



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



Thursday, January 3, 2019

PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Thursday, January 3, 2019 in the Town Hall Council Chambers, located at 10 West Marshall Street. Chairman Turnure called the meeting to order at 5:30 p.m.

PRESENT: William Turnure, Chairman
Punkin Lee, Vice Chair
Tim Clites
Margaret Littleton
Linda Wright
Cindy C. Pearson, Council Representative

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

ABSENT: William Anderson (unexcused)
Virginia Jenkins (unexcused)

Election of Officers

Vice Chair Lee moved, seconded by Committee Member Littleton, to nominate Bill Turnure for Chair.

Chairman Turnure advised that he was happy to continue as Chair; however, he noted the need to groom someone for the position for the future.

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

Committee Member Littleton moved, seconded by Committee Member Clites, to nominate Punkin Lee for Vice Chair.

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

Approval of Minutes

Vice Chair Lee moved, seconded by Committee Member Littleton, that the Historic District Review Committee approve the December 6, 2018 regular meeting minutes.

Vote: Yes – Committee Members Lee, Littleton and Wright

No – N/A

Abstain – Committee Member Clites

Absent – Committee Members Anderson and Jenkins

(Chairman Turnure only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee.)

New Business

COA 18-18 (S 18-14): Awning; ATM; Wall, Projecting & Awning Signs; Repainting – 101 W. Washington Street – Northwest Federal Credit Union

Mandy Gitt, the architect, appeared before the Committee representing the applicant. She explained that they were proposing to make exterior changes to the building to match Northwest Federal Credit Union’s colors; install an ATM in the same location as the existing one; repair and paint the stucco; and, add an awning and sign.

After some discussion, the Committee opined that the white lettering on the sign and the awning was too bright. They suggested the applicant use the same Sterling Gray color that would be used in the trim. The applicant agreed this was acceptable.

The Committee held some discussion regarding the awning. They suggested it not project from the building by more than three feet. It was noted that there would be a LED light fixture under the awning; therefore, it would not be visible. Ms. Gitt opined that the ATM’s screen would only be lit when in use. She reported that the existing night drop box would be removed and the stucco would be repaired.

Committee Member Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 18-18 (S 18-14) for an awning; ATM; wall, projecting and awning signs; and, the repainting of the building at 101 West Washington Street as presented with the following recommendations: (1) change the white lettering color on the signs to Sterling Gray; (2) that the light bulb be a maximum of 3,000 kelvin; and, (3) that the awning project no more than three feet from the building.

Vote: Yes – Committee Members Lee, Clites, Littleton and Wright

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Jenkins

(Chairman Turnure only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee.)

COA 18-19: Addition – 4 Chinn Lane – Melissa Neal

Lisa Buchanan, the architect, and Melissa Neal, the applicant, appeared before the Committee. Ms. Buchanan explained that they were proposing a mudroom/porch addition that would match the home's existing materials and colors. She noted that they were proposing to keep the same roof slope. Ms. Buchanan reported that they would use Hardy Plank siding and re-use the existing doors, windows and copper fixture.

Committee Member Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 18-19, a request of Melissa Neal for an addition at 4 Chinn Lane, as presented.

Vote: Yes – Committee Members Lee, Clites, Littleton and Wright

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Jenkins

(Chairman Turnure only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee.)

Recommendation to amend Historic District Guidelines – Murals

Chairman Turnure reviewed the Committee's last discussion regarding murals. He opined that the Town Planner's proposed language said what the members hoped it would. Mr. Turnure noted that, if approved, this language would be included in the appendix of the Historic District Guidelines for now and reminded the Committee of the need to address the guidelines in depth. He suggested this be adopted. Mr. Turnure read the proposed language – *"It is a policy of the Historic District Review Committee to not approve murals. While mural art is widely considered one of the oldest methods of artistic expression, mural art has not historically been a part of the Middleburg Historic District. Without historic precedent, the introduction of murals to the district would not serve the purpose of the historic district regulations, which is to preserve the unique historical, architectural and cultural and archaeological heritage of the town and all significant historic and archaeological resources within the town. As such murals are not appropriate in the Middleburg Historic District."*

Committee Member Clites reminded the members that they found more than one location on a back alley where a mural would fit and would not affect the character of the town. He suggested that as the Committee reviewed the guidelines, they needed to consider whether they were trying to keep things fixed in the presentation of the town or whether they could allow things that were not historically allowed in the Historic District. Mr. Clites expressed concern that the language as proposed closed the door to murals and provided a bigger hurdle should someone wish to change them to allow for one in a back alley.

Chairman Turnure disagreed and noted that the language stated that murals were not appropriate – not that they were not allowed. He acknowledged that there were other elements that needed to be considered as the Committee went through the guidelines.

Vice Chair Lee moved, seconded by Committee Member Wright, that the Historic District Review Committee forward the draft guidelines pertaining to murals to the Town Council with a recommendation for adoption as an amendment to the Historic District Design Guidelines.

Vote: Yes – Committee Members Lee, Littleton and Wright

No – Committee Member Clites

Abstain – N/A

Absent – Committee Members Anderson and Jenkins

(Chairman Turnure only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee.)

Discussion Items

Pre-Application Discussion: Building Changes - 14-16 South Madison Street – Old Ox Brewery

Chris Burns, the applicant, appeared before the Committee to introduce his proposal for exterior changes to the building located at 14-16 South Madison Street (formerly known as the Health Center Building). He advised that they planned to submit their application next month. Mr. Burns explained that the changes would involve excavation to the courtyard; the installation of patio doors in place of some of the existing windows; the placement of brick pavers, which would match the existing walkways, over the entire courtyard; the construction of an additional stairway to the courtyard; and, the addition of lantern style light fixtures and signage. He noted that they planned to remove the two small trees closest to the building; however, they would retain the large shade tree that was closest to Madison Street. Mr. Burns advised that they would also add a black iron rail, which would match the existing one, across a retaining wall that would separate the excavated portion of the courtyard from the non-excavated portion. He noted that they planned to repair the remainder of the building with like materials and colors.

The Committee noted that the light fixtures would need to meet the Town’s dark sky ordinance, meaning the bulb must be shielded. It was noted that the existing light fixtures were not compliant with the ordinance.

Mr. Burns agreed to submit a sample of their proposed light fixture. He reported that they planned to add new landscaping, including an additional planter, and would freshen the plantings in the existing planters.

The Committee expressed concern about possible run-off issues due to the changes in the excavation. Mr. Burns acknowledged that they were also concerned about this and would address it.

Town Planner Moore inquired as to the Committee’s feelings with regard to the installation of full length doors in place of the existing windows. He explained that if there was no objection, he would like to issue the applicant a zoning permit so he could get a building permit to begin this work. The Committee agreed it had no issue with that change.

The Committee noted the need for the applicant to provide them with the proposed color choices, materials, cut sheets for the light fixtures and proposed lighting for the sign.

Mr. Burns noted that he may bring the sign application in separately as he may not be ready to submit it for the February meeting.

The Committee opined that the plans looked good and noted that they were glad Mr. Burns was proposing to save the large tree.

Mr. Burns expressed hope to be open by Memorial Day.

Pre-Application Discussion: Construction of House - 107 Reed Street – Coe Eldredge

Coe Eldredge, of University Communities, advised the Committee that he planned to submit an application for the construction of a new home at 107 Reed Street next month. He distributed copies of the design sketches and elevations. Mr. Eldredge reported that it would be a Craftsman style home. He advised that the front door would be close to grade and the house would contain a stone base on the columns and a twelve-inch exposed stone foundation. Mr. Eldredge noted that it would include a combination of exterior materials. He advised that the Craftsman style front door would be stained and would include a traditional divided light look window. Mr. Eldredge advised that the house would meet the Town's height, setback and lot size requirements. He noted that the owner was leaning toward moss green siding, with white trim.

The Committee asked that Mr. Eldredge include the streetscape elevations when he submitted the application so they would have an idea of how the house would relate with the others on the street. They asked why he was proposing a different material for the shed roof.

Mr. Eldredge explained that the owner wanted to introduce metal into the mix; and, noted that they were proposing it be a dark bronze or turned copper color. He advised that the garage would be like the ones for the other two houses, only in a different color. Mr. Eldredge reported that the light fixtures would be Craftsman style and acknowledged that it would be a challenge to find one that met the dark sky requirements.

The Committee cautioned Mr. Eldredge to make sure his window elevations aligned. They asked that he submit a color rendering of the house with his application.

The Committee inquired as to the gutters that would be used. Mr. Eldredge opined that they would be exterior rafter tails.

The Committee asked that Mr. Eldredge provide the cut sheets for the columns.

Mr. Eldredge noted that the house would have a deep roof overhang.

Introduction of Town Administrator

Town Planner Moore introduced Danny Davis, the new Town Administrator.

Town Administrator Davis thanked the members for all they did for the community. He advised that he was excited to be a part of the great team that Middleburg had.

New Business (continued)

COA 18-18 (S 18-14)

Ms. Gitt returned to the Committee and reported that she was in error when she advised that the ATM would not be lit and confirmed it would. She advised that they could keep it within the same 3,000 kelvin range as was approved for the LED light.

