TOWN OF MIDDLEBURG
HISTORIC DISTRICT REVIEW COMMITTEE
REGULAR MEETING MINUTES

Thursday, November 6, 2025
PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, November 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
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)
Virginia Jenkins (excused)

Approval of Minutes

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

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

New Business

COA-RS 25-09: New Single-Family Dwelling – 3 Foxtrot Knoll Lane – Middleburg Residences

Deputy Town Manager Moore reported that this would be the seventh house in The Stables section, which was the larger lot section toward the west. He further reported that the house would be The Stables version of The Hunt Box design. Mr. Moore advised that it would contain a mixture of materials, including stone on the front, lap siding on the sides and rear, a stone water table on the porch, a stucco water table for the remainder that would be visible, and stucco on the exposed portions of the basement on the left side and rear. He further advised that the gutters would be copper, which was consistent with the guidelines. Mr. Moore reported that the home would contain an open, covered walkway to connect it to the garage and noted that this was something the Committee had not seen in the past; although, it was consistent with the guidelines. He advised that the proposed home appeared to conform to the Town's zoning standards; however, he would do further analysis once the zoning permit application was submitted.

Gretchen Yahn appeared before the Committee representing Castlerock Enterprises. She reminded the Committee that this house would be set into the woods slightly and would sit lower than the adjacent home, which sat at the top of the hill. Ms. Yahn advised that with this construction, this area would be built out. She opined that it would have a homogeneous feel given the similar Hunt Box designs; although, each contained different textures and colors. Ms. Yahn explained that because of the topography of the lot, which sloped toward the creek, the owners desired a covered rear terrace and advised that it would have an outdoor fireplace in the corner that would be stone. She reported that there would be wood decking on top of the terrace, which was different than the designs the Committee previously reviewed. In response to an inquiry, Ms. Yahn confirmed the chimney for the outdoor fireplace would not be visible from the front of the house.

The Committee expressed appreciation for the use of more stone and opined it was appropriate given that the house was tucked into the woods.

In response to an inquiry as to why there were three finishes, as opposed to the normal two, Ms. Yahn advised that one other home had a combination of a stone and stucco water table and another home had a combination of stone and siding on it. She explained that in looking at the main box of the house, what could be seen was the front porch stone water table, with the retaining wall serving as the stopping point. Ms. Yahn noted that due to the expense of the stone water table, they had done this lots of times.

In response to comments from the Committee, Ms. Yahn confirmed that part of the appearance of more mixture was the larger house. She noted the walkout basement and reminded the Committee that the basement was not normally seen as much due to the grading of the lot. Ms. Yahn confirmed that no other houses had used a breezeway to connect the house to the garage. She noted that there was a future bathroom for Lot 29, which would be connected in a similar way; however, that had not been finished out yet. Ms. Yahn explained that in this case, the owner wanted a potting area and to have a place where they could take off their clothes after hiking before going into the house.

In response to inquiries from the Committee, Ms. Yahn confirmed the breezeway/connector would have a flat roof and advised that it would appear to be a pergola. She noted that they would box down the EPDM so the rubber would not be visible. Ms. Yahn advised that the water would be taken to an internal rain ladder through the column and out and confirmed that only the house would have copper gutters. She reiterated that the breezeway would appear to be a pergola. Ms. Yahn confirmed the outdoor grill would not have a hood or any kind of ventilation. She advised that as to the row of windows, they would sit on pieces of slate all around the house. Ms. Yahn noted that this would come around and tie into the porch elevation in the rear. She confirmed the stucco would be proud of the porch, with the slate being laid all the way down once it was flashed and the stucco coming up from underneath it. Ms. Yahn advised that the slate would be slightly proud, which allowed them to miter the corners and tie it back into the porch elevations. She opined that the stone sitting on the little piece of stucco below it would not be seen due to the retaining wall; however, she would play that by ear, as she may want to make it look more independent with a different cap. Ms. Yahn opined that no one would see it when driving by due to the grade. She suggested the only location where it would be visible would be the lot next door; however, she was not sure that lot would ever be built on, as it was too steep. Ms. Yahn noted that there were discussions about splitting that lot and consolidating it with the ones on each side.

In response to a comment from the Committee, Deputy Town Manager Moore confirmed that Ms. Yahn did a good job of making sure that houses sitting next to each other did not contain the same colors. He noted, however, that the same color could be used if the materials were different.

