

TOWN OF MIDDLEBURG HISTORIC DISTRICT REVIEW COMMITTEE REGULAR MEETING MINUTES

Thursday, November 7, 2022 PENDING APPROVAL

The regular meeting of the Historic District Review Committee was held on Monday, November 7, 2022, in the Town Hall Council Chambers. Chair Clites called the meeting to order at 5:30 p.m. Town Clerk North called the roll.

- PRESENT: Tim Clites, Chair William Anderson Virginia Jenkins Margaret Littleton Linda Wright Cindy C. Pearson, Council Representative
- STAFF: William Moore, Deputy Town Manager/Town Planner Rhonda S. North, MMC, Town Clerk Estee LaClare, Planning & Project Associate
- ABSENT: Punkin Lee, Vice Chair (excused)

Town Clerk North noted that the Town held its Annual Volunteer Appreciation Reception on November 1st to thank the appointed officials who served the Town. She presented awards to Committee Member Wright in recognition of her twenty-five years of service on the HDRC and to Bill Anderson in recognition of his ten years of service. On behalf of the Mayor and Council, Ms. North also presented those members who could not attend with a token of appreciation and thanked them for their service.

Approval of Minutes

Chair Clites moved, seconded by Committee Member Wright, that the Historic District Review Committee approve the October 6, 2022 Regular Meeting Minutes as submitted.

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

New Business

COA 22-28: New Wooden Shutters - 3-9 S. Madison Street - Washington Fine Properties

Planning & Project Associate LaClare reported that the applicant was proposing to replace the existing plastic shutters with black wooden ones that would be sized to the windows. She distributed a photograph that was provided by the applicant.

The Committee agreed this would be a tremendous improvement.

Jim Lemon appeared before the Committee representing the application. In response to an inquiry, he confirmed the shutters were located on the second story of the portion of the building that faced the street.

The Committee noted that the old shutters did not lay on the casing and suggested that having shutters that overlapped them would look better.

Committee Member Littleton moved, seconded by Committee Member Jenkins, that the Historic District Review Committee approve COA 22-28, a request of William Moody to install new wooden black shutters at 3-9 South Madison Street, Washington Fine Properties.

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

<u>COA-RS 22-07:</u> Revision to Approved COA-RS 22-06 – 608 Martingale Ridge Drive

Deputy Town Manager Moore noted that this application was related to a previously approved one and explained that the applicant was seeking to replace the faux barn door on the front elevation with a two-over-two window.

Gretchen Yahn appeared before the Committee representing the application. She advised that the barn light would remain over the window.

The Committee noted that the proposed square window was consistent with the smaller square window in the same elevation.

Councilmember Pearson moved, seconded by Committee Member Wright, that the Historic District Review Committee approve COA-RS 22-07, a request of Gretchen Yahn for a revision to approved COA-RS 22-06 at 608 Martingale Ridge Drive (Middleburg Residences Lot 13).

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

<u>COA-RS 22-08:</u> Revision to Approved COA-RS 22-04 – 601 Martingale Ridge Drive

Deputy Town Manager Moore advised that changes were being proposed to each of the four elevations.

Gretchen Yahn appeared before the Committee representing the application. She explained that they would like to remove the front and back gable end shutters on the second floor for each elevation and replace them with a window. Ms. Yahn advised that the owner requested the same dormer on the second floor that was approved for the house on Lot 13, so they would have more light. She further advised that they would like two fireplaces; therefore, a larger chimney was being proposed. Ms. Yahn reported that instead of having a closed shutter effect on the left elevation, they were proposing a twin pair of windows.

Deputy Town Manager Moore reported that the barn lights would remain on the second floor.

In response to inquiries from the Committee, Ms. Yahn confirmed there would be shutters at the larger dormer. She noted, however, that she would return to the Committee next month as the owner wanted to change them to windows. Ms. Yahn advised that the two small windows on the left elevation were located in the bathrooms. She explained that the reason that closed shutters were being proposed was that this was going to be a bed wall.

