



Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

P.O. Box 281
Warrenton, NC 27589-0281
(252) 257-1122 Fax (252) 257-9219
www.warrenton.nc.gov

Historic District Commission is inviting you to a scheduled Zoom meeting.

Topic: Historic District Commission - Warrenton
Time: May 18, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89263420626?pwd=TkpTZmpXQzFrZnM3QnBaV0hVSTB5Zz09>

Meeting ID: 892 6342 0626

Password: 454560

Dial by your location

+1 301 715 8592 US (Germantown)

If you have any questions or concerns, please feel free to contact me.

Kind regards,

Robert Davie
Town Administrator



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Robert F. Davie, Jr. – Town Administrator

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Historic District Commission Meeting. 5/18/20. 5:30 PM

Location: 113 S. Bragg Street.

Agenda:

- ▲ 102 S. Main Street COA
- ▲ Public Comment
- ▲ 411 S. Main Street COA
- ▲ Public Comment
- ▲ 136 N. Main Street COA
- ▲ Public Comment
- ▲ 304 Wilcox Street COA
- ▲ Public Comment
- ▲ "Residents of Warrenton" letter.



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RESIDENTS OF WARRENTON

Please be aware of the Historic District Ordinances when it comes to trees and landscaping. These Historic District ordinances apply to all properties within the historic district, which includes over half of the properties in Warrenton. (If you are not sure you are in the district, you may contact the Town Administrator.)

Residents who do not follow these guidelines, are subject to **finest of \$100 per day**.

Regarding Trees and Landscaping

"A Certificate of Appropriateness is required for the removal of mature ornamentals, trees over 8 inches in diameter at 4 feet off the ground, or for any proposed landscaping related to new construction." In other words, you must have approval to remove any tree, in any condition, if it exceeds 8 inches in diameter measured at 4 feet off the ground. You also must have approval in order to remove ornamental shrubs and small ornamental trees.

Complete and submit a Certificate of Appropriateness, which can be found on the Town's website www.warrenton.nc.gov, to the Town Administrator.

Violations will no longer be tolerated and will be fined!



Richard Hunter – Chairman
Staff Review

Historic District Commission
COA Application

PROPERTY ADDRESS: 102 S. Main Street

SUMMARY OF REQUEST: New wood double-hung insulated pocket replacement windows

APPLICANT/OWNER: Kimberly Harding

DETAILS OF PROPOSED WORK

Existing Conditions

The original iron frames are in stable condition and will be retained. The original sash is no longer existing.

Applicant's Proposal

It is proposed to install new wood double-hung insulated pocket replacement windows in existing window openings. The original sashes no longer exist. The existing window frames, which are covered in iron, will be retained. The replacement window design and style will replicate the previous design in all respects. Shadow bar and wood bead bar will match the original in design, shape, dimension, material, detail and texture. Simulated divide lights will be permanently attached. Windows will be produced by Jeld-Wen, the same manufacturer of the windows that are in place now at 107 North Main (Ahmed – new Milanos). These windows were previously approved by the Historic District Commission and NC SHPO for use on the side (not front) of new Milanos.

DISTRICT GUIDELINES

Windows and Doors (Page 37):

2. Retain and protect the historic features, materials, and finishes of windows and doors—including their configuration, dimensions, details, and texture
5. If all or parts of a window or door are too deteriorated to repair, replace to match the original in design, dimension, material, detail, and texture. If possible, limit replacement to the deteriorated section only. Consider a compatible substitute material only if it is not feasible to replace in kind. It is not appropriate to replace wood windows with vinyl or aluminum units.
6. If all or parts of a historic window or door unit are missing, either replace it to match the missing original (based upon accurate documentation) or replace it with a design sized to the opening and compatible with the building's architectural character.

PHOTOS

Included in packet.

STAFF FINDING OF FACTS

Based on the information summarized above, the applicant is taking appropriate steps to match the original design, dimension, material, detail and texture of the windows. These windows were previously approved by the Historic District Commission and NC SHPO for use on the side (not front) of new Milanos building. Staff recommends approval.



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HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
MAJOR WORK

Date: April 17, 2020

APPLICATION FEE: Waived

I (we) the undersigned request a major Certificate of Appropriateness for the following plans and proposals:

Please include the following information with this application. All information must be received before an application will be considered.

Site Plan: X Scale Drawings: X

Elevation Drawings: _____ Photographs: X Other: Window description / quote

Property location (street address): 102 South Main Street Warrenton, NC

Second floor apartment

Property owner: Kimberly Harding

Applicant (if different from owner): _____

Address: 103 Plummer Street Warrenton, NC

Phone: (home): _____ (business): _____ (cell): 252-213-3006

EXISTING CONDITIONS:

Current use of property:

Second floor, unused with five windows labeled 1 through 5
on site plan and now non-existent.