Ms. Yahn opined that in looking at this lot compared to Lot 38, they were almost like two different neighborhoods. She noted that she tried to keep the houses separate and reiterated that this one would be against the woods and essentially went away. Ms. Yahn advised that, in this case, the best color was the Rockport Gray. She acknowledged that she used it on an adjoining house; however, they were different in terms of feeling.

Chair Clites opined that this house would sit much further back on the lot.

Ms. Yahn confirmed this lot would have one of the longest driveways and would have its own private space. She noted that she was very particular about the houses not being the same and advised that she felt this color was appropriate only because they were spaced so far apart.

Councilmember Pearson moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA-RS 25-09, a request of Castlerock Enterprises for a new single-family dwelling at 3 Foxtrot Knoll Lane – Middleburg Residences Lot 40.

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

In response to an inquiry from the Committee, Ms. Yahn reported that they had sold approximately eighteen of the building lots. She noted that the buyers were all the same in that they were essentially aged fifty-five and above and were locating to Middleburg to be close to their children. Ms. Yahn advised that they felt like they were downsizing and wanted to be in a community. She opined that Middleburg was selling the homes as much as anything and noted that the buyers liked that they could walk places.

COA 25-34 (S 25-20): Projecting and Wall Signs – 110 W. Washington Street – Buttonwood Wealth

Deputy Town Manager Moore noted that the only sign that fell under the Committee's purview was the projecting sign, as the wall signs would not be visible from a public street. He advised, however, that it was okay for the Committee to act on the application as worded. Mr. Moore reported that the signs fell within the allotment allowed for the building. He noted that the projecting sign would be located above head in the small pedestrian alley between TCF Afield and the Middleburg Common Grounds buildings.

The Committee noted that the building was difficult to find. They expressed concern that the proposed location could lead someone to believe the office was located on the second floor.

John Ralph, of Quail Run Signs, advised that the sign contained an arrow to direct people down the alley. He noted that it was a difficult location and advised that he could not think of any other way to do this other than to just lead them down the alley. Mr. Ralph advised that even though it had a West Washington Street address, the building could not be seen from the street.

The Committee acknowledged that this was not a walk-in business and opined that the proposed sign should work fine. They questioned whether it was possible to make the colors brighter and add a border to make the sign more visible.

Mr. Ralph advised that this was the business' logo. He noted that this was their second location.

Chair Clites summarized that the sign contained three colors – the base color; Matthews White for the business name and logo; and a cool gray color for the border, arrow, and tagline.

In response to an inquiry from the Committee, Mr. Ralph confirmed the bracket was similar to the other sign brackets on the building.

Chair Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 25-34 (S 25-20), a request of Lucy Zimmerman for projecting and wall signs at 110 West Washington Street as presented.

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

Discussion Items

Electronic Participation in Meeting Policy

Deputy Town Manager Moore reminded the Committee that they expressed an interest in adopting a policy pertaining to electronic participation in meetings and opined that this may be useful for a couple of members in the event they could not attend in a meeting in-person for reasons that were allowed under the policy. He advised that the Committee would always need to have a quorum physically seated in the room. Mr. Moore explained that if the person was participating remotely due to a personal reason, such as vacation, their attendance did not count toward the quorum; however, if they were participating remotely for a medical reason, it did. He noted that the policy contained the specifics related to electronic participation, such as receiving advanced approval.

Chair Clites clarified that the policy was based upon the State Code requirements and noted that the Committee was not doing something that was new. He reminded the members that the requirements must be applied strictly and uniformly without exception and without regard to the identity of the member requesting remote participation. Mr. Clites noted that the General Assembly was constantly updating the enabling legislation.

Deputy Town Manager Moore noted that the policy must be adopted annually and advised that, while cumbersome, this would allow it to reflect any changes to the enabling legislation.

Chair Clites noted that it would also give the Committee the opportunity to determine whether electronic participation worked for it or not; and, if not, to vote not to continue it.

In response to an inquiry from the Committee, Town Clerk North confirmed the Council had adopted a policy related to electronic participation for its meetings, as had a number of the Town's other committees.

In response to an inquiry from the Committee, Councilmember Pearson confirmed she used the policy when she was out due to surgery. She advised that it did help.

Deputy Town Manager Moore advised that the members of the Planning Commission had also participated in meetings electronically.

Councilmember Pearson advised that while it helped her to participate remotely due to her surgeries, there was nothing like being present in the room during a meeting. She opined that everyone should do their best to be physically present. Ms. Pearson recognized that there were times when this was not possible.

