:16 p.m.

RESPECTFULLY SUBMITTED:

_____ _____
Rhonda S. North, MMC, Town Clerk

HDRC Meeting Transcript – May 1, 2025

(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)

Tim Clites: All right. Welcome, everyone, to the Middleburg Historic District Review Committee meeting for April 2025, Thursday the third. The first order of business is a roll call. [off mic] I'm not even paying attention. [off mic]. Hold on. Well, I just brought up what was on my screen. [off mic] What did I say? I did say I read it in April 3rd. [off mic] And that is the link in it. Yep. Oh, I see, I apologize. I will come to the month of May. Let's give us a second so we can update our tablets. [off mic] Thank you. Thank you, Rhonda. We'll try this again. It is the May 1, 2025, the Historic District Review Committee meeting for Middleburg. The first order of business is roll call.

Rhonda North: Chair Clites.

Tim Clites: Present.

Rhonda North: Vice Chair Lee.

Punkin Lee: Here.

Rhonda North: Committee Member Anderson.

Bill Anderson: Present.

Rhonda North: Committee Member Jenkins.

Virginia Jenkins: Here.

Rhonda North: Committee Member Littleton.

Margaret Littleton: Here.

Rhonda North: Committee Member Wright is absent.

Rhonda North: Council Member Pearson.

Cindy Pearson: Here.

Tim Clites: Thank you. Next item is public comments. And the two folks in the audience are here for regular business. So, we'll move to the approval of the meeting minutes for our April the 3rd meeting. Has everyone had a chance to review the minutes and any comments or corrections? Minor detail I don't think it matters, but the official name of our business is Clites Architects.

Rhonda North: Okay.

Tim Clites: I'm not super sensitive about that, but I did, that shows I did read the minutes. All right. Next is action item. New business COA 25-11 S. Oh, I'm sorry, we do need to approve them. Yes. So, I move that we approve the minutes as corrected.

Punkin Lee: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Any opposed? Any abstained? Thank you. Thank you, Punkin, for the reminder. Hurrying a little too much. Action items for new business COA 25-11 S 25-06. Request of Megan Burton for a projecting sign and a wall sign at 112 West Washington Street TCF Loft. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. You have the materials that were originally provided. I did note within my memo that the total sign area was a little bit larger than would be allowed based on the store frontage. What you see on screen is a slight revision that has been submitted. The application would now comply with the sign area so that what they've done is taken the wall sign reduced them in height by one inch. Previously it was a nine-inch-tall letter. Now it's an eight-inch-tall letter and brought it in a little bit as well. So, the total sign area of the wall sign has been reduced by almost one square foot, and it would now meet the regulations when combined with the projecting sign. Just to point out with the wall sign the prismatic letters, the original application came in specifying that they would be plastic, which is not a commonly approved material in the town. But they did revise that. It would be an HDU, High Density Urethane letter. The projecting sign would be an exterior as Quail Run commonly uses for their signs here in town.

Tim Clites: Thank you. Mr. Ralph, anything to add? Thank you. We'll start with Cindy. Cindy, you have any comments?

Cindy Pearson: Hello. My only is with the gold color. And, you know, I have a thing with gold color because it does at night, it just reflects so badly. And you can even see it on this picture where it's going to reflect more than the rest, that's my only comment. I don't know if there's anything to be done about that.

Tim Clites: Thank you. We'll run through comments, Mr. Ralph, and then you'll have an opportunity if you want to. Yeah. Virginia.

Virginia Jenkins: I have no issues.

Tim Clites: Thank you. Punkin.

Punkin Lee: Is the woodwork getting repainted from this image it’s kind of hard to tell whether they're just using the same color or?

John Ralph: By my understanding, there is no color changes. It may be getting repainted just from a maintenance standpoint.

Punkin Lee: Thank you.

Tim Clites: Margaret.

Margaret Littleton: Excuse me. I like it very much. And I really like the name on the board. I think that when you drive by, I think it really looks nice.

Tim Clites: Thank you. Bill.

Bill Anderson: Is this photoshopped, the lettering on this?

John Ralph: Yes.

Bill Anderson: Okay. No comment. No other comments.

Tim Clites: Thank you. I have no comments myself. So. Both the lettering on the wall and the building are raised. Correct. I understand that correctly.

