



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



**Thursday, April 4, 2024  
PENDING APPROVAL**

The regular meeting of the Historic District Review Committee was held on Thursday, March 7, 2024, in the Town Hall Council Chambers. Chair Clites called the meeting to order at 5:30 p.m. Town Manager Davis called the roll.

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

**STAFF:** Danny Davis, Town Manager  
William M. Moore, Deputy Town Manager  
Erick Moore, Planning & Project Associate

**ABSENT:** William Anderson

**Approval of Minutes**

*Chair Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve the March 7, 2024 Regular Meeting Minutes as submitted.*

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

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**Old Business**

**COA 24-04:** Alterations & Additions – 100 N. Madison Street – Rick & Susan Sierra

Deputy Town Manager Moore reported that there had been no changes proposed to the style of the garage doors. He noted that the color selections have not been made and advised that the applicants were asking that this be deferred until a later time.

Tom Gilbert, the architect, reminded the Committee that one of the major comments from the last meeting was the massing, in particular the front door and how the roof stuck out past the stone. He reported that he proposed to move the entry door overhang back so it would stay off the stone completely. Mr. Gilbert further reported that it was proposed to be straight across until it reached the last garage. He noted that the garage still had to come forward because of a setback issue at the back corner. Mr. Gilbert advised

that they also put a hip on that roof on the gable end and brought it back to lessen the mass of that roof through the slope. He opined that the front door looked “lonely;” therefore, they flanked it with sidelights. Mr. Gilbert advised that there would be no siding in that area and opined that what he proposed would create the look of an old porch that had been closed in.

Mr. Gilbert noted that the Committee previously asked questions regarding the materials. He advised that he updated the materials list to indicate the bars in the sunroom door would match those in the windows and would be true divided lights.

Mr. Gilbert noted that the Committee previously asked questions regarding the width of the windows in the sunroom. He advised that he was proposing to keep the center window; keep the flanking windows but to make them single ones; and reduce the size of the windows in the gable so they were much smaller. Mr. Gilbert opined that the scale was more in keeping with the massing. He reported that the number of windows were reduced, and their heights were adjusted in the front elevation. Mr. Gilbert reminded the Committee that the west elevation window used to be a triple; however, he was proposing a double window, which was increased in height. He opined that these changes helped so the massing of the addition was not fighting with the original stone house. Mr. Gilbert reported that the other change was to change the double hung windows in the master bedroom to a kinsman window, which was narrower and shorter and would be off the floor. He reminded the Committee that these windows were for emergency egress. Mr. Gilbert opined that these changes worked well and provided a balance between keeping the views and having a scale that worked better.

Mr. Gilbert reminded the Committee of their discussion as to whether the black roof should be carried across the front and noted that he was proposing to turn it.

Committee Member Littleton noted that she and Committee Member Jenkins met with Mrs. Sierra. She advised that she liked the off setting of the two garage doors. Ms. Littleton opined that Mrs. Sierra would choose one of the colors they discussed, which would make the design make sense.

Vice Chair Lee thanked the applicants for proposing the changes and opined that the new design fit more comfortably with the original structure.

Committee Member Wright advised that she liked the roofline changes, as well as the changes to the windows and massing. She further advised that she liked the small roof over the front entry door. Ms. Wright opined that the design was much improved.

Committee Member Jenkins agreed with the members and noted that due to the changes, the addition was no longer a massively long, unending structure.

Councilmember Pearson read some text from the application, which noted that the original structure was a circa 1870 stone structure and the only remaining structure of the original Levin Powell estate. She noted that the application stated that the additions and updates would add to the uniqueness of the property and would not take away from the original structure.

Chair Clites agreed with the committee members’ comments. He explained to the applicants that the Committee’s goal was to help encourage things to be better. Mr. Clites opined that the proposed entry now felt charming and inviting. He advised that he liked how the scale of the garage doors were broken down as an element. Mr. Clites reminded the members that if they approved the application, they would not be approving colors, with the exception of the windows.

Rick Sierra, one of the applicants, questioned how they would handle any changes that may occur during construction. He explained that due to cost, they were considering changing the roof material to asphalt shingles for the addition. It was noted that the roof on the stone house would remain metal.

Chair Clites explained that if an approval was granted for something the applicants wished to change, they would need to return to the Committee. He noted that this could delay the construction; however, any changes would need prior approval.

Deputy Town Manager Moore explained that the key thing was to get the changes approved before they were made; although, he acknowledged that this did not always occur. He advised Mr. Sierra that an application would need to be filed highlighting the proposed changes.

In response to an inquiry from Mr. Sierra as to whether the guidelines would allow for an asphalt shingle roof, Chair Clites advised that the Committee would want to see the proposed shingle and a rendering of what the house would look like with it. He noted that he could not speak for the Committee; however, he opined that they would be open to the change. Mr. Clites encouraged Mr. Sierra to review the Historic District Guidelines to see if they included any specific direction.

Chair Clites reiterated that if the Committee approved the application, they would not be approving the colors, with the exception of the window sashes.

In response to an inquiry from the Committee about the exterior lighting, Mr. Gilbert advised that there would be two lights on the left and right sides of the garage. He noted that the proposed lights were submitted with the application.

Mr. Sierra asked that the Navajo Beige color be approved and advised that if they decided to change it, they would return to the Committee.

Chair Clites displayed the color sample for the Committee. Committee Member Littleton noted that it matched the color of the grout on the stone building.

Chair Clites clarified that the window casings, soffits, and corner boards would be white to match the windows.

*Committee Member Littleton moved, seconded by Vice Chair Lee, that the Historic District Review Committee approve COA 24-04, a request of Rick & Susan Sierra for alterations and additions to 100 North Madison Street, with the approval of the color and the approval of the different corrections that the applicant had done.*

It was noted that the revised application was being approved as submitted, with the metal roof, and that the color would be Navajo Beige, with the windows and garage doors being white.

Vote: Yes – Committee Members Lee, Jenkins, Littleton, and Wright and Councilmember Pearson

No – N/A

Abstain – N/A

Absent – Committee Anderson

(Chair Clites only votes in the case of a tie.)

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### **New Business**

**COA 24-08 (S 24-03):** Projecting Sign – 10 S. Madison Street – The Community Shop

Deputy Town Manager Moore reported that the request was to replace the existing sign with one that was the same size and shape, but that contained different colors and was a different style. He displayed a photograph of the existing sign and the proposed one.

The Committee inquired as to the proposed colors for the sign.

Mark Thompson, the applicant, appeared before the Committee. He explained that as a birthday present for his wife, he had a marketing logo created for her business. Mr. Thompson acknowledged that the proposed colors were a departure from traditionally recommended colors, as well as the number of colors. He opined that the Historic District included examples of signs that included multiple colors. Mr. Thompson advised that the proposed sign contained the designer's new logo and opined that the colors were comparable with and compatible with other signs on the street.

Deputy Town Manager Moore distributed a copy of the color sample.

Mr. Thompson advised that the designer's design was a departure from what he originally envisioned in terms of color. He noted that he also envisioned a sign with relief in the form of a third dimension; however, the designer did not think that was a good idea. Mr. Thompson opined that what was being presented was a simplistic design that was compatible with the town.

The Committee held considerable discussion regarding the sign colors. They expressed concern that they did not go well with the brick. The members suggested the need to tone down the colors, particularly the blue background color. They further suggested a flatter finish would help the sign to appear to be an older one.

Chair Clites noted that this was not just a sign but was an actual new branding and reminded the Committee that they have always respected a business' brand. He noted that it was not clear how glossy or matte the blue color would be and suggested it be approved with a lower sheen. Mr. Clites opined that the colors would age over time. He questioned whether there was anything on the sign that was three dimensional.

Deputy Town Manager Moore reported that the letters were carved and the border was flat.

Mr. Thompson noted that most paints came in various finishes and advised that he did not have an issue with moving away from a shiny finish.