The Committee expressed concern about whether the light would produce a glare, particularly for motorists who were turning at this intersection. Town Planner Moore advised the applicants that under the Town Code, the light must be fully shielded and be as low as possible.

Jenna Clark, of Northwest Federal Credit Union, displayed a photo of the ATM. She noted that while the screen was not shielded, it was angled downward. Ms. Clark noted that they would also like to install cameras on the building and asked whether this would be permissible.

Chairman Turnure advised Ms. Clark that she would need to provide information on the cameras for the Committee's review.

Ms. Gitt suggested, as a compromise, that the light under the awning's canopy be placed on a motion sensor so it would only be on when someone was using the ATM – to which the Committee agreed.

Committee Member Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee amend their approval, based on the new information, to approve the ATM with the images presented, with the light up under the awning to be put on a motion detector.

Vote: Yes – Committee Members Lee, Clites, Littleton and Wright

No – N/A

Abstain – N/A

Absent – Committee Members Anderson and Jenkins

(Chairman Turnure only votes in the case of a tie. Councilmember Pearson is a non-voting member of the Committee.)

Discussion Items (continued)

Committee Training

Town Clerk North provided training to the members on the Virginia Freedom of Information Act, the Virginia Conflict of Interests Act, the Town's Committee Handbook, the Town's Code of Ethics/Standards of Conduct and the Town's gift ordinance. Following the training, each of the members signed a statement acknowledging: (1) receipt of those documents; (2) they had read them; and, (3) they agreed to abide by and adhere to the policies set forth in each during their tenure as an appointed official for the Town.

February Meeting Quorum

Committee Member Littleton advised that she would not be available to attend the February meeting. The remainder of the members present indicated they would be present.

Miscellaneous

The Committee noted that a neon sign was installed at the Middleburg Exxon. Town Planner Moore confirmed this would be addressed.

Councilmember Pearson reminded the members of the reception planned for January 15th for retired Town Administrator Semmes.

Chairman Turnure noted that there were some changes that were supposed to be made to the first house that Coe Eldredge constructed on Reed Street. Town Planner Moore advised that he was aware of the outstanding issue associated with the gutters and would like to discuss it with the Chairman at some point. The members noted that there were other outstanding issues, such as the light.

Vice Chair Lee noted that changes were made to the building that housed A Cup of Giddy Up, which were not approved. She advised that they included the installation of an awning and painting the trim black.

There being no further business, the meeting was adjourned at 7:20 p.m.

RESPECTFULLY SUBMITTED:

Rhonda S. North, MMC, Town Clerk

HDRC Meeting Transcript – January 3, 2019

(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)

Bill Turnure: [Inaudible] is going to show up in meantime so. Let me bring this meeting to order. I think we'll have a straggler coming in, in the meantime. The first thing we need to do is roll call. State your name.

Punkin Lee: Punkin Lee.

Margaret Littleton: Margaret Littleton.

Bill Turnure: Bill Turnure.

Linda Wright: Linda Wright.

Cindy Pearson: Cindy Pearson.

Rhonda North: Rhonda North, Town Clerk.

Will Moore: Will Moore, Town Planner.

Bill Turnure: Thank you. We will we'll bypass the election the officers until they get there. I don't think we can. Speak of the Devil. There's Tim. Next order of business.

Linda Wright: You have to go back to the roll call.

Will Moore: Congratulations it's a chair.

Cindy Pearson: Have a bit of a wait and look what happens. [Inaudible]

Tim Clites: I picked the wrong room.

Bill Turnure: Tim to catch up, we have called the meeting to order and we had our roll call so we need you to.

Tim Clites: Tim Clites.

Bill Turnure: Okay. Since we do have a quorum now let's go ahead and proceed with the election of the officers. Are there any nominations for the chairman of the committee?

Punkin Lee: I'd like to nominate Bill Turnure for Chairman.

Margaret Littleton: I'll second that.

Bill Turnure: Is there some discussion. Well let me see. I'm happy to continue just we need to groom somebody for the future. Okay, all those in favor of the election of Chairman for William Turnure, say aye.

Everyone: Aye.

Bill Turnure: Opposed say nay. The next is the nomination for a Vice Chairman. Are there nominations for Vice Chairman?

Margaret Littleton: Who is Vice Chairman?

Bill Turnure: Punkin.

Margaret Littleton: Oh, let's have her again. I nominate Punkin Lee for Vice Chair. She's very good at it.

Tim Clites: Second. [Inaudible]

Bill Turnure: Do we have a second?

Tim Clites: Yes.

Bill Turnure: All those in favor say aye.

Everyone: Aye.

Bill Turnure: Opposed say nay. Motion passes for Punkin Lee as Vice Chairman.

Margaret Littleton: Thank you Punkin.

Bill Turnure: Okay, thank you. Next order of business is the approval of the minutes from our regular meeting on January. Wait a minute, sorry, December the 6th. Everyone had a chance to read the minutes? Are there any additions or omissions? Is there a motion?

Punkin Lee: I make a motion that we approve the minutes from December the 18th or December 6th, I think of 2018 of the regular meeting.

Margaret Littleton: Second.

Bill Turnure: All those in favor say aye.

Everyone: Aye.

Bill Turnure: Opposed say nay.

Tim Clites: Abstain.

Bill Turnure: Motion passes. Okay, let's move into the action items. New Business Action Item 5A COA 18-18 (S 18-14). Request of Bignell Watkins Hasser Architects PC for an awning, ATM, wall projecting and awning signs, and repainting at 101 W Washington St.

Mandy Gitt: Yes hi.

Bill Turnure: Good evening.

Mandy Gitt: Good evening, my name is Mandy, and I'm knocking things over, Bignell Watkins Hasser Architects.

Bill Turnure: Is that your easel by the way?

Mandy Gitt: No it is yours, thank you.

Bill Turnure: I did not know. It is a nice easel.

Mandy Gitt: It is a very nice easel. What we have is we have some images. And do you guys have the copy of the electronic documents? I have colored prints if you'd like them.

Bill Turnure: Yes ma'am. Yes ma'am we do.

Mandy Gitt: Okay, so what we're proposing to do is we're proposing to change the exterior palette closer to Northwest Federal Credit Union's branding colors. We are looking to paint the existing shutters the Northwest Federal Credit blue. And then we're going to paint majority of the trim the lighter gray as shown on the board and the darker gray on the [Inaudible]. We're installing the new ATM at the existing ATM location. We're gonna patch and repair the existing stucco treatment. And we're also going to paint the existing stucco treatment. We have the ATM surround here and then this is the fabric selection for the awning. And in the bottom is the signage colors. Do you have any questions regarding the design?

Bill Turnure: At the bottom it was what?

Mandy Gitt: These are the signage colors.

Bill Turnure: Okay. Let me pull this up please so I can see here.

Cindy Pearson: Looks a lot brighter in the picture.

Linda Wright: Yeah, it brightens it up. [Multiple Speakers]

Bill Turnure: On the picture yeah.

Margaret Littleton: But it's white there too. It's very white there as well on the bottom.

Mandy Gitt: Would you like me to bring it closer?

Margaret Littleton: No, I can see it.

Mandy Gitt: Oh, okay.

Margaret Littleton: I think it's a little bright.

Mandy Gitt: The White is a little bright?

Margaret Littleton: Yes.

Bill Turnure: That's just on the sign.

Linda Wright: Yes, just on the sign.

Margaret Littleton: I think the windows are great. I like that color.

Linda Wright: Yeah, that treatment is very nice.

Bill Turnure: That's the sterling right, the window trim and the pilasters and so forth? They're all.

Mandy Gitt: Yes. So they're all this sterling color. Here is the dominant color and then the Hearthstone right here is the frame of the door and then the eave is here. [Inaudible] is over here.

Bill Turnure: Oh, I see.

Margaret Littleton: Pretty.

Linda Wright: Yeah, that's a nice detail.

Margaret Littleton: Could you use the same blue for the door the shutters at the top?

Margaret Littleton: That is.

Mandy Gitt: That's this blue right here.

Margaret Littleton: It is okay. And that's the awning.

Mandy Gitt: And the awning curves right here.

Margaret Littleton: Well a picture says a thousand words. All I can say is it's a little bright white.

Mandy Gitt: From the signage?

Margaret Littleton: The signage, yeah. Could you cream it?

Mandy Gitt: We could or possibly do a light gray. [Multiple Speakers]

Linda Wright: To match the stone.

Margaret Littleton: Do you agree?

Bill Turnure: Sure, I like that.

Punkin Lee: Why couldn't you just use the same light gray that you already have rather than a third gray?

Margaret Littleton: It'd be softer.

Mandy Gitt: I would need the signage expert to make sure that it would be contrast enough to be legible.

Anthony Bashorun: Yeah, so it depends on what's [Inaudible]. I have to make sure with Signarama Herndon.

Bill Turnure: Welcome.

Mandy Gitt: He'll be providing the signs. So they're talking about the Sterling off of the blue.

