



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



**Monday, February 6, 2020**

The regular meeting of the Historic District Review Committee was held on Thursday, February 6, 2020 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, Chair  
Punkin Lee, Vice Chair  
William Anderson  
Tim Clites  
Linda Wright  
Cindy C. Pearson, Council Representative

**STAFF:** William M. Moore, Deputy Town Administrator  
Estee Laclare, Project & Planning Associate

**ABSENT:** Virginia Jenkins  
Margaret Littleton (excused)

**Election of Officers**

*Committee Member Wright moved, seconded by Committee Member Clites, to nominate Punkin Lee as Vice Chair.*

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

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*Vice Chair Lee moved to nominate Bill Turnure as Chair.*

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

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**Approval of Minutes**

*Vice Chair Lee moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve the January 13, 2020 regular meeting minutes.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Jenkins and Littleton

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

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**New Business**

**COA 20-01:** Artwork for Exhibition Banner – National Sporting Library & Museum

Jody West appeared before the Committee on behalf of the National Sporting Library & Museum. She presented a revised color palette and noted that the artist preferred yellow type over the blue that was originally proposed.

*Committee Member Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA 20-01, a request of the National Sporting Library & Museum for approval of artwork for the Phyllis Mills Wyeth Celebration Exhibit banner as presented.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Jenkins and Littleton

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

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**COA 20-03:** Handrails – 17 S. Madison Street – Jack Goehring

Deputy Town Administrator Moore explained that the proposal was to mimic the curved black iron handrail on the property that was across the street.

The Committee questioned whether the proposal was to drill and epoxy the bottom post or whether a plate with bolts would be used. They opined that it appeared the railing would be drilled into the monolithic stone tread; however, the sketch stated that it would be bolted to the stone. The Committee suggested it would look nicer if it was drilled into the stone step.

*Committee Member Clites moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve COA 20-03, a request of Jack Goehring for handrails at 17 South Madison Street, with the conditions that they're curved to match the photograph and that the bottom newel be drilled and mortared or epoxied into the stone without a bolt showing as it matches the photograph of the handrail across the street.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Jenkins and Littleton

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

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COA 20-02: Wall Signs – 111 The Plains Road – American Legion Post 295

John Moliere, First Base Commander of American Legion Post 295, appeared before the Committee representing the application.

The Committee questioned how the signs would be attached to the building. It was noted that they would need to be bolted into it. It was also noted that the ordering of the signs would be different than what was shown in the application; however, the same five would be installed.

The Committee held some discussion as to whether the logos would be print or vinyl. It was noted that the signs would be made of Extera, which was a wood like product, with the logos then being carved into it.

The Committee agreed that what was proposed was a nice way to present the medallions and that they were very handsome. The members thanked the American Legion for taking the time to develop this proposal.

*Vice Chair Lee moved, seconded by Councilmember Pearson, that the Historic District Review Committee approve COA 20-02, a request of American Legion Post 295 for wall signs at 111 The Plains Road.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Jenkins and Littleton

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

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COA 20-04 (S 20-01): Projecting Sign – 112 W. Washington Street – Mystique Jewelers

Deputy Town Administrator Moore advised the Committee that this sign was currently up under a temporary sign permit.

*Committee Member Clites moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve COA 20-04 (S 20-01), a request of Elizabeth Mandros for a projecting sign at 112 West Washington Street, Mystique Jewelers, as presented.*

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

No – N/A

Abstain – N/A

Absent – Committee Member Jenkins and Littleton

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

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## **Discussion Items**

### **Update of Historic District Guidelines – Frazier Associates**

Bill Frazier, of Frazier Associates, explained that his goal in appearing before the Committee was to share the state-of-the-art guidelines that they have been producing. He advised that he looked at Middleburg's Historic District Guidelines and opined that they had a lot of good information in them. Mr. Frazier noted that communities could spend more time updating their old guidelines than simply creating new ones.

Mr. Frazier advised that the most important aspect of the Historic District Guidelines was to maintain and preserve the unique and distinctive historic character of Middleburg. He and his wife, Cathy, reviewed the background of their firm, including their past projects, and noted that they had been developing design guidelines for many years. Mr. Frazier advised that the guidelines could be developed with more or less community input. He noted that they also offered wayfinding signage services.

Mr. Frazier advised that, if selected for the project, they would create online guidelines that would be user friendly and would include tax credit program information. It was noted that a paper version of the document would also be provided. He reviewed the process that would be used to develop the guidelines. Mr. Frazier reported that it would begin with a review of Middleburg's existing guidelines and a study of how the community developed so they could understand the different periods and styles of architecture. He noted that this would involve a combination of three-dimensional drawings, sketches and photographs. Mr. Frazier displayed examples of their work.

Kathy Frazier advised that they would focus on creating graphics that would illustrate the ways things could happen for the property owner. Mr. Frazier advised that they could also provide massing diagrams. They noted the need to identify what the issues were and to identify possible solutions. Mrs. Frazier reiterated that these could be posted to the Town's website.

Deputy Town Administrator Moore advised the Committee that there was funding in the current budget, and that funding would be included in the proposed budget, for hiring a consultant to update the guidelines. He reported that if the Committee was comfortable using Frazier Associates, the Town could piggyback on an existing procurement contract, which would save time and allow the updates to begin sooner. Mr. Moore explained that he wanted to introduce the consultants to the Committee and suggested they discuss the procurement process at a later time.

The members noted that they have wanted to update the guidelines for a long time; however, they kept running into the quandary of how to integrate the Committee and the consultant and the level of collaboration.

Mr. Frazier suggested the members complete a detailed questionnaire that would help identify the members' collective thoughts on the types of reviews conducted by the HDRC, as well as other aspects. Mr. & Mrs. Frazier suggested that consideration be given to allowing for administrative reviews of some items. They noted that they would also look at the Town's ordinance and make recommendations for change. They advised that they would then take the existing guidelines and determine what was well written, what was missing and what needed more information. Once this was complete, they would rewrite the guidelines, typically providing a couple of drafts, and would hold some public meetings and do an online survey. They suggested they could also send a questionnaire to the applicants from the past four years.

The Committee advised the Frazier's that the HDRC tried to offer the town in such a way that it could be enjoyed. They noted that they tried to work things out with applicants so their projects would add to the town. The Committee advised that they did not treat the Historic District like a sacred cow, but rather treated it as a living, breathing organism that reflected the people who lived here.

The Committee inquired as to the amount of time it would take to update the guidelines in terms of duration and commitment from the members. Mr. Frazier advised that it was typically a six to eight-month process, depending on the scheduling of meetings. He noted that they would provide the staff with a schedule.

The Committee expressed interest in the idea of using a consultant to assist with the update and with including more graphics in the guidelines. It was opined that most people were not aware of the existence of the guidelines, aside from when the staff explained them to an applicant. They noted that another issue was getting people to understand the need to seek COA approval.

Mr. Frazier suggested that when they developed the schedule, the summer months be avoided as people did less during that time. He opined that summer was not a good time for public meetings.

The Committee suggested the need to get started on the update sooner rather than later. They inquired as to the Frazier's schedule. Mr. Frazier noted that they just completed one project and were in the middle of another. He further noted that, if selected, this was not a project that would be assigned to a staff member, but rather would be done by him and his wife.

#### Design Guidelines – The Residences at Salamander

Prem Devadas of Salamander Hotels, Earl Carrara of South Street Group and Gretchen Yahn of Castlerock Enterprises appeared before the Committee representing this item.

Mr. Devadas reported that after many years, Salamander was ready to develop the residential portions of their property. He noted that the Salamander Resort had been an additive to the Town from a financial perspective, as well as from a lifestyle standpoint and how it was integrated into the town. Mr. Devadas advised that they wanted to do the same with the residential development. He further advised that they wanted to make sure the housing worked from an architectural and design standpoint. Mr. Devadas reported that South Street Partners was going to be Salamander's partner in this project.

Mr. Carrara reviewed his background in real estate. He noted that the residential guidelines for Salamander had already been established and explained that his job was to build a product within the guidelines that people would want to buy, while being cognizant of the construction costs. Mr. Carrara advised the Committee that the type of product they could build and their customer had changed over the years. He explained that he originally believed this would be a second or third home for the owners; however, he now believed that half would be full-time residents. Mr. Carrara noted that this meant they would have to create a product that would have to be attractive to both types of purchaser. He reminded the Committee that the inspiration for the original home design was stables and advised that what they were now proposing was a smaller, off-shoot version.

Mr. Devadas noted that the original house design was created by the designer of the resort so there was a commonality with the larger homes.

Deputy Town Administrator Moore reviewed the history of the Salamander property and noted that the rezoning proffer gave the HDRC jurisdiction over the design review of the development. He explained that this review was not based upon the Historic District Guidelines, but rather involved the development of design guidelines for this development that the HDRC would use in their reviews. Mr. Moore reminded the Committee that the guidelines that were included in their agenda packet were developed and

adopted in 2016. Mr. Moore noted that the Committee did not write the guidelines, they only reviewed, refined and adopted them. He reminded the members that there were gaps in them. Mr. Moore noted that they included general design philosophies that would be applied to the entire residential development; however, he reiterated that there were some areas where placeholders were left.

Deputy Town Administrator Moore suggested that depending on the applicant's schedule, in the coming months, they would bring some concepts to the Committee for their review and integration into the design guideline book. He suggested there may be some revisions to the R-1 section that was previously adopted. Mr. Moore advised that the staff just received the floor plans and elevations earlier in the day. He acknowledged that the members were seeing them for the first time; however, he suggested they may wish to provide their initial input.

The Commission inquired as to the number of concept plans that Salamander envisioned providing for the residential zone.

Mr. Carrera advised that they only planned to submit one design for the R-3 District – that being a smaller cottage. He explained that they would alter that design based upon how the house would sit on each lot and would include a variation of items such as color, arbors and a few other details. Mr. Carrera noted that the idea was to have a campus like environment, with all of the homes essentially being the same since they would be on tight lots. He advised that as to the R-1 District, the homes would be based on a U-shaped design that would consist of the main body, which would be one and a half stories, and two wings on each side that would contain bedrooms. Mr. Carrera noted that there would also be variations of that design based on the topography of each lot, with some being an L-shape as opposed to a U-shape. He reminded the Committee that those homes would be on larger lots; therefore, they would be larger and have more options, such as outdoor kitchens, fireplaces and swimming pools.

In response to an inquiry from the Committee, Mr. Carrera advised that the garages would be detached. Deputy Town Administrator Moore reminded the members that under the zoning proffers, there was a maximum building footprint in the R-1 and R-3 areas. He advised that the maximum footprint of the main building was 2,500 square feet in the R-3 area; and, explained that the footprint of the living space would be maximized by having a detached garage. Mr. Moore noted that there was still a maximum lot coverage requirement in the zoning ordinance that could not be exceeded.