Description of Property/Structure (historic significance, architectural style, date of construction and general history:

Brick store building built in 1882 by J.M. Waddill, after the
great fire in 1881. Basement is storage, first floor is retail
space, and second floor has been approved for an apartment.

(Use additional sheets as necessary. Include photographs showing present state of the property.)

PROPOSED ACTION: I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and Ordinances of the Town of Warrenton for the proposed work as described below (please check):

Major Maintenance/Repair: X Restoration: Signage:

Major Alterations/Remodeling: Demolition: Moving:

Landscape alterations (incl. large tree cutting): Other:

Describe in detail the work proposed: It is proposed to install new wood
double-hung insulated pocket replacement windows in existing
window openings on the second floor on the west side (5) at the
back and on the second floor on the north side at Macon Street
(1,2,3,4) on site plan attached. The original sashes no longer
exist. The existing window frames, which are covered in iron,
will be retained, and the replacement window design and style
will replicate the former window design in all respects.
Shadow bar and wood bead bar will match the original in
design, dimension, material, detail and texture. Simulated
divided lites will be permanently attached. Windows
proposed would be produced by the same manufacturer (Jeld-Wen)

2099

as the windows that are in place now on the sides of the building project at 107 North Main Street (Ahmed-new Milanos). These windows were approved by the Historic District Commission and NC SHPO for use on the side (not front) of that building.

This application will be considered only after it is complete, with all necessary attachments. Applications must be filed at Town Hall by the first Thursday of each month for consideration at the monthly meeting of the Historic District Commission. A subcommittee of the Historic District Commission may meet informally with an applicant. A public hearing may be held. Formal action to either issue or deny a COA will be within a reasonable time not to exceed 180 days.

It is mandatory that the Applicant or his/her representative be present at the Historic District Commission meeting during which an Application for Major Work is reviewed. Contractors may accompany or even represent the Applicant, and may assist with the preparation of the Application. A contractor's proposal is a helpful attachment to an Application. If the Application is approved, the Town Administrator will issue a Certificate of Appropriateness clearly describing the nature of the approved work. If requested, the Secretary will mail a copy of the minutes of the meeting at which approval was granted. The COA and zoning permit will be transmitted to the property owner and must be displayed on the project. No work may commence prior to receiving this COA and zoning permit from the Town of Warrenton. A copy of this information will be forwarded to the Warren County Code Enforcement Officer (Building Inspector) who is responsible for its enforcement.

After approval and issuance of a COA, a member of the Historic District Commission may be assigned personally to your project and will follow its progress to completion. This member will determine that work done is in accordance with that approved, and will be available to assist the applicant should the need for changes arise. Access to the exterior of the construction site shall be offered to the Historic District Commission member when requested.

Certificates of Appropriateness are to be used only for the work described on this Application. NOTE—ANY CHANGES OR ADDITIONS TO THE WORK DESCRIBED IN THE APPLICATION MUST BE RESUBMITTED TO THE TOWN ADMINISTRATOR FOR POSSIBLE RECONSIDERATION BY THE HISTORIC DISTRICT COMMISSION.

Work must be started within one (1) year of the issuance of the COA

Signature of Applicant:



Date:

4/17/2020

3 of 9

STAFF USE ONLY: Submission Date: _____ Received by: _____

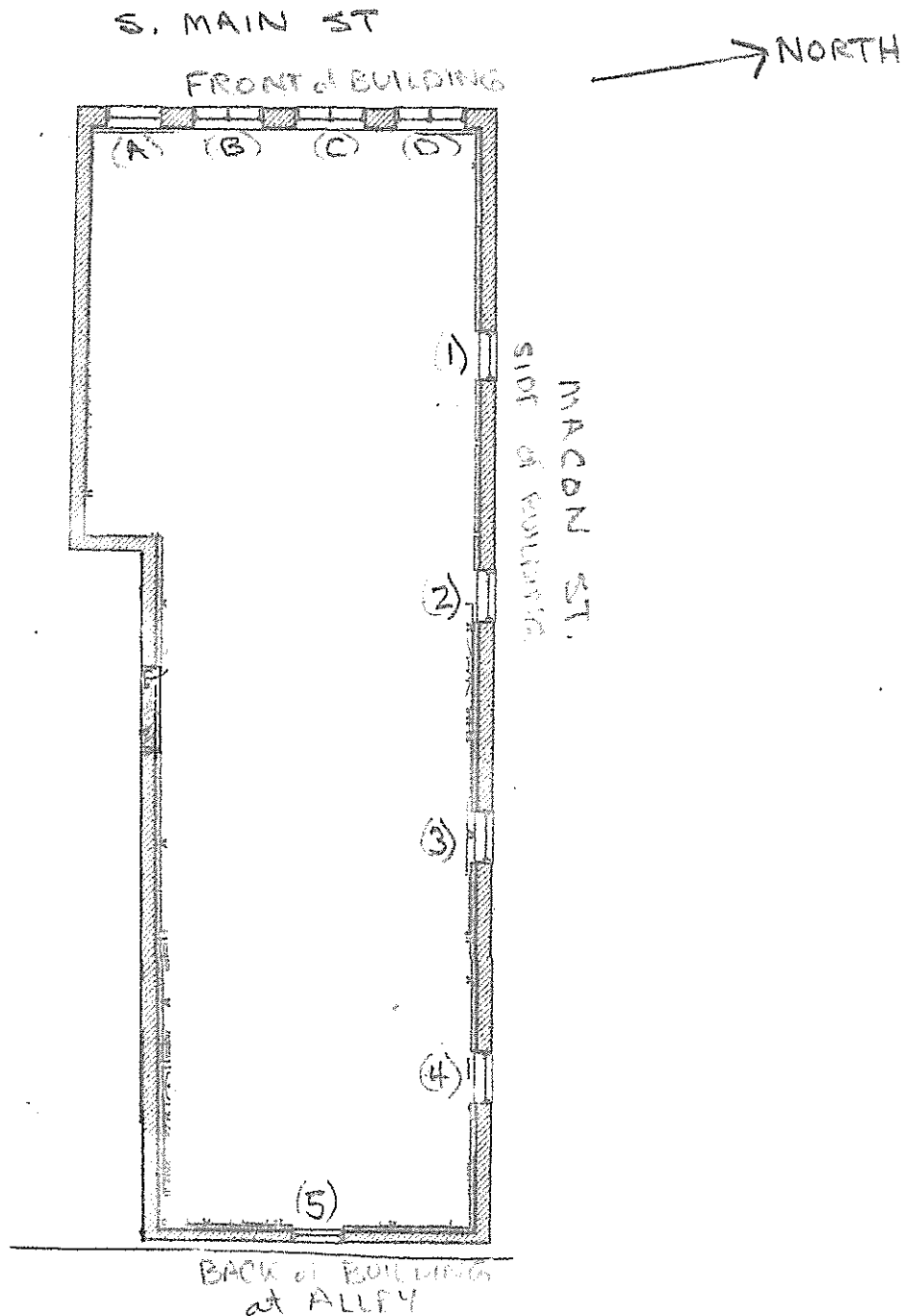
Public hearing date (if required): _____

Application fee of \$50 received: _____ COA Approved: _____ Denied:

HARDING BUILDING

102 SOUTH MAIN ST WARRENTON NC

SITE MAP



2ND FLOOR
WINDOW SCHEDULE

PROPOSED
POCKET REPLACEMENT WINDOWS - (1)(2)(3)(4)(5)

EXISTING
RESTORED WINDOWS WITH STORM WINDOWS (A)(B)(C)(D)



BACK and SIDE

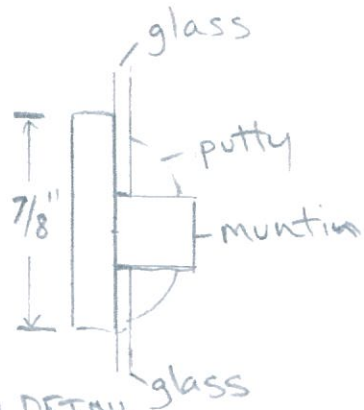


BACK



NORTH SIDE

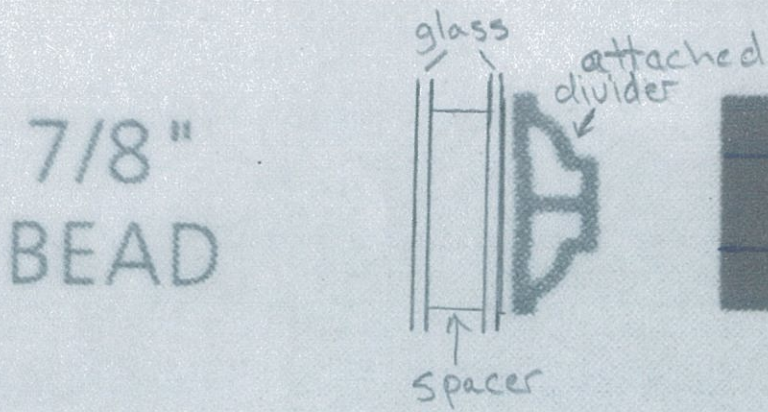
102 SOUTH MAIN ST. WARRENTON NC



EXISTING MUNTIN DETAIL

EXTERIOR →

SIMULATED DIVIDED LITE DETAIL



7/8"
BEAD



SASH
DETAIL

[Back to Quote](#)