The Committee opined that having shutters on the two separate windows would be odd. They suggested that now that the left elevation contained all windows, an option would be for the shutters to disappear. The Committee further suggested that, on the right elevation, an option could be for the shutters to become windows so they would match. They suggested these options be approved so the owner could select from them at his/her discretion. The Committee agreed the scale of the proposed chimney was nice.

Chair Clites moved, seconded by Committee Member Anderson, that the Historic District Review Committee approve COA-RS 22-07, a request of Gretchen Yahn for a revision to approved COA-RS 22-08 at 601 Martingale Ridge Drive as submitted with two options that the owner can decide on -(1) the option to remove the shutters on the left elevation; and (2) the option, independent of the other option, to replace the shutters in the right elevation dormer with windows to match the other windows in the right elevation dormer.

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

Discussion Items

CLG Application

Planning & Project Associate LaClare reported that she was working on the application to renew the Town's Certified Local Government (CLG) status. She questioned whether any of the members watched the preservation workshops and noted that she needed to include the number of hours of training in the application.

Deputy Town Manager Moore advised the Committee that in the future, they would focus more on training and noted that as a CLG community, the expectation was that the members would take annual training. He reminded the members that being a CLG opened up grant opportunities for the Town.

The Committee asked that Ms. LaClare resend the link to the workshop training.

Quorum – December Meeting

Those members who were present confirmed they would be present during the December meeting.

There being no further business, the meeting was adjourned at 5:55 p.m.

RESPECTFULLY SUBMITTED:

Rhonda S. North, MMC, Town Clerk

HDRC Meeting Transcript – November 7, 2022

(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 – <u>www.middleburgva.gov</u>)

Cindy Pearson: Oh, wrong person.

Tim Clites: Good evening. We'll call to order the Middleburg Historic District Review Committee's meeting for November on Monday, November 7th. First order of business is a roll call.

Rhonda North: Chair Clites.

Tim Clites: Here.

Rhonda North: Vice Chair Lee is absent. Committee Member Anderson.

Bill Anderson: Present.

Rhonda North: Committee Member Jenkins.

Virginia Jenkins: Here.

Rhonda North: Committee Member Littleton.

Margaret Littleton: Here.

Rhonda North: Committee Member Wright.

Linda Wright: Here.

Rhonda North: Council Member Pearson.

Cindy Pearson: Here.

Tim Clites: Thank you. Second order of business, Public Comments. Anyone in the public wish to share anything with the committee related to the business of the committee? [laughter] Seeing no public comments, I would like to pause just for a second. I think Rhonda has some positive news to share with us.

Rhonda North: Yes, thank you, Mr. Chairman. So last week we did have our annual volunteer appreciation reception. I think it was well attended and folks had a good time. There are a few things that we did give out that evening. So I'd like to present a couple of awards as well as our appreciation gift. So we're catching up actually for the last couple of years where we didn't have the reception. So some of these the number of years of service is a little longer than what we've shown on the certificate. But Linda has now achieved 25 years of service. [applause]. And Bill, 10 years of service. [applause] We also gave each of our folks a little gift to thank them for their service on the Committee. So there's a little [multiple speakers].

Linda Wright: Thank you very much.

Rhonda North: And Margaret, [off mic].

Margaret Littleton: Thank you.

Rhonda North: And Bill, there's yours. So on behalf of the Council, we'd just like to thank you for your hard work on the Committee.

Margaret Littleton: Thank you. [multiple speakers]

Tim Clites: Yes, Cindy.

Cindy Pearson: And I'd like to add to that. Sorry that you all couldn't be there. You missed a really good time. Rhonda and crew as I will put it, put on a really nice evening. It was baseball themed. And, you know, she had a little game to start off with. And it was just nice. It was a lot of fun. A lot of people came. So thank you, Rhonda, and crew.

Tim Clites: And thank you staff and Rhonda. Also the little trade card trading thing, I actually met people I probably would never have otherwise met. Right. It's just a great way to kind of break the ice among Committees that, you know, we know the Committee is there, but we don't really know the people on it. So it was fun.