Mr. Carrera noted that the L-shaped design created a courtyard area. He further noted the lack of windows on one of the elevations and explained that this was intended to create a privacy wall. Mr. Carrera opined that by changing the location of the bedrooms and turning the house, they softened its appearance. He noted that he was not an architect and advised that his goal was to sell real estate and create a product that people wanted to buy. Mr. Carrera acknowledged that it needed to be within the Committee's liking.

The Committee expressed concern that people would not want to buy a house with a one car garage. Mr. Carrera advised that people were now buying homes that did not contain bathtubs and that only had single car garages.

The Committee noted that the guidelines called for the driveways to be concrete. They asked whether the roads would be concrete as well. Mr. Carrera confirmed they would not. The Committee noted the changing environment in that people no longer wanted basements and formal dining rooms.

Mr. Carrera noted that windows and outdoor living were extremely important in the current market. He advised that the homes would be very low maintenance.

Ms. Yahn reported that they planned to use a new AZEK product, which was a nice board matte product, that came in links and did not require a gap at the gable. She advised that it was the best product on the market in terms of maintenance, reliability and ease of installation. Ms. Yahn noted that there was also a nice versaplank that was on the market. She expressed a desire to utilize a mixture of materials and advised that they may even use a cedar shake. Ms. Yahn advised that whatever they used, it would be maintenance free.

Deputy Town Administrator Moore reminded the Committee that the next step was for the applicant to provide revisions to the design guideline booklet for their review and adoption.

The Committee suggested the development of a checklist that was based on the guidelines that could be used in the review process for each home.

In response to an inquiry from the Committee, Mr. Carrara reported that they were in the second phase of the construction plan review. Deputy Town Administrator Moore reported that the plans were in the hands of the reviewing agencies, including VDOT.

Mr. Carrara explained that they wanted to get the HDRC's blessing on the design so they could assemble their marketing materials. He noted that they would like to presell eight to ten houses within the next few months, so they had momentum before they broke ground.

In response to an inquiry from the Committee, Mr. Carrara reported that they would have a total of forty-nine housing units.

#### Appeal of HDRC Decision - Emmanuel Episcopal Church

Deputy Town Administrator Moore reported that the Emmanuel Episcopal Church filed an appeal of the HDRC's decision. He further reported that the appeal would be heard by the Council during their February 13<sup>th</sup> meeting. Mr. Moore noted that he would not be present for the meeting; however, he prepared a staff report, which the Town Attorney reviewed.

Councilmember Pearson noted that she would be present for the Council meeting.

#### Update of Historic District Guidelines (continued)

After some discussion, the Committee agreed to start the process with the questionnaire and suggested they review it during their next meeting. They agreed they would like to contract with Frazier Associates for the project. The Committee expressed a desire to have the guideline updates completed by the end of the calendar year. They noted that they were also looking at adjusting the boundaries of the Historic District and suggested that while some consideration of that needed to occur during the guideline updates, their immediate focus should be on the guidelines. The members noted that the Frazier's offered to do public input sessions. They opined that this type of activity did not lend itself to that; therefore, they suggested only minimal public input be sought.

Deputy Town Administrator Moore reminded the members that the Chair and Vice Chair agreed to serve on a sub-committee to look at the issue of amending the Historic District boundaries. He expressed hope that they could meet within the next month. It was noted that the change in boundaries was something that would have to be formally initiated by the Planning Commission, who would then make a recommendation to the Council. It was suggested that the initial change be more in the form of tweaks to clean up the edges; and, if there was any desire to expand the boundaries to include new properties, this be handled separately so more time could be committed to working with those property owners.

**March Meeting Quorum**

Those members who were present indicated they would be present for the March 5<sup>th</sup> meeting.

There being no further business, the meeting was adjourned at 7:40 p.m.

RESPECTFULLY SUBMITTED:

*Rhonda S. North*  
Rhonda S. North, MMC, Town Clerk

## HDRC Meeting Transcript – February 6, 2020

(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))

**Bill Turnure:** [Off mic]. I'll start that over. First order business is the roll call.

**Will Moore:** Will Moore, deputy town administrator.

**Tim Clites:** Tim Clites.

**Bill Anderson:** Bill Anderson.

**Punkin Lee:** Punkin Lee.

**Bill Turnure:** Bill Turnure.

**Linda Wright:** Linda Wright.

**Cindy Pearson:** Cindy Pearson.

**Estee LaClare:** Estee LaClare, Project manager.

**Bill Turnure:** Thank you all. Oh, boy. The next order of business is the election of the officers. [Off mic]. We're not going to be able to get a quorum are we? [Off mic]. No luck. Anyway, election of officers for the next year. I'd like to open up the floor for nominations for vice chair.

**Linda Wright:** I think Pumpkin's done a great job.

**Tim Clites:** I second that.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. The next order of business is the chairman's seat. Are there any nominations for the chairman?

**Punkin Lee:** I think Bill's done a wonderful job.

**Bill Turnure:** Or Chairwoman. Any discussion. All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Congratulations, Punkin.

**Punkin Lee:** And back at you.

**Bill Turnure:** Okay. Moving right along the approval of the minutes from our January 13th meeting. Has everyone had a chance to read the minutes. Are there any additions or omissions to the minutes? Is there a motion?

**Punkin Lee:** Make a motion we approved the minutes of January 13th 2020 as presented.

**Bill Anderson:** Second the motion.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Ok, action items. Move on to action items. New business. Action item COA 20 - 01, request the National Sporting Library and Museum for approval of artwork for the "Phyllis Mills Wyeth: A Celebration" exhibit banner.

**Jody West:** It's going to change, the artist wanted a change so I have new copies. The change is basically he did not like the blue type. You wanted the type to be yellow. He has approved of this as of the last hour and half. So hopefully you guys will approve.

**Estee LaClare:** When you sit, can you stand by the microphone and state your name, please? Thank you.

**Jody West:** Jody West.

**Bill Turnure:** Discussion? Any thoughts?

**Bill Anderson:** I think the yellow is actually better.

**Jody West:** I just hope it can be seen [inaudible].

**Bill Turnure:** Ok. Any further discussion? Is there a motion?

**Tim Clites:** I move we approved COA 20 - 01 request of the National Sporting Library Museum for approval of artwork for the Phyllis Mills Wyeth Celebration exhibit banner as presented.

**Linda Wright:** Second.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes.

**Jody West:** Thank you.

**Bill Turnure:** Thank you.

**Will Moore:** Jody, I'm sorry. Could you send me an electronic copy of the revised one when you get a chance? Thank you.

**Jody West:** Tomorrow morning?

**Will Moore:** That's fine. Yeah. No hurry. Thank you.

**Bill Turnure:** Ok. The next action item is new business action item 4B COA 20 - 02 request of the American Legion Post 295 for wall signs at 111 The Plains Road. Is there anyone here representing the American Legion post?

**Will Moore:** I believe a vehicle just pulled in, hoping that's Mr. Moliere.

**Estee LaClare:** It looks like Ms. Frazier.

**Will Moore:** I do know if you wanted to skip over this one for now, Mr. Chairman, I do know the next two items will not have a representative here. But if if you want to consider those and just move on while we're waiting to see if Mr. Moliere arrives.

**Bill Turnure:** Ok. Go ahead and do that. We'll move on to action item 4C COA 20 - 03 request of Jack Goehring for handrails at 17 S Madison Street Salon 17 South.

**Will Moore:** So, Mr. Chairman, this just went out to you today. I thought it was straightforward enough to at least put on for your consideration. But if for some reason there is issue with application or you needed more information, we could always defer to next month. But he does include a an elevation drawing as well as a photographic example of a similar rail that he is going to essentially mimic from a property across the street.

**Bill Turnure:** Discussion?

**Punkin Lee:** So this is going to be iron.

**Will Moore:** Correct. He's specified black iron.

**Linda Wright:** Is is it straight or curved?

**Will Moore:** It is curved.

**Bill Turnure:** Well, with that tread, I think it's nice to have it curved.

**Tim Clites:** At the bottom post, do you think they would drill and epoxy that or would they actually put some kind of a plate with bolts, because that example, it looks like it's just drilled just kind of [inaudible] given it's a monolithic stone tread. Then the little sketch says its bottom would be bolted to the stone. I don't know if anybody has a preference for that. One way or the other.

**Bill Turnure:** Thoughts, anyone?

**Bill Anderson:** I agree, I think it would look nicer if it was drilled into solid stone step.

**Bill Turnure:** If they are going to have similar type newels, I don't see why they wouldn't be able to do that.

**Will Moore:** You could certainly condition it that way. And if for some reason the applicant did not want to do that, he could again always come back to you next month if you'd like.

**Bill Turnure:** All right. Any further discussion regarding the handrail? Is there a motion?

**Tim Clites:** Move we approve COA 20 - 03 request of Jack Goehring for handrails at 17 S Madison Street with the conditions that they're curved to match the photograph and that the bottom newel be

drilled and mortared or epoxied into the stone without a bolt showing as also matches the photograph of the [inaudible] across the street.

**Bill Anderson:** I second the motion.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Ok, we'll go ahead and move back up to action item new business 4B COA 20 - 42 request of American Legion Post 295 for wall signs at 111 The Plains Road. Welcome. Good evening, how are you? If you would do us a favor and introduce yourself and smile for the camera.

**John Moliere:** I was here last week. John Moliere. 5402 [Inaudible] Virginia. OK. First base commander, the American Legion been there about 30 years.

**Bill Turnure:** Thank you for being here this evening. Thank you for your service. Ok. Open up the floor for discussion.

**Linda Wright:** How are these actually attached to the building?

**John Moliere:** [Off mic].

**Will Moore:** So the ordering will be slightly different from what you see in the dimensioned example, but it will be the same those same five.

**Bill Turnure:** Further discussion? Any thoughts, comments?

**Tim Clites:** Yes, I'm just wondering, is it like out of a print or a vinyl? The extira we've seen on a number of painted signs, but I'm wondering how you how the variety of the logos. Do we know how he's actually going to make it? Is it going to be?

**John Moliere:** [Off mic].

**Will Moore:** A little bigger, actually, the 24 inch.

**John Moliere:** [Off mic].

**Bill Turnure:** These are metal or are these painted wood?

**Will Moore:** They're extira, which is the common. It's a wood like replica. It's what Mr. Ralph uses for all of his signs.

**John Moliere:** [Off mic].

**Bill Turnure:** Thoughts? Bill?

**Bill Anderson:** I like them. I think without the banner, the white banner in the back being brick again I think these will look nice. I think it's it's a nice way to present all these medallions. So I find it very acceptable. What's the order you put them in again? Is there a reason for that?