Anthony Bashorun: Yes, that should be quite legible. Shouldn't be a problem. Oh, and off this blue here?

Mandy Gitt: Off of the blue.

Anthony Bashorun: Yes, that shouldn't be a problem that blue will work fine.

Punkin Lee: I think that would look nice.

Linda Wright: Yeah, it'd be nice with the stone.

Tim Clites: And you would want similar color on the letters on the awning?

Anthony Bashorun: Right.

Tim Clites: So you could do both.

Mandy Gitt: Yes, that shouldn't be an issue.

Margaret Littleton: Correct.

Bill Turnure: Yeah, that's a good point with the stone. That would be good.

Mandy Gitt: So all the typeface will come to the letter in gray here.

Punkin Lee: I think that'll be nice with the stone.

Linda Wright: Very pretty.

Bill Turnure: Yeah. Okay, now let me ask you one quick question. How far does that awning project out from the wall?

Mandy Gitt: I would have to look at the notes on this [Inaudible] form. Because it's projecting enough we want it so if a person is using the ATM they're covered if it's raining.

Punkin Lee: Union had an awning there too. Didn't Union have an awning?

Bill Turnure: Yeah, I just don't want it sticking out 4 or 5 feet.

Punkin Lee: Yeah. No, it was just enough to get right up to it.

Anthony Bashorun: We typically see them and we can prepare a card sheet to show you a side view. But we can design something so it's probably about 3 feet off the slope.

Bill Turnure: Yet that would be sort of the maximum for me.

Mandy Gitt: Yeah we could keep it at 3 feet.

Margaret Littleton: Well how wide is the sidewalk, 3 feet?

Bill Turnure: Four.

Margaret Littleton: Oh is it four?

Bill Turnure: Four feet plus the curb so it would be a little bit more.

Margaret Littleton: Little bit more. I think three would be.

Mandy Gitt: For the max of the awning?

Bill Turnure: Yeah.

Anthony Bashorun: If you didn't mind getting [Inaudible].

Bill Turnure: Plus I think [Multiple Speakers] too far from the side of the building I think it would be nicer too.

Margaret Littleton: Yes I agree.

Linda Wright: Bill.

Bill Turnure: Ma'am or sir.

Anthony Bashorun: Just to make sure we can actually get the angle as far as the 3 feet is there a minimum height off the grade that the awning has to be?

Bill Turnure: There is I don't think you're going to have an issue with that. What is it 7 and a half feet, Will?

Will Moore: [Inaudible].

Mandy Gitt: It was 7 feet?

Bill Turnure: It was 7 and a half.

Mandy Gitt: 7 feet 6.

Bill Turnure: Now is there anything that was lit on the ATM? [Inaudible]

Mandy Gitt: We're going to replace the existing light fixture with an LED fixture but it's gonna be hidden under the awning so it won't be visible.

Bill Turnure: Okay, so how about the the actual machine itself, is there anything that's internally lit on the machine?

Mandy Gitt: I don't believe so. Jenna Clark with Northwest Federal Credit Union unfortunately hit a little traffic on her way here. She can confirm that but I don't I believe only the screen is lit for when in use.

Bill Turnure: When it's in use okay.

Mandy Gitt: Yeah and I can confirm that.

Tim Clites: Trying to remember was it that previous light that was so unbelievably bright?

Bill Turnure: Underneath?

Tim Clites: Yeah. Is this the location, mind goes to there's some light under an awning that was just exceptionally bright for what it was trying to accomplish.

Mandy Gitt: It could be if you look at your packet it shows the existing light fixture on that if that jogs your memory.

Tim Clites: Yeah.

Bill Turnure: You should know you were in that building.

Tim Clites: I know it's a scar right.

(Note: Due to a technical issue, approximately four minutes of the meeting was lost.)

Lisa Buchanan: And Melissa Neal we're doing a mudroom addition and porch to her existing house on Chinn Lane. We are keeping all matching all the existing materials and colors and we are trying to keep within the existing roof slopes. We'll be using the same materials and I think that's about it. If you can see on the photos that's her existing, looking from the back that top photo that you all have, that will be the back and we're basically just pulling that little shed roof. It's basically just coming out and then we'll add a porch onto the end. The roof slope will match the existing as well the the material of the roof slates and all the colors will still have the brick foundation. We'll have the hardy plank siding and we'll reuse the existing windows, doors, and her copper lantern.

Margaret Littleton: Looks great.

Linda Wright: Very nice.

Bill Turnure: What is the material on the roof? Is it [Inaudible]?

Melissa Neal: It's Da Vinci.

Lisa Buchanan: It's the Da Vinci. It's not a.

Bill Turnure: Is it [Inaudible] concrete?

Lisa Buchanan: No.

Melissa Neal: No.

Bill Turnure: I think there's a few houses like that isn't there?

Linda Wright: Still over there.

Melissa Neal: They still have concrete?

Linda Wright: I don't think it's shingles.

Bill Turnure: [Inaudible] original was shingles.

Melissa Neal: Oh, I know. This is my second house on Chinn. I think after the storm almost all of us had to replace. [Multiple Speakers] I mean I don't think anybody survived.

Margaret Littleton: I think it looks great. You wouldn't know it one way or the other.

Everyone: [Multiple Speakers]

Lisa Buchanan: Yeah and you can hardly see it from the street.

Bill Turnure: How far down is our line? How far down past this house is the line?

Will Moore: Two houses. Two more houses down.

Margaret Littleton: The man with the fence.

Bill Turnure: Is that the last one? Alright I think it looks great.

Margaret Littleton: Me too.

Bill Turnure: Any further discussion?

Punkin Lee: It's going to be nice.

Bill Turnure: Is there a motion?

Punkin Lee: I'd like to make a motion that we approve COA 18-19 request of Melissa Neal for an addition at 4 Chinn Ln as presented.

Linda Wright: Second.

Bill Turnure: All those in favor say aye.

Everyone: Aye.

Bill Turnure: Opposed say nay. Motion passes.

Lisa Buchanan: Okay great. Thank you.

Bill Turnure: Thank you very much. That fits right in.

Melissa Neal: I don't have a laundry room. I desperately need it so thank you.

Bill Turnure: Ok well I guess we can go ahead and move forward with this without or do you want to come back to that? The mural amendment. Well let's go ahead. You know it's not. Well hopefully it won't. Next order of action item is action item 5C, recommendation to amend Historic District design guidelines, murals. If everybody remembers at our last regular meeting we had you know a fairly thorough discussion

on the murals. Everybody's wishes were for it. And so what we decided to do was to work with Will to come up with some terminology or some language to present the Council for an amendment to the guidelines. Will did what I thought was a fantastic job drafting these guidelines and Punkin and I sat down and went through it. I'm not sure if we even made one little tweak or something like that but basically I think it pretty much says what everybody was hoping it would. And so I guess we're here to get some sort of approval from everybody to move forward from this point. And with the hopes of attacking the guidelines in depth not just for the murals but other issues that really need to be addressed in there. But for the time being we'll just take care of this. It's just gonna be an appendix. You know we might it might actually fit into the guidelines in some sort of chapter or you know whatever it might be but for the time being you know just be in the appendix and we can determine where it ultimately resides further down the road. So for the record the appendix murals it is a policy of the Historic District Review Committee to not approve murals. While mural art is widely considered one of the oldest methods of artistic expression, mural art has not historically been a part of the Middleburg Historic District. Without historic precedent, the introduction of murals to the district would not serve the purpose of the historic district regulations which is to preserve the unique historical architectural and cultural and archaeological heritage of the town and all significant historic and archaeological resources within the town. As such murals are not appropriate in the Middleburg Historic District. I think Will did a wonderful job putting that together. Any comments, any thoughts? Is there a motion?

Tim Clites: My only comment as you all know I'm an advocate of the possibility that in our walk around we found at least more than one place where a mural seemed like it would have fit without adversely affecting the character of this town. And so I think it's a important thing for us to remember when we go through the rest of the guidelines to kind of really come to grips with this question of are we trying to be static and kind of fixed in our in our presentation of the town or are we you know where's that fine line where we allow new things in town that maybe haven't historically been here. I know we've had a lot of debate about this and I know most if not all of the rest of the committee is against murals so I totally respect that. But I think there's I think as we go through our guidelines, we're going to find there's a lot of other things that historically would have been authentic and and may not be something that we continue to preserve. So I think it's a different discussion and then just this little appendix but you look at the guidelines you look at things like, what we say about window [Inaudible] right and and our guidelines don't necessarily match a lot of the work that we've been doing which is to a historian would be a very different set of approval. So I think it's an interesting line that we all ought to continue to debate as we get ready to go through an update all of the standards.

Bill Turnure: I think that's a good point because I was sort of at the point where I thought it might be worthwhile to at least have the opportunity to discuss the the idea of murals if someone was so interested, And I want to leave that open not only for murals but whatever new material or new concept might come to town and just because it's there's no historic precedent in the town doesn't necessarily mean it wouldn't be appropriate. So I think it's I'm not sure how to address it but I think it should be kept in the conversation as we go through the revisions to the guidelines.