Rhonda North: Yep. And we had some folks who kept their trading cards because they're like, it lets me see the names and the faces to see other Committees Members.

Tim Clites: Yeah. So it was a very nice evening. So thank you for doing that for us. Next order of business is approval of the meeting minutes from the October 6, 2022 regular meeting. Everyone had a chance to review the minutes? Are there any additions or clarifications? And seeing none I move that we approve them as submitted.

Virginia Jenkins: Second.

Tim Clites: All those in favor.

All of Council: Aye.

Tim Clites: Any opposed? Any abstained? Motion passes. Thank you. Next Action Item New Business COA 22-28 Request of William Moody to install new wooden black shutters on 3-9 South Madison Street Washington Fine properties.

Estee LaClare: So thank you very much Chair Clites So Mr. Moody could not be here in attendance tonight, but he did send his representative, who has also brought some pictures for clarity with the shutters. If you'd like to come out now and sit down if they have any questions. It's a fairly straightforward application they were removing. They removed the plastic shutters that were originally up there, and they were not matched to the size of the windows and they're replacing them with wooden black shutters. So if you'd like me to hand those out.

Jim Lemon: Sure.

Estee LaClare: These are additional pictures that I did not have. [off mic]

Bill Anderson: Oh, thank you.

Margaret Littleton: Thank you. [inaudible] The sun was shining on our picture here.

Linda Wright: And that looks so much better. [off mic]

Tim Clites: All right. And I'll start with Cindy. You want to start, and we will change up start at your side of the room.

Cindy Pearson: I have no comments.

Tim Clites: Virginia.

Virginia Jenkins: No comments. I think it would be a tremendous improvement. [laughter]

Tim Clites: Linda.

Linda Wright: I would echo the same. It'll be much nicer, much nicer.

Tim Clites: Just to confirm on all of the second story windows that face the street that's what we're talking about?

Jim Lemon: Yes, sir.

Tim Clites: Yeah. Because we had looked at the side windows and they've got other yeah. Margaret.

Margaret Littleton: I think they're great. And I love the color of the building. They match, don't match they go with it very well.

Bill Anderson: No comment.

Tim Clites: All right. Well, if it's going to be easy, we're going to be home in time for dinner. [laughter] It should be a nice change.

Jim Lemon: Sounds good.

Tim Clites: Only other comment that I might add, although maybe this is already apparent because you took down the shutters that were there. The shutters that were there laid completely on the stucco, not over the casing. If you look at that picture, to me, it seems a little odd. I know it's one of those I guess I'm hung up on it. I don't know that maybe anyone else is, but having the shutter, I always think it looks a little better if it laps over the casing. I don't know what other Committee Members feel. Yeah. As opposed to beside the casing, if the shutters kind of lapped over, I think it looks a little better. But yeah. So that might be a clarification we make if someone's going to make a motion.

Margaret Littleton: [off mic]

Jim Lemon: Pardon.

Margaret Littleton: The [off mic]. Does it match the window?

Jim Lemon: It does. It does.

Margaret Littleton: That settles that.

Jim Lemon: Actually, the last ones that were there were a little bit on the short side.

Margaret Littleton: [off mic] just a bit.

Jim Lemon: And these are wood shutters as well. [off mic]

Rhonda North: Could the gentleman identify himself please, for the record?

Jim Lemon: Sure. Jim Lemon.

Tim Clites: All right. Well, if you're going to be slow on motions now, I'm not going to do this. Someone else can do a motion. Thank you, Margaret.

Margaret Littleton: For COA I'd like to approve COA 22-28 request of William Moody to install new wooden black shutters at 3-9 South Madison Street, Washington Fine Properties.

Virginia Jenkins: Second.

Tim Clites: All those in favor.

All of Council: Aye.

Tim Clites: Opposed, any abstain? Motion passes. Thank you.