**John Moliere:** [Off mic].

**Will Moore:** The staff is very happy with the army being first. [Laughter].

**John Moliere:** [Off mic].

**Bill Turnure:** I think these these discs are very you know, they're handsome and they're impressive. I think it's it's not sort of yelling out at you like the big white sign, but it just very distinctive, I think.

**John Moliere:** [Off mic].

**Tim Clites:** Well, we appreciate you taking the time to do that, because I like this much better. It's something that had you not had the previous [inaudible] came in, I would like it just as much. So I think it's going to be a nice, nice way [inaudible]. So thank you.

**Bill Turnure:** So is there a motion?

**Punkin Lee:** I make a motion we approve COA 20 - 02 request of American Legion Post 295 for wall signs at 111 The Plains Road.

**Cindy Pearson:** Second.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Thank you.

**Tim Clites:** Mr. Chairman. Can I interrupt for a moment?

**Bill Turnure:** Yes, sir.

**Tim Clites:** Can I ask permission to have Louise come and sit and look at what we're looking at while we go through the rest of the meeting?

**Bill Turnure:** Sure, take a seat behind you or whatever?

**Tim Clites:** Otherwise it's not as useful at training.

**Bill Turnure:** Ok. Last action item. New business action item 4D COA 20 - 04 (S 20-01) requests of Elizabeth Mandros for a projecting sign at 112 West Washington Street, Mystique Jewelers.

**Will Moore:** Mr. Chairman. This one, again, is one where the applicant is unable to be present tonight. This is this is a sign that was erected without going through approval first. And I've been working with the applicant as well as a property owner to try to get the proper paperwork filed. And it came in complete just yesterday. But I thought I would put this on for your consideration. Again, if there are issues or questions that are unanswered, we could always delay until next month. But it is legitimized with a temporary signed permit for the time being.

**Bill Turnure:** Discussion?

**Punkin Lee:** If it's fits right size, matches the other one.

**Linda Wright:** It kind of bookends the other sign now. [Off mic].

**Bill Turnure:** Any further discussion? Is there a motion?

**Tim Clites:** I move we approve COA 20 - 04 (S 20 - 01) request of Elizabeth Mandros for projecting sign at 112 West Washington Street, Mystique Jewelers as presented.

**Bill Turnure:** Do I hear a second?

**Bill Anderson:** Second the motion.

**Bill Turnure:** All those in favor say aye.

**All:** Aye.

**Bill Turnure:** Opposed say nay. Motion passes. Will or Estee, I'm not sure who ran that down, but I appreciate you getting that taken care of. Ok. That's the end of our action items so we'll move on to our discussion items. [Off mic]. [Laughter]. For a second there, I thought that was Will. Ok. The first presentation is the presentation discussion from Frazier Associates, the update on the historic district design guidelines. Would you like to come forward?

**Will Moore:** I will try to work some technological magic and bring up this presentation on the screen, but you do have it loaded on your individual machines as well, so you can follow along.

**Bill Turnure:** Okay. I have complete faith in you, Will. Good evening. Welcome. Where'd you all come up from?

**Bill Frazier:** [Off mic].

**Bill Turnure:** I thought that's what it was.

**Will Moore:** I'll play around with that for a moment. You'll have to do it right from this machine. But I can pass this off to you.

**Bill Frazier:** Well, thank you all for inviting us up for this evening. We were just going to our goal tonight is just to share with you the current kind of state of the art and guidelines as we've been producing them. And we've looked at your guidelines and they have a lot of good information in them. But like many other communities now seem to be spending more time updating older guidelines than doing new ones. And we're happy to be here tonight. Will and I work together years ago and in Winchester when we did a first set of guidelines for them and we've updated them some more since then. So why don't we just start? And I think. Obviously, we're coming in here a little blind tonight. We haven't met with you all before. We're just going to give you an overview of design guidelines. And obviously the most important aspect here is to maintain and preserve the unique and distinctive historic character of Middleburg. And it's very distinctive, quite unique. And you all have done a beautiful job in maintaining that character. We'll just tell you a little bit about ourselves. Kathy and I started out with the Historic Stanton Foundation back in the 1970s. So Kathy was a facade designer. She has a degree in architecture from the University of Virginia and she became our facade designer for historic staff and we worked together there for a number of years and then decided to get married and moved to San Francisco. I worked for the National Trust as director of the Western Office, and Cathy worked for a large historic preservation architecture firm in San Francisco. We then came back and set up our own firm in 1986. And we've been doing that ever since. We've done our first project, in fact, was design guidelines for Lynchburg. And our second project was the Main Street program where Kathy does designs through a mainstream program. We've been doing that for 30 and 33 years since then throughout Virginia.

**Kathy Frazier:** So downtown historic districts you might say are our passion. And then the whole historic center of our communities throughout Virginia. Done design guidelines through the Southeast.

**Bill Frazier:** And then within the state, most of the places we've worked in the main streets and guidelines and architecture, historic architecture, preservation, planning.

**Kathy Frazier:** We have a great team of architects and graphic designers and he's an art historian. So they've been with us a long time. So we really enjoy coming into communities and getting to know you and what you're all about. And you obviously have an incredibly beautiful community and you've already been doing a really great job when it comes to preservation.

**Bill Frazier:** So we've been doing a lot of design guidelines throughout the years, as I said, that was our first project. Historic guidelines both in downtowns and main streets, residential areas from villages. We did Waterford a few years ago with with Loudoun County. We did several sets of guidelines with them and then other cities as well. And we're now working with Charlotte, North Carolina, all their historic districts, getting ready to do all their corridors, which are non historic, but they are eroding the edges of the historic districts. And so we are in the middle of those. This is what these are the guidelines that we've done with this historic district guidelines, pretty much Virginia and some other southeastern states. So Charlotte has six historic districts that are all residential primarily. And that's what we just finished. And now we're getting ready to do an African-American district and commercial quarters and multi-family housing guidelines as well which are not historic. Just closer besides Waterford done Leesburg and we just updated it our hometown Stanton. We just finished Lexington, Virginia. They actually didn't have any guidelines in their ordinance language. Manassas. We've done a number of the Northern Virginia communities and we just finished Fairfax about a year or so ago. The city of Fairfax and they have enabled legislation allows them to review everything in the city except for single family houses. So we did non historic guidelines for their quarters which are getting more densely developed as they go back in and build up their existing community. Jackson, Mississippi, those were two residential districts. In Chattanooga, there were several residential districts. We did Augusta, Georgia. We did a downtown plan and then we did the guidelines for their very large main street, the large downtown and Portsmouth we did five residential areas. And besides that, they were having a lot of problems with the design review appeals. And so we ended up doing workshops in all the historic districts which varied tremendously in size, age and economic levels and ended up doing a new ordinance for them, amending their ordinance and writing a whole booklet for them to use in their administration of their of their historic preservation program. It was either that or the city council said they were going to abolish the entire program. So it was about a three year project that took a lot of time. Here are just some things that we've talked about with different communities. And this is something that we share or try to in the beginning in design guidelines with what is it we're trying to do. And these have come out from other communities throughout the time that we've worked in these in these different cities and towns and villages. But it's not just the high style. So many people think that it has to be the high style buildings. And so they want more flexibility in buildings and maybe newer or they have less ornamentation that we're not trying to restore something back to a particular period unless you've got really good documentation. And at the same time, recognizing that later changes often assume a historic aspect to the property itself and that these art museums like Colonial Williamsburg, where everything is taken to 1780, whatever it is, and this is really reflected in the changes and growth of a community that has an economic life and that is not living museum and really working with folks to do that. And as I hear a lot of people say, I go to conferences, you know, architectural review boards and committees are more challenging than planning commissions or city councils in some ways. And we see that a lot.

**Kathy Frazier:** I was just going to also say we do a lot of historic tax credit projects. Do you have folks in your historic district using that tax credits?

**Bill Turnure:** There might be one or, you know, two that have done it over the years, but not very often.

**Kathy Frazier:** It's the same kind of thing. It's adapted for use so the guidelines. We try to make sure that whatever we're doing for a community, that their guidelines that you all decide something that's going to mesh with the secretary standards and how somebody is going for the historic tax credits that we are not giving you something that would be counter to what they would be looking for.

**Bill Frazier:** In some communities, we do either more or less input from stakeholders and property owners and tenants, and we can do that a variety of ways, we've done survey questionnaires online. We've been mailing things. We've done retreats and workshops to various neighborhood groups or certain types of stakeholders. And Kathy has developed through her wayfinding signage program. It's another thing we do, community. She's created a really interesting way of gathering opinions from different folks in breakout workshops. And we mix people up at different tables so they're not necessarily with their neighbors. And then they do a certain type of questionnaire. They discuss among themselves. Then they come and speak. Then that's all compiled and then that's given back to them. But it really tries to get a good way of getting input from everyone and not having a certain element dominate a meeting and also have it be more broader range. We do a questionnaire we have done for property owners and we also have done separate questionnaires for the board itself, for the committee, for you all. And it can be besides guidelines, it can extend into administration and other aspects as well.

**Kathy Frazier:** It's really kind of what you need.

**Bill Frazier:** Yeah, we haven't had a chance to talk to you about what the issues here, you know, is there anything broken? Does anything need to be fixed? How are things going? We often we'll talk about this when we review past case studies, and particular review projects that you all have dealt with that you found challenging. Just trying to see if there's any way that the guidelines can address those particular issues. Getting into the typical organization. These are just sample challenges. Obviously, the beginning of it describing what this process is to do design review and then planning your project. We tried to give some practical advice to property owners and tenants depending on the project. And then a brief history, which you all have, I think already in your existing guidelines. And then the character of the district talking about the general character, the scale, the, landscape features the overall feeling of the district. And oftentimes in those instances, we'll break the district down into sub areas in particular some mixture of residential and commercial or different eras of architecture and then architectural styles and forms of buildings to identify those and to create a library of all the pieces of a building. So everyone's talking about the same thing that goes back to a glossary. And then we start into the guidelines themselves. And the first one is always the site and the settings of the buildings and all the elements within that. And then in the rehabilitation, the elements of the building and materials that are often found in the construction. A lot of downtowns we're doing more guidelines now for rears of buildings because of parking issues and because a lot of people are coming in from the backs and I've seen more than in past years, it seems. And then new construction, depending on how much how important that is, how often that's occurring and what the opportunities are for that and additions as well. And then all the other things that go along with that, signs, awnings, paintings we will show show some examples of that. Energy conservation has become bigger and accessibility has become a new thing and as well as substitute materials. And then in the appendices, that's why I mentioned the glossary and then every all the Web sites today we do everything on the Web and then we link everything so that it's interactive and you can go and anybody can go online.

**Kathy Frazier:** We create it so it's online so you have paper documents but we try to make it user friendly for property owners to be online and then tax credit information.