It was noted that a less shiny finish would hold the elements more.

Mr. Thompson advised that the logo was more than just a sign and noted that it would be placed on their store bags.

*Chair Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 24-08 (S 24-03), as submitted with two clarifications: (1) the blue field shall be a satin or eggshell finish, something lower than semi-gloss; and (2) that the Committee clarify that they were not approving the flag in the lower image as part of this application.*

Mr. Thompson questioned whether he needed to submit a separate application for the flag and noted that he was hoping there would be a little flag like the one that was currently there, only not as wide. He noted that it was not displayed around the clock and was only there when the business was open.

Deputy Town Manager Moore advised that a plain flag or even one that read "open" could be put out temporarily, without the need for a permit. He further advised that if Mr. Thompson decided to incorporate the logo into a flag, he would need to return for approval. Mr. Moore noted that as long as there was no commercial advertising or branding on the flag, it did not require approval.

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

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COA 24-07: Hanging Sign, Window sign, Repainting & Replace Awning – 109 W. Washington Street – Every Little Something

Planning & Project Associate Moore noted that this building was unique in that the left and right sides mirrored each other. He reported that the application was related to the wing on the right side.

John Ralph, of Quail Run Signs, appeared before the Committee representing the application. He noted that the window frame was already painted and that the only change was it would be painted a different color. Mr. Ralph advised that the same awning would be used, it would only have a different cover. He further advised that new, darker color lettering would be installed on the window and a small hanging sign would be placed in front of it. Mr. Ralph summarized that there would be a small graphic on the window and a new awning cover.

The Committee noted that they liked the awning and opined that it gave more definition to the fact that there was a different business in the wing. They opined that the proposal was very elegant.

*Committee Member Jenkins moved, seconded by Committee Member Littleton, that the Historic District Review Committee approve COA 24-07 (S 24-02), a request of Nicole Ferguson for a hanging sign, window sign, repainting, and a replacement awning cover at 109 West Washington Street.*

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

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**Discussion Items**

Pre-Application Discussion – New Tenant – 14 S. Madison Street

Brad Juneau and Bob Coonce appeared before the Committee as the new occupants of 14 South Madison Street. Mr. Juneau explained that they wanted to hold a discussion regarding their branding and color scheme, as well as two minor changes they were proposing. He advised that they would return at the next meeting with a formal application. Mr. Juneau noted that their graphics consisted of a simple black and white color scheme. He advised that they were proposing to paint the existing white shutters a black color to soften the building's façade. Mr. Juneau opined that it would also complement the brick. He reported that their proposed signage would be equal to or smaller than the existing signage. Mr. Juneau advised that they would like to remove the hanging sign at the sidewalk and install their sign on the side of the building. He noted that the color would be Tricord Black.

In response to an inquiry from the Committee as to lighting for the sign, Mr. Juneau advised that there was little to no light currently. He further advised that their application would contain lighting that would be consistent with the guidelines. Mr. Juneau noted that they were proposing to use a single light like the one that lit the existing sign. He opined that the location of the sign was important and noted that the existing one was not visible due to the flag on the adjoining building that was hung during the day.

The Committee questioned whether it would be better if the sign was lower on the building.

Mr. Juneau advised that he would not be opposed to that. He explained that when they Photoshopped the sign onto the building, they needed to put it higher up to get above the existing sign so it could be seen for the presentation. Mr. Juneau advised that they were proposing to place the sign in line with the vertical power source that was visible in the photo.

The Committee agreed it would look better at that lower height.

In response to an inquiry from Deputy Town Manager Moore, Mr. Juneau advised that the issue was power. He reiterated that he did not need the sign to be as high as was shown in the photo; however, it needed to be visible down the street and needed to be in a location where he would have access to power for the lighting. Mr. Juneau explained that he wanted the conduit to get lost in the grout line.

Chair Clites noted that the Committee would prefer that. He further noted that when fastening the sign to the brick, they would prefer that any drilling be in the mortar. Mr. Clites advised that he liked the black shutters. He questioned whether the intention was to also paint the first-floor door casings black.

Mr. Juneau advised that he would welcome the Committee's feedback and noted that he would not mind that change in color.

Chair Clites suggested that if the window trim above it was left white, the door trim below should also be white. He noted that if the window sashes were white, the door would generally be white; however, it could be black. Mr. Clites advised that doors were one place where the color changed.

Mr. Juneau questioned whether the windows above should be black if they painted the doors black.

Chair Clites noted that the front doors in town were often a different color than the window sashes; however, the door trim was generally the same color as the door. He opined that there was something that looked amiss.

Mr. Juneau advised that they liked the black door idea. He reminded the Committee of the step-down patio in front of the building and the very large white door to the left. Mr. Juneau noted that the regulations required the building to be consistent. He reminded the Committee of the different businesses in the building and questioned whether it would be better to carry the color, so it appeared to be one building or two different buildings.

Chair Clites noted that there were buildings on the main street that were built as one but later painted based on tenancy. He suggested Messrs. Juneau and Coonce think about this before they submitted their application.

Mr. Coonce inquired as to the Committee's thoughts on painting the front door a different color, such as Royal Blue.

Chair Clites advised that the Committee would be comfortable discussing that during its next meeting. He noted that often, the front door was an accent color and opined that this was a great way to introduce people to the space, particularly in a location that had multiple doors.

### Annual Report to the Council

Chair Clites noted that the Committee was scheduled to give its annual report to the Town Council in May. He advised that, at his request, Town Clerk North drafted a written report that identified the work they did in 2023, as well as the training that was undertaken. Mr. Clites opined that by the time the Committee appeared before the Council, the JARB (Joint Architectural Review Board) awards recipients would be known, as would the HDRC's award recipients.

Deputy Town Manager Moore noted that the JARB awards were usually given later in the year and advised that he had not yet received any communication from the individuals who coordinated those awards. He suggested the Committee may want to highlight the recipients of last year's awards.

Chair Clites noted that former Planning & Project Associate LaClare led the process for the Committee's Historic Preservation and Legacy Awards. He suggested he meet with Messrs. Moore to discuss them in order to prepare for those discussions. Mr. Clites noted that those awards may be a month or two behind schedule; however, they should still be done as there were projects that were worthy of acknowledgement.

Deputy Town Manager Moore reiterated his suggestion that the Committee report on last year's award recipients during their report to the Council.

Chair Clites reviewed the upcoming goals/projects that were underway for the coming year, which included the updates to the outdoor seating and lighting sections of the Historic District Guidelines. He noted that at one point, the Committee talked about amending the Historic District boundaries and advised that it was included in the draft report with a question mark. Mr. Clites reminded the Committee that at one point, they also discussed drafting entrance corridor guidelines, as opposed to expanding the boundaries.

Deputy Town Manager Moore suggested the Committee not raise those during their report, as they would require discussion first.

Councilmember Pearson suggested the Committee just report on what it did last year.

### May Meeting Quorum

Chair Clites asked that the members let the staff know if they would have any issues attending the May 2<sup>nd</sup> meeting.

There being no further business, the meeting was adjourned at 6:40 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

## **HDRC Meeting Transcript – April 4, 2024**

**(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – [www.middleburgva.gov](http://www.middleburgva.gov))**

**Tim Clites:** The best you can. Welcome, everyone. This is the Middleburg Historic District Review Committee's regularly scheduled meeting for April the 4th, 2024. The first order of business is a roll call.

**Danny Davis:** Oh, I'm supposed to call roll. How about that? I'm not going to do this. Well, Chair Clites.

**Tim Clites:** Present.

**Danny Davis:** Vice Chair Lee.

**Punkin Lee:** Here.

**Danny Davis:** How about Committee Member Littleton.

**Margaret Littleton:** Here.

**Danny Davis:** Committee Member Wright.

**Linda Wright:** Here.

**Danny Davis:** Committee Member Jenkins.

**Virgina Jenkins:** Here.

**Danny Davis:** Council Representative Pearson.

**Cindy Pearson:** Here.

**Danny Davis:** And Committee member Anderson is absent today.

**Tim Clites:** Thank you. Next order of business is public comments. We pause just for a second. If you're here for an item on the agenda, we'll get to you in the order that it's been listed. Right no comments. Let's go to the approval of the meeting minutes from the March 7th, 2024 meeting. Pause for a minute for any comments or corrections. Seeing none I move that we approve the meeting minutes as submitted.