Chair Clites advised that the goal was that this would be used for unique circumstances, not as a substitute for being present.

Vice Chair Lee opined that the Committee should adopt the policy and noted that it would allow a member who was in a pinch to participate. She reminded the members that some items returned to the Committee during the following meeting and noted that members who were absent lost the benefit of the initial discussion. Ms. Lee suggested it was worth a try and opined that the members would not abuse it.

The remaining members of the Committee agreed.

Chair Clites moved, seconded by Vice Chair Lee, that the Historic District Review Committee adopt a policy for the Historic District Review Committee that allows it to have Participation in Meetings Through Electronic Means in the Event of Personal Matter or Certain Disabilities, as presented by Town Staff.

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

December Meeting Quorum & Rescheduling of January Meeting

Chair Clites asked the members to let Town Clerk North know if they were not available to attend the December 4th meeting.

It was noted that the January meeting date fell on January 1st; therefore, it needed to be rescheduled. Deputy Town Manager Moore advised that he would send out some potential meeting dates for the members' consideration.

Committee Member Littleton advised that she would not be present for the December 4th meeting. The remaining members advised that they would be present.

There being no further business, the meeting was adjourned at 6:04 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: Mr. Chair, you are live.

Tim Clites: [off mic] Reminder. Appreciate it. Alright. Welcome, everybody. We're live. Hold on. [off mic]. I'm not nervous. Just forget the password. Alright. Welcome to Thursday, November the 6th, Middleburg Historic District Review Committees regular meeting for the month of November. The first order of business is a call to order. Roll call.

Rhonda North: Chair Clites.

Tim Clites: Present.

Rhonda North: Vice Chair Lee.

Punkin Lee: Present.

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

Margaret Littleton: Here.

Rhonda North: Committee Member Wright.

Linda Wright: Here.

Rhonda North: Council Member Pearson.

Cindy Pearson: Here.

Tim Clites: Thank you. Public comments. But I know at least the one person sitting in the audience is here for the next agenda item. So, unless Danny has something. Danny, come on. No. All right. Well, we'll go to the approval of the minutes from our October the 6th, 2025 meeting. Any comments or corrections to those minutes? Seeing none, I move, we approve them as submitted.

Punkin Lee: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Motion passes. Next is action item New Business COA RS 25-09 request of Castlerock Enterprises for a new single-family dwelling at 3 Foxtrot Knoll Lane Middleburg Residences, lot 40. Mr. Moore.

Gretchen Yahn: Oh, hold on.

Will Moore: Thank you, Mr. Chairman.

Will Moore: You have the memo and the materials. This home would be the seventh that would be permitted in The Stables section of The Residences neighborhood that's the larger lot section toward the west. You see the particular lot bubbled on screen here. This particular design uses one that you've seen similar before. This is The Stables version of The Hunt Box. A couple of things with this particular application, it's a mix of materials for the primary cladding in this instance, using stone on the front volume of the home and then further back on the sides and on the rear, utilizing lap siding stone water table on the porch. The remainder of the visible water table is in stucco and then stucco as well, for the exposed portions of the basement elevation on the left side and on the rear. A couple of things that are a little bit unique to this application you might not have seen before. They're actually using copper gutters and downspouts as opposed to the black in this instance the copper is consistent with the guidelines for the Residences. Also having an open but covered walkway connecting the home to the garage with, as you know, a roof and columns. Not something I think that we've seen in any of the designs to this point. But that is also consistent with the guidelines. And I put the excerpt from that in the memo just for your convenience. Otherwise, I've done the basic zoning review, and this appears to be in conformance with all the zoning standards. I'll do a further analysis once I have the zoning permit application. But as far as the size, the footprint and the location on the lot, everything seems to be in order.

Tim Clites: Thank you. And I know you've been here a lot. Name and what do we need? Name and address and then any additional comments?