Have it done
IMPROVING

Date: 04/17/2020

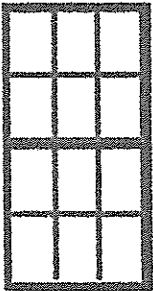
LOWE'S HOME CENTERS, LLC #738

166 DABNEY ROAD
HENDERSON, NC 27537
USA

(252) 436-0050



Project #: 615322186 Description: Pocket replacements
Customer Name: CLIFTON JACKSON
Customer Phone: (252) 425-1284
Customer Address: 958 FLEMMING MILL
RD.
MACON, NC 27551
USA

Line Item	Product Code	Unit Price	Quantity	Total Price
Frame Size	Description			
0001	Manufacturer: JELD-WEN - Wood Windows & Patio			
Actual Frame Size = 42 1/4-in W x 78 1/4-in H	Doors			
Actual Rough Opening Size = 0-in W x 0-in H	Division: Millwork			
	Product: Windows			
	Type: Double Hungs			
	Product Type: Double Hung			
	Product line: W-2500			
	Exterior Type: Wood			
	Assembly: Pocket Unit			
	Product Model: Standard			
	Vent Division: Even Divide			
	Order By: Pocket Opening Measure			
	Pocket Opening Width: 40 7/8-in			
	Pocket Opening Height: 78 1/2-in			
	number of locks: 2			
	Bottom Rail Option: Standard			
	Species: Auralast Pine			
	Finish - Interior: Primed			
	Finish - Exterior: Hartford Green			
	Sash to Match Exterior Finish: Yes			
	Finish - Sash Exterior: Hartford Green			
	Energy Efficiency: Standard			
	STC OITC Rating: Standard			
	Glazing: Insulated			
	Glass Color: Low-E 366			
	Glass Type: Annealed			

Neat Glass: No
Glass Thickness: Standard Default Thickness
Protective Film.: No Protective Film
Spacer Color: Black Spacer
Glass Options: Argon
Grid Type: 7/8-in Bead SDL w/Perm Wood
Interior Bar Profile: Traditional Bead Bar - Standard
Location for Grid: All Lite(s)
Grid Finish: Light Bronze Shadow Bar
Exterior SDL Finish: Hartford Green
Grid Pattern: Colonial
Lites Wide - Bottom: 3
Lites High - Top: 2
Lites High - Bottom: 2
Lites Wide - Top: 3
Hardware Finish - Interior: Chestnut Bronze
Screen Options: Fiberglass Mesh
Screen Finish: Hartford Green
Screen Style: Half Screen
Rating: PG 25
Certification: None
Jambliner: White Jambliner
Finger Plows: Plow in Top/Bot Rail
Sash Limiter: No Sash Limiter
Lead Time: 21 Days
Item Number: 275493

Salesperson: CHRIS HUNTER (S0738CH2)

Accepted by: _____

[Print Detailed Quote](#)

This quote is an estimate only and valid for 30 days on all regularly priced items. For promotional items please refer to the dates listed above. This estimate does not include tax or delivery charges. Estimated arrival will be determined at the time of purchase. All of the above quantities, dimensions, specifications and accessories have been verified and accepted by the customer.



Richard Hunter – Chairman
Staff Review

Historic District Commission
COA Application

PROPERTY ADDRESS: 411 S. Main Street

SUMMARY OF REQUEST: Pave Driveway

APPLICANT/OWNER: J Porfirio Reyes-Leon

DETAILS OF PROPOSED WORK

Existing Conditions

Currently has a gravel driveway as seen in picture.

Applicant's Proposal

Applicant would like to pave the driveway with asphalt from road to back of house. Mr. Reyes has spoken with District Engineer Scott Wheeler with NCDOT. Since the driveway is pre-existing, NCDOT does not have any issues or requirements.

DISTRICT GUIDELINES

Driveways, Walkways, and off street parking:

7. Introduce new driveways, walkways, and off street parking areas, if needed, with care so that the overall historic character of the site and district is not compromised or diminished. Their location and configuration must be consistent with the character of the building, site, and district. Locate new driveways, walkways, and off street parking so that the general topography of the site and significant site features and mature trees are not altered, damaged, or lost. In residential districts, it is not appropriate to locate off street parking areas in locations visible from the street, where the paving will abut the principal building, or where the paved area will substantially alter the proportion of the site that is paved versus landscaped.

8. Construct new driveways, walkways, and off street parking areas in traditional materials and in designs that are compatible with the site in configuration, scale, materials, and detail.

9. Protect significant site features and mature plantings from damage during or as a result of the construction of new driveways, walkways, or off street parking areas.