**Linda Wright:** Second.

**Tim Clites:** All those in favor?

**Everyone:** Aye.

**Tim Clites:** Any opposed? Any abstain. Motion passes. Thank you. The first action item is old business item COA 20 4-4. Request of Rick and Susan Sierra for alterations and additions to 100 North Madison Street. I will let Mr. Moore, one of the Mr. Moore's walk us through the updates and then we'll welcome the applicant, the architect and whoever else they brought with them.

**Will Moore:** Yeah. Thank you, Mr. Clites. You have a fairly detailed memo. Martha Semmes worked on this review for your initial review. And as one of her last interim duties, she took care of the review of the



updates as well. So, I don't have a lot to add to what is contained in her memo. Just a couple of things to note. There were some. Changes that were maybe not addressed or some items that the HC commented on that, that were not necessarily addressed. Her, her main things that she pointed out were that no changes had been proposed to the style of the garage doors and that the color selections have not yet been made and that the applicants are going to ask to defer that to, to a later time when they would return. But again, you have the detailed memo on the updates and this here is as well as their architect who would be happy to walk through those at your discretion.

**Tim Clites:** Thank you. I just forget how we're supposed to do this. So maybe before we. I ask the committee for comments, I'll give you all just a minute to give us any thoughts or comments on what you've submitted, or we can go into our discussion.

**Tom Gilbert:** And I'm Tom Gilbert, the architect for the project. What we from the last time, our last meeting, one of the major comments was. The massing in the, especially with the front door and how the roof stuck out past the stone. So, what we have done is moved the entry door overhang back so that it stays completely off of the stone, and it was brought straight across from right to left and until it reached the last garage. And with that, we had still to come forward with that because we have a setback issue on the back corner and we put a hip on that roof. And once we created the hip. We placed the hip on the gable end and brought it back, so it just lessened the mass of that roof with that slope. So, we thought it was a pretty successful solution to that. We also with the front door was some comment about it kind of looking kind of lonely back in there and not, you know, that it needed some help with all the different materials we had on there. So, what we did was we put the we had the main door and we flanked it with some sidelights. So that whole wall section that's in there is the doors, the glass and the trim. There's no siding back in there, which creates a nice look of an old porch they have closed in. On the on the materials. There was some clarification questions that we had received that we had as we were typing up the adjustments, we adjusted it one spot and missed it another spot. One of the questions was about the bars in the sunroom door and the bars matched the other windows, but we had description that were different. So, we've updated the materials list so that it indicates that it is matching the windows, the main windows with the what they're calling their they call it a true, a true a true with true [inaudible] light or something. It is an odd way to describe it but it has the bar in it. But it's. You know, the door said refer back to this other sheet. So anyway, it was a little snafu. We missed it, submitted it, and went, oops. So, the door does match the windows in terms of the bars. On the backside there was a question about the windows. There was a the overall width of the windows on the sunroom. And the discussion that we had the last meeting was perhaps we can make them reduce the width of the glass left to right and make them taller to give them more of a vertical feel. So, what we did on the back was we kept the center window and the flanking windows, which used to be doubles. We made them singles. There's a dashed line. You can kind of see that sort of shows where they used to be and how we shrunk them in. And then the windows that are up on the. Up on the top above the gable, we reduce that size down to about. I think it's like two feet by three feet. So it's much smaller window than it was before. So, the scale became much more, I think, in keeping with the right massing for that gable and the side window that you can see on the east elevation, which is. The one on the. Sorry. Yeah, the one on the bottom right there. We used to have the With the glass we have back. We have a pair of windows that are in there on that side, and there's a pair of windows on the other side. We used to have more windows and we reduced it down trying to keep. So, once we adjusted the window height on the front, we adjusted the height and the side. So, they're all the same in the room. And then the one on the far side that you could see on the It's the west elevation. Here we go. See the bottom left. That used to be a triple, and we made that into a double we raised it height. I think all those adjustments. I think they did help. I think the massing became much more. In keeping it wasn't fighting the original Stone house so much because it wasn't a lot of glass before. And the other item that we changed was the doors. The windows that were in the master bedroom originally had them as double hung windows, and they were fairly big because by egress code, that was the smallest one we could find. But when we went to a kinsman window, we were able to make a narrower and shorter. So, you can see on there with the triple, you can see the dashed lines where it was raised up. The width changed a little bit, not by much, but it became it got much higher off the floor. So, it didn't look as large

in that section of the back of the elevation, which is the north elevation. We think it works well because it still keeps all the different glass [inaudible] because what we're really trying to do is take advantage of the views to the North towards the Salamander property, that pasture over there. So we think it's a good balance of trying to find that happy medium between keeping the views that they're looking for and getting scale back to work better with the with the massive.

**Tim Clites:** Thank you. It's very helpful. Can I ask one question before we go to the committee? The 3D renderings show.

**Tom Gilbert:** I've got that for you.

**Tim Clites:** So just tell us the drawings first or are the renderings first.

**Tom Gilbert:** First thing I mentioned earlier about the adjustment with the windows and the. Yeah. Okay. So, there was some discussion about do we carry the black pigeon roof across the front, and we put one in, we turned it off and then we're doing the models. It got turned back on. So, I brought a copy of it here. It doesn't [off mic]

**Tim Clites:** I just wanted to. I didn't know other members would notice that.

**Tom Gilbert:** But I call Rick and Sue and am like, guess what?

**Tim Clites:** We run the same struggle with the modeling software, right? What's on? What's off you hit? okay. Thank you. Let's see. Let's start. Let's start with actually, let's start with Margaret. I believe she had some time with the applicant between meetings. So maybe you have a bit of an update as well. I know we're going to defer callers, but I'll start with you.

**Margaret Littleton:** Oh, sorry. So, I can. I've been looking at that. Virginia and I did go and meet with Susan, and we I particularly liked the offsetting, the two garages. I thought that was a very good idea as you approach. And. You know, I think the colors were. I think they'll choose one of them that we liked, and it all made sense. So, we were pleased.

**Tim Clites:** Thank you. Punkin.

**Punkin Lee:** I would just like to say thank you for making the changes that you've made. I think it's getting on the right track, you know, works your changes and the windows and the garage, everything I think it fits more comfortably with the original structure. It's very nice. So, thank you all for making that effort to keep going forward. Yeah.

**Tim Clites:** Thank you. Punkin. Linda.

**Linda Wright:** Yeah, I would again say thank you too, because it's a big change. I particularly like some of the.

**Will Moore:** Microphone please. Sorry. Microphone.

**Linda Wright:** Sorry. Thanks. Yes. Turn that back on again. Thank you. I particularly like some of the roofline changes and the changes in the windows and the massing I think really helps sort of ground these two different things together some more. Other than that, I would love to see the little roof over the front entry door, but looking where all the windows go, I understand why you can't make that work. So other than that, I think things look much improved. So.

**Tim Clites:** Thank you. Linda. Virginia.

**Virgina Jenkins:** I'm in agreement with everybody else on this. You know, the fact that there have been changes you don't have this massively long unending thing or at least visually. So, to me, to me, they're great improvements. Thank you.

**Tim Clites:** Thank you. Cindy.

**Cindy Pearson:** Yes. I would just like to end the packet. Oh, sorry. Thank you. In the packet, there was a little part about the structure itself, and I just like to reread this. I may have switched it a little bit, but it's. I will say I see that the new owners have given a lot of time and thought to this matter, but I would just like to restate that the current structure has been used as a single-family home for many years and consists of an original circa 1780 stone portion. The structure is the only remaining structure from the original 11 estate of Levin Powell, the founder of Middleburg, called the Shades, with an addition that was added in the 70s 1970s. The original part is very unique, and its historic structure, the additions and the updates that you are considering will add to the uniqueness of this property and not take away from the original structure. And in saying that, I don't have anything else to say. Thank you.

