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TOWN OF WARRENTON
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Historic District Commission
April 22, 2013
Minutes

The Historic District Commission meeting was called to order on Monday April 22, 2013 at 5:30 PM, by Richard Hunter, Chairperson. Attending were board members: Kim Burrows, Bill Miller, Audrey Tippett, Jules Banzet, Bob Shingler and Richard Hunter, and Robert Davie – Town Administrator.

The regularly scheduled meeting was called to order and the minutes from the prior meeting were reviewed and approved with a motion from Jules Banzet and second by Audrey Tippett.

Richard Hunter discussed a workshop that he attended in Burlington and sponsored by the UNC School of Government. Information material from the workshop was handed out to board members. The workshop highlighted that Historic District Commissions are not legislative bodies but instead more similar to quasi-judicial bodies that consider and rule on findings of fact, supported by substantial evidence. An appeal process is in place similar to judicial bodies. It was noted that the purpose of the Commission is to hear applications from citizens and rule on them in this quasi-judicial manner. It was also noted that the body cannot discuss projects under consideration by the committee outside of regularly or specially scheduled meetings.

A discussion of boarded-up windows followed. It was noted that newly boarded up windows are not permitted under the Historic Design Guidelines, but that many windows in town are boarded up and some are grandfathered. It was noted that the HDC and Design Guidelines were adopted by the Board of Commissioners as an ordinance on April 27th, 2009.

Audrey Tippet suggested that an alternative to custom windows should be considered for the Design Guidelines, taking into account that some persons cannot afford custom windows.

Frustration with compliance was discussed.

Robert Davie agreed to undertake the following action items:

1. Email the Commission members, John Mooring (Commissioner) and Mitch Styers (Town attorney) regarding the inconsistencies of language on boarded-up windows in several of the Town ordinances.
2. Begin a 6-month plan to educate and remind persons in the Historic District of the requirement for COAs.
3. Present the first letter of the 6-month plan to the Commission for review, via email.
4. Add to the Board of Commissioners agenda at the next regular meeting a request from the Commission to eliminate the \$50 fee for Major COAs, noting that there is no charge for Minor COAs at present.

With no further business the meeting adjourned.