Chapter 151 Zoning Codes:

(6) A safe means of ingress and egress shall be provided for all parking spaces and driveways for uses other than single and two-family residential and shall be at least 24 feet wide.

PHOTOS

Included in packet.

STAFF FINDING OF FACTS

Applicant is not compromising the overall historic character of the property. New asphalt driveway will be in same location as existing driveway. Since the driveway is pre-existing, NCDOT District Engineer Scott Wheeler says there will be no issues or requirements for applicant's proposal. Applicant meets the minimum number of required off street parking spaces (2) for a single family dwelling. Staff recommends approval.



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Robert F. Davie, Jr. – Town Administrator

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HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
MAJOR WORK

Date: 4-21-20

APPLICATION FEE: Waived

I (we) the undersigned request a major Certificate of Appropriateness for the following plans and proposals:

Please include the following information with this application. All information must be received before an application will be considered.

Site Plan: _____ Scale Drawings: _____

Elevation Drawings: _____ Photographs: _____ Other: _____

Property location (street address): 411 S. Main ST. Warrenton, NC

Property owner: J Porfirio Reyes-Leon

Applicant (if different from owner): _____

Address: _____

Phone: (home): _____ (business): 919-8924109 (cell): 252 204 5901

EXISTING CONDITIONS:

Current use of property:

Household / Family Dwelling

Description of Property/Structure (historic significance, architectural style, date of construction and general history:

House Built in 1994 Mr. Reyes Has owned House
Since 2012

(Use additional sheets as necessary. Include photographs showing present state of the property.)

PROPOSED ACTION: I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and Ordinances of the Town of Warrenton for the proposed work as described below (please check):

Major Maintenance/Repair: _____ Restoration: _____ Signage: _____

Major Alterations/Remodeling: _____ Demolition: _____ Moving: _____

Landscape alterations (incl. large tree cutting): _____ Other: ☒ paving

Describe in detail the work proposed: _____

Would like to Pave my driveway with Asphalt From
Road to Back of House where chain link fence is
Site Plan Included, Mr. Reyes Has Talked with
Scott Wheeler from NC DOT and since driveway is
pre-existing NC DOT Does not Have any Issues or requirements
regarding paving Driveway. Mr. Wheeler is The
District Engineer for NC DOT.

This application will be considered only after it is complete, with all necessary attachments. Applications must be filed at Town Hall by the first Thursday of each month for consideration at the monthly meeting of the Historic District Commission. A subcommittee of the Historic District Commission may meet informally with an applicant. A public hearing may be held. Formal action to either issue or deny a COA will be within a reasonable time not to exceed 180 days.

It is mandatory that the Applicant or his/her representative be present at the Historic District Commission meeting during which an Application for Major Work is reviewed. Contractors may accompany or even represent the Applicant, and may assist with the preparation of the Application. A contractor's proposal is a helpful attachment to an Application. If the Application is approved, the Chairman of the Historic District Commission will issue a Certificate of Appropriateness clearly describing the nature of the approved work. If requested, the Secretary will mail a copy of the minutes of the meeting at which approval was granted. The COA and zoning permit will be transmitted to the property owner and must be displayed on the project. A copy of this information will be forwarded to the Warren County Code Enforcement Officer (Building Inspector) who is responsible for its enforcement.

After approval and issuance of a COA, a member of the Historic District Commission may be assigned personally to your project and will follow its progress to completion. This member will determine that work done is in accordance with that approved, and will be available to assist the applicant should the need for changes arise. Access to the exterior of the construction site shall be offered to the Historic District Commission member when requested.

Certificates of Appropriateness are to be used only for the work described on this Application. NOTE—ANY CHANGES OR ADDITIONS TO THE WORK DESCRIBED IN THE APPLICATION MUST BE RESUBMITTED TO THE TOWN ADMINISTRATOR FOR POSSIBLE RECONSIDERATION BY THE HISTORIC DISTRICT COMMISSION.