**Tim Clites:** Well, thank you. You clarified my question, but I would Agree with the comments. Thank you all of you for and honestly, I hope you feel like our comments gave you something that you're as excited about as improvements as we are. It's always a delicate thing to do from our end. We want you know; we're our goal is to. Help encourage things to be better. But then we want you know, obviously we want our co residents in the town to feel the same way. So, I very much like I think the entry just to me is very kind of feels very charming and inviting. And I like the way you broke the scale down the garage doors as an element. I'm not. I think they're fine. What you're proposing, I would say, if I understand our process tonight and I'm saying this for the committee as much as you all. If we're to make a motion to approve and we're not approving the color, I believe the applicant would still want us to approve the color of the windows, because you'll likely order them in a color, and they'll be installed before you might come back to pick your siding color. So, I believe it's white, but we should just confirm that with you all. So that when we approve it, we can clarify that at least the color of the windows has been approved as part of this package.

**Tom Gilbert:** To make them white, I think. I think Rick would like to ask a question of you guys about the roof.

**Tim Clites:** Yeah, please.

**Rick Sierra:** Rick Sierra, co-owner. So, I was thinking about the process for the color, and then it kind of raised another issue that we'll be facing in the next few weeks. We're going to be working with our builder to get a budget established for it. And it crossed my mind that, that there could be some changes that we'd want to make later. So, I kind of wanted to understand the process of getting an approval now based on what we have and then how we come back, how we might come back, trying to resist the temptation of coming back because we want to get going with construction. But if we had to come back and ask for a change, we'd like to talk about that process. The one thing that that we've kind of identified as, as a possible issue, although I'm, I'm kind of really hesitant to even dive into it, but it's the it's the material for the roof because it's such a large cost element. So, we were thinking about doing some sort of analysis on shingles or sorry, asphalt shingles. And so, I was kind of thinking like, well, this is probably something that makes sense for you guys to be aware of and then also kind of get some feedback on how the process works. If we were to come back, if you gave approval, if we were to come back and later say, here's something else we want you to consider, how does that work?

**Tim Clites:** Thank you, I guess either.

**Tom Gilbert:** Want to clarify one thing. The asphalt shingles being considered for the addition, not for the [inaudible] Yes. Stone house will remain metal.

**Tim Clites:** Yeah. Thank you. So, I'll try to clarify, but generally Mr. Moore does a better job of that. But I believe if you have an approval for something and you change your mind, like I did on the last project that we presented to the committee, you come back and ask and generally work, our responsibility is not to consider the change in a negative light just because it's a change, but to consider it as if it were presented tonight. So. So that may delay your construction a little bit. If you're in the middle of construction, you need approval. Sometimes that's a little which is which is why I was concerned about the windows. Right. It's something you probably order very quickly. So, I wanted to at least button that up. But did I say that right?

**Will Moore:** Yes. The key is to try to get in for that approval before you make the change, which doesn't always happen here sometimes. And the committee tries their best to, to view a change that happened. Before approval, as if it hasn't happened yet. So. But it's simply it's the same as applying as you did before. It's filing an application and just kind of highlighting the changes you would like to make. Okay.

**Rick Sierra:** Then on the specific issue of the of the roof material for the addition, is that even possible? Is it within the guidelines to have a non-metal roof on the addition?

**Tim Clites:** I haven't looked at it. I would say if you were asking about the original house, we would probably be able to answer that fairly easily, which is if it has a metal roof, we would. Yeah.

**Rick Sierra:** As Tom said, we're not thinking about [inaudible]

**Tim Clites:** I think on the addition, it's something we'd probably want to see the shingles, we'd want to have a rendering to show us what it looks like, and we'd be, you know, we would at least consider it with you. I'm not going to speak for the whole committee, but just generally, I think we'd try to stay open. Okay. Yeah. And I you could read the guidelines to see if there's any specific direction there. I just off the top of my head, I don't know.

**Rick Sierra:** Okay. All right. Thank you.

**Tim Clites:** Mr. Moore. Have I missed anything?

**Will Moore:** I don't believe so.

**Tim Clites:** So, does everyone understand that if we make a motion tonight, the one thing we're not going to be looking at, although Virginia and Margaret have looked at colors, we're not going to decide on colors tonight, with the exception of the window sashes. And they would be white. Punkin?

**Punkin Lee:** I have one question. Are there any exterior lights anywhere? Am I missing looking at lights?

**Tom Gilbert:** There are two ones on the left-hand side of the garage, and ones on the far-right hand side of the right garage door. The same windows, the same lights that were submitted.

**Punkin Lee:** I see it now. Surely there must be something there. Thank you.

**Rick Sierra:** I've had one other thought on the color kind of planning for success here. We thought maybe we should go ahead and try to get the Navajo color that we liked approved, and then that if it turns out we decide we want to change it, that we would come back and ask for a change, but at least we would

have a go forward color that we could work with and not have to come back if it turns out we don't want to change it.

**Tim Clites:** I'm certainly open to that. Let me pause and share everyone on the committee. The sample that actually I think is right here beside my desk that Margaret or maybe you brought and shared with Margaret. It's yours. So, everybody seen it but me. Hold on a second. So, for anyone on the committee that would like to see this, feel free to stand up and come over and look at it. You say it's the Navajo beige? Yeah. It would not be in this texture will be a smooth finish, but this is just the color sampling.

**Margaret Littleton:** And this color matches the grout of the stone building.

**Tim Clites:** Thank you for clarifying that. [off mic] When it comes to window casings, soffits, corner boards they would be white to match the windows. So, this would just be. [off mic] Yeah, certainly. Certainly. Let's do that. And you can always feel free to come back and. Yeah. Thank you. Okay, so then we need to make a motion clarifying the few things that we've talked about tonight would someone like to do that.

**Margaret Littleton:** But I can't read it. COA 24-04. Request of Rick and Susan Sierra for alterations and additions to 100 North Madison Street. We have approved the color. And we have. We will approve the different corrections that you've done. And you hope, hope you will do a metal roof because the I feel the that's not part of the thing. But anyway. Well, the metal roof is on hold sort of. So that's not a very good. Well, I'm sorry.

**Tim Clites:** To be clear, we're going to approve the package as submitted with the metal roof.

**Margaret Littleton:** All right. I'm sorry.

**Tim Clites:** That's all right. You did perfect.

**Margaret Littleton:** No. Not good.

**Tim Clites:** And the color is Navajo.

**Linda Wright:** And the color.

**Tim Clites:** Navajo beige.

**Margaret Littleton:** Navajo beige. And the windows will be white, and the garage doors will be white.

**Punkin Lee:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.

**Tim Clites:** Any opposed? Any abstain. Thank you. The motion passes. Thank you all. Appreciate your time and helping us get through this. We look forward to seeing your project.

**Rick Sierra:** Thank you. We're looking for it as well and appreciate the time you put into giving us comments. Thank you.

**Punkin Lee:** Welcome. Thank you for all you did to change it [off mic]

**Tim Clites:** All right. Next action items are. Take care now. Next action items are new business COA 24-08S 24-03. Request of Mark Thompson for projecting sign at 10 South Madison Street, the Community Shop. Mr. Moore.

**Will Moore:** Thank you, Mr. Chairman. You have the materials on this. So, the request is to replace the existing sign with one that's essentially the exact same size and shape, but in in a different with different colors and different style, obviously, of the, of the font and. For the for the sign. So, on screen, you see the existing sign? Kind of. Zoomed in on and then. A photo simulation of the proposed sign. And Mr. Thompson, the applicant, is here. If you would have any questions for him as well.

