**Walter M. Gardner, Jr. Robert F. Davie Jr.**

**Mayor Town Administrator**

**TOWN OF WARRENTON**

*“Historically Great - Progressively Strong”*

1. O. Box 281

Warrenton, NC 27589-0281

PHONE (252) 257-1122 FAX (252) 257-9219

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Historic District Commission**

**Regular Meeting**

**October 24, 2016**

**Minutes**

The Warrenton Historic District Commission met on Monday, October 24, 2016 at 5:30 PM at the Warrenton Rural Fire Station. Present were members: Richard Hunter, Michael Coffman, Marsha West, Audrey Tippet, Bob Shingler and Kim Burrows. Also present was citizens: Anne and Tommy Satterwhite, Leon Reyes with his contractor, Bonnie Andrews and Town Administrator Robert Davie. The Meeting was called to Order by Chairman Richard Hunter.

**Old Business**

None

**New Business**

There were four COAs for consideration.

Mr. Reyes was asked to speak about his proposed accessory building to be constructed behind his house. He indicated his proposed structure would be an improvement over his temporary one and would be 20 x 20 feet, using the same roofing and siding material as on his house. Kim Burrows motioned to approve the COA and Michael Coffman seconded. The motion was approved by unanimous vote.

Chairman Hunter asked Tom and Anne Satterwhite to speak about their COA application. They are required to add handicapped accessibility as well as additional ingress and egress, which will involve removing some of the metal siding and installing two large wooden doors. Michael Coffman noted that the doors would not be noticeable from the street. A motion to approve the COA was made by Michael Coffman and seconded by Marsha West. The motion was approved by unanimous vote.

Robert Davie’s COA application was considered. Proposed is replacing a small strip of soffit with wood-grained PVC instead of wood. The roof is nailed directly into the wood and causes significant rot. A drip edge will also be installed. Michael Coffman motioned to approve the COA and Kim Burrows seconded. The motion was approved by unanimous vote.

Finally, the COA for the Town Hall exterior changes was considered. Discussion revolved around the proposed doors for the fire truck entrances and also potential signage. Michael Coffman indicated that any signage should be compliant with the guidelines. Robert Davie was asked to investigate if a prior arch needed to be recreated over one of the fire truck bay doors. Audrey Tippet motioned to approve changes that included recreation of the arch and with signage outside of guidelines to be contingent on further Board approval. Kim Burrows seconded the motion and the motion was approved by unanimous vote. Robert will return to the Board with alternative plans regarding the truck bay doors.

There being no other business the meeting adjourned at 6:15 PM. Respectfully submitted this the 26th day of October 2016.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Robert F. Davie Jr.