Gretchen Yahn: Gretchen Yahn Castlerock Enterprises. Kind of here in Virginia Middleburg Virginia most of the time now. But this client is coming back kind of setting back into the woods slightly here. Which is going to be nice. It sits down lower than lot, way down lower than lot 38, which is the one that sits on the top of the hill. And it'll come off of that same pipe stem that comes down to feed 41 and 42. So it's kind of got a nice we're getting everything built out in one section there, which is very nice. And everybody has a little bit of that kind of homogeneous feel down there with this similar Hunt Box look to the front, different kinds of styles, different kinds of textures, different types of colors. So, it's kind of got a nice kind of feel around it. One thing that we did do on this residence that I was going to point out is this client, because of the topography of the land, this is one of the ones that slopes down to the creek. So as a result, they really were desirous of having a covered rear terrace. Okay. So, in the past, you've seen us have these slate terraces that are kind of up out of the ground and graded up to this one will actually have an outdoor fireplace that is in the corner of the terrace that's going to be stone as well. And then this will be a system that we have EPDM, and it will be a covered terrace underneath of it with a like an Ipe wood type of decking on top of it. So, it's a little bit different than what we've had before. But they just really wanted to have kind of a little bit of a difference in having a double kind of thing that goes down towards the creek. So, if you're looking at orientation, it's down towards the creek. All other details are the same.

Tim Clites: Thank you. Trying to decide who I pick on first. Cindy says she doesn't care. Pick on her. Cindy.

Cindy Pearson: Oops. I did the chimney did not look normal to me, but I get it now that it was explained to me. But I don't see on the front elevation what you see of that back chimney. Would you from the front?

Gretchen Yahn: No, you really wouldn't, because it's sitting down lower. And the way you'll be coming up to this house is kind of coming down and coming up. So, unless you were way out up in the sky with the drone, you would not see that back chimney from the front. That is correct.

Cindy Pearson: Okay. You know me, I don't read plans that well, so I just needed to ask. Thank you. I don't have any other questions.

Tim Clites: Thank you. Linda.

Linda Wright: No, I really like this one. I'm glad to see the use of more stone in the stucco. And I think that's really appropriate where it's tucked in the woods there, and I like it very much.

Tim Clites: Thank you, Linda. Punkin.

Punkin Lee: I was just wondering why we had three exterior finishes instead of most of them have two.

Gretchen Yahn: Well, what we've done in the past, we've actually had the stone water table and the stucco water table in conjunction with one another in other buildings. And we've had the stone with the siding on it as well in other plans, what you will see from the main box is the main box being with its front porch stone water table. And we're utilizing the retaining wall as the stopping point there for what we've done in the past is having stucco from that point back. There's a lot of times just even, you know, the stone being so expensive, we've had we've not had one taker yet on taking all stone water table. We just we've tried lot 45 we tried and they pulled it out, it's similar.

Punkin Lee: Because the house is larger it just looks like and more windows. It just looks like a big more of a mixture than a compliment.

Gretchen Yahn: Yeah. Part of it is that you. Now that we have the scenario of the two, the walkout back, you're seeing much normally that would be graded up to so you wouldn't see as much. You are correct in that. Yes.

Punkin Lee: That's my only comment.

Tim Clites: Thank you, Punkin. Margaret.

Margaret Littleton: Excuse me. I think it looks very nice. And I especially like connecting the garage. I think that all of them should be that way. I really like that it makes more sense. And I like the way the garage is too with that stuff in the middle.

Gretchen Yahn: So, yeah, they're going to use it as a potting area.

Margaret Littleton: No one else has done that, have they? You, okay?

Gretchen Yahn: Yeah. No one else has done. We have a future bathroom on lot 29, which is very similar, but they didn't finish it out yet. But this one, they really wanted a full kind of potting area and just kind of having a place that they could walk and hike and then come in and not have to get in the house with, because he got attacked by chiggers and ended up in the hospital after the first walk. That's no lie. So, he doesn't want. He wants a place to take his clothes off before he goes in the house from now on. [laughter]

Tim Clites: Thank you, Margaret. I don't have a whole lot of comments. A couple of questions if we can go to. Well, staying on this elevation that's up on the big screen, the connector is going to have a flat roof, or were going to have a pitched roof to match the pitched roofs.

Gretchen Yahn: Flat. It'll have a flat.

Tim Clites: A flat. [multiple speakers]

Gretchen Yahn: So, it'll appear as a pergola from all intents and purposes. And then what we're doing is we are actually boxing down EPDM, and you won't see any rubber at all. And then we're taking it to an internal rain later through the column and out. [multiple speakers]

Tim Clites: So, it won't have the copper gutters on it. The copper will only be on the house.

Gretchen Yahn: Only on the house. Right. This will appear from all intents and purposes, like a standing pergola.

Tim Clites: A pergola. Yeah. Okay. So that was one question. And then my other question, I think, is on the other elevation. The top left elevation person standing there is standing at an outdoor grill with a little wall.

Gretchen Yahn: Yes.