**Tim Clites:** Thank you. I'll pause just long enough to make sure everyone is able to see. Somewhere an image or print out.

**Cindy Pearson:** You have a question? So, it's the color on this one that's up. Now it looks a little bit more toward a bluer. But it looked turquoise more. So, do we have any samples of a color at all? I do.

**Will Moore:** I will run back to my office. And if you want to continue discussion, I can get those.

**Cindy Pearson:** Yeah. Can I ask one more question? And also, with this, the flag is just being shown. It's not up for approval or anything. Is that correct? [off mic] Yeah. The flag. Can you answer that, Mark?

**Mark Thompson:** [off mic] For those that don't know me, I think most of you do. My name is Mark Thompson, and before I start, I want to thank every one of you for your volunteerism and coming to do this. It's a very important thing for the community, and I thank you for doing that. Just real quickly just a little bit of background. I own the property, but it's operated by my wife as a hobby business. And other than that, I have no affiliation with it whatsoever. This past winter, I was thinking of a way that I could celebrate my wife's 60th birthday, which is coming up in a month. And somebody suggested that maybe better marketing, creating some type of a logo, a brand for her little business might be a good idea and save you a lot of money instead of buying jewelry. So, I asked around and learned that there was a young lady in town who does this professionally. She's a designer. Has a business called Long Design. Some of you have probably used her in the past. She's very talented. So, I met with Jennifer Long and explained to her, I would like to create this new sign and kind of secret for my wife. And I had spent some time reading the ordinances and the zoning manual as well as the historic guidelines and spent some time walking around town to get an idea of what type of product was available. And it became very apparent to me that there's been somewhat of a significant departure from the recommended number of colors on any particular sign in terms of total colors. [off mic] Absolutely. I'm so sorry. So, I talked to Jennifer about that, and I said, you know, there's an opportunity here because there's certainly an abundance of examples in town, in the historic district of different signs with myriad colors, many times more than four and a couple instances up to eight. And we sat and talked about that and beyond that. It was recommended to me probably by her, that maybe I just kind of leave that idea alone and let her come up with something, which I did. So, I backed away, and about 3 or 4 weeks later, she called me very excited. And she had this particular proposal. And I looked at it and I said, this was a very thoughtful and stylish, well thought out, esthetically judged to design. And let's go ahead and submit an application to the Committee for review. And so here we are. And I think it's absolutely a wonderful design. I think the colors are very comparable and compatible with everything that's in town. Certainly, in that street. There are examples of that particular blue within the historic district, almost exactly the same color, which is a hexadecimal 0092BC I believe. I'm not sure that it has a name, but that's the proper identifier. It also has, I think, a Pantone number to 313C if you in case you want to look at that on your computer.

**Cindy Pearson:** I'm sorry. Where did you say it was?

**Mark Thompson:** Well, you would have to Google that. And if you just type in Pantone E313C.

**Will Moore:** We have the Pantone.

**Mark Thompson:** Do you have that? Yeah. Okay. Good. There you go. That's it right there. Oh, I think there is a business that now has rented out part of it for tacos and so forth. La Cocina. I think it is on the back. The Black Water back street. It's on West Federal Street, and I think it's part of a florist business. Okay, so that's where that is. You'll see something very comparable to that. So Anyway, her design is quite a departure from what I had originally envisioned in terms of the number of colors, and also dimensionally I had contemplated, as I see in many, many signs relief a third dimension, in many cases, pieces on top of pieces to give it additional dimension. And she thought maybe that wasn't a good idea. And I embraced that. And I think we have a more simplistic design that, again, is very compatible with what is in town. It's a good fit. And I think it's a great brand for that particular business.

**Tim Clites:** Well. Thank you, thank you.

**Mark Thompson:** Any other questions or should I leave the.

**Tim Clites:** I'll run that through the committee first and try to speak less. Go ahead.

**Cindy Pearson:** I do have a question. So, what we have to consider is how the color plays against the background in which this background is brick. And this color kind of doesn't. I don't know the word to use. The tones don't go well. You know, on the other building that the sign is with, it's not a brick building. So, I don't know if maybe just bringing the blue to a different. Margaret's our color person more so than I am. I just know the kind of clashes. [inaudible] So you're next. Go for it.

**Tim Clites:** Thank you. Cindy. Virginia.

**Virginia Jenkins:** Okay, I'm looking for the application, and it's just not in my packet. [off mic] Well, not just I have the printed version and I don't even. Here. You look and see if it's. I like the previous sign, to be perfectly honest. No. [inaudible] I don't even know where to go.

**Will Moore:** I'm sorry, Miss Jenkins. What is it that you're missing?

**Virginia Jenkins:** The application itself. Don't we usually get the application? Who makes the signs and all the dimensions, etc.

**Will Moore:** Okay, so. We have one particular company that oftentimes files applications on behalf of the businesses that that you're probably very used to seeing their package of, in this case, Mr. Thompson used a local graphic design artist. So, we don't have that. Oh, okay.

**Virginia Jenkins:** Okay. I was just yeah. Because I've always referred to it for, you know. For more information. Is there any place where it tells us the size is of the sign? It's certainly not on my computer. I'm sorry, Margaret. I'm just trying to get information. [off mic]

**Will Moore:** [off mic]

**Virginia Jenkins:** It is.

**Will Moore:** It's the exact same size as.

**Virginia Jenkins:** As you existing. Okay.

**Mark Thompson:** You know, if I might add to the size of it ultimately would never exceed the maximum requirements, which I think is a square foot per 200ft of frontage.

**Virgina Jenkins:** Well, if it's the same size that. Yeah, that's fine. Personally, I know we're not supposed to do that. I would like to see the colors toned down a little bit. But I think for particularly in the historical district, it just. It just seems a little bright to me. Not bright, but. It stands out too much.

**Linda Wright:** [inaudible] because the sample is really glossy. Is it more of a flat paint?

**Mark Thompson:** You know, I'm not sure I can answer that. That would be something for Jennifer Long. I'm leaving this [inaudible]

**Linda Wright:** I think that's where you're having heartburn.

**Virgina Jenkins:** Well, not. No, it's just. [off mic] The colors are a little too intense for my preference. And so maybe yes, it might be just because it is glossier, but. Anyway, that's where I'm going.

**Tim Clites:** Thank you Virginia. Linda.

**Linda Wright:** I don't feel as strongly about that, but I would. I mean, there are blue signs in town, and it would be nice if it wasn't like the, you know, like we said, the Pantone piece that we just looked at is like, really, really shiny. If it was a flatter, you know, a little. Yeah. You don't want it toned down a bit. Otherwise, I don't mind the color combinations. And I think the sign is kind of ingenious. It's cute, I like it. Thank you. Thank you very much. I think is very nice, but I think as long, like, I could see the black on the outside being a little shinier, but if the body was a little toned down. So, because of too glossy, it needs to look like the older sign, like Middleburg. So. That's all.

**Tim Clites:** Thank you. Linda. Punkin.

**Punkin Lee:** I think the sign itself is great and. I kind of understand the blue, because where the building is down the street and the colors of the other sides, I mean, I know where Jennifer's going. But for the guidelines, you use colors that complement the materials and color scheme of the building. It's kind of hard like Cindy said against the brick to compliment it. I think the sign is great, but. So maybe if it the blue gets slowed down a little. But keep them. The colors I think are fun. But a lot on that brick wall to complement according to the guidelines.

**Tim Clites:** Thank you. Punkin. Margaret.

**Margaret Littleton:** I think it's a little bit hard to read. I think the first one is much more clear as you're walking down the street to with the writing, and I like the white. And it should complement the building more. So, I don't know. You know I love the Ms. It looks like the community, the little people. I think that's very cute. But the S looks like sort of an Ihop.