John Ralph: Prismatically raised.

Tim Clites: Yep. Awesome. I have no comment, so I move that we approve COA 25-11S 25-06 as presented.

Virginia Jenkins: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

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

John Ralph: Thank you all.

Tim Clites: Next order of business. COA-RS 25-03 Request of Castlerock Enterprises for new single-family dwelling at 505 Martindale Ridge Drive Middleburg Residences lot 19. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. Nothing to add other than what's in the report. This is a model that has been used before, the Hunt Box model. It's being used here again in the vineyards section of the development. No garage is proposed with this particular application. It's using predominantly lap siding for this application we'll have stucco on the foundation as well as on the side where the basement wall is exposed.

Tim Clites: Thank you. As if we don't know. Name and address for the record, I should have done that to John Ralph, I forgot.

Gretchen Yahn: Gretchen, Castlerock Enterprises. And this is all going to be sited on the main level. We'll have the same chimney scenario that we always have with the stone, and then we'll have stone at the front porch area for the water table, and then we will have stucco for the remaining water table area and any walls that we'll have. Since this is a view out and not a walkout, we will have a little bit of some wall work out there as well, but we've been landscaping that and doing nice things with that.

Tim Clites: Thank you. Okay. Bill, we'll start with you.

Bill Anderson: Are there any change to the detail sheets?

Gretchen Yahn: No.

Bill Anderson: None at all?

Gretchen Yahn: None at all.

Bill Anderson: Okay. I don't have any other comments.

Tim Clites: Thank you. Margaret.

Margaret Littleton: I don't have any comments either. Thank you.

Tim Clites: Thank you. Punkin.

Punkin Lee: No comment.

Tim Clites: Thank you. Virginia.

Virginia Jenkins: No comment.

Tim Clites: They're going to make me do all the comments. You see where this is headed? Cindy?

Cindy Pearson: Nope. To you.

Tim Clites: Thank you. Well, actually, I don't either. We expected that at some point this would be a straightforward process, right? Yeah so.

Gretchen Yahn: So, I will note that this one is Revere Pewter. The house that's next to it is Bruton White in stucco. And to give you a reference, Revere Pewter is on lot nine, which is the one we just landscaped. It actually I really like it in the siding. Looks really good.

Tim Clites: Awesome. Good. Well, I don't have any. Yeah. I don't have any comments either. So, since I get to do all the talking, I move that we approve COA-RS 25-03A request of Castlerock Enterprises as submitted.

Bill Anderson: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

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

Gretchen Yahn: Thank you. I've been really sick. I was really sick at the last minute.

Punkin Lee: Yeah.

Gretchen Yahn: You can't see it and Virginia, and I are on the same, like every time I think I'm getting better. It's the allergies. It's killing me. It's just killing me. I'm not. I can’t project the way I want to.

Tim Clites: Bye. All right then we have a discussion item, which is our report, annual report to the Town Council. Thank you, everyone for sending your comments to us. Rhonda and Will. And they got a nicely updated summary of that in front of us. I don't know. Rhonda, what suggestions are the best way to review this? So maybe we just start by reading it kind of a section at a time. Suggestion changes, maybe one or more member so as to always have a quorum Planning Commission Member. This would not require a change to the ordinance as is already allowed. So was the question if one of us could also be on the Planning Commission.

Rhonda North: So, it seemed to me in reading it that someone was suggesting that a member of the Planning Commission also serve on this committee. Right. But because you already have in the ordinance the ability to have one more Member on this Committee, then that would not necessitate a change to the ordinance. You all would just need to talk to staff about trying to find someone else to serve on the committee. I think at one time it was suggested that the committee be reduced by one member, and we never did fill when Bill Tenure left that seat, because I think at some point it was anticipated that there would be an ordinance amendment coming forward to reduce the committee by one member. So, if you wanted an additional member, the ordinance as it stands, would allow it.

Tim Clites: Understood. And so, the idea of the Planning Commission Member. Wasn't it was just an option, is what you're saying. It's allowed now, and we have the space now, if someone on Planning Commission was interested in joining this committee. Yeah, I guess I did that for a while.

Rhonda North: I would say at one time a Member of the Planning Commission did serve on the HDRC, and you were in that role for a long time. [multiple speakers] And then when you left there was not a member of the Planning Commission assigned to the HDRC.