Work must be started within one (1) year of the issuance of the COA

Signature of Applicant: Sharon Reyes Leon Date: 4-21-20

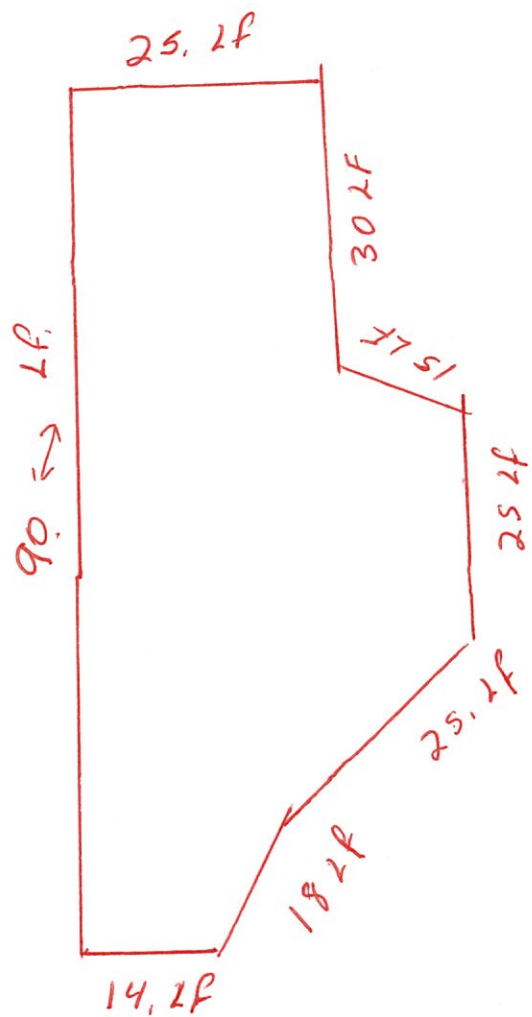
STAFF USE ONLY: Submission Date: _____ Received by: _____

Public hearing date (if required): _____

Application fee of \$50 received: _____ COA Approved: _____ Denied:

Portrio Reyes León

411 S. main ST
Warrenton v.c.



scale 20' 1" + 20'

416 S Main St



Image capture: Apr 2018 © 2020 Google

Warrenton, North Carolina



Street View



Walter M. Gardner, Jr.
Mayor

John Freeman
Administrator

TOWN OF WARRENTON
Historically Great - Progressively Strong
P O Box 281
Warrenton, NC 27589-0281

**HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
MINOR WORK**

Date: 4-20-20 NO APPLICATION FEE

I (we) the undersigned request a minor Certificate of Appropriateness for the following plans and proposals:

Property location (street address): 136 N. Main St.

Property owner: Robert Davie

Applicant (if different from owner): _____

Address: P.O. Box 662
Warrenton NC 27589

Phone: (home): 257-3722 (business): 257-1122 (cell): 919 656 7142

Current use of property: residence

Describe in detail the work to be undertaken, attach photos, drawings, plans, renderings, materials, etc. to give as much information as possible on the requested project:

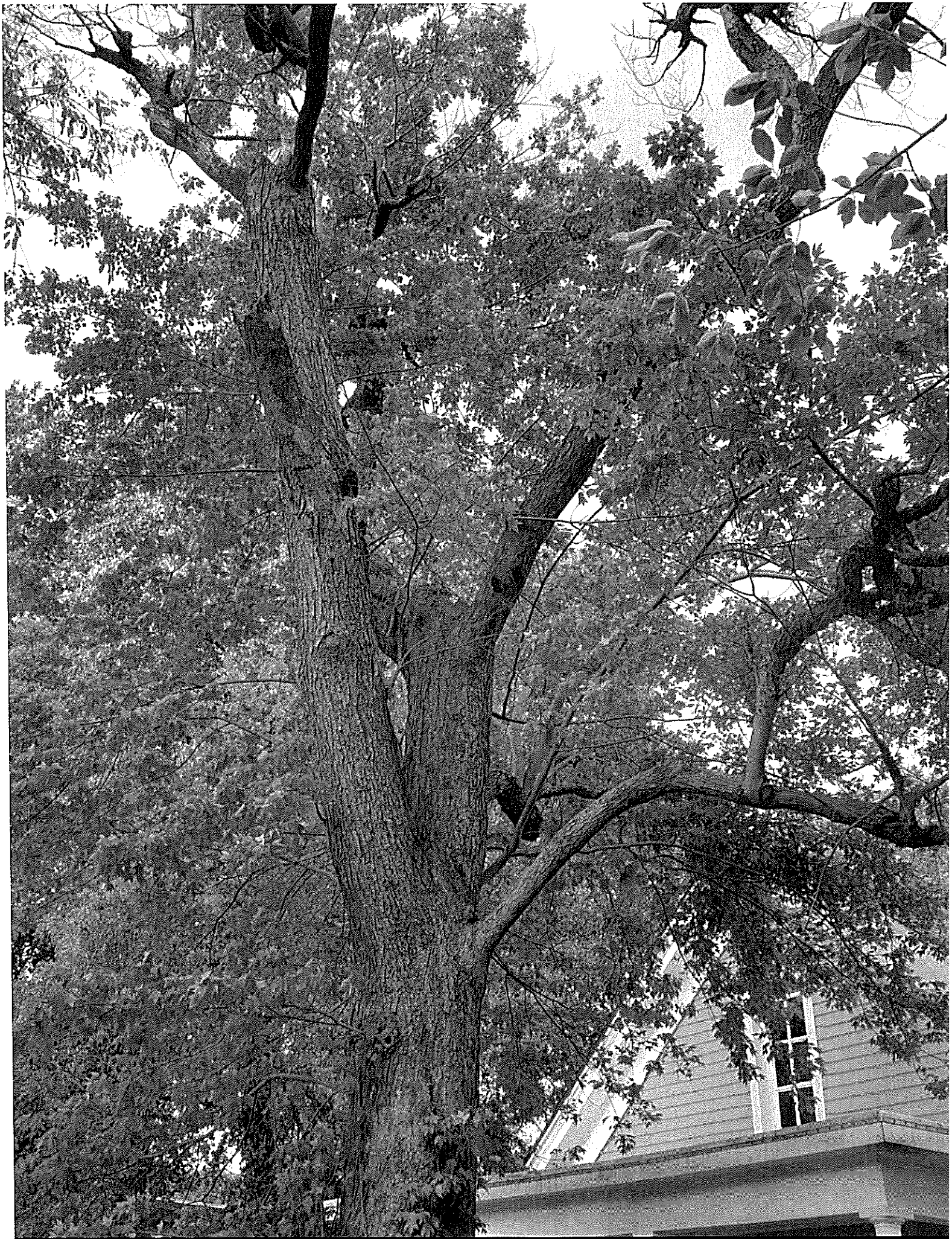
Remove, cut down maple tree in
front yard. Tree has been dying for
many years. One third is currently
dead. Richard's Tree Service indicated
that tree was at end of its life.