**Bill Frazier:** Yeah. So getting back to try to figure out how to start a project like this and really go back and look at all your existing plans and guidelines and study how the history of the community developed and how to understand how the different periods and styles of architecture and how the community grew and then any kind of rehab problems that we noticed and then any that you tell us about then looking at

your past decisions and getting guidance from you in that regard. And then styles. This is just happened to be from Stanton, but it's a combination of drawings and sketch up and photographs.

**Kathy Frazier:** We have what we like to call the sketch up queen who does all our 3D work. And so that's become more robust in our guidelines to really be able to do 3D drawings that people can sort of visualize different situation.

**Bill Frazier:** Plans and elevations often are.

**Kathy Frazier:** Flat. So when you get into the 3D world, people understand a little better.

**Bill Frazier:** And then site. Here are some of the typical things that we would be writing guidelines for. And again, that's customized. The graphics are customized to to the community we're working in. And and then the particular site features might vary a little bit depending on.

**Kathy Frazier:** Your [inaudible], you know, just your street character and that whole feel of your community would be an important thing to convey. And so this 3D work.

**Bill Frazier:** Let me show you a typical page or two for each of these chapters without going into a lot of detail, just the idea of fences and walls.

**Kathy Frazier:** Fences and walls are pretty important around here.

**Bill Frazier:** And then under the elements, you just the typical elements you find in a building, depending on what might be in it. Commercial buildings, we would have storefronts added in there. And then materials again, depending on the era and what we see actually on the ground and what we end up writing, more details about. If there's a lot of slate, we may have a whole section on just slate. It all depends on what everybody agrees on. Elements and materials to make sure we cover. We'll talk about the checklist later.

**Kathy Frazier:** And windows are a huge issue. I'm sure you run into a lot of that. And so how you address existing. I'll tell you my favorite window story.

**Kathy Frazier:** It's a good thing from a preservation perspective. I was at a AIA conference and they had all the vendors and I went. Martin Windows had been really good and I won't say the vendor, but anyway. Early on, they came up with custom size wood windows. And so I went up to talk to the guy and he said, well, what kind of work you do and I said historic rehab and he says oh you don't want to replace your original wood windows and I was like and you're a window salesman and he said, yeah, you can't you can't replicate old growth wood. There's no point in taking them out and said they don't advocate. So it was great to have a window guy who trying to sell windows say don't get rid of the original wood windows.

**Bill Frazier:** And we just we just repainted our 1938 colonial revival house. And we had done about 20 years ago, we had put in some new windows on a kitchen addition and our paint and they were wood. And we were very careful about making sure we were doing the right thing, even though we're not in a historic district. And the painters found three of the replacement new windows were already rotting.

**Kathy Frazier:** And what was the even more interesting thing that we did in that house a few years ago, we did an energy audit. And have you ever had any of your folks around here do an energy audit, it's a blower door test, you do it, you turn off the heat. It's best to do in the cold. They put a blow, this huge fan on the door and it sucks the air through all the openings in your house. And then they do infrared cameras all around. You can see where you're getting air leaks. It's really fascinating. And then it starts to tell you where you need to insulate. Like it told us that we need to insulate our, you know, our roof. But the guy

doing the test we have 1939 wood double hung windows. We have simple exterior storm windows. He couldn't believe how energy efficient those original windows were. He was he was he was totally stunned.

**Bill Frazier:** And he did say most of their audits showed the least payback you'll get is for replacing your windows if you have strong windows and existing windows. The payback could be up to two hundred forty years if you live that long in your house. They say the replacement windows are called replacement because you have to replace them. And once the vital windows in particular.

**Kathy Frazier:** I mean fiberglass. That seems to be the new technology that doesn't have the detailing. But apparently they're better than others. So can you tell we get into that?

**Bill Frazier:** Well, you know, the department of historic resources and we work a lot of our guidelines are partly funded through them. And so if you don't put all the stuff in there about windows, they'll really, they feel very strongly about it.

**Kathy Frazier:** There's a diagram that came from, some research was done by another organization that we like to put in our guidelines because it tells you how much it's got your savings and the payback and just simply doing things like a simple storm window versus a complete replacement.

**Bill Frazier:** Yeah. And that charts a few years old now. So the prices will all go up. Storefronts, depending, again, how original they are and the different strategies for dealing with the void of the storefronts and the three part facade of the upper floor windows, the cornice and then the [inaudible] of the storefronts.

**Kathy Frazier:** So lots of stuff to talk about.

**Bill Frazier:** Masonry, obviously we go into a lot of aspects of repointing and so on. Same with wood and repairing. And then the new materials that are coming out, the cement siding and shingles and some of the new products, the composites, we will talk about that and the general approaches on new construction or new additions. It's fine, but not to mix new and old existing historic building for a number of reasons. New construction. And again, that's working with you all to decide what what things you want to emphasize, what are the most important aspects of those and that illustrating them in different ways. Creating scale here, we just show that the commercial row of buildings that one big building and our craftsman style.

**Kathy Frazier:** Do you get much new construction?

**Bill Turnure:** I mean, there's a few infill spots here and there that have gone in.

**Will Moore:** We're starting to get closer to a build out stage in our historic district. But every now and again.

**Bill Frazier:** [Inaudible] versus solids and proportion and how that's organized whether it's symmetrical or asymmetrical. Additions and the from of the Park Service's recommendations, talking about how to put them, where to put them and so forth. Awnings, canopies and marquees. Guidelines for that and then signs, you all have some really nice signs here. But just trying to reflect the sign ordinance and the zoning ordinance and making sure that what we are suggesting matches that unless there's something that we would see that we would say perhaps looking at the function of signage on buildings, there's sometimes the flexibility to have more signs than you think. As long as they fit the architecture and they serve different purposes from driving by to read the big flat sign to getting out of your car and walking and seeing the projecting signs and getting the building turning and seeing it on the wall, on the windows or the wall of the door. And obviously we've done a lot of that over the years. Painting. It's often placement besides color.

**Kathy Frazier:** Do y'all review color?

**Bill Frazier:** You do? And so that's that's a big one, and it's really based on just what we think it's the era and the style of the building and we just suggest some general types of colors and tones. Some communities have done it, whether it's a certain historic company and their historic line. And those things are now changing so much, it's really hard to keep up with that.

**Kathy Frazier:** But we do find it's as much about putting that color in the right places as like paint your trim one color, paint your wall another instead of mixing it up. So it really tells the story of the building.

**Bill Frazier:** Accessibility and ramps and how to incorporate them in the best way you can, and that's becoming a very important issue, obviously. Here's the energy audit stuff. Typical leaks through the building where most of the energy is lost. Just trying to educate folks on how they can gain energy efficiency without compromising the design integrity of the historic building. Solar panels becoming the next big, big issue in our town.

**Kathy Frazier:** Are y'all getting that here?

**Will Moore:** Very little.

**Bill Frazier:** We mentioned earlier, the rears of buildings and doing guidelines for that. Archaeology. [Inaudible]. Very few communities, Alexandria's probably done the most. We reviewed this with the state and with other archaeologists. It's just some basic things to think about. Just simple aspect of that. Relocating and demolition. Again, a lot of that relates to the demolition to the state enabling legislation. I don't know how often you have to deal with that.

**Will Moore:** It's occasional.

**Bill Turnure:** We've had a couple.

**Bill Frazier:** And streetscape guidelines. Oftentimes we found that you really had a plan and we know you have been through the whole corridor planning improvement stuff with VDOT and everybody in the last few years. We seem more commonly to have a standards book for streetscape elements that's really public works oriented, and it's not so much design guidelines, I don't know if you all review that.

**Bill Turnure:** Well, yeah, we do review it, but we're a separate committee. We have a streetscape committee.

**Will Moore:** Yeah. But I will say that, you know, and this will be more of a discussion that we have many gaps in our current guidelines in one of those has to do with outdoor seating elements. So it's it's kind of related to streetscape and it's furniture. So we do they are an approval authority for outdoor dining so the furnishings. But we don't really have good set guidelines. So that is that's a gap that we have.

**Bill Frazier:** [Off mic].

**Kathy Frazier:** We have several resources that folks who've done some really good that kind of sidewalk, outdoor, public.

**Bill Frazier:** And the appendices, this is just a sample. We've done this for review boards. The design checklist, which really is just looking at every aspect that we could think of of a project that might become before you. And that's just kind of a cheat sheet to look and say, you know, we've had so many review boards tell us. You know, we've got these drawings, you know, we looked at it and we approved

the project and once it started to get built, we realized there wasn't a chimney or there was a chimney made out of something that we didn't know about or something. So this is just a kind of checklist for everybody to try to make sure you've thought of all the aspects you need to ask the applicant. So graphics again, a lot of sketch up and then the photo simulations, the top big Queen Anne that's a photograph that was then we just kind of used illustrator and colored it and made it a little more distinctive. Obviously with all the software today, you can do a lot of stuff.

**Kathy Frazier:** But we really focus on kind of doing graphics that really illustrate for the property owner and for ways things can happen that's not just a photograph with a caption. It's really taking that and doing a lot of illustrations.

**Bill Frazier:** In Charlotte recently we did sketch up of several bungalows and then we did a massing diagram and they have something like 36 variations of bungalows in their districts. So we just did the massing study and then we detailed several of them to show people but that's a kind of thing that we would take those and build the streetscape, a block streetscape, and for you would be something very different. But it's the same concept behind it. So we would customize sketch ups.

**Kathy Frazier:** It's important to really identify with you what the issues are. And then we've already mentioned that we gear it to the Web. This is Strasberg. This is one but we develop that even more. So it makes it user friendly on the Web.

**Bill Frazier:** And the preservation brief that the Park Service puts out I guess up to 50 some now maybe more. It's hard to keep up. But those are all we put those in every page that relates to the topic. And then you just click on it and it'll take the applicant right to the Park Service to that brief. So it's all hot links. And at the bottom of the page, we are now doing it to send you back to the table contents. And so you can constantly go back and forth. And that's that's our goal is really, you know, before most of them are heavy on text, light on graphics. We're sort of trying to do the opposite. And then again, customize it to the community. And we've got samples.

**Kathy Frazier:** These are the most recent. There's Charlotte. I grabbed Strasburg. This is Fairfax.

**Kathy Frazier:** I've been checking everything online, but Cindy, did you want to look at one? You sure?

**Will Moore:** So so as you're kind of leafing through those. And thank you, Bill and Kathy, for presenting tonight. And we are currently budgeted this current year and then probably some funds as well in the current fiscal year and in June and then into next fiscal year with some funds to start on to update to our guidelines, which I think we've been talking about for some time. But we have an opportunity if based on your interaction with Frazier Associates, if there's a good match here, that we we could use an existing procurement that is already out there that could save us some time and we could get started sooner than later. But certainly want to wanted to have this introduction if you have questions for them, whether it's about just their philosophy overall, which I think they cover pretty well here or about their process or anything like that. Just wanted to make this introduction and then we could talk further later about process and possibly engaging with them on it. An update to our guidelines.