Tim Clites: Great. Well, I think that's. Yeah. So, we don't need to change our bylaws for that. It's a nice I remember doing that. It seemed like it was a nice way to bring some consistency to some of the conversations, particularly around planning issues. Right. And so, I don't know, how does the committee feel about the size of our committee? I guess it's not really on the agenda to change the bylaws, to reduce the number we're not required to maintain eight. I think that's the number that we're allowed. Is it eight?

Will Moore: It is seven per the ordinance. We should have a conversation about what the ordinance should read. I don't want to get us too far sidetracked, but one of the concerns with I would personally encourage you not to try to increase the number of members simply for quorum purposes. I would not suggest a Planning Commissioner necessarily, unless they were highly qualified to serve on this committee. So, one of the challenges we have is not a challenge. It's an appropriate stipulation as a certified local government that administers a Historic District. The members are supposed to have certain qualifications that's hard to meet sometimes, especially in such a small community. So, growing the size of the membership would be a challenge. And then maintaining that size of membership. I have some ideas. If we want to look at ways we could reword the ordinance that could give us flexibility in the number you know, no more than or no fewer than five, no more than seven and something like that. So that if you had an influx of highly qualified persons, we could make room for them on the committee, but we wouldn't necessarily be trying to fill seats and appointing people who didn't necessarily have those qualifications.

Tim Clites: Well, yeah. And I guess the flexibility around total numbers. Seems like it would have some benefits if someone had to resign for whatever reason, that we wouldn't be obligated to fill that seat. We could wait until right either the next election cycle or the next cycle of. Yeah.

Will Moore: Yeah. So, for the purposes of your report to Council, I might simply suggest that you don't propose growing or shrinking, but you just maybe advise Council that you would be the committee will be studying possible changes to the ordinance that you might suggest regarding the membership.

Tim Clites: The size.

Will Moore: Something like that.

Tim Clites: Build a little flexibility.

Will Moore: Right.

Tim Clites: Yeah. That's something if we have time as a committee we could work on. So, when we count number seven, Cindy doesn't count?

Tim Clites: So, she's [multiple speakers].

Cindy Pearson: At this point.

Will Moore: She does right now. So, and that’s another suggestion that I would make if we look at amending the ordinance that we stipulate that there's a membership for the purposes of quorum and voting, but there's also the option to have a Council Member who serves in an ex officio capacity. So,

they're not a voting member, but they can participate in discussions. So, you know, again, the likelihood of finding someone on Council who meets the qualifications for what should be serving you know, in terms of Architectural knowledge or design knowledge or, you know, those kind of things that are supposed to be there. It would be better if someone in Cindy's position was not a voting member. So that's a suggestion that I would consider or suggest that we discuss and then maybe present to Council.

Cindy Pearson: That's how I was when I started. I think when I was under Bill, I did not vote.

Will Moore: Right. But that was never in the ordinance. You know, it was just so I think there's some there are some updates that would be nice to make to the ordinance. But in terms of just the report to Council later this month, I would simply suggest that you report to them that you'll be studying possible changes. And we would present those to Council at a later date. Yeah.

Tim Clites: I'm certainly okay with that. Is the Committee comfortable with that? Yeah. All right, then, let's talk about our short-term goals. Review of the Historic District boundaries and make possible changes, including potentially enlarging the area if allowed by law. Historic markers, attractive signs on buildings with historic significance, including date, first owner, builder providing historical significance. Do the historic markers. The zoning ordinance, section 37 C. If this is an HDRC duty the Committee should make progress on this. So, as the bylaws have a standard recommendation for plaques and markers. So, I think all those things come together into one short term goal. If I'm reading this right, they're all stating that. So, it looks like three or so of us had that same comment around historic markers, which I do think would be a nice thing for us to work on, I don't know, last month it was brought up to me like, oh, I'm going to put a marker on my building. I'm thinking it would be nice to be able to say, hey, you know, go to the town. They've got a standard for the town, right? I mean, this was in a different community, so it wasn't in Middleburg, or I would have had a bigger discussion, but I think it might be nice. What does the committee think?

Punkin Lee: I think in the bylaws it says that we're supposed to do that.