**Punkin Lee:** Oh, yeah.

**Margaret Littleton:** So, I prefer the first one.

**Tim Clites:** Thank you. I just want to understand a little better. Great story for how you got here. I think it's awesome. If I understand what you were saying. This is not just a sign, but it's actually the new branding. If there were business cards and letterhead and other things, this would be part of that. Yes. Yeah. So, I think that's important for me to acknowledge to the committee, because when we've looked at any application where it's part of a branding, I think a lot of the feedback, although I could agree with it from a preference standpoint, I think we've always respected a business's brand. And so, I'll remind everyone of Truest Purple, which we weren't excited about, or the bright blue awnings of the bank next to Reuters Real Estate, which we weren't really excited about. And so, if it's a branded thing I love it. I'd say



like it's that's your brand. I really like the way there's this kind of The spirit of the community shop is in the logo. I think it, I think. Yeah, I think it's neat. I, however, do like the comments because I don't think it's completely clear how glossy or matte the blue is. And I think I think whoever, whichever of you and maybe more than one of you made that comment, I think that feels consistent to me that we could approve this with a with a lower sheen to the blue, which I think over time will kind of help it age. Now, obviously when you look at a Pantone chip, it's always going to look a little bright and happy. And so, my only question, and maybe you don't know the answer, maybe there's not a wrong answer is anything three dimensional about it. Like is the lettering three dimensional?

**Mark Thompson:** I think she answered that for you Will.

**Will Moore:** Yes. So, I do believe that's included in the staff report. So, the there is lettering is carved in, lettering is carved, the border is flat, though it is not raised. So, we did ask that question and Jennifer clarified that the lettering would be carved.

**Tim Clites:** Okay. Thank you. And I'm sorry I missed that.

**Mark Thompson:** So, Mr. Chairman, if I might say that I think most paints come in various shades. You know, [inaudible] Yeah, it does a lot. Yeah. So, there's satin and there are eggshells. There are lots of different things. But to get away from the super shiny one, I don't have an issue with that because I don't really want it to be too shiny either. But I don't know if you all need to see this to get an [off mic]

**Tim Clites:** Yeah, I mean, there's a good if anyone would like to see that. I mean, I think I think that that goes a long way in my mind to, you know, because.

**Punkin Lee:** It makes a huge difference. Yeah.

**Tim Clites:** And a less shiny finish is going to hold the elements a little bit more, too, right? The dust and the dirt of the day is going to stick to the sign, which honestly gives it some. [off mic] Satin or eggshell. Something. Yeah. [off mic]

**Punkin Lee:** I'm going to say thank you, John.

**Mark Thompson:** And the other thing, too, I might mention, is part of the branding and the conversations I've had with Jennifer. I'm seeing this being more than just the sign. My wife is incredibly parsimonious, which is a benefit for me. It keeps her out of Nordstrom's, but she won't spend any money on anything. So, this again is part of the gift. And I'm envisioning different bags of sizes that she would give out to certain purchasers; they would have this. Particular logo, and different sizes would be carried around Middleburg and other places that I think would kind of look cool. Yeah. [off mic] walking around Middleburg and, you know, having their little bag. And what's the community shop and I don't know, I just so it's more than just the sign in terms of my gift to her. I know that you all don't really care about this, but. So anyway.

**Tim Clites:** I mean, the rebranding of the business is, is a very, very relevant part of what we. Yeah. So Understanding that the sign is the same size as the current sign I move that we approve COA 24-08S 24-03 as submitted with two clarifications, the first one being that the blue field be a satin or eggshell finish, something lower than semi-gloss, and that we clarify that we're not approving the flag in the lower image as part of this application.

**Mark Thompson:** So, would that be a separate application? Because I was kind of hoping there will be a little flag like there currently is, so it won't be as wide as that one. I don't know why she picked she, she picked that because the one across the street this is Jennifer for the Pixies and whatever it is Polish. Theirs

is quite sorry. It's quite wide. The one that my wife currently has is rather narrow. I think that would be part of the, the occasional when they're in operation, it's put outside, but it doesn't stay there 24 seven.

**Will Moore:** So just to clarify, you could put out a sign that does not have commercial advertising on it. So, if it's just a plain flag or if it even says open, you can put that out temporarily and that doesn't require a permit. So that would be fine. Like now if, if you wanted, if you decided you wanted to incorporate the logo into the flag, then that would be something that would have to come back for approval.

**Mark Thompson:** Oh okay. Interesting.

**Will Moore:** As long as it doesn't have any commercial advertising or branding on the flag itself. Yeah.

**Mark Thompson:** Okay. Yeah. That just opened.

**Tim Clites:** All these little details that we're glad Mr. Moore keeps track of for us, because we sure can't.

**Mark Thompson:** Yeah, exactly. Good day to have him on board.

**Tim Clites:** So, the committee has my motion.

**Linda Wright:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.

**Tim Clites:** Any opposed? Any abstentions? Thank you. The motion passes. Thank you, thank you.

**Mark Thompson:** And once again, I do mean that thank you for your volunteering to do this.

**Tim Clites:** You're welcome. By the way, if this is a secret, you're in trouble because this is a public meeting and they've been recording it and it's live streamed. So, we should have told you that before you came in. But we didn't know it was a secret.

**Mark Thompson:** So, it really is. So, if you happen to see my wife, don't say anything,

**Tim Clites:** All right, next order of business. COA 24-07S 24-02. Request of Nicole Ferguson for a hanging sign, window sign, repainting and replacement awning cover at 109 West Washington Street. Every little something.

**Will Moore:** I'm going to pass the microphone to the other Mr. Moore here to walk you through this application.

**Erick Moore:** Okay. So, the request in front of you tonight is if you looked at the photos, the right side of a building that is fairly unique and that it mirrors the left and the right, and it's the right side of the building, what I call a wing or a cove. And the rest of the information has been provided in your packet. And if you have any questions, just let me know.

**Tim Clites:** Thank you. Is there anyone here on behalf of the applicant that would like to speak, Mr. Ralph?

**Will Moore:** And while he's approaching, I'm going to pass some material samples for the awning cover, as well as some paint color samples around.

**John Ralph:** Did you want a synopsis, or do you want to, or did you have questions?

**Tim Clites:** If you have anything to add, you're welcome to starting with your name. Date of birth. Weight. Height. No, I'm just kidding.

**John Ralph:** A few a little less, a little less. Getting there. This is John, Quail Run. Essentially the window. The window frame is already painted. It's just changing it to a different color. It's been painted for as long as I can remember. Same awning, different skin. [off mic] Sorry it was so loud feeding back to me. So basically, it'll be the same window frame that's been painted as, as it has been just a new darker color lettering as was there in the past. Only now, instead of putting the lettering on the window, they actually want to have a little sign hanging in front of it, which is the custom paper and [inaudible]. Small graphic on the window and a new awning cover.

**Tim Clites:** Thank you. Margaret, would you like to start?

**Margaret Littleton:** When I looked at it on my line, my computer. I like it very much.

**John Ralph:** Thank you.

**Punkin Lee:** I think it's very nice and I like the striped awning. It breaks it from Jack's side on the other, it gives a little more definition that it's an entirely different business, so I like it. Thank you.

**John Ralph:** They're definitely in a nook there too, so it's a little something to draw attention.

**Tim Clites:** Thank you Punkin. Linda.

**Linda Wright:** Now I think it looks very elegant. Looks very nice. Nice change.

**Tim Clites:** Thank you.

**Virgina Jenkins:** I absolutely agree, I love it. I think it's very, very good looking. The whole thing. Awnings, doors.

**Tim Clites:** Thank you. Cindy.

**Cindy Pearson:** I have no questions. Thank you.

**John Ralph:** It's the first time I've ever had a stripped awning go that well.

**Tim Clites:** Well, now, this is this is part of why I let the committee of many go first, because, full disclosure, if I had started, I would have probably suggested that we tone the awning down. But I'm clearly not in the majority at the moment. And I don't think Mr. Moore and Mr. Moore are going to vote with me, so I don't even get to vote. Do I no. Something like that? Okay. Any other comments on this application? I have nothing to add. So, we'll take a motion.