**Bill Turnure:** Yeah. We've gone through this a couple of times, sort of gotten to the precipice of trying to bring someone on. And then had it sort of, you know, linger and then it slowly drifted away. So we're sort of committed to getting this done sooner than later. We're running into situations where we were just dying for, you know, a good set of, you know, up to date guidelines. So I think we're committed to doing this. Some of the issues we had in the past were, you know, how to sort of integrate our committee with whoever the design guidelines people are. You know, is it is it you know, do we present something to you? Do we we or we ask you what's the what's the most efficient way that you've used in the past? You know, do you sort of present things to us and then we sort of give you our input. Or is it is it a collaborative thing where we all sit down or is there? Is that too many? Is there a small subcommittee that

sort of gets started? You know, those are the things that we need to sort of figure out. And then if it is sort of a subcommittee, we would have to figure out what are we trying to convey to you all. You know, our hopes and our desires for.

**Kathy Frazier:** I think that's where we'd like to start with the idea of information gathering from you before we start telling you anything. Obviously, we come and we look and we see things. Then that's what Bill was saying. Looking at past decisions, but we have a whole interaction with you to gather. And, you know, I think of the collaborative.

**Bill Frazier:** We did that with Charlotte. Their review board is 12 people. They meet two days a month all day long. Can you imagine that?

**Bill Turnure:** No, thank you. Don't even want to imagine. [Laughter].

**Kathy Frazier:** But we did a lot of information gathering.

**Bill Frazier:** Yeah, we did a lot of workshops just with them. And we would suggest our first initial reading would be you all should be the committee to work with. And then we have a questionnaire that's fairly detailed that we would give you and we'll give it to staff and review it first and then edit it as needed. But it lists a lot of things in there. And asks you all, you know, how often do you review this? Is this very important? Have you had much trouble with it, rate it 1 to 5. Is this a challenging or easy to deal with? We try to get kind of a composite from everybody as to what the board collectively thinks about types of review and other aspects and look at administrative versus full board review. Is there any kind of staff level review that people can do? Do you want to do that if you're not doing it? We look at the ordinance and talk to you all about that, are there things in the ordinance that you all find challenging or things you need to update. So yeah, it's a very interactive. And then we can take your existing documents. We did that with several communities and we look at them and say, OK, what in here do you find really useful and it's well-written, it's clear, you use it a lot and it's working. And then what things are missing or what things need more information. And so then we start to form an outline of a typical table of contents, really, it's pretty straightforward. Most of these things. And then we have you and we agree on that outline. And then we might say, well, in this case, we really need to beef up X, Y or Z or most of our buildings are masonry. We're having issues with repointing or paint color or signage or whatever it might be. And then we make sure that when we write the guidelines, we take what you've gotten and then meld in new stuff and then you all review it. And we typically do a couple of drafts and then we typically have some public meetings. And that's where you'd invite the public after we've sort of got a feel for. Here's what we found out. Here's what you have physically on the ground, here are the era styles, periods. Here's some of the issues we found and what other things would you all do you all think or need and that's where Kathy would do the workshop where you can break down into groups and have them discuss among themselves.

**Kathy Frazier:** And you can invite the public and property owners to have some input. It's not that they're going to write the guidelines, but to get their input and that they know they've been heard in the process. Oftentimes we find that's the most important thing, that they've had a chance to say, here's what our concern is. Then they listen, you listen and sometimes they're valid things that need to be in the guidelines and they get in the guidelines. It's a good process and people feeling like they've had it's not just all of a sudden they've been given something and say here it is, go do it.

**Bill Frazier:** And then we can put the questionnaire online on the city's Web site. And then you can communicate to folks different ways however you do. We've also done it where we've sent out questionnaires to every like the last four years. People who came before the review board and just asked them about the process and how they use guidelines and how they understand the guidance they got. So it was a combination of stakeholder stuff and input we can do and that again would be work with you all upfront to decide. We give you samples of stuff, you tell us what you think makes sense.

**Bill Turnure:** Our committee, you know, over the years, you know, we won't say it's a philosophy that we have. It's more sort of our personality with the people here in town in that the the town itself, the historic district is it's. I'm an architect. So I've been before a number of different, you know, ARBs and so forth over the years. And sometimes these these committees get it's you know, it's almost like a sacred cow. You know, this is our town. And we. This is you know, it's don't go you know, don't enter and try to do anything to disrupt it. Whereas I think we feel we we want to offer the town to people in this is for everyone to enjoy and try to, you know, work out something that that adds something, you know, to the town. Like you said, it's not a, you know, a sacred cow. You know, we can we can you know, this is a breed living, breathing organism, as I say, you know, and it should reflect that people actually live here. Exactly.

**Bill Frazier:** [Off mic]. [Inaudible].

**Kathy Frazier:** [Off mic]. But no when you really look at the definition, it's about keeping something alive. It's keeping it alive today. [Inaudible]. just trying to keep the essential elements. [Inaudible].

**Bill Frazier:** Yeah. In one community we did some matrices in the guidelines that said, you know, certain things the staff can review and you can get approval quickly. And if they follow the guidelines and if you don't, then you can go wait a month and go to the board and those are for minor changes. And that's something that the board agreed on with the staff and depending on the staff's capability, they can manage if they do the level of folks available. And so we pretty firmly agree on the aspect that this is a delicate balance and it really is challenging. And yeah, common sense is often underrated. And these are guidelines. These are not standards. This is not the zoning ordinance where you've got x number of side yard requirement and a rear setback and blah blah blah. You can never write something that's going to include every kind of thing to come before you. And so the idea is that we say that often our guidelines there's a whole paragraph about the approach behind this is that it has to be practical, has to be flexible to a certain extent. Some guidelines might not work in that situation. [Inaudible].

**Bill Frazier:** Any other thoughts?

**Tim Clites:** How long ago did you write the guidelines? 30 some odd years ago? [Multiple speakers]. And it's important to know that this man sat and wrote them so.

**Bill Turnure:** Not really.

**Tim Clites:** Well, he helped. And so the other thing that's important is he keeps getting younger and he threatens to stay forever. But he might not. [Laughter]. So I was on this committee a while ago and then had to take a break and then back on it. And when I was on a while ago, we talked about updating the guidelines. And maybe we should try to do a little soft, update ourselves as a committee and realized that was really more than we had the time to commit. So my question in back of my mind is like just in broad brush strokes, what what should a committee be thinking this process should take in terms of both total duration and then in terms of commitment from committee members? Do you find that we tend to need supplemental meetings, that it's not really part of our regular monthly meeting? And just in general, can you talk for a minute or two about and for a town this size, maybe what this committee should be thinking about?

**Bill Frazier:** What's your average number of cases coming for?

**Tim Clites:** Tonight was a very typical night.

**Bill Turnure:** Summertime we get a little bit more activity. Once a month.

**Bill Frazier:** And well, I mean, if it's like tonight, that seemed very light to us. [Off mic].

**Kathy Frazier:** [Off mic]. And you have a review period and probably we need a work session to go through the draft, you know, things like that.

**Tim Clites:** I guess my question is both for us and you. And it it's more around just the concept of if this is a 12 month process or an 18 month process or a six month process. And if it's a six month, if we can make it an eight month process instead of a 16 month process. But this is what that requires. I'd love that input because I think then we could kind of collectively say, can we fulfill our role in this process to keep us on task.

**Bill Frazier:** Six to eight months is a pretty standard time. And it depends on scheduling meetings with you all coming up with that calendar. What we do is give you a whole proposal that has that worked out for the next six or eight months. You just block it out with you and then we start all the public meetings or meetings with you. Everybody agrees with that. And that's all set before we start. That's pretty typical.

**Bill Anderson:** I would think that first meeting would be really the scope of the work as we see it, although we might not define it adequately enough, is going to be the most important thing for you initially for you even think about a proposal. Having said that, I must say I like the idea. Our guidelines have really worked all these years in there in a limited way. We rarely find somebody coming in and saying, Oh, I like to make this presentation and look for an application and it's based upon the guidelines. I get the feeling that nobody even knows the guidelines are out there, with the exception of when Will and his folks actually lay it out to someone. Partially that I think having looked at it ourselves and thought about updating it is your idea about more graphics. Obviously, when you look through here, this is very user friendly from a lay person's point of view, I think. And I think that's one of the things that we just never got to. And would be an enormous help to once somebody knows it's there and is using it. They can use it well. But the other issue of how do we get the people to understand that I know Will's been fighting that for a long time, people will just come. I don't know.

**Bill Frazier:** Well, we've yeah, we've done some research projects for Back to the Communities in Virginia. We did guidelines and we did questionnaires to all the review boards. And the biggest thing that came, one of the biggest findings was people said they didn't know existed back then it was before the website. This is '93. And at those times, everybody was mailed a set of the guidelines and [inaudible] percentage said they'd never heard of them, didn't know about them and so forth. You know, the application can be a process where the applicant fills that out and there's a spot to say, have you read the guidelines? [Inaudible]. That never goes away. Six to eight months, probably. And again, that's your schedule. Some people do less in the summer. So that's always a problem. Getting public meetings, that's not a good time to do it.

**Bill Turnure:** But, you know, if we can get started sooner than later and then, you know, get some momentum going, get you guys sort of off and running and then, you know, maybe the load for us lightens a little bit. And but anyway, we'll discuss it in a little bit more input from everybody and then we'll try to get back in touch with you. What's your work schedule like?

**Bill Frazier:** Well, we just finished Lexington. We're back in Charlotte right now. Lexington is just getting ready. [Inaudible].

**Kathy Frazier:** [Off mic].

**Bill Frazier:** [Off mic]. This does not get assigned to some staff person and a project manager. We are it.

**Kathy Frazier:** [Off mic.] [Laughter].

**Bill Frazier:** Well, thank you so much for coming. Safe trip home, I hope maybe you can spend the night in Middleburg.

**Bill Frazier:** We are.

**Will Moore:** They're staying at the Red Fox.

**Bill Turnure:** Good for you. And hopefully we'll be back in touch and see if we can work something out.

**Bill Frazier:** Thank you all very much. Going last but not least, the discussion item 5b, design guidelines of residences at Salamander. Welcome, all. If you would introduce yourselves just for the record.