Tim Clites: I know that's right. That's what this is.

Punkin Lee: Wasn't just a thought. It's actually in there.

Tim Clites: Right?

Punkin Lee: Yeah.

Tim Clites: And yeah, that's I think the zoning. Yeah. Section 37 C.

Virginia Jenkins: But it is specified is it not that all the signs would be the same size, same lettering, etc.?

Tim Clites: Not necessarily. I think that's what we need to work on. So, I think in a short-term goal it'd be great to say let's work on that this year and try to resolve that sometime during the course of our business the rest of the year, come up with a plaque standard and information standard and size standard.

Margaret Littleton: Maybe a little paper that is at the visitor center that would you know correlate with the signs when people are walking around.

Margaret Littleton: Sure.

Margaret Littleton: We did it in Upperville way back when I lived there. And it was great. Of course, they were wood, and they rot. [laughter]

Tim Clites: Yeah.

Cindy Pearson: Don't use wood.

Tim Clites: Well, I certainly think that could be a short-term goal for us. And it's a nice thing to do. And yes, it's stipulated that we actually do it. So, we're really following what we already said we were going to do, review the guidelines in case something needs to be revisited, keep on top of the five entrances to the town and what is covered by the HDRC. And then the zoning ordinance, section 37 AB. And when we're referring to that, I think I was referring to that A and B, let's just review those. Our zoning ordinance says that we are to assist and advise the Town Council and the Planning Commission in matters involving historically significant sites and buildings. So that's interesting because that doesn't necessarily limit us to our Historic District. At least that's the way I read it when I read it. Most recently, conducted studies deemed necessary by the Town Council and the Planning Commission concerning means of preservation and utilization of historic assets in town. And so, when I read those two, I thought of Asbury Church. And I know there's been a lot of work done by staff and Council and Planning Commission and others to take that in a good direction. And for me, really, the question was, is there anything that as a Historic District, we could be doing to support that? It's really just a question for those two. You know, groups to identify if there is something that we can do because it appears to me like that could be part of our, right, work. Any other I mean, these aren't all my comments. So, comments from others reviewing the guidelines. Yeah, please.

Punkin Lee: The one that refers to keep on top of the five entrances to town. The Streetscape Committee has brought and conversed with Council, and brought to them plans to do the west and the east side entrances on 50 around the two big town signs. So that is in the works and hopefully both ends will be planted by the end of the year.

Tim Clites: Nice.

Punkin Lee: And the South side, The Plains Road, I believe that probably by the end of the year, from halfway to the Legion Hall will all be an easement on that. So that kind of helps that Foxcroft Road I can't I don't know about that. That's all I got.

Tim Clites: Nice. And that keeping on top of the five entrances I think is also listed in the long-term goals. And really, I think I copied that from last year. It was one of the comments that we had around potentially having some kind of an overlay entrance corridor overlay that we would review.

Punkin Lee: The other road is a Landmark, which, you know, when Mrs. Cochran leaves us, who knows what is going to happen there. And that could be a real disaster.

Virginia Jenkins: That's not [off mic].

Punkin Lee: I don't know. I don't think it is. I don't think it is. And that goes right straight to the crossroads going back. So that needs to be.

Rhonda North: So, Mr. Chairman, some of the members had some of these items as a long-term goal. Some of them had a short-term goal. Both review of the boundaries of the Historic District for possible expansion and the entrance corridor district were two items that some people felt were short term goals and some felt were long term goals. So, they're in both places.

Tim Clites: Thank you. That's good thank you for clarifying that for me. Yes. So, we should talk about that as a committee. Let's talk about expanding the boundaries. And anybody that had that thought is that if that's different than the entrance corridors, I'd love to hear people's thoughts on that, because I think that feels to me like it's a bigger hurdle to get over than having an overlay of the entrance, but there may be a goal someone had in mind that is worth us discussing.

Cindy Pearson: Doesn't that come up? Didn't that come up more when the houses were changes like the houses being built on Reed Street, the one down in the corner, and then some of the other houses in Ridgeview being knocked down and built wasn't when this kind of came into discussion.

Tim Clites: There was, I think, some minor discussion about is there any way to add some kind of a historic overlay, a second zone, I think.

Cindy Pearson: And it was.

Tim Clites: Quickly dismissed.