Jim Lemon: Thank you. Y'all enjoy dinner. [laughter]

Tim Clites: [inaudible] All right. Next order of business, COA-RS 22-07 Request of Gretchen Yahn for a revision to the approved COA-RS 22-06 at 608 Martingale Ridge Drive, Middleburg Residences Lot 13. Estee? Will? Rhonda? [laughter]

Will Moore: So this is I mean; I will let Gretchen give some detail. You have a copy of the previously approved plan. I've clouded the area in question on the previous approved elevation, and then you see the proposed revision sheet. In this case, it's simply replacing the one kind of faux barn door on the front elevation with a two over two. If Gretchen has anything to add with this.

Gretchen Yahn: Correct. Just the only thing to add which Will clarified with me subsequently was that we are still going to have a barn light over the window as shown above the shutter. When he redid it, he put it in there, but it will still be keeping the gable end barn light there. What we're finding is we have a few clients that have fear of missing out and they want to copy each other. [laughter] So hence, trust me, it's the bane of my existence. So in this case, they saw what went on at Lot 18, and then 18 had seen what had gone on at 13. And then it's just been good times with [inaudible]. So that's what it's about. It's still a little different from 18, though.

The 18 still has their windows down below as opposed to the doors. So if you saw those two. So again, getting a little bit of differences and nuances.

Tim Clites: Cindy.

Cindy Pearson: I have no comment other than I understand more light. [laughter]

Gretchen Yahn: Yep.

Tim Clites: Virginia.

Virginia Jenkins: No comment.

Tim Clites: Linda.

Linda Wright: No, I think it's fine. I have no problem with that. [off mic]

Margaret Littleton: I think it looks fine as well. [off mic]

Bill Anderson: I agree. I think it looks fine.

Tim Clites: Great. I would concur. The one thing I would note it's worth noting, because I think we're not supposed to say things look fine or we like them or don't like them. [laughter] It's worth noting that the window that's being added is square in nature, which proportionately picks up on the smaller square window in that same elevation kind of down underneath the little porch roof, which is different than the other two over two window, which is in what's called the right elevation above it. That's a more vertical proportion like the doors and the window under it. So I kind of debated that for a split second. Then I said, Oh, that makes sense. A square window of a different size. It still has a consistency with other things that have happened. So for that reason, I guess we could say we like it for its consistency. So any other comments? And if not, I'll be happy to entertain a motion.

Cindy Pearson: I make a motion that we approve COA RS 22-07 request of Gretchen Yahn for a revision to approved COA RS 22-06 at 608 Martingale Ridge Drive Middleburg Residence Lot 13.

Linda Wright: Second.

Tim Clites: All those in favor?

All of Council: Aye.

Tim Clites: Any opposed any abstain? Motion passes. Thank you. Next order of Business COA RS 22-08 Request of Gretchen Yahn for revision to approved COA RS 22-04 at 601 Martingale Ridge Drive, Middleburg Residences Lot 18. Will?

Will Moore: Yeah, so little in terms of the number of changes on this particular application. I'll let Gretchen walk you through. But similar to before, I've included the previously approved elevations clouding the areas where there were revisions proposed. In this case, there is at least one revision proposed on each of the four different elevations. And I'll just let Gretchen walk you through those.

Gretchen Yahn: It may be easier if you take yours apart just to be like proposed and previously. But basically what it comes down to is it in each elevation they've taken off the gable end shutter on the second floor and replaced it with the window that we just discussed on both the front and the back gable. So that's the significant one on the second floor. The second significant item on the second floor is they requested then to have the dormer scenario that the Lot 13 had had in their original application so that they could have more light in that second-floor area as well. So hence we added the dormer scenario now and then they wanted to have a larger chimney to have two fireplaces, so hence the chimney went larger. The other change was instead of having the closed shutter effect on the left elevation, they have requested to have a twin pair of windows as opposed to having the closed shutter effect, which is on the left elevation. So again, as Will said, each elevation had a change. The significant ones are the second-floor gable ends to match the other gable ends, the larger chimney, the dormers, and then on the one broad elevation, having twin windows.