**Prem Devadas:** Prem Devadas, Salamander Hotels.

**Earl Carrara:** Earl Carrara, Salamander South Street Group.

**Gretchen Yahn:** And Gretchen Yahn, Castlerock Enterprises.

**Prem Devadas:** So thank you for seeing us. And this is by far my favorite group that I come to see. No offense to council. No offense to planning commission. But but this has always been the best group. And it's because you know for us this is the fun stuff. So some of you have been part of this committee dating back to our application for Salamander Resort Spa. The discussions that took place, the process that we went through to gain your approval since we're developing the resort. And at that time and understanding that someday we would develop the residential portions of the property. So I'm excited to tell you that that day is near after and after years of not looking at it at all, quite frankly, and just focusing on the resort. And then, you know, I'm just so glad years later that the work that we collectively did at the resort has, you know, it's been a success in so many different ways. Obviously, as a as a business, it has been successful in achieving the goals that Sheila Johnson set out, which was to achieve five stars and create one of the best resorts in the country that has become a reality. Additive to the town in many different ways. Certainly financially it's been additive, but also from a lifestyle standpoint and the way that it is integrated in the town. So, you know, as we've started to think about the residential, we look at it, we have looked at it in the exact same way. How does it how is it successful, you know, from a business standpoint, how is it additive to the town, not just from a financial standpoint, but also from a lifestyle standpoint. And that's guided us. And so our getting here tonight is about that very important process of making sure that from an architectural standpoint, from a design standpoint, that it works. And so I'm happy to introduce Earl Carrara, who represents our partner in this residential development, South Street Partners. And he can speak a little bit about that, if you like. We've we have spent a long time trying to develop a plan. It actually started I could tell you that for a couple of years we thought about doing it ourselves, Salamander. And and the reason was we wanted to maintain control, integrity. We didn't want anything or anybody who would adversely impact the resort that we developed or the integrity of the town. We did reach a certain point where we realized that it's not our core expertise. I mean, we we do know the hotel business and we do know the resort business, but we've never actually built homes. And so we we went out and looked for the right partner, embarrassed to say that Earl and I have been friends for over 25 years. Dating back to Kiawah Island. And so at that point that we were searching and I actually reached out to him. Now Earl had been coming up here to Middleburg from the time I moved here and and actually saw the land long before we we put shovel in the ground and had already started to understand Middleburg. And so as we started talking about it and he introduced the South Street Partners that he works with at Kiawah, we recognize that it was the right group. And so we've finally got into a partnership. So along with that, Earl has led the effort to start developing homes that we will sell. You know, we are, by the way, I'm sure, you know, we were approached by a whole lot of people who wanted to just buy the land from us and develop our own, but we just were not comfortable with losing control over that. And so so Earl has led the effort to develop the homes, drive the marketing plan for those homes, and to design something that is going to be right for the target audience. We've always believed

that the that the biggest target audience is that guest who comes and stays here at the resort from all over the country, loves that lifestyle, loves the design of the resort, and wants to have a part of and loves the town, because that is a big part of the resort's appeal. And loves all of those things and wants to do once, wants to have a part of that. That doesn't mean that that person is always going to be looking for a full-time home, sometimes they're looking for a second and or third home in some cases like in Kiawah Island. But what is unusual here for this resort is that we we also are approximate to the Washington, D.C. area. There are a lot of people increasing number of people that choose to live out here full time and do business in D.C. or Northern Virginia. So we anticipate actually a large percentage of those people that will have families here and will live here full time and will love this lifestyle, but they will also find it appealing to be part of the resort and enjoy the amenities of the resort. I tell you all that because all of those things end up driving. You know, I notice that, you know, you've got the floor plans and Earl will walk you through some of that. But it drives who that person is, what they're looking for in a home. So I just wanted the chance to be able to frame that and also be here tonight in case there's some questions that you might have. But but moving forward. It's really Earl, who is the you know, who is the point person. And he called this meeting. I didn't, by the way. He called the meeting and Gretchen. [Inaudible]. [Laughter]. I said, I'll come to the first meeting. [Inaudible]. So it's it's it's really these guys, you know, driving it. But I did want to explain to you that the point we've gotten to has been very carefully thought through very planned, just like the resort development was. And and we respect. I actually told Earl in the past about the process that went through and that you were reviewing the resort and that not only did it ensure that, you know, we were going through the right approval process, but there were things that were pointed out by this group as we proceeded that they you know, it was a great process. It was an iterative process. And it was also things that were geared towards making it even better. And I used the smallest example. I always remember the smallest example is we're almost at the end of construction. And we had long approved everything, but we had those two stone piers that we had decided to put out there and we came with the drawing of those stone piers, you remember and somebody commented about the depth of the stone cap on top. And just, you know, maybe a little bit more. And and you know that, that was a change that, you know, I mean, we're trying to get the place open. Right. But but just that little thing was absolutely right. It was an improvement over what the architect had driven before. So this kind of thing that I think is very additive. I've shared that with Earl. And I think we're coming into this with the right with the right mindset. So that's it. Turning it over to you.

**Earl Carrara:** A little background on me. I've been in Charleston, South Carolina for now, I guess thirty-five years. And I've been selling real estate in the trenches on Kiawah for twenty-eight years. And I've been coming up here, as Prem said, for twelve and watched this whole process take place. And I've never been to Middleburg before until I first came up here with friend twelve years or 13 years ago. And and certainly I've fallen in love with Middleburg, like most people do, and and fully appreciate what it is and what you're all protecting. For sure. Being from Charleston downtown and I mean, I've you know, that's about as stringent as you can get. And also with Kiawah, I mean, Kiawah is we have great architectural review and you can't touch anything without permission, basically. And it's it's it's a process. It's sometimes a grueling process. But it's you know, at the end of the day, it's it's what's needed. And I certainly feel your pain when you're trying to, you know, come and hone in what the guidelines are, you know? And luckily for us coming here, you've already established the residential guidelines for Salamander that I was going by the architectural, which was hugely helpful for us. So I have to walk a fine line because my goal, my job here is to build a product that people want to buy within your guidelines of, you know what we have to build. And then also the constraints of construction costs. And that's where Gretchen comes in. And so, you know, I've watched this grow over the last 12 years. And I I've been formulating the images of my in my mind for a long, long time. What kind of product can we possibly build and who are we gonna sell this to? And it's changed over the years because I've watched this growth and it's just tremendous. And not that we want any part of that by any means, but it would change my mind as I always thought this would be a second home product 100 percent or third home product. And I'm really starting to believe that's going to be half of full-time residential community, you know, which will be great to have that. And so we're trying to create a product that's that that will be attractive to both parties. And I'd have to apologize. I've sending this stuff, these prints to Will, this past

two weeks and I've never got a reply. And I sent it a couple of times and I was getting my feelings hurt and he just got it tonight I was sending it the wrong older address that he had. So I apologize you're just looking at this for the very first time, but being new here, I don't know what's expected. This is just strictly for me the hope that, you know, I can walk you through our thoughts on this home design are. Our inspirations came from Tim Clites' design with the stables. And we were trying to just sort of offshoot from that a little bit and but a smaller version.

**Prem Devadas:** To be clear, the stables, the original design was Thomas Pheasant, who actually was the original inspiration or of the resort design. So there was a commonality in that larger home which we call stables. And then Tim got involved in that and also in the smaller house that we don't really have a name for.

**Earl Carrara:** Well I have a name for it. You may not accept it. I'm going to call it the vineyard. That's right. And so, anyway.

**Will Moore:** So just to refresh the committee because it's been a while since you've kind of dealt with this. The rezoning, when the all of the Salamander land came into the town and land was then re zoned, that involved a proffer that gave the HDRC jurisdiction over design review of of the development on the property. But that design review is not using your historic district design guidelines. So part of the proffer was that design guidelines would be developed that would then inform your decision as individual building applications came into you. So four years ago, in early 2016, the draft which was attached. Well, it's not a draft now, but what was attached to your agenda came to you in a draft form in February four years ago. And then after a couple of months of discussion back and forth, you adopted these. You didn't write these. The the applicant representative packaged this, brought it to you. And over a couple of months of iterative discussion, it was refined a little bit. And then you adopted these guidelines. And within here, there are some some gaps. It was recognized that that was there was some general design philosophy that would apply to maybe the whole residential development. But then there were some specifics about the R1 or the Stables section. And then there was place holders for the R3 section as well as the MUV section left.

So what we would anticipate over maybe the coming months all depends on the applicant schedule was that they would bring some of the concepts here to you for some discussion. And once you got to maybe a level of comfort, then they could integrate this into this design guideline book and present that to you and then you could adopt a revised set of guidelines. It would then incorporate this. The R1 section that was adopted four years ago. I don't know. I had just very brief discussion with Earl before the meeting, but those are not set in stone necessarily. If there are revisions that they would like to pursue to what was previously adopted, they could always present those too as well as moving forward with the R3 portion. But this was just this is just an initial concept. We just got floorplan plan and some concept elevations here today. So maybe if you have some initial feedback that you could offer putting on the spot because you're just now seeing it. But I think it's a good starting point for this. And and again, we would anticipate this will probably be iterative over a couple of meetings as these get refined if necessary and then incorporated into the guidelines.

**Bill Turnure:** [Off mic]. Any comments from you all?

**Bill Anderson:** How many concept plans do you envision providing us for the residential zone?

**Earl Carrara:** So the R3 which you're looking at, a smaller cottage. Just one. Just one design. And we plan on altering, you know, the the each lot will dictate how the house will sit on each lot and and where the garages sit. And with some color coloration, variances and and arbors and a few other little details that will distinguish between the two. But essentially, it will be a campus like environment with all the homes essentially the same in R3 because these are tight lots and we want to control that.

**Bill Anderson:** What about the R1?

**Earl Carrara:** R1. We we presently have the Pheasant design, which is a U design. We have the main body, the house, and then we have, you know, the topography of the land dictate a lot of things, too. And the one that we we inherited when we got to this was the one Tim worked on and Pheasant and they had a one and a half story, a body of the house. And then they had two wings going off each side with with the bedrooms on top and then bedrooms below grade.

**Bill Anderson:** You'll present that, too?

**Earl Carrara:** That's already been presented. But we we have all of that. Yes, sir.

**Will Moore:** So this was four years ago. So that's essentially incorporated into the guidelines document that is attached to your agenda.

**Earl Carrara:** And the variations from from that would be, again, topography dictates a lot of things and so did clients dictate. We've also designed two other versions, which would be an L-shaped or with bedrooms both on grade level and second floor within the eve of the roofline. So it'd be storing a half or another U-shaped that's above grade with two bedrooms on on the grade level and two bedrooms up. So it's four bedrooms from one one over each other. Yes. We have a lot of flexibility with the stable lots because they're larger lots, they're eight tenths to one and a half acres and the majority of the lots that R3 are probably a third of an acre. So the homes that we designed that you're looking at they're thirty-five hundred square feet, four bedrooms, four and a half baths. They have they have one and a half car garage that that's the most we can fit on that. I think that's what was desired anyway. But that was the most we could fit with the home footprint. We have options that people can have outdoor kitchen, the pool, outdoor fireplace.

