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**Historic District Commission**

**August 27, 2018 Meeting**

**Minutes**

The meeting was called to order at 5:30 pm. Members in attendance were Chairperson Richard Hunter, Mike Coffman, Joan Arbuthnot, Bob Shingler, Kim Burrows, Marsha West and Audrey Tippett. Also in attendance were Town Administrator Robert Davie, Kimberly Harding, Cliff Jackson, Emma & Nate Davis, Jimmy Harris, Bobby Edmonds, Woody King and Bridget Marlin.

The minutes were read silently by the members and a motion to approve the July minutes was made by Michael Coffman and seconded by Joan Arbuthnot. The motion carried.

There was no old business.

**New Business**: **A.** The first order of business was a question from Kimberly Harding. She is planning to replace the old windows on her building at 102 S. Main St. (a total of 7 windows) and is inquiring if the commission would accept or reject her COA. Ms. Harding referred to the previous HDC approval of windows for 107 N. Main St. (proposed Milano’s) that was later rejected by the State Historic Preservation Organization (SHPO). She handed out a spec sheet on the proposed window replacements and stated that they were the same kind as approved for Milano’s. They would be double-paned, wood with simulated divided lights. The windows would match the existing profile of the ones that are now in place. Michael Coffman stated that the SHPO rejection was due to additional scrutiny from state and federal agencies because Milano’s is being funded by grants from the state and federal governments. Since Kimberly is not asking for grant monies; at present there is no objection from the HDC. She said that once she is close to finalizing the type of window, she will return to the HDC for approval.

**B**. The 2nd item was a COA from Emma Davis to install a driveway at 311 Warren St. Ms. Davis provided a photo and drawing of the proposed driveway. She detailed that the property is located in a curved area of the street and street parking is not possible. Richard commented on how well she has renovated the property. He also advised her that she will need to get a permit from NC DOT and she affirmed that she had been given the paperwork by Ms. Marlin.

A motion to approve was offered by Michael Coffman and seconded by Kim Burrows. Richard asked for a vote and the COA received unanimous consent.

**C.** Next on the agenda was an application from Jimmy Harris for 209 N. Front St. Mr. Harris asserted that there is a need for apartments/rentals in Warrenton (particularly “Teach for America” teachers). He is proposing to renovate the “ham house” which is located behind apartments that face N. Front St. (old freezer locker) and make it a 1 bedroom apartment. He wants to install a new exterior door and 7 windows, style to match the apartments facing Front St.

2

He also indicated that he was in the process of buying a small parcel of land adjacent to the ‘ham house’ and was asking for approval to remove and/or trim 5 trees. Mr. Harris noted that some of the trees were leaning toward the building and one of them had grown into a chain link fence.

A motion to approve was submitted by Michael Coffman and seconded by Marsha West. Richard asked for a vote and the COA was approved unanimously.

**D.** Mr. James Gardner presented his COA application for removal of a shingle roof and replacing it with a metal one on his property at 118 Marshall St. Richard recommended one that ‘locked-in’ rather than a ‘nailed’ one. Bob Shingler went on to further explain that this type of roof is called ‘standing seam.’

Michael introduced a motion for consent; it was seconded by Audrey Tippet. The chair asked for a voice vote and the COA received unanimous agreement.

**E**. The final COA was submitted by Solar World for Davis & Evelyn Woodson of 305 Halifax St. Neither party was in attendance to defend the merits of the COA. The request is to install solar panels on the rear roof of their home. Richard asked the members to open their HDC Guidelines to page 33, #9 and he recited from the Guidelines, “It is not appropriate to install contemporary features such as mechanical equipment, satellite dishes, ventilators, **solar panels** and skylights on roofs of historic buildings unless they can be located in areas that are not visible from the street and do not compromise the historic character of the roof.” The panels could be seen from Eaton Ave.

There was some discussion if solar panels on the ground would be acceptable and Kim Burrows said that, “No, it was prohibited in the Guidelines (it could be seen from the street).” Joan suggested that the panels might be install on the 2nd floor porch roof, as long as they could not be seen from the street, but another COA would need to be submitted by the Woodson’s.

A motion to reject the application was presented by Audrey Tippet and received a second by Kim Burrows. A voice vote requested by the chair was unanimous in denying the COA.

**Other matters discussed:**

Kim Burrows indicated that she may be requesting a COA for a fence at the rear of her property.

She asked if Susan Brown had requested a COA to install a fence along her side yard that is adjacent to the Burrows’ property. Ms. Brown has completed the COA and it was approved by Robert Davie.

The front door at 227 Ridgeway was brought up by Bob Shingler. Bridget Marlin told the commission that she has spoken to the home owner recently and advised her that the HDC was requesting a deadline to re-install the original door or to replace it with an ‘in kind’ door. The owner, Ms. Otieno, advised that she anticipates this matter to be resolved by the end of this year.

Kim Burrows inquired if the Seaman house at 307 Halifax St. was still for sale. Bridget Marlin said that she had spoken to one of the heirs recently and he said he would sell it for $1.00. Preservation North Carolina would like it to be sold and restored.

There being no further business, the meeting adjourned at 6:15.

Respectfully submitted,

*Bridget Marlin*