Tim Clites: This has nothing to do with the design, although if it's required, it would change the elevation. Do the built in grills require a hood or any kind of ventilation or?

Gretchen Yahn: No.

Tim Clites: No. So, what we see there is what basically what you'd see.

Gretchen Yahn: That is correct. You would not see anything else, you know, there.

Tim Clites: And then I think this was. Yeah. Right where Will's cursor is right now that the string of windows, I think the last version that we looked at like this, you confirmed that, but I'll ask it again below the columns is there, is that sitting on a piece of stone that then has stucco or is that? [multiple speakers]

Gretchen Yahn: Yeah. So, we use that.

Tim Clites: Pins.

Gretchen Yahn: Slate pieces of DATIM, basically all around the houses. So, it ties into our porch elevation comes around, allows us to do this break, and then comes around and ties back into the porch elevation to the back. So, this is a DATIM that we use on every single house for that break.

Tim Clites: So, the stuccos that's all proud of the porch. The porch above it if you will.

Gretchen Yahn: Yeah. So, what's going to happen is you'll have your we actually take this piece of slate and lay it all the way down after we've flashed it. And then the stucco comes up from underneath of it. So, this the slate is going to be just slightly proud. It allows us to miter the corners, go back, tie back into the porch elevations. It's been a really good break between items to carry that DATIM all the way around.

Tim Clites: Yeah, materials.

Gretchen Yahn: And you'll see that consistently out there because it's been a little tricky to kind of keep things from jumping all over the place.

Tim Clites: Sure. Yeah, and I guess this elevation, the stone sitting on the little piece of stucco below it seems somewhat odd except that that's down in a well below a retaining wall, so we're not going to see that.

Gretchen Yahn: That's correct. And I'm using that retaining wall. It'll come up just slightly higher to make the break between. So, you won't really, I'm not going to run it just I may take that piece and bring it as a cap piece on the retaining wall, but I'm going to play that by ear when I see it, because I may want it to look a little more independent with a different cap on it.

Tim Clites: Right, right. But essentially from Anyone driving on the road, we're not even going to know that's there because you're going to look out over it.

Gretchen Yahn: No. Correct. And especially there.

Tim Clites: Right.

Gretchen Yahn: Because the grade is such that it just drops onto that. I mean, it drops. And so, to come in, as you can see from the site plan coming in, you're coming in and you're going to be coming up and there's really no other place that you're going to because the lot next to it. I'm going to be honest with you. I don't know if we're ever going to be able to build on that lot. It's just too.

Tim Clites: The one south on the page. Yeah.

Gretchen Yahn: It's too steep. I've even presented which we're talking about, that we split it between the two lots there because, I mean, it's literally like this.

Tim Clites: Yeah.

Gretchen Yahn: So, to get the perspective really of anything around this house side or back would be very, very difficult even if you were walking the trails because it just everything's going like a bowl from it, you know.

Tim Clites: Right, right.

Gretchen Yahn: But yeah, that is one thing I've been talking about because that next lot is just oof, it's not buildable.

Tim Clites: Then this caught me for a second, but I understand it now. This diagram is only about the color of the houses. It's not about where the house is or the layout of the adjacency. We look to the plat for that information.

Gretchen Yahn: Correct.

Will Moore: Correct.

Gretchen Yahn: Correct.

Tim Clites: It's just color.

Will Moore: The location.

Gretchen Yahn: You've got that.

Will Moore: The arrangement of it is. Yeah, right. Yeah. This is really just [multiple speakers]

Tim Clites: And our role is that we can have the same color if it's a different material or. [multiple speakers]

Will Moore: Yeah, I think that was kind of, you know, I think Gretchen's been doing a really good job of not having the same color next to the other. But I think if you I think there was discussion that if there was a change of material, as long as it was [multiple speakers].

Gretchen Yahn: And I'm really trying, if you look at this lot in conjunction to the one to lot 38, if you were to be out there, I mean, they are almost like two different neighborhoods as well, because I've been really trying to keep everybody separate. And this I was like this being up against the woods, I really

wanted it to kind of go away and just kind of be kind of tree housey. So, the best color for that was the Rockport Gray.

Tim Clites: Sure.

Gretchen Yahn: And since we used it up before, but I felt okay about it here because even elevation, they're way different from each other in terms of that feeling, because I really tried to make sure that they're not the same.

Tim Clites: And on the zoning plat, you can see that that's why I was asking in case anybody else in the committee was looking at that. This house is actually much further back in the lot that it's on than the zoning plat suggested it was.