**Bill Anderson:** Those lots wouldn't allow for a detached garage in addition to this.

**Earl Carrara:** No, those lots. I'm sorry. They're all detached.

**Bill Anderson:** They're all detached. Right. Yes. OK. We understand that to be required. Yeah.

**Will Moore:** It's not so much a requirement. It's it's kind of a a tricky provision in the proffers. So the detached garage, there's a maximum footprint in the R3 section as well as in the R1 section. In R3, the maximum footprint is twenty-five hundred square feet, but that's only for the main building. So a detached garage would not count toward that maximum footprint. So if they wanted to maximize the footprint of the living space, they would have to detach the garage. The garage could be attached, but then it would count toward the maximum.

**Bill Anderson:** Most of these lots wouldn't allow for a two-car garage because of setbacks.

**Earl Carrara:** We are to the max on everything and all of the all these homes fit within our setbacks that were that were laid out.

**Will Moore:** Now, there still is a maximum lot coverage that's in the zoning ordinance that all roofed structures apply to. So when I say that the detached garage doesn't count. It just doesn't count toward that one footprint. But they can't cover the entire lot with roofed structures.

**Bill Anderson:** Personally, I like the plan.

**Earl Carrara:** Thank you. It was very important for us to have create privacy. That's why we created the basically the L-shape with the garage on the other side to create that that the courtyard area. The other

other idea also was the on one of the elevations, you'll notice that there's very few windows. We're all going to place these homes in the same direction so that that's the privacy wall. So to give everybody equal privacy and viewing corridors. It was originally the main body we had bedrooms in the eve of the roofs on the on the front box on the street side, which I didn't like at all. And it was really important for me to bring this way down as much as possible. The elevation and then so that's why we turned it and ran the bedrooms vertical from the street side, soften that appearance. Now, I'm not an architect. I'm just trying to speak like I've always wanted to be one. So I'll just put that right out there right now. My goal is to sell real estate and create a product that people want to buy. That's what my goal is. And within your liking.

**Bill Anderson:** I'm not a I'm not a real estate person, but I can't imagine somebody spending a lot of money for property with a single garage nowadays out in Middleburg. Oh, there will be people. But I mean, I know a single garage. My goodness.

**Earl Carrara:** Can I just tell you. You know, I sell property in Kiawah in multi-million-dollar homes. They're doing they're doing homes now without bathtubs, period. How strange is that? And most product out there now, we do have single car garages. Yes. And I did a small development out there where I have one and a half car garage for these are second home products and where they you know, they have to have a secure garage for the cars when they arrive. But the other sites are basically a car port because we have to elevate everything. So we have all this space. So I just had a car port and was very successful.

**Bill Turnure:** Architecturally, having a one car garage as opposed to a two-car garage or three car garage. [Off mic].

**Bill Anderson:** I noticed that in the guidelines, which again go back some time. We talked about concrete for driveways is one of the acceptable materials.

**Earl Carrara:** It's in there. I've read it so many times.

**Bill Anderson:** The roadway is not going to be concrete.

**Earl Carrara:** No, but it's you know. It's strange. But most driveways on Kiawah, for example. And that's where I have to relate to because that's where my world is are concrete. We're not planning on doing concrete, but it's it works. And it's, you know, oyster shells or stone.

**Bill Anderson:** These one car garages and Kiawah, are they at the end of the island?

**Earl Carrara:** No, this project's in the front of the island. Just because we've started at the beginning, worked our way out. But we have we have the end of the island little pieces left at the end. But we also have little pieces in the front left too. So.

**Prem Devadas:** And it's not just Kiawah. By the way, it's more and more in other resort developments up and down the coast.

**Earl Carrara:** And what about basements? I mean, can you imagine a house without a basement?

**Bill Turnure:** My wife can't. [Laughter]. Wish she would.

**Bill Anderson:** But you know what? It goes on and on. Could you imagine not having a formal dining room today? Who has a formal dining room?

**Earl Carrara:** Nobody. That's exactly right.

**Bill Anderson:** And this layout, as you see, is it's really about extending the resort lifestyle, which is very, very open gathering space, you know? That's exactly right.

**Earl Carrara:** And windows are extremely important in today's market. People want the outside in now and vice versa, too. And light is very critical. And having built a walk out to your outdoor living now is a critical area that everybody wants that we ignored for a long time.

**Earl Carrara:** [Inaudible]. Ideally, it's a lock and leave type of home where there's very, very little maintenance and that's another trigger for people. So. And honestly, with the materials today that they're using, we're using, you can't tell even when you go up and try to touch it unless you get a splinter in. That's the only way to know.

**Gretchen Yahn:** Actually, AZEK has just come out with a very nice board matte product that comes in links that we don't have to have a gap, you know, you know, a lot of time at the gable. And we're trying to make these, as you know, again, lock and leave as possible. So and it's AZEK. And this is a brand-new product. It's pretty new to the market. I met with the reps. And from the standpoint of maintenance, reliability, you know, ease of installation, it would be really one of the best out there. There's that. There's versaplank that's out there right now, too. That's also in terms of siding product that's out there. But, you know, we're trying to look at creating a nice, you know, type of mix with a mixture of materials of could be, you know, some cedar shake. It could be, you know, kind of looking at just kind of having a [inaudible] look out there. But maintenance free.

**Bill Anderson:** What's the next thing we'll see here on this submission?

**Will Moore:** Well, I think I'll have some discussions with Earl and Gretchen. Again, I think what our expectation is, is that a design guidelines booklet will be presented to you for your consideration for adoption. And they could insert into the existing one and just kind of fill in there or again, that being having been designed for years ago. Maybe there's some desire to tweak some elements in the R1 section as well. That design guideline uses an older roadmap of the development which has since been revised. So that could probably use some refreshing. But really in terms of the next step for you would be the applicant would bring to you a set of guidelines for you to consider adopting and then you could have some back and forth if there were some elements to discuss in that guidelines document. But the ultimate goal being you adopt guidelines and then that is used similar to the way you use your historic district guidelines when evaluating new construction, when they come in for individual building permits for homes on the residences, then you have this guidelines document to use to evaluate those applications.

**Gretchen Yahn:** Well, one thing I was going to say is, Bill and Tim what would be good is as we're starting to go through the process. As you know, some of these little items, you know, fenestration and different things in terms of your column details and things. I would love to, you know, kind of collaborate in some of those kind of conversations with you guys. Nothing is sacrosanct in terms of that. One question I had with regards to just kind of jumping ahead a little bit with the submission of each one of the properties. You know, property, ABC or D, what would be the situation that you would want to have? Is there going to be a storybook that you're going to want to have, quote, unquote, with each one of them? Because, you know, we may have, you know, within the confines of the colors, but then there's the different textures, as you know, just because what I've been used to in some of these other kind of communities that I've worked in and especially down south and some of the ones is we literally provided a storybook that came in with it in terms of that. Is that something that you would be looking to do? I'm just trying to understand a little bit of the process that you would desire when these come in.

**Will Moore:** So the committee has a lot of flexibility here. Again, the proffer that was offered and accepted by the council was that the two parties would come up with design guidelines collaboratively. You would then adopt these guidelines. How detailed you want each of those applications, how detailed do you want the actual guidelines to be, you have a lot of flexibility there. So it's depending on your level

of comfort, you may be in a situation with these. Again, they're not in the historic district where the the how granular that detail is might not be as important. Maybe it is as important. So that that's, I think, a conversation.

**Prem Devadas:** The objective if I originally was the understanding that we were we were going to build homes that were going to be basically two types that we would want to try to find a streamline process. And that streamlined process was to agree on a pattern per say and that as Will pointed out that there was enough flexibility within that to be able to quickly deal with things like color changes or textures, because that the elements of the architecture were going to be consistent with pattern books. That that's what we would hope we could accomplish is is to be able to streamline it as much as possible.

**Bill Anderson:** That makes sense. But, you know, being an architect, how many times if we don't get a sample of what we have asked for and we turn around, find out that it's it's built and it's not what it's supposed to be is a terribly embarrassing point for everybody. And I appreciate your streamlining it. Absolutely. Maybe the process can be once the guidelines are accepted, pass of the plan that, well, the plans go in for a permit. As part of the permitting process just runs it by us. That to me is streamline. But we get to see this one thing that we might have wanted to comment on and we didn't. I think there's so much detail in the guidelines and the design. But I would think we'd want to do that so we wouldn't be surprised at the end. And hopefully that can be done quickly.

**Gretchen Yahn:** I mean, in a couple of the ones down south that I've been in, it's been this checklist of, you know, certain items. What are the things, you know, that are just kind of prescriptive? So this is what it is. This is what we're going to use in this. And, you know, some of them going to stay the same, you know, these things, but that I think we could come up with a checklist of what those items are. You know, the color swatches are there.

**Bill Anderson:** And that presented to us will move a lot faster than your building permit is going to move. [Laughter]. You know, that comes into us. We're not going to be making I can't imagine we're making structural plan adjustments for elevation, major thing. But it'll happen quickly as opposed to your building permit. Unless you have a special relationship.

**Gretchen Yahn:** Building permit is not the problem. Ok. Well, that answers my stuff.

**Earl Carrara:** OK. Thank you so much.

**Bill Anderson:** One other question, what's your general schedule? I mean, when when do you anticipate estimate the first set to go into a county for building permits. You have to do roads first anyway, you have infrastructure at first. When you when would that happen?

**Earl Carrara:** We've been working this for three years. We are in our second phase of the roads being reviewed. That's not my department.

**Will Moore:** Right. The what's called the construction plan in profile drawings. That stage of the subdivision, which is all the technical, the engineering, the drainage, the utilities, the roadway networks, that was just submitted in late December for review to the town and has gone out to other review agencies that are involved.

**Bill Anderson:** VDOT has been involved?

**Will Moore:** Yes, VDOT is involved.

**Earl Carrara:** But our our ideas is to get your blessing on design. It was that we're going in the right direction and we would like to go out and put, right away, put our marketing materials together and not

saying that this is going to be exactly what we're going to build. But it's the idea what we're going to build in and go out and try to presell eight or ten of these in the next few months. That's our our goal. And so that we have momentum before we break ground.

**Linda Wright:** What is the total in this section?

**Earl Carrara:** I have to count. I'm sorry. I don't know. 28? something like that, right?

**Will Moore:** 28. And then 21, I believe.

**Earl Carrara:** It was 49 total. I should know that off the top.

**Bill Turnure:** Anything else? Thank you all.

**Prem Devadas:** Won't see me again, I promise.

**Bill Turnure:** Ok. So that was good. Anything anybody want to add anything?

**Will Moore:** Yes, if I may. And I probably want to have another conversation with you directly, maybe tomorrow, but I wanted to alert the committee. The Emmanuel Church has filed an appeal to council. So we've not had an appeal of an HDRC decision during my tenure here. But the council will be hearing that appeal next Thursday. So just wanted to alert you to that. That is the applicants right to do.