**Virgina Jenkins:** I'll make a motion. I make a motion to approve COA 24-07 S 24-02. Request of Nicole Ferguson for a hanging sign, window sign, and repainting and replacement of awning cover at 109 West Washington Street.

**Margaret Littleton:** Second.

**Tim Clites:** All those in favor?

**All of Committee:** Aye.

**Tim Clites:** Any opposed? Any abstain. Motion passes. Thank you, Mr. Ralph. And the next item is a discussion item, a pre-application discussion for a new tenant at 14 South Madison Street, the former Old Ox space. Gentlemen, welcome to the podium, if you'd like to for the record, state your name and address, I think, is what we request.

**Brad Juneau:** Hi, my name is Brad Juneau

**Bob Coonce:** Bob Coonce.

**Tim Clites:** Thank you.

**Brad Juneau:** And we are the new occupants of 14 South Madison Street. And we wanted to come before you in kind of an informal fashion. We've been to a couple of meetings before, just to kind of get the rhythm and the cadence of how these meetings go, and it's actually nice to watch. Right. And we wanted to come and just kind of open ourselves up to questions from you about kind of the branding, the color scheme, and really just two minor changes that we are proposing that we will come back at the next meeting in a formal presentation and a formal application. And I think they have. They have the there, you have the graphics there. So, we have, and we believe, frankly, that we're going to adopt something really simple with just a black and white color scheme. Right. So, we're proposing that we take shutters that are currently white. You have a before and after photograph there, and we just want to bring the shutters to black. Right. We think it softens that facade a little bit. As it appears throughout town, the black shutter color scheme is frequently used in town. And we think it complements the brick. As I've heard you speak tonight, and I actually appreciate that. And the signage as proposed is at or even less than the current Old Ox signage from a square footage standpoint, we don't want to deviate. Probably the single, probably the single largest deviation is location of what I call the thumbprint sign. Right? So, we want to omit the sidewalk sign and relocate the Nomad sign at the top left photograph to the building. And that's and the color we're working with, and we think we think works is tricorn black, which is, I think the color we've been able to identify in town as kind of a recurring use. And if there is another actual technical name for the black that's generally accepted in town, we're okay with that. We're not married to that color specifically. Bob, you want to add anything?

**Bob Coonce:** No. I think that we're definitely going to keep the signage, the square footage, or less or equal to what is currently there. So, it's going to change. It's going to change a little bit maybe as far as like which sign is which and how much square foot. But it's going to stay the same or less.

**Brad Juneau:** Any questions for us? Yes, ma'am.

**Margaret Littleton:** Is the Burgundy color the brick?

**Will Moore:** Sorry? That was. Well. That was from the last application.

**Brad Juneau:** That's from the Old Ox.

**Will Moore:** No, no, there were color samples from the previous application. I'm sorry. No, we don't have any color samples yet.

**Brad Juneau:** When we come back in May, we intend to present a full presentation of what we're proposing.

**Tim Clites:** Question for you on the building mounted sign. I don't. I can't recall in the dark how much light would be up there, have you?

**Brad Juneau:** Well, at present.

**Tim Clites:** Have you looked at that in the dark just to kind of see. Is it going to be.

**Brad Juneau:** There's little or no light there. So, part of the official formal application is going to be lightning consistent with the guidelines in town, which is down lit light. I guess the closest example I could bring us to is on the building if we go back a slide. Yeah. There is cone down lighting on the existing Old Ox Brewery sign. That signage that's lighting will appear, which is consistent with guidelines in town. And we would do a single down lit light on the Nomad sign on the building.

**Tim Clites:** When I asked the question because we have a month. So, everyone, if you're through down in the dark, you can kind of take a peek and see that because that, you know, yeah, it gives us the opportunity.

**Brad Juneau:** No, that will be the I mean, frankly, in the evening that will be the only light to be able to see the Nomad sign. Right. And the previous applicant brings up it as I was listening to his case. In my mind, makes kind of the location of the sign all the more important as he as he starts to hang his flag and the open during the day, the existing Old Ox signage is invisible, as might be possibly the signage that sits on the front of the building, but that's not our case. But for sure the open for business sign of the community store. The consignment store would shield the sidewalk sign, which is, the guidelines that we use. And we kind of walked around town. We, we tried to approach that building from every corner. Obviously, the corner at King Street right, the oyster bar there, it's can you see it? And it just it begged us to put that sign where we're proposing to go with it.

**Virgina Jenkins:** I have a question and I don't know. I don't know if it's part of. Our regs are not, but the height of that sign on the wall on the on the building itself. Would it be better, lower?

**Brad Juneau:** Possibly. I'm not opposed to that. We just tried to for the purpose of this informal presentation. We just tried to put it up there. It may not be that high. Yeah.

**Virgina Jenkins:** Because I think that needs to be specified when you do come back for approval.

**Brad Juneau:** Absolutely.

**Virgina Jenkins:** I mean, personally I think it would look better.

**Brad Juneau:** I agree with you. But when we did the photo simulation, the photoshopping of this, we needed to I needed to get it above the Old Ox sign just for the show of this presentation.

**Tim Clites:** Well, and I appreciate you coming in advance because it does give each of us the opportunity to go look and see in like in real life, in 3D, what you're dealing with so that we can give if we want to give some input about the final height, we're aware of it, not just from the picture. Right.

**Brad Juneau:** So, what, what you will see, and I think, I think a very good gauge for a potential height once the street sign is omitted, a possible good idea where that sign is going to be. If you look on the right image where there is no Nomad sign, if you look at the right edge of the brick building, you will see a vertical power source. You see it there. We're almost thinking coming straight across, right? So, imagine if you would the sign sitting right there. Right. And the only reason we lifted it on this, on this graphic is so we could separate it from the Old Ox in the image. Right. But we're thinking that the, the horizontal line created by that is going to be the height of the sign.

**Virgina Jenkins:** Yeah, visually I think it, it looks like it would be better at the lower height. I mean, plus the fact that the way the angle of the photo. Correct. You know, so.

**Brad Juneau:** When you if you, if you do elect to walk the street that power the top of that power source will be your line of reference. You'll follow the brick across to the left.

**Will Moore:** And Brad, are you thinking that's going to be the top line of the sign or center line or.

**Brad Juneau:** So that's really going to be a power issue, right? So, we've got to get back to it as well. I don't need it to be as high as it is on this image. I need it to be a couple things visible from down the street. Where I don't have to run power in a real asymmetrical fashion. Right? And if you look at the top line of the power source, if I went horizontal to the left, it kind of puts me where I need power and I need light, right? So, But if you guys came back and said, look, we really think you need to wiggle it up or wiggle it down a little bit. If we kept kind of the spirit of the location, we'd be okay with that.

**Tim Clites:** Because your thought is to come out of that that junction box and either turn left immediately or go up a little and turn left and follow a more correct.

**Brad Juneau:** I want to get lost in the grout line, to be honest with you, Franks. I don't I don't want to I don't want a conduit sitting there creating this false grout line. I want to get lost in that horizontal grout line.

**Tim Clites:** And we do too, including like when you're fastening into brick facades, you know, they try to drill into the mortar and. Because there are I mean, that is kind of part of what the sign installers do.

**Brad Juneau:** We actually, we don't even want you to see the conduit, right? We want that lost. Which is why we think that. Because if I. If I had to carry the, let's say everyone loved the location of the sign where it is now, I would have to extend further the conduit vertical before I turned horizontal. So, I'm simply saying, look, that's been in place for a long time. Let's go horizontal at that height.

**Tim Clites:** I have one other question. If we could go back to the front elevation. I like we're not voting tonight, but I'll just give you a comment. I like the black shutters. I think it'd be nice, particularly with your black and white logo. It does look like the rendering suggests that the first-floor door casings would be black. Is that intentional or is that somebody thinking and not really deciding yet? What are your thoughts?