Gretchen Yahn: So yeah, they pushed it way, in the zoning plat it's more forward. And this client really wanted it, which I agree. I mean, why buy a lot and you're not on your lot? Okay. So, this one comes. It's got the longest driveway. It's kind of it's going to be its own little kind of private space back there. And that's why they bought this one. So, you know just know that I'm very picky about them being the same. And the only I just felt this was appropriate because they are really so distinctly far apart from one another. You know, it's not like they're on the same road, so to speak.

Tim Clites: Yeah. Any other comments from the Committee? We don't all have to make a motion at once. [laughter]

Cindy Pearson: I make a motion to approve COA RS 25-09 request of Castlerock Enterprises for a new single-family dwelling at 3 Foxtrot Knoll Lane, Middleburg Residence, lot 40.

Tim Clites: All those in favor?

All of Committee: Aye.

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

Gretchen Yahn: Thanks, guys.

Cindy Pearson: Gretchen, could I ask how many houses you've sold now total lots or buildings?

Gretchen Yahn: It's about 18. Yeah. So, I mean, I'd like you to go a little bit more, but I will say this. The traffic has been very, very good with people and fortunately or unfortunately, it is the exact same type of person. Everybody is 55 and above. Everybody is coming here to be close to their kids. They feel like they're downsizing, and they like to be in a community. They really. So, Middleburg is selling this as much as anything else, I will say, and they like that they can walk places and, you know, so I really, you know, it's not like a partying crowd or anything over there. It's just a really nice group. It's starting to come together very interesting.

Cindy Pearson: Thank you.

Gretchen Yahn: So.

Tim Clites: Thank you.

Gretchen Yahn: Thank you guys.

Punkin Lee: Thank you.

Tim Clites: Next item CoA 25-34 S 25-20 request of Lucy Zimmerman for projecting and wall signs at 110 West Washington Street, Buttonwood Wealth. Mr. Moore.

Will Moore: Thank you, Mr. Chairman. One real clarification on this. It's okay to act on it as worded, but really only the projecting sign in this case falls under your purview. If you look at the overhead that's on screen right now, the two wall signs. One will be on the south side of the building in the area of my cursor here, and another will be on the west side in the area of the cursor here. Neither of those are visible from a public street, so they're not really subject to purview, but the allotment for the building would still have worked if they were but if you have any comments on those signs, feel free to let Mr. Ralph know. But really, the one sign that is subject to your purview is the projecting sign that's proposed to go in this small pedestrian alley that's in between the TCF Afield building on the right here and the Middleburg Common Grounds on the left. So, it would be kind of above head in that alleyway. So, if somebody is visiting for an appointment and they happen to park out on Washington Street because it has a Washington Street address. It'll give a visual clue to the visitor that they need to go down that alleyway.

Tim Clites: Thank you. Anything to add? You don't need to. Nothing to add, Cindy.

John Ralph: Happy to answer questions.

Tim Clites: Thank you.

Cindy Pearson: Yeah. Hi, John. I just know from trying to find that building before, when Christmas in Middleburg was in it. It's really hard building to find. And that's going to make you believe that that is upstairs on the second floor of that building to me. Am I? Margaret, am I off on that?

Margaret Littleton: No.

Cindy Pearson: Okay. It's like it almost needs an arrow too and I don't think that would fit. Well, you could get creative and put it down at the bottom of the I don't know, just my thought. It's a tough one there.

John Ralph: It does actually have an arrow.

Cindy Pearson: Pardon me. Oh, I did sorry. And I even put my glasses on. But that goes up.

John Ralph: Well, it's really a tough proposition as you know.

Cindy Pearson: Totally.

John Ralph: And obviously neither the coffee shop nor TCF wanted to make it look like their building.

Cindy Pearson: Yeah.

John Ralph: Or like there. So, and think it's the same owners that makes it a little bit smoother. But we couldn't think of any other way to do it than to try to just lead them down the alley.

Cindy Pearson: Well.

John Ralph: And it's unfortunate as you know it's street address, you can't see it, so.

Cindy Pearson: It's really hard to find. Yeah.

John Ralph: Thankfully, they're not sort of a walk in retail.

Cindy Pearson: Right. Right. Yeah. Very I have no.

Tim Clites: Thank you Cindy. I'll pause. We know who you are. Name and business, for the record. Sure.

John Ralph: Well, it's John from Quail Run Signs.

Tim Clites: Thank you, sir. Linda.

