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**Historic District Commission**

**June 28, 2021**

**Minutes**

Board Member, Cynthia Jenkins called together a meeting for the Historic District Commission at 5:30 PM at the Warrenton Town Hall. Attending were Town Administrator Robert Davie, Tracy Stevenson, Bob Shingler, Anne Harris, Audrey Tippett, Marsha West, and Cynthia Jenkins. Chairman Richard Hunter joined via Zoom. A quorum was present. Applicants Dina Otieno and Heather Sargent were present. Surrounding property owners Mr. and Mrs. Satterwhite, Betty Rollinson, and Joan Arbuthnot were also in attendance.

Anne Harris made a motion to approve the May meeting minutes, which was seconded by Marsha West. The minutes were approved by unanimous vote.

**218 W. Ridgeway Street COA**

Dina Otieno has requested to replace deck at back of property and increase the size by 50%. Richard Hunter asked if the deck would be visible from the street and was told that it would not. Anne Harris made a motion to approve the construction of the deck which was seconded by Marsha West. The motion was approved by unanimous vote.

Dina Otieno has requested that the front door that she has already replaced be approved by the Board. Fines have been invoked due to Ms. Otieno not adhering to Historic District Guidelines and not responding to numerous certified mailing in reference to same. Ms. Otieno was informed that she would have to go before the Town Board of Commissioners to try to have the fines waived, that the HDC Board did not have the authority to do so. Cynthia Jenkins suggested that Ms. Otieno be given 90 days to replace door with one to match the original and fines to be stopped for the 90 day period. Ms. Otieno was given several businesses to contact that could do a door like the original. Marsha West made a motion to approve same, which was seconded by Bob Shingler. The motion was approved by unanimous vote. Ms. Otieno was informed that she must come before this board with an update at the expiration of the 90 day period.

**116 E. Franklin Street COA**

David Gardner has requested to clean the brick wall and restore the “COKE” sign. Anne Harris made a motion to approve, which was seconded by Marsha West. The motion was approved by unanimous vote.

**204 S. Bragg Street COA**

Michael Hurt has requested to convert this single family home into a duplex, which would require adding an entry door and removing a damaged tree. Surrounding property owner, Betty Rollinson asked that the limb hanging over her property also be removed. The board gave Town Administrator, Robert Davie permission to contact Mr. Hurt and ask that this limb also be removed. Anne Harris made a motion to approve the COA, which was seconded by Marsha West. The motion was by unanimous vote.

**417 N. Main Street COA**

Michael Coffman has requested to create a brick patio, pave remainder of driveway and create a cast stone border. Richard Hunter made a motion to approve the COA, which was seconded by Anne Harris. The motion was approved by unanimous vote.

**112 Wilcox Street COA**

Heather Sargent has requested to remove limbs hanging over roof, as well as 15 items to include repair and replace roof, remove framing from right side of porch, repair areas of rotten wood on exterior to include porch ceiling and supports, remove asphalt area of front driveway and broken front sidewalk and replace with brick edging and fill with pea gravel, replace front door, remove light post near front sidewalk, remove chimney cap, repoint brick, level concrete porch and finish with brick tile veneer, refinish concrete pad under portico, remove plywood sides of shed roof overhang, add wooden fencing to left side of yard, replace right side kitchen windows with original windows from laundry room, remove vinyl window from downstairs master bath and replace with two matching wood windows, and place coach lights on either side of front door. Anne Harris made a motion to approve COA, which was seconded by Audrey Tippett. The motion was approved by unanimous vote.

With no other business, the meeting was adjourned.