**Brad Juneau:** Well, the purpose of this image was actually the black shutters. But now that I looked at it when we were, when I was kind of printing this off, I think the designer did pull that trim in. I would welcome some feedback from you on that. That's it's. I don't mind it.

**Tim Clites:** My take. Just my quick reaction would be if the window trim above it was white. The door trim below should be white. So, if the window trim above. If the window sashes are white, generally the door is going to be white, but the doors could be black because the doors are one place where we change color. But I don't feel strongly. I just wanted to know if you all were had some.

**Brad Juneau:** So let me ask you a question. If I could pull on that thread a little bit if we if we said we wanted to go the doors black, that same logic would argue that the windows above would have to be black, right? Not necessarily.

**Tim Clites:** I didn't want to go and suggest that.

**Brad Juneau:** I understand, but these are great.

**Tim Clites:** Ideas, I think. I think front doors in town are often a different color than the window sashes, but I think the door trim is generally. There's something about that that looks amiss to me. So, it's either in my mind, all white or the doors are black, but we're a committee, so I don't know how other people feel.

**Brad Juneau:** Unfortunately, if I could zoom out, I mean, I find myself doing this with paper, right? I, we like the black door idea, but if I wish, I have an image on my phone of the entire facade. If you know that building and you know that step down patio, there is a there is a very large door to the left that has a lot of white on it. Right. And we are cognizant of the fact that I think the regulations state that the building must be consistent. Right now, I'm going to out myself a little bit here, the front of this building, which is what business is yoga. Doctor's office. There's a doctor's office and there's a Pilates. Well, that's part of the same building. So, and we would have to carry that. I think we'd have to carry that same color. Or could we treat it as two different buildings? It's the same building.

**Tim Clites:** Well, that's what we'd look at next week. Next month, right?

**Virgina Jenkins:** Well, honestly, to my mind, it wouldn't have to be because.

**Tim Clites:** One setback.

**Virgina Jenkins:** One is weighed back and down. But that's just me.

**Tim Clites:** Well, the other thing that.

**Virgina Jenkins:** I think we have to go back to the.

**Tim Clites:** On Main Street. There are some buildings that originally were built as one building, and they've been painted based on like based on tenant. I would describe it as [off mic]. I'm not looking to direct the discussion around the doors one way or the other.

**Brad Juneau:** Well, we want to be compliant, right?

**Tim Clites:** Yeah, and so I think you chew on that when you come back next month, let's discuss it a little further. It gives the committee time when we're out and looking down in there to see if we feel strongly. That's the benefit of a discussion. Mr. Moore, you don't look so certain. Have we discussed everything we should?

**Will Moore:** Yeah, I think so. I think that's good feedback. Yeah. [off mic]

**Virgina Jenkins:** Actually, I like the sign.

**Tim Clites:** And to be clear.

**Brad Juneau:** The Nomad sign? The Nomad sign from our creative director.

**Tim Clites:** Okay, to be clear, we don't. That's part of your brand. So, you pick the black. Yeah. Thank you for coming in tonight. Appreciate it very much.

**Bob Coonce:** One quick question. [inaudible] the front door like a different color? Maybe like a royal blue or like a [inaudible] green and, like, an accent. Are those things that are traditional, like, as far as, like. You guys might think we'll be okay or.

**Tim Clites:** Yeah, you should bring them feel comfortable suggesting that we're comfortable discussing it with you. You just said in the last meeting where we discussed the sign in the meeting before that, actually we looked at or the item before that. We did look at you zoomed into that awning. There was a different color for the door, which was approved tonight. We didn't talk about it because everyone liked it, so there wasn't a lot of dialog there. But often the doors can be an accent color. It's a great way to kind of introduce people to your space. Like this is the primary, especially in a place where like, you have three, three or four doors, right? So, thank you for coming in tonight.

**Brad Juneau:** Thank you very much. Thank you everyone. Thank you.

**Tim Clites:** Mr. Moore. I did not mean to spring on either. Mr. Moore's either of the Mr. Moore's Rhonda had sent me, and I didn't completely forget, but almost forgot that we are going to the town council meeting, I think, in May, which is history Month. And she's at our request, put together a report of all of the work that we did last year in 2023. Broke it down by, well, just as the highlights. We did seven single family dwelling reviews for the Residences at Salamander, and one revision to an approved COA. We did 18 signs, two lightings, five fences, and eight miscellaneous furnishings, paintings and additions. And some applications had multiple items. So that's the work that we did last year. Of the members that participated in training, we had three members at take the training for the mid-century housing planning to preservation and one member take course on sharing history with historical markers and another member on a skilled craft worker and the need for more preservation tradespeople and the rest of the report. I'm just going to run through this so that everyone can think about it and think if there's anything else we want to add by the time we. By the time we get to our May meeting, we will have our JARB Award recipients. If there are any for the town, we'll have done that. Which will we?

**Will Moore:** I don't think so.

**Tim Clites:** No, we won't because we need to do that in the month of May.

**Will Moore:** JARB is different. That's the joint architectural review board. Usually, they have their awards program later in the year if I'm not mistaken. So, we will be looking for communication from the folks that coordinate JARB, but we've not received any.

**Tim Clites:** Well, so then we should look and see if there's any benefit to discussing any of that. Thank you. With the Council.

**Cindy Pearson:** Just discussed last year and what was done then.

**Will Moore:** Yeah, I think highlighting. Yeah. Major recipients from last year would be good.

**Tim Clites:** Then we do have Historic Preservation Award recipients, the Legacy Award, and the Historic District Preservation Awards. And., I think we probably are a little behind our rightfully so. We've all had more than we planned for this year, so a little behind, but maybe I could come in before the next meeting and meet with you and Erick. The other Mr. Moore, is that all right?

**Will Moore:** Yeah, that's fine.

**Tim Clites:** We could go over that. I'm just realizing Estee really led that process she did for the Legacy Awards, and I really have enjoyed it every year. So, let's see if we can't put some time into and be ready. It's April, so we might. We might be a month or two behind where we'd like to be, but I think we should still do that this year if there's something worth acknowledging. And there always is, particularly for legacy awards. Any comments on that from the committee?



**Will Moore:** Yeah. And again, I think if you, if you present this more as a what you worked on last calendar year, then we could just remind Council of who were the awardees last year, right?

**Tim Clites:** And it's a better way to do that as a retrospective. Right? And then correct. Right. And so, then they know what we work on a yearly basis so that if they want us to add something, okay. So then. Updates that are underway in our guidelines are outdoor seating and lighting. I think we're all know that we've been working on that and then upcoming goals, projects and any resources needed. So now if anybody has any comments around that, there was a question here Rhonda left about amending the historic district boundaries. And then we at one point, I believe, mentioned. The possibility of starting doing discuss whether we have entrance corridor guidelines as opposed to expanding the boundaries and whether we need to do any of that. And I don't really know what we. Should take to a town council in terms of a report from us, should we work on doing that work first and maybe take that next year.

**Will Moore:** Yeah, I wouldn't bring any of those to the Council report at this point because they require much more discussion first.

**Tim Clites:** And I think we would we would want if well, so then I don't know if there's other things that the committee would want to spend any time on. We don't necessarily need to do any of that, but if we're going to do it, I think we would want to have a kind of a planned presentation where, like with the guidelines, we looked at other jurisdictions and their guidelines and who put them together, and that actually helped that process move along. Does that seem right? Okay. Am I missing anything there? Cindy, you. I know you hear all this. You're like, I [inaudible] Council. But yeah.

**Cindy Pearson:** I think just including what was done in the last year is much better.

**Tim Clites:** And I think if I remember correctly, they preferred the vice chair come to give that report.

**Cindy Pearson:** She's experienced, she's very experienced. She's very experienced.

**Tim Clites:** I'm just teasing. Awesome. Anything else for tonight? Meeting quorum. May the 2nd. If you have any issues, please let staff know so they can confirm we have a quorum. With that, we're adjourned.