

## Historic Yorktown Design Committee

### Minutes

August 17, 2022  
East Room  
York Hall  
301 Main Street  
Yorktown, Virginia

**Members Attending:** Carolyn Weekley  
Jose Longoria  
Tom Tragle

**Staff Attending:** Earl W. Anderson, AICP

Ms. Weekly called the meeting to order at 7:00 PM.

### **New Business**

None

### **Approval of Minutes**

The minutes of the March 16, 2022 meeting were approved unanimously.

The minutes of the July 20, 2022 meeting were approved unanimously.

### **Applications for Certificates of Appropriateness**

#### **Application No. HYDC-224-22, 301 Ballard Street, Yorktown Cottages**

Mr. Earl W. Anderson submitted the staff report, which stated that this application, was approved on December, 19, 2017, by the Board of Supervisors with Resolution No. R17-157 to authorize, pursuant to the terms of the YVA-Yorktown Village Activity District, the establishment of the Yorktown Cottages as a tourist home in the existing structure located at 301 Ballard Street. Then on September 17, 2019 the Board approved Resolution No. R19-113 to allow a second unit on the property to be used as a second tourist home.

The YVA District regulations stipulate that signage is to be in accordance with the requirements of the Yorktown Design Guidelines and must be approved by the Historic Yorktown Design Committee. The Design Guidelines under Section III.A.4 provide the following with respect to signs for a tourist home: "In addition to the standard residential

identification sign, Bed and Breakfast and Tourist Home establishments accessory to a single family residential use may be identified by a separate free-standing or building mounted identification sign not exceeding four (4) square feet in area.” Furthermore, there were no limitations placed on signage within the YVA approvals. The applicant has provided the attached sketches of the proposed identification sign and directional sign and indicating their proposed location.

Mr. Anderson stated that staff recommends approval of the sign design and specifications/details as submitted by the applicant. In addition, staff suggests that the approval action include a condition pertaining to illumination, should it be desired in the future, and requiring it (if installed) to be provided by a low-intensity, narrowly-focused, ground-mounted fixture approved by the Zoning Administrator. He also noted that the applicant requested in their documents to be allowed to use a brighter white, which is a color in the Yorktown Palette that would be allowed to be used.

Ms. Weekley asked if the applicant had any comments.

Mrs. Christie Van Cleave stated that she was the applicant and would prefer the bright white as it would better match the existing trim paint that is on the structure.

Mr. Tom Tragle asked the applicant if they were fine with the condition on the lighting.

Mrs. Van Cleave stated that it may be a while before she puts a light on the sign, but yes, she is fine with the condition.

Mr. Jose Longoria stated that he liked the design of the signs and that he thought the bright white would look better and make the letters pop a bit better.

Mr. Tragle said the application checks all the boxes for him.

Mr. Longoria moved approval of the application to find the proposal consistent with the Guidelines and that the application be approved, subject to the following condition that any illumination of the sign be provided by a low-intensity, narrowly-focused, ground-mounted fixture that is approved by the Zoning Administrator. Additionally, Bright White, from the Yorktown Color Palette, could be used instead of the proposed Capitol White CW-10, at the discretion of the applicant.

By voice vote, the motion was approved unanimously.

### **Old Business**

**Application No. HYDC-220-22, 524 Water Street, Larry’s Lemonade**

Mr. Anderson stated that the HVAC unit was removed on August 8, 2022; therefore the application was resolved and no longer needed to be considered.

**Committee Requests**

The Committee discussed the tent appeal that was before the Board of Supervisors on August 16, 2022. They opined about the upcoming project along Water Street and the benefits of bringing a consultant in to analyze the area.

There being no further business to come before the Committee, the meeting was adjourned at 7:26 pm.

Respectfully Submitted,

Earl W. Anderson, Secretary

Approved by HYDC: Earl W. Anderson