Punkin Lee: And I think the guidelines is the keyword for everything it's clear only guidelines. So our preference might be one thing for windows or murals or trees or bushes anything. But we're only guidelines which affords you the flexibility to.

Bill Turnure: And maybe we just need to make that perfectly clear to people that they are just guidelines.

Tim Clites: True. And yet for this particular guideline we're actually taking a fairly clear fairly black and white position on this issue which is they're not allowed. And I think we talked about as the other option was to have a set of guidelines that might be very very narrow in there of focus or like there may be very limited opportunities but that was the other option. So I think we should continue to think about just

conceptually about that when we go back through all of the chapters in our guidelines because there are some things that perhaps we should be very clear about if that's our right. It shouldn't just be happenstance that we are very direct and clear about something versus we're more open to someone coming in presenting an idea that we then debate as a committee and, right? Like this basically closes the door for anyone to come and say hey I've got this little back alley wall that you can't really see but it's in the historic district and I'd like to paint it. The answer is and so it's a much bigger hurdle for someone to come and say I need you to change your guidelines with this in place to paint one of those little back alley places that we found when we walked around right. And so just think we have to be aware of which it is that we're putting in our guidelines as we go through the rest of the process of updating them because you know there's a lot to do there. And I think so conceptually we have to agree before we get into that work and I understand it's kind of a little off, I'm just using this as an example.

Bill Turnure: Right. And I mean I understand what you're saying but it does say that murals are not appropriate, it doesn't say they're not allowed. So I think I mean it's a very tight little window there, but if someone really wanted to to make the case that they were appropriate in some fashion I think that's the opportunity still there. But it's a very narrow one but I think we should. There are items in the guidelines that are very specific to that. I'm trying to think you know I don't know maybe it's wood windows or something like that you know clad windows or something like that are not considered appropriate or maybe not even allowed, but there's just a few little things. So as we go through I think we need to be really clear as to what we really want to say and not say with regards to those those elements. Ok. So with that in mind is there a motion to approve the appendix as presented?

Punkin Lee: I make a motion we approve the appendix on murals as presented and this will go in our guidelines.

Will Moore: Just to be clear, this would be there is a draft motion in my staff report that you won't actually be the approving authority. Council as they adopted the original guidelines would have to adopt this upon your recommendation. So maybe more appropriate to say you're forwarding this with a recommendation for approval.

Punkin Lee: We're forwarding this with the recommendation to for approval by council.

Will Moore: Thank you Madam Vice Chair. [Laughter].

Punkin Lee: Well Rhonda's shaking her head. [Laughter]

Bill Turnure: Is there a second?

Linda Wright: Second.

Bill Turnure: All those in favor say Aye.

Committee Members Lee, Littleton, Wright: Aye.

Bill Turnure: Opposed say nay.

Tim Clites: No

Bill Turnure: Motion passes. [Inaudible] That's quite all right. I get it. I know you well. Okay. Discussion items. Discussion item 6A, pre-application discussion. 14-16 South Madison Street, the Old Ox Brewery.

Chris Burns: Hello everyone.

Bill Turnure: Good evening.

Chris Burns: Good evening. All right. So my intention is to submit for the February meeting. So I wanted to present our draft materials for your review to understand if there are any questions, concerns anything I could provide that would help with the committee's decision next month.

Rhonda North: Mr. Chair, could we get him to give his name for the record.

Chris Burns: My name is Chris Burns with Old Ox Brewery and Hop Hip Real Estate, LLC.

Bill Turnure: Ok. OK.

Chris Burns: So I have hard copies of our materials and our sign permits and certificate of appropriateness for the committee to review. Do you already have electronic materials?

Bill Turnure: We do.

Chris Burns: OK. In that case I'll just I know that I did not provide the actual certificate of appropriateness draft for Will to review so if could just pass these out because it has a description of the work as well. Take one and pass it down. But what we've provided in the attached materials are photos of the courtyard of the town building and that is where all of the work to the exterior of the building will be done as far as we're concerned. There's some excavation being done to that courtyard and then some of the windows in the back most portion of that courtyard at the basement level floor are gonna be converted into doors to allow better traffic flow in and out of the tasting room area of the brewery. And then the entire courtyard floor will be paved with brick pavers to match the current walkways that are in the courtyard currently. So there it's a relatively simple renovation project and that the extent of the changes are some excavation to that courtyard, an additional stairway to go down to that excavated portion of the courtyard some paving with similar materials that are already existing in the courtyard and then some new doors that will match in material and color the existing windows that are currently in the town building. We'll also add some lantern style light fixtures to the courtyard and add a sign that is is compliant with sign guidelines. We are removing two of the smaller trees that are in closest to the facade of the building but we're keeping the major shade tree that is closest to Madison Street. So that is just one point of clarification I wanted to make sure I made. I think everything else is in writing. Are there any. Oh sorry. There will be one iron railing as well across the new retaining wall that will separate the excavated portion of the courtyard from the non-excavated portion of the courtyard. So that would be the same iron material that matches the current railings up towards Madison Street.

Bill Turnure: What is that, black? Are they black?

Chris Burns: Correct.

Linda Wright: Is that like three feet tall?

Chris Burns: The fence itself the wrought iron fence on top of the retaining wall should be three feet tall. But if it's not specified I can yes three feet tall. Yes. Yeah.

Margaret Littleton: What color are your signs?

Chris Burns: We were going with a black background I believe and I'm not 100 percent sure. Let's see here. We might not have actually specified. Our goal was to do a black background with an off white text.

Bill Turnure: Kind of like your jacket.

Chris Burns: Yeah. Minus the blue. But I will make a note to include that. The colors and not [Inaudible].

Bill Turnure: And the rest of the building is going to remain windows, doors, trim, corners everything is going to remain.

Chris Burns: Yeah. The only thing that we would do to the rest of the building is any type of minor patch or repair work. You know that there's some rotting wood. We'll replace it with like material and paint with like colors.

Bill Turnure: This is a heads up and maybe you're aware of this. The lanterns, sconces that you have. We have an ordinance in town for dark sky so the bulb has to be underneath the shield. So if you can find something enough fit that ordinance.

Chris Burns: Absolutely.

Bill Turnure: That would make it easier. We have the ability to override that ordinance but for whatever reason, we have been hesitant to do that.

Chris Burns: [Inaudible] It's not compliant. [Inaudible] We will get that fixed. What I would plan on doing is submitting a sample of, a picture of lanterns we're looking at using and make sure that they're compliant.

Bill Turnure: So you're taking the taking landscape. You're taking some of that the trees out in the landscape but then you're coming back with new landscaping.

Chris Burns: We are.

Bill Turnure: In addition.

Chris Burns: We're adding one new planter and then we're keeping some landscape area up near Madison Street. And the existing planters, we'll freshen up the actual greenery in there.

Bill Turnure: I'm not sure you probably will be having it. If you have lighting out there and that needs to be considered as well for that patio.

Chris Burns: Absolutely.

Tim Clites: So I have a question for you. The so this doesn't have a site plan. How would you attach to it.

Will Moore: It does not.

Tim Clites: So is there any concern or process or comments that we should give regarding impervious surface [Inaudible]?

Will Moore: I'll be separately reviewing that aspect with the town engineer to see if there are any thresholds that are met here that need to be considered but there is no formal site plan that will be part of this. [Inaudible] Correct. Correct.

Cindy Pearson: I guess with the rain you've seen where water goes but you know, having that down that might, [Inaudible]

Chris Burns: We're keenly aware of drainage. We will make sure that we adequately provide for drainage. The good news is that there are existing drains in that courtyard. Six of them in fact that go underneath the building out towards the back parking lot and towards the storm sewer. So we'll make sure that we provide enough drainage to keep our customers from floating away. [Inaudible] Yes.

Will Moore: Mr. Chairman one of the main things that I would like to accomplish here is getting a feeling from the Committee on how they feel about the introduction of the full length doors where there are existing windows. If there are no concerns obviously you would want the details on the materials and specifications for the doors. But if there are no concerns with the conversion of those windows into full length doors I would proceed between now and your next meeting to cut loose a zoning permit that would allow them to then submit for a building permit so that they could get that process started so as to not force them to wait another month on that item. So if we could get some direction from the committee that would be helpful to the applicant.

Bill Turnure: How much are you out. [Inaudible].

Tim Clites: I don't have an issue with the doors. I think they're nice. I think like the it's nice that you were here for the presentation, the presentation or two before you, so if you have any color choices for doors and when the light fixtures the cut sheets color and bring everything you can think of related to that [Inaudible]

Chris Burns: I saw the design board I thought that was nice and I'll be stealing that. [Laughter]

Cindy Pearson: [Inaudible] she might let you borrow it. [Laughter]

Chris Burns: Good. [Laughter] We're putting in both an A.T.M. and a laundry room. [Laughter] [Inaudible] For the tenants there will be parking not for customer use. [Inaudible] We certainly hope so.

Bill Turnure: Anybody have any comment? Positive or negative to any kind of shutters on the doors or anything like that?