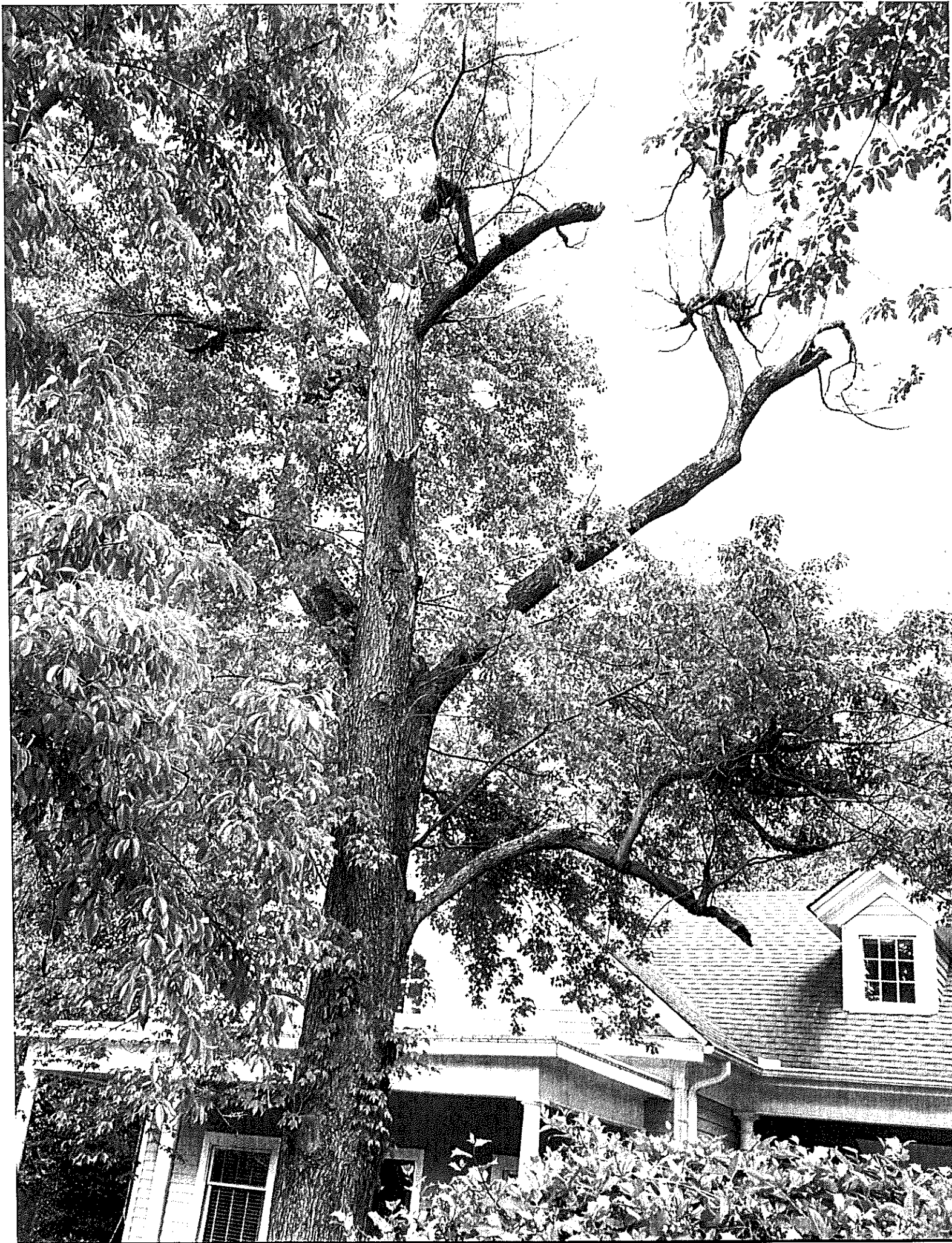
Certificates of Appropriateness are used only for the work described on the application. A copy of this information will be forwarded to the Building Inspector who is responsible for its enforcement.