Linda Wright: I'm fine with it. I know the directions are very difficult because that is a conundrum with that building, but I'm fine with what you presented. I think it's clean and nice, and I'm good.

Tim Clites: Thank you. Punkin.

Punkin Lee: I think the sign is great. And I think that little tagline, even though most people don't read beyond whatever, at least you've got it there. And it's not a walk in business, so it should work fine. It looks very nice.

Tim Clites: Thank you. Margaret.

Margaret Littleton: It's a wonderful space once you get there. I agree, but it is what it is. And I don't think you can do anything different either. I don't know whether a brighter color or a border would catch your eye more. Is this their letterhead?

John Ralph: It is their logo. It's their second location so.

Margaret Littleton: So, it's great.

Tim Clites: Thank you. I agree the gray color is just the border. Or there's three colors. There's a base color. There's a Matthews White and a Pantone cool gray.

Will Moore: It appears the border as well as the arrow and the little tagline is in the gray.

Tim Clites: And Buttonwood Wealth and the logo is white.

Tim Clites: Yeah.

Will Moore: Correct. That's the way it's represented right here.

John Ralph: Yes.

Tim Clites: Correct.

John Ralph: And cool gray [inaudible] is not far from white.

Tim Clites: Very good. I agree with everyone's comments. I think. Yeah, because it's not a walk in business you can imagine being on the phone saying, come down the main street, you'll see our sign come down the alley. Kind of right. Like I think it's useful to have it there for sure. The passerby probably isn't going to look at the sign and say, let's wander down here and find that, because it's not that kind of business. So.

Margaret Littleton: Well, wouldn't she say we have parking right at the door?

Tim Clites: Likely they'd be in the back anyway.

Margaret Littleton: Skip the front street. Right?

Tim Clites: Yeah. Great. Any other comments from the Committee? Any, I didn't get the chance to look on this building. Is this bracket similar to other brackets on the building?

John Ralph: It is.

Tim Clites: It is. Thank you. I figured since you probably did all the other signs on the building, it probably was but thank you. All right. I move, we approve COA 25-34 S 25-20 request of Lucy Zimmerman for projecting a wall signs at 110 West Washington Street, as presented.

Linda Wright: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Motion.

Punkin Lee: Aye.

Tim Clites: Motion passes. I think I heard four Aye's. Thank you, Mr. Ralph.

John Ralph: Thank you all.

Tim Clites: Our next item is a discussion item and the potential adoption after discussion of a policy on electronic participation in meetings. Could I have either Mr. Moore or Rhonda just give us a high-level walk through of that? I know we've all had it, and we've read it, but the key points we should be aware of as a Committee.

Will Moore: So key points. So, I think there was interest in having the policy adopted based on our discussions from previous months. So, there was the question, was this committee open to the idea of electronic participation? And I think based on the discussions we've had in previous months you did express potential interest in that. And with a couple of particular members that we have on the committee, this without going into specifics this may actually prove very useful to allow current sitting members to continue to participate if they cannot attend because of certain other reasons that are allowed under the policy. So, if you have specific questions about what qualifies, what doesn't qualify for participation electronically, I'll let Rhonda handle those. But what you really need to know is, regardless, we always have to have a quorum present in the room. So, a person participating electronically cannot count toward that quorum unless it's somebody for a medical reason. If you're on vacation and you can't be here, you can participate electronically, but you won't count toward a quorum. But if you're out for a medical reason, a disability reason, you can have toward the quorum. And those rules keep getting adjusted. But I think more favorably toward electronic participation being well received. But otherwise, there's lots of specifics in here. You have to notify; you have to get permission in advance. Lots of things that are in here. But if you were to adopt this the main thing to realize is if you're not going to be able to attend in person, as always, contact Rhonda. She may say, reach out to Tim, or reach out to the Chair at the time to get permission. But otherwise, this would open up that avenue for those who may not be able to be here for a particular meeting but still want to be able to participate.

Tim Clites: And just to clarify, again, this is a state document that they've been using across the state where it's been adopted. So, we're not trying something new. And there's I think for me, the important thing that I appreciated was, you know, this kind of first paragraph, these requirements will be applied strictly and uniformly, without exception to the entire membership, without regard for the identity of member requesting and participation, blah, blah. I think like this isn't something that we've created. It's

something the state you mentioned, it keeps getting updated. The state is updating that based on probably input they're getting from across the state as people use these guidelines. Is that right?

Will Moore: Correct. And our policy or if you were to adopt this, this accurately reflects what the state says you can and can't do.