Will Moore: And similar to the previous one where.

Gretchen Yahn: All barn lights.

Will Moore: Yeah, the barn lights, even though they're omitted on the proposed revision sheets. They will still have the barn light above what was previously the [off mic].

Gretchen Yahn: That is correct.

Tim Clites: Thank you. Cindy, we'll start with you again. Please.

Cindy Pearson: I have no comment at this time.

Virginia Jenkins: Nor me.

Tim Clites: Thank you both. Linda.

Linda Wright: I was just looking at the larger dormer. Are there shutters on the left side and windows on the right or this? [multiple speakers]

Tim Clites: Correct?

Tim Clites: Yes. If we look at the scheme we just looked at, that was part of what was approved on that last application. Right. So that's not a, it's new to this particular lot, but not. [multiple speakers]

Gretchen Yahn: I will state that not probably will be here again next go round because now they want to add windows there. Yeah. Shoot me now. [laughter]

Tim Clites: Windows where? Where there are shutters?

Linda Wright: Where the shutters are that I just was.

Gretchen Yahn: So I'll be putting that in next. It's no big deal. [off mic]

Margaret Littleton: I'm not supposed to say it like, but I think they enhanced the building. I like dormers.

Tim Clites: Okay. Thank you.

Bill Anderson: No, I don't have any issues. I do have one question on the left elevation and two small windows on the sides of the stairway. What are those rooms in there? Just around [off mic].

Gretchen Yahn: Those are bathrooms that you have the shutters on them. Those are both bathrooms. And the other ones, the reason they're closed shutters and what was the previously submitted and normally submitted is because that's a bed wall. But these people are going to put their bed in front of the window so.

Bill Anderson: [off mic] You'll notice that in the previous scheme along that horizontal line, they were shutters and basically barn doors. Now there's just shutters on these two separate windows just seems odd to me. But other than that, I don't have any issues.

Tim Clites: Yeah. So you just that's the one comment that I had too, which is now that, that left elevation has all windows the two shutters seem like they could disappear, and the elevation would be perfectly happy without them. I think we could make that as an option if we didn't want to see it again. I think that what you just mentioned, I don't know if it's this application, that may be coming back for the right elevation. Those shutters becoming windows. Is it this particular lot?

Gretchen Yahn: Yes.

Tim Clites: Yeah. And so, like when I look at the consistency of the exterior elevations, it's almost like have the one barn door and get rid of the shutters. Not that we want to design it for you, but.

Gretchen Yahn: Yeah, no.

Tim Clites: Probably something you didn't even think about because you, when there were shutters where there are now double windows on the left elevation, it kind of made more sense. I think you're right, Bill.

Gretchen Yahn: I mean, we can take them off. I don't, like there'll be no shutters on this at that point, you know.

Tim Clites: Understood. Yeah. But two starts to feel a little lonely.

Gretchen Yahn: Yeah, I agree. [multiple speakers]

Tim Clites: But then they'd have to be all right.

Gretchen Yahn: Yeah, I agree. What I'll do is just show it on the next one.

Tim Clites: Can I ask Will, a question. If the committee were to look at the right elevation where there are two shutters in the dormer, would we be able tonight to make that an option to have them match the windows to the right of that? Or is that getting the application kind of out of sequence? I know there's a verbal discussion with the applicant, but. She's saying she's coming back next month to take those two shutters on the right elevation make the windows [multiple speakers]

Gretchen Yahn: That's correct.

Tim Clites: My question is tonight, could we give that as an option?

Will Moore: Absolutely.

Tim Clites: At the owner's discretion.

Will Moore: So there would be no need if that were the only proposed revision she was going to come back for. She would need. [multiple speakers]

Tim Clites: To make it an option. And if you and the owner decide.