Signature of Applicant: Robert Davie Date: 4-20-20

STAFF USE ONLY: Submission Date: _____

Received by: _____ Approved: _____ Denied: _____





Richard Hunter – Chairman
Staff Review

Historic District Commission
COA Application

PROPERTY ADDRESS: 304 Wilcox Street

SUMMARY OF REQUEST: Tree Removal

APPLICANT/OWNER: Kevin & Roberta Miller

DETAILS OF PROPOSED WORK

Existing Conditions

Pecan tree near South East corner of property. Tree Company has already started removing the tree without COA.

Applicant's Proposal

Applicant is proposing to remove the Pecan tree near South East corner of the property. Owners claim it is dying and they are concerned it is a threat to the property.

DISTRICT GUIDELINES

Page 10, Planning Considerations: A Certificate of Appropriateness is required for the removal of mature ornamentals as well as other trees over 8 inches in diameter at 4 feet off the ground and for any proposed site work and landscaping related to new construction or parking areas.

PHOTOS

Photos include current pictures of the tree after work has already begun. Other photo is picture of Maple tree that had fallen in March of 2018. Applicant has requested I include picture of fallen down Maple as an example of what they think will happen with Pecan tree.

STAFF FINDING OF FACTS

Staff finds that the tree is not in a state of decay, and overall is a healthy tree. Tree service has already begun trimming what looked to be the dead parts of the tree (see photos). Staff does not recommend approval.

Town of
Warrenton
NORTH CAROLINA

Walter M. Gardner, Jr. – Mayor
Robert F. Davie, Jr. – Town Administrator

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HISTORIC DISTRICT COMMISSION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)
MAJOR WORK

Date: 5/5/2020

APPLICATION FEE: Waived

I (we) the undersigned request a major Certificate of Appropriateness for the following plans and proposals:

Please include the following information with this application. All information must be received before an application will be considered.

Site Plan: _____ Scale Drawings: _____

attached photo from March 2018 shows screen
on right (old maple down in backyard);
Justin has other photos

Elevation Drawings: _____ Photographs: ☒ Other: _____

Property location (street address): 304 Wilcox St, Warrenton

Property owner: Kevin + Roberta Miller

Applicant (if different from owner): w/a

Address: 304 Wilcox St, Warrenton, NC 27589

Phone: (home): _____ (business): _____ (cell): 435.216.2691

EXISTING CONDITIONS:

Current use of property:

residence

Description of Property/Structure (historic significance, architectural style, date of construction and general history:

Contributing structure to Warrenton Historic District: listed on 1976
National Register Nomination Form as "115. Wilcox St, mid-19th c. 1-story
3A house with bracket porch, Greek Revival doorway."

(Use additional sheets as necessary. Include photographs showing present state of the property.)

PROPOSED ACTION: I (We) hereby apply for the Certificate of Appropriateness required by the laws of North Carolina and Ordinances of the Town of Warrenton for the proposed work as described below (please check):

Major Maintenance/Repair: _____ Restoration: _____ Signage: _____

Major Alterations/Remodeling: _____ Demolition: _____ Moving: _____

Landscape alterations (incl. large tree cutting): ☒ Other: _____

Describe in detail the work proposed: _____

remove pecan tree ^{near} on SE corner of property; tree is
a hazard - it is dying from ivy and we are concerned it
might come down in a storm and cause property damage, as
did a maple in front yard in March 2013, soon after we
bought the house

This application will be considered only after it is complete, with all necessary attachments. Applications must be filed at Town Hall by the first Thursday of each month for consideration at the monthly meeting of the Historic District Commission. A subcommittee of the Historic District Commission may meet informally with an applicant. A public hearing may be held. Formal action to either issue or deny a COA will be within a reasonable time not to exceed 180 days.

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Work must be started within one (1) year of the issuance of the COA

Signature of Applicant:  Date: 5/5/2020