Tim Clites: Right.

Will Moore: So, it's and if this were to change. And the other part about this is if you choose to do this, you do have to adopt it annually. That seems cumbersome. But with as many annual changes as the state has been making, I think it's a good idea. So, you can understand if some of the requirements or rules change from year to year.

Tim Clites: And that also gives us a chance annually to say, is this working for us or is there for our particular committee some reason that it doesn't work and we can then vote not to continue.

Will Moore: Correct. Correct.

Tim Clites: All right. Awesome. Thank you for updating us on that. Cindy, does the Town Council have this adopted?

Cindy Pearson: I think I believe we do, yes.

Rhonda North: The Council has adopted this same policy, and a number of the town's boards and committees have already adopted this policy as well.

Tim Clites: Thank you. I didn't even think to ask that question until I looked down there. And I'm going to pick on Cindy first. Wait a second. All right. And any comments on it? Has it been used to your knowledge?

Cindy Pearson: I don't know if it was in use when I used it, when I had some surgeries. Was this in use then or did we just I can't remember?

Rhonda North: Yeah, it would have had to have been induced for us to have allowed you to do that.

Cindy Pearson: Yeah. Right. I have used it then and it does. It helps. Yeah. Great.

Will Moore: And we've had Planning Commissioners utilize it as well. So. Yeah.

Tim Clites: Awesome. Thank you. Linda any questions?

Linda Wright: No questions I think it's just a good alternative if we need it, it's there.

Tim Clites: And yeah. And we're all you know, we all have lives. And so, to give us a little flexibility and still feel like we can contribute and not. Yeah, I think it's. Anyway, it's not my turn to talk. Cindy, you wanted to say something.

Cindy Pearson: I did; I wanted to follow up with a comment. Even though I was, I enjoyed being able to be part of the meeting when I couldn't be here because of surgeries and different things. It's nothing like being in the room and being part of it. You it's, when you use it someday, you'll see what I understand. You know what I'm trying to say? Right. So, I think we should all try our best to be here. But I know there's times you can't.

Tim Clites: And I think the goal is this is not a substitution for being here. It's for unique circumstances. But Punkin what do you think?

Punkin Lee: I think we should adopt it. I mean, it allows somebody who's caught in a pinch to be able to participate and not miss things. I mean, especially things that come back the next month, if you lose the initial conversation and you're like deer in headlights. So, I think it's definitely worth a try. And I don't think anybody on this board is going to abuse it. And because, as Cindy said, it's much better we're all here than just like we had zoom meetings during Covid. It was like, oh, you know, they were about as useless as nothing so. If you don't see people's expression, you know, they hide behind a whatever, you don't. So, it's still important that we come.

Tim Clites: I agree. Thank you. Margaret.

Margaret Littleton: I'm all for it. Give it a try.

Tim Clites: Okay. Is there anything else we need to do discussion wise, or do we just create a motion to pass and adopt this.

Rhonda North: Just create a motion to adopt it.

Tim Clites: I move that we adopt a policy for the Historic District Review Committee that allows us to have participation in meetings through electronic means in the event of a personal matter or certain disabilities, as presented by the town staff.

Punkin Lee: Second.

Tim Clites: All those in favor?

All of Committee: Aye.

Tim Clites: Thank you all. I appreciate it. Meeting quorum for December 4th, is there anything else that we need to go over? Meeting quorum for December the 4th. Let the staff know if we can't make it. Reschedule for January 26th. Is that a known? We do need to reschedule that, we already know.

Rhonda North: We definitely need to reschedule the January meeting because that falls on January the 1st and I'm assuming no one wants to be here on New Year's Day.

Tim Clites: Come on. How does this Committee feel. Would we like Rhonda just to pick another date and suggest it to us in an email? Or Will do you have a suggestion?

Will Moore: I don't at this point, but I can send out some dates tomorrow. We would probably be looking at the following week. But I'll have to check our meeting calendar otherwise for conflicts. But we'll send out some alternate dates. We're not in a huge hurry to get this picked, but the sooner the better.

Tim Clites: And then you just get it off your list, right?

Will Moore: And then. Yeah. And then it [inaudible].

Tim Clites: Right. Okay, great. I move; we adjourn.

Will Moore: Sorry, but otherwise everybody's good for the 4th of December. Did we say okay? Margaret is not. Okay. Okay, great. Thank you.

Tim Clites: Yep. All right. I move that, we adjourn. Thank you.