Tim Clites: I thought about that then I looked at the lights between them and I wonder if it gets too busy. [Inaudible]

Bill Turnure: I'm looking at the windows above so they would be, that's about how much room you'd have. I don't know what it would look like, I'm not sure. [Inaudible] It might be. [Multiple Speakers] It might direct you more to the main entrance. I'm assuming that the the entrance with the [Inaudible] that's going to the main.

Chris Burns: Correct.

Bill Turnure: Entry. Yeah. Anyway I just wanted to bring that up.

Tim Clites : The only other thing related to that sheet is that a 2.0 is if you want to light your signage, that's also something that you can bring to the next meeting we have there's a number of signs around town that have very discreet lighting. So while you're in getting the approval if that's something that you think you want to do we probably ought to review that next month also.

Chris Burns: And if we are not ready by February for that I can get that approved separately. I can that sign permit approved separately, correct?

Bill Turnure: I think it looks good. [Inaudible]

Chris Burns: Thank you. [Inaudible] So are we. So we've thought about it for a long time. You know there's pluses and minuses to having a tree there. We have to be incredibly diligent with maintenance and making sure it doesn't create slip hazards. But at the end of the day there wasn't a great way to provide shade in that courtyard without that tree.

Margaret Littleton: What kind?

Chris Burns: That's a great question. I wish I had the answer.

Linda Wright: Is it an Elm or a Silver Bell what's there?

Punkin Lee: No, the Silver Bell's on the other side. That's coming up.

Linda Wright: It might be an Elm. Yeah. [Multiple Speakers] [Inaudible]

Bill Turnure: Okay. Thank you for coming in.

Chris Burns: Thank you for your time appreciate it.

Punkin Lee: It'd be nice to have you.

Chris Burns: It's gonna be nice to be here. We're tentatively planning to be open by Memorial Day. It's a little aggressive but we're gonna do our best. [Inaudible] All right. Will, did you need anything else from me?

Will Moore: No.

Chris Burns: Thank you everyone I appreciate your time.

Everyone: Thank you.

Bill Turnure: OK one last discussion item is discussion item 6B, pre-application discussion 107 Reed Street, Coe Eldredge.

Coe Eldredge: Good evening. Coe Eldredge representing University Communities. We're planning to submit for the February meeting an application for a new home at 107 Reed Street and wanted to share with you the design today and to show which direction we're headed. I'll pass these out. We are working with a young couple that is excited about moving to Middleburg. They are, as you'll see interested in a sort of craftsman style home. I printed the 2-D, though it doesn't do justice the 3-D helps with the sort of the scale and unfortunately the program shows the foundation so really grade level is at the top of the walkout or right below the front porch. But. So just pointing out a few of the features. This house will

have a front porch that is down and closer to grade it will be a flagstone front porch, unlike the house to the right, 105, that has a traditional sort of wooden porch that's elevated with railings. This will be lower to the ground which will also help with our sort of water management there. Everything sort of moves to the back left towards stonewall. They'll have a stone base to the columns and then stone foundation only about probably 12 inches or so of exposed foundation around the entire building. A combination of exterior materials and both a shingle style on the shed dormer in the front and the top dormer and then a lap siding around the rest. Metal on those porches and the rear porch and a shingle architectural shingle for the for the main room. You'll have a stained grade craftsman style front door and sort of a divided light pattern sort of a traditional craftsman look. In terms of the zoning, it meets the height requirement. Just just under [Inaudible], just under the 30 foot limit, meets the lot coverage ratio and setbacks and [Inaudible]. Color wise it's still being kicked around but they're leaning towards sort of a moss green for the majority of the siding with white trim. And again it's a stain grade door.

Bill Turnure: One thing that there would be helpful Coe, if for the next meeting you could give us some sort of a streetscape to see how this structure relates size wise you know with the others and and so forth, just if you can just show us an elevation at each one as it goes down the street.

Coe Eldredge: With a photograph or.

Bill Turnure: You can just put front elevation I think that would be fine. Unless you all would like the see some sort of photograph. I would just like to see how the streetscape would end up looking.

Coe Eldredge: I think I can do that.

Bill Turnure: I mean I just don't know how it relates to the other buildings.

Margaret Littleton: Why would you have this different roof material for the shed roofs?

Coe Eldredge: They wanted to introduce metal into to the mix. Plus you know it's a lower pitch [Inaudible] needs metal versus a shingle roof. Color they're leaning towards for the medal is a dark bronze sort of turn to copper look but. [Inaudible] It is.

Punkin Lee: No garage on this one?

Coe Eldredge: It will have very. It will have a garage. It will be same, exactly like the other two that are there so they'll match size and shape. The color would be different for the siding, but it will be the exact same footprint. One car garage. So, if you're familiar with the site this is the last of the 3 lots that are in there. District line cuts diagonally sort of across the line.

Bill Turnure: It goes through this lot here?

Coe Eldredge: Kind of diagonally through about the midpoint of the lot.

Bill Turnure: Any thoughts?

Coe Eldredge: Any feedback would be appreciated.

Linda Wright: Any thoughts on light fixtures for the more craftsman looking.

Coe Eldredge: They've been sending me lots of Pinterest pictures of light fixtures so it would be sort of craftsmen and they're aware of the dark sky ordinance. So it maybe a challenge to find that.

Bill Turnure: I mean one thing if you could just be careful with your location. Those windows and so forth. I'm just looking at the right side elevation that one window. The very first one on the left hand side of the second floor. I don't know whether it can align with the other one just things like that.

Coe Eldredge: Yeah I see that.

Bill Turnure: Just any of anything any little thing like that would be helpful. Any overall comments.

Punkin Lee: It'll be helpful to say in relation to the other two because this one on just feels totally different. The others are.

Linda Wright: All three are very different.

Punkin Lee: They're all very different.

Coe Eldredge: They are well yeah and that was sort of a goal was to make them different.

Punkin Lee: Oh yeah.

Coe Eldredge: But yeah I'll try to show all three.

Bill Turnure: And even if you get the three elevations and just put them on the board or something so we can sort of see how their relationship of each one. You know, I don't know what you have 15 feet.

Coe Eldredge: 15 feet in between, well this one slightly narrower in the front but yeah.

Bill Turnure: So that would be help. In any case if you had a color rendering as well. I mean obviously, I gotta know if those are fish scales or whether they're just shingles. You know it just looks you know just because you've got it rendered like that it just looks real dark and real light to when it would actually look like would be helpful.

Coe Eldredge: OK.

Bill Turnure: And know if you're going to do it through the computer it's not going to get the exact same color but if you get something close and then hand your sample boards that'd be fine. But I like that it's close to the ground. It's kind of nice. I like that. [Inaudible].

Tim Clites: I don't know how much of this is the software you're using and where you're at in the design development and how much you'll bring with you but box cutters or open rafter tails have you thought about that yet?

Coe Eldredge: Thought about some exterior rafter tails, you know some sort of wood trim in that respect.

Tim Clites: It's possible brings it brings in character and likewise these tapered columns are awesome. To me they're an awesome part of that character of this style. And so having probably just gonna get them from the home company I would imagine.

Coe Eldredge: Yes.

Tim Clites: Bringing a cut sheet to that [Inaudible].

Coe Eldredge: And one that we do have a sort of an enhanced overhang on this house [Inaudible] on the main road. It's pretty steep overhangs.

Bill Turnure: It's typical. Any further discussion? Comments? Bully. [Laughter]

Coe Eldredge: Thank you all.

Bill Turnure: Want to stick around for the discussion over the Freedom of Information Act?

Coe Eldredge: I'll watch it on the [Inaudible] [Laughter]

Bill Turnure: Ok, [Inaudible] training.

Will Moore: Mr. Chairman before we launch into that I think you've probably all met him by now, but if you haven't Danny Davis our new town administrator. He's been making his rounds to all committee commission meetings just to get a flavor for what it is you do sort of want to acknowledge him and if he had any words that he wanted to say, wanted to give him the opportunity. [Inaudible] Absolutely. [Laughter]

Danny Davis: What I've been telling the other committees and I'll share with you as well as just thank you really for all that you do for the community. You know a couple of months I've been here working. It's amazing to see how the community really cares about the town and wanting to make it a great place. And so I'm excited to be part of it and be here with a great team. We have really really great staff who put a lot of work in as well to help you guys do your jobs well. So anything that we can do to help you whether in your home, your business or as part of your role here with the town just let us know. It's always good to kind of get a feel for the meetings and how the process goes. And this is a great meeting with a lot of different pieces of it. I'm glad I didn't have to hear all the mural discussion for the last few months [Laughter]. But I got to hear a piece of it. So anyway it's really great to be here and again thank you for all that you do.

Bill Turnure: So how's the transition going how's everything is.

Danny Davis: I think it's fantastic.

Bill Turnure: Has Martha actually passed the baton yet?