**Bill Turnure:** Is that at the council meeting?

**Will Moore:** At the council meeting. Correct. So just want to give you a heads up on that. And Bill, if we can talk offline.

**Bill Anderson:** Will you be at that meeting?

**Will Moore:** I will not be at that meeting. I will be away at a conference. At least that is the plan for now. But that could change depending on how hot the burner gets between now and then. But I've done a staff report to accompany it. Legal is reviewing it. But but again, it's the applicant's right. If anybody is aggrieved by your decision, that's that's part of the process. So I just want to let you know that is happening.

**Cindy Pearson:** I'll be there. If all goes well, the creek doesn't rise.

**Bill Anderson:** Are you thinking I might want to be there?

**Will Moore:** I'm thinking if if you are available, that would be helpful.

**Cindy Pearson:** Where is this on the agenda?

**Will Moore:** It's pretty soon. It's kind of front-loaded, I think, on the agenda. But if it we would assist, we can revise the ordering of the agenda. Yeah, we'll we'll talk.

**Bill Anderson:** Just give me a call tomorrow. I'm in the office all day. Okay.

**Bill Anderson:** Coming back for a minute to the historic guidelines. Historic guidelines discussion. It is our plan to get together before we sat down with them to have a brief agenda or idea is not beat around what that first meeting with them would be about and try to get instead of just, you know, explosion of

ideas to them, maybe some type of consolidated approach to them at that first meeting. We need to get together to talk about that or next meeting, we should have a little bit of discussion item for that.

**Bill Turnure:** I think that's a great idea.

**Punkin Lee:** Did they send that form? He said they had the questionnaire type.

**Will Moore:** I'm thinking maybe. Yes. I'm thinking maybe rather than you kind of blindly trying to develop a scope. Not that you would be doing it blindly, but I'm anticipating that that questionnaire is going to capture a lot of things we would want to discuss in the scoping meeting in terms of, you know, how do you feel about the existing guidelines? What are your concerns with it? Where are the gaps? And I'm thinking that if they already had this questionnaire developed, if that's something we can get sooner than later, that might help.

**Punkin Lee:** And it seems to be a good jumping off to get the conversation going because you're following their questions.

**Will Moore:** But at the same time, if you're. And again, we've not seen that questionnaire. But if you see that and you feel that that's not capturing everything, then we can.

**Bill Anderson:** Having gone through these type of things before, I can see how we all can sit there and go, yes, we want that that that that that that that. I mean it's all great stuff. I mean we want. We'd love to have a lot of that. I don't think that's reasonable because if we ask for all that stuff, I think we're never going to get it because it's going to cost us a fortune. Which is. I'm sorry to say dollars mean something. That's why we need to have initial scope and maybe we can build on. You know, we have to find out the initial scope. What is it that we were gonna do ourselves for instance. Find out what time and money that's going to cost us and then go from there like, you know, you only have so much you can do. You know, we are we really like that. But we can't afford the, you know, air condition the trunk. You know, I mean, it's just.

**Bill Turnure:** Yeah, I mean, I think we'll know that, Bill. You know, when I looked at some of those guidelines that they they passed around, you know, they were for larger municipalities.

**Bill Turnure:** And they were thinner than ours. With graphics, which is interesting.

**Bill Anderson:** But I think I think we can look at whatever those questionnaire is and say, you know, that really doesn't apply here, you know, and we can probably have a good, good discussion if we can get that questionnaire prior to the meeting so that we can review it and then have it as a discussion item for our next meeting. If we have the same agenda type next month, you know, less the discussion items we've had tonight. You know, we were through that and 20 minutes and then spent a half hour, 45 minutes or whatever it is to to review that questionnaire and and maybe develop, you know, a little scope of work based on that.

**Bill Turnure:** Are they totally signed up yet or was this just the first meet and greet?

**Bill Turnure:** They've been around for a long time.

**Will Moore:** Well, they just they have and I think, you know, some of the stories about what I'd heard about some previous efforts, it sounded like maybe we staff in the past was not really matching you maybe with the right people. So we are, you know, we are very familiar with their work. We've seen that they've done this for many communities. But at the same time, it's not it's not template cookie cutter stuff. Generally their work has been very tailored to the individual communities. Well, again, we wanted to put them in front of you and see if you had that same feeling.

**Bill Turnure:** I like the way they talked and what they say and how they present themselves.

**Tim Clites:** My question about schedule really kind of came back to we're not often the three of us. The four of us are not often in the client position. And so like we want to I'm like in my mind, we want to be good clients. And if we can do this by the end of the year, I would think of nothing more awesome because every year or two board changes and it would just be great. I would kind of capture it and get it done and not let the perfect fall in the way of this is a lot of vast improvement. I mean, I think the significant thing for me that I got into like kind of the new materials, like we don't have any of that. It's all about us explaining to applicants, oh, no, this is the way we think about that. And our guidelines are really so to me, I think it would be motivated to put in the extra effort in a condensed period of time to really achieve something.

**Bill Turnure:** They have a wealth of information, you know, that we can draw from as well.

**Bill Anderson:** These design guidelines as we have them now. The idea of having community meetings with groups and all that. I'm not sure how important it is for us to get to the first layer of guidelines. I mean, we're going to have, you know, the perspective that the city comes in with. I shouldn't say. The citizens come in with totally different than I think, our perspective of creating guidelines. I don't even see how that in this case, I would love that when we get people involved in design and whatever. But in this case, that's one of the things that I don't think we really can find a value in.

**Tim Clites:** I share that thought, at least as a reaction for tonight. The thing that I started to think about is when I was on the planning commission and the historic committee together, there was discussions about entry corridors and how would we manage that. When when is the right time to start to think about that? And so it may be that in this process we focus on our immediate guidelines and we start to lay the groundwork for some of those other things that might happen in a year or two, but not have that suddenly slow down the process of like kind of the core of what we do and the guidelines that we have. So I think it'd be great to have them as a resource when if in a year or two or three decide to tackle that next phase, if you will, that we have someone that really understands.

**Bill Anderson:** Isn't streetscape part of that? I mean, the streetscape committee has done so much, really. Do we want to get them involved in that as part of historic guidelines or keep it kind of the way it is now, which is, you know, maybe it's it's not as organized as they want to put it in booklets and and what have you. But that's a question for us.

**Bill Turnure:** I would like to at least get it. You know, these are the items that we feel are beyond our purview. And we would leave it up to us and just be a very distinct list. We don't have to concern ourselves. The applicant knows that we're not going to be reviewing those, that that's going to be a streetscape thing and there won't be any overlap between, you know, what's presented to us and then what it has to go to streetscape. So at least we can address that topic.

**Cindy Pearson:** Did they give you a price range of what their services would be at all. Have they talked about that at all? Is it something that didn't feel as workable?

**Will Moore:** It is based on initial discussions that all gets flushed out a little better as we scope the project. But yes, I think it's really within current budget capabilities, both the remainder of this fiscal year and at least proposed budget for next year.

**Bill Turnure:** Good. That's encouraging.

**Punkin Lee:** Don't want to get excited and then go, oh well.

**Will Moore:** And that's to council's credit. You know, this was discussed during the budget process last year. We're getting a little later start maybe during this fiscal year on this than I planned. But council was very supportive of the need for this update.

**Bill Anderson:** So, again, I think you found a really good group that can really help us.

**Bill Turnure:** One thing we've talked about in the past and a much or this is it's going to be part of this discussion or not is the re rearranging of the boundary of the historic district as opposed to just cutting off a rectangle. And here it is. You know, do we want to incorporate that into our discussions or do we want to take that on upon ourselves?

**Bill Anderson:** Isn't that a planning commission issue?

**Will Moore:** It becomes a planning commission issue. But I think it will originate with this committee. We had talked a couple of months ago, actually, and Bill and Punkin had offered to kind of serve as a subcommittee. So maybe that's something possibly between now and next month. We can get together, have maybe an initial discussion on. So. So that is a planning commission issue in that it's a zoning overlay district. So they would technically have to take action in the form of making a recommendation to council to change the boundary. But I think they would be looking for your recommendation.

**Bill Anderson:** Are these tweaks or are these?

**Bill Turnure:** More tweaks just, you know, take on some some areas that that may be worthwhile to incorporate and other areas that don't necessarily belong there and then just sort of analyze what we have and make some changes.

**Will Moore:** It's really cleaning up the boundaries. I think I think there are there may be a couple of properties that are larger discussions and maybe we bifurcates those from this initial process and especially talking if we if we're trying to bring property in that's not currently in the district. That's a little more challenging than just cleaning up edges.

**Tim Clites:** But I also think that's the kind of I'm just going to voice kind of again I'll repeat myself, but that's the kind of thing where I could see if it's gonna slow us down from actually accomplishing the first pass that becomes that, you know what, 2021 or 2022. Right. Do we want to take the time to get that right with those property owners and that's next. But we're not going to have that slow us down. And now we're 16, 18 months. That's my instinct about how to approach it.

**Punkin Lee:** I think you don't want it to slow us down, but I think it should be considered as to how that's going come and if it's easier to so you don't go back and undo half of what you did because you thought it was going to take. It should be considered you can't just go at it like this.

**Tim Clites:** The way we would I would describe it's like master planning process and picking the first core piece that has to be done with some idea.

**Bill Anderson:** Although although I think this group could really probably help in creating the analysis to do that, incorporating or not incorporating the back information that you'd want to have if you're gonna go to the planning commission and citizens to to take or get get back. I mean they seem to be very capable of that. As a matter of fact, I think that's where we have to be probably careful in this first thing about what we wanted to do, because to recreate putting out guidelines, completing them and make it more usable and readable and filling in the blanks is one thing. But we take it to the next step, which is an analysis of the buildings on Main Street or in the historic district that gets into another whole expertise of this, which is I'm sure would be valuable. But do we want to go there that that's not only going to slow things up, but

it's valuable. There's no question about it. But you know how much we add to this? There are a lot of layers.

**Punkin Lee:** We need to define the layers. If you can get two layers done at once, do it and versus going back and lifting it.

**Bill Turnure:** Again, thank you for kicking that ball and getting this started here.

**Will Moore:** Absolutely.

**Bill Turnure:** All right. Is there a motion?

**Will Moore:** Actually. Just check on the quorum for March 5.

**Bill Turnure:** March 5th? Everybody here?

**Will Moore:** OK. Thank you.

**Bill Turnure:** All right. So moved.