Gretchen Yahn: Let's hope. [laughter]

Tim Clites: You are always welcome to come back but. So then my only other comments would be that I actually the scale of this wider chimney I think is also nice. And the window comment is the same as the previous application. So if I were to understand what the motion for tonight, I would move that we approve. Hold on. COA 22-08 request of Gretchen [inaudible] Yahn for revisions.

Gretchen Yahn: Yahn [laughter].

Tim Clites: To the approved COA RS 22-04 601 Martingale Ridge Drive as submitted with two options that the owner can decide on, and the one is the option to remove the shutters on the left elevation. And the other option, independent of that option, would be to replace the shutters in the right elevation dormer with windows that match the other windows in the right elevation dormer.

Bill Anderson: I second the motion.

Tim Clites: All those in favor?

All of Council: Aye.

Tim Clites: Any opposed? Any abstained? Motion passes. Thank you, Gretchen.

Gretchen Yahn: You'll see this client's house a lot. And, I'm sure. Good luck. One that wants to make me [off mic] Thank you, guys.

Estee LaClare: Have a good evening.

Gretchen Yahn: Appreciate it.

Tim Clites: Your welcome. Discussion items.

Gretchen Yahn: Hey, do we know when the meeting is next month? When is that?

Will Moore: Our [inaudible] will be the first Thursday? But that depends on there. I'll let you know if it changes.

Gretchen Yahn: You will. Okay. All right. Thanks, guys.

Tim Clites: Are we up to the meeting quorum or are there discussion items? You look like you want to discuss something with us.

Estee LaClare: Yes, thank you Chair Clites. There's one thing I was hoping to ask all of you. I'm putting together the certified Local Government Program Annual Report. And remember, I had done the summaries for the Preservation Academy and presented those to you. And I don't know if anybody actually went to watch the workshops, ever. If you could just let me know if you did or you didn't via email. I can send an email tomorrow and just want to gauge the amount of hours you might have put towards training because we have to make sure we properly account for that [off mic]. Or if you did any other training?

Cindy Pearson: FOIA.

Rhonda North: I'm not sure we've done FOIA this year.

Will Moore: That's not [multiple speakers].

Will Moore: And it is something that we will be focusing a little more on than we have in the past is that as a certified local government, there is an expectation that you will receive and actively take part in some training on an annual basis. It may be staff led training, but it may be watching a virtual training or maybe even attending in person. Depending on [off mic]. We kind of have to stay up on that and by staying up on that and maintaining the CLG status, it opens up grant opportunities. So that's how we paid for our design guidelines update [off mic].

Tim Clites: Yeah, so a little training was much easier than having us update those guidelines ourselves. So it's probably a good trade, huh?

Will Moore: Yes.

Cindy Pearson: Could you resend that link to those videos?

Estee LaClare: I'd be very happy to. [multiple speakers]

Tim Clites: Go home tonight and watch one of those.

Cindy Pearson: Right. And then you'll have you some for your report.

Estee LaClare: Yes. Very happy to do that tomorrow. Thank you. Thank you all. [off mic]

Tim Clites: Mr. Littleton, Anything else for us? Do we have a meeting quorum on December the 1st.

Trow Littleton: I think y'all are doing a pretty good job.

Cindy Pearson: Thank you Trow. You want to come back and join us?

Tim Clites: See? Look, you could sit beside.

Trow Littleton: You all pay so much now. I don't think I can take that. [laughter]

Cindy Pearson: Right.

Tim Clites: Anybody have any conflicts that they know of as of the moment?

Estee LaClare: What date? [off mic]

Tim Clites: Thursday.

Rhonda North: December 1st.

Margaret Littleton: It's frightening. [multiple speakers]

Cindy Pearson: Christmas in Middleburg weekend?

Tim Clites: Yes, it is. [off mic]

Cindy Pearson: The Middleburg Christmas tree lighting. Christmas in Middleburg. [off mic]

Tim Clites: You know, that little Parade they have. [laughter]

Margaret Littleton: This chair will be empty again [off mic].

Tim Clites: Very good. Seeing no further business we're adjourned. Thank you.