Danny Davis: Yeah. That was a couple of weeks ago. Before Christmas and I think it's going really well. It's you know a small town with a lot going on. A lot of great projects as were have some things part way through and under process and a lot of things about to kick off as well. So the staff have really been helpful and just downloading a lot of info to me. Not overwhelming me but also helping me and allowing me to kind of jump in because that's the way I learn. I like to get my hands dirty and try to feel what's going on in particular areas. So it's I think it's great. We have our budget coming up soon so that I'll be that's the best way to learn an operation right is to learn where the money goes. But so far so good and it's great. Yeah really happy to be here.

Bill Turnure: And you tell me again where you, we've talked earlier. You live in, Purcellville?

Danny Davis: Well actually I live off Watson Road so right by Gilbert's Corner. Yes, so about 15-18 minutes away. Not bad. I spent 12 years at the county government working my final job there was with the county administrator and then I was two years in Purcellville. And then a little stint in health care for

about 10 months and now, I miss this. I miss the local government piece. So glad to just jump right in. That's the nice thing about small operation. I mean you don't have the same resources you might have at other places but you can really put your hands around value. You get to feel it all and you get to be involved in everything. And that's what I like is you know one day it's utilities and you know water gushing down a road and another day or the next minute it's something about you know the color of buildings and trying to work through the budget and treasurers you know whatever it might be. So just something different every minute of every day and it's great.

Bill Turnure: Well it's nice to have you and I enjoy your energy that you're bringing to the position. I think it's gonna be a good fit. Yeah. Looking forward to it.

Danny Davis: Well whatever we can do to help you guys just be sure to let us know and you've got great support in Will obviously and he helps you guys stay on track and gives you great reports and so we're here for you guys.

Bill Turnure: If we can ask you to keep Will and Rhonda you know on board with us we would appreciate that very much because they keep us in line and do the lion's share of the work for sure.

Danny Davis: Yeah absolutely. And again that's it's really a blessing to walk into an organization where Martha had hired really great people. And so you know when you look at the staff and you see who we have and their capabilities and their attitudes and the way they work together as a team it's really fantastic. And so that's a testament to her. And you know my job to keep building them up and keep encouraging them and stay down that path. So awesome. Great.

Bill Turnure: We'll let you go home now.

Danny Davis: Nice to meet you all. Thank you so much. I've heard the FOIA one before. [Laughter]

Bill Turnure: So have we. [Laughter] So what do we have to tackle here, Will, I know we've got this. Is this for us to review, to just have you know on file.

Will Moore: I'm going to pass the torch to Rhonda on this. She's kind of been charged with taking care of this training.

Bill Turnure: Yeah, she's the FOIA Queen. [Laughter]

Will Moore: Yeah well FOIA and COIA and ethics guidelines and gift rules. There's all sorts of there's several new things that have been introduced so Rhonda's kind of going to be going from committee to committee and everybody is going to be getting their share of this so I'll let Rhonda take the lead on how it is she plans on approaching this with you.

Bill Turnure: Well were you waiting for a question or?

Mandy Gitt: Yes, yeah, well, when I spoke earlier I didn't believe there was a small light on the A.T.M., but in fact there is, and I wanted to present that clarification to you and see if that was acceptable if we keep the [Inaudible] candles at an appropriate level. And if I could get clarification from you on making sure the light is in the same Kelvin temperature range. I can show you where the light is on the A.T.M. Yeah, so the screen when in use is lit and right across here is a light that's built into the A.T.M. It's kind of like the standard [Inaudible] series, but I just want to be clear. [Inaudible] Well I'm assuming down because I can't imagine being blinded and trying to take money out of the cash machine. [Laughter].

Punkin Lee: Well also when you're making a left hand turn off of [Inaudible] as you turn at that strip light is really bright.

Mandy Gitt: We can work with the light bulb temperature again and keep it at the Kelvin level that we're keeping the LED at 3000 max or the 2,700 to 3,000 range.

Bill Turnure: As long as it's covered and it's just shutting down on it. I'm OK with that. And it's not anything sort of internally lit. You know sometimes they have. [Inaudible] Right. Yeah.

Mandy Gitt: Oh thank you. This is Jenna Clark with Northwest Federal Credit Union. She can help with the.

Jenna Clark: I'm really sorry.

Bill Turnure: We're sorry.

Will Moore: So just to see how your guidelines speak to the lighting is lighting of A.T.M's must be fully shielded and at as low a level as possible consistent with security concerns. That's what your guidelines state.

Bill Turnure: Yeah. That would be my concern that it's shielded. That was the word I was trying to grab.

Jenna Clark: I'm looking to see if I have an actual photo of one. Give me one second..

Bill Turnure: [Inaudible] It'll be better than it is. [Inaudible] No it doesn't. Where'd you come from?

Jenna Clark: Herndon. So I was here and then I had a drop off an employee and then I had to come back and I thought it wouldn't take me this long but it took an hour and 20 minutes to get back. Sorry. And then G.P.S. took me that way and I was like this towards where that [Inaudible] tower is like that it's not [Inaudible]. So texted you and said G.P.S. got me lost.

Mandy Gitt: I just saw it. I'm so sorry.

Jenna Clark: It's ok.

Mandy Gitt: I had it on vibrate and I didn't feel it through my coat.

Jenna Clark: No worries you're fine. I figured it out. I put in G.P.S. instead of the address. I said town of town of Middleburg please and then it popped up. You have a picture.

Mandy Gitt: That's BB&T but it's [Inaudible]

Jenna Clark: It's similar.

Mandy Gitt: Is that similar to the how the light structure?

Jenna Clark: It is similar.

Mandy Gitt: Okay. Keep looking, I might have.

Jenna Clark: The signs.

Bill Turnure: [Inaudible] I think that's what they're saying. [Inaudible] I think that's what it is. Like you said I don't think you would have something [Inaudible].

Mandy Gitt: I can look up online. Do you know the model number for [Inaudible] or the.

Jenna Clark: I might have it in my email. I wonder if you can see it in this picture. [Inaudible]. I have the 18th [Inaudible] that was before it got put in. [multiple speakers] I could probably ask Heather to send me something something really quick. She probably does have pictures of it.

Mandy Gitt: Okay. Vienna's A.T.M is different right.

Jenna Clark: Yeah.

Mandy Gitt: Ok. She's calling someone to get a picture of it real quick and we really appreciate your time. [Inaudible]

Linda Wright: There were a lot of things that were supposed to be changed on that. I don't know if all those ever got done. I know there was a long list of things that were out of compliance have to ask him.

Bill Turnure: Yeah, they made the submission.

Jenna Clark: I'll get something in a couple of minutes and I can show you what it actually looks like. Is that help out?

Bill Turnure: Do you know if it's shielded?

Jenna Clark: It's not. So there's these. So the screen will angle slightly down. So that way when the sun won't glare on the sun, so they have an angle at kind of angles like that to you and then there's like a couple lights up here. That's why I want I don't want to say no and then we put it in and then it's not what you thought. I'd rather we all know now.

Bill Turnure: Yeah.

Jenna Clark: Ok. But, they're like up here.

Mandy Gitt: Are they the little two squares here?

Jenna Clark: Yeah.

Mandy Gitt: OK. So I was incorrect because I thought it was the bar across from the phone conversation. But it's the little two squares.

Jenna Clark: Usually which since we're doing this usually this is lighted up here, but we're not doing that so. As soon as she sends it to me. [Laughter].

Bill Turnure: Are you waiting for an email?

Jenna Clark: A text. And then, should I not ask questions? Can I ask questions.

Bill Turnure: Sure.

Jenna Clark: For our security. [Inaudible] for security purposes, we do cameras on usually on the exteriors of our buildings. Is that not allowed? That's what my security guy wants me to ask.

Bill Turnure: We should probably see those as well.

Will Moore: We need to see them.

Jenna Clark: OK. So we'll get those.

Bill Turnure: Colors and locations.

Jenna Clark: We have time for that, I'm not worried about that.

Mandy Gitt: OK.

Jenna Clark: And I'll have Dan take care of that. That'll be me and Dan will do that. [Inaudible]

Bill Turnure: [Inaudible] I've never noticed it. [Multiple Speakers]

Jenna Clark: Oh there on the inside OK. Do you want me to like. Who do I take it to?

Bill Turnure: Pass it around. Take one down, pass it around.

Jenna Clark: So it's on the inside and it lights where the. Lights that shine on the keypad. I knew when you said there's no lights. It stays lit.

Bill Turnure: So down the side.

Jenna Clark: Yeah.

Margaret Littleton: You'll see it as you drive by.

Linda Wright: Does it only come on when it's in use?

Jenna Clark: It's on all the time I believe. [Inaudible] Yeah it's not on the top. It's just so you can see the pad when you come up to use it. [Inaudible].

Bill Turnure: I don't know. [Inaudible]

Jenna Clark: I don't know. [Off mic]

Mandy Gitt: Could we make a suggestion that the light under the awning become motion sensors so only when a person walks by the ATM or near the ATM that comes on to help with the light levels. Would that be a good compromise since the lights on the [Inaudible]? Great.

Tim Clites: Glad you stayed.

Mandy Gitt: I am too man. I love your town. I have an easy way too much Common Grounds. That is delicious sandwiches and coffee.