Cindy Pearson: And was. Yes, that's where I was just going. And it was one of the options brought up somewhere else. Oh, but they changed the zoning with the lots now with the sides. And I think that has kind of.

Tim Clites: It's a different way to manage it.

Cindy Pearson: Yes.

Tim Clites: Yeah, that's managed by counting facts and no opinion, which is an appropriate way to manage perhaps.

Cindy Pearson: Yes.

Tim Clites: I think that's what was concluded for that neighborhood that was a more appropriate way to manage that than because it didn't have, as I recall, it didn't have a compelling historic significance to the neighborhood, or at least we didn't think it did sufficient to make it some kind of an overlay.

Will Moore: So just a bit of background. I don't want to weigh this down too much. So, we're really talking about three separate things here. We have a Historic District. We are enabled by the state to do the entry corridor regulation. Both of those have some very specific criteria to them. So, for example we talk about five entries to the town. You could not put an overlay on all of those. You could probably you could definitely justify meeting the state code standard for Route 50 from both the east and west. You might be able to argue for the Plains Road. There's no way that either Landmark or Foxcroft North Madison would meet the criteria required because they have to be major tourist entry routes into the Historic District. And I think that would be a stretch for the Plains, but you could probably argue it because there's signage from 66 to the Plains this direction. So those are two things we are also enabled not by general state code, but by an amendment to the charter for the town that was approved by the General Assembly to adopt architectural control districts anywhere within the town, not specific to it being historic, not specific to it being an entry corridor. So that's the discussion that was taking place when there were the most recent discussion within Ridgeview, not along necessarily the Route 50 Corridor that touches, you know, Ridgeview has some homes that sit on Route 50. But what was happening kind of interior to Ridgeview. There was contemplation of maybe exercising that ability to adopt an architectural control district.

Will Moore: It's still an option. The feeling I get from Council right now is to see how the more major changes to the zoning regulations, how that influences what happens interior to Ridgeview for now. So, kind of three, three separate buckets. I would caution you to using the goal of expanding the Historic District as a goal. I would suggest reviewing the boundaries of the district is something you can do. You may recall when we last updated our Historic District survey, which was in 2016 as part of that survey, there were recommendations for adjustments to the boundaries of the district. Any adjustment to the boundaries of your Historic District have to be made from very informed decisions. While that survey update included a couple of areas for minor expansion it included many more recommendations for

contraction of the district, actually, where you have noncontributing structures which consist of the outer boundary of the district, which are not supposed to have your boundary, is supposed to be bound by contributing structures. Then within the district you can have a mix of contributing and noncontributing. So, we started studying that with a subcommittee of this committee. And it was pretty quickly set aside because it was obvious that the if we really followed the recommendations that the district would actually be contracted rather than expanded overall. So, I'm open to revisiting that. But we can't have the forgone goal of expanding as opposed to studying and see how it meets with the criteria.

Tim Clites: Thank you. That helps a lot. Yeah. Just clarify what the three and really short term and long term. We'll talk about all those. Let's talk about them together because there is some question about whether, let's say the entrance quarters is a short term or a long term goal. Meaning, do we work on it starting this year, or is it something that we feel is important to work on in the next couple of years?

Virginia Jenkins: Yes. If we're going to look into this further in the Historic District, you know, just to look at the goals. Is there any way we could get a printout for the next time we have a meeting discussing it so we can have a new God knows where mine is? I've had have a copy somewhere, but I'll never find it. Is there any way to get a printout redone?

Will Moore: A printout of?

Virginia Jenkins: Of the Historic District?

Will Moore: Yes. Thank you. Yes. In fact, I think I have a. So let me complicate it even further. We have a local Historic District, and we have a National Register Historic District. Those boundaries don't. We have a local Historic District. And that's where your authority to regulate comes from. It's things within your locally designated Historic District. We have a National Register district, which dates back to when the district was first nominated to go on the state register and then the National Register. Those boundaries don't match. It's not necessarily odd that they don't match. But it's important to understand what those boundaries are. And I think I have I think I created a map at one point in time, years ago with both of those. So, you can kind of see how they interact with each other.

Bill Anderson: You also had a graphic showing those areas that were to be potentially changed.

Will Moore: I did. Yes.

Bill Anderson: We can bring that again too. That was a good in one picture really showed the whole cross minus.

Will Moore: Yeah. I'd be happy to bring that back up. Circling back to your report to Council later this month, may be similar to what we talked about with the ordinance, you may want to frame this a little bit differently. Rather than telling Council we want to implement entry corridors, and we want to expand the Historic District maybe it's you want to in earnest this year study the boundaries of the Historic District and bring recommendations to Council where you think maybe the boundaries should be modified. And then also that you might study the possibility of entry corridor overlays and bring them a recommendation for that as well. Yeah.

Tim Clites: Well, thank you for both of those. I guess if I had to go out on a limb, I would think that the short-term urgency should be around entrance corridors because we have nothing there. And if there's a few parcels that are in the current oversight of this committee that don't need to be, it seems like there's less risk there than three tear downs along Route 50, if that matters to us. And I think an entrance corridor, even along Route 50 on the east end of town, I think the Historic District goes to the end of town, more or less, doesn't it?

Will Moore: Almost, almost. Well, yeah, we have technically we have the animal hospital is right in the district or not in the district, but that's pretty much it.

Tim Clites: Right. And so, then what we're really talking about is from the top of the hill at the National Sporting Library to the west, to the other end of town. Anything happening there? That [off mic].

Virginia Jenkins: Is the creek? Is the creek in the Historic District or not? [multiple speakers] Creek?

Will Moore: No.

Tim Clites: With the state. [multiple speakers]

Margaret Littleton: It's the, we're on the historic register for the state and all the state.

Tim Clites: All 3 or 4 of those houses along that side?

Margaret Littleton: Nope. Just us.

Tim Clites: Yeah. That's what there's.

Will Moore: Yeah. So, they're individually listed, but that's they're still not governed by local regulation. So, so but.

Tim Clites: If I wanted to buy Margaret's house and tear it down, could I.

Will Moore: You could.

Tim Clites: Yeah.

Will Moore: But there's no regulatory.

Tim Clites: I don't want to. Let's be clear for anybody listening, I'm not.

Margaret Littleton: You can't without going to Richmond and going to the historic.

Tim Clites: For your one house because it's nationally listed.

Margaret Littleton: Right? Yeah.

Tim Clites: But let's just pretend like that. I guess what I would say is, like, I would think that's those answers are worthy of this committee looking at to formulate whether we should make I mean, I'm just speaking for myself whether we should make a recommendation to Council sometime later this year or next about whether there's a value in entrance corridor overlay, because that's your side of the street the other side of the street there's nothing. Right. And there's certainly based on what's happened in Ridgeview, there's certainly some of those houses that I could envision someone thinking, I'm buying the land, right. And so, do we care about what gets built there as it relates to the entrance to our Historic District? And if we say yes, then I think to me, that feels more short term than long term, because we're still in a fairly robust economy where things are still happening like that. If we're in the middle of a recession we probably worry about it less because the likelihood is less. How does the committee feel about having entrance corridors become a short-term goal? And then I think bound. Yes Punkin, please.

Punkin Lee: No, I think it's a good idea. I mean, who thought Ridgeview would do what it did? So, you know, the horse got out of the barn there. I think we're stupid if we don't think it won't get out again.

Tim Clites: It took a long time to catch it.

Punkin Lee: It did?

Tim Clites: I mean, it was, and they worked hard, but they two and a half years so.

Punkin Lee: Right. So once the doors open. Yeah.

Tim Clites: I think as part of that, we. I'd love to get a refresher Will, on that work. As you talk through it, I remembered I'd love to get this committee kind of up to date on that previous work. And then maybe that's a lesser issue because at least at least we are. We do have some oversight there, right? I mean, I think about Reed Street and the houses that we reviewed next to the community center, and I think that it actually extends maybe into the lots on the other side of Reed. And there's some like, why like, do we really want to do right. Is the. And so those would be maybe less important things but maybe still valid things to consider just with less urgency, I think. Okay. In this list is there anything that we didn't go over short-term, long-term goals?

Punkin Lee: You're doing the signs for short term, right? The historic markers.

Tim Clites: The historic markers. I would like to do that because it feels like that should be a significant amount of work. I think we've all been to places where the historic markers are lovely enough that, you know, there's lots of precedent for that. So, it feels like.