Jenna Clark: Good coffee.

Mandy Gitt: Yeah but in it and put it in it's a little bit of a commute for me. So I really appreciate everyone staying late and helping us resolve stuff.

Bill Turnure: That's quite all right. And there's places to eat on the way out too.

Mandy Gitt: It is dinner time.

Jenna Clark: Gas, I got to get gas.

Will Moore: I think if you're making this change that the expectation is to have a motion sensor on the light under the awning. If if we could just have an a motion that captures that so.

Bill Turnure: Want to go back to [inaudible] COA 18-18 S 18-14/

Tim Clites: Make a motion that based on the new information about the A.T.M. machine that we approve it. The A.T.M. machine. With the images presented and that the light up under the awning be put on a motion detector.

Bill Turnure: All those in favor say aye.

Everyone: Aye.

Bill Turnure: Opposed say nay. Motion passes.

Jenna Clark: Thank you. Thank you. I apologize again. Thank you so much. Have a great night. Thank you so much.

Bill Turnure: OK. You're up.

Rhonda North: OK, Mr. Chairman I'll try to go through this as quickly as possible. I know some of you have attended the FOIA training when we bring in the executive director of the Virginia FOIA counsel we'll try to continue to do that annually and we would certainly encourage everyone to attend because FOIA does change from year to year as the General Assembly decides. So I'm going to start with FOIA and just for those of you who aren't familiar with FOIA, it is a way to ensure that folks have access to records that are in our possession as well as free entry into meetings when business is being conducted. All meetings have to be open to the public and records available unless there is an exemption granted in FOIA. This could be very little associated with the HDRC where we would have closed sessions. Most of that's going to be the appointments to committees and very little records that would be be protected from release. So pretty much everything that you guys do is is going to be open and we're going to have to make sure any records and any meetings are are open. So under FOIA a meeting is any gathering whether it's in a work session or regular meeting of the board or informally if there are three members present. While three for you all does not constitute a voting quorum under FOIA, it is considered to be a meeting and as such we have to notify the press and anyone else that of meeting's been scheduled. So anytime three of you get together and you're there to discuss town business specifically each HDRC business you do need to make sure that it is a meeting that's been formally announced and if not going to need you to stop because otherwise it's a violation of FOIA. Now, if you are at a function for social you know just a social function you're fine as long as you don't discuss town business. Under FOIA minutes are required of the meeting. You can't take secret written ballots you can poll folks but you have to be careful not to do so in an email form because that could be considered a vote that is taken in writing. So if we I know

periodically Will may send you an email asking for your comments. That's why we use the blind copy to communicate with you. We ask that you all do that back with us as well. And that's what helps keep us out of trouble from from having a FOIA violation. But do remember that when you when you do email regarding HDRC business that is a record that is a public record. And if someone FOIAs that we are required to produce it. So if you are emailing regarding HDRC business you either need to make sure you have a way to keep track of those and can produce them if required. What we suggest you do is to just copy me on those and that way I can save them in our system. And if we were asked to produce them then. I can produce them and you all don't have to worry about it. So that that's kind of the easiest way to handle that. Just a little bit on public records. Public records are anything writing recordings can be handwritten. It could be typewritten it could be printed, photography, magnetic impulses, mechanical or electric recordings. And it doesn't matter what form they are in. So if you all like if you see me taking notes here. That is a public record. If you all take notes during the meeting that is a public record and all of those need to be saved and need to be able to be reproduced. Should someone make a FOIA request. They do not have to be kept for ever. Luckily in your case most of what would you all would have would only have to be kept for a three year period. The State Library does set a records retention schedule that we have to abide by and what I do is encourage folks to it. If you're not sure whether you have a record or not contact me you know let's talk. We can look at the records schedule if it is see how long you have to retain it. But the best practices you know. If you don't have to make a note for you all don't make a note because if there are no notes there are no public records. As I said email is considered a public record when you email each other so just copy me on that and that should should take care of any FOIA issues. That's about all I'm going to say on FOIA. Does anybody have any questions related to it because I know you all had heard this before. Okay so the council has recently adopted a few new policies. One of the things they've adopted is a code of ethics and a standard of conduct. The council and the staff feel that the citizens and businesses deserve fair and ethical and accountable local government so we have sent you copies of all these documents. I'm not going to read everything to you. I'm just going to hit on a few points and that is one of them is we need to be careful to avoid discrimination by dispensing special favors or unfair privileges to anyone. I don't imagine anybody here is going to going to do anything like that. [Off mic]. So so probably one of the items in here that does does periodically affect you all is identifying associations or organizations that you're a member of or you know a client that you represent and just disclosing that that also falls under the conflict of interest act. We do have a form that we have you fill out and turn in to me before an item appears on the agenda please. And what happens is as long as you have disclosed should someone file a complaint against you that you've got a conflict of interest. We can say no you know he or she did disclose that there are some instances where you can vote some instances in which you cannot vote. We the staff will help you figure out which one of those applies and we'll fill out there's different forms for different ones. Obviously if you're conflicted out you're not going to be able to vote. And I don't think we have this too much periodically media inquiries come in to the town and we just ask that you forward those to the town administrator for his response just so we make sure that everybody is speaking on the same page. You're asked not to disclose or use confidential information. I don't think you all have too much confidential information other than again who may be applying for the committee that would be confidential information. And we asked you to keep that to yourself until that individual is appointed. We're not allowed to use public resources that aren't available to the public for private or personal use. And I think that's pretty standard. And the council would like to encourage the maintenance of a positive and constructive workplace environment for the employees the citizens and anyone dealing with the town. And that's probably some of the highlights of the code of ethics. Standards of conduct. Similar thing. You know we hope we all hold a position of public trust and we just want to make sure that we maintain the integrity and the dignity of the offices that we hold. So folks are asked to avoid not only during public meetings but in private meetings or when they're performing their public duties avoid the use of abusive threatening or intimidating languages towards your colleagues the citizens or the staff. We ask you to adhere to the attendance policy of the body. And just for those as a reminder the attendance policy is you cannot have three consecutive unexcused absences. But also you cannot have missed more than half of the meetings in any given year. And if that

occurs then I don't have any choice but to send you a letter automatically revoking your appointment. Before we get there the chairman will send you a note or talk to you and let you know you're getting close and hopefully whatever the issue is can be resolved. And just want to stress too with the missing half of the meetings in a year's period doesn't matter whether those are excused or unexcused the number number is you know once you've got gotten over half then then I have to send that that note out to you. Let's see. We asked folks to [Laughter]. Yes yes. We asked that folks be open minded patient and concise and do make a conscious effort to be prepared for the meetings. And that's just for the benefit all of everyone. We ask that you respect the right of your colleagues to have different opinions which this group usually doesn't happen although on occasion on occasion we do you have that. Sometimes. [Off mic].

Bill Turnure: There are responsibilities that they list for people on these committees. It's worthwhile just to just to go through just OK. Yes right. I mean they had something for chairs. So anyway they just a little bit [inaudible]. It's not much.

Rhonda North: Yep. We're we're gonna get into that one to the same by having questions about the Code of Ethics or the Standards of Conduct that have been adopted. OK. We now have a gift ordinance and as you would expect we are not allowed whether you're elected appointed or a member of the staff to solicit gifts due to our position with the town. Now folks from time to time give us gifts. You see that a nice little section of candies and and things over there. There there are some exceptions you know someone can give you a gift if they're a personal friend we can receive food and refreshments as long as we're sharing them with others. Gifts for birthdays, holidays, you know that type of thing. Anything that's valued at ten dollars or less so you know like my swag here that I got from one of our companies that we deal with they come and dispense pens. Personal hospitality discounts that are given to a broad class of government workers or employees. Free food and refreshments if you're going to a conference something of that nature. So we do have some exceptions again if you if you think there may be an issue, contact us and we can look at the policy and talk with you and determine whether that's the case or not. The acceptance of donations to the town itself is not really something that this committee deals with. That's something the council has to approve if someone wants to give us a gift. So I'm not going to go spend time going through that with you guys unless you have any questions on that. Okay. And the last item is the handbook that the chairman mentioned and this is is written for all of our boards and committees and advisory commissions and it just sort of combines for folks particularly the new folks to let them know how things work and what's expected of them what you know their duties and responsibilities and and all of that good stuff. I'm not going to talk too much about how members get appointed because you all have all been appointed you all have all been through the process you know how that works. The one thing we are doing now is orienting our new members. So whereas before you just got a letter you know saying you've been appointed. Thank you. You now get a nice big packet of information that includes all of this item all of these items that we've already handed to you and we're going to try to help get everyone up to speed on on how government works because we are a little different beast than most folks are used to dealing with because we do have to be open to the public. We're bringing people in and going over there we're just expecting them to say. [Off mic]. Well we're going to we're going to try to get them and to review it. But each year in January I'm going to be coming to you all. And giving the presentation to the entire group as I'm doing tonight. So even if we can't get men then they're going to get it at some point in time and they're going to be asked to sign just like when I finish with this tonight I'm going to ask you to sign a statement of acknowledgment. Just to confirm that you've you've seen the policies you understand them and and you agreed to abide by them. If somebody wants to sign that without taking the training I'm not going to argue with them but. They're signing that they understand everything and so hopefully they've read it in and they understand it. So yes training is what we're shooting for. Not going to cram it down anybody's throat. But it is what we're shooting for. [Off mic]

Bill Turnure: Worthwhile to have a sit down with a new member just for half an hour or an hour prior to a meeting to say this is sort of how it goes [inaudible] just sort of a one on one with them.