Punkin Lee: We just have to find the right ones.

Tim Clites: Right? You know, we have to agree.

Punkin Lee: We've seen a lot.

Tim Clites: But yeah. All right. So those two things for short term and then now we've moved all of our long-term goals to short term goals. Is everyone comfortable with that? Okay. So, in terms of budget requests, I don't know if that actually has a budget implication or not related to entrance corridors. I just this is a note from me. I do remember talking for a long time about redoing our guidelines, and when we finally got help, it was like a breath of fresh air. It just really moved it along. I think we could start to do some of the work before needing some support, but Will, what do you think is an entrance corridor? Is that enough? Is that more work than staff could handle? Should we be thinking about having a consultant help us?

Will Moore: I think we're getting maybe a little too far ahead with that. I think we need to do some study with and then some discussion with Council about the idea, because, you know, I wouldn't want to start developing potential guidelines for entry corridors if the appetite of Council is not there to adopt an additional regulatory layer for those corridors. So, so, so more of it, I think, is some discussion about what's enabled you know and where? So, what corridors might we be talking about? I think you're probably going to be limited to West Washington and the Plains Road within the corporate boundaries. So then maybe have some discussion with the committee about what you think those how detailed of guidelines are you talking about maybe incorporating because those corridors can have as detailed guidelines as your Historic District does, or they can be a little more fluid, a little more lax, but still some discussions need to be had there first. Once we have a general framework for what we're thinking, then we're talking about having a discussion with Council. And if they are in favor at that point in time, then we can talk about actually going out and developing guidelines, because we would need to have those guidelines in place before we could actually rezone any of those properties to add that overlay to them. We can't do it the other way. We can't rezone and then develop guidelines. Property owners would have to know what those guidelines would consist of before their properties could be rezoned.

Tim Clites: Understood. Thank you for all that. My question was, I think, specific to whether there's any budgetary needs to do that. And the answer I think what I heard is we don't know yet. And until we get down the road a little bit. May or may not be. Obviously, there's no appetite, there's nothing to do. There's no budget request. But if there is an appetite for that, if it does seem worthy of some time. My sense is that that would be a lot to ask of staff. You all seem to continue to be busier and need help. And so, if asked by Council off the cuff, I would feel like I would be recommending that we get if they have the appetite for it and we move forward, we get some assistance outside of staff. That's all I'm trying to clarify in case the question comes up.

Will Moore: Yes. Yes. Yeah, it probably it won't be included in this year's budget. But if the work moved along quickly, we could consider, depending on how revenues go this year, we could consider a supplementary request during the year or we could just include it in the budget for the following fiscal year.

Tim Clites: Yeah. Yeah. And I guess looking back at what we did in the Historic District, I get the potential is that we at least have some sense of I would imagine that overlay district would not be as much work as our Historic District, right? Potentially. But your point is, we'll do a little work, we'll talk to Council, we'll get a little feedback, and then we'll make that decision. Yeah. Perfect. All right. Any comments from anyone else related to the budget? And then the last question is resource needs. Staff support has been great. Consultants listed above, special training, non-requested consultants listed above.

Will Moore: I think that was just referencing that if we did the entry corridors that we might bring on a consultant.

Tim Clites: Yep. Okay. Any other comments from the committee. Rhonda, are we missing anything from your perspective?

Rhonda North: No. I mean, we can update the form and send it out to the committee, and you all can get back with us individually if you have any comments. Because you're presenting to Council on the 22nd, so you won't have another meeting between now and then.

Tim Clites: Right? So, whatever you are agreeing to, I got to go present to that tough Mayor and his comrades. He'll be ready. Great. [laughter] Will, are we missing? I'm sorry, Punkin.

Punkin Lee: I was just going to say thank you, Rhonda, for putting everybody's comments together.

Tim Clites: Yes. Thank you. That was very helpful. Will, is there anything you think we should be thinking about that we're not.

Will Moore: I don't think so.

Tim Clites: Okay. Thank you. All right. Well, thank you all for taking the time to do that and send it to the staff and for spending the time tonight in the meeting. Meeting's adjourned.

Punkin Lee: Quorum [off mic]?

Tim Clites: Oh, quorum for next month. If you have any issues, talk to Rhonda.