Cindy Pearson: Just because this was [inaudible] even though I've been a part of this sort of, I mean this is totally different.

Rhonda North: Yeah. Because I mean I'm just gonna talk to them about the nuts and bolts of being an appointed official. Each committee has their own different.

Bill Turnure: You have you know when you get to that point. We didn't have anybody come up for reappointment for this year?

Rhonda North: Fairly sure you didn't have. [Off mic] [Laughter].

Rhonda North: I think it's a great idea. Ok so we've talked a little bit about the absence policy already. You guys are a lot of this talks about in the handbook talks about advisory groups. You guys are a little quasi in that you're regulatory in that you you take your own actions here but also on things like what you did earlier tonight with the guidelines in that respect you're advisory as well so. So you kind of have both of those roles. So you know when it comes to the advisory piece obviously you're advising the council and it's up to the council to make the final determination on whatever you're recommending. But folks are encouraged to know why your committee exists. I think everyone here has been on it long enough that you certainly understand why the committee exists. And we ask that folks be aware that there's a time and an energy and commitment to being part of a group because you've got regular attendance that you need to be at the meetings you need to review your agendas. So it's not something that folks are going to do in just a few minutes a month. It really it really is a time commitment on your part and you do need to notify the chairman or myself if you can't attend the meeting so that we can figure out whether this excused absence or not we want to make sure we record you correctly there. And Will's real good about meeting the deadlines getting the the agendas to you also that you have a chance to to review them. And I'm not to go talk about spirit of cooperation because this is the best group I've ever seen when it comes to cooperation. I don't think you need any discussion there. [Laughter]. So as you know each of our groups have a council liaison. Cindy is your your council liaison here and she sort of serves as your go between with the council. You also have Will who is your staff liaison. [Off mic]. Me, you've got me. Yeah. You got me. When it comes to communications we ask that the chair work with the staff liaison on setting up meetings drafting correspondence follow up that type of thing. When it comes to town policies or legislative matters if you have any questions of that regard you should direct them to me if you have questions of federal or other local government agency nature then those would be directed to the town administrator. Again if if a member of the press asks you a question related to your your HDRC duties, we'd appreciate if you refer those to the town administrator and we'll let him speak on behalf of the town. So. Cindy gives the council periodic status reports on the HDRC as needed. They also see your meeting minutes. So they're fairly aware of what's going on. Will also includes something about what's occurring in his monthly reports. But you are open to giving an annual report to the council. If you're you're interested in doing so. If you need legal advice we ask that you contact Will who will then contact the town attorney on the HDRC's behalf. Let's see. We've already talked about meetings being public. We have to notify the press put it on our website put it on the bulletin board at least three days prior to a meeting. So we can't call a meeting at the last minute unless it's it's qualifies and an emergency. Obviously we send you the agenda packets and they were also available to the public at the same time. That's part of why we have deadlines so that folks can see what's coming before you all to determine whether they're interested in coming to the meeting or not. So it's always helpful when our applicants send it to Will in advance. So it's in the agenda packet as opposed to coming in and handing it out to you all that night because then the public doesn't get the opportunity to see it and decide whether they want to come in and listen as well. All right. Social media posts. I just want to make you all aware that social

media posts are also as they relate to the HDRC are also considered public records. So if you are posting on your Facebook page something related to the HDRC you have created a public record and that is subject to FOIA as well as the public records act. So we do that we do have a town Facebook page. If you think there's something with the HDRC's done that that should be put out on Facebook or something of that nature if you contact the staff then we would suggest it be done through our official pages as opposed to your personal and private ones. And that way they can stay personal and private and not have to go [inaudible]. Yeah. I don't this group is as bad about doing that but we do have some folks who like to share and be in their social media account which is which is really nice but we just need them to be aware that they've created a public record. So does anybody have any questions about any of our policies or the handbook or I know you had a chance to look at them before you came in here.

Bill Turnure: I mean the only I mean in the three or four years I've been chairman of this thing. I've really never had anyone approach me on the street. What are you doing? You know it just so you know I really haven't had any issue. The only thing that I mean I don't even think it makes a difference. I've had people. So. So what's going on with you know so-and-so project. That's about the only thing that anyone's ever approached me just to sort of say what you know what's the status of that and you know what's going on there. But I mean that's really about it. It's I don't know if anybody else has ever you know.

Rhonda North: And conversations are not public records. So you know we're only talking about if if someone sent you an email or a text message on Facebook or sort of.

Bill Turnure: If Lenny Shapiro says something.

Rhonda North: If Lenny Shapiro asked you a question related to the HDRC then then yes we ask that you refer that to the town administrator. Now he he may refer it back to you but. You know, we occasionally get folks who are fishing for things like our salaries. Every year someone wends out for your requests for all the town staff salaries and we have to provide it. And they post it on a website somewhere so people can go and see exactly what Will and I or anyone else here makes for the town. But you know usually when it comes to anything like this unless somebody is upset with something you've done there they're not going to make a FOIA request. And we're and we're we're careful to make sure you conduct your meetings in public you know in their minutes and all.

Bill Turnure: You don't provide what I make here as the chairman of this committee? You don't provide that?

Rhonda North: No, we haven't been asked for that yet.

Bill Turnure: I've never eaten more than Hershey bars that's less than \$10.

Tim Clites: I do have a question about something you said. It's not come up. And I don't it's not come up in my experience yet but I've heard stories about so conflict of interest. You mentioned that you would want if that were if we were at all concerned about that you would want us to. So we get our packet from Will and we see someone's applying and for some reason we have some doubt we get a hold of Will before the meeting to ask the question about whether. So conflict of interest may not be that we directly have a conflict with the project. There may be something about the owner or the applicant whatever that we we have a question about whether we should still stay in our seat vote. Is that really?

Rhonda North: I mean you know say it's it's you know like the Museum Foundation so submits an application and Virginia serves on the board she may or may not tap to to announce a conflict that keeps her from voting. She may just have to say I'm on the board so I have the conflict but I'm able to vote and we'll have to look at the circumstances associated with it and decide which category it falls in. Is it just

one that you announce that you have a conflict but you're able to vote or is it one where you announce you have a conflict and you have to abstain from voting. And even in those cases we recommend you actually go into the audience and not sit up on the dais. But yeah we'll help you look at the at the particular details of that and figure out which category it falls under if it falls under one of those categories. Yes. And if we're not sure we'll talk to the town attorney and get clarification because it's our job to help protect you all from having conflicts of interest but you all need to let us know so that we can help protect you. Any other questions? So if you're comfortable we'd like for you to sign a statement acknowledging that you've received all these documents and you've had the training and that you agreed to abide by. [Off mic].

Bill Turnure: 19. [Inaudible].

Rhonda North: Thank you. Thank you Mr. Chairman.

Bill Turnure: Ok. Is there any other discussions, Will? Anything else?

Will Moore: Just checking on availability for your next meeting. I think is the only thing I have there. [Inaudible]. I have a note to. I have not yet done that.

Linda Wright: I said something to them when I was in there the other day. I said something to them when they sent your neon sign is not appropriate. They were like we were wondering about that. It's still there.

Will Moore: It will be taken care of. [Multiple speakers].

Margaret Littleton: I will not be here in February.

Bill Turnure: Oh yeah.

Linda Wright: Lucky you.

Margaret Littleton: You know why.

Bill Turnure: Are you going to be back for March. [Inaudible] miss two in a row. Okay. Thank you.

Cindy Pearson: Just a reminder that Martha's retirement party January 15th. Rhonda, what are the specifics on that?

Rhonda North: It's gonna be the at the Emanuel church parish hall from 5:00 to 7:00.

Bill Turnure: I unfortunately will be out of time for that. Sorry to miss.

Rhonda North: Tutti's catering it so it's going to be good food.

Bill Turnure: The other thing that was mentioned Will was the first house was built over there on Reed Street. Remember we had some amendments there.

Will Moore: I think the the one outstanding issue that remains are the gutters. And I wanted to actually have a discussion with you offline at some point time about that.

Bill Turnure: I'll be in the office tomorrow whenever you like. [Off mic].

Will Moore: The window was subsequently okayed by this committee. [Inaudible]

Bill Turnure: He came back to get approved so there were changes that they they agreed to make so.

Punkin Lee: [Inaudible]. Black awning with the pinstripe on it and black trim. Because everything went to blue [off mic] subsequently stayed blue and then right before Christmas everything went black.

Bill Turnure: When you go in for coffee tomorrow [Inaudible].

Will Moore: Thank you.

Bill Turnure: Anything else? Thank you for your time. Is there is there a motion? So moved.